Create a Cash Advance............................................................................................................................................. 49
View a Cash Advance .................................................................................................................................................. 54
Modify a Cash Advance ............................................................................................................................................. 57
Withdraw a Cash Advance ........................................................................................................................................... 59
Delete a Cash Advance ............................................................................................................................................... 60
Print a Cash Advance .................................................................................................................................................. 62
Cash Advance Statuses ............................................................................................................................................... 64
Cash Advance Workflow .............................................................................................................................................. 65

Expense Reports ........................................................................................................................................................................ 66
Creating an Expense Report (linked to a Travel Authorization) .......................................................................................................................... 66
Creating Expense Reports (not linked to a Travel Authorization) .................................................................................................................. 71
Adding Expense Lines ......................................................................................................................................................... 74
Attaching Documents to an Expense Report ................................................................................................................................. 79
Submitting an Expense Report ................................................................................................................................................. 82
Linking Cash Advance to Expense Report ........................................................................................................................................ 83

Managing Expense Reports ....................................................................................................................................................... 85
Viewing an Expense Report (Not Yet Paid) ............................................................................................................................... 85
Viewing an Expense Report (Paid) .............................................................................................................................................. 87
Modifying Expense Reports .................................................................................................................................................. 90
Withdrawing an Expense Report ................................................................................................................................................... 92
Deleting Expense Reports ......................................................................................................................................................... 94
Printing Expense Reports ......................................................................................................................................................... 96
Copying Expense Reports ....................................................................................................................................................... 99
Expense Report Statuses ......................................................................................................................................................... 102
Expense Report Workflow .................................................................................................................................................. 103
Missing Receipts ................................................................................................................................................................. 104

Approving Transactions .............................................................................................................................................................. 105
Approving Travel Transactions ................................................................................................................................................ 106
Delegating Alternate Approvers ........................................................................................................................................ 112

Viewing Employee Reimbursement Information.................................................................................................................. 113
Viewing an Employee Expense Transaction History .................................................................................................................. 113
Viewing Employee Expense and Payment Information (As Traveler or Proxy) .............................................................................................. 114

Appendices .............................................................................................................................................................................. 115
Useful Queries ......................................................................................................................................................................... 115
Travel Transaction Statuses ......................................................................................................................................................... 115
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. CA’s are classified as “Accounts Receivable” in the General Ledger.

Chartfield – Chartfield values represent 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 indicated 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 provide 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 appropriate 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. TA’s 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. Proxies should be assigned before creating any TA’s, ER’s, or CA’s on someone else’s behalf. To make travel arrangements on behalf of FIU business, a travel authorization must be submitted and approved in the Financials system. TAs can be created for employees of the University, non-employees, and students; specific instructions are found within this manual.

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 is an estimate of what the employee’s costs may be for travel related expenses (i.e. hotel, transportation, etc.). After the TA is submitted and approved, the traveler or proxy can continue with purchasing travel expenses. Reimbursable, Out of Pocket expenses listed on the lines of a travel authorization encumber funds within a department’s budget. The exceptions to this 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 the system, the following is needed:

- To be a current employee or to be the assigned Proxy for the traveler (for students, see the Student Travel section, for Non-Employees see the Non-Employee Travel section)
- The traveler’s Panther ID
- Trip dates and destination
- Benefit to FIU or Project
- Estimated expenses
- Accounting ChartFields (If different than traveler’s default expense profile)
Assigning a Proxy

A proxy should be assigned if a traveler wants someone else to create and complete Travel Authorizations, Cash Advances, and Expense Reports on their behalf. **A user can only assign proxies for themselves.** Proxies have to be assigned an **Authorization Level**.

The **Authorization Level** is the access given from the traveler to their proxy as it related to the creation and management of their travel documents. Within PantherSoft Financials, there are three: **Edit, Edit & Submit, or View**. Edit allows the proxy to create or modify. Edit & Submit allows the proxy to create, modify, submit, and otherwise manage the traveler’s documents. View allows the proxy to only review. For full proxy access, choose Edit & Submit as the designated authorization level.

1. Grant proxy access, via the following **NavBar** navigation:
   - **Main Menu > Employee Self Service > Travel and Expense Center > User Preferences > Delegate Entry Authority**

   **NOTE:** The user who is currently logged into the system should always appear as an authorized user, otherwise they cannot create travel documents for themselves.

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 the access as a proxy.

3. Use the drop down to select the desired **Authorization Level**. Click Save.
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 to travel to 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 TA’s for themselves.

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

To create 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. Select Create/Modify on the left side grey bar. Within the Add a New Value tab, identify the traveler for this TA in the Empl ID field then click the Add button.

![Image of Create/Modify tab with Add button highlighted]

**NOTE:** The Panther ID (PID) if the current user will pre-populate here. If creating a TA as a Proxy, use the lookup glass. A list of travelers who have granted the current user Proxy access will be available for selection. The Create Travel Authorization page will open. Begin by identifying high-level, header details for the Travel Authorization.

4. Complete all fields in the top, header section of the Travel Authorization.

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

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

**c. 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 select, FIU requires the traveler complete a 5-question pre-departure Export Control questionnaire associated with export control regulations. The questionnaire is accessible via the Export Controls Review link on the Summary and Submit page and must be completed prior to supervisor approval. For further details, see the Export Controls section of this document.

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

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

5. Enter the details for all travel-related expense lines in the **Projected Expenses** section. Additional expense lines are added using the + (plus) icon, which is located to the right of each line.

Expense lines may also be added via the Quick-Fill link. See the Using the Quick-Fill for Expense Lines section of this document for more information on this functionality.

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

a. **Date** – Enter the date the expense will be incurred. Dates must be within the **Date From** and **Date To** range indicated in the header of the TA.

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

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

d. **Payment Type** – This field is chosen based on the way the travel expenses will be paid. When a selection 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”.

![Expense Line Example]

![Quick-Fill Link Example]
**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. Use the lookup glass in this field. This routes the expense line to the approver the SpeedType.

NOTE: When travelling to a foreign destination that is a designated State Sponsor of Terrorism (SSOT) country, the University Credit Card Payment Type is not allowed. A comprehensive overview of export control regulations, definitions, FAQs and more can be viewed here: [https://exportcontrol.fiu.edu](https://exportcontrol.fiu.edu)

**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, delete the expense line using the - (minus) icon at the end of the line and re-enter it with the correct Payment Type.

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

f. **Expense Details** – Enter the required fields. These will vary, based on the Expense Type selected.
6. Validate the **Accounting Details** (aka **Chartfields**) for each Expense Line.

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) used. 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.

When using another Project or Activity Number to override and/or split with the traveler’s default Chartfields, look up all required Chartfield values 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 > SpeedTypes**

**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. 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.) at a time may not be present in the Accounting Details on the same Travel Authorization, even if on separate expense lines.

7. Click the **Save for Later** link to save the Travel Authorization.

If all required fields are complete, with no errors, an **Authorization ID** will populate. The TA will be assigned a status of “Pending”.
NOTE: Effective 4/10/2021, when a foreign destination is select, FIU requires the traveler complete a 5-question pre-departure Export Control questionnaire in accordance with export control regulations. If the questionnaire is not complete when the TA is saved, a warning message will appear.

The traveler must complete the questionnaire by clicking the Export Controls Review link on the Summary and Submit page prior to submission. For further details, including specific guidance for proxies see the Export Controls section of this document.

8. When the TA is ready for submission, click the Summary and Submit link.

9. On the Summary and Submit screen, select the checkbox next to the “I certify…” statement and click the Submit Travel Authorization button.
10. A **Submit Confirmation** will display. Click the **OK** button.

![Submit Confirmation](image)

11. The Travel Authorization has been submitted for approval and its status is updated to “Submission in Process”. This is a temporary status.

![Status Update](image)

12. Click the **Refresh Approval Status** button.
The required approval steps for the TA will appear at the bottom of the page, including an approval history with a timeline of actions taken and by whom.

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.
Export Controls for Foreign Destination TAs

Effective 4/10/2021, when a foreign destination is select, FIU requires the Traveler complete a 5-question pre-departure Export Control questionnaire, which can be accessed from the Summary and Submit page of the Travel Authorization (TA). This must be completed before the TA can be submitted for approval.

If any of the Export Control questions are answered with a “YES” or if the travel destination is considered a State Sponsor of Terrorism (SSOT) country, the TA will be routed for a required Export Control screening and approval as the first step of the TA’s approval workflow.

A comprehensive overview of export control regulations, definitions, FAQs and more can be viewed here: https://exportcontrol.fiu.edu.

Below is a screenshot of the questionnaire.

A short description is required in the Traveler’s Export Controls Notes field for each question answered with “YES”.

Because this questionnaire must be completed by the Traveler, the specific steps to follow will depend on whether the Travel Authorization is created by the Traveler (Scenario 1, below) or the Traveler’s Proxy (Scenario 2, below).
Traveler Creates Travel Authorization

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

1. Complete Steps 1 through 6 as indicated in the Create a Travel Authorization section of this document.

2. Proceed to the Summary and Submit page of the TA. A message will appear, advising of the Export Control questionnaire requirement.

3. Click the Export Controls Review link.
Complete the Export Control Questions by completing the following:

a. Answer all five (5) questions with a “YES” or “NO”.
b. Enter a short description (under 50 words) in the Traveler’s Export Controls Notes field for each question answered with “YES”.
c. Click the SAVE button.
d. Click the OK button.

4. On the Summary and Submit screen, select the checkbox next to the “I certify…” statement and click the Submit Travel Authorization button.
NOTE: The TA cannot be saved or submitted by the Traveler without completing the Export Control questionnaire. If the Traveler attempts to save the TA without completing the questionnaire, they will see the following message.

Please answer all questions. (25000,20)

OK

Proxy Enters Creates Travel Authorization on Behalf of Traveler

1. Complete Steps 1 through 6 as indicated in the Create a Travel Authorization section of this document as a Proxy for a Traveler.

2. Click Save for Later

3. Proceed to the Summary and Submit page of the TA. A message will appear, advising of the new Export Control questionnaire requirement.
4. Click the **Traveler Notification** Button

A notification will appear that indicates a link to the questionnaire has been forwarded to the traveler.

5. The Traveler receives an **International Travel Request** notification from PantherSoft Financials with a link to the TA. Click the link.

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**International Travel Request**

Note: This message originated from outside the FIU Faculty/Staff email system.

A travel authorization request to a non-U.S. destination Afghanistan, Kabul has been submitted. As of [date when effective], FIU requires each traveler to complete a short questionnaire associated with export control regulations prior to approval of the travel authorization. Please use the below link to access the questionnaire. The travel authorization approval process will proceed once you have satisfied all export control requirements.

A comprehensive overview of export control regulations, definitions, FAQs and more can be viewed here: [https://exportcontrol.fiu.edu](https://exportcontrol.fiu.edu)

---


Thank You,
fin-panthersoft
The link will direct the Traveler to log into PantherSoft Financials and populates the **Create/Modify** Travel Authorization screen.

6. Select the Find an Existing Value tab and click on Search to locate the “Pending” TA. Open it by clicking the **Authorization ID** link.

7. Proceed to the **Summary and Submit** page of the TA. A message will appear, advising of the new Export Control questionnaire requirement.

**NOTE:** This message will appear until the TA is submitted.
8. Click on the Export Controls Review link.

9. Complete the **Export Control Questions** by completing the following:

   a. Answer all five (5) questions with a “YES” or “NO”.
   b. Enter a short description (under 50 words) in the **Traveler’s Export Controls Notes** field for each question answered with “YES”.
   c. Click the SAVE button.
   d. Click the OK button.
10. The Traveler may now submit the TA on the **Summary and Submit** screen by selecting the “I certify...” statement checkbox and clicking the **Submit Travel Authorization** button.

**NOTE:** The TA cannot be saved or submitted by the Traveler without completing the Export Control questionnaire. If the Traveler attempts to save the TA without completing the questionnaire, they will see the following message.
Export Control Reviewers

Export Control screening and approval will be required as the first step in the TA’s Approval Workflow if any of the Export Control questions are answered with a “YES” or if the travel destination is considered a State Sponsor of Terrorism (SSOT) country.

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.
Using the Quick-Fill for Expense Lines

Rather than entering one expense line at a time, the Quick Fill function can be used to select multiple expense types to add to a Travel Authorization. These can be added as a single instance, or for each day within the specified date range.

1. Select the Quick-Fill link.

2. Within the Quick-Fill window, enter the date range in the From and To fields to use when adding expense lines to the TA.
3. Add Expense Types by selecting either the One Day or All Days checkboxes, then click the OK button.

NOTE: Selecting the checkbox for One Day will apply the Expense Type to the first date in the specified range. Selecting the checkbox for All Days will create lines for each day in the range. These dates can be overridden after they are added to the Travel Authorization.
Using the Quick-Start Drop Down

The **Quick Start** menu options are available after starting a blank Travel Authorization. The **Quick Start** menu will no longer be available after expense lines are created, at which point this menu changes to the **Actions** menu.

The available option(s) for this dropdown menu include:

**An Existing Authorization** – This functionality will allow users to copy from a previously entered Travel Authorization. This will fill in all header, line, and accounting details from the original TA. Ensure all data is accurate to the new TA being created, prior to submission.

Use the **From Date** and **To** fields to search for the original TA within a specified date range.
Using the Actions Drop Down

Once the header details and a single expense line are filled in, the Quick Start menu will transform into the Actions menu. Actions under this dropdown menu include: Copy Authorization Lines, Create Cash Advance, Default Accounting, Project Summary, and User Defaults.

Copy Authorization Lines

The Copy Authorization Lines functionality is not properly configured to the way FIU uses the Travel and Expense model in PantherSoft Financials. **DO NOT USE THIS FUNCTIONALITY.**
Create Cash Advance

A Cash Advance (CA) may be created simultaneous to or following the submission of an associated Travel Authorization. However, the Travel Authorization must be approved prior to a CA being issued.

When “Create a Cash Advance” is selected from the Action dropdown menu, the Create Cash Advance screen will open in a new window – maintaining the Create Travel Authorization screen open.

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

Default Accounting

When “Default Accounting” is selected from the Action dropdown menu, the Accounting Defaults page opens. This page displays the default accounting associated to the traveler’s profile. Any changes made to these values will apply to both new and existing expense lines where Payment Type is set to "Out of Pocket" or “Travel & Entertainment Card” and where the Accounting Details have not already been changed.

Add ChartField Lines – Adds a row for the cost of expense lines to be redistributed between two or more ChartField Lines. The percent distribution between these lines must sum to 100% in the % (percent) column.

Load Defaults – Resets the accounting information back to the traveler’s defaults.
Project Summary

Select “Project Summary” from the Action dropdown menu to access the Travel Authorization Project Summary page and view a summary of cost associated to each Expense Type.

User Defaults

Select “User Defaults” from the Action dropdown menu to view the general default preferences for travel associated to the traveler. This screen is generally view only, with access restricted based on security.
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 Assigning a Proxy 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. Select View on the left side grey bar. Use the Search Criteria options to identify and select the TA number.
4. Upon accessing the Travel Authorization view screen, the approval workflow and history are displayed towards the bottom of the screen.

Click the Travel Authorization Details link to view expense details associated with the TA.

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

5. To return to the Travel Authorization’s summary page, click the Summary link.
Modify a Travel Authorization

Both Travelers and their Proxies with the appropriate 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 removed from 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.

![Travel Authorization tile](image)

3. Select Create/Modify on the left side grey bar, then open the Find an Existing Value tab. Use the Search Criteria options to identify and select the TA number.

![Search Criteria](image)

4. 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 appropriate 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 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. Select Delete on the left side grey bar and use the Search Criteria options to identify the traveler. This will pull up a list of their TAs that are eligible to be deleted.

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

Both Travelers and their Proxies with the appropriate 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 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. Select **Cancel** on the left side grey bar and use the **Search Criteria** options to identify the traveler. This will pull up a list of their Tas that are eligible to be deleted.

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 appropriate 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 it is in *Submitted for Approval* status. It cannot be withdrawn when the status changes to *Approvals in Process*. After a TA has been withdrawn, it may be deleted, modified, or resubmitted at any time.

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 Travel Authorization** button on the TA summary page.

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.

   ![Travel and Expense Center](image1)

2. Click the Travel Authorization tile.

   ![Travel Authorization](image2)
3. Select **Print** or **Print Authorization** on the left side grey bar and use the **Search Criteria** options to identify and select the **Authorization ID** link to print.

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

   ![Travel Authorization screenshot](image)

   **NOTE:** This printable view is also available via the Travel Authorization Create/Modify and View pages 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.

The first required approval for all Travel Authorizations is obtained from traveler’s HR Supervisor. This approver will also run a Budget Check against the TA. Expense lines with a Payment Type of Out of Pocket will then route for expense approval to either an Expense Manager (for Activity Number ChartField strings) or a Project Manager (for Project Number 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.

Those Travel Authorization expense lines with a Payment Type of University Credit Card will route to the HR Supervisor as well as to the Expense Manager who approved for the SpeedType entered into the Approve by field.

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

For students to be eligible to travel for the University, a new process has been implemented in the PantherSoft Financials System to create travel/expense documents for FIU students. This process replaces the Student Travel form and expedites the ability to become a proxy for FIU students. Click here to view the instructions.

**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. 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 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

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 is created but will only be approved for payment no more than ten (10) days prior to the trip against 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:

![Cash Advance Tile](image)

13. Select **Create/Modify** on the left side grey bar. Within the **Add a New Value** tab, identify the traveler for this CA in the **Empl ID** field then click the **Add** button.

![Cash Advance Form](image)

**NOTE:** The Panther ID (PID) if the current user will pre-populate here. If creating a CA as a Proxy, use the lookup glass. A list of travelers who have granted the current user Proxy access will be available for selection.
3. The **Create Cash Advance** page will open. Complete the required (*) fields within the CA header.

![Create Cash Advance page](image)

- **Business Purpose** – Choose appropriately from the drop-down menu. This should match the TA.

- **Advance Description** – Provide a brief statement regarding what the cash advance is for.

- **TAR #** – Type in an approved Travel Authorization Number. The lookup glass is not functional.

- **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**.

![Expense Notes for Cash Advance](image)
4. Ensure “Accounts Payable” is selected as the Source then enter a Description and Amount for the CA. When completed, select the I certify… checkbox and click the Submit Cash Advance button.

5. On the Expense Report Submit Confirmation screen, click the OK button.
6. After submission, the **Refresh Approval Status** button will appear. Refreshing allows the user to review the workflow of the Cash Advance.
View 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:
3. Select **View** on the left side grey bar and use the **Search Criteria** options to identify and select the **Authorization ID** link to print.
4. Upon accessing the Cash Advance view screen, the approval workflow and history are displayed towards the bottom of the screen.

NOTE: The CA may be withdrawn from the approval workflow via the Withdraw Cash Advance button. For more information 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 appropriate 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 it is in Pending status. If modifications to a CA needs to be made prior to it being fully approved, 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 identify and select the **CA number**.

4. Make any modifications to the Cash Advance 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 appropriate authorization level may withdraw Cash Advances for themselves or the traveler’s they manage via the following Employee Self Service function.

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

The Withdraw Cash Advance button is only active via the CA View screens. Review the View a Cash Advance section of this document for instructions on how to access the CA view.
Delete a Cash Advance

Both Travelers and their Proxies with the appropriate 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 it is in Pending status. If a CA needs to be deleted prior to it being fully approved, 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 identify Cash Advances associated to a traveler.

4. Mark the **Select** checkbox for the CA that will be deleted, then click on the **Delete Selected Advance(s)** button.
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 Advances** on the left side grey bar and use the **Search Criteria** options to identify and select the **Cash Advance ID** to print.

![Image of Cash Advance interface]

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

   ![Printable view of Cash Advance]

   **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.

Cash Advance Approval Workflow

- **Cash Advance (CA)**
- **HR Supervisor**
- **Prepay Auditor**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>System has initiated the approval routing process and CA is waiting approval action.</td>
</tr>
<tr>
<td>Approve</td>
<td>CA is approved, Approver and Traveler/Proxy will be unable to make any further changes. Final Approval triggers an email notification to Traveler or Proxy.</td>
</tr>
<tr>
<td>Send Back</td>
<td>If Approver Sends Back the CA, the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the CA and resubmit for approval (if needed).</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the CA on hold, the Traveler or Proxy will receive an email notification with comments.</td>
</tr>
</tbody>
</table>

Version 8.4.2 – July 2021

65
Expense Reports

Within ten (10) days after returning from a trip or incurring expenses, 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 will be deleted from the system by the Travel and Expense staff.

Creating 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 to 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 located 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.

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.

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 located 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.
Creating 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 located next to the name of the logged on user at the top, left-hand corner of the screen.
5. Identify high-level, 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. Continue by [Adding Expense Lines](#).
Adding Expense Lines

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 additional expenses not on the original TA. A new blank expense will appear with the current date.

![Expense Entry Page](image)

1(b) Expense Reports NOT Linked to a Travel Authorization
Begin by clicking the **+ Add Expense** button on the Expense Report page.

![Expense Report Page](image)
A single expense line will be added. Once completed, use the **Add (+)** button on the **Expense Entry** page to include additional 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 appropriate 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 was 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 selection 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 option will not be available.
3. Validate the **Accounting** (aka Accounting Distribution) for the new Expense Line.

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 to these Payment Types will generate an encumbrance on a department’s budget.

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) at a time may not be present on the same Travel Authorization.
If the cost of an expense line is to be split between two or more ChartField strings, users may 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**.

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.

**NOTE:** Prior to submitting the Expense Report, ensure all necessary receipts and supporting documentation are attached. See the **Attaching Documents to an Expense Report** section within this document.
Attaching 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, with barcode.
- 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 make attachment to an Expense Report:

1. Print a copy of the completed Expense Report with the barcode via the View Printable Report option on the Expense Summary page.
2. Scan all documents to be attached to the Expense Report in the following order:

1) Printed and signed Expense Report with barcode
2) Required forms (i.e. Non-Employee Travel form)
3) Required receipts
4) Additional supporting documentation

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

3. 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.
4. 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.
Submitting 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.

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

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.
Linking Cash Advance to Expense Report

When a traveler receives a Cash Advance for the University, the Cash Advance must be accounted for on 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.

![Apply Cash Advance](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)
Managing Expense Reports

Viewing 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 Management Interface]

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

![Expense Report Table]

**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.
Viewing 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.
Modifying Expense Reports

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.

![My Expense Reports](image)

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.

![Expense Report](image)

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.
Withdrawing 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](image)

2. Click **Expenses** tile

![Expenses Tile](image)
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.
Deleting Expense Reports

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.
Printing Expense Reports

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.

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 below. Please be sure the barcode is visible both on the onscreen and printed version of the document.
Copying Expense Reports

To copy an Expense Report that has already been paid for via the Tiles

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

![Travel and Expense Center tile](image)

2. Click the Expenses tile.

![Expenses tile](image)
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. Once identified use the **Actions** drop down to select **Copy to New Report** on the line of the ER.

**NOTE:** This new Expense Report can be modified if needed by adjusting the amounts, deleting, or adding expense lines.

For more information on adding expense lines, see the **Adding Expense Lines** section of this document.
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.
Travel and Expense
Office of the Controller

**Expense Report Workflow**

Upon submission, Expense Reports will systematically route for approval. See the workflow diagram below.

![Expense Report Workflow Diagram](image)

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

For Out of Pocket and Travel & Entertainment Card transactions, this routing is determined by the Accounting Details that populate from the Traveler’s profile or are overridden by the submitted.

For University Credit Card transactions, this routing is determined by the SpeedType entered into the Approved By field.

This approver will also run a Budget Check against the ER. In most circumstances, the expense lines will then route to a Prepay Auditor in the Travel Department.

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 and Economic Development prior to being routed to 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.
Approving Transactions

After submission, Travel & Expense documents enter an approval workflow that involve approvers such as HR Supervisors, Expense Managers, Project Manager, or Supplemental Approvers. This is determined systematically 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 elect 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.

**NOTE:**
- Approvers will **NOT** approve for lines that have the **University Credit Card** as the payment type.
- Approvers can also approve via mobile devices.
Approving Travel Transactions

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. Export Controls Review – This link, used by Export Control reviewers, provides access to the Traveler’s responses to the 5-question pre-departure Export Controls questionnaire.
c. **Attachments** – Attachments can be viewed or added here.

![Travel Auth Attachments](image)

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

- **Add Attachment**

- **OK**

- **Cancel**


d. **Notes** – Notes can be used to write in any information the approver wishes to communicate to the traveler or those upcoming in the workflow.

![Travel Authorization Notes](image)

- **Add Notes**

- **OK**

- **Cancel**
e. **Details** - Provide a list of all expense added to the transaction. These can be reviewed in detail via the **Expense Type** links.

![Expense Type List]

4. An Approver may choose to select the following actions: **Approve**, **Send Back**, or **Hold**.

![Approve, Send Back, Hold]

**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.

![Budget Check UI](image)

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.

![Budget Options](image)

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

![Commitment Control](image)
c. Click the **OK** button once the **Budget Checking Header Status** updates.
Delegating 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 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.

If an approver would like to delegate authority to someone else navigate using the NavBar:

1. Navigate 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 date range of 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.
Viewing Employee Reimbursement Information

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

Viewing an Employee Expense Transaction History

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.
Viewing Employee Expense and Payment Information (As Traveler or Proxy)

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

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.
Useful Queries

<table>
<thead>
<tr>
<th>Query Code</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

<table>
<thead>
<tr>
<th>Travel Authorizations</th>
<th>Expense Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS – Closed</td>
<td>PD – Paid</td>
</tr>
<tr>
<td>PND – Pending</td>
<td>APY – Approved for Payment</td>
</tr>
<tr>
<td>CLS – closed</td>
<td>PND – Pending</td>
</tr>
<tr>
<td>PAR – Approvals in Process</td>
<td>HLD – Hold</td>
</tr>
<tr>
<td>SFA – Submission in Process</td>
<td>STG – staged, after approved for payment</td>
</tr>
</tbody>
</table>

Cash Advances

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

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