University of Missouri

Travel & Expense System FAQ

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Travel & Expense (T&E) System FAQ

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GENERAL QUESTIONS

Roles and Responsibilities

What are the different roles in the T&E System and per University policies?

Administrative Approver –

If the deduction for a meal is a percentage (i.e. 25%), does that mean it will always deduct 25% of the per diem amount (i.e. $42.00 x 25% = $10.50)?

No, if your first and/or last day of domestic travel is less than 12 hours the per diem is based on your hours in travel states.

Scenario: You leave for a conference at 3:00 p.m. and dinner is provided at the conference. Your per diem allowance is $21.00 because you were in travel status between 8 and 12 hours (3:00pm – midnight).

Since Dinner was provided at the conference, you will click the Dinner checkbox on the per diem deduction page. This will reduce your per diem allowance by 50% or $10.50. So your per diem allowance for this day would be $10.50 ($21.00 – $10.50 = $10.50).

If the Traveler is out of town for 2 weeks, is per diem allowed for the weekend?

Yes, per diem is allowed on weekends if the traveler is considered on travel status for the University.

Business Meals

How do I account for per diem if one of my meals is considered a business meal?

Scenario: An employee left the office at 5 p.m. to travel to St. Louis for a business meal (dinner). The employee

Transportation

I am planning a one-week business trip; am I still required to submit a cost

TRAVEL & EXPENSE SYSTEM QUESTIONS - TRAVELER

General

Where does the Traveler go to enter travel expenses?

The Travel and Expenses (T&E) module of PeopleSoft Financials is located at https://fsprd.umsystem.edu

Login using your SSO ID & password (what you use for email). Once you are logged on, navigate to: Employee Self-Service > Travel and Expense Center > Expense Report > Create

A link to Travel and Expenses is also available at the following locations:

UM Web Applications: https://webapps.umsystem.edu/
Controller's Office: http://www.umsystem.edu/ums/fa/controller/
Campus Accounting Office websites
MyHR: https://myhr.umsystem.edu

Locations

In an expense report, do you have to complete the Default Location field in the General Information section of an expense report or travel authorization?

No, however if you do complete this field it will populate on expense types that require a location.

Do you need to enter the location on the expense line when it's different than the default location?

Yes. This is especially important for rates driven by location (e.g., per diem).

What is the process if the default location is not in the list on the expense report?

Travelers should contact their campus accounting office to request the location be added.

Entry Delegate

How does a Traveler set up a delegate for entering and submitting travel expenses?

An Entry Delegate can be established in the T&E module of PeopleSoft Financials. Please refer to the

As a Traveler, if I have an Entry Delegate enter my travel expenses, can I still submit the expense report, or does the Entry Delegate have to do this?

Both the Traveler and the Entry Delegate have the ability to “enter” and “submit” expenses. All Entry Delegates submitting travel expenses

File types that are explicitly rejected are those that refer to neither an image nor to a document, but instead an executable file, a compressed file, a script, or source code of a webpage. Including, but not limited to:

- .bat
- .exe
- .com
- .pif
- .cmd
- .js
- .vbs
- .zip
- .dll
- .sit
- .htm
- .html

Other

How should an employee pay for a local business meal? Can this reimbursement be made through T&E?

Business meals eaten in town can be entered into T&E to request reimbursement.

If a University student who is also an employee travels, how should their travel reimbursement be processed?

If the student travels on University business in their capacity as an employee, this is processed through T&E. Otherwise, the travel expenses should be processed using a Non-Employee Travel Reimbursement form.

How often will My Wallet transactions be uploaded into T&E? How long do transactions stay in My Wallet?

My Wallet transactions are uploaded nightly to T&E. My Wallet transactions are kept indefinitely until they are used on an Expense Report or deleted by the user. If My Wallet transactions are not used on an Expense Report after 30 days, the employee will be notified of the outstanding item(s). The notification will continue until they are either used on an Expense Report or deleted from My Wallet.

Can you create one template under a user and utilize it for different travelers or do you have to create a template for each person?

Templates are only available for the traveler that created it.

Will the T&E system let you use funding from different business units?

Yes.

Why does it say "pooled" under the name for the Fiscal Reviewer?

For the Fiscal Reviewer approval, the ER is sent to a pool of potential approvers. Because of this the ER will show (Pooled) for the Fiscal Reviewer until the report is approved. Once the Fiscal Reviewer approval is complete, the name of the individual who approved the ER will appear under the Action History section.

What type of expenses or situations are flagged for prepay audit?

Expense Reports flagged to route to prepay audit are selected at random.

TRAVEL & EXPENSE SYSTEM QUESTIONS - APPROVER

General

If a Project Manager or Fiscal Approver has not approved an expense report, will an email reminder be sent to them?

No, however the traveler may monitor their reimbursement request and may follow up with the approver if necessary.

If an error is not detected by the fiscal approver that approved it, what can other fiscal approvers do?

If a charge posted to an incorrect chartfield string, a Correcting Entry can be done to move the expense.

I set up a Fiscal Approver in MIS Web Apps: PS Authorization this morning so why didn't the ER route to them for approval?

T&E Fiscal Approvers need to be set up in MIS Web Apps: PS Authorization one day before new ERs will route to them. Moving T&E Fiscal Approvers from MIS Web Apps: PS Authorization to PeopleSoft T&E is done nightly.

The ER I'm approving is split funded. Who is allowed to approve each line?

This depends on how the ER is split funded.

Scenario:
Approver A – authorized for DeptID A
Approver B – authorized for DeptID B

If the ER is split funded, and the funding used on the individual lines need to be approved by different approvers, they will need to approve their lines.

For example:
ER Line 1 – Charged to DeptID A Will

Delegate

GRANT-RELATED QUESTIONS

Delegation of Authority

Are there any changes to the <u>process</u> for Delegation of Authority?

No. The Principal Investigator (PI) must complete a Delegation of Authority form to delegate authorization to approve any expenditure on a project. The PI may delegate authority to another individual other than the original delegate by adding

Does the Approver Delegation affect other approvals within PeopleSoft?

Yes, assigning an Approver Delegate in PeopleSoft will also affect ePro/Show-Me Shop. By designating an Approver Delegate, transactions that you would normally approve in both ePro/Show-Me Shop and T&E will route to your Approver Delegate.

If the traveler is the PI on a grant can he/she also be the Fiscal Approver?

No. The PI can enter his/her own travel ensuring allowability per A-21 and/or sponsor guidelines, as well as, completeness on the grant. However, a different person must approve as the Fiscal Approver. Per BPM 505, an employee cannot approve his or her own travel.

Other

If the per diem on a grant is more restrictive than the University's reimbursement, what rate do I receive and how is this reflected in T&E?

University policy does not allow units to be more restrictive, unless required by an outside entity. The more restrictive requirements apply. In this case, if a grant does not allow the $42 per diem, the Traveler would reflect the difference between the University's per diem and the allowable amount by entering an expense adjustment (Expense Type: Exp Adj – Outside Agency). This can be shown in total for all meals for the travel reimbursement period.

Same example as above, but the grant allows a higher per diem than the University's rate. What rate do I receive and how is this reflected in T&E?

As noted above, the "more" restricted rate applies, which in this case would be the University's. In this example, the Traveler will receive the University's per diem rate which would be assigned through T&E.