

iEXPENSE MODULE Accounting Services



Topics Covered

- Creating/Viewing Travel Authorizations
- Approving/Send Back/Deny Travel Authorizations
- Creating/Viewing Cash Advances
- Approving/Send Back/Deny Cash Advances
- Creating/Viewing Expense Reports
- Approving/Send Back/Deny Expense Reports



What is a Travel Authorization(TA)?

A Travel Authorization (TA) is the online method of gaining approval for official University travel. It is also the way to encumber funds related to the travel.

Items to note about TA's:

- ➤ Cannot be back dated. The system will only accept TA's that are future dated. So TA must be prepared and approved in advance of trip.
- TA's must go through several levels on online approvals, so please prepare in enough time to allow for approvals well before the travel date.



What items require TA?

All trips require a TA from the traveler. However this system is for ASU employees only.

Some items will require a <u>SEPARATE TA</u>:

- State Motor Pool since this is not an expense reimbursable to the employee
- Cash Advances since these funds will require separate entry All remaining travel expenses can be entered on one TA.
- Keep in mind that the TA encumbers funds from the budget, so items that will be paid via purchase requisition should not be included on the TA as those funds will be encumbered elsewhere.



- TA's cannot be approved unless there are adequate funds available in the traveler's budget.
- Please check your budget before submitting your TA.
- Please estimate your TA as close to the anticipated costs as possible.
- > Please choose the most economical means of travel.



In-State Per Diem:

- Less than 6 hrs. = no meal reimbursement
- 6 to 12 hrs. = \$12.75 meal reimbursement subject to FICA
- Greater than 12 hrs. = \$34 meal reimbursement subject to FICA
- \$85 per diem for overnight travel one night stay (Includes both lodging and meal)
- \$100 per diem for overnight travel two or more nights stay (Includes both lodging and meal)

Must travel outside of home base (Montgomery) to receive per diem. Per diem covers meals and lodging - does not include transportation costs. No receipts are required to be submitted upon return.



For Hotel Out of State— use the cost/quotes provided during booking. Be sure to include incidentals such as daily parking.

For Meals Out of State:

Effective October 1, 2022, the University implemented a "\$100 per day allowance" on all out-of-state meal reimbursements related to travel outside the state of Alabama. As such, meal reimbursements will be estimated at \$100 per day for the duration of the trip and will require itemized receipts for each meal.

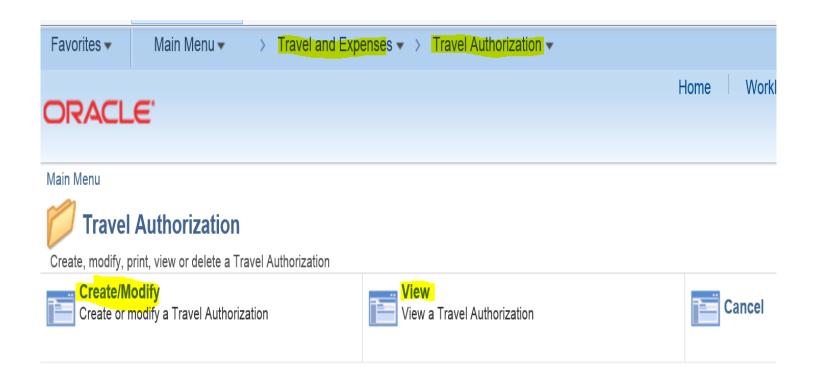


- ❖ Mileage rate <u>effective</u> as of January 1, 2023 is \$.655.
- The mileage rate will update annually based on the federal rate. Please consult the Accounting Services Website for the most recent changes in the mileage rate.



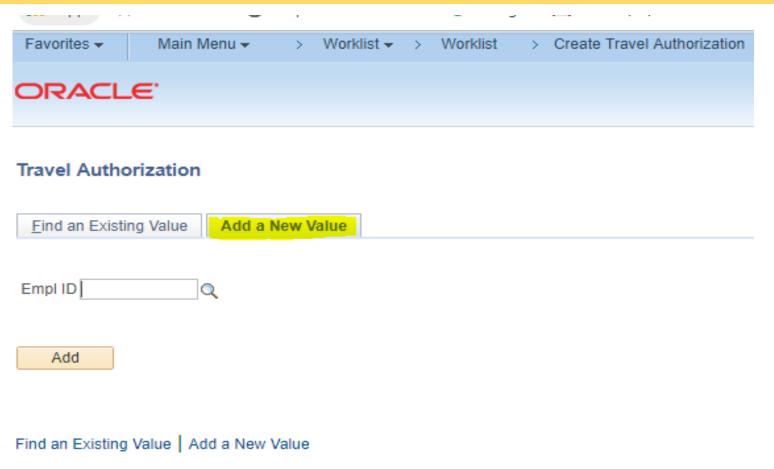
Creating/Viewing Travel Authorizations





Select
"create/modify
a travel
authorization"
from the TA
menu.





A TA is created from the Travel and Expense Center menu.

Enter the employee ID for which the TA is to be created.



Favorites -	Main Menu ▼	> Travel an	nd Expenses 🔻 >	Manage Emp	loyee Informa	tion ▼ > U	pdate Profile > Cre	ate Trave	
DRACLE'									
Create Travel Authorization									
Copy From an Existing Travel Authorization									
	Authorization ID NEXT								
From Date 04/17/2019 To 08/17/2019 Search									
Travel Authorization Information									
	Description		Authorization ID	Date From	Date To	Amount	Сиггепсу		
Select			NEXT			0.000)		

Return to Travel Authorization Entry

To begin a travel authorization (TA), one can either copy from an existing TA, enter one manually, or enter from a Template.



d Expenses ▼ > Travel Autho	rization - >	Create/Modify			
		Но	me Worklist	Add to Favo	orites Sign out
New Window Help Per	sonalize Page				,
		Save	An Existing Authoriz A Template	ation	d Submit
		Quick Start			GO
te Travel	Q				
/2021 *Date To 09/03/202	1 31	Reference			Q
		Totals (0 Lin	nes) 0.00	USD	
*Payr	ment Type		*Amount	Currency	
[7]		~	0.00	USD	+ -
		T-4-1- (0.1 %	\		

If not populating from an existing TA or a template, then one can choose to enter manually.

NOTE: for per-diem travel and state motor pool, USE template created by accounting.



Create Travel Authorization

Select a Template

Authorization ID NEXT

	Template	Description	Template Type
Select	HR PDIEM	Partial Day Per Diem Travel	Public Template
Select	PER_DIEM	Per Diem Travel Authorization	Public Template
Select	MTR_POOL	State Motor Pool	Public Template

Return to Travel Authorization Entry

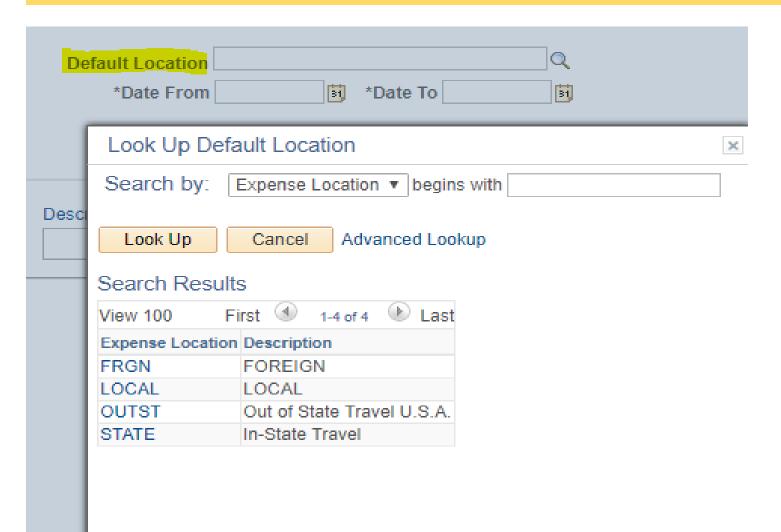
Three templates have been created for employee use:

MTR_POOL – for state car

PER_DIEM – for instate overnight travel

HR PDIEM – for instate partial day per diem





Important!

Be sure to select the proper location. Four options:

FRGN – travel outside of the United States

LOCAL – local conference

OUTST – travel outside of Alabama

STATE – travel within Alabama.



Create Travel Authorization



*Business Purpose General Travel and Expense

*Description | TEST Travel

Projected Expenses ②

Expand All | Collapse All Add: | 🕏 Quick-Fill

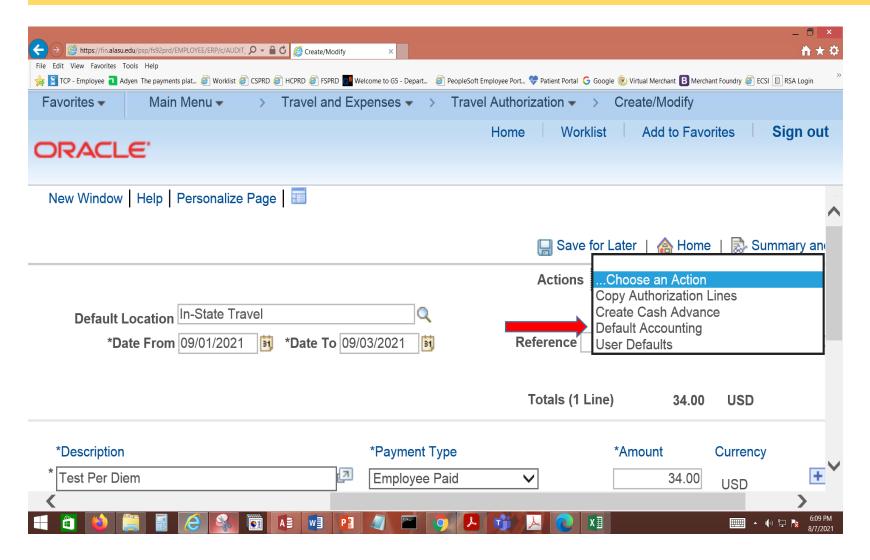
Default Location In-State Travel

*Date From 09/01/2021 *Dat

Important!

Be sure that header information entered on the TA.





To change the accounting defaults.

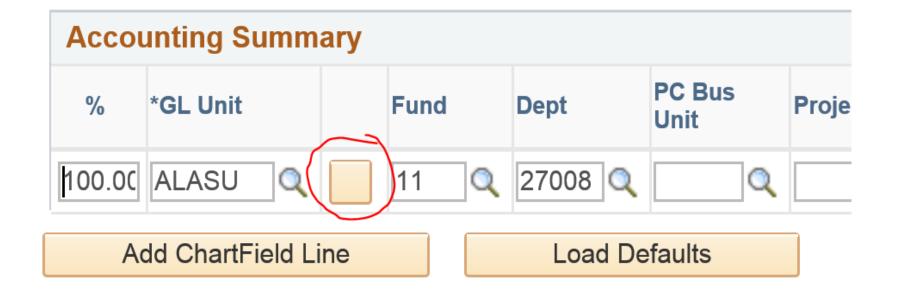
Be sure to select DEFAULT ACCOUNTING. This is where the appropriate speedtypes will

be entered.



Create Travel Authorization

Accounting Defaults



Notice that all employees will have a default department. However if the default is not the department for which the travel should be charged, then the appropriate speedtype must be entered.

Also note that %'s can be applied to different departments.



ORACLE.



Speed Type Selection

Displayed below are the Speed Type Key values you can choose. Click on the hyperlink description and the chartfield information will populate your line entry.

Operator Spee	edTypes				
SpeedType Key		Fund Code	Department	Account	ı
020000	Fund 2 Restricted	21	27009		- 1
025000	Res Fund Payroll	21	27009		- 1
029930	PS_CLEARING	21	27009		- 1
10000	Watkins Leaning Center	11	10000		
10001	Center For Civil Rights	11	10001		
10002	Him Library-T6	11	10002		
10003	OT Library-T6	11	10003		
10004	PT Library-T6	11	10004		
10005	Mac Library-T6	11	10005		
10006	EDU Doctorate Program Library	11	10006		
10007	Education Media Ctr	11	10007		

Select the appropriate speedtype.

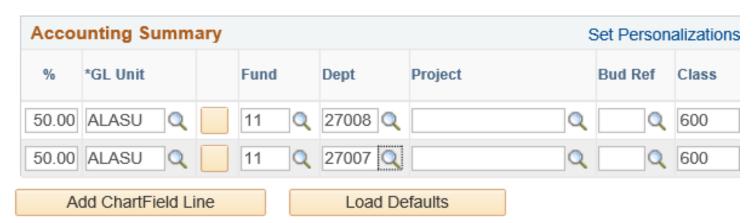




Create Travel Authorization

Accounting Defaults

Authorization ID N



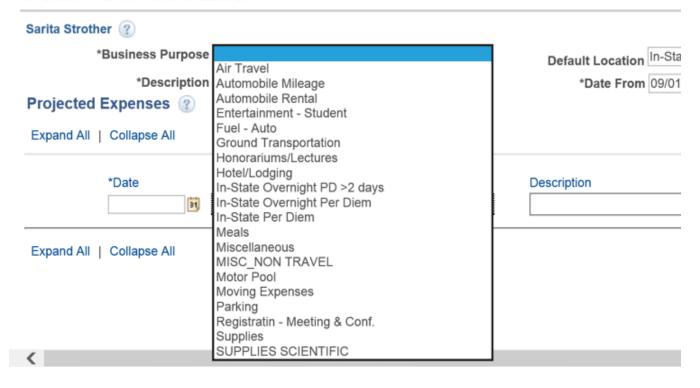
Once speedtype is selected – that is all you need to do. DO NOT change any other fields other than the % field if allocating travel between multiple speedtypes.

Notice in this example the travel is split 50/50 between two departments.



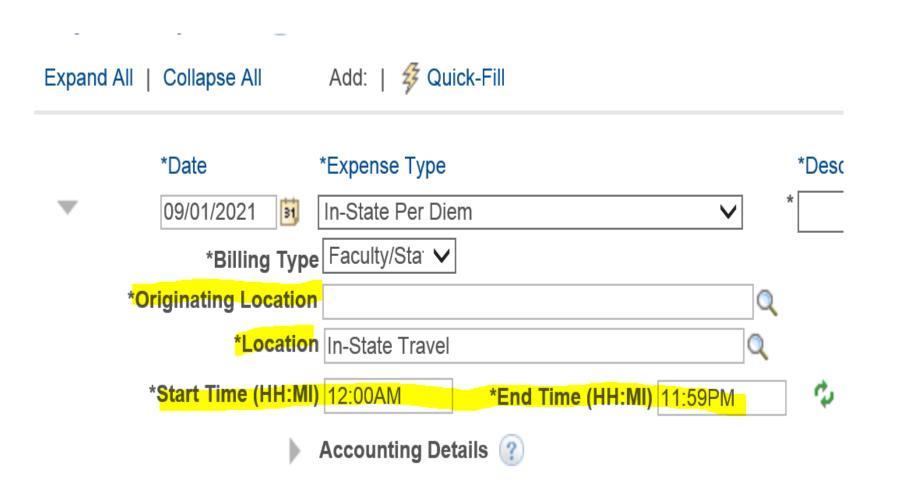
: All	Add: 💈 Quick-Fill	
	*Expense Type	
31		~

Create Travel Authorization



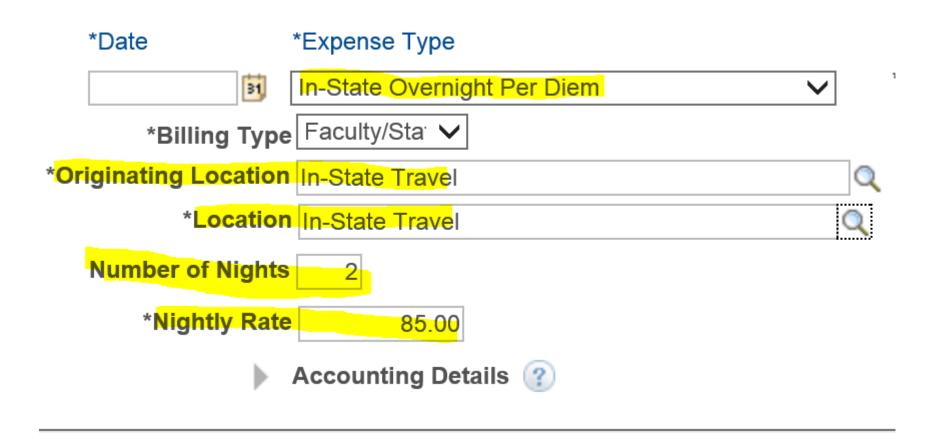
Once returned to the main screen of the TA, notice the expense types that can be selected for the TA. For the following example we will use automobile mileage and per diem as the expense types.





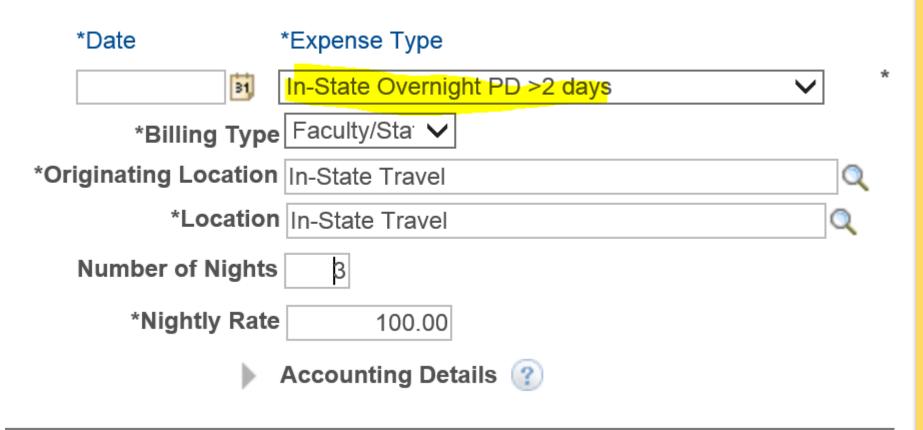
Notice that the detail input screen for perdiem requires a location description as well as start and end times.





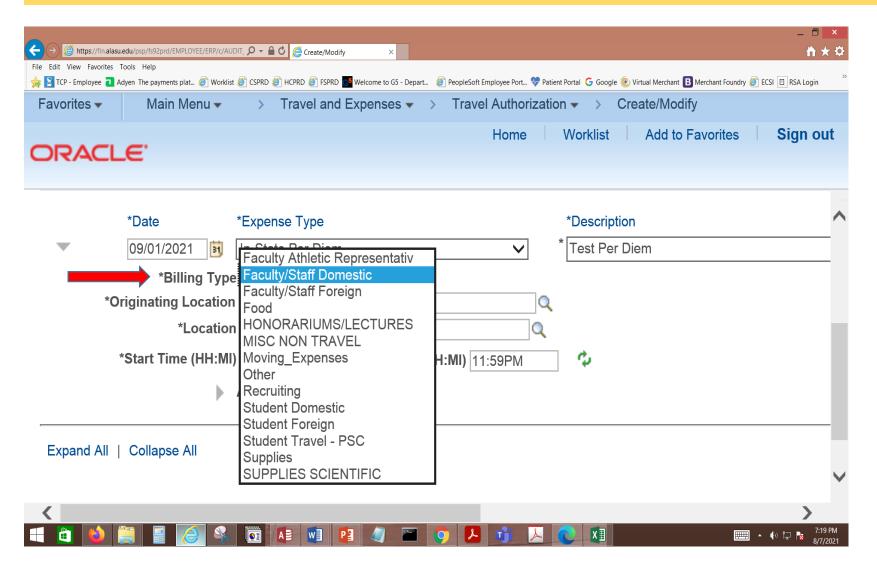
overnight per diem, be sure to select the correct per diem expense type based on the number of nights stay.





Be sure to select the correct overnight per diem expense type based on the number of nights stay.





Be sure to select the correct billing type. There are six billing types:

Faculty/Staff Domestic – 54110

Faculty/Staff Foreign – 54120

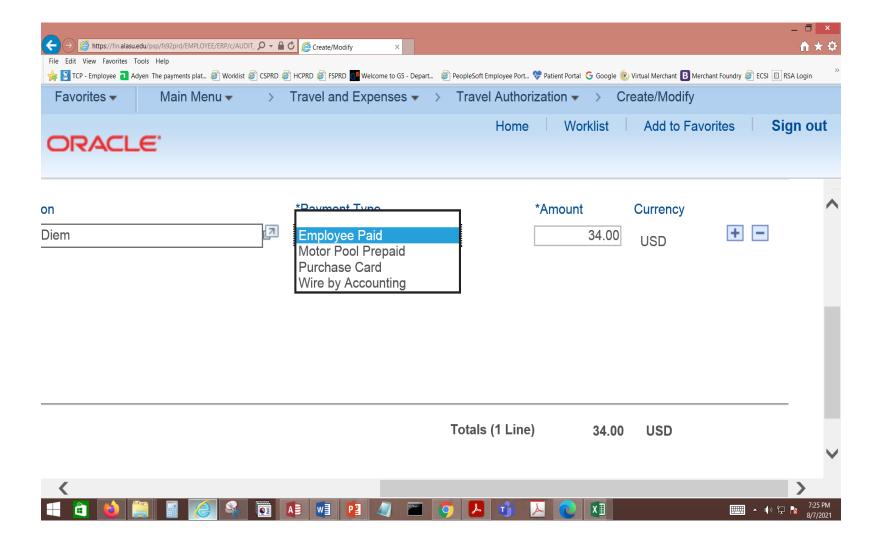
Recruiting – 54130

Student Domestic – 54210

Student Foreign – 54220

Other - 54150





Be sure to select the correct billing type. There Be sure to select the appropriate payment type. There are four types:

Employee Paid – Used for all travel expenses expected to be reimbursed to the employee

Motor Pool – Used only for the separate TA created for Motor Pool expense.

Purchase Card – Used for the expense items to be paid through use of ASU purchasing card.





*Payment Type

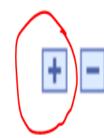
Employee Paid

*Amount

Currency

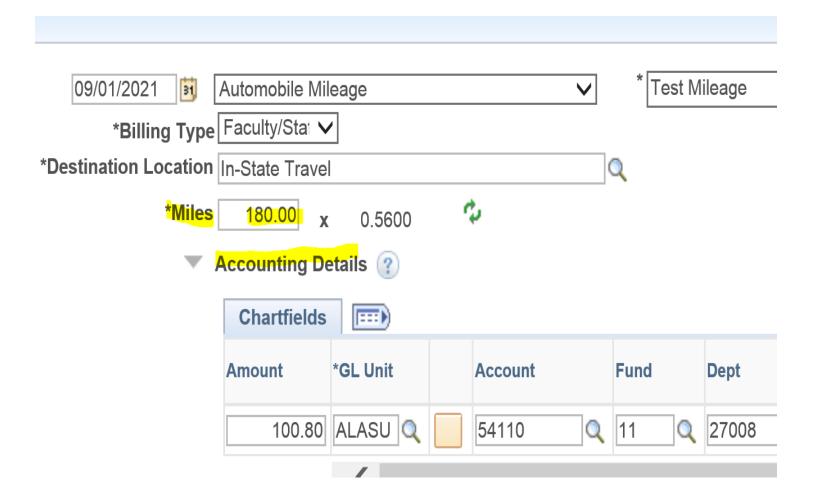
34.00

USD



To add another expense line, click the plus (+) button.





When entering a mileage expense line, enter the mileage and the system automatically calculates the amount.

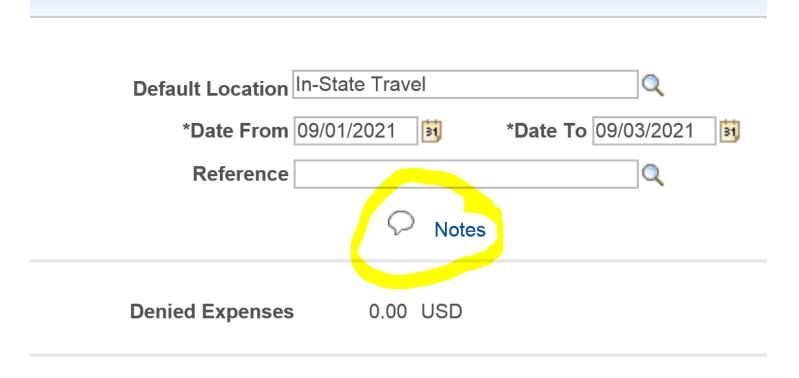
Notice also the accounting details reflect the default accounting on this TA.



<mark> ∏ Save 1</mark>	f <mark>or Late</mark> r 📤 Home	🗟 Summar	y and Submit
Actions	Choose an Action		∀ GO
Reference			Q
Totals (2 Lir	nes) 134.80	USD	

Notice that for any TA, the traveler can save and return to complete entry later – or if complete can submit to approver.





Total Authorized Amount 134.80 USD

Once select summary and submit, take advantage of the notes section of the TA to communicate information to the reviewer.



Travel Authorization Notes	
Add Notes	
Notes	
Notes	
Notes	Name
This is a Test TA	Sarita Strother
OK Cancel	

Can type multiple notes if needed.



Projected Expenses (2 Lines) 134.80 USD

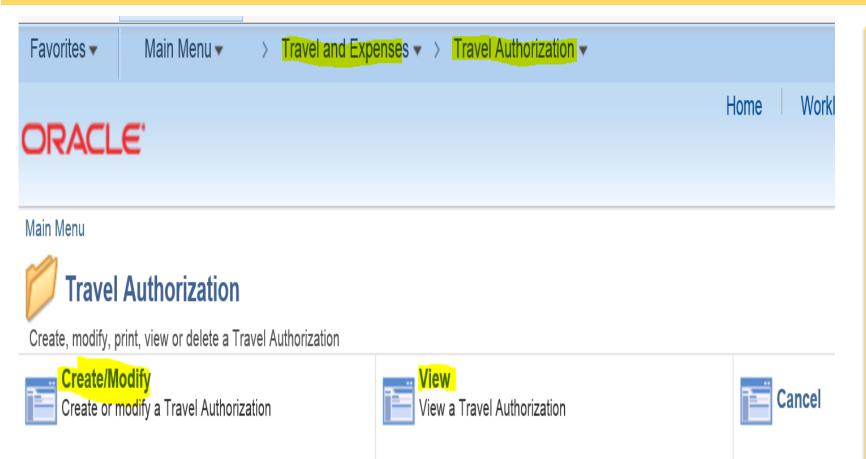


By checking this box, I certify these costs are reasonable estimate

Submit Travel Authorization

Once select summary and submit, it brings to a summary page. Check the certification box and click submit.





In the Travel Authorization Menu select view TA.



▼Search Criteria	
Authorization ID begins with ✓ NEXT	
Authorization Name begins with 🗸	E
Name begins with 🗸	CI
EmpI ID begins with ✓ 010025510	е
Status = ✓	е
Creation Date =	n
☐ Case Sensitive	S
Search Clear Basic Search Save Search Criteria	

Enter search criteria by entering employee ID or name and click search.



Ocalon Nesuls

View All First 1-50 of 50 Las						
Authorization ID	Authorization Name	Name	Empl ID	Status	Creation Date	
0000030162	NACUBO Annual Meeting	Strother, Sarita	010025510	Closed	02/17/2020	
0000030000	NACUBO 2020 Conference	Strother, Sarita	010025510	Closed	02/06/2020	
0000029928	NACUBO Annual Meeting	Strother, Sarita	010025510	Closed	02/03/2020	
0000029587	Alliance 2020 Conference	Strother, Sarita	010025510	Closed	01/13/2020	
0000029448	2020 Alliance Conference	Strother, Sarita	010025510	Closed	12/12/2019	
0000027195	ASCPA Course	Strother, Sarita	010025510	Closed	05/22/2019	

Select the appropriate TA.



Travel Authorization

Sarita Strother ?

Business Purpose General Travel and Expense

Description NACUBO Annual Meeting

Projected Expenses (?)

Expand All | Collapse All

*Date *Expense Type

07/11/2020 Hotel/Lodging

Billing Type Faculty/Staff Domestic

Location Out of State Travel U.S.A.

Number of Nights 4

*Nightly Rate 300.00

Accounting Details ?

Actions ...Choose an Action

Default Location Out of State Travel U.S.A. Authorization ID 0000030162 Closed

*Payment Type

Purchase Card

Date To 07/15/2020

Date From 07/11/2020

Lodging during the 2020 NACUBO Annual

*Description

Reference

Totals (1 Line)

*Amount

1,200.00 USD

Currency

1,200.00 USD

Notice the detail of the TA and the status is closed.



Viewing TA

Travel Authorization

Actions ... Choose an Action Sarita Strother 👔 Business Purpose General Travel and Expense Authorization ID 0000030162 Closed **Default Location** Out of State Travel U.S.A. **Description** NACUBO Annual Meeting Reference Date From 07/11/2020 Date To 07/15/2020 Projected Expenses Expand All | Collapse All Totals (1 Line) *Expense Type *Description *Payment Type *Amount Currency Lodging during the 2020 NACUBO Annual Hotel/Lodging Purchase Card 1.200.00 USD Billing Type Faculty/Staff Domestic Location Out of State Travel U.S.A. Number of Nights 4 *Nightly Rate 300.00 Accounting Details

The traveler can view the status of a TA at any time. Notice the status of the below TA's.

Pending – requires some action by the traveler before submission.

Submitted – TA has been submitted by the traveler for approval.

In-Process – At least one level of workflow approval has occurred but has not reached final approval stage.

Approved – TA has been approved at all levels.

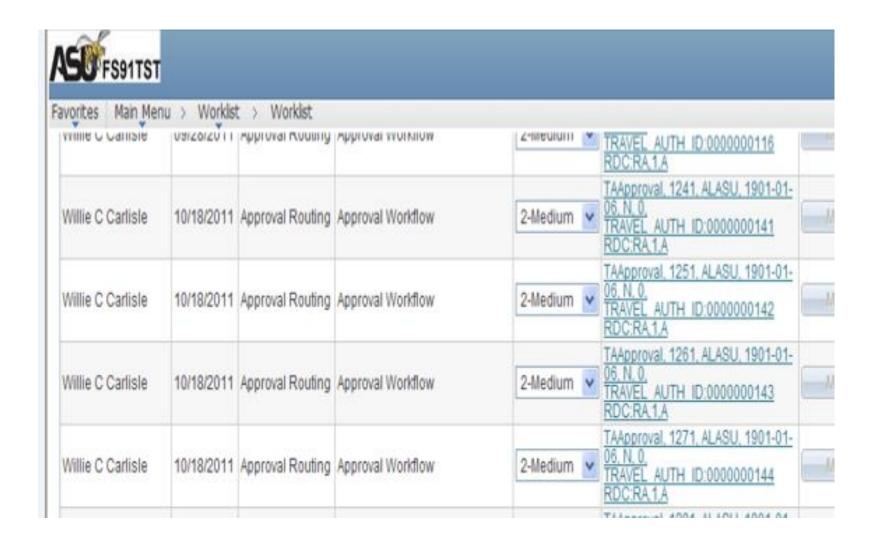
Denied - TA was denied at one of the approval levels.

Closed – TA has been processed against 37 an expense report.



Approve/Send Back/Deny TA

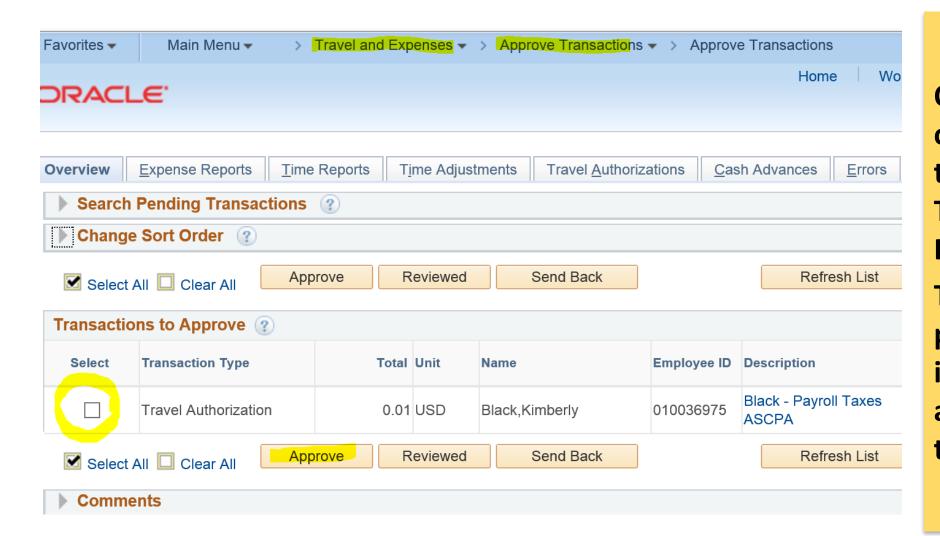




The approvers will have notifications of pending actions in their worklists.

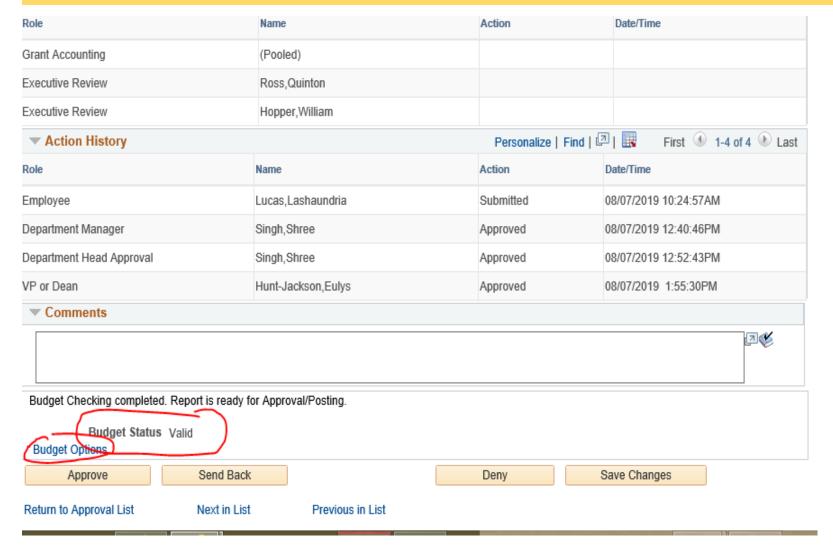
In addition to the worklists, approvers will receive pending action notifications via email.





Or the approver can access through the Travel and Expense menu. This menu provides all items pending approval similar to the worklist.





Once the TA is selected from the worklist or approval list, approver may notice that the approval tab is grayed in. The first approver of the TA must BUDGFT CHECK the TA. If the status says Valid, then the TA has already been budget checked.



ommitment Control

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status Valid

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0000396544

Commitment Control Tran Date 08/07/2019

Override Transaction

Budget Check

0

Go to Transaction Exceptions

OK

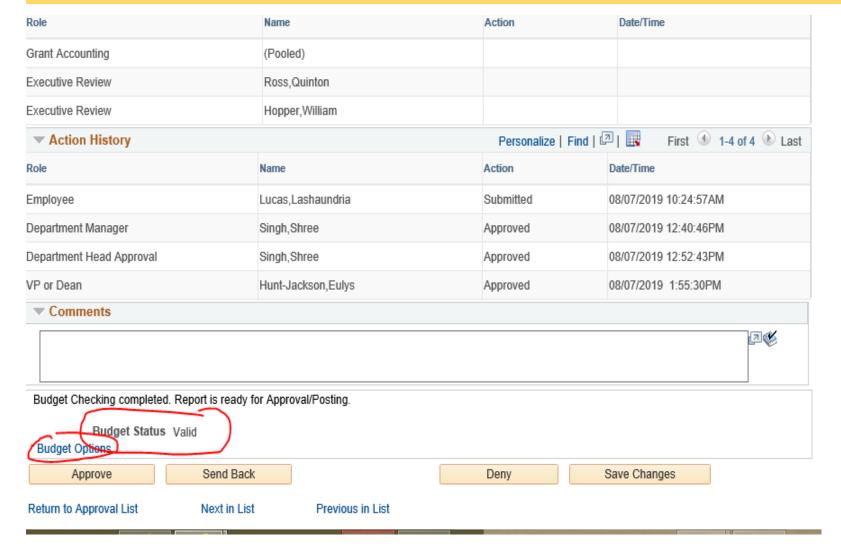
Cancel

Go To Activity Log

Once the approver selects budget check, the system will indicate the budget status. In this case, the budget is valid and an encumbrance is created.

Reminder that the TA has not been approved yet, so the approver must return to the main page and approve.





Notice now how the budget status is valid and the approve button can be selected.

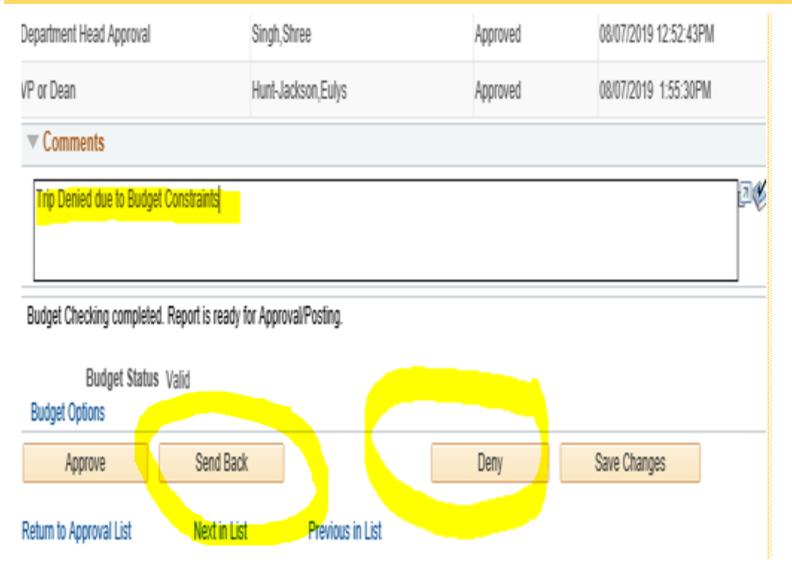
Also note that in addition to approve there are two additional options:

Send Back – this allows the approver to send TA back to the traveler to make changes. The TA will be able to be resubmitted back to the approver.

Deny – this allows the approver to send the TA back to preparer; however the transactions becomes void and the traveler will not be able to modify or resubmit the TA.



Send Back/Deny TA



In order to deny or send back the TA a reason for the denial must be typed in to the comment field.



What is a Cash Advance(CA)?

The online CA is the method for requesting funds for a trip that is to be taken in the future.

Items to note about CA's:

- Online CA's are ONLY applicable for those cash advances that are payable to the employee.
- Cash advances to vendors, such as hotel CANNOT be processed through this module.
- ➤ Hotel and registration prepayments MUST be processed via requisition.



What is a Cash Advance(CA)?

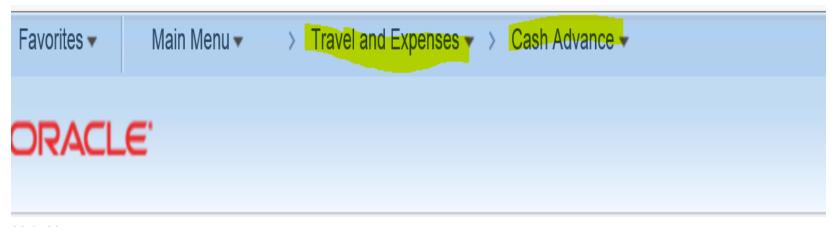
- Funds CANNOT be advanced for in-state per diem. Per diem must be requested upon return from trip.
- ➤ Three (3) workdays after completion of the trip a reconciliation of all receipts for cash advance expenses must be submitted to Accounts Payable.
- Accounts Payable will review the trip reconciliation and receipts. If the traveler spent less than the amount advanced, the difference should be deposited with the Bursar and deposit receipt submitted to Accounts Payable.
- ➤ If the traveler spent more than the advance amount, the difference can be reimbursed to the traveler through submission of an expense report.



Creating/Viewing Cash Advances



Creating or Viewing a CA



Main Menu



Create, modify, print, view or delete a Cash Advance

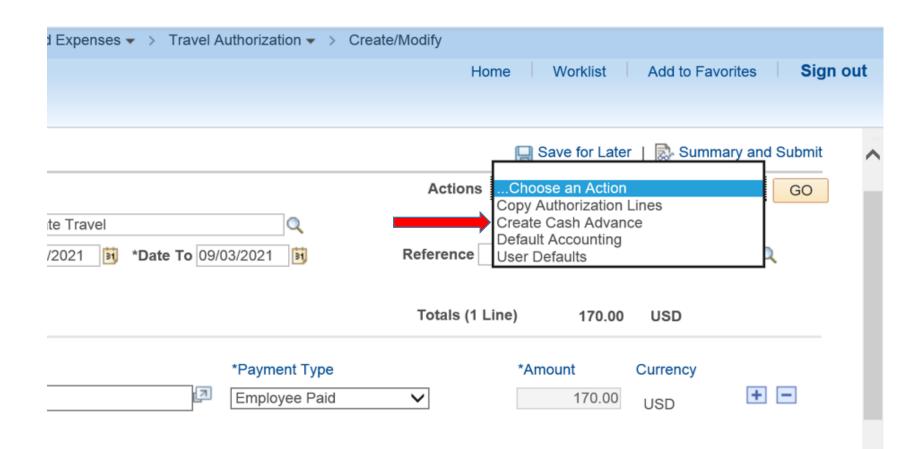




Select
"create/modify
a cash advance"
from the CA
menu.



Creating a CA



Alternatively a cash advance could have been created in the Travel Authorization Screen.



Creating a CA

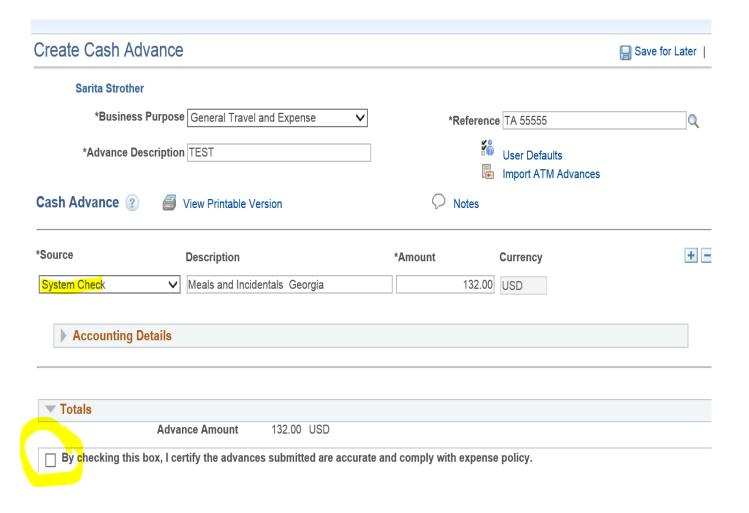
Create Cash	Advance		Save for Later
Sarita Str	other		
*Busi	ness Purpose General Travel and Expense	*Reference TA 55555	Q
*Advano	ce Description TEST	User Defaults	
Cash Advance	? View Printable Version	Import ATM Advances Notes	
*Source	Description	*Amount Currency	+ -
	V	0.00 USD	

Note that the TA associated with the Cash Advance MUST be entered into the reference field.

Also just like TA's Cash Advances have a section to provide notes.



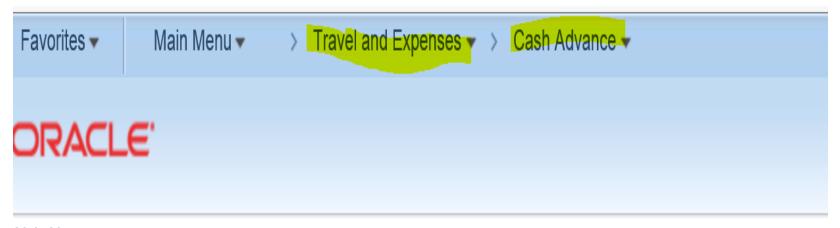
Creating a CA



Also note that the traveler must enter the source (always "system check"), a line description, and dollar amount.

Next to the submit button is an agreement by the employee to follow University Guidelines with respect to cash advances.

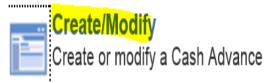




Main Menu



Create, modify, print, view or delete a Cash Advance





Select "view" a cash advance" from the CA menu.



Cash Advance

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

Find an Existing Value



Search by:

Advance ID



Search

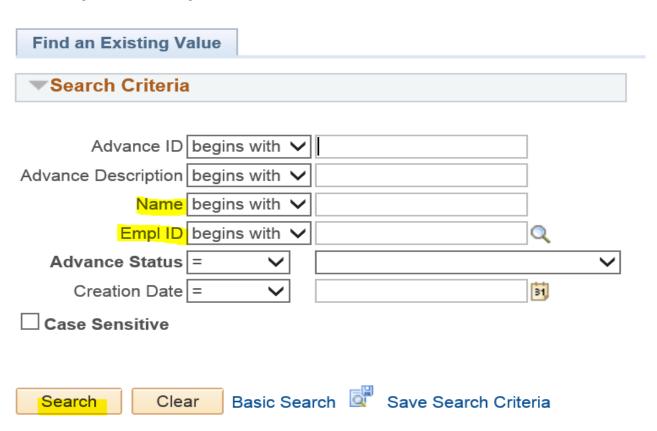
Advanced Search

Select Advanced Search to enter more specific criteria.



Cash Advance

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

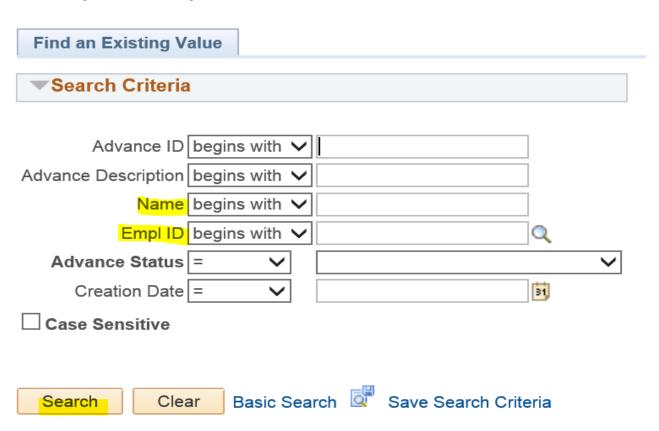


Enter ID or name and select enter.



Cash Advance

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



Enter ID or name and select enter.



Find an Existing Value					
▼Search Criteria					
Advance ID begins with	n 🗸 📗				
Advance Description begins with	test				
Name begins with	n 🗸				
Empl ID begins with	1 🗸		Q		
Advance Status =	/			~	
Creation Date =	/		31		
☐ Case Sensitive					
Search Clear Basic Search Save Search Criteria					
Search Results					
View All			First 🕙	1-3 of 3 Last	
Advance ID Advance Description	Name	Empl ID	Advance Sta	atus Creation Date	
0000100188 test	Hendrick.John	200036935	Pendina	11/01/2012	

Select the appropriate Cash Advance.



View Cash Advance

John Hendrick

Sent Back For Revision By: Grant, Stephanie STALE DATED

Business Purpose General Travel and Expense

Reference TA123

Report 0000100188 Pending

Advance Description test

Accounting Date 11/01/2012

Post State Not Applied

Created 11/01/2012 Willie Carlisle

Last Updated 11/01/2012 Willie Carlisle

User Defaults

Cash Advance ?

View Printable Version

Notes

*Amount Currency

System Check

*Source

test

Description

30.00 USD

Traveler can see the status of the cash advance.



View Cash Advance

John Hendrick

Sent Back For Revision

By: Grant, Stephanie

STALE DATED

Business Purpose General Travel and Expense

Report 0000100188 Pending

Advance Description test

Reference TA123

Accounting Date 11/01/2012

Post State Not Applied

Created 11/01/2012 Willie Carlisle

Last Updated 11/01/2012 Willie Carlisle

User Defaults

Cash Advance ?

Wiew Printable Version

*Source Description *Amount Currency

System Check

✓ test

30.00 USD

The traveler can view the status of a CA at any time. Notice the status of the below CA's.

Pending – requires some action by the traveler before submission.

Submitted – CA has been submitted by the traveler for approval.

In-Process – At least one level of workflow approval has occurred but has not reached final approval stage.

Approved – CA has been approved at all levels.

Denied – CA was denied at one of the approval levels.

Staged – CA has been sent to Accounts Payable for payment.

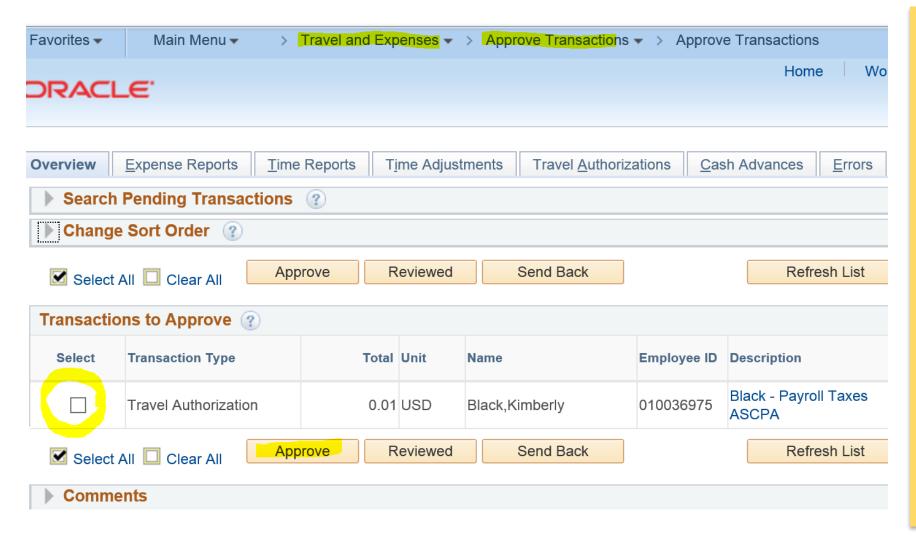
Paid – CA has been sent to Accounts Payable for payment.

Reconciled – CA has been applied against an expense report.



Approve/Send Back/Deny CA





This menu provides all items pending approval similar to the worklist.



Send Back/Deny CA

By: Richardson, Gail

urpose General Travel and Expense

pription Blumen Training in Houston, tx

ng Date 08/15/2018

Trip has already occurred.

Report 0000102054 Denied

Reference 23695

Post State Not Applied

Created 08/15/2018 Lashunda Ware

Last Updated 08/27/2018 Gail Richardson

User Defaults



View Printable Version

Notes

Description

*Amount

Currency

Training inTexas 08/19-22,2018

334.00 USD

Just like with TA, a CA can be either sent back or denied but must have a comment entered. This is an example of a denied Cash Advance.



What is an Expense Report(ER)?

An Expense Report (ER) is the online method for an <u>employee</u> to be reimbursed for out-of-pocket costs related to travel.

Items to note about ER's:

- Represent Actual Expenses: Unlike the TA, ER must be modified to adjust the estimated amounts on the TA to the actual amounts per itemized receipts or actual per diem amounts.
- ➤ TA's should be linked to the ER so that the preparer does not have lines to key only amounts to change.



What is an Expense Report(ER)?

- ➤ <u>Itemized receipts must</u> accompany the ER unless it is an instate per diem ER.
- ➤ Mapquest or a similar distance calculator must accompany mileage ER.
- ➤ Gratuity should be limited to 20%. Anything in excess of 20% will not be reimbursed.
- > Daily meal expenses in excess of the CONUS per diem rate will not be reimbursed.



What is an Expense Report(ER)?

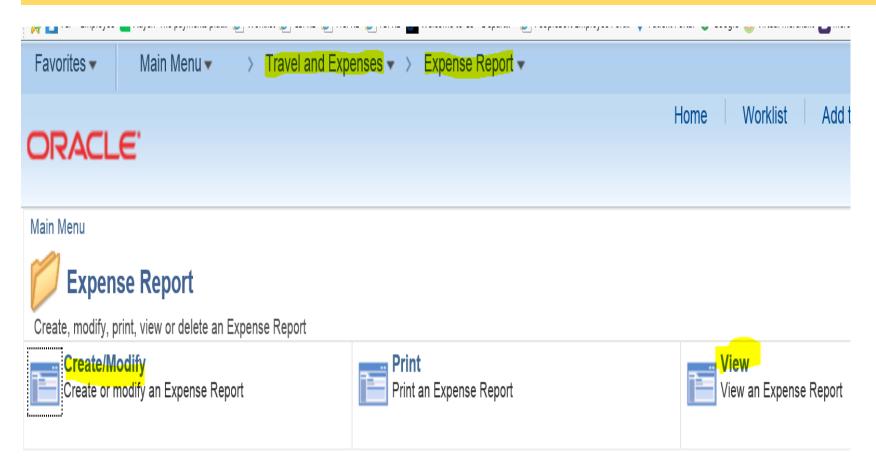
- ➤ Air travel will be reimbursed at the lowest logical standard or discounted rate for the period of business travel.
- ➤ ER are for employees only. Other individuals (for example interview candidate) must go through the requisition process.
- ➤ All ER's along with supporting documentation must be presented to Accounting Office or Grants Accounting.



Creating/Viewing Expense Reports



Creating or Viewing an ER

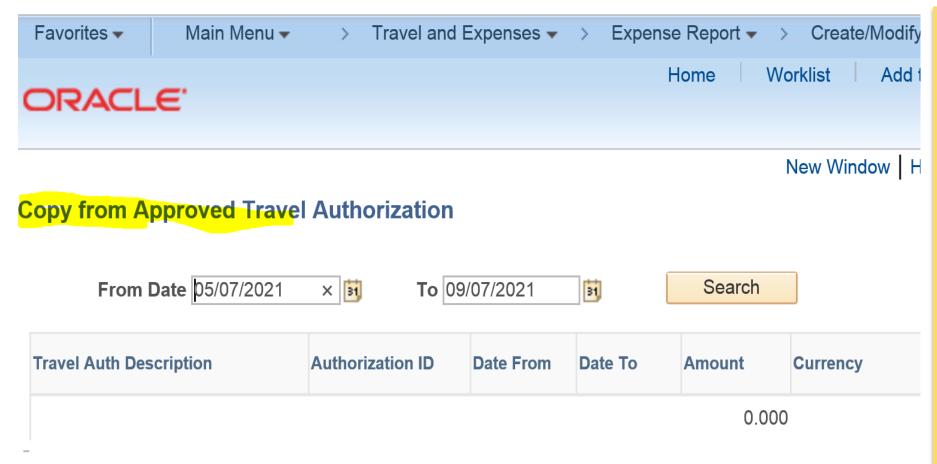


Select
"create/modify
an expense
report" from
the ER menu.



Return

Creating an ER



An ER is to be created from an approved TA. Therefore the option should be to copy from a travel authorization.



View Expense Report Sarita Strother (?) Report 0000207727 Paid Business Purpose General Travel and Expense Authorization ID 0000025426 Report Description Alliance 2019 Conference Reference Expenses ? Expand All | Collapse All *Date *Expense Type *Description *Payment Type Meal Expenses for 2019 Alliance Employee Paid 03/03/2019 Meals 197 characters remaining Airport Parking at Birmingham, AL Employee Paid 03/03/2019 Parking 221 characters remaining

In this example the ER was populated from TA#25426.

As such, all of the applicable lines from the TA were pulled into the ER.



*Description	*Payment Type	*Amount	*Currency
* Meal Expenses for 2019 Alliance 197 characters remaining	Employee Paid	33.06	USD
* Airport Parking at Birmingham, AL 221 characters remaining	Employee Paid	40.00	USD
* Round Trip Mileage from ASU to the 196 characters remaining	Employee Paid	111.36	USD

The traveler must change each line to reflect the actual expenses incurred, rather than the estimated that was included on the TA.



*Date	*Expense Type		*De	scrip
09/01/2021	In-State Per Diem	~	* TES	ST
*Billing Type Faculty/Staff Domestic			250	cha H
*Originating Location		Q		∷
*Location	In-State Travel	Q		
*Start Time (HH:MI)	12:00AM *End Time (HH:MI) 11:59PM	?	į.	
•	Accounting Details ②			

Notice for per diem expenses, the traveler selects the applicable per diem type. If Instate per diem is selected, notice that it requires the times of travel to be input.



Cash Advances Applied 0.00 USD

Amount Due to Employee

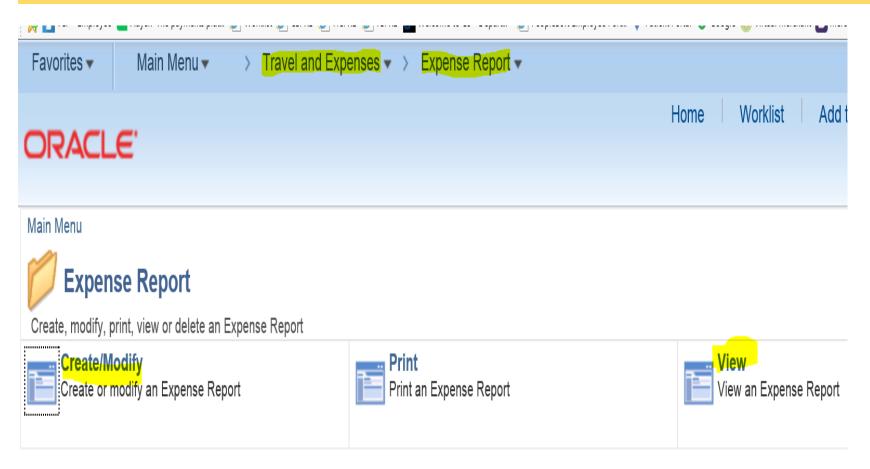


By checking this box, I certify the expenses submitted

Submit Expense Report

Check box and select submit to submit expense report to the approver.



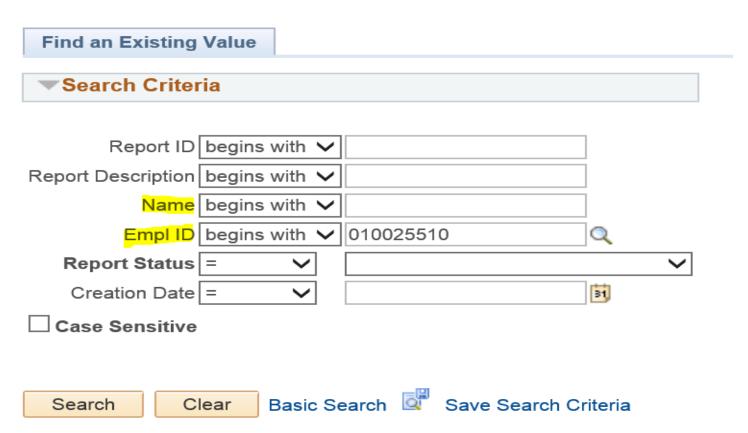


Select "view an expense report" from the ER menu.



Expense Report

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



Enter employee ID or name and select search.



Search Results

View All First 1-11 of 11 Las				f 11 🕦 Last	
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000208921	ASCPA Dues - Strother	Strother,Sarita	010025510	Paid	05/21/2021
0000208787	ASCPA Dues	Strother, Sarita	010025510	Paid	06/25/2020
0000208060	ASCPA Dues - S. Strother	Strother,Sarita	010025510	Paid	07/01/2019
0000207727	Alliance 2019 Conference	Strother,Sarita	010025510	Paid	03/08/2019
0000206943	ASCPA Dues	Strother, Sarita	010025510	Paid	05/30/2018
0000205730	ASCPA Dues	Strother, Sarita	010025510	Paid	05/01/2017
0000004880	ACCOA Duce 2016	Strathar Sarita	010025510	Daid	UE/U3/3U1E

Select the appropriate ER.



New wind

View Expense Report

Sarita Strother

Business Purpose General Travel and Expense

Description Alliance 2019 Conference

Reference

Report 0000207727 Paid

Created 03/08/2019 Sarita Strother

Last Updated 03/26/2019 Alondrea Pritchett

Post State Posted

Totals ?



View Printable Version

W View Analytics



Notes

Employee Expenses (6 Lines)

275.13 USD

Non-Reimbursable Expenses

0.00 USD

Cash Advances Applied

0.00 USD

Prepaid Expenses

0.00 USD

Amount Due to Employee

275.13 USD

Amount Due to Supplier

Review the details and status of the ER.



New win

View Expense Report

Sarita Strother

Business Purpose General Travel and Expense

Description Alliance 2019 Conference

Reference

Report 0000207727 Paid

Created 03/08/2019 Sarita Strother

Last Updated 03/26/2019 Alondrea Pritchett

Post State Posted

Totals ?







Employee Expenses (6 Lines)275.13 USDNon-Reimbursable Expenses0.00 USD

Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD

Amount Due to Employee

275.13 USD

Amount Due to Supplier

The traveler can view the status of a ER at any time. Notice the status of the below ER's.

Pending – requires some action by the traveler before submission.

Submitted – ER has been submitted by the traveler for approval.

In-Process – At least one level of workflow approval has occurred but has not reached final approval stage.

Approved – ER has been approved at all levels.

Denied – ER was denied at one of the approval levels.

Staged – ER has been sent to Accounts Payable for payment.

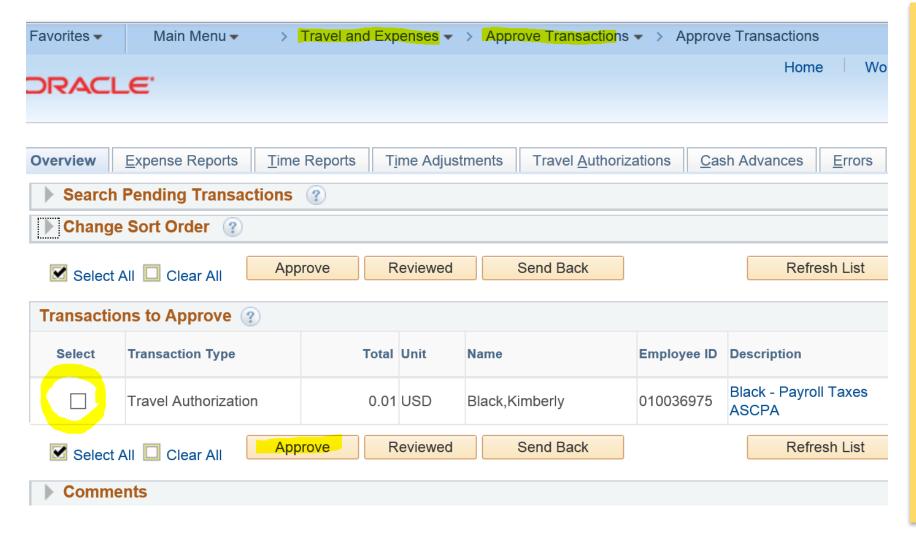
Paid – ER has been sent to Accounts Payable for payment.



Approve/Send Back/Deny ER



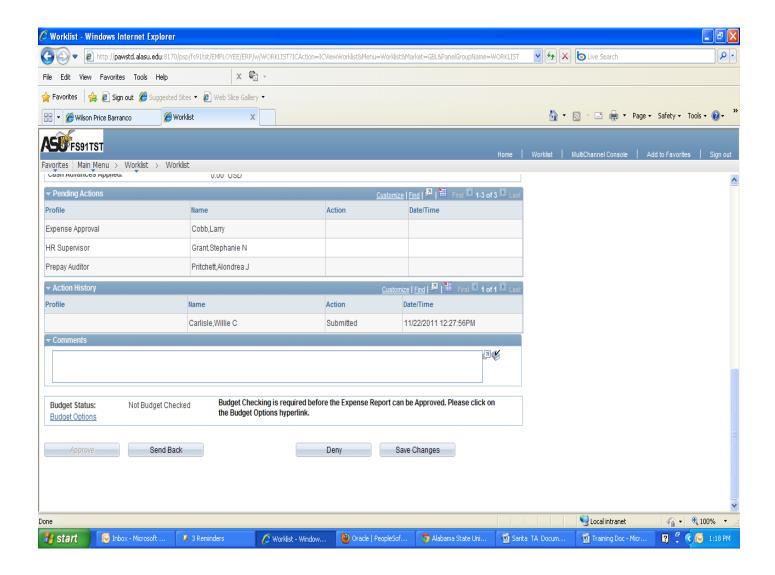
Approving ER



This menu provides all items pending approval similar to the worklist.



Approving ER



Just like with TA's and CA's, as the traveler submits an ER, it routes to the immediate supervisor for approval.

The supervisor
MUST budget check
the expense report
prior to approval –
notice the approval
tab is grayed in.



Contacts

➤ Call Accounting Services — Lisa Shipman 229-8392 for questions related to General Fund travel.

Call Grants and Contracts Accounting – Camera Hinton

➤ 229-4733 for questions related to Grant/Agency Fund travel.