FLEMING

Expenses User Guide

PeopleSoft Expenses 9.2

Entering an Expense Report

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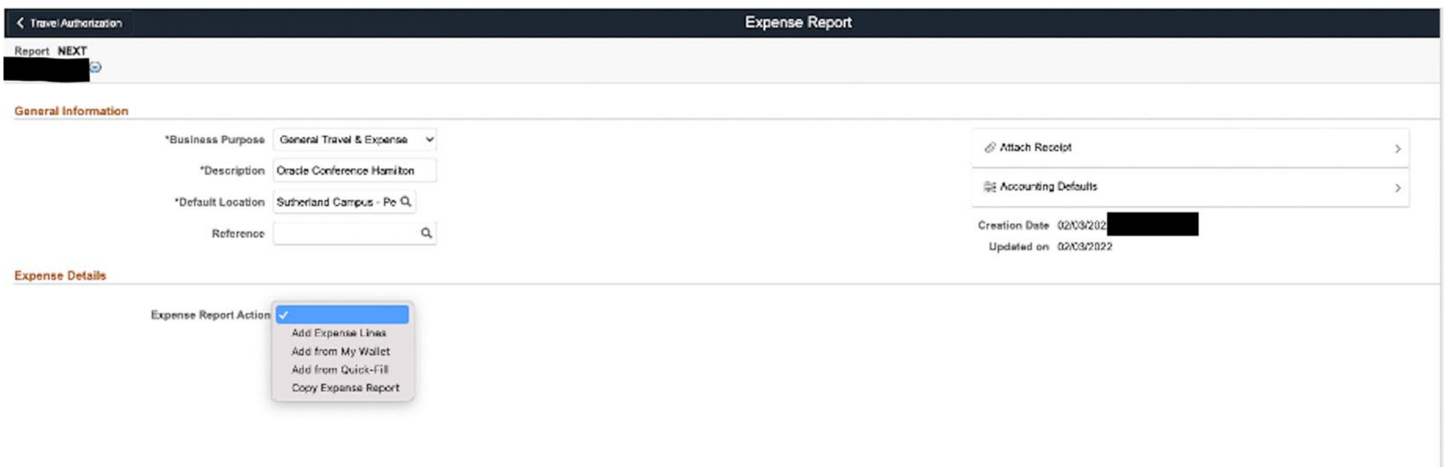
Expense Reports

Create Expense Report

Navigate to: My Self Service> Travel & Expenses> Expense Reports > My Expense Reports

- **Click on Create Expense Report**

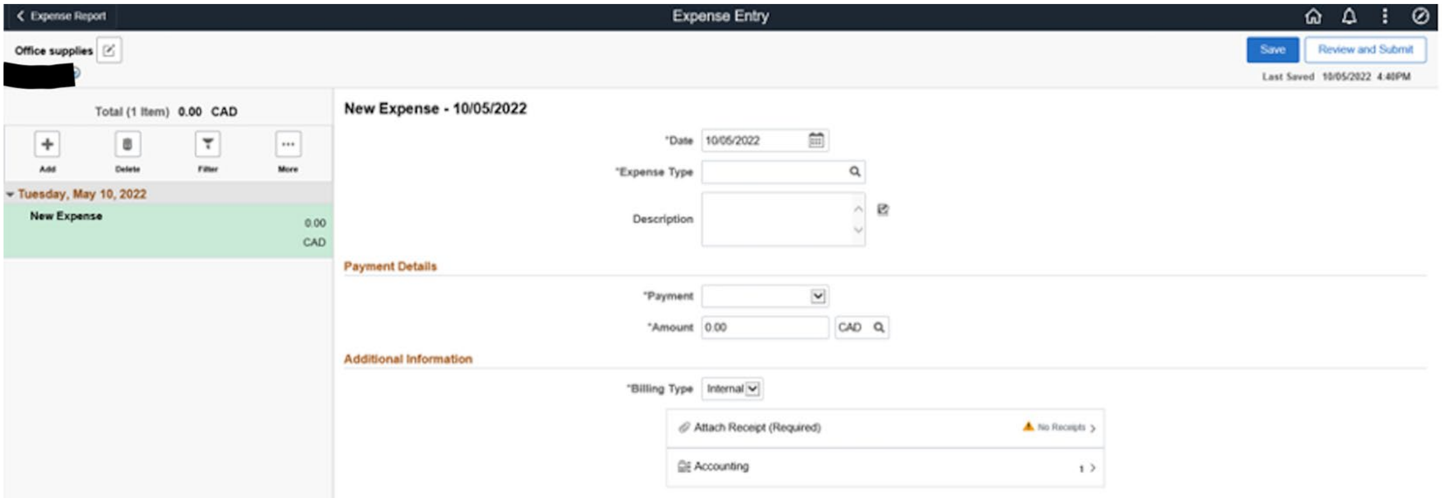


<u>General Information</u>:

- “Business Purpose” – leave as General Travel & Expense
- “Description” - enter description of expenses (i.e. Sept 2022 expenses)
- “Default Location” - select your home campus
- “Reference” - leave this field blank
- “Attach Receipt” – if you have a general document relating to your expenses you can attach the file here (this is not where receipts/invoices for specific expenses incurred are to be attached)
- “Accounting Defaults” – this shows your default department (your default department is where your salary is charged through payroll)

<u>Expense Details:</u>

- “Expense Report Action” - select Add Expense Lines, below screen should appear
  - If below screen does not appear, click on “New Expense” row



- "Date" - enter the actual date that the expense was incurred (note: this cannot be a future date)
- "Expense Type" - Select Expense Type using the Magnifying glass
  - Tip: use the search field to find expense type you are looking for
  - Tip: Frequently Used button will show past Expense Types you have used
  - Note: all travel related expense types have the following options to select from:
    - Ont = travel within Ontario
    - Cdn = travel outside of Ontario but within Canada
    - Intl = travel outside of Canada (International travel)
    - PD = travel related to Professional Development (Ont, Cdn or Intl)
  - *If you are unsure which expense type to select for an expense, please see the "Expense Type Listing" which can be found on the Finance website or email ap-expenses@flemingcollege.ca for assistance*
- "Description" - enter details of the expense incurred
  - If Mileage related:
    - the start and end locations (i.e. City/town) must be provided
    - if you had passengers, list the passenger names in the description field
  - If the expense relates to an approved Travel Authorization Form, please include the Travel Authorization Report number/authorization ID in the description field

Mileage section:

- "Transportation ID" – leave as 01
- "Kilometers" – enter kilometers, then click "calculate mileage rate" button
  - *Note: Kilometers entered are to be the lessor of the actual KM's travelled to/from the destination and the KM's which would have been travelled had the individual left from or returned to their Fleming home campus*
  - Please see the "Mileage chart" on the Finance website for standard intercampus travel between campuses

Payment details section:

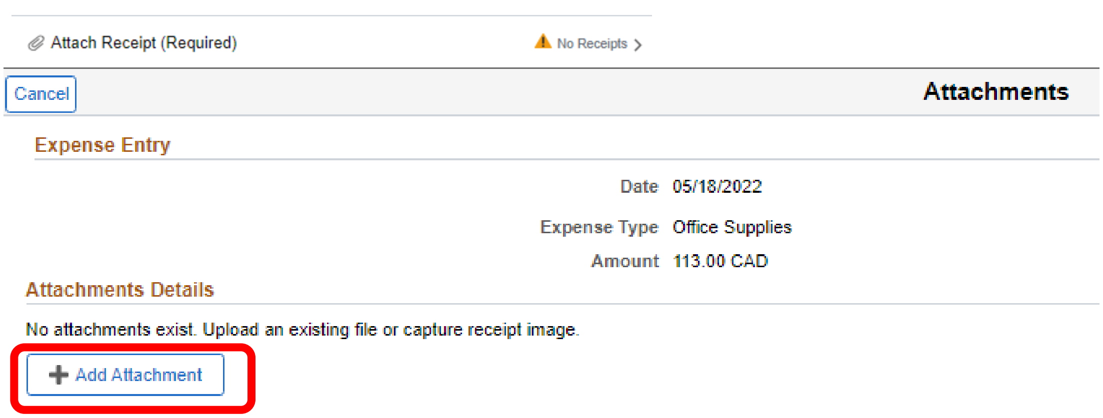
- "Payment" – leave as Out of Pocket
- "Amount" – enter amount including HST
  - If mileage expense, the amount is automatically calculated as per above

        - If meal allowance expense within Canada, leave this amount as $0.00 as the allowance will be automatically calculated when completing the "Additional Information" section
        - Note: meal allowance expense type rates within Canada will be automatically calculated when further steps below are completed, <u>however meal allowance amounts outside Canada are to be entered (please reference the Fleming College – [Travel and Other Expenses Administrative Operating procedure](#) which can be found on the Finance website)</u>

    - "Override VAT" – verify "Calculated VAT" matches the HST on receipt/invoice, if it does not match, enter the actual HST amount from the receipt/invoice in this field

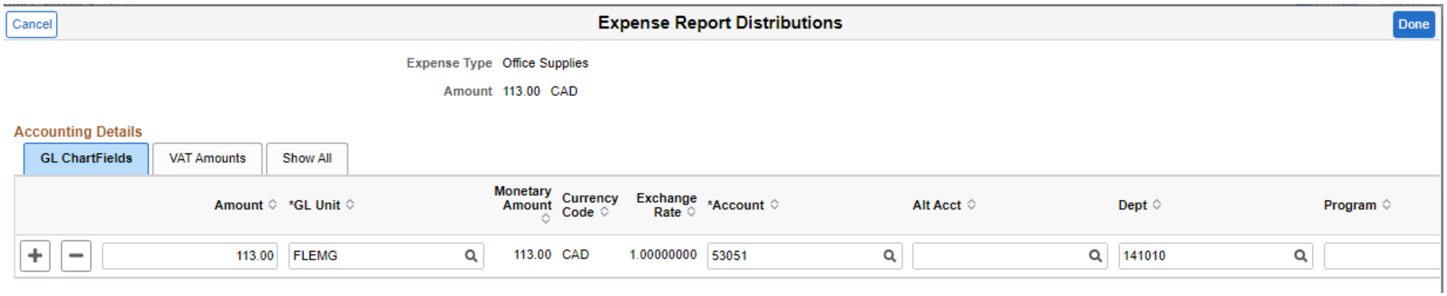
<u>Additional Information section</u>:

- "Billing type" – leave as Internal
- "Expense Location" – this field will only appear for meal allowances within Canada and a location MUST be selected for the meal allowance to be calculated automatically, select the appropriate location as per below:
    - 8 – Ontario: meal within Ontario
    - 9 – Canada – Outside Ontario: meal outside Ontario but within Canada
    - *Note: the calculated meal allowance amount may not appear until you click "save"*
- "Per Diem Deductions" – will only appear for meal allowance expenses and can be ignored
- "Passengers" – this field will only appear for mileage expense, fill in total # of passengers (if only yourself enter 1)
- "Attach Receipt" – if a receipt is required for the expense incurred, this will be indicated (warning icon indicating "No Receipts"), attach the applicable Receipt which shows proof of payment and details of purchase by clicking on "No Receipts" and following the below:
    - Note: for meal allowances outside of Canada (Intl), a receipt is not required however proof of the exchange rate (if US meal allowance) or the appropriate appendix from the Treasury Board of Canada Travel Directive is to be attached



Click on the My Device icon to open your directory. Navigate to the file or picture to attach, click "Open" and then click "Upload" and "Done".

- ○ "Accounting" – click on this if the expense is to be charged to a department other than your default department (your default department is where your salary is charged through payroll)

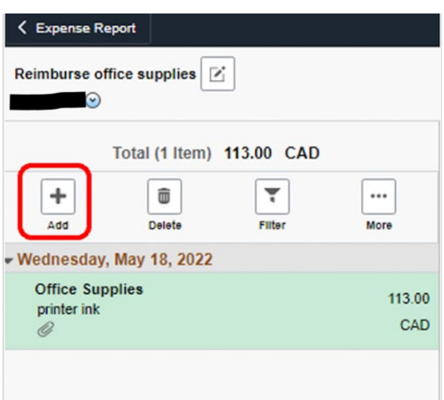


  - ▪ key over the existing department, or use the magnifying glass lookup option to select the department, then click "Done"

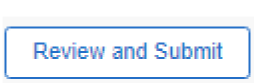
<u>Exceptions section</u>:

- ○ "Personal Expense" – leave as no
- ○ "No Receipt" - if a receipt in not available for an expense which requires one, toggle the No Receipt button to Yes
  - ▪ Enter an explanation as to why no receipt cannot be provided by clicking on "No Comments", which the appropriate budget manager will review and may discuss further with you
- ○ "No VAT Receipt" – leave as no (will automatically show as Yes if N Receipt in marked as Yes)

- Click "Save" button on top right hand corner of screen



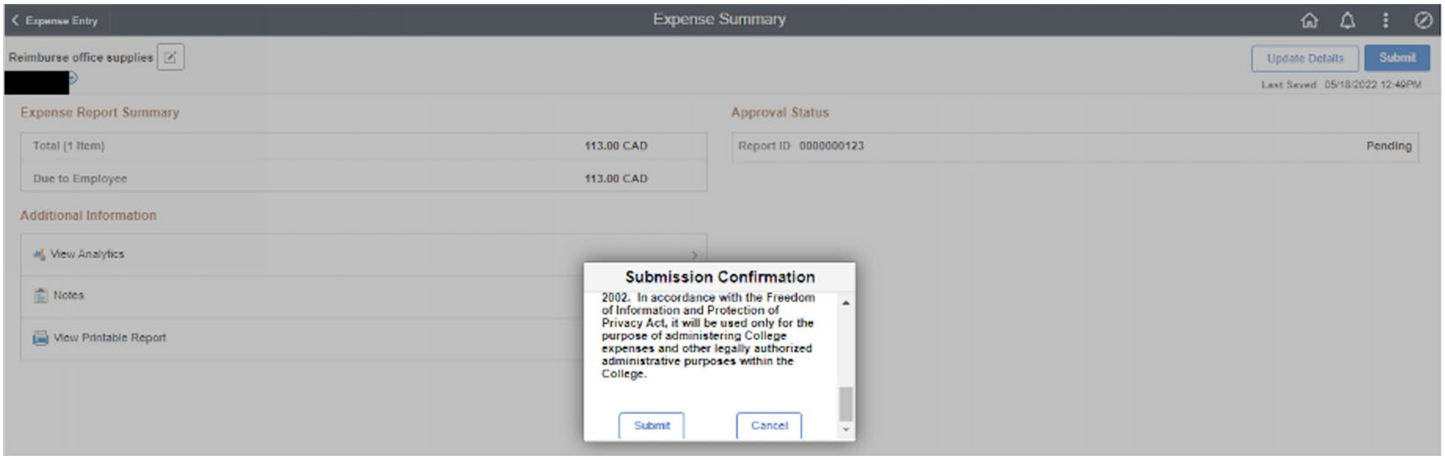
Add additional expenses as required following above processes for each expense.



when all lines have been entered.

On the next screen a summary of the expenses is shown, click “Submit” button to proceed. If there are any errors relating to expenses entered this will be flagged.

An attestation/certification relating to the expenses being submitted is required to be read (you may have to scroll up to see all of the information), once read click the “Submit” button and the expense report is then routed to the appropriate individuals for review/approval.



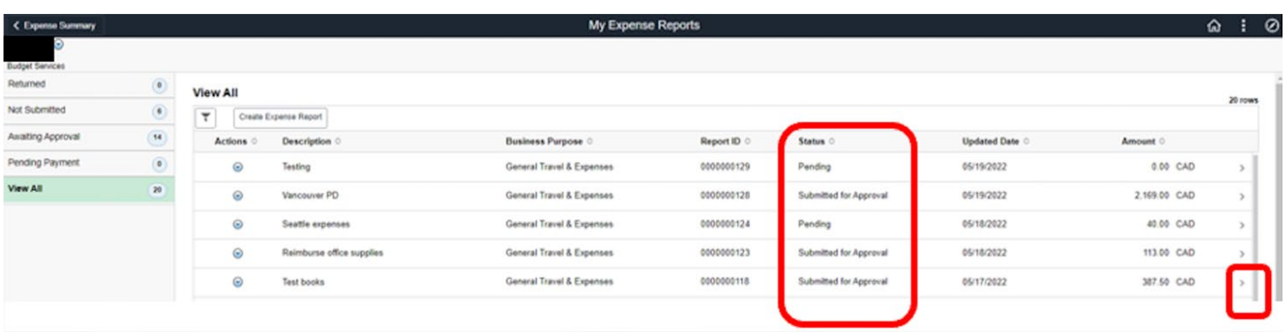
Status and Routing

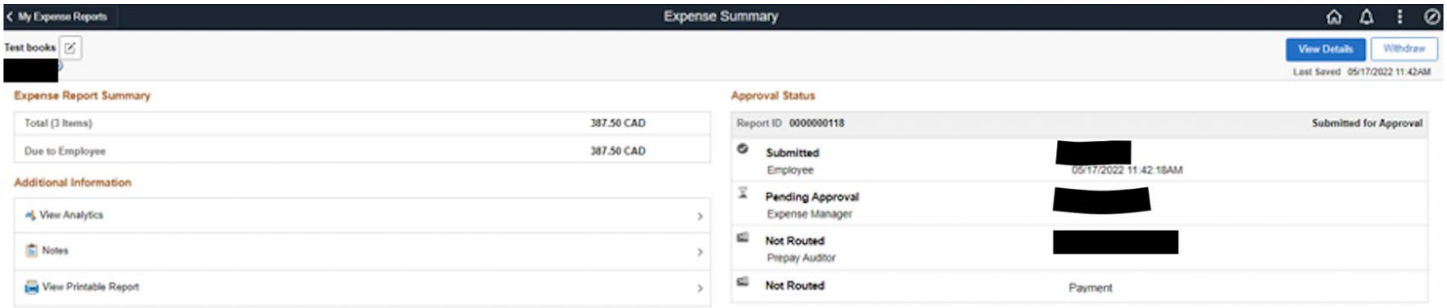
Navigate to: My Self Service> Travel & Expenses> Expense Reports > My Expense Reports

Expense reports are filed by status in the left hand column as shown in the below.

Clicking on “<u>View All</u>” lists all expense reports and shows their status as shown below (circled in red).

To see the routing of an expense report, click the > to the far right of the expense report line.

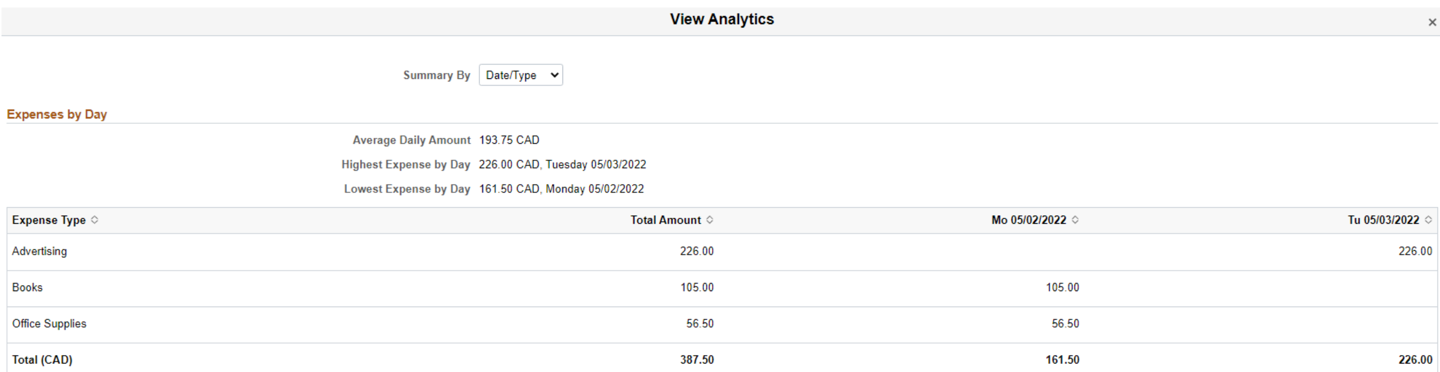




The example above shows the approval routing on the right side of the page.

On the left side the Expense report total amount is shown.

Under the Additional Information Section the view analytics option opens the page below.


View Analytics

Summary By Date/Type

Expenses by Day

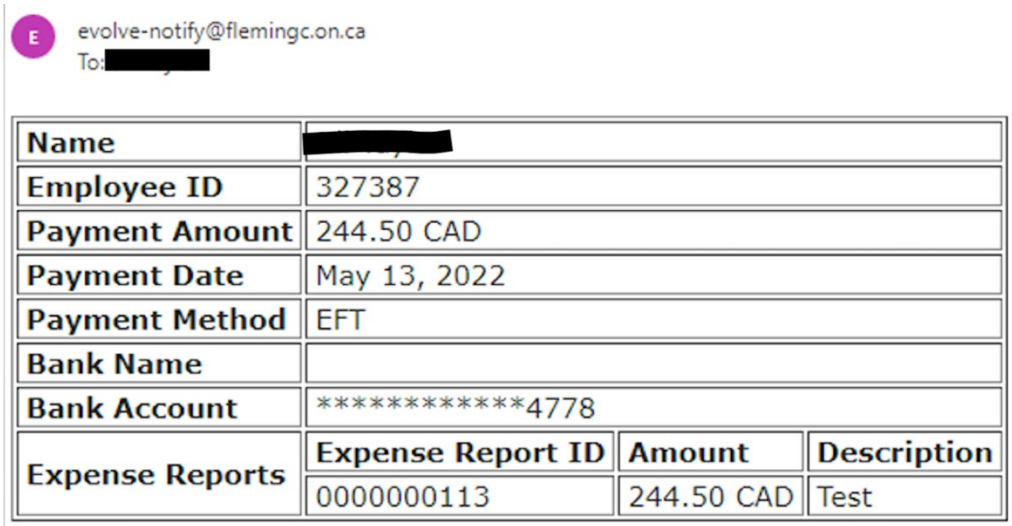
Average Daily Amount 193.75 CAD
Highest Expense by Day 226.00 CAD, Tuesday 05/03/2022
Lowest Expense by Day 161.50 CAD, Monday 05/02/2022

Expense Type	Total Amount	Mo 05/02/2022	Tu 05/03/2022
Advertising	226.00		226.00
Books	105.00	105.00	
Office Supplies	56.50	56.50	
Total (CAD)	**387.50**	**161.50**	**226.00**

Expense Report Notifications

Once your expense report has been approved, you will receive an email notification.

You will also receive another email notification when the expense report has been paid (example shown below).



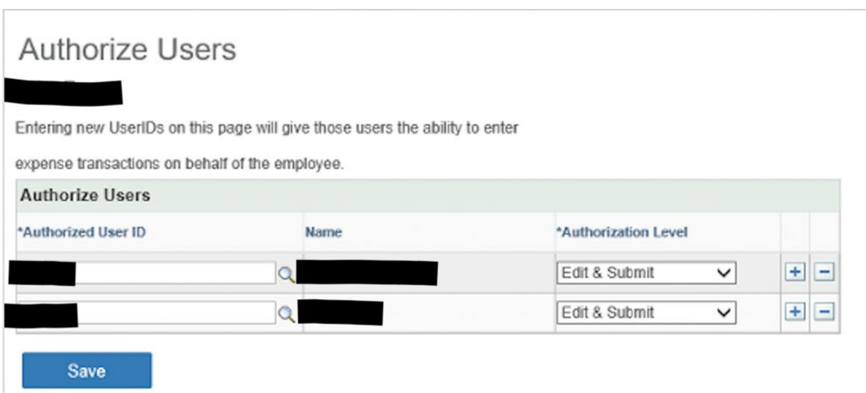
evolve-notify@flemingc.on.ca
To: [redacted]

Name	[redacted]		
Employee ID	327387		
Payment Amount	244.50 CAD		
Payment Date	May 13, 2022		
Payment Method	EFT		
Bank Name			
Bank Account	************4778		
Expense Reports	**Expense Report ID**	**Amount**	**Description**
	0000000113	244.50 CAD	Test

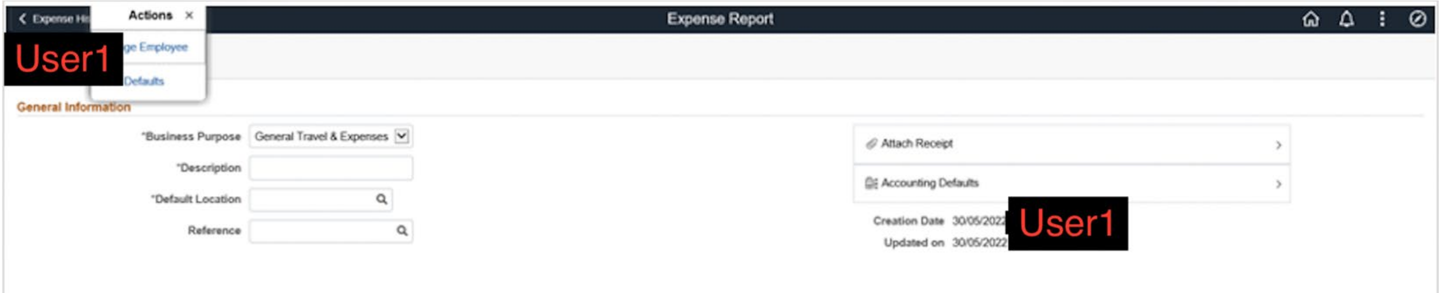
Authorize another user to create and submit expense report on your behalf

Navigate to My Self Service> Travel & Expenses > User Preferences > Delegate Entry Authority

Click the + button and add another user, then click “Save” for the other user to add Expense reports on your behalf.



When User1 enters an Expense Report for User2, the Employee has to be changed from the down action box to the right of User1, the employee name, as shown on the next page.



Click “Change Employee” and the window below pops up. The user then selects the employee.