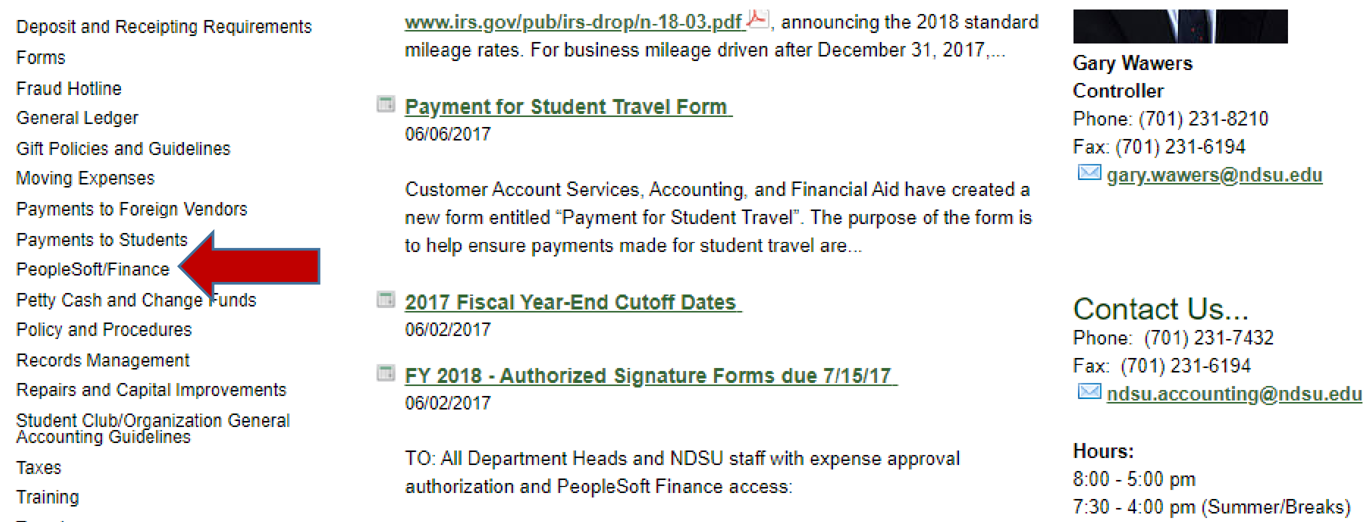
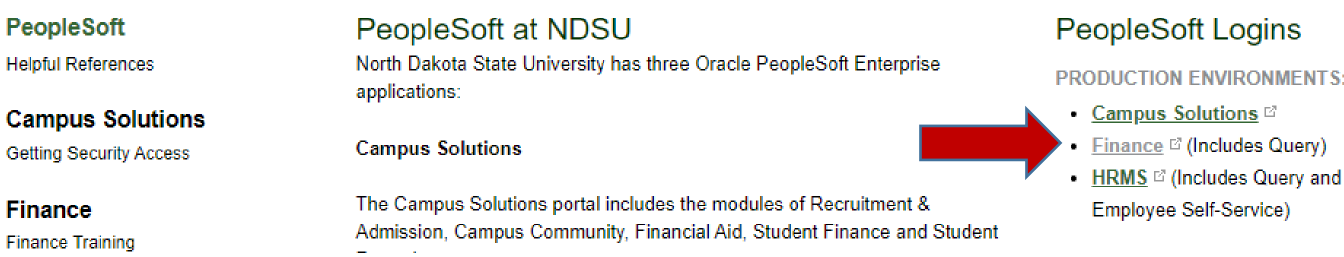
Submitting the Travel Expense Report

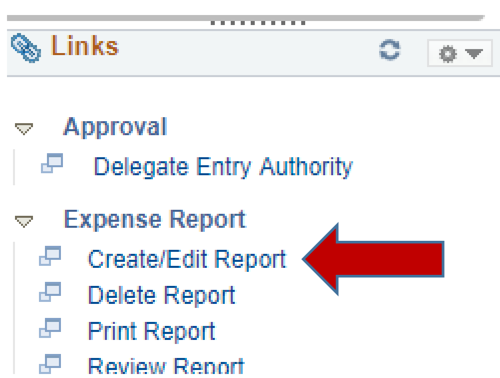
1. **Go to the Accounting Office website https://www.ndsu.edu/accounting/ and click on "PeopleSoft/Finance" to login.**



2. **Click "Finance" under PeopleSoft Logins**



3. **Once signed in, click NavBar -> Navigator -> Travel and Expenses -> Expense WorkCenter. From here your will click "Create/Edit Report." Your EMPL ID should populate.**
   *****Be sure the EMPL ID matches the person getting reimbursed, and then click add.**



4. In the expense report you will need to select your business purpose as "Group/Team Travel," write a short report description (ie. the title of your program), and choose Fargo as the default location.

5. Under the expense header is where you will choose the items you would like to be reimbursed for, such as meals and other program related expenses.

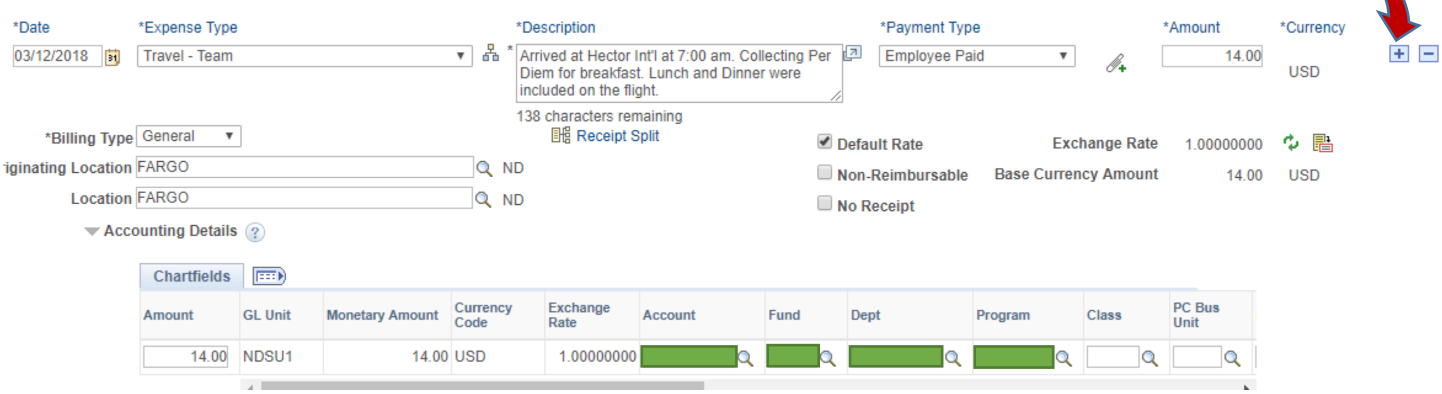
   Start with the date you leave, choose the expense type "Travel – Team", write the time you arrived at the airport for the first day and what you are collecting for that day in the description box.

   Put the amount you are collecting in the "Amount" box (You will need to use the per diem calculator for this part).

   You will need to put our office's fund, account, dept. number, and program code related to faculty-led programs in the green boxes below (Please contact us for this information).

   You will continue these steps for each day you collect Per Diem.

   To add another day, click the "+" next to currency on the right side of the page.



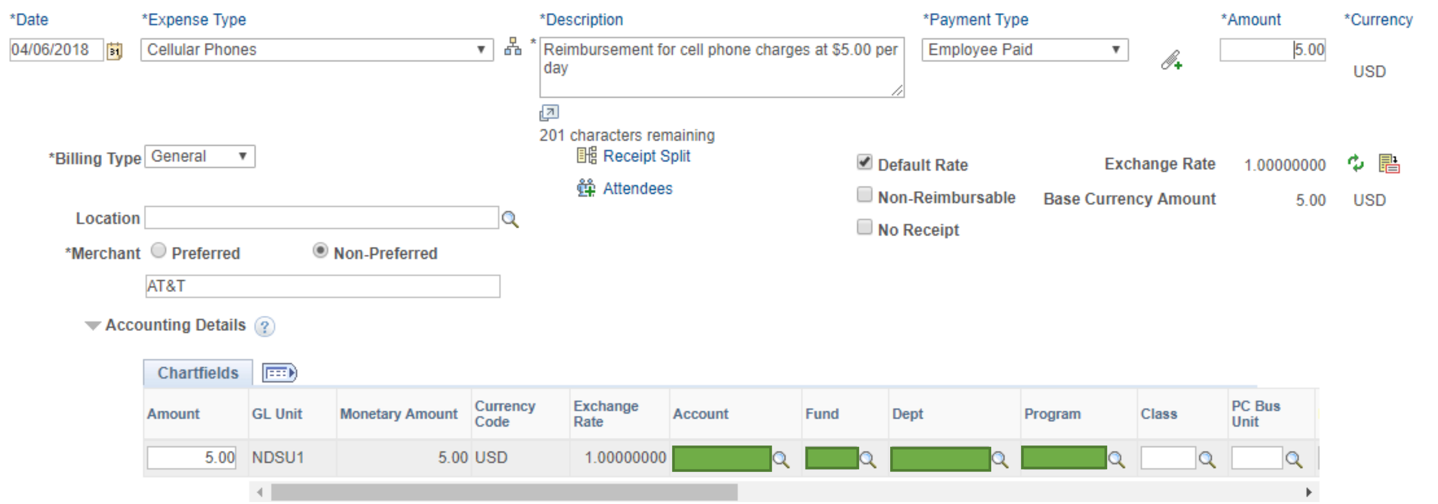
***Per Diem calculator example collecting only breakfast. Type a "1" in all the meals that you are claiming for that day. There should only be a "0" for the meals you are <u>not</u> claiming.

Per Diem Calculator					
	Allowed	Breakfast	Lunch	Dinner	Total
Day 1	70	1	0	0	14

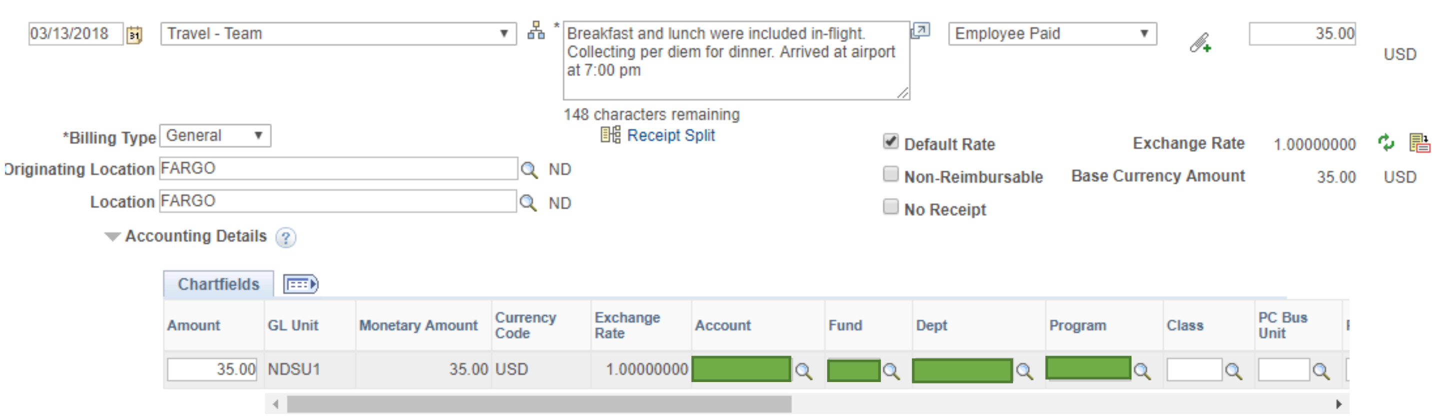
6. **To be reimbursed for another cost (ie. Cell phone charges), choose the corresponding description from the dropdown box.**
   *****NDSU policy allows coverage for the business use of phones and $5 per day for personal use.**

   Be sure to put in the description, the amount, the carrier in the "merchant" box, and the correct funding information.

   If you are seeking reimbursement for cash or any other expenses, you can select "Travel – Team" and write a detailed description of what you are wanting to be reimbursed for (ie. "My Elan card wouldn't work on the ground, so I used my personal card to pay for a group meal.")

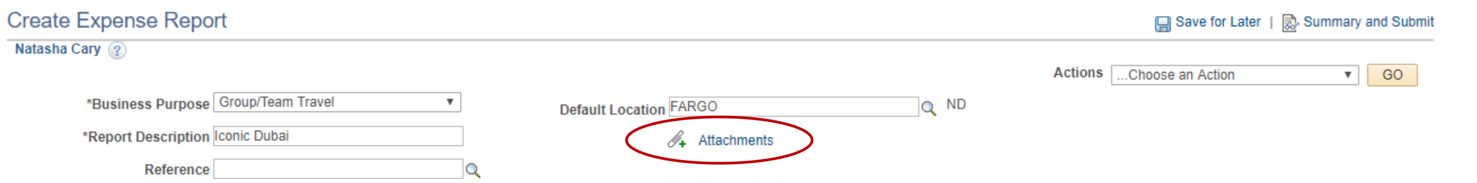


7. **For the last day you are collecting per diem you will do all the same steps previously, but you will need to specify when you get back to the airport when collecting Per Diem.**



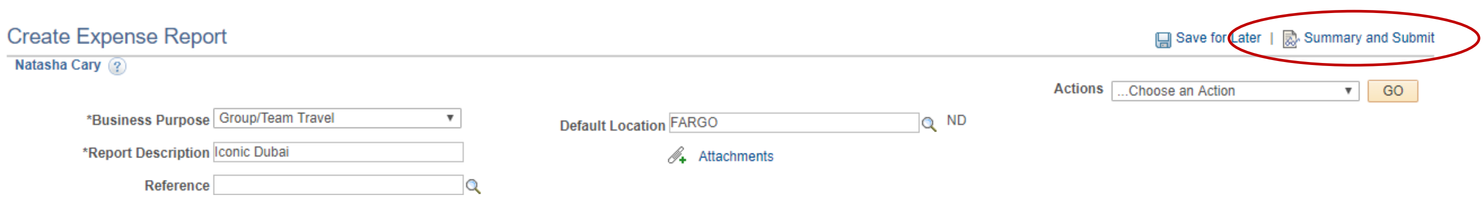
8. If you need to attach a receipt, at the top of the page you will see “attachments.” This is where you can attach any receipts or documents needed for your reimbursements.

   NOTE: Accounting would like you to attach documents explaining the following: how does the program benefit NDSU? What was the purpose of the program? (ie. a program provider itinerary, syllabus, program brochure, etc.)



9. When you are complete, you will need to submit the form by first reviewing to make sure that all the information is accurate (daily reimbursement amounts, funding, account, and program number, etc.). You will then click on “Summary and Submit” in the top right corner up the page.

   You can also click “Save for Later” if you want to finish it at a different time.



If you have any questions, please feel free to contact:

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