



UNIVERSITY OF
SOUTH CAROLINA

Travel and Expense Module

**Approvers – Ability to Change Accounting Details
on an Expense Report**

Today's Agenda

- Travel and Expense Business Purposes
- What does this mean for Approvers
- Changing Accounting Details on an Expense Report - Demo
- Resources
- Questions



Travel and Expense Business Purposes

Approvers can change the accounting details for all of the following Business Purposes within the Travel and Expense module:

- Employee Reimbursement (non-travel)
- Employee Travel
- Procurement Card
- Team Card
- Travel Card



What does this mean for Approvers

- Accounting details can be changed/updated by an approver without sending the expense report back to the proxy or employee for revision.
- If changes are made by a Level 1 Approver, once budget checked and approved, the report will move on to Level 2 Approver and then to the Controller's Office for final approval. If changes are made by a Level 2 Approver, once budget checked and approved, the report will then move on to the Controller's Office for final approval.
- When a chartfield is updated, an approver will be required to budget check the expense report prior to approval.
- When using USCSP projects, a budget error will route to Grants and Funds Management for review.



What does this mean for Approvers

Approvers can:

- Change accounting details on an expense line
- Add multiple distribution lines to an expense line
- Add a project to a distribution line
- Decide not to make the required changes and send back to the initiator

Approvers can not:

- Change an expense line total
- Add/delete an expense line on an expense report



Changing Accounting Details on an Expense Report

- Demonstration



Resources

Controller's Office website:

https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php

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Office of the Controller

- Office of the Controller
 - General Accounting
 - Accounts Payable
 - Travel**
 - Moving and Relocation
 - Webinars and Training
 - General Accounting Staff Directory
 - Grants and Funds Management
 - Supplier and Tax Management
 - Financial Reports and Transparency
 - Chart of Accounts
 - Policies and Procedures
 - Contact Us

Travel

Travel is responsible for the review and disbursement of funds in accordance with university policies and procedures. Our staff process travel payments and reimbursements for faculty, staff, non-employees and students.

- Diners Club Card Program
- Expense Module Correction Form
- Travel Advances
- Travel Agencies
- Travel & Expense Authorization
- Travel Quick Reference Guide
- Travel Reimbursement Voucher (TRV)

Expand all



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December 16 – Go Live!

Questions



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