

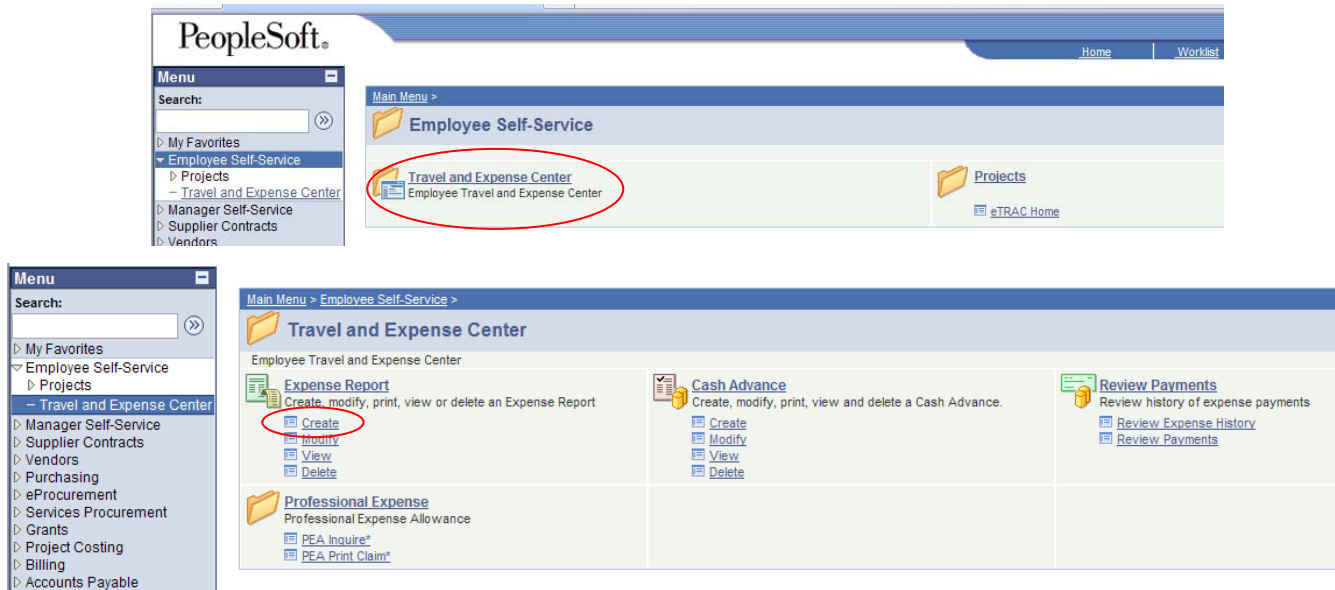
PeopleSoft Financials Employee Self-Service for Travel and Expense Claims

The Travel and Expense Centre is found in the Employee Self Service portion of PeopleSoft Financials. A link to PeopleSoft Financials can be found on the AIS website at www.ualberta.ca/AIS. Select the [Financials Production](#) link under **Sign On Links** to launch the PeopleSoft Financials (Production) database. This launches the Sign On page.

User ID:
Password:

Enter your **CCID**
Enter your **password**
Click the **Login** button or press **enter**

Menu Navigation: [Employee Self Service/Travel and Expense Center/Expense Report/Create](#)



The default is your emplid. This can be changed if you are entering for someone else. Click

Step 1: Select Template Click for **Expense Reimbursement** or **Travel** depending on the type of expenses you are submitting.

Format is dd/mm/yyyy

Create Expense Report
Add Expenses To Report
Jordyce Van Muyden Report ID: NEXT
Template: TRAVEL Description: Travel Expenses Reimbursement
Expense Date: 16/11/2007
Add Expense Types:

Select	Expense Type
<input checked="" type="checkbox"/>	Accommodations
<input type="checkbox"/>	Admin Allowance
<input checked="" type="checkbox"/>	Airfare
<input type="checkbox"/>	Gasoline Purchases - Receipted
<input checked="" type="checkbox"/>	Ground Transportation
<input type="checkbox"/>	Hosting
<input type="checkbox"/>	Kilometers (#Kms)
<input type="checkbox"/>	Kilometers - Manual Calc
<input type="checkbox"/>	Meals - Receipted
<input type="checkbox"/>	Parking / Visitor Permits
<input checked="" type="checkbox"/>	Per Diem \$45/day (10+10+25)
<input type="checkbox"/>	Registrations/Courses/Training
<input type="checkbox"/>	Telephone / Fax
<input type="checkbox"/>	Vehicle Rental

Step 2: Insert date and select expense types
Date is expense date or travel start date. Select all the expense types you expect to use. More can be added later in the process if you forget one.

Step 3: Complete Report Header

Description: City Month Year For expense reimbursement enter **expense reimbursement**

Business Purpose: Select from the drop down menu. Usually **Out of Pocket** or **Hosting** for expense reimbursement. If you don't see exactly the right one, choose the closest and clarify in details.


Project: When the expense is related to a research project, the Project ID must be entered in this box. Tabbing or clicking out of this box will populate some data in the details field. NOTE: If you do not know the project ID, enter the speedcode in the Accounting Defaults link first and copy the project id from there.

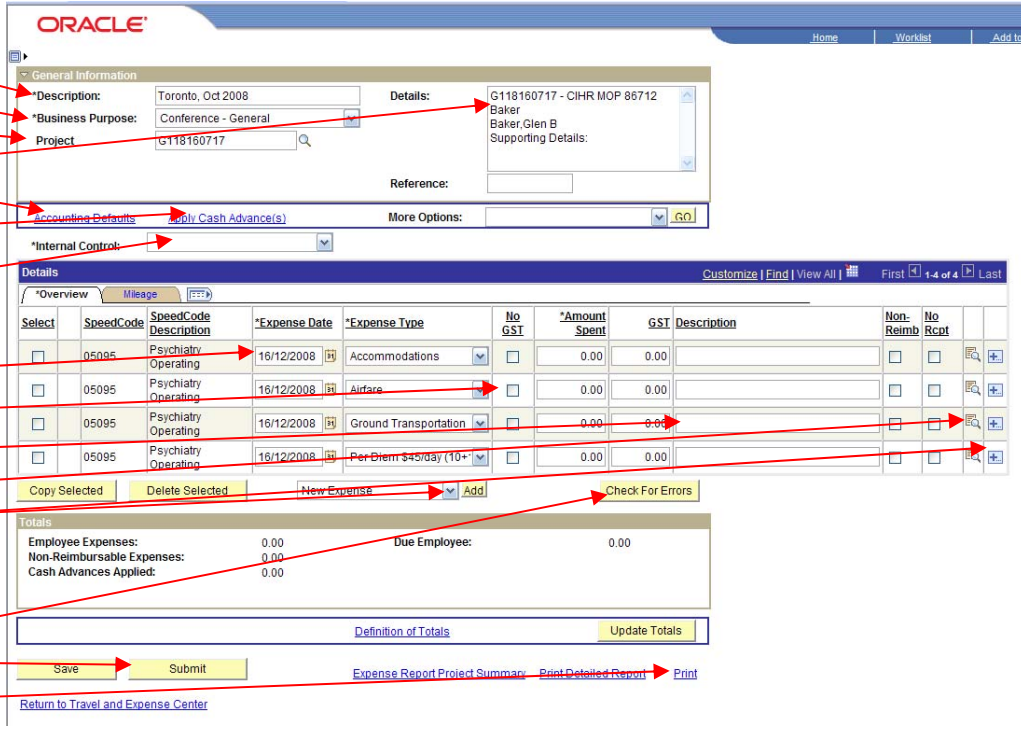
Details: Project ID, Description and Manager Name will automatically populate after completing and tabbing out of the Project ID field. You will receive a message instructing you to add supporting details.

- Add a short description of the trip/expense and if the claimant isn't the manager, add claimant's affiliation to the project and. If the claimant is the manager affiliation is not required.
- Provide details on the purpose and relevance to funded research.
- If the purpose of the trip was a field trip provide details on activities, dates, etc. Enter the tap# if applicable. Enter any applicable comments.

Multiple Projects: If your expense claim is being expensed between multiple projects you need to enter the second project's information (ID, manager, affiliation) in the **Details** field below the details of the first project.

Speed Code: Click [Accounting Defaults](#) to change the speed code. The default is the department operating account. Lines can be added to split costs between 2 or more speed codes.

Apply Cash Advance: Click this link if you received a cash advance for this travel. Use the lookup key  to determine the advance id.



The screenshot shows the Oracle Expense Report Project Summary form. Red arrows point from text boxes on the left to specific fields in the form:

- Step 3:**
 - Description: points to the Description field (Toronto, Oct 2008).
 - Business Purpose: points to the Business Purpose dropdown (Conference - General).
 - Project: points to the Project field (G118160717).
 - Details: points to the Details field (G118160717 - CIHR MOP 86712 Baker, Glen B Supporting Details).
 - Accounting defaults: points to the Accounting Defaults link.
 - Apply Cash Advance: points to the Apply Cash Advance(s) link.
 - Internal Control: points to the Internal Control dropdown.
- Step 4:**
 - Date: points to the Expense Date field (16/12/2008).
 - GST: points to the GST field (0.00).
 - Description: points to the Description field in the table.
 - Change accounting: points to the Accounting Defaults link.
 - Add lines: points to the Add button.
- Step 5:**
 - Check for Errors: points to the Check For Errors button.
 - Save and Submit: points to the Save and Submit buttons.
 - Print: points to the Print button.

Ensure the **Internal Control** is Suzanne Roy

Step 4: Complete Line Details

Adjust default expense date if required

Enter amount spent (including GST where applicable) in \$CDN.



GST:

- The No GST checkbox should be checked if:
 - No GST was charged or GST is not clearly shown on the receipt
 - Per Diem is reimbursed for traveling outside of Canada
- The GST amount will be automatically calculated based on the Expense Type and the line amount. If the amount does not agree with your receipt, **override** the GST amount with the amount shown on the receipt. E.g. Airfare, Accommodations will almost always require the override because of other taxes included in the receipt total. Exception described in 3.

3. Do not adjust the GST amount for Expenses which normally including Gratuities. The system will automatically use the correct rate as arranged with the government. (i.e. Hosting, Taxi, Meals).
4. Adjust the GST amount manually for HST transactions (GST amount = HSTx5/13). The provincial component of HST is not recoverable.

Complete the **Description** field when required:

- Foreign currency and rate
- Hotel rate and number of nights
- Per diem detail

Click  to change accounting on individual lines or  **Add** to add lines

Step 5: Review, Save, Submit and Print

Review claim details. Click the **Check For Errors** to check for errors. Any problems will be highlighted in red and when correct, the red flags beside the speed code will disappear. Click the **Save** button to save your report. A report ID# will be generated. Click **Submit** to submit your report electronically to the internal control approver. Click **Print Detailed Report** to print your report. Sign the report where indicated and attach your original receipts to this page. If the purpose of the trip was a conference, attach documentation showing dates of the event – either a registration receipt or a copy of the first page of the program. Forward your report and attachments to your One over One approver for signature and then send it to Suzanne Roy for internal control and on line approval. The report and receipts will be filed in departmental files.

Receipts:

Original receipts must be attached to the claim. Credit card receipts or statements are not acceptable. They do not have the necessary detail of the expenses. Boarding passes must be submitted along with receipts for airfare. If you booked your airfare using a TAP form, then include the boarding passes with the travel expense claim for the remaining expenses on that trip. Indicate the tap # in the details section of the header.

If you do not have a receipt you must complete a lost receipt declaration form and attach this to your claim. If you wish to retain a receipt for warranty purposes you may bring it to Suzanne’s office to replace the receipt with a certified copy.

NOTE: Expenses for alcoholic beverages are non-reimbursable on research grants.

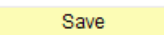
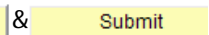
Links

- www.ualberta.ca/ais
- www.financial.ualberta.ca/formscabinet.cfm

Travel Advance

Travel claims cannot be submitted until after the travel has occurred. A Travel Advance may be requested. In the Travel and Expense Center choose **Cash Advance/Create**. On the next screen click the **Add** button.

Enter the Header Description and Business Purpose as you would for an expense report. Enter the speed code you intend to charge this travel to in the reference field. Enter the amount you are requesting for your advance. Enter your expected return date in the Description field.

Press  &  to save and submit your report.

Press [Print Detailed Report](#) to print your report. Sign it, forward to your One over One approver for signature and then to Suzanne Roy for Internal Control and on line approval.

Registration fees for meetings may be paid for using a corporate purchasing (credit) card.

NOTE: The following goods and services are *ineligible* for reimbursement using the expense reimbursement procedure. For these expenditures a recognized University Purchase Order, Corporate Purchasing Card, or Preferred Supplier Agreement must be used.

- a. Goods or Services with a value greater than *\$500 per transaction*.
- b. Out of Country purchases of non-consumable goods or repair services on University owned assets (regardless of dollar value)
- c. Maintenance contracts, lease agreements
- d. Equipment rentals exceeding 30 days
- e. Items currently available through Preferred Supplier Agreements (PSA)
- f. Controlled substances
- g. Radioactive and infectious disease materials *
- h. Laser and X-Ray equipment
- i. Compressed gases
- j. Pressure equipment
- k. Commercial lab alcohols
- l. Laboratory and research animals

For Travel and Expense information excerpted from UAPPOL click the following links:

[Excerpt of Travel and Hosting Expense Reimbursement Procedure on UAPPOL.doc](#)

[Excerpt of Expense Reimbursement Procedure - Goods and Services on UAPPOL.doc](#)