



FLORIDA
INTERNATIONAL
UNIVERSITY

PantherSoft Financials Upgrade Project Version 9.0

Travel & Expense



Travel Department

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Agenda

AGENDA



- ✓ Handouts
- ✓ Quick Tips
- ✓ What's New in Travel & Expense
- ✓ Flow Chart
- ✓ BP- Notable Reminders
- ✓ Live Training on PantherSoft
- ✓ Hands on Activity - 9.0 via UPK
 - Try it- test yourself
- ✓ Q&As

Quick Tips

- ✓ Where to find a specific process- based on security
 - ✓ *Search Box:*

The image shows two overlapping screenshots of the FIU website. The left screenshot shows the 'Menu' section with a search box containing the word 'Travel'. The right screenshot shows the search results for 'Travel', listing two items: 'Travel Partner Password' and 'Create'.

FIU

Personalize [Content](#) | [Layout](#)

Menu

Search:

Travel

- ▶ My Favorites
- ▶ Student Administration
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Supplier Contracts

FIU

Search

Enter search keywords separated by a space. Use quotes for any phrases. For example: Cities Countries 'United States'

New Search Search Within Results

Travel Find [Customize Settings](#) [Search Tips](#)

[Hide Summaries](#) [Next >>](#)

Search Results

- [Travel Partner Password](#)
Change your Travel Partner Password
Home>Employee Self-Service>Travel and Expenses>Travel Services>Travel Partner Password
- [Create](#)
Create a Travel Authorization
Home>Travel and Expenses>Travel and Expense Center>Travel Authorization>Create

Quick Tips

- ✓ Where Can I Access UPK (User Productivity Kit)?
 - ✓ panthersoft.fiu.edu/financials
- ✓ You will be able to view:
 - ✓ Flow Charts by Module
 - ✓ Business Processes
 - ✓ Quick Reference Guides (Job Aids)
 - ✓ Training Guides
 - ✓ Online UPK player

What's New in Travel and Expense?

Travel & Expense

- ✓ Logging On
- ✓ Adding Favorites
- ✓ Employee Self Service
 - ✓ Creating Travel Authorizations
 - ✓ Creating Cash Advances
 - ✓ Creating Expense Reports
 - ✓ Viewing My Wallet Transaction Details
- ✓ Manager Self Service
 - ✓ T&E Approvals
- ✓ 3 Cards
 - ✓ **T & E Card** = Travel and Entertainment
 - ✓ **Commodity Card** = Purchasing/Ordering supplies, etc.
 - ✓ **Dept. Travel Card** = Similar to Commodity Card but can make Travel Arrangements

Credit Card Solution Implementation Plan

3 types of cards	Dept Travel Card	T&E Card	Commodity Card
Designed For	Administrative; Makes Travel Arrangements for Candidate Travel, Student Travel and Dept Individuals that do not qualify for a T&E Card; Issued to Each Finance Mgr or designee	Traveler; 3 or more times per year or Employee who incurs entertainment expenses	Dept Purchaser
Base Card Limits	5,000 per transaction 10,000 monthly	2,000 per transaction 5,000 monthly	1,000 per transaction 5,000 monthly
Approved Purchases	Airfare, Hotel, Registration or other travel expenses	Airfare, Hotel, Registration, Meals Entertainment Exp within University Policy, Small and or infrequent purchases (books, etc.)	Commodity (office supplies, etc.) and Approved Services

Advantages of T&E Card - Employee

- ✓ No Annual Fees
- ✓ Speeds Up Reimbursement Process
- ✓ No Credit Check
- ✓ Does not Impact Personal Credit
- ✓ Greater Use of Card for Meal and Approved Entertainment Expenses

Business Process

Notable Reminders

T & E

- ✓ **CASH ADVANCE** - Cash advances may be authorized for travel when use of a credit card is not possible. The amount of the cash advance cannot exceed 80% of the total per diem and incidental expenses as computed on the TAR.
- ✓ **CLASS A TRAVEL** - Continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight).
- ✓ **CLASS B TRAVEL** - Continuous travel of less than 24 hours which involves overnight absence from official headquarters. The travel day for Class B travel begins at the same time as the travel period.
- ✓ **CLASS C TRAVEL** - Short or day trips in which the traveler is not away from his/her official headquarters overnight. State statutes do not allow the reimbursement of per diem or meals for class C travel.
- ✓ **FOREIGN TRAVEL** – Travel outside the United States

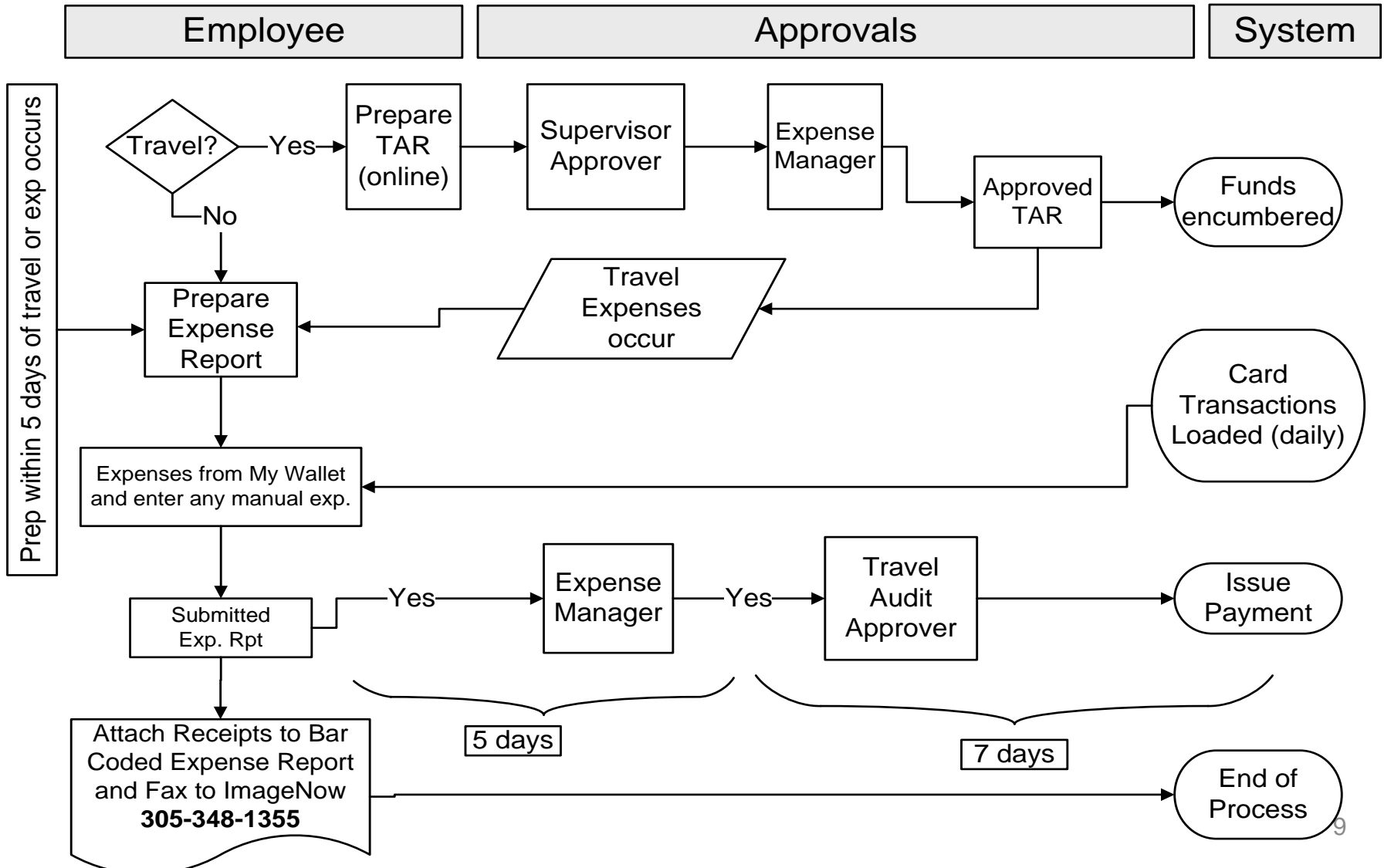
Business Process

Notable Reminders-*continues*

- ✓ **OFFICIAL HEADQUARTERS** – The city or town where the employee's office is located. If an employee is stationed in any city or town for over 30 continuous days then that city or town becomes the employees official headquarters unless the President, or appropriate Vice President, or his/her designee extends this period of time.
- ✓ **PER DIEM** - A subsistence allowance that a traveler is authorized to receive when traveling on official business. The rate and method of computation is governed by Section 112.061, Florida Statutes.
- ✓ **TRAVEL AUTHORIZATION REQUEST** - The Travel Authorization Request (TAR) is the formal document to secure approval to incur travel expenses. This form must be submitted for all travel performed by individuals traveling on official business of the university.
- ✓ **TRAVEL VOUCHER** - The Expense Report for reimbursement of traveling expenses, commonly referred to as "Travel Voucher", is the document used to reimburse travelers for expenses incurred while on travel.

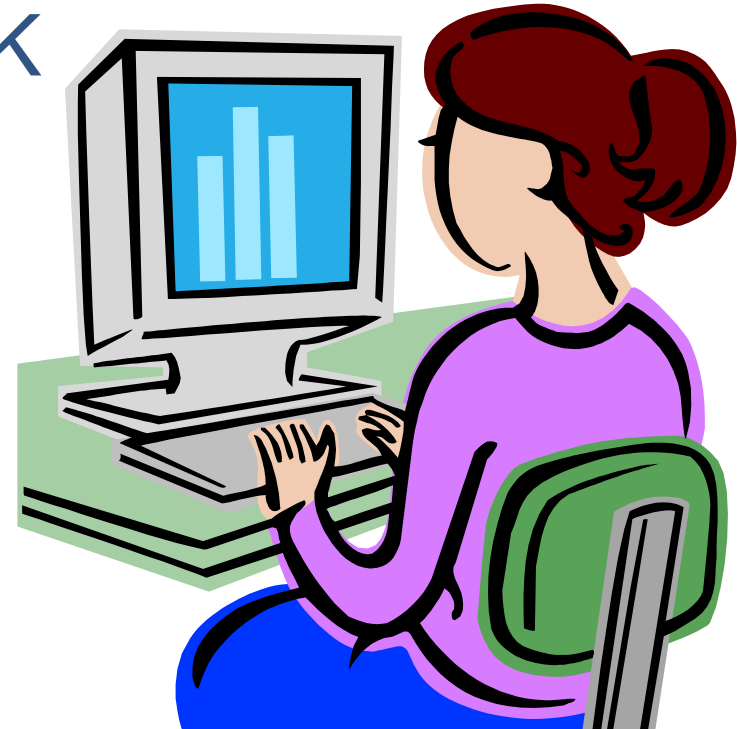
Flow Chart

Travel & Entertainment Authorization and Reimbursement Process



Hands-on Activity

- ✓ After Demo it will be your turn!
- ✓ Exercise provided -via UPK
- ✓ Go Live:
 - ✓ **July 13, 2009 – Monday**
- ✓ Open Labs:
 - ✓ **July 14, 2009 – Tuesday**



Questions

