Travel and Expense

Creating Travel Documents in PantherSoft Financials
Travel and Reimbursement Process

All employees can create Travel Authorizations (TA’s) for themselves or assign a proxy to create and submit on their behalf.

To make travel arrangements on behalf of FIU business, a Travel Authorization itemizing ALL prospective travel-related expenses must be submitted and approved through the PantherSoft Financials system.
Travel and Reimbursement Process

Upon completion of travel, an Expense Report (ER) must be completed, including supporting documentation, to reimburse the traveler for any out-of-pocket expenses and to document travel expenses, if applicable.
Travel and Expense Training Agenda

• Learning Objectives and Important Terminology
• Assigning a Travel Proxy
• Travel Authorizations (TA)
  • Student Travel Process
• Cash Advances (CA)
• Expense Reports (ER)
  • Linked to a TA
  • Without a TA
  • Non-Employee Travel Process
Learning Objectives

By the end of this training, you will learn and/or be able to:

• Assign someone else as your travel Proxy
• Complete a Travel Authorization, Cash Advance, and Expense Report through submission
• Understand the differences when creating travel documents for students and non-employees within PantherSoft Financials
Terminology

**Accounting Details** – area in which the chartfield(s) associated with the transaction are entered.

**Benefit to FIU** – field on Travel & Expense documents in which the business purpose of travel, all pre-paid expenses, and estimated costs of travel are indicated by user.

**Budget Exception** – transactions that fail budget checking.
Terminology

Cash Advance (CA) – a request for money to be issued to the traveler prior to travel.

Expense Report (ER) – The document used to reimburse travelers for expenses incurred while on travel and to record expenses to ledgers.

Foreign Travel – Travel to foreign countries and non U.S. possessions and territories.
Terminology

**Header** – a top-level record (known as a header) with keys that uniquely identify a single transaction in an application. The header houses the: Business Purpose, Destination, Dates of travel, description, and Benefit to FIU or Project. Once saved, this is also the area in which the TA number will generate.

**Out of Pocket** - should be indicated when the expense indicated will be paid out of the employee’s pocket.
Terminology

**Lines** – mid level of travel transaction where expenses are actually indicated. Information entered here has to be distributed and accounted for.

**Non-Reimbursable** - Expenses that will not be paid to the traveler, typically these are the estimated and/or actual expenses that are paid through a Departmental Credit Card or other means.

**Non-Vicinity Travel** – One-way travel over 50 miles from the traveler’s official headquarters.
**Terminology**

**Official Headquarters** – The University campus where the employee’s office is located.

**Per Diem** – A subsistence allowance that a traveler is authorized to receive when traveling on official University business.

**User Defaults** – the default chartfield information associated with every traveler. Derived from employee’s department information.
Login to PantherSoft Financials Training

1. Open a browser, Mozilla Firefox
2. Type in http://go.fiu.edu/fiudatabases
3. Find the Financials column, Click on PSFSTRN-Training
4. Use the login from your Travel Training Sheet

User ID = TRNAM##
Password = 1234567
Assign a Proxy

1. Navigate to **Main Menu > Employee Self Service > Travel and Expense Center > User Preferences > Delegate Entry Authority**
2. Click the +
3. Enter the Authorized User ID of the Proxy and choose the Authorization Level (suggested is edit and submit)
Practice Assign Proxy

Try to give proxy travel access to someone else
Creating Travel Authorizations

- Navigate through the **Travel and Expense Center** Tiles to create a Travel Authorization.
- Choose to Create a TA for a specific Empl ID (who is the traveler?)
- Fill in mandatory Header fields (Business Purpose, Description, Destination, Date From/Date To, Benefit to FIU or Project)
Creating Travel Authorizations

Benefit to FIU or Project

Only need to explain and describe how FIU will benefit, what advantage does the FIU community receive from the business travel.
Payment Types

This identifies how the expense will be paid. Possible options include:

Out of Pocket

Travel and Entertainment Card

University Credit Card

Each Payment Type is associated to a specific Billing Type, which will default. Both of these fields will grey out and cannot be modified. Delete the line and re-add if these need to be changed.
Payment Types and Accounting Details

Payment Type = Out of Pocket / Travel and Entertainment Card
The **Accounting Details** will pre-populate with the Traveler’s defaults. These may be modified.

Payment Type = University Credit Card
The **Accounting Details** will pre-populate the University’s centralized, prepaid accounting. These may **NOT** be modified.
When the University Credit Card is selected as the **Payment Type**, the **Approved By** field is required.

Entry of a SpeedType into this field routes the transaction to the associated Expense/Project Manager in order to ensure the appropriate approvals are obtained.
Budget Implications

- The **Expense Type** equals a specific Budget Account
  Domestic Airfare = 711223 (Airfare – Out Of State)

- Funds encumber for Out of Pocket and Travel and Entertainment **Payment Types** only. Funds will not encumber for travel expenses with the University Credit Card.
Practice Creating a TA
Try creating a Travel Authorization
Travel Authorization Statuses

- **Pending**: User has not submitted the TA, withdrew the TA, or the approver/auditor sent back the TA
- **Submission in Process**: A Travel Authorization has been submitted and is being routed.
- **Submitted for Approval**: User has completed a TA and submitted it for approval.
- **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.
- **Hold**: Approver places the TA on hold.
- **Closed**: TA is cancelled by the user or systematically when ER is linked and paid.
FIU Travel Authorization (TA) Approval Workflow

Travel Authorization (TA) - Activity #
1. HR Supervisor
2. Expense Manager

Travel Authorization (TA) - Project #
1. HR Supervisor
2. Project Manager (PM) - This level is skipped if Traveler is the PM
3. Supplemental Approver (OSRA) - Fund code 660-665, all dollar amounts and any Grant & Foundation related
Student Travel Process

Before any student can travel on behalf of FIU business, the student must be *activated or validated for travel expenses* in PantherSoft Financials.

This process involves the completion of the **Student Information for Travel and Reimbursement form**, located on the Office of the Controller website.
Student Travel Process

Form is located on Controller Website: http://finance.fiu.edu/controller > Forms > Travel Services

1. Form completed accurately and sent to vendors@fiu.edu
2. Vendors receives and reviews form.
3. Student’s profile is configured within PantherSoft Financials.
4. Vendors notifies form submitter when profile is configured and proxy has been assigned.
Non-Employee Travel Process

The process for creating travel documents for a non-employee is the same as creating for an employee, the TA needs to be in an FIU employee’s name.

Where the travel process differs for non-employees is on the Expense Report side.
Cash Advance Process

• Cash Advances help defray out of pocket costs when traveling.

• The maximum allowed for a cash advance is 80% of the expected out of pocket expenses not to exceed $5000.00.

• Only FIU employees are able to receive a Cash Advance (Students are not eligible). An employee is only allowed one (1) cash advance at a time.

• The earliest the CA will be approved is ten (10) days from the date of departure indicated on the TA.

• When traveler returns, the Cash Advance must be indicated on the Expense Report and any left over cash must be returned to FIU.
Create Cash Advance

- Navigate through the Travel and Expense Center and Cash Advance Tiles to create a Cash Advance
- Choose to Create a Cash Advance for a specific Empl ID (who is the traveler?)
- Fill in mandatory fields (Business Purpose, Advance Description, and TAR#).
Create Cash Advance

• The associated Travel Authorization must be in the TAR# field
• The amount requested must be no more than 80% of out of pocket expenses from the TA.
• Enter a Benefit to FIU or Project
Practice Creating a Cash Advance

Try creating a Cash Advance
Cash Advance Approval Workflow

Cash Advance (CA) → HR Supervisor → Prepay Auditor
Creating Expense Reports

• Navigate through the Travel and Expense Center Tiles to create an Expense Report.

• All Travel Authorizations must be reconciled on an Expense Report created via the Expense Report with TA tile.

• An Expense Report may be created for eligible vicinity travel without a TA. These are created via the Expense Report without TA tile.
Creating Expense Reports as Proxy

If creating an Expense Report as a Proxy for another Traveler, click on the dropdown next to your name and select **Change Employee**.

The Travelers associated to your Proxy profile will be available for selection.
Creating Expense Reports with a TA

If linking to a Travel Authorization, click the dropdown Action menu next to the identified TA that needs to be linked. Then select Copy to Expense Report. Expense lines will copy from the TA to the Expense Report and may be modified.

Additional expense lines may be added via the plus button.
Creating Expense Reports without a TA

When creating an Expense Report without a TA, fill in all mandatory fields on the Expense Report and input expense lines via **Add Expenses** button.
Creating Expense Reports

- **ALL** travel related charges should be listed on the expense lines, whether they are reimbursable or not.

- Fill in mandatory line fields. These vary depending on the **Expense Type** selected.
Payment Types

This identifies how the expense will be paid. Possible options include:

- Out of Pocket
- Travel and Entertainment Card
- University Credit Card

Each **Payment Type** is associated to a specific **Billing Type**, which will default. Both of these fields will grey out and cannot be modified. Delete the line and re-add if these need to be changed.
Payment Types and Accounting Details

**Payment Type = Out of Pocket / Travel and Entertainment Card**
The Accounting Details will pre-populate with the Traveler’s defaults. These may be modified.

**Payment Type = University Credit Card**
The Accounting Details will pre-populate the University’s centralized, prepaid accounting. These may **NOT** be modified.

University Credit Card expenses will not be reimbursed to the Traveler.
When the University Credit Card is selected as the **Payment Type**, the **Approved By** field is required.

Entry of a SpeedType into this field routes the transaction to the associated Expense/Project Manager in order to ensure the appropriate approvals are obtained.
ER Supporting Documentation

• Submit all receipts related to travel expenses and any documentation

• If completing an Expense Report for a Non-Employee, include the **Reimbursement of Travel Expenses for Non-Employee Form**.
Creating Expense Reports

- **Save and Submit**
- **Benefit to FIU**
- **Put in Packet**
- **Save and Submit**
Assemble Supporting Documentation

- Print Expense Report with Barcode and have traveler actually sign report
- Scan signed expense report with barcode AND all receipts and supporting documents into 1 PDF Packet
- Make sure the order of the packet is:
  1. Expense Report with Barcode signed
  2. (Non-employee Form if applicable)
  3. Receipts and documentation
Non-Employee Travel Process

• FIU employee needs to obtain information from the non-FIU employee in order to complete the Reimbursement of Travel Expenses for Non-Employees form found on the Controller’s website.

• ALL expenses must be indicated as non-reimbursable (Personal Expense = Yes)

• Non-FIU employee needs to provide receipts and supporting documentation to be reimbursed.
Non-Employee Travel Process

• The **Reimbursement of Travel Expenses for Non-Employees Form** is included as part of the supporting documentation with the Expense Report. It should be the second page right behind the signed Expense Report.

• The form is the **paying document** to the non employee.

• Non-employees are reimbursed via Check from Accounts Payable
Non-Employee Travel Process

Form is located on Controller Website:
http://finance.fiu.edu/controller > Forms > Travel Services

1. Include filled out form within Expense Report Packet

2. Non-Employee is paid via Check by Accounts Payable
# Travel Department Resources

http://finance.fiu.edu/controller > Travel

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inez Stokes</td>
<td>Travel Manager</td>
<td>305-348-2543</td>
</tr>
<tr>
<td>Sandra Ocampo</td>
<td>B, E, F, J, K, N, S, U</td>
<td>305-348-4041</td>
</tr>
<tr>
<td>Yaniz Gallimore</td>
<td>A, C, H, L, O, Q, V, X, Y</td>
<td>305-348-2663</td>
</tr>
</tbody>
</table>

Contact by the last name of the traveler

---

Please refer to the University's [Travel and Other Expenses Manual](http://finance.fiu.edu/controller) for guidance.

For a list of frequently asked questions please see our [New FAQ](http://finance.fiu.edu/controller) document.

You can now use the University's [Preferred Travel Partners](http://finance.fiu.edu/controller) to make your travel arrangements.

---

**Travel Services Forms**  
- Replacement Receipt Form  
- Reimbursements of Travel Expenses for Non-Employees  
- Student information Form for Travel & Expense  
- Student Reimbursement Procedure  
- Instructions for Student information Form for Travel & Expense
What did we do well? What can we do better?

Training Evaluation

http://GO.FIU.EDU/TRAVELANDEXPENSE

Help Desk 305.348.7200

Controller@fiu.edu

http://finance.fiu.edu/controller > Training Resources
Questions?

Thank You, for Attending and Learning about the Travel and Expense Process

Financial Systems and Support Services
Travel