

The background of the cover is a photograph of the Minnesota State Capitol building, showing its iconic green dome and classical architectural details. A large white diagonal shape cuts across the image from the top left to the bottom right, serving as a backdrop for the text.

2024

**NON-TRAVEL
EMPLOYEE
REIMBURSEMENTS**

GUIDE

ELISE NIESHALLA

STATE COMPTROLLER

Table of Contents

Introduction	3
Allowable Expenses	3
ER Creation	4
Additional Optional ER Actions	11
Review & Submission for Employee	12
Approvals & Workflow	14
Checking Status or Deleting ERs	21
Additional Helpful Tips & FAQs	23
Appendix A	28

Introduction

This guide is intended to assist users in submitting and approving non-travel employee reimbursements in the PeopleSoft Financials Travel and Expense (T&E) module and is a supplement to the existing Indiana Department of Administration (IDOA) T&E training materials. Existing trainings and guidance pertaining to the travel expense report (ER) process are still valid and should be followed.

Information in this non-travel user guide does not take the place of any travel training materials or guidance issued by IDOA.

Allowable Expenses

Travel expenses must be submitted on a separate ER; travel and non-travel expenses cannot be combined on the same ER.

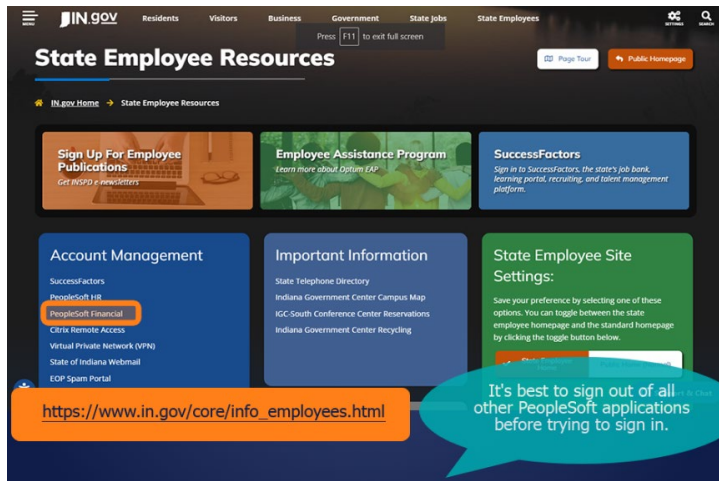
It is assumed that any State of Indiana guidance or policy outlining allowable employee reimbursements will be followed. This may include, but is not limited to, the [State Budget Agency Financial Management Circulars](#), the [Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies](#) (section 6.4.7.1 Unallowable Costs), the [State Personnel Department's Education Reimbursement and Tuition Assistance policy](#) or any other internal agency policy. Questions regarding the appropriateness of an expense that cannot be answered at the agency level may be directed to the agency's Budget Analyst. Also, employee reimbursement should not be used to circumvent procurement policy and guidelines as outlined in the [IDOA Delegation of Purchasing Authority Program \(DPAP\) Manual](#). See Appendix A for additional information regarding the non-travel expense reimbursement options.

Important Note: An agency must pay state sales tax when reimbursing an employee if the employee paid sales tax on a purchase.

ER Creation

1. Navigate to PeopleSoft Financials:

It's recommended that employees access the [PeopleSoft Financial link](#) found under the Account Management area on the State Employee Resources page using Google Chrome or Edge as the browser.

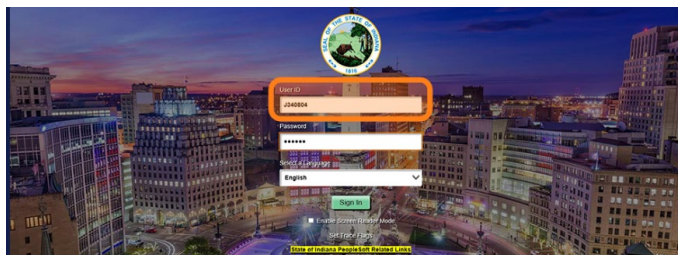


2. Sign in:

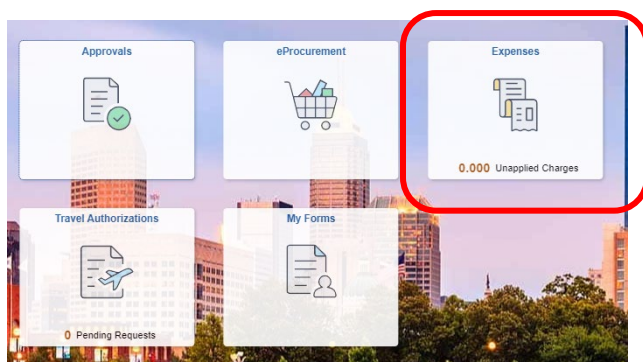
Enter the employee's User ID which will be the employee's first initial (as seen in PeopleSoft HR) and the last six digits of the employee ID number. For example, X123456.

Enter the password which should be the users network password.

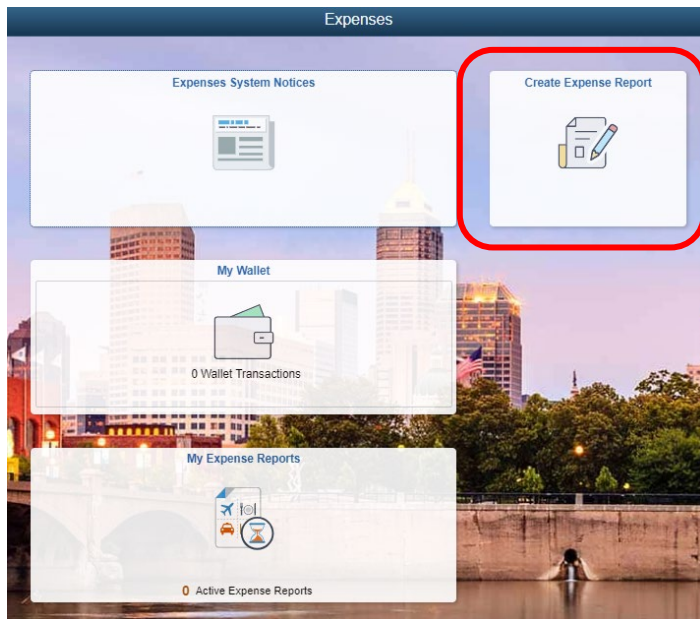
Click **Sign In**.



3. From the Employee Self-Service homepage, click the **Expenses** tile.



4. Select the **Create Expense Report** tile.



The employee should see a blank **Expense Report** page:

A screenshot of the 'Expense Report' page. The page has a dark blue header with 'Expense Report' in white. Below the header, there is a light gray bar with 'Report NEXT' and 'Katie Potter' with a user icon. The main content area is divided into two sections: 'General Information' and 'Expense Details'. The 'General Information' section contains fields for 'Business Purpose' (a dropdown menu with 'Business - In State' selected), 'Description' (a text input field), 'Default Location' (a search input field), and 'Reference' (a search input field). To the right of these fields are two expandable sections: 'Attach Receipt' and 'Accounting Defaults'. Below these is a 'Creation Date' and 'Updated on' field, both showing '07/08/2024' and 'Katie Potter'. The 'Expense Details' section contains an 'Expense Report Action' dropdown menu.

5. Complete the fields in the **General Information** section, which can be considered the “ER Header.”
- Business Purpose** Select **Non-Travel Related Expenses** from the drop down.

Important Note: One major difference with non-travel reimbursements will be a separate Business Purpose and approval workflow from regular travel expenses. Travel expenses and non-travel expenses each require separate ERs. Travel expenses cannot be included under an ER with a Business Purpose of Non-Travel Related Expenses. Vice versa, non-travel expenses cannot be included under an ER with a Business Purposes of either Business – DTA Out of State, Business – In State, Business – Out of State.

- Description:** Begin description with business unit (BU) acronym. Enter a brief description of the type of expense (i.e. “IOT July Cell Phone Reimbursement”).
- The **Default Location** field is not used. Do not enter any value into this field.
- The **Reference** field is not used. Do not enter any value into this field

- e. The **Attach Receipt** option is not used. Do not attach receipts on the ER Header. Receipts and documentation for non-travel expenses need to be attached to the expense lines.
- f. **Accounting Defaults:** Accounting defaults may be entered here, however, it's best practice to enter them on each expense line to ensure the correct chartfields are used.
- g. **Expense Report Action:** Select **Add Expense Lines** from the drop-down options.

Report NEXT
Katie Potter

General Information

*Business Purpose Non-Travel Related Expense a

*Description July Cell Phone b

Default Location c

Reference d

Expense Details

Expense Report Action g

Attach Receipt e

Accounting Defaults f

Creation Date 07/02/2024 Katie Potter
Updated on 07/02/2024

The employee will automatically be taken to the **New Expense** screen once the **Expense Report Action** is selected.

6. Complete the fields on the **Expense Entry** page.

The employee will now have to enter the details of the non-travel expense on the **New Expense** screen.

Total (1 Item) 0.000 USD

New Expense - 07/03/2024

Payment Details

Date 07/02/2024 a

*Expense Type b

Description c

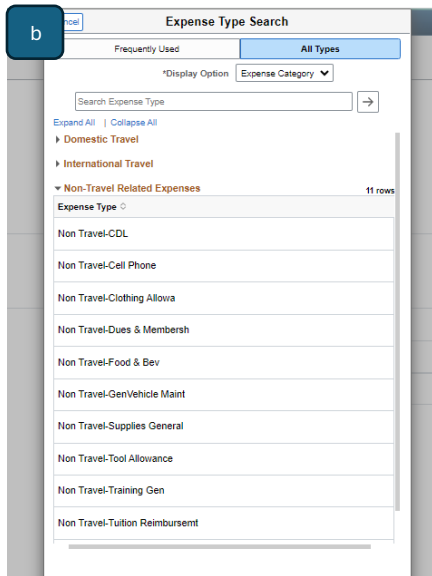
- a. **Date:** The **Date** will default with the entry date; update it to match the expense date. ERs should be submitted as soon as possible after the expense is incurred.

There are four options that can be used when entering a date in a field:

- *no punctuation, for example: 12012021,
- *dashes between the month, date and year, for example 12-01-21,
- *slashes between them, for example 12/01/2021, and
- *clicking the calendar icon and selecting date.

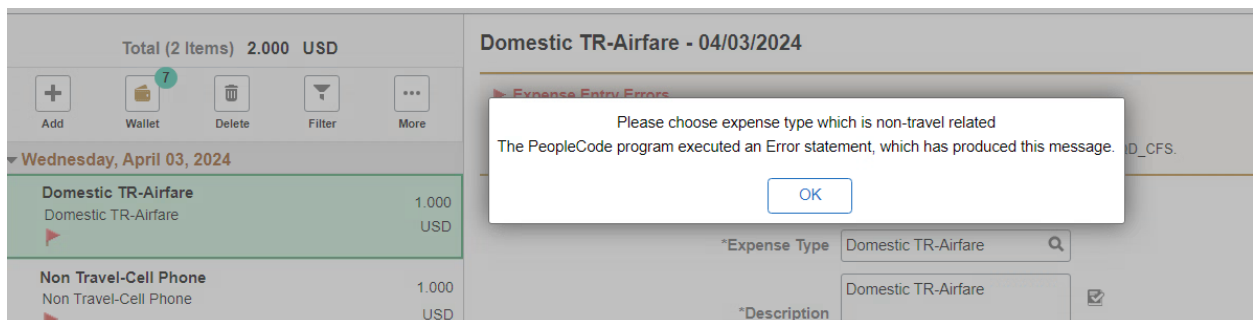
- b. **Expense Type:** Click the **magnifying glass** to see all possible Non-Travel Related Expenses. Collapse the Domestic Travel & International Travel Expense Types to easily

see the Non-Travel Related Expenses. Expand the selection by clicking the down arrow. Select the appropriate expense.



Important Note: Non-travel employee reimbursement expense options have been reduced to the eleven non-travel expenses listed in Appendix A. See Appendix A for additional information regarding the active non-travel expense account codes, attachment requirements, and additional guidance.

Important Note: A Travel Expense Type cannot be included under a Non-Travel Business Purpose. For example, if an employee has mileage expenses and tool allowance expenses, then the employee will need to submit one ER for mileage and another ER for non-travel tool allowance. If travel expenses are selected under a Non-Travel ER, the employee will receive the following error and will not be able to submit:



- c. **Description:** Enter a brief description of the expense reimbursement.
- d. **Payment:** Select **Employee Paid** from the drop-down menu.

New Expense - 07/02/2024

*Date 07/02/2024

*Expense Type

c Description

Payment Details

d *Payment Employee Paid

e *Amount 0.000 USD

Additional Information

f *Billing Type In State-Billable

Attach Receipt

Accounting

Important Note: Non-travel expenses will always be **Employee Paid**. If a **Payment Type** other than **Employee Paid** is selected, PeopleSoft will generate a system error and the ER will not be able to be submitted.

Non Travel-Cell Phone - 07/02/2024

*Date 07/02/2024

*Expense Type Non Travel-Cell Phone

*Description Work Cell Phone Reimbursement for July 2024

Payment Details

*Payment Agency Paid

*Amount 0.000 USD

Additional Information

Payment type - Agency Paid can only have Billing type Agency Paid
The PeopleCode program executed an Error statement, which has produced this message.

OK

Accounting

- e. **Amount:** Enter the amount of the reimbursement.
- f. **Billing Type:** Select **In-State Billable** from the drop-down menu.

Important Note: Non-travel expenses will always have a **Billing Type** of **In-State Billable**. If a **Billing Type** other than **In-State Billable** is selected, PeopleSoft will generate a system error in the accounting fields and the ER will not be able to be submitted. Below is the error; note the account code is missing:

The screenshot shows the 'Accounting Details' form with tabs for 'GL ChartFields', 'Project ChartFields', and 'Show All'. The form contains fields for Amount (10.000), *GL Unit (00050), Monetary Amount (10.000), Currency Code (USD), Exchange Rate (1.00000000), *Account (10470), Fund (10470), and Dept (007003). A modal dialog box is displayed with the text: 'Require Account for this transaction. Review each accounting line and populate the required chartfield values.' with an 'OK' button.

g. Attach Receipt:

Employees need to upload receipts and any other required documentation to every expense line for non-travel ERs. All attachments should be uploaded individually and clearly labeled with a description. They can be uploaded as a pdf, Word document or screenshots. See Appendix A for details on required attachments and policy references.

Receipts are required to have the following information:

- the person or business name that received the payment,
- the amount paid,
- a description of what the payment was for, and
- the expense date.

Receipts need to be attached at the expense line. [State Form 42275](#) Certification of Missing Receipt needs to be completed when a receipt is lost or not received. This form can also be found on the [Comptroller's Website/Forms](#).

There are two methods of uploading attachments.

- 1) **Attach Receipt** > **+ Add Attachment** > Select **My Device** > Locate the document & click **Open**.
- 2) Employees can drag and drop the document. Click **Upload**; click **Done**.

The screenshot shows the 'Attachments' form with a 'Select File to create as Attachment' dialog box open. The dialog box has a 'Choose From' section with 'My Device' selected. Below this, there is a list of files: 'Jury Cell Phone Reimbursement.docx' with a file size of 13KB. The dialog box also includes 'Upload' and 'Clear' buttons.

h. Accounting:

The employee/submitter is required to enter the chartfields for the non-travel reimbursement. The ER requires chartfields before it can be submitted for approvals. Chartfield accounting information can likely be provided by the agency's fiscal contacts or the employee's supervisor based on the agency's structure.

Select **Accounting** and enter chartfields string.

Tip: The correct account field in the chartfield string will auto-populate based on the Expense Type. The employee does not have to enter the account code for the associated expense type.

The screenshot shows the 'Expense Report Distribution' form with the 'Accounting Details' tab selected. The form displays the following information:

- Expense Type: Non Travel-Cell Phone
- Amount: 50.000 USD
- Accounting Details tab: GL ChartFields, Project ChartFields, Show All
- Chartfield string: 50.000 00050 50.000 USD 1.00000000 599211 10470 007003 10000 2025

Exceptions:

The Personal Expense and No Receipt toggles will default to "No." The Personal Expense toggle is not able to be modified. The No Receipt toggle should always be "No."

Exceptions

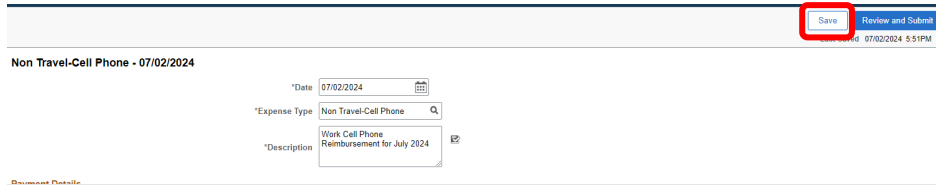
The screenshot shows the 'Exceptions' form with two toggles:

- Personal Expense: No
- No Receipt: No

Additional optional ER actions

1) Save

It's best practice to **Save** frequently, found in the top right corner:

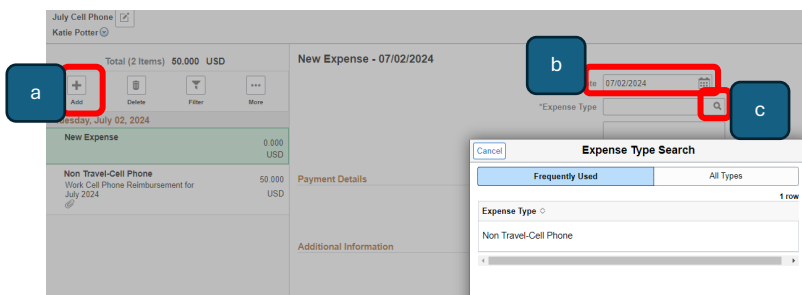


The screenshot shows the top right corner of the ER form. The 'Save' button is highlighted with a red box. To its right is the 'Review and Submit' button. Below these buttons, the date '07/02/2024 5:51PM' is displayed. The main form area shows the title 'Non Travel-Cell Phone - 07/02/2024' and fields for 'Date' (07/02/2024), 'Expense Type' (Non Travel-Cell Phone), and 'Description' (Work Cell Phone Reimbursement for July 2024).

2) Add Expense Line

Multiple non-travel expenses can be included on one non-travel ER. To do so,

- Click **Add** to add a New Expense.
- Enter the date of the expense.
- Click the magnifying glass to select the new expense type.
- Repeat steps 1-6 of ER process outlined above.



The screenshot shows the ER form with the 'Add' button highlighted with a red box and labeled 'a'. The 'New Expense' section shows a date of 07/02/2024 and an expense type of Non Travel-Cell Phone. The 'Expense Type Search' dialog is open, showing 'Non Travel-Cell Phone' selected. The dialog has tabs for 'Frequently Used' and 'All Types', and a search bar. The 'Expense Type' field is set to 'Non Travel-Cell Phone'.

Tip: The Expense Types that are recently or frequently used will default to the top. Select **All Types** to expand the list and view all the Non-Travel Related Expenses.

3) Delete Expense Line

To delete an expense line,

- Select the expense line from the list on the left; it will be highlighted green.
- Click **Delete**.
- The employee will be prompted to confirm the deletion by clicking **Yes** or **No**.

July Cell Phone ☒

Katie Potter

Total (2 Items) 50,000 USD

New Expense - 07/02/2024

*Date 07/02/2024

*Expense Type

Description

*Payment

*Amount 0.000 USD

Are you sure you want to delete the selected expense(s)?
Any credit card, enhanced data, or expense items associated with this expense will be deleted as well.

Yes No

Review & Submission Options for Employee

1) Review & Submit

Once all expenses have been entered and supporting documents have been attached, the employee is ready to click **Review and Submit**. Errors may be flagged on the left side of the Expense Entry page or on the Summary page. The employee must correct any errors before submitting.

If there are no errors, the employee should receive a Submission Confirmation message and may select **Submit**. Click **Cancel** to make updates or if you want to submit it at a later date.

Submission Confirmation

CERTIFICATION: This is to certify that the data contained in this expense report is accurate and complies with expense policy.

Submit Cancel

After selecting **Submit**, a brief confirmation message will be displayed, and the ER will move to the **Awaiting Approval** tab on the **My Expense Reports** page.

< Expense Report My Expense Reports

Katie Potter 0000225443

AOS - ACCOUNTS PAYABLE

Returned 0

Not Submitted 1

Awaiting Approval 1

Pending Payment 0

View All 2

Awaiting Approval

Create Expense Report

Actions	Description	Report ID	Status
	July Cell Phone	0000225443	Submitted for Approval

2) Withdraw

If an employee needs to *immediately* withdraw an ER, they can click **Withdraw** in the upper right corner. However, after the ER has the first approval, the Employee will have to request the ER be sent back instead.

Test

Katie Potter

View Details

Withdraw

Expense Report Summary

Total (1 Item)	500.000 USD
Due to Employee	500.000 USD

Approval Status

Report ID: 0000225450 Submitted for Approval

Submitted

Katie Potter

Employee

07/03/2024 11:49:49AM

Pending Approval

(Pooled)

Expense Data Entry Approver

Not Routed

Eric Jones

HR Supervisor

Not Routed

Courtney Everett

Expense Manager

Not Routed

(Pooled)

Controller

Not Routed

Payment

Additional Information

View Analytics

Notes

View Printable Report

3) Reviewing Approval Status

Employees can monitor the approver progress of the ER on the **Expense Summary** page under **Approval Status**.

View Details

Withdraw

Last Saved: 07/03/2024 10:54AM

Approval Status

Report ID: 0000225443 Submitted for Approval

Submitted

Katie Potter

Employee

07/03/2024 10:54:50AM

Pending Approval

(Pooled)

Expense Data Entry Approver

Not Routed

Eric Jones

HR Supervisor

Not Routed

Courtney Everett

Expense Manager

Not Routed

(Pooled)

Controller

Not Routed

Payment

The **Submitted** line will always be first. The employee's role will be listed underneath, and, on the right, you'll see your name, the date and time the ER was submitted.

- If a line has **Approved**, the approval role will be underneath and, on the right, will be the approver's name, the date and the time the ER was approved.
- If a line has **Pending Approval**, the approval role will be underneath and, on the right, will be the approver's name or "Pooled" which means multiple people are in that step.
- If a line has **Not Routed**, the approval role will be underneath and, on the right, will be the approver's name, "Pooled," or Payment if it's the last step.

The icons to the left of each step will give you a quick update. A **checkmark** means that step is completed, an **hourglass** means that step is in progress, and an **exclamation point** means that step hasn't been started yet.

Approvals & Workflow

1) Overview

The non-travel expense approval workflow closely mirrors the AP voucher workflow. Below are the primary responsibilities of each role.

- Expense Data Entry Approver (Fiscal): Budget check and modify chartfields.
- HR Supervisor: This is the employee's direct supervisor. This role is assigned automatically based on the data in PeopleSoft HCM.

Primary responsibilities: Authorizes the reimbursement of the expense, check amounts for program limit, check the appropriateness of the expense, check for required signatures on documentation, check for required attachments.

- Program/Department Approver: Authorizes the reimbursement of the expense, performs additional checks based on Agency procedures.

Please note: not all agencies utilize program/department approvers.

- Expense Manager Approver: Authorizes the reimbursement of the expense, check amounts for program limit, check the appropriateness of the expense, check for required signatures on documentation, check for required attachments.
- Comptroller: Employee reimbursements will be routed to the State Comptroller's Accounts Payable department for final review and approval.

2) Approver Workflow Updates

Updates to the approver workflow must be submitted through a GMIS ticket by the Agency Security Administrator. Please complete the workbook, "Non-Travel Workflow Assignment Change," and submit it with the ticket. The workbook can be found on the [Enterprise Portal Travel & Expense Training Documentation](#) site.

3) Navigation

The path to access a pending non-travel approval request begins on the **Pending Approvals** page, which lists all approval requests awaiting action.

The **Pending Approvals** page can be accessed two ways:

Option 1: PeopleSoft Employee Self Service homepage> Employee Self-Service> Approvals.

Option 2: Through an email link. PeopleSoft will generate an email, with a link, when an approval request requires attention.

The easiest way to see pending ER from the **Approvals** tile is to click **Expense Report** on the left side of **Pending Approvals** page.

- i. Click on **View Details** button in the upper right corner to access the **Expense Entry** page, which shows all the report's expenses and details.

Test Non Travel Workflow
Eric Jones

Expense Report Summary

Total (1 Item)	1,000 USD
Due to Employee	1,000 USD

Additional Information

- View Analytics
- Notes
- View Printable Report

Approval Status

Report ID: 0000225465 Submitted for Approval

Submitted	Greg Piersall Employee	07/08/2024 11:28:42AM
Pending Approval (Pooled)	Expense Data Entry Approver	
Not Routed	Courtney Everett HR Supervisor	
Not Routed	Courtney Everett Expense Manager	
Not Routed (Pooled)	Comptroller	
Not Routed	Payment	

- ii. To return to the **Summary Page**, click the **Expense Summary** button in the upper left-hand corner.

Test Non Travel Workflow
Eric Jones

Expense Summary

Total (1 Item) 1,000 USD

Monday, July 08, 2024

Non Travel-Cell Phone	1,000 USD
Test	

Non Travel-Cell Phone - 07/08/2024

Date: 07/08/2024

Expense Type: Non Travel-Cell Phone

Description: Test

Payment Details

Payment: Employee Paid
Amount: 1,000 USD

Additional Information

Billing Type: In State-Billable

- iii. Then, click on the **Approval** button in the upper left-hand corner.

Test Non Travel Workflow
Eric Jones

Approval

Expense Report Summary

Total (1 Item)	1,000 USD
Due to Employee	1,000 USD

Additional Information

- View Analytics
- Notes
- View Printable Report

Approval Status

Report ID: 0000225465

Submitted	Greg Piersall Employee
Pending Approval (Pooled)	Expense Data Entry Approver
Not Routed	Courtney Everett HR Supervisor
Not Routed	

Tip: It is not recommended to use the **View Summary** button to return to the **Expense Summary** page because it makes the navigation back to the header page more difficult. Instead, follow the navigation as outlined above.

- c. The **Lines** section on the **Header** will display a row for each expense being claimed. Click on the expense line to see the **Approval Line Detail** page.

Employee Self Service Expense Report

Eric Jones
1.00 USD

Header is pending your approval
In Process

Summary

Name: Eric Jones
Total Due Employee: 1.00 USD
Report Description: Test Non Travel Workflow
Business Purpose: Non-Travel Related Expenses
Location
Header Attachment: N

Report ID: 0000225465 Submitted for Approval
Reference
Submission Date: 07/08/24
Updated on: 07/08/24 - 11:28 AM
[Expense Details](#)

Lines

Date/Expense Type	Amount	Reimbursable	Payment Type / Billing Method	Miles Calculated / Comments	Attachment
07/08/24 Non Travel-Cell Phone	1.00 USD	Y	EMP IBI		N

The **Approval Line Detail** page lists details about the expense, including the transaction date, expense type, and payment method. The **Additional Information** section will show the attachments and chartfields for the expense line.

Back to Header Approval Line Detail

Non Travel-Cell Phone
1.00 USD

Line Detail

Transaction Date: 07/08/24	Payment Method: Employee Paid	Receipt Required
Expense Type: Non Travel-Cell Phone	Merchant	No Receipt
Description: Test	Location	
Billing Action: Billable	Personal Expense: N	
	Receipt Verified: N	

Additional Information

i. View Attachments

ii. View Accounting

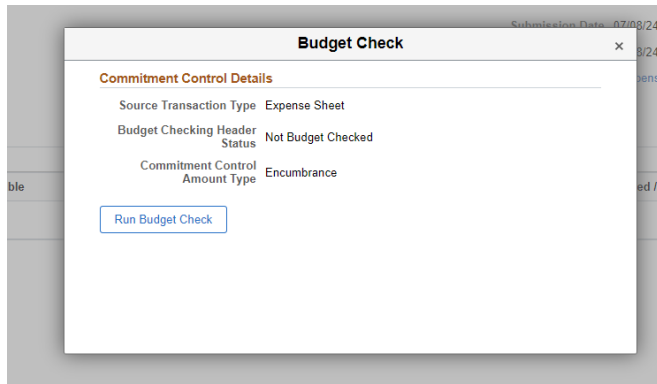
Back To Header

- i. Click on **View Attachments** to verify the required documentation has been uploaded.
 - ii. Click on **View Accounting** button to access the chartfields for the expense line.
- d. Click on **Back to Header** to return to the **Expense Report** header page. Below the **Lines** section is the **Approver Comments** text box.

Tip: Comments are optional for approvals, however, they are required in order to deny and **Sendback**.

- Tip:** Temporary, one-time additional approvers can be inserted here. See the [IDOA Tool Tip How to Insert An Approver into Workflow](#) for details.

5. After careful review, the approver can either **Approve** or **Sendback** the ER.
 - a. To approve, click the **Approve** button in the upper right corner. A **Budget Check** window will appear. Only the first approver in the approval workflow has the responsibility of budget checking and it only needs to run once. To initiate the process, click the **Run Budget Check** button.



When the process comes back as **VALID**, a new window will appear stating “**All the lines have been budget check.**”

- 1) Click the **OK** button to return to the Budget Check window.
- 2) Notice the status changed to "**Valid.**"

If changes are made to the accounting details, then the ER will need budget checked again.

Once the budget check is finished, or if it was already performed by a previous approver and the status is **VALID**:

- 1) Click on the **X** in the upper right-hand corner.
 - 2) Click the **Submit** button to finalize the approval. The approval request has now been forwarded to the next approver.
 - 3) Once an ER is budget checked and the agency approvals are completed, it will route to the Comptroller's Office for review.
 - 4) The Comptroller's Office will process the approved ERs through a pay cycle and issue payment to the employee's primary bank account connected to PeopleSoft HCM.
- b. To deny or send back:**
- 1) Enter the explanation in the **Approver Comments** field. An explanation must be entered to send a request back to the employee.
 - 2) Click the **Sendback** button in the upper right-hand corner. The **Sendback** window will appear – notice the notes entered on the header page carried over.

ApproveSendback

Report ID 0000225465Submitted for Approval

Reference

Submission Date 07/08/24

Updated on 07/08/24 - 11:28 AM

Expense Details

CancelSendbackSubmit

You are about to send back this request.

Approver Comments

No attachment.

Reimbursable	Miles Calculated / Comments	Attachment	1 row
Y		N	>

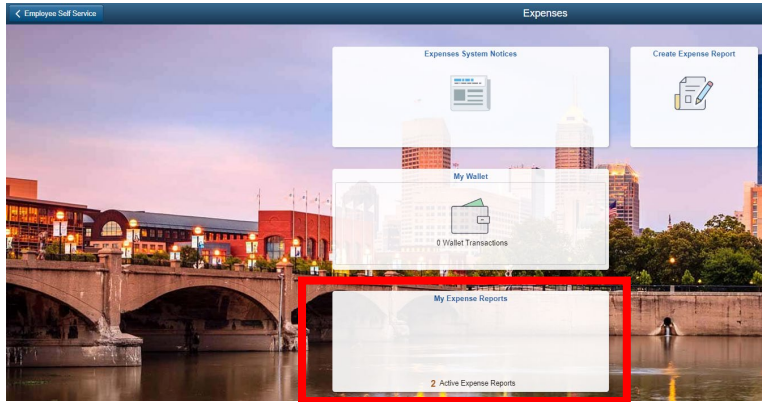
Tip: The Approver can enter comments on the header page or here before it is sent back to the Employee.

- c. Click the **Submit** button. The approval request has now been sent back.

Checking Status or Deleting ERs

Employees can view a snapshot of their ERs through the **My Expense Reports** tile.

- On the Employee Self-Service homepage, click the **Expenses** tile. Click the **My Expense Reports** tile.



On the left, the employee will see all their ERs that have been returned, not submitted, awaiting approval, or pending payment.

Katie Potter

10000243593

AOS - ACCOUNTS PAYABLE

Returned0

Not Submitted1

Awaiting Approval1

Pending Payment0

View All2

Not Submitted

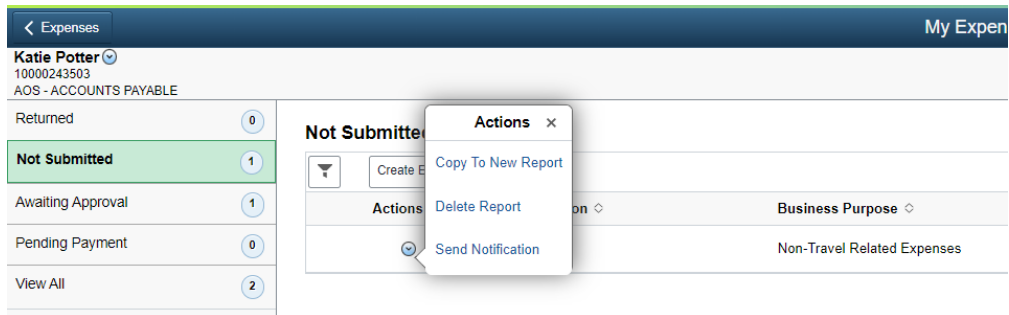
Create Expense Report

Actions	Description	Business Purpose
<div></div>	Test	Non-Travel Related Expenses

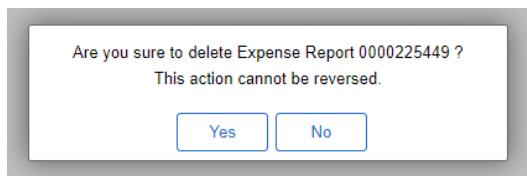
- Returned:** ERs sent back for revisions by approvers. If an approver sends an ER back for revision, the employee will receive an email. It will include the details of the ER & a hyperlink. Employees can make the requested changes and re-submit. Resubmitted ERs will restart the approval process.
- Not Submitted:** ERs not yet submitted by the employee for approvals.
- Awaiting Approval:** ERs submitted for approval & in approval process.
- Pending Payment:** ERs approved and in process of being paid.
- View All:** All ERs regardless of status.

Employees can also delete ERs from this page. An ER may need to be deleted if it does not need to be submitted or as part of the Fiscal Year End cleanup process.

Under the **Actions** column, select the icon for the ER that needs deleted and select **Delete Report**.



The employee will be prompted to confirm deletion by choosing **Yes** or **No** to the pop up:



The ER will then be removed from the system and cannot be retrieved.

Additional helpful tips & FAQ's

1. Will non-travel ERs align with the travel ER process for fiscal year end (FYE) closeout?

Yes, non-travel ERs align with the FYE procedures of travel expenses. This means non-travel ERs must be entered into PeopleSoft, budget checked and sent to the Comptroller's Office for final approval by the year end deadlines. More information will be distributed by the Comptroller and IDOA each fiscal year.

2. Can we utilize our existing Travel Administrators to perform additional duties for the non-travel ERs?

Agencies familiar with the Travel & Expenses module should also be aware of the travel administrator role. Non-travel expenses do not have a specific equivalent role. An agency may choose to have additional users complete training and submit a security ticket for travel administrator access. However, agencies may find it helpful to utilize the existing travel administrator(s) to perform the same processes for non-travel expenses as they are able to perform for travel expenses.

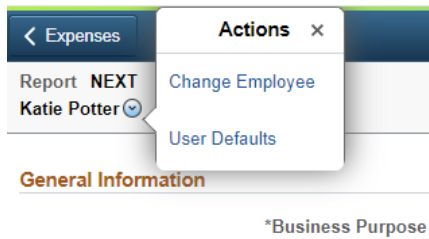
For example, travel administrators can delegate submitter or approval authority to another employee or approver, can look up an employee's expense history, can verify approval assignments, correct chartfield entries on paid ERs (including journal expense corrections), and assist with fiscal year end processing.

Specific training for travel administrators as it pertains to non-travel ERs does not exist. However, the existing IDOA CBTs are a helpful resource and be used as a refresher for existing travel administrators. Contact your agency's travel department to identify your current travel administrator(s).

3. Can an employee authorize another individual to enter expenses on their behalf?

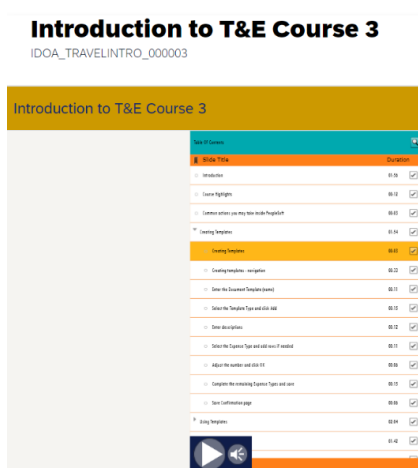
Yes, an employee can authorize another individual to enter an expense for them by navigating to: **NavBar > Menu > Employee Self Service > Travel & Expenses > User Preferences > Delegate Entry Authority.**

Detailed instructions on how to delegate entry authority can be found on the IDOA Travel Services website under the Tool Tips Section > Introduction to T&E tab > Delegate Entry Authority [guide](#). If an employee has access to enter on behalf of another employee, they will be able to do so by selecting the **down arrow > Change Employee** > then select the employee from the available list when creating a new ER.



4. I submit the same expenses every month – is there a way to save time by setting up a template?

If an employee submits the same or similar ERs on a regular basis, they may find it helpful and a time saver to set up a template. Templates allow employees to format expense lines that can be adjusted when they are ready to submit the ER. More training and information about creating and using templates can be found in Introduction to T&E Course 3 found on SuccessFactors:



5. I'm not receiving my system generated emails when I have an approved ER or when I have an ER pending my approval. What should I do?

To receive PeopleSoft Financials generated email notifications, the employee should verify their email is set up under **My System Profile**.

Navigate: **NavBar > Menu > My System Profile**. Check the box next to **Email User** and **Worklist User** under Workflow Attributes and verify that the correct email address is listed under **Primary Email Account**.

General Profile Information

Katie J Potter - 00050

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English
 My preferred language for reports and email is: English
 Currency Code: USD
 Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:
 From Date: (example: 12/31/2000)
 To Date: (example: 12/31/2000)

Workflow Attributes

☒ Email User ☒ Worklist User

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address
	Work	KPotter@comptroller.IN.gov

If the email address is correct and the employee is still not receiving expected emails, please submit a GMIS ticket.

6. I'm going on vacation and need to reassign my approvals to another user during my absence. How do I do reassign my approvals during my absence?

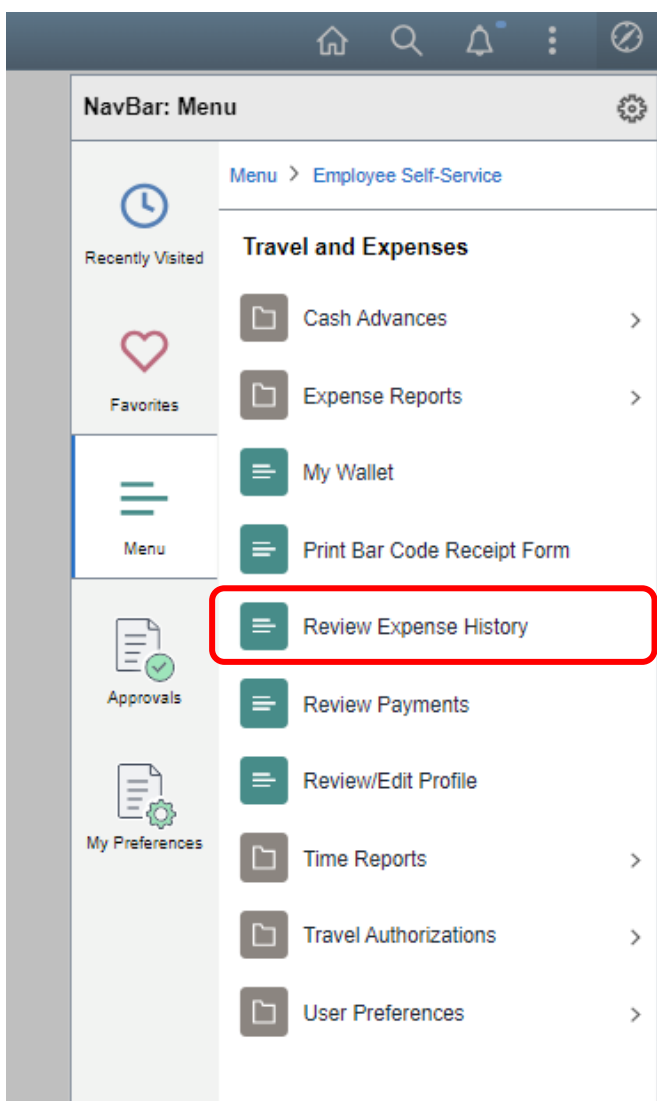
Approvers can reassign their approvals to another user during a scheduled absence. This will not reroute approvals that are currently in the approver's worklist but will route any new approvals during a date range.

Instructions for Approvers to reassign their approvals can be found at the following link: [How to Reassign Your Approvals During a Work Absence](#).

7. Where can I find a history of my paid ERs?

Employees can find a list of their paid expenses through Employee Self-Service.

- **Menu> Employee Self-Service> Review Expense History**



8. How should we process reimbursements for employees leaving state employment or transferring to another agency?

For employees leaving state employment or transferring to another agency and who also have outstanding ERs (either travel or non-travel related ERs), it is best practice to have the employee submit their reimbursement prior to their last day AND request to expedite the approval process so payment is made prior to departure. The Comptroller's Office would prefer expediting a reimbursement through T&E versus processing a supplier payment through AP. Additional information may be provided in the future as we continue to understand how the system processes these unique situations.

To expedite an expense payment prior to an employee's departure, the employee's HR Supervisor must contact Payables@Comptroller.in.gov and include the BU, the expense number, and details stating the employee is leaving the agency. Requests for expedited review for any other reason will not be considered.

If an employee did not submit the reimbursement prior to departure, or if the reimbursement was submitted prior to departure and subsequently sent-back after they termed, the employee no longer has access to submit or re-submit the reimbursement through T&E. In those rare situations, the employee will need to be registered as a

supplier and the reimbursement will need to be processed through AP. Send requests to Suppliers@Comptroller.in.gov and include all of the following:

1. Subject line: Termed Employee Request
2. Employee's W-9
3. Employee's direct deposit form
4. Denied ER number
5. Employee's termed date

All other requests to enroll an employee as a supplier will be scrutinized and likely re-directed to Employee Self-Service.

9. Where can I find additional training information?

IDOA has developed computer-based trainings (CBTs) and Tool Tips related to travel ERs that are applicable to non-travel ERs.

CBTs can be accessed through SuccessFactors. Users will need to enroll in the trainings if they have not yet already completed trainings. If the travel trainings have already been completed, please watch this [video](#) to learn how to review training content from completed SuccessFactors courses. Users can access completed trainings and “jump ahead” to the pertinent sections without having to re-take the entire training.

The Tool Tips can be found on [IDOA's T&E Training Resources site](#). Note: IDOA's materials will not specifically reference “non-travel ERs,” however the information is interchangeable and transferrable. Also, see FAQ #2 above for details on how Travel Administrators can be applicable and helpful for the non-travel reimbursement process as well.

A few of the Tool Tips that may be beneficial for non-travel Employees/Submitters, Approvers, and Travel Administrators are:

- Employee/Submitter: [Review, Submit, and Find the Status of an ER](#)
- Employee/Submitter: [Delete ER - Submitter](#)
- Approver: [How to Reassign Your Approvals During a Work Absence](#)
- Approver: [How to Insert an Approver into the Approval Workflow](#)
- Approver: [How to Budget Check a Travel Authorization or Expense Report](#)
- Approver: [How to Approve or Send Back a Travel Authorization or Expense Report](#)
- Admin/Admin Backup: [Travel Administrator - Delete ER](#)
- Admin/Admin Backup: [Employee Expense History](#)
- Admin/Admin Backup: [Adjusting Paid Expenses with Journal ERs](#)
- Admin/Admin Backup: [Modify Approved Transactions](#)
- Admin/Admin Backup: [Verify Approval Assignments](#)
- Admin/Admin Backup: [Look Up Employee's Authorized Submitter](#)
- Admin/Admin Backup: [Review ER Accounting Entries](#)
- Admin/Admin Backup: [Reassign Approvals](#)

Appendix A: Employee Reimbursement Codes & Policy References

There are eleven active employee reimbursement account codes available in T&E. The below table will be a helpful tool in assisting employees in determining which account code to select when submitting for reimbursement. Employees & agency approvers should closely evaluate the appropriateness of the account code selected.

The table below also outlines required attachments and policy references associated with each expense type. The Comptroller's Office reserves the right to request additional documentation, including but not limited to, copies of the agency's internal policy and any supplemental approvals required by the agency. Expenses may be denied if an inappropriate account code is selected or required attachments are not included.

It is assumed that any State guidance or policy outlining allowable employee reimbursements will be followed when submitting employee reimbursements. This may include, but is not limited to:

- [State Budget Agency Financial Management Circulars](#)
- [Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies](#) (section 6.4.7.1 Unallowable Costs)
- [State Personnel Department's Education Reimbursement and Tuition Assistance policy](#)
- Any other internal agency policy.

Questions regarding the appropriateness of an expense that cannot be answered at the agency level may be directed to the agency's budget analyst. Also, employee reimbursement should not be used to circumvent procurement policy and guidelines as outlined in the [IDOA Delegation of Purchasing Authority Program \(DPAP\) Manual](#).

The policies referenced in this section apply to all agencies unless otherwise stated in the specific policy.

The requirements for acceptable receipts are:

- The person or business name that received the payment
- The amount paid
- A description of what the payment was for
- The expense date

Employee Reimbursement Account Code	Account Code Description	Future State (Active or Inactive)	Alternative	Required Attachments & Additional Guidance
599226	EmpReimb-Agency Specific	Active	N/A	Receipt and explanation of purchase; additional attachments or information may be needed depending on the type of purchase. Note: This account code may be used for items specific to an Agency's business operations when the allowable expense

				is not included by the other active account codes.
599211	EmpReimb-Cell Phone	Active	N/A	Copy of monthly bill from cell phone provider.
599213	EmpReimb-Tool Allowance	Active	N/A	Receipt.
599214	EmpReimb-Clothing Allowance	Active	N/A	Receipt.
599215	EmpReimb-CDL	Active	N/A	Receipt. See SBA FMC Fiscal Prudence Measures pertaining to Employee Licenses / Memberships .
599216	EmpReimb-Dues & Membership	Active	N/A	Receipt. See SBA FMC Fiscal Prudence Measures pertaining to Memberships .
599222	EmpReimb-General Vehicle Maintenance	Active	N/A	Receipt. Agencies must follow IDOA procurement policy when a QPA is available. The QPA Contract Manager must provide approval if the item or service being purchased is available via a QPA and the QPA is not utilized. Note: This reimbursement pertains to required and approved maintenance for State-owned fleet vehicles only.
599223	EmpReimb-Supplies General	Active	N/A	Receipt. Agencies must follow IDOA procurement policy when a QPA is available. The QPA Contract Manager must provide approval if the item or service being purchased is available via a QPA and the QPA is not utilized. Also, see SBA's FMC Fiscal Prudence Measures for any additional applicable guidance.
599224	EmpReimb-Food & Beverage	Active	N/A	Receipt. Approval from State Agency Head (or

				<p>SBA if the refreshments/meals are for recognition events) with brief explanation of purchase.</p> <p>See SBA's FMC Fiscal Prudence Measures pertaining to Refreshments & Meal Expenses</p>
599202	EmpReimb- Training General	Active	N/A	<p>Receipt.</p> <p>See SBA's FMC Fiscal Prudence Measures pertaining to Training and Professional Development.</p>
599227	EmpReimb- Education	Active	N/A	<p>Proof of payment, final and fully approved SF 57438, and final grades or proof of course completion.</p> <p>See SPD's Education Reimbursement & Tuition Assistance policy.</p> <p>Also, see SBA's FMC Fiscal Prudence Measures pertaining to Training and Professional Development.</p>
599123	AdmOp- EmpReimb- Postage Reimb	Inactive	599223 EmpReimb- Supplies General	<p>See 599223.</p> <p>Agencies must follow IDOA procurement policy when a QPA is available. The QPA Contract Manager must provide approval if the item or service being purchased is available via a QPA and the QPA is not utilized.</p>
599201	AdmOp- EmpReimb- Workshops	Inactive	599202 EmpReimb- Training General	See 599202.
599203	AdmOp- EmpReimb-Adult Ed	Inactive	599227 EmpReimb- Education	See 599227.
599204	AdmOp- EmpReimb- Secondry Sch	Inactive	599227 EmpReimb- Education	See 599227.
599205	AdmOp- EmpReimb-Voc Ed	Inactive	599227 EmpReimb- Education	See 599227.
599206	AdmOp- EmpReimb- Career Dev	Inactive	599227 EmpReimb- Education	See 599227.
599207	AdmOp- EmpReimb- Exhibition	Inactive	599202 EmpReimb- Training General	See 599202.

599209	AdmOp- EmpReimb- Registration	Inactive	599202 EmpReimb- Training General	See 599202. Note: Registrations related to Travel must be connected to a travel event and submitted through a travel ER.
599212	AdmOp- EmpReimb- Blackberries	Inactive	599211 EmpReimb- Cell Phone	See 599211.
599217	AdmOp- EmpReimb- Continued Educa	Inactive	599227 EmpReimb- Education	See 599227.
599218	AdmOp- EmpReimb- Parking	Inactive	595170 In State Travel Parking & Tolls, 595570 Out of State Travel Parking & Tolls, or 595806 International Parking & Tolls	Parking fees must be submitted through a Travel ER. See IDOA Expense Type, Payment Type and Billing Type Tool Tip .
599221	AdmOp- EmpReimb - Client/Ward	Inactive	599226 EmpReimb- Agency Specific	See DCS Policies for guidance on allowable expenses and procedures.
599225	AdmOp- EmpReimb-Fuel	Inactive	595150 InState Travel - Ground Transportation, 595550 Out of State Ground Transportation, or 595805 International Ground Transportation	Fuel reimbursement must be submitted through a Travel ER. See IDOA Expense Type, Payment Type and Billing Type Tool Tip .
599305	AdmOp- EmpReimb- Physical Exams	Inactive	599226 EmpReimb- Agency Specific	See 599226.
599430	AdmOP- EmpReimb - Copies	Inactive	599223 EmpReimb- Supplies General	Receipt. Agencies must follow IDOA procurement policy when a QPA is available. The QPA Contract Manager must provide approval if the item or service being purchased is available via a QPA and the QPA is not utilized.

599208	AdmOp- EmpReimb- PersnlAppearnce	Inactive		
599220	AdmOp- EmpReimb-Home Internet	Inactive		
599245	AdmOp- EmpReimb- Security	Inactive		