

# PeopleSoft Handbook

# Travel & Expenses

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## About This Guide

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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

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## Department References

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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](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](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](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

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Step	<b>Create Travel Authorization</b>	<b>Travel Authorization Dept/Resource Approval</b>	<b>Travel Authorization Branch Approval</b>	<b>Fully Approved TA Next Steps</b>
Role	Requester	Dept. Approver <i>*Resource Approver</i>	Branch (Chief/Exec) Approver	Requester / Traveler
Task	<ul style="list-style-type: none"> <li>• Create with the <b>traveler's Employee ID</b></li> <li>• Add expense types, estimated amounts &amp; budget information</li> <li>• <b>Submit at least 3 weeks BEFORE travel</b></li> </ul>	<ul style="list-style-type: none"> <li>• Travel Authorization is budget-checked &amp; approved by Department / Site Administrator</li> <li>• TA is then routed to Resource Approver</li> <li>• Travel Authorization routed for Branch Approval</li> </ul>	<ul style="list-style-type: none"> <li>• Travel Authorization is approved by Branch Head (Chief/Exec)</li> </ul>	<ul style="list-style-type: none"> <li>• Make all travel reservations (hotel, conference registration, airfare, etc.)</li> <li>• Requester to provide prepaids to Accounts Payable</li> </ul>
		<b>5</b>	<b>6</b>	<b>7</b>
Step	<b>Travel Takes Place</b>	<b>Create Expense Report</b>	<b>Expense Report Approval</b>	<b>Expense Report Processing</b>
Role	Traveler	Requester	<i>*Extend Approver</i> Dept. Approver <i>*Resource Approver</i>	Accounts Payable Specialist
Task	<ul style="list-style-type: none"> <li>• Keep <b>all</b> receipts and invoices (excluding meals - per diem) while traveling</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Upon return, complete &amp; submit Expense Report</b></li> <li>• "Copy-In" expenses from approved Travel Authorization, submit with actual expenditure(s)</li> <li>• Mail original receipts AND printed Expense Report to Accounts Payable, <i>if applicable</i></li> </ul>	<ul style="list-style-type: none"> <li>• Expense Report is budget checked &amp; approved by <i>*Extended Approver</i>, Dept Approver, <i>*Resource Approver</i></li> <li>• Expense Report routed to Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>• Expense Report processed by Accounts Payable</li> <li>• Reimbursement monies due to employee sent via postal mail, <i>if applicable</i></li> </ul>

*\*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. <b>Do not use P-Card</b> . 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 <b>ONLY</b> (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 <a href="#">Information Circular No.510</a> 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 <a href="#">Approved Regulation 3351</a> 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

<b>Expense Type</b>	<b>Explanation</b>	<b>Form</b>
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.

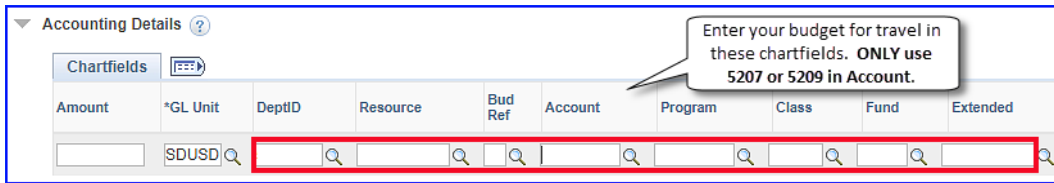
3. **Not Applicable:** Used for mileage reimbursement **ONLY**. Employees do not physically pay for mileage out-of-pocket; it is reimbursed at a pre-determined rate.

## 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.

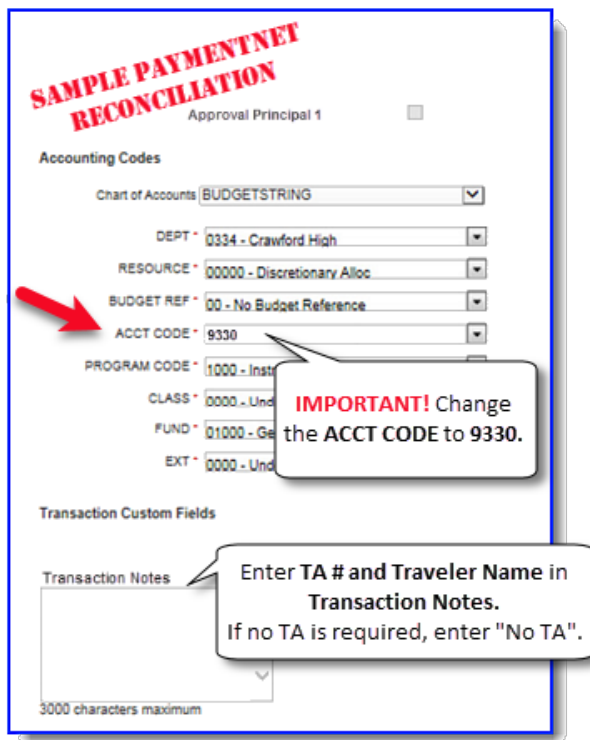


Accounting Details ?

Chartfields [F3]

Amount	*GL Unit	DeptID	Resource	Bud Ref	Account	Program	Class	Fund	Extended
	SDUSD								

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".



**SAMPLE PAYMENTNET RECONCILIATION**

Approval Principal 1

Accounting Codes

Chart of Accounts: BUDGETSTRING

DEPT: 0334 - Crawford High

RESOURCE: 00000 - Discretionary Alloc

BUDGET REF: 00 - No Budget Reference

ACCT CODE: 9330

PROGRAM CODE: 1000 - Inst

CLASS: 0000 - Und

FUND: 01000 - Ge

EXT: 0000 - Und

Transaction Custom Fields

Transaction Notes: Enter TA # and Traveler Name in Transaction Notes. If no TA is required, enter "No TA".

3000 characters maximum

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## Travel Form Statuses

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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.

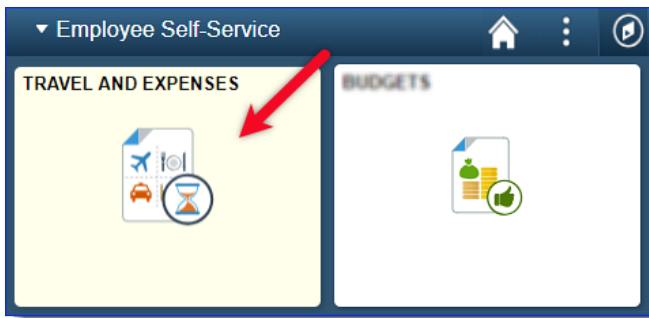
Code	Explanation
001	Duplicate expense
002	> 100 miles per day. Written explanation required
003	Weekend/Holiday period. Requires written explanation
004	Original, itemized receipt required
005	No Travel Authorization exists. Branch Approver signature required
006	Additional explanation required
007	Additional approval required
008	Written justification required
009	Prohibited Expense, review <a href="#">Admin Procedure 7155</a>
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

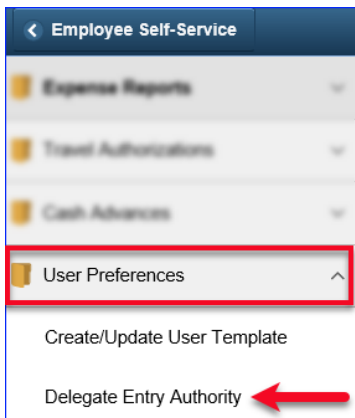
All employees can create travel transactions for themselves or assign a proxy to create and submit on their behalf. It is best to create and submit your own travel forms. Proxies should be assigned before creating any Travel Authorizations (TA's) or Expense Reports on someone else's behalf.

### Authorize Others to Submit Travel Forms on Your Behalf

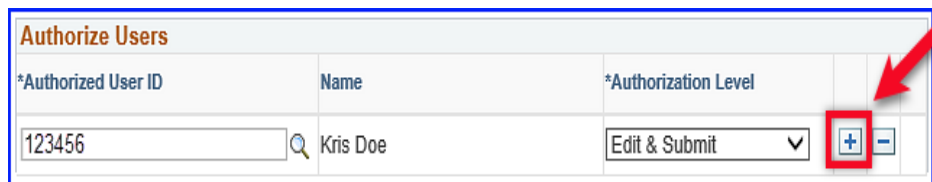
1. On the **PeopleSoft FIN Homepage**, click **Travel & Expenses**.



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



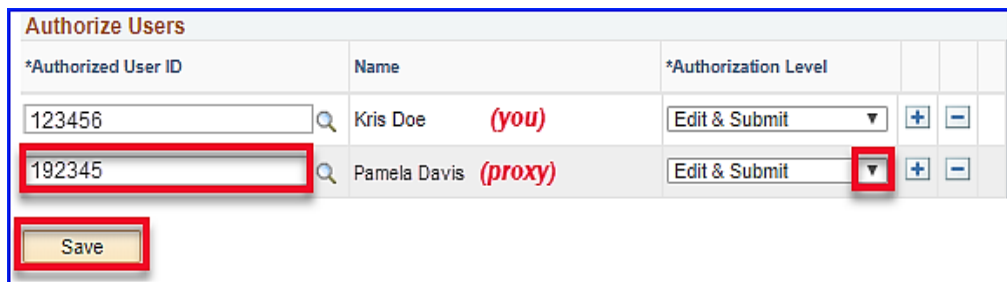
3. By default, your information will appear as the first authorized user. Click the **(+) plus** button.



- 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.

- Select the appropriate **Authorization Level**.
- Click **Save**.



*Authorized User ID	Name	*Authorization Level		
123456	Kris Doe <i>(you)</i>	Edit & Submit	+	-
192345	Pamela Davis <i>(proxy)</i>	Edit & Submit	+	-

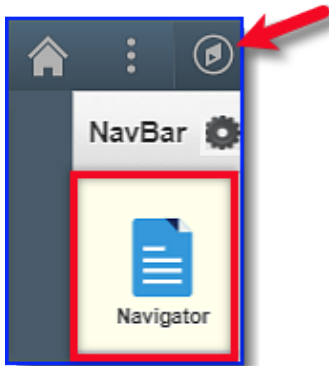
Save

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

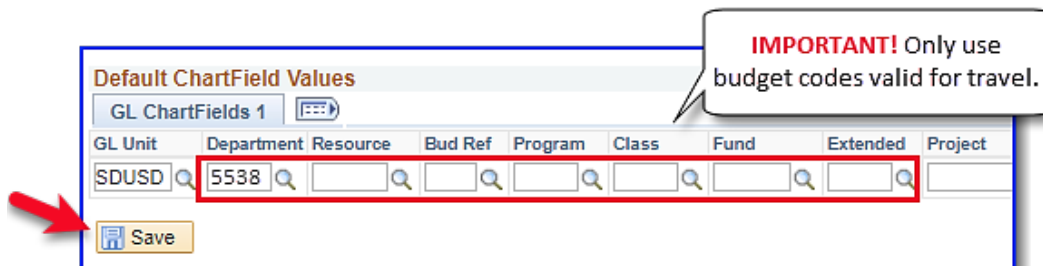
## Update Charfields

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**.



A screenshot of a web form titled 'Default ChartField Values'. The form has a header 'GL ChartFields 1' and a table with columns: GL Unit, Department, Resource, Bud Ref, Program, Class, Fund, Extended, and Project. The 'Department' field contains the value '5538'. A red box highlights the Department, Resource, Bud Ref, Program, Class, Fund, and Extended fields. A red arrow points to the 'Save' button. A callout box with a red border contains the text: 'IMPORTANT! Only use budget codes valid for travel.'

GL Unit	Department	Resource	Bud Ref	Program	Class	Fund	Extended	Project
SDUSD	5538							

Save

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## 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

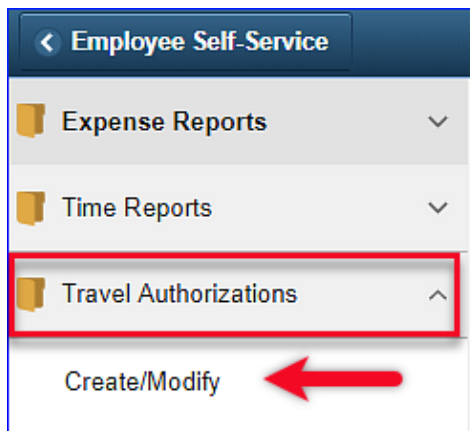
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# Create Travel Authorization

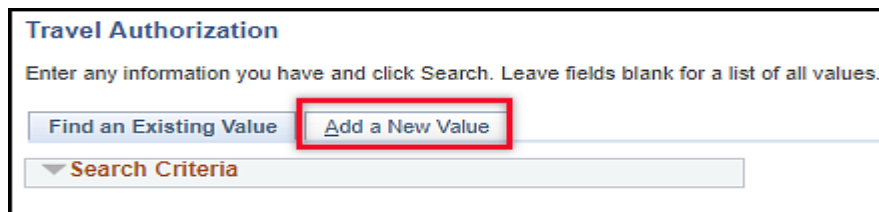
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**IMPORTANT!** An Expense Report must be created and submitted after returning from this job related event. The Expense Report must be connected with this travel authorization.

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.

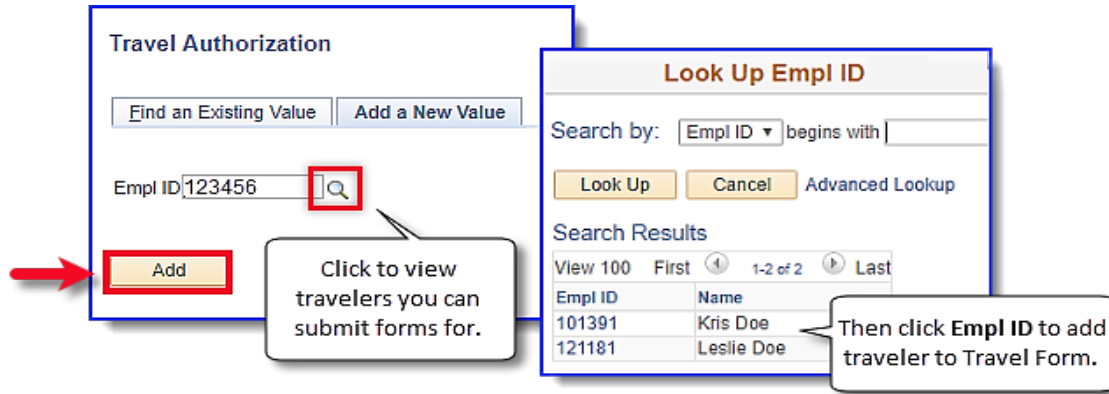
If you are the traveler, **go to Step 5**.

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**.



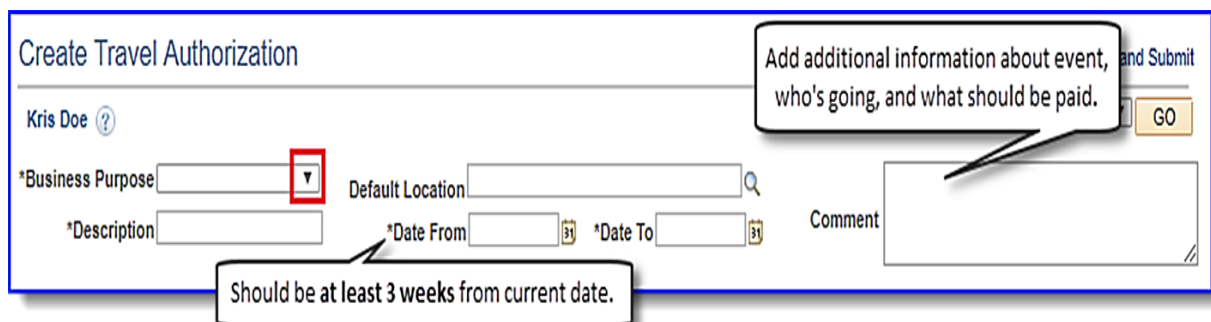
The image shows two overlapping windows. The 'Travel Authorization' window has a search field for 'Empl ID' containing '123456' and a search icon. Below it is an 'Add' button. A callout points to the search icon with the text 'Click to view travelers you can submit forms for.' The 'Look Up Empl ID' window has a search field with a dropdown set to 'Empl ID' and 'begins with'. It has 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. Below is a 'Search Results' table:

Empl ID	Name
101391	Kris Doe
121181	Leslie Doe

A callout points to the 'Empl ID' column header with the text 'Then click Empl ID to add traveler to Travel Form.'

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

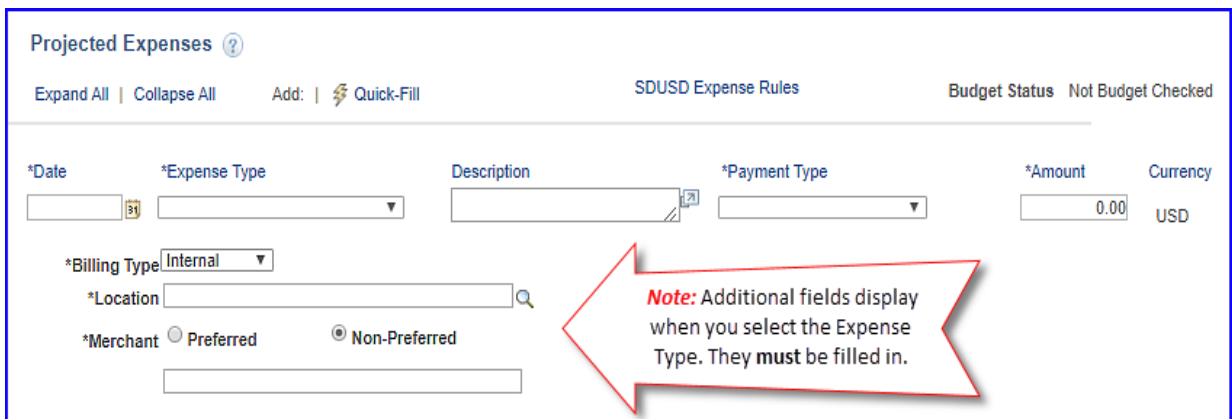
6. In the **Header section**, enter the following information:
  - **Business Purpose:** Choose the appropriate reason for travel.
  - **Description:** Enter the name or title of the event traveling to. **Note:** Enter physical address *if not* a district school site.
  - **Default Location:** Enter destination city.
  - **Date From/ Date To:** Enter dates of travel. Date From should be at least 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.



The image shows the 'Create Travel Authorization' form. At the top, it says 'Kris Doe' with a help icon. Below are fields for '\*Business Purpose' (with a dropdown menu), 'Default Location', '\*Description', '\*Date From', and '\*Date To'. A 'Comment' text area is on the right. A 'GO' button is at the bottom right. Callouts include: 'Add additional information about event, who's going, and what should be paid.' pointing to the comment area, and 'Should be at least 3 weeks from current date.' pointing to the date fields.

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.



Projected Expenses ?

Expand All | Collapse All    Add: | Quick-Fill    SDUSD Expense Rules    Budget Status    Not Budget Checked

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

\*Billing Type:

\*Location:

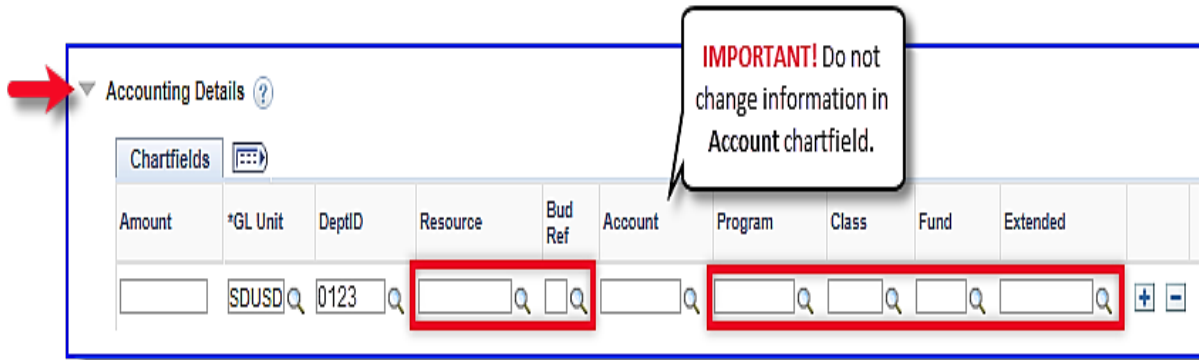
\*Merchant:  Preferred     Non-Preferred

**Note:** Additional fields display when you select the Expense Type. They must be filled in.

**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.



**Accounting Details** ?

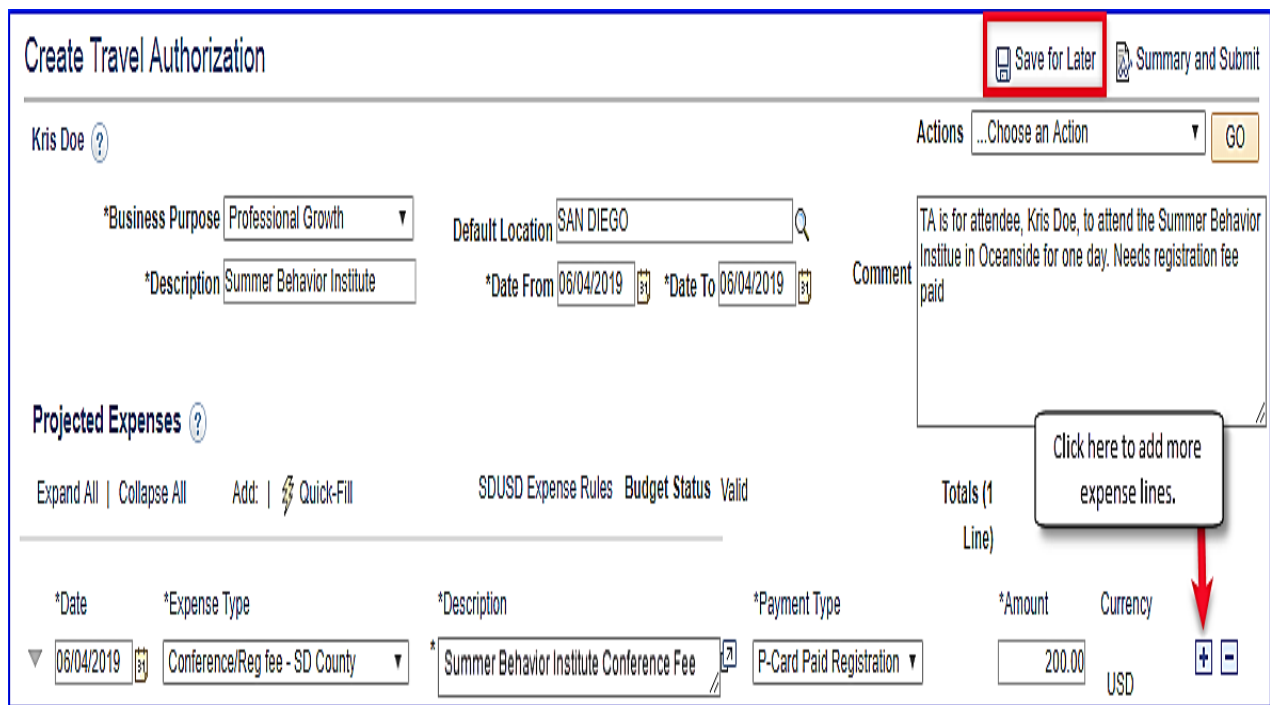
Chartfields

Amount	*GL Unit	DeptID	Resource	Bud Ref	Account	Program	Class	Fund	Extended
	SDUSD	0123							

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**.



**Create Travel Authorization**

Save for Later Summary and Submit

Kris Doe ?

Actions ...Choose an Action GO

\*Business Purpose Professional Growth Default Location SAN DIEGO

\*Description Summer Behavior Institute \*Date From 06/04/2019 \*Date To 06/04/2019

Comment TA is for attendee, Kris Doe, to attend the Summer Behavior Institute in Oceanside for one day. Needs registration fee paid

**Projected Expenses** ?

Expand All | Collapse All Add: Quick-Fill SDUSD Expense Rules Budget Status Valid

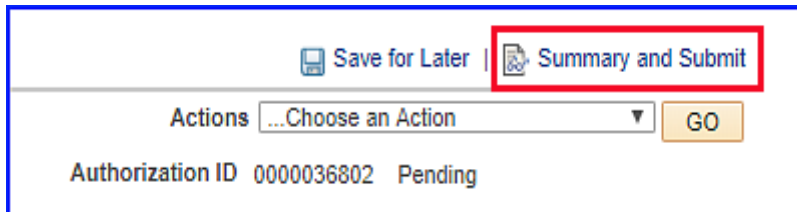
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
06/04/2019	Conference/Reg fee - SD County	Summer Behavior Institute Conference Fee	P-Card Paid Registration	200.00	USD

Totals (1 Line)

**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**.

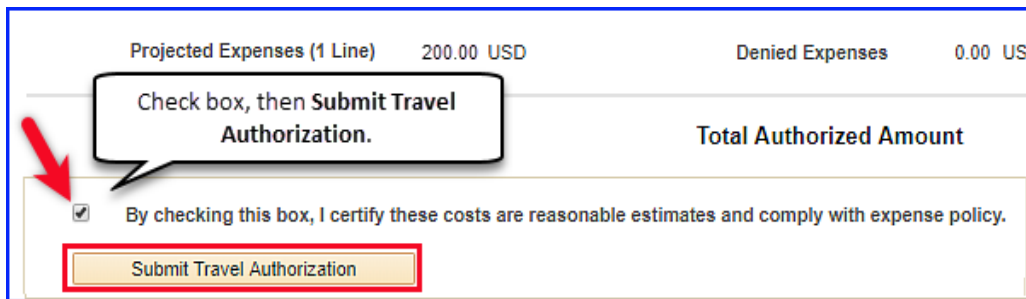


Save for Later | **Summary and Submit**

Actions ...Choose an Action GO

Authorization ID 0000036802 Pending

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



Projected Expenses (1 Line) 200.00 USD Denied Expenses 0.00 USD

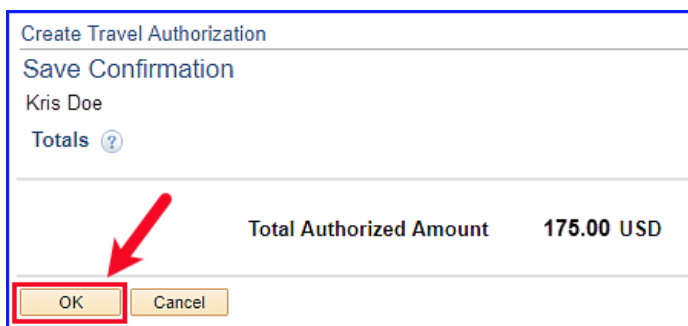
Check box, then **Submit Travel Authorization**.

Total Authorized Amount

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

**Submit Travel Authorization**

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



Create Travel Authorization

Save Confirmation

Kris Doe

Totals ?

Total Authorized Amount 175.00 USD

**OK** Cancel

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](mailto:travel@sandi.net) .

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

### Travel Authorization

---

Kris Doe

**Your travel authorization 0000036802 has been submitted for approval.**

Business Purpose Professional Growth	Default Location SAN DIEGO
Description Annual Sci Eng & Tech Conf	Date From 06/04/2019

Totals ?

View Printable Version

?

---

Projected Expenses (1 Line)	200.00 USD	Denied Expenses	0.00
-----------------------------	------------	-----------------	------

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.

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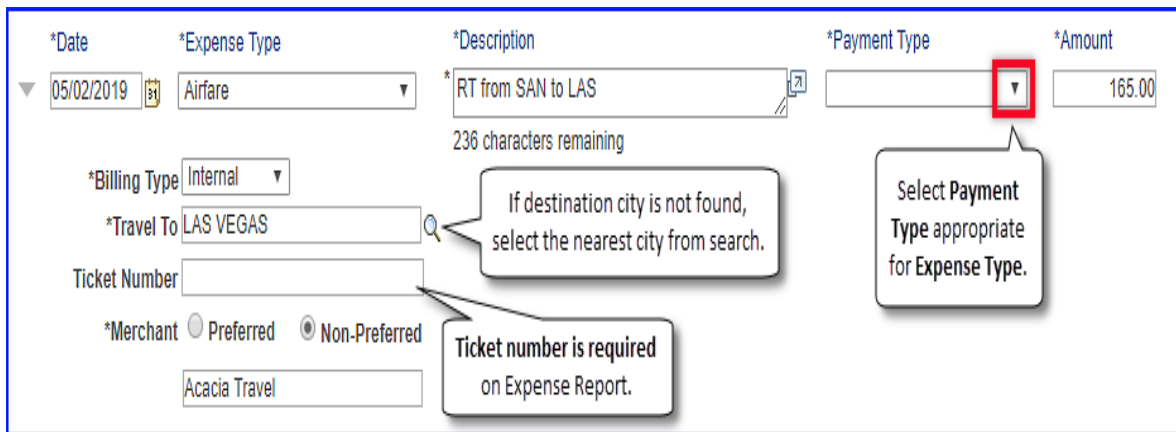
# Common Travel Expenses

---

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**.



The screenshot shows the following form fields and callouts:

- \*Date:** 05/02/2019
- \*Expense Type:** Airfare
- \*Description:** RT from SAN to LAS (236 characters remaining)
- \*Payment Type:** (Dropdown menu highlighted with a red box and callout: "Select Payment Type appropriate for Expense Type.")
- \*Amount:** 165.00
- \*Billing Type:** Internal
- \*Travel To:** LAS VEGAS (Callout: "If destination city is not found, select the nearest city from search.")
- Ticket Number:** (Callout: "Ticket number is required on Expense Report.")
- \*Merchant:** Preferred (radio button), Non-Preferred (radio button selected)
- Merchant Name:** 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**

*Date	*Expense Type	*Description	*Payment Type	*Amount
05/30/2019	Baggage Fees	RT checked baggage fees 231 characters remaining	Personal Credit Card	70.00
*Billing Type: Internal				
*Originating Location: SAN DIEGO				
*Merchant: <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred				
United Airlines				

## 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

*Date	*Expense Type	*Description	*Payment Type	*Amount
05/30/2019	Conference/Reg fee - SD County	Summer Behavior Institute '19 Registration Fee 208 characters remaining	P-Card Paid Registration	195.00
*Billing Type: Internal				
*Location: SAN DIEGO				
*Merchant: <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred				
ACME Conferences, Inc				

Detailed information, ie. Conference name in Description

Select P-Card Paid Registration or Prepaid Other

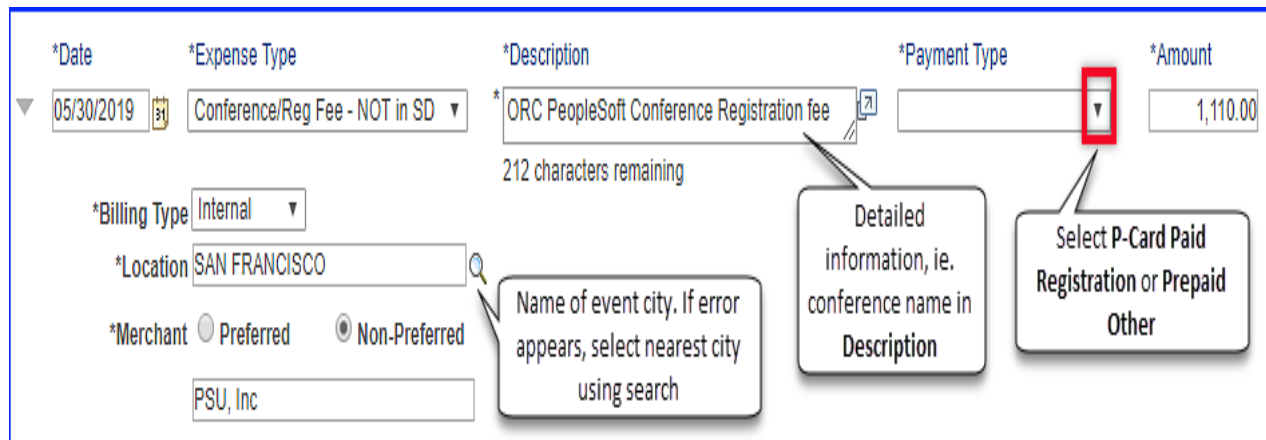


## Conference / Registration Fee NOT in San Diego

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



*Date	*Expense Type	*Description	*Payment Type	*Amount
05/30/2019	Conference/Reg Fee - NOT in SD	ORC PeopleSoft Conference Registration fee 212 characters remaining		1,110.00

\*Billing Type: Internal

\*Location: SAN FRANCISCO  
Name of event city. If error appears, select nearest city using search

\*Merchant: Preferred  Non-Preferred   
PSU, Inc

Detailed information, ie. conference name in Description

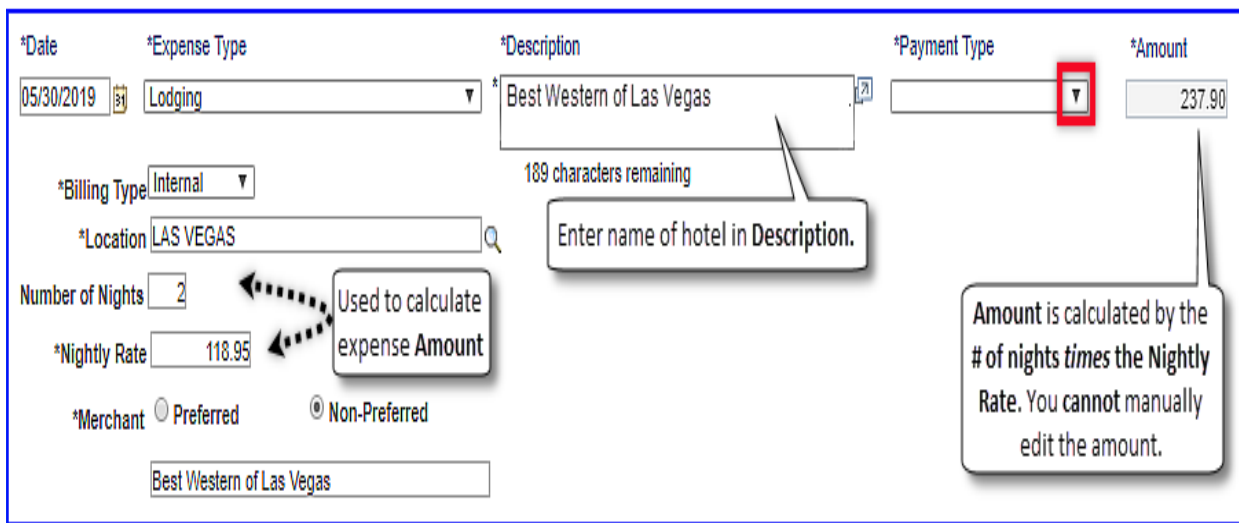
Select P-Card Paid Registration or Prepaid Other

## 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**



The screenshot shows a form for entering a lodging expense. The fields are as follows:

- \*Date:** 05/30/2019
- \*Expense Type:** Lodging
- \*Description:** Best Western of Las Vegas (with a callout: "Enter name of hotel in Description.")
- \*Payment Type:** (dropdown menu, highlighted with a red box)
- \*Amount:** 237.90 (with a callout: "Amount is calculated by the # of nights times the Nightly Rate. You cannot manually edit the amount.")
- \*Billing Type:** Internal
- \*Location:** LAS VEGAS
- Number of Nights:** 2 (with a callout: "Used to calculate expense Amount")
- \*Nightly Rate:** 118.95
- \*Merchant:** Preferred (radio button) / Non-Preferred (radio button, selected)
- Merchant Name:** Best Western of Las Vegas

Additional notes from the callouts: "189 characters remaining" for the description field.

## 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.

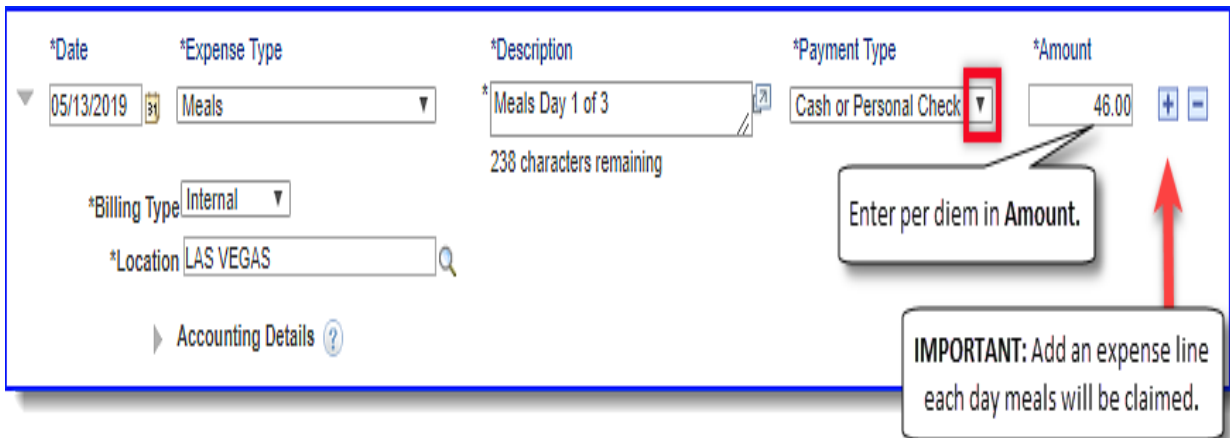
**Meal reimbursement within San Diego County is prohibited.** If a conference is located in San Diego County and includes a function, such as a luncheon, with a speaker, then the employee may attend and be reimbursed. This situation is considered to be part of the conference itself since a speaker involved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



The screenshot shows a form for creating an expense line. The fields are: \*Date (05/13/2019), \*Expense Type (Meals), \*Description (Meals Day 1 of 3), \*Payment Type (Cash or Personal Check), and \*Amount (46.00). Below these are \*Billing Type (Internal) and \*Location (LAS VEGAS). A red box highlights the \*Payment Type dropdown, and a red arrow points to the \*Amount field. Two callout boxes provide instructions: 'Enter per diem in Amount.' and 'IMPORTANT: Add an expense line each day meals will be claimed.'

*Date	*Expense Type	*Description	*Payment Type	*Amount
05/13/2019	Meals	Meals Day 1 of 3 238 characters remaining	Cash or Personal Check	46.00

\*Billing Type: Internal

\*Location: LAS VEGAS

Accounting Details ?

Enter per diem in Amount.

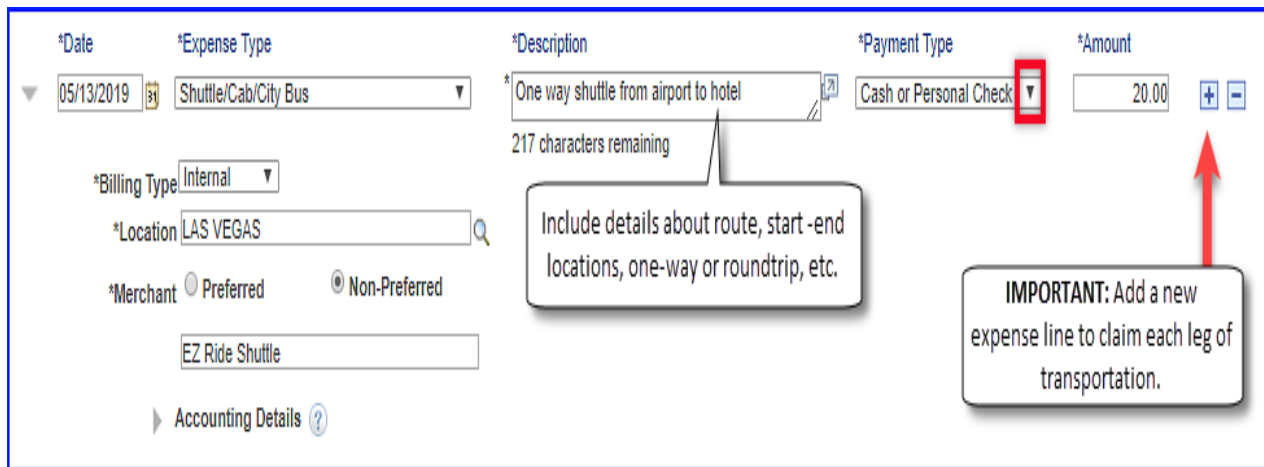
**IMPORTANT:** Add an expense line each day meals will be claimed.

## 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**



\*Date: 05/13/2019

\*Expense Type: Shuttle/Cab/City Bus

\*Description: One way shuttle from airport to hotel  
217 characters remaining

\*Payment Type: Cash or Personal Check

\*Amount: 20.00

\*Billing Type: Internal

\*Location: LAS VEGAS

\*Merchant: Preferred  Non-Preferred   
EZ Ride Shuttle

Accounting Details ?

Include details about route, start-end locations, one-way or roundtrip, etc.

**IMPORTANT:** Add a new expense line to claim each leg of transportation.

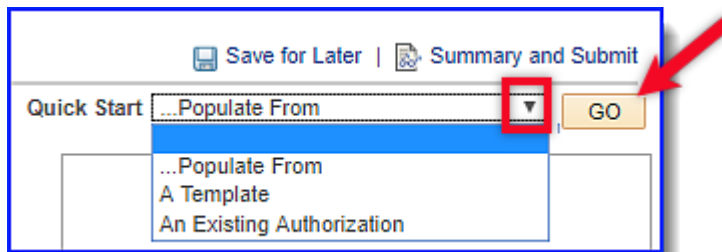
## Using Quick Start Options

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**.

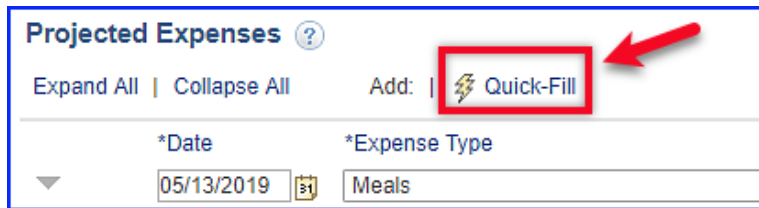


**IMPORTANT!** The **Quick Start** menu is no longer available after the expense lines are created. The menu changes to the **Actions** menu.

## Using Quick Fill to Add Expense Lines

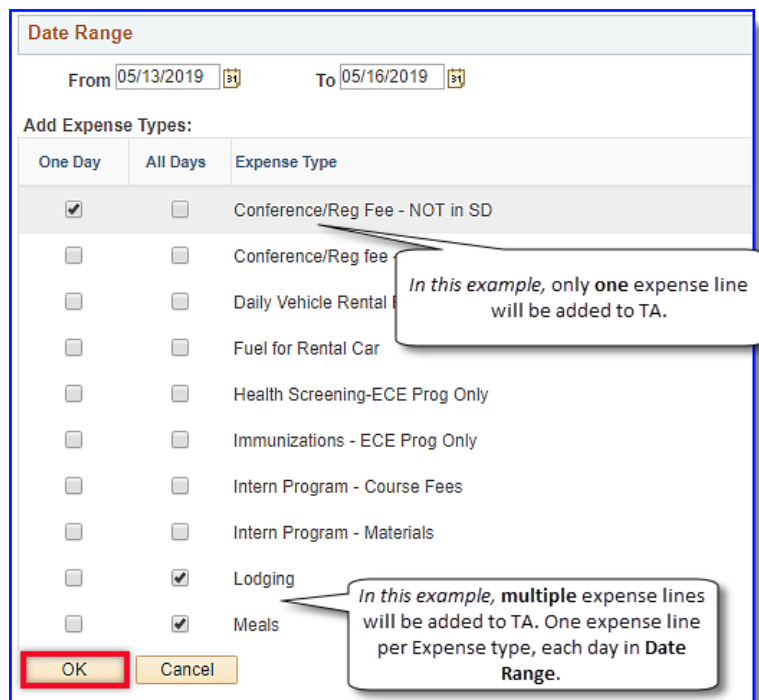
Use the Quick Fill to add multiple expenses quickly to travel form. You can choose whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range

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



The screenshot shows the 'Projected Expenses' section of a form. It includes options to 'Expand All' or 'Collapse All', and an 'Add:' button with a lightning bolt icon and the text 'Quick-Fill'. Below this, there are fields for '\*Date' (05/13/2019) and '\*Expense Type' (Meals). A red box highlights the 'Quick-Fill' button, with a red arrow pointing to it from the right.

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 screenshot shows the 'Date Range' dialog box. It has 'From' and 'To' date fields set to 05/13/2019 and 05/16/2019 respectively. Under 'Add Expense Types:', there are two columns: 'One Day' and 'All Days'. The 'Meals' row has both checkboxes selected. A callout box points to the 'Meals' row with the text: 'In this example, multiple expense lines will be added to TA. One expense line per Expense type, each day in Date Range.' The 'OK' button is highlighted with a red box.

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

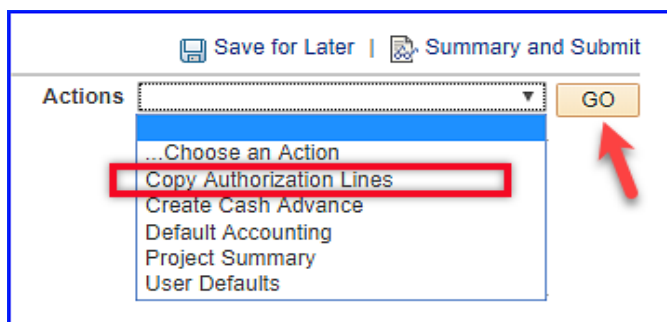
# Using the Actions Menu

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 <b>Copy To Date</b> as the new expense date. Or choose <b>Copy to Range of Dates</b> 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.  <b>Load Defaults</b> repopulates any blank chartfields associated with the users' default information.  <b>Add Chartfields Line</b> 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.

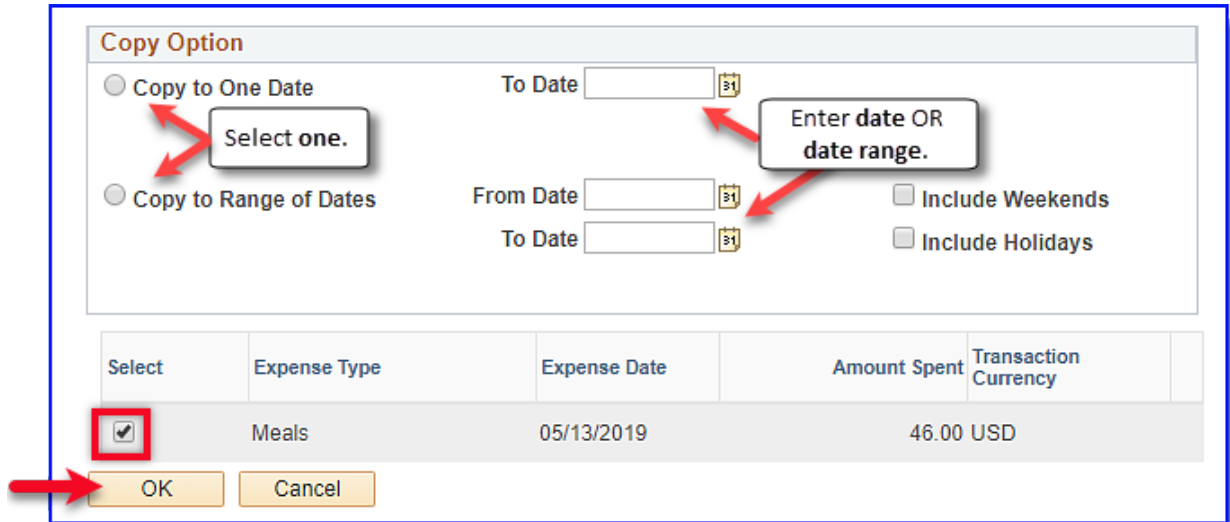
## How to Copy Authorizations Lines to Travel Authorization

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.



**Copy Option**

Copy to One Date To Date

Copy to Range of Dates From Date  To Date

Include Weekends  
 Include Holidays

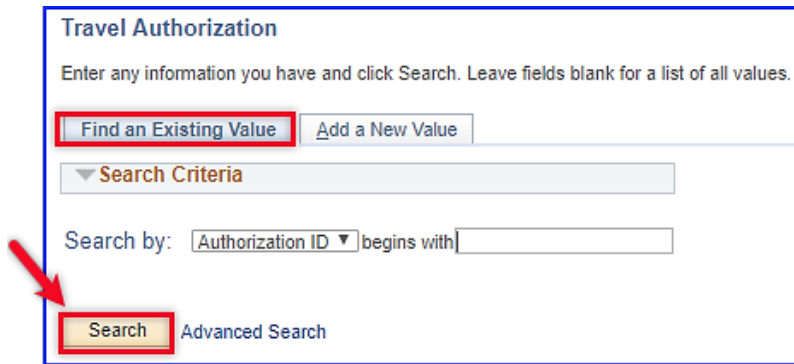
Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	Meals	05/13/2019	46.00 USD	

OK Cancel

# 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**.



**Travel Authorization**

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

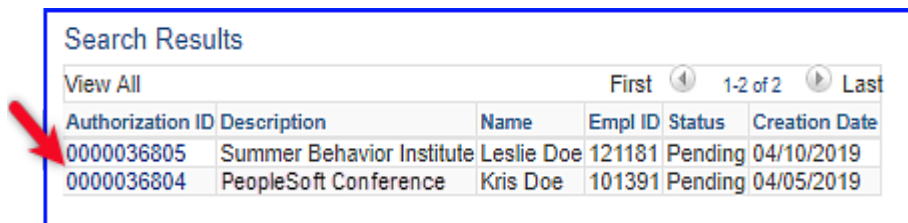
▼ Search Criteria

Search by: Authorization ID ▼ begins with

**Search** Advanced 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.

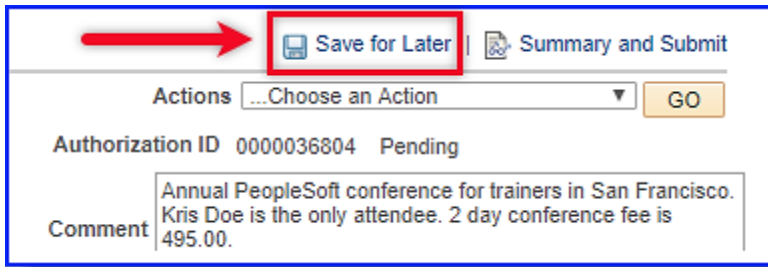


**Search Results**

View All First 1-2 of 2 Last

Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000036805	Summer Behavior Institute	Leslie Doe	121181	Pending	04/10/2019
0000036804	PeopleSoft Conference	Kris Doe	101391	Pending	04/05/2019

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



Save for Later | Summary and Submit

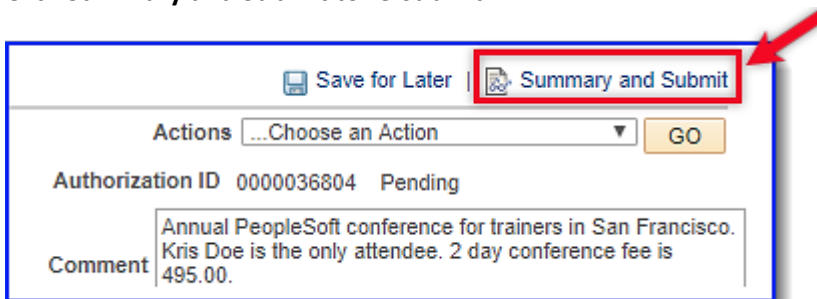
Actions ...Choose an Action GO

Authorization ID 0000036804 Pending

Comment Annual PeopleSoft conference for trainers in San Francisco. Kris Doe is the only attendee. 2 day conference fee is 495.00.

**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.



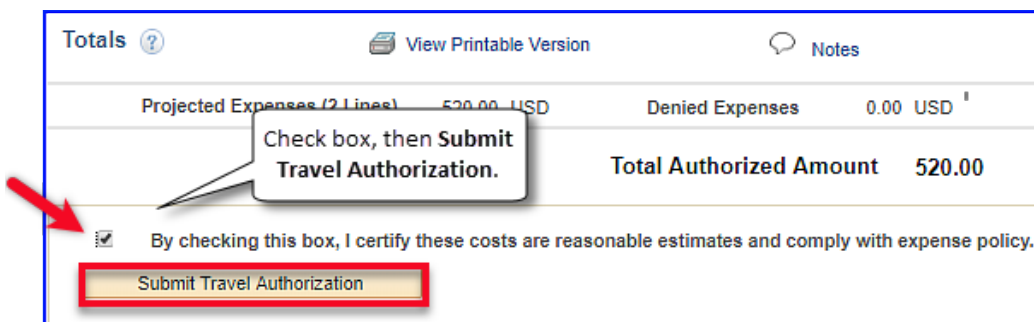
Save for Later | Summary and Submit

Actions ...Choose an Action GO

Authorization ID 0000036804 Pending

Comment Annual PeopleSoft conference for trainers in San Francisco. Kris Doe is the only attendee. 2 day conference fee is 495.00.

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



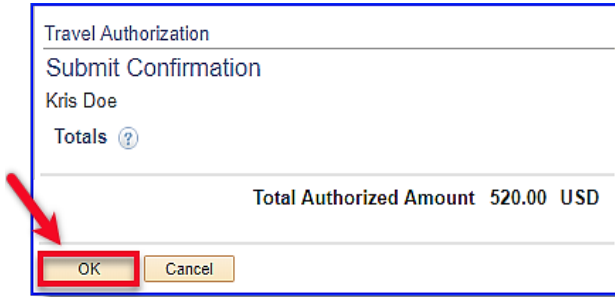
Totals ? View Printable Version Notes

Projected Expenses (2 Lines)	520.00 USD	Denied Expenses	0.00 USD
		<b>Total Authorized Amount</b>	<b>520.00</b>

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

Submit Travel Authorization

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



Travel Authorization

Submit Confirmation

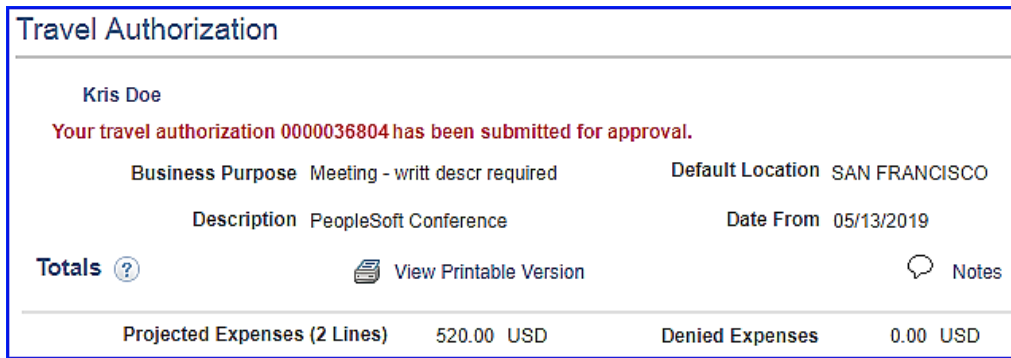
Kris Doe

Totals ?

Total Authorized Amount 520.00 USD

OK Cancel

The submitted for approval confirmation will display.



Travel Authorization

Kris Doe

**Your travel authorization 0000036804 has been submitted for approval.**

Business Purpose Meeting - writt descr required Default Location SAN FRANCISCO

Description PeopleSoft Conference Date From 05/13/2019

Totals ? [View Printable Version](#) [Notes](#)

Projected Expenses (2 Lines) 520.00 USD Denied Expenses 0.00 USD

---

# Cancel a Travel Authorization

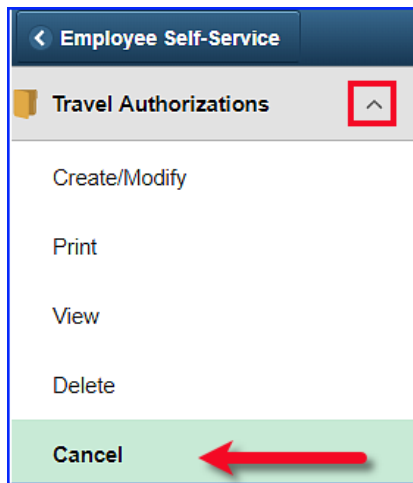
---

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.

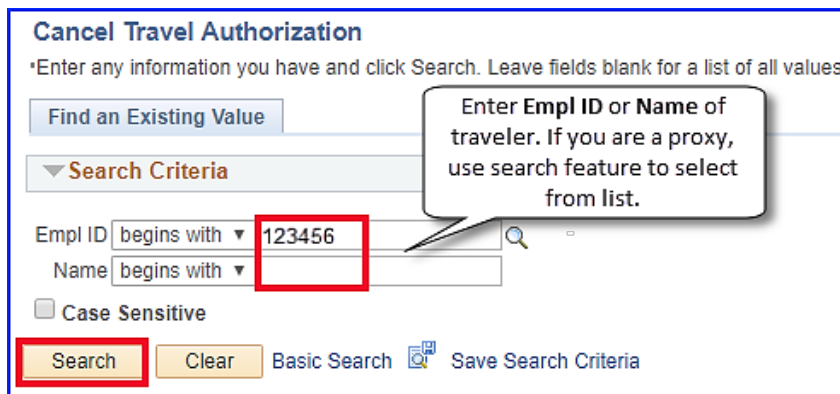
**IMPORTANT!** Once a TA is canceled, it remains in the system in “Closed” status.

## 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**.

A screenshot of the 'Cancel Travel Authorization' search form. The form has a title 'Cancel Travel Authorization' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section contains two dropdown menus: 'Empl ID begins with' with the value '123456' and 'Name begins with'. A callout box points to the 'Empl ID' field with the text 'Enter Empl ID or Name of traveler. If you are a proxy, use search feature to select from list.' At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.

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

Travel and Expense

**Cancel Approved Travel Authorization**

Kris Doe

**Travel Authorization Information**

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Introduction to the Framework	0000036570	03/08/2018	03/08/2018	50.00	USD


**Cancel Selected Travel Authorization(s)**

5. Click **OK** to confirm.

Travel and Expense

**Save Confirmation**

Kris Doe

 The Save was successful.

**OK**

---

# Delete a Travel Authorization

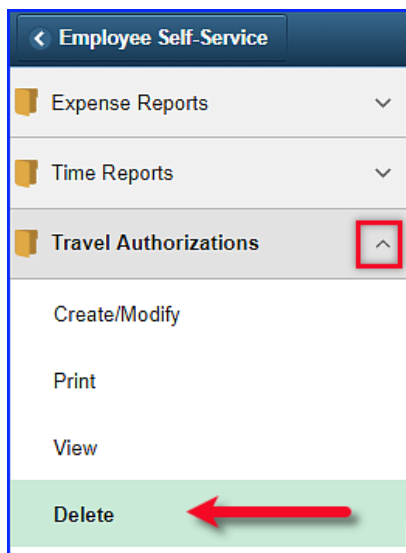
---

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

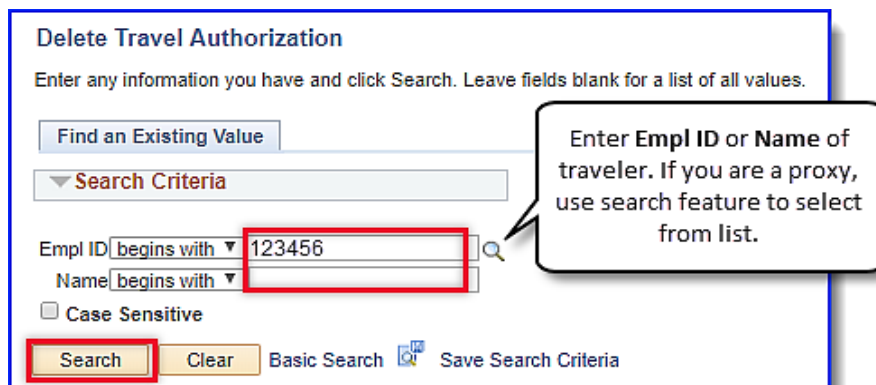
**IMPORTANT!** Once a TA is deleted, it is removed from the system and cannot be reversed.

## How to Delete a TA

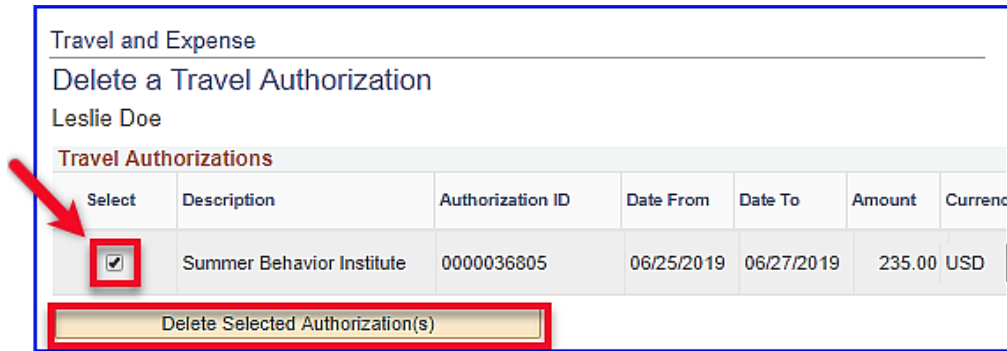
1. On the **Homepage**, select **Travel Expenses** tile.
2. Select **Travel Authorizations**. Click **Delete**.



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

A screenshot of the 'Delete Travel Authorization' search form. The form has a title 'Delete Travel Authorization' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the subtitle is a 'Find an Existing Value' button. Underneath is a 'Search Criteria' dropdown menu. There are two input fields: 'Empl ID begins with' containing '123456' and 'Name begins with'. A callout box points to the search input fields with the text: 'Enter Empl ID or Name of traveler. If you are a proxy, use search feature to select from list.' At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

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



Travel and Expense

Delete a Travel Authorization

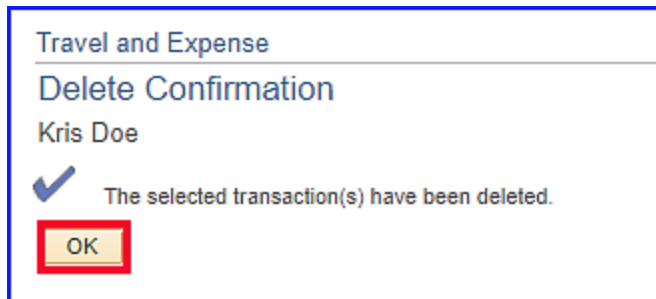
Leslie Doe

**Travel Authorizations**

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Summer Behavior Institute	0000036805	06/25/2019	06/27/2019	235.00	USD

Delete Selected Authorization(s)


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



Travel and Expense

Delete Confirmation

Kris Doe

 The selected transaction(s) have been deleted.

OK



# 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](mailto:travel@sandi.net).** When sending documents to this email address include only the Expense Report number (e.g. ER987654) in the subject line.

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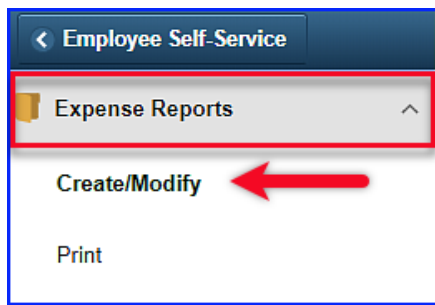
# Create Expense Report Linked to an Approved Travel Authorization

---

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.

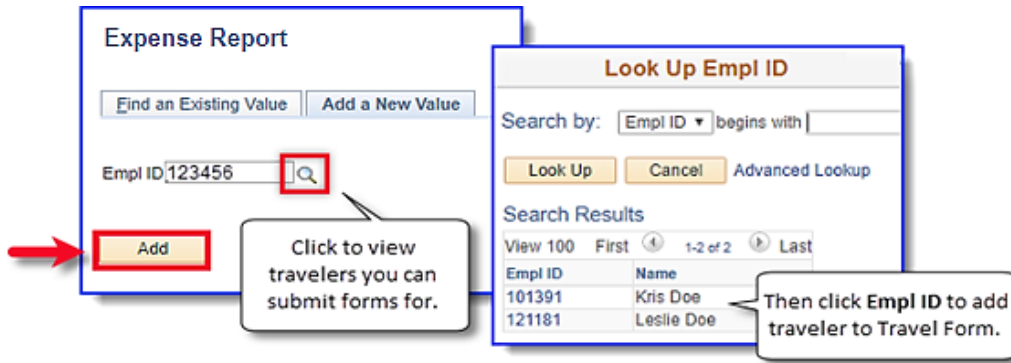
The Employee ID of the logged in user will display in **Empl ID**. **Expense Reports should ONLY be created in the ID of the traveler.**

**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.**

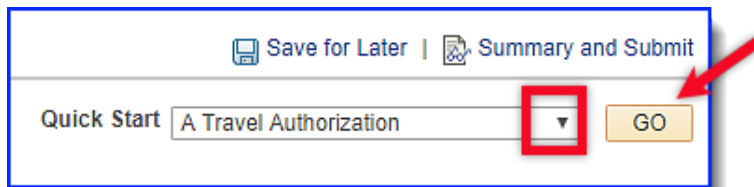
4. Enter the Employee ID of traveler in **Empl ID**. If unknown use the **search feature** to select the ID of the traveler.

5. Click **Add**.



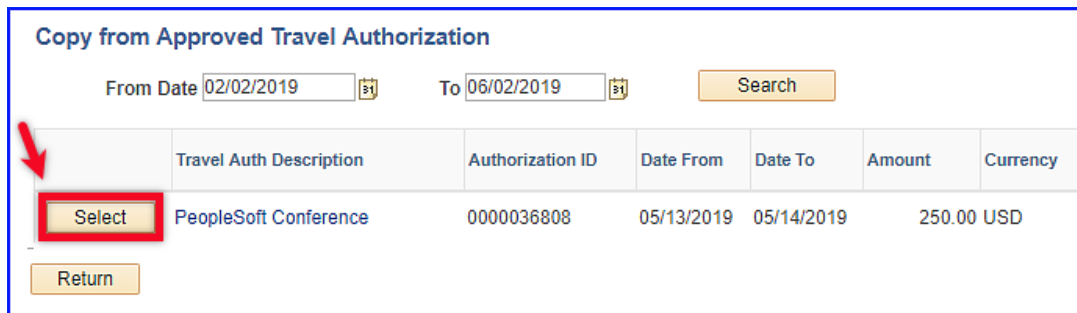
The image shows two overlapping screenshots. The left screenshot is titled "Expense Report" and has a search bar with "Empl ID:123456" and a magnifying glass icon. Below it is a red-bordered "Add" button with a red arrow pointing to it. A callout box says "Click to view travelers you can submit forms for." The right screenshot is titled "Look Up Empl ID" and shows a search bar with "Empl ID" selected and "begins with" in the input field. Below are "Look Up", "Cancel", and "Advanced Lookup" buttons. A "Search Results" table is shown with columns "Empl ID" and "Name". The table contains two rows: "101391 Kris Doe" and "121181 Leslie Doe". A callout box points to the "121181" value with the text "Then click Empl ID to add traveler to Travel Form."

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



The image shows a "Quick Start" dropdown menu with "A Travel Authorization" selected. A red-bordered dropdown arrow is highlighted. To the right is a "GO" button with a red arrow pointing to it. Above the dropdown are "Save for Later" and "Summary and Submit" buttons.

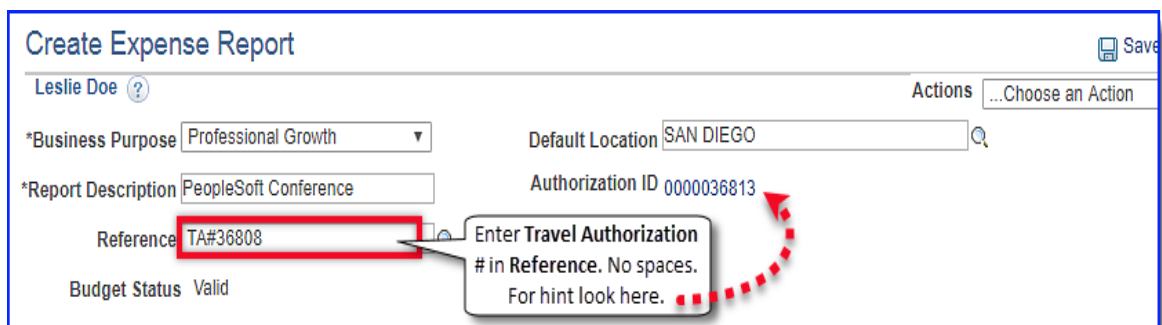
7. Click **Select** on the matching **Travel Authorization**.



The image shows a table titled "Copy from Approved Travel Authorization". The table has columns: "Travel Auth Description", "Authorization ID", "Date From", "Date To", "Amount", and "Currency". The "From Date" is "02/02/2019" and the "To" date is "06/02/2019". A "Search" button is to the right. The table contains one row: "PeopleSoft Conference" with "Authorization ID" "0000036808", "Date From" "05/13/2019", "Date To" "05/14/2019", and "Amount" "250.00 USD". A red-bordered "Select" button is highlighted in the first column of this row. A "Return" button is below the table.

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**.



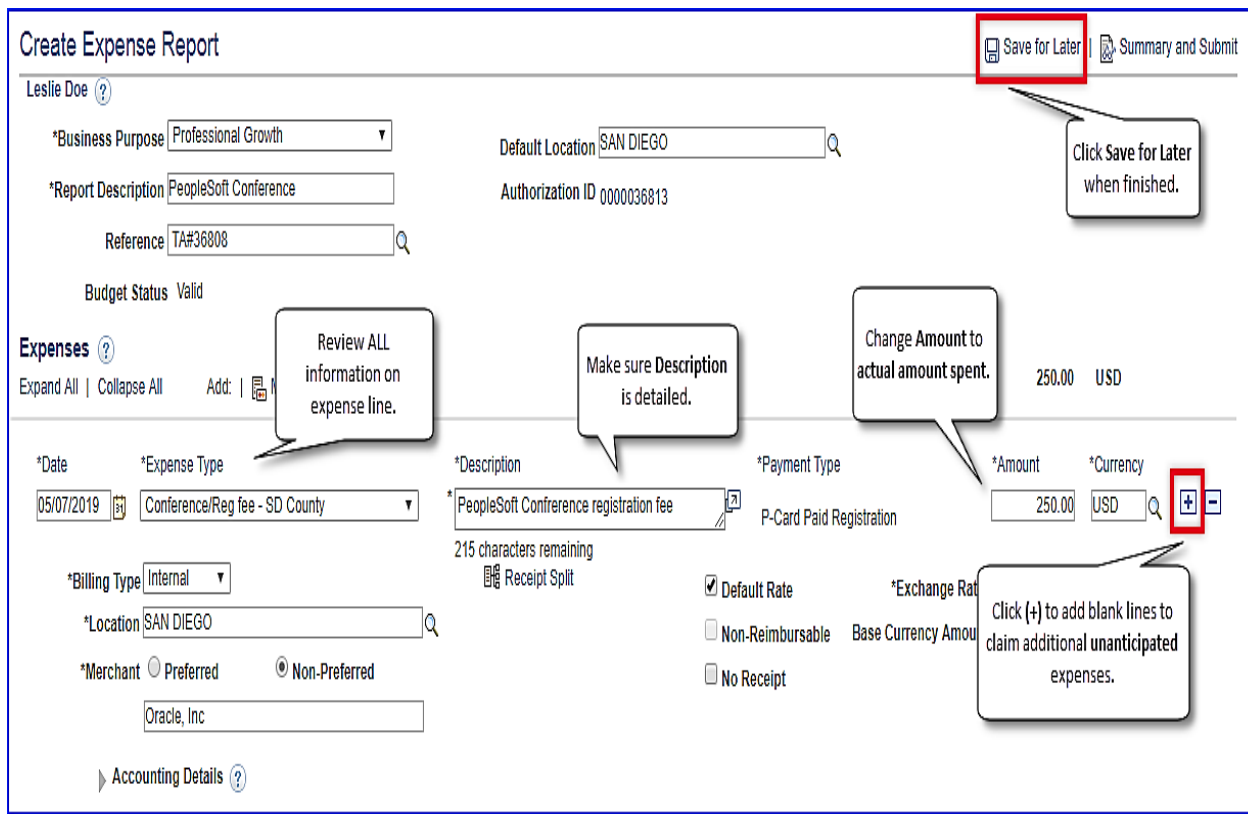
The image shows the "Create Expense Report" form for "Leslie Doe". Fields include: "\*Business Purpose" (Professional Growth), "Default Location" (SAN DIEGO), "\*Report Description" (PeopleSoft Conference), "Authorization ID" (0000036813), and "Reference" (TA#36808). The "Reference" field is highlighted with a red border. A callout box says "Enter Travel Authorization # in Reference. No spaces. For hint look here." with a red dashed arrow pointing to the "Reference" field. The "Budget Status" is "Valid".

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.

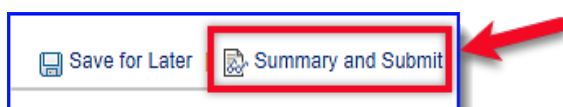
10. When finished, click **Save for Later**.



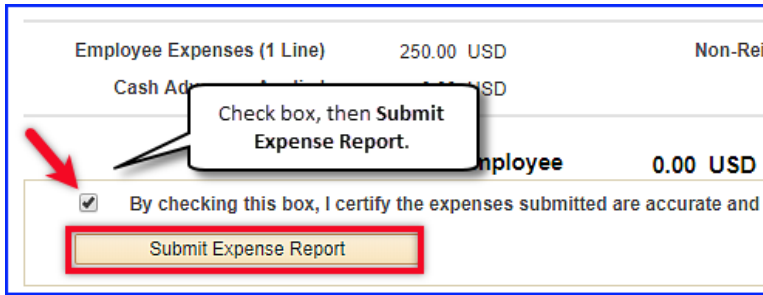
The screenshot shows the 'Create Expense Report' interface for user Leslie Doe. The form includes fields for Business Purpose (Professional Growth), Report Description (PeopleSoft Conference), Reference (TA#36808), and Default Location (SAN DIEGO). An expense line is shown with a date of 05/07/2019, amount of 250.00 USD, and description 'PeopleSoft Conference registration fee'. The form also has a 'Save for Later' button highlighted in red at the top right. Callouts provide instructions: 'Click Save for Later when finished.', 'Review ALL information on expense line.', 'Make sure Description is detailed.', 'Change Amount to actual amount spent.', and 'Click (+) to add blank lines to claim additional unanticipated expenses.' The '+' button in the amount field is also highlighted in red.

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**.



Employee Expenses (1 Line) 250.00 USD Non-Reimburse

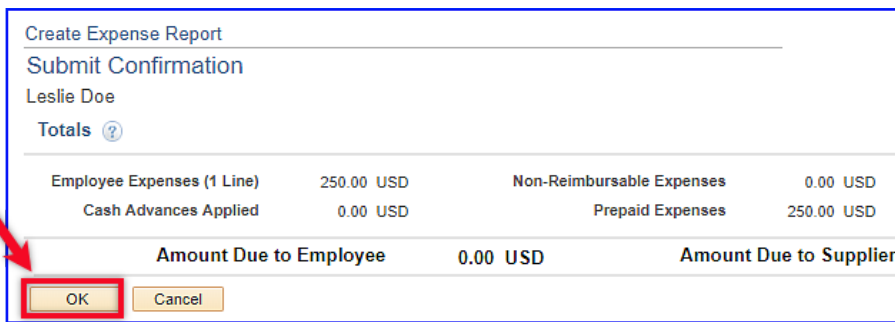
Cash Advances Applied 0.00 USD

Employee 0.00 USD

By checking this box, I certify the expenses submitted are accurate and...

Submit Expense Report

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



Create Expense Report

Submit Confirmation

Leslie Doe

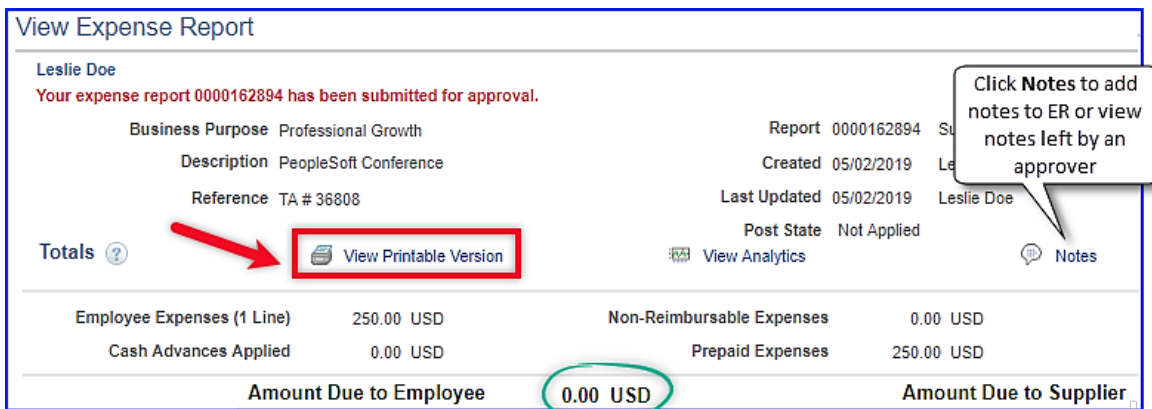
Totals ?

Employee Expenses (1 Line)	250.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	250.00 USD
Amount Due to Employee		0.00 USD	Amount Due to Supplier

OK Cancel

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**.



View Expense Report

Leslie Doe

Your expense report 0000162894 has been submitted for approval.

Business Purpose Professional Growth Report 0000162894 Su

Description PeopleSoft Conference Created 05/02/2019 Le

Reference TA # 36808 Last Updated 05/02/2019 Leslie Doe

Post State Not Applied

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (1 Line)	250.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	250.00 USD
Amount Due to Employee		0.00 USD	Amount Due to Supplier

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

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## Create Expense Report Not Linked to a Travel Authorization

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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.

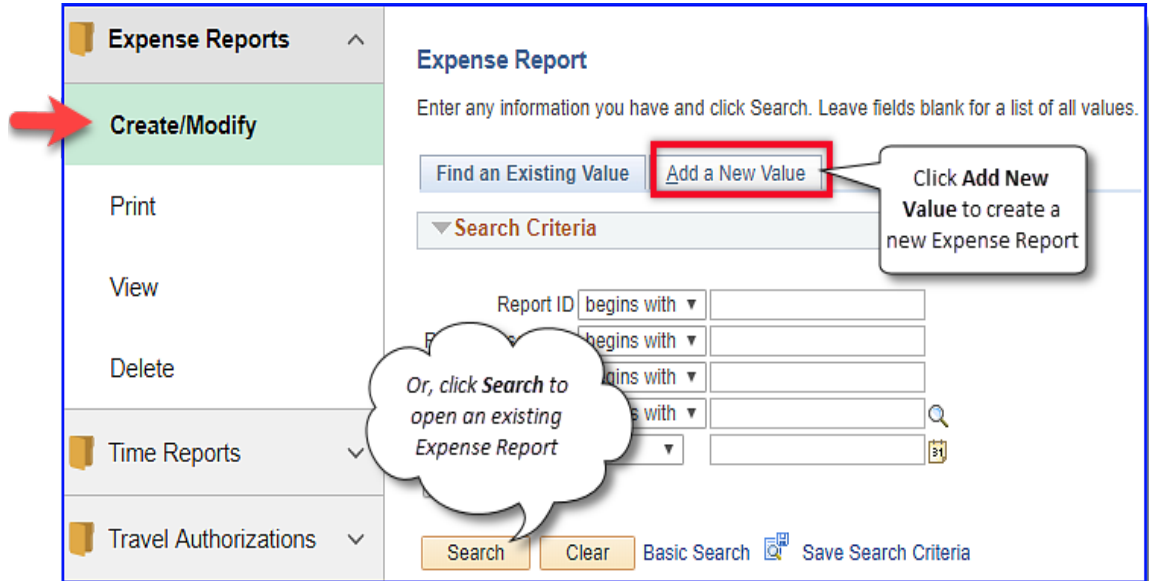
## Mileage Expense Report

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.

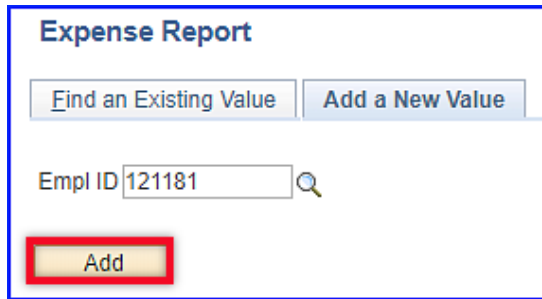


The screenshot displays the PeopleSoft interface for creating a new Expense Report. On the left, a navigation menu shows 'Expense Reports' expanded, with 'Create/Modify' highlighted by a red arrow. The main content area is titled 'Expense Report' and includes a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. The 'Add a New Value' button is highlighted with a red box. A callout bubble points to this button with the text: 'Click Add New Value to create a new Expense Report'. Below the search bar, there are several dropdown menus for search criteria, including 'Report ID begins with'. A second callout bubble points to the search area with the text: 'Or, click Search to open an existing Expense Report'. At the bottom, there are 'Search' and 'Clear' buttons, along with 'Basic Search' and 'Save Search Criteria' options.



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**.



**Expense Report**

Find an Existing Value   Add a New Value

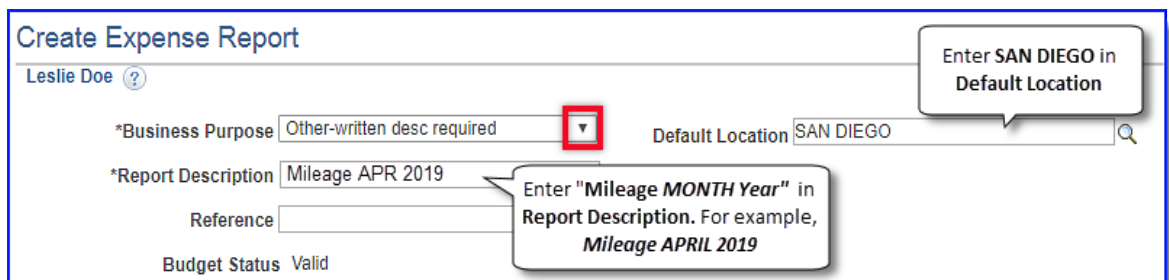
Empl ID 121181

**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**



**Create Expense Report**

Leslie Doe

\*Business Purpose Other-written desc required    Default Location SAN DIEGO

\*Report Description Mileage APR 2019

Reference

Budget Status Valid

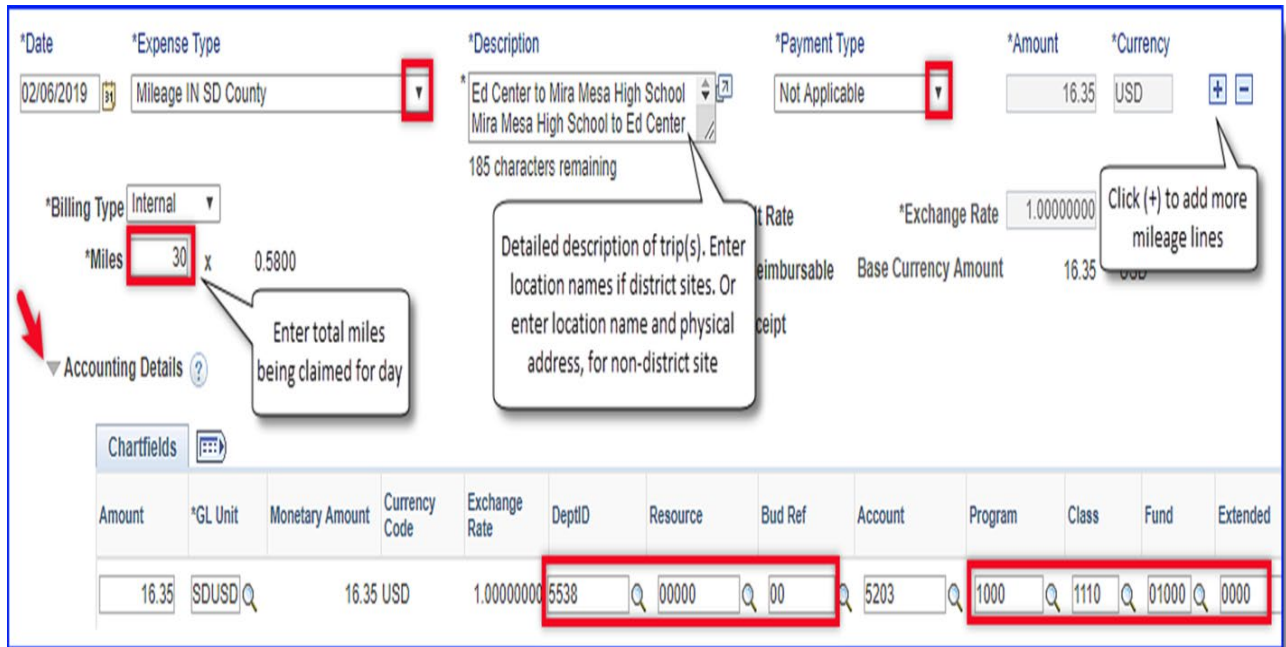
Enter "Mileage MONTH Year" in Report Description. For example, Mileage APRIL 2019

Enter SAN DIEGO in Default Location

**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 **Extended**. **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.



The screenshot shows the expense entry interface. Key elements include:

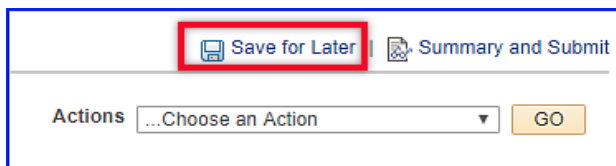
- Date:** 02/06/2019
- Expense Type:** Mileage IN SD County
- Description:** Ed Center to Mira Mesa High School, Mira Mesa High School to Ed Center
- Payment Type:** Not Applicable
- Amount:** 16.35 USD
- Billing Type:** Internal
- Miles:** 30
- Accounting Details:** Expanded to show chartfields.

Callouts provide instructions: "Enter total miles being claimed for day" points to the Miles field; "Detailed description of trip(s). Enter location names if district sites. Or enter location name and physical address, for non-district site" points to the Description field; "Click (+) to add more mileage lines" points to the plus icon next to the Amount field.

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	DeptID	Resource	Bud Ref	Account	Program	Class	Fund	Extended
16.35	SDUSD	16.35 USD	USD	1.00000000	5538	00000	00	5203	1000	1110	01000	0000

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

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



The screenshot shows the bottom of the form with two buttons: "Save for Later" (highlighted with a red box) and "Summary and Submit". Below these is an "Actions" dropdown menu with "...Choose an Action" and a "GO" button.

**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.

- Click **Summary and Submit**.



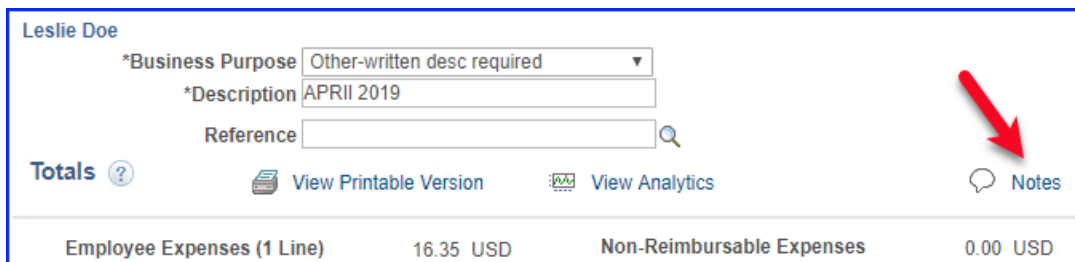
Save for Later | **Summary and Submit**

Actions ...Choose an Action

Report 0000162897 Pending 

Default Location

- Click **Notes**.



Leslie Doe

\*Business Purpose

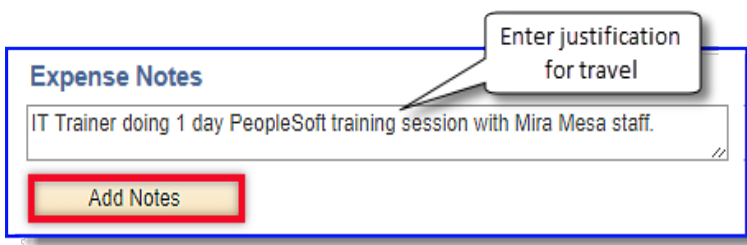
\*Description

Reference

Totals

Employee Expenses (1 Line)	16.35 USD	Non-Reimbursable Expenses	0.00 USD
----------------------------	-----------	---------------------------	----------

- 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**.

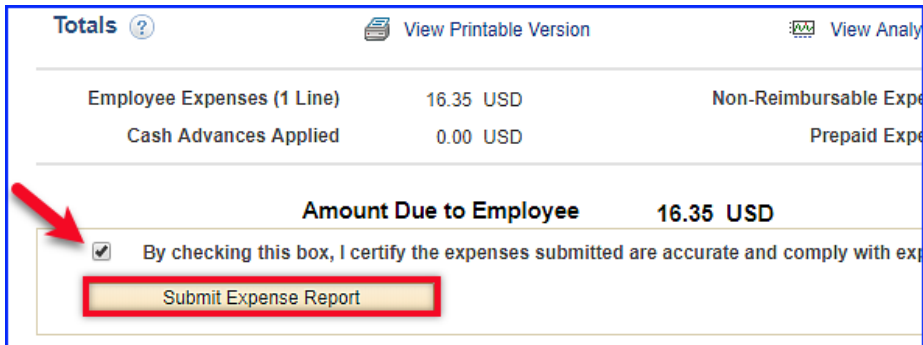


**Expense Notes**

Enter justification for travel

- Click **OK**.

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



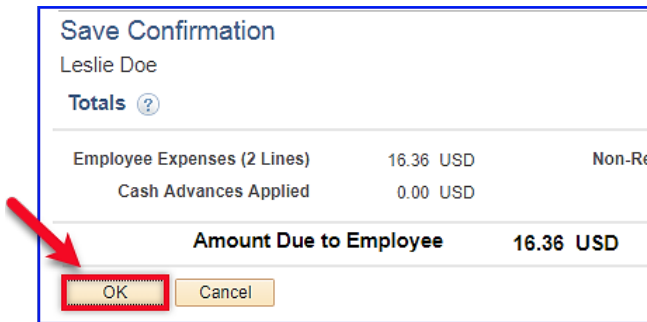
**Totals** ? [View Printable Version](#) [View Analy](#)

Employee Expenses (1 Line)	16.35 USD	Non-Reimbursable Expense
Cash Advances Applied	0.00 USD	Prepaid Expense
<b>Amount Due to Employee</b>		<b>16.35 USD</b>

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**

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



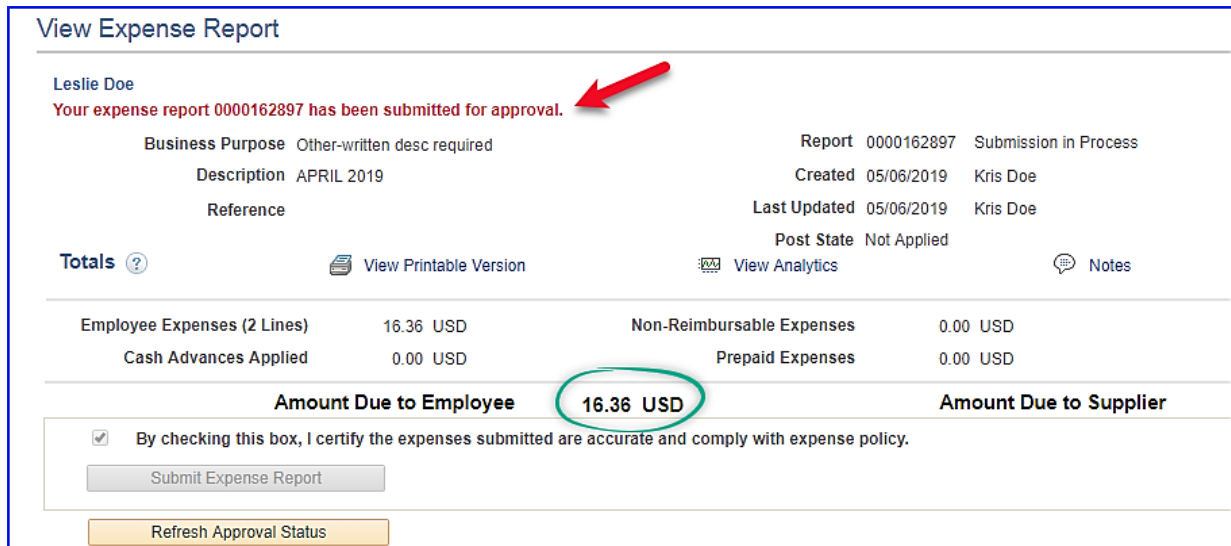
**Save Confirmation**  
Leslie Doe

**Totals** ?

Employee Expenses (2 Lines)	16.36 USD	Non-Re
Cash Advances Applied	0.00 USD	
<b>Amount Due to Employee</b>		<b>16.36 USD</b>

**OK** **Cancel**

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



**View Expense Report**

Leslie Doe  
**Your expense report 0000162897 has been submitted for approval.**

**Business Purpose** Other-written desc required **Report** 0000162897 **Submission in Process**

**Description** APRIL 2019 **Created** 05/06/2019 **Kris Doe**

**Reference** **Last Updated** 05/06/2019 **Kris Doe**

**Post State** Not Applied

**Totals** ? [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (2 Lines)	16.36 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
<b>Amount Due to Employee</b>		<b>16.36 USD</b>	<b>Amount Due to Supplier</b>

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**

**Refresh Approval Status**

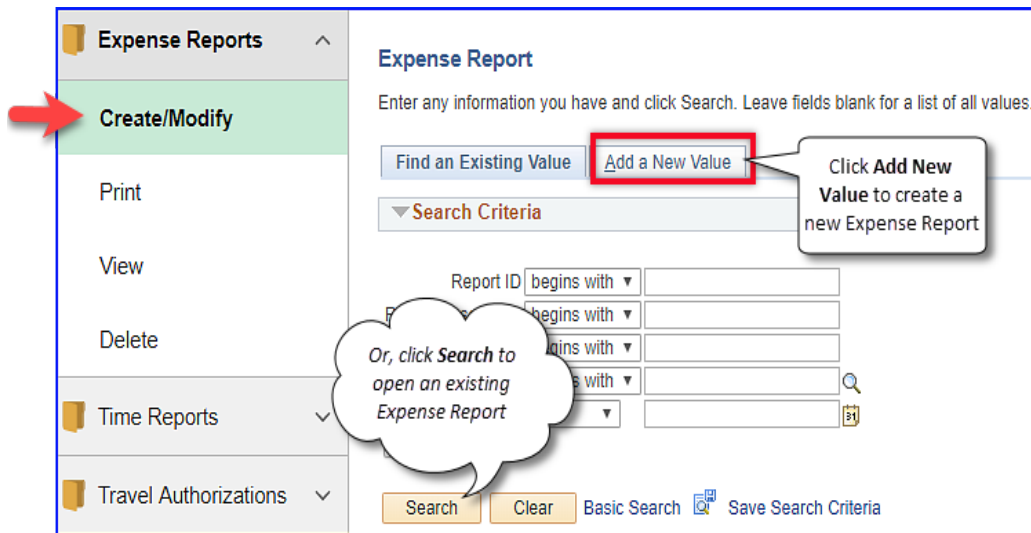
## Community Based Instruction Expense Report

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

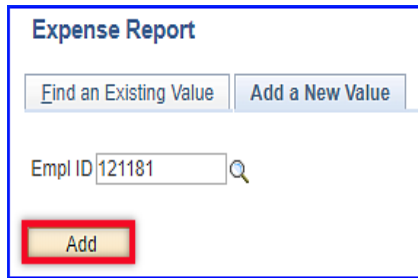
1. On the **Homepage**, select **Travel and Expenses**.
2. Select **Expense Reports**.
3. Select **Create/Modify**.
4. Click **Add a New Value** to create a new report.



The screenshot shows the PeopleSoft interface for creating a new expense report. On the left, a navigation menu has 'Expense Reports' expanded, with 'Create/Modify' highlighted by a red arrow. The main area is titled 'Expense Report' and contains a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box, and a callout bubble points to it with the text 'Click Add New Value to create a new Expense Report'. Below the buttons is a 'Search Criteria' section with several dropdown menus for 'Report ID' and 'begins with'. A callout bubble points to the 'Search' button with the text 'Or, click Search to open an existing Expense Report'. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

Your Employee ID number should display on Expense Report page.

- Click **Add**.



**Expense Report**

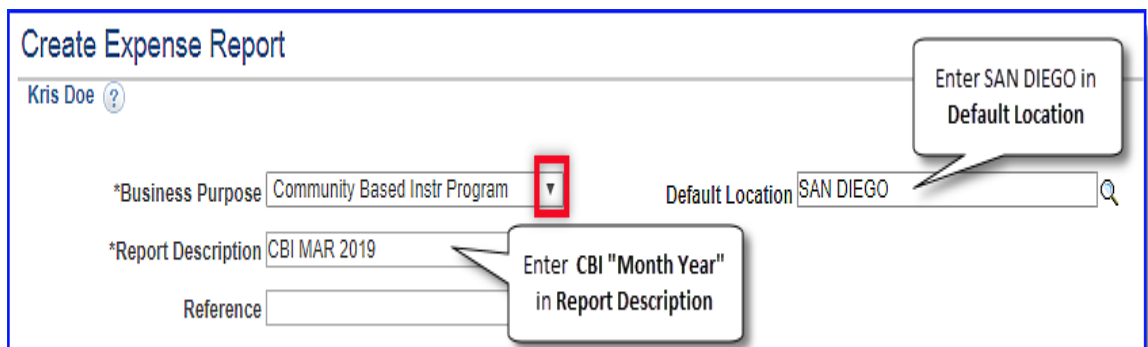
Find an Existing Value   Add a New Value

Empl ID

- 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**.



**Create Expense Report**

Kris Doe

\*Business Purpose   Default Location

\*Report Description  Enter SAN DIEGO in Default Location

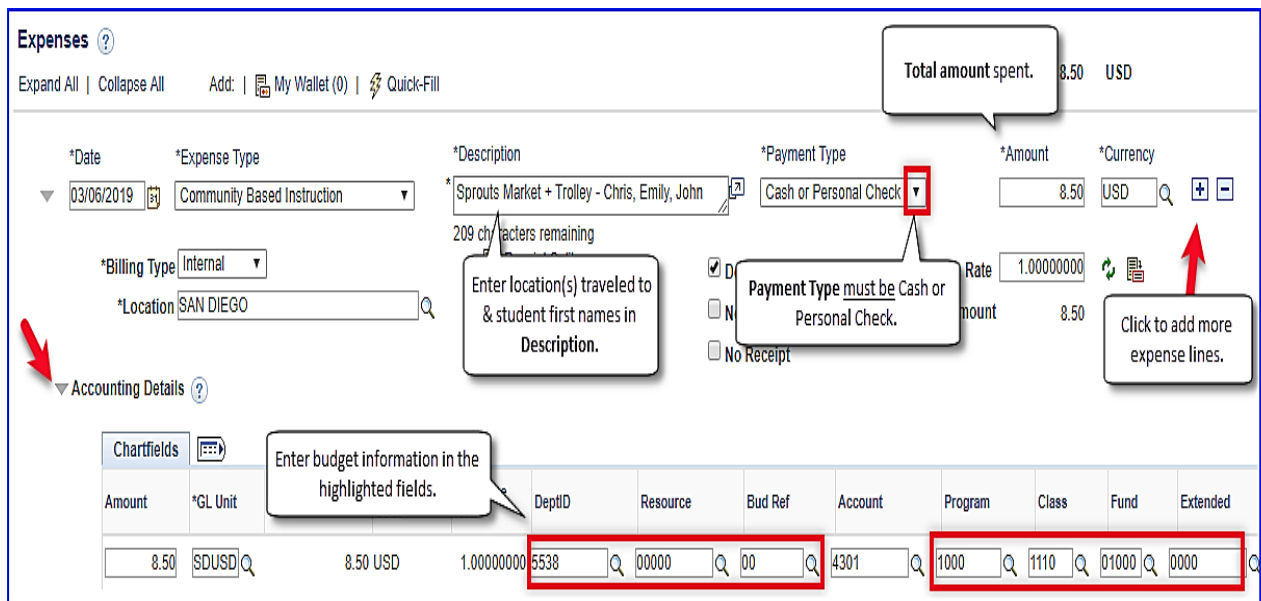
Reference

Enter CBI "Month Year" in Report Description

#### 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.



The screenshot shows the 'Expenses' form with the following details:

- Total amount spent:** 8.50 USD
- \*Date:** 03/06/2019
- \*Expense Type:** Community Based Instruction
- \*Description:** Sprouts Market + Trolley - Chris, Emily, John
- \*Payment Type:** Cash or Personal Check
- \*Amount:** 8.50
- \*Currency:** USD
- \*Billing Type:** Internal
- \*Location:** SAN DIEGO
- Accounting Details:** Expanded to show chartfields.
- Chartfields:**

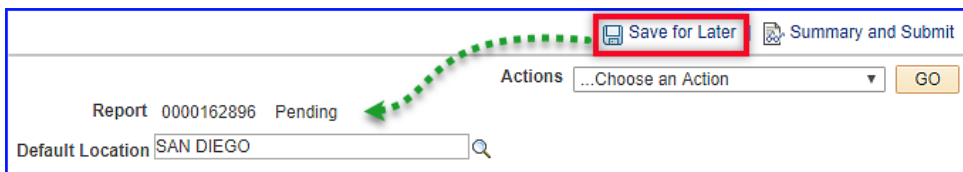
Amount	*GL Unit	DeptID	Resource	Bud Ref	Account	Program	Class	Fund	Extended		
8.50	SDUSD	8.50 USD	1.00000000	5538	00000	00	4301	1000	1110	01000	0000

Callouts and annotations include:

- 'Total amount spent. 8.50 USD' (top right)
- 'Payment Type must be Cash or Personal Check.' (middle right)
- 'Enter location(s) traveled to & student first names in Description.' (middle left)
- 'Enter budget information in the highlighted fields.' (bottom left)
- 'Click to add more expense lines.' (bottom right)

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

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

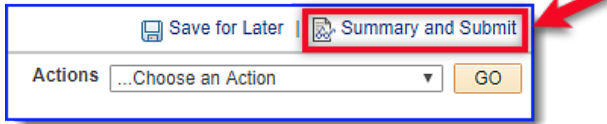


The screenshot shows the bottom of the form with the following elements:

- Buttons:** Save for Later (highlighted in red), Summary and Submit
- Report:** 0000162896 Pending
- Default Location:** SAN DIEGO
- Actions:** ...Choose an Action (dropdown), GO

**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.

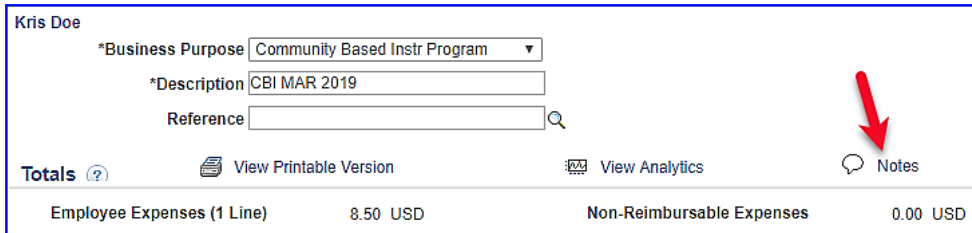
8. Click **Summary and Submit**.



Save for Later | **Summary and Submit**

Actions ...Choose an Action GO

9. Click **Notes**.



Kris Doe

\*Business Purpose Community Based Instr Program

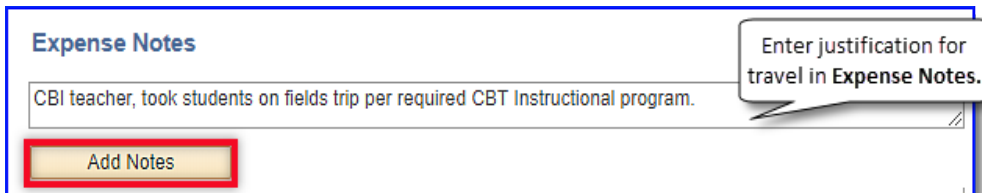
\*Description CBI MAR 2019

Reference

Totals View Printable Version View Analytics **Notes**

Employee Expenses (1 Line)	8.50 USD	Non-Reimbursable Expenses	0.00 USD
----------------------------	----------	---------------------------	----------

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**.



**Expense Notes**

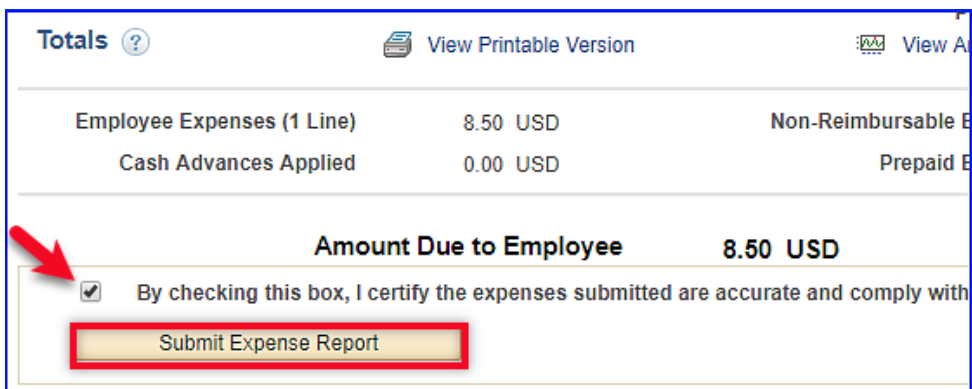
CBI teacher, took students on fields trip per required CBT Instructional program.

**Add Notes**

Enter justification for travel in Expense Notes.

11. Click **OK**.

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



Totals View Printable Version View A

Employee Expenses (1 Line)	8.50 USD	Non-Reimbursable E
Cash Advances Applied	0.00 USD	Prepaid E
<b>Amount Due to Employee</b>		<b>8.50 USD</b>

By checking this box, I certify the expenses submitted are accurate and comply with

**Submit Expense Report**



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

**Save Confirmation**  
Kris Doe

**Totals** ?

Employee Expenses (1 Line)	8.50 USD	Non-Reimb
Cash Advances Applied	0.00 USD	
<b>Amount Due to Employee</b>		<b>8.50 USD</b>

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

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

**View Expense Report**

Kris Doe  
Your expense report 0000162896 has been submitted for approval.

Business Purpose Community Based Instr Program Description CBI MAR 2019 Reference	Report 0000162896 Submission in Process Created 05/06/2019 Kris Doe Last Updated 05/07/2019 Kris Doe Post State Not Applied
---	--

Employee Expenses (1 Line)	8.50 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
<b>Amount Due to Employee</b>		<b>8.50 USD</b>	<b>Amount Due to Supplier</b>

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

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

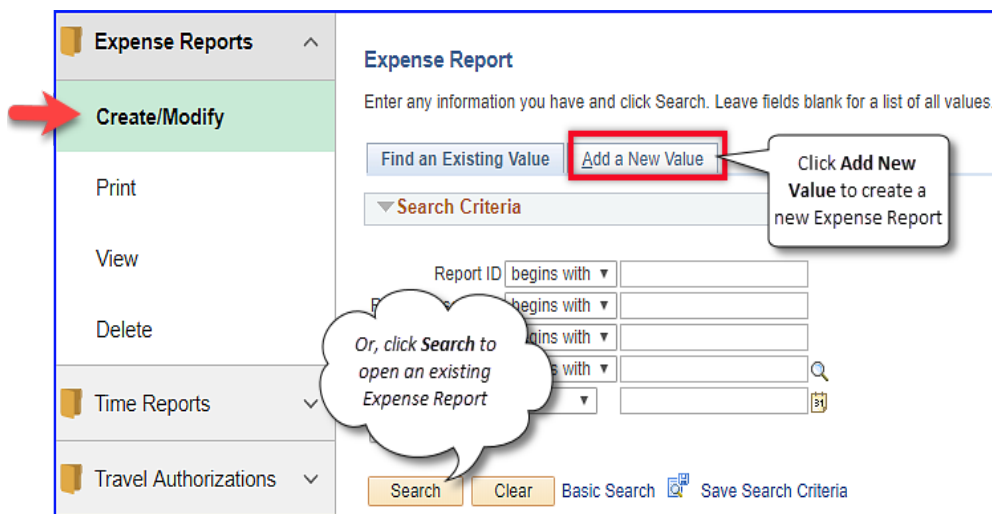
- CBI Expense Report printout
- Original receipts taped to blank 8 ½ x 11 inch paper (Make copy for personal records)

## 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.

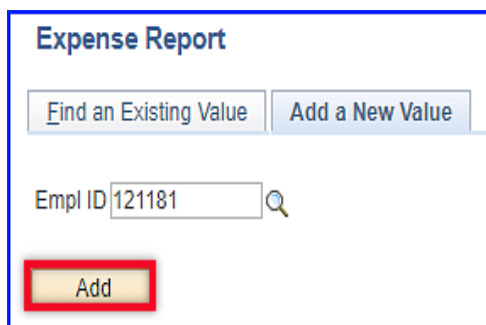
### How to submit TB Test Reimbursement Expense Report

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.

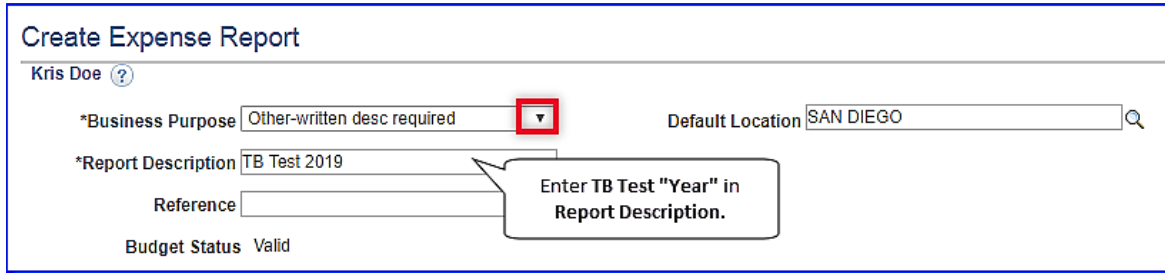
5. Click **Add**.



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**



**Create Expense Report**

Kris Doe ?

\*Business Purpose: Other-written desc required (dropdown)      Default Location: SAN DIEGO (search)

\*Report Description: TB Test 2019

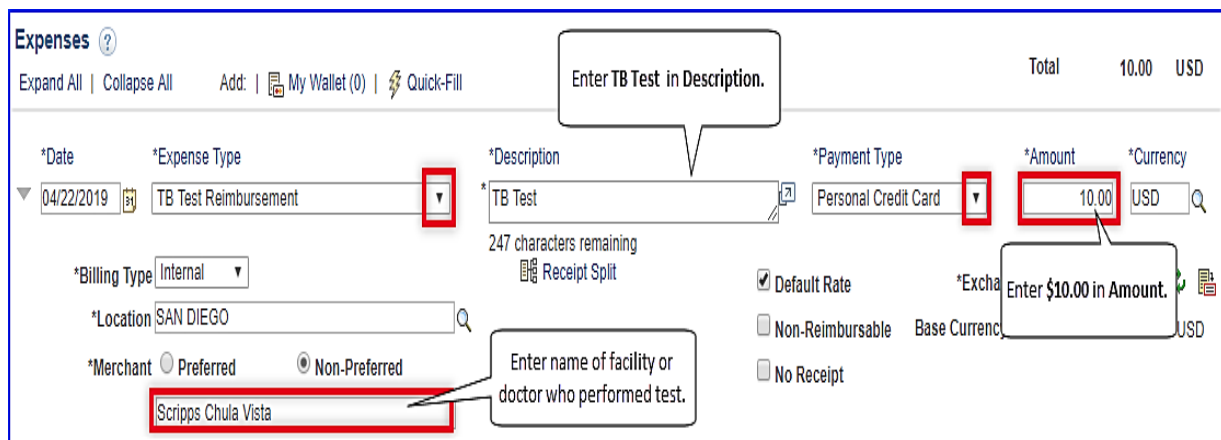
Reference: (empty)

Budget Status: Valid

Enter TB Test "Year" in Report Description.

### 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



**Expenses** ?

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

Total: 10.00 USD

\*Date: 04/22/2019

\*Expense Type: TB Test Reimbursement (dropdown)

\*Description: TB Test (247 characters remaining)

\*Payment Type: Personal Credit Card (dropdown)

\*Amount: 10.00

\*Currency: USD

\*Billing Type: Internal

\*Location: SAN DIEGO

\*Merchant: Preferred (radio) Non-Preferred (radio)

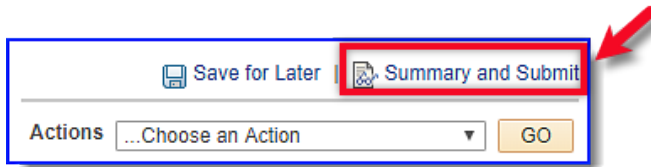
Scripps Chula Vista

Enter TB Test in Description.

Enter name of facility or doctor who performed test.

Enter \$10.00 in Amount.

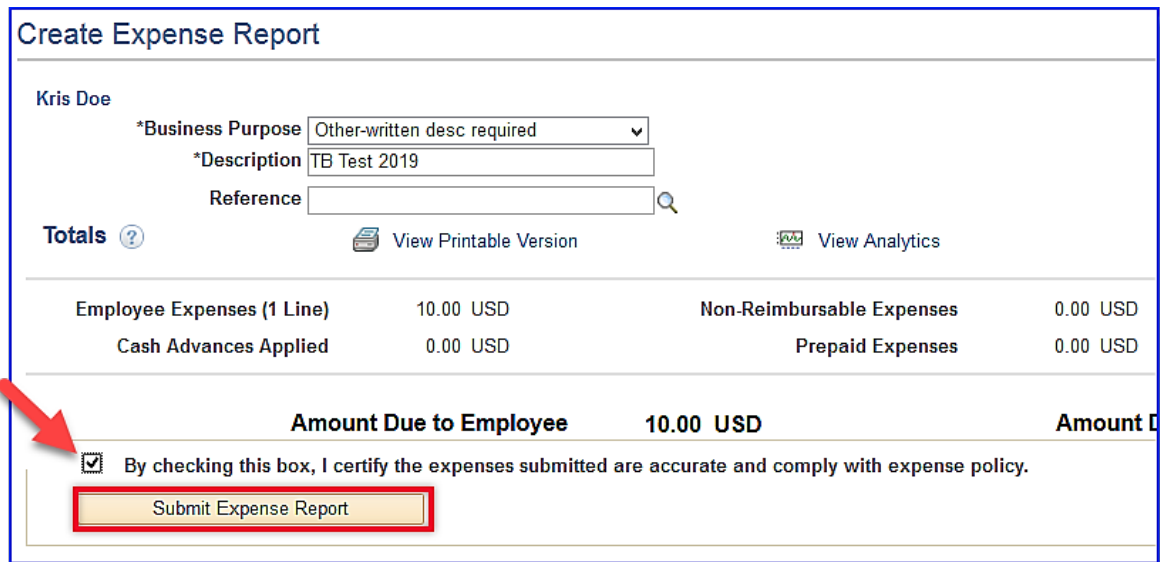
7. When finished, click **Summary and Submit**.



Save for Later | **Summary and Submit**

Actions ...Choose an Action GO

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



Create Expense Report

Kris Doe

\*Business Purpose Other-written desc required

\*Description TB Test 2019

Reference

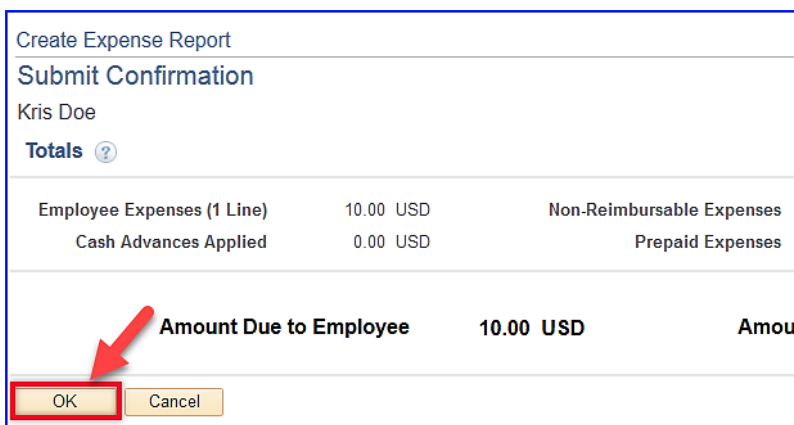
Totals ? View Printable Version View Analytics

Employee Expenses (1 Line)	10.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
<b>Amount Due to Employee</b>		<b>10.00 USD</b>	<b>Amount</b>

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**

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



Create Expense Report

Submit Confirmation

Kris Doe

Totals ?


Employee Expenses (1 Line)	10.00 USD	Non-Reimbursable Expenses	
Cash Advances Applied	0.00 USD	Prepaid Expenses	
<b>Amount Due to Employee</b>		<b>10.00 USD</b>	<b>Amount</b>

**OK** Cancel

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




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

### View Expense Report

**Kris Doe**  
Your expense report 0000162895 has been submitted for approval. 

<b>Business Purpose</b> Other-written desc required	<b>Report</b> 0000162895 Submission in Process
<b>Description</b> TB Test 2019	<b>Created</b> 05/03/2019 Kris Doe
<b>Reference</b>	<b>Last Updated</b> 05/03/2019 Kris Doe
	<b>Post State</b> Not Applied

**Totals** ?

 <b>View Printable Version</b>	 View Analytics	 Notes
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<b>Employee Expenses (1 Line)</b> 10.00 USD	<b>Non-Reimbursable Expenses</b> 0.00 USD
<b>Cash Advances Applied</b> 0.00 USD	<b>Prepaid Expenses</b> 0.00 USD

<b>Amount Due to Employee</b>	<b>10.00 USD</b>	<b>Amount Due to Supplier</b>
-------------------------------	------------------	-------------------------------

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

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).

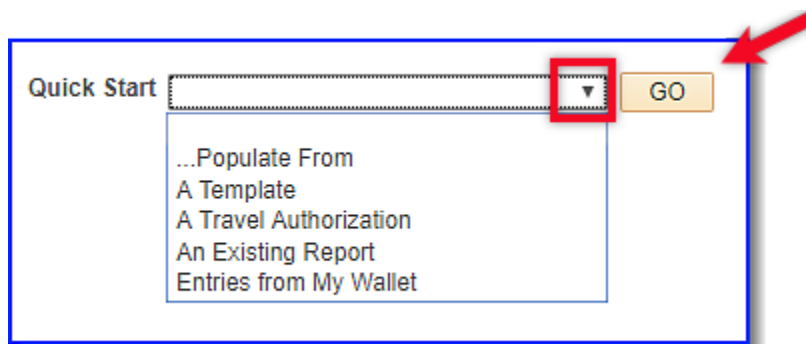
# Using Quick Start Options to Populate an Expense Report

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**.

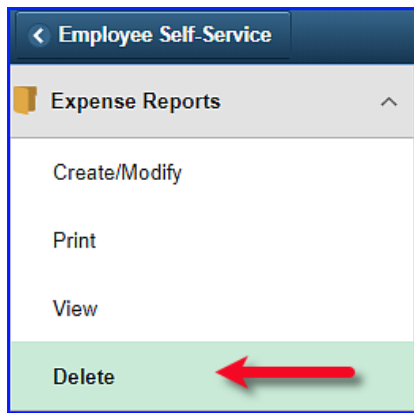


**IMPORTANT!** The Quick Start menu is no longer available after the expense lines are created. The menu changes to the Actions menu.

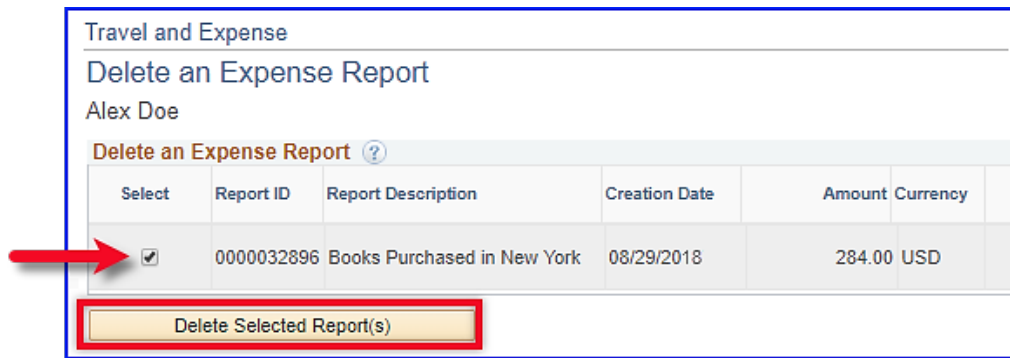
# Delete an Expense Report

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

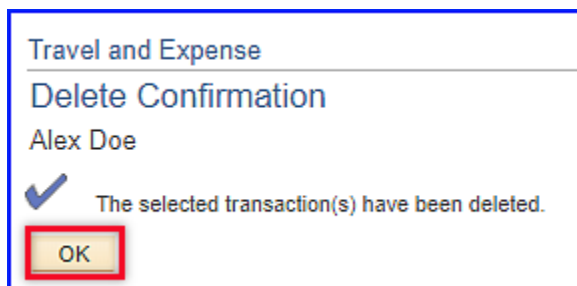
1. On the **Homepage**, click **Travel & Expenses** tile.
2. Select **Delete**



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



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







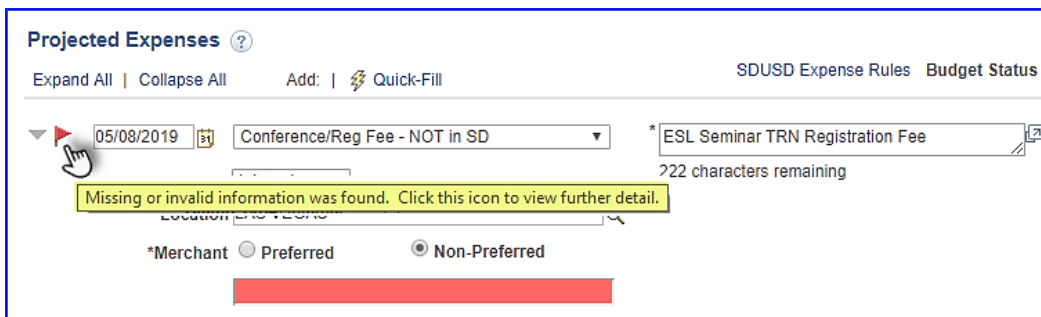
# Part 4: Manage Travel Forms

# 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.

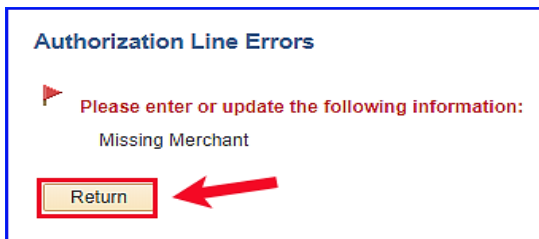
## How to Fix Red Flag Errors

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**.



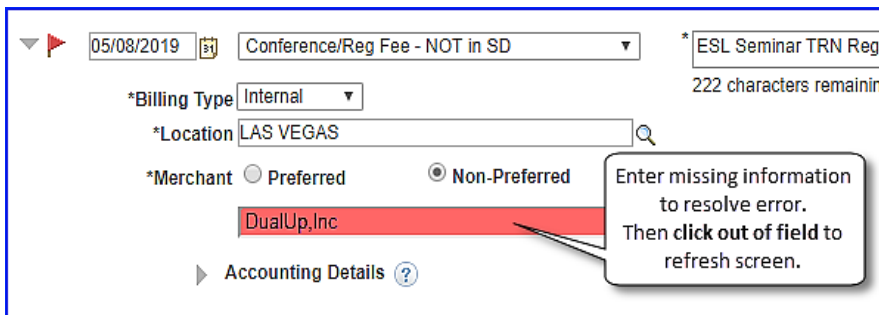
The screenshot shows a 'Projected Expenses' form. A red flag icon is visible next to the date field '05/08/2019'. A tooltip message is displayed over the flag, stating: 'Missing or invalid information was found. Click this icon to view further detail.' The form includes fields for date, category ('Conference/Reg Fee - NOT in SD'), and description ('\*ESL Seminar TRN Registration Fee').

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



The 'Authorization Line Errors' dialog box contains the following text: 'Please enter or update the following information: Missing Merchant'. A red arrow points to a 'Return' button at the bottom left of the dialog.

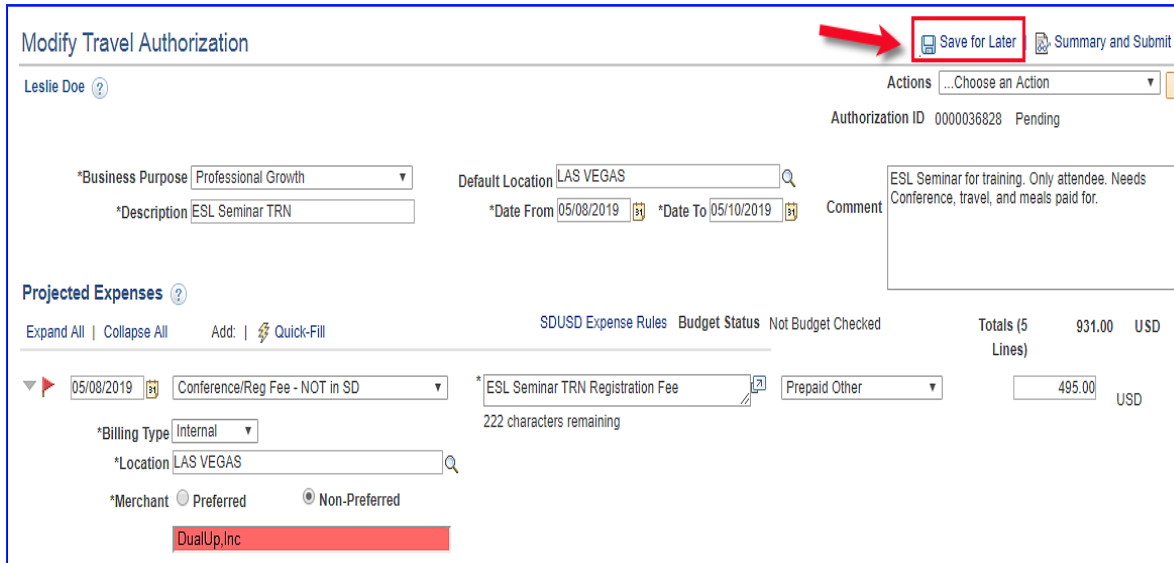
4. Follow the directions to fix error. Click **out of the field**.



The screenshot shows the travel form with the 'Merchant' field highlighted in red. The field contains the text 'DualUp, Inc'. A tooltip message is displayed over the field, stating: 'Enter missing information to resolve error. Then click out of field to refresh screen.' Other fields visible include 'Billing Type' (Internal), 'Location' (LAS VEGAS), and 'Accounting Details'.

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

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



**Modify Travel Authorization**

Leslie Doe

Authorization ID 0000036828 Pending

\*Business Purpose: Professional Growth  
 \*Description: ESL Seminar TRN  
 Default Location: LAS VEGAS  
 \*Date From: 05/08/2019 \*Date To: 05/10/2019

Comment: ESL Seminar for training. Only attendee. Needs Conference, travel, and meals paid for.

**Projected Expenses**

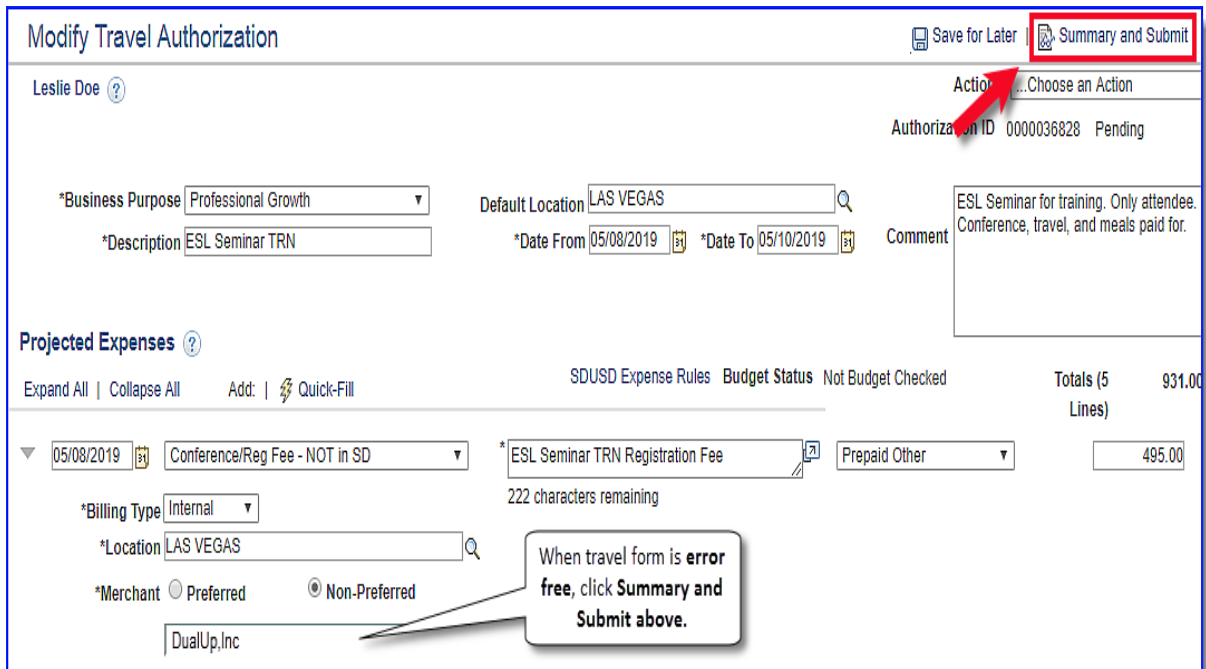
Expand All | Collapse All Add: Quick-Fill

SDUSD Expense Rules	Budget Status	Not Budget Checked	Totals (5 Lines)
05/08/2019 Conference/Reg Fee - NOT in SD	*ESL Seminar TRN Registration Fee	Prepaid Other	495.00 USD

\*Billing Type: Internal  
 \*Location: LAS VEGAS  
 \*Merchant: Preferred  Non-Preferred   
 DualUp, Inc

**Save for Later** **Summary and Submit**

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



**Modify Travel Authorization**

Leslie Doe

Authorization ID 0000036828 Pending

\*Business Purpose: Professional Growth  
 \*Description: ESL Seminar TRN  
 Default Location: LAS VEGAS  
 \*Date From: 05/08/2019 \*Date To: 05/10/2019

Comment: ESL Seminar for training. Only attendee. Needs Conference, travel, and meals paid for.

**Projected Expenses**

Expand All | Collapse All Add: Quick-Fill

SDUSD Expense Rules	Budget Status	Not Budget Checked	Totals (5 Lines)
05/08/2019 Conference/Reg Fee - NOT in SD	*ESL Seminar TRN Registration Fee	Prepaid Other	495.00

\*Billing Type: Internal  
 \*Location: LAS VEGAS  
 \*Merchant: Preferred  Non-Preferred   
 DualUp, Inc

**Save for Later** **Summary and Submit**

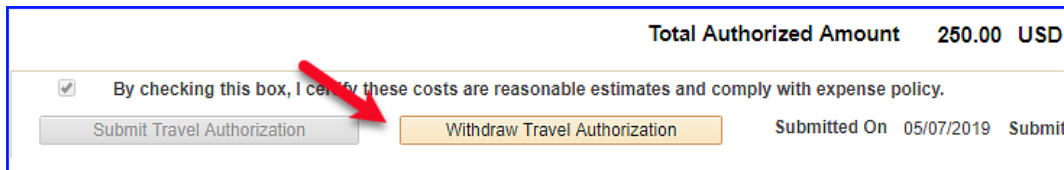
When travel form is error free, click **Summary and Submit** above.

# 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**

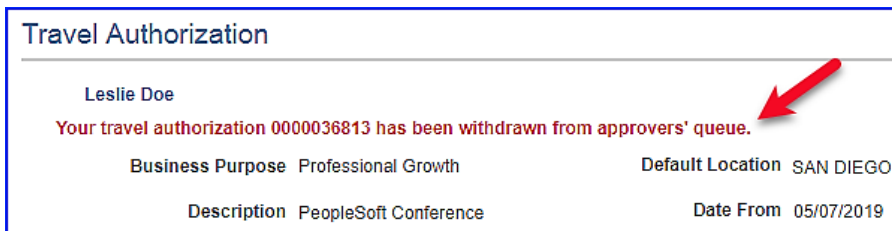


Total Authorized Amount 250.00 USD

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

Submit Travel Authorization **Withdraw Travel Authorization** Submitted On 05/07/2019 Submit

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.



Travel Authorization

---

Leslie Doe

**Your travel authorization 0000036813 has been withdrawn from approvers' queue.**

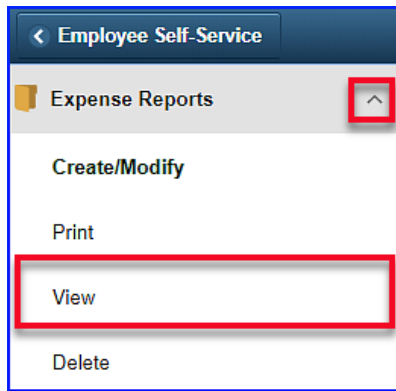
Business Purpose Professional Growth Default Location SAN DIEGO

Description PeopleSoft Conference Date From 05/07/2019

# Track Travel Forms

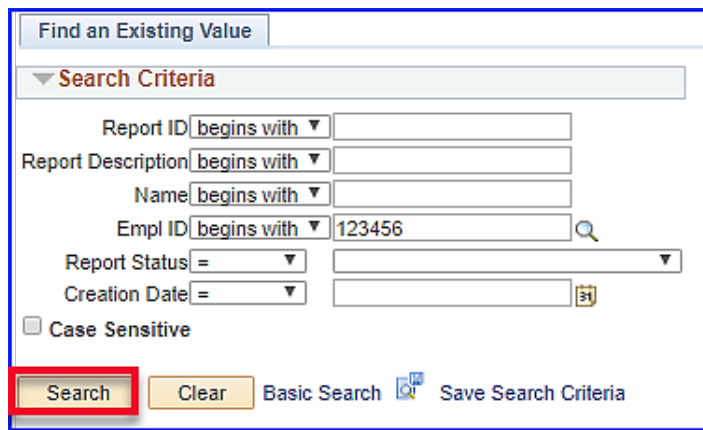
It is the responsibility of the traveler to track and monitor the progress of travel forms.

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**.



The screenshot shows the search criteria form. The 'Search Criteria' section is expanded, showing fields for 'Report ID begins with', 'Report Description begins with', 'Name begins with', and 'Empl ID begins with' (with the value '123456'). There are also dropdown menus for 'Report Status' and 'Creation Date'. A 'Case Sensitive' checkbox is present. The 'Search' button is highlighted with a red box. Other buttons include 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

View Expense Report

Kris Doe

Business Purpose: Professional Growth  
Description: PS PeopleSoft Unit  
Reference:

Report: 000119113  
Created: 07/21/2016 Kris Doe  
Last Updated: 07/24/2016 Kris Doe  
Pool State: Pooled

Totals Expense Details

View Printable Version View Analytics Notes

Employee Expenses (3 Lines)	1,588.87 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	1,465.40 USD
<b>Amount Due to Employee</b>	<b>124.47 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report Withdraw Expense Report Submitted On 07/22/2016 Submitted By Kris Doe

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

**View Expense Report** Expense Details

Kris Doe Actions

Business Purpose: Professional Growth      Report: 0000119113      Paid

Description: PS PeopleSoft University-SanFran      Created: 07/21/2016      Kris Doe

Reference      Last Updated: 07/24/2016      Kris Doe

Post State: Posted

Totals (?)                 

Employee Expenses (9 Lines)	3,589.87 USD	Non-reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Supplier Credits	0.00 USD		


Amount Due to Employee 124.00 USD      Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate.

Submitted: 07/22/2016      Submitted By: Kris Doe

▼ **Approval History**



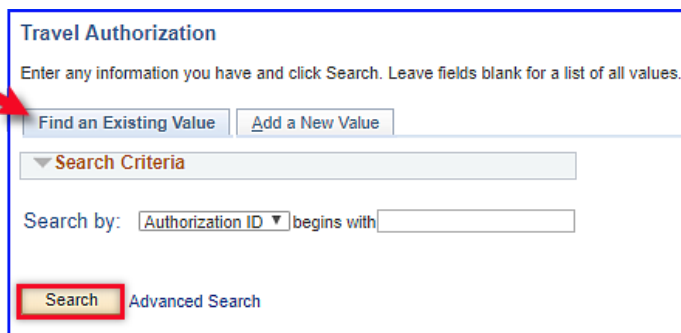
Action	Role	Name	Date/Time
Submitted	Employee	Kris Doe	07/22/2016 11:20:18AM
Approved	Department Level Approver	Kris Doe	07/22/2016 11:45:17AM
Approved	Pre Pay Auditor	Kris Doe	07/24/2016 6:24:32AM

# 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**.



**Travel Authorization**  
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:  begins with

[Search](#) [Advanced 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.



**Modify Travel Authorization** [Save for Later](#)

Leslie Doe Actions [...Choose an Action](#)

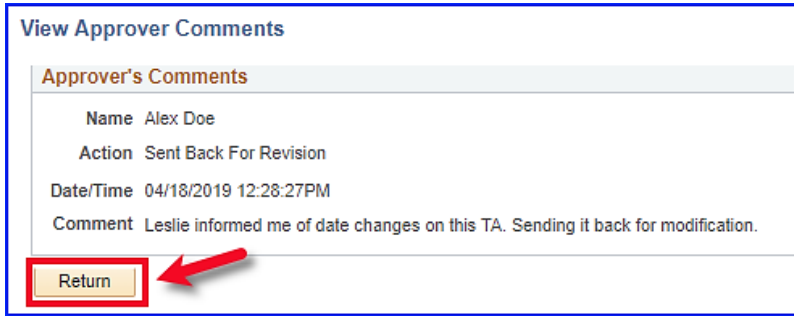
**Sent Back For Revision** By: Alex Doe [Leslie informed me of date changes on this TA. Sending it](#) Authorization ID 0000036805 Pending

\*Business Purpose  Default Location

\*Description  \*Date From  \*Date To  Comment



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



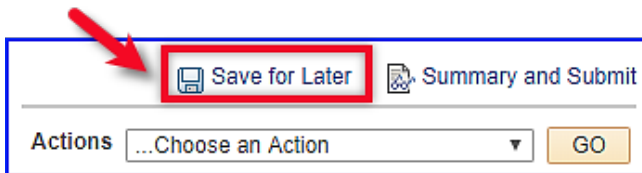
**View Approver Comments**

**Approver's Comments**

Name Alex Doe  
Action Sent Back For Revision  
Date/Time 04/18/2019 12:28:27PM  
Comment Leslie informed me of date changes on this TA. Sending it back for modification.

**Return**

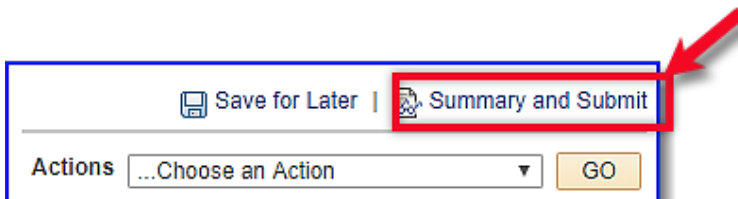
- Make necessary changes to travel form, as instructed by the approver. When done, click **Save for Later** to save changes.



**Save for Later** **Summary and Submit**

Actions ...Choose an Action **GO**

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



**Save for Later** | **Summary and Submit**

Actions ...Choose an Action **GO**

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



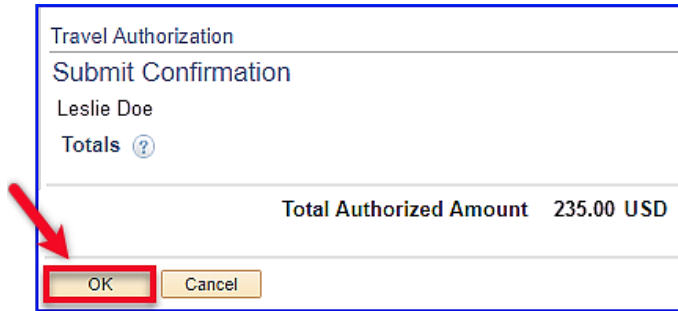
Totals **View Printable Version** Notes

Projected Expenses (1 Line)	235.00 USD	Denied Expenses	0.00 USD
		<b>Total Authorized Amount</b>	<b>235.00 USD</b>

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

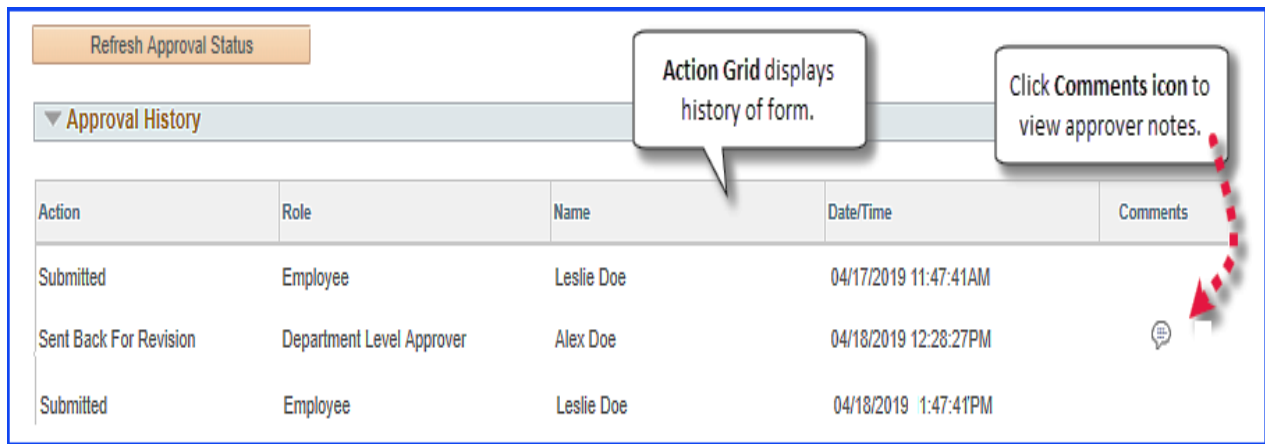
**Submit Travel Authorization**

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




Travel Authorization  
Submit Confirmation  
Leslie Doe  
Totals ?  
Total Authorized Amount 235.00 USD  
OK Cancel

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



Refresh Approval Status

Approval History

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Leslie Doe	04/17/2019 11:47:41AM	
Sent Back For Revision	Department Level Approver	Alex Doe	04/18/2019 12:28:27PM	
Submitted	Employee	Leslie Doe	04/18/2019 1:47:41PM	

Action Grid displays history of form.

Click Comments icon to view approver notes.



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# Print Travel Forms


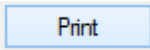
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**IMPORTANT!** Print Travel forms when submitting quotes for airfare, lodging, or conference fee for pre-payments or original receipts for reimbursement to Accounts Payable.


## 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**. 


## 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** 

## 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.