



UNIVERSITY OF  
**SOUTH CAROLINA**

# **Travel and Expense Module**

## **Employee Reimbursement Pre- Go Live Webinar**

**August 15, 2019**

# Today's Agenda

- Benefits of using the Travel and Expense Module for employee reimbursement (non-travel)
- Update Banking Information
- Review of Expense Types for employee reimbursement (non-travel)
- Employee Reimbursement (non-travel) Matrix
- Expense Roles
- Communication and Training



# Benefits of using the Expense Module

- This powerful, yet easy to use module dramatically reduces the amount of time and effort required to submit, approve, process, and pay expense reports.
- Employee no longer needs to be set up as a supplier in PeopleSoft.
- All employees that currently have the Proxy role for Travel will also have the access to create employee reimbursements (non-travel) transactions.
- **ALL** payments will be made via Direct Deposit.



# Updating Banking Information

- First step to using the Travel and Expense module is entering bank account information.
- Entering banking information validates the employee, allowing transactions to be completed on their behalf.
- Be sure banking information is correct and update when necessary.
- **ALL** payments will be made via Direct Deposit.



# Expense Types

- The expense types available for employee reimbursement (non-travel) are:
  - Athletic Supplies
  - Computer Hardware under \$5000
  - Computer Software
  - Food or Catering (routed to Purchasing for Approval)
  - Furniture
  - Internet Monthly Services
  - Licenses and Fees
  - Miscellaneous Supplies
  - Non Travel Registration
  - Postage
  - Professional Membership Fees
  - Study Abroad – PLEF
  - Subscriptions
  - Office Supplies
  - Telephone





University Controller's Office  
Employee Reimbursement (non-travel) Matrix

Revised: 8/1/19

Expense Type <i>(Use the type of the Expense as the first word when entering the description)</i>	Description	Description Short Name	Account Code	Attachments Needed (All in ONE document)	Special Instruction
Supplies	Reimbursements to Employees for Supplies which are used in conjunction with their job	Supplies	- 59540 Athletic Supplies - 53009 Miscellaneous Supplies - 53001 Office Supplies	1 - Itemized receipts and proof of payment	Reimbursements should be the exception and not the norm, please use department purchasing cards.
Food	Reimbursements to Employees Food and Meals which are in conjunction with their job.	Food	- 53005 Food	1 - Itemized receipts and proof of payment 2 - Food approval memo ( <i>memo must be signed by VP level or higher</i> ) <b>** This will be routed to Purchasing for approval.</b>	Food approval memo applies to all A, D, E, C, and R Funds. Grant funds will be approved through workflow by Contracts and Grants. Z funds are exempt from this approval.
Memberships/Subscriptions/Non-Travel Registration	Reimbursements to Employees for membership, subscription dues and non-travel registration which are a necessary part of their jobs and a benefit to the University.	Membership/Subscription/Non-Travel Registration	- 54111 Membership Dues - 54112 Non-Travel Registration - 54114 Subscriptions	1 - Itemized receipts and proof of payment 2 - (Memberships Only) Justification memo with explaining how membership is reasonable, justifiable and necessary to benefit the University and not just the individual.  <b>Approvals for payment as follows:</b> Deans/VP - Approved by Supervisor, Faculty - Approved by Deans or designee, Staff - Approved by VP, Dean or designee	Reimbursements should be the exception and not the norm, please use department purchasing cards.  Please note that registration is considered non-travel only when the registrant will not be under a travel status when attending the conference.
Computer Software and Computer Hardware under \$5000	Reimbursements made for computer software purchases and computer hardware under \$5000.	Computer Software/Hardware	- 53030 Computer Hardware under \$5000 53031 Computer Software	1 - Itemized receipts and proof of payment	
Study Abroad - PLEF	Reimbursements made to employee program leaders for study abroad expenses outlined under the program leader expense form.	Study Abroad	- 52092 Global/Domestic Study Programs	1 - Invoice or Study Abroad Agreement 2 - Program Leader Expense Form (PLEF) 3 - OANDA conversion for each receipt when receipt is in a foreign currency. The OANDA must be for the date of the receipt.	<a href="#">U.S. Department of State Per Diem</a>  <a href="#">Financial Arrangments for Faculty/Staff-Led Overseas Programs</a>
Licenses and Fees	Payments made to employees for licenses and fees that benefit the University.	Licenses and Fees	- 54110 Licenses and Fees	1 - Itemized receipts and proof of payment	1 - Invoice or a Licensing Registration Form 2- Certification Memo
Furniture	Payments made to employees for furniture that benefits the University.	Furniture	- 53023 Furniture	1 - Itemized receipts and proof of payment	
Postage	Payments made to employees for postage that benefits the University.	Postage	- 52010 Postage	1 - Itemized receipts and proof of payment	
Telephone and Monthly Internet Services	Payments made to employees for monthly internet services and telephone which are in conjunction with their job.	Telephone/Internet	- 52035 Telephone - 52036 Monthly Internet Services	1 - Itemized receipts and proof of payment	

# Expense Roles

- Employee
- Proxy
- Approver



# Employee

The **employee** receives the reimbursement. In PeopleSoft, the employee is responsible for:

- Updating Banking information in PeopleSoft. This will validate them as an employee in PeopleSoft allowing them or a Proxy to create an expense transaction on their behalf.
- When expense transactions are created by a proxy for the employee, the employee will be responsible for approving those transactions in PeopleSoft.
- Employee can create the expense transaction independent of the proxy.

It is important to note this implementation is for employee reimbursement (non-travel) **only**. Student reimbursements will continued to be handled through Payment Requests.





# Proxy

The **proxy** is anyone who will create expense transactions on behalf of the employee. In PeopleSoft, the proxy is responsible for:

- Creating expense transactions (non-travel) on behalf of the employee.
- All Travel Proxies will also have the access to create employee reimbursements (non-travel) transactions.



# Approver

The **approver** is anyone who will approve expense transactions. In PeopleSoft, the approver is responsible for:

- Approving employee reimbursement (non-travel) transactions

It is important to note that level one and level two Approvers in Travel and Expense are the same as they are in the payment request workflow with the exception of having the ability to ad hoc. This function is not available in Travel and Expense. You can add additional approvers, however, they will also be included in the workflow for payment request.



# Expense Report

- An Expense Report in PeopleSoft makes it easy to transform a handful of receipts into a final document for expense reimbursement.
- **DEMO:** Create an Expense report for an employee reimbursement.

The screenshot displays the 'Create Expense Report' interface in PeopleSoft. The top navigation bar includes links for Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Expense Reports, and Create/Modify. The breadcrumb trail shows the path: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report', with links for 'Save for Later' and 'Summary and Submit'. The user 'Katherine Blackburn' is logged in. The form includes a 'By:' field, a '\*Business Purpose' dropdown menu (currently set to 'Non-Travel Employee Reimburse'), a '\*Report Description' text area, and a 'Reference' field with a search icon. There are also links for 'Attachments' and 'Notes', and a 'Quick Start' section with a dropdown and a 'GO' button. Below the form fields, there is an 'Expenses' section with a table. The table has columns for '\*Date', '\*Expense Type', 'Description', '\*Payment Type', '\*Amount', and '\*Currency'. The first row shows a total of 0.00 USD. The table also includes 'Expand All' and 'Collapse All' links. The bottom of the table shows a total of 0.00 USD.

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD



# Communication - Go Live

## October 1

- Business Managers received an initial email announcing the expansion of the Travel and Expense module to include employee reimbursement (non-travel).
- Proxies received an email announcing they will now have the ability to create employee reimbursement (non-travel) in the Travel and Expense module and were provided training dates.
- Approvers received an email announcing they will receive employee reimbursement (non-travel) transactions in the Travel and Expense module.
- New proxies will be required to attend Travel and Expense Proxy training before receiving the role in PeopleSoft.
- Send a Go Live reminder to all Business Managers, Proxies, and Approvers.



# Employee Reimbursement (non-travel) Training

## Proxy Webinars:

- August 22 – 9-10am
- August 28 – 9-10am
- September 11 – 9-10am

## New Proxy In-Class Training:

- September 18 – 9-2pm

**Note:** Additional dates are available on the PeopleSoft Finance website.





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### PeopleSoft Training

#### Please note:

- For information about a class you're interested in attending, please email the PeopleSoft Training Team at [PSTRAIN@mailbox.sc.edu](mailto:PSTRAIN@mailbox.sc.edu).
- Please click [here](#) to access the **PeopleSoft training survey**, when available.

### PeopleSoft Training Schedule - Session Dates and Times

What	When	How Long	Where
<a href="#">Requisition and Receiving Training</a>	Tuesday, August 6 9am - 12pm	3 hours	1600 Hampton Street, Suite 605
<a href="#">Travel and Expense - Proxy Training</a>	Wednesday, August 14 9am - 2pm	5 hours	1600 Hampton Street, Suite 609
<a href="#">Purchasing Highlights</a>	Wednesday, August 28 9am - 10am	1 hour	On-Line Webinar

# Important Deadlines

- Employee Suppliers will no longer be created after **September 23**.
- If you create an employee reimbursement (non-travel) in Payment Request after **September 23**, it will not be processed.
- The week of **September 23**, hold all employee reimbursements until **October 1**.



# Need Help

For any questions regarding employee reimbursements (non-travel), please email [blackbu4@mailbox.sc.edu](mailto:blackbu4@mailbox.sc.edu).





# Questions



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