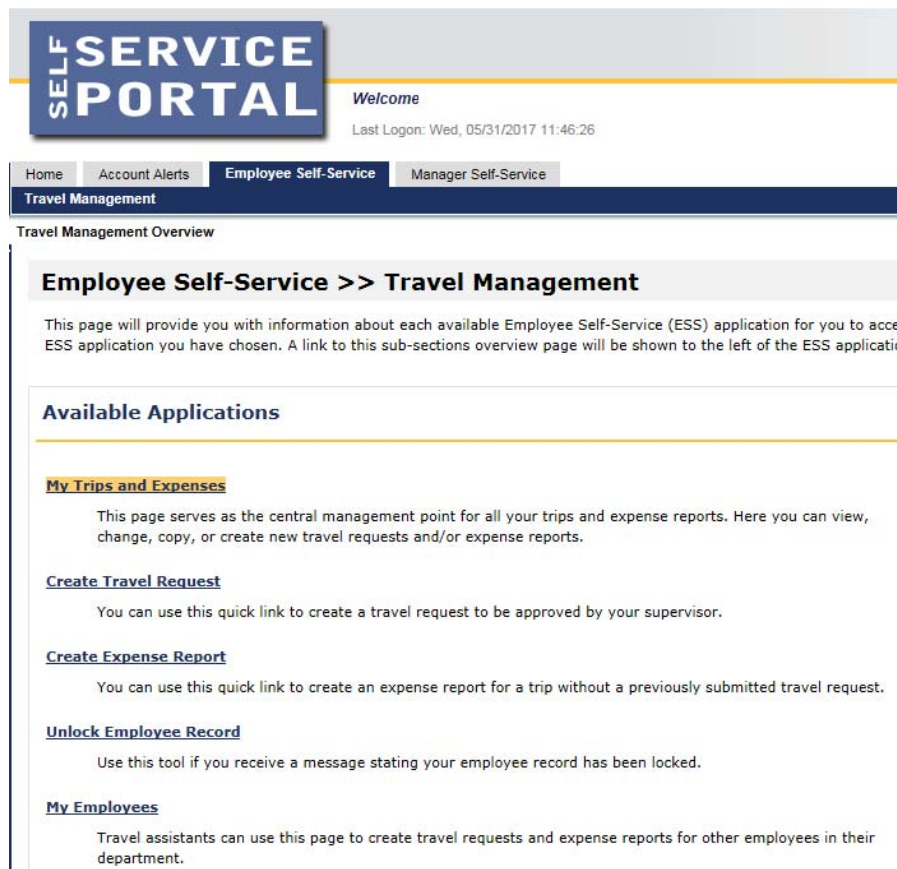


## Adding Expense to Previously Settled Travel Expense Report (TER)

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**



The screenshot displays the Self-Service Portal interface. At the top left, there is a logo for 'SELF SERVICE PORTAL'. To the right of the logo, the text 'Welcome' and 'Last Logon: Wed, 05/31/2017 11:46:26' is visible. Below the logo, there is a navigation bar with tabs for 'Home', 'Account Alerts', 'Employee Self-Service', and 'Manager Self-Service'. The 'Employee Self-Service' tab is selected. Below the navigation bar, there is a section titled 'Travel Management Overview'. Underneath, there is a heading 'Employee Self-Service >> Travel Management'. A paragraph of text explains that this page provides information about available Employee Self-Service (ESS) applications. Below this, there is a section titled 'Available Applications'. Under this section, there are four links with descriptions: 'My Trips and Expenses' (central management point for trips and reports), 'Create Travel Request' (quick link to create a request for supervisor approval), 'Create Expense Report' (quick link to create a report for a trip without a request), and 'Unlock Employee Record' (tool to use if an employee record is locked). At the bottom, there is a link for 'My Employees' (page for travel assistants to create requests for other employees).

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

## Adding Expense to Previously Settled Travel Expense Report (TER)

Home Account Alerts **Employee Self-Service** Manager Self-Service

**Travel Management**

My Trips and Expenses

My Trips and Expenses ( )

All My Trips (15) All My Travel Requests (12) **All My Expense Reports (7)** Pending Exp. Reports (3)

View: [Standard View] Create New Travel Request Create New Expense Report Cancel Trip

| Trip Number | Start Date | End Date   | Destination                | Reason                           |
|-------------|------------|------------|----------------------------|----------------------------------|
| 3500002400  | 05/24/2017 | 05/27/2017 | Carlisle, PA               | attend Strategic Planners course |
| 3500002394  | 05/11/2018 | 05/14/2018 | College                    | To visit college                 |
| 3500002393  | 08/01/2017 | 08/08/2017 | Florida University         | recruiting                       |
| 3500002392  | 06/10/2017 | 06/20/2017 | Naples FL                  | College Visit                    |
| 3500002391  | 05/20/2017 | 05/22/2017 | Harrisburg AR              | To visit college                 |
| 3500002390  | 05/29/2017 | 06/01/2017 | Columbia County University | To attend fun conference         |
| 3500002380  | 03/29/2017 | 04/02/2017 | Kent, Delaware             | National APA conference          |

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.

My Trips and Expenses ( )

All My Trips (15) All My Travel Requests (12) **All My Expense Reports (7)** Pending Exp. Reports (3)

View: [Standard View] Display/Print **Change** Copy Delete Cancel Trip Create New Expense Report

| Trip Number | Travel Request | Start Date | End Date   | Destination   | Reason                           | Advance | Paid by Company | Reimbursement |
|-------------|----------------|------------|------------|---------------|----------------------------------|---------|-----------------|---------------|
| 3500002400  | None           | 05/24/2017 | 05/27/2017 | Carlisle, PA  | attend Strategic Planners course | 0.00    | 0.00            | 300.00        |
| 3500002394  | Display        | 05/11/2018 | 05/14/2018 | College       | To visit college                 | 0.00    | 0.00            | 487.46        |
| 3500002391  | None           | 05/20/2017 | 05/22/2017 | Harrisburg AR | To visit college                 | 0.00    | 0.00            | 516.00        |

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

## Adding Expense to Previously Settled Travel Expense Report (TER)

The screenshot shows the 'Change Expense Report ( 3500002400 )' interface. At the top, there is a 'Start' button. Below it, a 'Warning' box contains a yellow warning icon and the text: 'Changes in posting past trigger adjustment postings. Do you want to proceed?'. On the left side, there is a 'Schema Selection' section with three radio buttons: 'Domestic - Overnight', 'International - Overnight', and 'Non-Overnight Travel'. At the bottom right, there are 'Proceed' and 'Cancel' buttons.

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

The screenshot shows the 'Change Expense Report ( 3500002400 )' interface at the 'Enter Receipts' step. A progress bar at the top shows four steps: '1 General Data', '2 Enter Receipts', '3 Review and Send', and '4 Completed'. The 'Enter Receipts' step is highlighted with a blue box and a red border. Below the progress bar, there is a 'Previous Step' button, a 'Save Draft' button, and a 'Next Step' button. The 'Schema' is set to 'Domestic - Overnight'. Below this, there is a text box with the instruction: 'You can enter the data that is required to settle your expenses. If you adopted the general data from a travel request or internet addresses, or notes by choosing Attachments.' Below the text box, there are two buttons: 'Calendar of Trips' and 'Attachments ( 0 )'. At the bottom, there is a 'General Data' section with three fields: '\* Start Date: 05/24/2017 08:00', '\* End Date: 05/27/2017 18:00', and 'Posting Date: 05/27/2017'.

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.

## Adding Expense to Previously Settled Travel Expense Report (TER)

| Receipts in This Expense Report  |        |                  |                 |                      |              |         |   |
|--|--------|------------------|-----------------|----------------------|--------------|---------|---|
| <input type="button" value="New Entry"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> |        |                  |                 |                      |              |         |   |
| ...  | Status | Expense Type     | Receipt Amou... | Receipt Currency     | Receipt Date | Amount  | P |
| 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:

Comment:

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

| Receipts in This Expense Report  |        |                  |                 |                      |              |         |   |
|--|--------|------------------|-----------------|----------------------|--------------|---------|---|
| <input type="button" value="New Entry"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> |        |                  |                 |                      |              |         |   |
| ...  | Status | Expense Type     | Receipt Amou... | Receipt Currency     | Receipt Date | Amount  | P |
| 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            | 174.00-         | United States Dollar | 05/26/2017   | 174.00- |   |

## Adding Expense to Previously Settled Travel Expense Report (TER)

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

The screenshot shows a breadcrumb trail for a 'Change Expense Report ( 3500002400 )'. The trail consists of four steps: 1. General Data, 2. Enter Receipts, 3. Review and Send (highlighted in blue), and 4. Completed. Below the trail, the text 'Employee E ) Schema Domestic - Overnight Start Date 05/' is visible.

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**.

The screenshot shows the 'Change Expense Report ( 3500002400 )' screen. The breadcrumb trail is the same as in the previous screenshot. Below the trail, the text 'Employee Bliley, Sean A. ( 00021558 ) Schema Domestic - Overnight Start Date 05/24/2017 End Date' is visible. A red box highlights the 'Save and Send for Approval' button. Below the button, there is a warning icon and the text 'Changes in posting past trigger adjustment postings'. The 'Final Action' section has two radio buttons: 'Save Draft' (unselected) and 'Save and Send for Approval' (selected). The 'Save and Send for Approval' option has a description: 'I want to save my expense report and send it now for further processing I confirm that all expenses were incurred by and on behalf of the company'. The 'Summary' section shows a table with the following data:

|                              |                   |
|------------------------------|-------------------|
| Total Individual Receipts    | 600.00 USD        |
| <b>Total Travel Expenses</b> | <b>600.00 USD</b> |
| <b>Amount Reimbursed</b>     | <b>600.00 USD</b> |
| <b>Amount Paid Out</b>       | <b>600.00 USD</b> |

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**.

## Adding Expense to Previously Settled Travel Expense Report (TER)

### Change Expense Report ( 3500002400 )

Employee ( ) Schema Domestic - Overnight Start Date 05/24/

< Previous Step
Save and Send for Approval

- ✔ Expense report 3500002400 was saved and sent for approval
- ✔ 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

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                         |