PeopleSoft Handbook

Travel & Expenses

Version 1.3
July 2022

INTEGRATED TECHNOLOGY
SAN DIEGO UNIFIED SCHOOL DISTRICT

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About This Guide

This guide was created by the San Diego Unified School District's Integrated Technology Department as reference material for school and department staff responsible for creating travel transactions, including but not limited to, creating, modifying, and researching Travel Authorizations and Expense Reports, research within these modules of PeopleSoft Finance Supply Chain Management (FIN). It is updated periodically by the San Diego Unified School District's IT Training and Support Team.

The screenshots displayed in this handbook were captured in a training environment. Displayed Employee ID's, names, budget details and other information such as Acquisition numbers are fictitious to the best of our knowledge and should not be used outside the training setting.

Part 1: Overview

Department References

This handbook is designed to work in conjunction with existing documents published by the San Diego Unified School District. Please continue to refer to policies and procedures outlined by district departments.

Helpful references for questions regarding:

- **CBI, Mileage Reimbursement, P-Card Use, or General Travel Information**
  Accounts Payable: (619) 725-7755
  https://www.staff.sandiegounified.org/departments/accounts_payable

- **Health Screenings Reimbursement & TB Test Reimbursement**
  Human Resources: (619) 725-8089
  https://www.staff.sandiegounified.org/departments/human_resources/tb_information

- **Tuition/Professional Development Reimbursement**
  Labor Relations: (619) 725-8060
  https://www.staff.sandiegounified.org/departments/labor_relations/tuition_reimbursement

- **Administrative Procedures**
  https://www.sandiegounified.org/policies-procedures
  - 2400 – Purchasing, Supply and Distribution System
  - 2510 – Employee Payment for Use of Personal Car
  - 2518 – Payment for Expenses for Special Activities
  - 2660 – Reimbursement to Employee for Property Loss or Damage
  - 7065 – Tuberculosis Examination
  - 7155 – Absence on District Business

Travel & Expenses Workflow

	1	2	3	4
Step	**Create Travel Authorization**	**Travel Authorization Dept/Resource Approval**	**Travel Authorization Branch Approval**	**Fully Approved TA Next Steps**
Role	Requester	Dept. Approver ****Resource*** Approver	Branch (Chief/Exec) Approver	Requester / Traveler
Task	• Create with the **traveler's Employee ID** • Add expense types, estimated amounts & budget Information • **Submit at least 3 weeks BEFORE *travel***	• Travel Authorization is budget-checked & approved by Department / Site Administrator • TA is then routed to Resource Approver • Travel Authorization routed for Branch Approval	• Travel Authorization is approved by Branch Head (Chief/Exec)	• Make all travel reservations (hotel, conference registration, airfare, etc.) • Requester to provide prepays to Accounts Payable

		5	6	7
Step	***Travel Takes Place***	**Create Expense Report**	**Expense Report Approval**	**Expense Report Processing**
Role	Traveler	Requester	****Extend*** Approver Dept. Approver ****Resource*** Approver	Accounts Payable Specialist
Task	• Keep **all** receipts and invoices (excluding meals - per diem) while traveling	• **Upon return, complete & submit Expense Report** • "Copy-In" expenses from approved Travel Authorization, submit with actual expenditure(s) • Mail original receipts AND printed Expense Report to Accounts Payable, *if applicable* .	• Expense Report is budget checked & approved by ****Extended Approver***, Dept Approver, ****Resource Approver*** • Expense Report routed to Accounts Payable	• Expense Report processed by Accounts Payable • Reimbursement monies due to employee sent via postal mail, *if applicable*

**Optional based upon the budget string or amount. Only configured Resource/Extended require approval, not all Resource/ Extended.*

Expense Types

The expense type feature allows you to identify and classify valid business expenses incurred while traveling. As you are processing the expense report, the expense type determines the set of accounts to charge. Below is a list of each expense type detail and the travel form appropriate for use, Travel Authorization (TA) or Expense Report (ER) or both.

Expense Type	Explanation	Form
Airfare	Commercial airline travel; the most economical rates must be used. Airline tickets may be purchased directly from the airline company or a travel agency. Only coach fare is eligible for reimbursement. Early check in fees are not an authorized expense and cannot be reimbursed.	Both
Airfare Exchange Fee	This can include fees by travel agents and additional airfare should a change in itinerary occur. A written explanation is required. Charges incurred for changes due to district requirements will be paid by the district. Charges incurred for changes due to personal convenience, will be the personal responsibility of the employee and must be paid by the employee directly to the travel agent.	ER
Baggage Fees	Baggage fees must be paid by employees out-of-pocket, and then included on employee's expense report after the trip. Original receipts must be submitted with the expense report.	Both
Car Rental	Original, itemized receipt required. Written justification required. Expense cannot exceed cost of a mid-size vehicle. Exceptional circumstances can be explained in justification. Cannot be paid in advance. **Do not use P-Card**. Employee must pay for vehicle rentals out-of-pocket and submit an Expense Report form for reimbursement after trip.	Both
Community Based Instruction	Limited to Special Education only for certain Special Education staff. Reimbursement limited to purchases physically made by individual students with cash. No other payment method is acceptable. Only original, itemized receipts are accepted (no facsimiles, PDF documents or photocopies).	ER

Expense Type	Explanation	Form
Conf Emp Prof Dev Reimbursement	For Confidential Employees only. Reimbursement for cost of professional development course of study.	ER
Conference/Reg Fee- NOT in SD	Attendance rate of OUTSIDE San Diego County conference.	Both
Conference/Reg Fee - SD County	Attendance rate of local conference IN San Diego County.	Both
Fuel for Rental Car	Fuel purchases eligible for reimbursement are limited to those for rental cars while traveling. Fuel for personal cars is NOT a reimbursable expense.	ER
Health Screenings – ECE Prog Only	For ECE employees only. Reimbursement of co-payment for Health Screenings. Screening results must be mailed to Human Resources, attn: Krista Conn. Receipt must be sent to Accounts Payable.	ER
Immunizations – ECE Prog Only	For ECE employees only.	Both
Lodging	Lodging is allowed outside San Diego County **ONLY** (San Diego County extends to Imperial, Orange and Riverside County lines). Reimbursement is limited to three nights for in-state and four nights for out-of-state travel. For conferences, the room rate must not exceed the rates quoted in the conference brochure; for all other business travel, the cost of lodging must be reasonable and subject to the review and approval of the branch head.	Both
Meals	For travel OUTSIDE San Diego County only. Reimbursement is provided on a per-diem allowance basis not to exceed $59 daily. Receipts are not required when per-diem is claimed. See Information Circular No.510 for more details.	Both
Mileage IN SD County	For Non-management employees who use personal car for previously approved travel within the county when required in performance of regularly assigned duties. See Approved Regulation 3351 for more details.	ER
Mileage OUT of SD County	Employee use of their personal/rental vehicle to travel outside San Diego County on district business are eligible for mileage reimbursement. This includes management level employees.	Both

Expense Type	Explanation	Form
Parking – Outside SD County	Outside San Diego County, parking is considered an incidental expense.	Both
Parking – SD County	Within San Diego County, parking requires an original, itemized receipt and explanation shall be provided. If a receipt is unavailable, due to a parking meter or self-service parking lot situation include this as part of the explanation.	Both
Shuttle/Cab/City Bus	Incidental transportation expense incurred between home, airport, hotel, and conference location only.	Both
TB Test Reimbursement	Existing employees renewing their TB clearance may request reimbursement of out-of-pocket cost up to a maximum of $10. Proof of clearance must be mailed to Human Resources, attn: Krista Conn. Receipt must be sent to Accounts Payable.	ER
Tuition – Outside SD County	Reimbursement for tuition cost of pre-approved course of study at location outside of SD County.	ER
Tuition - SD County	Reimbursement for tuition cost of pre-approved course of study at location within SD County.	ER

Payment Types

The Payment Type field on travel forms indicates how each expense will be paid. There are three categories, Employee Paid, District Paid, and Not Applicable. It is important to select the payment type that corresponds with the Expense Type.

1. **Employee Paid:** For use when employee requests reimbursement for an expense that was physically paid for out of pocket.

Payment Type	Explanation
Cash or Personal Check	Use of cash or personal check to pay expense
Personal Credit Card	Use of personal credit card to pay expense

2. **District Paid:** Six payment options available for district payment of travel expenses. Three "P Card Paid" and three "Prepaid" options are for use when employee does not want to pay out of pocket for expenses.

   - **P Card Paid**: Use your site P-Card to pay directly for airfare, hotel, and conference registration. Itemized receipts are required to be submitted to P Card and Accounts Payable. **IMPORTANT!** P-Cards may not be charged until the Travel Authorization has been fully approved. See more information on Using P- Card for Travel on page 13.

   - **Prepaid:** Use to request district issue a check directly to a vendor prior to an event.

Payment Type	Explanation
P Card Paid Airfare	After a fully approved TA, use to make airfare reservation directly with vendor.
P Card Paid Hotel	After a fully approved TA, use to make lodging reservations directly with vendor.
P Card Paid Registration	After a fully approved TA, use for conference or registration fee directly with vendor.
Prepaid Airfare	Payment to Acacia Travel. *Send copy of receipt to Accounts Payable.
Prepaid Hotel	Payment for lodging.*Send copy of receipt to Accounts Payable.
Prepaid Other	Payment for conference or event.*Send copy of receipt to Accounts Payable.

Note: **Accounts Payable requires two weeks to process requests.** Required documentation include airfare invoice, completed conference/event registration form, and written hotel confirmation showing room rate, tax, check-in/check-out dates, total due and payee information.

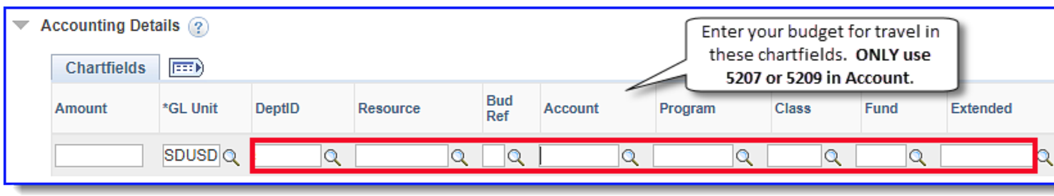
3. **Not Applicable:** Used for mileage reimbursement **ONLY**. Employees do not physically pay for mileage out-of-pocket; it is reimbursed at a pre-determined rate.

Using P-Card for Travel

IMPORTANT! For all staff who create Travel Authorizations and/or reconcile P-Card accounts. Additional steps are required to ensure expenses are charged against site travel budgets correctly. For more information regarding P-Card use, please contact **Accounts Payable** at (619) 725-7758.

How to Avoid Being Double Charged When Using P-Cards for Travel

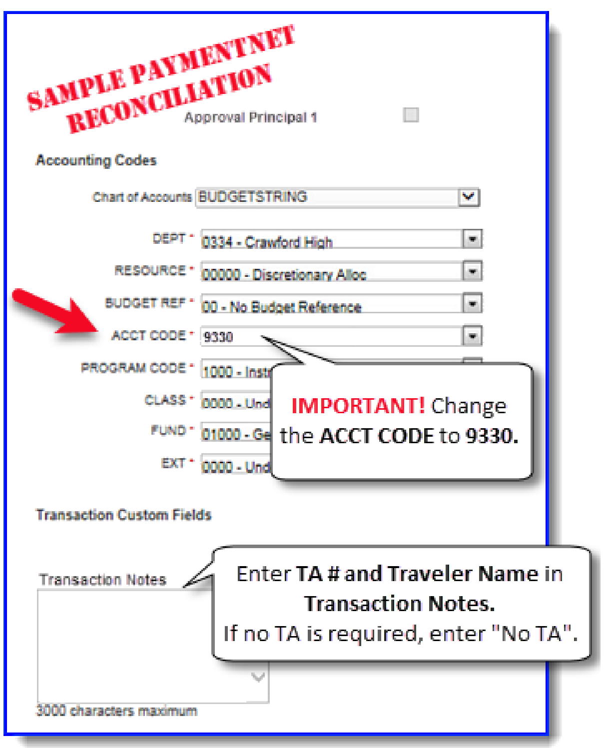
1. In **PeopleSoft**, use your site budget string approved for travel when submitting Travel Authorizations and Expense Reports.



2. In **JPMorgan PaymentNet**, when reconciling the P-Card Statement:

   - **Change the Account charged from 5207/5209 to 9330 when confirming the budget string for travel charges (*only if included on an approved Travel Authorization).***

   - **Enter detailed information in Transaction Notes**. Always include TA number and traveler name. If no TA is required for a specific travel charge, please state "No TA".



Travel Form Statuses

Status	Explanation
Pending	User has not submitted the TA, withdrew the TA, or the approver/ auditor sent back the TA to the user
Submission in Process	TA has been submitted and is being routed for approval
Submission for Approval	Approved by first approver and is being routed to Branch Head
Approvals in Process	One of the approvers has approved and TA is moving along workflow
Approved	TA has been approved. Approver and traveler/proxy will be unable to make any changes. Travel forms left in this status by year end, will roll over into next year
Paid	TA is completed systematically when the ER is linked and paid
Completed	TA is complete. End of year goal for all travel forms.
Closed	TA is canceled by the user
Denied	Used by Approvers and AP Staff when lines are denied
Staged	All approvals have been processed while waiting for check to be run

Denial Reasons

The following provides explanation of the line item denial reasons used by district approvers, including Department Approvers, Branch Approvers and A/P staff. These are only used when individual lines of a report are denied, making them ineligible for editing or resubmission. Line item denials are rare. Typically, they occur at fiscal year-end when there is not adequate time to correct and resubmit a report prior to the fiscal year-end deadline.

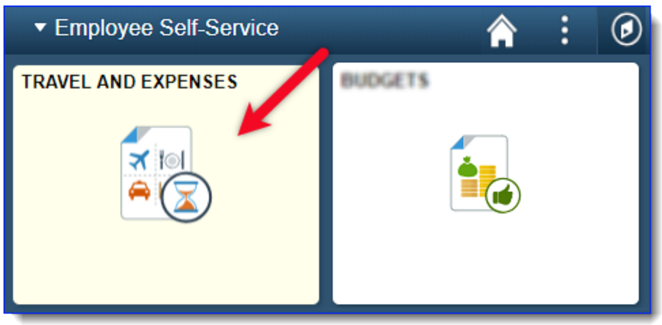
Code	Explanation
001	Duplicate expense
002	> 100 miles per day. Written explanation required
003	Weekend/Holiday period. Requires written explanation
004	Original, itemized receipt required
005	No Travel Authorization exists. Branch Approver signature required
006	Additional explanation required
007	Additional approval required
008	Written justification required
009	Prohibited Expense, review Admin Procedure 7155
010	Illegible receipts not acceptable
011	Maximum exceeded. Original receipt & branch approval required
012	Not reimbursable for management level employees
013	Receipt shows > 1 person. Written explanation & names required
014	Reimbursement permitted after date of event only
015	Completed registration form required

Before You Begin

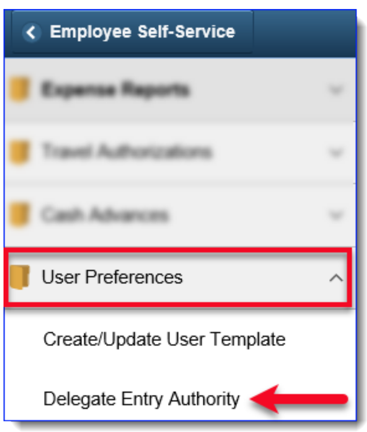
All employees can create travel transactions for themselves or assign a proxy to create and submit on their behalf. It is best to create and submit your own travel forms. Proxies should be assigned before creating any Travel Authorizations (TA's) or Expense Reports on someone else's behalf.

Authorize Others to Submit Travel Forms on Your Behalf

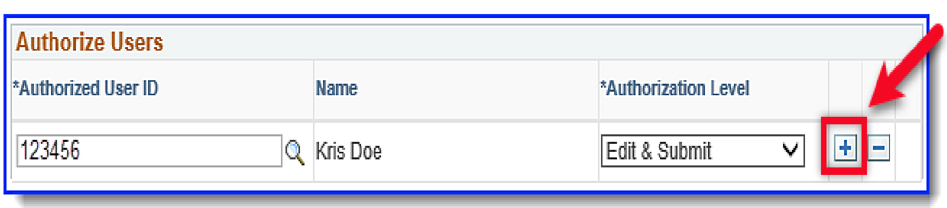
1. On the **PeopleSoft FIN Homepage**, click **Travel & Expenses**.



2. Select **User Preferences**, then click **Delegate Entry Authority**.



3. By default, your information will appear as the first authorized user. Click the **(+) plus** button.

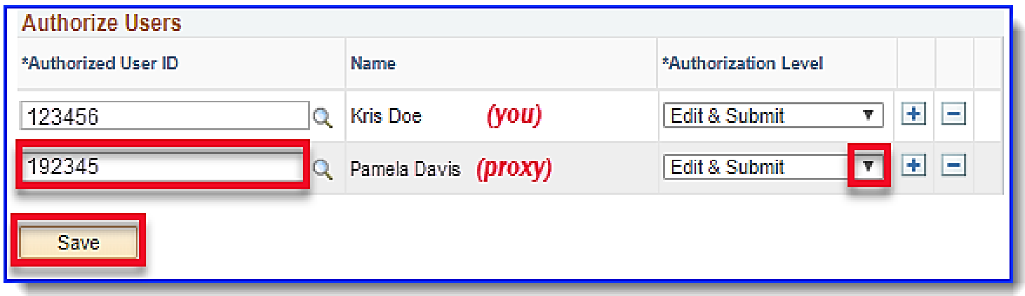


4. In the new row, enter the Employee ID of the proxy in **Authorized User ID.** If unknown, use the search feature.

Proxies must be set up with an **Authorization Level** of Edit, Edit & Submit, or View. For full proxy access, choose Edit & Submit.

5. Select the appropriate **Authorization Level**.

6. Click **Save**.

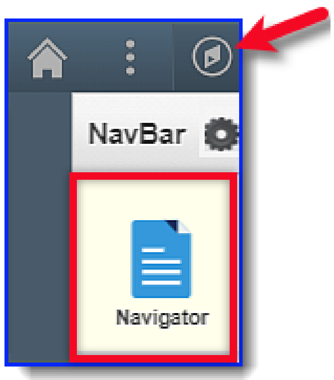


IMPORTANT! Modify or remove authorization when you or the assigned proxy change locations or department.

Update Chartfields

When planning to travel on district business staff should update budget chartfields to ensure budget information is correct before submitting travel related forms. The budget information entered will populate into the travel forms. This update procedure only needs to be done once per year.

1. On the **Homepage**, click the **Navbar**. Select **Navigator.**



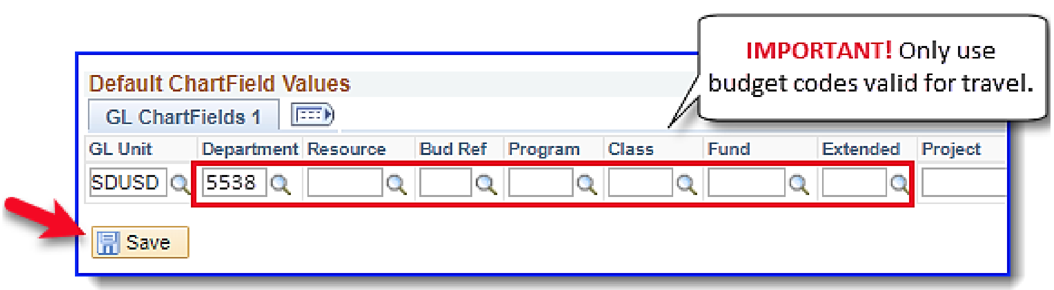
2. Select **Travel and Expenses.**

3. Select **Manage Employee Information**.

4. Click **Update Chartfields**.

5. Enter budget information in the following chartfields: **Department, Resource, Bud Ref, Program, Class, Fund,** and **Extended. Note:** The **Department** field should populate. If not, enter your site 4-digit code.

6. Click **Save**.



Tips for Successful Travel Forms

The information stated below is standard district policy and applies to all district employees:

1. **Submit a Travel Authorization at least 3 weeks prior to an event**

    - TA's can only have current or future dates; backdating is not allowed.
    - If you attempt to submit your Travel Authorization less than 3 weeks before you travel, there is no guarantee that the Accounts Payable Department will approve or process payment in time for your trip.

2. **All Travel Authorization forms must be fully approved before any travel arrangements can be made.**

    - Employees should obtain quotes on airfare and hotel so estimates listed on travel authorizations are as accurate as possible.
    - Hotel confirmations, airfare or event purchases, or any other travel arrangements are **not permitted** until Branch Head level approval appears on the TA.

3. **When more than one person from your department/ school is traveling to**:

    - *Same out of town event*- Submit a travel form each individual employee.
    - *Same in town (local) event*- Submit one TA for entire group.

    IMPORTANT! Include all traveler's names and Employee ID numbers in the **Comment** box.

4. **When a Travel Authorization is used, an Expense Report must follow it.**

5. **Create and submit the Expense Report as soon as you return from traveling**.

    - Always submit original receipts from the trip along with the Expense Reports.

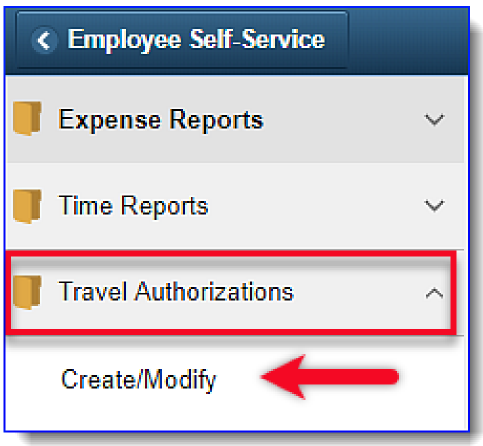
Part 2: Travel Authorizations

Create Travel Authorization

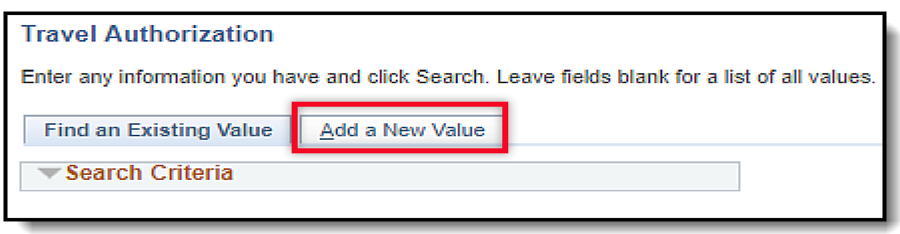
IMPORTANT! An Expense Report must be created and submitted after returning from this job related event. The Expense Report must be connected with this travel authorization.

1. On the **Homepage**, select **Travel & Expenses.**

2. Select **Travel Authorizations.** Click **Create/Modify.**



3. Click **Add New Value** tab.



The Employee ID of the logged in user will display in **Empl ID**.

IMPORTANT! Travel Authorizations should ONLY be created using the travelers Empl ID.

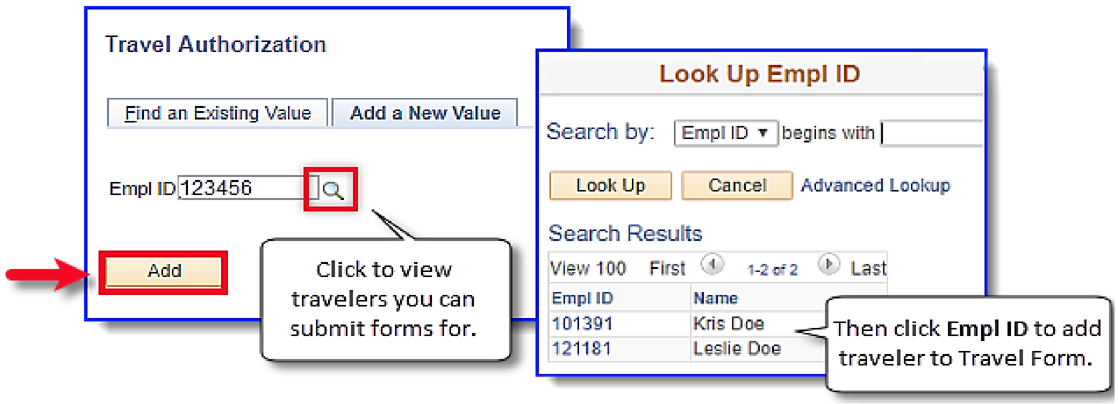
If you are the traveler, ***go to Step 5.***

If you are NOT the traveler and are creating a travel form for someone else, ***continue to next step.***

Before creating travel forms for someone else, you must receive confirmation that the authorizing person has granted you access using the **Authorize Others to Submit Travel Forms on Your Behalf** steps described on page 16.

4. Enter the Employee ID of traveler in **Empl ID.** If unknown, use the search feature to select from list of those who have granted you access.

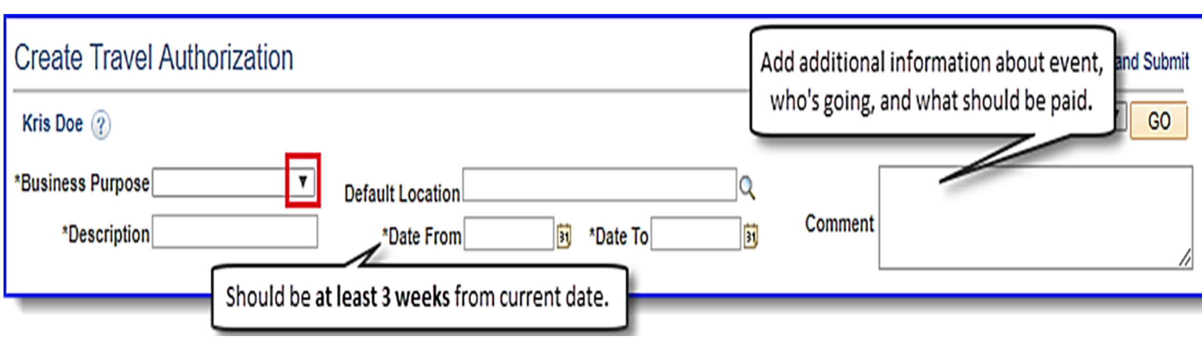
5. Click **Add**.



Complete the **Travel Authorization** page. (**Note:** **Asterisk *** indicates a required field)

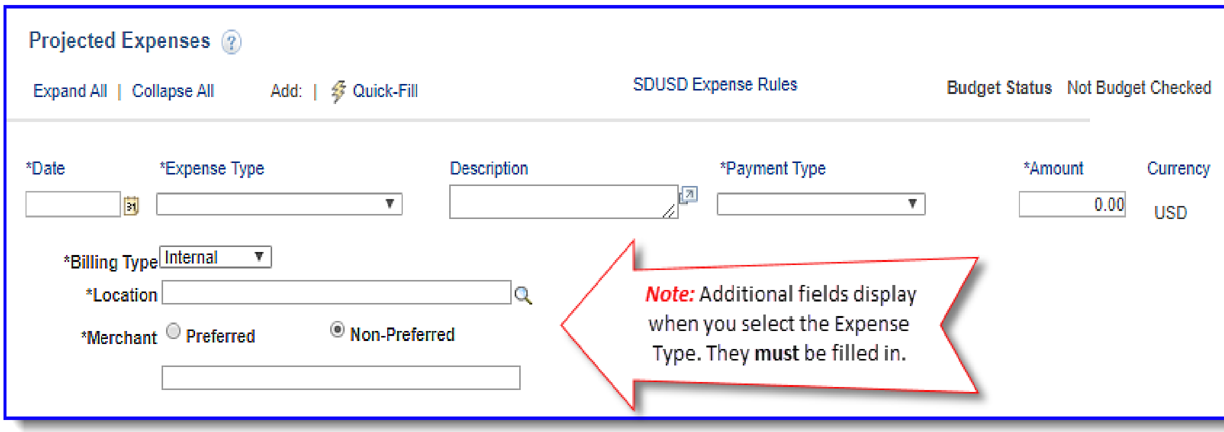
6. In the **Header section**, enter the following information:

- **Business Purpose:** Choose the appropriate reason for travel.
- **Description:** Enter the name or title of the event traveling to. **Note:** Enter physical address *if not* a district school site.
- **Default Location:** Enter destination city.
- **Date From/ Date To:** Enter dates of travel. Date From should be at last 3 weeks from today. If travel is completed in one day, enter the same date.
- **Comment:** Enter justification for the travel. Include additional details of event, including duration, what will be paid for, and additional name(s) and Employee ID's of other travelers attending the event, if applicable.



7. In the **Projected Expenses section**, enter the following information:

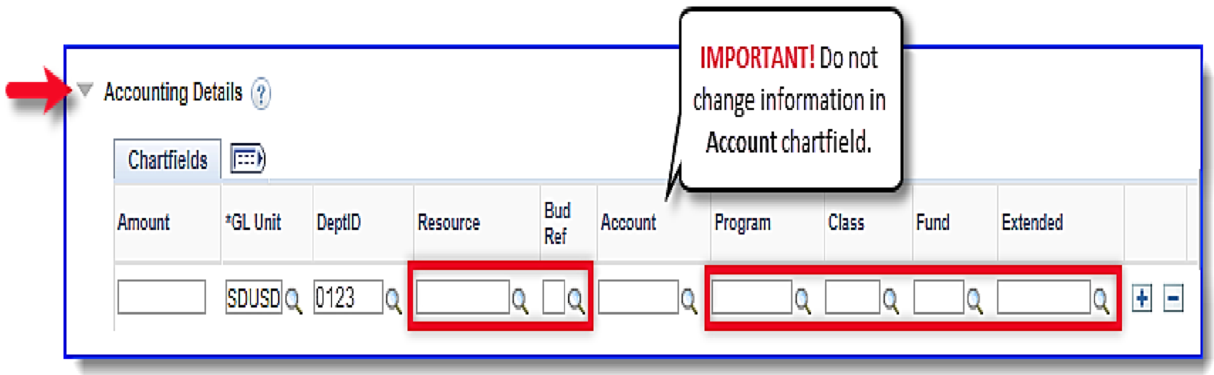
   - **Date**: Date expense will occur. *(Should match **Date From** date in **Header section**).*
   - **Expense Type**: Select expense type from drop-down.
   - **Description:** Describe what the expense is for. Include name of event.
   - **Payment Type:** Select fee payment method from drop-down. For more information, see **Payment Types** on page 11.
   - **Amount:** Enter the estimated amount of expense.



IMPORTANT! Line details will vary depending on the chosen Expense Type**. All expense lines must be filled in.** For more information, see Common Travel Expenses on page 28 to complete lines by expense type.

8. In **Accounting Details section**, confirm Distribution information.

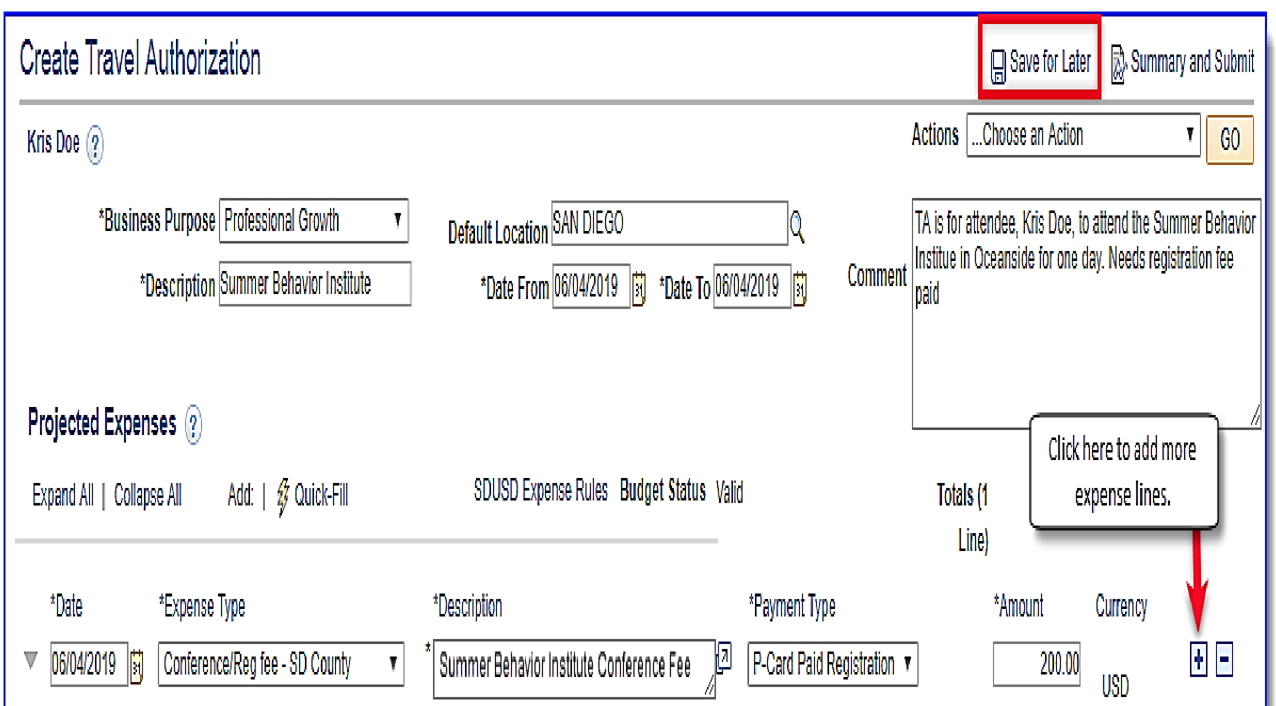
   - Click the **Accounting Details expand icon**.
   - Enter budget details in **DeptID, Resource, Bud Ref, Program, Class, Fund** and **Extended** chartfields.



9. Click **Insert Lines icon (+)** to additional expense lines, if necessary.

IMPORTANT INFORMATION FOR TRAVELING OUTSIDE SAN DIEGO! There will usually be multiple expense lines on a Travel Authorization. Repeat Steps 7 -9 to add additional expense lines for other expected costs such as airfare, lodging, meals, etc.

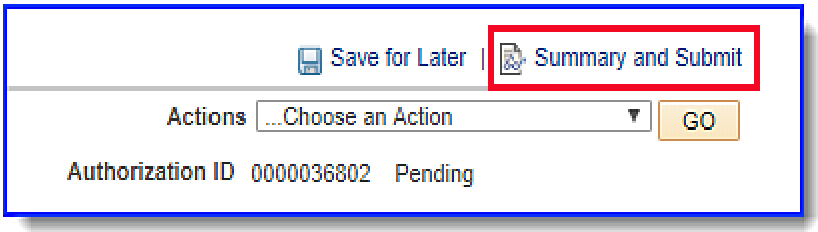
10. When finished, click **Save for Later**.



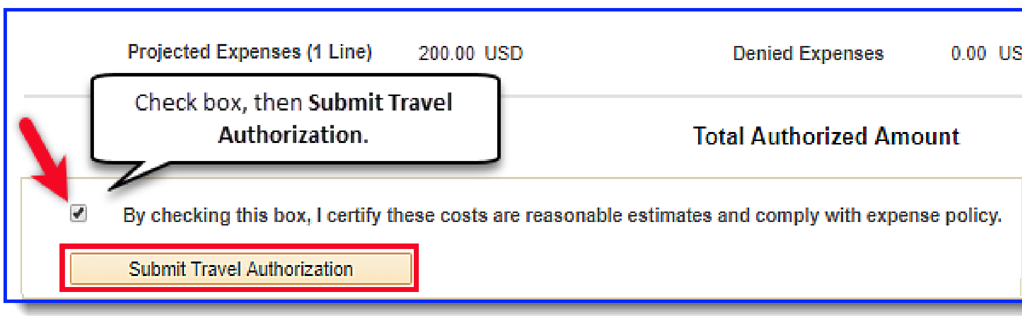
IMPORTANT! If there are any errors with this transaction, they will be marked with a red flag. Click on flag to view the error. Areas that need your attention will be highlighted in **RED**. All errors should be corrected before copying any lines or submitting a TA.

You can save a travel authorization with missing or invalid information; however, you cannot submit a travel authorization for approval with missing or invalid information.

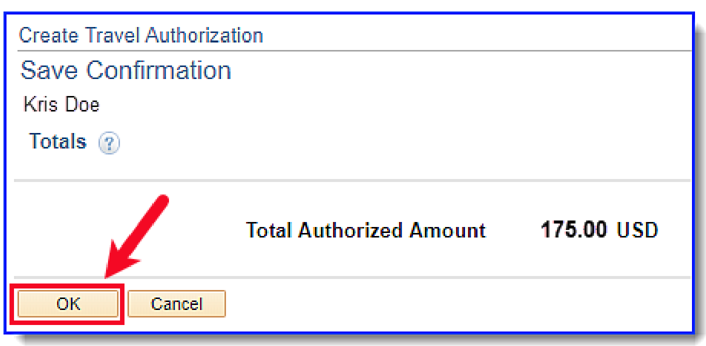
11. Click **Summary and Submit.**



12. On **Modify Travel Authorization page**, check the **Certification box**. Then click **Submit Travel Authorization**.



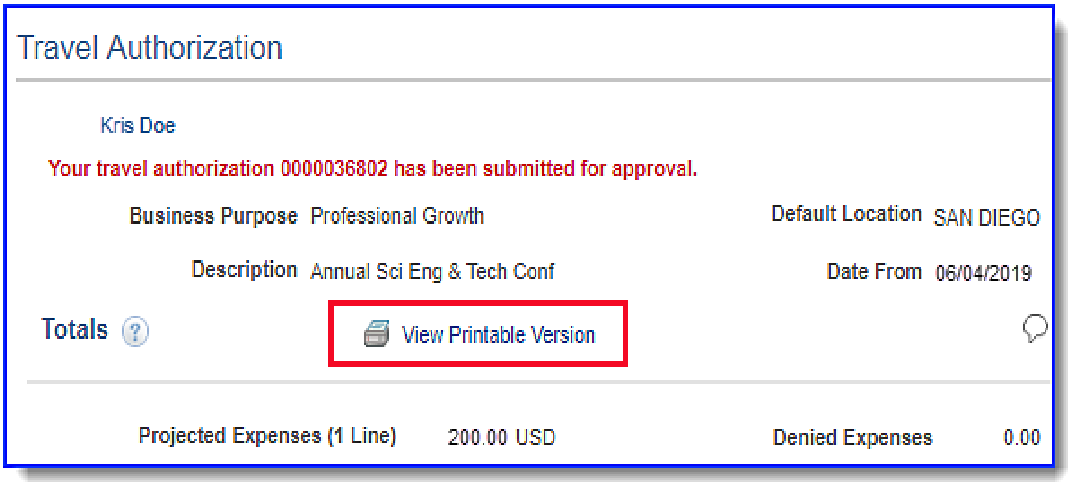
13. Click **OK** to confirm save**.**



The confirmation page will display a "…submitted for approval" message.

IMPORTANT! For District Pre-Payments: Once the TA has been fully approved, send copy of Travel Authorization, registrations for conference, lodging, etc. with complete payment instructions to Accounts Payable, through school mail or email, travel@sandi.net .

14. On the **Travel Authorization Confirmation page,** click the **View Printable Version** to print a copy of Travel Authorization.



For more information on how to print the Travel Authorization, see page 81.

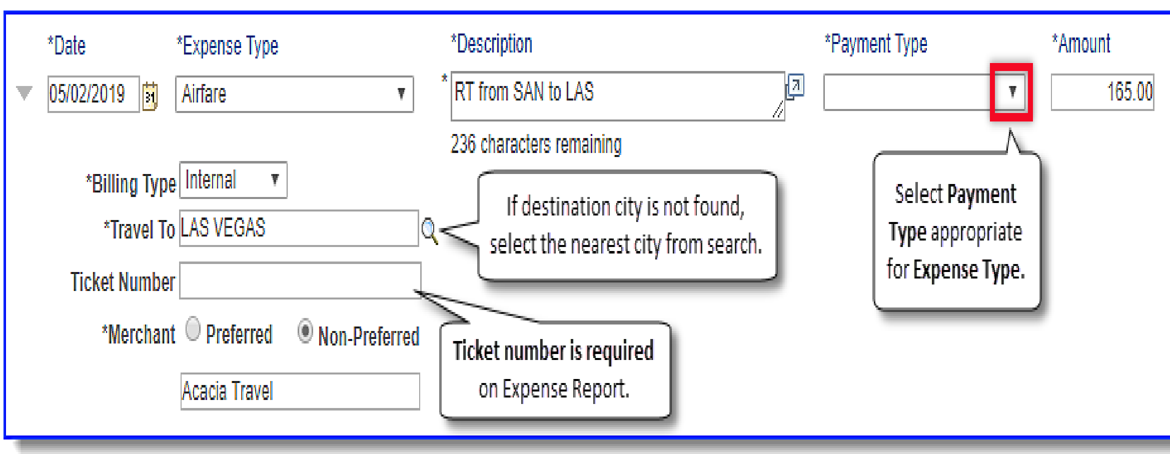
Note: The report is sent to the appropriate approver's workflow. Once submitted it is no longer accessible for editing, unless it is Sent Back to you.

Common Travel Expenses

The following commonly used Expense Types have different field requirements. To avoid errors, make sure all required fields are completed. The length of the travel form may vary depending on the projected expenses. Requests for local travel will have less expense lines than one for travel outside of San Diego where multiple expenses are expected. Amounts should be an estimated cost for expense.

Airfare

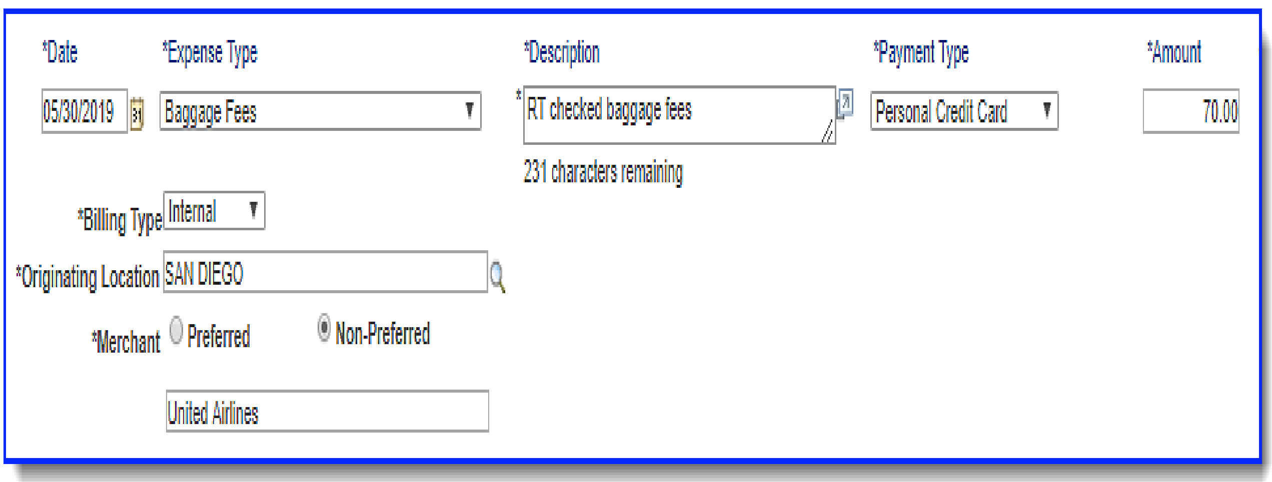
- **Date**: Date of flight.
- **Description**: Detailed ticket type (roundtrip or one way), and start/ end locations. For example, *(Roundtrip ticket from SAN to SFO)*.
- **Payment Type:** Select **Cash** or **Personal Check**, **P-Card Paid Airfare**, or **Prepaid Airfare** (Acacia Travel only)
- **Amount:** Should be estimated cost of any additional fees associated with airfare. Including taxes baggage, etc. **IMPORTANT! Early check-in fees are not reimbursable.**
- **Travel To**: Destination city. Use city nearest to destination, if not found
- **Ticket Number:** Enter airline ticket number. Required field on Expense Report.
- **Merchant:** Select **Non-Preferred**. Enter **name of airline or Acacia Travel.**



Baggage Fees

Baggage fees must be paid by employees out of pocket. For reimbursement include it on Expense Report after the trip. Submit original receipts to Accounts Payable.

- **Date**: Date expense occurred
- **Expense Type:** Select **Baggage Fees**
- **Description:** Detailed description
- **Payment Type:** Select appropriate **Employee Paid payment type** from drop-down
- **Amount:** Total checked bag fee
- **Originating Location:** City of departing flight
- **Merchant:** Select **Non-Preferred.** Enter **name of airline**

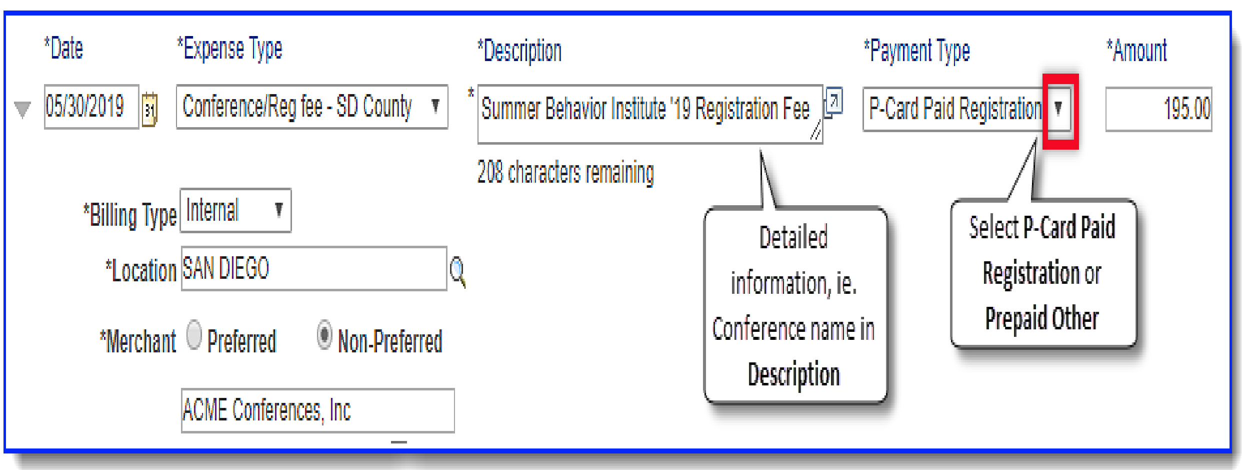


Conference / Registration Fee in San Diego

For local conference attendance (within San Diego County).

IMPORTANT! An Expense Report (ER) must be created and submitted after returning from this job related event. It must be connected with this travel authorization. Instructions can be found on page 49 of this handbook**.**

- **Date:** First day of event. Date cannot be before date shown in **Date From** in Header section
- **Expense Type:** Select **Conference /Reg fee – SD County**
- **Description:** Enter detailed description, including name of conference
- **Payment Type:** Select **appropriate Payment Type** from drop-down **(Do not select Not Applicable**.)
- **Amount:** Cost of event including taxes
- **Location:** Enter **San Diego**
- **Merchant:** Select **Non-Preferred.** Enter **name of organization** to receive registration payment

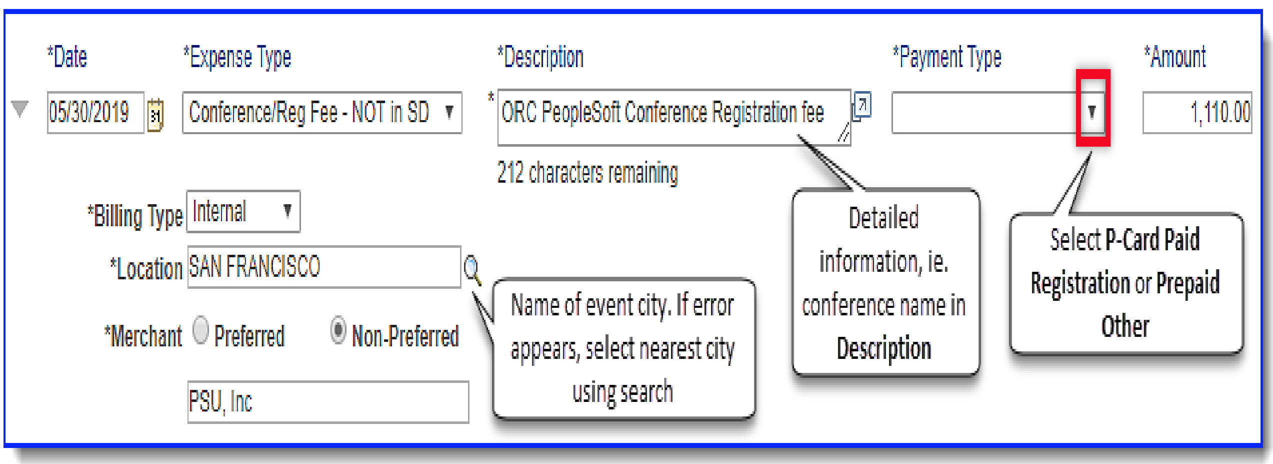


Conference / Registration Fee NOT in San Diego

For travel outside San Diego County to business-related event, typically, with multiple expenses involved (including transportation, lodging, meals, etc.).

IMPORTANT! An Expense Report (ER) must be created and submitted after returning from this travel. It must be connected with this travel authorization. Instructions can be found on page 49 of this handbook.

- **Date:** First day of event. Date cannot be before **Date From** in Header section of TA.
- **Expense Type:** Select **Conference /Reg fee – NOT in SD**
- **Description:** Enter detailed description, including name of conference
- **Payment Type:** Select P-Card Paid Registration or Prepaid Other
- **Amount:** Cost of event including taxes
- **Location:** Enter city where event will take place. Use city nearest to destination, if not found
- **Merchant:** Select **Non-Preferred.** Enter **name of organization** to receive registration payment

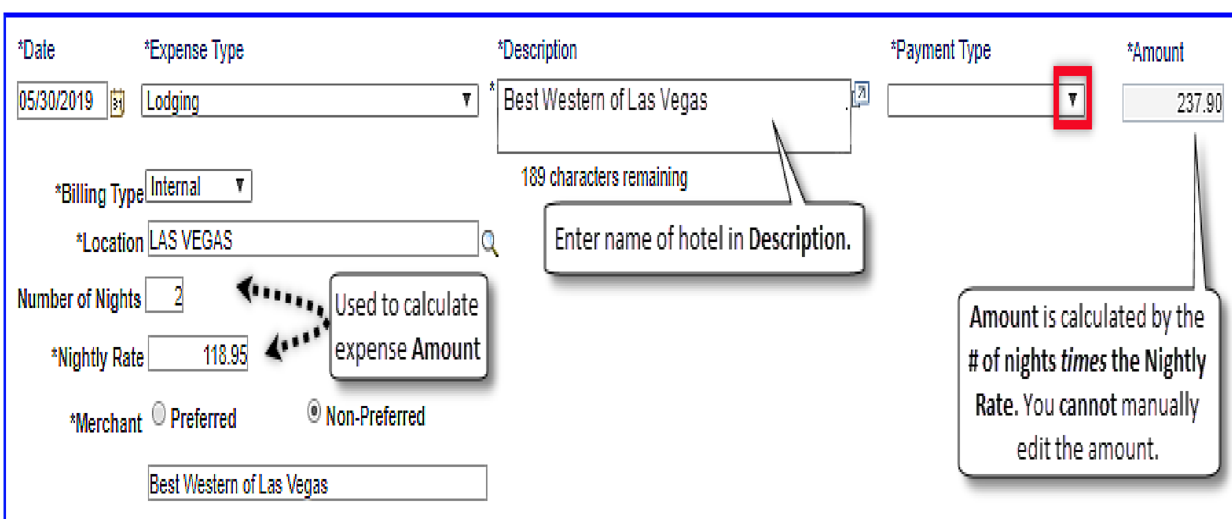


Lodging

Lodging is allowed outside San Diego County only. Reimbursement is limited to three nights for in-state and four nights for out-of-state travel. For long distance travel, lodging is eligible one night before conference begins through one night before conference ends. After the trip, original itemized receipts are required (submitted with Expense Report) whether hotel was paid in advance or not.

For conferences, the room rate must not exceed the rates quoted in the conference brochure. For all other business travel, the cost of lodging must be reasonable and subject to the review and approval of the Branch Head. **Lodging within San Diego County is prohibited.**

- **Date:** First night of hotel stay
- **Expense Type:** Select **Lodging**
- **Description:** Enter name of hotel
- **Payment Type:** Select appropriate district paid payment type
- **Location:** Enter city of hotel
- **Number of Nights:** Enter number of nights of hotel stay
- **Nightly Rate:** Amount per night including all taxes and fees. **Note**: Consider additional fees including, but not limited to, resort and internet fees. If necessary contact the hotel directly for more information.
- **Merchant:** Select **Non-Preferred**. Enter **name of the hotel**



Meals

Traveling employees are eligible for meal reimbursement OUTSIDE San Diego County. San Diego County extends to Imperial, Orange, and Riverside County lines. Reimbursement is provided on a per-diem allowance basis not to exceed **$59.00 per day** (including tax and tips), as of October 2021. For more information, see [Information Circular No.510](#).

Meal Allowance Rates are as followed

Meal Allowance Rate	
Breakfast	$14.00
Lunch	$16.00
Dinner	$29.00

Meal allowances on the day in which the employee either departs or returns to home (or work) are reimbursed as followed:

	Before 6 AM	6 AM-Noon	Noon- 6 PM	After 6 PM
Time of Departure	All meals allowed	Lunch & Dinner	Dinner	No meals allowed
Time of Return	No meals allowed	Breakfast	Lunch	All meals allowed

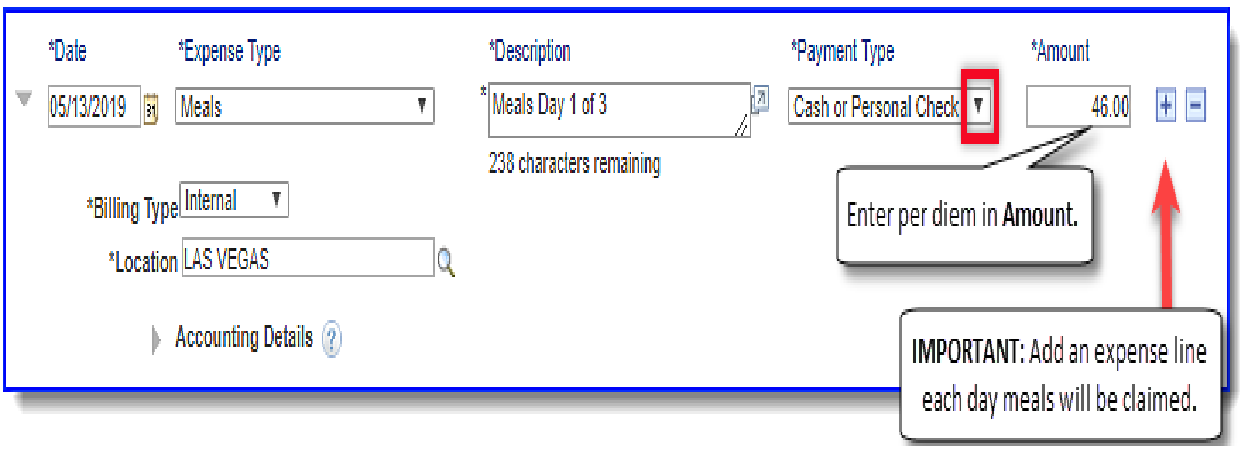
Attendees are not eligible to receive a meal allowance for any meals that are included in the registration fee for conference, eligible workshops, and meetings. The daily per diem allowance must be reduced by the applicable meal allowance for the meal(s) provided. A copy of the registration form/brochure must be attached to the travel expense report when requesting reimbursement.

Meal reimbursement within San Diego County is prohibited. If a conference is located in San Diego County and includes a function, such as a luncheon, with a speaker, then the employee may attend and be reimbursed. This situation is considered to be part of the conference itself since a speaker involved and should be listed as a conference registration.

Alcoholic beverages are NOT ELIGIBLE for reimbursement per the State Education Code.

IMPORTANT! **Create an expense line for each day meals will be claimed.**

- **Date:** Date of expense claim
- **Expense Type:** Select **Meals**
- **Description:** Enter details about claim. For example, " Meals, Day 1 of 3"
- **Payment Type:** Select appropriate employee paid payment type
- **Amount:** Enter allowable per diem or meal amount
- **Location:** City where meal occurred

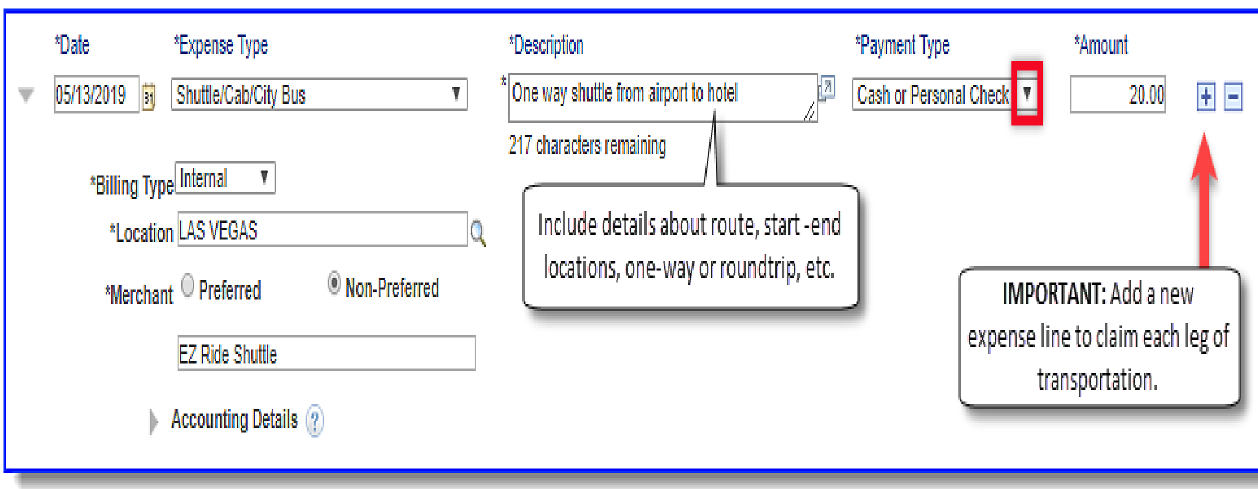


Transportation (Shuttle/Cab/City Bus)

Transportation costs incurred between home, airport, hotel, and conference location are considered incidental expenses and are eligible for reimbursement. This includes ride share.

IMPORTANT! Create an expense line for each leg of transportation to be claimed.

- **Date:** Date of expense claim
- **Expense Type:** Select **Shuttle/Cab/City Bus**
- **Description:** Enter details about transportation claim. Including transportation type, start/ end locations, and type of travel (roundtrip or one-way)
- **Payment Type:** Select appropriate Employee Paid payment type
- **Amount:** Enter estimated cost
- **Location:** Enter city where transportation event occurred
- **Merchant:** Select **Non-Preferred.** Enter **name of transportation provider**



Using Quick Start Options

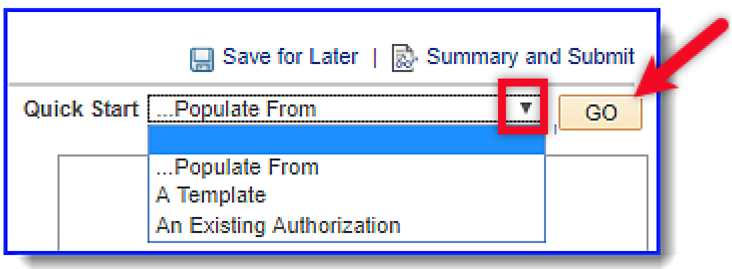
Quick Start menu options are available after starting a blank Travel Authorization.

Action	Usage
A Template	For use with reoccurring monthly expenses
An Existing Authorization	To “Copy” information from a Travel Authorization previously created

Using Quick Start to Populate Travel Authorization

1. Select the appropriate **Quick Start option** from the drop down.

2. Click **Go**.

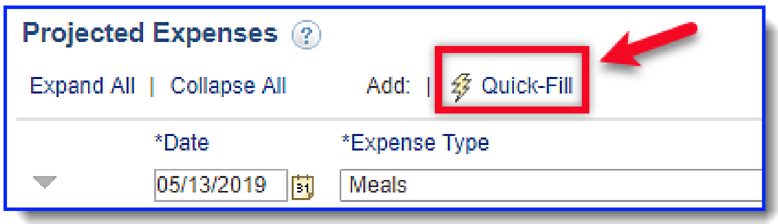


IMPORTANT! The **Quick Start** menu is no longer available after the expense lines are created. The menu changes to the **Actions** menu.

Using Quick Fill to Add Expense Lines

Use the Quick Fill to add multiple expenses quickly to travel form. You can choose 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

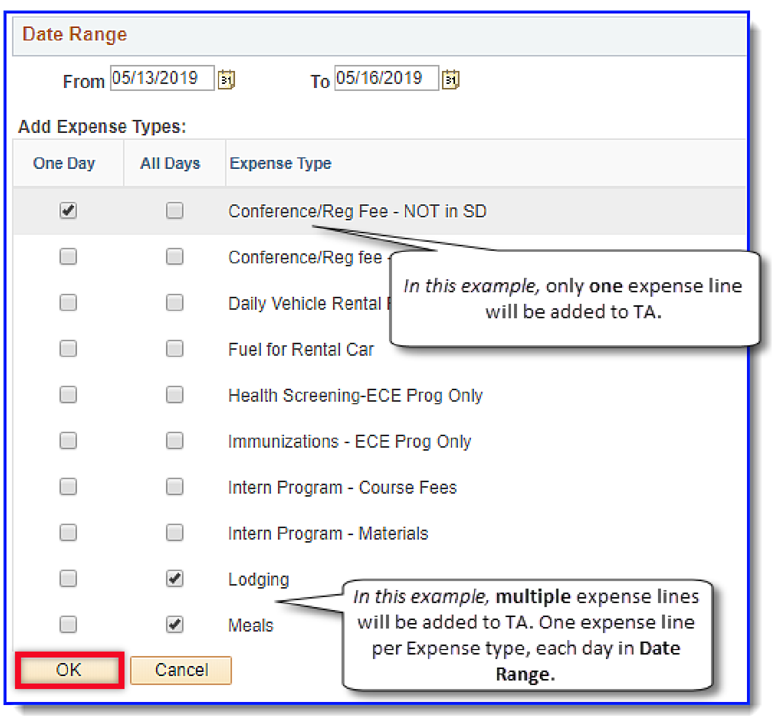
1. On the **Create Travel Authorizations page**, select **Quick-Fill.**



2. Enter **From / To Date(s).**

3. Choose the **Expense Type**. Select whether you want to add one instance of the expense type for one day or for a specific date range.

4. Click **OK**.



The new pre-filled expense lines will display on Travel Authorization.

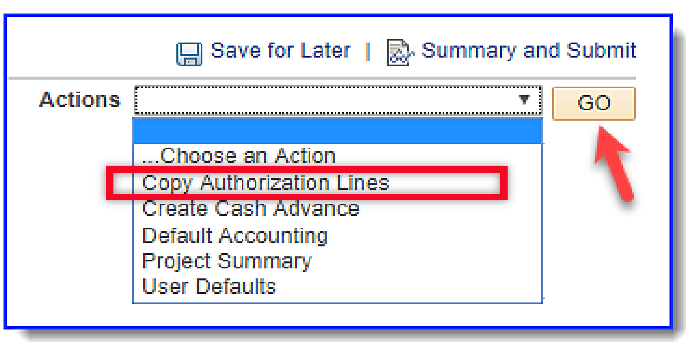
Using the Actions Menu

The Actions menu appears after the first line of the TA is filled out.

Action	Usage
Copy Authorization Lines	Allows the user to copy each selected line just once using the **Copy To Date** as the new expense date. Or choose **Copy to Range of Dates** to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.
Default Accounting	Displays the accounting defaults associated traveler. Changes made on this screen only populates for new lines added. **Load Defaults** repopulates any blank chartfields associated with the users' default information. **Add Chartfields Line** adds a blank chartfield where the transaction can be divided amongst multiple chartfields. The amount column must equal 100% of the total indicated on the expense line.
Project Summary	Illustrates which expenses have been added to the travel form.
User Defaults	Leads to users' travel profile (Review/ Edit) profile page.

How to Copy Authorizations Lines to Travel Authorization

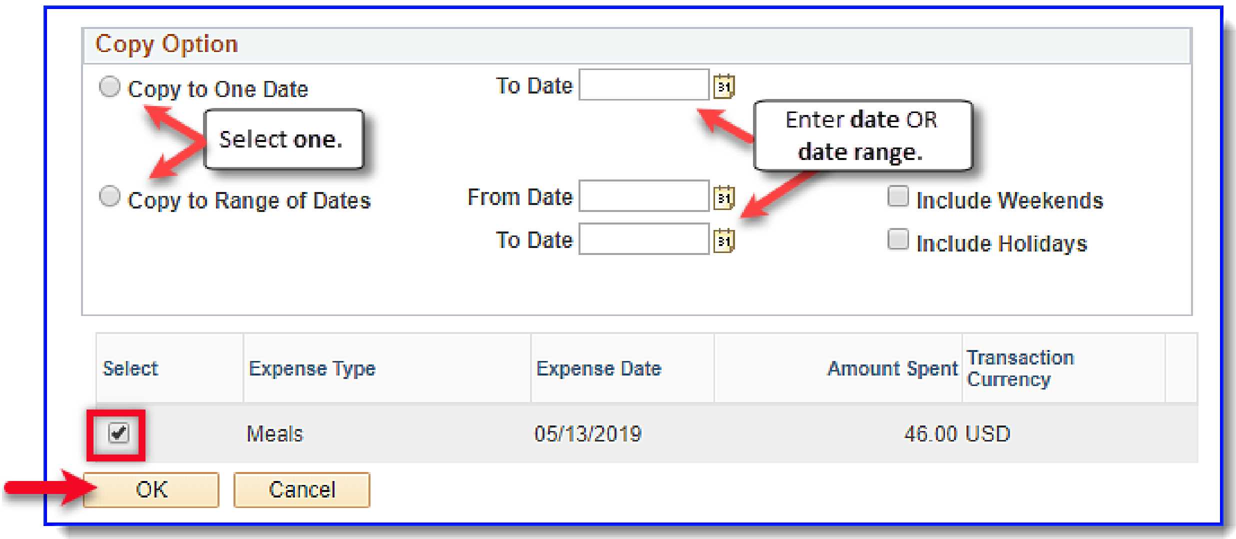
1. On the **Create Travel Authorization page**, select an **Expense Type.**
2. Select **Copy Authorization Lines** from **Actions drop down**.



3. Select one **Copy Options.** Then enter **Date or Date Range.**

4. Select **expense line**.

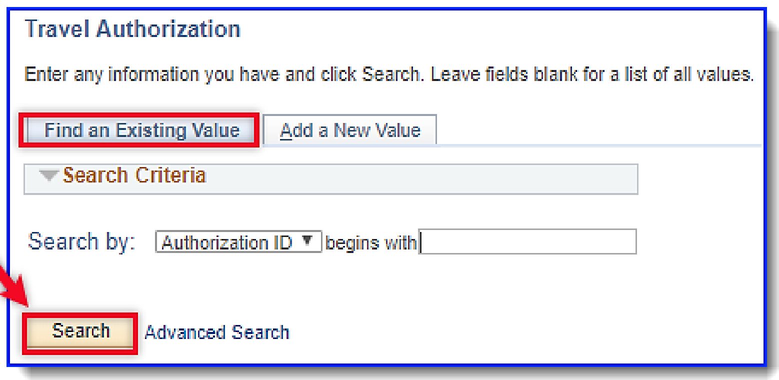
5. Click **OK** to return to Travel Authorization.



Modify a Travel Authorization

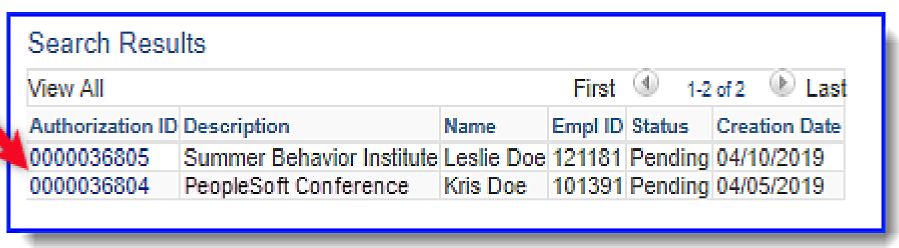
A TA can only be modified if it is in your queue, in "Pending" status. All fields entered are available for modification.

1. On the **Homepage**, click **Travel & Expenses** tile.
2. Select **Travel Authorizations.**
3. Click **Create/Modify.**
4. On **Find an Existing Value** tab, click **Search**.

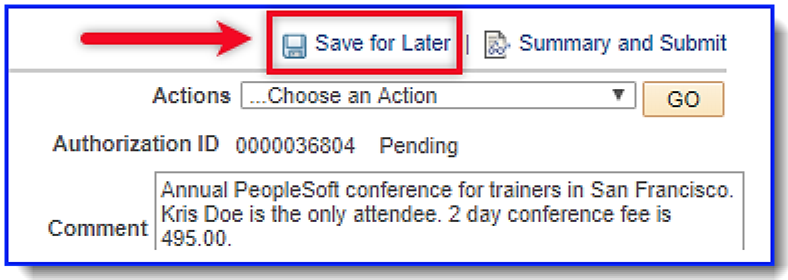


All "Pending" TA's you have created will appear in Search Results. (If there is only one TA, it will open automatically).

5. Select the Authorization ID of the preferred TA to modify.

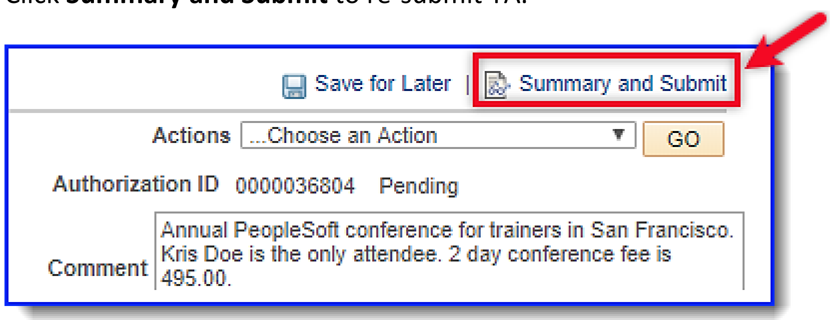


6. Make modifications as needed. Click **Save for Later** to save changes.

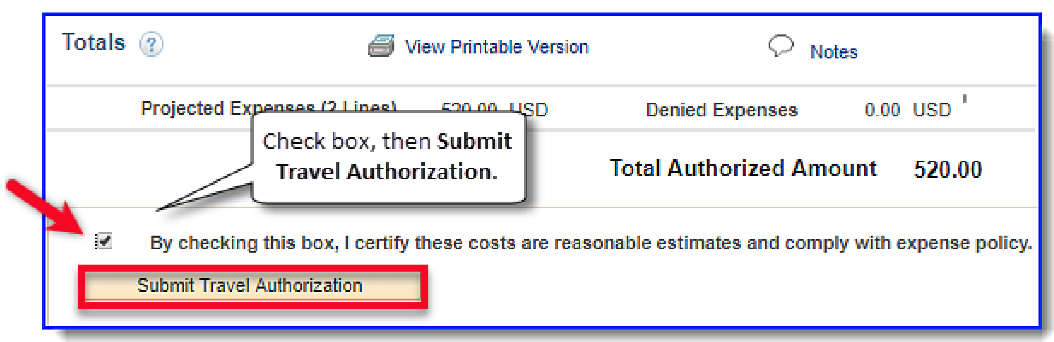


IMPORTANT! If there are any errors with this transaction, the system will alert you. Any errors found will be marked with a red flag. Click on flag to view the error. Areas that need your attention will be highlighted in **RED**. All errors should be corrected before copying any lines or submitting a TA.

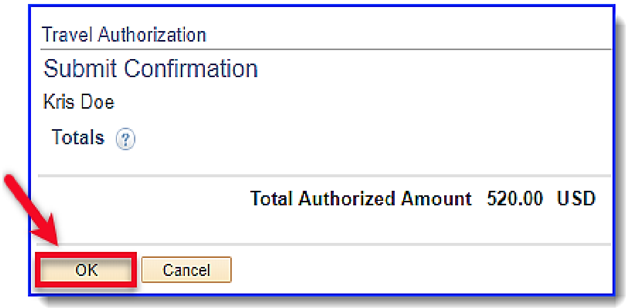
7. Click **Summary and Submit** to re-submit TA.



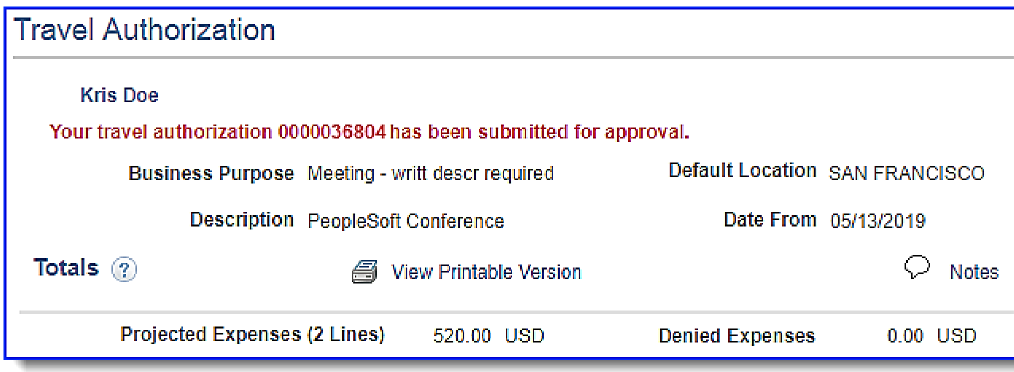
8. On **Modify Travel Authorization** page, check the **Certification** box. Then click **Submit Travel Authorization**.



10. Click **OK** to submit confirmation.



The submitted for approval confirmation will display.



Cancel a Travel Authorization

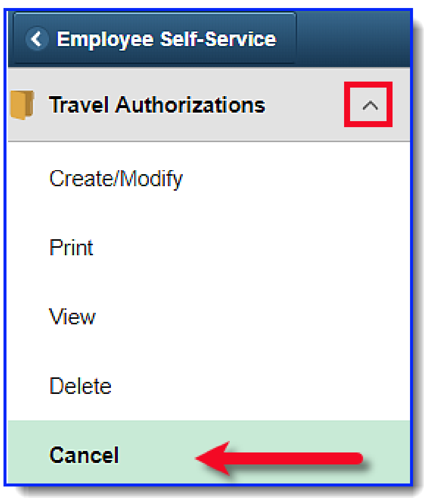
Canceling an approved Travel Authorization is recommended when a trip was canceled or an expense report was created (but not linked to an approved TA). It may be canceled either before or after the departure date, but only while in **Approved** status. Canceling a budget checked TA releases the encumbrance.

IMPORTANT! Once a TA is canceled, it remains in the system in "Closed" status.

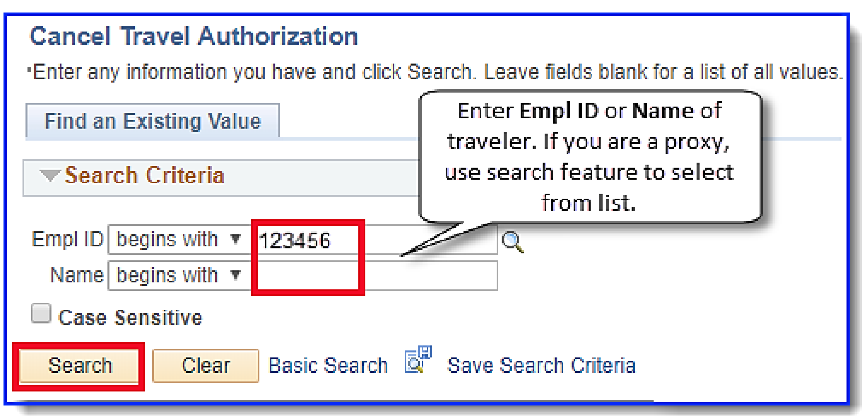
How to Cancel an Approved TA

1. On the **Homepage**, select **Travel Expenses** tile.

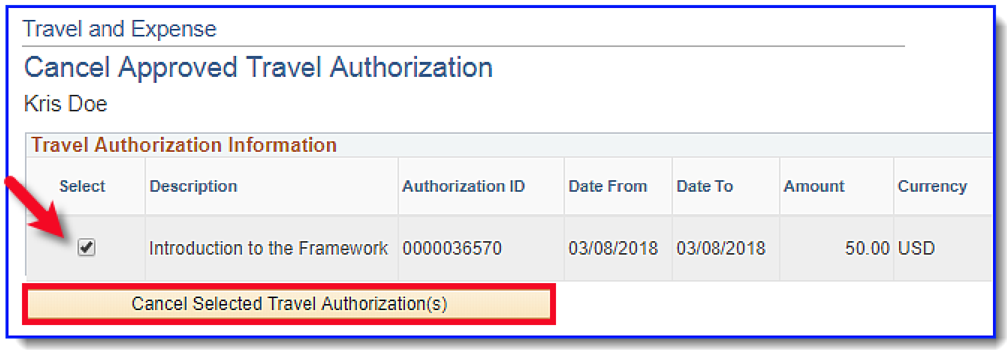
2. Select **Travel Authorizations**. Click **Cancel**.



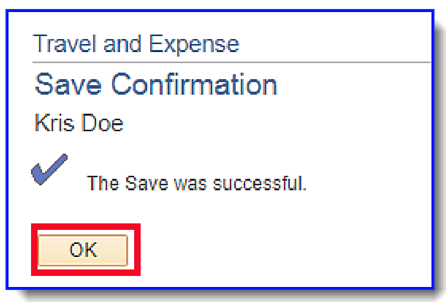
3. Enter (or select from search feature) Employee ID of traveler. Click **Search**.



4. Select the TA, then click **Cancel Selected Authorization(s)**.



5. Click **OK** to confirm.



Delete a Travel Authorization

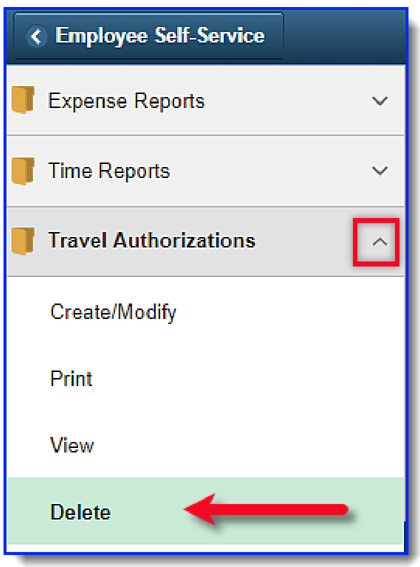
Delete a Travel Authorization when no travel has occurred and no pre-payments were made. Deleting a budget checked TA releases the encumbrance.

IMPORTANT! Once a TA is deleted, it is removed from the system and cannot be reversed.

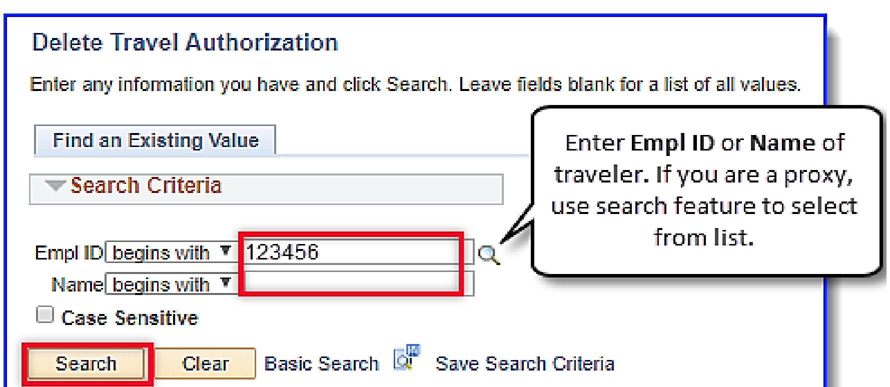
How to Delete a TA

1. On the **Homepage**, select **Travel Expenses** tile.

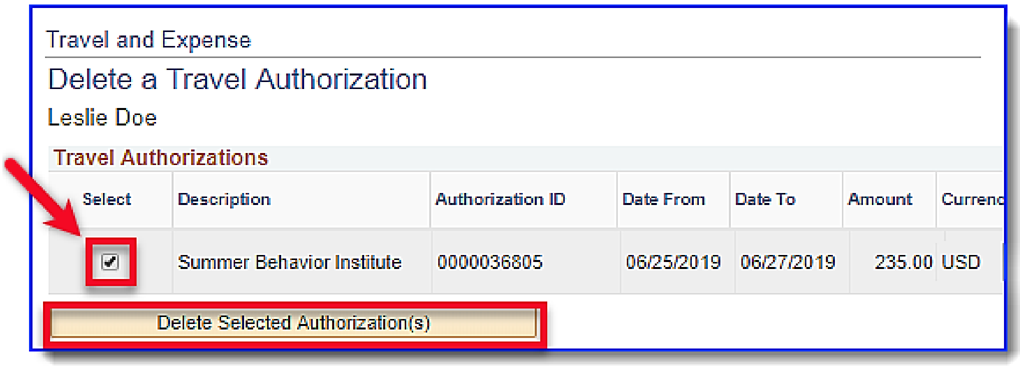
2. Select **Travel Authorizations**. Click **Delete**.



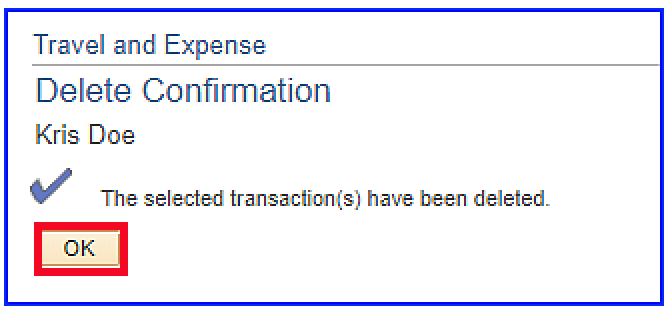
3. Select Employee ID or Name or the traveler to look up the TA. Click **Search**.



4. Select the TA(s), then click **Delete Selected Authorization(s)**.



5. Click **OK** to confirm delete.



Part 3:
Expense Report

Travel Expense Report Guidelines

IMPORTANT! All Travel Authorizations are required to have a matching Expense Report submitted after travel is complete, whether or not any additional expenses were incurred.

Only dates in the past should be used when accounting for expenses on the report. No future dates are allowed.

An Expense Report can only be generated from a successfully budget-checked and approved TA. If your TA did not pass the budget-check process, or was never approved, you will not be able to create a matching Expense Report for it.

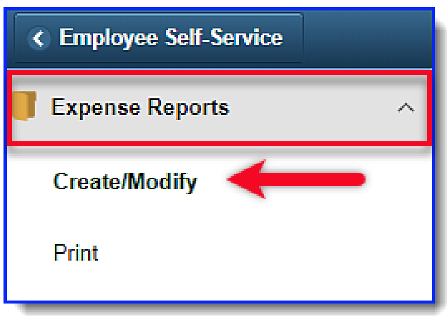
Submit Expense Receipts to travel@sandi.net. When sending documents to this email address include only the Expense Report number (e.g. ER987654) in the subject line.

Create Expense Report Linked to an Approved Travel Authorization

After an approved Travel Authorization and travel has completed, an ER must be submitted. **This report is mandatory,** even if all expenses have been previously paid and no new expenses were incurred during travel. **IMPORTANT! ER's must be submitted within 10 days of travel completion.**

Create an ER from an approved TA:

1. On the **PeopleSoft FIN Homepage**, select the **Travel & Expenses** tile**.**
2. Select **Expense Reports.** Click **Create/Modify.**



3. Select **Add New Value tab.**

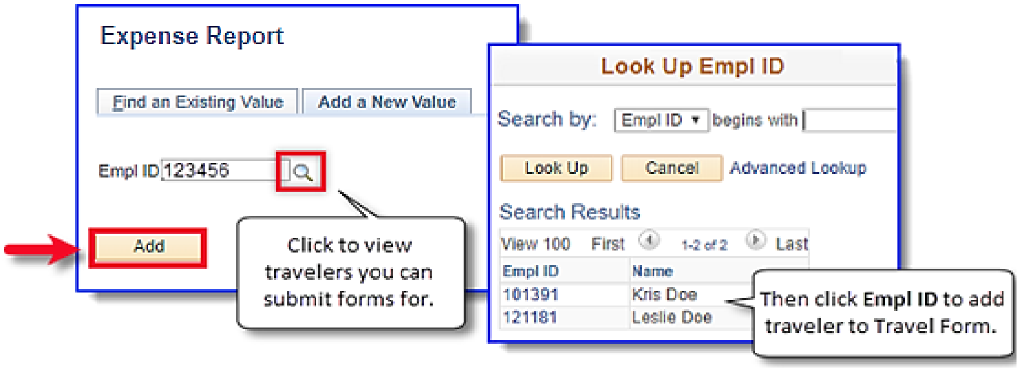
The Employee ID of the logged in user will display in **Empl ID**. **Expense Reports should ONLY be created in the ID of the traveler**.

If you are the traveler, go to *Step 5.*

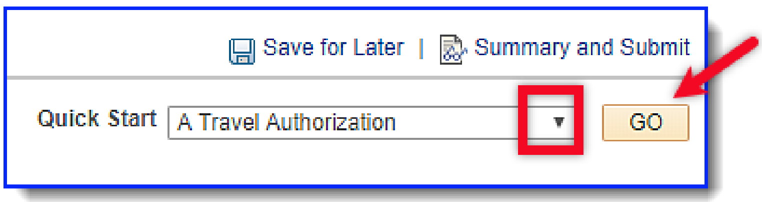
If you are NOT the traveler and are creating an Expense Report for someone else, continue to *next step.*

4. Enter the Employee ID of traveler in **Empl ID.** If unknown use the **search feature** to select the ID of the traveler**.**

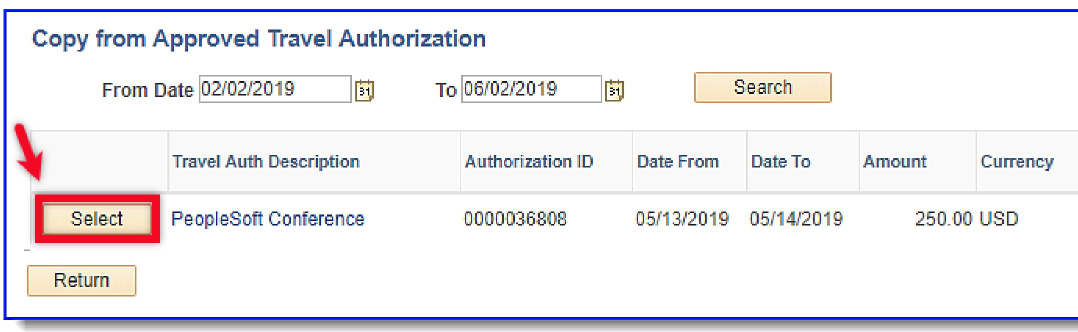
5. Click **Add.**



6. From the **Quick Start** drop-down, select **A Travel Authorization**. Click **Go**.

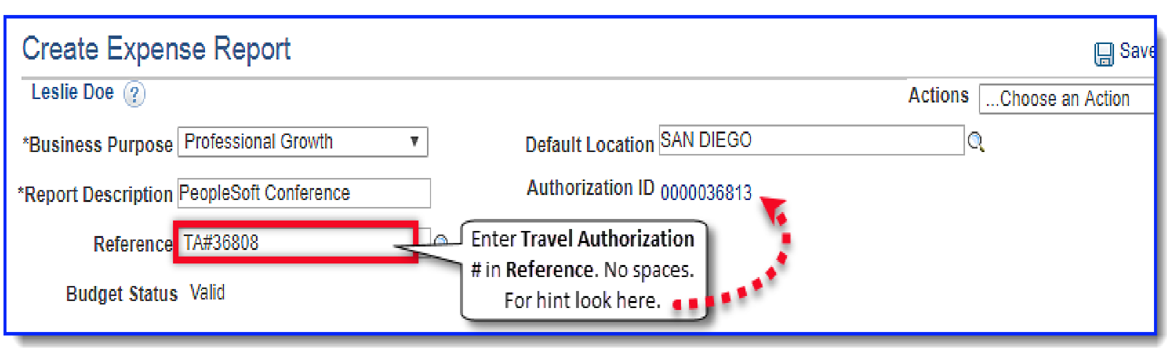


7. Click **Select** on the matching **Travel Authorization.**



The details from the Travel Authorization are copied into the Expense Report. **Note: If the Travel Authorization was not successfully budget-checked and approved, it will not be copied over.**

8. Enter **TA number** in **Reference.**

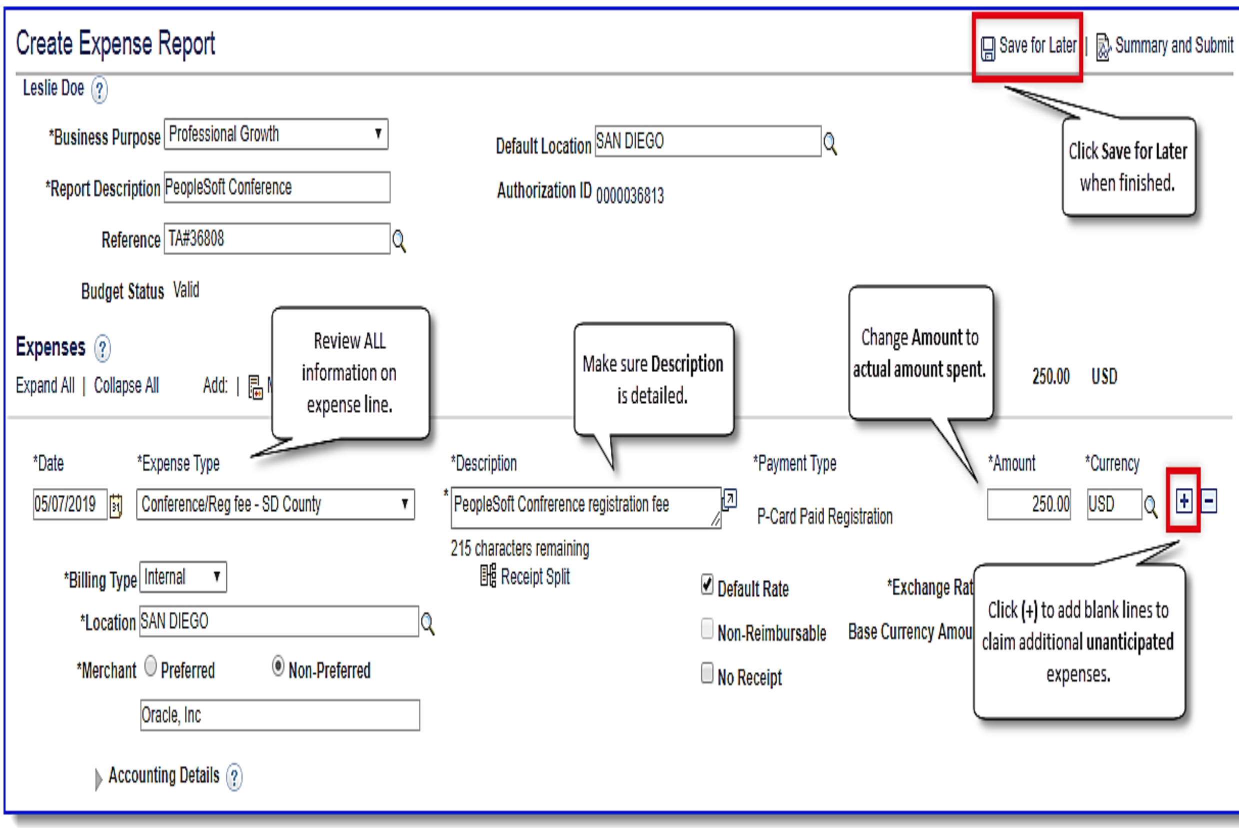


Each individual expense appears in expanded form on the Expenses Report. Look over each individual expense for accuracy.

IMPORTANT! For Out of Town Expenses: Changes will need to be made to expense lines. If the district prepaid airfare and lodging, contact your Accounts Payable Specials to find out the exact amount paid.

9. **Change amounts to reflect the amount spent**. If necessary, and only with original receipts, add additional expense lines to claim unexpected expenses incurred during travel.

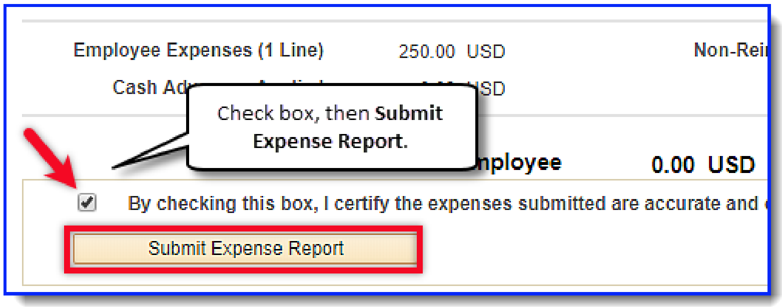
10. When finished, click **Save for Later**.



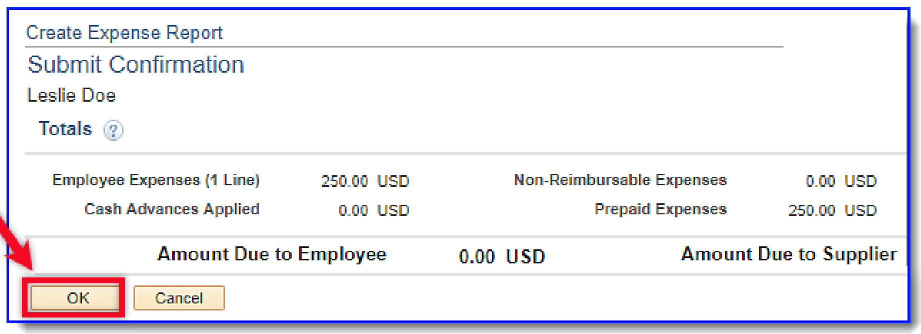
If there are any errors with this transaction, they will be marked with a red flag. Click on flag to view the error. Areas that need your attention will be highlighted in **RED**. All errors should be corrected before submitting an ER.

11. Click **Summary and Submit.**

12. Check the **Certification box**. Then click **Submit Expense Report.**

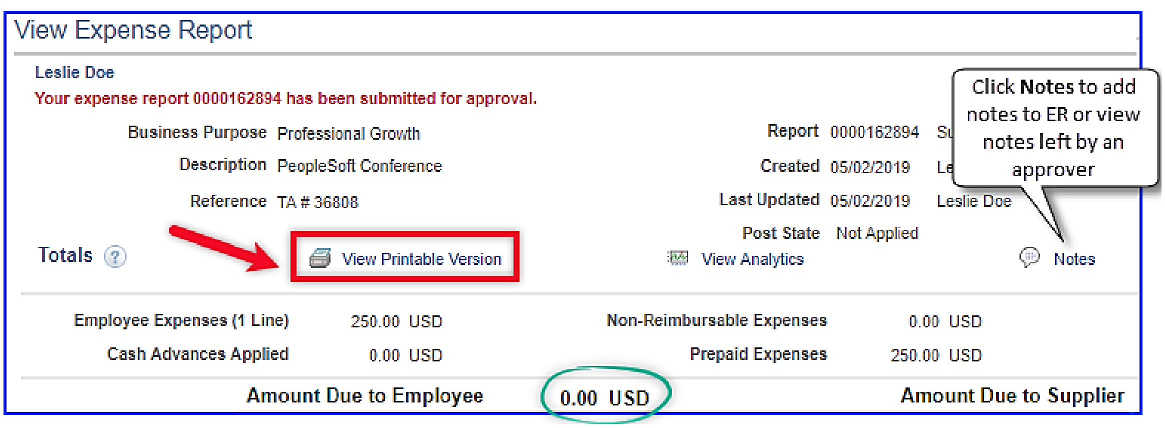


13. Click **OK** to confirm submission.



The confirmation page will display a "…submitted for approval" message. If you have hardcopy receipts, continue to next steps.

14. On the **Expense Report Confirmation page**, click the **View Printable Version.**



15. Print the Expense Report from your browser.

16. Staple hardcopies of the documents below and send to Accounts Payable:
    - Original receipts, if applicable
    - Printed Expense Report

Create Expense Report Not Linked to a Travel Authorization

Expense Reports can be created to reimburse other types of district job related expenses. These expenses are not tied to a Travel Authorization and are restricted for use under certain circumstances by certain employees.

While there are several options available, the most commonly used reimbursement expense reports are those for Mileage, Community Based Instruction (CBI), and TB Test Reimbursement.

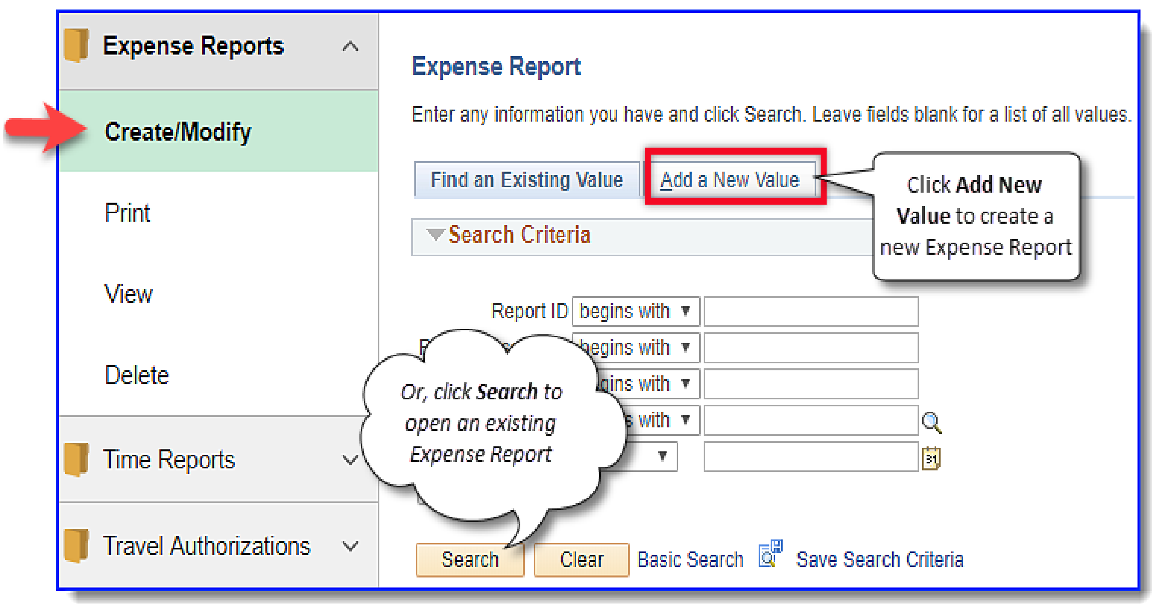
Mileage Expense Report

Reimbursement for mileage put on a private vehicle, when required for work related travel within SDUSD must be requested through a PeopleSoft Expense Report. Only certain employees can apply for mileage reimbursement, and only under certain circumstances. Please check with your department approver/ principal to determine eligibility.

IMPORTANT! Eligible employees must submit separate Expense Reports for Mileage each month in which you want to submit a claim. Reports **cannot** include days from more than one month. Employees should create and submit their own mileage reports to ensure accuracy and timely receipt of reimbursement.

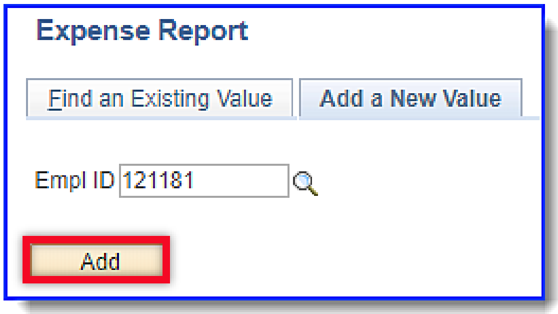
How to submit a Mileage Expense Report

1. On the **Homepage**, select **Travel and Expenses**.
2. Select **Expense Reports**.
3. Select **Create/Modify.**
4. Click **Add a New Value** to create a new report.



Your Employee ID number should display. If it is blank, contact Human Resources and request access to create travel forms. (If creating a mileage claim for someone else, use the search feature to select from list)

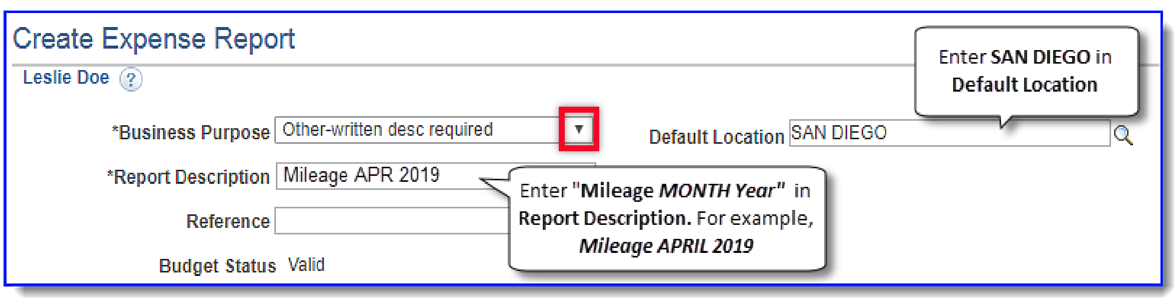
5. Click **Add**.



6. Complete the **Create Expense Report** page (**Note**: **Asterisk *** indicates a required field)

Header:

- **Business Purpose:** Select **Other-written desc required** from drop-down.
- **Report Description:** Enter **Mileage Month /Year**. For example *"Mileage APRIL 2019"* to describe a single month of mileage claims
- **Default Location:** Enter **San Diego**



Expenses:

- **Date:** Enter date of mileage expense.
- **Expense Type:** Select **Mileage IN SD County**

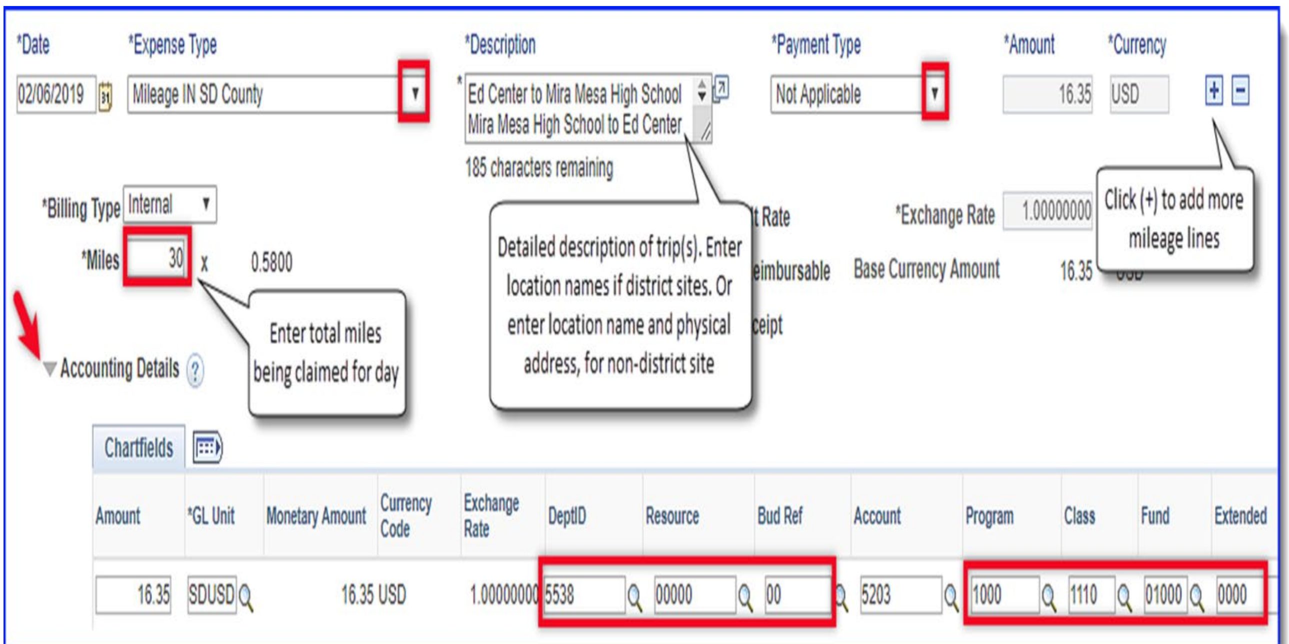
- **Description: Include all sites traveled to on this date**. If traveled between two district sites enter location names, for example, *From Ed Center to Mira Mesa High School.* If the to/from location was *not* a district-site, include the **location name and physical address**.

- **Payment Type:** Select **Not Applicable** from drop-down.

- **Miles:** Enter the total (rounded-of) number of miles being claimed for that date. Try using [Google Maps] or [MapQuest] to calculate actual distances.

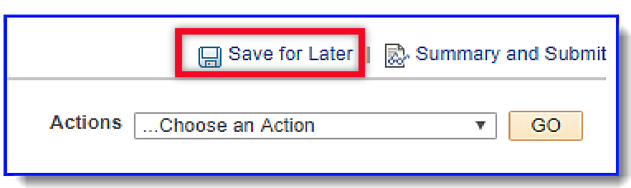
- **Accounting Details:** Click expand icon. Enter budget string in chartfields, **DeptID, Resource, Bud Ref, Account, Program, Class, Fund** and **Extende**d. **Note**: Skip this step if you have set up default chartfields using the Update Chartfields instructions on page 18 of this handbook.

- Click **Insert Lines icon (+)** to add an expense line for another day, if necessary.



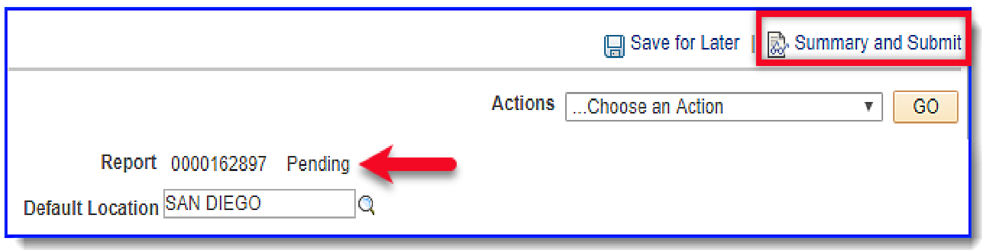
Repeat the Expenses section of Step 7 to claim mileage for additional days during the month.

7. When finished, click **Save for Later**.

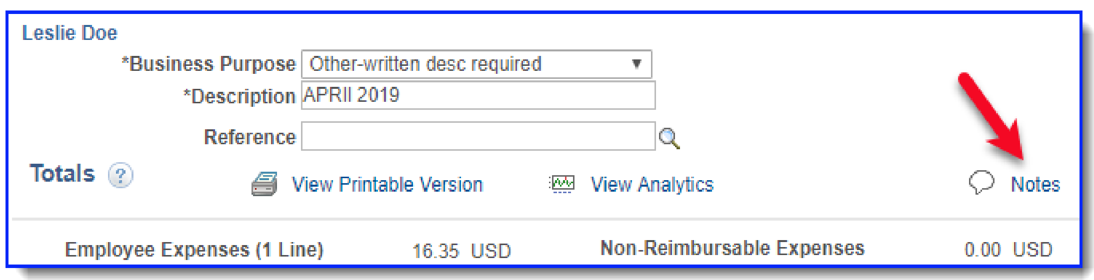


IMPORTANT! A red flag will appear if missing or invalid information was found. Click on flag to view the error. Areas that need your attention will be highlighted in **RED**. You can save this Mileage Expense Report with missing or invalid information; however, you cannot submit it for approval until it is error free.

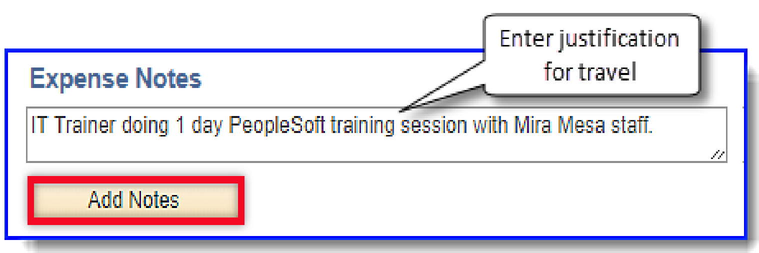
8. Click **Summary and Submit**.



9. Click **Notes.**



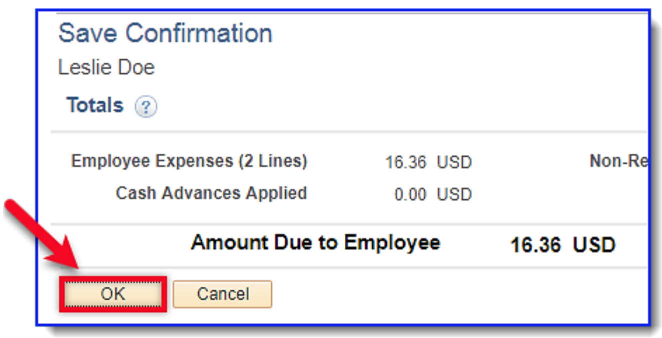
10. Enter note justifying the claim. Include position title and purpose of the visit(s). For example, "*Audiologist, performing hearing tests at Mira Mesa High*". Click **Add Notes**.



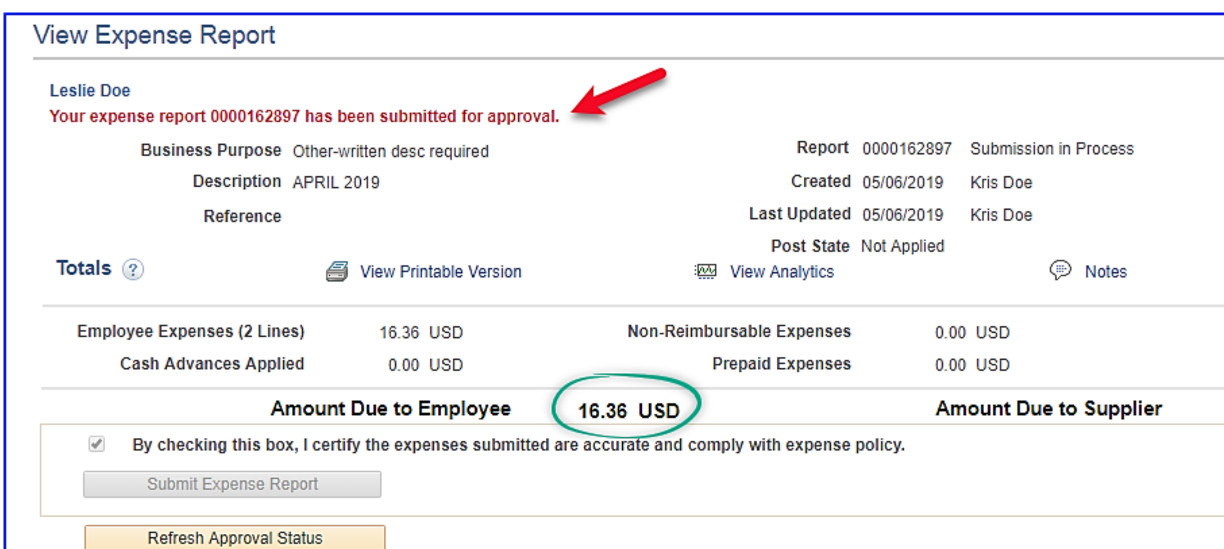
11. Click **OK**.

12. On **Create Expense Report page**, check the **Certification box**. Then click **Submit Expense Report**.

13. Click **OK** to confirm submission.



The confirmation page will display a "…submitted for approval" message.



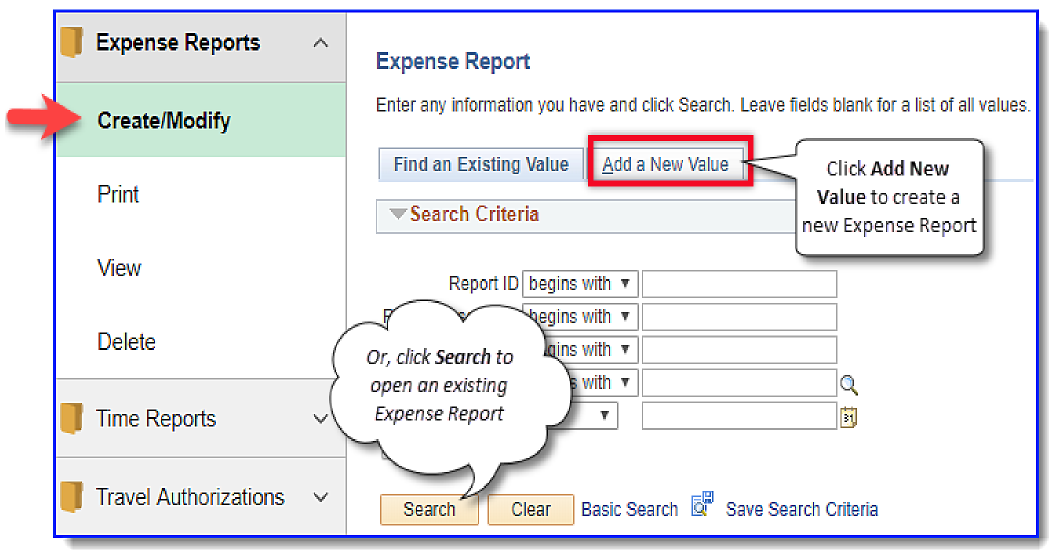
Community Based Instruction Expense Report

Reimbursement for costs associated to Community Based Instruction (CBI) must be requested through a PeopleSoft FIN Expense Report. Only cash receipts will be reimbursed (no personal checks, debit or credit card receipts. Reports must be submitted on a monthly basis and **cannot** include days from more than one month.

IMPORTANT! For certain Special Education staff only. Teachers must include only student first names and include all transactions incurred within the day on one expense line.

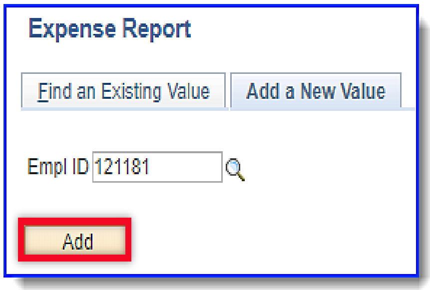
How to submit a CBI Expense Report

1. On the **Homepage**, select **Travel and Expenses**.
2. Select **Expense Reports**.
3. Select **Create/Modify.**
4. Click **Add a New Value t**o create a new report.



Your Employee ID number should display on Expense Report page.

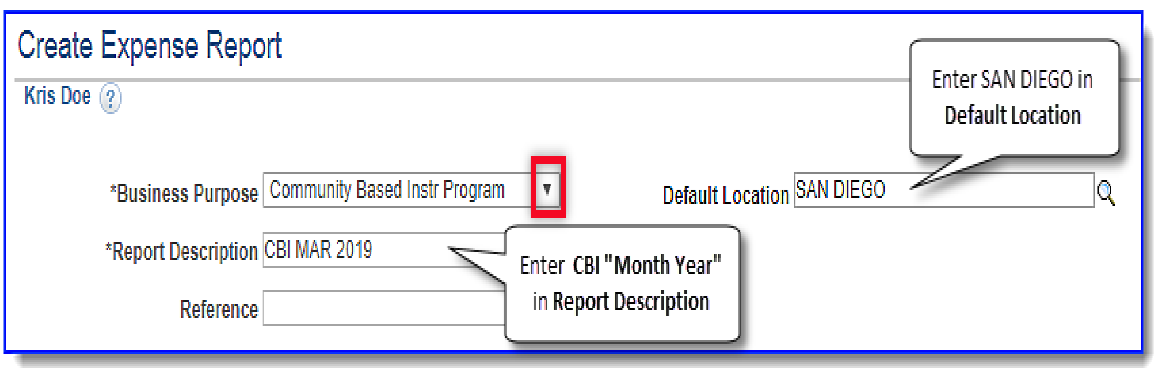
5. Click **Add**.



6. Complete the **Create Expense Report** page (**Note: Asterisk *** indicates a required field)

Header

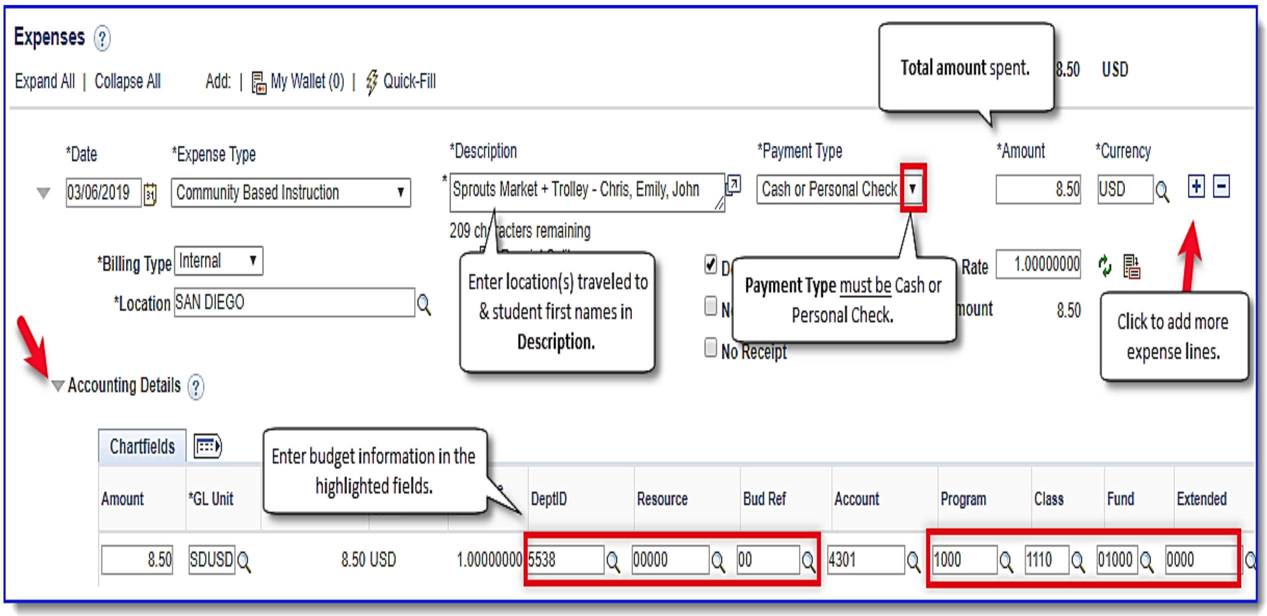
- **Business Purpose:** Select **Community Based Instr Program** from drop-down.
- **Report Description:** Enter **CBI Month /Year** (for example *CBI MAR 2019*) to describe the single month of claims.
- **Default Location:** Enter **San Diego.**



Expenses

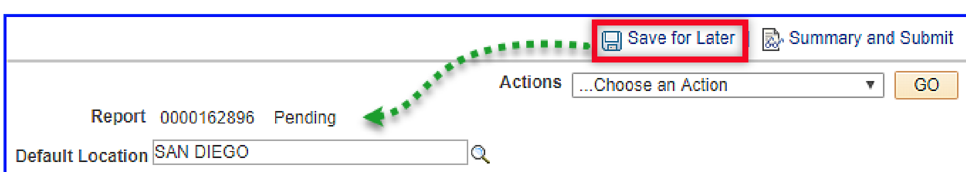
- **Date:** Enter date of CBI expense
- **Expense Type:** Select **Community Based Instruction** from drop-down.
- **Description:** Enter description of location(s) traveled to and **STUDENT(S) FIRST NAME**. If traveled to multiple locations, separate events with plus sign. For example, *Sprouts Market + Trolley- Chris, Emily & John.*

- **Payment Type:** Select **Cash or Personal Check** from drop-down.
- **Amount:** Enter total amount spent.
- **Location:** Enter **San Diego**.
- **Accounting Details:** Click **expand icon.** Enter budget string in chartfields: **DeptID**, **Resource, Bud Ref, Account, Program, Class, Fund and Extended.** **Note:** Skip this step if you have set up default chartfield using the Update Chartfields instructions on page 18 of this handbook**.**
- Click **Insert Lines icon (+)** to add expense line(s) for additional days.



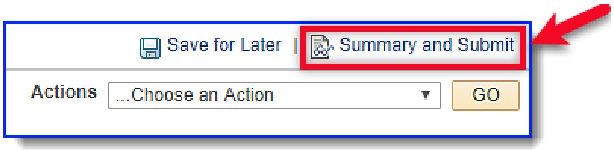
Repeat the Expenses section of Step 7 to claim CBI expenses for additional days during the month.

7. When finished, click **Save for Later**.

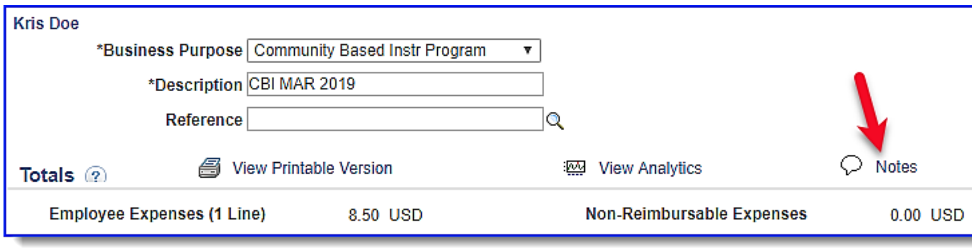


IMPORTANT! A red flag will appear if missing or invalid information was found. Click on flag to view the error. Areas that need your attention will be highlighted in **RED**. You can save this CBI Expense Report with missing or invalid information; however, you cannot submit it for approval until it is error free.

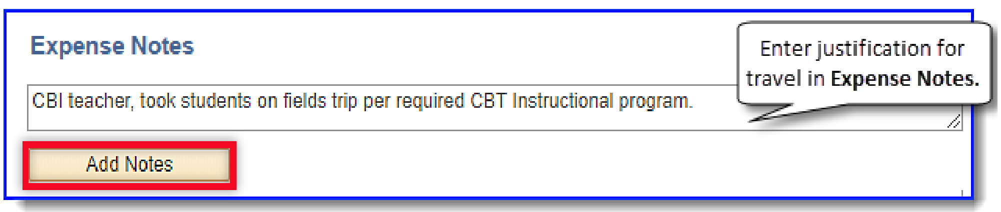
8. Click **Summary and Submit**.



9. Click **Notes.**

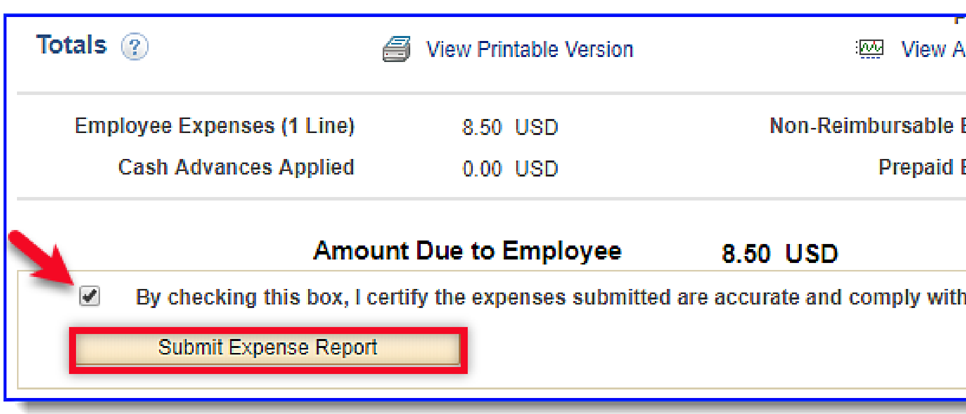


10. Enter note justifying the claim. Include position title and purpose of the visit(s). For example, "*CBI Teacher, took students on fields trips as part of required CBI Instructional program*". Click **Add Note**.

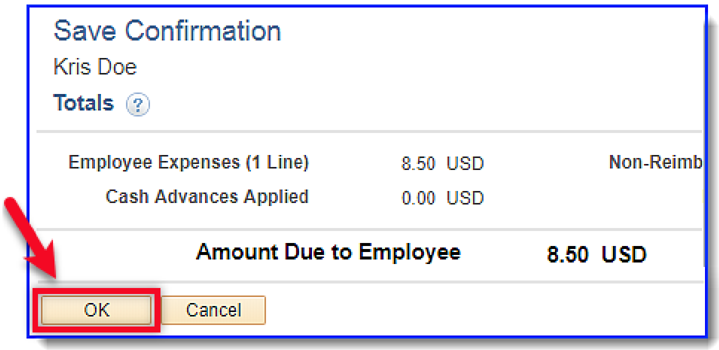


11. Click **OK**.

12. On **Create Expense Report page**, check the **Certification box**. Then click **Submit Expense Report**.

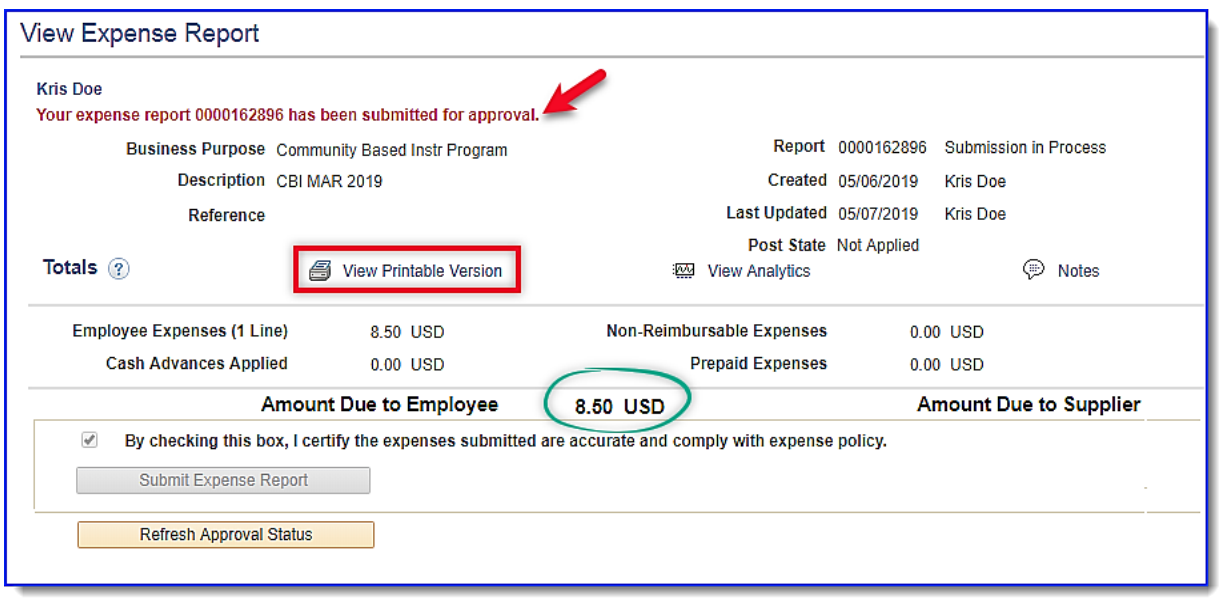


13. Click **OK** to confirm submission.



The confirmation page will display a "…submitted for approval" message.

14. Click **View Printable Version** to print report.



15. Send hardcopies of the documents below to Accounts Payable:

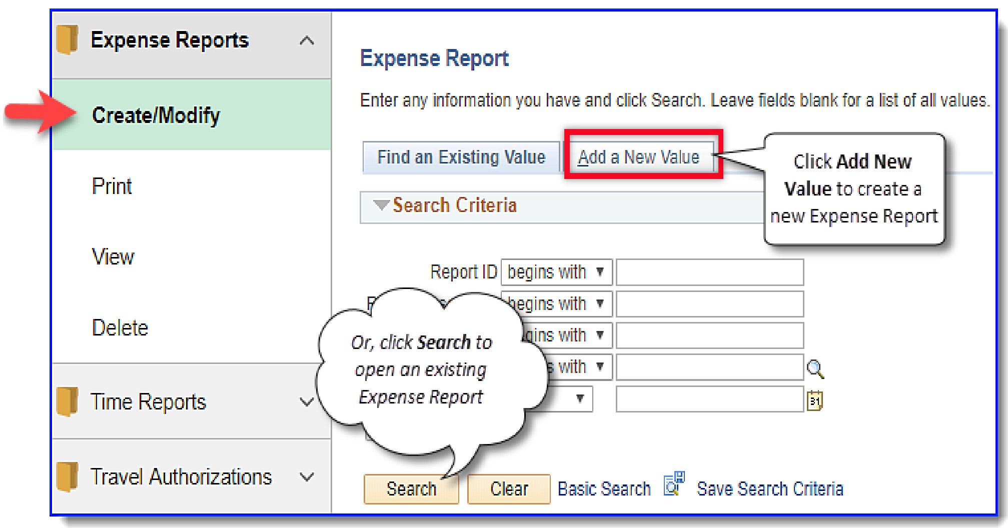
- CBI Expense Report printout
- Original receipts taped to blank 8 ½ x 11 inch paper (Make copy for personal records)

TB Test Reimbursement

Continuing District employees are eligible for a $10.00 reimbursement for cost associated with TB testing. Requests for reimbursement must be submitted through an Expense Report. Test results (proof of clearance) must be sent to Human Resources, attn: Krista Conn. Receipts must be sent to Accounts Payable.

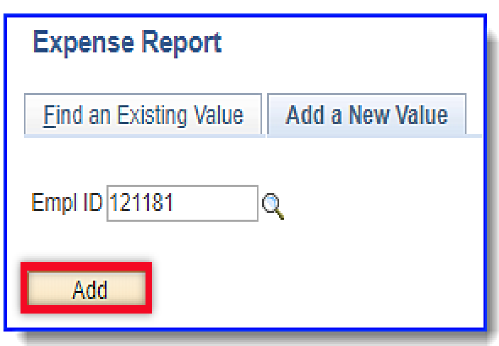
How to submit TB Test Reimbursement Expense Report

1. On the **Homepage**, select **Travel and Expenses**.
2. Select **Expense Reports**.
3. Select **Create/Modify.**
4. Click **Add a New Value** to create a new report.



Your Employee ID number should display.

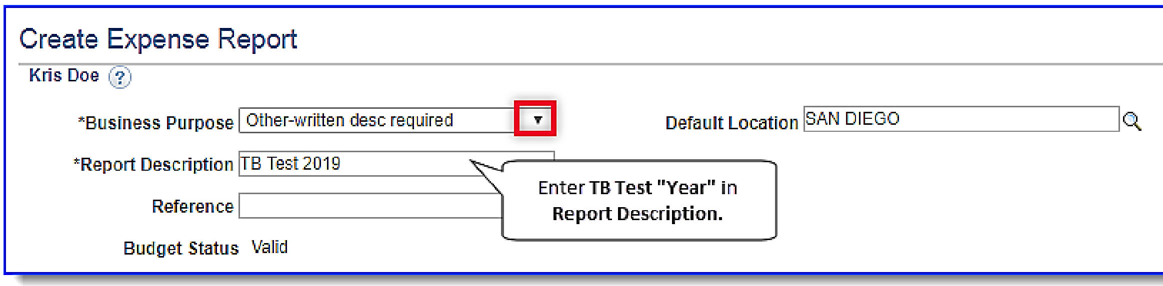
5. Click **Add**.



6. Complete the **Create Expense Report** page (**Note**: **Asterisk *** indicates a required field).

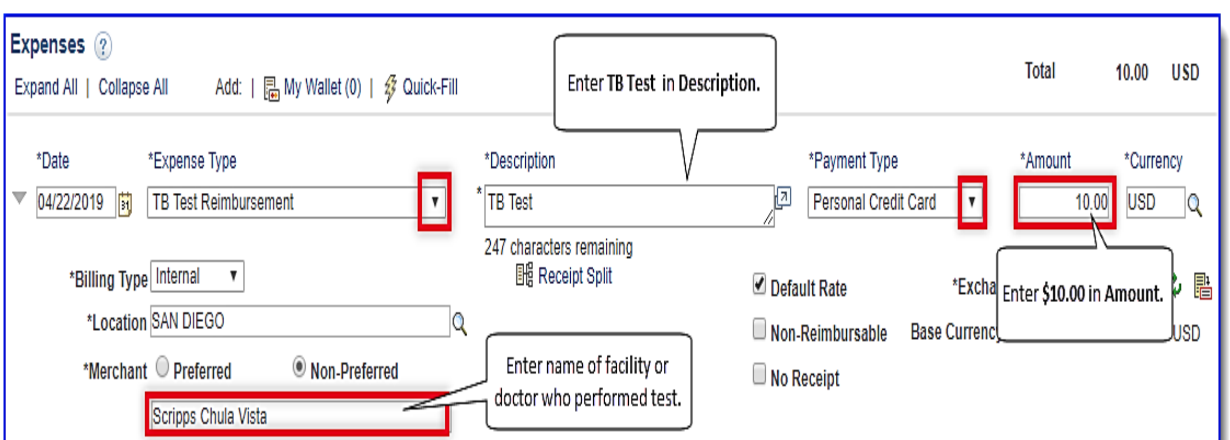
Header

- **Business Purpose:** Select **Other-written desc required** from drop-down
- **Report Description:** Enter **TB Test** and **year**. For example," *TB Test 2019*"
- **Default Location:** Enter **San Diego**

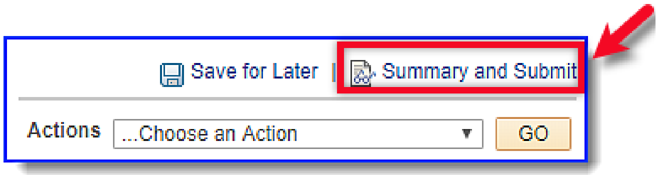


Expenses

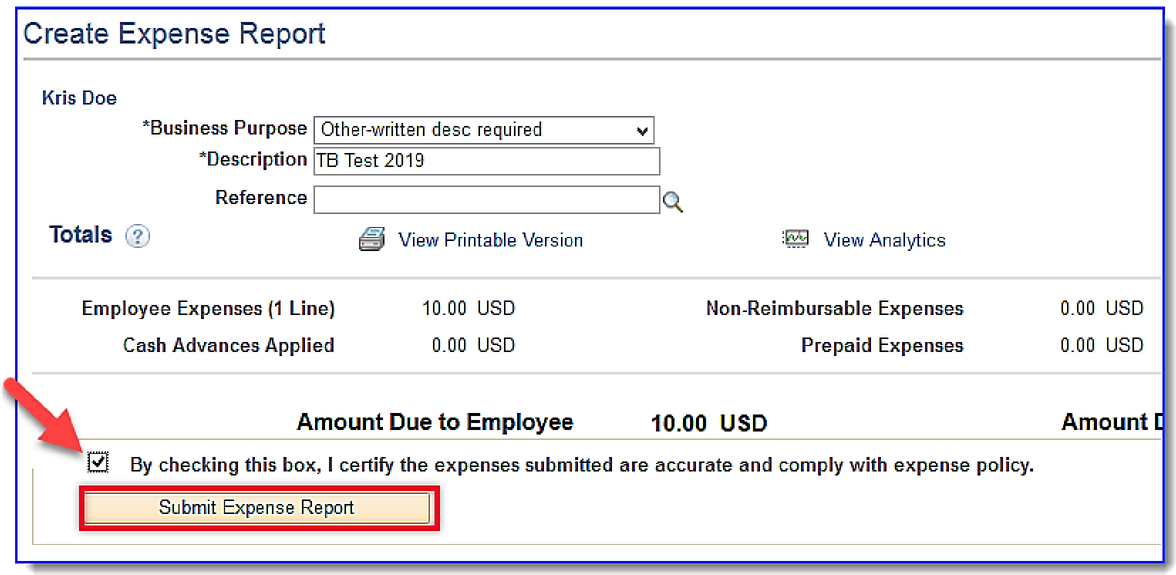
- **Date:** Enter date of TB test. Cannot be a future date
- **Expense Type:** Select **TB Test Reimbursement** from drop-down
- **Description:** Enter **TB test**
- **Payment Type:** Select **Cash or Personal Check** or **Personal Credit Card** from drop-down
- **Amount:** Enter **$10.00**
- **Location:** Enter **San Diego**
- **Merchant:** Select **Non- Preferred.** Enter **name of healthcare facility or doctor** who performed test



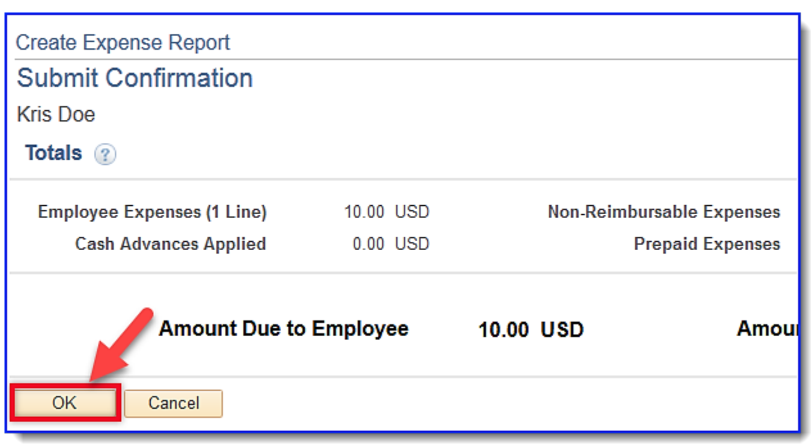
7. When finished, click **Summary and Submit**.



8. On **Create Expense Report page**, check the **Certification box**. Then click **Submit Expense Report**.

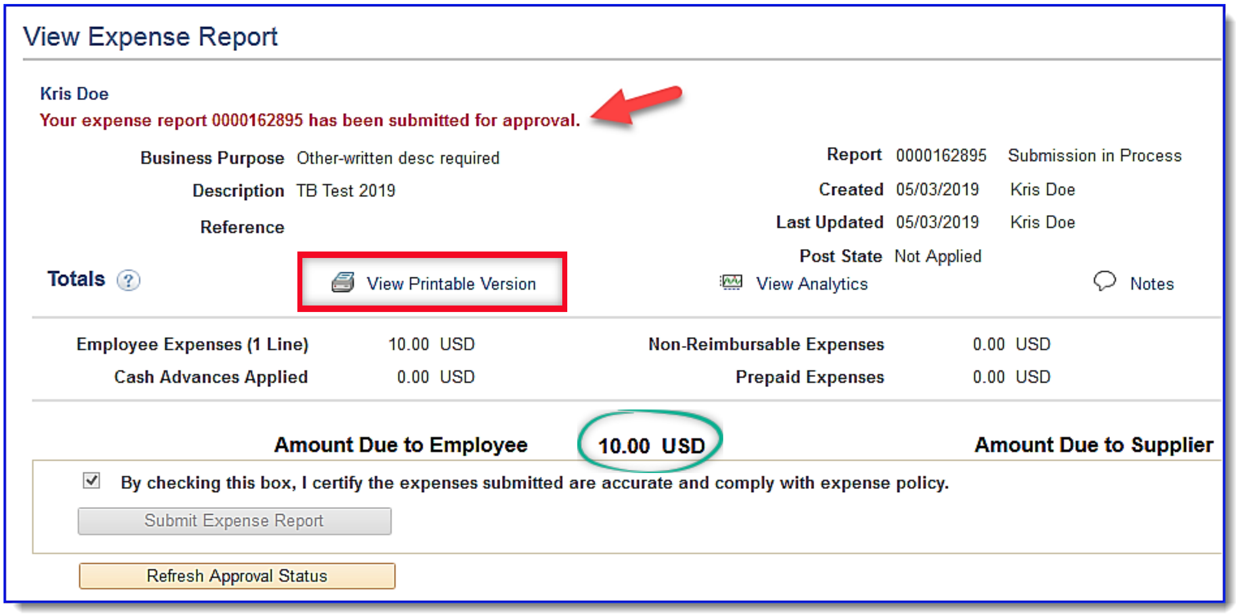


9. Click **OK** to confirm submission.



The confirmation page will display a "…submitted for approval" message.

10. Click **View Printable Version** to print report.



11. Print Expense Report.

12. Send hardcopies of documents to district departments:

- **Accounts Payable**-TB Test Reimbursement Expense Report & original receipt taped to blank 8 ½ x 11 inch paper. Make copy for personal records.
- **Human Resources *(attn: Krista Conn*)** -Proof of clearance (test results).

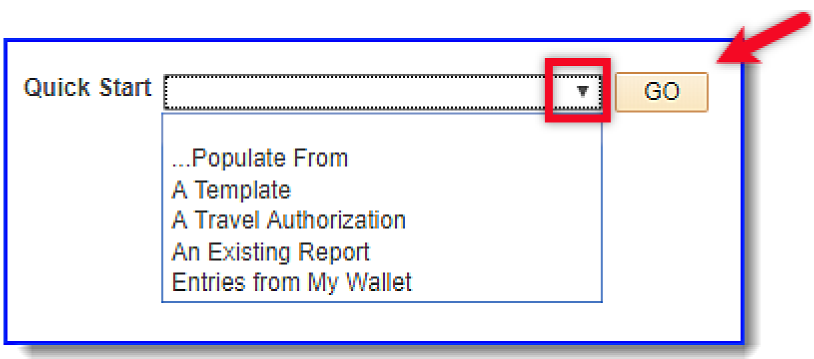
Using Quick Start Options to Populate an Expense Report

Quick Start menu options are available when creating an Expense Report. See below for selecting the correct option depending on the type of ER to create.

Action	Usage
A Template	For recurring monthly expenses
A Travel Authorization	To copy in expense lines from an approved Travel Authorization
An Existing Report	To create a new Expense Report from an existing ER

Using Quick Start to Populate ER

1. Select the appropriate **Quick Start option** from the drop down.
2. Click **Go**.



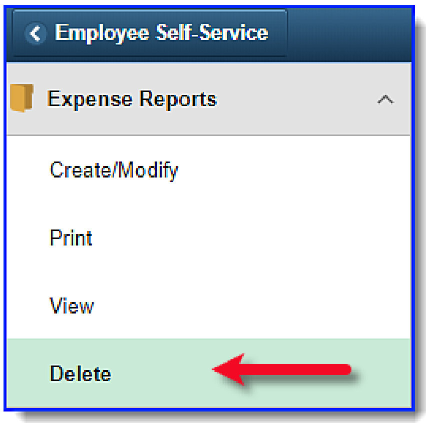
IMPORTANT! The Quick Start menu is no longer available after the expense lines are created. The menu changes to the Actions menu.

Delete an Expense Report

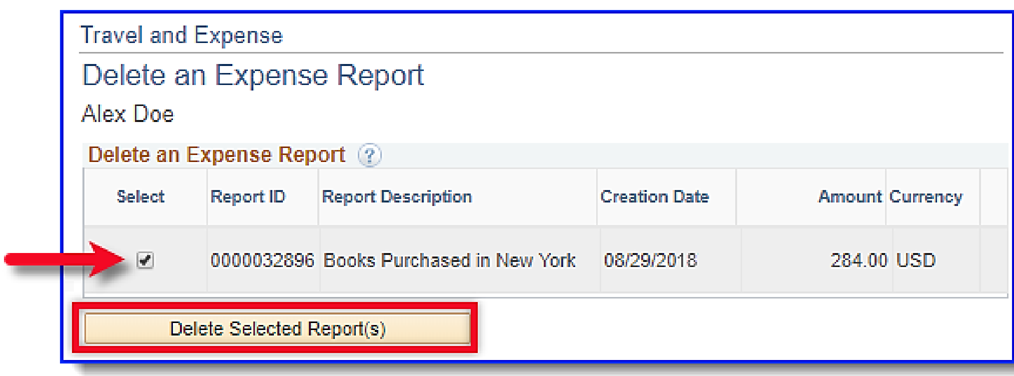
Expense Reports that have not been submitted or denied may be deleted. **IMPORTANT! You cannot delete submitted ER's**.

1. On the **Homepage**, click **Travel & Expenses** tile.

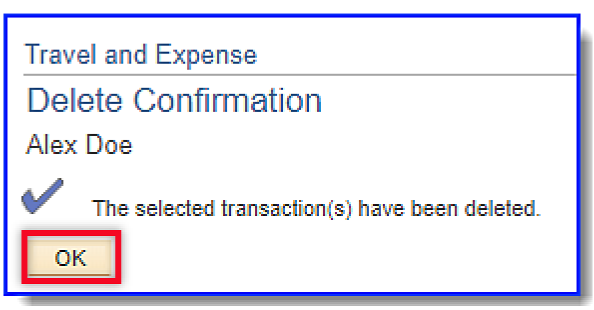
2. Select **Delete**



3. Click to select preferred report. Click **Delete Selected Report(s)**.



4. Click **OK** to confirm delete.



Part 4: Manage Travel Forms

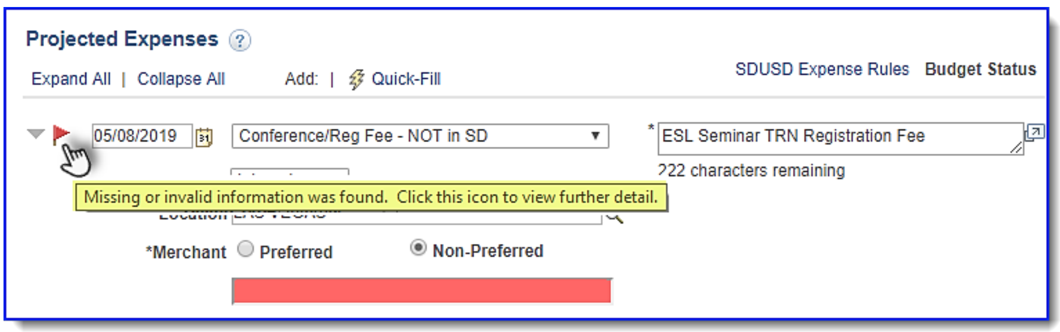
Fix Errors

Errors via a red flag will appear if missing or invalid information was found on travel forms. Areas that need your attention will be highlighted in **red**. Travel forms can be saved with missing or invalid information; however, you cannot submit it for approval until it is error free.

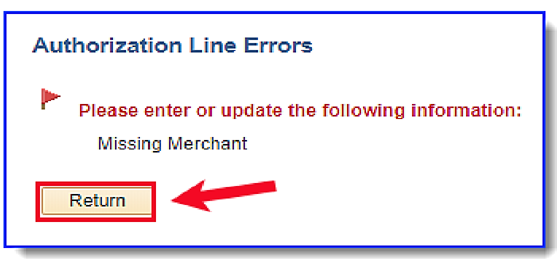
How to Fix Red Flag Errors

1. On the travel form, hover over red flag. A "*Missing or invalid information was found. Click this icon to view further detail.*" message will display.

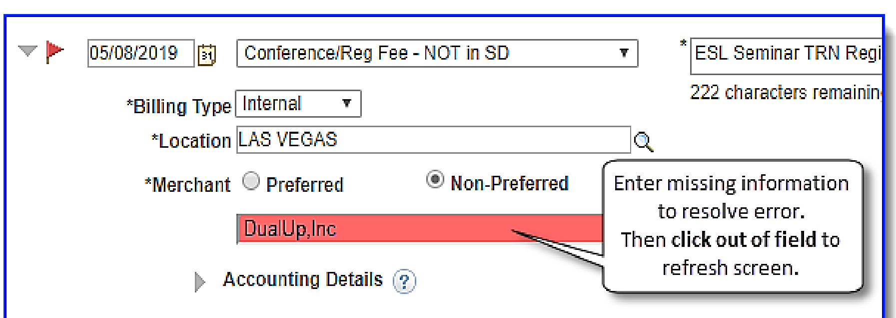
2. Click the **flag**.



3. Read the Authorization Line error. Click **Return**.

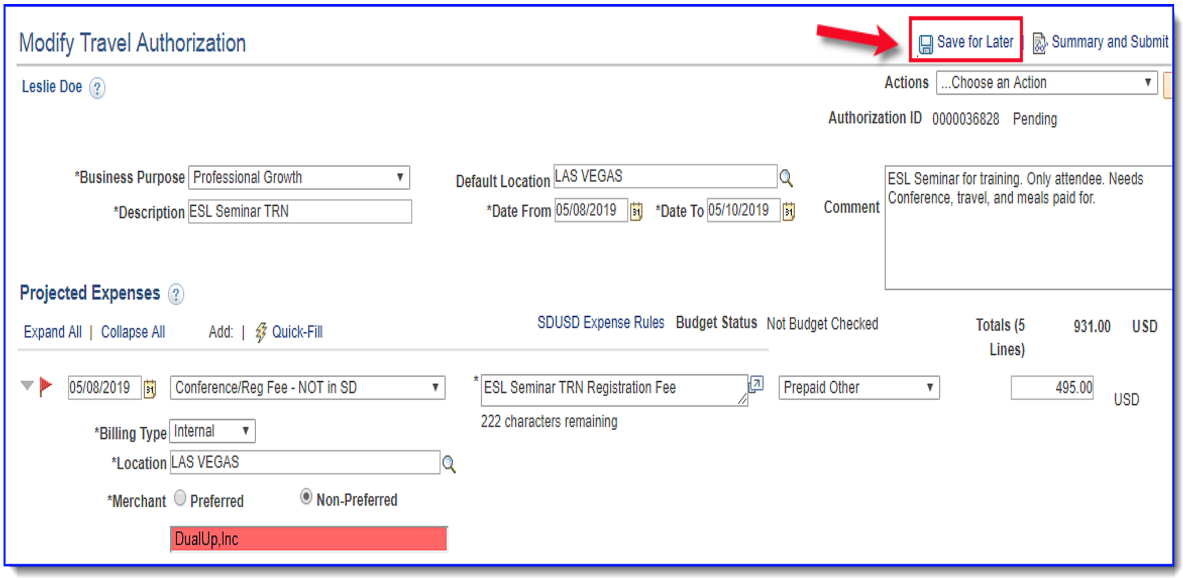


4. Follow the directions to fix error. Click **out of the field**.

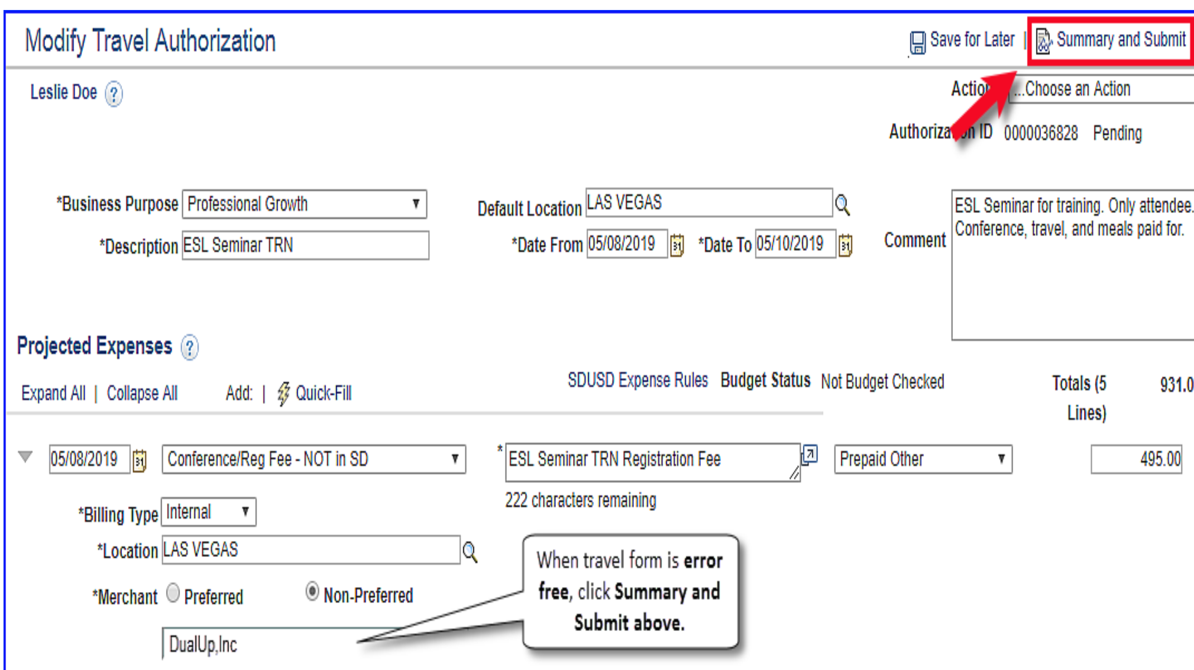


When all errors have been fixed, the flag and red highlighted field should disappear.

5. If all errors have been fixed, but red flags still display, click **Save for Later**.



6. When no red flags are displayed on travel form, click **Summary and Submit**.

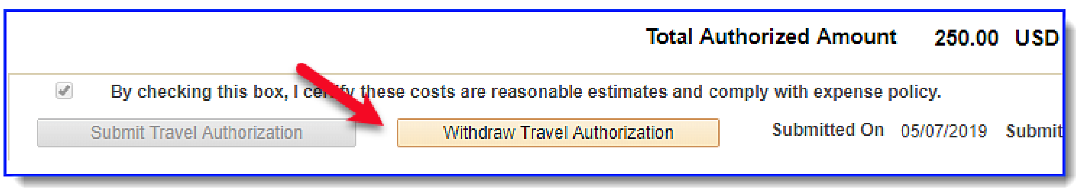


Withdraw a Travel Form

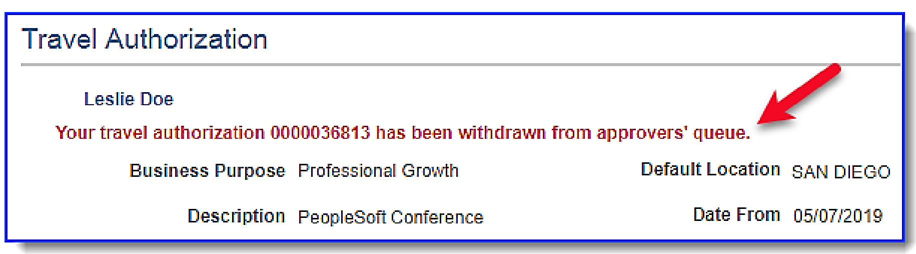
IMPORTANT! Travel Forms (both Travel Authorization and Expense Reports) can be withdrawn if the status is "Submitted for Approval" and has not been approved by the first approver.

How to Withdraw a Travel Form

1. On the **Homepage**, select **Travel & Expenses.**
2. Select **Travel Authorizations**.
3. To delete a Travel Authorization: Click **Travel Authorizations**. Then click **View**.
3. To delete an Expense Report: Click **Expense Report**. Then click **View**.
4. Click **Search**.
5. Click **Withdraw Travel Authorization** or **Withdraw Expense Report**



The confirmation page displays with the status of "*Your travel… has been withdrawn from approvers' queue.*" The travel form should be in your queue, under "Pending" status.

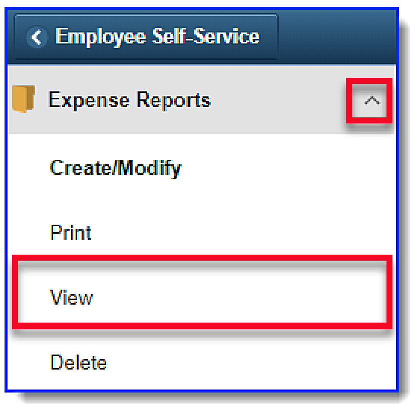


Track Travel Forms

It is the responsibility of the traveler to track and monitor the progress of travel forms.

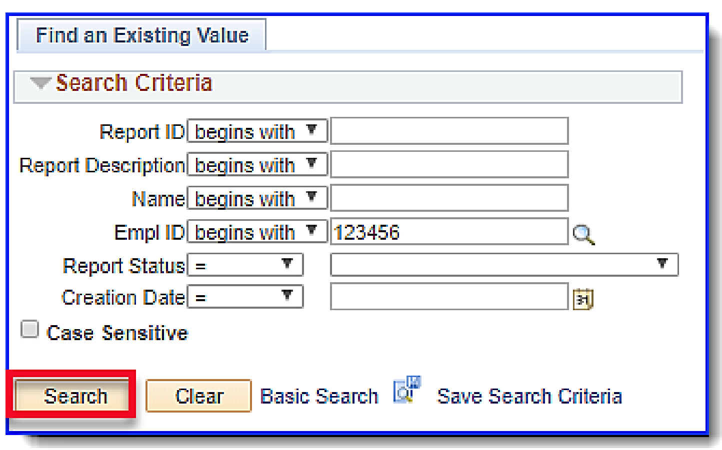
1. On the **Homepage**, select the **Travel & Expenses** tile.

2. Select **Expense Reports.** Click **View. Note:** Only forms that have been submitted for approval are found in **View**. All other forms are located under **Create/Modify page**.

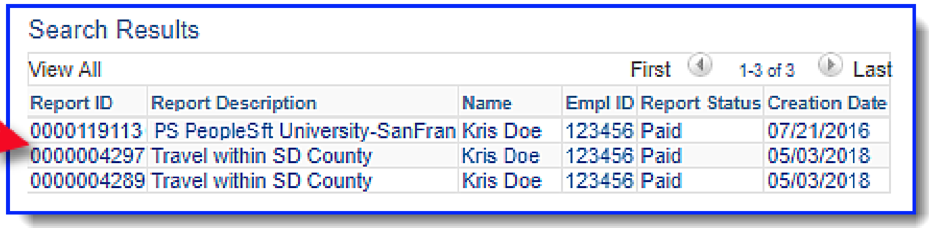


The search page will display if there are multiple travel forms to select. Proceed to next step to select travel form. If the **Search Criteria** does not appear, ***go to step 5***.

3. Enter search criteria, if known. Enter details in fields. Click **Search**.



4. Select **Report ID**.

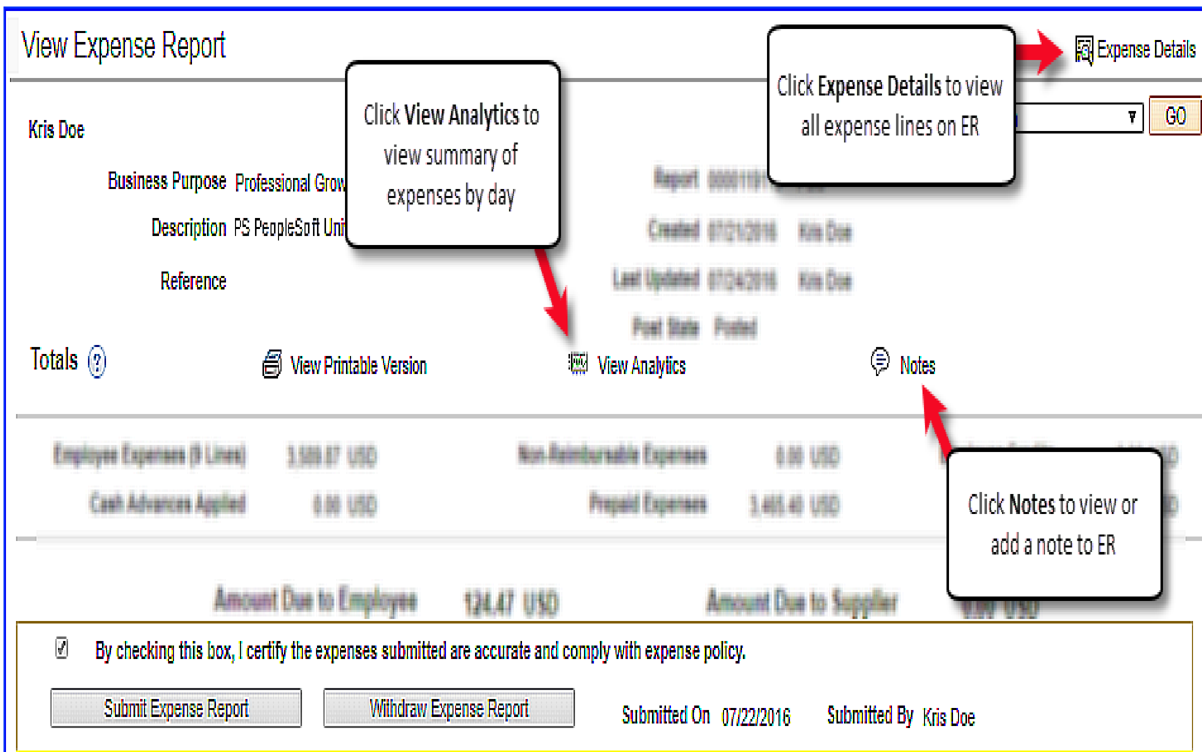


Search Results

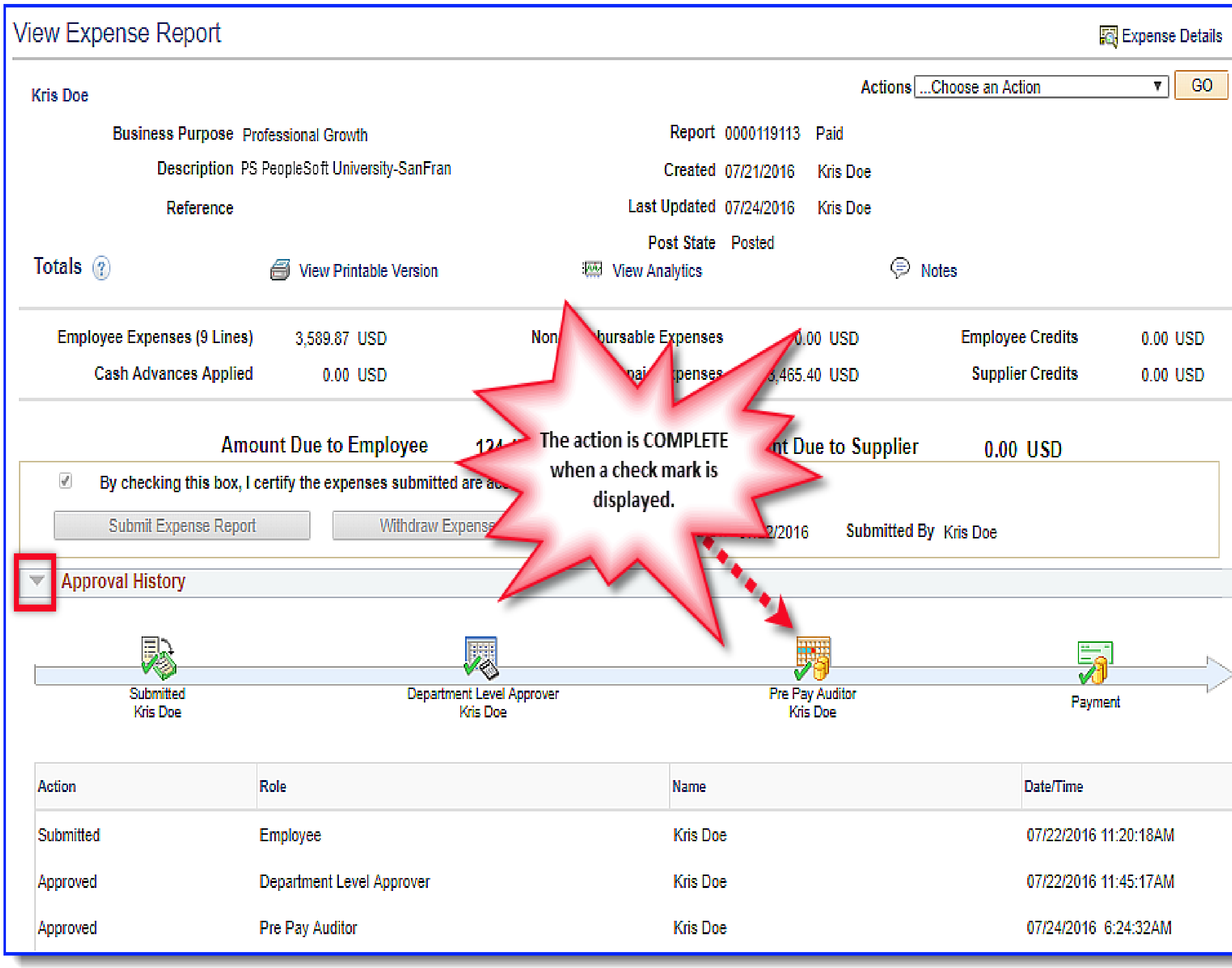
View All — First 1-3 of 3 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000119113	PS PeopleSft University-SanFran	Kris Doe	123456	Paid	07/21/2016
0000004297	Travel within SD County	Kris Doe	123456	Paid	05/03/2018
0000004289	Travel within SD County	Kris Doe	123456	Paid	05/03/2018

The Travel Form will display. You are not able to edit information on the form. Use the links available for more details about report.



5. Click **Approval History** to view details of the approval process.

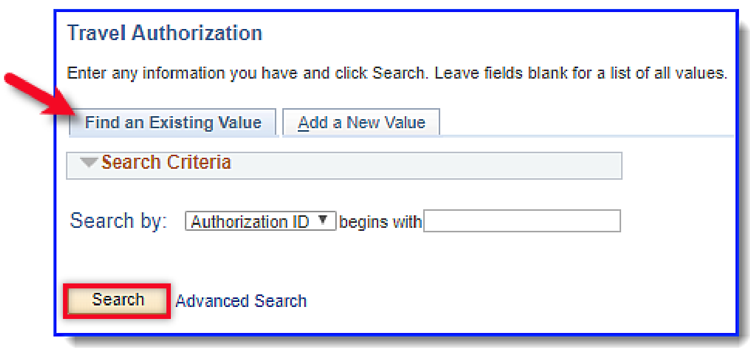


Revise Returned Travel Form

The department approver may send back submitted Travel Authorization for revision by requestor. An explanation is provided within the form to explain why it was sent back.

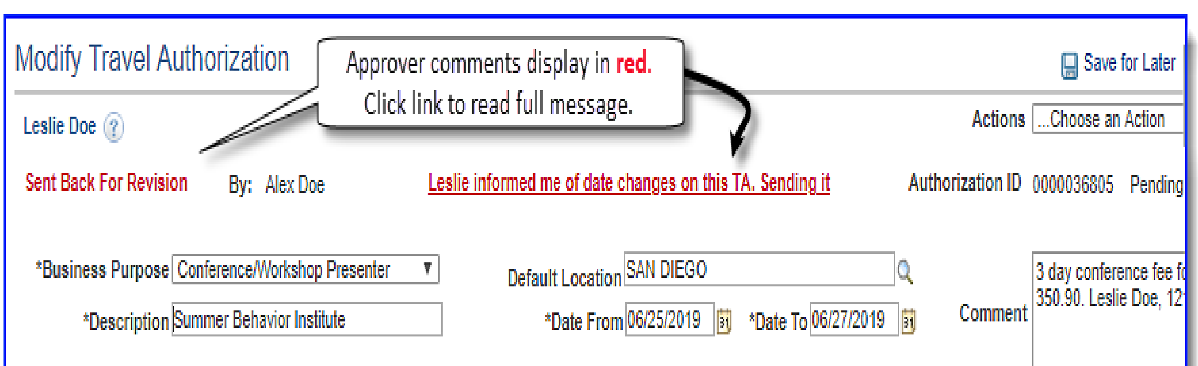
IMPORTANT! Sent Back forms will be in "Pending" status in your queue. The requestor is responsible for modifying the form, per the approver comments. It can be re-submitted, if necessary.

1. On the **Homepage**, click **Travel & Expenses** tile.
2. Select **Travel Authorizations.**
3. Click **Create/Modify.**
4. On **Find an Existing Value** tab, click **Search**.

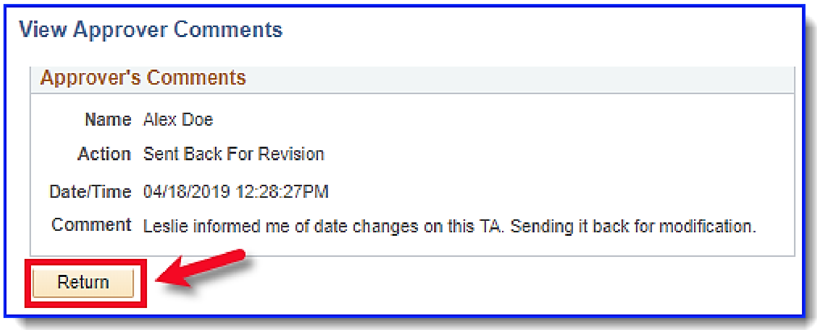


All "Pending" TA's created by you will appear (if there is only one TA, it will open automatically).

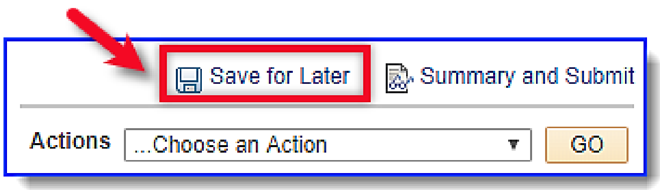
5. Select the Authorization ID of the preferred Travel Authorization to modify.
6. Sent Back status and Approver comments appear in red. Click the **red link** to view the complete Approver comments.



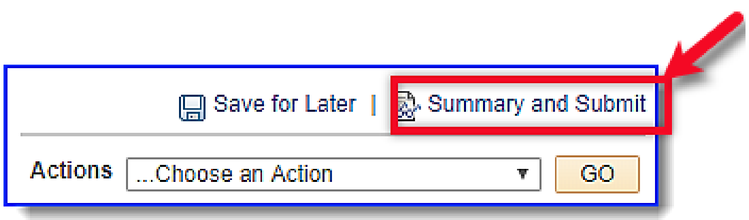
7. Click **Return** to close the comments page.



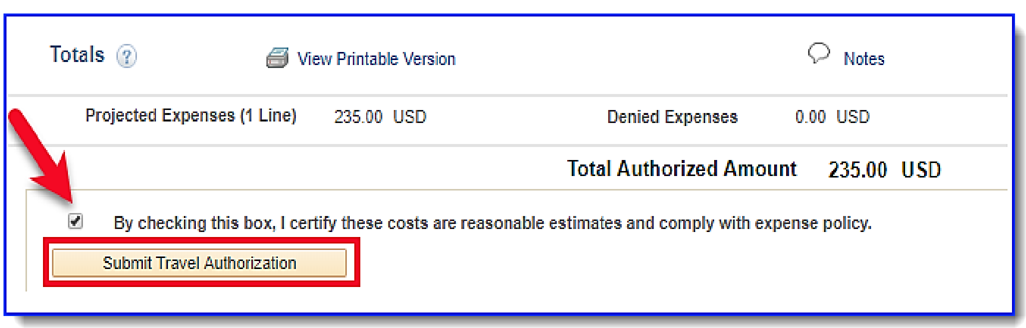
8. Make necessary changes to travel form, as instructed by the approver. When done, click **Save for Later** to save changes.



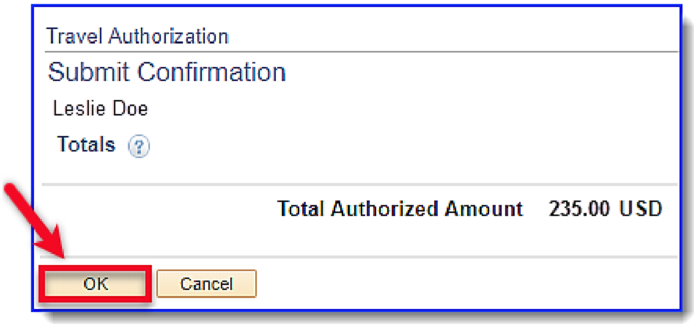
9. Click **Summary and Submit** to re-submit travel form.



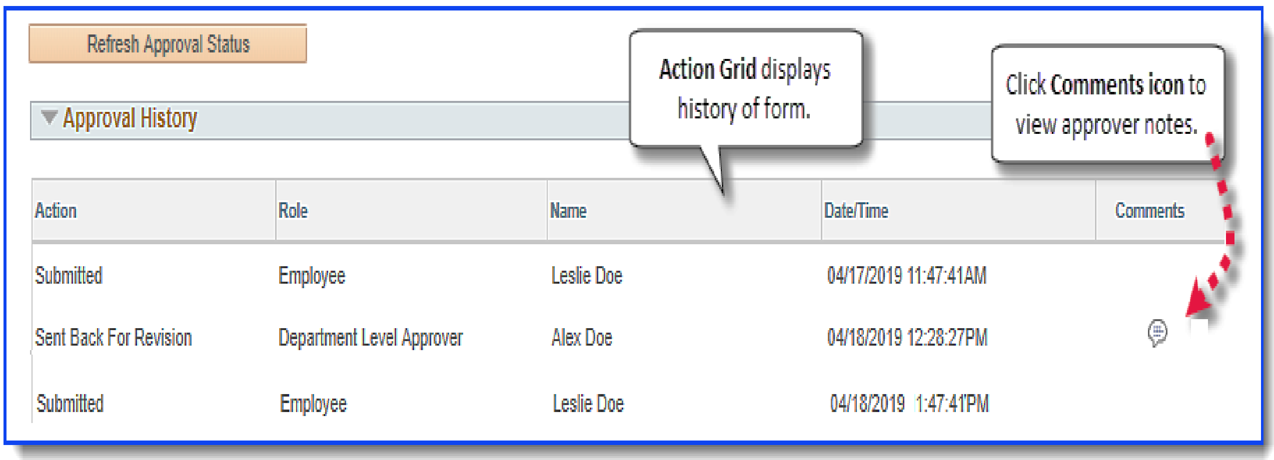
10. On **Modify Travel Authorization** page, check the **Certification** box. Then click **Submit Travel Authorization**.



11. Click **OK** to confirm submission.



12. After the travel form has been resubmitted, a **Comment** icon displays in the **Action History** grid Approver line.



Print Travel Forms

IMPORTANT! Print Travel forms when submitting quotes for airfare, lodging, or conference fee for pre-payments or original receipts for reimbursement to Accounts Payable.

How to Print from Google Chrome

1. Click the **Customize and control Google Chrome** icon in the upper right corner of browser window.
2. Select **Print…** from the drop-down
3. Select printer from **Destination** drop-down.
4. Click **Print.** Print

How to Print from Internet Explorer

1. Click **Tools** in the upper-right corner of the browser window.
2. Move mouse pointer over **Print** in the drop-down.
3. Click **Print**. Then select preferred printer
4. Click **Print** Print

How to Print from Microsoft Edge

1. Click the **More** icon in the upper right corner of screen.
2. Select **Print** from the drop-down.
3. In the window that appears, under **Printer Section**, choose the printer.
4. Click **Print.**

How to Print from Mozilla Firefox

1. Click **Open menu** in the upper –right corner of the browser window.
2. Click the **Print…** icon from the drop-down.
3. In the windows that appears, click the **Print…** button in the upper-left corner.
4. Select printer.
5. Click **OK** to print.