Travel Authorization and Expense Reimbursement

Reference Manual 6-4-14
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Roles and Responsibilities

A community of people within each unit share financial stewardship, even though we may all play different roles. Listed below are six primary financial roles. Keep in mind that these are roles, not job descriptions, so you may function in several of these capacities.

**Initiator**  Individuals who request or initiate an event that results in a financial transaction. They are responsible for conducting activities and events within the boundaries of compliance with University policies and procedures and funding agency restrictions. **Note:** Any University employee has the potential to be an initiator.

**Preparer**  Individuals who prepare, code, review, and/or process sponsored and nonsponsored accounting transactions in compliance with University policies and procedures and funding agency restrictions; resolve discrepancies; and prepare reports.

**Approver**  Individuals who review and approve sponsored and nonsponsored accounting transactions to ensure compliance with University policies and procedures and funding agency restrictions; identify problems and ensure resolutions.

**Fiscal Monitor**  Individuals who are responsible for policy interpretation and implementation for a department (or collegiate unit or higher). They manage the sponsored and nonsponsored accounting and fiscal operations of a department (or collegiate unit or higher) in compliance with University policies and procedures and funding agency restrictions.

**Principal Investigator/Project Manager**  Individuals who provide leadership for a research grant and/or subunit within a department by managing, problem solving, ensuring compliance with policies, and monitoring budgets.

**Academic/Administrative Head**  Individuals who provide overall leadership for the unit and the University in general. They participate in policy formation and ensure policy implementation for their unit. They are also responsible for their unit's overall financial management.

A broad range of jobs at the University fit into these general financial roles. This course focuses on those who belong to the preparer role and those who are responsible for creating travel authorizations, cash advance requests, and expense reports for themselves or others in their department or cluster.
The following policies and procedures can be found at www.policy.umn.edu:

**General University Policies**

- Internal Controls*
  

- Board of Regents Code of Conduct

**Travel-Related Policies and Procedures**

- Traveling on University Business Procedure – Applying for Travel Expense Reimbursement

- Cash Advances Procedure – Requesting and Reconciling a Cash Advance

- Using the University Procurement Card

- Using the University Corporate Travel Card

**Non-Travel Activities Policies and Procedures**

- Relocating New Employees Policy

- Hospitality, Alcoholic Beverages, and Other Special Expenses

- Paying for Non-Payroll Expenses Policy

- Paying Human Subjects, Maintaining Confidentiality, and 1099 Reporting

- Out of Pocket Purchase Provision
Travel Authorization, Cash Advances, and Expense Reimbursement Process

The following flowchart describes the basic travel authorization, cash advance, and expense reimbursement process.

1. The travel authorization (TA) (optional) and expense reimbursement (ER) process begins when a University employee identifies a need for one of the following:
   • Business travel
   • Cash payments to human research subjects

2. The traveler plans the trip and, if required by their department, gathers all of the information to create a TA (dates, estimated costs, etc.).

3. OR The researcher gathers the information needed to create a TA (dates, purpose) as required for a cash advance.

4. The preparer creates the TA in the financial system including justification, estimated and/or actual costs, dates, and accounting information. When complete, the TA is submitted for approval.

4a. DeptID approver, and if necessary, Certified Approver, reviews and approves, returns or denies the TA. If necessary, Accounting Services approves TAs if $10,000 or more.

4b. If a cash advance is necessary for travel or payment of human subjects, the preparer creates a cash advance request referencing the approved TA number and submits it for approval along with a paper Cash Advance Report signed by the traveler or researcher.

4c. Cash advances are automatically routed to Disbursement Services, who approves, returns, or denies the cash advance. Once approved, Disbursement Services images the cash advance request.

5. Travel or research study takes place. Expenses are incurred or human subjects are paid. Non-travel employee expenses requiring reimbursement may also be incurred at any time.

6. Upon completion of travel or paying human subjects, or if non-travel expenses have been incurred, employee creates an expense report in the financial system detailing expenses, cash advances, merchants, accounting and justification information. Expense report is printed and signed by the employee and submitted for approval electronically.

6a. The cash advance requester must return any unused portion of a distributed cash advance within 30 days of the completion of travel or study or the end of the fiscal year/grant end date, whichever is shorter. The Preparer deposits the cash balance using the departmental deposit process.

6b. Disbursement Services reconciles the cash advance and deposit balance. Any cash advance that is unaccounted for 30 days after the completion of travel or study is deducted from the employee’s pay.

7. DeptID approver, and if necessary, Certified Approver, reviews the expense report, Employee Expense worksheet, and original receipts. The approver approves, returns, or denies the expense report. Accounting Services must provide an additional approval when the expense report is greater than $10,000.

8. Signed expense report, Employee Expense worksheet, and organized receipts are sent to Disbursement Services for imaging.

9. Requester receives an email notification when the expense report is approved.

10. The financial system sends approved expense reports to staging where they are prepared for payment.

11. Employee is reimbursed for allowable expenses.
Supporting Documentation

REIMBURSEMENT ACTIVITY
Staff seeking reimbursement for travel expenses must complete and submit the Employee Expense worksheet to the designated preparer in the department. An expense report must be in the financial system by the preparer in order to receive reimbursement. Every employee expense report should include enough information to answer the following questions (5 Ws):

- WHO is traveling?
- WHAT is the purpose for the travel?
- WHERE and WHEN did the travel take place?
- HOW does the travel benefit the project/account charged? (for sponsored accounts)

For more information refer to the policy: Documenting Financial Accounting Transactions for All Nonsponsored and Sponsored Transactions.

To Ensure Prompt Reimbursement
Submit the expense report for data entry within 30 days of the scheduled return date of the trip or the end of the fiscal year/grant end date, whichever is shorter. Reimbursements may not be approved if not submitted within the established timeframe.

Verify that the domestic lodging rate falls within the University guidelines as defined in the Traveling on University Business policy. The guideline does not apply to conference travel, where the traveler is paying a pre-negotiated rate that is offered by the conference.

For non-conference travel, if the lodging rate exceeds the guideline, ensure that approval from a supervisor/manager who is at least one level higher in authority than the traveler or the appropriate designee was obtained. (Request for Domestic Lodging Exception form.) If approval was not obtained, the approving authority may deduct that portion of the daily room rate that exceeds the guideline.

Foreign expenses must be submitted in U.S. dollars using the exchange rate in effect during the dates of travel or the exchange rate used by the University Corporate Travel Card at time of billing. If conversions are necessary, indicate what exchange rate was used.

Note: Multiday expenses, such as hotel and car rental, can be entered on an expense report as a single expense line with the total cost or as individual per-day expenses. Check with your department or sponsor for guidelines for any requirements to report expenses on a per-day basis.

The following activities are considered reimbursements to an employee. Justification and supporting documentation, which includes original receipts where applicable, is required.
Supporting Documentation (cont.)

Travel Expense Reimbursement and Accounting for a Cash Advance for Travel or Human Subject Payments

A completed University Employee Expense Worksheet (UM 1612), or department equivalent, must be submitted.

Original receipts for all expenses of $25 or more (except meals) must be submitted with the University Employee Expense Worksheet (UM 1612).

Receipts must be taped to one side of an 8.5" x 11" piece of paper.

Receipts are not required under any circumstances in order to be reimbursed for travel meals when using the appropriate per diem amount (even if the meal exceeds $25). However, when meals are charged to sponsored funds, if the sponsor has more restrictive policies, the sponsor’s policies must be followed.

Business entertainment meals. Employees may be reimbursed for certain “business entertainment” meals involving non-University personnel. A bona fide business discussion or meeting must occur immediately before, during, or after the meal. Examples of such business purposes include recruiting and fund-raising.

- Additional documentation requirements apply when dealing with business entertainment meals. In addition to documenting time, place, and dollar amount of the business meal, the employee must also describe the business discussion and identify the other individual(s) present and their business relationship(s) to the University.

Accounting for Human Subject Payments:

Supporting documentation must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The payment process must maintain the subject’s confidentiality while meeting IRS reporting requirements and also conform to the University’s standard accounting and payment practices.

It is required that the confidentiality of the study and the human subject(s) be maintained. The only explanation that is required on the payment document is: “Details are on file in department and available for audit.” Attachments identifying the human subject(s) or the name of the study should NOT accompany the payment document. Therefore, when completing the appropriate form(s) requesting reimbursement or payment, include only the name and address of the payee, employee ID number, ChartField string, and amount.
**Supporting Documentation (cont.)**

**Miscellaneous Expense Reimbursement**

A completed University Employee Expense Worksheet (UM 1612) must be submitted.

Original receipts for all expenses that are listed for reimbursement must be submitted with the University Employee Expense Worksheet.

Receipts must be taped to one side of an 8.5" x 11" piece of paper.

**Out-of-Pocket Subject Payments Reimbursement**

A completed University Employee Expense Worksheet (UM 1612) must be submitted.

Supporting documentation must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The payment process must maintain the subject’s confidentiality while meeting Internal Revenue Service (IRS) reporting requirements and also conform to the University’s standard accounting and payment practices.

It is required that the confidentiality of the study and the human subject(s) be maintained. The only explanation that is required on the payment document is: “Details are on file in department and available for audit.” Attachments identifying the human subject(s) or the name of the study should NOT accompany the payment document. Therefore, when completing the appropriate form(s) requesting reimbursement or payment, include only the name and address of the payee, employee ID number, ChartField string, and amount.
REQUEST A TRAVEL AUTHORIZATION
Travel Authorizations will encumber, or hold, funds for the activity referenced. When reimbursing travel or accounting for a cash advance, the encumbering transaction should be referenced to release the encumbrance.

Supporting documentation for encumbering funds may include a memo, email, or other communication that captures the request.

REQUEST A CASH ADVANCE
The following activities will process a cash advance for an employee. Supporting documentation and justification required.

Travel Advance
A Travel Authorization is required before a cash advance request can be processed. Supporting documentation for an advance may include a memo, email, or other communication that captures the request.

Advance for Human Subject
Supporting documentation must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Supporting documentation for an advance may include a memo, email, or other communication that captures the request.

It is required that the confidentiality of the study and the human subject(s) be maintained. The only explanation that is required on the payment document is: “Details are on file in department and available for audit.” Attachments identifying the human subject(s) or the name of the study should NOT accompany the payment document. Therefore, when completing the appropriate form(s) requesting reimbursement or payment, include only the name and address of the payee, employee ID number, ChartField string, and amount.
UM Delegate Entry Authority

The UM Delegate Entry Authority page allows a preparer to establish himself or herself as an Authorized User for specific employees. This is valid for both travel authorizations and expense reimbursements.

Navigate to: Main Menu > Employee Self-Service > Travel and Expense Center > Profile & Preferences > UM Delegate Entry Authority.

The page may display employees for whom you can create expense transactions (if the list has previously been established), but if an employee does not appear in the list, you may click the “plus” sign to add a new row. In the new row, enter the Employee ID of the person, then click <Save>.

If an employee exists in the list that the preparer is no longer responsible for, click the checkbox next to the Employee ID, then click <Delete Selected> and <Save>.

Note: If someone attempts to authorize a preparer as an expense user and the Employee ID is deemed “inactive,” it is because the system is pointing to an inactive job record. However, an employee may have multiple job records, so the preparer should call the Financial Helpline at 612-624-1617 to have the system point to an active record.

At this point, the preparer is able to create an expense transaction on behalf of the added employee. Navigate to Employee Self-Service > Travel and Expense Center > Expense Report or Travel Authorization > Create.
Travel Authorization

A travel authorization is used to pre-approve business travel and encumber funds before any expenses are incurred. Departments have the discretion to require a travel authorization; however, an approved travel authorization form is always required when requesting a cash advance.

Home > Employee Self Service > Travel and Expense Center > Travel Authorization > Create

Field Name  Field Description

Quick Start  Choose how to begin the new travel authorization.

• To create a travel authorization from scratch, choose “A Blank Authorization.”

• To create a travel authorization by copying an existing travel authorization, choose “An Existing Authorization.” Click <Go> and select the appropriate existing authorization.

Note: The default value in the Quick Start field can changed by the user by clicking <User Defaults> and choosing a different option in the Travel Authorization field.
Travel Authorization (cont.)

A. General Information

Description (30 characters) A brief description of the trip that will provide the ability to search for the record at a later time.

Business Purpose The appropriate business purpose for the trip.

Default Location This field defaults to the expense location set up in the user profile and indicates the location where the expenses are incurred. The default value may be overridden. If the correct expense location is not available in the list, type the expense location in the Comments field.

Date From/To The travel start and end dates.

Comment (Unlimited characters) Justification comments for the trip to help the approver understand the purpose of the trip. Comments should include the 5 Ws of who, what, where, why, and when.

When providing justification for human subjects, it is required that the confidentiality of the study and human subject(s) be maintained. The only explanation that is required is “Details are on file in department and available for audit.”

Accounting Defaults Specify a default ChartField string to be used on every expense line in the travel authorization. If a default ChartField string is specified, it can be overridden at the expense line level if necessary.

Note: If the ChartField string was added for each individual expense line, specifying a default account string in Accounting Defaults will override each expense line.
## Travel Authorization (cont.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>The percentage of the expense to be charged to a ChartField string.</td>
</tr>
<tr>
<td>*GL Unit</td>
<td>(5 characters) Defaults to “UMN01” and should not be changed.</td>
</tr>
<tr>
<td>Fund</td>
<td>(4 characters) The fund code to be used.</td>
</tr>
<tr>
<td>DeptID</td>
<td>(5 characters) The DeptID for the unit.</td>
</tr>
<tr>
<td>Program</td>
<td>(5 characters) The program code to which the expense will be charged.</td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>(5 characters) Project costing business unit code used with sponsored projects only.</td>
</tr>
<tr>
<td>Project</td>
<td>(8 characters) The code for a sponsored project as provided by Sponsored Projects Administration (SPA).</td>
</tr>
<tr>
<td>Activity</td>
<td>(1 character) “1” if a sponsored project is used.</td>
</tr>
<tr>
<td>Fin EmplID</td>
<td>(8 characters) Optional. Only use a Fin EmplID value when the financial responsibility is assigned to a specific person. Some Program values require the use of FinEmplID. Refer to Program section of the Chart of Accounts manual for more information.</td>
</tr>
<tr>
<td>ChartField 1</td>
<td>(10 characters) The code used to track centrally defined information such as foundation funds.</td>
</tr>
<tr>
<td>ChartField 2</td>
<td>(8 characters) The code used to track locally defined information concerning the expense.</td>
</tr>
<tr>
<td>CS</td>
<td>(2 characters) “CS” must be entered when nonsponsored funds are used to match sponsored funds.</td>
</tr>
<tr>
<td>Add ChartField Line</td>
<td>Used to add an additional distribution line.</td>
</tr>
<tr>
<td>OK</td>
<td>Used to return to the transaction.</td>
</tr>
<tr>
<td>More Options</td>
<td>This field is not used at this time.</td>
</tr>
</tbody>
</table>
Travel Authorization (cont.)

B. Details

Select
Select an expense line. This field becomes active once an expense type is selected.

Expense Type
List of expense types, which includes values for Minnesota, domestic, and international travel.

Date
The date the expense will be incurred.

Amount
The amount of the expense. This may be an estimated amount.

Payment Type
“Out of Pocket.”

Billing Type
“General.”

Detail
View expense line details. If the expense type is “Car Rental” (domestic, foreign, or international) the merchant must be specified in the expense line details. Select “National” in the Preferred field or, if National is not being used, indicate the non-preferred merchant in the Non-preferred field.

Note: When an asterisk (*) displays before <Detail>, merchant details are required for the expense item.

Copy Selected
Copy the selected line. This is useful when travel involves several of the same expense types.

Delete Selected
Delete the selected line.

Add
Add one or more new blank expense lines to the travel authorization.

Check For Errors
The system will check the travel authorization for errors or missing information.

C. Totals

Update Totals
The system will recalculate the total expense amount.

Create A Cash Advance
Since an approved travel authorization ID number is required to create a cash advance request, this link is not used at this time.
Travel Authorization and Expense Reimbursement

When travel authorizations are submitted, they are automatically routed by the system to the appropriate department approver. The department approver is responsible for reviewing the travel authorization for the following:

- Completeness.
- Adequate justification.
- All University travel policies and procedures have been followed.
- Planned travel will use the least costly method that works within the schedule and business needs of the traveler.
- Planned expenses are allowable.
- Accounting information is correct.

When travel will be charged to a sponsored project, the travel authorization is also automatically routed to the appropriate Certified Approver. This happens concurrently with departmental approval. The Certified Approver is responsible for reviewing the travel authorization for the following:

- Completeness.
- Adequate justification.
- The planned travel conforms to all guidelines and restrictions placed on travel by the sponsor. These may be more or less restrictive than the University policies. When in doubt, the more restrictive guideline is followed.
- Accounting information for the sponsored project is correct.

When the travel authorization total exceeds $10,000, it is routed to Accounting Services as well as to the department approver for approval. A printed travel authorization report must be signed by the requester AND the department approver before faxing the report to Accounting Services for final approval. This is also the process for a cash advance of $10,000 or more. In the case of sponsored projects, certified approval is also required. Accounting Services reviews the travel authorization for the following:

- Completeness.
- Correct accounting information.
- Adequate justification.
After reviewing a travel authorization, the required approvers can do one of the following:

- Approve the travel authorization.
- Deny the travel authorization.
- Return the travel authorization to the preparer for changes.

If the approver returns the travel authorization for changes, approver comments are also returned detailing changes that need to be made in order to approve the document. The preparer makes the changes and resubmits the document for approval.
## Field Name | Field Description
--- | ---
### A. General Information
**Description** (1) | (30 characters) A short text description for the cash advance request. Populating the required *Authorization ID* field first will fill out the **General Information** section of the Cash Advance Request.

**Business Purpose** | The business purpose for the cash advance.

**Import ATM Advances** | This link is not used.

**Comment** | (Unlimited characters) A complete description of the reason, for the cash advance, including the 5 Ws of who, what, where, why and when.

When providing justification for human subjects, it is required that the confidentiality of the study and human subject(s) be maintained. The only explanation that is required is “Details are on file in department and available for audit.” See the “Supporting Documentation” section of this manual for more information.

**Authorization ID** | (10 characters) The related travel authorization number. This field is required for a cash advance and populates the **General Information** section once entered.
Cash Advance (cont.)

B. Details

Source
The source for the cash advance.

Description (2)
(30 characters) A brief description for the cash advance line item.

Amount
The cash advance amount being requested for the line.

C. Totals

Update Totals
Recalculate the total cash advance request amount.

Printing a Cash Advance Request
After a cash advance request is submitted electronically, it must be printed, signed by the employee and routed to the appropriate approver.

To print a cash advance report follow these steps:

1. After submitting a cash advance request, click <Print Bar Coded Report>.

2. A new window appears, stating “Queued,” then “Success.” The cash advance then appears in that same window.

3. Click <File/Print> to print the cash advance report.

4. Fax the PDF cash advance report to Disbursement Services.
Cash Advance Approvals

The signed cash advance request and the electronic cash advance request must be faxed to Disbursement Services. As the approver, Disbursement Services reviews both the cash advance report and electronic cash advance request for the following:

- Appropriate travel authorization number is referenced on the cash advance request.
- The length of the travel is less than or equal to six months.
- The criteria for a cash advance are met.
- The date travel begins in comparison to the current date.

Note: A cash advance request must not be submitted more than 30 days before the trip start date or the request will be returned.

If the cash advance is approved, Disbursement Services does one of the following:

- If the date of travel is more than 30 days in the future, Disbursement Services returns the request to the preparer.
- If the date of travel is 30 days or less in the future, Disbursement Services approves the request and the cash advance is prepared for payment. At this point the payment is either directly deposited into the requester’s account or a check is cut and mailed to the requester. The method used to disburse the cash advance is dependent on the requester’s payroll setup.
- If a same day cash advance is needed, the department must contact Disbursement Services to request an express payment.

Note: If the cash advance is $10,000 or more, the required travel authorization must be printed and signed by the requester AND department approver and then faxed to Accounting Services for final approval. Disbursement Services will not approve a cash advance of $10,000 or more until Accounting Services has approved the travel authorization.
Expense Report

Employee reimbursements for out-of-pocket expenses related to travel should use the Expense Reports page found under Employee Self-Service.

Home > Employee Self-Service > Travel and Expense Center > Expense Report > Create

Field Name | Field Description
--- | ---
Quick Start | Choose how to begin the new expense report.

To create an expense report based on an approved travel authorization, choose "A Travel Authorization."

To create an expense report by copying an existing expense report, choose "An Existing Report."

To create an expense report based on a template you have created, choose "A Template." See Appendix B for more information.

*Note: The default value in the Quick Start field can be changed by the user.*
**Expense Report (cont.)**

### A. General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>(30 characters) A brief description of the trip or expense situation that will provide the ability to search for the record at a later time. This field also populates various UM Reports. If a travel authorization is used to create the expense report, this information defaults.</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>Business purpose for the trip. If a travel authorization is used to create the expense report, this information defaults.</td>
</tr>
<tr>
<td>Default Location</td>
<td>If the correct expense location is not available in the list, type the expense location in the Comments field. If a travel authorization is used to create the expense report, this information defaults.</td>
</tr>
<tr>
<td>Comment</td>
<td>(Unlimited characters) Justification regarding the purpose of the reimbursement. If a travel authorization is used to create the expense report, this information defaults. Add additional detail as necessary to ensure the 5 Ws (who, what, where, why, when) are addressed to justify the expenses. This field also populates various UM Reports. When providing justification for human subjects, it is required that the confidentiality of the study and human subject(s) be maintained. The only explanation that is required is “Details are on file in department and available for audit.”</td>
</tr>
<tr>
<td>Reference</td>
<td>(10 characters) Additional information that pertains to the expense report.</td>
</tr>
<tr>
<td>Authorization ID</td>
<td>Appears when a travel authorization number is referenced.</td>
</tr>
</tbody>
</table>
Expense Report (cont.)

Accounting Defaults Specify a default ChartField string to be used on every expense line in the expense report. If a default ChartField string is specified, it can be overridden at the expense line level if necessary. See Accounting Defaults in the Travel Authorization section of this reference manual for additional information. If a travel authorization is used to create the expense report, this information defaults.

Apply Cash Advance(s) Apply any cash advances associated with the referenced travel authorization. The Apply Cash Advance(s) page displays.

Note: If an approved travel authorization was used to create the expense report, all expenses listed on the travel authorization will default into the expense report. Expenses that were estimated on the travel authorization can be adjusted on the expense report. Additional expense lines can be added or deleted to the expense report as necessary. Prepaid items that were originally listed on the travel authorization must be removed.
Field Name | Field Description
--- | ---
Advance ID | Cash advance ID number.
Advance Amount | Total amount of the cash advance. This information defaults from the cash advance record.
Balance | Remaining balance on the advance. This field should equal 0.00 USD.
Exchange Rate | Exchange rate used for the cash advance. Unless the expenses involved international travel, this field contains 1.00000000 indicating a one-to-one exchange rate for U.S. dollars.
Total Applied | Total amount applied to the cash advance.
Add Cash Advance | Add another cash advance record to the expense report.
Update Totals | Update the calculations with any new added information.
Total Advance Applied | Displays the total advance applied amount for all cash advances on the expense report.
Total Employee Expenses | Displays the total amount of employee expenses from the expense report if they have already been added.
Total Due Employee | Displays the total amount due to the University for all cash advances on the expense report.
OK | Return to the main expense report form. The cash advance information displays in the totals section of the expense report form.
Expense Report (cont.)

B. Overview Tab

Select
Select an expense line. This field becomes active once an expense type
is selected.

Expense Type
The type of expense incurred.

Expense Date
Date the expense was incurred.

Amount Spent
Amount of the expense. If this was an estimated amount on the travel
authorization, update the field with the actual amount.

Payment Type
“Out of Pocket.”

Billing Type
“General.”

View the expense line accounting details. If there is more than one
expense line, previous and next expense buttons appear to allow
navigation between expense lines.

View additional fields for this expense. Clicking this arrow will advance
to the next tab.
Details – Detail Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>If an expense type used includes “Other” in the description, enter a description of the expense. If Description is used, the information will print on the expense report and will populate PI reports – transaction detail in UMReports.</td>
</tr>
<tr>
<td>Non-Reimbursable</td>
<td>Not used.</td>
</tr>
<tr>
<td>No Receipt</td>
<td>Not used.</td>
</tr>
</tbody>
</table>

Details – Location Tab

This tab is optional.
Expense Report (cont.)

Details – Merchant Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Merchant</td>
<td>If National Car Rental was used, select “National Car Rental” from the drop-down menu.</td>
</tr>
<tr>
<td>Non-preferred Merchant</td>
<td>If a company other than National Car Rental was used for a domestic, international, or Minnesota car rental, enter the name of the rental company, otherwise, leave blank.</td>
</tr>
</tbody>
</table>

If a preferred merchant is not selected, upon checking the expense report for errors, click the red flag to access a subpage where this information can be entered.
Details – Air/Hotel Tab

This tab is optional.

Details – Currency Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>The only allowable value is “USD.” This field defaults. The remaining fields related to currency also default.</td>
</tr>
<tr>
<td></td>
<td>The “show all columns” icon expands all expense report tabs into one line.</td>
</tr>
</tbody>
</table>
C. Totals

<table>
<thead>
<tr>
<th>Totals</th>
<th>Employee Expenses: 236.00 USD</th>
<th>Due Employee: 236.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Reimbursable Expenses: 0.00 USD</td>
<td>Due Vendor: 0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses: 0.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Credits: 0.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Credits: 0.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Advances Applied: 0.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Expenses**

The sum of all expenses greater than zero.

**Non-Reimbursable Expenses**

The sum of all expenses that are marked as non-reimbursable or were denied by an approver.

**Prepaid Expenses**

Not used.

**Employee Credits**

Not used.

**Vendor Credits**

Not used.

**Cash Advances Applied**

Any funds from a cash advance that are applied to this report.

**Due Employee**

The total reimbursement to be paid to the employee if total expenses exceed total deductions.

**Due Vendor**

Not used.

**Update Totals**

Recalculate the total expense amount.

**Save For Later**

Save the expense report for completion at a later time. This does not submit the travel authorization for approval but does provide an ID number for the document.

**Submit**

Submit for approval.

**Expense Report Project Summary**

A summary of all the ChartField strings used for the expense report.
Expense Report (cont.)

Once an expense report is submitted for approvals, the following items populate. Note: The same is true for a submitted Travel Authorization.

1. Report ID

2. <Print Bar Coded Report> link (see next page for more information)


4. Budget Status (if <Error>, the expense report preparer may click to view budget errors)
   a. Preparers may use the <Notify> button at the bottom of the screen to proactively email the approver directly so the transaction may be promptly returned.

5. Approval Flag

![Expense Report Example](image)
Printing an Expense Report

After an expense report is submitted electronically, it must be printed. Either the expense report or the Employee Expense Worksheet must be signed by the employee and routed to the appropriate approver along with any supporting documentation.

Field Name | Field Description
---|---
Print Bar Coded Report | Click to print the submitted expense report with the bar code needed for imaging.

To print an expense report follow these steps:

2. A new window appears, stating “Queued,” then “Success.” The expense report then appears in that same window.
3. Click <File/Print> to print the expense report.
4. Send the PDF report, Employee Expense Worksheet, and applicable receipts to the appropriate approver.
5. Once all approvals are in place, all applicable expense report documentation must be imaged. 
   Note: Some departments or units image their own expense report documentation.
Expense Report Approvals

Once an expense report is completed and submitted in the financial system, the department approver receives notification of the approval request.

1. The department approver logs in to the financial system and reviews the expense report and supporting documentation for the following:
   - The 5 Ws of who, what, where, why, and when for the travel are adequately documented on the expense report.
   - Receipts are attached for all expenses of $25 or more, except for travel meals using the daily per diem.
   - Expensed per diem rates used are correct for the location of travel.
   - Lodging rates are within guidelines—except in the case of conference travel where a pre-negotiated rate for conference attendees applies. For non-conference travel, lodging rates that exceed the guideline must be pre-approved by a manager or supervisor at least one level higher in authority than the traveler using the Request for Domestic Lodging Exception form. If pre-approval is not obtained, the employee will be responsible for the difference between the guideline and actual lodging rate.
   - All claimed expenses are allowable and reasonable.

The department approver does one of the following:
- Approves the expense report.
- Returns the expense report to the preparer for changes.
- Denies the expense report.

If the approved expense report does not use sponsored funds, and does not total $10,000 or more, the expense report is routed to staging for reimbursement.

1A. If the expense report uses sponsored funds the expense report is routed to the appropriate Certified Approver. The Certified Approver reviews the expense report to make sure the following information is included:
Expense Report Approvals (cont.)

- Justification specifying whether the traveler is presenting research. If not presenting, a specific purpose statement must be included (e.g., collaborate with other researchers, off-site research, conference, project planning meeting).

- A description of work to be accomplished.

- A list of either the names of participants or a general description of their relationship to the project (e.g., sponsor representatives, industry advisors).

- For reimbursement of pre-travel expenses on sponsored accounts, the justification must establish a beneficial or causal relationship of the travel to the project or account charged.

- Effort must be certified on a sponsored account when travel expenses are charged.

The Certified Approver does one of the following:

- Approves the expense report.
- Returns the expense report to the preparer for changes.
- Denies the expense report.

If the approved expense report does not total $10,000 or more, the expense report is routed to staging for reimbursement.

2 If the expense report totals $10,000 or more it is routed to Accounting Services for approval after department approval and, if necessary, certified approval has taken place. If the expense report is approved, it is routed to staging for reimbursement.
Monitor and Maintain Travel and Expense Transactions: View Outstanding Requests

To view the status of outstanding requests, follow the path below.

Home > Employee Self Service > Travel and Expense Center > Expense.Report OR Travel Authorization OR Cash Advance > View

Choose the Advanced Search option and select the desired Report Status from the drop-down menu. Limiting other criteria provides better results.
Monitor and Maintain Travel and Expense Transactions: Expense Inquiry Workbench

To view a list of expense transactions, follow the path below.

Home > Employee Self-Service OR Manager Self-Service OR Travel and Expenses > Travel and Expense Center> UM Expense Inquiry

The Expense Inquiry Workbench includes a variety of search parameters that show the relationship between Expense Reports, Travel Authorizations, and Cash Advances.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID</td>
<td>Search by any employee ID that is associated with at least one expense transaction.</td>
</tr>
<tr>
<td>Name</td>
<td>Search by employee name by using the correct format: Last Name, First Name</td>
</tr>
<tr>
<td>Set ID</td>
<td>Leave at default “UMFIN.”</td>
</tr>
<tr>
<td>Preparer</td>
<td>Enter User ID (x.500) to return all expense transactions created by a specific preparer.</td>
</tr>
<tr>
<td>RRC</td>
<td>Enter the 5 character Resource Responsibility Center (RRC) code (e.g., CLAXX) to view expense transactions within an RRC. The association of an employee to an RRC is based on the default DeptID from the employee’s profile in the financial system.</td>
</tr>
</tbody>
</table>
**Monitor and Maintain Travel and Expense Transactions:**

**Expense Inquiry Workbench (cont.)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approver</strong></td>
<td>Enter an approver User ID (x.500) to return all expense transactions acted upon or to be acted upon by the approver.</td>
</tr>
<tr>
<td><strong>Date Submitted</strong></td>
<td>Enter from and to dates of an expense transaction within a 24 month period from today's date. The workbench is not to be used for transaction history beyond 24 months. Note: Travel Authorizations with future dates will be retrieved when a future date range is entered.</td>
</tr>
<tr>
<td><strong>Report ID, Authorization ID, Advance ID</strong></td>
<td>Search by an Expense Report, Travel Authorization, or Cash Advance ID number. The preceding zeros are not necessary (e.g., 1212).</td>
</tr>
<tr>
<td><strong>Report Status, Travel Auth Status, Advance Status</strong></td>
<td>Search based on the status of an expense transaction.</td>
</tr>
<tr>
<td><strong>ChartFields in the Accounting Details</strong></td>
<td>Enter a Fund, DeptID, Business Unit PC, Account, or Project to search for specific transactions containing specific ChartField data.</td>
</tr>
</tbody>
</table>
Monitor and Maintain Travel and Expense Transactions: Action Item Sub Reports

Expense preparers, approvers, and administrators may utilize these sub reports to produce action items that need attention. These reports are expected to be used frequently and are especially important in the month of June for year-end close out.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Exceptions</td>
<td>Provides a listing of expense transactions with budget errors. Chartfield strings are displayed along with the error messages. Any transactions listed should be sent back to the preparer by the approver so the ChartField string may be corrected by the preparer before resubmitting. Note: Preparers may utilize the &lt;Notify&gt; button at the bottom of the screen to initiate the send back process.</td>
</tr>
<tr>
<td>Approval Pending Documents</td>
<td>Provides a listing of the documents that are still in an “approval pending” status.</td>
</tr>
<tr>
<td>Outstanding Advances</td>
<td>Provides a listing of cash advances that were paid to employees, but have yet to be reconciled. Any outstanding cash advance that has not been reconciled within 30 days after the end date of the referenced TA is a violation of policy.</td>
</tr>
<tr>
<td>Unused Travel Auths that can be Cancelled</td>
<td>Provides a listing of TA's that are referenced by cash advances but were not associated with expense reports where cash advances were applied. If a cash advance was applied to an expense report where an applicable TA was not referenced, the TA must be cancelled in order to relieved encumbrances.</td>
</tr>
</tbody>
</table>
Monitor and Maintain Travel and Expense Transactions: Cancel or Delete a Travel Authorization

Cancel a Travel Authorization

When a travel authorization is created and **approved**, but the travel or reason for a subsequent cash advance never takes place, the travel authorization must be canceled to relieve the encumbrance the travel authorization created.

**Home > Employee Self-Service > Travel and Expense Center > Travel Authorization > Cancel**

<table>
<thead>
<tr>
<th>Description</th>
<th>Authorization ID</th>
<th>Date From</th>
<th>Date To</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Givens Conference</td>
<td>000000000051</td>
<td>07/10/2008</td>
<td>07/25/2008</td>
<td>1,374.00</td>
<td>USD</td>
</tr>
<tr>
<td>Dr. Givens conference</td>
<td>000000000050</td>
<td>07/10/2008</td>
<td>07/25/2008</td>
<td>1,381.00</td>
<td>USD</td>
</tr>
<tr>
<td>Dr. Givens conference</td>
<td>000000000040</td>
<td>07/10/2008</td>
<td>07/12/2008</td>
<td>1,058.00</td>
<td>USD</td>
</tr>
<tr>
<td>Dr. Givens conference</td>
<td>000000000048</td>
<td>07/10/2008</td>
<td>07/12/2008</td>
<td>1,058.00</td>
<td>USD</td>
</tr>
<tr>
<td>Cab Fare</td>
<td>000000000047</td>
<td>01/31/2008</td>
<td>01/31/2008</td>
<td>10.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

This page is used to select the specific travel authorization that requires cancelation.

When a travel authorization is canceled, the status is set to “closed.” If the travel authorization needs to be viewed, it must be accessed from **Home > Employee Self-Service > Travel and Expense Center > Travel Authorization > View**.

If a travel authorization is **not approved** and the status is pending, denied, or closed, the travel authorization can be deleted and completely removed from the system.

A travel authorization can also be deleted when an approver sends it back to the preparer because the From date has been surpassed by the current date, causing the travel authorization to be outdated. However, if the To date has not been surpassed by the current date, the travel authorization can still be approved.

**Home > Employee Self-Service > Travel and Expense Center > Travel Authorization > Delete**

<table>
<thead>
<tr>
<th>Description</th>
<th>Authorization ID</th>
<th>Date From</th>
<th>Date To</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Givens conference</td>
<td>000000000050</td>
<td>07/10/2008</td>
<td>07/12/2008</td>
<td>1,058.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

This page is used to select the specific travel authorization that requires deletion.

**Note:** Travel Authorizations can only be cancelled or deleted if there is no cash advance associated or the cash advance is denied or closed. Travel Authorizations with associated cash advances will still appear on Cancel or Delete search pages, but they will be greyed out and not accessible to select for cancellation or deletion.
Monitor and Maintain Travel and Expense Transactions: Delete an Expense Report

When an expense report is created but remains in pending or denied status, it can be deleted as long as there is no money applied to the expense report from a PAID cash advance.

Home > Employee Self Service > Travel and Expense Center > Expense Report > Delete

This page is used to select the specific expense report that requires deletion.
Monitor and Maintain Travel and Expense Transactions: View Payment History

To view the payment history for a particular employee, follow the path below.

Home > Employee Self-Service > Travel and Expense Center > Review Payments > Review Payments

### Field Name | Field Description
---|---
Payment Reference | The system assigned identification number for the payment.
Bank Code | The University bank from which the payment is disbursed.
Bank Account | The University bank account from which the payment is disbursed.
Payment Amount | The amount of the payment.
Pay Status | Indicates the payment was made.
Payment Method | Indicates whether payment was disbursed by direct deposit (ACH) or a hard check (CHK).
Status | Indicates that the payment was posted.
Payment Date | The date the payment was disbursed by the system.
Payee Address | The address located in the employee profile. If an employee is set up to receive a hard copy check, this is the address where the check is sent.
Type | The type of expense transaction.
## Monitor and Maintain Travel and Expense Transactions:
### View Payment History (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>The identification number associated with the expense transaction.</td>
</tr>
<tr>
<td>Descr</td>
<td>The description of the expense transaction.</td>
</tr>
<tr>
<td>Status</td>
<td>The status of the expense transaction.</td>
</tr>
<tr>
<td>Created</td>
<td>The date the expense transaction was created.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount of the payment.</td>
</tr>
</tbody>
</table>
Monitor and Maintain Travel and Expense Transactions: Employee Expense History

Home > Employee Self-Service > Travel and Expense Center > Review Payments > Review Expense History

![Employee Expense History](image)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date/Through Date</td>
<td>Select a range of dates for an expense transaction.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>List of expense transactions used to narrow a search.</td>
</tr>
<tr>
<td>Search</td>
<td>Used to pull a list of expense transactions.</td>
</tr>
<tr>
<td>Type</td>
<td>The type of expense transaction.</td>
</tr>
<tr>
<td>ID</td>
<td>The identification number associated with an expense transaction.</td>
</tr>
<tr>
<td>Description</td>
<td>A brief description of the expense transaction.</td>
</tr>
<tr>
<td>Status</td>
<td>The status of the transaction.</td>
</tr>
<tr>
<td><img src="image" alt="View related links" /></td>
<td>View these related links: transaction detail, employee payment detail, and accounting detail.</td>
</tr>
</tbody>
</table>
Monitor and Maintain Travel and Expense Transactions: Returned Transactions

When an expense transaction is sent back by an approver, the preparer receives an email notification.

Clicking on the email link will bring a preparer directly to the expense transaction that was returned. When an expense transaction is sent back by an approver, the Sent Back For Revision By field will show the name of the approver and the comments indicating the reason the transaction was returned. This is an active link and displays additional comments when clicked.
Monitor and Maintain Travel and Expense Transactions: Returned Transactions (cont.)

![Expense Report Entry Image]

- **Sent Back For Revision**: Jones, Tom
- **By**: Jones, Tom

Description: Development Conference

- **Status**: Pending
- **Default Location**: Chicago, Illinois
- **Post State**: Not Applied

**Details**

- **Expense Type**: Lodging - Domestic
- **Expense Date**: 03/31/2008
- **Amount Spent**: 127.77 USD
- **Currency**: USD
- **Payment Type**: Out of Pocket
- **Billing Type**: General

**Totals**

- **Employee Expenses**: 127.77 USD
- **Due Employee**: 127.77 USD
- **Due Vendor**: 0.00 USD
- **Non-Reimbursable Expenses**: 0.00 USD
- **Prepaid Expenses**: 0.00 USD
- **Employee Credits**: 0.00 USD
- **Vendor Credits**: 0.00 USD
- **Cash Advances Applied**: 0.00 USD

**Action History**

- **Profile**: ER Department Approver
- **Name**: Bender, Jessica
- **Action**: Submitted
- **Date/Time**: 04/17/2009 10:04:44AM

- **Name**: Jones, Tom
- **Action**: Sent Back For Revision
- **Date/Time**: 04/23/2009 10:05:14AM
Monitor and Maintain Travel and Expense Transactions: Approval of Expense Report

When an expense report is approved, an email notification is sent to the individual who will be reimbursed.

<table>
<thead>
<tr>
<th>Subject: Expense report 0000220839 for Patel, Chirag has been approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: XX/XX/XXXX</td>
</tr>
<tr>
<td>Note: Please do not reply to this email. This mailbox does not allow incoming messages.</td>
</tr>
<tr>
<td>The following expense report has been approved.</td>
</tr>
<tr>
<td>If there is a net amount due to the employee on this expense report it will be paid in 2-5 business days.</td>
</tr>
<tr>
<td>Employee ID: 1407292</td>
</tr>
<tr>
<td>Employee Name: Patel, Chirag</td>
</tr>
<tr>
<td>Submission Date: 20XX-11-29</td>
</tr>
<tr>
<td>Report Description: To UMTC 11/18 for various meetings</td>
</tr>
<tr>
<td>Report ID: 0000220839</td>
</tr>
<tr>
<td>Business Purpose: Business Meeting</td>
</tr>
<tr>
<td>For questions contact your department preparer or the University Financial Helpline at 612-624-1617 or <a href="mailto:finsys@umn.edu">finsys@umn.edu</a>.</td>
</tr>
</tbody>
</table>
# Monitor and Maintain Travel and Expense Transactions:
## Payment Details

When an expense report or cash advance has been approved and is staged for payment, the individual who will receive the payment receives an email notification that a deposit will be made within two business days.

<table>
<thead>
<tr>
<th>Expense Report ID/Cash Advance ID</th>
<th>Date</th>
<th>Description</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000220839</td>
<td>11/30/20XX</td>
<td>To UMTC 11/18 for various mtgs</td>
<td>44.00</td>
</tr>
<tr>
<td>*Total</td>
<td></td>
<td></td>
<td>44.00</td>
</tr>
</tbody>
</table>

For any correspondence/questions contact the department staff responsible for processing this payment.

OR

Call the Financial Helpline at 612-624-1617
Monitor and Maintain Travel and Expense Transactions: Payment Details (cont.)

Overdue Cash Advance Notification

The financial system automatically tracks outstanding cash advances and sends out emails notifying employees when they are overdue. Cash advance recipients will receive email notification for paid cash advances that have an outstanding balance more than 30 days old, based on the end date of the travel authorization relating to the cash advance. The email will contain a link to the specific cash advance referenced.

The email will contain the following information:

- Cash Advance ID
- Cash Advance Outstanding Amount
- Cash Advance Pay Date
- Travel Authorization End Date
- Cash Advance Description
- Deadline Date for making payment

To provide greater visibility of overdue cash advances, in addition to the cash advance recipient, the notification will be sent to the:

- Preparer of the Cash Advance
- Approver of the Travel Authorization
- RRC Manager tied to the employee's default Department ID
Monitor and Maintain Travel and Expense Transactions: Queries

Use queries to quickly locate specific travel authorization and expense reimbursement information. These queries should be used periodically throughout the year, not just at fiscal year end. They are a great way to keep data clean.

Navigate to Reporting Tools > Query > Query Viewer.

Search by query name to locate the desired query. Enter the query name and click <Search>. Once the query is located, select the HTML link of the query name. Enter the indicated information into the prompt(s) and click <View Results>.

Query results can be downloaded to Excel by selecting the <Excel Spreadsheet> link.

A list of helpful queries follows.

**UM_FEX_YEM_PND_EX_DOC**

This query is run by RRC and identifies any travel authorizations, cash advances or expense reports that are pending (have not been submitted for approval). It provides Document IDs along with the date, employee name and amount of each transaction. It must be determined if the pending document should be submitted for approval or if it is a duplicate of a previously processed document and should be deleted.
UM_FEX_YEM_SUBPAR_EX_DOC

This query is run by RRC and identifies any travel authorizations, cash advances or expense reports that have a status of Submitted for Approval (SUB) or Approvals in Process (PAR). It provides Document IDs along with the date, employee name, amount and approver of each transaction. It must be determined if these documents should be approved, sent back to the preparer for modification and resubmission, or denied.
Monitor and Maintain Travel and Expense Transactions: Queries (cont.)

UM_FEX_EX_DOCS_BY_CA

This query is run by the 10-digit cash advance ID and shows what other documents link to that ID (i.e. the travel authorization, cash advance, expense report, and departmental deposit if needed). It provides the status, amount, employee and preparer for the cash advance.

<table>
<thead>
<tr>
<th>Connected To</th>
<th>CA Paid</th>
<th>Doc Type</th>
<th>Doc ID</th>
<th>Doc Code</th>
<th>Doc Name</th>
<th>Document Description</th>
<th>Employee Name</th>
<th>Edited By</th>
<th>Preparer Name</th>
<th>Preparer Email ID</th>
<th>TA Reference</th>
<th>Doc Amount</th>
<th>Accounting Template</th>
<th>Post Status</th>
<th>Total Applied CA Amount</th>
<th>Payment Method</th>
<th>Check Number</th>
<th>Payment Date</th>
<th>Payment Amount</th>
<th>Payment Status</th>
<th>Sort</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3002504029</td>
<td>0.00%</td>
<td>Travel Authorization</td>
<td>0000012345</td>
<td>CLB</td>
<td>1234567</td>
<td>Foo Vincent</td>
<td>ORTS123</td>
<td>CBA GBC</td>
<td><a href="mailto:orsw123@johnny.com">orsw123@johnny.com</a></td>
<td>00000001986</td>
<td>1230.30</td>
<td>1230030000</td>
<td>STD</td>
<td>0.00</td>
<td>0.00</td>
<td>1.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3002504029</td>
<td>1200.00%</td>
<td>Cash Advance</td>
<td>0000012345</td>
<td>RCH</td>
<td>1234567</td>
<td>Foo Vincent</td>
<td>ORTS123</td>
<td>CBA GBC</td>
<td><a href="mailto:orsw123@johnny.com">orsw123@johnny.com</a></td>
<td>00000001986</td>
<td>1230.30</td>
<td>1230030000</td>
<td>STD</td>
<td>0.00</td>
<td>0.00</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3002504029</td>
<td>1200.00%</td>
<td>Cash Advance Payment</td>
<td>0000012345</td>
<td>RCH</td>
<td>1234567</td>
<td>Foo Vincent</td>
<td>ORTS123</td>
<td>CBA GBC</td>
<td><a href="mailto:orsw123@johnny.com">orsw123@johnny.com</a></td>
<td>00000001986</td>
<td>1230.30</td>
<td>1230030000</td>
<td>STD</td>
<td>0.00</td>
<td>0.00</td>
<td>2.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>3002504029</td>
<td>1200.00%</td>
<td>Expense Report</td>
<td>0000012345</td>
<td>RCH</td>
<td>1234567</td>
<td>Foo Vincent</td>
<td>ORTS123</td>
<td>CBA GBC</td>
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<td>CBA GBC</td>
<td><a href="mailto:orsw123@johnny.com">orsw123@johnny.com</a></td>
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</tbody>
</table>
Appendix A: Imaging Expense Documentation

The expense report preparer is responsible for gathering all required supporting documentation and ensuring that it is imaged into ImageNow.

Here is a list of the required supporting documentation that must be imaged in the following order:

- Barcoded Expense Report
- Employee’s authorization or signature (a physical signature is required on the barcoded report OR the Employee Expense Worksheet (UM 1612))
- Itemized original receipts of expenses of $25 or more (except travel meals) taped to an 8.5 x 11” sheet of white paper (submitted in an order that follows the report)
- Business Entertainment meals require a detailed agenda and list of participants.

If the imaging is not done within the department/cluster level, follow these instructions to submit expense report documentation to Central Imaging:

- Step 1: After the expense report is approved in EFS, print the barcoded expense report.
- Step 2: Scan the entire report, followed by all required receipts taped to an 8.5 x 11” sheet of white paper, using a local scanner or multi-function printer/copier; remember to redact full credit card numbers displaying on receipts.
- Step 3: Create an email with the ten-digit expense report document ID number as the subject line. Note: the subject header is critical. It must be only the ten-digit number. Any extra information will cause the email to fail.
- Step 4: Attach the expense report’s scanned documentation to the email.
- Step 5: Send the email to erimag@umn.edu.
- Step 6: Retain the paper copies for 90 days, then destroy.

For more information on imaging, go to:
www.finsys.umn.edu/imaging/email_imaging_ER&PCard.pdf
Appendix B: Create/Update a User Template

The Create/Update User Template page allows the creation of templates for expense reports and travel authorizations.

1. Navigate to Employee Self-Service > Travel and Expense > Center > Other Expense Functions > Create/Update User Template.

2. Click <Add a New Value>. Enter a name for the template and template type.

3. Click <Add>.
4. Enter a description and the expense type(s).

5. Click <Save>.

Creating an Expense Report Using a Template

6. Navigate to Employee Self-Service > Travel and Expense Center > Expense Report > Create.
Appendix B: Create/Update a User Template (cont.)

7. Select “A Template” from the Quick Start menu.

8. Click <Go>.

9. Select the template to be used.

10. Enter dates for the expense report and select the One Day or All
Appendix B: Create/Update a User Template (cont.)

Days checkbox.

11. Click <OK>.

12. The expense report is populated with template information.
## Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advance</td>
<td>Cash received to cover expenses before they are incurred. A cash advance may be requested prior to travel in certain circumstances or for payment of human subjects in research studies.</td>
</tr>
<tr>
<td>Corporate Travel Card</td>
<td>Credit card available to University employees to pay for expenses incurred while traveling on University business. The Corporate Travel Card can be used to pay for all travel-related expenses. Charges are billed directly to the employee, who uses an expense report to claim reimbursement. The employee is responsible for paying their Corporate Travel Card bill.</td>
</tr>
<tr>
<td>Encumber</td>
<td>To set aside funds for a known upcoming expense.</td>
</tr>
<tr>
<td>Per Diem</td>
<td>A daily allowance for meals and incidental expenses while traveling in connection with one’s work. Per diem rates fluctuate based on location of travel.</td>
</tr>
<tr>
<td>Procurement Card (PCard)</td>
<td>Credit card available to University employees for business expenses such as airfare, shipping, and car rentals. Purchases made with the PCard are tax-exempt and are billed directly to the University rather than the cardholder. Receipts are reconciled against transactions in the financial system Procurement module.</td>
</tr>
<tr>
<td>Staging</td>
<td>A system process by which expense reports are budget- and error-checked and made ready for payment.</td>
</tr>
<tr>
<td>Travel Authorization</td>
<td>A document in the financial system used to detail expected travel expenses and submit them for approval prior to the travel taking place. A Travel Authentication will encumber funds and is required if a cash advance is requested.</td>
</tr>
<tr>
<td>Worklist</td>
<td>A personalized list of items requiring the attention of the user in the financial system. The worklist is accessed by clicking &lt;Worklist&gt; on the universal toolbar.</td>
</tr>
<tr>
<td>Expense Report</td>
<td>A document detailing reimbursable expenses incurred during the course of conducting University business.</td>
</tr>
<tr>
<td>Deposit Detail Report</td>
<td>A report used to accompany a departmental deposit, such as a balance of a cash advance.</td>
</tr>
<tr>
<td>Employee Expense Worksheet</td>
<td>Standard worksheet used to communicate expenses incurred by the requester to the expense report preparer.</td>
</tr>
<tr>
<td>Workflow</td>
<td>The automation of a business process, in whole or part, during which documents, information, or tasks are automatically passed from one participant to another for action, according to a set of procedural rules.</td>
</tr>
</tbody>
</table>
Resources

Accounting Services  612-624-1617  www.finsys.umn.edu/accountingsvs/accountingsvshome.html
Accounts Receivable Services  612-625-2392  www.finsys.umn.edu/ar/arhome.html
Budget & Finance  612-625-4517  www.budget.umn.edu
Controller's Office  612-624-1617  www.finsys.umn.edu/controller/controllerhome.html
Corporate Travel Card  612-624-2828  travel.umn.edu/corporate.php
Disbursement Services  612-624-1617  www.finsys.umn.edu/disbursement/disbursementhome.html
Enterprise Financial System  612-624-1617  www.finsys.umn.edu
External/Internal Sales  612-624-1617  www.finsys.umn.edu/sales/saleshome.html
Financial Helpline  612-624-1617  www.finsys.umn.edu/helpline.html
General Counsel  612-624-4100  www.ogc.umn.edu
Health and Human Services  800-368-1019  www.hhs.gov/ocr/hipaa
Imaging  612-624-1617  www.finsys.umn.edu/imaging/imaginghome.html
Information Technology  612-301-4357  (1-HELP)  www.umn.edu/oit
Internal Audit  612-625-1368  www.umn.edu/audit/Index.html
Inventory Services  612-626-8222  www.finsys.umn.edu/inventorysvs/inventorysvshome.html
Investments and Banking  612-624-5558  oam.software.umn.edu
MN Department of Revenue  612-625-9057  www.taxes.state.mn.us
Oversight, Analysis, & Reporting  612-625-9057  www.oar.umn.edu
Payroll  612-625-2016  www.umn.edu/ohr/payroll
## Resources (cont.)

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Website</th>
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<tr>
<td>Procurement Card</td>
<td>612-624-1617</td>
<td><a href="http://www.policy.umn.edu/groups/ppd/documents/policy/Purchasing_Card.cfm">www.policy.umn.edu/groups/ppd/documents/policy/Purchasing_Card.cfm</a></td>
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<tr>
<td>Purchasing Services</td>
<td>612-626-0366</td>
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<td>Records &amp; Information Management</td>
<td>612-625-3497</td>
<td><a href="http://recordsmgmt.umn.edu">recordsmgmt.umn.edu</a></td>
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<tr>
<td>Sponsored Projects Administration</td>
<td>612-624-5599</td>
<td><a href="http://www.ospa.umn.edu">www.ospa.umn.edu</a></td>
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<td>Sponsored Projects Roles and Responsibilities</td>
<td>612-625-3394</td>
<td><a href="http://www.research.umn.edu/regulations/sproles.html">www.research.umn.edu/regulations/sproles.html</a></td>
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<tr>
<td>Training Services</td>
<td>612-626-1373</td>
<td><a href="http://www.umn.edu/ohr/trainingservices">www.umn.edu/ohr/trainingservices</a></td>
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<tr>
<td>Travel Services</td>
<td>612-624-2828</td>
<td><a href="http://travel.umn.edu">travel.umn.edu</a></td>
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<tr>
<td>Treasury Accounting</td>
<td>612-624-1617</td>
<td><a href="http://www.finsys.umn.edu/treasury/treasuryhome.html">treasuryhome.html</a></td>
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<tr>
<td>University Accounting Policies</td>
<td>612-624-1617</td>
<td><a href="http://process.umn.edu/groups/ppd/documents/Policy/General_Accounting.cfm">process.umn.edu/groups/ppd/documents/Policy/General_Accounting.cfm</a></td>
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<tr>
<td>UReport</td>
<td>866-294-8680</td>
<td><a href="http://www.ureport.ethicspoint.com">www.ureport.ethicspoint.com</a></td>
</tr>
<tr>
<td>(EthicsPoint: confidential service for reporting policy violations)</td>
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<td>U.S. General Services Administration (GSA)</td>
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<td><a href="http://gsa.gov">gsa.gov</a></td>
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<td>U-Wide Contract Vendors</td>
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<td><a href="http://uwidecontracts.umn.edu">uwidecontracts.umn.edu</a></td>
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<tr>
<td>U-Wide Policy Library</td>
<td>612-624-8081</td>
<td><a href="http://www.policy.umn.edu">www.policy.umn.edu</a></td>
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