UNIVERSITY OF
SOUTH CAROLINA

Travel and Expense
Proxy Training

Welcome

- Introduction of Presenters
- Overview
- Housekeeping

Today's Agenda

- Update Banking Information

- Review of transaction types

- Preparing a Travel Authorization

- Associating a Travel Authorization to an Expense Report

- Preparing an Expense Report

It is important to note this implementation is for Employees only. The current process for student and non-employee travel will not change.

Benefits of the Travel and Expense Module

- This powerful, yet easy to use module dramatically reduces the amount of time and effort required to submit, approve, process, and pay expense reports.

- Encumbers the Travel Authorization on your budget.

Updating Banking Information

- First step to using the Travel and Expense module is entering bank account information.

- Entering banking information validates the traveler, allowing transactions to be completed on their behalf.

- Be sure banking information is correct and update when necessary.

- **ALL** payments will be made via direct deposit.

UNIVERSITY OF
SOUTH CAROLINA

Overview of Expense Transactions

- Travel Authorization

- Travel Advance

- Expense Report

"I would like to thank the Travel Office for their patience and hard work implementing this new module. I was very lucky to be a part of a pilot group. They listened to our input and made some real changes that will help all of us in the long run!"

Hope Johnson, USC Electrical Engineering/Program Coordinator

UNIVERSITY OF
SOUTH CAROLINA

Travel Authorization

- A travel authorization is an "estimate" of what the employee's costs may be for hotel, transportation, etc.

- Travel Authorizations are required for:
  - Expenses $5,000 or greater
  - All Foreign Travel
  - All Travel Advances
  - Airline Tickets issued by University Approved Travel Agencies and charged to the TA

- After the TA is submitted, budget checked and approved, the amount on the TA becomes an encumbrance on your budget; the total amount on the TA is 'set aside' from the budget.

- The Travel Office performs final approval if created for the criteria stated above.

Travel Advance

- To minimize the impact of business travel on employee personal finances, you can create a travel advance to pay for items such as hotel/lodging and meals.

- Travel Authorization is **required** for a Travel Advance.

- A Travel Advance can be created for 70% of total estimated expenses of Hotel/Lodging and Meals up to $3,000 without requiring pre-authorization from the Travel Office.

- Only one advance can be requested at a time and must be applied to an expense report or repaid.

- The Travel Office performs final approval.

Expense Report

- An Expense Report in PeopleSoft makes it easy to transform a handful of receipts into a final document for expense reimbursement.

- Create an Expense report:

  - by not associating a Travel Authorization (does not meet the requirements)

  - by associating a Travel Authorization (foreign or $5,000 and greater)

  - by associating a Travel Authorization and applying a Travel Advance (travel advance requested)

- Prior to July 1st, 2018, if reimbursement to an **employee** is necessary prior to traveling please select one of the following options:

  - Payment Request

  - Diners Club for Airline tickets – Approved Travel Agencies

  - Payment directly to the Supplier (using Payment Request)

- After July 1st, 2018, reimbursement to an employee prior to traveling will no longer be allowable.

UNIVERSITY OF
SOUTH CAROLINA

Meal Allowances

Time of Departure	Time of Return	Meal	In-State	Out-of-State
Before 6:30am	After 11:00am	Breakfast	$6.00	$7.00
Before 11:00am	After 1:30pm	Lunch	$7.00	$9.00
Before 5:15pm	After 8:30pm	Dinner	$12.00	$16.00
All Day	All Day	All Meals	$25.00	$32.00

- In-State and Out-of-State = follow the guidelines outlined in the table above.

- Foreign = Refer to Appendix B on **aoprals.state.gov**. to find the allowable meal amounts for the 1st and last day of travel based on the time of departure and arrival outlined in the table above.

- Foreign = Visit the US Department of State/ Foreign Per Diem Rates in U.S. Dollars (**aoprals.state.gov**.) for current meal per diems by location. Just be sure to subtract the incidental amount to identify the allowable amount for meals per day.

- Meal allowance for one day travel is no longer reimbursable.

UNIVERSITY OF
SOUTH CAROLINA

Expense Transactions Status

- **Pending Status**: not submitted for approval. This transaction can be modified and deleted.

- **Submitted for Approval:** the transaction is submitted, waiting for Traveler approval.

- **In Process:** the transaction is in approval workflow.

- **Approved:** approval for the transaction is complete and waiting on payment.

- **Paid:** the transaction is paid and complete.

Updating Banking Information

- Instructor Led Training

- Review the Update Banking Information Job Aid on the PeopleSoft Resource Page

Using the Crosswalk to Verify a Chartfield String

- Instructor Led Training

- User Practice/ Complete Exercise 1

Travel Authorization: Tips and Tricks

- As the Proxy, your USC ID will default. Be sure to **change** the USC ID if creating on behalf of the traveler.

- Use the **Quick Fill** option when creating a Travel Authorization to select expense types as this will populate the location and date for all expense lines selected. Just be sure to select **One day**.

- Only **One** expense line for each expense type is required for a Travel Authorization.

- Use the **Default Accounting** action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s).

- Travel Authorizations must be **Future Dated**. Be sure to use the actual dates of travel when creating the transaction.

- Once a Travel Authorization has been associated to an expense and submitted for approval, it is no longer available to use again.

- Be sure to include the destination and dates in the Description field, making it easier to identify when associating to an expense report.

Preparing a Travel Authorization

- Instructor Led Training

- User Practice/ Complete Exercise 2

Expense Report: Tips and Tricks

- As the Proxy, your USC ID will default. Be sure to **change** if creating on behalf of the traveler.

- Use the **Quick Fill** option when creating an Expense Report to select expense types as this will populate the location and date for all expense lines selected.

- At least three meal expense lines are required, one for the first day of travel, one for all the days in between, and one for the last day of travel. Only one expense line is required for all other expense types.

- Use the **Default Accounting for Report** action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s).

- Expense Reports must be submitted after the trip. Be sure to use the actual business dates of travel when creating the transaction.

- Attach the Travel and Expense Signature form.

UNIVERSITY OF
SOUTH CAROLINA

Preparing an Expense Report by Associating a Travel Authorization

- Instructor Led Training

- User Practice/ Complete Exercise 3

Preparing an Expense Report

- Instructor Led Training

- User Practice/ Complete Exercise 4

Modify, View, Delete, and Print

- Instructor Led Training
- User Practice/ Complete Exercises 5, 6, 7, and 8

Questions

"*I am very appreciative of the opportunity to have input into the how the actual travel process works. Just because a system is designed to work a certain way, doesn't actually mean it is the best way. The Travel team welcomed our suggestions and a lot of changes were made because of this.*"

Stacy Somers, USC School of Music/ Business Manager

"In recent months, the pilot group met several times and each meeting was both informational and productive. The leaders were able to guide the users from start to finish making sure that everyone understood each aspect of the various processes. The implementation of this group will also make the transition easier when this platform expands to the remainder of USC in the spring."

Sam Beals, USC Physics and Astronomy