

Adjusting a Travel Expense Report (TER) to an Approved Funding Level

Due to fiscal pressure, most travel for continuing professional education is not fully funded. Academic Affairs, however, requests that all expense related to travel is captured should additional funds be made available. The following provides instruction on how to adjust a TER to the approved funding level.

1. Log into the PASSHE portal, select **Employee Self-Service**, then **Travel Management**

The screenshot shows the PASSHE Employee Self-Service Portal. The navigation menu includes 'Home', 'Account Alerts', 'Employee Self-Service', 'Manager Self-Service', 'eTime', 'Materials Management', and 'Org Publisher'. The 'Employee Self-Service' menu item is highlighted with a red box. Below the navigation menu, the 'Travel Management' link is also highlighted with a red box. The main content area displays 'Welcome to the Self-Service Portal!' and 'Areas of Employee Self-Service' with links for Personal Information, Benefits, Leave & Time, Payroll, and Travel Management.

2. Select **My Trips and Expenses**, then **All My Travel Requests**

The screenshot shows the 'My Trips and Expenses' page. The 'All My Travel Requests (9)' button is highlighted with a red box. The page displays a table of travel requests with columns for Trip Number, Start Date, End Date, Destination, and Reason.

Trip Number	Start Date	End Date	Destination	Reason
3500002829	04/27/2017	04/28/2017	State College, PA	Spring 2017 BADD meeting
3500002642	03/02/2017	03/05/2017	Boston, TX	attend organic chemistry symposium

3. Select the Travel Request (TR) that will be used to create the Travel Expense Report (TER). Note, for the most part all travel should be based on an approved Travel Request. Users will then create a TER by selecting the TR (by clicking on the grey box to the left of the Trip Number) and then the user will click on **Create** under the column titled **Expense Report**. This will launch a TER create function.

The screenshot shows the 'My Trips and Expenses' page with the 'Expense Report' column visible. The 'Create' button under the 'Expense Report' column for the selected trip is highlighted with a red box.

Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report
3500002829	04/27/2017	04/28/2017	State College, PA	Spring 2017 BADD meeting	transferred to FI	Request Approved	(1)	Display
3500002642	03/02/2017	03/05/2017	Boston, TX	attend organic chemistry symposium		Request Rejected	(1)	Create

4. The **Create** feature will bring over data from the TR. It will first ask to select a Schema (non-overnight, domestic overnight, international). Select the correct schema.

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- You will now need to adjust the input to the actual trip data (start/end dates and times, other). Then receipts can be entered. Once the receipts are entered, click on **Save Draft**.

Receipts in This Expense Report

New Entry Copy Delete

...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date
...	●	Airfare	275.00	United States Dollar	06/17/2017
...	●	Baggage Fee	50.00	United States Dollar	06/17/2017
...	●	Conference Regist	250.00	United States Dollar	06/17/2017
...	●	Hotel	275.00	United States Dollar	06/17/2017
...	●	Taxi, shuttle, public trans.	45.00	United States Dollar	06/17/2017
...	●	Taxi, shuttle, public trans.	45.00	United States Dollar	06/19/2017
...	●	Subsistence, Overnight	56.75	United States Dollar	06/17/2017
...	●	Subsistence, Overnight	75.85	United States Dollar	06/18/2017
...	●	Subsistence, Overnight	95.55	United States Dollar	06/19/2017
...	◇		0.00	United States Dollar	06/19/2017

< Previous Step Review > **Save Draft**

- Review the TER by clicking on **Review and Send**

Change Expense Report (3500003260)

1 General Data 2 Enter Receipts **3 Review and Send** 4 Completed

Employee) Schema Domestic - Overnight Start Date 06/17/2017 End Date 06/19

< Previous Step Review > Save Draft

✓ Expense report 3500003260 was saved
✓ 100.00 % will be assigned acc. to trip costs assignment guidelines

Receipts in This Expense Report

New Entry Copy Delete

...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date
...	●	Airfare	275.00	United States Dollar	06/17

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7. TM will provide the current expenses as entered. In this case expenses totaled \$1,108.88. However, only \$500 in funding is available. The TER needs to be reduced by \$608.88. This is done by going back to the **Receipts** and enter a negative -\$608.88 in the **Other** expense type.

Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing
I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Individual Receipts	1,108.88 USD
Total Travel Expenses	1,108.88 USD
Amount Reimbursed	1,108.88 USD
Amount Paid Out	1,108.88 USD

8. Click on **Enter Receipts**

Change Expense Report (3500003260)

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee Schema Domestic - Overnight Start Date 06/17/2017 End Date 06/19/2017

< Previous Step Save and Send for Approval

Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing
I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Individual Receipts	1,108.88 USD
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Adjusting a Travel Expense Report (TER) to an Approved Funding Level

9. Click on **New Entry**

Employee 8) Schema Domestic - Overnight Start Date 06/17/2017 End Date 06/19/2017

< Previous Step | Review > | Save Draft

Receipts in This Expense Report

New Entry | Copy | Delete

...	Status	Expense Type	Receipt Amount	Receipt Currency	Rec
...	●	Airfare	275.00	United States Dollar	06/17/2017
...	●	Baggage Fee	50.00	United States Dollar	06/17/2017
...	●	Conference Regist	250.00	United States Dollar	06/17/2017
...	●	Hotel	275.00	United States Dollar	06/17/2017

10. Choose the expense type **Other**

Receipts in This Expense Report

New Entry | Copy | Delete

...	Status	Expense Type	Receipt Amount
...	●	Airfare	275.00
...	●	Baggage Fee	50.00
...	●	Conference Regist	250.00
...	●	Hotel	275.00
...	●	Taxi, shuttle, public trans.	45.00
...	●	Taxi, shuttle, public trans.	45.00
...	●	Subsistence, Overnight	56.75
...	●	Subsistence, Overnight	75.85
...	●	Subsistence, Overnight	95.55
...	◇		0.00

- Airfare
- Baggage Fee
- Business Meal (auth required)
- Car rental
- Conference Regist
- Estimated Cost
- Gasoline
- Hotel
- Other**
- Parking

< Previous Step

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11. Enter the amount (as a negative) needed to bring the TER to the funded level, add a description and then click on **Accept**

...	●	Subsistence, Overnight	75.85	United States Dollar	06/19/2017
...	●	Subsistence, Overnight	95.55	United States Dollar	06/19/2017
...	●	Other	-608.80	United States Dollar	06/19/2017

*Description:

Comment:

Accept | Accept and New Entry | Change Cost Assignment | Enter Itemization | Check | Copy | Delete

12. Next click on **Save Draft**, then **Review**

Receipts in This Expense Report

New Entry | Copy | Delete

...	Status	Expense Type	Receipt Amount	Re
...	●	Airfare	275.00	Uni
...	●	Baggage Fee	50.00	Uni
...	●	Conference Regist	250.00	Uni
...	●	Hotel	275.00	Uni
...	●	Taxi, shuttle, public trans.	45.00	Uni
...	●	Taxi, shuttle, public trans.	45.00	Uni
...	●	Subsistence, Overnight	56.75	Uni
...	●	Subsistence, Overnight	75.85	Uni
...	●	Subsistence, Overnight	95.55	Uni
...	●	Other	608.80-	Uni

< Previous Step | **Review >** | Save Draft

Adjusting a Travel Expense Report (TER) to an Approved Funding Level

13. TM will now summarize the expense for the trip. It is currently at the approved level. You can now select the **Save and Send for Approval** radial button, then click on the **Save and Send for Approval** button.

Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing

I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Individual Receipts	500.00 USD
Total Travel Expenses	500.00 USD
Amount Reimbursed	500.00 USD
Amount Paid Out	500.00 USD

Cost Assignment

500.00 USD Company Code SSHE (State System of Higher Ed), Business Area 35 (Edinboro), Cost Center 351115.

Display Expense Form

< Previous Step **Save and Send for Approval**

14. TM confirms that the expense report has been saved and sent to the approval process. You always check on the status of an approval by clicking on the **Display Expense Form** button. This will launch a pdf.

< Previous Step **Save and Send for Approval**

✓ Expense report 3500003260 was saved and sent for approval

✓ 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

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15. Scroll to the bottom of the pdf to the Approval Log. In this example the Supervisor has not yet approved it. TM has three **Work Flow Approval Status** codes; W- waiting; A- approved, R-rejected.

Approval Log					
Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status
Supervisor			May 31, 2017	1:06:18 PM	W
Org Unit Chief			May 31, 2017	1:06:18 PM	W
Account Manager 01			May 31, 2017	1:06:18 PM	W
A/P Approval			May 31, 2017	1:06:18 PM	W