BC Travel Program and PeopleSoft Financials
Expense Report Information Session
AGENDA

1. University Travel Policy
2. Overview of Department Roles
3. Department Role Comparison
4. Travel & Expense Process Map
5. Reviewing frequently asked questions
6. Queries
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 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 Policy

• When renting a car – use your Corporate Amex card only
  • Do NOT take the car insurance
    • Insurance is covered by the American Express Corporate Card

• 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
American Express Corporate Card

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

• Application information
  • Visit [www.bc.edu/travel](http://www.bc.edu/travel) for the appropriate contact for your VP area

• 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
American Express Corporate Card Benefits

- Personal assistance from our global travel network in more than 140 countries
- 24-hour emergency medical and legal support from our Global Assist® Hotline
- Local/Global account management
- Worldwide security & support
- Automatic insurance coverage
- $350,000 door-to-door Business Travel Accident Insurance
- Up to $1,750 Baggage Insurance ($1,250 carry-on; $500 checked)
- Optional Car Rental Loss or Damage Coverage of $4/rental for up to 42 consecutive days
- 24/7 customer service
- 24/7 online account access, statements, payment, and expense report submission
- 24-hour emergency Card replacement
- Worldwide cash access
- Service & convenience
- Enhanced benefits & rewards
- Membership Rewards® is the #1 rewards program 13 years running
- Free Companion Int’l tickets and Airport Club memberships with Platinum cards
Travel Partners

Agency
- Egencia (online)
- Travel Collaborative
- Shorts (groups)

Air
- JetBlue
- US Airways
- American

Hotel
- Boston Marriott – Newton
- Hotel Indigo – Newton
- Courtyard Marriott - Brookline

Car
- Enterprise
- National
- Budget

Bus
- Peter Pan
- Local Motion

Amtrak
- To New York
- To Washington DC
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
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></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>Stops</td>
<td></td>
<td>$485</td>
<td>$485</td>
<td>$1324</td>
<td>$1386</td>
<td>$1386</td>
</tr>
<tr>
<td>Times</td>
<td>$552 total</td>
<td>$552 total</td>
<td>$1454 total</td>
<td>$1520 total</td>
<td>$1520 total</td>
<td>$1520 total</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$485</td>
<td>$768</td>
<td>$768</td>
<td>$1261</td>
<td>$1386</td>
</tr>
<tr>
<td></td>
<td>$552 total</td>
<td>$878 total</td>
<td>$878 total</td>
<td>$1408 total</td>
<td>$1408 total</td>
<td>$1408 total</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$485</td>
<td>$768</td>
<td>$768</td>
<td>$1261</td>
<td>$1386</td>
</tr>
<tr>
<td></td>
<td>$552 total</td>
<td>$878 total</td>
<td>$878 total</td>
<td>$1408 total</td>
<td>$1408 total</td>
<td>$1408 total</td>
</tr>
</tbody>
</table>
Always review the rules and restrictions carefully

### Flight details

<table>
<thead>
<tr>
<th>Airline</th>
<th>Departs</th>
<th>Arrives</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Airways</td>
<td>12:00 PM</td>
<td>1:27 PM</td>
<td>1hr 27mn</td>
<td>Negotiated Rate $400</td>
</tr>
<tr>
<td>Economy/Coach Class (Y)</td>
<td>Tue 23-Sep-14</td>
<td>Tue 23-Sep-14</td>
<td>Nonstop</td>
<td>399 mi (642 km)</td>
</tr>
<tr>
<td>Boston (BOS) Terminal B</td>
<td>Washington (DCA) Terminal C</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Airline</th>
<th>Departs</th>
<th>Arrives</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Airways</td>
<td>6:30 AM</td>
<td>7:49 AM</td>
<td>1hr 19mn</td>
<td></td>
</tr>
<tr>
<td>Economy/Coach Class (Y)</td>
<td>Thu 25-Sep-14</td>
<td>Thu 25-Sep-14</td>
<td>Nonstop</td>
<td>399 mi (642 km)</td>
</tr>
<tr>
<td>Washington (DCA) Terminal C</td>
<td>Boston (BOS) Terminal B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Build your own custom fare

### Review the rules and restrictions

- Tickets are refundable. Ticket changes may incur penalties and/or increased fares.
- Tickets are nontransferable and name changes are not allowed.
- Ticket prices include a nonrefundable booking fee.
- Please read important information regarding airline liability limitations.
- Prices do not include baggage fees or other fees charged directly by the airline.
- Read an overview of all the rules and restrictions applicable to this fare.
- Read the complete penalty rules for changes and cancellations applicable to this fare.
Did you know?

- Egencia – Guest Accounts
- Amtrak to New York & Washington discount through Egencia
- Hotel Contracts
  - Negotiated rates for 5 local hotels
  - Starwood Hotels chain
  - Wyndham Hotels chain
What is an American Express Department Card

- University funded travel for non-BC employees
- Students, groups, visiting professors or speakers
- Can be used for air, hotel and car reservations
- Centralized monthly billing

- Email carolyn.donoghue@bc.edu to request a department 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
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>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All procurement - Vouchers, Expenses, Requisitions. All department approvals</td>
</tr>
<tr>
<td>P1</td>
<td>for appropriate Department IDs which span across all funds. All Operating &amp;</td>
</tr>
<tr>
<td></td>
<td>Restricted fund Budget Transfers including all salaries except fund 810 -</td>
</tr>
<tr>
<td></td>
<td>Capital which is specifically designated.</td>
</tr>
<tr>
<td>P2A</td>
<td>Same procurement and approval access as P1s. Generally smaller span of</td>
</tr>
<tr>
<td></td>
<td>Department IDs, depends on Finance department. All Operating &amp; Restricted</td>
</tr>
<tr>
<td></td>
<td>fund Budget Transfers including all salaries (if a salary admin) or limited</td>
</tr>
<tr>
<td></td>
<td>salaries (if not a salary admin) except fund 810 - Capital which is</td>
</tr>
<tr>
<td></td>
<td>specifically designated.</td>
</tr>
<tr>
<td>P2B</td>
<td>All procurement - Vouchers, Expenses, Requisitions - as originators (data</td>
</tr>
<tr>
<td></td>
<td>entry only) for Department IDs across all funds</td>
</tr>
<tr>
<td>P3</td>
<td>Inquiries, reports, personal Expenses for appropriate department IDs across</td>
</tr>
<tr>
<td></td>
<td>all funds</td>
</tr>
<tr>
<td>PI</td>
<td>Same inquiries, reports, personal Expenses as P3 but limited by fund</td>
</tr>
<tr>
<td>Department Salary Admin</td>
<td>Salary data access and appropriate &quot;umbrella&quot; of Department IDs across all</td>
</tr>
<tr>
<td></td>
<td>funds. Additional salary queries, inquiries and reports</td>
</tr>
<tr>
<td>Project Team Member</td>
<td>Includes the same procurement approval and inquiry privileges of P1 through</td>
</tr>
<tr>
<td></td>
<td>P3 role but limited to Project.</td>
</tr>
</tbody>
</table>
# Department Role Comparison

## PeopleSoft Departmental Role Comparison

<table>
<thead>
<tr>
<th>Role</th>
<th>Pcard</th>
<th>Procurement</th>
<th>Budget Transfers</th>
<th>Inquiries/Delivered Queries</th>
<th>Standard Reports*</th>
<th>Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>Create dept, create cardholder, transfer funds</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Division-all funds</td>
<td>Yes</td>
</tr>
<tr>
<td>P2A</td>
<td>Create dept, create cardholder, transfer funds IF assigned by the P1</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Department umbrella-all funds</td>
<td>Yes</td>
</tr>
<tr>
<td>P2B</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Budget Inquiry, TDI, PO Inquiry, PO Activity Summary</td>
<td>No</td>
</tr>
<tr>
<td>P3</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Division or Department-all funds</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

| Dept. Salary Admin | No | No | No | Salary | Summary/Detail salary | Yes | Yes |
| PI (Fund 500)      | No | Depends on associated role above | No | Depends on associated role above | Per case basis. Fund 500 budget transfers up to $2000 without prior approval from OSP. | Per case basis | No |
| Project Team Member | Controlled by Project | Controlled by Project | Yes | No | Department-Project | Yes | Yes, from Project tables |
Travel & Expense Process Map

**Expense To Check**

**KEY (Inquires)**

- **11** - Review budget
- **12** - Confirm employee in drop-down
- **13** - Determine status of approval
- **14** - Determine status of payment

**Process Flow**:

1. **Faculty or Staff**
   - Planning Travel or Dept. Expense
   - Approval Groups (Dept./Fund)
   - Review Budget
   - Is Advance Required?
     - Yes: Does Advance need further approval?
       - Yes: Continue Expense Report
       - No: Submit
   - No: Spends Funds
2. **AP**
   - Approves and EFT sent to Employee
   - Add Employee to Authorizations in PeopleSoft
   - Is employee in drop-down?
     - Yes: Starts Workflow
     - No: No
3. **Prepara**
   - Submit Budget Check
   - Does Expense need further approval?
     - Yes: Contact Department and Resolve
     - No: Continue Expense Report
4. **Faculty or Staff**
   - Does it include an Advance?
     - Yes: Pull in Advance online
     - No: Continue Expense Report
5. **AP**
   - Approves Tax Expense Report
   - Sign and turn in Expense Report (PDF or Excel)

**Notes**:

- EFT created
- Dept.
- Fund
- Acct.
Questions To Be Addressed In This Session

• When should a Travel Advance be requested and is there any policy for approval?
• How do I process a Travel Advance?
• Do you need to check the department budget before processing an Expense Report?
• How do I know if a person being reimbursed is on my expense drop-down list?
• How do I add someone to my expense drop-down list?
• How do I add a student who is not on payroll?
• When do I process an expense report?
• I have a Budget Error, did the transfer but now I can’t select the Expense Report?
• How do I know who needs to approve the Expense Report?
• How do I print an Expense Report?
• After I print my Expense Report what should I do with the paperwork?
• What type of receipts are required for an expense report?
• How do I apply a Cash Advance to an Expense Report?
• Can I check on the status of my expense report once I submit it?
• Can I see a list of all Expense Reports paid to a certain Employee?
• How do I verify/select the bank account I want my expense reimbursement to go to?
• I made a mistake, how do I delete an Expense Report?
Question: When should a Travel Advance be requested and is there any policy for approval?

- Travel advances may be obtained for prepaid expenses such as airfare and hotel deposit.

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

- To apply for an advance, please fill out the Travel Advance form with your complete chartstring and send to Accounts Payable, 129 Lake, Room 200.

- It is very important to reconcile outstanding travel advances within 30 days of your travel.

- Travel Advances are not charged to your departmental budget until the Expense Report is created.
Question: How do I process a Travel Advance?

Answer: Form is available on the BC Financial System website, [www.bc.edu/financialsystem](http://www.bc.edu/financialsystem). The form must be completed and be approved before sending it to Accounts Payable. Always provide the employee's Eagle ID and full name on the Travel Advance form as there may be several employees with the same name (ex: Michael Smith).
Question: Do you need to check the department budget before processing an Expense Report?

Answer: Yes. Make sure there is sufficient funding available in the correct account before processing an Expense Report. Budget Details inquiry under Commitment Control provides a quick view of the department’s budget balance available by account.

Navigation: Commitment Control > Review Budget Activities > Budget Details

Note: Click Save Search Criteria to save chartstring information then next time click the drop down next to Use Saved Search to access the budget quickly.
**Action:** 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 or request a budget transfer before entering the Expense Report.

**Commitment Control Budget Details**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Dept</th>
<th>Fund</th>
<th>Fund Source</th>
<th>Program</th>
<th>Function</th>
<th>Property</th>
<th>Account</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAGLE</td>
<td>EXPBUDGETS</td>
<td>022601</td>
<td>100</td>
<td>10000</td>
<td>00000</td>
<td>601</td>
<td>00000</td>
<td>64001</td>
<td>2015</td>
</tr>
</tbody>
</table>

**Ledger Amounts**

- **Budget:** 35,279.00 USD
- **Expense:** 2,129.92 USD
- **Encumbrance:** 0.00 USD
- **Pre-Encumbrance:** 0.00 USD

**Associate Revenue:**

- **Available Budget:** 0.00 USD

**Without Tolerance:** 33,149.08 USD

**With Tolerance:**

- **Percent:** (93.96%)
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 an Expense Report.

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

Action: Click the magnifying glass to search for the employee

Note: The Employee ID field is now blank, it no longer defaults with your employee id
**Action:** You can change the **Search by** drop down to “**Name**” and type in the last name or a portion of it. Click the Name of the employee you wish to reimburse.

![Search by drop down example](Image)

**Search Results**

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cole,Eileen K</td>
<td>13913785</td>
</tr>
<tr>
<td>Cole-Laudiere, Jerri</td>
<td>74056587</td>
</tr>
<tr>
<td>Coleman, Donna</td>
<td>75168742</td>
</tr>
</tbody>
</table>

**Action:** If you get a message “**No matching values were found**”, you will need to request the employee be added to your drop down.

![Search by drop down example](Image)
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 > Travel and Expenses > Add Employee to Authorizations -** 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.

In some cases a student employee cannot be added to a drop-down menu. You must complete the **Student Request Form** then the student will be added to the vendor file. You will now process the reimbursement as a **voucher**.
Question: How do I add a student who is not on payroll?
Answer: Complete the Student Request Form
Navigation: Procurement Services Website>>Forms>>Student Request Form
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 Center > Expense Report > Create

Note: You can choose to Open a Blank Expense Report, Copy An Existing Report or Copy From A Travel Authorization. If Copying From Existing Report, make changes to the dates and amounts for the report as needed.
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 Center > Expense Report > Create*
**Action:** Enter in the **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/check remittance) and **Comment** (free form detail comment field associated with the Expense).

**Action:** Click blue hyperlink Accounting Defaults, which will takes you to the chartstring screen. To split the distribution by percentage, click Add ChartField Line and enter the percentage and correct chartstring. In order to split the expense by Amount, you need to drill into the Account Detail at the Expense line level.
**Action:** Enter the Expense Types

To split the expense type by the amount or to see the account number behind the Expense Type, click the Accounting Detail icon.

<table>
<thead>
<tr>
<th>Select</th>
<th>*Expense Type</th>
<th>*Expense Date</th>
<th>*Amount Spent</th>
<th>Currency</th>
<th>*Payment Type</th>
<th>*Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare-Domestic</td>
<td>09/02/2014</td>
<td>358.00</td>
<td>USD</td>
<td>Corporate America</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Lodging/Hotel-Dome</td>
<td>09/02/2014</td>
<td>250.00</td>
<td>USD</td>
<td>Corporate America</td>
<td>Internal</td>
</tr>
</tbody>
</table>

To move to the next required field, click the arrow button.
To move to the next required field, click the

**Note:** Certain Expense Types require the Preferred Merchant field to be completed. If the merchant is not listed, select Z-Other – you do not need to complete Non-preferred Merchant field.

**Action:** Click the Overview tab
Action: **Check For Errors** will highlight any Expense Type with missing information.

Error messages:
1. Forgot to complete Accounting Defaults

2. Forgot to enter the merchant

3. Forgot to enter the description

Action: Click Save For Later or Submit
If you are a P2A, you will now need to navigate to the Approve Transactions page to Budget Check and Approve.

Navigation: Travel and Expenses > Approve Transactions > Approve Transactions

Click the Expense Reports tab to view the Budget Status.

**Action:** (1) Budget Check, (2) Refresh List then (3) Approve

**Note:** If you need to edit the Expense Report, click the Send Back button and go to Employee Self-Service to Modify.

**Note:** If you need to change the chartstring, click the Transaction ID then go into the Expense Report Detail link on the bottom of the page.
Question: I have a Budget Error, did the transfer but now I can’t select the Expense Report?

Answer: You must click on the Transaction ID of the Expense Report and Budget Check from the Expense Report.

Navigation: Travel and Expenses > Approve Transactions > Approve Transactions
Click the Expense Reports tab to view the Budget Status.

Action: Click on the blue hyperlink under Transaction ID
Action: Scroll to the bottom of the Expense Report Summary and click Budget Options

Budget Status: Not Budget Checked

Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Action: Click Budget Check, the Budget Checking Header Status should say Valid, then click OK

Commitment Control Details
- Source Transaction Type: Expense Sheet
- Budget Checking Header Status: Not Budget Checked
- Commitment Control Amount Type: Encumbrance
- Commitment Control Tran ID: 001799352
- Commitment Control Tran Date: 09/12/2014
- Override Transaction

Go to Transaction Exceptions
Go To Activity Log

Action: Scroll to the bottom of the Expense Report Summary and click Approve

Budget Status: Valid

Budget Checking completed. Report is ready for Approval/Posting.
Question: Why am I getting a budget error, I know I have money in my travel budget?

Answer: You might have picked an expense type that does not come out of your travel budget.

**Expense Types and Accounts**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Account Type</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare - Domestic</td>
<td>Travel</td>
<td>68902</td>
</tr>
<tr>
<td>Airfare - Foreign</td>
<td>Travel</td>
<td>68903</td>
</tr>
<tr>
<td>Books/Subscriptions</td>
<td>Non-Travel</td>
<td>68710</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Travel</td>
<td>68902</td>
</tr>
<tr>
<td>Flowers</td>
<td>Non-Travel</td>
<td>65410</td>
</tr>
<tr>
<td>Gifts/Mementials</td>
<td>Non-Travel</td>
<td>65510</td>
</tr>
<tr>
<td>Ground Trans - Domestic</td>
<td>Travel</td>
<td>68902</td>
</tr>
<tr>
<td>Ground Trans - Foreign</td>
<td>Travel</td>
<td>68903</td>
</tr>
<tr>
<td>HR Tuition Assistance</td>
<td>Non-Travel</td>
<td>62060</td>
</tr>
<tr>
<td>Licensing/Permit Fees</td>
<td>Non-Travel</td>
<td>65010</td>
</tr>
<tr>
<td>Lodging/Hotel - Domestic</td>
<td>Travel</td>
<td>68902</td>
</tr>
<tr>
<td>Lodging/Hotel - Foreign</td>
<td>Travel</td>
<td>68903</td>
</tr>
<tr>
<td>Meals w/Attendees - Domestic</td>
<td>Travel</td>
<td>68902</td>
</tr>
<tr>
<td>Meals w/Attendees - Foreign</td>
<td>Travel</td>
<td>68903</td>
</tr>
<tr>
<td>Meals - Domestic Travel</td>
<td>Travel</td>
<td>68902</td>
</tr>
<tr>
<td>Meals - Foreign Travel</td>
<td>Travel</td>
<td>68903</td>
</tr>
<tr>
<td>Meals/Onsite/Local Meeting</td>
<td>Non-Travel</td>
<td>68150</td>
</tr>
<tr>
<td>Medical Expenses</td>
<td>Non-Travel</td>
<td>68110</td>
</tr>
<tr>
<td>Membership Fees/Dues</td>
<td>Non-Travel</td>
<td>65020</td>
</tr>
<tr>
<td>Mileage - Personal Car</td>
<td>Travel</td>
<td>68902</td>
</tr>
<tr>
<td>Other Reimbursable Expense</td>
<td>Non-Travel</td>
<td>68730</td>
</tr>
<tr>
<td>Postage</td>
<td>Non-Travel</td>
<td>68010</td>
</tr>
<tr>
<td>Printing</td>
<td>Non-Travel</td>
<td>68306</td>
</tr>
<tr>
<td>Registration - Domestic</td>
<td>Travel</td>
<td>68902</td>
</tr>
<tr>
<td>Registration - Foreign</td>
<td>Travel</td>
<td>68903</td>
</tr>
<tr>
<td>Software</td>
<td>Non-Travel</td>
<td>64355</td>
</tr>
<tr>
<td>Uniform Cleaning</td>
<td>Non-Travel</td>
<td>67910</td>
</tr>
</tbody>
</table>
Question: How do I know who needs to approve the Expense Report?

Answer: Run a query to view the approval path for an Expense Report. If the Expense Report has been submitted and routed to multiple approvers, they will be listed in the query. After the Expense Report has been approved, the query will only display the person who actually approved it.

Navigation: Reporting Tools> Query> Query Viewer> Query Name – BC_EX_APPROVAL_PATH_BY_SHEETID
Question: How do I print an Expense Report?
Navigation: Employee Self-Service > Travel and Expense Center > Expense Report > Print

Action: Enter the Expense Report ID or change the Search by to Name and enter the last name or partial last name of the Employee, click Search then select the Expense Report you wish to print.
Question: After I print my Expense Report, what should I do with the paperwork?

Answer: 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, 129 Lake Room 200.
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 then click Apply Cash Advance(s) to view all outstanding advances for the employee. 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.
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 Center > Expense Report > View

Action: Enter the Expense Report ID or change the Search by to Name and enter the last name or partial last name of the Employee, click Search then select the Expense Report you wish to view.
Question: Can I see a list of all Expense Reports paid to a certain Employee?
Answer: Yes, Review Expense History will show all paid Expense Reports to an employee over a specified period of time.

Navigation: Employee Self Service > Travel and Expense > Review Expense History
Action: Input in the Name field, the individual you would like to view payment for.
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
Question: I made a mistake, how do I delete an Expense Report?

Answer: Complete the Voucher/Expense Delete Request Form which can be found on Procurement Services’ website under Forms
Queries

- BC_EX_Approval_Path_By_Sheetid
- BC_EX_Bud_Err_Or_To_Be_Submit
- BC_EX_Expenses_By_Dept
- BC_EX_Expenses_By_Operid
Navigation: Reporting Tools > Query > Query Viewer

Tip
Click Advanced Search to help sort the list of multiple queries. Use the Folder Name begins with “BC”
### Query - BC_EX_Approval_Path_By_Sheetid

**BC_EX_APPROVAL_PATH_BY_SHEETID** - Expenses pending Dept Approval

Sheet ID: 0000185345

[View Results]

Download results in: Excel Spreadsheet, CSV Text File, XML File (2 kb)

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Empl ID</th>
<th>Name</th>
<th>Creation Date</th>
<th>Sum Amount</th>
<th>Dept</th>
<th>Entered By</th>
<th>Sheet Status</th>
<th>Budget Status</th>
<th>Stage</th>
<th>WF Status</th>
<th>WF Path</th>
<th>Actual Approver</th>
<th>Routed to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0000185345</td>
<td>Gambino, Michael L.</td>
<td>04/10/2014</td>
<td>138.510</td>
<td>011106</td>
<td>WONGMV</td>
<td>Paid</td>
<td>Valid</td>
<td>30</td>
<td>Approved</td>
<td>Self Appr/Bud Ck - P2A Entered</td>
<td>WONGMV</td>
<td>WONGMV</td>
</tr>
<tr>
<td>2</td>
<td>0000185345</td>
<td>Gambino, Michael L.</td>
<td>04/10/2014</td>
<td>138.510</td>
<td>011106</td>
<td>WONGMV</td>
<td>Paid</td>
<td>Valid</td>
<td>50</td>
<td>Approved</td>
<td>Special Fund Approval</td>
<td>GIORDANM</td>
<td>GIORDANM</td>
</tr>
<tr>
<td>3</td>
<td>0000185345</td>
<td>Gambino, Michael L.</td>
<td>04/10/2014</td>
<td>138.510</td>
<td>011106</td>
<td>WONGMV</td>
<td>Paid</td>
<td>Valid</td>
<td>70</td>
<td>Approved</td>
<td>AP - Final Approval</td>
<td>PIERRET</td>
<td>PIERRET</td>
</tr>
</tbody>
</table>
Status Messages
Pending/Not Budget Checked – Expense Report must be submitted, budget checked and approved
Submitted/Error in Budget Check – Expense Report or Budget needs to be corrected, re-budget checked and approved
Submitted/Not Budget Checked – Expense Report must be budget checked and approved
Submitted/Valid – Expense Report must be approved
### BC_EX_EXPENSES_BY_DEPT - Expense Reports by Dept

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Descr</th>
<th>ID</th>
<th>Name</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>
<th>Long Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WOODS WHOLE MICROSCOPE</td>
<td>68248744</td>
<td>Judson, Bret</td>
<td>PD</td>
<td>09/02/2014</td>
<td>CARCARCA</td>
<td>3</td>
<td>Loc-Dom</td>
<td>273.15</td>
<td>88302</td>
<td>653301</td>
<td>100</td>
<td>11338</td>
<td>10000</td>
<td>00000</td>
<td>101</td>
<td>hotel</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>LAB SUPPLIES</td>
<td>34807464</td>
<td>Burgess, David R</td>
<td>PD</td>
<td>09/03/2014</td>
<td>CARCARCA</td>
<td>3</td>
<td>OfficeExp</td>
<td>136.25</td>
<td>88730</td>
<td>653301</td>
<td>100</td>
<td>11335</td>
<td>10000</td>
<td>00000</td>
<td>101</td>
<td>INK STAPLES</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SUPPLIES</td>
<td>34807464</td>
<td>Burgess, David R</td>
<td>PD</td>
<td>09/03/2014</td>
<td>CARCARCA</td>
<td>1</td>
<td>OfficeExp</td>
<td>12.50</td>
<td>88730</td>
<td>653301</td>
<td>100</td>
<td>18502</td>
<td>11001</td>
<td>00000</td>
<td>302</td>
<td>ADAPTER 15%DC 85%NFS</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SUPPLIES</td>
<td>34807464</td>
<td>Burgess, David R</td>
<td>PD</td>
<td>09/03/2014</td>
<td>CARCARCA</td>
<td>1</td>
<td>OfficeExp</td>
<td>71.350</td>
<td>88730</td>
<td>653301</td>
<td>500</td>
<td>00000</td>
<td>12201</td>
<td>00000</td>
<td>301</td>
<td>ADAPTER 15%DC 85%NFS</td>
<td>5001971</td>
</tr>
<tr>
<td>5</td>
<td>SUPPLIES</td>
<td>34807464</td>
<td>Burgess, David R</td>
<td>PD</td>
<td>09/03/2014</td>
<td>CARCARCA</td>
<td>3</td>
<td>OfficeExp</td>
<td>437.0</td>
<td>88730</td>
<td>653301</td>
<td>100</td>
<td>18502</td>
<td>11001</td>
<td>00000</td>
<td>302</td>
<td>TAX ON IDC</td>
<td></td>
</tr>
</tbody>
</table>
# Query - BC_EX_Expenses_By_Operid

**BC_EX_EXPENSES_BY_OPERID - Expense Reports by Operid**

**Entered By:** CARDARCA

**From Creation Date:** 09/01/2014

**To Creation Date:** 09/16/2014

**View Results**

**Download results in:** Excel Spreadsheet, CSV Text File, XML File (11 kb)

### View All

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Descr</th>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Sheet Status</th>
<th>Create Date</th>
<th>Entered By</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WOODS WHOLE MICROSCOPE DEMO</td>
<td>69824744</td>
<td>Judson,Bret</td>
<td>Paid</td>
<td>09/02/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>2</td>
<td>AMERICAN PSYCHOLOGICAL ASSOC</td>
<td>70294847</td>
<td>Winner,Ellen</td>
<td>In Process</td>
<td>09/02/2014</td>
<td>CARDARCA</td>
<td>CARDARCA</td>
</tr>
<tr>
<td>3</td>
<td>COMPUTER FOR RESEARCH</td>
<td>21946484</td>
<td>Smith,Caroline J</td>
<td>Paid</td>
<td>09/02/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>4</td>
<td>RESEARCH OTTAWA, CANADA</td>
<td>63792584</td>
<td>Bernauer,James W</td>
<td>Paid</td>
<td>09/02/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>5</td>
<td>LAB SUPPLIES</td>
<td>34887464</td>
<td>Burgess,David R</td>
<td>Paid</td>
<td>09/03/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>6</td>
<td>EXPERIMENTS AT CLS</td>
<td>46804623</td>
<td>He Ruihua</td>
<td>Approved</td>
<td>09/03/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>7</td>
<td>NSF CMP PI WORKSHOP &amp; MIT</td>
<td>46804623</td>
<td>He Ruihua</td>
<td>Paid</td>
<td>09/03/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>8</td>
<td>STUDY OF INGESTIVE BEHAVIO</td>
<td>33915622</td>
<td>Keefer,Sara E</td>
<td>Paid</td>
<td>09/03/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>9</td>
<td>AMERICAN SOCIOLOGICAL ASSOC</td>
<td>12053733</td>
<td>Hoang,Kimberly K</td>
<td>Approved</td>
<td>09/03/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>10</td>
<td>SUPPLIES</td>
<td>34887464</td>
<td>Burgess,David R</td>
<td>Paid</td>
<td>09/03/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
<tr>
<td>11</td>
<td>1000 GENOMES</td>
<td>83512091</td>
<td>Garrison,Erik</td>
<td>Paid</td>
<td>09/04/2014</td>
<td>CARDARCA</td>
<td>PIERRET</td>
</tr>
</tbody>
</table>
Thank you for attending!

For more information on the University Travel Program
Visit – www.bc.edu/travel

For PeoleSoft Step by Step Guides and more information
visit – www.bc.edu/financialsystem