



UNIVERSITY OF
SOUTH CAROLINA

Travel and Expense
Pre- Go Live Webinar

January 11, 2018

Today's Agenda

- Benefits of the Travel and Expense Module
- Update Banking Information
- Review of transaction types
- Travel Expense Roles
- Travel and Expense Changes
- Roll Out Schedule by Operating Unit
- Communication and Training



Benefits of the Travel and 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.
- Encumbers the Travel Authorization on your budget.



Updating Banking Information

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



Overview of Expense Transactions

- Travel Authorization
- Travel Advance
- Expense Report

"I would like to thank the Travel Office for their patience and hard work implementing this new module. I was very lucky to be a part of a pilot group. They listened to our input and made some real changes that will help all of us in the long run!"

Hope Johnson, USC Electrical Engineering/Program Coordinator



Travel Authorization

- A travel authorization is an “estimate” of what the employee’s costs may be for hotel, transportation, etc.
- Travel Authorizations are required for:
 - Expenses \$5,000 or greater
 - All Foreign Travel
 - All Travel Advances
- After the TA is submitted, budget checked and approved, the amount on the TA becomes an encumbrance on your budget; the total amount on the TA is ‘set aside’ from the budget.
- The Travel Office performs final approval if created for the criteria stated above.



Travel Advance

- To minimize the impact of business travel on employee personal finances, you can create a travel advance to pay for items such as hotel/lodging and meals.
- Travel Authorization is **required** for a Travel Advance.
- A Travel Advance can be created for 70% of total estimated expenses of Hotel/Lodging and Meals up to \$3,000 without requiring pre-authorization from the Travel Office.
- Only one advance can be requested at a time and must be applied to an expense report or repaid.
- The Travel Office performs final approval.



Expense Report

- An Expense Report in PeopleSoft makes it easy to transform a handful of receipts into a final document for expense reimbursement.
- Create an Expense report:
 - by not associating a Travel Authorization (does not meet the requirements)
 - by associating a Travel Authorization (foreign or \$5,000 and greater)
 - by associating a Travel Authorization and applying a Travel Advance (travel advance requested)



Travel and Expense Changes

- Travel Authorizations are only required for:
 - Expenses \$5,000 or greater
 - All Foreign Travel
 - All Travel Advances
- A Travel Advance can be created for 70% of total estimated expenses of Hotel/Lodging and Meals up to \$3,000 without requiring pre-authorization from the Travel Office.
- Meal allowance for one day travel is no longer reimbursable.
- Prior to July 1st, 2018, if reimbursement to an **employee** is necessary prior to traveling please select one of the following options:
 - Payment Request
 - Diners Club for Airline tickets
 - Payment directly to the Supplier (using Payment Request)
- After July 1st, 2018, reimbursement to an employee prior to traveling will no longer be allowable.



Travel and Expense Roles

- Traveler
- Proxy
- Approver

"I am very appreciative of the opportunity to have input into the how the actual travel process works. Just because a system is designed to work a certain way, doesn't actually mean it is the best way. The Travel team welcomed our suggestions and a lot of changes were made because of this."

Stacy Somers, USC School of Music/ Business Manager



Traveler

The **traveler** is any **employee** who travels. In PeopleSoft, the traveler is responsible for:

- Updating Banking information in PeopleSoft. This will validate them as a traveler 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 traveler, the traveler will be responsible for approving those transactions in PeopleSoft.

It is important to note this implementation is for Employees only. The current process for student and non-employee travel will not change.



Proxy

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

- Creating expense transactions on behalf of the traveler (Travel Authorizations, Travel Advances, and Expense Reports).

"In recent months, the pilot group met several times and each meeting was both informational and productive. The leaders were able to guide the users from start to finish making sure that everyone understood each aspect of the various processes. The implementation of this group will also make the transition easier when this platform expands to the remainder of USC in the spring."

Sam Beals, USC Physics and Astronomy



Approver

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

- Approving expense transactions (Travel Authorizations, Travel Advances, and Expense Reports).

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 for Travel. However, they will also be included in the workflow for payment request.



Roll Out Schedule by Operating Unit

Phase	Go Live Date	Operating Unit Description
Phase 1	February 5 th , 2018	Columbia Campus: School of Medicine, Administration and Finance, Finance, Engineering-Computing Other Campuses: Aiken, Upstate
Phase 2	March 5 th , 2018	All Other Columbia Departments (not in Phase 1, 3-5) Other Campuses: Lancaster, School of Medicine-Greenville, Salkehatchie, Sumter, Union
Phase 3	April 2 nd , 2018	Columbia Campus: Athletics, Honors College, Public Health, Moore School of Business, Research, Mass Comm-Information Studies, International Programs
Phase 4	May 7 th , 2018	Columbia Campus: Arts and Sciences, Enrollment Management Services
Phase 5	June 4 th , 2018	Columbia Campus: Student Affairs, Pharmacy, Hospitality Retail Sports Management, Education, Social Work Other Campuses: Beaufort



Communication and Training

- Business Managers will receive an email asking for additional users not on the list provided.
- Travelers, Proxys, and Approvers will receive a communication to inform they have been identified as needing travel and expense training 45 days prior to go live.
- Travelers, Proxys, and Approvers will receive targeted training invitations with dates to select.
- Travelers, Proxys, and Approvers will have access to training documentation on the PeopleSoft Resource page.
- Travelers, Proxys, and Approvers will receive steps to take on the day of Go Live a week before and again on Go Live day.



Additional Pre-Go Live Webinars

- January 18th – 9-10am
- January 25th – 9-10am

Note: Recorded webinars and PPT will be available on the [Travel and Expense Resource](#) page on the PeopleSoft website.



PeopleSoft Resource Page

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Accounts Payable	General Accounting
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Travel and Expenses 	
Click here for resources related to: <ul style="list-style-type: none">• Updating Banking Information• Preparing a Travel Authorization (TA)• Preparing a Travel Advance• Preparing an Expense Report• Approving Expense Transactions - Traveler and Approver	



Questions



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