Expense Reports

Create an Expense Report from Blank

The Basics:

Please refer to **Bulletin 3.4** and your department's policy regarding Expense Reports.

- **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses
- **Preferred payment methods -** Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements
- **Clear cache -** To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome
- **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
- **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
- **Separation of charges -** Charges for different expense types must be separated. For example, meals, internet access, phone charges, parking, etc. charged on a hotel room bill must be separated from the lodging expense and claimed against the applicable expense type on the employee's expense report so the items can be charged to the correct VISION account
- **Date expense incurred -** Charges should be entered on the date they are incurred. In the case of a multi-night hotel stay, each day's lodging expenses should be entered on the date of the stay - not on the date you checked out of the hotel
- **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
- **Receipts -** Receipts should be attached to the expense line. Refer to your department's policy regarding handling of receipts
- **All out of pocket 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.

Home Page Tile navigation: TE Tile > Expense Reports > Create/Modify Expense Report

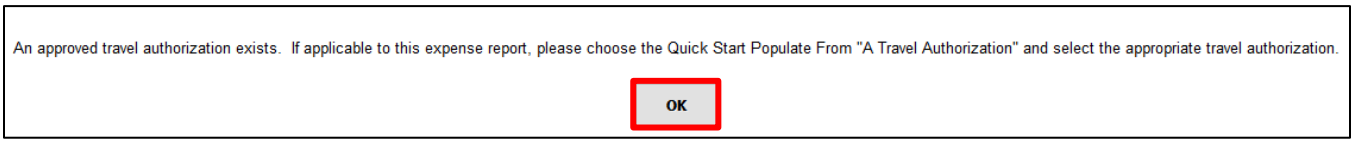
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The **Expense Report** page displays:

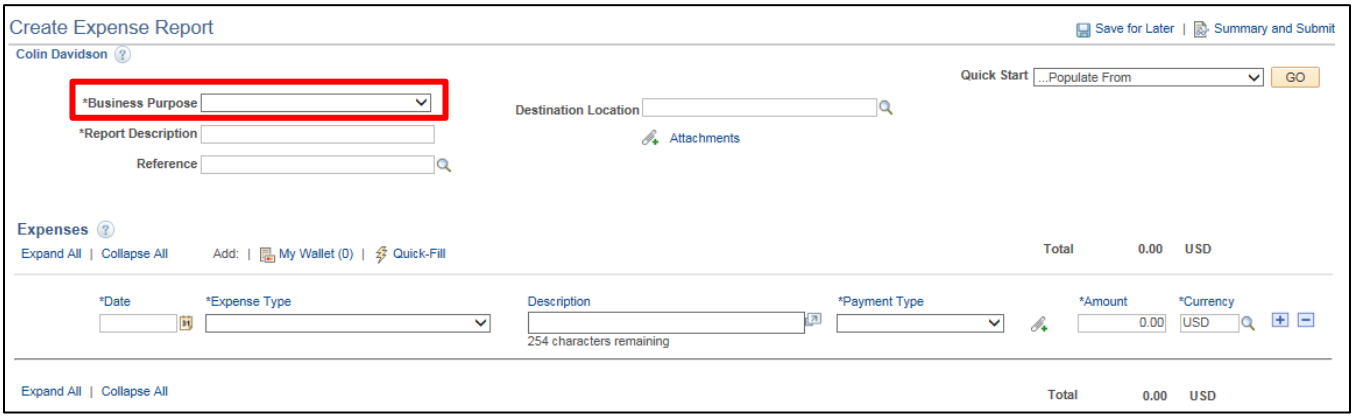
Your Empl ID defaults in.

1. Click **Add**

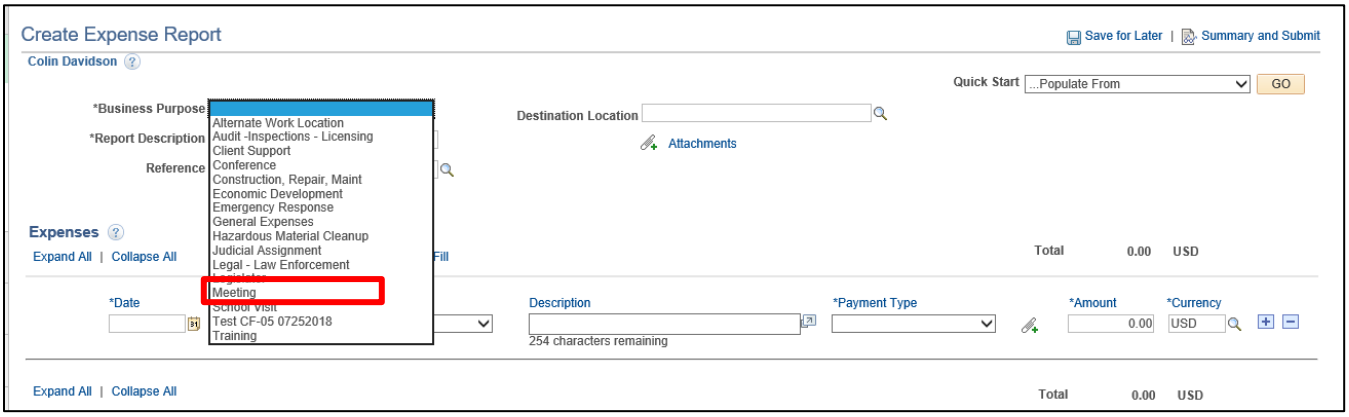
In the event you have an approved **travel authorization**, the following message box displays as a reminder:

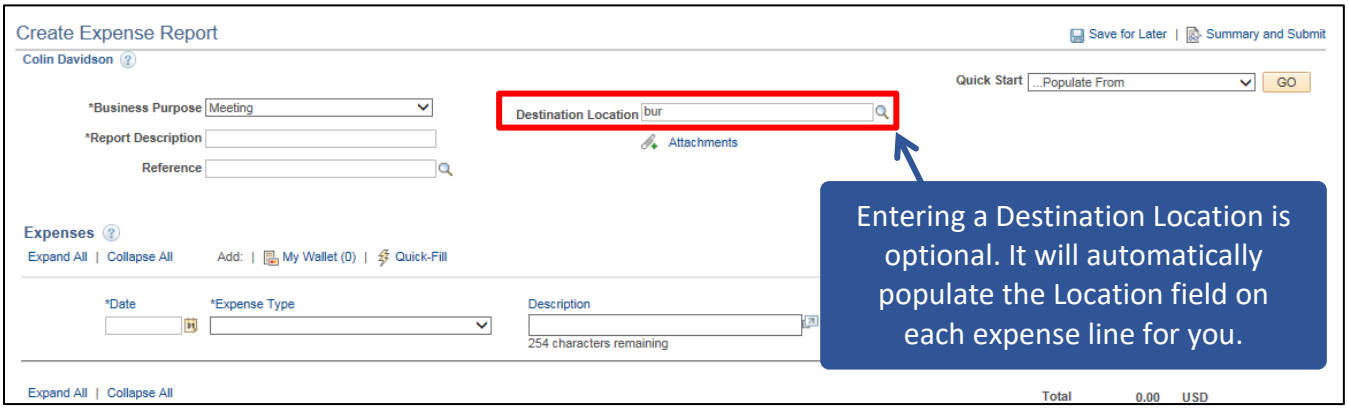


2. Click **OK** to continue to the **Create Expense Report - Details** page:



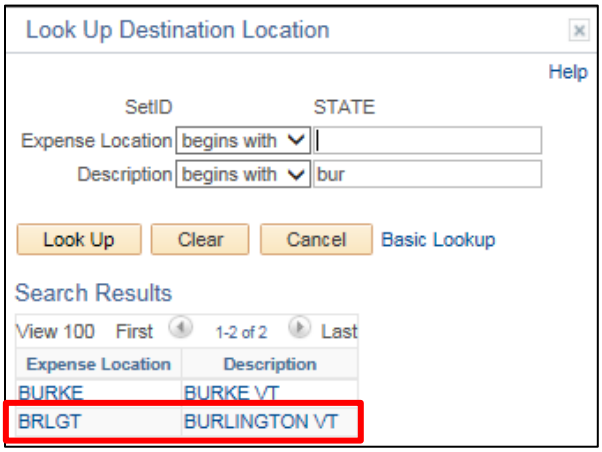
3. Click the drop-down arrow to choose the **Business Purpose** - select the option that most closely identifies the purpose of the trip:





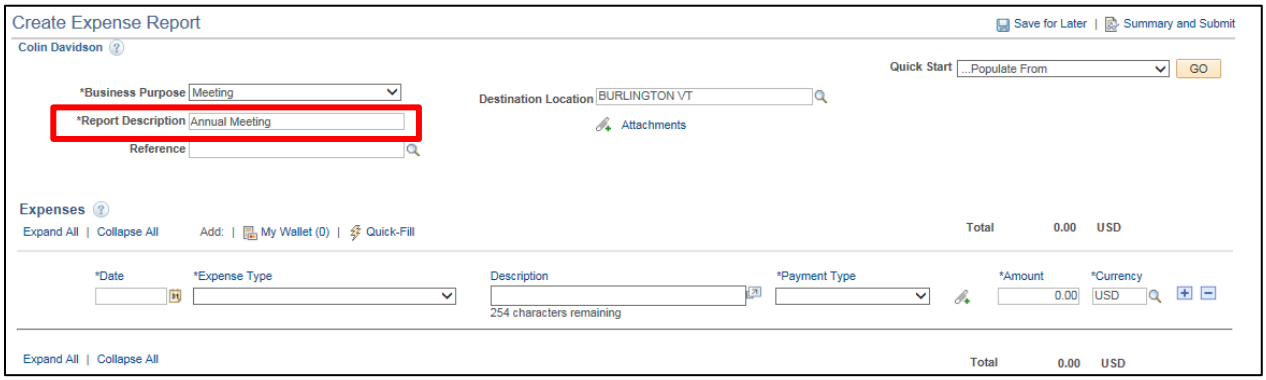
4. Enter the first three letters into the **Destination Location** field
5. Click the **Destination Location** look up icon

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

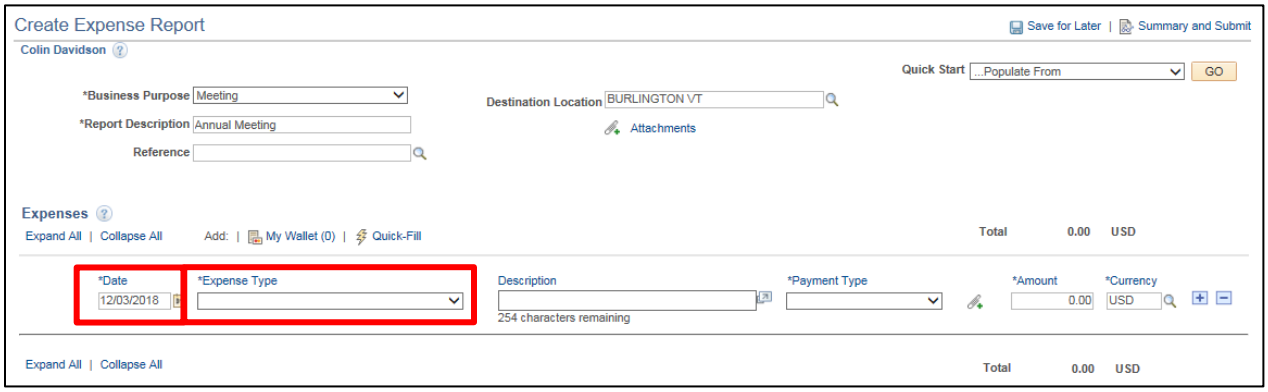


6. Select the **Expense Location** link

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

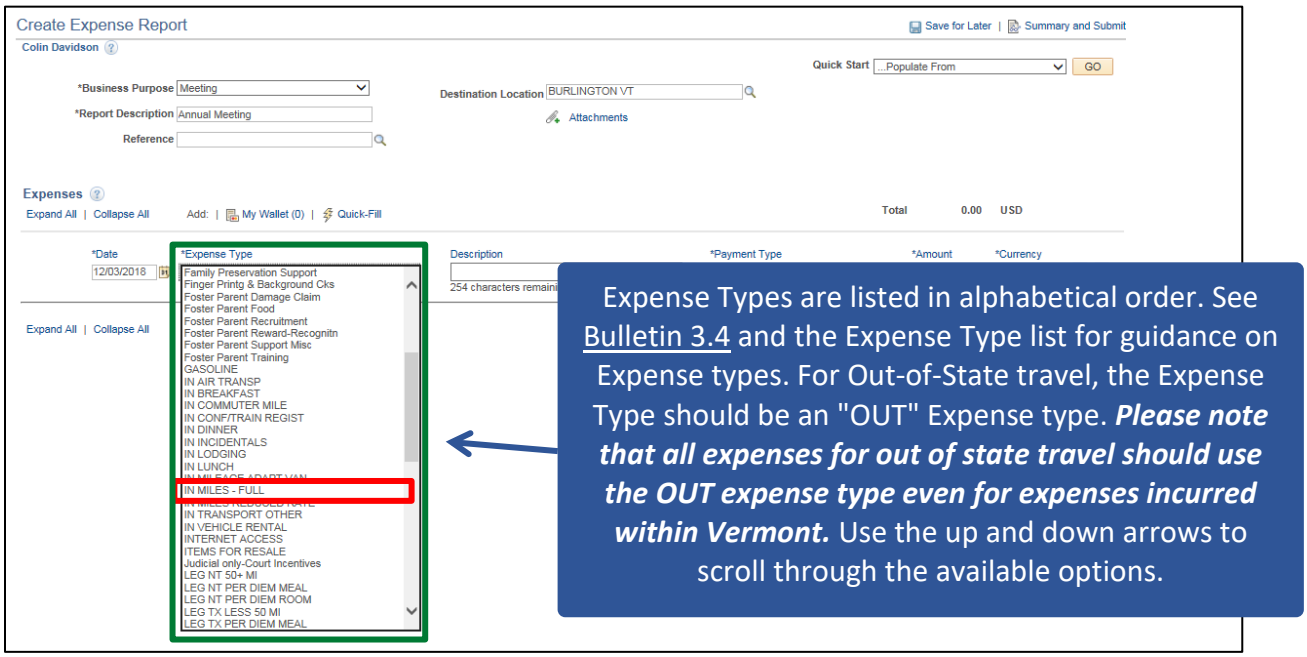


7. Enter a short, meaningful description for the trip into the **Description** field



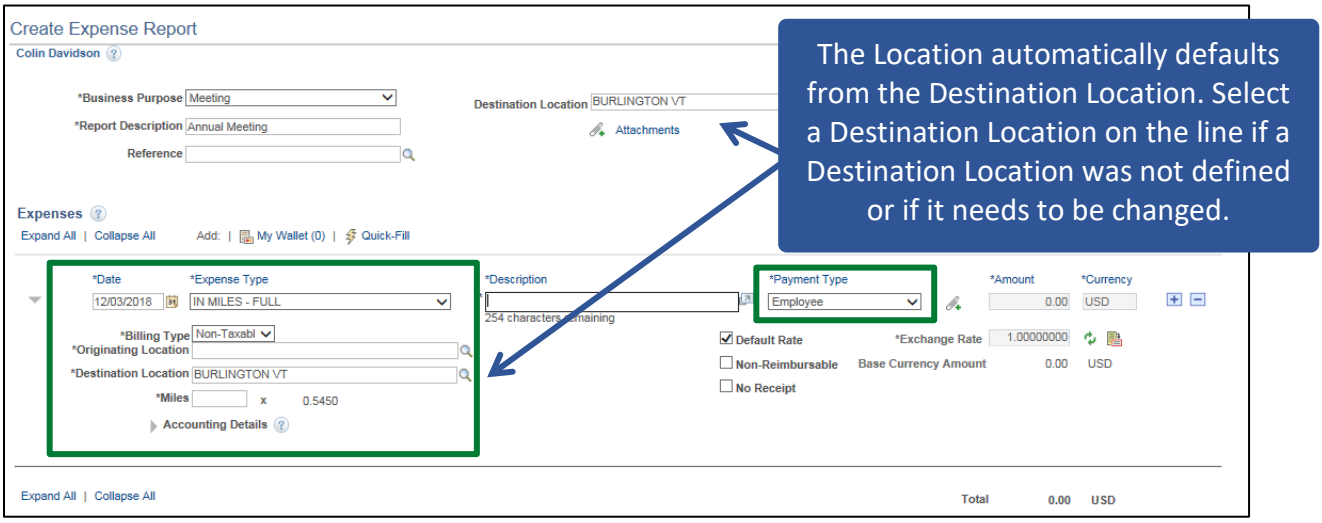
8. Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. **This date cannot be in the future**

9. Choose the expense type by clicking the **Expense Type** drop-down menu to view the available expense types



Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. ***Please note that all expenses for out of state travel should use the OUT expense type even for expenses incurred within Vermont.*** Use the up and down arrows to scroll through the available options.

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

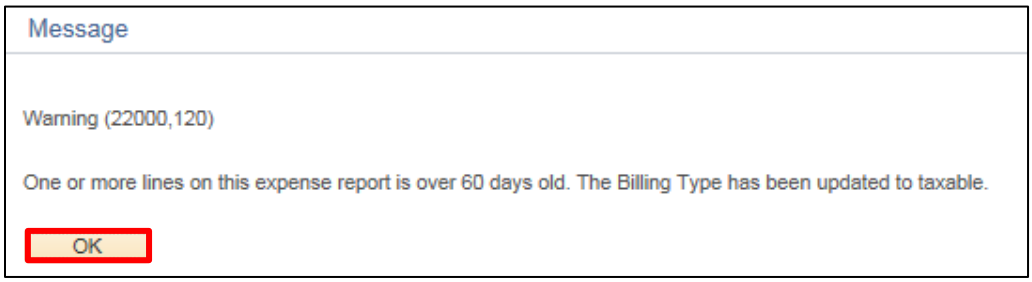


The Payment Type and Billing Type are set to default as:

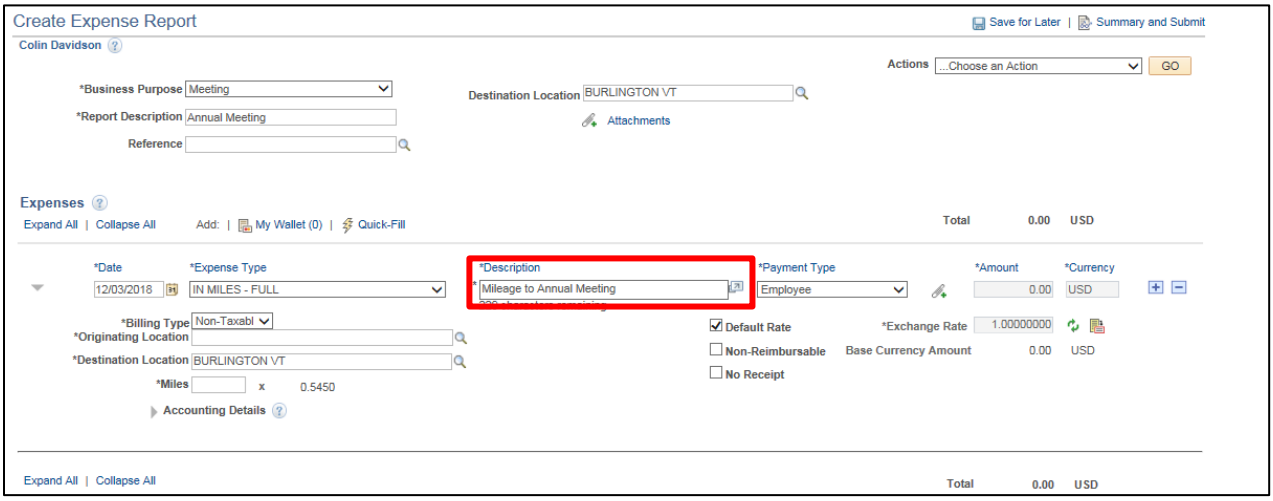
- **Payment Type** = Employee
- **Billing Type** = Non-Taxable - Internal

Note: 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.

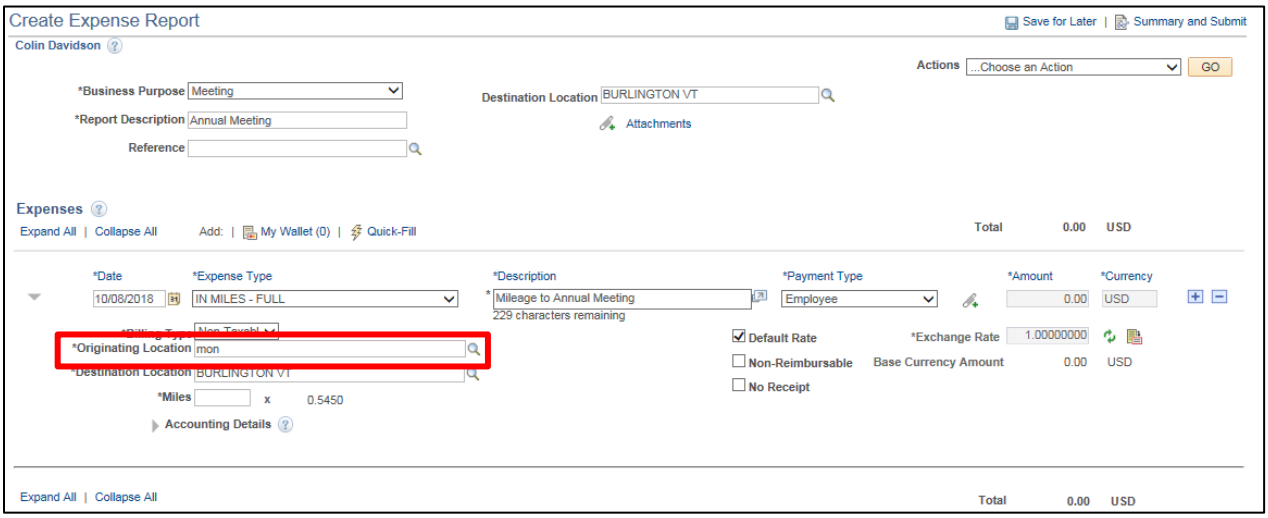
The following warning message displays if the Billing Type is updated on the expense report:



10. Click **OK** to continue



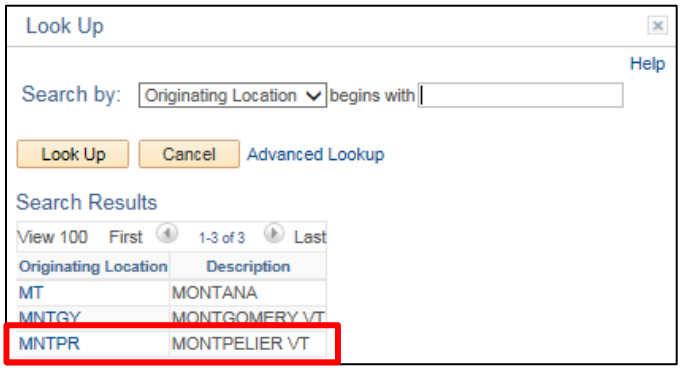
11. Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here



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

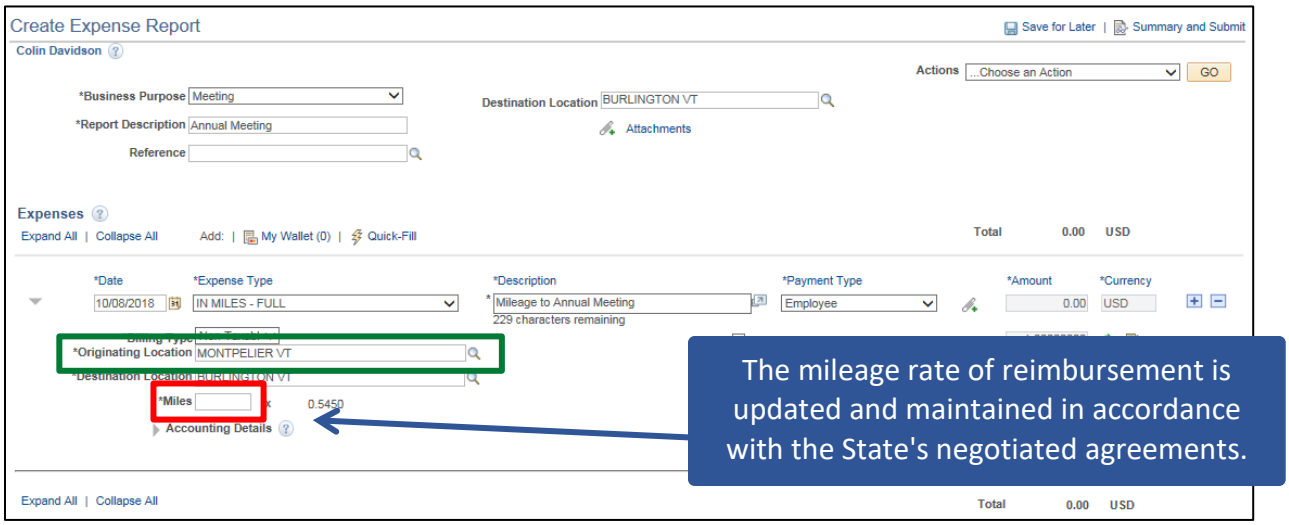
13. Click the icon

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



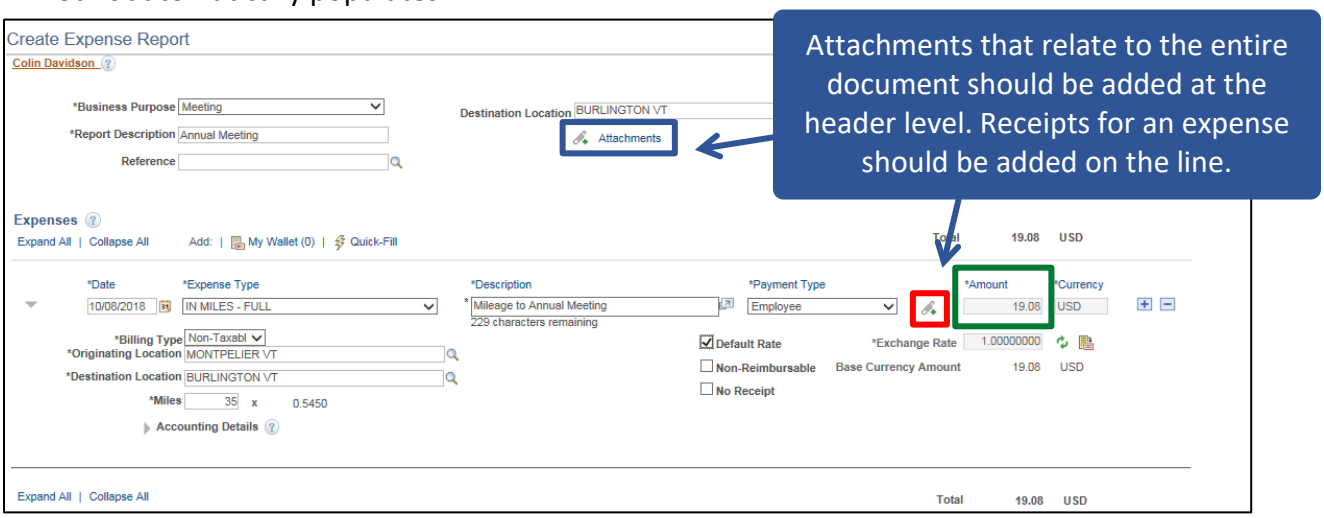
14. Select the **Originating Location** link for the appropriate location

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



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

The **Amount** automatically populates:



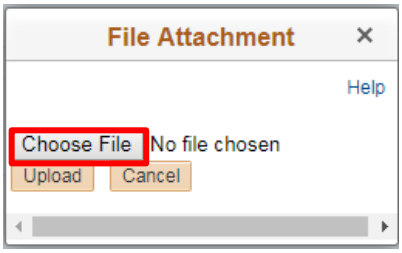
16. Click the icon on the line to attach a receipt for the expense

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

The **Expense Line Attachments** page displays:

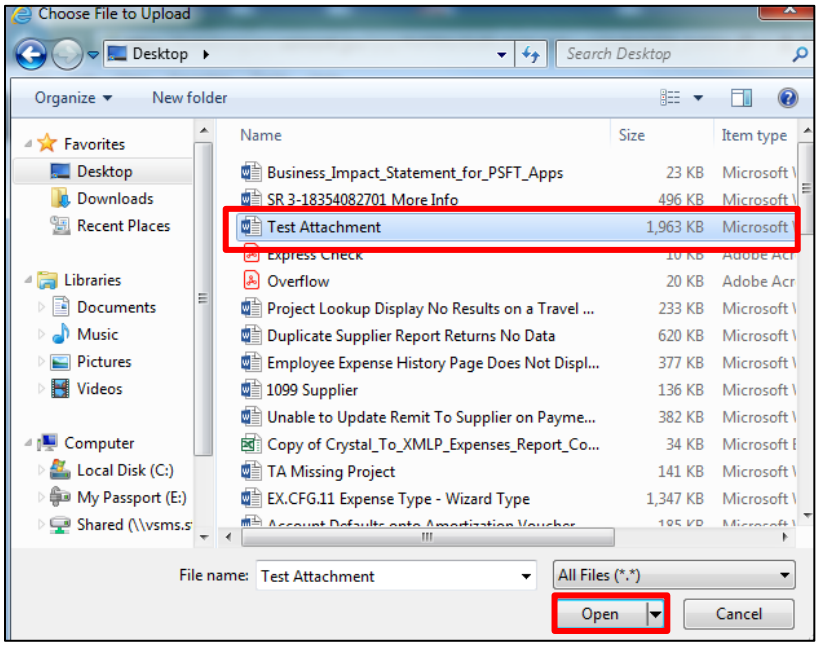
17. Click **Add Attachment**

The **File Attachment** page displays:



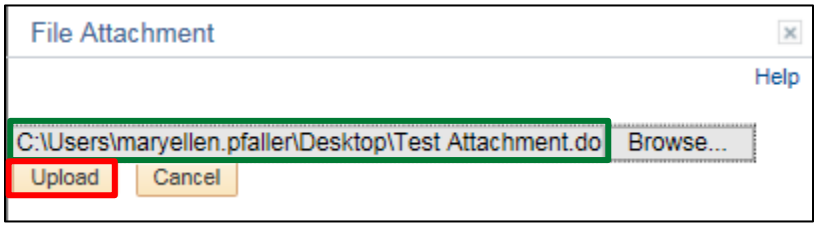
18. Click **Choose File**

The **Choose File to Upload** window opens:



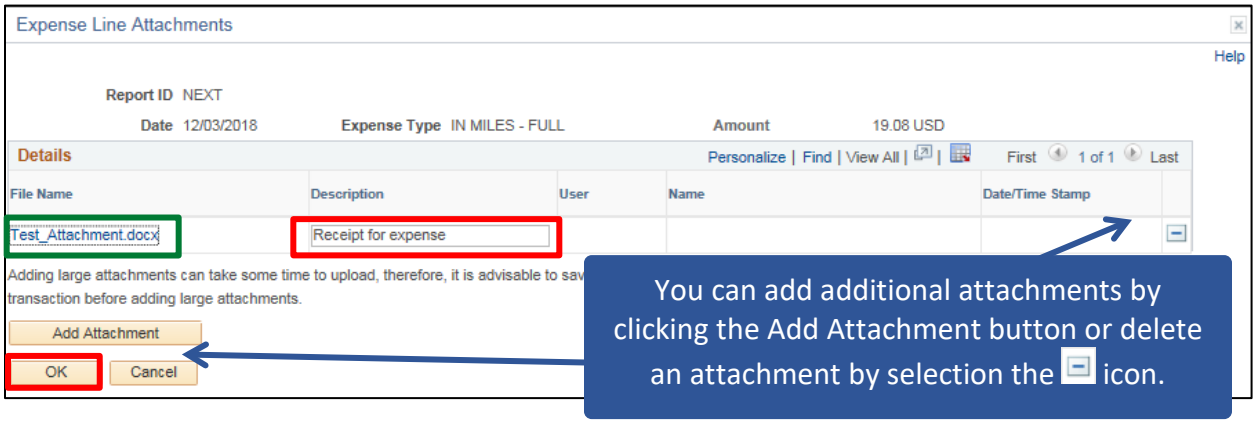
19. Select the file you want to attach and click **Open**

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



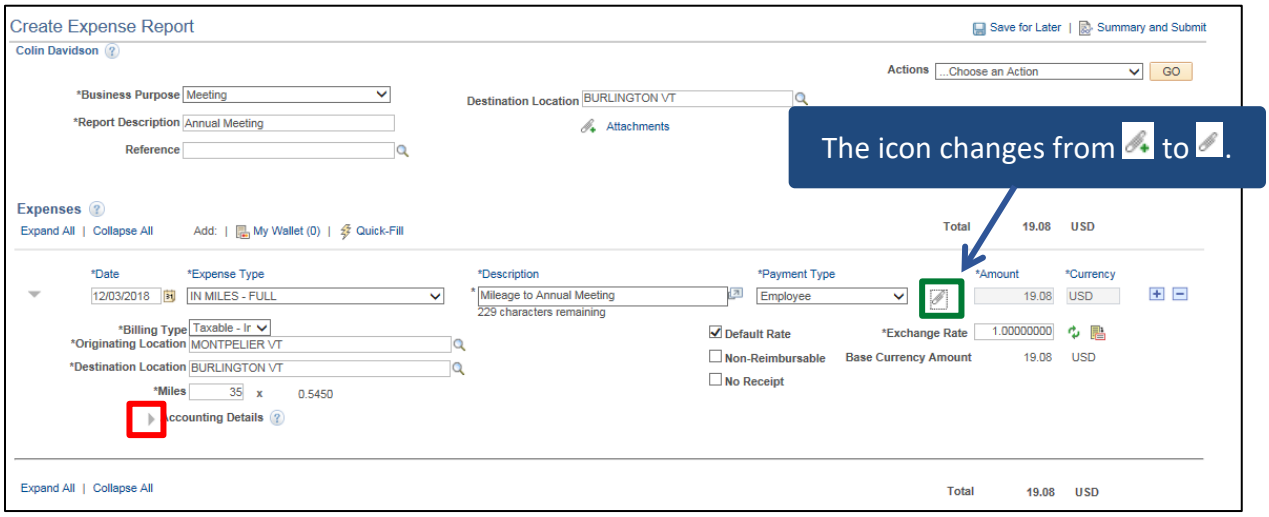
20. Click **Upload**

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



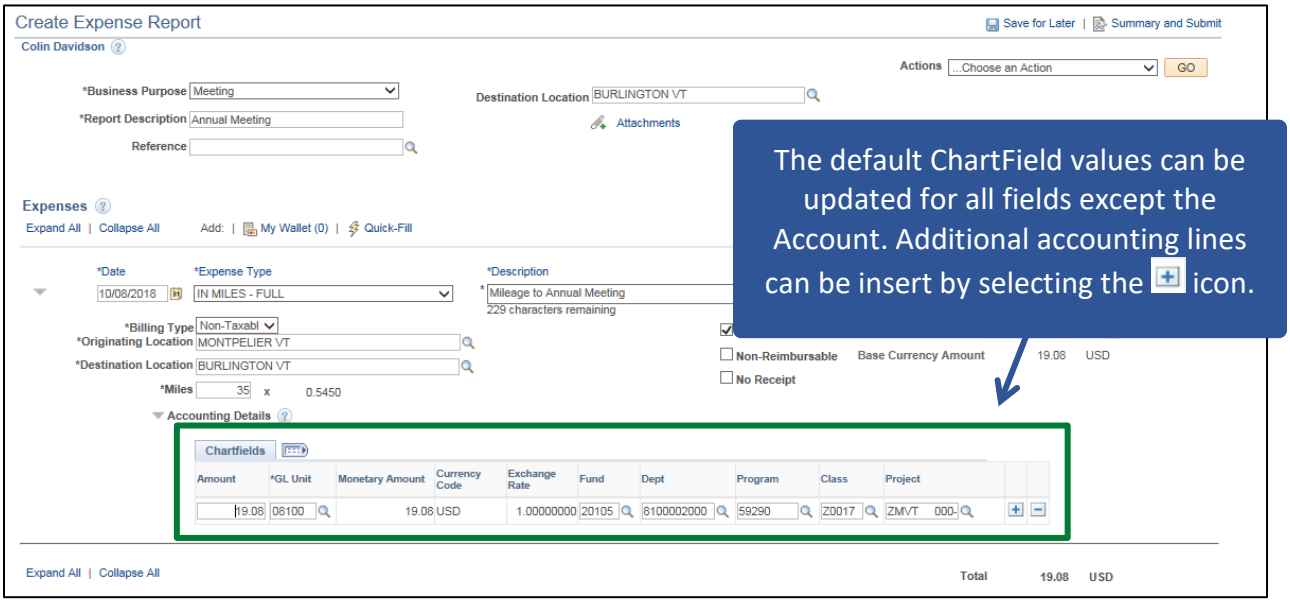
21. Enter an explanation of the attachment in the **Description** field and click the **OK** button

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

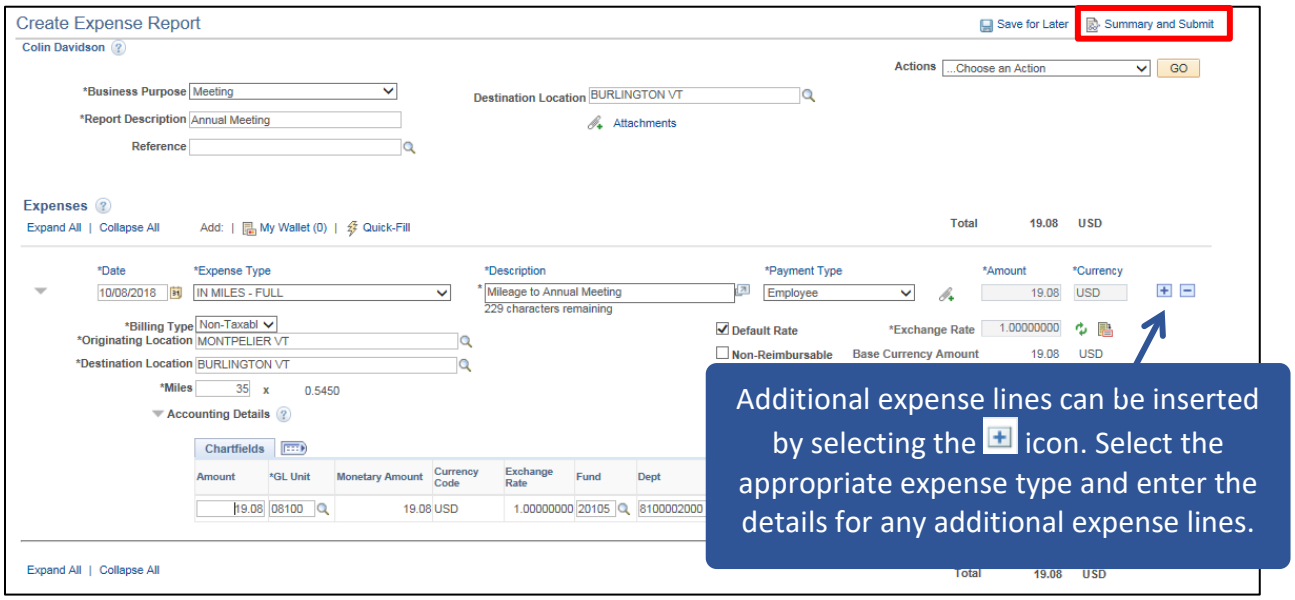


22. Expand the **Accounting Details** section by clicking the icon

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

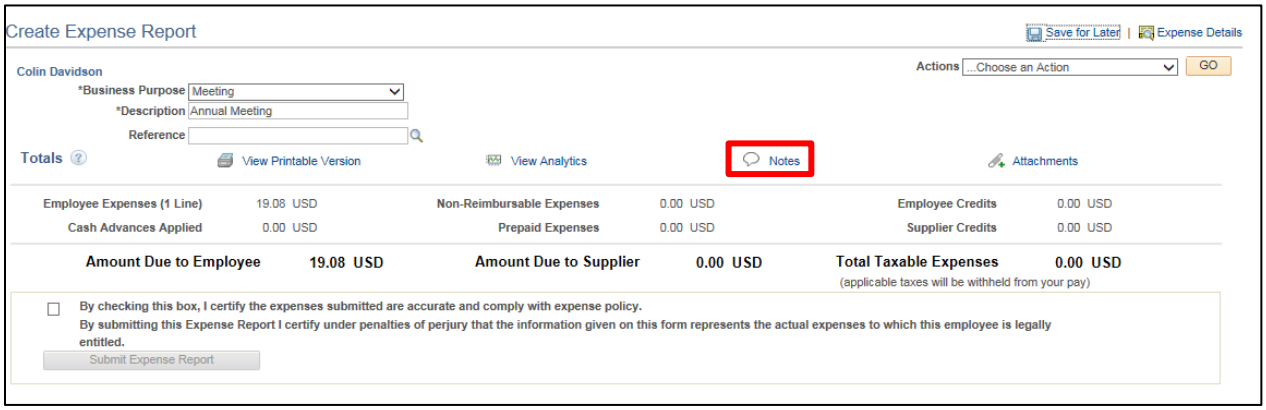


The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the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



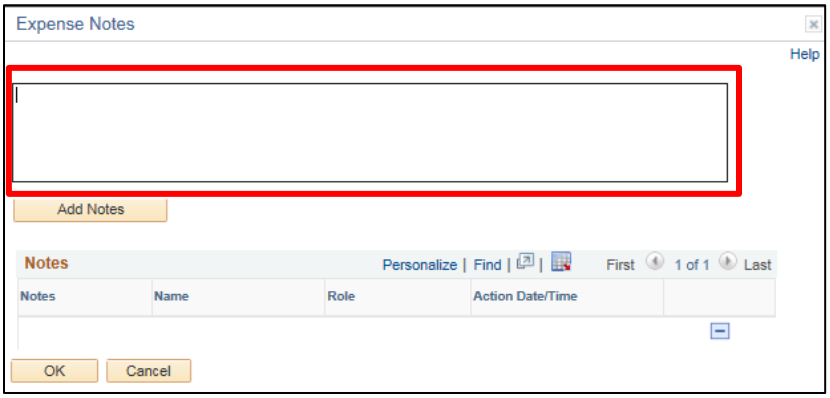
23. Click on the **Summary and Submit** link

The **Create Expense Report - Submit** page displays:

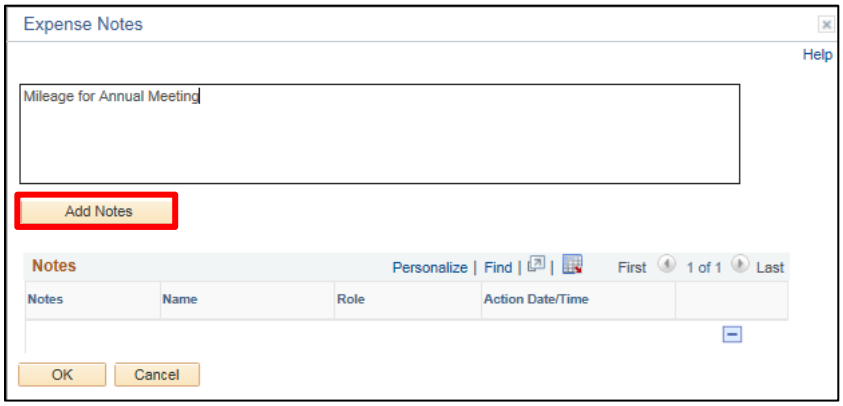


24. Click the **Notes** link

The **Expense Notes** page displays:

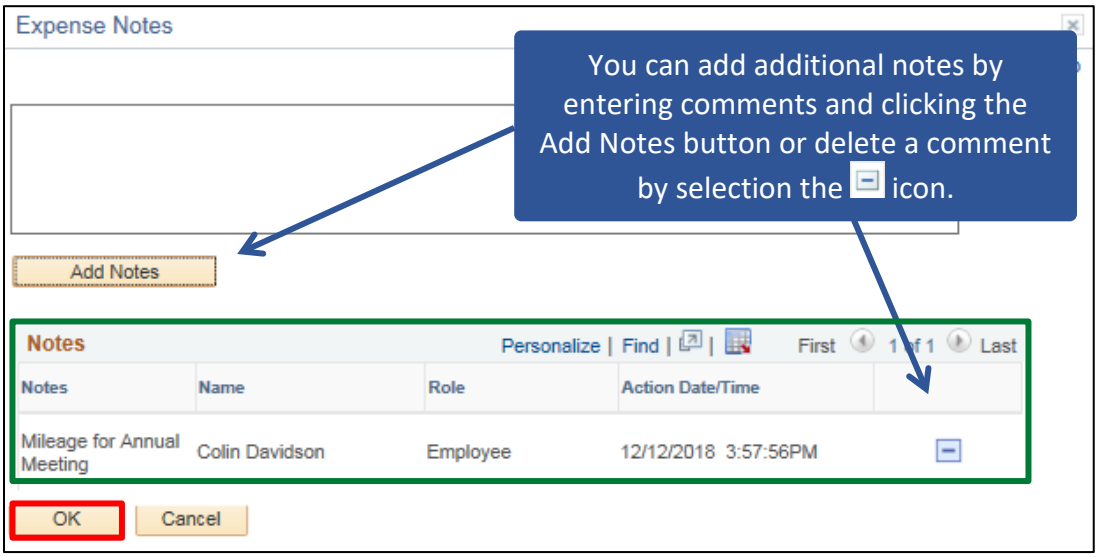


25. Enter **Comments**



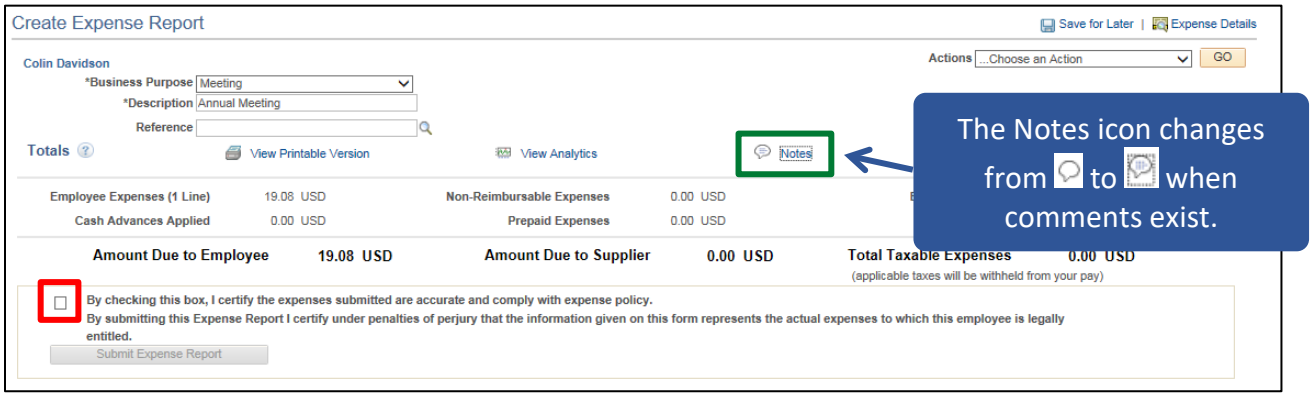
26. Click **Add Notes**

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.

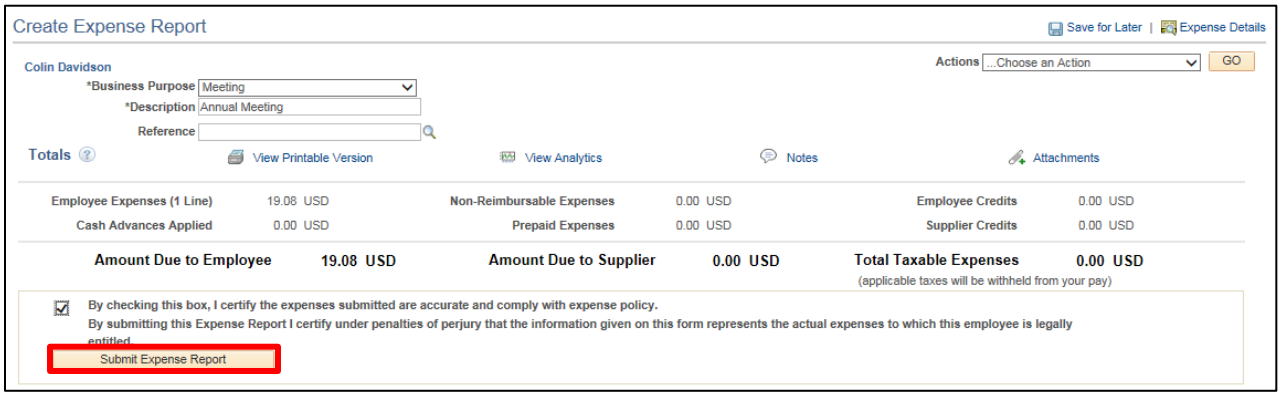


27. Click **OK**

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

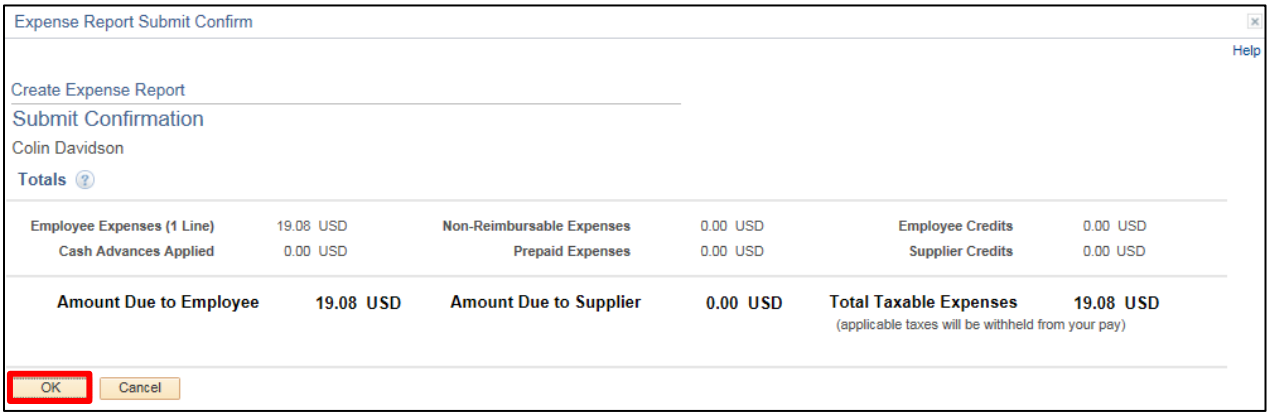


28. Review the certification message and then select the **Certification** checkbox



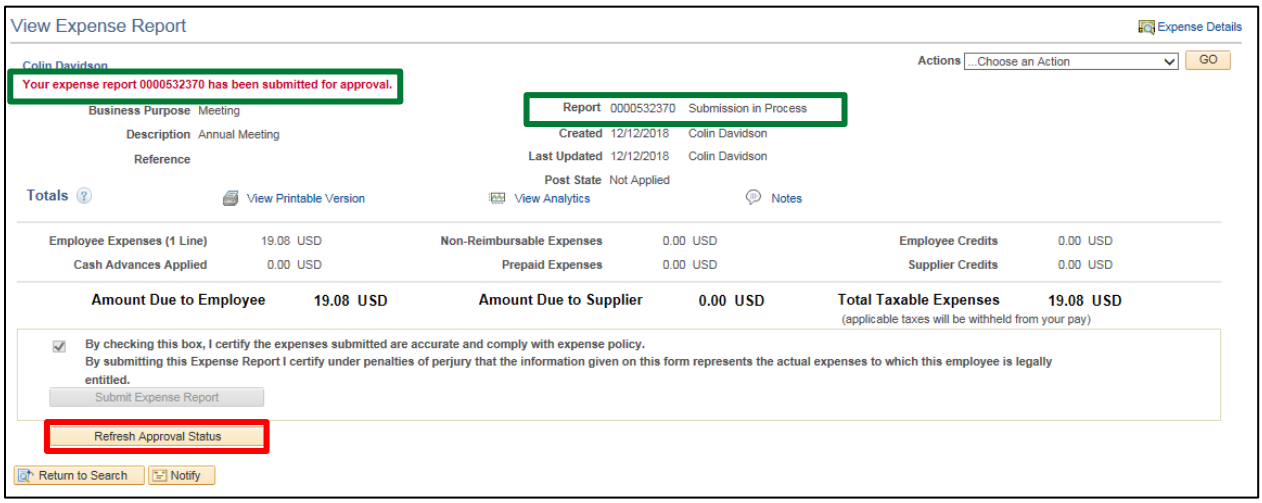
29. Click **Submit Expense Report**

The **Create Expense Report - Submit Confirmation** page displays:



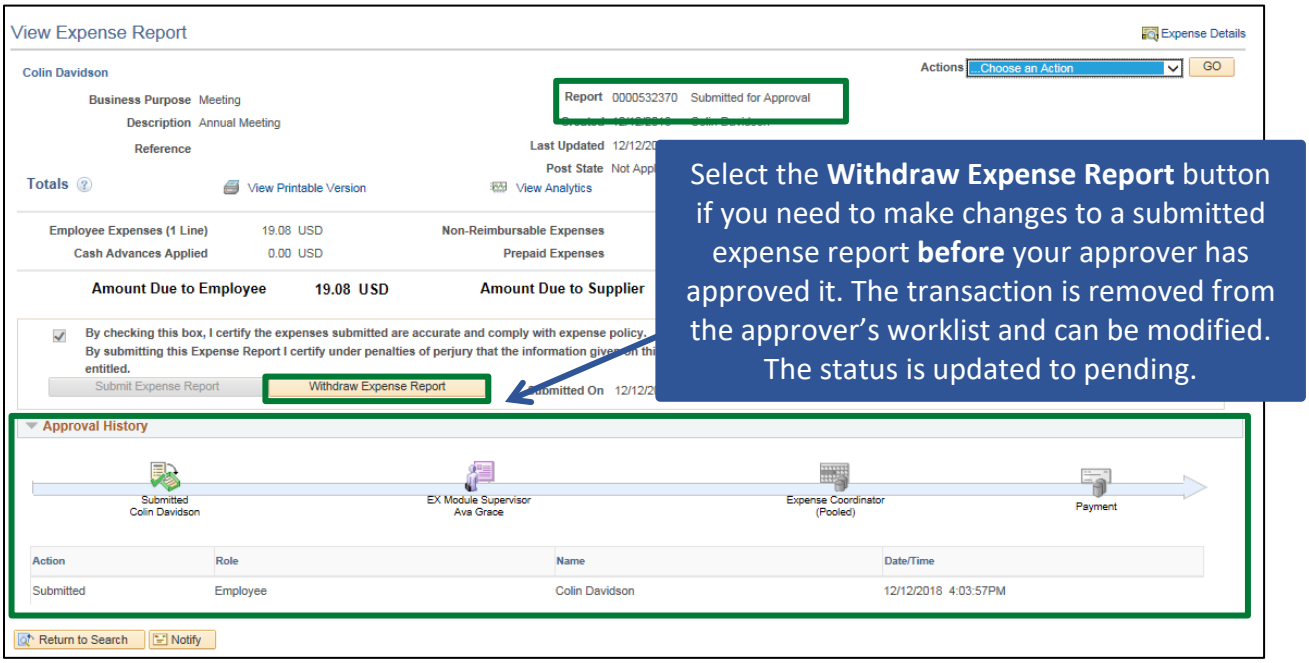
30. Click **OK**

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:



31. Click **Refresh Approval Status**

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':



Select the **Withdraw Expense Report** button if you need to make changes to a submitted expense report **before** your approver has approved it. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

Create an Expense Report from Blank is Complete

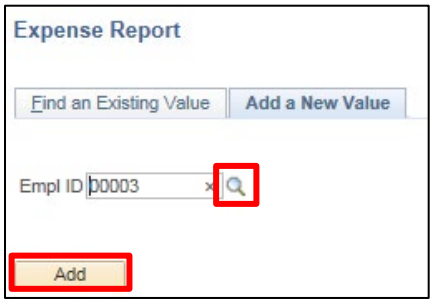
Create an Expense Report as a Delegate

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

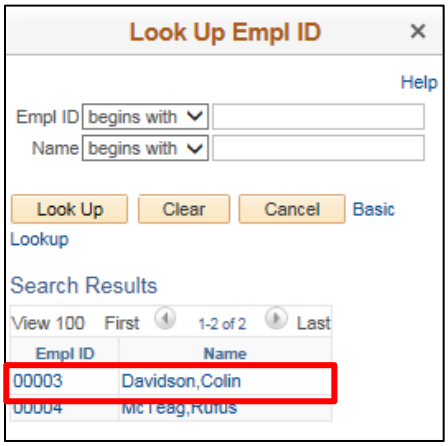
The **Expense Report** page displays:



Your Empl ID automatically defaults in.

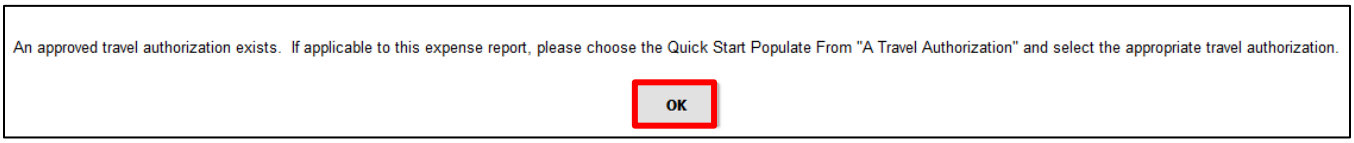
1. Click on the **Empl ID** look up icon

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



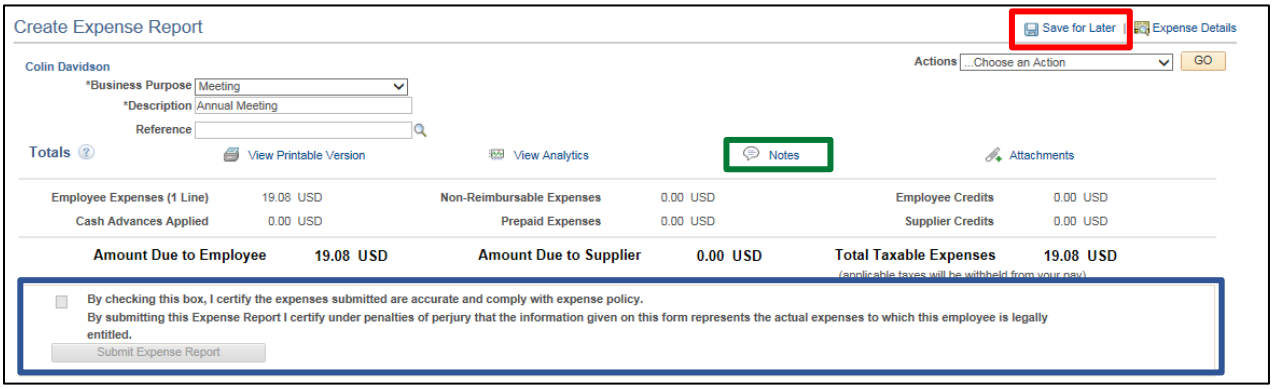
2. Click on the **Empl ID** link of the employee you want to enter a report for
3. Click **Add**

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



4. Click **OK** to continue
5. Follow steps **3** through **28** in the **Create an Expense Report from Blank** exercise in this manual

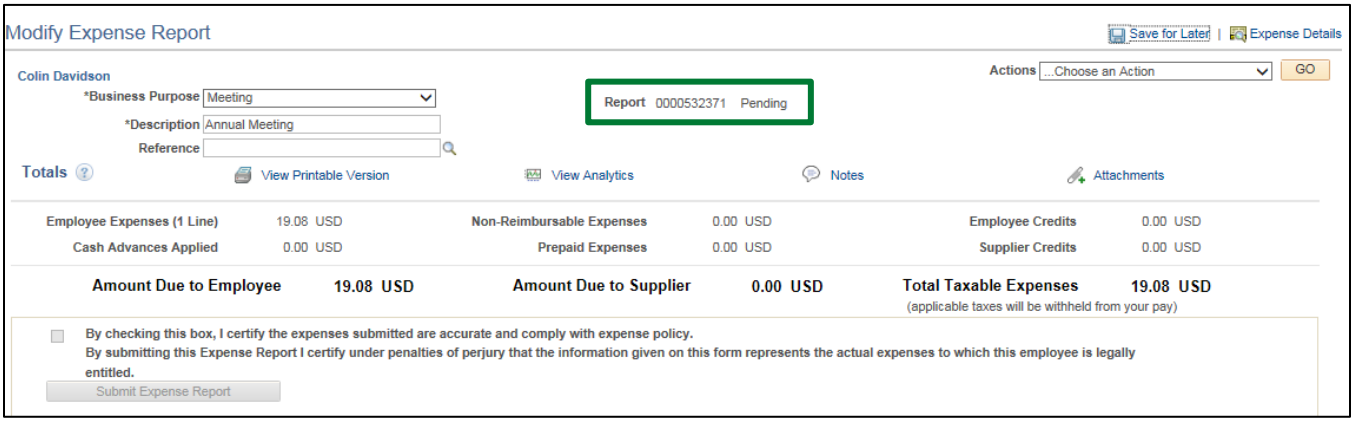
6. The **Create Expense Report - Submit** page displays and the **Notes** icon is updated:



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 only the employee being reimbursed can certify and submit the transaction. Contact the VISION helpdesk if you need authorization to submit on behalf of another employee.

7. Click the **Save for Later** link

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



8. The employee being reimbursed will need to finish and submit the report for approval.

Create an Expense Report as a Delegate is Complete

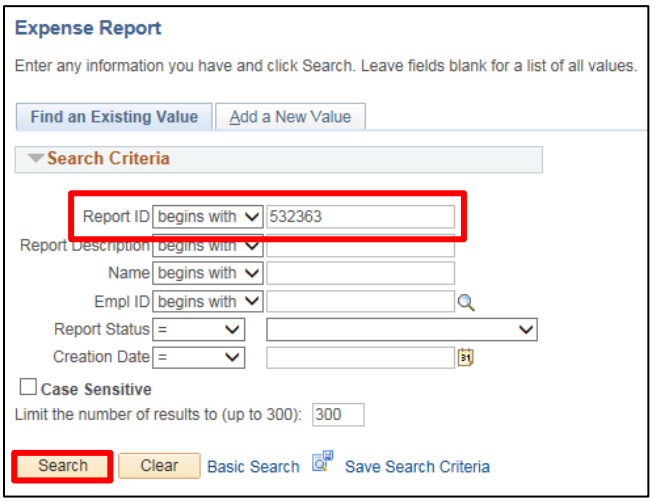
Verify/Change Accounting Detail for Expense Line(s)

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

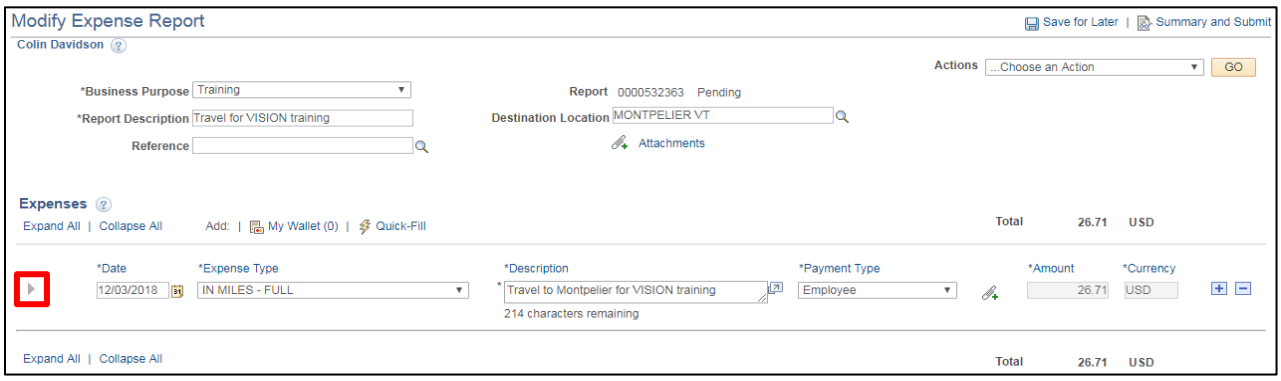
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The **Expense Report** search page displays, click on the **Find an Existing Value** tab:

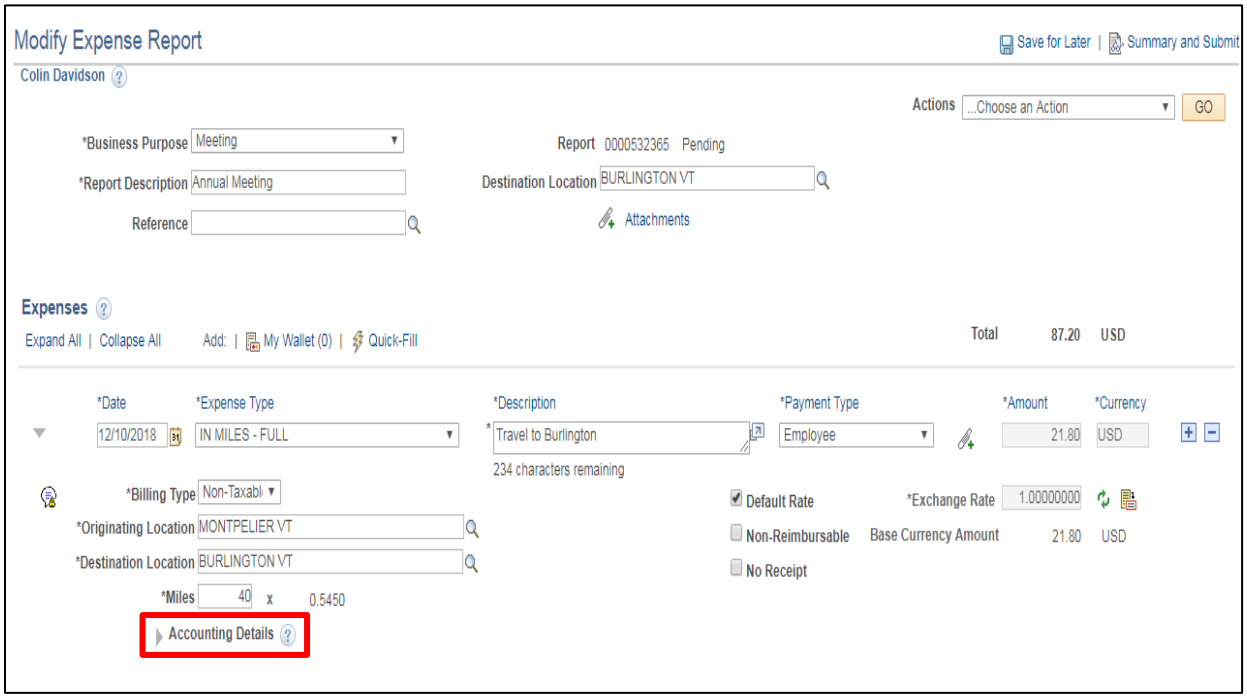


1. Enter the expense report number you want to modify
2. Click **Search**

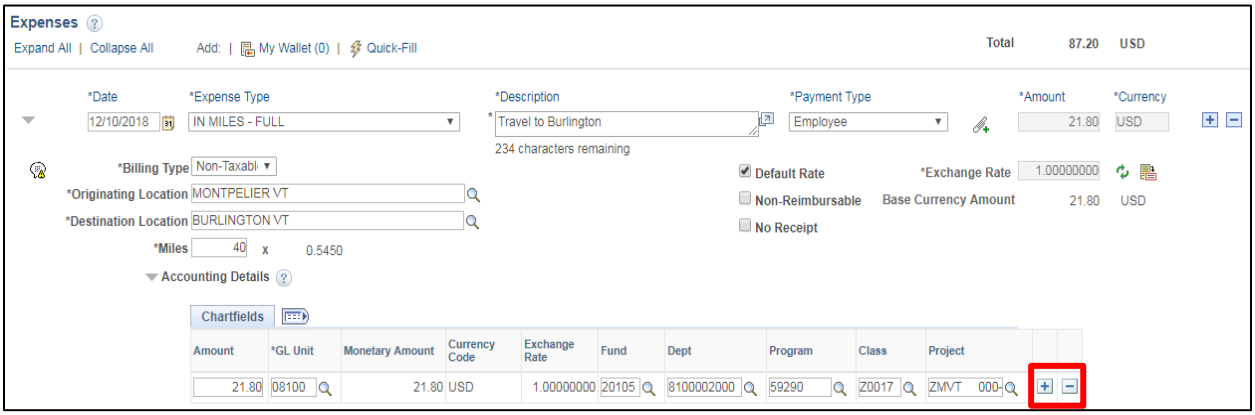
The **Modify Expense Report** page displays:



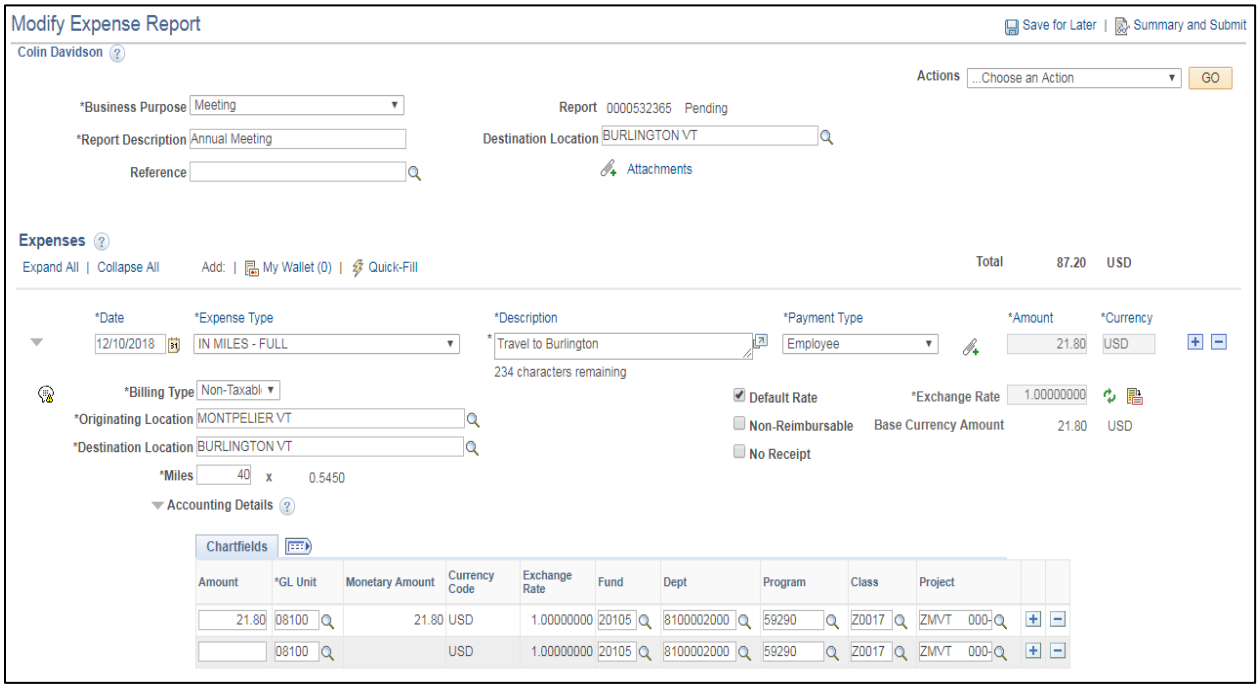
3. Click on the ▶ icon or the **Expand All** link to expand the expense line(s)



4. Click the ▸ icon to expand the accounting lines. The accounting detail link is located at the bottom of each expense line



5. Accounting lines can be added by clicking the ⊞ button and can be deleted by clicking the ⊟ button



6. Make changes to the chartfields as necessary, lines can be added to split the cost between different chartstrings

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

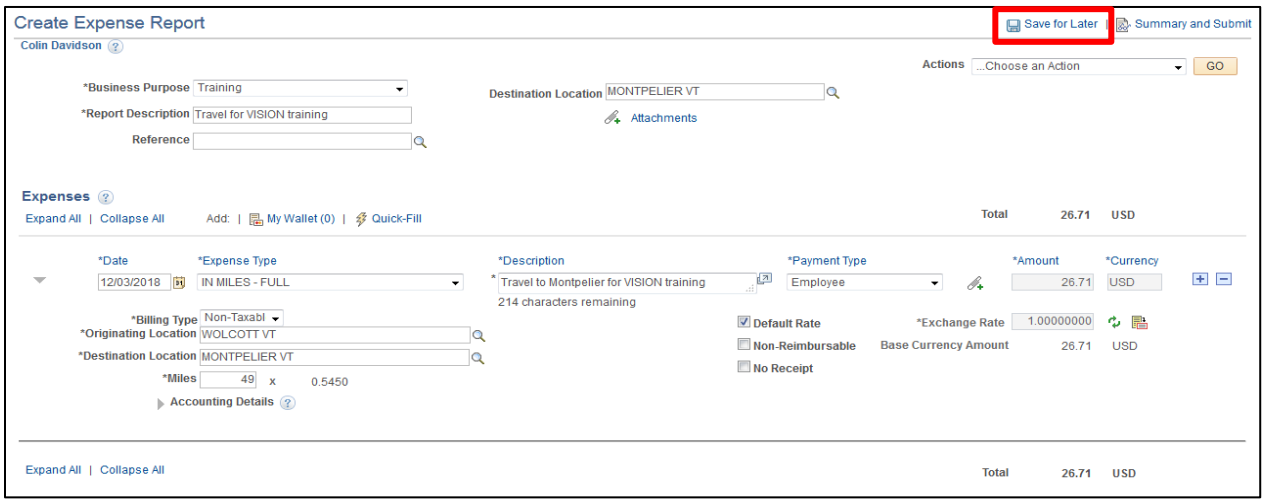
7. **Save** the expense report after making all your changes

Verify/Change Accounting Detail for Expense Line(s) is Complete

Save Expense Report for Later

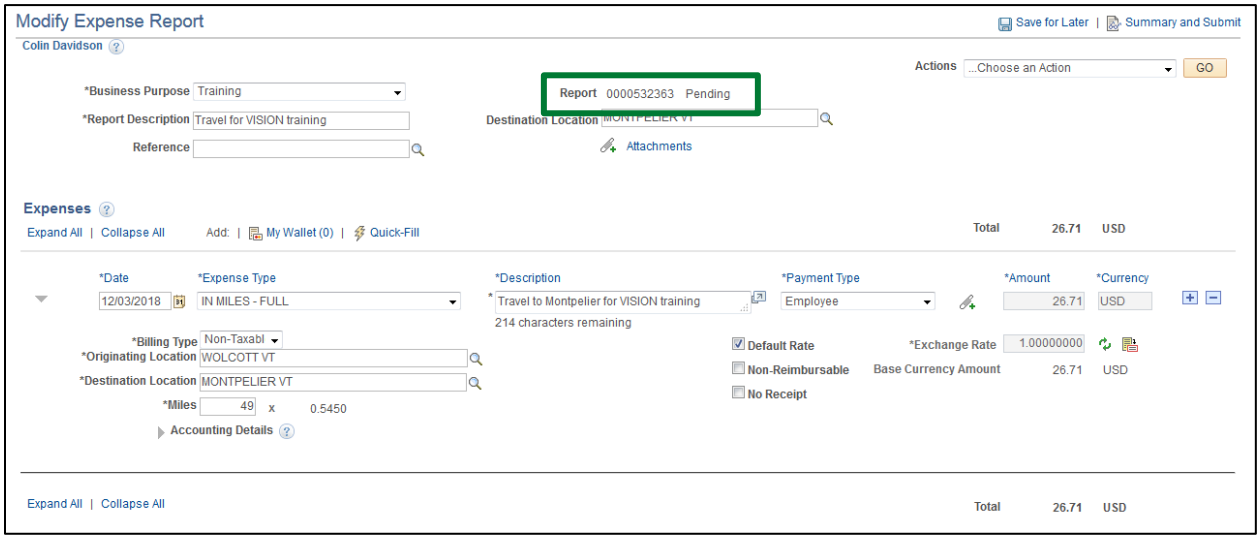
Situations when this function is used: When entering expense reports, it is important to **save often.** We recommend saving after every few lines to avoid losing any work or if you are not ready to submit the report for approval.

While working in an expense report you can save it to come back to later at any time:



1. Click on the **Save for Later** link

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

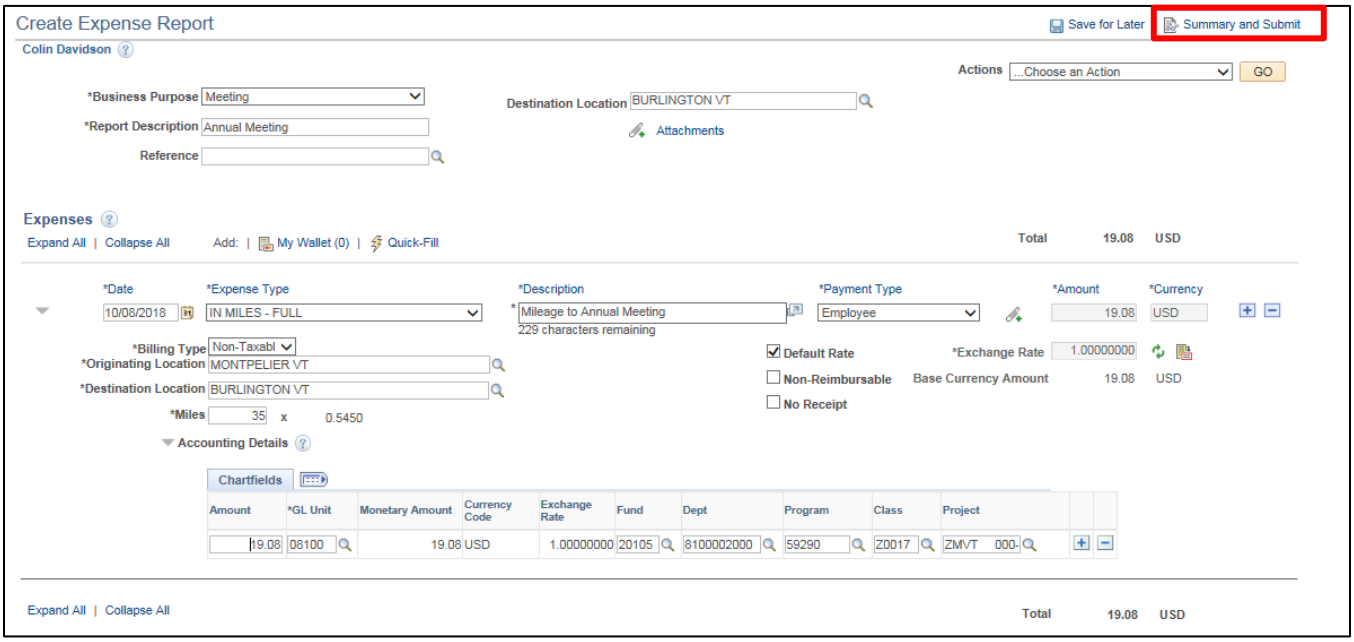


Save Expense Report for Later is Complete

Finish and Submit

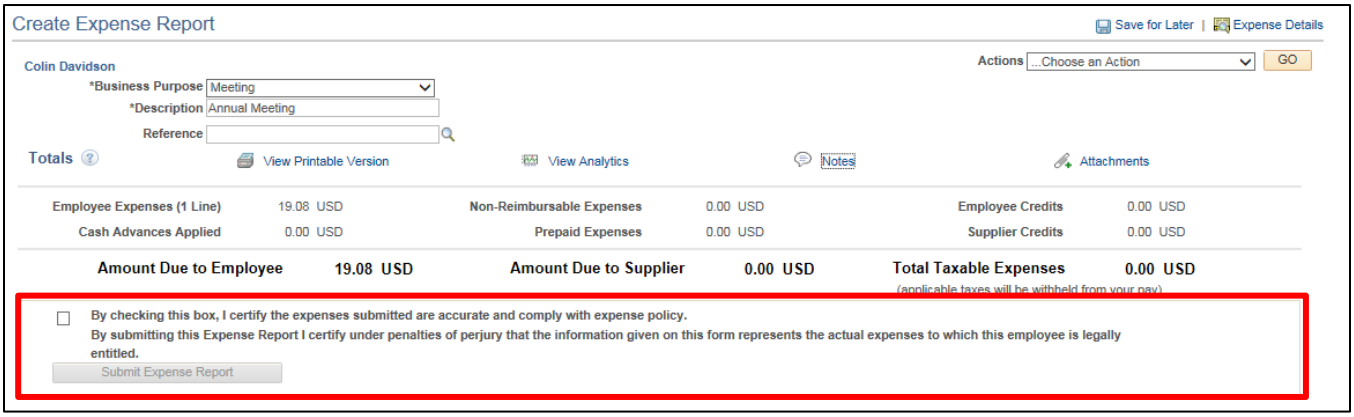
Situations when this function is used: After all the expense lines, receipts and notes have been added and the accounting information is verified the expense report is ready to be submitted for approval.

From the **Create** or **Modify Expense Report** page:



1. Click on the **Summary and Submit** link

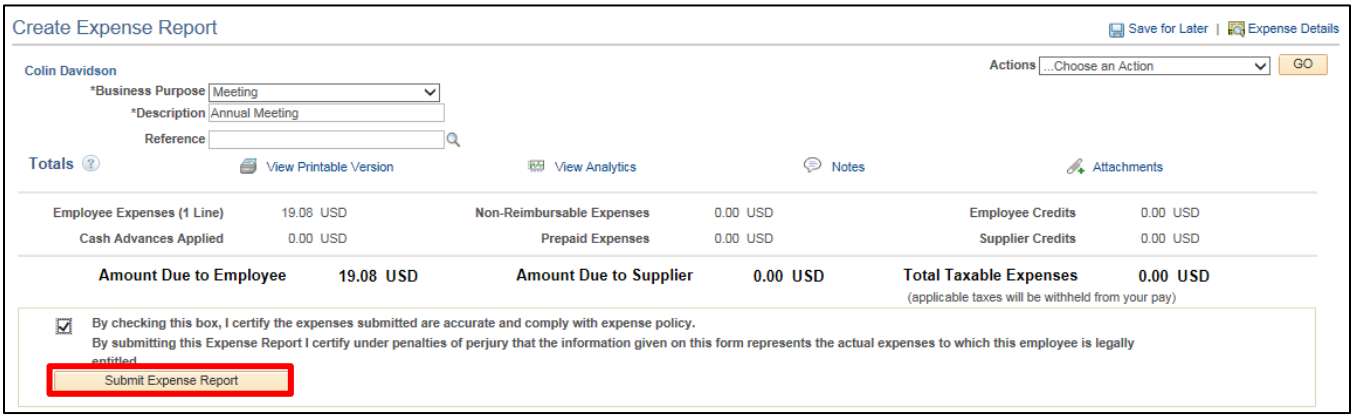
The **Create Expense Report - Submit** page displays:



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

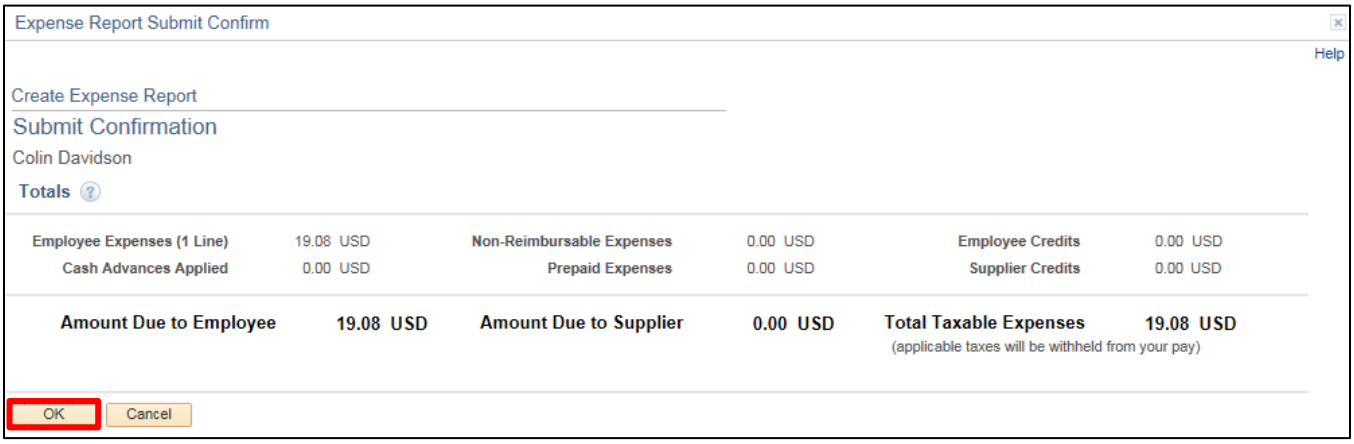
2. Review the certification message and select the **Certification** checkbox

The **Submit Expense Report** button becomes available:



3. Click **Submit Expense Report**

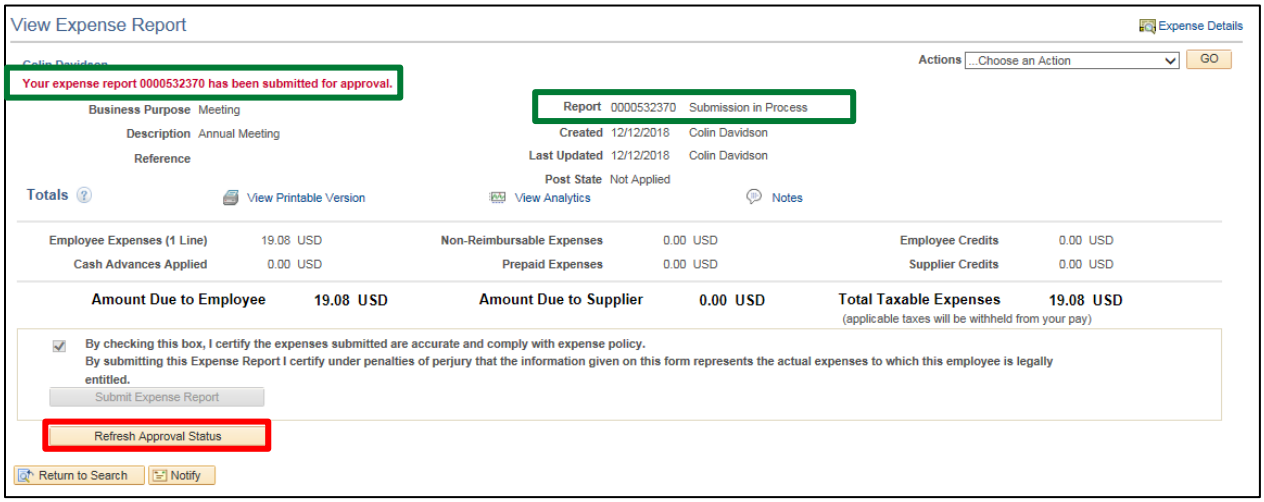
The **Create Expense Report - Submit Confirmation** page displays:



4. Click **OK**

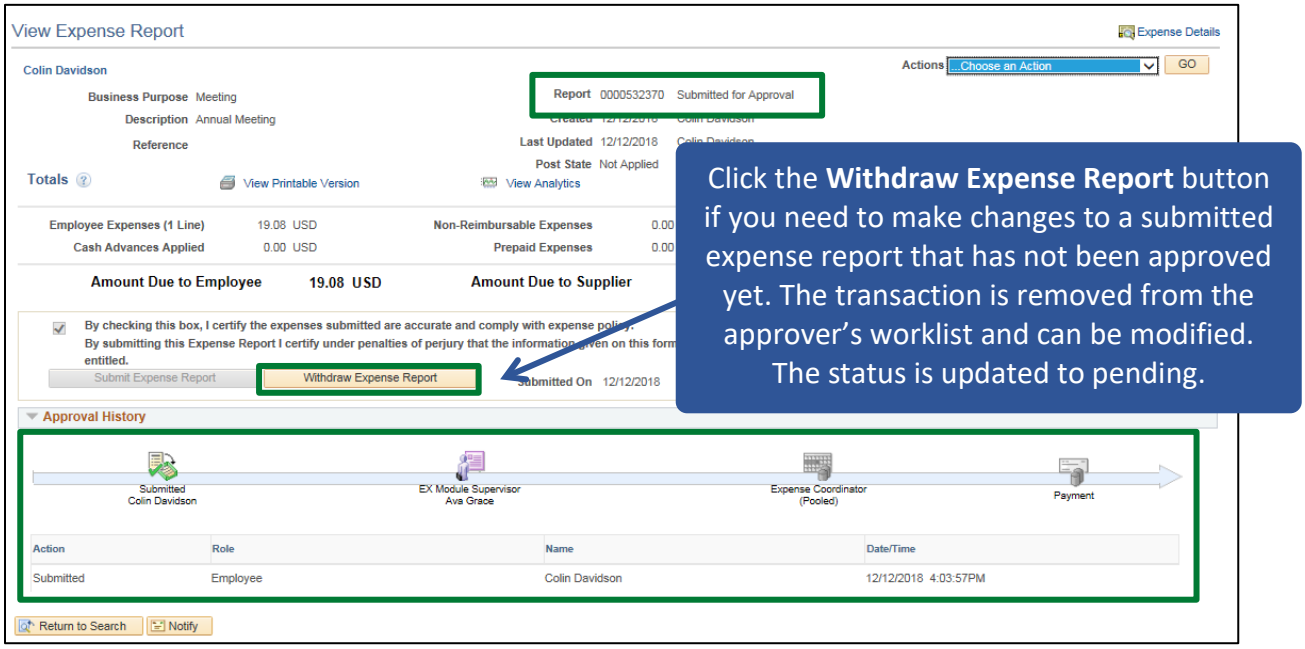
Note: You must click on OK to complete the submit for approval process.

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:



5. Click **Refresh Approval Status**

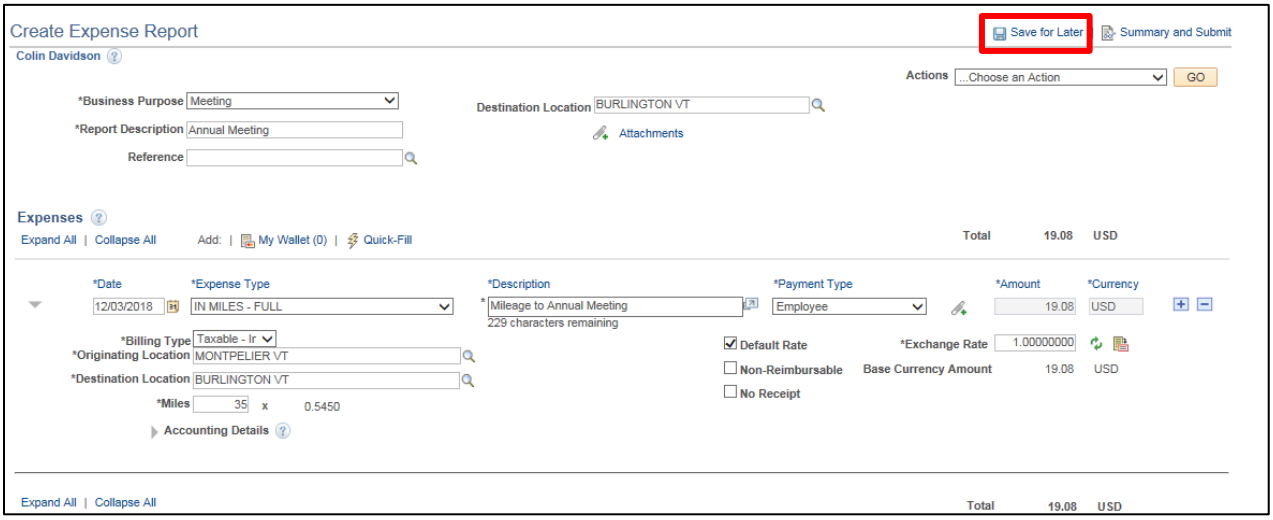
The expense report has been routed to the supervisor for approval. The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense report, who submitted the transaction, who it is routed to, the action performed and the date/time when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



Finish and Submit is Complete

Duplicate Expense Reports

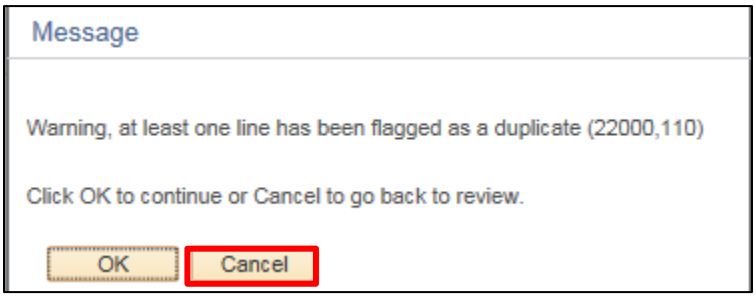
Situations when this function is used: You will receive a warning message when you save an expense report for later or submit an expense report and there is a duplicate expense.



1. Click on the **Save for Later** link

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

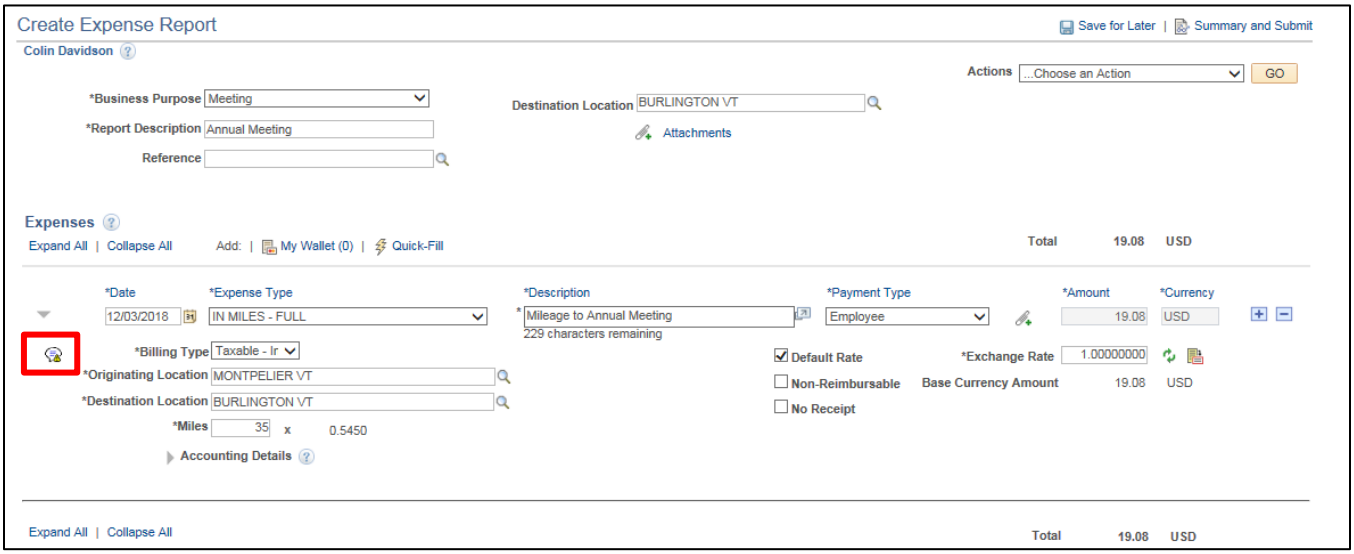
If a duplicate expense line exists, the following message will display:



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.

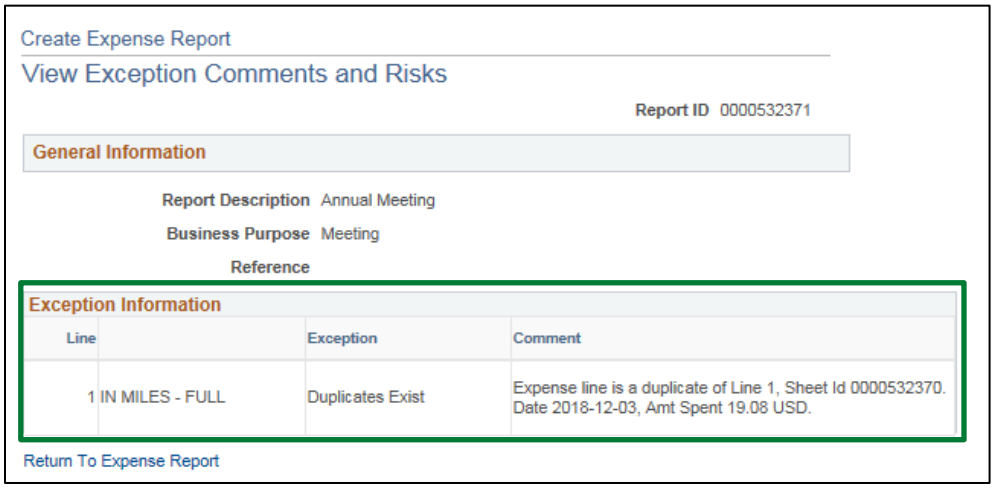
2. Click **Cancel**

The **Review Exceptions** icon displays on the duplicate expense line:



3. Click on the icon

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



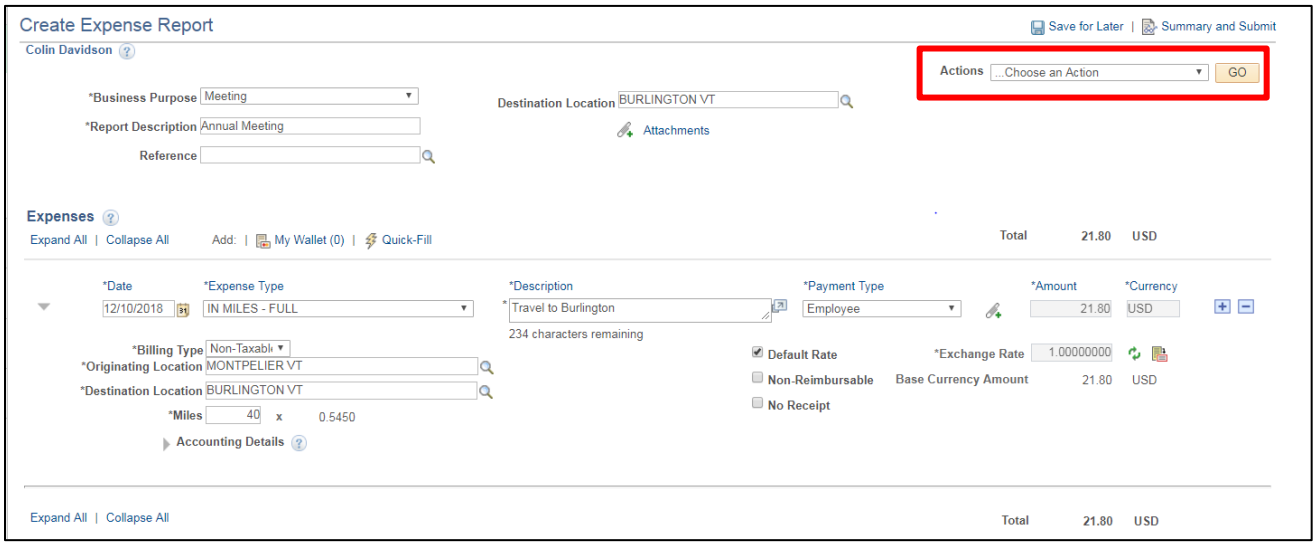
4. Delete or correct the duplicate line

Duplicate Expense Reports is Complete

Copy Expense line(s) for an Expense Report

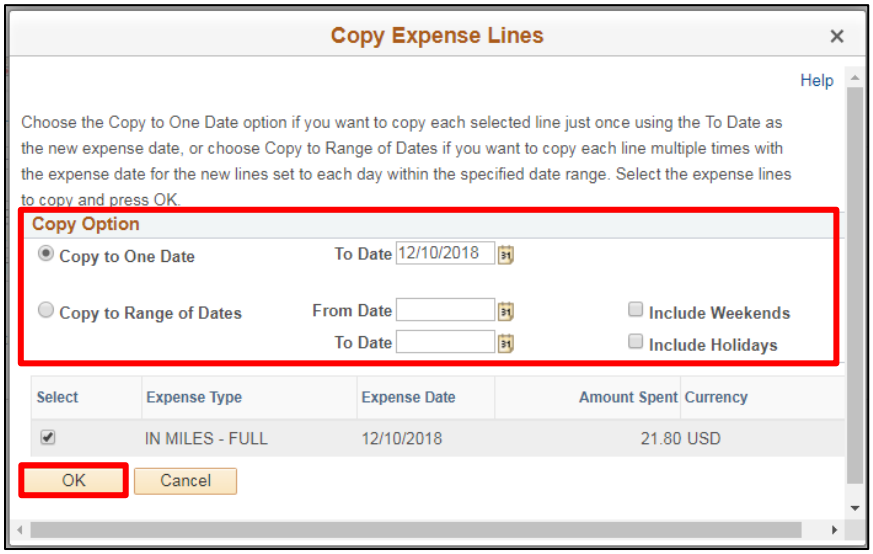
Situations when this function is used: This functionality allows an employee to create one or multiple new lines by copying an existing line on an expense report.

From the **Create** of **Modify Expense Report** page:



1. Click the Actions drop-down and select **Copy Expense Lines**
2. Click **GO**

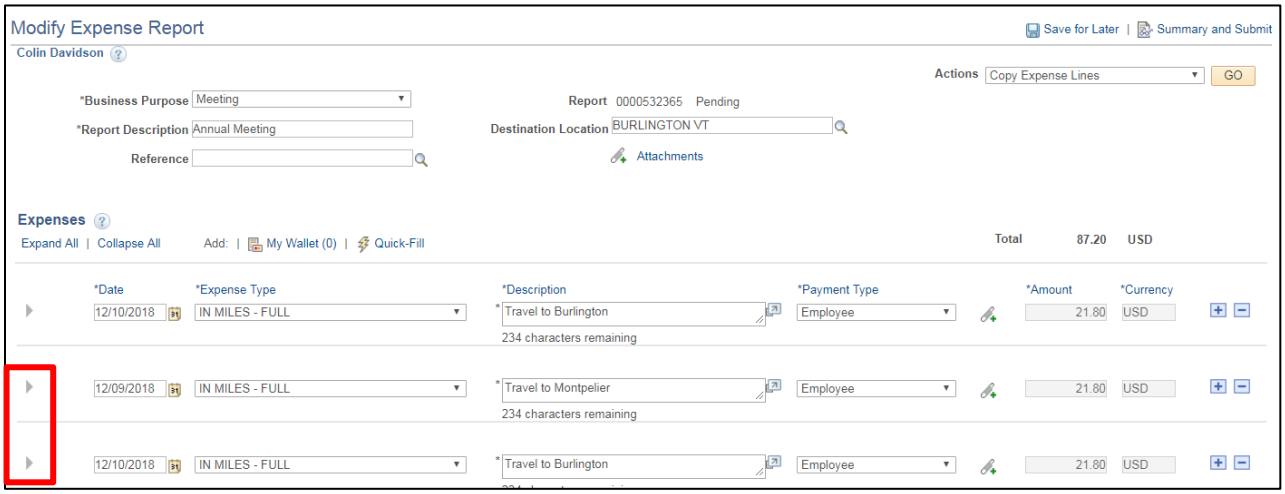
The system defaults to Copy to One Date and copies to non-holiday workdays. If you want to copy to a Weekend day or Holiday, you will need to check the corresponding checkbox:



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. To Copy to a range of dates, click the **Copy to Range of Dates** option and enter the date range you want to copy to into the **From Date** and **To Date** fields.

3. Select the Option and the Line you wish to Copy and Click **OK**

The **Create/Modify Expense Report** page displays with the copied line(s):



5. Click the ▸ icon to expand the lines and adjust the information for the copied lines

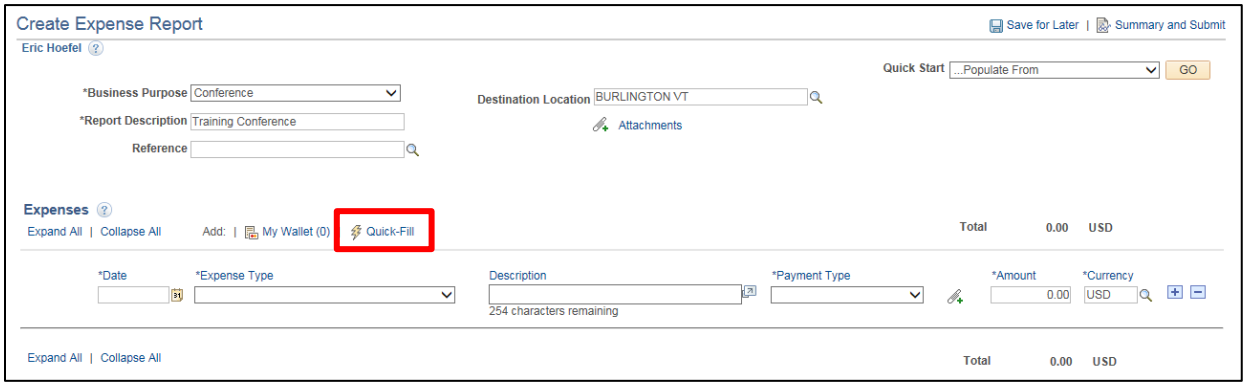
Copy Expense line(s) for an Expense Report is Complete

Create Multiple 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.

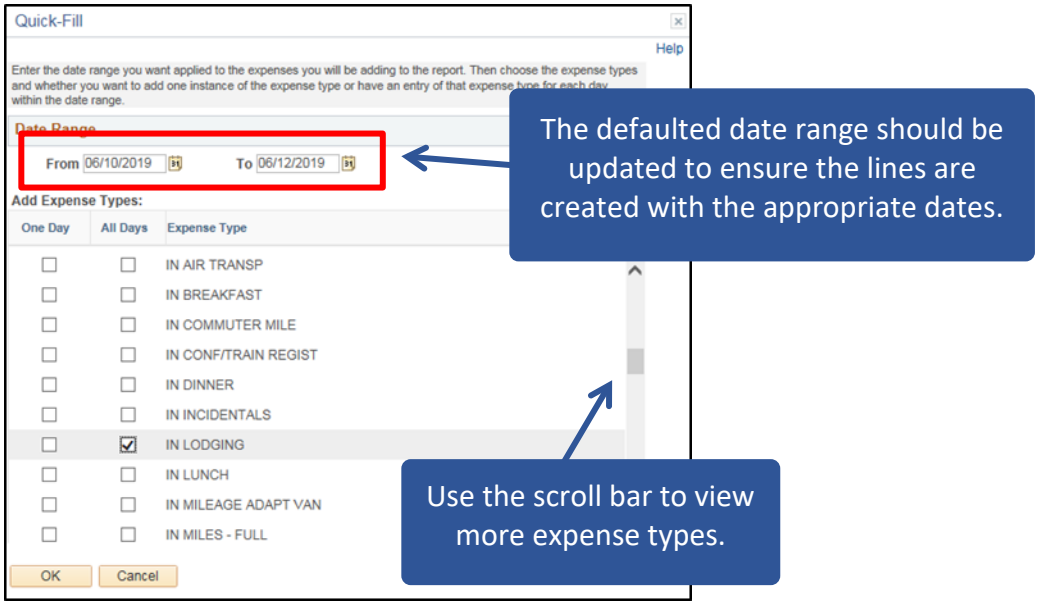
Note: This is an excellent way to enter multi-day hotel stays where each day must be entered separately.

From the **Create** or **Modify Expense Report** page:



1. Click on the **Quick-Fill** link

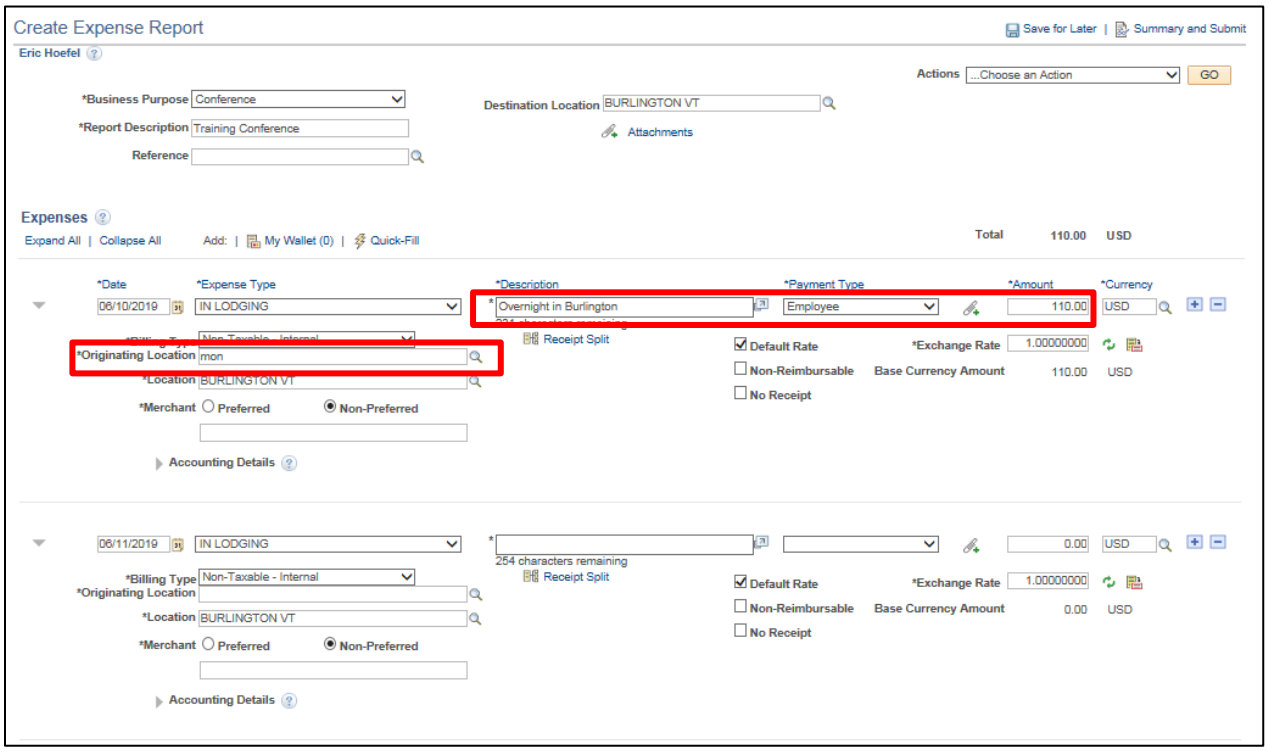
The **Quick-Fill** page displays with a list of expense types, the From and To dates default to the current date:



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.

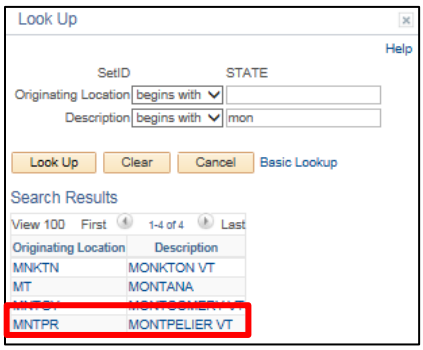
2. Update the **From** and **To** dates
3. Click the **Select** checkbox next to the expense type you are adding to the expense report
4. Click **OK**

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:



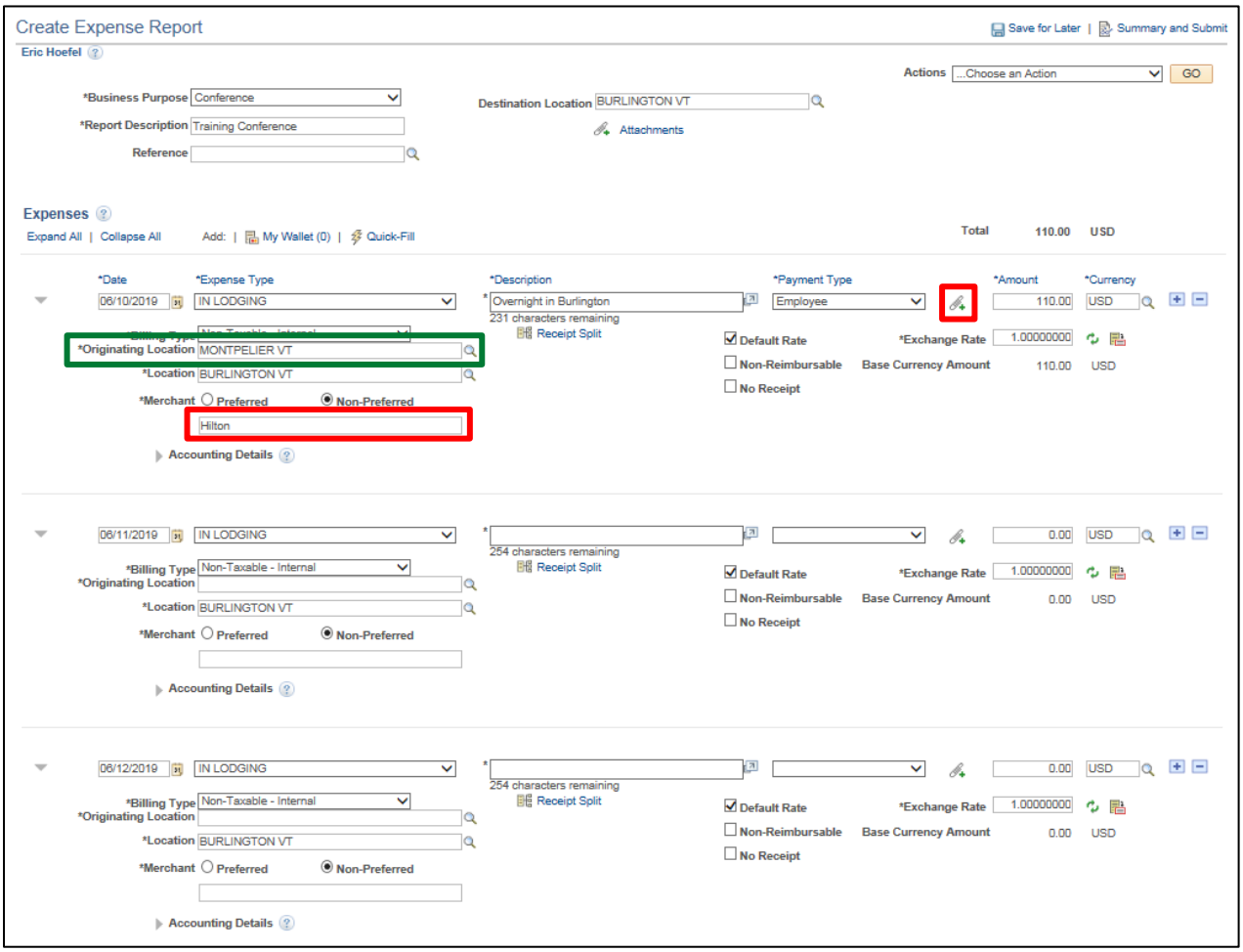
6. **Description -** Enter a description of the expense
7. **Payment Type -** Select **Employee**
8. **Amount -** Enter the amount of the expense
9. **Originating Location -** Enter the first few letters of the location where your trip started and click the icon

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



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

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



11. Merchant - Enter the **Merchant** (always leave Non-Preferred checked)

12. Click on the **Attachment** link to attach the receipt (see page 10 in this manual)

Note: If you have a multiple night stay during a trip, each night's stay must be entered separately.

13. Complete any additional lines added via the Quick-Fill function

Create Multiple Expense Lines Using Quick-Fill is Complete

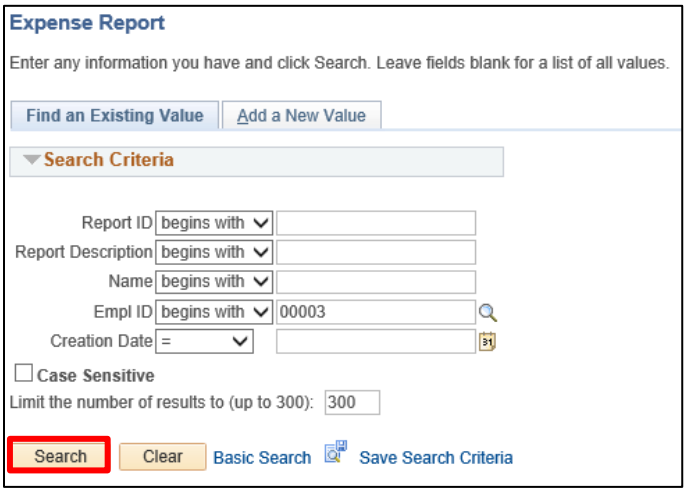
Delete Expense Lines for an Expense Report

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.

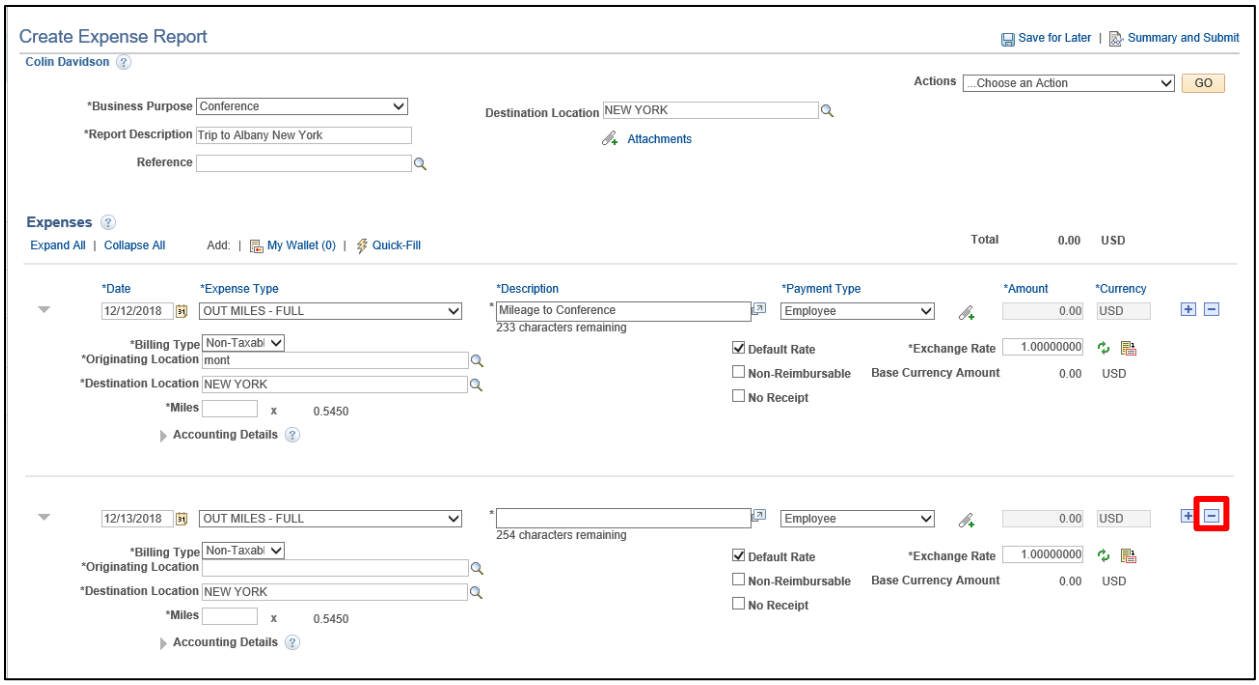
Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** search page displays, click on the **Find an Existing Value** tab:

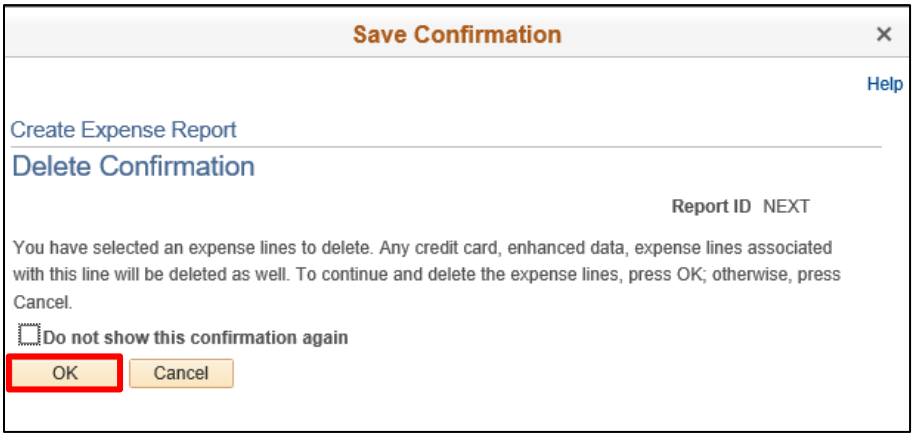


1. Enter any information such as a Report ID number or Empl ID to locate a pending expense report
2. Click **Search**



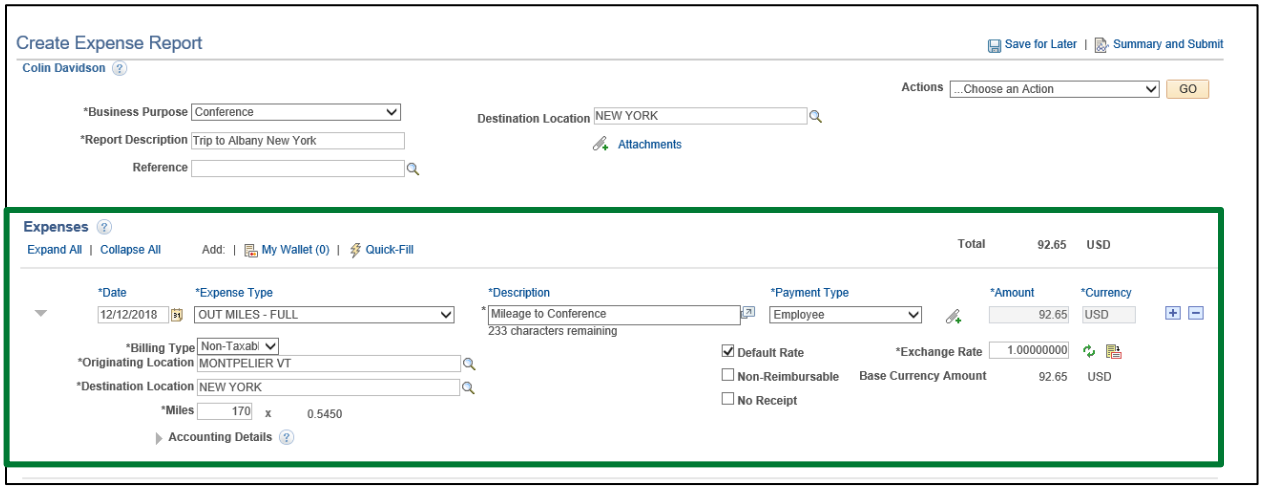
3. Click the **Delete** icon for the expense line you want to delete

The **Create Expense Report - Delete Confirmation** page displays:



4. Click **OK**

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



Delete Expense Lines for an Expense Report is Complete

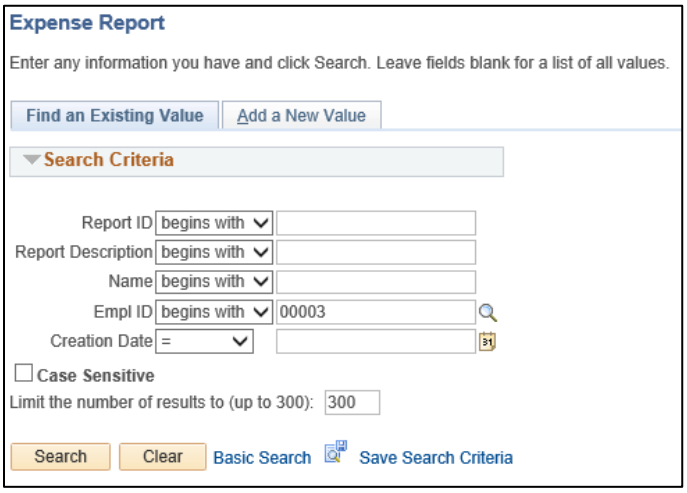
Add an Expense Line to an Expense Report

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

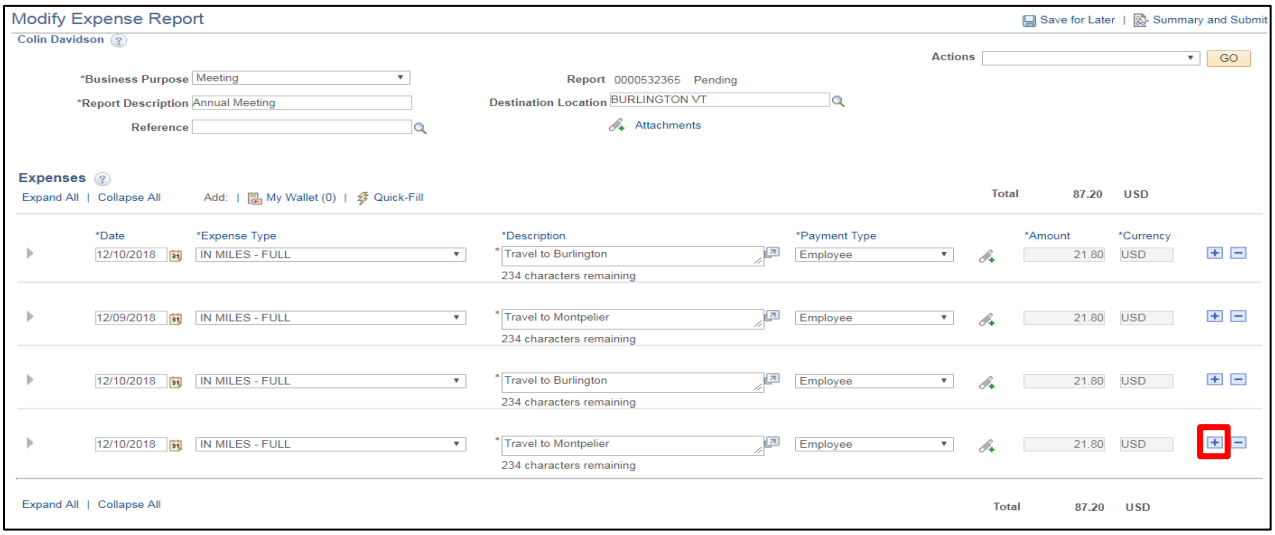
Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** search page displays, click on the **Find an Existing Value** tab:



1. Enter any information such as a Report ID number or Empl ID to locate a pending expense report
2. Click **Search**



3. Click the icon to add a new expense line
4. Complete steps 8 through 23 of the **Create an Expense Report** exercise in this manual

Add an Expense Line to an Expense Report is Complete

Add an Expense Line with Expense Type Amount Limits Exceeded

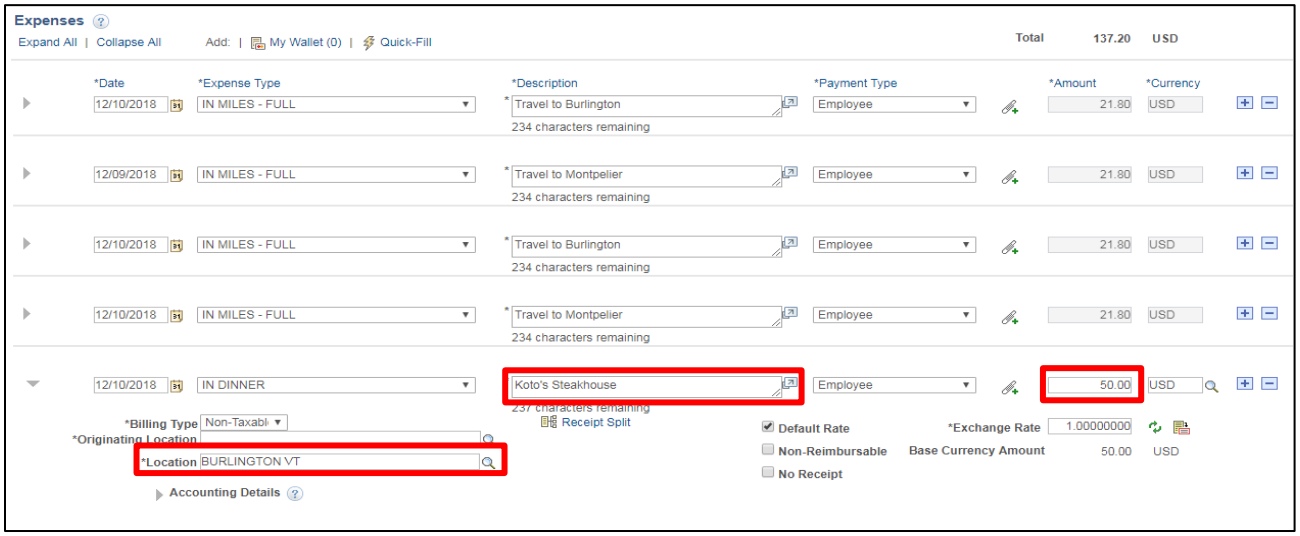
Situations when this function is used: Certain expense types, such as breakfast, lunch or dinner, have amount limits. If dollar limit is exceeded, you will need to enter exception comments.

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

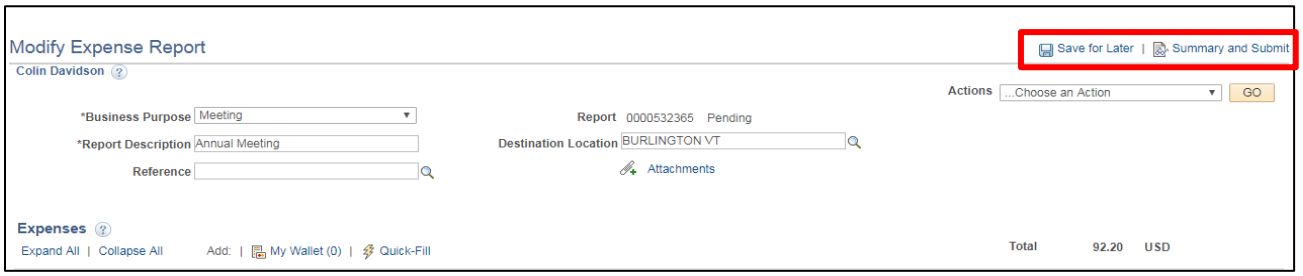
1. Follow steps 1 through 4 of the **Add an Expense Line to an Expense Report** exercise in this manual

In this example we will add a IN DINNER expense that exceeds the State's limit of $12.85:



2. Click on the **Save for Later** or **Summary and Submit** link

The **Modify Expense Report** page displays, and the Report ID is assigned:

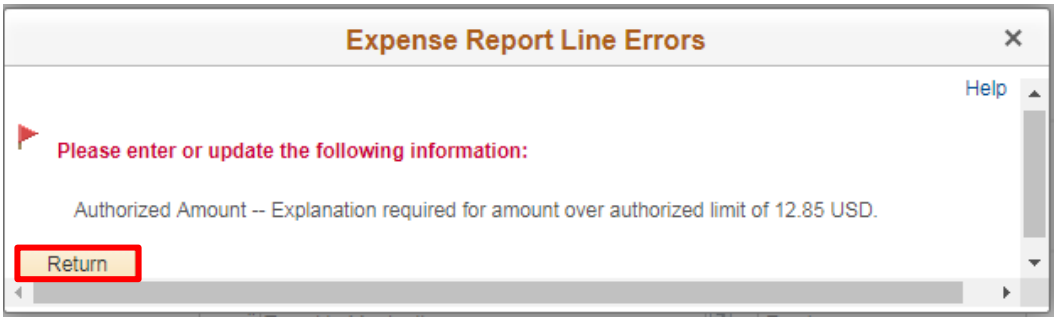


You receive a "Missing or Invalid Information was found" flag:

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.

3. Click the icon to view further detail

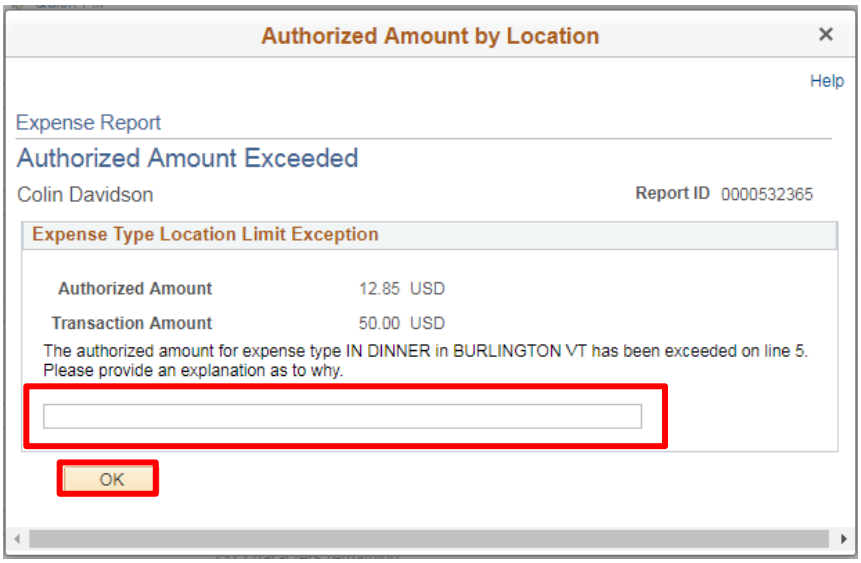
The **Expense Report Line Errors** window appears letting you know that you have exceeded the allowed limit for this expense type:



4. Click **Return**

5. Click on the icon

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

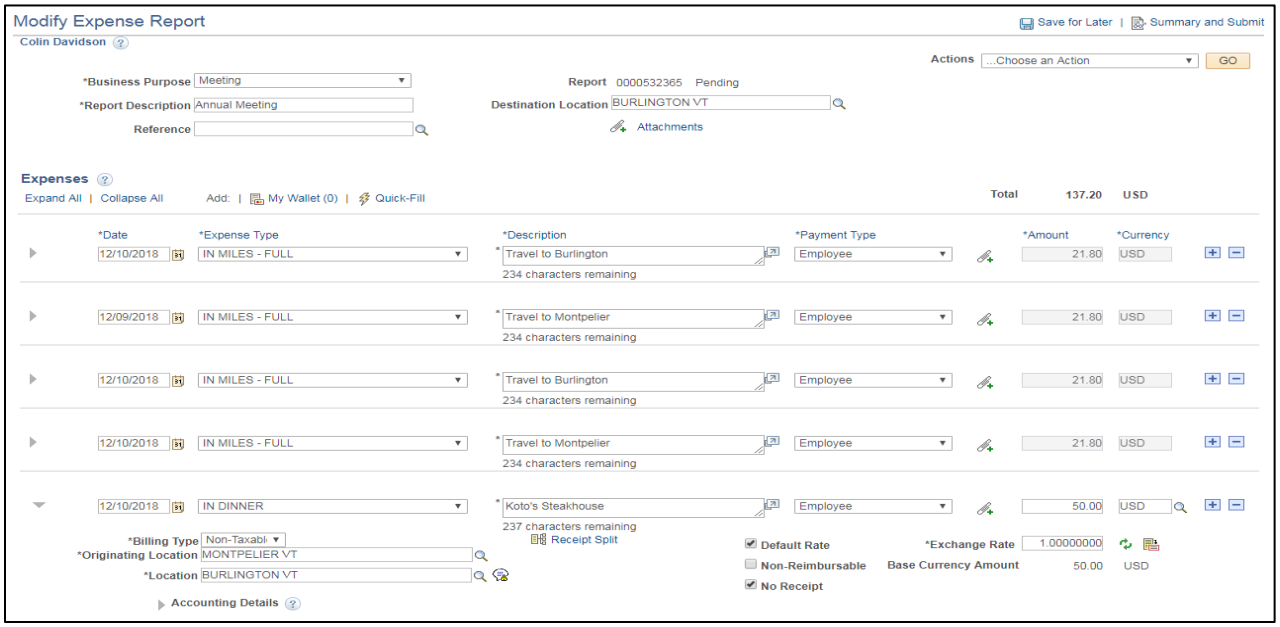


6. Enter an Explanation as to why you exceeded the amount
7. Click **OK**

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

8. Click the **Save for Later** or the **Summary and Submit** link

The previous errors are gone:



9. Follow the Finish and Submit exercise in this manual to complete the report

Add an Expense Line with Expense Type Amount Limits Exceeded is Complete

Change Default Accounting for an Expense Report

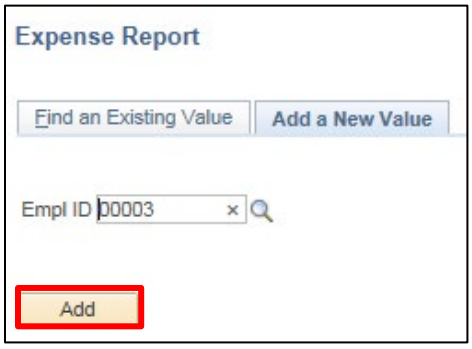
Situations when this function is used: You have split funding, or your accounting information is going to be different than your default accounting.

NOTE: It is recommended that you change the default accounting prior to adding any expense lines. If you have manually changed any chartfield information at the expense line level before changing the defaults, the changes made via the default page will not be applied to those lines.

Home page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

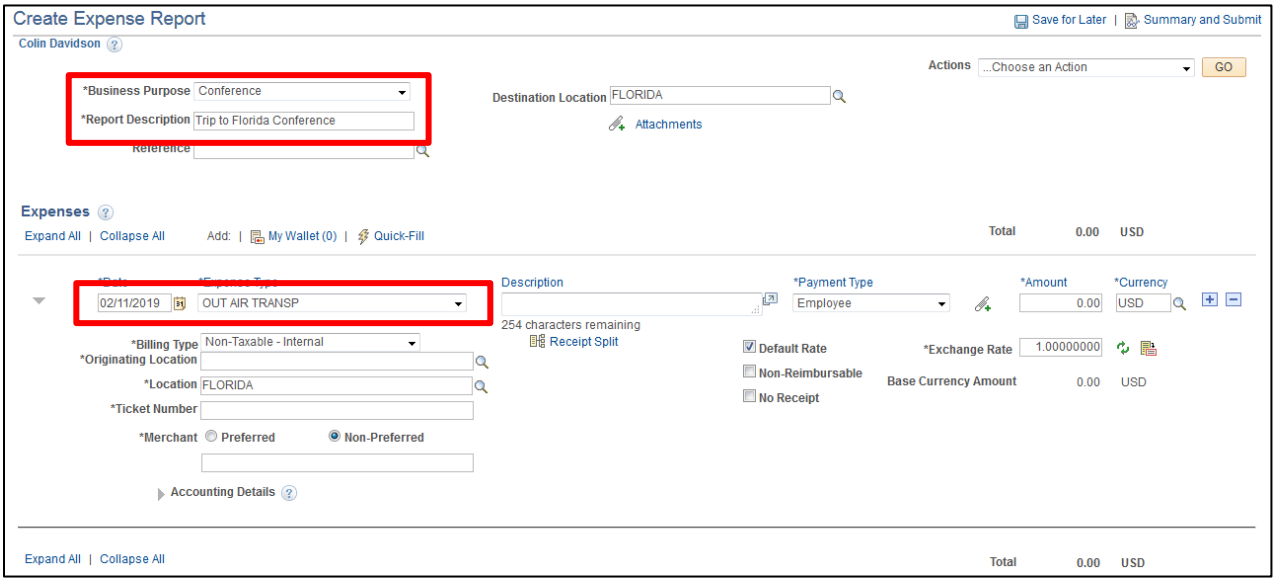
The **Expense Report** search page displays:



Your Empl ID automatically defaults in.

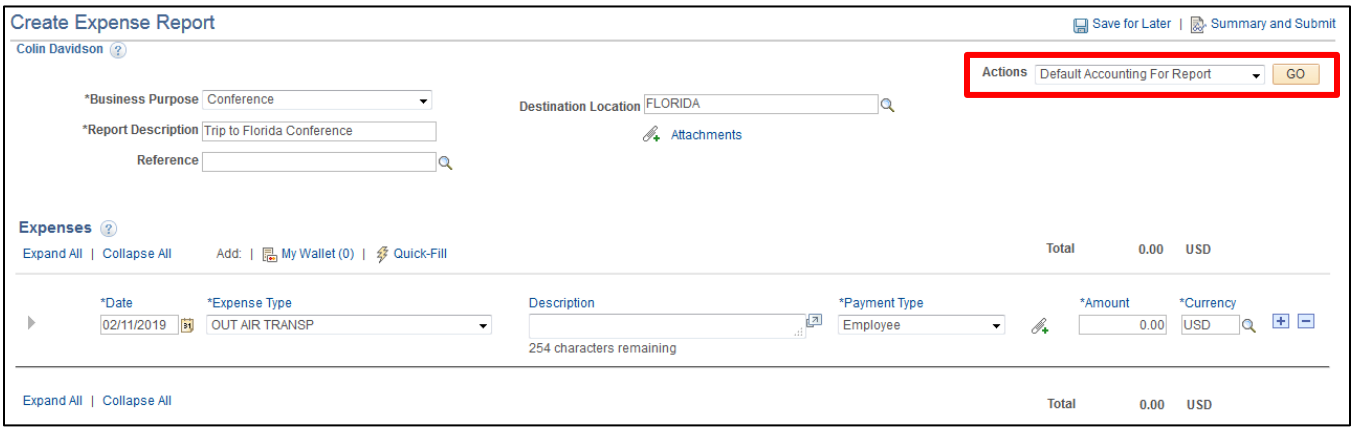
1. Click **Add**

The **Create Expense Report** page displays:



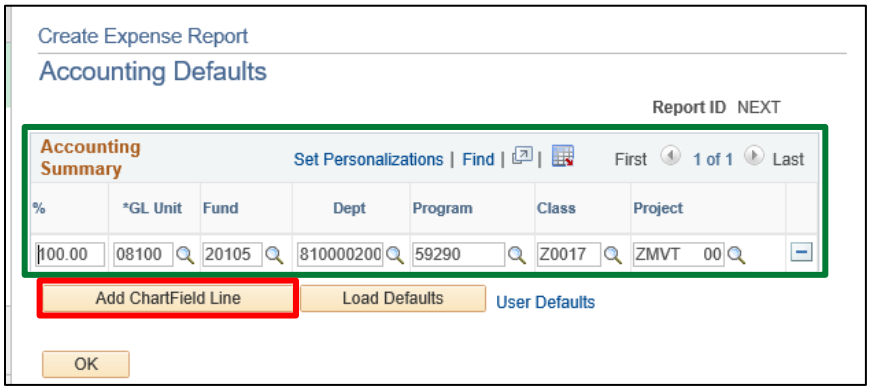
2. Complete the required fields in the header and add a date and expense type for the first expense line

The **Actions** drop-down menu becomes available:



3. Select **Default Accounting For Report**
4. Click **GO**

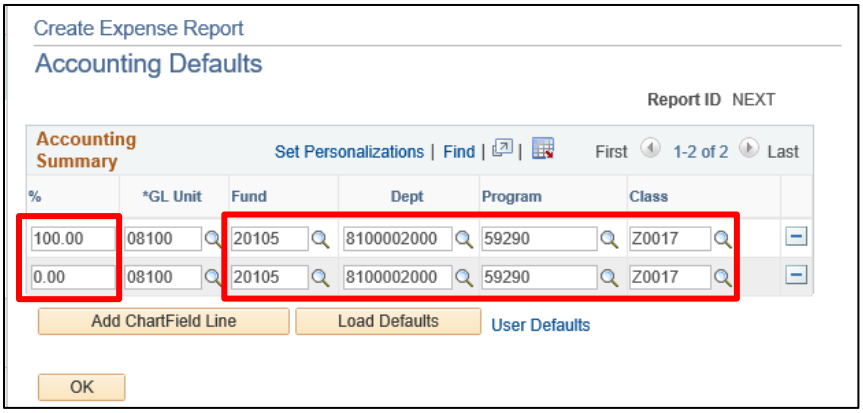
The **Create Expense Report - Accounting Defaults** page displays. The ChartField values default from the User Defaults page on the employee's profile:



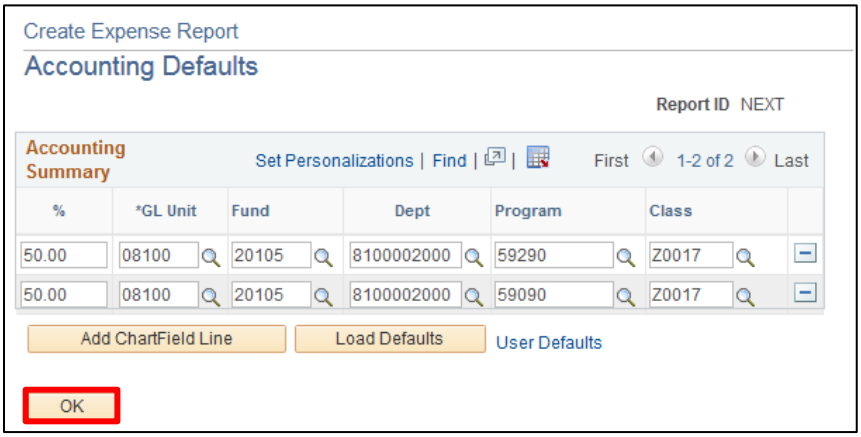
5. Make any necessary changes to the ChartFields. The Account defaults from the expense type and cannot be changed

   Note: The GL unit should never be changed.

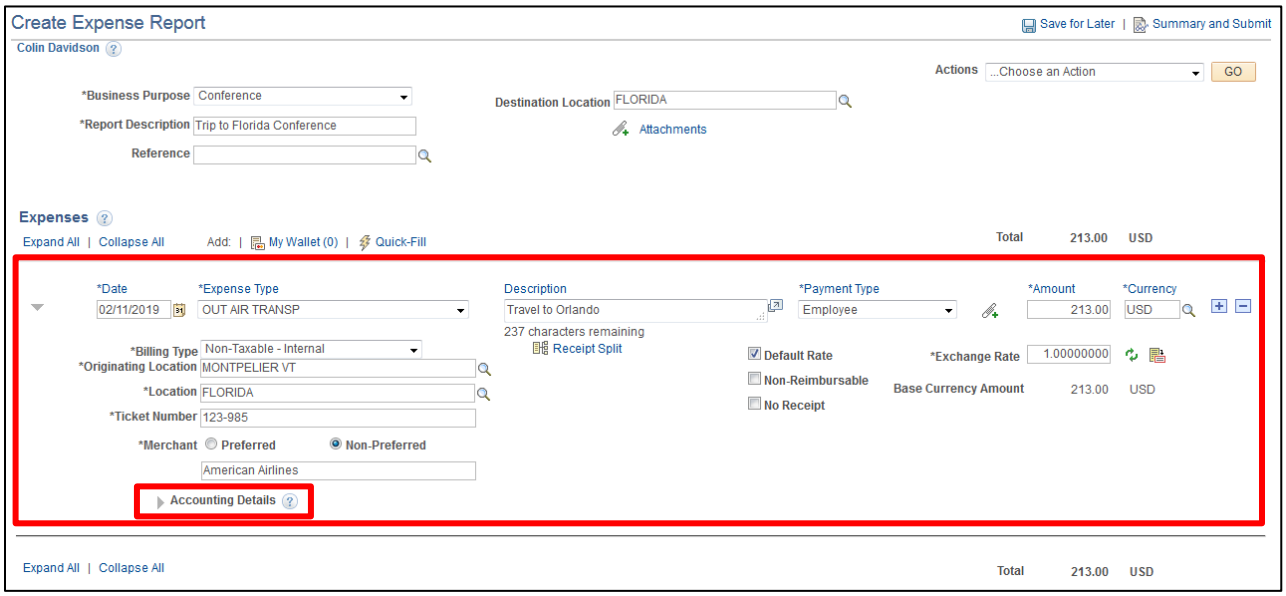
6. To add a ChartField line, click **Add ChartField Line**



7. Update the Percentage and ChartFields for each line



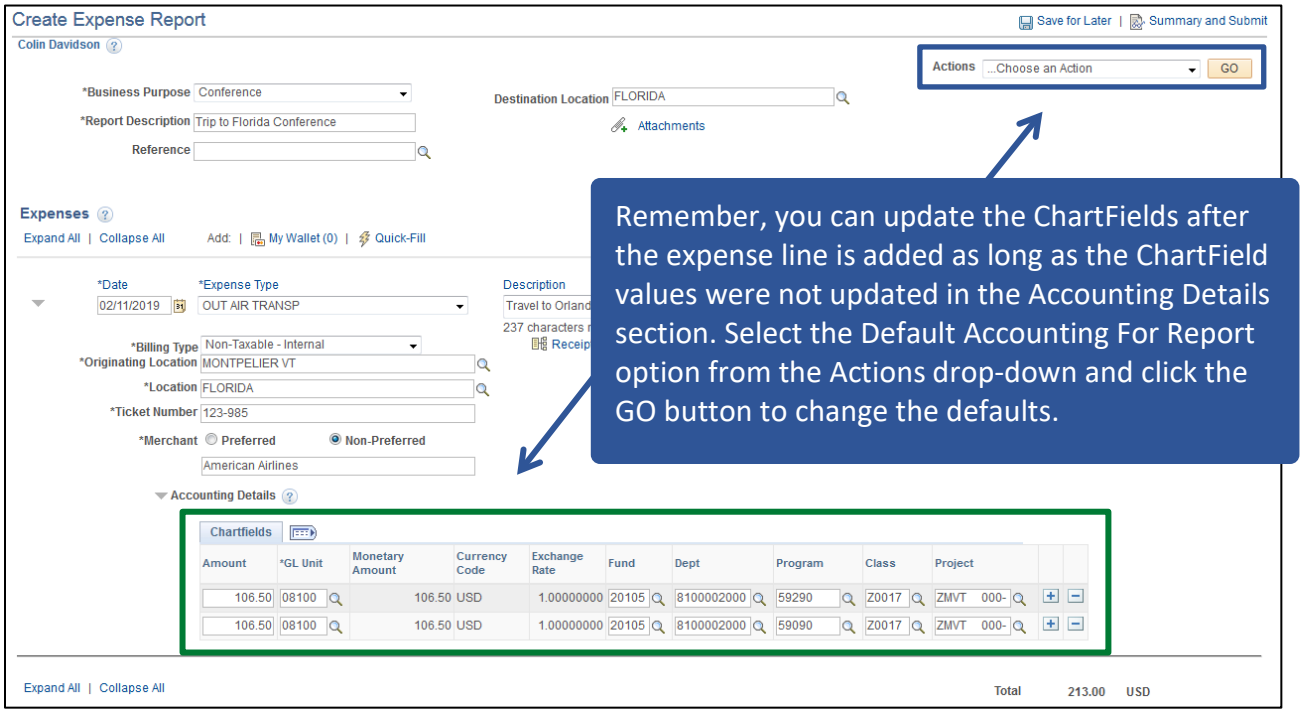
8. Click **OK** to return to the **Create Expense Report - Details** page:



9. Complete the required information for the expense line

10. Expand the **Accounting Details** section by clicking the ▶ icon

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



Change Default Accounting for an Expense Report is Complete

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.

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

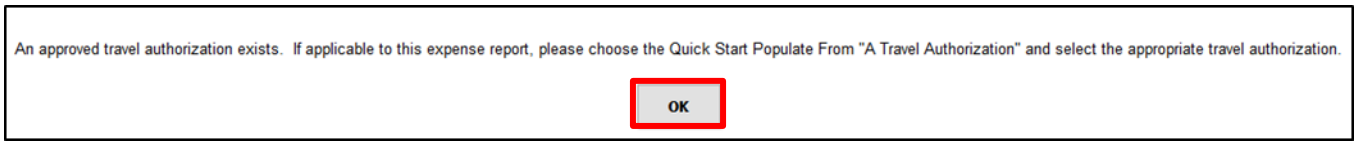
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The **Expense Report - Add a New Value** page displays:

The Empl ID automatically defaults.

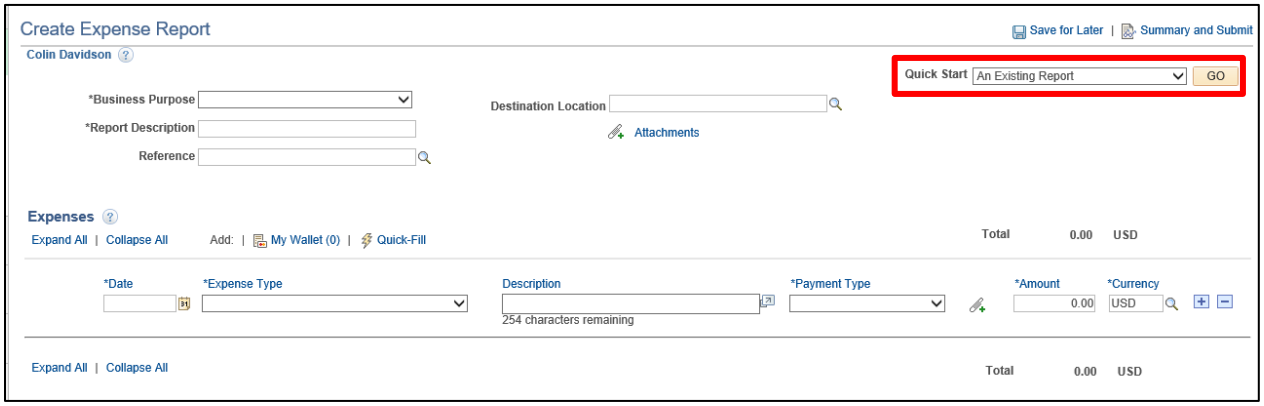
1. Click **Add**

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



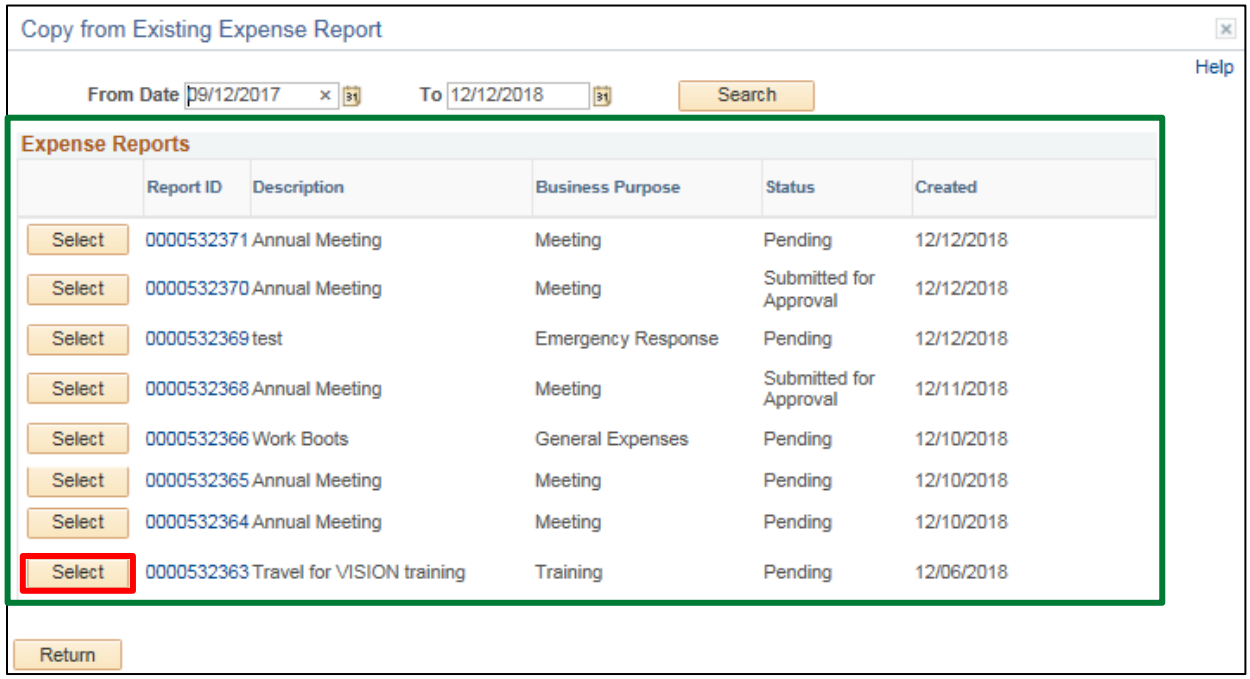
Reminder: If a travel authorization was created for the trip, the report must be started from the travel authorization. Click the OK button and follow the instructions in the Start Expense Report from a Travel Authorization section.

If there is no travel authorization for the trip continue to the **Create Expense Report - Details** page:



2. Select **An Existing Report** from the Quick Start drop-down list
3. Click **GO**

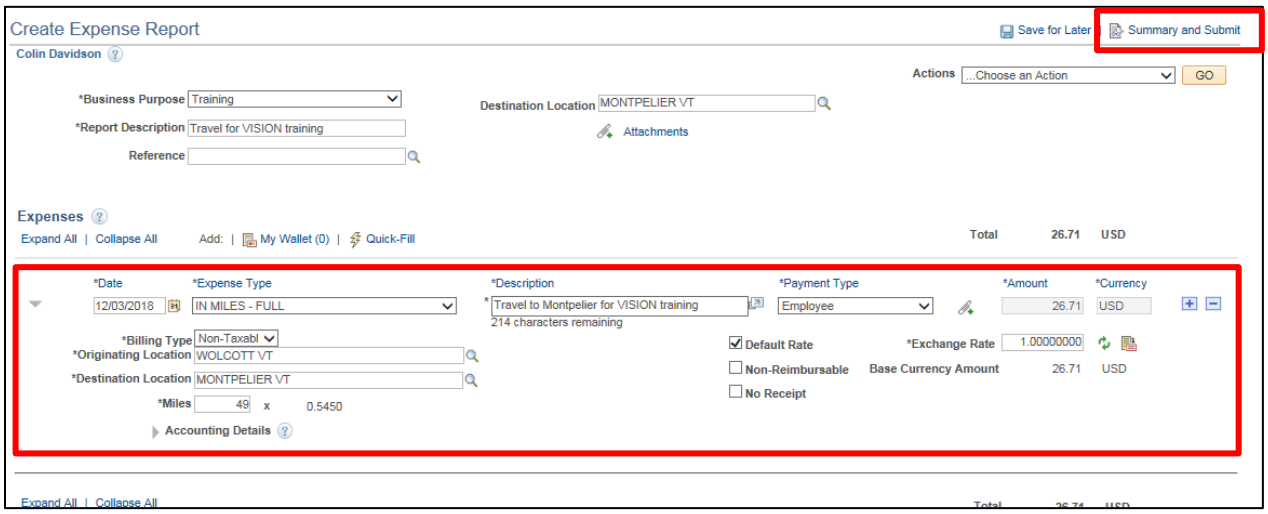
The **Copy from Existing Expense Report** page displays a list of expense reports for the employee for the specified date range:



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.

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

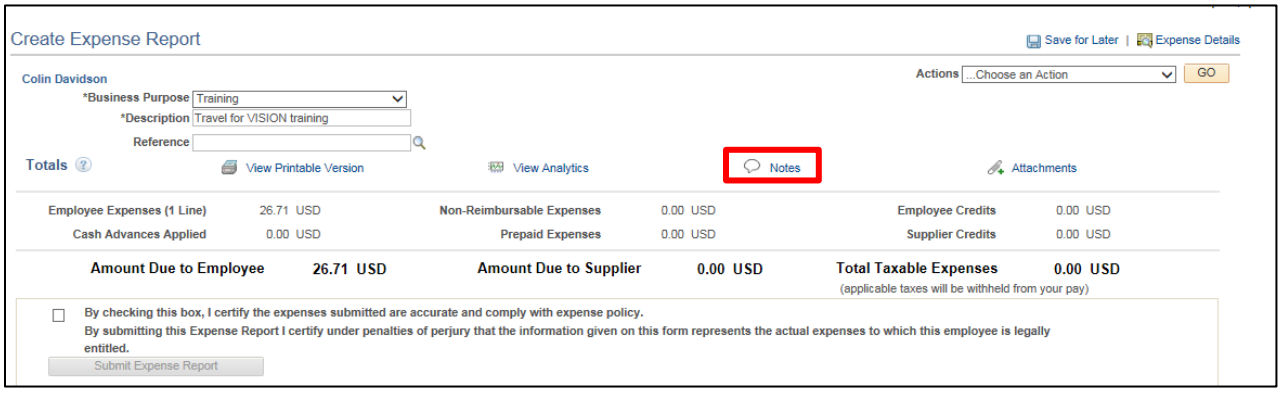
The **Create Expense Report - Details** page displays. The information from the copied report will have carried forward:



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

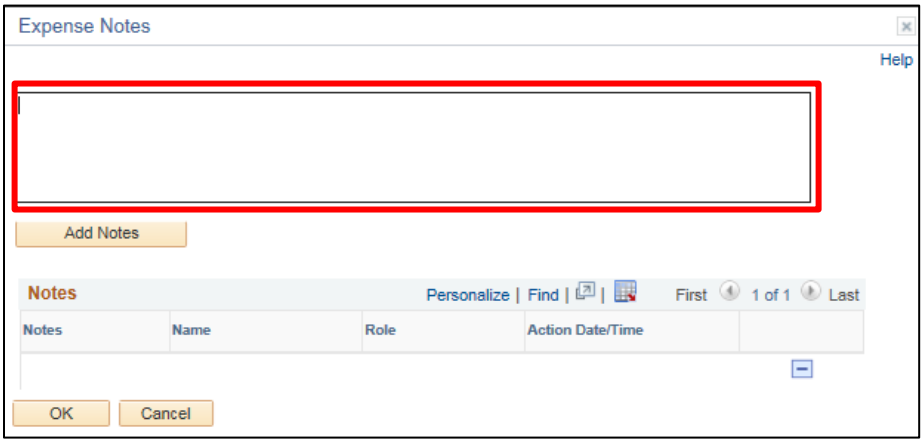
11. Click on the **Summary and Submit** link

The **Create Expense Report - Submit** page displays:

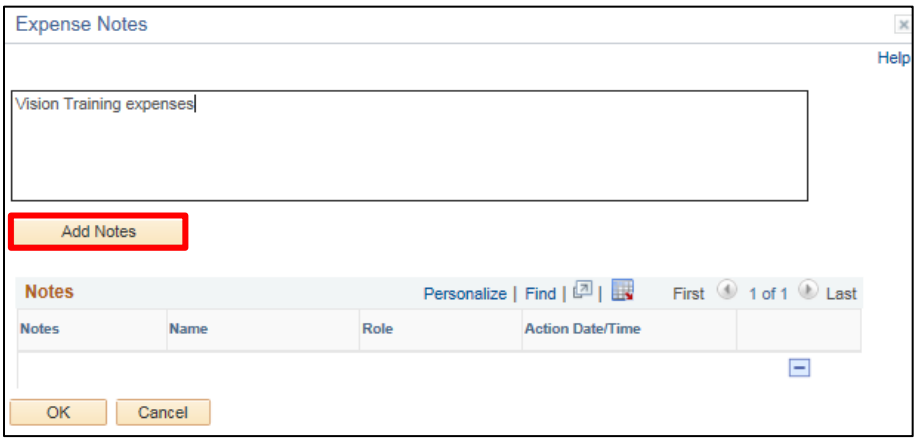


6. Click on the **Notes** link

The **Expense Notes** page displays:

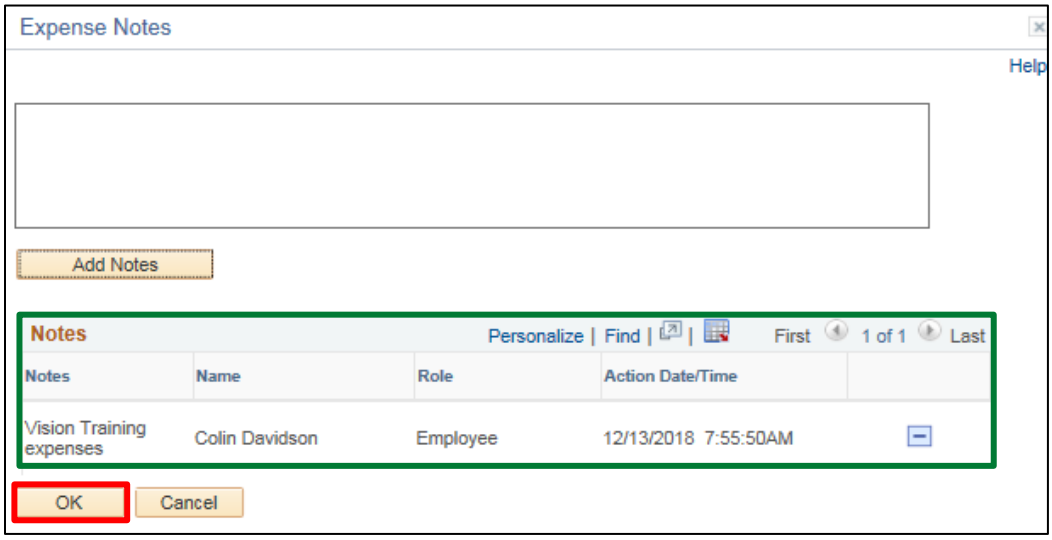


7. Enter **Comments**



8. Click **Add Notes**

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:



9. Click **OK**

10. Follow the Finish and Submit exercise in this manual to complete the report

Copy an Expense Report - Start from Existing Report is Complete

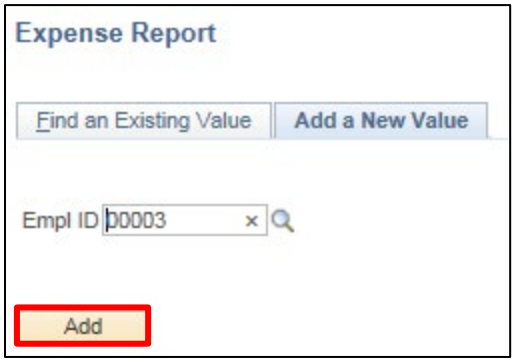
Start Expense Report from a Travel Authorization

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

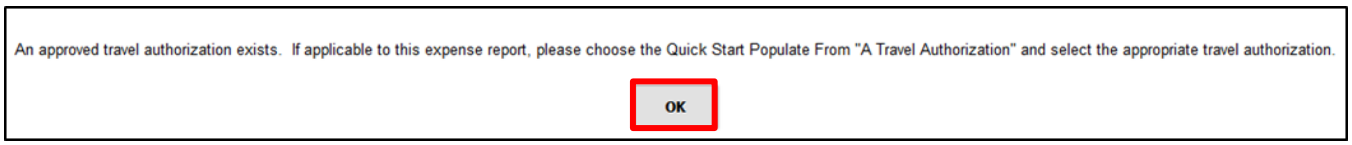
The **Expense Report - Add a New Value** page displays:



The Empl ID automatically defaults in.

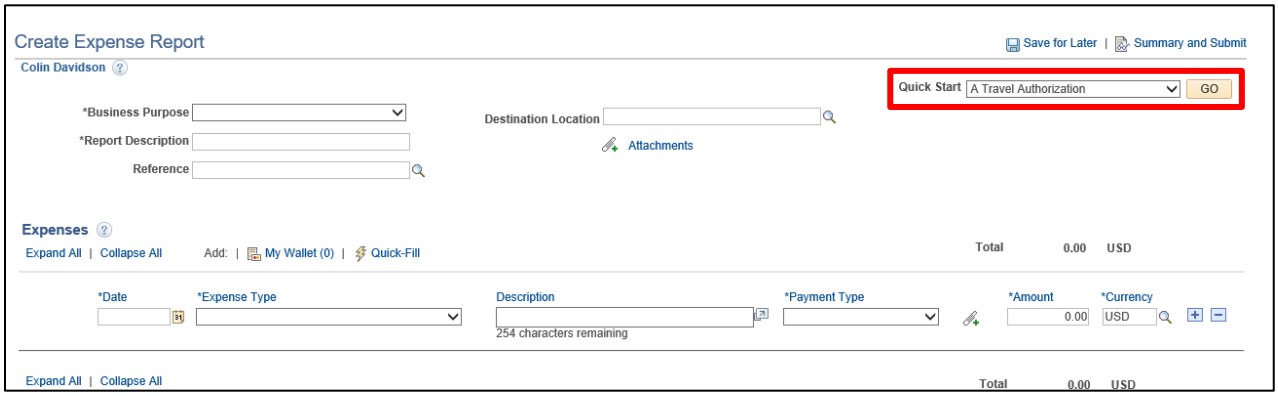
1. Click **Add**

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



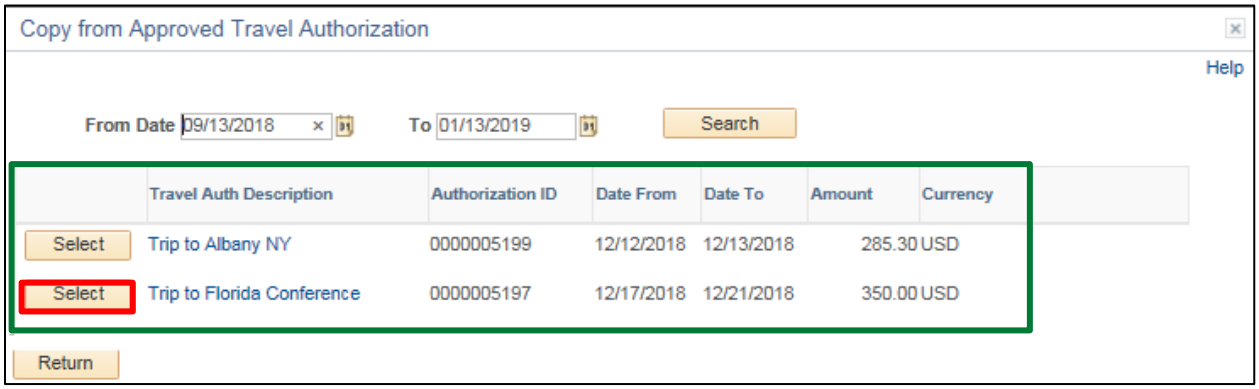
2. Click **OK**

The **Create Expense Report - Details** page displays:



3. Select **A Travel Authorization** from the Quick Start drop-down list
4. Click **GO**

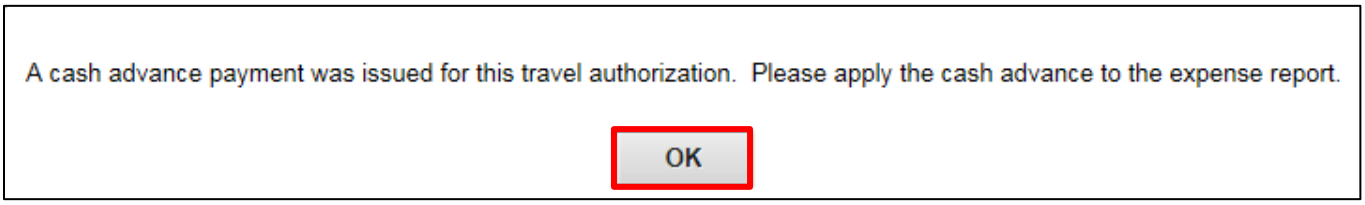
The **Copy from Approved Travel Authorization** page displays a list of travel authorizations for the employee for the specified date range:



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.

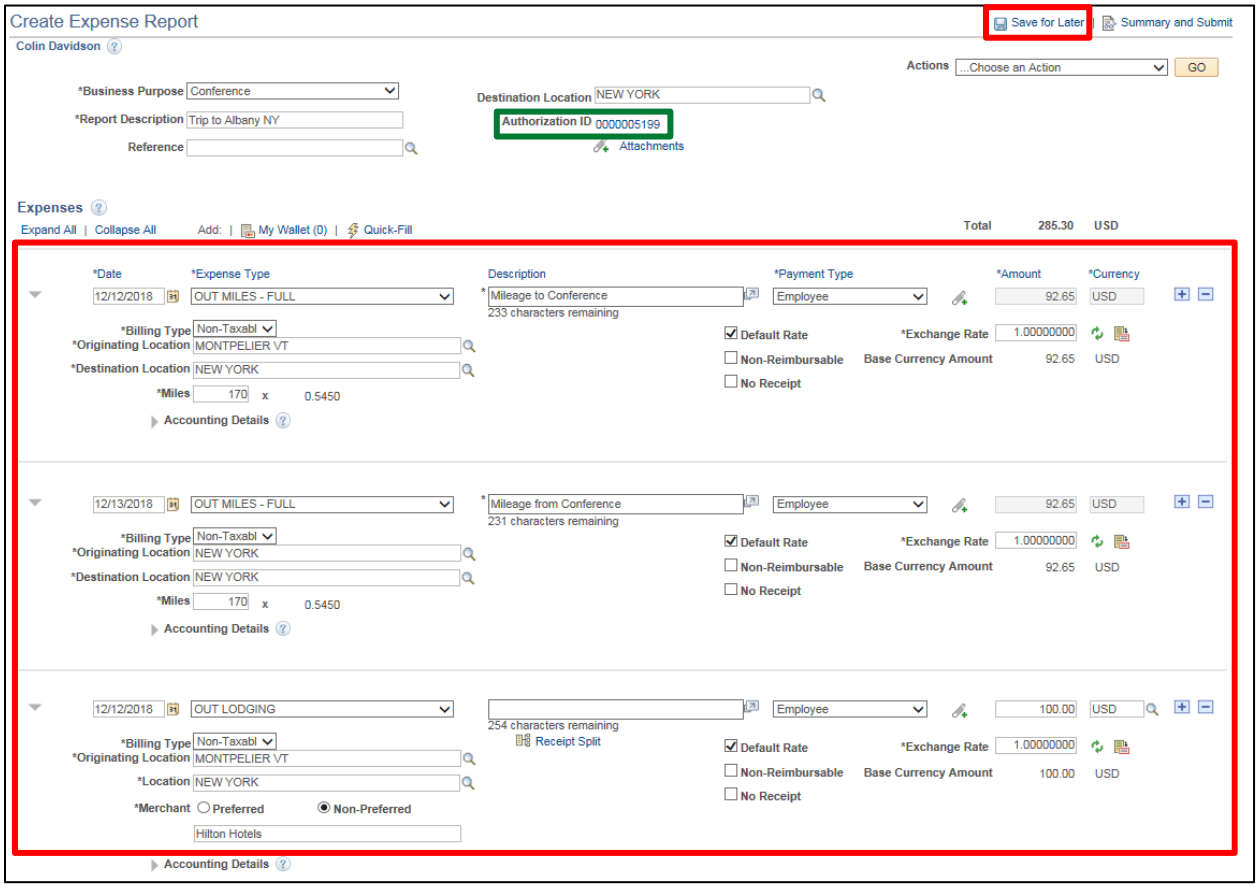
5. Click **Select** for the travel authorization you wish to use for the expense report.

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



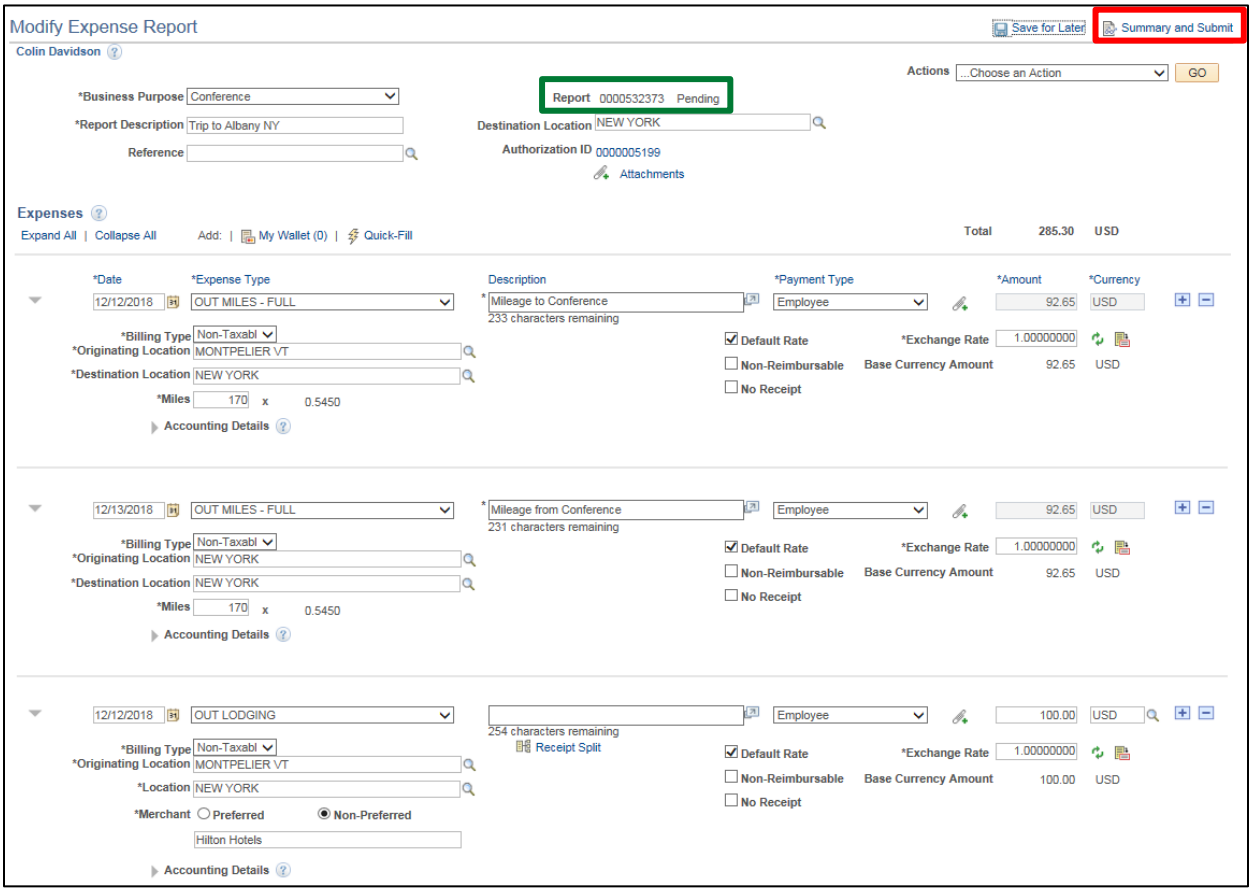
5. Click **OK**

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



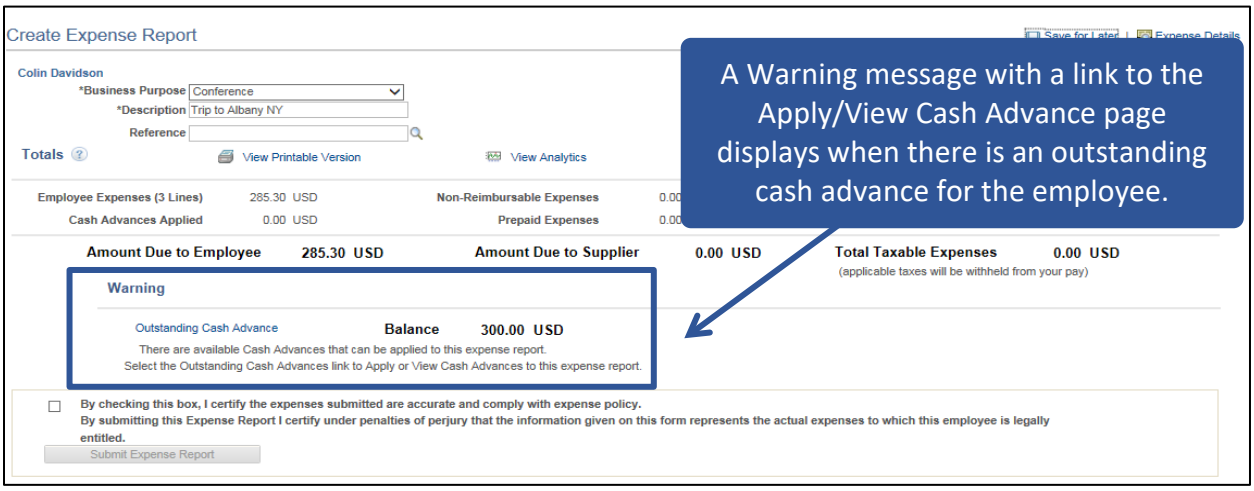
6. Make the necessary changes to reflect the current expenses and attach any required receipts
7. Click on the **Save for Later** link

The **Modify Expense Report - Details** page displays, and the Report ID is assigned:



8. Click on the **Summary and Submit** link

The **Create Expense Report - Submit** page displays:



9. Follow the Finish and Submit exercise in this manual to complete the report

Start Expense Report from a Travel Authorization is Complete

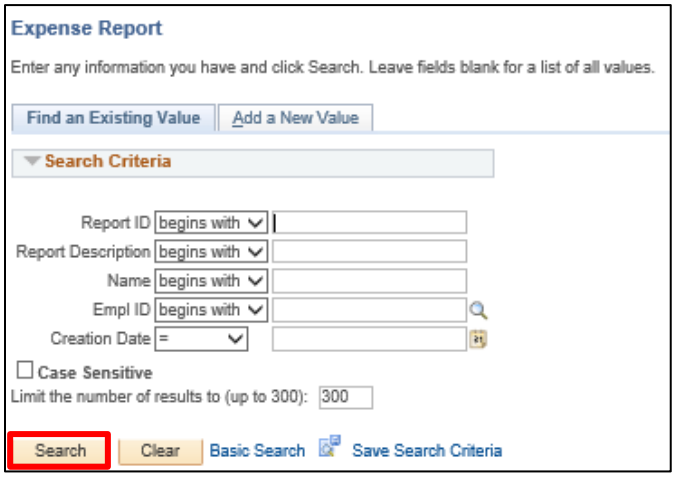
Add a Travel Authorization to an Existing Expense Report

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

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

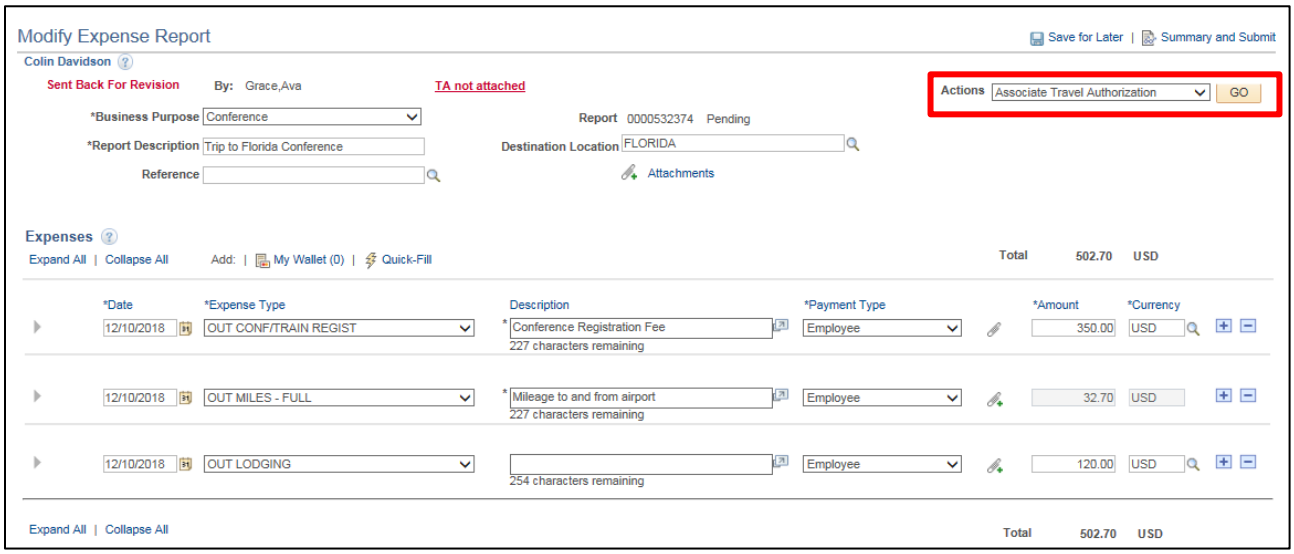
Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The **Expense Report - Add a New Value** page displays, click on the **Find an Existing Value** tab:



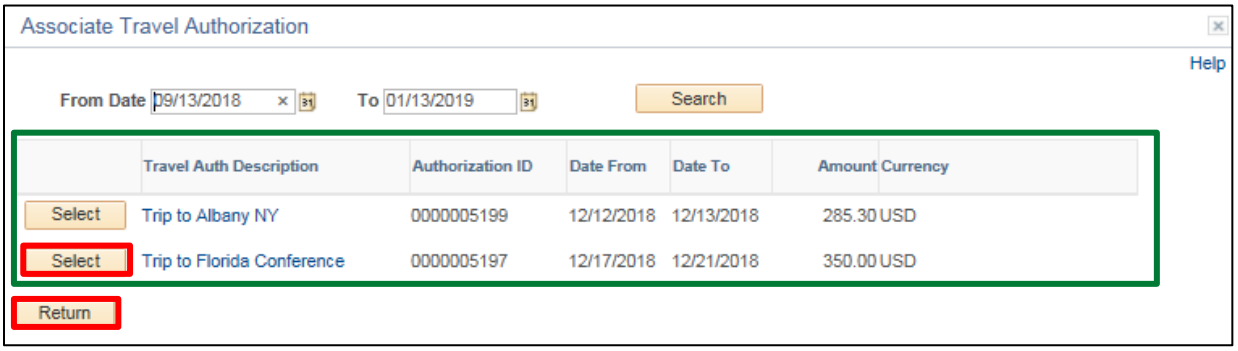
1. Click **Search**

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:



2. Select **Associate Travel Authorization** from the Actions drop-down list
3. Click **GO**

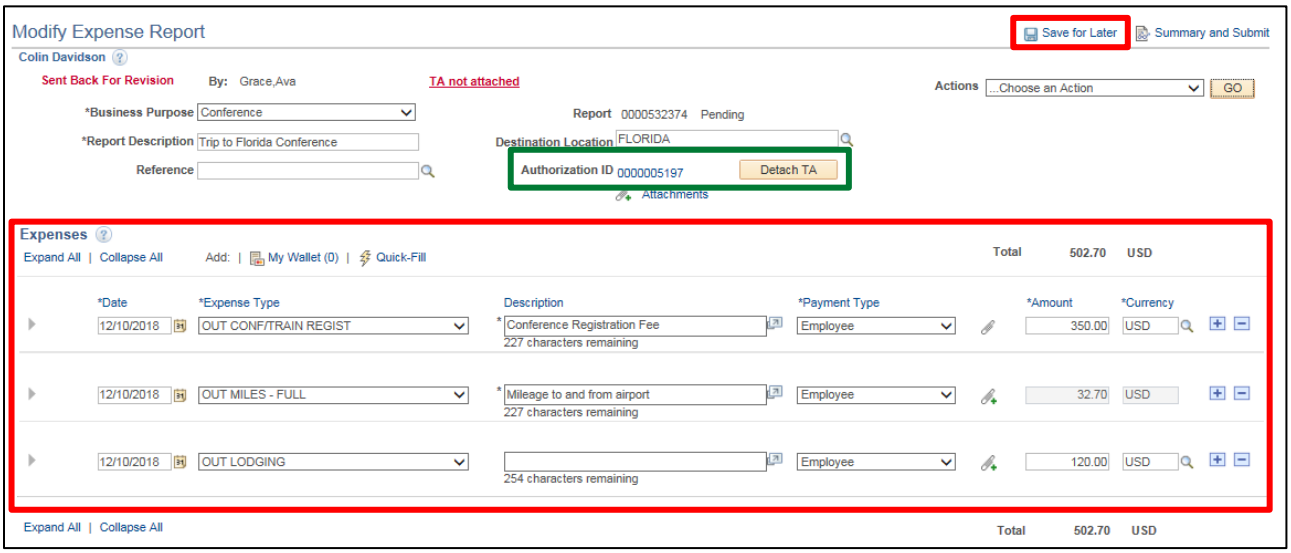
The **Associate Travel Authorization** page displays a list of travel authorizations for the employee for the specified date range:



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.

4. Click **Select** for the travel authorization you wish to link to the expense report
5. Click **Return**

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



6. Make the necessary changes to reflect the current expenses and attach any required receipts
7. Click on the **Save for Later** link
8. Follow the Finish and Submit exercise in this manual to complete the report

Add a Travel Authorization to an Existing Expense Report is Complete

Apply a Cash Advance

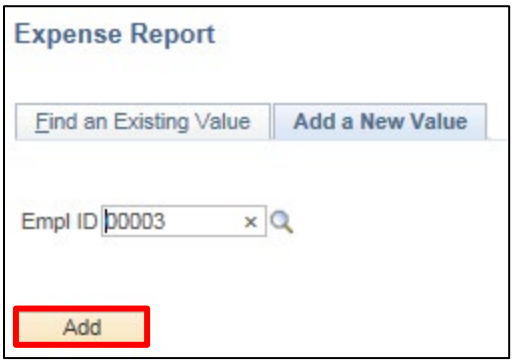
Situations when this function is used: An outstanding cash advance needs to be applied to an expense report.

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

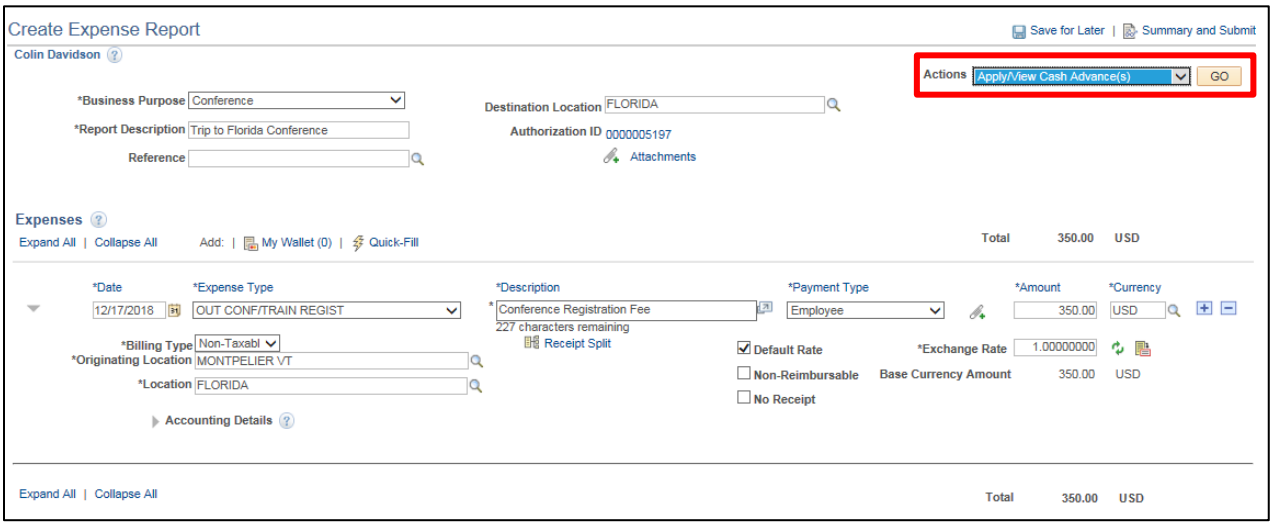
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The **Expense Report** page displays:



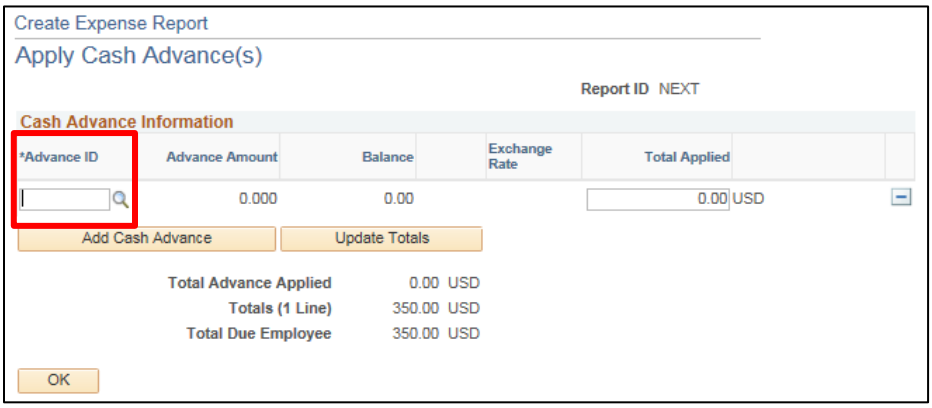
The Empl ID automatically defaults in.

1. Click **Add**



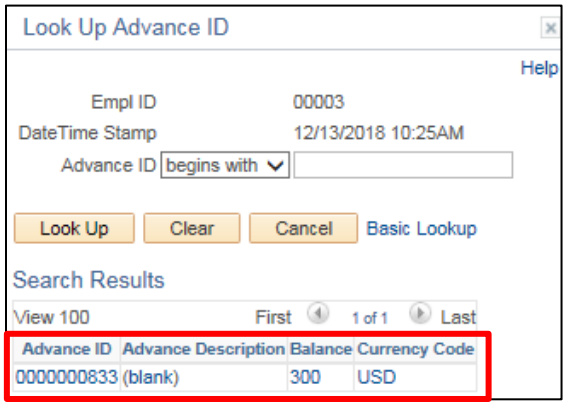
2. Select **Apply/View Cash Advance(s)** from the Actions drop-down list
3. Click **GO**

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



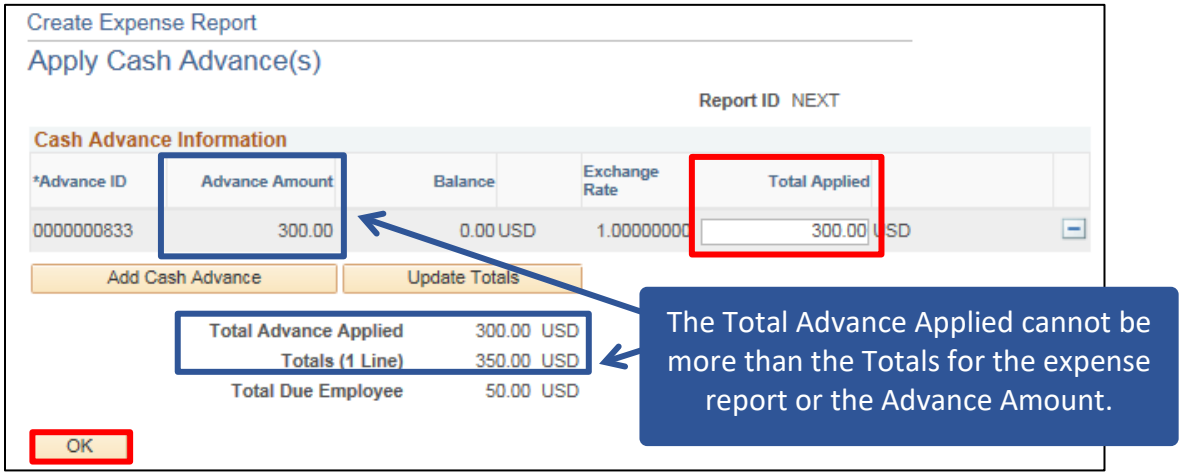
4. Click the icon

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

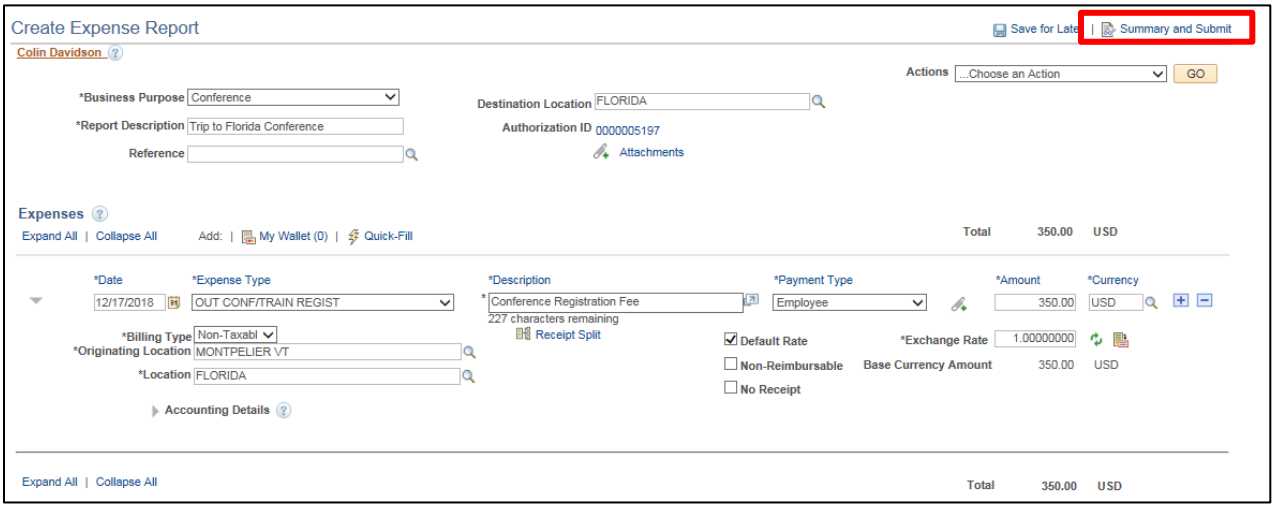


5. Select the **Cash Advance** link that was created from the travel authorization that was populated to the expense report

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

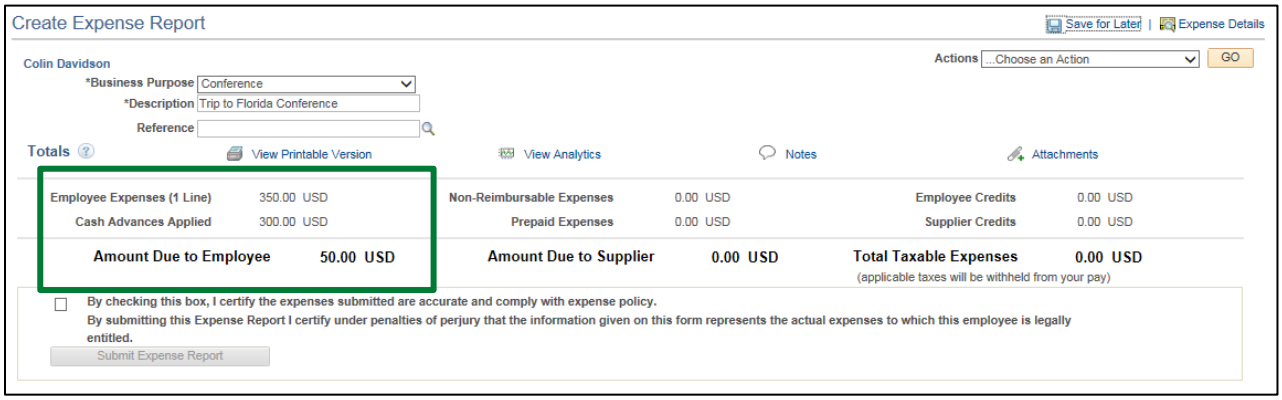


6. To apply a lower amount, enter that amount in the **Total Applied** field
7. Click **OK**



8. Click on 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:



9. Follow the Finish and Submit exercise in this manual to complete the report

Apply a Cash Advance is Complete

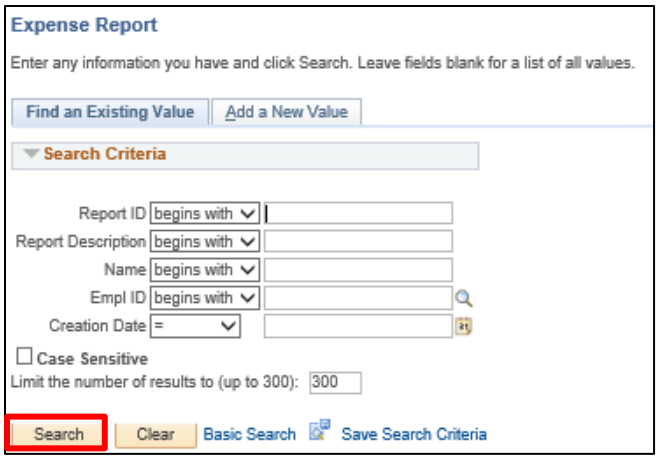
Modify an Expense Report

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

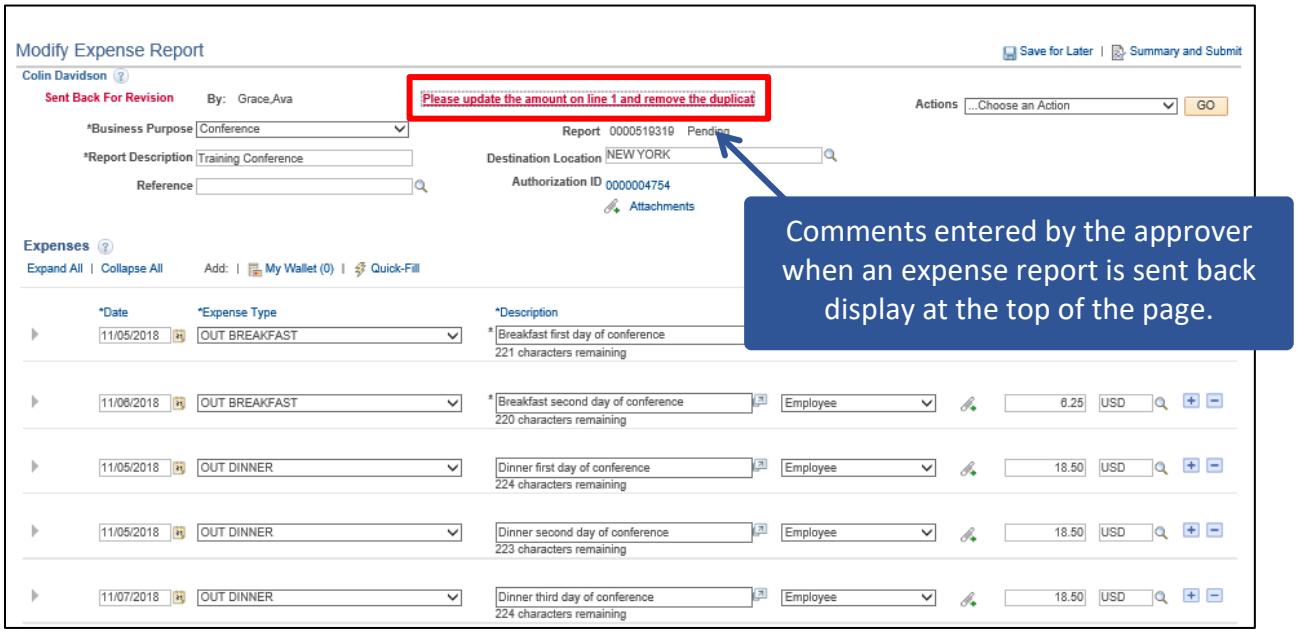
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

The **Expense Report** page displays, click on the **Find an Existing Value** tab:



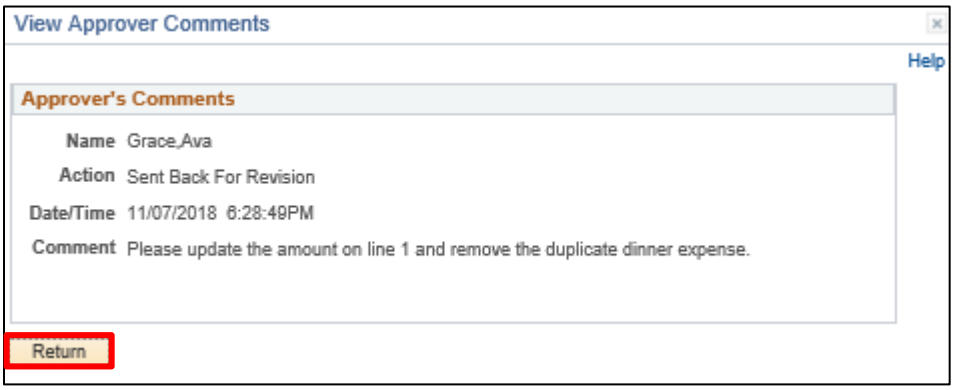
1. Click **Search**

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:

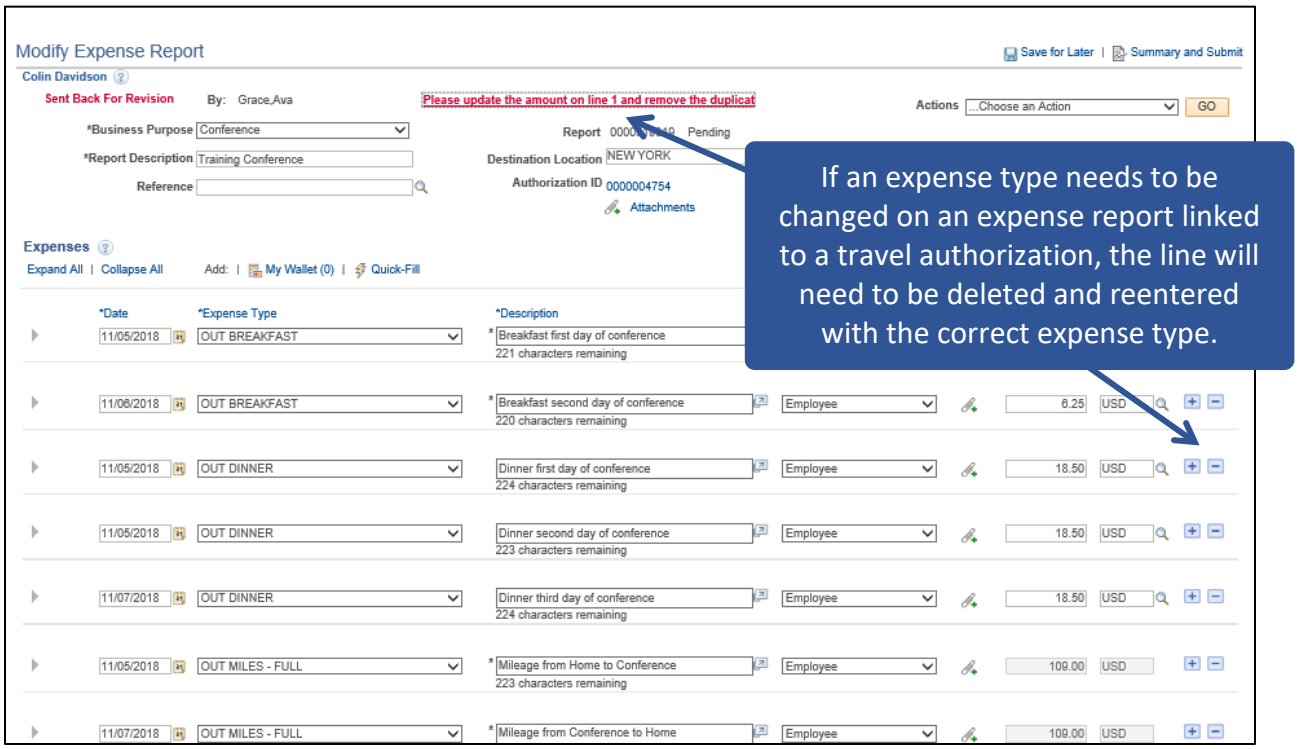


2. Click the **Comments** link

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



3. Review the comment to see what changes need to be made to the expense report and click **Return** to return to the **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.

Modify an Expense Report is Complete

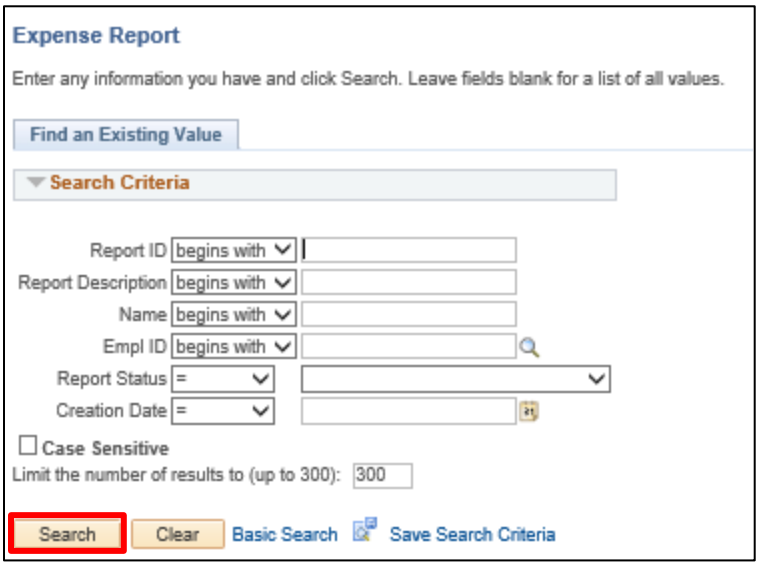
View Expense Reports

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

Home Page Tile navigation: TE tile > Expense Reports > View Expense Report

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > View

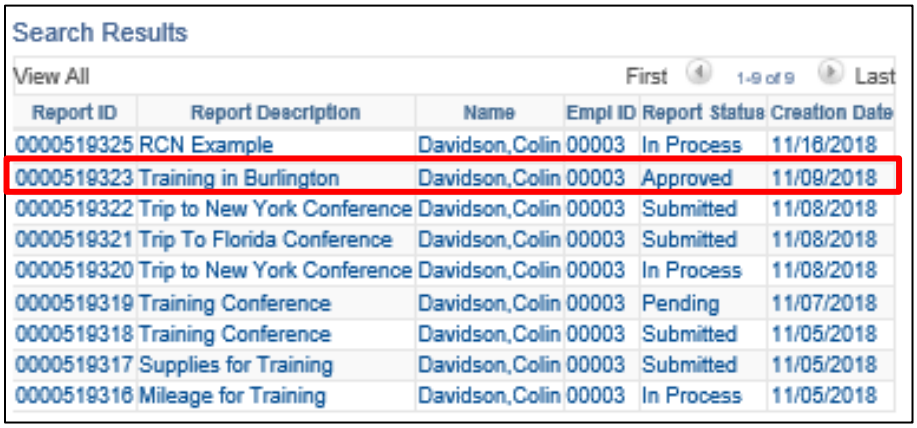
The **View Expense Report** search page displays in the work area.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by and 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.

1. To view all your Expense Reports, click **Search**

A list of expense reports displays in the search results:



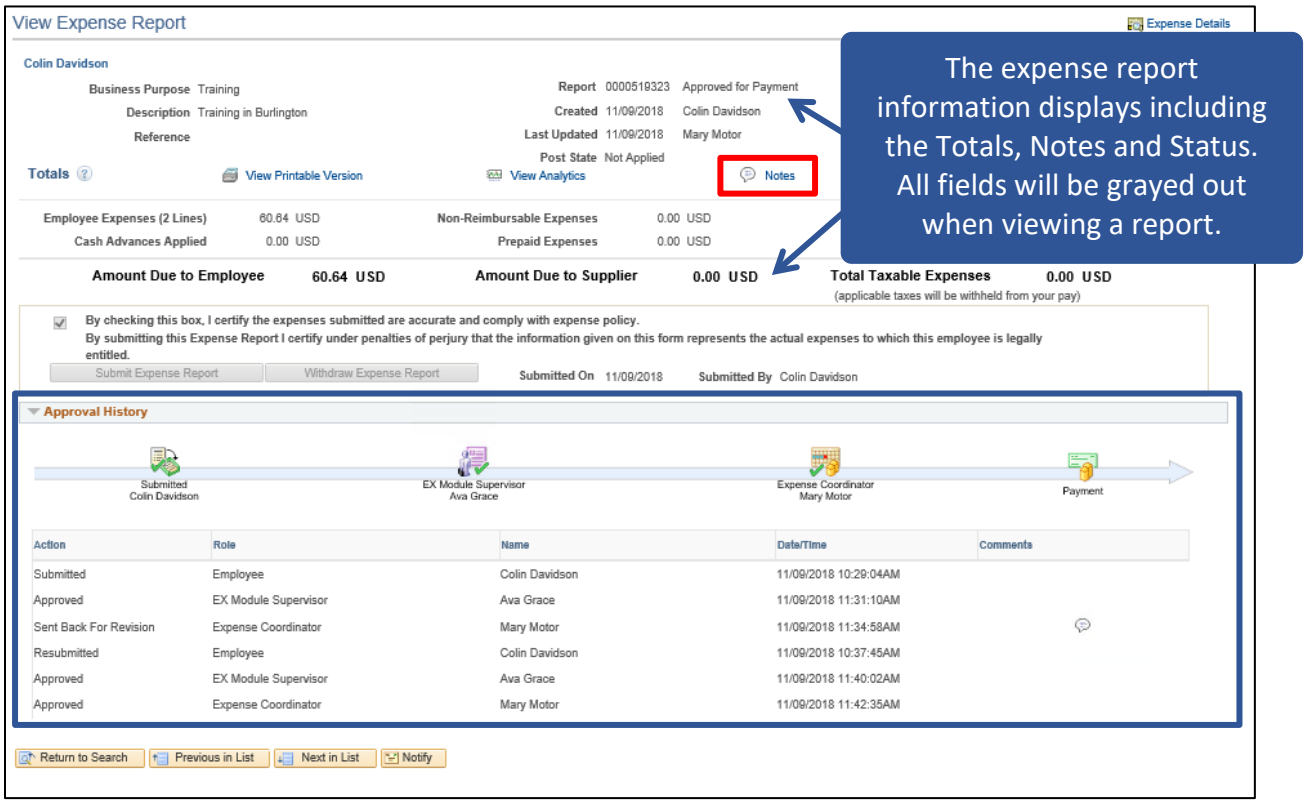
Search Results

View All First 1-9 of 9 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000519325	RCN Example	Davidson,Colin	00003	In Process	11/16/2018
0000519323	Training in Burlington	Davidson,Colin	00003	Approved	11/09/2018
0000519322	Trip to New York Conference	Davidson,Colin	00003	Submitted	11/08/2018
0000519321	Trip To Florida Conference	Davidson,Colin	00003	Submitted	11/08/2018
0000519320	Trip to New York Conference	Davidson,Colin	00003	In Process	11/08/2018
0000519319	Training Conference	Davidson,Colin	00003	Pending	11/07/2018
0000519318	Training Conference	Davidson,Colin	00003	Submitted	11/05/2018
0000519317	Supplies for Training	Davidson,Colin	00003	Submitted	11/05/2018
0000519316	Mileage for Training	Davidson,Colin	00003	In Process	11/05/2018

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

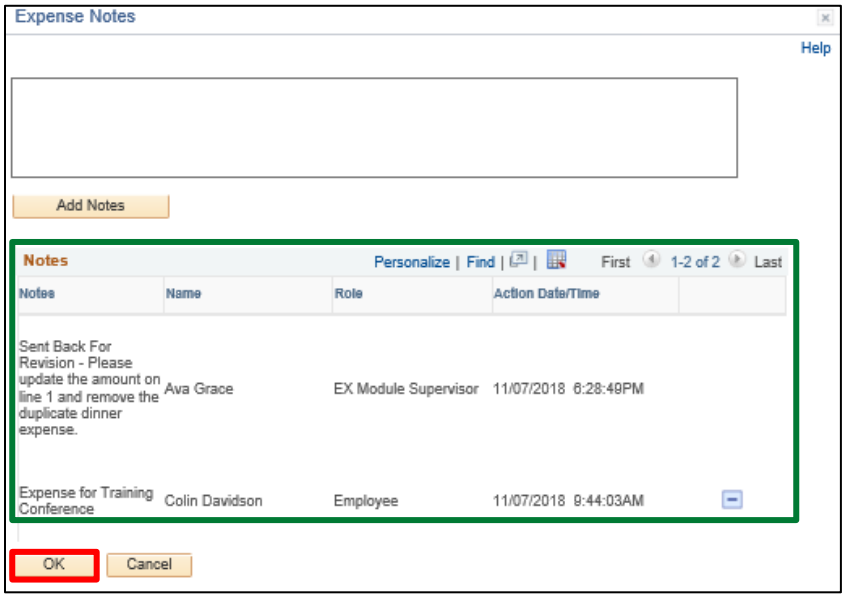
The **View Expense Report - Summary** page displays:



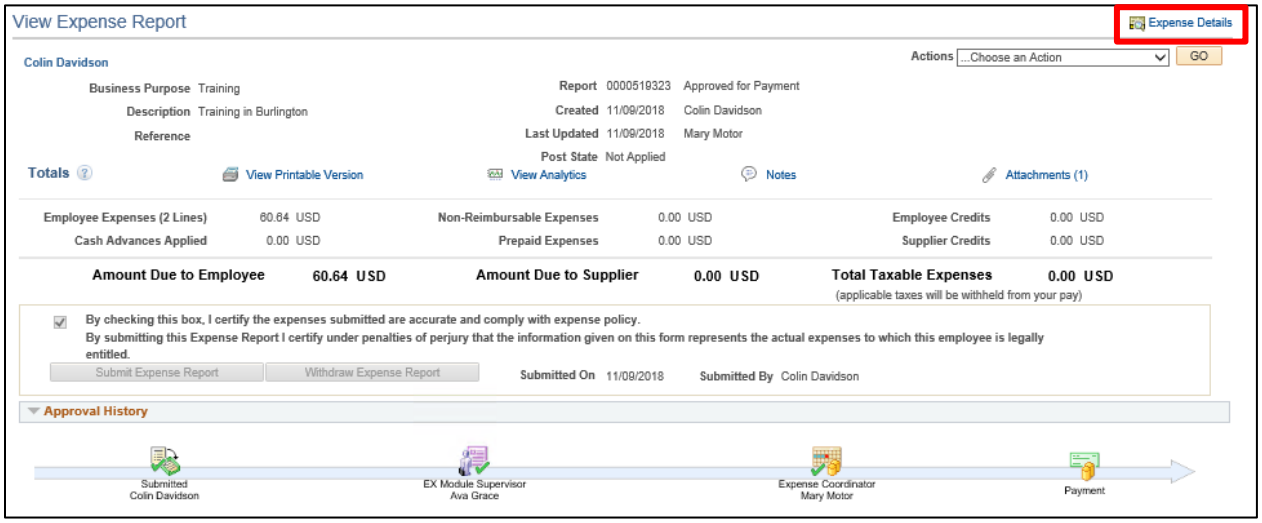
The Approval History displays the approval path and actions performed, who performed the action and the date/time the action was performed. Actions can include one or more of the following: Submitted, Approved, Sent Back for Revision, Resubmitted or Withdrawn.

3. Click on the **Notes** link

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

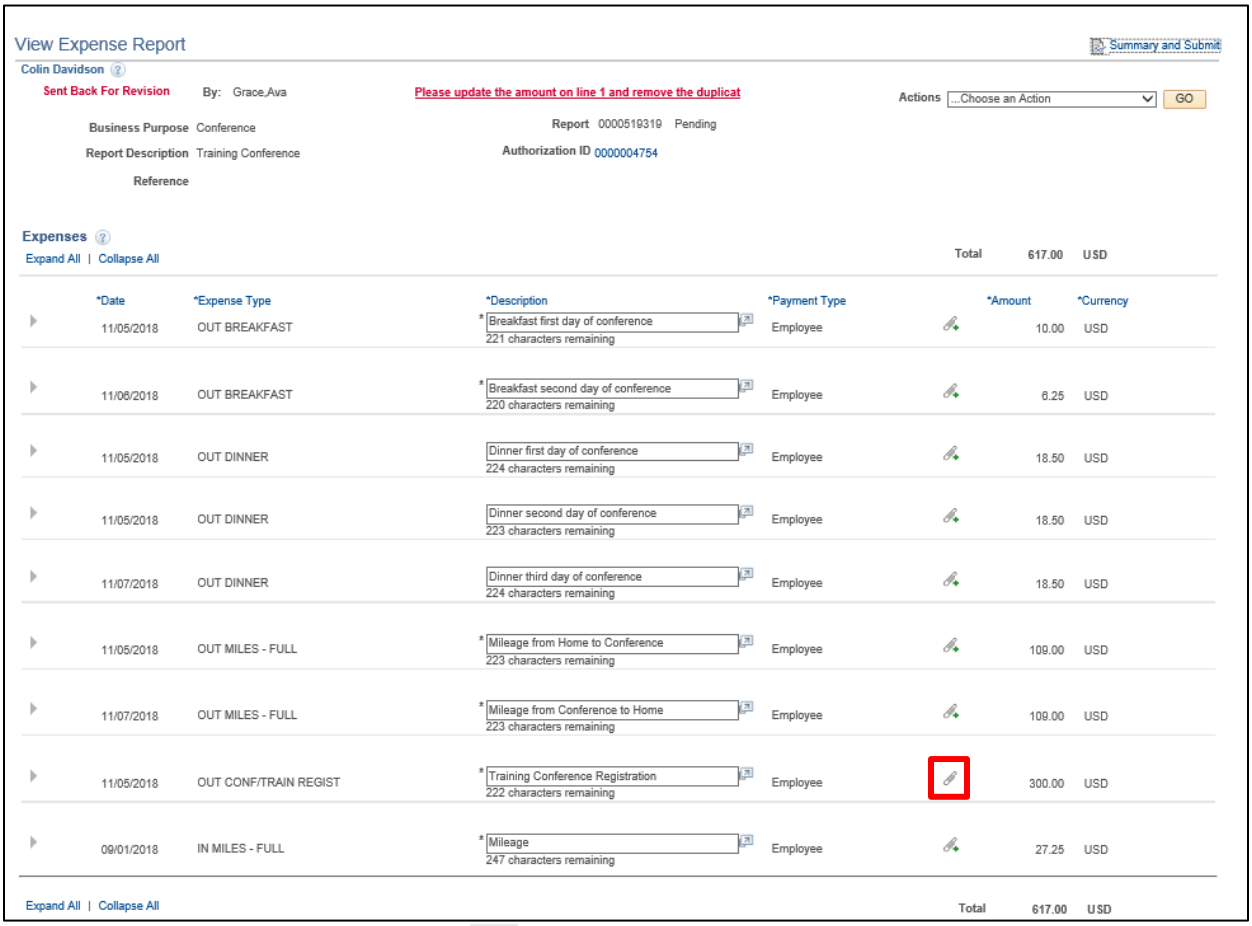


4. Click **OK** button to return to the **View Expense Report - Summary** page



5. Click on the **Expense Details** link

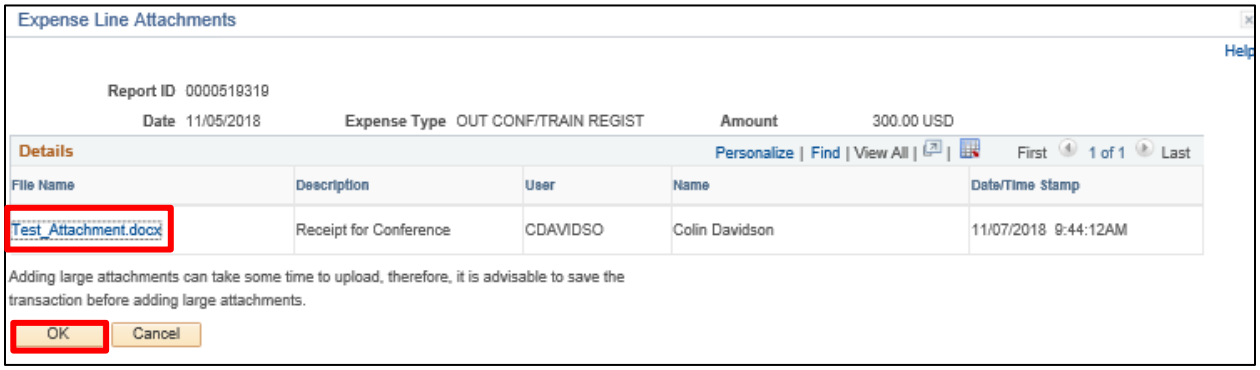
The **View Expense Report - Details** page displays the expense report line information:



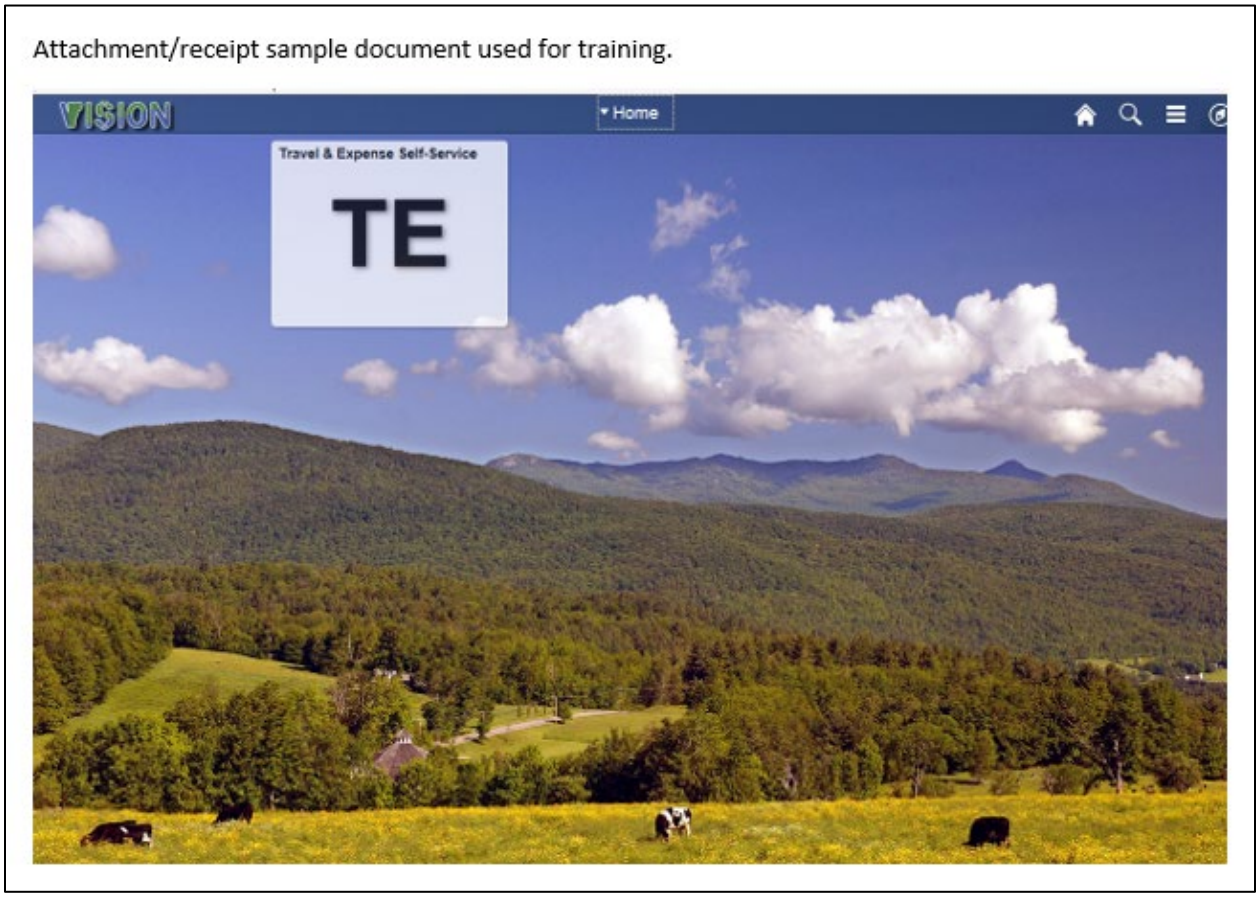
The line Attachment icon will display as when an attachment has been added to the line. The icon will display as when there is no attachment.

6. Click the line **Attachment** icon

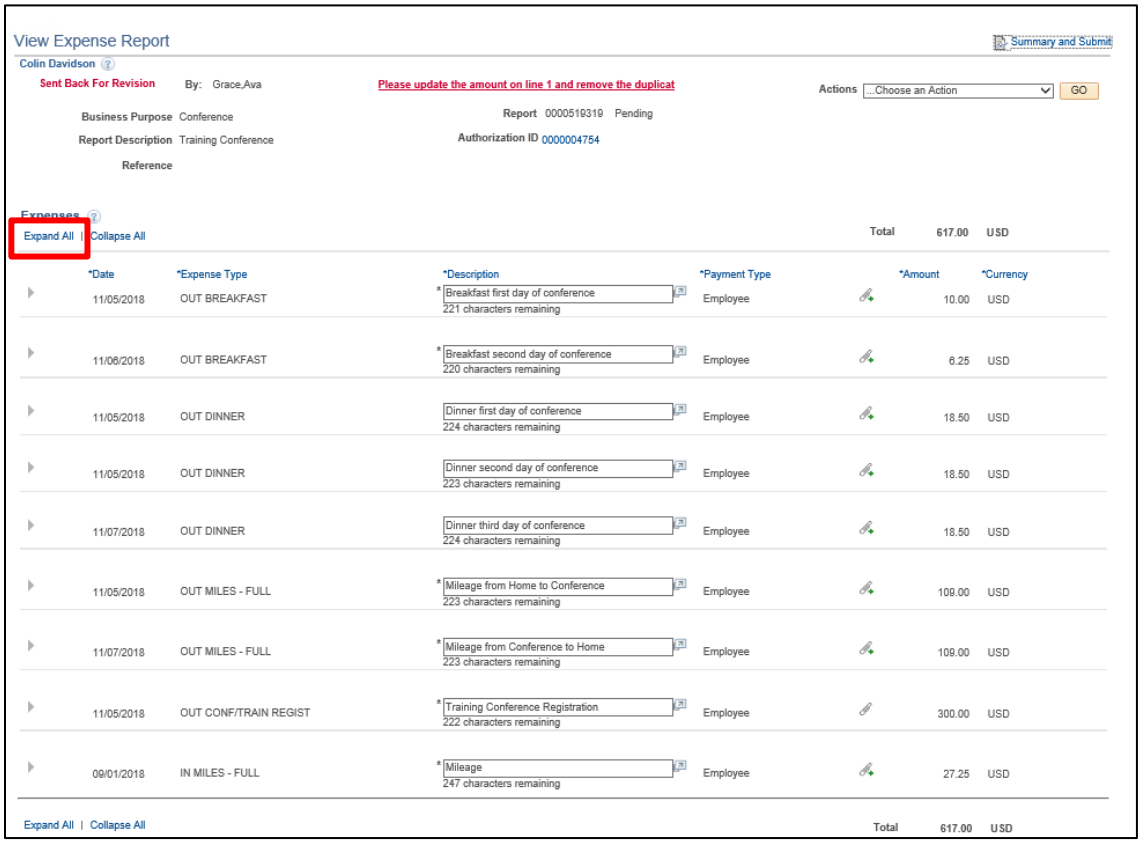
The **Expense Line Attachments** page displays.



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

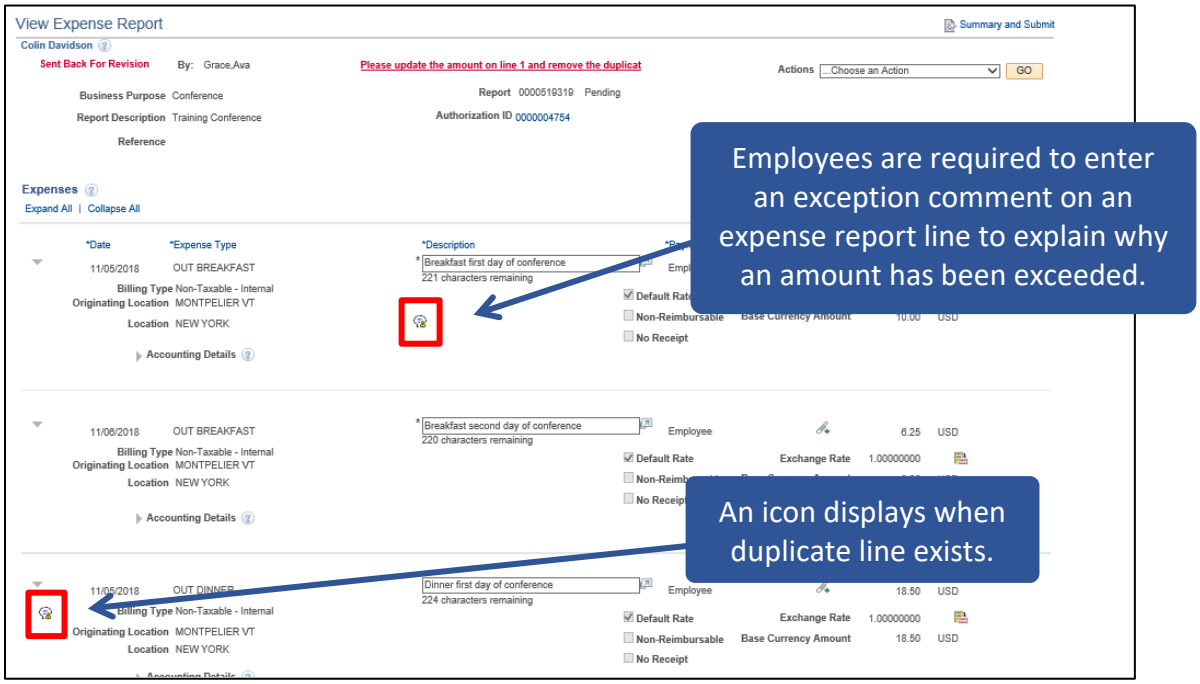


8. Close the attachment and click **OK** to return to the View Expense Report page



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

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



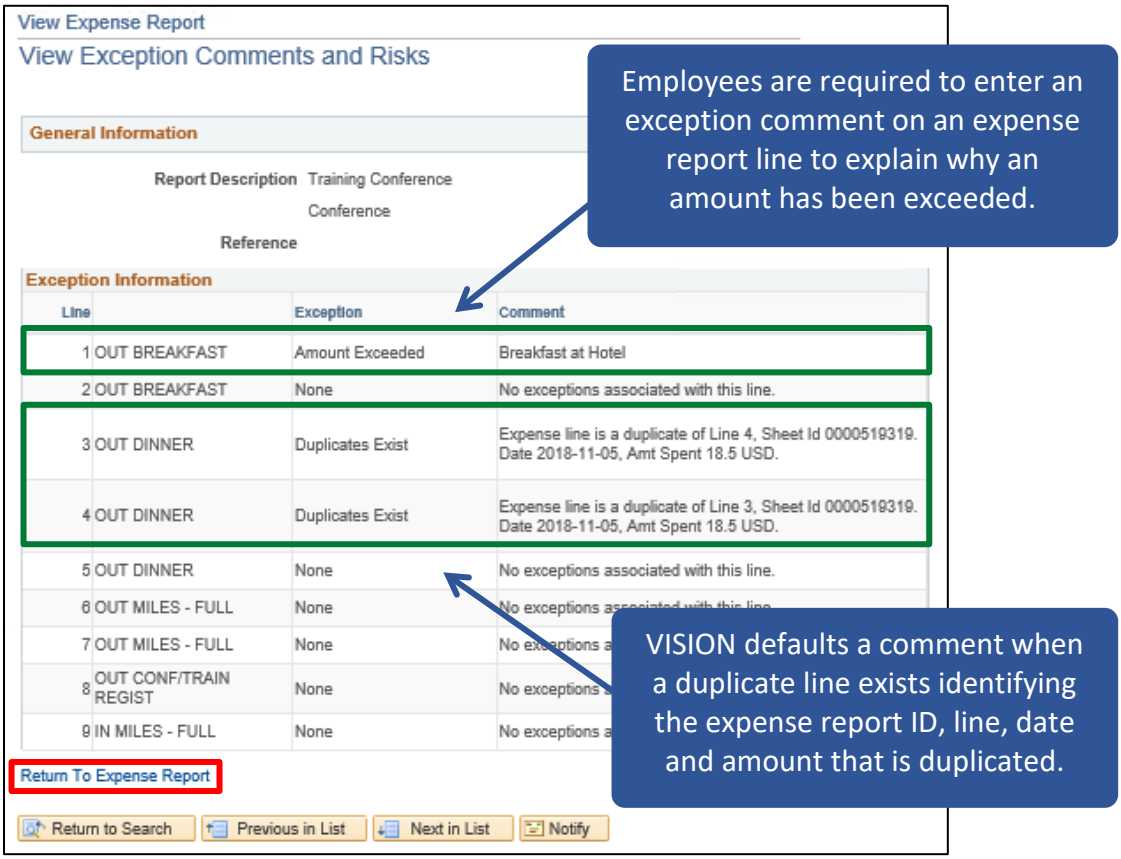
10. Click the icon

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:

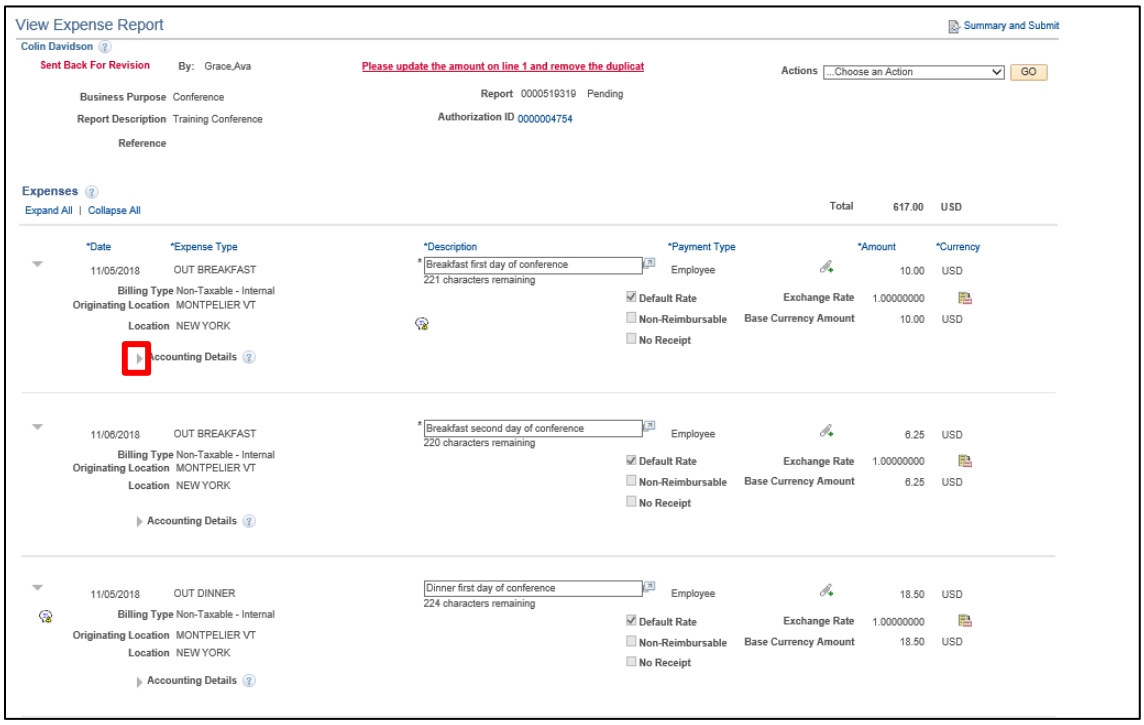
11. Click **OK**

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



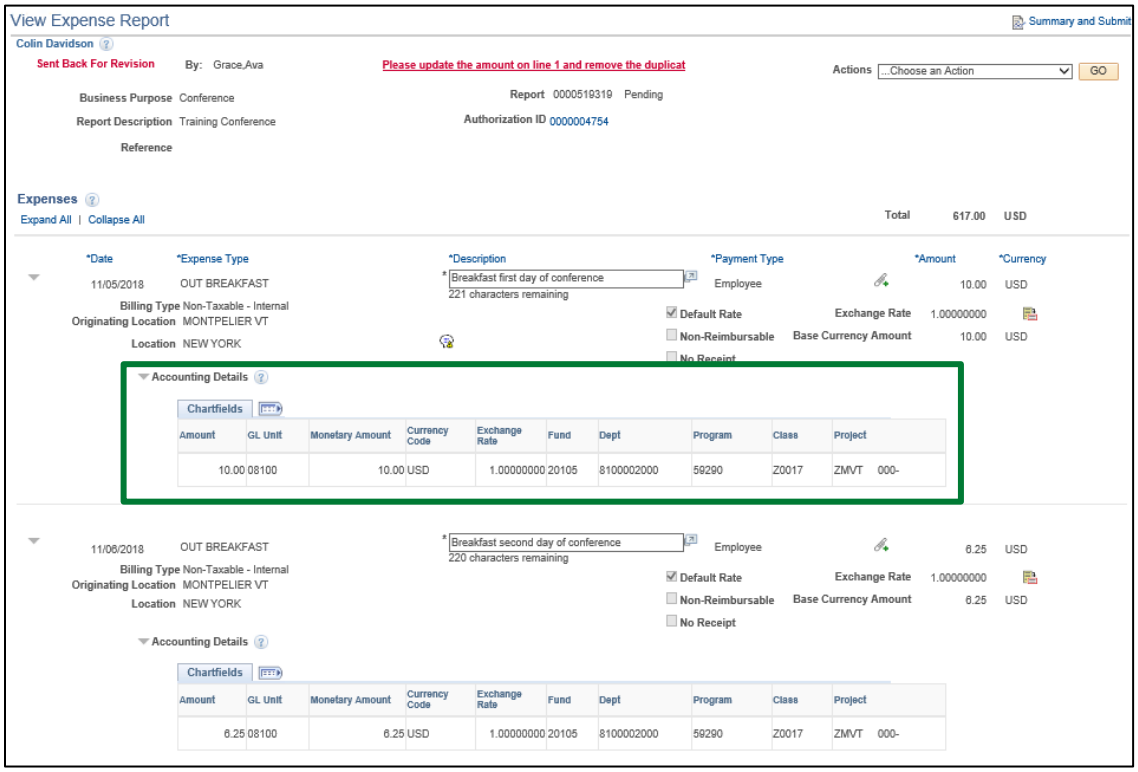
12. Click on the **Return To Expense Report** link

The **View Expense Report - Details** page displays:



13. Click the icon to review the accounting information for the line

The Accounting Details section expands and displays the ChartField information:



View Expense Reports is Complete

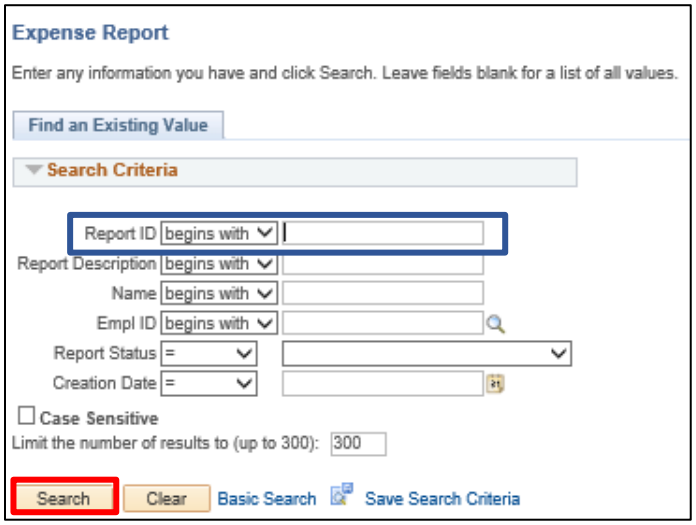
Print an Expense Report

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

Home Page Tile navigation: TE tile > Expense Reports > Print Expense Report

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Print

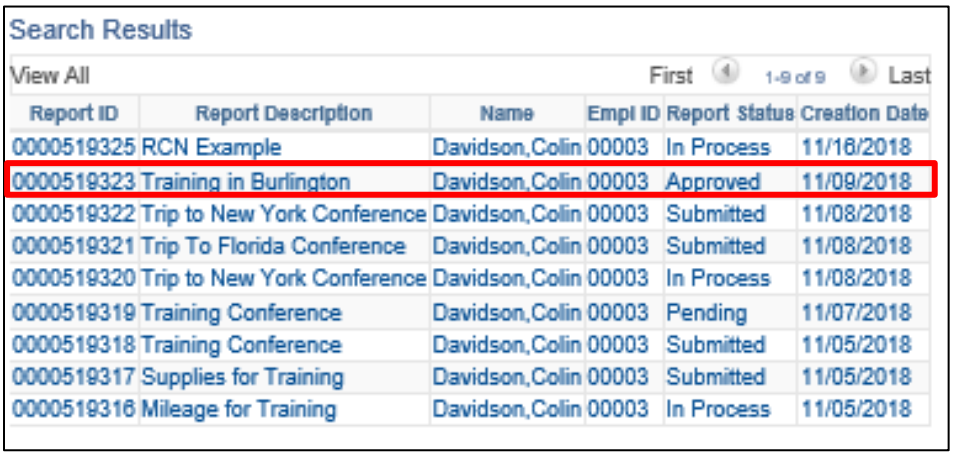
The **Print Expense Report** search page displays:



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.

1. To view all Expense Reports, click **Search**

A list of expense reports displays in the search results:



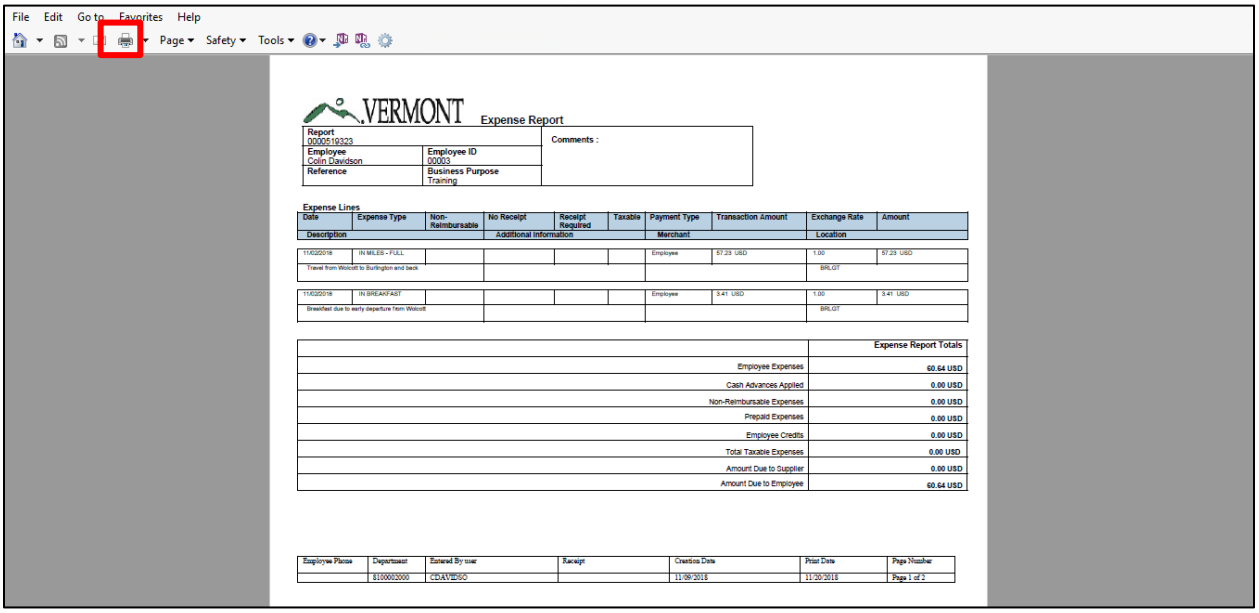
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000519325	RCN Example	Davidson,Colin	00003	In Process	11/16/2018
0000519323	Training in Burlington	Davidson,Colin	00003	Approved	11/09/2018
0000519322	Trip to New York Conference	Davidson,Colin	00003	Submitted	11/08/2018
0000519321	Trip To Florida Conference	Davidson,Colin	00003	Submitted	11/08/2018
0000519320	Trip to New York Conference	Davidson,Colin	00003	In Process	11/08/2018
0000519319	Training Conference	Davidson,Colin	00003	Pending	11/07/2018
0000519318	Training Conference	Davidson,Colin	00003	Submitted	11/05/2018
0000519317	Supplies for Training	Davidson,Colin	00003	Submitted	11/05/2018
0000519316	Mileage for Training	Davidson,Colin	00003	In Process	11/05/2018

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

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

3. Click on the **Print Expense Report** link

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



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

Print an Expense Report is Complete

Delete an Expense Report

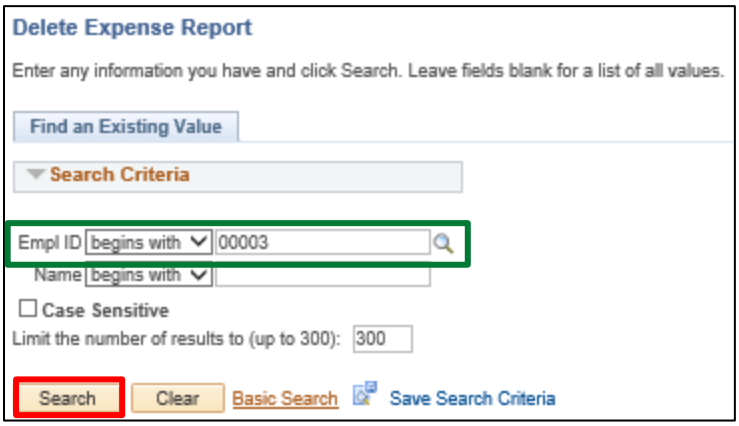
Situations when this function is used: Expense reports can be deleted only when they are in a pending status. An expense report might need to be deleted when it is a duplicate or is no longer needed.

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.

Home Page Tile navigation: TE tile > Expense Reports > Delete Expense Report

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Delete

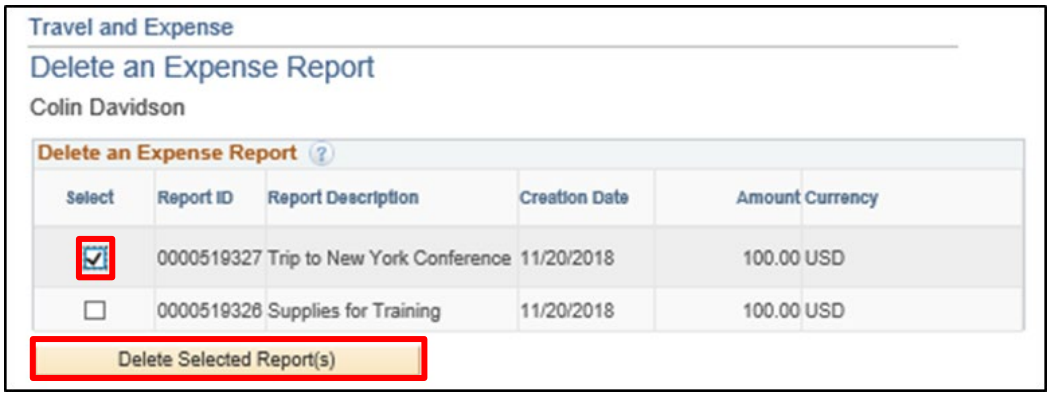
The **Delete Expense Report** search page displays:



The Empl ID automatically defaults.

1. Click **Search**

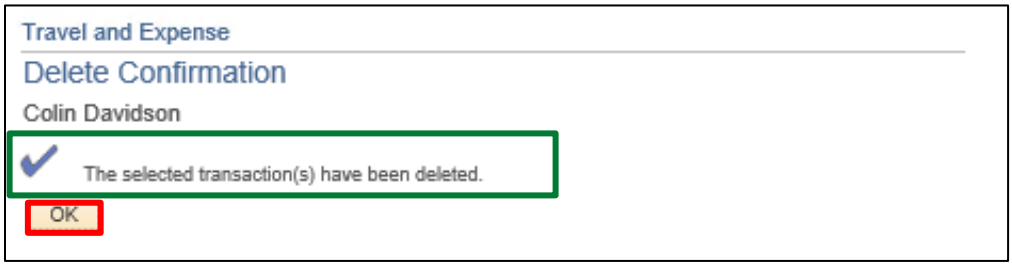
The **Travel and Expense - Delete an Expense Report** page displays. Any expense report with a 'Pending' status will display and is eligible to be deleted:



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

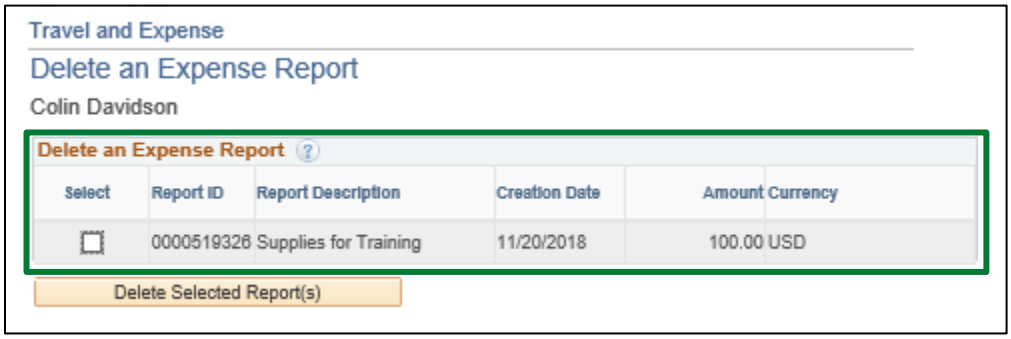
2. Select the expense report you want to delete, by clicking the **Select** checkbox. You can delete multiple expense reports by selecting multiple checkboxes
3. Click **Delete Selected Report(s)**

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



4. Click **OK**

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.

Delete an Expense Report is Complete

Travel Authorizations

Entering Travel Authorizations

Create a Travel Authorization from Blank

The Basics:

Please refer to **Bulletin 3.4** and your department's policy regarding Travel Authorizations.

- **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses
- **Preferred payment methods -** Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements
- **Clear cache -** To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome
- **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
- An approved **on-line Travel Authorization is required for all cash advance** requests
- **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
- **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.

Home Page Tile navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

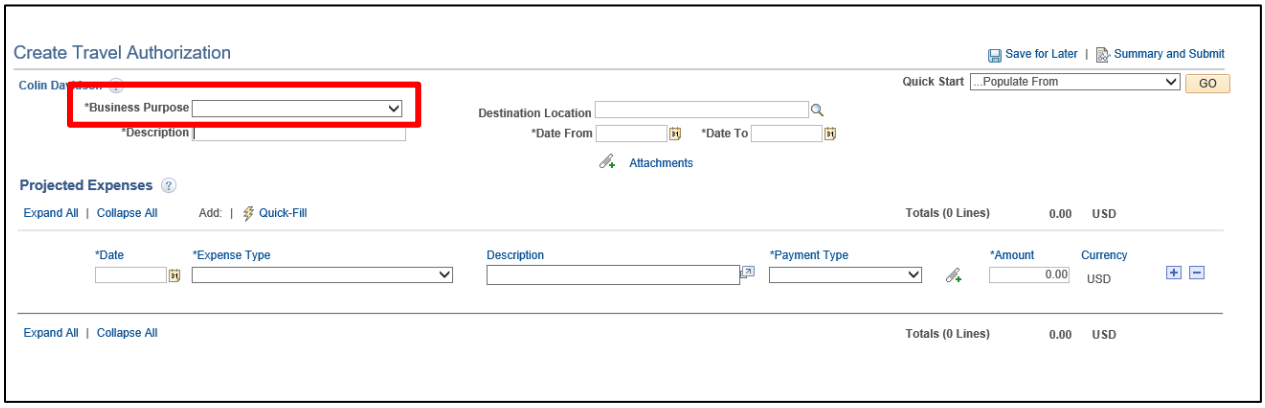
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization** page displays:

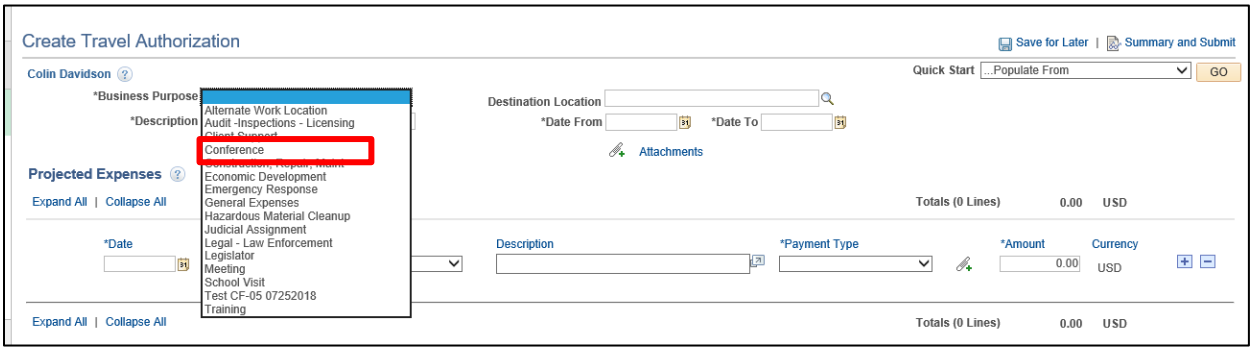
The Empl ID automatically defaults in.

1. Click **Add**

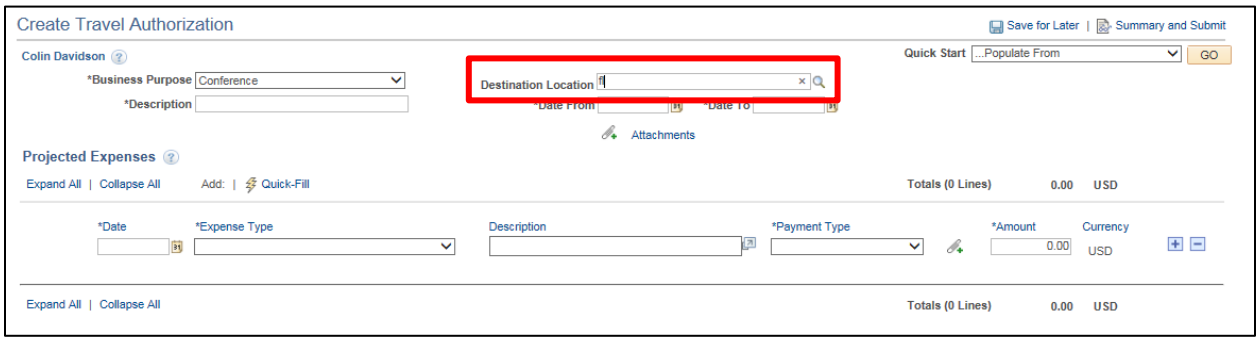
The **Create Travel Authorization - Details** page displays:



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



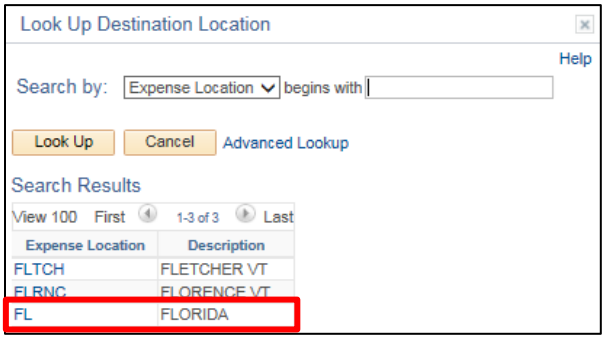
3. Select the option that most closely identifies the purpose of the trip



4. 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

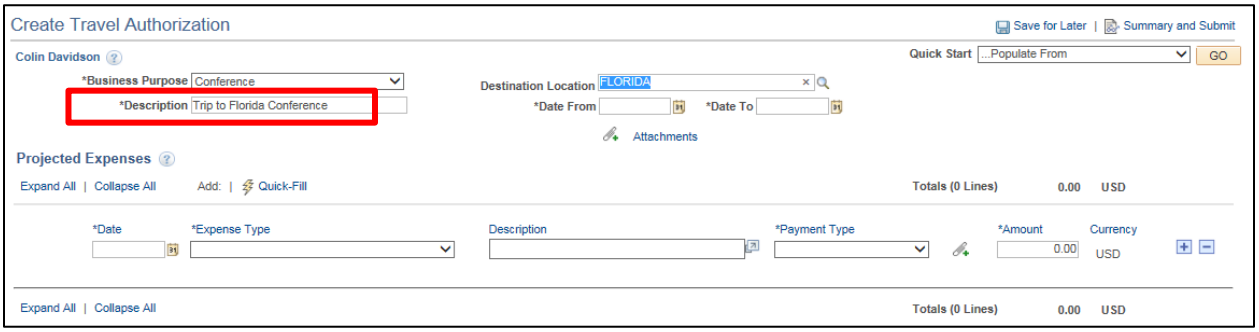
Note: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered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

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

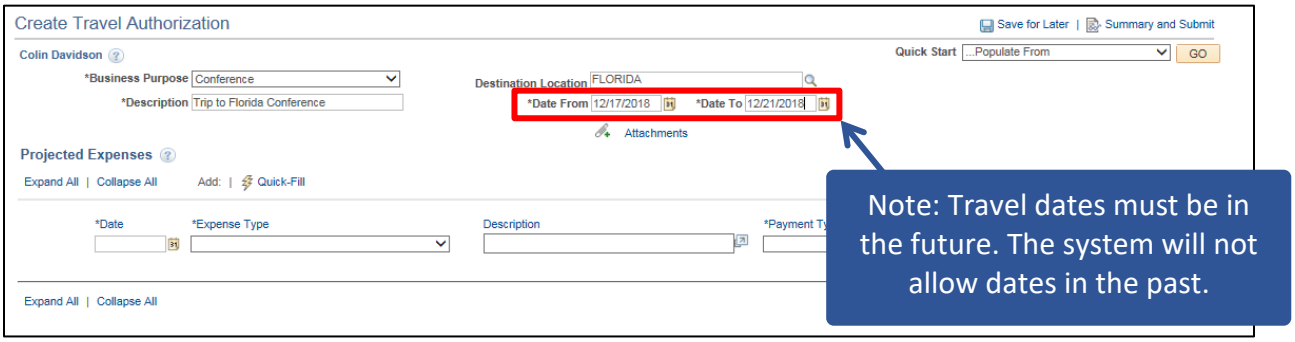


5. Select the **Expense Location** link

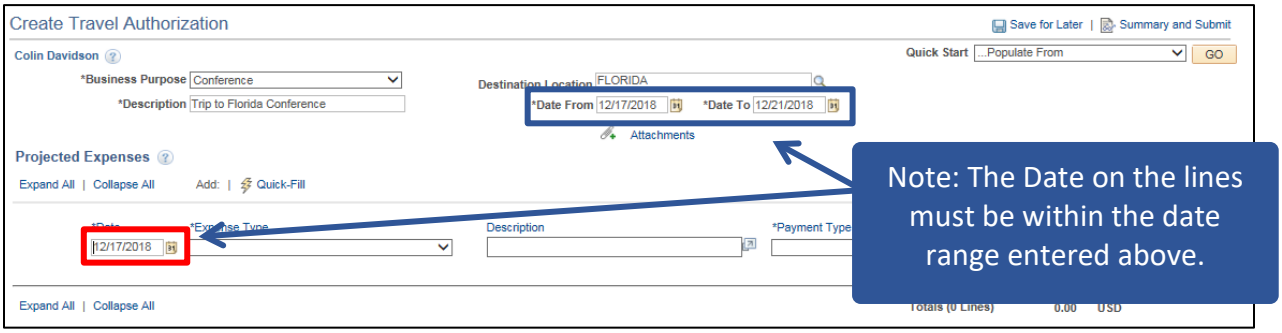
The **Create Travel Authorization - Details** page displays the Destination Location selected:



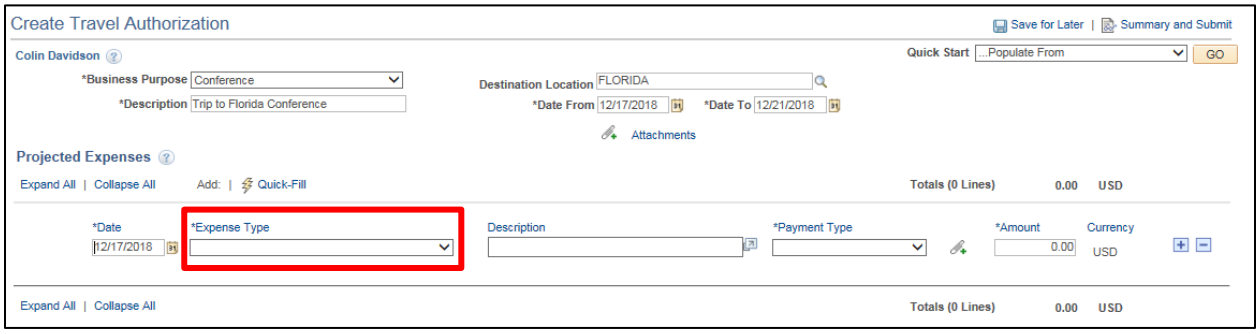
6. Enter a short, meaningful description for the trip into the **Description** field



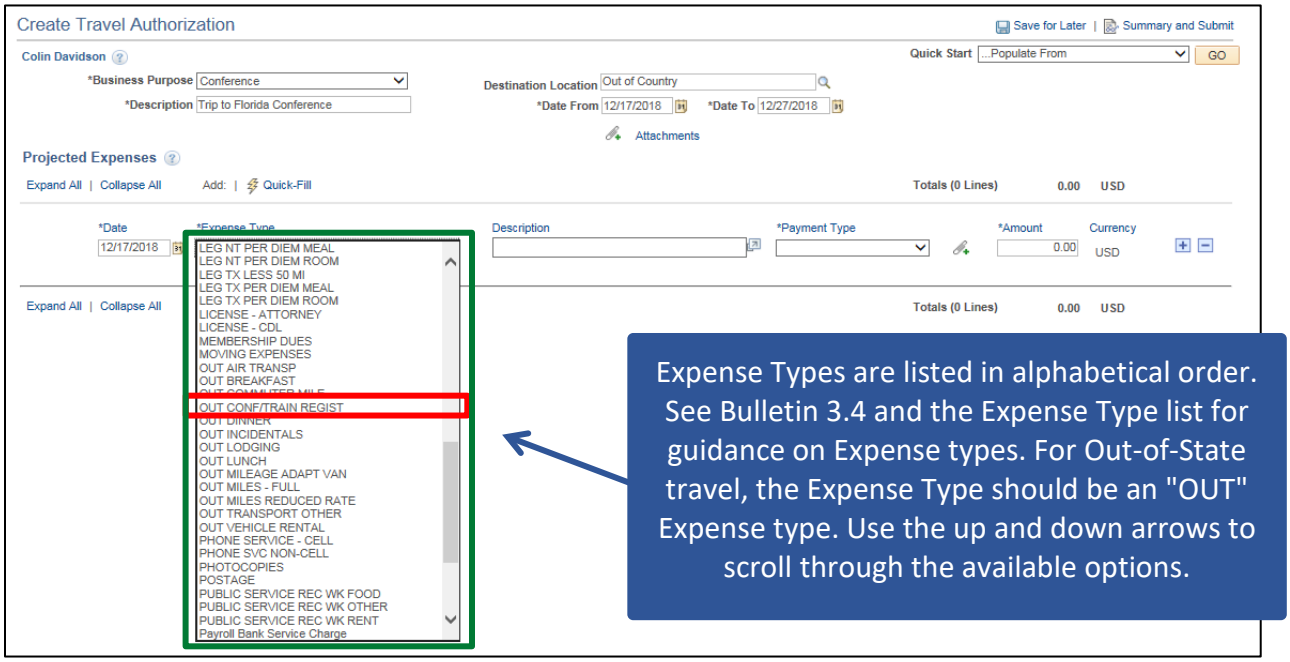
7. Enter the date the trip will start on into the **Date From** field and the end date of the trip into the **Date To** field



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

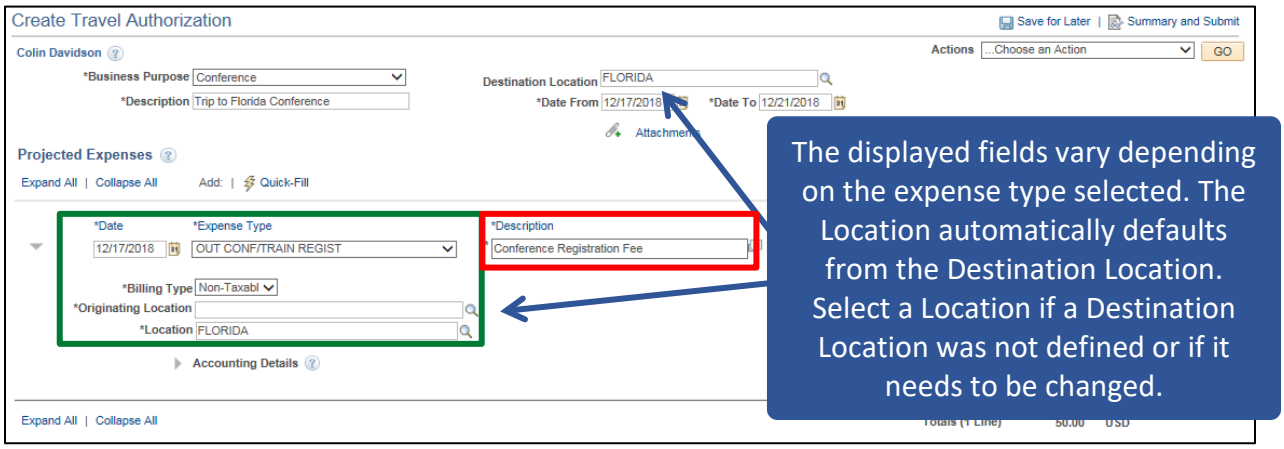


9. To choose the expense type, click the **Expense Type** drop-down to view the available expense types

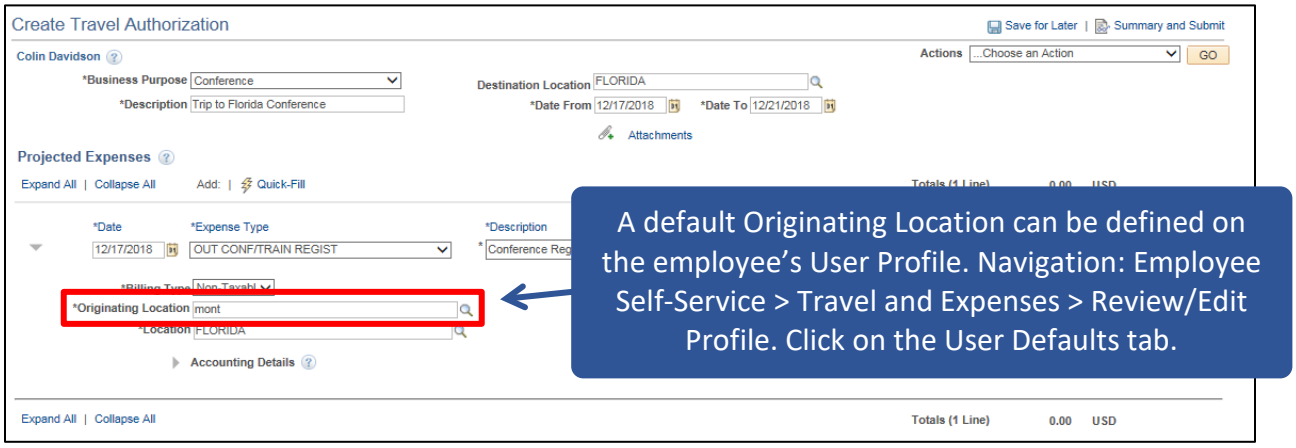


10. Select the appropriate **Expense Type** from the list provided

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

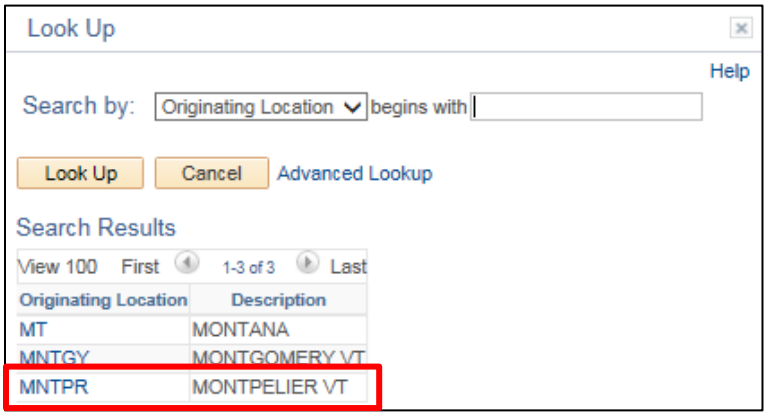


11. Enter an explanation of the expense in the **Description** field on the line



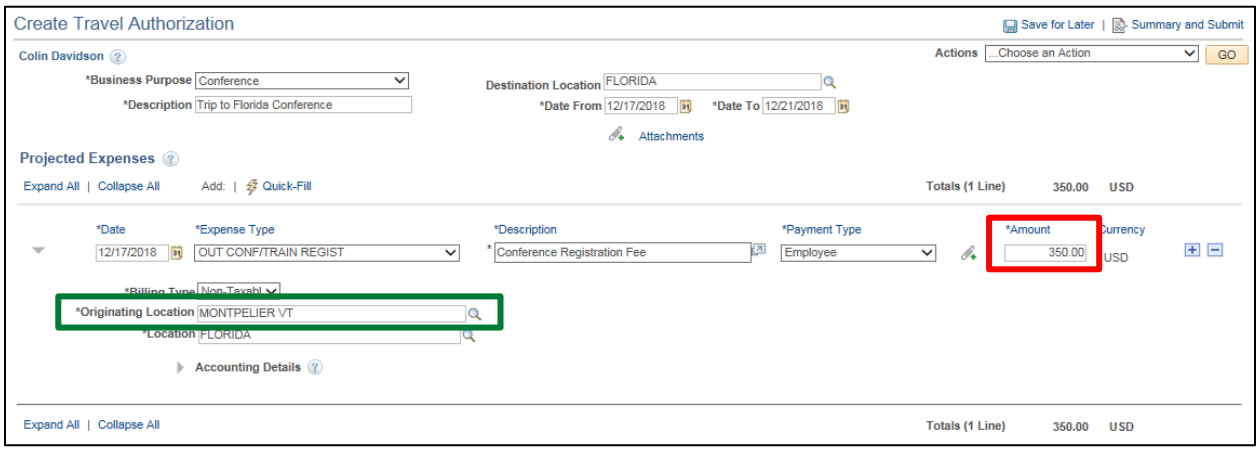
12. Enter a few letters of where you started your trip into the **Originating Location** field, click the **Originating Location** look up icon

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



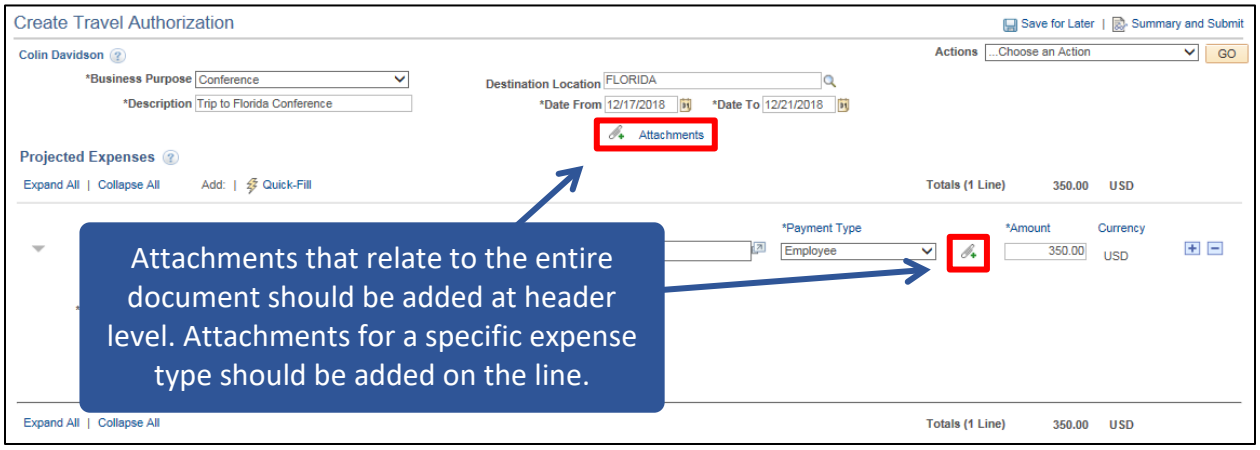
13. Select the **Originating Location** link for the appropriate location

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



14. 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:

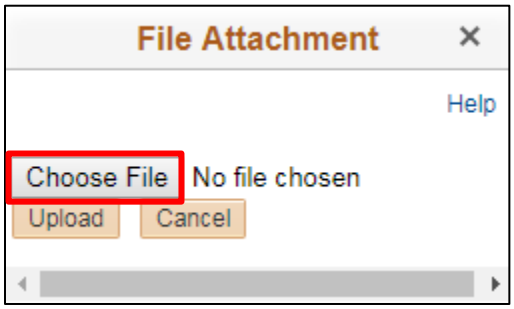


15. Click the **Attachments** link or icon

The **Travel Auth Attachments** page displays:

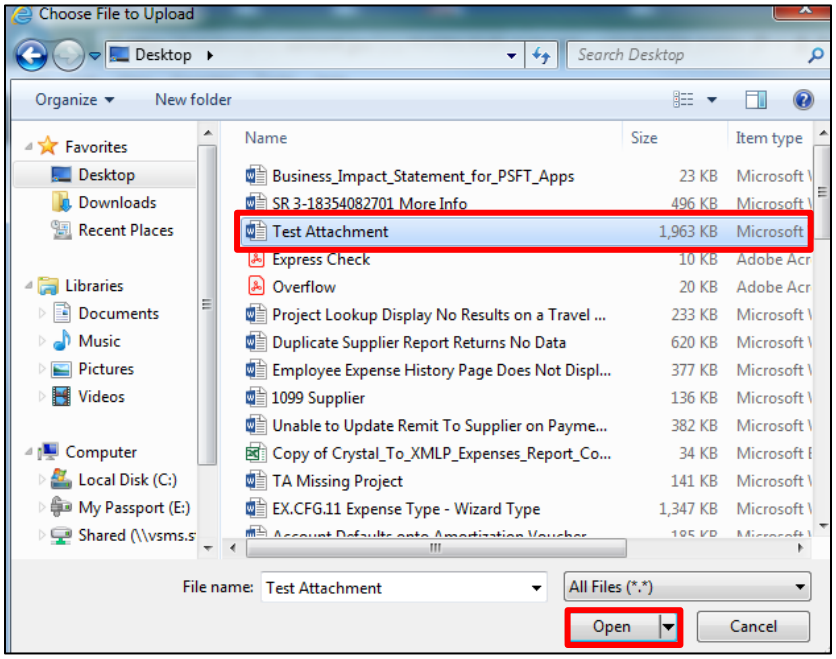
16. Click **Add Attachment**

The **File Attachment** page displays:



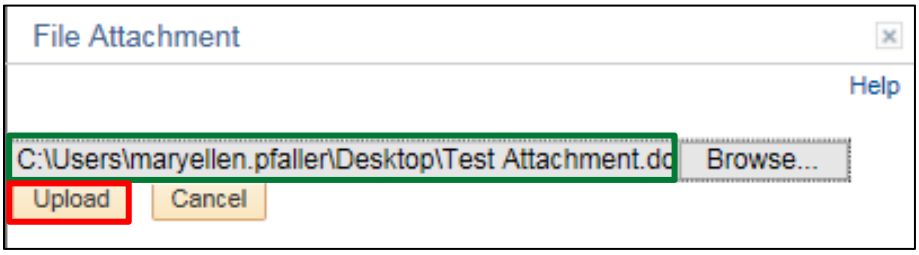
17. Click **Choose File**

The **Choose File to Upload** window opens:



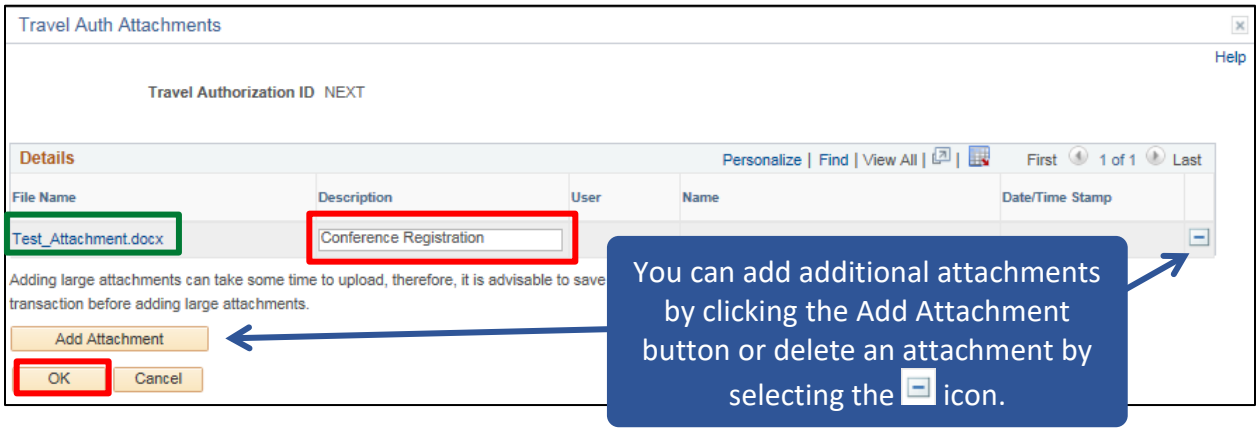
18. Select the file you want to attach and click **Open**

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



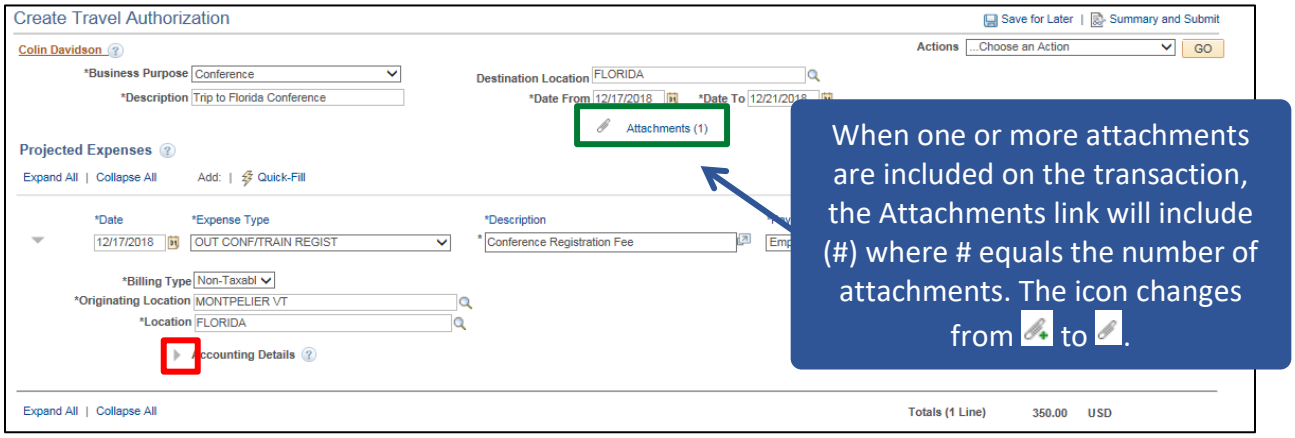
19. Click **Upload**

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



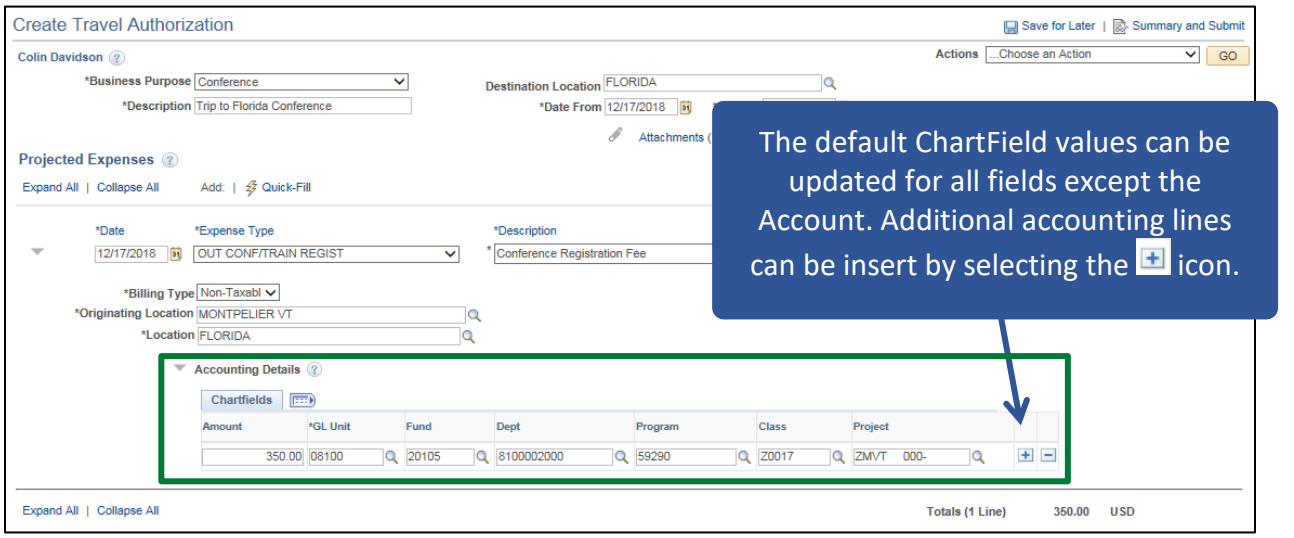
20. Enter an explanation of the attachment in the **Description** field and click **OK**

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

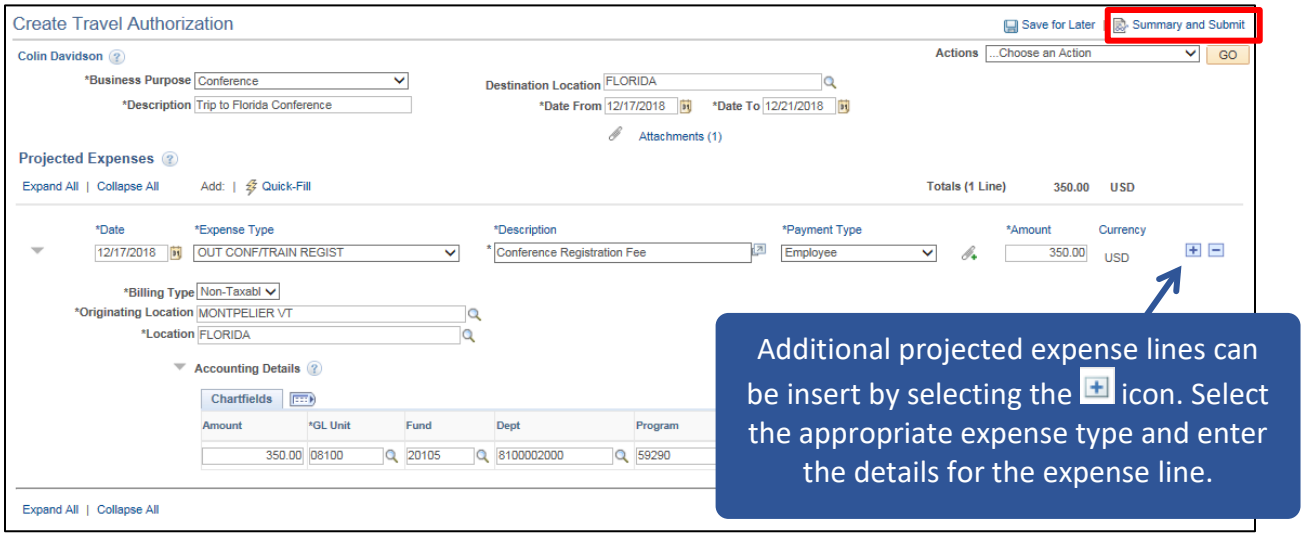


21. Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon

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

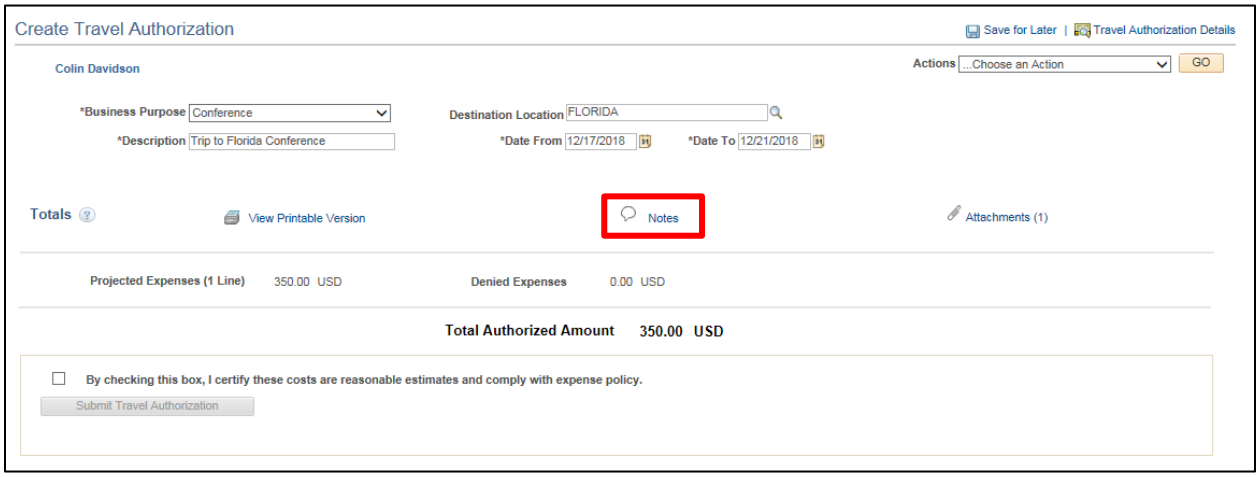


The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the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



22. Click on the **Summary and Submit** link

The **Create Travel Authorization - Submit** page displays:



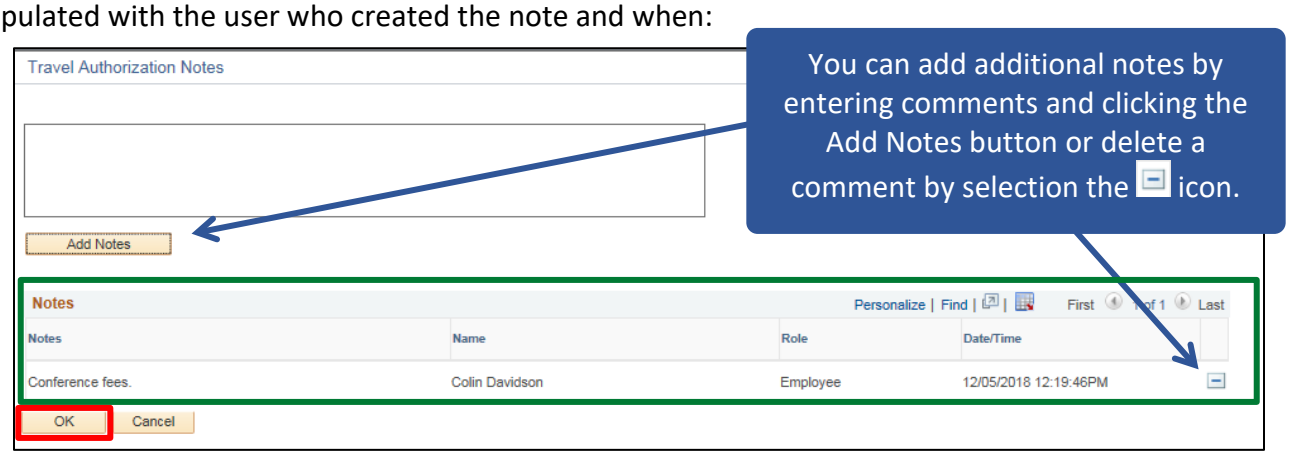
23. Click on the **Notes** link

The **Travel Authorization Notes** page displays:

24. Enter **Comments**

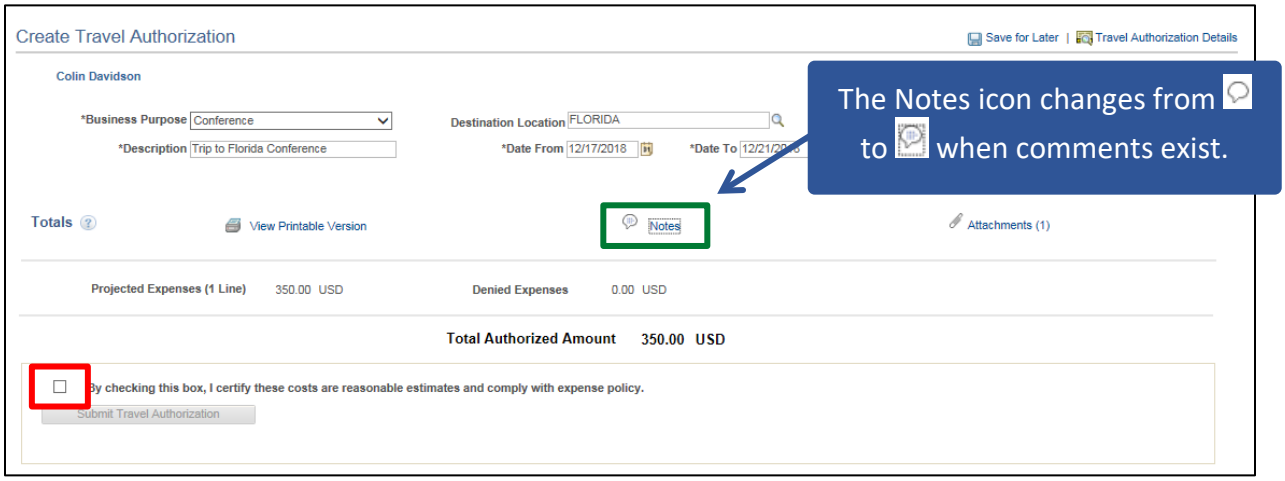
25. Click **Add Notes**

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:

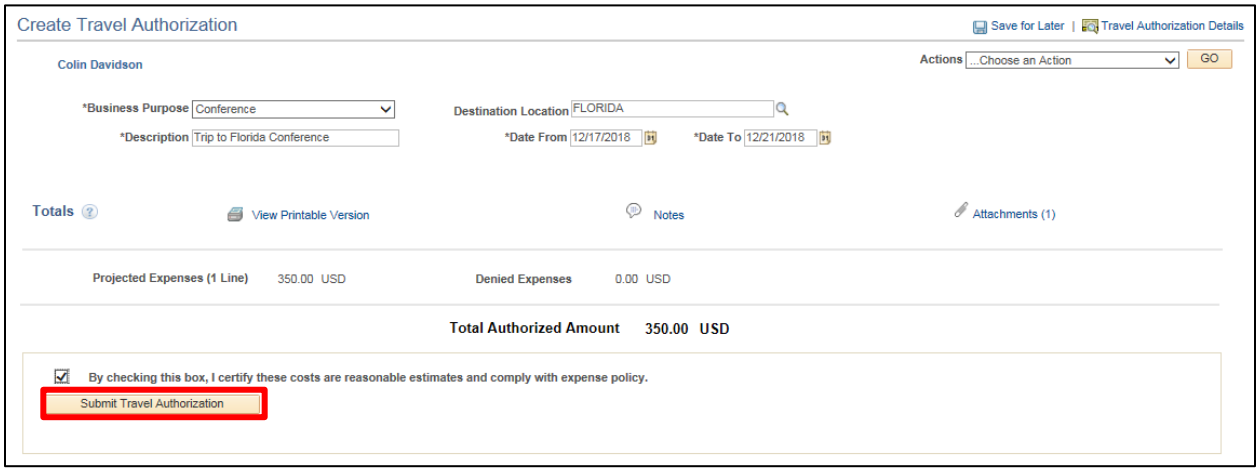


26. Click **OK**

The **Create Travel Authorization - Submit** page displays:

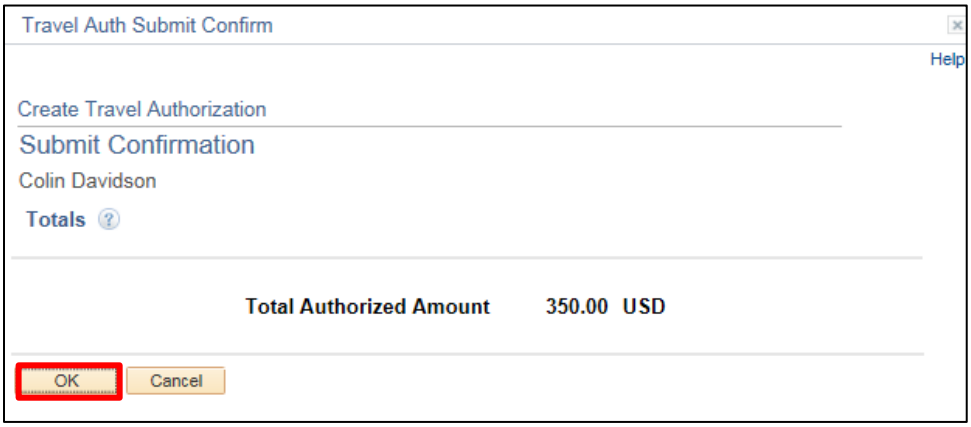


27. Select the **Certification** checkbox



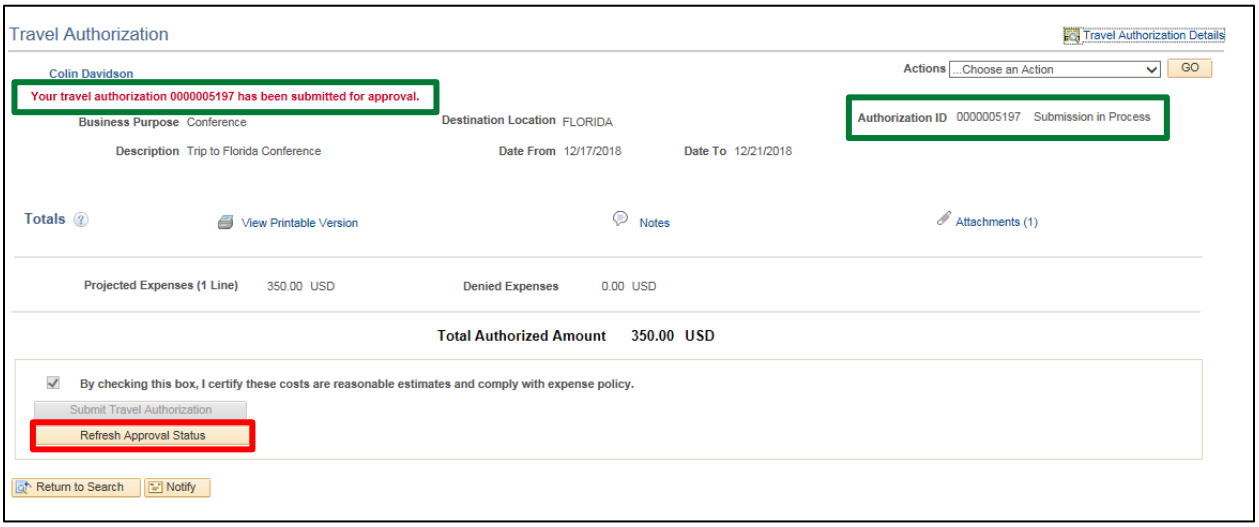
28. Click **Submit Travel Authorization**

The **Travel Authorization - Submit Confirmation** page displays:



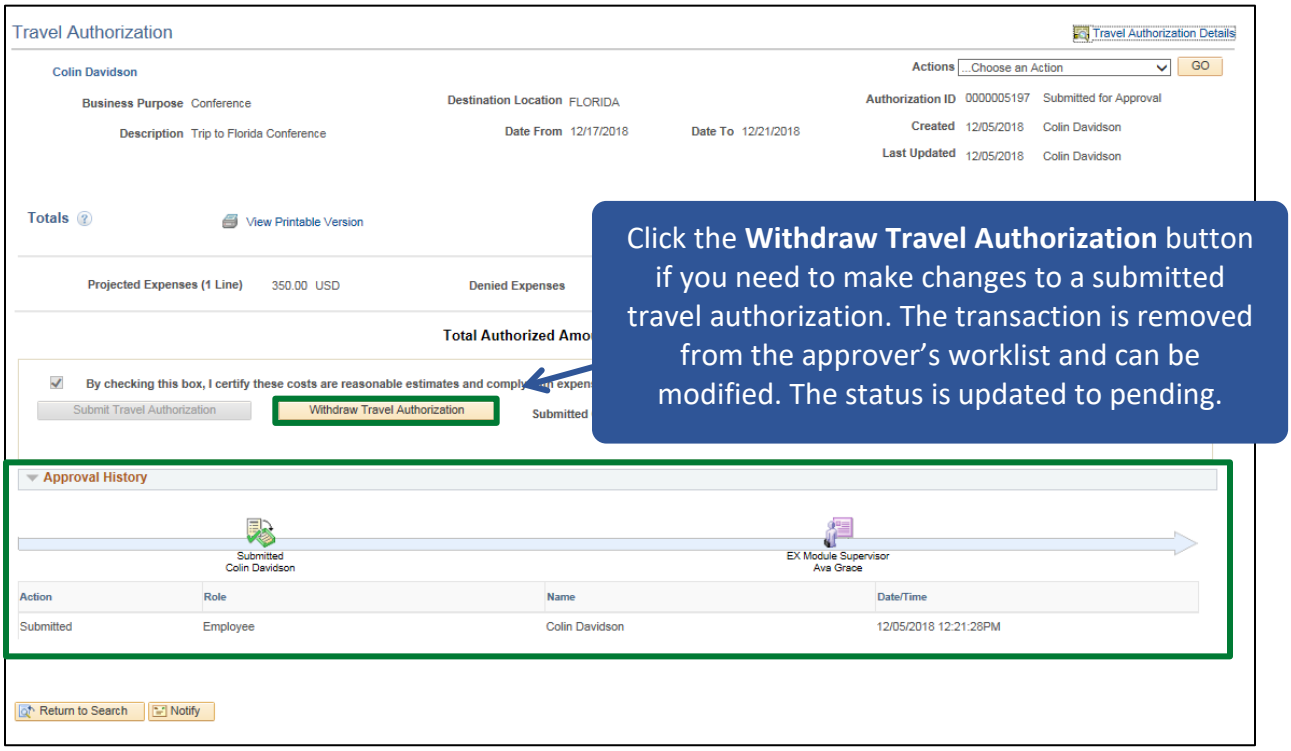
29. Click **OK**

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:



30. Click **Refresh Approval Status**

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':

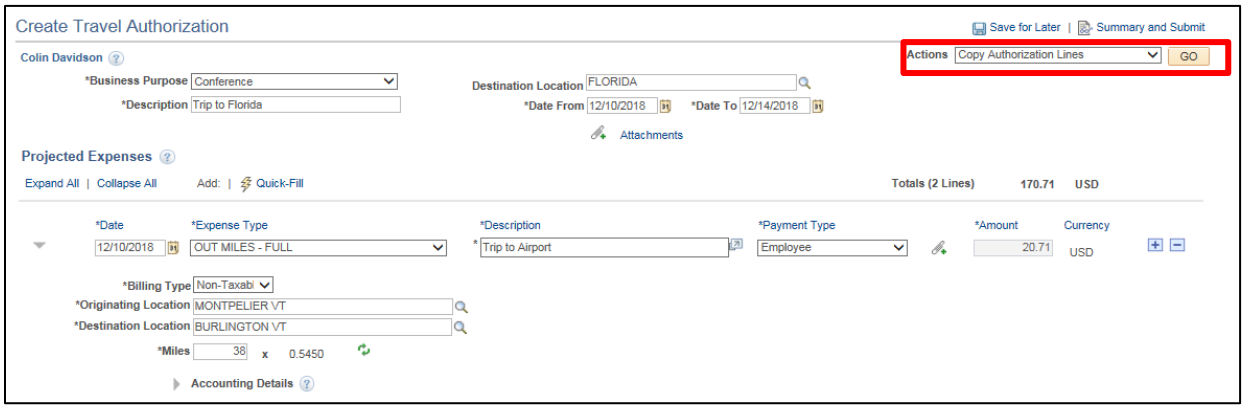


Entering Travel Authorizations is Complete

Copy an Expense Line for a Travel Authorization

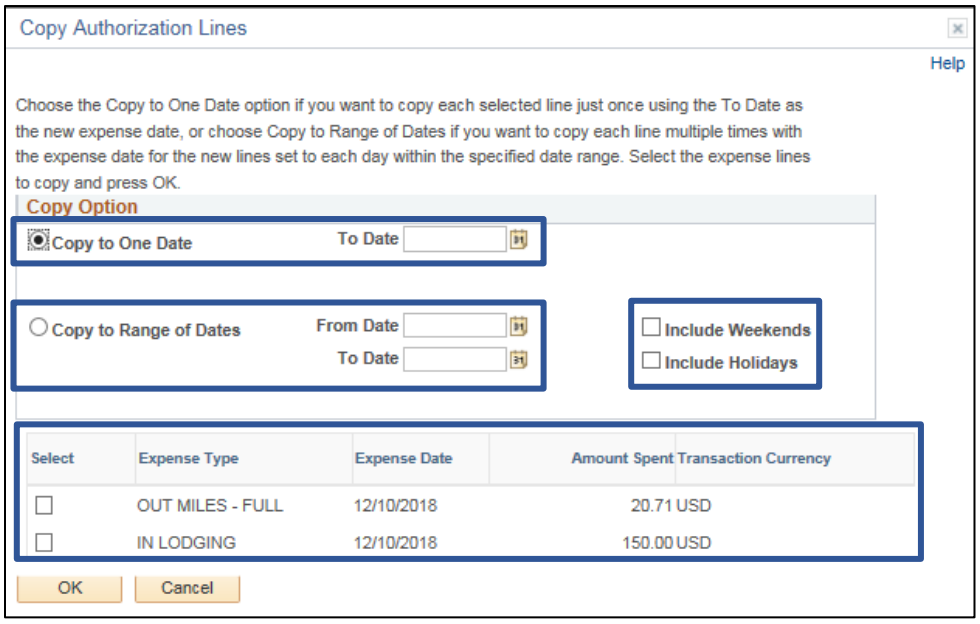
Situations when this function is used: This functionality allows an employee to create one or multiple new lines by copying an existing line on a travel authorization.

From the **Create** or **Modify Travel Authorization** page:



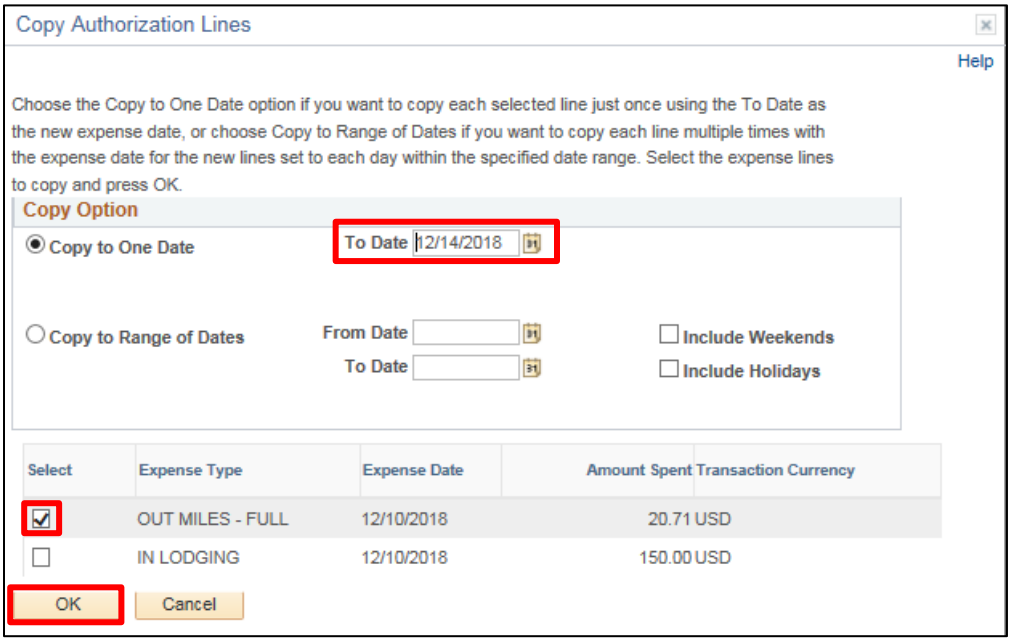
1. Select the **Copy Authorization Lines** option from the Actions drop-down list and click **Go**

The **Copy Authorization Lines** page displays:



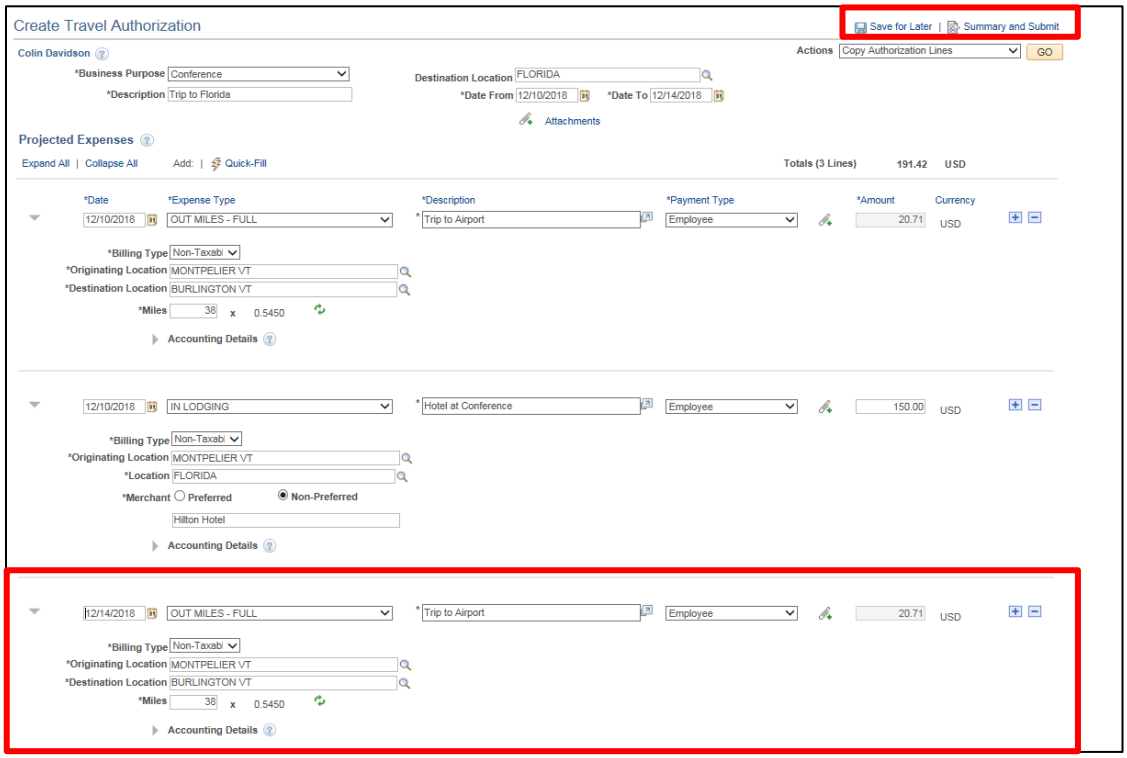
The **Copy Authorization Lines** page enables you to copy one or more selected expense types for a single day or a range of dates. When you copy a line to create new lines, the system automatically populates the new lines with the same ChartFields as the original line item.

- Select to copy each expense type selected once using the To Date as the new expense date
- Select to copy each expense type selected multiple times. A new line is created for each day within the specified date range
- 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
- 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



2. Enter the **To Date** you want on the copied line
3. Click the **Select** checkbox for the expense type you want to copy
4. Click **OK**

The **Create Travel Authorization - Details** page displays with the copied line:



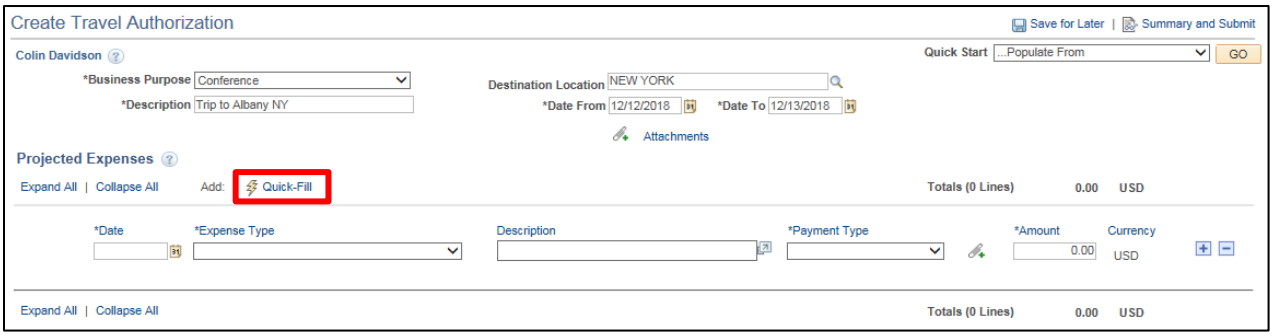
6. Make any necessary updates to the copied line
7. Click **Save for Later** or **Summary and Submit**

Copy an Expense Line for a Travel Authorization is Complete

Create Expense Lines Using Quick-Fill

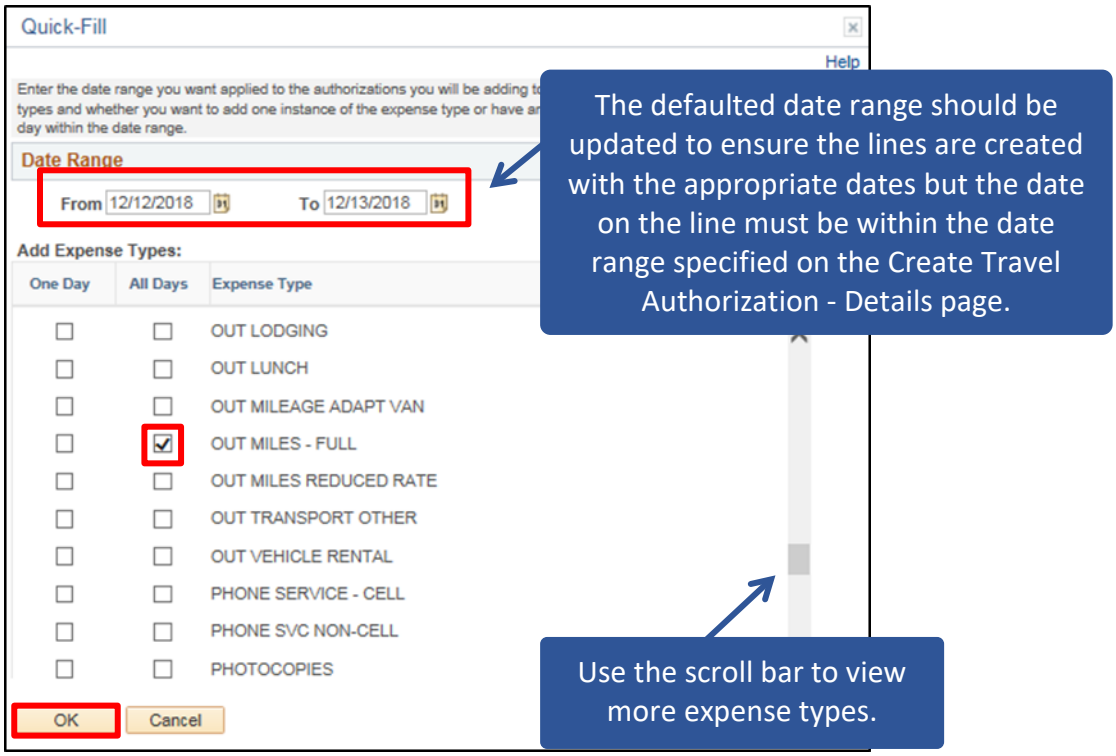
Situations when this function is used: Another way to save time when creating expense lines is to use Quick-Fill. This functionality enables an employee to add one or multiple lines to a travel authorization by selecting the appropriate expense type and specifying the date or date range for the expense.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

From the **Create** or **Modify Travel Authorization** page:



1. Click on the **Quick-Fill** link

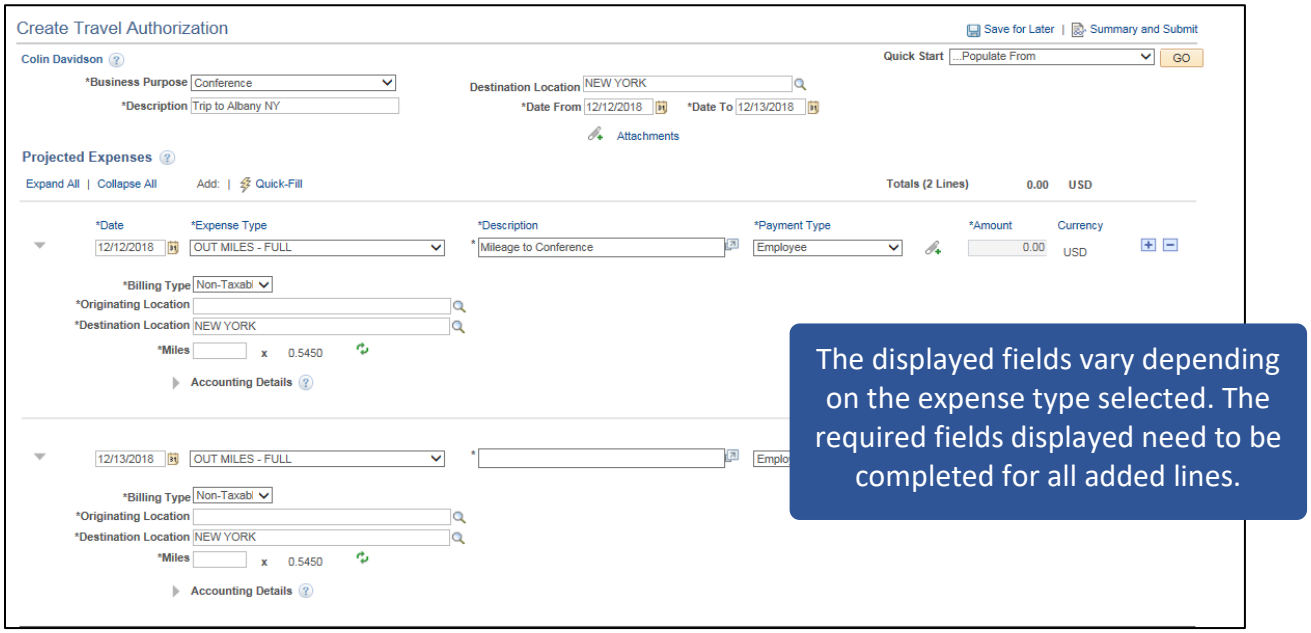
The **Quick-Fill** page displays with a list of the expense types. The From and To dates default based on the Date From and Date To dates entered on the Create Travel Authorization - Details page:



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.

2. Update the **From** and **To** dates
3. Click the **Select** checkbox next to the expense type you are adding to the travel authorization
4. Click **OK**

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:



The displayed fields vary depending on the expense type selected. The required fields displayed need to be completed for all added lines.

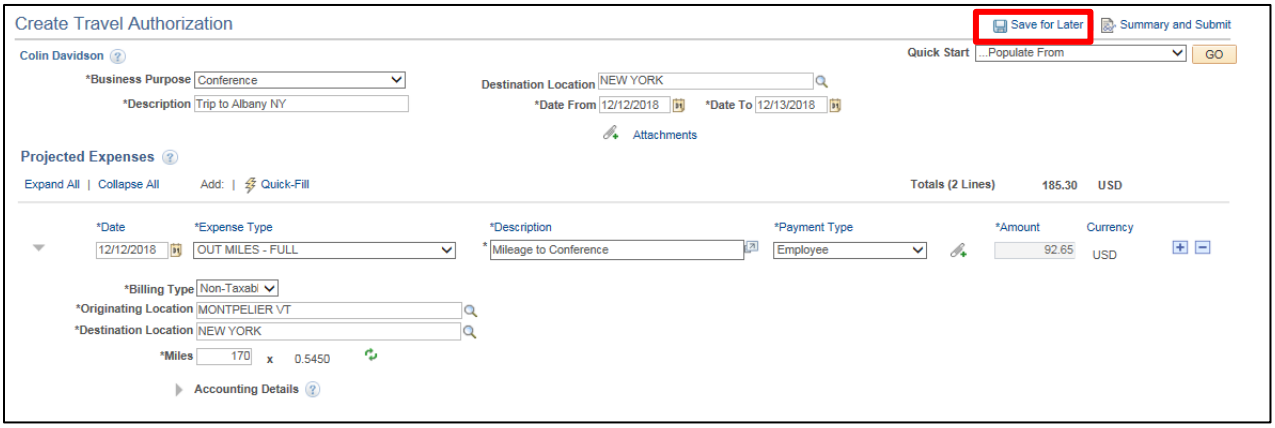
5. Follow the Create Travel Authorizations exercise in this manual to complete the process

Create Expense Lines Using Quick-Fill is Complete

Save a Travel Authorization for Later

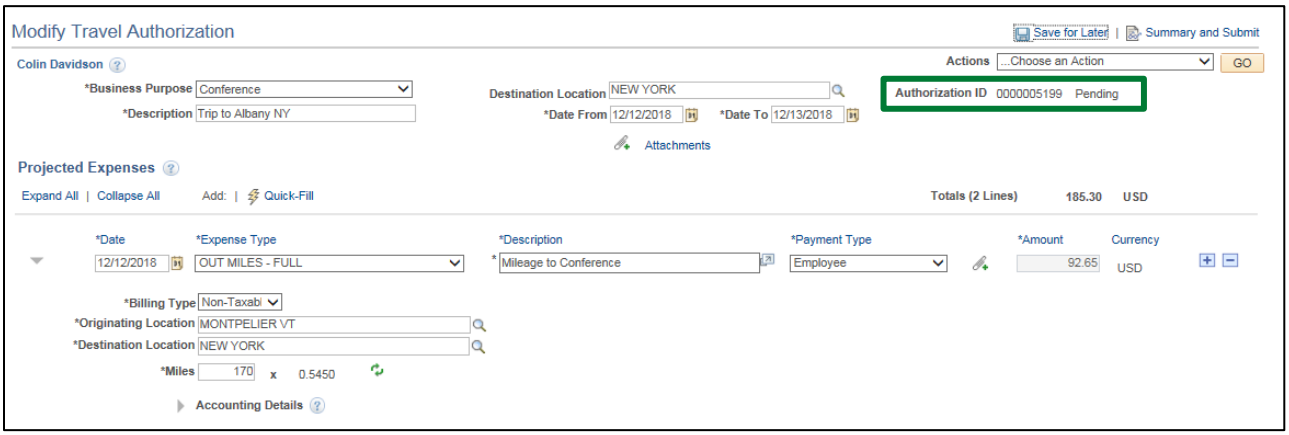
Situations when this function is used: When entering travel authorizations, it is important to **save often.** We recommend saving after every few lines to avoid losing any work. Travel Authorizations can also be saved and completed later, but it is important to remember they must be completed by month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

From the **Create** or **Modify Travel Authorization** page:



1. Click on the **Save for Later** link

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

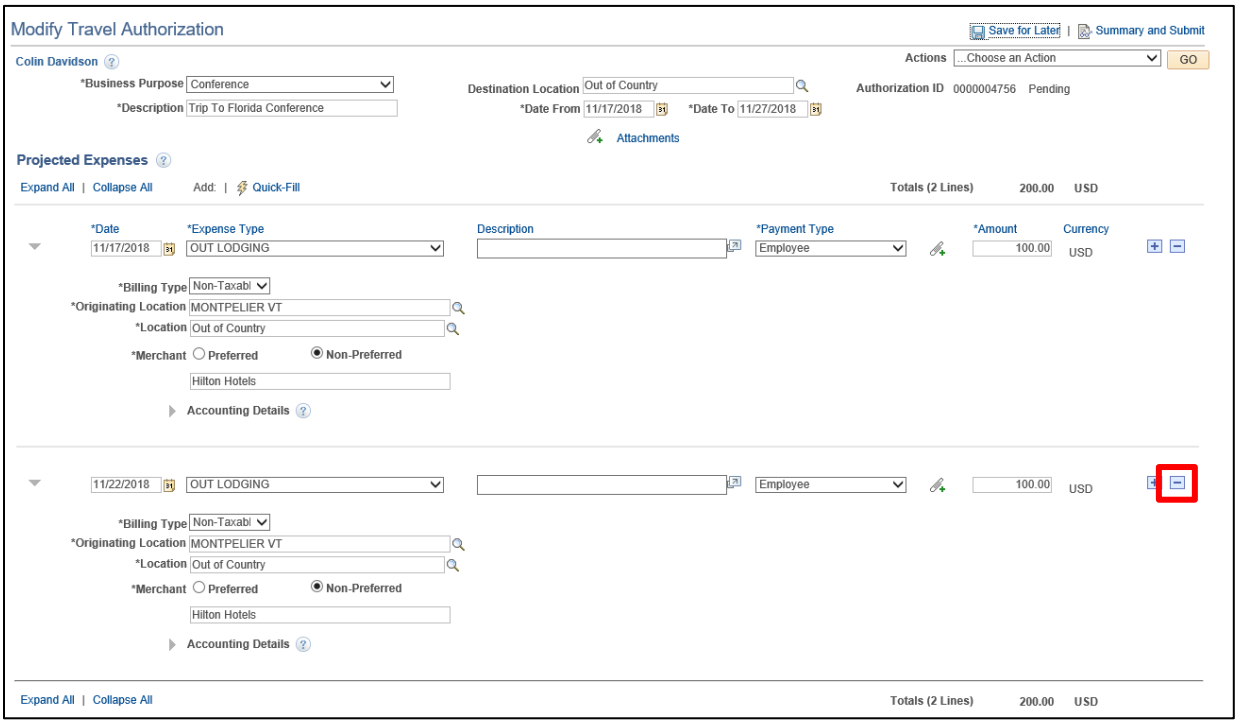


Save a Travel Authorization for Later is Complete

Delete expense line(s) for a Travel Authorization

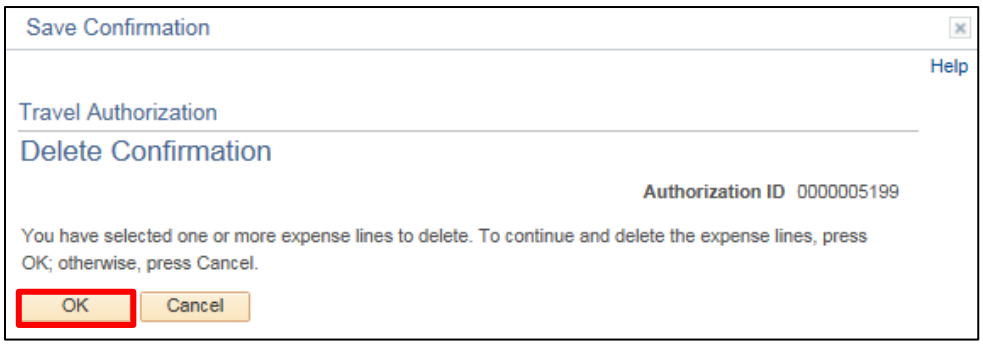
Situations when this function is used: Expense lines can be deleted when creating a new travel authorization or when modifying an existing travel authorization.

From the **Create** or **Modify Travel Authorization** page:



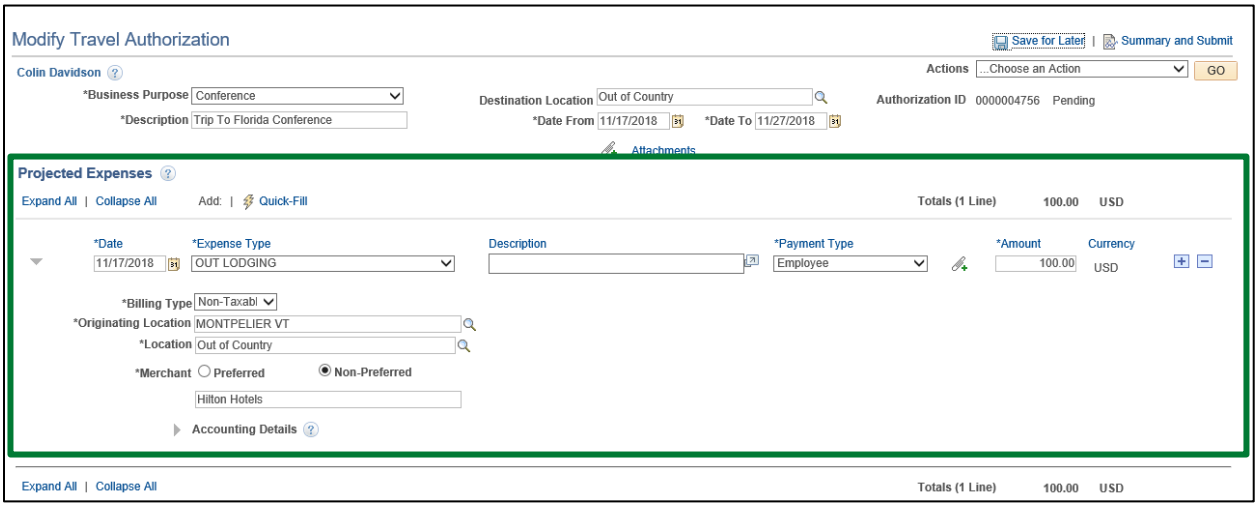
1. Click the icon for the expense line you want to delete

The **Travel Authorization - Delete Confirmation** page displays:



2. Click **OK**

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



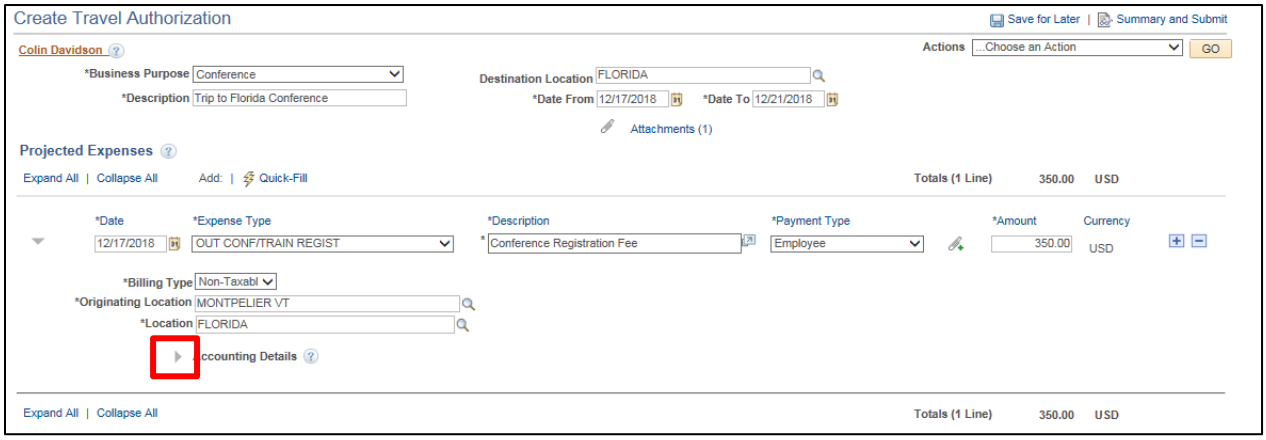
3. Click on the **Save for Later** or **Summary and Submit** link

Delete expense line(s) for a Travel Authorization is Complete

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

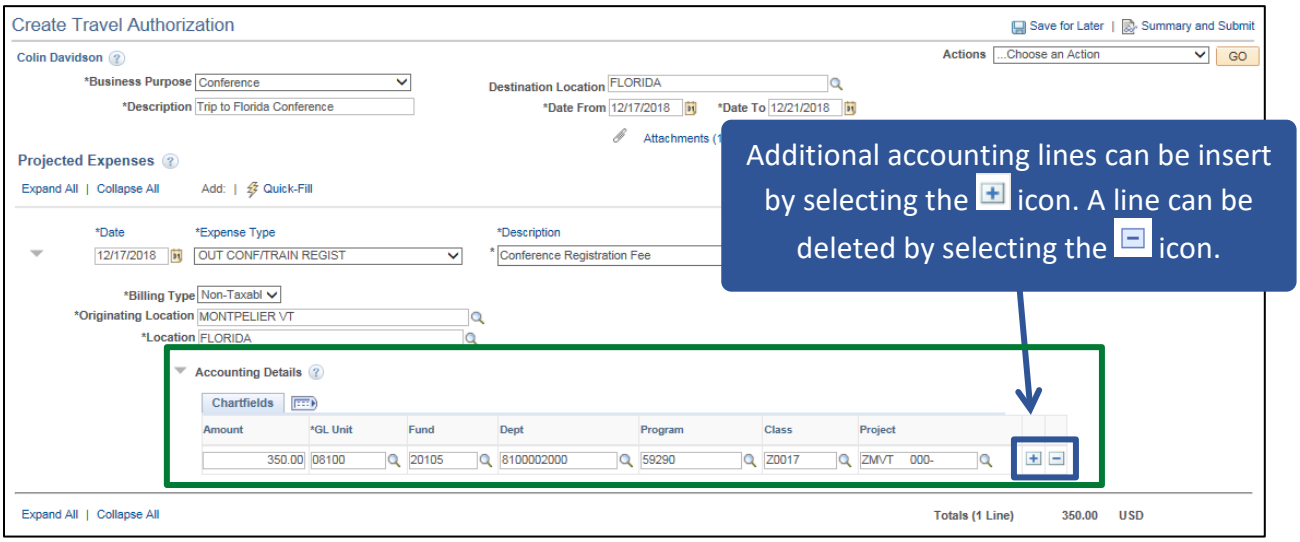
Situations when this function is used: While creating a travel authorization, you can review the accounting details (ChartFields) for each projected expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes.

From the **Create** or **Modify Travel Authorization** page, the **Accounting Details** section displays at the bottom of each expense line:



1. Expand the **Accounting Details** section by clicking the ▶ icon

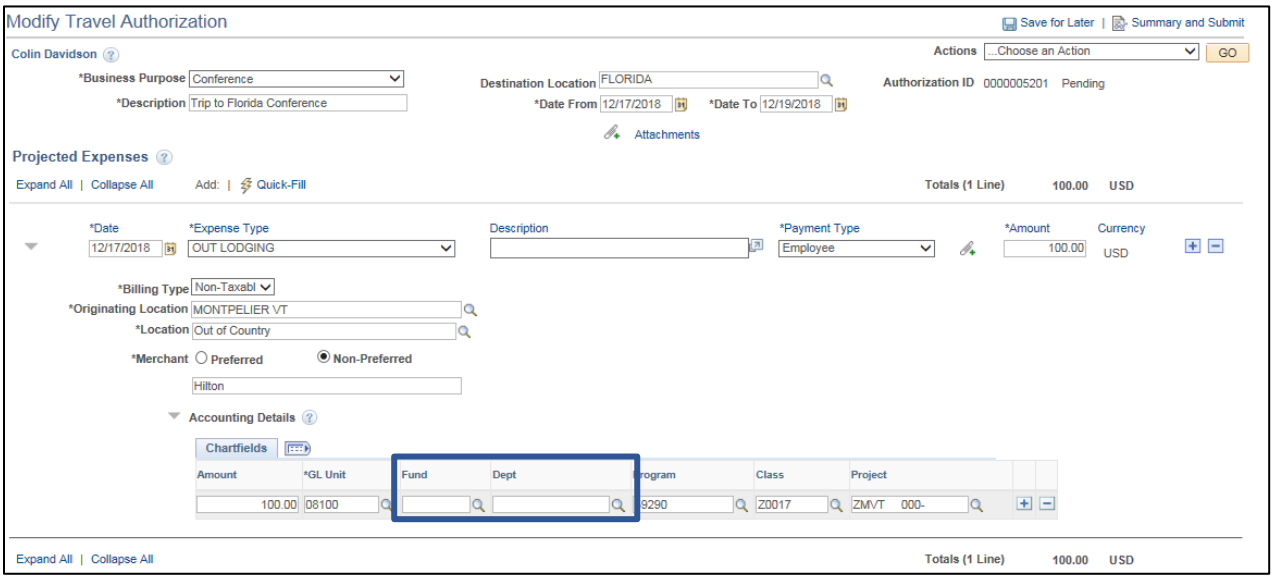
The **Accounting Details** section expands and the ChartFields for the line display:



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.

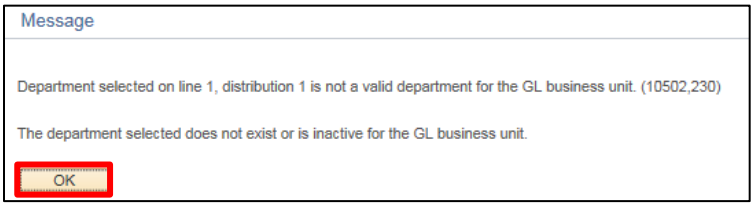
NOTE: The GL Unit should never be changed. The Account defaults from the expense type and does not display.

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



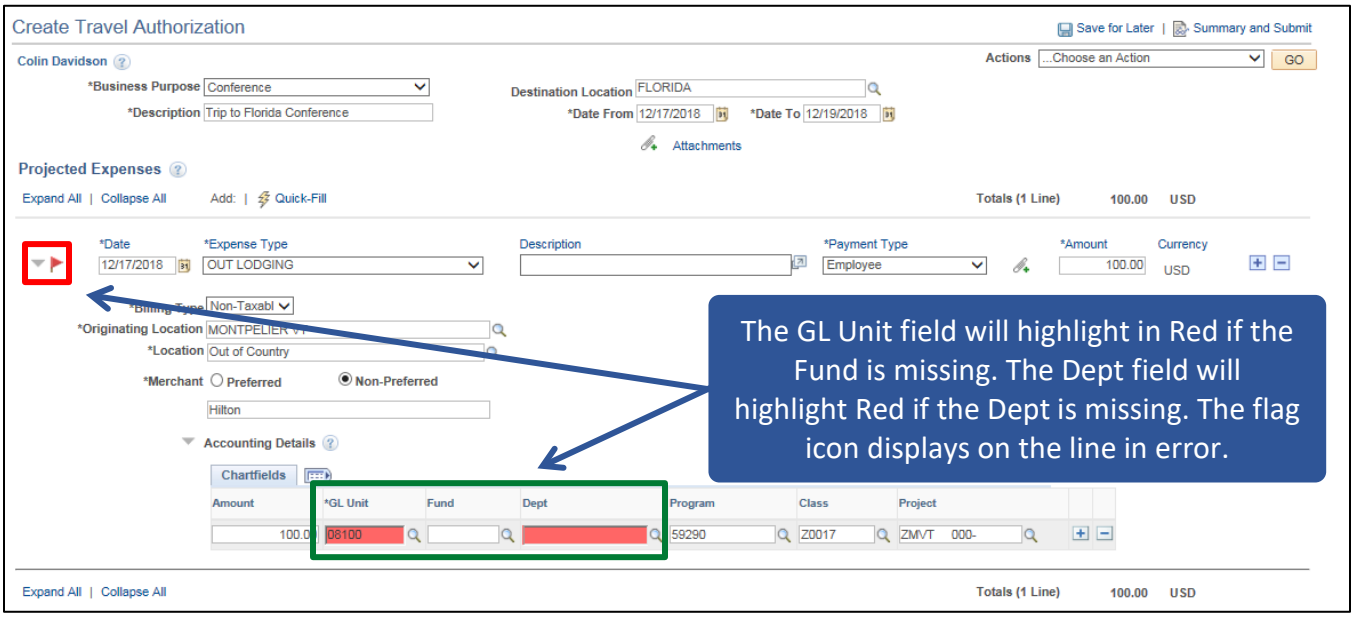
You will receive combo edit errors if you try to save or submit a travel authorization and the Fund or Dept fields are blank.

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



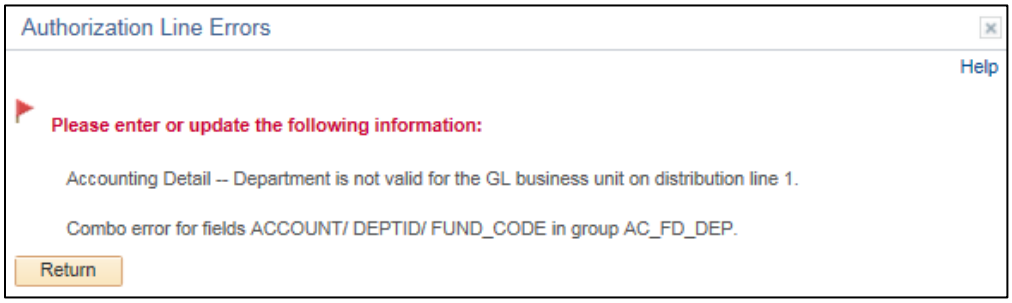
2. Click **OK**

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



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

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

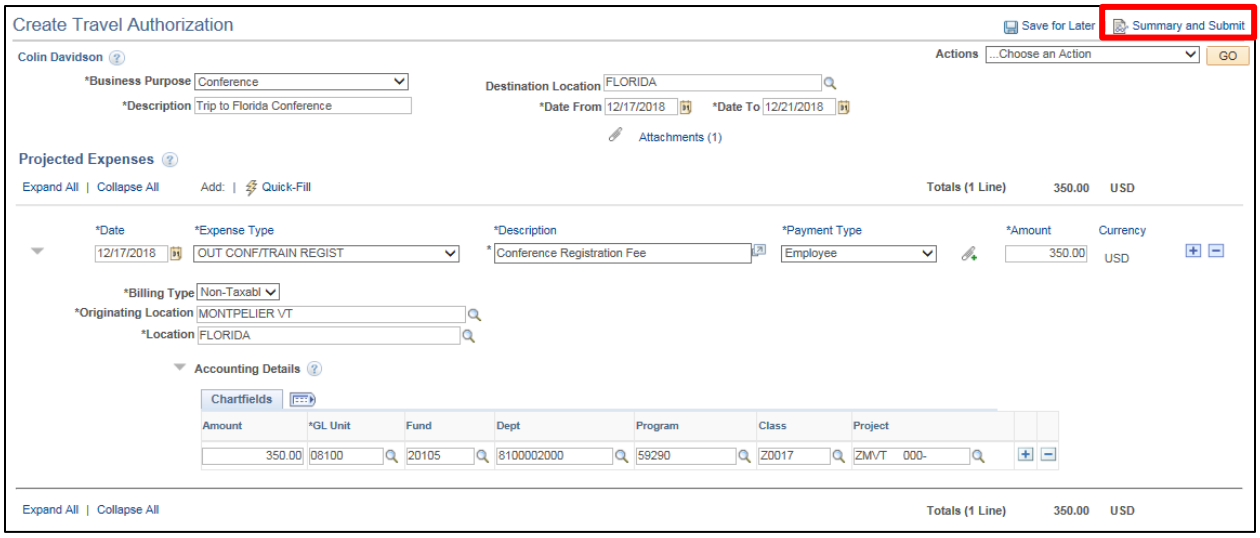


Verify/Change Accounting Detail for Projected Expense Line(s) is Complete

Submit for Approval

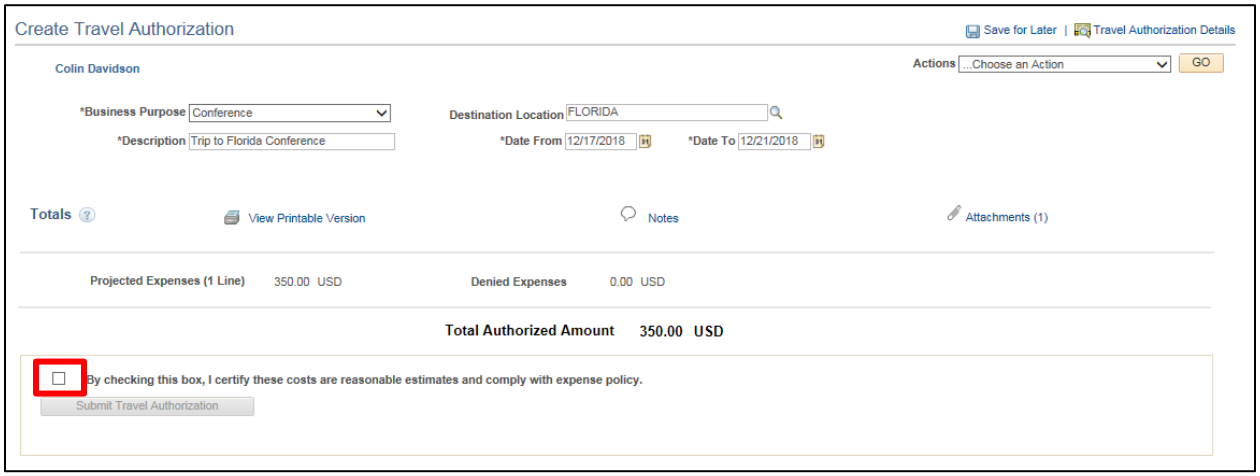
Situations when this function is used: Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip. After all the projected expense lines, attachments and notes have been added and the accounting information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

From the **Create** or **Modify Travel Authorization** page:



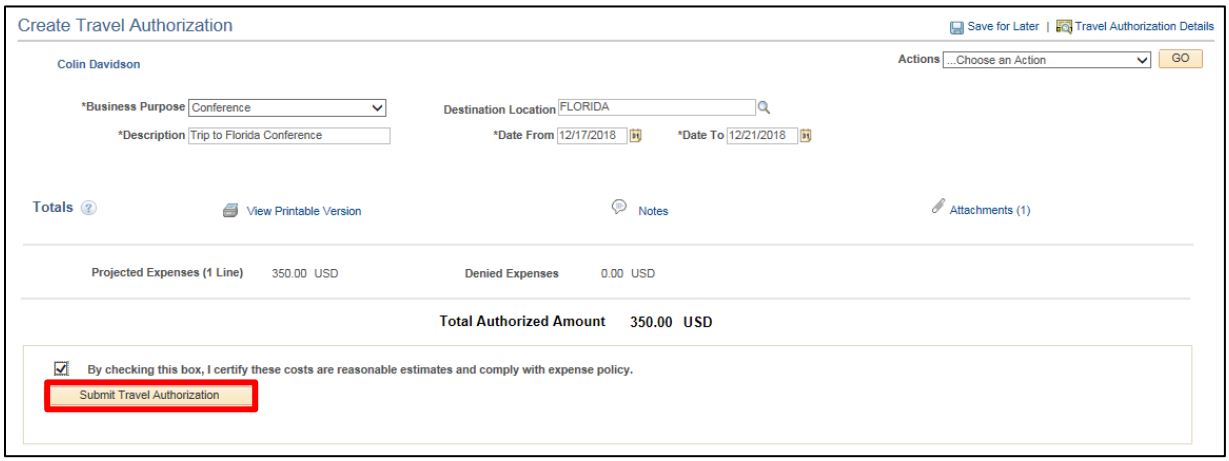
1. Click on the **Summary and Submit** link

The **Create Travel Authorization - Submit** page displays, the **Modify Travel Authorization - Submit** page displays if you previously clicked the Save for Later link:



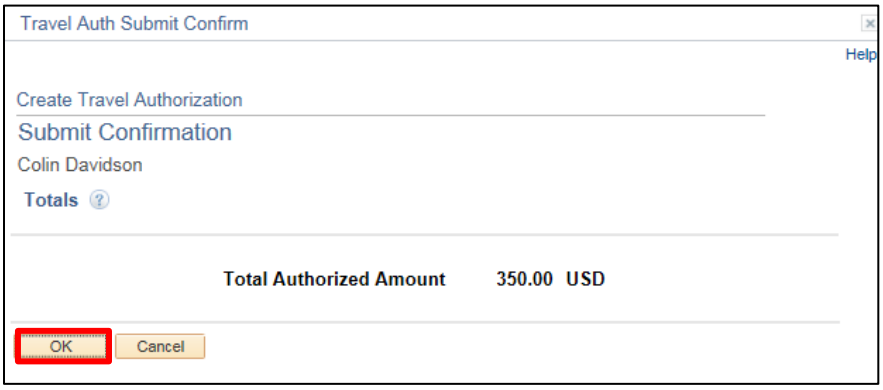
2. Review the certification message and select the **Certification** checkbox

The **Submit Travel Authorization** button becomes available:



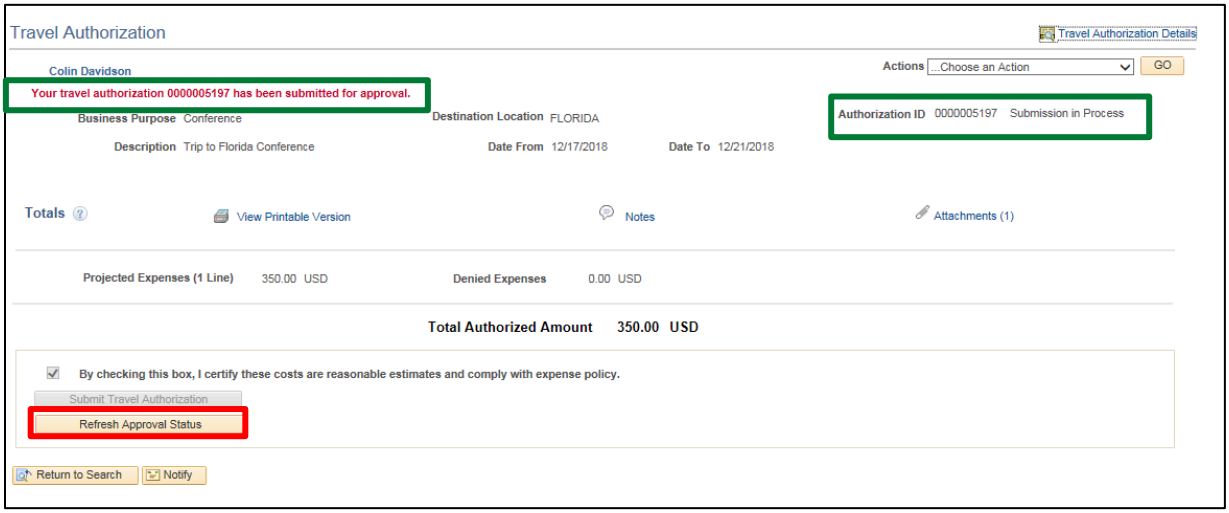
3. Click **Submit Travel Authorization**

The **Travel Authorization - Submit Confirmation** page displays:



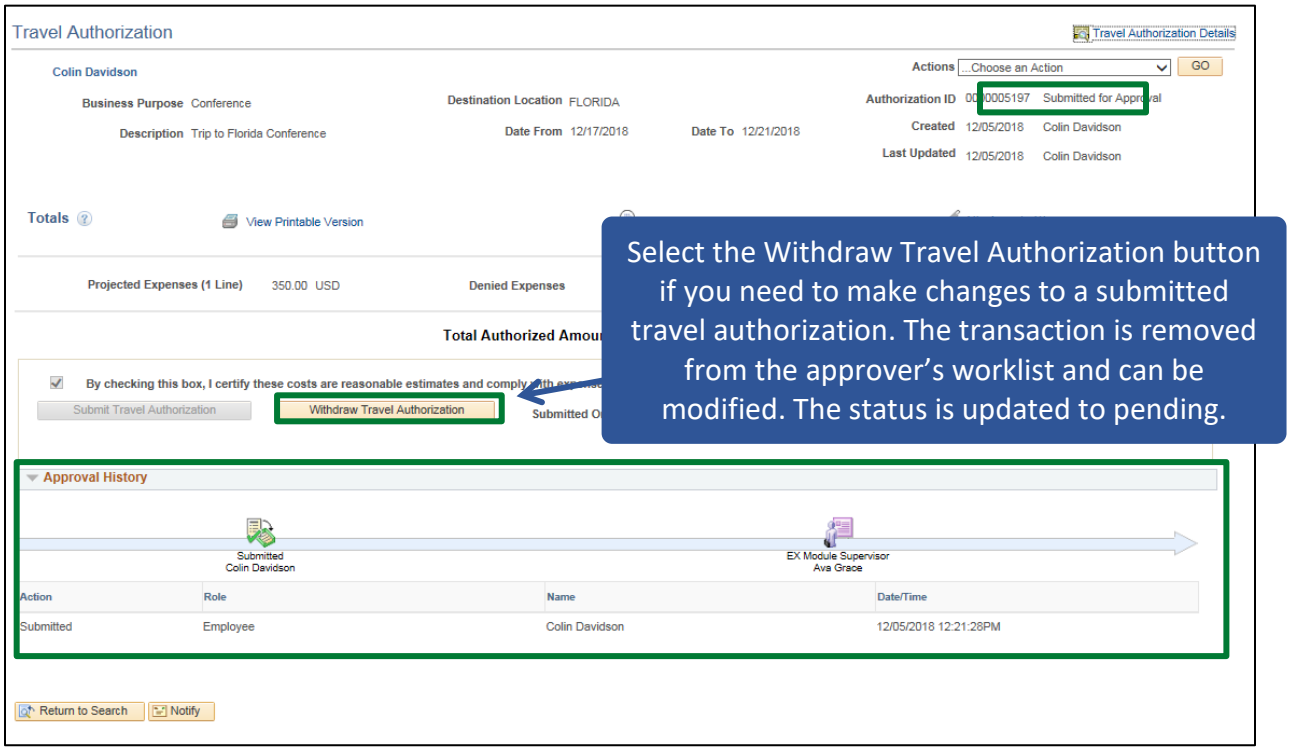
4. Click **OK**

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).



5. Click **Refresh Approval Status**

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':



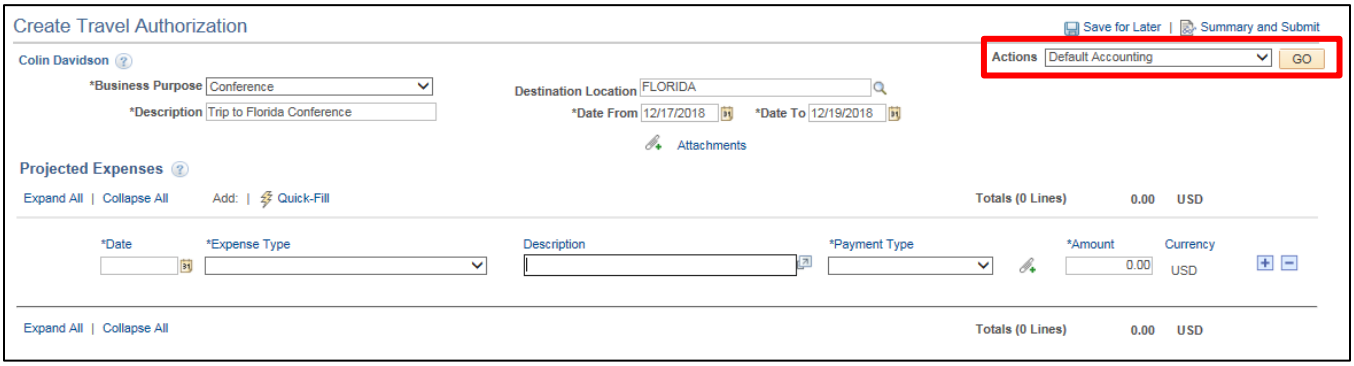
Submit for Approval is Complete

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.

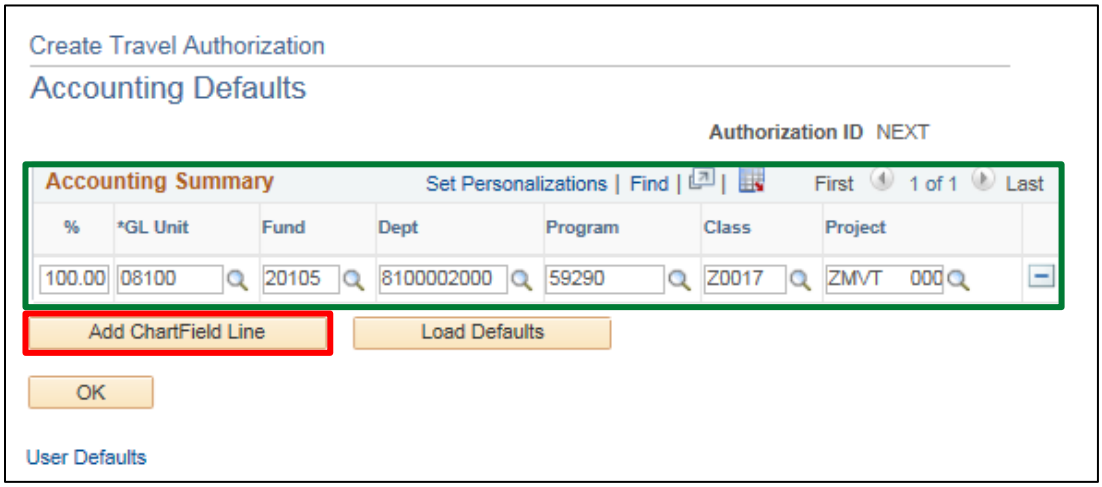
NOTE: It is recommended that you change the default accounting prior to adding any expense lines. If you have manually changed any chartfield information at the expense line level before changing the defaults, the changes made via the default page will not be applied to those lines.

From the **Create** or **Modify Travel Authorization** page:



1. Select **Default Accounting** from the Actions drop-down box and click **GO**

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:

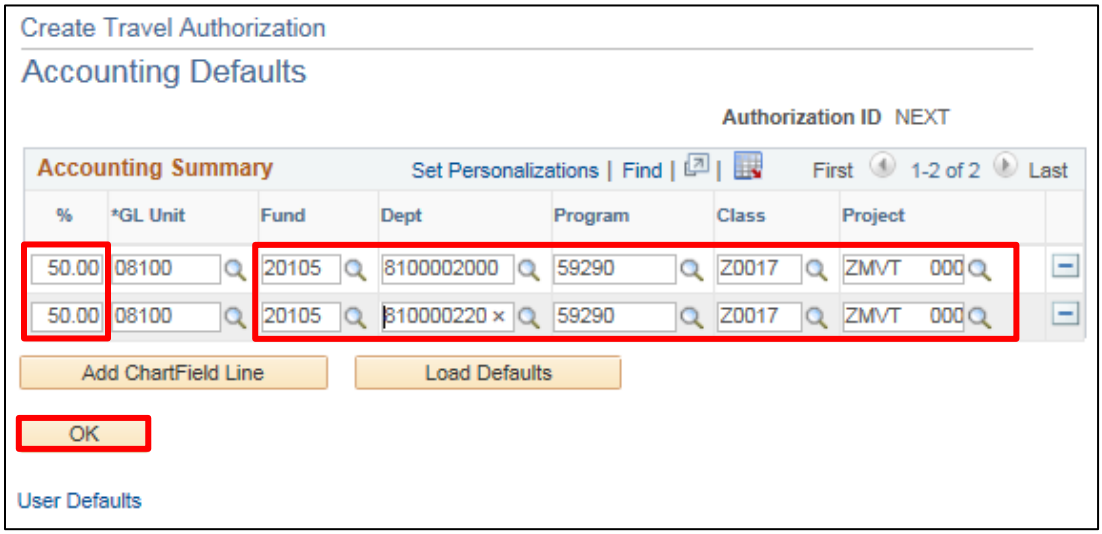


Make any necessary changes to the ChartFields. Please remember that any changes made here will apply to each of your travel authorization expense lines.

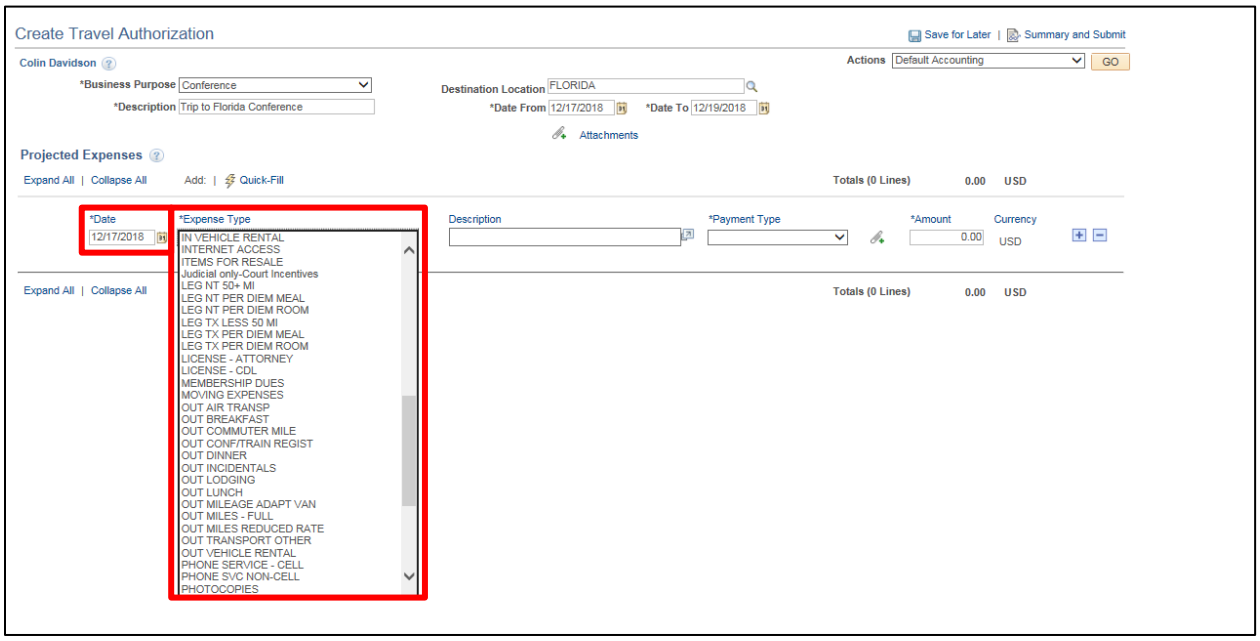
NOTE: The GL unit should never be changed. The Account defaults from the expense type and cannot be changed.

2. To add a ChartField line for split funding, click **Add ChartField Line**

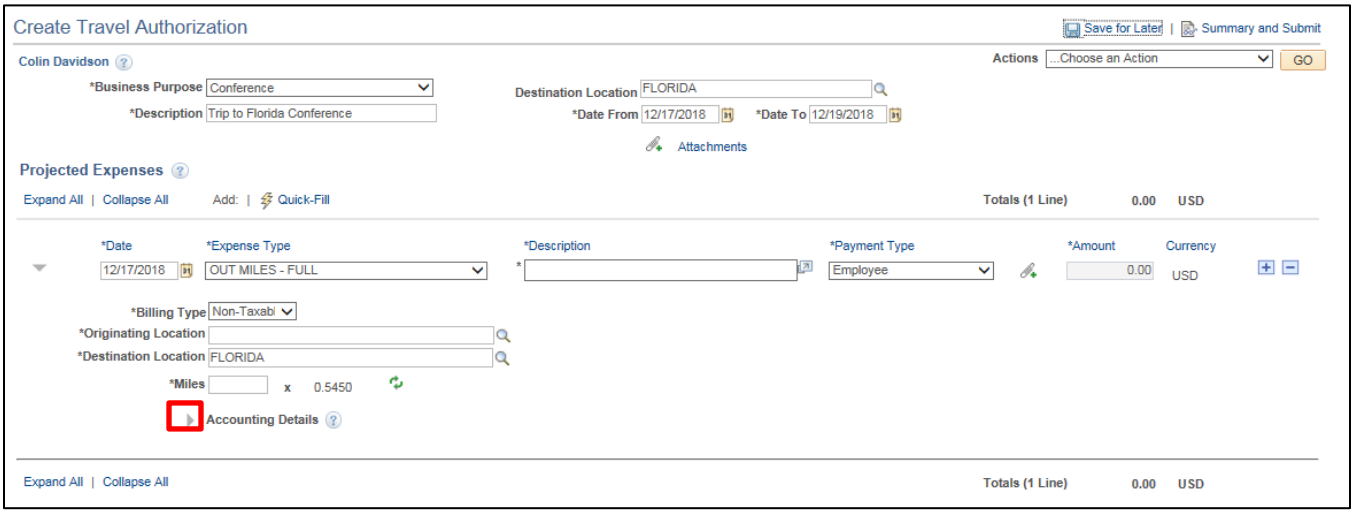
A new line is added:



4. Update the **Percentage** and **ChartFields** for each line, percentage must equal 100% for all lines
5. Click **OK** to return to the **Create Travel Authorization - Details page**:

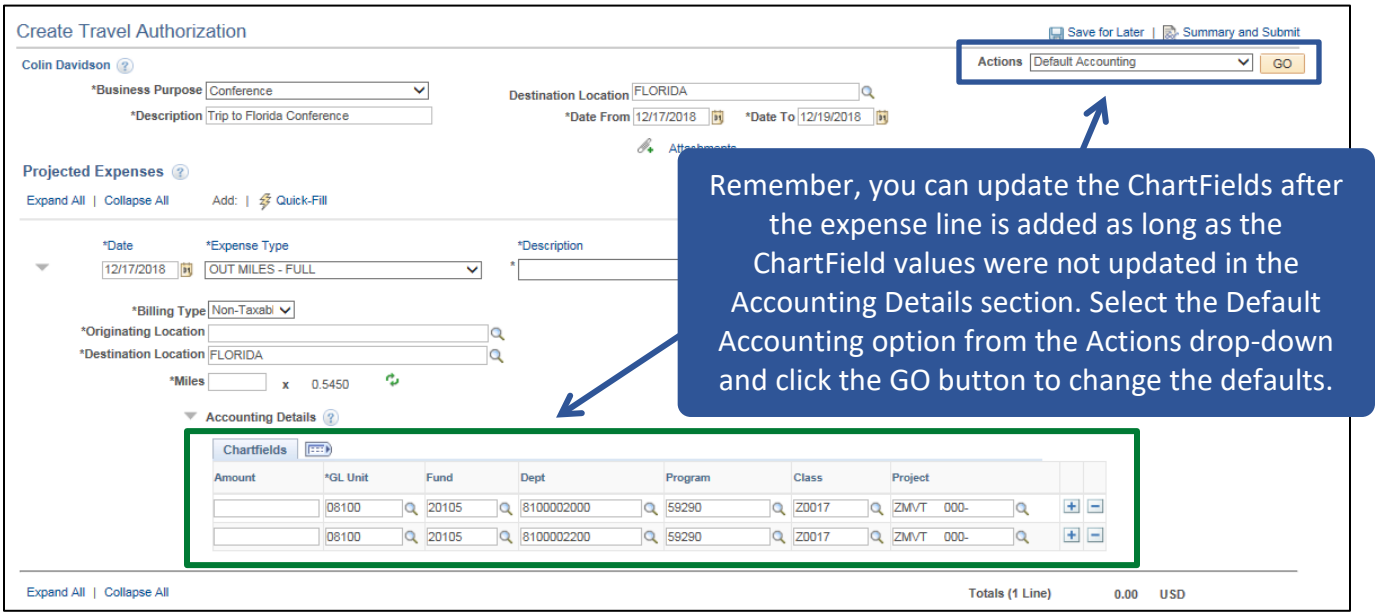


6. Enter the estimated **Date** of the expense
7. Click the **Expense Type** drop-down list and select the appropriate expense type from the list



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

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



Change Default Accounting for Travel Authorization is Complete

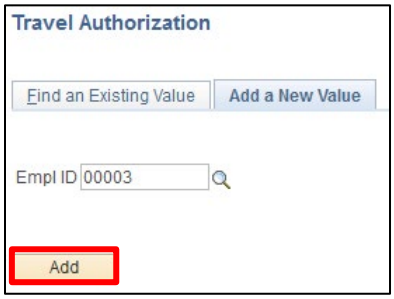
Copy a Travel Authorization

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

Home Page Tile navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

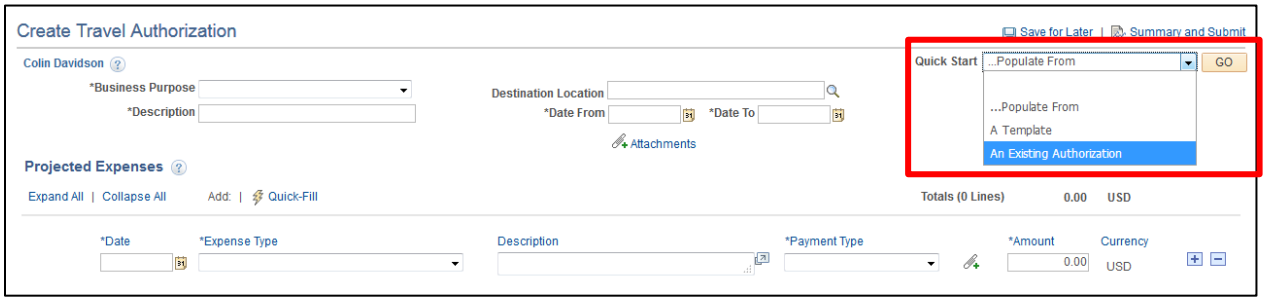
The **Travel Authorization** search page displays:



Your Empl ID defaults in.

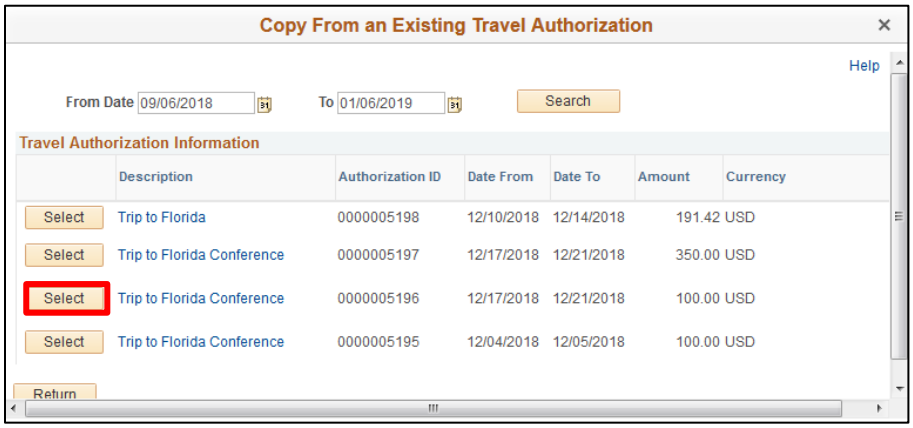
1. Click **Add**

The **Create Travel Authorization** page displays:



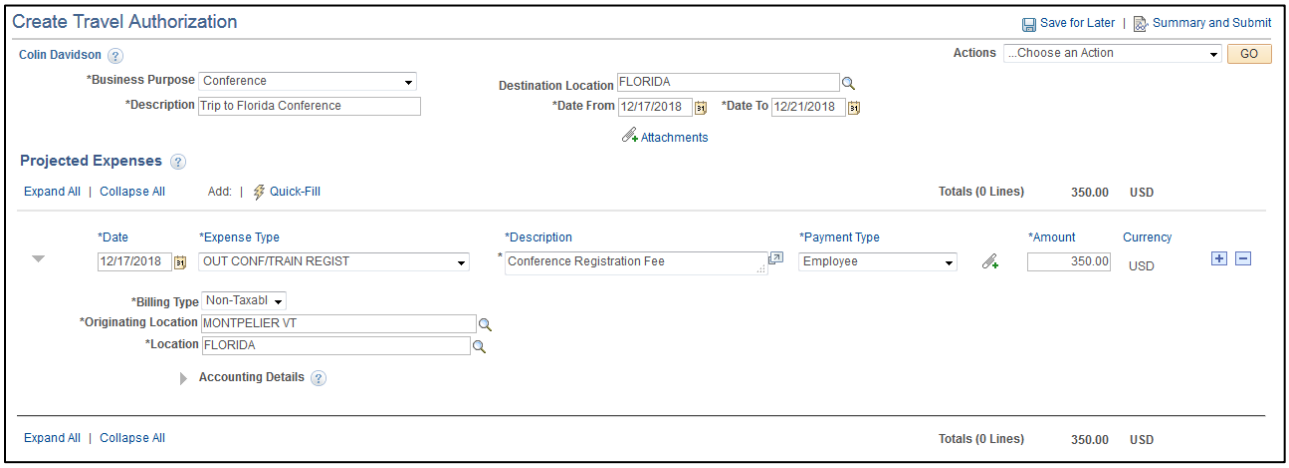
2. **Quick Start Menu -** Select **Populate From An Existing Authorization** from the drop-down menu and click **GO**

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



3. 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:



Note: Travel dates must be in the future, the system will not allow past dates

Copy a Travel Authorization is Complete

Modify a Travel Authorization

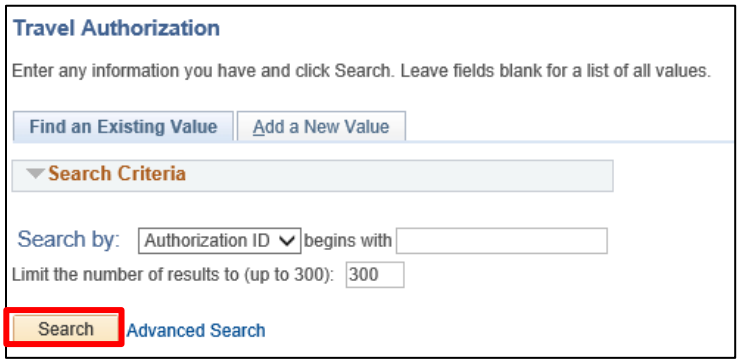
Situations when this function is used: A travel authorization can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 and your department's policy regarding Travel Authorizations.

Home Page Tile navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

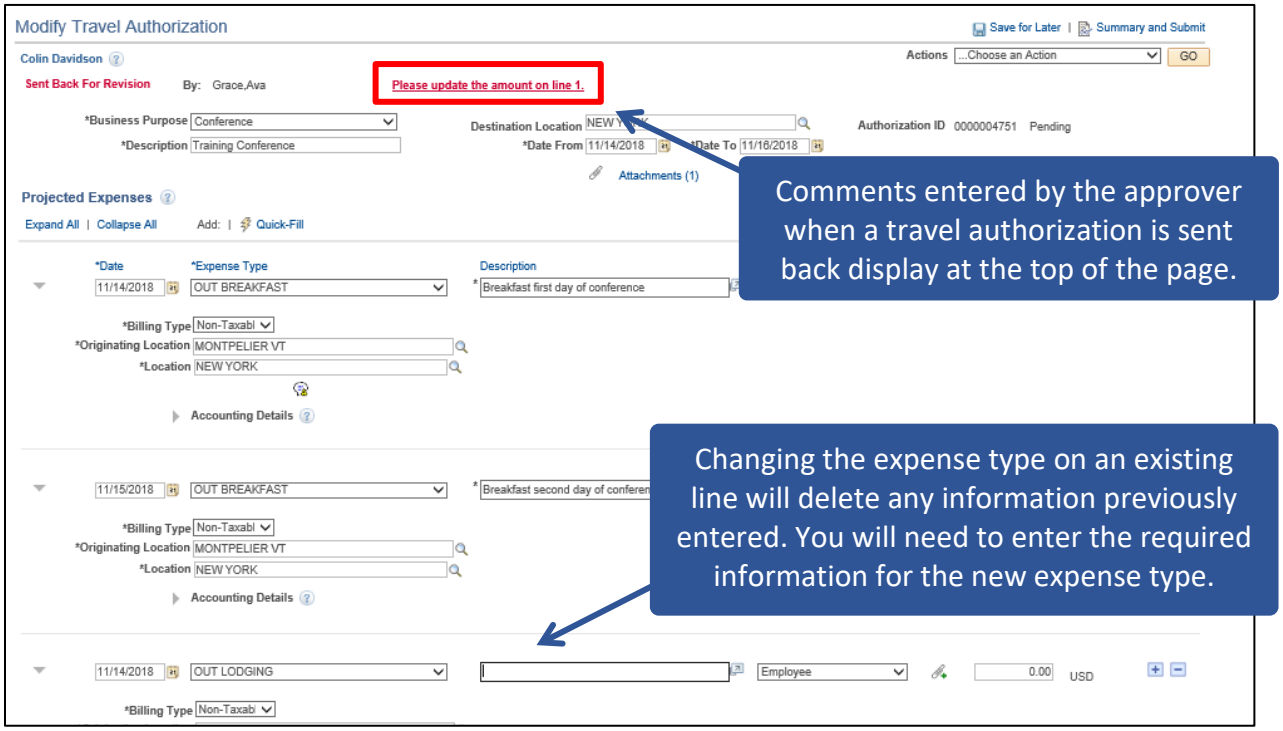
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization** page displays, click on the **Find an Existing Value** tab:



1. Click **Search**

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:



2. 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:

3. Review the comment to see what changes need to be made to the travel authorization
4. Click the **Return** button to return to **Modify Travel Authorization - Details** page

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 additional instructions.

Modify a Travel Authorization is Complete

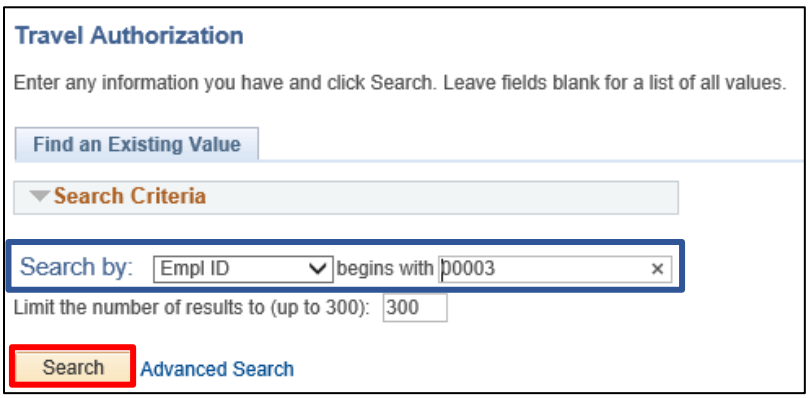
View Travel Authorizations

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

Home Page Tile navigation: TE tile > Travel Authorization > View Travel Authorization

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > View

The **View Travel Authorization** search page displays:



The Empl ID automatically defaults in.

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.

1. Click **Search** to view all travel authorizations

A list of travel authorizations displays in the search results:

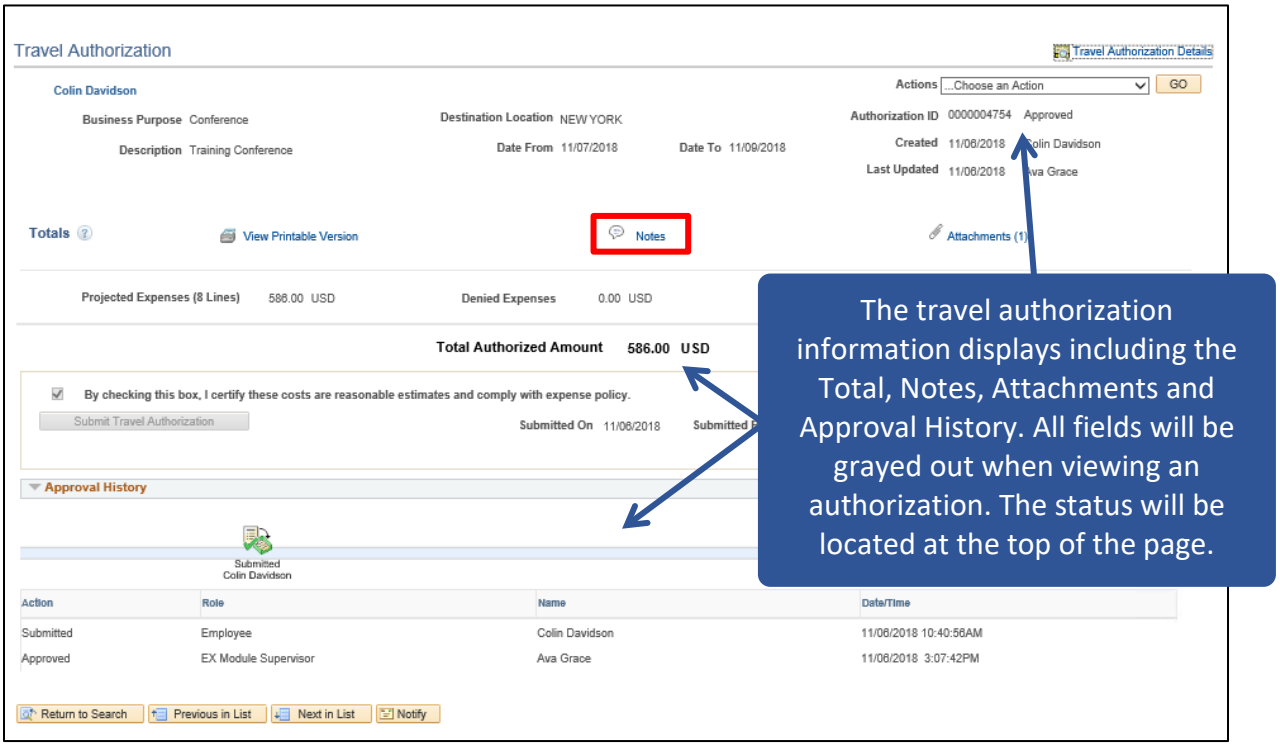
Search Results

View All First 1-7 of 7 Last

Empl ID	Authorization ID	Description	Name	Status	Creation Date
00003	0000004756	Trip To Florida Conference	Davidson,Colin	Pending	11/07/2018
00003	0000004755	Trip To Florida Conference	Davidson,Colin	Submitted	11/07/2018
00003	0000004754	Training Conference	Davidson,Colin	Approved	11/06/2018
00003	0000004753	Conference in DC	Davidson,Colin	Submitted	11/05/2018
00003	0000004752	Training in Florida	Davidson,Colin	Submitted	11/05/2018
00003	0000004751	Training Conference	Davidson,Colin	Pending	11/05/2018
00003	0000004750	Training Out of Country	Davidson,Colin	In Process	11/05/2018

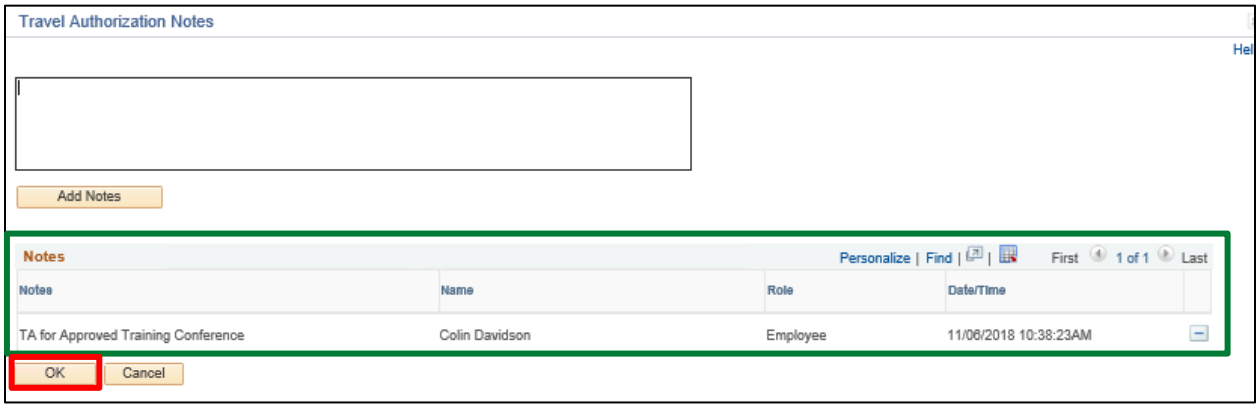
2. Select the **Empl ID** link for the travel authorization you would like to view

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

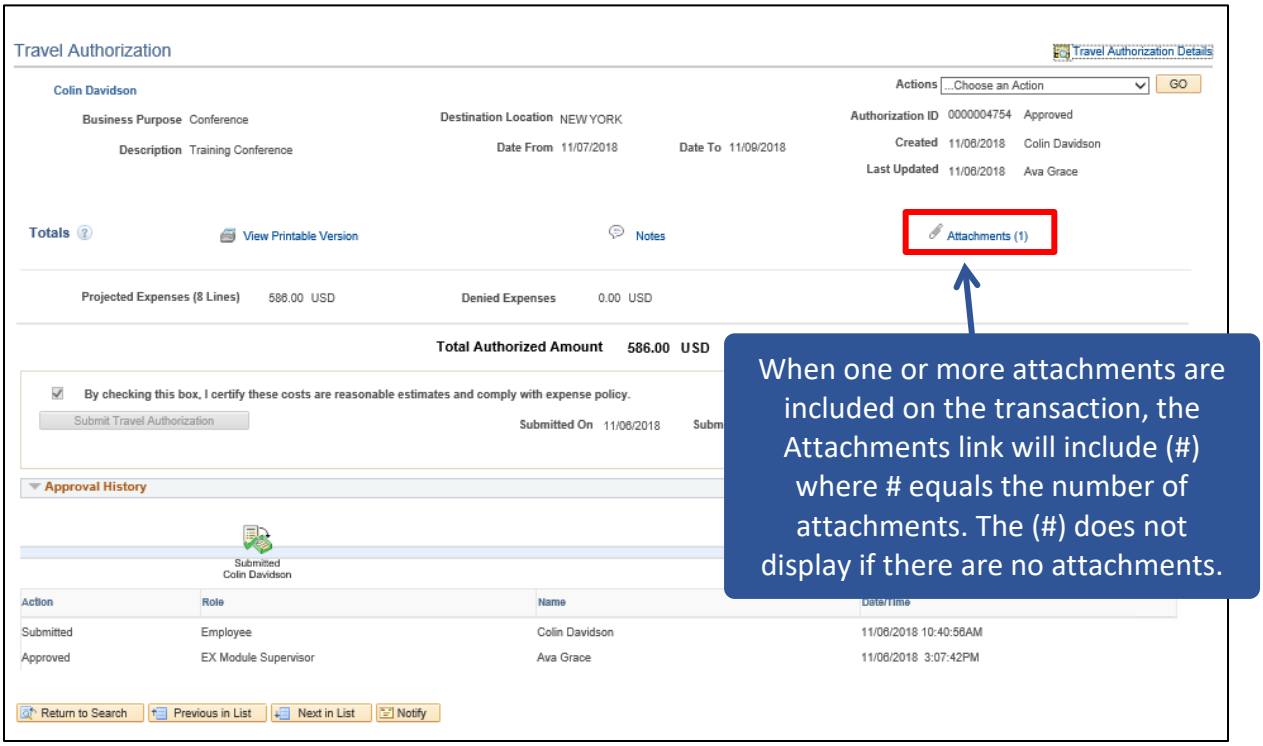


3. Click on the **Notes** link

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

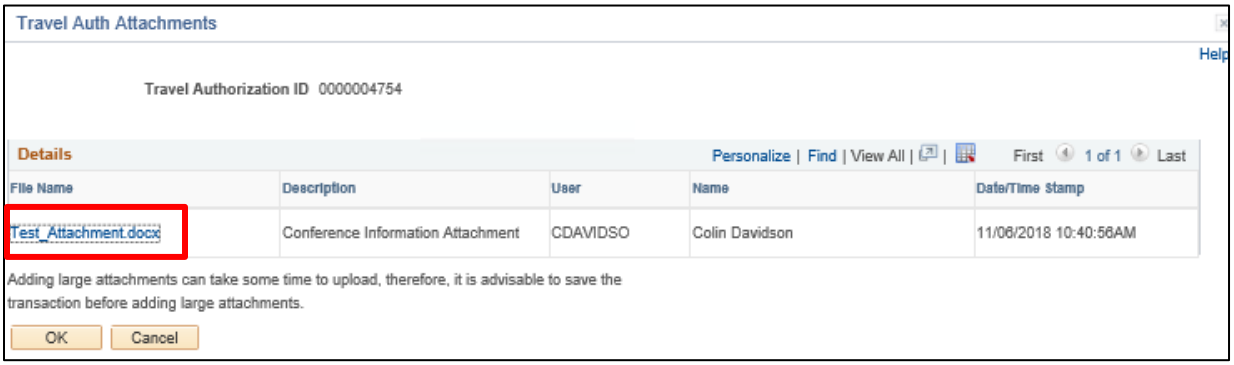


4. Click **OK** to return to the **View Travel Authorization - Summary** page



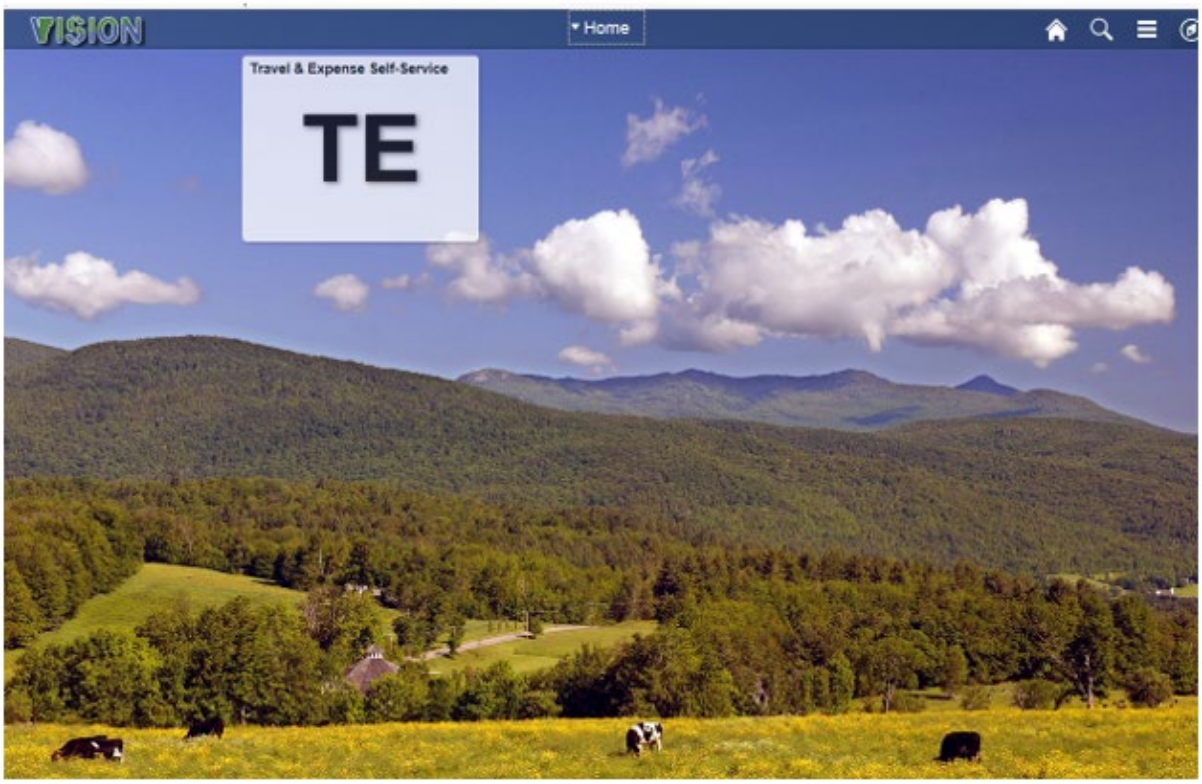
5. Click on the **Attachments (#)** link

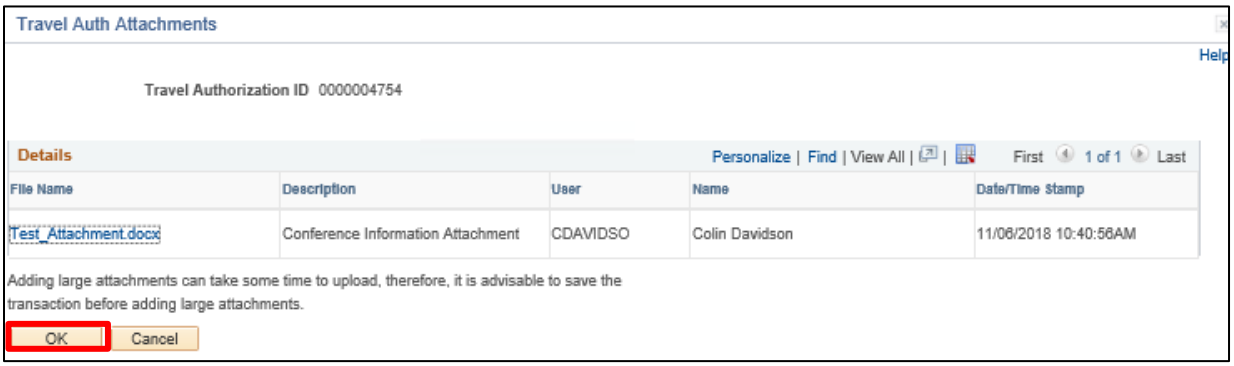
The **Travel Auth Attachments** page displays:



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

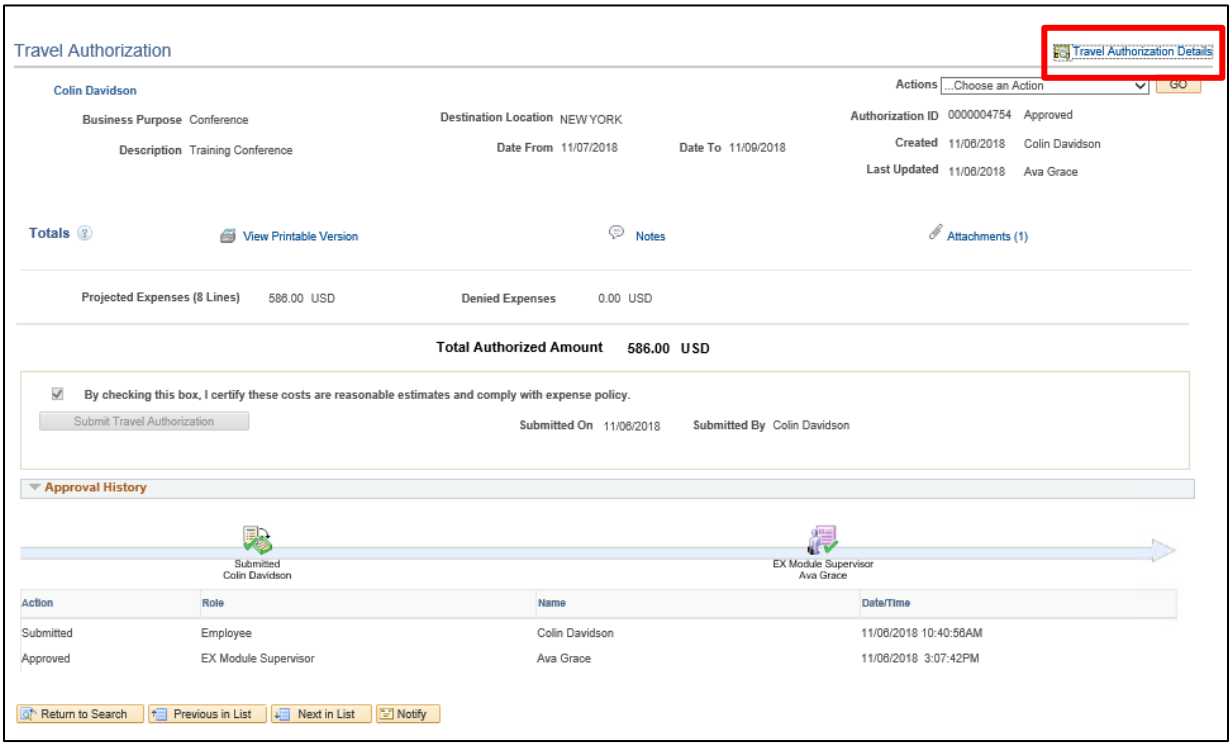
Attachment/receipt sample document used for training.





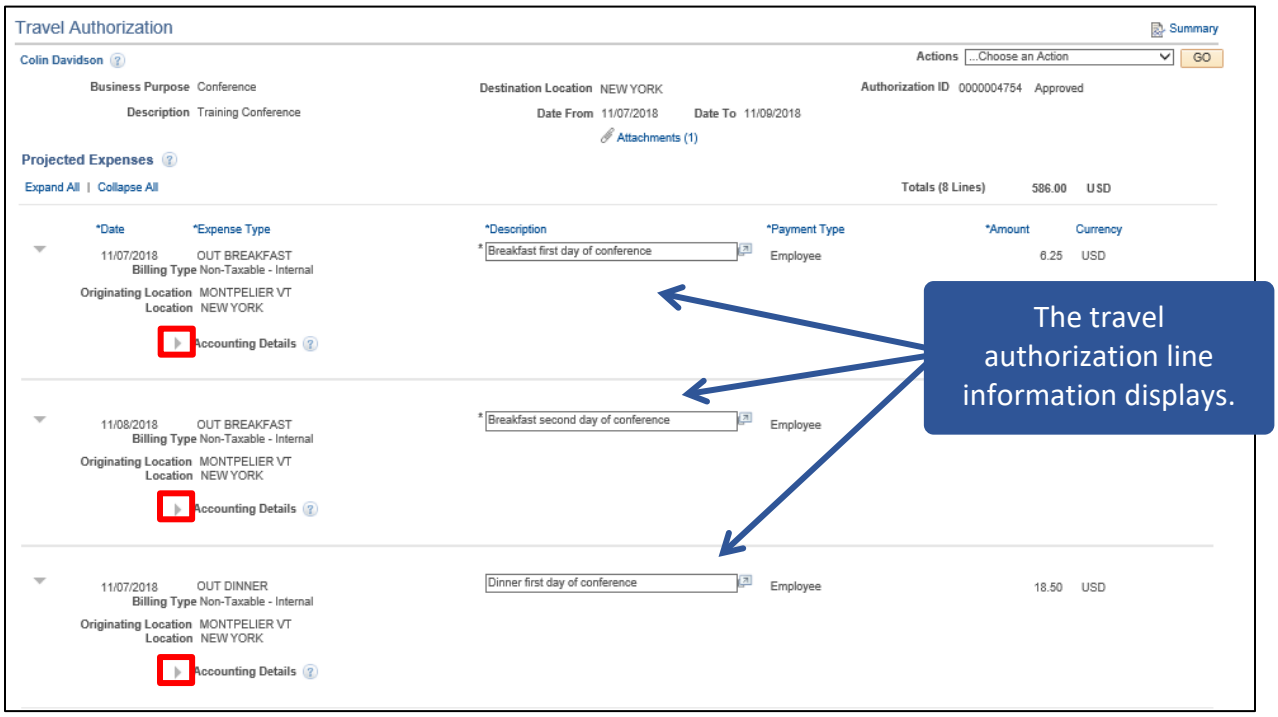
8. Click **OK**

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



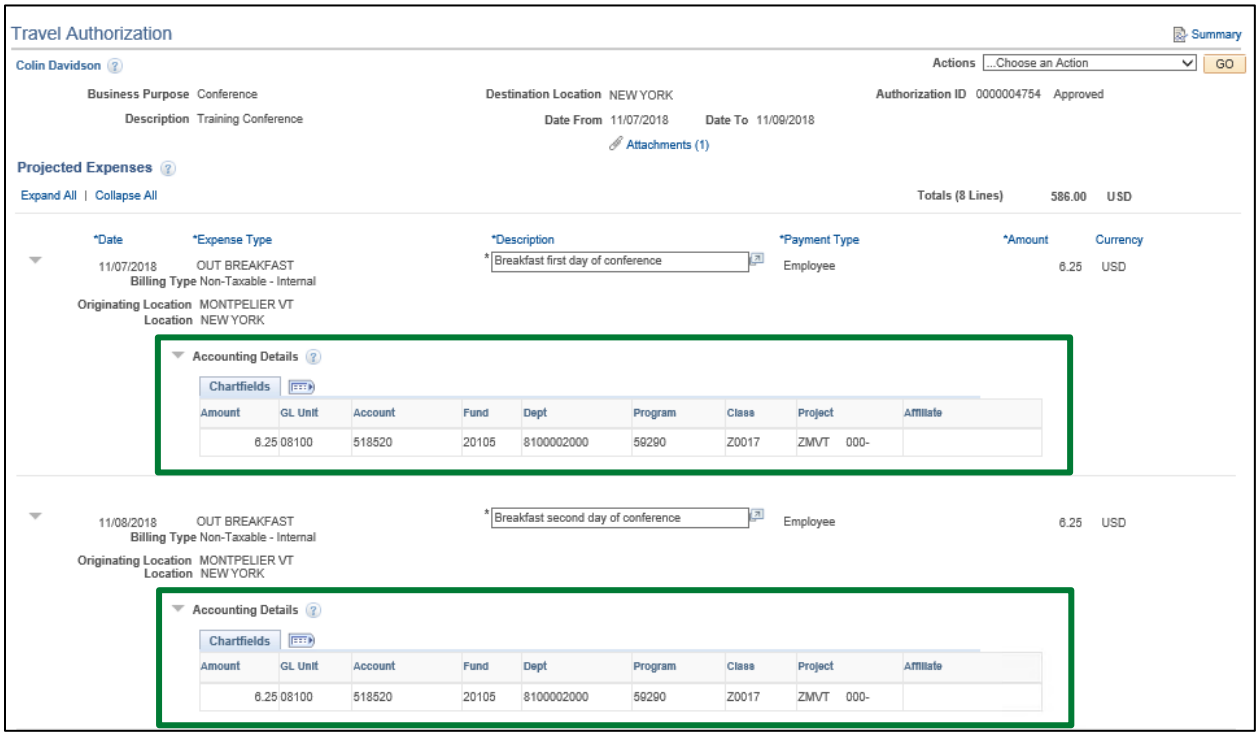
9. Click the **Travel Authorization Details** link.

The **View Travel Authorization - Details** page displays:



10. Click the icon to review the accounting information for the line

The Accounting Details section expands and displays the ChartField information:



View Travel Authorization is Complete

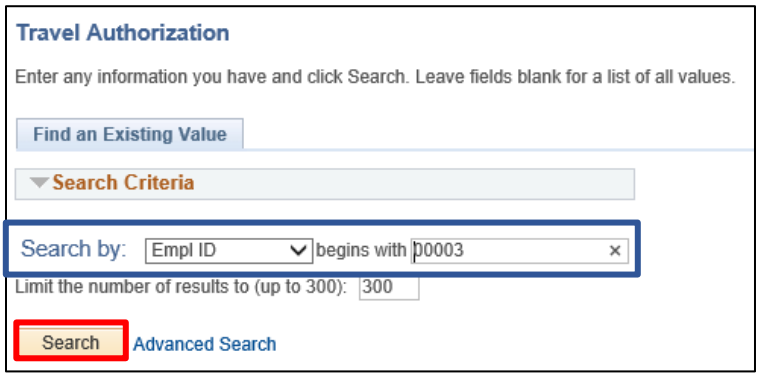
Print a Travel Authorization

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

Home Page Tile navigation: TE tile > Travel Authorization > Print Travel Authorization

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Print

The **Print Travel Authorization** search page displays:



The Empl ID automatically defaults in.

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.

1. Click **Search** to view all travel authorizations

A list of travel authorizations displays in the search results:

Search Results

View All First 1-7 of 7 Last

Empl ID	Authorization ID	Description	Name	Status	Creation Date
00003	0000004756	Trip To Florida Conference	Davidson,Colin	Pending	11/07/2018
00003	0000004755	Trip To Florida Conference	Davidson,Colin	Submitted	11/07/2018
00003	0000004754	Training Conference	Davidson,Colin	Approved	11/06/2018
00003	0000004753	Conference in DC	Davidson,Colin	Submitted	11/05/2018
00003	0000004752	Training in Florida	Davidson,Colin	Submitted	11/05/2018
00003	0000004751	Training Conference	Davidson,Colin	Pending	11/05/2018
00003	0000004750	Training Out of Country	Davidson,Colin	In Process	11/05/2018

2. 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

Colin Davidson

Report Date 11/20/2018
Report Time 12:51:06PM

Authorization ID 0000004752
Description Training in Florida
Business Purpose Training
Date From 11/12/2018 To 11/15/2018
Comment

Employee ID 00003
Status Closed

Date	Expense Type	Merchant	Amount	Location
11/12/2018	OUT LODGING	Hilton	600.00 USD	FLORIDA
11/12/2018	OUT AIR TRANSP	Spirit	400.00 USD	FLORIDA

Total Travel Authorization Amt	1,000.00	USD
Non-Reimbursable Expenses	0.00	USD
Total Travel Authorization	1,000.00	USD

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

Colin Davidson 11/05/2018

Employee Signature Date

This authorization to travel is hereby approved.

Ava Grace 11/07/2018

Approved By Date

Print a Travel Authorization is Complete

Delete a Travel Authorization

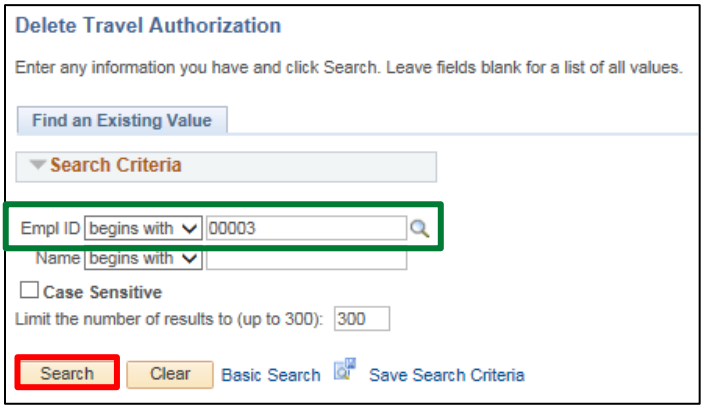
Situations when this function is used: Travel authorizations might need to be deleted when it is a duplicate or is no longer needed. Travel authorizations can only be deleted when they are in a pending status.

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.

Home Page Tile navigation: TE tile > Travel Authorization > Delete Travel Authorization

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete

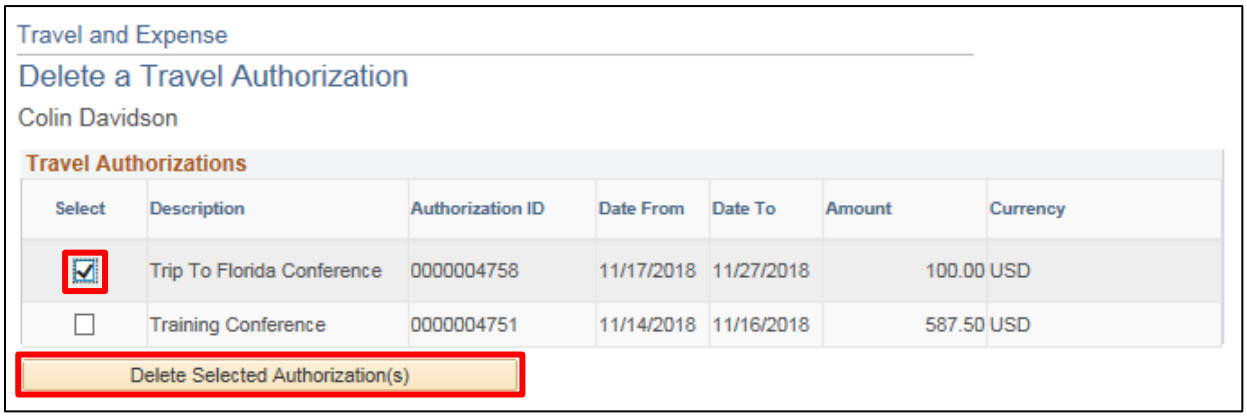
The **Delete Travel Authorization** search page displays:



Your Empl ID automatically defaults in.

1. Click **Search**, it can take a few moments to load the page

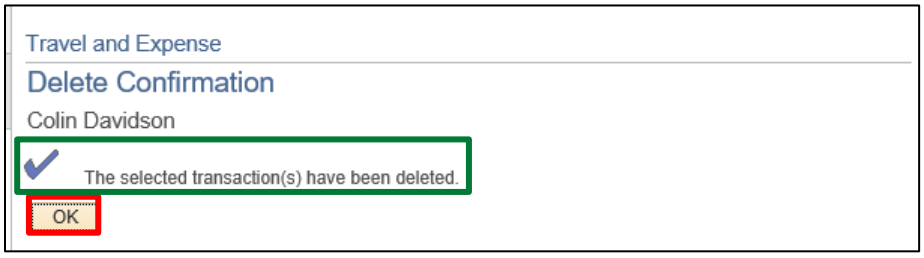
The **Travel and Expense - Delete a Travel Authorization** page displays, any travel authorization with a 'Pending' status will display and is eligible to be deleted:



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

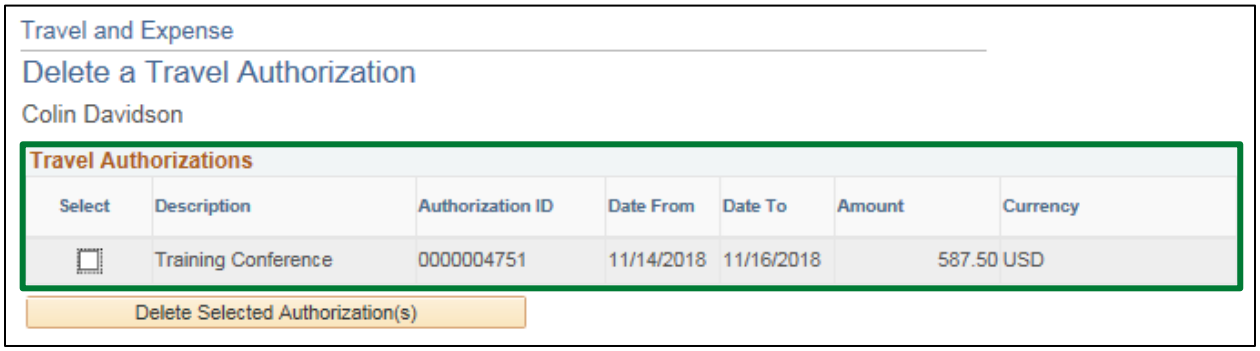
2. Select the travel authorization you want to delete, by clicking the **Select** checkbox. You can delete multiple travel authorizations by selecting multiple checkboxes.
3. Click **Delete Selected Authorization(s)**

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



4. Click **OK**

The **Travel and Expense - Delete a Travel Authorization** page displays:



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

Delete a Travel Authorization is Complete

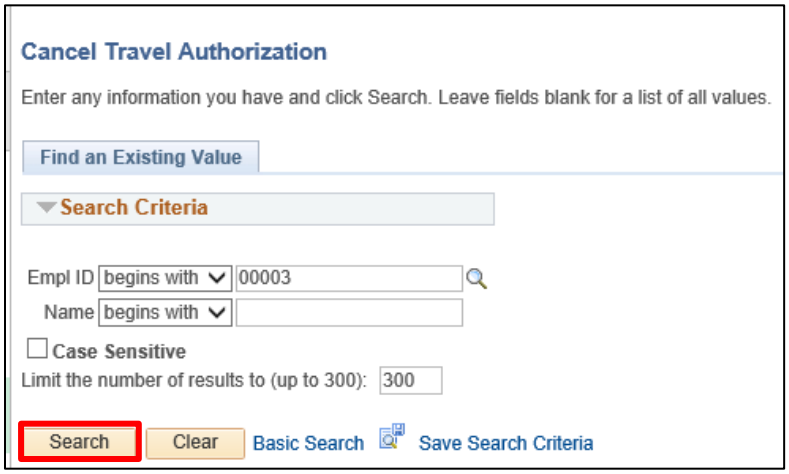
Cancel a Travel Authorization

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.

Home Page Tile navigation: TE tile > Travel Authorization > Cancel Travel Authorization

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel

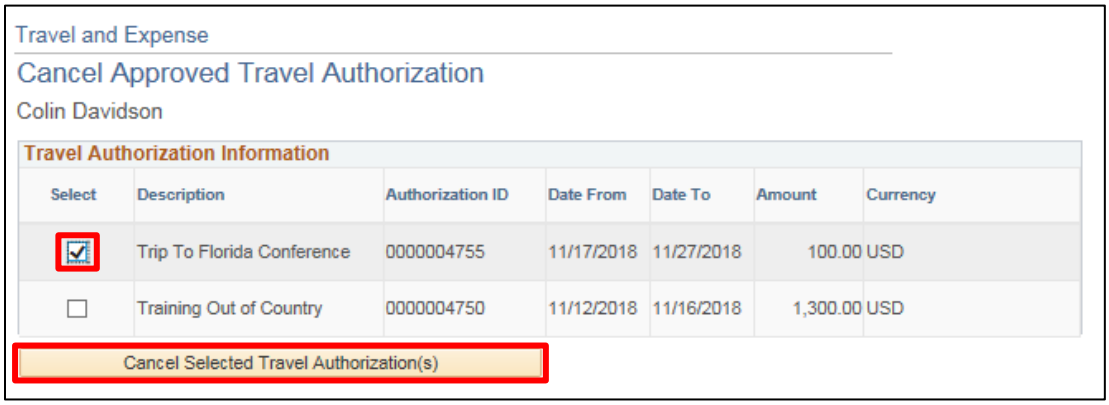
The **Cancel Travel Authorization** search page displays:



Your Empl ID automatically defaults in.

1. Click **Search**

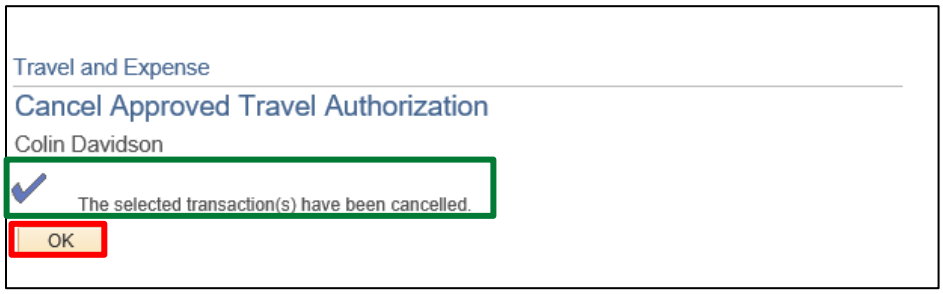
The **Travel and Expense - Cancel Approved Travel Authorization** page displays, all the approved travel authorizations that are not completed will be listed:



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

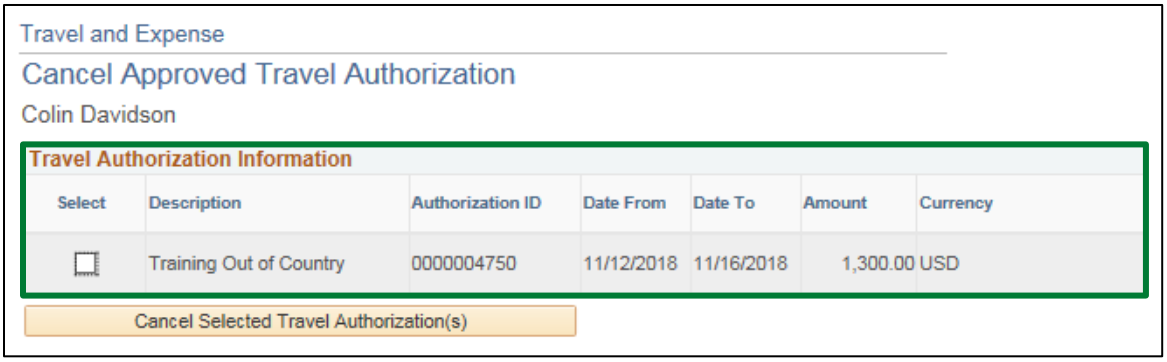
2. Select the travel authorization you want to cancel, by clicking the **Select** checkbox
3. Click the **Cancel Selected Authorization(s)** button

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



4. Click **OK**

The **Travel and Expense - Cancel Approved Travel Authorization** page displays:



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

Cancel a Travel Authorization is Complete

Cash Advances

Create a Cash Advance (approved TA in VISION required)

The Basics:

Please refer to **Bulletin 3.4** and your department's policy regarding Cash Advances.

- **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses
- **Preferred payment methods -** Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements
- **Clear cache -** To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome
- **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
- **Minimum advance amount $200 -** The amount of the advance must not exceed the Travel Authorization and must be over $200
- **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
- **Advances may be issued no sooner than 30 days prior to trip start date**
- **An Approved Travel Authorization in VISION is required to submit a Cash Advance**
- **The Cash Advance must include an overnight stay**
- **Cash advances will be deposited into your direct deposit (balance or 999) account**
- **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.

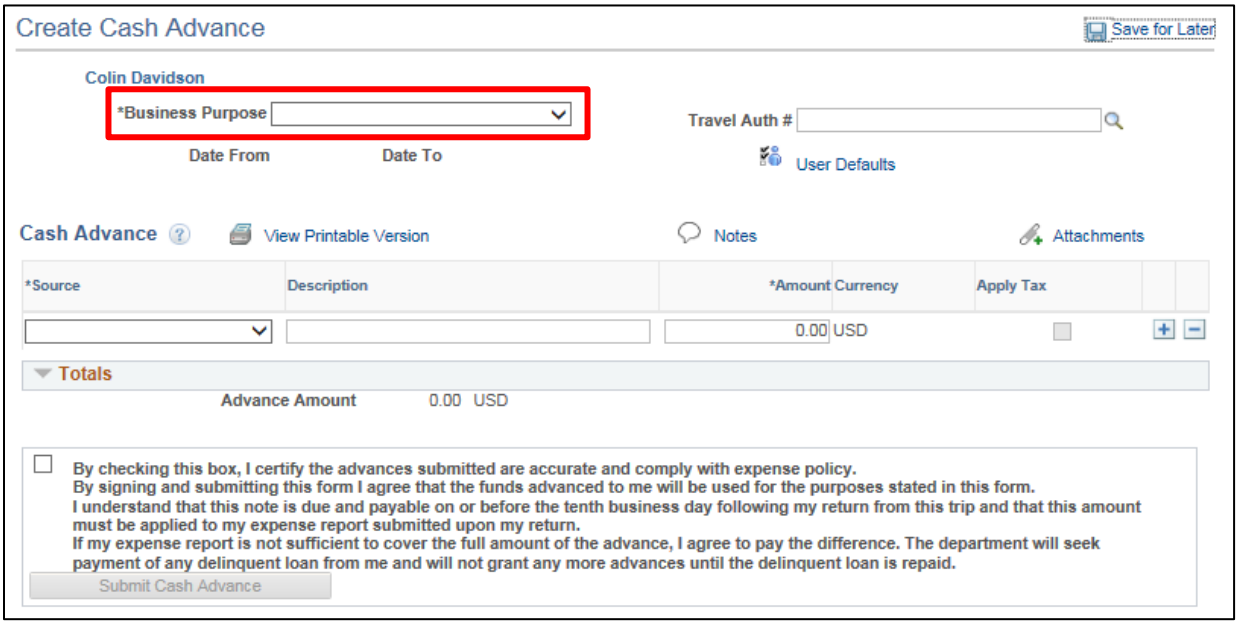
Home Page Tile navigation: TE tile > Cash Advances > Create/Modify Cash Advance

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

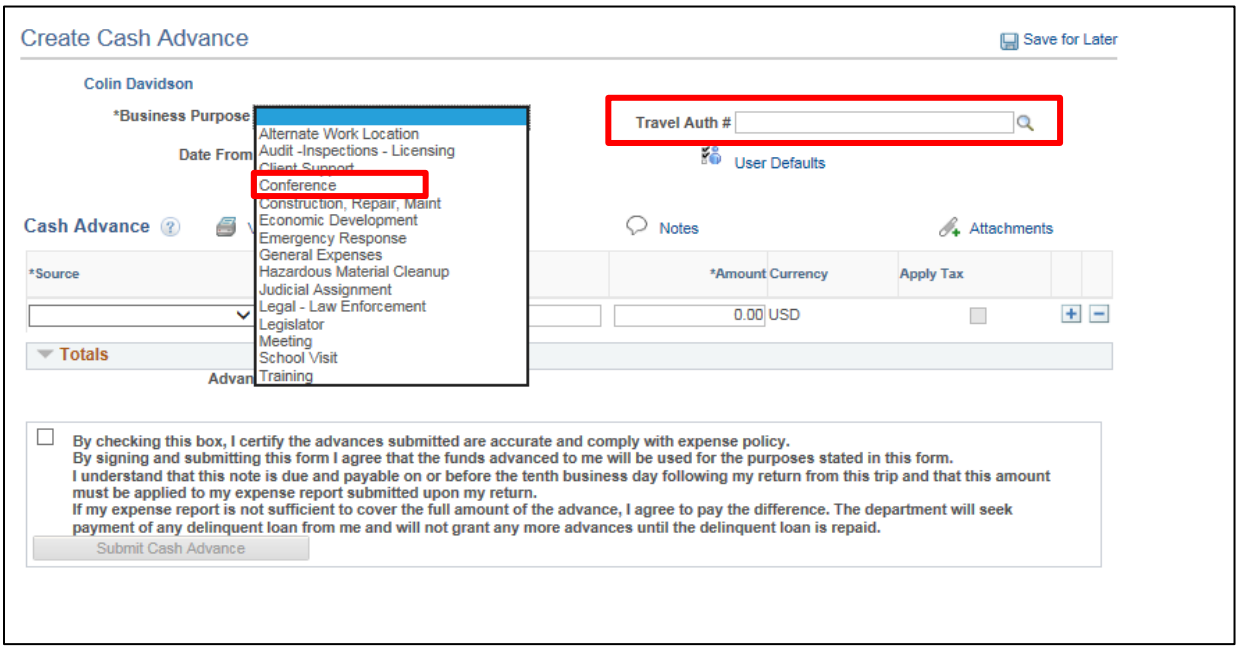
The **Cash Advance** search page displays:

1. Click **Add**

The **Create Cash Advance** page displays:



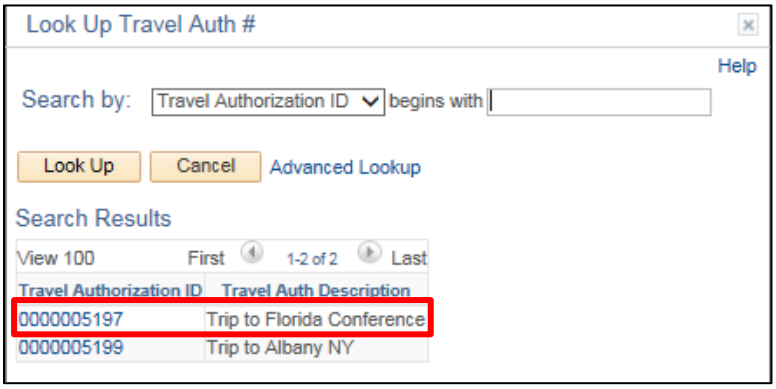
2. Click the drop-down arrow to choose the **Business Purpose**



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

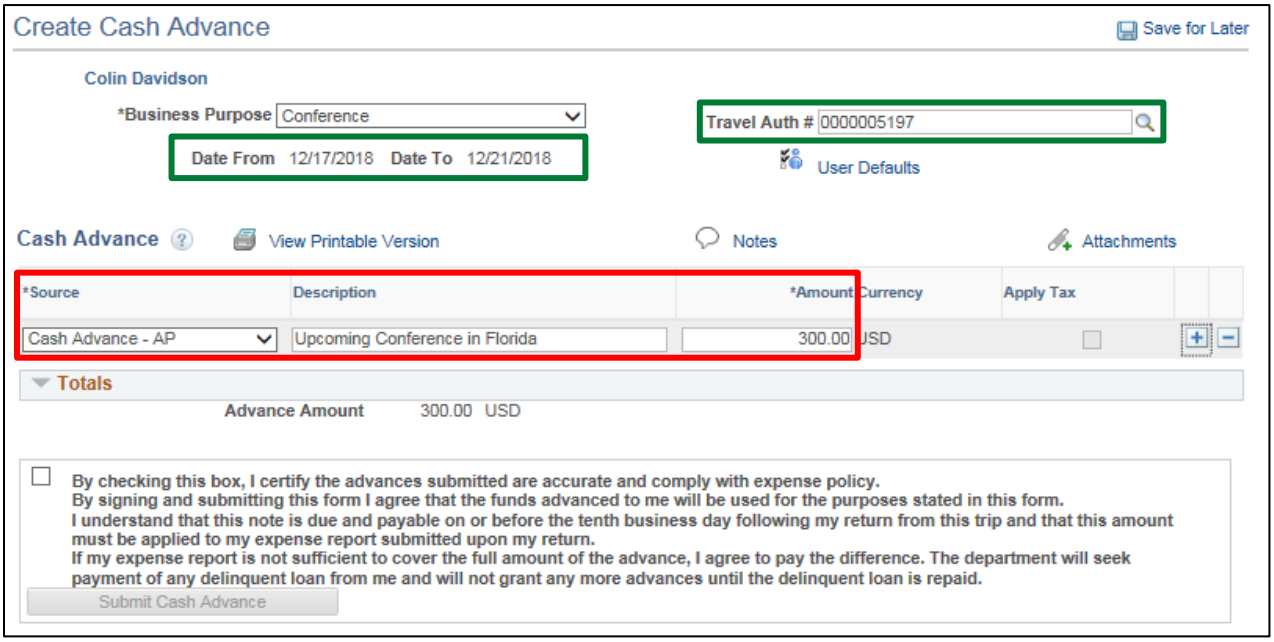
4. You can enter a Travel Auth # that coincides with your travel if you know the number, or you can search for available Travel Authorizations #s by clicking the **Look up Travel Auth #** icon

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



5. Click on the **Travel Authorization ID** link you want

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

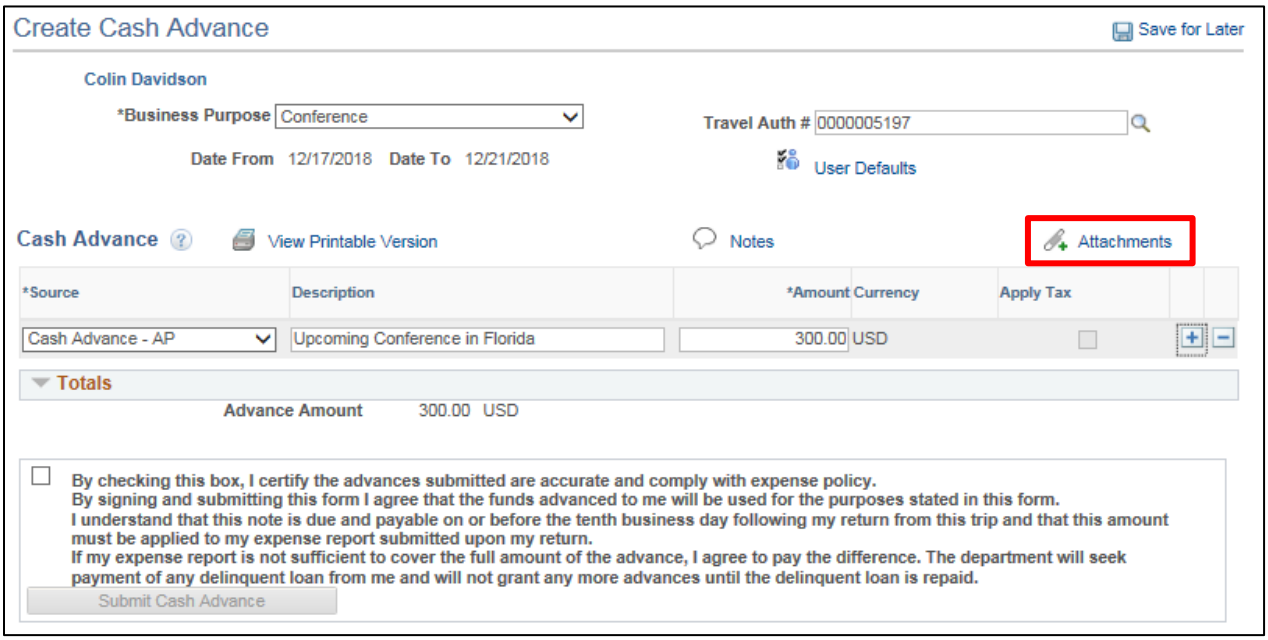


Note: Cash Advances cannot be requested more than 30 days before start of your trip

6. Select **Cash Advance - AP** from the Source drop-down list
7. Type a brief meaningful explanation in the **Description** field
8. 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:

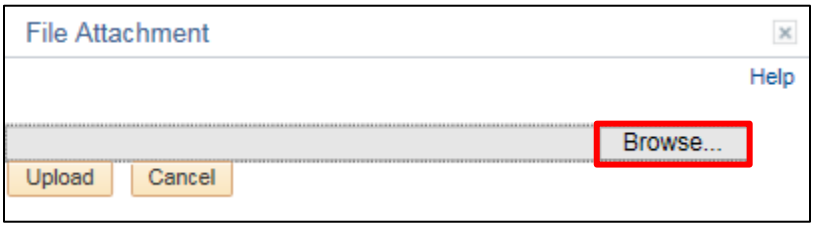


9. Click the **Attachments** link or icon

The **Cash Advance Attachments** page displays:

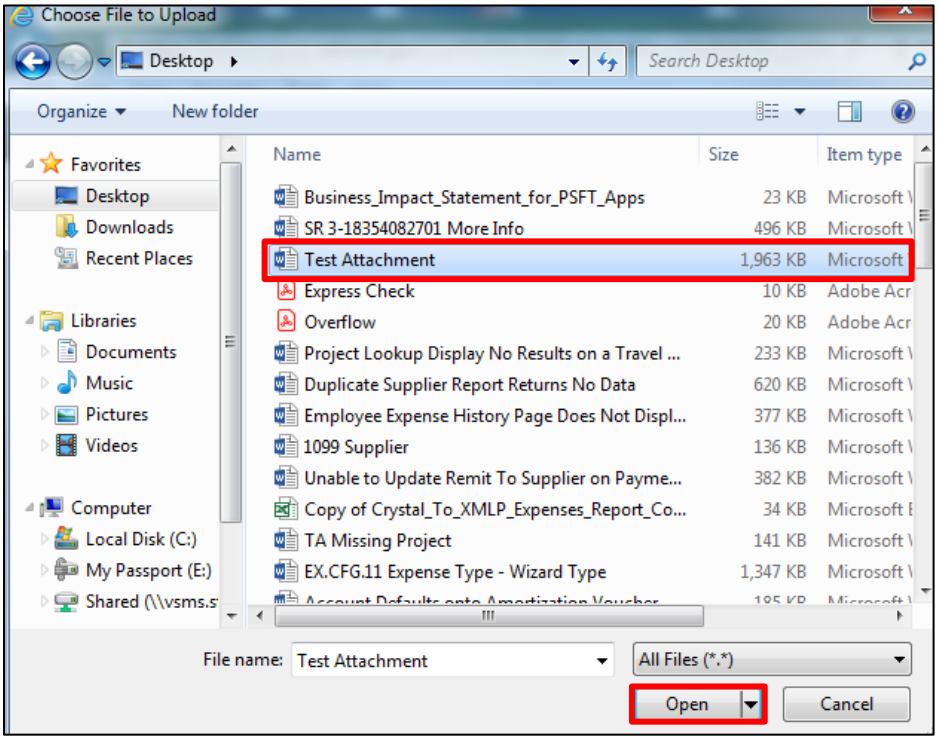
10. Click **Add Attachment**

The **File Attachment** page displays:



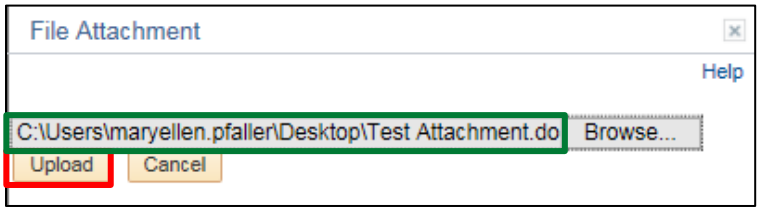
12. Click **Browse**

The **Choose File to Upload** window opens:



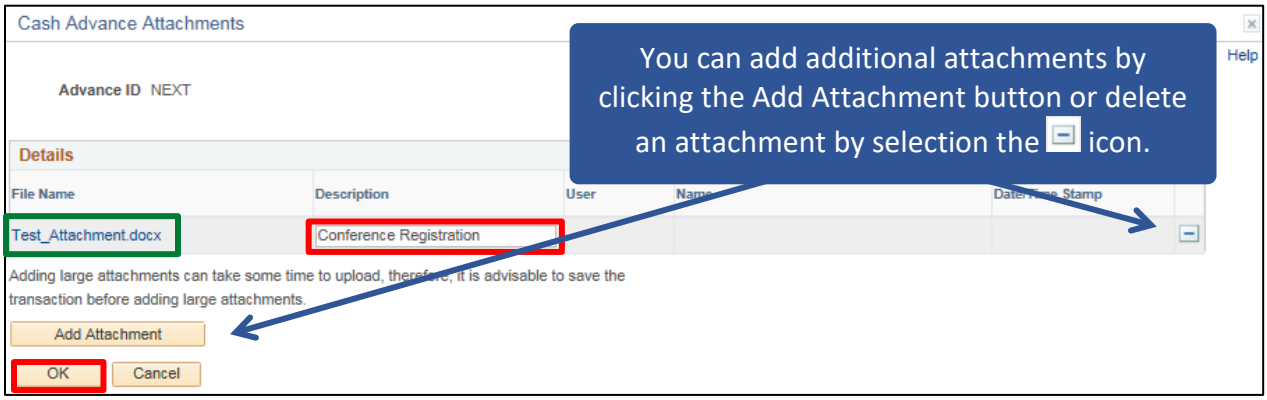
13. Select the file you want to attach and click **Open**

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



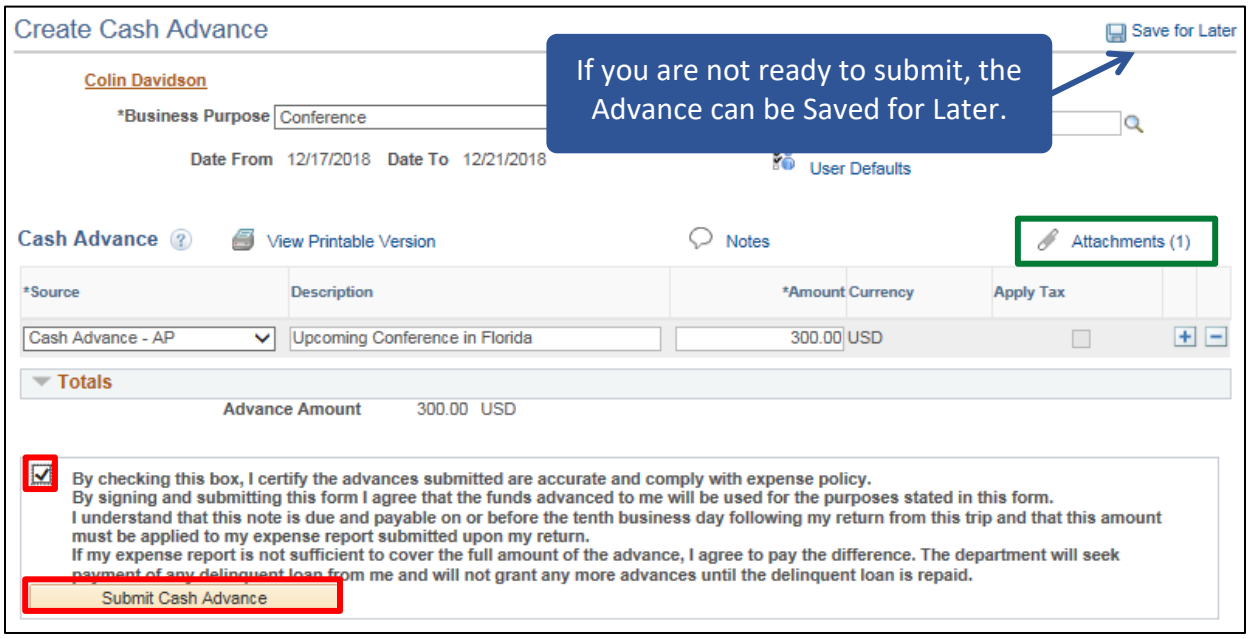
14. Click **Upload**

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



15. Enter a brief description of the attachment in the **Description** field and click **OK**

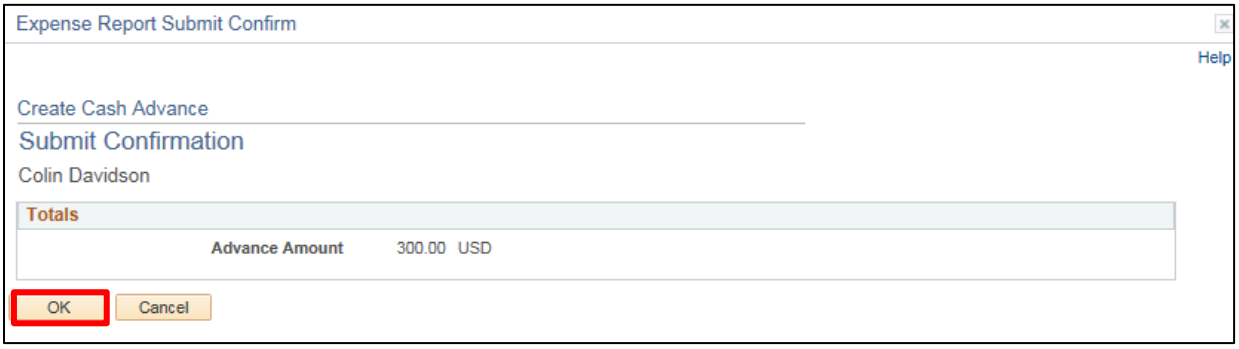
The **Create Cash Advance** page displays. The Attachment link and icon are updated. When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The icon changes from to .



16. After reading the certification statement, click the **Certification** checkbox certify accuracy and compliance - the **Submit Cash Advance** button becomes available

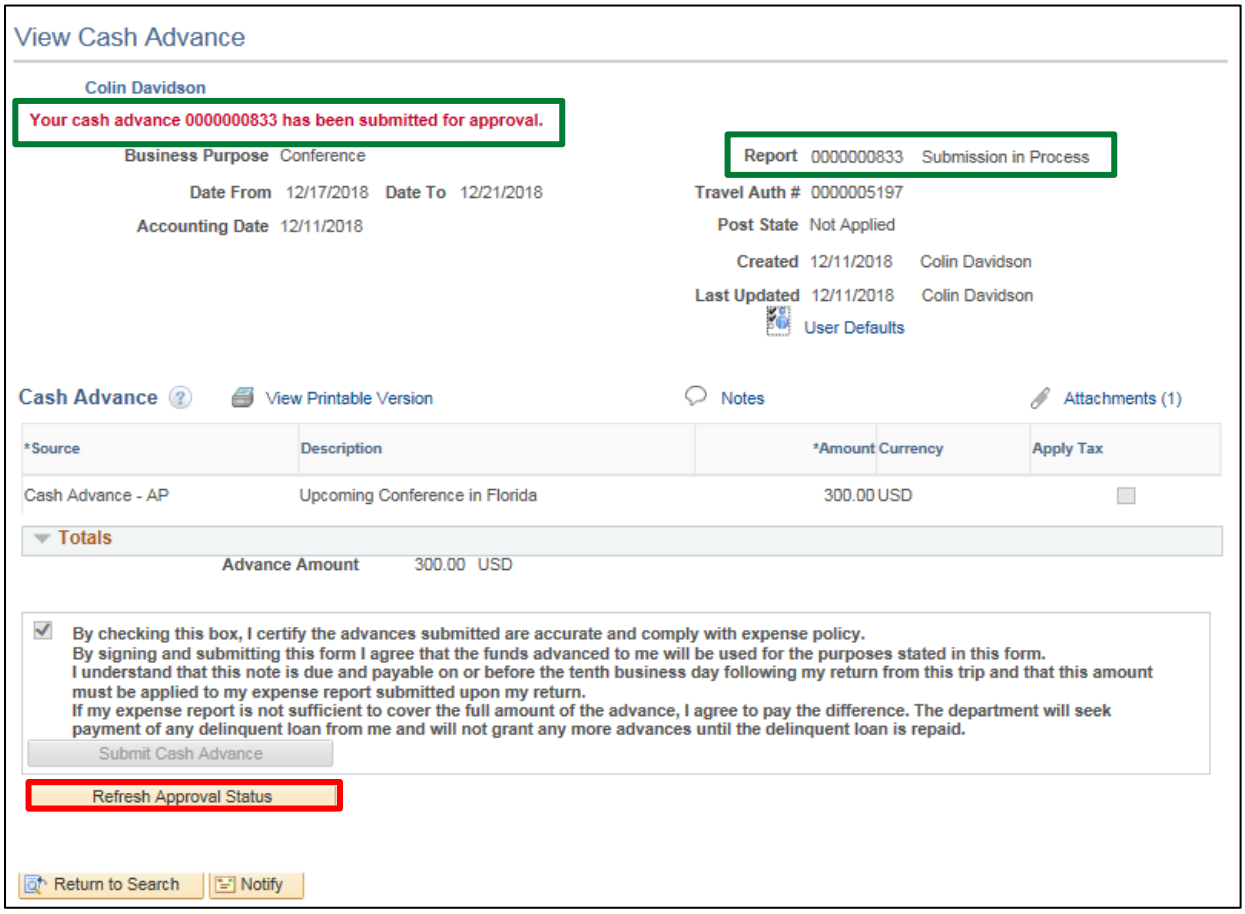
17. Click **Submit Cash Advance**

The **Create Cash Advance - Submit Confirmation** page displays:



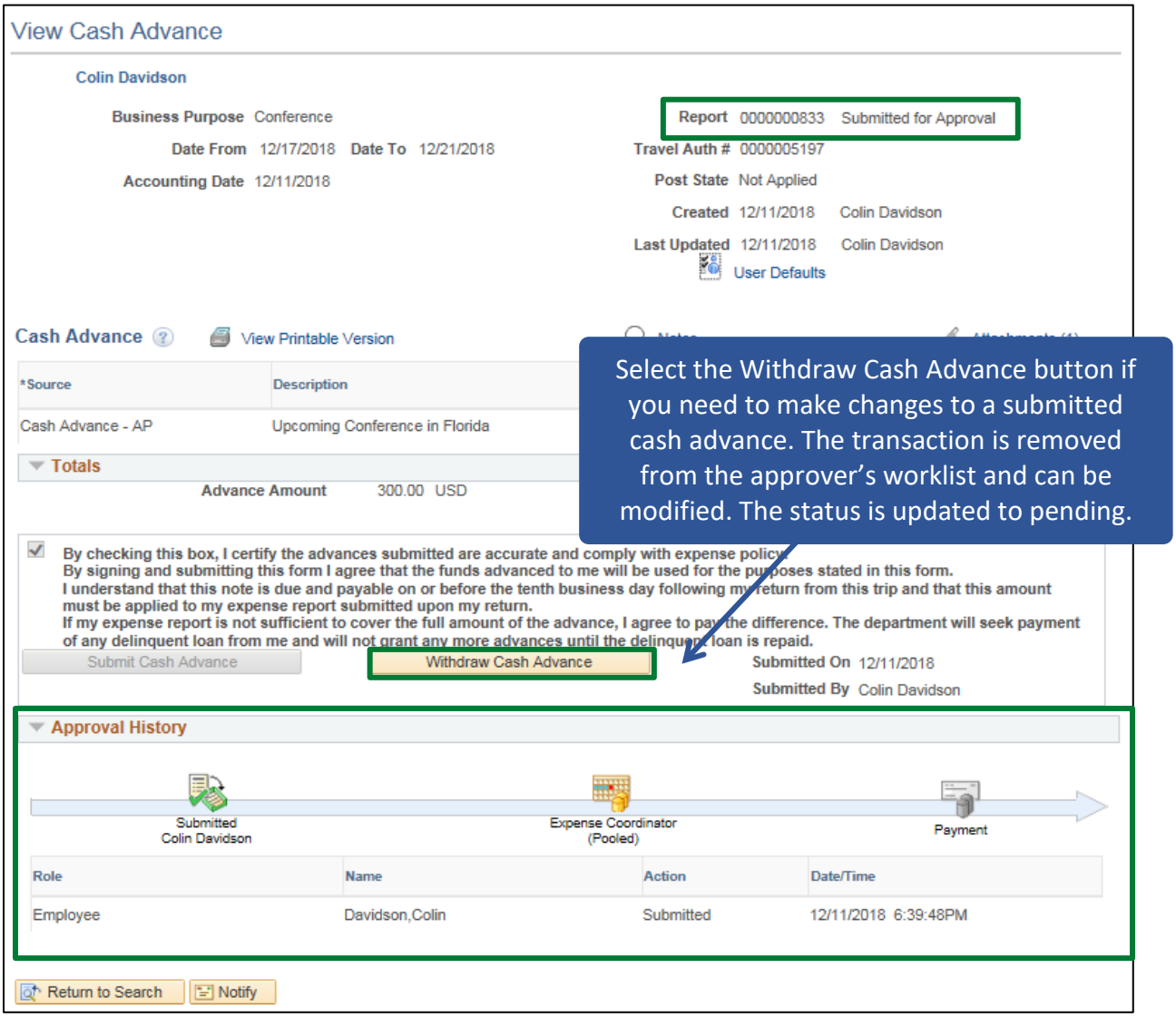
18. Click **OK**

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:

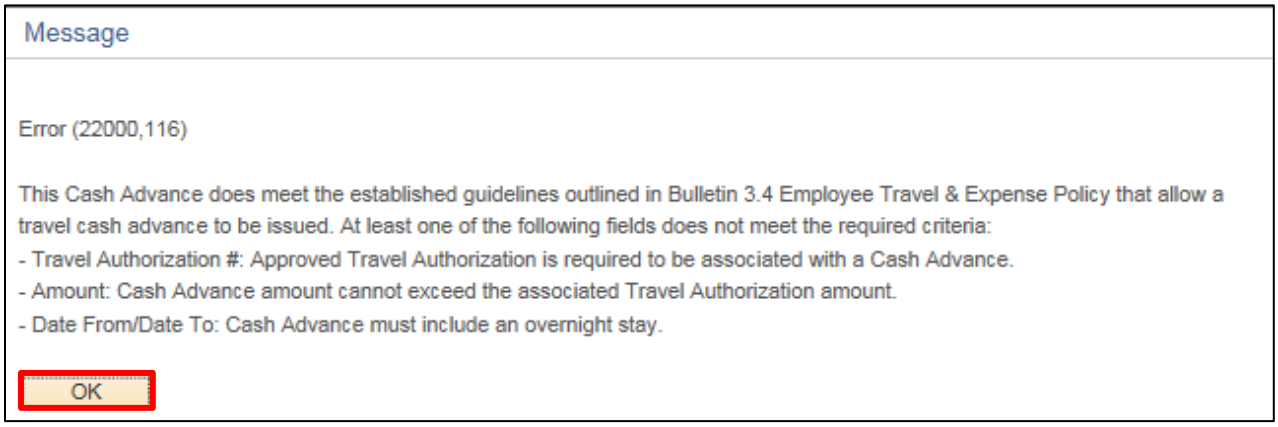


19. Click **Refresh Approval Status**

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.



20. Click **OK** to return to the cash advance and correct any errors

Create a Cash Advance is Complete

Modify Cash Advance

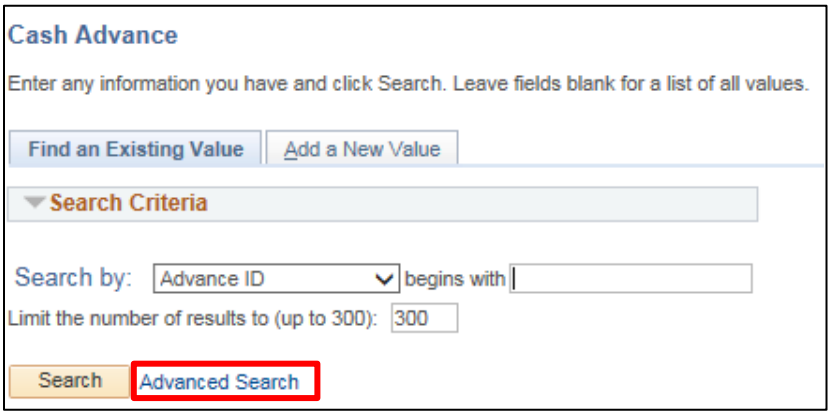
Situations when this function is used: A cash advance can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 and your department's policy regarding Cash Advances.

Home Page Tile navigation: TE tile > Cash Advances > Create/Modify Cash Advance

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

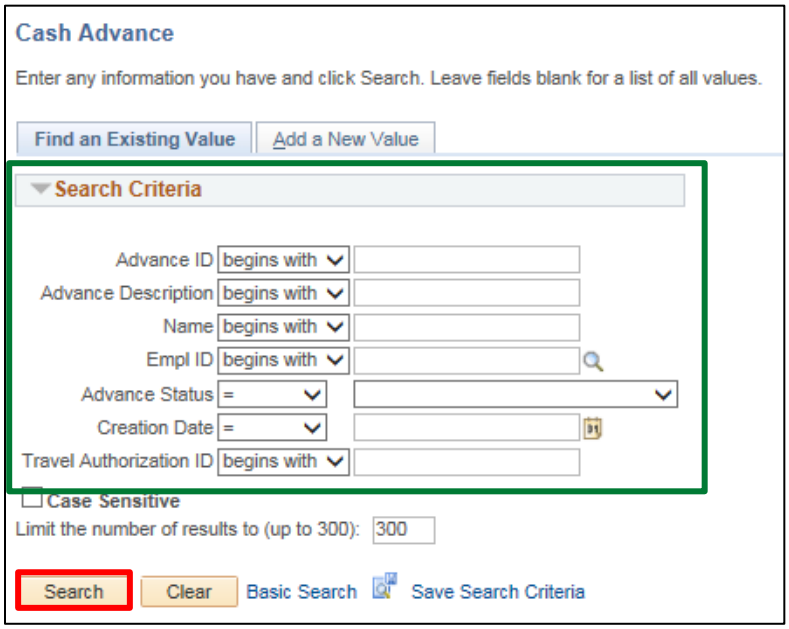
The **Cash Advance** page displays, click on the **Find an Existing Value** tab:



Your Empl ID automatically defaults in.

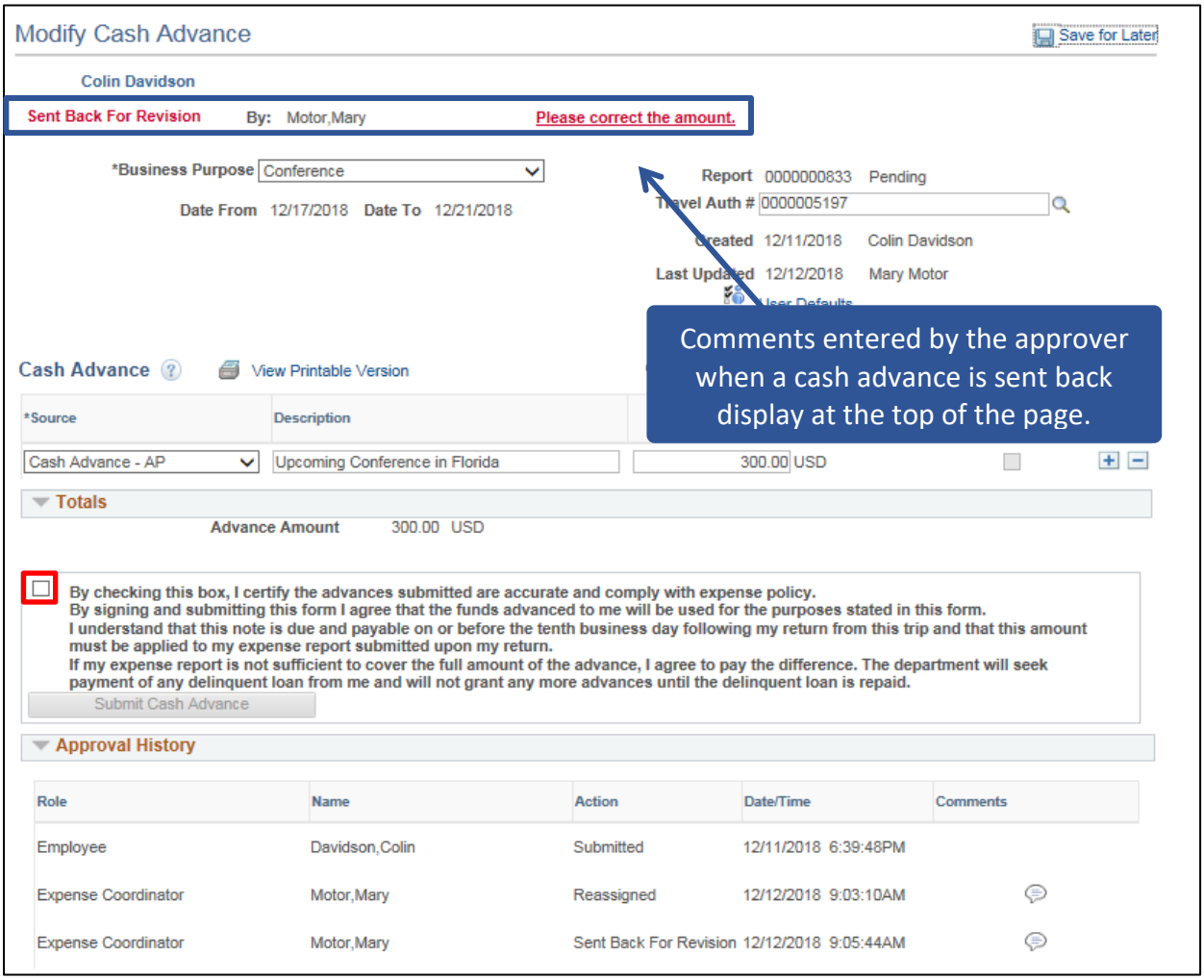
1. Click **Advanced Search**

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



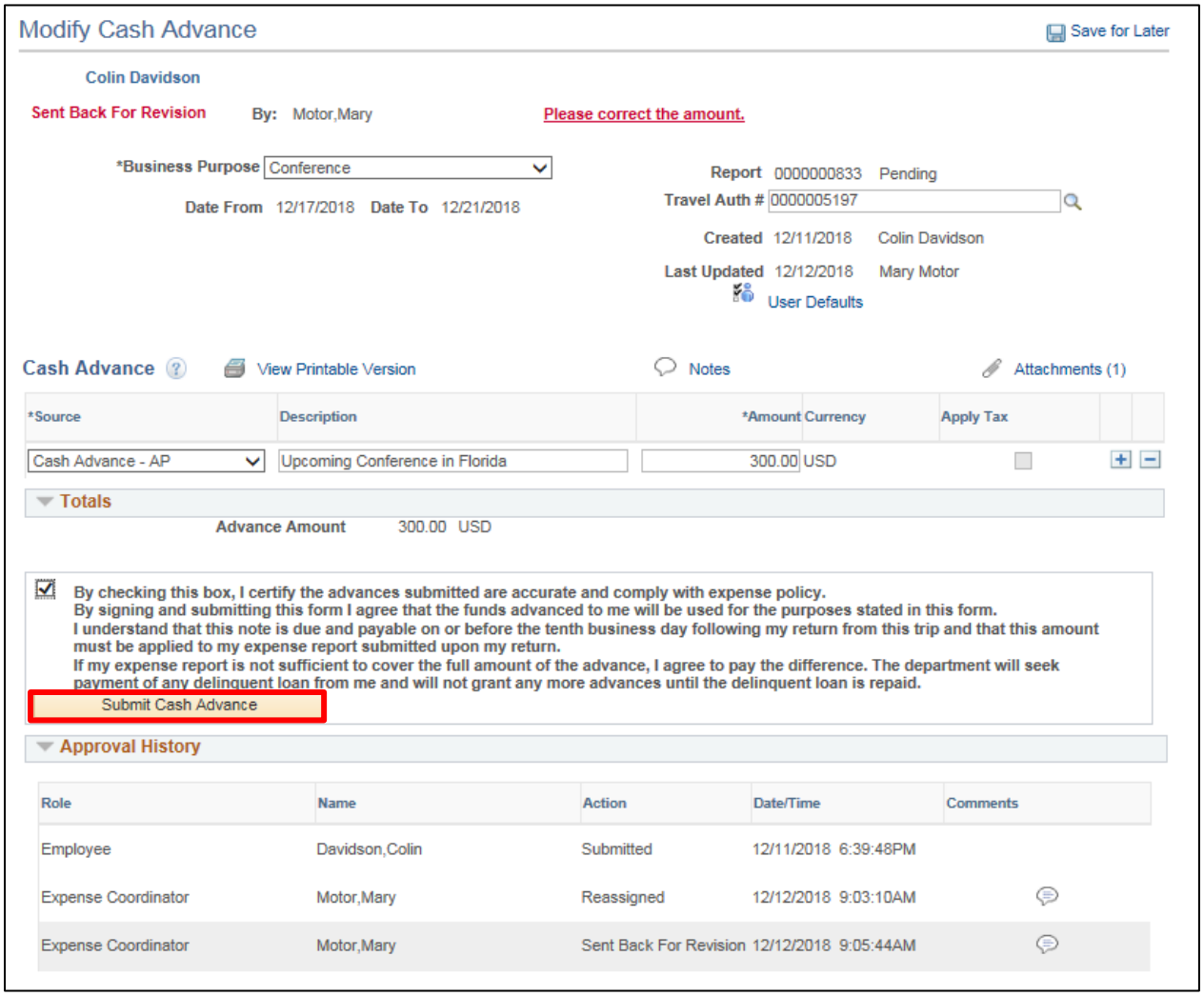
2. Click **Search**

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:



3. Make any necessary changes, the fields are editable. Once you complete all your changes the cash advance can be save for later or submitted
4. After reading the certification statement, click the **Certification** checkbox

The **Submit Cash Advance** button becomes available:

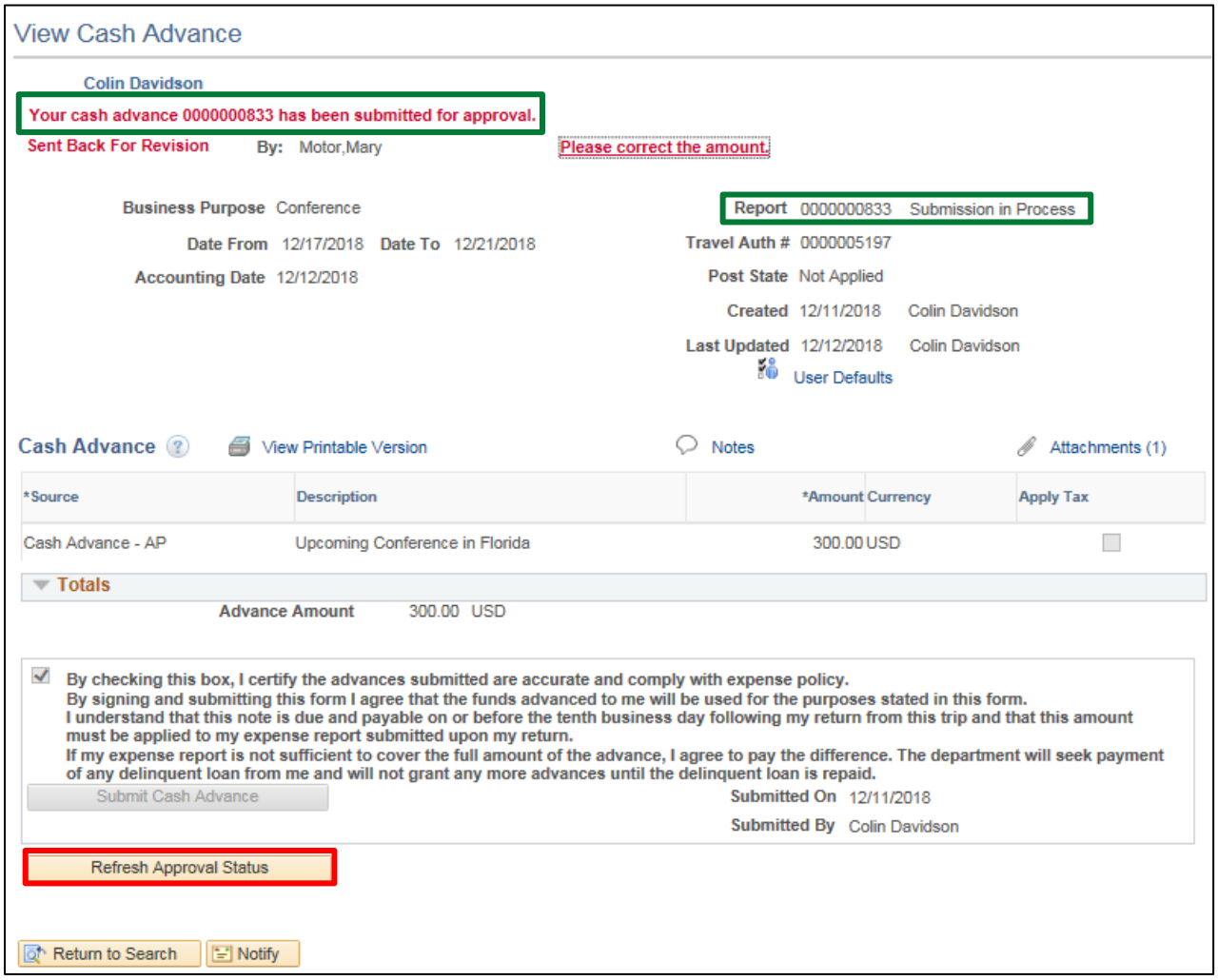


4. Click the **Submit Cash Advance** button.

The **Create Cash Advance - Submit Confirmation** page displays:

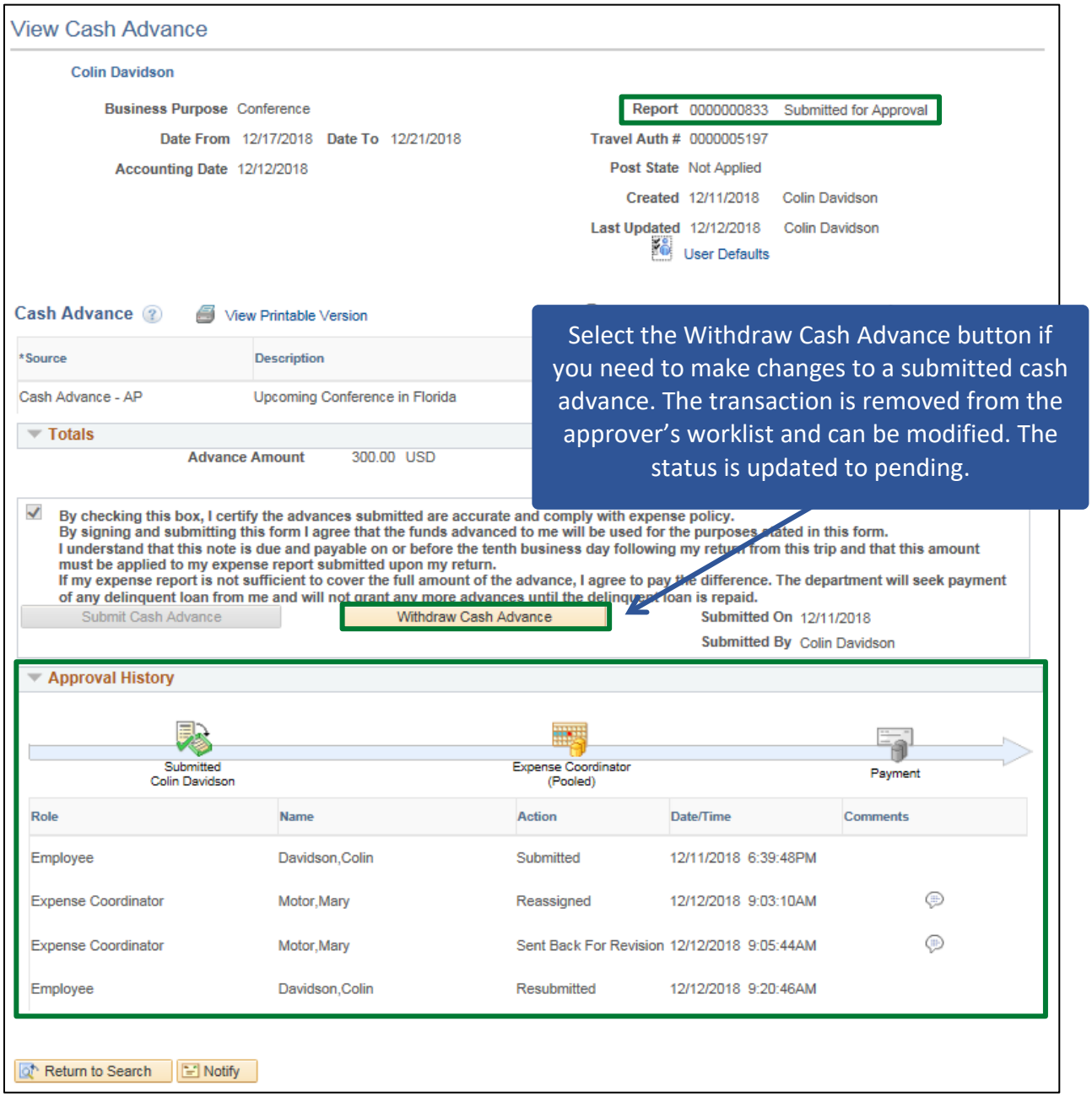
5. Click **OK**

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':



6. Click **Refresh Approval Status**

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':



Modify Cash Advance is Complete

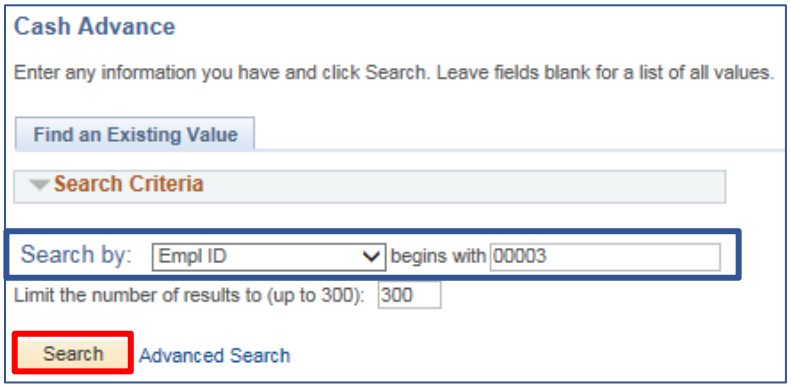
View Cash Advances

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

Home Page Tile navigation: TE tile > Cash Advances > View Cash Advance

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > View

The **View Cash Advance** page displays:

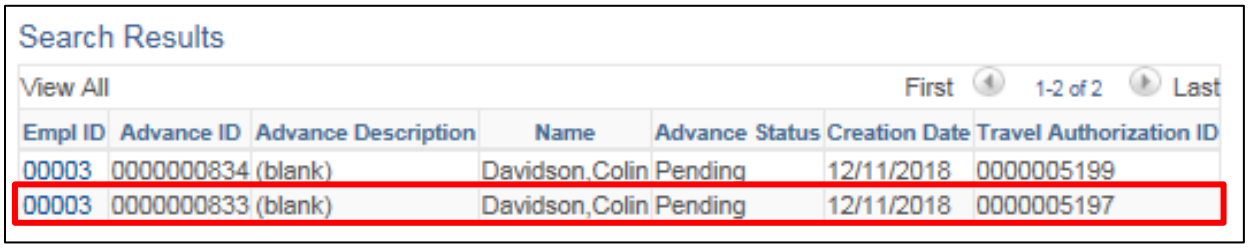


Your Empl ID automatically defaults in.

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.

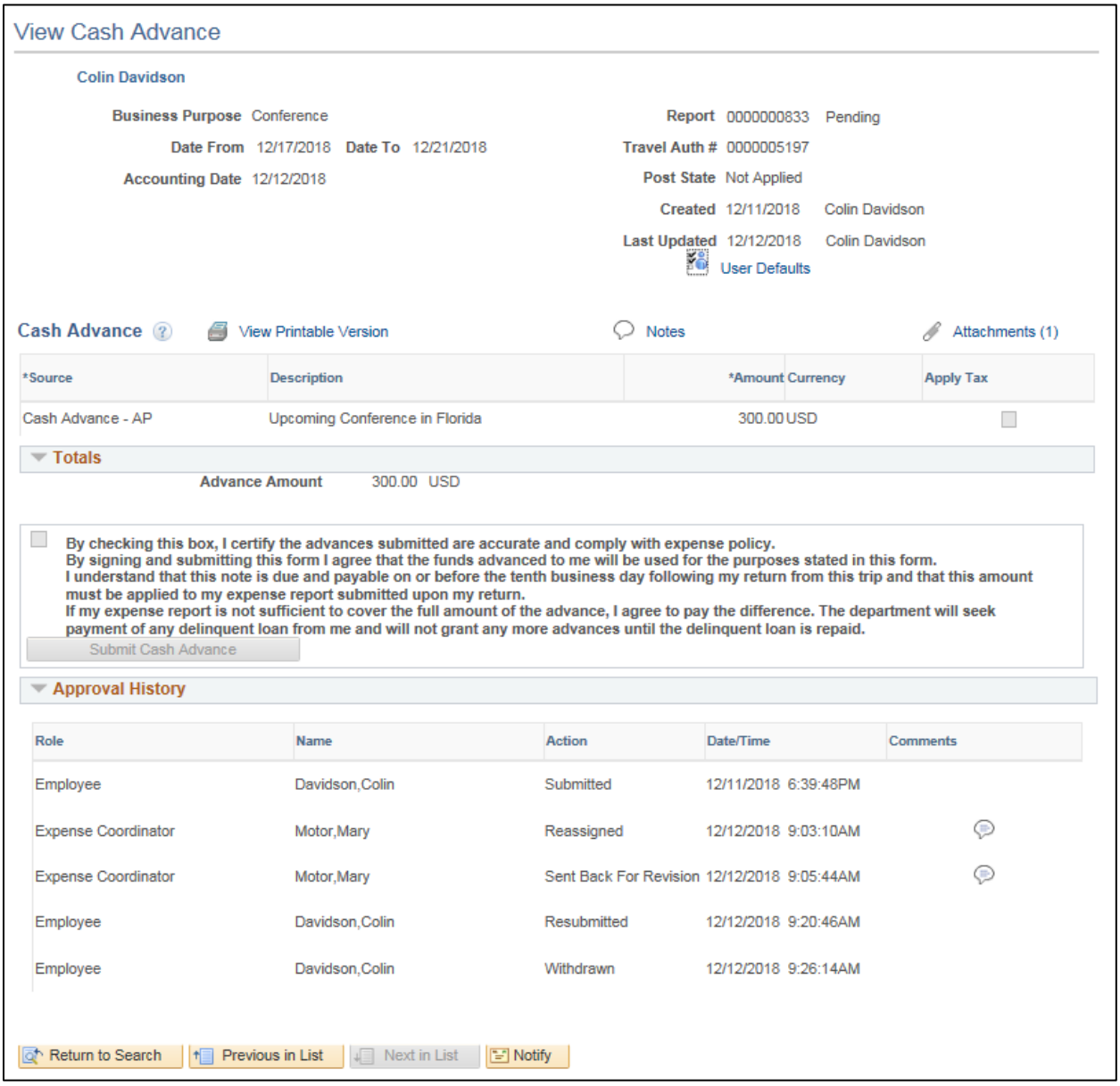
1. Click **Search** to view all cash advances

A list of cash advances display in the search results:



2. 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:



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 Pending
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

Approval History

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	
Employee	Davidson,Colin	Withdrawn	12/12/2018 9:26:14AM	

Return to Search | Previous in List | Next in List | Notify

View Cash Advances is Complete

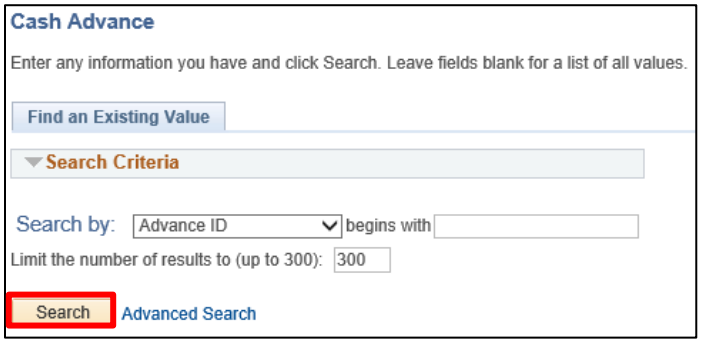
Print a Cash Advance

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

Home Page Tile navigation: TE tile > Cash Advances > Print Cash Advance

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > Print

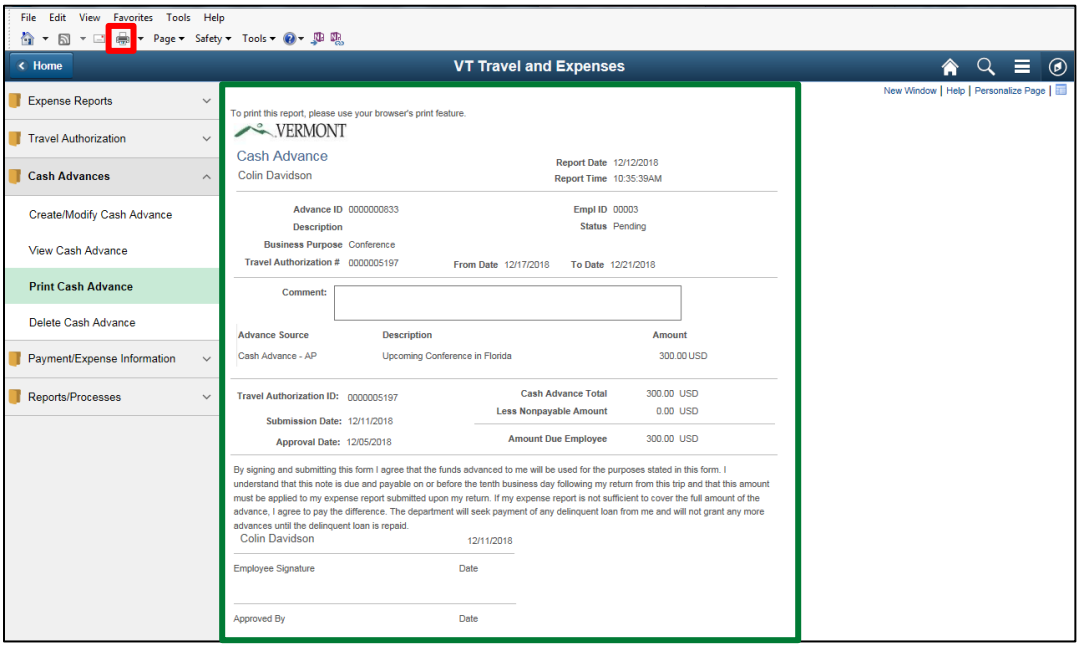
The **Print Travel Authorization** page displays:



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.

1. Enter the cash advance ID number you want to print
2. Click **Search**

A printable version of the cash advance displays:



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

Print a Cash Advance is Complete

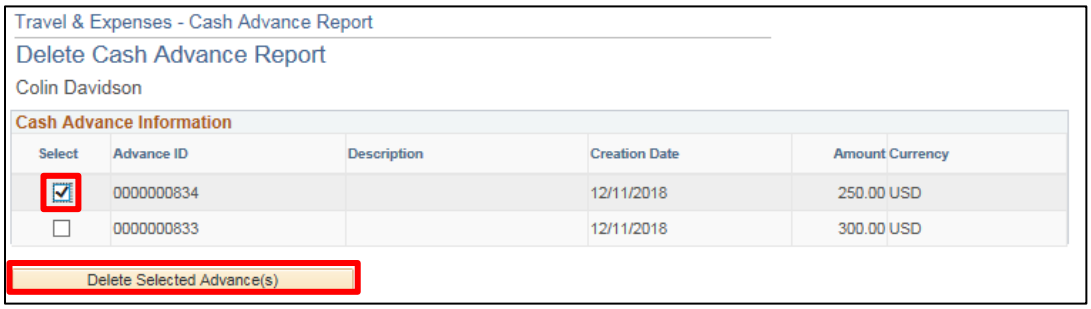
Delete a Cash Advance

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

Home Page Tile navigation: TE tile > Cash Advances > Delete Cash Advance

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > Delete

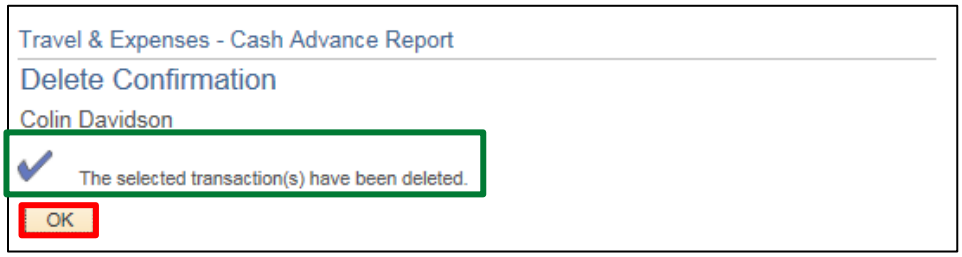
The **Delete Cash Advance Report** page displays, any cash advance that is in a pending status will show as available to delete:



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

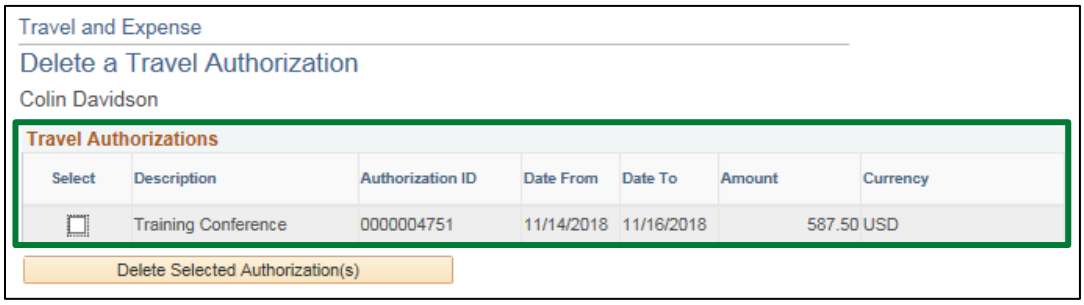
1. Select the cash advance you want to delete, by clicking the **Select** checkbox. You can delete multiple advances by selecting multiple checkboxes
2. Click **Delete Selected Advance(s)**

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



3. Click **OK**

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



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

Delete a Cash Advance is Complete