



UNIVERSITY OF  
**SOUTH CAROLINA**

**Travel and Expense**  
**Traveler Training**

# Today's Agenda

- Update Banking Information
- Review of transaction types
- Approving Travel Authorizations
- Approving Travel Advances
- Approving Expense Reports



# 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.



# Traveler

The **traveler** is any **employee** who travels. In PeopleSoft, the traveler is responsible for:

- Updating Banking information in PeopleSoft. This will validate them as a traveler in PeopleSoft allowing them or a Proxy to create an expense transaction on their behalf.
- When expense transactions are created by a proxy for the traveler, the traveler will be responsible for approving those transactions in PeopleSoft.

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



# 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.



# Overview of Expense Transactions

- Travel Authorization (TA)
- Travel Advance
- Expense Report (TRV)



# 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
- After the TA is submitted, approved and budget checked, 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)



# Roll Out Schedule by Operating Unit

Phase	Go Live Date	Operating Unit Description
Phase 1	February 5 <sup>th</sup> , 2018	<b>Columbia Campus:</b> School of Medicine, Administration and Finance, Finance, Engineering-Computing <b>Other Campuses:</b> Aiken, Upstate
Phase 2	March 5 <sup>th</sup> , 2018	All Other Columbia Departments (not in Phase 1, 3-5) <b>Other Campuses:</b> Lancaster, School of Medicine-Greenville, Salkehatchie, Sumter, Union
Phase 3	April 2 <sup>nd</sup> , 2018	<b>Columbia Campus:</b> Athletics, Honors College, Public Health, Moore School of Business, Research, Mass Comm-Information Studies, International Programs
Phase 4	May 7 <sup>th</sup> , 2018	<b>Columbia Campus:</b> Arts and Sciences, Enrollment Management Services
Phase 5	June 4 <sup>th</sup> , 2018	<b>Columbia Campus:</b> Student Affairs, Pharmacy, Hospitality Retail Sports Management, Education, Social Work <b>Other Campuses:</b> Beaufort



# PeopleSoft Resource Page

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The Division of Information Technology

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PeopleSoft

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### PeopleSoft Training Related Resources

Getting Started	Purchasing
Click here for resources related to: <ul style="list-style-type: none"><li>Access to PeopleSoft</li><li>How to use UPK Player</li><li>PeopleSoft Glossary</li></ul>	Click here for resources related to: <ul style="list-style-type: none"><li>Requisitions</li><li>Change Requests</li><li>Categories</li><li>Receiving</li><li>Purchasing Highlights</li></ul>
Accounts Payable	General Accounting
Click here for resources related to: <ul style="list-style-type: none"><li>Payment Request</li><li>Payment Request Matrix</li><li>AP Upload</li></ul>	Click here for resources related to: <ul style="list-style-type: none"><li>Journal Entries and Journal Vouchers</li><li>Cash Advances</li><li>Physical Inventory</li><li>2016-2017 Fiscal Year End</li></ul>
Travel and Expenses	
Click here for resources related to: <ul style="list-style-type: none"><li>Updating Banking Information</li><li>Preparing a Travel Authorization (TA)</li><li>Preparing a Travel Advance</li><li>Preparing an Expense Report</li><li>Approving Expense Transactions - Traveler and Approver</li></ul>	



# Questions



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