

# Travel and Expenses Training Guide

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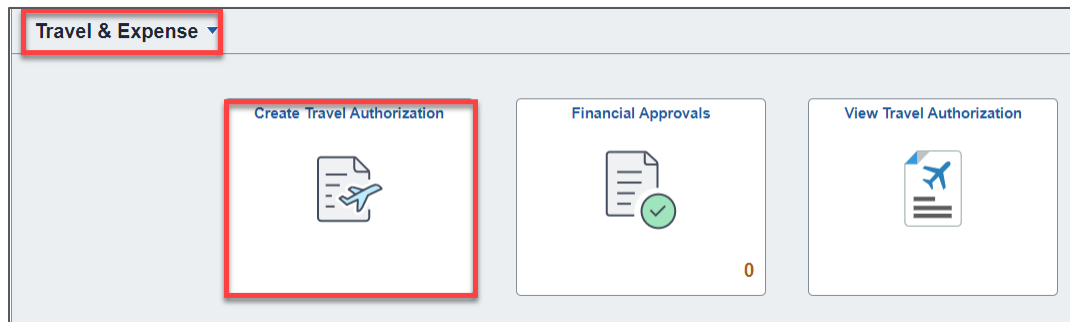
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# Prepare Travel Authorization

## Create Travel Authorization

The Travel Authorization Entry form is used to authorize in state, out of state, and international travel for employees, prospective employees, consultants, guest speakers, and students who are traveling for UT Arlington business. The Travel Authorization form must be completed and approved before the travel takes place.

1. To Create a Travel Authorization, navigate to the **Travel and Expenses Homepage**, and click on the **Create Travel Authorization** tile.



Alternately, navigate to the page using the NavBar: **NavBar > Menu > Financials > Travel and Expenses > Travel Authorization > Create/Modify**.

2. The **Travel Authorization** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** and click **Add**.
3. Complete the required fields under Create Travel Authorization.
  - a. Select a **Business Purpose** that closely identifies the purpose of the trip. **TRV** will be the prefix for all Travel Authorizations.
  - b. Provide a brief (*30 characters or less*) explanation of the trip in the **Description field**.
  - c. Enter or lookup the traveler's destination in the **Default Location** field.
  - d. The **Comment** field can be used to enter additional remarks for the purpose and the benefit of the travel to the University.
  - e. Enter the departure and return dates of the trip in the **Date From** and **Date To** fields.
  - f. Select a **Benefit** that most closely identifies the benefit of this trip to the University.
  - g. Select the most appropriate **Disposition of Duties**. This field indicates how the traveler's responsibilities at the university will be met while absent.
  - h. Select Yes or No if the **business will be conducted in Washington, DC**. *The default value is "No".* If you select "Yes" from the list, you must indicate the purpose of the visit.

**Note:** *If the traveler is traveling to Washington, DC to engage in activities related to obtaining federal funds or to impact federal policies, Texas law requires travelers to submit travel information to the Office of State and Federal Relations (OSFR). The OSFR form can be found at: <http://www.osfr.state.tx.us/>.*

4. When creating a Travel Authorization, only one line should be filled under **Projected Expenses**.

- a. The **Date** should be set as the first day of travel.
- b. **Expense Type** should be set to one of the following:
  - i. “TA-Travel-Auth-Encumbrance-Amt” for Domestic Travel – **Employees**
  - ii. “TA-Foreign-Travel-Auth-Encum” for Foreign Travel – **Employees**
  - iii. “Trvl—Non Employee” for Domestic or Foreign Travel – **Non-Employees**
- c. **Description** should be the same as above. A brief summary of the trip.
- d. Select the **Payment Type** (e.g. Paid by Employee).
- e. Enter the anticipated cost (e.g. Airfare, Hotel, or Car Rental) of the entire trip in the **Amount** field.
- f. If necessary, click the **Accounting Detail** drop-arrow to view or modify the chartfield values for the expense line. Note, a default chartfield string will automatically populate on the TA based on the Travel Profile.

5. Once all required fields are completed:

- a. Click **Save for Later**. The Authorization ID number is assigned.
- b. Click the **Budget Options** link.
  - i. Click the **Budget Check** button.
  - ii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”.
  - iii. Click **OK** to return to the main page of the TA.

**Note:** If budget checking is unsuccessful, click **Cancel** and verify/correct the **Chartfield** information and re-run the budget checking process.

- c. Once the TA is successfully budget checked, click **Summary and Submit** in the top right corner.
- d. From the Summary and Submit page, review the information and click **Submit Travel Authorization**.

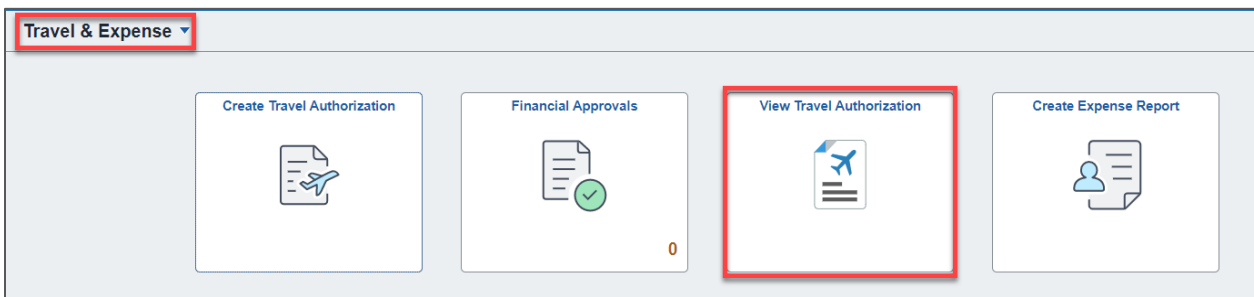
**Note:** If changes are required, click the Travel Authorization Details link in the top right corner to return to the main page.

- e. Save Confirmation is displayed detailing the Traveler and the Total Authorized Amount. Click **Ok** to complete the TA.

## View Travel Authorization

To view a Travel Authorization after it has been submitted, it must be accessed from the “View” screen rather than Create/Modify.

1. To View a Travel Authorization, begin by navigating to the **Travel and Expenses Homepage**, and click on the **View Travel Authorization** tile.



Alternately, navigate to the page using the NavBar: **Menu > Financials > Travel and Expenses > Travel Authorization >View**.

2. The Travel Authorization search page is displayed. You may perform a search by using one of the following: Authorization ID, Authorization Name, Creation Date, Empl ID, Name, or Status.

Click **Search**.

*If only one result matches your search criteria you will go directly to the TA Summary. If multiple results are available, select the appropriate TA.*

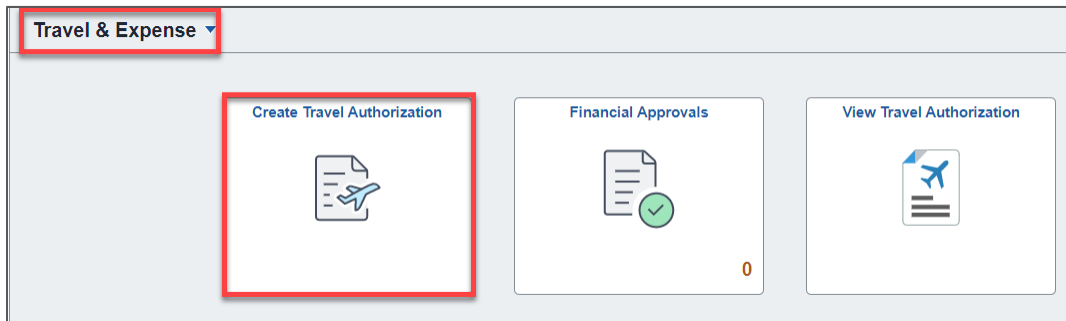
The image shows the 'Travel Authorization' search page. It includes a search bar, a 'Find an Existing Value' button, and a 'Search Criteria' dropdown. The search criteria are set to 'Empl ID' begins with '1000309768'. There are 'Search' and 'Advanced Search' buttons. Below the search results, there is a table with the following data:

Empl ID	Authorization ID	Authorization Name	Name	Status	Creation Date
1000309768	0000125192	3rqrf	Alexander,Nita Baxter	Pending	04/26/2019
1000309768	0000125164	UAT Conference	Alexander,Nita Baxter	Approved	04/17/2019
1000309768	0000125135	Test TA 2	Alexander,Nita Baxter	Denied	04/10/2019
1000309768	0000125128	interview for BSA	Alexander,Nita Baxter	Denied	04/09/2019
1000309768	0000125120	Test Conference 1 LAX	Alexander,Nita Baxter	Closed	04/08/2019

3. The **Travel Authorization Summary** is displayed. To view accounting details, click the **Travel Authorization Details** link in the top right corner.
4. The **Travel Authorization Details** page is displayed. This page is used to view the details of an existing travel authorization in read-only mode.
  - a. **Note:** *If the Travel Authorization Status is Pending, it can be modified from the Create/Modify screen.*

## Modify a Travel Authorization

1. To Modify a Travel Authorization, begin by navigating to the **Travel and Expenses Homepage**, and click on the **Create Travel Authorization** tile.



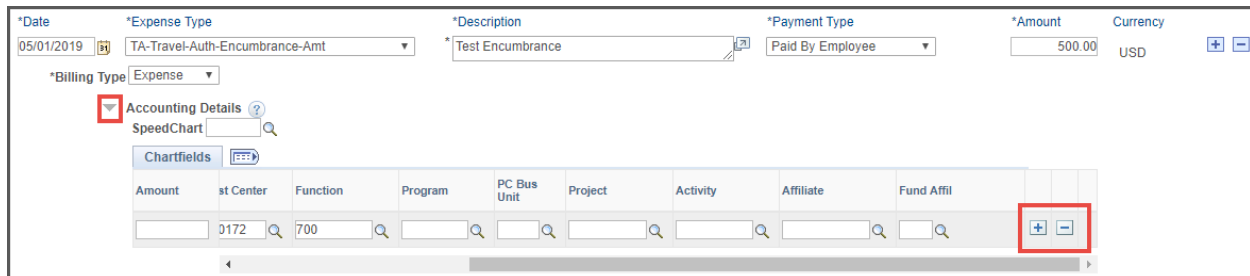
Alternately, navigate to the page using the NavBar: **Menu > Financials > Travel and Expenses > Travel Authorization > Create/Modify**.

2. Click the **Find an Existing Value** tab. You may perform a search by using one of the following: Authorization ID, Authorization Name, Creation Date, Empl ID, Name, or Status.
3. Click **Search**. *If only one result matches your search criteria you will go directly to the TA Summary. If multiple results are available, select the appropriate TA.*

## Split Expenses between Chartfield Values

From time to time it may be necessary to use multiple accounts to encumber a Travel Authorization.

If needed, click the **Accounting Details dropdown arrow** to view the Chartfield String.



1. The traveler's default chartfield string will be displayed. If needed, the first string can be replaced by using the SpeedChart field.

2. To add a second or more accounts to split, click the + icon on the right end of the chartfield string.
  - a. On the second line you must manually enter each chartfield. *The SpeedChart cannot be used and will override and remove the additional lines.*
  - b. The **GL Unit** and **Account** fields will default with the appropriate values.
  - c. Complete the rest of the additional line and the amount to be encumbered until all necessary fields are filled.

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program
250.00	UTARL	62491	4700	315202	470084	500	
250.00	UTARL	62491	3105	320105	310172	700	

- d. The Amount fields must be split to add up to the total amount to be encumbered for the Travel Authorization.

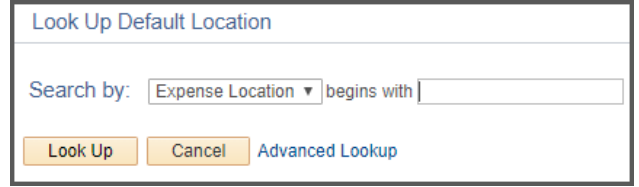
3. Continue with the Travel Authorization as normal.

## Search for a Travel Location

Every Travel Authorization requires an Expense **Default Location** to be associated to properly calculate per diem and tax rates.

1. Click the **magnifying glass icon** next to Default Location to open the **Look Up Default Location** screen to search by **Expense Location** or **Description**.
2. The **Expense Location** is a 5-character code used to identify the location of the trip. If performing a search by locations in the United States, the location code will be alpha characters. The first two characters represent the state and the remaining characters represent the city (e.g. San Diego, CA = CASDG). For Foreign locations, the location code will be alpha-numeric. The first two alpha characters represent the country and the last three characters will be numeric representing the city (e.g. Madrid, Spain = ES087).
  - a. **Note:** Location codes in Alaska, Hawaii, U.S. Territories and Possessions may also be alpha-numeric.
3. If performing a search by **Description**, the state or country must begin with the two-letter state or country code followed by the city name.
  - a. **Note:** States may share codes with Countries. Make note of it being alphabetical or alpha-numeric to make this distinction. i.e. California and Canada

- Click the **Look Up** button to generate a list of cities meeting your search criteria. If necessary, use the **Advanced Lookup** link to search by **Contains** rather than **Begins With**.
- Click on the appropriate city or nearest city to the traveler's destination to associate it with the Travel Authorization.

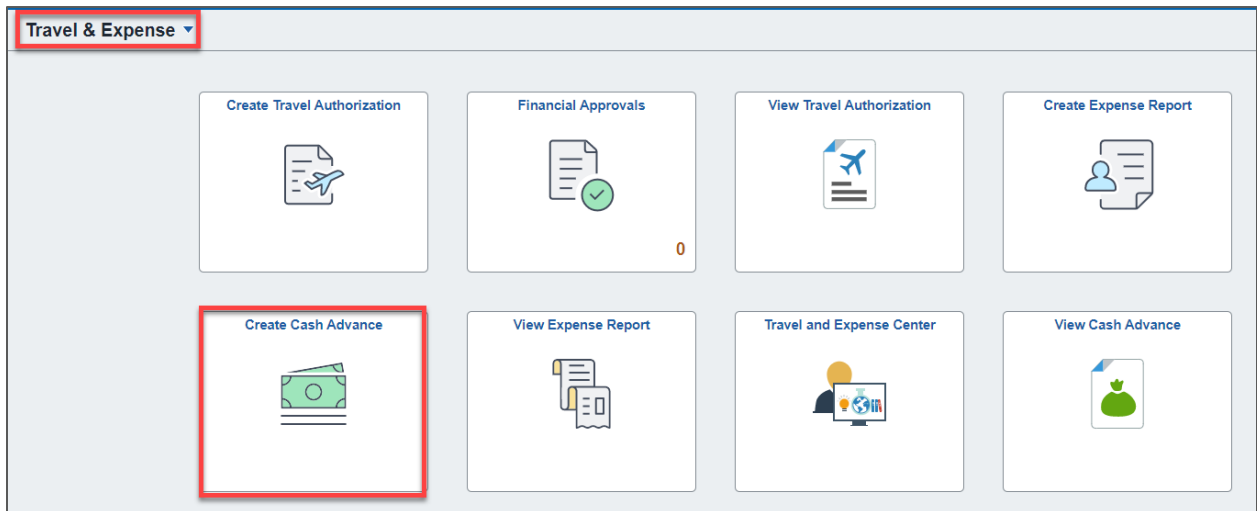


## Prepare Cash Advance

### Create Cash Advance

A Cash Advance is a payment made to a traveler to cover out-of-pocket travel expenses. A traveler may be eligible for a cash advance if any of the following are true: The advance request is a minimum of \$100.00, the destination is in an isolated area or region that does not accept credit cards, travel is for an extended period of time, faculty traveling with a group of students abroad or traveling for educational purposes, or if there's a financial hardship to the traveler. Cash Advances can also only be created for trips that have a fully approved Travel Authorization.

- To Create a Cash Advance, begin by navigating to the **Travel & Expense** Homepage, and click on the **Create Cash Advance** tile.



Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Cash Advance > Create/Modify**.

- The **Cash Advance** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** and click **Add**.
- Complete the required fields under Create Cash Advance.
  - Select a **Business Purpose** that closely identifies the purpose of the trip. This should be the same as the Travel Authorization.
  - Provide a brief (*30 characters or less*) explanation of the trip in the **Advance Description** field. This should match the Travel Authorization.



- c. The **Accounting Date** will default to the current date. This should not be modified.
- d. The **Comment** field is used to provide additional details relating to the Cash Advance and the reason for requesting/the purpose of the Cash Advance.
- e. Enter the TA number into the **Reference Field**. Do not use the magnifier lookup.

The screenshot shows the 'Create Cash Advance' interface. At the top, there's a header with the user name 'Nita Alexander' and navigation links 'Save for Later' and 'Home'. Below the header are four main input fields: 
 

- A** \*Business Purpose: A dropdown menu.
- B** \*Advance Description: A text input field.
- C** \*Accounting Date: A date picker set to 04/15/2019.
- D** Comment: A text area.

 To the right of these fields is a **E** Reference field with a magnifying glass icon. Below the Reference field are two links: 'User Defaults' and 'Import ATM Advances'. 
   
 The main section is titled 'Cash Advance' and includes a 'View Printable Version' link, 'Notes', and 'Attachments' options. Below this is a table:
 

*Source <b>A</b>	Description <b>B</b>	*Amount <b>C</b>	Currency	Details
		0.00	USD	Details
<b>Totals</b>		Advance Amount	0.00	USD

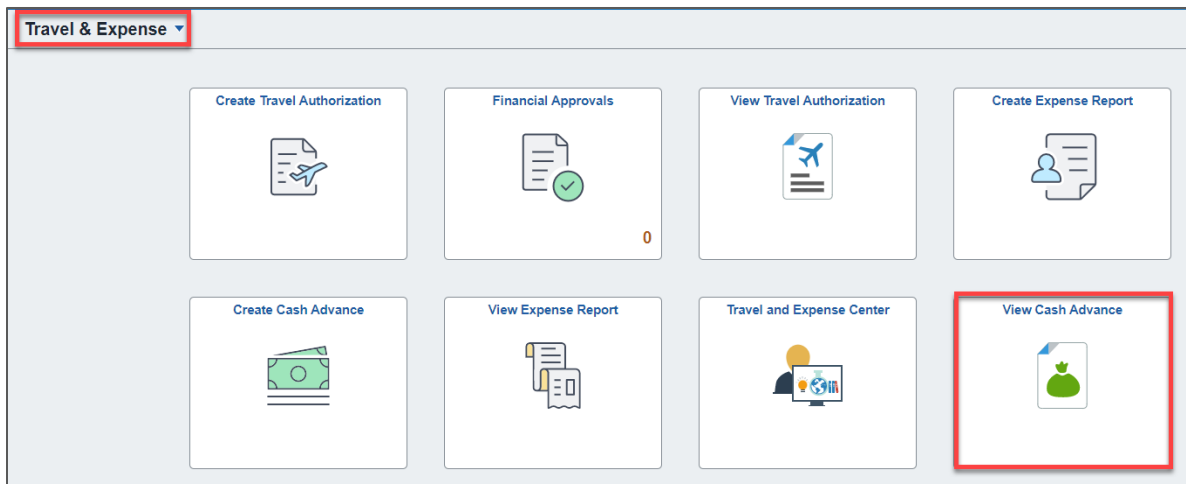
 At the bottom of the form, there is a 'Submit Cash Advance' button highlighted with a red border.

- 4. Complete all fields under the **Cash Advance** line,
  - a. Select Payment as the **Source**.
  - b. Provide a brief statement regarding the trip in the **Description** field. It is recommended to include the location.
  - c. The **Amount** field is the total to be advanced to the employee.
- 5. Once all required fields are completed:
  - a. Click **Submit Cash Advance**. The **Submit Confirmation** summary page will be displayed.
  - b. Click **Ok**.
- 6. The View Cash Advance page will be displayed with the Cash Advance ID.

## View Cash Advance

To view a Cash Advance after it has been submitted, it must be accessed from the “View” screen rather than Create/Modify.

- 1. To view a Cash Advance, begin by navigating to the **Travel & Expense** Homepage, and click on the **Create Cash Advance** tile.



Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Cash Advance > View.**

2. From the Cash Advance search page, you can search for an advance by Advance ID, Advance Description, Status, Creation Date, Empl ID or Name.
  - a. Click **Search**. *If only one result matches your search criteria you will go directly to the CA Summary. If multiple results are available, select the appropriate CA.*
3. The **View Cash Advance** page is displayed. This page is used to view the details of a Cash Advance Report in read-only mode.
  - a. *If the Cash Advance Status is Pending, it can be modified from the Create/Modify screen.*

## Modify Cash Advance

1. To Modify a Cash Advance, begin by navigating to the **Travel & Expense Homepage**, and click on the **Create Cash Advance** tile.
 

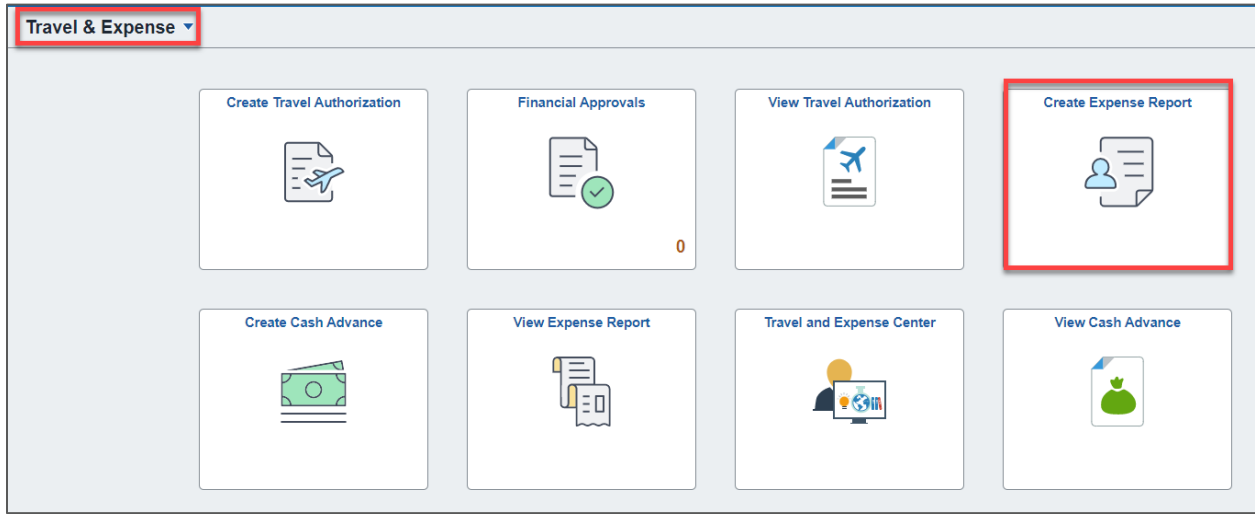
Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Cash Advance > Create/Modify.**
2. Click the **Find an Existing Value** tab. You may perform a search by using one of the following: Authorization ID, Authorization Name, Creation Date, Empl ID, Name, or Status.
3. Click **Search**. If only one result matches your search criteria you will go directly to the CA Summary. If multiple results are available, select the appropriate CA.

## Prepare Expense Report

### Create a Travel Expense Report

The Expense Report page is used to process reimbursements for non-travel and travel expenses. Travel reimbursements will be made to individuals traveling on behalf of the University. This includes reimbursements for, but not limited to meals, lodging, transportation, and mileage.

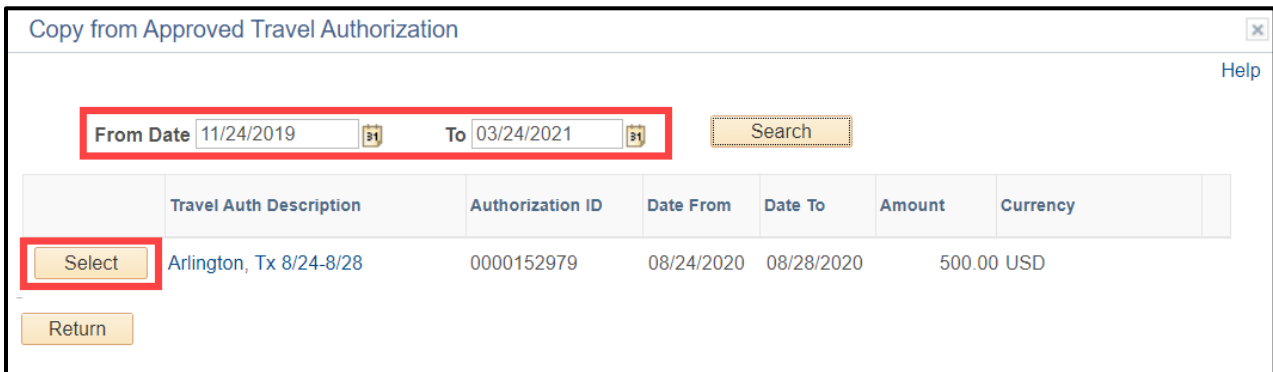
1. To Create a Travel Expense Report, begin by navigating to the **Travel & Expense Homepage**, and click on the **Create Expense Report** tile.



Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify**.

2. The **Expense Report** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** of the person receiving the reimbursement and click **Add**.
3. The Create Expense Report page will populate. From the Quick Start, Populate From drop-down menu, select **A Travel Authorization** and click **Go**.
4. A list of approved Travel Authorizations will appear. Click the **Select** button for the Travel Authorization for the applicable trip. If the Travel Authorization does not appear, verify the dates on the Copy from Approved Travel Authorization screen are appropriate for the trip dates.

**Note:** *If the Travel Authorization for the trip does not appear in the appropriate date range, confirm that the Travel Authorization has been fully approved and has not already been applied to another Expense report.*



5. The Expense Report will now be populated with information from the Travel Authorization, along with the Travel Authorization Encumbrance line.
6. Click **Save for Later** in the top right corner. The Report ID# will be displayed.
7. **Delete the Travel Authorization Encumbrance line** using the “-“ at the right of the line.

My Wallet (0) | Quick-Fill

Total 700.00 USD

Expense Type: Travel-Auth-Encumbrance-Amt

\*Description: Teach 21LS101004 (238 characters remaining)

\*Payment Type: Paid By Employee

\*Amount: 700.00

\*Currency: USD

\*Exchange Rate: 1.00000000

Base Currency Amount: 700.00 USD

Options:  Default Rate,  Non-Reimbursable,  No Receipt

Buttons: +, - (highlighted in red)

A Delete Confirmation pop-up box will appear. Click **OK** to continue.

8. Click **Save for Later** in the top right corner. The Report ID# will be displayed.
9. Complete the **Expenses** section. Individual lines are required for each receipt/expense.
  - a. Enter the **Date** of the expense.
  - b. Enter the appropriate **Expense Type** for each line to be reimbursed:
    - i. For a Travel Expense Report, all Expense Types should begin with **TR**
  - c. The **Description** field is used to provide additional comments about the expense.
  - d. Select the **Payment Type** (e.g. Paid by Employee).
  - e. Enter in the exact **Amount** to be reimbursed.
  - f. Depending on the **Expense Type** selected, fill out all other required fields marked with an asterisk \*. Location will default from the TA.
  - g. Click the **Accounting Detail** drop-arrow to view or modify the chartfield values for the expense line. *Note: a default chartfield string will automatically populate on the TA based on the Travel Profile.*

\*Date: 04/26/2019

\*Expense Type: TA-Travel-Auth-Encumbrance-Amt

\*Description: Encumbrance

\*Payment Type: Paid By Employee

\*Amount: 500.00

Currency: USD

\*Billing Type: Expense

Accounting Details (highlighted in red)

SpeedChart

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity
500.00	UTARL	62491	3105	320105	310172	700				

- h. Use the + and – links to the right of the line to add additional lines as needed.
10. Once all required fields are completed:
  - a. Click the **Budget Options** link.
    - i. Click the **Budget Check** button.



- ii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”.
- iii. Click **OK** to return to the main page of the ER.

**Note:** *If budget checking is unsuccessful, click Cancel and verify/correct the Chartfield information and re-run the budget checking process.*

- b. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. Travel Services prefers everything merged into one PDF document.
- c. Once the ER is successfully budget checked and the supporting documents attached, click the **Summary and Submit** link in the top right corner.
- d. From the Summary and Submit page, review the information and click the **Submit Expense Report** button.

**Note:** If changes are required, click the Expense Details link in the top right corner to return to the main page.



- e. Submit Confirmation is displayed detailing the Traveler and the Amount Due to Employee. Click **Ok** to complete the Expense Report into workflow approvals.

## Create a Non-Travel Expense Report

The Expense Report page is used to process reimbursements for non-travel and travel expenses. Non-Travel reimbursements will be made to individuals for approved purchases made on behalf of the University. This includes reimbursements for, but not limited to meals, entertainment expenses, registration fees or professional dues paid by the employee.

1. To Create a Travel Expense Report, begin by navigating to the **Travel & Expense Homepage**, and click on the **Create Expense Report** tile.

Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify.**

2. The **Expense Report** page is displayed. From the **Add a New Value** tab, enter or lookup the **Empl ID** of the person receiving the reimbursement and click **Add**.
3. Complete the required fields under Create Expense Report.
  - a. For Non-Travel Expense Reports, **Business Purpose** should be set as **NT-Other (Specify)**.
  - b. Provide a brief (*30 characters or less*) explanation of the expense in the **Report Description** field.
  - c. The **Comment** field can be used to enter additional remarks for the reimbursement.
  - d. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. Accounts Payable prefers everything merged into one PDF document.
4. Complete the **Expenses** section. Individual lines are required for each receipt/expense.
  - a. Enter the **Date** of the expense.
  - b. Enter the appropriate **Expense Type** for each line to be reimbursed:
    - i. For a Non-Travel Expense Report, all Expense Types should begin with **NT**
  - c. The **Description** field is used to provide additional comments about the expense.
  - d. Select the **Payment Type** (e.g. Paid by Employee).
  - e. Enter in the exact **Amount** to be reimbursed.
  - f. Depending on the **Expense Type** selected, fill out all other required fields marked with an asterisk \*.
  - g. Click the **Accounting Detail** drop-arrow to view or modify the chartfield values for the expense line. Note, a default chartfield string will automatically populate on the TA based on the Travel Profile.
  - h. Use the + and – links to the right of the line to add additional lines as needed.  
5. Once all required fields are completed:
  - a. Click the **Budget Options** link.
    - ii. Click the **Budget Check** button.
    - iii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”. Click **OK** to return to the main page of the ER.

**Note:** *If budget checking is unsuccessful, click Cancel and verify/correct the Chartfield information and re-run the budget checking process.*
  - b. Once the ER is successfully budget checked, click the **Summary and Submit** link in the top right corner.
  - c. From the Summary and Submit page, review the information and click **Submit Expense Report**.

**Note:** If changes are required, click the Expense Details link in the top right corner to return to the main page.

- d. Submit Confirmation is displayed detailing the person being reimbursed and the Amount Due. Click **OK** to complete the Expense Report into workflow approvals.

### Create Expense Report

Save for Later | Home | Home

Nita Alexander

\*Business Purpose: NT-Other (Specify)    Default Location: [ ]

\*Report Description: Emerg. Supplies reimb - NBA    Attachments: [ ]

Reference: [ ]

**3** Comment: Last minute office supplies needed for testing purposes.    Last Updated: 04/22/2019 2:26:26PM By [ ]

**Budget Information**

Budget Status: Not Budget Checked    **5**

Budget Options: [ ]

Actions: ...Choose an Action    GO

**Expenses**

Expand All | Collapse All    Add: My Wallet (0) | Quick-Fill    Total: 32.57 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/17/2019	NT-Consum Office/Cmptr Suppl	Office supplies	Paid By Employee	32.57	USD

\*Billing Type: Expense

**4** Accounting Details: SpeedChart [ ]

239 characters remaining    Receipt Split [ ]

Default Rate    \*Exchange Rate: 1.00000000

Non-Reimbursable    Base Currency Amount: 32.57 USD

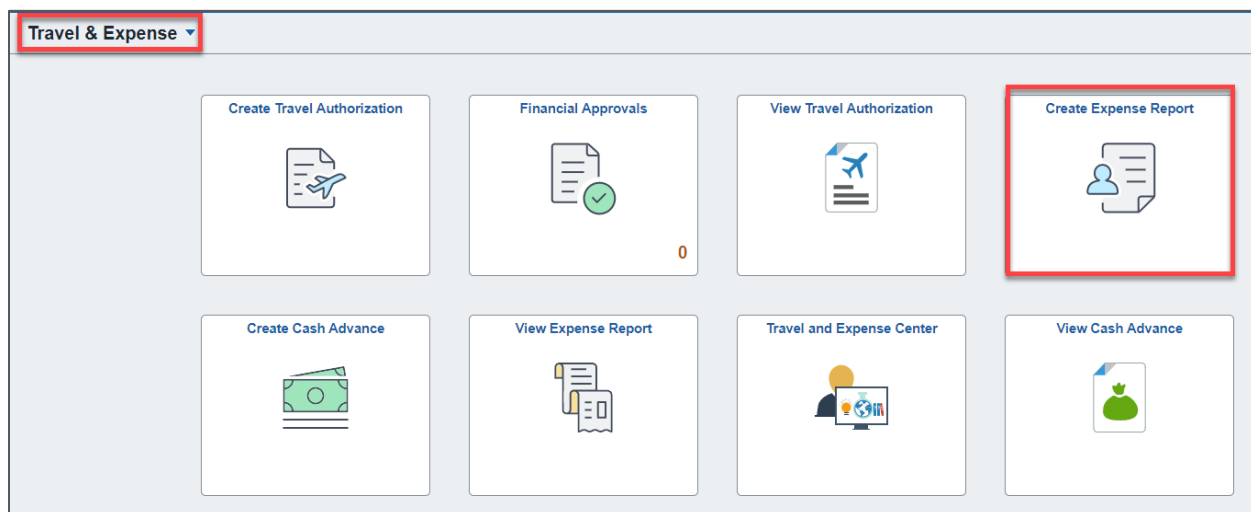
No Receipt

Expand All | Collapse All    Total: 32.57 USD

## Apply Cash Advance to Expense Report

When a Cash Advance is paid to a traveler, it must be applied to the Expense Report after travel to calculate how much more the traveler needs to be reimbursed, or how much the traveler owes back to UTA.

1. To Create a Travel Expense Report, begin by navigating to the **Travel & Expense Homepage**, and click on the **Create Expense Report** tile.



Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify.**

2. Select the **Find an Existing Value** tab and enter in the Report ID or Empl ID of the expense report that will have the cash advance associated. Click **Search.**
3. After completing all expense lines, the cash advance must be applied to calculate how much the traveler needs to be reimbursed or must pay back. Click the **Actions** drop down menu and select **Apply/View Cash Advance(s)** and click **Go.**

**Modify Expense Report** Save for Later

Nita Alexander

\*Business Purpose: TRV-Attend Meeting, Conf, etc.  
 \*Report Description: UAT Conference  
 Reference: 0000125164  
 Comment: Test Expense Report

Report: 0000210465 Pending  
 Default Location: CA LOS ANGELES  
 Attachments  
 Last Updated: 04/18/2019 11:45:24AM By: 1000433597

**Expenses**  
 Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

\*Date: 04/17/2019 | \*Expense Type: TR-Out of St-Lodging | Description: hotel | \*Payment Type: Paid By Employee

\*Billing Type: Expense | \*Location: CA LOS ANGELES | \*Merchant: Preferred | \*Exchange Rate: Base Currency A

**Budget Information**  
 Budget Status: Not Budget Checked  
 Budget Options  
 Actions: ...Choose an Action (dropdown menu)  
 ...Choose an Action  
 Adjustment Cash Advance  
**Apply/View Cash Advance(s)** (highlighted)  
 Associate Travel Authorization  
 Copy Expense Lines  
 Default Accounting For Report  
 Expense Report Project Summary  
 Export to Excel  
 User Defaults

4. At the Apply Cash Advance screen, click the **magnifying glass icon** next to the Advance ID. This will open the Look Up Advance ID screen with any Cash Advances that have been paid to the employee.

**Expense Report**  
 Apply Cash Advance(s) Report ID: 0000210465

**Cash Advance Information**

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text" value=""/>	0.00	0.00		0.00 USD

Add Cash Advance | Update Totals

Total Advance Applied: 0.00 USD  
 Totals (3 Lines): 249.50 USD  
 Total Due Employee: 249.50 USD

OK

5. Click the **Advance ID** link to associate the advance with the expense report.

**Look Up Advance ID** Help

Empl ID: 1000309768  
 DateTime Stamp: 04/19/2019 11:49AM  
 Advance ID: begins with |

Look Up | Clear | Cancel | Basic Lookup

**Search Results**  
 View 100 | First | 1 of 1 | Last

Advance ID	Advance Description	Balance	Currency Code
<b>0000008314</b>	JAT Conference 3	100	USD



- UTShare will return to the Apply Cash Advance screen. The selected advance will be listed with the total paid to the employee, and the total due, or the total the employee needs to be returned to the university.

Expense Report  
Apply Cash Advance(s)  
Report ID 0000210465

**Cash Advance Information**

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000008314	100.00	0.00 USD	1.00000000	100.00 USD

Buttons: Add Cash Advance, Update Totals

Total Advance Applied	100.00 USD
Totals (3 Lines)	249.50 USD
Total Due Employee	149.50 USD

OK

- If necessary, click Add Cash Advance to add another advance to the report, or modify the Total Applied and select update totals. Click **Ok** to return to the Expense Report.

- Under Budget Information in the top right corner, click **Budget Options**. This will take you to the Commitment Control Details. The Budget Checking Header Status will specify if it has been budget checked or not. If Budget Check is still required, click **Budget Check**. After processing, this page will display whether the budget check is valid or contains errors as well as the transaction date. Click **OK** to return to the Expense Report.

Commitment Control  
Commitment Control Details

Source Transaction Type Expense Sheet

**Budget Checking Header Status Not Budget Checked**

Commitment Control Amount Type Encumbrance

Override Transaction

**Budget Check** ⓘ

Go to Transaction Exceptions Go To Activity Log

Buttons: OK, Cancel

Click **Summary and Submit** in the top right corner. Review the Expense Report Summary and click **Submit Expense Report**, then **OK** to complete this process.

Modify Expense Report

Sam Maverick

\*Business Purpose TRV-Attend Meeting, Conf, etc. Report 0000210465 Pending

\*Description UAT Conference Created 04/18/2019 Jane Doe

Reference 0000125164 Last Updated 04/19/2019 Jane Doe

Post State Not Applied


Totals ⓘ View Printable Version View Analytics Notes Attachments

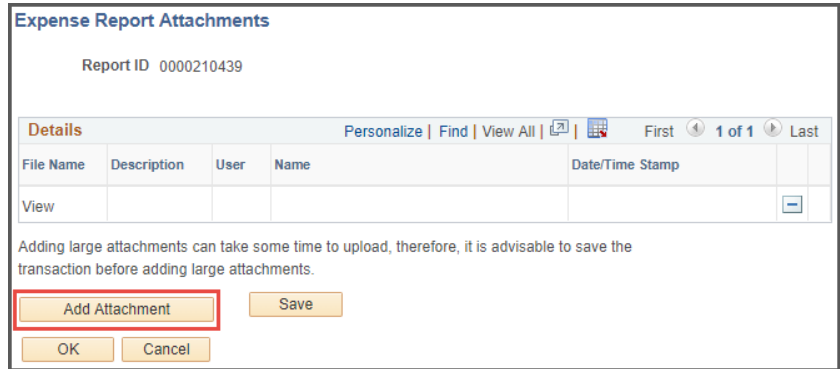
Employee Expenses (3 Lines)	249.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	100.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>149.50 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

**Submit Expense Report**

## Attach Document to Expense Report

Receipts are required to be attached to Expense Reports for all claimed reimbursements. Travel Services requests that all documentation be merged into one pdf file before being attached to the ER.

1. From the **Modify Expense Report** page, click the Attachments link .
2. The **Expense Report Attachments** page is displayed.
3. Click **Add Attachment**. The **File Attachment** popup screen will be displayed.

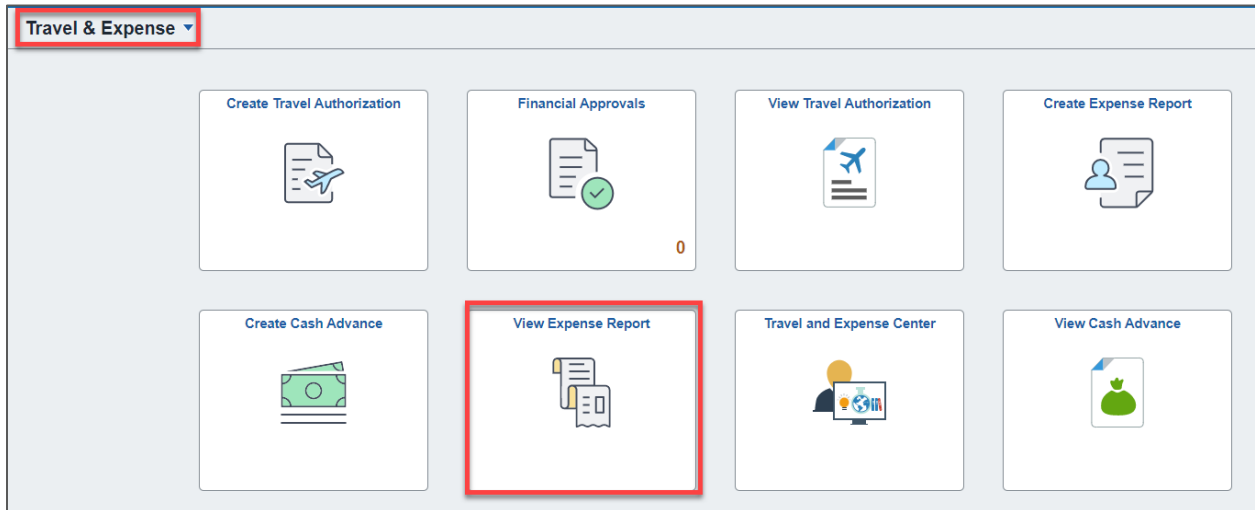


- a. Click **Choose File** to browse your computer for the relevant attachment.
  - b. Click **Open**. The File name will be displayed in the **File Attachment** popup.
  - c. Click **Upload** to attach the file to the expense report.
4. The Attachment will now be listed on the **Expense Report Attachments** page.
    - a. Click **Save** to finalize the attachment.

## View Expense Report

To view an Expense Report after it has been submitted, it must be accessed from the “View” screen rather than Create/Modify.

1. To View an Expense Report, begin by navigating to the **Travel and Expense Homepage** and click on the **View Expense Report** tile.



Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Travel and Expense Center >** and then **View** under Expense Report.

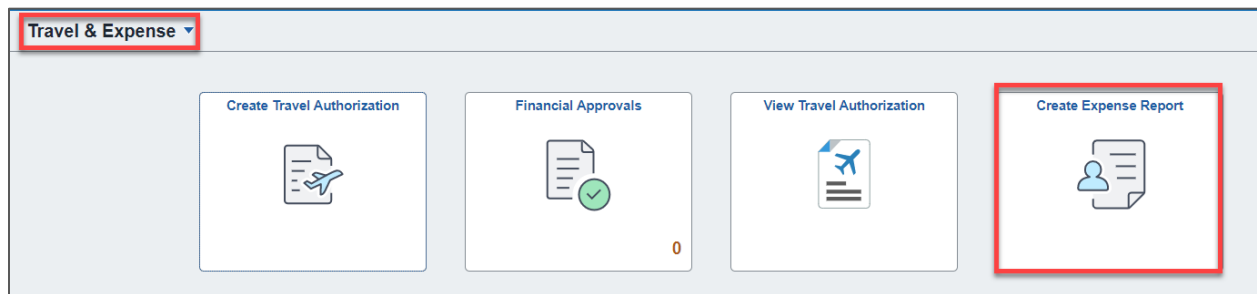
2. The Expense Report search page is displayed. You may perform a search by using one of the following: Report ID, Report Description, Creation Date, Empl ID, Name, or Status.

Click **Search**. *If only one result matches your search criteria you will go directly to the ER Summary. If multiple results are available, select the appropriate ER.*

3. The **Travel Authorization Summary** is displayed. To view accounting details, click the **Travel Authorization Details** link in the top right corner.
4. The **View Expense Report** page is displayed. This page is used to view the details of an existing Expense Report in read-only mode.
  - a. **Note:** *If the Expense Report Status is Pending, it can be modified from the Create/Modify screen.*

## Modify Expense Report

1. To modify a Travel Expense Report, begin by navigating to the **Travel & Expense Homepage**, and click on the **Create Expense Report** tile.



Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify**.

2. Click the **Find an Existing Value** tab. You may perform a search by using one of the following: Report ID, Report Description, Creation Date, Empl ID, Name, or Status.
3. Click **Search**. *If only one result matches your search criteria you will go directly to the Modify Expense Report page. If multiple results are available, select the appropriate ER.*
4. Make the appropriate changes to the ER and resubmit it for approval. If a change was made affecting the dollar amount or funding for the ER, a budget check will need to be run again.

## Quick-Fill

Quick Fill ⚡ can be used to add multiple lines of the same type at once.

1. From the Expense Report page, click the **Quick-Fill** link above the Expenses
2. The **Quick-Fill** page is displayed.

- a. Enter the date range you want applied to the expenses 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.

- b. Enter the **Date Range** you want to have the lines created for. Scroll through the **Expense Type** list and check the box for **All Days** associated.

- c. Click **OK** for the lines to be generated.

3. The **Expense Report** will be displayed again. The requested lines will be created with the selected Expense Type and prefilled with an Amount if related to Per Diem.

Modify Expense Report

Sam Maverick ?

\*Business Purpose TRV-Attend Meeting, Conf, etc. ▼

\*Report Description UAT Conference

Reference  🔍

Post State Not Applied

Comment

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | **Quick-Fill**

Quick-Fill

Enter the date range you want applied to the expenses 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.

Date Range

From 04/15/2019  To 04/18/2019

Add Expense Types:

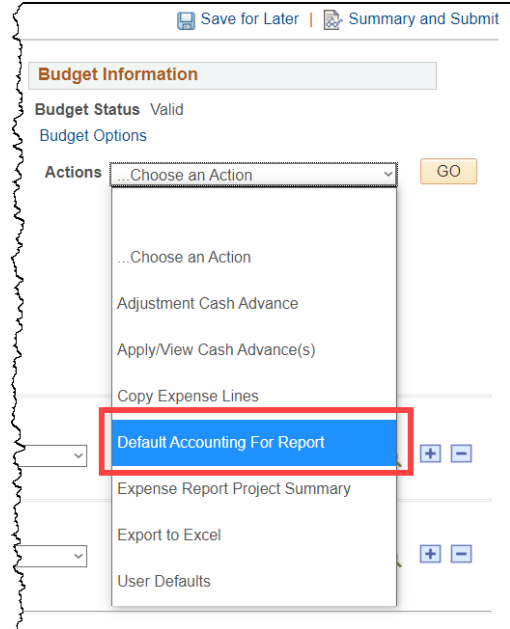
One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Lodging
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Lodging - Tax
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Meal Actuals
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TR-Out of St-Meals Per Diem
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Mileage
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Parking
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Transportation
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Travel Incidental
<input type="checkbox"/>	<input type="checkbox"/>	TR-Prospec Empl-Airfare
<input type="checkbox"/>	<input type="checkbox"/>	TR-Prospec Empl- Lodging

OK Cancel

## Default Accounting for Report

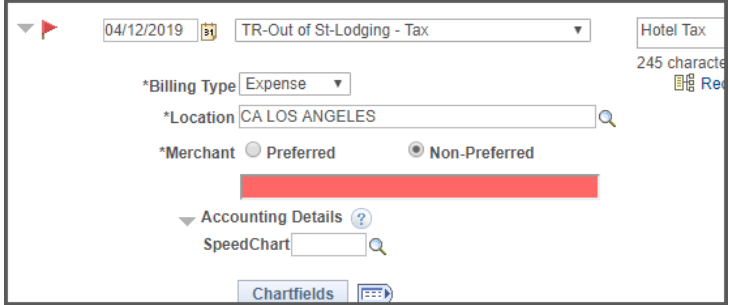
Changing the Accounting Information for all expense lines can be performed on the Default Accounting for Report page. This action can be used once the expense lines have been entered.

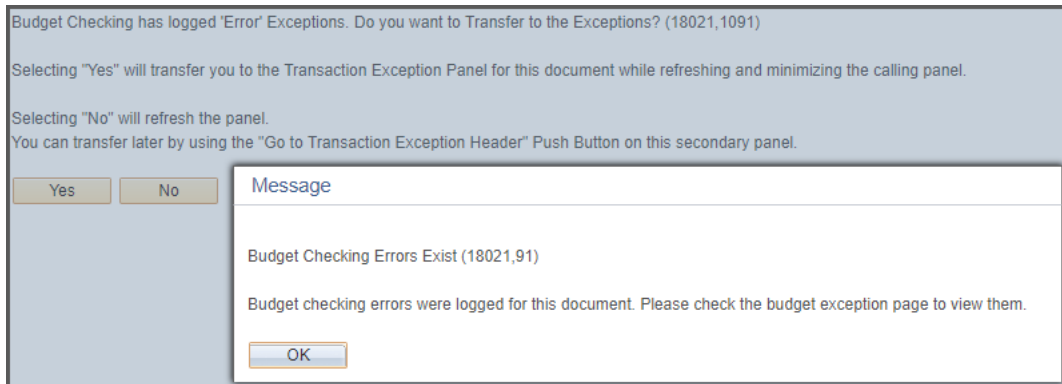
1. From the **Actions drop-down** menu, select **Default Accounting for Report** and click **Go**.
2. The Accounting Defaults page will open. Enter the cost center number or Project ID in the Speed Chart field to change the funding for the expense report.
  - a. To use the funding source entered on the Employee Profile as their User Defaults, click the Load Defaults button.
  - b. To view the Employee Profile, click the blue User Defaults link.
3. Click **OK** to apply the accounting information change and return to the Expense Report.
4. A budget check with the new accounting information will need to be performed before the Expense Report can be submitted for approval.



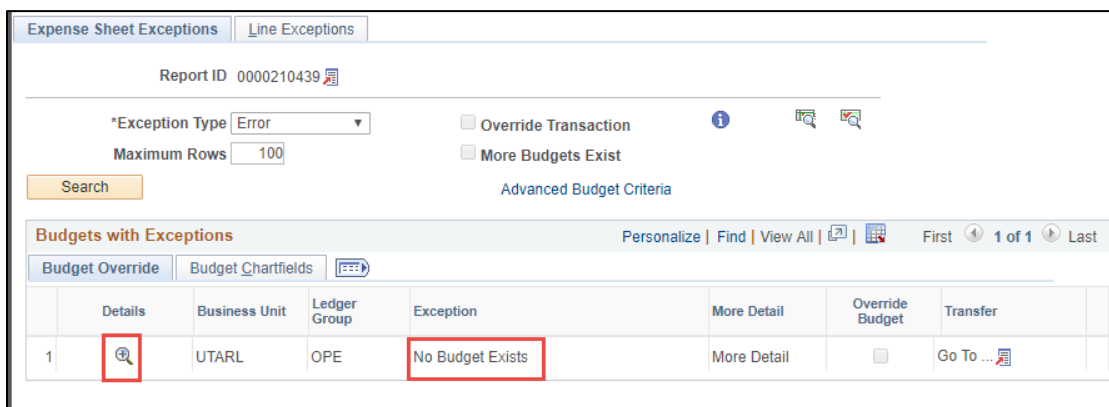
## Correct Errors on Expense Report

When adding lines to an Expense Report, fields marked with an asterisk \* are required and must be filled out appropriately.

1. In the event of any missing fields, or invalid entries lines will be marked with a red flag and fields to correct will be filled with red after clicking **Save for Later**.
- 
- A screenshot of an expense report form. At the top, there is a date field '04/12/2019' and a dropdown menu 'TR-Out of St-Lodging - Tax'. Below that is a 'Billing Type' dropdown set to 'Expense'. The '\*Location' field contains 'CA LOS ANGELES'. The '\*Merchant' field has radio buttons for 'Preferred' and 'Non-Preferred', with 'Non-Preferred' selected. Below this is a red bar. Underneath is an 'Accounting Details' section with a 'SpeedChart' field. At the bottom, there is a 'Chartfields' button.
2. Select an appropriate option or enter in the required information in the field to correct the error and click **Save for Later**. The field previously highlighted should now display normal and the flag will be removed.
  3. If an error is accounting related it will be displayed after clicking **Budget Check** from the **Budget Options** menu.



- a. These errors must be corrected from the **Transaction Exception Panel**. Click **OK**, then **Yes** to return to the Expense Report.
- b. Click **Budget Options** then the **Go To Transaction Exceptions** link to view any accounting errors.
- c. The **Line Exceptions** tab will detail any accounting errors. Look under the **Exception** for the error and click the **Magnifying Glass under Details** to view the invalid chartfields and which Expense Report line it is associated with.



- d. Verify the accounting details, check the budget etc. and follow instructions under the **Modify Expense Report** section of this training document to make necessary changes.

## View Accounting Transactions for Expenses

### View Employee Payment History

The **Employee Payment History** page is used to view payments to an employee for cash advances and expense report reimbursements. This history can be helpful when tracking payment details for an employee.

1. To view an employee's expense history, begin by navigating to: **NavBar > Menu > Financials > Travel and Expenses > Process Expenses > Review Payments > Payment History**

2. The **Employee Payment History** page is displayed.
  - a. From the **Find an Existing Value** tab, you can perform a search by **Employee ID** or **Name**. Enter the employee's information into the appropriate field.
  - b. UTARL will prepopulate the **Set ID** field. Replace that with **UTSHR**.
  - c. Click **Search**.

**Note:** After clicking Search, if there is only one Payment for the employee, the payment history page will display. If there are multiple payments, a list will appear in a Search Results table. If applicable, click the appropriate link for the payment that you want to view from the Search Results table.

- d. The **Employee Payment History** page is displayed.
3. The **Payment Info** section displays the payee's bank, the payment amount, payment status, payment method, and the payment date.
4. The **Payments** table displays the report used to process the payment (Cash Advance or Expense Report), description, status, creation date, and the dollar amount.
5. In order to view report used to process the payment, you will need to navigate to the appropriate page elsewhere in the Travel & Expenses module.

Type	ID	Descr	Status	Created	Amount
Cash Advance	0000006582	Knowledge 18	Reconciled	02/15/2018	1,000.00 USD

## View Employee Expense History

The **Employee Expense History** page is used to view an employee's expenses for travel authorizations, cash advances, and expense reports. This history can be helpful when tracking expenses for an employee.

- To view an employee's expense history, begin by navigating to: **NavBar > Menu > Financials > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History**
- The **Employee Expense History** page is displayed.
  - From the **Find an Existing Value** tab, you can perform a search by **Employee ID** or **Name**. Enter the employee's information into the appropriate field.
  - Click **Search**.
  - The **Employee Expense History** page is displayed.
- The **Employee Expense History** page is used to view all TAs, CAs, and ERs for an employee. If necessary, you can specify a date range for the expenses you want to display
- The **Transaction Type** field defaults to "All". If necessary, this can be filtered to only CAs, TAs, or ERs.
- The **Expense History** table displays the reports used to process the expense. This section provides a brief description, the status, dates, and dollar amount.
- Click the **ID** link to view the report used to process the expense.

**Employee Expense History**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by:  begins with

[Search](#) [Advanced Search](#)

**Employee Expense History**  
Sam Maverick

**Expense Dates**

From Date

Through Date

Transaction Type

[Search](#)

**Expense History**

Type	ID	Description	Status	From Date	Through Date	Submitted Amount	
Expense Report	<a href="#">0000178676</a>	Knowledge 18	Paid <input type="button" value="📄"/>	05/07/2018	05/10/2018	923.33	USD
Travel Authorization	<a href="#">0000097298</a>	Knowledge 18	Closed <input type="button" value="📄"/>	05/07/2018	05/10/2018	2,000.00	USD

[Return to Search](#) [Notify](#)

## Maintain Employee Profile

### View Employee Profile

The Employee Profile page stores default values and settings that the system uses to streamline the expense report entry. When a Travel Authorization or Expense Report is processed for an employee, the system will apply the default Cost Center or Project information listed on the Employee Profile page. This information can be updated if necessary. With the appropriate security, a representative from the



department can manage an employee's profile information from the Travel and Expenses menu or by using the User Defaults link located on various expense pages in UTShare.

1. To access the Employee Profile, begin by navigating to: **NavBar > Menu > Financials > Travel and Expenses > Manage Employee Information > Update Profile.**

2. The **Employee profile** page is displayed. You may perform a search by **Employee ID** or **Name**.
  - a. Click the **Search** button to proceed.

**Employee Profile (Edit)**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Employee ID begins with

Correct History

Search | Advanced Search

Find an Existing Value | Add a New Value

3. The **Employee Data** page is displayed. When processing a Travel Authorization or Expense Report in UT Share, a default chartfield string will be applied to the report. Initially, the default chartfield string is pulled from the employee's HR record; this may not be the accounting information that you want to use for the employee's reimbursement. Note, when updating the Employee Profile page, this does not impact the employee's HR record. This change will only apply to future reimbursements through the Travel and Expense pages.

4. The **Organizational Data** page is used to review organizational information for a specific employee. This includes the employee HR status, hire data, department, supervisor, and the default chartfield values that will be used in travel modules in UTShare. Click **Save** after changes are made as needed.

Employee Data | Organizational Data | User Defaults

**Sam Maverick**

**Employee Information**

Last Name: Maverick | First Name: Sam

Telephone: | Employee Base:  Home  Office

Personnel Status: Employee | Payments Sent To:  Home Address  Mailing Address

**Phone Number** ?

Phone Type	International Prefix	Phone	Extension	Description
1				

**Home Address**

Country: | Address 1: | Address 2: | Address 3: | City: | County: | State:

**Mailing Address**

Country: | Address 1: | Address 2: | Address 3: | City: | County: | State:

Save | Return to Search | Notify

- a. If the employee's travel profile should default to a cost center, changes should be made on this screen under the Default ChartField Values. Cost Centers require GL Unit **UTARL**, and the appropriate **Fund, Cost Center, Function, and Dept**
- b. If the employee's default travel account should be a Project, the following fields are required: **GL Unit – UTARL, Fund, Function, Dept.**

**Note:** PC Business Unit, Project, and Activity are entered on the User Defaults Page.

Employee Data | Organizational Data | **User Defaults**

**Sam Maverick**

**Expenses Processing Data** Find | View All First 1 of 1 Last

Valid for Expenses Yes  
Reason for Status Passed All Validation Edits

Default Profile  
 Ignore Authorized Amounts  
 Ignore Group Location Amounts  
Per Diem Amount Type Active Amounts

**HR Information**  
Employee Status Active  
Hire Date 12/16/2008  
\*GL Unit UTARL UT Arlington  
\*Department 320105 Business Technology Services  
Hours Per Period  Use Business Unit Default

**Supervisor Information**  
\*ID 6001030714  
Name Jane Doe  
Designated Approver

**Default ChartField Values** Personalize | Find | First 1 of 1 Last

*GL Unit	Fund	Cost Center	Function	Program	Affiliate	Fund Affil	Dept
UTARL	3105	310172	700				320105

**Cash Advance Level**  
 Business Unit 100,000,000.00 USD  
 Specific Amount  
 None

**Expense Role**  
"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."  
Expense Processing Role

Save Return to Search Notify Add

5. The **User Defaults** page is used to review or modify general default preferences for travel authorizations and expense reports. Additionally, if a Project ID has been set up as the employee default chartfield values, this page will display the accounting information that will be used on various transaction pages in UTShare for the employee. Click **Save** after changes are made as needed.
  - i. If using a Project as the default funding source, **select the Enabled checkbox**, and enter the **PC Business Unit (UTASP, Project, Activity, and Percentage (100 unless splitting costs with multiple accounts))** for the Project to be charged.

**Note:** If necessary, you can click the plus sign located at the end of the row to split the default chartfield string between several accounting lines. The distribution must equal 100%.

Employee Data | Organizational Data | **User Defaults**

**Sam Maverick**

**Default Creation Method**

\*Expense Report

\*Time Report

\*Travel Authorization

---

**Expense Defaults**

Report Description

Business Purpose

Originating Location

Expense Location

Transportation ID

Accounting Detail Default View

Per Diem Range

Billing Type

Payment Type

Credit Card

Number of Nights

---

**Expense Type Defaults** Personalize | Find | View All | First 1 of 1 Last

Expense Type

*Expense Type	Payment Type	Billing Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

---

**Project Defaults for Expenses** Personalize | Find | View All | First 1 of 1 Last

Enabled	PC Business Unit	Project	Description	Activity	Description	Percentage
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>

---

**Time Defaults**

Country

State

Locality

Billing Type

Select Project ChartFields Display :

- Default : Codes
- Descriptions
- Codes

**Project Defaults for Time** Personalize | Find | View All | First 1 of 1 Last