Welcome to e-Expense Travel & Business Expense Reimbursement System

A User Guide

2014

Tufts University Finance

Table of Contents

Signing in

Signing into e-Expense is easy! Use your
UTLN and your SSO password at this site:
https://tufts.apptricityondemand.com

e-Expense is an expense reimbursement
system: for travel and out-of-pocket incidental
business expenses.

The Tufts Corporate MasterCard

All university travelers should obtain a Tufts [Corporate MasterCard](#) which is a university paid card. Use of this card with the e-Expense system simplifies the expense reimbursement process. Holders of the university [Corporate MasterCard](#) must process expenses using the system. **Even though the Tufts Corporate MasterCard is university pay, receipts must still be collected**. The IRS does not consider an expense posting on a credit card statement to be a receipt.

It is important that the traveler or their surrogate update or add the new card information with Tufts preferred travel agencies . The airline tickets will then be appropriately charged (in advance) to the travel system, and will be part of the cardholders unassigned expenses upon return .

Egencia (formerly Expedia Corporate Travel) www.egencia.com
Egencia Corporate Travel Agents Toll Free 24 hrs. (877) 814-5057
Sign in and update your profile with the MC information.

The Travel Collaborative: 625 Mt. Auburn Street, Suite 207, Cambridge, MA 02138 The Travel Collaborative Tufts Direct Line (617) 497-8180; The Travel Collaborative Toll Free (800) 370-7400
When arranging travel, provide card information and ask agent to update the profile.

Travizon   Domestic Travel – Dedicated Agent Team
tuftsdomestic@travizon.com (800)-314-1347 (outside US 781-979-1216) International Travel – Dedicated Agent Team
tuftsintl@travizon.com (877)-391-0785 (outside US 781-979-1216)
Sign into Concur travel and update your profile to reflect the new Tufts Travel MC information.

Section I
Assigning a Surrogate

All about Surrogates in Apptricity

Surrogates is the term that Apptricity uses to 'proxy' another user of the system. There are two types of surrogates: approval and entry. A traveler can assign an entry surrogate to prepare their expense report. After that surrogate completes the report, the traveler is required to approve the report. A traveler cannot assign an approver surrogate for their own report.

There are two types of Surrogates. An entry surrogate can enter reports on behalf of another user. An approval surrogate can approve reports on behalf of another user.

Once an entry surrogate has been assigned, it need not be done again unless another surrogate is being assigned . NOTE: A traveler can assign more than one entry surrogate if he/she has more than one individual for support staff.

Step ①

After signing into Apptricity (see page 2), click on the Administration tab of the opening screen. On the next screen, click the User Management tab, then the tab that reads Users.

Step ② After clicking the User tab, you'll navigate to the screen below. Click the Surrogate/Role button. You will be directed to the screen below, where you can select from Entry Surrogate or Approver Surrogate.

Click the **Add** hyperlink under either Approval or Entry Surrogate.*

*Please note the traveler is required to approve their own report if entered by an entry surrogate regardless if they have an approval surrogate.

Entry Surrogate: [▼] 🔍

Active from: [   ] 📅

Active until: [   ] 📅

[Save] [Surrogate/Role] [User]

Step ③ Now, click the magnifying glass to search for the user you wish to make a surrogate. Type in the last name and then Search.

Find Users

First Name: [   ]   Last Name: [ziegler   ]

Logon ID: [   ]   Type: [▼]

[Search] [Clear]

Once names appear, click on the one you wish to make the surrogate.

Last Name	First Name	
Ziegler	Ellen	

Calendar - Windows In... ▢ ▢ ✕

http://tufts.apptricityondemand.com

| June | ▼ 2012 |

| << | < | Today | > | >> |

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

🌐 Internet | Protec 🔒 ▼   🔍 100% ▼

Step ④ You'll be returned to the screen at the top of this page. Now tell the system how long you'd like the surrogacy to take place. Use the icon 📅 to select dates using the calendar. If it is a permanent assignment, use 12/31/2999.

When finished be sure to click the Save button [Save] before exiting.

Section II
Create a Travel Request

Creating A Travel Request

Sign into the system as shown on page 2. When making a travel request, click on the Expense Reports button on the main page.

You're taken to this screen at which time click the first tab that reads Travel Request

The system will direct you to the Travel Request header, shown on the next page.

Good Afternoon, Carol J Liedes

Help | Tutorial | Change Password | Change Role | Log Off

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UNIVERSITY

| Travel Request | Requests for Approval | Unassigned Expenses | New Expense Report | My Expense Reports | Reports for Approval | Audit |

Find Travel Requests

Date From: Date To:

Status:

[Search] [Clear] [Add New]

Request ID	From Date	To Date	Total	Traveler	Approver	Status	Purpose	Create Date
312	05/01/2012	05/05/2012	500.00	Liedes, Carol J	Renoni, John Stephen	Approved	Task 6	05/16/2012
313	10/01/2012	10/05/2012	200.00	Liedes, Carol J	Renoni, John Stephen	Denied	Task 8	05/16/2012
356	06/02/2012	06/10/2012	3500.00	Liedes, Carol J	Renoni, John Stephen	Approved	Visiting the inlaws	05/17/2012
366	05/31/2012	06/10/2012	3000.00	Liedes, Carol J	Terranova, Frank	Submitted	To study the volcano	05/17/2012
373	06/03/2012	06/07/2012	1855.00	Liedes, Carol J	Terranova, Frank	Submitted	JFK seminar	05/17/2012
425	06/20/2012	06/24/2012	1200.00	Liedes, Carol J	Renoni, John Stephen	Submitted	Conference about compliance	06/05/2012

Presented is a list of earlier travel requests. To start a new one, click the Add New button.

powered by Apptricity (copyright 2007)

Done   Internet | Protected Mode: On   🔍 ▾ 🔍 100% ▾

Apptricity   🏠 ▾ 🔝 ▾ 🖂 🖶 ▾ Page ▾ Safety ▾ Tools ▾ ❓ ▾

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Good Afternoon, Carol J Liedes

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| Travel Request | Requests for Approval | Unassigned Expenses | New Expense Report | My Expense Reports | Reports for Approval | Audit |

Edit Travel Request

From Date: To Date:

Traveler: Liedes, Carol J   Approver: Renoni, John Stephen

Destination: Trip Description:

(0 / 255)

Total: Request ID: 0

[Save] [Clear] [Back]

Now, complete all of the fields regarding the upcoming trip. When finished click Save.

powered by Apptricity (copyright 2007)

Once saved, it is time to add the estimated expenses of the trip. Click Add New.

Complete all fields. The magnifying glass can be used to obtain a selection list; the eraser to erase a mistake in the field. Click Save when done.

A travel request can be made in two ways:
1. One lump sum representing total estimated travel expense (use Misc exp)
2. In detail by providing multiple expense items, one for each expense expecting to be incurred.

Please contact your BFO or Director of Finance about your local rules pertaining to estimate methods and whether a travel request is required.

Once you've saved, your input will appear in this section of the page. Now, click the Back button to return to the header page.

Back on the header screen, you will now need to click submit. If you wish to add an ad-hoc approver in addition to the 'final' approver, click that button before clicking the submit button.

To add an ad-hoc approver, use the magnifying glass to select an authorized Apptricity user to be added in the approval chain. Find the name, click on it, then when window closes click [Add Selected Approver]

Once submitted, your menu on the travel request tab will show the status.

The individual making the travel request will receive an email when the request has been approved or denied. A sample is provided below.

Travel Request has been approved by manager.

```
-----Original Message-----
From: tuftsadmin@apptricityondemand.com [mailto:tuftsadmin@apptricityondemand.com]
Sent: Thursday, May 17, 2012 1:08 PM
To: Liedes, Carol J.
Subject: Travel Request has been approved by manager.
Travel Request for $1200.00 has been approved by manager.
Link:
http://tufts.apptricityondemand.com/public_html/psuite/Login.jsp?enc=%3Czfh0L%5Ezb0nhnL
Oz%2B%3C8I%2B.q%2B%3C8%7DN%2B.%7DC%23N%7D%2B%23KGLGkzbffndnhhlnhbj
```

Section III
Creating and Completing an Expense Report

Creating the Expense Report

An expense report can be created by the traveler or their surrogate. The traveler can attach receipts to an expense report while on their trip by signing into Apptricity or using the Apptricity App on their Droid or iPhone/iPad. NOTE: A report must be created before receipts can be attached using the App. If you have an approved Travel Request in Apptricity the report is automatically created. Specific directions for using the App can be found on page #48 of this manual. The following illustration documents completing an expense report using the Apptricity software.

Please note the steps are the same for a travel report as well as business expense. Choose the Purpose "Business Expense" for business expenses.

Sign into the system. **If you are a surrogate, a role change is necessary, indicating that you are <u>creating a report on behalf of a traveler</u>. Click Change Role in the top right of your screen**.

<u>If you are entering a report for yourself you do not need to Change Role, skip to the next page.</u>

Help | Tutorial | Change Password | Change Role | Log Off

Select the individual who traveled by clicking on the name. When the window closes there should be a new name at the top in the Good Morning message, sample below.

Good Morning, Test User 01 (as Surrogate)

Click on Expense
Reports

Good Morning, Carol J Liedes

Home >

| Portal | Expense Reports | Administration |

Good Morning, Carol J Liedes

Next, click on My
Expense Reports *

sword | Change Role | Log Off

Home > Expense Reports >

| Travel Request | Requests for Approval | Unassigned Expenses | New Expense Report | My Expense Reports | Reports for Approval | Audit |

Expense Report Search

From Date: To Date:
Date sent to AP: Report Id:
Submitted To: 🔍
Invoice status: Open ▾
Total:

Click on the report you are
ready to complete

[➕ Add New] [🔍 Search] [◇ Clear] [🔄 Reset]

Expense Report Search List

Report Id	Trip Description	Date sent to AP	User	Submitted To	Invoice Status	Receipts	Total	Create Date
58753	Visiting the inlaws		Liedes, Carol J	Renoni, John Stephen	Open	🧰	3500.00	05/17/2012
58723	Task 6		Liedes, Carol J	Renoni, John Stephen	Open	🧰	500.00	05/17/2012
58850	To visit Bath IronWorks		Liedes, Carol J	Renoni, John Stephen	Open	🧰	2498.92	05/17/2012
58861	Visit GE		Liedes, Carol J	Renoni, John Stephen	Open	🧰		05/17/2012

1

[+] Quick Link

***If a Travel Request was completed you would click on "My Expense Reports" black
arrow.**

If a traveler DID NOT make a Travel Request or Report Shell prior to departure, the
individual creating the expense report needs to create a new expense report by clicking
"New Expense Report" and would follow the same steps, except click on New Expense
Report, as shown above with the **green** arrow.

Home > Expense Reports >

| Travel Request | Requests for Approval | Unassigned Expenses | New Expense Report | My Expense Reports | Reports for Approval | Audit |

A travel expense header automatically appears. Please fill in attributes at the top. NOTE: Any field name in **blue** is a required field. Should the expense be charged to a grant, it is necessary that attention be made to the two boxes noted above A) and B). **The box labeled A** requires an explanation of how the grant benefits by the expense or is related to the expense. **The box labeled B** is required if the expense reimbursement is being charged to more than one funding source where a grant is involved. Please explain the allocation methodology for the expense.

Another important piece of information on the header reimbursement screen is Purpose. The purpose field is a dropdown selection.

To ensure the correct purpose is chosen, please use the following definitions:

Administrative Conference/Seminar: costs incurred by administrative staff to attend professional conferences and seminars. Includes travel costs and registration fees.
Business Activities: are travel related activities necessary to support the university's mission (excludes fundraising which is a separate category). Travel incurred by the Admission staff is an example of this type of activity as is Treasury staff traveling to a business meeting in New York City with the banks and bond agencies.
Business Expense: used for minor, out-of-pocket expenses, not involving overnight travel. Examples include local mileage, parking and tolls. (Expenses previously reimbursed through the old paper form).
Faculty Scholarship/Research: includes costs associated with travel to scholarly conferences or seminars, to present papers or collaborate with colleagues. Also includes activities necessary to pursue research opportunities or engage in actual scholarly research.
Fundraising: are costs associated with raising monies for the university and includes travel costs associated with donor cultivation and alumni relations.
Student Travel: covers all student travel related expenses that are part of the student's academic experience at Tufts. Examples include athletic team travel and student group/organization travel.

Importing Card Expenses

When the header is complete, it is time to start adding expenses. The expenses do not have to be recorded in any particular order. This manual will begin by importing expenses that were incurred on the trip using the Tufts Corporate Card, or manually entered during the trip. To begin that process, click the Import button.

Click the boxes of the expenses relevant to the trip. If all apply you may check the very top box in the header row. Once all appropriate boxes are checked, click the Assign button to import into the expense report.

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Expense Summary

From Date: 05/17/2012 To Date: 06/05/2012 Report ID: 58861
Country: United States Purpose: Pick One Status: Open
Travel Type: Individual Destination: Maine Final Approver: Renoni, John Stephen
Trip Description: Visit GE Submitted By: Liedes, Carol J
Receipts Attached: Total: 455.83
Voucher # Reimbursement:
Voucher # Corp Card: Date to AP:

If Sponsored Project funded please indicate how travel directly benefits/relates to the project:

If more than one sponsored project is funding the travel please detail the allocation methodology:

[Back] [Delete] [Notes] [Save] [Workflow] [Print] [Import] [AdHocApprove]

Included Expenses [Create] [Unassign] [Delete]

	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipts Attached?
☐	05/25/2012	Business		Corporate Card		SIR FRANCIS DRAKE HOTE	C222100		239.22	239.22 USD			
☐	06/04/2012	Business		Corporate Card		AIRTRANAI 33270660506322	C222100		188.10	188.10 USD			
☐	06/05/2012	Business		Corporate Card		HUDSON NEWS 280 LN	C222100		11.96	11.96 USD			
☐	06/05/2012	Business		Corporate Card		MCDONALD'S F6750	C222100		16.55	16.55 USD			

1

The system will assign the selected expense to the expense report. Note that the expenses appear in red. This is a signal that they require additional information prior to submission: category and account. Simply click on one of the lines. When taken to the screen with that line highlighted, complete the rest of the fields, and click the [Save] button. Continue until all your expense items are complete

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Help | Tutorial | Change Password | Change Role | Log

| Travel Request | Requests for Approval | Unassigned Expenses | New Expense Report | My Expense Reports | Reports for Approval | Audit |

Expense Summary

Report Id: 58861 Total: 455.83

Expense Summary

Check if you have receipt being attached →

Cost center defaults from user profile application

Expense Date: 06/04/2012 Payment Source: Corporate Card Expense Type: Business
Category: Air, Bus, Rail, Fare Account: 5301 Cost Center: C222100
Amount: 188.10 Business Purpose: Corp Card Merchant: AIRTRANAI 33270660506322
Receipt Attached?: ☐

[Save] [Delete] [Notes] [Split] [Attendees] [Unassign] [Booking Information] [CardTransAir] [Hotel Detail] [Card Trans Detail]

Included Expenses [Create] [Unassign] [Delete] [Back]

	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipt Attached?
☐	05/25/2012	Business		Corporate Card		SIR FRANCIS DRAKE HOTE	C222100		239.22	239.22 USD			
☐	06/04/2012	Business		Corporate Card		AIRTRANAI 33270660506322	C222100		188.10	188.10 USD			
☐	06/05/2012	Business		Corporate Card		HUDSON NEWS 280 LN	C222100		11.96	11.96 USD			
☐	06/05/2012	Business		Corporate Card		MCDONALD'S F6750	C222100		16.55	16.55 USD			

Included Expenses

	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt
☐	05/25/2012	Business		Corporate Card		SIR FRANCIS DRAKE HOTE	C222100		239.22	239.22 USD
☐	06/05/2012	Business		Corporate Card		HUDSON NEWS 280 LN	C222100		11.96	11.96 USD
☐	06/05/2012	Business		Corporate Card		MCDONALD'S F6750	C222100		16.55	16.55 USD
☐	06/04/2012	Business	Air, Bus, Rail, Fare	Corporate Card		AIRTRANAI 33270660506322	C222100	5301	188.10	188.10 USD

Once corrections are made and saved, the expense line will turn black.

If you are unsure of the Account or Cost Center, click the 🔍 next to that field then [🔍 Search] . A list of valid values will show. Click on the value you want to use. If there a Cost Center you need that is not listed, send an e-mail to e-expense@tufts.edu

Out of Pocket Expenses

Once your import of expenses from unassigned expenses (corporate card or ATM withdrawals) is complete, begin recording out of pocket expenses to be reimbursed. **Click Create to add an out of pocket expense.**

Complete fields above as indicated

Splitting Charges

If you need to split the cost to additional DeptID's and or Grants or part of a corporate card charge was personal you need to split the transaction.

Example: If the $239.22 lodging receipt contained an inappropriate business expense of $9 for a movie rental, the lodging expense should be broken up into 2 separate transactions: 1 lodging, type business at $230.22 and 1 lodging type, personal at $9. The system will automatically subtract the $9 from the total to be reimbursed. To split, enter the transaction. Once it appears in the lower half of the screen highlight it (see below). Then click the Split button.

Please Note: Once you split a transaction it cannot be undone.

Expense to Split

Expense Date: 06/20/12
Corp Card Merchant:
Amount: 239.22
Left to Disburse: 0.00

Split Options

%	Expense Type	Category	Account		Cost Center		Amount
96	Business	Lodging	5301		C222100		230.22
4	Personal	Lodging	5301		C222100		9.00
0.00	Business	Lodging	5301		C222100		0.00
0.00	Business	Lodging	5301		C222100		0.00
0.00	Business	Lodging	5301		C222100		0.00

Cancel | Reset | Save

Break down the expense between expense type, or cost center or any that apply. When finished click [Save] and the system will return to the expense page.

**Please Note: Any charge marked as personal should not be charged to a grant.

Attendees Required

If a meal exceeds a certain dollar amount upon saving the entry, the system will ask for more information. It assumes that due to the higher price, more than one individual may have dined. Click the Back to add requested information.

Then, click the Attendees button.

Receipt Attached?. ☑

Save | Attendees

Included Expenses

Create | Unassign | Delete | Back

	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipt Attached?
☐	05/25/2012	Business	Lodging	Corporate Card		SIR FRANCIS DRAKE HOTE	C222100	5301	239.22	239.22 USD			No
☐	06/04/2012	Business	Air, Bus, Rail, Fare	Corporate Card		AIRTRANAI 33270660506322	C222100	5301	188.10	188.10 USD			No
☐	06/05/2012	Business	Breakfast	Corporate Card		HUDSON NEWS 280 LN	C222100	5301	11.96	11.96 USD			Yes
☐	06/05/2012	Business	Lunch	Corporate Card		MCDONALD'S F6750	C222100	5301	16.55	16.55 USD			Yes

An Attendees box then appears.

Attendees

Contacts

Add Contact

Append

Attendees:

Type in attendees here and put total number at bottom.

Number of Attendees: 0

Return to Expense | Reset | Exit

Click Return to Expense to Save.

Using the Per Diem Wizard

Tufts UNIVERSITY

Home > Expense Reports >

| Travel Request | Requests for Approval | Unassigned Expenses | New Expense Report | My Expense Reports | Reports for Approval | Audit |

Expense Summary

Report Id: 59396   Total:

Expense Summary

Expense Date: 06/07/2012   Payment Source: Out of Pocket   Expense Type: Business

Category: Per Diem Meals & Incidenta   Account: Cost Center: C222100

Amount: 0.00   Business Purpose: Corp Card Merchant:

Receipt Attached?: ☐

Save   Attendees

Included Expenses   Create   Unassign   Delete   Back

Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Foreign Amount	Notes	Business Purpose	Receipt Attached?

When you are completing an expense report, and you have opted for reimbursement via Per Diem M&IE (meals and incidental expenses), utilize the Per Diem Wizard located adjacent to the category field. The wizard icon turns a yellow color when Per Diem is chosen in the category field.

❶ Click on the yellow wizard icon to be taken here:

Arrival Date: 06/07/2012

Arrival Pct: 75%

Departure Date: 06/07/2012

Departure Pct: 75%

Perdiem Type: Government

Per Diem Category: Meals and Incidentals

Location:

Account:

Cost Center: C222100

Payment: Out of Pocket

Next   Cancel

❷ Ensure the arrival and departure dates are correct and complete all fields. Use the magnifying glass to help with your search, especially with location, as shown here. Select the location by clicking on the appropriate line.

Apptricity - LocationSearch.jsp - Windows Internet Explorer provided by Financial Inform...

http://tufts.apptricityondemand.com/public_html/controller?tm=1339082162049

Search For Locations

City: Charleston   Country: USA

State: SC   Name:

Search   Create   Exit   Clear   Reset

List Location Results

City	Country	Name	State
CHARLESTON AFB	USA	United States	SC
CHARLESTON COUNTY	USA	United States	SC

Done   Internet | Protected Mode: On   100%

❸ After selecting, click Next after screen refreshes.

The wizard not only retrieves the correct GSA per diem rate for the location, but correctly prorates that per diem by 75% for the travel to and travel from days. This is in accordance with IRS regulations pertaining to using M&IE per diem rates.

PLEASE NOTE: The corporate card can not be used to pay for Meals & Incidentals when taking per diem allowances. However, if the card is accidentally used, the expense type must be "personal." The amount will be deducted from your out of pocket reimbursement. Any charges marked as Personal should not be charged to a grant.

Using the Foreign Currency Converter

If the amount of receipt is in a foreign currency, use the Currency Converter to change to US$. Click the globe icon, as shown above. You're taken to the screen (below), where you will populate the fields. After selecting the currency type, click [Save] . Note that the column titled Currency Amt refers to the original, native currency.

You will be returned to your expense summary, and the converted amount will appear. Now, complete the other fields

If importing a credit card expense to the report, the expense automatically converts to USD. The wizard is for out of pocket expenses.

Auto Mileage

The system can calculate your auto mileage.

Create a new expense and change the Expense Date as needed then choose Auto Mileage as the category and click the Wizard icon 🌟 The mileage rate is based on the expense date)

Enter the Start and End Location and Distance. If you are unsure of the miles click **Show Map** ad a new windows will pop up showing the google map and the mileage.

Save when done

Don't forget to put your return mileage if necessary.

Enter the Account, cost Center and Business Purpose and Save

Transmitting Receipts for Expenses

Receipts are required for expenses incurred, with the exception of per diem M&IE. There are options on how to include receipts.

Option #1: Scan & Upload – Scan receipts, save as a pdf, then upload to the system. Once the pdf is ready, click on the receipts icon as shown above.

Click browse to locate the file you saved. Click the file and the file name/path will then appear in the window. Click **Upload**. After the file has been uploaded, browse to add another file, or click Exit to return to the Header Page. Once back at the Header Page, the receipt icon has changed from 🔴 to 🗂 .

Option #2: Fax receipts using system generated cover page. Click the Print button. A pop up screen will appear with a QR code and fax number (see below). Print this page out. Fax receipts WITH the cover page to the number noted. The fax will go directly to Apptricity and the QR code links the receipts with the report ID of the expense report.

EXPENSE RECEIPT SUBMISSION COVER SHEET

SERVER CODE: TUFTS

EXPENSE REPORT ID: 58861

USER ID: 11629

Please fax all paper receipts to 214-922-0045

Name: Carol J Liedes	# of Pages:

Option #3: Attach receipts using your mobile device and the Apptricity app for that device. See section VI for details.

Submitting a Report

When one is finished recording all expenses and attaching receipts, it's time to return to the header page. To do so, click **Back**. Think of **Back** as going back to the beginning to wrap up the process.

Report Summary

It is a good idea to review the report summary before submitting your report. To do this click on the print button.

EXPENSE RECEIPT SUBMISSION COVER SHEET

SERVER CODE: **TUFTS**

EXPENSE REPORT ID: **59380**

USER ID: **10747**

Please fax all paper receipts to 214-922-0045

Name: **Paul S Page**   # of Pages:

Print   Next   Close

This window opens. To view the report in table format, click Next. The report will appear, as shown below. When finished reviewing, click Close. It will take you back to the original report page.

June 5, 2012					Report ID 59380		
Page, Paul S			Expense Report		Department C222100		
Employee Number: 1022647							
Purpose: To visit our other campus					Report Period 02/27/12 To 06/05/12		
Date	Description	Attendees	Payee	Miles	Department	Foreign Amt	Total
Air, Bus, Rail, Fare							
02/27/12	AMERICAN 00187481668242		1		C222100	724.40 USD	724.40 R
							724.40
Breakfast							
06/01/12		Me my self and I	1		C222100	26.00 USD	26.00 R
							26.00
Lunch							
06/01/12		Me	1		C222100	30.00 USD	30.00 R
							$30.00
							30.00
					Company Pay to Travel Card:		724.40
					Company Pay to Employee:		56.00
					Non-reimbursable Expenses:		0.00

					Total Expenses:		780.40

Sponsored Project funded: Approval signifies compliance with University policies & procedures, federal cost principles and sponsored agreement guidelines and that there are no unallowable costs (i.e. alcohol, entertainment, etc) included on this report.

| Signature | Date |

Print   Close

none
none

none
none
none
none
none

AdHoc Approvers

When returned to the header page, another option is to add additional approvers. Per the application of the traveler, the final approver has been hard coded and can't be changed. However, if your particular division or school requires an approval in addition to the final approver on the application, the AdHoc Approve button will allow this to happen.

Click the 🔍 .

Find Users

First Name: [   ]   Last Name: [Page]

[Search] [Clear]

Last Name	First Name	
Page	Paul S	

Type in a last name and click search. Then, click on the name you wish to insert. Once returned to the Ad Hoc Approver screen, click [Add Selected Approver]

Ad Hoc Approver

Submitter: Liedes, Carol J   Approver: [Page, Paul S ▼] 🔍

Sequence: 5

[Add Selected Approver] [Clear] [Close]

Ad Hoc Approvers

Sequence	Approver	Status	Approver Type	
99	Renoni, John Stephen	Pending	F	

Ad Hoc Approver

Submitter: Liedes, Carol J   Approver: [▼] 🔍

Sequence: 10

[Add Selected Approver] [Clear] [Close]

Ad Hoc Approvers

Sequence	Approver	Status	Approver Type	
5	Page, Paul S	Pending		
99	Renoni, John Stephen	Pending	F	

The name will be added prior to the final approver. Once finished, click Close to return to the header screen.

When ready to submit, click the Submit button. You will know the transmission was successful when the Status (below) changes from Open to Submitted.

A message box will appear, asking you to affirm that all expenditures are in accordance with regulations and policies. If yes, click OK.

The Workflow button can be used at any point. By clicking it the user can see the routing for the expense reimbursement, and the status.

Section IV
Approving an Expense Report

Approving Reports

This section is specifically for those employees who do not travel, nor incur out-of-pocket business expenses, however take on the role as an online approver. Approving is easy and takes little time.

If you are approving a report as an Approval Surrogate you must click "Change Role" at the top right and choose the user you are approving for.

Step 1: You will know an expense report needs your approval because the system will send an email. An example is provided below:

Expense Report ID 58683 has been submitted from Michelle L Rooney

tuftsadmin@apptricityondemand.com
Sent: Thu 5/17/2012 10:37 AM
To: Liedes, Carol J.

Expense Report from Michelle L Rooney submitted to Carol J Liedes for approval on 05/17/2012 for 2,500.00 . Link : http://tufts.apptricityondemand.com/public_html/psuite/Login.jsp?UserId=CLIEDE01&enc=%3Czd0ffhL%5EzbbldrLOz%2B%3C8%2Bs7%2B7LGkzbffndljhbjrf0

Step 2: Click on the link within the message of the email. It will bring you to the system sign-on screen. Log in with the UTLN and SSO password, see page 2. Once the sign-in is complete, the system will go directly to the report to be approved. The approver can review the report by scanning the list of expenses at the bottom of the screen, or by converting to table format.

To view in table format instead of list, click [Print]. To review actual receipts, click on the receipts attached icon, as shown above in red.

EXPENSE RECEIPT SUBMISSION COVER SHEET

SERVER CODE: TUFTS

EXPENSE REPORT ID: 59380

USER ID: 10747

Please fax all paper receipts to 214-922-0045

| Name: Paul S Page | # of Pages: |

Print   Next   Close

This window opens. To view the report in table format, click Next. The report will appear, as shown below. When finished reviewing, click Close. It will take you back to the original report page.

June 5, 2012					Report ID 59380		
Page, Paul S Employee Number: 1022647		Expense Report			Department C222100		
Purpose: To visit our other campus					Report Period 02/27/12 To 06/05/12		

Date	Description	Attendees	Payee	Miles	Department	Foreign Amt	Total
Air, Bus, Rail, Fare							
02/27/12	AMERICAN 00187481668242		1		C222100	724.40 USD	724.40 R
							724.40
Breakfast							
06/01/12		Me my self and I	1		C222100	26.00 USD	26.00 R
							26.00
Lunch							
06/01/12		Me	1		C222100	30.00 USD	30.00 R
							$30.00
							30.00

Company Pay to Travel Card:	724.40
Company Pay to Employee:	56.00
Non-reimbursable Expenses:	0.00

Total Expenses:	780.40

Sponsored Project funded: Approval signifies compliance with University policies & procedures, federal cost principles and sponsored agreement guidelines and that there are no unallowable costs (i.e. alcohol, entertainment, etc) included on this report.

| Signature | Date |

Print   Close

Now that you have been returned to the opening page, click Approve or Deny. If you select Deny, a prompt box will appear which needs to be completed, explaining the reason for the non-approval. Note that even though a report is denied, it isn't discarded. It's merely returned to the user/entry surrogate for them to modify, then resubmit. Upon resubmission, routing will return to the person who denied the report; it will not reroute to the first approver. If approved, the approval process is complete.

Clicking the Workflow button will graphically show the entry and approval sequence. A sample is shown here:

Section V
Checking the status of an expense report/re-submitting a denied report

Checking the status of a report/ re-submitting a denied report

Sign into the system. **If you are a surrogate, a role change is necessary, indicating that you are <u>searching for a report on behalf of a traveler</u>. Click Change Role in the top right of your screen**.

If you are not an entry surrogate skip to the next page.

Select the individual who traveled by clicking on the name. When the window closes there should be a new name at the top in the Good Morning message, sample below.

Click on Expense Reports

Next, click on My Expense Reports *

The Invoice Status defaults to Open, click the down arrow and change to blank or whatever status you are looking for. You can search by any criteria on the screen.

Click Search

Here are the possible reports statuses

Invoice Status	Description
Open	User created report but it has not been submitted
Accounts Payable	Voucher has been created in PeopleSoft
Denied	Report denied
Submitted	Report waiting for approval
Approved	Report approved
Audit Approved	Pre-Audit approved
Exported	Report file created for PeopleSoft

A listing of reports will show, hover over the report you want to look at and click to open

Click the Notes button to see report activity

Click on the Workflow button to see the approval activity

If you need to correct and re-submit a denied report make necessary changes and click Submit

Section VI
Using an App with an Apple or Android product

Using an Android or Apple Device (iPhone, iPad)

The Apptricity app allows you to add receipts to your expense report while you are on your trip. You first need to create an expense report using the web application (http://tufts.apptricityondemand.com) . If you use pre-trip approvals an expense report is automatically created once the pre-trip is approved.

Please keep in mind the app does not have the full functionality of the web-site. You will not be able to create a new report or submit an existing one, only add images and expenses to an existing report.

❶ Start by downloading the Apptricity app from the app store. ⟶

❷ Click on Configuration to add the URL

The configuration defaults to http:// be sure to add the S after http or you will not be able to log in

Enter the URL and click Save

https://tufts.apptricityondemand.com

❸ You should always tap "Sync" before you start. This will sync the app up with the database. Tap Expense Reports to view your reports. Reports that have not been sent to Accounts Payable will be listed.

❹ Tap on the Expense Report you would like to add receipts to.

❺ Tap "Add a Receipt" to take a picture of your receipt.

❻ Tap the picture of the camera to take a picture.

An image sample is shown. Tap the box and drag/move the image as needed to make sure the entire receipt is legible. If the receipt is not legible, tap Retake to take another picture. If the receipt is ok click "Use" to add the receipt to your report. Make sure the image is between the shaded areas.

The receipt will upload to your report. The app will convert your photo to black and white to save storage space.

❼ The number of receipts will be listed. Click "Add a Receipt" as needed to add additional receipts. If finished, exit app.

Using a Mobile Device to Approve Reports of Others

Mobile Device users (Android & Apple) have the ability to approve reports. What you see on the report is limited, you need to use the web-site to see the full report in an easy to read format.

❶ Always tap **"Sync"** before you start. This will sync the app up with the database. Tap Approve Reports to view reports you need to approve.

❷ Tap on the report you want to approve.

❸ Tap Expenses to see the expenses on the report. ──────────────→

❹ Tap the expense you want to view.
↓

❺ Tap back to view additional expenses. Tap back again to go back to approve the report.

❻ Tap Approve or Deny, and Back when done.

Section VII
Frequently Asked Questions

e-Expense Frequently Asked Questions

Can this system be used for Tufts business expenses?
Yes, select the category "business expense" when creating the expense report.
Can I do an on-line expense report for a student our outside vendor?
At this time the system is for employees only, we will add non-employees in the future.
Can I use my Corporate MasterCard to arrange travel for a student?
Yes but if the student has out of pocket expenses a paper report must be filed.
Do I need to obtain receipts when I use the Tufts Corporate MasterCard?
Yes, the IRS does not accept card transactions as definitive proof of the travel expense.
Scanned/imaged copies of original receipts must be obtained and filed with your expense report as.
I travel on behalf of multiple departments; can I split the charge between different cost centers?
Yes but the traveler would need access to the additional cost centers. If you do not have access to the cost center you can add a user that does have access as an ad-hoc approver and they can change the cost center. (See page 31 of the user guide for how to add an ad-hoc approver)
How do I get access to additional Cost Centers?
E-mail e-Expense@tufts.edu
How do I split a transaction?
Click on the split icon on the expense detail page. See page 23 of the user guide.
Can I convert amounts from foreign currency to US dollars?
Yes, there is a currency converter available to convert to US dollars based on the date of the transaction. See page 27 of the user guide.
What happens if I accidentally make a personal charge on my Corporate Card?
Mark that transaction as personal when filling out your report and the amount will be deducted from your out of pocket reimbursement. Any charges marked as personal should not be charged to a grant.
How do I enter an expense report on someone other than myself?
The user needs to add you as an entry surrogate for them. If unfamiliar, see page 6 of the user guide.
I am going on vacation, how do I assign someone else to approve reports?
Assign that person as an approval surrogate for you. See page 6 of the user guide.
Is there a way to view a summary of my report?
Yes, there is a report view that shows a summary. Click the Print button, you will see the QR code, click next and the report will display (see page 31 of the user guide).
How do I view reports already processed?
Go to "Expense Reports", "My Expense Reports" and change the Invoice Status dropdown from Open to blank or whatever status you are searching for then click "Search".
I charged my airfare and conference fee on my Corporate Card but I am not traveling for several months. Should I complete a report or wait until I return?
You can do either. We recommend waiting until you return so all expenses are on a single report.

What to do when you owe Tufts

All e-Expense reports are sent to Accounts Payable and vouchers are electronically created.

If you owe money on a report, a credit voucher will be created.

If you owe money you have two options:

> 1. If you expect to receive a reimbursement within 60 days you can leave the credit as is and the amount owed will be deducted from the next reimbursement you receive.

> 2. If you will not be getting a reimbursement or wish to pay Tufts back now you need to send a check to Accounts Payable/TAB Medford Campus *along with a copy of your travel report*. Accounts Payable will deposit the money into the DeptID or Project/Grant and remove the credit from the system. Make checks payable to Trustees of Tufts College.

You should review your report before submitting so you know what you are owed or what you owe Tufts.

<u>Here are the instructions:</u>
Click the Print button, you will see the QR code, click next and the report will display (see page 9 of the user guide).

Out of Pocket	58.00
CC Personal	-113.39
CC ATM	0.00
Prepaid Personal	0.00
Total Due Traveler	**-55.39**
Total Corporate Card	1244.51
Total Prepaid	0.00
Trip Total	**1189.12**
Pre-Trip Estimate	0.00

A credit amount represents money owed Tufts

What to do when an outside organization is paying for all or part of your business trip

You can continue use the corporate card to pay for your expenses. The report should be completed as normal and charged to the proper account and your department DeptID. Any charges that tufts will be reimbursed from an outside agency should not be charged to a grant. Make a note on the transactions which will be reimbursed by the organization.

The organization should make the check payable to <u>Trustees of Tufts College</u> and be sent to the department. The department is responsible for depositing the check with the proper DeptID. All deposits are credited to account 5999 and the PeopleSoft journal starts with CN.....

Attach copy of the deposit slip to the report. Enter TR followed by the report id in the description. This will make it easier to match up with the original charge on the transaction detail repor

TUFTS UNIVERSITY
Cash Deposit

[X] CHECK   [ ] CASH
[ ] MC   [ ] VISA
[ ] DISCOVER

ORIGINATOR Barbara Daddario   EXT. _____

DATE 0 3 2 0 2 0 1 3

AMOUNT 6 3 2 1 5

ACCOUNT 5 9 9 9 REQUIRED

DEPT ID C 2 2 2 1 0 0 REQUIRED

FUND [   ] OPTIONAL   CLASS [   ] OPTIONAL

PROJ/GRANT [   ] OPTIONAL

RECEIPT NO. 107961

DESCRIPTION:
T R 1 2 3 4 5 D a d d a r
DEPOSITOR

FRP 130A