

Terra Dotta Travel Registry

PeopleSoft Travel and Expenses

Instructor
Jeannie Schlesinger
508-999-8085

What is the Terra Dotta Travel Registry?

The University of Massachusetts Travel Registry System that facilitates the rapid location and communication of those travelling on behalf of the University in the event of an emergency. All campuses use it.

What do we do in it?

- Define our contact information (phone, text, email)
- Define our Emergency Contact information
- Who, Relationship, Email, Phone number
- Define the Dates of our Travel and the locations we are travelling to, including layovers.
- Registering issues a Travel Registry ID

Who has to register?

- Faculty, Staff and Students (with Employee ID's) travelling overnight on University business
- Reimbursable or not
- Or Consecutive Day Travel (Like driving to a conference in Providence that lasts several days)
- It is recommended that Staff or Faculty accompanying students on day trips register their travel

Terra Dotta is in it's own Database. It does not interface to PeopleSoft.

How Do I navigate to Terra Dotta?

<https://travelregistry.umasscs.net/> or from myUMass QuickLaunch > More Campus Systems

How Do I find my Registration ID once I've registered?

Navigate to Registrant > My Registrations

Proxies – Registrant > My Inbox

What is PeopleSoft?

The University of Massachusetts financial system of record used by all campuses. PeopleSoft is an Enterprise Resources Planning Solution (ERP).

How do we use PeopleSoft?

- Enter Travel Authorizations and Expense Reports
- Attach Travel Receipts to Expense Reports
- Submit Expense Reports for Approval
- Managers Approve or Reject Travel Authorization and Expense Reports
- View and Print Expense Reports and Travel Authorizations
- Other Things like General Ledger Journal Entries, Budget Entries, Running Financial Reports, Paying Vendors, Tracking Grants and Reallocating Procurement Card Charges (These functions are not covered in this class.)

What is a Travel Authorization?

- A form that is entered and approved in PeopleSoft that provides your authorization to travel and be reimbursed on behalf of the University.
- Confirms that the proposed travel conforms to the proper use of university funds.
- Ensures that there is an approved record of legitimate overnight travel.
- No guarantee of reimbursement if there is no record of an approved travel authorization.
- Needs to be submitted and approved before you go on overnight travel (at least two weeks in advance).
- You enter your dates of Travel, your Terra Dotta Travel Registration ID, where you are going and your expected expenses.
- Submitted electronically to your manager (and reviewer) for approval
- Budget Checked. Creates an encumbrance and reserves funds from your budget.
- The encumbrance is reversed when you enter an expense report after you return from travel. Must be successfully budget checked before it's approved.
- Must be approved before you travel. If not, you'll need a paper travel authorization attached to your expense report.

What is an Expense Report?

- A form that is entered and approved in PeopleSoft that provides the final details of your travel and how much you will be reimbursed.
- The expense report reimbursement amount is created from the approved expense report and added to your paycheck.
- Needs to be submitted and approved after travel finishes. Within 120 days or it becomes taxable. (Expense Type Taxable) Submit within 6 months or you don't get reimbursed.
- For Overnight travel, it's copied from your Travel Authorization and amended with final charges.
- For Day Travel – like mileage reimbursement, you need only enter an expense report.
- Receipts from your trip are attached to it.
- Submitted electronically to your manager (and reviewer) for approval
- Budget Checked. Reverses TA encumbrance, Creates an expense and uses funds from your budget.

Department Head or Directors Responsibilities

- Authority and responsibility for approval and control of travel by employees rests with the department head/director
 - In the absence of a department head/director, the approving authority designation may be changed – approved user security access form must be sent to the controller for the approver that is designated. Access Management grants the system access. Approver Training is required. Delegating approving authority to anyone below the traveler’s immediate supervisor is not permitted
 - **An approver cannot approve their own travel authorization or expense report.** Make sure there is an alternate approver setup for the department if the approver plans to travel.
- Prior on-line authorization granted by the department head or director ensures that:
 - Adequate funds will be available
 - The intent of the trip is University-related business and the traveler has authorization to travel
- By approving actual on-line expense reports, the department head, director, grant office or approving authority is ensuring compliance with guidelines
 - The travel expense was incurred while conducting University business
 - The information contained on the travel expense report and in the attached documentation is accurate and in accordance with policies and guidelines.
 - The expenditure is charged to the proper department/fund, which has adequate and appropriate funds available.
- **The Approving Manager needs to click on the Expense Report ID or Travel Auth ID and review the details of the report. Do not approve from the Summary Screens.**
- **If an expense document was charged to multiple departments, then multiple approvers may have to approve it. Each unique department on the report requires approval.**
- **Budget Check Must be “Valid” before Approving. The process runs a few times per day or the manager may run the process manually from within the report. Click on Budget Options Link.**

What is the order of Operations for Submitting Travel documents?

Overnight Travel

1. Register Travel in Terra Dotta at least two weeks before the trip. (Overnight Travel, Day Trips with Students or local Conferences lasting more than 1 Day)

2. Enter and Submit Travel Authorization in to PeopleSoft (Overnight Travel Only)

3. Notify your reviewer(s)/expense manager approver(s) that the Travel Auth has been Submitted.

If you have charged to multiple departments, notify all applicable approvers. **Use the Notify Button, Email them or call.**

It is the responsibility of the traveler to know who the approvers are for all the departments they charge on the travel document. Check with the Deans office or your manager if you don't know your approver(s). Some departments have both a reviewer and approver. The review must be complete before the expense manager approval can be completed.
The travel auth must be approved prior to travel.

4. Budget Check the TA (Run automatically) Budget check must be valid before approver can approve.

5. Approved by the Reviewer (not all departments require this step).

6. Approved by the Expense Manager Approver (Budget Check Must be valid to approve the TA)

7. Enter and Submit Expense Report within 120 days upon return- copy it from your travel authorization. Attach your Receipts! Notify all applicable reviewers and approvers the ER has been submitted. After 120 days, it becomes taxable.

- Greater than 120 days it's taxable. Update the GL account on all lines to the **Expense Type – Taxable Reimbursement-** GL account 727280 before submitting.

- **Submit expense reports within 6 months of last day of travel or you won't be paid.**

8. Budget check ER (automatic) Budget check must be valid before approver can approve.

9. Approved by Reviewer and Expense Manager- some departments, just Expense Manager

10. Audited by Travel and Expense Administrative Assistant (Expense Reports)

11. Sent to Payroll and included in your check in the next two payroll cycles. (Must be approved by the Thursday the week before payroll)

What is the order of Operations for submitting Expenses?

Day Travel or other Business Expenses

1. Enter and Submit Expense Report within 120 days upon your return.
 - Attach your Receipts!
 - After 120 days, it becomes taxable. - If trip date is older than 120 days, update the Expense type to Taxable Reimbursement on all lines which sets the GL Account to 727280 before submitting.
 - **Must be Submitted within 6 months of travel or you won't be paid.**
2. **Notify the reviewers/approvers that Expense will be available for approval shortly. Email, call or use Notify button.** If you don't know your approver(s), call the Deans office or ask your manager. If you are charging multiple departments, multiple approvers need to approve the report. Some Departments have a review plus department approval. The review must be completed before the Department approval can be completed.
3. Budget check ER (automatic) Budget check must be valid before approver can approve.
4. Approved by Reviewer, Expense Manager some departments, just Expense Manager.
Each unique distribution requires approval.
5. If required, approved by Project Supplemental approver.
6. Audited by Travel and Expense Manager
7. Sent to Payroll and included in your check in the next two payroll cycles. (Must be approved by the Thursday the week before payroll)

Workflow Approval Process

1. **Traveler or Traveler's Proxy** enters and submits the Travel Authorization or Expense Report in PeopleSoft. The Traveler can withdraw the document if not approved, can delete if in a pending status.
2. **Budget check** (automatic process runs twice per day) Budget check must be valid before approvals. Budget check is by expense distribution line. (where it's charged)
3. **Reviewer** - Typically an administrative assistant. **Not all departments require an Reviewer.** Reviews the expense report or travel authorization and validates that expenses recorded are according to policy. Makes sure receipts are attached and correct per diem rates are recorded.
If there are multiple departments charged, the document may need multiple Reviewers to approve distribution lines. Can "Send Back" to traveler if invalid. Send back puts document in a Pending Status.
4. **Expense Manager Approver** – Typically a Department Manager, Chair or Dean. All travel authorizations and expense reports require an approval by the Expense Manager approver. Validates that charges are according to policy, receipts are attached and per diem rates are correct.
If multiple departments are charged, it may require more than one expense approver. Approver Can "Send Back" to traveler if invalid. Send back puts document in a Pending Status.
5. **Project Supplemental Approver** – SPA Analyst is assigned by Fund to approve. If a **sponsored project** is charged to a distribution line, then the PSA must approve. If multiple projects are charged on an expense report, it may require more than one project supplemental approver. Checks receipts, and that the document adheres to SPA policy. Can return to traveler if invalid.
6. **Pre-Pay Auditor** – Expense report is audited by the Expense Administrator. This is an employee of Administration and Fiscal Services. Checks receipts and that document adheres to expense policy. (Prepay Auditor is for expense reports only)

FAQ's

How do I request access to enter Travel and Expenses?

1. Complete the training class.

Financial Systems Training Classes <https://www.umassd.edu/peoplesoftfinance/training/>

Sign up on the Staff Calendar: <https://my.umassd.edu/group/myumassd/training-opportunities>

2. After Training, the trainer submits the sign in sheet to the controller.

3. The controller approves and contacts access management. Access Management sets up users.

4. No Security form is needed for Travel and Expenses entry.

A Security form is required to be an **expense approver**. www.umassd.edu/peoplesoftfinance/forms/

5. Use your single sign on user ID and Password to access PeopleSoft Travel and Expenses.

How Do I obtain access to enter Travel and Expenses for another user?

- Take the Training
- Open a Help Desk Ticket with Access Management via IT Help. Include the user you need to enter travel and expenses for. Access Management will assist you from there: <https://ithelp.umassd.edu/auth/> x8790

I've taken the training but still don't have access, what should I do?

- Open a ticket with the Help Desk for Access Management x8790 <https://ithelp.umassd.edu/auth/>

FAQ's

How Do I find out the status of my report?

1. Log in to PeopleSoft Finance using your single sign on userID and password from My Umass D > QuickLaunch
2. Navigate to Employee Self Service Tile >Expense Report > View or
3. Employee Self Service Tile > View All Reports > Expense Report

For Travel Authorizations, follow above navigation, but choose Travel Authorizations Folder

The summary page will tell you where the report is in the process.

I forgot to fill out a travel authorization prior to my trip or My Travel Authorization was not approved prior to my trip. What do I do?

1. If you've entered it in PeopleSoft, but it's not approved, print it out and have it manually approved. It should be approved by all approvers for the departments/funds/projects that you have charged.
2. Scan and attach it to your expense report. Then delete the pending travel authorization in PeopleSoft.
3. If you neglected to fill out a travel authorization on-line prior to the trip, you must fill out a paper travel authorization, have it manually approved and attach to the expense report

<https://www.umassd.edu/peoplesoftfinance/forms/>

I have a student travelling with me that will be reimbursed for the trip, but they aren't an employee.

Fill out the **Student Reimbursements(No Employee ID) – Paper form – they are paid as a Vendor.**

<https://www.umassd.edu/peoplesoftfinance/forms/>

Expense Report Statuses

Status Translation

Expense Report Statuses

| Field Value | Translate Long Name | Translate Short Name | Description |
|-------------|---------------------------|----------------------|---|
| APY | Approved for Payment | Approved | Has passed all approvals. Will be paid in the next two payroll paycycles. Must be approved by the previous Thursday to be picked up in the next paycycle. |
| APZ | Approved For Zero Payment | Approved | Approved but no payments will be made. Would apply to expense reports where all expenses were on a procard. |
| CLS | Closed | Closed | Closed. Report will not be paid. Posted Expense will be reversed. |
| DEN | Denied | Denied | Approval Denied |
| DNA | Denied by Approver | Denied | Approval Denied by Expense Manager |
| DNU | Denied by Auditor | Denied | Approval Denied by Auditor |
| HDA | On Hold, with Approver | On Hold | On Hold. Approver must take off hold to continue processing |
| HDU | On Hold, with Auditor | On Hold | On Hold with auditor. Must be taken off hold to continue processing |
| HLD | On Hold | On Hold | On Hold. Must be taken off hold to continue processing |
| MFS | Marked for Submit | Mrkd Sub | Marked for Submit, but not submitted yet. |
| PAR | Approvals in Process | In Process | Has been approved by at least one approver, awaiting approval from the next approver. |
| PD | Paid | Paid | Paid |
| PND | Pending | Pending | Entered and Saved, but not submitted. |
| PRO | In Process | In Process | Submitted, but not approved yet. |
| SFA | Submission in Process | In Process | Just submitted, not yet routed to an approver |
| STG | Staged | Staged | Staged for payment. Will be paid in the next payroll paycycle |
| SUB | Submitted for Approval | Submitted | Submitted for approval. ER has been routed for approval. |

Expense Report Checklist

Travel Reimbursement Preparation

- Travel Registration ID Number from Terra Dotta
<https://www.umassd.edu/peoplesoffinance/travelregistry-terradotta/>
<https://travelregistry.umasscs.net/>
- Speed type (from Funding Code and Department ID)
- GSA Rate Calculator Sheet (within Continental US) for applicable per diem
<https://www.gsa.gov/travel/pian-book/per-diem-rates>
- GSA Rate Calculator Sheet (within International) for applicable per diem
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- List of Mileage – home to destination and return, or UMD to destination and return whichever is **shorter** (Google Maps / MapQuest copies).
- Scan in order of expense re-imbursement document all out of pocket receipts including GSA Rate Calculator worksheet and Mileage Maps into one PDF file * **Please Note** – Credit Card Statements are not acceptable receipts.
- Prepare a list of any ProCard Expenses incurred for trip (Registration / Airfare) ProCard receipts not required on reimbursement, but normal protocol for ProCard logs and receipts are still in effect.

Business Expense Reimbursement Preparation

- Business purpose for Expense.
- Scan all receipts in order of expense re-imbursement document into one PDF file *Please Note-Credit Card Statements are not acceptable receipts.
- If Business Meeting meals – Must have **both** itemized restaurant receipt and credit card slip and a list of attendees.

For more information

Travel / Expense Reimbursement contact:

Marlene Roberge

Travel / Expense Re-Imbursement Contact

(508) 999-8189

Mroberge1@umassd.edu

John Almeida

Procard Administrator

(508) 999-8367

Jalmedia4@umassd.edu

Expense Report Quick Reference

This a quick reference guide. All employees who travel on University business should read the complete policy and procedures manual in its entirety before traveling. The Travel Policy and Procedures manual, which includes more detailed information, can be viewed on the following website:

http://www.umassd.edu/admin_finance/manuals/travelmanual/

Direct any questions regarding travel policies to:

Marlene Roberge x8189 mroberge1@umassd.edu Charles Kotecki ckotecki@umassd.edu x8055

Procurement Card Policies and Procedures – John Almeida jalmeida4@umassd.edu x8367

Sponsored Projects Administration (SPA) ext. 8953 for any questions on allowable travel expenses charged to grants.

Access Management-If you wish to create either a travel authorization or an expense report for another individual – Open a help desk ticket with Access Management - Jocelyn Perry ext. 6631 or Catherine Hickey ext. 8533. Email: citsam@umassd.edu

Travel Reimbursement

Travelers are encouraged to exercise good judgement when considering the costs of their travel plans. Travelers are expected to utilize the least expensive, more direct and efficient means of transportation available and should choose good quality, but reasonable priced hotels whenever practical. **Fees for conference registrations, airfare and hotel deposits are often purchased months in advance. Since these fees cannot be reimbursed until the completion of the trip, travelers are encouraged to use a University Procard for these transactions. Please keep in mind, entering the procard expenses on an employee expense report does not charge the expense to the account. In order for the procard expenses to be charged to an account, the procard reallocation process must be completed.**

Personal Vehicle

Personal use of automobiles is permitted and reimbursed on a mileage basis at the effective Internal Revenue Service (IRS) mileage rate. The current reimbursement rate as of January 1, 2019 us 58¢ per mile. This mileage rate covers all automobiles expenses such as fuel, maintenance, towing, repairs, tires, depreciation and insurance. No reimbursement will be made for vehicle repair costs or parking tickets, regardless of whether it results from the traveler's act or acts of others. Reimbursable items related to personal vehicle use included parking and tolls. Receipts are required.

Mileage is measured from the employee's home to the destination and return, or from the University or Department address to the destination and return, **whichever is less**. Mileage between an employee's residence and place of work in not reimbursed. **MapQuest is required** except for travel from the Dartmouth campus to certain areas. Those areas include other University of Massachusetts campuses, Boston, Providence, Shrewsbury and New Bedford.

Expense Report Quick Reference

UMASS DARTMOUTH

Travel Authorization

All out-of-state and in-state overnight and international travel must be pre-approved. Failure to do so could result in a denial of reimbursement. **Grant-related trips should utilize U.S. flag carriers when traveling outside the United States. For further information, please see:**

<https://www.umassd.edu/spa/howto/awardmanagement/awardmanagementguidelines/allowcost/>

A travel authorization form must be completed by the traveler in the business system Travel and Expense module under Employee Self Service, Travel Authorization. The authorization must be submitted and approved prior to the first day of travel and contain a Terra Dotta travel registration ID. **It is the responsibility of the traveler to notify the reviewers and approvers that an authorization has been submitted for approval.**

When the trip is completed, the travel authorization must be copied in to the expense report in the business system (PeopleSoft). Copies of all receipts need to be attached to the expense report in one PDF or word file, preferably in the order they are entered. If the travel authorization is not filled out prior to the trip, an approved paper travel authorization must be attached to the Expense Report that is entered in to the business system.

For overnight travel, a travel registration, travel authorization and expense report must be completed when any University funds are being used, even if all expenses are being charged to a procard. A travel registration needs to be filled out and even if you are not requesting reimbursement if you are travelling on University business, even while on sabbatical leave. The travel registration must be completed in Terra Dotta.

For day travel, only an expense report needs to be completed if the employee is requesting reimbursement.

Per Diem and Business Expense Meals

Effective 12/1/2015 the per diem allowance rate will correspond with the current rates listed by the General Services Administration (GSA). The applicable CONUS (Continental United State) per diem meals and incidental expenses (M&IE) is also posted on the expense report entry page or by going to: for travel in the US - <http://www.gsa.gov/perdiem> . For international travel: https://aoprals.state.gov/web920/per_diem.asp

In accordance with GSA guidelines, 75% of the daily CONUS per diem allowance is permitted on the first and last calendar day of travel. This table can be found on the M&IE breakdown page labeled "First and Last Day of Travel" as well as a chart in the travel manual.

Expense Report Quick Reference

Business meals that occur when a traveler is on travel status will require a business expense form to be completed, list attendees, location, and a brief description of the business purpose. The traveler per diem will be reduced depending on whether the meal was a breakfast, lunch or dinner. **Per Diem meals must not be put on a procard.**

On-Line Travel Expense Report Filing

The description of the expense should include the date and destination of the trip. The notes should explain the business purpose of the trip. If traveling on a grant, include the name and location of the conference, as well as a descriptive purpose for the travel (e.g., poster/paper presentation, workshop presentation, dissemination of research, etc.). **Copies of all receipts, including procard receipts, as well as a copy of the 7062 report or procard query indicating the account to which the expense was reallocated must be attached to the Expense Report.** For any grant related travel expense report, PI approval is required. If a PI does not have access to approve the report in PeopleSoft, PI approval should be attached to the expense report.

If all of all required documentation is not included with the completed expense report, the report will be returned for corrections.

Late Travel Submissions

All travel expense reports must be accounted for within “a reasonable period of time” of when the expense was incurred. For IRS purposes, a reasonable amount of time is considered to be 120 days. Accordingly, all reimbursement requests must be received within 120 days of when the expense incurred. Travel reimbursements requests that are submitted after 120 days will still be accepted but the IRS required that the reimbursement be treated as taxable to the individual receiving payment. No reimbursement will be paid if the expense exceeds 6 months unless the employee is out of the country for sabbatical leave or other university business. Expenses should be recorded in the current Fiscal Year in which they were incurred. Some exceptions will be made for travel at the end of a fiscal year.

Year End

All Expense reports must be fully approved by the Thursday before the last paycycle of the fiscal year. All travel authorizations must be fully approved the week before the last day of the fiscal year. Any documents not fully approved will be sent back and put in to a pending status. They must be resubmitted in the next fiscal year.

Helpful Links

PeopleSoft Job Aids: <https://www.umassd.edu/peoplesoftfinance/jobaids/>

Financial Systems Training Classes: <https://www.umassd.edu/peoplesoftfinance/training/>

Sign up for Training: <https://my.umassd.edu/group/myumassd/training-opportunities>

Terra Dotta Job Aids: <https://www.umassd.edu/peoplesoftfinance/travelregistry-terradotta/>

Links to Financial Systems:
my UMassD QuickLaunch or <https://www.umassd.edu/peoplesoftfinance/>

On-line Travel Manual: https://www.umassd.edu/admin_finance/manuals/travelmanual/

Contact Information

- General Questions about your Expense Report or Expense Policies

Marlene Roberge x8189 Primary

John Almeida x8367 Secondary

System Issues, Training, Instructions on How to perform a function, or Other direction

Jean Schlesinger x8085

Security and Proxy Access–Access Management x8790

ITHelp@umassd.edu

<https://ithelp.umassd.edu/auth/>