MGA Travel Expense Report Approval Procedure For Budget Managers

Travel is processed via the T & E module on Tuesdays and Thursdays with funds deposited directly to accounts on Wednesdays and Fridays. Supporting documentation must be scanned in .pdf format and uploaded as attachments. Other formats are illegible and result in the expense report begin returned thus prolonging the processing time. As an approver, Joy can upload docs to cash advances and expense reports. Travel Expense Reports are a valuable management tool for your planning and presentation to the Budget Manager as they are archived in PeopleSoft.

Expense Report

- Expense Reports must be submitted by the traveler/employee for their expenses, ideally within 10 days after the event. Reports submitted after 75 days are automatically denied per MGA policy.
- Expenses are charged to the department recorded in the User Profile. This chartfield information automatically populates in the T & E Module but can be modified to be applicable the current transaction.
- Report Description should provide details such as Event Name and Location.
- Overnight Stays Employees – Travel Authorization signed by Traveler and Budget Manager in the designated areas.
- Meals may be entered as Individual meals or Full Day if applicable.
- Parking and Toll fees should be a separate entry, receipts required
- Itemized Hotel Receipts which detailed arrival and departure dates, room numbers, and taxes and fees
- Recruitment – Provide in the notes section or description – Event Location, Departure and Arrival times for event.

Conference Travel – Required Supporting Documents

- Travel Authorization Form signed by Traveler and Budget Manager

Airfare Receipts detailing departure/arrival dates and locations, and taxes and fees.

Receipts for taxi, Uber, Groome

State Policy states lodging from Airbnb is prohibited. For reimbursement, hotels must provide

Work an Expense Report as an Approver

1. After logging into PSFIN (Core), select the Worklist link in the top right corner of the page
2. In the Worklist, select an Expense Report by clicking its link. The traveler does not have access to the report once it is submitted and in the approver's Worklist.
3. The transaction summary page appears; review the transaction for accuracy and compliance to travel rules and regulations. For details see below: Working an Expense Transaction.
4. Review details of the Expense Report by clicking on the Expense Report Detail link in the bottom right corner of the page
5. If the Expense Report has not been budget checked yet, do one the following:
    a. Determine if the appropriate department is being charged by reviewing the "Accounting Details" which displays the Chartfield. It is good practice to review this information to ensure it is accurate and applicable to your current transaction. Budget Checking process looks at the Chartfield indicated in the EX transaction and checks its budget. Note: Project ID states either 830ICT or 830FACD.
    b. Perform online Budget Checking by clicking the Budget Options link; then click the Budget Check button
        i. If Budget check runs successfully, the Budget check status will be valid
        ii. If Budget check fails, the error will need to be resolved before it can be approved
    c. Note: A Valid budget check status is only required if you intend to approve the expense report. The report can be returned to the traveler for corrections before clearing Budget.
6. Select one of the following by clicking the appropriate button:
    a. Approve
    b. Send Back: Make sure to include comments as to why you are sending back the Expense Report to the traveler and what needs correcting. Space is limited please use abbreviations.

       Note: When a transaction is sent back and then re-submitted, it goes through the entire Workflow process again.
    c. Deny: Make sure to include comments as to why you are denying the Expense Report
    d. Save Changes

       Note: Report stays in the approver's Worklist until an action is taken. The transaction status changes from "Submitted for Approval" to "Approval in Process".
7. Click OK

Working Expense Transactions

1. Once in the Worklist, the approver can select a transaction to work it
2. Approver should review all details on the transaction to make sure they are in compliance with travel rules and regulations
3. If the end-user has added any supporting documentation to the transaction, the approver can review by going through the Attachments link. For details see below
4. To review details of an Expense Report, select the Expense Report Detail link
5. If approving the entire Expense Report, verify that it has a Valid Budget Check status
   a. Determine if the appropriate department is being charged by reviewing the "Accounting Details" which displays the Chartfield. Budget Checking process looks at the Chartfield indicated in the EX transaction and checks its budget. Note: Project ID can state either 830ICT or 830FACD.
6. If the department being charged needs to be changed/updated:
   a. For Entire Report – Update information under the Accounting Defaults link located on the general page]TJ 0 Td:

Verify Expense Receipts in the Report

1. Certain expense types requires an accompanying receipt before reimbursement can happen.
2. Receipts are electronically accessed via the Attachments link. The preferred format is Adobe. If the document will not open, send back for uploading as a .pdf.
3. The Attachments link can be enabled by any of the approval levels on Expense Report Transactions. Once the link is enabled, all uploaded documents are available for review by clicking the document link.
4. Manually compare the receipts submitted by the traveler to the entries on the expense report. When you are satisfied that sufficient documentation was provided to justify the expense(s), return to report and click the Budget Check.
5. Ensure that the Budget Status is Valid and click the Approve button
6. Click OK