EXPENSE REPORTS

Entering Expense Reports

CREATE Expense Report from Blank

The Basics:

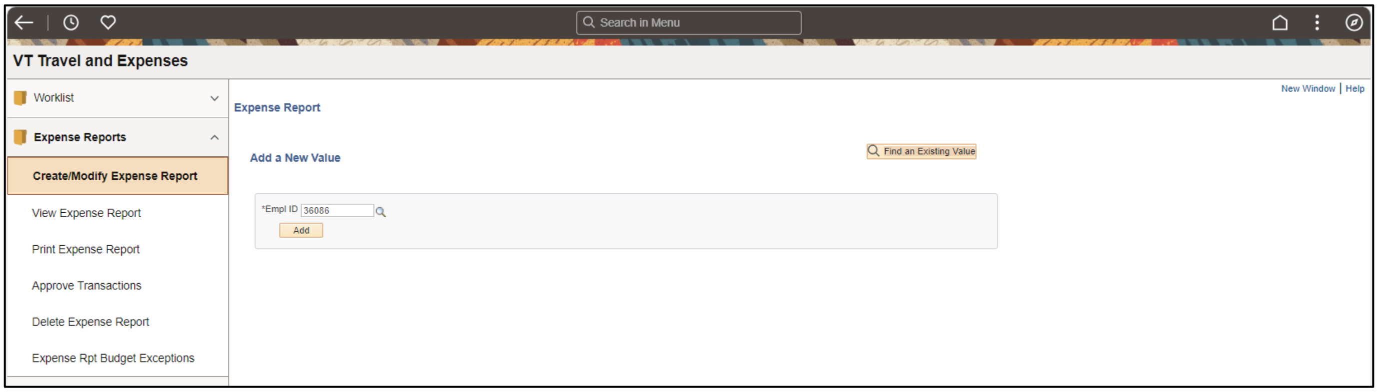
Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) and your department's policy regarding Expense Reports.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods -** Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later** - After every couple lines on your expense report, click the "Save for Later" button to prevent the "data inconsistent with database" error that prohibits you from saving or submitting.
5. **Timeliness -** All employees are expected to submit their Expense Reports within twenty (20) calendar days after completion of the travel event or the incurrence of a business expense.
6. **Taxable over 60 days** - Any item that is past 60 days is required to have a "Taxable" Billing Type and an Explanation of Late filing form: http://finance.vermont.gov/forms/vision
7. **Receipts** – Receipts should be attached to the expense line. Refer to your department's policy regarding handling of receipts.
8. **All employment related expenses must** be reimbursed through the Expense module and any reimbursements will be made directly into your direct deposit (balance or 999) account.

Situations when this function is used: Employee has incurred employment related expenses that need to be reimbursed to you.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

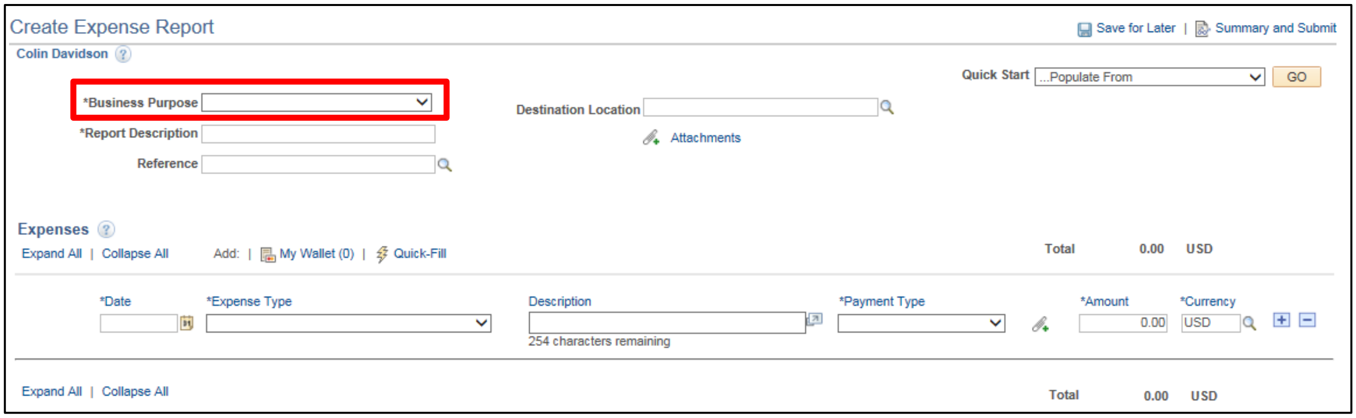


The **Expense Report – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

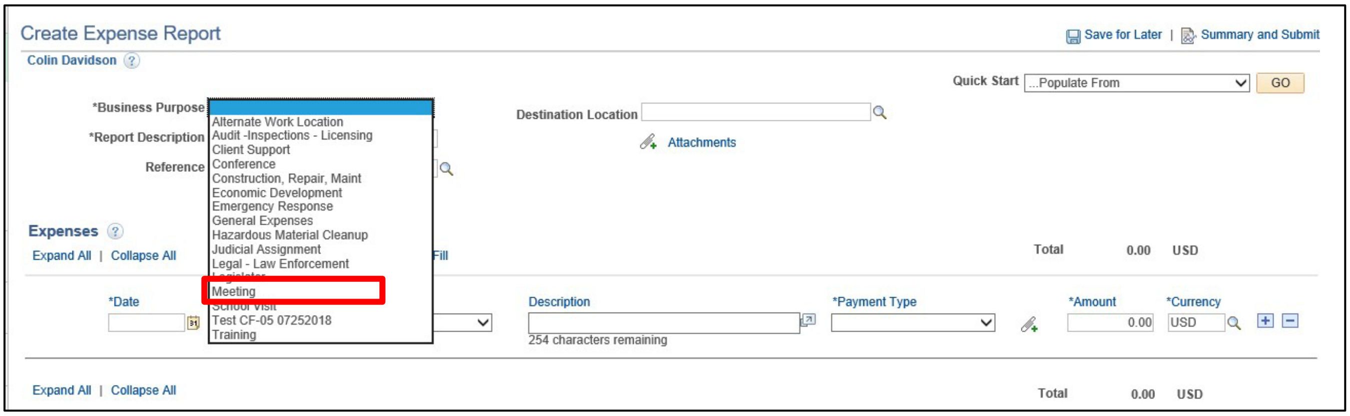
Click the **Add** button.

Note: In the event you have an approved travel authorization, the following message box displays as a reminder.

Click the **OK** button to continue to the Create Expense Report – Details page.

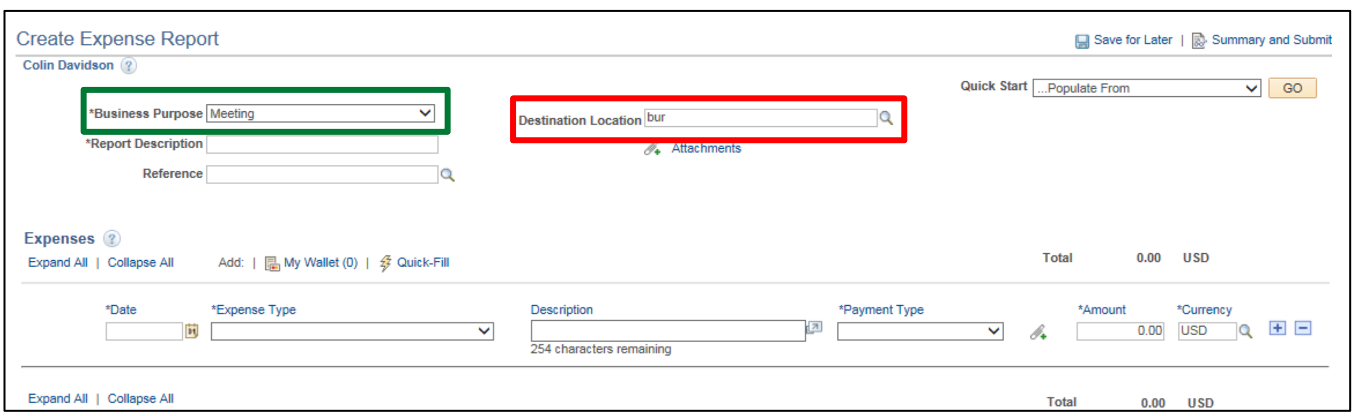


Click the drop-down arrow to choose the **Business Purpose**.



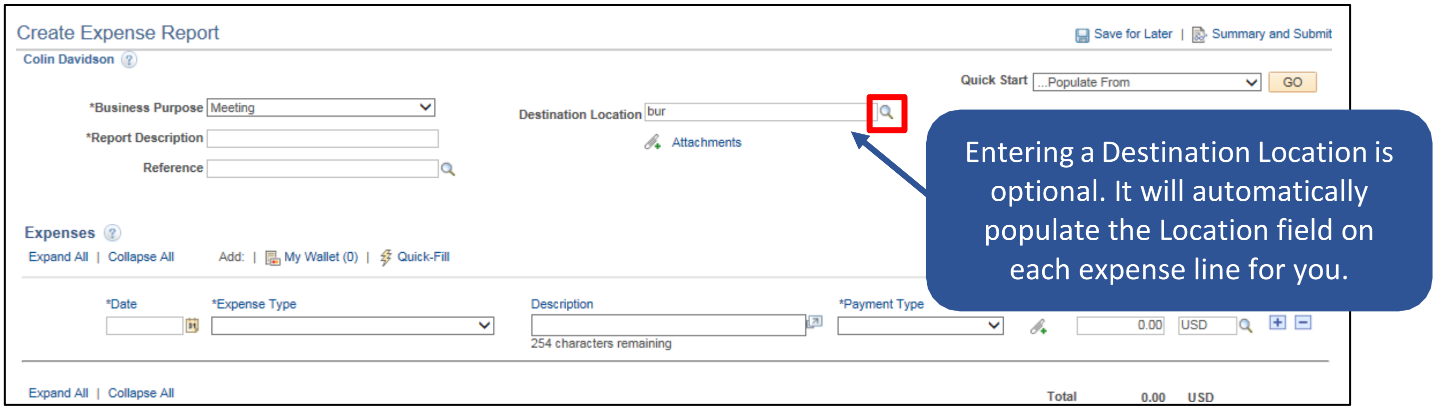
Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location.** This location should be the furthest point travelled during the trip.



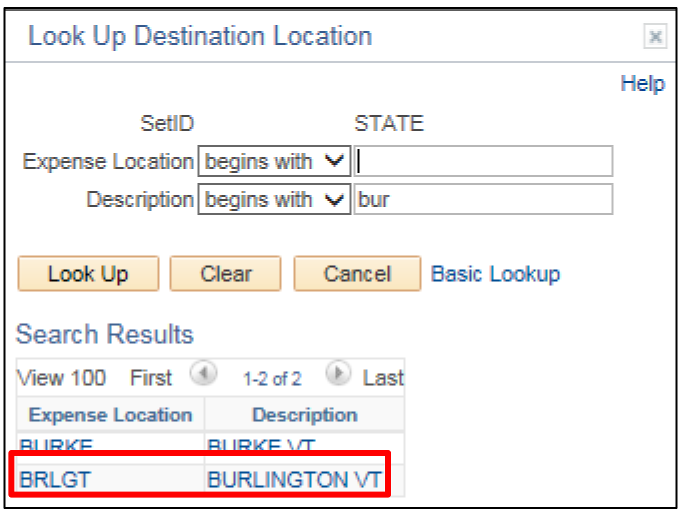
Note: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field.



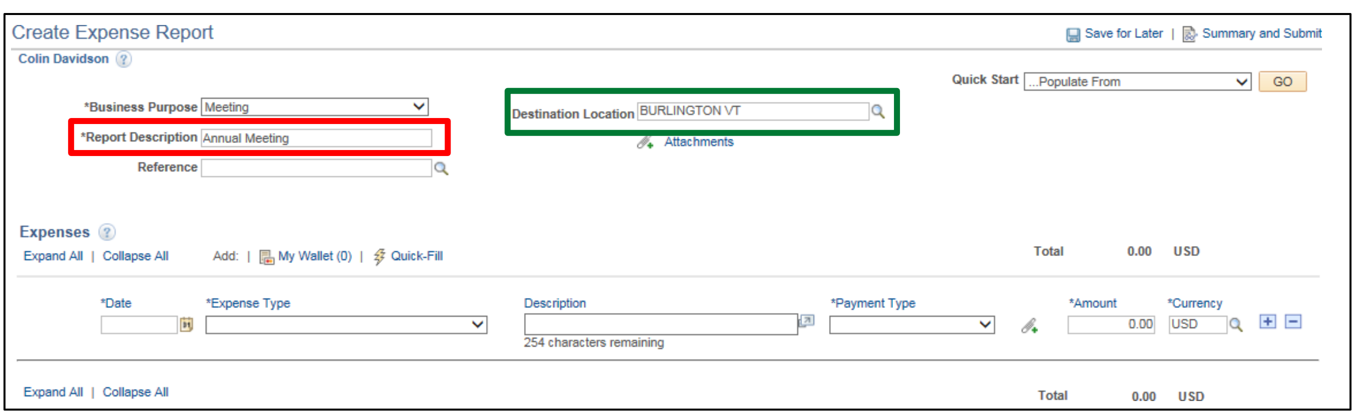
Click the **Destination Location** look up icon.

The **Look Up Destination Location** page displays.

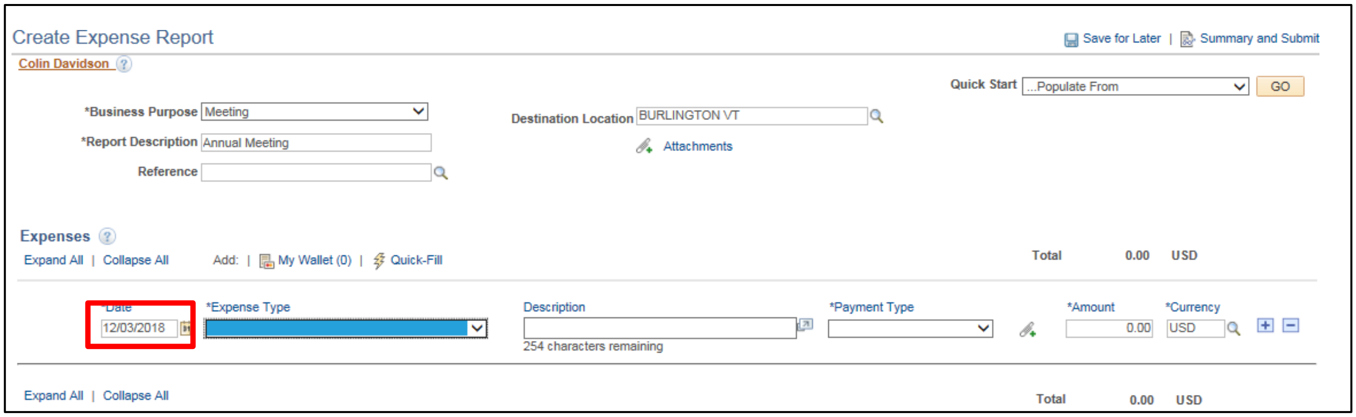


Select the **Expense Location** link.

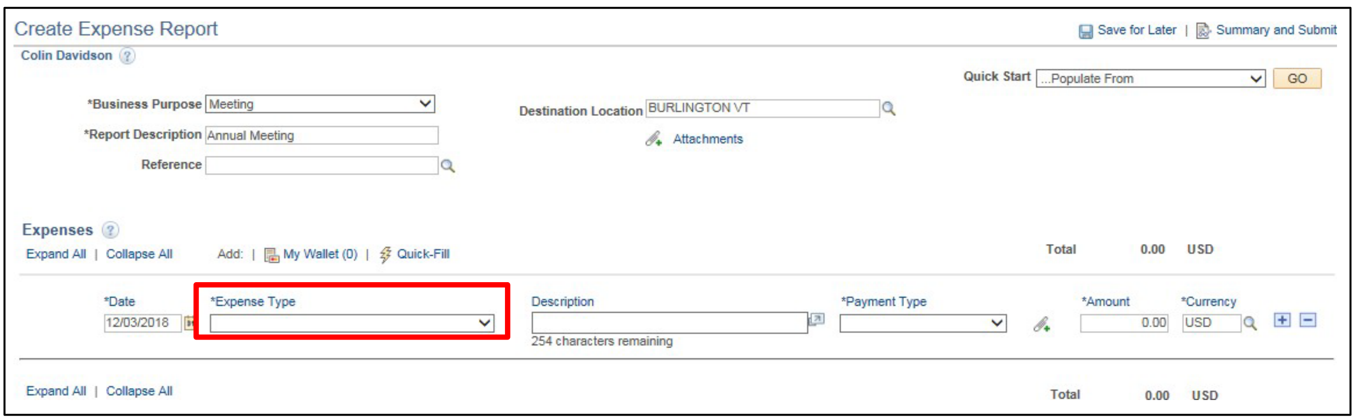
The **Create Expense Report - Details** page displays the Destination Location selected.



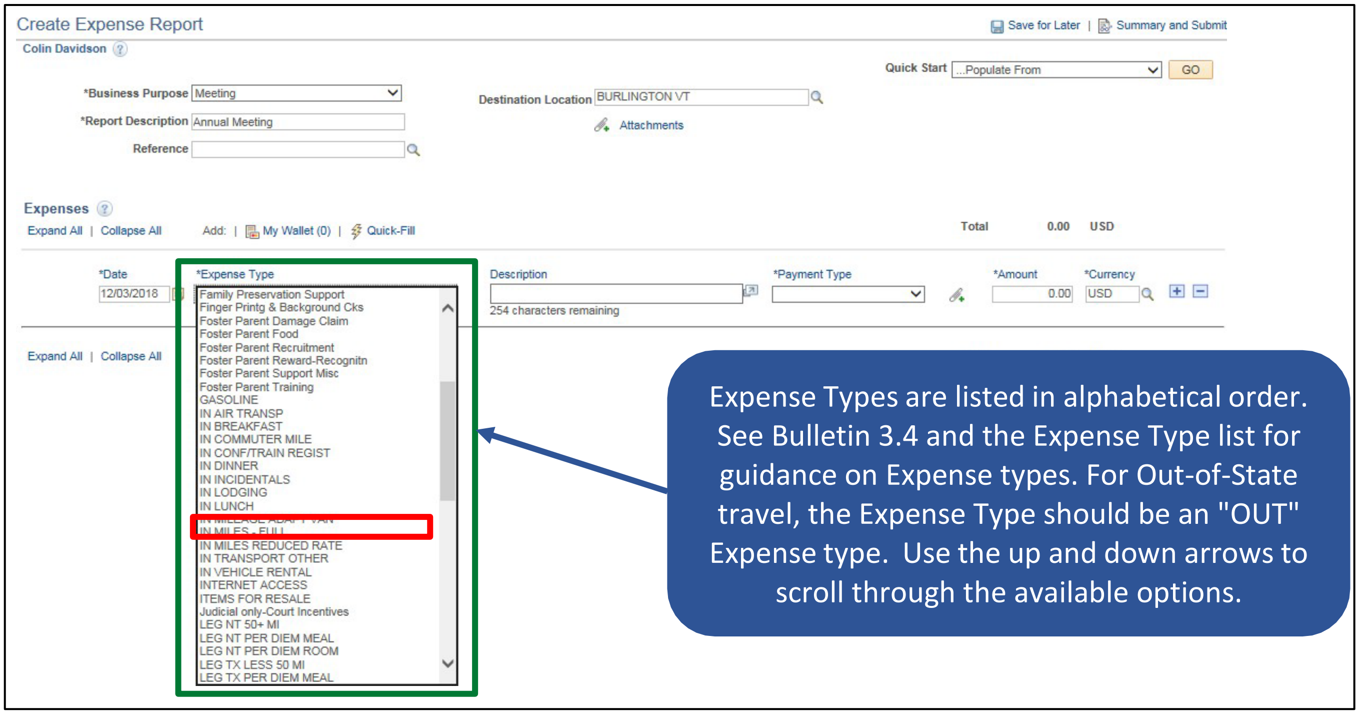
Enter a short, meaningful description for the trip into the **Description** field.



Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. ***Note: This date cannot be in the future.***

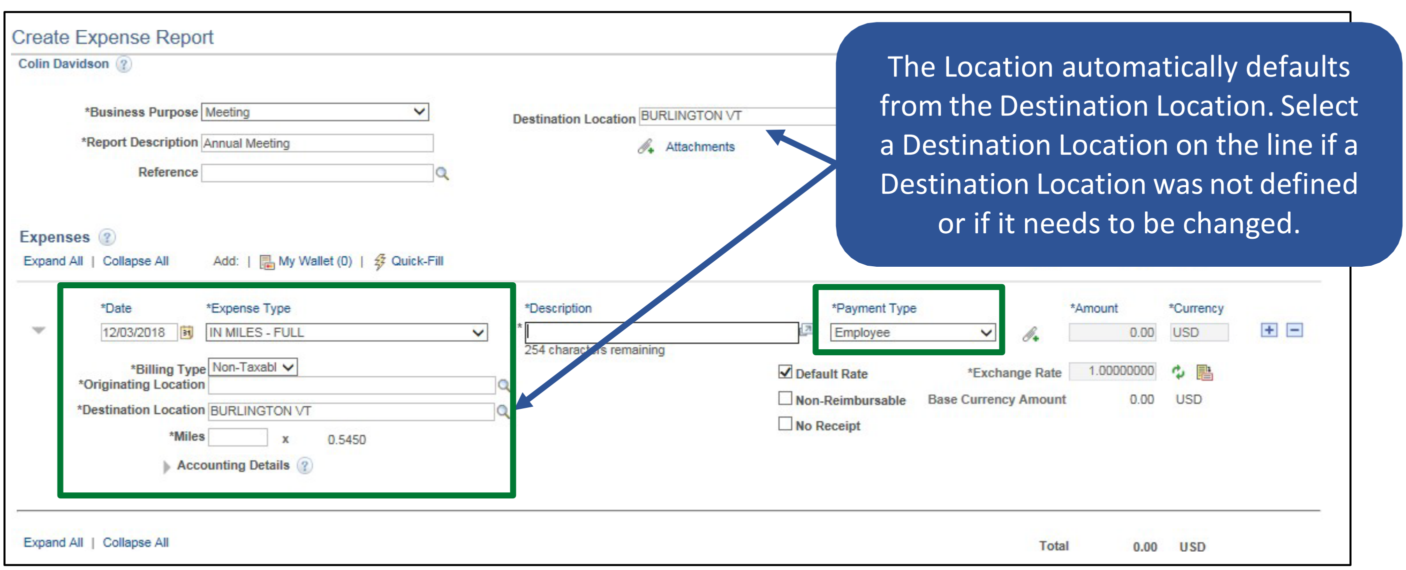


To choose the expense type, click the **Expense Type** drop-down to view the available expense types.



Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated. The displayed fields vary depending on the expense type selected.

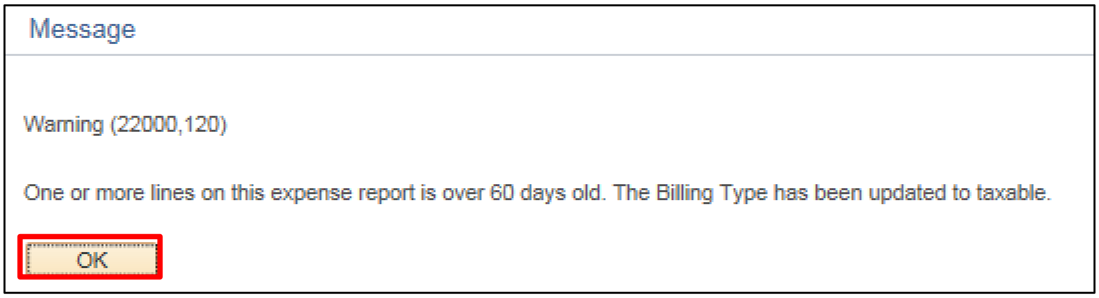


The Payment Type and Billing Type are set to default:

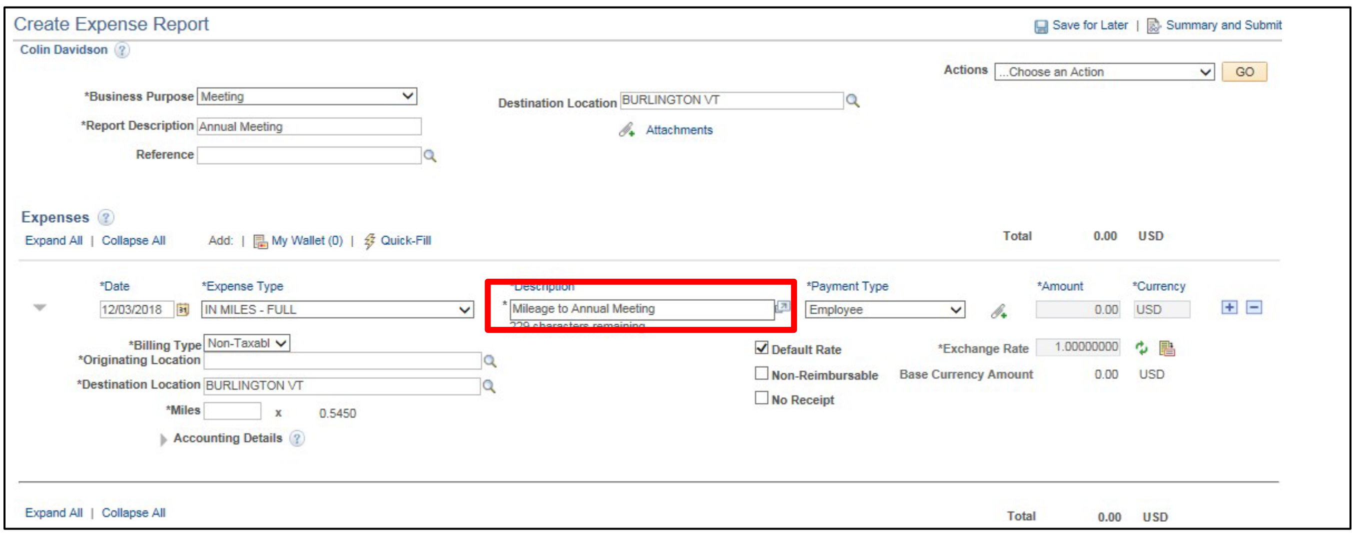
- **Payment Type -** Employee
- **Billing Type -** Non-Taxable – Internal

Any expense that is over 60 days is considered taxable and is required to have a "Taxable" Billing Type. If the Date on any of the expense lines is over 60 days, the Billing Type will automatically update to "Taxable - Internal" when the expense report is saved for later or submitted for approval.

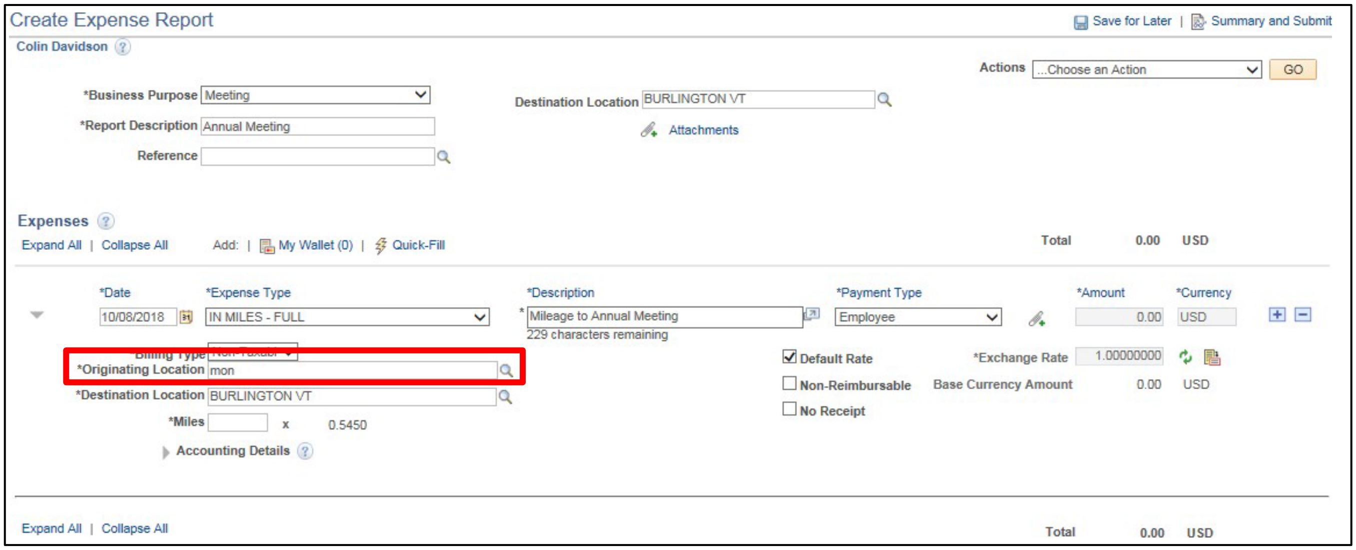
The following warning message displays if the Billing Type is updated on the expense report.



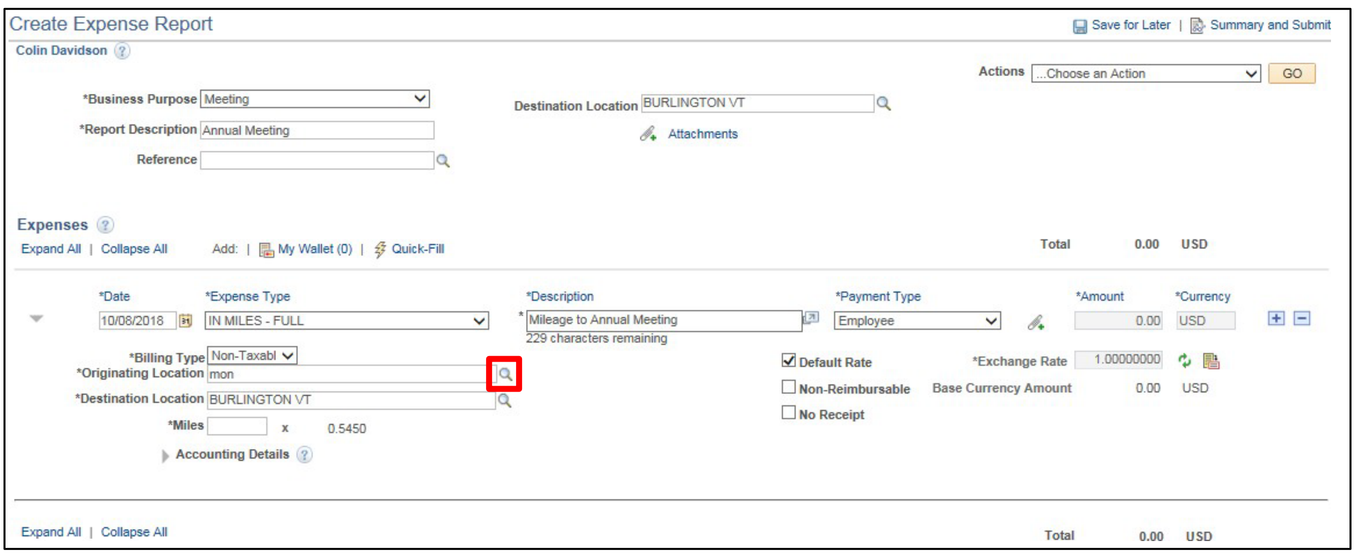
Click the **OK** button to continue.



Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here.

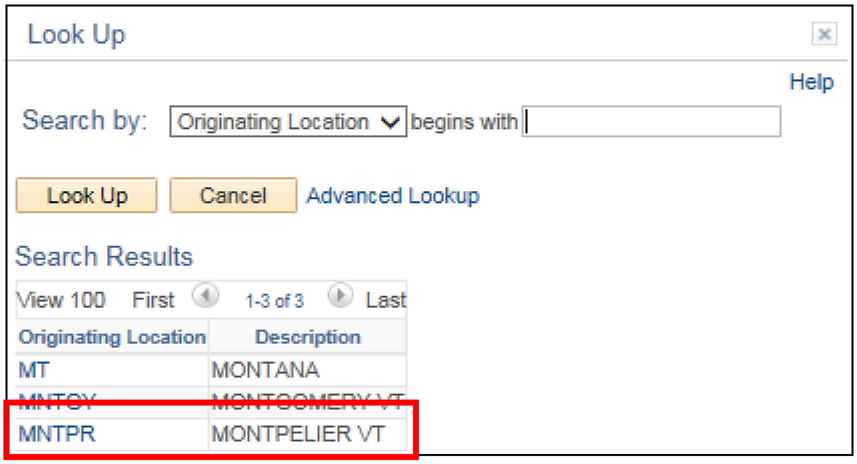


Enter a few letters of where you started your trip into the **Originating Location** field.



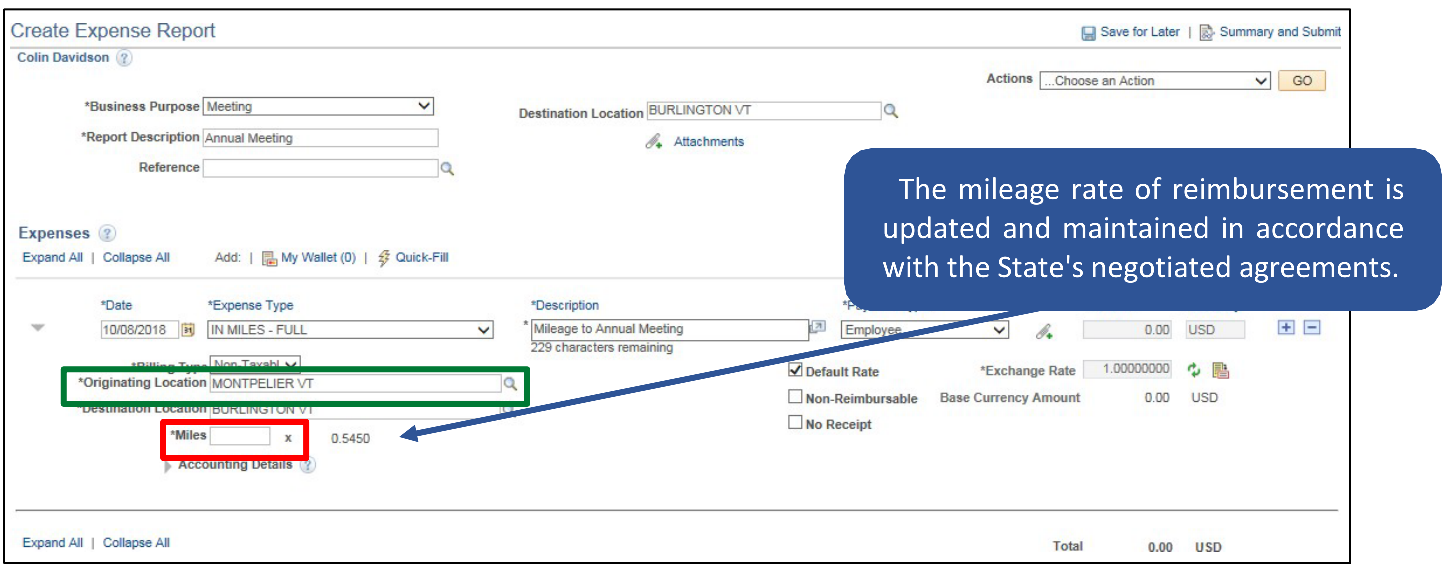
Click the **Originating Location** look up  icon.

The **Look Up** page displays the locations that match your criteria.



Select the **Originating Location** link for the appropriate location.

The **Create Expense - Details** page displays the Originating Location selected.



Enter the number of miles for the round trip into the **Miles** field.

The Amount automatically populates.

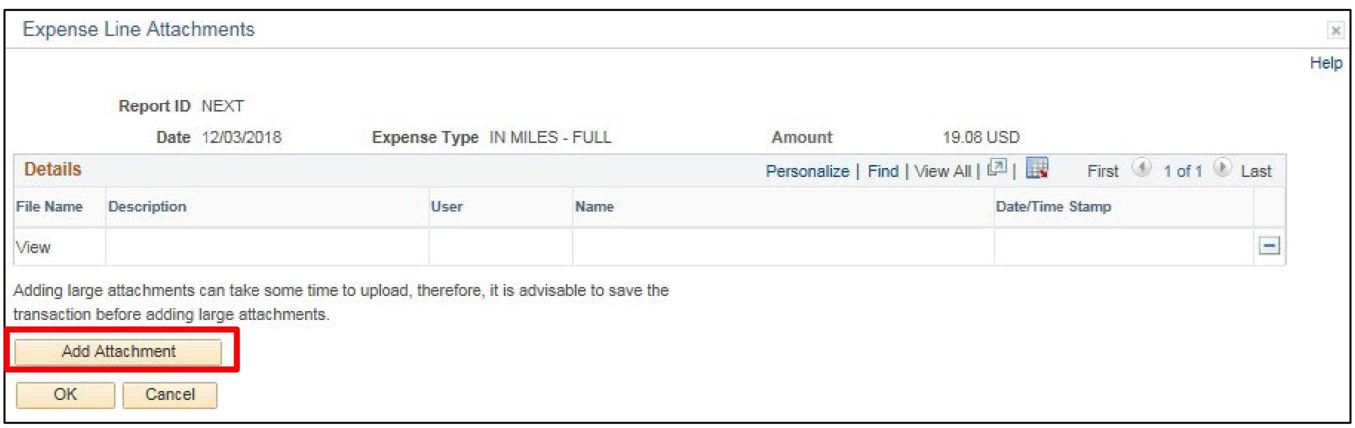
Attachments can be added to the expense report at the header or on the expense line.

Click the icon on the line to attach a receipt for the expense.

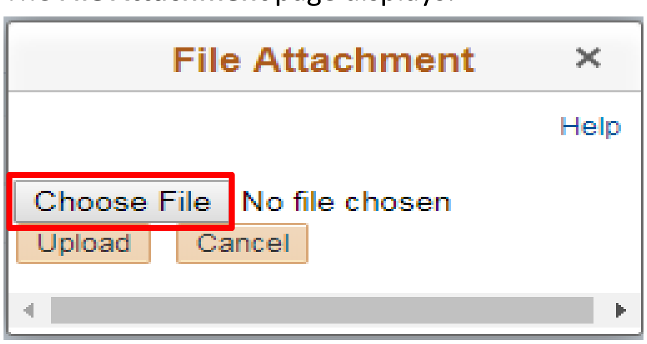
Note: Most expense types require a receipt. The exceptions are mileage, meals and per diems.

The **Expense Line Attachments** page displays.

Click the **Add Attachment** button.

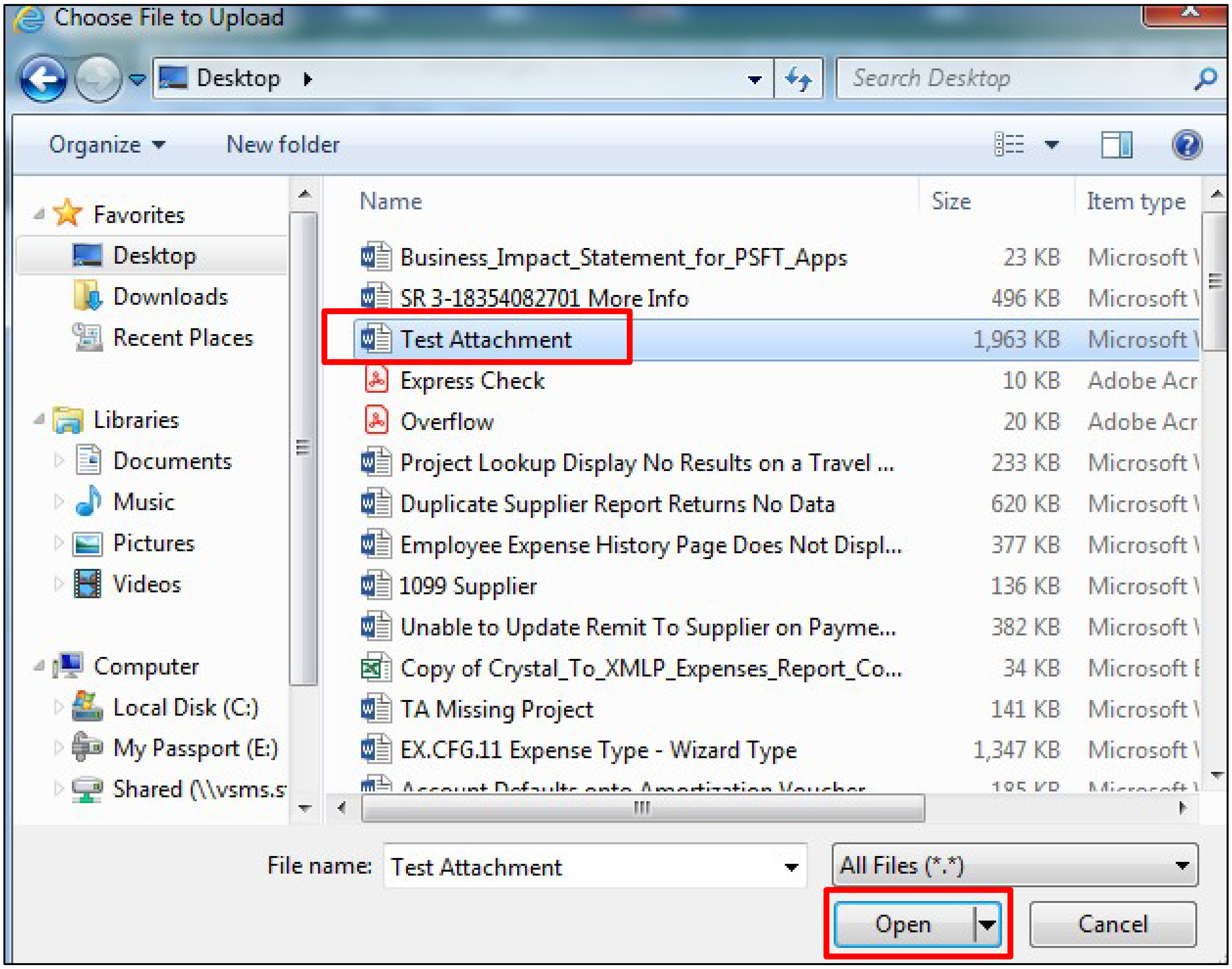


The **File Attachment** page displays:



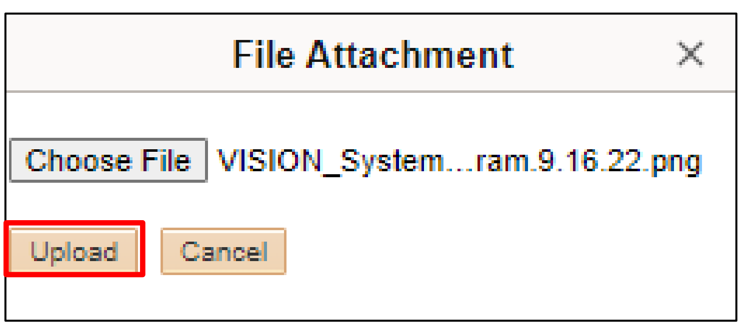
Click the **Choose File** button.

The **Choose File to Upload** page displays.



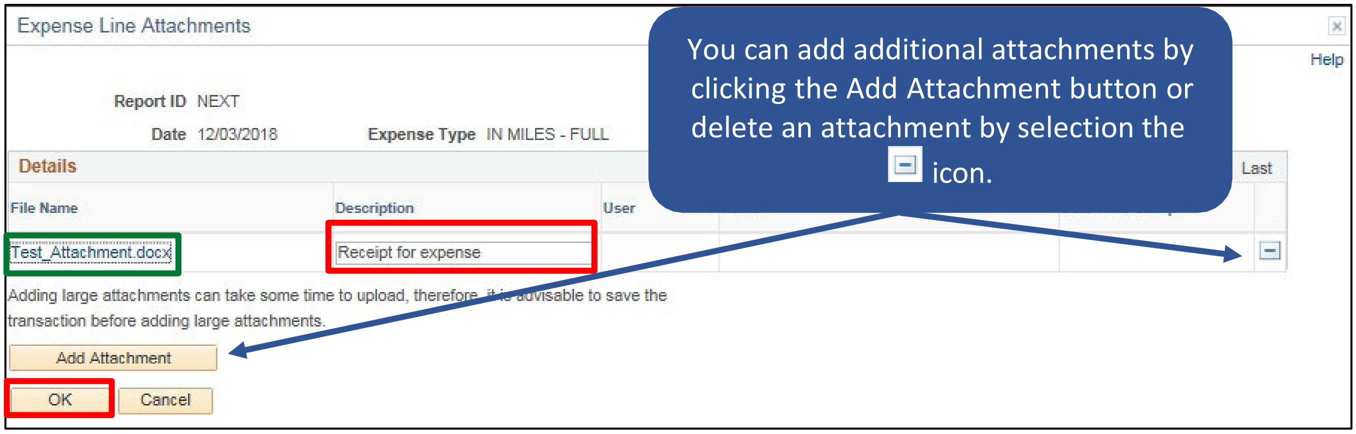
Select the file you want to attach and click the **Open** button.

The **File Attachment** page displays with the file path of the document:



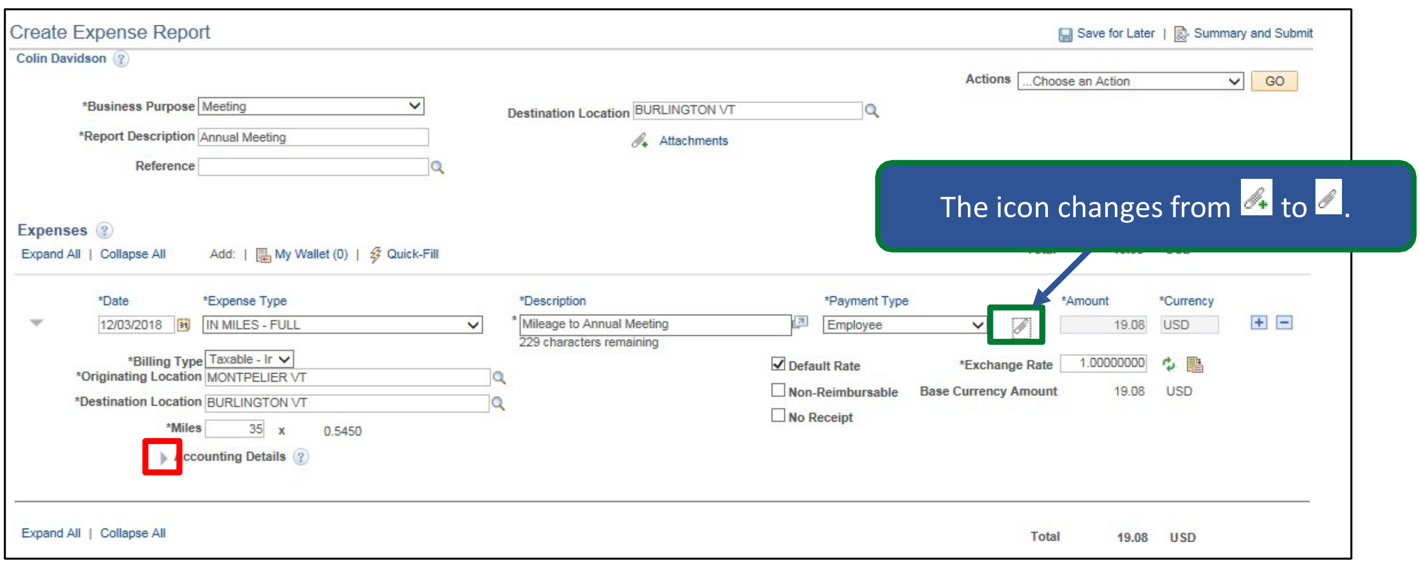
Click the **Upload** button.

The **Expense Line Attachments** page displays with the File Name as a link to the document.



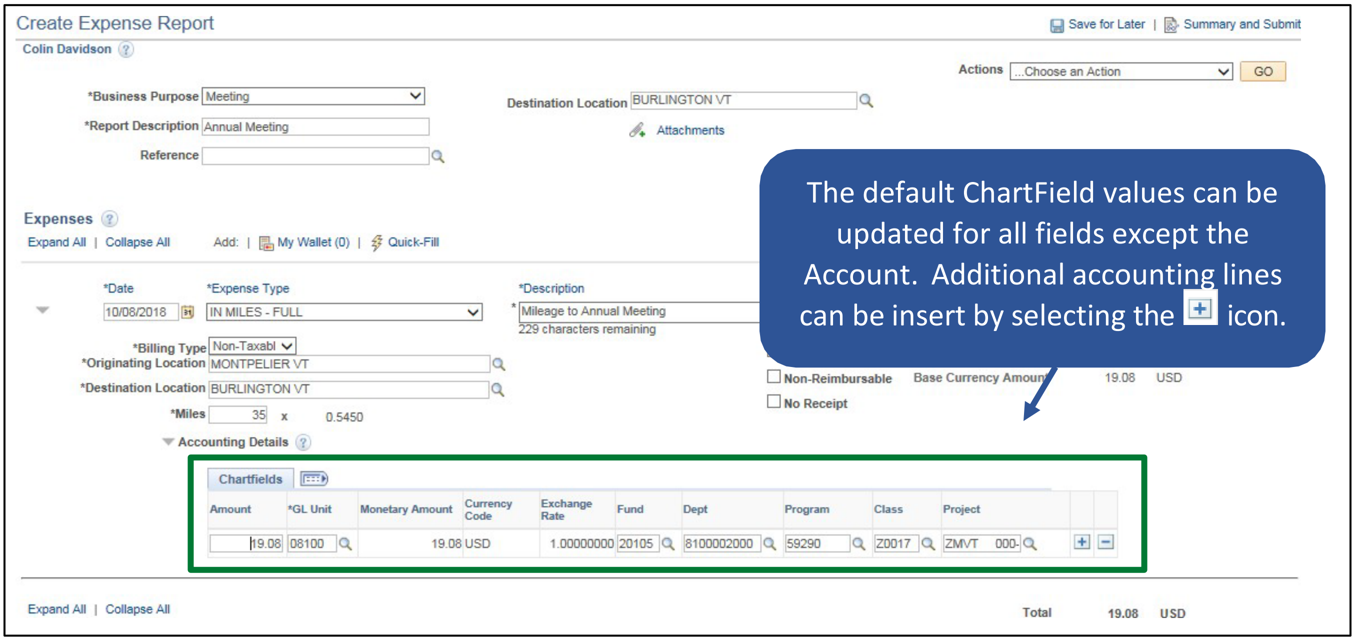
Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The **Create Expense Report - Details** displays. The Attachment icon is updated.

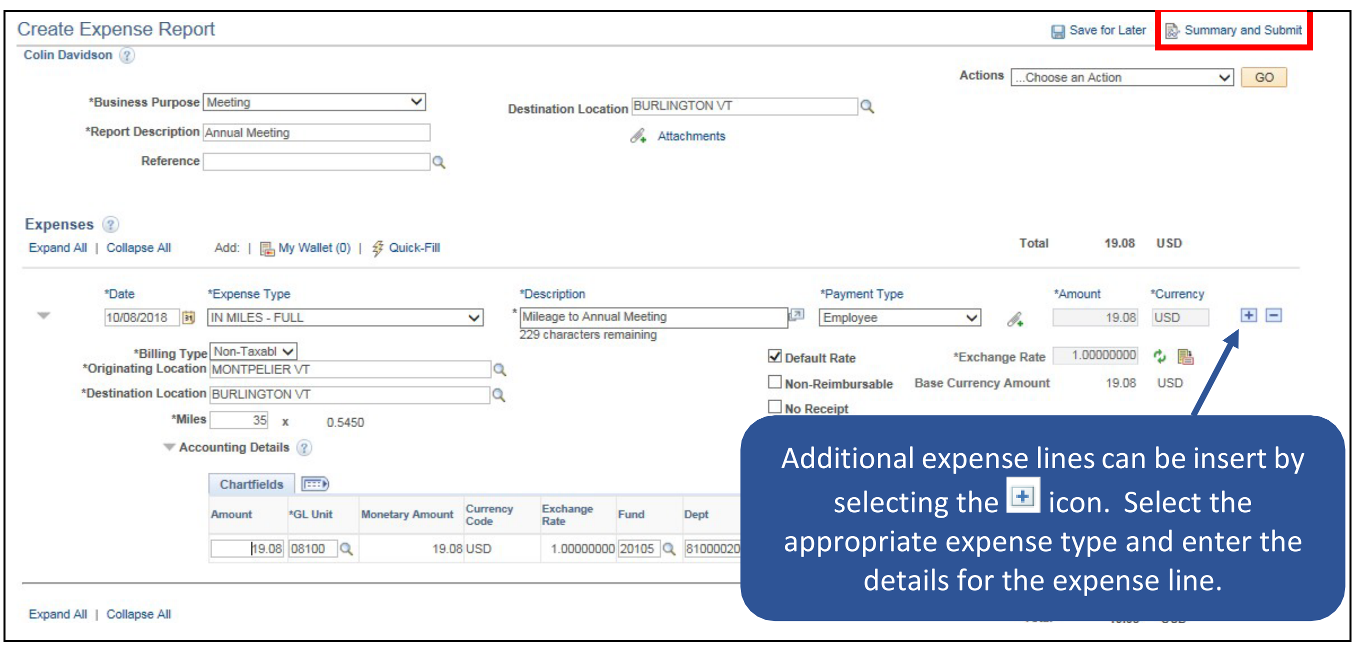


Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The **Accounting Details** section expands and the ChartFields for the line display.

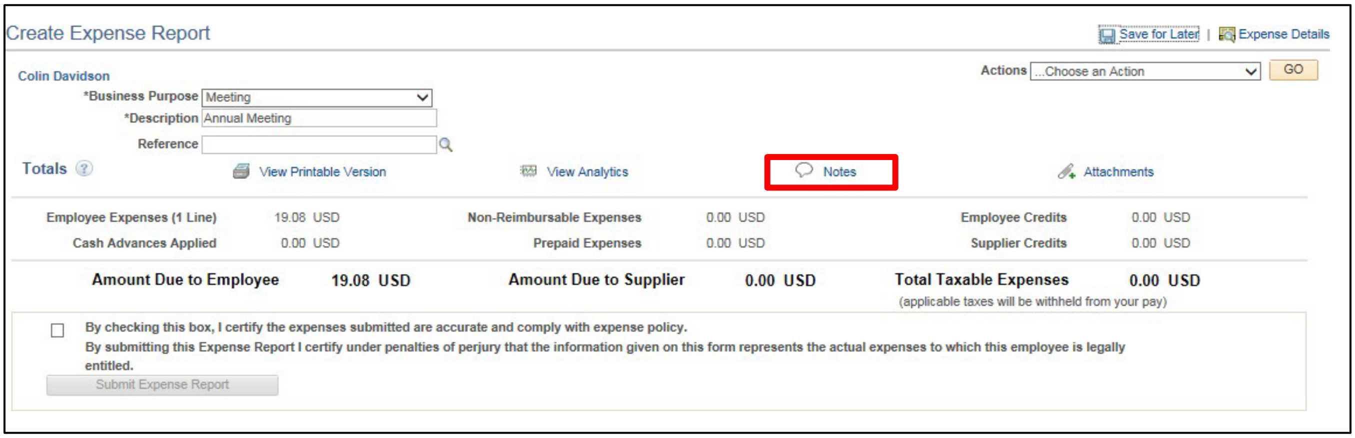


The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.



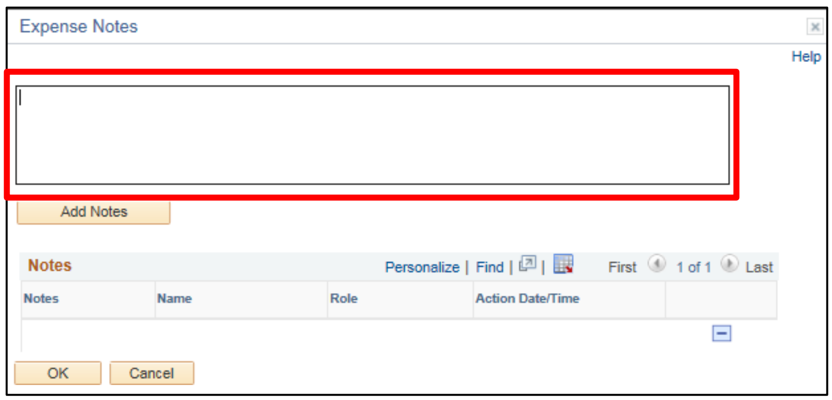
Click the **Summary and Submit** link.

The **Create Expense Report – Submit** page displays.

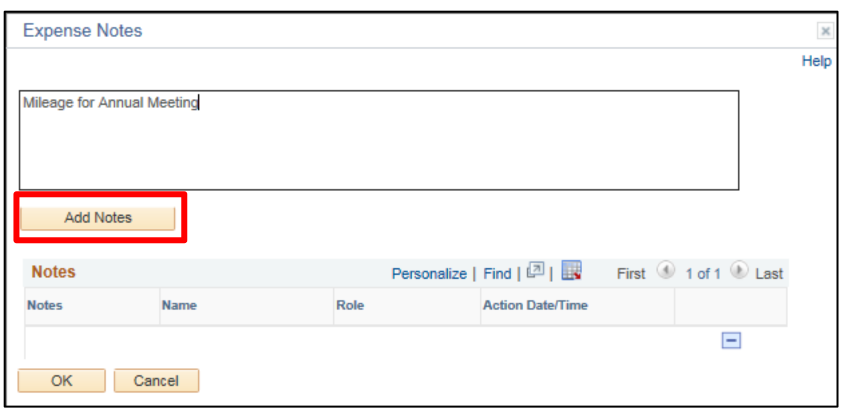


Click the **Notes** link.

The **Expense Notes** page displays.

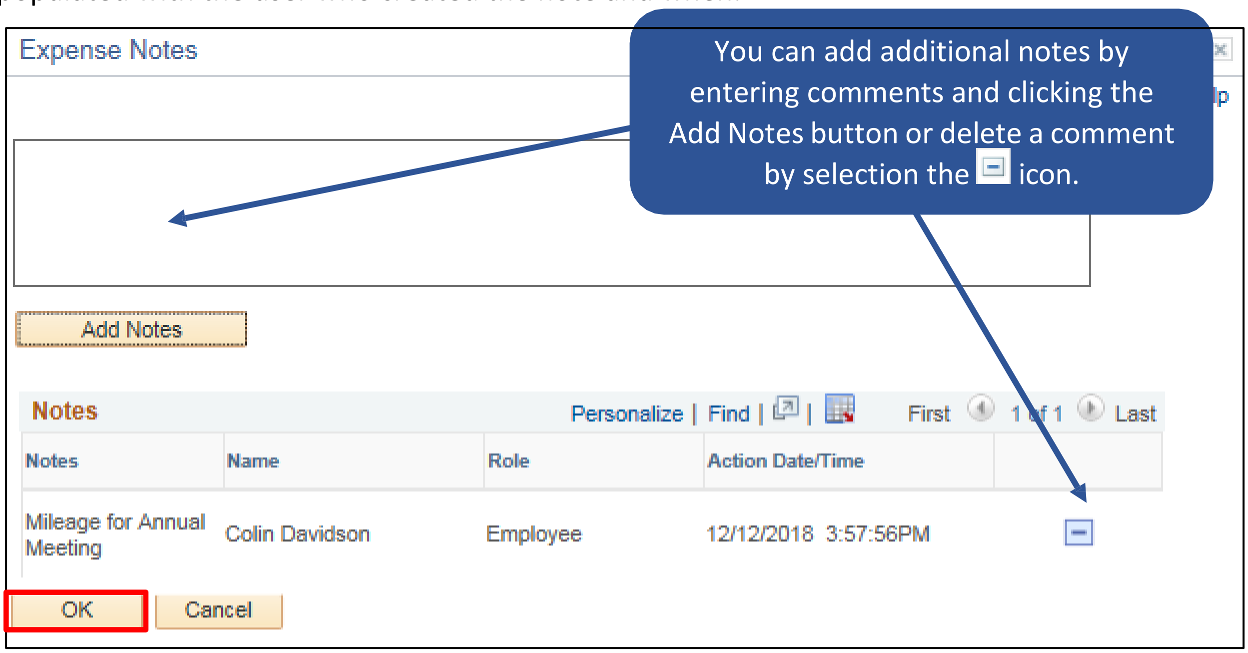


Enter **Comments**.



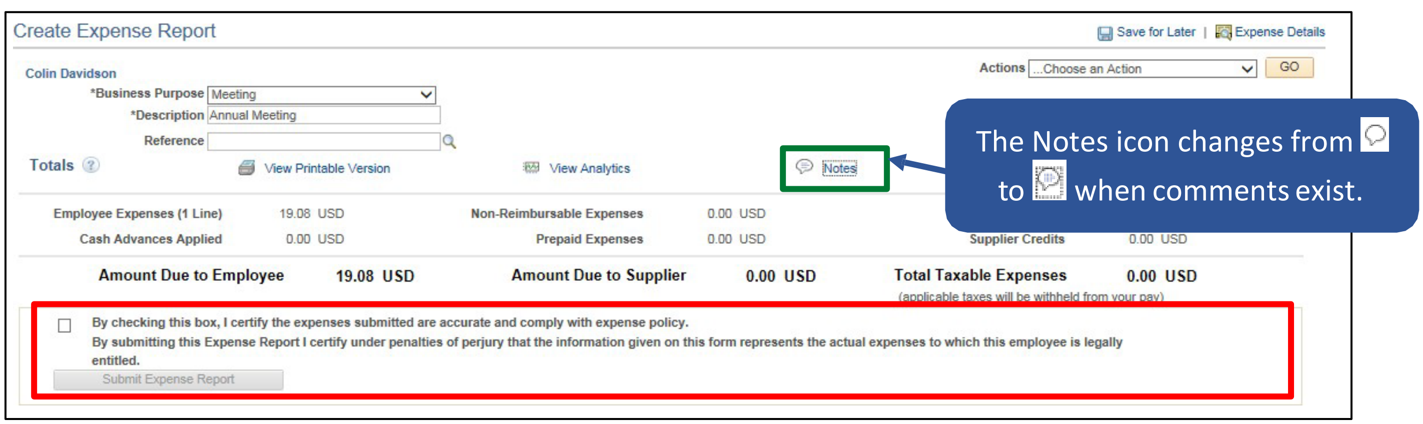
Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

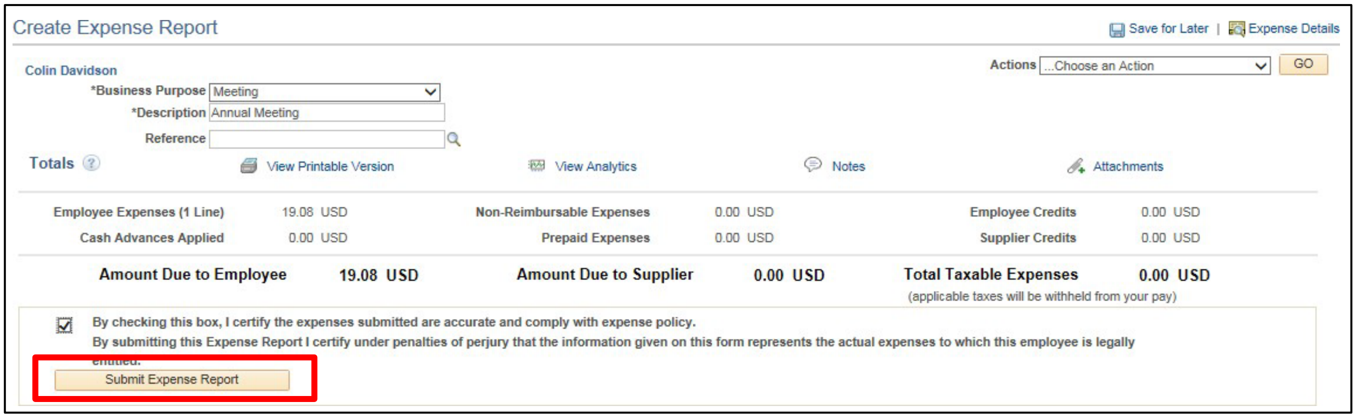


Click the **OK** button.

The **Create Expense Report – Submit** page displays.

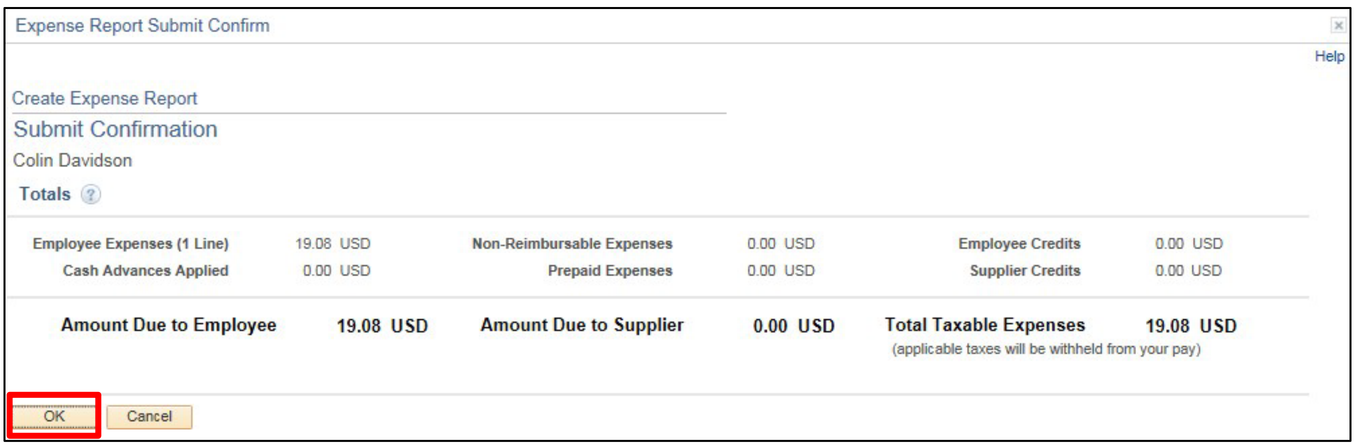


Review the certification message and then select the **Certification** checkbox.



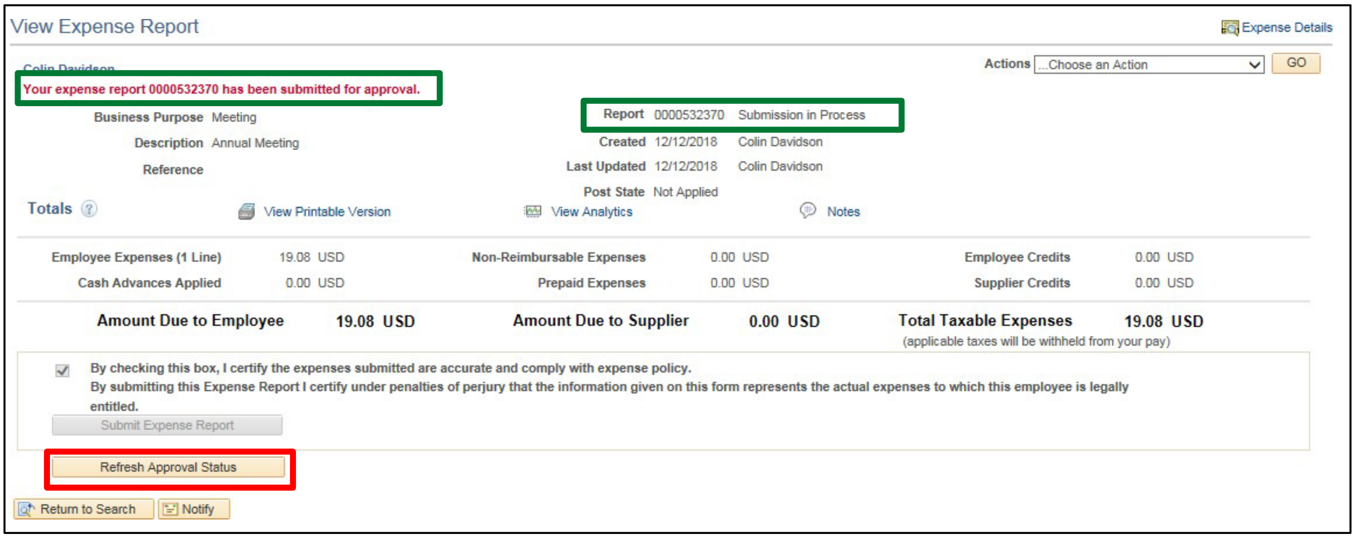
Click the **Submit Expense Report** button.

The **Create Expense Report – Submit Confirmation** page displays.



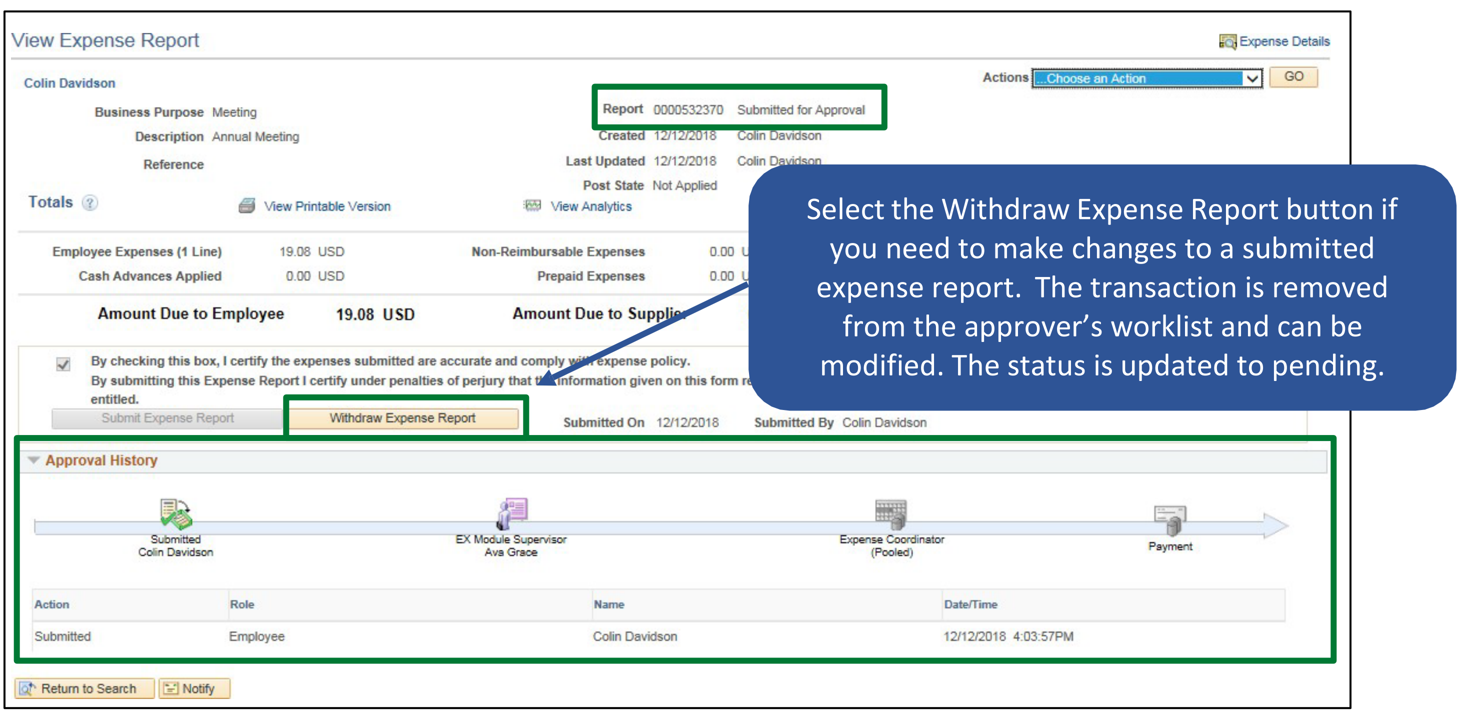
Click the **OK** button.

The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval. The status is updated to 'Submission in Process'. The Report ID is assigned.



Click the **Refresh Approval Status** button.

The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to' Submitted for Approval'.



Create an Expense Report as a Delegate

Situations when this function is used: You need to create an expense report on behalf of another employee.

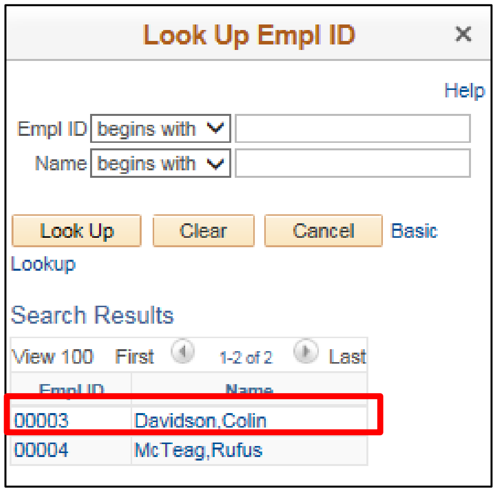
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The **Expense Report – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

Select the **Empl ID** look up icon.

The **Look Up Empl ID** page displays all the employee IDs the delegate has authority to create expense transactions for:

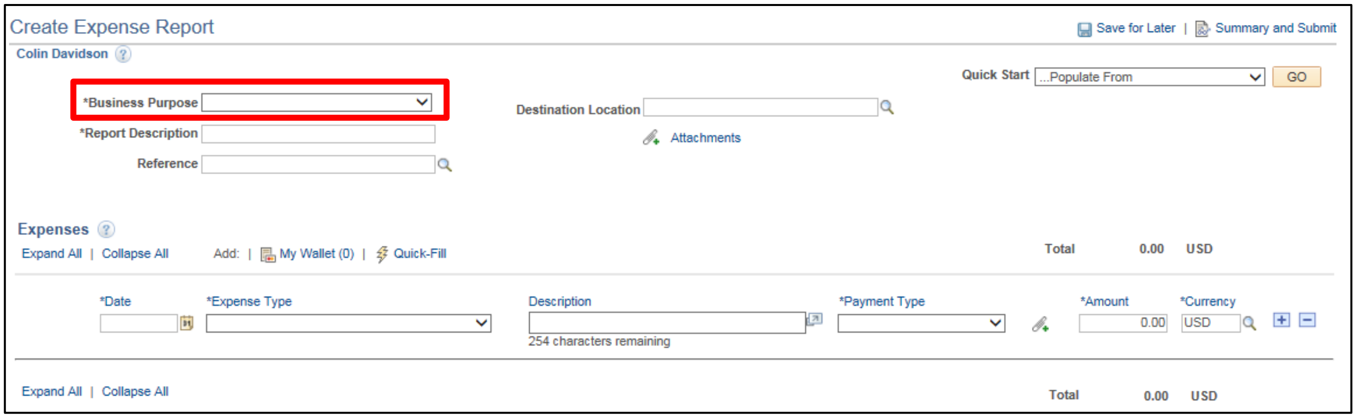


Select the **Empl ID** link.

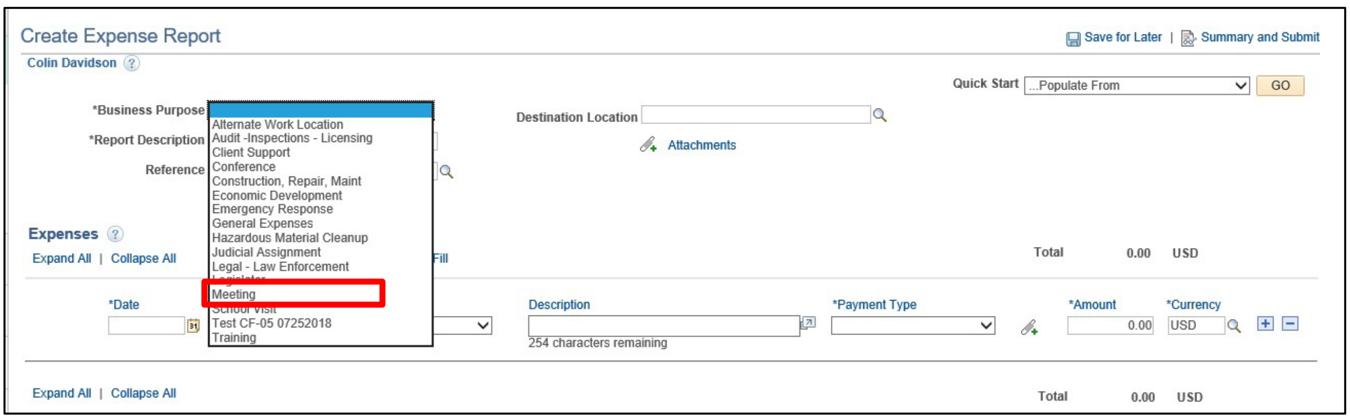
Click the **Add** button.

Note: In the event the employee has an approved travel authorization, the following message box displays as a reminder.

Click the **OK** button to continue to the Create Expense Report – Details page.

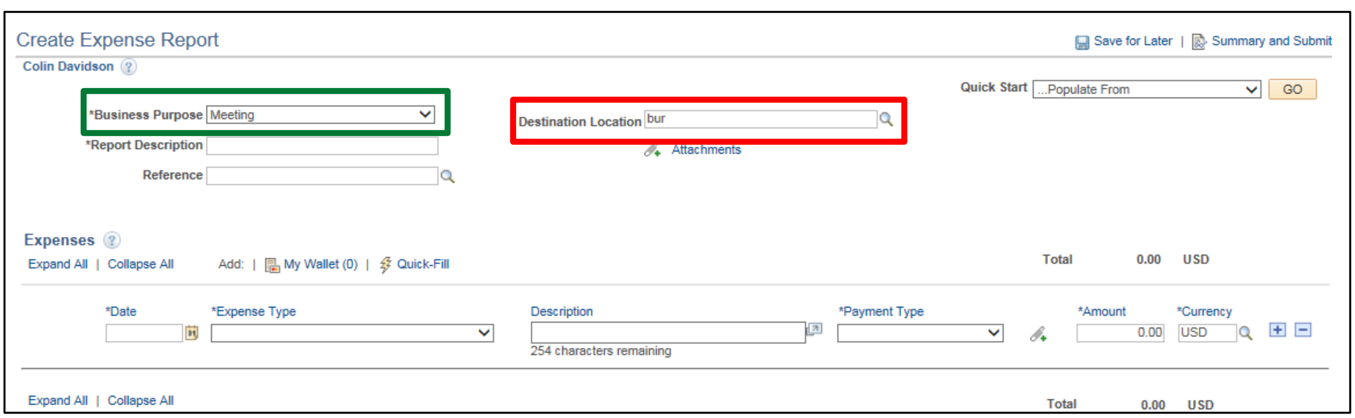


Click the drop-down arrow to choose the **Business Purpose**.



Select the option that most closely identifies the purpose of the trip.

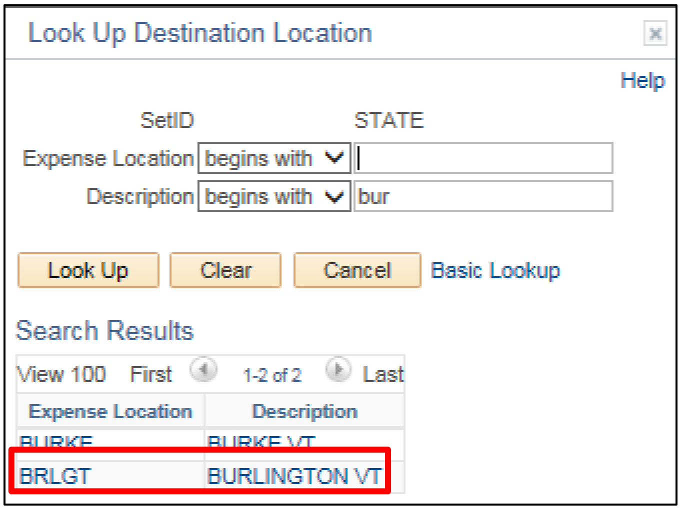
Choose a **Destination Location.** This location should be the furthest point travelled during the trip.



Note: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

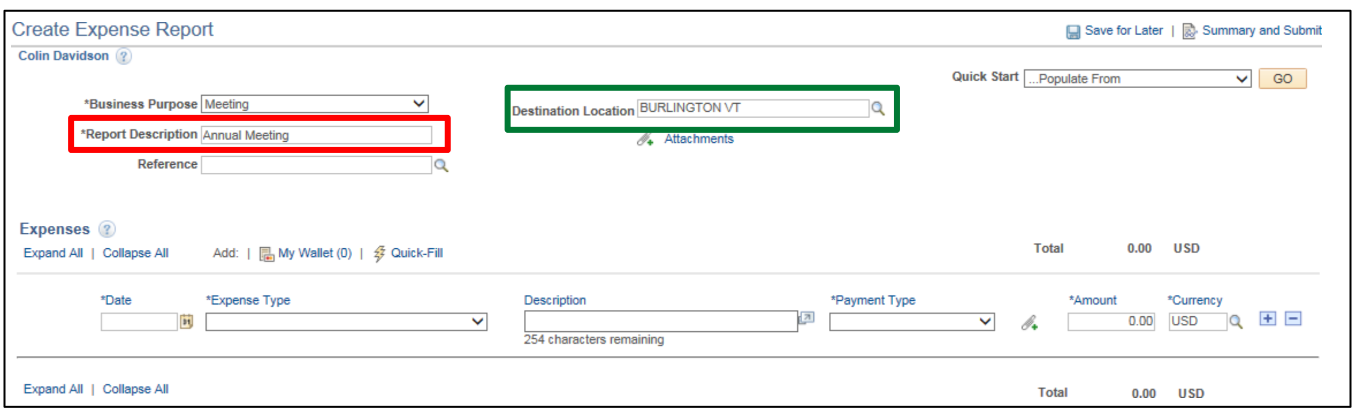
Enter the first three letters into the **Destination Location** field and click the look up icon.

The **Look Up Destination Location** page displays.

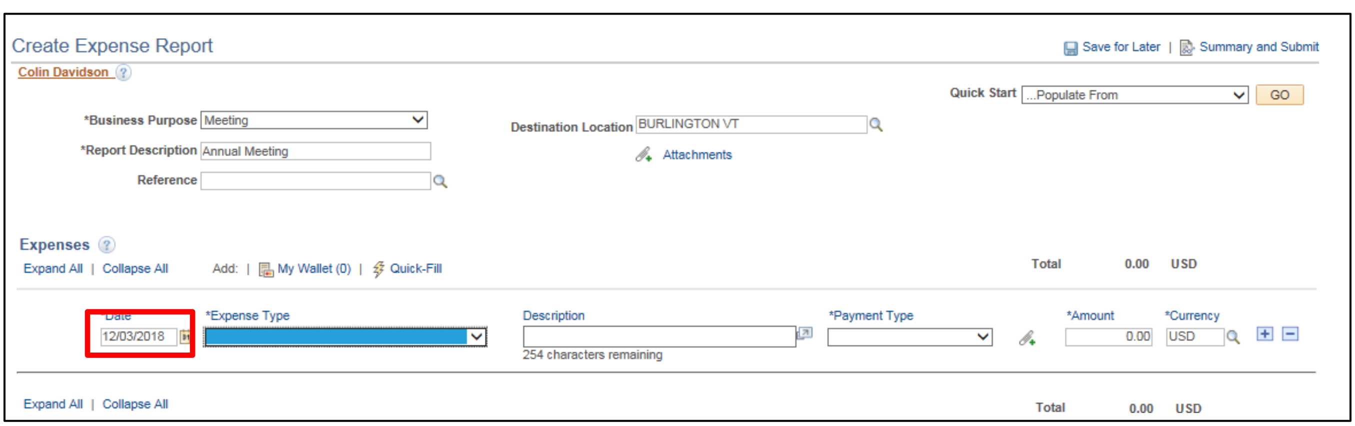


Select the **Expense Location** link.

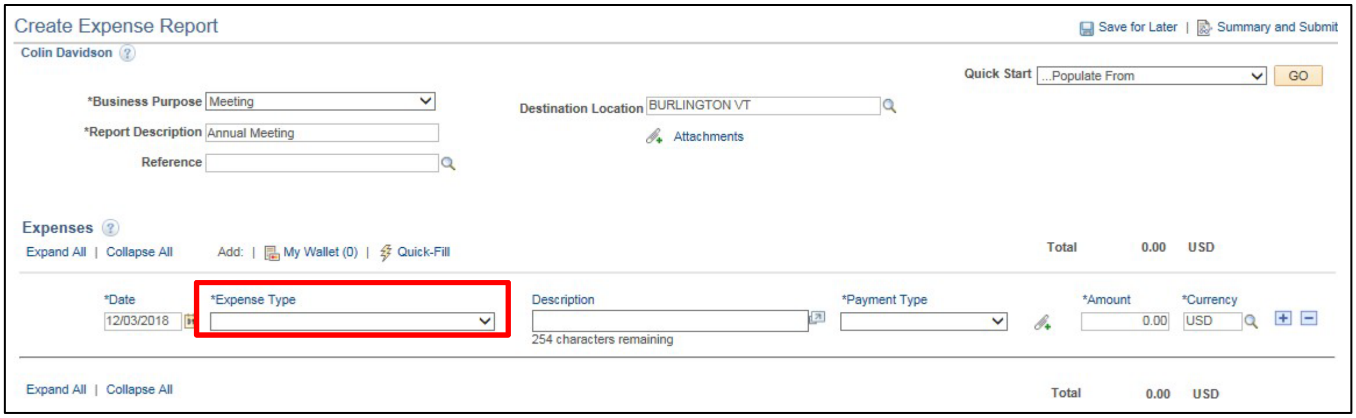
The **Create Expense Report - Details** page displays the Destination Location selected.



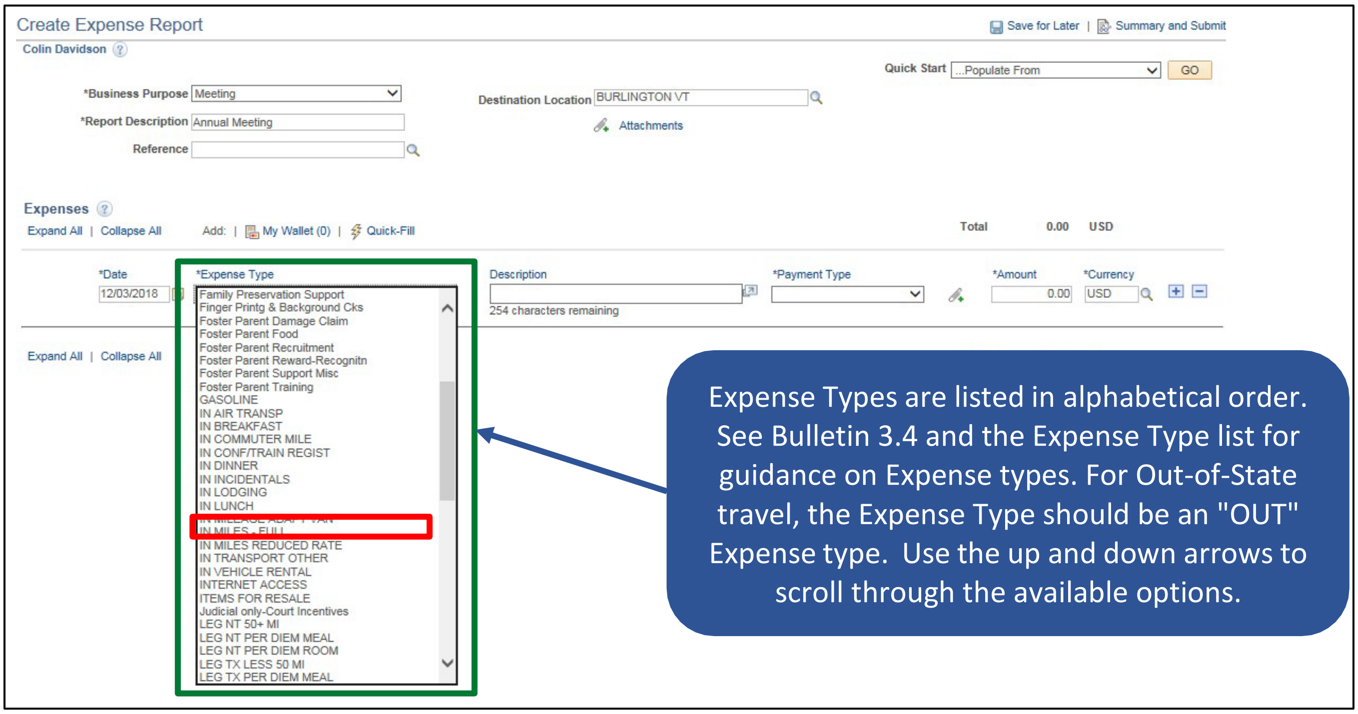
Enter a short, meaningful description for the trip into the **Description** field.



Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. ***Note: This date cannot be in the future.***

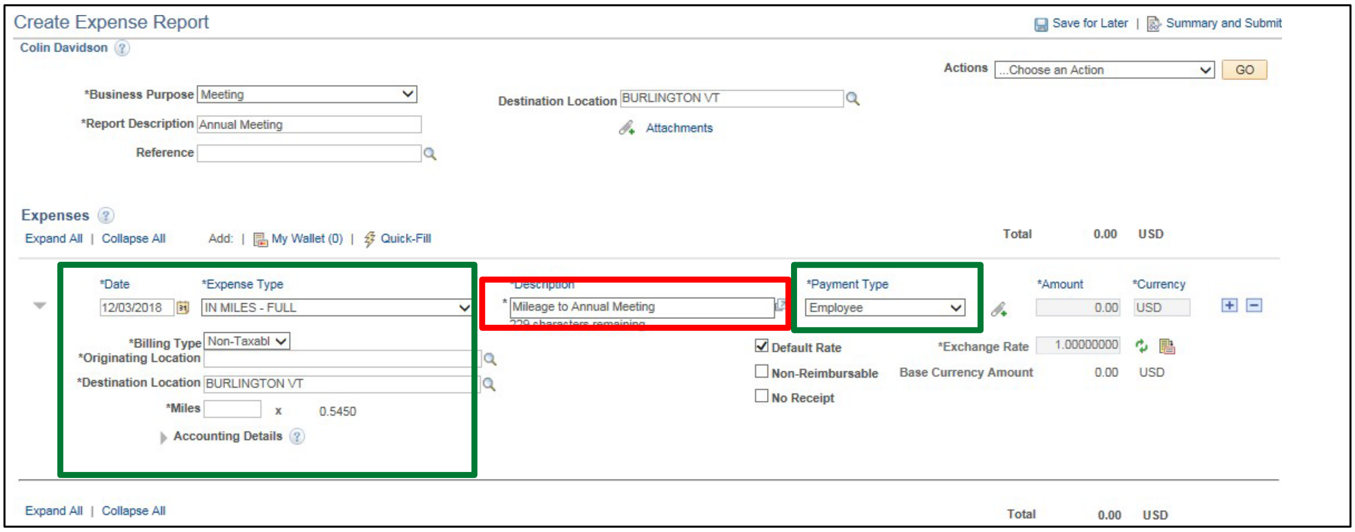


To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

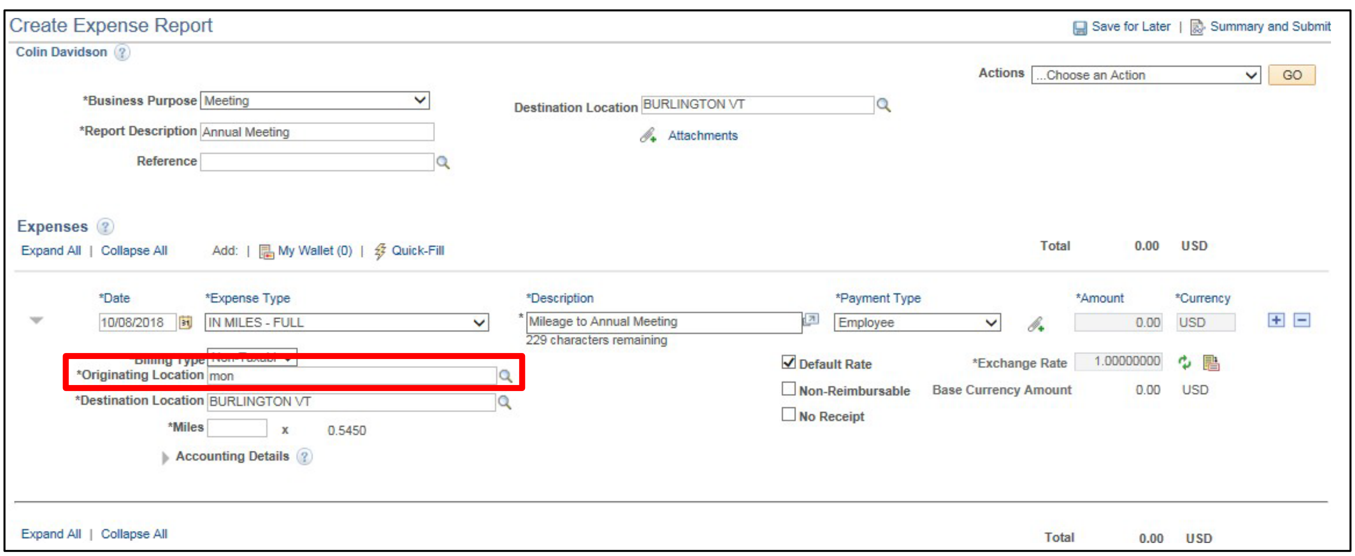


Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated. The displayed fields vary depending on the expense type selected. Payment Type is 'Employee' and Billing Type is 'Non-Taxable – Internal'.

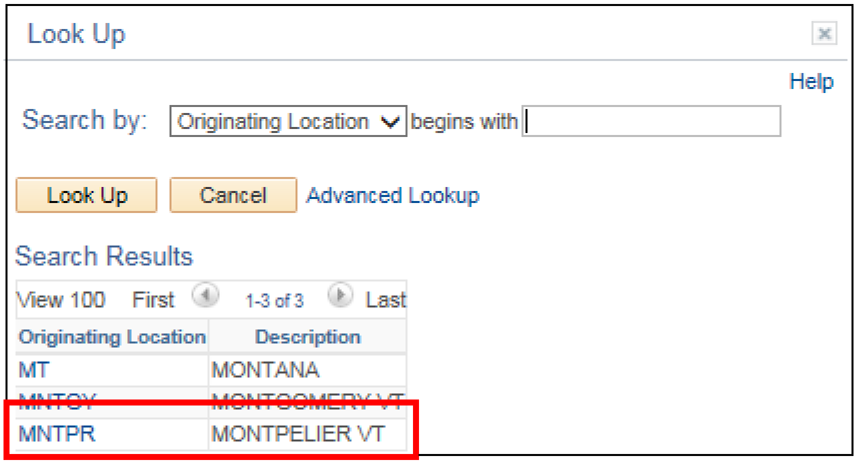


Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here.



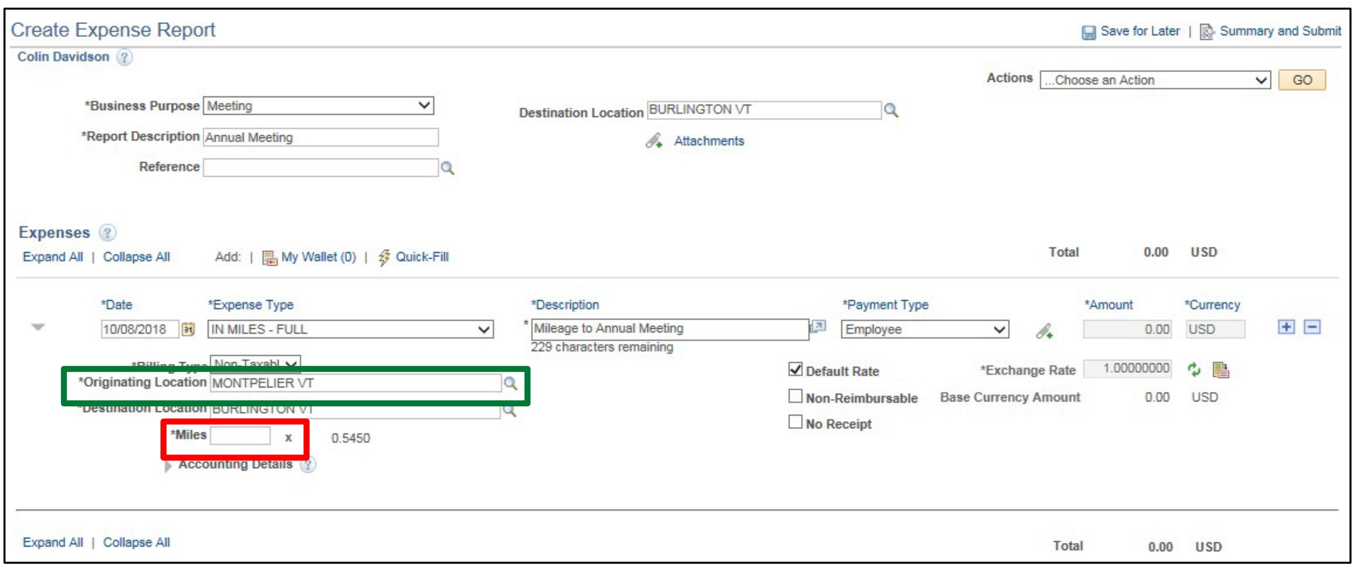
Enter a few letters of where you started your trip into the **Originating Location** field and click look up  icon.

The **Look Up** page displays the locations that match your criteria.



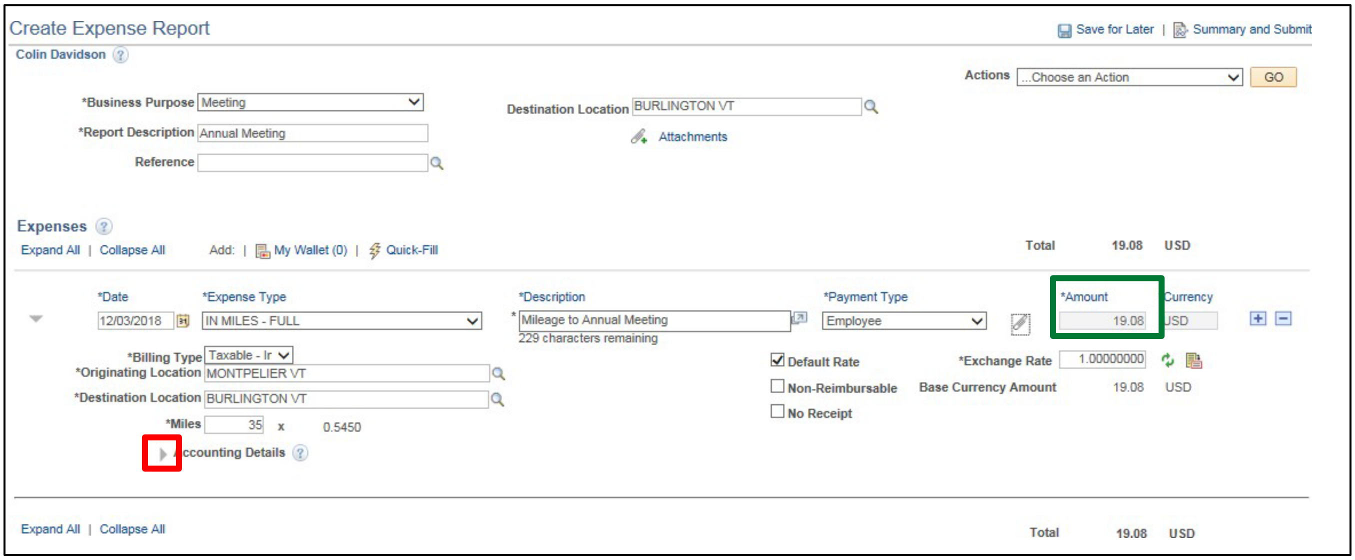
Select the **Originating Location** link for the appropriate location.

The **Create Expense - Details** page displays the Originating Location selected:



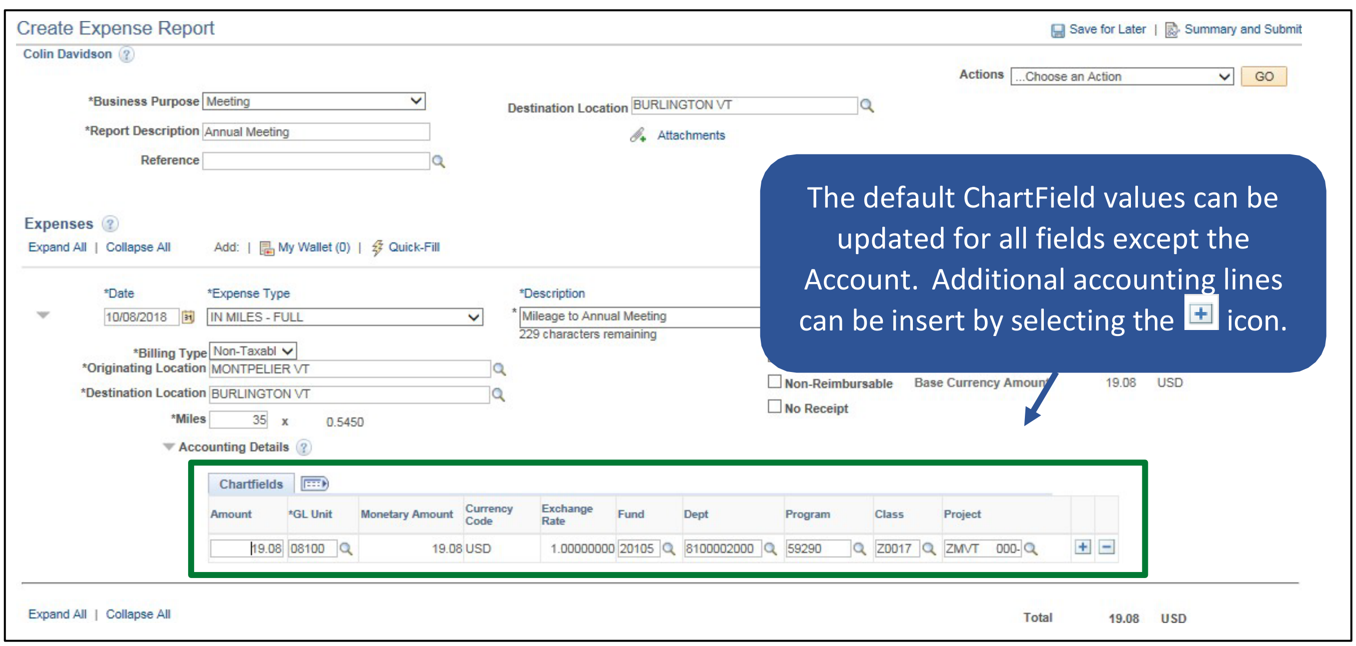
Enter the number of miles for the round trip into the **Miles** field.

The Amount automatically populates.

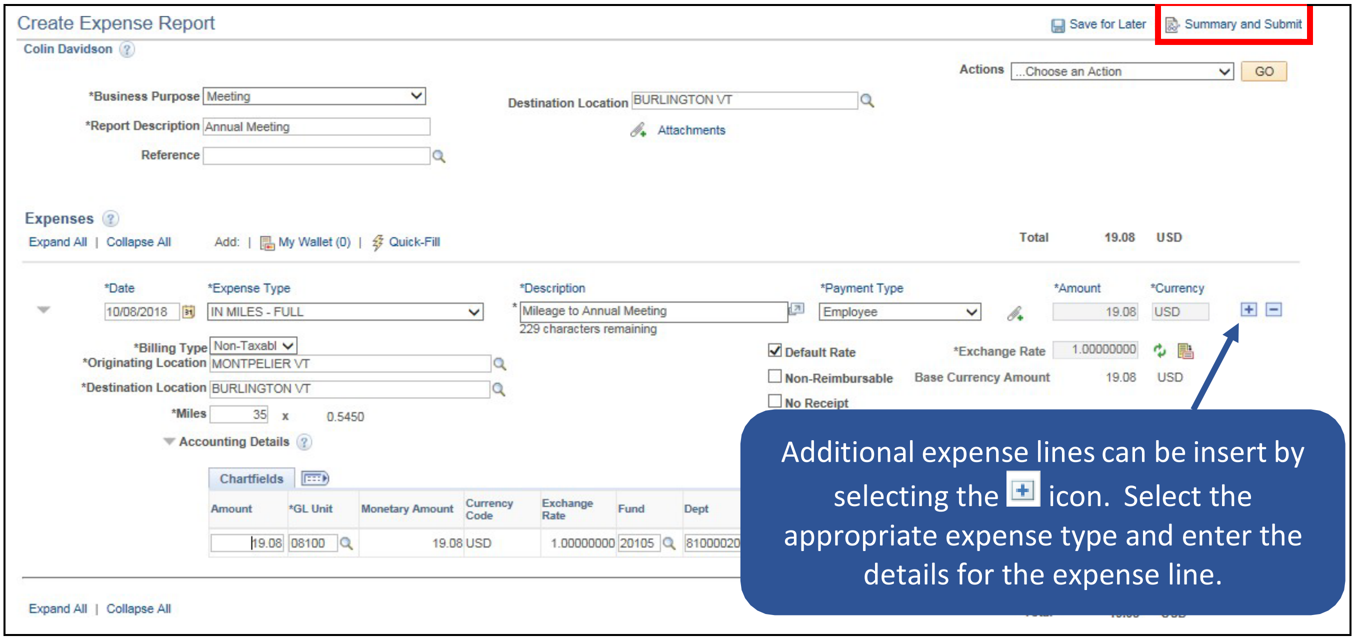


Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The **Accounting Details** section expands and the ChartFields for the line display:

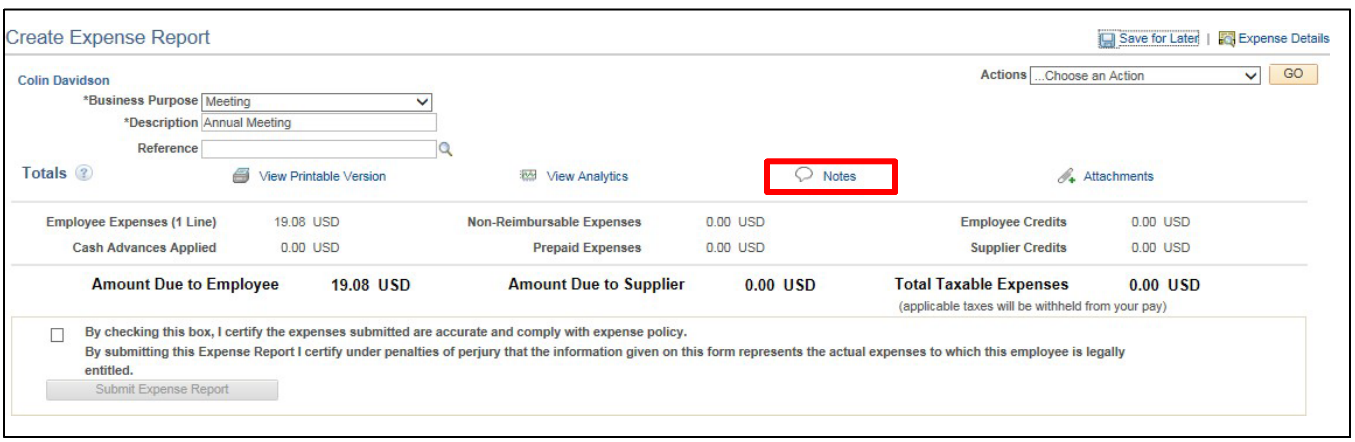


The User Defaults on the employee’s profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.



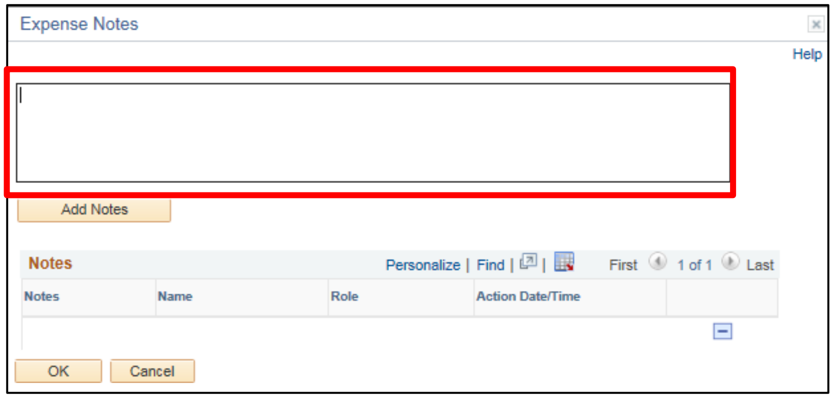
Click the **Summary and Submit** link.

The **Create Expense Report – Submit** page displays.

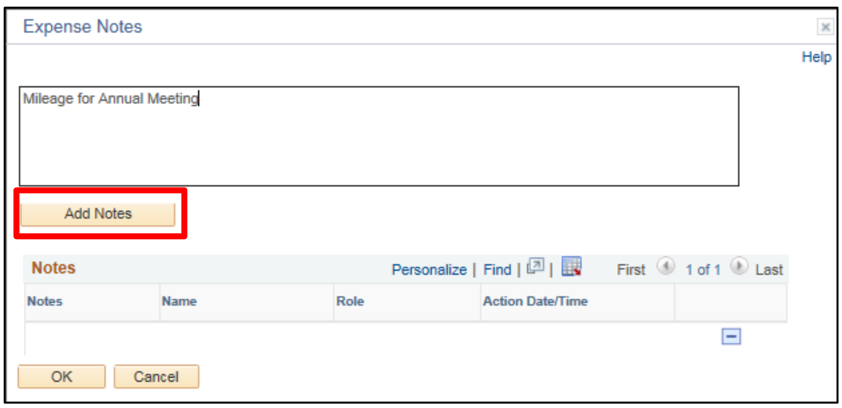


Click the **Notes** link.

The **Expense Notes** page displays:

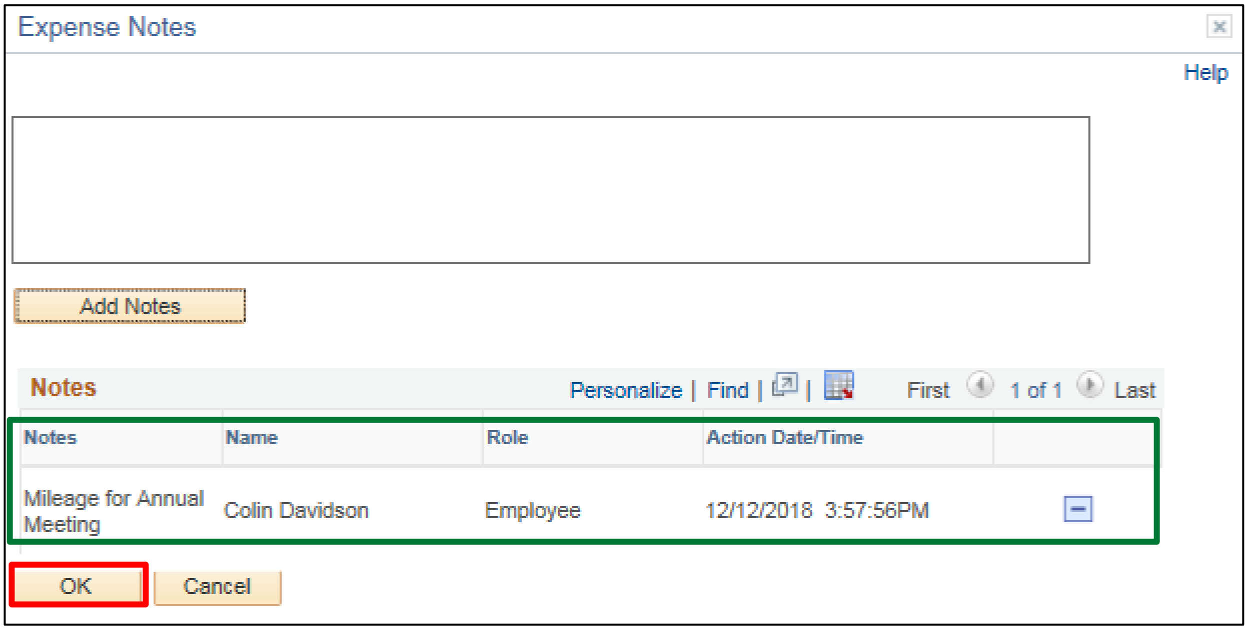


Enter **Notes**.



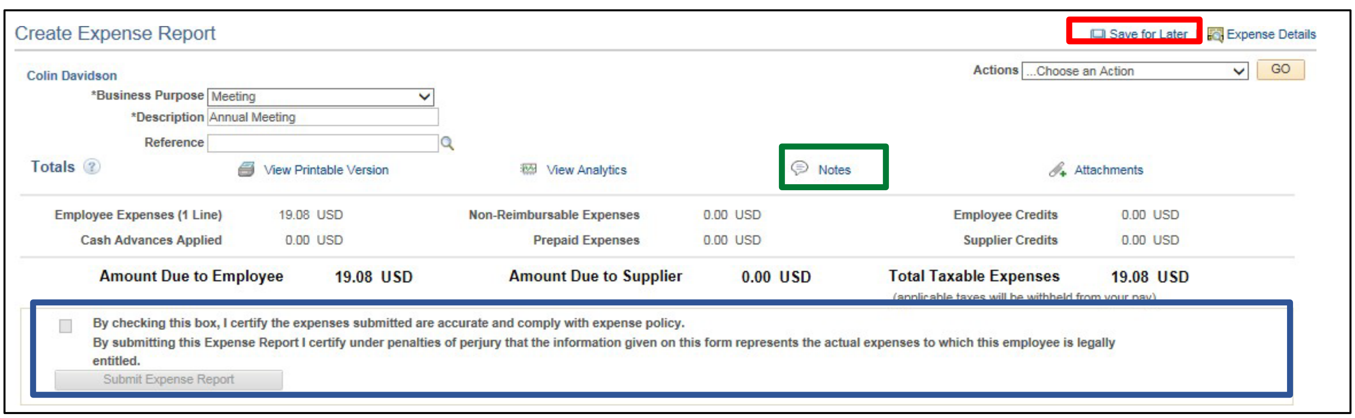
Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.



Click the **OK** button.

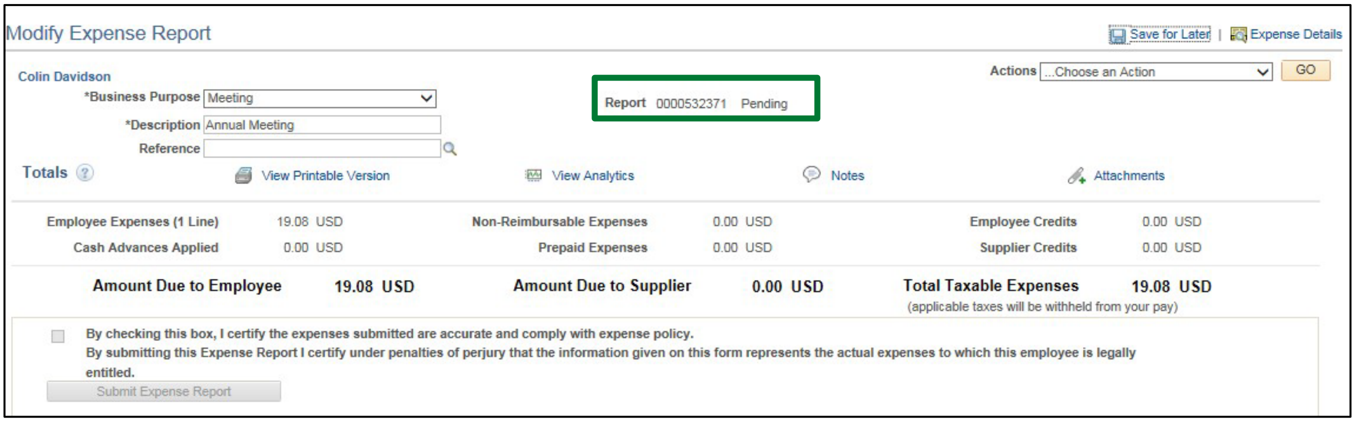
The **Create Expense Report – Submit** page displays and the Notes icon is updated.



Note: The Certification checkbox and Submit Expense Report button are disabled. A delegate is authorized to create an expense transaction on behalf of another employee, but you cannot submit the transaction. Contact Finops if you need authorization to submit on behalf of another employee.

Click the **Save for Later** link.

The **Modify Expense Report – Submit** page displays. The Report ID is assigned, and the Status is 'Pending':



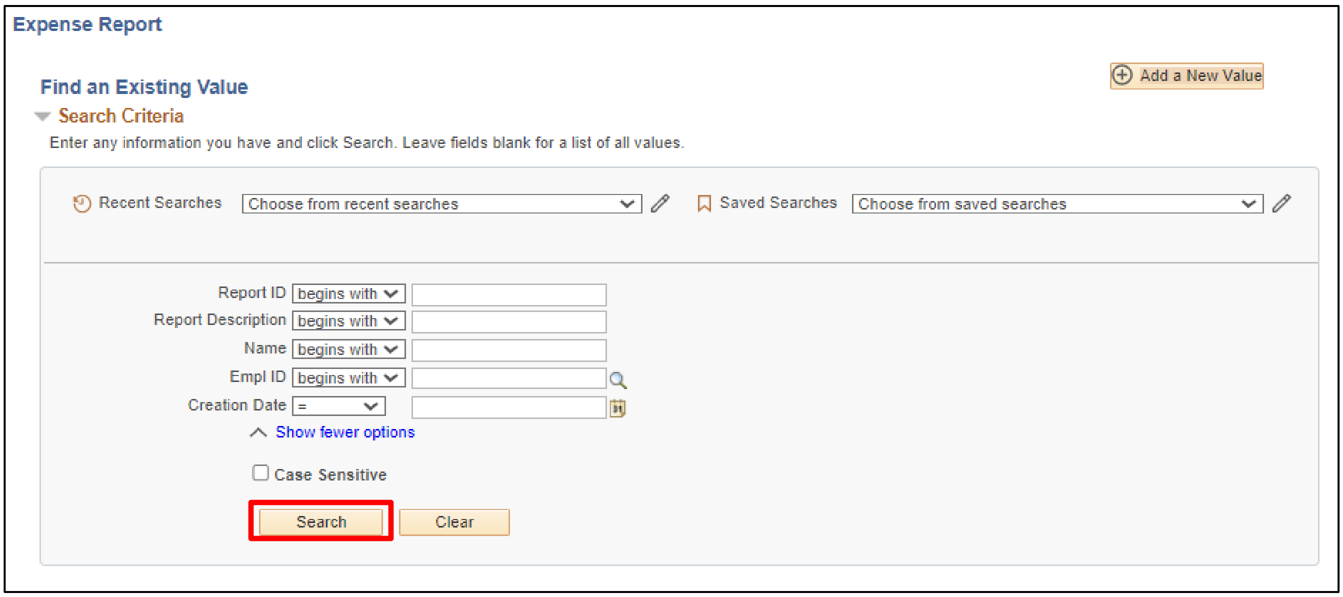
Verify/Change accounting detail for expense line(s)

Situations when this function is used: While creating an expense report, you can review the accounting details (Chartfields) for each expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes

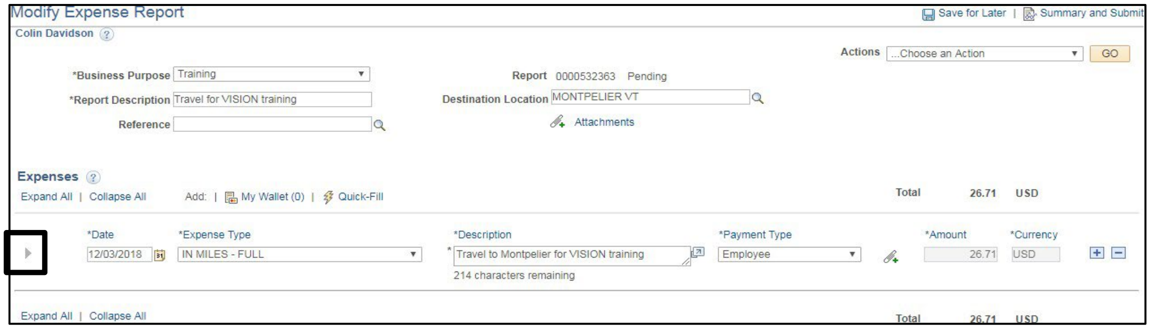
WorkCenter Navigation: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

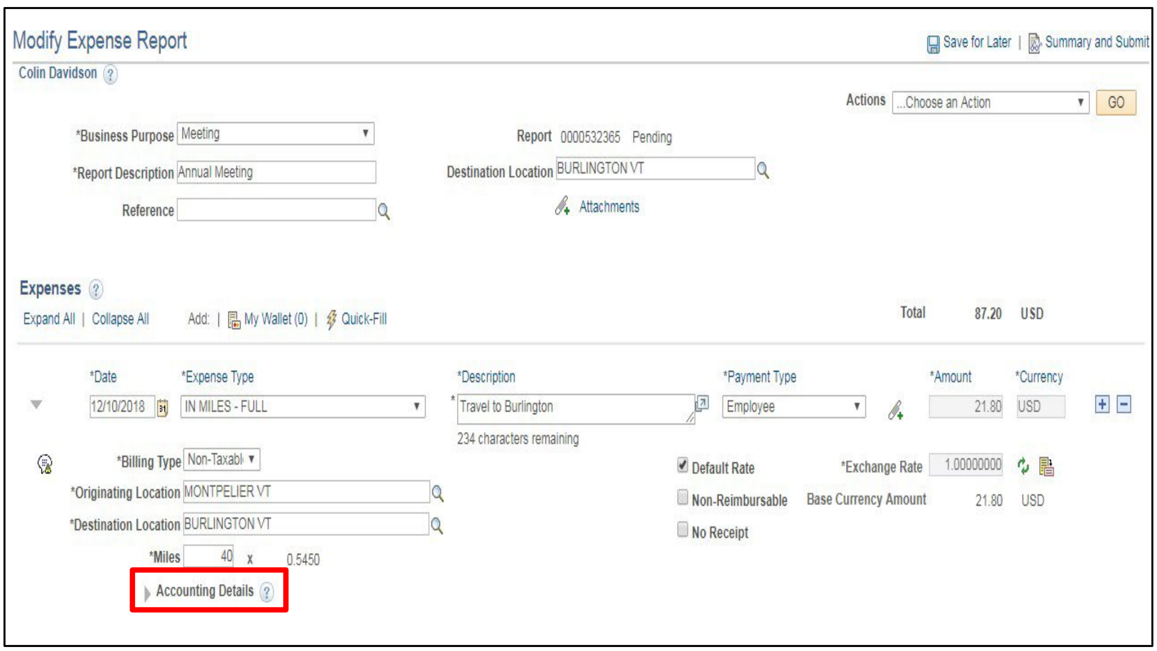
Click on the **Find an Existing Value** button and enter Expense Report ID and click search:



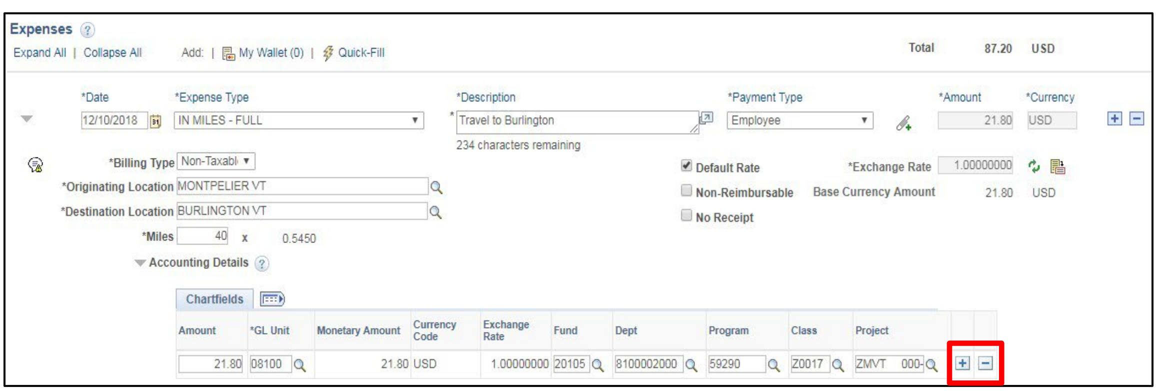
Click **Expand Section** to expand the accounting lines.

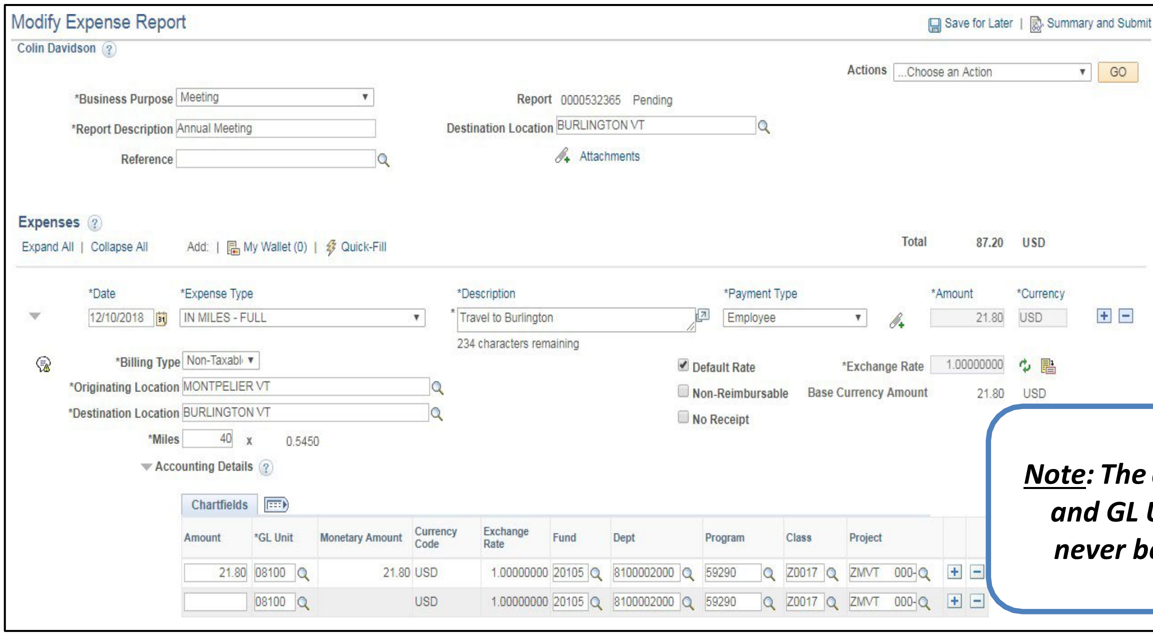


Click the **Accounting Details** to expand the accounting lines. The accounting detail link is located at the bottom of each Expense line



Lines can be added by clicking the Add button and can be deleted by clicking the Minus button.





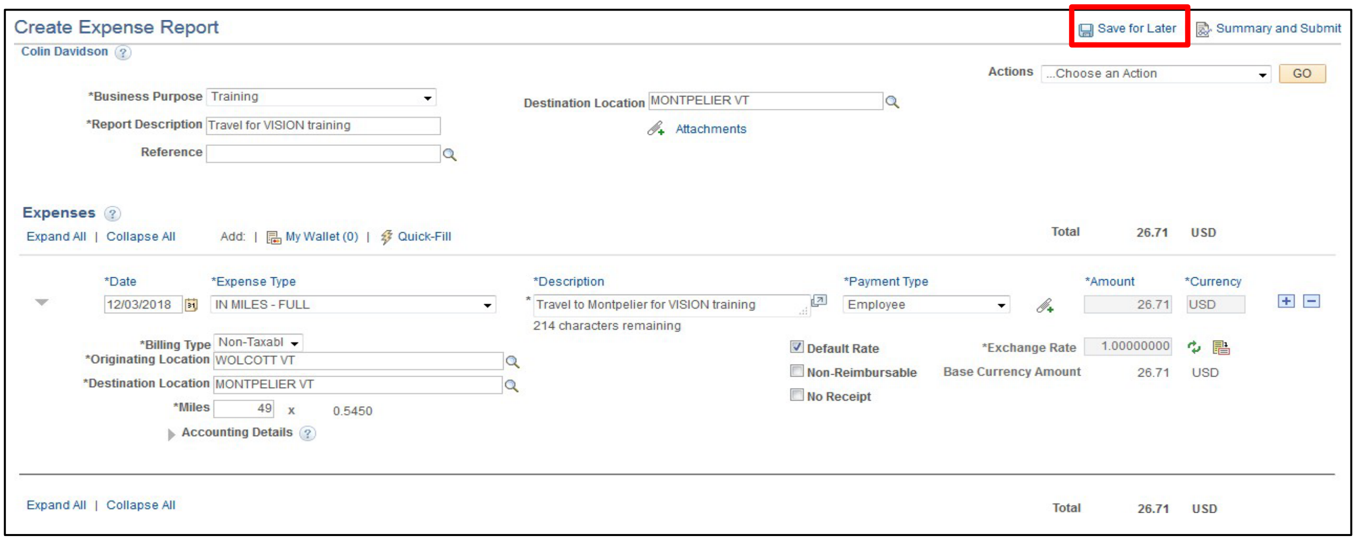
***Note*: The account code and GL Unit should never be changed.**

Save Expense Report for Later

Situations when this function is used: When entering expense reports, it is important to **save often.** We recommend saving after every few lines to avoid losing any work.

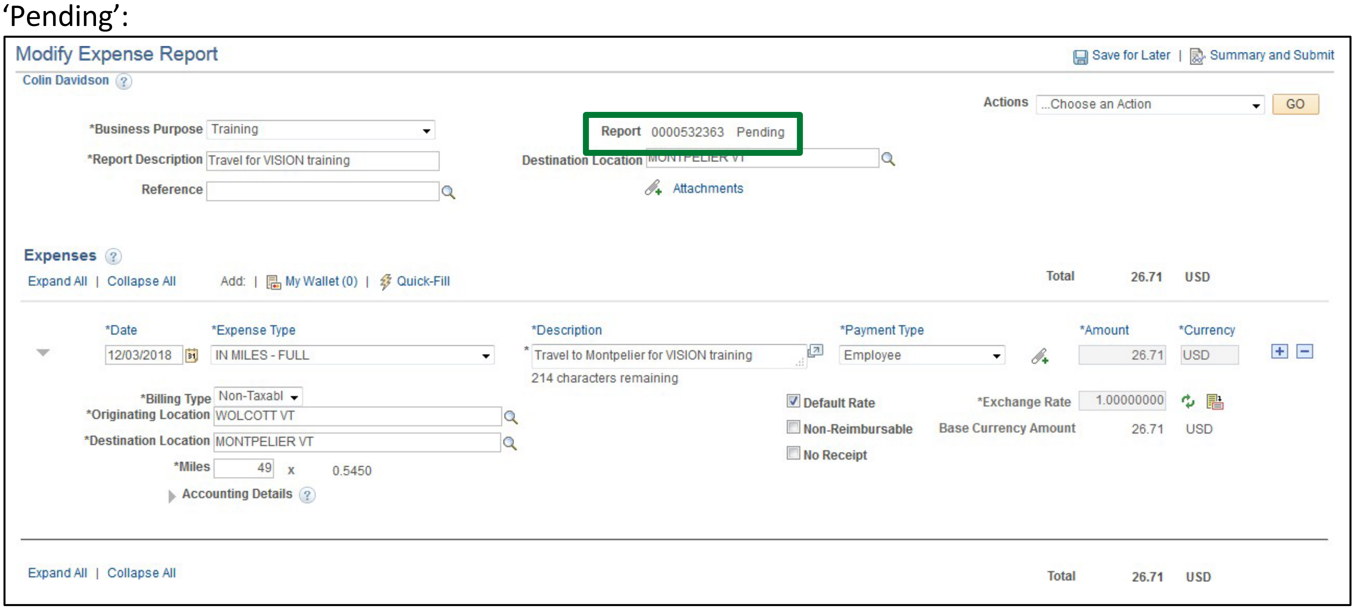
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



While working in an expense report you can save it to come back to later at any time by clicking on the **Save for Later** link.

The **Modify Expense Report – Details** page displays. The Report ID is assigned, and the Status is 'Pending':



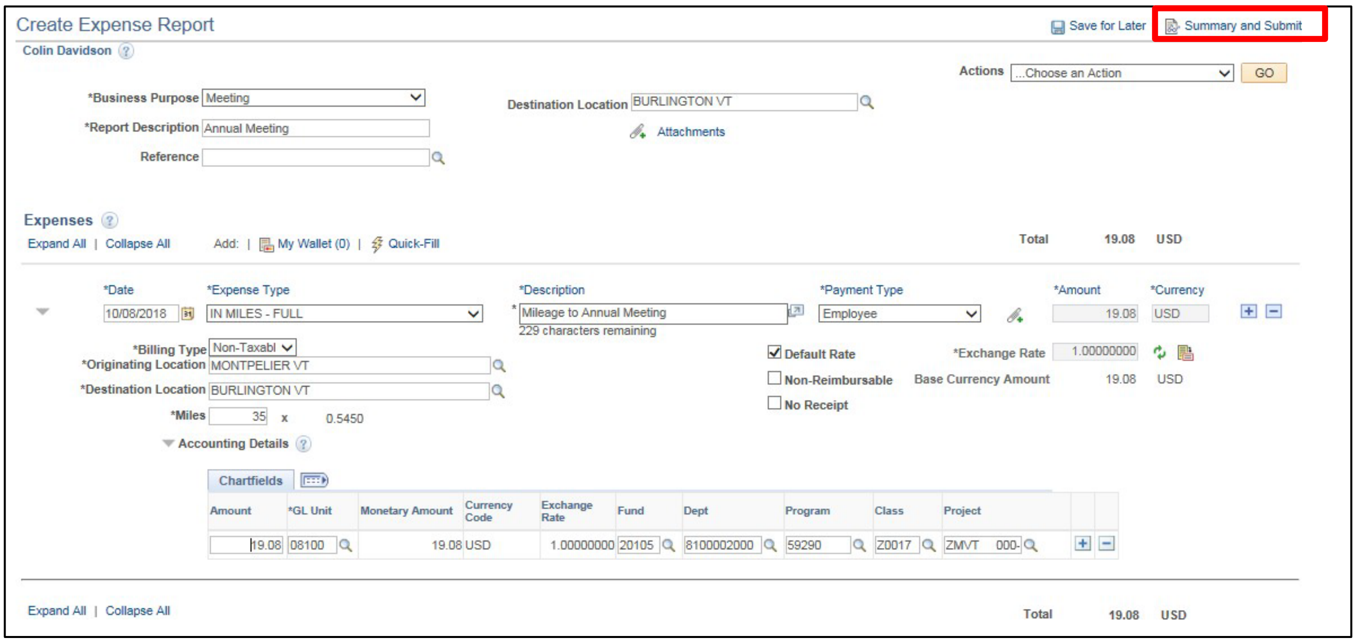
Finish and Submit

Situations when this function is used: After all the expense lines, receipts and notes have been added and the accounting information is verified the expense report is ready to be submitted for approval.

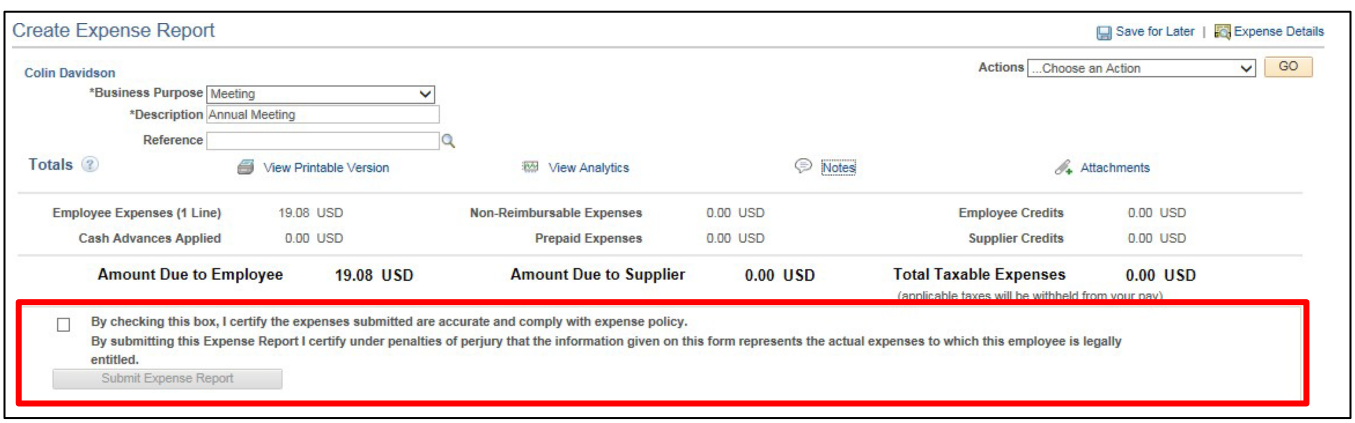
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

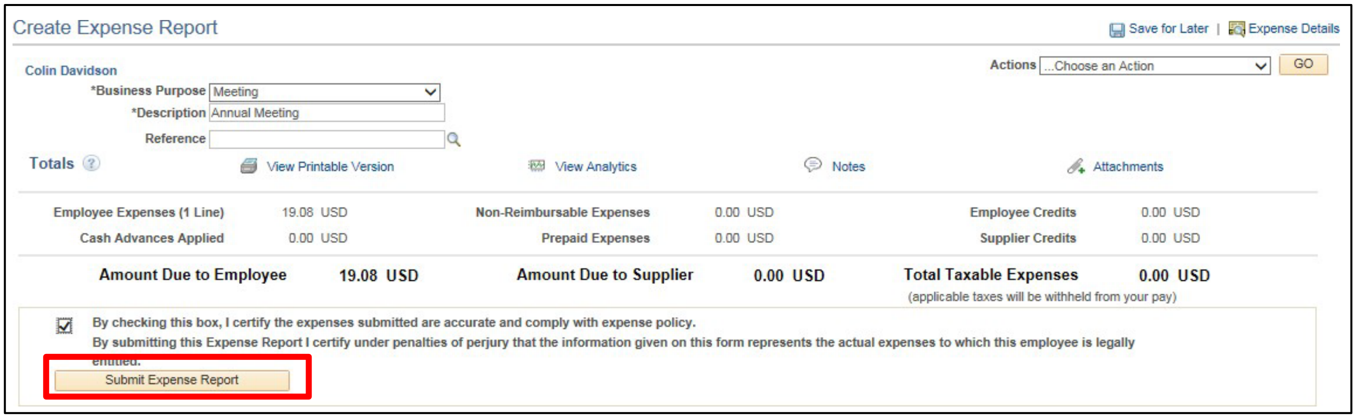
Click the **Summary and Submit** link:



The **Create Expense Report – Submit** page displays. ***Note: The Modify Expense Report – Submit page displays if you previously clicked the Save for Later link.***

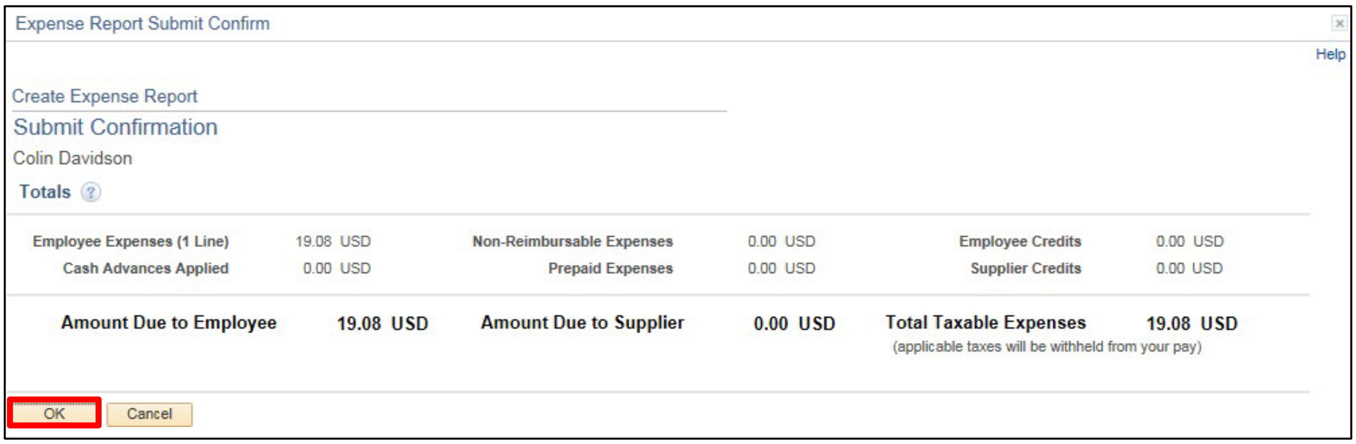


Review the certification message and select the **Certification** checkbox.



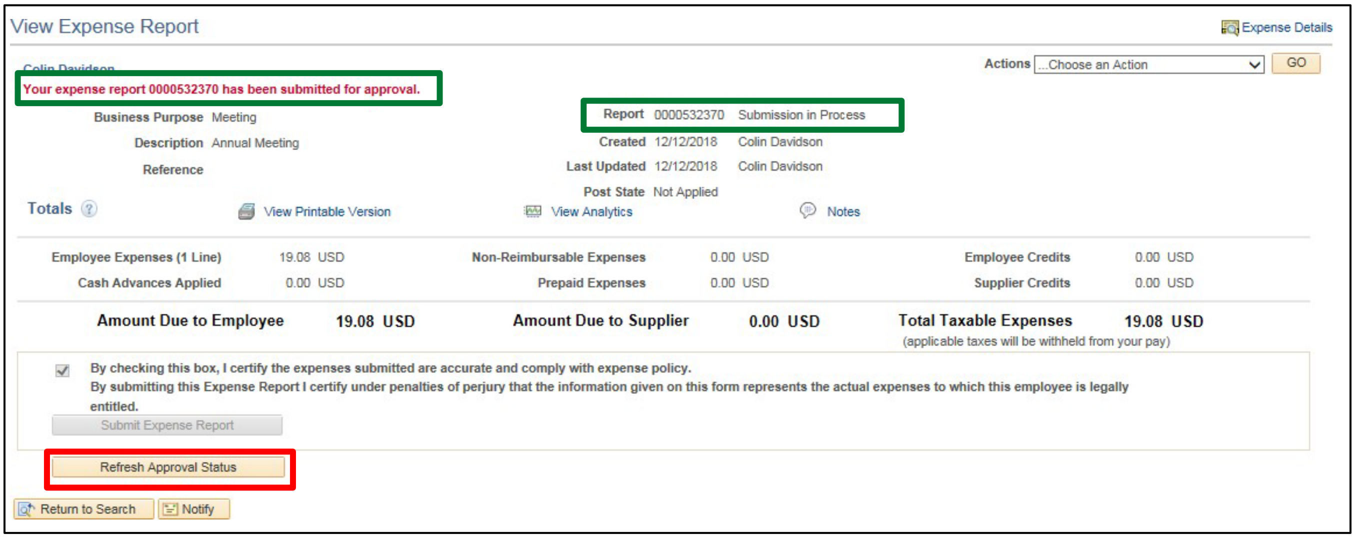
Click the **Submit Expense Report** button.

The **Create Expense Report – Submit Confirmation** page displays.



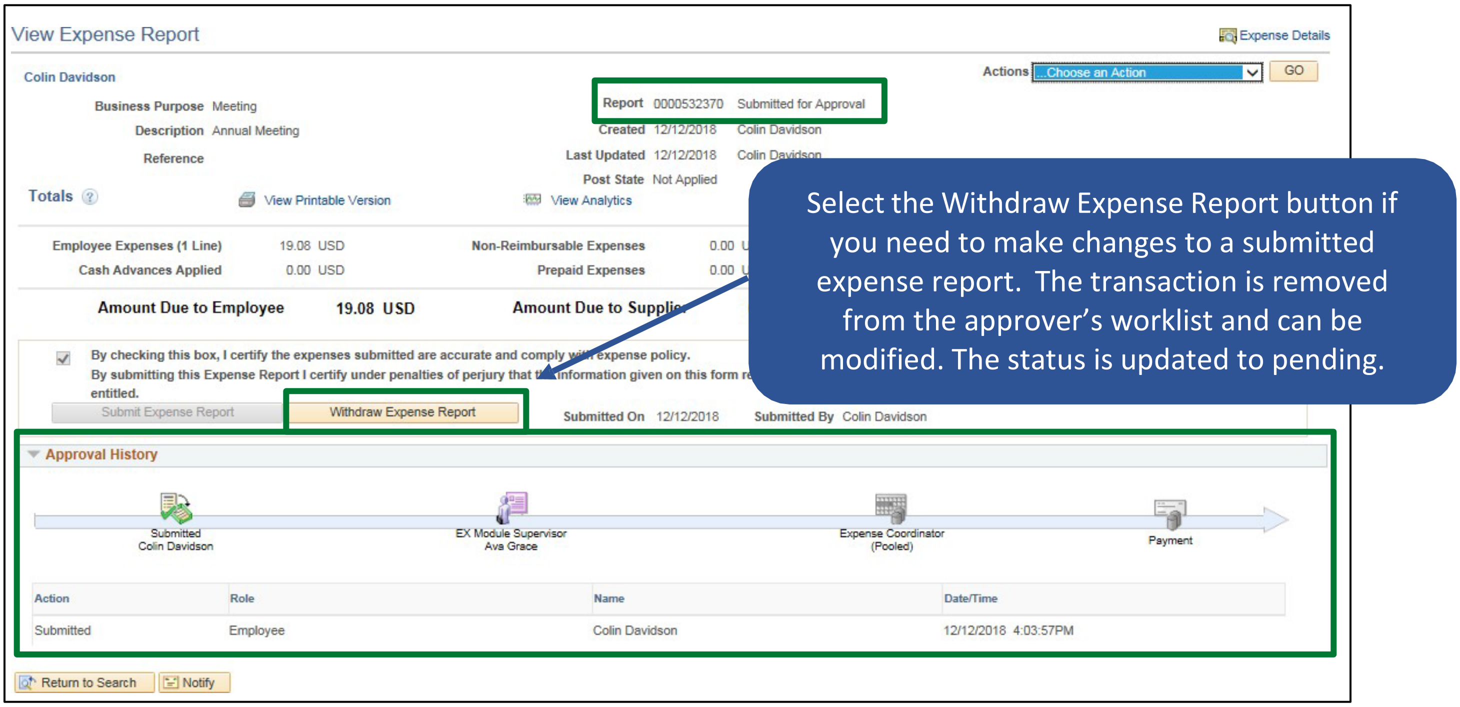
Click the **OK** button.

The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval'. The status is updated to 'Submission in Process'. The Report ID is assigned:



Click the **Refresh Approval Status** button.

The expense report has been routed to the supervisor for approval. The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense report, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to' Submitted for Approval'.

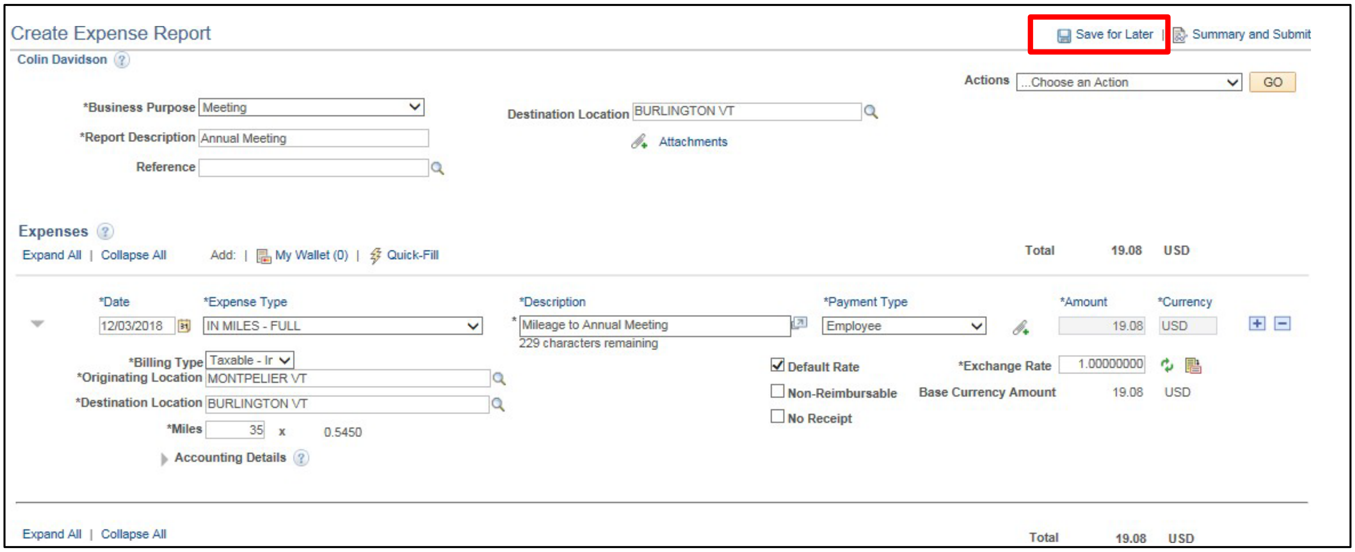


Duplicate Expense Reports

Situations when this function is used: You will receive a warning message when you save an expense report for later or submit and expense report and there is a duplicate expense.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

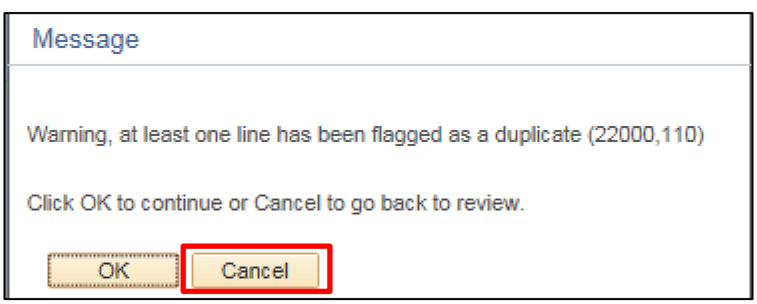
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



Click the **Save for Later** link.

Note: Duplicates are checked when the Save for Later link is selected and when the Submit Expense Report button is selected.

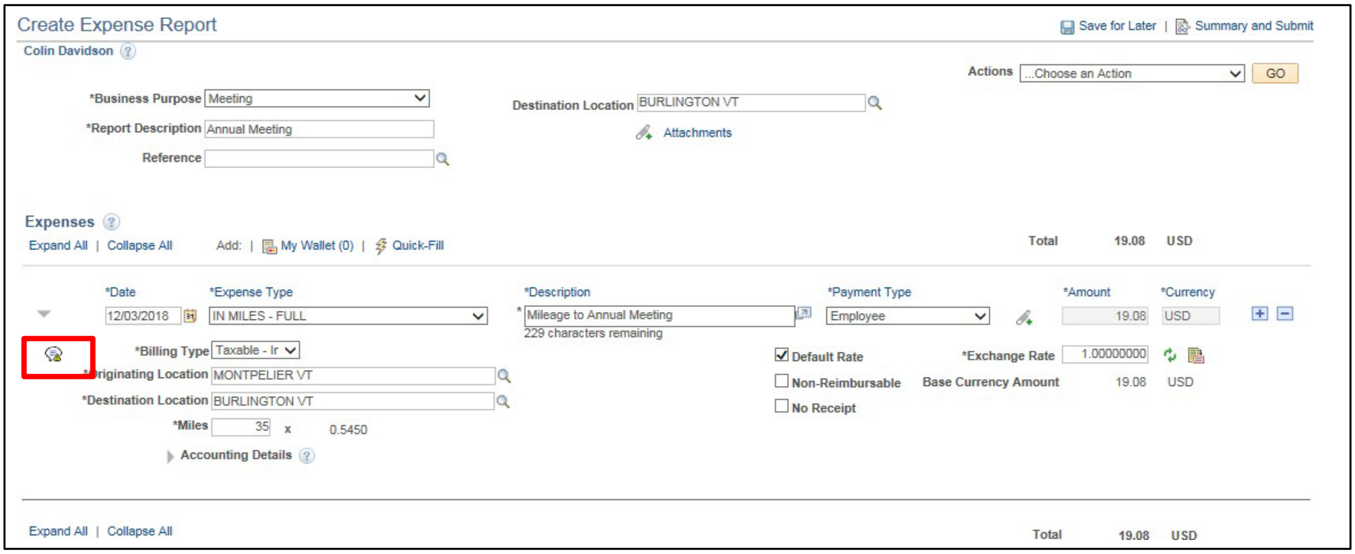
If a duplicate expense line exists, the following message will display.



Note: Clicking the OK button will save the expense report with errors. Click Cancel if you do not want to save the report. Lines in error should be corrected prior to submitting the expense report.

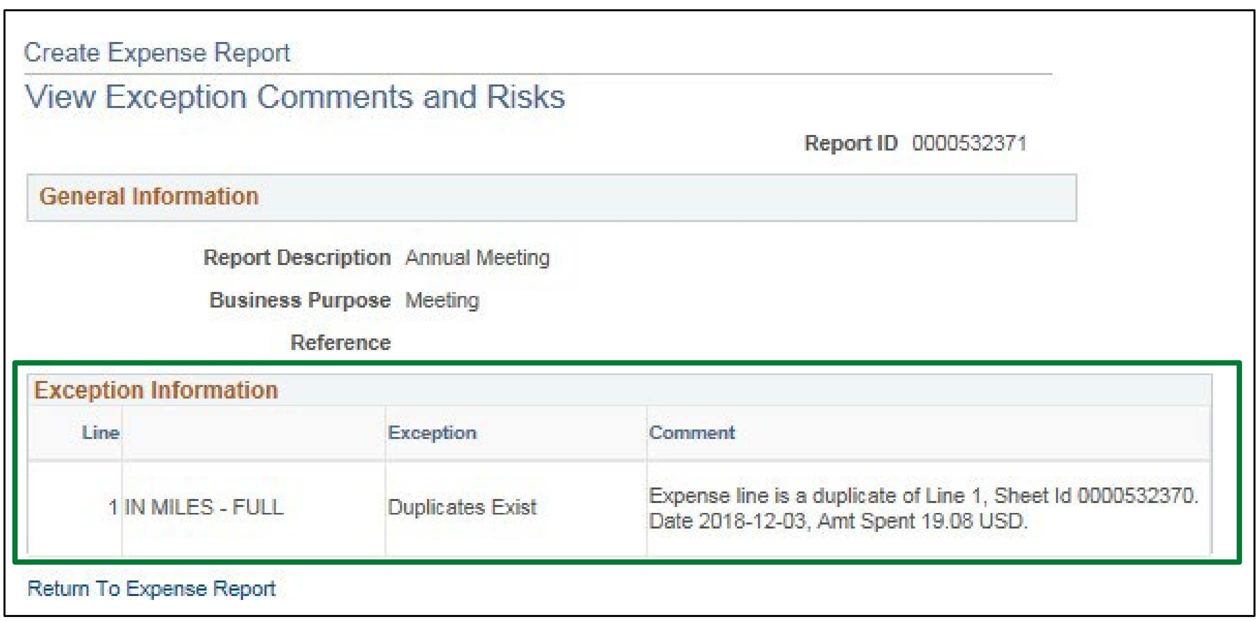
Click the **Cancel** button.

The Review Exceptions icon displays on the duplicate expense line.



Click the **Review Exceptions** icon.

The **View Exception Comments and Risks** page displays. The Comment field identifies duplicate the expense sheet and line:



Delete or correct the duplicate line.

Copy Expense line(s) for an Expense Report

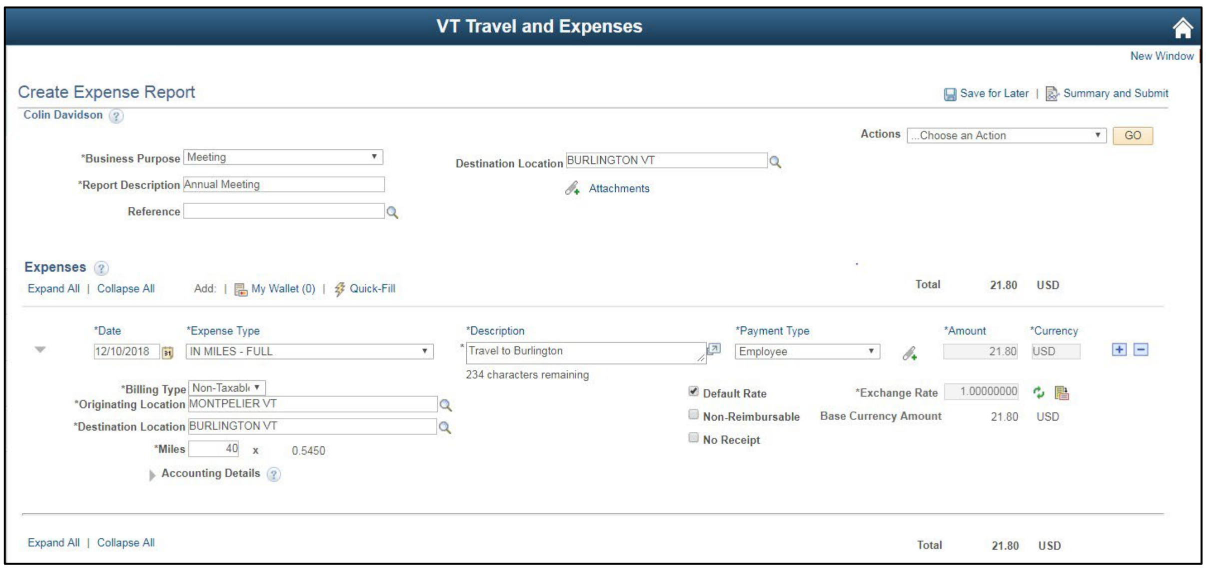
Situations when this function is used: This functionality allows an employee to create one or multiple new lines by copying an existing line on an expense report.

WorkCenter Navigation: Home page > TE tile > Expense Reports > Create/Modify Expense Report

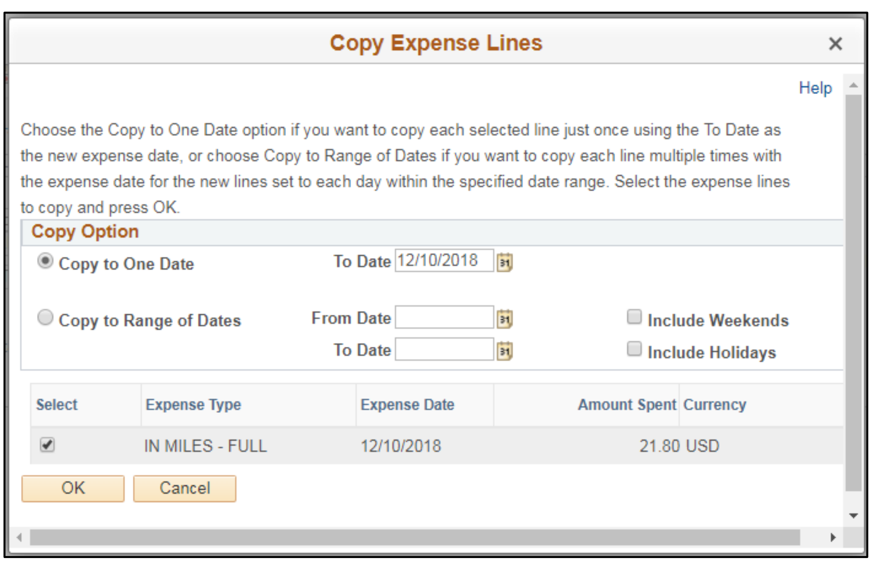
Menu Navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the Actions drop-down to … **Choose an Action**

Click the **Copy Expense Lines** button and **Click GO**



The system defaults to Copy to One Date and copies to non-holiday workdays. If you want to copy to a Weekend day or Holiday, you will need to check the corresponding checkbox.



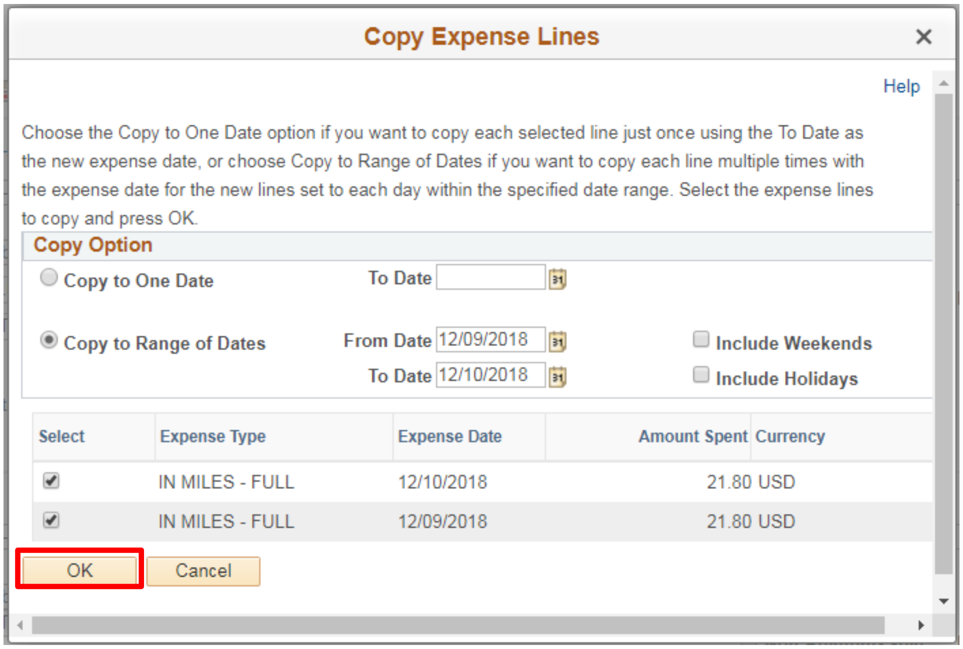
When copying to one date, enter the Date you want to copy to into the **To Date** field next to the Copy one Date field.

Select the Line you wish to Copy and **Click OK**

To Copy to a range of dates, click the **Copy to Range of Dates** option.

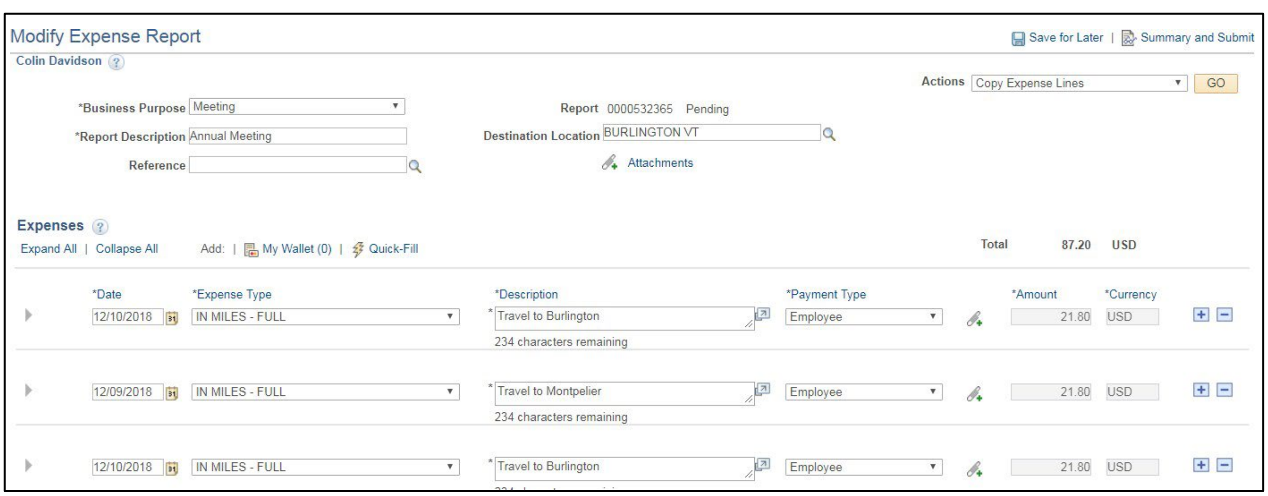
Enter the date range you want to copy to into the **From Date** and **To Date** fields and Select the Line you wish to Copy

Click the **OK** button



The Create Expense Report page displays with the copied line(s).

Click the Expand Section link to adjust the information for the copied lines.

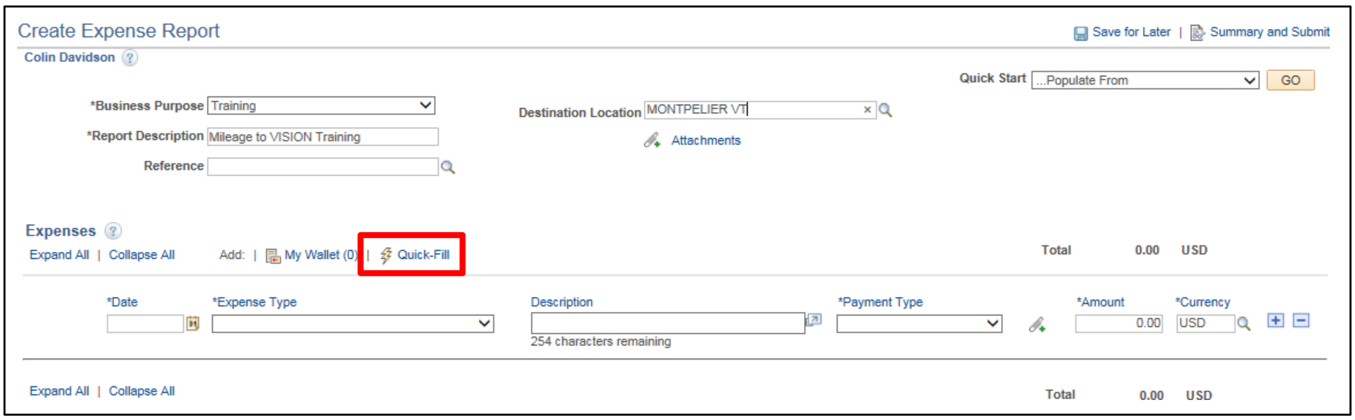


Create Expense Lines Using Quick-Fill

Situations when this function is used: Another way to save time when creating expense lines is to use Quick-Fill. The functionality enables an employee to add one or multiple lines to an expense report by selecting the appropriate expense type and specifying the date or date range for the expense. You will then enter the remaining information that pertains to each expense type.

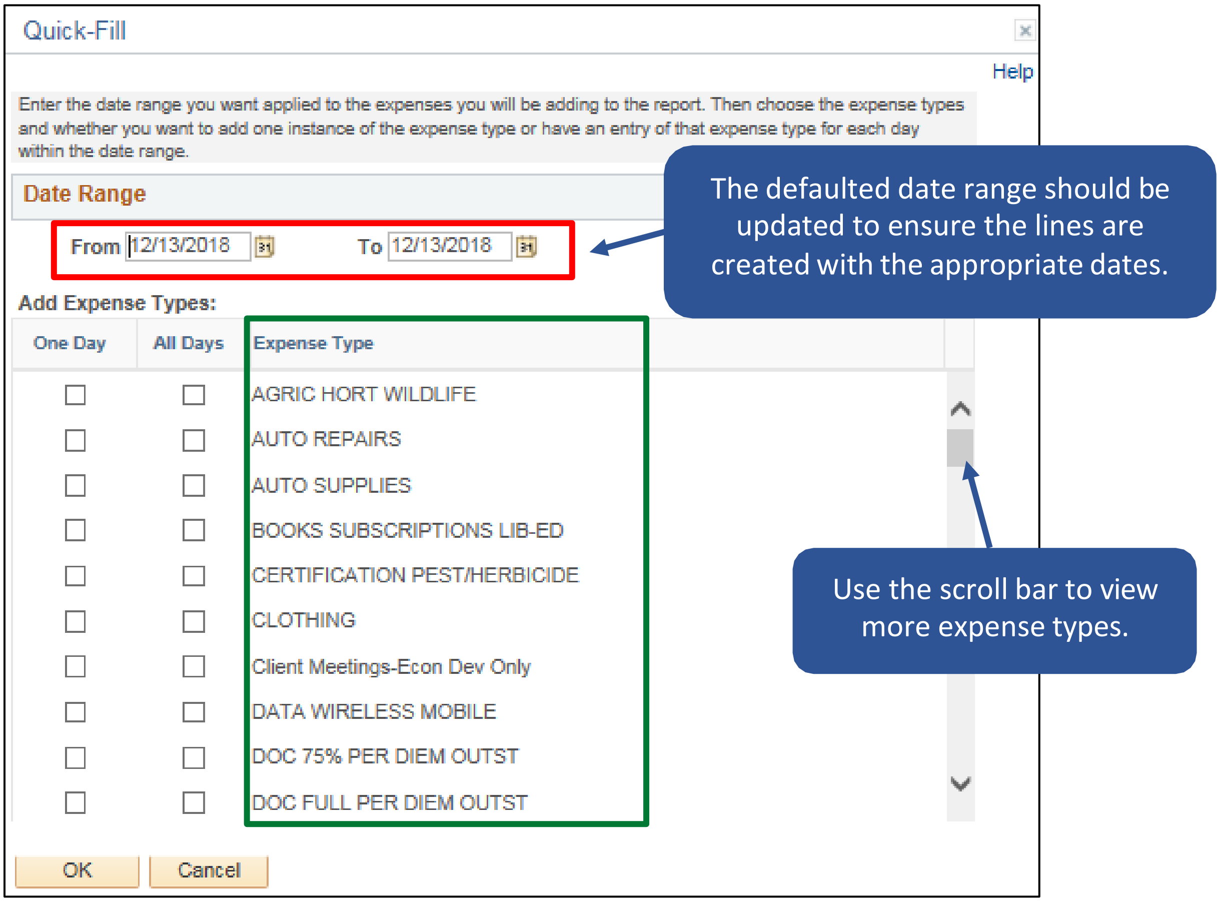
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

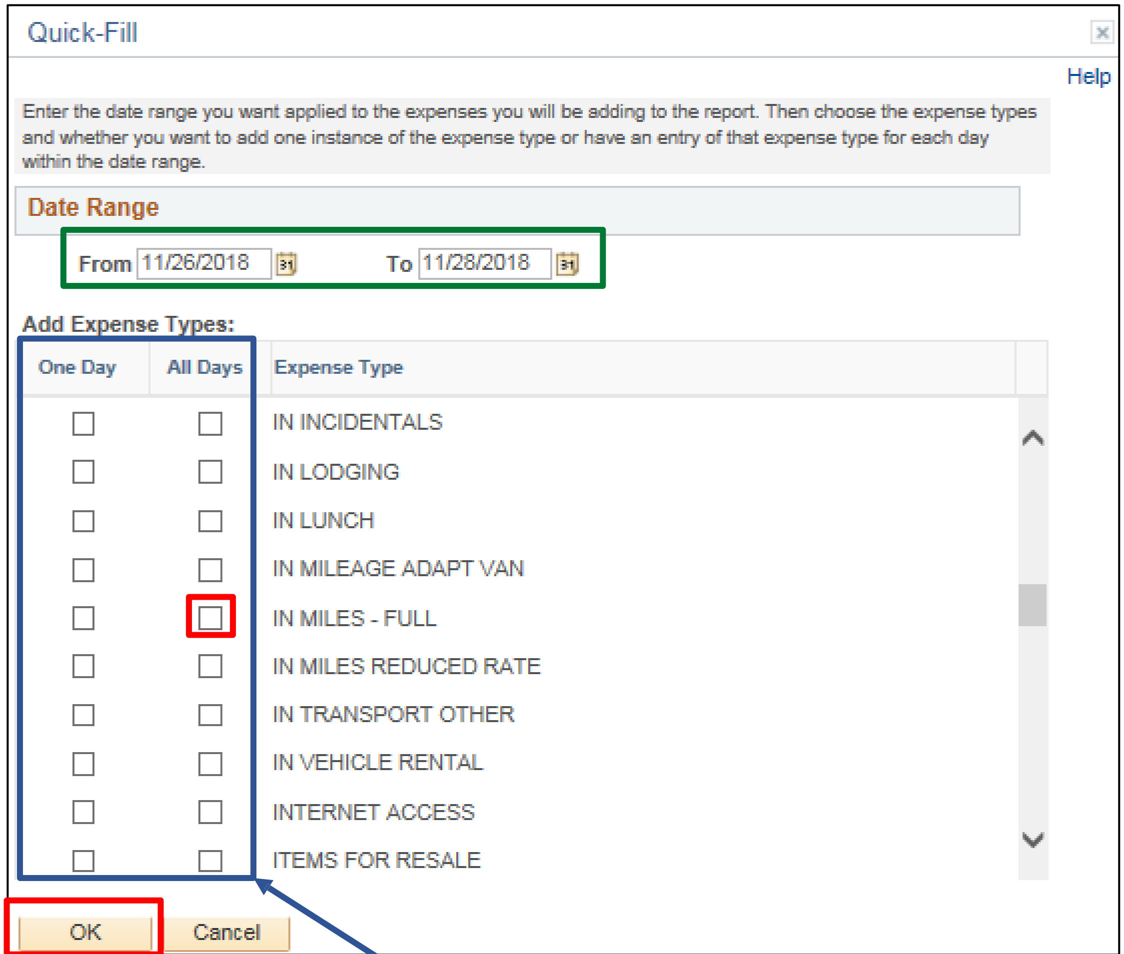


Select the **Quick-Fill** link.

The **Quick-Fill** page displays with a list of the expense types. The From and To dates default to the current date.



Update the **From** and **To** dates.

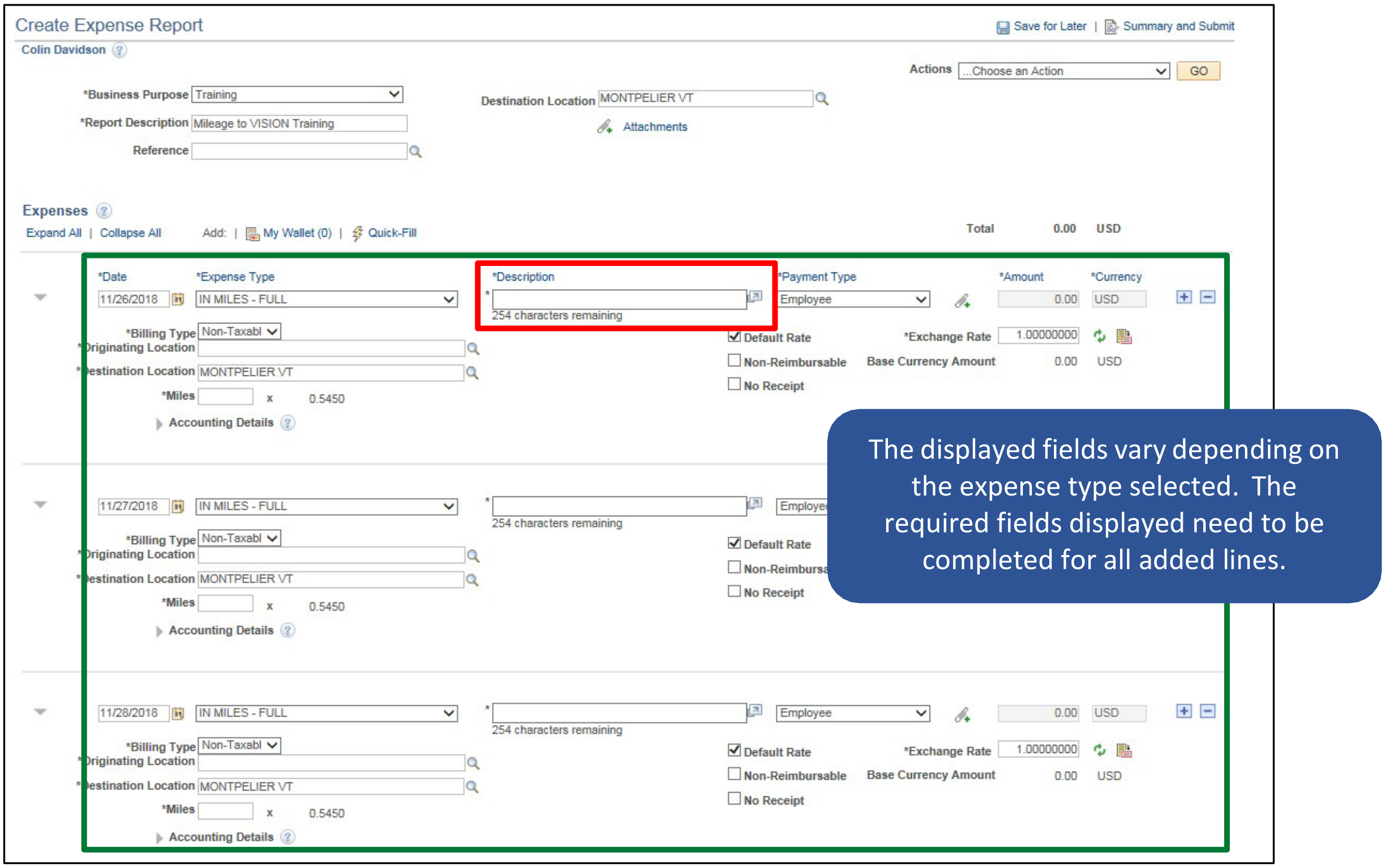


NOTE: A single line for the selected expense type is created using the first day in the date range when the One Day checkbox is selected. If the All Days checkbox is selected, a line is created for each day in the date range.

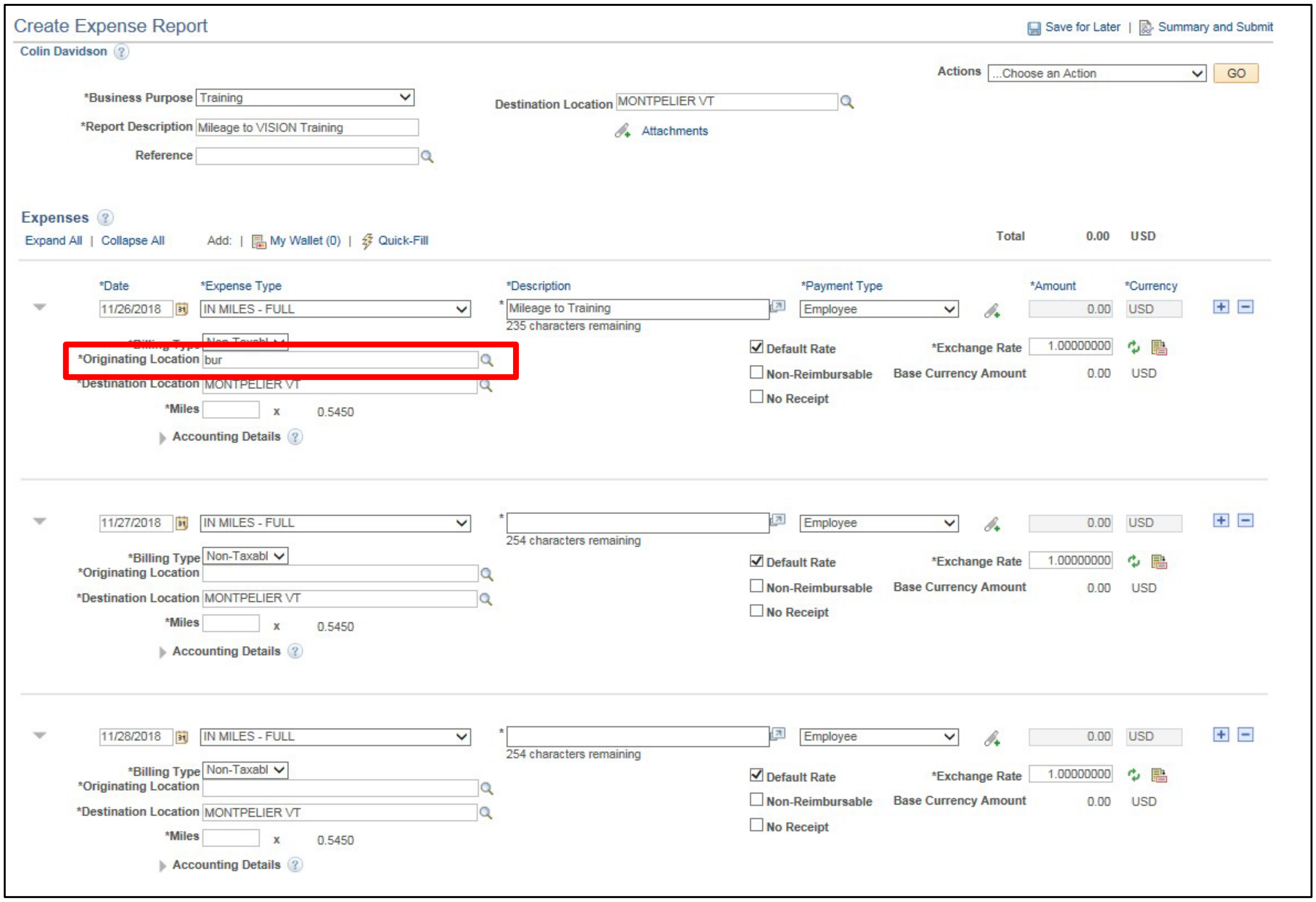
Click the **Select** checkbox next to the expense type you are adding to the expense report.

Click the **OK** button.

The **Create Expense Report – Details** page displays. Lines are created for the expense types selected. A single line is created when One Day was selected, and multiple lines are created when All Days was selected.



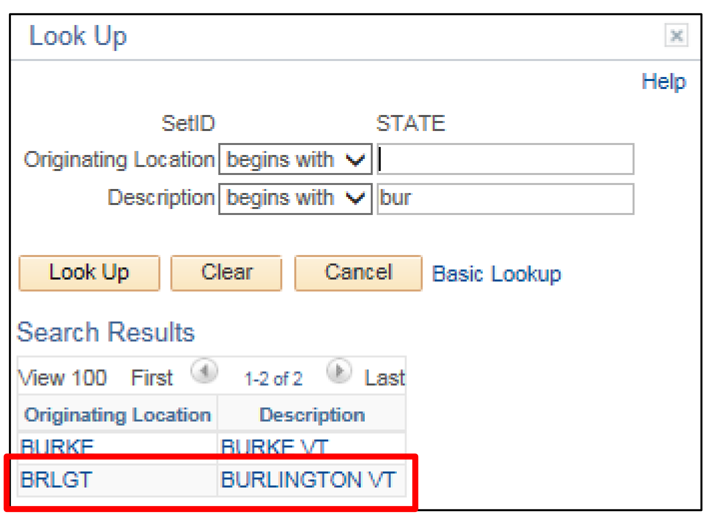
Enter an explanation of the expense in the **Description** field on the line.



Enter a few letters of where you started your trip into the **Originating Location** field.

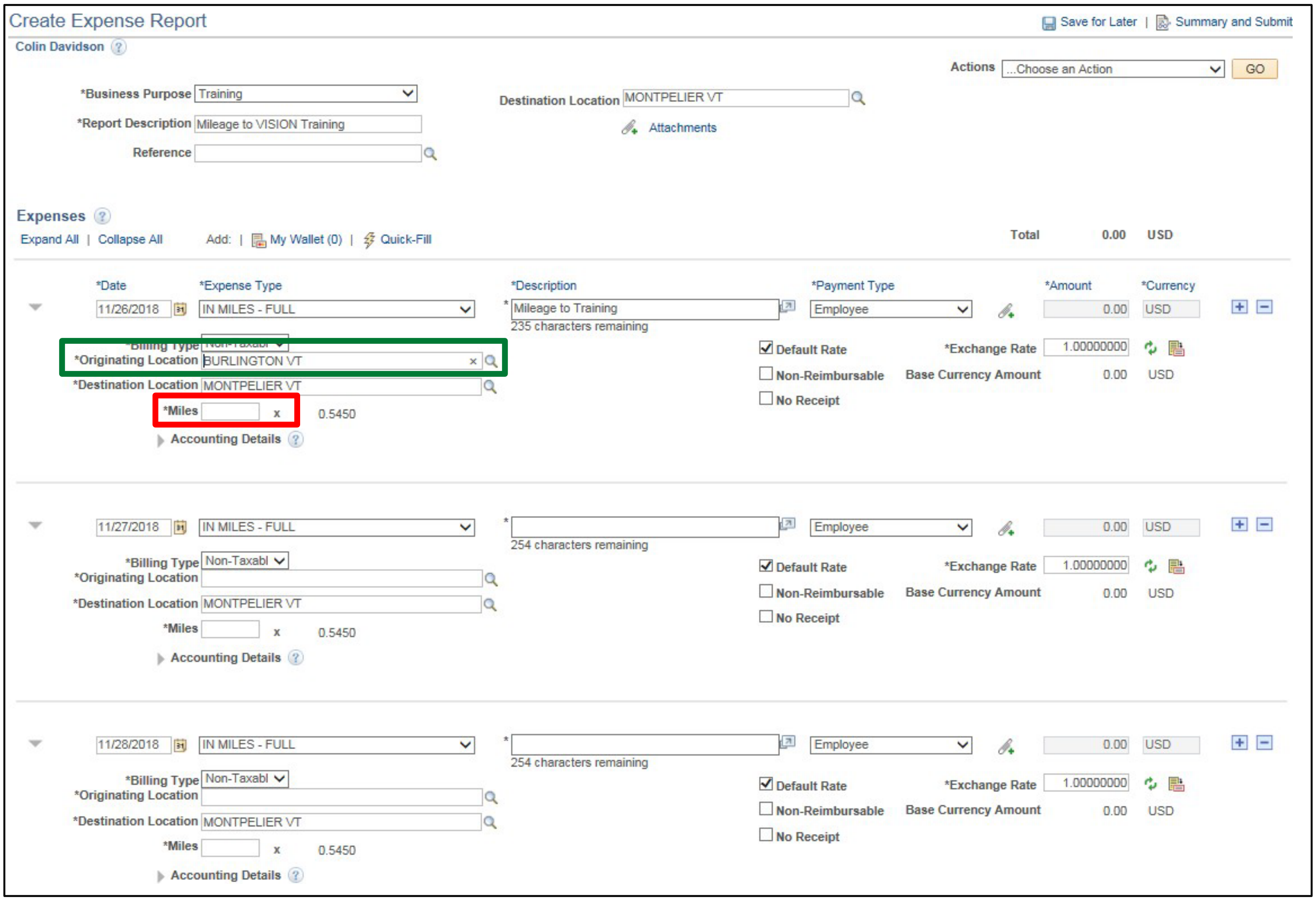
Click the **Look Up** icon.

The **Look Up** page displays the locations that match your criteria.

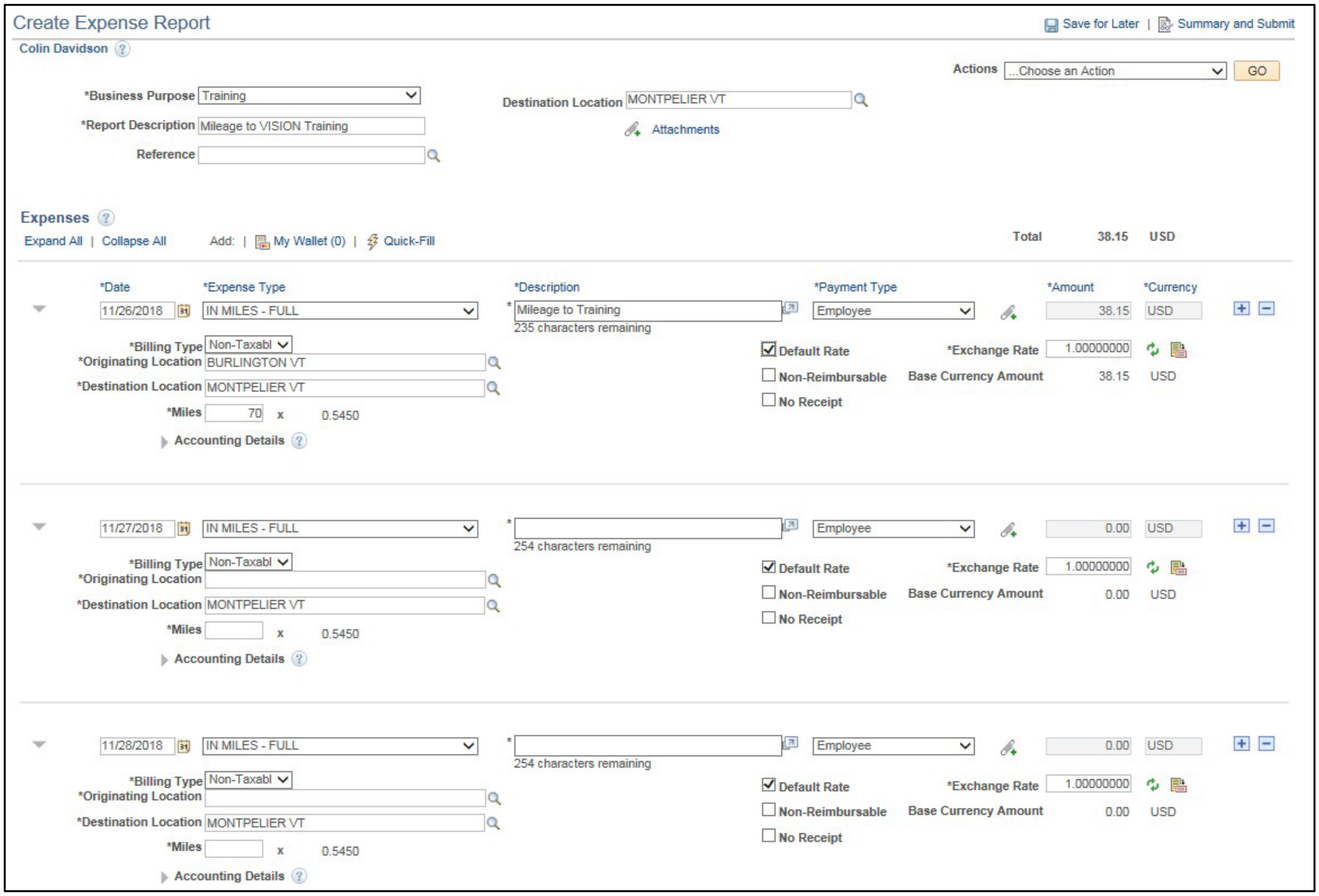


Select the **Originating Location** link for the appropriate location.

The **Create Expense Report - Details** page displays the Originating Location selected.



Enter the total **Miles** for the day.



The Amount automatically populates.

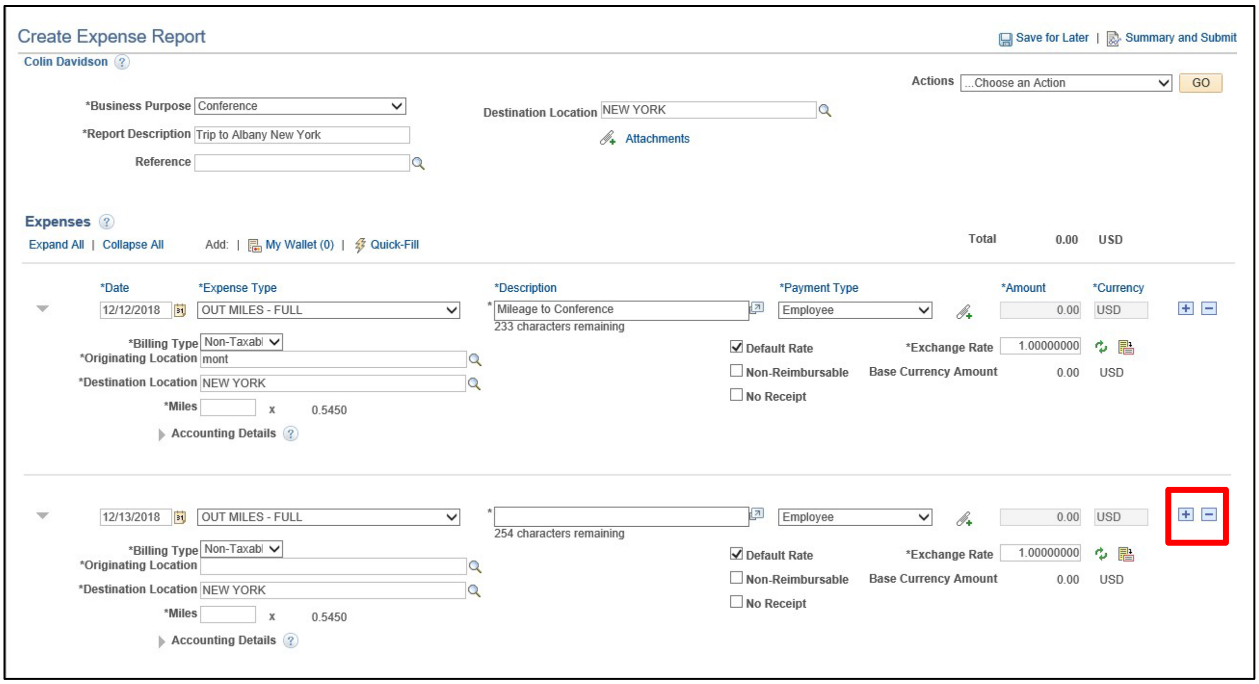
Enter the required fields for any additional lines added using Quick-Fill.

Delete Expense Lines for an Expense Report

Situations when this function is used: You need to delete any expense report lines that were previously added. Lines can be deleted when creating a new expense report or when modifying an existing expense report.

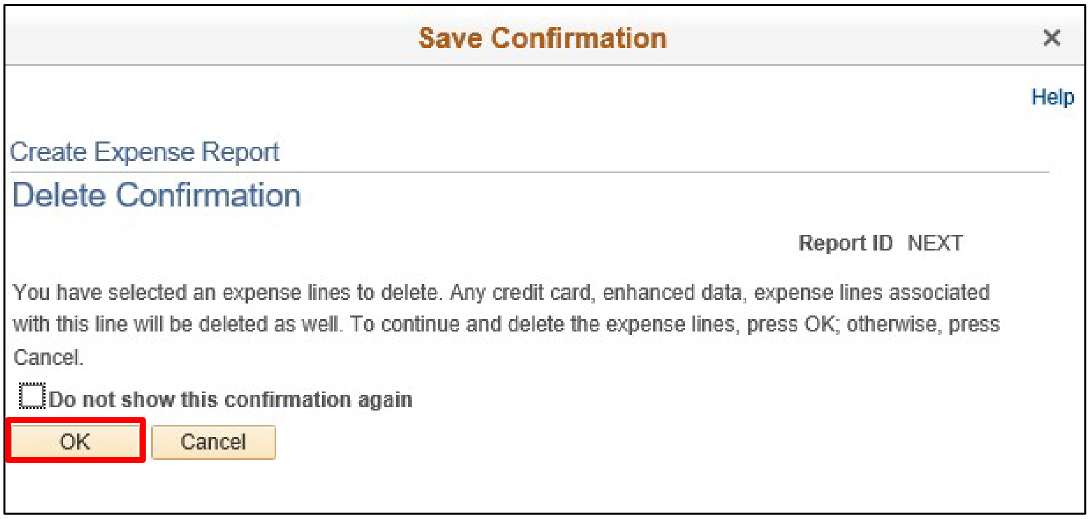
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



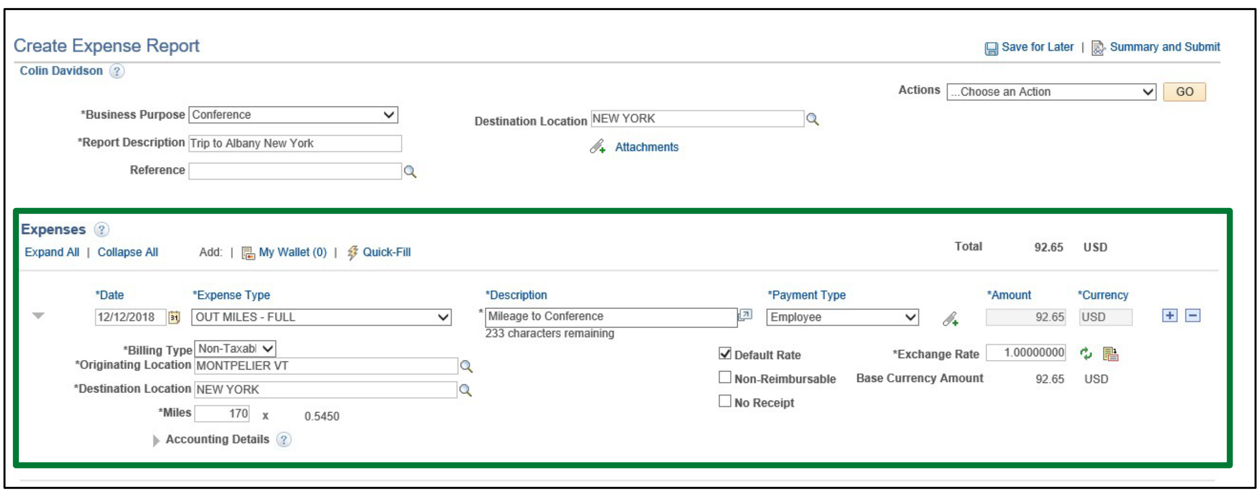
Click the **Delete** icon for the expense line you want to delete.

The **Create Expense Report – Delete Confirmation** page displays.



Click the **OK** button.

The **Create Expense Report – Details** page displays, and line will no longer exist on the expense report.



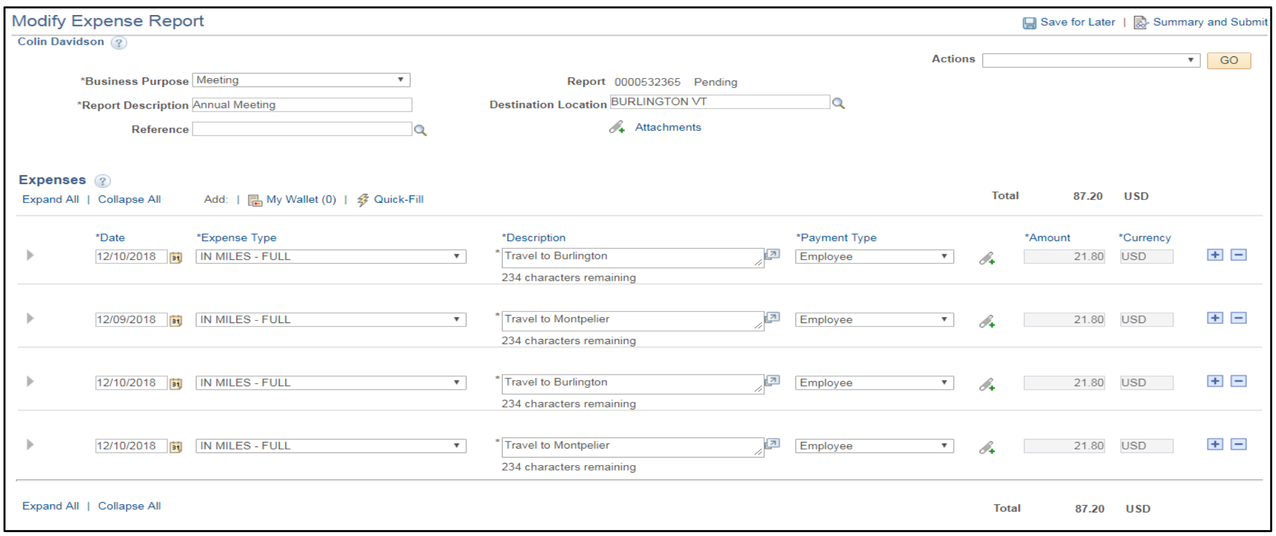
Add an expense line to an Expense Report

Situations when this function is used: This functionality enables an employee to add additional expense lines to an expense report.

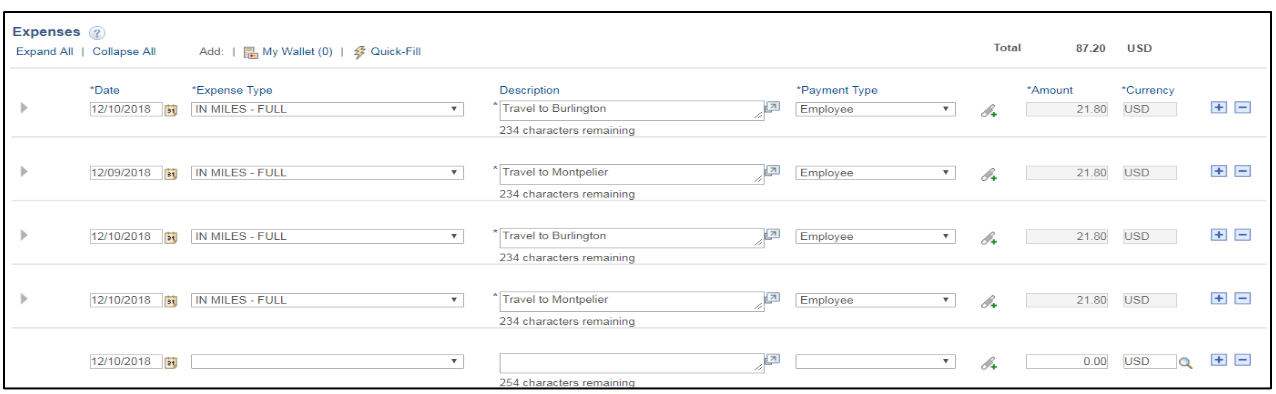
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the button next to **Add a New Expense line.**

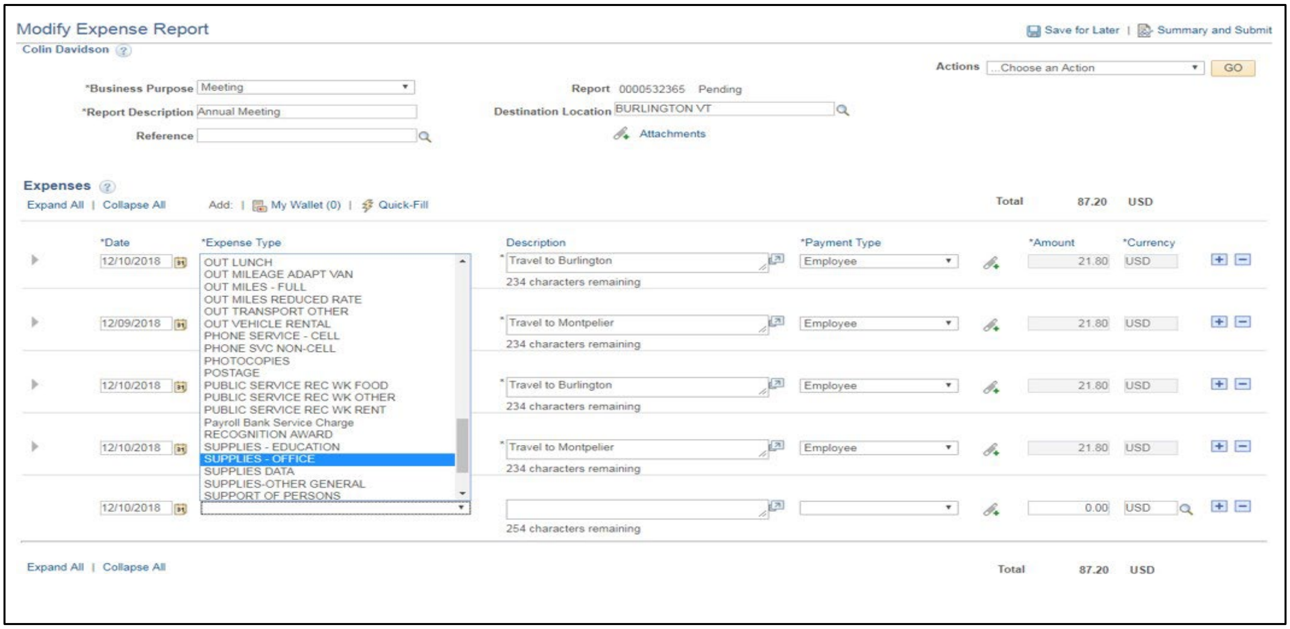


The inserted line displays. Click drop-down on the new line to choose from the **Expense Type** list.

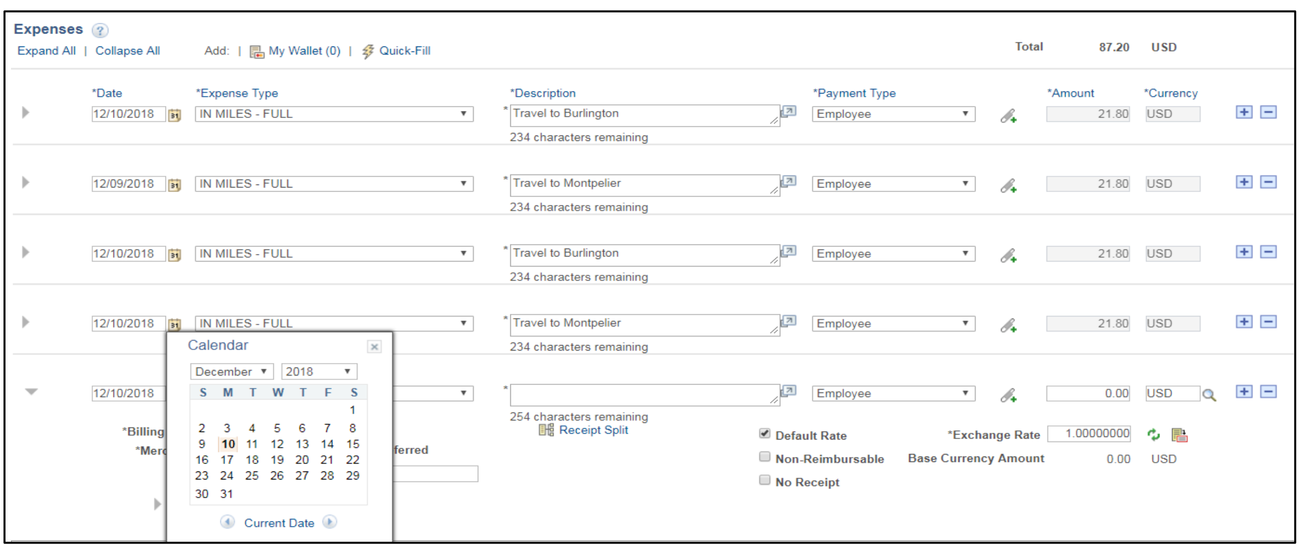


In this training, we will add Office Supplies. To find Supply expense types, Click the **Down Arrow** button of the scrollbar.

Click the **SUPPLIES - OFFICE** list item.

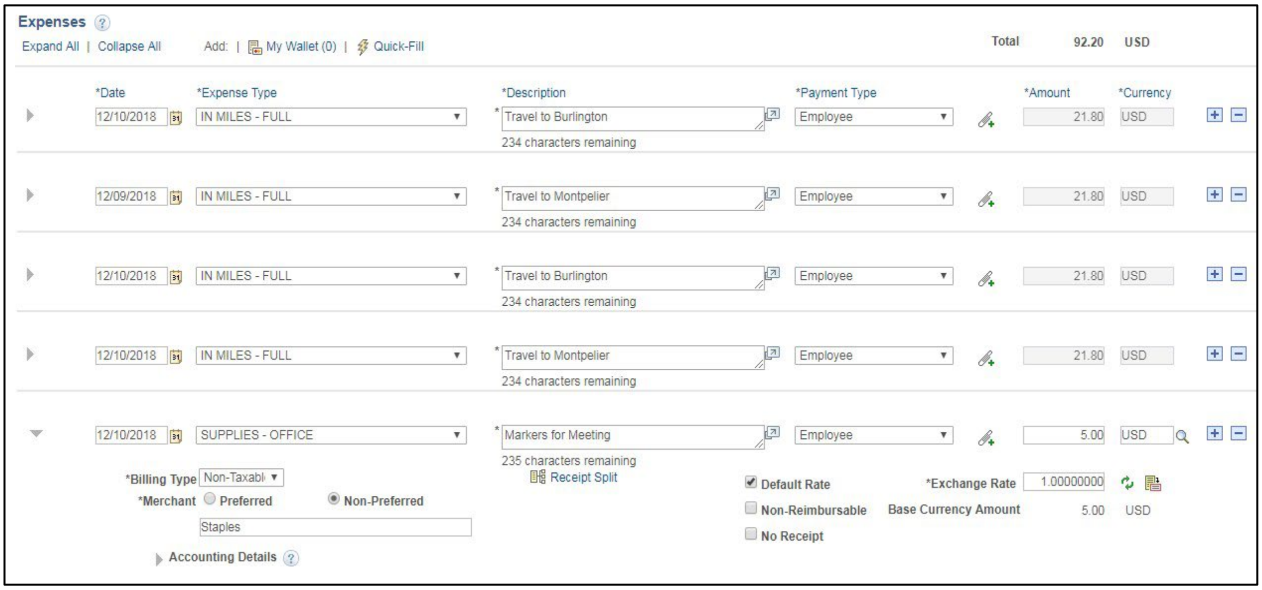


Enter the Expense date or select date using the calendar. To use the calendar, click the **Choose a date Calendar** **Icon** button. Click the desired date.



Enter a description of what supplies were purchased into the **Description** field.

Enter the amount spent into the **Amount Spent** field.

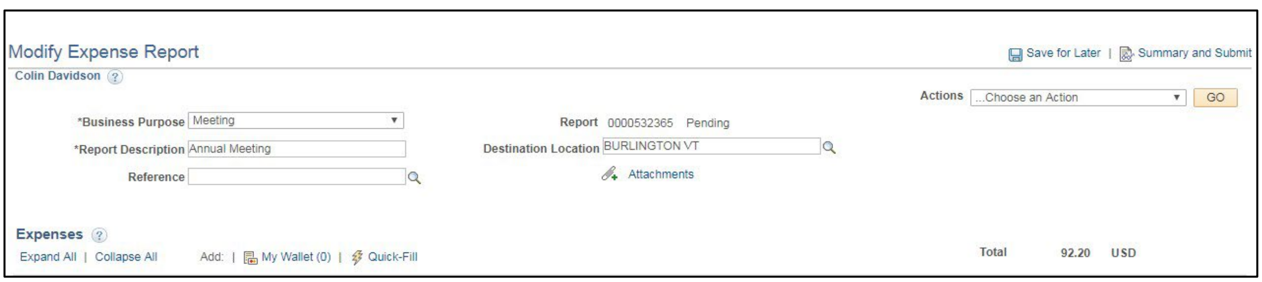


Enter the supplier the supplies were purchased from into the field below ***Merchant** field.

Non-Preferred defaults as checked

Note: The State of Vermont doesn't list Preferred Merchants.

Click the **Save for Later** link or the **Summary and Submit** link if your report is complete.



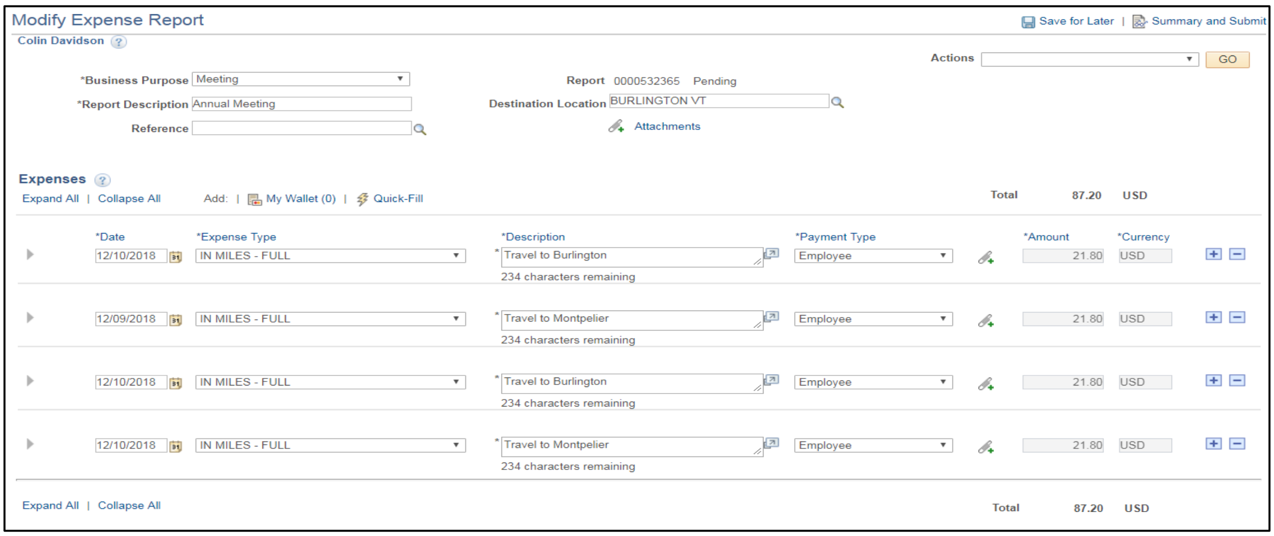
Add an expense line with expense type amount limits exceeded

Situations when this function is used: Certain expense types, such as breakfast, lunch or dinner, have amount limits. If dollar limit is exceeded, you will need to enter exception comments.

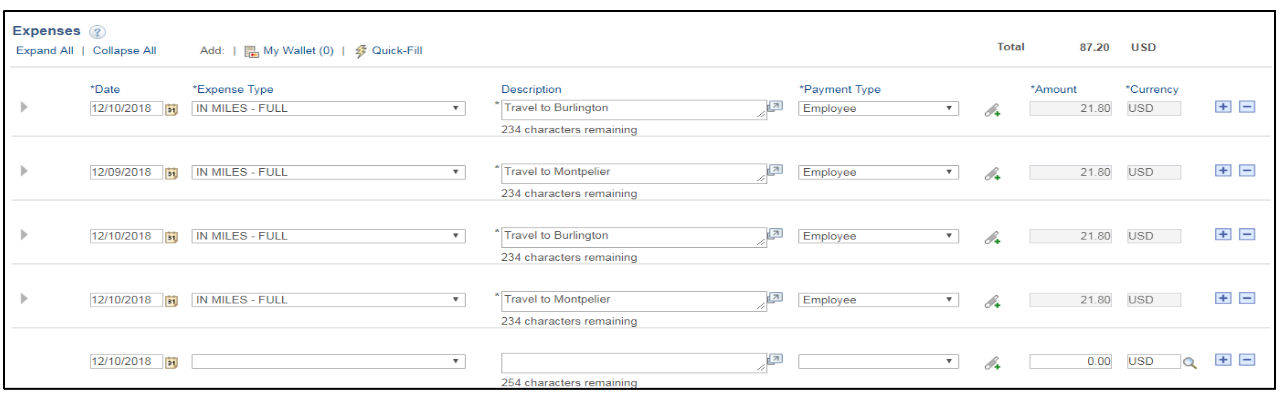
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the button next to **Add a New Expense line**

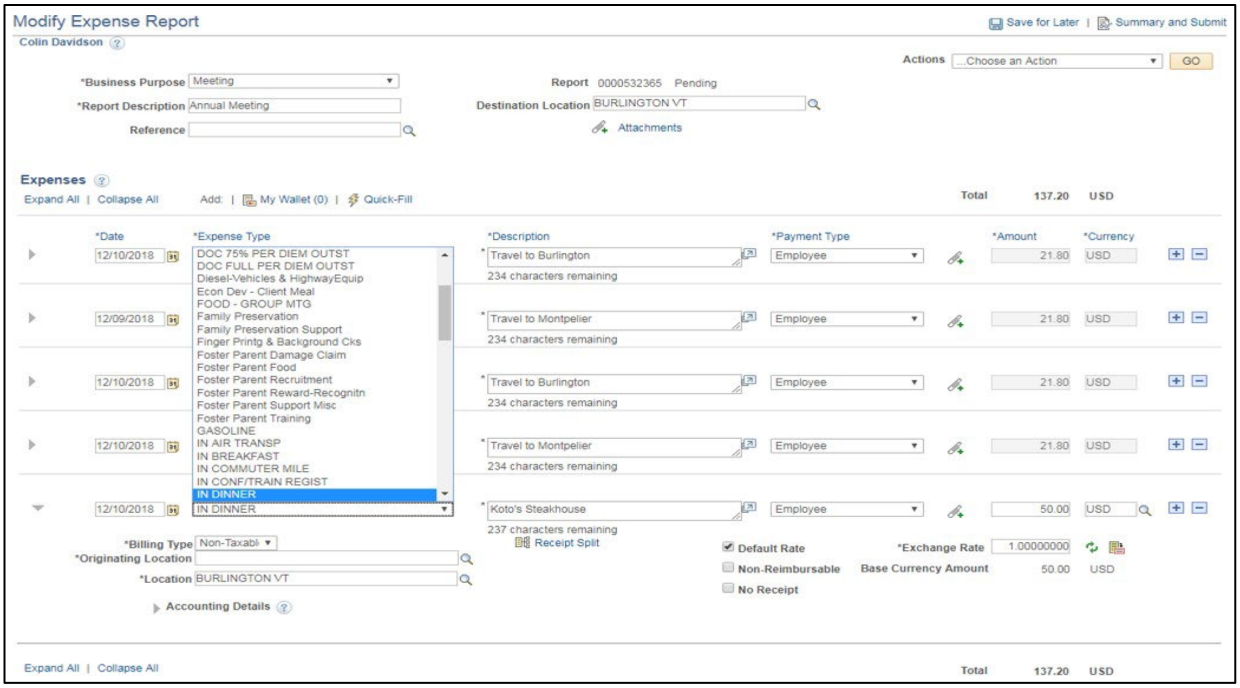


The inserted line displays. Click drop-down on the new line to choose from the **Expense Type** list.



In this training, we will add IN DINNER. To find in state expense types, Click the **Down Arrow** button of the scrollbar.

Click the **IN DINNER** list item.

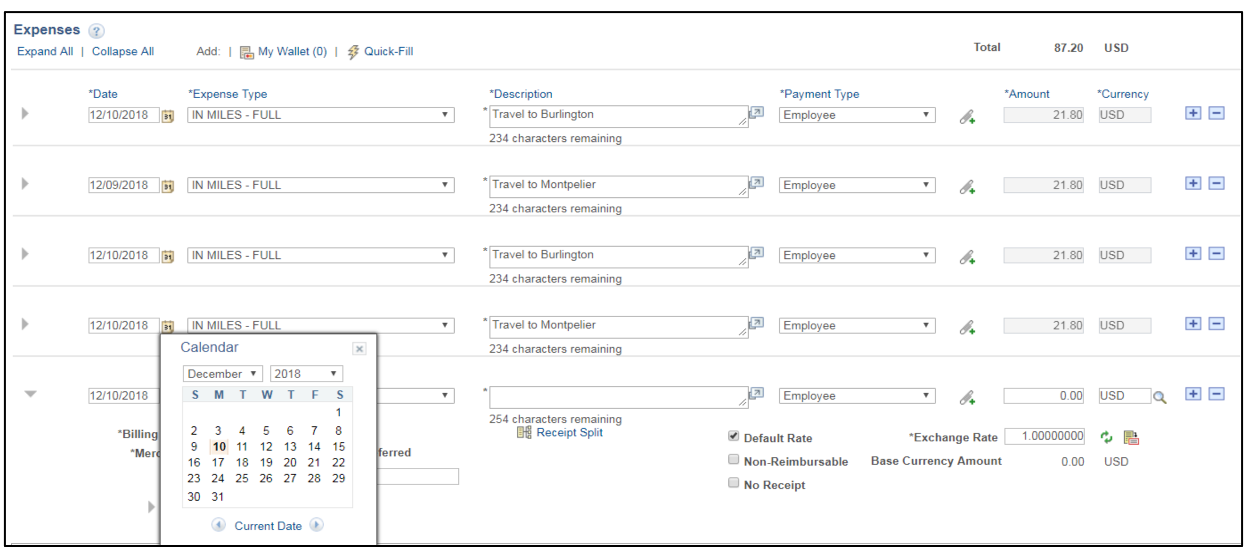


Enter the Expense Date

Note: You can enter the Expense date or select date using the calendar.

To use the calendar, Click the **Choose a date Calendar** 31 **Icon** button.

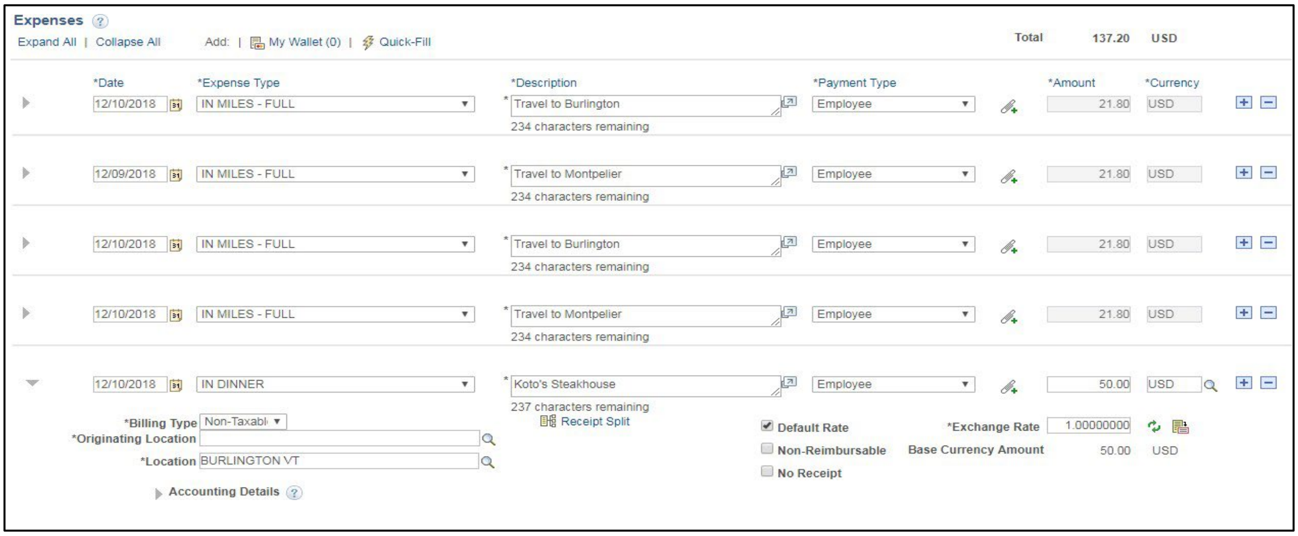
Click the desired date.



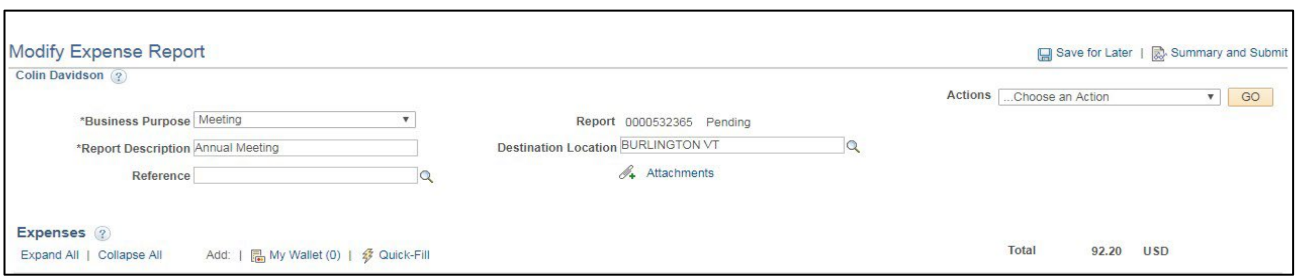
Enter a description of what/where the purchase was into the **Description** field.

Enter the amount spent into the **Amount** field.

Enter the Location of the dinner in the ***Location** field.



Click the **Save for Later** link or the **Summary and Submit** link. The Modify Expense Report page displays, and the Report ID is assigned.

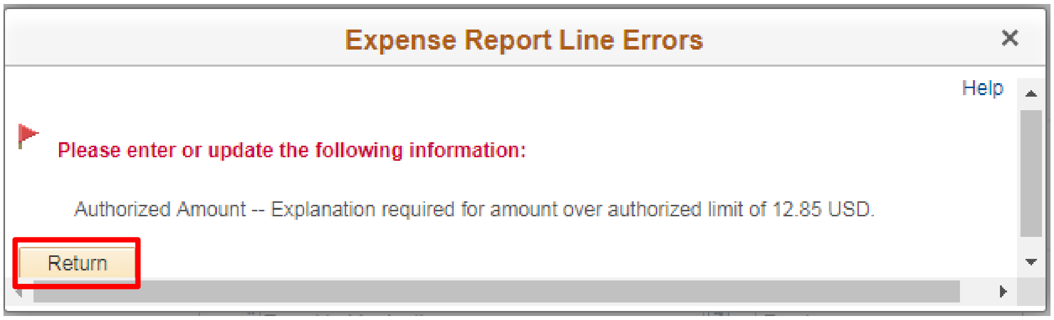


You receive a **"Missing or Invalid Information was found"** Flag.

Note: The error will also display when you submit the expense report. The expense report can be saved but cannot be submitted until the error is resolved or an exception comment is added.

Click the icon to view further detail

- ***The Expense Report Line Errors** window appears letting you know that you have exceeded the allowed limit for this expense type.*

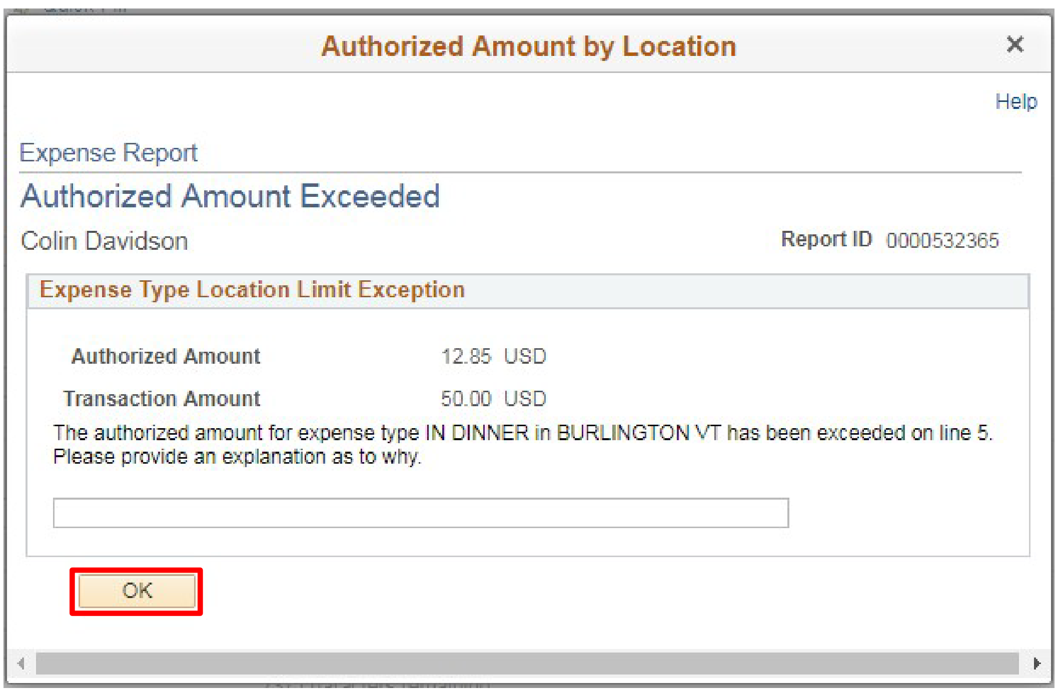


Click Return

Click on the Location Amount Exceeded comment icon.

- ***The Authorized Amount by Location** window appears. An Error is listed letting you know the Expense type on line 5 was exceeded*

Enter an Explanation as to why you exceeded the amount

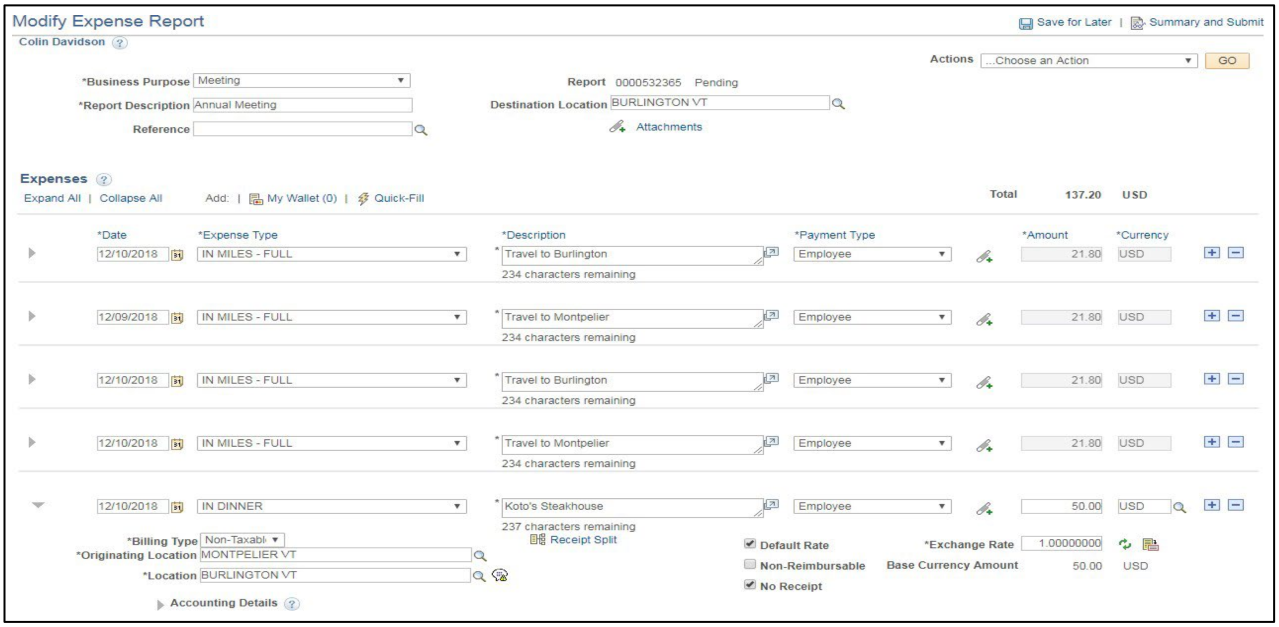


Click OK.

***Important Note**: You MUST attach a receipt even though the system will not warn you that you need one!*

Click **Save for Later** or **Summary and Submit.**

The previous errors are gone.



Change Default Accounting for an Expense Report

Situations when this function is used: You have split funding, or your accounting information is going to be different than your default accounting.

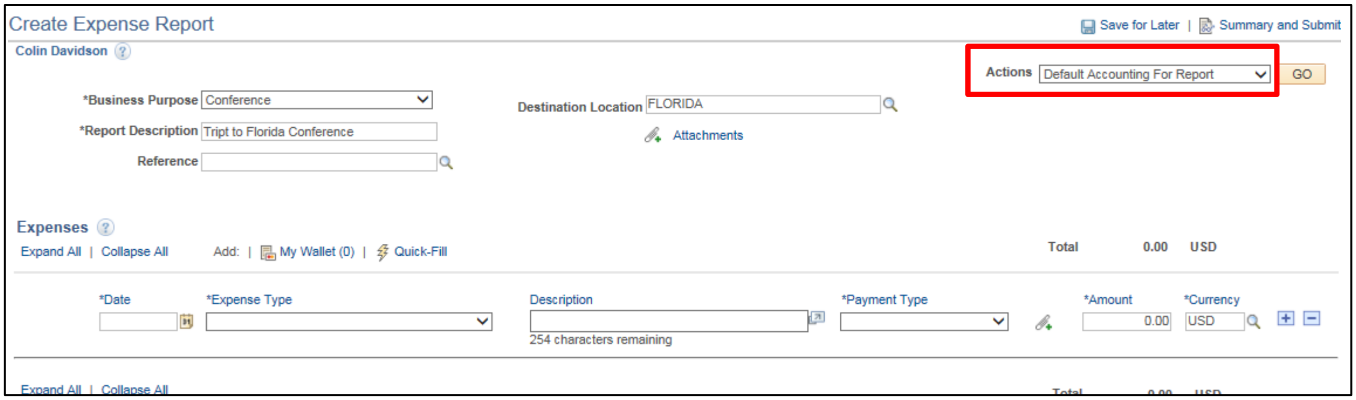
Note: It is recommended that you change the default accounting prior to adding expense lines. Changes to the default accounting will automatically default onto existing lines as long as the ChartField information was not manually updated in the Accounting Details section. The manual updates are retained.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

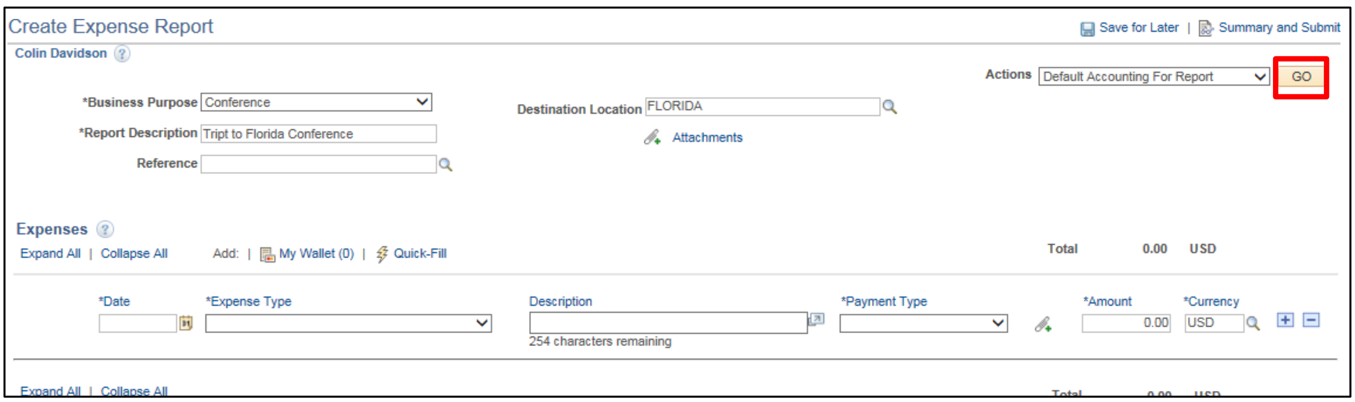
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.

Click the **Add** button.

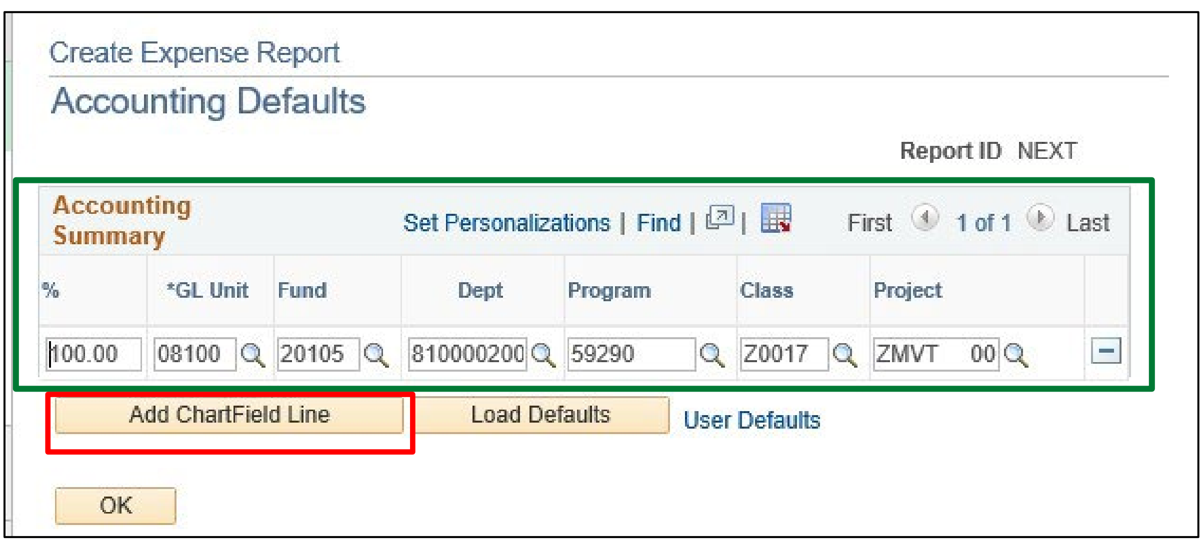


Select **Default Accounting For Report** from the Actions drop-down box.



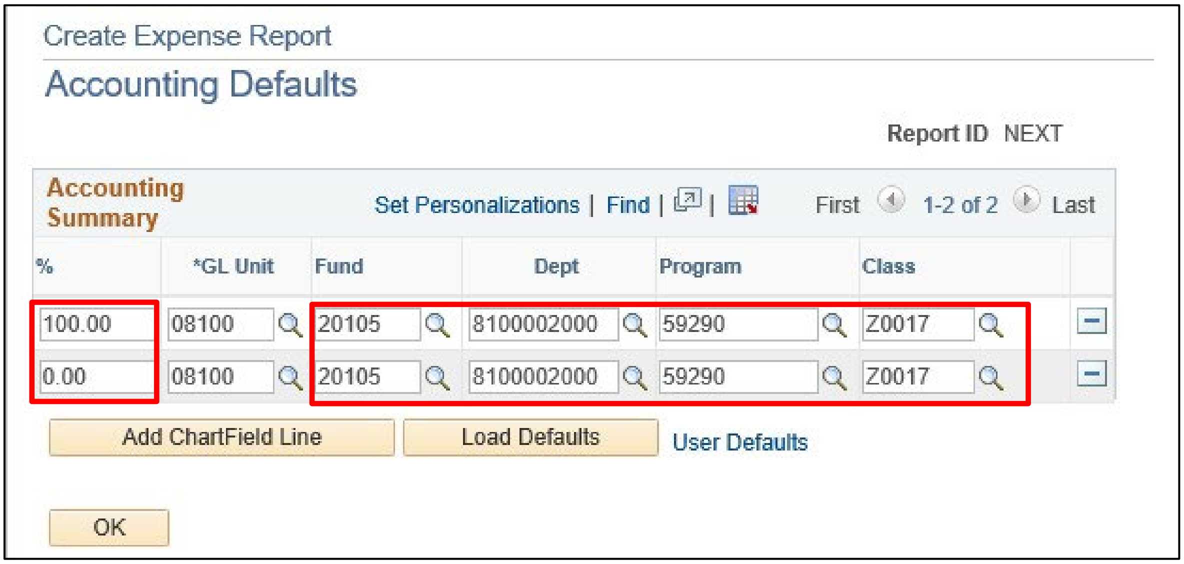
Click the **GO** button.

The **Create Expense Report – Accounting Defaults** page displays. The ChartField values default from the User Defaults page on the employee's profile.

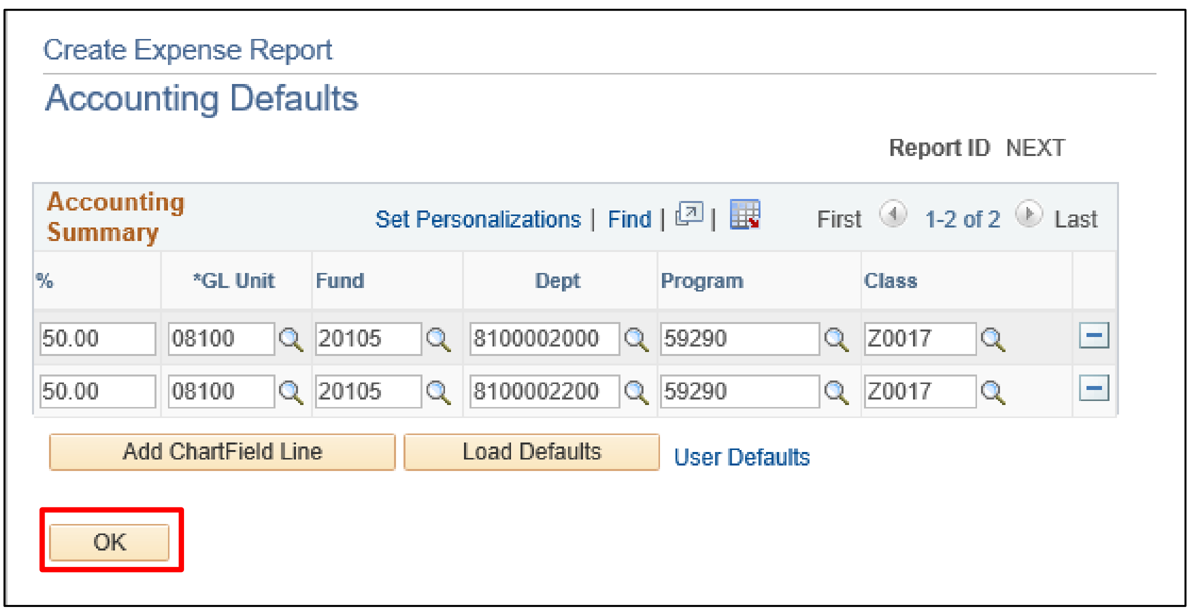


Make any necessary changes to the ChartFields. The Account defaults from the expense type and cannot be changed. ***Note: The GL unit should never be changed.***

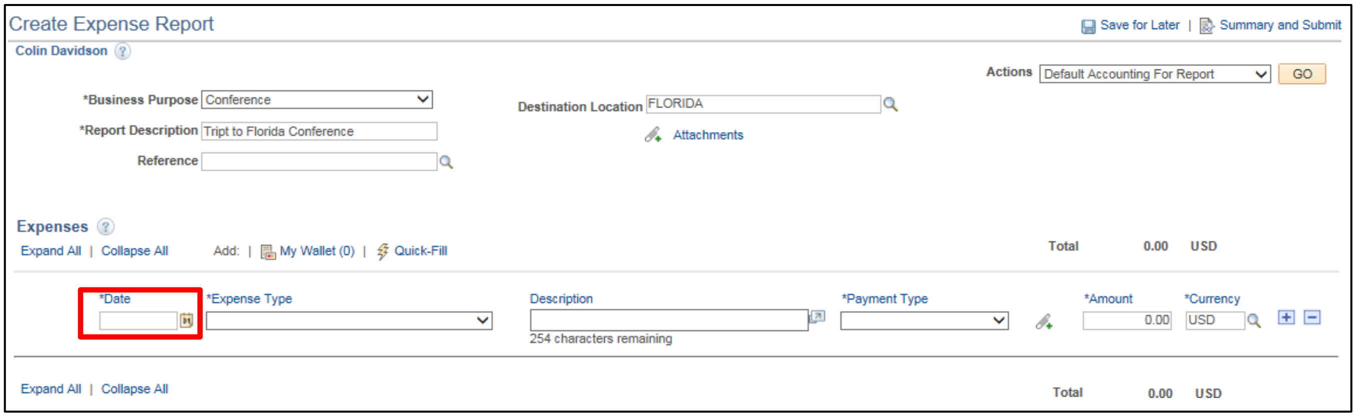
To add a ChartField line, click the **Add ChartField Line** button.



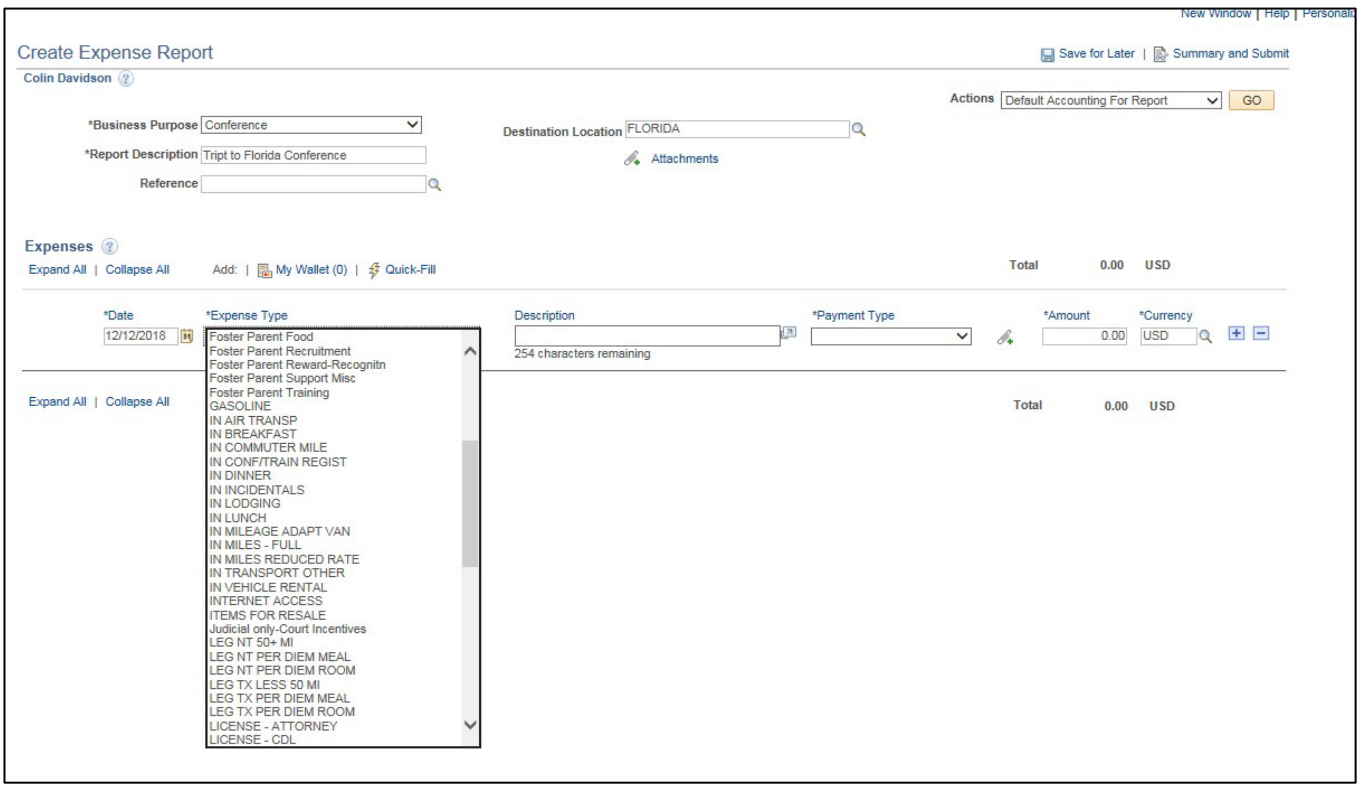
Update the Percentage and ChartFields for each line.



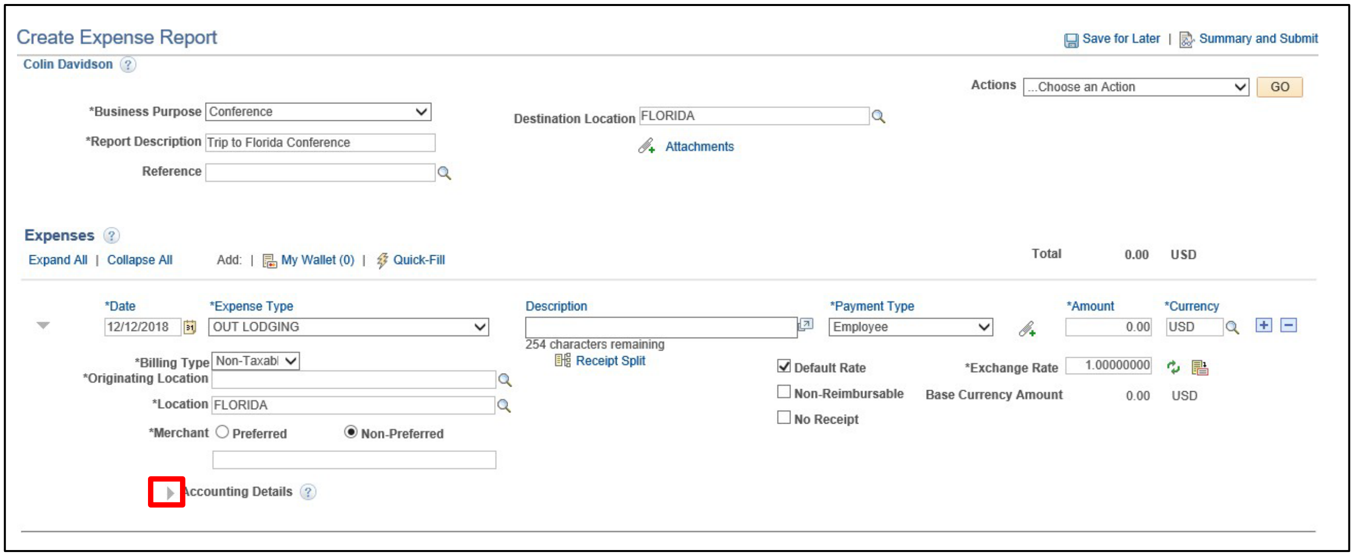
Click the **OK** button to return to the Create Expense Report – Details page.



Enter the **Date** of the expense.

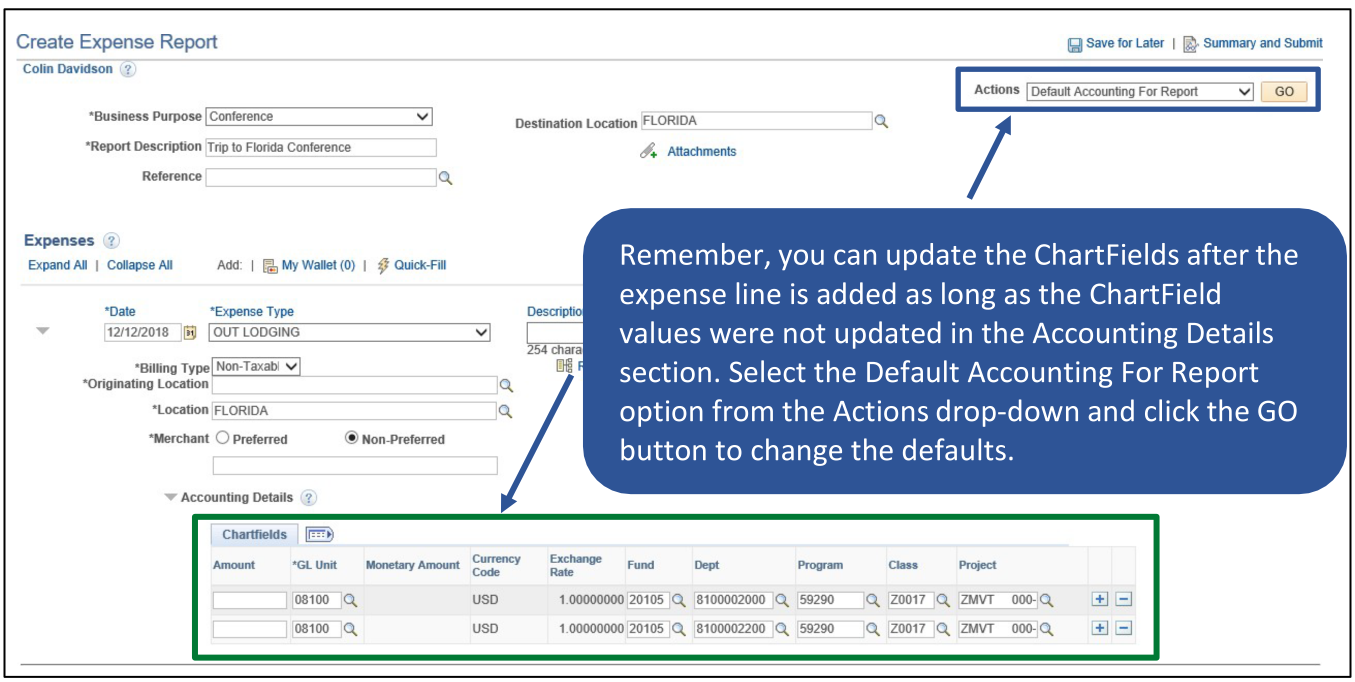


Click the **Expense Type** drop-down list and select the appropriate expense type from the list.



Expand the **Accounting Details** section by clicking the Expand Accounting Lines ▸ icon.

The **Accounting Details** section expands and the ChartFields defined on the Accounting Defaults page display for the line.



Copy an Expense Report / Start from Existing Report

Situations when this function is used: Starting a report from an existing report will copy forward the information from a prior report. This can save time when entering expenses.

Reminder: If a Travel Authorization was created for the trip, the report must be started from the Travel Authorization.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.

Click the **Add** button.

Note: In the event you have an approved travel authorization, the following message box displays as a reminder.

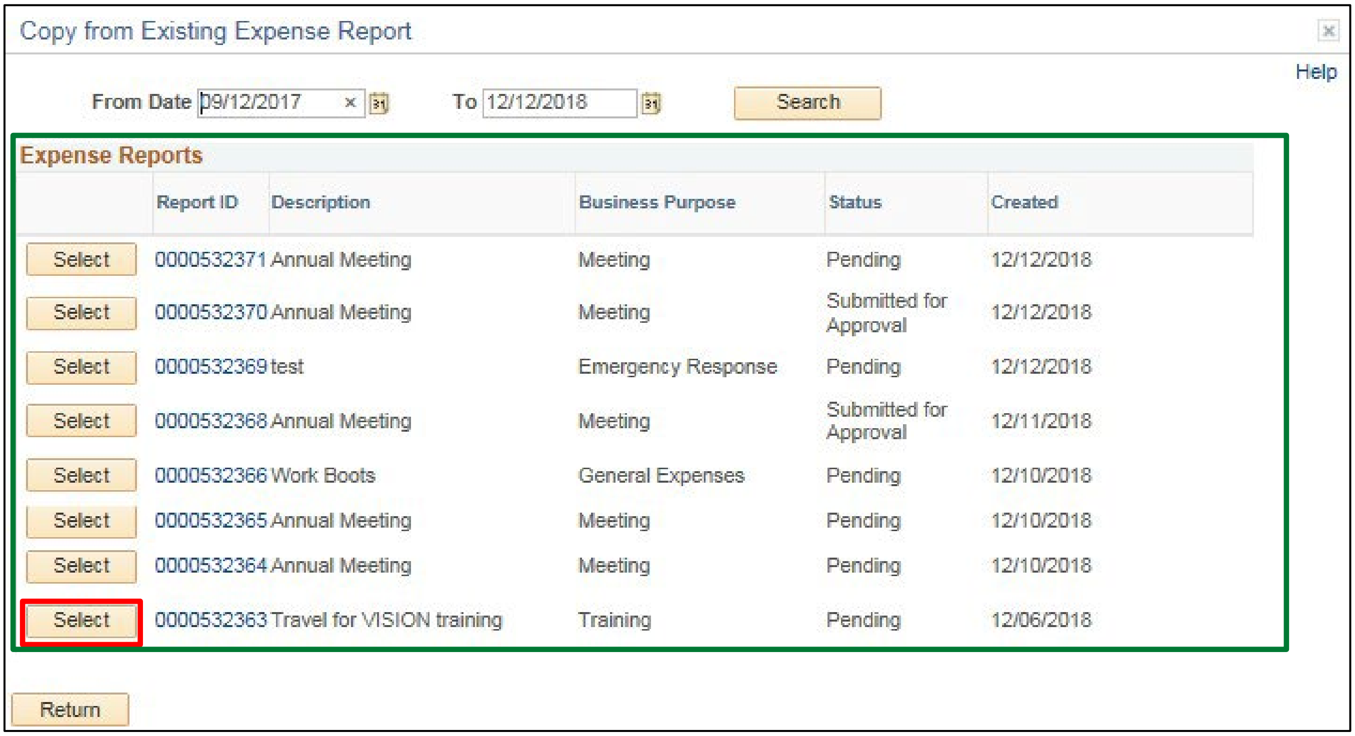
Reminder: If a travel authorization was created for the trip, the report must be started from the travel authorization. Click the **OK** button and follow the instructions in the Start Expense Report from a Travel Authorization section.

If there is no travel authorization for the trip continue to the Create Expense Report – Details page.

Select **An Existing Report** from the Quick Start drop-down list.

Click the **GO** button.

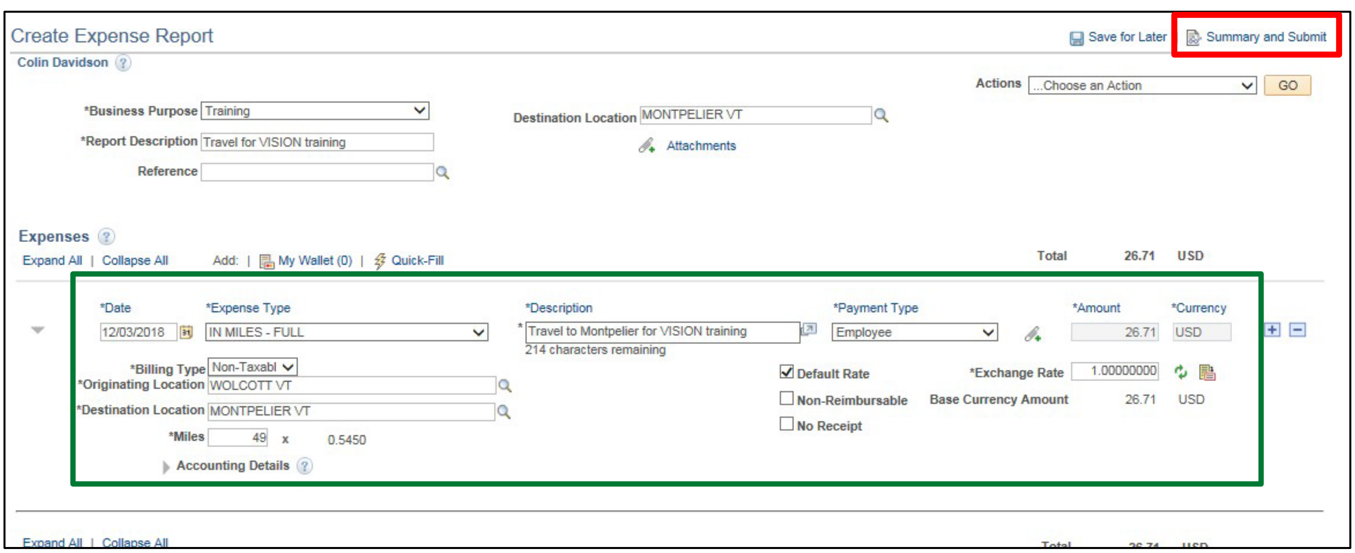
The **Copy from Existing Expense Report** page displays a list of expense reports for the employee for the specified date range.



Note: If you don't see the report you are looking for, it might be necessary to adjust the date range to include the report.

Click **Select** button for the expense report you wish to use for the expense report.

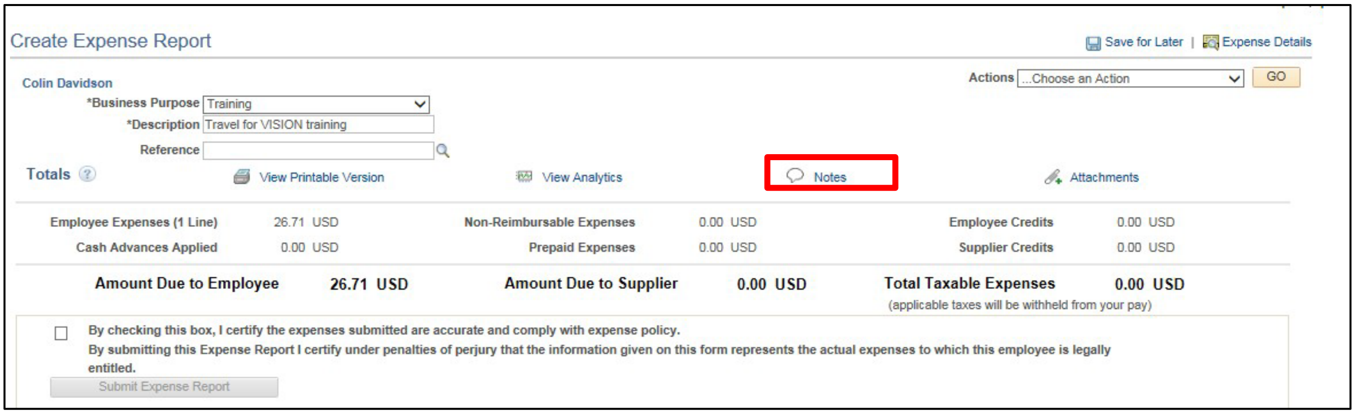
The **Create Expense Report – Details** page displays. The information from the copied report will have carried forward.



Make the necessary changes to reflect the current expenses and attach any required receipts.

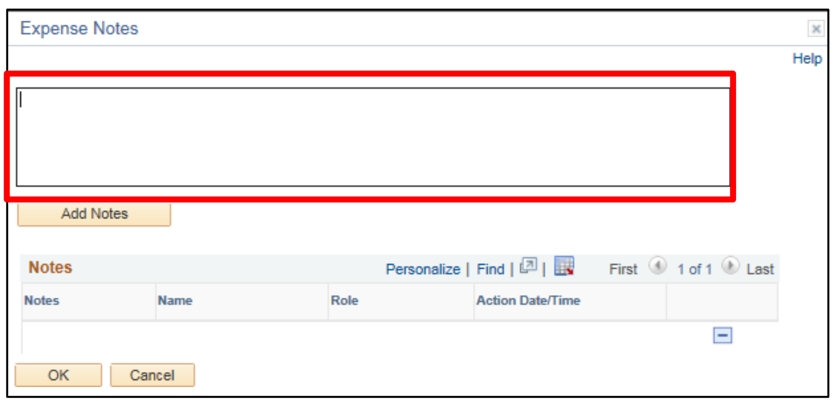
Click the **Summary and Submit** link.

The **Create Expense Report – Submit** page displays.

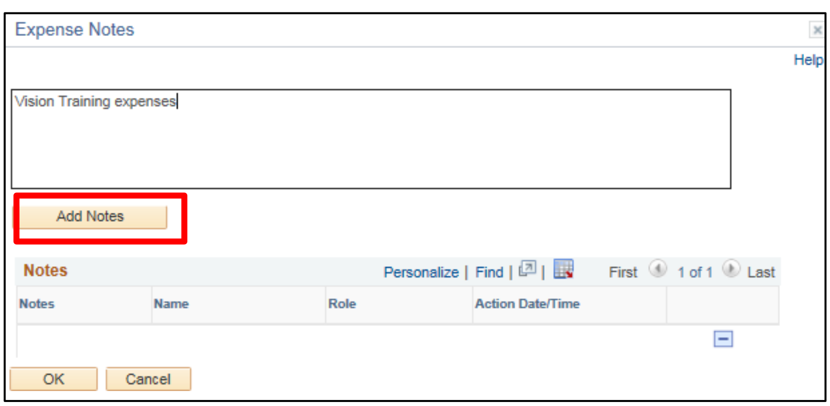


Click the **Notes** link.

The **Expense Notes** page displays.

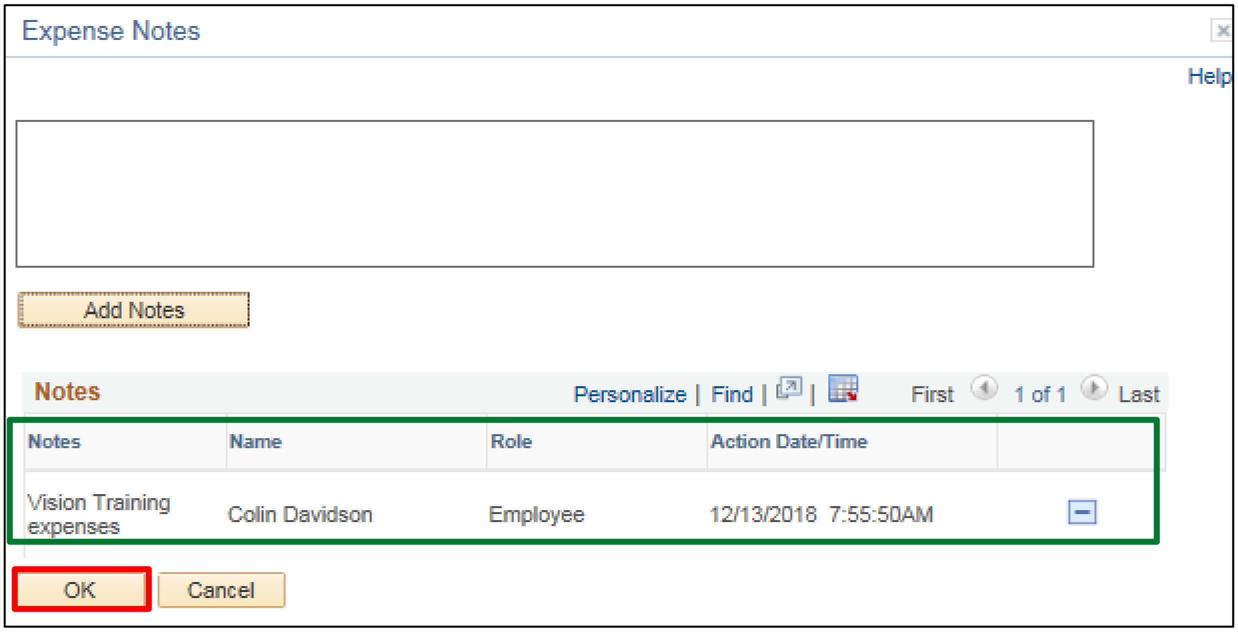


Enter **Comments**.



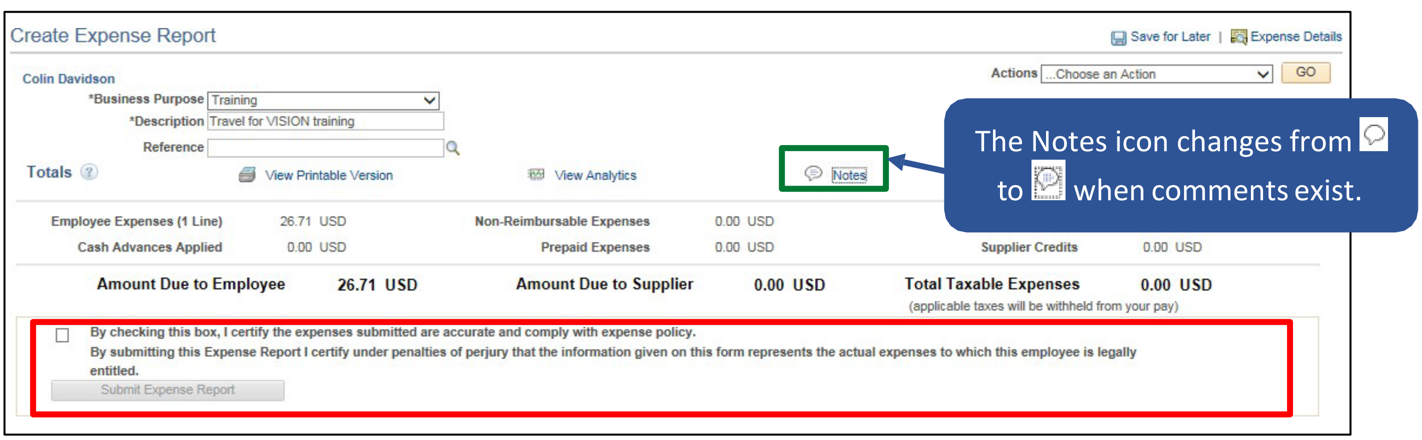
Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

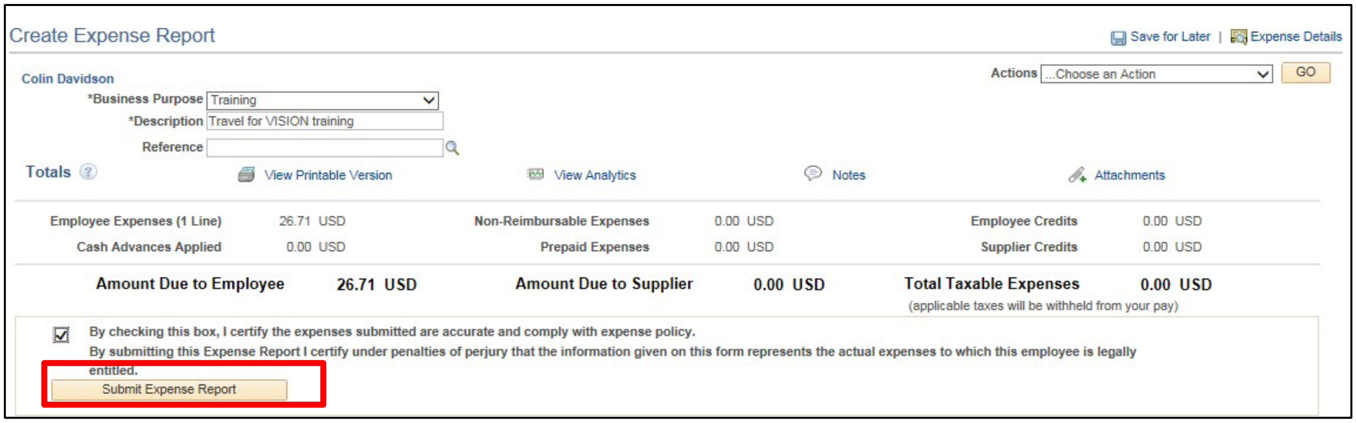


Click the **OK** button.

The **Create Expense Report – Submit** page displays.

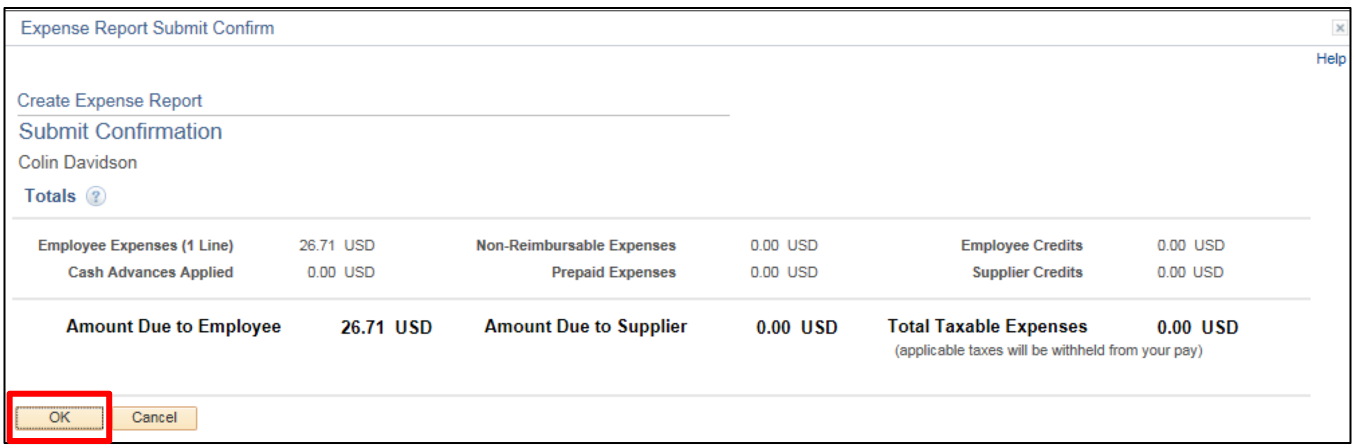


Review the certification message and then select the **Certification** checkbox.



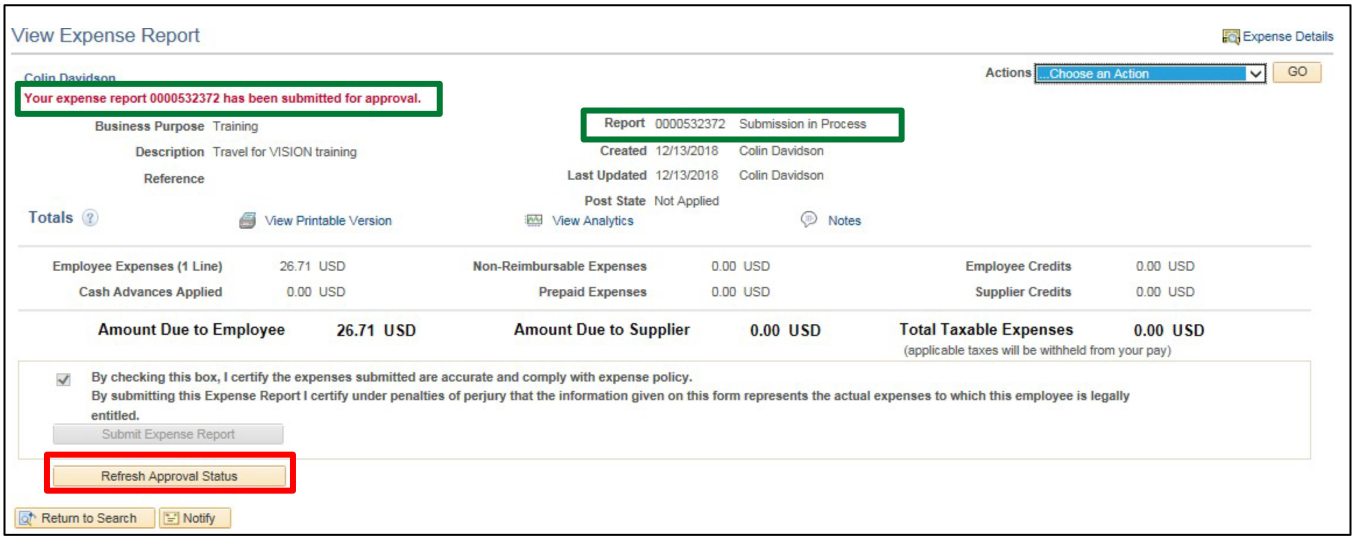
Click the **Submit Expense Report** button.

The **Create Expense Report – Submit Confirmation** page displays.



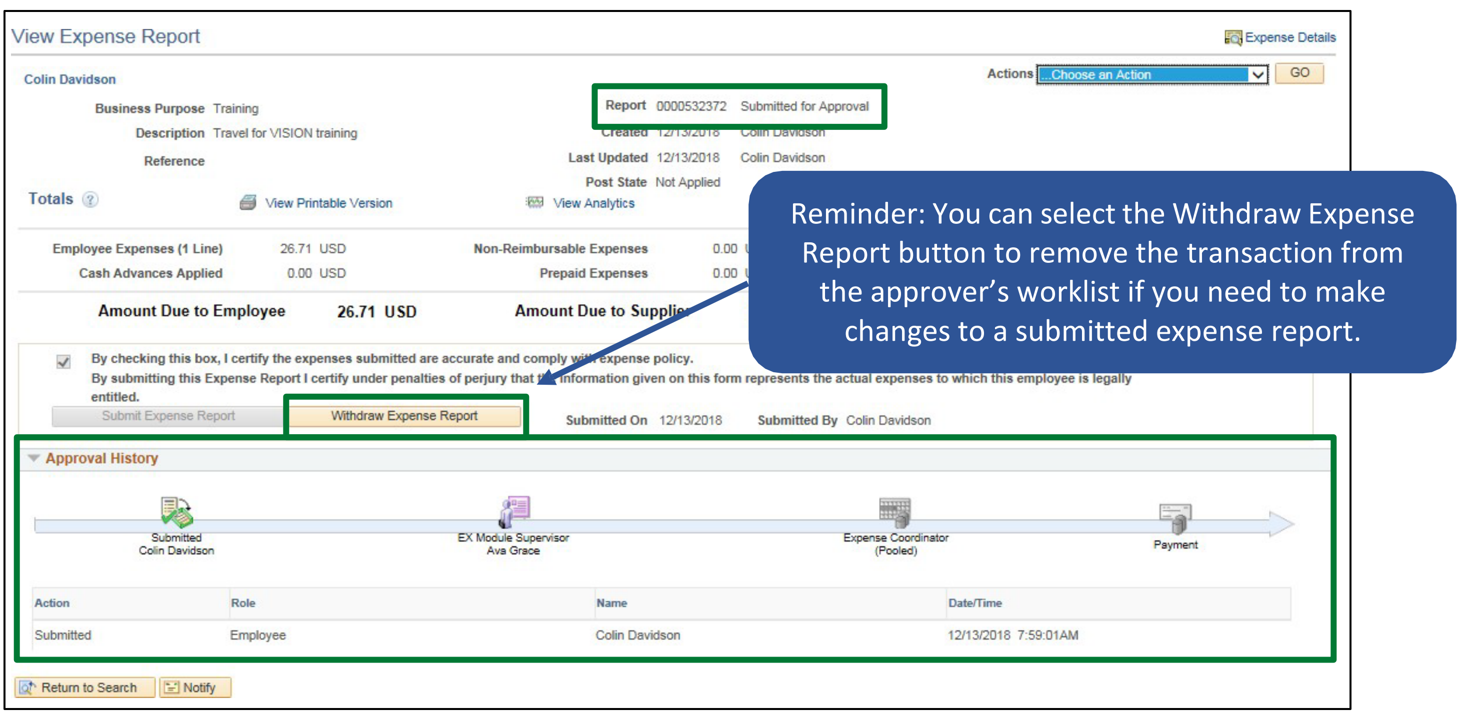
Click the **OK** button.

The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.



Click the **Refresh Approval Status** button.

The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to' Submitted for Approval'.



Start Expense Report from a Travel Authorization

Situations when this function is used: When a Travel Authorization was created for a trip, the report must be started from the Travel Authorization.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

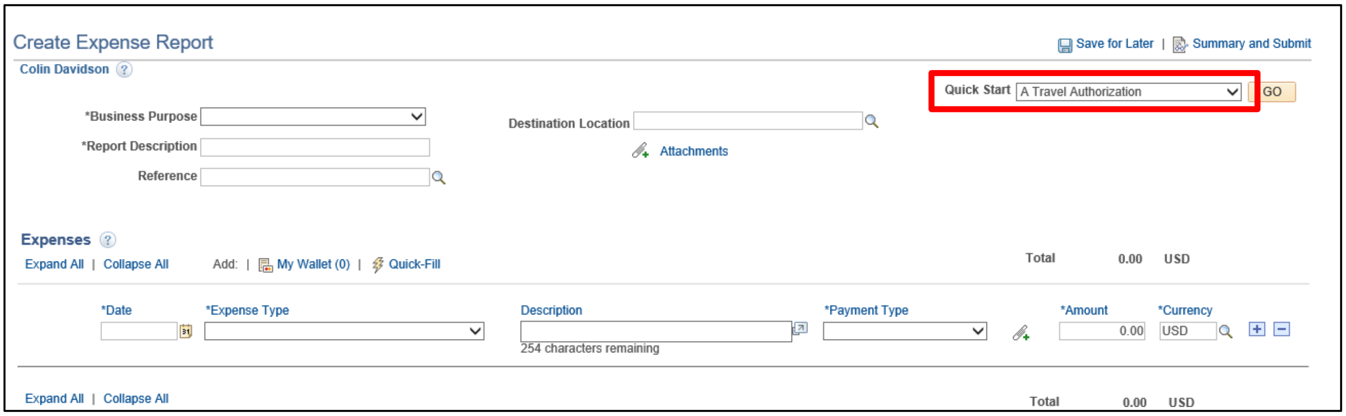
The **Expense Report – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

Click the **Add** button.

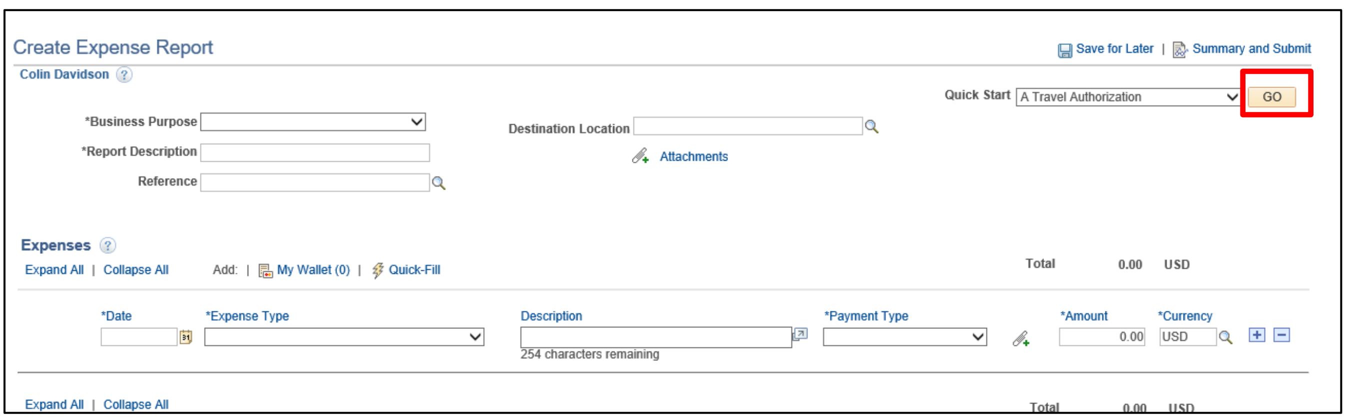
Note: In the event you have an approved travel authorization, the following message box displays as a reminder.

Click the **OK** button.

The **Create Expense Report – Details** page displays

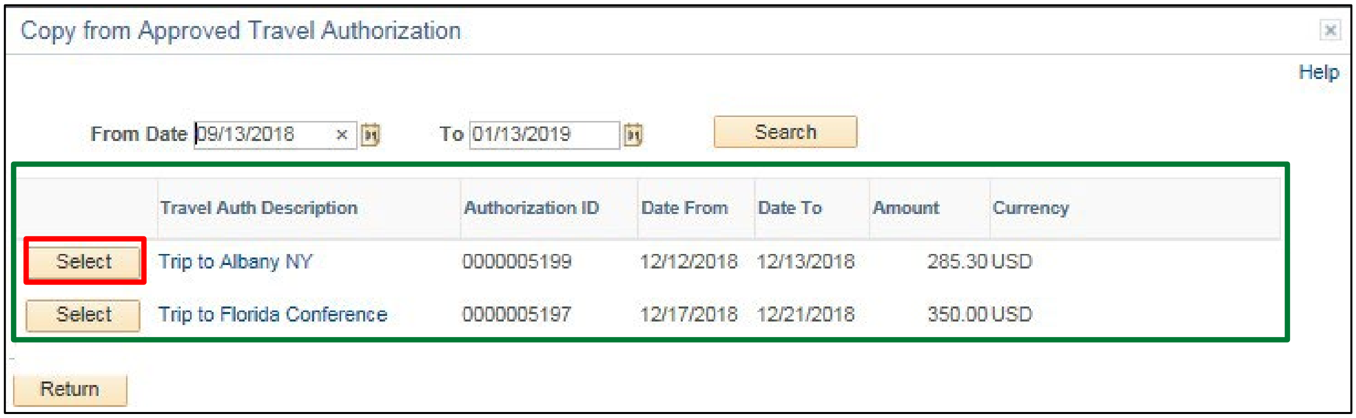


Select **A Travel Authorization** from the Quick Start drop-down list.



Click the **GO** button.

The **Copy from Approved Travel Authorization** page displays a list of travel authorizations for the employee for the specified date range.



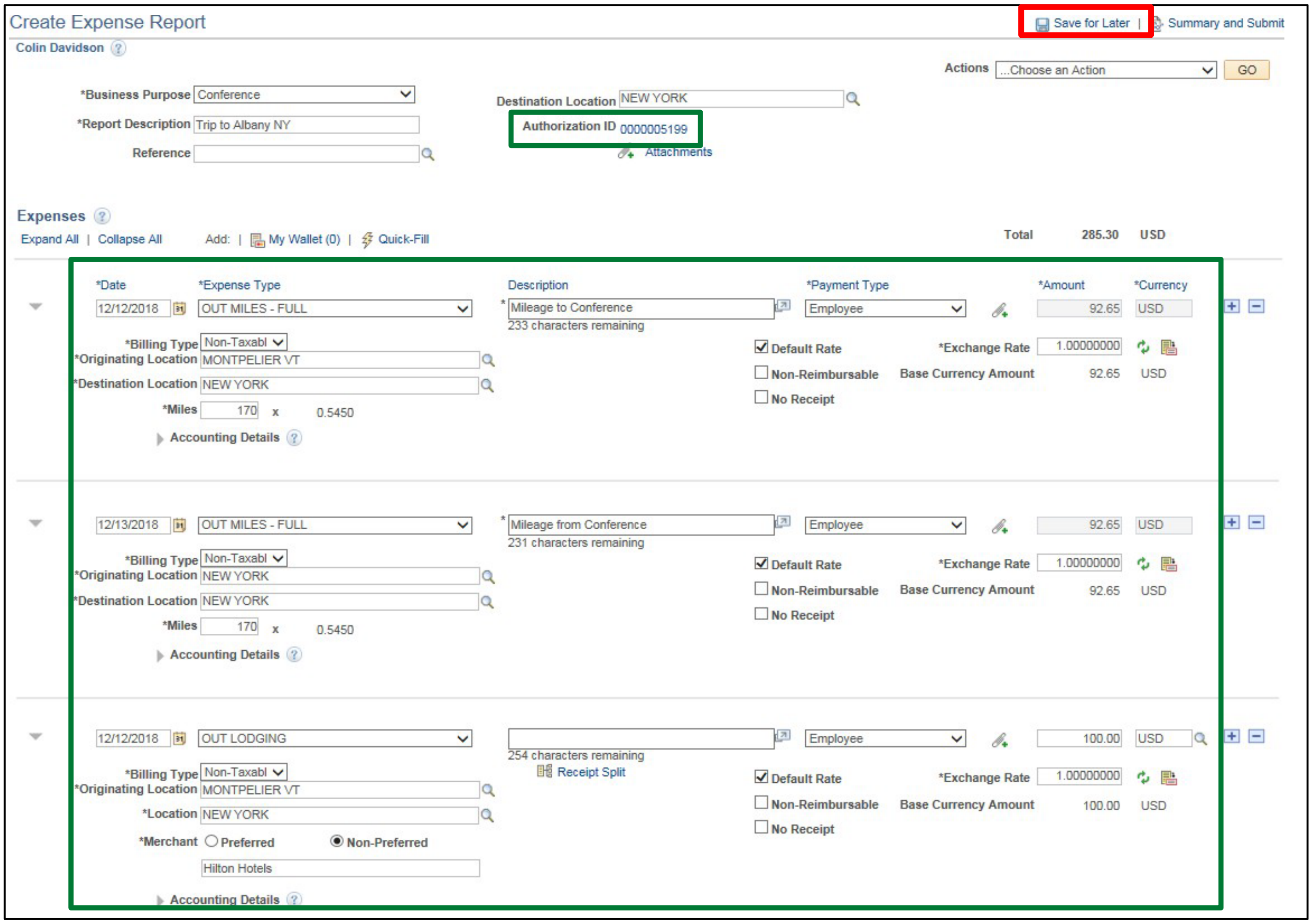
Note: If you don't see the travel authorization you are looking for, it might be necessary to adjust the date range to include the authorization.

Click **Select** button for the travel authorization you wish to use for the expense report.

Note: In the event there is a cash advance associated with the travel authorization, the following message box displays as a reminder.

Click the **OK** button.

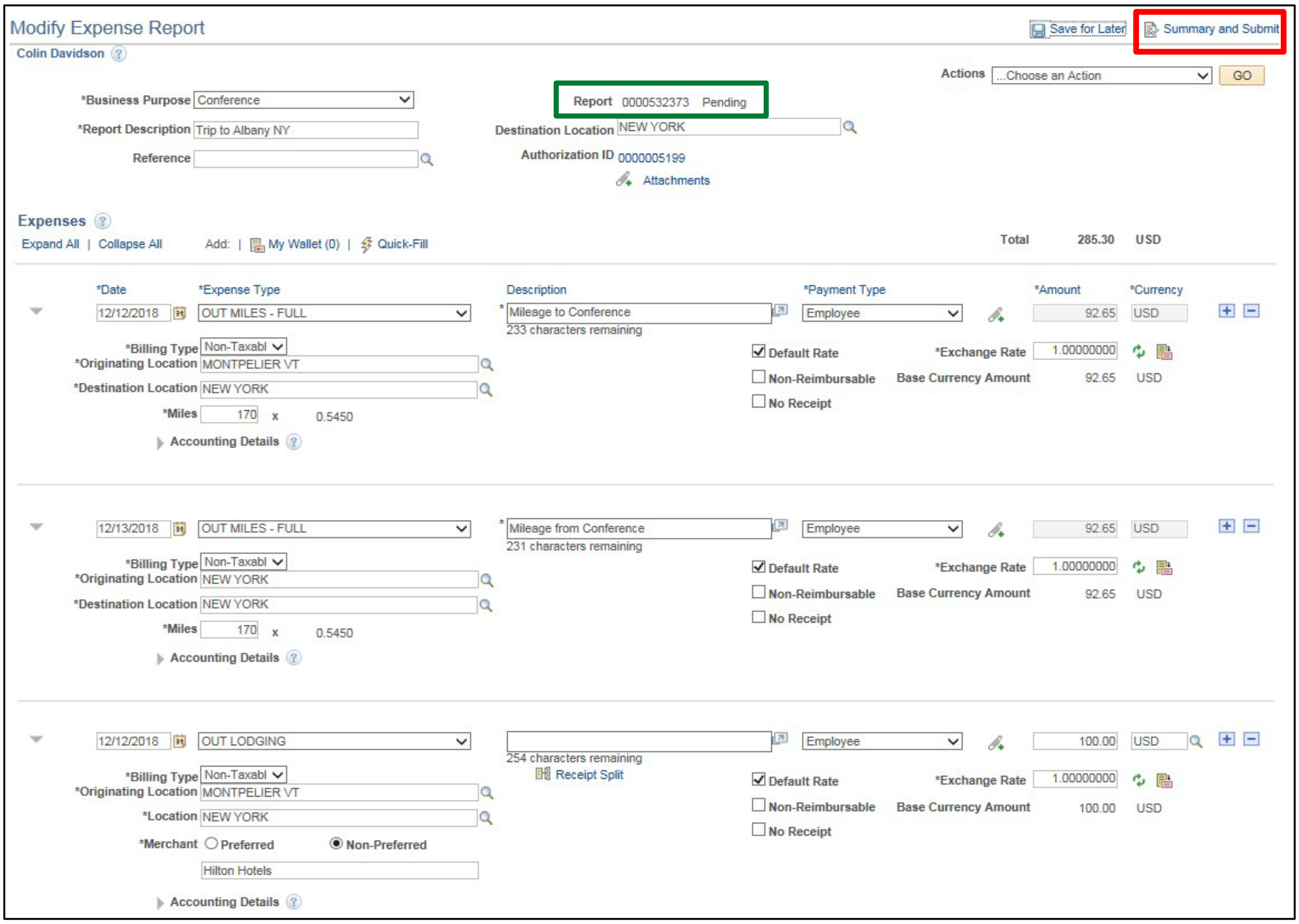
The **Create Expense Report – Details** page displays. The expense report is populated with the data from the travel authorization and the Authorization ID displays.



Make the necessary changes to reflect the current expenses and attach any required receipts.

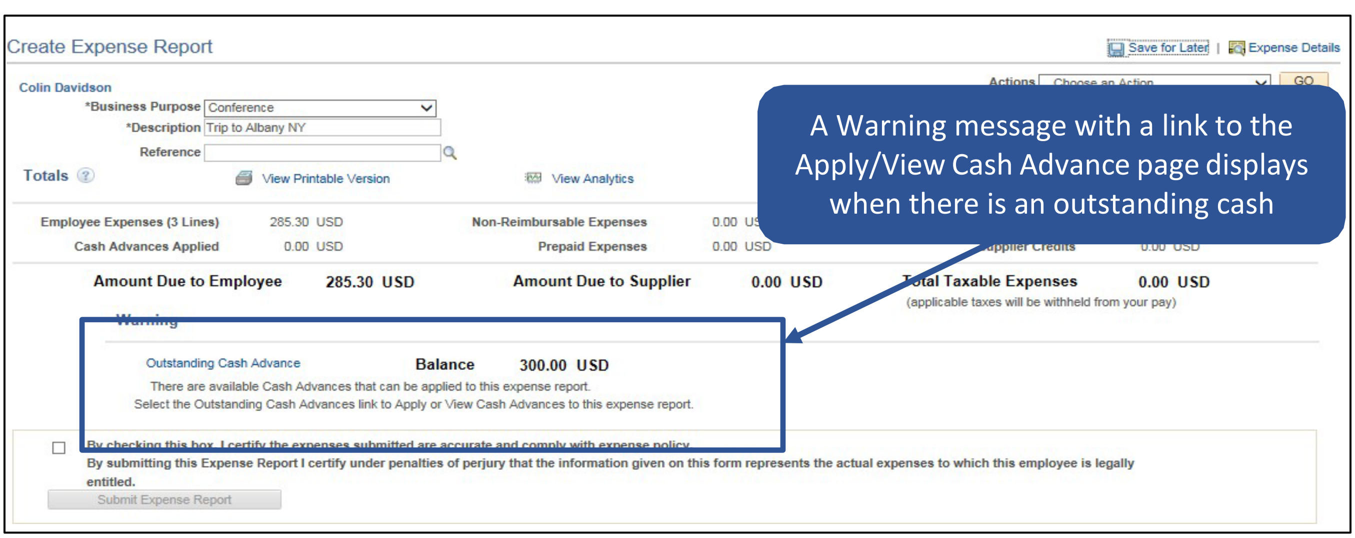
Click the **Save for Later** link.

The **Modify Expense Report – Details** page displays, and the Report ID is assigned.



Click the **Summary and Submit** link.

The **Create Expense Report – Submit** page displays.



Add a Travel Authorization to an Existing Expense Report

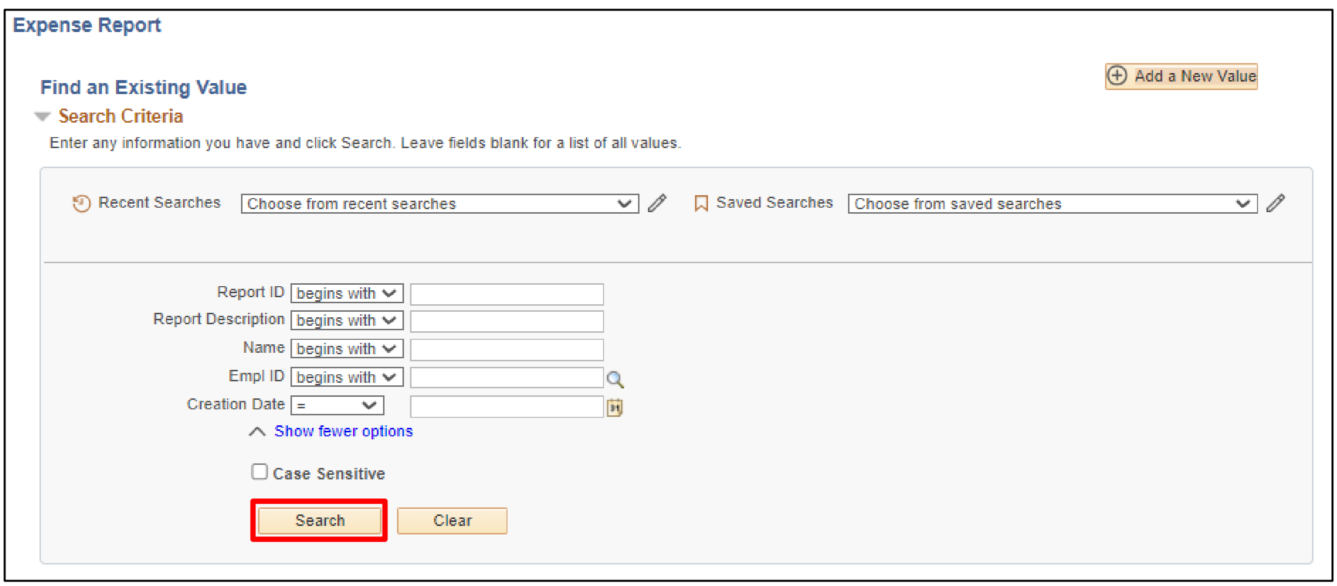
Situations when this function is used: The travel authorization needs to be linked to an expense report after the report has been created.

Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

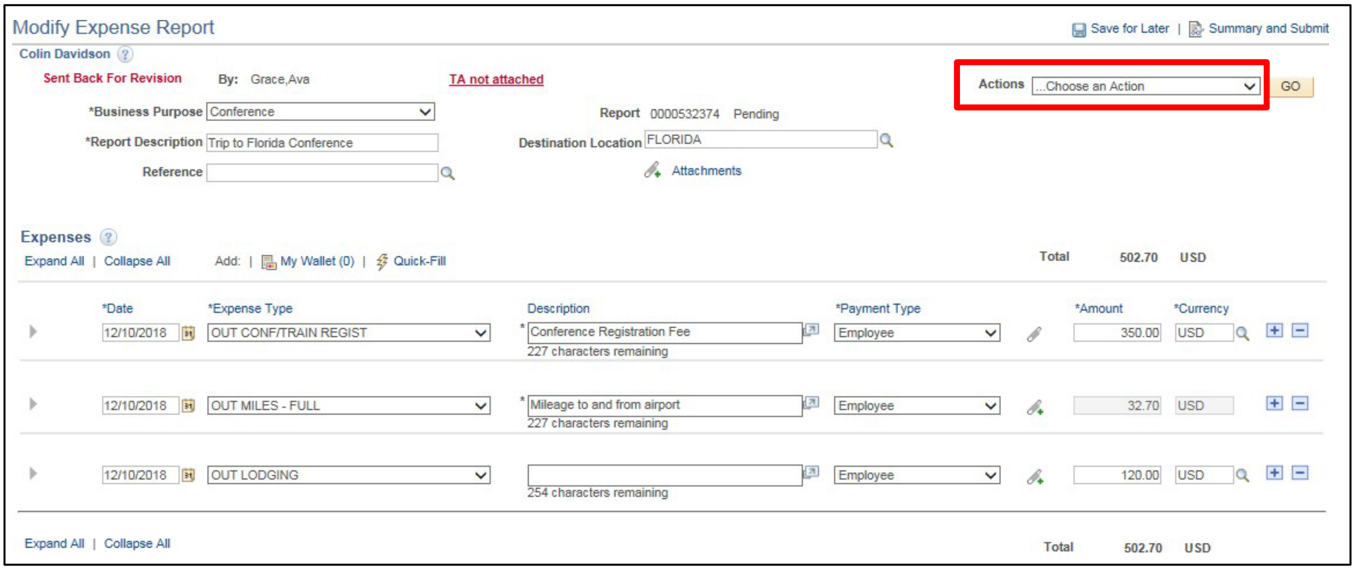
Click the **Find an Existing Value** button.

The **Expense Report – Find an Existing Value** page displays in the work area and the Empl ID automatically defaults.

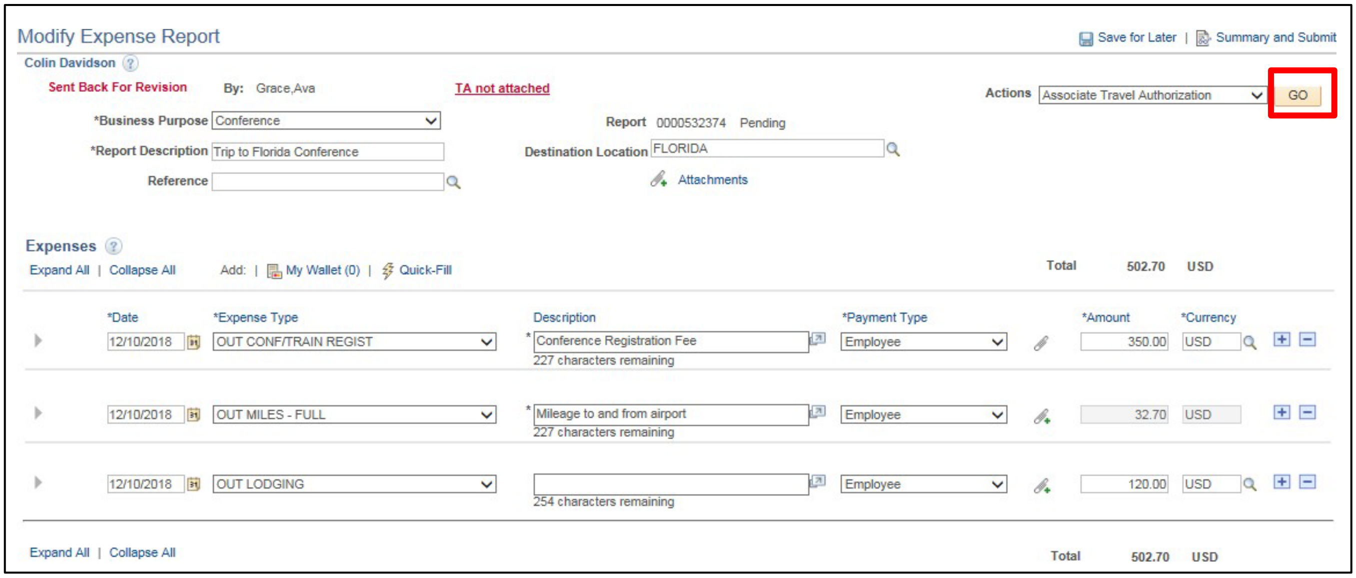


Click the **Search** button.

Clicking the Search button will list all expense reports in a pending status or if there is only one, the Modify Expense Report - Details page will display.

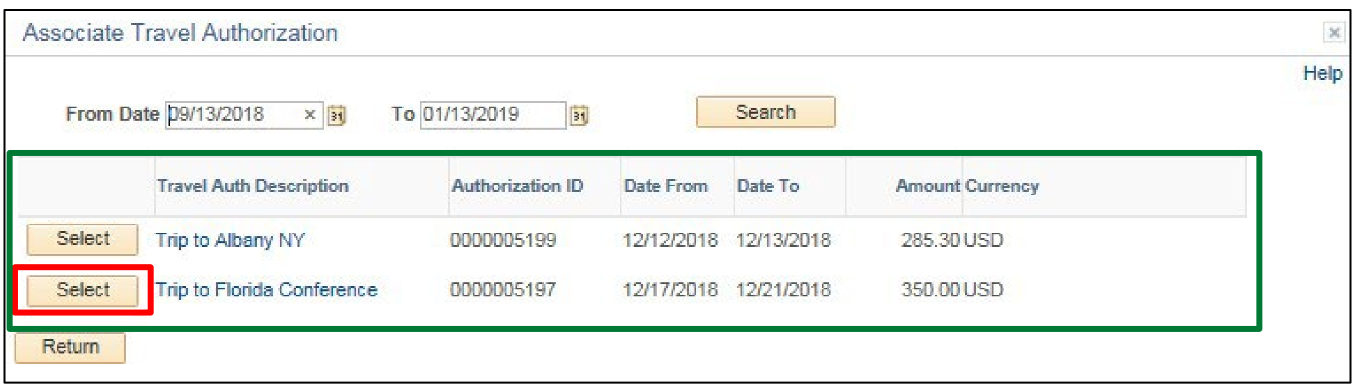


Select **Associate Travel Authorization** from the Actions drop-down list.



Click the **GO** button.

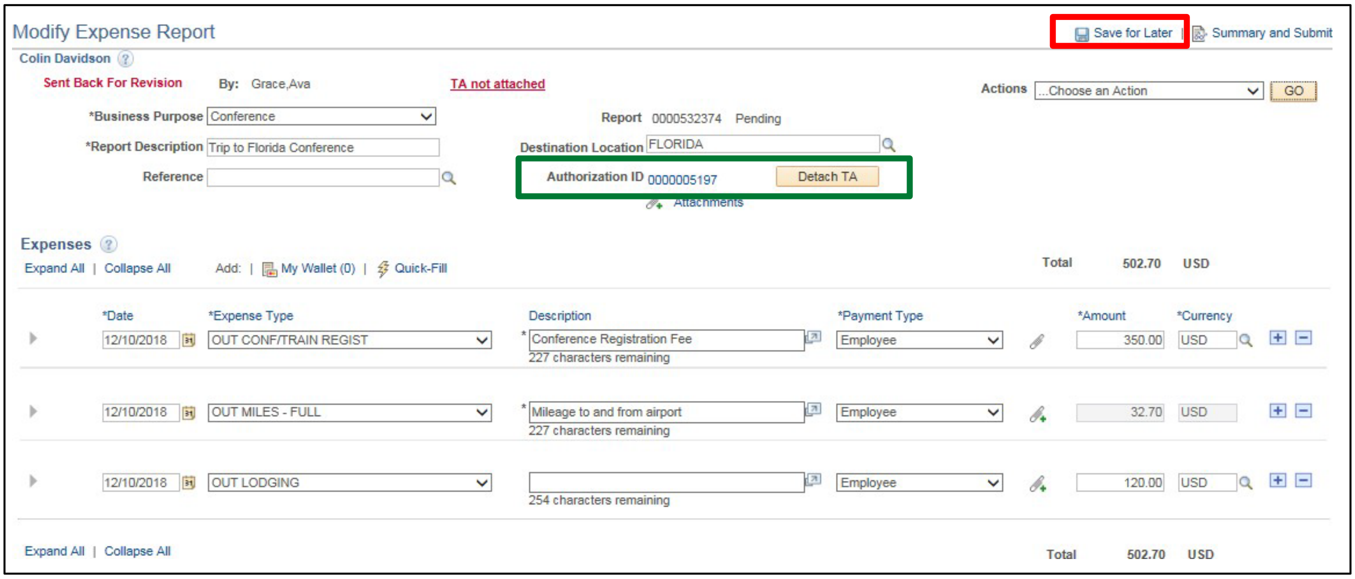
The **Associate Travel Authorization** page displays a list of travel authorizations for the employee for the specified date range.



Note: If you don't see the travel authorization you are looking for, it might be necessary to adjust the date range to include the authorization.

Click **Select** button for the travel authorization you wish to link to the expense report.

The **Modify Expense Report – Details** page displays with the Authorization ID and Detach TA button.



Make the necessary changes to reflect the current expenses and attach any required receipts.

Click the **Save for Later** link.

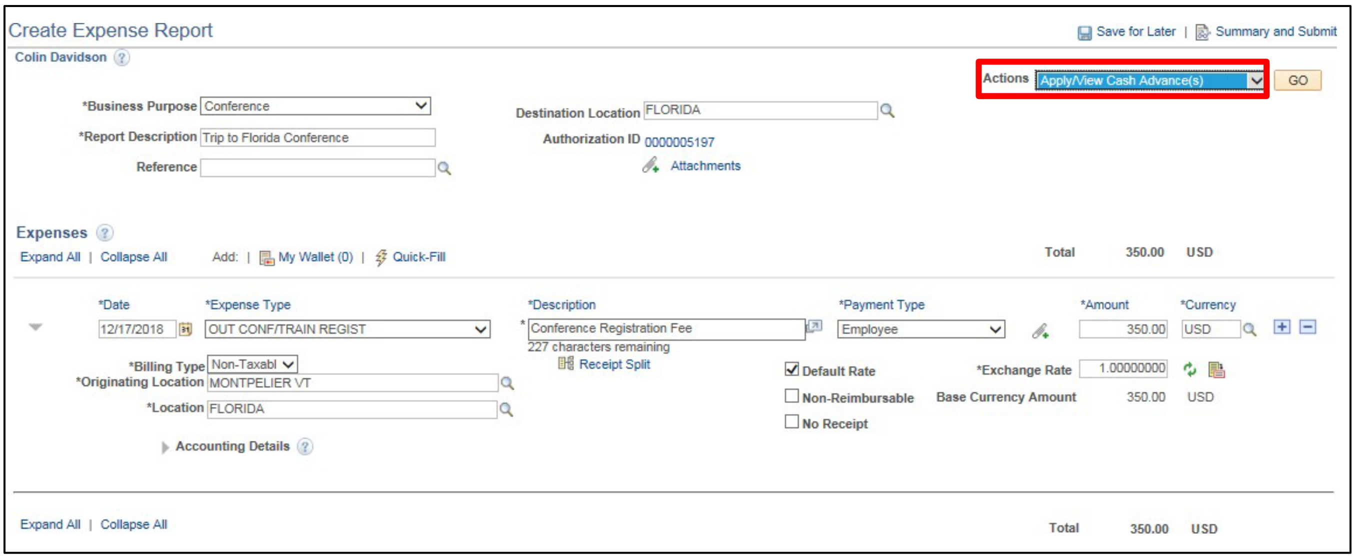
Apply a Cash Advance

Situations when this function is used: An outstanding cash advance needs to be applied to an expense report.

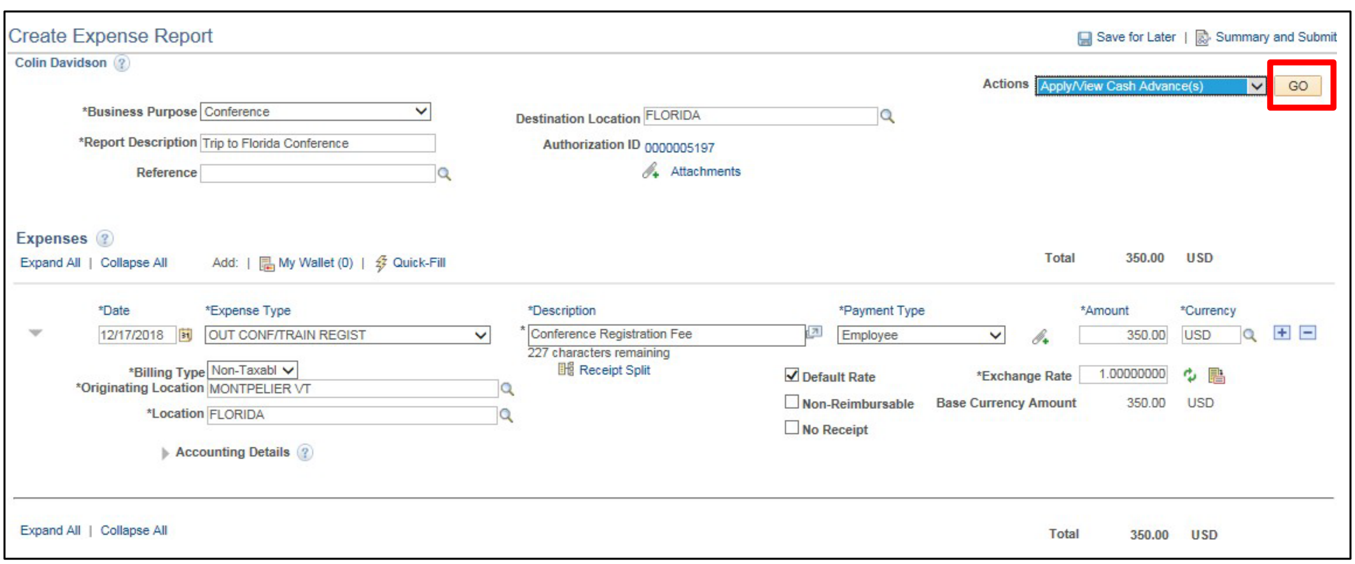
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Note: You can apply an advance from the Create Expense Report – Details page or the Modify Expense Report Details page.

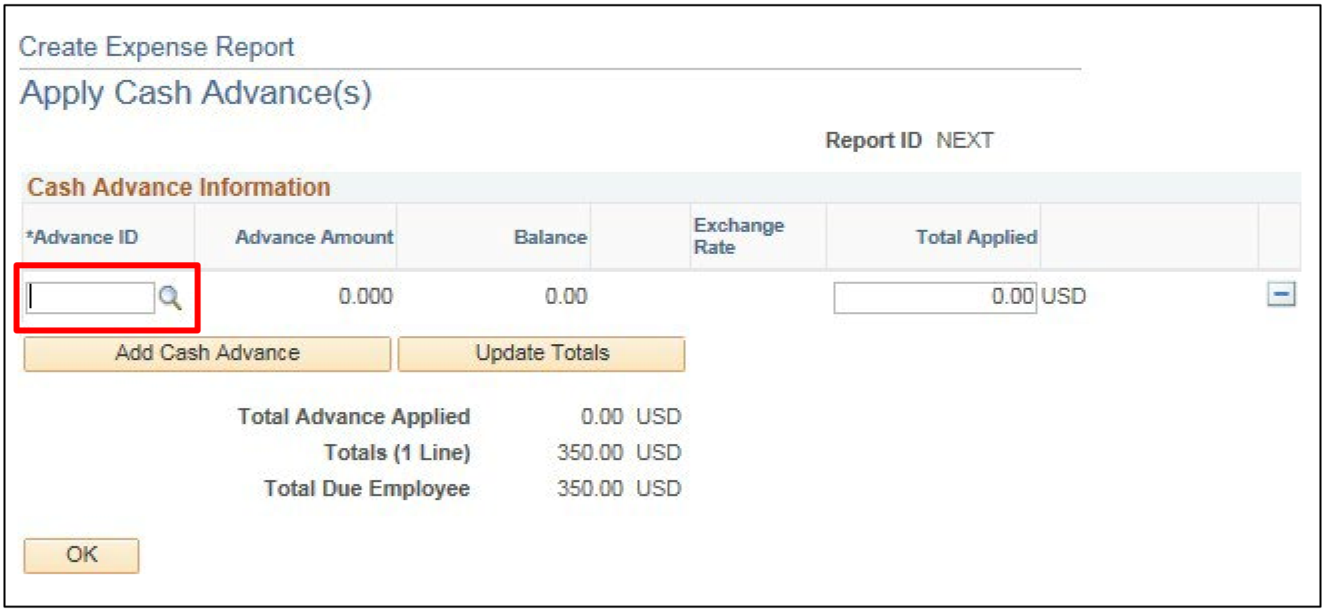


Select **Apply/View Cash Advance(s)** from the Actions drop-down list.



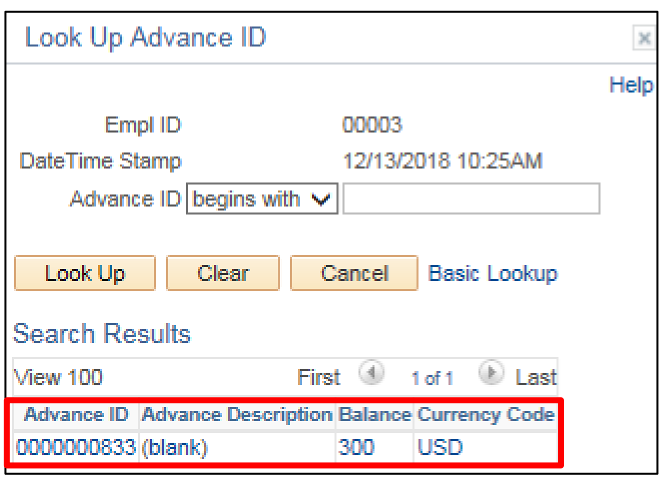
Click the **GO** button.

The **Apply Cash Advance(s)** page displays.



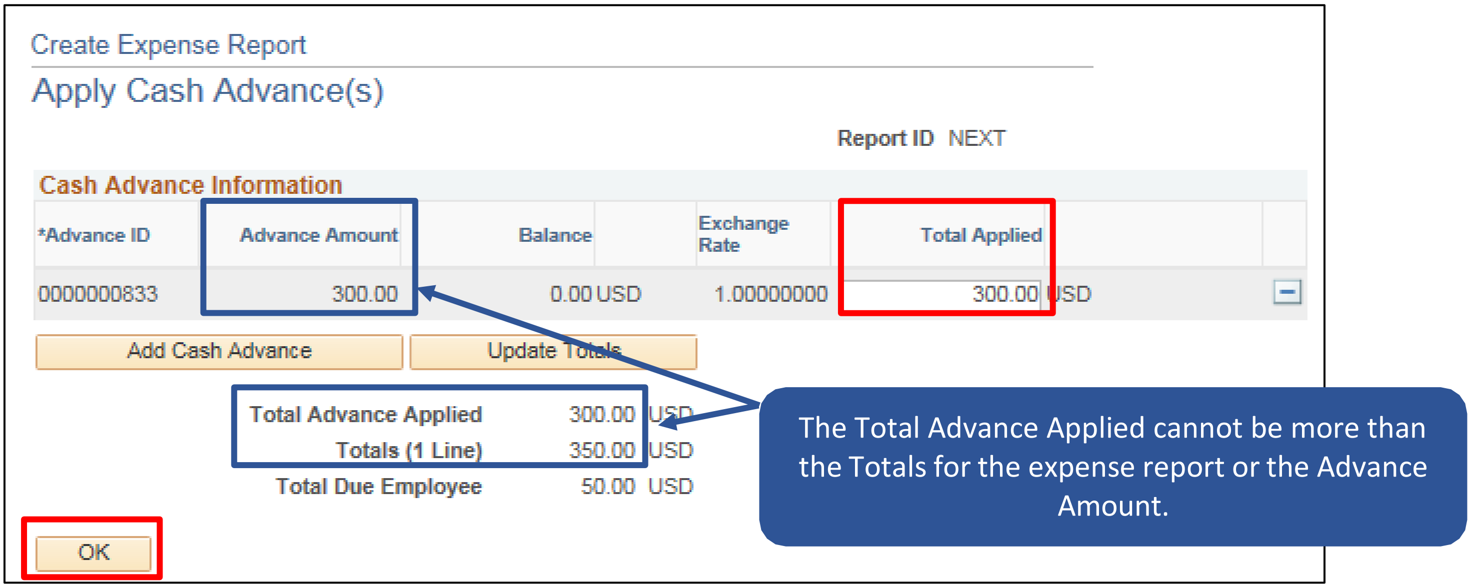
Click the **Look up Advance ID** icon.

The **Look Up Advance ID** page displays the outstanding advances for the employee.



Select the **Cash Advance** link that was created from the travel authorization that was populated to the expense report.

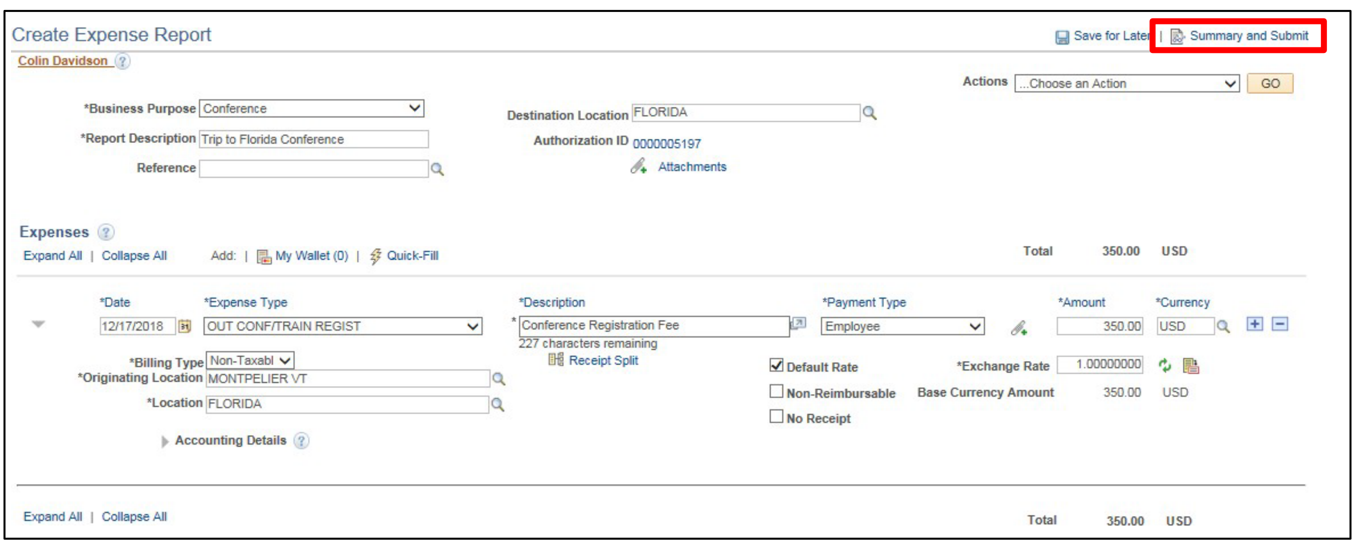
The **Apply Cash Advance(s)** page displays with the advance amount, the amount applied and any remaining advance balance.



To apply a lower amount, enter that amount in the **Total Applied** field.

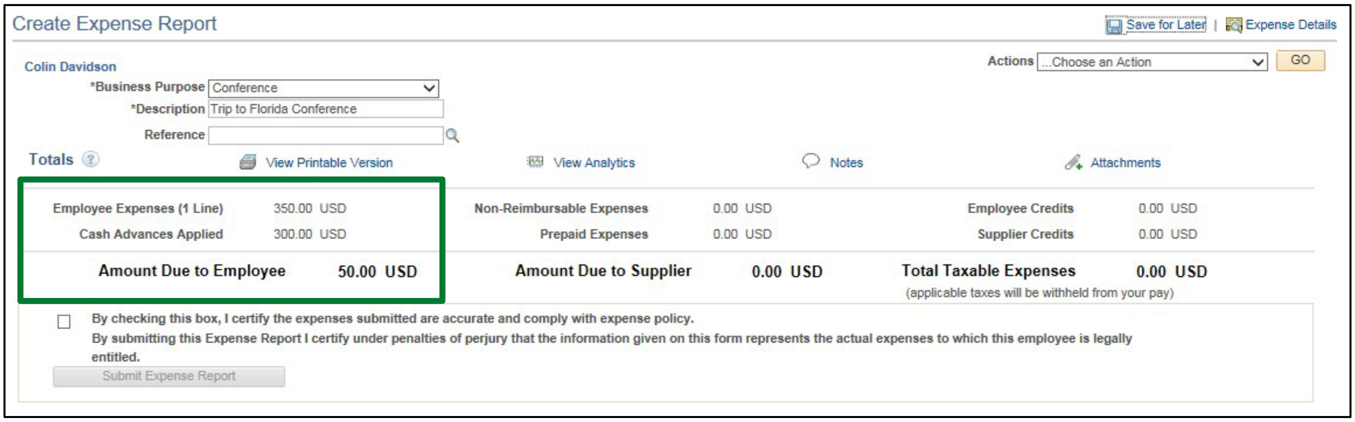
Note: See your department Expense Coordinator if you still have a balance on the cash advance after it is applied.

Click the **OK** button.



Click the **Summary and Submit** link.

The Totals are updated to reflect the cash advance amount applied and the total that is due to the employee.



Modify an Expense Report

Situations when this function is used: An expense report can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 (http://aoa.vermont.gov/bulletins) and your department's policy regarding Expense Reports.

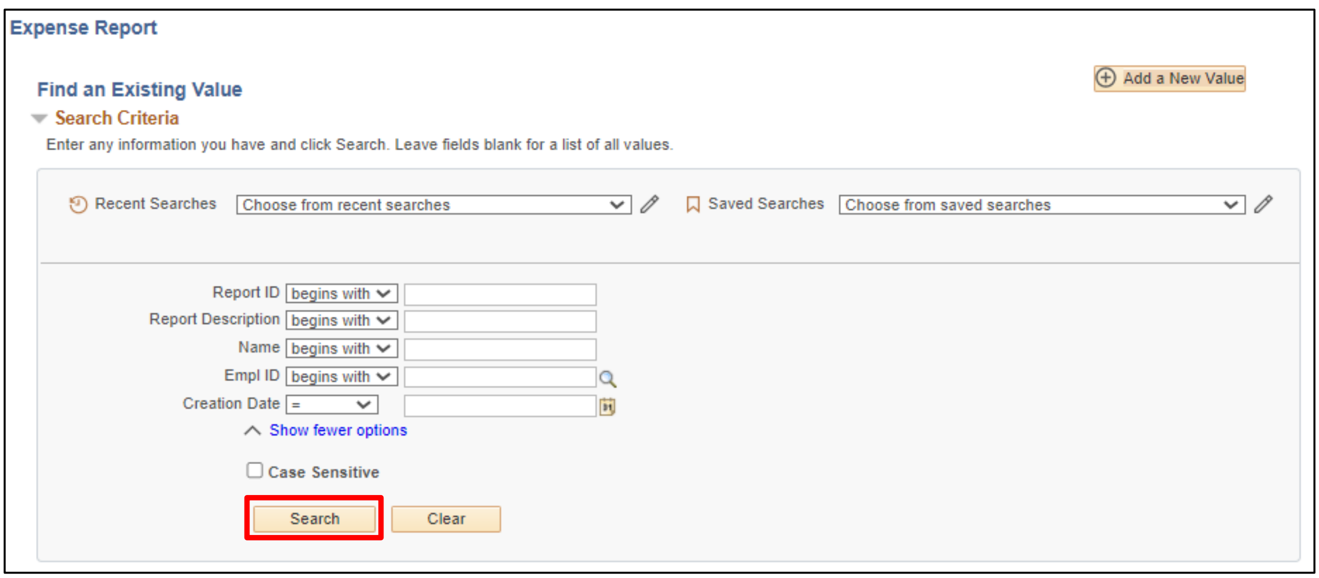
Navigation option 1: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.

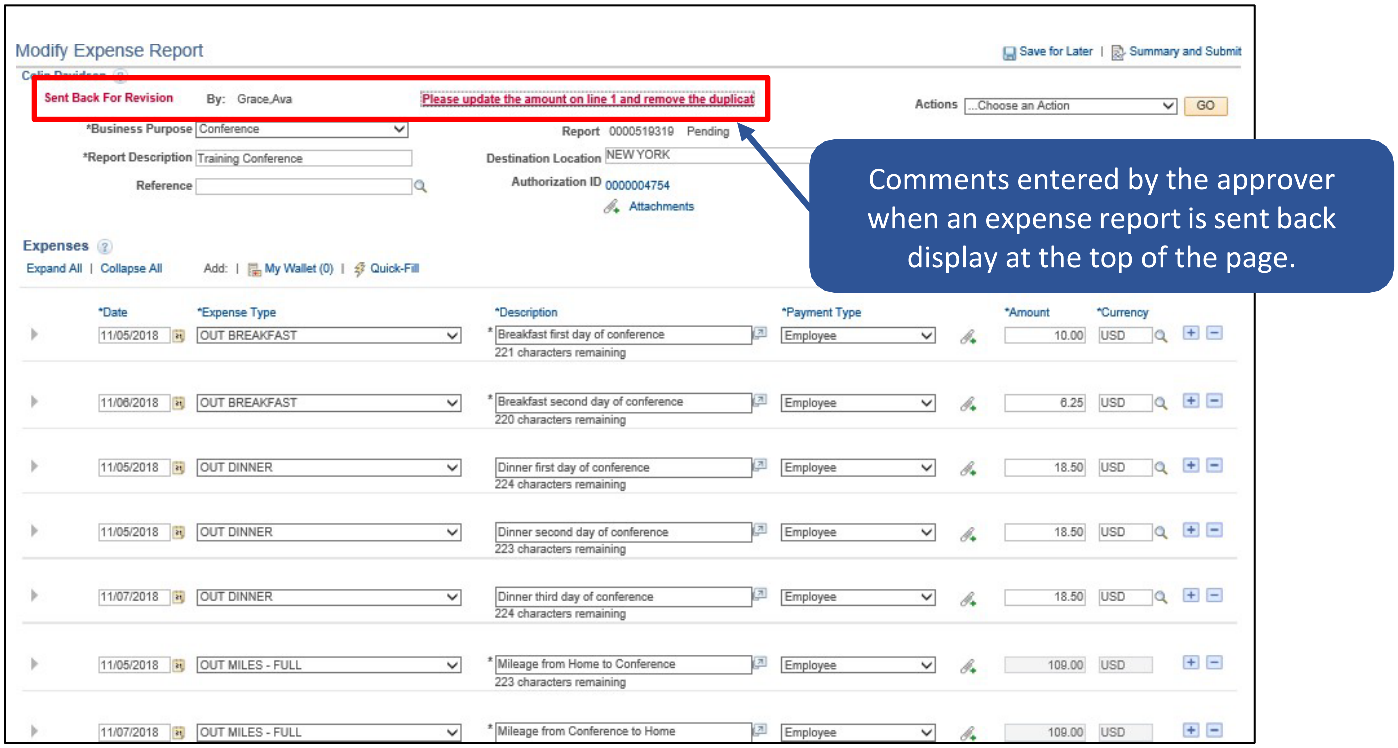
Click the **Find an Existing Value** button.

The Expense Report – Find an Existing Value page displays.



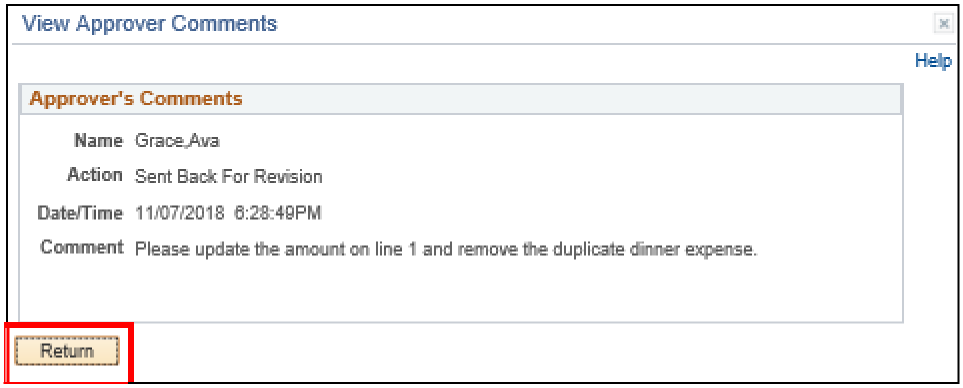
Click the **Search** button.

Clicking the Search button will list all expense reports in a pending status or if there is only one, the Modify Expense Report - Details page will display.



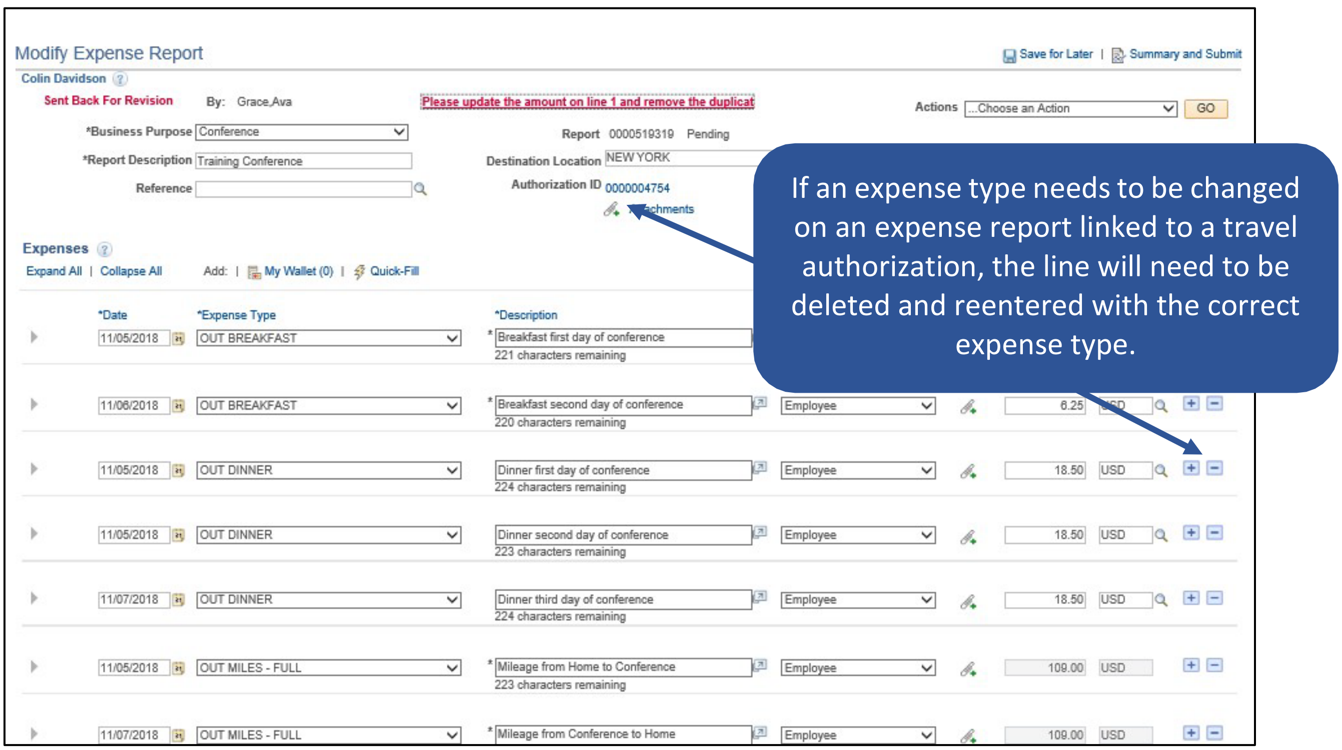
Click the **Comments** link.

The **View Approver Comments** page displays the approver's name, the date/time the transaction was sent back and the entire approver's comment.



Review the comment to see what changes need to be made to the expense report.

Click the **Return** button to return to **Modify Expense Report – Details** page.



Changes can be made to the expense report like you would if you were entering the report. The expense report information is editable. See Entering Expense Reports for more instructions.

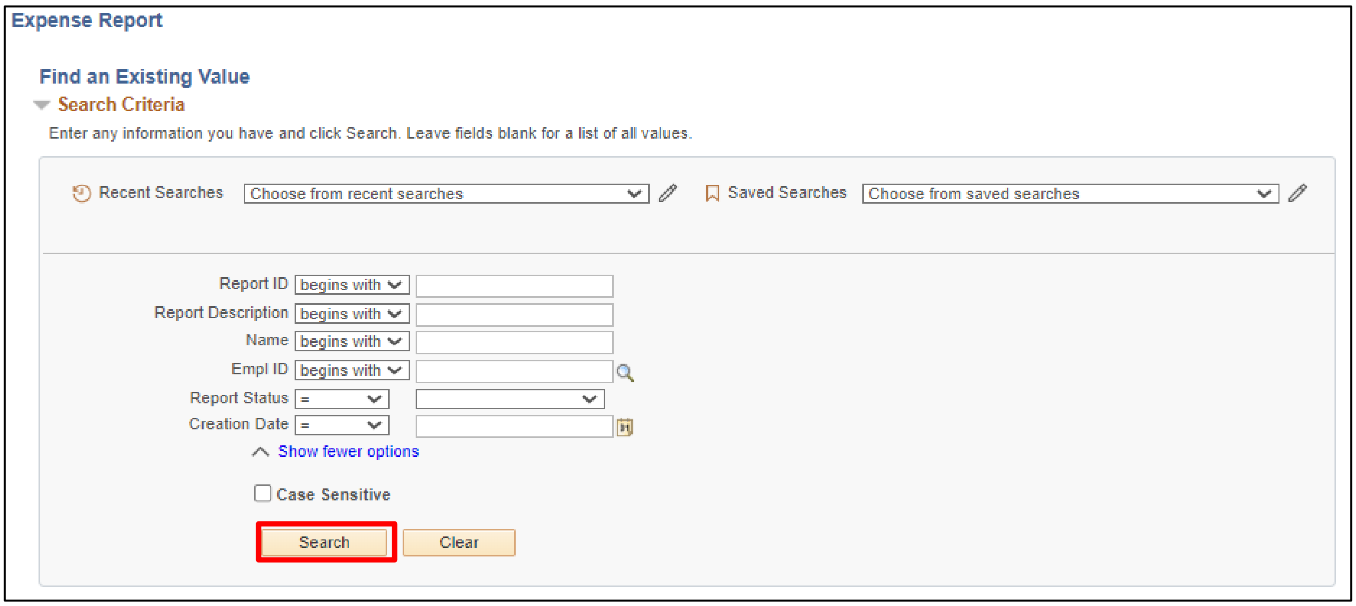
View Expense Reports

Situations when this function is used: Expense Reports are available to view in the system and it may not be necessary to print.

Navigation option 1: Home page > TE tile > Expense Reports > View Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > View

The **View Expense Report** search page displays in the work area:

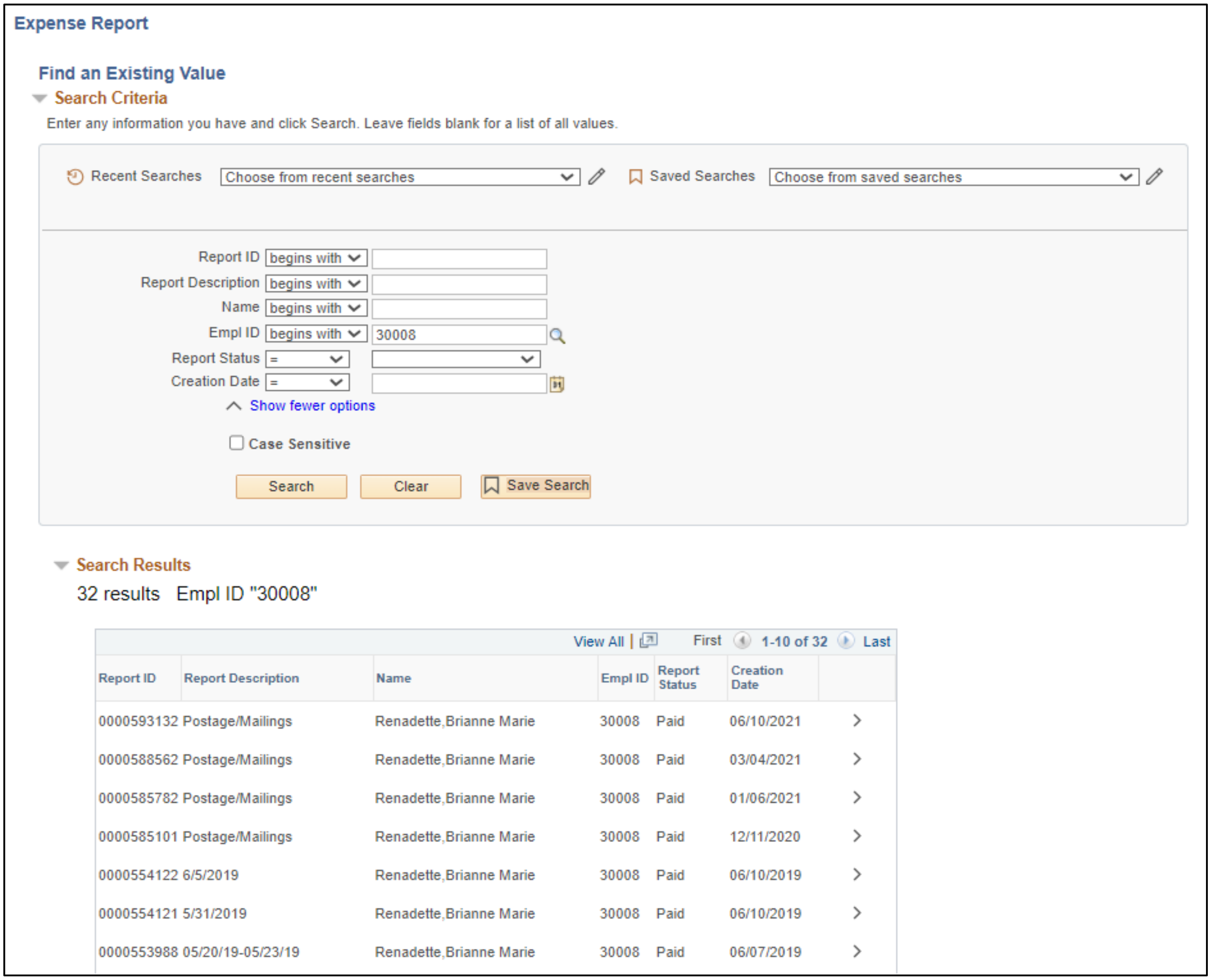


Note: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by adding additional criteria. If you know the expense report number that you want to view you can enter the number into the Report ID field.

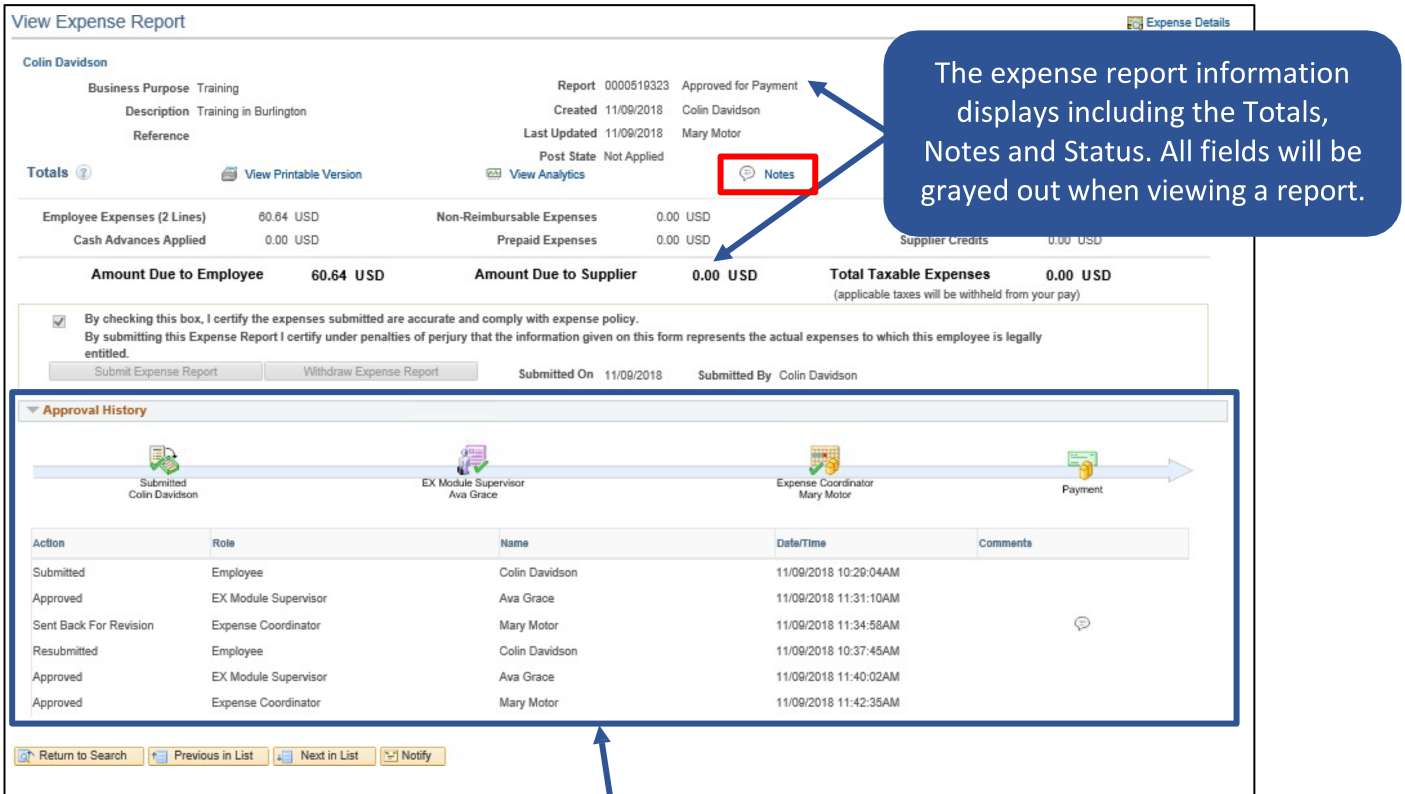
To view all Expense Reports, click the **Search** button.

A list of expense reports displays in the search results.

Select the **Report ID** link for the expense report you would like to view:



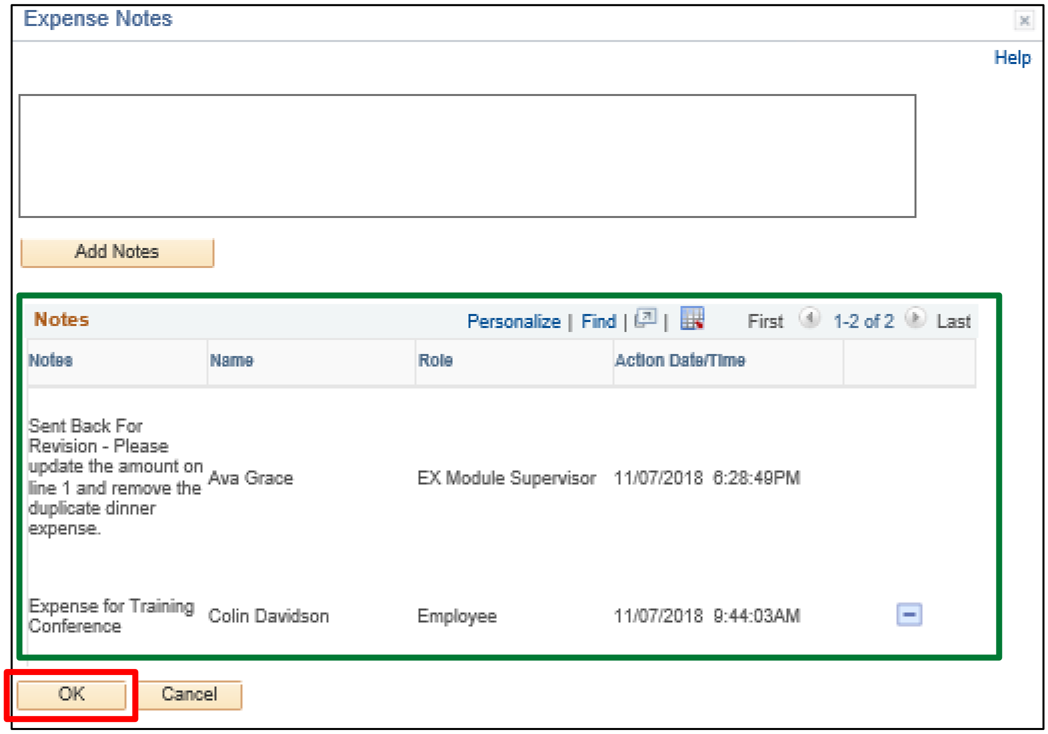
The **View Expense Report – Summary** page displays.



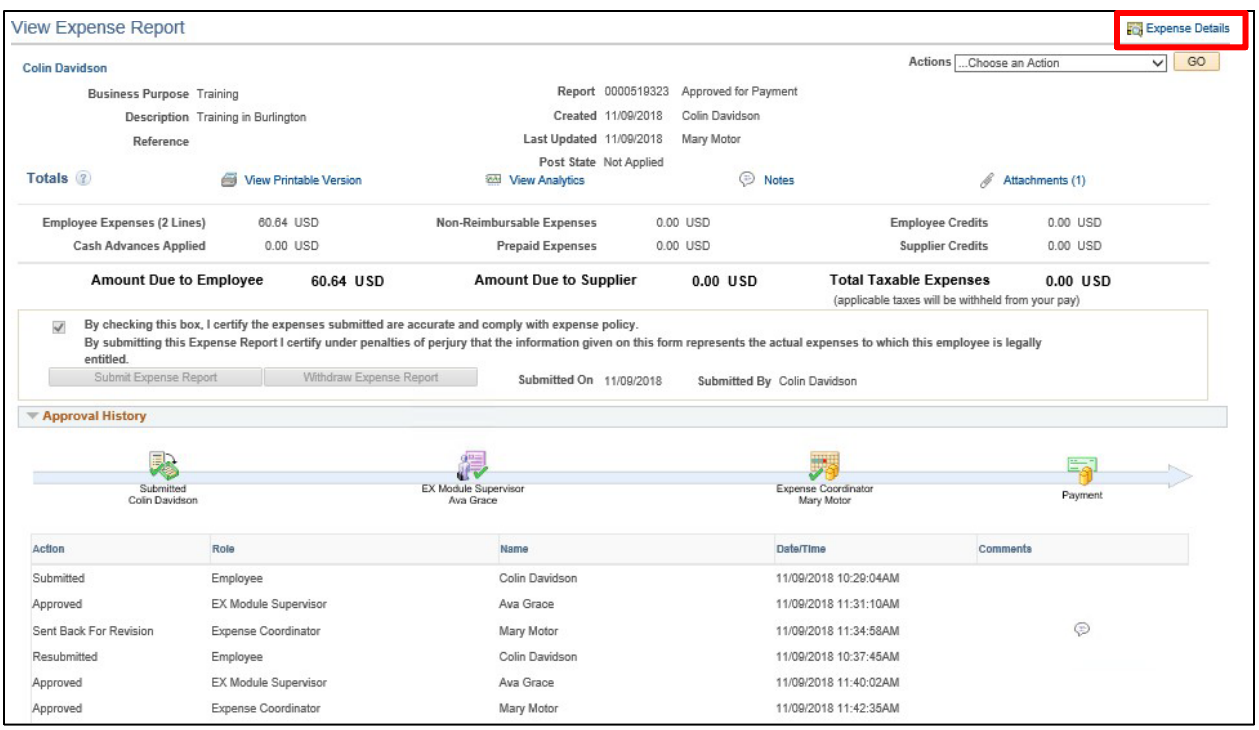
The Approval History displays the approval path and actions performed, who performed the action and the date/time the action was performed. Actions can include one or more of the following: Submitted, Approved, Sent Back for Revision, Resubmitted or Withdrawn.

Click the **Notes** link.

The **Expense Notes** page displays any comments entered by the employee and/or approver.

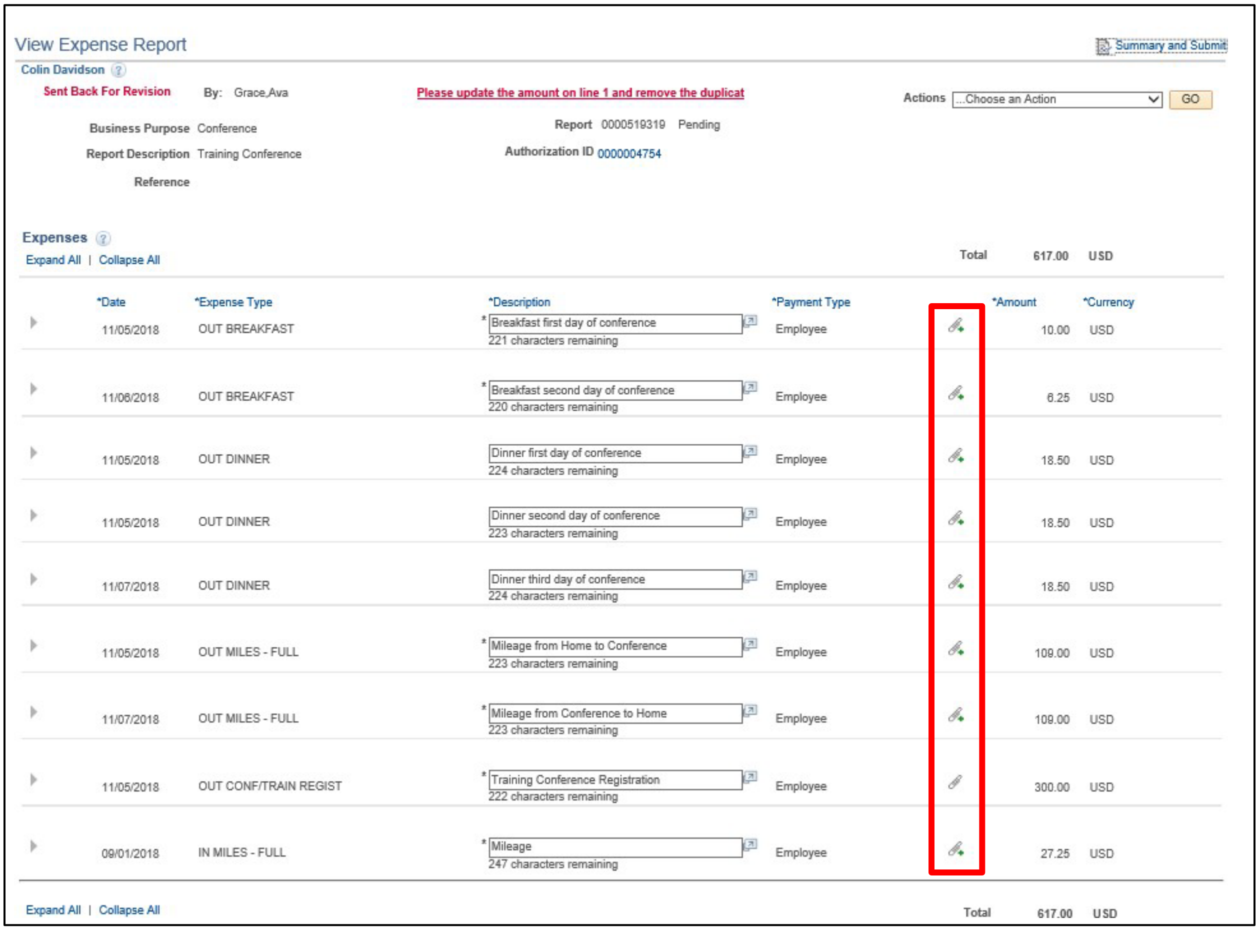


Click the **OK** button to return to the View Expense Report – Summary page.



Click the **Expense Details** link.

The **View Expense Report – Details** page displays the expense report line information.

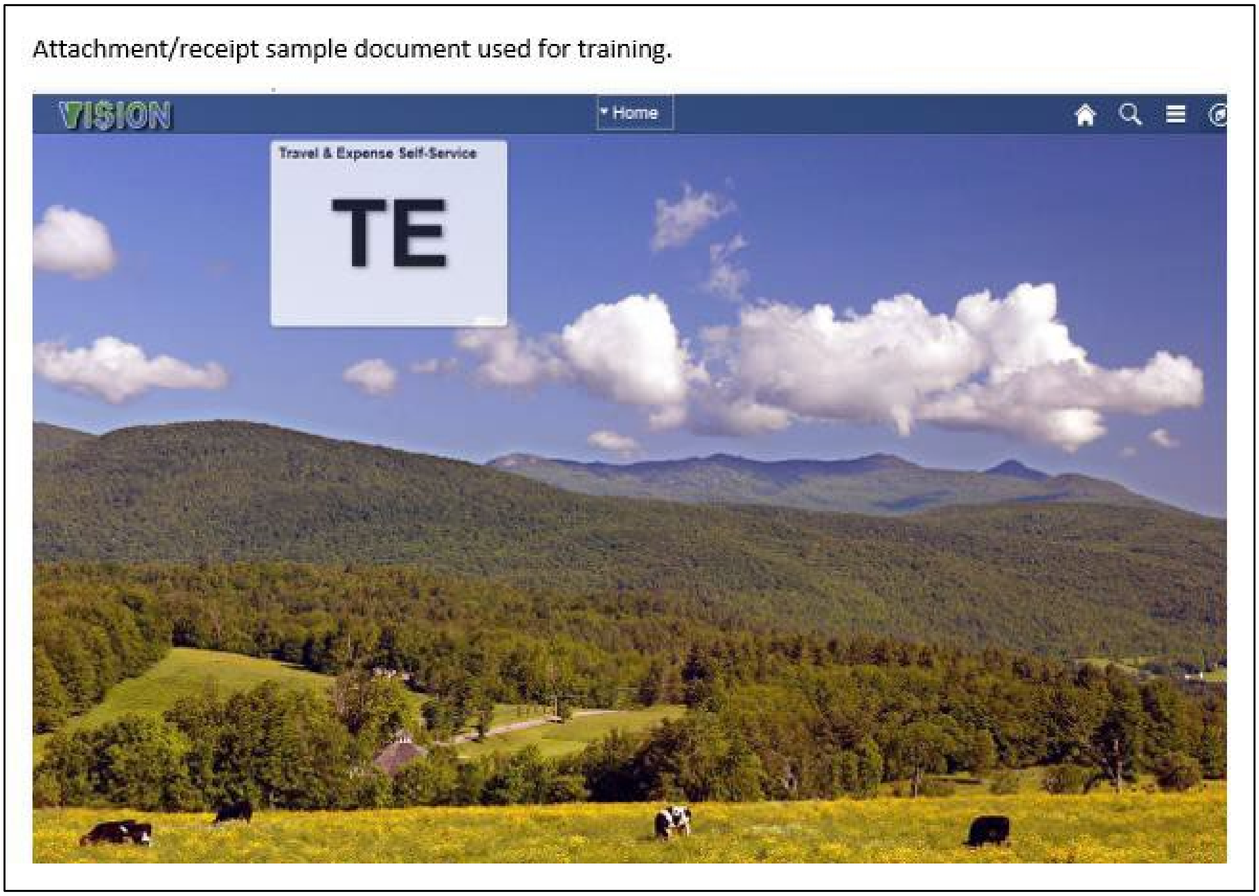


The line Attachment icon will display as when an attachment has been added to the line. The icon will display as when there is no attachment.

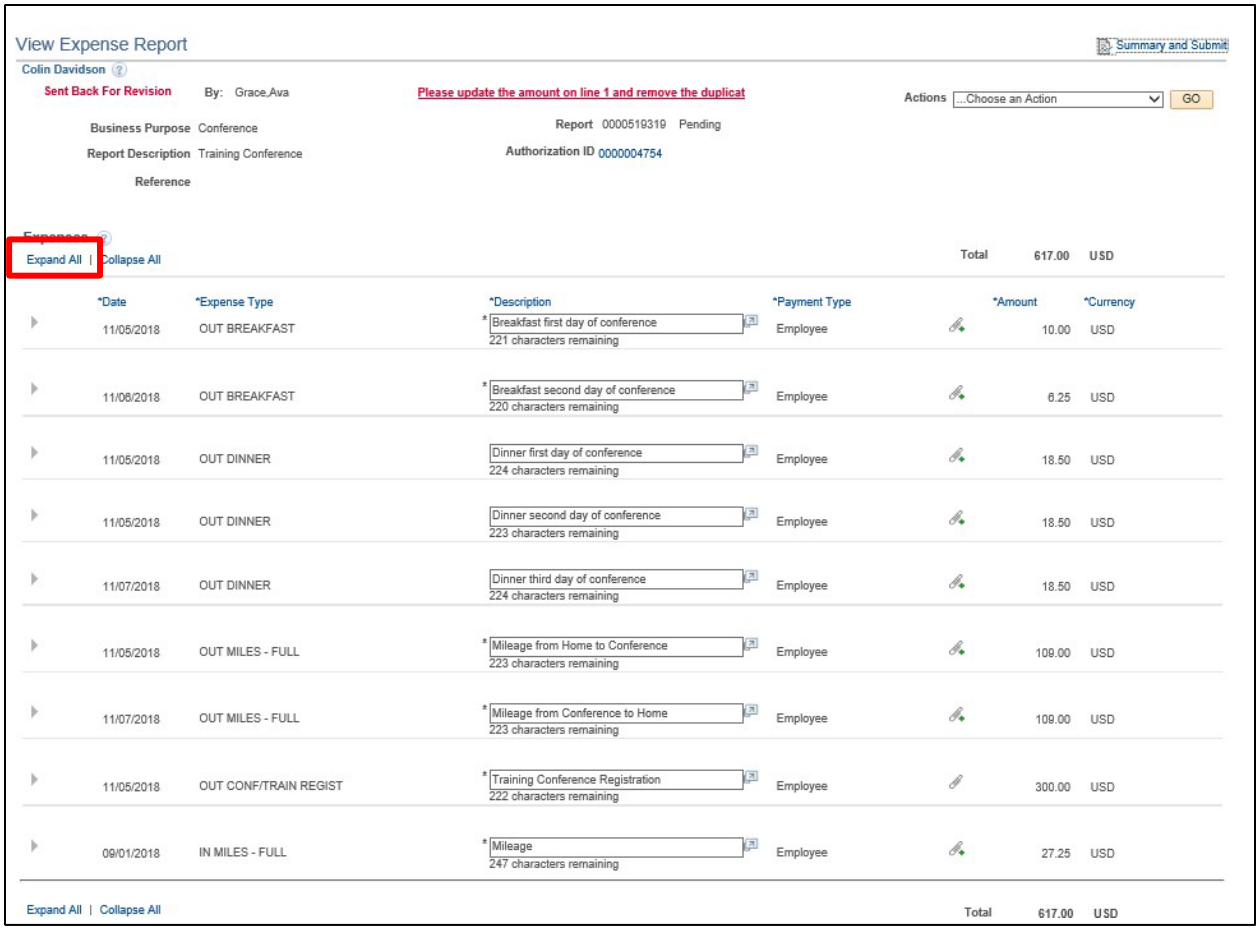
Click the line **Attachment** icon.

The **Expense Line Attachments** page displays.

Click the **File Name** link to view the attachment.

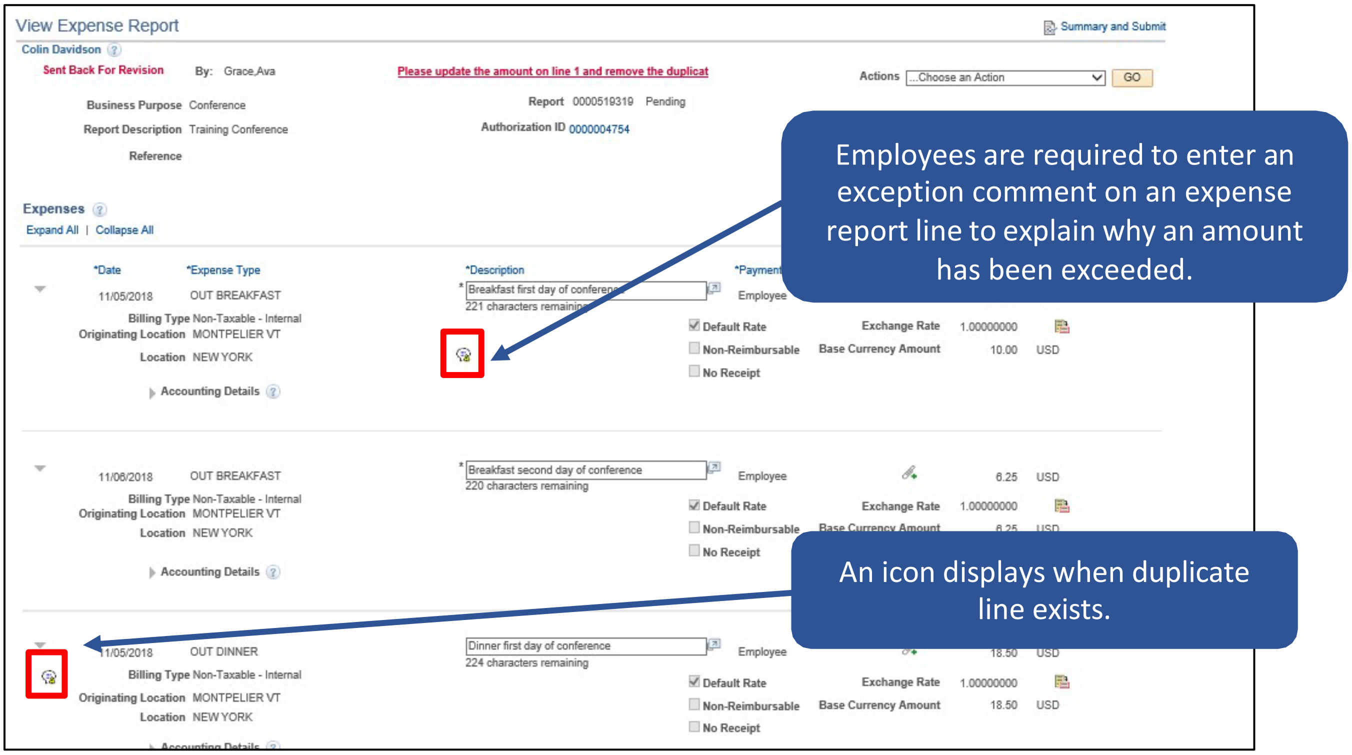


Close the attachment and click the **OK** button on the Expense Line Attachments page.



Click the **Expand All** link to display the expense line details.

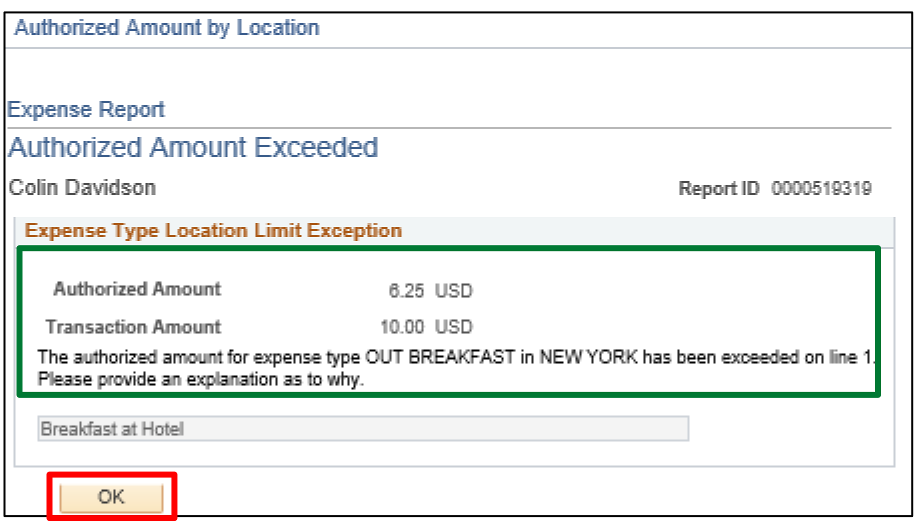
If the expense report has any exceptions, an icon will display.



Click the **Exceptions** icon.

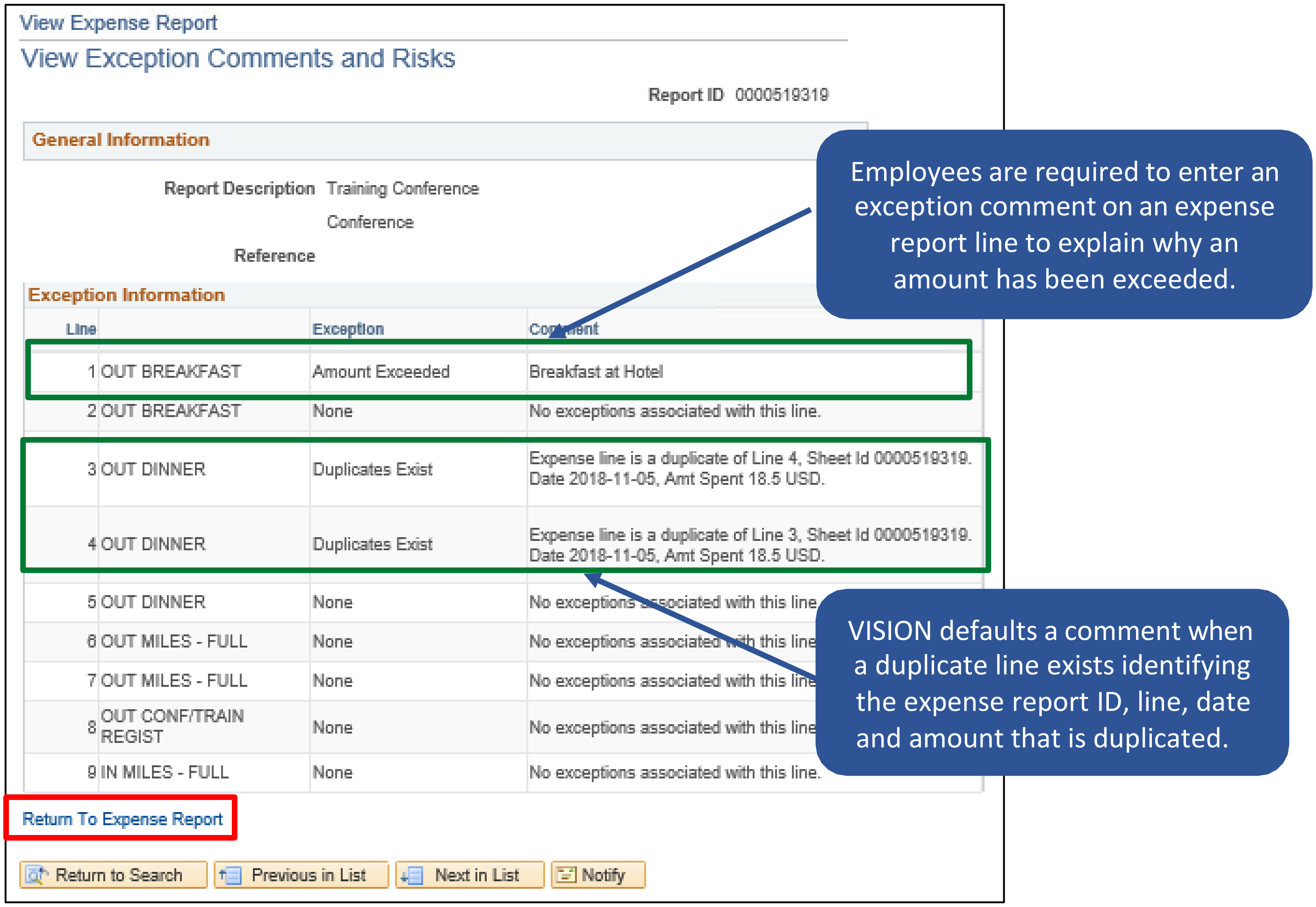
The Expense Report – Authorized Amount Exceeded page or the View Exceptions Comments and Risks page displays depending on the exception.

The Expense Report – Authorized Amount Exceeded page displays the authorized and transactions amounts and the exception comment explaining why the amount was exceeded.



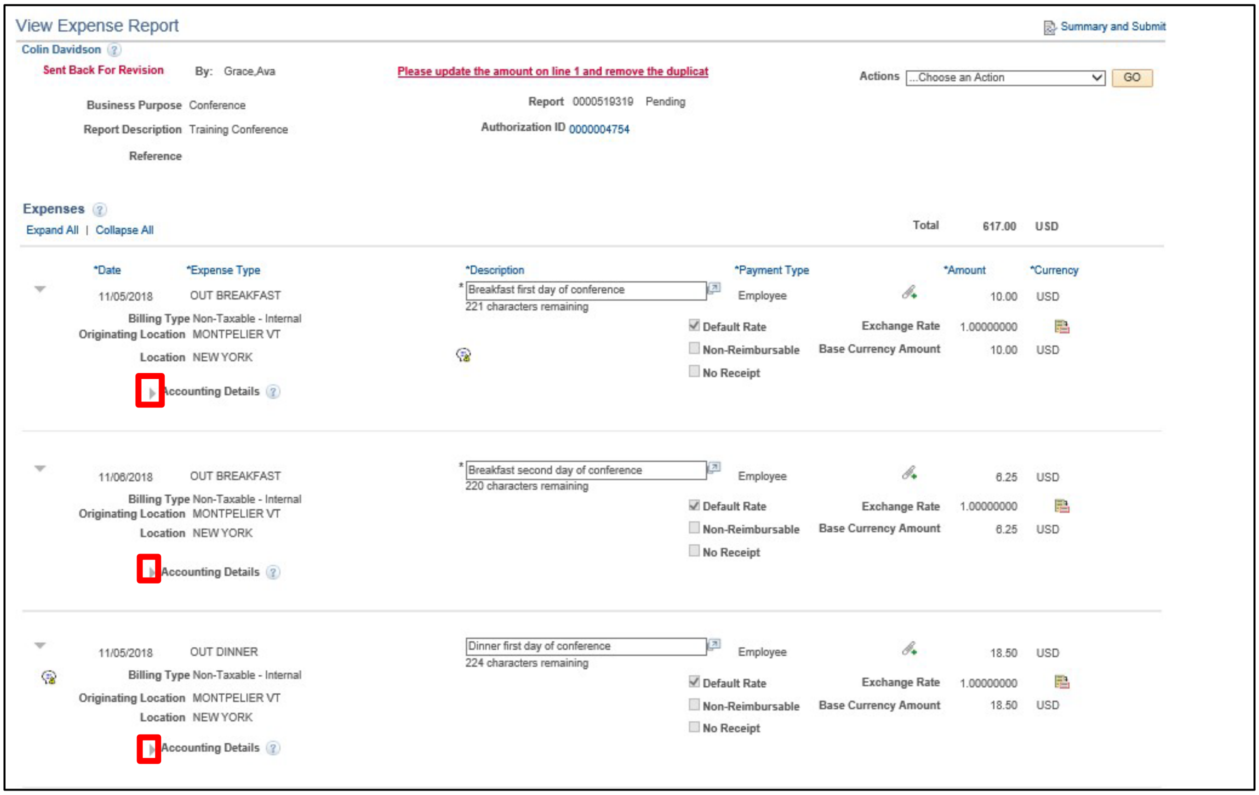
Click the **OK** button.

The View Exceptions Comments and Risks page will show all exceptions for the expense report.



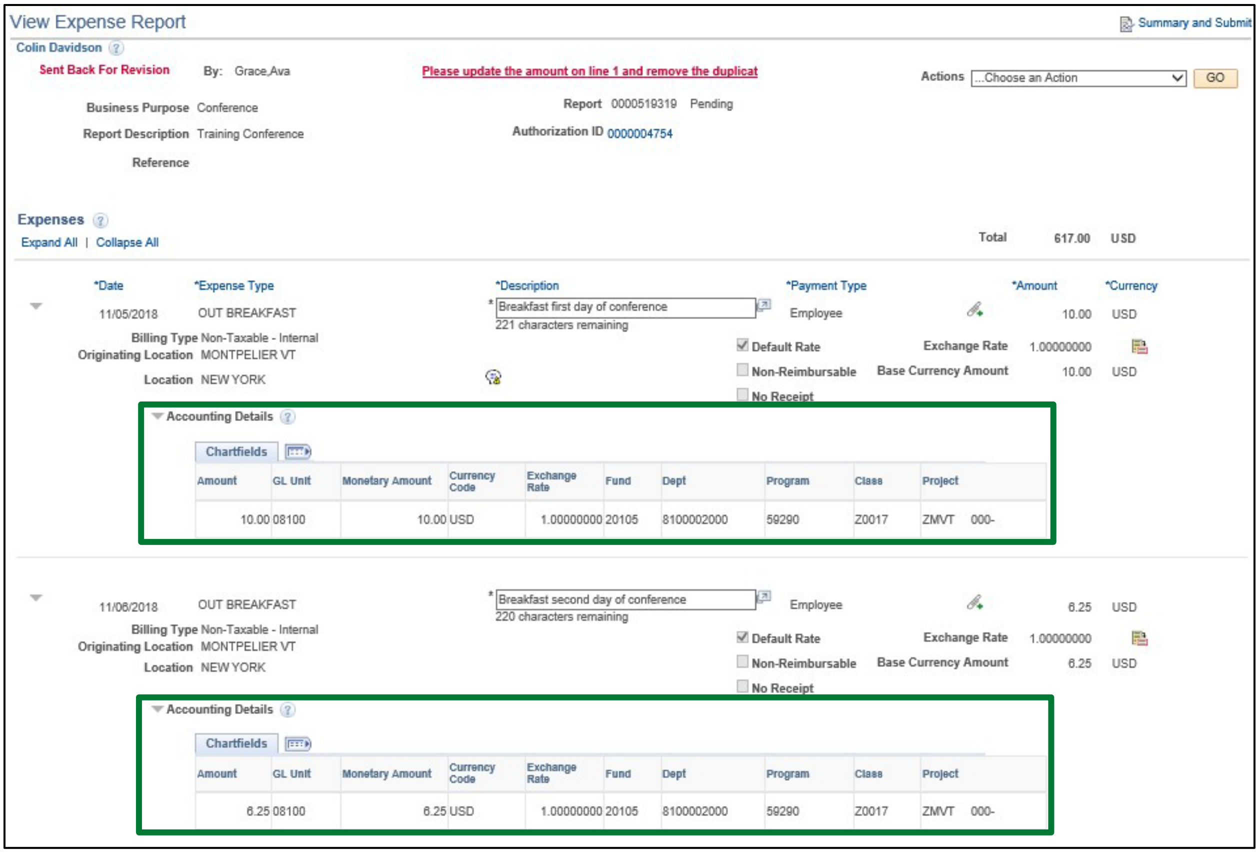
Click the **Return To Expense Report** link.

The **View Expense Report – Details** page displays.



Click the **Expand Accounting Line** icon to review the accounting information for the line.

The **Accounting Details** section expands and displays the ChartField information.



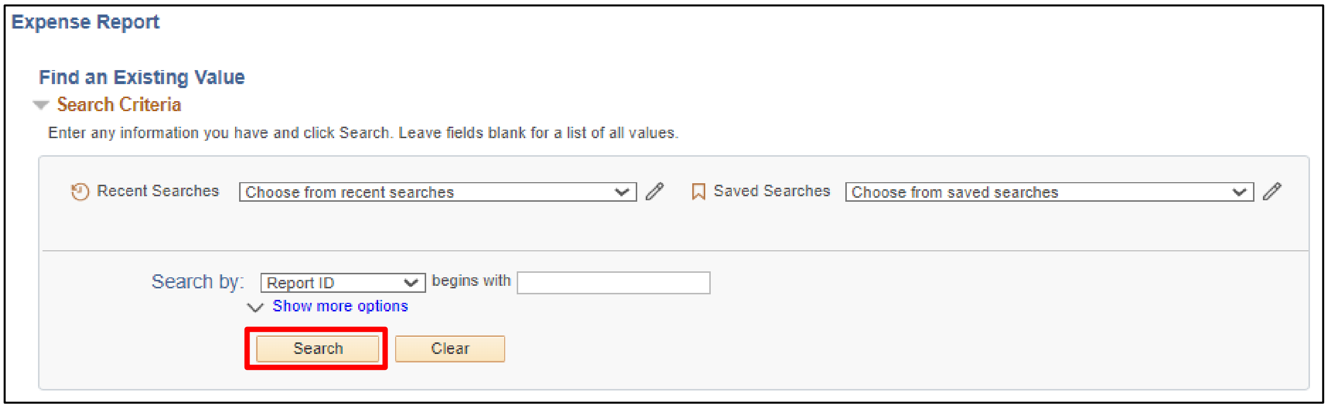
Print an Expense Report

Situations when this function is used: Expense reports needs to be printed.

Navigation option 1: Home page > TE tile > Expense Reports > Print Expense Report

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Print

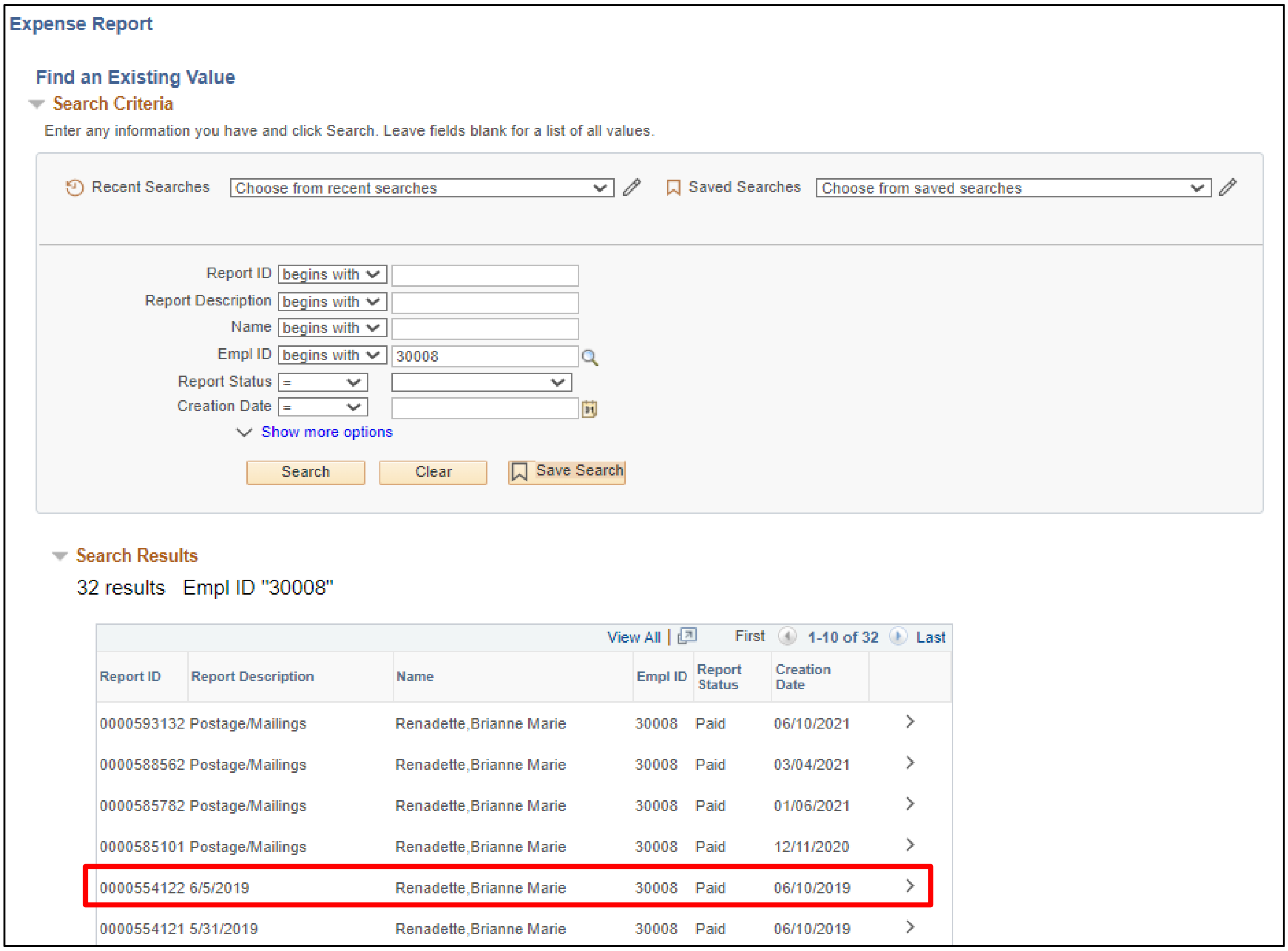
The Print Expense Report search page displays in the work area.



Note: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by adding additional criteria. If you know the expense report number that you want to print you can enter the number into the Report ID field.

To view all Expense Reports, click the **Search** button.

A list of expense reports displays in the search results.

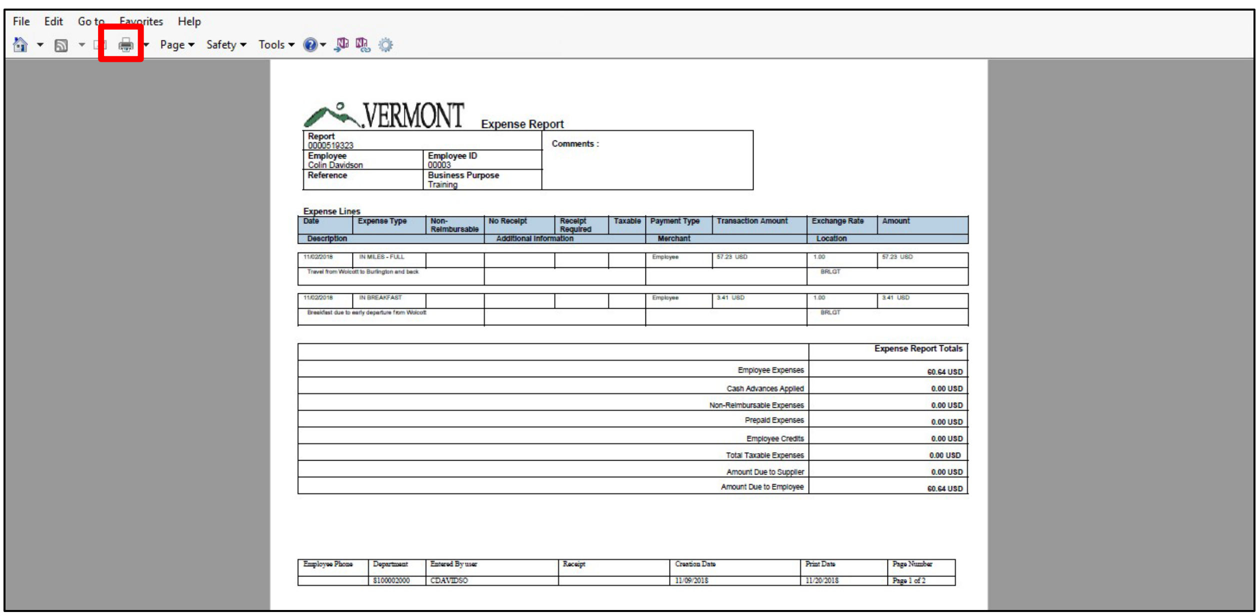


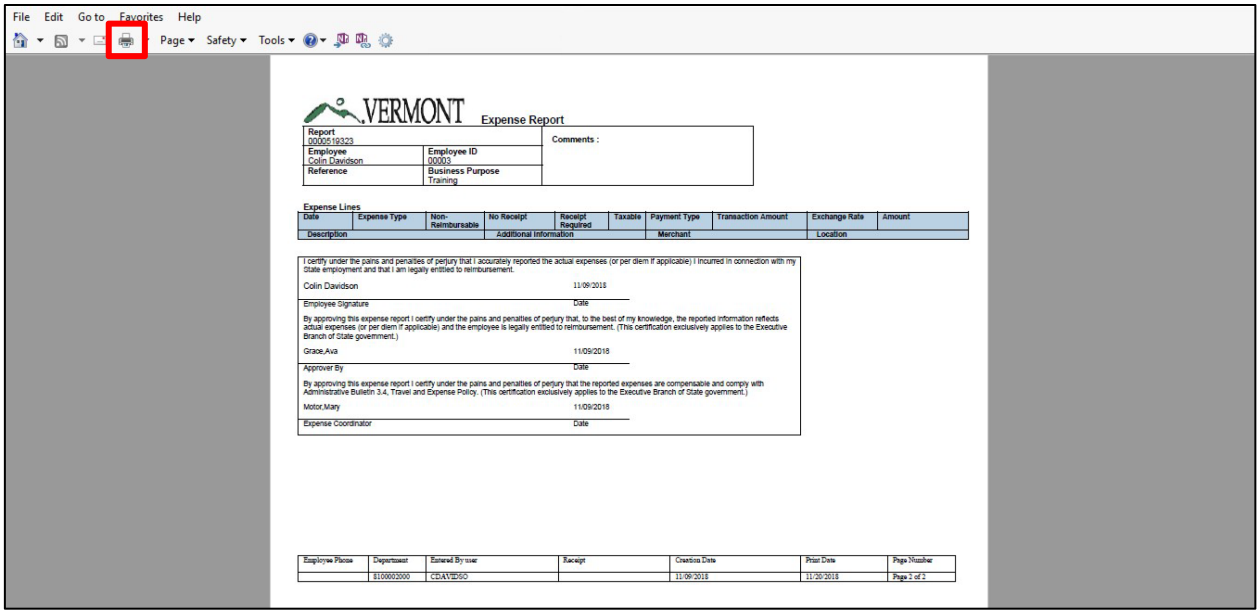
Select the **Report ID** link for the expense report you want to print.

The **Print Expense Report** page displays the expense report information.

Click the **Print Expense Report** link.

The printable version of the expense report displays in a new window.





Follow the instructions you currently use to print from your browser.

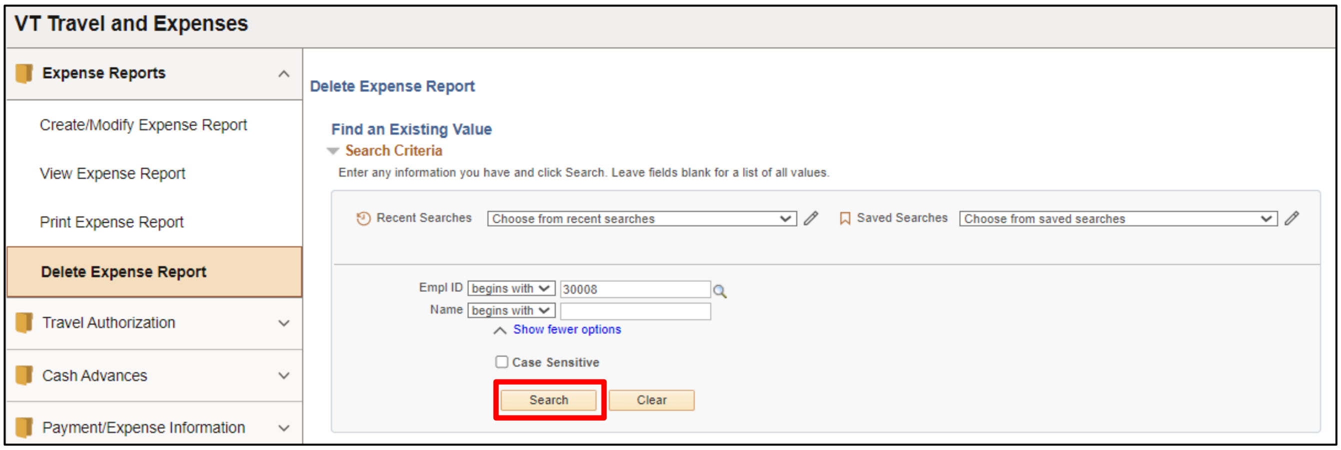
Delete an Expense Report

Situations when this function is used: Expense reports can be deleted only when they are in a pending status. An expense report might need to be deleted when it is a duplicate or is no longer needed.

Note: If the report is valid but cannot be approved in time for month end closing, it can be sent back to the employee, and then the employee can resubmit the transaction. The accounting date and budget date will update to the current date.

Navigation option 1: Home page > TE tile > Expense Reports > Delete Expense Report

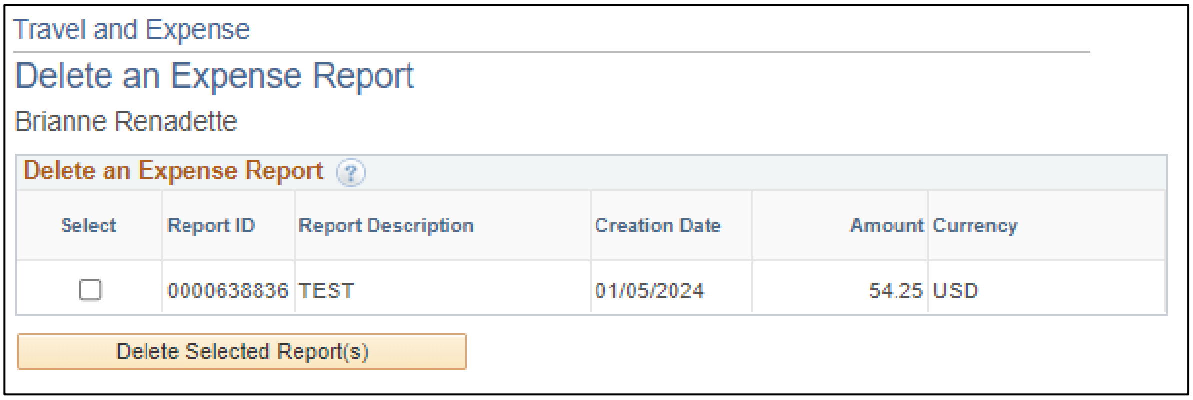
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Delete



The Delete Expense Report search page displays in the work area and the Empl ID automatically defaults.

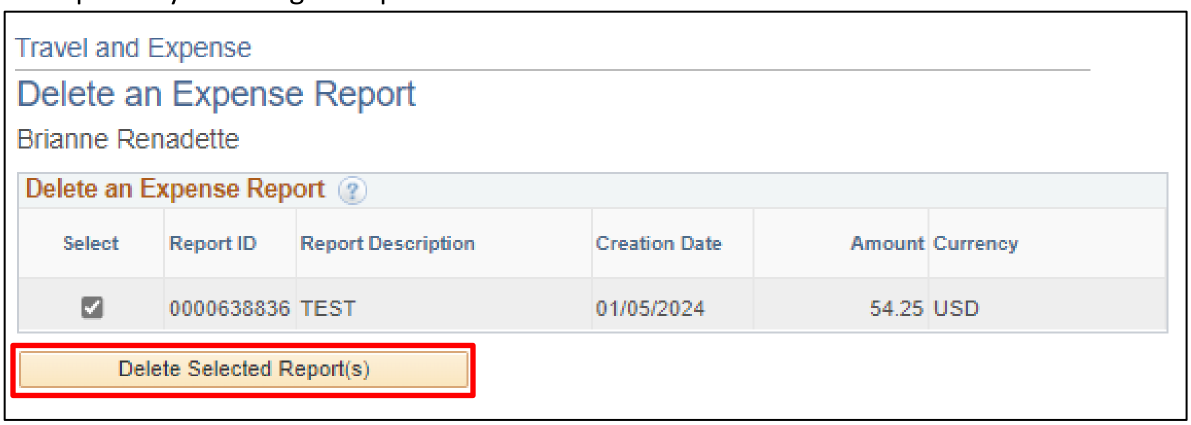
Click the **Search** button.

The **Travel and Expense – Delete an Expense Report** page displays. Any expense report with a 'Pending' status will display and is eligible to be deleted.



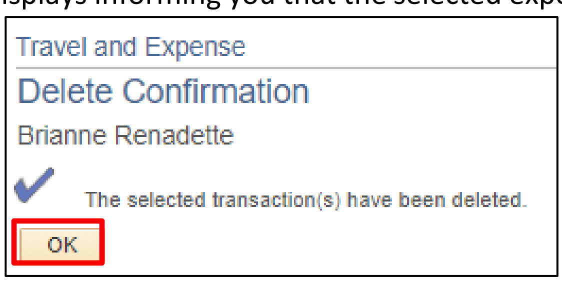
If the expense report you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the expense report you want to delete, by clicking the **Select** checkbox. You can delete multiple expense reports by selecting multiple checkboxes.



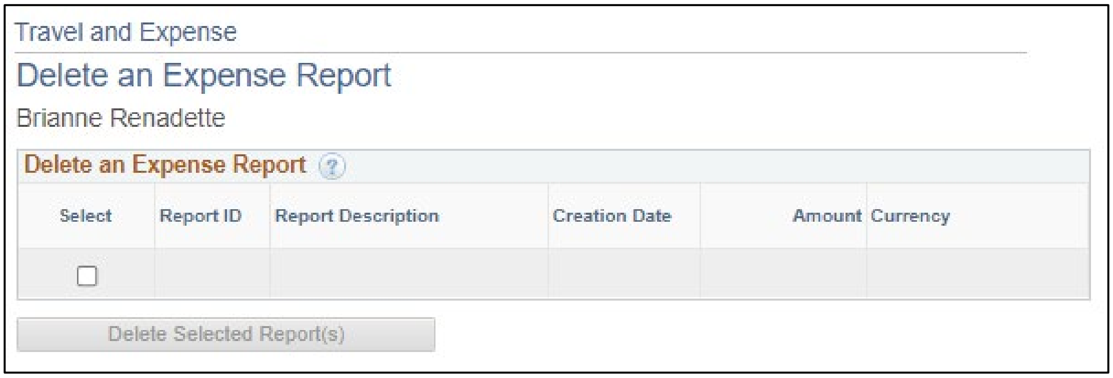
Click the **Delete Selected Report(s)** button.

A Delete Confirmation page displays informing you that the selected expense report has been deleted.



Click the **OK** button.

The **Travel and Expense – Delete an Expense Report** page displays.



The deleted expense report no longer displays and will not be available to view, modify, or print.

TRAVEL AUTHORIZATIONS

Entering Travel Authorizations

CREATE Travel Authorization from Blank

The Basics:

Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) and your department's policy regarding Travel Authorizations.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods -** Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache -** To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later -** After every couple of lines on your travel authorization, click the "Save for Later" link to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. An approved **on-line Travel Authorization is required for all cash advance** requests.
6. **Third Party Payments/Reimbursements** - The supplemental form "Authorization of Employee Expenses to be Paid by a Third-Party Organization" may be required when expenses are to be paid by another party.
7. **Encumbrance** - All travel authorizations completed within VISION create an encumbrance of funds against an appropriation of the employee's department.

Situations when this function is used: Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip.

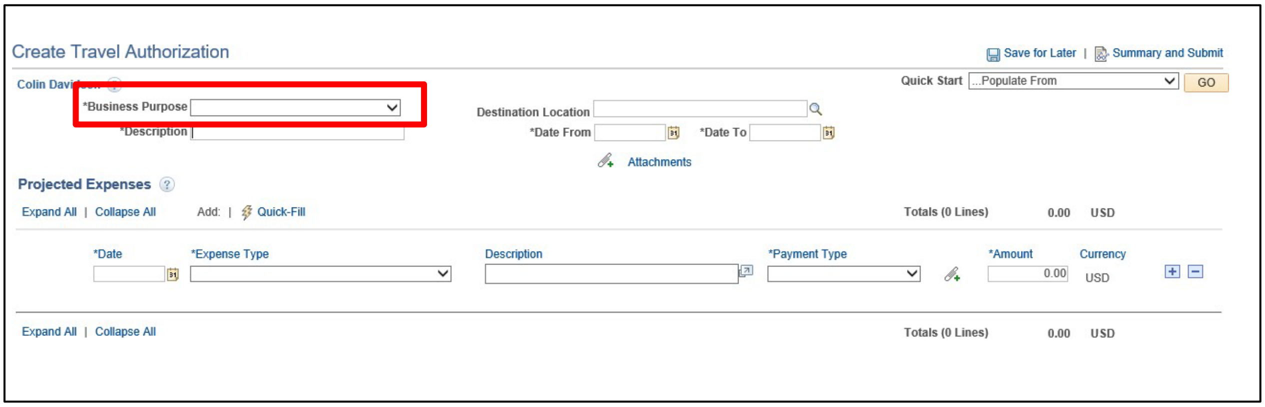
Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

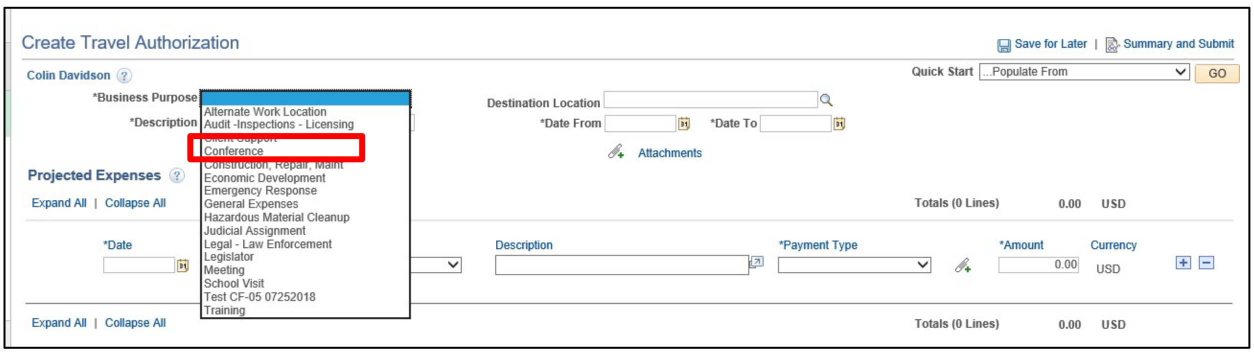
The **Travel Authorization – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

Click the **Add** button

The **Create Travel Authorization - Details** page displays.

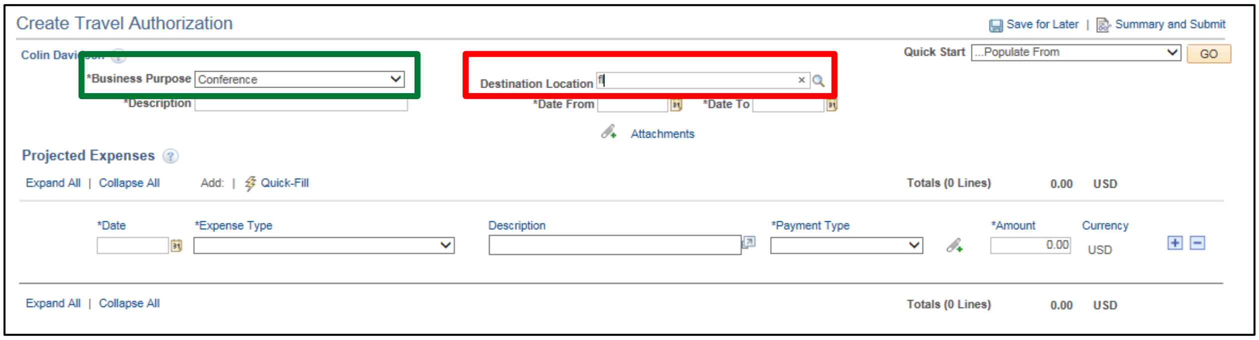


Click the drop-down arrow to choose the **Business Purpose**.



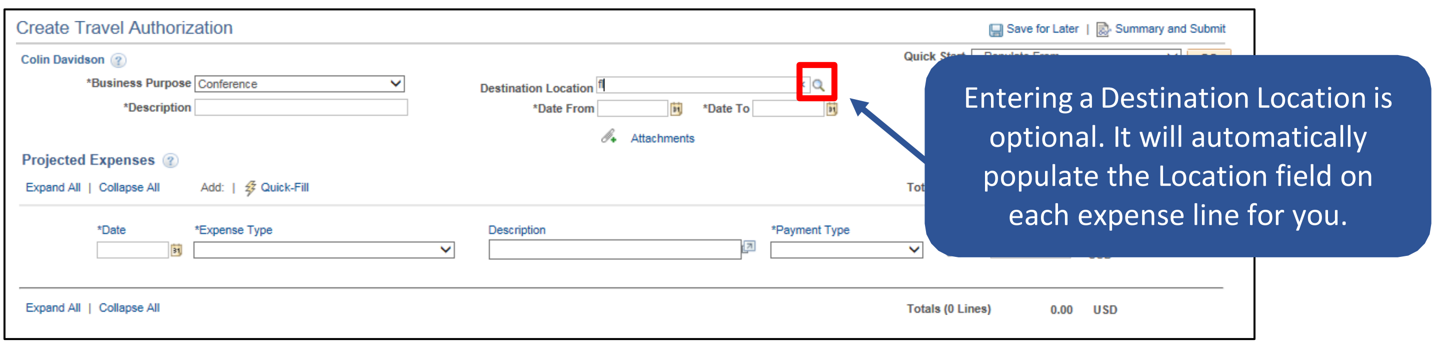
Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location**



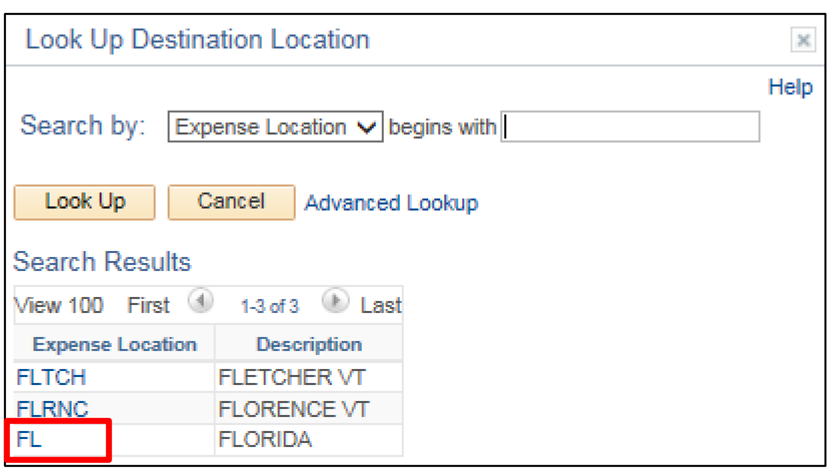
Note: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field. This location should be the furthest point travelled during the trip.



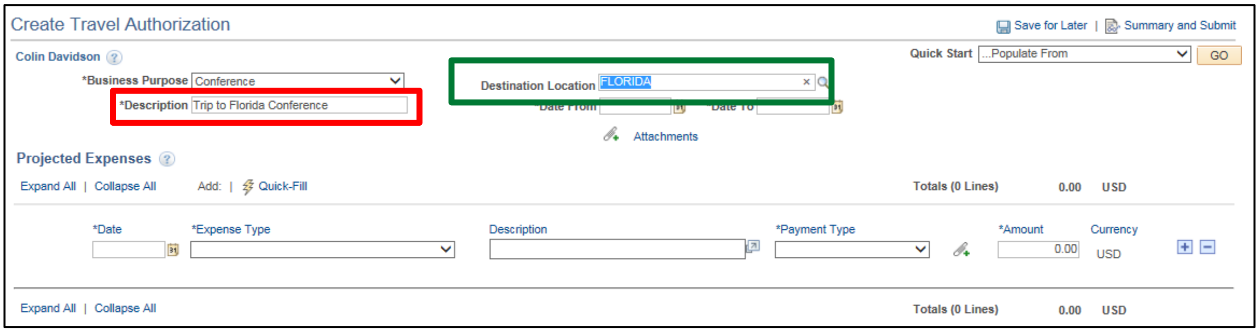
Click the **Destination Location** look up icon.

The **Look Up Destination Location** page displays.

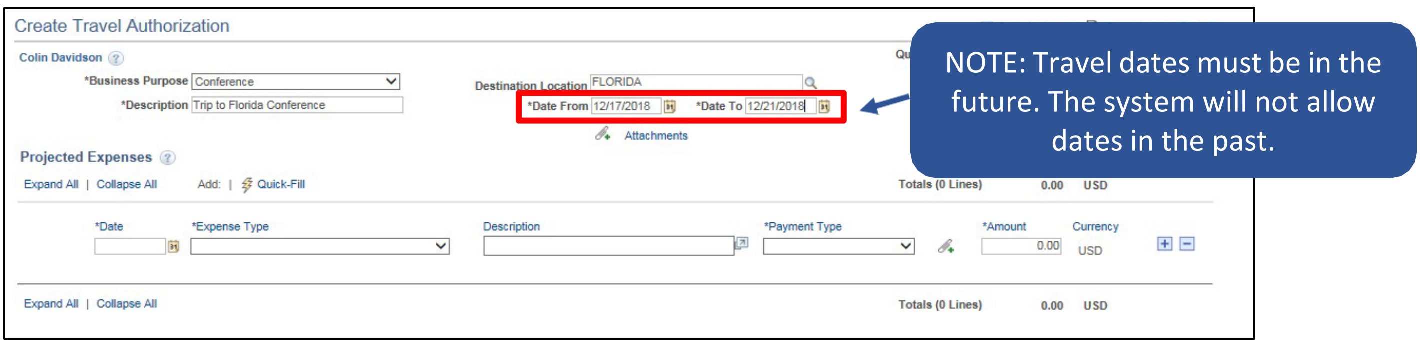


Select the **Expense Location** link.

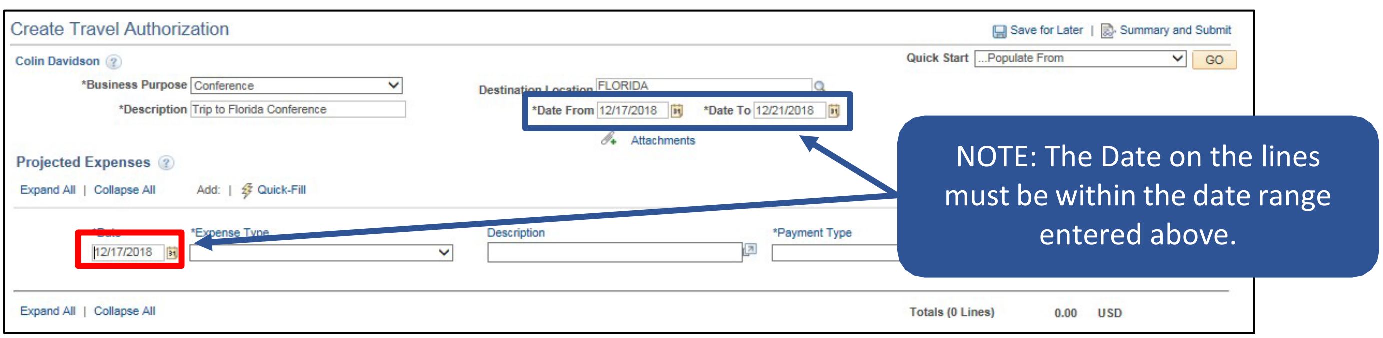
The **Create Travel Authorization - Details** page displays the Destination Location selected.



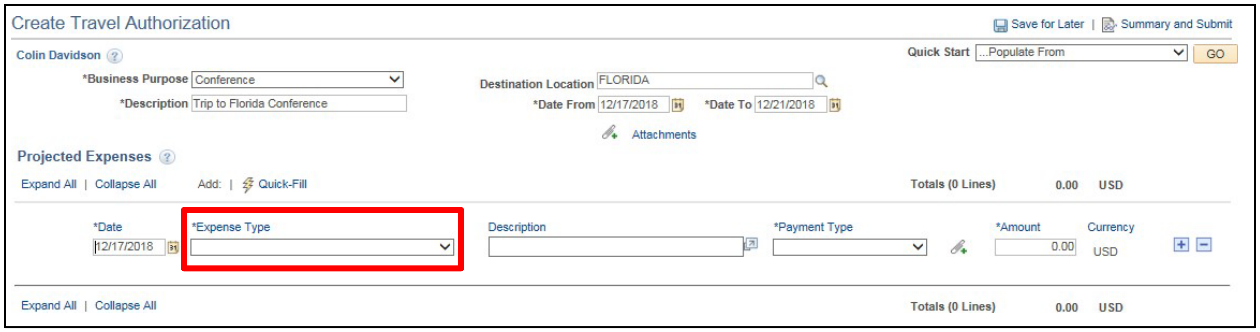
Enter a short, meaningful description for the trip into the **Description** field.



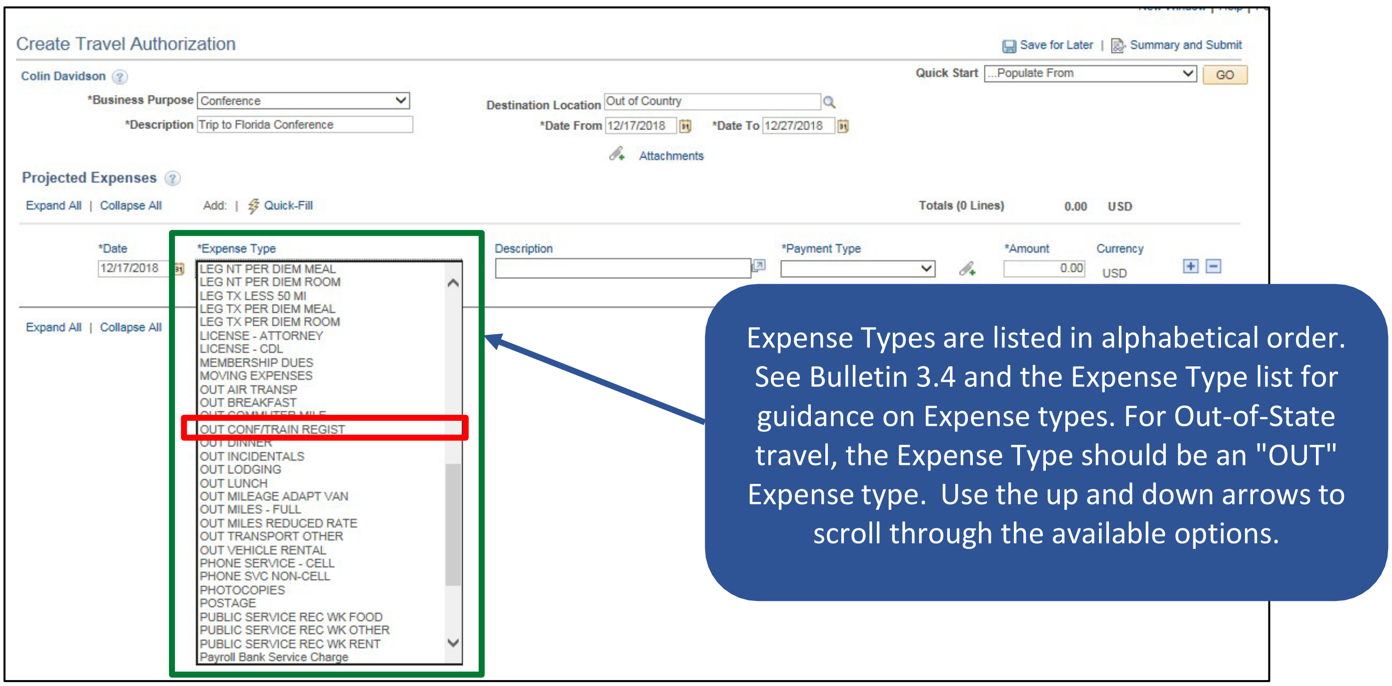
Enter the date the trip will start on into the **Date From** field and the end date of the trip into the **Date To** field.



In the Projected Expenses section, enter the estimated **Date** of the expense.

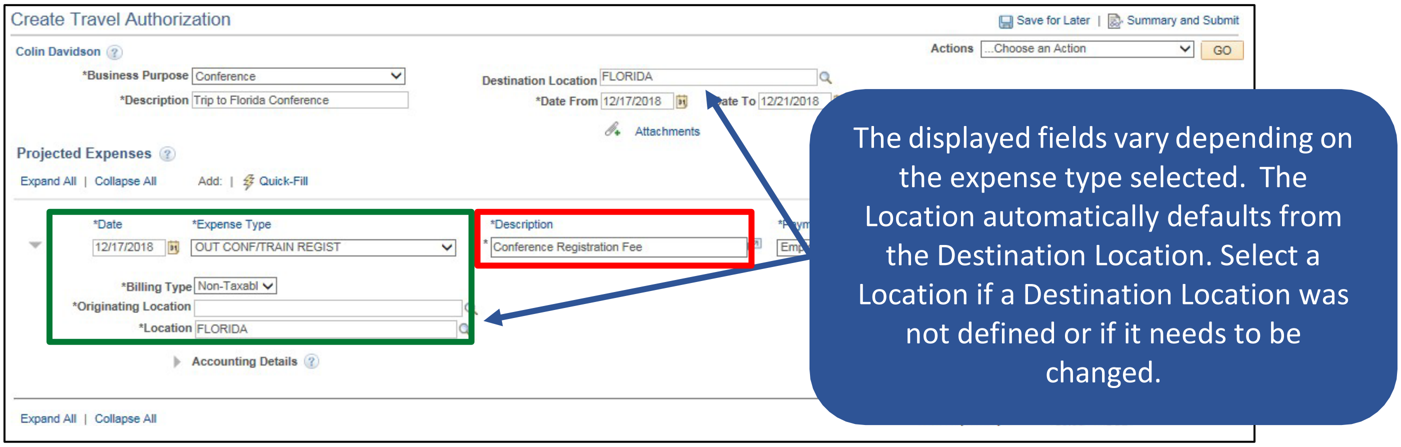


To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

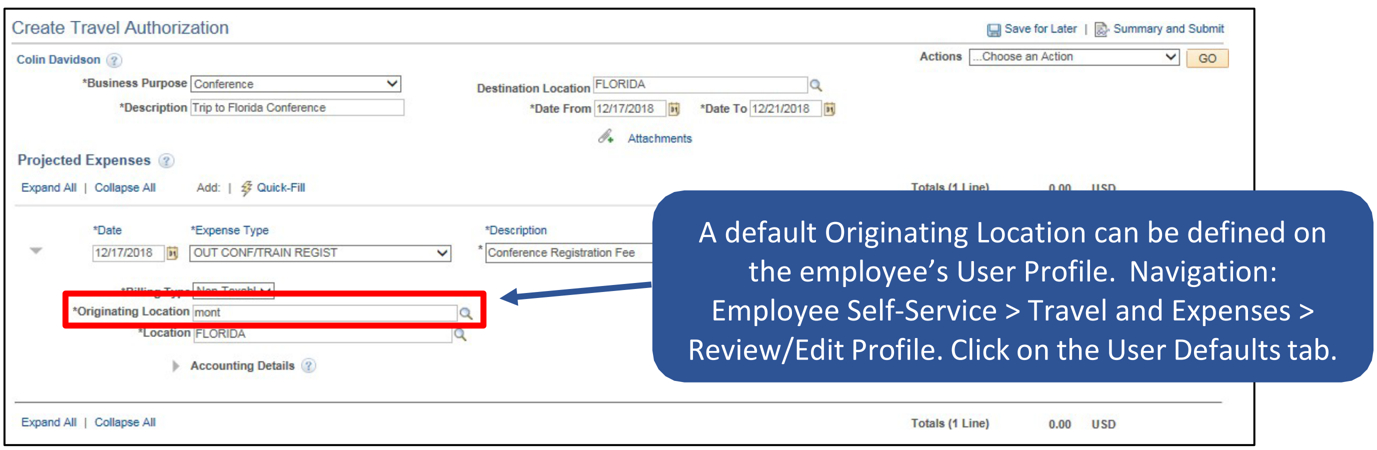


Select the appropriate **Expense Type** from the list provided.

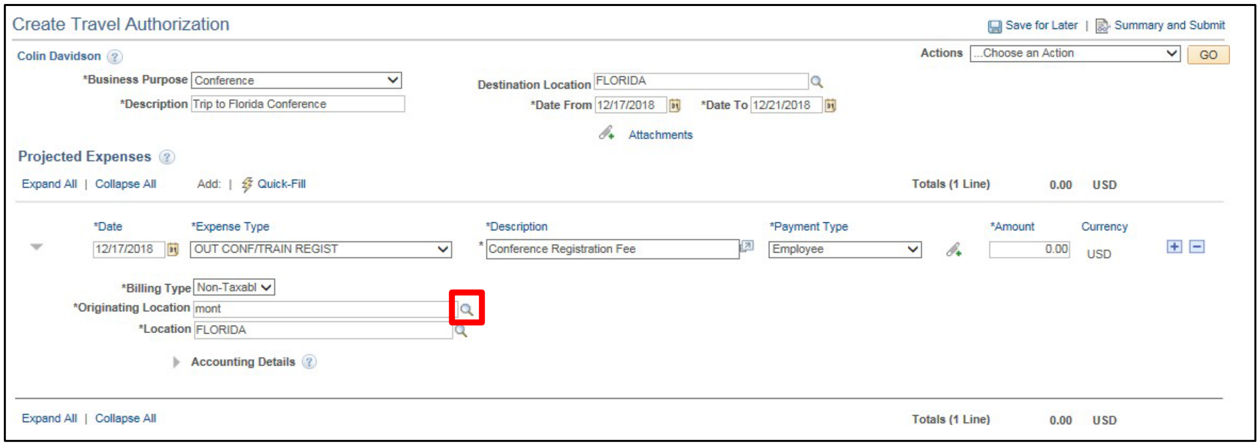
The expense type displays along with the additional fields that need to be populated.



Enter an explanation of the expense in the **Description** field on the line.

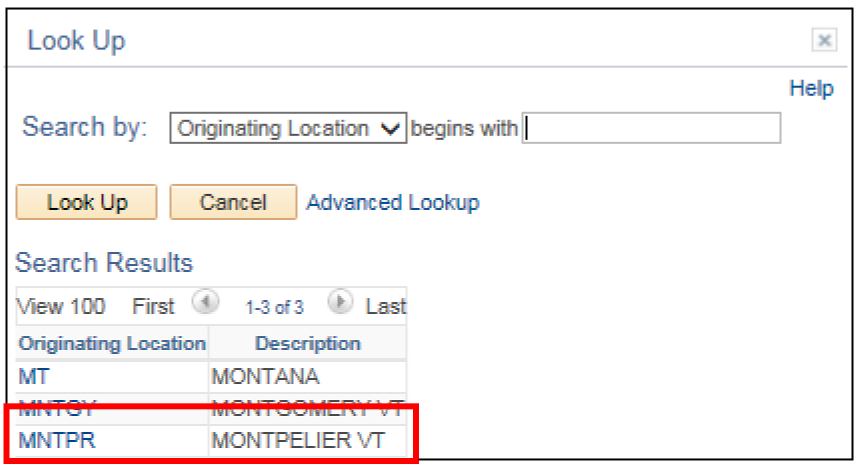


Enter a few letters of where you started your trip into the **Originating Location** field.



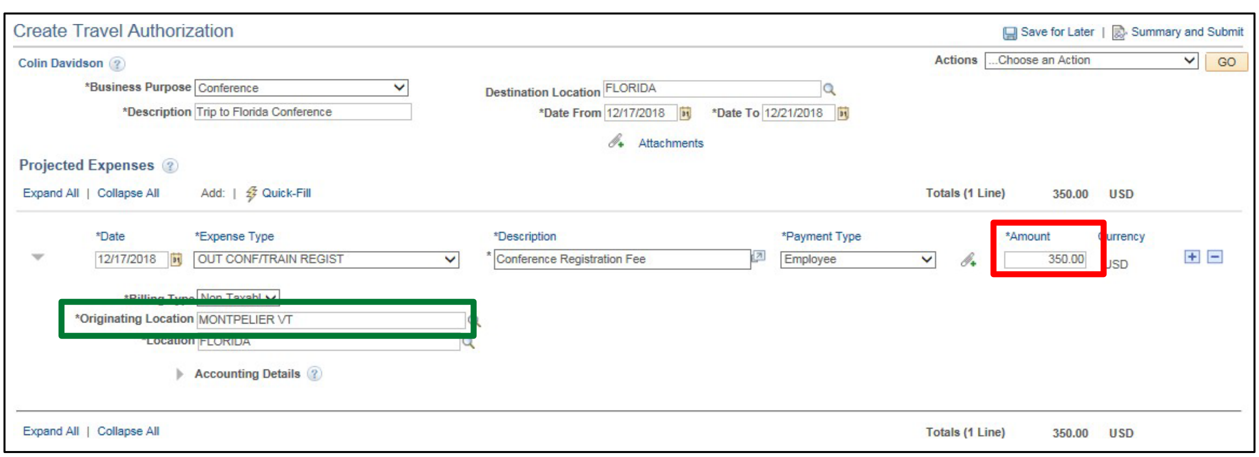
Click the **Originating Location** look up icon.

The **Look Up** page displays the locations that match your criteria.



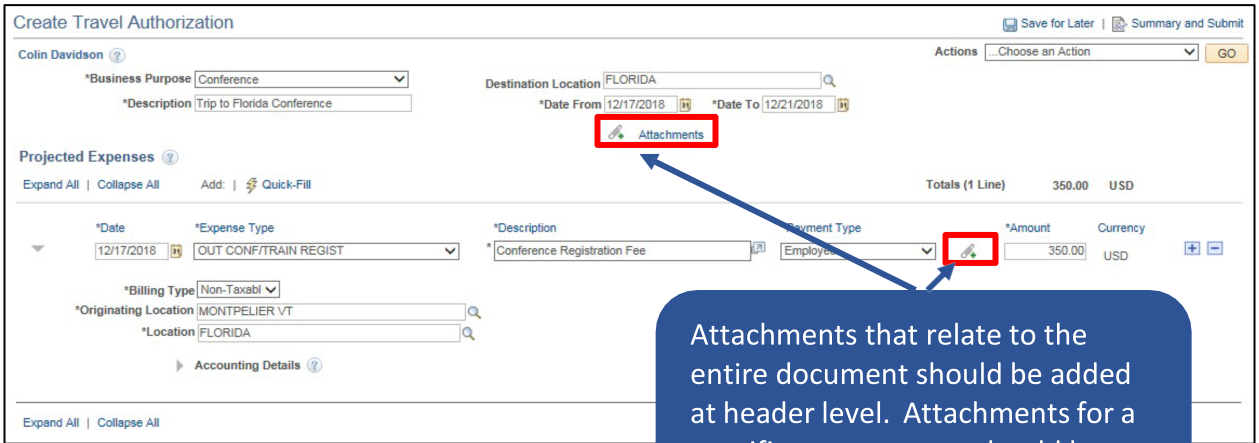
Select the **Originating Location** link for the appropriate location.

The **Create Travel Authorization - Details** page displays the Originating Location selected.



Enter the estimated **Amount** for the expense type.

Attachments can be added to the travel authorization at the header or on the projected expense line.

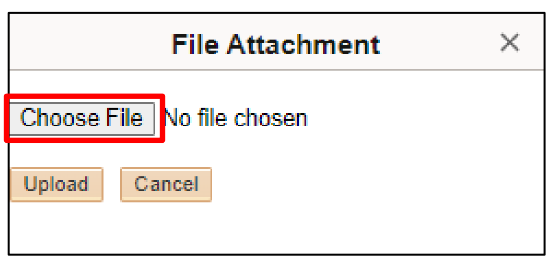


Click the **Attachments** link or icon.

The **Travel Auth Attachments** page displays.

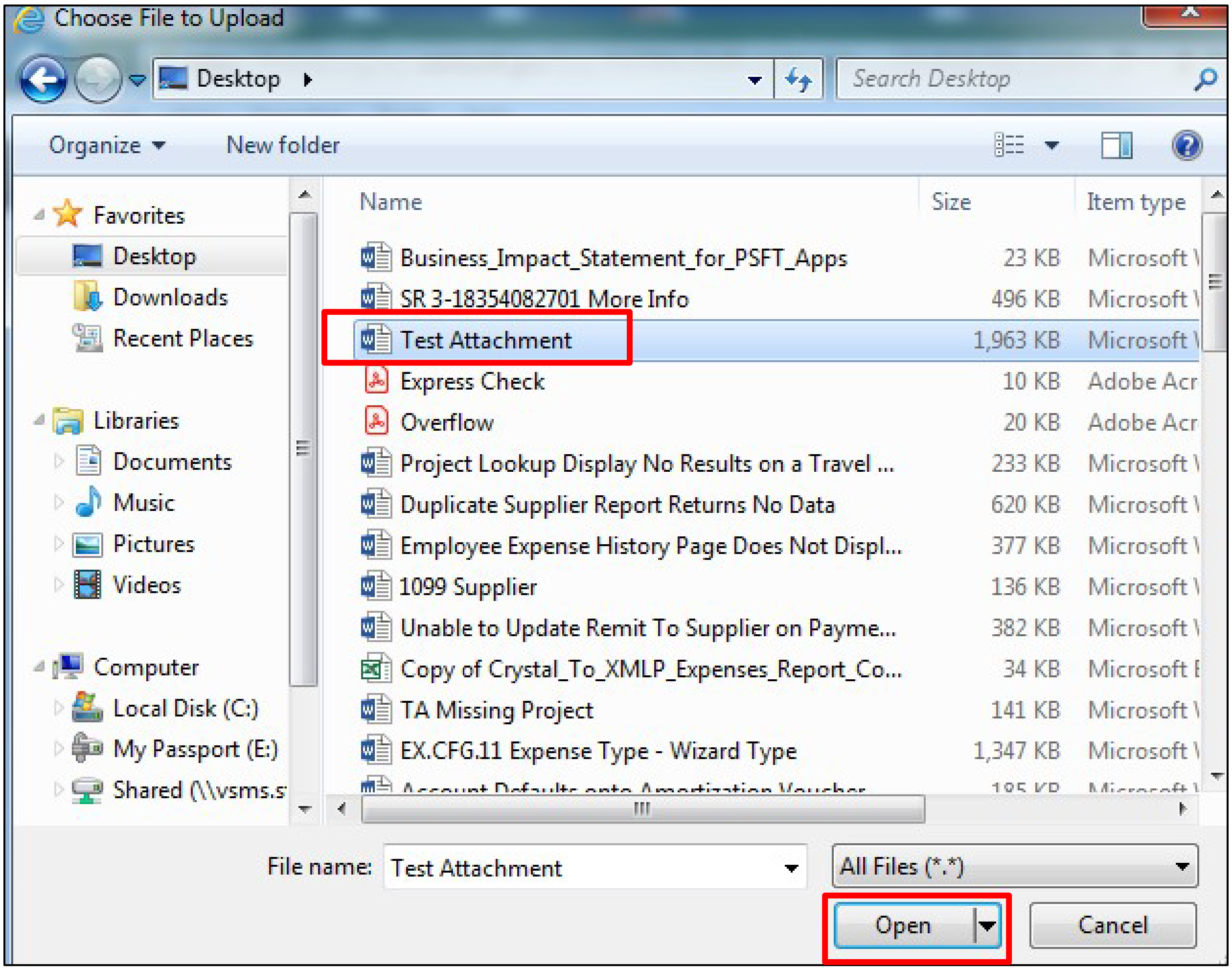
Click the **Add Attachment** button.

The File Attachment page displays.



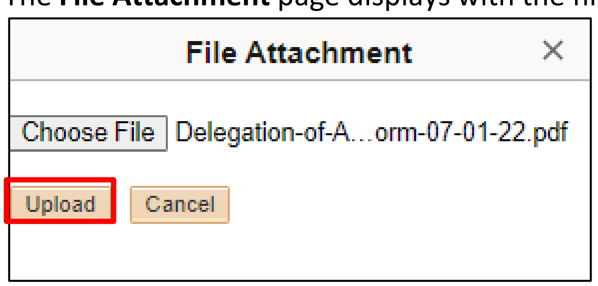
Click the **Choose File** button.

The Choose File to Upload page displays.



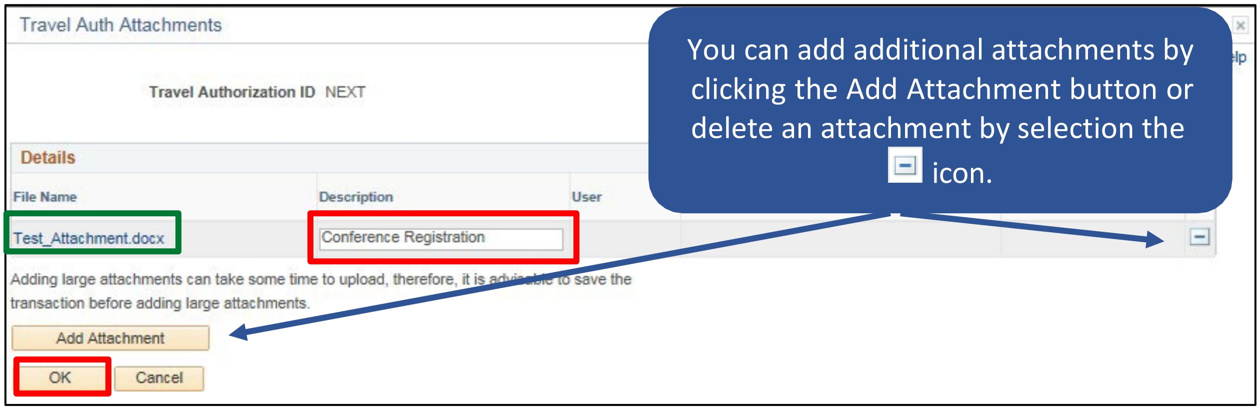
Select the file you want to attach and click the **Open** button.

The **File Attachment** page displays with the file path of the document.



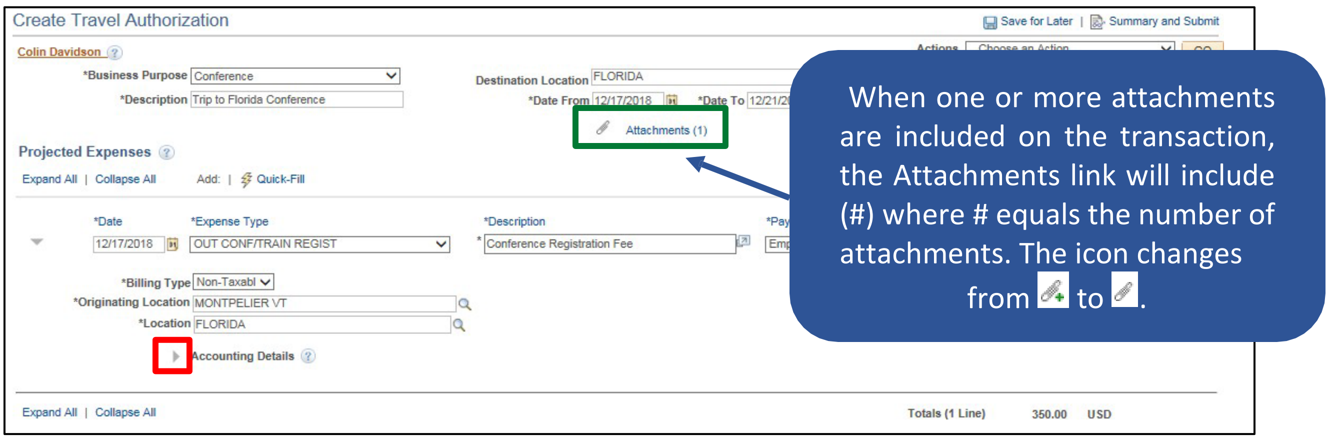
Click the **Upload** button.

The **Travel Auth Attachments** page displays with the File Name as a link to the document.



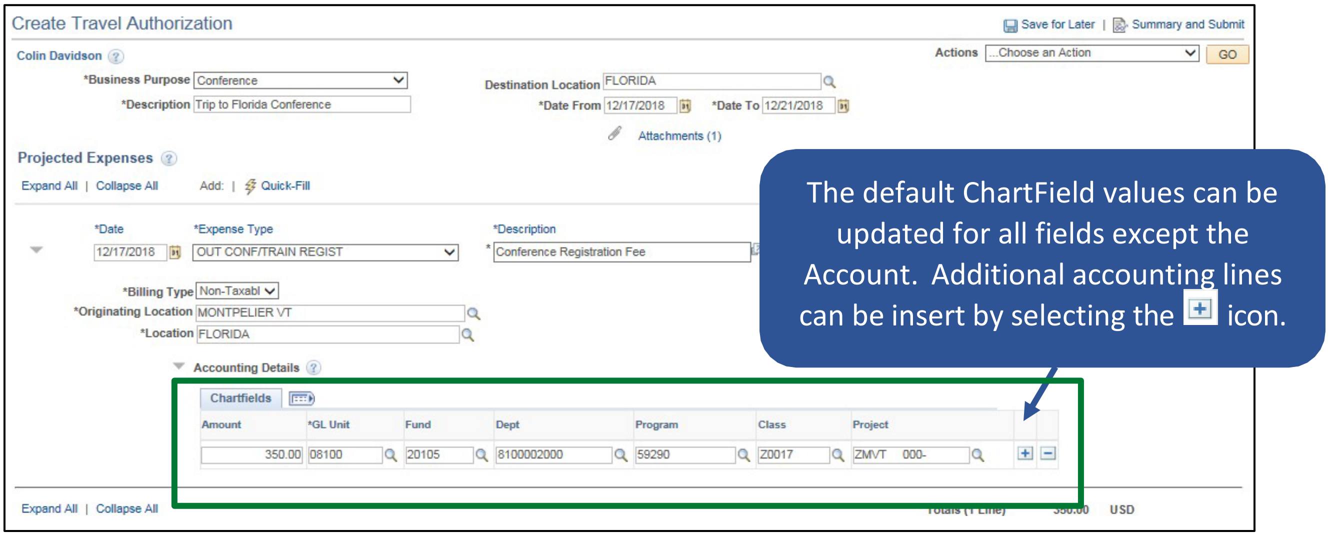
Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The **Create Travel Authorization - Details** displays. The Attachment link and icon are updated.

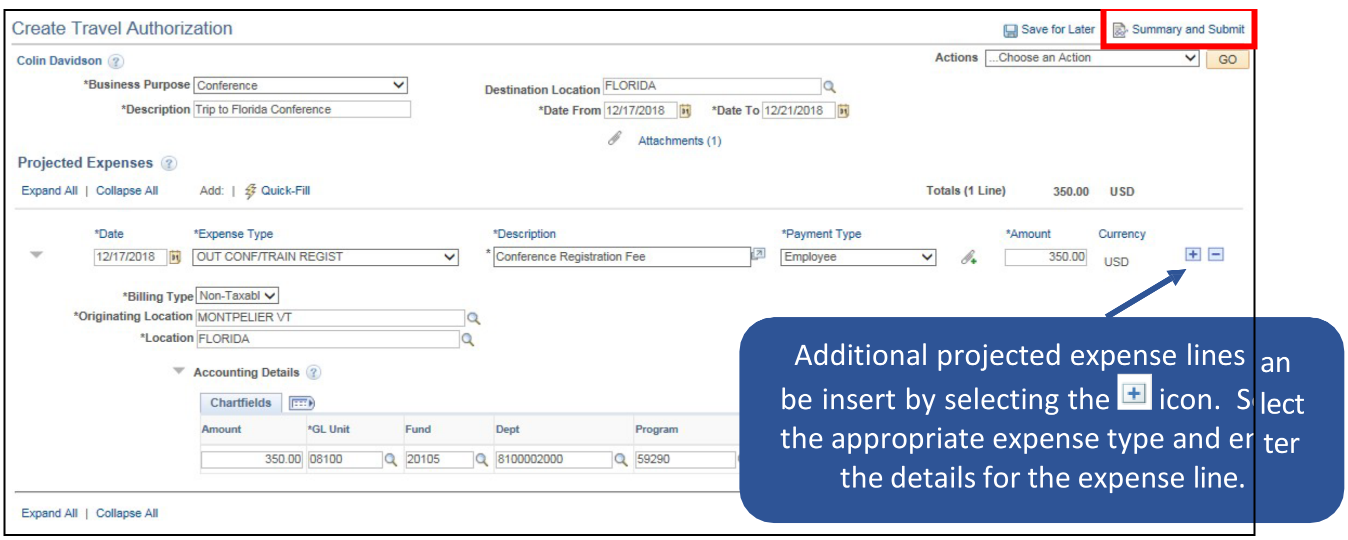


Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The **Accounting Details** section expands and the ChartFields for the line display.

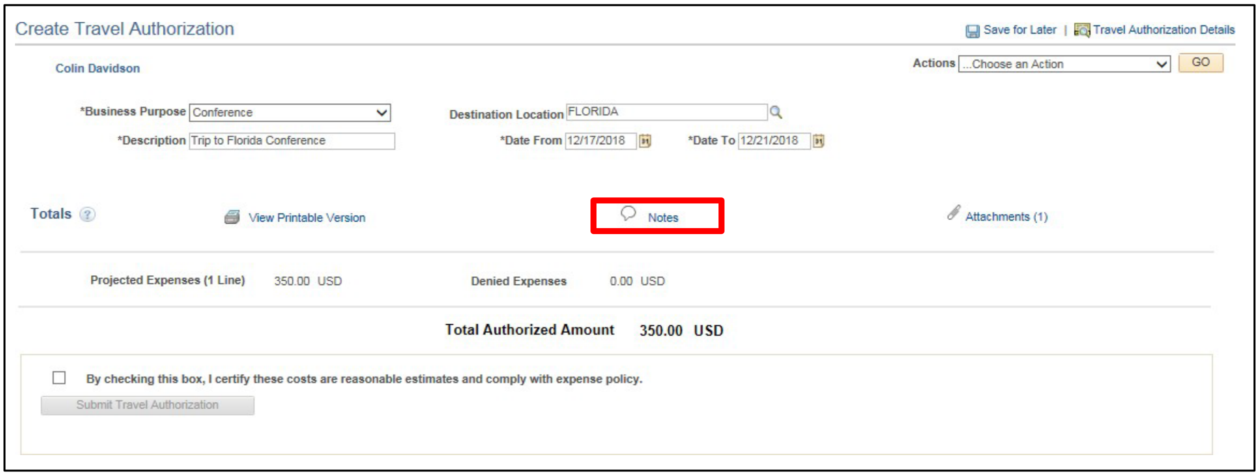


The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.



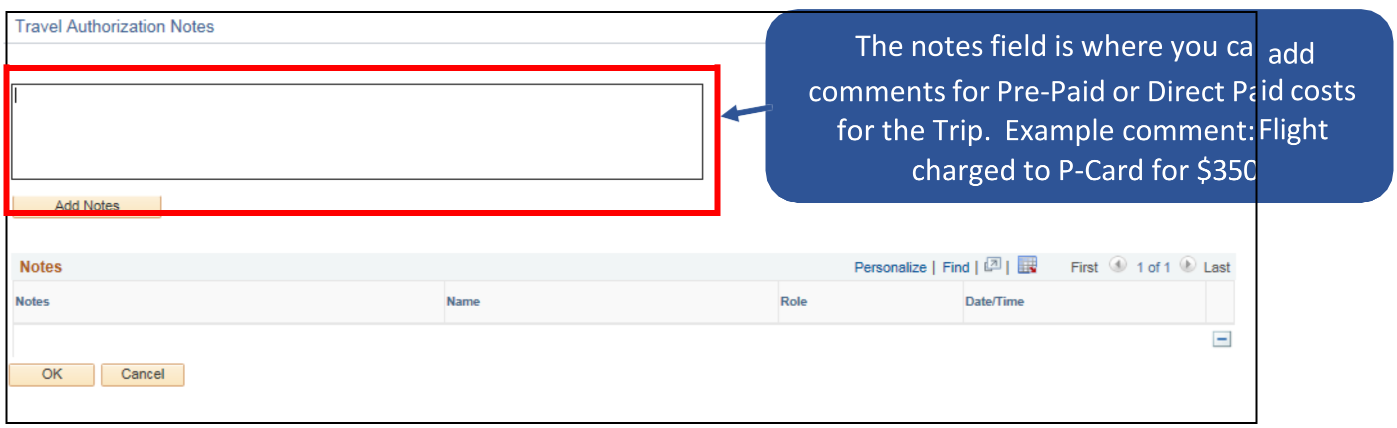
Click the **Summary and Submit** link.

The **Create Travel Authorization – Submit** page displays.



Click the **Notes** link.

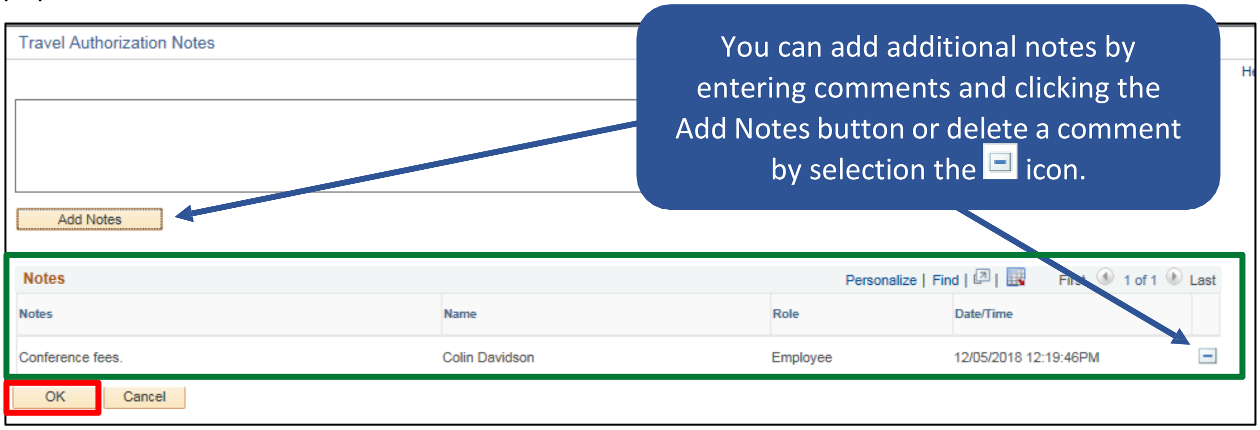
The **Travel Authorization Notes** page displays.



Enter **Comments**.

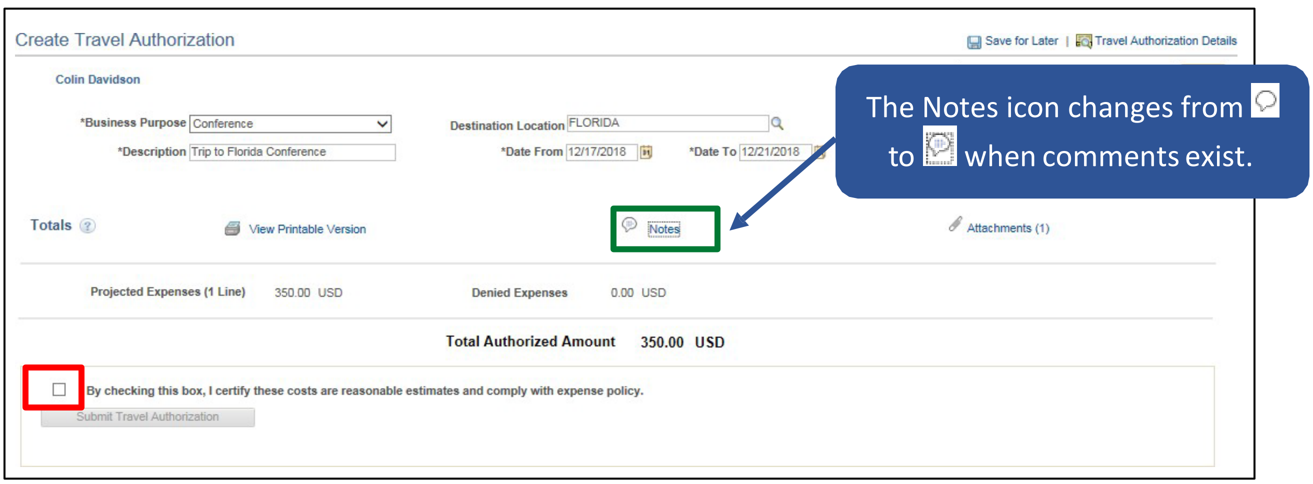
Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

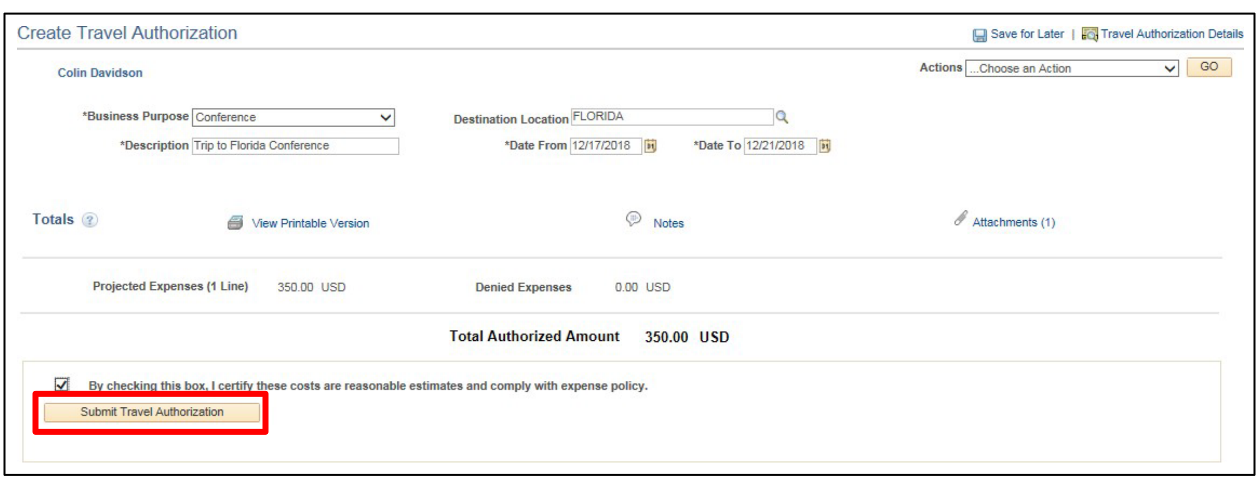


Click the **OK** button.

The **Create Travel Authorization – Submit** page displays.

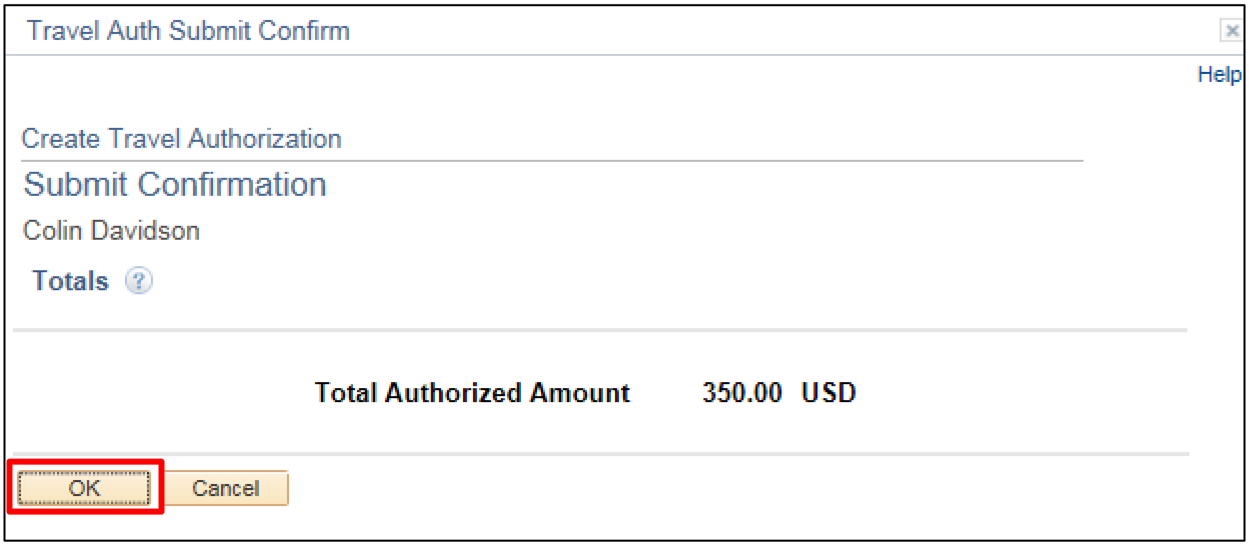


Select the **Certification** checkbox.



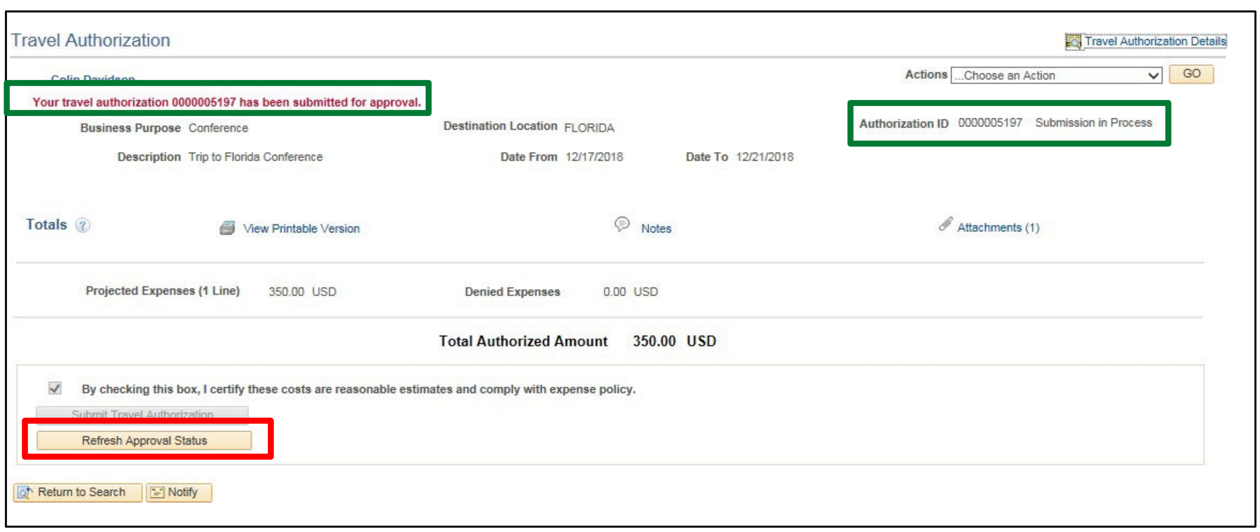
Click the **Submit Travel Authorization** button.

The **Travel Authorization – Submit Confirmation** page displays.



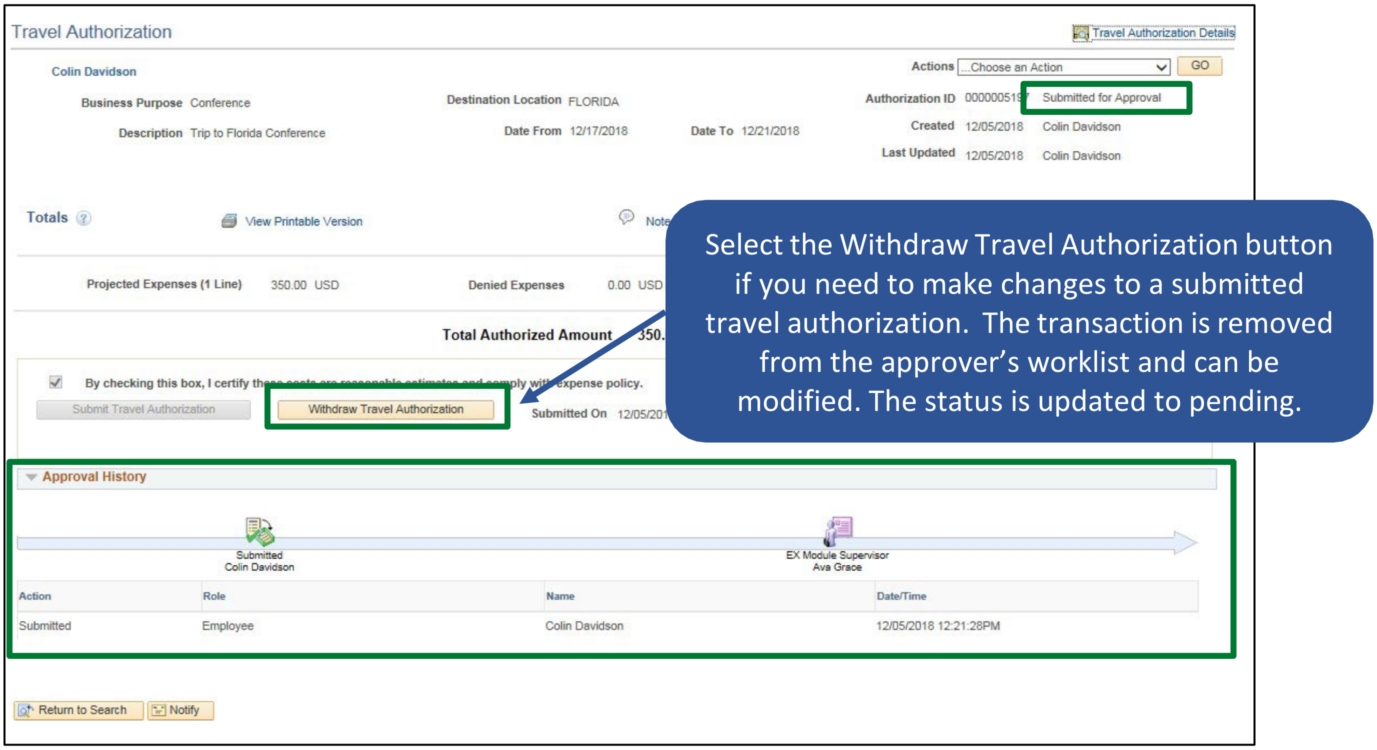
Click the **OK** button.

The **View Travel Authorization** page displays with the message 'Your travel authorization (TA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Authorization ID is assigned.



Click the **Refresh Approval Status** button.

The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the travel authorization, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to' Submitted for Approval'.

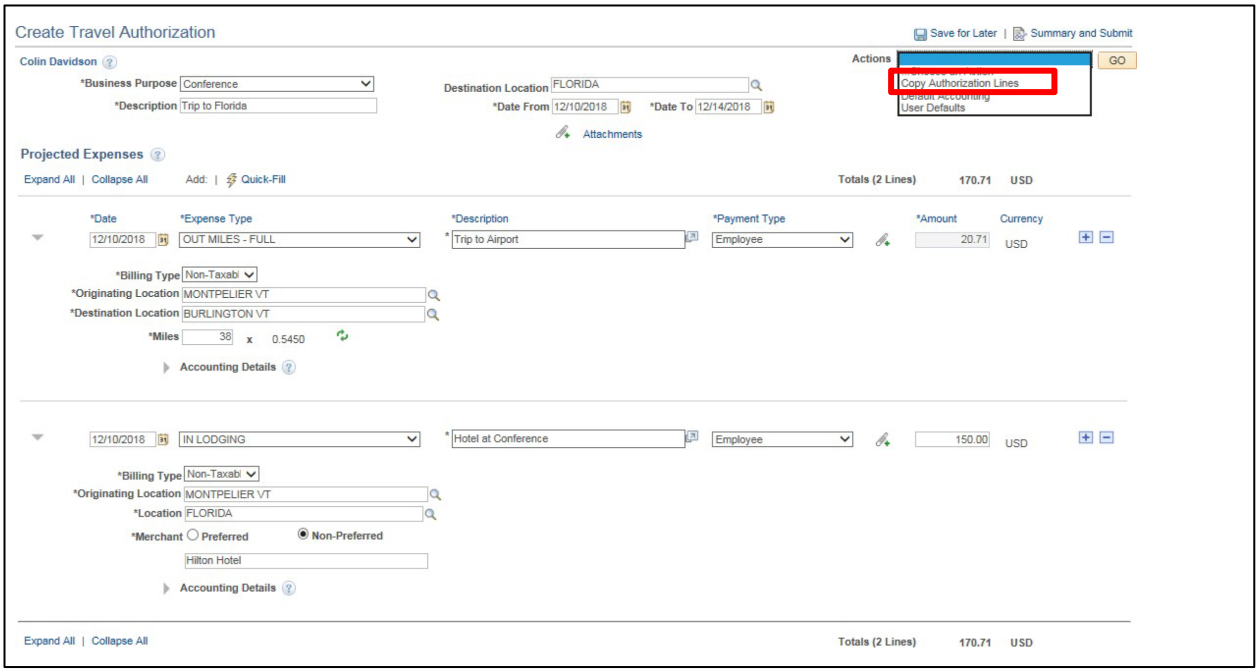


Copy an Expense Line for a Travel Authorization

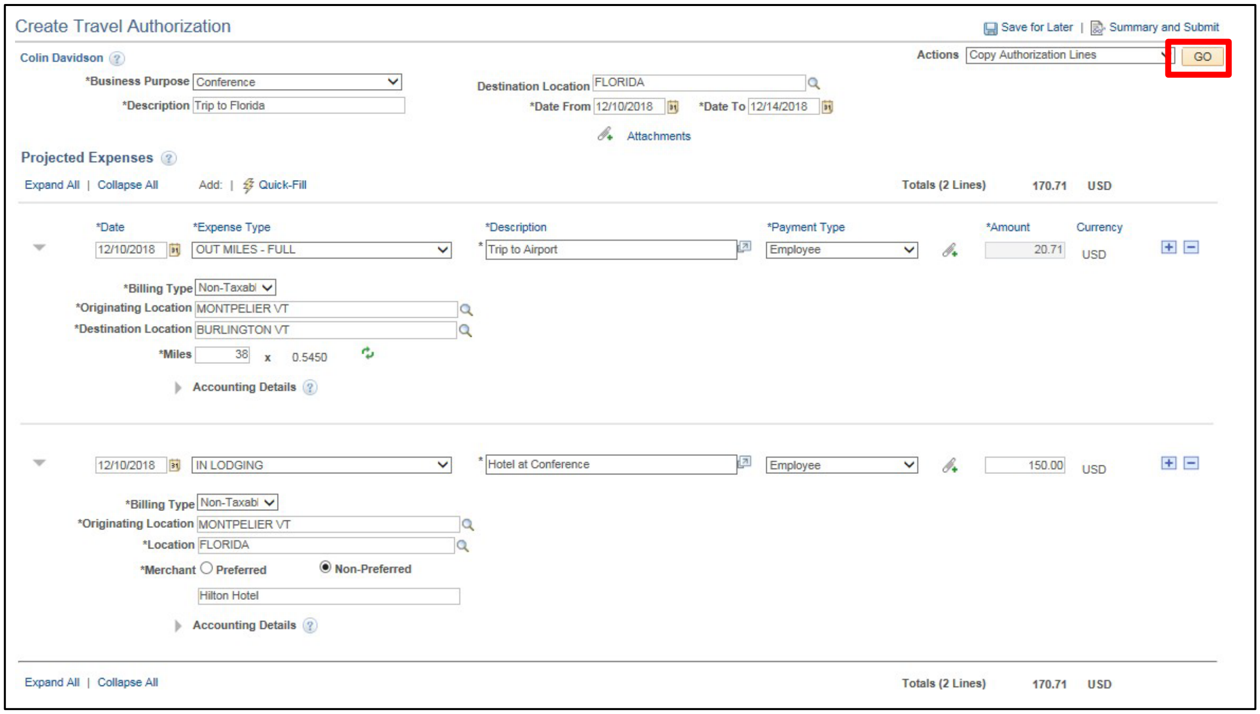
Situations when this function is used: This functionality allows an employee to create one or multiple new lines by copying an existing line on a travel authorization.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

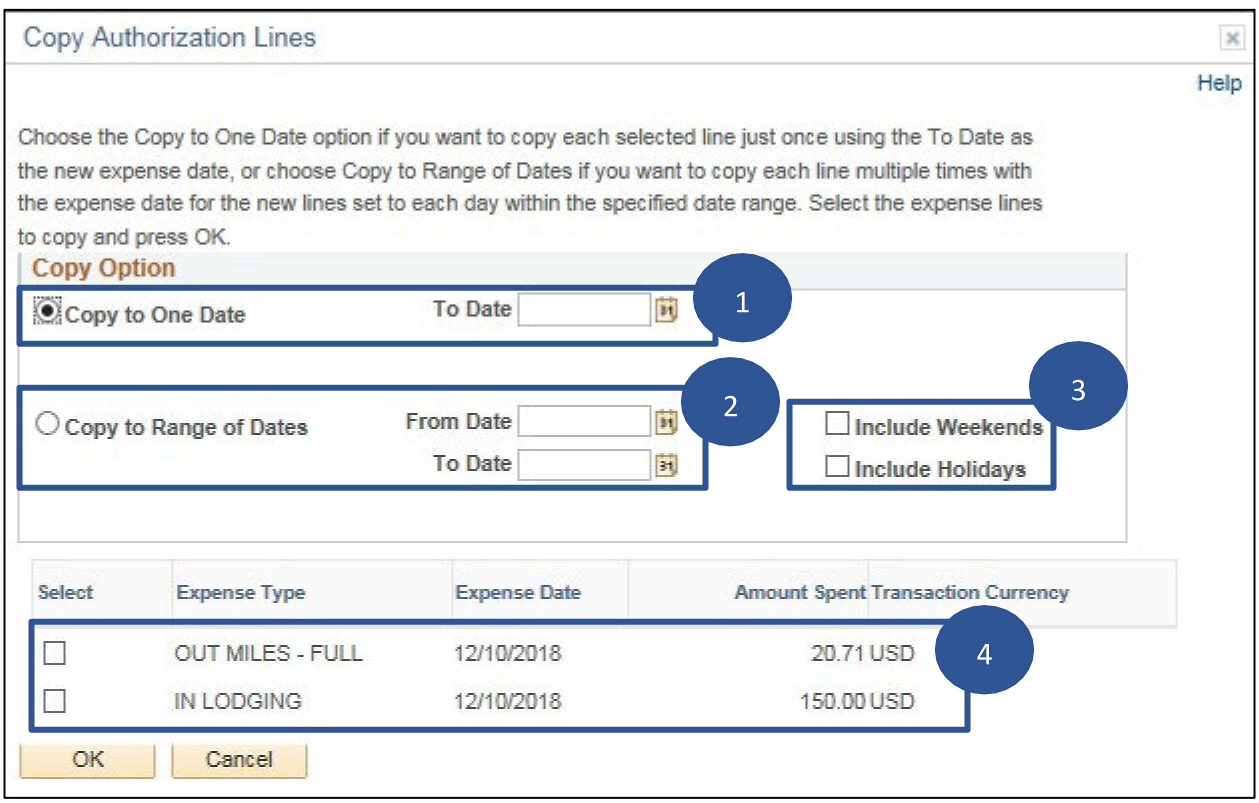


Select the **Copy Authorization Lines** option from the Actions drop-down list.



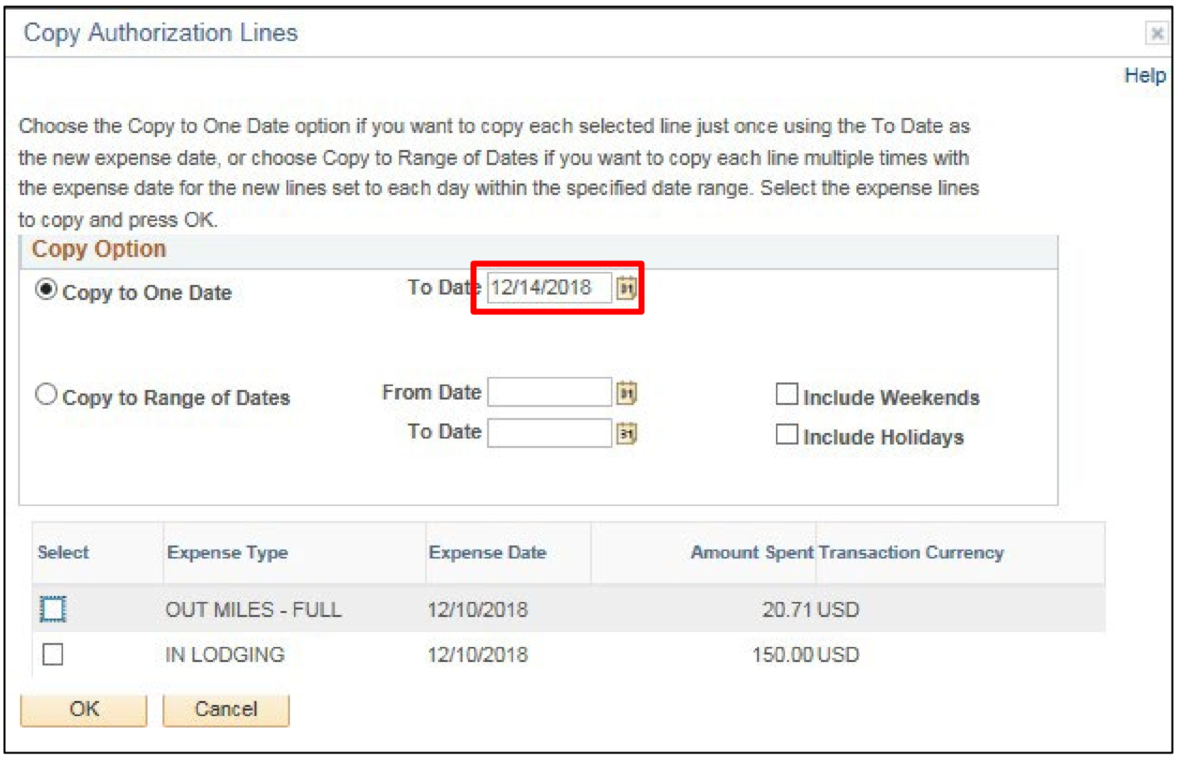
Click the **Go** button.

The **Copy Authorization Lines** page displays.

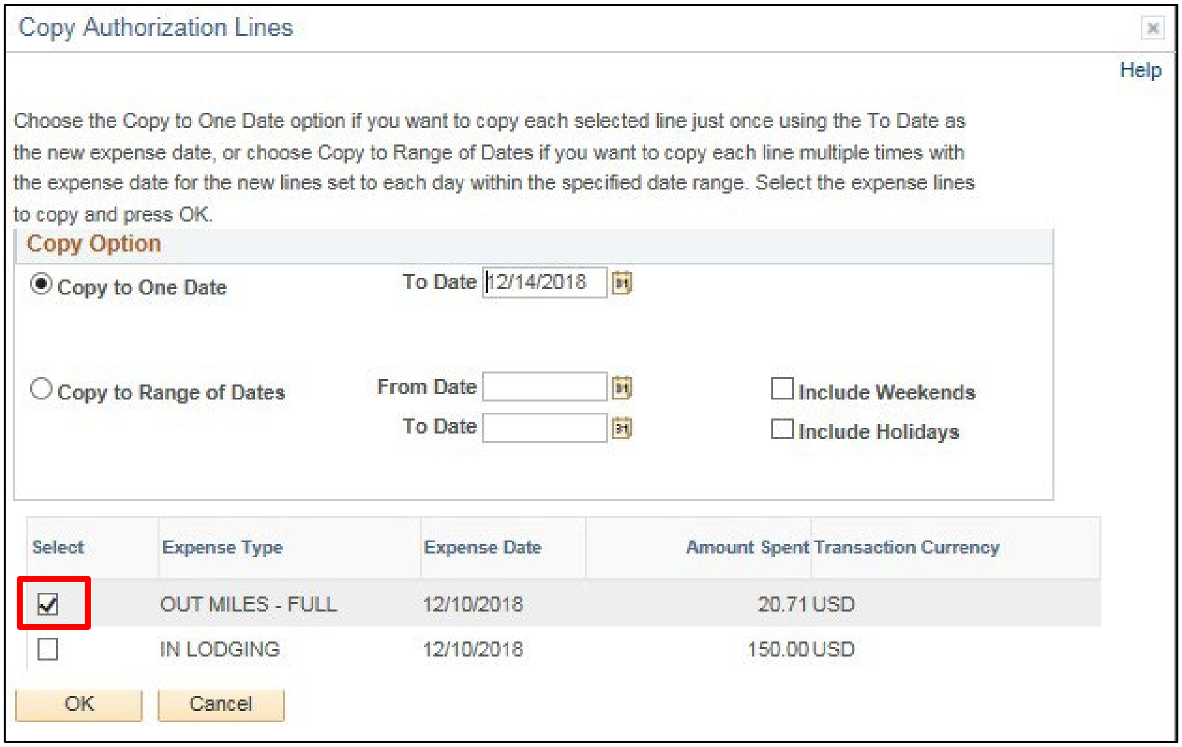


The Copy Authorization Lines page enables you to copy one or more selected expense types for a single day or a range of dates. When you copy a line to create new lines, the system automatically populates the new lines with the same ChartFields as the original line item.

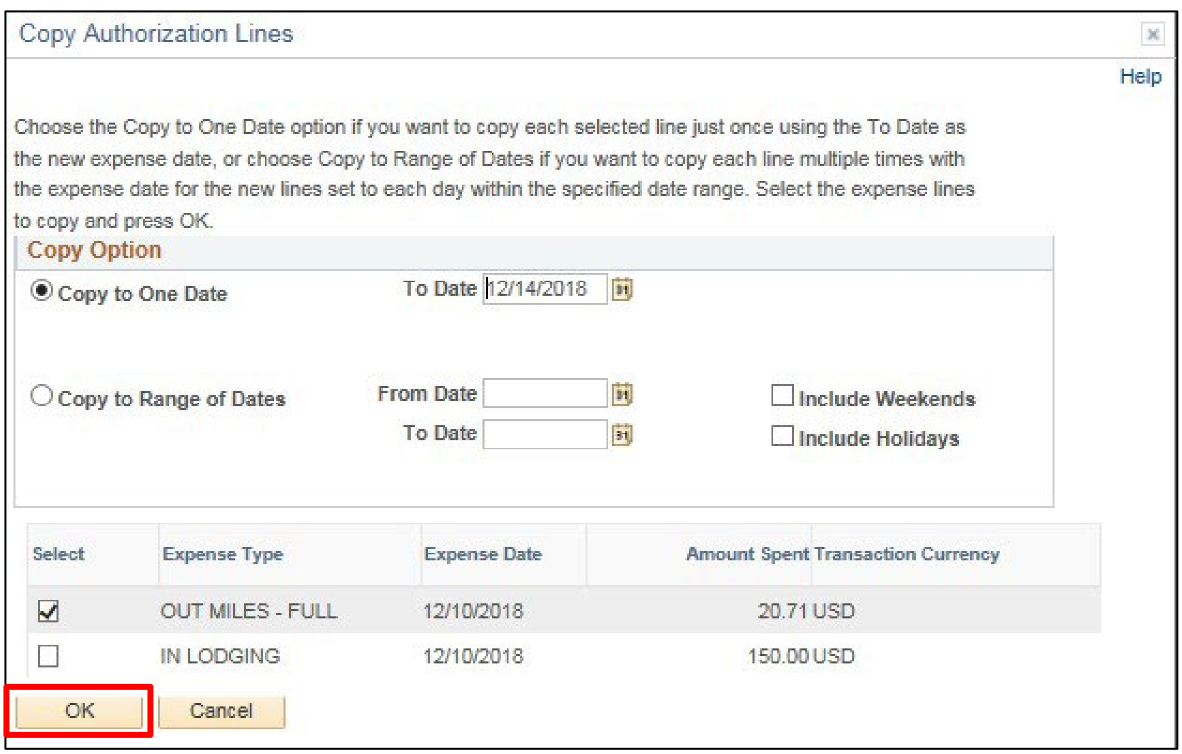
1. Select to copy each expense type selected once using the To Date as the new expense date.
2. Select to copy each expense type selected multiple times. A new line is created for each day within the specified date range.
3. If the date range includes weekends and/or a holiday, new lines are not created for Saturdays, Sundays or holidays unless the checkboxes are selected.
4. You can select one or multiple expense types to copy. New lines will be created for each expense type selected based on the specified date or date range.



Enter the **To Date** you want on the copied line.

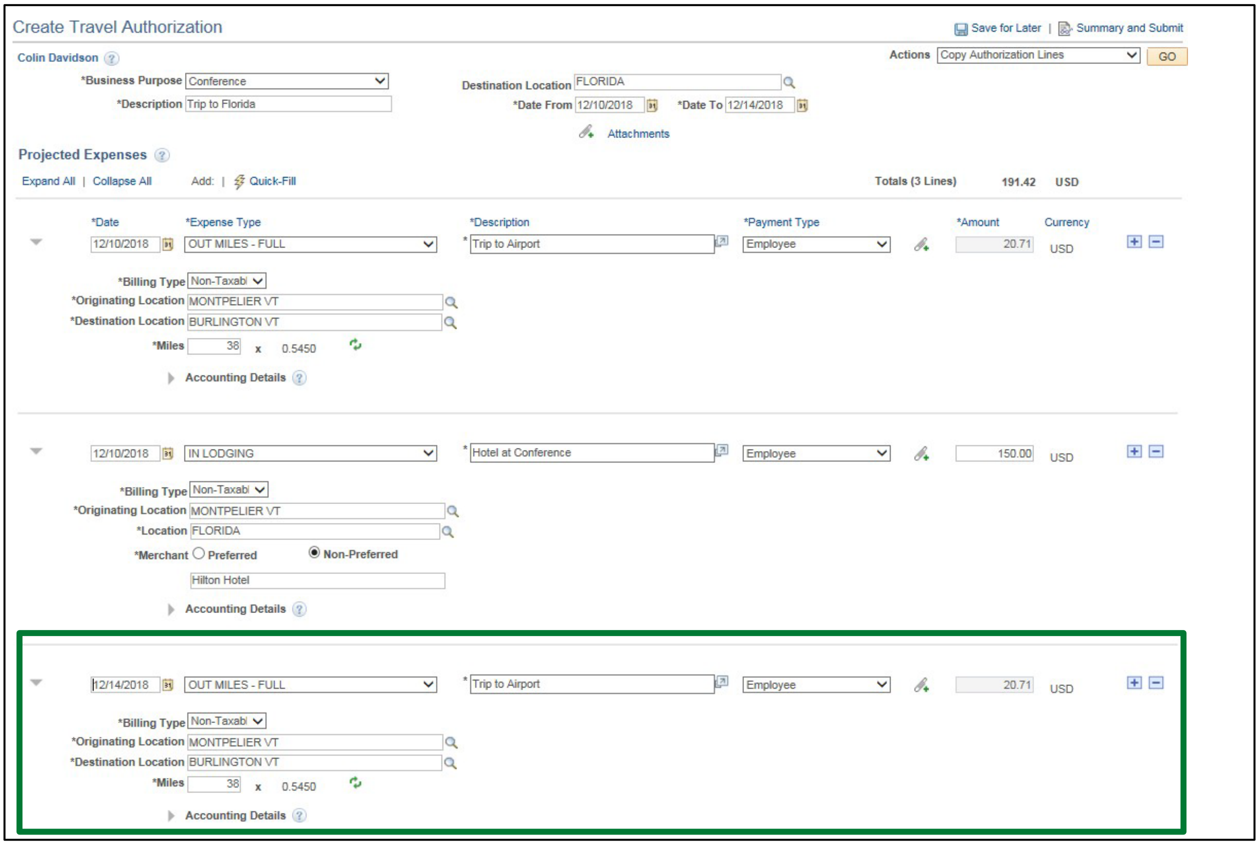


Click the **Select** checkbox for the expense type you want to copy.



Click the **OK** button.

The **Create Travel Authorization – Details** page displays with the copied line.



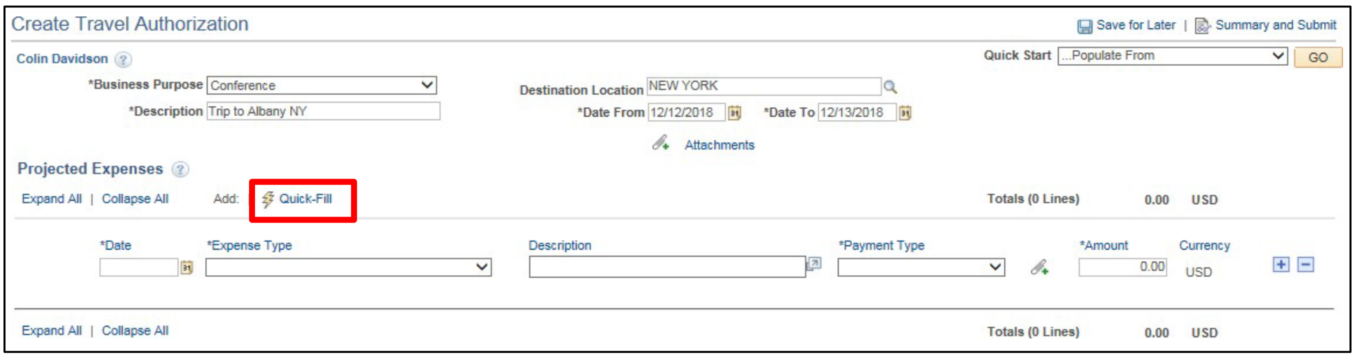
Make any necessary updates to the copied line.

Create Expense Lines Using Quick-Fill

Situations when this function is used: Another way to save time when creating expense lines is to use Quick-Fill. This functionality enables an employee to add one or multiple lines to a travel authorization by selecting the appropriate expense type and specifying the date or date range for the expense. You will then enter the remaining information that pertains to each expense type.

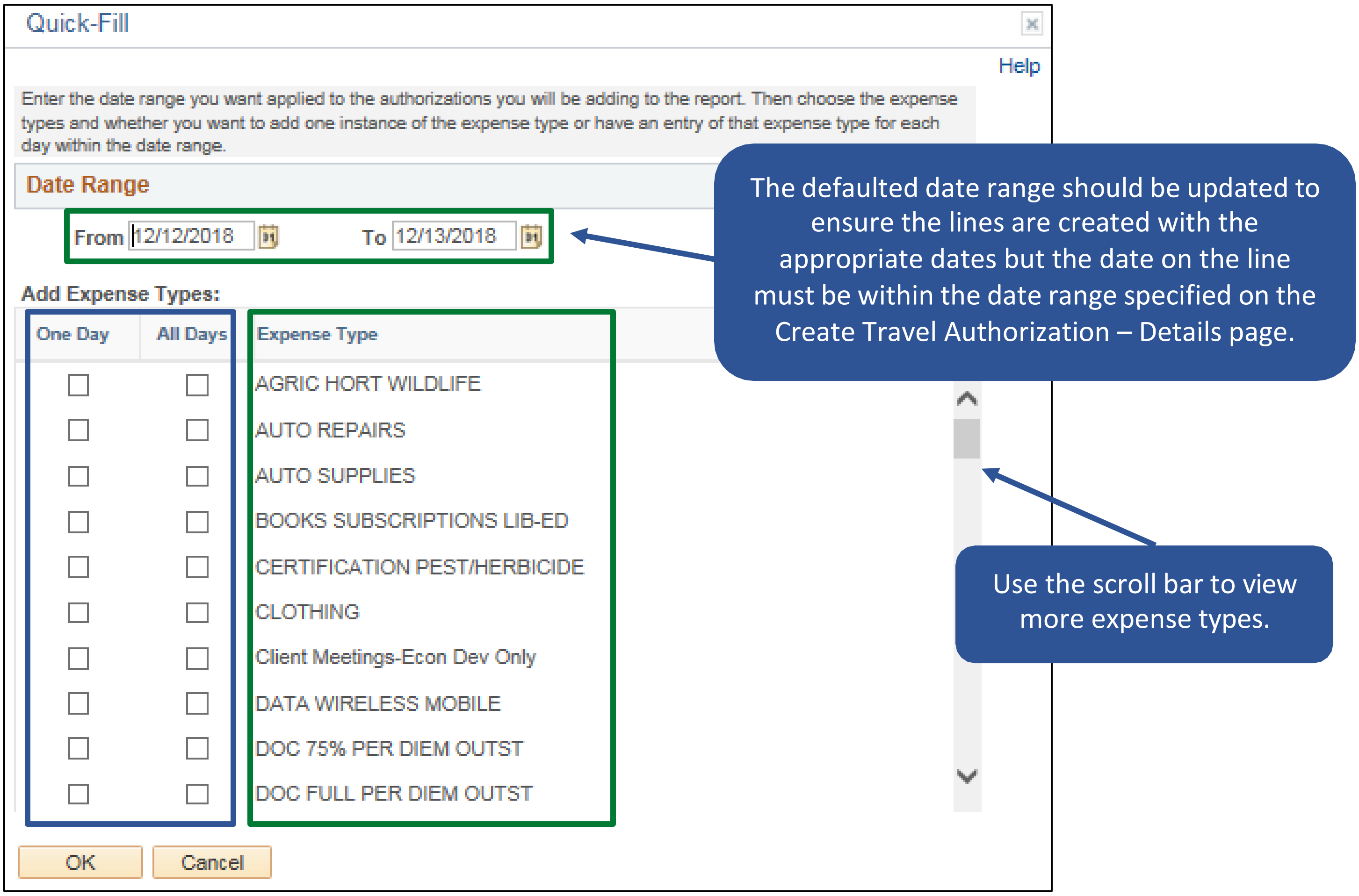
Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

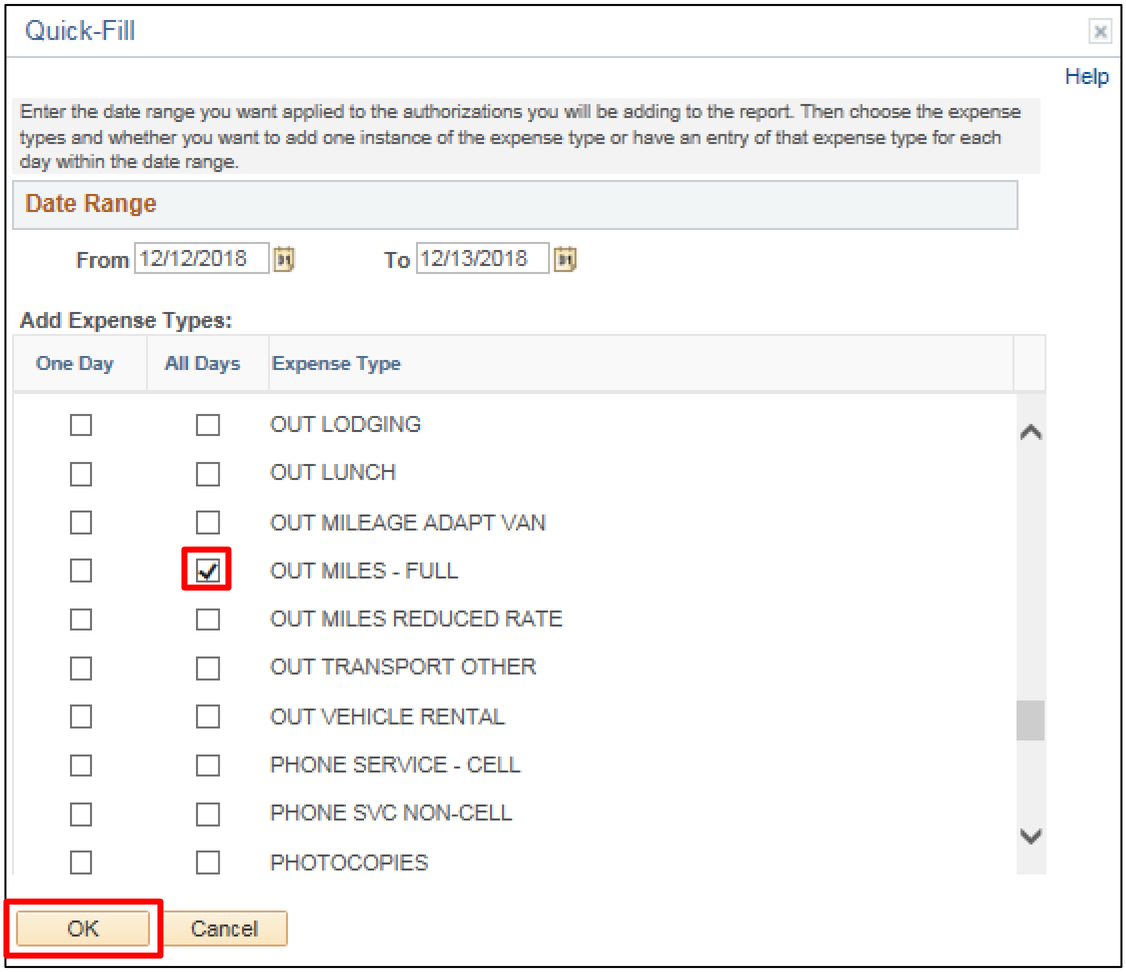


Select the **Quick-Fill** link.

The **Quick-Fill** page displays with a list of the expense types. The From and To dates default based on the Date From and Date To dates entered on the Create Travel Authorization – Details page.



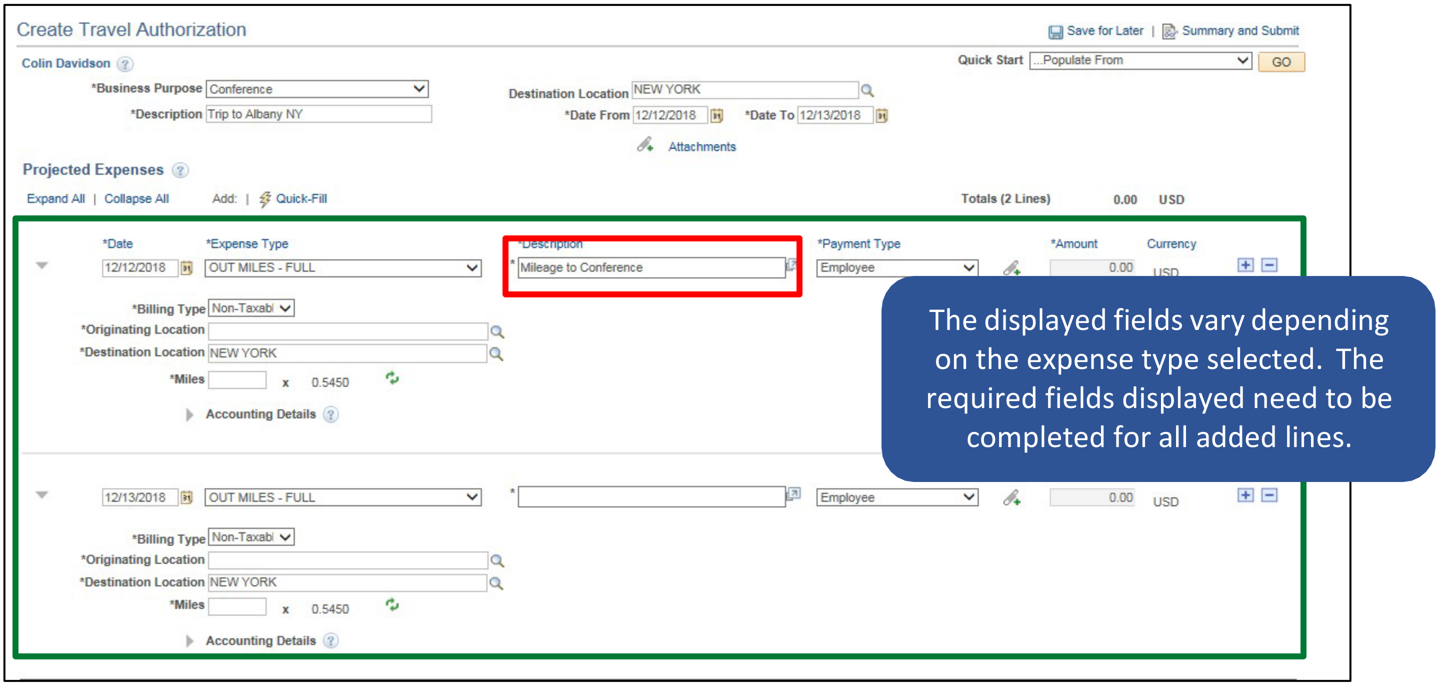
A single line for the selected expense type is created using the first day in the date range when the One Day checkbox is selected. If the All Days checkbox is selected, a line is created for each day in the date range.



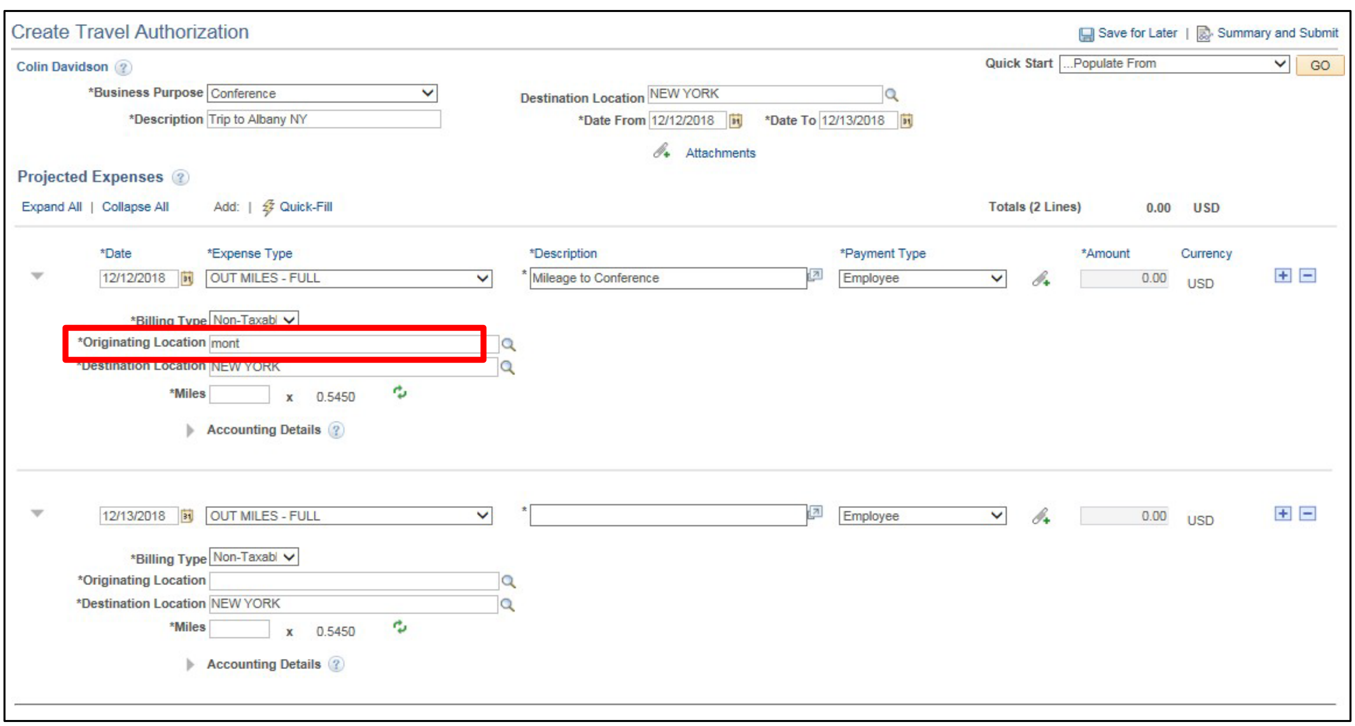
Click the **Select** checkbox next to the expense type you are adding to the travel authorization.

Click the **OK** button.

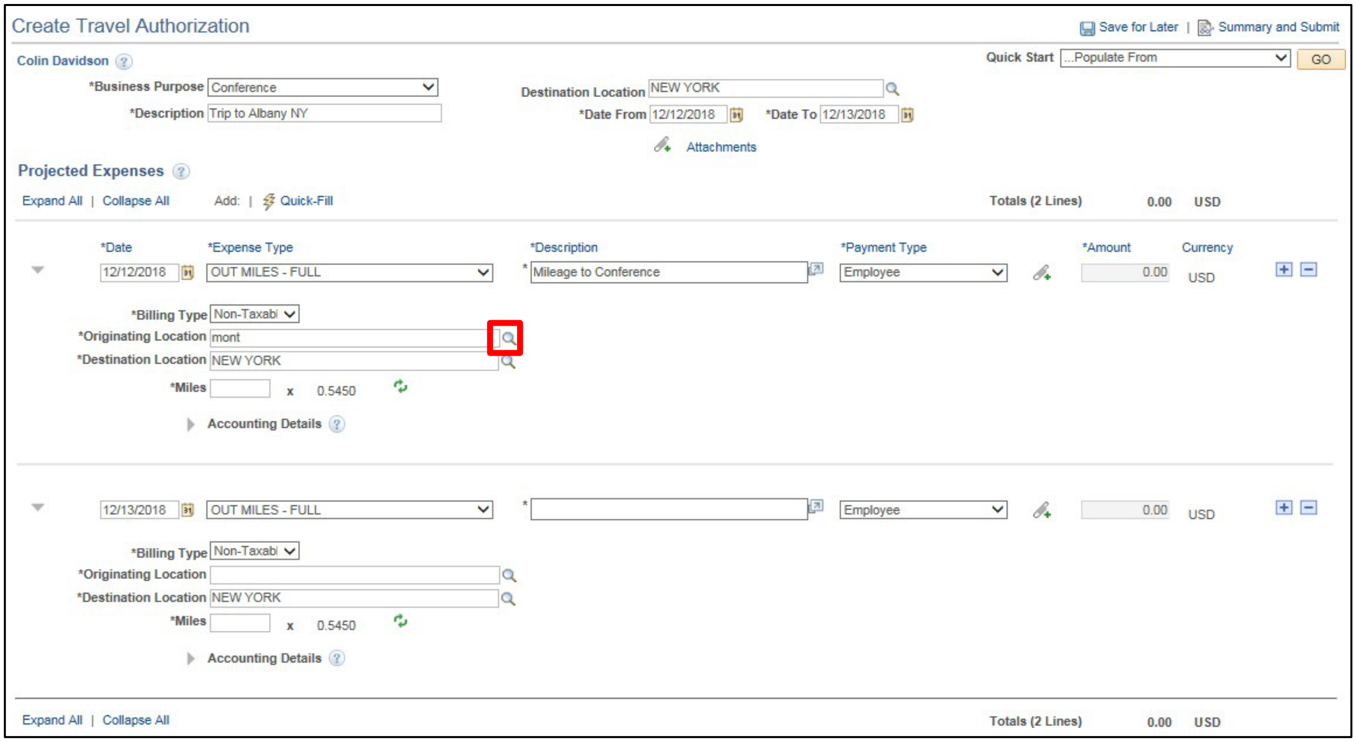
The **Create Travel Authorization – Details** page displays. Lines are created for the expense types selected. A single line is created when One Day was selected, and multiple lines are created when All Days was selected.



Enter an explanation of the expense in the **Description** field on the line.

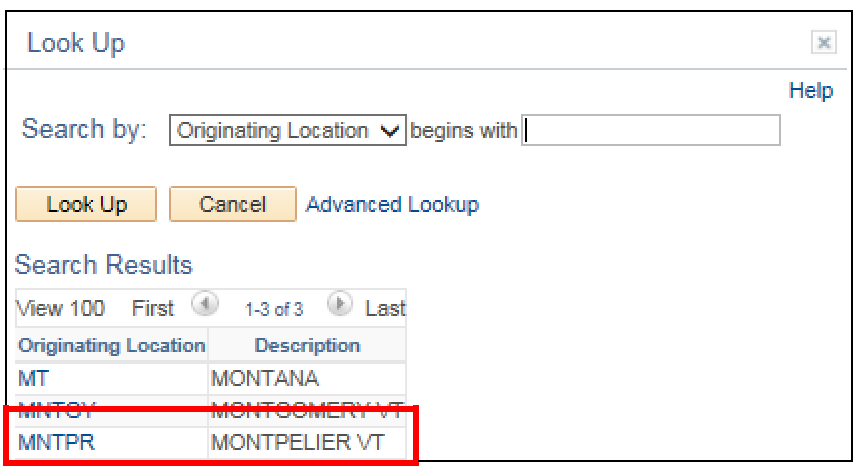


Enter a few letters of where you started your trip into the **Originating Location** field.



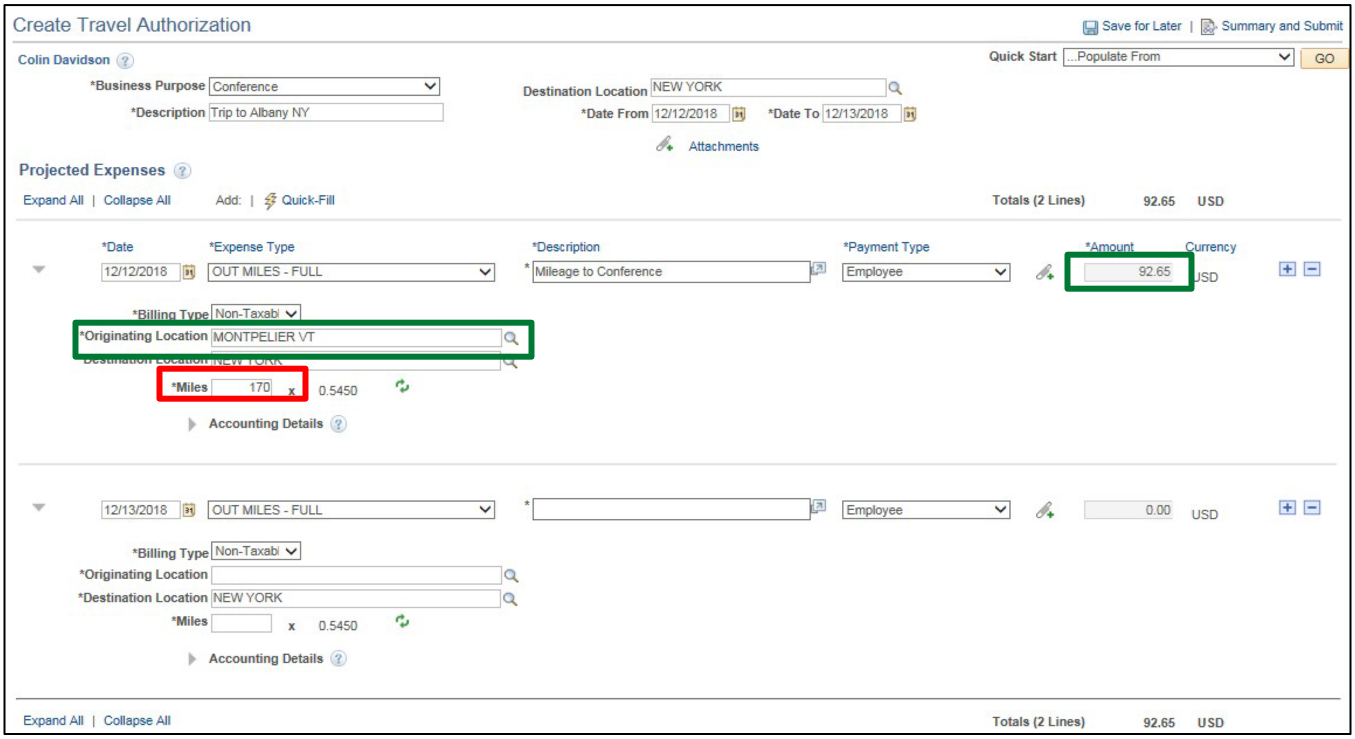
Click the **Look Up** icon.

The **Look Up** page displays the locations that match your criteria.



Select the **Originating Location** link for the appropriate location.

The **Create Travel Authorization - Details** page displays the Originating Location selected.



Enter the **Miles** for the line. The Amount automatically populates.

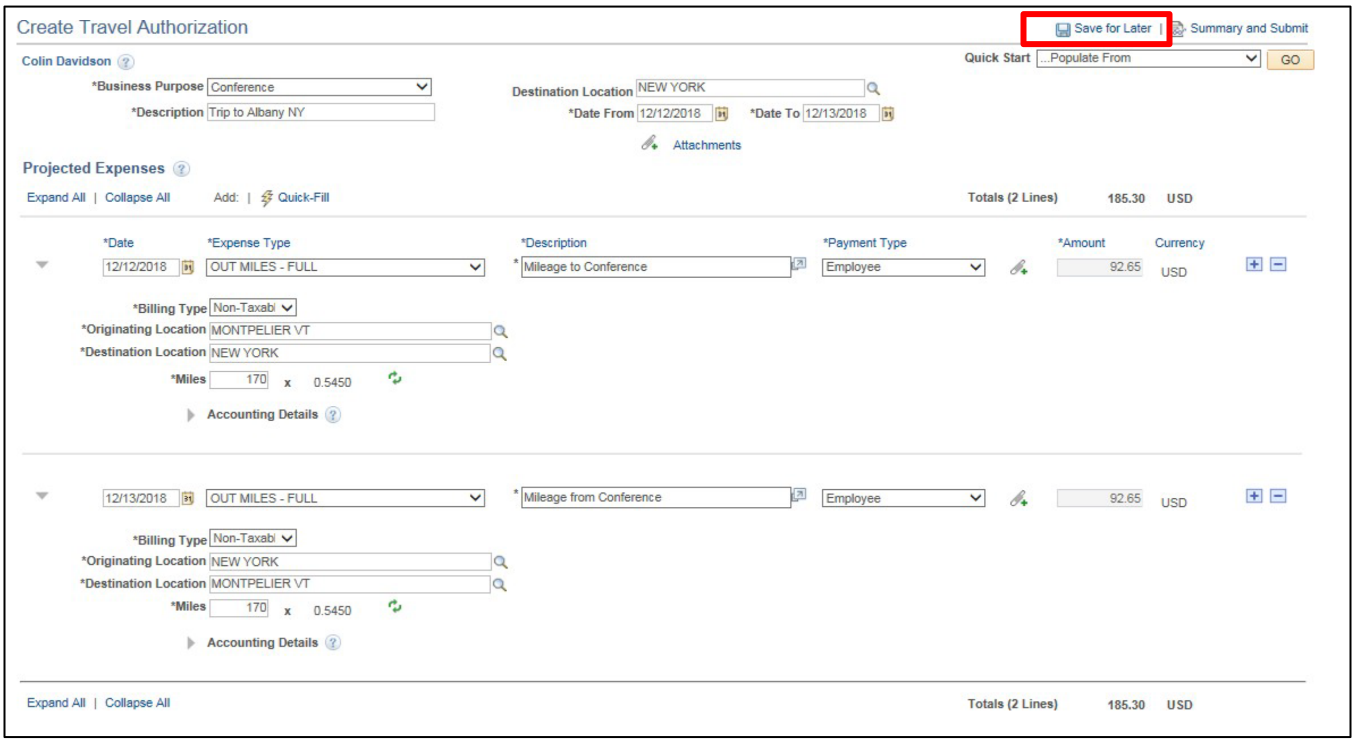
Enter the required fields for any additional lines added using Quick-Fill.

Save a Travel Authorization for Later

Situations when this function is used: When entering travel authorizations, it is important to **save often.** We recommend saving after every few lines to avoid losing any work. Travel Authorizations can also be saved and completed later, but it is important to remember they must be completed by month end.

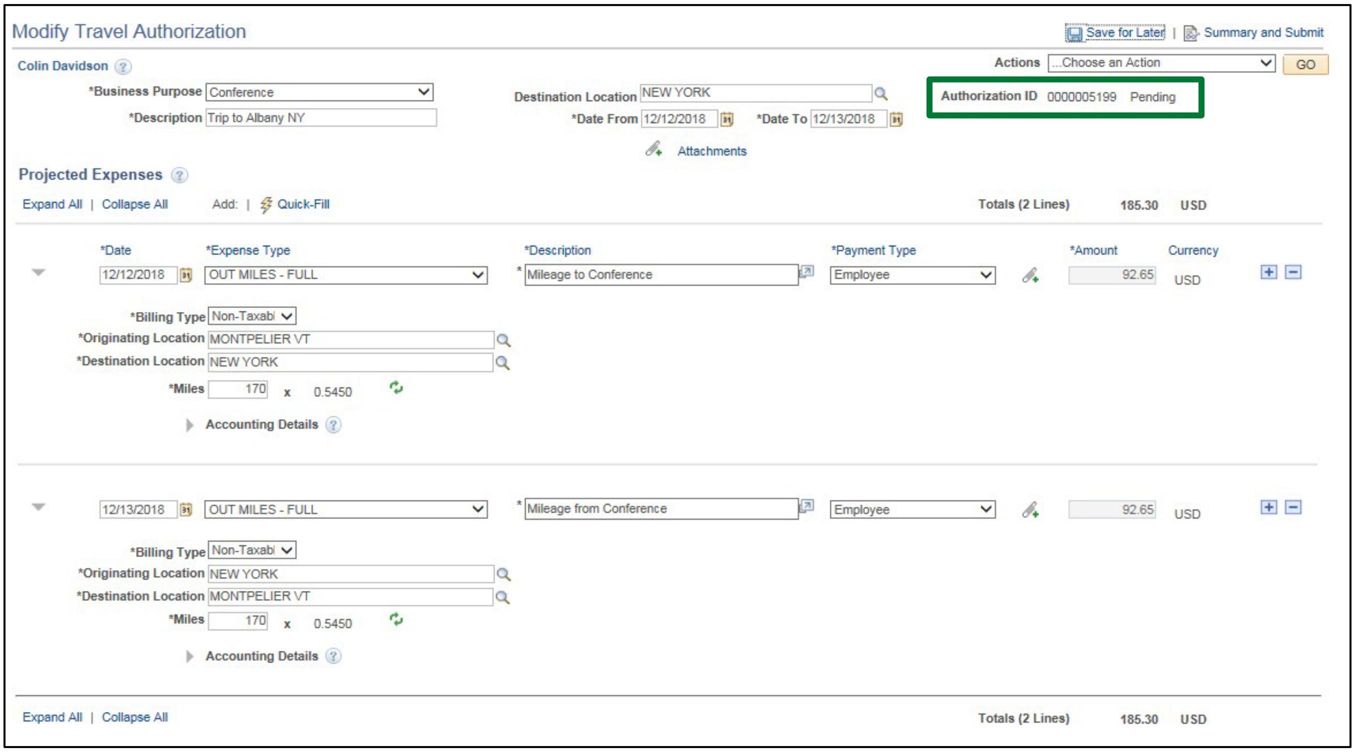
Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Click the **Save for Later** link.

The **Modify Travel Authorization – Details** page displays. The Authorization ID is assigned, and the Status is 'Pending'.

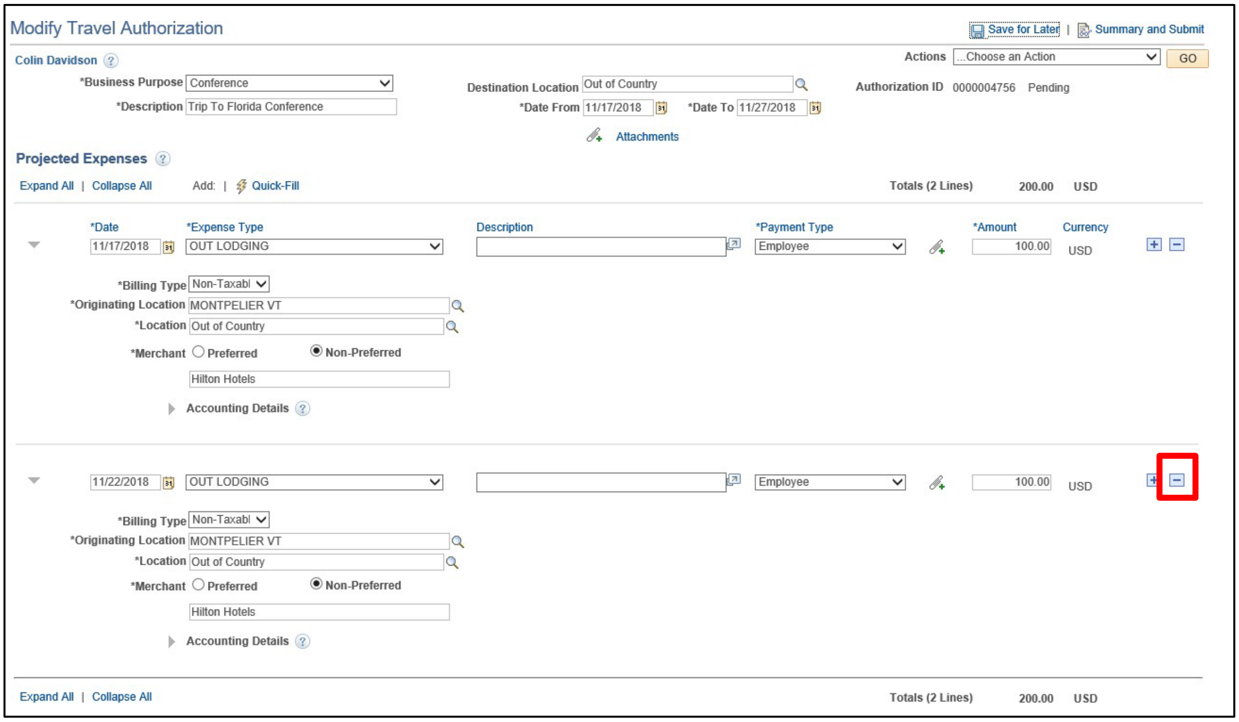


Delete expense line(s) for a Travel Authorization

Situations when this function is used: Expense lines can be deleted when creating a new travel authorization or when modifying an existing travel authorization.

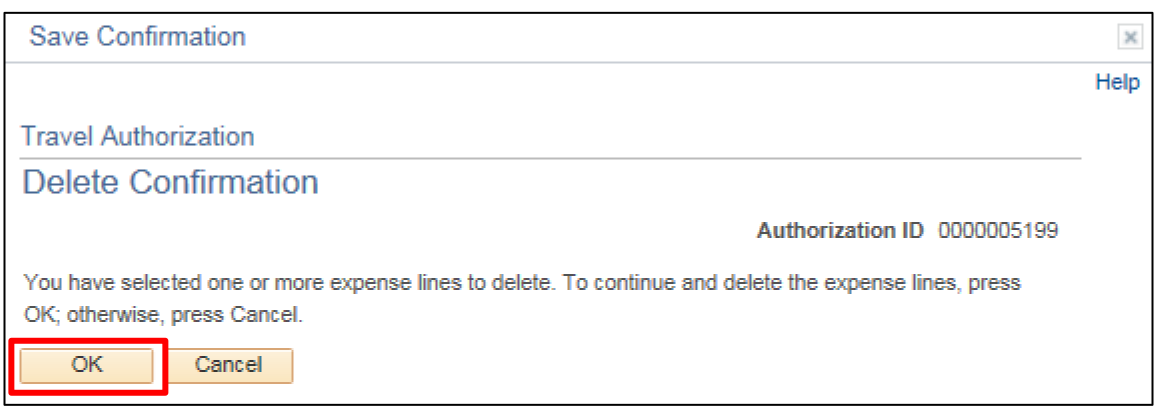
Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



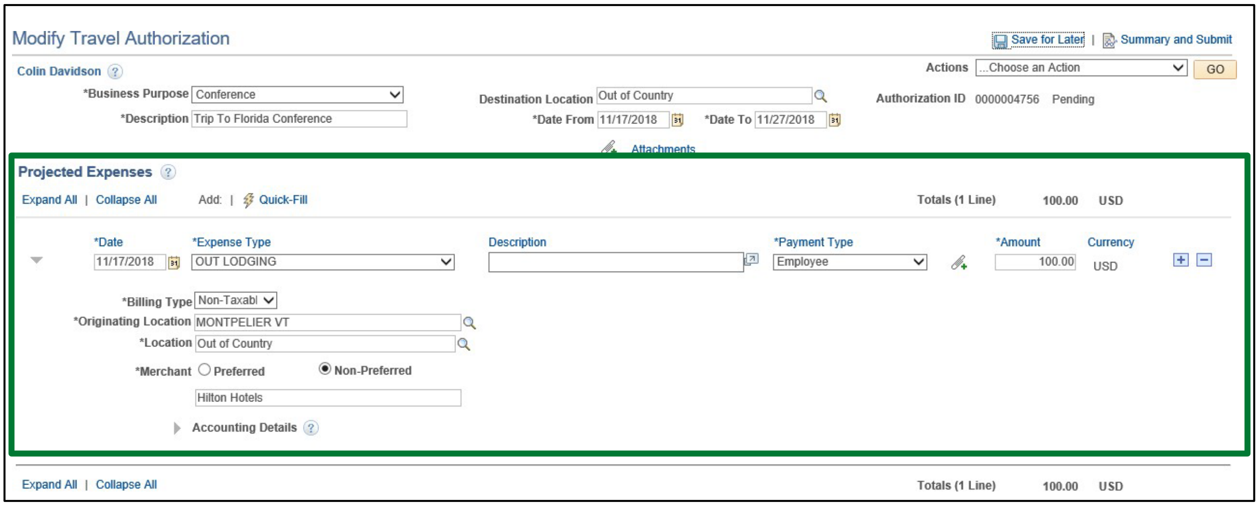
Click the **Delete** icon for the expense line you want to delete.

The **Travel Authorization – Delete Confirmation** page displays.



Click the **OK** button.

The **Modify Travel Authorization – Details** page displays, and line will no longer exist on the travel authorization.

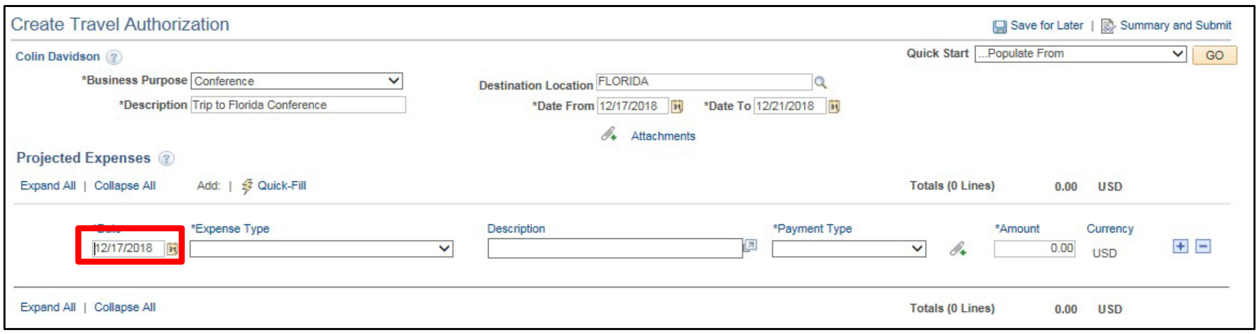


Add Lodging Expenses (Only when P-Card or Direct Bill is not possible)

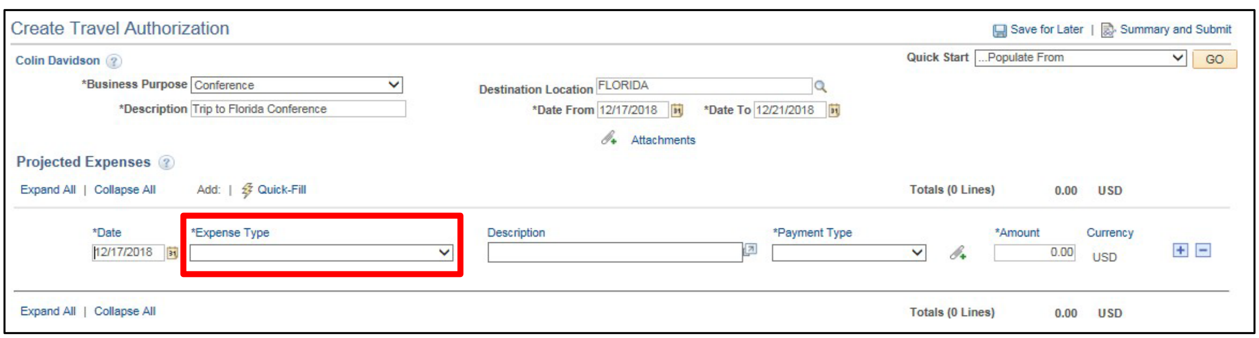
Situations when this function is used: Every effort should be made to use a P-Card or direct supplier payment for lodging to avoid the need for reimbursement. Add a Lodging expense type when a P-Card or direct bill is not possible.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

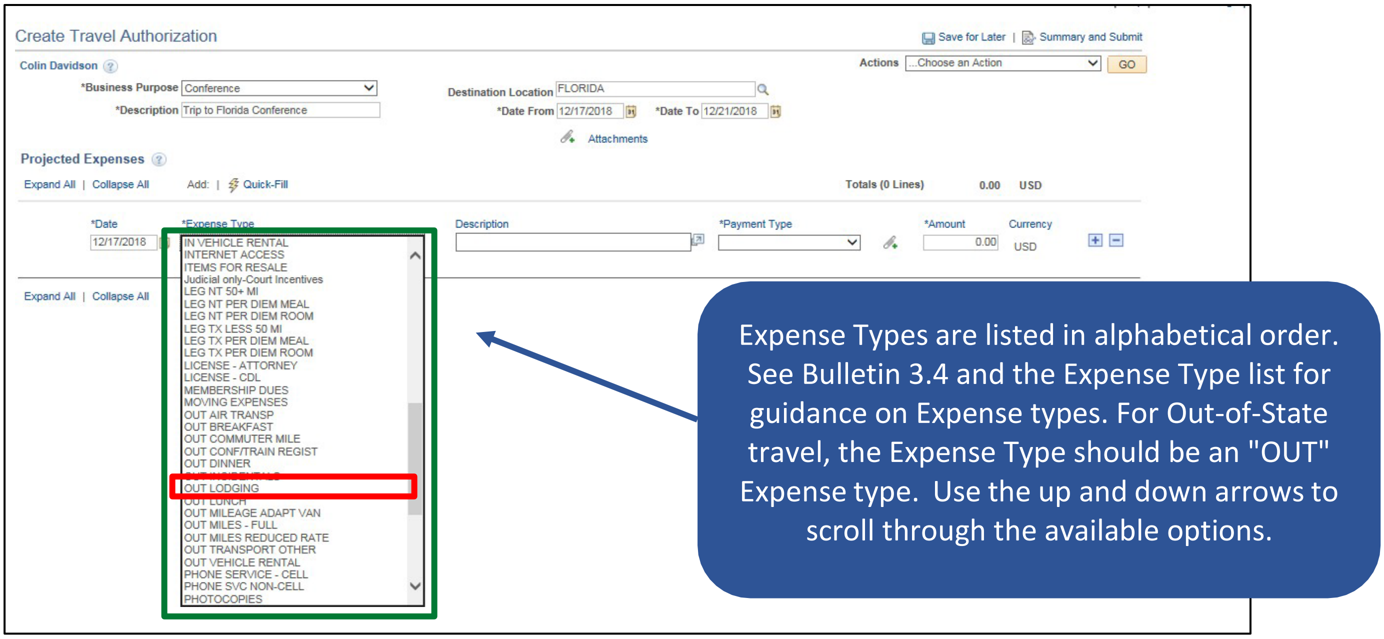
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



In the Projected Expenses section, enter the estimated **Date** of the expense.

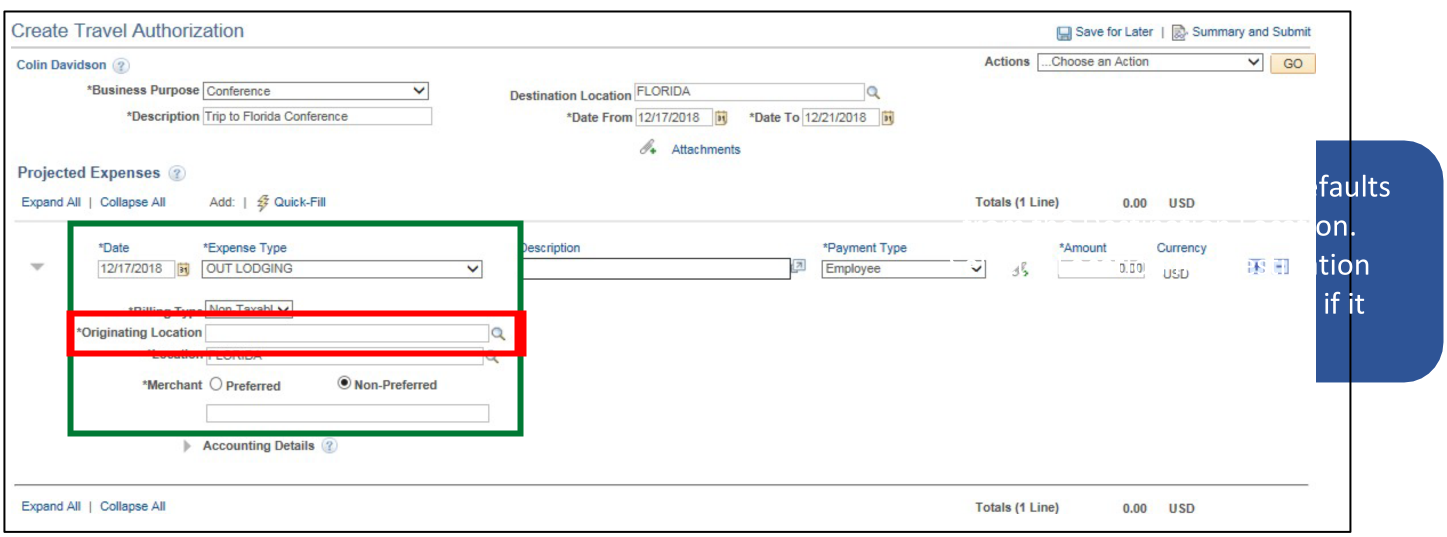


To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

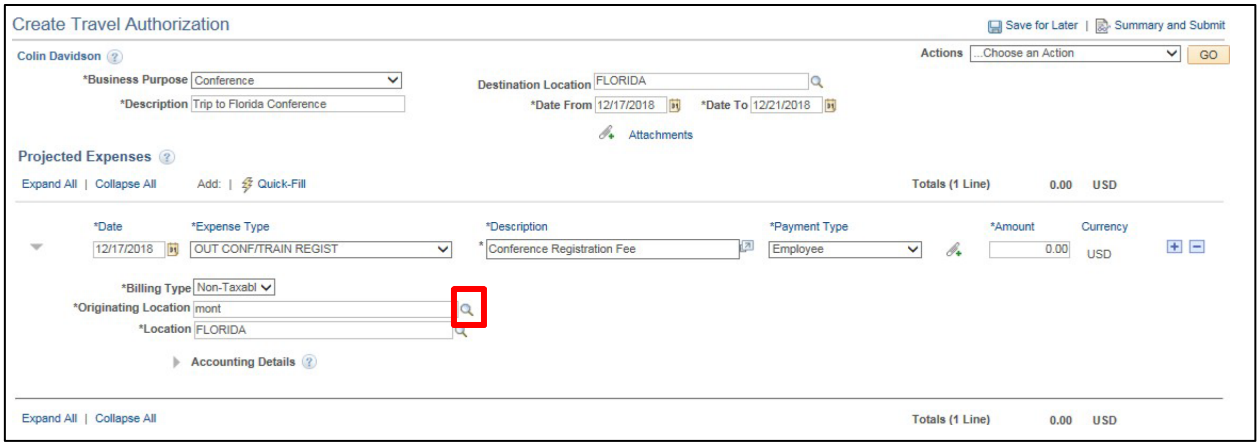


Select the **OUT LODGING** expense type from the list provided.

The expense type displays along with the additional fields that need to be populated.

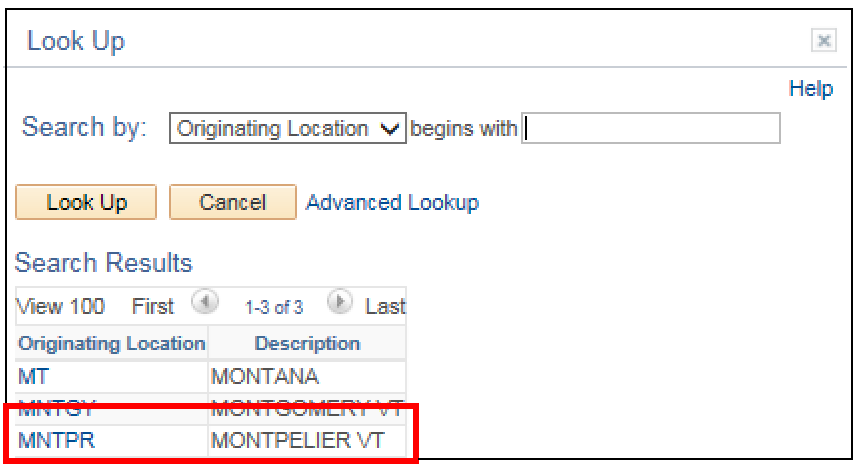


Enter a few letters of where you started your trip into the **Originating Location** field.



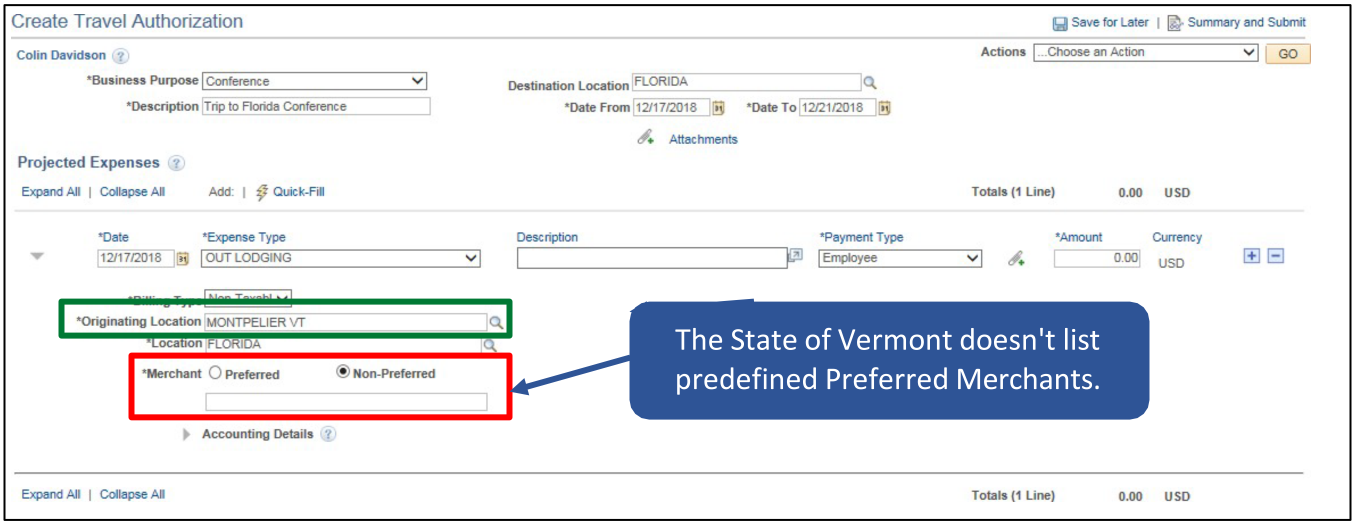
Click the **Originating Location** look up icon.

The Look Up page displays the locations that match your criteria.

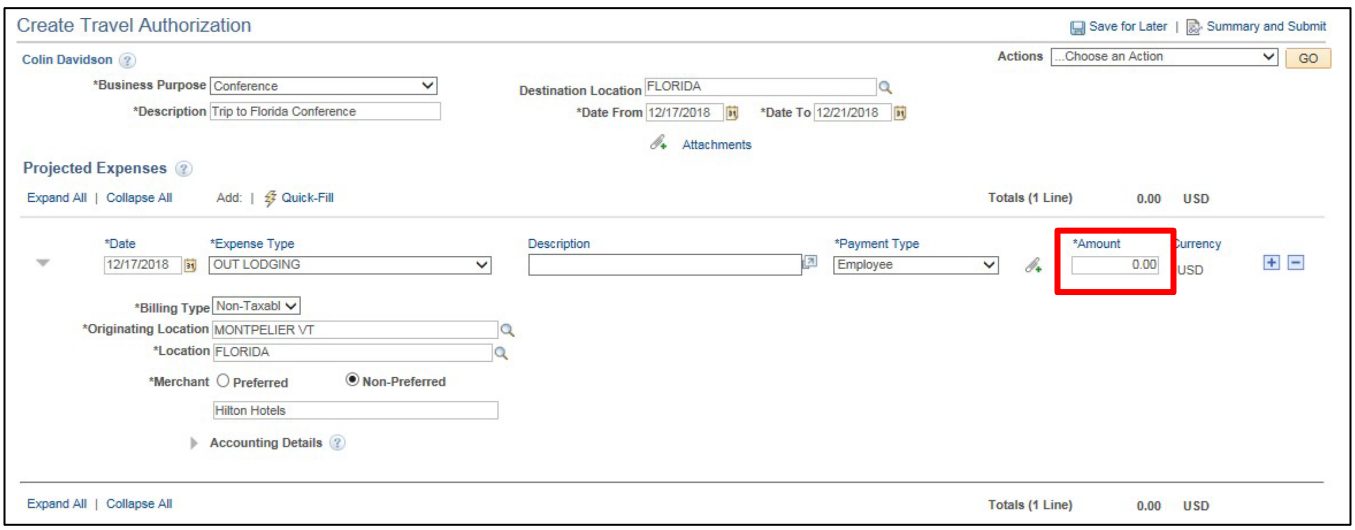


Select the **Originating Location** link for the appropriate location.

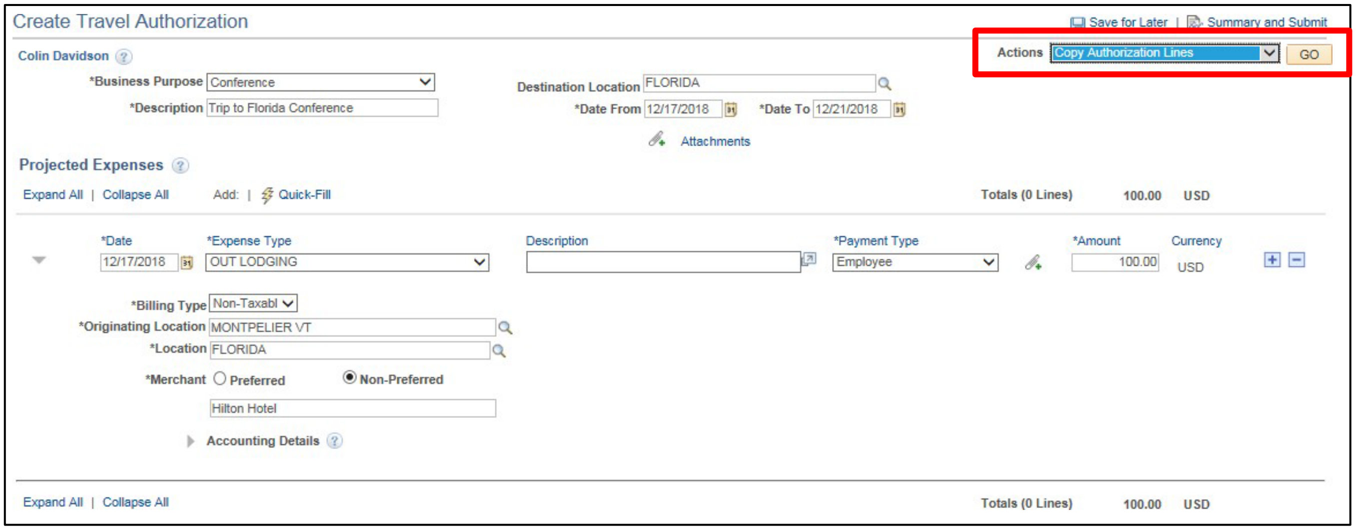
The **Create Travel Authorization - Details** page displays the Originating Location selected.



Enter the place you will be staying into the **Non-Preferred Merchant** field.



Enter the estimated **Amount** for the lodging for that night.



Copy the expense line to any additional dates you will be staying overnight by selecting the **Copy Authorization Lines** option in the Actions drop-down list and clicking the **GO** button. Make any necessary changes.

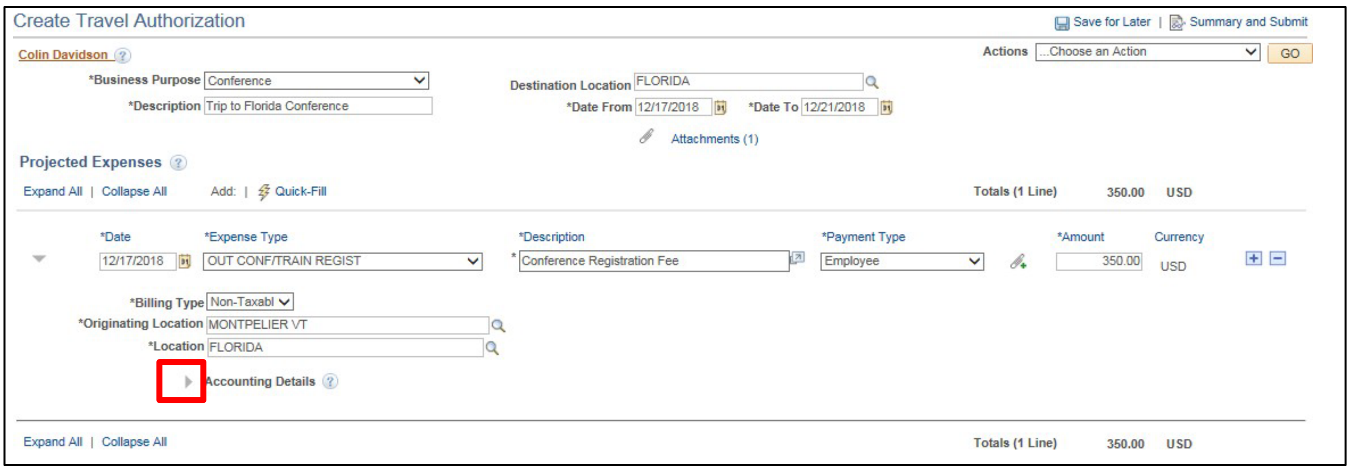
Verify/Change Accounting Detail for Projected Expense Line(s)

Situations when this function is used: While creating a travel authorization, you can review the accounting details (ChartFields) for each projected expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

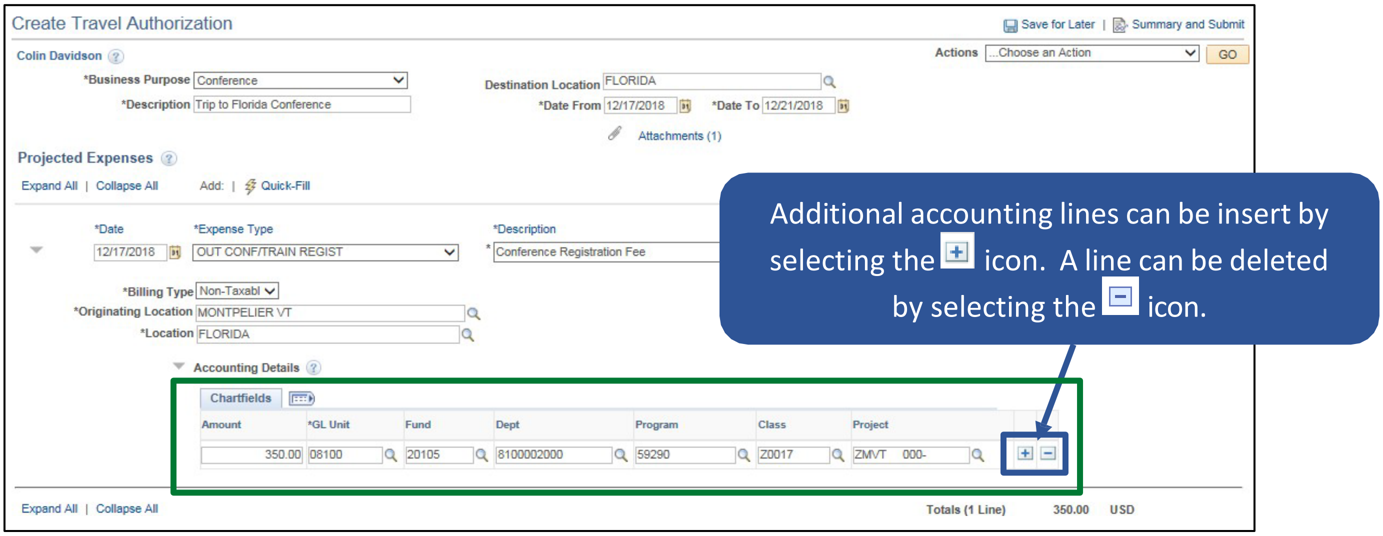
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Accounting Details** section displays at the bottom of each expense line.



Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

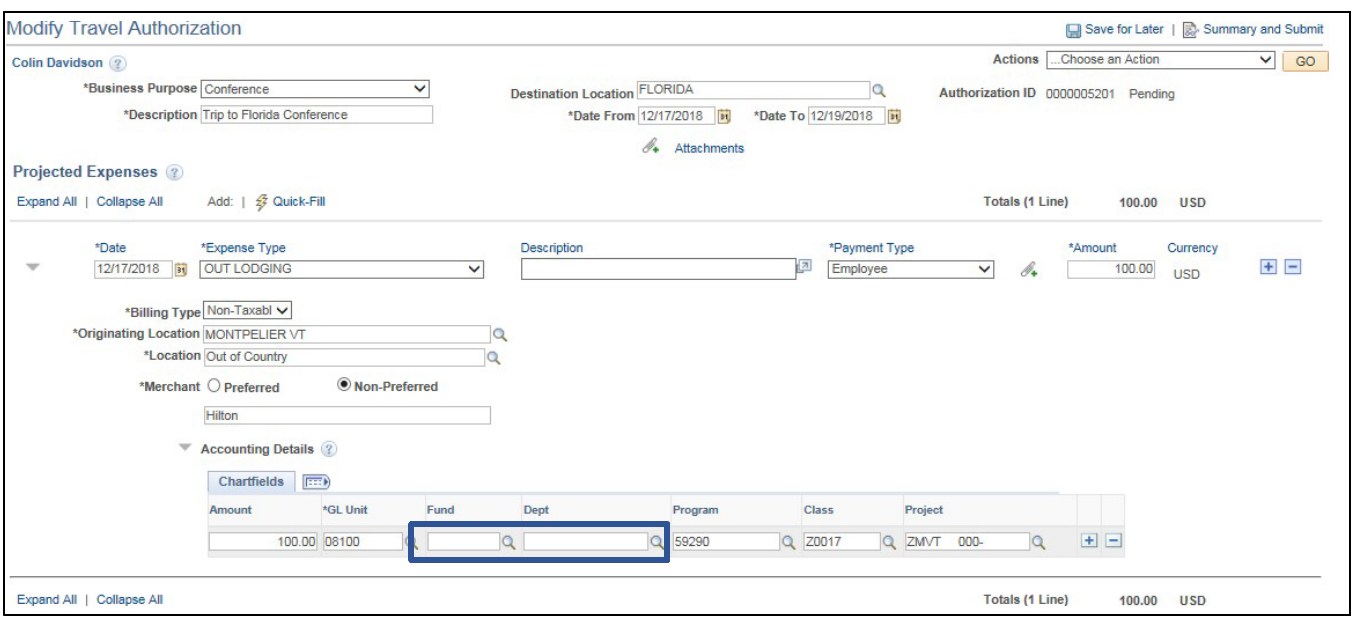
The **Accounting Details** section expands and the ChartFields for the line display.



If the travel authorization has not been submitted for approval yet, the ChartFields are available to edit as needed. Please remember to Save for Later after making any changes if you are not ready to Submit for Approval.

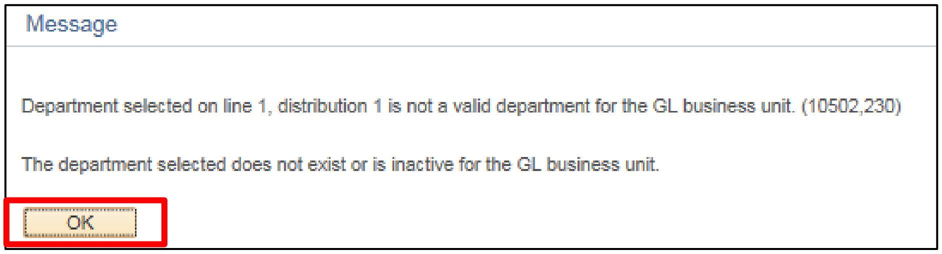
Note: The GL Unit should never be changed. The Account defaults from the expense type and does not display.

At a minimum you must include a Fund and Dept value for each expense line.



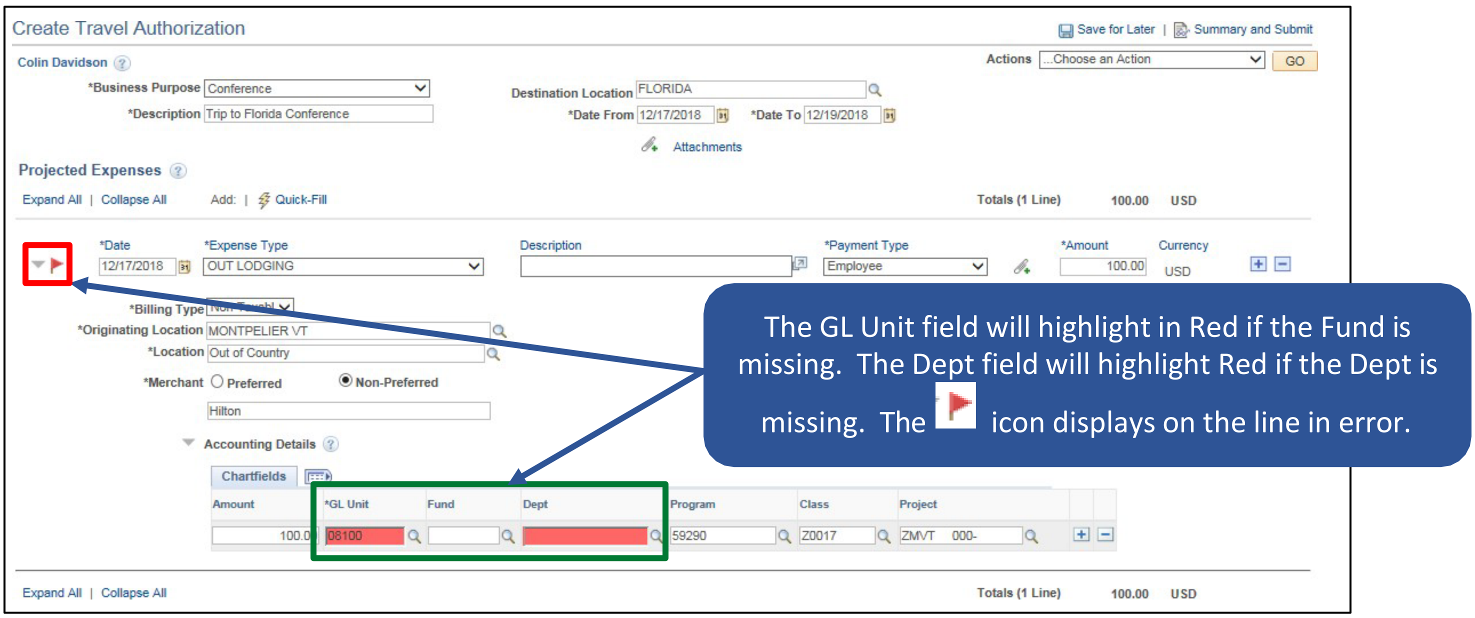
You will receive combo edit errors if you try to save or submit a travel authorization and the Fund or Dept fields are blank.

If the Department is blank you will receive the following error message when you save or submit.



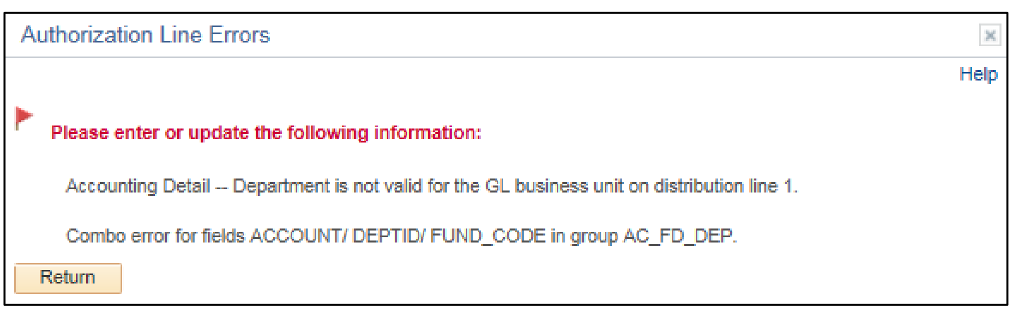
Click the **OK** button.

The **Create Travel Authorization – Details** page displays with the line and fields in error highlighted.



Click the **Missing or Invalid Information** icon.

The **Authorization Line Errors** page displays the errors on the line.



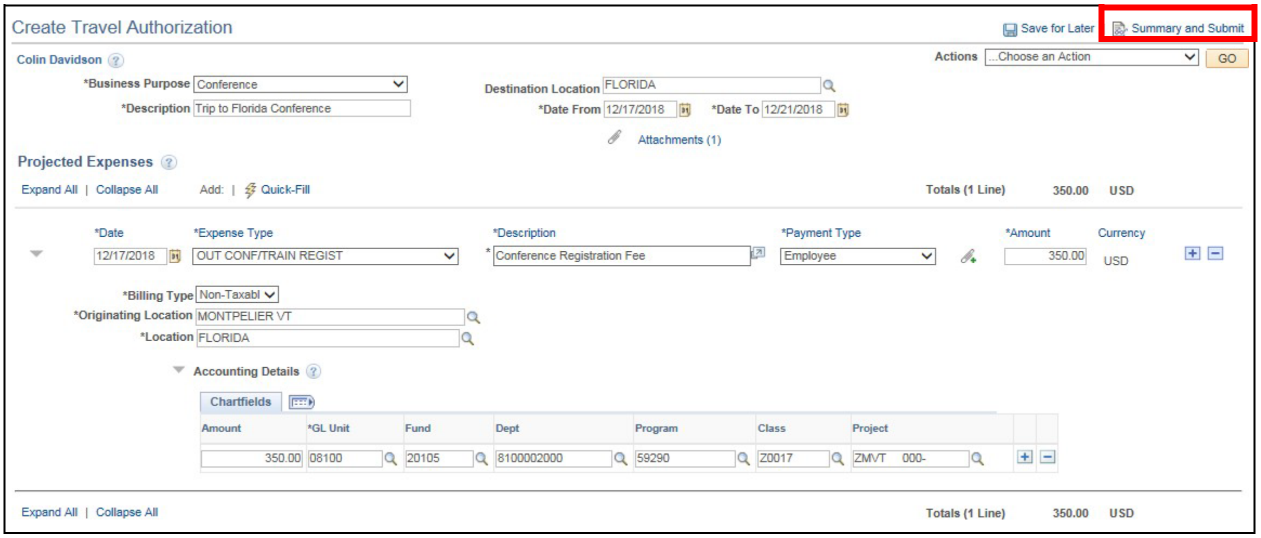
Note: Both messages display if the Department is missing. The Combo error message displays if the Fund is missing. The travel authorization can be saved for later if the Fund is missing but it cannot be submitted for approval until all errors are resolved. The travel authorization will not save if the Department is missing.

Submit for Approval

Situations when this function is used: Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip. After all the projected expense lines, attachments and notes have been added and the accounting information is verified the travel authorization is ready to be submitted for approval.

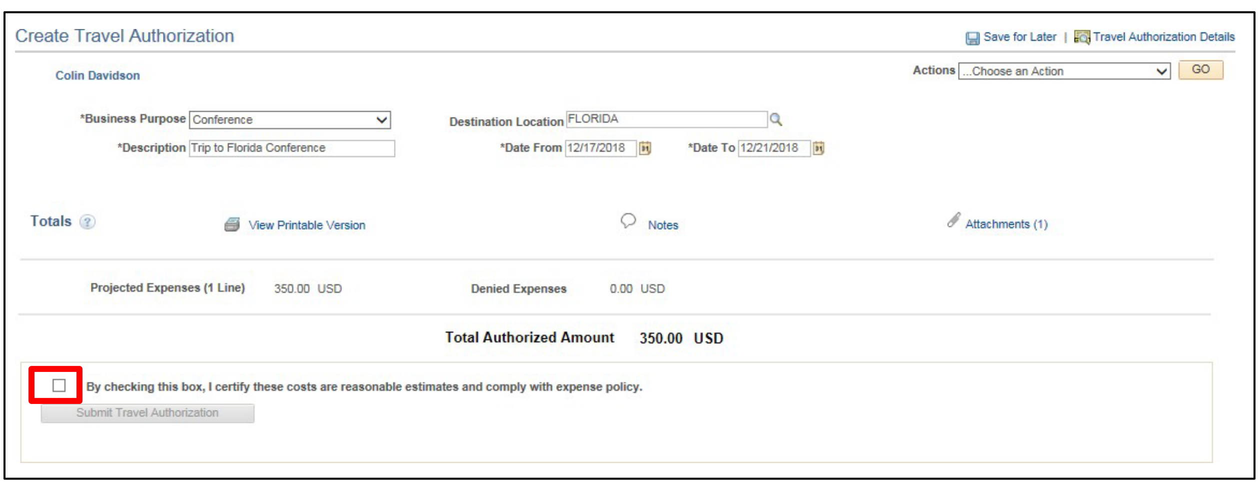
Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

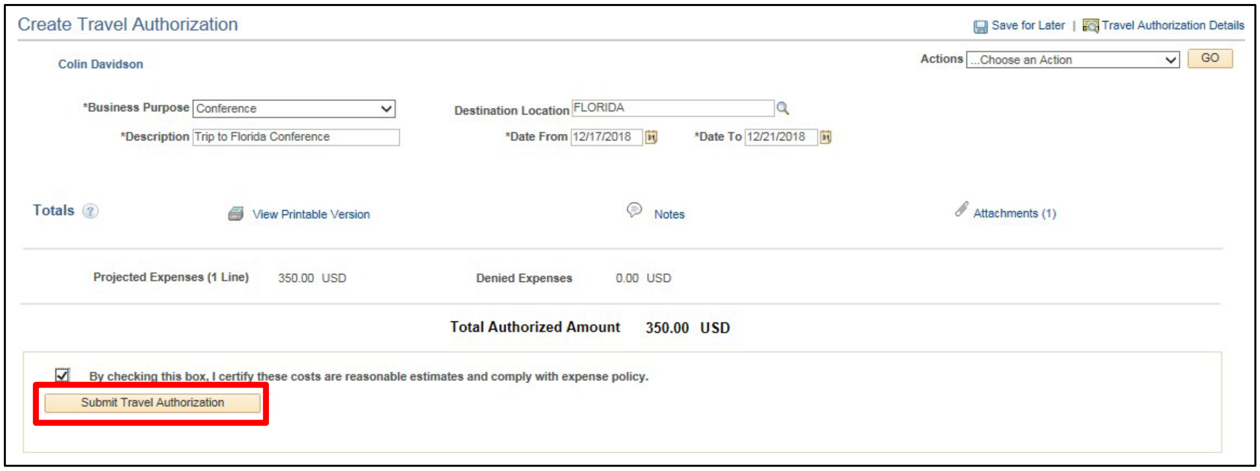


Click the **Summary and Submit** link.

The **Create Travel Authorization – Submit** page displays. **NOTE:** The Modify Travel Authorization – Submit page displays if you previously clicked the Save for Later link.

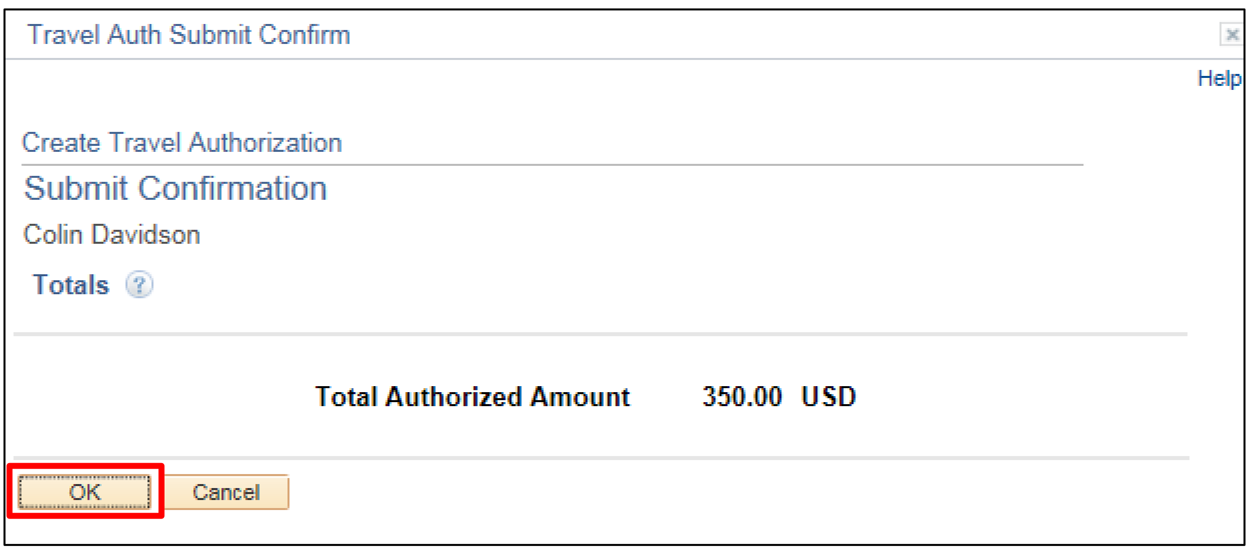


Review the certification message and select the **Certification** checkbox.



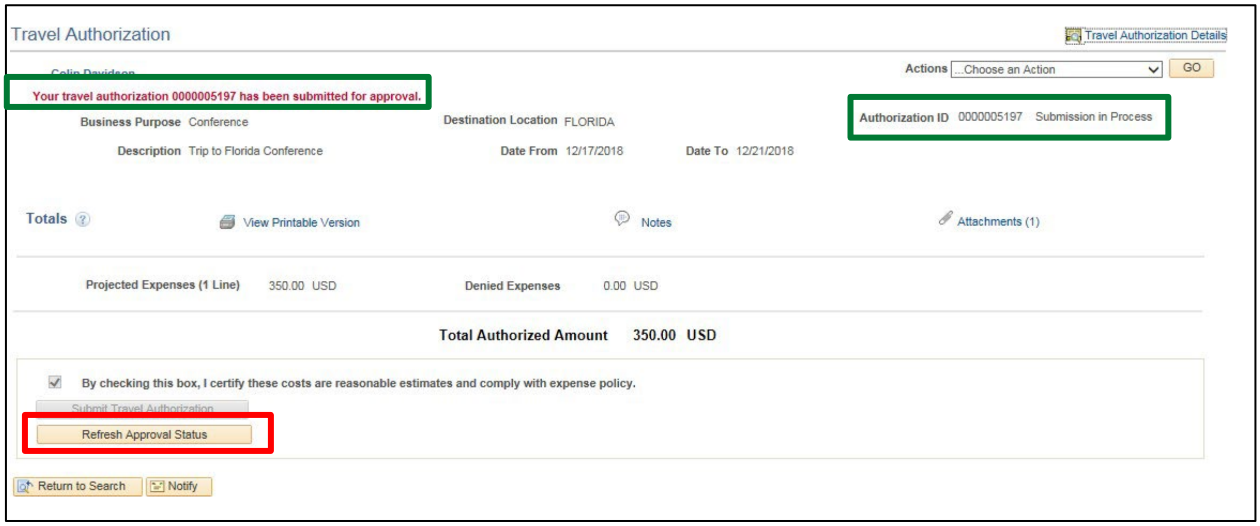
Click the **Submit Travel Authorization** button.

The **Travel Authorization – Submit Confirmation** page displays.



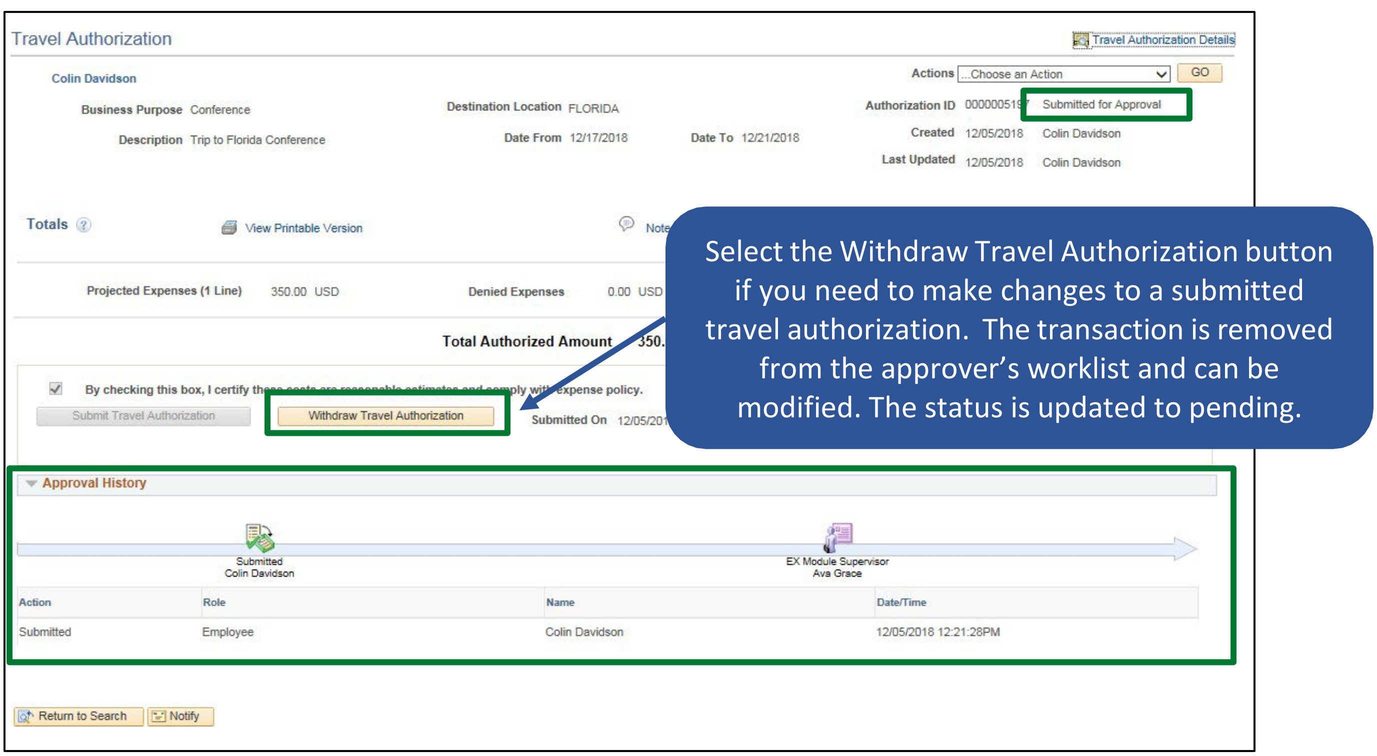
Click the **OK** button.

The **View Travel Authorization** page displays with the message 'Your travel authorization (TA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Authorization ID is assigned (if the travel authorization was not previously saved).



Click the **Refresh Approval Status** button.

The travel authorization has been routed to your supervisor for approval. The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the travel authorization, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to' Submitted for Approval'.



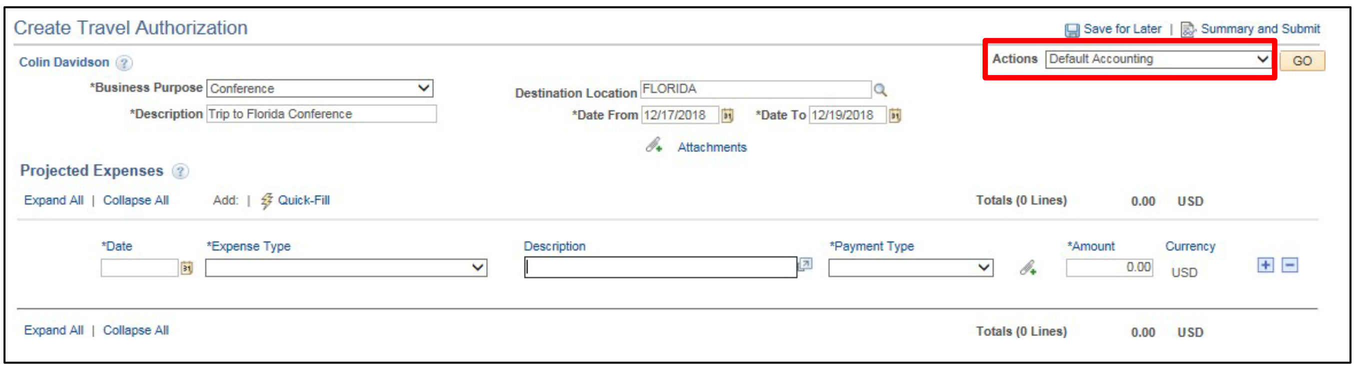
Change Default Accounting for Travel Authorization

Situations when this function is used: All employees have default accounting set up that will automatically pull into expense transactions. Use this functionality if you have split funding, or your accounting information is going to be different than your default accounting.

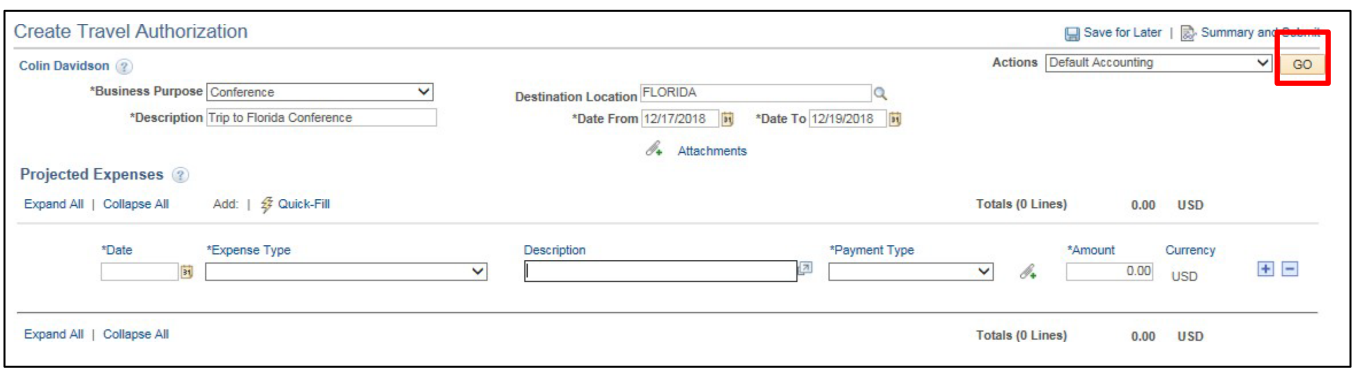
Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

Note: It is recommended that you change the default accounting prior to adding expense lines. Changes to the default accounting will automatically default onto existing lines as long as the ChartField information was not manually updated in the Accounting Details section. Any manual updates are retained.

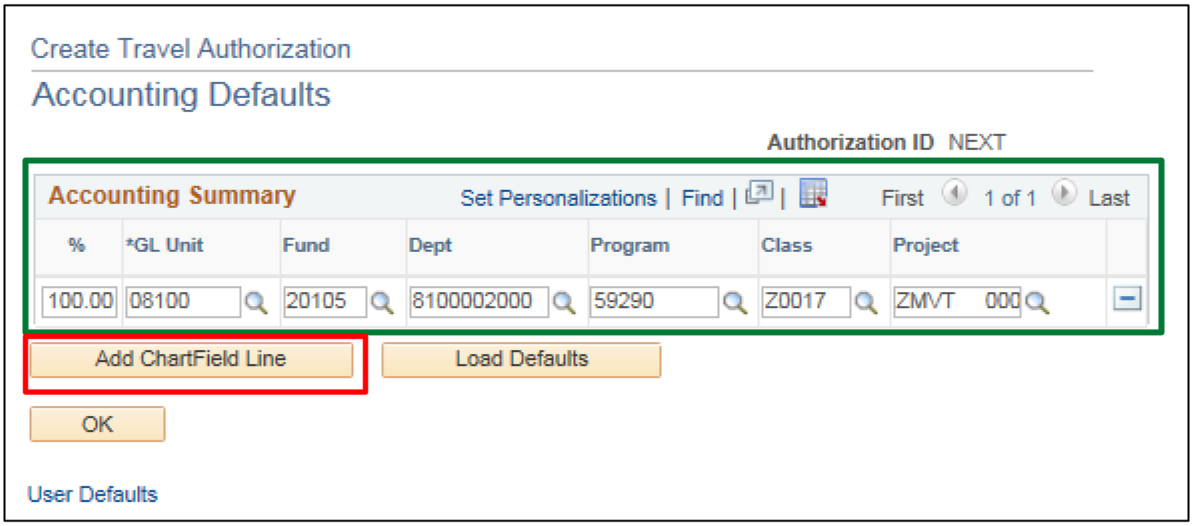


Select **Default Accounting** from the Actions drop-down box.



Click the **GO** button.

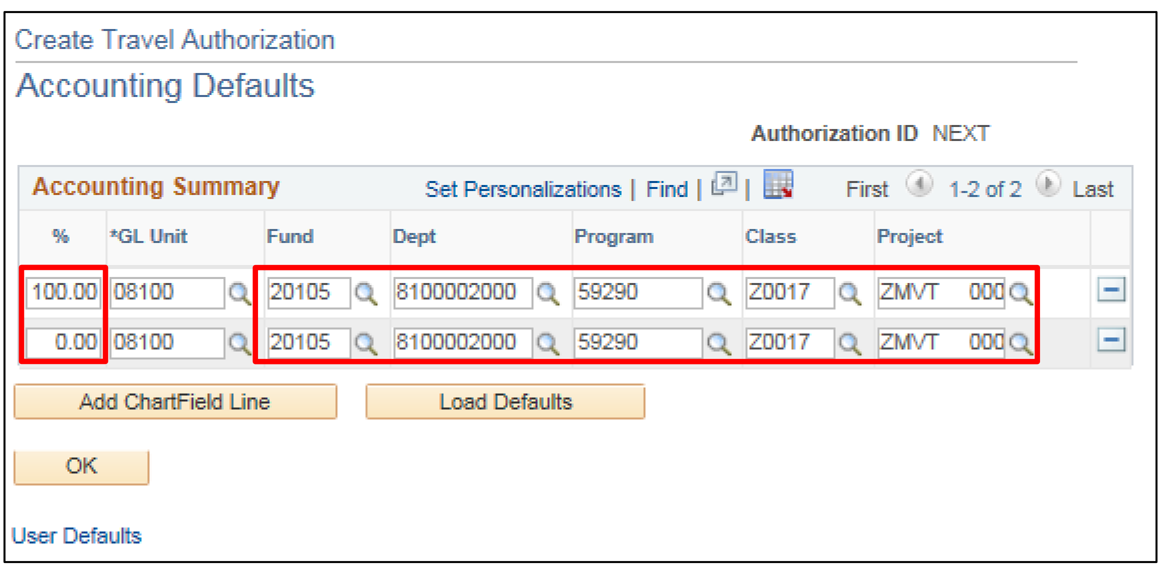
The **Create Travel Authorization – Accounting Defaults** page displays the default ChartField values from the employee's profile. Depending on your business need, the default accounting may not necessarily apply to every situation. The accounting defaults, for every line on the travel authorization being created, can be changed here.



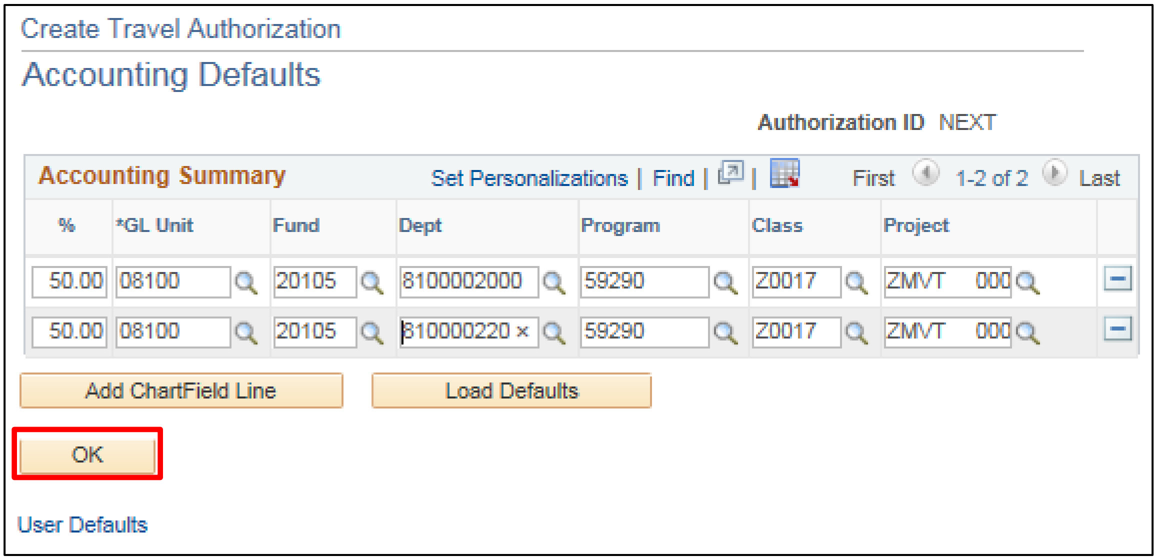
Make any necessary changes to the ChartFields. Please remember that any changes made here will apply to each of your travel authorization expense lines.

Note: The GL unit should never be changed. The Account defaults from the expense type and cannot be changed.

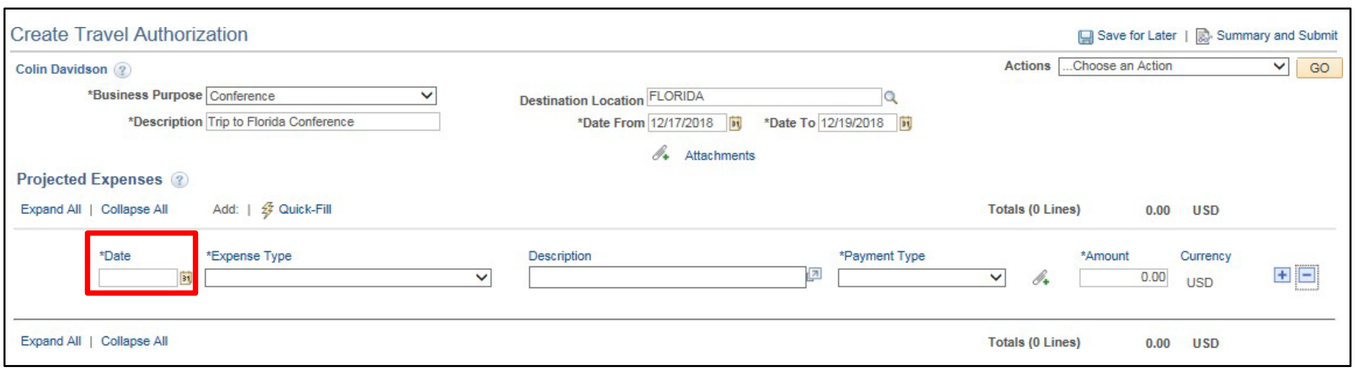
Some departments utilize split funding which can also be done here. To add a ChartField line, click the **Add ChartField Line** button.



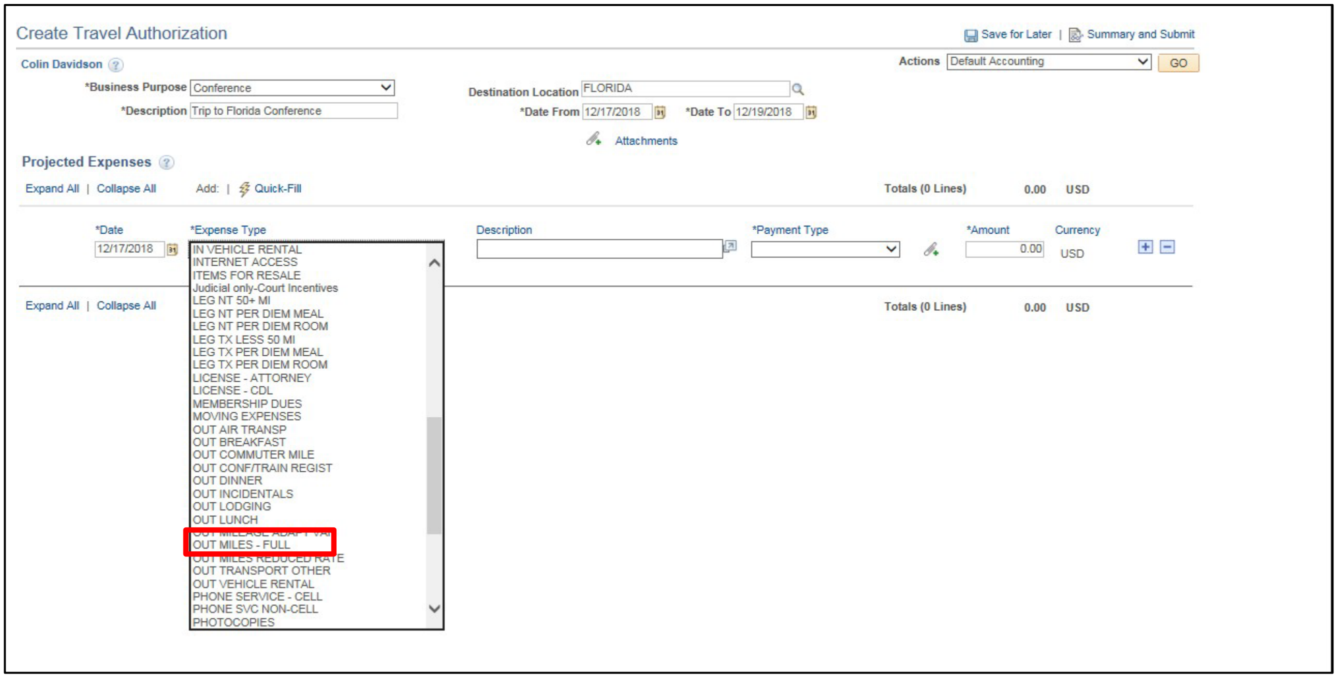
Update the **Percentage** and **ChartFields** for each line.



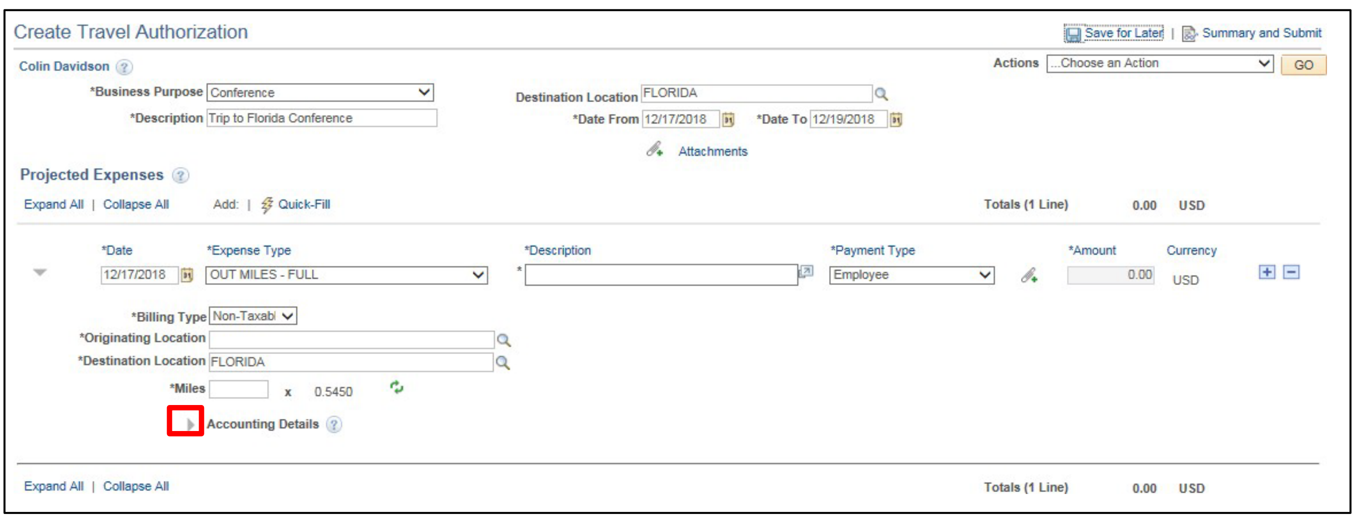
Click the **OK** button to return to the Create Travel Authorization – Details page.



In the Projected Expenses section, enter the estimated **Date** of the expense.

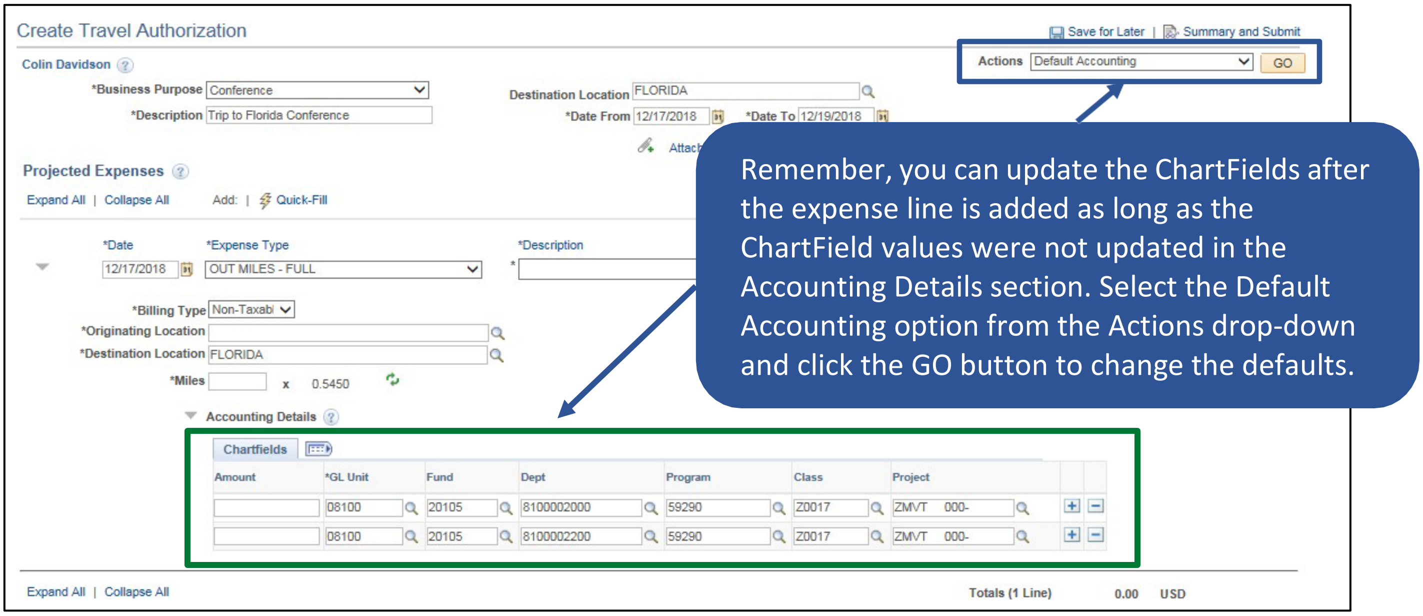


Click the **Expense Type** drop-down list and select the appropriate expense type from the list.



Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The **Accounting Details** section expands and the ChartFields defined on the Accounting Defaults page display for the line.



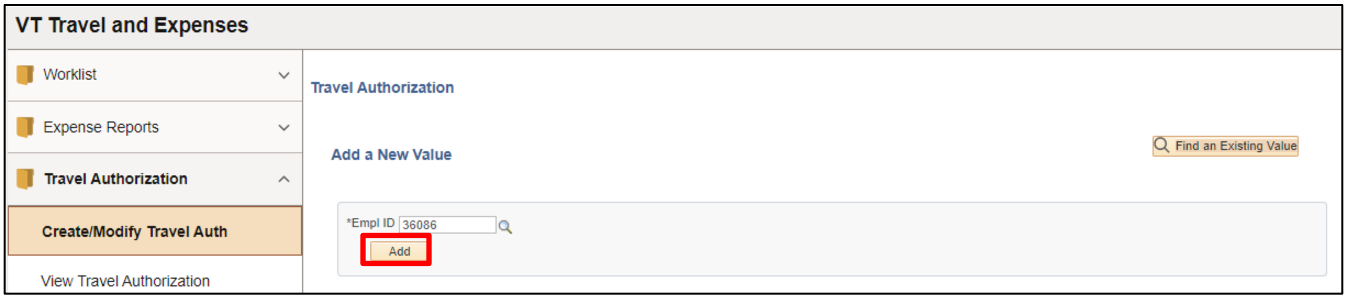
Copy a Travel Authorization

Situations when this function is used: A travel authorization can be created by copying and modifying an existing travel authorization.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

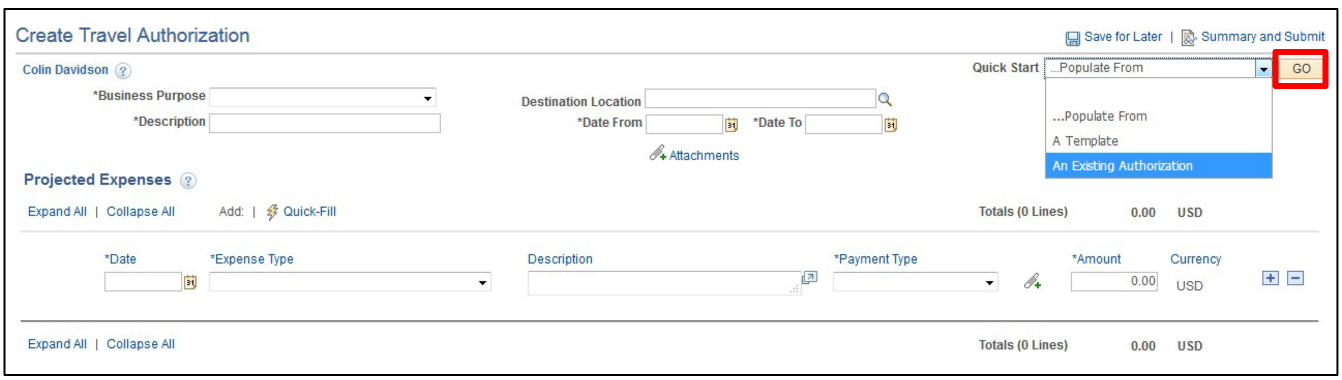
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization** page displays:



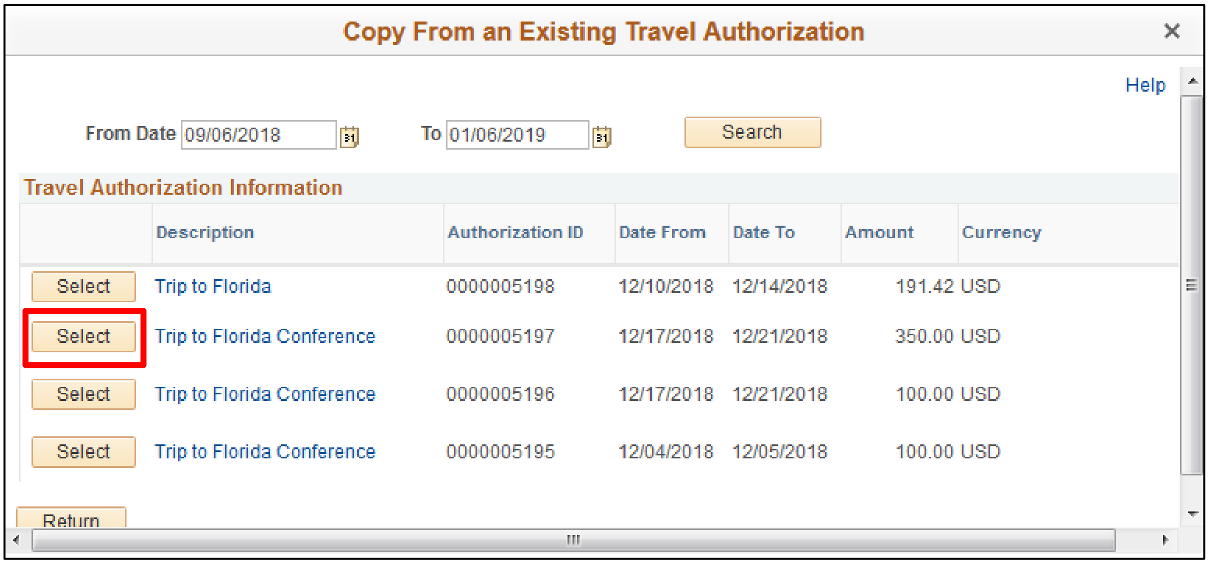
1. Click **Add**

The **Create Travel Authorization** page displays:



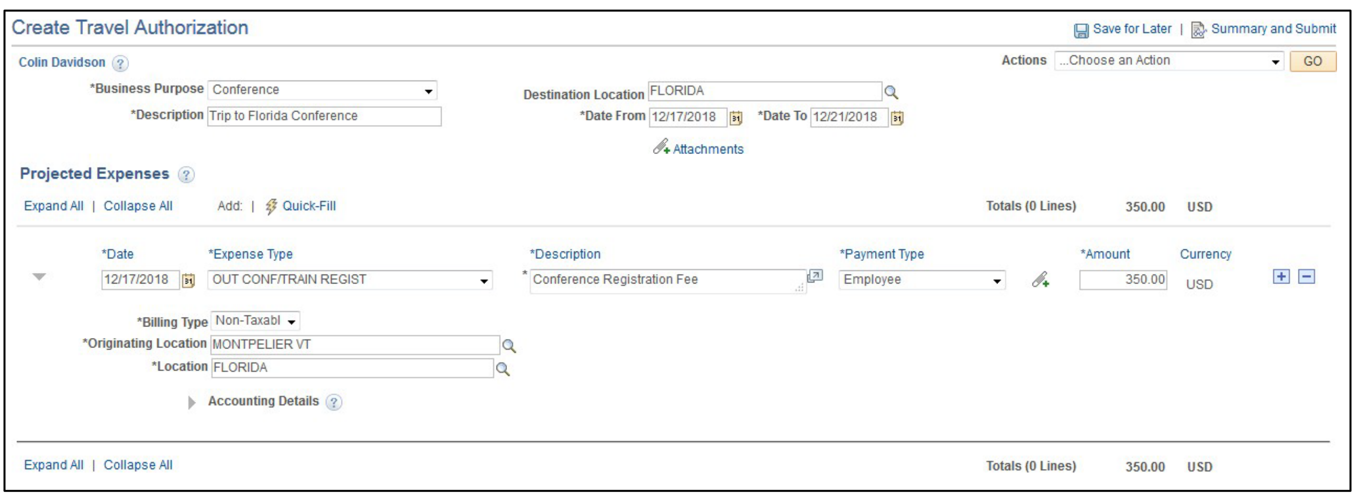
2. **Quick Start -** Select **Populate From An Existing Authorization** from the drop-down menu
3. Click **GO**

A list of available Travel Authorizations to copy opens in a window:



4. Click **Select** next to the authorization you want to copy, use the scroll bars as need to see more options

You're returned to the **Create Travel Authorization** page - the fields are populated from the existing travel authorization:



5. Make any edits such as dates, amounts, etc. and click the **Save for Later** or **Summary and Submit** link
   Note: Travel dates must be in the future, the system will not allow past dates

Modify a Travel Authorization

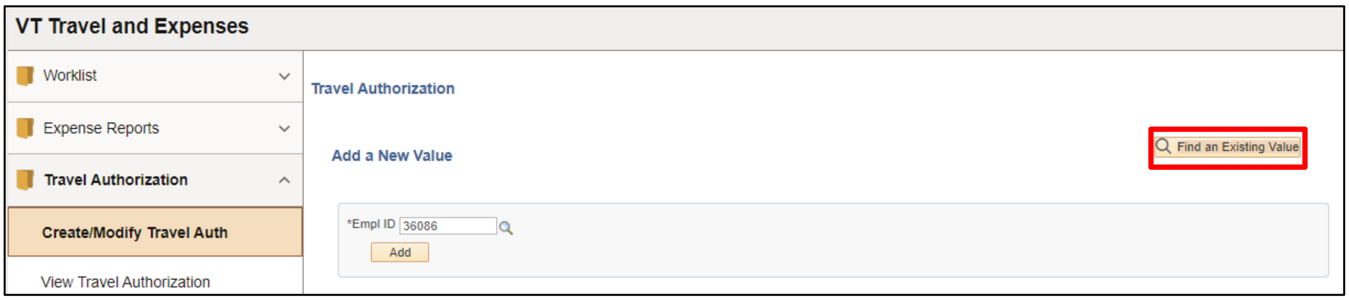
Situations when this function is used: A travel authorization can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 (http://aoa.vermont.gov/bulletins) and your department's policy regarding Travel Authorizations.

Navigation option 1: Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

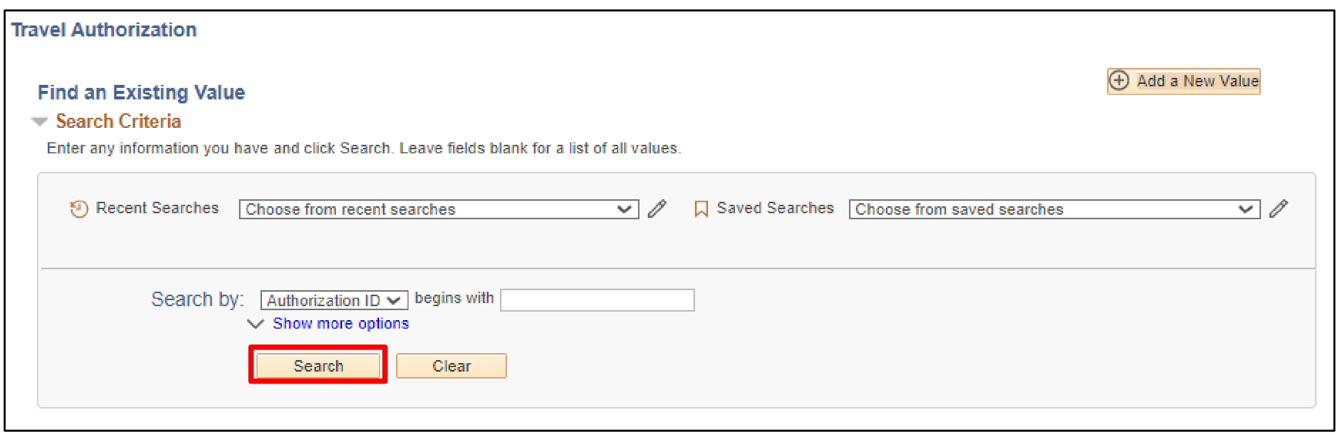
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization – Add a New Value** page displays in the work area and the Empl ID automatically defaults.



Click the **Find an Existing Value** tab

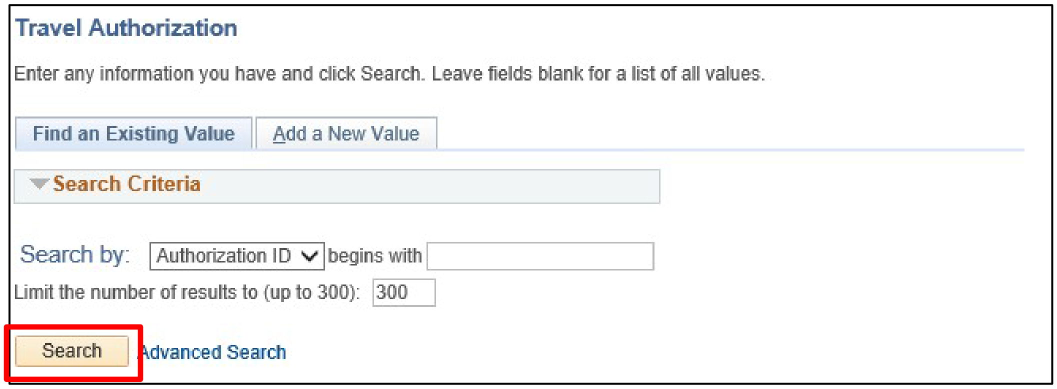
The **Travel Authorization – Find** an Existing Value page displays.



Click the **Search** button.

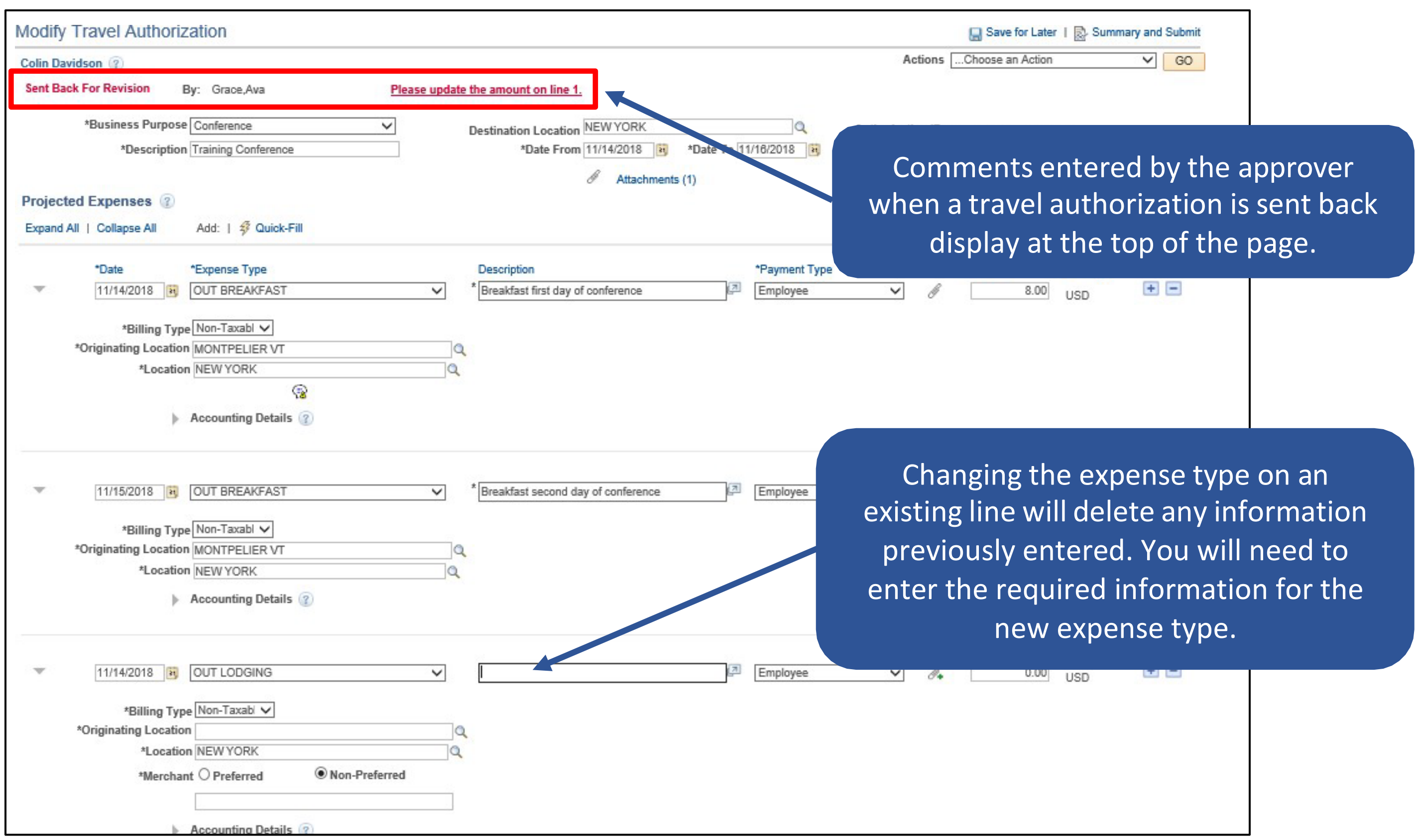
Clicking the Search button will list all travel authorizations in a pending status or if there is only one, the Modify Travel Authorization – Details page will display.

The **Travel Authorization – Find an Existing Value** page displays.



Click the **Search** button.

Clicking the Search button will list all travel authorizations in a pending status or if there is only one, the Modify Travel Authorization – Details page will display.



Changes can be made to the travel authorization like you would if you were entering an authorization. The travel authorization information is editable. See Entering Travel Authorizations for more instruction.

Click the **Comments** link.

The **View Approver Comments** page displays the approver's name, the date/time the transaction was sent back and the entire approver's comment.

Review the comment to see what changes need to be made to the travel authorization.

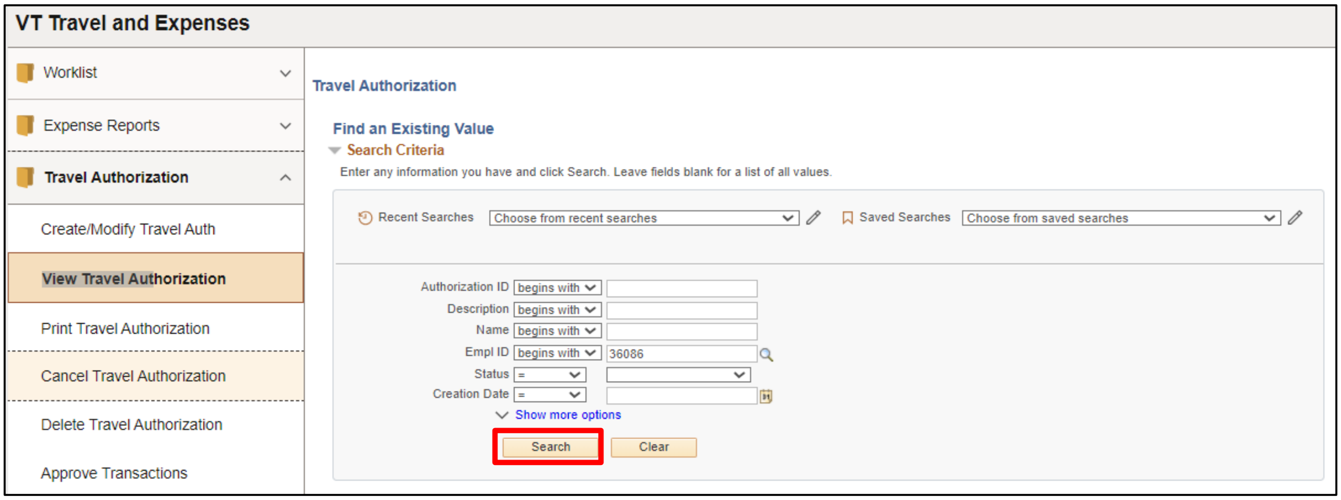
Click the **Return** button to return to Modify Travel Authorization - Details page.

View Travel Authorization

Situations when this function is used: Travel Authorizations are available to view in the system and it may not be necessary to print.

Navigation option 1: Home page > TE tile > Travel Authorization > View Travel Authorization

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > View

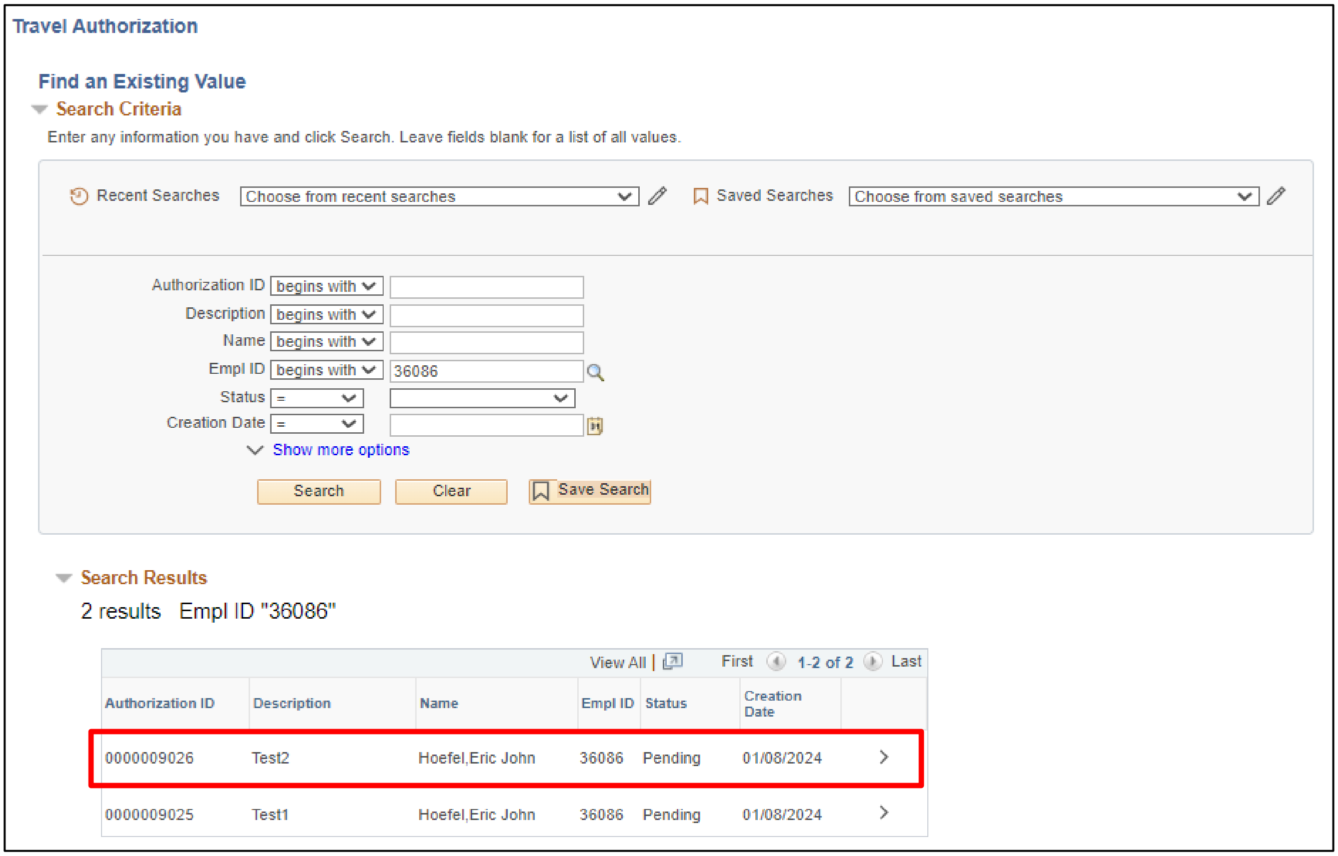


The View Travel Authorization search page displays in the work area and the Empl ID automatically defaults.

Note: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the Advanced Search link and adding additional criteria. If you know the Travel Authorization ID that you want to view you can update the Search By option to Authorization ID and then enter the number into the Travel Authorization ID field.

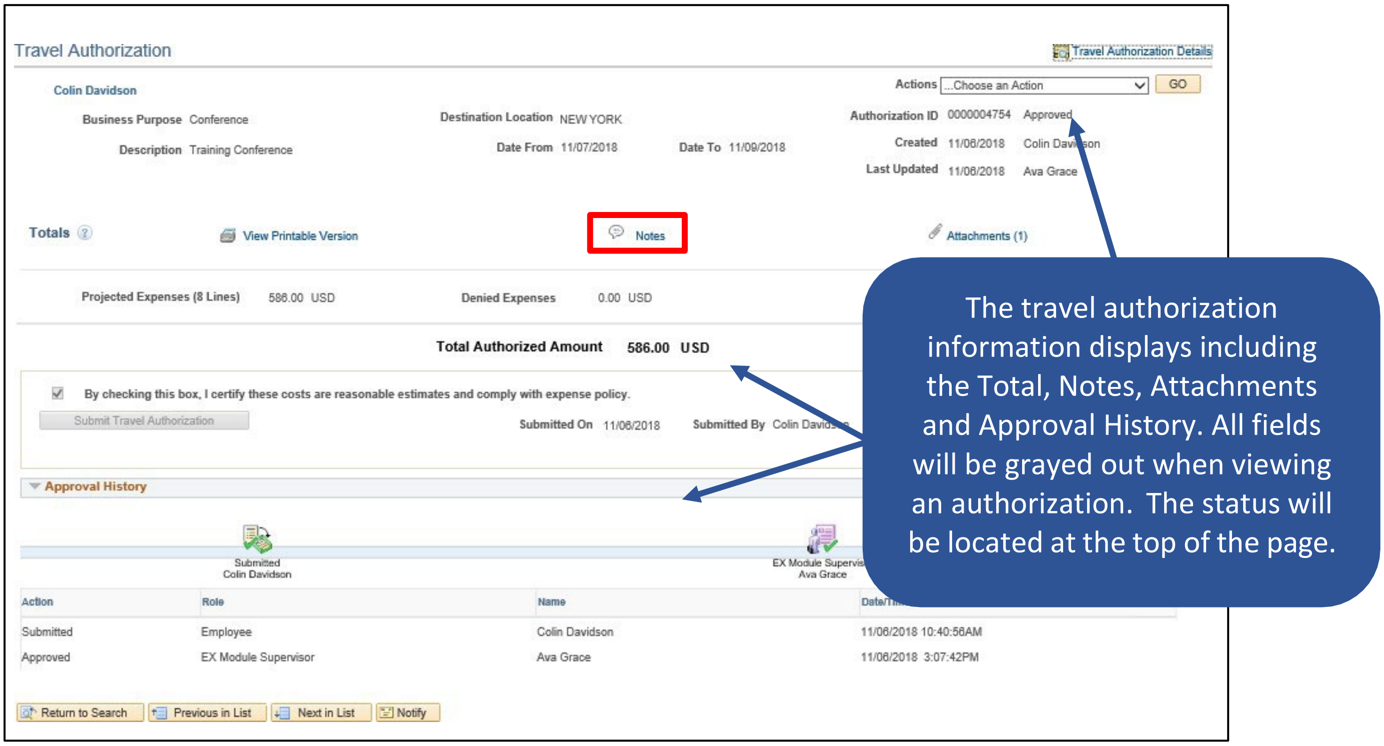
To view all Travel Authorizations, click the **Search** button.

A list of travel authorizations displays in the search results.



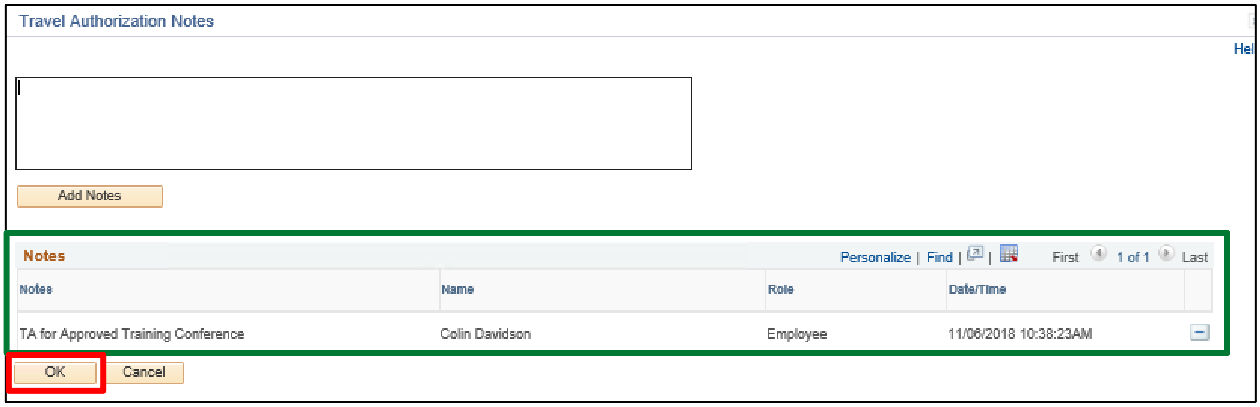
Select the **Empl ID** link for the travel authorization you would like to view.

The **View Travel Authorization – Summary** page displays.

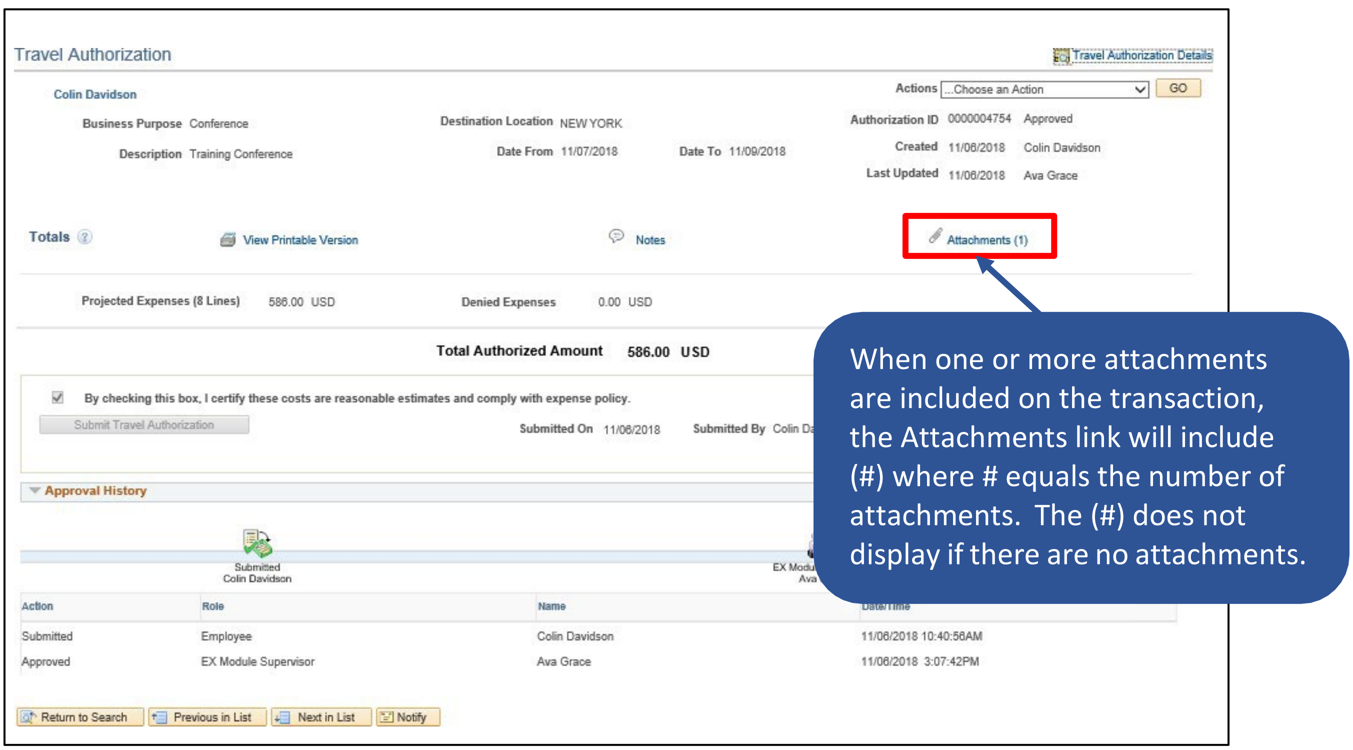


Click the **Notes** link.

The **Travel Authorization Notes** page displays any comments entered by the employee on the travel authorization.



Click the **OK** button to return to the View Travel Authorization – Summary page.

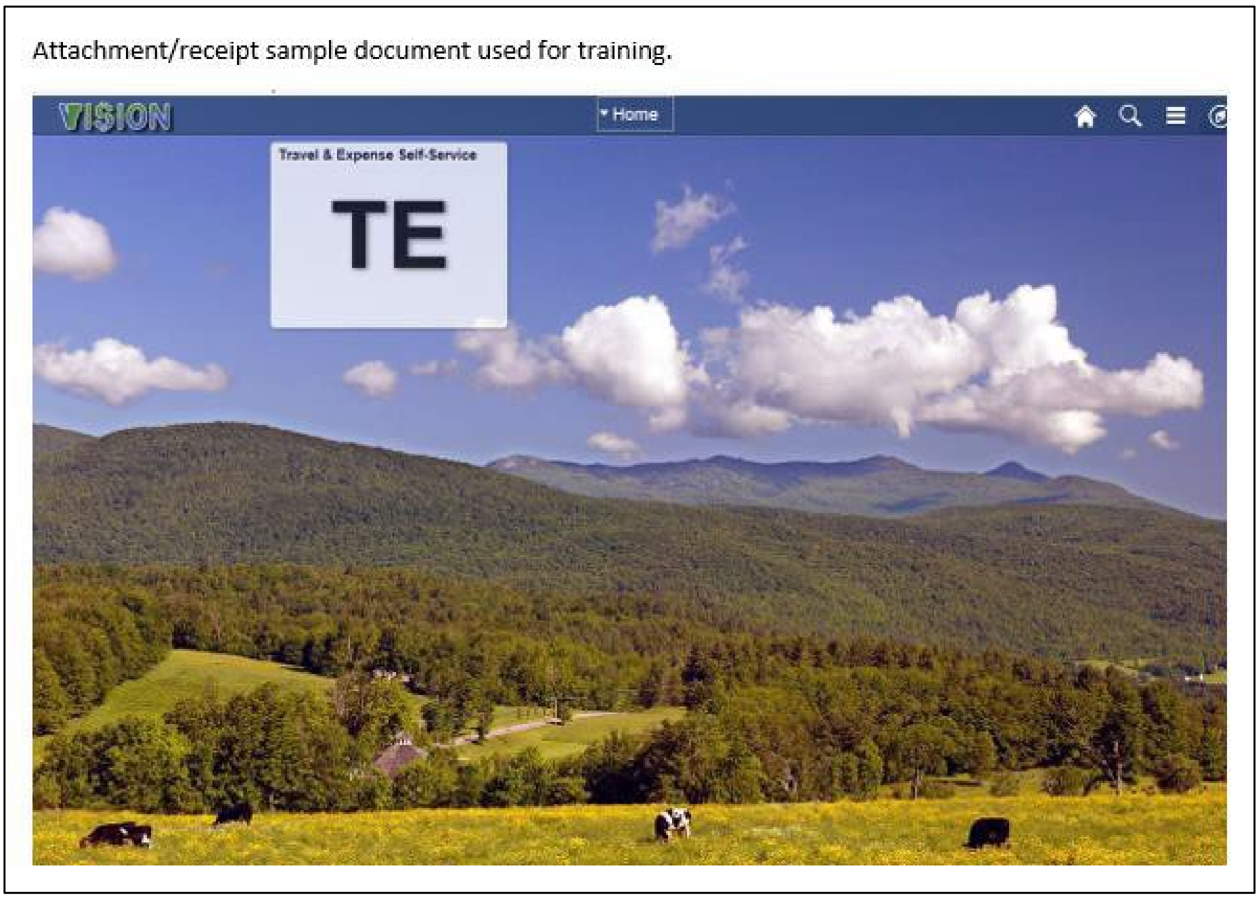


Click the **Attachments (#)** link.

The **Travel Auth Attachments** page displays.

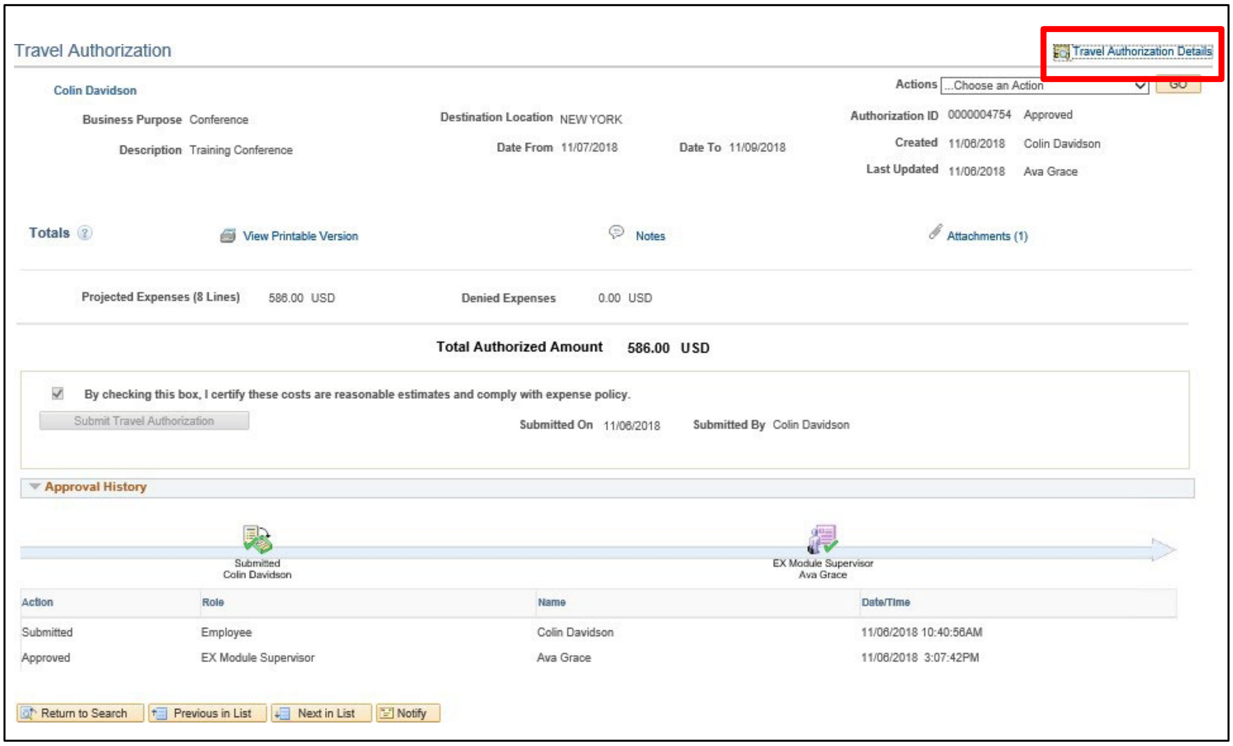
The File Name is a link to the attachment.

Click the **File Name** link to view the attachment.



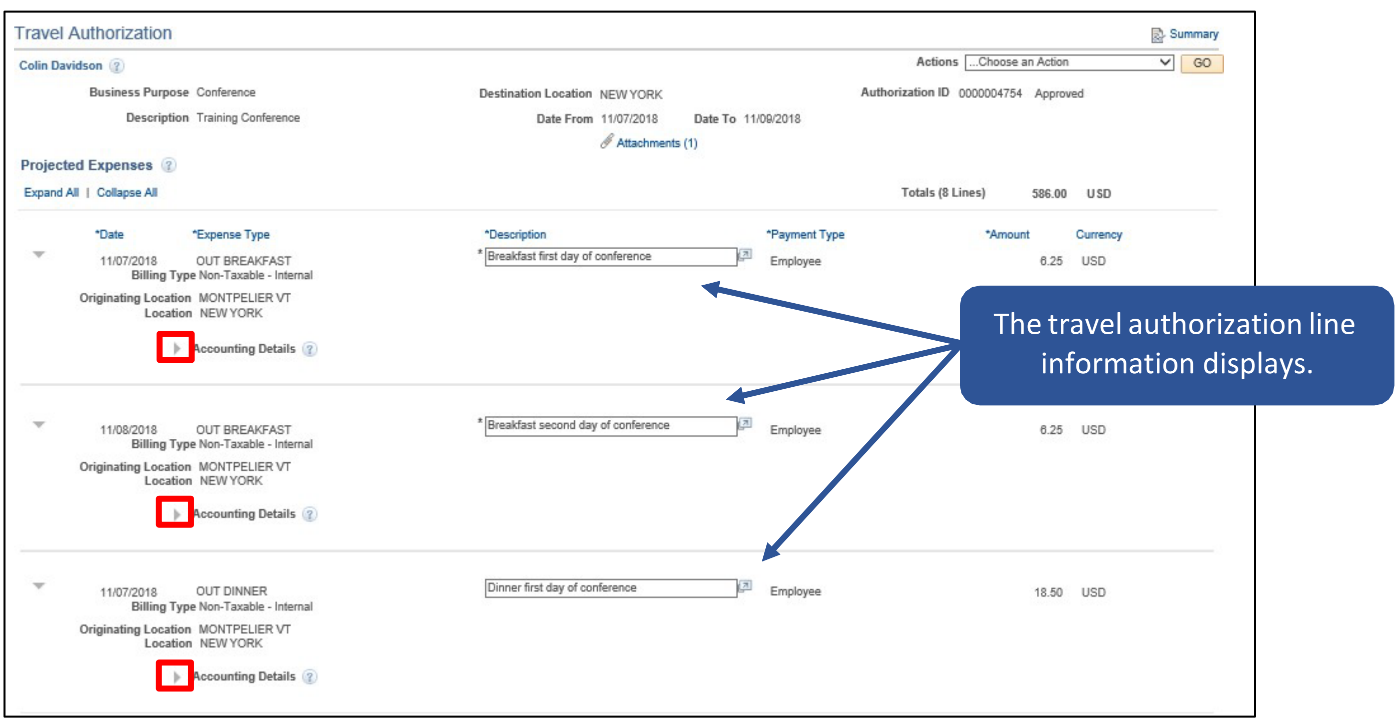
Close the attachment and click the **OK** button on the Travel Auth Attachments page.

The **View Travel Authorization - Summary** page displays.



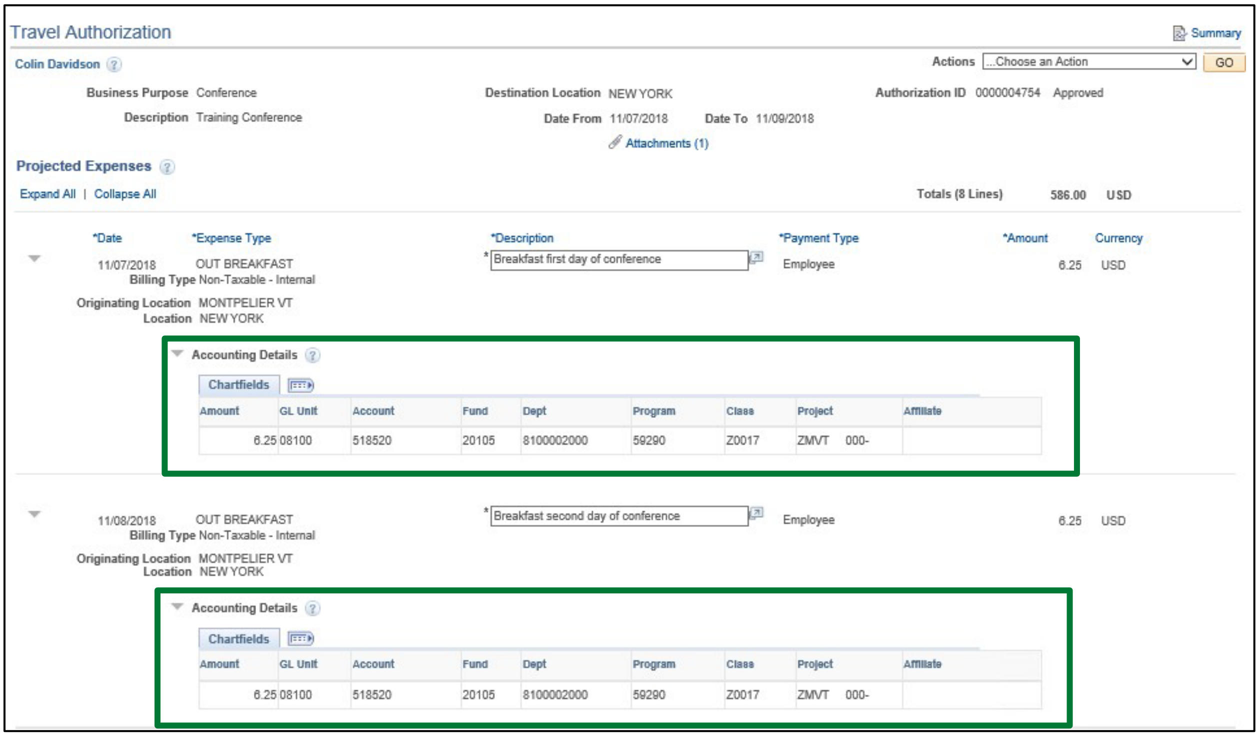
Click the **Travel Authorization Details** link.

The **View Travel Authorization – Details** page displays.



Click the **Expand Accounting Line** icon to review the accounting information for the line.

The **Accounting Details** section expands and displays the ChartField information.

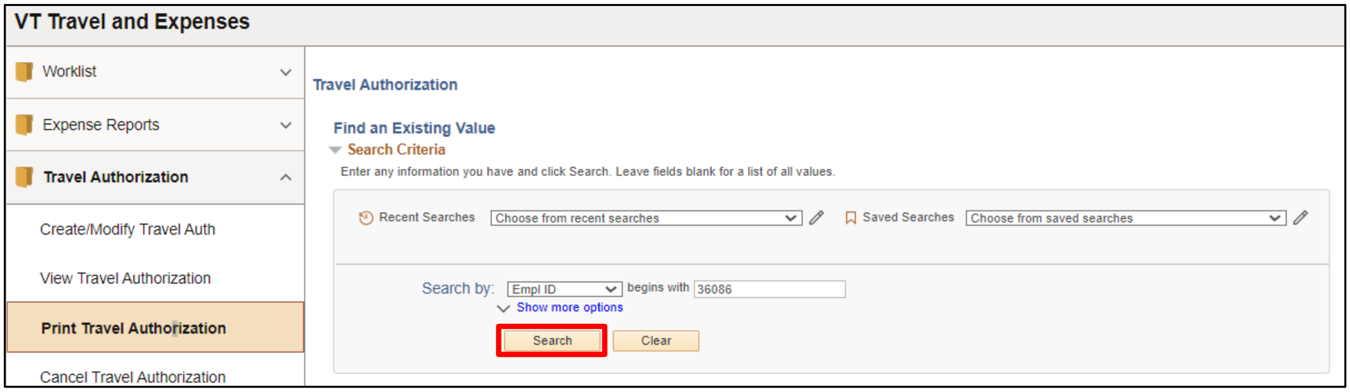


Print a Travel Authorization

Situations when this function is used: Travel authorization might need to be printed.

Navigation option 1: Home page > TE tile > Travel Authorization > Print Travel Authorization

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Print

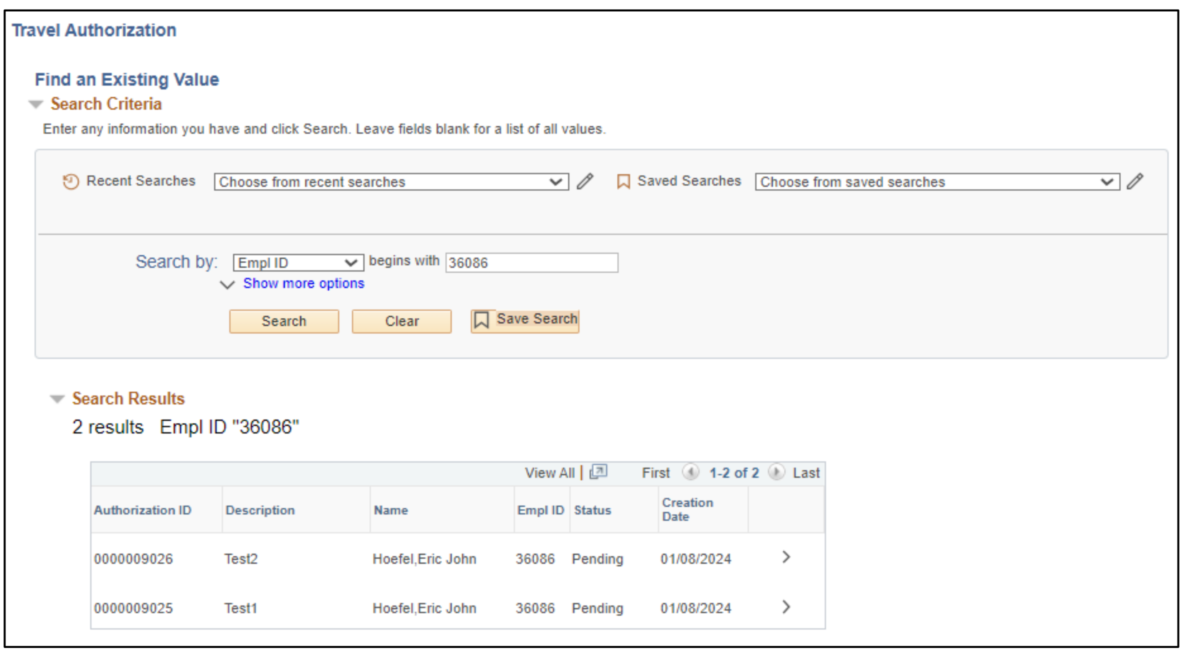


The Print Travel Authorization search page displays in the work area.

Note: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the Advanced Search link and adding additional criteria. If you know the Travel Authorization ID that you want to view you can update the Search By option to Authorization ID and then enter the number into the Travel Authorization ID field.

To view all Travel Authorizations, click the **Search** button.

A list of travel authorizations displays in the search results.



Select the **Empl ID** link for the travel authorization you want to print.

A printable version of the travel authorization will display.

To print this report, please use your browser's print feature.

VERMONT

Travel Authorization

Eric Hoefel

Report Date 01/08/2024
Report Time 12:56:54PM

Authorization ID 0000009026
Description Test2
Business Purpose Conference
Date From 01/22/2024 **To** 01/24/2024
Comment

Employee ID 36086
Status Pending

Date	Expense Type	Merchant	Amount	Location
01/22/2024	OUT AIR TRANSP	Delta	200.00 USD	NEW YORK

Total Travel Authorization Amt	200.00	USD
Non-Reimbursable Expenses	0.00	USD
Total Travel Authorization	200.00	USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Eric Hoefel

Employee Signature Date

This authorization to travel is hereby approved.

Approved By Date

Return to Travel Authorization

Travel Authorization Report | Travel Authorization Notes

Follow the instructions you currently use to print from your browser.

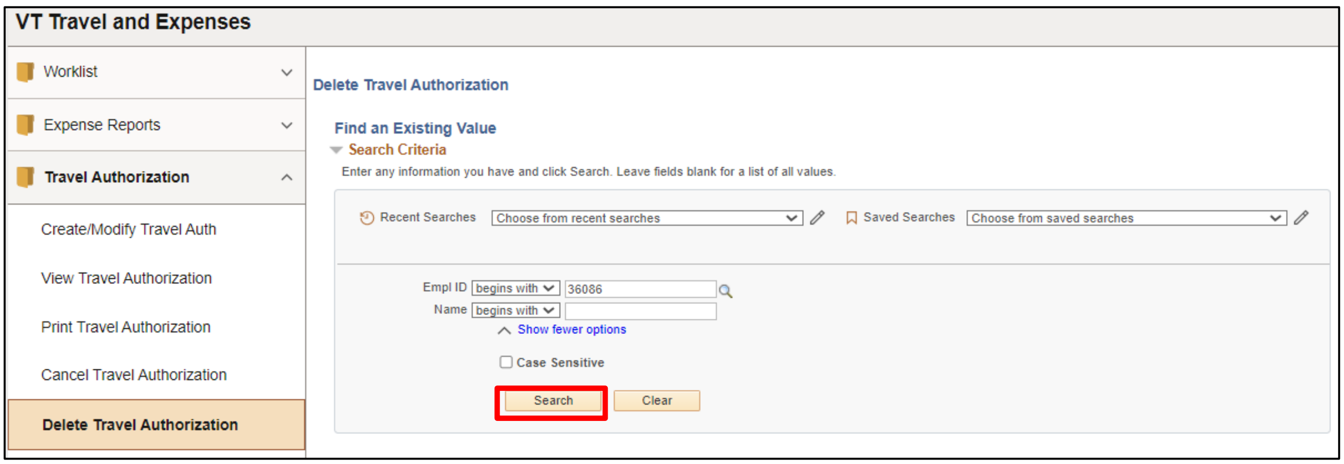
Delete a Travel Authorization

Situations when this function is used: Travel authorizations might need to be deleted when it is a duplicate or is no longer needed. Travel authorizations can only be deleted when they are in a pending status.

Note: If the authorization is valid but cannot be approved in time for month end closing, it can be sent back to the employee, and then the employee can resubmit the transaction. The accounting date and budget date will update to the current date.

Navigation option 1: Home page > TE tile > Travel Authorization > Delete Travel Authorization

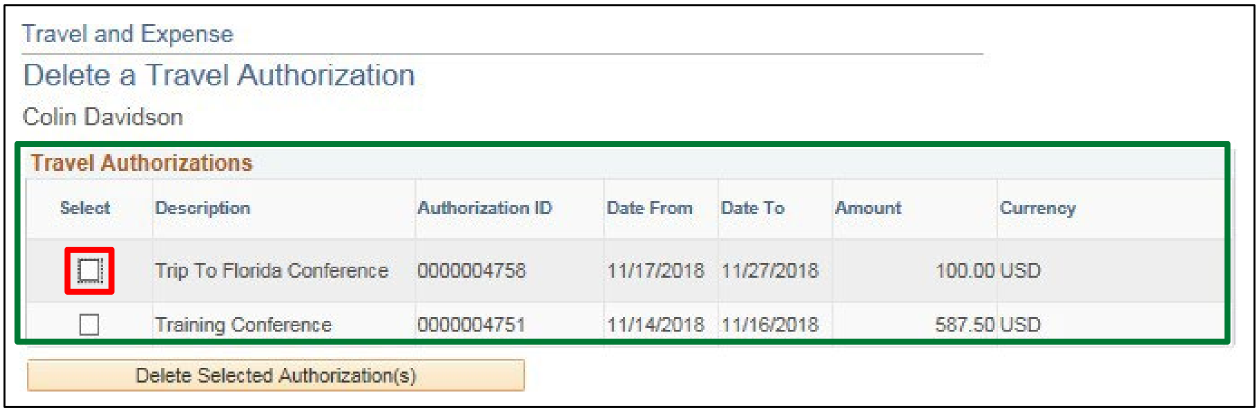
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete



The Delete Travel Authorization search page displays in the work area and the Empl ID automatically defaults.

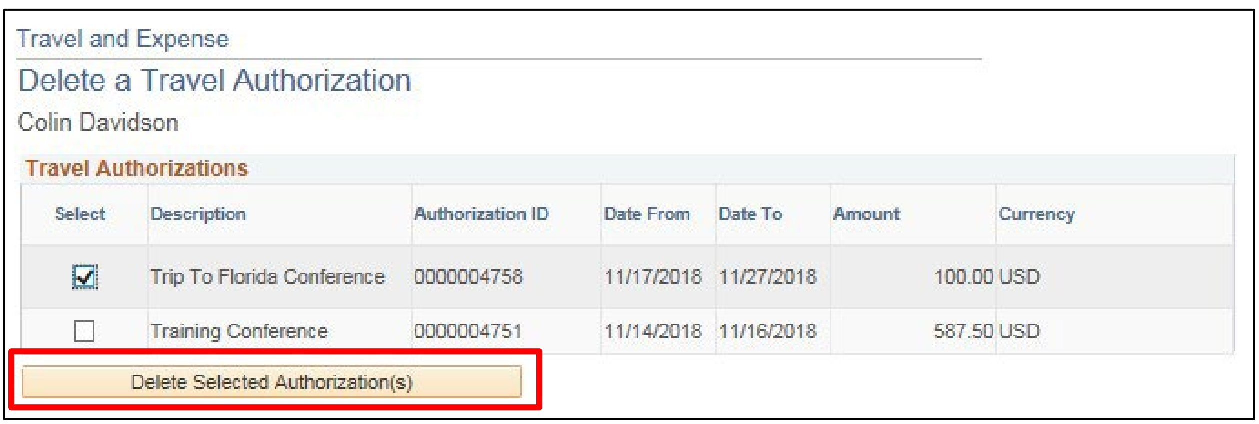
Click the **Search** button.

The **Travel and Expense – Delete a Travel Authorization** page displays. Any travel authorization with a 'Pending' status will display and is eligible to be deleted.



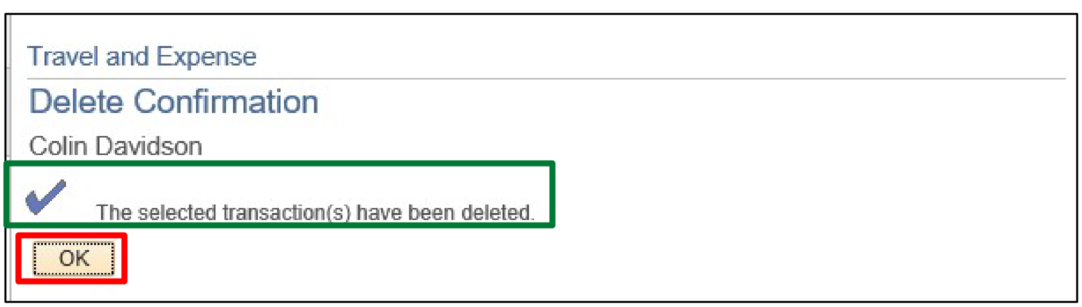
If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the travel authorization you want to delete, by clicking the **Select** checkbox. You can delete multiple travel authorizations by selecting multiple checkboxes.



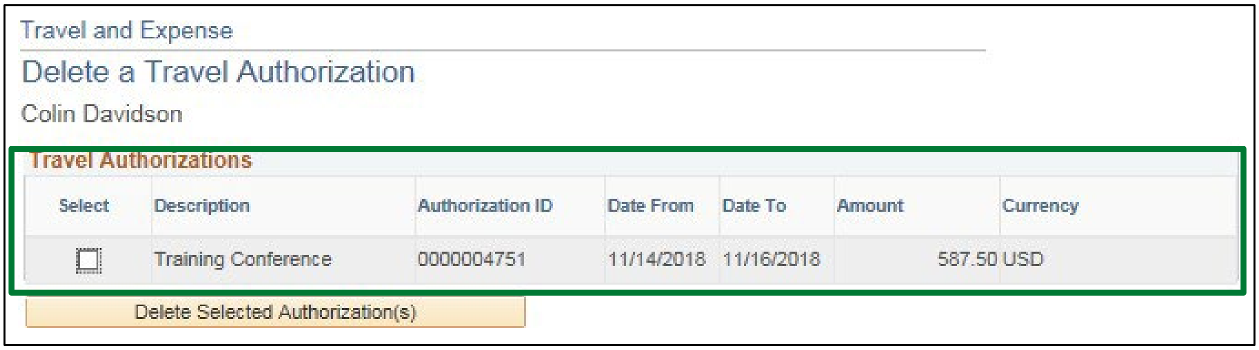
Click the **Delete Selected Authorization(s)** button.

A **Delete Confirmation** page displays informing you that the selected authorization has been deleted.



Click the **OK** button.

The **Travel and Expense – Delete a Travel Authorization** page displays.


Travel and Expense

Delete a Travel Authorization

Colin Davidson

Travel Authorizations

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☐	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

The deleted travel authorization no longer displays and will not be available to view, modify, or print.

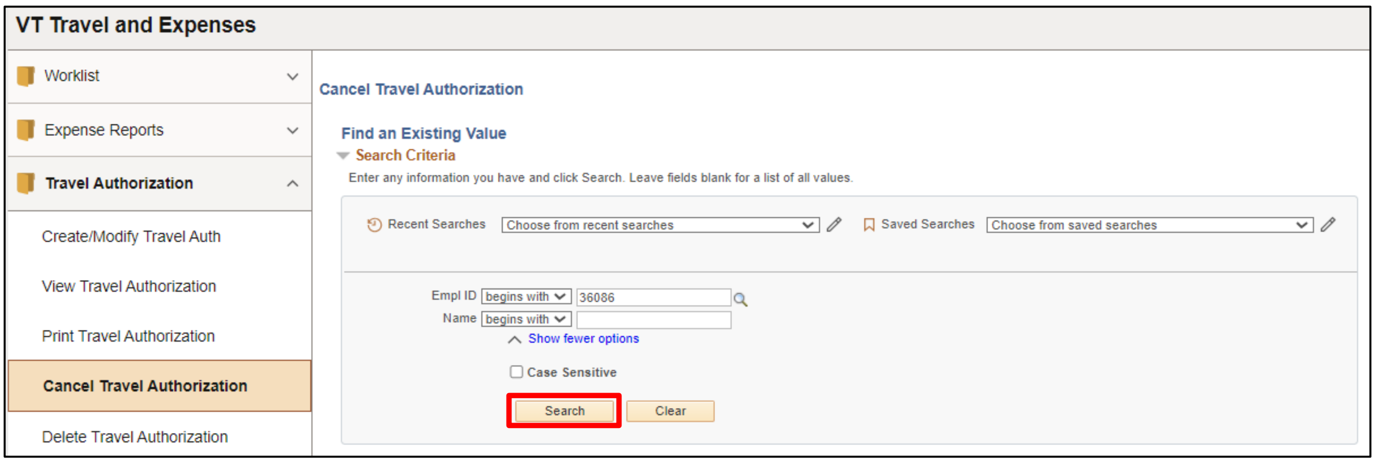
Cancel a Travel Authorization

Situations when this function is used: Travel Authorizations can only be cancelled when they are in an approved status. Travel Authorizations will need to be cancelled if the trip has been cancelled or the Authorization is no longer needed.

Navigation option 1: Home page > TE tile > Travel Authorization > Cancel Travel Authorization

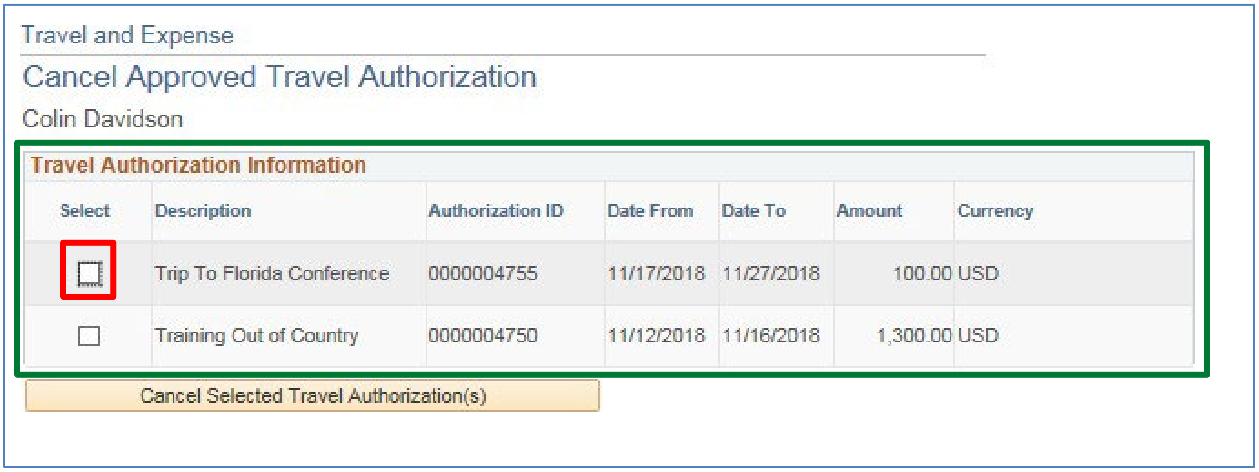
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel

The **Cancel Travel Authorization** search page displays in the work area and the Empl ID automatically defaults



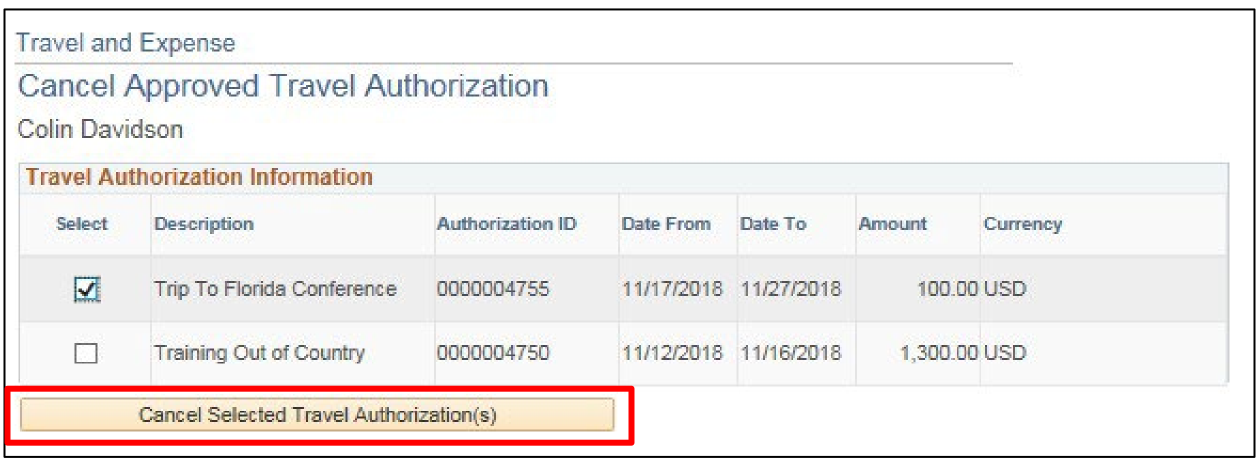
Click the **Search** button.

The **Travel and Expense – Cancel Approved Travel Authorization** page displays. All the approved travel authorizations that are not completed will be listed.



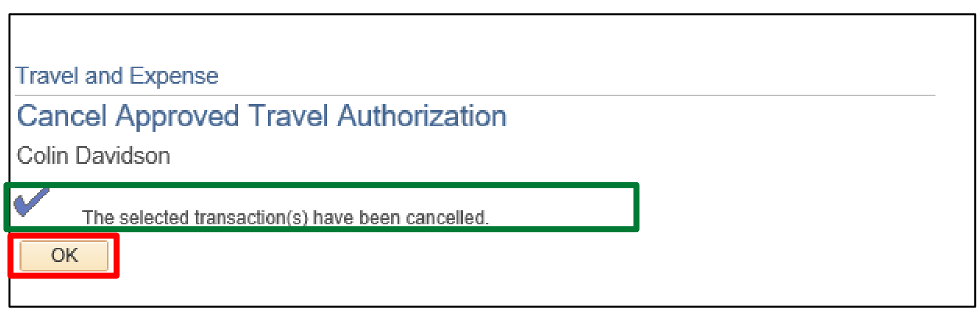
If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved.

Select the travel authorization you want to cancel, by clicking the **Select** checkbox.



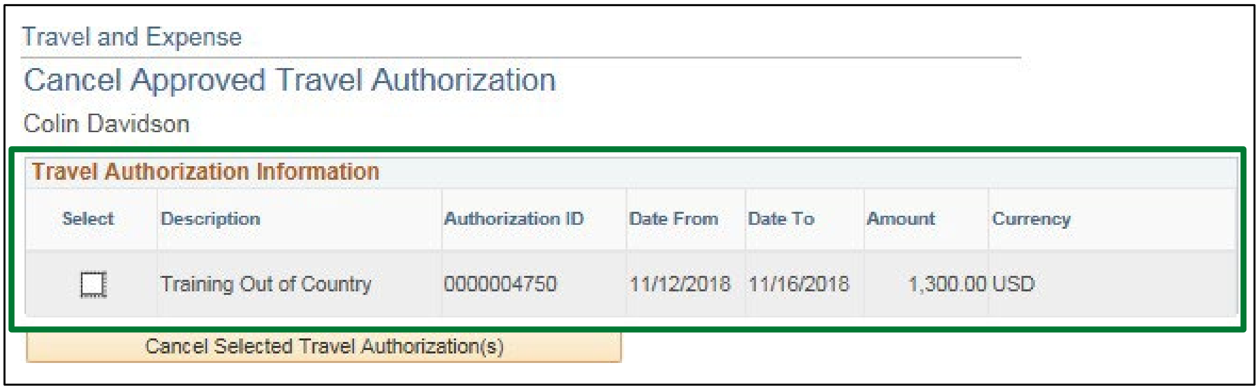
Click the **Cancel Selected Authorization(s)** button.

A Cancel Approved Travel Authorization page displays informing you that the selected travel authorization has been cancelled.



Click the **OK** button.

The **Travel and Expense – Cancel Approved Travel Authorization** page displays.


Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

Travel Authorization Information

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☐	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

The cancelled travel authorization no longer displays and should now be in a ‘Closed’ status.

CASH ADVANCES

CREATE Cash Advance (approved TA in VISION required)

The Basics:

Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) and your department's policy regarding Cash Advances.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods-** Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache**- To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later**- Save often while working in the expense module, click the "Save for Later" link to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. **Minimum advance amount $200-** The amount of the advance must not exceed the Travel Authorization and must be over $200.
6. **Taxable over 120 days**- Any advance in excess of actual expenses that is not re-paid within 120 days after the expenses were paid or incurred will be treated as taxable income to the employee and department in accordance with IRS Accountable Plan rules.
7. **Advances may be issued no sooner than 30 days prior to trip start date**.
8. **An Approved Travel Authorization in VISION is required to submit a Cash Advance**.
9. **The Cash Advance must include an overnight stay**.
10. **Cash advances will be deposited into your direct deposit (balance or 999) account**.
11. **An Expense Report will need to be completed after the travel occurs starting with the Travel Authorization and applying the cash advance**.

Situations when this function is used: A travel authorization, which includes an overnight stay, must be approved prior to creating a cash advance.

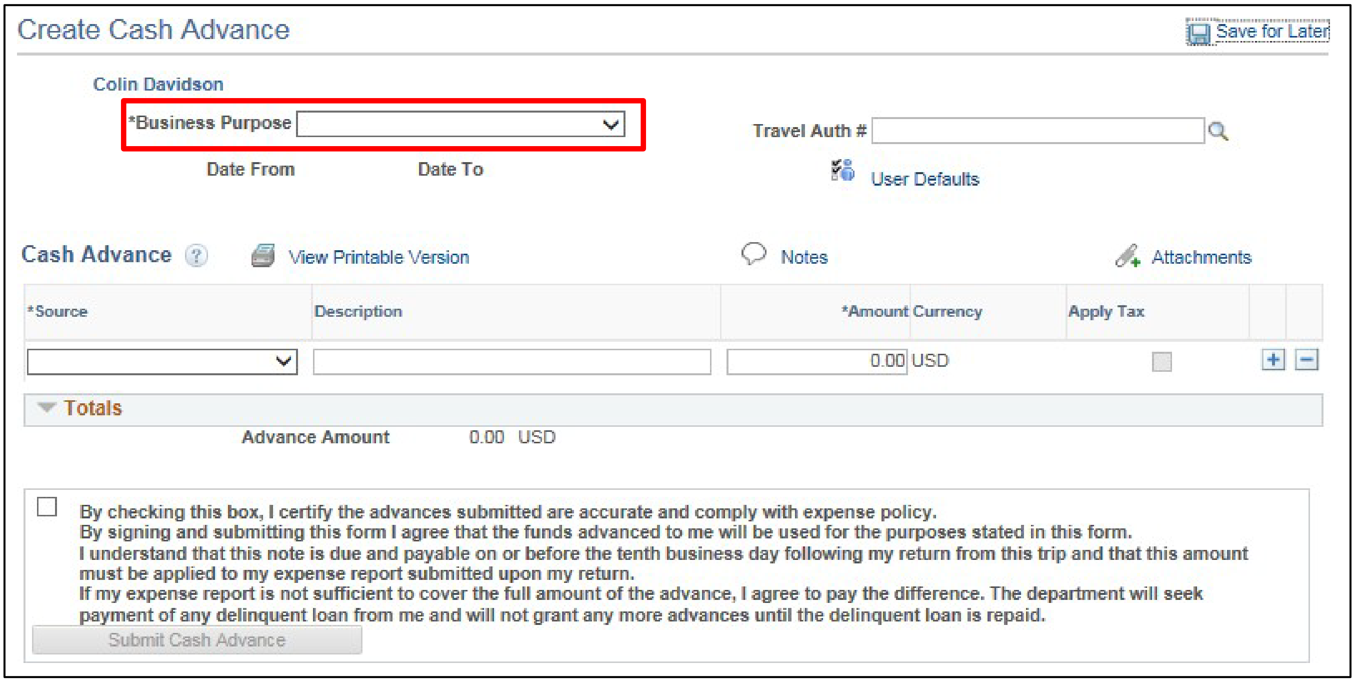
Navigation option 1: Home page > TE tile > Cash Advances > Create/Modify Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

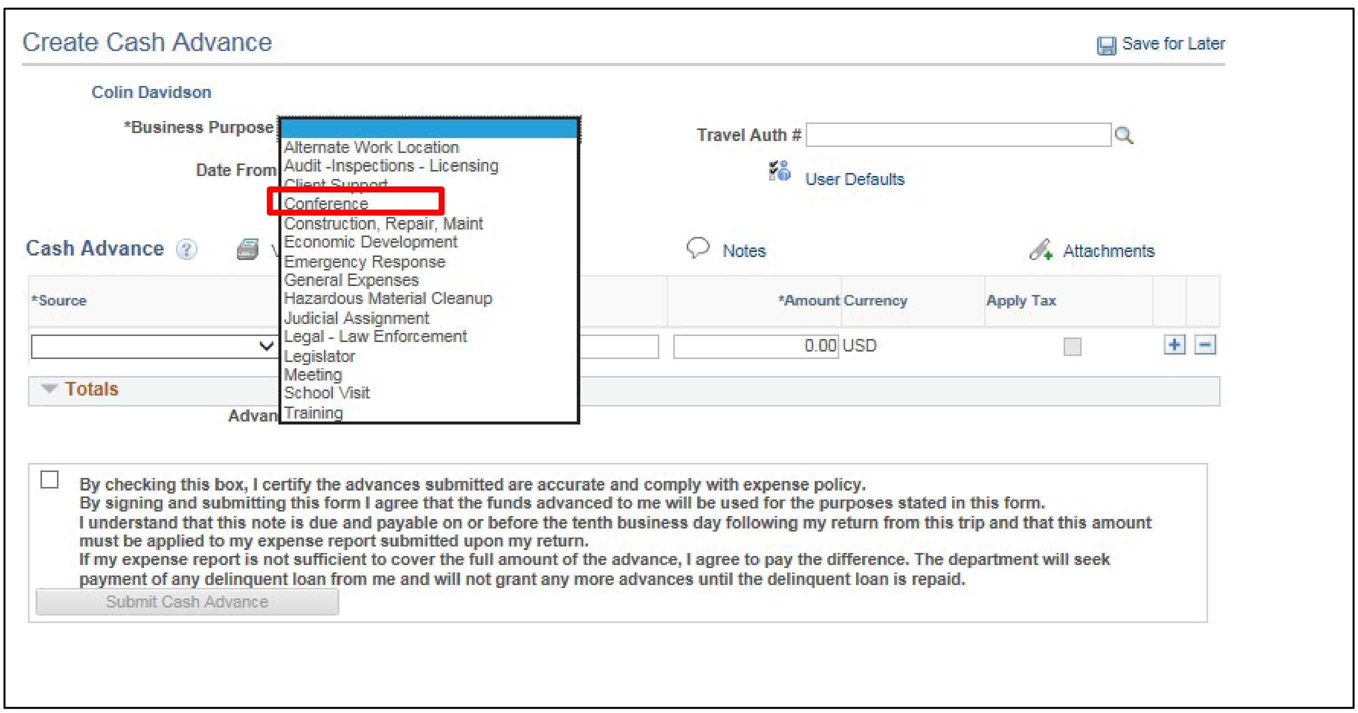
The **Cash Advance – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

Click the **Add** button.

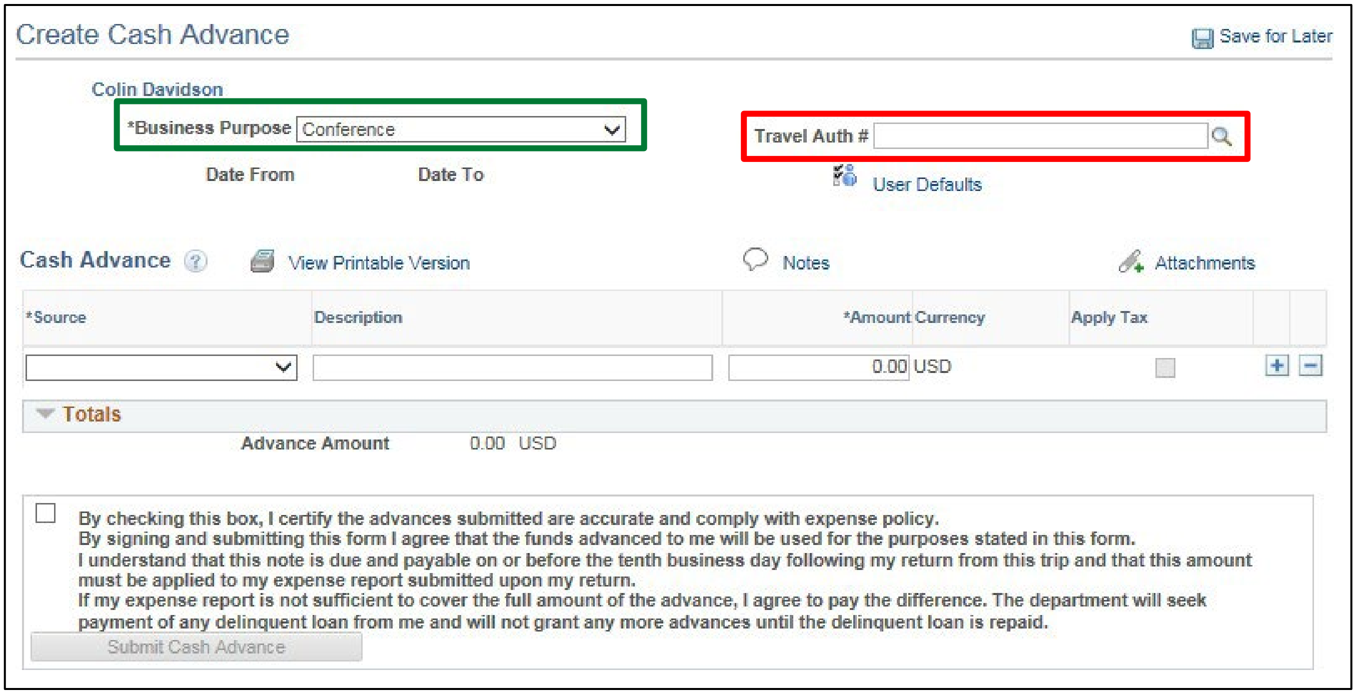
The **Create Cash Advance** page displays.



Click the drop-down arrow to choose the **Business Purpose**.



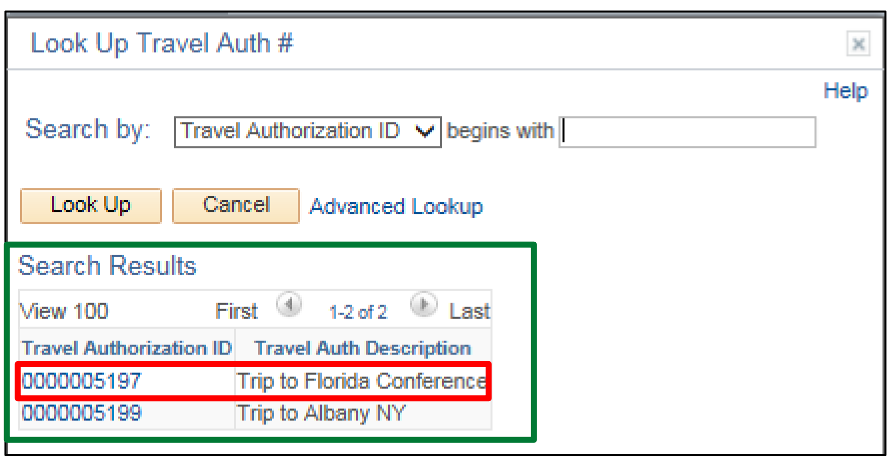
Select the option that most closely identifies the purpose of the trip.



You can enter a Travel Auth # that coincides with your travel if you know the number, or you can search for available Travel Authorizations #s.

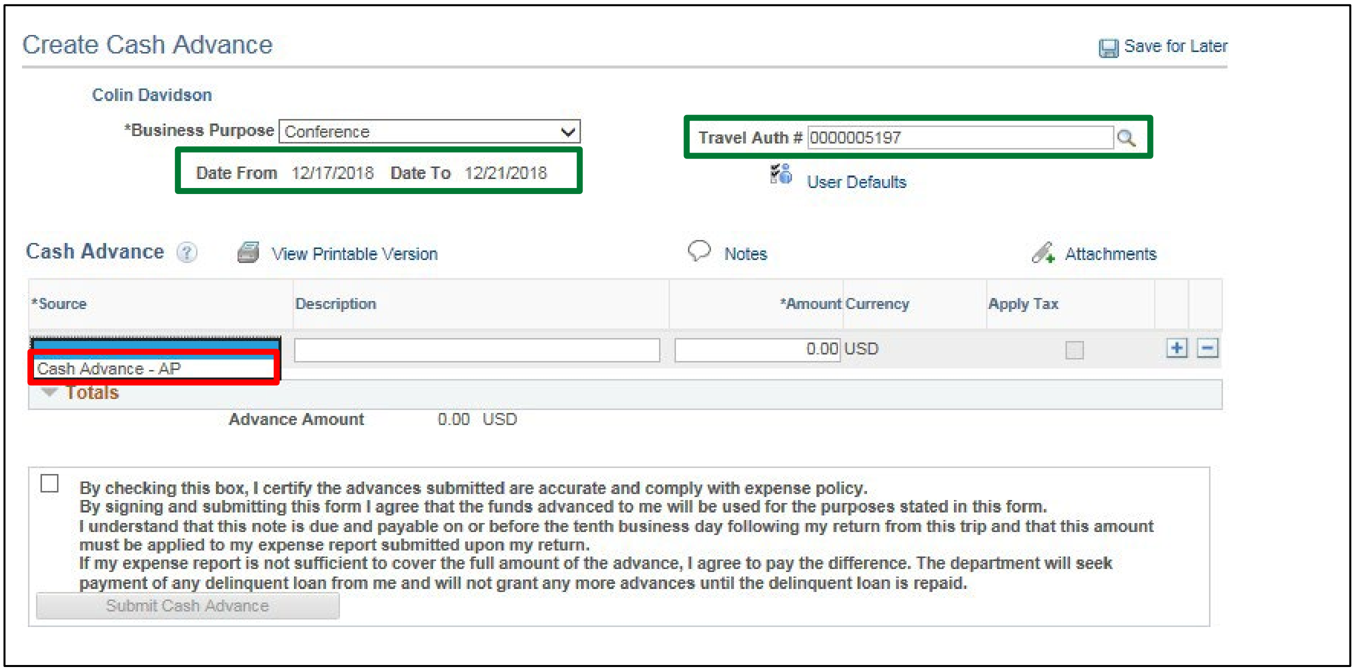
Click the **Look up Travel Auth #** icon.

The **Look Up Travel Auth #** page displays a list of approved travel authorizations for the employee.



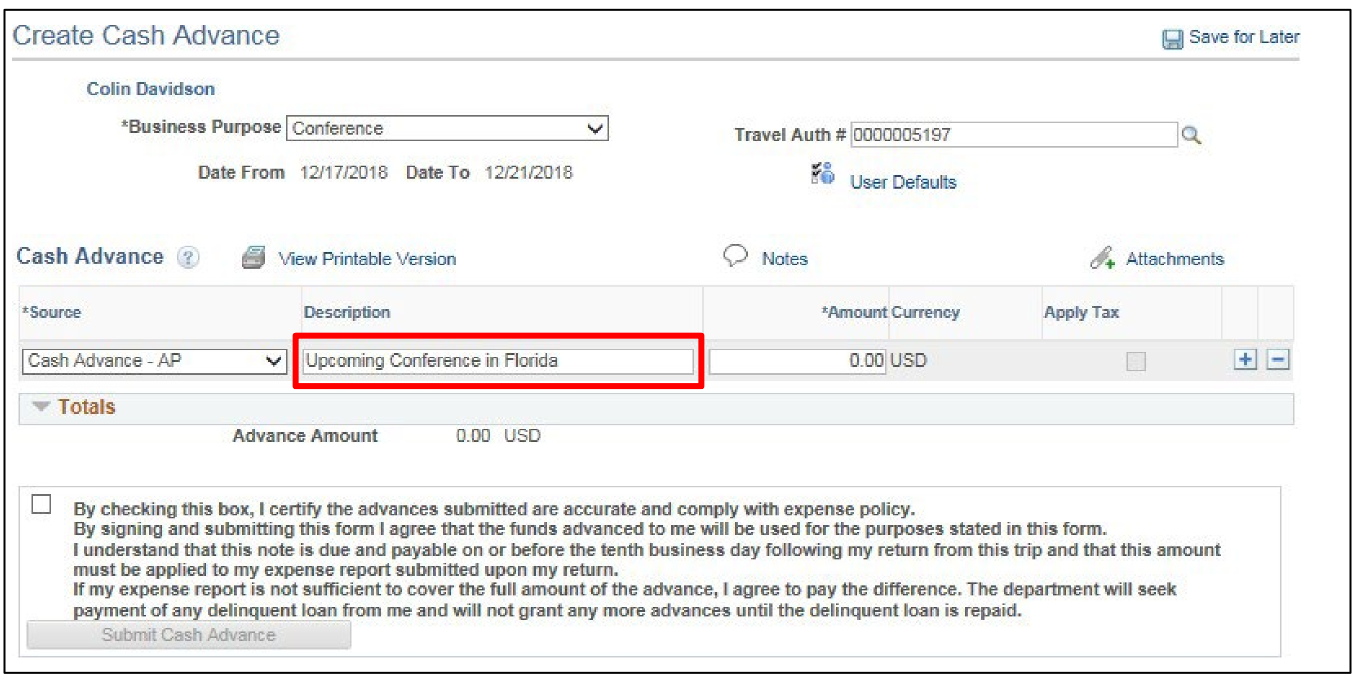
Select **Travel Authorization ID** link.

The **Create Cash Advance** page displays the Travel Authorization ID and dates of travel are populated from the Travel Authorization.

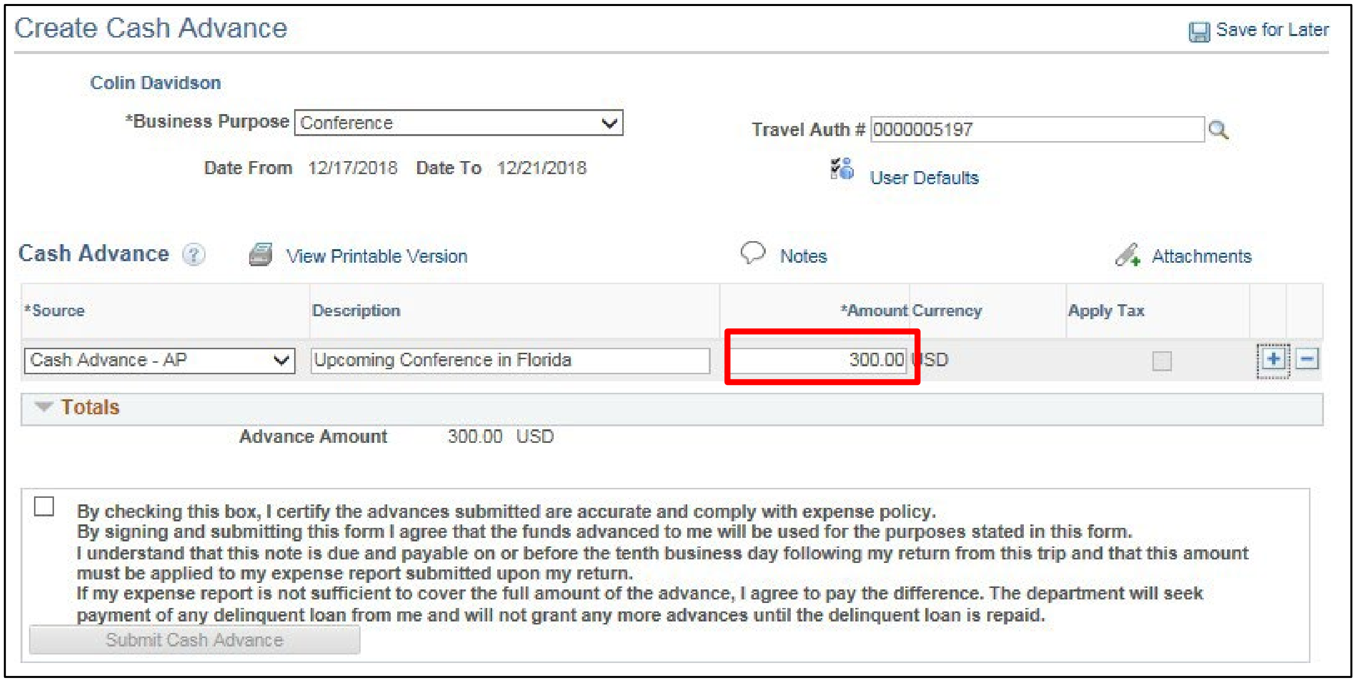


Note: Cash Advances cannot be requested more than 30 days before the trip!

Select the **Cash Advance - AP** from the Source drop-down list.



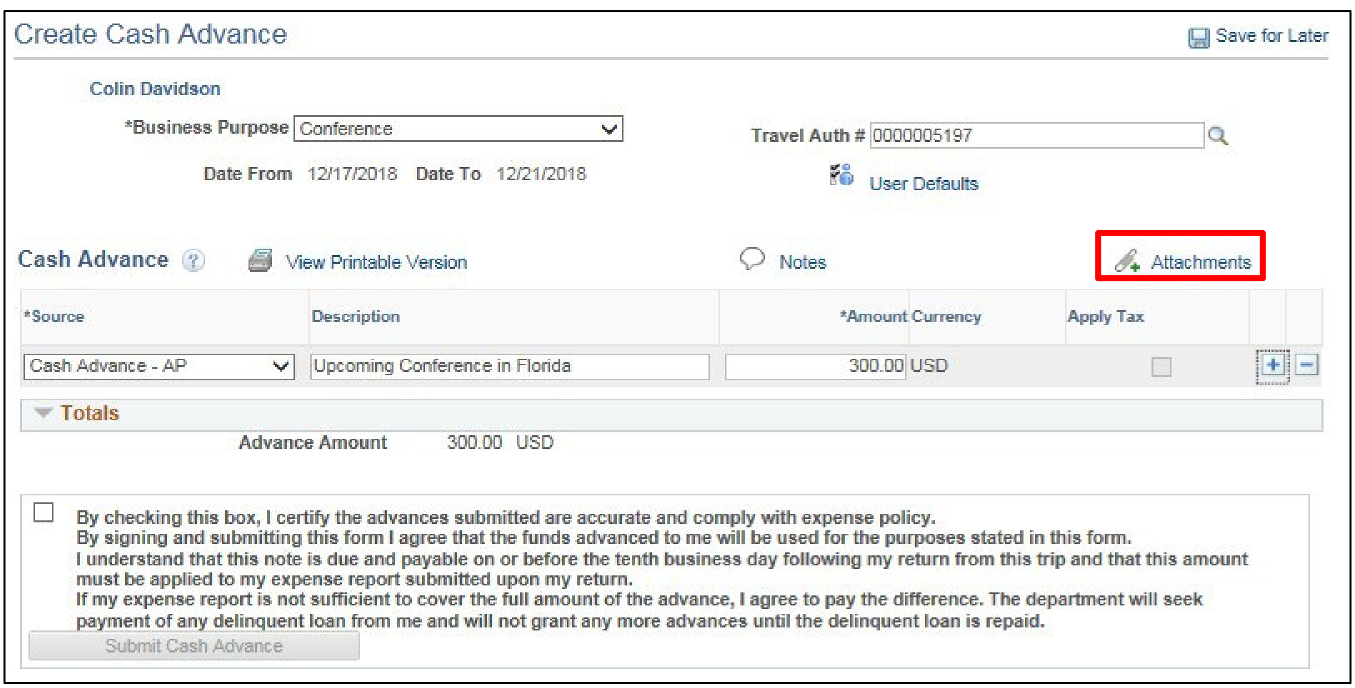
Type a brief meaningful explanation in the **Description** field.



Enter an **Amount** that is less than or equal to the associated travel authorization.

Note: You cannot exceed the amount of the travel authorization and the minimum amount you can request is $200.

Attachments can be added to the cash advance.

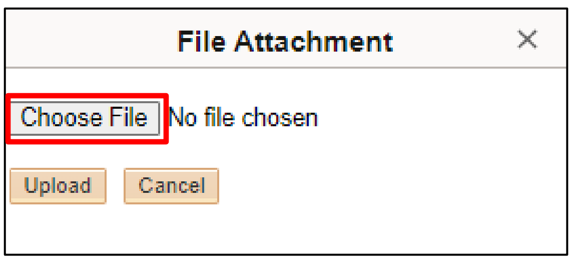


Click the **Attachments** link or icon.

The Cash Advance Attachments page displays.

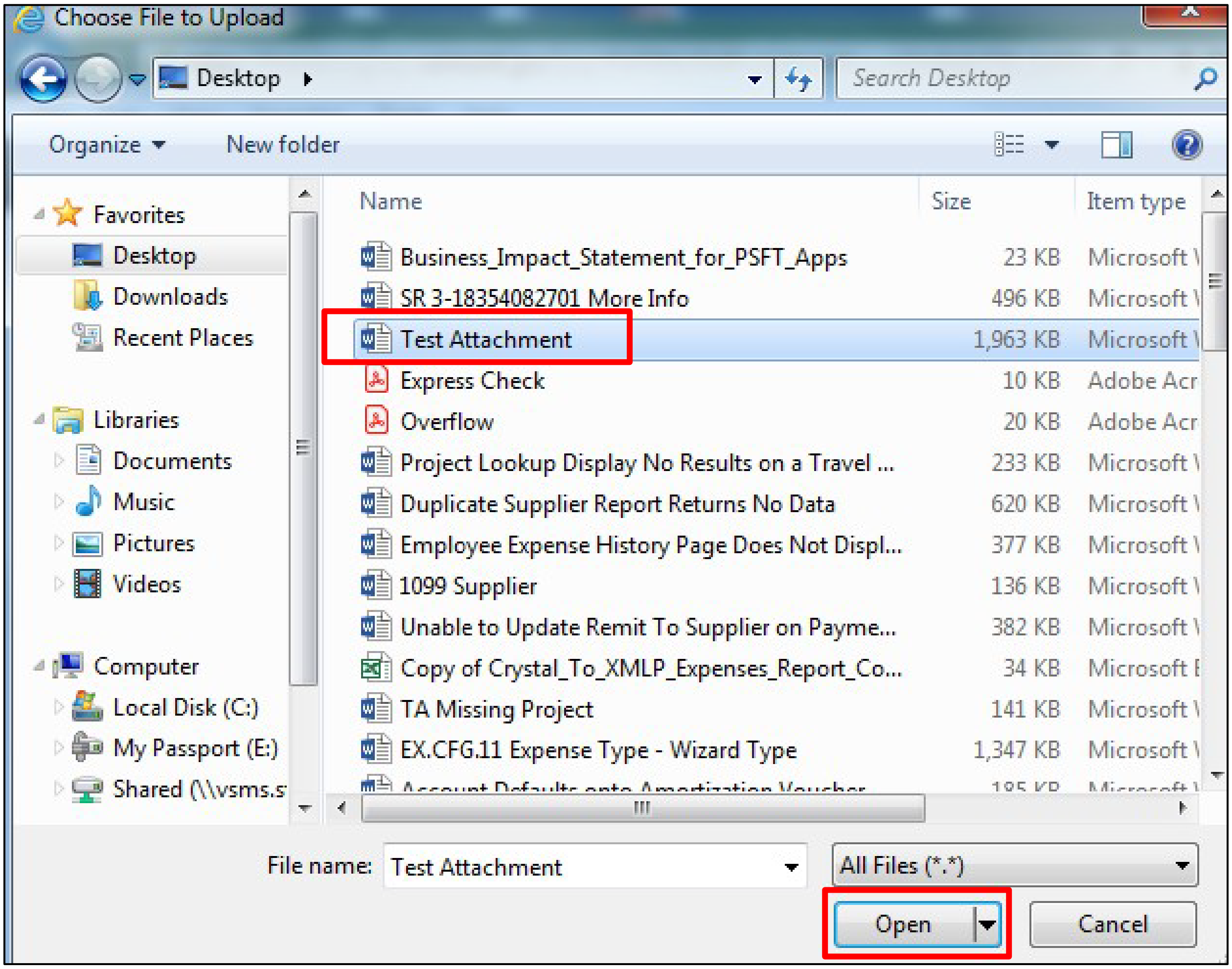
Click the **Add Attachment** button.

The File Attachment page displays.



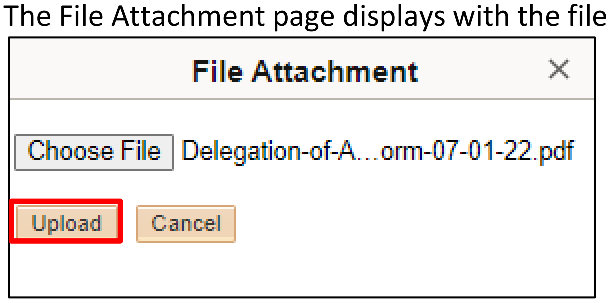
Click the **Choose File** button.

The Choose File to Upload page displays.



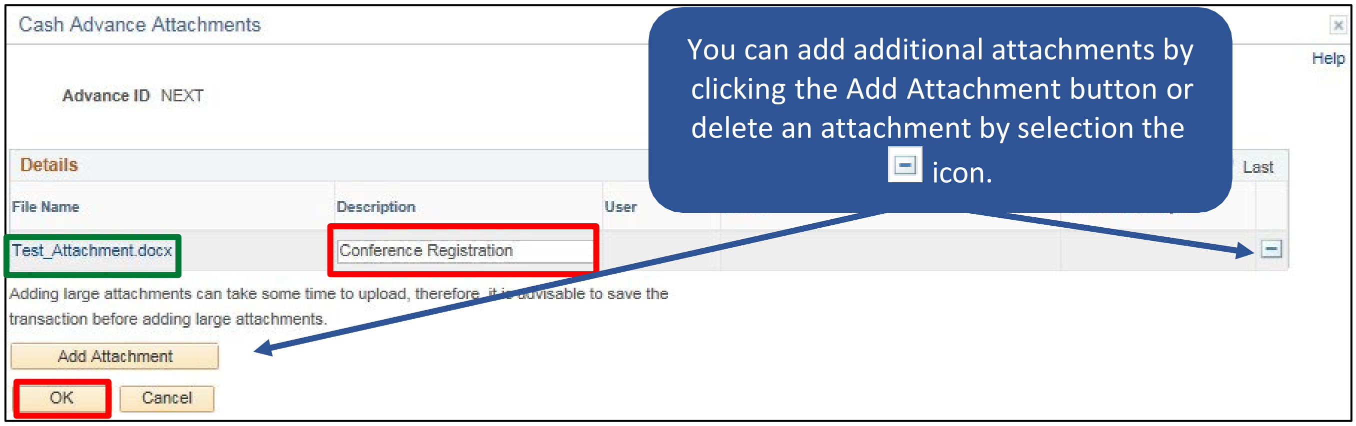
Select the file you want to attach and click the **Open** button.

The File Attachment page displays with the file path of the document.



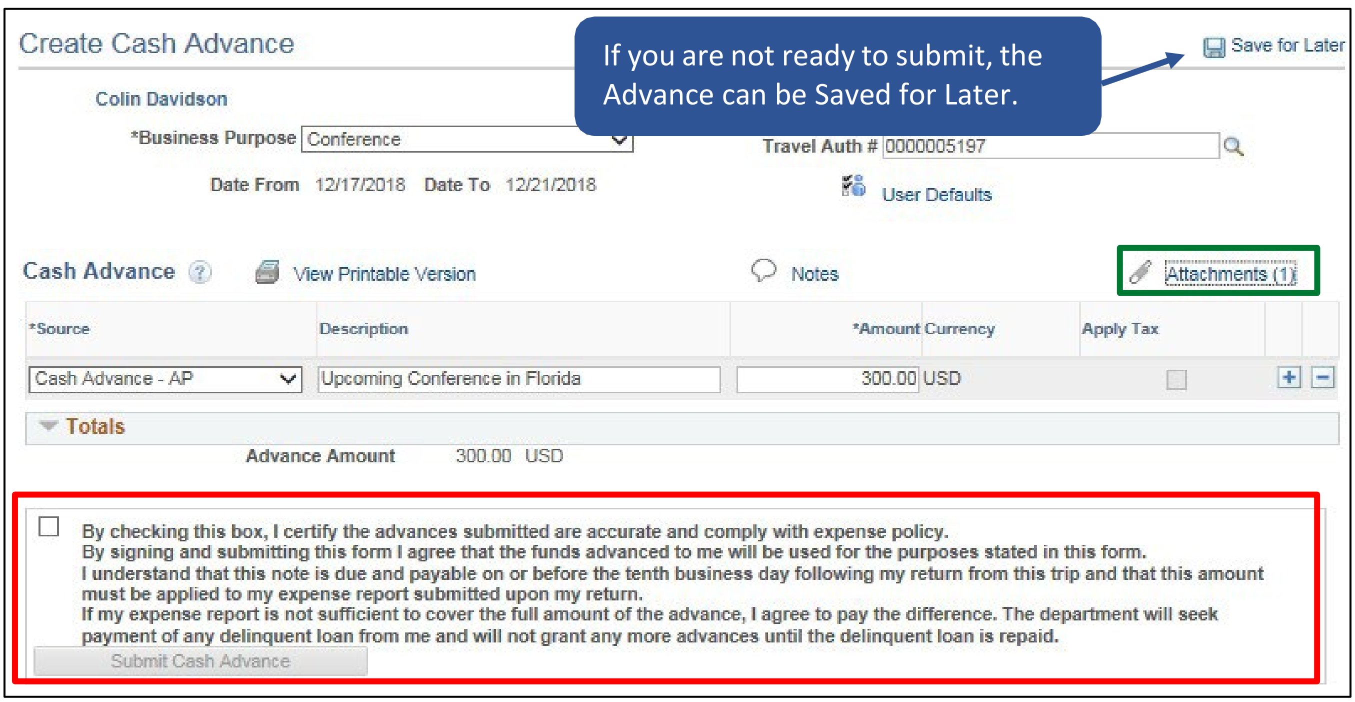
Click the **Upload** button.

The **Cash Advance Attachments** page displays with the File Name as a link to the document.

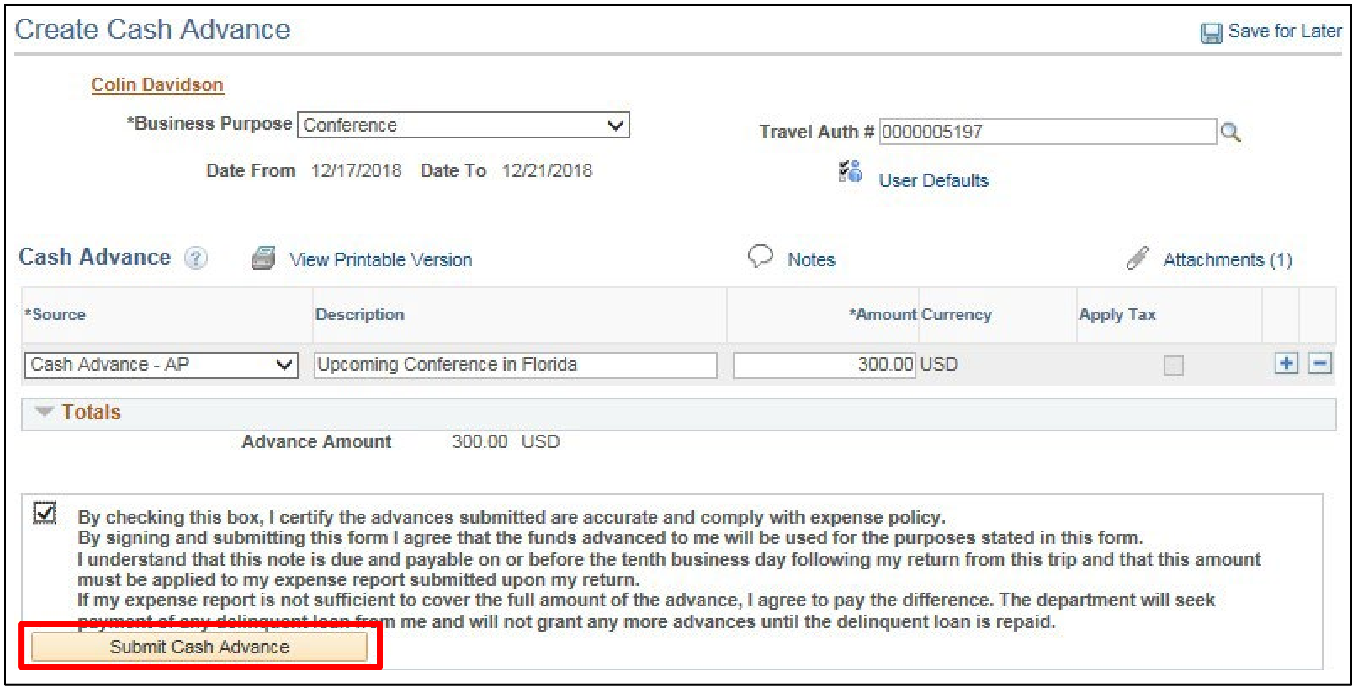


Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The **Create Cash Advance** page displays. The Attachment link and icon are updated. When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The icon changes from to .

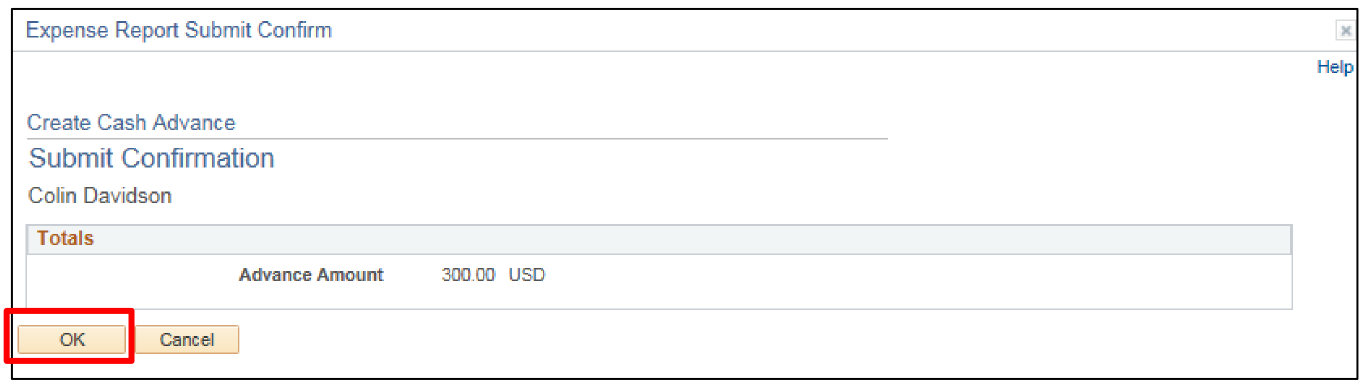


After reading the certification statement, click the **Certification** checkbox certify accuracy and compliance.



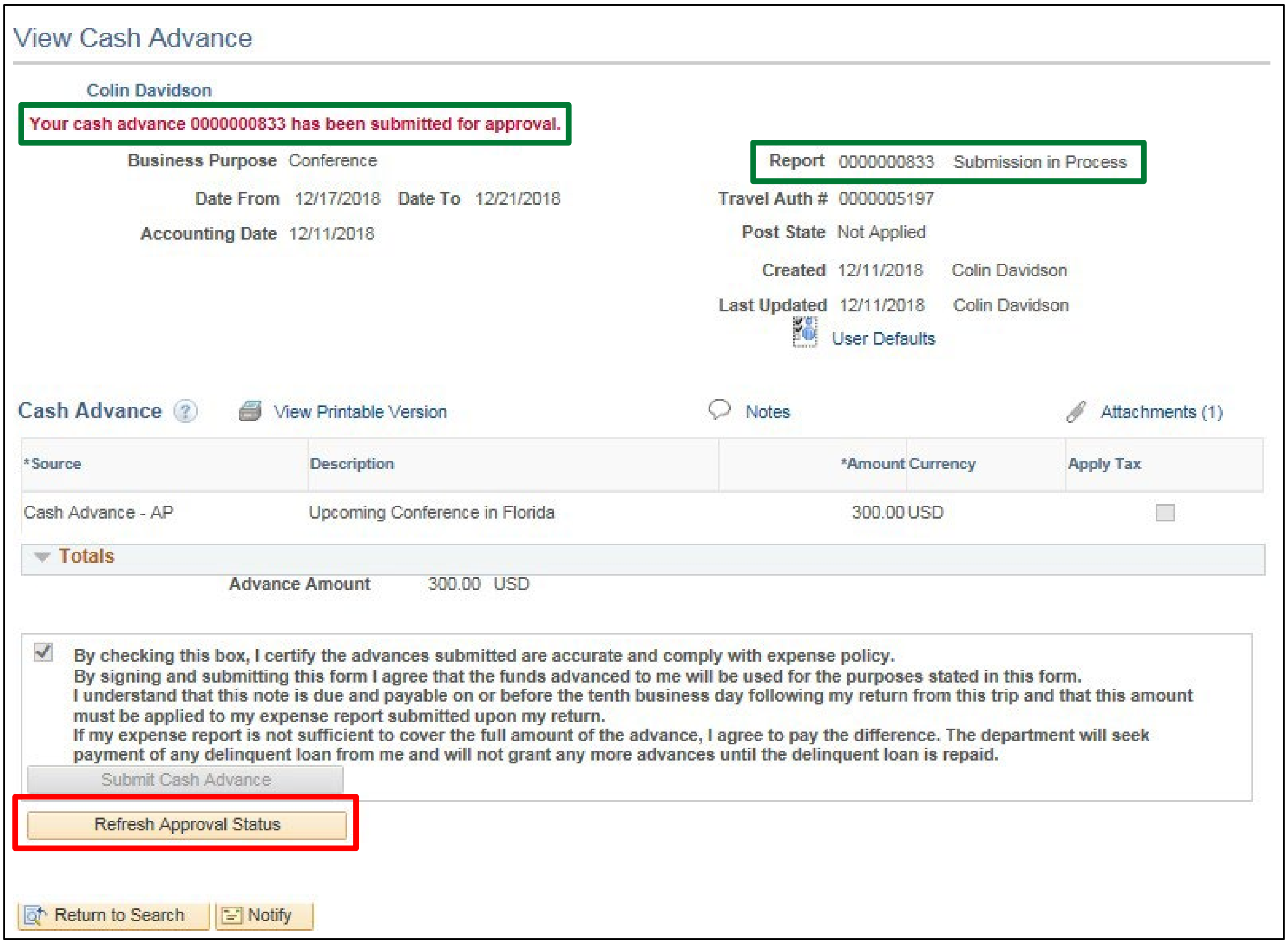
Click the **Submit Cash Advance** button.

The **Create Cash Advance – Submit Confirmation** page displays.



Click the **OK** button.

The **View Cash Advance** page displays with the message 'Your cash advance (CA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.



View Cash Advance

Colin Davidson

Your cash advance 0000000833 has been submitted for approval.

Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Accounting Date 12/11/2018

Report 0000000833 Submission in Process

Travel Auth # 0000005197

Post State Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/11/2018 Colin Davidson

User Defaults

Cash Advance View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	

Totals

Advance Amount 300.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.
By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.
I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

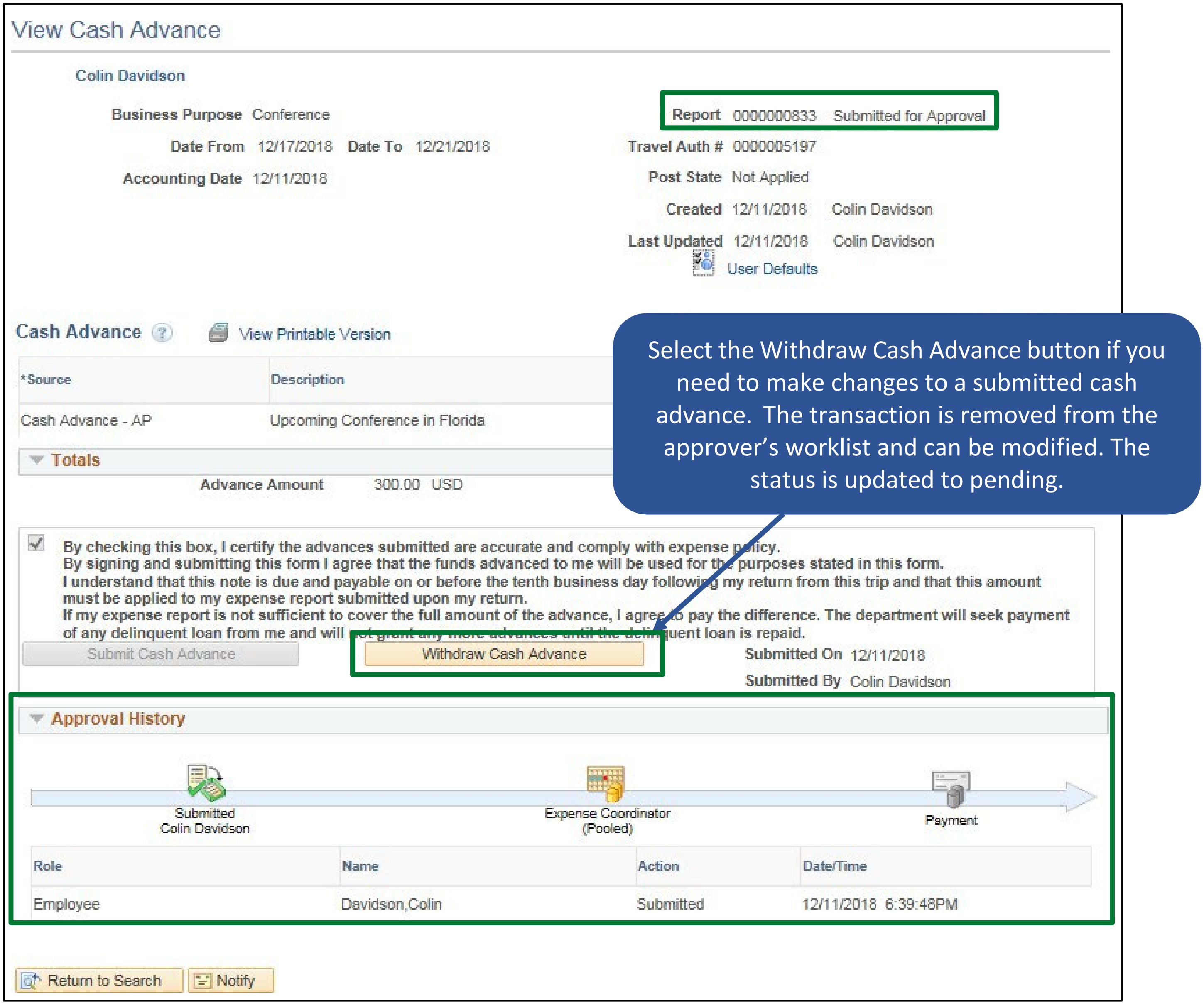
Submit Cash Advance

Refresh Approval Status

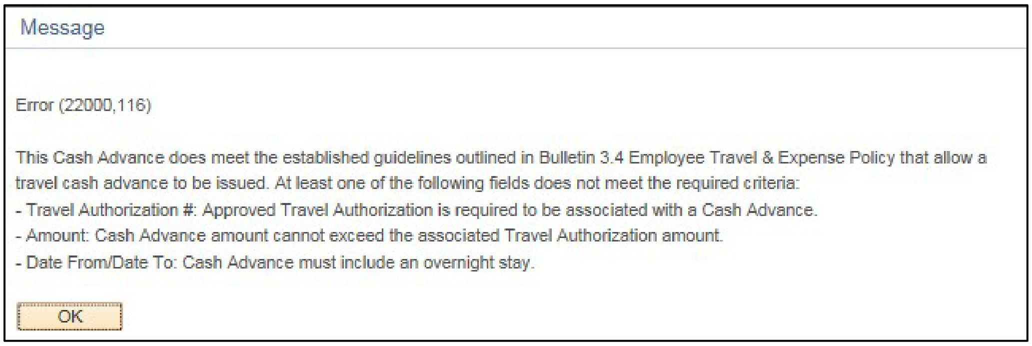
Return to Search Notify

Click the **Refresh Approval Status** button.

The cash advance has been routed and is waiting for Expense Coordinator approval. The Withdraw Cash Advance button displays and is enabled. The Approval History section displays the approval path for the cash advance, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to' Submitted for Approval'.



Note: The following error message will display when you click the Save for Later link or the Submit Cash Advance button if the cash advance does not meet the established guidelines outlined in Bulletin 3.4. All errors need to be resolved for the cash advance to be saved or submitted.



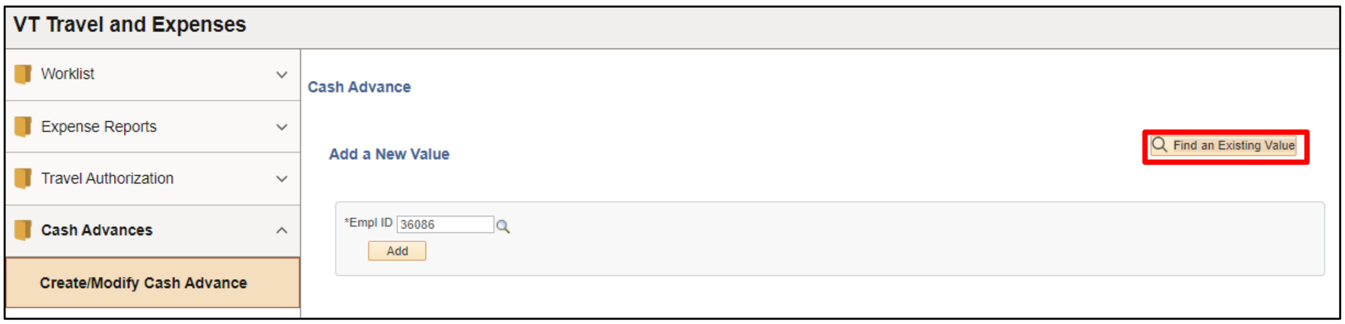
Modify Cash Advance

Situations when this function is used: A cash advance can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 (http://aoa.vermont.gov/bulletins) and your department's policy regarding Cash Advances.

Navigation option 1: Home page > TE tile > Cash Advances > Create/Modify Cash Advance

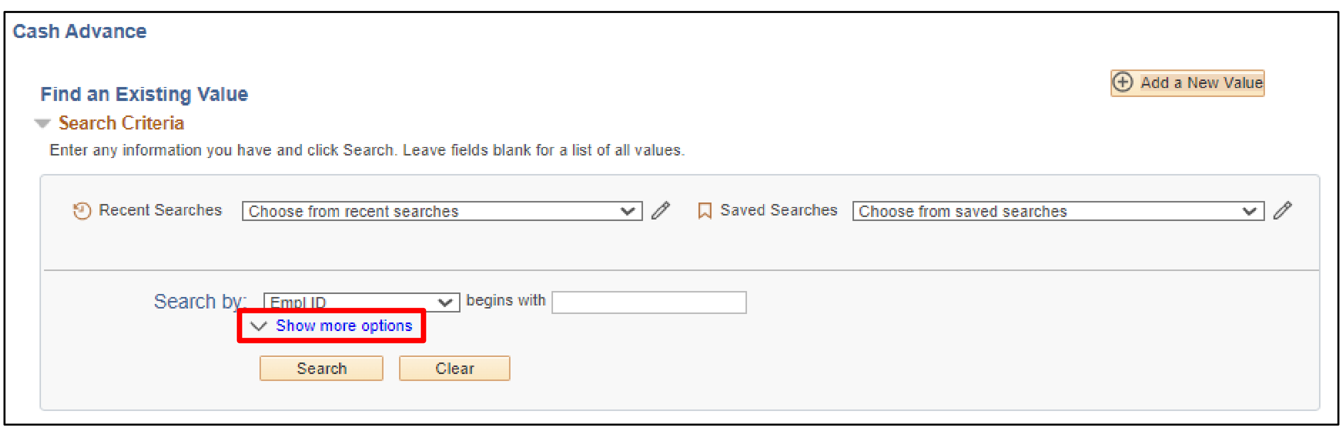
Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify



The **Cash Advance – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

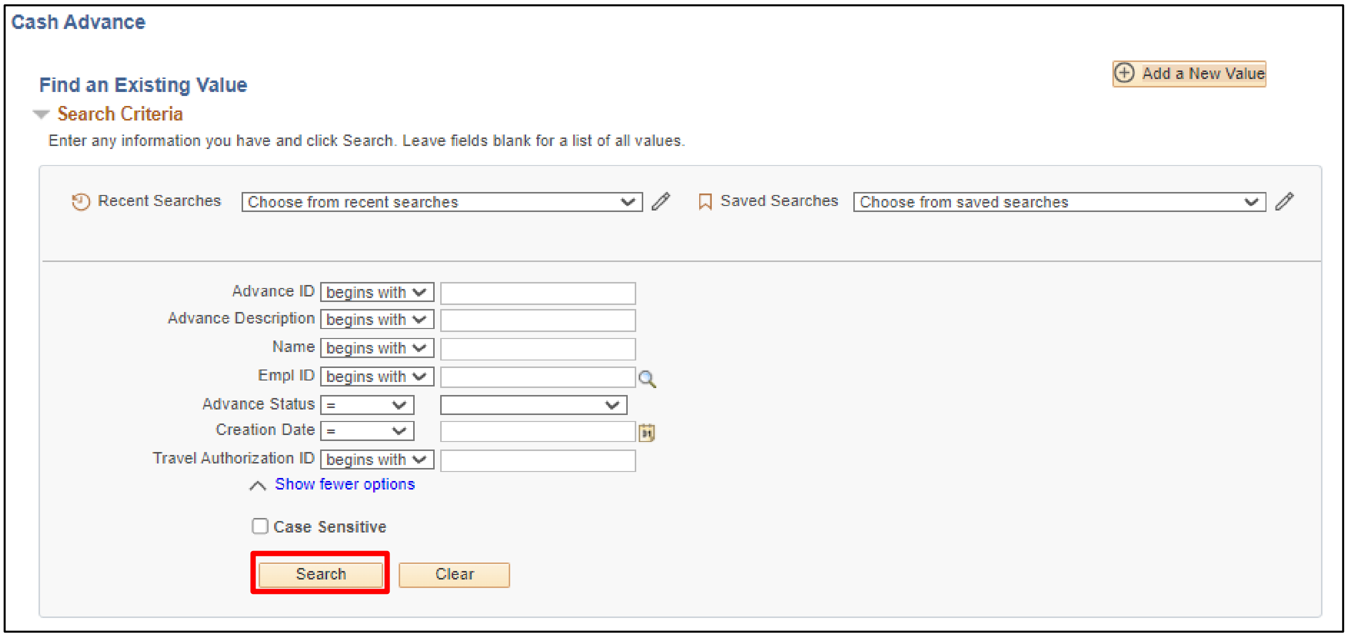
Click the **Find an Existing Value** tab

The **Cash Advance - Find an Existing Value** page displays.



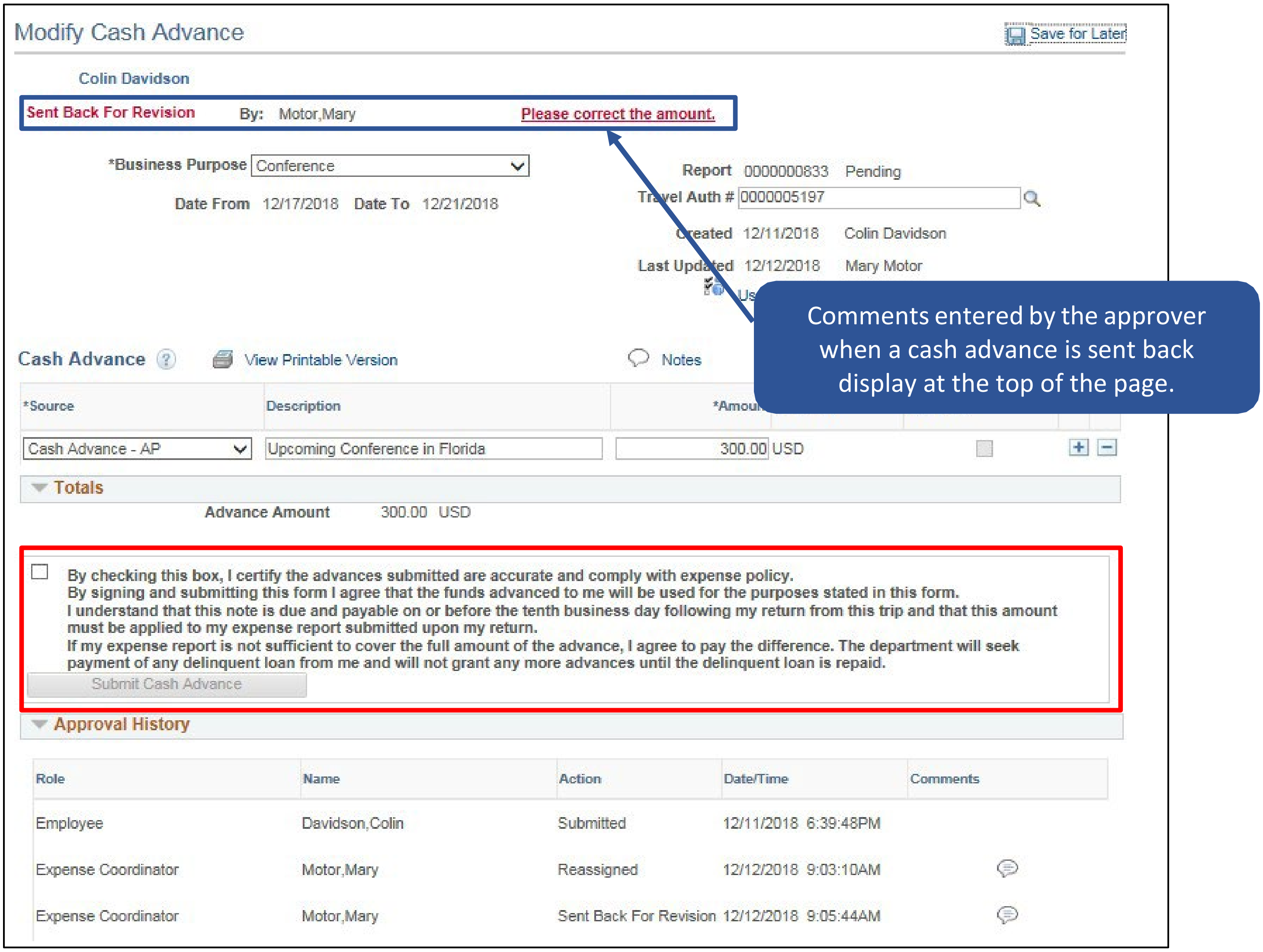
Click the **Show more options** link.

Additional search criteria fields display including the ability to search for a cash advance using the Travel Authorization ID.



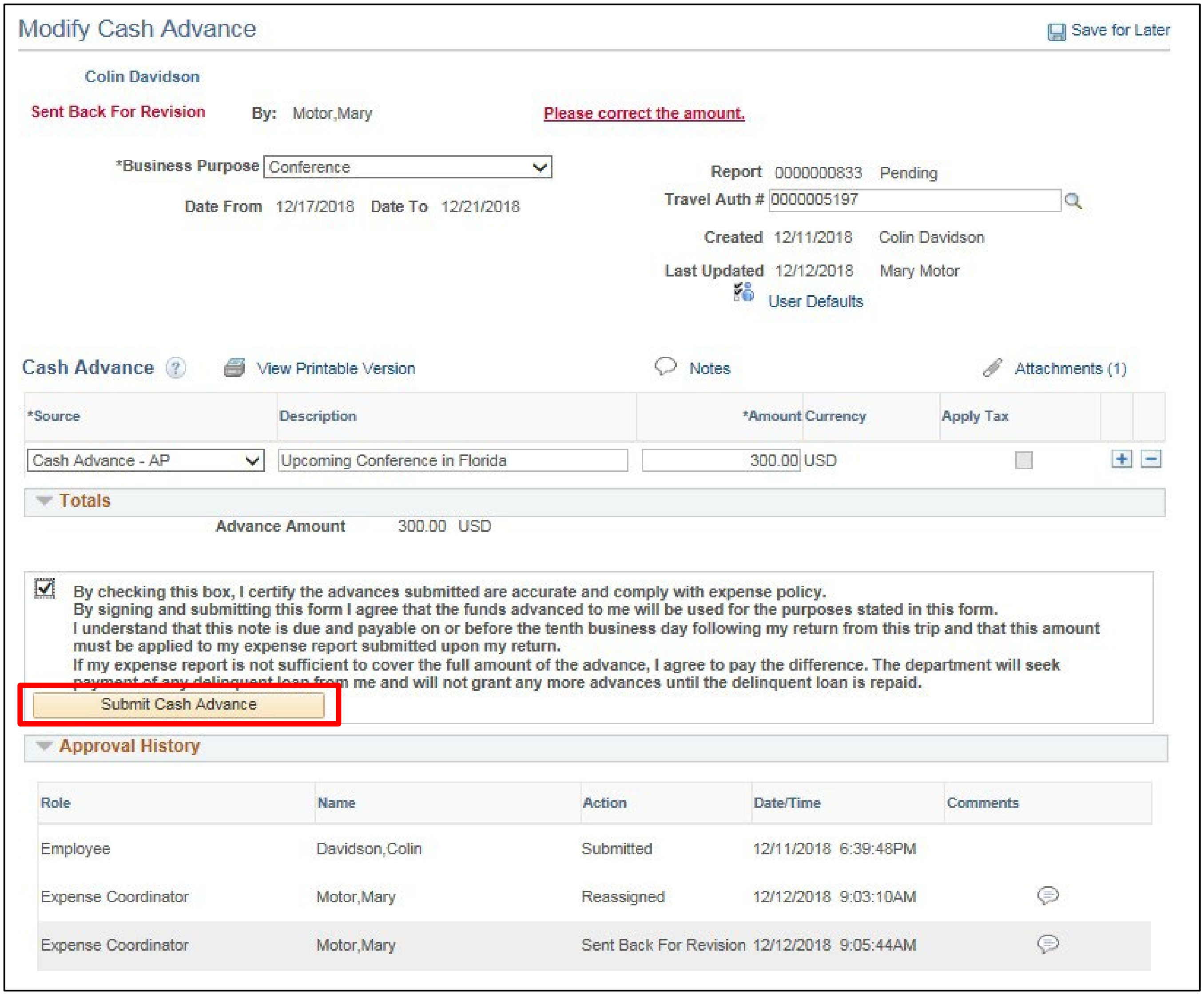
Click the **Search** button.

Clicking the Search button will list all cash advances in a pending status or if there is only one, the Modify Cash Advance page will display.



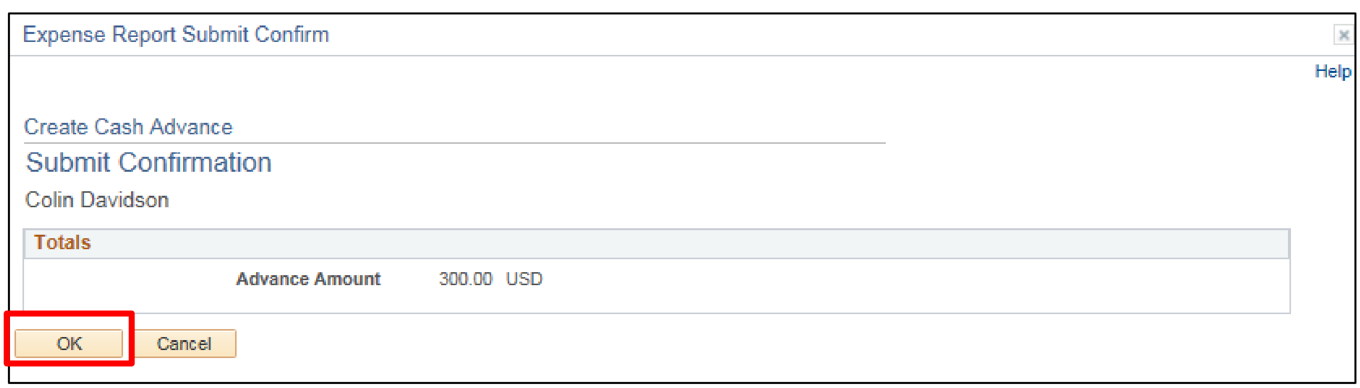
Make any necessary changes, the fields are editable. Once you complete all of your changes the cash advance can be save for later or submitted.

After reading the certification statement, click the **Certification** checkbox.



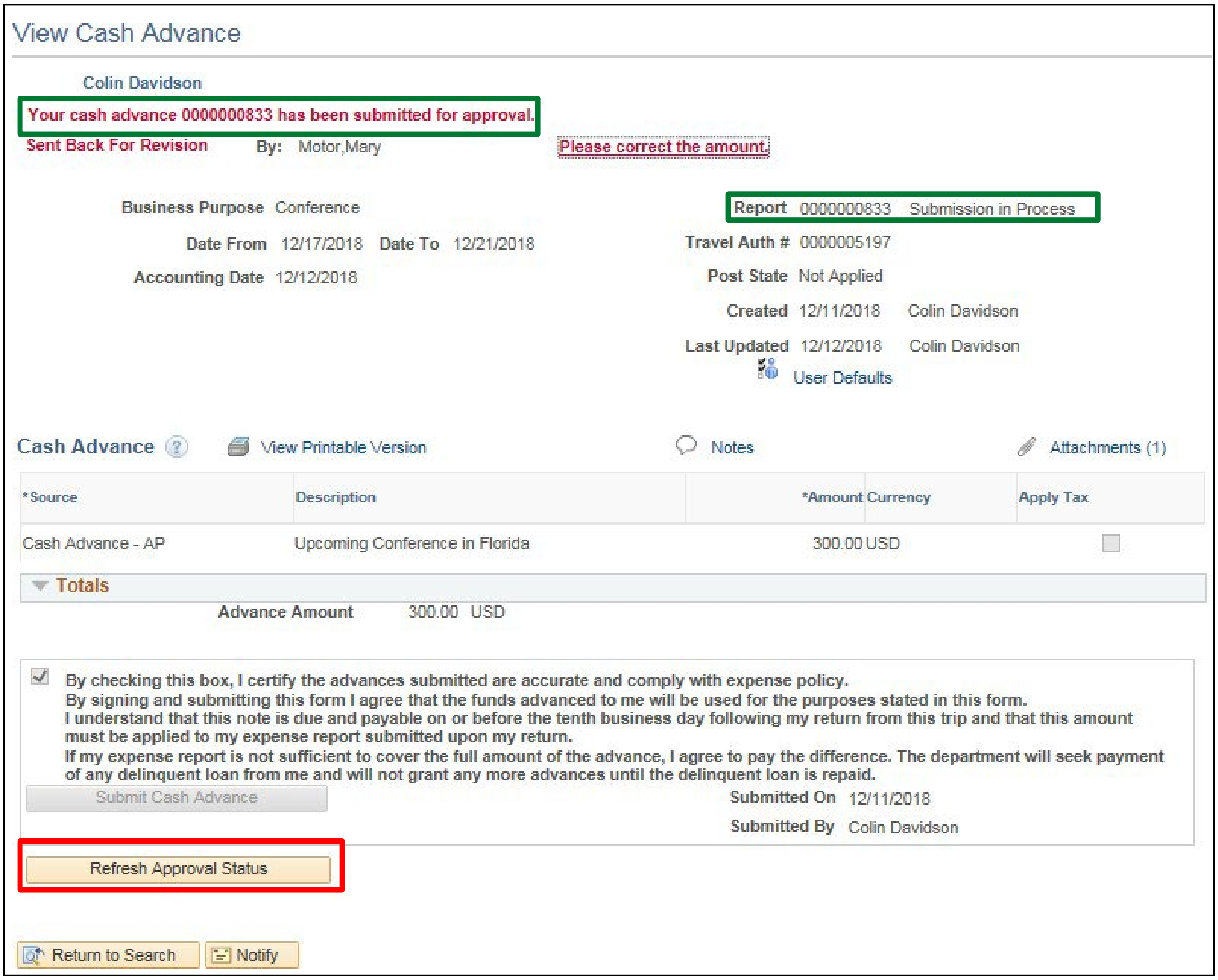
Click the **Submit Cash Advance** button.

The **Create Cash Advance – Submit Confirmation** page displays.



Click the **OK** button.

The **View Cash Advance** page displays with the message 'Your cash advance (CA ID) has been submitted for approval. The status is updated to 'Submission in Process'.


View Cash Advance

Colin Davidson

Your cash advance 0000000833 has been submitted for approval.

Sent Back For Revision By: Motor,Mary Please correct the amount.

Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Accounting Date 12/12/2018

Report 0000000833 Submission in Process

Travel Auth # 0000005197

Post State Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Colin Davidson

User Defaults

Cash Advance View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	

Totals

Advance Amount 300.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.
By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.
I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Submitted On 12/11/2018

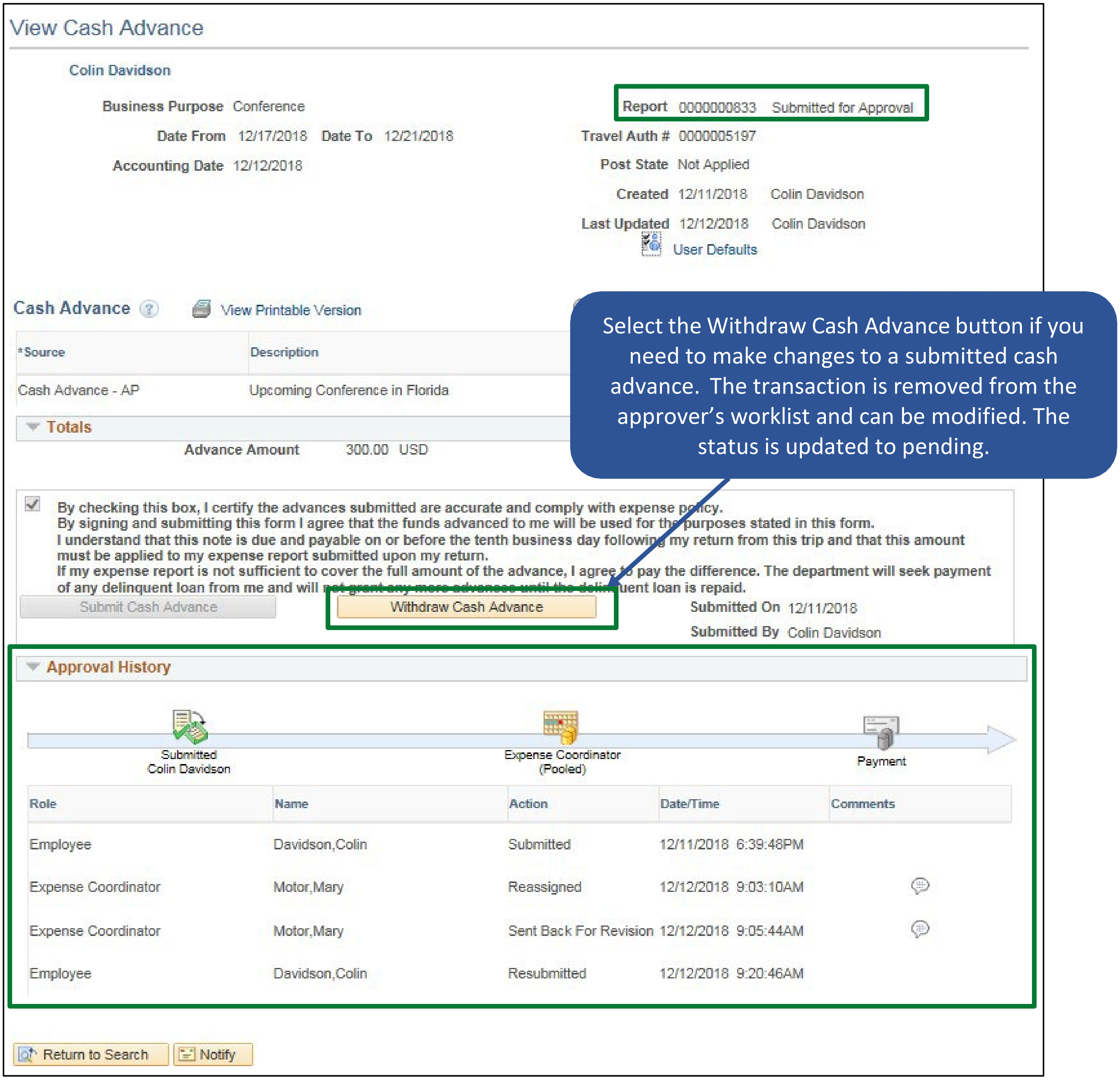
Submitted By Colin Davidson

Refresh Approval Status

Return to Search Notify

Click the **Refresh Approval Status** button.

The cash advance has been routed and is waiting for Expense Coordinator approval. The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the cash advance, who it is routed to, any actions performed and the date/time when the action occurred. The status is updated to' Submitted for Approval'.



View Cash Advance

Colin Davidson

Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Accounting Date 12/12/2018

Report 0000000833 Submitted for Approval

Travel Auth # 0000005197

Post State Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Colin Davidson

User Defaults

Cash Advance View Printable Version

*Source	Description
Cash Advance - AP	Upcoming Conference in Florida

Totals

Advance Amount 300.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.
By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.
I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance | Withdraw Cash Advance

Submitted On 12/11/2018

Submitted By Colin Davidson

Select the Withdraw Cash Advance button if you need to make changes to a submitted cash advance. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

Approval History

Submitted Colin Davidson → Expense Coordinator (Pooled) → Payment

Role	Name	Action	Date/Time	Comments
Employee	Davidson,Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor,Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor,Mary	Sent Back For Revision	12/12/2018 9:05:44AM	
Employee	Davidson,Colin	Resubmitted	12/12/2018 9:20:46AM	

Return to Search | Notify

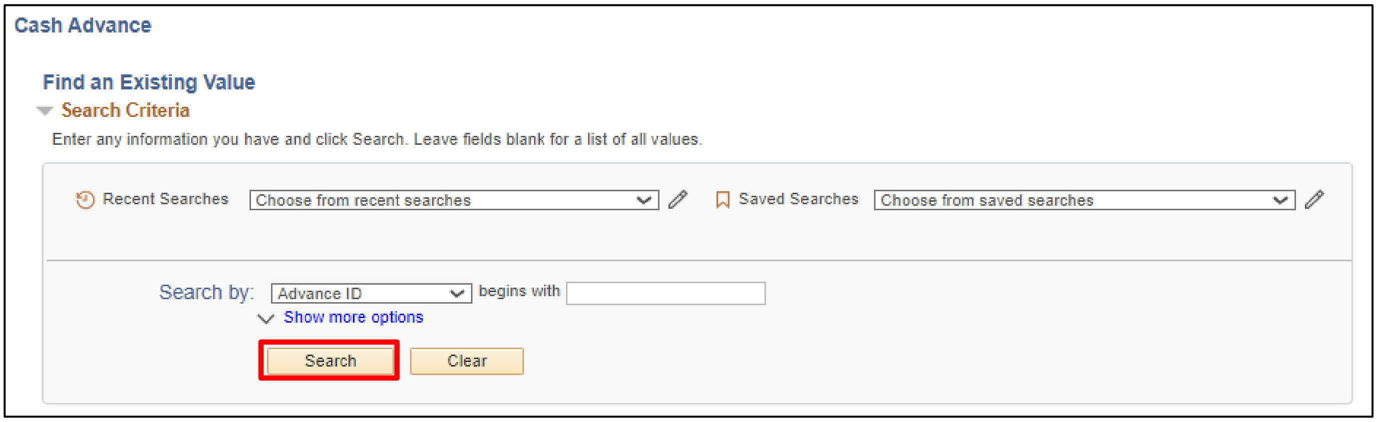
View Cash Advances

Situations when this function is used: Cash advances are available to view in the system and it may not be necessary to print.

Navigation option 1: Home page > TE tile > Cash Advances > View Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > View

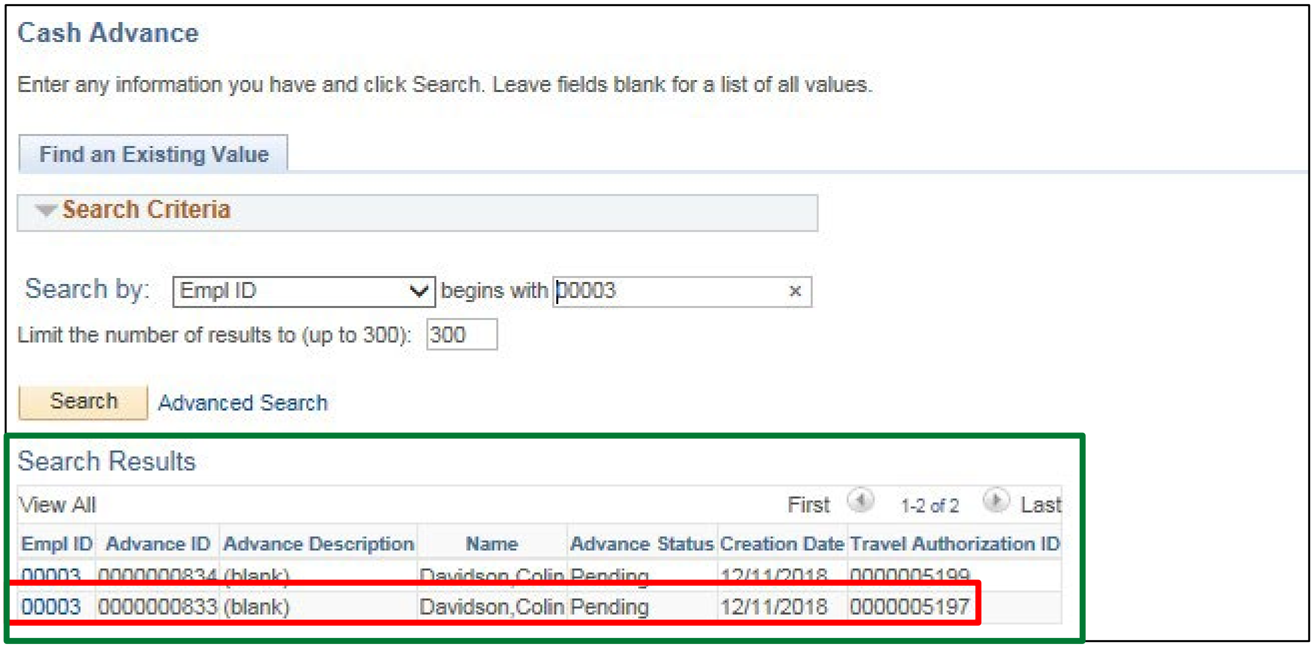
The View Cash Advance search page displays in the work area:



Note: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the Advanced Search link and adding additional criteria. If you know the Advance ID you want to view you can update the Search By option to Advance ID and then enter the number into the Advance ID field. You can also search for the advance using the Travel Authorization ID associated with the cash advance.

To view all Cash Advances, click the **Search** button.

A list of cash advances display in the search results.



Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Empl ID begins with 00003

Limit the number of results to (up to 300): 300

Search Advanced Search

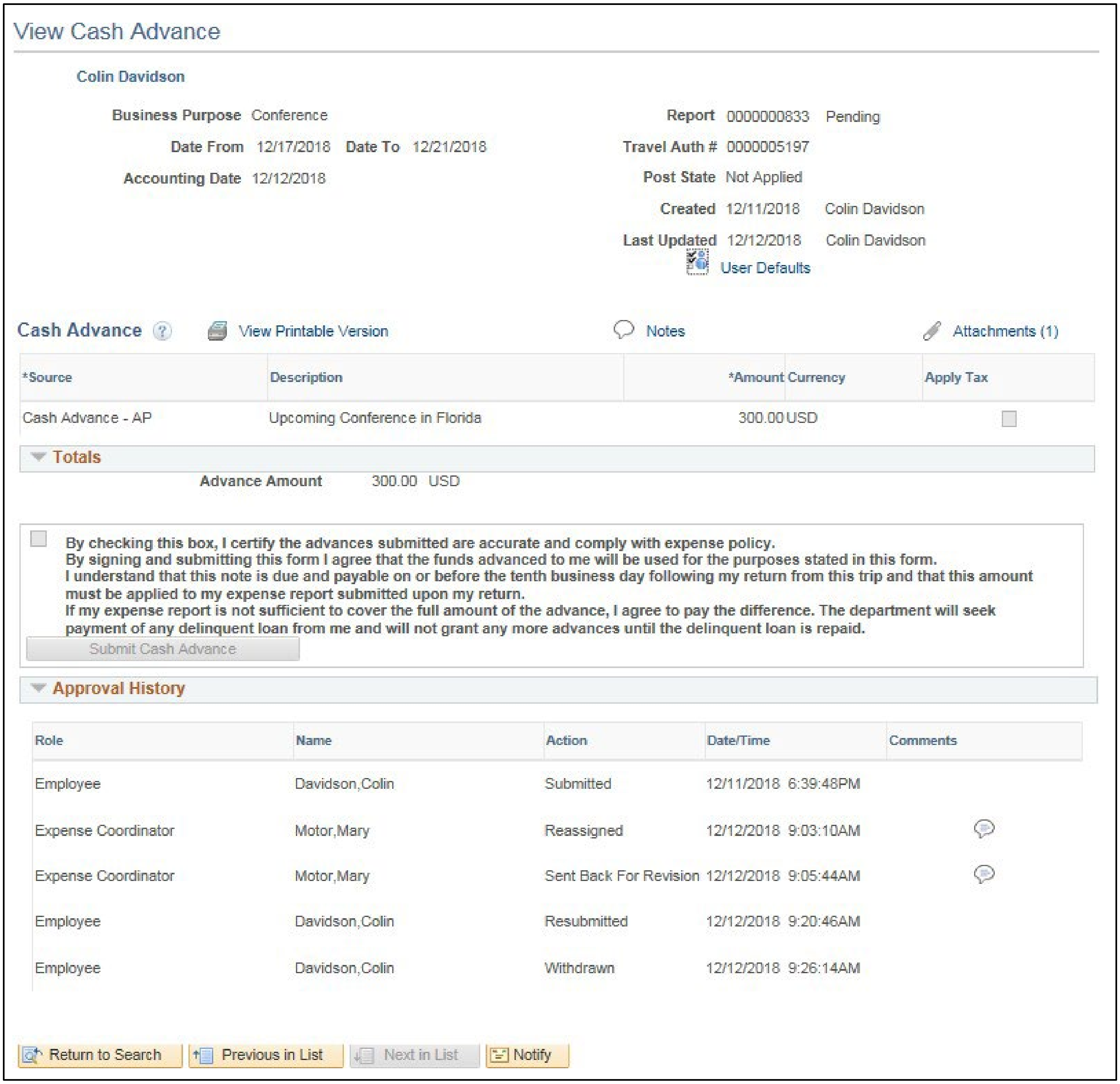
Search Results

View All First 1-2 of 2 Last

Empl ID	Advance ID	Advance Description	Name	Advance Status	Creation Date	Travel Authorization ID
00003	0000000834	(blank)	Davidson,Colin	Pending	12/11/2018	0000005199
00003	0000000833	(blank)	Davidson,Colin	Pending	12/11/2018	0000005197

Select the **Empl ID** link for the cash advance you would like to view.

The **View Cash Advance** page displays. All fields will be grayed out when viewing a cash advance.

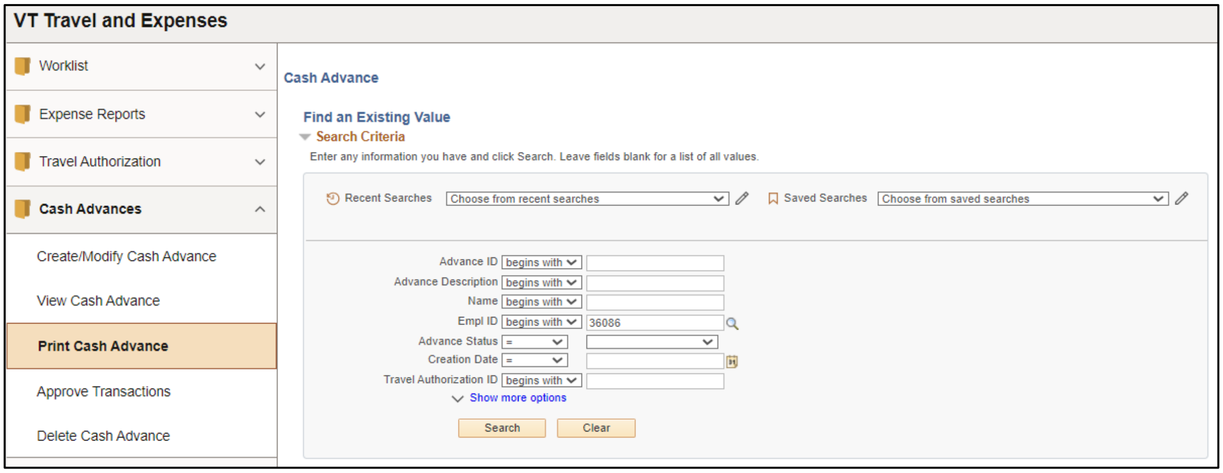


Print a Cash Advance

Situations when this function is used: A cash advance might need to be printed.

Navigation option 1: Home page > TE tile > Cash Advances > Print Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Print

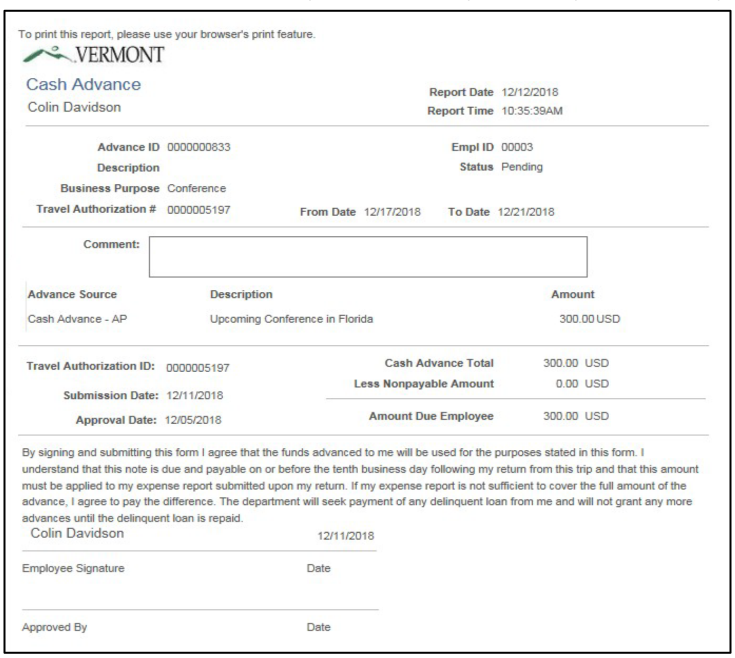


The Print Travel Authorization search page displays in the work area and the Empl ID automatically defaults.

Note: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the Advanced Search link and adding additional criteria. If you know the Advance ID you want to view, you can update the Search By option to Advance ID and then enter the number into the Advance ID field. You can also search for the advance using the Travel Authorization ID associated with the cash advance.

A printable version of the cash advance displays.

Follow the instructions you currently use to print from your browser.



To print this report, please use your browser's print feature.

VERMONT

Cash Advance

Colin Davidson

Report Date 12/12/2018

Report Time 10:35:39AM

Advance ID 0000000833

Empl ID 00003

Description

Status Pending

Business Purpose Conference

Travel Authorization # 0000005197 From Date 12/17/2018 To Date 12/21/2018

Comment:

Advance Source	Description	Amount
Cash Advance - AP	Upcoming Conference in Florida	300.00 USD

Travel Authorization ID: 0000005197

Submission Date: 12/11/2018

Approval Date: 12/05/2018

Cash Advance Total 300.00 USD

Less Nonpayable Amount 0.00 USD

Amount Due Employee 300.00 USD

By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Colin Davidson 12/11/2018

Employee Signature Date

Approved By Date

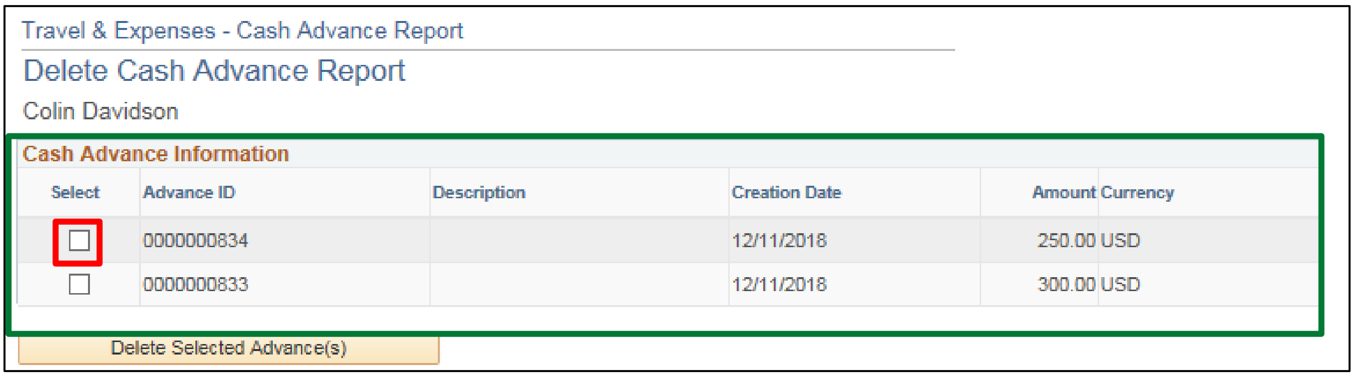
Delete a Cash Advance

Situations when this function is used: Cash advances might need to be deleted when it is a duplicate or is no longer needed. Cash advances can only be deleted when they are in a pending status. If the Cash Advance you are looking for isn't showing up, double check the status to confirm that it is pending

Navigation option 1: Home page > TE tile > Cash Advances > Delete Cash Advance

Navigation option 2: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Delete

The **Delete Cash Advance Report** page displays in the work area. Any Cash Advance that is in a pending status will show up available to delete.



If the cash advance you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the cash advance you want to delete, by clicking the **Select** checkbox. You can delete multiple advances by selecting multiple checkboxes.

Travel & Expenses - Cash Advance Report

Delete Cash Advance Report

Colin Davidson

Cash Advance Information

Select	Advance ID	Description	Creation Date	Amount	Currency
☑	0000000834		12/11/2018	250.00	USD
☐	0000000833		12/11/2018	300.00	USD

Delete Selected Advance(s)

Click the **Delete Selected Advance(s)** button.

A **Delete Confirmation** page displays informing you that the selected authorization has been deleted.

Travel & Expenses - Cash Advance Report

Delete Confirmation

Colin Davidson

The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The **Delete Cash Advance Report** page displays.

Travel and Expense

Delete a Travel Authorization

Colin Davidson

Travel Authorizations

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☐	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

The deleted cash advance no longer displays and will not be available to view, modify, or print.