

Submitting the Travel Expense Report

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

Deposit and Receipting Requirements
Forms
Fraud Hotline
General Ledger
Gift Policies and Guidelines
Moving Expenses
Payments to Foreign Vendors
Payments to Students
PeopleSoft/Finance
Petty Cash and Change Funds
Policy and Procedures
Records Management
Repairs and Capital Improvements
Student Club/Organization General Accounting Guidelines
Taxes
Training



www.irs.gov/pub/irs-drop/n-18-03.pdf, announcing the 2018 standard mileage rates. For business mileage driven after December 31, 2017,...

Payment for Student Travel Form
06/06/2017

Customer Account Services, Accounting, and Financial Aid have created a new form entitled "Payment for Student Travel". The purpose of the form is to help ensure payments made for student travel are...

2017 Fiscal Year-End Cutoff Dates
06/02/2017

FY 2018 - Authorized Signature Forms due 7/15/17
06/02/2017

TO: All Department Heads and NDSU staff with expense approval authorization and PeopleSoft Finance access:



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Controller
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Contact Us...

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Hours:

8:00 - 5:00 pm
7:30 - 4:00 pm (Summer/Breaks)

2. Click "Finance" under PeopleSoft Logins

PeopleSoft

Helpful References

Campus Solutions

Getting Security Access

Finance

Finance Training

PeopleSoft at NDSU

North Dakota State University has three Oracle PeopleSoft Enterprise applications:

Campus Solutions

The Campus Solutions portal includes the modules of Recruitment & Admission, Campus Community, Financial Aid, Student Finance and Student

PeopleSoft Logins

PRODUCTION ENVIRONMENTS:

- [Campus Solutions](#)
- [Finance](#) (Includes Query)
- [HRMS](#) (Includes Query and Employee Self-Service)



3. Once signed in, click NavBar -> Navigator -> Travel and Expenses -> Expense WorkCenter. From here you will click "Create/Edit Report." Your EMPL ID should populate.

***Be sure the EMPL ID matches the person getting reimbursed, and then click add.

Links

- Approval
 - Delegate Entry Authority
- Expense Report
 - Create/Edit Report
 - Delete Report
 - Print Report
 - Review Report

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.

*Business Purpose Default Location ND

*Report Description Attachments

Reference

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.

*Date *Expense Type *Description *Payment Type *Amount *Currency

*Billing Type Default Rate Exchange Rate 1.00000000

Originating Location ND Non-Reimbursable Base Currency Amount 14.00 USD

Location ND No Receipt

Accounting Details

| Amount | GL Unit | Monetary Amount | Currency Code | Exchange Rate | Account | Fund | Dept | Program | Class | PC Bus Unit |
|--------|---------|-----------------|---------------|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 14.00 | NDSU1 | 14.00 | USD | 1.00000000 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

***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 not claiming.

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


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.)

Create Expense Report Save for Later | Summary and Submit

Natasha Cary ?

*Business Purpose Default Location ND

*Report Description  Attachments

Reference

Actions


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.

Create Expense Report Save for Later | Summary and Submit

Natasha Cary ?

*Business Purpose Default Location ND

*Report Description  Attachments

Reference

Actions

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

Tasha Cary – 1-7895 or natasha.cary@ndsu.edu