



Expenses User Guide

PeopleSoft Expenses 9.2

Entering a Travel Authorization

Table of Contents

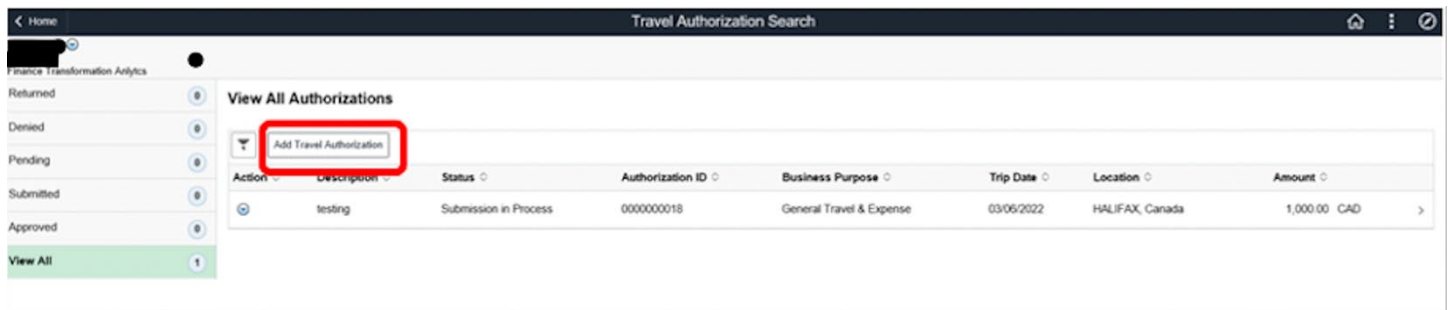
Travel Authorization.....	2
Create and Submit Travel Authorization	2
Status and Routing	4
Deleting a Travel Authorization	4
Travel Authorization Notifications.....	7

Travel Authorization

An approved travel Authorization is required **before** travelling outside of Ontario on college business. All travel outside of Ontario must be approved by your manager and an SMT member. International travel, outside of Canada, requires approval by your manager, an SMT member and the College President.

Create and Submit Travel Authorization

Navigate to: My Self Service> Travel & Expenses> Travel Authorizations>Travel Authorizations



Click on Add Travel Authorization

General Information:

- “Description” - enter description of travel (i.e. Conference in Alberta)
- “Business Purpose” – leave as General Travel & Expense
- “Comments” – enter the purpose of the travel, including how it supports College priorities and will produce a benefit for the College)
- “Billing Type” – leave as Internal (if field is blank, select Internal from drop down)
- “Travel From” – select your Home Campus
- “Travel To” – select the city/country you are travelling to (most large cities are available to select, however if a location is not available please email ap-expenses@flemingcollege.ca .
- “Date From” – select start date of travel
- “Date To” – select end date of travel

Details:

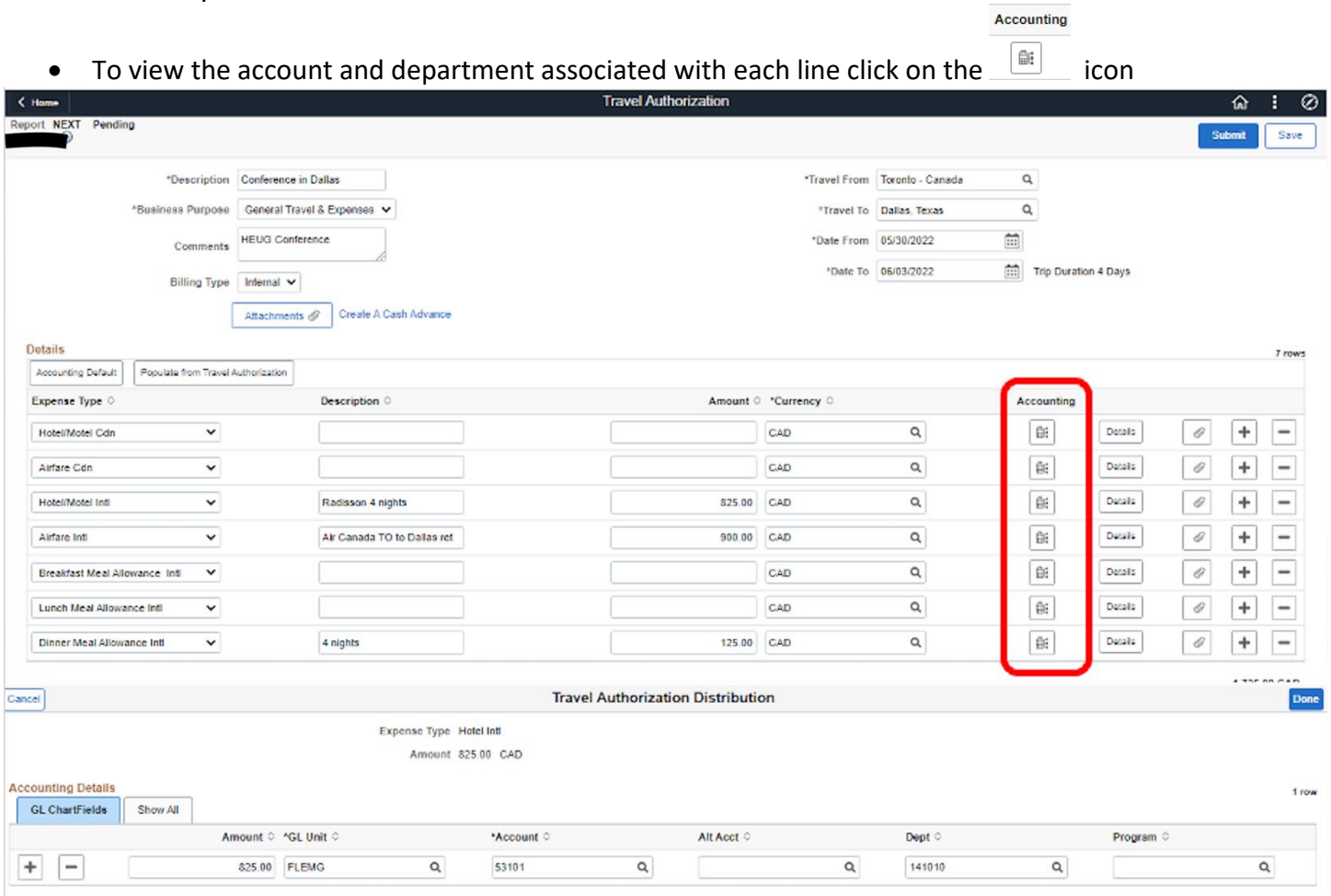
- “Expense Type”:
 - Sample expense types are provided on the page as shown below
 - If you are travelling in Canada, but outside of Ontario, please complete the applicable “Cdn” expense types fields. Please ensure that any expense types added are “Cdn” type expenses.
 - If you are travelling outside of Canada, please complete the “Intl” expense type fields. Please ensure that any expense types added are “Intl” type expenses.
 - Note: if the travel relates to Professional Development (PD), please add the appropriate expense types containing “PD” (these exist for all “Cdn” and “Intl” expense types)
 - Note: meal allowance rates for Canada/USA can be found on the Finance website “[Travel and Other Expenses – Meal Rates \(Canada & USA\)](#)”, meal allowances outside of Canada/USA can be

found as set out in the appendices of the Treasury Board of Canada Travel Directive (please reference the Fleming College – [Travel and Other Expenses Administrative Operating procedure](#) which can be found on the Finance website)

- If you are unsure which expense type to select for an expense, please email ap-expenses@flemingcollege.ca for assistance
- You can add other expense types by clicking the + sign on one of the existing rows, or if some of the template lines do not apply, you can overwrite the expense type to one that you do need
- Unused lines will be removed automatically when the Travel Authorization is saved.

- “Description” – enter a description (i.e. flight from Toronto to Calgary, dinner July 20th, etc)
- “Amount” – enter anticipated expense amount
- “Currency” – leave as CAD

- To view the account and department associated with each line click on the  icon



The screenshot displays the 'Travel Authorization' system interface. At the top, there are navigation buttons for 'Report', 'NEXT', and 'Pending'. The main form includes fields for:

- *Description: Conference in Dallas
- *Business Purpose: General Travel & Expenses
- Comments: HEUG Conference
- Billing Type: Internal
- *Travel From: Toronto - Canada
- *Travel To: Dallas, Texas
- *Date From: 05/30/2022
- *Date To: 06/03/2022
- Trip Duration: 4 Days

 Below the form is a 'Details' section with a table of expense lines. The table has columns for Expense Type, Description, Amount, and Currency. A red box highlights the 'Accounting' column, which contains icons for each row. Below the table is a 'Travel Authorization Distribution' section showing 'Expense Type: Hotel Intl' and 'Amount: 825.00 CAD'. At the bottom, the 'Accounting Details' section shows a table with columns for Amount, GL Unit, Account, Alt Acct, Dept, and Program, with values: 825.00, FLEMG, 53101, and 14101.

- 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) you can key over the existing department, or use the magnifying glass lookup option to select the department, then click “Done”
- Verify that each line has the correct account and department codes assigned.
- If there is an attachment (conference fee, estimated flight/hotel costs, etc) that you would like to attach, click the paperclip icon:

- Click “Add Attachment”

Choose From



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”

- The total amount of the Travel Authorization Form will be shown on the bottom right hand of the screen
- Click Save & Submit

Status and Routing

Navigate to: My Self Service> Travel & Expenses> Travel Authorization> View

Search for the Travel Authorization submitted and click view to see the approval routing.

Travel Authorization

Travel Authorization

[Travel Authorization Details](#)

Actions: Choose an Action GO

Business Purpose: General Travel & Expenses

Description: Conference in Orlando

Default Location: Orlando, Florida

Date From: 02/05/2022 Date To: 06/05/2022

Reference:

Authorization ID: 0000000031 Submitted for Approval

Created: 04/27/2022

Last Updated: 04/27/2022

Totals [View Printable Version](#) [Notes](#)

Projected Expenses (4 Lines): 1,725.00 CAD Denied Expenses: 0.00 CAD

Total Authorized Amount: 1,725.00 CAD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization Withdraw Travel Authorization Submitted On: 27/04/2022 Submitted By:

Approval History

```

graph LR
    A[Submitted] --> B[TAAPPROVER]
    B --> C[TASMT]
    C --> D[TAPRES]
    D --> E[ ]
    style E fill:none,stroke:none
    
```

Action	Role	Name	Date/Time
Submitted	Employee		27/04/2022 11:07:16AM

Return to Search
Previous in List
Next in List
Notify

Deleting a Travel Authorization

Navigate to: My Self Service> Travel & Expenses> Travel Authorizations> Travel Authorizations

Click on the View All grouping to the left and to the right all Travel Authorizations you have created will be listed.

Travel Authorization Search

Budget Services

Returned 0

Denied 0

Pending 1

Submitted 1

Approved 1

View All 3

View All Authorizations

Add Travel Authorization

Action	Description	Status	Authorization ID	Business Purpose	Trip Date	Location	Amount
⊙	Test how to cancel	Pending	000000038	General Travel & Expenses	16/05/2022	Vancouver - Canada	2,400.00 CAD
⊙	Conference in Orlando	Submitted for Approval	000000031	General Travel & Expenses	02/05/2022	Orlando, Florida	1,725.00 CAD
⊙	TA test by Jill	Approved	000000025	General Travel & Expenses	04/05/2022	Seattle, Washington	1,565.00 CAD

Travel Authorization Search

Budget Services

Returned 0

Denied 0

Pending 1

Submitted 1

Approved 1

View All 3

View All Authorizations

Add Travel Authorization

Action	Description	Status	Authorization ID	Business Purpose	Trip Date	Location	Amount
⊙	Test how to cancel	Pending	000000038	General Travel & Expenses	16/05/2022	Vancouver - Canada	2,400.00 CAD
⊙	Conference in Orlando	Submitted for Approval	000000031	General Travel & Expenses	02/05/2022	Orlando, Florida	1,725.00 CAD
⊙	TA test by Jill	Approved	000000025	General Travel & Expenses	04/05/2022	Seattle, Washington	1,565.00 CAD

Are you sure you want to delete this travel authorization?

Yes No

The Action drop box provides the option to Delete the Travel Authorization, but this Action is only available when the Travel Authorization has not been submitted and is still in the Pending status.

Travel Authorization Search

Budget Services

Returned 0

Denied 0

Pending 0

Submitted 1

Approved 1

View All 3

View All

Add Travel Authorization

Action	Description	Status	Authorization ID	Business Purpose	Trip Date	Location	Amount
⊙	Conference in Orlando	Submitted for Approval	000000031	General Travel & Expenses	02/05/2022	Orlando, Florida	1,725.00 CAD
⊙	TA test by Jill	Approved	000000025	General Travel & Expenses	04/05/2022	Seattle, Washington	1,565.00 CAD

When you click Yes on the prompt box as shown above, the Travel Authorization disappears from your list of Travel Authorizations.

Travel Authorization Search

Budget Services

Returned 0

Denied 0

Pending 0

Submitted 1

Approved 1

View All 3

View All

Add Travel Authorization

Action	Description	Status	Authorization ID	Business Purpose	Trip Date	Location	Amount
⊙	Conference in Orlando	Submitted for Approval	000000031	General Travel & Expenses	02/05/2022	Orlando, Florida	1,725.00 CAD
⊙	TA test by Jill	Approved	000000025	General Travel & Expenses	04/05/2022	Seattle, Washington	1,565.00 CAD

To delete a Travel Authorization that has been submitted and/or partially approved navigate to:

My Self Service> Travel & Expenses> Travel Authorization> View

Note the statuses of the Travel Authorizations.

Authorization 31 has a status of Submitted
Open the Travel Authorization by clicking on the Authorization ID.

Travel Authorization

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

Find an Existing Value

Search Criteria

Search by: Authorization ID begins with

Search Advanced Search

Search Results

Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000000031	Conference in Orlando	[REDACTED]	[REDACTED]	Submitted	27/04/2022
0000000025	TA test by Jill	[REDACTED]	[REDACTED]	Approved	25/04/2022

The Withdraw Travel Authorization button is only available here because the Authorization has not been fully approved.

Travel Authorization

Travel Authorization Details

Business Purpose: General Travel & Expenses
Default Location: Orlando, Florida
Description: Conference in Orlando
Date From: 02/05/2022
Date To: 05/05/2022
Reference
Authorization ID: 0000000031 Submitted for Approval
Created: 04/27/2022
Last Updated: 04/27/2022

Totals
View Printable Version
Notes

Projected Expenses (4 Lines): 1,725.00 CAD
Desired Expenses: 0.00 CAD
Total Authorized Amount: 1,725.00 CAD

By checking this box, I certify that I am not requesting reimbursement for this expense policy.
Submit Travel Authorization
Withdraw Travel Authorization
Submitted On: 27/04/2022
Submitted By: [REDACTED]

Approval History

Submitted [REDACTED] TAPPROVER [REDACTED] TAPMT [REDACTED] TAPRES [REDACTED]

Action	Role	Name	Date/Time
Submitted	Employee	[REDACTED]	27/04/2022 11:07:16AM

Return to Search Previous in List Next in List Notify

Travel Authorization

Travel Authorization [Travel Authorization Details](#)

Your travel authorization 000000031 has been withdrawn from approvers' queue.
Actions: Choose an Action GO

Business Purpose: General Travel & Expenses Original Location: Orlando, Florida Authorization ID: 000000031 Submitted for Approval
 Description: Conference in Orlando Date From: 02/05/2022 Date To: 05/05/2022 Created: 04/27/2022
 Reference: Last Updated: 05/10/2022

Totals (1) [View Printable Version](#) [Notes](#)

Projected Expenses (4 Lines) 1,725.00 CAD Denied Expenses 0.00 CAD

Total Authorized Amount 1,725.00 CAD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization Withdraw Travel Authorization
Refresh Approval Status

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	● ● ●	27/04/2022 11:07:16AM

Return to Search Previous in List Next in List Notify

Travel Authorization Search

Pending Authorizations

[Add Travel Authorization](#)

Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount
[X]	Conference in Orlando	000000031	General Travel & Expenses	02/05/2022	Orlando, Florida	1,725.00 CAD

The Travel Authorization is reverted to a Pending status and can be now be deleted using the Action box drop down menu, or it can be edited before re-submitting.

Travel Authorization Notifications

When the Travel Authorization has been approved by all assigned approvers an email notification will be sent to the original submitter advising them of the approval. An example of the notification email is below.

J [redacted]@flemingcollege.ca
To: [redacted]

The following travel authorization request has been approved:

Employee ID: 9207840
Employee Name: [redacted]
Submission Date: 2022-05-17
Travel Auth Description: Los Angeles Conf
Travel Auth ID: 0000000043
Business Purpose: General Travel & Expenses
Total Amount: 2345.00 CAD
Reimbursement Amount: 2345.00 CAD

You can navigate directly to the page for more information by clicking the link below:

https://fpltp.flemingc.on.ca/psp/FPLTP/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_TAUTH_INQ.GBL?Action=U&TRAVEL_AUTH_ID=0000000043&ProcessID=TAApproval

[← Reply](#) [→ Forward](#)

The submitter will also get an email notification if the Travel Authorization has been sent back by one of the approvers. When sent back, the approver must add a comment to detail the problem. The link in the email notification will direct you to the page where you can see the comment.

J [redacted]@flemingcollege.ca
To: [redacted]

The following travel authorization request has been sent back for revision:

Employee ID: 327387
Employee Name: [redacted]
Submission Date: 2022-05-12
Travel Auth Description: Conf in San Antonio
Travel Auth ID: 0000000041
Business Purpose: General Travel & Expenses
Reimbursement Amount: 2500.00 CAD

You can navigate directly to the page for more information by clicking the link below:

https://fpltp.flemingc.on.ca/psp/FPLTP/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_TAUTH_REPORT.GBL?Action=U&TRAVEL_AUTH_ID=0000000041&ProcessID=TAApproval

[← Reply](#) [→ Forward](#)

Similarly, the Travel Authorization could be denied and an email notification will be sent to the submitter with a link to the reason for denial.