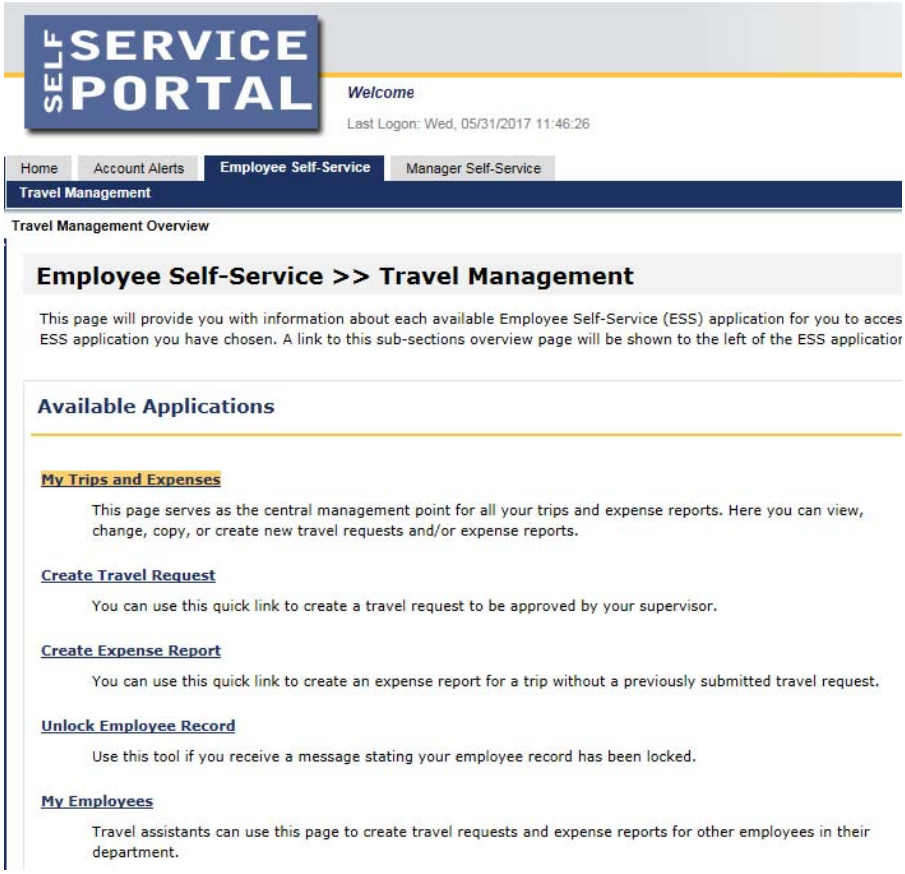
Adding Expense to Previously Settled Travel Expense Report (TER)

Due to funding limitations for professional development, most travel is capped at a certain level and reimbursement is limited to that amount. However, as the fiscal year ends, Deans and the Provost may find additional funds that can be applied to travel already completed. Once identified, the individual faculty member is informed of the additional amount available to fund travel already completed and are then instructed to update his/her already settled voucher.

Requesting additional reimbursement for a trip already completed and reimbursed is a simple procedure. The traveler needs to go back into the Travel Expense Report (TER) for the trip designated for additional funding. He/she then enters the additional amount, whether the amount represents an expense not originally included, or a reduction to the credit originally entered in order to bring the cost of the trip down to the approved amount.

To adjust the TER, log into ESS and then Travel Management. Choose **My Trips and Expenses**



An overview of all travel requests and expense reports are displayed. Click on the **All My Expense Reports** button

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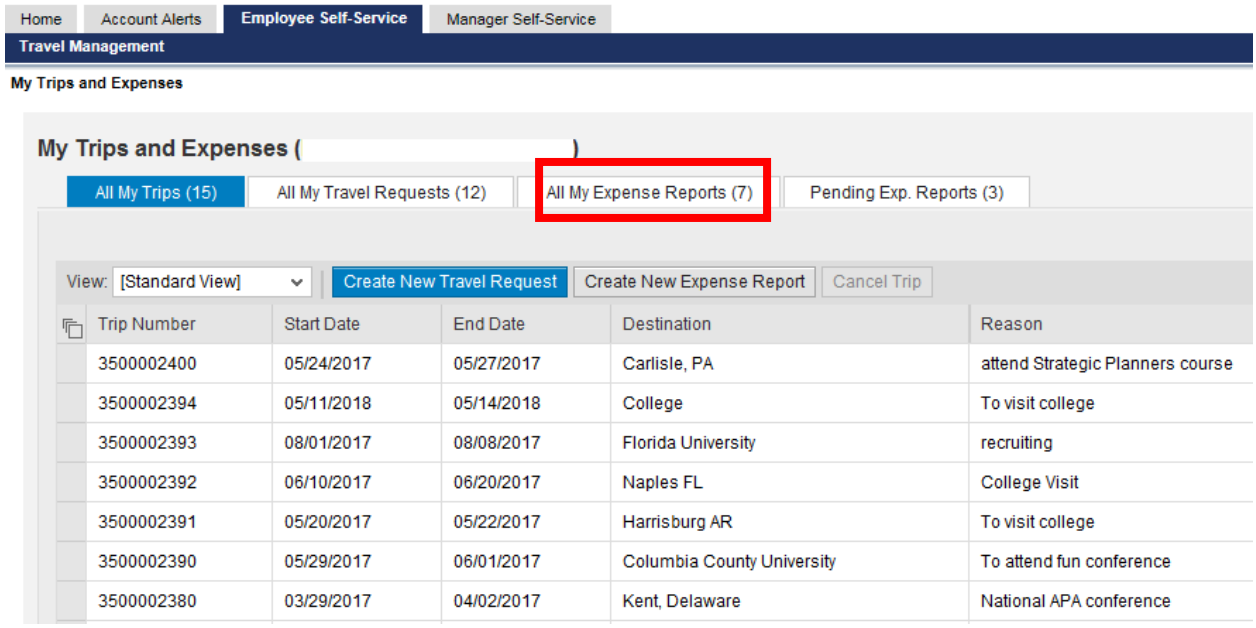
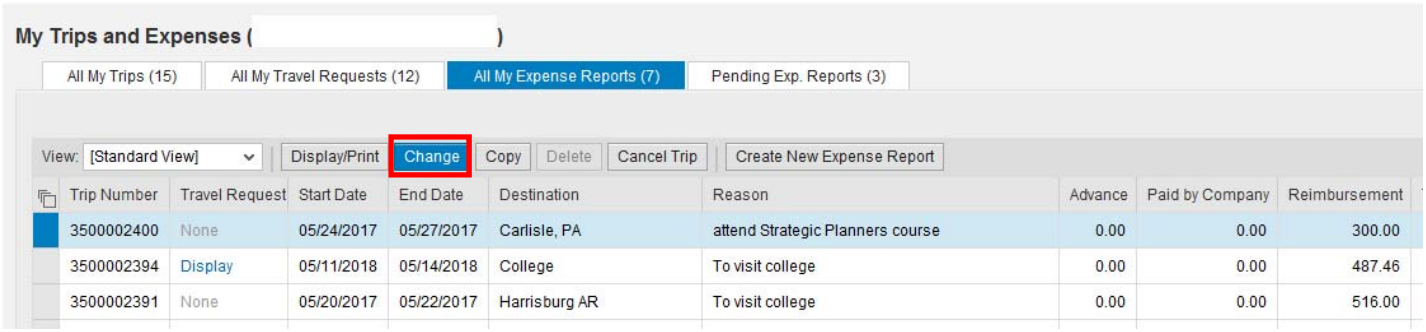


This step isolates Travel Expense Reports. Select the trip for the additional funding by clicking on the grey button to the left of the Trip Number. In this example, trip # 350002400 has been selected. The reimbursement for that trip was $300. In this example, an additional $300 in funding has been identified. Once the trip has been selected, click on the **Change** button.



You are now in a change mode. Click on **Proceed** and select the correct **Schema**

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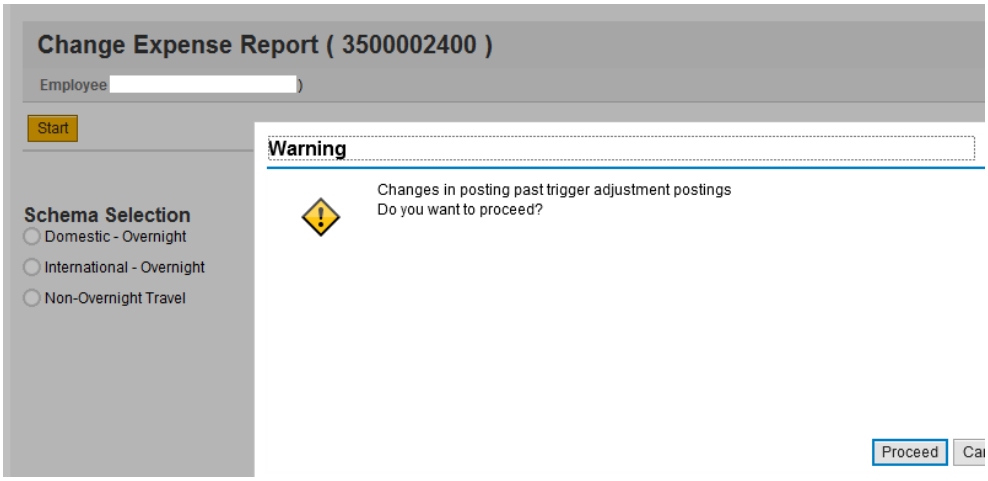
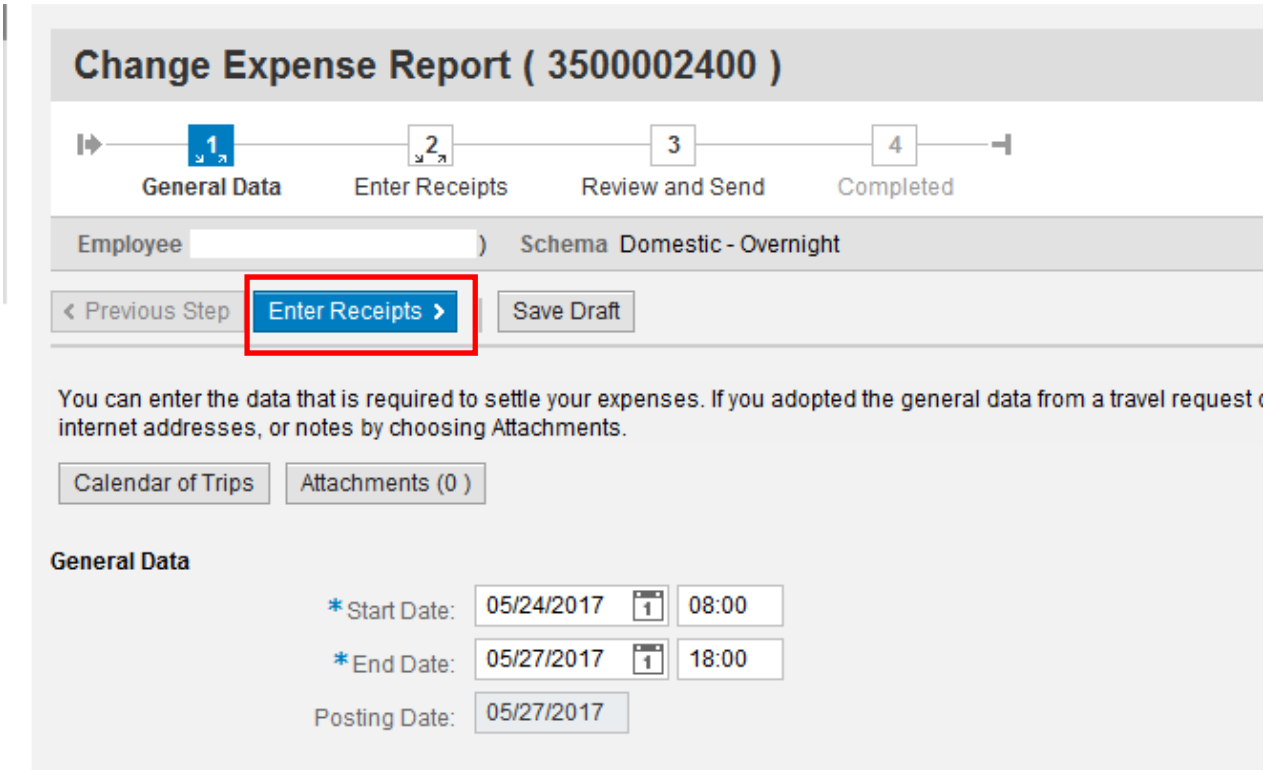
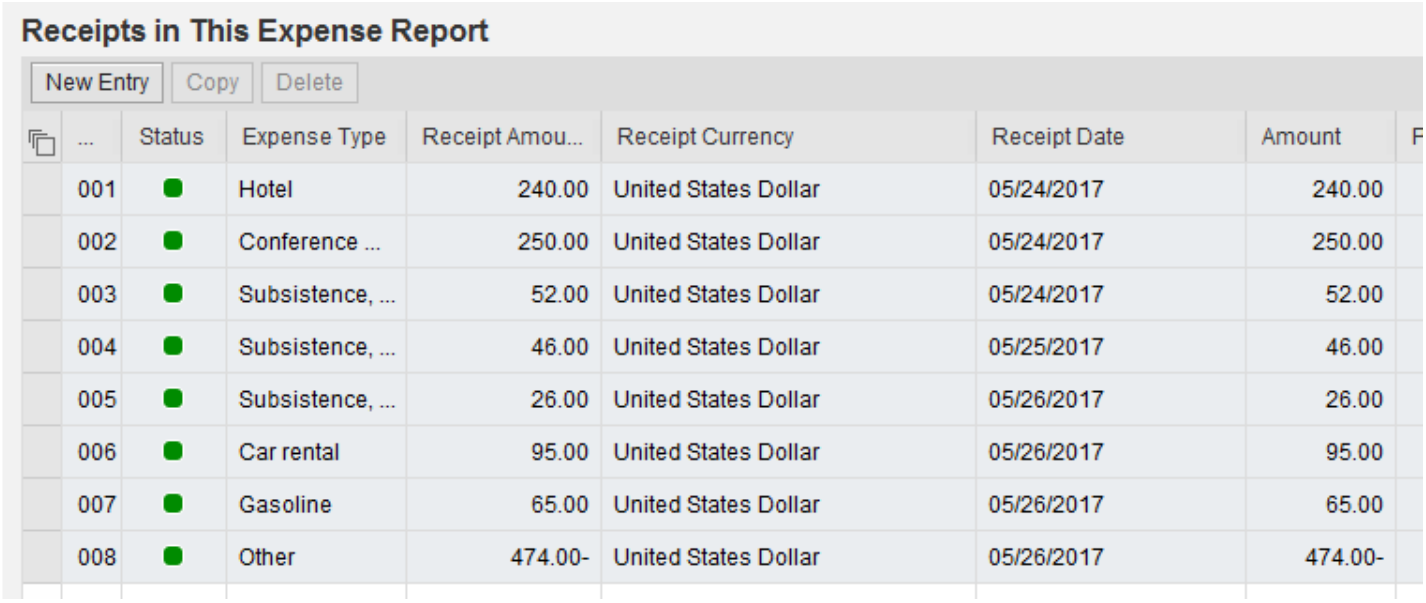


You can now make changes. Since the update is to the expense incurred, click on the **Enter Receipts** button



TM now provides the expenses entered for this TER in a table format. When this TER was originally submitted, the entire amount had been entered and a negative (-) amount entered in the **Other** expense type, reducing the reimbursement to the approved level. For this update, $300 had been identified as available. To adjust for this additional amount, reduce the negative amount (-474.00) entered in the **Other** field to -$174.

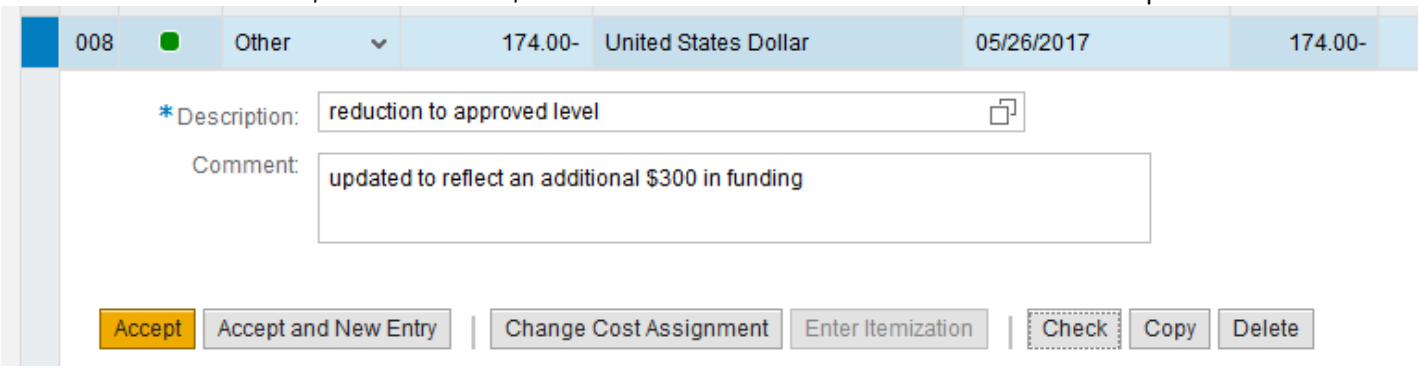


Receipts in This Expense Report

New Entry | Copy | Delete

...	Status	Expense Type	Receipt Amou...	Receipt Currency	Receipt Date	Amount
001	●	Hotel	240.00	United States Dollar	05/24/2017	240.00
002	●	Conference ...	250.00	United States Dollar	05/24/2017	250.00
003	●	Subsistence, ...	52.00	United States Dollar	05/24/2017	52.00
004	●	Subsistence, ...	46.00	United States Dollar	05/25/2017	46.00
005	●	Subsistence, ...	26.00	United States Dollar	05/26/2017	26.00
006	●	Car rental	95.00	United States Dollar	05/26/2017	95.00
007	●	Gasoline	65.00	United States Dollar	05/26/2017	65.00
008	●	Other	474.00-	United States Dollar	05/26/2017	474.00-

The Other amount is now -$174 instead of -$474. An additional comment is added. Click on Accept.



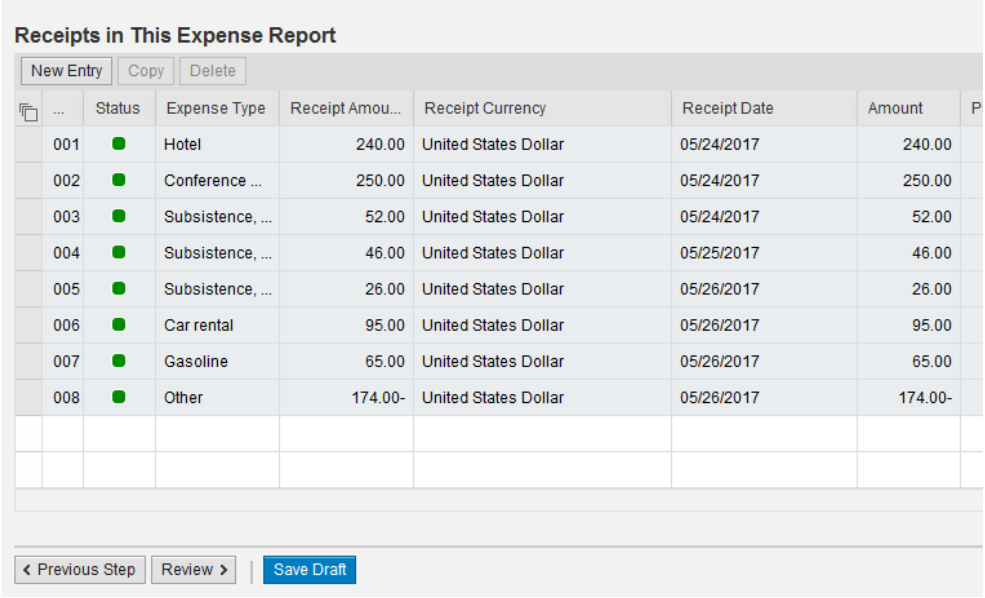
008	●	Other	174.00-	United States Dollar	05/26/2017	174.00-

*Description: reduction to approved level

Comment: updated to reflect an additional $300 in funding

Accept | Accept and New Entry | Change Cost Assignment | Enter Itemization | Check | Copy | Delete

The receipts summary has now been updated. Click on **Save Draft**.



Receipts in This Expense Report

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004	●	Subsistence, ...	46.00	United States Dollar	05/25/2017	46.00
005	●	Subsistence, ...	26.00	United States Dollar	05/26/2017	26.00
006	●	Car rental	95.00	United States Dollar	05/26/2017	95.00
007	●	Gasoline	65.00	United States Dollar	05/26/2017	65.00
008	●	Other	174.00-	United States Dollar	05/26/2017	174.00-

‹ Previous Step | Review › | Save Draft

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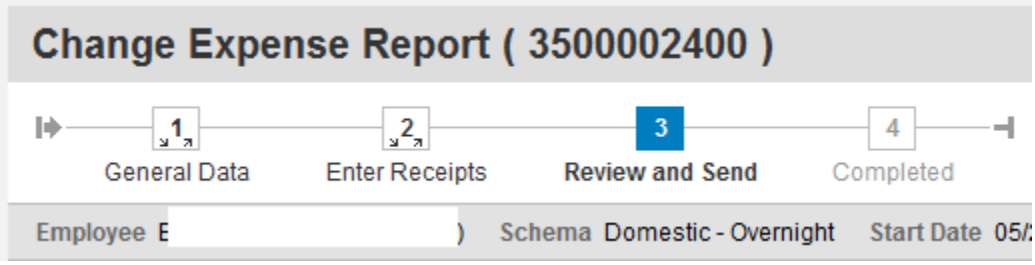
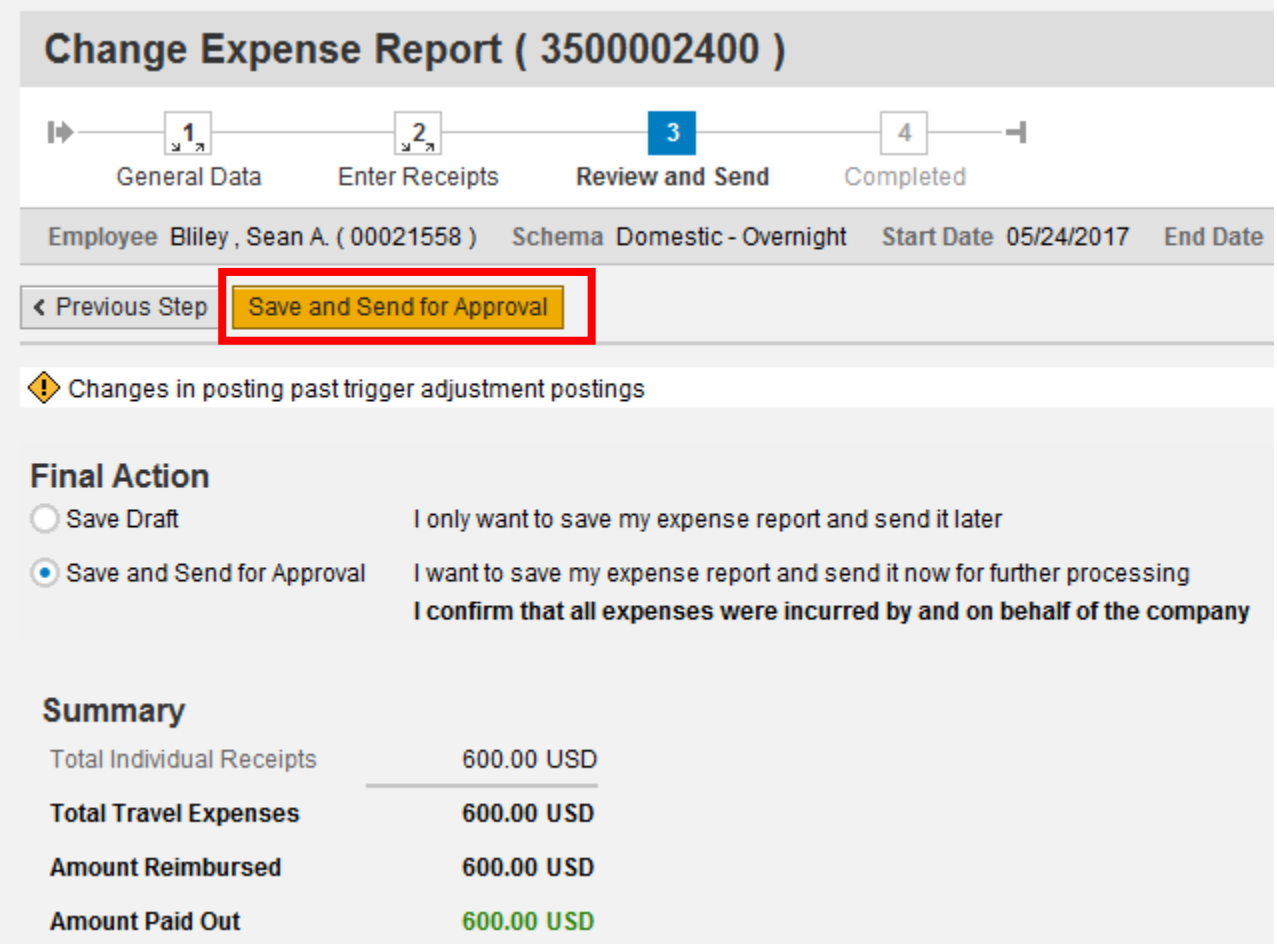
Go to the top of the screen to the bread trail, click on **Review and Send**.



You will now get a summary of the amount to be paid. In this example, the amount is $600. If correct, click on **Save and Send for Approval**.



You will then get a confirmation that the Expense Report. The status of the approval/payment process can always be checked by clicking on **Display Expense Form**.

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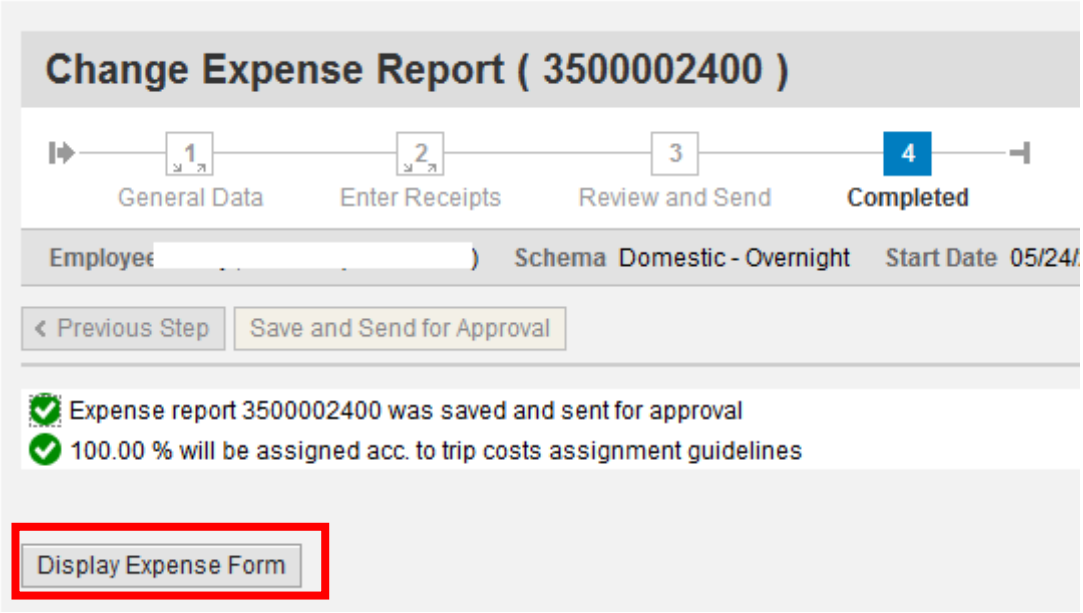

A pdf displaying the details of the updated TER will launch. Right after the Itinerary section is the Settlement section. For this example, TM will show that the total amount of reimbursement is $600 and that $300 had already been reimbursed, leaving an additional reimbursement of $300.

Settlement Results and Cost Assignment

Amount Type	**Amount** (USD)
Sum of Receipts to be Reimbursed	600.00
Reimbursement Amount	600.00
Difference from Last Reimbursement	300.00

At the end of the TER is the **Approval Log**. Approvals route through the supervisor, org unit chief, account manager, and then Accounts Payable. The status codes used are W (waiting), A (approved), and R (rejected). This example below shows that all approvals are in a wait status.

Approval Log

Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status
Supervisor	Sheppard , Eric		May 31, 2017	1:06:18 PM	W
Org Unit Chief	Sheppard , Eric		May 31, 2017	1:06:18 PM	W
Account Manager 01	Ochs , Wayne		May 31, 2017	1:06:18 PM	W
A/P Approval	Hosler , Deborah		May 31, 2017	1:06:18 PM	W