



Travel and Expense System Manual

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Overview

This manual guides users in the FIU community through the system functions of the Travel and Expense module of PeopleSoft Financials. This step-by-step guide demonstrates how to work with travel documents and transactions, including but not limited to, creating, modifying, and researching Travel Authorizations, Cash Advances, and Expense Reports. It includes performing budget checks, approving, and conducting basic budget research related to travel expenses.

This system manual is complemented by additional resources and support through the [Office of the Controller Travel Department](#). The Travel Department provides a [Travel and Other Expenses Manual](#) for Employees and non-students who undertake travel on behalf of the University to understand travel provisions and FIU travel policy. Training is also offered monthly from the Professional Development website.

Terminology

Accounting Details – area in which the ChartField(s) associated with the transaction are entered.

Activity Number – ChartField value that tracks revenues and expenses for a specific activity using a distinct fund, program code, site, and department (organization) string.

Benefit to FIU or Project – free form text box found on the TA. It is a required field used to give greater detail of the travel and its purpose to the University.

Budget Exception – transactions that fail budget checking.

Cash Advance (CA) – Cash Advances help defray out of pocket cost when traveling outside the vicinity of the University. CAs are classified as “Accounts Receivable” in the General Ledger.

ChartField – ChartField values are individual account numbers, department codes, and so forth. At FIU, Activity numbers, Cost PIDs, and Projects are examples of ChartFields.

Cost PID – A ChartField that tracks revenues and expenses for a specific Faculty member. Entered in addition to the Activity Number.

Distribution – The area in which ChartField values are entered. These ChartFields indicate where the expense will be encumbered and/or paid.

Expense Report (ER) – The document used to reimburse travelers for expenses incurred while on travel and to record expenses to ledgers.

Header – top level record with keys that uniquely identify a single transaction in an application. The header houses the: business purpose, destination, dates of travel, description, and Benefit to FIU or Project. The TA number also generates in this area.

Lines – mid level of travel transaction where expenses are entered. Information entered here must be distributed and accounted for.

Non-Reimbursable - Expenses that will not be paid to the traveler, typically these are the estimated and/or actual expenses that are paid through a Departmental Credit Card or other means.

Non-vicinity Travel – One-way travel over 50 miles from the traveler's headquarters

Official Headquarters – the University campus where the employee's office is located; employee's business address listed in HR. For example, MMC, PC411.

Out of Pocket - should be indicated when the expense will be paid out of the employee's pocket.

Per Diem – in lieu of claiming actual lodging or daily meal allowances, employees may claim the Flat Per Diem rate. It can be claimed when a traveler is unable to supply actual receipts for lodging. It cannot be claimed in conjunction with any actual lodging or meal claims for the same day.

Project – ChartField value that tracks revenues and expenses for a specific Project using a distinct fund, program code, site, and department (organization) string. Used when the cost is associated to a specific University Project.

Proxy Access – One employee can assign another employee authority to access and report expense information on their behalf. The employee who has been assigned is the **proxy**.

SpeedType – a ChartField combination. SpeedTypes allow the user to enter a value that auto-populates the Department, Account, Fund, Program, Project or Activity number, and Code fields.

Travel Authorization (TA) – document used to request Travel. A travel authorization lists the estimates of the desired travel. TAs are treated as an encumbrance in the General Ledger.

Vicinity Travel – one-way travel within 50 miles from the traveler's headquarters

The Travel Process

All employees can create travel transactions for themselves upon hire or assign a proxy to create and submit on their behalf. If necessary, travelers can [assign proxy access](#) to others to enter and manage Travel Authorizations (TA), Expense Reports (ER), or Cash Advances (CA) on their behalf.

Before booking most travel arrangements for FIU business purposes, a Travel Authorization must be submitted and approved in the PantherSoft Financials system. TAs can be created for employees of the University, non-employees, and students; specific instructions for each traveler type are found within this document.

After the TA has been approved, a Cash Advance can be requested if needed. Upon completion of travel, an Expense Report may be completed and linked to the corresponding Travel Authorization. Not all business travel requires a TA or an ER. See specific travel business process information within the [Travel and Other Expenses Manual](#).

Preparing to Create a Travel Authorization

A Travel Authorization (TA) is an estimate of costs for travel-related expenses (i.e., hotel, transportation, etc.). After the TA is submitted and approved, the department may initiate travel purchases. Reimbursable, Out of Pocket expenses listed on the lines of a travel authorization encumber funds within a department's budget. The exceptions are any expense lines indicated to be paid with a University Credit Card. These expense lines do not encumber.

Before creating a Travel Authorization in [PantherSoft Financials](#), identify the traveler type.

Employee travelers can enter their own travel transactions via the Travel and Expense Center tile on their Employee Self-Service Homepage. Alternatively, they can [grant access to proxies](#).

Student travelers cannot enter their own travel transactions. The department they are traveling for must enter a [Student Travel Form](#) and obtain required approvals before the student is eligible for travel.

Non-Employee travelers do not have profiles in our enterprise applications. Departments should follow the guidelines in the [Non-Employee Travel](#) section of this document.

Note: It is encouraged that FIU travelers or proxies submit their foreign travel TA's at least 7 business days before the trip to allow sufficient time for the request to be screened and approved by the Export Control Office.

Grant Proxy Access

A proxy is an individual who can create, edit, manage, and view travel transactions on behalf of someone else. Proxy access for employee travelers must be assigned by the traveler following the below instructions.

Proxy access for student travelers cannot be granted by the student in Financials. Instead, an employee can complete a [Student Travel Form](#) to activate student traveler profiles and assign proxy access.

1. Employees grant proxy access, via the following **NavBar** navigation in [PantherSoft Financials](#):
Main Menu > Employee Self Service > Travel and Expense Center > User Preferences > Delegate Entry Authority
2. To add a proxy, click the **+** sign. This will add an additional/new row. Once the new row is added, enter the Panther ID of the employee that will be assigned access as a proxy.

Authorize Users

Roary Panther

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name	*Authorization Level		
1111111	Panther, Roary	Edit & Submit	+	-

Save

NOTE: The user who is currently logged into the system should always appear as an authorized user, otherwise they cannot create travel documents for themselves.

3. Use the drop down to select the desired **Authorization Level**. Click Save.

Authorize Users

Roary Panther

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name	*Authorization Level		
1111111	Panther, Roary	Edit & Submit	+	-
2222222	Panther, Roary	Edit & Submit	+	-

Save

The **Authorization Level** available are:

Edit & Submit provide full proxy access. The proxy can create, modify, submit, and otherwise manage the traveler's documents.

Edit allows the proxy to only create or modify.

View allows the proxy to only review.

Create a Travel Authorization

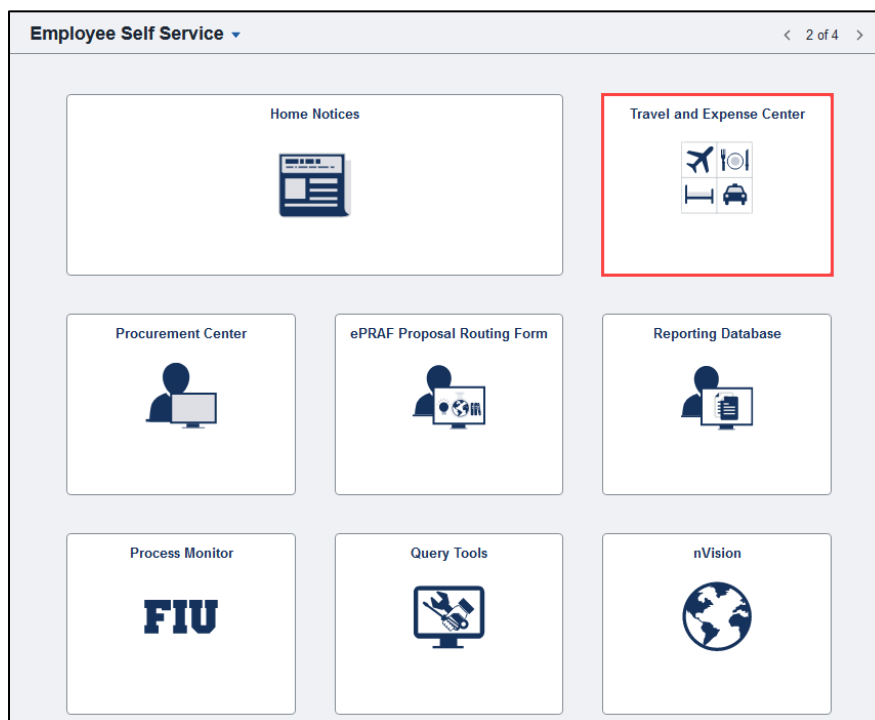
An approved Travel Authorizations (TA) is a traveler's permission to incur expenses and travel on behalf of FIU. This includes FIU employees, students, and others who travel on behalf of the University. A TA is required for conferences, conventions, workshops, seminars, foreign travel, trips which require cash advances, and non-vicinity travel. TA's must be approved prior to purchasing travel related expenses. Failure to follow this requirement may result in non-compliance and will require additional approvals. All employees upon hire have access to create TAs for themselves.

A TA is **not** needed for vicinity travel, unless the trip is for a conference, convention, workshop, or seminar.

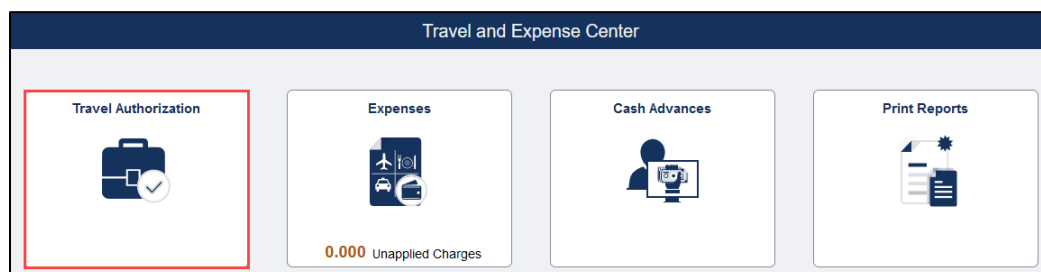
For more information on Travel Authorization requirements, see the Travel department's [Travel & Other Expenses Manual](#).

To create a **Travel Authorization** in [PantherSoft Financials](#):

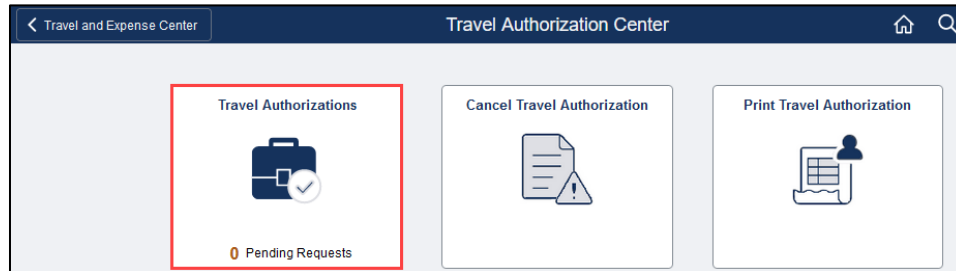
1. Click the **Travel and Expense Center** title on the **Employee Self Service** homepage.



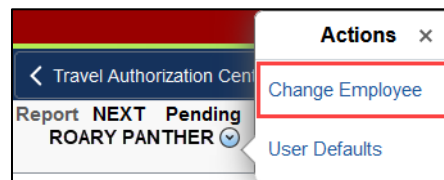
2. Click the **Travel Authorization** tile.



- Click the **Travel Authorizations** tile.



- By default, you will be selected as the traveler. If creating a TA as a Proxy, click the blue dropdown icon and then **Change Employee**. A list of travelers who have granted the current user Proxy access will appear here.

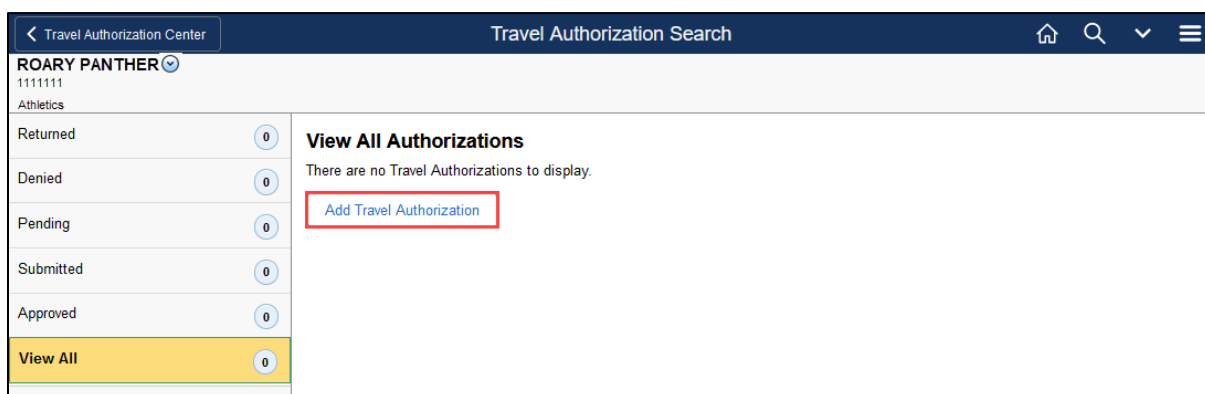


For **Employees**, steps for granting Proxy access are documented in the [Assigning a Proxy](#) section of this document.

For **Students**, steps for activating the student for travel and assigning them Proxies are documented in the [Student Travel](#) section of this document.

For **Non-Employees**, see the [Non-Employee, Non-Student Travel](#) section of this document.

- Click the **Add Travel Authorization** button. This is available in all available navigations in the Travel Authorizations tile (i.e., Returned, Denied, View All, etc.).



6. Complete all fields in the top, header section of the Travel Authorization.

A. **Description** - This field serves as the TA title.

B. **Business Purpose** - Select the business purpose.

C. **Benefit to FIU or Project** - Include the business purpose and its benefit to FIU trip. When all expenses are funded by another agency (non-FIU), include that information as well. This field can be completed any time before saving.

D. **Multiple Country Destination** - Select Yes when the travel involves multiple foreign countries. DO NOT USE for multiple domestic destinations.

If traveling to a single destination (domestic or foreign), use only the **Destination** field.

When the **Multiple Country Destination** option is selected, the following notification will appear:

Click the [Multiple Country Destinations](#) link to add each foreign country.

Use the **Lookup Glass** to search for all Expense Locations.

Enter all destinations that you are Traveling to		2 rows	
*Expense Location	Description		
1 0447	Italy,Rome	+	-
2 0362	Greece,Athens	+	-

The following notification message will appear after each **Expense Location** is selected.

This trip has a non-U.S. destination.

This trip has a non-U.S. destination. Florida House Bill 7017 on Foreign Influence requires us to report specific travel activity beginning January 1, 2022. This includes all countries visited (excluding countries you visited temporarily for a connecting flight without exiting the airport) and any payments or honoraria received during a trip. Please be prepared to submit this information in the foreign travel guidance screening questionnaire and/or upon your return via the expense report.

OK
Cancel

- E. **Destination** - Select the travel destination by using the search glass. If the destination is not available, select the closest major city to the destination.

NOTE: Effective 4/10/2021, when a foreign destination is selected, FIU requires the traveler to complete a questionnaire associated with export control regulations. For further details, see the [Foreign Travel Guidance and Screening Questionnaire for Foreign Destination TAs](#) section of this document.

- F. **Date From/Date To** - Enter the dates of travel. If the travel is going to be completed in one day, enter the same date in both fields.

NOTE: Travel Authorizations that are submitted after the travel began, also known as after the fact TAs, will require 2nd Level HR Supervisor approval in addition to an explanation of why non-conforming expenses were incurred prior to obtaining an approved TA.

7. Enter the details for all travel-related expense lines in the **Details** section. More expense lines are added using the + (plus) icon, which is found to the right of each line.

Details

Accounting Default
Populate from Travel Authorization

Expense Type	Payment Type	*Billing Type	Description	Merchant	Non-Preferred Merchant	Amount	*Currency	Accounting
Domestic Airfare	Out of Pocket	FIU Expense	Airfare to and from cor	-Non-Preferred Merchant	Panther Air	150.00	USD	Details + -

To avoid data entry errors, complete expense lines in the following order:

- A. **Expense Type** – Choose the expense from the drop-down menu. More expense details may be required and differ based on the Expense Type selected.
- B. **Payment Type** – This field is chosen based on the way the travel expenses will be paid. When a choice is made, the **Billing Type** field will auto-populate.

Options include:

Out of Pocket – Reimbursable expenses to be paid by the traveler. The **Billing Type** auto-populates with “*FIU Expense*”.

Details

Accounting Default
Populate from Travel Authorization

Expense Type	Payment Type	*Billing Type
Domestic Incidentals	Out of Pocket	FIU Expense

University Credit Card – Non-reimbursable expenses paid by the department using a University departmental credit card (aka ProCard). The **Billing Type** auto-populates with “*University Paid – ProCard*”.

Details

Accounting Default Populate from Travel Authorization

Expense Type Payment Type *Billing Type

Domestic Airfare University Credit Card University Paid - ProCard

This expense type requires a SpeedType in the **Approved By** field. Click **Details** to enter the SpeedType.

1 row

Accounting

Details + -

Use the lookup glass in the **Approved By** field. This routes the expense line to the approver of the SpeedType.

Cancel **Line Detail** Done

Date: 04/11/2023

Expense Type: Domestic Airfare

Description

Merchant

Amount

Currency: USD

Payment Type: University Credit Card

*Billing Type: University Paid - ProCard

* Approved By: 🔍

Ticket Number

Travel To: 1018 🔍

Travel and Entertainment Card – Reimbursable expenses paid by a University Travel and Entertainment Credit Card. The **Billing Type** auto-populates with “*FIU Expense*”.

Details

Accounting Default Populate from Travel Authorization

Expense Type Payment Type *Billing Type

Domestic Meals Travel & Entertainment Card FIU Expense

NOTE: If the **Payment Type** needs to be changed, remove the expense line using the – (minus) icon at the end of the line and re-enter it with the correct **Payment Type**.

- C. **Billing Type** – Auto populates based on the **Payment Type**.
- D. **Description** – Fill in information related to the Expense Type. This field may or may not be mandatory depending on the Expense Type.

E. **Merchant** – This field appears when an Airfare or Auto Rental expense type is selected.

NOTE: If *Non-Preferred Merchant* is selected, you must enter the merchant's name in the **Non-Preferred Merchant** field.

F. **Amount** – Enter the Estimated amount for the expense. This field may be greyed out for some **Expense Types** and will auto-populate based on other expense details entered.

G. **Currency** – The type of currency associated with the expense line. Use the lookup glass to select the type of currency.

H. **Line Details** – The line details pertain to the required attributes of the expense type selected. Ensure all line details are complete and correct for **EACH** expense line using the Line Details icon.

8. Validate the **Accounting Details** (aka **ChartFields**) for each Expense Line.

The **Accounting Details** for the expense line will auto-populate based on the **Payment Type** selected for the line and are prescribed as follows:

Out of Pocket and Travel & Entertainment Card – Expense line amounts will encumber from the budget(s) identified in the Accounting Details. The traveler's default ChartField values populate automatically for these **Payment Types** and may be overridden. **DO NOT CHANGE THE ACCOUNT OR ALT ACCT FIELDS**, which auto-populate from the expense type.

Amount	*GL Unit	*Account	Alt Acct	Fund	Dept	Program
50.00	FIU01	711211	71100	210	110401000	61

When using another Project or Activity Number to override and/or split with the traveler's default ChartFields, look up the valid ChartField combination using the Define SpeedType page in PantherSoft Financials via the following NavBar navigation:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Define Speed Type

NOTE: Access to this page is granted by Access Role 001 – Inquiry and Reporting, which may be requested via the [Access Request Form](#) in PantherSoft Financials.

To **split** the expense line's amount, click the **+** (plus) button.

The **Amounts** from all **ChartField** lines must sum to the total amount of the expense line.

University Credit Card – Expense line amounts will not create encumbrances against departments' budgets. The University's centralized, prepaid ChartField values populate automatically for these **Payment Types**. These are greyed out and cannot be overridden.

NOTE: The ChartFields for more than one business unit (i.e., FIU01, FIU02, etc.) may not be present in the Accounting Details on the same Travel Authorization, even if on separate expense lines.

9. Click the **Save** button to save the Travel Authorization.

The screenshot shows the 'Travel Authorization' form. At the top, there's a header with a back arrow, 'Travel Authorization Center', and the title 'Travel Authorization'. Below this, a status bar shows 'Report NEXT Pending' and the name 'ROARY PANTHER'. On the right, there are 'Save' and 'Submit' buttons, with 'Save' highlighted in red. The form fields include: '*Description' (TED Conference), '*Business Purpose' (Conference), '*Benefit to FIU or Project' (Roary will present a TED talk highlighting FIU's advancements in student), '*Destination' (New York, New York City), '*Date From' (04/26/2023), '*Date To' (04/26/2023), and 'Trip Duration 1 Day'.

If all required fields are complete, with no errors, an **Authorization ID** will populate. The TA will be assigned the status of *"Pending"*.

This screenshot shows the same form as before, but now the 'Report' field displays '0000182600' and the status is 'Pending'. The 'Save' button remains highlighted in red.

NOTE: Effective 4/10/2021, when a foreign destination is selected, FIU requires the traveler to complete a questionnaire associated with export control regulations. For further details, see the Foreign Travel Guidance and Screening Questionnaire for Foreign Destination TAs section of this document.

10. When the TA is ready for submission, click the **Submit** button.

The screenshot shows the 'Travel Authorization' form with the 'Submit' button highlighted in red. The 'Save' button is also visible. The form fields are the same as in the previous screenshots.

11. A message will appear asking you to certify the information entered in the TA. Click **OK**.

The screenshot shows a 'Submission Confirmation' dialog box. It contains the text: 'By clicking OK I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.' At the bottom, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted in red.

12. The Travel Authorization has been submitted for approval and its status is updated to “*Submission in Process*”. This is a temporary status. Refresh the page to verify the TA status changes to “*Submitted for Approval*”.

The screenshot shows the 'Travel Authorization' form for Report 0000182600, submitted by ROARY PANTHER. The status is 'Submission in Process'. The form includes fields for Description (TED Conference), Business Purpose (Conference), Multiple Country (No), Destination (New York, New York City), Date From (04/19/2023), and Date To (04/19/2023) with a Trip Duration of 1 Day. A text box for 'Benefit to FIU or Project' contains the text: 'Roary will present a TED talk highlighting FIU's advancements in student'. A red box highlights the status 'Submission in Process'. A blue 'Withdraw' button is in the top right, and a blue 'Approvals' button is at the bottom right.

13. Click the **Approvals** button to view the approvers associated to the transaction.

This screenshot is identical to the previous one, but the status is now 'Submitted for Approval'. A red box highlights the 'Approvals' button at the bottom right of the form.

The required approval steps for the TA will appear, including timestamps of actions taken and by whom.

Approval Status		×
ID 0000182603	Status Submitted for Approval	
Approval Status		
Status/ Employee/ Profile	Date Time/ Comments	
✓ Submitted ROARY PANTHER Employee	04/05/2023 3:02:20PM	
⌚ Pending Approval PATTY PANTHER HR Supervisor		
✉ Not Routed (Pooled) Expense Manager		

Required approval steps are populated based on the Traveler’s Destination, HR Supervisor, travel dates, accounting details for Out of Pocket/Travel & Entertainment Card payment types and/or SpeedType used for University Credit Card payment types.

Foreign Travel Guidance and Screening Questionnaire for Foreign Destination TAs

FIU requires the **Traveler** to complete a pre-departure Foreign Travel Guidance and Screening Questionnaire for all foreign destination Travel Authorizations (TA). This must be completed before it can be submitted for approval.

If any of the **Section I: Foreign Influence** questions 1-6 are answered with a “YES”, “NOT SURE”, or if a travel destination is considered a Foreign Country of Concern (FCC), the TA will be routed for a required Export Control Screening and approval as the first step of the TA’s approval workflow.

A short description in the **Traveler’s Additional Notes** field is required for each question answered with “YES” or “NOT SURE”.

▼ **Section I : Foreign Influence**

Comprehensive guidance on foreign influence for FIU travelers, including export controls requirements, is accessible [Here](#).
As a traveler outside of the U.S., it is expected that you read and adhere to this guidance.

For any “YES” or “NOT SURE” response, please include more details in the Traveler’s Additional Notes box, for example: “1. taking prototype tissue scanner in carry-on luggage” or “4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities”

Please answer all questions completely and to the best of your ability.

- Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes?
☐ YES
☐ NO
- Will you be traveling with a portable electronic device containing proprietary export controlled data, FIU confidential or proprietary data as defined by law or FIU policy, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)?
☐ YES
☐ NO
☐ NOT SURE
- Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs utilizing specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)?
☐ YES
☐ NO
- Will you be providing any formal or informal training, technical assistance, advising, or consulting services to another individual, entity, or governmental institution (or representatives)? If the answer is YES, please describe services below in the “Travelers Additional Notes” section below.
☐ YES
☐ NO
- Are you planning to engage with an institution or organization with whom FIU does NOT currently have a formal partnership (i.e., inter-institutional agreement, academic or research collaboration agreement, business, or service contract)? If the answer is YES, or you are not sure if there is a formal partnership, please list the institutions or organizations and describe how you plan to engage with them in the “Travelers Additional Notes” section below.
☐ YES
☐ NO
- As part of your post-trip expense report, you will be required to declare any payments or honoraria received. Do you plan to receive any payments or honoraria, directly (i.e., paid directly to you) or on your behalf (i.e., to cover some or all of your expenses) by an international entity or person, including travel, food, or lodging at any time related to your travel? Payments on your behalf may include some or all of your expenses, or other complimentary items provided to you, that are not promotional items customarily provided at conferences such as pens, plaques etc.
☐ YES
☐ NO
- I understand that if at any time during this trip I will travel to, visit or temporarily pass through (other than a connecting flight where you do not leave the airport) any foreign country other than the destination(s) entered in this TAR, I will have to submit a new TAR.
☐ YES
- If your destination is deemed a Foreign Country of Concern. As part of your post-trip expense report, you will be required to declare all cities, institutions and organizations visited during your trip. Please acknowledge that you understand that it is your responsibility to submit accurate and complete information, either yourself or by proxy, on your expense report at the conclusion of the trip.
☐ YES

Additional Information

If you have answered any of the above questions with YES or NOT SURE, or your destination is deemed a “country of concern” as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any foreign travel regulations during your travel.

Max 250 characters

The traveler will need to certify **Section II: Health and Safety Risks** of the Screening Questionnaire.

▼ Section II : Health and Safety Risks

1. I understand that traveling globally may expose me and FIU to certain risks, including but not limited to sickness, personal injury or damage to or theft of personal belongings, criminal or violent attacks, terrorism, natural disasters, and civil unrest. I will act responsibly to reduce such risks by planning ahead and staying informed about current events at the global destination(s) to the extent possible. I will follow the guidance and requirements of public health officials and country authorities, including requirements pertaining to global health threats such as the COVID-19 pandemic.

☐ YES

2. I understand that FIU requires me to register my international trip to any country destination with the U.S. Department of State for my own protection via the Smart Traveler Enrollment Program (STEP) at <https://step.state.gov>

☐ YES

3. Travel petitions are only required for a travel destination that is at a Level 4 Advisory by the [U.S Department of State](#) or [CDC](#). Unless already completed and approved, I understand that I must submit a separate petition for review by the International Travel Committee and ultimate approval by the Provost or his/her designee prior to my departure. The online travel petition form can be found [Here](#)

☐ YES

4. In accordance with FIU's [International Travel Policy for Employees and Students](#), I understand that the Provost or his/her designee may restrict travel at any time should the risks be deemed too high.

☐ YES

5. If traveling with students, I acknowledge that I assume the responsibility to look out for their wellbeing. Prior to departure, I understand that students who are not employed by FIU must complete the mandatory pre-departure orientation for international travel provided by the [Office of Education Abroad](#) (contact edabroad@fiu.edu) prior to departure. Student travelers employed by FIU are not required to complete the pre-departure orientation by the Office of Education Abroad; instead, student travelers employed must complete a TAR as an employee.

☐ YES

6. I hereby accept the benefit of FIU's global travel insurance coverage while conducting official FIU business including medical, security, evacuation, trip interruption and authorize the insurance provider, United Healthcare Global, to notify FIU promptly in an emergency. I will take the insurance policy information with me to have readily available should a medical or safety incident occur. I understand that my global travel insurance coverage is subject to the policy terms and conditions as summarized in FIU's global travel insurance brochure for employees linked [Here](#)

☐ YES

A comprehensive overview of export control regulations, definitions, FAQs and more are outlined [here](#).

See the following sections for submitting these TAs as a Traveler or as a Proxy. Steps differ for each.

Note: It is encouraged that FIU travelers or proxies submit their foreign travel TA's at least 7 business days before the trip to allow sufficient time for the request to be screened and approved by the Export Control Office.

Traveler Creates Travel Authorization

These are the steps to follow when a traveler enters their own Travel Authorization (TA) and selects a foreign destination.

1. Complete Steps 1 through 5 as indicated in the [Create a Travel Authorization](#) section of this document.
2. When a foreign destination is selected, a message will appear:

This trip has a non-U.S. destination.

This trip has a non-U.S. destination. Florida House Bill 7017 on Foreign Influence requires us to report specific travel activity beginning January 1, 2022. This includes all countries visited (excluding countries you visited temporarily for a connecting flight without exiting the airport) and any payments or honoraria received during a trip. Please be prepared to submit this information in the foreign travel guidance screening questionnaire and/or upon your return via the expense report.

OK
Cancel

3. Press **OK**. The Foreign Travel Guidelines questionnaire will populate below the **Details** section. The questionnaire needs to be completed to save the TA.

The screenshot shows the 'Travel Authorization' form. At the top, it says 'Report: NEXT Pending ROARY PANTHER'. The form has several sections: 'Description' (TED Conference), 'Business Purpose' (Conference), 'Benefit to FIU or Project' (Roary will present a TED talk highlighting FIU's advancement in student), 'Destination' (Italy, Rome), 'Date From' (04/19/2023), 'Date To' (04/19/2023), and 'Trip Duration' (1 Day). Below these is the 'Details' section, which includes a table with columns: Expense Type, Payment Type, Billing Type, Description, Amount, Currency, and Accounting. At the bottom of the form, the 'Foreign Travel Guidelines' section is highlighted with a red box. A red arrow points from the 'OK' button in the message box above to this section. The 'Foreign Travel Guidelines' section contains the following text: 'All employees (including student-employees) traveling abroad on FIU-sponsored or -related trips are required to comply with and must acknowledge their understanding of FIU Foreign Travel Guidance associated with foreign influence concerns (e.g. OFAC sanctions and export controls) and general health and safety risks. Please review this information carefully. Should you need additional guidance, contact us at global@fiu.edu.'

4. Answer the questions in **Section I: Foreign Influence** shown in the next page.

If any of the **Section I: Foreign Influence** questions 1-6 are answered with a “YES”, “NOT SURE”, a short description in the **Traveler’s Additional Notes** field is required for each question answered with “YES” or “NOT SURE”.

Section I: Foreign Influence

Comprehensive guidance on foreign influence for FIU travelers, including export controls requirements, is accessible [Here](#). As a traveler outside of the U.S., it is expected that you read and adhere to this guidance.

For any "YES" or "NOT SURE" response, please include more details in the Traveler's Additional Notes box, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities"

Please answer all questions completely and to the best of your ability.

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes?

☐ YES
☐ NO

2. Will you be traveling with a portable electronic device containing proprietary export controlled data, FIU confidential or proprietary data as defined by law or FIU policy, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)?

☐ YES
☐ NO
☐ NOT SURE

3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs utilizing specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)?

☐ YES
☐ NO

4. Will you be providing any formal or informal training, technical assistance, advising, or consulting services to another individual, entity, or governmental institution (or representatives)? If the answer is YES, please describe services below in the "Travelers Additional Notes" section below.

☐ YES
☐ NO

5. Are you planning to engage with an institution or organization with whom FIU does NOT currently have a formal partnership (i.e., inter-institutional agreement, academic or research collaboration agreement, business, or service contract)? If the answer is YES, or you are not sure if there is a formal partnership, please list the institutions or organizations and describe how you plan to engage with them in the "Travelers Additional Notes" section below.

☐ YES
☐ NO

6. As part of your post-trip expense report, you will be required to declare any payments or honoraria received. Do you plan to receive any payments or honoraria, directly (i.e., paid directly to you) or on your behalf (i.e., to cover some or all of your expenses) by an international entity or person, including travel, food, or lodging at any time related to your travel? Payments on your behalf may include some or all of your expenses, or other complimentary items provided to you, that are not promotional items customarily provided at conferences such as pens, plaques etc.

☐ YES
☐ NO

7. I understand that if at any time during this trip I will travel to, visit or temporarily pass through (other than a connecting flight where you do not leave the airport) any foreign country other than the destination(s) entered in this TAR, I will have to submit a new TAR.

☐ YES

8. If your destination is deemed a Foreign Country of Concern. As part of your post-trip expense report, you will be required to declare all cities, institutions and organizations visited during your trip. Please acknowledge that you understand that it is your responsibility to submit accurate and complete information, either yourself or by proxy, on your expense report at the conclusion of the trip.

☐ YES

Additional Information

If you have answered any of the above questions with YES or NOT SURE, or your destination is deemed a "country of concern" as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any foreign travel regulations during your travel.

Max 250 characters

5. Certify statements in **Section II: Health and Safety Risks** shown in the next page.

Section II : Health and Safety Risks

1. I understand that traveling globally may expose me and FIU to certain risks, including but not limited to sickness, personal injury or damage to or theft of personal belongings, criminal or violent attacks, terrorism, natural disasters, and civil unrest. I will act responsibly to reduce such risks by planning ahead and staying informed about current events at the global destination(s) to the extent possible. I will follow the guidance and requirements of public health officials and country authorities, including requirements pertaining to global health threats such as the COVID-19 pandemic.

☐ YES

2. I understand that FIU requires me to register my international trip to any country destination with the U.S. Department of State for my own protection via the Smart Traveler Enrollment Program (STEP) at <https://step.state.gov>

☐ YES

3. Travel petitions are only required for a travel destination that is at a Level 4 Advisory by the [U.S. Department of State](#) or [CDC](#). Unless already completed and approved, I understand that I must submit a separate petition for review by the International Travel Committee and ultimate approval by the Provost or his/her designee prior to my departure. The online travel petition form can be found [Here](#)

☐ YES

4. In accordance with FIU's [International Travel Policy for Employees and Students](#), I understand that the Provost or his/her designee may restrict travel at any time should the risks be deemed too high.

☐ YES

5. If traveling with students, I acknowledge that I assume the responsibility to look out for their wellbeing. Prior to departure, I understand that students who are not employed by FIU must complete the mandatory pre-departure orientation for international travel provided by the [Office of Education Abroad](#) (contact edabroad@fiu.edu) prior to departure. Student travelers employed by FIU are not required to complete the pre-departure orientation by the Office of Education Abroad; instead, student travelers employed must complete a TAR as an employee.

☐ YES

6. I hereby accept the benefit of FIU's global travel assistance manager and insurance coverage including medical, security, evacuation, and trip interruption and authorize International SOS and/or Chubb to notify FIU promptly in an emergency. I will take the global travel assistance manager and insurance contact information with me to have readily available should a medical or safety incident occur. FIU's global travel assistance membership ID card and insurance brochure can be downloaded [Here](#).

☐ YES

6. Complete Steps 6 through 12 as indicated in the [Create a Travel Authorization](#) section of this document.

Proxy Creates Travel Authorization on Behalf of Traveler

1. Complete Steps 1 through 5 as indicated in the [Create a Travel Authorization](#) section of this document as a Proxy for a Traveler.
2. When a foreign destination is selected, a message will appear:

This trip has a non-U.S. destination.

This trip has a non-U.S. destination. Florida House Bill 7017 on Foreign Influence requires us to report specific travel activity beginning January 1, 2022. This includes all countries visited (excluding countries you visited temporarily for a connecting flight without exiting the airport) and any payments or honoraria received during a trip. Please be prepared to submit this information in the foreign travel guidance screening questionnaire and/or upon your return via the expense report.

3. Complete steps 6 through 8 as indicated in the [Create a Travel Authorization](#) section of this document as a Proxy for a Traveler.

Upon clicking **Save** a message will appear. Press **OK**:

Traveler Notification

Please click Traveler Notification Button to email foreign travel TA questionnaire to traveler.

4. Click the **Traveler Notification** button.

Travel Authorization

Report: 0000182605 Pending
ROARY PANTHER

*Description: International TED Conference

*Business Purpose: Conference

*Benefit to FIU or Project: Roary will present a TED talk highlighting FIU's advancements in international student.

Multiple Country Destination: ☐ No

*Destination: Argentina, Buenos Aires

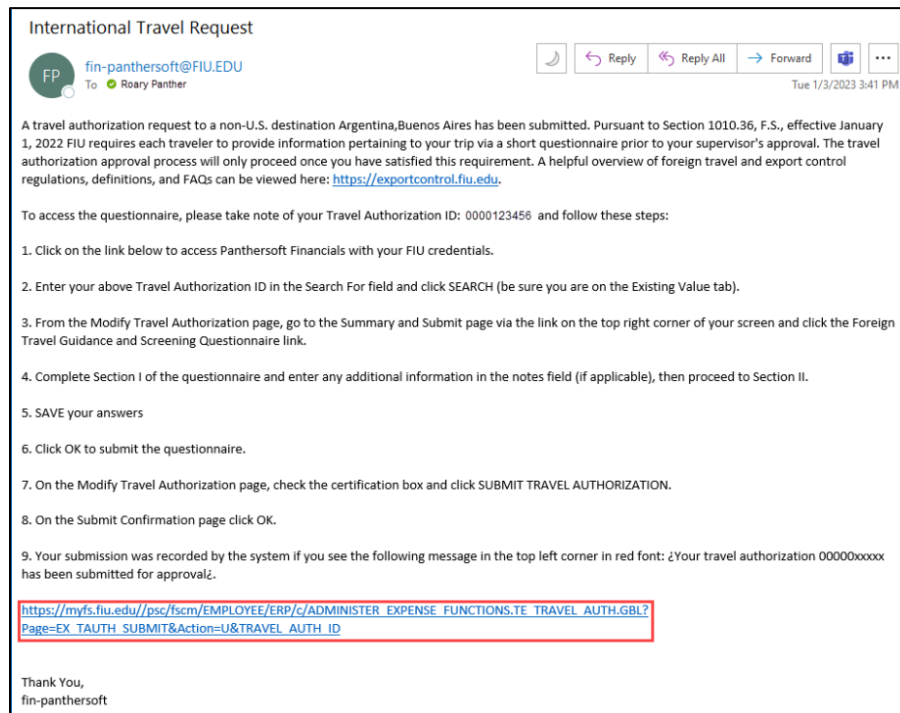
*Date From: 04/26/2023

*Date To: 04/26/2023 Trip Duration 1 Day

A notification will appear that says a link to the questionnaire has been forwarded to the traveler. Click **OK**.

A link to this questionnaire has been forwarded to the traveler.

- The Traveler receives an **International Travel Request** notification from PantherSoft Financials with a link to the TA. Click the link.



The link will direct the Traveler to log into PantherSoft Financials and takes them directly to the Travel Authorization. The questionnaire will be below the **Details** section.

Travel Authorization

Report 0000182605 Pending
ROARY PANTHER

Save Submit

*Description: International TED Conference
*Business Purpose: Conference
*Benefit to FIU or Project: Roary will present a TED talk highlighting FIU's advancements in...

Multiple Country Destination: No
*Destination: Argentina,Buenos Aires
*Date From: 04/26/2023
*Date To: 04/26/2023 Trip Duration 1 Day

Create A Cash Advance View Printable Version

Details

Accounting Default: Populate from Travel Authorization

Expense Type	Payment Type	*Billing Type	Description	Amount	*Currency	Accounting
Foreign Meals	Out of Pocket	FIU Expense	Meals not provided by cor	150.00	USD	Details

Total Expenses 150.00 USD

Foreign Travel Guidelines

All employees (including student-employees) traveling abroad on FIU-sponsored or -related trips are required to comply with and must acknowledge their understanding of FIU Foreign Travel Guidance associated with foreign influence concerns (e.g. OFAC sanctions and export controls) and general health and safety risks. Please review this information carefully. Should you need additional guidance, contact us at global@fiu.edu.

Section I : Foreign Influence

Comprehensive guidance on foreign influence for FIU travelers, including export controls requirements, is accessible [Here](#). As a traveler outside of the U.S., it is expected that you read and adhere to this guidance.

For any "YES" or "NOT SURE" response, please include more details in the Traveler's Additional Notes box, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities"

NOTE: If the link does not direct the Traveler to this page, follow the navigation and in the [Modify a Travel Authorization](#) section of this document, then proceed to step 6 below.

6. Answer the questions in **Section I: Foreign Influence**.

Section I : Foreign Influence

Comprehensive guidance on foreign influence for FIU travelers, including export controls requirements, is accessible [here](#).
As a traveler outside of the U.S., it is expected that you read and adhere to this guidance.

For any "YES" or "NOT SURE" response, please include more details in the Traveler's Additional Notes box, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities"

Please answer all questions completely and to the best of your ability.

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes?

☐ YES
☐ NO

2. Will you be traveling with a portable electronic device containing proprietary export controlled data, FIU confidential or proprietary data as defined by law or FIU policy, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)?

☐ YES
☐ NO
☐ NOT SURE

3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs utilizing specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)?

☐ YES
☐ NO

4. Will you be providing any formal or informal training, technical assistance, advising, or consulting services to another individual, entity, or governmental institution (or representatives)? If the answer is YES, please describe services below in the "Travelers Additional Notes" section below.

☐ YES
☐ NO

5. Are you planning to engage with an institution or organization with whom FIU does NOT currently have a formal partnership (i.e., inter-institutional agreement, academic or research collaboration agreement, business, or service contract)? If the answer is YES, or you are not sure if there is a formal partnership, please list the institutions or organizations and describe how you plan to engage with them in the "Travelers Additional Notes" section below.

☐ YES
☐ NO

6. As part of your post-trip expense report, you will be required to declare any payments or honoraria received. Do you plan to receive any payments or honoraria, directly (i.e., paid directly to you) or on your behalf (i.e., to cover some or all of your expenses) by an international entity or person, including travel, food, or lodging at any time related to your travel? Payments on your behalf may include some or all of your expenses, or other complimentary items provided to you, that are not promotional items customarily provided at conferences such as pens, plaques etc.

☐ YES
☐ NO

7. I understand that if at any time during this trip I will travel to, visit or temporarily pass through (other than a connecting flight where you do not leave the airport) any foreign country other than the destination(s) entered in this TAR, I will have to submit a new TAR.

☐ YES

8. If your destination is deemed a Foreign Country of Concern. As part of your post-trip expense report, you will be required to declare all cities, institutions and organizations visited during your trip. Please acknowledge that you understand that it is your responsibility to submit accurate and complete information, either yourself or by proxy, on your expense report at the conclusion of the trip.

☐ YES

Additional Information

If you have answered any of the above questions with YES or NOT SURE, or your destination is deemed a "country of concern" as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any foreign travel regulations during your travel.

Max 250 characters

A. Answer questions in **Section I: Foreign Influence**.

B. Enter a short description (under 250 characters) in the **Additional Information** field for questions 1-6 answered with "YES" or "NOT SURE"

7. Certify statements in **Section II: Health and Safety Risks.**

▼ **Section II : Health and Safety Risks**

1. I understand that traveling globally may expose me and FIU to certain risks, including but not limited to sickness, personal injury or damage to or theft of personal belongings, criminal or violent attacks, terrorism, natural disasters, and civil unrest. I will act responsibly to reduce such risks by planning ahead and staying informed about current events at the global destination(s) to the extent possible. I will follow the guidance and requirements of public health officials and country authorities, including requirements pertaining to global health threats such as the COVID-19 pandemic.

☐ YES

2. I understand that FIU requires me to register my international trip to any country destination with the U.S. Department of State for my own protection via the Smart Traveler Enrollment Program (STEP) at <https://step.state.gov>

☐ YES

3. Travel petitions are only required for a travel destination that is at a Level 4 Advisory by the [U.S Department of State](#) or [CDC](#). Unless already completed and approved, I understand that I must submit a separate petition for review by the International Travel Committee and ultimate approval by the Provost or his/her designee prior to my departure. The online travel petition form can be found [Here](#)

☐ YES

4. In accordance with FIU's [International Travel Policy for Employees and Students](#), I understand that the Provost or his/her designee may restrict travel at any time should the risks be deemed too high.

☐ YES

5. If traveling with students, I acknowledge that I assume the responsibility to look out for their wellbeing. Prior to departure, I understand that students who are not employed by FIU must complete the mandatory pre-departure orientation for international travel provided by the [Office of Education Abroad](#) (contact edabroad@fiu.edu) prior to departure. Student travelers employed by FIU are not required to complete the pre-departure orientation by the Office of Education Abroad; instead, student travelers employed must complete a TAR as an employee.

☐ YES

6. I hereby accept the benefit of FIU's global travel insurance coverage while conducting official FIU business including medical, security, evacuation, trip interruption and authorize the insurance provider, United Healthcare Global, to notify FIU promptly in an emergency. I will take the insurance policy information with me to have readily available should a medical or safety incident occur. I understand that my global travel insurance coverage is subject to the policy terms and conditions as summarized in FIU's global travel insurance brochure for employees linked [Here](#)

☐ YES

7. The Traveler may now submit the TA by clicking **Submit.**

Travel Authorization

Save Submit

Multiple Country Destination ☐ No

*Destination

*Date From

*Date To Trip Duration 1 Day

8. A message will appear asking you to certify the information entered in the TA. Click **OK.**

Submission Confirmation

By clicking OK I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

OK Cancel

NOTE: The TA cannot be saved or submitted by the Traveler unless they complete the Export Control questionnaire.

Export Control Reviewers

Export Control Screening and approval will be required as the first step in the [TA's Approval Workflow](#) if either question 1-6 of the **Section I: Foreign Influence** is answered with a "YES" or "NOT SURE" or if the travel destination is considered a **Foreign Country of Concern (FCC)**.

Approval Status		×
ID 0000123456	Status Submitted for Approval	
Approval Status		
Status/ Employee/ Profile	Date Time/ Comments	
 Submitted ROARY PANTHER Employee	04/06/2023 8:56:34AM	
 Pending Approval (Pooled) Export Controls Screening		
 Not Routed PATTY PANTHER HR Supervisor		
 Not Routed (Pooled) Expense Manager		

NOTE: Travel Authorizations with a foreign destination will always return to the traveler when sent back by an approver, not the Proxy.

To approve transactions, follow the steps in the [Approving Transactions](#) section of this document.

Errors

If there are any errors within the transaction, the system will alert by highlighting fields in Red as shown below. These errors prevent the document from being saved or submitted and may be accompanied by a system message.

Any errors with the **Expense Lines** will be marked with a red flag. Click on the flag to view information about the error. All errors should be corrected before copying lines, saving, or submitting a Travel Authorization.

The screenshot displays the 'Travel Authorization' web application. At the top, the status is 'Pending' for report 0000182603, user ROARY PANTHER. The form includes fields for Description ('TED Conference'), Business Purpose ('Conference'), Destination ('New York, New York City'), and Dates ('Date From' is highlighted in red, 'Date To' is 04/19/2023). Below the form, a table of expense lines is shown. The first line, 'Domestic Meals', has a red flag icon in its 'Expense Type' column, indicating an error. The table also shows 'Payment Type' as 'Out of Pocket', 'Billing Type' as 'FIU Expense', 'Amount' as '100.00', and 'Currency' as 'USD'.

Expense Type	Payment Type	Billing Type	Description	Amount	Currency	Accounting
Domestic Meals	Out of Pocket	FIU Expense		100.00	USD	

If assistance is required with clearing errors, contact the Financials Systems and Support Services Help Desk at (305)348-7200 or email controller@fiu.edu.

Additional Actions When Creating a Travel Authorization

Other actions are available when creating a Travel Authorization. Actions include *Create a Cash Advance*, *View Printable Version*, *Notes*, *Accounting Default*, and *Populate from Travel Authorization*.

The screenshot shows the 'Travel Authorization' form. At the top, there's a header with 'Travel Authorization Search' and 'Travel Authorization'. Below this, there are fields for 'Description', 'Business Purpose', 'Benefit to FIU or Project', 'Destination', 'Date From', 'Date To', and 'Multiple Country Destination'. There are also links for 'Create A Cash Advance', 'View Printable Version', and 'Notes'. Below these links, there's a 'Details' section with 'Accounting Default' and 'Populate from Travel Authorization' buttons. At the bottom, there's a table with columns for 'Expense Type', 'Payment Type', 'Billing Type', 'Description', 'Amount', 'Currency', and 'Accounting'. The table currently has one row with empty fields. The total expenses are shown as 0.00 USD.

Create A Cash Advance

The [Create a Cash Advance](#) link is available when entering a Travel Authorization (TA) to enter a Cash Advance (CA) simultaneous to the TA. Prior to clicking the link, save the TA to generate a Travel Authorization ID. This is needed when entering the CA.

This close-up screenshot shows the 'Create A Cash Advance' link highlighted in red. It also shows the 'View Printable Version' and 'Notes' links. Below these links, there's a 'Details' section with 'Accounting Default' and 'Populate from Travel Authorization' buttons. At the bottom, there's a table with columns for 'Expense Type', 'Payment Type', and 'Billing Type'. The table currently has one row with empty fields.

The **Create Cash Advance** screen will open in a new browser tab/window – keeping the **Create Travel Authorization** screen open. Complete the steps 3-5 in the [Create a Cash Advance](#) section of this document.

View Printable Version

The [View Printable Version](#) link is used when the Travel Authorization is saved. A Travel Authorization can only be saved when at least one expense line and applicable required fields are entered. A printable view of the Travel Authorization will show to use with the browser's print feature.

This close-up screenshot shows the 'View Printable Version' link highlighted in red. It also shows the 'Create A Cash Advance' and 'Notes' links. Below these links, there's a 'Details' section with 'Accounting Default' and 'Populate from Travel Authorization' buttons. At the bottom, there's a table with columns for 'Expense Type', 'Payment Type', and 'Billing Type'. The table currently has one row with empty fields.

NOTE: Clicking the [View Printable Version](#) link without entering line information **prior** to a Travel Authorization being saved will take you to a page to search for existing Travel Authorizations that have already been saved.

Notes

The Notes link is used to add, delete, and/or view other notes to the Travel Authorization.

The screenshot shows the top of the Travel Authorization form. At the top right, there are three links: "Create A Cash Advance", "View Printable Version", and "Notes". The "Notes" link is highlighted with a red box. Below these links is a "Details" section with two tabs: "Accounting Default" and "Populate from Travel Authorization". Under the "Accounting Default" tab, there are three dropdown menus labeled "Expense Type", "Payment Type", and "*Billing Type".

Accounting Default

Accounting Default opens a page which displays the default accounting associated to the traveler's profile.

This screenshot is similar to the previous one, but the "Accounting Default" tab in the "Details" section is highlighted with a red box. The "Populate from Travel Authorization" tab is also visible.

Any changes made to these values will apply to all expense lines, both new and existing, where **Payment Type** is set to "Out of Pocket" or "Travel & Entertainment Card".

The screenshot shows a window titled "Travel Authorization Defaults". It has a "Cancel" button on the top left and a "Done" button on the top right. Below the title bar is a "Description" field. Underneath is a section titled "Accounting Details" with three tabs: "GL ChartFields", "Project ChartFields", and "Show All". The "GL ChartFields" tab is selected. Below the tabs is a table with the following columns: "+", "-", "%", "GL Unit", "Fund", "Dept", "Program", and "Site". The first row of data shows: "+", "-", "100.00", "FIU01", "210", "110401000", "61", and "01".

Use the + (plus) sign to add a row for the cost of expense lines to be redistributed between two or more ChartField Lines. The percentage distribution between these lines must sum to 100% in the % (percent) column.

Populate from Travel Authorization

Populate from Travel Authorization will allow users to copy lines from a user's previously entered Travel Authorizations. This will populate all line and accounting details from the original TA below any existing lines. Neither header level details nor line **Payment Type/Billing Type** will be copied and must be entered manually. Ensure all data is correct prior to submission.

This screenshot shows the "Details" section of the Travel Authorization form. The "Populate from Travel Authorization" tab is highlighted with a red box. The "Accounting Default" tab is also visible.

NOTE: You cannot populate from another user's Travel Authorization.

Use the **From Date** and **To** fields to search for the original TA within a specified date range. Click **Select** to copy the TA's line information.

×

Select Travel Authorization

From Date

01/06/2023

To

05/06/2023

Search

Travel Authorization Information

	Description	Authorization ID	Date From	Date To	Amount	Currency
Select	International TED Conference	0000182605	04/26/2023	04/26/2023	150.00	USD
Select	TED Conference	0000182603	04/19/2023	04/19/2023	100.00	USD

The expense lines and respective accounting details will populate from the original TA, below existing lines.

Details

Accounting Default

Populate from Travel Authorization

2 rows

Expense Type	Payment Type	*Billing Type	Description	Amount	*Currency	Accounting
					USD	Details + -
Foreign Meals			Meals not provided by cor	150.00	USD	Details + -

Total Expenses 150.00 USD

Manage Travel Authorizations

Once created, Travelers and their Proxies can manage Travel Authorizations in several ways, which largely depend on the TA's status. For Proxies, these options also depend on the Authorization Level granted to them by the traveler.

For more information on Proxy access and Authorization Levels see the [Grant Proxy Access](#) section of this document.

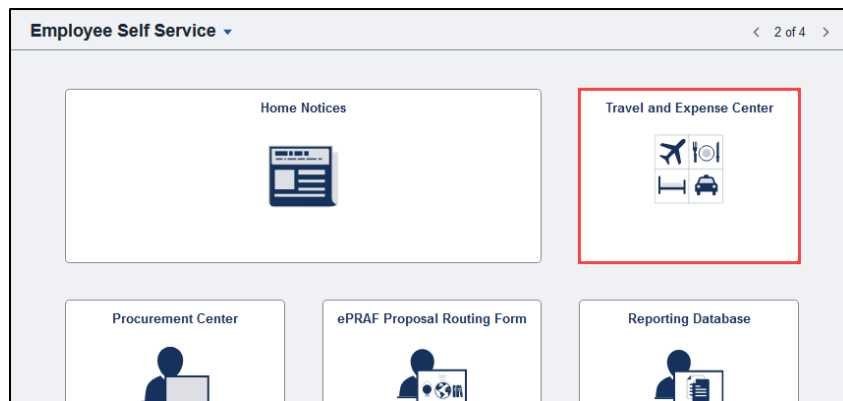
View a Travel Authorization (Travelers and Proxies)

Both Travelers and their Proxies can view Travel Authorizations for themselves or the traveler's they manage via the following Employee Self Service function.

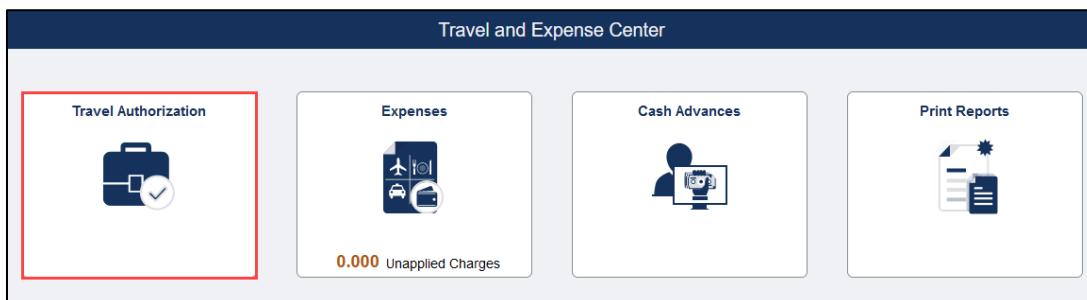
To view a Travel Authorization for another user without Proxy access, see the [View a Travel Authorization \(not as Traveler or Proxy\)](#) section of this document.

To view a **Travel Authorization**:

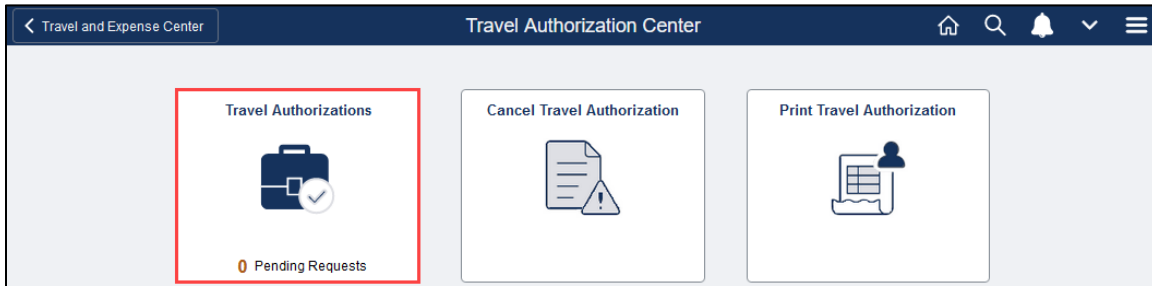
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



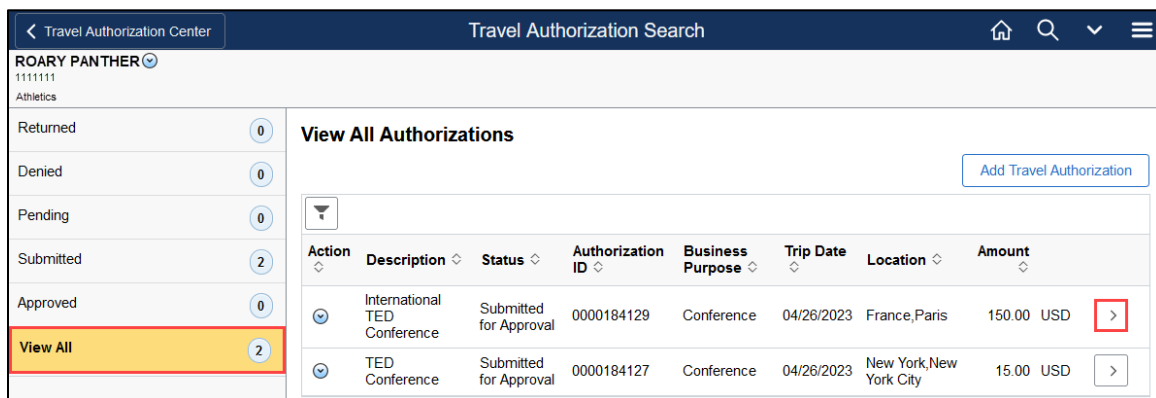
2. Click the **Travel Authorization** tile.



- Click **Travel Authorizations** tile.

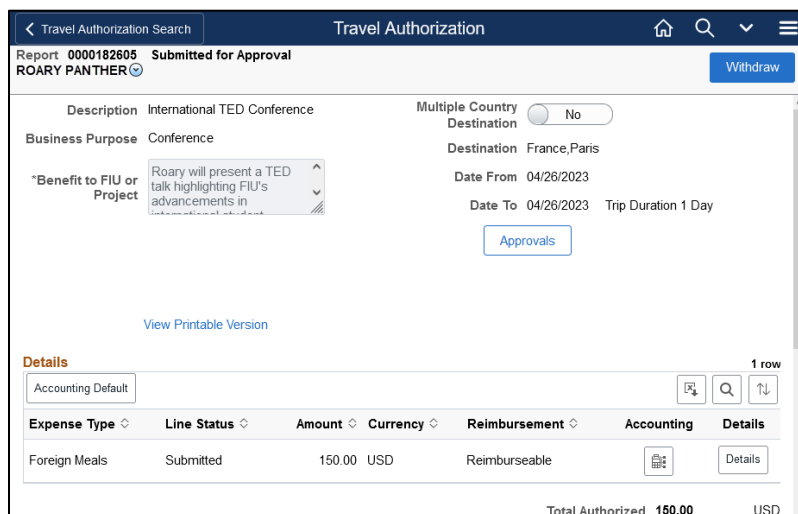


- Filter results by clicking the relevant the Travel Authorization status using the left side grey bar. Click the > (arrow) to view the Travel Authorization details.



For more information about TA statuses, see the [Travel Authorization Statuses](#) section of this document.

- The Travel Authorization's details are displayed. Click **Approvals** to view the approval workflow and history.



NOTE: The TA may be withdrawn from the approval workflow, prior to being fully approved, via the **Withdraw** button. For more information on withdrawing a TA, see the [Withdraw a Travel Authorization](#) section of this document.

Employee Self Service
Travel Authorization
New Window | Help | Personalize Page

ROARY PANTHER

Actions
Choose an Action
GO

Business Purpose Workshop
Default Location Florida, Jacksonville
Authorization ID 00001234567 Submitted for Approval

Description Workshop TA
Date From 04/19/2023
Date To 04/21/2023
Created 04/14/2023 ROARY PANTHER

Last Updated 04/14/2023 ROARY PANTHER

Totals ⓘ
View Printable Version
Foreign Travel Guidance and Screening Questionnaire
Notes

Projected Expenses (1 Line) 100.00 USD
Denied Expenses 0.00 USD

Total Authorized Amount 100.00 USD

☒ I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Submit Travel Authorization
Withdraw Travel Authorization
Submitted On 04/14/2023
Submitted By ROARY PANTHER

Approval History

Submitted
ROARY PANTHER

HR Supervisor
PATY PANTHER

Expense Manager
(Pooled)

Action	Role	Name	Date/Time
Submitted	Employee	ROARY PANTHER	04/14/2023 11:18:01AM

Modify a Travel Authorization

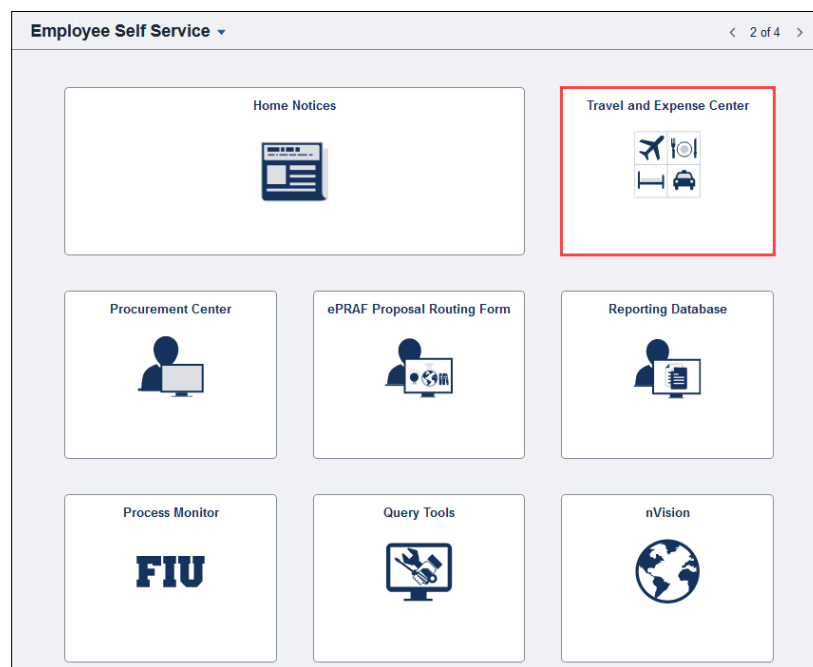
Both Travelers and their Proxies with the right authorization level may modify Travel Authorizations for themselves or the traveler's they manage via the following Employee Self Service function.

A Travel Authorization can only be modified when it is not in workflow and in Pending status. If modifications to a TA needs to be made prior to it being fully approved, it must be withdrawn from workflow first.

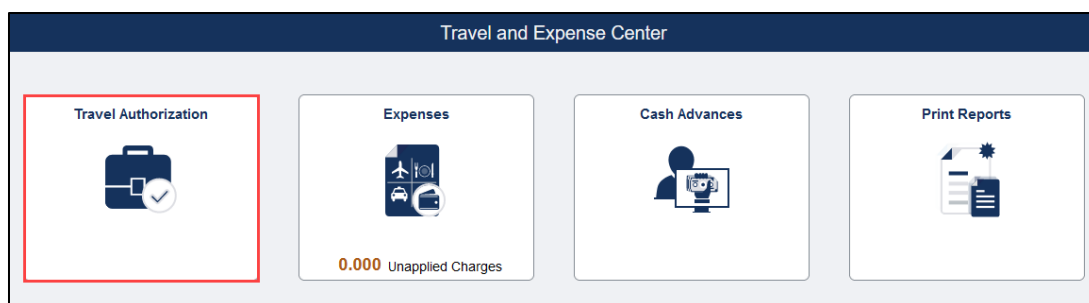
For more information on withdrawing a TA in workflow, see the [Withdraw a Travel Authorization](#) section of this document.

To modify a **Travel Authorization**:

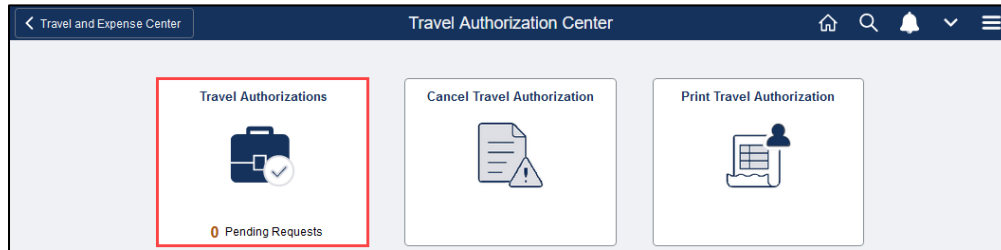
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



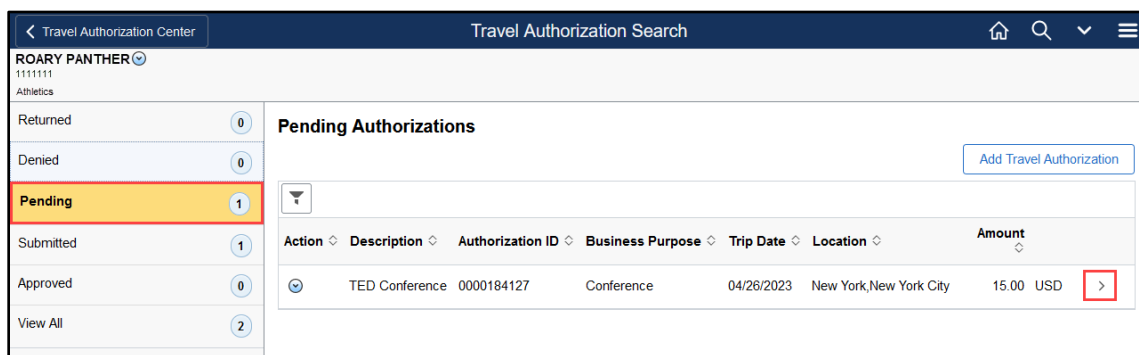
2. Click the **Travel Authorization** tile.



- Click the **Travel Authorizations** tile.



- Click **Pending** on the left side grey bar, then click the > (arrow) to modify the Travel Authorization details.



- Make any modifications to the Travel Authorization necessary. If resubmitting after withdrawing the TA, the approval workflow will be reinitiated and any previously obtained approvals will need to be reobtained.

Delete a Travel Authorization

Both Travelers and their Proxies with the right authorization level may delete Travel Authorizations for themselves or the traveler's they manage via the following Employee Self Service function.

A Travel Authorization can only be deleted when it is in Pending status. If a TA needs to be deleted prior to it being fully approved, it must be withdrawn from workflow first.

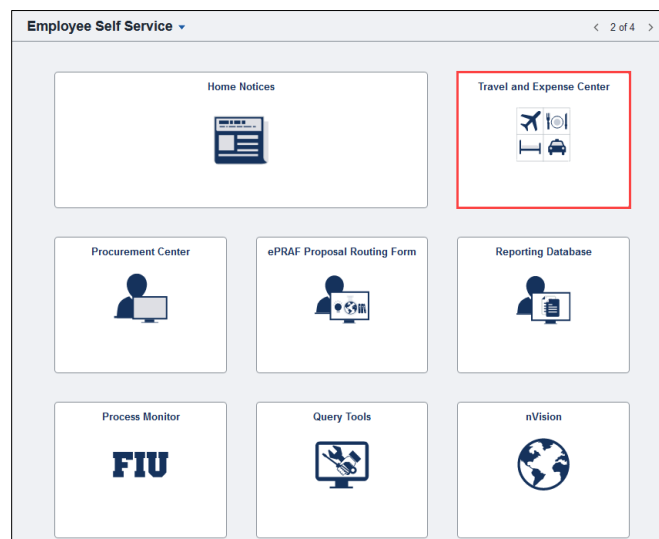
For more information on withdrawing a TA in workflow, see the [Withdraw a Travel Authorization](#) section of this document.

If a TA is in *Approvals in Process* status, the next approver must deny or send it back for revision so it can be deleted. For more information on denying a TA or sending it back for revision, see the [Approving Travel Transactions](#) section of this document.

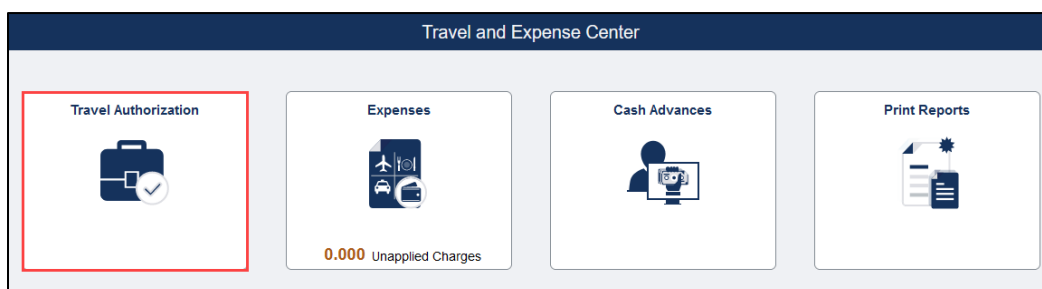
If a TA is budget checked and fully approved, it must be canceled, not deleted. For more information on canceling a TA, see the [Cancel a Travel Authorization](#) section of this document.

To delete a **Travel Authorization**:

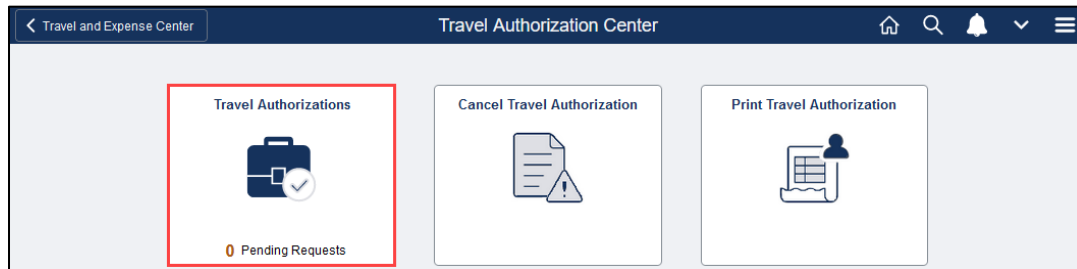
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



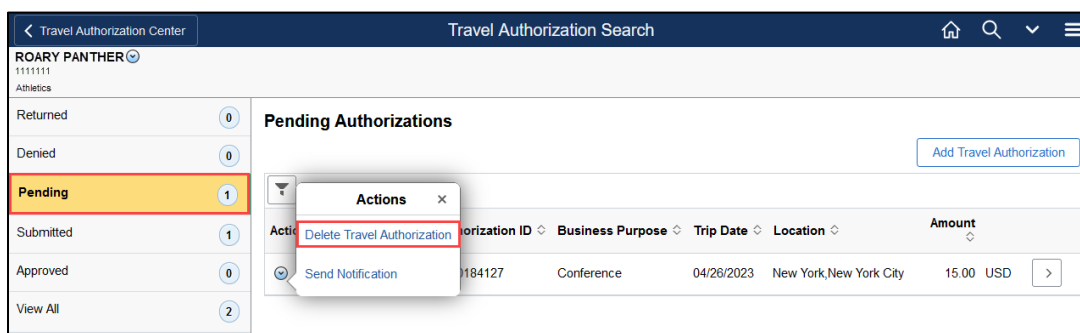
2. Click the **Travel Authorization** tile.



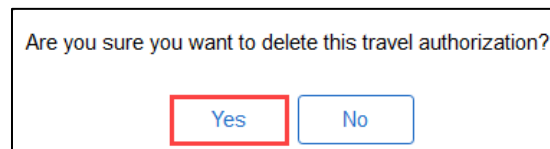
- Click the **Travel Authorizations** tile.



- Click **Pending** on the left side grey bar, then click the blue dropdown icon and select **Delete Travel Authorization**.



- A confirmation will appear. Click **Yes** to delete the Travel Authorization.



Cancel a Travel Authorization

Both Travelers and their Proxies with the right authorization level may cancel Travel Authorizations for themselves or the traveler's they manage via the following Employee Self Service function.

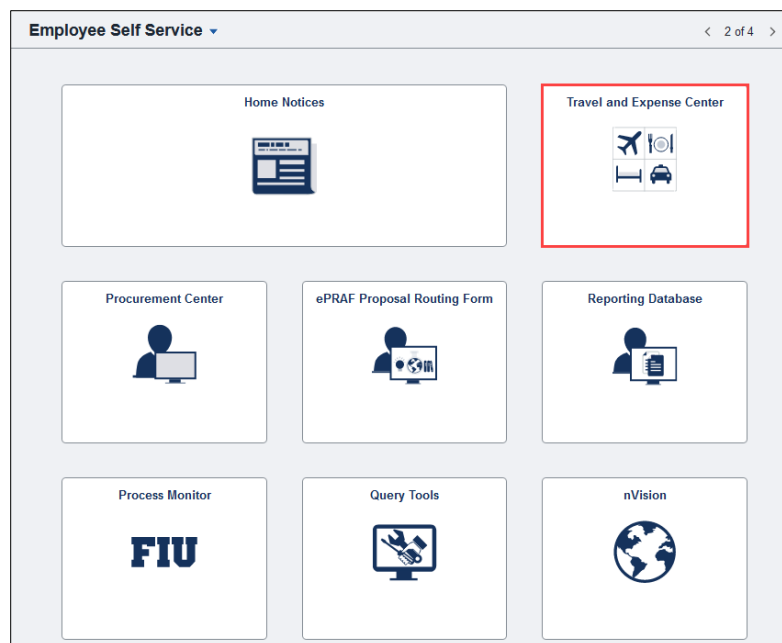
A Travel Authorization can only be canceled when it is in Approved status and has not yet been linked to an Expense Report. Canceling a TA will release any associated encumbrances from departmental budgets.

If a TA has already been linked to an Expense Report, the ER must first be deleted to unlink it from the TA. For more information on deleting an ER, see the [Deleting Expense Reports](#) section of this document.

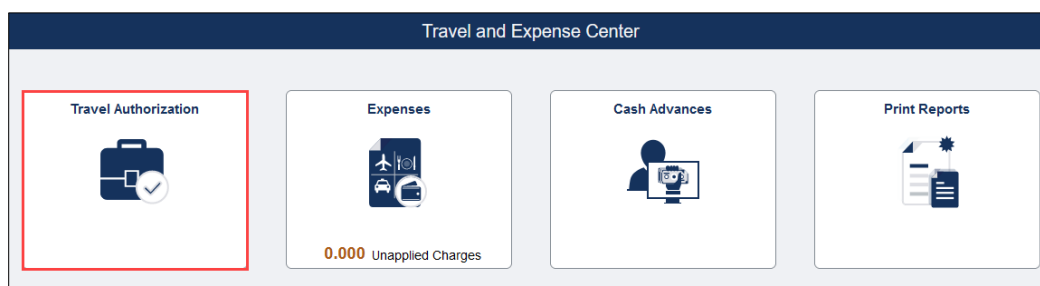
If TA is not fully approved, it may be deleted instead. For more information on deleting a TA, see the [Delete a Travel Authorization](#) section of this document.

To cancel a **Travel Authorization**:

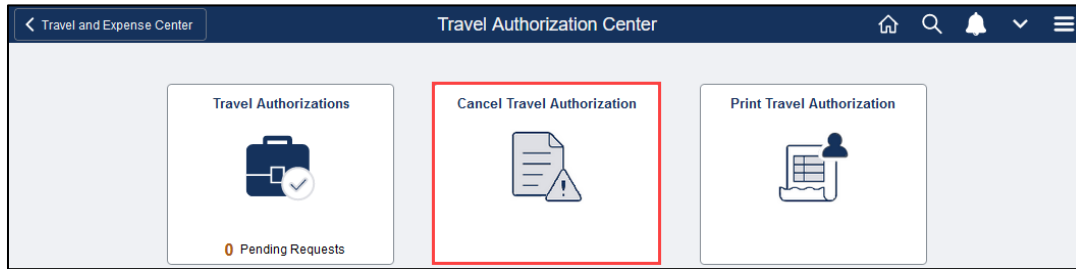
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Travel Authorization** tile.



- Click the **Cancel Travel Authorization** tile.



- Mark the **Select** checkbox for the TA that will be canceled, then click on the **Cancel Selected Travel Authorization(s)** button.

Travel Authorization

[Travel and Expense](#)

Cancel Approved Travel Authorization

ROARY PANTHER

Travel Authorization Information

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☐	TED Conference	0000123456	01/08/2023	01/09/2023	100.00	USD

Cancel Selected Travel Authorization(s)

Withdraw a Travel Authorization

Both Travelers and their Proxies with the right authorization level may withdraw Travel Authorizations for themselves or the traveler's they manage via the following Employee Self Service function.

A Travel Authorization can only be withdrawn when its status is *Submitted for Approval*. After a TA has been withdrawn, it may be deleted, modified, or resubmitted at any time.

If a TA's status is *Approvals in Process*, the next approver must deny or send it back for revision so it can be withdrawn. For more information on sending back a TA for revision, see the [Approving Travel Transactions](#) section of this document.

The **Withdraw Travel Authorization** button is only active via the TA View screen. Review the [View a Travel Authorization](#) section of this document for instructions on how to access the TA View.

1. Click the **Withdraw** button on the TA details page.

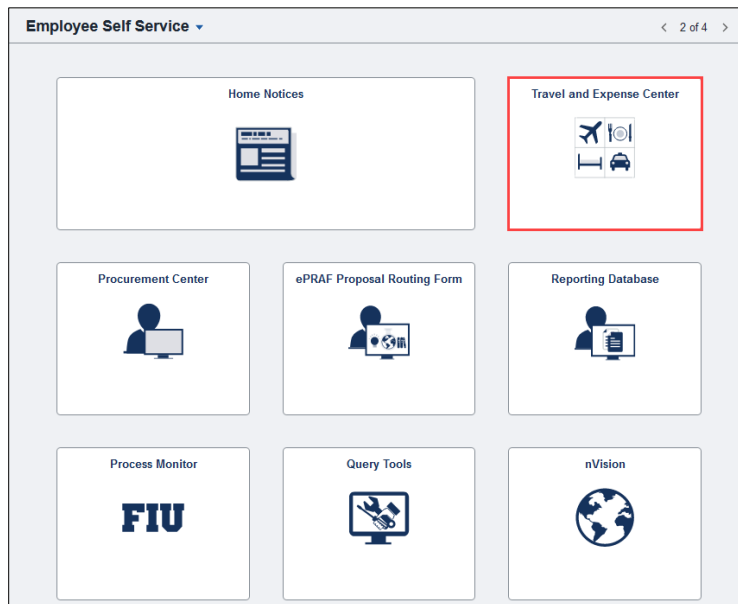
The screenshot shows the 'Travel Authorization' details page. At the top, there is a header bar with a back arrow, the title 'Travel Authorization', a search icon, a dropdown arrow, and a menu icon. Below the header, the report number '0000182605' and status 'Submitted for Approval' are displayed, along with the traveler's name 'ROARY PANTHER'. A red box highlights the 'Withdraw' button in the top right corner. The main content area is divided into two columns. The left column contains fields for 'Description' (International TED Conference), 'Business Purpose' (Conference), and '*Benefit to FIU or Project' (Roary will present a TED talk highlighting FIU's advancements in international student). The right column contains fields for 'Multiple Country' (No), 'Destination' (Argentina, Buenos Aires), 'Date From' (04/26/2023), and 'Date To' (04/26/2023), with a 'Trip Duration' of 1 Day. An 'Approvals' button is located at the bottom right of the form.

The TA will then be in *Pending* status and no longer be in the approval workflow.

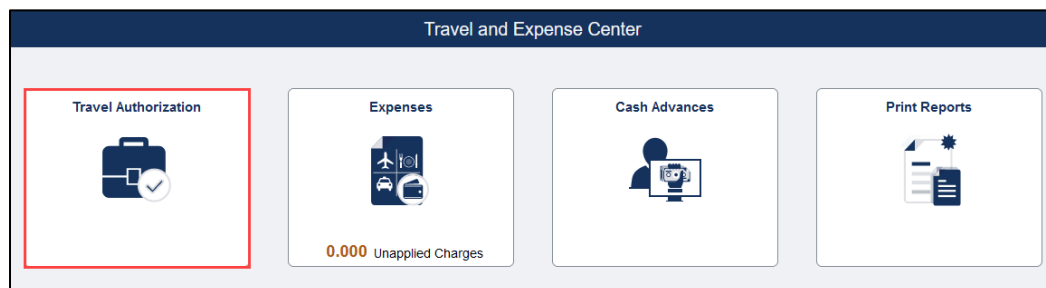
Print a Travel Authorization

To print a **Travel Authorization**:

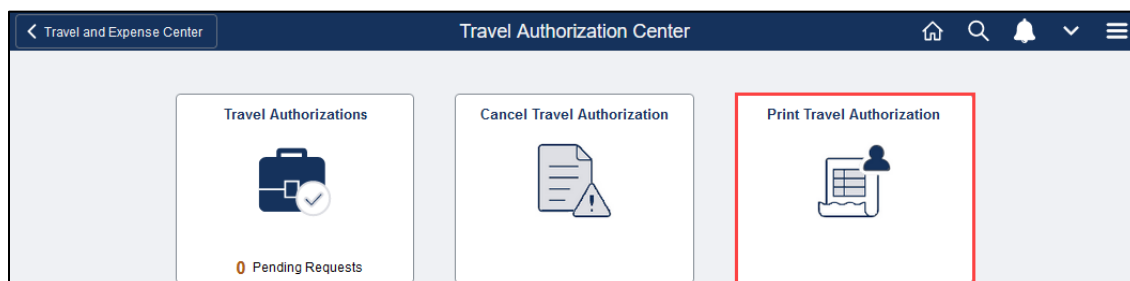
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Travel Authorization** tile.



3. Click the **Print Travel Authorization** tile.



- Use the **Search Criteria** options to identify and select the **Authorization ID** link to print.

Travel Authorization Center

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 0000123456

Limit the number of results to (up to 300): 300

Search Advanced Search

- A printable view of the Travel Authorization will show to use with the browser's print feature.

To print this report, please use your browser's print feature.

PeopleSoft

Travel Authorization

Roary Panther

Report Date 01/04/2023
Report Time 8:56:10AM

Authorization ID 0000123456
Description International TED Conference
Business Purpose Conference
Date From 01/08/2023 To 01/09/2023
Comment Roary will present a TED Talk highlighting FIU's advancements in international student recruitment

Employee ID 1111111
Status Submitted for Approval
Reference Number

Date	Expense Type	Merchant	Amount	Location
01/08/2023	Foreign Airfare		100.00 USD	Argentina,Buenos Aires
01/08/2023	Foreign Lodging		100.00 USD	Argentina,Buenos Aires
			Total	200.00 USD
			Non-Reimbursable Expenses	0.00 USD
			Total Authorized	200.00 USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Employee Signature _____ Date _____

Approved By _____ Date _____

NOTE: This printable view is also available via the Travel Authorization creation page as well as the view page through the [View Printable Version](#) links.

Travel Authorization Statuses

Pending: User has not submitted the TA, withdrew the TA, or the approver/auditor sent back the TA

Submission in Process: A Travel Authorization has been submitted and is being routed.

Submitted for Approval: User has completed a TA and submitted it for approval

Approvals in Process: One of the approvers has approved and TA is moving along workflow.

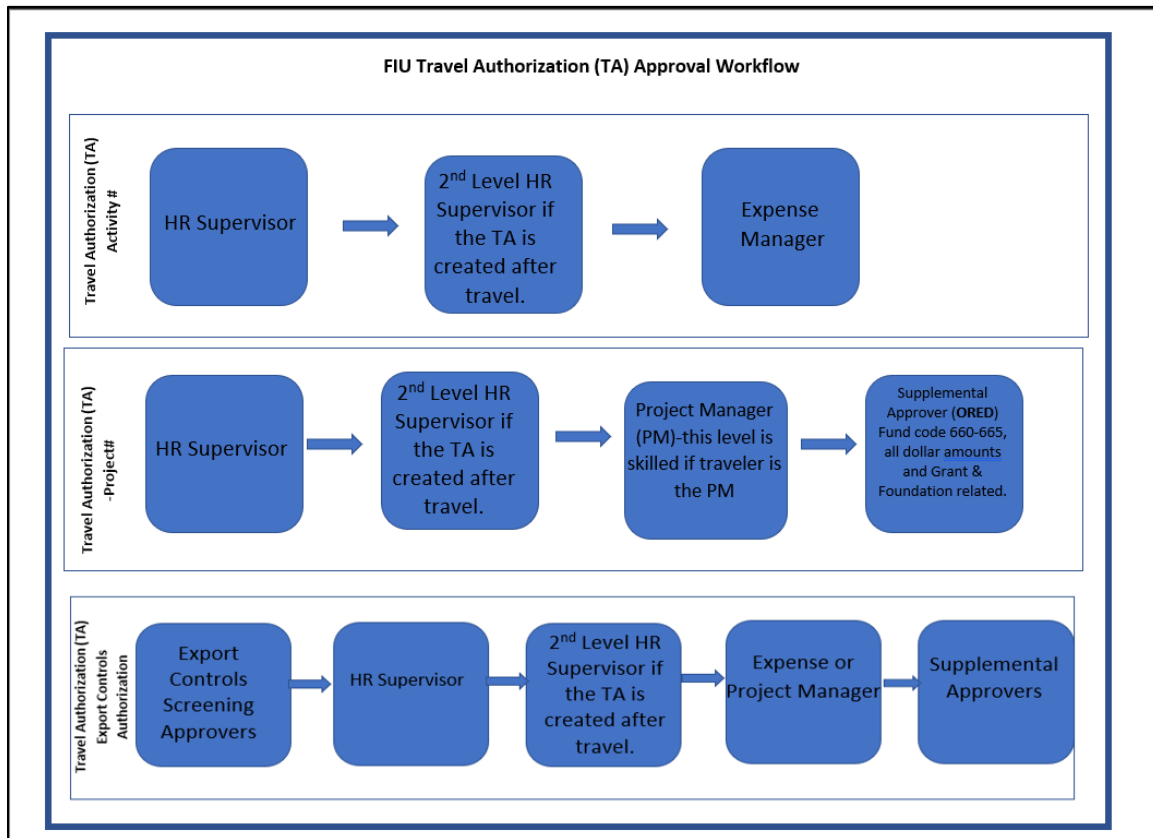
Approved: TA has been approved. Approver and traveler/proxy will be unable to make any changes.

Hold: Approver places the TA on hold.

Closed: TA is cancelled by the user or systematically when ER is linked and paid

Travel Authorization Approval Workflow

Upon submission, Travel Authorizations will systematically route for approval. See the diagram below.



HR Supervisor approval is required for all Travel Authorizations as acknowledgement that they are aware the employee will be out of the office and traveling on behalf of the University. This approver will also run a Budget Check against the TA if not previously checked. Unless routed for **Expense Controls Screening** for foreign destination TAs, the HR Supervisor is normally the first required approval in workflow.

Expense lines with a Payment Type of Out of Pocket will need expense approval from departmental **Expense Managers** (for Activity ChartField strings) and/or **Project Managers** (for Project ChartField strings).

For Projects associated to Fund Codes 660 through 665, a supplemental approval may be required from the **Office of Research and Economic Development**.

Travel Authorization expense lines with a Payment Type of University Credit Card will add an approval step to workflow for *University Credit Card* approval which routes to departmental Expense Managers and/or Project Manager responsible for approving expenses against the SpeedType entered in the Approve by field.

NOTE: Travel Authorizations that are submitted after the travel began, also known as after the fact TAs, will require a 2nd Level Approval from the HR Supervisor of the Traveler's HR Supervisor and an explanation of why non-conforming expenses were incurred prior to obtaining an approved TA.

If an individual is unable/unavailable to approval, contact the Financials Systems and Support Services Help Desk at (305)348-7200 or email controller@fiu.edu.

Student Travel

For students to be eligible to travel for university purposes, a Student Travel Form must be submitted by an employee and fully approved. The Student Travel Form is only for students that are **NOT** considered FIU Employees. For help with verifying a student's traveler status, please call our Helpdesk at (305) 348-7200.

A completed Student Travel Form creates/activates a travel profile for the student within the PantherSoft Financials System. To update an existing student's travel profile, a new Student Travel Form can be submitted. The form populates the student's default bank information based on their Student Account. Submitters must enter proxy(s), the person authorizing/supervising travel, and ChartField information that will be used as the student's travel defaults.

Access Role 001 - Inquiry and Reporting is needed to submit, approve, and view Student Travel Forms. This is requested via the [Access Request Form](#).

NOTE: Only one Student Travel Form can be in process at a time.

Enter a Student Travel Form

NOTE: The following steps are to enter a Student Travel Form for a student. If the traveler is an FIU Employee, follow the steps to [assign a proxy](#).

To enter a Student Travel Form:

1. Use the NavBar in [PantherSoft Financials](#) to navigate to **Main Menu > Travel & Expense > Student Travel > Student Travel**
2. In the **Add a New Value** tab, enter the student's Panther ID. The **Submit Date** will default to today's date. Then click **Add**.

NOTE: If the student cannot be selected, the individual may not be eligible for a Student Travel Form.

- Complete all fields under **ChartField Information**, **Request for Proxy**, and **Person Authorizing Travel**. Use the lookup glass for each field to auto-populate additional information.

- SpeedType** – Enter the SpeedType. This will become the student’s default accounting for travel.
 - Proxy PID** – Enter the Panther ID of an FIU Employee that will function as proxy.
 - You may use the plus and minus buttons on the right to add or delete extra rows.
 - Supervisor ID** – Enter the Panther ID of the FIU Employee supervising/authorizing travel as HR Supervisor.
- Click **Submit**. The Student Travel Form will route for approval to the individual indicated as the **Person Authorizing Travel**, a **Student Traveler Form ID** will be generated, and the **Status** will change to Pend Appr.

View an Existing Student Travel Forms

To view details on an existing Student Travel Form, **Access Role 001 - Inquiry and Reporting** is required. This role is requested via the [Access Request Form](#).

1. Use the **NavBar** within [PantherSoft Financials](#) to navigate to **Main Menu > Travel & Expense > Student Travel > Student Travel**
2. In the **Find an Existing Value** tab, enter the student's Panther ID. Then click **Search**.

The Student Travel Form is displayed:

- A. Header Information – Student Travel Form ID, Submit Date, and Status
- B. Bank Information – Student's Account information
- C. ChartField Information – Student's travel default accounting
- D. Request for Proxy – FIU Employee serving as the student's proxy
- E. Person Authorizing Travel – FIU Employee acting as the student's HR Supervisor

The **Student Approval Status** tab shows completed and pending workflow actions.

Approval Student Travel

EMPLID= 1234567 FIU_ST_FORM_REQ_DT=2023-04-14:Pending

Approval Student Travel

Pending → Not Routed

Panther, Patty
FIU Student Travel Approver

Multiple Approvers
FIU Student Travel ExpMgr Appr

Action History

Access Request Status	Action By	Last Update Date/Time	Comments
Submitted	Panther, Roary	04/14/2023 10:51:49AM	

FIU Student Travel | Student Approval Status | FIU Student Form History

Student Travel Form Statuses

The status of a Student Travel Form can be found as shown below:

Student Information Form for Travel & Expense Reimbursement

Student Traveler Form ID 00000123 Submit Date 11/01/2022 Status Completed

Approved – The Student Travel form is fully approved.

Completed – The student's travel profile has been generated or updated.

Denied – The Student Travel form is denied. The approver will leave comments.

Not Submitted – The Student Travel Form is in progress.

Pending Approval – The Student Travel Form has been routed for approval.

Submitted – The Student Travel Form has been submitted but has not been routed for approval.

Approve/Deny a Student Travel Form

Approvers may approve the Student Travel Form through the automatically generated e-mail notification or through the Student Travel Approval page.

Approve/Deny Through the E-Mail Notification

To approve or deny a Student Travel Form, **Access Role 001 - Inquiry and Reporting** is required. This role is requested via the [Access Request Form](#).

Approvers will receive an e-mail notification when there is a Student Travel Form awaiting their approval. Click the link within the email, log into PantherSoft Financials, and approve or deny the form.

Student Travel Form Route For Approval



fin-panthersoft@fiu.edu
To  Panther, Patty

The following Student Travel Form has been routed to you for approval.

Student ID: 1234567
Student: Panther, Roary
Effective Date: 2022-12-02
Form ID: 00000123

Click the following link to approve:

https://myfsstage.fiu.edu/psp/fscm/8/EMPLOYEE/ERP/c/FIU_STUDENT_TRAVEL_MENU.FIU_EX_STRV_APPRV.GBL?Page=FIU_EX_STRV_APPRV&Action=U&EMPLID=&FIU_ST_FORM_REQ_DT=2022-12-02

Approvers will have the possibility to approve or deny. When denying, comments are required.

Person Authorizing Travel

Supervisor ID Name Panther, Patty

Comments

[FIU Student Travel](#) | [Student Approval Status](#) | [FIU Student Form History](#)

Fully approved Student Travel Forms will be processed by automated jobs that run throughout the day. A student's travel profile is activated/updated when the status is "Completed".

< Employee Self Service

Student Information Form for Travel & Expense Reimbursement

[FIU Student Travel](#)
[Student Approval Status](#)
[FIU Student Form History](#)

Student Information Form for Travel & Expense Reimbursement

Student Traveler Form ID 00000123 Submit Date 11/01/2022 **Status Completed**

NOTE: The assigned Proxy and Supervisor will receive an automated email recommending waiting one business day from approval to enter Travel and Expense Transactions to allow student travel profiles to be generated or updated.

Student Travel Form Approved



fin-panthersoft@fiu.edu

To  Panther, Roary

The following Student Travel Form has been approved. Please allow one business day in order to enter Travel and Expense transactions.

Student ID: 1234567

Student: Panther, Roary

Effective Date: 2022-12-02

Form ID: 00000123

Click the following link to review the student travel form:

[https://myfsstage.fiu.edu/psp/fscm 8/EMPLOYEE/ERP/c/FIU STUDENT TRAVEL MENU.FIU EX STRV APPRV.GBL?
Page=FIU EX STRV APPRV&Action=U&EMPLID=\[REDACTED\]&FIU ST FORM REQ DT=2022-12-02](https://myfsstage.fiu.edu/psp/fscm 8/EMPLOYEE/ERP/c/FIU STUDENT TRAVEL MENU.FIU EX STRV APPRV.GBL?Page=FIU EX STRV APPRV&Action=U&EMPLID=[REDACTED]&FIU ST FORM REQ DT=2022-12-02)

Approve/Deny through the Student Travel Approval Navigation

To approve or deny a Student Travel Form, **Access Role 001 - Inquiry and Reporting** is required. This role is requested via the [Access Request Form](#).

1. Use the **NavBar** within PantherSoft Financials to navigate to **Menu > Travel and Expenses > Student Travel > Student Travel Approval**.
2. Click **Search** and any forms pending your approval will be available for selection.

Student Traveler Approvals

Search Requests

Student ID

Submit Date

Student Traveler Form ID

Student Travel Requests

1-1 of 1

Student ID	Submit Date	Form ID
1234567	12/2/2022	00000123

3. Verify the information in the Student Travel Form is correct, then select either **Approve** or **Deny** beneath the form. Comments are required when denying a Student Travel Form.

Person Authorizing Travel

Supervisor ID 1111111 Name Panther, Patty

Comments

[FIU Student Travel](#) | [Student Approval Status](#) | [FIU Student Form History](#)

Fully approved Student Travel Forms will be processed by automated jobs that run throughout the day. A student's travel profile is activated/updated when the status is "Completed".

< Employee Self Service **Student Information Form for Travel & Expense Reimbursement**

[FIU Student Travel](#) [Student Approval Status](#) [FIU Student Form History](#)

Student Information Form for Travel & Expense Reimbursement

Student Traveler Form ID 00000123 Submit Date 11/01/2022 **Status Completed**

NOTE: The assigned Proxy and Supervisor will receive an automated email recommending waiting one business day from approval to enter Travel and Expense Transactions to allow student travel profiles to be generated or updated.

Student Travel Form Approved



fin-panthersoft@fiu.edu

To  Panther, Roary

The following Student Travel Form has been approved. Please allow one business day in order to enter Travel and Expense transactions.

Student ID: 1234567
Student: Panther, Roary
Effective Date: 2022-12-02
Form ID: 00000123

Click the following link to review the student travel form:

https://myfsstage.fiu.edu/psp/fscm_8/EMPLOYEE/ERP/c/FIU_STUDENT_TRAVEL_MENU.FIU_EX_STRV_APPRV.GBL?Page=FIU_EX_STRV_APPRV&Action=U&EMPLID=&FIU_ST_FORM_REQ_DT=2022-12-02

Make Changes to a Student's Travel Profile

Users need **Security Role 001** to use a Student Travel Form to amend a student's travel profile. This may be requested via the [Access Request Form](#).

Users may add or remove proxies and change the HR Supervisor (Individual authorizing travel) based on the [Student Travel Form Statuses](#).

Student Travel Form Status	Add Proxy or Change HR Supervisor	Delete Proxy
Pending Approval	- Have the next approver deny the transaction - Submit a new Student Travel Form	Call the Helpdesk at (305) 348-7200 or send an email to controller@fiu.edu for further help.
Approved Completed Denied	Submit a new Student Travel Form	

NOTE: A new Student Travel Form cannot be entered when an existing form is **Pending Approval**.

Non-Employee, Non-Student Travel

Departments may often have non-employees traveling on behalf of FIU business. These could include, but are not limited to, candidates for positions, lecturers, guest speakers, etc.

For these circumstances, the Travel Authorization must be completed in an FIU employee's name and in the **Benefit to FIU box**, enter the non-Employee's information and the business purpose behind their travel. The TA is then submitted and routed normally. Additional requirements, including the [Reimbursement of Travel Expenses for Non-Employee form](#) for Expense Reports is discussed below.

How to Claim Reimbursement for Non-Employees on an Expense Report

To process travel, including reimbursement for the non-employee:

1. The employee making the arrangements creates the Travel Authorization in their name on behalf of the non-employee.

For more information on how to create a Travel Authorization, see the [Create a Travel Authorization](#) section of this document.

2. The expense report is submitted in the same employee's name as found on the TA and all expense lines on the Expense Report must have the **Personal Expense** field marked as "Yes". If not marked, the reimbursement will be paid to the employee entering the Expense Report.

For more information on how to create an Expense Report, see the [Expense Report](#) sections within this document.

3. Complete the [Reimbursement of Travel Expenses for Non-Employees form](#) and include behind the printed & signed copy of the Expense Report when scanning receipts and other supporting documents.

Assemble your packet for submission in this order:

- a. Signed Expense Report.
- b. Reimbursement of Travel Expenses for Non-Employees Form signed by approver.
- c. Any receipts, agendas, flight itineraries, etc.

Cash Advances

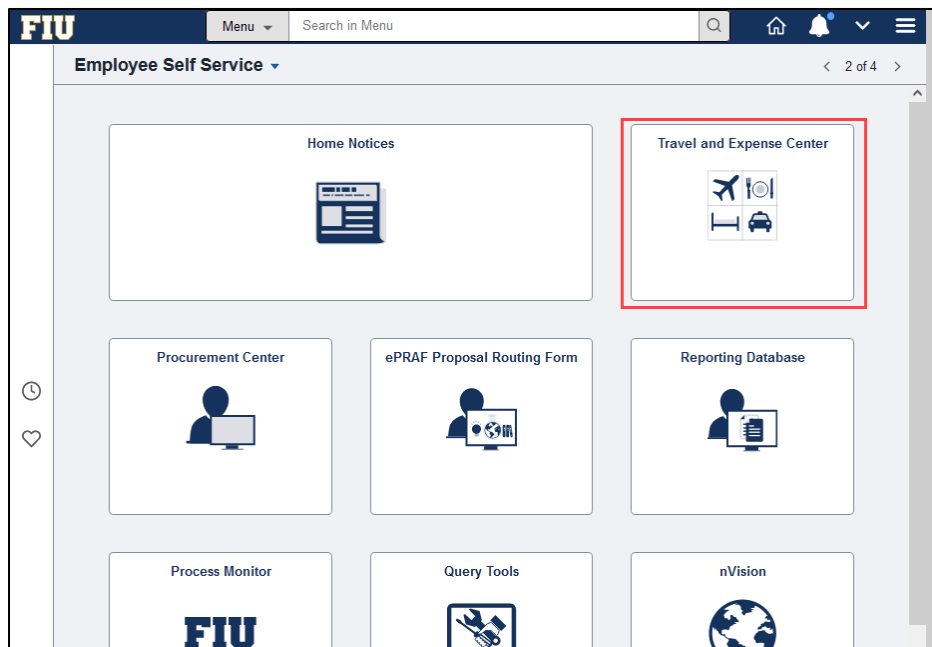
Cash Advances (CAs) may be requested by travelers to help defray out of pocket expenses while traveling. They can be requested at the time a Travel Authorization via the [Create a Cash Advance link](#) on the TA. If creating a Cash Advance after TA submission, follow the complete instructions below. Once approved a Cash Advance will be paid to the traveler more than ten (10) days prior to the trip for TA's that are fully approved.

Cash Advanced may be requested for up to 80% of the traveler's estimated out of pocket expenses (not to exceed \$5,000) and must be reconciled via an Expense Report no more than ten (10) days after the traveler returns from the trip.

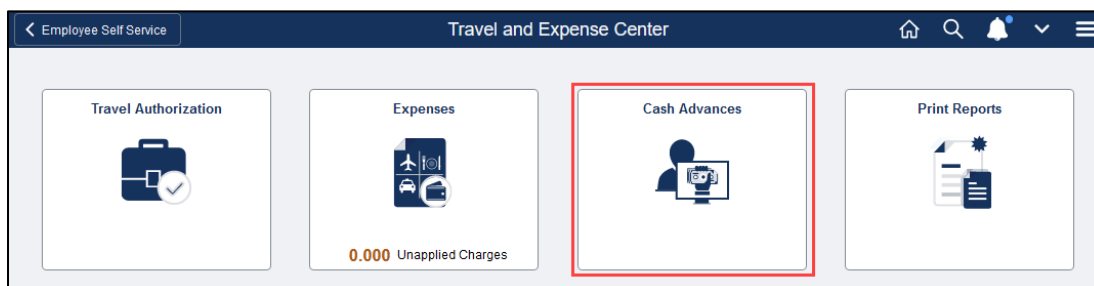
Create a Cash Advance

To create a **Cash Advance**:

1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Cash Advance** Tile:

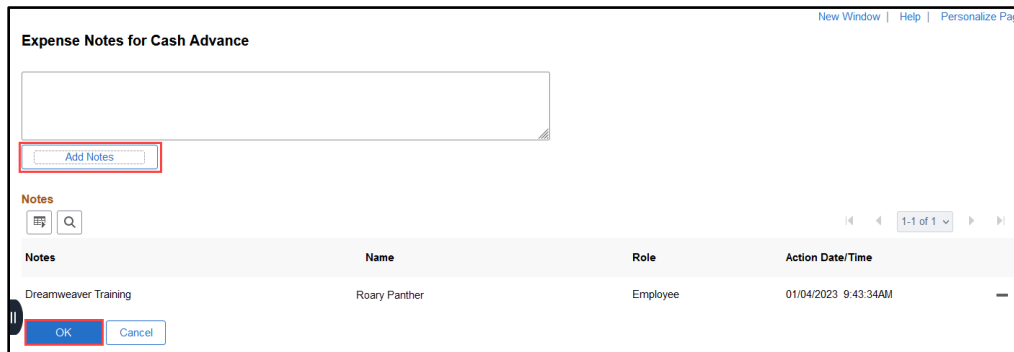


14. Select **Create/Modify** on the left side grey bar. Within the **Add a New Value** tab, find the traveler for this CA in the **Empl ID** field then click the **Add** button.

NOTE: The Panther ID (PID) if the individual logged in will pre-populate here. If creating a CA as a Proxy, use the lookup glass. A list of travelers who have granted the logged in user Proxy access will be available for selection.

3. The **Create Cash Advance** page will open. Complete the required (*) fields in the header.

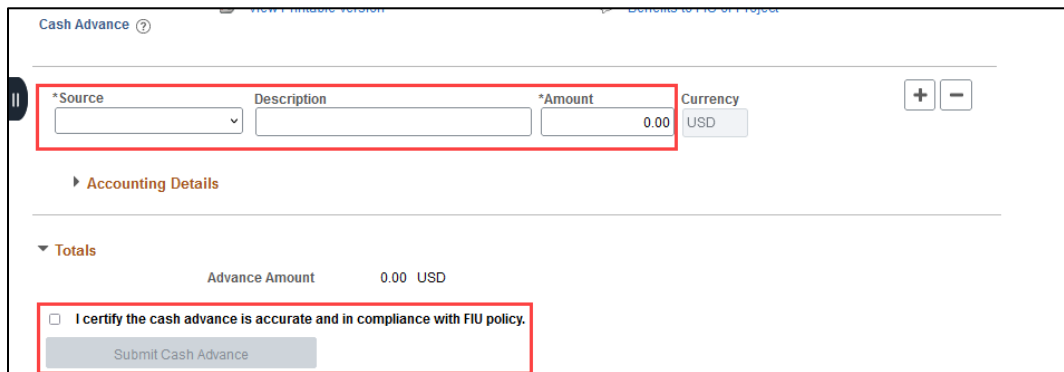
- A. **Business Purpose** – Choose an option from the drop-down menu.
- B. **Advance Description** – Provide a brief description.
- C. **TAR #** – Provide the associated Travel Authorization number. Lookup is not functional.
- D. **Benefit to FIU or Project** – Explain how FIU/Project benefits from the travel. This is a mandatory field. Once the notation is completed, click **Add Notes** then select **OK**.



The screenshot shows the 'Expense Notes for Cash Advance' form. At the top, there is a large text area for notes. Below it is an 'Add Notes' button. Under the 'Notes' section, there is a search icon and a table. The table has columns for 'Notes', 'Name', 'Role', and 'Action Date/Time'. One entry is visible: 'Dreamweaver Training' by 'Roary Panther' (Employee) on '01/04/2023 9:43:34AM'. At the bottom are 'OK' and 'Cancel' buttons.

Notes	Name	Role	Action Date/Time
Dreamweaver Training	Roary Panther	Employee	01/04/2023 9:43:34AM

4. Select “Accounts Payable” as the **Source** then enter a **Description** and **Amount**. When complete, select the **I certify...** checkbox and click the **Submit Cash Advance** button.



The screenshot shows the 'Cash Advance' form. It has fields for '*Source' (a dropdown menu), 'Description', '*Amount' (with a value of 0.00), and 'Currency' (set to USD). Below these fields is an 'Accounting Details' section. Under 'Totals', it shows 'Advance Amount' as '0.00 USD'. At the bottom, there is a checkbox labeled 'I certify the cash advance is accurate and in compliance with FIU policy.' and a 'Submit Cash Advance' button.

NOTE: The **Accounting Details** will default and cannot be changed. Final expenses will be charged to the budget(s) identified on the Expense Report.

5. After submission, the **Refresh Approval Status** button will appear. Refreshing allows the user to review the workflow status of the Cash Advance.

View Cash Advance

1111111 ROARY PANTHER

Your cash advance 0000001234 has been submitted for approval.
Report 0000001234 Submission in Process

Business Purpose Training
Advance Description Dreamweaver Training
Accounting Date 01/04/2023

TAR # 0000123456
Post State Not Applied
Created 01/04/2023 ROARY PANTHER
Last Updated 01/04/2023 ROARY PANTHER
User Defaults

Cash Advance ?
[View Printable Version](#)
[Benefits to FIU or Project](#)

*Source	Description	*Amount	Currency
Accounts Payable	Meals	15.20	USD

☐ Apply Tax

Accounting Details

Totals

Advance Amount
15.20 USD

☒ I certify the cash advance is accurate and in compliance with FIU policy.

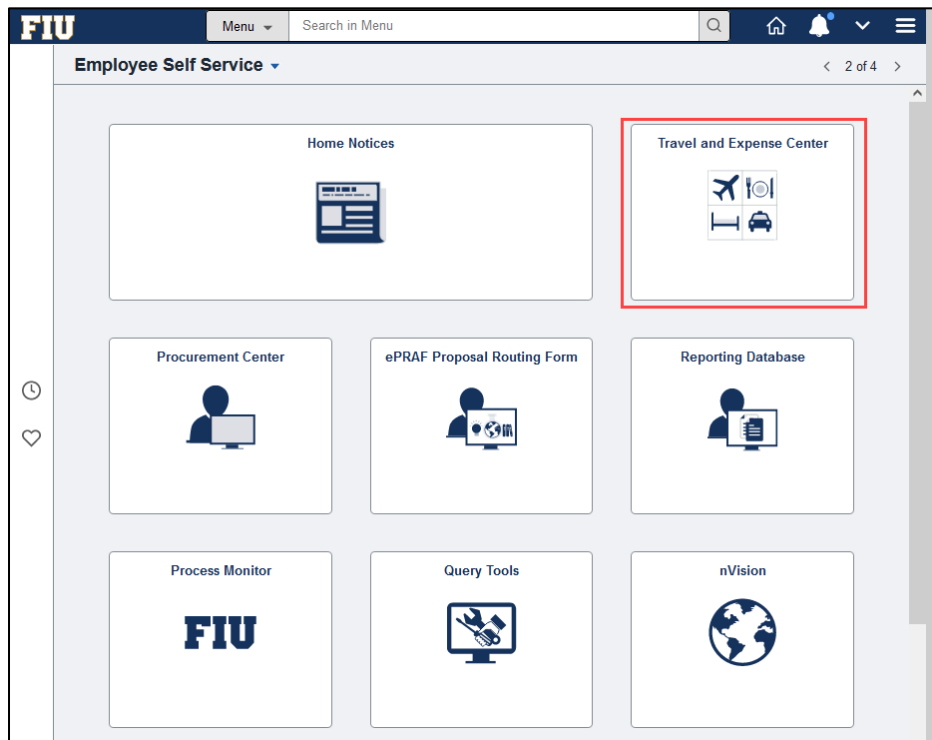
Submit Cash Advance

Refresh Approval Status

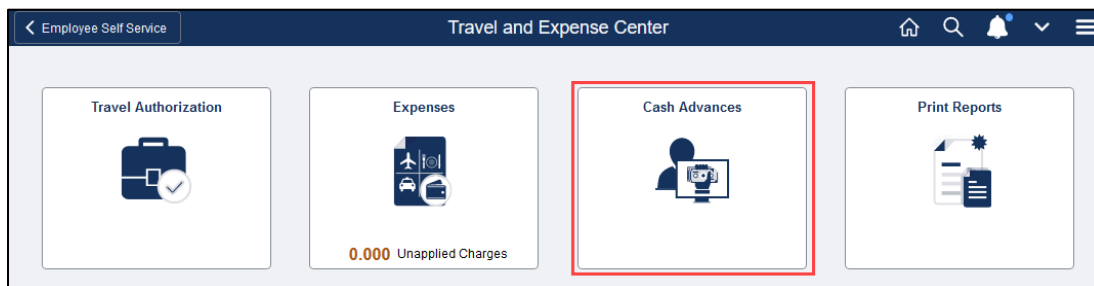
View a Cash Advance

To view a **Cash Advance**:

1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Cash Advance** Tile:



3. Select **View** and use the **Search Criteria** options to find and select a Cash Advance.

Cash Advances

Travel and Expense Center

Create/Modify
Print
Print a Cash Advance Report
View
Delete

Cash Advance

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

[Find an Existing Value](#)

Search Criteria

Advance ID begins with

Advance Description begins with

Name begins with

Empl ID begins with

Advance Status =

Creation Date =

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. On the Cash Advance view screen, the approval workflow and history display towards the bottom.

View Cash Advance

ROARY PANTHER

Business Purpose Training Report 0000007140 Submitted for Approval

Advance Description ATD Training TAR# 0000123456

Accounting Date 04/06/2023 Post State Not Applied

Created 04/06/2023 ROARY PANTHER

Last Updated 04/06/2023 ROARY PANTHER

[User Defaults](#)

[Benefits to FIU or Project](#)

[View Printable Version](#)

Cash Advance

*Source Accounts Payable Description Meals *Amount 15.20 Currency USD

☐ Apply Tax

Accounting Details

Totals

Advance Amount 15.20 USD

☒ I certify the cash advance is accurate and in compliance with FIU policy.

[Submit Cash Advance](#) [Withdraw Cash Advance](#) Submitted On 04/06/2023

Submitted By ROARY PANTHER

Approval History

Submitted ROARY PANTHER HR Supervisor PATTY PANTHER Prepay Auditor (Pooled) Payment

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	04/06/2023 12:09:45PM

NOTE: The CA can be withdrawn from the approval workflow via the **Withdraw Cash Advance** button. For more details on withdrawing a CA, see the [Withdraw a Cash Advance](#) section of this document.

Modify a Cash Advance

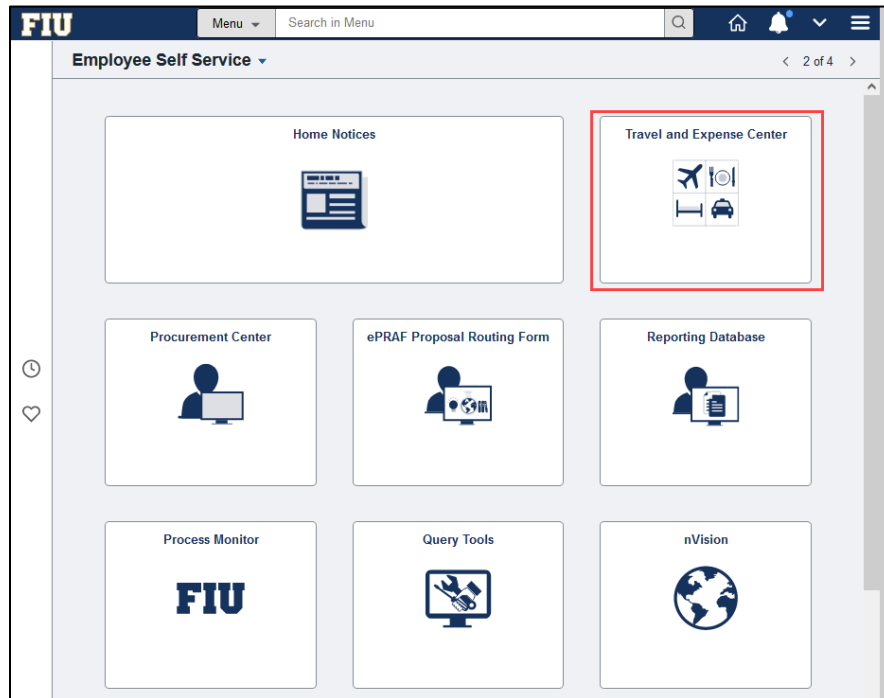
Both Travelers and their Proxies with the right authorization level may modify Cash Advances for themselves or the traveler's they manage via the following Employee Self Service function.

A Cash Advance can only be modified when its status is *Pending*. If modifications to a CA needs to be made prior to it being *Approved for Payment*, it must be withdrawn from workflow first.

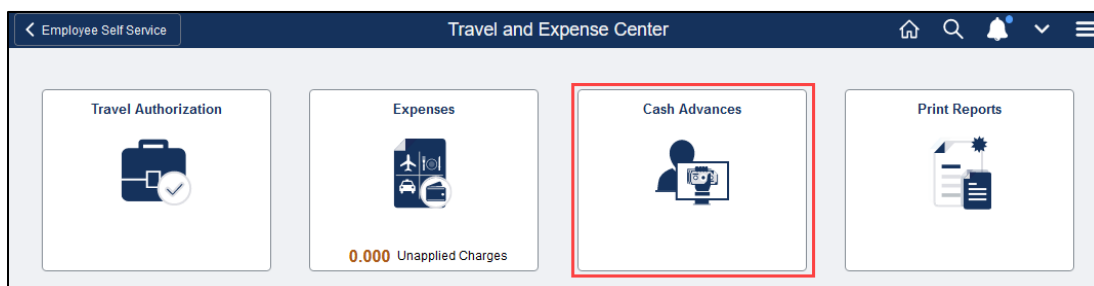
For more information on withdrawing a CA from workflow, see the [Withdraw a Cash Advance](#) section of this document.

To modify a **Cash Advance**:

1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Cash Advance** Tile:



3. Select **Create/Modify** on the left side grey bar, then open the **Find an Existing Value** tab. Use the **Search Criteria** options to find and select the **CA number**.

The screenshot shows the 'Cash Advances' interface. On the left, a sidebar contains options: 'Create/Modify' (highlighted in yellow), 'Print', 'Print a Cash Advance Report', 'View', and 'Delete'. The main content area is titled 'Cash Advances' and includes a 'Cash Advance' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two buttons: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Under the 'Find an Existing Value' button, there is a 'Search Criteria' section. This section includes a 'Search by:' dropdown menu set to 'Advance ID', a 'begins with' text input field, and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom of the search criteria section, there is a 'Search' button and a link for 'Advanced Search'. At the very bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. Make modifications to the Cash Advance as necessary. If resubmitting after withdrawing the CA, the approval workflow will be reinitiated and any previously obtained approvals will need to be reobtained.

Withdraw a Cash Advance

Both Travelers and their Proxies with the right authorization level may withdraw Cash Advances (CA) for themselves or the traveler's they manage via the following Employee Self Service function.

A Cash Advance can only be withdrawn when its status is *Submitted for Approval* or *Approvals in Process*. After a CA is withdrawn, it may be deleted, modified, or resubmitted at any time.

The **Withdraw Cash Advance** button is only active via the CA View screen. Review the [View a Cash Advance](#) section of this document for instructions on how to access the CA view.

View Cash Advance

ROARY PANTHER

Business Purpose	Training	Report	000007140	Submitted for Approval
Advance Description	ATD Training	TAR#	0000123456	
Accounting Date	04/06/2023	Post State	Not Applied	
		Created	04/06/2023	ROARY PANTHER
		Last Updated	04/06/2023	ROARY PANTHER

View Printable Version
 User Defaults
 Benefits to FIU or Project

Cash Advance ?

*Source	Description	*Amount	Currency
Accounts Payable	Meals	15.20	USD

☐ Apply Tax

Accounting Details

Totals

Advance Amount 15.20 USD

☒ I certify the cash advance is accurate and in compliance with FIU policy.

Submit Cash Advance

Withdraw Cash Advance

Submitted On 04/06/2023

Submitted By ROARY PANTHER

Approval History

Submitted ROARY PANTHER
 HR Supervisor PATTY PANTHER
 Prepay Auditor (Pooled)
 Payment

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	04/06/2023 12:09:45PM

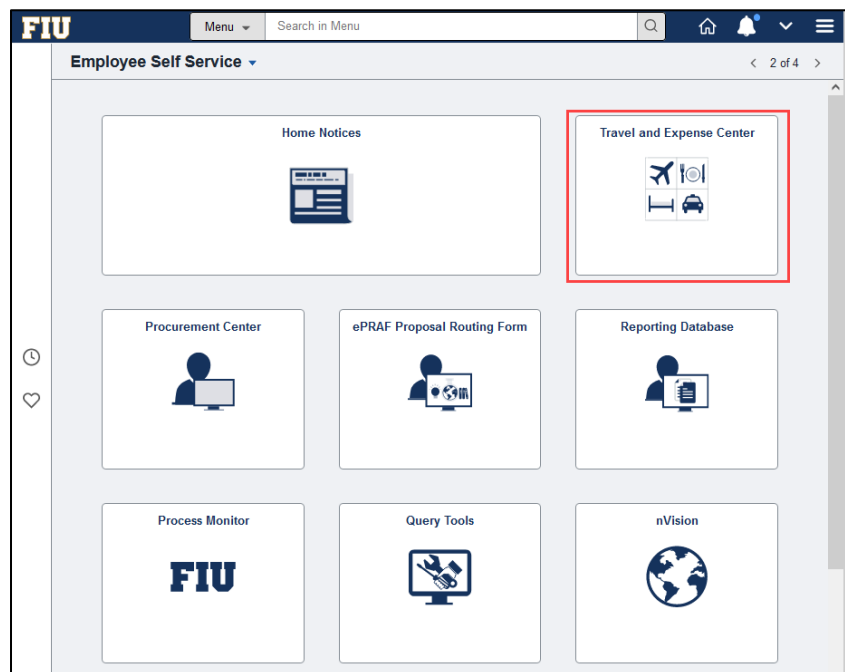
Delete a Cash Advance

Both Travelers and their Proxies with the right authorization level may delete Cash Advances for themselves or the traveler's they manage via the following Employee Self Service function.

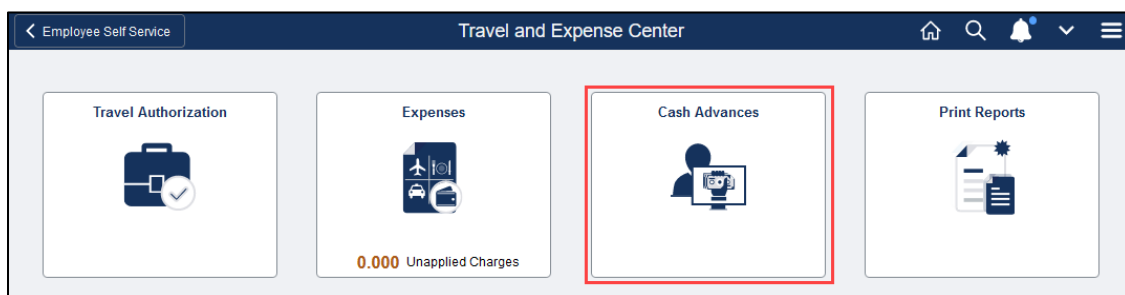
A Cash Advance can only be deleted when its status is *Pending*. If a CA needs to be deleted prior to it being *Approved for Payment*, it must be withdrawn from workflow first.

For more information on withdrawing a CA in workflow, see the [Withdraw a Cash Advance](#) section of this document.

1. Click on the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click on the **Cash Advance** Tile.



3. Select **Delete** on the left side grey bar and use the **Search Criteria** options to find Cash Advances associated to a traveler.

Delete Cash Advance

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

[Find an Existing Value](#)

Search Criteria

Empl ID: begins with [Q](#)

Name: begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. Mark the **Select** checkbox for the CA that will be deleted, then click on the **Delete Selected Advance(s)** button.

Travel & Expenses - Cash Advance Report

Delete Cash Advance Report

ROARY PANTHER

Cash Advance Information

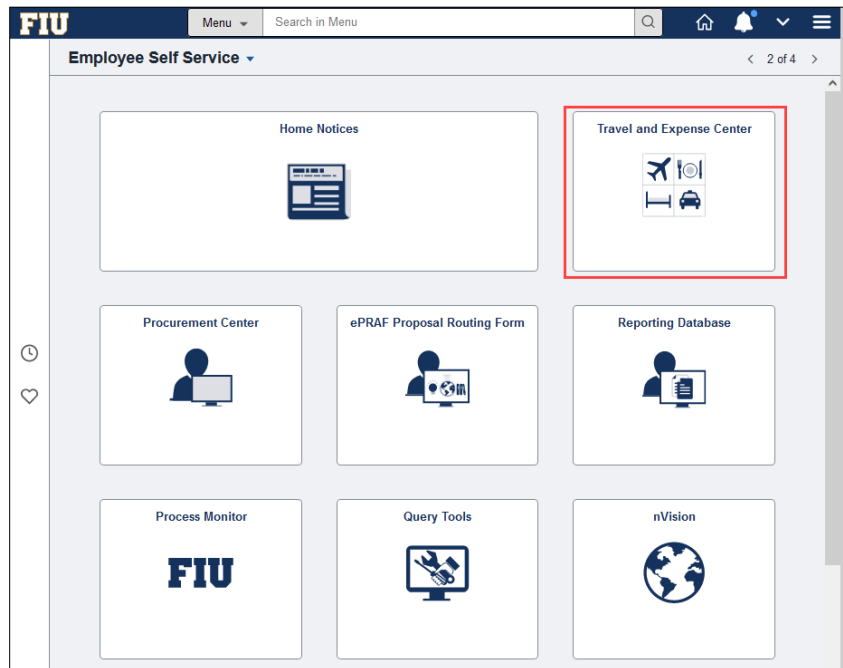
Select	Advance ID	Description	Creation Date	Amount	Currency
☒	0000001234	Dreamweaver Training	01/04/2023	15.20	USD

[Delete Selected Advance\(s\)](#)

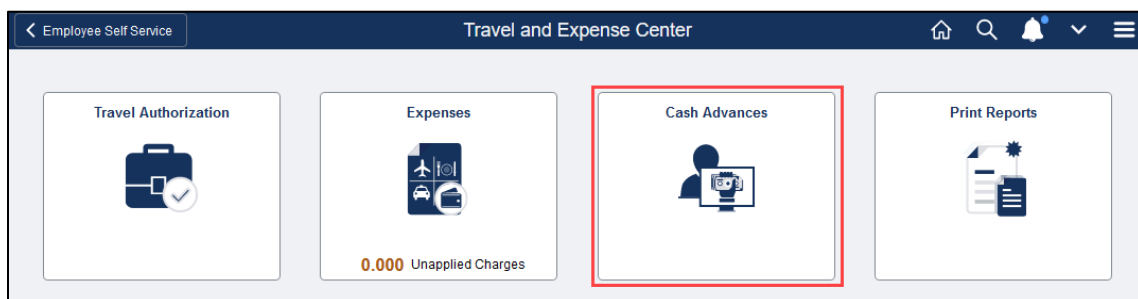
Print a Cash Advance

To print a **Cash Advance**:

1. Click on the **Travel and Expense Center** Tile.



2. Click on the **Cash Advance** Tile.



3. Select **Print** or **Print a Cash Advance Report** on the left side grey bar and use the **Search Criteria** options to find and select the **Cash Advance** ID to print.

Cash Advances

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

Search Criteria

Advance ID: begins with []

Advance Description: begins with []

Name: begins with []

Empl ID: begins with [111111] [Q]

Advance Status: = []

Creation Date: = []

☐ Case Sensitive

Limit the number of results to (up to 300): [300]

[Search] [Clear] Basic Search [Save Search Criteria]

4. A printable view of the Cash Advance will show to use with the browser's print feature.

To print this report, please use your browser's print feature.

PeopleSoft®

Cash Advance

ROARY PANTHER

Report Date: 01/04/2023
Report Time: 12:43:25PM

Advance ID	0000001234	Empl ID	5719331
Description	Dreamweaver Training	Status	Pending
Business Purpose	Training		
Reference Number	0000123456		

Advance Source	Description	Amount
Accounts Payable		15.20 USD
Cash Advance Total		15.20 USD
Less Nonpayable Amount		0.00 USD
Amount Due Employee		15.20 USD

I certify that the advance requested above will be used for authorized purposes only.

Employee Signature _____ Date _____

Approved By _____ Date _____

NOTE: This printable view is also available via the Cash Advance Create/Modify and View pages through the [View Printable Version](#) links.

Cash Advance Statuses

Pending: An employee has not submitted the cash advance, or the approver or auditor and returned the cash advance to the employee.

Submitted for Approval: The cash advance is ready for the approval or audit process.

Approvals in Process: If your organization uses an approver and auditor or multiple approvers, and the first approver has approved the cash advance, PeopleSoft Expenses changes the status to Approvals in Process.

Denied: The advance was not approved by the approver or auditor.

Approved for Payment: The advance is authorized for payment processing.

Staged: The cash advance is staged for payment.

Paid: Payment processing is complete.

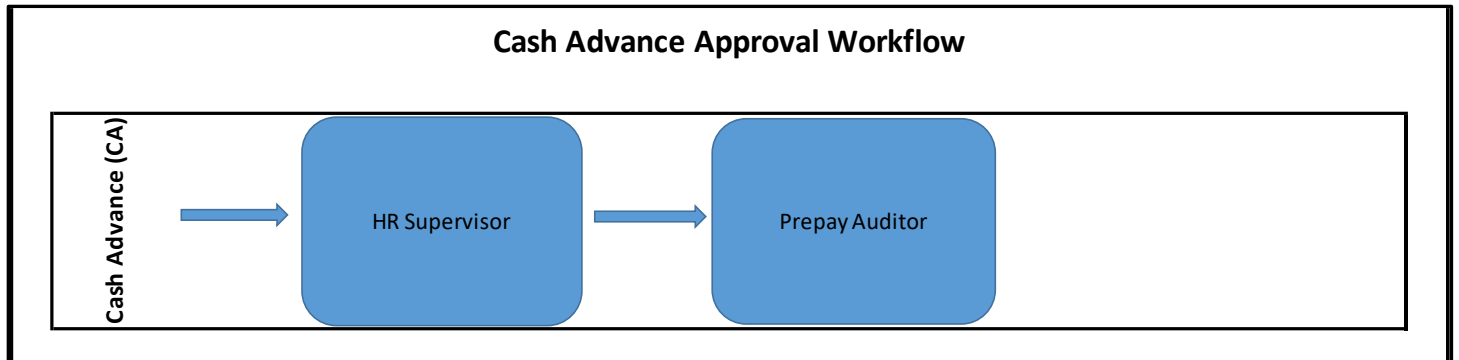
Reconciled: The cash advance is applied to an expense report, and the employee returned excess funds (if any).

Deleted: Cash advance has been deleted by submitter.

Withdrawn: Cash advance has been withdrawn from the approval queue. Withdrawing a Cash Advance routes, it back in the submitter's queue in "Pending" status.

Cash Advance Workflow

After a Cash Advance is submitted it first routes to the traveler's HR supervisor for approval. After it is approved by the HR Supervisor a Cash Advance routes directly to a Prepay Auditor within the Travel Department for review and approval. This final step is not completed until approximately 10 days before travel. After final approval, payment of the cash advance is processed through direct deposit into the employees banking information on file.



Expense/Post Travel Compliance Report

Within ten (10) days after returning from a trip or incurring expenses, an Expense Report (ER) must be completed with accompanying receipts and supporting documentation. This will include any out of pocket expenses incurred by the traveler and any items prepaid for by the University. In most cases, an ER will be copied from an approved Travel Authorization (TA) where one was required for the trip.

If expenses are split between the University and an outside organization, it is required that those expenses be reported in the form of comments on the Expense Report, or a document included with the uploaded receipts.

All Expense Reports that are over 90 days old and have not been finally processed may be deleted from the system by the Travel and Expense staff.

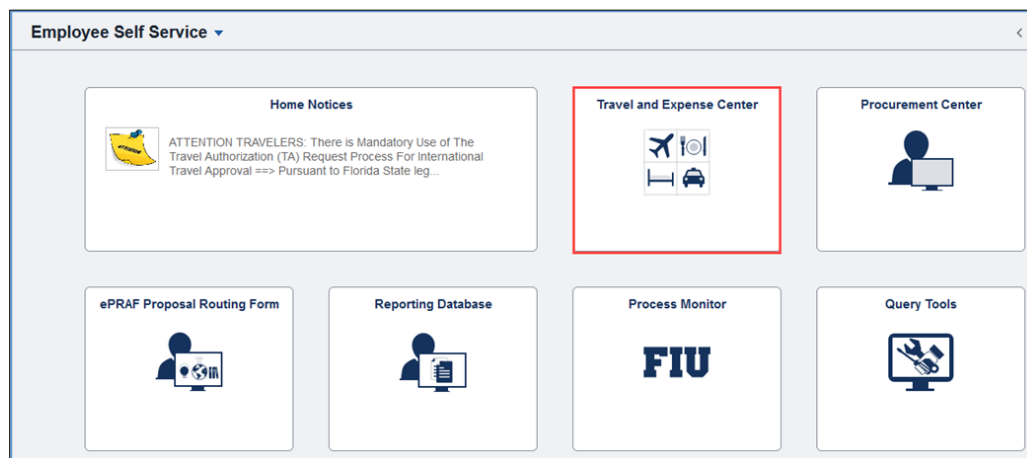
Create an Expense Report (linked to a Travel Authorization)

When an approved Travel Authorization is required for a trip, it must be linked to the Expense Report used to report the expenses. This transcribes the Header, Expense Lines, and Accounting Details from the TA to the associated ER. This data can be adjusted, and new expenses added to the Expense Report to reflect actual costs associated with the trip.

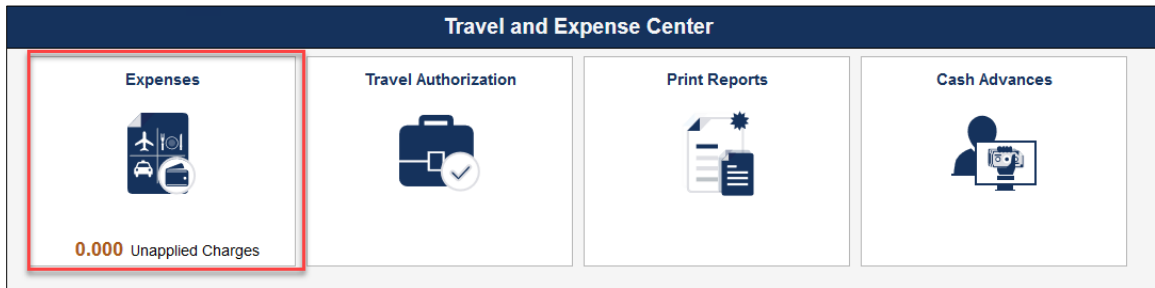
Once budget checked and approved, the Expense Report will relieve the Encumbrance created by the TA.

To create an **Expense Report** linked to a **Travel Authorization**:

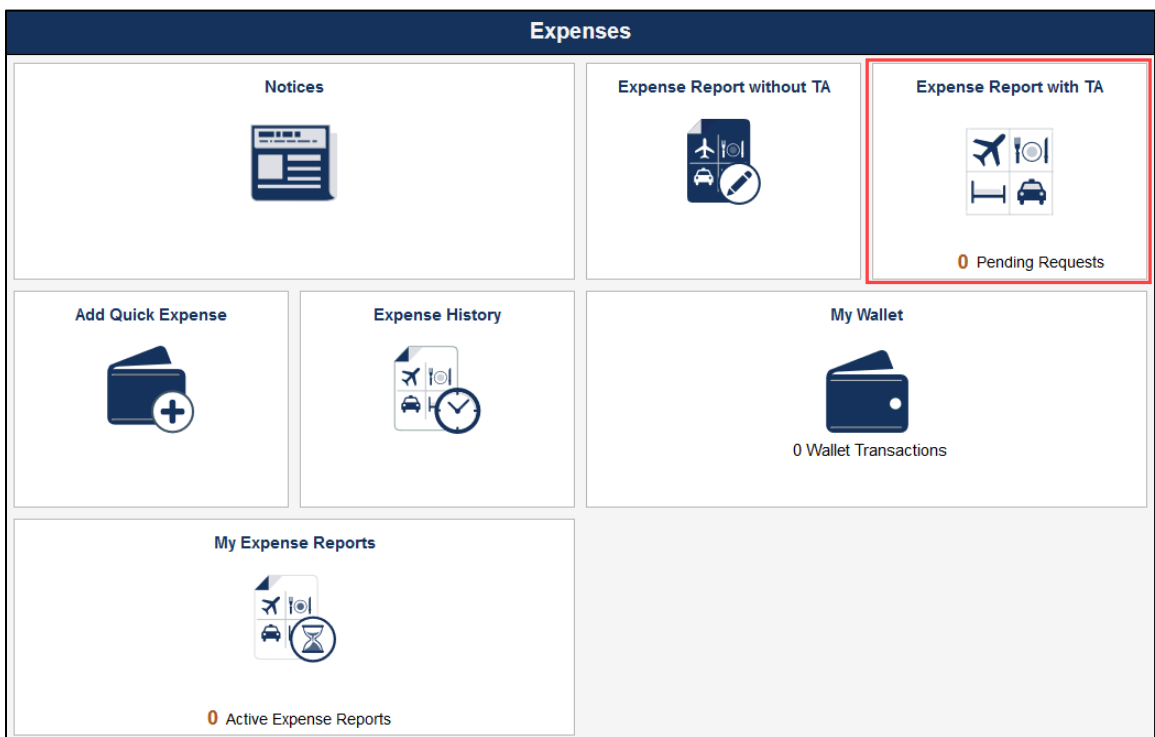
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



- Click the **Expenses** tile.



- Click the **Expense Report with TA** tile.



4. Locate the Travel Authorization that will be linked to the Expense Report on the **Travel Authorization Search** page.

If creating an Expense Report as a Proxy for another Traveler, select “Change Employee” from the **Related Actions** (green dropdown) button found next to the name of the logged in user at the top, left-hand corner of the screen.

Expenses		Travel Authorization Search		
Roary Panther 1111111				
Returned 0	View All Authorizations			
Denied 0				
Pending 0	Action	Description	Status	Authorization ID
Submitted 0		Conference OTRA	Approved	0000182640
Approved 5		Conference TA	Closed	0000182622
View All 6		Convention	Approved	0000182610
		TEST 3 Conference	Approved	0000182592

- Once identified, select “Copy to Expense Report” from the **Actions** dropdown menu on the line of the Travel Authorization.

Travel Authorization Search				
View All Authorizations				
Actions Copy To Expense Report Send Notification Cancel Travel Authorization		Status ▾	Authorization ID ▾	Business Purpose ▾
		Submitted for Approval	0000182641	Workshop
	RA	Approved	0000182640	Conference
	Conference TA	Closed	0000182622	Conference
	Convention	Approved	0000182610	Convention
	TEST 3 Conference	Approved	0000182592	Conference

- The Header, Expense Line, and Accounting Details from the Travel Authorization will be transcribed to the Expense Report and should be reviewed and modified if necessary, on the **Expense Entry** screen. If changes need to be made to the Payment Type the expense line would need to be deleted and re-entered.

Test Research
ROARY PANTHER

Total (1 Item) 150.00 USD

Domestic Lodging - 01/03/2023

*Date 01/03/2023

*Expense Type Domestic Lodging

Description Overnight Stay at Marriott as research was observed for study

*Number of Nights 2

Payment Details

* If a line is entered with the incorrect Payment type, it must be deleted and re-entered.

*Payment University Credit Card

*Amount 150.00 USD

Additional Information

Billing Type University Paid - ProCard

* Approved By

Accounting

Receipt Split Itemize Hotel Bill

Exceptions

- Use the **General Information** button located next to the Expense Report **Description** to access and validate the Header details on the **Expense Report** page.

Test Research
Roary Panther

Total (1 Item) 150.00 USD

Domestic Lodging - 04/24/2023

*Date 04/24/2023

*Expense Type Domestic Lodging

Description Overnight stay at Marriott.

*Number of Nights 2

Expense Report

Report 0000412443
Roary Panther

General Information

*Business Purpose Research

*Description Test Research

Default Location Florida, Miami

Reference

Accounting Defaults

Creation Date 04/24/2023 Roary Panther

Updated on 04/24/2023 Roary Panther

NOTE: Changes may be made to the Header Details on the **Expense Report** page and saved via the **Update Details** button.

8. To return to the **Expense Entry** page and manage the ER's Expense Lines and Accounting Details, click either the **Update Details** button or the **Expense Entry** back button. Both are found at the top of the page.

The top screenshot shows the 'Expense Report' page. At the top left, there is a back button labeled 'Expense Entry'. At the top right, there is an 'Update Details' button. The page displays general information for a report titled 'Report 0000413750 Pending Roary Panther'. Below this, there are fields for 'Business Purpose' (Other), 'Description' (Morikami Museum), 'Default Location' (Florida, Miami), and 'Reference'. There are also fields for 'Accounting Defaults', 'Creation Date' (04/21/2023), and 'Updated on' (04/21/2023).

The bottom screenshot shows the 'Expense Entry' page. At the top left, there is a back button labeled 'Expense Entry'. At the top right, there are 'Save' and 'Review and Submit' buttons. The page displays a table with one item: 'Domestic Auto Rental' with an amount of 250.00 USD. Below the table, there are fields for 'Date' (04/21/2023), 'Expense Type' (Domestic Auto Rental), 'Description' (Economic), 'Payment' (Out of Pocket), 'Amount' (250.00 USD), 'Merchant' (Non-Preferred), 'Non-Preferred Merchant' (Enterprise), and 'Billing Type' (FIU Expense).

If necessary, additional expense lines may be added. For more information on this functionality, continue to the [Adding Expense Lines](#) section of this document.

Foreign Desintation Expense Report Requirements

When creating an Expense Report linked to a Travel Authorization with one or multiple foreign destinations, additional questions must be answered on the ER prior to submission. These are available on the Review and Submit page via the International Travel link.

The screenshot shows the 'Expense Entry' form for 'International TED Conference' by 'Roary Panther'. The 'Expense Report Summary' section displays the following data:

Expense Report Summary		Approval Status
Total (6 Items)	3,281.17 USD	Report ID 0000123456
Prepaid Expenses	812.00 USD	
Due to Employee	2,469.17 USD	

The 'Additional Information' section includes links for 'Travel Authorization', 'View Analytics', 'Benefits to FIU or Projects', 'International Travel' (highlighted with a red box), and 'View Printable Report'. The 'Receipts' section at the bottom has links for 'Attach Receipts' and 'ImageNow'.

Requirements for completing the questions in this link depend on whether a foreign desintation is not a Foreign Country of Concern (scenario 1) or is a Foreign Country of Concern (scenario 2). See below.

Scenario 1 – Foreign Desintations NOT Designated as Foreign Countries of Concern

If none of the visited countries are designated as a Foreign Countries of Concern (FCC / Restricted Countries) the following four (4) questions will need to be answered. By default, responses are set to “No”.

The screenshot shows the 'International Travel' form with the following details:

- Report ID: 0000123456
- Travel Authorization ID: 0000123456

The 'Payments and Honoraria Received' section is highlighted with a red box and contains the following text and questions:

Please report any payments or honoraria directly (i.e., paid directly) or on the traveler's behalf (i.e., to cover some or all expenses) by an international entity or person, including travel, food, or lodging at any time related to this trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques etc.

Four questions are listed, each with a 'No' button selected by default:

- Do you have items to report for Travel ☐ No
- Do you have items to report for Food ☐ No
- Do you have items to report for Lodging ☐ No
- Do you have items to report for Other ☐ No

Any response set to “Yes” will expand to show more required fields.

International Travel

Report ID 0000123456
Travel Authorization ID 0000123456

Payments and Honoraria Received

Please report any payments or honoraria directly (i.e., paid directly) or on the traveler's behalf (i.e., to cover some or all expenses) by an international entity or person, including travel, food, or lodging at any time related to this trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques etc.

Do you have items to report for Travel ☐ No

Do you have items to report for Food ☒ **yes**

Detailed Description

Total USD Amount

Name of payor (person or entity)

Do you have items to report for Lodging ☐ No

Do you have items to report for Other ☐ No

If any fields for “Yes” responses are left blank, the following message will appear.

International Travel

If you have items to report the following fields are required. Detailed Description, Total Amount and Name of Payer.

OK

Responses to these questions will be included on the Expense Report Printout. Click [here](#) to see a sample.

Scenario 2 – Foreign Desintations Deignated as Foreign Countries of Concern

If one or more of the visited countries is a Foreign Country of Concer (FCC / Restricted Country) the following four (4) questions must be answered. Additionally, each foreign institution/organization visited within an FCC during the trip must be listed.

International Travel

Report ID 0000123456
Travel Authorization ID 0000123456

Payments and Honoraria Received

Please report any payments or honoraria directly (i.e., paid directly) or on the traveler's behalf (i.e., to cover some or all expenses) by an international entity or person, including travel, food, or lodging at any time related to this trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques etc.

Do you have items to report for Travel ☐ No

Do you have items to report for Food ☐ No

Do you have items to report for Lodging ☐ No

Do you have items to report for Other ☐ No

Foreign Countries of Concern (FCC) Locations

Details of visits to FCC locations

	FCC Expense Location	FCC Destination	Institution/Organization Name	Institution/Organization Street Address	
1 row	1 0755	Russia,Moscow	Moscow Museum	123 STREET, MOSCOW	+ -

Additional rows may be added for each institution/organization visits using the + button.

Cancel

International Travel

Done x

Report ID 0000123456

Travel Authorization ID 0000123456

Payments and Honoraria Received
Please report any payments or honoraria directly (i.e., paid directly) or on the traveler's behalf (i.e., to cover some or all expenses) by an international entity or person, including travel, food, or lodging at any time related to this trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques etc.

Do you have items to report for Travel ☐ No

Do you have items to report for Food ☐ No

Do you have items to report for Lodging ☐ No

Do you have items to report for Other ☐ No

Foreign Countries of Concern (FCC) Locations
Details of visits to FCC locations

	FCC Expense Location	FCC Destination	Institution/Organization Name	Institution/Organization Street Address	
1	0755	Russia, Moscow	Moscow Museum	123 STREET, MOSCOW	+ -

Use the lookup glass for the **FCC Expense Location** field on the new row. Only those FCC locations approved on the Travel Authorization will be available

Cancel

International Travel

Done x

Report ID 0000405188

Travel Authorization ID 0000173790

Payments and Honoraria Received
Please report any payments or honoraria directly (i.e., paid directly) or on the traveler's behalf (i.e., to cover some or all expenses) by an international entity or person, including travel, food, or lodging at any time related to this trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques etc.

Do you have items to report for Travel ☐ No

Do you have items to report for Food ☐ No

Do you have items to report for Lodging ☐ No

Do you have items to report for Other ☐ No

Foreign Countries of Concern (FCC) Locations
Details of visits to FCC locations

	FCC Expense Location	FCC Destination
1	0755	Russia, Moscow
2		

Cancel

Lookup

Search for: FCC Expense Location

Search Criteria

Search Results

Expense Location	Description
0755	Russia, Moscow

DO NOT delete an FCC location from this list. Each FCC location visited must be listed here.

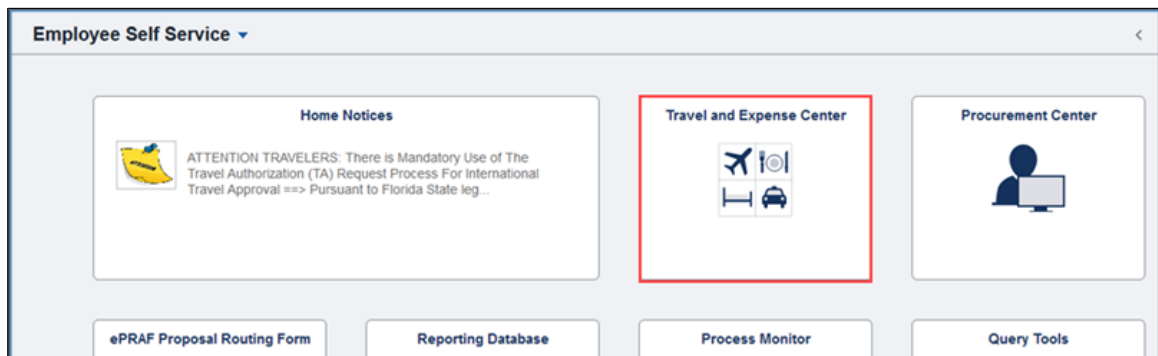
Responses to these questions as well as the FCC countries' institutions/organizations will be included on the Expense Report Printout. Click [here](#) to see a sample.

Create Expense Reports (not linked to a Travel Authorization)

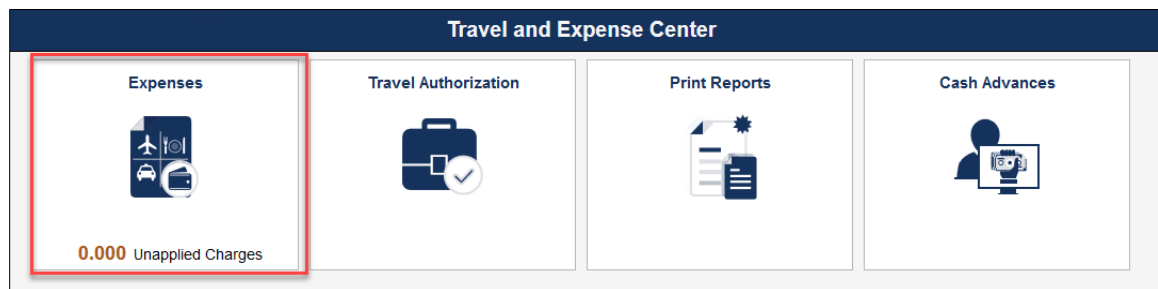
For reimbursement of expenses allowed without an approved Travel Authorization, users may directly enter an Expense Report without a linked TA.

To create an **Expense Report** not linked to a Travel Authorization:

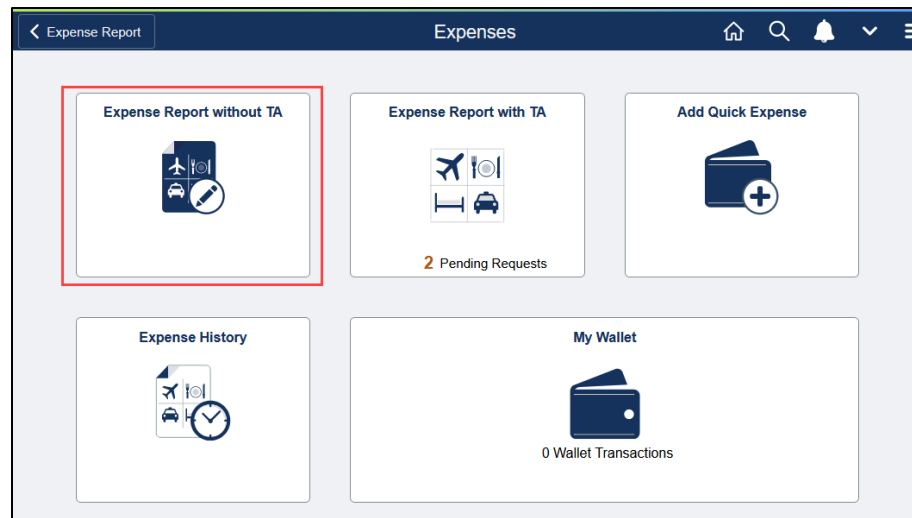
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



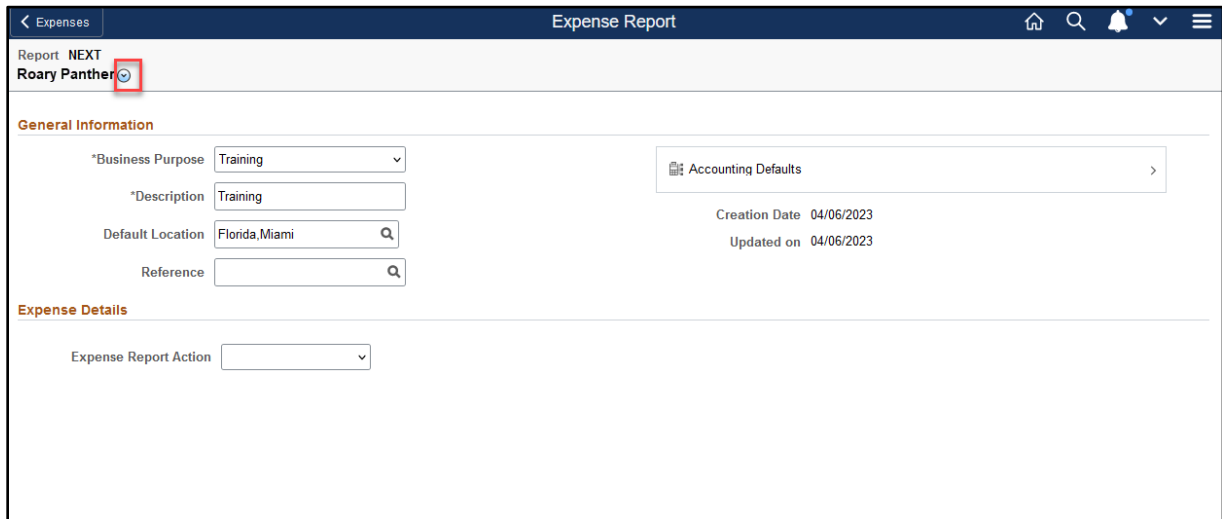
2. Click the **Expenses** tile.



3. Click the **Expense Report without TA** tile.

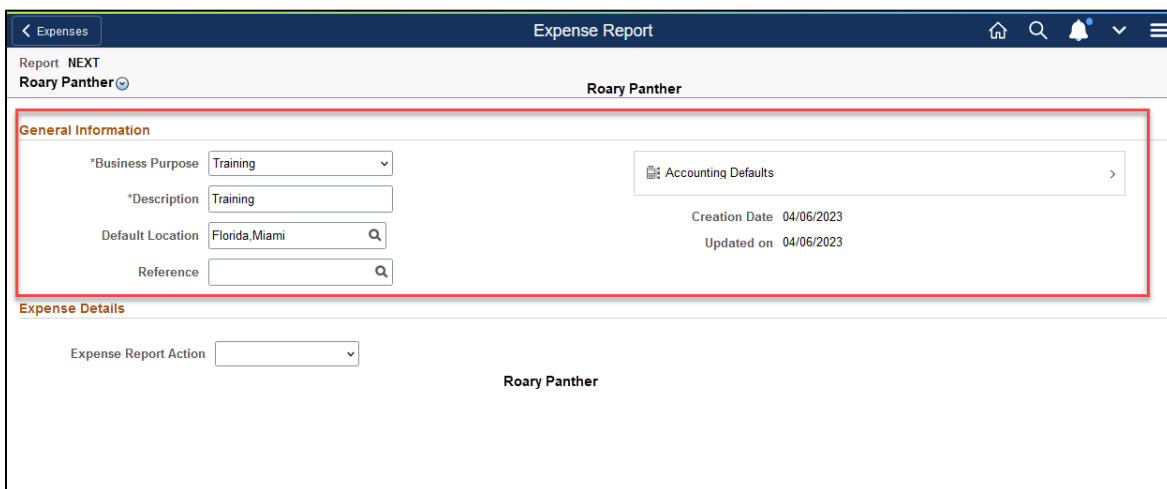


- The **Expense Report** page will open. If creating an Expense Report as a Proxy for another Traveler, select “Change Employee” from the **Related Actions** (green dropdown) button found next to the name of the logged-on user at the top, left-hand corner of the screen.



The screenshot shows the 'Expense Report' page. At the top, there is a navigation bar with a back arrow, 'Expenses', and 'Expense Report'. Below this, the user name 'Roary Panther' is displayed with a dropdown menu icon next to it, which is highlighted by a red box. The main section is titled 'General Information' and contains several fields: '*Business Purpose' (Training), '*Description' (Training), 'Default Location' (Florida, Miami), and 'Reference'. To the right of these fields, there is a section for 'Accounting Defaults' with 'Creation Date' (04/06/2023) and 'Updated on' (04/06/2023). Below the 'General Information' section is the 'Expense Details' section, which includes an 'Expense Report Action' dropdown menu.

- Enter header details for the ER under the **General Information** section.



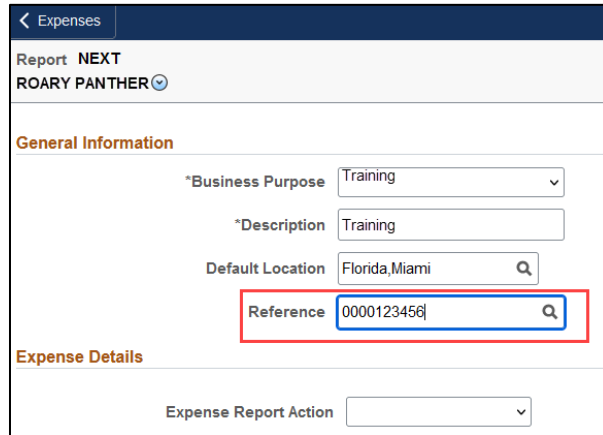
This screenshot is similar to the previous one, but the red box highlights the entire 'General Information' section. The user name 'Roary Panther' is now displayed without the dropdown menu icon. The 'Expense Report Action' dropdown menu is also visible in the 'Expense Details' section.

Business Purpose - Select the business purpose.

Description - This field serves as the ER title.

Destination - Select the travel destination by using the search glass. If the destination is not available, please select the closest municipality to the destination.

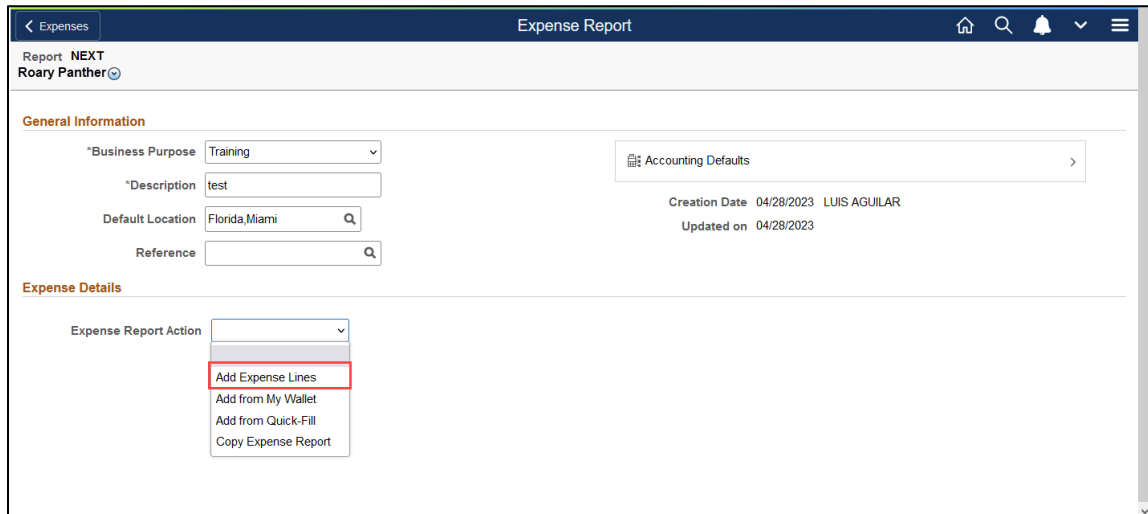
Reference – Use this field to reference an approved Travel Authorization (TA) that is not eligible to be linked to an Expense Report (ER). For example, when creating additional Expense Report(s) against a TA that has already been linked to an approved ER.



The screenshot shows a mobile application interface for 'Expenses'. At the top, there's a header with a back arrow and the word 'Expenses'. Below that, it says 'Report NEXT' and 'ROARY PANTHER' with a user icon. The main section is titled 'General Information' and contains several fields: '*Business Purpose' (Training), '*Description' (Training), 'Default Location' (Florida, Miami), and 'Reference' (0000123456). The 'Reference' field is highlighted with a red rectangular box. Below this section is 'Expense Details' with an 'Expense Report Action' dropdown menu.

NOTE: The lookup glass button in the **Reference** field is not functional.

- Proceed to list expenses by selecting the *Add Expense Lines* option from the **Expense Report Action** dropdown and complete the steps in the [Adding Expense Lines](#) section of this document.



The screenshot shows a mobile application interface for 'Expense Report'. At the top, there's a header with a back arrow and the word 'Expenses', and another header with 'Expense Report' and navigation icons. Below that, it says 'Report NEXT' and 'Roary Panther' with a user icon. The main section is titled 'General Information' and contains several fields: '*Business Purpose' (Training), '*Description' (test), 'Default Location' (Florida, Miami), and 'Reference' (empty). There's also an 'Accounting Defaults' section with 'Creation Date 04/28/2023 LUIS AGUILAR' and 'Updated on 04/28/2023'. Below this section is 'Expense Details' with an 'Expense Report Action' dropdown menu. The dropdown menu is open, and the 'Add Expense Lines' option is highlighted with a red rectangular box. Other options in the menu are 'Add from My Wallet', 'Add from Quick-Fill', and 'Copy Expense Report'.

Add Expense Lines to an Expense Report

All expenses incurred must be accounted for on an expense report. These include **Out of Pocket** and **Travel & Entertainment Card** expenses that are reimbursable to the traveler, as well as **University Credit Card** expenses that are non-reimbursable to the traveler and reconciled by the department via the Credit Card Reconciliation process (managed by the University's Credit Card Solutions Team).

Ensure expense lines are not copied. Add each expense one at a time. The Copy Expense Lines functionality is not configured to the way FIU uses the Travel and Expense module in PantherSoft Financials. **DO NOT USE THE COPY FUNCTIONALITY.**

1(a) Expense Reports Linked to a Travel Authorization

Use the **Add (+)** button on the **Expense Entry** page to include more expenses not on the original TA. A new blank expense will appear with the current date.

The screenshot shows the 'Expense Entry' page. On the left, there is a summary of the current report: 'TED Conference', 'ROARY PANTHER', 'Total (2 Items) 100.00 USD'. Below this is a table with one item: 'Domestic Airfare' for 'Round Trip to Conference' valued at '100.00 USD'. A red box highlights the 'Add' button (a plus sign in a square) with a red arrow pointing to the 'New Expense' form on the right. The form is titled 'New Expense - 01/04/2023' and includes fields for '*Date' (set to 01/04/2023), '*Expense Type', and 'Description'. Below these fields are sections for 'Payment Details' and 'Additional Information'. A red box also highlights the 'New Expense' row in the table on the left.

1(b) Expense Reports NOT Linked to a Travel Authorization

Begin by expanding the **Expense Report Action** dropdown menu on the **Expense Report** page. Select from the menu **Add Expense Lines** to manually enter the lines.

The screenshot shows the 'Expense Report' page for 'Roary Panther'. It has sections for 'General Information' and 'Expense Details'. In the 'General Information' section, there are fields for '*Business Purpose' (Training), '*Description' (Training), 'Default Location' (Florida, Miami), and 'Reference'. In the 'Expense Details' section, there is a dropdown menu labeled 'Expense Report Action'. A red box highlights this dropdown menu, which is open, showing options: 'Add Expense Lines', 'Add from My Wallet', 'Add from Quick-Fill', and 'Copy Expense Report'. The 'Add Expense Lines' option is highlighted with a red box.

A single expense line will be added. Once completed, use the **Add (+)** button on the **Expense Entry** page to include more expenses.

2. Complete the required fields.

Date – Enter the date the expense was incurred. These dates should be within the travel dates.

Expense Type – Choose the proper expense type from the drop-down menu. Required line details will differ depending on the Expense Type chosen.

Description – Fill in information related to the Expense Type. This field may or may not be mandatory depending on the Expense Type.

Payment – This field is chosen based on how the travel expenses were paid. Options include:

Out of Pocket – Expenses paid for by the traveler while on trip using their own money.

University Credit Card – Expenses paid for by a Departmental Travel or Dual-Use credit card.

Travel and Entertainment Card – Expenses paid for by a personal Travel and Entertainment Credit Card

NOTE: If the **Payment Type** needs to be changed, delete the expense line and re-enter it with the correct **Payment Type**.

Billing Type – “FIU expense” will default for both **Out of Pocket** and **Travel and Entertainment Credit Card** Payment Types. If the Payment Type is **University Credit Card**, the Billing Type will default to “University Paid – ProCard”.

Approved By – Entry of a SpeedType into this field, routes this transaction line to the Expense/Project Manager who approved for the SpeedType.

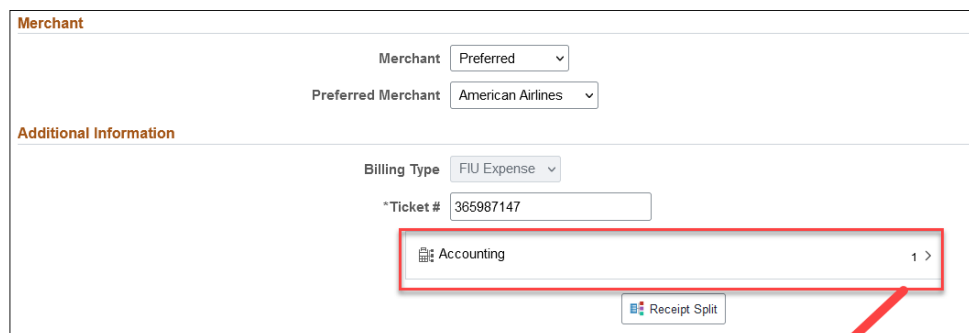
Personal Expense – This choice is used to identify expenses that should not be reimbursed to the traveler.

No – The expense is reimbursable. This should be used for expenses with a **Payment** type of *Out of Pocket* or *Travel and Entertainment Card*.

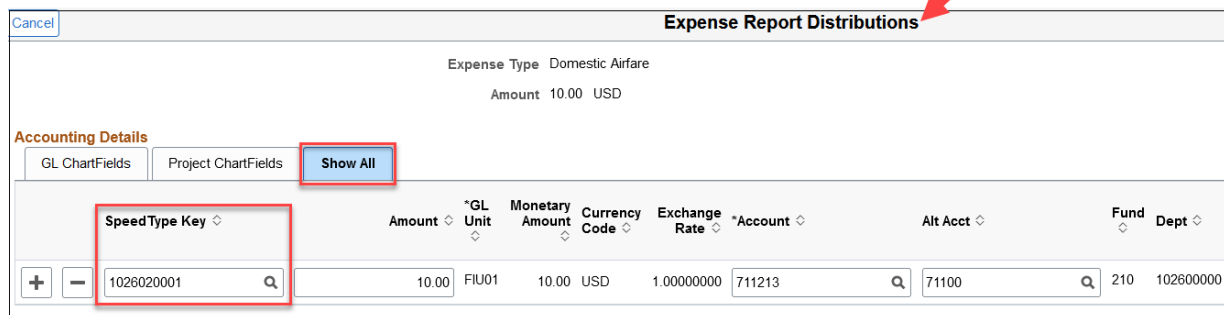
Yes – The expense is NOT reimbursable. This should be used when the ER is for a non-employee.

NOTE: For expenses with a Payment Type of University Credit Card this choice will not be available.

- Use the **Accounting** to validate or modify the accounting distribution for the new Expense Line. It is recommended to use the **Show All** tab.



The screenshot shows the 'Merchant' and 'Additional Information' sections of an expense report form. The 'Merchant' section has dropdowns for 'Merchant' (set to 'Preferred') and 'Preferred Merchant' (set to 'American Airlines'). The 'Additional Information' section has a 'Billing Type' dropdown (set to 'FIU Expense') and a 'Ticket #' field (containing '365987147'). Below these is the 'Accounting' section, which is highlighted with a red box and contains a dropdown menu showing 'Accounting' with a right arrow. A red arrow points from this box to the 'Expense Report Distributions' window below.



The screenshot shows the 'Expense Report Distributions' window. At the top, it displays 'Expense Type: Domestic Airfare' and 'Amount: 10.00 USD'. Below this is the 'Accounting Details' section, which has three tabs: 'GL ChartFields', 'Project ChartFields', and 'Show All' (which is selected and highlighted with a red box). Below the tabs is a table with columns: 'SpeedType Key', 'Amount', 'GL Unit', 'Monetary Amount', 'Currency Code', 'Exchange Rate', 'Account', 'Alt Acct', 'Fund', and 'Dept'. The 'SpeedType Key' column is highlighted with a red box and contains the value '1026020001'. The table also shows values for 'Amount' (10.00), 'GL Unit' (FIU01), 'Monetary Amount' (10.00), 'Currency Code' (USD), 'Exchange Rate' (1.00000000), 'Account' (711213), 'Alt Acct' (71100), 'Fund' (210), and 'Dept' (102600000).

The **ChartFields** that represent the traveler’s default accounting details pre-populate and may be overridden for “Out of Pocket” and “Travel and Entertainment Card” **Payment Types** if necessary. The expenses associated with these Payment Types will generate an encumbrance on a department’s budget.

Use the **SpeedType** field to update the line’s accounting as shown above.

The Accounting Details for expense lines with a **Payment Type** of “University Credit Card” cannot be overridden. These ChartFields pre-populate centralized accounting values and will NOT generate an encumbrance on a department’s budget.

The accounting for more than one business unit (i.e., FIU01 and FIU02) may not be present on the same Expense Report.

If the cost of an expense line is to be split between two or more ChartField strings, add these strings to the **Accounting Details** by clicking the + (plus) button. Ensure all lines sum to the total of the associated expense line. This is not an option for *University Credit Card Payment Type*.

Expense Report Distributions

Expense Type Domestic Airfare
Amount 100.00 USD

Accounting Details

GL ChartFields Project ChartFields Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	*Account	Alt Acct	Fund	Dept
100.00	FIU01	100.00	USD	1.00000000	711213	71100	210	110401000

Expense Report Distributions

Expense Type Domestic Airfare
Amount 100.00 USD

Accounting Details

GL ChartFields Project ChartFields Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	*Account	Alt Acct	Fund	Dept
25.00	FIU01	25.00	USD	1.00000000	711213	71100	210	110401000
75.00	FIU01	75.00	USD	1.00000000	711213	71100	210	110401000

- Use the **Save** button to save the information entered, if the Expense Report is not ready for submission. If the ER is ready for submission, click the **Review and Submit** button.

Expense Entry

Domestic Airfare - 04/24/2023

*Date 04/24/2023

*Expense Type Domestic Airfare

Save Review and Submit

Last Saved 04/24/2023 11:41AM

Expense Summary

TEST 3 Conference
Roary Panther

Update Details Submit

Last Saved 04/24/2023 11:41AM

Expense Report Summary

Total (1 Item)	100.00 USD
Prepaid Expenses	100.00 USD
Due to Employee	0.00 USD

Approval Status

Report ID 0000412415 Pending

Additional Information

- View Analytics
- Benefits to FIU or Projects 1
- View Printable Report

Receipts

Attach Receipts
ImageNow

NOTE: Prior to submitting the Expense Report, ensure all necessary receipts and supporting documentation are attached. See the [Obtaining Required Printable Expense Report](#) and the [Attaching Documents to an Expense Report](#) section within this document.

Preferred Merchant Expenses

Expense Types Auto Rental and Airfare requires users to indicate if the Merchant is Preferred or Non-Preferred. When using a Preferred Merchant, select Preferred for Merchant and use the Preferred Merchant drop-down menu to choose from the list of options.

The screenshot shows the 'Domestic Auto Rental - 04/21/2023' form. The left sidebar shows a total of 250.00 USD for 'Domestic Auto Rental' on Friday, April 21, 2023. The main form fields include:

- *Date: 04/21/2023
- *Expense Type: Domestic Auto Rental
- Description: Economic
- Payment Details: *Payment: Out of Pocket, *Amount: 250.00 USD
- Merchant: A dropdown menu is open, showing 'Preferred' selected, with options 'Avis Rent-A-Car' and 'Budget Rental Car' visible in the 'Preferred Merchant' list.
- Additional Information: Billing Type: FIU Expense

If a Non-Preferred Merchant is used, select Non-Preferred from the Merchant drop-down menu and enter the name in the Non-Preferred Merchant field.

The screenshot shows the 'Domestic Auto Rental - 04/21/2023' form. The left sidebar shows a total of 250.00 USD for 'Domestic Auto Rental' on Friday, April 21, 2023. The main form fields include:

- *Date: 04/21/2023
- *Expense Type: Domestic Auto Rental
- Description: Economic
- Payment Details: *Payment: Out of Pocket, *Amount: 250.00 USD
- Merchant: A dropdown menu is open, showing 'Non-Preferred' selected, and 'Enterprise' is entered in the 'Non-Preferred Merchant' field.
- Additional Information: Billing Type: FIU Expense

Obtain Required Printable Expense Report

A printed version of the expense report must be included as the first page(s) of the Expense Report attachments. See the Attaching Documents to an Expense Report for instructions.

The printable version of the Expense Report includes details entered on the ER in PantherSoft Financials. Ensure all details are entered before printing the ER.

- 1) Navigate to the Expense Summary page of the Expense Report.

Expense Summary

TEST 3 Conference
Roary Panther

Update Details Submit
Last Saved 04/24/2023 11:41AM

Expense Report Summary

Total (1 Item)	100.00 USD
Prepaid Expenses	100.00 USD
Due to Employee	0.00 USD

Approval Status

Report ID 0000412415 Pending

Additional Information

- View Analytics >
- Benefits to FIU or Projects 1 >
- View Printable Report >

Receipts

Attach Receipts
ImageNow

If on the Expense Entry page, click the **Review and Submit** button.

Expense Entry

Domestic Airfare - 04/24/2023

*Date 04/24/2023

Save Review and Submit
Last Saved 04/24/2023 11:41AM

- 2) Click the **View Printable Version** link and print the report.

Expense Summary

TEST 3 Conference
Roary Panther

Update Details Submit
Last Saved 04/24/2023 11:41AM

Expense Report Summary

Total (1 Item)	100.00 USD
Prepaid Expenses	100.00 USD
Due to Employee	0.00 USD

Approval Status

Report ID 0000412415 Pending

Additional Information

- View Analytics >
- Benefits to FIU or Projects 1 >
- View Printable Report >

Receipts

Attach Receipts
ImageNow

This printable version will populate required details of the trip entered on the completed Expense Report.


PeopleSoft Expenses EXC4500

Expense Report

Employee ROARY PANTHER	Report 0000123456	*TE0000123456*
Reference	Business Purpose Conference	

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location		
01/01/2023	Domestic Airfare			Out of Pocket	100.00 USD	1.00	100.00 USD
				Ticket Number: 1234567899	Panther Air		

Employee Expenses	100.00 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Employee	100.00 USD

Payments and Honoraria Received During This Trip

Type	Detailed Description	Total Amount	Responsible Payer
TRAVEL		0.000	

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	110401000	111111		01/04/2023	1/4/2023	Page 1 of 1

Details captured depend on the trip destination(s) and may generate multiple pages for the printout. Include all pages with the receipts package. See the Attaching Documents to Expense Reports section of this document.

Foreign Expense Report printouts will include information entered via the International Travel link. See the [Foreign Destinations Expense Report Requirements](#) section of this document.

Samples of foreign destination ER printouts are included in the following pages.

Foreign Version 1: Printable Expense Report for Destinations not Designated as Foreign Countries of Concern

Expense Report printouts for foreign destinations that are not Foreign Countries of Concern (FCC) will include information, if any, for payments and honoraria that were entered via the International Travel link.

International Travel

Report ID: 0000405343
Travel Authorization ID: 0000172888

Payments and Honoraria Received

Please report any payments or honoraria directly (i.e., paid directly) or on the traveler's behalf (i.e., to cover some or all expenses) by an international entity or person, including travel, food, or lodging at any time related to this trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques, etc.

Do you have items to report for Travel? ☐ No ☒ Yes

Do you have items to report for Food? ☒ Yes ☐ No

Detailed Description: Lunch on Day 1

Total USD Amount: 350.00

Name of payer (person or entity): SAFE EARTH, INC

Do you have items to report for Lodging? ☐ No ☒ Yes

Do you have items to report for Other? ☐ No ☒ Yes

FLORIDA INTERNATIONAL UNIVERSITY

Report ID: 0000405343 *TE0000405343*

Business Purpose: Conference

Expense Type	Non Reimbursable	No Receipt	Payment Type	Transaction Amount	Exchange Rate	Amount
Additional Information				Merchant		Location

Payments and Honoraria Received During This Trip

Type	Detailed Description	Total Amount	Responsible Payer
Food	Lunch on Day 1	350.00	SAFE EARTH, INC
LODGE		0.00	
OTHER		0.00	

Employee Name: Department: 11460000 Entered By: user Receipt: Creation Date: 08/29/2023 Print Date: 8/29/2023 Page Number: Page 1 of 4

Foreign Version 2: Printable Expense Report for Foreign Countries of Concern

Expense Report printouts for Foreign Countries of Concern (FCC) will include information, if any, for payments and honoraria as well as the institutions/organizations visited that were entered via the International Travel link.

Expense Report

Employee: [Redacted] Report: 0000405344 *TE0000405344*

Reference: [Redacted] Business Purpose: Conference

Date	Expense Type	Non-Refundable	No Receipt	Payment Type	Transaction Amount	Exchange Rate	Amount
10/20/20	Travel			Card	200.00	1.0000	200.00
10/21/20	Travel			Card	100.00	1.0000	100.00
10/22/20	Travel			Card	100.00	1.0000	100.00

Expense Report

Employee: [Redacted] Report: 0000405344 *TE0000405344*

Reference: [Redacted] Business Purpose: Conference

Country	Institutions or Organizations Visited	Initials
Cuba	Cardo de Terna	
Cuba	Cardo de Terna	
Cuba	Cardo de Terna	

NOTE: Information entered for payment/honoraria and information entered for FCC Institutions/Organizations visited may appear on different pages of the printout.

Attach Documents to an Expense Report

Prior to submitting an Expense Report for approval, the following documents must be attached via the [Attach Receipts](#) link on the **Expense Summary** page:

- Printed and signed (by the traveler) copy of the Expense Report. See the [Obtain Required Printable Expense Report](#) section of this document.
- Associated receipts or invoices
- Supporting documentation required by some expense types
- Office of the Controller forms (i.e. [Reimbursement of Travel Expenses for Non-Employees](#) form)

For additional documentation and receipt requirements, see the [Travel & Other Expenses Manual](#).

To add an attachment to an Expense Report:

1. Scan all documents to be attached to the Expense Report in the following order:

- 1) Printed and signed Expense Report.
- 2) Required forms (i.e., Non-Employee Travel form)
- 3) Required receipts
- 4) Other supporting documentation

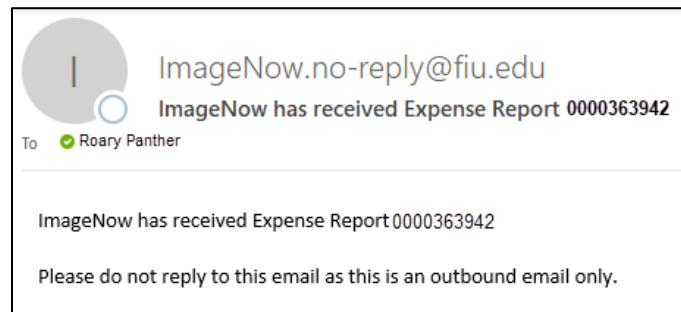
NOTE: All documents should be scanned into a single PDF file, not individually.

2. Attach the scanned PDF file to the Expense Report via the [Attach Receipts](#) link on the **Expense Summary** page.

The screenshot displays the 'Expense Summary' page for a report titled 'TED Conference' by 'ROARY PANTHER'. The page is divided into several sections:

- Expense Report Summary:** A table showing 'Total (1 Item)' as 100.00 USD and 'Due to Employee' as 100.00 USD.
- Approval Status:** A box indicating 'Report ID 0000123456'.
- Additional Information:** A section with links for 'Travel Authorization' (0000123456 is associated to this report.), 'View Analytics', 'Benefits to FIU or Projects' (1), 'International Travel', and 'View Printable Report'.
- Receipts:** A section with a link for 'Attach Receipts' (highlighted with a red box) and a link for 'ImageNow'.

Once processed through ImageNow, the submitted will receive an email notification confirming the attachment was made successfully.



3. Access the ImageNow link from the Expense Summary page and click the file name in the FIU Document Viewer to confirm the attachments were successfully processed.

Expense Entry

Expense Summary

TED Conference

ROARY PANTHER

Expense Report Summary

Total (1 Item)

100.00 USD

Due to Employee

100.00 USD

Approval Status

Report ID 0000123456

Additional Information

Travel Authorization

0000123456 is associated to this report.

View Analytics

Benefits to FIU or Projects

1

International Travel

View Printable Report

Receipts

Attach Receipts

ImageNow

Division of Information Technology						
FIU Document Viewer						
Drawer	Field1	Field2	Field3	Field4	Field5	Doc Type
T/E EXPENSE REP	TE0000123456				2023-01-03-13.06.02	Default

Submit an Expense Report

Once all expenses are accounted and receipts/supporting documentation attached, the Expense Report may be submitted for approval.

1. Click the **Submit** button on the **Expense Summary** page.

2. Review **Submission Confirmation** message and click the **Submit** button.

3. The Expense Report should now appear under the **Awaiting Approval** section of the **My Expense Reports** page with an initial **Status** of *Submission in Process*. Once routed for approval, the **Status** will change to *Submitted for Approval*.

Link a Cash Advance to Expense Report

When a traveler receives a Cash Advance for the University, the Cash Advance must be accounted for in the Expense Report. If the traveler used more than the cash advance, then only the difference should be reimbursed to the traveler. If the traveler used less than the cash advance, then the traveler needs to reimburse the University for monies dispersed but not spent.

For more information on how to complete/create a Cash Advance, see the [Creating a Cash Advance](#) section of this document.

To apply a Cash Advance to an Expense Report:

1. Begin by creating an Expense Report. See the [Expense Reports](#) sections of this document for details.
2. From the **Expense Report Summary** page click the associated **Cash Advance**.

Expense Entry
Expense Summary

International TED Conference
ROARY PANTHER

Expense Report Summary

Total (3 Items)	2,256.59 USD
Prepaid Expenses	2,206.59 USD
Due to Employee	50.00 USD

Approval Status

Report ID 0000123456

Additional Information

Cash Advance Outstanding Cash Advance 2,500.00 USD	>
Travel Authorization 0000123456 is associated to this report.	>
View Analytics	>
Benefits to FIU or Projects 3	>
View Printable Report	>

Receipts

Attach Receipts
ImageNow

- Enter the amount of the Cash Advance that was used for the trip in the **Total Applied** field, then click the **Apply** button.

Apply Cash Advance

Total (3 Items)	2,256.59 USD
Advance Applied	50.00 USD
Due to Employee	2,206.59 USD

Cash Advance Information

Description	Advance ID	Advance Amount	Balance	Total Applied
International TED Conference	0000001234	2500.00	2500.00 USD	50.00 USD

- The system will apply this amount to the Expense Report. Any **Outstanding Cash Advance** amount will need to be reimbursed to the University.

For more information on how to refund an Outstanding Cash Advance amount, contact the Travel Department.

< Expense Entry
Expense Summary

International TED Conference

ROARY PANTHER

Expense Report Summary

Total (3 Items)	2,256.59 USD
Prepaid Expenses	2,206.59 USD
Advance Applied	50.00 USD
Due to Employee	0.00 USD

Approval Status

Report ID 0000123456

Additional Information

Cash Advance

Applied Amount	50.00 USD	>
Outstanding Cash Advance	2,450.00 USD	

Travel Authorization

0000174089 is associated to this report. >

View Analytics >

Benefits to FIU or Projects 3 >

View Printable Report >

Receipts

[Attach Receipts](#)

[ImageNow](#)

How to Report Travel Expenses Paid by a Third Party

To ensure accurate reporting of expenses paid by a third party, follow the below guidelines for domestic and international trips.

Before a Trip

All anticipated trip costs paid for by FIU should be listed on the expense lines of a Travel Authorization. If expenses will be paid by a third party, list them in the Benefit to FIU or Project field as depicted below.

*Benefit to FIU or Project	The Natural Hazards Research Summit will take a deep dive into research needs and priorities of the profession. A high-profile program includes talks and panel discussions from FEMA, NIST, and NSF
	The National Academy of Science will cover the following expenses: - Summit Registration Fee - Lodging - Transportation to and from Airport All other expenses covered by FIU are listed below

When a third party is paying for **all** expenses, a Travel Authorization will still need a single expense line for it to be processed. In this case, list the expenses to be paid by a third party in the Benefit to FIU or Project field as depicted above and enter a single out of pocket expense with a low dollar amount (i.e., \$1) such as what is shown below.

Travel Authorization Search
Travel Authorization

Report NEXT Pending
ROARY PANTHER
Empl ID 1111111

Save Submit

*Description National Hazard Research S
*Business Purpose Training
*Benefit to FIU or Project
The Natural Hazards Research Summit will take a deep dive into research needs and priorities of the profession. A high-profile program includes talks and panel discussions from FEMA, NIST, and NSF
All travel expenses will be paid by the National Academy of Science.

Multiple Country Destination No
*Destination District of Columbia, W
*Date From 05/31/2023
*Date To 06/04/2023 Trip Duration 4 Days

Create A Cash Advance View Printable Version Notes

Details

Accounting Default Populate from Travel Authorization

Expense Type	Payment Type	*Billing Type	Description	Amount	*Currency	Accounting
Domestic Incidentals	Out of Pocket	FIU Expense		1.00	USD	Details + -

Total Expenses 1.00 USD

After a Trip

Use the below to determine how to handle expenses paid by a third party after the trip concludes.

Domestic Destinations

If **all** expenses were paid by a third party, [cancel the Travel Authorization](#).

If expenses were **partially** paid by a third party, process an Expense Report with those expenses listed in the Benefit to FIU or Project field as depicted below. List all FIU costs on the expense lines as usual.

Notes											
Cancel Done Add Notes Edit 4 rows <table> <thead> <tr> <th>Date/Time</th> <th>Name</th> <th>Role</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>01/04/2023 4:01 PM</td> <td>Roary Panther</td> <td>Employee</td> <td> The National Academy of Science paid the following expenses directly: - Summit Registration Fee - Lodging - Transportation to and from Airport - All Meals </td> </tr> </tbody> </table>				Date/Time	Name	Role	Notes	01/04/2023 4:01 PM	Roary Panther	Employee	The National Academy of Science paid the following expenses directly: - Summit Registration Fee - Lodging - Transportation to and from Airport - All Meals
Date/Time	Name	Role	Notes								
01/04/2023 4:01 PM	Roary Panther	Employee	The National Academy of Science paid the following expenses directly: - Summit Registration Fee - Lodging - Transportation to and from Airport - All Meals								

Foreign Destinations

Report all expenses, payments, and honorariums paid by third parties via the [International Travel link](#) on the Expense Report.

When a third party paid for **all** expenses, process an Expense Report with one out of pocket foreign expense line at a low dollar amount (i.e., \$1) with the Personal Expense toggle switched to “Yes”, shown below.

National Hazard Research Summi

ROARY PANTHER

Save

Review and Submit

Last Saved 01/04/2023 4:10PM

Total (1 Item) 1.00 USD

Add

Delete

Filter

More

Wednesday, January 04, 2023

Foreign Incidentals

All expenses were paid by the European Academy of Science

1.00 USD

Foreign Incidentals - 01/04/2023

*Date 01/04/2023

*Expense Type Foreign Incidentals

*Description All expenses were paid by the European Academy of Science

Payment Details

* If a line is entered with the incorrect Payment type, it must be deleted and re-entered.

*Payment Out of Pocket

*Amount 1.00 USD

Additional Information

Billing Type FIU Expense

Accounting 1 >

Receipt Split

Exceptions

Personal Expense Yes

If the department initially covered trip costs that a third party will reimburse, work with a [Travel Prepay Auditor](#) to have the reimbursement credited back to the accounting used.

If the traveler received direct reimbursement for their out of pocket expenses from a third party, list those on the lines of the Expense Report and switch the Personal Expense toggle to “Yes”. This will ensure that the traveler will not receive a duplicate payment from the University.

Version 9.1.0 – August 2023

96

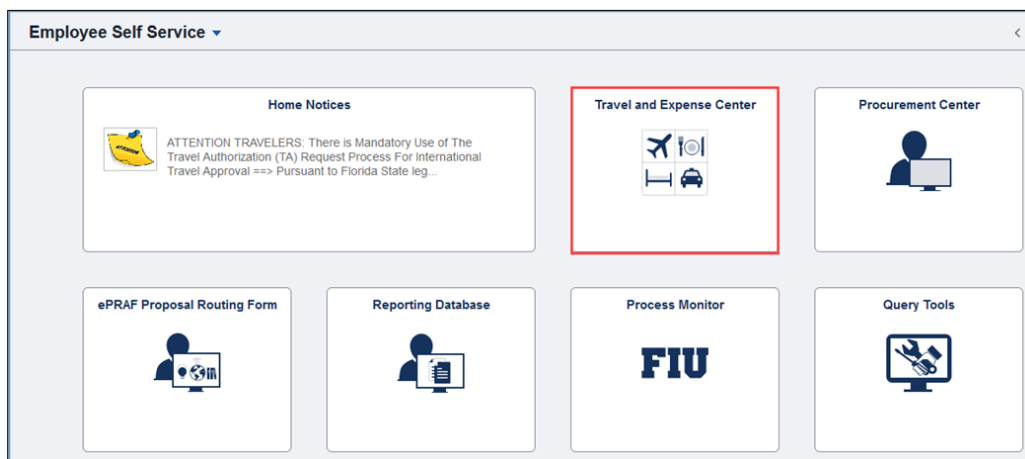
Manage Expense Reports

View an Expense Report (Not Yet Paid)

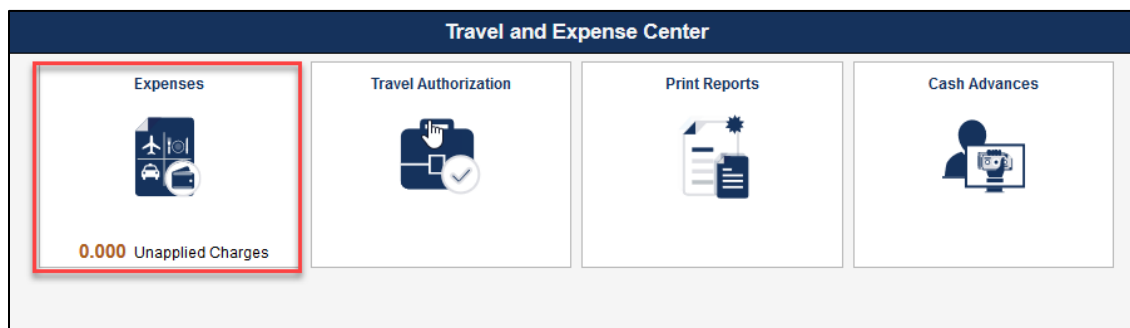
Both Travelers and their Proxies can view an Expense Report for themselves or the traveler's they manage via the following Employee Self Service function.

To view an Expense Report:

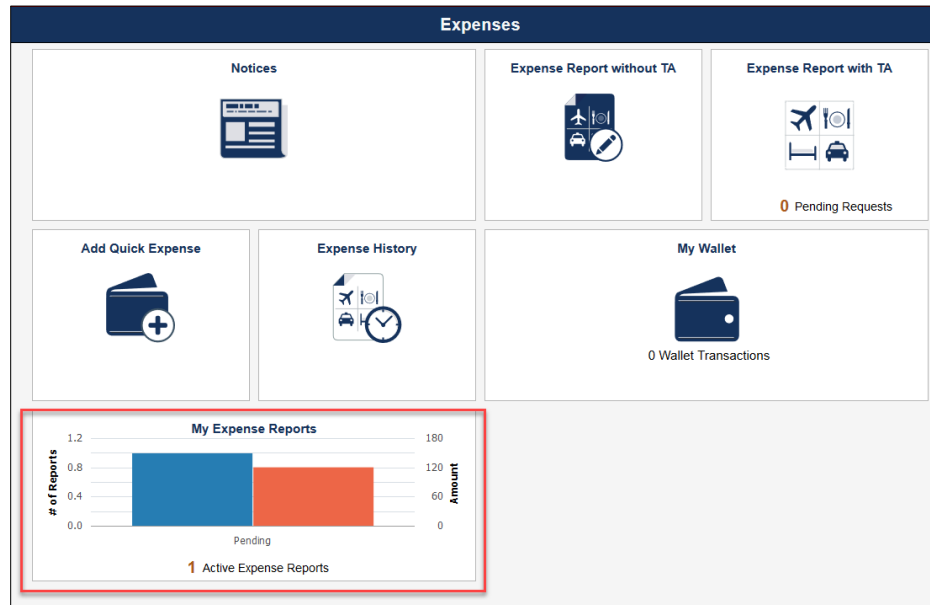
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Expenses** tile.



- Click the **My Expense Reports** Tile.



- Select **View All** via the links on the left side. Use the **Search Criteria** options to identify and select the **ER number**.

Expenses My Expense Reports

AMUSER TRNAM01
TROVAD01

Returned 0
Not Submitted 0
Awaiting Approval 1
Pending Payment 0
View All 1

View All Create Expense Report

Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	TED Conference	Conference	0000409882	Submission in Process	01/04/2023	10.00 USD

1 row

NOTE: To view Expense Reports for those you are proxy for, use the **Related Actions** drop down indicated by the green triangle to access the **Actions** menu as highlighted below.

Expenses Actions

ROARY PANTHER
1111111

Returned 0
Not Submitted 0
Awaiting Approval 1
Pending Payment 0
View All 1

Change Employee

Not Submitted

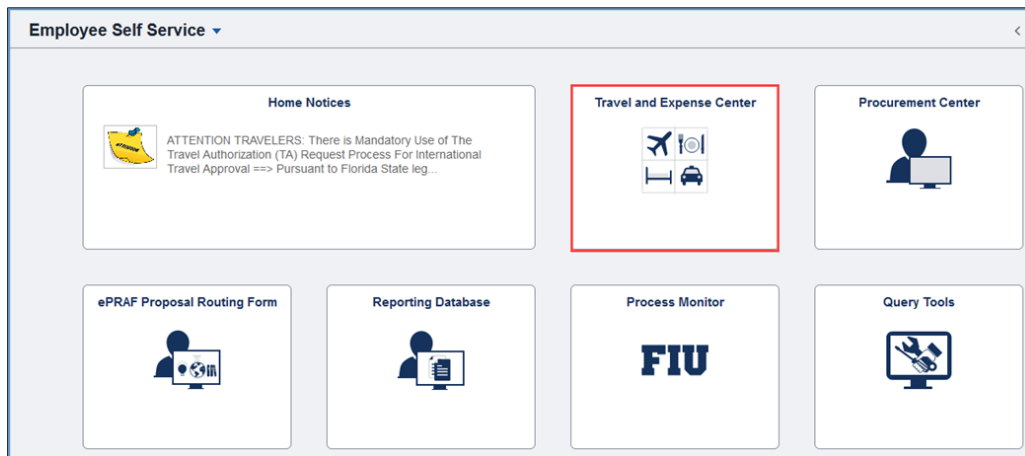
There are currently no Expense Reports with this status.

Create Expense Report

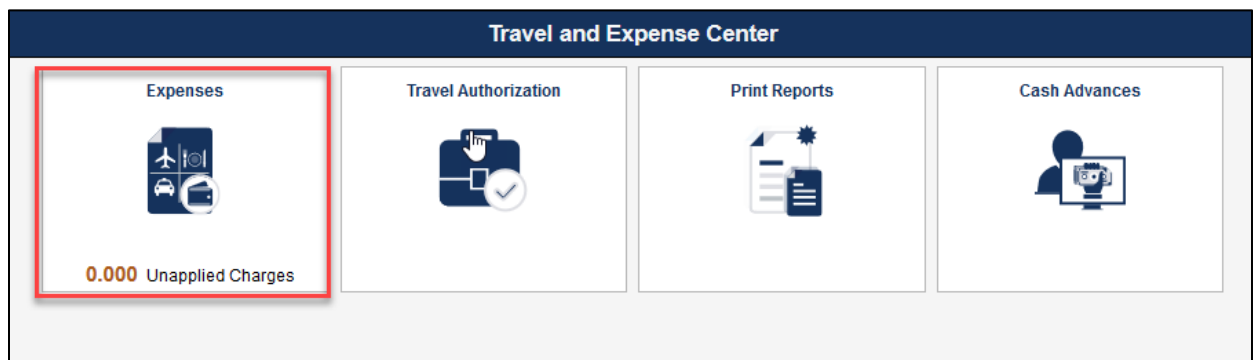
View an Expense Report (Paid)

To view Expense Reports that have already been paid via the Tiles

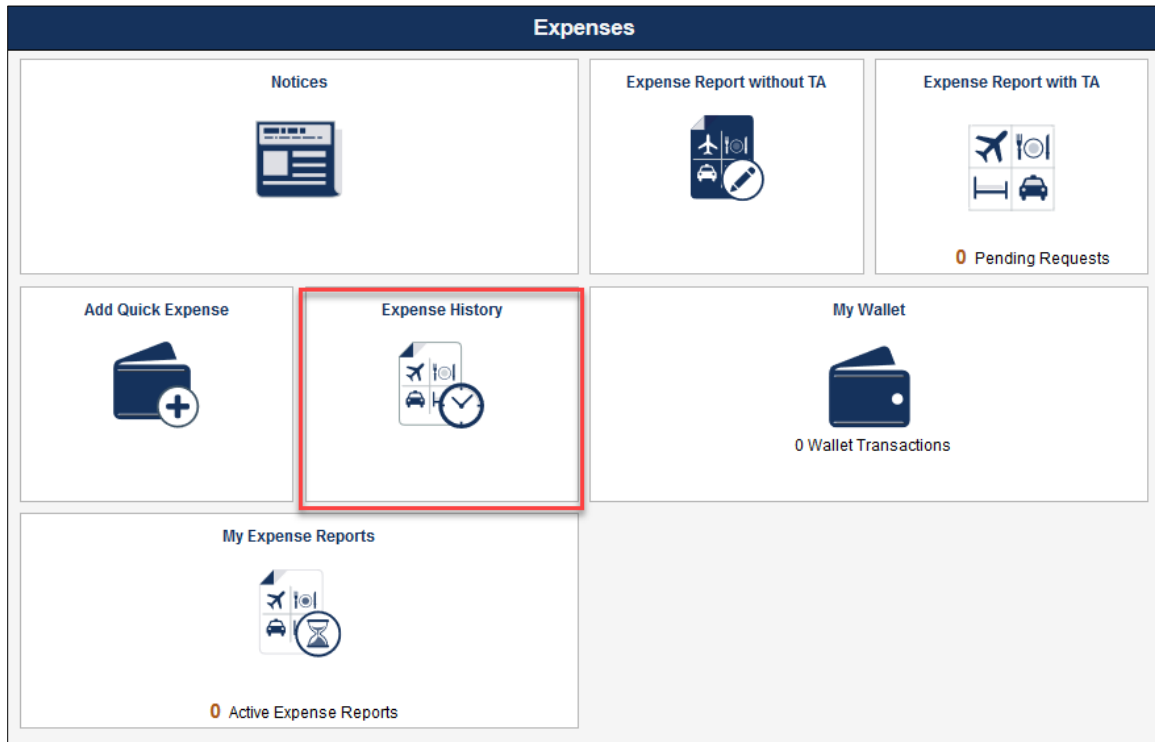
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Expenses** tile.



- Click the **Expense History** Tile.



- Paid Expense Reports will be located within the **Expense Report History** tab.

Expenses		Expense Report History					
ROARY PANTHER 11111111							
Expense Report History 11		Expense Report History					
My Wallet History 0							
		Create Expense Report					
Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount	
	January BBC Trainings	Training	0000123456	Paid	01/16/2019	35.98 USD	>

- Click on the funnel icon to modify filter criteria.

The screenshot shows the 'Expense Report History' page. A 'Filter' modal is open in the center, allowing users to refine their search. The modal includes fields for 'Date From' (09/05/2015), 'Date To' (01/05/2023), 'Description', 'Report ID', 'Business Purpose', and 'Status'. There are 'Cancel', 'Done', and 'Reset' buttons. The background table lists various expense reports with columns for Actions, Description, Business Purpose, Report ID, Status, Updated Date, and Amount.

Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	January BBC Trainings			Paid	01/16/2019	35.98 USD
	Trainings at BBC			Paid	01/23/2017	33.48 USD
	Travel to BBC to Train Query			Paid	03/28/2016	28.93 USD
	Trained SIB at BBC			Paid	04/18/2017	33.93 USD
	Trained P2P at BBC			Paid	05/30/2017	33.93 USD
	Trained P2P and T&E at BBC			Paid	06/11/2018	33.93 USD
	Trained T&E and Query at BBC			Paid	06/26/2017	33.48 USD
	ePro & Fundamentals at BBC			Paid	07/21/2016	26.70 USD
	Trained Query 101 & SIB at BBC			Paid	09/23/2016	26.70 USD

- Click on any of the ERs to view the full report.

The screenshot shows the 'Expense Report History' page with a list of reports. The table includes columns for Actions, Description, Business Purpose, Report ID, Status, Updated Date, and Amount. The reports listed are:

Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	Trained SIB at BBC	Training		Paid	04/18/2017	33.93 USD
	Trainings at BBC	Training		Paid	01/23/2017	33.48 USD
	Trained P2P at BBC	Training		Paid	05/30/2017	33.93 USD
	ePro & Fundamentals at BBC	Training		Paid	07/21/2016	26.70 USD
	Travel to BBC to Train Query	Training		Paid	03/28/2016	28.93 USD
	Trained Query 101 & SIB at BBC	Training		Paid	09/23/2016	26.70 USD

Modify an Expense Report

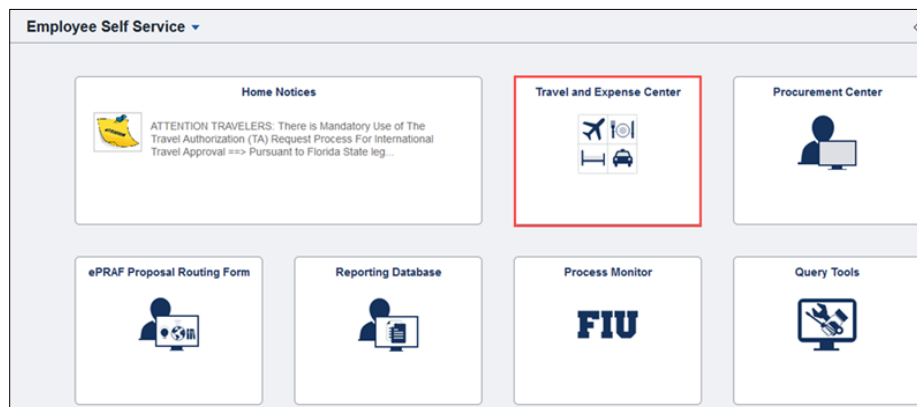
Both Travelers and their Proxies with the appropriate authorization level may modify Expense Reports for themselves or the traveler's they manage via the Employee Self Service function.

An Expense Report can only be modified when it is in Pending status. If modifications to a submitted ER need to be made prior to it being fully approved, it must be withdrawn from workflow first.

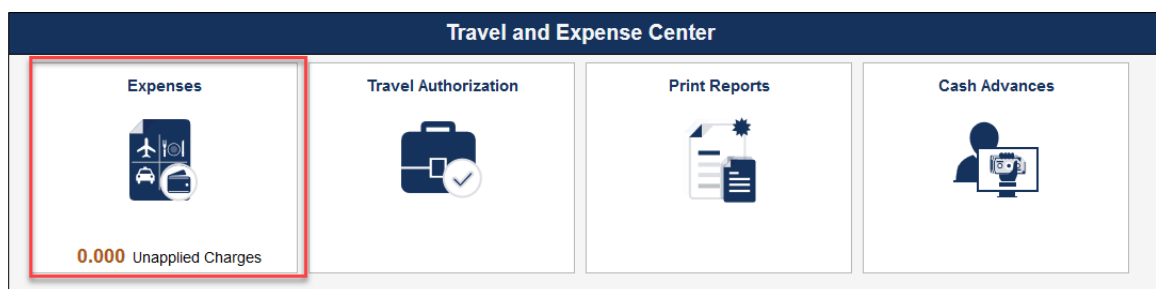
For more information on withdrawing an ER in workflow, see the [Withdrawing an Expense Report](#) section of this document.

To modify an **Expense Report** in *Pending* status:

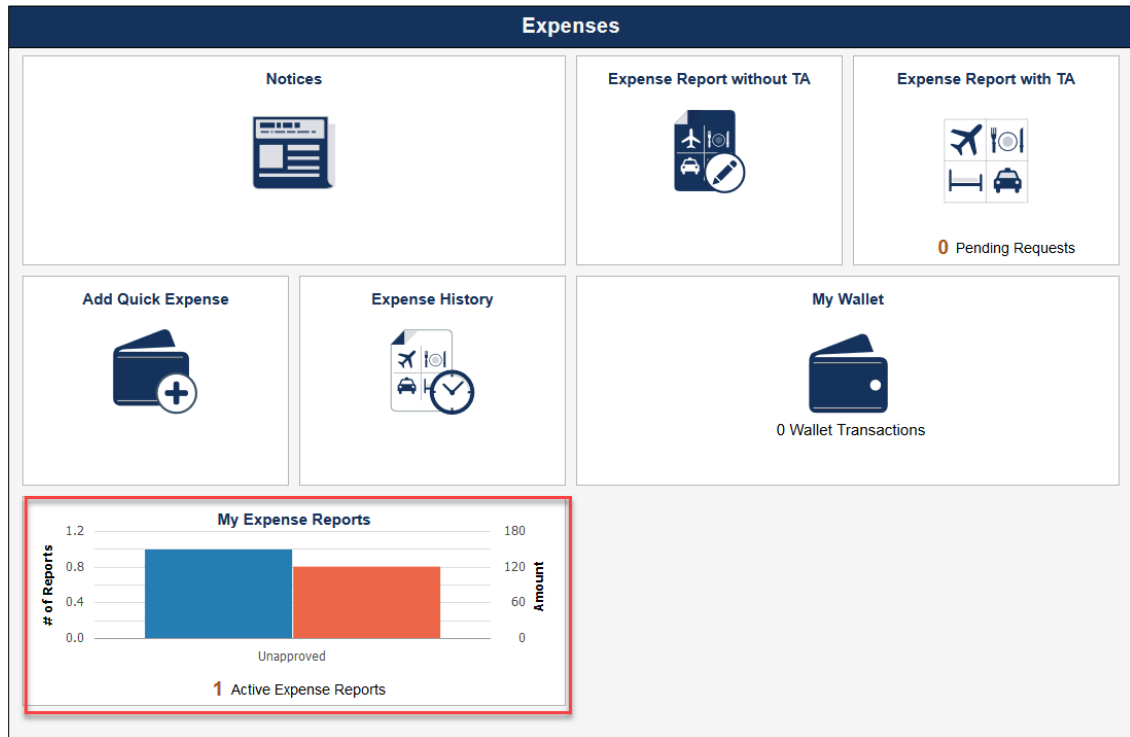
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Expenses** tile.



- Click the **My Expense Reports** tile.



- The Expense Reports eligible for modification will be found under the **Returned** and **Not Submitted** tabs. Identify and select the Expense Report to view.

Expenses My Expense Reports

ROARY PANTHER 11111111

Returned 0

Not Submitted 1

Awaiting Approval 0

Pending Payment 0

View All 1

Not Submitted 1 row

Create Expense Report

Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	TED Conference	Conference	0000123456	01/04/2023	10.00 USD

- Once in view, make any modifications to the Expense Report necessary. If resubmitting after modifying the ER, the approval workflow will be reinitiated and any previously obtained approvals will need to be acquired.

Withdraw an Expense Report

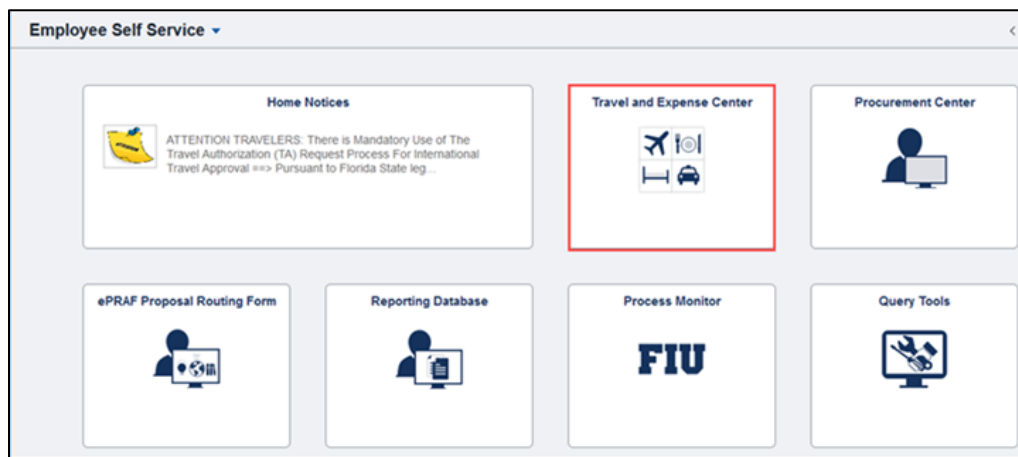
Both Travelers and their Proxies with the appropriate authorization level may withdraw Expense Reports for themselves or the traveler's they manage via the following Employee Self Service function.

An Expense Report can be withdrawn when it is in a pending state such as Not Submitted or Submitted for Approval. It cannot be withdrawn once it is in the Approvals in Process status.

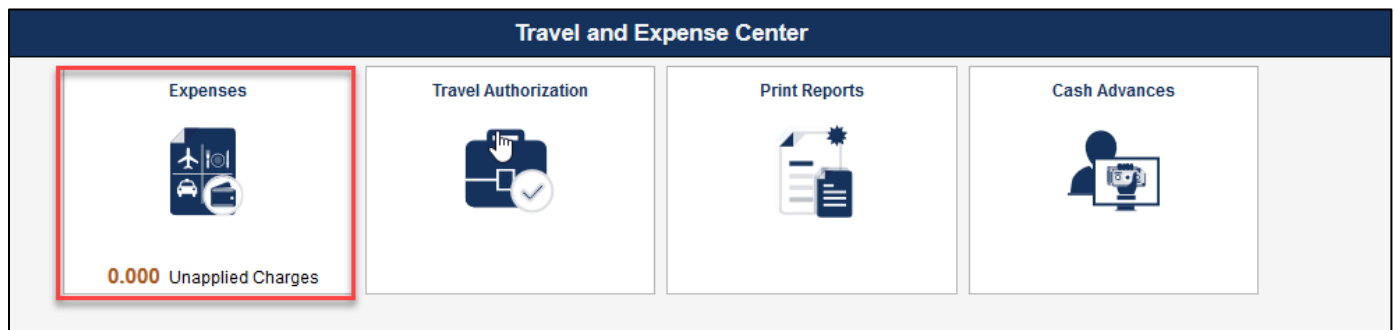
Review the [View an Expense Report](#) section of this document for instructions on how to view an ER.

To withdraw an Expense Report via the Tiles:

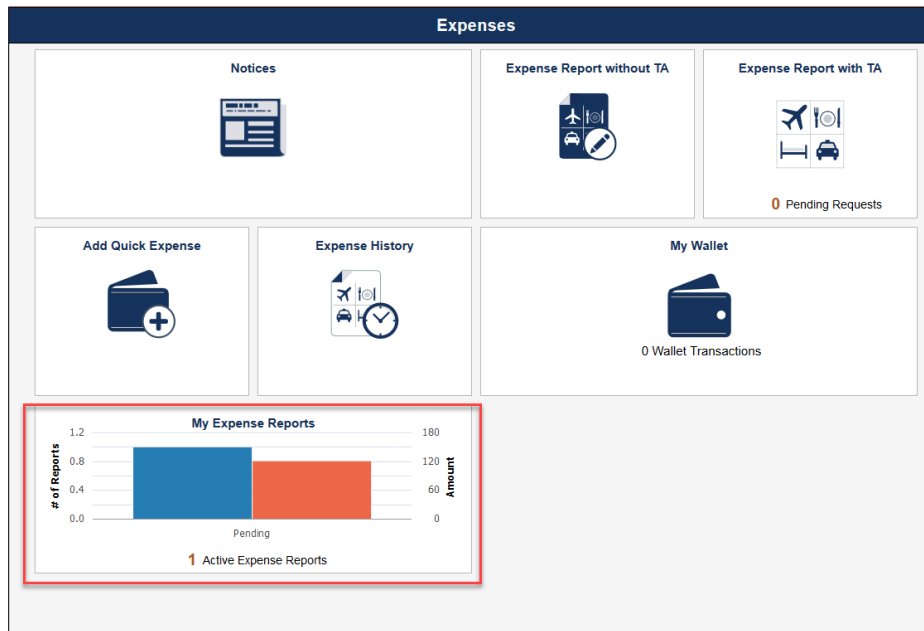
1. Click the **Travel and Expense Center** tile



2. Click **Expenses** tile



- Click the **My Expense Reports** tile



- To Withdraw an **Expense Report** in pending status such as **Submitted for Approval** or **Approval in Process** under the Awaiting Approvals tab, select the ER you wish to Withdraw.

Expense Entry

My Expense Reports

Home

Search

Menu

ROARY PANTHER

9111111

Returned

0

Not Submitted

1

Awaiting Approval

1

Pending Payment

0

View All

2

Awaiting Approval

1 row

Create Expense Report

Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	TED Conference	0000123456	Submission in Process			01/05/2023	100.00 USD

- Then click **Withdraw** in the upper right corner.

My Expense Reports		Expense Summary	
TED Conference ROARY PANTHER		View Details Withdraw	
		Last Saved: 01/05/2023 12:30PM	
Expense Report Summary		Approval Status	
Total (1 Item) 100.00 USD		Report ID: 0000123456 Submitted for Approval	
Due to Employee 100.00 USD		Submitted ROARY PANTHER Employee 01/05/2023 12:30:48PM	
Additional Information		Pending Approval (Pooled) Expense Manager	
View Analytics		Not Routed (Pooled) Prepay Auditor	
Benefits to FIU or Projects 1		Not Routed Payment	
International Travel			
View Printable Report			
Receipts			
Attach Receipts			
ImageNow			

Delete an Expense Report

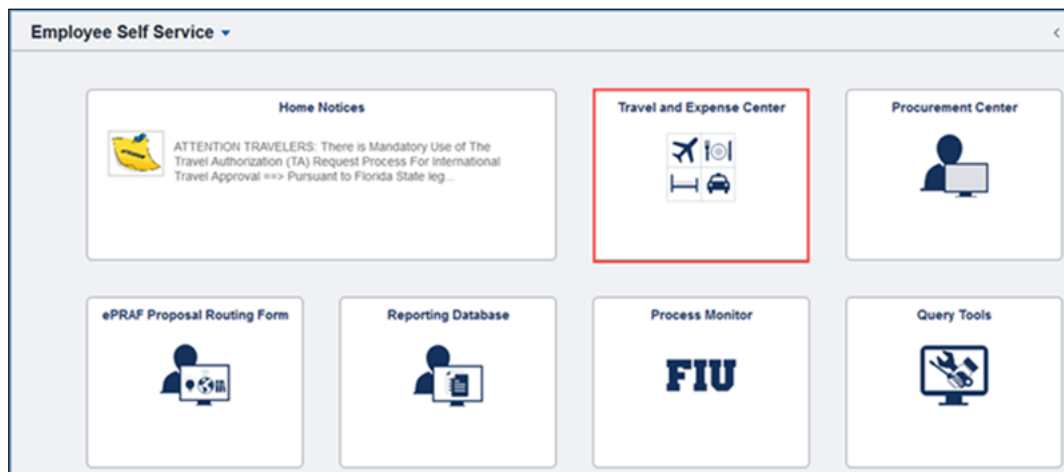
Both Travelers and their Proxies with the appropriate authorization level may delete Expense Reports for themselves or the traveler's they manage via the following Employee Self Service function.

An Expense Report can only be deleted when it is in a pending status under the Returned or Not Submitted tab. If an ER needs to be deleted prior to it being fully approved, it must be withdrawn from workflow or sent back by the Approver first.

For more information on withdrawing an ER in workflow, see the [Withdraw an Expense Report](#) section of this document.

To delete an Expense Report:

1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Expenses** tile



- ### Expenses

Notices



Expense Report without TA



Expense Report with TA



0 Pending Requests

Add Quick Expense



Expense History

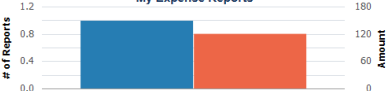


My Wallet



0 Wallet Transactions

My Expense Reports



Category	# of Reports	Amount
Unapproved	1.0	120

1 Active Expense Reports

- < Expense Summary
My Expense Reports

ROARY PANTHER

1111111

Returned 0	
Not Submitted 1	
Awaiting Approval 1	
Pending Payment 0	
View All 2	

Not Submitted

Copy To New Report

Actions ×

Actions

Delete Report

Send Notification

n ◇

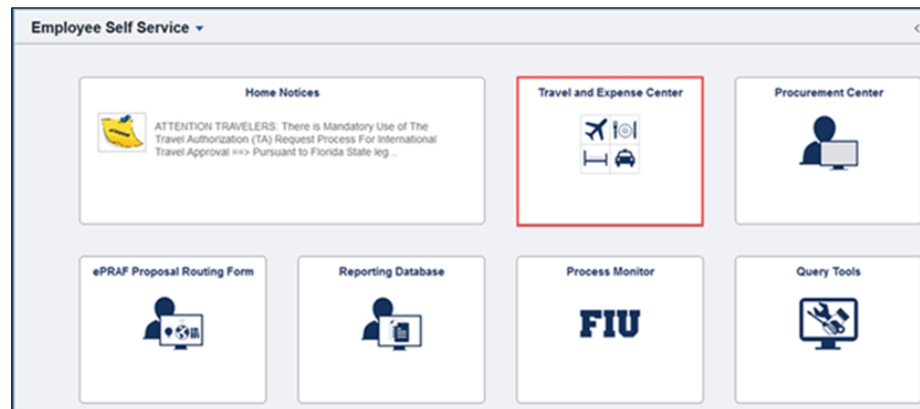
 Conference

Version 9.1.0 – August 2023

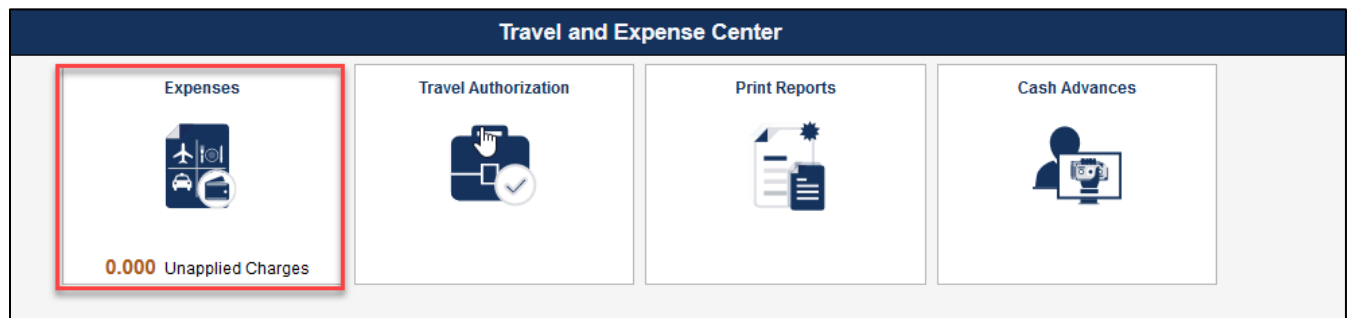
Print an Expense Report

To print an Expense Report via the Tiles

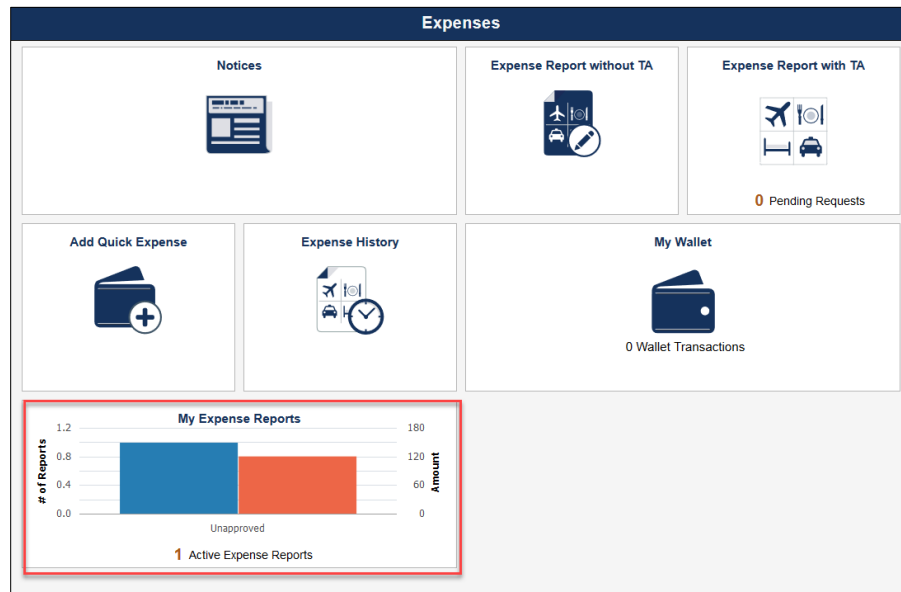
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Click the **Expenses** tile.



3. Click the **My Expense Reports** Tile.



4. Select the Expense Report to be printed.

Expense Entry My Expense Reports

ROARY PANTHER 1111111

Returned 0

Not Submitted 1

Awaiting Approval 1

Pending Payment 0

View All 2

Awaiting Approval

Create Expense Report

Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	TED Conference	0000123456	Submission in Process			01/05/2023	100.00 USD

5. Select **View Printable Report**.

My Expense Reports Expense Summary

TED Conference [x] ROARY PANTHER [x]

View Details Withdraw

Last Saved: 01/05/2023 12:30PM

Expense Report Summary		Approval Status	
Total (1 Item)	100.00 USD	Report ID	0000123456 Submitted for Approval
Due to Employee	100.00 USD		
Additional Information		Submitted ROARY PANTHER Employee 01/05/2023 12:30:49PM Pending Approval (Pooled) Expense Manager Not Routed (Pooled) Prepay Auditor Not Routed Payment	
View Analytics Benefits to FIU or Projects International Travel View Printable Report Receipts Attach Receipts ImageNow			

6. The printable version of the Expense Report will appear in a new window. Use the print functionality of the browser to print the report.

**FLORIDA
INTERNATIONAL
UNIVERSITY**

PeopleSoft Expenses EXC4500

Expense Report

Employee ROARY PANTHER	Report 0000123456
Reference	Business Purpose Conference

TE0000123456

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location		
01/01/2023	Domestic Airfare			Out of Pocket	100.00 USD	1.00	100.00 USD
				Ticket Number: 1234567899	Panther Air		

Employee Expenses	100.00 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Employee	100.00 USD

Payments and Honoraria Received During This Trip

Type	Detailed Description	Total Amount	Responsible Payer
TRAVEL		0.000	

Employee Phone

Department

Entered By user

Receipt

Creation Date

Print Date

Page Number

110401000

111111

01/04/2023

1/4/2023

Page 1 of 1

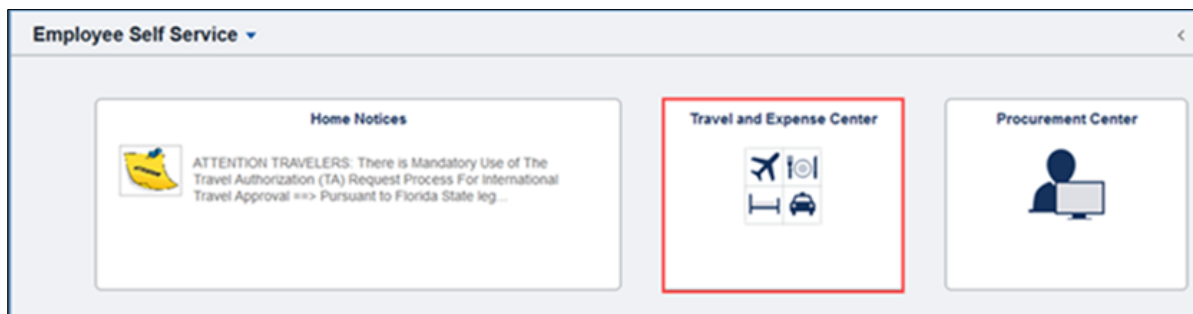
NOTE: The Expense Report will pop-up in alternate window similar to the image pictured above.

Copy from a Paid Expense Report

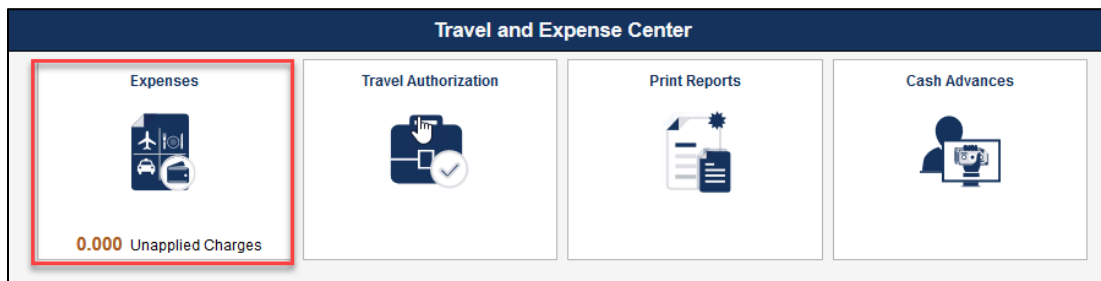
Both Travelers and their Proxies with the appropriate authorization level may copy details from paid Expense Reports for themselves or the traveler's they manage via the following Employee Self Service function.

When copied, a new Expense Report will be created without a linked Travel Authorization (TA). If an Expense Report needs to be created for an approved TA follow the instructions found in the [Create an Expense Report \(linked to a TA\)](#) section of this document.

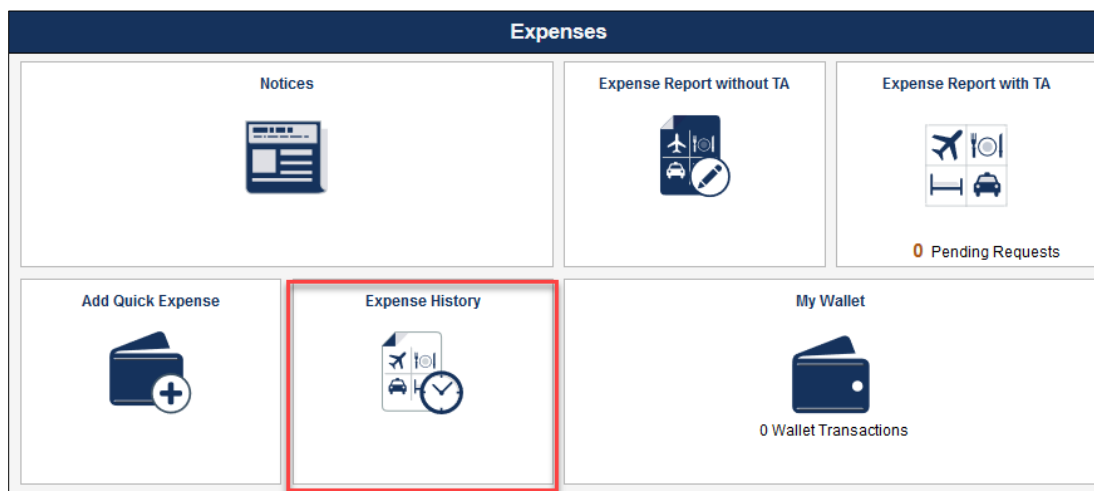
1. Click the **Travel and Expense Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



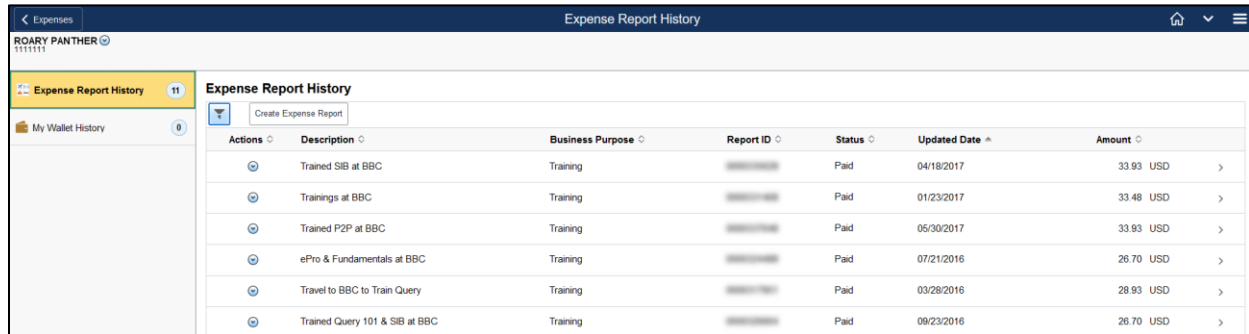
2. Click the **Expenses** tile.



3. Click the **Expense History** Tile.

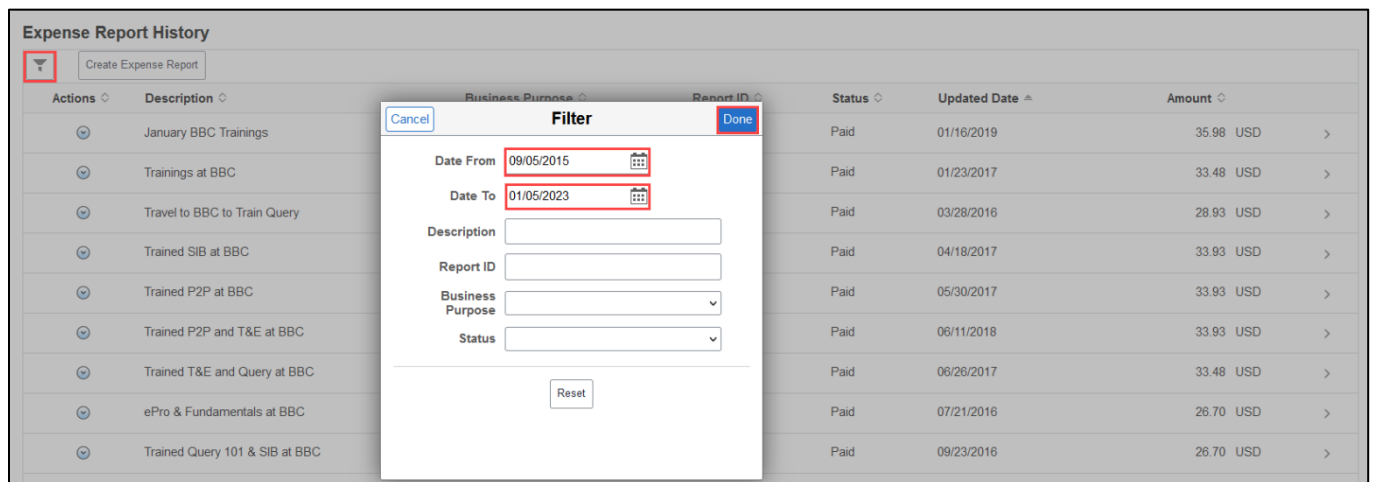


4. Paid Expense Reports are found within the **Expense Report History** tab.



Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	Trained SIB at BBC	Training		Paid	04/18/2017	33.93 USD
	Trainings at BBC	Training		Paid	01/23/2017	33.48 USD
	Trained P2P at BBC	Training		Paid	05/30/2017	33.93 USD
	ePro & Fundamentals at BBC	Training		Paid	07/21/2016	26.70 USD
	Travel to BBC to Train Query	Training		Paid	03/28/2016	28.93 USD
	Trained Query 101 & SIB at BBC	Training		Paid	09/23/2016	26.70 USD

If necessary, use the funnel icon to modify filter criteria.



Expense Report History

Filter

Cancel Done

Date From 09/05/2015

Date To 01/05/2023

Description

Report ID

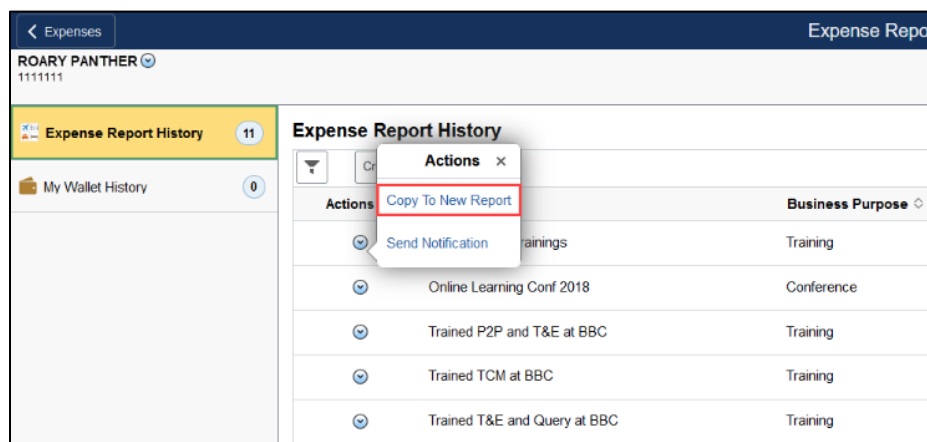
Business Purpose

Status

Reset

Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	January BBC Trainings			Paid	01/16/2019	35.98 USD
	Trainings at BBC			Paid	01/23/2017	33.48 USD
	Travel to BBC to Train Query			Paid	03/28/2016	28.93 USD
	Trained SIB at BBC			Paid	04/18/2017	33.93 USD
	Trained P2P at BBC			Paid	05/30/2017	33.93 USD
	Trained P2P and T&E at BBC			Paid	06/11/2018	33.93 USD
	Trained T&E and Query at BBC			Paid	06/26/2017	33.48 USD
	ePro & Fundamentals at BBC			Paid	07/21/2016	26.70 USD
	Trained Query 101 & SIB at BBC			Paid	09/23/2016	26.70 USD

5. Once found use the **Actions** drop down to select **Copy to New Report** on the line of the ER.



Expense Report History

Actions

Copy To New Report

Send Notification

Actions	Description	Business Purpose
	Trainings	Training
	Online Learning Conf 2018	Conference
	Trained P2P and T&E at BBC	Training
	Trained TCM at BBC	Training
	Trained T&E and Query at BBC	Training

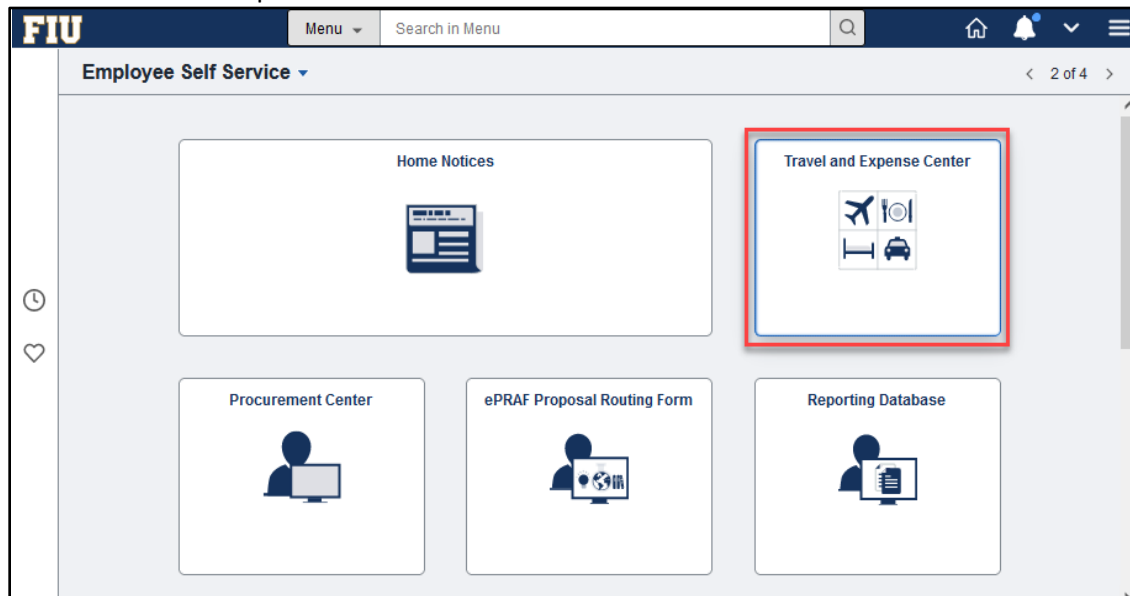
A new Expense Report will be created without a linked Travel Authorization (TA). All ER header and expense line details can be changed. See the [Create an Expense Report](#) section of this document from step 7 onward for further guidance.

Copy from an Unpaid Expense Report

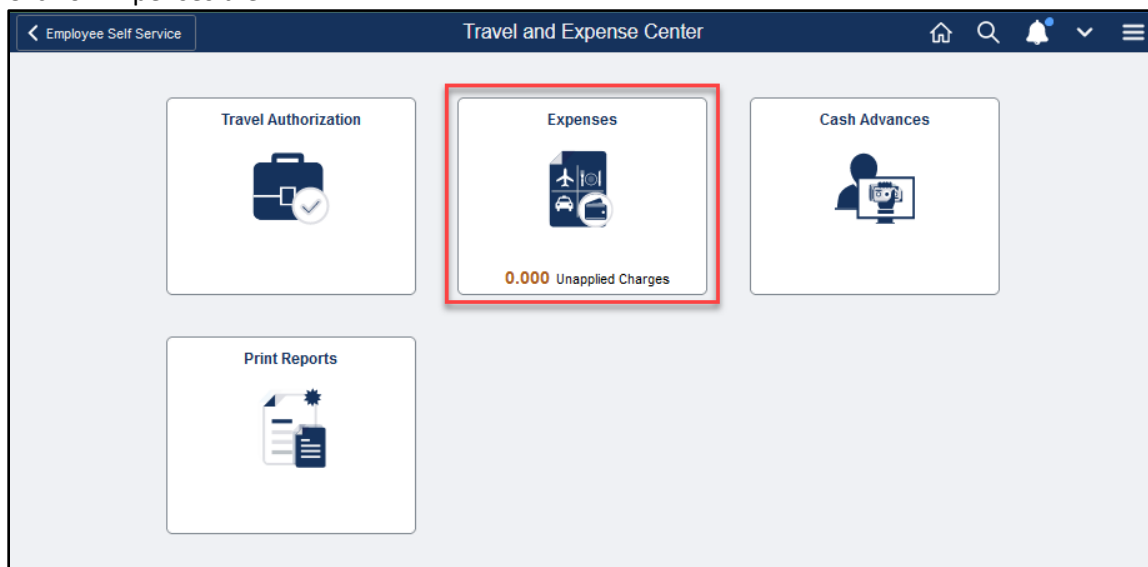
Both Travelers and their Proxies with the appropriate authorization level may copy all details or only the expense lines they select from an unpaid Expense Report for themselves or the traveler's they manage via the following Employee Self Service function.

When copied, a new Expense Report will be created without a linked Travel Authorization (TA). If an Expense Report needs to be created for an approved TA follow the instructions found in the [Create an Expense Report \(linked to a TA\)](#) section of this document.

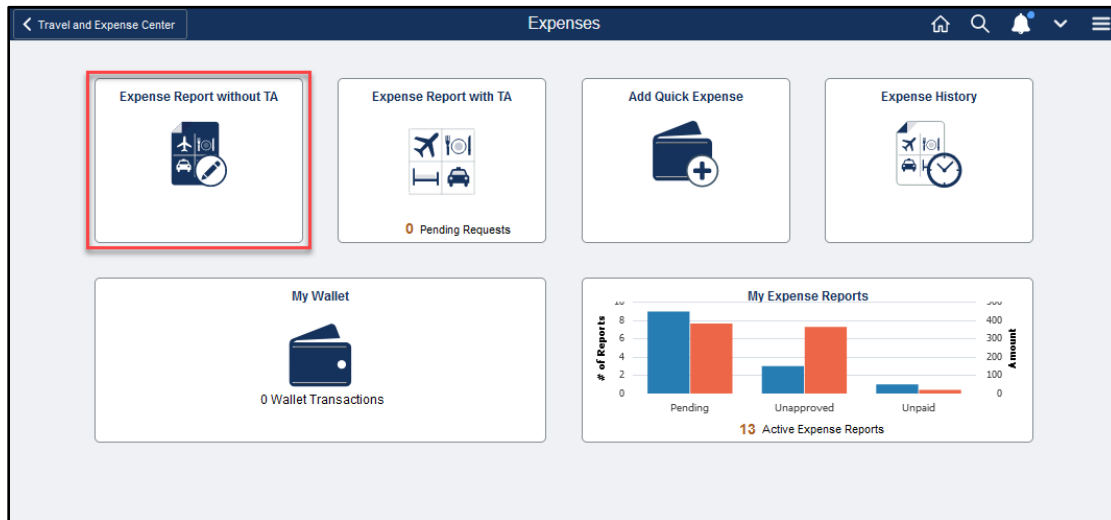
1. Click on Travel and Expense Center tile.



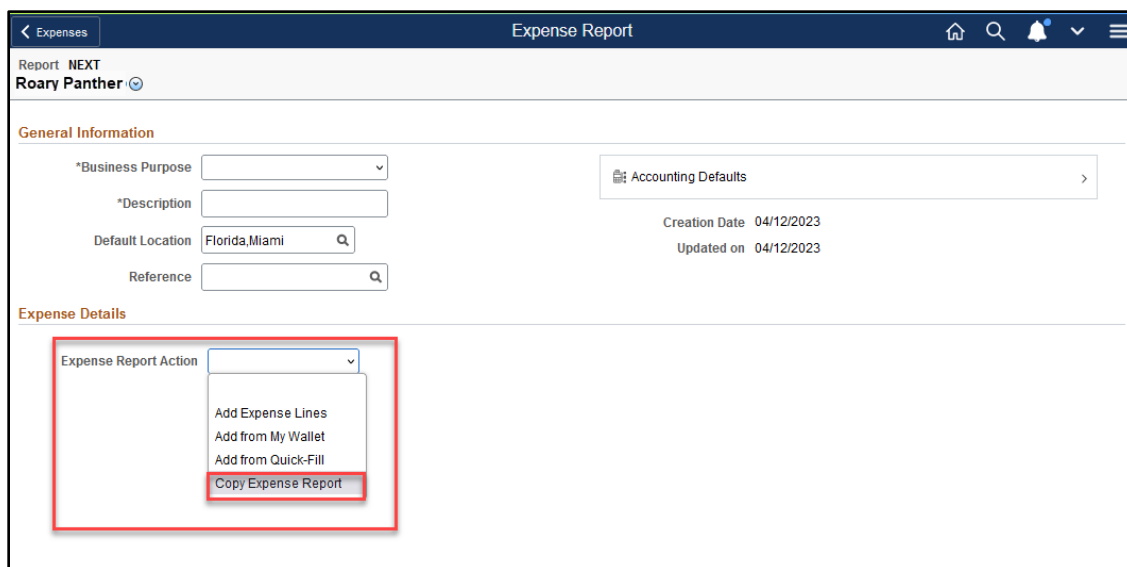
2. Click on Expenses tile.



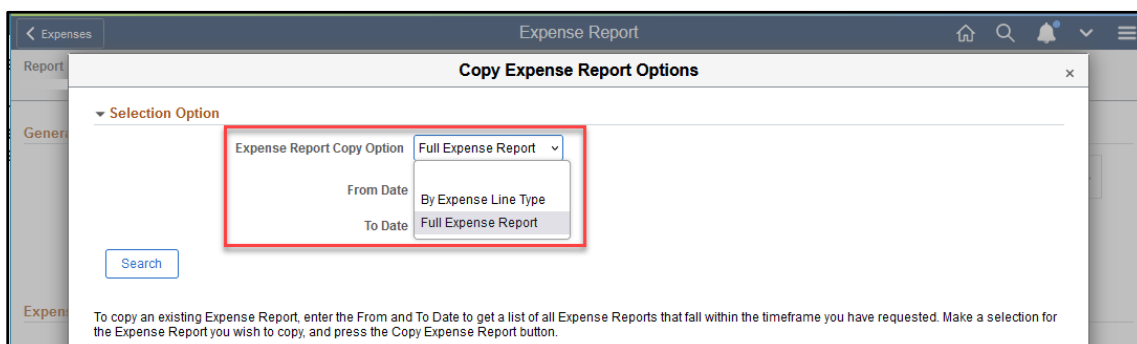
3. Click on Expense Report without TA



4. Select Copy Expense Report from the Expense Report Action dropdown menu.



5. Select to copy By Expense Line Type or Full Expense Report.
- 6.



Expense Report Copy option: **By Expense Line Type** allows to select the Expense Type to search for expense reports containing the expense type selected.

The screenshot shows the 'Copy Expense Report Options' dialog box. Under the 'Selection Option' section, 'Expense Report Copy Option' is set to 'By Expense Line Type'. The 'From Date' is 04/12/2022 and the 'To Date' is 04/12/2023. A 'Search' button is visible. Below the dialog box, a 'Lookup' window is open, showing a table of expense types. A red arrow points from the 'Expense Type' search field in the dialog box to the 'DOM_MIL' row in the lookup table.

Expense Type	Description
BOOKS	_Books & Educational Supplies
DOM_AIR	Domestic Airfare
DOM_AUT	Domestic Auto Rental
DOM_INC	Domestic Incidentals
DOM_LOD	Domestic Lodging
DOM_MIL	Domestic Mileage
DOM_MLS	Domestic Meals

Expense Report Copy Option: **Full Expense Report** shows reports for the dates on the search criteria.

7. Select the dates and click Search.

The screenshot shows the 'Copy Expense Report Options' dialog box. Under the 'Selection Option' section, 'Expense Report Copy Option' is set to 'Full Expense Report'. The 'From Date' is 03/01/2022 and the 'To Date' is 04/12/2023. A 'Search' button is highlighted with a red box. Below the dialog box, there is a text instruction: 'To copy an existing Expense Report, enter the From and To Date to get a list of all Expense Reports that fall within the timeframe you have requested. Make a selection for the Expense Report you wish to copy, and press the Copy Expense Report button.'

8. Select the Report.

Copy Expense Report Options

Selection Option

To copy an existing Expense Report, enter the From and To Date to get a list of all Expense Reports that fall within the timeframe you have requested. Make a selection for the Expense Report you wish to copy, and press the Copy Expense Report button.

Base Expense Reports

Copy Expense Report

Sel	Report ID	Description	Purpose	Report Status	Creation Date	Location	Total Amount
☐	0000412400	Training TT	Training	Pending	04/12/2023	1018	100.000
☐	0000412379	Test Conference	Conference	Pending	04/11/2023	1309	200.000
☐	0000412349	Convention	Convention	Pending	04/07/2023	1309	20.030
☐	0000412348	Test 4	Meeting	Pending	04/07/2023	1018	0.000
☐	0000412346	Test	Meeting	Pending	04/07/2023	1018	40.060
☐	0000412345	Training Meeting	Meeting	Pending	04/07/2023	1018	20.030
☒	0000412344	TEST 3 Conference	Conference	Submitted for Approval	04/07/2023	0755	108.680

9. Click on **Update Details** or **< Expenses** to modify the report as needed.

Expense Report

Report: 0000412415
Roary Panther

Update Details

General Information

*Business Purpose: Conference

*Description: TEST 3 Conference

Default Location: Russia, Moscow

Reference:

Accounting Defaults

Creation Date: 04/12/2023 Roary Panther

Updated on: 04/12/2023 Roary Panther

Expense Report Statuses

Pending: An employee has not submitted the expense report, or the approver or auditor denied and returned the expense report to the employee. This is the default status for a newly created expense report.

Submitted for Approval: The Expense Report is ready for approval or audit process.

Approved: The Expense Report has been approved and ready to be processed for payment to the employee.

Approvals in Process: Depending on your approval and audit requirements, after anyone on the approval list has approved or placed the document on hold. The status changes to *Approvals in Process*. There may also be situations where transactions have been approved for payment but not yet approved for billing. In these instances, the approver may see the status as *Pending Billing Approval*.

Approved for Payment: The expense report is authorized for payment processing.

Staged: The expense report is staged for payment. Completely approved and will be paid in next pay cycle.

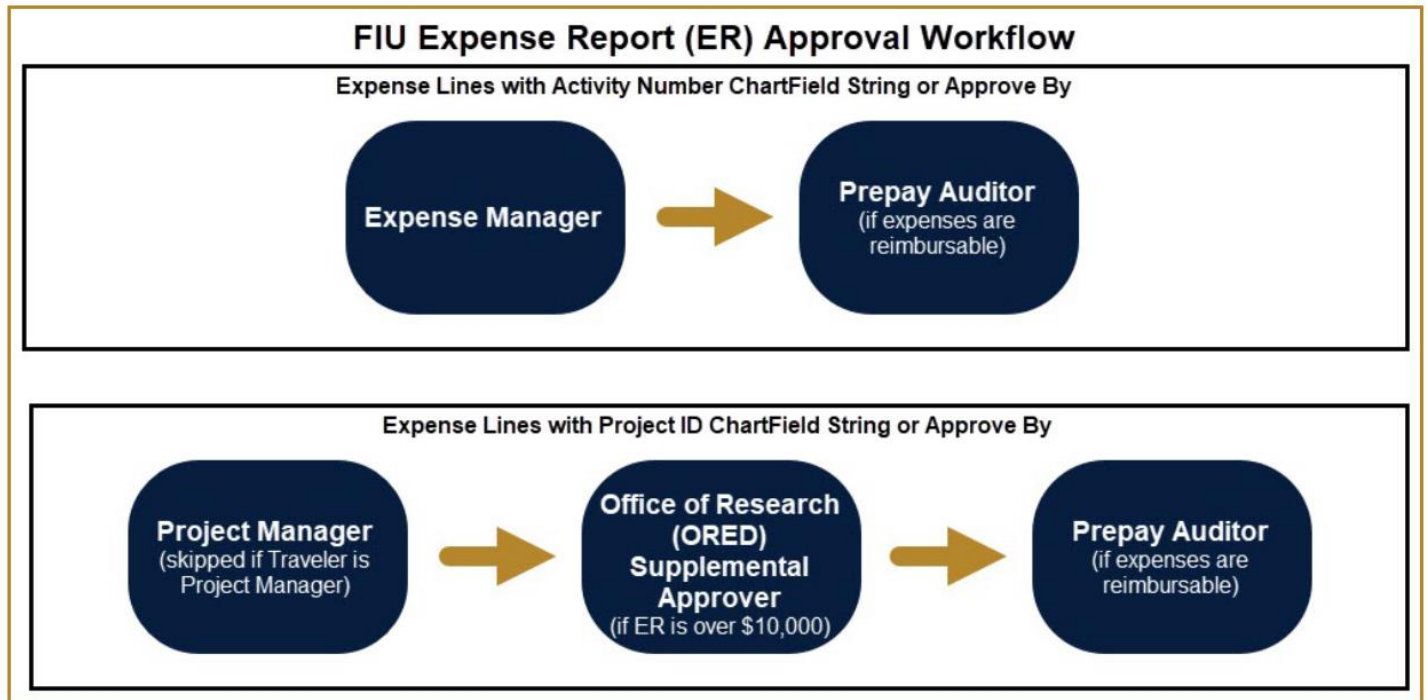
Paid: The employee has been issued a reimbursement.

Hold: Approver places the expense report on hold.

Closed: Expense report is closed by the user or Travel department.

Expense Report Workflow

Upon submission, Expense Reports will systematically route for approval. See the workflow diagram below.



The first required approval will either be an Expense Manager (for Activity Numbers) or Project Managers (for Projects/Grants).

- This first approver must Budget Check the Expense Report to Approve. Budget checking is not required to Deny or Send Back the ER.
- For Out of Pocket and Travel & Entertainment Card Expense Lines, routing is determined by the ChartField Accounting string(s).
- For University Credit Card Expense Lines, routing is determined by the SpeedType entered in the Approved By field.

For Expense Reports associated to Projects and exceed ten thousand dollars (\$10,000.00), a supplemental approval may be required from the Office of Research (ORED).

Final approval is granted by a Prepay Auditor.

Missing Receipts

Receipts are required for reimbursable expenses. It is the responsibility of the traveler to collect receipts and attach those receipts to the Expense Report. In the case that a traveler does not have or has misplaced a receipt, a **Lost Receipt Form** needs to be completed.

FLORIDA INTERNATIONAL UNIVERSITY		Lost/Replacement Receipt Form	
Office of The Controller			
Payment Method: ☐ Cash ☐ Personal Debit/Credit Card ☐ University Issued Credit Card (Departmental/TE Card)			
This form is to be used <u>ONLY</u> if the actual receipt, invoice, packing list or internet order form is not available.			
It will be allowed only in extenuating circumstances. This form must be filled out <u>COMPLETELY</u> and signed by the purchaser and by a unit approver with budget authority.			
Employee and Transaction Information			
Employee Name: _____		Panther ID #: _____	
Department Name: _____		Work Phone #: _____	
Type of Expense (i.e. taxi, Uber, commodity) _____			
Vendor Name: _____		Purchase Date: _____	
Vendor Location: _____		Vendor Phone : _____	
Explanation of why receipt is unavailable: _____			
Description of Purchase (itemized by item and cost if appropriate)			
Description			Cost
Total:			
Business Purpose: _____			
Employee Certification: By completing this form, I acknowledge that I have made every attempt to obtain a copy of the receipt from the vendor. I understand that if it is found, I cannot submit it for reimbursement or payment through another source. This form cannot be used for any expense of which an individual can obtain a duplicate receipt from the merchant, including, but not limited to airfare, auto rental, lodging, food/restaurant, etc...			
Travel Related Purchases Only: All lost receipt forms for purchases made with debit or credit card must include a bank or credit card statement supporting the amount charged and the merchant paid.			
Employee Signature: _____		Date: _____	
Unit Approver Certification: By signing this form, I agree that the above purchase was for business purposes. The employee was reminded that that vendor receipts are required for all university purchases.			
Printed Name: _____		Title: _____	
Signature: _____		Date: _____	

Note for Traveler: Read this form in its entirety. This form cannot be used frequently and is only accepted after traveler has tried to obtain a duplicate receipt from the merchant.

The form can be found [here](#).

Approve or Send Back Transactions

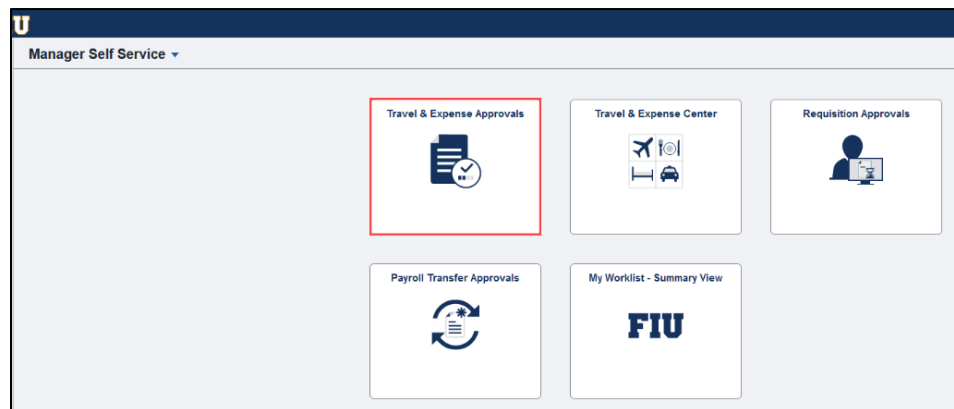
After submission, Travel & Expense documents enter an approval workflow that involves approvers such as HR Supervisors, Expense Managers, Project Manager, or Supplemental Approvers. This is systematically configured and may be unique to each travel document.

Each approver involved will receive an email informing them that there is a document pending their review. Approvers may choose to click the direct link within those emails or navigate through PantherSoft Financials. Approvers can also approve via mobile devices. Approvers are also responsible for performing the Budget Check prior to approving.

Approve or Send Back Travel Transactions

To approve transactions, use the drop down at the top of the homepage to select **Manager Self-Service** or other approving home pages.

1. Click the **Travel & Expense Approvals** Tile.



2. Click on any of the tabs for the specific transaction to be approved, then click the blue links to review the transaction.

Overview	Expense Reports	Time Reports	Time Adjustments	Travel Authorizations	Cash Advances	Errors
► Search Pending Transactions ? ► Change Sort Order ? Refresh List						
Transactions to Approve ?						
Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID
Travel Authorization	300.00	USD	Panther, Roary	1111111	Travel to Algeria, Turkey, and	
Travel Authorization	247.00	USD	Panther, Roary	1111111	Getulio Vargas Foundation	
Travel Authorization	30.00	USD	Panther, Roary	1111111	test	

3. A **Summary** page will appear, allowing the approver to review the transaction's details.

Approve Travel Authorization

Travel Authorization Summary

ROARY PANTHER A [User Defaults](#)

General Information

Description	International TED Conference	Authorization ID	0000123456
Business Purpose	Conference	Reference	E Multiple Destinations
Status	Submitted for Approval	Description	Multiple Country Destinations
Date From	01/08/2023	Updated on	01/05/2023 2:58:36PM
To	01/09/2023	By	1111111

Urgency: B [Foreign Travel Guidance and Screening Survey](#) C [Attachments](#) D [Notes](#)

Accounting Defaults More Options [...Choose an Action](#) [GO](#)

You can deny individual expenses and still approve or send back the overall report.

Details F

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve
Foreign Airfare	01/08/2023				100.00	USD	☒

Totals

Total	100.00 USD
Less Non-Approved	0.00 USD
Total Authorized	100.00 USD

Information available for approvers to review includes:

- A. **General Information** – These are header details that pertain to the trip such as the Traveler's destination, business purpose, and travel dates (From and To).
- B. **Foreign Travel Guidance and Screening Questionnaire** – This link, used by Export Control reviewers, supplies access to the Traveler's responses to the screening questionnaire.
- C. **Attachments** – Attachments can be viewed or added here.

Travel Auth Attachments

Travel Authorization ID 0000123456 [Help](#)

Details

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

[Add Attachment](#)

[OK](#) [Cancel](#)

- D. **Notes** – Notes from the traveler can be seen here. Approvers may also write in any information they wish to communicate to the traveler or those upcoming in the workflow.

- E. **Multiple Destinations** – When multiple countries are entered as destinations for the trip, the **Description** field will show “*Multiple Country Destinations*” and this link can be used to view those destinations.

Enter all destinations that you are Traveling to

	Expense Location	Description
1 0216	Cuba,Havana	
2 0755	Russia,Moscow	

- F. **Details** - Supply a list of all expenses added to the transaction. These can be reviewed in detail via the **Expense Type** links.

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve
Foreign Airfare	01/08/2023				100.00	USD	☒

Expense Detail for Foreign Airfare (Line 1)

ROARY PANTHER Authorization ID 0000123456

About This Expense

Date 01/08/2023
 Payment Type Out of Pocket
 Expense Billing Code FIU Expense
 Airfare Receipt Number
 Merchant (Choose One)
 Non-preferred Panther Air
 Location
 Description
 Amount 100.00 USD

Accounting Summary

Amount	GL Unit	Account	Alt Acct	Dept	Site	Fund	Program	Activity Nbr
100.00	FIU01	711233	71100	110401000	01	210	61	

Update Accounting Detail
☒ Approve Authorization

Previous Expense Next Expense

Return to Travel Authorization Summary

4. An Approver may choose to select the following actions: **Approve**, **Send Back**, or **Hold**.

Approve	Send Back	Hold
Return to Approval List		Previous in List

Approve: Approves the transaction for the approver's role and moves the transaction to the next step in the approval workflow. The transaction must be budget checked and its budget status must be "Valid" before it can be approved. The automated budget checking job runs at 8 am, 11 am, and 2 pm. If the TA has not been budget checked and it needs to be approved right away, follow the steps for budget checking in the [Budget Check Manually](#) section of this document.

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.		
Budget Status Not Budget Checked		
Budget Options		
Approve	Send Back	Hold
Return to Approval List		Previous in List

Send Back: Returns the transaction to the submitter. Comments must be entered in the Comments field. A Budget Check is not required. The approver needs to send back the TA if it is in Budget Error.

▼ Comments			
Budget Checking completed. Report is ready for Approval/Posting.			
Budget Status Valid			
Budget Options			
Approve	Send Back	Hold	Save Changes
Return to Approval List		Previous in List	

Hold: Holds the transaction in the approver's queue and removes it from other approvers in the same level.

Budget Check Manually

The approver must budget check only if the Budget Status is “Not Budget Checked” and the document needs to be approved right away.

- a. Click the [Budget Options](#) link.

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

Budget Status Not Budget Checked

[Budget Options](#)

Approve Send Back Hold

[Return to Approval List](#) [Previous in List](#)

- b. Click the **Budget Check** button on the Commitment Control window.

Commitment Control [X] [Help](#)

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

☐ Override Transaction

[Budget Check](#) ⓘ

Go to Transaction Exceptions Go To Activity Log

[OK](#) [Cancel](#)

- c. Click the **OK** button once the **Budget Checking Header Status** updates.

Commitment Control [X] [Help](#)

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status Valid

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0006219938

Commitment Control Tran Date 01/05/2023

☐ Override Transaction

[Budget Check](#) ⓘ

Go to Transaction Exceptions Go To Activity Log

[OK](#) [Cancel](#)

Delegate Workflow Items to Alternate Approvers

An approver can grant another employee who has the same approval authority as they do to approve transactions in their absence. Please note that the same approval authority refers to someone else who also has either Expense Manager and/or Project Manager system access. This kind of delegation applies to ALL transaction approvals, not only travel related. The transaction will start rerouting to the selected alternate approver from the set date range. Any transaction that was in the approval process prior to delegating will not route to the delegated approver.

1. In PantherSoft Financials, navigate using the **NavBar** to **Main Menu > My System Profile (at the bottom of the menu options)**.
2. Enter the **Alternate User ID**. Use the search glass to select the user. Enter the date range for the delegation and click **Save**.

The screenshot shows the 'Travel Authorization' page in PantherSoft Financials. The 'Alternate User' section is highlighted with a red box. It contains the following fields:

- Alternate User ID**: A search field with a magnifying glass icon.
- From Date**: A date picker field with an example of 12/31/2000.
- To Date**: A date picker field with an example of 12/31/2000.

Below the 'Alternate User' section, there are sections for 'Workflow Attributes' (with checkboxes for 'Email User' and 'Worklist User'), 'Miscellaneous User Links', 'Email' (with a table for email accounts), and 'IM Information' (with a table for instant messaging details). A 'Save' button is located at the bottom left of the page.

NOTE: There are circumstances where a travel document may need to be re-routed to an alternate approver because the previous process was either not followed or there is an exception. In this case an email can be sent to controller@fiu.edu with a request to re-route the travel document. Include in the request, the document number (TA, CA, ER) and names and Panther ID numbers of both the original approver and alternate approver. The original approver and alternate approver **MUST BE** copied to the email request. Financial System and Support Services team members will review each request.

View Employee Reimbursement Information

PeopleSoft allows a user to view employee expense data. Viewing employee expense data allows supervisors to see how much an employee has been expensed. This functionality can be used if an employee is missing payment and for verification.

View Employee Expense and Payment History (not as Traveler or Proxy)

1. Use the **NavBar** to navigate to **Main Menu > Travel & Expenses > Process Expenses > Review Payments > Employee Expense History**.
2. Enter **Employee ID** or drop down to search by **Name** then click the **Search** button.

Employee Expense History

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: Employee ID begins with

Limit the number of results to (up to 300): 300

3. Enter the **From Date** and **Through Date** then click the **Search** button. A list of payment history will be displayed.

Employee Expense History

ROARY PANTHER

Expense Dates

From Date 01/05/2022

Through Date 01/05/2023

Transaction Type All

Search

Expense History

Type	ID	Description	Status	From Date	Through Date	Submitted Amount
	View					0.000

Return to Search

Notify

View Employee Expense and Payment History (As Traveler or Proxy)

1. Use the **NavBar** to navigate to **Main Menu > Employee Self Service > Travel and Expense Center > Review Payments**.
2. Enter **Employee ID** and **SetID** then click the **Search** button.

Employee Expense Payments

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

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Name begins with

Payment Reference begins with

*SetID =

Bank Code begins with

Bank Account begins with

Payment Number begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

3. Select the payment to review from the search results. The Payment Information page with details will appear.

Employee Payment History

ROARY PANTHER

Payment Information

Payment Date 01/16/2019 Payment Amount 35.98 USD

Payment Status Paid Payment Reference 80146239

[Payee Address](#)

Payments

Type	ID	Description	Status	Created	Amount	Currency
Expense Report	0000123456	January BBC Trainings	Paid	01/14/2019	35.98	USD

Appendices

Useful Queries

EXC8500	Travel Authorization Info
EXC5500	Cash Advance Info
EXC4500	Expense Report Info
FIU_DEPT_APPROVERS_BY_DEPT	FIU Dept. Approvers by Dept
FIU_FSSS_SUPERVISOR_LOOKUP	Lookup HR supervisor of traveler
FIU_FSSS_TA_QUEUE	Travel Authorization Queue
FIU_FSSS_ER_QUEUE	Expense Report Queue
FIU_FSSS_ASSOCIATED_TRAVELAUTH	Is TA linked to ER?
FIU_EXP_RPT_APPROVAL_HISTORY	Approval history for Exp Report
FIU_FSSS_PROXY_PROMPT –	view who you are proxy for
FIU_FSSS_ASSOCIATED_TRAVELAUTH –	provides Expense Report number associated with TA. Must know TA #.

Travel Transaction Statuses

Travel Authorizations

CLS – Closed
PND – Pending
CLS – closed
PAR – Approvals in Process
SFA – Submission in Process

Expense Reports

PD – Paid
APY – Approved for Payment
PND – Pending
HLD – Hold
STG – staged, after approved for payment
SUB – Submitted for Approval
SUB – Submitted for Approval
PAR – Approvals in Process
APR – Approved

Cash Advances

APY - Approved for Payment
CLS – Closed
PAR – Approvals in Process
PND – Pending
STG - Staged
SUB - Submitted for Approval
PND - Pending
PD - Paid
RCN - Reconciled

Important Travel Links

Travel and Other Expenses Manual

https://controller.fiu.edu/wp-content/uploads/sites/24/2021/01/Travel_Manual.pdf

General Services Administration

<http://www.gsa.gov/portal/content/104877>

Defense Travel Management Office

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Department of State

https://aoprals.state.gov/web920/per_diem.asp

Mapquest

<http://www.mapquest.com/directions>

Money Exchange Information

<http://www.oanda.com/currency/converter/>

Avis and Budget Car Rental Instructions

<https://controller.fiu.edu/departments/procurement/procure/shopping-guide/avis-budget-group/>

Fly America Act

<http://www.gsa.gov/portal/content/103191>