

PeopleSoft Financials Employees Self-Service for Travel and Expenses Claims Approval Process

The Travel and Expenses Center is found in the Employee Self-Service portion of PeopleSoft Financials. A link to PeopleSoft Financials can be found on the UMass Dartmouth website www.umassd.edu under **Quick Links**. Select **Finance 8.9 Production Login** and click on **Finance Production v8.9**.

User ID:
 Password:

Enter your user name
 Enter your password
 Click the Login button

- **Help Resources**
- For assistance with your **password** contact Access Management at ext. 8528
- For **PeopleSoft Help** call Louise Boudreau ext. 8085
- For **Policy and Procedures for Travel Expenses**, go to <http://www.umassd.edu/administrativeservices/assets/travelmanual.pdf> or contact Rebecca Pina ext. 8189

Menu Navigation: Manager Self-Service/Travel & Expense Center

Step 1: Manage Approvals

Click on Approve Transactions

Step 2: Select Transaction

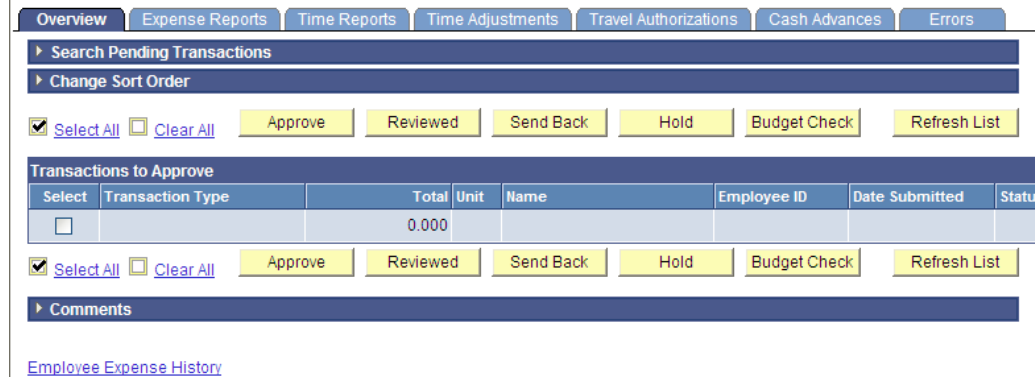
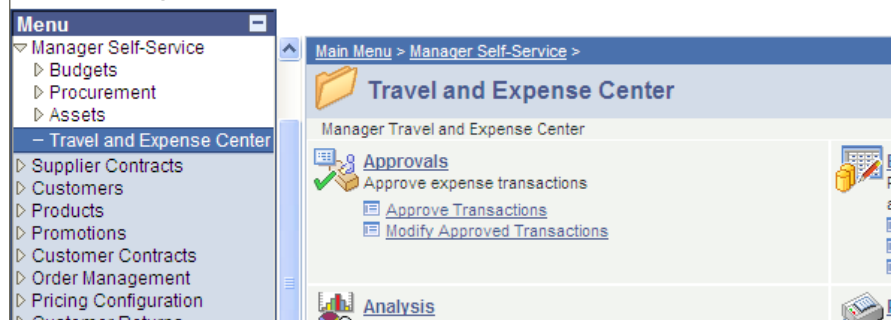
When selecting transaction verify traveler and approver role

1st Department Approvers = Review Manger

2nd Department Approver = Expense Manager

Supplement Approver = Grants

Pre Auditor Approver = Accounts Payable



[Employee Expense History](#)