Travel and Expense Presentation

BC Travel Program Information and PeopleSoft Expense Report Workshop
AGENDA

1. University Travel Policy
2. Overview of Department Roles
3. Department Role Comparison
4. P1 Listing
5. Overview of PeopleSoft Chart of Accounts
6. Travel & Expense Process Map
7. Reviewing frequently asked questions
   - When and how to request a Cash Advance
   - Budget available to process an expense report
   - Determining if someone is on Expense Drop-Down list
   - Adding someone to your Expense Drop-Down list
   - Creating an Expense Report
   - Processing an Expense Report for a Grant
   - Printing an Expense Report
   - Checking the status of an Expense Report
   - Applying a Cash Advance to an Expense Report
   - Processing a Travel Authorization into an Expense Report
   - Finding the payment information on a paid Expense Report
   - How do I verify/select the bank account I want my expense reimbursement to go to?
8. Queries
Travel and Expense Presentation

Travel Related Activities

• University Contracts
  • Air
  • Hotel
  • Vehicle Rental
  • Amtrak
  • Agencies

• Administration of the American Express Card Program

• Travel webpage creation and maintenance
  • www.bc.edu/travel
Travel and Expense Presentation

Travel Policy

• Use authorized Travel agencies/hotels/vehicles
  • Found on the Travel website

• Use American Express Corporate Card for all travel expenses
  • Air
  • Hotel
  • Meals
  • Car rental

• Travelers should not commit without approval

• Travelers should choose most practical and economical option

• Must submit original receipts
Travel and Expense Presentation

Travel Policy

• When renting a car
  • Do NOT take the car insurance
  • It’s covered by Amex

• Expense report used for travel related expenses

• All non-travel should be on P-card

• Procurement Services administers the University Policy
  • And supports all departments with additional policy restrictions
Compliance to Policy

• Why compliance to University Policy is important
  • Reporting
  • Buying Power
  • Cost Savings
  • Emergency Alerts
Did you know?

- Egencia – Guest Accounts
- New hotels
  - Starwood Hotels chain
  - Wyndham Hotels chain
  - Negotiated rates for 5 local hotels
- Amtrak to New York & Washington
American Express Corporate Card

• When traveling on BC business,
  • Use your American Express Corporate Card

• Application information
  • Contact your VP

• BC reimburses employees for business expenses

• Paying the Amex card
  • Employee’s responsibility

• If payment is required before the trip
  • Can apply for Travel Advance to pay Amex

• EFT (Direct Deposit) used for expenses
Travel and Expense Presentation

American Express Corporate Card Benefits

• Servicing 24-hour Customer Service
• Online services
• Global Assist Hotline
• Emergency Card Replacement, Financial Services and Insurance
• $350k door-to-door Business Travel Accident Insurance
• Baggage Insurance (up to $1250 for carry on baggage and up to $500 for checked baggage)
• Car Rental Loss and Damage Coverage (University paid)
• Travel and Dining Assured hotel reservations
• Travel and Foreign Exchange Services locations in 130 countries
• Rewards and Entertainment – The Membership Rewards Program (fee based, state fee)
Travel and Expense Presentation

Egencia Benefits

• Relationship with the vendor
• BC negotiated rates available
• No hidden costs
• Low negotiated transaction fee

• Alerts
  • For the University
  • For the Cardholder

• Egencia Flight Price Guarantee
US Airways Shuttle Benefits

• Weekday hourly service to LGA, DCA

• Fully refundable, no change fees, no advance purchase requirements

• Dedicated departure gates and baggage carousels

• Dividend Miles members earn 500 miles per segment

• Breakfast snacks on flights before 9 AM each business day

• Elite Limo service at New York LaGuardia (reserve your limo at any US Airways Shuttle kiosk or when you check in)

• Sign up on our travel website, www.bc.edu/travel
Travel and Expense Presentation

US Airways Shuttle

Choose a departure flight or view complete roundtrips

Your search  New search

- Boston (BOS) to Washington (DCA)  Tue Apr 06
- Washington (DCA) to Boston (BOS)  Tue Apr 13

No airline preference, Economy/Coach, refundable flights only

At a glance  Filters  New search

<table>
<thead>
<tr>
<th>Stops</th>
<th>Times</th>
<th>All results (37)</th>
<th>US Airways</th>
<th>UNITED</th>
<th>American Airlines</th>
<th>Continental</th>
<th>Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonstop</td>
<td></td>
<td>$485 $552 total</td>
<td>$485</td>
<td>$1324</td>
<td>$1386 $1520 total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 or nonstop</td>
<td></td>
<td>$485 $552 total</td>
<td>$485</td>
<td>$768</td>
<td>$768 $1408 total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All results</td>
<td></td>
<td>$485 $552 total</td>
<td>$485</td>
<td>$768</td>
<td>$768 $1408 total</td>
<td></td>
<td>$1386 $1520 total</td>
</tr>
</tbody>
</table>
What is a BTA

- American Express Business Travel Account (BTA)
- University funded travel for non-BC employees
- Students, groups, visiting professors or speakers
- Can be used for air and hotel reservations
- Centralized monthly billing
- Ghost Card – no physical card
Travel Authorizations

- Feature in PeopleSoft Financials
- Allows departments to encumber the funds for future travel plans
- Tool used to manage the budget
- All future travel plans should be discussed with manager
Travel and Expense Presentation

Security is Everyone’s Business

• Do not put personal or credit card data
  • In emails
  • On faxed forms

• No Social Security numbers or Credit Card numbers

• Original receipts are preferred proof of payment

• Do no include Credit Card statements with Expense Reports

• Cover all information, except the last 4 digits of Credit Card and Bank Account numbers
PeopleSoft Financials
Travel & Expense Reporting
## Overview of Department Roles

<table>
<thead>
<tr>
<th>Roles</th>
<th>Who</th>
<th>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Users (P1)</td>
<td>Division Financial Managers</td>
<td>All Purchasing vouchers, expenses. All department approvals for appropriate Department IDs span across all funds.</td>
</tr>
<tr>
<td>Department Administrators (P2a)</td>
<td>Department Administrators</td>
<td>Same procurement and approval access as Primary Users. Generally smaller span of Department IDs, depends on home department.</td>
</tr>
<tr>
<td>Department Originators (P2b)</td>
<td>Department Originators</td>
<td>All procurement as originators (data entry only) for the Department IDs across all funds.</td>
</tr>
<tr>
<td>Restricted Fund Department Administrators (P2c)</td>
<td>Department Administrators</td>
<td>Same purchasing and approval access as Department Administrator (P2a) but limited by fund (capital, restricted, agency, grants)</td>
</tr>
<tr>
<td>Department Managers (P3a)</td>
<td>VPs, Deans, Directors, Chairpersons</td>
<td>Inquiries, reports, personal expenses for appropriate department IDs across all funds.</td>
</tr>
<tr>
<td>Grant Principal Investigators (P1)</td>
<td>Faculty</td>
<td>Same inquiries, reports, personal expenses as P3 but limited by fund capital, restricted, agency, grants.</td>
</tr>
<tr>
<td>Department Salary Manager</td>
<td>P1s, Deans, Directors, designated</td>
<td>Salary data access and appropriate &quot;umbrella&quot; of Department IDs across all funds. Additional queries: (TDI with Salary and HR queries)</td>
</tr>
<tr>
<td>Project Team Member</td>
<td>Principal Investigators, Grant Administrators, Grant Users</td>
<td>Includes the same purchasing approval and inquiry privileges of P1 through P3 role but limited by project.</td>
</tr>
</tbody>
</table>
## Department Role Comparison

<table>
<thead>
<tr>
<th>Role</th>
<th>Who</th>
<th>Procurement (Reqs, PO's, and Vouchers)</th>
<th>Expenses</th>
<th>Budget Transfers</th>
<th>Commitment Control/Budget Inquiry</th>
<th>BC Reports/TDI</th>
<th>Query/ACR Chartfield List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Users - P1</td>
<td>Division Financial Managers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes. All but funds from FAS ledger 5, 7 and salaries</td>
<td>Division - all funds</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. Admin - P2a</td>
<td>Department Administrators</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes. All but funds from FAS ledger 5, 7 and salaries</td>
<td>Department umbrella - all funds</td>
<td>Yes</td>
</tr>
<tr>
<td>Dept Originators - P2b</td>
<td>Department Originators</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Restricted Fund Dept Admin - P2c</td>
<td>Department Originators</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes. Varies by fund.</td>
<td>Department Restricted Fund</td>
<td>Department Restricted Fund</td>
</tr>
<tr>
<td>Dept. Mgrs. - P3a</td>
<td>VPs, Deans, Directors, Chairpersons</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Division or Department, all funds</td>
<td>Yes</td>
</tr>
<tr>
<td>Grant Principal Investigator - PI</td>
<td>Faculty</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Other roles that can be added to roles above, if applicable:

<table>
<thead>
<tr>
<th>Role</th>
<th>Who</th>
<th>Procurement (Reqs, PO's, and Vouchers)</th>
<th>Expenses</th>
<th>Budget Transfers</th>
<th>Commitment Control/Budget Inquiry</th>
<th>BC Reports/TDI</th>
<th>Query/ACR Chartfield List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart. Salary Admin.</td>
<td>P1s, Deans, Directors, designated</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Summary salary</td>
<td>Yes (ACR w/ salary, 2 salary drill)</td>
</tr>
<tr>
<td>Project Team Member</td>
<td>Principal Investigators, Grant Administrators</td>
<td>Controlled by Project: P1 and P2-Yes; P3-No</td>
<td>Controlled by Project: P1 and P2-Yes; P3-No</td>
<td>Yes</td>
<td>No</td>
<td>Department - Project</td>
<td>No</td>
</tr>
</tbody>
</table>
## P1 List by Area

<table>
<thead>
<tr>
<th>User ID</th>
<th>Description</th>
<th>Area</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRIGHTC</td>
<td>Cheryl Wright</td>
<td>Advancing Studies</td>
<td>23900</td>
</tr>
<tr>
<td>MANNIXJA</td>
<td>Joyce Mannix</td>
<td>Arts/Sciences</td>
<td>22189</td>
</tr>
<tr>
<td>CARROLTU</td>
<td>Joseph Carroll</td>
<td>Arts/Sciences</td>
<td>26804</td>
</tr>
<tr>
<td>ZIADYE</td>
<td>Eric Ziady</td>
<td>Athletics</td>
<td>28673</td>
</tr>
<tr>
<td>DELEEUEW</td>
<td>Patricia De Leeuw</td>
<td>AVP</td>
<td>23263</td>
</tr>
<tr>
<td>HYNESS</td>
<td>Susan Hynes</td>
<td>AVP</td>
<td>24780</td>
</tr>
<tr>
<td>CORRIN</td>
<td>Nancy Corrin</td>
<td>Univ Advancement</td>
<td>23446</td>
</tr>
<tr>
<td>DRISCOAN</td>
<td>Anne Mary Campbell</td>
<td>Univ Advancement</td>
<td>26675</td>
</tr>
<tr>
<td>GOYETTRO</td>
<td>Robert Goyette</td>
<td>Dining</td>
<td>23293</td>
</tr>
<tr>
<td>DOHERTPQ</td>
<td>Mary Kay Doherty</td>
<td>Facilities</td>
<td>28626</td>
</tr>
<tr>
<td>CROFT</td>
<td>Kathleen Croft</td>
<td>FVP</td>
<td>24957</td>
</tr>
<tr>
<td>EMERYSV</td>
<td>Svetlana Emery</td>
<td>GSSW</td>
<td>29198</td>
</tr>
<tr>
<td>GODENZI</td>
<td>Alberto Godenzi</td>
<td>GSSW</td>
<td>20866</td>
</tr>
<tr>
<td>LENT</td>
<td>Jan Lent</td>
<td>HR</td>
<td>23335</td>
</tr>
<tr>
<td>KOZAKADA</td>
<td>Katarzyna Kozak Adams</td>
<td>ITS</td>
<td>26580</td>
</tr>
<tr>
<td>RYANNS</td>
<td>Meredith Ryan</td>
<td>Law School</td>
<td>21547</td>
</tr>
<tr>
<td>GOODEM</td>
<td>Lyn Goode</td>
<td>Library</td>
<td>20160</td>
</tr>
<tr>
<td>SEVEROA</td>
<td>Anne Severo</td>
<td>Nursing</td>
<td>28531</td>
</tr>
<tr>
<td>ZIPKINS</td>
<td>Susan Zipkin</td>
<td>OSP</td>
<td>28917</td>
</tr>
<tr>
<td>RIVERAR</td>
<td>Raymond Rivera</td>
<td>President's Office</td>
<td>20344</td>
</tr>
<tr>
<td>PRUE</td>
<td>Steve Prue</td>
<td>Resident Life</td>
<td>23060</td>
</tr>
<tr>
<td>FULTONM</td>
<td>Mary Fulton</td>
<td>School of Educ</td>
<td>24201</td>
</tr>
<tr>
<td>MCMAHANG</td>
<td>Eugene McMahon</td>
<td>School of Mgmt</td>
<td>28790</td>
</tr>
<tr>
<td>STACHNIE</td>
<td>John Stachniwicz</td>
<td>STM</td>
<td>26503</td>
</tr>
<tr>
<td>JIMK</td>
<td>James Kreinbring</td>
<td>Student Affairs</td>
<td>20389</td>
</tr>
<tr>
<td>HINRICJO</td>
<td>Jonathan Hinrichs</td>
<td>Student Affairs</td>
<td>21290</td>
</tr>
</tbody>
</table>
Overview of Chart of Accounts Structure

**ChartField** | **Definitions**
--- | ---
Dept ID | Department or responsibility center
Fund | Global classification of funding source
Fund Source | Identifies specific sources from operations, sponsors, donors
Program | Formal (named) and informal Programs
Function | Functional Purpose and Activity
Property | Buildings
Account | Asset, Liability, Net Asset, Revenue, Expense classifications
Project/Grant | Sponsored programs and capital projects
Travel and Expense Presentation

Travel & Expense Process Map
Expense To Check
Boston College – 2004

Key (Queries and Inquiries):
01 – Budget Status
11 – Review budget
12 – Confirm employee in Drop-down
13 – Determine status of approval
14 – Determine status of payment

Faculty or Staff
Planning Travel or Dept. Expense

Approval Groups (Dept./Fund)
Does Advance and Other Approval?

Spend Funds

Start Expense Report

Is employee in drop-down?

“Employee is in system”

AP

Does it include an Advance?

Yes

Continue Expense Report

Save & Submit

Expense Workflow

Prepare Paperwork

Does Expense need further approval?

Yes

Contact Department and Resolve

No

Brown envelope

Approves

AP

Does AP approve Expense?

Yes

Docket created

No

Debit

Bank

Faculty or Staff

Evaluate problem & correct

Complete Expense Report

Full in Advance online

Does it include an Advance?

No

Pass Budget Check?

Yes

Expensed

Save & Submit

Prepare Paperwork

Does Expense need further approval?

Yes

Contact Department and Resolve

No

Brown envelope

Approves

AP

Does AP approve Expense?

Yes

Docket created

No

Debit

Bank

Faculty or Staff
Question: When should a Travel Advance be requested and is there any policy for approval?

Answer: Travel advances may be obtained for prepaid expenses such as a hotel deposit and airfare.

To receive reimbursement for transportation tickets in advance of travel, the itinerary invoice (reflecting travel dates and cost) provided by the authorized travel agency is to be submitted to the Accounts Payable department accompanied by a properly completed Travel Advance form.

Travel on University business must be authorized in advance by your department. This individual is responsible for assuring that budgeted funds are available to meet all travel commitments.

Following completion of travel, a Travel Expense Report accompanied by all original receipts is to be submitted to the Accounts Payable department to reconcile the outstanding advance. This includes all receipts submitted with your Travel Advance.

To apply for an advance, please fill out the Travel Advance form with your complete chartstring and send to Accounts Payable, 190 More Hall.

Form is available at http://www.bc.edu/offices/fvp/psfinancial/forms.html

NOTE: Travel Advances are not charged to your departmental budget until the Expense Report is created. It is very important to reconcile outstanding cash advances as soon as possible.
Question: How do I process a Travel Advance?

Answer: Form is available at [http://www.bc.edu/offices/fvp/psfinancial/forms.html](http://www.bc.edu/offices/fvp/psfinancial/forms.html)

The form must be completed and be fully approved before sending it to Accounts Payable. Always provide the employees Eagle ID and full name on the Cash Advance form as there may be several employees with the same name (ex: Michael Smith).
Question: Do I need to check the budget before processing an expense report?

Answer: Yes. Make sure there is sufficient funding available in the correct account before processing an expense report. The Budget Details inquiry under Commitment Control provides a view of the department’s budget balance by account that is available to process on an expense report.

Navigation: Commitment Control>Review Budget Activities>Budget Inquiry>Budget Details
**Action:** Click on and select the Ledger Group **EXPBUDGETS**.

**Action:** Narrow your search by inputting chartfields and the **Budget Period**.

**Budget Details**

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

- **Business Unit:**
- **Ledger Group:**
- **Account:** begins with
- **Department:** begins with 022207
- **Fund Code:** begins with 100
- **Program Code:** begins with
- **Fund Source:** begins with 10000
- **Property:** begins with
- **Function:** begins with
- **PC Business Unit:** begins with
- **Project/Grant:** begins with
- **Activity ID:** begins with
- **Resource Type:** begins with
- **Budget Period:** begins with 2009

**Action:** Click **Search**
**Action:** Click the account code to review the **Available Budget** to make sure the funds needed to process the expense report are in place. If there is not enough funding, at this point you will need to process a budget transfer before entering the expense report.
Question: How do I know if a person being reimbursed is on my expense drop-down list?

Answer: To see if an individual is on your expense drop-down list navigate to Create/Update under Travel and Expenses.

Navigation: Employee Self-Service > Travel and Expense > Expense Report > Create/Update

Action: Click Create/Update

Action: Click Add a New Value tab
Action: As the originator your own Eagle Id will default in. If the Expense Report is for yourself, click the "Add" button.

Action: If not, Click the “look up” button to select the individual you are reimbursing.

Action: You can change the Search by drop down to “Name” and type in the last name or a portion of it.

Action: Click the blue Name of the employee you wish to reimburse.
Action: If you get a message “*No matching values were found*” as shown below, see page 15 for instructions. The individual is not on your Expense drop-down list and needs to be added before the expense report can be processed.

![Look Up EmplID](image-url)

- **Search by:** Name begins with pohman
- **Actions:** Look Up, Cancel, Advanced Lookup

No matching values were found.
Question: How do I add someone to my expense drop-down list?

Answer: To request an individual be added to your expense drop down list, navigate to the following PeopleSoft page, complete the request and save.

Navigate in PeopleSoft – Employee Self-Service >> Add Employee to Authorization
Enter the name of the owner of the drop down and the employee to be added

You will not be able to process the expense report until Accounts Payable adds the individual to your expense drop down list and sends a confirmation email.

In some cases a student employee cannot be added to a drop-down menu. The student will be added to the vendor file, you will be notified by Accounts Payable, and you will now process the reimbursement as a **voucher**.
Student Request Form

PROCUREMENT SERVICES

This form should only be used for students who are not active on BC payroll. These students will be added to our vendor file and the student's permanent home address is required.

Please note: Active students on BC payroll can be added to your expense drop-down list through PeopleSoft Financials under Employee Self Service >> Travel and Expense >> Add Employee to Authorizations. For more information on this process, click here.

BC Student Name
Eagle ID#
Reason for Request

Please provide:
Student’s Permanent Address
City, State, Zip Code

Department Contact Information

Contact Name
Extension
Your User ID
Your Email Address

Send Student Request  Reset Fields
Question: When do I process an expense report?

Answer: An Expense Report is processed when a BC employee needs to be reimbursed for University expenses.

Navigation: Employee Self-Service > Travel and Expense > Expense Report > Create/Update

Action: Click Create/Update.
**Action:** Click **Add a New Value** tab.

Note: “Add a New Value” tab defaults originator’s Eagle ID.

**Action:** Click **Add** if the expense report is for you or click on the “look up” icon to find the Eagle ID or Name you want to process the expense report for.
If the reimbursement is for someone on your list, click on the blue EmplID and continue processing.

A search can also be done by changing the drop down Search by box to Name. Users have the ability to then alphabetize the Name list by double clicking on the “white” Name label. If an individual is not on your list, you will need to request that the individual be added to your expense drop-down list.
The next step is to choose how you want to create the expense report. If this is your first expense report, **Open a Blank Expense Report**. Otherwise, you have the option to **Copy From Existing Report** or **Copy From Travel Authorization**. If Copying From Existing Report, make changes to the dates and amounts for the report as needed. **Click Continue**

**Action:** Use the “look up” field to select the individual you want to create an Expense Report for. **Click Add**
**Travel and Expense Presentation**

**Action:** Enter in the **Report Description** (description of expense report used in various reports), **Business Purpose** (choose purpose from the drop-down list), **Reference** (10 space field that will print on EFT and check remittance) and **Comment** (free form detail comment field associated with the Expense).

*Click blue hyperlink [Default Accounting For This Expense Report]*, which will takes you to the chartstring screen.

Your check/EFT will now display the description from the reference field in the Invoice Number column.
**Action:** *Add the Fund code and click OK*

Under **Add Expense**, choose appropriate **Expense Type**.

Click **Add**

If necessary, continue to **Add Expense** types and amounts, until complete.
**Action:** On Add Expense, pick the appropriate expense type and fill in with complete information.
### Expense Types and Accounts

<table>
<thead>
<tr>
<th>Type</th>
<th>Descr</th>
<th>Type Group</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR-DOM</td>
<td>Airfare - Domestic</td>
<td>TRV-DOM</td>
<td>68902</td>
</tr>
<tr>
<td>AIR-FOR</td>
<td>Airfare - Foreign</td>
<td>TRV-FOR</td>
<td>68903</td>
</tr>
<tr>
<td>GIFTS</td>
<td>Gifts/Memorials</td>
<td>NON-TRV</td>
<td>65510</td>
</tr>
<tr>
<td>GRD-DOM</td>
<td>Ground Trans-Domestic</td>
<td>TRV-DOM</td>
<td>68902</td>
</tr>
<tr>
<td>GRD-FOR</td>
<td>Ground Trans-Foreign</td>
<td>TRV-FOR</td>
<td>68903</td>
</tr>
<tr>
<td>LOD-DOM</td>
<td>Lodging/Hotel-Domestic</td>
<td>TRV-DOM</td>
<td>68902</td>
</tr>
<tr>
<td>LOD-FOR</td>
<td>Lodging/Hotel-Foreign</td>
<td>TRV-FOR</td>
<td>68903</td>
</tr>
<tr>
<td>MEALS-D</td>
<td>Meals-Domestic Travel</td>
<td>TRV-DOM</td>
<td>68902</td>
</tr>
<tr>
<td>MEALS-F</td>
<td>Meals-Foreign Travel</td>
<td>TRV-FOR</td>
<td>68903</td>
</tr>
<tr>
<td>MEAL W/D</td>
<td>Meals w/Attendees-Domestic</td>
<td>TRV-DOM</td>
<td>68902</td>
</tr>
<tr>
<td>MEAL W/F</td>
<td>Meals w/Attendees-Foreign</td>
<td>TRV-FOR</td>
<td>68903</td>
</tr>
<tr>
<td>MILEAGE</td>
<td>Mileage-Personal Car</td>
<td>TRV-DOM</td>
<td>68902</td>
</tr>
<tr>
<td>OFFCEXP</td>
<td>Reimbursable Office Expense</td>
<td>NON-TRV</td>
<td>68730</td>
</tr>
<tr>
<td>ONSITE</td>
<td>Meals/Onsite/Local Meeting</td>
<td>NON-TRV</td>
<td>68150</td>
</tr>
<tr>
<td>PARKING</td>
<td>Parking</td>
<td>TRV-DOM</td>
<td>68902</td>
</tr>
<tr>
<td>REG-DOM</td>
<td>Registration-Domestic</td>
<td>TRV-DOM</td>
<td>68902</td>
</tr>
<tr>
<td>REG-FOR</td>
<td>Registration-Foreign</td>
<td>TRV-FOR</td>
<td>68903</td>
</tr>
<tr>
<td>SUB-BKS</td>
<td>Subscription/Books</td>
<td>NON-TRV</td>
<td>68710</td>
</tr>
<tr>
<td>TUITION</td>
<td>HR Tuition Assistance</td>
<td>NON-TRV</td>
<td>62060</td>
</tr>
<tr>
<td>UNIFORM</td>
<td>Uniform Cleaning</td>
<td>NON-TRV</td>
<td>67910</td>
</tr>
</tbody>
</table>
Action: When all expense types are entered, click to perform budget checking. Verify that the budget status is Valid. If you see “Error”, the expense report does not pass budget check. You cannot drill down on the expense report. Make sure you have enough budget in the parent budget. Check the chartstring to make sure it was entered correctly.
Action: Click Submit For Approval

Do you really want to submit this Expense Report?

Action: Click OK

The Submit was successful.

Action: Write down the Report ID. The expense report status of “Approved” is required before paperwork is sent to AP. All departmental and Fund code approvals should be completed.
Question: How do I process an expense report for a Grant?

Answer: You can process an expense report against a Grant if you are named as a team member.

Action: Required fields – Department (6 digits), Fund (3 digits), Fund Source (5 digits), Program (zero’s or 5 digits), Function (3 digits) Property (zero’s or 5 digits).

NOTE: If transacting against a Grant, click and scroll to the right, and complete the following in the exact order Business Unit: Grant, Project/Grant: Your Grant Number, Activity ID: STANDARD.

Click OK
Click Continue
**Question:** How do I determine what the Approval Status message is on my Expense Report?

**Answer:** The status listed below determines where the Expense Report is in the workflow process.

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Pending status indicates Expense Report has not been submitted for approval.</td>
</tr>
<tr>
<td>Pending Department</td>
<td>Pending Departmental Approval can mean: The originator is not a P1 or a P2a.</td>
</tr>
<tr>
<td>Approval</td>
<td>A P1 or P2a belonging to the department listed on the expense needs to approve the expense. The expense is over $5,000 and requires a second approver.</td>
</tr>
<tr>
<td>Pending Fund Code</td>
<td>This status means that either fund code for OSP, Endowment, Capital or Agency is needed.</td>
</tr>
<tr>
<td>Approval</td>
<td>Pending Special Account Approval. These accounts must be approved by members of the GLAdmin role (Controller's Office).</td>
</tr>
<tr>
<td>Approved</td>
<td>Expense report made it through workflow and is waiting AP audit prior to release of payment.</td>
</tr>
<tr>
<td>Paid</td>
<td>Check has been released to payee.</td>
</tr>
</tbody>
</table>
Question: How do I print an Expense Report?

Navigation: Employee Self-Service > Travel and Expense > Expense Report > Print

Action: Enter the Expense Report ID (or click on drop-down menu for other choices) and search.
Question: After I print my Expense Report what should I do with the paperwork?

Action: Sign the expense report and determine if any other signature is needed. Once all approvals are complete, send all original receipts (proof of purchase) taped to the second page of the printed Expense Sheet (do not staple). All approvals must be completed before the paperwork is sent to Accounts Payable, More Hall Room 190.
Question: What type of receipts are required for an expense report?

Answer: When submitting an Expense Report, provide the following items as Proof of Payment.

- Original receipts – Please do not send American Express statement.
- E-ticket or boarding passes/passenger receipt
- Itemized hotel bills
- Itemized meal receipts with list of all attendees
- Rental car bills
- Necessary toll receipts
- Airport parking fees that do not exceed normal taxi fares to/from the airport
Question: How do I apply a Cash Advance to an Expense Report?

Answer: To apply a Cash Advance to an expense report create an expense report as you normally would (Step by Step instructions page 17). NOTE: A Cash Advance is not charged to a department budget until an expense report is processed. Please keep this in mind when viewing your budget balance available.

Action: At the bottom of the page, click the blue hyperlink Apply Cash Advance(s)
**Action:** Click on the *Advance ID* “look up”

**Action:** Select the appropriate *Advance ID#* and verify amounts.
(If expenses incurred were less than the cash advance given, this is the time to change the amount in Total Applied field, process the expense report and attach a check payable to Boston College).

**Action:** Click

**Action:** Click

<table>
<thead>
<tr>
<th>Advance ID</th>
<th>Advance Amount</th>
<th>Balance</th>
<th>Total Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000004952</td>
<td>500.00 USD</td>
<td>0.00</td>
<td>500.00 USD</td>
</tr>
</tbody>
</table>
**Action:** Budget check the expense report. Budget Status should change to **Valid**.

**Action:** Submit For Approval
Travel and Expense Presentation

Expense Report

Submit Confirmation
James Condon

Report ID: 0000090710

✓ Do you really want to submit this Expense Report?

Action: Click OK

Expense Report

Submit Confirmation
James Condon

Report ID: 0000090710

✓ The Submit was successful.

Action: OK

Microsoft Internet Explorer

Expense Report ID: 00000090710 has been sent to Accounts Payable for pre-pay audit processing. (0,0)

Action: Click OK
Action: Click OK
Expense Report status should be “Approved”. All approvals must be completed before the paperwork is sent to Accounts Payable, More Hall Room 190.
Question: How do I process a Travel Authorization into an Expense Report?

Answer: To process a Travel Authorization into an Expense Report navigate to Employee Self Service.

Navigation: Employee Self Service > Travel and Expense > Expense Report

Create Expense Report

Choose a Creation Method

Mary Pohlman

- Open a Blank Expense Report
- Copy From Existing Report
- Copy From Travel Authorization
- Use a Template

Report ID: NEXT

Continue

Default is set to **Open a Blank Expense Report**, click Copy from Travel Authorization.
Click on the Travel Authorization you want to create an Expense Report for.

The Travel Authorization ID is shown on the Expense Report. Click , populate fields as necessary and budget check to complete the Expense Report.
Question: Can I check on the status of my expense report once I submit it?
Answer: To check on the status approval of an Expense Report navigate to Employee Self Service.

Navigation: Employee Self Service > Travel and Expense > Expense Report > View > Find an Existing Value tab
Action: Select from the pull-down menu a Report ID or Name you would like to search on.

Action: Click Search
Action: Click on the Expense Report that you would like to view and review the status.
**Question:** How can I find the payment information for a check or EFT?

**Answer:** To determine if payment has been sent an expense report.

**Navigation:** Employee Self Service > Travel and Expense > Review Payments > Find an Existing Value

**Action:** Input in the Name field, the individual you would like to view payment for.

**Action:** Click
**Travel and Expense Presentation**

**Question:** How do I verify/select the bank account I want my expense reimbursement to go to?

**Answer:** You can check your bank account for expenses through Agora – PeopleSoft HR

**Navigation:** Log into Agora >> My Services >> PeopleSoft Human Resource Services

**Action:** Click on Direct Deposit and verify the bank account selected for Expense Check Direct Deposit

---

**Direct Deposit**
Carolyn A Donoghue

Review, add or update your direct deposit information. [View BC Direct Deposit Instructions]

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amt/Pct</th>
<th>Deposit Order</th>
<th>Expense Check Direct Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>211381990</td>
<td>706239</td>
<td>Amount</td>
<td>$50</td>
<td>1</td>
<td>[Edit] [Delete]</td>
</tr>
<tr>
<td>Checking</td>
<td>011000390</td>
<td>47689465</td>
<td>Balance</td>
<td>999</td>
<td></td>
<td>[Edit] [Delete]</td>
</tr>
</tbody>
</table>

[Add Account]
Queries - Vouchers
- BC_AP_VCHR_NOT_SUBMITTED
- BC_AP_VCHR_AP_APPR
- BC_AP_VOUCHER_OPRID
- BC_AP_INVOICES_PAID_VENDOR

Queries - Expenses
- BC_EX_EXPENSES_BY_DEPT
- BC_EX_NOT_SUBMITTED
- BC_EX_DEPT_APPR

Queries - Requisitions
- BC_PO_BY_DEPT
- BC_PO_RECEIV_RVW_PMT_BY_DEPT
Travel and Expense Presentation

Navigation: Reporting Tools>>Query>>Query Viewer>>Query Name begins with BC_EX_Expenses_By_Dept

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Descr</th>
<th>ID</th>
<th>Name, Contact</th>
<th>Status</th>
<th>Created</th>
<th>Entered By</th>
<th>Line</th>
<th>Type</th>
<th>Amount</th>
<th>Account</th>
<th>Dept</th>
<th>Fund</th>
<th>Program</th>
<th>Fund Source</th>
<th>Property</th>
<th>Function</th>
<th>Project/Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NCURA REGIONAL MEETING</td>
<td>87488853</td>
<td>Joyce, Caitlin M</td>
<td>PD</td>
<td>10/04/2010</td>
<td>GILLISDO</td>
<td>1</td>
<td>GRD- DOM</td>
<td>23.000</td>
<td>68902</td>
<td>053021</td>
<td>100</td>
<td>00000</td>
<td>10000</td>
<td>00000</td>
<td>201</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NATIONAL COUNCIL OF UNIVERSITY</td>
<td>59996368</td>
<td>Songer, Travis</td>
<td>PD</td>
<td>11/09/2010</td>
<td>GILLISDO</td>
<td>1</td>
<td>MILEAGE</td>
<td>431.000</td>
<td>68902</td>
<td>053021</td>
<td>100</td>
<td>00000</td>
<td>10000</td>
<td>00000</td>
<td>201</td>
<td></td>
</tr>
</tbody>
</table>
### BC_EX_NOT_SUBMITTED - Expenses not submitted

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Empl ID</th>
<th>Name</th>
<th>Creation Date</th>
<th>Sum Amount</th>
<th>Status</th>
<th>Budget Status</th>
<th>Dept</th>
<th>Descr</th>
<th>Entered By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0000142768</td>
<td>Padilla, Willie</td>
<td>09/19/2011</td>
<td>1933.940</td>
<td>Pending</td>
<td>Valid Budget Check</td>
<td>053351</td>
<td>Travel Domestic</td>
<td>DICARLDA</td>
</tr>
</tbody>
</table>
### BC_EX_DEPT_APPR: Expenses pending Dept Approval

Download results in: Excel Spreadsheet, CSV Text File (1 kb)

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Empl ID</th>
<th>Name</th>
<th>Creation Date</th>
<th>Sum Amount</th>
<th>Status</th>
<th>Budget Status</th>
<th>Dept</th>
<th>Descr</th>
<th>Entered By</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000122925</td>
<td>37035090</td>
<td>Mc Guire, Jane G</td>
<td>05/26/2010</td>
<td>7,500</td>
<td>Pending Departmental Approval</td>
<td>Valid Budget Check</td>
<td>050201</td>
<td>Travel Domestic</td>
<td>MANNINJA</td>
</tr>
<tr>
<td>0000088099</td>
<td>39306633</td>
<td>Krakowsky, Barbara A</td>
<td>05/27/2008</td>
<td>78,620</td>
<td>Pending Departmental Approval</td>
<td>Valid Budget Check</td>
<td>024201</td>
<td>Supplies General</td>
<td>KRAKOW</td>
</tr>
</tbody>
</table>
University Travel Program

www.bc.edu/travel

Carolyn Donoghue
2-8911