

PeopleSoft Financials Employee Self-Service for Travel and Expense Claims

The Travel and Expense Centre is found in the Employee Self Service portion of PeopleSoft Financials. A link to PeopleSoft Financials can be found on the AIS website at www.ualberta.ca/AIS. Select the [Financials and eTRAC link under Sign On Links](#) to launch the PeopleSoft Financials (Production) database. This launches the Sign On page.

User ID:
Password:

Enter your **CCID**
Enter your **password**
Click the Sign In button or press enter

Click on Travel and Expenses

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Favorites | Main Menu
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Self-Service Center

- General Inquiry**
Inquire on general self-service activities.
 - SpeedCode Inquiry*
 - PER Balance Inquiry*
 - Researcher Home Page*
 - eTRAC*
- Travel and Expenses** (circled in red)
Create an expense reimbursement, travel or PER claim.
 - Create Expense Report
 - Modify Expense Report
 - View Expense Report
 - Travel and Expense Center
- Manage Approvals**
Approve transactions for processing.
 - Approve T&E Transactions
- Procurement**
Create requisitions and view procurement activity and status.
 - Create Requisition
 - Manage Requisitions
 - PO Inquiry
 - Voucher Inquiry
- Training Resources**
Access learning resources.
 - Financials Online Training
- External Links**
Access other key resources.
 - UAPPOL*

Click on Travel and Expense Center

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Self-Service Center

Travel and Expenses
Create an expense reimbursement, travel or PER claim.

- Create Expense Report**
Create an Expense Report
- Modify Expense Report**
Modify an Expense Report
- Travel and Expense Center** (circled in red)
Employee Travel and Expense Center

Click on Expense Report, Create

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Favorites | Main Menu > Employee Self-Service > Travel and Expense Center

Travel and Expense Center

Travel and Expense Center
Employee Travel and Expense Center

- Expense Report** (circled in red)
Create, modify, view or delete an Expense Report (Travel, Non-travel and PER).
 - Create
 - Modify
 - View
 - Delete
- Cash Advance**
Create, modify, print, view and delete a Cash Advance.
 - Create
 - Modify
 - View
 - Delete
- Professional Expense**
View PER balance and history.
 - PER Balance Inquiry*
- Review Activity**
Review history of expense transactions.
 - Review Expense History
 - Review Payments

Step 1: Select Template. Click Select for **Expenses** or **Travel** reimbursements, depending on the type of expenses you are submitting.

Template Information			
	Template	Description	Template Type
<input type="button" value="Select"/>	EXPENSES	Non-Travel Expenses	Public Template
<input type="button" value="Select"/>	TRAVEL	Travel Expenses	Public Template

[Copy from Existing Expense Report](#)

Step 2: Insert date and select expense types. Date is expense date or travel start date. Select the first expense type you are claiming for. More can be added in later in the process.

Template: TRAVEL Description: Travel Expenses

Format is
dd/mm/yyyy

Expense Date

10/02/2012

Add Expense Types:

Select	Expense Type
<input type="checkbox"/>	Accommodations
<input type="checkbox"/>	Airfare
<input type="checkbox"/>	Books/Publications
<input type="checkbox"/>	Gas Purchases-Receipted
<input type="checkbox"/>	Ground Transportation
<input type="checkbox"/>	Hospitality
<input type="checkbox"/>	Kilometers (#Kms)
<input type="checkbox"/>	Kilometers -Manual Calculation
<input type="checkbox"/>	Meals - Receipted
<input type="checkbox"/>	Parking/Visitor Permits
<input type="checkbox"/>	Per Diem - Canada \$45/day
<input type="checkbox"/>	Per Diem - Int'l \$CDN 66/day
<input type="checkbox"/>	Per Diem - USA \$US 45/day
<input type="checkbox"/>	Registrations
<input type="checkbox"/>	Services General

OK

Cancel

Step 3: Complete Report Header:

A) Description: for Travel: City/Month/Year. For Non-Travel Expense: Expense Reimbursement/Month/Year. Please avoid having two claims with the same name. Eg: if you have two named "Chicago May 2012", perhaps put one as "Chicago May 2012 (a)" and one as "Chicago May 2012 (b)". Descriptions can be shortened to fit the allowable spaces.

B) Business Purpose: Select from the drop down menu.

C) Project: Skip this. When you add in the speed code in the next step, this will automatically populate.

D) Accounting Defaults: Click this button and enter in the speed code in the speed code box. Click OK to go back to claim.

E) Details: when you enter in the speed code, the Project line will populate as well as Project ID, Description and Manager Name in the Details box. Try to remember the rule of "Who, What, Where, When and Why" for the information in the details box. Who = your job title (Grad student; Research Assistant; P.I.; etc.). What = the purpose of your trip (Field research; Soil Sampling; ABC conference, etc.). Where: the location of your trip (Chicago, IL; Peace River, AB; Ellerslie Research Station:, etc). When= the dates you were away on your trip (eg: September 1—5, 2012). Why: there often isn't a why. An example would be "presenting paper at conference". If there isn't a "why", don't worry about it.

Of note: if you buy meals or groceries for field work for other people, you must list the full names of the people you're buying for, and this would be the area to list them.

Step 4: Complete Line Details:

Adjust default expense date if required. Enter amount spent in whichever currency you paid. If it is anything other than Canadian funds, click the Currency button and choose the correct currency. For example, if you paid in Euros and your total amount paid came to 50 Euros, you would enter 50.00 and click the EUR. It will automatically calculate the currency rate for you according to the specific Expense Date.

In the description, put some sort of detail. For example, with airfare, you could put "return airfare, Edmonton-Chicago".

If you are claiming for a per diem, please put some sort of explanation such as "four days x \$45 per day". If you have only part days (eg. Dinner included with conference, but you have to pay for your own breakfast and lunch), you could put "one breakfast (\$10) and one lunch (\$10). The breakdown for Canadian and American per diem (daily rate of \$45) is \$10 breakfast/\$10 lunch/\$25 dinner. International per diem (daily rate of \$66) is \$15 breakfast/\$15 lunch/\$36 dinner.

If you have lost a receipt, please check off the "No Rcpt" button. You no longer have to fill out lost receipt declaration forms.



: click to change speed code on individual lines or



Add

To add lines.

Select	SpeedCode	Description	*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	Description	Non Reimb	No Rcpt
<input type="checkbox"/>	18407	DeptComm&GenSupp Supp&Mat N-C	Airfare	10/15/2012	0.00	CAD	<input type="checkbox"/>	0.00		<input type="checkbox"/>	<input type="checkbox"/>

To claim for Kilometers: Always choose Kilometers (#Kms). Click on the Mileage tab (above left, circled). Enter in the amount of kilometers driven in the kilometers box. Click back on the Overview tab (beside the mileage tab) which will take you back to the main page. Then, please enter in the amount of kilometers in the description box. If you don't do that, it won't show on the claim how many kms you're claiming for.

GST:

- 1) The no GST checkbox should be checked if: A) no GST was charged, or not clearly shown on the receipt. B) Per diem is reimbursed for travelling outside of Canada. C) no GST can be claimed if it is a lost receipt.
- 2) The GST amount will automatically be calculated based on the Expense Type and the line amount. If the amount calculated does not agree with your amount, **override** the GST amount with the number shown on the receipt. Eg: Airfare or Accommodations will almost always require the override because of other taxes included in the receipt total.
- 3) Adjust the GST amount manually for HST transactions. The GST amount = HSTx5/13 if in New Brunswick, Newfoundland, Labrador and Ontario. HSTx5/12 in BC and HSTx5/15 in Nova Scotia.

Step 5: Review, Save, Submit and Print

Review Claim details. When everything is correct, click the save button to save your report. A report ID# will be generated, located at the top of the claim. Click the Print Detailed report button. You may have to disable your Pop-Up Blockers for this site in order to print. **Please confirm with your supervisor that this claim is allowable** and then go back and submit the report.

Receipts:

Original receipts must be attached to the claim. Credit/debit card receipts can be attached, but we do require the originals. If you do not have original receipts, you must click the "No Rcpt" button. Individual receipts **MUST** be taped to sheets of paper. Multiple receipts can be put on the same sheet as long as the information (date, items, amounts, etc) can be read clearly.

NOTE: Expenses for Alcoholic beverages are non-reimbursable on research grants.

Links:

Allowable Expenses: <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Expense-Procedure-Appendix-A-Schedule-of-Allowable-Expenses.pdf>

The following goods and services are **ineligible** for reimbursement using the expense reimbursement procedure. For these expenditures a recognized University Purchase Order, Corporate Purchasing card or Preferred Supplier Agreement must be used.

A) Goods or Services with a value of greater than \$1000 per transaction

- B) Out of Country purchases of non-consumable goods or repair services on University owned assets (regardless of dollar value)