Travel and Expense Setup for New Employees or First Time Users

Getting Started

New Employees make sure of the following:

- Setup in USGOne Connect by Human Resources.
- Self-registered for travel and expenses reimbursement via PeopleSoft's T & E Module.
  To register follow: Handout Set-up
- Read the MGA Travel Policy located at the following location
  (1) - Go to www.mga.edu, (2) - From Menu - Click on "Faculty & Staff" (3) - Click on "Policies Manual" under title located on the far right, (4) – Click Section 7 Finance & Business - Section 7.6 Travel for a quick link - http://policies.mga.edu/policy-manual/section-7-finance-business/7-6-travel/

All Employees

Which System Do I Use?

PeopleSoft Travel & Expense Center, referred to as the T & E Module.

- https://selfservice.fprod.gafirst.usg.edu
  Login to the T & E Module located at the following locations:
  - **https://www.mga.edu/finance/travel.php** Chose "T & E Module" or
  - www.mga.edu

  (1)– Go to www.mga.edu, (2) – From Menu -Click on "Faculty & Staff"
  (3) – Hover over "Faculty and Staff" until purple ribbon appears (4) Click on "T & E Module"

Who Do I Call For Help?

Office of Finance – Administration & Reporting

Joy Campbell, Accounting Technician	joy.campbell@mga.edu	478-757-2549
Christy Colvin, Senior Accountant	christy.colvin@mga.edu	478-757-3602

Before You Travel

1) **Do I have Approval to Travel?**
   - You must obtain approval from your supervisor to travel.
   - One-time travel authorization in the case of those individuals required to make overnight trips in-state and for all out-of-state. The required Travel Authorization Form is a located at https://www.mga.edu/finance/docs/Travel_Authorization.pdf

2) **Is there a registration fee?**
   Registration fees can be paid:
   - Requested with ePro – Completed registration form and documentation of Tax ID is required (notation on registration form or W-9) to be submitted to Accounts Payable
   - By employee and reimbursed with other travel expenses after travel occurs through T & E
   - Internal Registrations: Send registration form with approvals to Joy Campbell (i.e. Registrations for events held in the MGA Conference Center)

3) Are meals covered in my travel expenses?

- Meals are covered if required to travel over 50 miles from home AND greater than 12 hours. Specific details are addresses in the MGA Travel Policy.
- Eligible meals are reimbursed using per diem amounts referenced on MGA website under Office of Finance - Travel or quick link – https://www.mga.edu/finance/travel.php

4) Do I need a Cash Advance?

Eligible employees may request an advance before an official business trip (i.e. student meals) to cover expenses which will be ultimately reimbursed by the State. In compliance with the Statewide Travel Policy which was developed in accordance with Internal Revenue Service (IRS) requirements for an "Accountable Plan", per IRS Rule 1.62-2(g)(2), an advance will be provided to the employee no more than 30 days prior to travel.

- Complete a Cash Advance Request via the T & E Module

Cash advances will not be processed for the following requests:

- Travel Expenses under $100
- Meals
- Mileage and Fuel
- Annual salary of $50,000 or more per OPB policy.

While You Travel

What documentation do I need to keep?

- Retain copies of following receipts: hotel, parking, airfare, taxi, and other ground transportation.
- Meals receipts are not required for T & E Module but you may want to keep copies of meal receipts for your own records. You cannot submit meal reimbursement for meals that are included in any registration fees.
- Keep and submit a copy of conference agenda or itinerary showing which meals are included with the registration fee.
- If driving personal vehicle, **keep mileage records.** A sample mileage log is available on MGA website under Office of Finance- Travel - https://www.mga.edu/finance/documents.php Odometer readings are not required.

After You Travel

1) Where and how do I complete an expense report?

Complete an expense report electronically in PeopleSoft T & E Module showing actual expenses incurred during your travel, except for meals which will be reported using per diem amounts.

Do not include registration fees that were paid with a pcard or with an MGA check. Only include registration fees if seeking reimbursement for these. Scan and upload in Adobe .pdf format all required documentation as attachments to expense report.

Employees are required to submit travel expenses via the T & E Module no later than 45 days after the trip or event. Travel expenses submitted more than 60 days, if reimbursed, should be included in the traveler's IRS W-2 as taxable income.

Travel and Expense Setup for New Employees or First Time Users

Go to https://www.mga.edu/finance/travel.php **T & E Module in Purple box or** http://selfservice.fprod.gafirst.usg.edu

1. Click – "**REGISTER FOR MY ACCOUNT"**.
   - Enter Date of Birth (mm/dd/yyyy)
   - Enter Last 4 digits of SSN
   - Enter Home Zip Code (5 digits)
2. Click - **Next**
   - Verify the employee information and click radio button
3. Click - **Next**
4. Create User ID (case sensitive) using/choosing a uniform ID (firstname.lastname, i.e thomas.smith)
5. Choose security question and enter answer.
6. Create and Enter Password (case sensitive).
7. Click **Next/Save**
8. Upon completion, Logout of the T & E Module.

Then log back on with your new User ID and password (both are case sensitive) to complete Set-Up.

You can now re-enter your User ID and password to sign back in to the application.

Travel and Expense Home Link should be accessible-Click link.

Now we will verify Email, Chartstrings (Accounting Detail), and Organizational Data

1. Click the diamond icon in far right corner to access the Navigation Bar
2. Select the **Navigator Tile**
3. Use the scroll bar on the far right go to **MY SYSTEM PROFILE**
   - Click Primary/Business and mga.edu address the default. This will be the email used in workflow notifications.
   - Save

1\. Click the diamond icon in far right corner to access the Navigation Bar
2\. Select the **Navigator Tile**
2\. Click **EMPLOYEE SELF SERVICE**
3\. Click Employee TE Center
4\. Click Profiles & Preferences
5\. Click Review/Edit Profile
6\. Click Organizational Data tab.
   - Verify your home department number
   - Verify the chartstrings, this is where most of your reimbursements are paid. If these fields are empty, enter the Fund, Program and Class codes, and enter Fiscal Year (2108) in the Budget Ref field. Click Save

Create a Cash Advance

1. Log into PeopleSoft Self Service: http://selfservice.fprod.gafirst.usg.edu.
2. Select the diamond icon to access the Navigation Bar
3. Select the **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel and Expenses**
5. Select **Cash Advances**
6. Select **Create/Modify**
7. On the **Add a New Value** tab, ensure your Emp ID is populated in the **User** field and select the **Add** button
8. Select the appropriate **Business Purpose** in the drop down list
9. Enter a description for the business purpose in the **Advance Description** field
10. If needed, you can add attachments to your Cash Advance by selecting the **Attachments** link
11. Select the method in which you wish to receive the cash advance in the **Source** drop down list
10. In the **Description**, indicate how the Cash Advance is going to be used (i.e., 3 nights lodging, meals and mileage)
11. Enter the requested cash advance amount in the **Amount** field
12. If needed, you can select **Save For Later** if you are not ready to submit. If you are ready to submit, check the **box** to acknowledge the submission statement "By checking this box, I certify the advances submitted are accurate and comply with expense policy."
13. Select the **Submit Cash Advance** button (becomes enabled after checking the submission statement box)
14. Click **OK**

Create an Expense Report from a Paid Cash Advance

1. Log into PeopleSoft Self Service: http://selfservice.fprod.gafirst.usg.edu.
2. Select the diamond icon to access the Navigation Bar
3. Select the **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel and Expenses**
6. Select **Expense Reports**
7. Select **Create/Modify**
8. Add all expense lines for the Expense Report
9. From the **Actions** drop down menu in the upper right corner of the page, **select Apply/View Cash Advance(s)** and click **GO**
10. Enter the **Cash Advance ID** or use the **Look Up** icon
    a. If using the Look Up icon, select an "**Advance**" and click **OK**
    b. The Cash Advance ID and Total Applied will populate on the Apply Cash Advance(s) page
    c. Click **OK** to return to the Expense Report
11. Submit the Expense Report

Cash Advances

View Cash Advance

1. Log into PeopleSoft Self Service: http://selfservice.fprod.gafirst.usg.edu.
2. Select the diamond icon to access the Navigation Bar
3. Select the **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel and Expenses**
6. Select **Cash Advance**
7. Select **View**
8. Enter the **Cash Advance ID** and click **Search** or click **Search** (with the ID field blank) to display all Cash Advances
9 Select the **Cash Advance ID** link to view the transaction
10. The Cash Advance is displayed in a read-only format
11. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction
12. The **Action History** section displays any actions that have been taken on the transaction

Modify Cash Advance

1. Log into PeopleSoft Self Service: http://selfservice.fprod.gafirst.usg.edu.
2. Select the diamond icon to access the Navigation Bar
3. Select the **Navigator**
4. Select **Employee Self-Service**
5. Select **Cash Advance**
6. Select **Create/Modify**
7. On the **Find an Existing Value** tab, enter the **Cash Advance ID** and click **Search** or click **Search** (with the ID field blank) to display all Cash Advances available for modification.
8. Select the **Cash Advance ID** link to modify it.
9. Modify the Cash Advance in the same fashion as you created it.

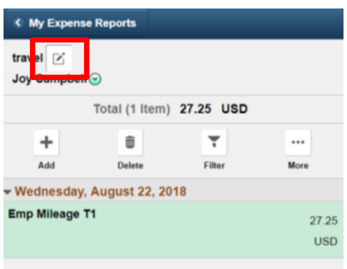
Delete Cash Advance

1. Log into PeopleSoft Self Service: http://selfservice.fprod.gafirst.usg.edu.
2. Select the diamond icon to access the Navigation Bar
3. Select the **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel and Expenses**
6. Select **Cash Advance**
7. Select **Delete**
8. Enter the **Cash Advance ID** or click **Search** and locate the advance needing to be deleted
9. Put a checkmark in the appropriate box to select the cash advance you wish to delete
10. Select the **Delete Selected Advance(s)** button
11. The Delete Confirmation message is displayed

Expense Reports

Create an Expense Report

1. Log into PeopleSoft Self Service: http://selfservice.fprod.gafirst.usg.edu. For instructions with diagrams, please review https://www.mga.edu/finance/documents.php - Creating Expense Reports.
2. Select **Create Expense Report Tile**
3. Enter the **General Information** for the expense report:
    a. Select the appropriate **Business Purpose** from the drop down
    b. Enter a description in the **Report Description** field
    c. Enter/Select the **Destination Location**
4. If you have attachments for your expense report available at this stage, select the **Attach Receipt** link; otherwise skip to step #6.
    a. Select the **Add Attachment** button
    b. Click **My Device** tile, search for your file and select it.
    c. Select the **Upload** button
    d. The attachment appears in the Expense Report Attachments window
    e. Enter a description for the attachment in the **Description** field
    f. Select the **Done** button
    g. Repeat steps for additional attachments
5. If you need to upload attachments from the Expense page:
    a. Click the **Pencil & Paper** button locate in the top left corner above traveler's name



    b. The General Information Page appears return to step #4.
    c. Click **Update Details** returning to expense page.
6. For each expense:
    a. Click the **+ Add** Expense tile located on the left
    b. In the **Date**, select the appropriate day expense occurred
    c. In the **Expense Type** drop down, select the appropriate expense type
    d. Enter a **description** for the **Expense Type** if needed
    e. Update the **Payment Type** if needed
    f. Enter the **amount** (if not automatically entered based on Expense Type)
7. If you need to enter **Mileage**, continue. Otherwise skip to step #9.
    a. Select the appropriate mileage type (Emp Mileage T1)
    b. Click the **Reimbursable Miles** box
    c. Enter your **Total Miles Traveled** that day, as well as any **Commute/Personal Miles** (Commute/Personal miles are your typical commute from home to work) The system will calculate your **Reimbursable Miles**.
    d. Click Done. The **Miles** and **Amount** fields will populate.
    e. Enter/Select the **Originating and Destination Locations**.

8. For meals continue. Otherwise go to step # 10.
    a. Select the appropriate meal **Expense Type** (Ex. Emp Lunch, Emp Meals-Full Day)
    b. If the meal occurred on a First or Last day of **out of state** Travel, the 75% reimbursement rule applies. **Select the First/Last day** link
    c. Check the **Deduction** flag
    d. Select the **Done** button
    e. Click the Save Button
9. To copy expense lines continue, otherwise go to step #10.
    a. Click **More**
    b. Check the box to select the entries you wish to copy
    c. Enter the date per instructions in the **Copy Expense** window. Click **Done**
    d. Click **Done**
10. To save the expense report for later, select the **Save** button.
11. Click the **Review and Submit** button
12. To submit the Expense Report for approval, you must read the submission statement indicating the travel was for official business then click **Submit**.

View Expense Report

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **View**
6. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) display all Expense Reports
7. Select the **Expense Report ID** link to view the transaction
8. The Expense Report is displayed in a read-only format
9. To view the specifics of a particular expense line, select the **Expand Section** arrow on the appropriate line. You can also select the **Expand All** link to expand all lines
10. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction
11. The **Action History** section displays any actions that have been taken on the transaction

Modify Expense Report

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Create/Modify**
6. On the **Find an Existing Value** tab, enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports available for modification.

7. Select the **Expense Report ID** link to modify it.
8. Modify the Expense Report in the same fashion as you created it.

Print Expense Report

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Print**
6. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports
7. Select the **Expense Report ID** link to view the transaction
8. A read-only view of the Expense Report is displayed
9. Select the **Print Expense Report** link
10. A new window/tab will automatically open which will display the printed expense report. Note that this may take several minutes
11. Use the print function on your browser to print the report after it displays
12. When you have finished viewing and/or printing the report, close the report window to return to the Expense Report view page

Delete Expense Report

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Delete**
6. Enter the **Expense Report ID** or click **Search** and locate the expense report needing to be deleted
7. Put a checkmark in the appropriate box to select the expense report you wish to delete
8. Select the **Delete Selected Report(s)** button
9. The Delete Confirmation message is displayed

Documentation

Cash Advances

Required documentation is uploaded as attachments to Cash Advance:

- One to One - Cash Advance per Event
- Team Roster of Participating Athletics for event, (i.e. game, match, tournament.)
- Travel Authorization with Location/Game

Travel Expense Reports

Required documentation scanned and uploaded as attachments to Expense Reports:

- Travel Authorization – Signed by Traveler and Department Head/Budget Manager
- Conference Agenda or Itinerary
- Lodging - Hotel Receipt, with an itemized breakdown of costs such as room charge, parking, WIFI, laundry, etc.;
  Important Note: Employee/Non-Employee Expenses and Parking should be listed as separate entries on T&E report.
- Airline Ticket Receipts with arrival/departure dates and locations and fee amount. If in foreign currency, exchange rate and currency conversion to USD should be included. Source and date of exchange value should be provided.
- Registration Fees - Receipt with event date and paid fee amount.
- Rental of motor vehicles – Receipt
- Parking receipts with date and fee amount
- Team Meal Per Diem Record

Attachments must be included in the Expense Report

- <u>Scanned</u> attachments of receipts or other documentation must be uploaded into the Expense Report through the “Attachments” link and will stay with the Expense Report. The traveler has to upload the attachment – this cannot be done by the Office of Finance. If documentation is omitted, the report will be sent back for the traveler to upload the documentation. All receipts and other documentation are required to be submitted this way and not through email.

Mileage Calculations

MILEAGE EXAMPLE #1

Colvin, Christy		M/W 12:00-2:00
1234 Vineville Avenue	ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101	T/R 9:00-12:15 WRC
Macon, GA 31204	ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101	
Christy.colvin@mga.edu	ABCD 112-57 Full MW 2:00 - 3:15 PSC312	
Home Campus: **Macon**	ABCD 112-58 Full MW 3:30 - 4:45 PSC312	

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as **Macon** by the chair of her department. On Tuesdays and Thursdays, she does not come to the Macon campus prior to traveling to the Warner Robins campus for office hours and class. Her mileage should be calculated as such:

Miles from home to WRC – Normal commute Miles to Home Campus = Miles Entitled for Reimbursement

Vineville Ave to WRC= 19mi
Vineville Ave to Home Campus (Macon) = <7mi> Commute
Net Miles for Reimburse = 12mi- One Way

Roundtrip reimbursement would be 24 miles total.

MILEAGE EXAMPLE #2

Colvin, Christy		M/W 12:00-2:00
1234 Vineville Avenue	ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101	T/R 9:00-12:15 WRC
Macon, GA 31204	ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101	
christy.colvin@mga.edu	ABCD 112-57 Full MW 2:00 - 3:15 PSC312	
Home Campus: **WRC**	ABCD 112-58 Full MW 3:30 - 4:45 PSC312	

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as **Warner Robins** by the chair of her department. On Mondays and Wednesdays, she does not come to the Warner Robins campus prior to traveling to the Macon campus for office hours and class. Her mileage should be calculated as such:

Miles from home to Macon Campus – Normal commute Miles to Home Campus = Miles Entitled for Reimbursement

Vineville Ave to Macon Campus= 7 mi
Vineville Ave to Home Campus (WRC) = <19mi> Commute
Net Mi for Reimburse = <12mi>- One Way

Christy is **NOT** entitled to mileage as her daily commute mileage is greater!

MILEAGE EXAMPLE #3

Colvin, Christy		M/W 12:00-2:00
1234 Vineville Avenue	ABCD 213-31 Full TR 8:00 - 9:15 PSC312	T/R 10:30-12:15 WRC
Macon, GA 31204	ABCD 213-32 Full T 12:30 – 3:00 WRC1, 101	
christy.colvin@mga.edu	ABCD 112-57 Full MW 2:00 - 3:15 PSC312	
Home Campus: **Macon**	ABCD 112-58 Full MW 3:30 - 4:45 PSC312	

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as **Macon** by the chair of her department. On Tuesdays she teaches at both the Macon and Warner Robins campuses. Her mileage should be calculated as such:

Miles from Macon Campus to WRC + (Miles from WRC to residence – Normal commute Miles to Home Campus)
= Miles Entitled for Reimbursement

Miles from Macon Campus to WRC=	22mi
Miles from WRC to residence =	+19mi
Normal commute Miles to Home Campus (Macon) =	- 7mi
Net Miles for Reimburse =	34mi

For this example, the commute mileage is only deducted on the return trip as Christy began her day on the Macon campus

Exceptions include:

- If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles.
- If an employee does not regularly travel to an office (home campus) from his/her residence (i.e., the residence is “home campus”), the requirement to deduct normal commuting miles does not apply.