# Table of Contents

Create Expense Report ........................................................................................................................................ 2

Approval via Module ............................................................................................................................................. 30

Send Back via Module ........................................................................................................................................ 34

Approval via Email ............................................................................................................................................. 39

Send Back via Email ............................................................................................................................................. 42
Create Expense Report

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a. Begin by Navigating to ‘Employee Self Service’.</td>
</tr>
</tbody>
</table>

![Navigation to Employee Self Service](image1)

b. Next Select ‘Travel and Expense Center’

![Selection of Travel and Expense Center](image2)
c. Click the ‘Create’ Link under Expense Report

<table>
<thead>
<tr>
<th>Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find an Existing Value</td>
</tr>
<tr>
<td>Empl ID:</td>
</tr>
<tr>
<td>Add</td>
</tr>
</tbody>
</table>

Enter Employee ID in the ‘Empl ID’ field and select ‘Add’. Or click on the  to view the list of employees that the user is proxy to.

3. Under ‘Quick Start’ - ‘A Blank Report’ option will be selected by default. ‘A Travel Authorization’ and ‘An Existing Report’ – additional options are explained in later steps.

4. **Choosing a Location with CONUS/OCONUS**

CONUS and OCONUS locations are set up as:

**US Locations** (All US states excluding Alaska and Hawaii) – entered as the 2 digit state code followed by a comma and the city/county. *Note: For US locations if the specified city is not included, then choose the county that the travel took place in.*
**International Locations** (All Non US locations including Alaska and Hawaii) - entered as the 3 digit country code followed by a comma and the city/other. Note: Other is used for international locations that are not listed for the specified country. Note: Alaska and Hawaii will still use the 2 digit state code.

When choosing the location Look up, change the “Search by:” drop down to Description. This will allow for searching by the 2 digit state abbreviation and city/county or the 3 digit country abbreviation and city/other.

If searching for Dallas, Texas. Enter the 2 digit state abbreviation TX followed by part, or all of the city.
A. Enter ‘Description’ – identifying information for the Expense Report such as location and date of travel, for ex: ‘Boulder, CO 11/23 –26 2015’ and anything relevant to the department.

B. Select appropriate ‘Business Purpose’ from the list of values.

C. Select appropriate ‘Default Location’ from the search lookup for valid values. This value will default as the location for all expense lines. **UKANS** will use CONUS locations beginning January 1st 2015. This will allow users to choose the specific location (City, State).
KURES will continue to use In-State, Out-of-state, International

*Note: The default location should be the original travel destination.*

D. Enter ‘Comment’ for any additional information. This must include the departure and arrival times, meals that are included in the registration, personal time taken, total estimated cost, expenses on Pcard, etc.

E. Enter the ‘Date Receipts Received’ when the traveler has submitted all receipts for expense report.

F. Enter ‘Departure Date’. This can be entered directly or by choosing the calendar icon and selecting the date travel began.

![Calendar](image)

G. Enter ‘Departure Time’ by selecting the 🕒 to choose the hour of departure time.

![Time](image)

H. Enter ‘Departure Time’ by selecting the 🕒 to choose the minute of departure. Please note, the minutes are in increments of 1 minute and is followed by AM or PM.
I. Use the reference number for the Travel Authorization number when one has been created.

J. Next Click on the ‘Accounting Defaults’ link.

6. A. ‘UKANS’ will default in GL Unit field from the employee profile.
   - Select ‘UKANS’ or ‘KURES’ in the GL Unit field depending on which business unit will be reimbursing the travel expenses. Changing the GL Unit must be made by using the . Then choose the GL Unit and tab out to update.
   - This will also be used to ensure that all individual expense lines are charged to the same business unit.
   - KU travel and expense business process does not allow individual expense lines to be split across different business units.

B. ‘Dept’ will default from the employee profile. Change it if necessary.
C. If the travel is on behalf of a project, select the 'search glass’ for the SpeedChart Key field. If the travel is not on behalf of a project, enter the information manually.

Look Up SpeedChart Key

Search by: SpeedChart Key begins with 0063

Look Up Cancel Advanced Lookup

Search Results

View 100
First 1-2 of 2 Last

<table>
<thead>
<tr>
<th>SpeedChart Key</th>
<th>Description</th>
<th>SetID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0063733</td>
<td>Enhancement of Welded Steel BrUKANS</td>
<td></td>
</tr>
<tr>
<td>0063786</td>
<td>Construction of Crack-free Con</td>
<td></td>
</tr>
</tbody>
</table>

D. Next enter the first few beginning characters of the project id to search for the SpeedChart key values defined. Select the SpeedChart Key applicable. On selecting the SpeedChart Key value, it will populate the Dept ID, Fund Code, Budget Ref, PC Business Unit, Project ID and Activity ID as displayed below.

Accounting Summary

<table>
<thead>
<tr>
<th>%</th>
<th>&quot;GL Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Budget Ref</th>
<th>CF1</th>
<th>Program</th>
<th>PC Bus Unit</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00</td>
<td>UKANS</td>
<td>718</td>
<td>2983000</td>
<td>2016</td>
<td>UKANS</td>
<td>KAN0063733</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. If the travel is not on behalf of the project, then enter appropriate ‘Fund’. ‘BudRef’ will default based on travel dates.

Accounting Summary

<table>
<thead>
<tr>
<th>%</th>
<th>&quot;GL Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Bud Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00</td>
<td>UKANS</td>
<td>099</td>
<td>1510000</td>
<td>2016</td>
</tr>
</tbody>
</table>

F. Click on ‘OK’ to go back to the expense report entry page.
7. Next select ‘Expense Type’.

8. A. Select ‘Expense Type’ example PARKING PRIVATE VEHICLE.
B. Enter the ‘Expense Date’ on which this was incurred.
C. Currency and Payment Type will default. Please note that the online currency conversion feature is nonfunctioning.
D. Billing Type will be used to indicate In State, Out of State, or International instead of expense types. Please choose the one that applies. This will be automatically filled based on the Default Location entered.
E. Click on the ‘Detail’ hyperlink.

9.
Entering Regular Expenses

‘*’ identifies that additional information is required to be filled out. Additional information displayed on the Detail page will vary based on the expense type.

1. Enter ‘Expense Date’ for this expense type.
2. Select the correct ‘Billing Type’ based on the location of this expense. Note: these include In State, Out of State, International.
3. Select the proper ‘Location’ for the expense type. Note: This value should be determined based on where the traveler ended up at the end of the day. KURES will continue to use In State, Out of State, and International.
4. Enter an appropriate ‘Description’ of the expense.
5. Populate the correct reimbursement amount in the ‘Amount Spent’ field.
6. You may choose to check expense lines for errors as you go by selecting the ‘Check Expense for Errors’. If there are errors, the fields that need attention will be highlighted in red. We do not have any errors for this example.
10. **Entering Mileage**

   A. Enter the ‘Expense Date’ on which the expense was incurred.
   B. Select the correct Billing Type (In State, Out of State, or International) based on the location of your expense.
   C. Enter the amount of miles traveled.
   D. Select the proper ‘Location’ for the expense type. *Note: This value should be determined based on where the traveler ended up at the end of the day*. KURES will continue to use In State, Out of State, and International.
   E. Enter the ‘Description’ to identify the origin and destination for travel.
   F. Click the refresh button to populate the Amount Spent based on the mileage rate defined.
   G. Next click ‘Return to Expense Report’ link.
11. **Entering Hotel or Lodging**

A. Enter the ‘Expense Date’ on which this was incurred.
B. Select the correct Billing Type (In State, Out of State, or International) based on the location of your expense.
C. Enter the total ‘Number of Nights’ spent at the location.
D. Enter ‘Non-Preferred’ Merchant used for lodging. *Ex. Marriott.*
E. Select the proper ‘Location’ for the expense type. *Note: This value should be determined based on where the traveler ended up at the end of the day. KURES will continue to use In State, Out of State, and International.*
F. Enter ‘Description’ explaining the lodging.
G. Enter the ‘Amount Spent’. *(Note: when expense report is created by copying from a Travel Auth, the amount spent will still need to be entered. Travel Authorization only provides an approval up to the defined limits, however actual*
expenses incurred and that can be substantiated by the lodging receipt will need to be entered.)

H. If the ‘Amount Spent’ entered is more than the lodging limits defined as per the travel policy, Exception Comments for the location amount will have to be entered for explanation.

```
Exception Comments
Location Amount: 
```

I. Next click ‘Return to Expense Report’ link.

12. Entering Meals and Incidentals

The rates for these expense amounts will auto populate and are defined based on the KU travel policy.

a. Enter the ‘Expense Date’ on which the expense was incurred.

b. Select the correct Billing Type (In State, Out of State, or International) based on the location of your expense.

c. ‘Start Time’ and ‘End Time’. This time will be used to calculate the total amount of per diem for each day, based on quarters. In most cases, this will only be used on arrival and departure days, as most days will include the full amount of
per diem. These times should generally match the Departure/Return time on the front page. *Note: Reductions for Meals included should not be entered here, see below “G”.*

d. Select the proper ‘Location’ for the expense type. This value will calculate the total amount of daily per diem, and varies by location. *Note: This value should be determined based on where the traveler ended up at the end of the day.* KURES will continue to use In State, Out of State, and International.

e. Enter a relevant ‘Description’ of the expense.

f. ‘Amount Spent’ will be defaulted based on the per diem rates defined in accordance with the KU travel policy. *Note: When an expense report is created by copying from a Travel Authorization, per diem amounts will be copied over.*

g. To remove per diem for meals provided, click the ‘Per Diem Deductions’ link towards the bottom of the page. See step directly below for more info.

---

<table>
<thead>
<tr>
<th>13.</th>
<th>After clicking the ‘Per Diem Deductions’ link, follow these steps to adjust per diem for meals provided.</th>
</tr>
</thead>
</table>

### Create Expense Report

#### Per Diem Deductions

![Per Diem Deductions](image)

**Reducing Per Diem for meals provided**

A. Click the checkbox next to the meal that you would like to deduct for. For example if lunch was provided, check the ‘Lunch Deduction’ flag and 35% of the per diem will be deducted. *Note: This can be one or two deductions, but all meals may not be deducted, as this will result in $0 payment.*

B. Click ‘OK’ once finished.

C. Per diem has been reduced from $59 to $38.35 (35%).
14. ADD ROWS
   a. To add additional rows of expense, click the ‘+’ button to the right of the last expense type. Following pop up window will be displayed.

   ![Enter number of rows to add]

   Enter number of rows to add

   OK  Cancel

   b. Enter the desired number of rows to be added and hit OK.
   c. For example, we will add 1 new row.

15. DELETE ROWS
   To delete any expense lines entered, select the check box for the expense row as displayed below and the select ‘Delete Selected’ button. You can select multiple rows to be deleted together.

   ![Select and Delete Selected]

   On selecting the ‘Delete Selected’ button, following delete confirmation screen will be displayed.

   Create Expense Report
   Delete Confirmation

   Steven Moore  Report ID:  0000001234

   You have selected one or more expense lines to delete. To continue and delete the expense lines, press OK; otherwise, press Cancel.

   OK  Cancel

   Click OK to confirm the deletion of the selected rows. Selected row is now deleted.
COPY ROWS

To copy the daily expenses, for example, lodging and per diem lunch expenses to remaining travel days, ‘copy’ feature is the quickest way to expedite the entry of these additional lines.

a. Select the check box for expense types you would like to copy to additional days and then select ‘Copy Selected’ button as displayed.

b. On selecting the ‘Copy Selected’ button following page is displayed.

c. You can copy selected expenses to one specific day by selecting the ‘Copy to One Date’ option or you can copy to multiple days by selecting the ‘Copy to Range of Dates’ option. Please select the correct option for the copy function to work.

d. If you select ‘Copy to Range of Dates’ option then enter the ‘from date’ and ‘to date’ to copy the selected expenses for all days in the range as shown below.
e. Click ‘OK’.
f. You will notice that expenses have been copied for 2 additional days.

17. CHECK FOR ERRORS
Once all the expenses for a day of travel have been entered, next select ‘Check for Errors’ button.
Expenses in error will be highlighted with a red flag as displayed below.

Click on the red flag or on the ‘Detail’ link to correct the errors.
On the Detail page, the fields in error that need attention will be highlighted in red with explanation as displayed below. Enter appropriate value in the highlighted fields to correct the errors.

To correct the above error, select ‘Per Diem Range’ field value of ‘0-1 Days’ and then click the refresh button.
Next click the ‘Check Expense For Errors’ button. This will revalidate the expense type detail entered for this row.
Now click the ‘Return to Expense Report’.

18. Repeat step 12 for all expense types that are marked in error. Finally select the ‘Check for Errors’ button to validate all the expense types.

19. SAVE or SUBMIT
You have two choices once you have completed data entry for all expenses.
1) The ‘Save for Later’ button allows you to save your work. If you choose this option, you may open this report at a later time and edit or add additional expenses. Your report will not be submitted for approval or reimbursement. You have successfully saved your expense report.

2) The ‘Submit’ button will accept your expenses. Your department manager will receive an e-mail advising the report is in their work list awaiting review and approval. You will need to click ‘OK’ on the confirmation screen to complete the submission of expense report for approval. You have successfully submitted your expense report.

3) Once the report is submitted for approval, an overview page will be displayed indicating submission is in process. An email notification will be generated to let the department manager know that this report is ready for review and approval.

20. PRINT BARCODE RECEIPT FORM
   a. To scan the receipts into ImageNow you will need to generate a receipt barcode form.
   b. Click the ‘Printable View’ link on the expense report page.
   c. If the barcode does not display, your PC may need barcode fonts to be installed.
   d. Once the barcode font is installed, navigate to Employee Self Service > Travel and Expense Center > Expense Reports > Print
   e. Select ‘Expense Receipts’ tab at the top of the page.
   f. The page displayed has your report number on it as a barcode. Please note the left menu must be minimized to print the barcode.
   g. To submit the paper receipts, print the ‘Expense Receipt’ barcode form. This must be the first page to be scanned followed by the receipts to be scanned using MFD’s.
   h. On MFD’s login to the printer and select ‘T&E UKANS’ or ‘T&E UKANS’ buttons depending on where the expenses are being reimbursed.

21. OVERRIDE ACCOUNTING DETAILS for individual expenses

   NOTE: KU travel and expense business process does not allow individual expense lines to be split across different business units. Individual expenses should be charged to the same business unit entered in the accounting defaults section. (refer to step 5).

   a. Enter Expense and additional required details as explained in STEP 7 above.
b. To change the accounting details for an expense line you will select ‘Accounting Detail’ link as displayed above and the following screen will be displayed.

c. Chartfields at expense line level will default from the ‘Accounting Defaults’ setup on the expense report entry page. These Chartfield values can be changed as desired. For example to charge the expense line to a different dept or a project.

d. If the travel is on behalf of a project, select the search glass ‘search glass’ for the SpeedChart Key field.
Next enter the first few beginning characters of the project id to search for the SpeedChart key values defined. Select the SpeedChart Key applicable. On selecting the SpeedChart Key value, it will populate the Dept ID, Fund Code, Budget Ref, PC Business Unit, Project ID and Activity ID as displayed below.

e. Click on ‘OK’ to go back to the expense line detail page.
f. Next click on ‘Return to Expense Report’ link.

22. SPLITTING expenses across multiple Departments

NOTE: KU travel and expense business process does not allow individual expense lines to be split across different business units. Individual expenses should be charged to the same business unit entered in the accounting defaults section. (refer to step 5).

You can split the expense amount charged for a particular expense type across multiple departments.

a. Enter Expense and additional required details.
b. To change the accounting details for an expense line you will select ‘Accounting Detail’ link as displayed above and the following screen will be displayed.

c. Chartfields at expense line level will default from the ‘Accounting Defaults’ setup on the expense report entry page. These Chartfield values can be changed as desired. For example to charge the expense line to a different dept or a project.

d. Select ‘Add Chartfield Line’ to add a row to split the amount.
e. Enter the amount to be split on line 2 and then adjust the amount back on line 1 to match the total expense amount.

<table>
<thead>
<tr>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Bud Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>59.00</td>
<td>UKANS</td>
<td>125280</td>
<td>099</td>
<td>151000</td>
<td>2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Bud Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>39.00</td>
<td>UKANS</td>
<td>125280</td>
<td>099</td>
<td>151000</td>
<td>2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Bud Ref</th>
<th>CF1</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.00</td>
<td>UKANS</td>
<td>125280</td>
<td>700</td>
<td>151050</td>
<td>2016</td>
<td></td>
</tr>
</tbody>
</table>

f. Next update the chartfield values as appropriate on this new distribution line. You will need to enter Dept ID, Fund Code and Bud Ref field values.

g. You have now successfully split the expense distribution across two departments.

h. Click on ‘OK’ to go back to the expense line detail page

i. Next click on ‘Return to Expense Report’ link.

23. SPLITTING expenses across multiple KURES or UKANS PROJECTS

NOTE: KU travel and expense business process does not allow individual expense lines to be split across different business units. Individual expenses should be charged to the same business unit entered in the accounting defaults section. (refer to step 5).

a. Enter Expense and additional required details as explained in STEP 7 above.
b. To change the accounting details for an expense line you will select ‘Accounting Detail’ link as displayed above and the following screen will be displayed.

c. Chartfields at expense line level will default from the ‘Accounting Defaults’ setup on the expense report entry page, as explained in step 5. These Chartfield values can be changed as desired.

d. Select the ‘search glass’ for the SpeedChart Key field.
Next enter the first few beginning characters of the project id to search for the SpeedChart key values defined. Select the SpeedChart Key applicable. On selecting the SpeedChart Key value, it will populate the Dept ID, Fund Code, Budget Ref, PC Business Unit, Project ID and Activity ID as displayed below.

e. Select ‘Add Chartfield Line’ to add a row to split the amount.

f. Enter the amount to be split on line 2 and then adjust the amount back on line 1 to match the total expense amount.

g. Next update the chartfield values as appropriate on this new distribution line. You will need to select PB Bus Unit, Project ID, Activity ID, Fund Code, Dept ID and Bud Ref fields values.
h. You have now successfully split the expense distribution across two project’s.
i. Click on ‘OK’ to go back to the expense line detail page.
j. Next click on ‘Return to Expense Report’ link.

24. COPY FROM TRAVEL AUTHORIZATION
KU Business Process REQUIRES all Out-of-State or International travel expenses to be created from an approved Travel Authorization. This is the most efficient and error free process of creating expense reports. Also, if a KURES Cash Advance is created regardless of location, a Travel Authorization must be completed.
Repeat Steps 1 and 2 above.
Select ‘A Travel Authorization’ in the Quick Start field as displayed below and click ‘Go’

25. It will display a list of all approved Travel Authorizations.
You can change the ‘From Date’ and ‘To Date’ value and click ‘Search’ to review all available and approved travel authorizations that have been budget checked. If the travel authorization is not budget checked, then it will give you an error message when selected to create an expense report.

Once a travel authorization is attached to an expense report, it is no longer available. Only one travel authorization can be used to create an expense report.

Now click the ‘Select’ against the desired travel authorization to be used for creating the expense report.

All the Expense lines and their chartfield distribution information from the travel Authorization will now be copied over into the Expense Report. You can review the copied information and edit individual expense lines for changes as explained above. You can add additional expense lines, if needed as explained above.

Travel Authorization ID is now displayed in the Expense Report Entry page.

26. APPLYING A CASH ADVANCE
27. Click on 'Apply Cash Advances' to find the list of cash advances available.

28. Choose the Cash Advance that is to be used for the travel. Once the cash advance has been determined, Click OK.

29. Notice the amount that is due the employee has changed to reflect the amount less the cash advance.

30. **COPYING FROM AN EXISTING REPORT**

If an employee travels to the same location incurring similar charges on a regular basis, a previously approved expense report can be used as a template to copy all the expense details. This will be an efficient way of creating an expense report, where most of the expense details can be reused. You can tweak the copied information and make desired changes to reflect the most current travel expenses.

Select ‘An Existing Report’ in the Quick Start field value and click ‘Go’.
31. Following search page will be displayed with all the available expense reports.

You can click on the Report ID hyperlink to review the expense details on that report.
This will enable you to review and select appropriate expense report,

Click on ‘Return to Copy From an Existing Expense Report’ to go back to the search page.

32. Click ‘Select’ against the desired expense report to be used as template in creation of a new expense report.
   All the Expense lines and their chartfield distribution information from the expense report selected will now be copied over into the New Expense Report. You can review the copied information and edit individual expense lines for changes as explained above. You can add additional expense lines, if needed as explained above.
Approval via Module

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sign into PeopleSoft.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on Manager Self-Service and click on ‘Travel and Expense Center’</td>
</tr>
</tbody>
</table>
3. Click on ‘Approve Transactions’ under Approvals

4. The approver will have a list of all transactions that are needing approval regardless of the type of transaction. The list may be changed to reflect only those that are Expense Reports, Travel Authorizations or Cash Advances (KURES only). KU doesn’t use Time Reports, Time Adjustments or Errors in this module.

5. Select the transaction that is requiring approval. Please note, the blue hyperlink is clicked to enter the transaction.
6. Click on HOTEL OR LODGING to review the accounting details.

7.

A. Review the Amount.
B. Review the GL Unit.
C. Review the Account.
D. Review the Fund.
E. Review the Dept.
F. Review the Bud Ref.
G. Review the PC Bus Unit (if project related).
H. Review the Project (if project related).
I. Review the Activity (if project related).
J. If all accounting detail is correct, click Return to Expense Report.

K. Click on ‘Approve’ to approve the transaction and send on to the next approval level if applicable. Please note, Send Back will be covered in a later training procedure. And Hold will not be used in this module.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sign into PeopleSoft.</td>
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<tr>
<td>2.</td>
<td>Click on Manager Self-Service and click on ‘Travel and Expense Center’</td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
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Click on ‘Approve Transactions’ under Approvals

4. The approver will have a list of all transactions that are needing approval regardless of the type of transaction. The list may be changed to reflect only those that are Expense Reports, Travel Authorizations or Cash Advances (KURES only). KU doesn’t use Time Reports, Time Adjustments or Errors in this module.

5. Select the transaction that is requiring approval. Please note, the blue hyperlink is clicked to enter the transaction.
6. Click on HOTEL OR LODGING to review the accounting details.

7. A. Review the Amount.
   B. Review the GL Unit.
   C. Review the Account.
   D. Review the Fund.
   E. Review the Dept.
   F. Review the Bud Ref.
   G. Review the PC Bus Unit (if project related).
H. Review the Project (if project related).
I. Review the Activity (if project related).
J. If not all accounting detail is incorrect or the travel is not approved, click Return to Expense Report Summary to send back to entry level person.

K. Click on ‘Approve’ to approve the transaction and send on to the next approval level if applicable. Please note, the Hold option will only be used by Central Approvers.
Enter comments in the Comment field to identify the reason for sending the transaction back to the entry level person. Please note, comments are required before the transaction may be sent back. Click on 'Send Back' to send back the transaction to the entry level person.
# Approval via Email

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The approver will receive an email from PeopleSoft informing them that they have a pending Expense Report to approve. Click on the link and the approver will be directed to the transaction to approve. Please note, if the list of approvers is pooled, each approver will receive email notification, however, it is only necessary for one approver to actually approve the transaction. Once complete, the transaction will be removed from the remaining pooled approvers’ work list.</td>
</tr>
</tbody>
</table>

![Email Notification](https://ffn2.ku.edu/psp/ffn2/EMPLOYEE/ERP/C/APPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR.GBL?Action=U&SHEET_ID=0000000093&LINE_NBR=1)
2. Sign into PeopleSoft. You will be directed to the transaction needing approval.

3. Click on HOTEL OR LODGING to review the accounting details.
4. Review Expense Report

Expense Detail for MEALS AND INCIDENTALS: (Line 1)
Robert Linnasen-Karley

A. Review the Amount.
B. Review the GL Unit.
C. Review the Account.
D. Review the Fund.
E. Review the Dept.
F. Review the Bud Ref.
G. Review the PC Bus Unit (if project related).
H. Review the Project (if project related).
I. Review the Activity (if project related).
J. If all accounting detail is correct, click Return to Expense Report.

K. Click on ‘Approve’ to approve the transaction and send on to the next approval level if applicable. Please note, Send Back will be covered in a later training procedure. Hold will not be used in this module.
## Send Back via Email

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The approver will receive an email from PeopleSoft informing them that they have a pending Expense Report to approve. Click on the link and the approver will be directed to the transaction to approve. Please note, if the list of approvers is pooled, each approver will receive email notification, however, it is only necessary for one approver to actually approve the transaction. Once complete, the transaction will be removed from the remaining pooled approvers’ work list.</td>
</tr>
</tbody>
</table>

An expense report has been submitted that requires your action:

- **Employee ID:** 1367095
- **Employee Name:** Uniseisen-Kerley, Robert Patrick
- **Submission Date:** 2012-05-30
- **Report Description:** Test 0102
- **Report ID:** 0000000093
- **Business Purpose:** Conference
- **Total Amount:** 13.00 USD
- **Reimbursement Amount:** 13 USD

You can navigate directly to the approval page by clicking the link below:

2. Sign into PeopleSoft. You will be directed to the transaction needing approval.

3. Click on HOTEL OR LODGING to review the accounting details.
4. **Approve Expense Report**

**Expense Detail for MEALS AND INCIDENTALS**

Robert Linsdaine-Kirley

**Report ID:**

**Amount:**

**Payment Type:** Reimbursement

**Bills Type:** Mile

**Per Diem Rates:** 0-9 Days

**Location:** Domestic

**Description:**

**Amount:** $130.00 USD

**Exchange Rate:** 1.000000

**Reimbursement Rate:** $130.00 USD

**Gl Unit:**

**Account:**

**Fund:**

**Dept.:**

**Bud Ref:**

**PC Bus Unit:** if project related

**Project:** if project related

**Activity:** if project related

**If not all accounting detail is correct or the travel is not approved, click Return to Expense Report Summary to send back to entry level person.**

---

**Pending Actions**

<table>
<thead>
<tr>
<th>Profile</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Moore, Steven</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Auditor</td>
<td></td>
<td>(Folled)</td>
<td></td>
</tr>
</tbody>
</table>

**Action History**

<table>
<thead>
<tr>
<th>Profile</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Manager</td>
<td>Delisle, Colette R</td>
<td>Submitted</td>
<td>05/09/2012 3:57:34PM</td>
</tr>
</tbody>
</table>

**Comments**

Please update information on Expense Report.

---

**Budget Status:** Not Chkd

---

**Approve**  **Send Back**  **Hold**
Enter comments in the Comment field to identify the reason for sending the transaction back to the entry level person. Please note, comments are required before the transaction may be sent back. Click on ‘Send Back’ to send back the transaction to the entry level person.