

# PantherSoft Financials

## Travel 101

### Travel Authorizations

## Resources for Travel Help

- Training Manuals and Guides are on-line at <http://panthersoft.fiu.edu/Financials/UPK/travel.htm>
- Call 7-7200 Financial Systems and Support Services Help desk

## **T & E Terms and Definitions:**

- CASH ADVANCE – Cash Advances cannot exceed 80% of the total per diem, out of pocket and incidental expenses as computed on the TA.
- SHORT OR DAY TRIP - 50 miles one way, in which the traveler is not away from his/her official headquarters overnight. No TA is necessary.
- FOREIGN TRAVEL – Travel outside the United States
- OFFICIAL HEADQUARTERS –The city or town where the employee's office is located.

## **T & E Terms and Definitions:**

- PER DIEM – A subsistence allowance that a traveler is authorized to receive when traveling on official business.
- TRAVEL AUTHORIZATION – The formal document to secure approval to travel from the travelers supervisor. The TA is submitted prior to travel on official university business. Please allow sufficient time to secure the appropriate approvals.
- EXPENSE REPORT – The document used to reimburse travelers for expenses incurred while on travel and to record expenses to ledgers.

## How do I create a TA?

- Navigate to “Employee Self Service”
- “Travel and Expense Center” Hyperlink
  - At this point you may wish to “Add to Favorites” ,
- Click “Travel Authorization” Section
- Choose the action you wish to perform.

## How can a Proxy be created for a Traveler?

- Navigate in PeopleSoft to Travel and Expense > Manage Expense Security > Authorize Expense Users – enter your Panther ID
- E-mail the request to [glmaint@fiu.edu](mailto:glmaint@fiu.edu) with the traveler Panther ID

Access the Training Guide at

<http://panthersoft.fiu.edu/Financials/UPK/Financials/Player%20for%20PeopleSoft%208/toc.html> )

## Travel and Expense



The screenshot shows the FIU Employee Self-Service interface for the Travel and Expense Center. On the left is a navigation menu with a search bar and a list of categories. The main content area displays several functional tiles for managing travel and expenses. The breadcrumb trail at the top reads 'Main Menu > Employee Self-Service >'. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out.

**Menu**

Search:

- My Favorites
- Employee Self-Service
  - Procurement
  - Assets
  - Travel and Expenses
  - Employee T&E Center
- Travel and Expense Center**
- Manager Self-Service
- Supplier Contracts
- Customers
- Products
- Promotions
- Customer Contracts
- Order Management
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Grants
- Project Costing
- Resource Management

Main Menu > Employee Self-Service >

### Travel and Expense Center

Employee Travel and Expense Center

- Expense Report**  
Create, modify, print, view or delete an Expense Report  
[Create](#)  
[Modify](#)  
[Print](#)  
[2 More...](#)
- Time Report**  
Create, modify, print, view and delete a Time Report  
[Create](#)  
[Modify](#)  
[Print](#)  
[2 More...](#)
- Travel Authorization**  
Create, modify, print, view, cancel or delete a Travel Authorization  
[Create](#)  
[Modify](#)  
[Print](#)  
[3 More...](#)
- Cash Advance**  
Create, modify, print, view and delete a Cash Advance.  
[Create](#)  
[Modify](#)  
[Print](#)  
[2 More...](#)
- Forecast Time**  
Create, modify or view forecast data
- Print Reports**  
Print any one of your expense transactions.  
[Expense Report](#)  
[Bar Code Receipt Form](#)  
[Time Report](#)  
[2 More...](#)
- Profiles and Preferences**  
Manage your personal, organizational and financial details for travel and expense reporting.  
[Review/Edit Profile](#)  
[Delegate Entry Authority](#)
- Review Payments**  
Review history of expense payments  
[Review Expense History](#)  
[Review Payments](#)
- Other Expense Functions**  
View contents in My Wallet, create your own template, or modify and existing template.  
[Create/Update User Template](#)  
[My Wallet](#)

## Travel and Expense

A Blank Authorization  
A Template  
An Existing Authorization

Athletic Event  
Conference  
Convention  
Field Work  
Interview for Position  
Meeting  
Other  
Recruiting  
Research  
Seminar  
Symposium  
To Consult  
To Teach  
Training  
Workshop

**FIU** Home Worklist Add to Favorites Sign out

New Window Help Customize Page help

Create Travel Authorization  
**Travel Authorization Entry**

Rory Panther [User Defaults](#) Authorization ID: NEXT

Quick Start: A Blank Authorization GO

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

[Accounting Defaults](#) More Options:  GO

**Details** Customize Find First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Authorized Amount: 0.00 USD

Update Totals

Save for Later Submit [Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

### Look Up Default Location

Search by: Expense Location  begins with

- Description
- Expense Location

Look Up


Cancel

[Advanced Lookup](#)

### Search Results

[View All](#) First  1-100 of 300  [Last](#)

Expense Location	Description
<a href="#">0001</a>	Afghanistan,Other
<a href="#">0002</a>	Afghanistan,Kabul
<a href="#">0003</a>	Albania,Other
<a href="#">0004</a>	Albania,Tirana
<a href="#">0005</a>	Algeria,Other
<a href="#">0006</a>	Algeria,Algiers
<a href="#">0007</a>	Andorra,Andorra
<a href="#">0008</a>	Angola,Other
<a href="#">0009</a>	Angola,Luanda
<a href="#">0010</a>	Antigua and Barbuda,Other
<a href="#">0011</a>	Antigua,Antigua and Barbuda
<a href="#">0012</a>	Argentina,Other
<a href="#">0013</a>	Argentina,Buenos Aires
<a href="#">0014</a>	Armenia,Other
<a href="#">0015</a>	Armenia,Yerevan
<a href="#">0016</a>	Ascension,Ascension Island



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#)

### Create Travel Authorization

#### Travel Authorization Entry

Rory Panther [User Defaults](#) Authorization ID: NEXT

Quick Start: A Blank Authorization

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

[Accounting Defaults](#) More Options:

Details <span style="float: right;"><a href="#">Customize</a>   <a href="#">Find</a>   <input type="button" value="List"/></span>						
Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	<input type="text"/>					<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>					<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>					<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>					<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

[Create A Cash Advance](#)
[Project Summary](#)
[Printable View](#)

[Return to Travel and Expense Center](#)

Default Location = Destination Location

Description; should be explanatory and give everyone an immediate sense of what or why the document was created.

**Example:**

- 1737204 – Golden Panther
- FIU01 – 4400010999
- Golden Panther Convention @ Shark Valley
- Recruiting trip to Tatooine

Travel Dates of events – from and to

**FIU** Home Worklist Add to Favorites Sign out

[New Window](#) [Help](#) [Customize Page](#)

**Create Travel Authorization**  
**Travel Authorization Entry**

Rory Panther [User Defaults](#) Authorization ID: NEXT

Quick Start: A Blank Authorization

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

[Accounting Defaults](#) More Options:

**Details** [Customize](#) [Find](#)  First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

Comments; Is a section that can be used to give greater detail of the travel, it's purpose and the benefit to the State.

### Example:

- To identify the various species of insects found in the Everglades to determine if Global Warming is having an effect on the frog population.
- List of participants attending a dinner
- Location of team game (city and school)

**FIU** Home Worklist Add to Favorites Sign out

[New Window](#) [Help](#) [Customize Page](#)

### Create Travel Authorization

#### Travel Authorization Entry

Rory Panther [User Defaults](#) Authorization ID: NEXT

Quick Start: A Blank Authorization

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

[Accounting Defaults](#) More Options:

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

Copy Selected Delete Selected New Expense  Check For Errors

**Totals**

Authorized Amount: 0.00 USD

Save for Later Submit [Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

## Accounting Defaults:

This is what the **EMPLOYEE** default department is. It may or may not be the desired place where you wish to charge this travel.

You may also wish to distribute the travel over other departments as well, such as a Project or charge a portion to Foundation.

This is also the only accounting information that is seen by the Budget Manager Approver.

**FIU** Home Worklist Add to Favorites Sign out

[New Window](#) [Help](#) [Customize Page](#)

### Create Travel Authorization

#### Travel Authorization Entry

Rory Panther [User Defaults](#) Authorization ID: NEXT

Quick Start: A Blank Authorization

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

**Accounting Defaults**

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

- Finding the proper Chartfield string for ALL Departments, and Projects including Foundation Projects:
  - ❖ Set up Financials/Supply Chain
  - ❖ Common Definitions
  - ❖ Design Chartfields
  - ❖ Define Values
  - ❖ SpeedTypes
    - ✓ Click “Add to Favorites” at the top right of page
    - ✓ Click “OK”
- In the future you can access this page through the “My Favorites “ link on your menu selection bar under SpeedType
- Remember to always change the “Type of SpeedType” Box to ‘Universal (ALL USERS)’
- Enter the Department or Project you are trying to find into the “SpeedType Key” Box

## Department ID View:

The screenshot displays the 'SpeedType' view for FIU01. It includes a list of attributes and their values, along with a trash icon for deletion. At the bottom, there are four action buttons: Save, Return to Search, Notify, and Refresh.

Attribute	Value
SetID:	FIU01
SpeedType Key:	110400101
Type of SpeedType:	Universal (All Users)
Description:	CONTROLLER OFF
Account:	
Alternate Account:	
Department:	110400101
Class Field:	1
Fund Code:	210
Program Code:	61
Budget Reference:	
PC Business Unit:	
Project:	
Activity:	
Affiliate:	
Fund Affiliate:	
Currency Code:	
Statistics Code:	


CONTROLLER OFF  
University Park  
General Revenue  
General Administration

Save Return to Search Notify Refresh

## Project ID View:

### FIU

**SpeedType**

SetID: FIU01 

SpeedType Key: 220220513

Type of SpeedType: Universal (All Users)

Description: Technical Assistance on Qualit

Account:

Alternate Account:

Department: 220220000 Inst for Public Opinion Res

Class Field: 1 University Park

Fund Code: 661 Federal Level 4

Program Code: 22 Individual or Project Research

Budget Reference:

PC Business Unit: FSR01 Office of Sponsored Research

Project: 220220513 Technical Assistance on Qualit


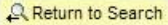
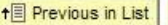
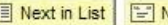


Activity: SPN

Affiliate:

Fund Affiliate:

Currency Code:


Statistics Code:

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh

## Foundation Project ID:

### FIU

**SpeedType**

SetID: FIU01 

SpeedType Key: 4400010900

Type of SpeedType: Universal (All Users)

Description: Natl Alumni Assoc Program End

Account:

Alternate Account:

Department: 105610000 External Relations

Class Field: 1 University Park

Fund Code: 900 Foundation Unrestricted

Program Code: 00 Misc

Budget Reference:

PC Business Unit: FIU02 FIU Foundation Inc.

Project: 4400010


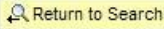

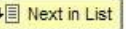


Activity:

Affiliate:

Fund Affiliate:

Currency Code:

Statistics Code:

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh

### Create Travel Authorization

### Accounting Defaults

Rory Panther

Authorization ID: NEXT

#### Accounting Summary

[Set Personalizations](#) | [Find](#) | [First](#) 1 of 1 [Last](#)

%	*GL Unit	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project	Activity	Affiliate	Fund Affil
100.00	FIU01	110300104	1	210	61						

Add ChartField Line

Load Defaults

OK

Go To: [User Defaults](#)

## Travel and Expense

**\*Expense Type**

- DSO Business Meals
- DSO Events
- DSO Flowers and Gifts
- Domestic Airfare
- Domestic Auto Rental
- Domestic Incidentals
- Domestic Lodging
- Domestic Meal-Entertainment
- Domestic Meals
- Domestic Mileage
- Domestic Registration
- Domestic Taxi/Train/Bus
- Foreign Airfare
- Foreign Auto Rental
- Foreign Incidentals
- Foreign Lodging
- Foreign Meal-Entertainment
- Foreign Meals
- Foreign Mileage
- Foreign Registration
- Foreign Taxi/Train/Bus
- \_Books & Educational Suppli
- \_Clothing and Uniforms
- \_Fees and Services
- \_Food
- \_Fuels and Gasoline
- \_Materials and Supplies
- \_Materials and Supplies
- \_Memberships and Fees
- \_Office Supplies

- \_Postage
- \_Restricted
- \_Team Airfare In State
- \_Team Airfare Out State
- \_Team Car Rental In State
- \_Team Car Rental Out State
- \_Team Incidentals In State
- \_Team Incidentals Out State
- \_Team Mileage In State
- \_Team Per Diem In State
- \_Team Per Diem Out State
- \_Team Registration In State
- \_Telecom
- \_Ath Recr Air Foreign
- \_Ath Recr Air In State
- \_Ath Recr Air Out State
- \_Ath Recr Car Foreign
- \_Ath Recr Car In State
- \_Ath Recr Car Out State
- \_Ath Recr Incid Foreign
- \_Ath Recr Incid In State
- \_Ath Recr Incid Out State
- \_Ath Recr Mileage Foreign
- \_Ath Recr Mileage In State
- \_Ath Recr Mileage Out State
- \_Ath Recr Per Diem Foreign
- \_Ath Recr Per Diem In State
- \_Ath Recr Per Diem Out State
- \_Ath Recr Reg Fee In State
- \_Ath Recr Reg Fee Out State

Rory Panther
[User Defaults](#)
Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

[Accounting Defaults](#) More Options:

Details							Customize   Find   <input type="button" value="📄"/>	First <input type="button" value="⏪"/> 1-4 of 4 <input type="button" value="⏩"/> Last
Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Domestic Incidentals	<input type="text"/>	0.00	USD	<input type="text"/>	<input type="text"/>	*Detail	<input type="button" value="+"/>
	<input type="text"/>							<input type="button" value="+"/>
	<input type="text"/>							<input type="button" value="+"/>
	<input type="text"/>							<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

[Create A Cash Advance](#)
[Project Summary](#)
[Printable View](#)

[Return to Travel and Expense Center](#)

## Travel and Expense

Home | Worklist

Rory Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

[Accounting Defaults](#) More Options:

**Details** [Customize](#) | [Find](#) |  First  1-4 of 4  Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Domestic Incidentals <input type="button" value="v"/>	<input type="text"/> <input type="button" value="B"/>	0.00	USD	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="button" value="Detail"/>
	<input type="text"/> <input type="button" value="v"/>						<input type="button" value="+"/>
	<input type="text"/> <input type="button" value="v"/>						<input type="button" value="+"/>
	<input type="text"/> <input type="button" value="v"/>						<input type="button" value="+"/>

Copy Selected | Delete Selected | New Expense  Add | Check For Errors

**Totals**

Authorized Amount: 0.00 USD

Save for Later | Submit | [Create A Cash Advance](#) | [Project Summary](#) | [Printable View](#)

[Return to Travel and Expense Center](#)

**Out of Pocket University Credit** (points to Comment field)

**FIU Expense** (points to Expense Type dropdown)

## CHECK IT AGAIN !!!

Create Travel Authorization

Accounting Detail

Rory Panther

Authorization ID: NEXT

This is the accounting detail for expense type Domestic Incidentals with a transaction date of in the amount of 100 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

Set Personalizations | Find | First 1 of 1 Last

Amount	*GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project	Activity	Affiliate	Fund Affil
100.00	FIU01			110300104	1	210	61						

Add ChartField Line

OK



The "Expense Type" you choose will determine the Account and Alt Account to be charged.

## Travel and Expense

### Create Travel Authorization

### Travel Authorization Entry

Rory Panther

[User Defaults](#)

Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

[Accounting Defaults](#) More Options:

**Details** Customize | Find |  First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Incidentals	<input type="text"/>	100.00	USD	<input type="text"/>	FIU Expense	<a href="#">*Detail</a> <input type="button" value="+"/>
	<input type="text"/>				Out of Pocket		<input type="button" value="+"/>
	<input type="text"/>				University Credit		<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

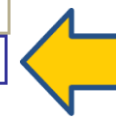
**Totals**

Authorized Amount: 0.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

If Error Flags appear click the arrows and you will be taken to the offending area.



## Travel and Expense

### Create Travel Authorization

### Travel Authorization Entry

Rory Panther

[User Defaults](#)

Authorization ID: 000000100



#### General Information

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

#### Accounting Defaults

More Options:  GO

#### Details

Customize | Find | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Incidentals	<input type="text"/>	100.00	USD	<input type="text"/>	<input type="text"/>	*Detail +
	<input type="text"/>				Out of Pocket	FIU Expense	+.
	<input type="text"/>				University Credit		+.
	<input type="text"/>						+.

Copy Selected

Delete Selected

New Expense

Add

Check For Errors

#### Totals

Authorized Amount: 0.00 USD

Update Totals

Save for Later

Submit

[Create A Cash Advance](#)

[Project Summary](#)

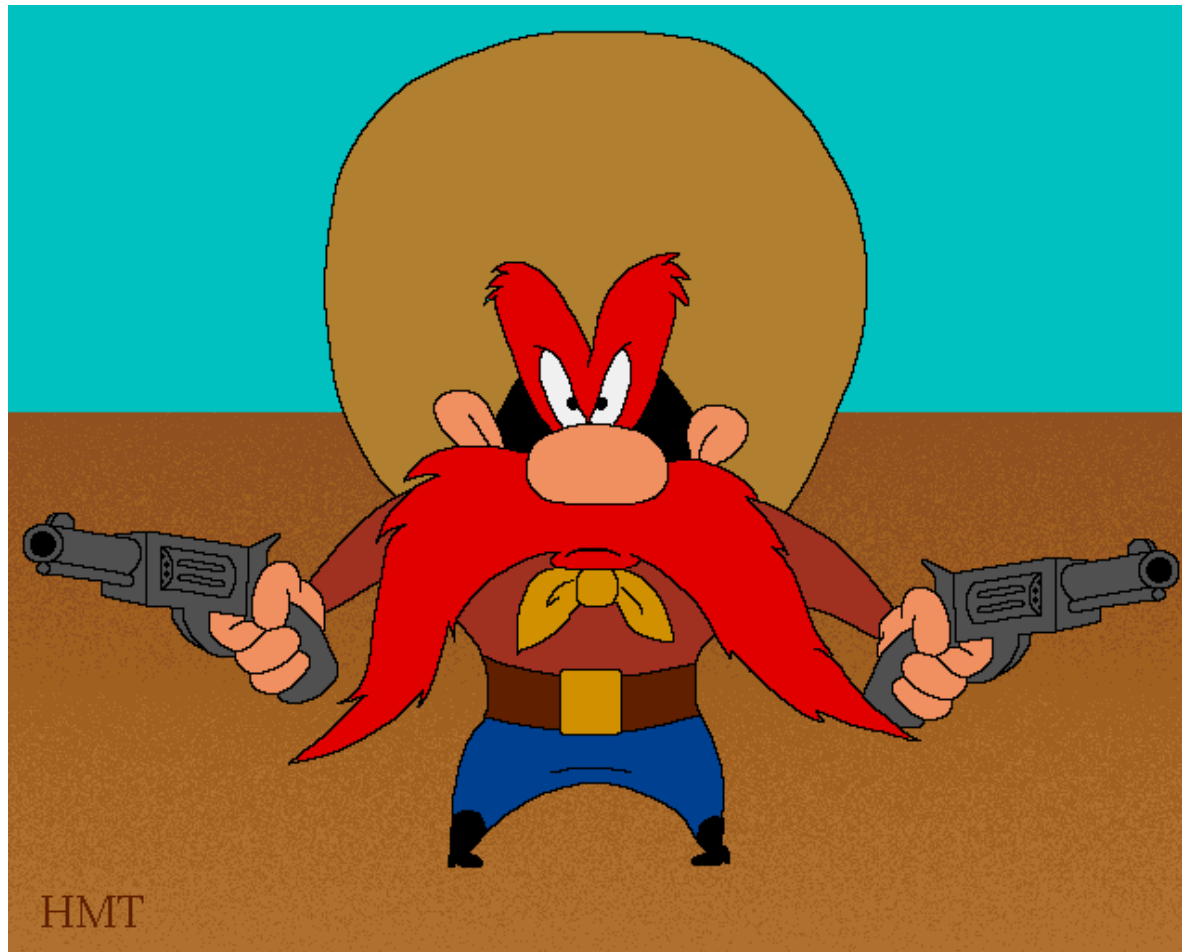
[Printable View](#)

[Return to Travel and Expense Center](#)





## Questions?



# PantherSoft Financials

## Cash Advance

## Cash Advances:

1. You can get up to 80% of expected cash and Travel and Expense card expenditures.
2. Only one Cash Advance is allowed at any time.
3. You can get an advance 30 calendar days prior to any travel.
4. Grants and Foundation do not generally give Cash Advances.

- Log into ADP Employee Self Service to insure your direct deposit information is correct. This is the **ONLY** place where the information can be changed, and it will override all changes made in the PantherSoft System.

Description. Should be explanatory and give an immediate sense of what or why the document was created.

**Example:**

- 1737204 – Golden Panther
- FIU02 – 4400010999
- Golden Panther Convention @ Shark Valley
- Recruiting trip to Tatooine

Comments. This section is used to give greater detail of the travel, it's purpose and the benefit to the State.

### Example:

- To identify the various species of insects found in the Everglades to determine if Global Warming is having an effect on the frog population.
- List of participants attending a dinner
- Location of team game (city and school)

- A note to remember – when you create a Travel Authorization, it is possible to enter a Cash Advance at that time, provided that it falls within 30 days prior to the trip. Therefore entering Descriptions and Comments are done once.

## Travel and Expense

### Travel & Expenses - Cash Advance Report

### Create Cash Advance Report

Rory Pahtner

[User Defaults](#)

Advance ID:

NEXT

#### General Information

\*Description:

Comment:

\*Business Purpose:

\*TAR #: 000000100

[Import ATM Advances](#)



#### Details

[Customize](#) | [Find](#) |  First 1 of 1 Last

*Source	Description	*Amount	Currency	Apply Tax	
<input type="text"/>	<input type="text"/>	100.00	USD	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

#### Totals

Advance Amount: 100.00 USD

[Return to Travel and Expense Center](#)

- Athletic Event
- Conference
- Convention
- Field Work
- Interview for Position
- Meeting
- Other
- Recruiting
- Research
- Seminar
- Symposium
- To Consult
- To Teach
- Training
- Workshop

Accounts Payable

## Travel and Expense

### Travel & Expenses - Cash Advance Report

### Create Cash Advance Report

Rory Pahtner

[User Defaults](#)

Advance ID:

00000010

#### General Information

\*Description:

Comment:

\*Business Purpose:

\*TAR #:

000000100

[Import ATM Advances](#)



#### Details

[Customize](#) | [Find](#) |

First  1 of 1  Last

*Source	Description	*Amount	Currency	Apply Tax		
<input type="text"/>	<input type="text"/>	100.00	USD	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

#### Totals

Advance Amount: 100.00 USD



[Return to Travel and Expense Center](#)

Now the traveler  
can get ready to  
go to the “Loyal  
Order of the  
Water Buffalo”  
Convention



They won't  
have to  
worry about  
money  
either.



# PantherSoft Financials Expense Reports

After the traveler returns, they will need to record their expenses.

You will need to gather all the receipts to do so.



As always, rules must be followed.

- Meals are only \$36 per day – domestic

<b>Domestic Meal Rate Table (Continental and Non-Continental US)</b>			
The meal allowances are reimbursed based on the following criteria:			
<u>Meal</u>	<u>Rate</u>	<u>Travel Begins prior to</u>	<u>Extends beyond</u>
<b>Breakfast</b>	<b>\$6.00</b>	<b>6:00 am</b>	<b>8:00am</b>
<b>Lunch</b>	<b>\$11.00</b>	<b>Noon</b>	<b>2:00pm</b>
<b>Dinner</b>	<b>\$19.00</b>	<b>6:00pm</b>	<b>8:00pm</b>
<b>Total Rate per day</b>	<b>\$36.00</b>		
Note that the meal allowance should not be claimed when the meals are provided by the host location (i.e. seminar that provides lunch to participants).			

- No alcoholic beverages paid by FIU, although they may be paid by Foundation at their discretion.
- More rules are available in the Travel Manual
- You can also call the Financial Systems and Support Services Help desk at x77200.

## Information you need for Expense Report

- Receipts
- Panther ID for Traveler
- Travel Authorization Number
- Correct Chartfield String(s)
- Cash Advance Number
- Departmental and FIU Travel Card charges
- Anything and everything to avoid having to do a supplemental report at a later time

## Helping Information for Receipts

- Map Quest you can use:

<http://www.mapquest.com/directions>

- Money Exchange Information you can use:

<http://www.oanda.com/convert/classic>

- Get written explanation for missing receipts
- Prepare the receipts for faxing to the ImageNow fax number - Block or fold under “Bar Codes” from other vendors so as not to interfere with the Expense Report Bar Code (blue tape or red marker)

## Navigation to Expense Report:

- Click “Travel and Expense Center” from My Favorites

OR

- Employee Self Service
- Travel and Expense Center
- Expense Report Section
- Choose the action you wish to perform

**NOTE** In the page that comes up, you must choose the Panther ID of the Traveler you wish to create an Expense Report for.

After choosing the traveler, a list of open TA's will appear for this person for the time period you choose. This period can be adjusted as required because the default is today's date less five months.

[Create Expense Report](#)

**Populate From A Travel Authorization**

Rory Panther

Report ID:

NEXT

From Date:

06/02/2009 

To:

10/02/2009 

<u>Travel Auth Description</u>	<u>Authorization ID</u>	<u>Date From</u>	<u>Date To</u>	<u>Amount</u>	<u>Currency</u>
<a href="#">Panther Reunion</a>	000000101	09/02/2009	09/06/2009	1000.000	

[Return to Expense Report Entry](#)

- Creating an Expense Report from a TA  
The information you entered for the TA will come over into the Expense Report.
- For a reimbursement for Expenses  
Choose “Return to Expense Report Entry” and enter the required information; Description, Comment, Business Purpose and Location information. Be aware that by choosing this method, the Expense Report may not be under the name of the person you are trying to pay.

## Reimbursement of Non-employees

- Create an Expense Report under the name of the person with the Departmental Travel Card
- Check off the appropriate boxes as Non-Reimbursable
- Fax all receipts with an Unencumbered Payment Form to 7-1355.

## Accounting Defaults

TA - the default is what was entered on the TA.

Expense Report - the default is the EMPLOYEE department.

It may or may not be the desired place where you wish to charge this travel.



## Other Accounting Icons



***Accounting Details:*** The Account is predetermined by your choice of “Expense Type”, and should not be changed.



***Receipt Split:*** This is where you are allowed to split a receipt, for example airfare bought on one charge; however there were two airlines involved, a domestic and a foreign, and my require splitting for accounting purposes.

## Travel and Expense

### Create Expense Report

### Expense Report Entry

Rory Panther

[User Defaults](#)

Report ID: NEXT

**General Information**

\*Description:

\*Business Purpose:

Default Location:

Comment:

Reference:

[ImageNow](#)

Out of Pocket  
University Credit Card

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details**

Customize Find | View All | First 1-5 of 6 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>	0.00	USD	<input type="text"/>	FIU Expe
<input type="checkbox"/>	Domestic Lodging	<input type="text"/>	0.00	USD	<input type="text"/>	FIU Expe
<input type="checkbox"/>	Domestic Registration	<input type="text"/>	0.00	USD	<input type="text"/>	FIU Expe
<input type="checkbox"/>	Domestic Mileage	<input type="text"/>	0.00	USD	<input type="text"/>	FIU Expe
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/>	0.00	USD	<input type="text"/>	FIU Expe

Billing Type is  
always an  
"FIU Expense"

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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[Expense Report Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

## Travel and Expense

### Create Expense Report

#### Expense Report Entry

Rory Panther

[User Defaults](#)

Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:  [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) | First 1-5 of 5 Last

Select	*Expense Type	*Expense Date	*Description	Non-Reimbursable	No Receipt			
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="➔"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="➔"/>
<input type="checkbox"/>	Domestic Registration	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="➔"/>
<input type="checkbox"/>	Domestic Mileage	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="➔"/>
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="➔"/>

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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[Return to Travel and Expense Center](#)

Enter Expense Date and Descriptions

If this is a Non Reimbursable expense check off this box i.e.:

- Paid from Departmental Credit Card
- Prohibited charge for Alcohol
- The Expense Report is for a non employee

If Traveler has misplaced the receipt, check off "No Receipt" box and supply appropriate backup information.

Choose your Location and Originating Location

### Create Expense Report

### Expense Report Entry

Rory Panther

[User Defaults](#)

Report ID: NEXT

General Information

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:

Accounting Defaults  More Options:

Details    First 1-5 of 5 Last

Select	*Expense Type	*Expense Date	*Location	*Originating Location
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Domestic Registration	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Domestic Mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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## Travel and Expense

### Create Expense Report

#### Expense Report Entry

Rory Panther

[User Defaults](#)

Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:  [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |  First 1-6 of 5 Last

*Overview	*Detail	*Location	*Merchant	*Air/Hotel	*Mileage	*Currency
Select	*Expense Type	*Expense Date	Preferred Merchant	Non-preferred Merchant		
<input type="checkbox"/>	Domestic Airfare	<input type="text"/> <input type="button" value="B1"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="➔"/> <input type="button" value="⊕"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text"/> <input type="button" value="B1"/>				<input type="button" value="➔"/> <input type="button" value="⊕"/>
<input type="checkbox"/>	Domestic Registration	<input type="text"/> <input type="button" value="B1"/>				<input type="button" value="➔"/> <input type="button" value="⊕"/>
<input type="checkbox"/>	Domestic Mileage	<input type="text"/> <input type="button" value="B1"/>				<input type="button" value="➔"/> <input type="button" value="⊕"/>
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/> <input type="button" value="B1"/>				<input type="button" value="➔"/> <input type="button" value="⊕"/>

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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Insert in the Non-Preferred Merchant the Air Line Name

## Travel and Expense

**Create Expense Report**

**Expense Report Entry**

Rory Panther [User Defaults](#) Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:  [ImageNow](#)

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**Details** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-5 of 5 | [Last](#)

\*Overview \*Detail \*Location \*Merchant \*Air/Hotel \*Mileage \*Currency

Select	*Expense Type	*Expense Date	*Ticket Number	*Nbr of Nights	
<input type="checkbox"/>	Domestic Airfare	<input type="text"/> [B1]	<input type="text"/>		→ +
<input type="checkbox"/>	Domestic Lodging	<input type="text"/> [B1]	<input type="text"/>	<input type="text"/>	→ +
<input type="checkbox"/>	Domestic Registration	<input type="text"/> [B1]			→ +
<input type="checkbox"/>	Domestic Mileage	<input type="text"/> [B1]			→ +
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/> [B1]			→ +

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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Save For Later Submit

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Insert the Ticket Number

For Hotel stays insert the number of nights for this travel. Because you must record each individual day, check the box next to lodging and click "Copy Selected" box to add lines

## Travel and Expense

### Create Expense Report

#### Expense Report Entry

Rory Panther

[User Defaults](#)

Report ID: NEXT

General Information

\*Description:

\*Business Purpose:

Default Location:  [ImageNow](#)

Comment:

Reference:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-5 of 5 | [Last](#)

Select	*Expense Type	*Expense Date	Transportation ID	*Miles	Rate	Passengers	*Originating Location
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	Domestic Lodging	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	Domestic Registration	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	Domestic Mileage	<input type="text"/>	<input type="text"/>		0.4450		<input type="text"/>
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/>	<input type="text"/>				

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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For Domestic Mileage insert the number of miles in **whole numbers** that the traveler incurred.

NOTE: By State Law FIU only pays \$0.4450 per mile. Some contracts negotiated by Grants may pay more. Please contact the Grants area for instructions about this.

## Travel and Expense

**Create Expense Report**

**Expense Report Entry**

Rory Panther [User Defaults](#) Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:  [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) | First 1-5 of 5 Last

Select	*Expense Type	*Expense Date	Transportation ID	*Miles	Rate	Passengers	*Originating Location	
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>						→ +
<input type="checkbox"/>	Domestic Lodging	<input type="text"/>						→ +
<input type="checkbox"/>	Domestic Registration	<input type="text"/>						→ +
<input type="checkbox"/>	Domestic Mileage	<input type="text"/>		<input type="text"/>	0.4450		<input type="text"/>	→ +
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/>						→ +

Copy Selected Delete Selected New Expense

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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If Error Flags appear click the arrows and you will be taken to the offending area.



- When you have the document completed and “Saved for Later”, print the document to produce a page that includes the “Bar Code” for the Expense Report.
- **THIS IS THE COVER PAGE FOR THIS DOCUMENT AND ALL ATTACHMENTS.**
- Fax the documents to x-71355
- Once you have faxed return to the Expense Report, and click the ImageNow hyperlink.

## Travel and Expense

**Create Expense Report**

**Expense Report Entry**

Rory Panther [User Defaults](#) Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:  [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) [Find](#) | [View All](#) |  1-5 of 5

Select	*Expense Type	*Expense Date	Transportation ID	*Miles	Rate	Passengers	*Originating Location	
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>						<input type="button" value="→"/> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text"/>						<input type="button" value="→"/> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Registration	<input type="text"/>						<input type="button" value="→"/> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Mileage	<input type="text"/>		<input type="text"/>	0.4450		<input type="text"/>	<input type="button" value="→"/> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/>						<input type="button" value="→"/> <input type="button" value="+"/>

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

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[Return To Travel and Expense Center](#)

- If all documents are not in the system, take the Bar Code page and insert it behind the last page you viewed on ImageNow and refax the remainder of the documents.
- Repeat this process until all pages are faxed.

At this point you are ready to submit this report to the Approvers

**Create Expense Report**

**Expense Report Entry**

Rory Panther [User Defaults](#) Report ID: NEXT

General Information

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:  [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  [GO](#)

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-5 of 5](#) | [Last](#)


Select	*Expense Type	*Expense Date	Transportation ID	*Miles	Rate	Passengers	*Originating Location	
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>						<a href="#">+</a>
<input type="checkbox"/>	Domestic Lodging	<input type="text"/>						<a href="#">+</a>
<input type="checkbox"/>	Domestic Registration	<input type="text"/>						<a href="#">+</a>
<input type="checkbox"/>	Domestic Mileage	<input type="text"/>		<input type="text"/>	0.4450		<input type="text"/>	<a href="#">+</a>
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text"/>						<a href="#">+</a>

Copy Selected Delete Selected New Expense  [Add](#) [Check For Errors](#)

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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## Questions ?

