

## **FACULTY TRAVEL POLICIES & PROCEDURES**

**Department of English Language and Literature  
FY 2020 (July 1, 2019-June 30, 2020)**

### **Travel Policies**

- Travel funds, allotted annually, may be used for the purposes of giving talks, chairing panels, and/or attending meetings of professional organizations for which you sit on the board.
- All requests for travel authorization and reimbursement are processed through PeopleSoft. This requires that you first enter your banking information in PeopleSoft.
- A Travel Authorization (TA) must be approved in advance of travel regardless of funding source. To initiate a TA request, you must submit the standard department TA form to Fay Smith *at least ten (10) working days prior to travel*.
- To be reimbursed after a trip, you must submit all original receipts and the completed Travel Reimbursement form to Fay Smith *within seven (7) days of return from travel*.
- After Fay uploads the TA, and again after she uploads the Expense Report (ER) to process your reimbursement, you must sign in to PeopleSoft to *approve* these *online within 24-48 hours* of receiving the email prompting you to do so.
- If you use a university-approved travel agency, you may charge your airfare directly to the department using your TA number. If you do this, you must *email your flight receipt* to Fay Smith (cc'ing both Kim Hazel-Lohr and the associate chair) *as soon as you book a ticket*. If you do not, the department may not be able to reimburse your flight.
- The travel allocation for FY 2020 (July 1, 2019-June 30, 2020) is \$2000 for tenured and tenure-track faculty and \$1200 for FTE instructors.

### **Travel Procedures**

#### **PeopleSoft Terminology**

Traveler: faculty member or guest (invited speakers, etc).

Proxy: Fay Smith

Approvers: Department Chair and Associate Chair

#### **Steps in the process**

- 1. Enter your banking information in PeopleSoft**, if you haven't already. TAs and reimbursements cannot be generated until you've completed this step. (Reimbursements will be made through direct deposit.) This pdf will guide you through this process: [https://www.sc.edu/about/offices\\_and\\_divisions/division\\_of\\_information\\_technology/peoplesoft/resources/updating\\_banking\\_information.pdf](https://www.sc.edu/about/offices_and_divisions/division_of_information_technology/peoplesoft/resources/updating_banking_information.pdf)

## **2. The Travel Authorization (TA)**

Requests for authorization to use travel funds must be approved *prior to travel*.

- *At least ten (10) working days prior to travel*, the Traveler (faculty member) submits the standard department TA form to Fay (Proxy) (gold for faculty/ green for guests, located outside the main office). Associate chair and chair approve paper TA.
- The Proxy (Fay) enters the TA into PeopleSoft.
- The Traveler receives a prompt via email, and then approves the TA in PeopleSoft *within 24-48 hours* of receiving the prompt. Your approval online is required to initiate the TA.
- Once the Traveler has approved in PeopleSoft, the associate chair and chair do the same.

## **3. The Expense Report (ER)**

Requests for reimbursement *must be submitted within seven (7) days of completion of travel*.

- The Traveler submits the department Reimbursement form (located outside the main office) and the original receipts to Fay (Proxy) *within seven (7) days of completion of travel*.
- The Proxy enters the Expense Report and a pdf of the receipts in the PeopleSoft system.
- The Traveler receives a prompt via email, and then approves the reimbursement request in PeopleSoft *within 24-48 hours* of receiving the prompt. Your approval online is required in order to be reimbursed.
- Once the Traveler has approved in PeopleSoft, the associate chair and chair do the same.
- The university Travel Office approves, or if further documentation or adjustments are required, they send it back.

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## **Additional Information**

- Access to PeopleSoft requires a VPN (Virtual Private Network). Our department desktops have VPN by default, through the USC cable connection. If you wish to access PeopleSoft from off campus, you'll need to set up a VPN. (See instructions below.)
- TAs and ERs require multiple levels of online approval, within the department and beyond it. They will not move forward in the process until *after* you, as the Traveler, go into PeopleSoft and approve them. You should receive prompts to do so via email within days of submitting your paper TA and ER. If you do not, sign in to PeopleSoft and check your "worklist."
- Travel dates on TAs and ERs should reflect the dates of business travel. If your airfare includes personal days, indicate those days as such on the forms.
- The Travel Office does not permit travel advances for employees of USC-Columbia.
- The Travel Office will not make reimbursements prior to travel (e.g., you are no longer be able to be reimbursed for registration fees or airfare in advance of your travel).
- If you find you still have questions, use this link for tutorials and useful information:  
[http://www.sc.edu/about/offices\\_and\\_divisions/division\\_of\\_information\\_technology/peoplesoft/resources/tanderesourcepage.php](http://www.sc.edu/about/offices_and_divisions/division_of_information_technology/peoplesoft/resources/tanderesourcepage.php)

### **Setting up a VPN (from Tony McLawhorn):**

As some have requested, here is some info into setting up VPN on your computer at home or while traveling.

If you need to access university resources while not on campus, you will need to first create a secure connection using Cisco AnyConnect VPN software. To do this all you have to do is install the free VPN software, Cisco VPN AnyConnect, onto your computer. It can be downloaded through <https://VIP.sc.edu> and select the following path and links: /Technology/Software Distribution/GO To my.sc.edu/Personal/Purchase computer software/Software of Home/Security/Cisco AnyConnect VPN for Faculty/Staff. You will also want to download the instructions as they will come in handy giving additional information on how to set it up.

I tried installing it onto a Mac and PC from home last night and both worked. On both installs, all the options that come with the software installation are check marked but only the first one, "Core & VPN" is necessary. Also (Very important), depending on how you have your DUO Multifactor Authentication set up, you will need to have the "DUO Mobile" app up and running. I have mine set up in the system to send me a PUSH. So after the software is installed, you run it and start a connection, enter your USC username and password, and you will immediately receive a DUO push that requires your approval before the connecting through VPN proceeds.