



Travel & Expense – Fluid Training

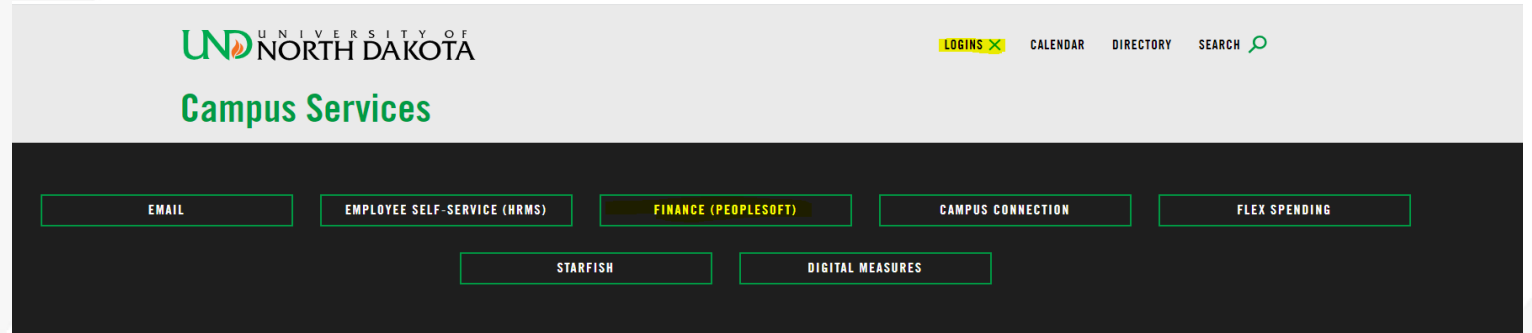
UND Preferred Methods of Doing Business

1. **UND Marketplace** - Goods & Services should be ordered through this system. This ensures contracted pricing, as well as contains approvals for all orders ensuring an appropriate audit trail.
2. **UND Purchasing Card** – Travel such as Hotel Lodging & Airlines should be purchased on the Purchasing Card. A department admin is authorized to put other travelers on their P Card, if needed. All UND employees are eligible for a P Card.
3. **Travel & Expense Reimbursement** – this should be utilized for food per diem and mileage only.



CTS & PPS Resources

- [Video](#)
- [Step-By-Step Instructions](#)
- [Quick Reference Guide](#)
- PeopleSoft Finance:
- Finance Blog: <https://blogs.und.edu/finance/>



TIPS:

PeopleSoft Finance login:

*Make sure you change the drop down at the top **left** from “My Homepage” to “Employee Self Service” via the drop down arrow*

You are on HEFP

My Homepage ▼

My Homepage

Employee Self Service

Payables Operations

Buyer WorkCo



Attachments:

Add receipts/attachments at the Line Level to avoid having errors/warnings when submitting the Expense Report

Expense Report Expense Entry

Meeting with Mickey Mouse

Save Review and Submit

Last Saved 03/08/2022 5:10PM

Total (1 Item) 0.00 USD

+ Add - Delete Filter More

Tuesday, March 08, 2022

Expense Type	Description
LODG_IN	Lodging In State
LODGEINT	Lodging International
LODGOUT	Lodging Out of State

New Expense - 03/08/2022

*Date 03/08/2022

*Expense Type Lod

Description LODG_IN Lodging In State

LODGEINT Lodging International

*Payment LODGOUT Lodging Out of State

*Amount 0.00 USD

Payment Details

Additional Information

*Billing Type General

Attach Receipt

Accounting 1 >

Notifications:

The notification feature hasn't disappeared but is no longer on the entry/view pages.

In the My Expense Reports tile, you'll see expense reports that are currently in progress.

If you click on the Actions dropdown on an expense report, you should see an option to Send Notification.

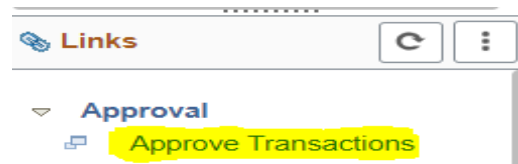
Returned	0
Not Submitted	1
Awaiting Approval	0
Pending Payment	0
View All	1

The screenshot shows a user interface for expense reports. On the left, a list of report statuses is visible: 'Returned' (0), 'Not Submitted' (1), 'Awaiting Approval' (0), 'Pending Payment' (0), and 'View All' (1). The 'Not Submitted' row is highlighted. To the right, an 'Actions' dropdown menu is open, displaying the following options: 'Copy To New Report', 'Delete Report', and 'Send Notification'. The menu title is 'Actions' with a close icon (x).

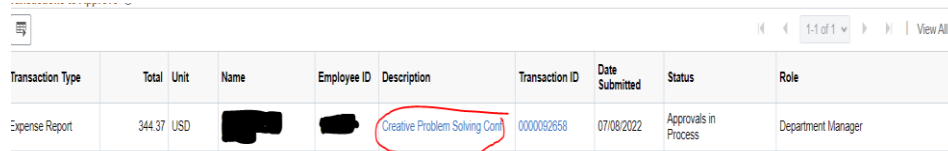
Updating the Accounting Date

- **Expenses WorkCenter** tile

1. Approve Transactions



2. Select the Report to View:



Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Expense Report	344.37	USD	[REDACTED]	[REDACTED]	Creative Problem Solving Conf	0000092658	07/08/2022	Approvals in Process	Department Manager

3. Change the Date at the top of the Report:



Approve Expense Report - Expense Summary

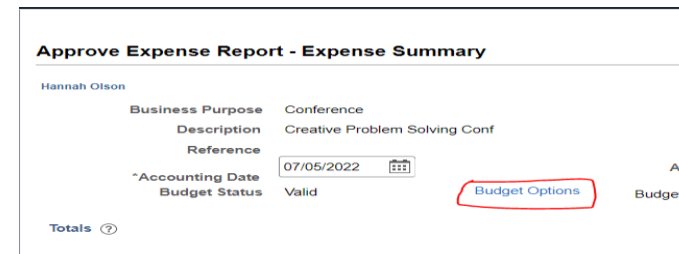
Hannah Olson

Business Purpose: Conference
Description: Creative Problem Solving Conf
Reference: [REDACTED]
*Accounting Date: 07/05/2022
Budget Status: Valid

Acc Budget C

Totals

4. After you change the date, a budget check must be ran via **Budget Options** link:



Approve Expense Report - Expense Summary

Hannah Olson

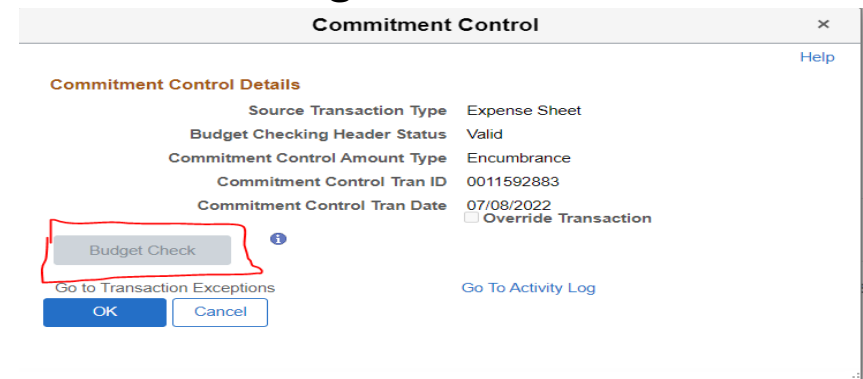
Business Purpose: Conference
Description: Creative Problem Solving Conf
Reference: [REDACTED]
*Accounting Date: 07/05/2022
Budget Status: Valid

Acc Budget C

Totals

[Budget Options](#)

5. Next click **Budget Check** Button.



Commitment Control

Commitment Control Details

Source Transaction Type: Expense Sheet
Budget Checking Header Status: Valid
Commitment Control Amount Type: Encumbrance
Commitment Control Tran ID: 0011592883
Commitment Control Tran Date: 07/08/2022
 Override Transaction

[Budget Check](#)

[Go to Transaction Exceptions](#) [Go To Activity Log](#)

OK Cancel

❖ Note: the button will not be greyed out if you'd to run a budget check

Travel Items Audited by Payment Services

- Out of pocket expenses only – UND will not reimburse for air miles, points, gift card payments, rebates, coupons, credits, etc.
- Travelers are to pay for their own travel only – when traveling with more than one person, each traveler is expected to pay for themselves and request their own reimbursement
 - *Athletic team-trips or Faculty-led student group trips would be an exception. Email Payment Services und.pps@und.edu for further information.*
- Invoice & proof of payment by the traveler to show they were the individual that actually paid for the item
 - Lodging: Hotel Invoice in Traveler's Name and shows proof of payment – Appropriate Lodging Account code used
 - Other items listed (Parking, Internet) need to be listed as separate Expense Lines on the Expense Report
 - Traveler must obtain an invoice from the hotel establishment upon checkout as the online booking site may not be sufficient information for reimbursement and may result in a denial.
 - Rental Car: Agreement showing proof of payment
 - Gas Receipts: allowed for rental cars only – must show proof of payment
 - If using personal vehicle, mileage reimbursement based on IRS rates. Must provide map of travel and/or odometer readings at beginning and end of trip. Gas reimbursement not allowed on personal vehicle usage.
 - State Fleet is the State of ND preferred method of vehicle travel.
 - Parking: allowed for rental & personal cars – must show proof of payment
 - Ride Shares (Uber, Lyft, Taxi): Printout of trip taken, amount paid – must show proof of payment

Travel Items Audited by Payment Services Continued

- Meals are reimbursed at per-diem rates only, therefore no receipts are required. Need to list travel start & end times – the Expense Report will Automatically calculate the correct amount based on the location entered.
- Registration/memberships need to include business purpose of the benefit to the University
- Receipts need to be attached to line item first, with documented approvals at the end

Acceptable Proof of Payment: Hotel Receipt



ANCHORAGE MARRIOTT HOTEL

GUEST FOLIO

706 ROOM NKNK TYPE 72 ROOM CLERK		269.00 RATE	05/26/22 DEPART 05/23/22 ARRIVE	12:00 TIME 19:05 TIME	3214 ACCT#	42048 GROUP	MCXXXXXXXXXXXX9125 PAYMENT	MBV#: XXXXX9666
----------------------------------------------------	--	----------------	------------------------------------------	--------------------------------	---------------	----------------	-------------------------------	-----------------

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
05/23	ROOM 706, 1	269.00		
05/23	ROOM TAX 706, 1	32.28		
05/24	GIFTSHOP HAIRSPRA	6.00	Personal	
05/24	ROOM 706, 1	269.00		
05/24	ROOM TAX 706, 1	32.28		
05/25	LOBBYBAR 3397 706	58.50	Personal	
05/25	GIFTSHOP MEDICINE	5.00		
05/25	ROOM 706, 1	269.00		
05/25	ROOM TAX 706, 1	32.28		
05/26	CCARD-MC SETTLED TO: MASTERCARD XXXXXXXXXXXXXXX9125		973.34	.00

Personal \$69.50
Hotel - \$903.84

Acceptable Proof Of Payment: Parking

771807051417202022

Grand Forks Int. Airport
2301 Airport Dr.
Grand Forks, ND 58203

Entry Time: 05/11/22 10:16 AM
Exit Time: 05/14/22 5:20 PM
Duration: 3d. 7h. 4m.
Pay Station: 7
Tran: 7718
Ticket# 4-15489
Long Term \$ 32.00

Total: \$ 32.00

MasterCard \$ 32.
Last 4 digits: 5754
Change: \$ 0.00

Thank you for
parking with us!
Operated by:
Republic Parking

Acceptable Proof Of Payment: Ride Share

Uber Receipts <noreply@uber.com>
Wed 5/11/2022 12:24 AM

Uber

Total \$43.98
May 31, 2022

Thanks for riding [REDACTED]

We hope you enjoyed your ride
this evening.



Total

\$43.98

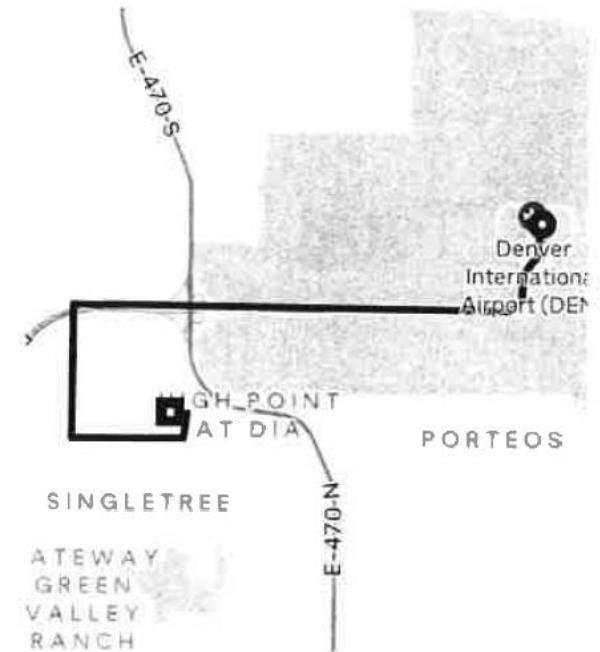
Trip fare	\$37.71
Subtotal	\$37.71
Booking Fee ⓘ	\$2.86
Temporary Fuel Surcharge ⓘ	\$0.55
Denver International Airport Pickup/Drop-off Fee	\$2.86

Payments

 Apple Pay American Express ****2852 \$43.98
5/31/22 11:24 PM

UberX 9.40 miles | 15 min

- 11:08 PM
8400 Pena Blvd, Denver, CO
80249, USA
- 11:23 PM
6700 N Gaylord Rockies
Blvd, Aurora, CO 80019, US



Acceptable Proof of Payment: Airfare & Baggage Receipt



Date of Purchase: Jun 03, 2022

Flight Receipt for Fargo, ND to Billings, MT

PASSENGER INFORMATION

[REDACTED]

Confirmation Number: GP68KC
Ticket Number: 0062320714527

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
FAR>MSP Sun 19Jun2022 DL 1277	OPEN	H	34F
MSP>BIL Sun 19Jun2022 DL 1151	OPEN	H	17B
BIL>MSP Wed 22Jun2022 DL 1151	OPEN	H	
MSP>FAR Wed 22Jun2022 OO 3972	OPEN	H	

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$981.40 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger
Civil Aviation Security Service Fee) (AY) \$11.20 USD
United States - Transportation Tax (US) \$73.60 USD
United States - Passenger Facility Charge (XF) \$18.00 USD
United States - Flight Segment Tax (ZP) \$18.00 USD

Total Price: \$1,102.20 USD

Paid with MasterCard *****9531



Date of Purchase: May 11, 2022

Baggage Receipt

PASSENGER INFORMATION

[REDACTED]

Confirmation Number: HB8LE4
Ticket Number: 0064234937029

BILLING AND INFORMATION

EXCESS BAGGAGE \$30.00 USD
Taxes & Fees \$0.00 USD

Total \$30.00 USD

Paid with American Express *****1003

Acceptable Proof of Payment: Car Rental with Credit Card Stmt Proof

RENTAL FOR MAY 29, 2022

Rental Agreement #: 6LG91P

Customer Service: 855-287-4216

Pick-up Los Angeles Airport Inglewood, CA +1 310-649-5400	29 May 2022 3:58 PM	→	Return Ventura S. Victoria Ave. Ventura, CA +1 805-850-4355	29 May 2022 6:29 PM
FINAL TOTAL (USD)		\$136.21		

RENTAL CHARGES

VEHICLE		
TIME & DISTANCE	\$ 99.94 / day	\$ 99.94*
TAXES & FEES		
SALES TAX		\$ 11.12*
AIRPORT CONCESSION FEE		\$ 11.26*
CUSTOMER FACILITY CHARGE	\$ 9.00 / day	\$ 9.00*
TOURISM COMMISSION ASSESSMENT REC		\$ 3.50*
VEHICLE LICENSE RECOVERY FEE	\$ 1.39 / day	\$ 1.39*
TOTAL		
Total (USD)		\$ 136.21

RENTER DETAILS

Name: 
Address On File: 

VEHICLE DETAILS

Class Driven: FCAR
Class Charged: ICAR
Make/Model: NISSAN ALTI
License Plate: 8XZM159

DISTANCE

Odometer Start: 10475 Miles
Odometer End: 10547 Miles
Distance Driven: 72 Miles



CREDIT CARD (...2591)

\$824.07

Current balance

\$0.00

Last statement balance

Off

Automatic payments

\$2,975.93

Available credit

4,614

Ultimate Rewards® points

[5% cash back \(Apr-Jun\)](#) |

Account activity

Search

SHOWING

Filtered by: May 29, 2022 to Jun 2, 2022 \$100 to \$1000

Date ▼	Description ▼	Category ▼	Amount ▼
Jun 1, 2022	ENTERPRISE RENT-A-CAR	Travel ▼	\$136.21

Acceptable Proof of Payment: Gas Receipt

SIMON JOHN TRAN
CENTRAL
4720 GATEWAY
GRAND FORK
701-795-2111
VV104500001
NBS

DUPLICATE RECEIPT >

Description	Qty	Amount
UNLD CR #09 SELF @ 4.099/ G	13.9556	57.20
	Subtotal	57.20
	Tax	0.00
TOTAL		57.20
	CREDIT \$	57.20

MasterCard
CARD ENTRY: SWIPE
*****5754
[REDACTED]

Resp Code: 00
Stan: 17418309223

Delegates

- Employees can setup their own Delegate:
 - Note, the employee still has to be the one to Submit their report

Employee Self-Service Process

- a. Navigation: **Expense WorkCenter > Links > Approval > Approver Assignment > Delegate Entry Authority**
 - b. Click the +... button to add a row.
 - c. Enter the **User ID** of the user (administrative staff) who will be entering expense reports on behalf of the employee (traveler) in the **Authorized User ID** field.
 - d. Leave the **Authorization Level** field set to **Edit**
 - e. Click the **SAVE** button.
-

Frequently Asked Questions

- Transportation ID's – Payment Services needs to setup manually if they are not automated for the employee – send an email to und.pps@und.edu.
- All International travel – Requires Office of Safety approval
- Accounting Dates will need to be updated when the expense report crosses months

Questions?

und.pps@und.edu