

PantherSoft Travel Enhancements

December 2023



Objectives

To help travelers remain in compliance with Florida State legislation travel requirements, we will discuss:

- What to do when you receive a post-travel notification reminder.
- How can Travelers and their Proxies budget check after submitting their Travel Authorizations, and how to review budget errors.
- What to do with an approved Travel Authorization when a trip is cancelled.
- How to use the SpeedType field to simplify updates of accounting details on Expense/Post Trip Compliance Report.

Post-Trip Notifications

To assist travelers with prompt processing of their legally required Expense/Post Travel Compliance Reports, automatic email reminders are being sent to travelers on the following schedule:

- 1 day after trip
- 11 days after trip (direct supervisor copied)*
- 20 days after trip (direct supervisor copied)*

These notifications contain trip details including the Travel Authorization number, trip destination, and travel dates.

If the trip did not occur, you can cancel the TA if no expenses were incurred.

*Will soon change to 16 & 25 business days after trip.

How to View Travel Authorizations

Travelers and their Proxies can use the tiles to view approved TAs.

- (T&E Compliance Center > Travel Authorization > Travel Authorizations)

The screenshot displays the 'Travel Authorization Center' interface. On the left, there are two main tiles: 'Travel Authorizations' (highlighted with a red border) showing '0 Pending Requests' and 'Print Travel Authorization'. The main content area is titled 'Travel Authorization Search' and shows the user 'Roary Panther' (ID: 1111111, Department: Athletics). A sidebar on the left lists authorization statuses: Returned (0), Denied (0), Pending (0), Submitted (0), **Approved (1)**, and View All (1). The 'Approved' status is highlighted in yellow. The main table displays one approved authorization:

Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount
	TED Conference 2024	0000191881	To Consult	11/11/2023	Florida, Miami	255.10 USD

How to View Travel Authorizations

Proxies, use the blue action dropdown to change the Traveler.

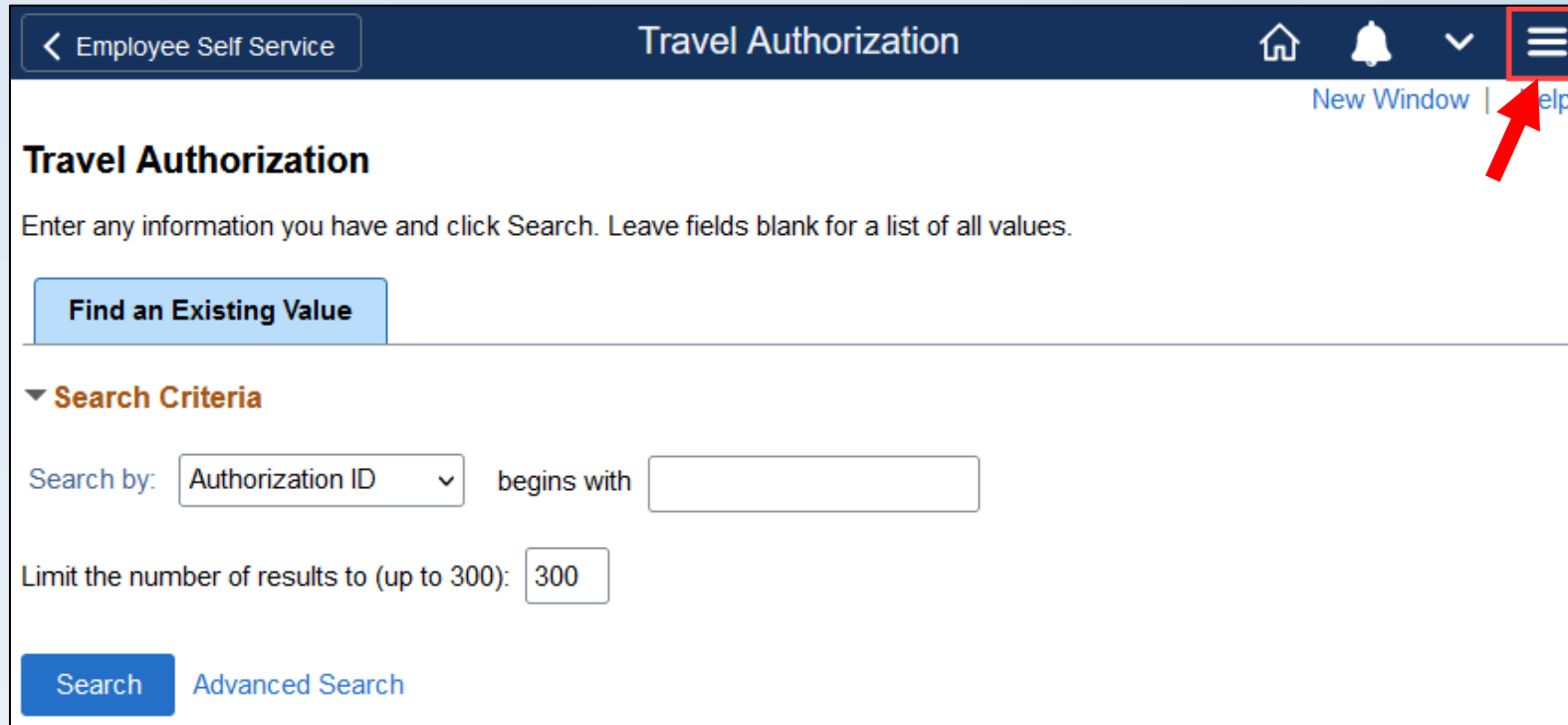
The screenshot shows the 'Travel Authorization Search' interface. At the top, there is a navigation bar with a back arrow, the text 'Travel Authorization Search', and icons for home, a dropdown arrow, and a menu. Below the navigation bar, the user's name 'Roary Panther' and ID '1111111' are displayed, along with a blue dropdown arrow. A red box highlights the 'Change Employee' option in the dropdown menu. To the left of the main content area is a sidebar with a list of authorization statuses: Returned (0), Denied (0), Pending (0), Submitted (0), **Approved (1)**, and View All (1). The 'Approved' status is highlighted in yellow. The main content area is titled 'Approved Authorizations' and features a table with columns: Action, Description, Authorization ID, Business Purpose, Trip Date, Location, and Amount. A red box highlights a blue dropdown arrow in the 'Action' column of the first row. To the right of the table is a button labeled 'Add Travel Authorization'.

Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount
>	Theatre Review, Trent Stephens	0000191881	To Consult	11/11/2023	Florida,Miami	255.10 USD

How to View Travel Authorizations

HR Supervisors can view a Travel Authorization through the NavBar.

- Main Menu > Travel & Expenses > Travel Authorization > View



Employee Self Service

Travel Authorization

Home | Notifications | Menu

New Window | Help

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: begins with

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

Budget Check & Review Errors - Travel Authorizations

When it comes to budget checking Travel Authorizations...

- Neither Travelers nor Proxies can see the budget errors, if any.
- First approvers in workflow are the only ones who can budget check, if not already done by automated budget checking job that runs approximately every 2 hours.
- Approvers send back TAs in budget error; however, as stated previously, neither the Traveler nor Proxy can see the budget error.

Budget Check & Review Errors - Travel Authorizations

- Effective December 13th, Travelers and their Proxies will have the ability to budget check and immediately review budget errors on submitted TAs.
- **Submit**, then **Budget Check**
- The first approver in workflow can still budget check.

The screenshot displays the 'Travel Authorization' interface. At the top, it shows 'Report 0000123456 Submission in Process' for 'ROARY PANTHER' with 'Empl ID 1111111'. The main form includes fields for 'Description' (TED Conference 2024), 'Business Purpose' (Conference), 'Destination' (New York, New York City), 'Date From' (12/13/2023), and 'Date To' (12/13/2023). A 'Budget Check' button is highlighted with a red box. A red arrow points from this button to a 'Budget Check' modal window. The modal shows 'Not Budget Checked' for 'Travel Authorization ID 0000123456' and 'Source Transaction Type EX_TRVAUTH'. It also features a 'Budget Check' button and links for 'Go to Transaction Exceptions' and 'Go To Activity Log'. Below the main form, a table lists expense details:

Expense Type	Description	Line Status	Amount	Currency	Reimbursement	Accounting	Det
Domestic Registration	Domestic Registration	Pending	100.00	USD	Reimbursable		Det

Summary statistics at the bottom right of the table:

- Total Authorized: 100.00
- Less Non-Approved: 0.00
- Total Expenses: 100.00 USD

Budget Check Statuses

Budget Checking Statuses can be:

- **Not Check:** The Travel Authorization has not been budget checked.
- **Valid:** The Travel Authorization passed budget checking will progress.*
- **Error:** The Travel Authorization failed budget checking for a controlled budget. No further progression is possible until the error is resolved and the TA is budget checked again.

*A **warning** may appear for TAs that pass budget check. This indicates that a budget used is tracked but not controlled. The TA will still progress.

Travel Authorization Budget Check = Valid

- Travel Authorizations that pass budget check will indicate that **Budget Check is Valid**.
- First approver will also see valid budget status and only needs to approve.

[Cancel](#) **Budget Check** [Done](#)

Travel Authorization

Budget Check is Valid

Travel Authorization ID 0000123456

Source Transaction Type EX_TRVAUTH

Commitment Control Tran ID 0001234567

Commitment Control Tran Date 12/06/2023

[Budget Check](#) [Go to Transaction Exceptions](#) [Go To Activity Log](#)

Travel Authorization Budget Check = Error

- Travel Authorizations with budget check **Error** will show two pop-up messages.
- Click **OK** then **Yes** to review the lines in budget error.

The screenshot displays the 'Travel Authorization' interface. The top section shows the report number '0000192530', the user 'EMMA LAM', and the employee ID '5719331'. The authorization details include 'Description: TED Conference 2024', 'Business Purpose: Conference', 'Destination: New York, New York City', and 'Date From: 12/13/2023'. A 'Withdraw' button is visible in the top right corner.

The first pop-up message is titled 'Budget Checking Errors Exist' and contains the text: 'Budget checking errors were logged for this document. Please check the budget exception page to view them.' The 'OK' button is highlighted with a red box.

The second pop-up message is titled 'Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions?' and contains the text: 'Selecting "Yes" will transfer you to the Transaction Exception Panel for this document while refreshing and minimizing the calling panel. Selecting "No" will refresh the panel. You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.' The 'Yes' button is highlighted with a red box, and a red arrow points from the 'OK' button of the first message to the 'Yes' button of the second message.

Travel Authorization Budget Check = Error

- The Exception Type will be listed as **Error** and **no further progression is possible** until the error is cleared.
- Use the details link for each exception to see which line, distribution, accounting details, and amount caused the error.

Travel Authorization ID 0000192530

*Exception Type Error

Maximum Rows 100

Search

Advanced Budget Criteria

Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		CC_PRD	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Save Return to Search Notify

Expense Travel Authority Line Drill Down

Transaction Line Identifiers

Travel Authorization ID 0000192530 Line 1 Distribution Line 1

Transaction Line Details

Account	Fund Code	Department	Program Code	Site	Activity Nbr
711215	210	110401000	61	01	1104120002

Line Status Error

Budget Date 12/08/2023

Line Amount 100.00 USD

OK

Budget Error/Exception Guide

- Use the **Budget Error/Exception Guide** to understand common budget checking errors and warnings. (Controller.fiu.edu > Resources > Training Resources > Fundamentals > Budget Error/Exception Guide)
- Work with your Budget Manager to resolve the **error(s)**, then **budget check the TA again.**

Budget Exceptions

When budget checking results in an error, the Budget Exception will identify what caused the error. Some errors prevent transactions from progressing, while others are just a warning. PantherSoft Financials sends automated email notifications to the Budget Approver(s) responsible for clearing the budget exception for each occurrence. The various types of [Budget Exceptions](#) can be found in the Budgetary Controls Guide available on the [Office of Financial Planning](#) webpage.

Use the grid and steps below, to identify the causes of these exceptions and how to resolve them.

Budget Exception	What it Means	What to do
Exceeds Control Budget	Indicates there is insufficient budget for the transaction. <u>No further progression is possible until the error is resolved.</u>	<ul style="list-style-type: none"> • Run Budget Overview to confirm available budget. • Examine committed funds to identify transactions that may be stuck or should be closed/cancelled. • Amend money into the budget. • Charge the expense(s) to a different budget where money is available. <p>NOTE: Once a correction is made, budget check the transaction again.</p>
No Budget Exists	Indicates that a budget has not	<ul style="list-style-type: none"> • Verify ChartFields were entered correctly. Send

Travel Authorization Budget Check = Warning

- Travel Authorizations with budget check **warning** will also show two pop-up messages.
- Click **OK** then **Yes** to review the lines in budget error.

The image displays two screenshots of a web application interface for Travel Authorization. The top screenshot shows a form for a travel authorization with the following details: Report 0000192529, Submission in Process, EMMA LAM, Empl ID 5719331, Description TED Conference 2024, Business Purpose Conference, Multiple Country Destination No, Destination New York, New York City, Date From 12/13/2023, Date To 12/13/2023, Trip Duration 1 Day, and Benefit to FIU or Project TED Conference. A pop-up message is overlaid on the form, stating "Budget Checking Warnings Exist" and "Budget checking warnings were logged for this document. Please check the budget exception page to view them." The "OK" button in this message is highlighted with a red box. A red arrow points from this "OK" button to the "Yes" button in the second screenshot. The second screenshot shows the same form, but with a different pop-up message: "Budget Checking has logged 'Warning' Exceptions. Do you want to Transfer to the Exceptions? Selecting 'Yes' will transfer you to the Transaction Exception Page for this document while refreshing and minimizing the calling page. Selecting 'No' will refresh the page. You can transfer later by using the 'Go to Transaction Exception Header' Push Button on this secondary page." The "Yes" button in this message is also highlighted with a red box.

Travel Authorization Budget Check = Warning

- The Exception Type will be listed as **Warning** and **progression is still possible**.
- Budget Warnings indicate the budget is tracked and not controlled.

The screenshot shows the 'Review Travel Authorization' page. At the top, the 'Travel Authorization ID' is 0000192529. Below this, the '*Exception Type' is set to 'Warning', which is highlighted with a red box. There are also checkboxes for 'Override Transaction' and 'More Budgets Exist', both of which are unchecked. A 'Search' button is visible. Below the search area, there is a section titled 'Budgets with Exceptions' with a table. The table has columns for 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'. The first row in the table has a red box around the 'Details' column, and a red arrow points from this box to the right-hand screenshot.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		CC_PRD	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...

The screenshot shows the 'Expense Travel Authority Line Drill Down' page. It displays 'Transaction Line Identifiers' for Travel Authorization ID 0000192529, Line 1, and Distribution Line 1. Below this, there is a table for 'Transaction Line Details' with columns for Account, Fund Code, Department, Program Code, Site, and Activity Nbr. The data row shows Account 711215, Fund Code 333, Department 152700000, Program Code 62, Site 01, and Activity Nbr 1527030002. Below the table, the 'Line Status' is 'Warning', which is highlighted with a red box. Other details include 'Budget Date' 12/06/2023 and 'Line Amount' 100.00 USD. An 'OK' button is at the bottom.

Account	Fund Code	Department	Program Code	Site	Activity Nbr
711215	333	152700000	62	01	1527030002

Line Status: Warning
Budget Date: 12/06/2023
Line Amount: 100.00 USD

When to Cancel a Travel Authorization?

	Domestic	International	
Trip did not take place	No FIU Prepaid expenses and No Expenses incurred	Cancel the Travel Authorization (TA)	Cancel the Travel Authorization (TA)
	FIU Prepaid expenses and/or Expenses incurred	Complete the Expense/Post Compliance Report	Complete the Expense/Post Travel Compliance Report
Trip took place	No FIU Prepaid expenses and No Expenses incurred	Cancel the Travel Authorization (TA); Enter reason for cancelling	Complete the Expense/Post Travel Compliance Report
	FIU Prepaid expenses and/or Expenses were incurred	Complete the Expense/Post Travel Compliance Report	Complete the Expense/Post Travel Compliance Report
Business questions related to travel:	Reach out to Alejandra Blanco	Reach out to Export Control	
System related questions:	email controller@fiu.edu or call (305)348-7200		

New TA cancellation and Expense/Post Travel Compliance Report functionalities go live December 13th.

Enhanced Travel Authorization Cancellations

Enhancements go live on December 13th to allow travelers and proxies to cancel TAs and identify the reason.

[Cancel Authorization](#) Cancel a Travel Authorization Home Notifications Dropdown Menu

Certification

Travel Authorization ID 0000186186

Date From 07/24/2023

Date To 07/30/2023

Total Amount 1185.000

I hereby certify that the trip indicated in this TA did not take place and no travel expenses need to be disbursed either to a third party or myself/the traveler. The funds that were encumbered can be released to the original funding source.

Note: If the trip did not take place but expenses were incurred (i.e. non-refundable conference registration fee), do not complete this cancellation but complete a Travel Expense and Post Travel Compliance Report.

I am cancelling this TA for the reason (i.e. group travel, traveler no longer at FIU, change in travel dates/plans, no FIU expenses nor prepaid, etc.) indicated in the comments below. Please provide specific reason in your comment box.

Enhanced Travel Authorization Cancellations

T&E Compliance Center > Travel Authorization > Cancel Travel Authorization

Immediately after selecting a TA to cancel, you will be asked to provide a reason.

Travel and Expense

Cancel Approved Travel Authorization

Travel Authorization Information

Select	Description	Authorization ID [Ⓐ]	Date From	Date To	Amount	Currency
<input type="checkbox"/>	USITT Costume Symposium	0000186186	07/24/2023	07/30/2023	1,185.00	USD
<input type="checkbox"/>	Assoc. Theatre of Higher Ed MP	0000187430	08/02/2023	08/07/2023	2,000.00	USD
<input type="checkbox"/>	Western Region 2023 Symposium	0000189013	09/15/2023	09/17/2023	1,500.00	USD

Cancel Selected Travel Authorization(s)

Cancel when Trip Did Not Happen

Scenario: The trip never happened, and no FIU prepaid and/or expenses were incurred.

- Use the first checkbox, then click **OK**.

< Cancel Authorization Cancel a Travel Authorization 🏠 🔔 ⌵ ☰

Certification

Travel Authorization ID 0000186186

Date From 07/24/2023

Date To 07/30/2023

Total Amount 1185.000

I hereby certify that the trip indicated in this TA did not take place and no travel expenses need to be disbursed either to a third party or myself/the traveler. The funds that were encumbered can be released to the original funding source.

Note: If the trip did not take place but expenses were incurred (i.e. non-refundable conference registration fee), do not complete this cancellation but complete a Travel Expense and Post Travel Compliance Report.

I am cancelling this TA for the reason (i.e. group travel, traveler no longer at FIU, change in travel dates/plans, no FIU expenses nor prepaid, etc.) indicated in the comments below. Please provide specific reason in your comment box.

Cancel for Other Reasons

Scenario: The domestic trip happened, and no FIU prepaid and/or expenses were incurred.

- Use the second checkbox, indicate the **Reason**, then click **OK**.
- If the trip took place to a foreign destination, an Expense/Post Travel Compliance Report is always required.

Cancel a Travel Authorization

Certification

Travel Authorization ID 0000187430

Date From 08/02/2023

Date To 08/07/2023

Total Amount 2000.000

I hereby certify that the trip indicated in this TA did not take place and no travel expenses need to be disbursed either to a third party or myself/the traveler. The funds that were encumbered can be released to the original funding source.

Note: If the trip did not take place but expenses were incurred (i.e. non-refundable conference registration fee), do not complete this cancellation but complete a Travel Expense and Post Travel Compliance Report.

I am cancelling this TA for the reason (i.e. group travel, traveler no longer at FIU, change in travel dates/plans, no FIU expenses nor prepaid, etc.) indicated in the comments below. Please provide specific reason in your comment box.

Reason

OK Cancel

Cancel for Other Reasons

IMPORTANT: Click **Cancel Selected Travel Authorization** to complete the process.

The screenshot displays the 'Cancel a Travel Authorization' interface. At the top, there is a navigation bar with a back arrow, the text 'Cancel Authorization', the title 'Cancel a Travel Authorization', and icons for home, notifications, and a menu. Below the navigation bar, the page is titled 'Travel and Expense' and 'Cancel Approved Travel Authorization'. A section titled 'Travel Authorization Information' contains a table with the following data:

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	USITT Costume Symposium	0000186186	07/24/2023			
<input type="checkbox"/>	Assoc. Theatre of Higher Ed MP	0000187430	08/02/2023			
<input type="checkbox"/>	Western Region 2023 Symposium	0000189013	09/15/2023			

Below the table is a blue button labeled 'Cancel Selected Travel Authorization(s)'. A confirmation dialog box is overlaid on the bottom right, featuring a checkmark icon and the text 'The selected transaction(s) have been cancelled.' with an 'OK' button.

NEW Expense/Post Travel Compliance Report Travel Certification

When there are **FIU prepaid and/or expenses**, regardless of whether the trip happened, submit Expense/Post Travel Compliance Report.

- If the trip took place to a **foreign destination**, an Expense/Post Travel Compliance Report is **always** required.

Enhancements go live on December 13th to allow travelers and proxies to further indicate whether the trip happened via a new **Travel Certification**.

The screenshot displays a web interface for an expense report. At the top, it shows 'Scn 1: Dom Travel w/Reimb Exp' and the user 'EMMA LAM'. The main content is divided into two columns: 'Expense Report Summary' and 'Approval Status'. The 'Expense Report Summary' table lists 'Total (1 Item)' as 50.00 USD and 'Due to Employee' as 50.00 USD. The 'Approval Status' section shows 'Report ID 0000424476'. Below these is an 'Additional Information' section with several expandable items: 'Travel Authorization' (0000192340 is associated to this report.), 'View Analytics', 'Benefits to FIU or Projects' (1), 'International Travel', 'Travel Certification' (highlighted with a red box), and 'View Printable Report'.

Expense Report Summary		Approval Status
Total (1 Item)	50.00 USD	Report ID 0000424476
Due to Employee	50.00 USD	

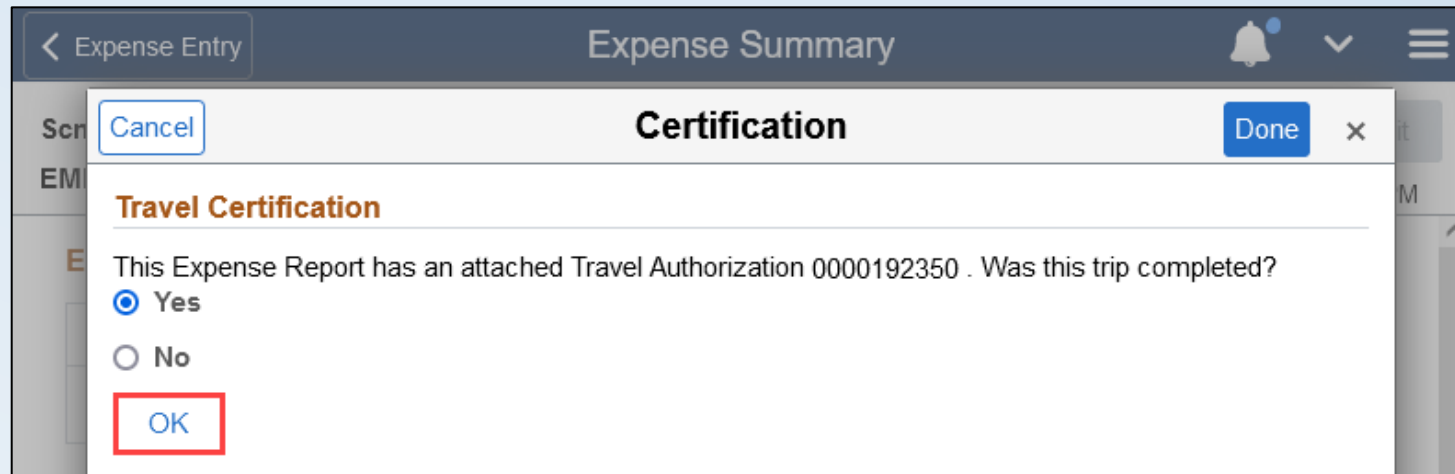
Additional Information

- Travel Authorization: 0000192340 is associated to this report.
- View Analytics
- Benefits to FIU or Projects: 1
- International Travel
- Travel Certification**
- View Printable Report

Travel Certification – Trip Happened

Scenario: The trip happened, and FIU prepaid and/or expenses were incurred.

- Mark **Yes**. Click **OK** and then **Done**.
- This will be the most common scenario.



Expense Entry Expense Summary

Cancel **Certification** Done x

Travel Certification

This Expense Report has an attached Travel Authorization 0000192350 . Was this trip completed?

Yes

No

OK

Travel Certification – Trip Did Not Happen with Expenses


Scenario: The trip did not happen, and FIU prepaid and/or expenses were incurred.

- Mark **No**.
- Select the certification.
- Click **Certify**, then **Done**.

The screenshot shows the 'Expense Summary' app interface. A 'Certification' dialog box is open, asking 'This Expense Report has an attached Travel Authorization 0000192352 . Was this trip completed?'. The 'No' radio button is selected. Below this, under the 'Certify' section, the text reads 'You have stated that the Trip in the TA attached to this expense report did not take place. Please certify below.' The option 'I certify that trip did not occur but expenses were incurred' is selected. A 'Certify' button is visible at the bottom of the dialog. The background shows the 'Expense Entry' screen with a 'Submit' button.

Travel Certification – Trip Did Not Happen with Expenses

The certification will appear on the Expense/Post Travel Compliance Report printout.

		PeopleSoft Expenses EXC4500					
Expense/Post Travel Compliance Report							
Employee Antony				Report 0000423669			
Reference				Business Purpose Meeting			
Expense Lines							
Date	Expense Type	Non-Reimbursable	No Receipt	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location		
I certify that the information provided above is an accurate record of expenses incurred and the trip did not occur.							
Employee Signature _____				Date _____			
Approved By _____				Date _____			

SpeedType Key to Update Accounting Details

- You no longer have to manually enter all the ChartField values (i.e., Department, Site, Program, etc.).
- Use one simple value in the SpeedType Key field to update Accounting Details on Expense/Post Travel Compliance Report expense lines (out of pocket).

Merchant

Merchant Preferred

Preferred Merchant American Airlines

Additional Information

Billing Type FIU Expense

*Ticket # 365987147

Accounting 1 >

Receipt Split

Cancel

Expense Report Distributions

Expense Type Domestic Airfare

Amount 10.00 USD

Accounting Details

GL ChartFields Project ChartFields **Show All**

SpeedType Key	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	*Account	Alt Acct	Fund	Dept
1026020001	10.00	FIU01	10.00	USD	1.00000000	711213	71100	210	102600000

Thank you for learning with us today!

Help and Resources

FSSS Help Desk

8:30am – 5:00pm

(305) 348-7200

controller@fiu.edu

controller.fiu.edu/resources/training/

Travel Team

Alejandra Blanco, Accounting Manager

(305)348-1141

controller.fiu.edu/travel

Export Control

export@fiu.edu

exportcontrol.fiu.edu

