



Travel and Expense Presentation



BC Travel Program Information and
PeopleSoft Expense Report Workshop



Travel and Expense Presentation

AGENDA

1. **University Travel Policy**
2. **Overview of Department Roles**
3. **Department Role Comparison**
4. **P1 Listing**
5. **Overview of PeopleSoft Chart of Accounts**
6. **Travel & Expense Process Map**
7. **Reviewing frequently asked questions**
 - When and how to request a Cash Advance
 - Budget available to process an expense report
 - Determining if someone is on Expense Drop-Down list
 - Adding someone to your Expense Drop-Down list
 - Creating an Expense Report
 - Processing an Expense Report for a Grant
 - Printing an Expense Report
 - Checking the status of an Expense Report
 - Applying a Cash Advance to an Expense Report
 - Processing a Travel Authorization into an Expense Report
 - Finding the payment information on a paid Expense Report
 - How do I verify/select the bank account I want my expense reimbursement to go to?
8. **Queries**



Travel and Expense Presentation

Travel Related Activities

- University Contracts
 - Air
 - Hotel
 - Vehicle Rental
 - Amtrak
 - Agencies
- Administration of the American Express Card Program
- Travel webpage creation and maintenance
 - www.bc.edu/travel



Travel and Expense Presentation

Travel Policy

- Use authorized Travel agencies/hotels/vehicles
 - Found on the Travel website
- Use American Express Corporate Card for all travel expenses
 - Air
 - Hotel
 - Meals
 - Car rental
- Travelers should not commit without approval
- Travelers should choose most practical and economical option
- Must submit original receipts



Travel and Expense Presentation

Travel Policy

- When renting a car
 - Do NOT take the car insurance
 - It's covered by Amex
- Expense report used for travel related expenses
- All non-travel should be on P-card
- Procurement Services administers the University Policy
 - And supports all departments with additional policy restrictions



Travel and Expense Presentation

Compliance to Policy

- Why compliance to University Policy is important
 - Reporting
 - Buying Power
 - Cost Savings
 - Emergency Alerts



Travel and Expense Presentation

Did you know?

- Egencia – Guest Accounts
- New hotels
 - Starwood Hotels chain
 - Wyndham Hotels chain
 - Negotiated rates for 5 local hotels
- Amtrak to New York & Washington



Travel and Expense Presentation

American Express Corporate Card

- When traveling on BC business,
 - Use your American Express Corporate Card
- Application information
 - Contact your VP
- BC reimburses employees for business expenses
- Paying the Amex card
 - Employee's responsibility
- If payment is required before the trip
 - Can apply for Travel Advance to pay Amex
- EFT (Direct Deposit) used for expenses



Travel and Expense Presentation

American Express Corporate Card Benefits

- Servicing 24-hour Customer Service
- Online services
- Global Assist Hotline
- Emergency Card Replacement, Financial Services and Insurance
- \$350k door-to-door Business Travel Accident Insurance
- Baggage Insurance (up to \$1250 for carry on baggage and up to \$500 for checked baggage)
- Car Rental Loss and Damage Coverage (University paid)
- Travel and Dining Assured hotel reservations
- Travel and Foreign Exchange Services locations in 130 countries
- Rewards and Entertainment – The Membership Rewards Program (fee based, state fee)



Travel and Expense Presentation

Egencia Benefits

- Relationship with the vendor
- BC negotiated rates available
- No hidden costs
- Low negotiated transaction fee
- Alerts
 - For the University
 - For the Cardholder
- Egencia Flight Price Guarantee



Travel and Expense Presentation

US Airways Shuttle Benefits

- Weekday hourly service to LGA, DCA
- Fully refundable, no change fees, no advance purchase requirements
- Dedicated departure gates and baggage carousels
- Dividend Miles members earn 500 miles per segment
- Breakfast snacks on flights before 9 AM each business day
- Elite Limo service at New York LaGuardia (reserve your limo at any US Airways Shuttle kiosk or when you check in)
- Sign up on our travel website, www.bc.edu/travel



Travel and Expense Presentation

US Airways Shuttle

EGENCIA
AN EXPEDIA INC. COMPANY

Boston College

Home Flights Hotels Cars Meetings Reporting Destinations Specials

Welcome, Carolyn Sign out Company tools My Trips My Profile Customer support

Choose a departure flight [or view complete roundtrips](#)

Your search [New search](#)

- Boston (BOS) to Washington (DCA) Tue Apr 06
- Washington (DCA) to Boston (BOS) Tue Apr 13
- No airline preference, Economy/Coach, refundable flights only

At a glance		Filters	New search						
		All results (37)	US Airways	UNITED	American Airlines	Continental	Delta		
Stops	Times								
Nonstop		\$485 \$552 total	\$485 \$552 total	\$1324 \$1404 total	\$1386 \$1520 total		\$1386 \$1520 total		
1 or nonstop		\$485 \$552 total	\$485 \$552 total	\$768 \$878 total	\$768 \$878 total	\$1261 \$1408 total	\$1386 \$1520 total		
All results		\$485 \$552 total	\$485 \$552 total	\$768 \$878 total	\$768 \$878 total	\$1261 \$1408 total	\$1386 \$1520 total		



Travel and Expense Presentation

What is a BTA

- American Express Business Travel Account (BTA)
- University funded travel for non-BC employees
- Students, groups, visiting professors or speakers
- Can be used for air and hotel reservations
- Centralized monthly billing
- Ghost Card – no physical card



Travel and Expense Presentation

Travel Authorizations

- Feature in PeopleSoft Financials
- Allows departments to encumber the funds for future travel plans
- Tool used to manage the budget
- All future travel plans should be discussed with manager



Travel and Expense Presentation

Security is Everyone's Business

- Do not put personal or credit card data
 - In emails
 - On faxed forms
- No Social Security numbers or Credit Card numbers
- Original receipts are preferred proof of payment
- Do not include Credit Card statements with Expense Reports
- Cover all information, except the last 4 digits of Credit Card and Bank Account numbers



Travel and Expense Presentation

PeopleSoft Financials
Travel & Expense Reporting



Travel and Expense Presentation

OVERVIEW OF DEPARTMENT ROLES		
<u>Roles</u>	<u>Who</u>	<u>Privileges</u>
Primary Users (P1)	Division Financials Managers	All Purchasing vouchers, expenses. All department approvals for appropriate Department IDs span across all funds.
Department Administrators (P2a)	Department Administrators	Same procurement and approval access as Primary Users. Generally smaller span of Department IDs, depends on home department.
Department Originators (P2b)	Department Originators	All procurement as originators (data entry only) for the Department IDs across all funds.
Restricted Fund Department Administrators (P2c)	Department Administrators	Same purchasing and approval access as Department Administrator (P2a) but limited by fund (capital, restricted, agency, grants)
Department Managers (P3a)	VPs, Deans, Directors, Chairpersons	Inquiries, reports, personal expenses for appropriate department IDs across all funds.
Grant Principal Investigators (PI)	Faculty	Same inquiries, reports, personal expenses as P3 but limited by fund capital, restricted, agency, grants.
Department Salary Manager	P1s, Deans, Directors, designated	Salary data access and appropriate "umbrella" of Department IDs across all funds. Additional queries: (TDI with Salary and HR queries)
Project Team Member	Principal Investigators, Grant Administrators, Grant Users	Includes the same purchasing approval and inquiry privileges of P1 through P3 role but limited by project.



Travel and Expense Presentation

Department Role Comparison

Role	Who	Procurement (Reqs, PO's, and Vouchers)		Expenses	Budget Transfers	Commitment Control/Budget Inquiry	BC Reports/TDI	Query/ACR Chartfield List
		Originate	Approve					
Primary Users - P1	Division Financial Managers	Yes	Yes	Yes	Yes. All but funds from FAS ledger 5, 7 and salaries	Division - all funds	Yes	Yes
Dept. Admin - P2a	Department Administrators	Yes	Yes	Yes	Yes. All but funds from FAS ledger 5, 7 and salaries	Department umbrella - all funds	Yes	Yes
Dept Originators - P2b	Department Originators	Yes	No	Yes	No	No	No	No
Restricted Fund Dept Admin - P2c	Department Originators	Yes	Yes	Yes	Yes. Varies by fund.	Department Restricted Fund	Department Restricted Fund	Department Restricted Fund
Dept. Mgrs. - P3a	VPs, Deans, Directors, Chairpersons	No	No	Yes	No	Division or Department, all funds	Yes	Yes
Grant Principal Investigator - PI	Faculty	No	No	Yes	No	No	Yes	Yes

Other roles that can be added to roles above, if applicable:

Depart. Salary Admin.	P1s, Deans, Directors, designated	No	No	No	salary	Summary salary	Yes (TDI all salaries)	Yes (ACR with salary, 2 salary drill)
Project Team Member	Principal Investigators, Grant Administrators	Controlled by Project: P1 and P2-Yes; P3-No	Controlled by Project: P1 and P2-Yes; P3-No	Yes	No	Department - Project	No	Yes from Project tables



Travel and Expense Presentation

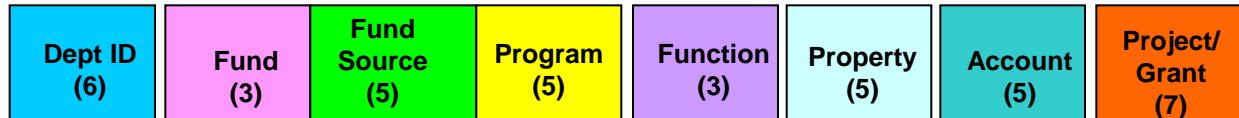
P1 List by Area

User ID	Description	Area	Phone
WRIGHTC	Cheryl Wright	Advancing Studies	23900
MANNIXJA	Joyce Mannix	Arts/Sciences	22189
CARROLTU	Joseph Carroll	Arts/Sciences	26804
ZIADYE	Eric Ziady	Athletics	28673
DELEEUW	Patricia De Leeuw	AVP	23263
HYNESS	Susan Hynes	AVP	24780
CORRIN	Nancy Corrin	Univ Advancement	23446
DRISCOAN	Anne Mary Campbell	Univ Advancement	26675
GOYETTRO	Robert Goyette	Dining	23293
DOHERTPQ	Mary Kay Doherty	Facilities	28626
CROFT	Kathleen Croft	FVP	24857
EMERYSV	Svetlana Emery	GSSW	29198
GODENZI	Alberto Godenzi	GSSW	20866
LENT	Jan Lent	HR	23335
KOZAKADA	Katarzyna Kozak Adams	ITS	26580
RYANNS	Meredith Ryan	Law School	21547
GOODEM	Lyn Goode	Library	20160
SEVEROA	Anne Severo	Nursing	28531
ZIPKINS	Susan Zipkin	OSP	28917
RIVERAR	Raymond Rivera	President's Office	20344
PRUE	Steve Prue	Resident Life	23060
FULTONM	Mary Fulton	School of Educ	24201
MCPHANG	Eugene McMahon	School of Mgmt	28790
STACHNIE	John Stachniewicz	STM	26503
JIMK	James Kreinbring	Student Affairs	20389
HINRICJO	Jonathan Hinrichs	Student Affairs	21290



Travel and Expense Presentation

Overview of Chart of Accounts Structure



ChartField

Definitions

Dept ID

Department or responsibility center

Fund

Global classification of funding source

Fund Source

Identifies specific sources from operations, sponsors, donors

Program

Formal (named) and informal Programs

Function

Functional Purpose and Activity

Property

Buildings

Account

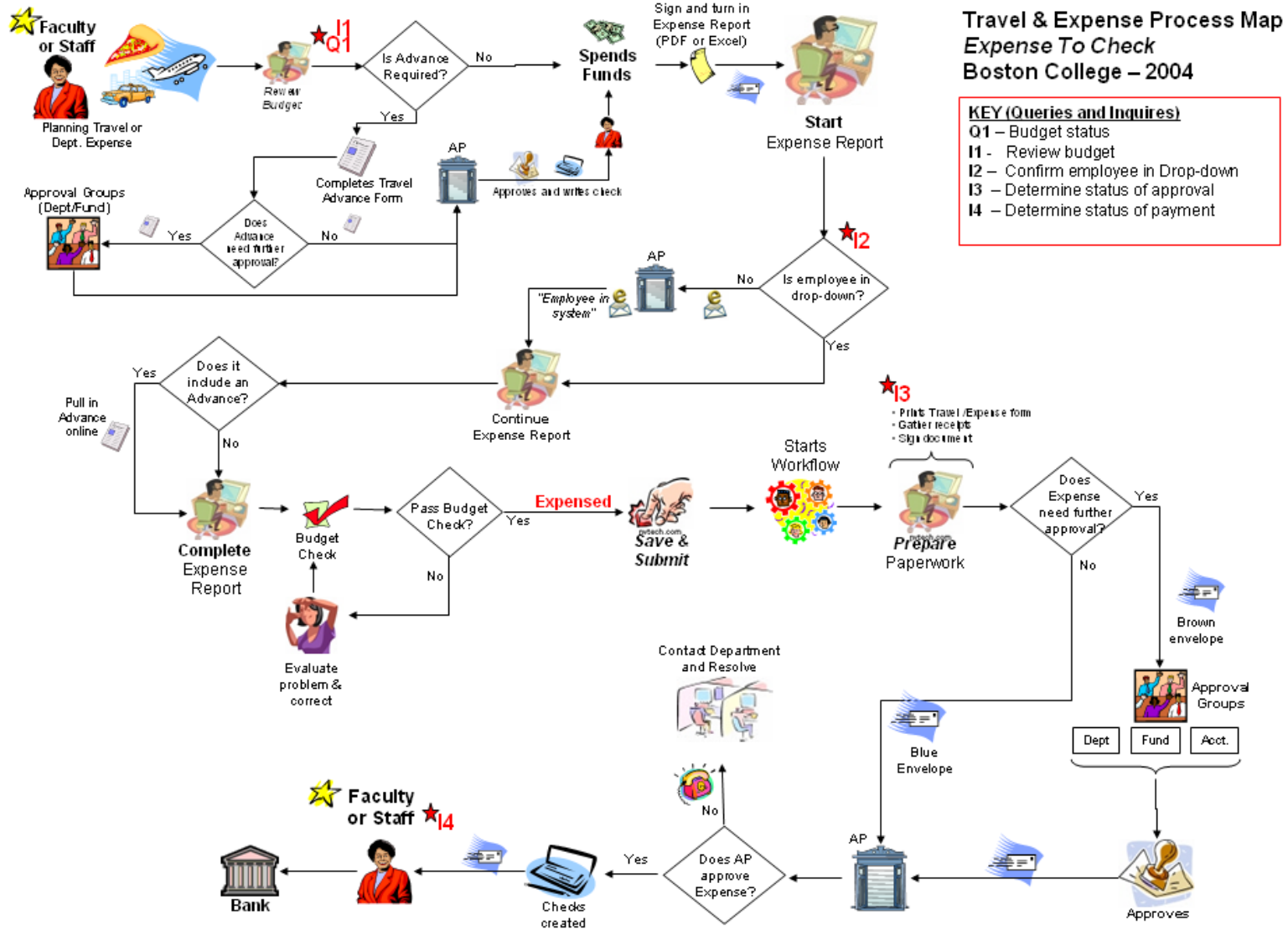
Asset, Liability, Net Asset, Revenue, Expense classifications

Project/Grant

Sponsored programs and capital projects



Travel and Expense Presentation



Travel & Expense Process Map
Expense To Check
Boston College – 2004

KEY (Queries and Inquires)
 Q1 – Budget status
 I1 - Review budget
 I2 – Confirm employee in Drop-down
 I3 – Determine status of approval
 I4 – Determine status of payment



Travel and Expense Presentation

Question: When should a Travel Advance be requested and is there any policy for approval?

Answer: Travel advances may be obtained for prepaid expenses such as a hotel deposit and airfare.

To receive reimbursement for transportation tickets in advance of travel, the itinerary invoice (reflecting travel dates and cost) provided by the authorized travel agency is to be submitted to the Accounts Payable department accompanied by a properly completed Travel Advance form.

Travel on University business must be authorized in advance by your department. This individual is responsible for assuring that budgeted funds are available to meet all travel commitments.

Following completion of travel, a Travel Expense Report accompanied by all original receipts is to be submitted to the Accounts Payable department to reconcile the outstanding advance. This includes all receipts submitted with your Travel Advance.

To apply for an advance, please fill out the [Travel Advance form](#) with your complete chartstring and send to Accounts Payable, 190 More Hall.

Form is available at <http://www.bc.edu/offices/fvp/psfinancial/forms.html>

NOTE: Travel Advances are not charged to your departmental budget until the Expense Report is created. It is very important to reconcile outstanding cash advances as soon as possible.



Travel and Expense Presentation

Question: How do I process a Travel Advance?

Answer: Form is available at <http://www.bc.edu/offices/fvp/psfinancial/forms.html>
The form must be completed and be fully approved before sending it to Accounts Payable. Always provide the employees Eagle ID and full name on the Cash Advance form as there may be several employees with the same name (ex: Michael Smith).

Boston College TRAVEL ADVANCE <small>(Refer to the BC Travel Policy and Instructions before completing)</small>							Travel Advance #		
Employee's Name:			Business Purpose of Expense: <small>(circle one)</small>						
Department:			Conference		Fundraising				
Extension:			Moving Expenses		Recruiting				
			Reimbursable Office Expenses		Research				
			Team Travel		Training				
			University Sponsored Function						
Reason for Request									
Justification for Amount Requested.									
#Days:	Destination:	Beginning:		Ending:					
PART 1: TRANSPORTATION - Provide anticipated transportation expenses:									
Date(s)	Mode	From: City/State/Country	To: City/State/Country	Round Trip (X)	Miles	Rate		Amount	
							Subtotal 1		\$
TOTAL Transportation Expenses									
PART 2: TRAVEL EXPENSES - Provide anticipated expenses:									
Date(s)	Description of Expense								
							Subtotal 2		\$
									\$
Certification: I certify that the advance requested above will be used for authorized purposes only.									
						PART 3: ADVANCE REQUEST			
Signature of Employee						Net Travel Advance			
Authorized Approval						REPORT TOTAL:			
PART 4: ACCOUNT DISTRIBUTION									
Division	Dept	Fund	Fund Source	Program	Function	Property	Account		
%									
%									
If funded by a grant or capital project please include the following values:									
Division	Project	PC Bus Unit	Activity	Res. Type	Category	Sub-Cat			
%									
%									
Alln Supervisors: Be sure account information and descriptions are filled in before signing travel report.									



Travel and Expense Presentation

Question: *Do I need to check the budget before processing an expense report?*

Answer: *Yes. Make sure there is sufficient funding available in the correct account before processing an expense report. The Budget Details inquiry under Commitment Control provides a view of the department's budget balance by account that is available to process on an expense report.*

Navigation: *Commitment Control>Review Budget Activities>Budget Inquiry>Budget Details*

Budget Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	EAGLE	
Ledger Group:	=		
Account:	begins with		
Department:	begins with		
Fund Code:	begins with		
Program Code:	begins with		
Fund Source:	begins with		
Property:	begins with		
Function:	begins with		
PC Business Unit:	begins with		
Project/Grant:	begins with		
Activity ID:	begins with		
Resource Type:	begins with		
Budget Period:	begins with		

[Basic Search](#)

















Travel and Expense Presentation


Action: Click on  and select the Ledger Group **EXPBUDGETS**.

Action: Narrow your search by inputting chartfields and the **Budget Period**.

Budget Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	<input type="text" value="EAGLE"/>	
Ledger Group:	=	<input type="text" value="EXPBUDGETS"/>	
Account:	begins with	<input type="text"/>	
Department:	begins with	<input type="text" value="022207"/>	
Fund Code:	begins with	<input type="text" value="100"/>	
Program Code:	begins with	<input type="text"/>	
Fund Source:	begins with	<input type="text" value="10000"/>	
Property:	begins with	<input type="text"/>	
Function:	begins with	<input type="text"/>	
PC Business Unit:	begins with	<input type="text"/>	
Project/Grant:	begins with	<input type="text"/>	
Activity ID:	begins with	<input type="text"/>	
Resource Type:	begins with	<input type="text"/>	
Budget Period:	begins with	<input type="text" value="2009"/>	

[Basic Search](#)  [Save Search Criteria](#)

Action: Click



Travel and Expense Presentation

Action: Click the account code to review the **Available Budget** to make sure the funds needed to process the expense report are in place. If there is not enough funding, at this point you will need to process a budget transfer before entering the expense report.

Search Results

View All First ◀ 1-8 of 8 ▶ Last

Business Unit	Ledger Group	Account	Department	Fund Code	Program Code	Fund Source	Property	Function	PC Business Unit	Project/Grant	Activity ID	Resource Type	Budget Period
EAGLE	EXPBUDGETS	51100	022207	100	00000	10000	00000	601	(blank)	(blank)	(blank)	(blank)	2009
EAGLE	EXPBUDGETS	51430	022207	100	00000	10000	00000	601	(blank)	(blank)	(blank)	(blank)	2009
EAGLE	EXPBUDGETS	53310	022207	100	00000	10000	00000	601	(blank)	(blank)	(blank)	(blank)	2009
EAGLE	EXPBUDGETS	64001	022207	100	00000	10000	00000	601	(blank)	(blank)	(blank)	(blank)	2009
EAGLE	EXPBUDGETS	68300	022207	100	00000	10000	00000	601	(blank)	(blank)	(blank)	(blank)	2009
EAGLE	EXPBUDGETS	68370	022207	100	00000	10000	00000	601	(blank)	(blank)	(blank)	(blank)	2009
EAGLE	EXPBUDGETS	68900	022207	100	00000	10000	00000	601	(blank)	(blank)	(blank)	(blank)	2009
EAGLE	EXPBUDGETS	70014	022207	100	00000	10000	00000	601	(blank)	(blank)	(blank)	(blank)	2009

Budget Details

Business Unit	Ledger Group	Department	Fund Code	Fund Source	Program Code	Function	Property	Account	Budget Period
EAGLE	EXPBUDGETS	022207	100	10000	00000	601	00000	68900	2009

Ledger Amounts

Budget:	1,470.00	USD	Max Rows	250
Expense:	1,014.39	USD	Attributes	
Encumbrance:	0.00	USD	Parent / Children	
Pre-Encumbrance:	0.00	USD	Associated Budgets	
Associate Revenue:	0.00	USD		

Available Budget

Without Tolerance:	455.61	USD	Percent:	(30.99%)	Forecasts
With Tolerance:	455.61	USD	Percent:	(30.99%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
--------------------------	---	----------------------------	---	-------------------

Return to Search | Next in List | Previous in List | Notify



Travel and Expense Presentation

Question: How do I know if a person being reimbursed is on my expense drop-down list?

Answer: To see if an individual is on your expense drop-down list navigate to Create/Update under Travel and Expenses.

Navigation: Employee Self-Service > Travel and Expense > Expense Report > Create/Update

Menu

Search:

- My Favorites
- BC Custom
- BC Reports
- Employee Self-Service
 - Travel and Expenses
 - User Preferences
 - Travel & Expense Home
 - Expense Report**
 - Review Payments
 - Print Bar Code Receipt Form
 - Review Expense History
 - Review Profile
 - Manager Self-Service
 - Purchasing

Travel and Expense Expense Report

- Create/Update**
Create/Update an Expense Report and submit it for approval or save for further work.
- View**
View Expense Reports that have already been submitted.
- Delete**
Remove an Expense Report from the expense system.
- Print**
Print a hardcopy of an Expense Report.

Action: Click *Create/Update*

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search by: begins with

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Action: Click **Add a New Value** tab



Travel and Expense Presentation

Expense Report

Find an Existing Value | Add a New Value

EmpID:

[Find an Existing Value](#) | [Add a New Value](#)

Action: As the originator your own Eagle Id will default in. If the Expense Report is for **yourself**, click

Action: If not, Click the “look up” button to select the individual you are reimbursing.

Look Up EmpID

Search by:

[Advanced Lookup](#)

Search Results

View All First 1-2 of 2 Last

Name	EmpID
Campbell,Rachel L	14689361
Campbell,Stephanie	69729737

Action: You can change the **Search by** drop down to “Name” and type in the last name or a portion of it.

Action: Click the **blue** Name of the employee you wish to reimburse.



Travel and Expense Presentation

Action: If you get a message “**No matching values were found**” as shown below, see page 15 for instructions. The individual is not on your Expense drop-down list and needs to be added before the expense report can be processed.

Look Up EmpID

Search by: begins with

[Advanced Lookup](#)

No matching values were found.



Travel and Expense Presentation

Question: *How do I add someone to my expense drop-down list?*

Answer: *To request an individual be added to your expense drop down list, navigate to the following PeopleSoft page, complete the request and save.*

Navigate in PeopleSoft – Employee Self-Service >> Add Employee to Authorization

Enter the name of the owner of the drop down and the employee to be added

You will not be able to process the expense report until Accounts Payable adds the individual to your expense drop down list and sends a confirmation email.

*In some cases a student employee cannot be added to a drop-down menu. The student will be added to the vendor file, you will be notified by Accounts Payable, and you will now process the reimbursement as a **voucher**.*



Travel and Expense Presentation

Student Request Form

PROCUREMENT SERVICES

This form should only be used for students who are not active on BC payroll. These students will be added to our vendor file and the student's permanent home address is required.

Please note: Active students on BC payroll can be added to your expense drop-down list through PeopleSoft Financials under Employee Self Service>>Travel and Expense>>Add Employee to Authorizations. For more information on this process, click [here](#).

BC Student Name

Eagle ID#

Reason for Request

Please provide:

Student's Permanent Address

City, State, Zip Code

Department Contact Information

Contact Name

Extension

Your User ID

Your Email Address



Travel and Expense Presentation

Question: *When do I process an expense report?*

Answer: *An Expense Report is processed when a **BC employee** needs to be reimbursed for University expenses.*

Navigation: *Employee Self-Service > Travel and Expense > Expense Report > Create/Update*

The screenshot shows a web application interface for 'Travel and Expense Expense Report'. On the left is a 'Menu' sidebar with a search box and a tree view containing categories like 'My Favorites', 'BC Custom', 'BC Reports', and 'Employee Self-Service'. Under 'Employee Self-Service', 'Travel and Expenses' is expanded, and 'Expense Report' is selected. The main content area is titled 'Travel and Expense Expense Report' and features four icons with corresponding text: 'Create/Update' (document with a green plus sign), 'View' (document with a magnifying glass), 'Delete' (document with a red X), and 'Print' (printer icon). The 'Create/Update' link is circled in red.

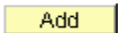

Action: *Click [Create/Update](#).*

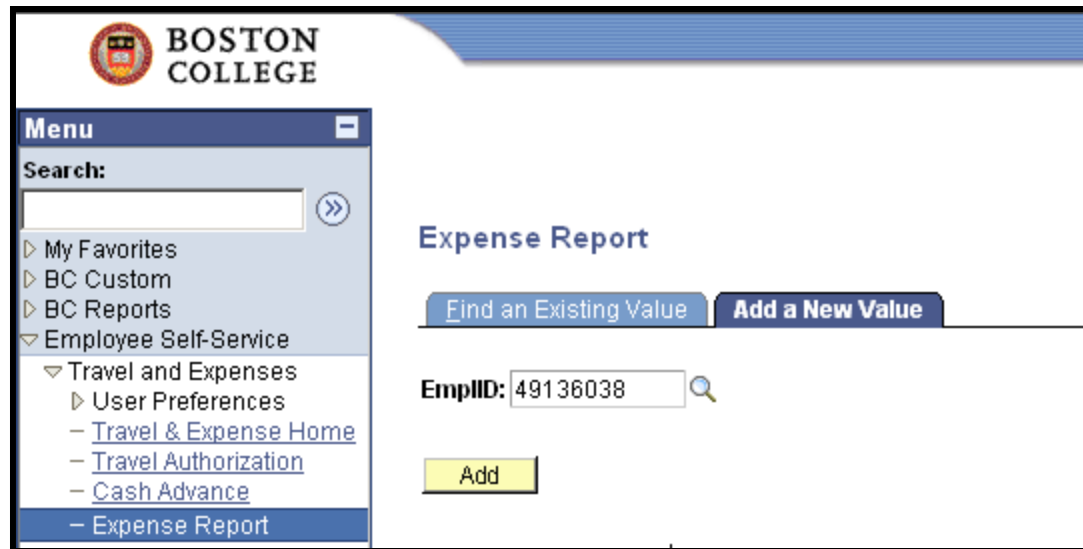


Travel and Expense Presentation

Action: Click  tab.

Note: “Add a New Value” tab defaults originator’s Eagle ID.

Action: Click  if the expense report is for you or click on the “look up”  icon to find the Eagle ID or Name you want to process the expense report for.





Travel and Expense Presentation

If the reimbursement is for someone on your list, click on the **blue** EmplID and continue processing.

A search can also be done by changing the drop down **Search by** box to Name. Users have the ability to then alphabetize the Name list by double clicking on the “white” Name label. If an individual is not on your list, you will need to request that the individual be added to your expense drop-down list.

BOSTON COLLEGE

Menu

Search:

- My Favorites
- BC Custom
- BC Reports
- Employee Self-Service
 - Travel and Expenses
 - User Preferences
 - [Travel & Expense Home](#)
 - [Travel Authorization](#)
 - [Cash Advance](#)
 - [Expense Report](#)
 - [Review Payments](#)
 - [Print Bar Code Receipt Form](#)
 - [Review Expense History](#)
 - [Review Profile](#)
 - Manager Self-Service
 - Vendors
 - Purchasing
 - eProcurement

Look Up EmplID

Search by: **EmplID** Begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)


Search Results

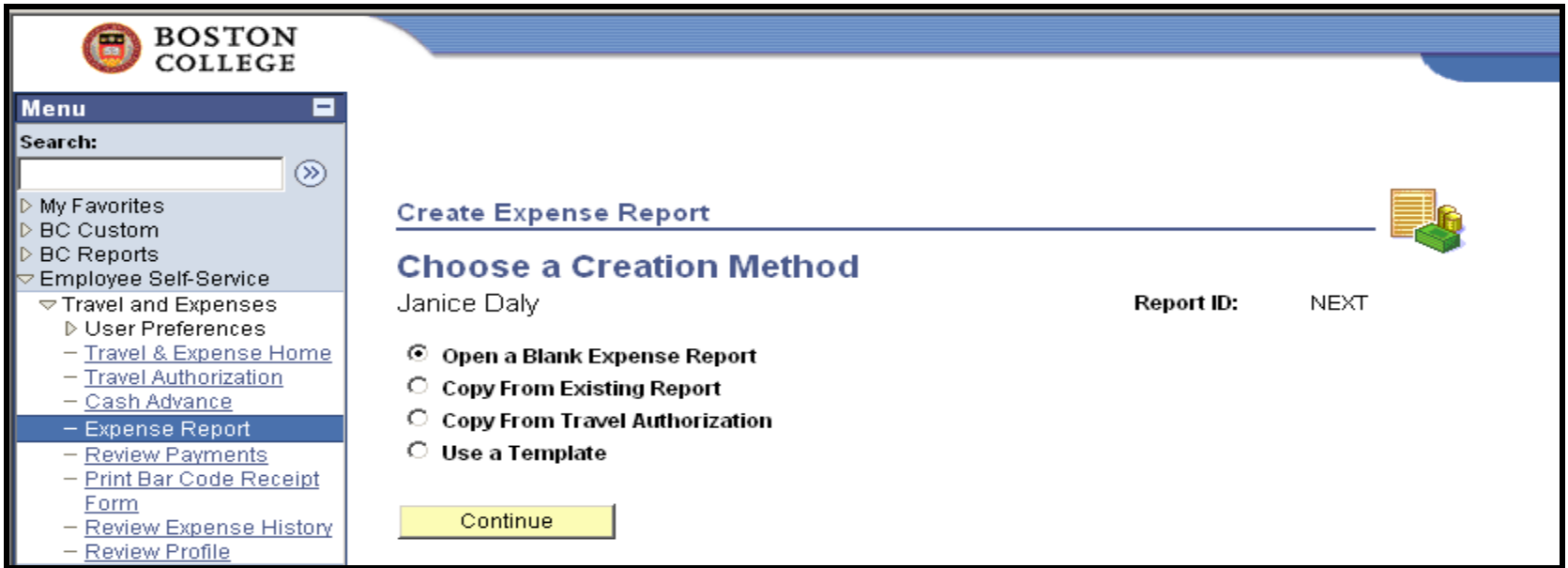
View All First 1-6 of 6 Last

EmplID	Name
22710846	Branco,Anna J
25060127	Cardarelli,Rita
37247308	Corcoran,William P
49136038	Daly,Janice M
54226440	McGowan,Paul
71377031	Simmons,Renee M





Travel and Expense Presentation

The next step is to choose how you want to create the expense report. If this is your first expense report, **Open a Blank Expense Report**. Otherwise, you have the option to **Copy From Existing Report** or **Copy From Travel Authorization**. If Copying From Existing Report, make changes to the dates and amounts for the report as needed. Click 



The screenshot shows the Boston College web portal for creating an expense report. On the left is a navigation menu with categories like 'My Favorites', 'BC Custom', 'BC Reports', and 'Employee Self-Service'. Under 'Employee Self-Service', the 'Travel and Expenses' section is expanded, showing options such as 'User Preferences', 'Travel & Expense Home', 'Travel Authorization', 'Cash Advance', 'Expense Report' (which is highlighted), 'Review Payments', 'Print Bar Code Receipt Form', 'Review Expense History', and 'Review Profile'. The main content area is titled 'Create Expense Report' and 'Choose a Creation Method'. It displays the name 'Janice Daly' and a 'Report ID: NEXT' field. Three radio button options are available: 'Open a Blank Expense Report' (selected), 'Copy From Existing Report', and 'Copy From Travel Authorization'. There is also an option 'Use a Template'. A yellow 'Continue' button is located at the bottom of the main content area.

Action: Use the “look up”  to select the individual you want to create an Expense Report for. Click 



Travel and Expense Presentation

Action: Enter in the **Report Description** (description of expense report used in various reports), **Business Purpose** (choose purpose from the drop-down list), **Reference** (10 space field that will print on EFT and check remittance) and **Comment** (free form detail comment field associated with the Expense).

Click blue hyperlink [Default Accounting For This Expense Report](#) , which will takes you to the chartstring screen.

Create Expense Report

General Information

Janice Daly Report ID: NEXT

*Report Description:
(Example: Trip to New York)

*Business Purpose:

Default Location:

Reference:

Comment:

Go To: [Default Accounting For This Expense Report](#)

* Required Field

Your check/EFT will now display the description from the reference field in the Invoice Number column.

Bank of America, N.A.
South Portland, ME 04106

52-163
112

Date	Check No.:	Check Amount
02/17/11	41797	*****\$48.00

VOID AFTER 180 DAYS

PAY: *Forty eight and 00/100 Dollars*

To The Order Of
Janice M Daly
140 Commonwealth Ave
More Hall 188
Chestnut Hill, MA 02467-3819

VOID

DIRECT DEPOSIT ADVICE

Check Date:	02/17/11	Vendor Number	0049136038	Check Number	41797
Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Pay Amount
1099LUNCH 1099LUNCH	02/17/11 02/17/11	00133300 00133300	\$48.00		\$48.00



Travel and Expense Presentation

Action: Add the Fund code and click

Create Expense Report

Default Accounting For This Expense Report
Janice Daly Report ID: NEXT

Accounting Summary Set Personalizations | Find | First 1 of 1 Last

%	*GL Unit	Dept	Fund	Fund Source	Program	Function	Property	Project/Grant
100.00	EAGLE	022202		0000	00000	601	00000	

Action: Under **Add Expense**, choose appropriate Expense Type:

Click

If necessary, continue to **Add Expense** types and amounts, until complete.

Create Expense Report

Expense Report Details
Janice Daly Report ID: NEXT

General Information

Report Description: HEUG Conference - CA Employee Base: Office
 Business Purpose: Conference
 Reference: Budget Status: Not Chk'd

Add Expense

Expense Type:

Expense Line Items Customize | Find |


Expense Type	Date	Merchant	Amount	Currency	Split
			0.00	USD	Split

Go To: [Modify Report Information](#)
[Populate From My Wallet](#)
[Apply Cash Advance\(s\)](#)
[Explanation of Totals](#)



Travel and Expense Presentation











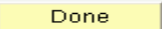
Action: On Add Expense, pick the appropriate expense type and fill in with complete information.

Create Expense Report 

Add Expense - Airfare-Domestic

Janice Daly Report ID: NEXT

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'.

About This Expense		Current Expenses	
*Expense Date:	01/04/2009 	Date	Amount
*Payment Type:	Personal Credit Card 	01/04/09	0.00
*Billing Type:	Internal 	Type	
*Description:	Delta Airlines 	Airfare-Domestic	
	<input type="checkbox"/> No Receipt	Total Employee Expenses:	0.00
*Amount Spent:	658.00 USD	Total Personal Expenses:	0.00
Conversion Rate:	1.00000000  	Total Prepaid Expenses:	0.00
	<input checked="" type="checkbox"/> Default Rate	Total Employee Credits:	0.00
Amount:	0.00 USD 	Total Vendor Credits:	0.00
Add Another Expense		Total Advance Applied:	0.00
Expense Type:	 	Total Due Employee:	0.00
		Total Due Vendor:	0.00
			

Go To: [Accounting For This Expense](#)
[VAT Information](#)



Travel and Expense Presentation


Expense Types and Accounts


Type	Descr	Type Group	Account
AIR-DOM	Airfare - Domestic	TRV-DOM	68902
AIR-FOR	Airfare - Foreign	TRV-FOR	68903
GIFTS	Gifts/Memorials	NON-TRV	65510
GRD-DOM	Ground Trans-Domestic	TRV-DOM	68902
GRD-FOR	Ground Trans-Foreign	TRV-FOR	68903
LOD-DOM	Lodging/Hotel-Domestic	TRV-DOM	68902
LOD-FOR	Lodging/Hotel-Foreign	TRV-FOR	68903
MEALS-D	Meals-Domestic Travel	TRV-DOM	68902
MEALS-F	Meals-Foreign Travel	TRV-FOR	68903
MEAL W/D	Meals w/Attendees-Domestic	TRV-DOM	68902
MEAL W/F	Meals w/Attendees-Foreign	TRV-FOR	68903
MILEAGE	Mileage-Personal Car	TRV-DOM	68902
OFFCEXP	Reimbursable Office Expense	NON-TRV	68730
<u>ONSITE</u>	Meals/Onsite/Local Meeting	NON-TRV	68150
PARKING	Parking	TRV-DOM	68902
REG-DOM	Registration-Domestic	TRV-DOM	68902
REG-FOR	Registration-Foreign	TRV-FOR	68903
SUB-BKS	Subscription/Books	NON-TRV	68710
TUITION	HR Tuition Assistance	NON-TRV	62060
UNIFORM	Uniform Cleaning	NON-TRV	67910





Travel and Expense Presentation


Action: When all expense types are entered, click  to perform budget checking. Verify that the budget status is **Valid**. If you see "Error", the expense report does not pass budget check. You cannot drill down on the expense report. Make sure you have enough budget in the parent budget. Check the chartstring to make sure it was entered correctly.

Expense Report 

Expense Report Details


Janice Daly **Report ID:** 0000099105

General Information

Report Description:	HEUG Conference - CA	Employee Base:	Office
Business Purpose:	Conference		
Reference:		Budget Status	Valid <input type="button" value="v"/>
Status:	Pending		

Add Expense

Expense Type:

Expense Line Items Customize | Find | 

Expense Type	Date	Merchant	Amount	Currency	Split	
Airfare-Domestic	01/04/2009		658.00	USD	Split	<input type="button" value="-"/>

Total Employee Expenses:	658.00	USD
Total Personal Expenses:	0.00	USD
Total Prepaid Expenses:	0.00	USD
Total Employee Credits:	0.00	USD
Total Vendor Credits:	0.00	USD
Total Cash Advances:	0.00	USD

Total Due Employee:	658.00	USD
Total Due Vendor:	0.00	USD

Expense Report Status

Routing	Name	Status	Date
Originator	Pierre, Teri R	In Process	
Pre-Pay Auditor			

Approval Detail Find | View All | First 1 of 1 Last

Name:

Comment:





Travel and Expense Presentation

Action: Click

✓ Do you really want to submit this Expense Report? **Action:** Click

✓ The Submit was successful. **Action:** Click

Action: Write down the **Report ID**. The expense report status of **“Approved”** is required before paperwork is sent to AP. All departmental and Fund code approvals should be completed.

Expense Report

Expense Report Details

Janice Daly Report ID: 0000099105

General Information

Report Description:	HEUG Conference - CA	Employee Base:	Office
Business Purpose:	Conference		
Reference:			
Status:	Approved	Budget Status:	<input type="button" value="Valid"/>

Add Expense

Expense Type:

Expense Line Items Customize | Find |

Expense Type	Date	Merchant	Amount	Currency	Split	
Airfare-Domestic	01/04/2009		658.00	USD	Split	<input type="button" value="-"/>

Total Employee Expenses: 658.00 USD

Total Personal Expenses: 0.00 USD

Total Prepaid Expenses: 0.00 USD

Total Employee Credits: 0.00 USD

Total Vendor Credits: 0.00 USD

Total Cash Advances: 0.00 USD

Total Due Employee: 658.00 USD

Total Due Vendor: 0.00 USD

Expense Report Status

Routing	Name	Status	Date
Originator	Pierre, Teri R	Submitted	03/16/2009
Pre-Pay Auditor			

Find | View All 1 of 1

Approval Detail

Name:

Comment:



Travel and Expense Presentation


Question: How do I process an expense report for a Grant?


Answer: You can process an expense report against a Grant if you are named as a team member.

Action: Required fields – Department (6 digits), Fund (3 digits), Fund Source (5 digits), Program (zero's or 5 digits), Function (3 digits) Property (zero's or 5 digits).

NOTE: If transacting against a Grant, click  scroll to the right, and complete the following in the exact order Business Unit: Grant, Project/Grant: Your Grant Number, Activity ID: STANDARD.

Click 


Click 









Create Expense Report 

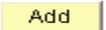
Default Accounting For This Expense Report


Joni Littleton Report ID: NEXT

Accounting Summary Set Personalizations | Find |  First 1 of 1 Last

GL ChartFields 1 Projects ChartFields 

%	*GL Unit	Dept	Fund	Fund Source	Program	Function	Property	Project/Grant
100.00	EAGLE 	051255 	500 	12040 	00000 	301 	00000 	<input type="text"/> 





Travel and Expense Presentation

Question: How do I determine what the Approval Status message is on my Expense Report?

Answer: The status listed below determines where the Expense Report is in the workflow process.

<u>Status</u>	<u>Explanation</u>
Pending	Pending status indicates Expense Report has not been submitted for approval.
Pending Department Approval	Pending Departmental Approval can mean: The originator is not a P1 or a P2a. A P1 or P2a belonging to the department listed on the expense needs to approve the expense. The expense is over \$5,000 and requires a second approver.
Pending Fund Code Approval	This status means that either fund code for OSP, Endowment, Capital or Agency is needed.
PndAcctApp	Pending Special Account Approval. These accounts must be approved by members of the GLAdmin role (Controller's Office).
Approved	Expense report made it through workflow and is waiting AP audit prior to release of payment.
Paid	Check has been released to payee.



Travel and Expense Presentation

Question: How do I print an Expense Report?

Navigation: Employee Self-Service > Travel and Expense > Expense Report > Print

Menu

Search:

- My Favorites
- Vista Plus Interface
- BC Custom
- BC Reports
- Employee Self-Service
 - Assets
 - Travel and Expenses
 - User Preferences
 - Travel & Expense Home
 - Travel Reservations
 - Travel Authorization
 - Cash Advance
 - Expense Report
 - Time Report
 - My Wallet

Travel and Expense Expense Report

- [Create/Update](#)
Create/Update an Expense Report and submit it for approval or save for further work.
- [View](#)
View Expense Reports that have already been submitted.
- [Delete](#)
Remove an Expense Report from the expense system.
- [Print](#)
Print a hardcopy of an Expense Report.

Action: Enter the Expense Report ID (or click on drop-down menu for other choices) Search

BOSTON COLLEGE

Menu

Search:

- My Favorites
- BC Custom
- BC Reports
- Employee Self-Service
 - Travel and Expenses
 - User Preferences
 - Travel & Expense Home
 - Travel Authorization
 - Cash Advance
 - Expense Report

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)



Travel and Expense Presentation

Question: After I print my Expense Report what should I do with the paperwork?

Action: Sign the expense report and determine if any other signature is needed. Once all approvals are complete, send all **original** receipts (proof of purchase) taped to the second page of the printed Expense Sheet (do not staple). All approvals must be completed before the paperwork is sent to Accounts Payable, More Hall Room 190.

Expense Report Expense Receipt

PEOPLE Expense Report 0000076725

Janice Daly EmpID: 49136038

Report Date: 07/23/2008 9:34:19AM **Status:** Approved

Description: Trip to Florida

Business Purpose: Training

Comment:

Date	Expense Type	Merchant	Location	Amount	Currency
07/15/2008	Airfare-Domestic			500.00	USD
Total Employee Expenses:				500.00	USD
Total Personal Expenses:				0.00	USD
Total Prepaid Expenses:				0.00	USD
Total Employee Credits:				0.00	USD
Total Vendor Credits:				0.00	USD
Total Cash Advances:				0.00	USD
Total Due Employee:				500.00	USD
Total Due Vendor:				0.00	USD

I certify that the information provided above is an accurate record of expenses incurred.

Employee Signature Date

Approved By Date



Travel and Expense Presentation

Question: *What type of receipts are required for an expense report?*

Answer: When submitting an Expense Report, provide the following items as Proof of Payment.

- Original receipts – Please do not send American Express statement.
- E-ticket or boarding passes/passenger receipt
- Itemized hotel bills
- Itemized meal receipts with list of all attendees
- Rental car bills
- Necessary toll receipts
- Airport parking fees that do not exceed normal taxi fares to/from the airport



Travel and Expense Presentation

Question: How do I apply a Cash Advance to an Expense Report?

Answer: To apply a Cash Advance to an expense report create an expense report as you normally would (Step by Step instructions page 17). **NOTE:** A Cash Advance is not charged to a department budget until an expense report is processed. Please keep this in mind when viewing your budget balance available.

Action: At the bottom of the page, click the blue hyperlink [Apply Cash Advance\(s\)](#)

Create Expense Report

Expense Report Details
James Condon Report ID: NEXT

General Information

Report Description: PeopleSoft Conference Employee Base: Office
 Business Purpose: Conference Budget Status: Not Chk'd
 Reference:

Add Expense

Expense Type: Add

Expense Line Items						Customize Find
Expense Type	Date	Merchant	Amount	Currency	Split	
Airfare-Domestic	09/16/2008		550.00	USD	Split	<input type="checkbox"/>
Total Employee Expenses:			550.00	USD		
Total Personal Expenses:			0.00	USD		
Total Prepaid Expenses:			0.00	USD		
Total Employee Credits:			0.00	USD		
Total Vendor Credits:			0.00	USD		
Total Cash Advances:			0.00	USD		
Total Due Employee:			550.00	USD		
Total Due Vendor:			0.00	USD		

Save For Later Submit For Approval

Go To: [Modify Report Information](#)
[Populate From My Wallet](#)
[Apply Cash Advance\(s\)](#)
[Explanation of Totals](#)
[Print Document](#)




Travel and Expense Presentation

*Action: Click on the *Advance ID “look up”* 

Create Expense Report

Apply Cash Advance(s)
James Condon Report ID: NEXT

*Advance ID	Advance Amount	Balance	Total Applied		
<input type="text" value=""/> 	0.000	0.00	<input type="text" value="0.00"/>	USD	<input type="button" value="-"/>

Total Advance Applied: 0.00 USD
 Total Due Employee: 550.00 USD

[Return To Expense Report](#)

Action: Select the appropriate Advance ID# and verify amounts.

Look Up Advance ID

Search by: Advance ID begins with

[Advanced Lookup](#)

Search Results

View All First 1 of 1 Last

Advance ID	Advance Description	Balance	Currency Code
0000004952	PeopleSoft Convention	500	USD



Travel and Expense Presentation

Create Expense Report

Apply Cash Advance(s)
James Condon

Report ID: NEXT

Advance ID	Advance Amount	Balance	Total Applied		
0000004952	500.00	0.00	500.00	USD	

Add

Total Advance Applied: 500.00 USD
Total Due Employee: 50.00 USD

OK

[Return To Expense Report](#)

(If expenses incurred were less than the cash advance given, this is the time to change the amount in Total Applied field, process the expense report and attach a check payable to Boston College).

Action: Click

Action: Click

Create Expense Report

Expense Report Details
James Condon

Report ID: NEXT

General Information

Report Description: PeopleSoft Conference
Business Purpose: Conference
Reference:
Employee Base: Office
Budget Status: Not Chk'd

Add Expense

Expense Type: Add

Expense Line Items

Expense Type	Date	Merchant	Amount	Currency	Split
Airfare-Domestic	09/16/2008		550.00	USD	Split

Total Employee Expenses: 550.00 USD
Total Personal Expenses: 0.00 USD
Total Prepaid Expenses: 0.00 USD
Total Employee Credits: 0.00 USD
Total Vendor Credits: 0.00 USD
Total Cash Advances: 500.00 USD
Total Due Employee: 50.00 USD
Total Due Vendor: 0.00 USD

Save For Later Submit For Approval

Go To: [Modify Report Information](#)
[Populate From My Wallet](#)
[Apply Cash Advance\(s\)](#)
[Explanation of Totals](#)
[Print Document](#)



Travel and Expense Presentation

Action: Budget check the  expense report. Budget Status should change to **Valid**.

Expense Report


Expense Report Details
James Condon Report ID: 0000090710


General Information

Report Description: PeopleSoft Conference Employee Based: Office
 Business Purpose: Conference
 Reference:
 Status: Pending Budget Status: Valid

Add Expense

Expense Type:



Expense Line Items Customize | Find | 

Expense Type	Date	Merchant	Amount	Currency	Split	
Airfare-Domestic	09/16/2008		550.00	USD	Split	

Total Employee Expenses: 550.00 USD
Total Personal Expenses: 0.00 USD
Total Prepaid Expenses: 0.00 USD
Total Employee Credits: 0.00 USD
Total Vendor Credits: 0.00 USD
Total Cash Advances: 500.00 USD
Total Due Employee: 50.00 USD
Total Due Vendor: 0.00 USD

Expense Report Status

Routing	Name	Status	Date
Originator	Pohlman, Mary E	In Process	
Pre-Pay Auditor			

Approval Detail Find | View All First  1 of 1  Last

Name:
 Comment:

Action:



Travel and Expense Presentation

Expense Report

Submit Confirmation

James Condon **Report ID:** 0000090710

Do you really want to submit this Expense Report?

Action: Click

Expense Report

Submit Confirmation

James Condon **Report ID:** 0000090710

The Submit was successful.

Microsoft Internet Explorer

Expense Report ID 0000090710 has been sent to Accounts Payable for pre-pay audit processing. (0,0)


Action: Click

Action: Click



Travel and Expense Presentation


Expense Report status should be “Approved”. All approvals must be completed before the paperwork is sent to Accounts Payable, More Hall Room 190.


View Expense Report 

Expense Report Details

James Condon **Report ID:** 0000090710

General Information

Report Description: PeopleSoft Conference **Employee Base:** Office
 Business Purpose: Conference 
 Reference: **Budget Status:**
 Status: Approved

Expense Line Items [Customize](#) | [Find](#) | 

Expense Type	Date	Merchant	Amount	Currency
Airfare-Domestic	09/16/2008		550.00	USD
Total Employee Expenses:			550.00	USD
Total Personal Expenses:			0.00	USD
Total Prepaid Expenses:			0.00	USD
Total Employee Credits:			0.00	USD
Total Vendor Credits:			0.00	USD
Total Cash Advances:			500.00	USD
Total Due Employee:			50.00	USD
Total Due Vendor:			0.00	USD

Expense Report Status

Routing	Name	Status	Date
Originator	Pohlman, Mary E	Submitted	09/16/2008
Pre-Pay Auditor			

Approval Detail [Find](#) | [View All](#) | First 1 of 1 Last

Name: _____
Comment:



Travel and Expense Presentation

Question: How do I process a Travel Authorization into an Expense Report?

Answer: To process a Travel Authorization into an Expense Report navigate to Employee Self Service.

Navigation: Employee Self Service > Travel and Expense > Expense Report

The screenshot shows a web form titled "Create Expense Report" with a sub-header "Choose a Creation Method". The user name "Mary Pohlman" is displayed on the left, and "Report ID: NEXT" is on the right. There is an icon of a document with a green bar and a stack of coins in the top right corner. The form contains four radio button options: "Open a Blank Expense Report" (which is selected), "Copy From Existing Report", "Copy From Travel Authorization", and "Use a Template". A yellow "Continue" button is located at the bottom left of the form area.

Default is set to Open a Blank Expense Report, click Copy from Travel Authorization.

This screenshot is identical to the one above, but the radio button for "Copy From Travel Authorization" is now selected, and the "Open a Blank Expense Report" option is unselected. The rest of the form, including the user name, report ID, and "Continue" button, remains the same.



Travel and Expense Presentation

Create Expense Report

Populate From A Travel Authorization

Mary Pohlman Report ID: NEXT

From Date: To:

	Description	Business Purpose	Date From	To
<input type="button" value="Select"/>	PeopleSoft Conference	Conference	09/26/2008	09/28/2008

[Return to Choose a Creation Method](#)

Click on the Travel Authorization you want to create an Expense Report for.

Create Expense Report

General Information

Mary Pohlman Report ID: NEXT

*Report Description:
(Example: Trip to New York)

*Business Purpose:

Default Location:

Reference:

Travel Authorization ID:

Comment:

Go To: [Default Accounting For This Expense Report](#)

* Required Field

The Travel Authorization ID is shown on the Expense Report. Click , populate fields as necessary and budget check to complete the Expense Report.



Travel and Expense Presentation

Question: Can I check on the status of my expense report once I submit it?

Answer: To check on the status approval of an Expense Report navigate to Employee Self Service.

Navigation: Employee Self Service > Travel and Expense > Expense Report > View > Find an Existing Value tab

Action: Select from the pull-down menu a Report ID or Name you would like to search on.

Expense Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Action: Click

Action: Click on the Expense Report that you would like to view and review the status.

View Expense Report

Expense Report Details
Janice Daly Report ID: 0000076725

General Information

Report Description:	Trip to Florida	Employee Base:	Office
Business Purpose:	Training		
Reference:			
Status:	Approved	Budget Status:	Valid

Expense Line Items Customize | Find |

Expense Type	Date	Merchant	Amount	Currency
Airfare-Domestic	07/15/2008		500.00	USD



Travel and Expense Presentation

Question: *How can I find the payment information for a check or EFT?*

Answer: *To determine if payment has been sent an expense report.*

Navigation: *Employee Self Service > Travel and Expense > Review Payments>Find an Existing Value*

Action: *Input in the Name field, the individual you would like to view payment for.*

Action: Click 



The screenshot shows the Boston College Employee Expense Payment system interface. On the left is a navigation menu with options like 'My Favorites', 'BC Custom', 'BC Reports', and 'Employee Self-Service'. Under 'Employee Self-Service', 'Travel and Expenses' is expanded, showing options like 'User Preferences', 'Travel & Expense Home', 'Travel Authorization', 'Cash Advance', 'Expense Report', 'Review Payments', 'Print Bar Code Receipt Form', 'Review Expense History', and 'Review Profile'. The main content area is titled 'Employee Expense Payment' and 'Employee Payment History' for 'Janice Daly'. It displays 'Payment Information' with fields for 'Check Date' (05/30/2006), 'Payment Amount' (779.18 USD), 'Payment Status' (Paid), and 'Check Number' (168138). Below this is a 'Payee Address' section and a 'Payments' table.

Payments						
Type	ID	Description	Status	Created	Amount	Currency
Expense Report	0000051329	WASHINGTON DC	Paid	05/25/2006	779.18	USD



Travel and Expense Presentation

Question: *How do I verify/select the bank account I want my expense reimbursement to go to?*

Answer: *You can check your bank account for expenses through Agora – PeopleSoft HR*

Navigation: *Log into Agora>>My Services>>PeopleSoft Human Resource Services*

Action: *Click on Direct Deposit and verify the bank account selected for Expense Check Direct Deposit*

Direct Deposit

Carolyn A Donoghue

Review, add or update your direct deposit information. [View BC Direct Deposit Instructions](#)

Direct Deposit Detail

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>	<u>Expense Check Direct Deposit</u>		
Savings	211381990	706239	Amount	\$50	1	<input type="checkbox"/>	Edit	Delete
Checking	011000390	47689465	Balance		999	<input checked="" type="checkbox"/>	Edit	Delete
Add Account								



Travel and Expense Presentation

Queries - Vouchers

- BC_AP_VCHR_NOT_SUBMITTED
- BC_AP_VCHR_AP_APPR
- BC_AP_VOUCHER_OPRID
- BC_AP_INVOICES_PAID_VENDOR

Queries - Expenses

- BC_EX_EXPENSES_BY_DEPT
- BC_EX_NOT_SUBMITTED
- BC_EX_DEPT_APPR

Queries - Requisitions

- BC_PO_BY_DEPT
- BC_PO_RECEIV_RVW_PMT_BY_DEPT



Travel and Expense Presentation

Navigation: Reporting Tools>>Query>>Query Viewer>>Query Name begins with BC_EX_Expenses_By_Dept

Department:

From Creation Date:

To Creation Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (11 kb)

[View All](#)

First 1-20 of 20 Last

	Report ID	Report Descr	ID	Name	Status	Created	Entered By	Line	Type	Amount	Account	Dept	Fund	Program	Fund Source	Property	Function	Project/Grant
1	0000127103	NCJRA REGIONAL MEETING	87488853	Joyce,Caitlin M	PD	10/04/2010	GILLISDO	1	GRD-DOM	23.000	68902	053021	100	00000	10000	00000	201	
2	0000128872	NATIONAL COUNCIL OF UNIVERSITY	59966368	Songer,Travis	PD	11/08/2010	GILLISDO	1	MILEAGE	431.000	68902	053021	100	00000	10000	00000	201	



Travel and Expense Presentation

Navigation: Reporting Tools>>Query>>Query Viewer>>Query Name begins with BC_EX_Not_Submitted

BC_EX_NOT_SUBMITTED- Expenses not submitted

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All

First ◀ 1-1 of 1 ▶ Last

	Report ID	Empl ID	Name	Creation Date	Sum Amount	Status	Budget Status	Dept	Descr	Entered By
1	0000142768	36362338	Padilla,Willie	09/19/2011	1933.940	Pending	Valid Budget Check	053381	Travel Domestic	DICARLDA



Travel and Expense Presentation

Navigation: Reporting Tools>>Query>>Query Viewer>>Query Name begins with BC_EX_Dept_Appr

BC_EX_DEPT_APPR- Expenses pending Dept Approval

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (1 kb)

View All

First 1-2 of 2 Last

	Report ID	Empl ID	Name	Creation Date	Sum Amount	Status	Budget Status	Dept	Descr	Entered By
1	0000122925	37635096	Mc Guire,Jane G	05/26/2010	7.500	Pending Departmental Approval	Valid Budget Check	050201	Travel Domestic	MANNINJA
2	0000088099	39306633	Krakowsky,Barbara A	05/27/2008	78.620	Pending Departmental Approval	Valid Budget Check	024201	Supplies General	KRAKOW



Travel and Expense Presentation

University Travel Program

www.bc.edu/travel

Carolyn Donoghue

2-8911