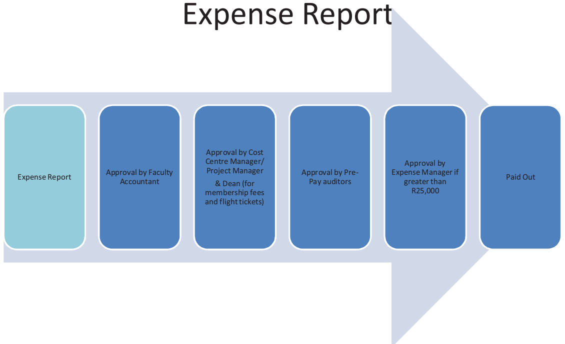
PeopleSoft
Travel and Expense Module
Terminology Changes

Old	New
Unikom	PeopleSoft
Paper submission	Electronic submission
General Claim	Expense Report
Application for Advance	Advance Authorization → Cash Advance
Settlement of advance	Expense Report

How to access Travel and Expense module

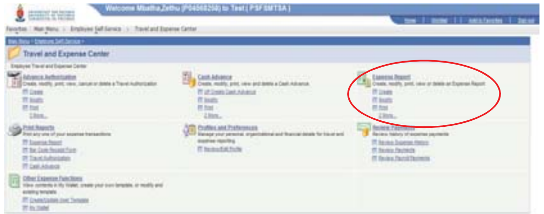
Navigate to :
- **Menu**
  - **Employee Self Service**
    - **Travel and Expense Centre**

Transaction workflow: Expense Report

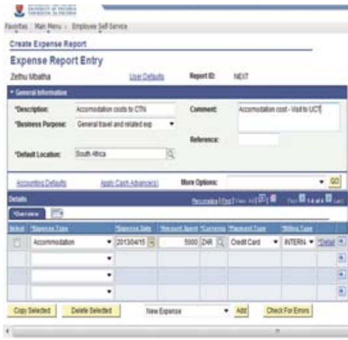


How to create an Expense Report (1)

- Main Menu
  - Employee Self Service
    - Travel and Expense Centre
      - Expense Report
        - Create



How to create an Expense Report (2)



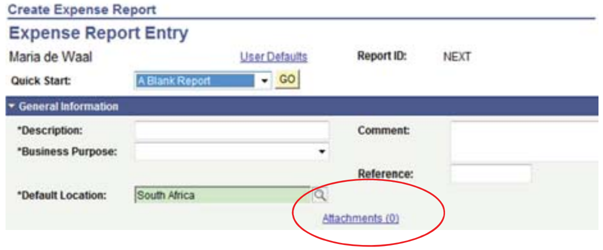
- Complete Description
- Select Business purpose from drop-down menu
- Select Expense Type from dropdown menu
- Enter the expense date
- Enter amount spent
- Select payment type from dropdown menu
- Click on Details tab

How to create an Expense Report (3)

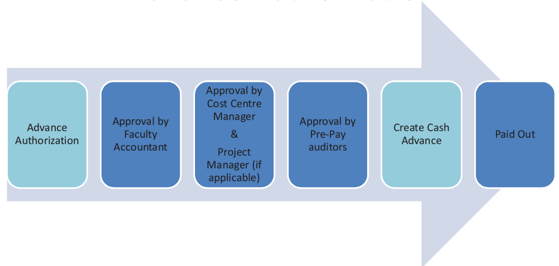
- Description: Enter a detailed description of the expense incurred
- Click on Accounting Detail to enter the Cost centre / Project and Activity detail
- Check Expense report for errors
- Return to expense report
- Save for later or Submit

How to upload your source documents

- Upload your supporting documents via the hyperlink
- Forward the original source documents to the Claims Division



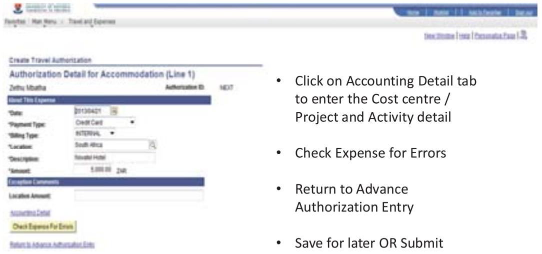
Transaction Workflow: Advance Authorization



How to create an Advance Authorization (1)

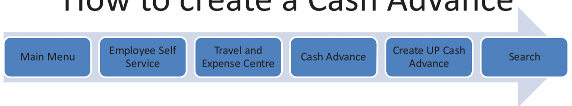
- Description: Enter a detailed description explaining the advance request
- Select the business purpose from the dropdown menu
- Enter dates for the planned trip / event
- Select the expense type and payment method from the drop down menu
- Click on the Detail tab

How to create an Advance Authorization (2)



- Click on Accounting Detail tab to enter the Cost centre / Project and Activity detail
- Check Expense for Errors
- Return to Advance Authorization Entry
- Save for later OR Submit

How to create a Cash Advance



How to "settle" a Cash Advance

- Complete an Expense Report using the "Quick Start" dropdown menu
- Select "A Travel Authorization" from the dropdown menu

- Apply cash Advance (s)
- Complete the rest of the form the same way as a normal Expense report
- If you need to pay money back via EFT or CSC – use your cost centre / 05660

Wizard - Gautrain

- Select "Gautrain Expense" from the expense type dropdown menu
- Click the "Details" tab
- Click the Start Wizard
- The following is displayed :

- Select expense items from the list
- Select "Accept Allowance and exit Wizard"

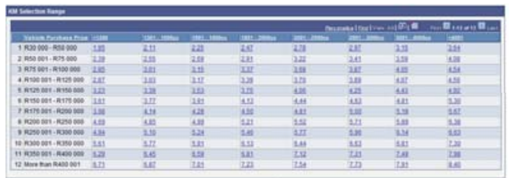
Wizard – Km Claimed

- Select "Km claimed" from the expense type dropdown menu
- Click the "Details" tab
- Enter number of Km travelled

- Click the Start Wizard
- Select one of the following :

Wizard – Km Claimed

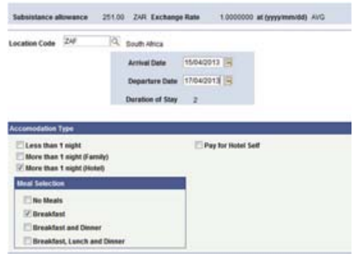
- Km from range – select rate based on the vehicle purchase price and Engine size



- Accept Allowance and exit Wizard

Wizard – Subsistence Allowance (Local Per diem)

- Select "Per Diem" from the expense type dropdown menu
- Click the "Details" tab
- Location : South Africa
- Click the Start Wizard
- Choose Accommodation Type and Meal selection
- Accept Allowance and Exit wizard



Wizard – Subsistence Allowance (Foreign Per diem)

- Select "Per Diem" from the expense type dropdown box
- Click the "details" tab
- Location : Select location from drop down menu
- Click the Start Wizard
- Enter arrival date in the first foreign country
- Enter departure date from the last foreign country
- Accept allowance and exit wizard

Wizard – Bus / Taxi (Onderstepoort)

- Select "Bus/Taxi/Train/Transport Fee" from the expense type dropdown menu
- Click the "Details" tab
- Enter "Transportation Start Date"
- Enter "Transportation End Date"
- Select amount from the list displayed
- Accept allowance and exit Wizard