

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System

### TM – Travel Management

#### Process for Prepaid Expenses

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What is considered a Prepaid Expense?

1. Any payment made directly to a third party prior to the actual trip;
2. Any reimbursement to the traveler prior to the actual trip;

Some examples include: conference registration fees and transportation costs.

#### EXAMPLE 1

*Conference Registration (\$250) will be prepaid to the vendor.*

To start a Travel Expense Report prior to the actual trip, go to the All My Travel Requests tab from the My Trips and Expenses overview screen and click on Create in the Expense Report column next to the trip number of the trip you are requesting reimbursement. This option will only be available once the Travel Request is approved and posted to FI.

All My Trips (6)		All My Travel Requests (6)		All My Expense Reports (2)		Pending Exp. Reports (2)					
View:	[Standard View]	Display/Print	Change	Copy	Delete	Cancel Trip	Create New Travel Request	Change Query Define New Query Personalize			
Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report	Alert	History	
1000000205	01/06/2015	01/09/2015	Pittsburgh Training	Training	transferred to FI	Request Approved	Add	Create		Display	

The Create Expense Report process will start as usual.

Select schema and click start.

Start

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### Schema Selection

Domestic - Overnight

International - Overnight

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Typically, nothing will be changed on the General Data screen.

Go to the Enter Receipts screen

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	<span style="color: green;">●</span>	Estimated Cost	891.38	United States Dollar	01/06/2015	891.38	<input checked="" type="checkbox"/>	Entered Manually

- 1) Adjust the Estimated Cost amount in the “receipt amount” column – This amount should be reduced by the amount being prepaid; otherwise, commitments will be overstated in Funds Management
- 2) Click on New Entry and select the appropriate Expense Type for the prepaid (Conference Registration in this example). Enter information as required for the Expense Type.
  - NOTE: To set up for payment to a third party, you must make the appropriate selection from the drop down menu. In this case “X: Pd direct to vendor-Conf Re” Selections that do not begin with “X” will result in payment to the traveler, not the third party.

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	<span style="color: green;">●</span>	Estimated Cost	257.38	United States Dollar	01/06/2015	257.38	<input checked="" type="checkbox"/>	Entered Manually
002	<span style="color: green;">●</span>	X: Pd direct to vendor-Conf Re	250.00	United States Dollar	01/06/2015	250.00	<input checked="" type="checkbox"/>	Entered Manually

\*Description:

Comment:

When receipt entry is complete, click Accept, click Review, and Save & Send for Approval to submit the Expense Report to workflow.

Make sure to complete your “Out Service Training Form”

([http://www.bloomu.edu/documents/fin\\_bus\\_svcs/OutSvcTraining.pdf](http://www.bloomu.edu/documents/fin_bus_svcs/OutSvcTraining.pdf)) and submit it with all applicable registration documents to the Accounts Payable Department for processing.

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#### EXAMPLE 2

Hotel (\$384) has been paid for by the traveler prior to the trip and will be reimbursed to the traveler

Since an Expense Report was already started to pre-pay the Conference Registration, we will just Change that Expense Report.

Start by going to the All My Expense Reports tab from the My Trips and Expenses overview screen and click on the applicable line to select to appropriate trip number.

This will highlight the desired line.

All My Trips (6)   All My Travel Requests (6)   <b>All My Expense Reports (3)</b>   Pending Exp. Reports (3)											
											Change Queue
View:	[Standard View]	Display/Print	Change	Copy	Delete	Cancel Trip	Create New Expense Report				
Trip Number	Travel Request	Start Date	End Date	Destination	Reason	Advance	Paid by Company	Reimbursement	Trip Total	Processing Status	Approval Status
100000205	Display	01/06/2015	01/09/2015	Pittsburgh Training	Training	0.00	0.00	250.00	891.38	Released for Approval	Trip Completed

Click “change” to open document for entry.

### Change Expense Report ( 100000205 )

1 2 3 4  
General Data Enter Receipts Review and Send Completed

Employee Peters , Danielle Marie ( 00070086 ) Schema Domestic - Overnight

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments ( 0 )

**General Data**

\* Start Date: 01/06/2015 06:00  
\* End Date: 01/09/2015 17:00  
Posting Date: 01/06/2015

**Destination**

\* Trip Country: Standard Conus Rate, USA Trip Region: P/P3 Pittsburgh, PA  
\* Destination: Pittsburgh Training

Go to the Enter Receipts screen

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# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System

### TM – Travel Management

#### Process for Prepaid Expenses

< Previous Step
Review >
Save Draft

**Receipts in This Expense Report**

New Entry
Copy
Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	●	Estimated Cost	257.38	United States Dollar	01/06/2015	257.38	☑	Entered Manually
002	●	X: Pd direct to vendor-Conf Re	250.00	United States Dollar	01/06/2015	250.00	☑	Entered Manually

- 1) Again, adjust the Estimated Cost amount – This amount should be reduced by the amount being prepaid; otherwise, commitments will be overstated in Funds Management;
- 2) Do not make any changes to the receipt for Conference Registration as the Travel Expense Report is building upon itself;
- 3) Click on New Entry and select the appropriate Expense Type (Hotel in this example). Enter information required for the Expense Type. The comment section can be used to enter the hotel name and any other pertinent details.

**Receipts in This Expense Report**

New Entry
Copy
Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	●	Estimated Cost	257.38	United States Dollar	01/06/2015	257.38	☑	Entered Manually
002	●	X: Pd direct to vendor-Conf Re	250.00	United States Dollar	01/06/2015	250.00	☑	Entered Manually
003	◇	Hotel	384.00	United States Dollar	01/06/2015	0.00	☑	Entered Manually

\* From Date:  \* To Date:  Number:

\* Description:

Business Purpose:

Comment:

Accept
Accept and New Entry
Change Cost Assignment
Enter Itemization
Check
Copy
Delete

- 4) When satisfied with data entered, click Accept, Review and Save and Send for Approval.

Remember to initial and date your original receipt(s) and at any time during the process, you MUST upload your receipts as attachments.

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#### Process for Prepaid Expenses

### EXAMPLE 3

The only expense being claimed is Enterprise car rental. This is paid directly to the vendor.

1. Employee submits a trip request

**General Data**

\* Start Date:

\* End Date:

Posting Date:

**Destination**

\* Trip Country:  Trip Region:  Harrisburg, PA

\* Destination:

Additional Destinations:

**Additional Information**

\* Activity (Expenses):

\* Reason:

\* Estimated Costs:  USD

Comment:

2. Enter your estimated costs:

Adjust the "Meals/Subsistence" to zero;

Enter estimated car rental amount;

Estimated Costs		
Travel Mediums	Estimated Costs	Currency
Airfare	0.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	0.00	USD
Gasoline	0.00	USD
Hotel	0.00	USD
Meals/Subsistence	0.00	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	0.00	USD
Car rental	34.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	0.00	USD
<b>Sum</b>	<b>34.00</b>	<b>USD</b>

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System

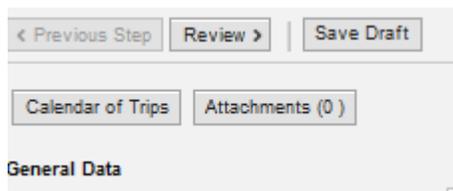
### TM – Travel Management

#### Process for Prepaid Expenses

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3. Save the form by clicking “Save Draft”.
4. Attach Short Term Vehicle Reservation Form

Click the “Attachments” button on the upper left of your window



< Previous Step | Review > | Save Draft

Calendar of Trips | Attachments (0)

General Data

Browse to locate your file; select and click “Upload”.

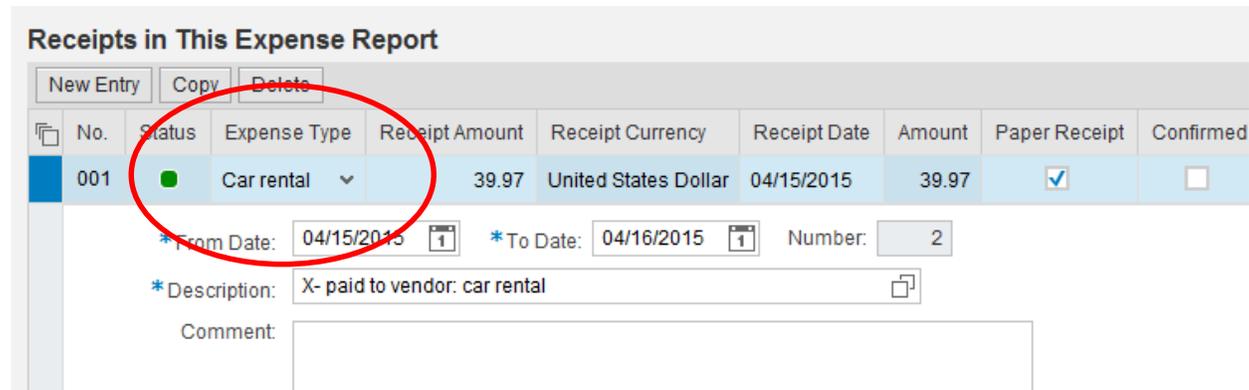
5. Review document for completeness – save and send for approval.

At this time, your task is complete. Accounts Payable will process a TER to support the car rental.

Please see below for clarification on entry of receipt. This is a common error:

When entering the prepaid expense, be sure to use the correct selection in the “Expense Type” field

**Note that this is the WRONG way to enter:**



Receipts in This Expense Report

New Entry | Copy | Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Confirmed
001	●	Car rental	39.97	United States Dollar	04/15/2015	39.97	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* From Date: 04/15/2015 | \* To Date: 04/16/2015 | Number: 2

\* Description: X- paid to vendor: car rental

Comment:

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**TM – Travel Management**  
**Process for Prepaid Expenses**

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*Here you will find the CORRECT entry:*

**Receipts in This Expense Report**

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date
001	●	X: Pd direct to vendor-Car Rnt	39.97	United States Dollar	04/15/2015

\* From Date: 04/15/2015 \* To Date: 04/16/2015 Number: 2

\* Description: Enterprise

Comment: