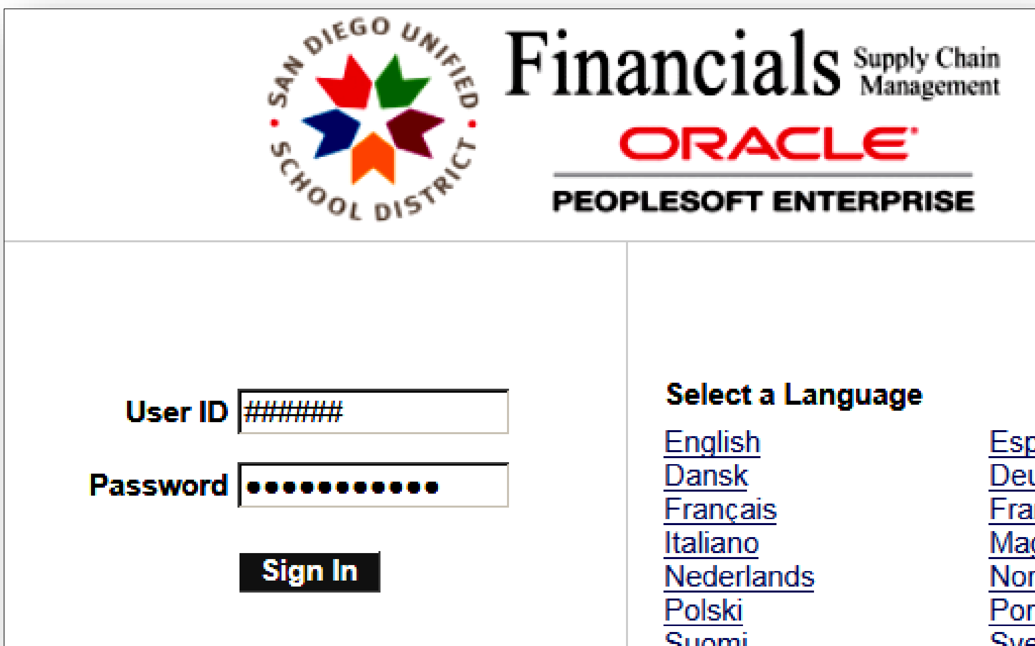
Approve, Send Back, or Deny Travel Expenses

Manage Your Staff's PeopleSoft Travel Expense Forms

This Job Aid shows how to approve, send back for revision, or deny travel expense forms submitted online by your staff. These forms are used to prepay job –related travel expenses, as well as to reimburse employees for certain sanctioned out-of-pocket travel expenses.

Important Note for Your Protection: It is against district policy, and is actually a ***fraudulent action*** to have anyone else login to PeopleSoft using your personal Employee ID and password, in order to approve PeopleSoft items for you. Do not share your login ID or password with anyone else. If you do, the person you give it to can access, view and change your personal information such as your **Social Security number**, birthdate, paycheck, and home address. It has happened to other site administrators.

1. Login to SDUSD's PeopleSoft Financial web site, with your Employee ID (User ID) and password. Go online to: **www.sandi.net —> Staff —> Applications —> PeopleSoft Financial**



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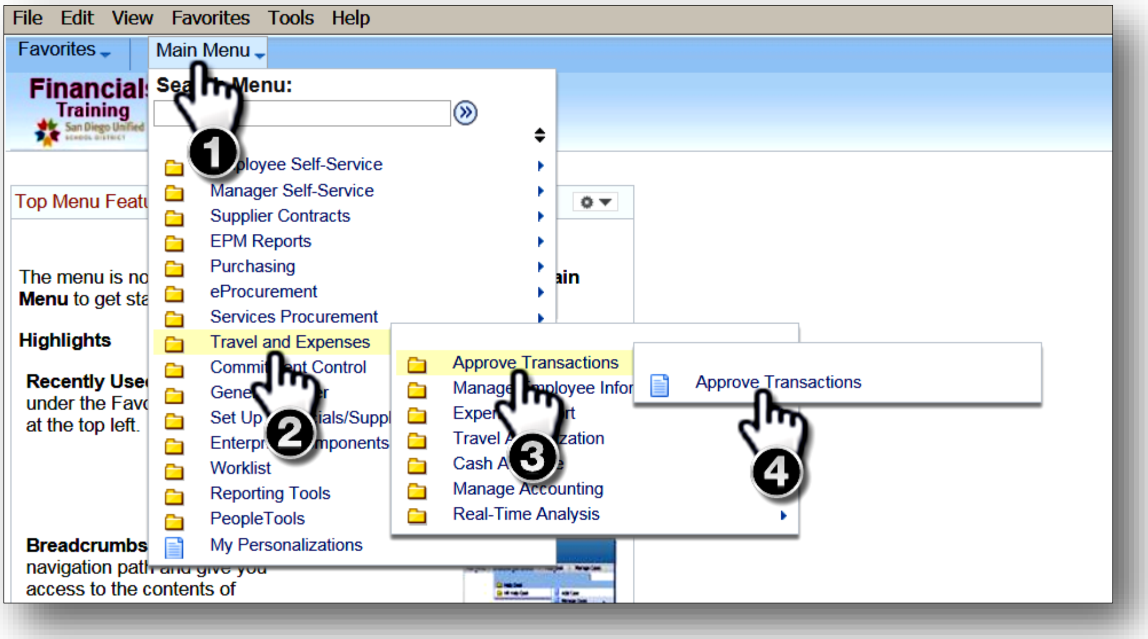
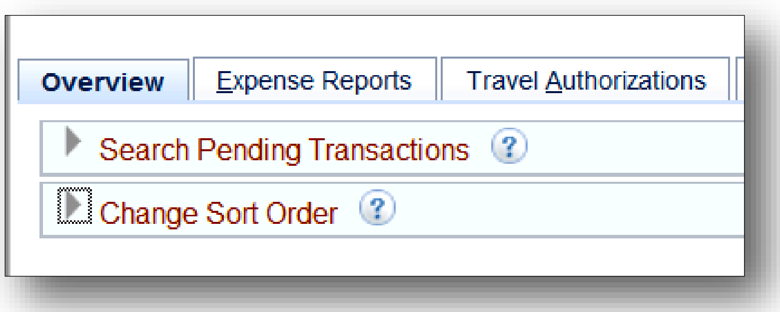
2. Click these links to navigate to the correct page:

Main Menu —> Travel and Expenses —> Approve Transactions —> Approve Transactions



3. In the upper left area, there are tabs you can click to view everything, or only the Expense Reports submitted, or only the Travel Authorizations submitted.



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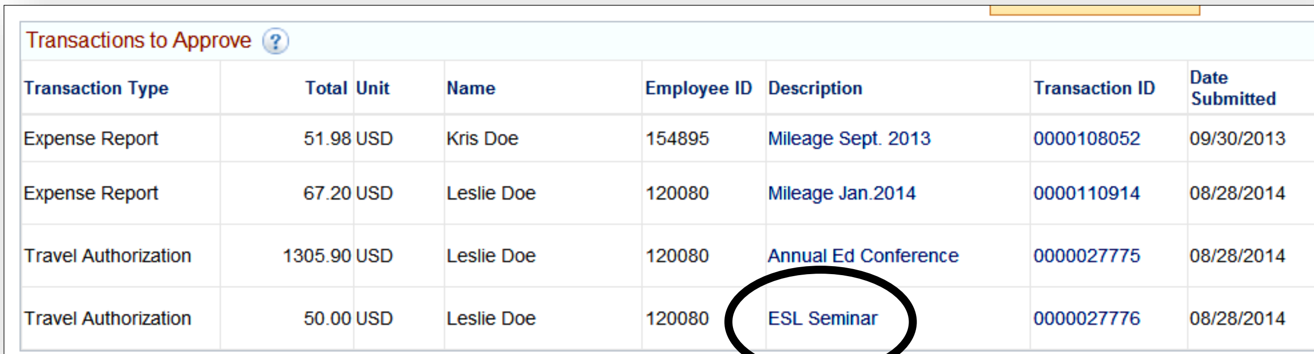
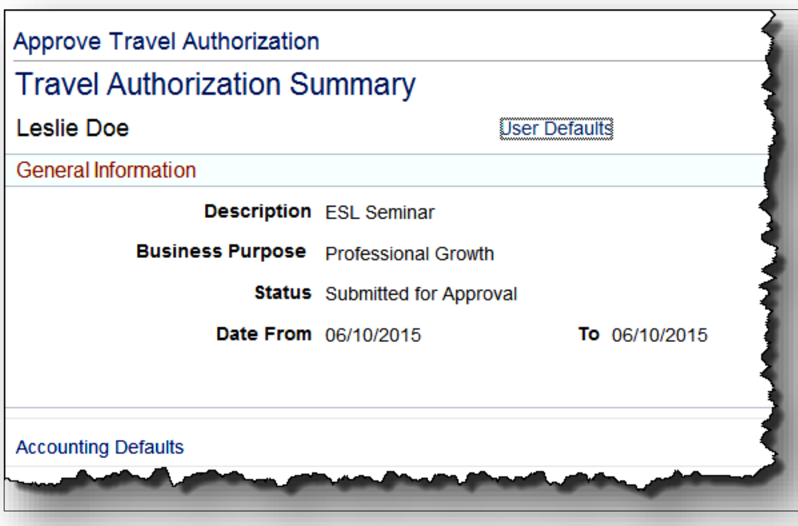
4. Click the link for the travel form you want to view. In this example, we are clicking a Travel Authorization entitled "**ESL Seminar**".



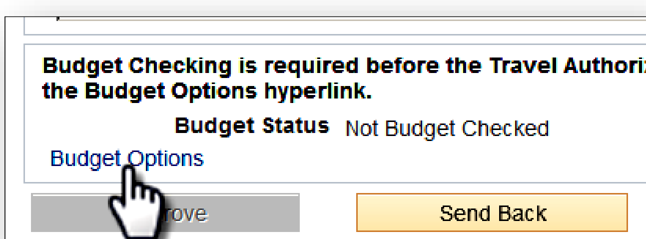
Transactions to Approve

Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted
Expense Report	51.98	USD	Kris Doe	154895	Mileage Sept. 2013	0000108052	09/30/2013
Expense Report	67.20	USD	Leslie Doe	120080	Mileage Jan.2014	0000110914	08/28/2014
Travel Authorization	1305.90	USD	Leslie Doe	120080	Annual Ed Conference	0000027775	08/28/2014
Travel Authorization	50.00	USD	Leslie Doe	120080	ESL Seminar	0000027776	08/28/2014

5. The submitted T.A. is displayed. You can observe all the details here.



6. Scroll to the bottom, where the lower left corner has your next step. The form must be budget-checked before you can approve it. Once it has been submitted, if you leave the form alone overnight, the system will automatically budget-check it. Or, you can easily budget-check it yourself, by clicking the **Budget Options** link.



Travel Expenses 9.2

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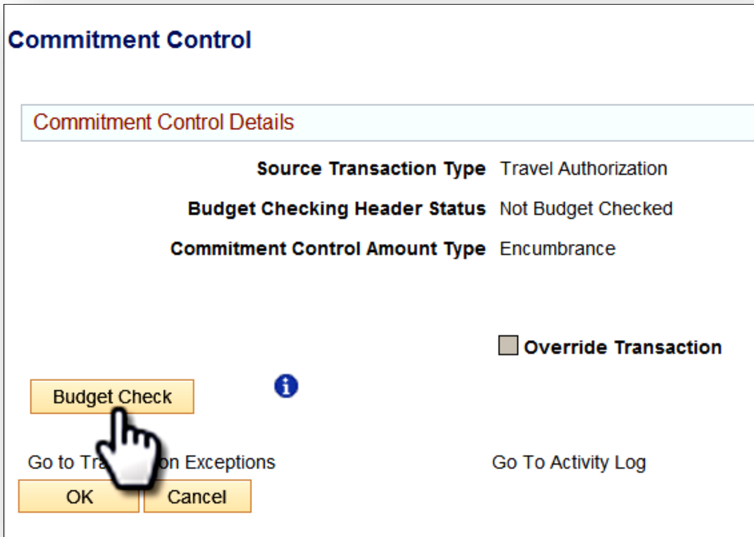
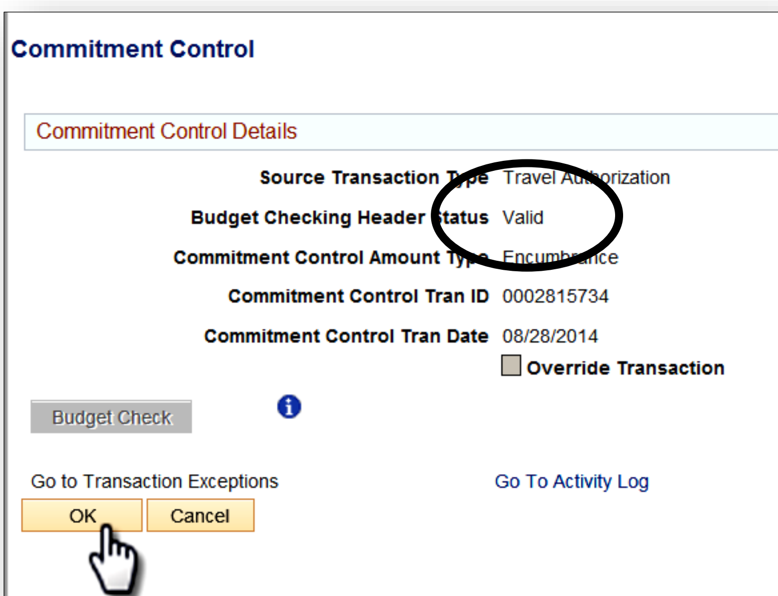
7. To run the budget-check (to encumber the funds to pay for this travel), click the **Budget Check** button.



8. After a few moments, the budget-check run is completed. If there are enough funds to cover this travel authorization, then the Budget Check button will be grayed out, and the Budget Checking Header Status will read "Valid". If there aren't enough funds, then the status will say "Error" and you won't be able to approve the form. If that happens, contact your Budget Analyst or Accounts Payable Specialist for assistance.

If the status is Valid, as it appears circled below, then you can click the **OK** button to get back to the approval process.



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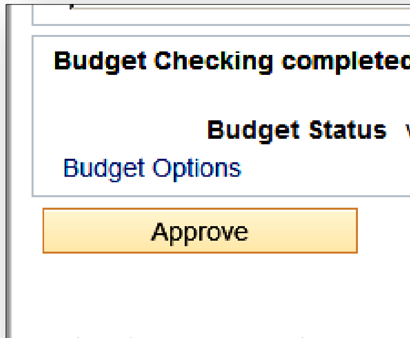
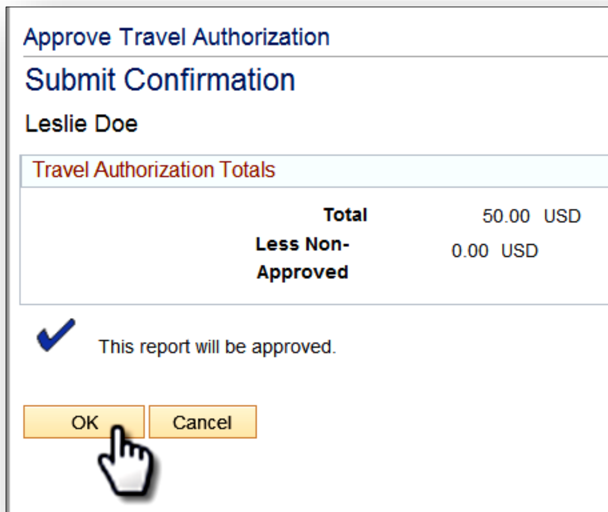
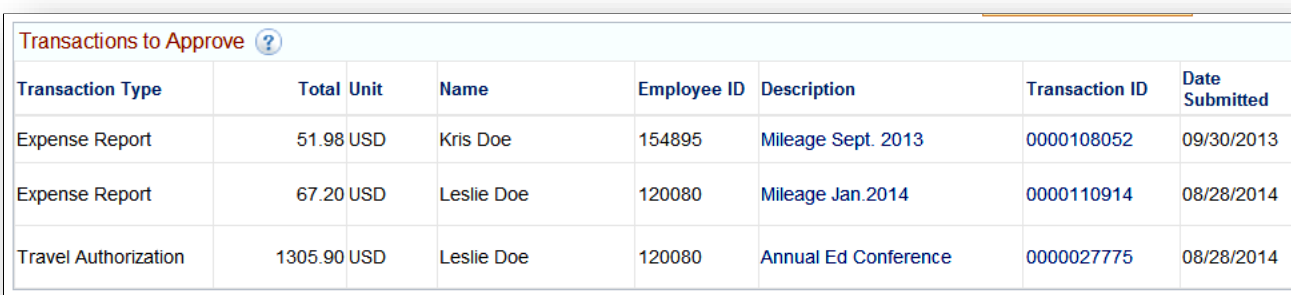
9. After clicking **OK**, look at the lower left corner of the screen. The **Approve** button should now be clickable. Go ahead and click **Approve**.



10. The **Submit Confirmation** page is displayed. If you clicked OK by mistake and don’t want to approve the T.A., you can click the Cancel button. If you’re ready to approve it, click **OK**.



11. You are then returned to your **Transactions to Approve** list, where you can take care of another travel form submitted to you. Or, you can navigate elsewhere or sign out of PeopleSoft.



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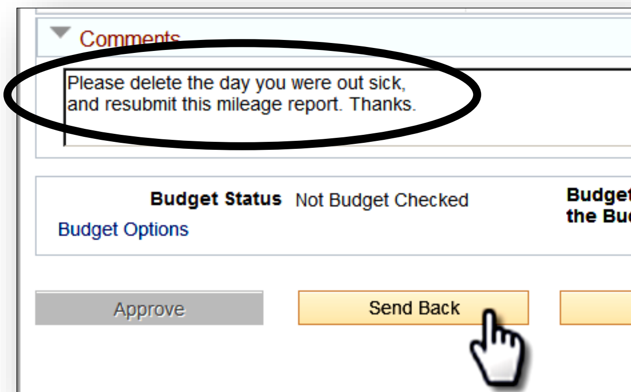
Send Back a Travel Form for Revision

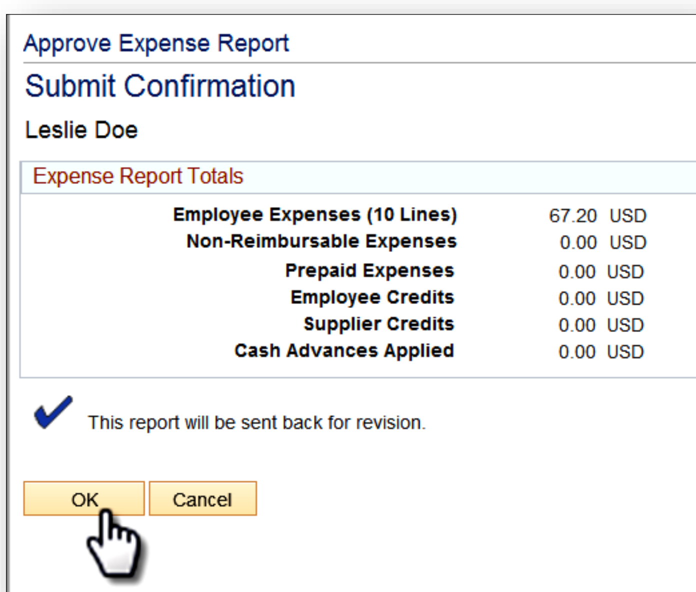
Do Not Click the Deny Button! That will kill the form, rendering it permanently inactive and unusable. To send the form back to its originator for revision and resubmission, please follow the steps below.

1. After logging into your **Approve Transactions** page (please see Steps 1-4 on the first couple of pages of this Job Aid) and clicking on the submitted travel form you want, take a close look at the details. Decide how you want the originator (Requester) to revise the form. Then, at the bottom, in the **Comments** textbox, type a message to the Requester explaining what you want them to do. After that, you will be able to click the **Send Back** button.



2. The **Submit Confirmation** page is displayed. If you clicked OK by mistake and don't want to approve the T.A., you can click the Cancel button. If you're ready to send it back, click **OK**.

Notice that above the OK button it says that the report will be sent back for revision.



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Deny Part of a Travel Form, and Approve the Rest of it

You can deny individual expenses on a single travel form, and approve the rest of them, effectively editing which parts of the travel will be approved and paid for, and which parts will not be.

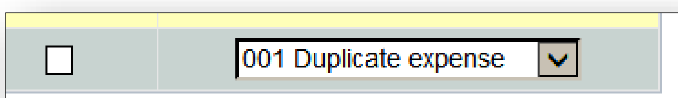
1. After logging into your **Approve Transactions** page (please see Steps 1-4 on the first couple of pages of this Job Aid) and clicking on the submitted travel form you want, take a close look at the list of expense lines. When you see an expense you don't wish to approve payment for, click to remove its checkmark, under the **Approve** column, on the right side. In the example shown here, we are going to deny payment for the third meal day, since we know the employee will be returning home in the morning that day.


Details — Personalize | Find

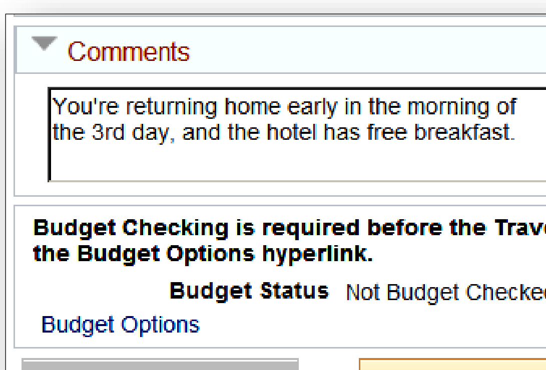
Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve	
Conference/Reg Fee - NOT in SD	06/15/2015				750.00	USD	☑	Prepaid Expense
Airfare	06/15/2015				150.00	USD	☑	Prepaid Expense
Baggage Fees	06/15/2015				50.00	USD	☑	
Lodging	06/15/2015				220.90	USD	☑	Prepaid Expense
Meals	06/15/2015				45.00	USD	☑	
Meals	06/16/2015				45.00	USD	☑	
Meals	06/17/2015				45.00	USD	☐	Select reason...

Totals

2. Next, you must select a reason for the denial, from the drop-down menu to the right of the now-empty checkbox. If you can't find a reason that is exactly the right one, just choose one that comes closest, and then explain it later in your Comments textbox.



3. Type an explanation in the **Comments** textbox at the bottom. Then, complete the steps normally to budget-check and approve the form. That one expense will be denied, while the rest will go through.



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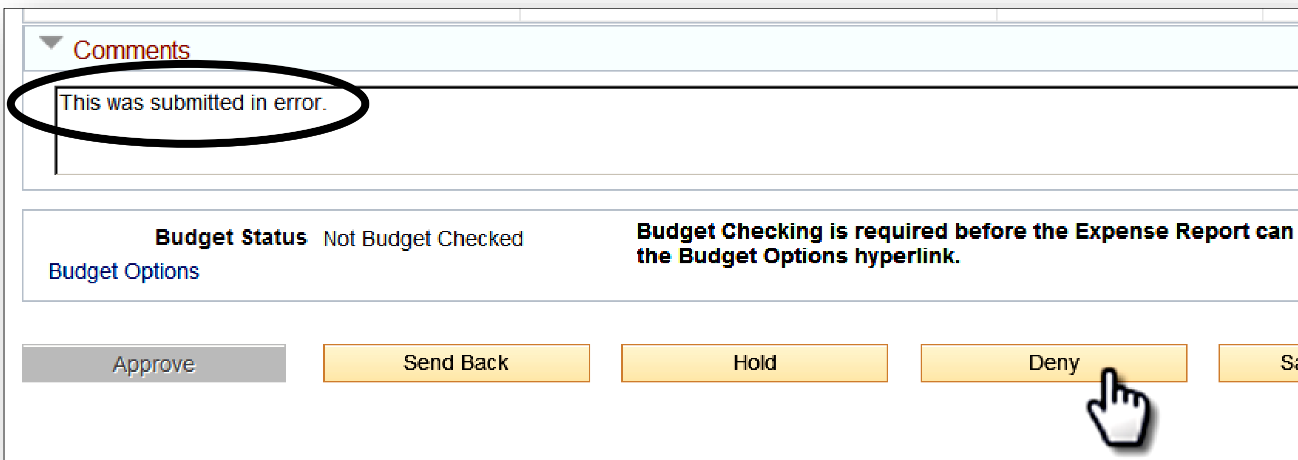
Deny an Entire Travel Form

Please Note: If you deny a travel form, it becomes permanently unusable and cannot be retrieved. If you really just want to return it to the Requester who submitted it so they can revise it and resubmit it, please go back to page 6 in this Job Aid, and review those steps.

1. After logging into your **Approve Transactions** page (please see Steps 1-4 on the first couple of pages of this Job Aid) click on the submitted travel form you want to deny, to open it. At the bottom of the form, type a reason for the denial into the **Comments** textbox, and then click the **Deny** button below and to the right.



2. On the **Submit Confirmation** page, click the **OK** button.

Notice that just above the OK button, it says that the entire report will be denied and that none of the expenses will be reimbursed (or paid for).