PEOPLESOFTEXPENSE REPORT MODULE

1) Open your Internet Browser to the BYUH.EDU website.
2) Click on my/byuh on top right of website.
3) Log in with CES ID and Password.
4) Select Peoplesoft Finance
5) Select Employee Self-Service
6) Select Travel Expense Center
7) Select “Create” under Expense Report.

8) Select Add, to create a new Travel Expense Report.

Your Employee ID will automatically be populated with your log in or you can select the Employee ID you are proxy for.
9. Select one of the options to create your Expense Report.
   a. A Blank Report
   b. A Template
   c. A Travel Authorization
   d. An Existing Report
   e. Entries From My Wallet

Select “A Travel Authorization” for this example. Click “Go”
10. Type in your TA number.

11. The Travel Authorization (TA) information that was created for this trip will automatically populate in your Expense Report.
12. You can delete and change the amounts on the existing Expense Types that were populated from your Travel Authorization (TA). For example, the Airfare Expense Type. The airfare was paid for by the BYUHawaii Travel’s corporate credit card so you will need to delete the airfare from your Expense Report. Click on ‘Select’ and then click on ‘Delete Selected Expenses’.

13. For example, to change the total amount of the Car Rental Travel Expense, just click in the Car Rental amount and type in the final amount of your car rental receipt (change 210.00 to 175.00). You can do the same thing with the other Expense types as well.
14. Continue to make any other changes to your Expense Report by deleting or adding new Expense Types.

Important note: If you used your corporate credit card to pay for expenses, select payment type ‘JP Morgan’. If you used cash or personal credit card, select payment type ‘pay employee’.
15. If you took a Cash Advance on your trip, you will need to apply the Cash Advance to your Expense Report. Click on ‘Apply Cash Advance(s)’. 
15. Click ‘Add Cash Advance’

16. Click ‘Ok’. It will take you back to your Travel Expense Summary page.
17. If you used your corporate credit card to pay for your hotel bill and a personal item was included (i.e. a movie), you will need to select Expense Type ‘Unallowable Travel Card Charge’ and type in the amount of the movie. You will then need to write a check to BYU-Hawaii for this amount and submit it with your receipts and expense report. It is preferred that you pay for your personal movie with personal funds and then pay your business transactions with your corporate credit card and that way you don’t need to write a check to BYU-Hawaii.
18. Another Expense Type that you need to claim is your ‘Incidental Expense’. This is the additional $3.00 that is added to your daily per diem. If you are on business for 3 days, then it would be $3.00 x 3 days equals $9.00. Type in $9.00 in the ‘Incidental Expense’. Select payment type “Pay Employee”.

Select payment type “Pay Employee”.
19. If another department is paying for your business trip, you will need to specify that department’s account code. Click on ‘Default Accounting for Report’.

Change the Fund and Dept codes and click ‘Add chartfield Line’.

Click ‘Ok’. It will return you back to your Expense Report summary.
20. You are ready to submit your Expense Report for approval. Click ‘Finish and Submit’.
20. Your Expense Report will be sent to your department authorized approver. If the approver wants you to make some changes, it will be sent back to you. You will receive an email. You will then need to access Peoplesoft again and click ‘modify’ on your expense report and make the necessary changes and then submit it again. Once it is approved, you will receive another email that it is approved.

Print a copy of your Expense Report and submit it with receipts to the travel office for reimbursement.
### Expense Report Detail

**Employee Expenses:** User Defined  
**Report ID:** 0006000017

#### Enter Report Information

- **Report Description:** Visit Montgomery  
- **Business Purpose:** BYU Hawaii  
- **Default Location:** Montgomery, AL  
- **Report Status:** Submitted  
- **Post Status:** Net Applied  
- **Accounting Date:** 01/06/2006

#### Expense Report Lines

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Amount Spent</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Rate Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>01/06/2006</td>
<td>450.00 USD</td>
<td>USD</td>
<td>JF Morgan VISA Card Fee</td>
<td>Internal</td>
</tr>
<tr>
<td>Car Rental, Offsite</td>
<td>01/06/2006</td>
<td>210.00 USD</td>
<td>USD</td>
<td>JF Morgan VISA Card Fee</td>
<td>Internal</td>
</tr>
<tr>
<td>Hotel, Offsite</td>
<td>01/06/2006</td>
<td>360.00 USD</td>
<td>USD</td>
<td>JF Morgan VISA Card Fee</td>
<td>Internal</td>
</tr>
<tr>
<td>Meals, Per Diem</td>
<td>01/06/2006</td>
<td>144.00 USD</td>
<td>USD</td>
<td>Pay Employee</td>
<td>Internal</td>
</tr>
</tbody>
</table>

#### Expense Report Details

- **Employee ID:** User Defined
- **Employee Name:** User Defined
- **Department:** User Defined
- **Cost Center:** User Defined
- **Reimbursement:** User Defined
- **Non-Reimbursement:** User Defined
- **Net Status:** User Defined
- **Net Amount:** User Defined

#### More Options:

- **Customize:** Yes  
- **Find:** No  
- **View All:** Yes  
- **Add:** Yes  
- **Print:** Yes  
- **Export:** Yes

### Oracle

- **Home:**  
- **Search:**  
- **Favorites:**  
- **Bookmarks:**  
- **Settings:**  

### Oracle Logo
### Oracle Expense Report

- **Airfare**: 01/08/2008, $450.00 USD, Internal, Details
- **Car Rental (Mississ)l**: 01/08/2008, $210.00 USD, Internal, Details
- **Hotel, off island**: 01/08/2008, $360.00 USD, Internal, Details
- **Meals, Periment Based**: 01/08/2008, $144.00 USD, Pay Employee, Internal, Details

### Financial Breakdown
- **Employee Expenses**: $1,164.00 USD
- **Non-Reimbursable Expenses**: $0.00 USD
- **Prepaid Expenses**: $1,620.00 USD
- **Employee Credits**: $0.00 USD
- **Vendor Credits**: $0.00 USD
- **Cash Advances Applied**: $0.00 USD

### Current Approval Status

<table>
<thead>
<tr>
<th>Route</th>
<th>Name</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orig</td>
<td>Expenses Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approver</td>
<td>Expenses Approver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP Approver</td>
<td>Pre-Pay Auditor</td>
<td></td>
<td>01/08/2008</td>
</tr>
<tr>
<td>PP Approver</td>
<td>Pre-Pay Auditor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Printable View

[Return to Search] [Notify]