BC Travel Program Information and PeopleSoft Expense Report Workshop
AGENDA

1. University Travel Policy
2. Overview of Department Roles
3. Department Role Comparison
4. Overview of PeopleSoft Chart of Accounts
5. Travel & Expense Process Map
6. 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?
7. 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
  • 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
Travel and Expense Presentation

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

- 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

- $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

Automatic insurance coverage

- Membership Rewards® is the #1 rewards program 13 years running
- Free Companion Int’l tickets and Airport Club memberships with Platinum cards

Service & convenience

- 24/7 customer service
- 24/7 online account access, statements, payment, and expense report submission
- 24-hour emergency Card replacement
- Worldwide cash access

Enhanced benefits & rewards
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 $1406 total</td>
<td>$1261 $1520 total</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 $78 total</td>
<td>$1261 $1520 total</td>
<td></td>
</tr>
<tr>
<td>All results</td>
<td></td>
<td>$485 $552 total</td>
<td>$485</td>
<td>$768</td>
<td>$768 $78 total</td>
<td>$1261 $1386</td>
<td></td>
</tr>
</tbody>
</table>
Travel and Expense Presentation

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
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 sign up for a department card
Travel and Expense Presentation

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 discusses 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>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</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>Administrators (P2c)</td>
<td></td>
<td></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></td>
<td></td>
<td>Originate</td>
<td>Approve</td>
<td></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>Primary Users - P1</td>
<td>Division Financial Managers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</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>Department 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></th>
<th></th>
<th>Controlled by Project: P1 and P2-Yes; P3-No</th>
<th>Controlled by Project: P1 and P2-Yes; P3-No</th>
<th>Yes</th>
<th>No</th>
<th>Department - Project</th>
<th>No</th>
<th>Yes from Project tables</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 (TDI all salaries)</td>
<td>Yes (ACR with salary, 2 salary drill)</td>
</tr>
</tbody>
</table>
## Overview of Chart of Accounts Structure

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID</td>
<td>Department or responsibility center</td>
</tr>
<tr>
<td>Fund</td>
<td>Global classification of funding source</td>
</tr>
<tr>
<td>Fund Source</td>
<td>Identifies specific sources from operations, sponsors, donors</td>
</tr>
<tr>
<td>Program</td>
<td>Formal (named) and informal Programs</td>
</tr>
<tr>
<td>Function</td>
<td>Functional Purpose and Activity</td>
</tr>
<tr>
<td>Property</td>
<td>Buildings</td>
</tr>
<tr>
<td>Account</td>
<td>Asset, Liability, Net Asset, Revenue, Expense classifications</td>
</tr>
<tr>
<td>Project/Grant</td>
<td>Sponsored programs and capital projects</td>
</tr>
</tbody>
</table>
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).

<table>
<thead>
<tr>
<th>Boston College TRAVEL ADVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee’s Name:</strong></td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Extension:</td>
</tr>
<tr>
<td>Reason for Request</td>
</tr>
<tr>
<td><strong>PART 1: TRANSPORTATION</strong></td>
</tr>
<tr>
<td><strong>Mode</strong></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td><strong>TOTAL Transportation Expenses</strong></td>
</tr>
<tr>
<td><strong>PART 2: TRAVEL EXPENSES - Provide and support expenses</strong></td>
</tr>
<tr>
<td>Date(s)</td>
</tr>
<tr>
<td><strong>TOTAL Travel Expenses</strong></td>
</tr>
<tr>
<td><strong>PART 2: ADVANCE REQUEST</strong></td>
</tr>
<tr>
<td>Certification: I certify that the advance requested above will be used for authorized purposes only.</td>
</tr>
<tr>
<td>Signature of Employee:</td>
</tr>
<tr>
<td>Authorized Approval:</td>
</tr>
<tr>
<td><strong>PART 4: ACCOUNT DISTRIBUTION</strong></td>
</tr>
<tr>
<td><strong>Account</strong></td>
</tr>
<tr>
<td><strong>If funded by a grant or federal project please include the following additional information:</strong></td>
</tr>
<tr>
<td><strong>Alltime Supervisors, it’s all about accurate information and descriptions are filled in before submitting this report.</strong></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>EAGLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group:</td>
<td>EXPBUDGETS</td>
<td></td>
</tr>
<tr>
<td>Account:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>begins with 022207</td>
<td></td>
</tr>
<tr>
<td>Fund Code:</td>
<td>begins with 100</td>
<td></td>
</tr>
<tr>
<td>Program Code:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Fund Source:</td>
<td>begins with 10000</td>
<td></td>
</tr>
<tr>
<td>Property:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>PC Business Unit:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Project/Grant:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Activity ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Resource Type:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Budget Period:</td>
<td>begins with 2009</td>
<td></td>
</tr>
</tbody>
</table>

Action: Click Search

Clear Basic Search Save Search Criteria
**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)

Look Up EmplID

Search by: Name begins with pohman

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.
Question: How do I add a student who is not on payroll?

Procurement Services >> Forms >> Student Request Form

Student Request Form

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 EmpIID 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

Action: Use the “look up” to select the individual you want to create an Expense Report for. Click
**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 take 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 ![Image].

Action: Under Add Expense, choose appropriate Expense Type: ![Image].

Click ![Image] 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><strong>ONSITE</strong></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 (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 Approval</td>
<td>Pending Departmental Approval can mean: The originator is not a P1 or a P2a. 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 Approval</td>
<td>This status means that either fund code for OSP, Endowment, Capital or Agency is needed.</td>
</tr>
<tr>
<td>PndAcctApp</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) > Print a hardcopy of an Expense Report.
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Location</th>
<th>Amount Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/15/2008</td>
<td>Airfare-Domestic</td>
<td></td>
<td></td>
<td>500.00 USD</td>
</tr>
</tbody>
</table>

I certify that the information provided above is an accurate record of expenses incurred.
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)
Travel and Expense Presentation

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
**Action:** Budget check the expense report. Budget Status should change to **Valid**.

![Expense Report Details](image)

**Expense Report Details**

<table>
<thead>
<tr>
<th>General Information</th>
<th>Expense Report Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Description:</td>
<td>PeopleSoft Conference</td>
</tr>
<tr>
<td>Business Purpose:</td>
<td>Conference</td>
</tr>
<tr>
<td>Reference:</td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td>Pending</td>
</tr>
<tr>
<td>Report ID:</td>
<td>0000090710</td>
</tr>
</tbody>
</table>

**Expense Line Items**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Currency</th>
<th>Split</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare-Domestic</td>
<td>09/16/2008</td>
<td></td>
<td>560.00</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

|                    |              |          | 560.00 | USD      |       |
|                    |              |          | 0.00   | USD      |       |
|                    |              |          | 0.00   | USD      |       |
|                    |              |          | 0.00   | USD      |       |
|                    |              |          | 0.00   | USD      |       |
|                    |              |          | 0.00   | USD      |       |
|                    |              |          | 0.00   | USD      |       |
|                    |              |          | 0.00   | USD      |       |
| Total Due Employee |              |          | 50.00  | USD      |       |
| Total Due Vendor   |              |          | 0.00   | USD      |       |

**Expense Report Status**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pohlman, Mary E</td>
<td>In Process</td>
<td></td>
</tr>
</tbody>
</table>

**Approval Detail**

**Name:**

**Comment:**

*Action:* Submit For Approval
Submit Confirmation

James Condon

Report ID: 0000090710

Do you really want to submit this Expense Report?

Action: Click

OK

The Submit was successful.

Action: Click

OK

Microsoft Internet Explorer

Expense Report ID 0000090710 has been sent to Accounts Payable for pre-pay audit processing.

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

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

Action: Click on the Expense Report that you would like to view and review the status.

View Expense Report
Expense Report Details
Janice Daly
Report ID: 0000076725

General Information
Report Description: Trip to Florida
Business Purpose: Training
Reference: Status: Approved

Employee Base: Office
Budget Status: Valid

Expense Line Items
Expense Type | Date          | Merchant | Amount | Currency
Airfare-Domestic | 07/15/2008 |          | 500.00 | USD
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 Search
**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
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</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 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>67438853</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>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>59963368</td>
<td>Songer,Travis</td>
<td>PD</td>
<td>11/08/2010</td>
<td>GILLISDO</td>
<td>1</td>
<td>MILEAGE</td>
<td>431.000</td>
<td>68902</td>
<td>053021</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>Empi 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>053381</td>
<td>Travel Domestic</td>
<td>DICARLDA</td>
</tr>
</tbody>
</table>
Travel and Expense Presentation

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

**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>1</td>
<td>0000122925</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>2</td>
<td>0000088099</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>
Travel and Expense Presentation

University Travel Program

www.bc.edu/travel

Carolyn Donoghue  
2-8911