



Create Travel Claim

** More detailed training is available online by signing-in to PeopleSoft and navigating to Training Links>Financials Online Training.*

Step	Action
1.	Click the Create Expense Report Create Expense Report link on the Self-Service Menu. If you do not see this please contact your PeopleSoft Administrator and request the ZEX_SELF_ENTRY role.
2.	Click the Select button. To choose the TRAVEL template.
3.	Expense Date should be set to the start date of travel or the transaction date. This date will default on each expense line. Click the Date button. <input type="text" value="31"/>
4.	Click the checkboxes that apply to your claim <input type="checkbox"/> and OK Button.
5.	Enter information into the Description field. e.g. " Nashville April 2012 ".
6.	Select the appropriate Business Purpose from the drop down list.
7.	Enter information into the Details field. e.g. " Attending PeopleSoft Conference ".
8.	To assign a default SpeedCode for the Expense Report lines click the Accounting Defaults link. Accounting Defaults
9.	The Accounting Summary is where the SpeedCode that will default through the <i>Expense Report</i> is specified. This page also allows the split of <i>Accounting</i> information. To add lines, click the Add ChartField Line button and enter appropriate, Percentage or Amount .
10.	Enter information into the SpeedCode field. e.g. " UPK02 ". Press [Tab] and OK button.
11.	<i>Note: The Details field is used to enter the claimant's affiliation with the project and also to provide a description of the trip if research funds are being used.</i> Enter information into the Details field. e.g. " Affiliation - Research Team Lead Co-presented Research Findings with PI at annual Crop Science Conference ".
12.	Apply Cash Advance(s) link is where all un-applied <i>Cash Advances</i> can be found. Click to view and apply. Enter Advance ID in field and Save to return to the main entry screen.
13.	Enter information into the Amount Spent field. e.g. " 600 ".
14.	Enter information into the Currency field. e.g. " USD ".
15.	Enter relevant detailed expense information into the Description field. e.g. " 4 nights @ \$150 " or " TAP 34567 ".
16.	The <i>Exchange Rate</i> and <i>GST</i> default to No GST on foreign <i>Currency</i> transactions. The <i>Exchange Rate</i> can be changed in the <i>Currency</i> tab.
17.	<i>Notes: Non Reimbursable (Non Reimb) checkbox <input type="checkbox"/> is used when a pre-paid flight or other expense will not be reimbursed.</i> <i>No Receipt (No Rcpt) checkbox <input type="checkbox"/> should be used when the receipt is missing and cannot be obtained in any way.</i>

Step	Action
18.	<p>The Accounting Detail button  opens the <i>Accounting Details</i> for each line. That allows changing default SpeedCode, entered on the Accounting Defaults page, to another SpeedCode.</p> <p>Accounting Details also allows the distribution of expense lines between more than one SpeedCode on line by line basis.</p>
19.	<p>If you selected Kilometers in step 4, click the Mileage tab. Choose a date, and enter the number of kilometers being claimed. Click the Overview tab to return to the main page.</p>
20.	<p>Services General and Supplies General Expense Types, previously known as 'other', should be used for all purchased miscellaneous goods and services while travelling.</p> <p>Click the Add button to add a new line. Open the Expense Type list and select from list.</p>
21.	<p>Repeat steps 12-18 for each expense you selected in step 4.</p>
22.	<p>Click the Save button.</p>
23.	<p>Click the Print Detailed Report link  to review report for accuracy.</p>
24.	<p>Click the Submit button. No more changes can be made after the Claim has been submitted. Click the OK button.</p>
25.	<p>Congratulations! You have now completed the training on how to create and submit a Travel Claim.</p>