



Approving Travel & Expenses

UGA Financial Management System Travel & Expense



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
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service desk: 706-542-0202

Objectives

By the end of this training, you will be able to:

- Understand how travel transactions are processed in the UGA Financial Management System
- Approve, Deny, and Pushback Travel Authorizations
- Approve, Deny, and Pushback Expense Reports
- Approve non-travel expense requests

Note (11/14/2018): Due to an issue that UGA is currently working with Oracle to resolve, the "Deny" functionality referenced for approvers of EXPENSE REPORTS has currently been disabled. UGA anticipates having the "Deny" option available again in mid-December.

Understanding Travel Authorizations

Approving Travel & Expenses



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Travel Authorizations

- Travel Authorizations are a request to travel. They are used primarily for your college, school, department or unit to monitor the proposed travel for expense purposes.
- Authorizations are required for out-of-state travel.
- Travel authorizations are not encumbered.
- When submitting an expense report, multiple expense reports can be linked to a single Travel Authorization
- Expense reports can be linked to travel authorizations for six (6) months after the creation date of the authorization
- Travelers should submit expenses for the trip within 45 days after completion of travel

Authorizing Direct Bill Expenses

- If employee airfare is to be direct billed to UGA by one of UGA's authorized travel agencies, it should be included on the travel authorization.
- Accounts Payable will receive an invoice from the travel agency and will process the charges to the ChartField distribution that was indicated on the travel authorization.
- When submitting an expense report involving direct billed airfare already paid to the travel agency by UGA, the traveler (or delegate) will be required to key the airline ticket number on the expense report to verify that the ticket was used.

Authorizing Travel Agency Expenses

- Direct billing for non-employee airfare is no longer allowed on travel authorizations.
- Campus units must contact the individual travel agency that the unit wishes to use to make arrangements.
- The invoice for the airfare should be submitted to Accounts Payable via a Payment Request for payment to be issued.

Approving Travel Authorizations (TAs)

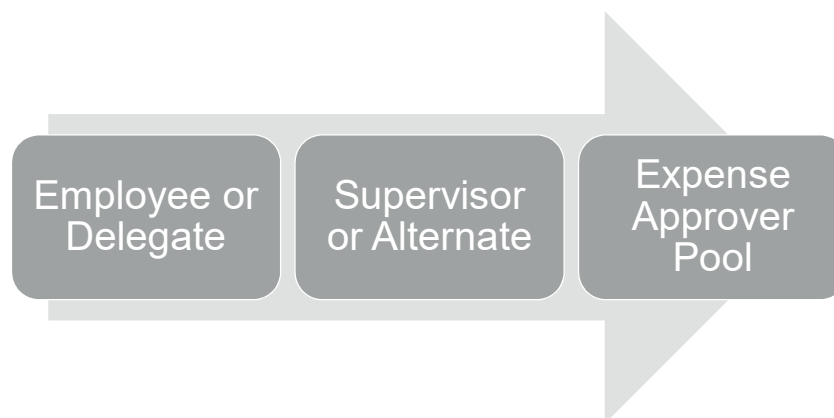
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Typical Travel Authorization Path



Delegates for TAs



The traveler, or his/her delegate, may create and submit a travel authorization into the approval process.

Travel Authorization

Report: 000000273 Pending
Test Employee

Save Submit

*Description: Research Conference
*Business Purpose: Out-of-State Travel
Comments: Travel
Billing Type: Internal
Accounting Tag:

*Travel From: Headquarters
*Travel To: NETHERLANDS, Amster
*Date From: 04/11/2018
*Date To: 04/15/2018
Trip Duration 4 Days

Accounting Default

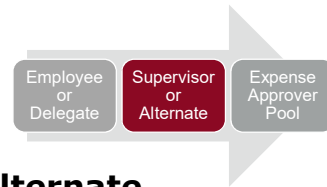
Notes

Details

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee	<input type="text"/>		<input type="text"/>	<input type="text"/>
Domestic Direct Bill UGA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Pay by Employee	Research Funding		2,345.00	<input type="text"/>
International Direct Bill UGA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total 2,345.00

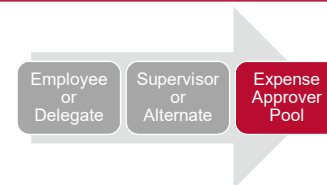
First Approval for TAs



Distributed HR Reports-To Supervisor or Alternate

- A single individual
- Loaded into Expenses by the HR/OneUSG Connect integration.
- Purpose: Employee's supervisor grants approval for the employee to be on travel status.
- If Alternate Approver for supervisor is defined, they approve on behalf of the supervisor.

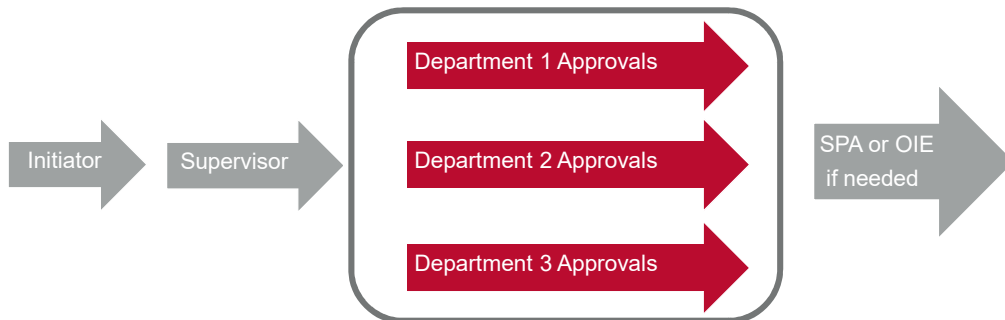
Travel Authorization



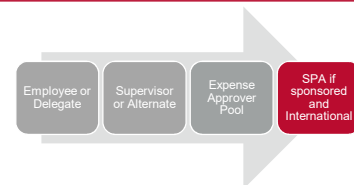
- Second approval: **Distributed Expense Manager.**
- One pool of individuals (2 or more) has an opportunity to approve. Only one person actually approves.
- If supervisor is also in the pool, their initial approval also counts for this step. No additional approvals needed.
- Purpose: Review for policy compliance, determine the appropriateness and reasonableness of the estimated funding needs, and approve the chart field distribution for the funding source.
- **End of Process: For domestic TAs this completes the approval process**

TAs with Multiple Departments

- Multiple Distributed Expense Manager approvals can happen at the same time
- Transactions are final only when all approvals are complete

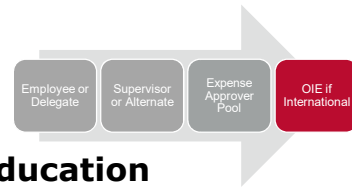


Travel Authorization



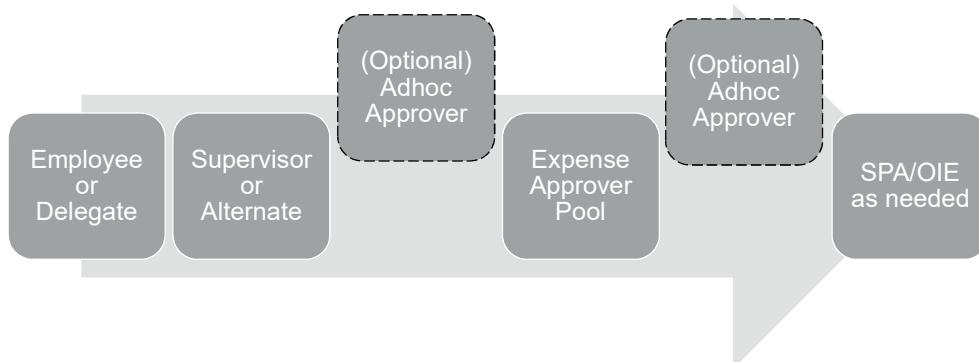
- Special Approvals: **Sponsored Projects**
- Purpose: Approval from the Sponsored Projects Administration Post Award Office is required if travel is on sponsored funding and International
- TAs will automatically route if needed based on travel destination and chart field distribution.
- **End of Process: For sponsor funded domestic TAs this completes the approval process**

Travel Authorization

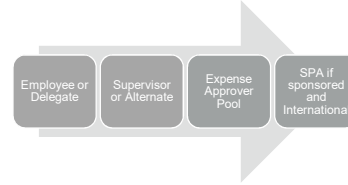


- Special Approvals: **Office of International Education**
- Purpose: Traveling internationally also requires approval by the Office of International Education.
- Travel authorizations will automatically route based on travel destination.
- Note: OIE also requires completion of a travel questionnaire in their [Terra Dotta](#) system. TAs received in OIE without a corresponding travel questionnaire will be pushed back to the initiator for resubmitting once the questionnaire is complete.
- **End of Process: For TAs to international destinations, this completes the approval process**

AdHoc Approvers for TAs



Travel Authorization



- Are not approved by Accounts Payable
- Are used for employees only
- Can be split across multiple Chart Strings
- **Are not encumbered**
- Cannot be changed once approved
- Cannot be completed once travel dates have begun
- Are used for Travel Agency direct Payments using the indicated Chart String(s)



Approving TAs –
Reports-To
Supervisors

Approving TAs –
Expense Managers

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Understanding Expense Approvals

Approving Travel & Expenses



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Types of Roles in Travel and Expense

- **Employees** – Create, modify and submit travel authorizations and expenses. Assign a delegate to create on their behalf.
- **Delegates** – Create, modify and submit travel authorizations. Create and modify (but not submit) expenses.
- **Reports-To (supervisor/manager)** – Approve travel authorizations and travel expenses. Assign an Alternate to approve on their behalf.
- **Expense Approvers** – Approve travel authorizations and expenses. Assign an Alternate to approve on their behalf. Pool of approvers.
- **Alternate Approvers** – Approve travel authorizations and travel expenses on behalf of another approver.
- **AdHoc Approvers** – short list of higher administration approvers available to approve when needed.

AdHoc Approvers in Expense

- UGA Administration may have certain business needs that require an additional non-departmental unit approver for certain employee reimbursements
- Expense module allows for "AdHoc" approvers to be added in the approval process
- AdHoc approval may be initiated by either the supervisor or the Expense Approver Pool

Alternate Approvers

- Approvers can request an Alternate be assigned
 - Allows for an alternative for upper administrative positions
 - Provides coverage if employee is out for extended period or unexpectedly
 - Can be set for a defined period of time (vacation)
 - Can be requested by the Approver, their manager or the Chief Business Officer of the College or Major Unit
 - Pending transactions can also be assigned to this alternate if requested
- Requested through the OneSource Service Desk

Alternate Approvers

- Alternate will receive all notifications and transactions that would have originally flowed to the Approver
- Original approver will not be able to approve any transactions themselves
- Alternate still cannot approve their own transactions
 - In Travel, if an Alternate reports to the original Approver, this can cause a "hold" on the Alternate's expenses that will require manual intervention to assign a secondary alternate

Reports-To Supervisor Approvers

- Reports-To name comes from iPaws/FacultyJobs
- This is a single individual, not a pool
- July 2018 – December 2018: for individuals without Reports-To data in iPaws, the system uses the Department Head from the employee's current (legacy) department.

Delegates

- Assigned by the employee themselves
 - Can assign more than one delegate
- Permissions allowed to delegate:
 - TAs: create, modify, and submit Travel Authorizations to one or more other individuals.
 - Expense reports: create and modify but **not submit**
- The employee being reimbursed is required to certify the expense report during the submission process per requirements of the State Accounting Office of Georgia.

Certification of Expenses

"Georgia law provides for severe criminal penalties for persons who knowingly and willfully submit or approve a false, fictitious, or fraudulent request for reimbursement of expenses. I certify that this travel claim is a true statement of travel expenses incurred by me in the performance of official University duties and which follow the State of Georgia travel policy. I have not been reimbursed for these expenses from any other source, nor have I included any expenses paid directly on my behalf from another source. If I have included mileage reimbursement, I have determined that a personal vehicle was the most advantageous form of travel and requested reimbursement for mileage at the corresponding rate."

Approving Travel Expense Requests

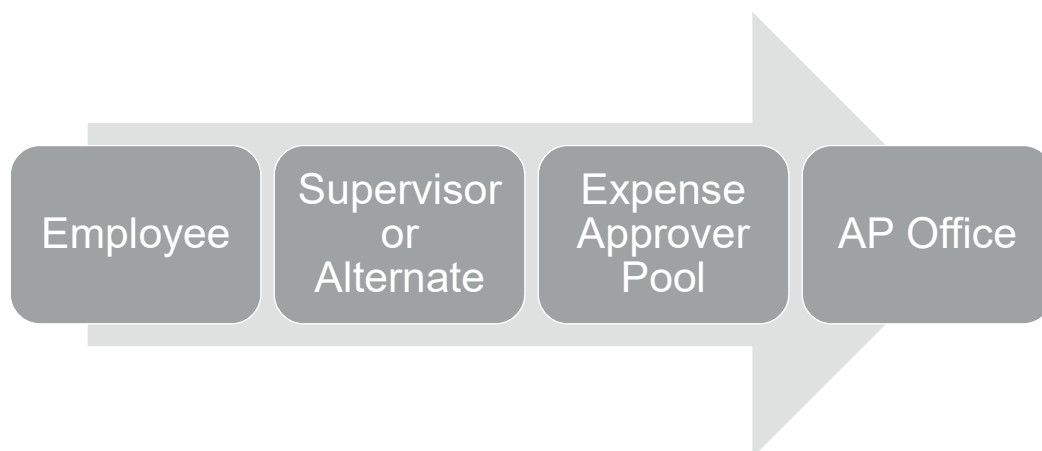
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Typical Travel Expense Report

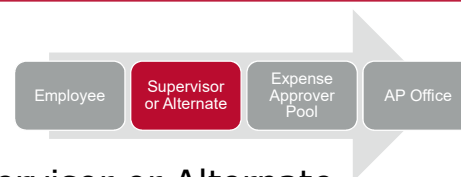


Delegates for Travel Expense



- Delegates can create Travel Expense Reports
- Traveler must submit the Travel Expense Report

Travel Expense



- First Approval - Distributed HR Supervisor or Alternate
- A single individual
- Loaded into Expenses by the HR/OneUSG Connect integration.
- Purpose: The State Accounting Office of Georgia's Statewide Travel Regulations require that the traveler's immediate supervisor must approve the employee's travel expense report before reimbursement is issued.
- If Alternate Approver for supervisor is defined, they approve on behalf of the supervisor.

Travel Expense

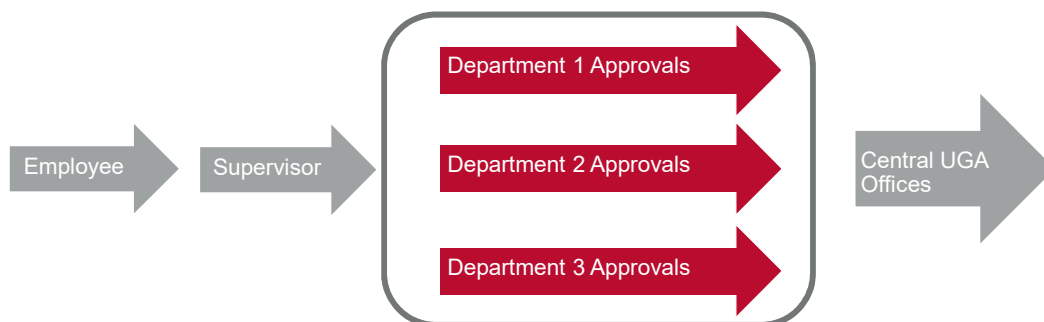


- Second approval: Distributed Expense Manager.
- Pool of individuals. Only one person approves.
- If supervisor is also in the pool, their initial approval also counts for this step. No additional approvals needed.
- Purpose: Review for policy compliance, determine the appropriateness and reasonableness of the estimated funding needs, and approve the chart field distribution for the funding source.

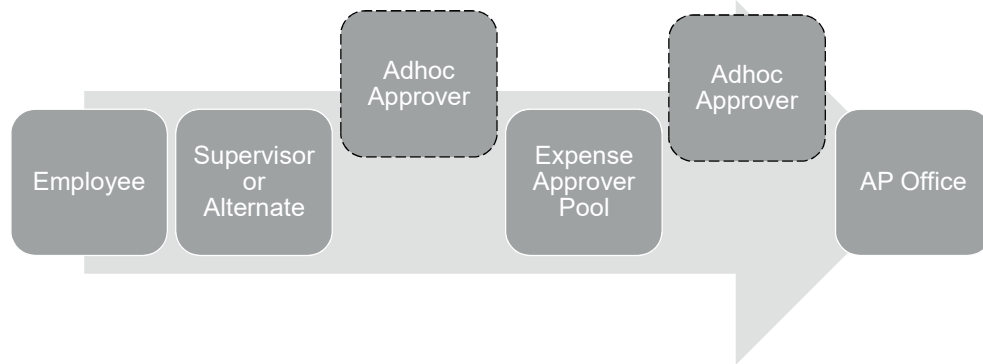
Travel Expense with multiple departments or approval paths

Multiple Distributed Expense Manager approvals can happen at the same time

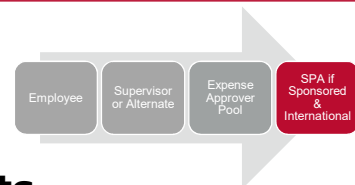
Transactions are final only when all approvals are complete



AdHoc Approvers in Travel Expense

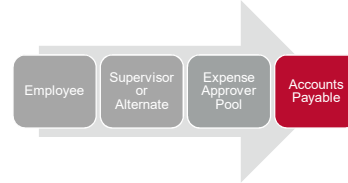


Travel Expense



- Special Approvals: **Sponsored Projects**
- Purpose: Approval from the Sponsored Projects Administration Post Award Office is required if travel is on sponsored funding on **International Travel**
- Expenses will automatically route if needed based on travel destination and chart field distribution.

Travel Expense



- Final Approval: **Accounts Payable**
- Purpose: review for policy compliance and validate receipts
- **End of Process.**
Employee will receive an email notification when AP has submitted the expense report for payment processing

Approving Non-Travel Expense Requests

Travel and Expenses



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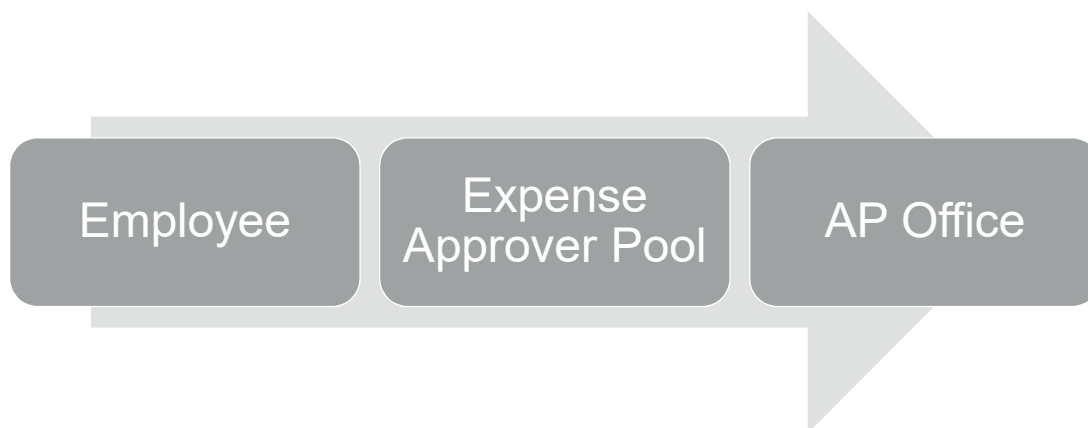
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What is a Non-Travel Expense?

- Sometimes during the course of normal business, an employee may incur an expense on behalf of the University and need reimbursement. These expenses should be minimal and non-routine in nature.
- These types of employee reimbursements should be submitted using the Expenses module on an Expense Report.

Typical Non-Travel Expense

- No Supervisory approvals step on non-travel expenses

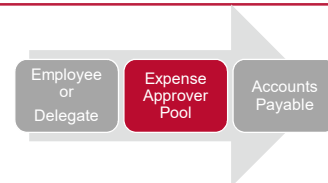


Delegates for Non-Travel Expense



- Delegates can create Expense Reports
- Employee must submit the Expense Report

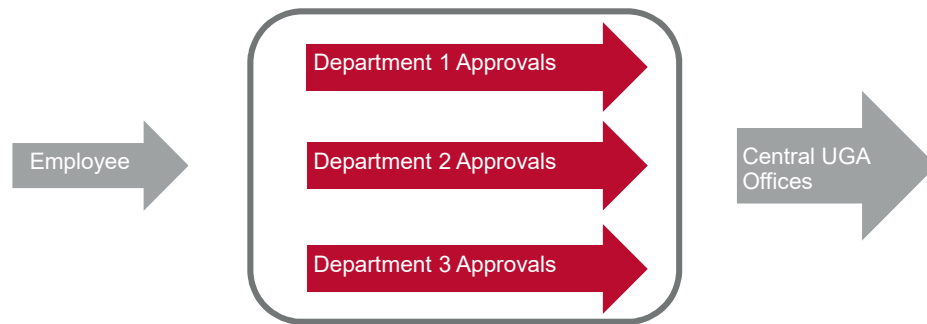
Non-Travel Expense



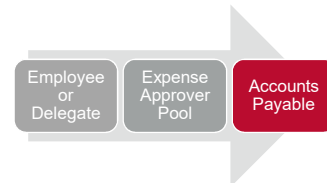
- First approval: **Distributed Expense Manager.**
- Pool of individuals. Only one person approves.
- Purpose: Review for policy compliance, determine the appropriateness and reasonableness of the estimated funding needs, and approve the chart field distribution for the funding source.

Non-Travel Expense with Multiple Departments or Approval Paths

- Multiple Distributed Expense Manager approvals can happen at the same time
- Transactions are final only when all approvals are complete



Non-Travel Expense

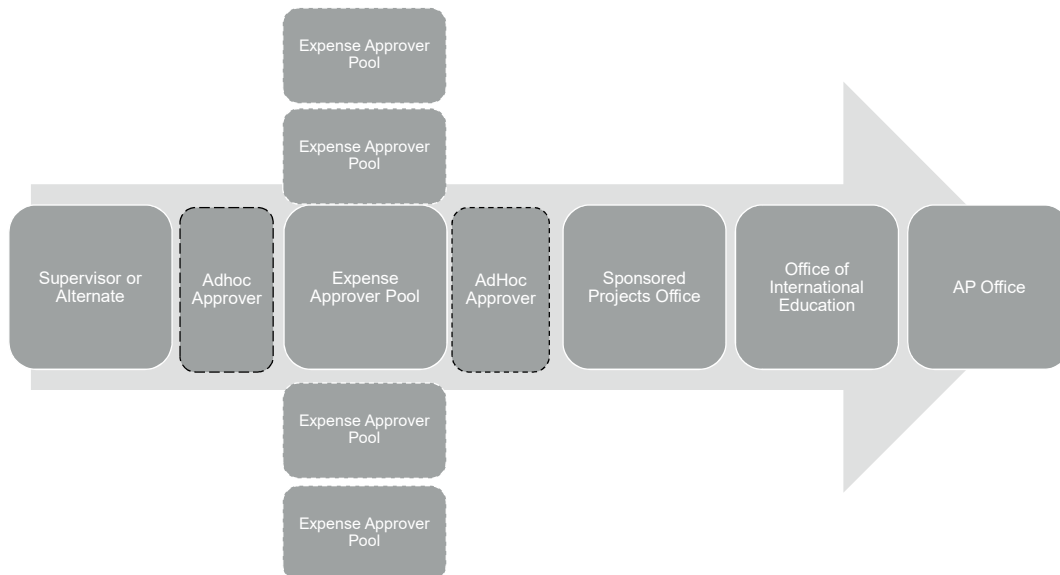


- Final Approval: **Accounts Payable**
- Purpose: review for policy compliance and validate receipts
- End of Process.
Employee will receive an email notification when AP has submitted the expense report for payment processing

Approver Actions

- **Approve** – Records the approval and moves the document to the next step in the approval process. Approver comments are optional.
- **Deny** – Returns the document to the Employee **does not** provide the option to update and resubmit. Requires comments.
- **Push Back** - Returns the document to the Employee and **does** provide the option to update and resubmit. Requires comments.
- **Hold** - places the document on hold to await additional information. Document is unavailable to other approvers.

Possible Levels of Approvals





Approving Expense Reports - Reports-To Supervisor

Approving Expense Reports – Expense Managers

Query for many lines

UGA_TE_DEPARTMENT_REPORT - Travel and Expense by Deptid

Submit Date From 08/05/2018

Submit Date To 08/10/2018

Department (wildcard %) 15100001

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (10 kb)

[View All](#)

	Expense Report	Report ID	Business Purpose	Description	Empl ID	Name	Travel To	Status	Acctg Date	Budget Status	Submission Date	Expense Line	Line Status	Transaction Date	Billed to UGA	Amount	Currency	Payment Type	Billing Type				
1	Expense Report	0100007158	In-State Travel	Collection Pickup	1804377			Paid	08/06/2018	Valid	08/06/2018	1	Paid	08/06/2018	N	122.780	USD	EMP	INT				
2	Expense Report	0100007158	In-State Travel	Collection Pickup	1804377			Paid	08/06/2018	Valid	08/06/2018	2	Paid	08/06/2018	N		36.730	USD	EMP	INT			
3	Expense Report	0100007158	In-State Travel	Collection Pickup	1804377			Paid	08/06/2018	Valid	08/06/2018	3	Paid	08/06/2018	N		23.080	USD	EMP	INT			
Transaction Details																							
	Transaction Date	Billed to UGA	Amount	Currency	Payment Type	Billing Type	Distribution Line	GL Unit	Expense Type	Account	Department Code	Department Description	Budget Reference	Operating Unit	Fund	Class	Program	ChartField 1	PC Bus Unit	Project	Activity	Amount	Payment Type
	08/06/2018	N	122.780	USD	EMP	INT	1	18000	D-Lodging	641140	15100001	Libraries Budget	2019		20200	67656	11100					122.780	00000099
	08/06/2018	N	36.730	USD	EMP	INT	1	18000	D-Miscellaneous	641150	15100001	Libraries Budget	2019		20200	67656	11100					36.730	00000099
	08/06/2018	N	23.080	USD	EMP	INT	1	18000	D-Miscellaneous	641150	15100001	Libraries Budget	2019		20200	67656	11100					23.080	00000099

Expense Approver – Financial Review

Travel and Expenses



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Financial Review

Ensure Chart fields are correct and appropriate for that Transaction:
Initiators cannot enter chart strings with bad combinations
That does not ensure that the chart strings are appropriate

During review of an Expense Statement:
Ensure funds are available

Review Budget Checking Errors:
Queries beginning with UGA_KKE_



RESOURCES

Financial Review and Analysis

https://onesource.uga.edu/resources/fin_review_analysis/

Ensure Chart Fields are appropriate

Correct and appropriate use of Funds

Ex. Departmental Sales Expenses in support of that Revenue

Departments appropriate for Class fields

Ex. Foundation funds can be spent across various Departments

Program fields – are you actually spending on Research or Instruction

Account Codes automatically are added based on Expense Types:

D: Domestic Travel, I: International Travel, O: Non-travel items

Quarterly Amendments Review		Ensure Funds are available			Search:
Department/Quarterly Amendments Review					
		▲ Balance	▲ Balance	▲ Balance	
		▲ 400000 - Revenue	▲ Personal Services	▲ NonPersonal Services	
▼ 32000000 - Sch of Public & Intl Affairs	10000 - RI-State Appropriations	0	0	160,904	
▶ 32002000 - Ctr For Intl Trade & Security	10000 - RI-State Appropriations	0	0	70,000	
▼ 32003000 - Political Science	10000 - RI-State Appropriations	0	0	13,000	
32003100 - Applied Politics Cert. Program [CT]	10000 - RI-State Appropriations	0	0	8,000	
▼ 32003300 - Political Science Faculty Supp [C]	10000 - RI-State Appropriations	0	0	5,000	
32003304 - Audrey Haynes [T]	10000 - RI-State Appropriations	0	0	5,000	
▶ 32005000 - Public Admin & Policy	10000 - RI-State Appropriations	0	0	77,904	
▼ 32000000 - Sch of Public & Intl Affairs	10500 - Tuition	0	3,653,089	674,380	
▶ 32001000 - Office Of The Dean	10500 - Tuition	0	547,816	156,427	
▶ 32002000 - Ctr For Intl Trade & Security	10500 - Tuition	0	168,726	7,563	
▼ 32003000 - Political Science	10500 - Tuition	0	713,462	117,598	
▼ 3200300A - Political Science Operating [C]	10500 - Tuition	0	713,462	31,699	
32003001 - Political Science General [T]	10500 - Tuition	0	713,462	21,699	
32003002 - Political Science Events [T]	10500 - Tuition	0	0	10,000	
▶ 32003300 - Political Science Faculty Supp [C]	10500 - Tuition	0	0	85,899	
▶ 32004000 - International Affairs	10500 - Tuition	0	1,186,567	136,763	
▶ 32005000 - Public Admin & Policy	10500 - Tuition	0	845,954	163,745	
▶ 32006000 - GLOBIS Center	10500 - Tuition	0	34,543	40,535	
▶ 32007000 - SPIA Development [C]	10500 - Tuition	0	47,727	28,920	
▶ 32008000 - SPIA Communications [C]	10500 - Tuition	0	0	18,879	
▶ 32009000 - SPIA Student Affairs [C]	10500 - Tuition	0	108,295	3,950	
▶ 32000000 - Sch of Public & Intl Affairs	16000 - Technology Fees	0	(322)	161,794	

Quarterly Amendments Review ✕ **Ensure Funds are available** Search:

Department/Quarterly Amendments Review

		▲Balance	▲Balance	▲Balance
		▲400000 - Revenue	▲Personal Services	▲NonPersonal Services
▼32000000 - Sch of Public & Intl Affairs	10000 - RI-State Appropriations	0	0	160,904
▶32002000 - Ctr For Intl Trade & Security	10000 - RI-State Appropriations	0	0	70,000
▼32003000 - Political Science	10000 - RI-State Appropriations	0	0	13,000
32003100 - Applied Politics Cert. Program [CT]	10000 - RI-State Appropriations	0	0	8,000
▼32003300		0	0	5,000
32003300		0	0	5,000
▶32005000 - Public Admin & Policy	10000 - RI-State Appropriations	0	0	77,904
▼32000000 - Sch of Public & Intl Affairs	10500 - Tuition	0	3,653,089	674,380
▶32001000 - Office Of The Dean	10500 - Tuition	0	547,816	156,427
▶32002000 - Ctr For Intl Trade & Security	10500 - Tuition	0	168,726	7,563
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▼3200300A - Political Science Operating [C]	10500 - Tuition	0	713,462	31,699
32003001 - Political Science General [T]	10500 - Tuition	0	713,462	21,699
32003002 - Political Science Events [T]	10500 - Tuition	0	0	10,000
▶32003300		0	0	85,899
▶32004000		0	0	136,763
▶32005000		0	0	163,745
▶32006000 - GLOBIS Center	10500 - Tuition	0	34,543	40,535
▶32007000 - SPIA Development [C]	10500 - Tuition	0	47,727	28,920
▶32008000 - SPIA Communications [C]	10500 - Tuition	0	0	18,879
▶32009000 - SPIA Student Affairs [C]	10500 - Tuition	0	108,295	3,950
▶32000000 - Sch of Public & Intl Affairs	16000 - Technology Fees	0	(322)	161,794

CT Department – Control and Track/Transactions

C Department – Controls budget of T's below, no transactions (Parent)

T Department - Track/Transactions (Child)

Review Budget Checking Errors

In UGA Financial Management System queries beginning with UGA_KKE_

Budget Check status also shown in UGA_TE_DEPARTMENT_REPORT

UGA_TE_DEPARTMENT_REPORT - Travel and Expense by Deptid

Submit Date From 08/05/2018 31

Submit Date To 08/10/2018 31

Department (wildcard %) 15100001

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (10 kb)

[View All](#)

Expense Report	Report ID	Business Purpose	Description	Empl ID	Name	Travel To	Status	Acctg Date	Budget Status	Submission Date	Expense Line	Line Status	Transaction Date	Billed to UGA	Amount	Currency	Payment Type	Billin Type
1 Expense Report	0100007158	In-State Travel	Collection Pickup	1804377			Paid	08/06/2018	Valid	8/06/2018	1	Paid	08/06/2018	N	122.780	USD	EMP	INT
2 Expense Report	0100007158	In-State Travel	Collection Pickup	1804377			Paid	08/06/2018	Valid	8/06/2018	2	Paid	08/06/2018	N	36.730	USD	EMP	INT
3 Expense Report	0100007158	In-State Travel	Collection Pickup	1804377			Paid	08/06/2018	Valid	8/06/2018	3	Paid	08/06/2018	N	23.080	USD	EMP	INT
4 Expense Report	0100007379	Out-of-State Travel	Science Boot Camp	1825861			Approvals in Process	08/06/2018	Valid	8/06/2018	1		08/06/2018	N	275.000	USD	EMP	INT
5 Expense Report	0100008124	Out-of-State Travel	Sci Bootcamp Conference reg	1829195			Approvals in Process	08/09/2018	Error	8/09/2018	1		07/05/2018	N	275.000	USD	EMP	INT
6 Expense Report	0100008149	Out-of-State Travel	Conference Attendance	1805401			Approvals in Process	08/09/2018	Not Chk'd	8/09/2018	1		08/09/2018	N	275.000	USD	EMP	INT

Wrap Up

Approving Travel & Expenses



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Resources

- [OneSource Training Library](http://training.onesource.uga.edu): training.onesource.uga.edu
 - Additional tutorials available on approving and denying travel authorizations and expense reports as different security roles
- [OneSource Resources page](#)
- [OneSource Training Resources](#)
- [OneSource FY18 Year End Resources](#)

Contact Us

Project Information
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 706-542-0202

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Training: May - June 2018
 Registration is now open and available for May - June 2018 training courses.
[Learn more](#)

Training Information
May - June 2018
 For more information, contact onesource@uga.edu

Highlights

- UGA Budget Management System
- HCM Business Process Review and Forum: April 30, May 1, and May 3
- Monthly Status Call - May 17
- Readiness Kit
- Spring 2018 Key Messages
- Learn about who is your Change Champion Project Coordinator

UGA Budget Management System

UGA Financial Management System

OneISO Connect System

Data Analysis and Reporting

Resources

Help



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