PeopleSoft Financials Employee Self-Service for Travel and Expense Claims

The Travel and Expense Centre is found in the Employee Self Service portion of PeopleSoft Financials. A link to PeopleSoft Financials can be found on the AIS website at www.ualberta.ca/AIS. Select the Financials and eTRAC link under Sign On Links to launch the PeopleSoft Financials (Production) database. This launches the Sign On page.

Enter your CCID
Enter your password
Click the Sign In button or press enter

Click on Travel and Expenses

Click on Travel and Expense Center

Click on Expense Report, Create
Step 1: Select Template. Click Select for Expenses or Travel reimbursements, depending on the type of expenses you are submitting.

<table>
<thead>
<tr>
<th>Template</th>
<th>Description</th>
<th>Template Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>EXPENSES</td>
<td>Non-Travel Expenses</td>
</tr>
<tr>
<td>Select</td>
<td>TRAVEL</td>
<td>Travel Expenses</td>
</tr>
</tbody>
</table>

Copy from Existing Expense Report

Step 2: Insert date and select expense types. Date is expense date or travel start date. Select the first expense type you are claiming for. More can be added in later in the process.

Format is dd/mm/yyyy

Add Expense Types:
- Accommodations
- Airfare
- Books/Publications
- Gas Purchases-Receipted
- Ground Transportation
- Hospitality
- Kilometers (#Kms)
- Kilometers - Manual Calculation
- Meals - Receipted
- Parking/Visitor Permits
- Per Diem - Canada $45/day
- Per Diem - Intl $CDN 66/day
- Per Diem - USA $US 45/day
- Registrations
- Services General

OK Cancel
Step 3: Complete Report Header:

A) Description: for Travel: City/Month/Year. For Non-Travel Expense: Expense Reimbursement/Month/Year. Please avoid having two claims with the same name. Eg: if you have two named “Chicago May 2012”, perhaps put one as “Chicago May 2012 (a)” and one as “Chicago May 2012 (b)”. Descriptions can be shortened to fit the allowable spaces.

B) Business Purpose: Select from the drop down menu.

C) Project: Skip this. When you add in the speed code in the next step, this will automatically populate.

D) Accounting Defaults: Click this button and enter in the speed code in the speed code box. Click OK to go back to claim.

E) Details: when you enter in the speed code, the Project line will populate as well as Project ID, Description and Manager Name in the Details box. Try to remember the rule of “Who, What, Where, When and Why” for the information in the details box. Who = your job title (Grad student; Research Assistant; P.I.; etc.). What = the purpose of your trip (Field research; Soil Sampling; ABC conference, etc.). Where: the location of your trip (Chicago, IL; Peace River, AB; Ellerslie Research Station;, etc). When= the dates you were away on your trip (eg: September 1—5, 2012). Why: there often isn’t a why. An example would be “presenting paper at conference”. If there isn’t a “why”, don’t worry about it.

Of note: if you buy meals or groceries for field work for other people, you must list the full names of the people you’re buying for, and this would be the area to list them.

Step 4: Complete Line Details:

Adjust default expense date if required. Enter amount spent in whichever currency you paid. If it is anything other than Canadian funds, click the Currency button and choose the correct currency. For example, if you paid in Euros and your total amount paid came to 50 Euros, you would enter 50.00 and click the EUR. It will automatically calculate the currency rate for you according to the specific Expense Date.

In the description, put some sort of detail. For example, with airfare, you could put “return airfare, Edmonton-Chicago”.

If you are claiming for a per diem, please put some sort of explanation such as “four days x $45 per day”. If you have only part days (eg. Dinner included with conference, but you have to pay for your own breakfast and lunch), you could put “one breakfast ($10) and one lunch ($10). The breakdown for Canadian and American per diem (daily rate of $45) is $10 breakfast/$10 lunch/$25 dinner. International per diem (daily rate of $66) is $15 breakfast/$15 lunch/$36 dinner.

If you have lost a receipt, please check off the “No Rcpt” button. You no longer have to fill out lost receipt declaration forms.

: click to change speed code on individual lines or . To add lines.

To claim for Kilometers: Always choose Kilometers (#Kms). Click on the Mileage tab (above left, circled). Enter in the amount of kilometers driven in the kilometers box. Click back on the Overview tab (beside the mileage tab) which will take you back to the main page. Then, please enter in the amount of kilometers in the description box. If you don’t do that, it won’t show on the claim how many kms you’re claiming for.
**GST:**
1) The no GST checkbox should be checked if: A) no GST was charged, or not clearly shown on the receipt. B) Per diem is reimbursed for travelling outside of Canada. C) no GST can be claimed if it is a lost receipt.

2) The GST amount will automatically be calculated based on the Expense Type and the line amount. If the amount calculated does not agree with your amount, override the GST amount with the number shown on the receipt. Eg: Airfare or Accommodations will almost always require the override because of other taxes included in the receipt total.

3) Adjust the GST amount manually for HST transactions. The GST amount = HSTx5/13 if in New Brunswick, Newfoundland, Labrador and Ontario. HSTx5/12 in BC and HSTx5/15 in Nova Scotia.

**Step 5: Review, Save, Submit and Print**

Review Claim details. When everything is correct, click the save button to save your report. A report ID# will be generated, located at the top of the claim. Click the Print Detailed report button. You may have to disable your Pop-Up Blockers for this site in order to print. Please confirm with your supervisor that this claim is allowable and then go back and submit the report.

**Receipts:**

Original receipts must be attached to the claim. Credit/debit card receipts can be attached, but we do require the originals. If you do not have original receipts, you must click the “No Rcpt” button. Individual receipts MUST be taped to sheets of paper. Multiple receipts can be put on the same sheet as long as the information (date, items, amounts, etc) can be read clearly.

**NOTE:** Expenses for Alcoholic beverages are non-reimbursable on research grants.

**Links:**


The following goods and services are ineligible for reimbursement using the expense reimbursement procedure. For these expenditures a recognized University Purchase Order, Corporate Purchasing card or Preferred Supplier Agreement must be used.

**A) Goods or Services with a value of greater than $1000 per transaction**

**B) Out of Country purchases of non-consumable goods or repair services** on University owned assets (regardless of dollar value)