

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 – Provides authorization for the trip. This is the person the Traveler reports to in the HR system. The Administrative Approver may review travel expenses reimbursed to any Traveler who reports to them via a monthly email report or through the UM Web Applications.

Traveler/Entry Delegate - Enters and submits travel information into the T&E system. By submitting the travel reimbursement, the Traveler or the Entry Delegate attests to the accuracy of the expenses and compliance with the travel policies.

Project Manager/Approver Delegate – Must approve any travel expenditures charged to a grant/project. This approval is for allowability per A-21 and/or sponsor guidelines, as well as, completeness on the grant/project. The PI/Project Manager or Approver Delegate will receive an email notification when the Traveler submits expenditures requiring approval.

Fiscal Approver – Approval by the Fiscal Approver is for compliance with policies, completeness (e.g. is a required receipt attached?), and proper funding. The Fiscal Approver approves travel charges to a project after the PI/Project Manager or Approver Delegate has approved them in the T&E system. The Fiscal Approver receives an email notification for his/her approval after the PI/Project Manager or Approver Delegate has approved any grant-funded travel expenditures.

TRAVEL POLICY QUESTIONS

Per Diem

How much per diem do I get if I'm only gone part of the day?

Scenario: I leave my office at 1:00 p.m. to travel to the St. Louis airport for my business trip to Florida.

The per diem will be \$21 for this day since you are in travel status for 11 hours (1:00 p.m. to midnight is 11 hours). Per BPM 505, for travel duration of 8 hours to less than 12 hours, you receive 50% of the \$42 per diem, or \$21.

If one person pays for a meal for multiple employees and it was not considered a business meal, how would the employee who paid be reimbursed?

Scenario: Six staff traveled overnight to a conference. All were entitled to the full \$42 per diem for the 3 days. The second day one of the staff members paid for everyone's dinner the evening of the conference however; official University business was not conducted during the dinner.

Since this is not considered a business meal, the per diem applies for each employee. Each employee would be reimbursed the \$42 per diem for the day to cover all their meals. The employee who paid would only receive their per diem for the day (\$42.00) so would need to request reimbursement from the other employees.

My department would like to only pay \$35 for per diem and \$.40 for mileage. Can the Expense Adjustment be used to reduce these amounts?

No. The Expense Adjustment cannot be used solely to reduce the per diem or mileage rates per University policy. Unless required by an outside entity, units are required to reimburse employees the \$42 per diem and stated mileage rate when applicable.

What if the Traveler actually spends less than the per diem for an overnight trip? Is a receipt required to prove the Traveler incurred any costs?

No. Per Diem is an allowance and therefore no receipts are required to substantiate the expense. University policy requires per diem to be paid for overnight travel based on the duration the Traveler is in travel status:

Less than 8 hours	\$0
8 hours or less than 12 hours	\$21
12 hours or more	\$42

An employee does not have to provide a receipt to prove any amount was incurred.

How much of the per diem is deducted if breakfast, lunch or dinner is provided?

If you are using the T&E system, the system will deduct the following percentage from your per diem for meals provided when you use the per diem deduction functionality.

Breakfast	25%
Lunch	25%
Dinner	50%

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 stayed overnight and returned at 10:00 a.m. the next day. What amounts are reimbursable?

- For the day of travel – no per diem is allowed since the employee was in travel status less than 8 hours (5:00 p.m. to midnight is 7 hours)
- The business meal (dinner) is reimbursable and the cost should be reasonable.
- For the day of return, \$21 per diem is allowed since the employee was in travel status for 10 hours (midnight to 10:00 a.m. is 10 hours.)

See BPM 505 for amount of per diem allowable based on travel duration

Receipts

When am I required to submit receipts?

Per BPM 505: Itemized receipts are required for all expenditures \$75 or more. The exceptions to this include:

- Receipts are required for all hotel expenditures regardless of amount.
- If the traveler incurs non travel-related expenses, such as office supplies, a receipt is required regardless of the amount.
- Some contracts and grants require a receipt for all expenditures. Consult your sponsored programs office for more information.

Transportation

I am planning a one-week business trip; am I still required to submit a cost analysis for my method of transportation?

No. A cost analysis of fly vs. drive is no longer required. Per BPM 504: The method of transportation that best meets the needs of the traveler and the University should be selected by the traveler with approval by the appropriate departmental official. Travelers are responsible for selecting the most cost-effective means of travel.

Other

How are non-employees reimbursed for travel?

Non-employees are reimbursed through Accounts Payable via a non-PO voucher. The amount of reimbursement for their travel expenses should be reasonable. Per BPM505: Reimbursement of expenses for non-employees is made when the travel is necessary and of benefit to the University, and is limited to expenses allowable per the University's policies.

Are individuals with courtesy appointments considered an employee?

No. They are considered non-employees and need to complete either a Non-Employee Travel Reimbursement form or submit an invoice for their travel.

A traveler charged one night's hotel to her personal credit card. This is for a conference she will be attending in 2 months. Can she be reimbursed in advance of the trip?

Yes. The traveler must provide adequate documentation of the travel expense incurred. The traveler's department is responsible for verifying that the travel takes place or for obtaining a refund of the reimbursement from the traveler, if necessary.

I traveled on official University business from July 2011 through August of 2011. Due to unforeseen circumstances, I submitted receipts from travel to my office for reimbursement in December 2011. How will this affect my reimbursement?

Per BPM 505 and IRS guidelines, the reimbursement must be submitted within 60 days after the end of the trip. If later, the department has the discretion as to whether to reimburse the employee subject to availability of funds. Depending on the circumstances, the reimbursement may be considered taxable and added to the employee's taxable compensation.

My department pre authorized \$1,000 of travel expenses for a business trip which will cost \$1,500. I agreed to pay the excess charges from my own personal funds. How do I record this information on the employee travel voucher?

University policy does not allow for units to establish lower limits or be more restrictive than the University policies, however, per BPM 505, departments and units may provide travel allowances that limit total reimbursement on a trip to a total maximum amount determined prior to travel. In this example, the traveler will enter all individual travel expenses for the \$1,500 incurred (e.g. lodging, per diem) per University policies, then reduce the overall reimbursement to the trip maximum by entering an expense adjustment (Expense Type: Exp Adj – Travel Allowance) for \$500. Note: an expense adjustment cannot be used solely to reduce the per diem or mileage rates per University policy.

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 [Setting Up an Entry Delegate](#) quick reference guide.

How many Entry Delegates can a Traveler have?

A Traveler can set up as many Entry Delegates as necessary. The Traveler can still enter and/or submit travel expenses on his/her behalf.

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 are attesting to the accuracy of the information submitted.

If an ER is sent back for revision will the delegate and the traveler both receive emails stating it was sent back and why?

Yes. However, if the traveler has multiple delegates only the delegate that submitted the ER will be notified.

How do you select who you are creating an ER for if you are someone’s entry delegate?

When you navigate to Employee Self-Service > Travel and Expense Center > Expense Report > Create, you will be given the opportunity to change the emplID to the individual for which you are creating the Expense Report. Please see the [Creating Expense Reports](#) quick reference guide.

As a Traveler, if I have an Entry Delegate enter my travel expenses, will they have access to myWallet to see my travel card charges to use on an ER?

Yes. Both the Traveler and their Entry Delegate(s) will see the Traveler’s travel card charges in the myWallet section.

Receipts

When would you need to split a receipt?

If you charged a rental car to your University Travel Card and part of the rental was for personal and part was for University business. In this case, you would need to split the receipt to break out the portion of the rental car used for University business.

For hotel charges not automatically itemized by day (e.g. Parking) should you itemize the charge by day or show the total amount on one day?

The T&E system will handle either submitting the total charge on one day or splitting the charge out to multiple days. Please consult with your departmental Accounting office for instructions on how they prefer to see the charge split out.

If the University travel card is used, do I still need to provide receipts?

Yes. Receipts are still required regardless of the method of payment used.

Is there a file size limit when emailing receipts?

Yes. The maximum file size limit is 10 MB. If your file exceeds the limit, consider lowering the resolution when scanning or scan in black & white instead of color.

What file types can be used to send in receipts?

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 need to be approved by Approver A

ER Line 2 – Charged to DeptID B Will need to be approved by Approver B

If an individual ER line is split funded, which ever approver gets there first will approve that line.

For example:

ER Line 1 – Charged to DeptID A Will need to be approved by Approver A

ER Line 2 – Charged to DeptID B Will need to be approved by Approver B

ER Line3 – Split funded to DeptID A & DeptID B Can be approved by either Approver A or Approver B – whoever gets there first.

Delegate

How many approver delegates can a Project Manager/Principal Investigator and HR Supervisor have? How is this delegation made?

Approvers can only delegate their authority to one person through the T&E System. Once the delegation has been made, the Project Manager/Principal Investigator and the HR Supervisor can no longer approve transactions in T&E.

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.

Can a Fiscal Approver change the Chartfield string on an expense report if it is incorrect?

Yes, the Fiscal Approver has the ability to change the Chartfield string. However, it is recommended that Fiscal Approvers use discretion when making this change. If making a change to the chartfield string would require the Expense Report to be approved by a different Fiscal Approver, it is recommended to make a comment in the expense report and send it back to the Traveler to make the change. Workflow is established at the time the document is submitted, so it will route to the appropriate Fiscal Approver once the Traveler re-submits.

Once a delegate has been set up through T&E, how will the delegate be notified?

The person assigning the delegate should be in close communication to the person to which they are assigning the delegation of authority. There is no automated communication sent from PeopleSoft T&E.

Other

Will expense reports (ERs) that require receipts be routed to an approver before the receipts have been emailed to ImageNow?

An Expense Report that has hotel charges or expenses \$75 or more will not flow to the approver until receipts have been submitted. It is the responsibility of the approver to ensure the correct receipts have been attached prior to approving an ER.

Can you change who receives the monthly report for Authorization to Travel?

The recipient is the HR Supervisor on record, however a rule can be created through Outlook based upon the subject line to ensure the report is also routed to whoever may need the report.

Will the fiscal reviewer know if something is flagged for pre-pay audit when they approve it?

Yes. The approver will see in the Pending Actions section of the Expense Report what approvals are still needed. If a document has been flagged to route to PrePay Audit, that approval step will show.

GRANT-RELATED QUESTIONS

Delegation of Authority

Are there any changes to the process 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 that individual to the Delegation of Authority form. The original form is maintained by the department with other award documentation. Refer to APM 2.25.55.02 – Segregation of Duties – Delegation of Authority for information.

Can the PI delegate approval directly in the T&E system? If so, is a Delegation of Authority form required?

If the Project Manager in PeopleSoft *is* the PI, an Approver Delegate may be set up in the T&E system without completing a Delegation of Authority form since this “delegation” will be tracked in PeopleSoft. If the Project Manager in PeopleSoft *is not* the PI and they want to assign approval authority to another individual in the T&E system, a Delegation of Authority form must be completed and signed by the PI.

Will the PI still receive email notification if he/she delegates authority for T&E?

No. The T&E Approver Delegate replaces the PI/Project Manager for approval purposes in T&E. Only the T&E Approver Delegate will receive an email notification from the T&E system when expenses have been submitted for approval.

How is the Delegation of Authority recognized in the T&E system?

The Project Manager field in the PeopleSoft Grants Module defaults to the PI but can be changed if a delegation of authority form has been completed. If the PI has assigned an Approver Delegate directly in T&E, the Approver Delegate will replace the PI as the T&E approver and receive all email notifications in the T&E system.

Can a PI have different Delegates in T&E for various projects? For example, a large award has 5 different projects and the PI wants to delegate authority to 5 different people to approve expenditures.

Yes. The PI can have multiple managers under one award; however, a separate project chartfield must be set up for each one. In order to assign multiple managers, the PI must complete a Delegation of Authority form for each Project Manager. As noted in the previous question, the manager replaces the PI as the Project Manager in the PeopleSoft Grants Module.

Approvals

What if the PI is the Traveler?

If the PI/Project Manager is the traveler, he/she will submit expenses into the T&E system. No Project Approval is necessary since the PI/Project Manager has the knowledge of allowability per A-21 and/or sponsor guidelines. The Fiscal Approver must still approve the travel reimbursement for payment.

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.