

# Western Michigan University

**PeopleSoft Financials Version 9.2  
Travel Authorization and Expense System**

**Creating a Travel Authorization**

Payroll and Disbursements

# Overview

- Travel Authorizations must be created and approved **BEFORE** the first date of travel. The system will not allow an authorization to be created after the date of travel.
- Travel Authorizations are populated from user defaults. Cost center information defaults to the cost center that the employee traveling is paid from. The traveler can utilize the **Accounting Details** option to update the cost center if different funding is to be used for travel
- You can save Travel Authorizations to complete data entry at a later time (as long as the authorization has not been “Submitted”).
- The traveler can use the “**Delegate Entry Authority**” option to set up a delegate to create authorizations on their behalf.
- Supervisors can use the “**Delegate Workflow Approval Authority**” instructions to set up an individual to approve authorizations temporarily on their behalf.

# Accessing the Travel and Expense Center

\*\*\*Use the following navigation highlighted to access the Travel Authorization

The screenshot shows the 'My Work' navigation menu. The 'ALL LINKS' section is expanded, and 'Administrative Applications' is highlighted. Under 'Administrative Applications', 'PeopleSoft Administrative Systems' is highlighted, and under that, 'PeopleSoft Financials' is highlighted. The 'My Work' header and the 'ALL LINKS' section header are also highlighted with red boxes.

Step 1 (GoWMMU)


The screenshot shows the 'NavBar: Navigator' interface. The 'Employee Self-Service' link is highlighted with a red circle '3'. The 'Travel and Expenses' link is highlighted with a red circle '4'. The 'Recent Places' and 'My Favorites' sections are visible on the left side. The 'Navigator' icon at the bottom is highlighted with a red circle '2'.

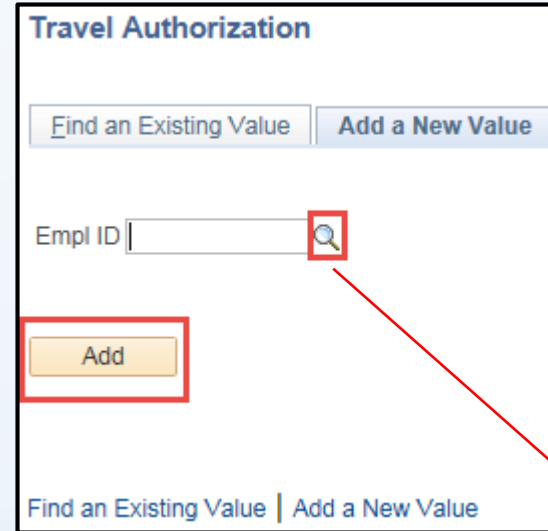
Step 2

The screenshot shows the 'Travel and Expense Center' interface. The 'Travel Authorizations' section is expanded, and the 'Create/Modify' link is highlighted with a red box. The 'Travel and Expense Center' header and the 'Travel and Expense Center' link are also highlighted with red boxes.

Step 3

# Creating Travel Authorizations

- On the “**Travel Authorization**” screen, enter the Employee ID of the individual you are creating an authorization for.
- If the Employee ID is not known, select the  icon to search for all users you have the authority to create an authorization for.
- Click the “**Add**” button when ready.



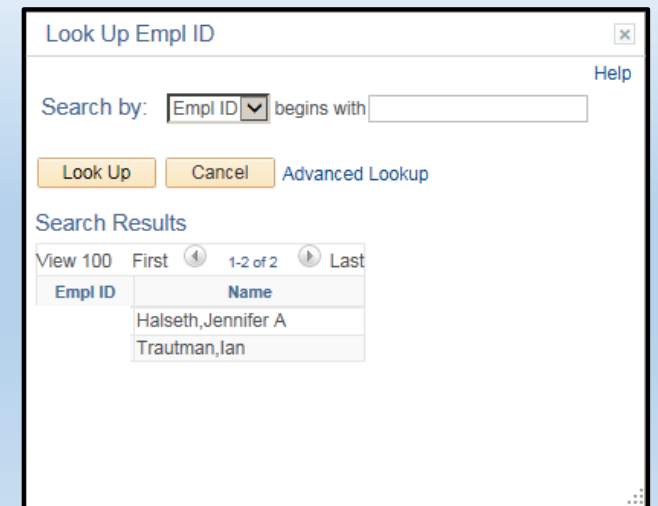
Travel Authorization

Find an Existing Value | Add a New Value

Empl ID  

Add

Find an Existing Value | Add a New Value



Look Up Empl ID

Search by:  Empl ID  begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Empl ID	Name
	Halseth, Jennifer A
	Trautman, Ian

# Creating Travel Authorizations

1. **Business Purpose** – Select the purpose of travel from the drop down
2. **Description** – Enter a brief description of the travel which may include the final destination location. This will be the “title” of your authorization
3. **Date From/Date To** – Enter or select the travel dates of the travel
4. **Quick Start** – The default option is “**A Blank Authorization**”, however, if you want to create an authorization based off of “**A Template**” or “**An Existing Authorization**” you can select those options using the drop down box
5. **Submit Bar** – Save or Submit your authorizations using these options. It is a good idea to occasionally hit “**Save for Later**” to save your progress

The screenshot shows the 'Create Travel Authorization' form. At the top left, it says 'Create Travel Authorization' and 'Ian Trautman'. Below this, there are several fields and buttons:

- 1**: A dropdown menu for '\*Business Purpose' with 'Conference' selected.
- 2**: A text input field for '\*Description' containing 'Bank of America Pcard'.
- 3**: Two date input fields for '\*Date From' (10/09/2017) and '\*Date To' (10/13/2017).
- 4**: A 'Quick Start' dropdown menu with options: 'Populate From', 'A Template', and 'An Existing Authorization'.
- 5**: A 'Save for Later' button and a 'GO' button.

Other visible elements include a 'Print' button, a 'Home' icon, and a 'Summary and Submit' link.

# Creating Travel Authorizations

- Quick-Fill** – Allows for the user to quickly add expenses for **“One Day”** or **“All Days”** of the specified date range by clicking the check box for each desired expense. When selecting **“One Day”** the expense will be set for the beginning date of travel.

The screenshot shows a software interface for creating travel authorizations. On the left, a 'Projected Expenses' section is visible with a 'Quick-Fill' button highlighted by a red box and a red circle containing the number '6'. The main focus is a 'Quick-Fill' dialog box on the right. This dialog has a title bar with 'Quick-Fill' and a 'Help' link. Below the title bar, there is a text area with instructions: 'Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.' Below this is a 'Date Range' section with 'From' and 'To' date pickers, both set to 10/09/2017 and 10/13/2017 respectively. Underneath is a table titled 'Add Expense Types:' with two columns: 'One Day' and 'All Days', and a third column for 'Expense Type'. The table contains the following rows:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Airfare_International
<input type="checkbox"/>	<input type="checkbox"/>	Airfare_NonEmployee
<input type="checkbox"/>	<input type="checkbox"/>	Airfare_One Way
<input type="checkbox"/>	<input type="checkbox"/>	Airfare_Round Trip
<input type="checkbox"/>	<input type="checkbox"/>	Athletics Automobile Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Rental
<input type="checkbox"/>	<input type="checkbox"/>	Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	Conference/Meeting
<input type="checkbox"/>	<input type="checkbox"/>	Dinner

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

# Creating Travel Authorizations

7. Clicking on this arrow will expand the expense details. This can also be done by selecting “**Expand All**”. Clicking again will collapse the details which can also be done by selecting “**Collapse All**”
8. **Date** – Date expense occurs
9. **Expense Type**
10. **Description** – A brief description of what the expense is for
11. **Payment Type** – How the expense is being paid
12. **Amount**

Projected Expenses ?

Expand All | Collapse All    Add: | ⚡ Quick-Fill    Totals (1 Line)    540.00    USD

	*Date <span>8</span>	*Expense Type <span>9</span>	*Description <span>10</span>	*Payment Type <span>11</span>	*Amount <span>12</span>	Currency
<span>7</span>	10/09/2017 <span>📅</span>	Airfare_Round Trip <span>▼</span>	Conference in Orlando, Florida <span>📄</span>	Prepaid Expenditures <span>▼</span>	540.00	USD <span>+</span> <span>-</span>

# Airfare Expenses

13. **Billing Type** – Reimbursable or Non-Reimbursable to the traveler
14. **Originating Location** – City traveler departs from
15. **Travel To** – Final destination city of travel
16. **Merchant** – “Preferred” or “Non-Preferred” both require drop down option selected
17. **Accounting Details** – The fund, cost center and account associated with the expense
18. **Account** – Select magnifying glass to choose account number from list
19. **Fund** – Select magnifying glass to choose fund number from list
20. **Dept** – Select magnifying glass to choose cost center number from list

Projected Expenses ?

Expand All | Collapse All    Add: | Quick-Fill    Totals (1 Line)    540.00    USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
10/09/2017	Airfare_Round Trip	Conference in Orlando, Florida	Prepaid Expenditures	540.00	USD

\*Billing Type:  NON-REIM 13

\*Originating Location: Detroit, MI 14

\*Travel To: Orlando, FL 15

Ticket Number:

\*Merchant:  Preferred     Non-Preferred

Delta 16


Accounting Details ?







Chartfields 17

Amount	*GL Unit	Account <span>18</span>	Alt Acct	Oper Unit	Fund <span>19</span>	Dept <span>20</span>	Program	Class	Bud Ref	Product
540.00	WMICH	4988			11	6411240				



# Creating Travel Authorizations

- To add new expenses, you can rather select the  icon to the right of the expenses or you can select the “**Quick-Fill**” option to add new expenses to one or all days of the current date range.

Projected Expenses 					
Expand All   Collapse All				Totals (1 Line)	
Add:  Quick-Fill				540.00	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
▶ 10/09/2017 	Airfare_Round Trip	*Conference in Orlando, Florida 	Prepaid Expenditures	540.00	USD
					

# Hotel Expenses

- Enter the date, expense type and payment type
  - The “**Description**” will be the city the hotel is in.
  - The “**Amount**” will automatically fill in after all details are entered



A screenshot of an expense entry form. The form contains the following fields: a date field with '10/09/2017', a calendar icon, and a '31' indicator; a dropdown menu with 'Hotel/Lodging'; a text field with '\* Orlando'; a dropdown menu with 'Personal Credit Card'; and a currency field with '0.00' and 'USD'. Two red arrows originate from the text in the list above: one points to the '\* Orlando' text field, and the other points to the '0.00' currency field.

▶	10/09/2017	31	Hotel/Lodging	* Orlando	Personal Credit Card	0.00	USD
---	------------	----	---------------	-----------	----------------------	------	-----

# Hotel Expenses

1. **Location** – the state that the hotel is in. If it is not in the US, select “International”
2. **Number of Nights**
3. **Nightly Rate** – If not known, estimate
4. **Merchant** – “Preferred” or “Non-Preferred” both require drop down option selected
5. **Accounting Details** – Fill in the correct fund, cost center and account. **\*Account may not fill in automatically so ensure that you fill one in.**

The screenshot shows a web form for entering hotel expenses. At the top, there are fields for date (10/09/2017), category (Hotel/Lodging), location (\*Orlando), payment method (Personal Credit Card), and amount (700.00 USD). Below these are fields for Billing Type (REIMBURSE), Location (Florida), Number of Nights (4), Nightly Rate (175.00), Merchant (Preferred/Non-Preferred), and a dropdown menu for the merchant (BEST WESTERN). The Accounting Details section is expanded, showing a table with columns for Amount, \*GL Unit, Account, Alt Acct, Oper Unit, Fund, Dept, Program, Class, Bud Ref, and Product. The table contains one row with values: 700.00, WMICH, 4381, and 11, 6411240. Red circles with numbers 1 through 5 are placed over the Location, Number of Nights, Nightly Rate, Merchant dropdown, and Accounting Details section respectively. A red arrow points from the text on the right to the amount field (700.00 USD).

Clicking the arrow for “Accounting Details” updates the “Amount” field automatically.

# Automobile Rental Expenses

10/09/2017 31 Automobile Rental \* Orlando for 3 days Personal Credit Card 94.00 USD

- Enter the date, expense type, payment type and amount
  - The “Description” will be the city the car is rented from and # of days
- 1. **Originating Location** – The state that the car is rented from
- 2. **Merchant** – “Preferred” or “Non-Preferred” both require drop down option selected
- 3. **Accounting Details** – Make sure fund, cost center and account are correct

\*Date 10/09/2017 31 \*Expense Type Automobile Rental \*Description \* Orlando for 3 days \*Payment Type Personal Credit Card \*Amount 94.00

\*Billing Type REIMBURSE

\*Originating Location Florida 1

\*Merchant  Preferred  Non-Preferred 2

Hertz Rent-a-Car

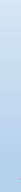
Accounting Details ? 3

Chartfields

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
94.00	WMICH	4988			11	6411240				

# Meals/Incidental Expenses

- Enter the date, expense type and payment type
  - The “**Description**” field can contain any pertinent information that may be needed.
    - Example: “Some meals will be provided” or “Will only use 75% of Per Diem”
  - The “**Amount**” will automatically fill in after the “**Location**” field is filled in. The system does not allow for a partial per diem rate to be used (e.g. 75% first or last day rate) so you can use the full rate and put a note in the “**Description**” field.



▶	10/09/2017	📅	Meals/Incidental Expenses	▼	* Some meals will be provided	🔗	Personal Credit Card	▼	0.00	USD	+	-
---	------------	---	---------------------------	---	-------------------------------	---	----------------------	---	------	-----	---	---

# Meals/Incidental Expenses

1. **Location** – The city that the expense will occur
2. **Per Diem Range** – Select “0 – 365” (should be the only option). The refresh icon can be selected to automatically update the “**Amount**” field with the per diem rate
3. **Accounting Details** – Make sure that the fund, cost center and account are correct and the amount matches the “**Amount**” field

10/09/2017 | Meals/Incidental Expenses | \*Some meals will be provided | Personal Credit Card | 59.00 USD

\*Billing Type: REIMBURSE

\*Location: Orlando, FL 1

\*Per Diem Range: 0 - 365 Days 2

Accounting Details 3

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
59.00	WMICH	4383			11	6411240				

Look Up Location

Search by: Description begins with: orlando

Look Up Cancel Advanced Lookup

Search Results

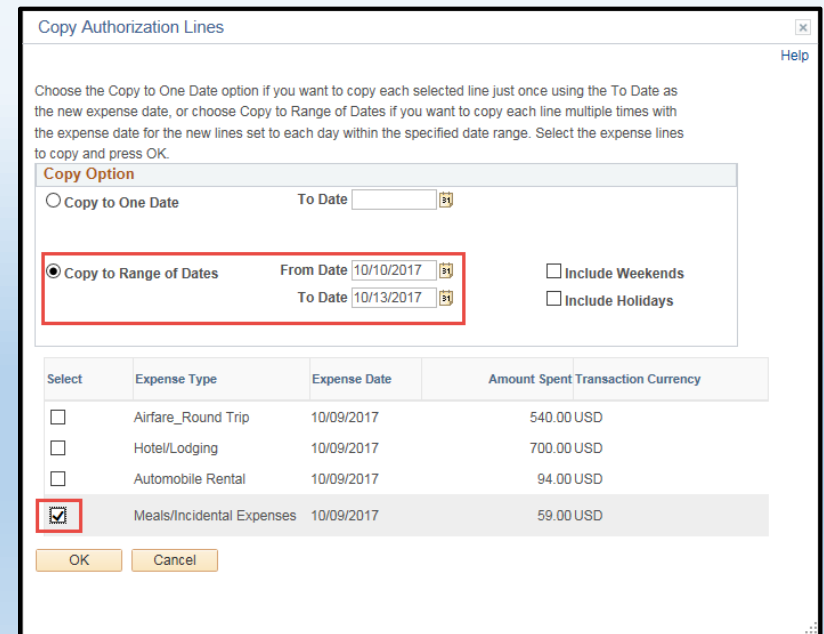
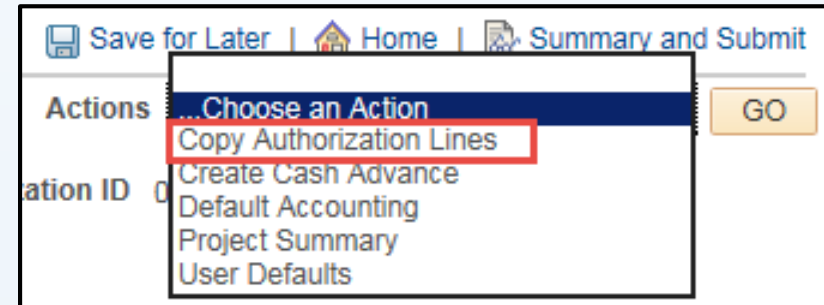
View 100 First 1 of 1 Last

Description	Expense Location
Orlando, FL	098OR

Click the magnifying glass and switch to “Description” to find your city

# Meals/Incidental Expenses

- The 'copy' tool can be utilized to save time in entering per diem expenses for multiple trip dates
- On the “**Actions**” drop down box at the top right of the screen select “**Copy Authorization Lines**” and hit “**GO**”
- On the next screen, select “**Copy to Range of Dates**”
- Enter the date range you want to have the expense copied to (select “**Include Weekends**” if necessary)
- Hit the check box for “**Meals/Incidental Expenses**” and hit OK.



# Conference Expenses

▼	10/13/2017	Conference/Meeting	*Registration Fee	Personal Credit Card	375.00	USD	+	-
---	------------	--------------------	-------------------	----------------------	--------	-----	---	---

- Enter the date, expense type, payment type and amount
  - The “**Description**” field can contain any pertinent information that may be needed
- Make sure that the “**Accounting Details**” are filled in with the correct fund, cost center and account



# Parking Expenses

10/09/2017	Parking	* Detroit airport parking 4 days	Personal Credit Card	92.00	USD
------------	---------	----------------------------------	----------------------	-------	-----

- Enter the date, expense type, payment type and amount
  - The “**Description**” field can contain any pertinent information that may be needed
- Make sure that the “**Accounting Details**” are filled in with the correct fund, cost center and account

# Automobile Mileage Expenses

- Enter the date, expense type and payment type
  - The “**Description**” field can contain any pertinent information that may be needed.
  - The “**Amount**” will automatically fill in after the “**Miles**” field is filled in and the refresh button is selected.

▶	10/09/2017	Automobile Mileage	* Vicksburg to Detroit airport	Personal Credit Card	0.00	USD	+	-
---	------------	--------------------	--------------------------------	----------------------	------	-----	---	---

# Automobile Mileage Expenses

1. **Originating Location** – the state that travel begins in
2. **Destination Location** – the final destination state
3. **Miles** – Use MapQuest or Google to determine the roundtrip miles. Hit the refresh button to automatically adjust the “**Amount**” field
4. **Number of Passengers**
5. **Accounting Detail** – Make sure the fund, cost center and account are correct

10/09/2017 Automobile Mileage \*Vicksburg to Detroit airport Personal Credit Card 152.48 USD

\*Billing Type REIMBURSE

\*Originating Location Michigan 1

\*Destination Location Michigan 2

\*Miles 285 x 0.5350 3

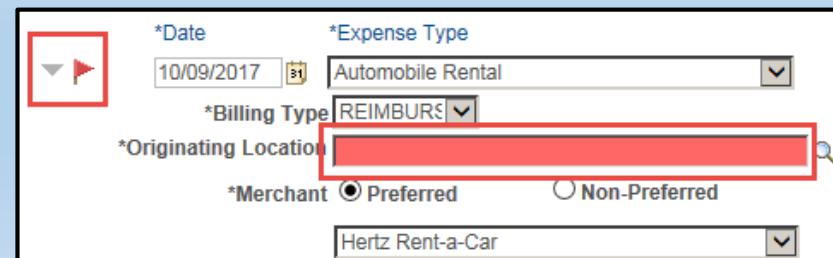
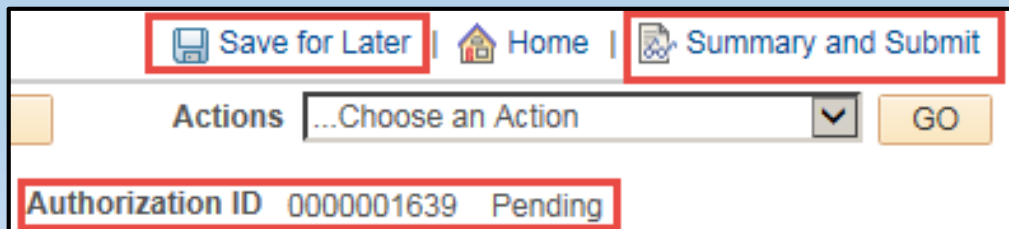
\*Number of Passengers 1 4

Accounting Details ? 5

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
152.48	WMICH	4382			11	6411240				

# Submitting the Travel Authorization

- When all expenses have been entered, make sure to hit the “**Save for Later**” button to save your progress. By hitting this button or the “**Summary and Submit**” button, the system will assign an Authorization ID number to the authorization. This number will need to be referenced when booking travel with the travel agent.
- If there are any errors in the travel authorization, a red flag icon will pop up next to the expense(s) that contains errors. Make sure to check that all accounting detail information is correct, the location fields have valid options selected and that you didn’t miss a mandatory (\*) field.
- Once all errors have been fixed, hit the “**Summary and Submit**” button.



The system will identify the fields that contain errors once you click away from the expense

# Submitting the Travel Authorization

1. **Travel Authorization Details** – select this option to return to edit the authorization expense details
2. **Notes** – Selecting this option allows the traveler to add additional notes for review. This option is to be used in the same capacity that the “Comments” box was used in the previous version.
3. When the authorization is ready to be submitted, check the box and hit the “**Submit Travel Authorization**” button. Hit “**OK**” on the confirmation screen and the authorization will begin the workflow

Create Travel Authorization

Save for Later | Travel Authorization Details

Ian Trautman

Print

Actions: ...Choose an Action

\*Business Purpose: Conference

\*Date From: 10/09/2017

\*Date To: 10/13/2017

\*Description: Bank of America Pcard

Totals

Notes

Projected Expenses (11 Lines)	2,248.48 USD	Denied Expenses	0.00 USD
<b>Total Authorized Amount</b>		<b>1,708.48 USD</b>	

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

# Viewing Travel Authorizations

- In the **Travel and Expense Center**, select the **“View”** option.
- On the following screen, hit the **“Search”** button and find the authorization you want to view
  - You will be able to see all of the authorizations that you have created as well as the authorizations of those who have delegated to you. If you wish to print out an authorization of another traveler you can have them set you as a delegate to do so



# Viewing Travel Authorizations

1. **Travel Authorization Details** – select to see the expense details
2. **Print** – select this button to be able to get a PDF copy of the authorization to print.
3. **Withdraw Travel Authorization** – select to stop the workflow and re-edit the authorization. This can only be done if the first individual in the workflow has not yet approved
4. **Approval History** – View where in the workflow process the authorization currently sits

The screenshot displays the 'Travel Authorization' page for user Ian Trautman. The page includes a header with navigation links and a 'Print' button. The main content area shows the authorization details, including the business purpose (Conference), description (Bank of America Pcard), dates (10/09/2017 to 10/13/2017), and authorization ID (000001639). A 'Totals' section shows projected expenses of 2,248.48 USD and denied expenses of 0.00 USD, with a total authorized amount of 2,248.48 USD. A checkbox is checked, indicating that the user certifies the costs are reasonable. The page also features an 'Approval History' section with a timeline showing the submission by Ian Trautman, review by HR Supervisor Lisa Bettis-Cooper, Reviewer 2 Jennifer Halseth, Expense Manager Lisa Bettis-Cooper, VP/Dean Lisa Bettis-Cooper, and Travel Agent (Pooled). A table below the timeline provides a detailed view of the approval history.

Action	Role	Name	Date/Time
Submitted	Employee	Ian Trautman	07/19/2017 4:04:45PM