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Overview

This manual guides users in the FIU community through the system functions of the Travel and Expense module of PeopleSoft Financials. This step-by-step guide demonstrates how to work with travel documents and transactions, including but not limited to, creating, modifying, and researching Travel Authorizations, Cash Advances, and Expense Reports. It includes performing budget checks, approving, and conducting basic budget research related to travel expenses.

This system manual is complemented by additional resources and support through the Office of the Controller Travel Department. The Travel Department provides a Travel and Other Expenses Manual for Employees and non-students who undertake travel on behalf of the University to understand travel provisions and FIU travel policy. Training is also offered monthly from the Professional Development website.

Terminology

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

**Activity Number** – ChartField value that tracks revenues and expenses for a specific activity using a distinct fund, program code, site, and department (organization) string.

**Benefit to FIU or Project** – free form text box found on the TA. It is a required field used to give greater detail of the travel and its purpose to the University.

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

**Cash Advance (CA)** – Cash Advances help defray out of pocket cost when traveling outside the vicinity of the University. CAs are classified as “Accounts Receivable” in the General Ledger.

**ChartField** – ChartField values are individual account numbers, department codes, and so forth. At FIU, Activity numbers, Cost PIDs, and Projects are examples of ChartFields.

**Cost PID** – A ChartField that tracks revenues and expenses for a specific Faculty member. Entered in addition to the Activity Number.

**Distribution** – The area in which ChartField values are entered. These ChartFields indicate where the expense will be encumbered and/or paid.

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

**Header** – top level record 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. The TA number also generates in this area.

**Lines** – mid level of travel transaction where expenses are entered. Information entered here must 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 headquarters

Official Headquarters – the University campus where the employee’s office is located; employee’s business address listed in HR. For example, MMC, PC411.

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

Per Diem – in lieu of claiming actual lodging or daily meal allowances, employees may claim the Flat Per Diem rate. It can be claimed when a traveler is unable to supply actual receipts for lodging. It cannot be claimed in conjunction with any actual lodging or meal claims for the same day.

Project – ChartField value that tracks revenues and expenses for a specific Project using a distinct fund, program code, site, and department (organization) string. Used when the cost is associated to a specific University Project.

Proxy Access – One employee can assign another employee authority to access and report expense information on their behalf. The employee who has been assigned is the proxy.

SpeedType – a ChartField combination. SpeedTypes allow the user to enter a value that auto-populates the Department, Account, Fund, Program, Project or Activity number, and Code fields.

Travel Authorization (TA) – document used to request Travel. A travel authorization lists the estimates of the desired travel. TAs are treated as an encumbrance in the General Ledger.

Vicinity Travel – one-way travel within 50 miles from the traveler’s headquarters
The Travel Process

All employees can create travel transactions for themselves upon hire or assign a proxy to create and submit on their behalf. If necessary, travelers can assign proxy access to others to enter and manage Travel Authorizations (TA), Expense Reports (ER), or Cash Advances (CA) on their behalf.

Before booking most travel arrangements for FIU business purposes, a Travel Authorization must be submitted and approved in the PantherSoft Financials system. TAs can be created for employees of the University, non-employees, and students; specific instructions for each traveler type are found within this document.

After the TA has been approved, a Cash Advance can be requested if needed. Upon completion of travel, an Expense Report may be completed and linked to the corresponding Travel Authorization. Not all business travel requires a TA or an ER. See specific travel business process information within the Travel and Other Expenses Manual.

Preparing to Create a Travel Authorization

A Travel Authorization (TA) is an estimate of costs for travel-related expenses (i.e., hotel, transportation, etc.). After the TA is submitted and approved, the department may initiate travel purchases. Reimbursable, Out of Pocket expenses listed on the lines of a travel authorization encumber funds within a department's budget. The exceptions are any expense lines indicated to be paid with a University Credit Card. These expense lines do not encumber.

Before creating a Travel Authorization in PantherSoft Financials, identify the traveler type.

Employee travelers can enter their own travel transactions via the Travel and Expense Center tile on their Employee Self-Service Homepage. Alternatively, they can grant access to proxies.

Student travelers cannot enter their own travel transactions. The department they are traveling for must enter a Student Travel Form and obtain required approvals before the student is eligible for travel.

Non-Employee travelers do not have profiles in our enterprise applications. Departments should follow the guidelines in the Non-Employee Travel section of this document.

Note: It is encouraged that FIU travelers or proxies submit their foreign travel TA’s at least 7 business days before the trip to allow sufficient time for the request to be screened and approved by the Export Control Office.
Grant Proxy Access

A proxy is an individual who can create, edit, manage, and view travel transactions on behalf of someone else. Proxy access for employee travelers must be assigned by the traveler following the below instructions.

Proxy access for student travelers cannot be granted by the student in Financials. Instead, an employee can complete a Student Travel Form to activate student traveler profiles and assign proxy access.

1. Employees grant proxy access, via the following NavBar navigation in PantherSoft Financials:
   Main Menu > Employee Self Service > Travel and Expense Center > User Preferences > Delegate Entry Authority

2. To add a proxy, click the + sign. This will add an additional/new row. Once the new row is added, enter the Panther ID of the employee that will be assigned access as a proxy.

3. Use the drop down to select the desired Authorization Level. Click Save.

The Authorization Level available are:

- **Edit & Submit** provide full proxy access. The proxy can create, modify, submit, and otherwise manage the traveler’s documents.
- **Edit** allows the proxy to only create or modify.
- **View** allows the proxy to only review.
Create a Travel Authorization

An approved Travel Authorizations (TA) is a traveler's permission to incur expenses and travel on behalf of FIU. This includes FIU employees, students, and others who travel on behalf of the University. A TA is required for conferences, conventions, workshops, seminars, foreign travel, trips which require cash advances, and non-vicinity travel. TA’s must be approved prior to purchasing travel related expenses. Failure to follow this requirement may result in non-compliance and will require additional approvals. All employees upon hire have access to create TAs for themselves.

A TA is not needed for vicinity travel, unless the trip is for a conference, convention, workshop, or seminar.

For more information on Travel Authorization requirements, see the Travel department’s Travel & Other Expenses Manual.

To create a Travel Authorization in PantherSoft Financials:

1. Click the Travel and Expense Center title on the Employee Self Service homepage.

2. Click the Travel Authorization tile.
3. Click the **Travel Authorizations** tile.

4. By default, you will be selected as the traveler. If creating a TA as a Proxy, click the blue dropdown icon and then **Change Employee**. A list of travelers who have granted the current user Proxy access will appear here.

   For **Employees**, steps for granting Proxy access are documented in the [Assigning a Proxy](#) section of this document.

   For **Students**, steps for activating the student for travel and assigning them Proxies are documented in the [Student Travel](#) section of this document.

   For **Non-Employees**, see the [Non-Employee, Non-Student Travel](#) section of this document.

5. Click the **Add Travel Authorization** button. This is available in all available navigations in the Travel Authorizations tile (i.e., Returned, Denied, View All, etc.).
6. Complete all fields in the top, header section of the Travel Authorization.

A. **Description** - This field serves as the TA title.

B. **Business Purpose** - Select the business purpose.

C. **Benefit to FIU or Project** - Include the business purpose and its benefit to FIU trip. When all expenses are funded by another agency (non-FIU), include that information as well. This field can be completed any time before saving.

D. **Multiple Country Destination** - Select Yes when the travel involves multiple foreign countries. DO NOT USE for multiple domestic destinations.

If traveling to a single destination (domestic or foreign), use only the **Destination** field.

When the **Multiple Country Destination** option is selected, the following notification will appear:

```
Multiple Country Destinations
If you are selecting multiple country destinations, you must Click the Multiple Country Destinations Link and enter all destinations you will be visiting.
```

Click the **Multiple Country Destinations** link to add each foreign country.

Use the **Lookup Glass** to search for all Expense Locations.
The following notification message will appear after each Expense Location is selected.

```
This trip has a non-U.S. destination.
This trip has a non-U.S. destination. Florida House Bill 7017 on Foreign Influence requires us to report specific travel activity beginning January 1, 2022. This includes all countries visited (excluding countries you visited temporarily for a connecting flight without exiting the airport) and any payments or honoraria received during a trip. Please be prepared to submit this information in the foreign travel guidance screening questionnaire and/or upon your return via the expense report.
```

E. **Destination** - Select the travel destination by using the search glass. If the destination is not available, select the closest major city to the destination.

**NOTE:** Effective 4/10/2021, when a foreign destination is selected, FIU requires the traveler to complete a questionnaire associated with export control regulations. For further details, see the Foreign Travel Guidance and Screening Questionnaire for Foreign Destination TAs section of this document.

F. **Date From/Date To** - Enter the dates of travel. If the travel is going to be completed in one day, enter the same date in both fields.

**NOTE:** Travel Authorizations that are submitted after the travel began, also known as after the fact TAs, will require 2nd Level HR Supervisor approval in addition to an explanation of why non-conforming expenses were incurred prior to obtaining an approved TA.

7. Enter the details for all travel-related expense lines in the Details section. More expense lines are added using the + (plus) icon, which is found to the right of each line.

To avoid data entry errors, complete expense lines in the following order:

A. **Expense Type** – Choose the expense from the drop-down menu. More expense details may be required and differ based on the Expense Type selected.

B. **Payment Type** – This field is chosen based on the way the travel expenses will be paid. When a choice is made, the Billing Type field will auto-populate.

Options include:
- **Out of Pocket** – Reimbursable expenses to be paid by the traveler. The Billing Type auto-populates with “FIU Expense”.

**University Credit Card** – Non-reimbursable expenses paid by the department using a University departmental credit card (aka ProCard). The **Billing Type** auto-populates with “University Paid – ProCard”.

This expense type requires a SpeedType in the **Approved By** field. Click **Details** to enter the SpeedType.

Use the lookup glass in the **Approved By** field. This routes the expense line to the approver of the SpeedType.

**Travel and Entertainment Card** – Reimbursable expenses paid by a University Travel and Entertainment Credit Card. The **Billing Type** auto-populates with “FIU Expense”.

**NOTE**: If the **Payment Type** needs to be changed, remove the expense line using the – (minus) icon at the end of the line and re-enter it with the correct **Payment Type**.  

**C. Billing Type** – Auto populates based on the **Payment Type**.  

**D. Description** – Fill in information related to the Expense Type. This field may or may not be mandatory depending on the Expense Type.
E. **Merchant** – This field appears when an Airfare or Auto Rental expense type is selected.

   **NOTE:** If *Non-Preferred Merchant* is selected, you must enter the merchant’s name in the *Non-Preferred Merchant* field.

![Merchant Field]

F. **Amount** – Enter the Estimated amount for the expense. This field may be greyed out for some Expense Types and will auto-populate based on other expense details entered.

G. **Currency** – The type of currency associated with the expense line. Use the lookup glass to select the type of currency.

H. **Line Details** – The line details pertain to the required attributes of the expense type selected. Ensure all line details are complete and correct for EACH expense line using the Line Details icon.

8. Validate the **Accounting Details** (aka ChartFields) for each Expense Line.

   ![Accounting Details]

The Accounting Details for the expense line will auto-populate based on the Payment Type selected for the line and are prescribed as follows:

- **Out of Pocket and Travel & Entertainment Card** – Expense line amounts will encumber from the budget(s) identified in the Accounting Details. The traveler’s default ChartField values populate automatically for these Payment Types and may be overridden. **DO NOT CHANGE THE ACCOUNT OR ALT ACCT FIELDS**, which auto-populate from the expense type.

   ![Travel Authorization Distribution]

   When using another Project or Activity Number to override and/or split with the traveler’s default ChartFields, look up the valid ChartField combination using the Define SpeedType page in PantherSoft Financials via the following NavBar navigation:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Define Speed Type

NOTE: Access to this page is granted by Access Role 001 – Inquiry and Reporting, which may be requested via the Access Request Form in PantherSoft Financials.

To split the expense line’s amount, click the + (plus) button.

The Amounts from all ChartField lines must sum to the total amount of the expense line.

University Credit Card – Expense line amounts will not create encumbrances against departments’ budgets. The University’s centralized, prepaid ChartField values populate automatically for these Payment Types. These are greyed out and cannot be overridden.

NOTE: The ChartFields for more than one business unit (i.e., FIU01, FIU02, etc.) may not be present in the Accounting Details on the same Travel Authorization, even if on separate expense lines.
9. Click the **Save** button to save the Travel Authorization.

   ![Travel Authorization Screen]

   If all required fields are complete, with no errors, an **Authorization ID** will populate. The TA will be assigned the status of “Pending”.

   ![Travel Authorization Screen]

   **NOTE:** Effective 4/10/2021, when a foreign destination is selected, FIU requires the traveler to complete a questionnaire associated with export control regulations. For further details, see the Foreign Travel Guidance and Screening Questionnaire for Foreign Destination TAs section of this document.

10. When the TA is ready for submission, click the **Submit** button.

   ![Travel Authorization Screen]

11. A message will appear asking you to certify the information entered in the TA. Click **OK**.

   ![Submission Confirmation]

   **By clicking OK I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.**

   ![OK Cancel Buttons]
12. The Travel Authorization has been submitted for approval and its status is updated to “Submission in Process”. This is a temporary status. Refresh the page to verify the TA status changes to “Submitted for Approval”.

The required approval steps for the TA will appear, including timestamps of actions taken and by whom.

13. Click the Approvals button to view the approvers associated to the transaction.

Required approval steps are populated based on the Traveler's Destination, HR Supervisor, travel dates, accounting details for Out of Pocket/Travel & Entertainment Card payment types and/or SpeedType used for University Credit Card payment types.
FIU requires the **Traveler** to complete a pre-departure Foreign Travel Guidance and Screening Questionnaire for all foreign destination Travel Authorizations (TA). This must be completed before it can be submitted for approval.

If any of the **Section I: Foreign Influence** questions 1-6 are answered with a “YES”, “NOT SURE”, or if a travel destination is considered a Foreign Country of Concern (FCC), the TA will be routed for a required Export Control Screening and approval as the first step of the TA’s approval workflow.

A short description in the **Traveler’s Additional Notes** field is required for each question answered with “YES” or “NOT SURE”.

### Section I: Foreign Influence

Comprehensive guidance on foreign influence for FIU travelers, including export control requirements, is accessible here.

As a traveler outside of the U.S., it is expected that you read and adhere to this guidance.

For any “YES” or “NOT SURE” response, please include more details in the Traveler’s Additional Notes box, for example:

- “Illegible prototype laser scanner on carry-on luggage” or “A forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities”

Please answer all questions completely and to the best of your ability.

1. Will you be transporting (either through carry-on luggage or checked bags): laboratory instruments, tools, samples, raw materials, or prototypes?
   - YES
   - NO
   - NOT SURE

2. Will you be traveling with a portable electronic device containing proprietary export controlled data (FIU confidential or proprietary data as defined by law or FIU policy, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently even if such data has nothing to do with the purpose of your immediate travel)?
   - YES
   - NO
   - NOT SURE

3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs utilizing specialized cryptographic functionality (not including routine commercial laptop cryptographic protections)?
   - YES
   - NO
   - NOT SURE

4. Will you be providing any formal or informal training, technical assistance, advising, or consulting services to another individual entity, or governmental institution (or representatives)? If the answer is YES, please describe services below in the “Traveler’s Additional Notes” section below.
   - YES
   - NO

5. Are you planning to engage with an institution or organization with whom FIU does NOT currently have a formal partnership (e.g., inter-institutional agreement, academic or research collaboration agreement, business, or service contract)? If the answer is YES, or you are not sure if there is a formal partnership, please list the institutions or organizations and describe how you plan to engage with them in the “Traveler’s Additional Notes” section below.
   - YES
   - NO

6. As part of your post-trip expense report, you will be required to declare any payments or honoraria received. Do you plan to receive any payments or honoraria, directly (i.e., paid directly to you) or on your behalf (i.e., to cover some or all of your expenses) by an international entity or person, including travel, food, lodging or any other services related to your travel? Payments on your behalf may include some or all of your expenses, or other complimentary items provided to you, that are not promotional items customarily provided at conferences such as pens, plaques etc.
   - YES
   - NO

7. I understand that if at any time during this trip I travel to, visit or temporarily stop through any foreign country other than the destination(s) entered in this TA, I will have to submit a new TA?
   - YES

8. If your destination is a Foreign Country of Concern. As part of your post-trip expense report, you will be required to declare all visits, institutions and organizations visited during your trip. Please acknowledge that you understand that it is your responsibility to submit accurate and complete information, either yourself or by proxy, on your expense report at the conclusion of the trip.
   - YES

**Additional Information**

If you have answered any of the above questions with YES or NOT SURE, or your destination is deemed a “country of concern” as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any foreign travel regulations during your travel.
The traveler will need to certify **Section II: Health and Safety Risks** of the Screening Questionnaire.

<table>
<thead>
<tr>
<th>Section II: Health and Safety Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I understand that traveling globally may expose me and FIU to certain risks, including but not limited to sickness, personal injury or damage to or theft of personal belongings, criminal or violent attacks, terrorism, natural disasters, and civil unrest. I will act responsibly to reduce such risks by planning ahead and staying informed about current events at the global destination(s) to the extent possible. I will follow the guidance and requirements of public health officials and country authorities, including requirements pertaining to global health threats such as the COVID-19 pandemic.</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>2. I understand that FIU requires me to register my international trip to any country destination with the U.S. Department of State for my own protection via the Smart Traveler Enrollment Program (STEP) at <a href="https://step.state.gov">https://step.state.gov</a></td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>3. Travel petitions are only required for a travel destination that is at a Level 4 Advisory by the U.S. Department of State or CDC. Unless already completed and approved, I understand that I must submit a separate petition for review by the International Travel Committee and ultimate approval by the Provost or his/her designee prior to my departure. The online travel petition form can be found <a href="https://step.state.gov">here</a>.</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>4. In accordance with FIU's International Travel Policy for Employees and Students, I understand that the Provost or his/her designee may restrict travel at any time should the risks be deemed too high.</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>5. If traveling with students, I acknowledge that I assume the responsibility to look out for their wellbeing. Prior to departure, I understand that students who are not employed by FIU must complete the mandatory pre-departure orientation for international travel provided by the Office of Education Abroad (contact <a href="mailto:edabroad@fiu.edu">edabroad@fiu.edu</a>) prior to departure. (Student travelers employed by FIU are not required to complete the pre-departure orientation by the Office of Education Abroad; instead, student travelers employed must complete a TARI as an employee).</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>6. I hereby accept the benefit of FIU's global travel insurance coverage while conducting official FIU business including medical, security evacuation, trip interruption and authorize the insurance provider, United Healthcare Global, to notify FIU promptly in an emergency. I will take the insurance policy information with me to have readily available should a medical or safety incident occur. I understand that my global travel insurance coverage is subject to the policy terms and conditions as summarized in FIU's global travel insurance brochure for employees <a href="https://step.state.gov">linked</a>.</td>
</tr>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

A comprehensive overview of export control regulations, definitions, FAQs and more are outlined [here](https://step.state.gov).

See the following sections for submitting these TAs as a Traveler or as a Proxy. Steps differ for each.

**Note:** It is encouraged that FIU travelers or proxies submit their foreign travel TA’s at least 7 business days before the trip to allow sufficient time for the request to be screened and approved by the Export Control Office.
Traveler Creates Travel Authorization

These are the steps to follow when a traveler enters their own Travel Authorization (TA) and selects a foreign destination.

1. Complete Steps 1 through 5 as indicated in the Create a Travel Authorization section of this document.

2. When a foreign destination is selected, a message will appear:

   ![Message](image)

3. Press OK. The Foreign Travel Guidelines questionnaire will populate below the Details section. The questionnaire needs to be completed to save the TA.
4. Answer the questions in **Section I: Foreign Influence** shown in the next page.

If any of the **Section I: Foreign Influence** questions 1-6 are answered with a “YES”, “NOT SURE”, a short description in the **Traveler’s Additional Notes** field is required for each question answered with “YES” or “NOT SURE”.

<table>
<thead>
<tr>
<th>Section I: Foreign Influence</th>
</tr>
</thead>
</table>
| Comprehensive guidance on foreign influence for FIU travelers, including export controls requirements, is accessible [here](#). As a traveler outside of the U.S., it is expected that you read and adhere to this guidance. For any "YES" or "NOT SURE" response, please include more details in the Traveler’s Additional Notes box, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities."

Please answer all questions completely and to the best of your ability.

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes?
   - [ ] YES
   - [ ] NO

2. Will you be traveling with a portable electronic device containing proprietary export controlled data, FIU confidential or proprietary data as defined by law or FIU policy, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)?
   - [ ] YES
   - [ ] NO
   - [ ] NOT SURE

3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs utilizing specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)?
   - [ ] YES
   - [ ] NO

4. Will you be providing any formal or informal training, technical assistance, advising, or consulting services to another individual, entity, or governmental institution (or representatives)? If the answer is YES, please describe services below in the "Traveler’s Additional Notes" section below.
   - [ ] YES
   - [ ] NO

5. Are you planning to engage with an institution or organization with whom FIU does NOT currently have a formal partnership (i.e., interinstitutional agreement, academic or research collaboration agreement, business or service contract)? If the answer is YES, or you are not sure if there is a formal partnership, please list the institutions or organizations and describe how you plan to engage with them in the "Traveler’s Additional Notes" section below.
   - [ ] YES
   - [ ] NO

6. As part of your post-trip expense report, you will be required to declare any payments or honoraria received. Do you plan to receive any payments or honoraria directly (i.e., paid directly to you) or on your behalf (i.e., to cover some or all of your expenses) by an international entity or person, including travel, food, or lodging at any time related to your travel? Payments on your behalf may include some or all of your expenses, or other complementary items provided to you, that are not promotional items customarily provided at conferences such as pens, plagues etc.
   - [ ] YES
   - [ ] NO

7. I understand that if at any time during this trip I will travel to, visit or temporarily pass through (other than a connecting flight where you do not leave the airport) any foreign country other than the destination(s) entered in this TAR, I will have to submit a new TAR.
   - [ ] YES

8. If your destination is deemed a Foreign Country of Concern. As part of your post-trip expense report, you will be required to declare all gifts, institutions and organizations visited during your trip. Please acknowledge that you understand that it is your responsibility to submit accurate and complete information, either yourself or by proxy, on your expense report at the conclusion of the trip.
   - [ ] YES

Additional Information

If you have answered any of the above questions with YES or NOT SURE, or your destination is deemed a "country of concern" as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any foreign travel regulations during your travel.
5. Certify statements in Section II: Health and Safety Risks shown in the next page.

### Section II: Health and Safety Risks

1. I understand that traveling globally may expose me and FIU to certain risks, including but not limited to sickness, personal injury or damage to or theft of personal belongings, criminal or violent attacks, terrorism, natural disasters, and civil unrest. I will act responsibly to reduce such risks by planning ahead and staying informed about current events at the global destination(s) to the extent possible. I will follow the guidelines and requirements of public health officials and country authorities, including requirements pertaining to global health threats such as the COVID-19 pandemic.
   - [ ] YES

2. I understand that FIU requires me to register my international trip to any country destination with the U.S. Department of State for my own protection via the Smart Traveler Enrollment Program (STEP) at [https://step.state.gov](https://step.state.gov)
   - [ ] YES

3. Travel petitions are only required for a travel destination that is at a Level 4 Advisory by the U.S. Department of State or CDC. Unless already completed and approved, I understand that I must submit a separate petition for review by the International Travel Committee and ultimate approval by the Provost or his/her designee prior to my departure. The online travel petition form can be found here.
   - [ ] YES

4. In accordance with FIU’s International Travel Policy for Employees and Students, I understand that the Provost or his/her designee may restrict travel at any time should the risks be deemed too high.
   - [ ] YES

5. If traveling with students, I acknowledge that I assume the responsibility to look out for their wellbeing. Prior to departure, I understand that students who are not employed by FIU must complete the mandatory pre-departure orientation for international travel provided by the Office of Education Abroad (contact oea@fiu.edu) prior to departure. Student travelers employed by FIU are not required to complete the pre-departure orientation by the Office of Education Abroad; instead, student travelers employed must complete a TAR as an employee.
   - [ ] YES

6. I hereby accept the benefits of FIU’s global travel assistance manager and insurance coverage including medical, security, evacuation, and trip interruption and authorize International SOS and/or Chubb to notify FIU promptly in an emergency. I will take the global travel assistance manager and insurance contact information with me to have ready availability should a medical or safety incident occur. FIU’s global travel assistance membership ID card and insurance brochure can be downloaded here.
   - [ ] YES

6. Complete Steps 6 through 12 as indicated in the Create a Travel Authorization section of this document.
Proxy Creates Travel Authorization on Behalf of Traveler

1. Complete Steps 1 through 5 as indicated in the Create a Travel Authorization section of this document as a Proxy for a Traveler.

2. When a foreign destination is selected, a message will appear:

   This trip has a non-U.S. destination.
   This trip has a non-U.S. destination. Florida House Bill 7017 on Foreign Influence requires us to report specific travel activity beginning January 1, 2022. This includes all countries visited (excluding countries you visited temporarily for a connecting flight without exiting the airport) and any payments or honoraria received during a trip. Please be prepared to submit this information in the foreign travel guidance screening questionnaire and/or upon your return via the expense report.

   ![Message](image)

   Press OK:

3. Complete steps 6 through 8 as indicated in the Create a Travel Authorization section of this document as a Proxy for a Traveler.

   Upon clicking Save a message will appear. Press OK:

   ![Message](image)

4. Click the Traveler Notification button.

   A notification will appear that says a link to the questionnaire has been forwarded to the traveler. Click OK.

   ![Message](image)
5. The Traveler receives an **International Travel Request** notification from PantherSoft Financials with a link to the TA. Click the link.

The link will direct the Traveler to log into PantherSoft Financials and takes them directly to the Travel Authorization. The questionnaire will be below the **Details** section.

**NOTE:** If the link does not direct the Traveler to this page, follow the navigation and in the **Modify a Travel Authorization** section of this document, then proceed to step 6 below.
6. Answer the questions in **Section I: Foreign Influence**.

A. Answer questions in **Section I: Foreign Influence**.

B. Enter a short description (under 250 characters) in the **Additional Information** field for questions 1-6 answered with “YES” or “NOT SURE”
7. Certify statements in **Section II: Health and Safety Risks.**

<table>
<thead>
<tr>
<th>Section II: Health and Safety Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I understand that traveling globally may expose me and FIU to certain risks, including but not limited to sickness, personal injury or damage to or theft of personal belongings, criminal or violent attacks, terrorism, natural disasters, and civil unrest. I will act responsibly to reduce such risks by planning ahead and staying informed about current events at the global destination(s) to the extent possible. I will follow the guidance and requirements of public health officials and country authorities, including requirements pertaining to global health threats such as the COVID-19 pandemic.</td>
</tr>
<tr>
<td>○ YES</td>
</tr>
<tr>
<td>2. I understand that FIU requires me to register any international trip to any country destination with the U.S. Department of State for my own protection via the Smart Traveler Enrollment Program (STEP) at <a href="https://step.state.gov">https://step.state.gov</a></td>
</tr>
<tr>
<td>○ YES</td>
</tr>
</tbody>
</table>
| 3. Travel petitions are only required for a travel destination that is at a Level 4 Advisory by the U.S. Department of State or CDC. Unless already completed and approved, I understand that I must submit a separate petition for review by the International Travel Committee and ultimate approval by the Provost or his/her designee prior to my departure. The online travel petition form can be found [Here](https://step.state.gov).

| ○ YES |
| 4. In accordance with FIU’s International Travel Policy for Employees and Students, I understand that the Provost or his/her designee may restrict travel at any time should the risks be deemed too high. |
| ○ YES |
| 5. I, traveling with students, I acknowledge that I assume the responsibility to look out for their wellbeing. Prior to departure, I understand that students who are not employed by FIU must complete the mandatory pre-departure orientation for international travel provided by the Office of Education Abroad (contact educationabroad@fiu.edu) prior to departure. Student travelers employed by FIU are not required to complete the pre-departure orientation by the Office of Education Abroad; instead, student travelers employed must complete a TAR as an employee. |
| ○ YES |
| 6. I hereby accept the benefit of FIU’s global travel insurance coverage while conducting official FIU business including medical, security evacuation, trip interruption and authorize the insurance provider, United Healthcare Global, to notify FIU promptly in an emergency. I will take the insurance policy information with me to have readily available should a medical or safety incident occur. I understand that my global travel insurance coverage is subject to the policy terms and conditions as summarized in FIU’s global travel insurance brochure for employees linked [Here](https://step.state.gov).

| ○ YES |

7. The Traveler may now submit the TA by clicking Submit.

![Travel Authorization Form](image)

8. A message will appear asking you to certify the information entered in the TA. Click **OK**.

![Submission Confirmation](image)

**NOTE:** The TA cannot be saved or submitted by the Traveler unless they complete the Export Control questionnaire.
Export Control Reviewers

Export Control Screening and approval will be required as the first step in the TA’s Approval Workflow if either question 1-6 of the Section I: Foreign Influence is answered with a “YES” or “NOT SURE” or if the travel destination is considered a Foreign Country of Concern (FCC).

![Approval Status](image)

**NOTE:** Travel Authorizations with a foreign destination will always return to the traveler when sent back by an approver, not the Proxy.

To approve transactions, follow the steps in the Approving Transactions section of this document.
Errors

If there are any errors within the transaction, the system will alert by highlighting fields in Red as shown below. These errors prevent the document from being saved or submitted and may be accompanied by a system message.

Any errors with the Expense Lines will be marked with a red flag. Click on the flag to view information about the error. All errors should be corrected before copying lines, saving, or submitting a Travel Authorization.

If assistance is required with clearing errors, contact the Financials Systems and Support Services Help Desk at (305)348-7200 or email controller@fiu.edu.
Additional Actions When Creating a Travel Authorization

Other actions are available when creating a Travel Authorization. Actions include Create a Cash Advance, View Printable Version, Notes, Accounting Default, and Populate from Travel Authorization.

Create a Cash Advance

The Create a Cash Advance link is available when entering a Travel Authorization (TA) to enter a Cash Advance (CA) simultaneous to the TA. Prior to clicking the link, save the TA to generate a Travel Authorization ID. This is needed when entering the CA.

The Create Cash Advance screen will open in a new browser tab/window – keeping the Create Travel Authorization screen open. Complete the steps 3-5 in the Create a Cash Advance section of this document.

View Printable Version

The View Printable Version link is used when the Travel Authorization is saved. A Travel Authorization can only be saved when at least one expense line and applicable required fields are entered. A printable view of the Travel Authorization will show to use with the browser’s print feature.

NOTE: Clicking the View Printable Version link without entering line information prior to a Travel Authorization being saved will take you to a page to search for existing Travel Authorizations that have already been saved.
Notes

The Notes link is used to add, delete, and/or view other notes to the Travel Authorization.

Accounting Default

**Accounting Default** opens a page which displays the default accounting associated to the traveler’s profile.

Any changes made to these values will apply to all expense lines, both new and existing, where **Payment Type** is set to “Out of Pocket” or “Travel & Entertainment Card”.

Use the + (plus) sign to add a row for the cost of expense lines to be redistributed between two or more ChartField Lines. The percentage distribution between these lines must sum to 100% in the % (percent) column.

**Populate from Travel Authorization** will allow users to copy lines from a user’s previously entered Travel Authorizations. This will populate all line and accounting details from the original TA below any existing lines. Neither header level details nor line **Payment Type/Billing Type** will be copied and must be entered manually. Ensure all data is correct prior to submission.

**NOTE**: You cannot populate from another user’s Travel Authorization.
Use the **From Date** and **To** fields to search for the original TA within a specified date range. Click **Select** to copy the TA’s line information.

The expense lines and respective accounting details will populate from the original TA, below existing lines.
Manage Travel Authorizations

Once created, Travelers and their Proxies can manage Travel Authorizations in several ways, which largely depend on the TA’s status. For Proxies, these options also depend on the Authorization Level granted to them by the traveler.

For more information on Proxy access and Authorization Levels see the Grant Proxy Access section of this document.

View a Travel Authorization (Travelers and Proxies)

Both Travelers and their Proxies can view Travel Authorizations for themselves or the traveler’s they manage via the following Employee Self Service function.

To view a Travel Authorization for another user without Proxy access, see the View a Travel Authorization (not as Traveler or Proxy) section of this document.

To view a Travel Authorization:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Travel Authorization tile.
3. Click **Travel Authorizations** tile.

![Travel Authorization Center](image)

4. Filter results by clicking the relevant the Travel Authorization status using the left side grey bar. Click the > (arrow) to view the Travel Authorization details.

![Travel Authorization Search](image)

For more information about TA statuses, see the **Travel Authorization Statuses** section of this document.

5. The Travel Authorization’s details are displayed. Click **Approvals** to view the approval workflow and history.

![Travel Authorization](image)

**NOTE:** The TA may be withdrawn from the approval workflow, prior to being fully approved, via the **Withdraw** button. For more information on withdrawing a TA, see the **Withdraw a Travel Authorization** section of this document.
Modify a Travel Authorization

Both Travelers and their Proxies with the right authorization level may modify Travel Authorizations for themselves or the traveler’s they manage via the following Employee Self Service function.

A Travel Authorization can only be modified when it is not in workflow and in Pending status. If modifications to a TA needs to be made prior to it being fully approved, it must be withdrawn from workflow first.

For more information on withdrawing a TA in workflow, see the Withdraw a Travel Authorization section of this document.

To modify a Travel Authorization:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Travel Authorization tile.
3. Click the **Travel Authorizations** tile.

4. Click **Pending** on the left side grey bar, then click the > (arrow) to modify the Travel Authorization details.

5. Make any modifications to the Travel Authorization necessary. If resubmitting after withdrawing the TA, the approval workflow will be reinitiated and any previously obtained approvals will need to be reobtained.
Delete a Travel Authorization

Both Travelers and their Proxies with the right authorization level may delete Travel Authorizations for themselves or the traveler’s they manage via the following Employee Self Service function.

A Travel Authorization can only be deleted when it is in Pending status. If a TA needs to be deleted prior to it being fully approved, it must be withdrawn from workflow first.

For more information on withdrawing a TA in workflow, see the Withdraw a Travel Authorization section of this document.

If a TA is in Approvals in Process status, the next approver must deny or send it back for revision so it can be deleted. For more information on denying a TA or sending it back for revision, see the Approving Travel Transactions section of this document.

If a TA is budget checked and fully approved, it must be canceled, not deleted. For more information on canceling a TA, see the Cancel a Travel Authorization section of this document.

To delete a Travel Authorization:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Travel Authorization tile.
3. Click the **Travel Authorizations** tile.

4. Click **Pending** on the left side grey bar, then click the blue dropdown icon and select **Delete Travel Authorization**.

5. A confirmation will appear. Click **Yes** to delete the Travel Authorization.
Cancel a Travel Authorization

Both Travelers and their Proxies with the right authorization level may cancel Travel Authorizations for themselves or the traveler’s they manage via the following Employee Self Service function.

A Travel Authorization can only be canceled when it is in Approved status and has not yet been linked to an Expense Report. Canceling a TA will release any associated encumbrances from departmental budgets.

If a TA has already been linked to an Expense Report, the ER must first be deleted to unlink it from the TA. For more information on deleting an ER, see the Deleting Expense Reports section of this document.

If TA is not fully approved, it may be deleted instead. For more information on deleting a TA, see the Delete a Travel Authorization section of this document.

To cancel a Travel Authorization:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Travel Authorization tile.
3. Click the **Cancel Travel Authorization** tile.

4. Mark the **Select** checkbox for the TA that will be canceled, then click on the **Cancel Selected Travel Authorization(s)** button.
Withdraw a Travel Authorization

Both Travelers and their Proxies with the right authorization level may withdraw Travel Authorizations for themselves or the traveler’s they manage via the following Employee Self Service function.

A Travel Authorization can only be withdrawn when its status is *Submitted for Approval*. After a TA has been withdrawn, it may be deleted, modified, or resubmitted at any time.

If a TA’s status is *Approvals in Process*, the next approver must deny or send it back for revision so it can be withdrawn. For more information on sending back a TA for revision, see the Approving Travel Transactions section of this document.

The Withdraw Travel Authorization button is only active via the TA View screen. Review the View a Travel Authorization section of this document for instructions on how to access the TA View.

1. Click the Withdraw button on the TA details page.

![Travel Authorization Details](image)

The TA will then be in *Pending* status and no longer be in the approval workflow.
Print a Travel Authorization

To print a Travel Authorization:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Travel Authorization tile.

3. Click the Print Travel Authorization tile.
4. Use the **Search Criteria** options to identify and select the **Authorization ID** link to print.

![Travel Authorization Center](image)

5. A printable view of the Travel Authorization will show to use with the browser’s print feature.

![Travel Authorization](image)

**NOTE:** This printable view is also available via the Travel Authorization creation page as well as the view page through the [View Printable Version](#) links.
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
Travel Authorization Approval Workflow

Upon submission, Travel Authorizations will systematically route for approval. See the diagram below.

**HR Supervisor** approval is required for all Travel Authorizations as acknowledgement that they are aware the employee will be out of the office and traveling on behalf of the University. This approver will also run a Budget Check against the TA if not previously checked. Unless routed for Expense Controls Screening for foreign destination TAs, the HR Supervisor is normally the first required approval in workflow.

Expense lines with a Payment Type of Out of Pocket will need expense approval from departmental Expense Managers (for Activity ChartField strings) and/or Project Managers (for Project ChartField strings).

For Projects associated to Fund Codes 660 through 665, a supplemental approval may be required from the Office of Research and Economic Development.

Travel Authorization expense lines with a Payment Type of University Credit Card will add an approval step to workflow for University Credit Card approval which routes to departmental Expense Managers and/or Project Manager responsible for approving expenses against the SpeedType entered in the Approve by field.

**NOTE:** Travel Authorizations that are submitted after the travel began, also known as after the fact TAs, will require a 2nd Level Approval from the HR Supervisor of the Traveler’s HR Supervisor and an explanation of why non-conforming expenses were incurred prior to obtaining an approved TA.

If an individual is unable/unavailable to approval, contact the Financials Systems and Support Services Help Desk at (305)348-7200 or email controller@fiu.edu.
Student Travel

For students to be eligible to travel for university purposes, a Student Travel Form must be submitted by an employee and fully approved. The Student Travel Form is only for students that are NOT considered FIU Employees. For help with verifying a student’s traveler status, please call our Helpdesk at (305) 348-7200.

A completed Student Travel Form creates/activates a travel profile for the student within the PantherSoft Financials System. To update an existing student’s travel profile, a new Student Travel Form can be submitted. The form populates the student’s default bank information based on their Student Account. Submitters must enter proxy(s), the person authorizing/supervising travel, and ChartField information that will be used as the student’s travel defaults.

Access Role 001 - Inquiry and Reporting is needed to submit, approve, and view Student Travel Forms. This is requested via the Access Request Form.

**NOTE:** Only one Student Travel Form can be in process at a time.

Enter a Student Travel Form

**NOTE:** The following steps are to enter a Student Travel Form for a student. If the traveler is an FIU Employee, follow the steps to assign a proxy.

To enter a Student Travel Form:

1. Use the NavBar in PantherSoft Financials to navigate to **Main Menu > Travel & Expense > Student Travel > Student Travel**

2. In the **Add a New Value** tab, enter the student’s Panther ID. The **Submit Date** will default to today’s date. Then click **Add**.

**NOTE:** If the student cannot be selected, the individual may not be eligible for a Student Travel Form.
3. Complete all fields under ChartField Information, Request for Proxy, and Person Authorizing Travel. Use the lookup glass for each field to auto-populate additional information.

A. SpeedType – Enter the SpeedType. This will become the student’s default accounting for travel.
B. Proxy PID – Enter the Panther ID of an FIU Employee that will function as proxy.
   i. You may use the plus and minus buttons on the right to add or delete extra rows.
C. Supervisor ID – Enter the Panther ID of the FIU Employee supervising/authorizing travel as HR Supervisor.

4. Click Submit. The Student Travel Form will route for approval to the individual indicated as the Person Authorizing Travel, a Student Traveler Form ID will be generated, and the Status will change to Pend Appr.
View an Existing Student Travel Forms

To view details on an existing Student Travel Form, Access Role 001 - Inquiry and Reporting is required. This role is requested via the Access Request Form.

1. Use the NavBar within PantherSoft Financials to navigate to Main Menu > Travel & Expense > Student Travel > Student Travel

2. In the Find an Existing Value tab, enter the student’s Panther ID. Then click Search.

The Student Travel Form is displayed:
A. Header Information – Student Travel Form ID, Submit Date, and Status  
B. Bank Information – Student’s Account Information  
C. ChartField Information – Student’s travel default accounting  
D. Request for Proxy – FIU Employee serving as the student's proxy  
E. Person Authorizing Travel – FIU Employee acting as the student’s HR Supervisor

The Student Approval Status tab shows completed and pending workflow actions.

Student Travel Form Statuses

The status of a Student Travel Form can be found as shown below:

Approved – The Student Travel form is fully approved.
Completed – The student's travel profile has been generated or updated.
Denied – The Student Travel form is denied. The approver will leave comments.
Not Submitted – The Student Travel Form is in progress.
Pending Approval – The Student Travel Form has been routed for approval.
Submitted – The Student Travel Form has been submitted but has not been routed for approval.
Approve/Deny a Student Travel Form

Approvers may approve the Student Travel Form through the automatically generated e-mail notification or through the Student Travel Approval page.

Approve/Deny Through the E-Mail Notification

To approve or deny a Student Travel Form, **Access Role 001 - Inquiry and Reporting** is required. This role is requested via the [Access Request Form](#).

Approvers will receive an e-mail notification when there is a Student Travel Form awaiting their approval. Click the link within the email, log into PantherSoft Financials, and approve or deny the form.

The following Student Travel Form has been routed to you for approval.

- **Student ID**: 1234567
- **Student**: Panther, Rosay
- **Effective Date**: 2022-12-02
- **Form ID**: 00000123

Click the following link to approve:


Fully approved Student Travel Forms will be processed by automated jobs that run throughout the day. A student’s travel profile is activated/updated when the status is “Completed”.

[Image of Student Travel Form Route For Approval]

[Image of Person Authorizing Travel]

[Image of Student Information Form for Travel & Expense Reimbursement]
NOTE: The assigned Proxy and Supervisor will receive an automated email recommending waiting one business day from approval to enter Travel and Expense Transactions to allow student travel profiles to be generated or updated.

Student Travel Form Approved

fin-panthersoft@fiu.edu
To Panther, Roary

The following Student Travel Form has been approved. Please allow one business day in order to enter Travel and Expense transactions.

- Student ID: 1234567
- Student: Panther, Roary
- Effective Date: 2022-12-02
- Form ID: 00000123

Click the following link to review the student travel form:

https://myfsapp.fiu.edu/psp/fscm_R/EMPLOYEE/ERP/c/FIU_STUDENT_TRAVEL_MENU/FIU_EX_STRV_APPRV.GBL?
Page=FIU_EX_STRV_APPRV&Action=U&EMPLID=__________&FIU_ST_FORM_REQ_DT=2022-12-02
Approve/Deny through the Student Travel Approval Navigation

To approve or deny a Student Travel Form, **Access Role 001 - Inquiry and Reporting** is required. This role is requested via the **Access Request Form**.

1. Use the **NavBar** within PantherSoft Financials to navigate to **Menu > Travel and Expenses > Student Travel > Student Travel Approval**.

2. Click **Search** and any forms pending your approval will be available for selection.

3. Verify the information in the Student Travel Form is correct, then select either **Approve** or **Deny** beneath the form. Comments are required when denying a Student Travel Form.

Fully approved Student Travel Forms will be processed by automated jobs that run throughout the day. A student’s travel profile is activated/updated when the status is “Completed”.
NOTE: The assigned Proxy and Supervisor will receive an automated email recommending waiting one business day from approval to enter Travel and Expense Transactions to allow student travel profiles to be generated or updated.

The following Student Travel Form has been approved. Please allow one business day in order to enter Travel and Expense transactions.

Student ID: 1234567
Student: Panther, Roary
Effective Date: 2022-12-02
Form ID: 00000123

Click the following link to review the student travel form:
https://myfsstage.fiu.edu/psp/pspcommon?ACTION=showdetail&OBJKEY=STUDENT_TRAVEL&OBJTYPE=STUDENT_TRAVEL

Make Changes to a Student’s Travel Profile

Users need Security Role 001 to use a Student Travel Form to amend a student’s travel profile. This may be requested via the Access Request Form.

Users may add or remove proxies and change the HR Supervisor (Individual authorizing travel) based on the Student Travel Form Statuses.

<table>
<thead>
<tr>
<th>Student Travel Form Status</th>
<th>Add Proxy or Change HR Supervisor</th>
<th>Delete Proxy</th>
</tr>
</thead>
</table>
| Pending Approval           | 1. Have the next approver deny the transaction  
2. Submit a new Student Travel Form | Call the Helpdesk at (305) 348-7200 or send an email to controller@fiu.edu for further help. |
| Approved Completed        | Submit a new Student Travel Form  |              |
| Denied                    |                                  |              |

NOTE: A new Student Travel Form cannot be entered when an existing form is Pending Approval.
Non-Employee, Non-Student Travel

Departments may often have non-employees traveling on behalf of FIU business. These could include, but are not limited to, candidates for positions, lecturers, guest speakers, etc.

For these circumstances, the Travel Authorization must be completed in an FIU employee’s name and in the Benefit to FIU box, enter the non-Employee’s information and the business purpose behind their travel. The TA is then submitted and routed normally. Additional requirements, including the Reimbursement of Travel Expenses for Non-Employee form for Expense Reports is discussed below.

How to Claim Reimbursement for Non-Employees on an Expense Report

To process travel, including reimbursement for the non-employee:

1. The employee making the arrangements creates the Travel Authorization in their name on behalf of the non-employee.

   For more information on how to create a Travel Authorization, see the Create a Travel Authorization section of this document.

2. The expense report is submitted in the same employee’s name as found on the TA and all expense lines on the Expense Report must have the Personal Expense field marked as “Yes”. If not marked, the reimbursement will be paid to the employee entering the Expense Report.

   For more information on how to create an Expense Report, see the Expense Report sections within this document.

3. Complete the Reimbursement of Travel Expenses for Non-Employees form and include behind the printed & signed copy of the Expense Report when scanning receipts and other supporting documents.

   Assemble your packet for submission in this order:
   b. Reimbursement of Travel Expenses for Non-Employees Form signed by approver.
   c. Any receipts, agendas, flight itineraries, etc.
Cash Advances (CAs) may be requested by travelers to help defray out of pocket expenses while traveling. They can be requested at the time a Travel Authorization via the Create a Cash Advance link on the TA. If creating a Cash Advance after TA submission, follow the complete instructions below. Once approved a Cash Advance will be paid to the traveler more than ten (10) days prior to the trip for TA’s that are fully approved.

Cash Advanced may be requested for up to 80% of the traveler’s estimated out of pocket expenses (not to exceed $5,000) and must be reconciled via an Expense Report no more than ten (10) days after the traveler returns from the trip.

Create a Cash Advance

To create a Cash Advance:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Cash Advance Tile:
14. Select **Create/Modify** on the left side grey bar. Within the **Add a New Value** tab, find the traveler for this CA in the **Empl ID** field then click the **Add** button.

![Diagram showing the process](image)

**NOTE:** The Panther ID (PID) if the individual logged in will pre-populate here. If creating a CA as a Proxy, use the lookup glass. A list of travelers who have granted the logged in user Proxy access will be available for selection.

3. The **Create Cash Advance** page will open. Complete the required (*) fields in the header.

![Image of Create Cash Advance page](image)

**A. Business Purpose** – Choose an option from the drop-down menu.
**B. Advance Description** – Provide a brief description.
**C. TAR # –** Provide the associated Travel Authorization number. Lookup is not functional.
**D. Benefit to FIU or Project** – Explain how FIU/Project benefits from the travel. This is a mandatory field. Once the notation is completed, click **Add Notes** then select **OK**.
4. Select “Accounts Payable” as the Source then enter a Description and Amount. When complete, select the I certify… checkbox and click the Submit Cash Advance button.

**NOTE:** The Accounting Details will default and cannot be changed. Final expenses will be charged to the budget(s) identified on the Expense Report.

5. After submission, the Refresh Approval Status button will appear. Refreshing allows the user to review the workflow status of the Cash Advance.
To view a **Cash Advance**:

1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.

2. Click the **Cash Advance** Tile:
3. Select **View** and use the **Search Criteria** options to find and select a Cash Advance.

![Cash Advance search screen](image1)

4. On the Cash Advance view screen, the approval workflow and history display towards the bottom.

![Cash Advance view screen](image2)

**NOTE:** The CA can be withdrawn from the approval workflow via the **Withdraw Cash Advance** button. For more details on withdrawing a CA, see the **Withdraw a Cash Advance** section of this document.
### Modify a Cash Advance

Both Travelers and their Proxies with the right authorization level may modify Cash Advances for themselves or the traveler's they manage via the following Employee Self Service function.

A Cash Advance can only be modified when its status is *Pending*. If modifications to a CA needs to be made prior to it being *Approved for Payment*, it must be withdrawn from workflow first.

For more information on withdrawing a CA from workflow, see the [Withdraw a Cash Advance](#) section of this document.

To modify a **Cash Advance**:

1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.

2. Click the **Cash Advance** Tile:
3. Select **Create/Modify** on the left side grey bar, then open the **Find an Existing Value** tab. Use the **Search Criteria** options to find and select the **CA number**.

![Cash Advance form]

4. Make modifications to the Cash Advance as necessary. If resubmitting after withdrawing the CA, the approval workflow will be reinitiated and any previously obtained approvals will need to be reobtained.
**Withdraw a Cash Advance**

Both Travelers and their Proxies with the right authorization level may withdraw Cash Advances (CA) for themselves or the traveler's they manage via the following Employee Self Service function.

A Cash Advance can only be withdrawn when its status is *Submitted for Approval* or *Approvals in Process*. After a CA is withdrawn, it may be deleted, modified, or resubmitted at any time.

The **Withdraw Cash Advance** button is only active via the CA View screen. Review the [View a Cash Advance](#) section of this document for instructions on how to access the CA view.

![Image of Cash Advance Withdrawal Process](Image)
Delete a Cash Advance

Both Travelers and their Proxies with the right authorization level may delete Cash Advances for themselves or the traveler's they manage via the following Employee Self Service function.

A Cash Advance can only be deleted when its status is Pending. If a CA needs to be deleted prior to it being Approved for Payment, it must be withdrawn from workflow first.

For more information on withdrawing a CA in workflow, see the Withdraw a Cash Advance section of this document.

1. Click on the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click on the Cash Advance Tile.
3. Select **Delete** on the left side grey bar and use the **Search Criteria** options to find Cash Advances associated to a traveler.

![Image of Cash Advances page](image)

4. Mark the **Select** checkbox for the CA that will be deleted, then click on the **Delete Selected Advance(s)** button.

![Image of Cash Advances page](image)
Print a Cash Advance

To print a **Cash Advance**:  

1. Click on the **Travel and Expense Center** Tile.

2. Click on the **Cash Advance** Tile.
3. Select **Print** or **Print a Cash Advance Report** on the left side grey bar and use the **Search Criteria** options to find and select the **Cash Advance** ID to print.

4. A printable view of the Cash Advance will show to use with the browser’s print feature.

<table>
<thead>
<tr>
<th>Advance Source</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Dreamweaver Training</td>
<td>15.20 USD</td>
</tr>
</tbody>
</table>

**Cash Advance Total**: 15.20 USD

**Less Nonpayable Amount**: 0.00 USD

**Amount Due Employee**: 15.20 USD

**NOTE**: This printable view is also available via the Cash Advance Create/Modify and View pages through the **View Printable Version** links.
**Cash Advance Statuses**

**Pending:** An employee has not submitted the cash advance, or the approver or auditor and returned the cash advance to the employee.

**Submitted for Approval:** The cash advance is ready for the approval or audit process.

**Approvals in Process:** If your organization uses an approver and auditor or multiple approvers, and the first approver has approved the cash advance, PeopleSoft Expenses changes the status to Approvals in Process.

**Denied:** The advance was not approved by the approver or auditor.

**Approved for Payment:** The advance is authorized for payment processing.

**Staged:** The cash advance is staged for payment.

**Paid:** Payment processing is complete.

**Reconciled:** The cash advance is applied to an expense report, and the employee returned excess funds (if any).

**Deleted:** Cash advance has been deleted by submitter.

**Withdrawn:** Cash advance has been withdrawn from the approval queue. Withdrawing a Cash Advance routes, it back in the submitter’s queue in “Pending” status.
Cash Advance Workflow

After a Cash Advance is submitted it first routes to the traveler’s HR supervisor for approval. After it is approved by the HR Supervisor a Cash Advance routes directly to a Prepay Auditor within the Travel Department for review and approval. This final step is not completed until approximately 10 days before travel. After final approval, payment of the cash advance is processed through direct deposit into the employees banking information on file.
Expense/Post Travel Compliance Report

Within ten (10) days after returning from a trip or incurring expenses, an Expense Report (ER) must be completed with accompanying receipts and supporting documentation. This will include any out of pocket expenses incurred by the traveler and any items prepaid by the University. In most cases, an ER will be copied from an approved Travel Authorization (TA) where one was required for the trip.

If expenses are split between the University and an outside organization, it is required that those expenses be reported in the form of comments on the Expense Report, or a document included with the uploaded receipts.

All Expense Reports that are over 90 days old and have not been finally processed may be deleted from the system by the Travel and Expense staff.

Create an Expense Report (linked to a Travel Authorization)

When an approved Travel Authorization is required for a trip, it must be linked to the Expense Report used to report the expenses. This transcribes the Header, Expense Lines, and Accounting Details from the TA to the associated ER. This data can be adjusted, and new expenses added to the Expense Report to reflect actual costs associated with the trip.

Once budget checked and approved, the Expense Report will relieve the Encumbrance created by the TA.

To create an Expense Report linked to a Travel Authorization:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.
2. Click the **Expenses** tile.

3. Click the **Expense Report with TA** tile.
4. Locate the Travel Authorization that will be linked to the Expense Report on the Travel Authorization Search page.

If creating an Expense Report as a Proxy for another Traveler, select “Change Employee” from the Related Actions (green dropdown) button found next to the name of the logged in user at the top, left-hand corner of the screen.

5. Once identified, select “Copy to Expense Report” from the Actions dropdown menu on the line of the Travel Authorization.
6. The Header, Expense Line, and Accounting Details from the Travel Authorization will be transcribed to the Expense Report and should be reviewed and modified if necessary, on the Expense Entry screen. If changes need to be made to the Payment Type the expense line would need to be deleted and re-entered.

![Expense Entry Screen]

7. Use the General Information button located next to the Expense Report Description to access and validate the Header details on the Expense Report page.

![Expense Report Screen]

**NOTE:** Changes may be made the the Header Details on the Expense Report page and saved via the Update Details button.
8. To return to the Expense Entry page and manage the ER's Expense Lines and Accounting Details, click either the Update Details button or the Expense Entry back button. Both are found at the top of the page.

If necessary, additional expense lines may be added. For more information on this functionality, continue to the Adding Expense Lines section of this document.
Foreign Desination Expense Report Requirements

When creating an Expense Report linked to a Travel Authorization with one or multiple foreign destinations, additional questions must be answered on the ER prior to submission. These are available on the Review and Submit page via the International Travel link.

Requirements for completing the questions in this link depend on whether a foreign desintation is not a Foreign Country of Concern (scenario 1) or is a Foreign Country of Concern (scenario 2). See below.

**Scenario 1 – Foreign Desintations NOT Deignated as Foreign Countries of Concern**

If none of the visited countries are designated as a Foreign Countries of Concern (FCC / Restricted Countries) the following four (4) questions will need to be answered. By default, responses are set to “No”.

![International Travel](image)
Any response set to “Yes” will expand to show more required fields.

If any fields for “Yes” responses are left blank, the following message will appear.

Responses to these questions will be included on the Expense Report Printout. Click here to see a sample.

**Scenario 2 – Foreign Desintations Deignated as Foreign Countries of Concern**

If one or more of the visited countries is a Foreign Country of Concer (FCC / Restricted Country) the following four (4) questions must be answered. Additionally, each foreign institution/organization visited within an FCC during the trip must be listed.
Additional rows may be added for each institution/organization visits using the + button.

Use the lookup glass for the **FCC Expense Location** field on the new row. Only those FCC locations approved on the Travel Authorization will be available.

DO NOT delete an FCC location from this list. Each FCC location visited must be listed here.

Responses to these questions as well as the FCC countries' institutions/organizations will be included on the Expense Report Printout. Click here to see a sample.
Create Expense Reports (not linked to a Travel Authorization)

For reimbursement of expenses allowed without an approved Travel Authorization, users may directly enter an Expense Report without a linked TA.

To create an Expense Report not linked to a Travel Authorization:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Expenses tile.

3. Click the Expense Report without TA tile.
4. The Expense Report page will open. If creating an Expense Report as a Proxy for another Traveler, select “Change Employee” from the Related Actions (green dropdown) button found next to the name of the logged-on user at the top, left-hand corner of the screen.

5. Enter header details for the ER under the General Information section.

- **Business Purpose** - Select the business purpose.
- **Description** - This field serves as the ER title.
- **Destination** - Select the travel destination by using the search glass. If the destination is not available, please select the closest municipality to the destination.
**Reference** – Use this field to reference an approved Travel Authorization (TA) that is not eligible to be linked to an Expense Report (ER). For example, when creating additional Expense Report(s) against a TA that has already been linked to an approved ER.

![Reference Field Example](image)

**NOTE:** The lookup glass button in the Reference field is not functional.

6. Proceed to list expenses by selecting the *Add Expense Lines* option from the Expense Report Action dropdown and complete the steps in the *Adding Expense Lines* section of this document.

![Expense Report Action](image)
Add Expense Lines to an Expense Report

All expenses incurred must be accounted for on an expense report. These include Out of Pocket and Travel & Entertainment Card expenses that are reimbursable to the traveler, as well as University Credit Card expenses that are non-reimbursable to the traveler and reconciled by the department via the Credit Card Reconciliation process (managed by the University’s Credit Card Solutions Team).

Ensure expense lines are not copied. Add each expense one at a time. The Copy Expense Lines functionality is not configured to the way FIU uses the Travel and Expense module in PantherSoft Financials. **DO NOT USE THE COPY FUNCTIONALITY.**

1(a) Expense Reports Linked to a Travel Authorization
Use the Add (+) button on the Expense Entry page to include more expenses not on the original TA. A new blank expense will appear with the current date.

1(b) Expense Reports NOT Linked to a Travel Authorization
Begin by expanding the Expense Report Action dropdown menu on the Expense Report page. Select from the menu Add Expense Lines to manually enter the lines.
A single expense line will be added. Once completed, use the Add (+) button on the Expense Entry page to include more expenses.

2. Complete the required fields.

**Date** – Enter the date the expense was incurred. These dates should be within the travel dates.

**Expense Type** – Choose the proper expense type from the drop-down menu. Required line details will differ depending on the Expense Type chosen.

**Description** – Fill in information related to the Expense Type. This field may or may not be mandatory depending on the Expense Type.

**Payment** – This field is chosen based on how the travel expenses were paid. Options include:

- *Out of Pocket* – Expenses paid for by the traveler while on trip using their own money.
- *University Credit Card* – Expenses paid for by a Departmental Travel or Dual-Use credit card.
- *Travel and Entertainment Card* – Expenses paid for by a personal Travel and Entertainment Credit Card

**NOTE**: If the **Payment Type** needs to be changed, delete the expense line and re-enter it with the correct Payment Type.

**Billing Type** – “FIU expense” will default for both Out of Pocket and Travel and Entertainment Credit Card Payment Types. If the Payment Type is University Credit Card, the Billing Type will default to “University Paid – ProCard”.

**Approved By** – Entry of a SpeedType into this field, routes this transaction line to the Expense/Project Manager who approved for the SpeedType.
**Personal Expense** – This choice is used to identify expenses that should not be reimbursed to the traveler.

*No* – The expense is reimbursable. This should be used for expenses with a Payment type of *Out of Pocket* or *Travel and Entertainment Card*.

*Yes* – The expense is **NOT** reimbursable. This should be used when the ER is for a non-employee.

**NOTE:** For expenses with a Payment Type of University Credit Card this choice will not be available.

3. Use the **Accounting** to validate or modify the accounting distribution for the new Expense Line. It is recommended to use the **Show All** tab.

![Image of Accounting and Expense Report Distributions]

The **ChartFields** that represent the traveler’s default accounting details pre-populate and may be overridden for “Out of Pocket” and “Travel and Entertainment Card” **Payment Types** if necessary. The expenses associated with these Payment Types will generate an encumbrance on a department’s budget.

Use the **SpeedType** field to update the line’s accounting as shown above.

The Accounting Details for expense lines with a **Payment Type** of “University Credit Card” **cannot be overridden**. These ChartFields pre-populate centralized accounting values and will NOT generate an encumbrance on a department’s budget.

The accounting for more than one business unit (i.e., FIU01 and FIU02) may not be present on the same Expense Report.
If the cost of an expense line is to be split between two or more ChartField strings, add these strings to the Accounting Details by clicking the + (plus) button. Ensure all lines sum to the total of the associated expense line. This is not an option for University Credit Card Payment Type.

![Expense Report Distributions](image)

4. Use the Save button to save the information entered, if the Expense Report is not ready for submission. If the ER is ready for submission, click the Review and Submit button.

![Expense Entry](image)

![Expense Summary](image)

**NOTE:** Prior to submitting the Expense Report, ensure all necessary receipts and supporting documentation are attached. See the Obtaining Required Printable Expense Report and the Attaching Documents to an Expense Report section within this document.
Preferred Merchant Expenses

Expense Types Auto Rental and Airfare requires users to indicate if the Merchant is Preferred or Non-Preferred. When using a Preferred Merchant, select Preferred for Merchant and use the Preferred Merchant drop-down menu to choose from the list of options.

If a Non-Preferred Merchant is used, select Non-Preferred from the Merchant drop-down menu and enter the name in the Non-Preferred Merchant field.
Obtain Required Printable Expense Report

A printed version of the expense report must be included as the first page(s) of the Expense Report attachments. See the Attaching Documents to an Expense Report for instructions.

The printable version of the Expense Report includes details entered on the ER in PantherSoft Financials. Ensure all details are entered before printing the ER.

1) Navigate to the Expense Summary page of the Expense Report.

If on the Expense Entry page, click the **Review and Submit** button.

2) Click the **View Printable Version** link and print the report.
This printable version will populate required details of the trip entered on the completed Expense Report.

### Details captured depend on the trip destination(s) and may generate multiple pages for the printout. Include all pages with the receipts package. See the Attaching Documents to Expense Reports section of this document.

Foreign Expense Report printouts will include information entered via the International Travel link. See the Foreign Destinations Expense Report Requirements section of this document.

Samples of foreign destination ER printouts are included in the following pages.

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Non-Reimbursable</th>
<th>No Receipt</th>
<th>Payment Type</th>
<th>Transaction Amount</th>
<th>Exchange Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2023</td>
<td>Domestic Airfare</td>
<td>No</td>
<td>No Receipt</td>
<td>Merchant</td>
<td>100.00 USD</td>
<td>1.00</td>
<td>100.00 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Detailed Description</th>
<th>Total Amount</th>
<th>Responsible Payer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
<td>100.00 USD</td>
<td></td>
</tr>
</tbody>
</table>
Expense Report printouts for foreign destinations that are not Foreign Countries of Concern (FCC) will include information, if any, for payments and honoraria that were entered via the International Travel link.
Expense Report printouts for Foreign Countries of Concern (FCC) will include information, if any, for payments and honoraria as well as the institutions/organizations visited that were entered via the International Travel link.

**NOTE:** Information entered for payment/honoraria and information entered for FCC Institutions/Organizations visited may appear on different pages of the printout.
Attach Documents to an Expense Report

Prior to submitting an Expense Report for approval, the following documents must be attached via the Attach Receipts link on the Expense Summary page:

- Printed and signed (by the traveler) copy of the Expense Report. See the Obtain Required Printable Expense Report section of this document.
- Associated receipts or invoices
- Supporting documentation required by some expense types
- Office of the Controller forms (i.e. Reimbursement of Travel Expenses for Non-Employees form)

For additional documentation and receipt requirements, see the Travel & Other Expenses Manual.

To add an attachment to an Expense Report:

1. Scan all documents to be attached to the Expense Report in the following order:
   1) Printed and signed Expense Report.
   2) Required forms (i.e., Non-Employee Travel form)
   3) Required receipts
   4) Other supporting documentation

   **NOTE:** All documents should be scanned into a single PDF file, not individually.

2. Attach the scanned PDF file to the Expense Report via the Attach Receipts link on the Expense Summary page.
Once processed through ImageNow, the submitted will receive an email notification confirming the attachment was made successfully.

3. Access the ImageNow link from the Expense Summary page and click the file name in the FIU Document Viewer to confirm the attachments were successfully processed.
Submit an Expense Report

Once all expenses are accounted and receipts/supporting documentation attached, the Expense Report may be submitted for approval.

1. Click the Submit button on the Expense Summary page.

![Expense Summary]

2. Review Submission Confirmation message and click the Submit button.

![Submission Confirmation]

3. The Expense Report should now appear under the Awaiting Approval section of the My Expense Reports page with an initial Status of Submission in Process. Once routed for approval, the Status will change to Submitted for Approval.

![My Expense Reports]
Link a Cash Advance to Expense Report

When a traveler receives a Cash Advance for the University, the Cash Advance must be accounted for in the Expense Report. If the traveler used more than the cash advance, then only the difference should be reimbursed to the traveler. If the traveler used less than the cash advance, then the traveler needs to reimburse the University for monies dispersed but not spent.

For more information on how to complete/create a Cash Advance, see the Creating a Cash Advance section of this document.

To apply a Cash Advance to an Expense Report:

1. Begin by creating an Expense Report. See the Expense Reports sections of this document for details.

2. From the Expense Report Summary page click the associated Cash Advance.
3. Enter the amount of the Cash Advance that was used for the trip in the **Total Applied** field, then click the **Apply** button.

![Cash Advance Information](image)

4. The system will apply this amount to the Expense Report. Any **Outstanding Cash Advance** amount will need to be reimbursed to the University.

For more information on how to refund an Outstanding Cash Advance amount, contact the Travel Department.

![Expense Summary](image)
How to Report Travel Expenses Paid by a Third Party

To ensure accurate reporting of expenses paid by a third party, follow the below guidelines for domestic and international trips.

Before a Trip

All anticipated trip costs paid for by FIU should be listed on the expense lines of a Travel Authorization. If expenses will be paid by a third party, list them in the Benefit to FIU or Project field as depicted below.

When a third party is paying for all expenses, a Travel Authorization will still need a single expense line for it to be processed. In this case, list the expenses to be paid by a third party in the Benefit to FIU or Project field as depicted above and enter a single out of pocket expense with a low dollar amount (i.e., $1) such as what is shown below.
After a Trip
Use the below to determine how to handle expenses paid by a third party after the trip concludes.

Domestic Destinations
If all expenses were paid by a third party, cancel the Travel Authorization.

If expenses were partially paid by a third party, process an Expense Report with those expenses listed in the Benefit to FIU or Project field as depicted below. List all FIU costs on the expense lines as usual.

Foreign Destinations
Report all expenses, payments, and honorariums paid by third parties via the International Travel link on the Expense Report.

When a third party paid for all expenses, process an Expense Report with one out of pocket foreign expense line at a low dollar amount (i.e., $1) with the Personal Expense toggle switched to “Yes”, shown below.

If the department initially covered trip costs that a third party will reimburse, work with a Travel Prepay Auditor to have the reimbursement credited back to the accounting used.

If the traveler received direct reimbursement for their out of pocket expenses from a third party, list those on the lines of the Expense Report and switch the Personal Expense toggle to “Yes”. This will ensure that the traveler will not receive a duplicate payment from the University.
Manage Expense Reports

View an Expense Report (Not Yet Paid)

Both Travelers and their Proxies can view an Expense Report for themselves or the traveler’s they manage via the following Employee Self Service function.

To view an Expense Report:

1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.

2. Click the **Expenses** tile.
3. Click the **My Expense Reports** Tile.

![Expense Reports Tile]

4. Select **View All** via the links on the left side. Use the **Search Criteria** options to identify and select the ER number.

![Expense Reports Screen]

**NOTE:** To view Expense Reports for those you are proxy for, use the **Related Actions** drop down indicated by the green triangle to access the **Actions** menu as highlighted below.

![Actions Menu]
View an Expense Report (Paid)

To view Expense Reports that have already been paid via the Tiles

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Expenses tile.
3. Click the **Expense History** Tile.

4. Paid Expense Reports will be located within the **Expense Report History** tab.
5. Click on the funnel icon to modify filter criteria.

6. Click on any of the ERs to view the full report.
Modify an Expense Report

Both Travelers and their Proxies with the appropriate authorization level may modify Expense Reports for themselves or the traveler’s they manage via the Employee Self Service function.

An Expense Report can only be modified when it is in Pending status. If modifications to a submitted ER need to be made prior to it being fully approved, it must be withdrawn from workflow first.

For more information on withdrawing an ER in workflow, see the Withdrawing an Expense Report section of this document.

To modify an Expense Report in Pending status:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Expenses tile.
3. Click the **My Expense Reports** tile.

4. The Expense Reports eligible for modification will be found under the **Returned** and **Not Submitted** tabs. Identify and select the Expense Report to view.

5. Once in view, make any modifications to the Expense Report necessary. If resubmitting after modifying the ER, the approval workflow will be reinitiated and any previously obtained approvals will need to be acquired.
Withdraw an Expense Report

Both Travelers and their Proxies with the appropriate authorization level may withdraw Expense Reports for themselves or the traveler’s they manage via the following Employee Self Service function.

An Expense Report can be withdrawn when it is in a pending state such as Not Submitted or Submitted for Approval. It cannot be withdrawn once it is in the Approvals in Process status.

Review the View an Expense Report section of this document for instructions on how to view an ER.

To withdraw an Expense Report via the Tiles:

1. Click the Travel and Expense Center tile

![Travel and Expense Center Tile]

2. Click Expenses tile

![Expenses Tile]
3. Click the **My Expense Reports** tile

4. To Withdraw an **Expense Report** in pending status such as **Submitted for Approval** or **Approval in Process** under the Awaiting Approvals tab, select the ER you wish to Withdraw.

5. Then click **Withdraw** in the upper right corner.
Delete an Expense Report

Both Travelers and their Proxies with the appropriate authorization level may delete Expense Reports for themselves or the traveler’s they manage via the following Employee Self Service function.

An Expense Report can only be deleted when it is in a pending status under the Returned or Not Submitted tab. If an ER needs to be deleted prior to it being fully approved, it must be withdrawn from workflow or sent back by the Approver first.

For more information on withdrawing an ER in workflow, see the Withdraw an Expense Report section of this document.

To delete an Expense Report:

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Expenses tile
3. Click the My Expense Reports Tile.

4. The Expense Reports in pending status will appear either under the Returned or Not Submitted tab. Use the Actions drop down to select Delete Report.

Note: The Expense Report is now deleted and cannot be resubmitted.
Print an Expense Report

To print an Expense Report via the Tiles

1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.

2. Click the **Expenses** tile.
3. Click the **My Expense Reports** Tile.

4. Select the Expense Report to be printed.

5. Select **View Printable Report**.
6. The printable version of the Expense Report will appear in a new window. Use the print functionality of the browser to print the report.

NOTE: The Expense Report will pop-up in alternate window similar to the image pictured above.
Copy from a Paid Expense Report

Both Travelers and their Proxies with the appropriate authorization level may copy details from paid Expense Reports for themselves or the traveler’s they manage via the following Employee Self Service function.

When copied, a new Expense Report will be created without a linked Travel Authorization (TA). If an Expense Report needs to be created for an approved TA follow the instructions found in the Create an Expense Report (linked to a TA) section of this document.

1. Click the Travel and Expense Center tile on the Employee Self Service homepage within PantherSoft Financials.

2. Click the Expenses tile.

3. Click the Expense History Tile.
4. Paid Expense Reports are found within the **Expense Report History** tab.

If necessary, use the funnel icon to modify filter criteria.

5. Once found use the **Actions** drop down to select **Copy to New Report** on the line of the ER.

A new Expense Report will be created without a linked Travel Authorization (TA). All ER header and expense line details can be changed. See the **Create an Expense Report** section of this document from step 7 onward for further guidance.
Copy from an Unpaid Expense Report

Both Travelers and their Proxies with the appropriate authorization level may copy all details or only the expense lines they select from an unpaid Expense Report for themselves or the traveler’s they manage via the following Employee Self Service function.

When copied, a new Expense Report will be created without a linked Travel Authorization (TA). If an Expense Report needs to be created for an approved TA follow the instructions found in the Create an Expense Report (linked to a TA) section of this document.

1. Click on Travel and Expense Center tile.

![Travel and Expense Center tile](image1)

2. Click on Expenses tile.

![Expenses tile](image2)
3. Click on Expense Report without TA


5. Select to copy By Expense Line Type or Full Expense Report.

6.
Expense Report Copy option: **By Expense Line Type** allows to select the Expense Type to search for expense reports containing the expense type selected.

Expense Report Copy Option: **Full Expense Report** shows reports for the dates on the search criteria.

7. Select the dates and click Search.
8. Select the Report.

![Expense Report Image]

9. Click on **Update Details** or < **Expenses** to modify the report as needed.

![Expense Report Details Image]
## Expense Report Statuses

**Pending:** An employee has not submitted the expense report, or the approver or auditor denied and returned the expense report to the employee. This is the default status for a newly created expense report.

**Submitted for Approval:** The Expense Report is ready for approval or audit process.

**Approved:** The Expense Report has been approved and ready to be processed for payment to the employee.

**Approvals in Process:** Depending on your approval and audit requirements, after anyone on the approval list has approved or placed the document on hold. The status changes to Approvals in Process. There may also be situations where transactions have been approved for payment but not yet approved for billing. In these instances, the approver may see the status as Pending Billing Approval.

**Approved for Payment:** The expense report is authorized for payment processing.

**Staged:** The expense report is staged for payment. Completely approved and will be paid in next pay cycle.

**Paid:** The employee has been issued a reimbursement.

**Hold:** Approver places the expense report on hold.

**Closed:** Expense report is closed by the user or Travel department.
Upon submission, Expense Reports will systematically route for approval. See the workflow diagram below.

The first required approval will either be an Expense Manager (for Activity Numbers) or Project Managers (for Projects/Grants).

- This first approver must Budget Check the Expense Report to Approve. Budget checking is not required to Deny or Send Back the ER.
- For Out of Pocket and Travel & Entertainment Card Expense Lines, routing is determined by the ChartField Accounting string(s).
- For University Credit Card Expense Lines, routing is determined by the SpeedType entered in the Approved By field.

For Expense Reports associated to Projects and exceed ten thousand dollars ($10,000.00), a supplemental approval may be required from the Office of Research (ORED).

Final approval is granted by a Prepay Auditor.
Missing Receipts

Receipts are required for reimbursable expenses. It is the responsibility of the traveler to collect receipts and attach those receipts to the Expense Report. In the case that a traveler does not have or has misplaced a receipt, a Lost Receipt Form needs to be completed.

Note for Traveler: Read this form in its entirety. This form cannot be used frequently and is only accepted after traveler has tried to obtain a duplicate receipt from the merchant.

The form can be found here.
After submission, Travel & Expense documents enter an approval workflow that involves approvers such as HR Supervisors, Expense Managers, Project Manager, or Supplemental Approvers. This is systematically configured and may be unique to each travel document.

Each approver involved will receive an email informing them that there is a document pending their review. Approvers may choose to click the direct link within those emails or navigate through PantherSoft Financials. Approvers can also approve via mobile devices. Approvers are also responsible for performing the Budget Check prior to approving.

To approve transactions, use the drop down at the top of the homepage to select Manager Self-Service or other approving home pages.

1. Click the Travel & Expense Approvals Tile.

2. Click on any of the tabs for the specific transaction to be approved, then click the blue links to review the transaction.
3. A Summary page will appear, allowing the approver to review the transaction’s details.

Information available for approvers to review includes:

A. **General Information** – These are header details that pertain to the trip such as the Traveler’s destination, business purpose, and travel dates (From and To).

B. **Foreign Travel Guidance and Screening Questionnaire** – This link, used by Export Control reviewers, supplies access to the Traveler’s responses to the screening questionnaire.

C. **Attachments** – Attachments can be viewed or added here.
D. **Notes** – Notes from the traveler can be seen here. Approvers may also write in any information they wish to communicate to the traveler or those upcoming in the workflow.

![Travel Authorization Notes](image)

E. **Multiple Destinations** – When multiple countries are entered as destinations for the trip, the **Description** field will show “Multiple Country Destinations” and this link can be used to view those destinations.

![Enter all destinations that you are Traveling to](image)

F. **Details** - Supply a list of all expenses added to the transaction. These can be reviewed in detail via the **Expense Type** links.

![Expense Type](image)
4. An Approver may choose to select the following actions: **Approve, Send Back, or Hold.**

<table>
<thead>
<tr>
<th>Approve</th>
<th>Send Back</th>
<th>Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to Approval List</td>
<td>Previous in List</td>
<td></td>
</tr>
</tbody>
</table>

**Approve:** Approves the transaction for the approver’s role and moves the transaction to the next step in the approval workflow. The transaction must be budget checked and its budget status must be “Valid” before it can be approved. The automated budget checking job runs at 8 am, 11 am, and 2 pm. If the TA has not been budget checked and it needs to be approved right away, follow the steps for budget checking in the [Budget Check Manually](#) section of this document.

**Send Back:** Returns the transaction to the submitter. Comments must be entered in the Comments field. A Budget Check is not required. The approver needs to send back the TA if it is in Budget Error.

**Hold:** Holds the transaction in the approver’s queue and removes it from other approvers in the same level.
Budget Check Manually

The approver must budget check only if the Budget Status is “Not Budget Checked” and the document needs to be approved right away.

a. Click the Budget Options link.

b. Click the Budget Check button on the Commitment Control window.

c. Click the OK button once the Budget Checking Header Status updates.
Delegate Workflow Items to Alternate Approvers

An approver can grant another employee who has the same approval authority as they do to approve transactions in their absence. Please note that the same approval authority refers to someone else who also has either Expense Manager and/or Project Manager system access. This kind of delegation applies to ALL transaction approvals, not only travel related. The transaction will start rerouting to the selected alternate approver from the set date range. Any transaction that was in the approval process prior to delegating will not route to the delegated approver.

1. In PantherSoft Financials, navigate using the NavBar to Main Menu > My System Profile (at the bottom of the menu options).

2. Enter the Alternate User ID. Use the search glass to select the user. Enter the date range for the delegation and click Save.

NOTE: There are circumstances where a travel document may need to be re-routed to an alternate approver because the previous process was either not followed or there is an exception. In this case an email can be sent to controller@fiu.edu with a request to re-route the travel document. Include in the request, the document number (TA, CA, ER) and names and Panther ID numbers of both the original approver and alternate approver. The original approver and alternate approver MUST BE copied to the email request. Financial System and Support Services team members will review each request.
View Employee Reimbursement Information

PeopleSoft allows a user to view employee expense data. Viewing employee expense data allows supervisors to see how much an employee has been expensed. This functionality can be used if an employee is missing payment and for verification.

View Employee Expense and Payment History (not as Traveler or Proxy)

1. Use the NavBar to navigate to Main Menu > Travel & Expenses > Process Expenses > Review Payments > Employee Expense History.

2. Enter Employee ID or drop down to search by Name then click the Search button.

3. Enter the From Date and Through Date then click the Search button. A list of payment history will be displayed.
View Employee Expense and Payment History (As Traveler or Proxy)

1. Use the **NavBar** to navigate to **Main Menu > Employee Self Service > Travel and Expense Center > Review Payments**.

2. Enter **Employee ID** and **SetID** then click the **Search** button.

3. Select the payment to review from the search results. The Payment Information page with details will appear.
## Appendices

### Useful Queries

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXC8500</td>
<td>Travel Authorization Info</td>
</tr>
<tr>
<td>EXC5500</td>
<td>Cash Advance Info</td>
</tr>
<tr>
<td>EXC4500</td>
<td>Expense Report Info</td>
</tr>
<tr>
<td>FIU_DEPT_APPROVERS_BY_DEPT</td>
<td>FIU Dept. Approvers by Dept</td>
</tr>
<tr>
<td>FIU_FSSS_SUPERVISOR_LOOKUP</td>
<td>Lookup HR supervisor of traveler</td>
</tr>
<tr>
<td>FIU_FSSS_TA_QUEUE</td>
<td>Travel Authorization Queue</td>
</tr>
<tr>
<td>FIU_FSSS_ER_QUEUE</td>
<td>Expense Report Queue</td>
</tr>
<tr>
<td>FIU_FSSS_ASSOCIATED_TRAVELAUTH</td>
<td>Is TA linked to ER?</td>
</tr>
<tr>
<td>FIU_EXP_RPT_APPROVAL_HISTORY</td>
<td>Approval history for Exp Report</td>
</tr>
<tr>
<td>FIU_FSSS_PROXY_PROMPT –</td>
<td>view who you are proxy for</td>
</tr>
<tr>
<td>FIU_FSSS_ASSOCIATED_TRAVELAUTH –</td>
<td>provides Expense Report number associated with TA. Must know TA #.</td>
</tr>
</tbody>
</table>

### Travel Transaction Statuses

#### Travel Authorizations

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS – Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>PND – Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>CLS – closed</td>
<td>Closed</td>
</tr>
<tr>
<td>PAR – Approvals in Process</td>
<td>Approvals in Process</td>
</tr>
<tr>
<td>SFA – Submission in Process</td>
<td>Submission in Process</td>
</tr>
</tbody>
</table>

#### Expense Reports

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB – Submitted for Approval</td>
<td>Submitted for Approval</td>
</tr>
<tr>
<td>PD – Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>PND – Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>HLD – Hold</td>
<td>Hold</td>
</tr>
<tr>
<td>STG – stages, after approved for payment</td>
<td>stages, after approved for payment</td>
</tr>
</tbody>
</table>

#### Cash Advances

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APY - Approved for Payment</td>
<td>Approved for Payment</td>
</tr>
<tr>
<td>CLS – Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>PAR – Approvals in Process</td>
<td>Approvals in Process</td>
</tr>
<tr>
<td>PND – Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>STG - Staged</td>
<td>Staged</td>
</tr>
<tr>
<td>SUB - Submitted for Approval</td>
<td>Submitted for Approval</td>
</tr>
<tr>
<td>PND - Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>PD - Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>RCN - Reconciled</td>
<td>Reconciled</td>
</tr>
</tbody>
</table>
Important Travel Links

Travel and Other Expenses Manual

General Services Administration
http://www.gsa.gov/portal/content/104877

Defense Travel Management Office
http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Department of State
https://aoprals.state.gov/web920/per_diem.asp

Mapquest
http://www.mapquest.com/directions

Money Exchange Information
http://www.oanda.com/currency/convert/

Avis and Budget Car Rental Instructions
https://controller.fiu.edu/departments/procurement/procure/shopping-guide/avis-budget-group/

Fly America Act
http://www.gsa.gov/portal/content/103191