Travel and Expenses: Training Manual

Department of Finance

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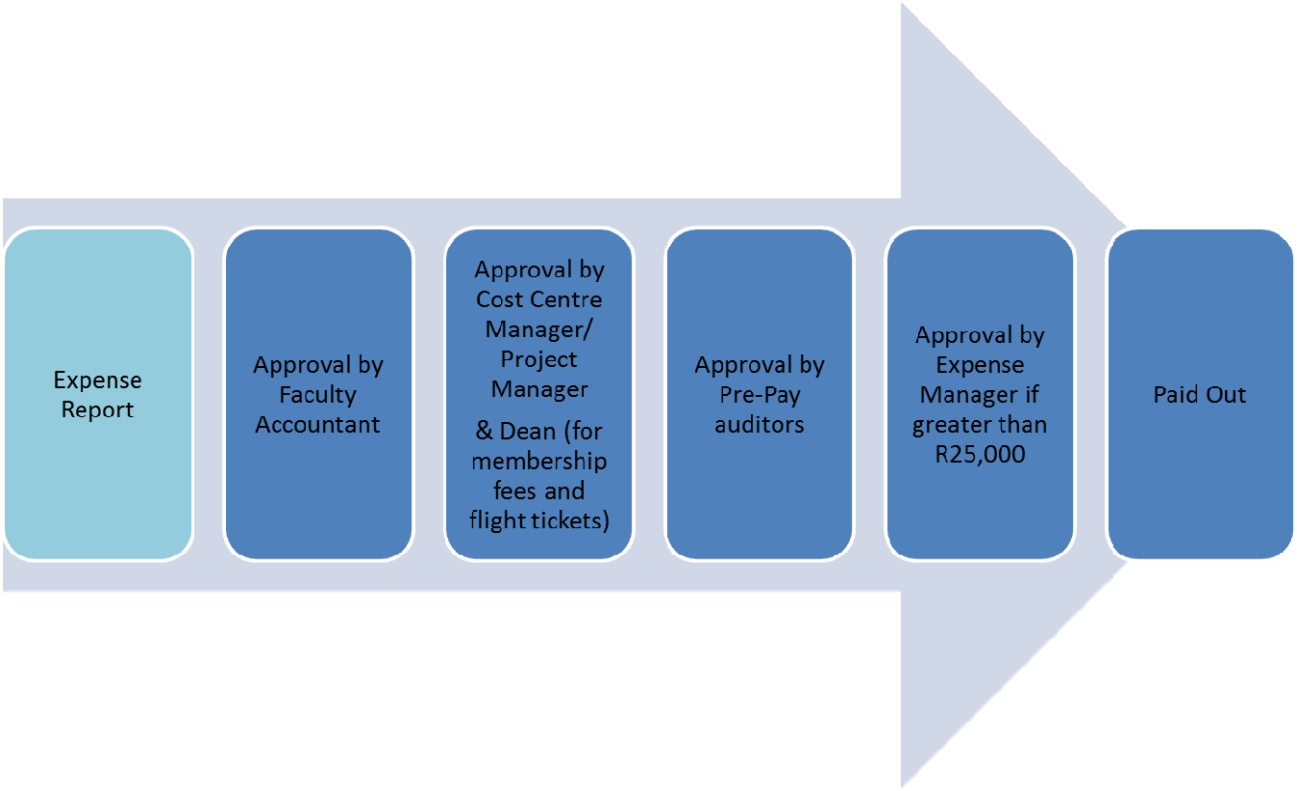
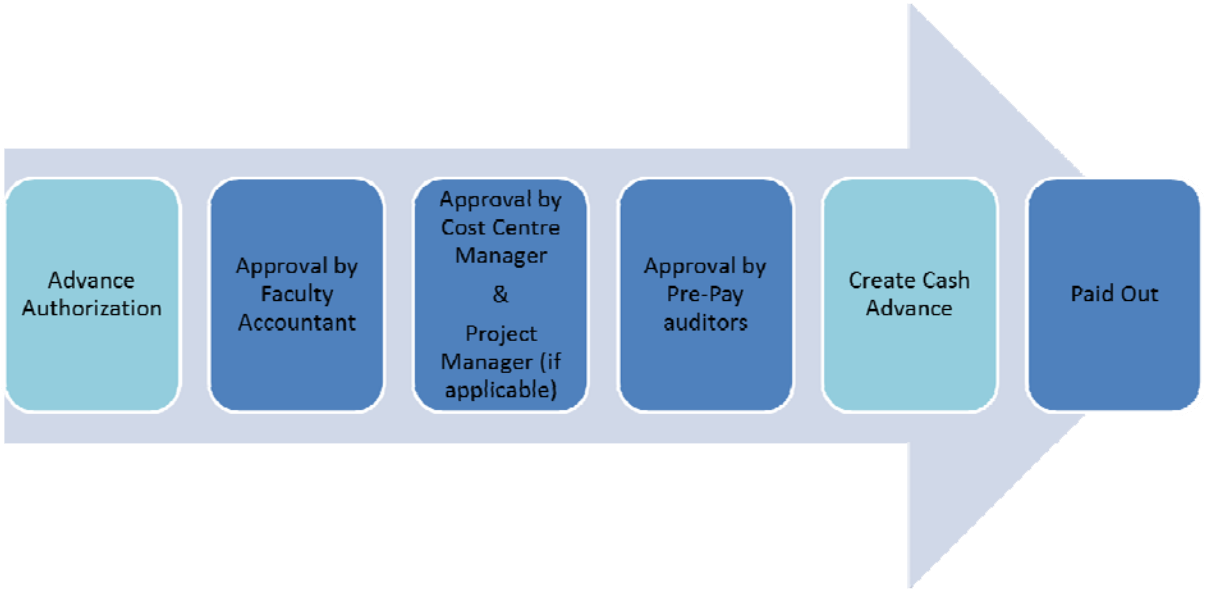
1. How can you view your Advance or Expense Report 65

A. Overview

Expenses



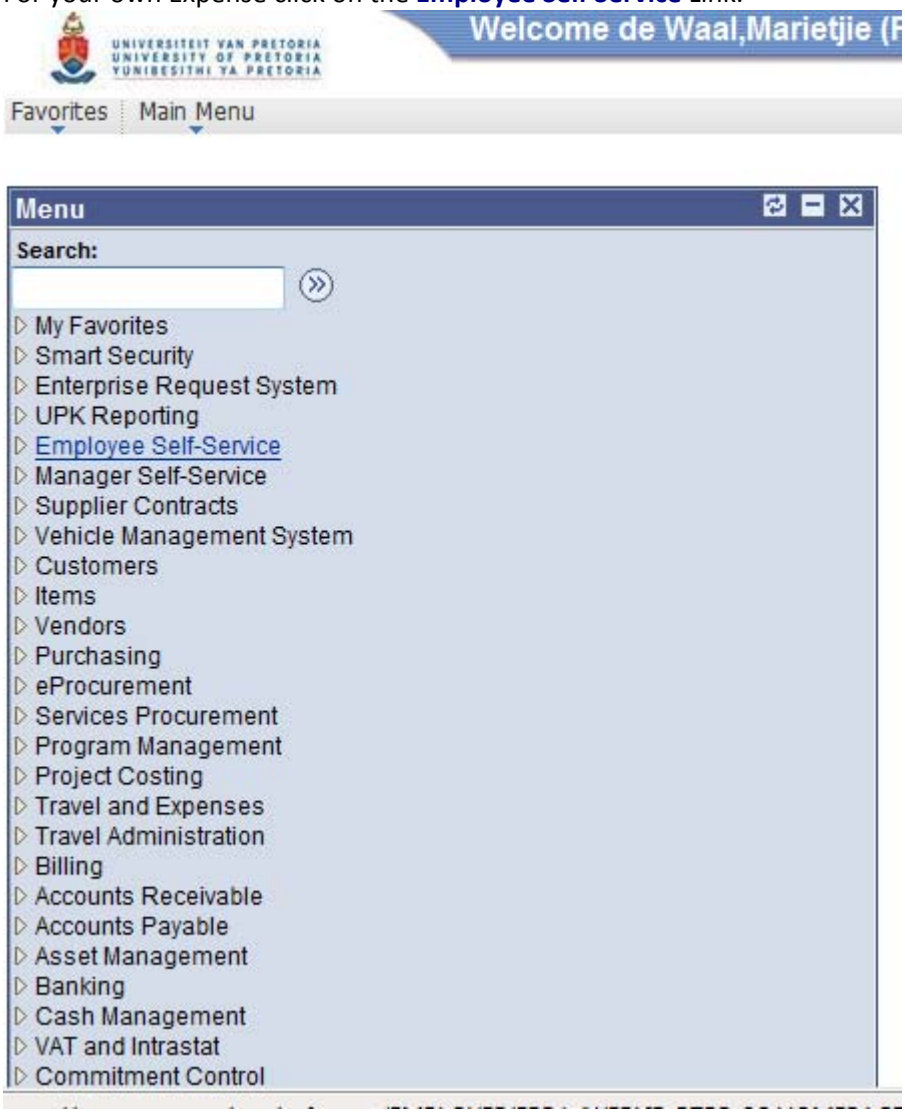
Advances

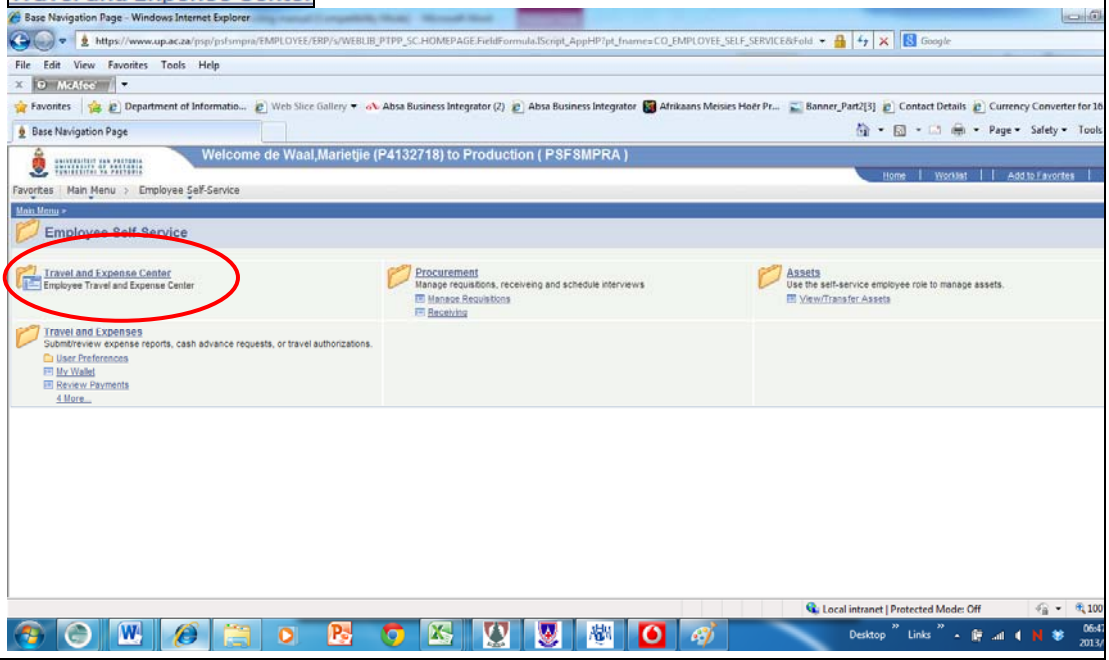


B. Expense report

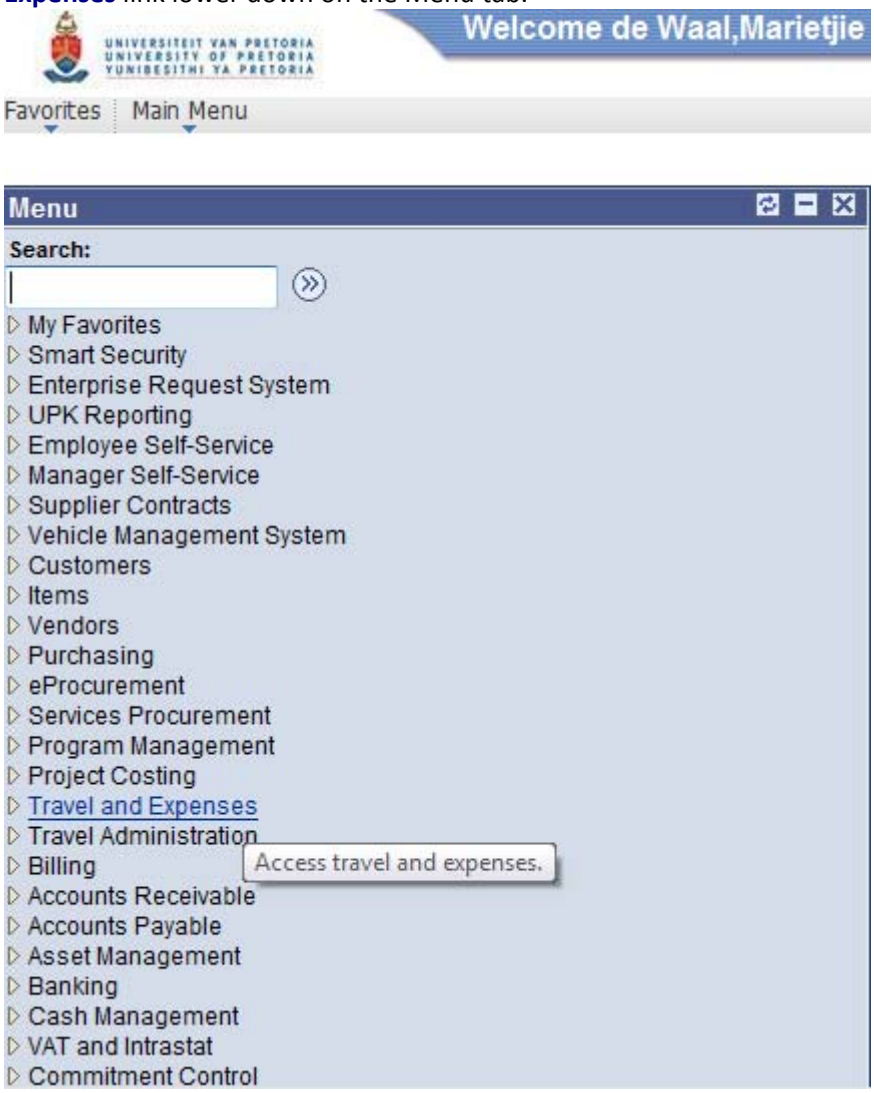
Start of Expense report	*Different types of expenses*	*Accounting entries*	*Upload of source documents*	*Approval*	*Report*
B1 and B2	*B3 to B10*	*B11 and B12*	*B13*	*B14*	*D*

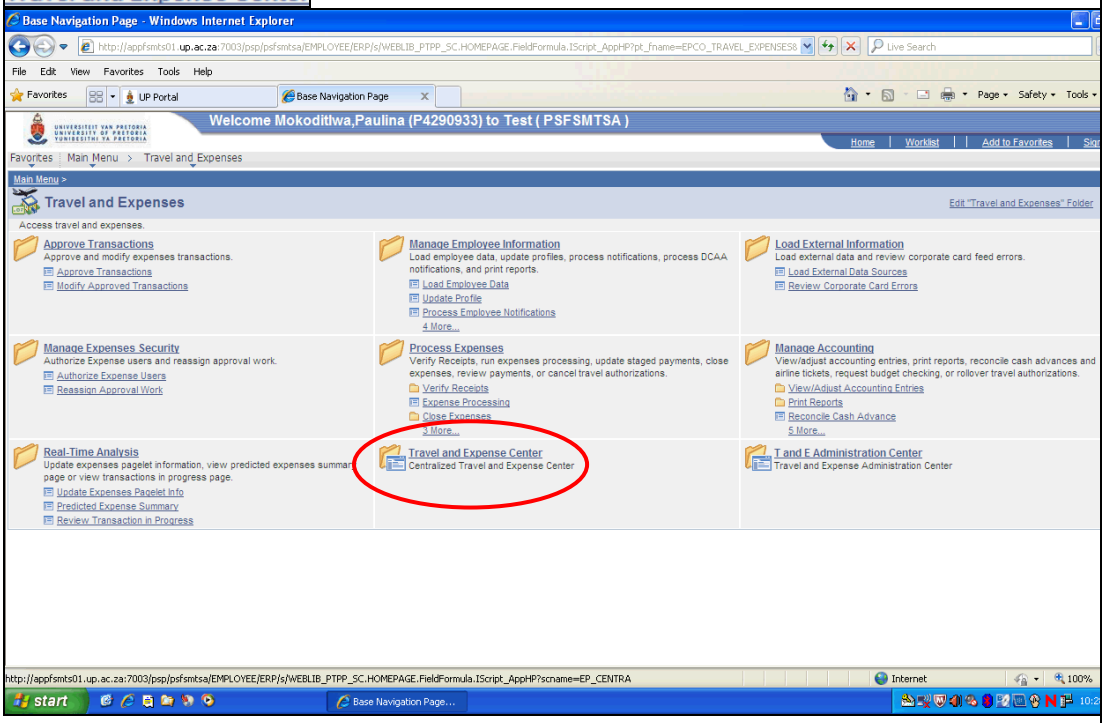
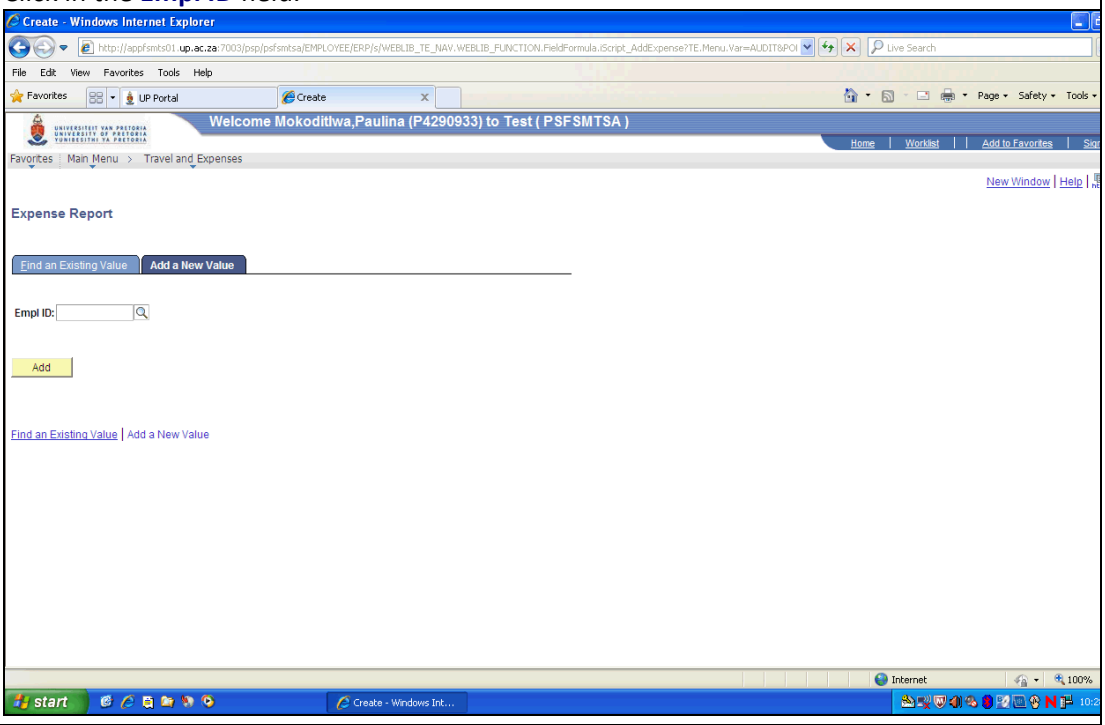
1. How to enter an Expense report for reimbursement of expenses paid by yourself

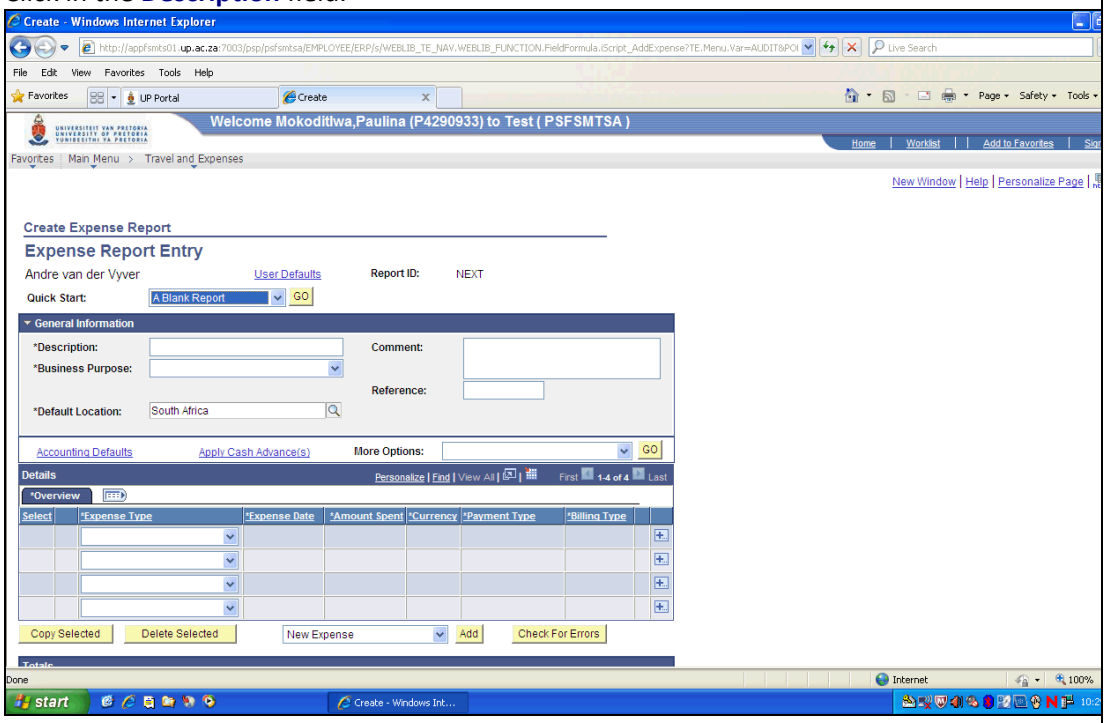
Step	Action
1.1	For your own Expense click on the **Employee Self Service** Link. 

Step	Action
1.2	Click on the **Travel and Expense Center** link. Travel and Expense Center 
1.3	Click on the **Expense Report** link. Expense Report
1.4	Click on the **Create** link. Create
1.5	Click in the **Description** field.
1.6	Enter the desired information into the **Description** field. Enter "**Research visit Hartswater**".
1.7	Right-click in the **Comment** field. Provide a brief description of the expense.
1.8	Depending on the type of expense, proceed to section B3 to B10.

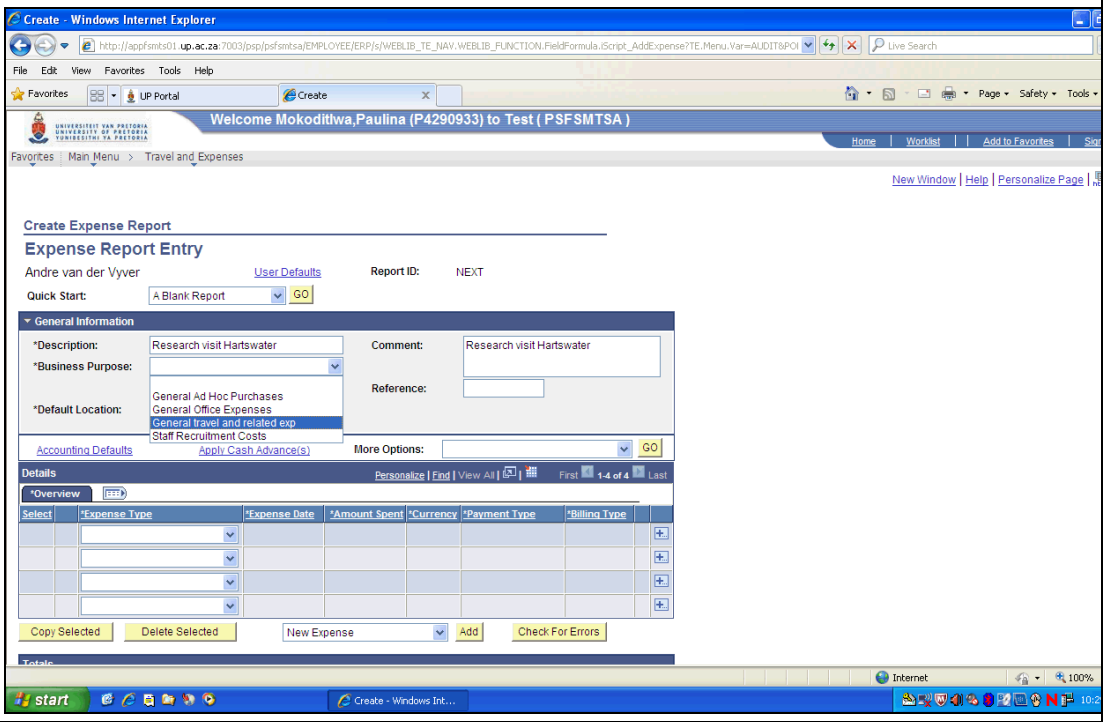
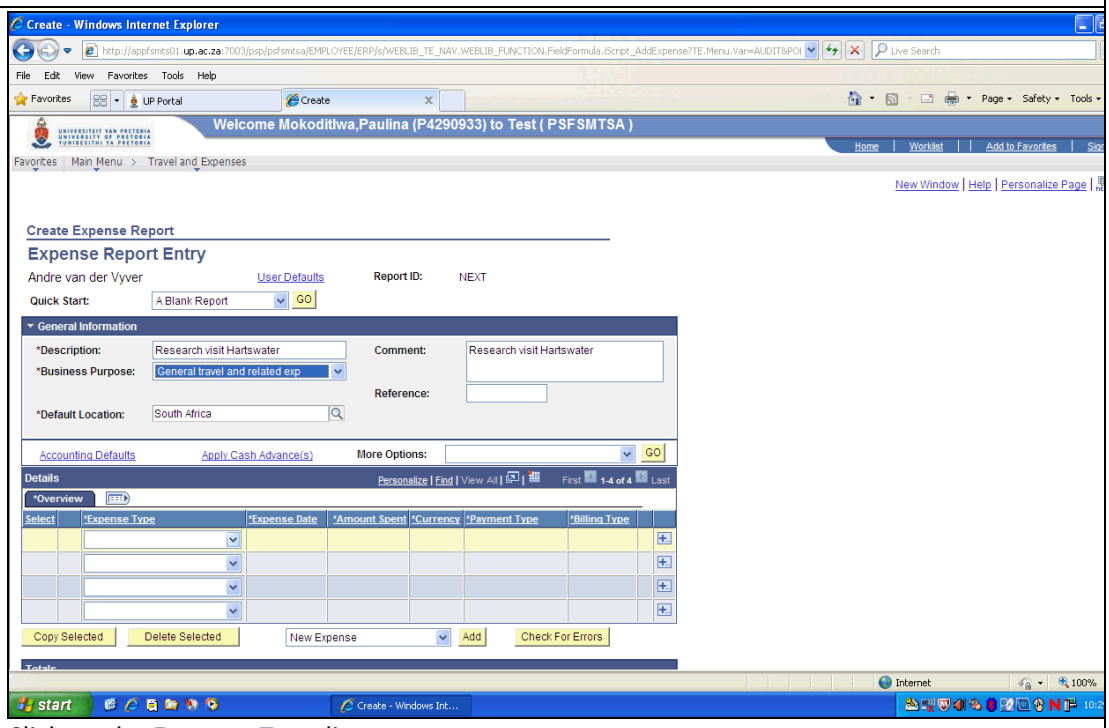
2. How to enter an Expense report for reimbursement of expenses paid on behalf of a fellow employee

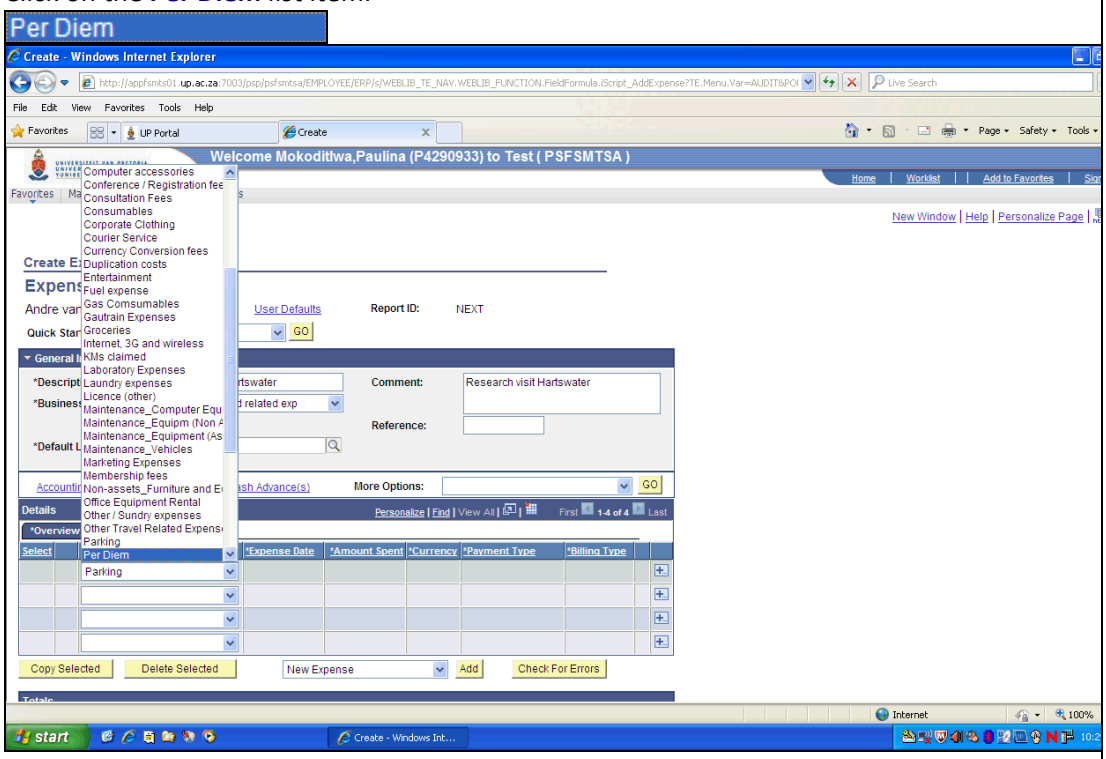
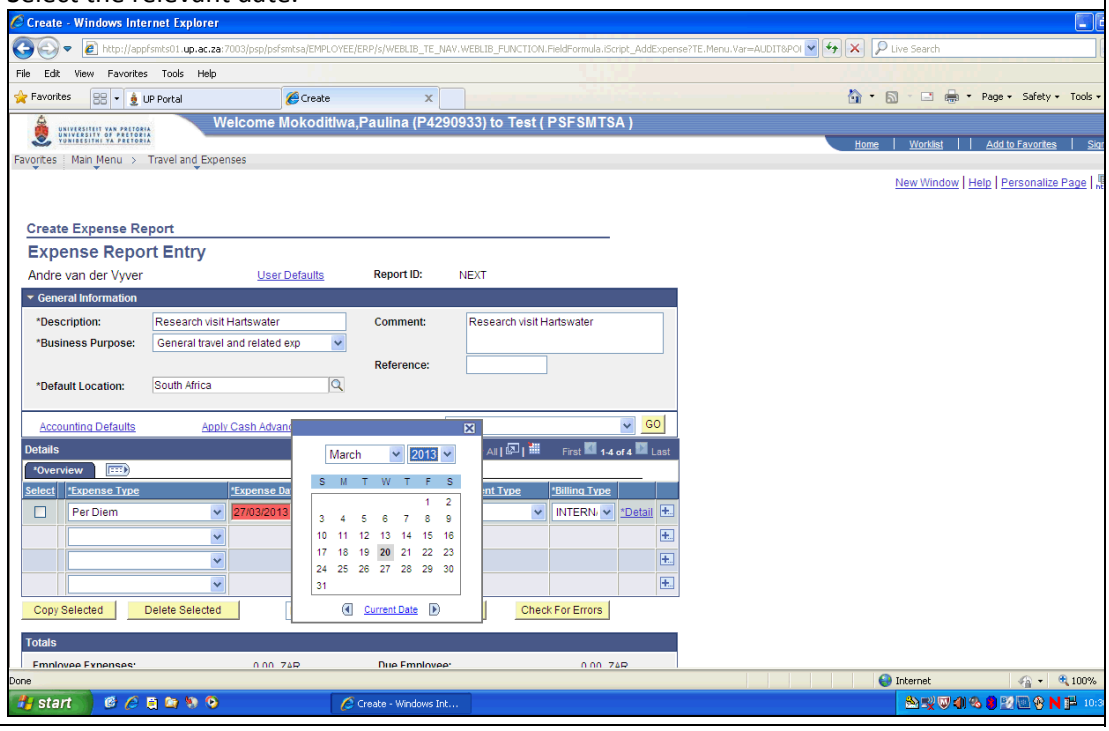
Step	Action
2.1	When entering the expense on behalf of another employee, click on the **Travel and Expenses** link lower down on the Menu tab. 

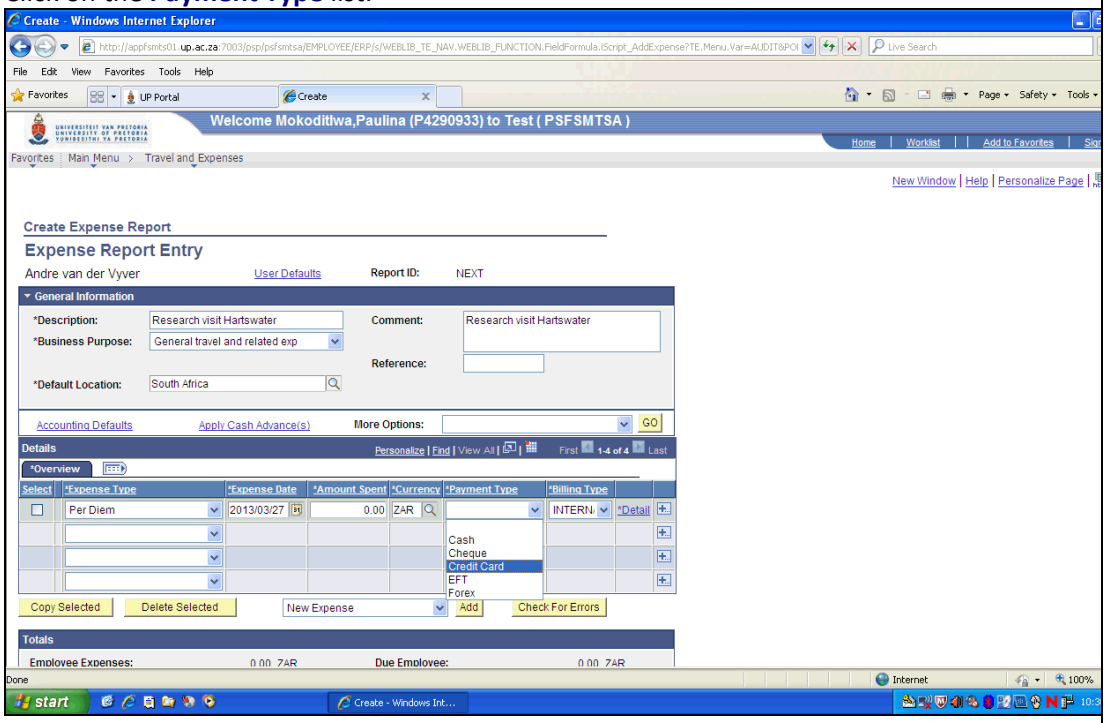
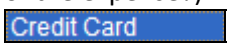
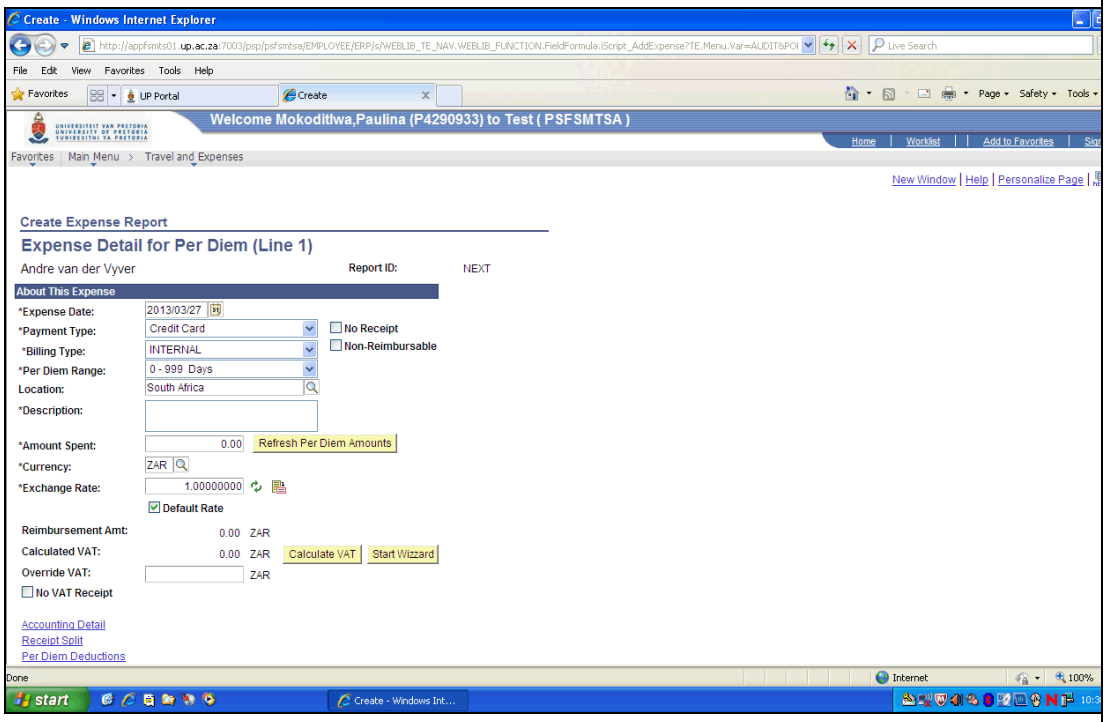
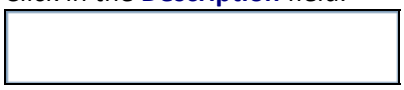
Step	Action
2.2	Click on the **Travel and Expense Center** link. Travel and Expense Center 
2.3	Click on the **Expense Report** link. Expense Report
2.4	Click on the **Create** link. Create
2.5	Click in the **Empl ID** field. 
2.6	Enter the desired information into the **Empl ID** field. Enter "01234567". This is your portal ID.
2.7	Select the required employee.

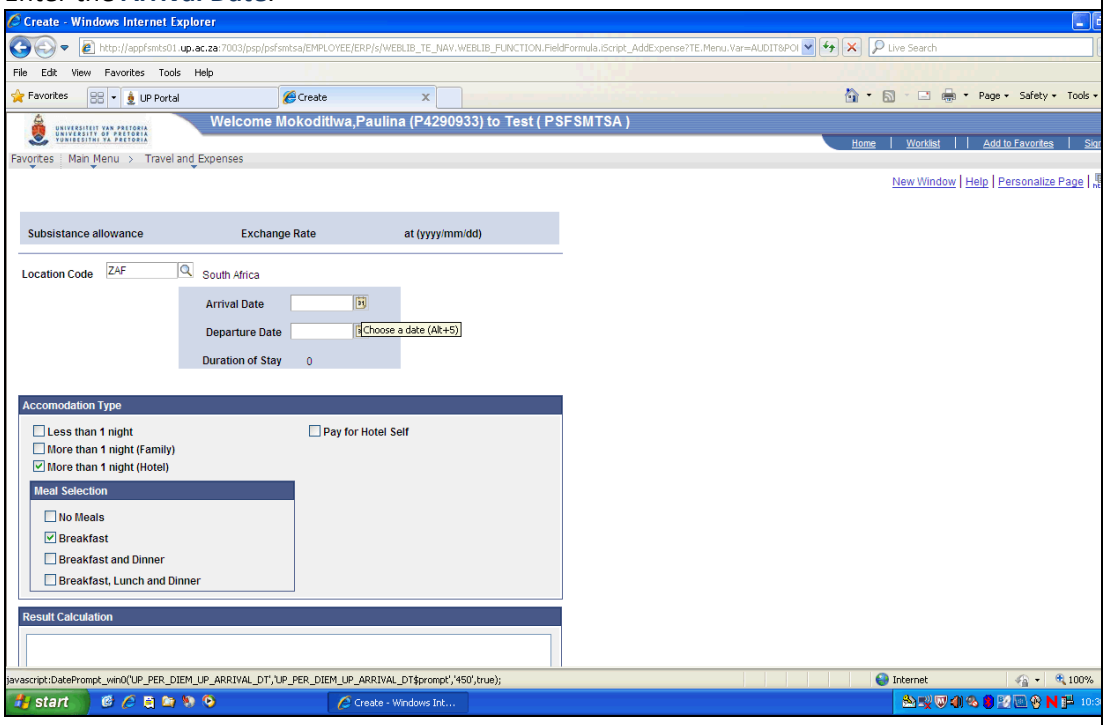
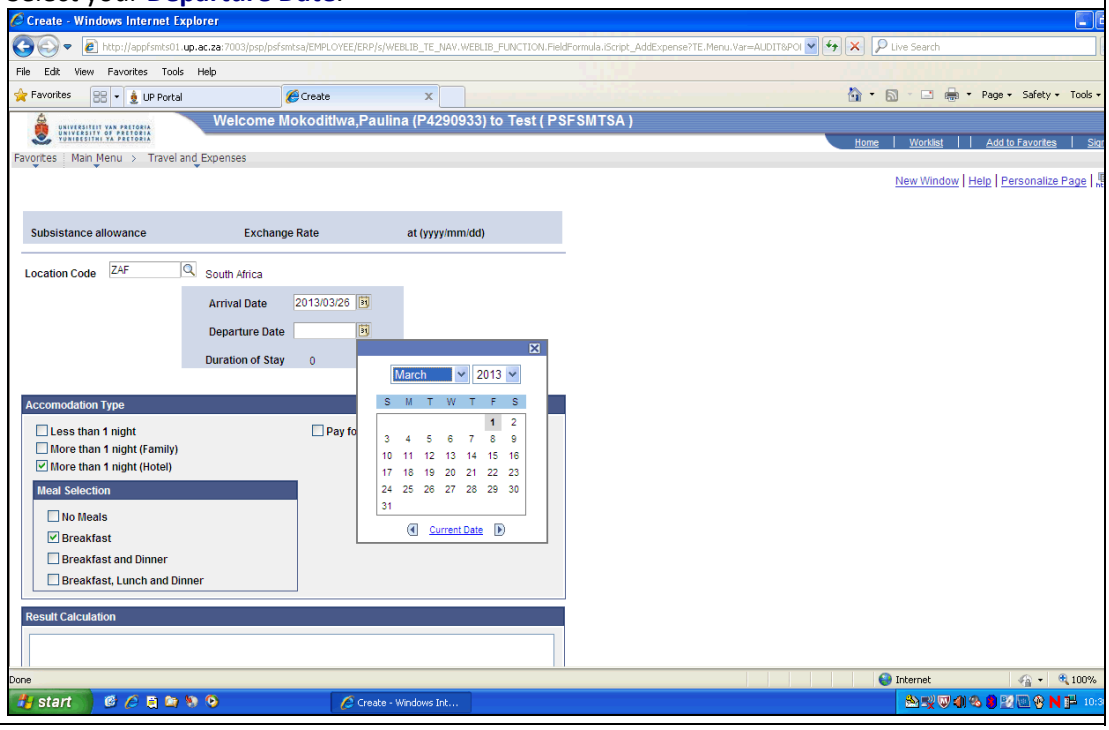
Step	Action
2.8	Click on the **Add** button. Add
2.9	Click in the **Description** field. 
2.10	Enter the desired information into the **Description** field. Enter "**Research visit Hartswater**".
2.11	Right-click in the **Comment** field. Provide a brief description of the expense.
2.12	Depending on the type of expense transaction proceed to section B3 – B11.

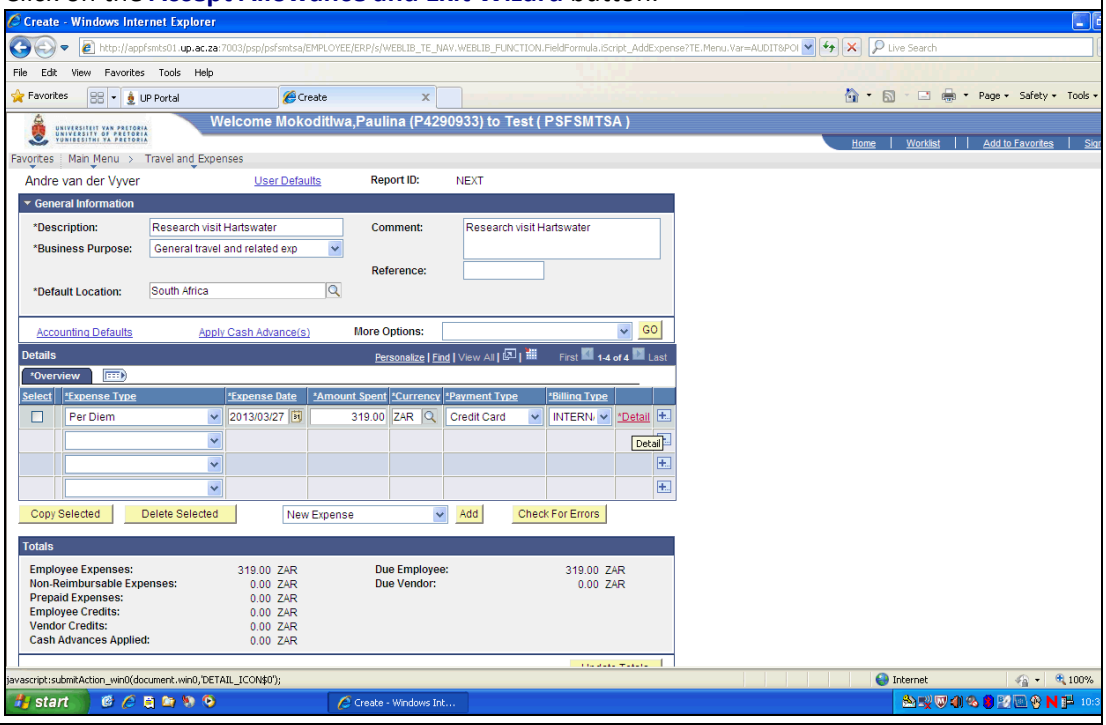
3. Expense report for the reimbursement of local daily allowance (per diem)

Step	Action
3.1	Click on the **Business Purpose** list. 
3.2	Click on the **General travel and related exp** list item.
3.3	 Click on the **Expense Type** list.

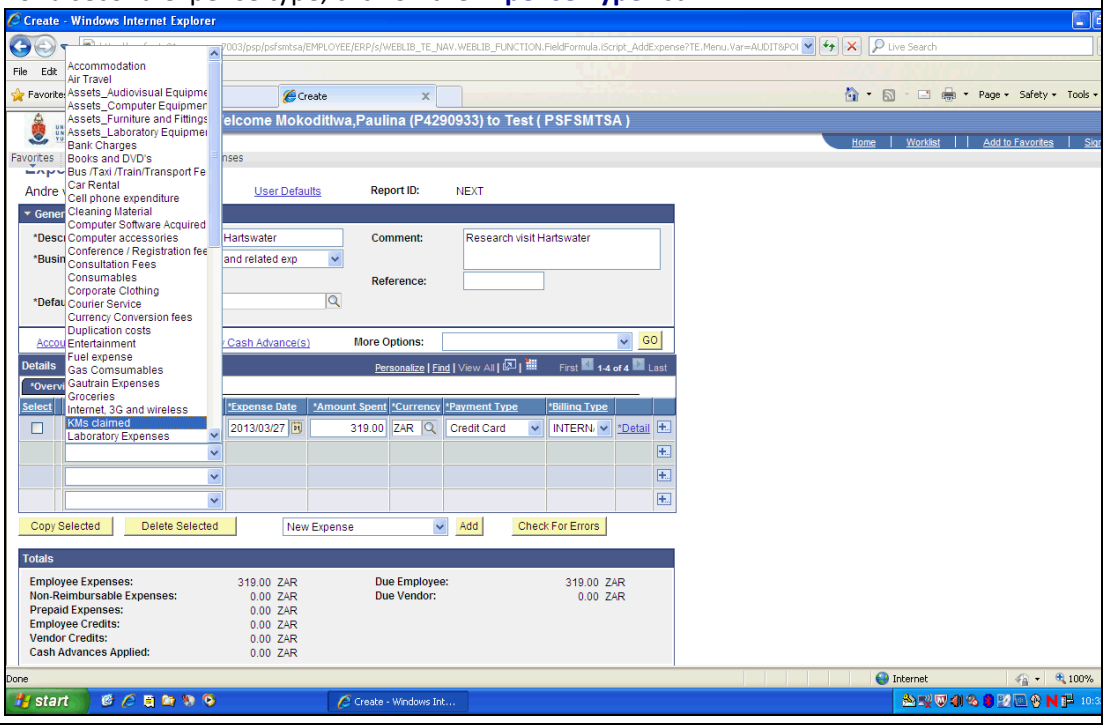
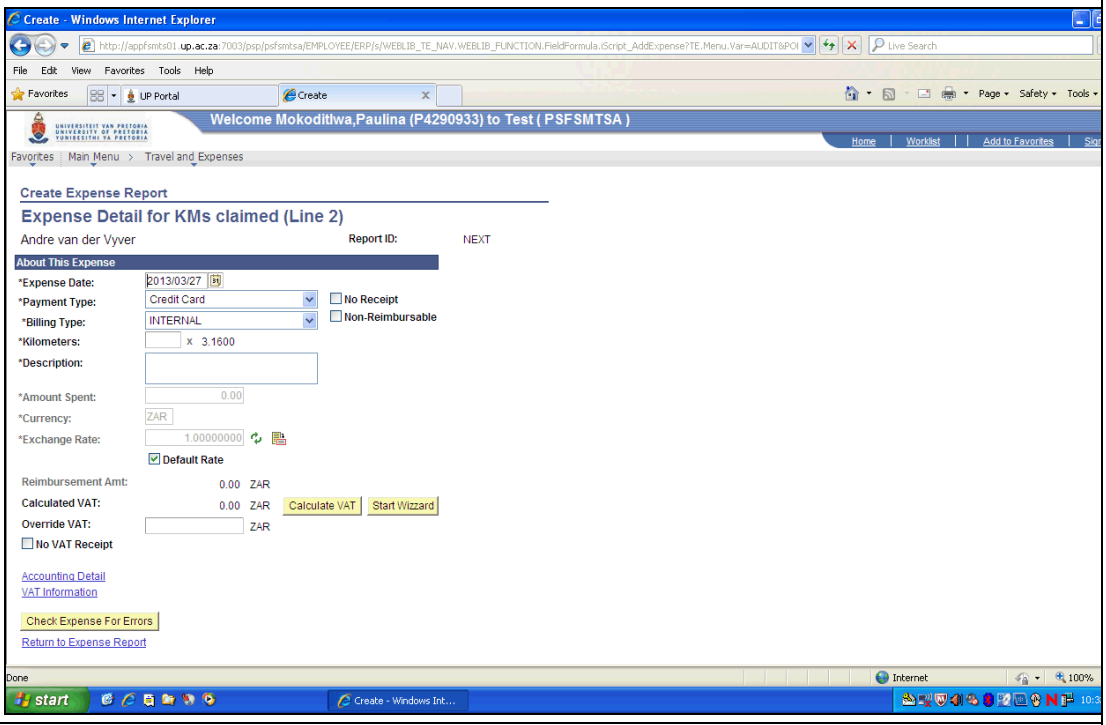
Step	Action
3.4	Click on the **Per Diem** list item. 
3.5	Select the relevant date. 

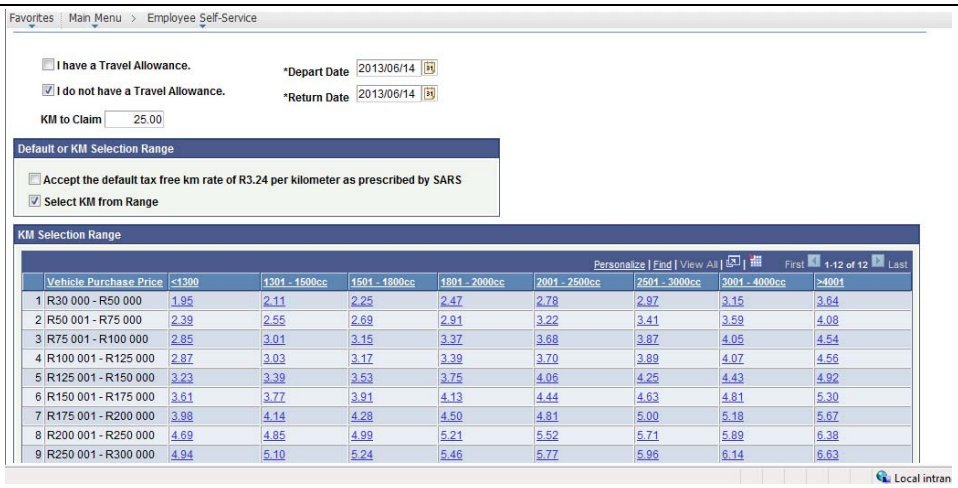
Step	Action
3.6	Click on the **Payment Type** list. 
3.7	Click on the **Credit Card** list item. (What was the payment method for the greater portion of the expense?) 
3.8	Click on the **Detail** link. 
3.9	Click in the **Description** field. 
3.10	Enter the desired information into the **Description** field. E.g. Enter "**Research visit 26/3 to 27/3**".

Step	Action
3.11	Click on the **Start Wizard** button. Start Wizard
3.12	Click on the **OK** button.
3.13	Enter the **Arrival Date**. 
3.14	Select your **Departure Date**. 

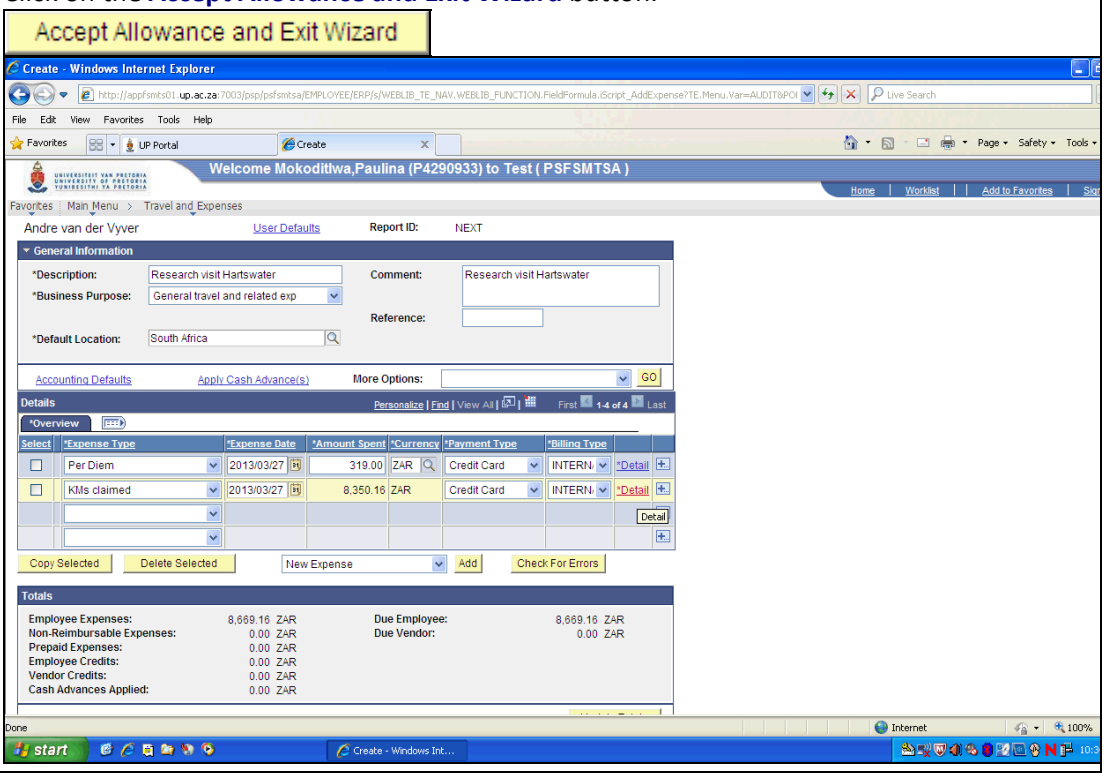
Step	Action
3.15	Select the applicable accommodation: Less than 1 night More than 1 night (Family) – if you stayed over at friends/family More than 1 night (Hotel) For this example we selected **More than 1 night (Hotel)**.
3.16	Select the Meal option (which meals were included in your hotel fare): No Meals Breakfast Breakfast and Dinner Breakfast, Lunch and Dinner For this example we selected the **No Meals** option.
3.17	You can view the per diem claim in the **Result Calculation** box. If there is a limit on the available funds please decrease the subsistence amount before you submit.
3.18	Click on the **Accept Allowance and Exit Wizard** button. 
3.19	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

4. Expense report for the reimbursement kilometers travelled (local)

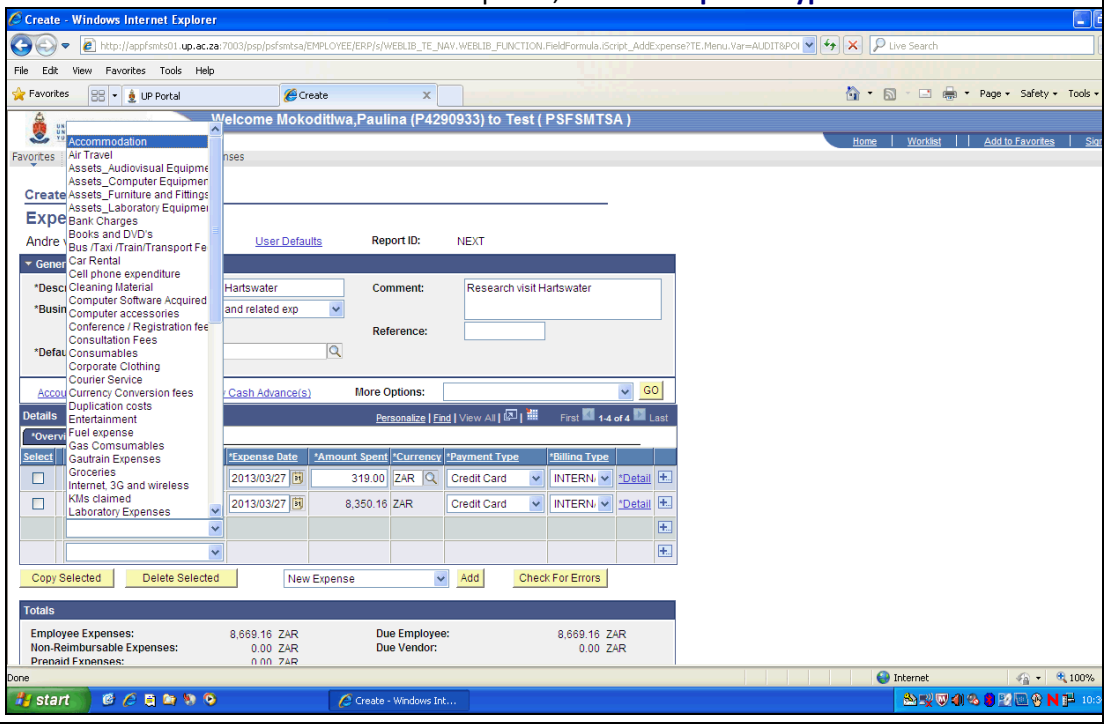
Step	Action
4.1	For a second expense type, click on the **Expense Type** list. 
4.2	Click on the **KMs claimed** list item.
4.3	Repeat steps 3.5 to 3.8.
4.4	Click in the **Kilometers** field. 
4.5	Enter the desired information into the **Kilometers** field. E.g. Enter "**1736**".

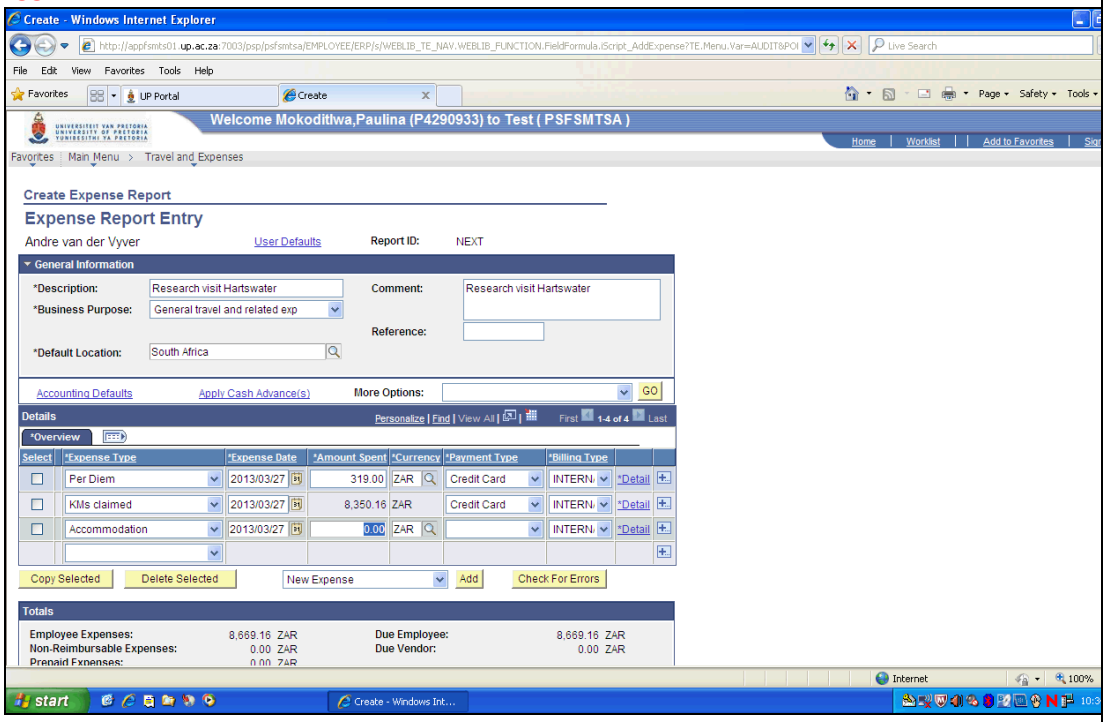
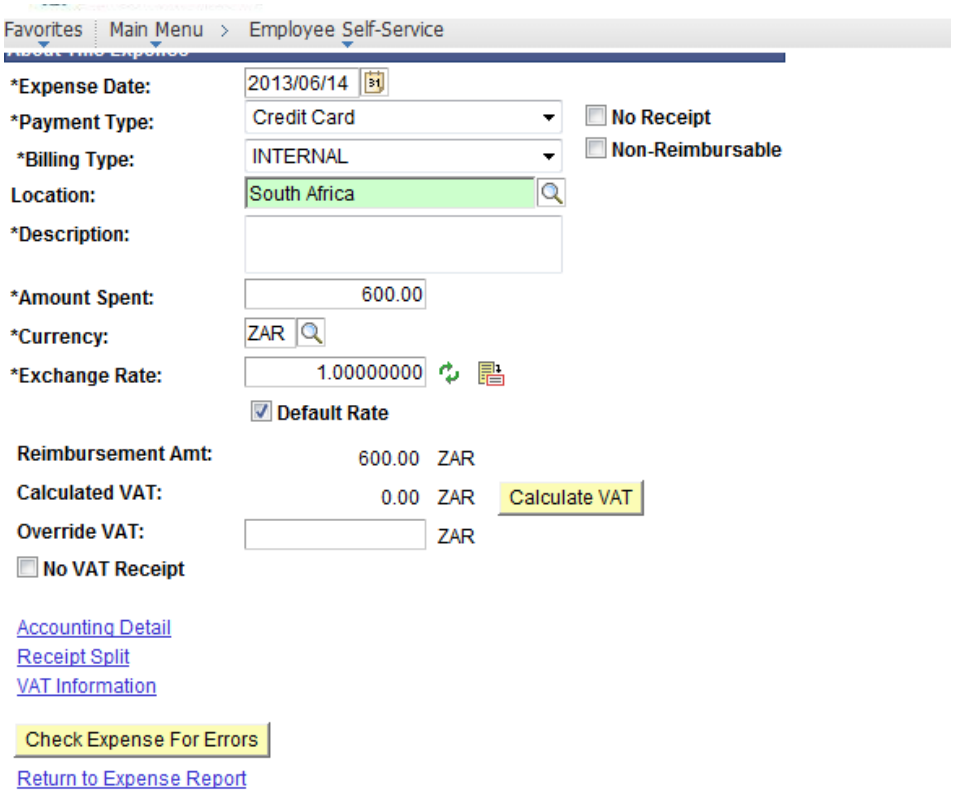
Step	Action
4.6	Click in the **Description** field.
4.7	Enter the desired information into the **Description** field. E.g. Enter "**Travel Hartswater**".
4.8	Click on the **Start Wizard** button. Start Wizard
4.9	Click on the **OK** button. OK
4.10	Enter your **Depart date** and the **Return date**.
4.11	Indicate on the sheet whether you have a travel allowance or not by selecting the correct block.
4.12	In the next block – **Default or KM Selection Range** choose your selection. - Accept **Default KM rate of R3,24 per kilometer as prescribed by SARS** (this is the default SARS rate for the reimbursement of Km which will have no tax implications for the claimant), or - Select the **KM from Range** (the rate per km is determined by your vehicle's purchase price and engine capacity).
4.13	 For this example click on the **4.81** link.

	Vehicle Purchase Price	<1300	1301 - 1500cc	1501 - 1800cc	1801 - 2000cc	2001 - 2500cc	2501 - 3000cc	3001 - 4000cc	>4001
1	R30 000 - R50 000	1.95	2.11	2.25	2.47	2.78	2.97	3.15	3.64
2	R50 001 - R75 000	2.39	2.55	2.69	2.91	3.22	3.41	3.59	4.08
3	R75 001 - R100 000	2.85	3.01	3.15	3.37	3.68	3.87	4.05	4.54
4	R100 001 - R125 000	2.87	3.03	3.17	3.39	3.70	3.89	4.07	4.56
5	R125 001 - R150 000	3.23	3.39	3.53	3.75	4.06	4.25	4.43	4.92
6	R150 001 - R175 000	3.61	3.77	3.91	4.13	4.44	4.63	4.81	5.30
7	R175 001 - R200 000	3.98	4.14	4.28	4.50	4.81	5.00	5.18	5.67
8	R200 001 - R250 000	4.69	4.85	4.99	5.21	5.52	5.71	5.89	6.38
9	R250 001 - R300 000	4.94	5.10	5.24	5.46	5.77	5.96	6.14	6.63

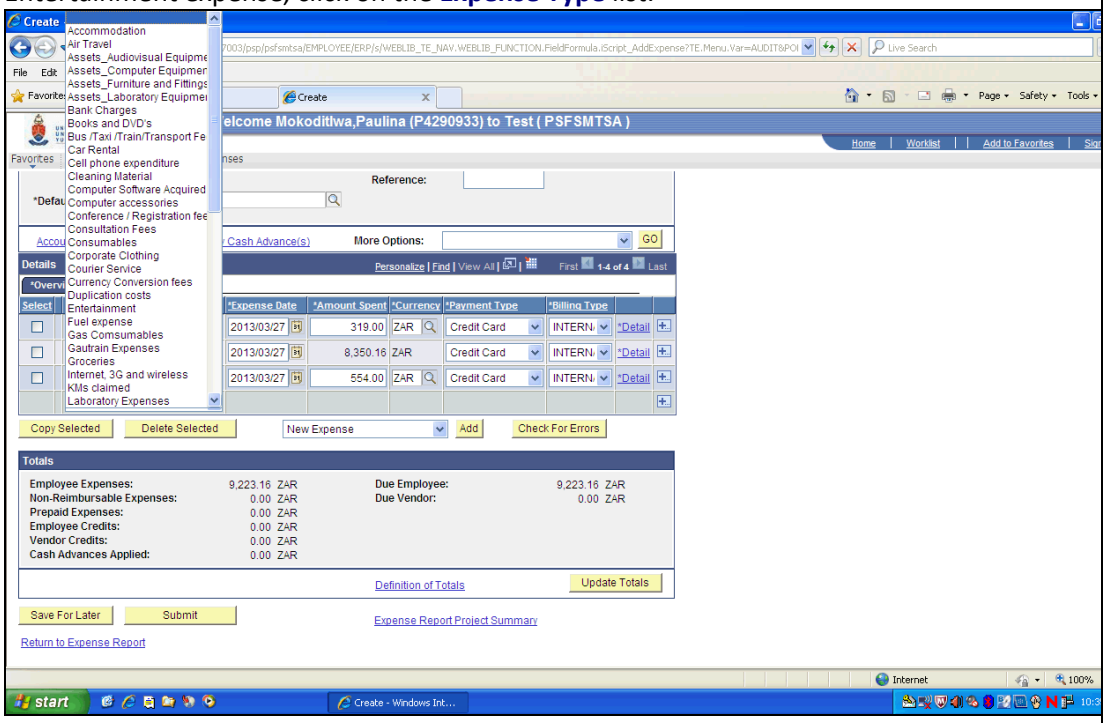
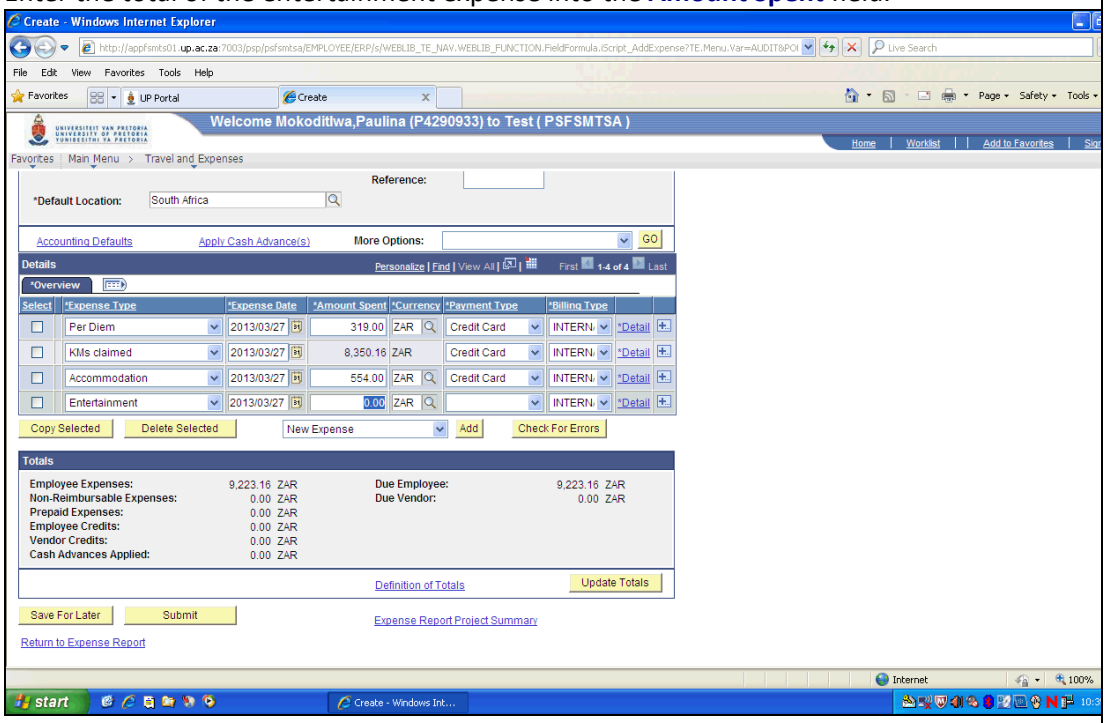
Step	Action
4.14	Click on the **Accept Allowance and Exit Wizard** button. 
4.15	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

5. Expense report for the reimbursement of Accommodation expenses

Step	Action
5.1	To enter the related Accommodation expense, click the **Expense Type** list. 

Step	Action
5.2	Click on the **Accommodation** list item. Accommodation
5.3	Enter the amount paid for Accommodation into the **Amount Spent** field. E.g. Enter "**554**". 
5.4	 Click on Return to Expense Report
5.5	Repeat steps 3.5 to 3.12.
5.6	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

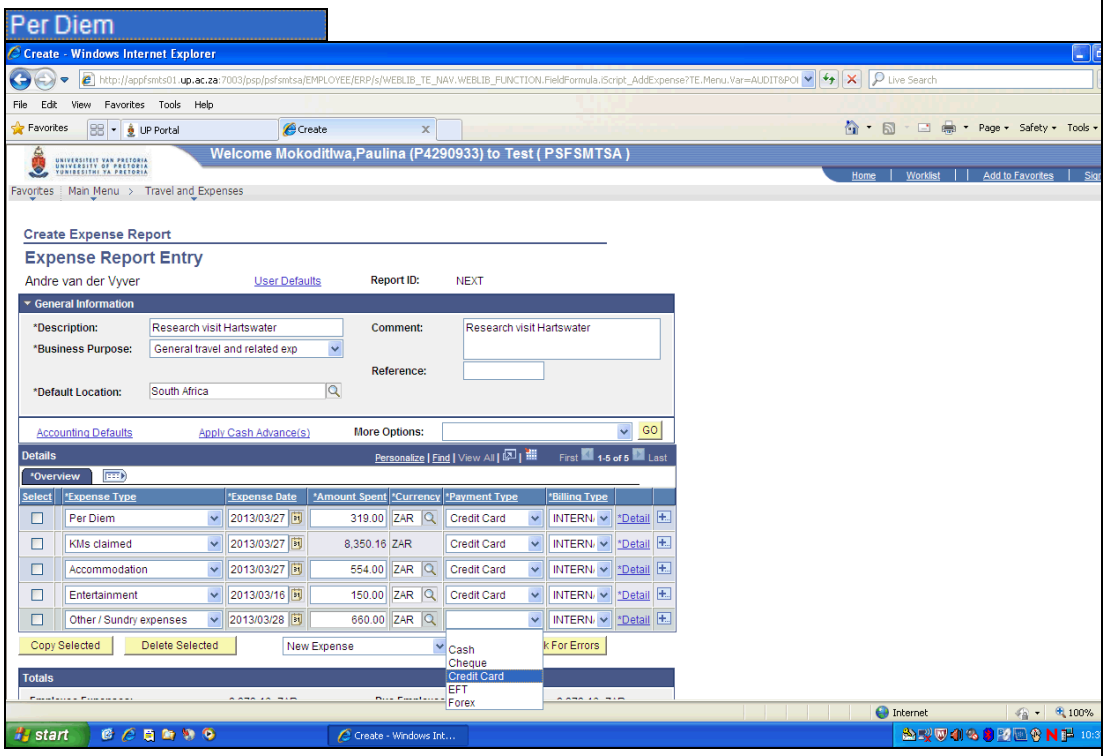
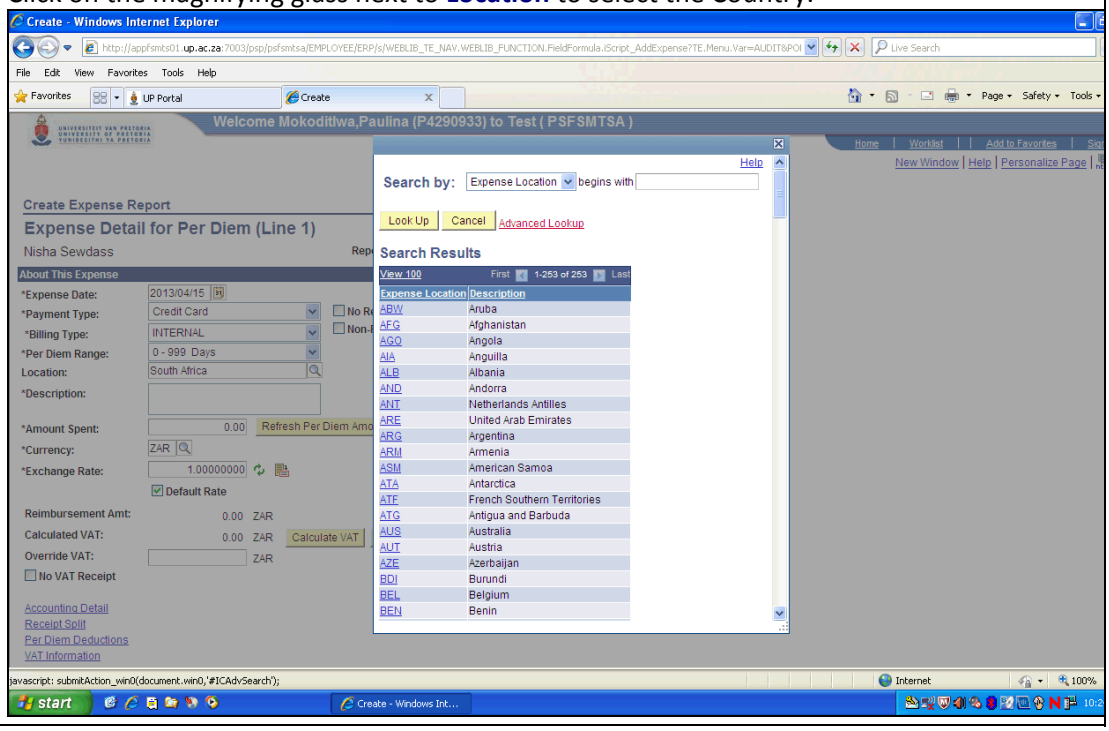
6. Expense report for the reimbursement of entertainment expenses

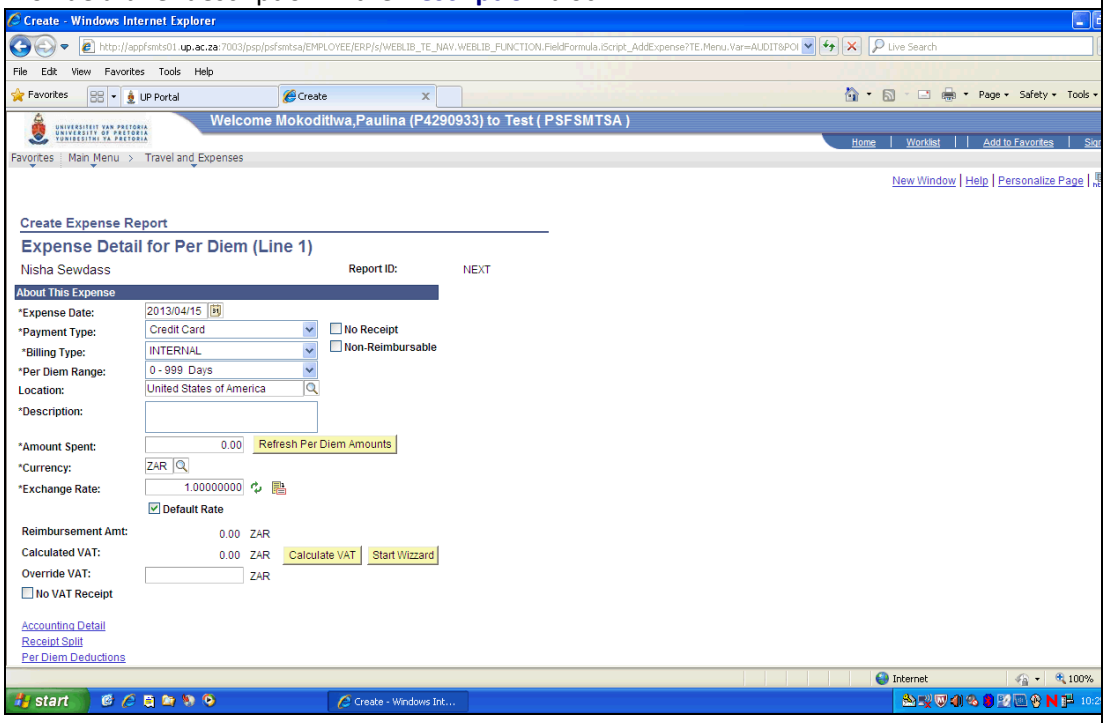
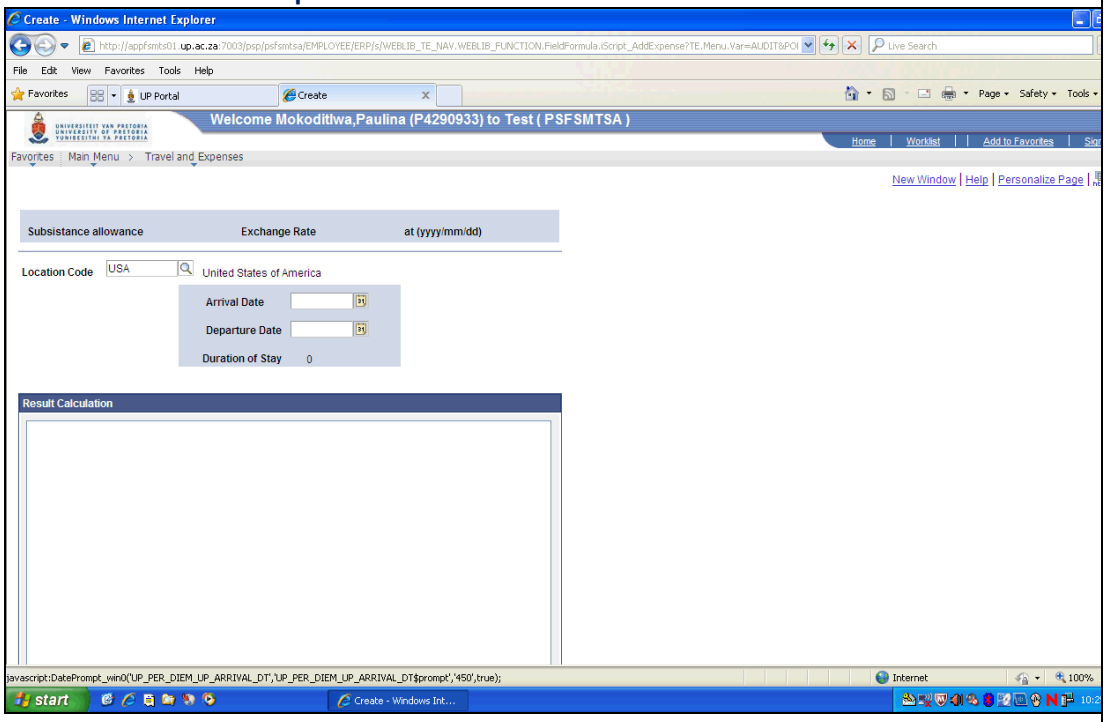
Step	Action
6.1	Entertainment expense, click on the **Expense Type** list. 
6.2	Click on the **Entertainment** list item.
6.3	Enter the total of the entertainment expense into the **Amount Spent** field. 
6.4	Repeat steps 3.5 to 3.12.
6.5	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

7. Expense report for the reimbursement of a sundry expense (ad-hoc)

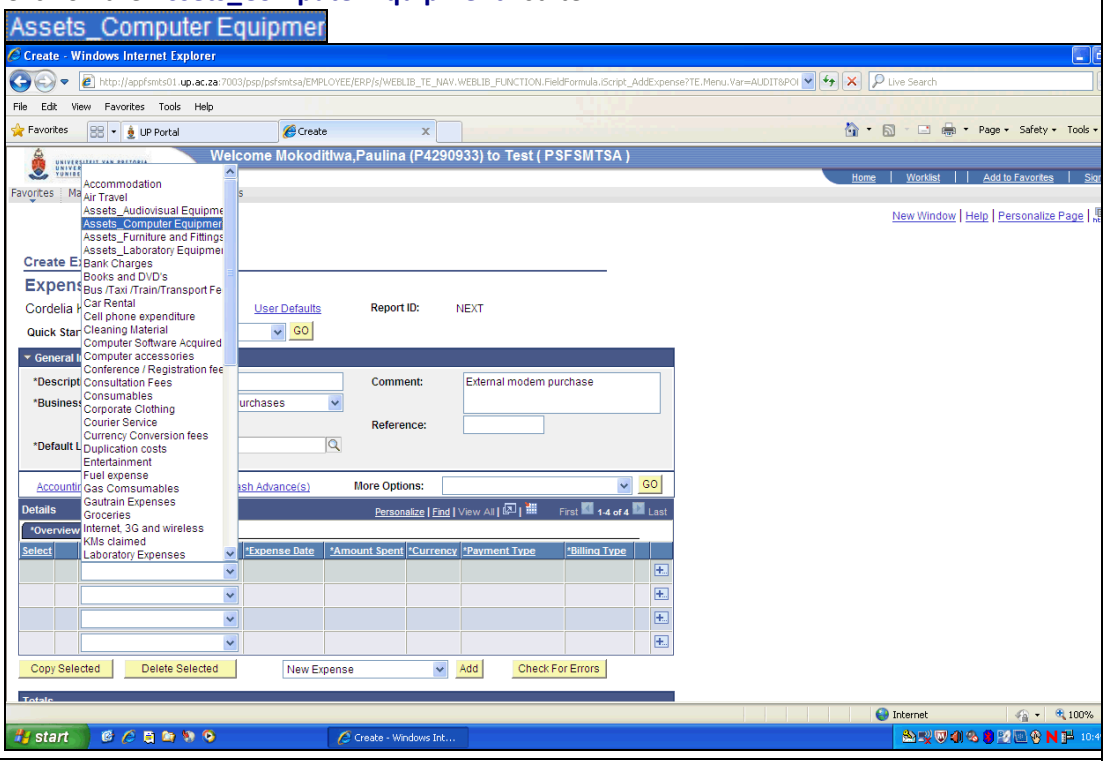
Step	Action
7.1	Other sundry expenses, click the **Expense Type** list.
7.2	Double-click on the **Expense Type** list.
7.3	Repeat steps 3.5 to 3.12.
7.4	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

8. Expense report for the reimbursement of Foreign Travel

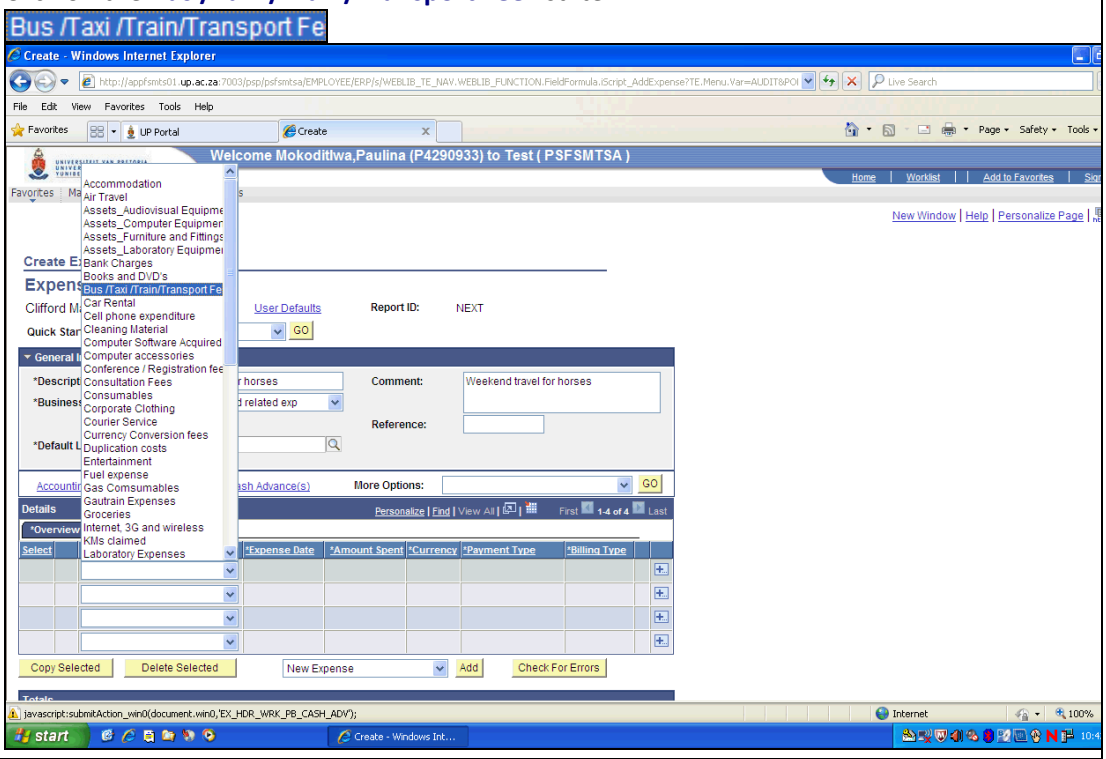
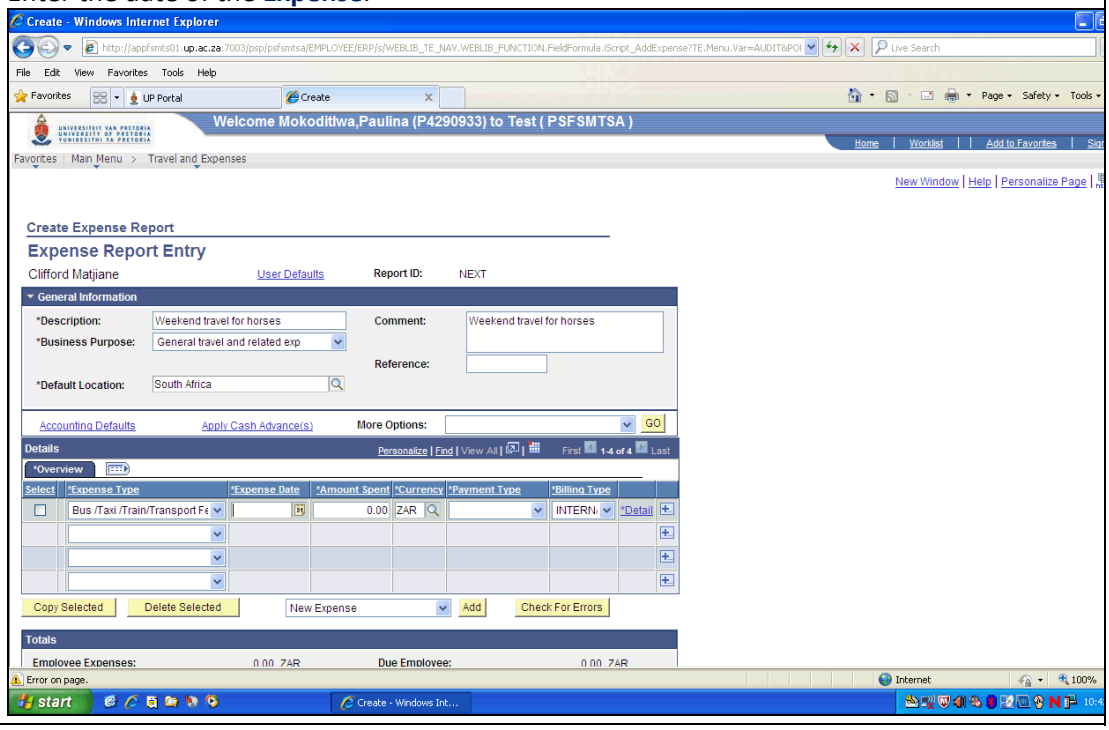
Step	Action
8.1	Per Diem, click on the **Expense Type** list.
8.2	Click on the **Per Diem** list item. 
8.3	Repeat steps 3.5 to 3.8.
8.4	Click on the **Detail** link.
8.5	Click on the magnifying glass next to **Location** to select the Country. 

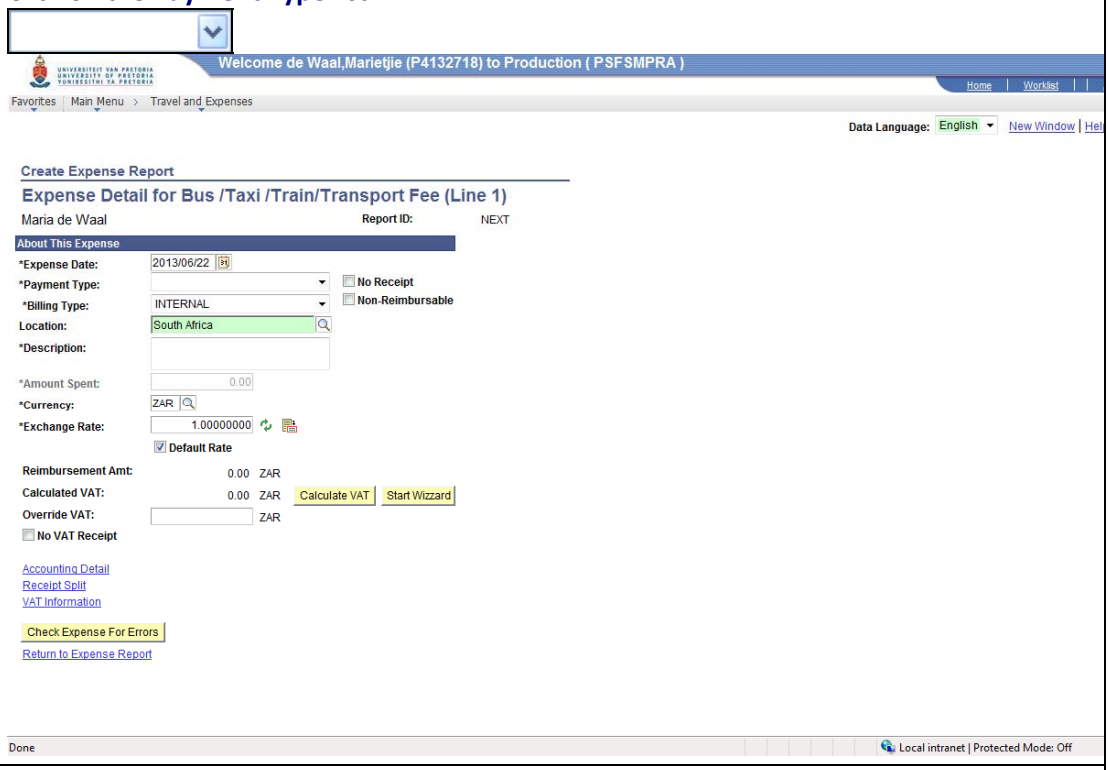
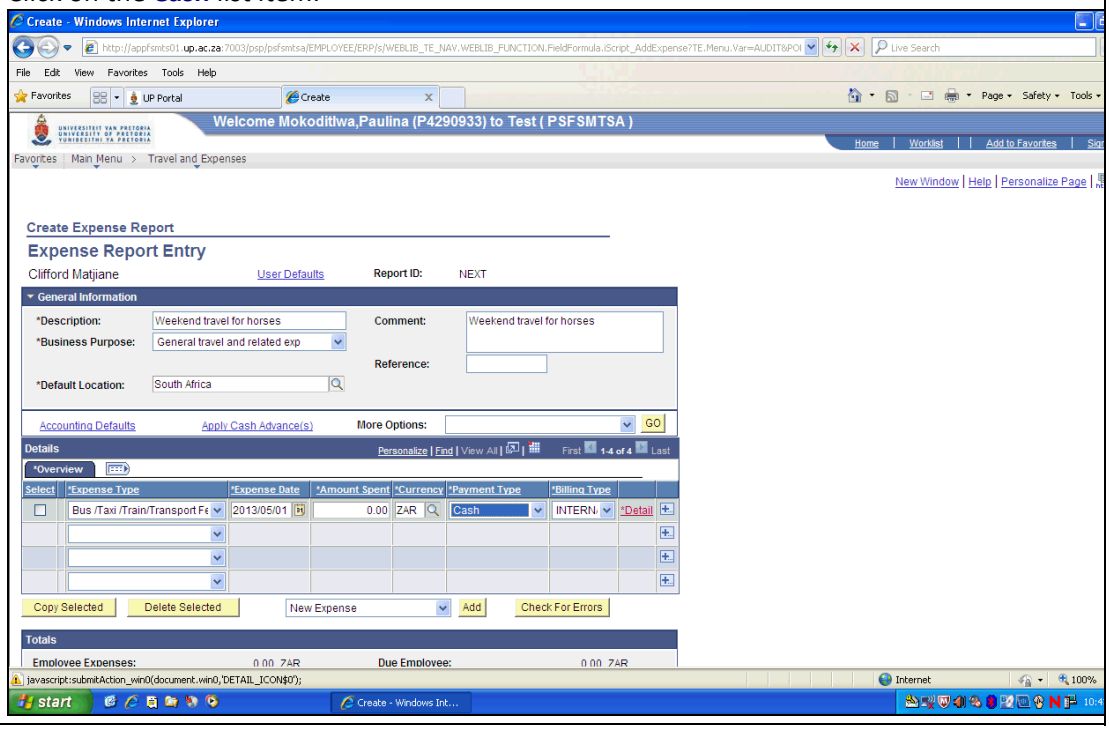
Step	Action
8.6	Click on the **United States of America** link. United States of America
8.7	Provide a brief description in the **Description** block. 
8.8	Click on the **Start Wizard** button.
8.9	Click on the **OK** button.
8.10	Enter the **Arrival** and **Departure Date**. 
8.11	If there is a limit on funds available, decrease the subsistence allowance amount. Click on the **Accept Allowance and Exit Wizard** button. Accept Allowance and Exit Wizard
8.12	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

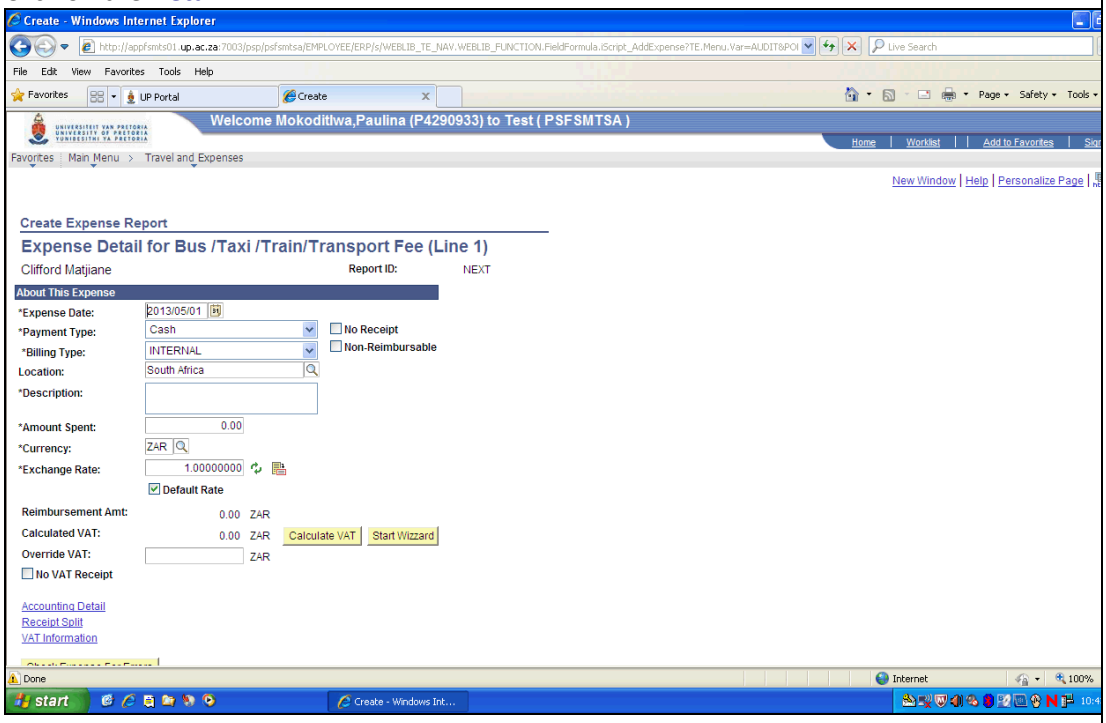
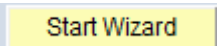
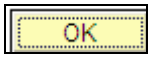
9. Expense report for the reimbursement of an asset purchase

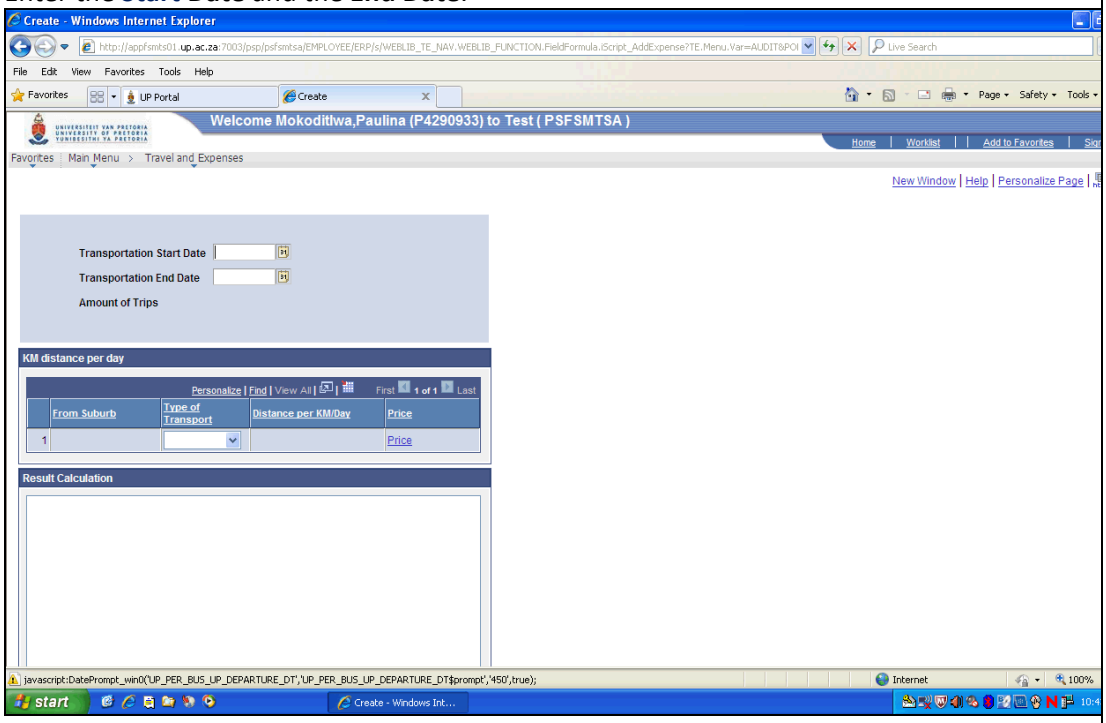
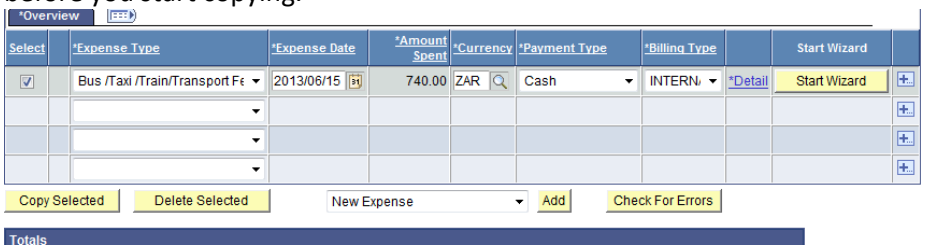
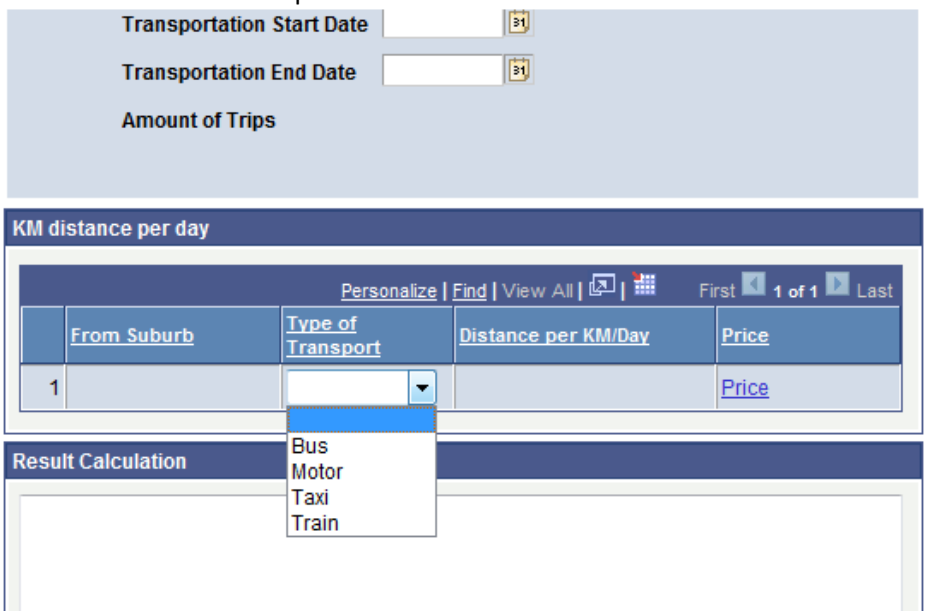
Step	Action
9.1	Click on the **Expense Type** list.
9.2	Click on the **Assets_Computer Equipment** list item. 
9.3	Repeat steps 3.5 to 3.12.
9.4	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

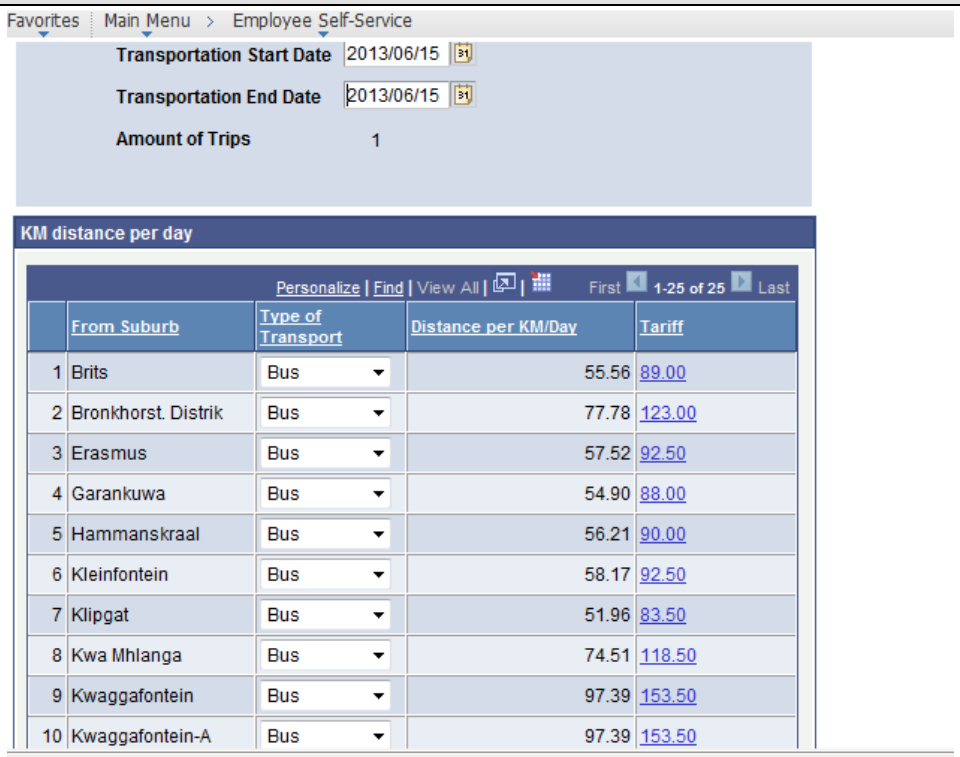
10. Expense report for the reimbursement of bus travel (Onderstepoort)

10.1	Click on the **Expense Type** list.
10.2	Click on the **Bus /Taxi /Train/Transport Fee** list item. 
10.3	Enter the date of the **Expense**. 

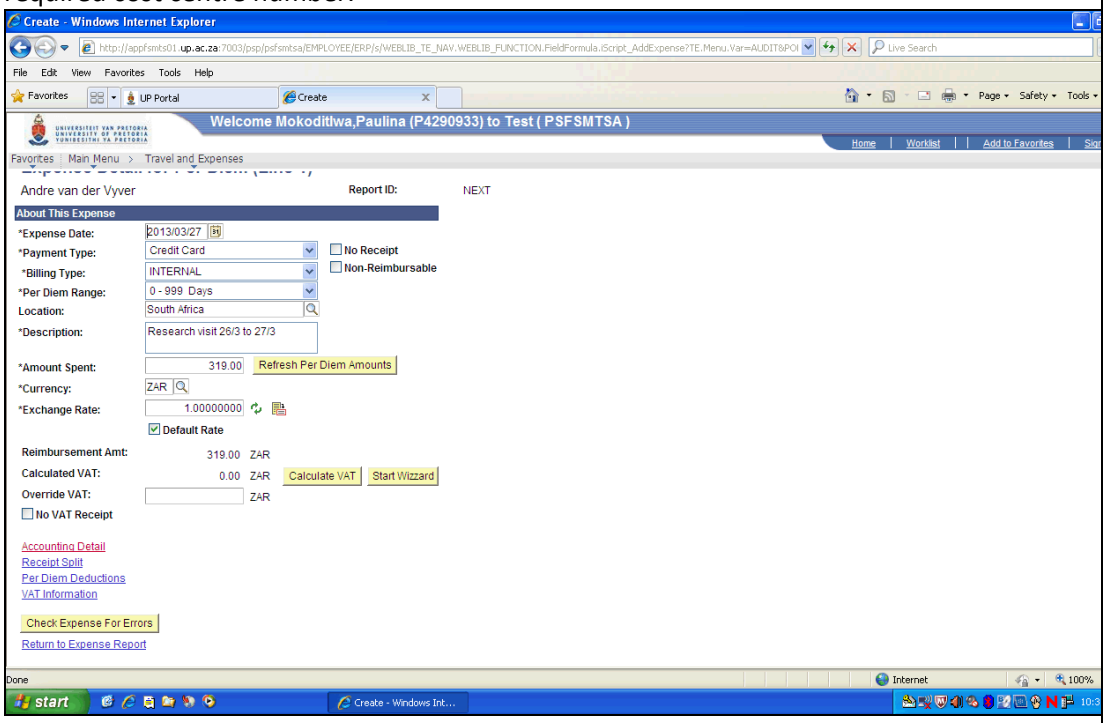
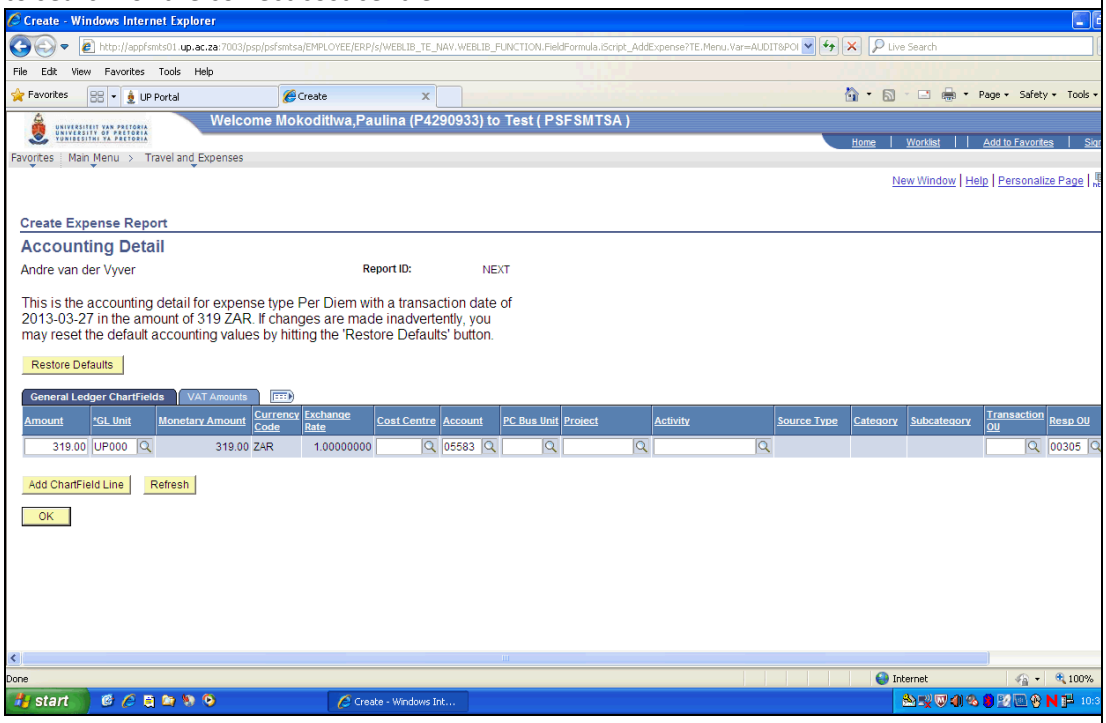
10.4	Click on the **Payment Type** list. 
10.5	Click on the **Cash** list item. 

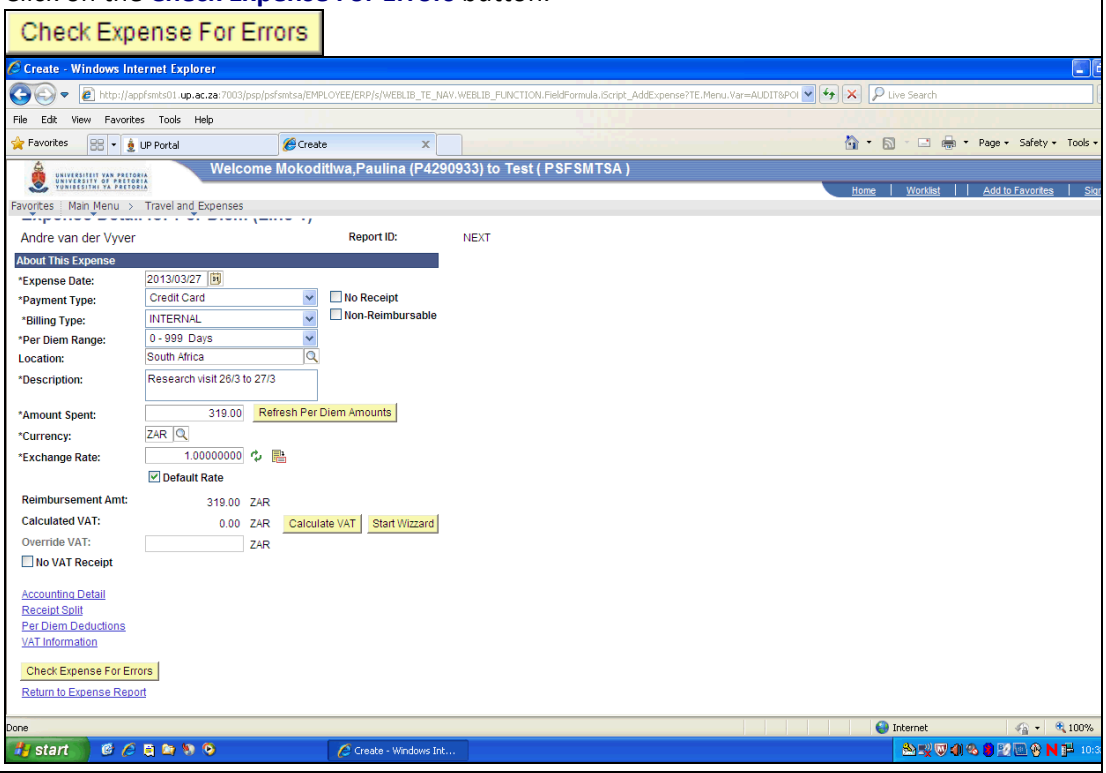
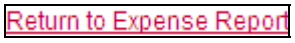
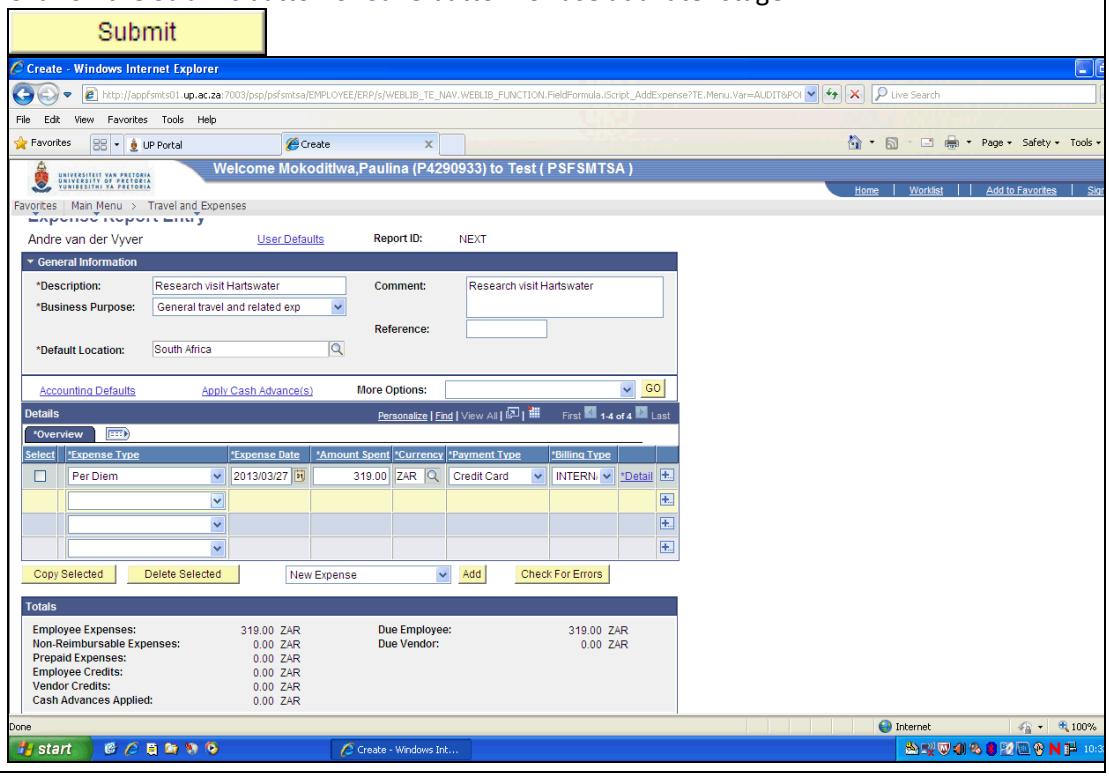
10.6	Click on the **Detail** link. 
10.7	Click in the **Description** field.
10.8	Enter the desired information into the **Description** field. E.g. Enter "**Weekend travel horses**".
10.9	Click on the **Start Wizard** button. 
10.10	Click on the **OK** button. 

Step	Action
10.11	Enter the **Start Date** and the **End Date**. 
10.12	The staff member only travels on Saturdays; because the days are not consecutive you have to add a line for each of the days. The user can use the copy functionality. Remember to also do the accounting entries before you start copying.  Click on the **Copy Selected** button.
10.13	Select the mode of transport. 

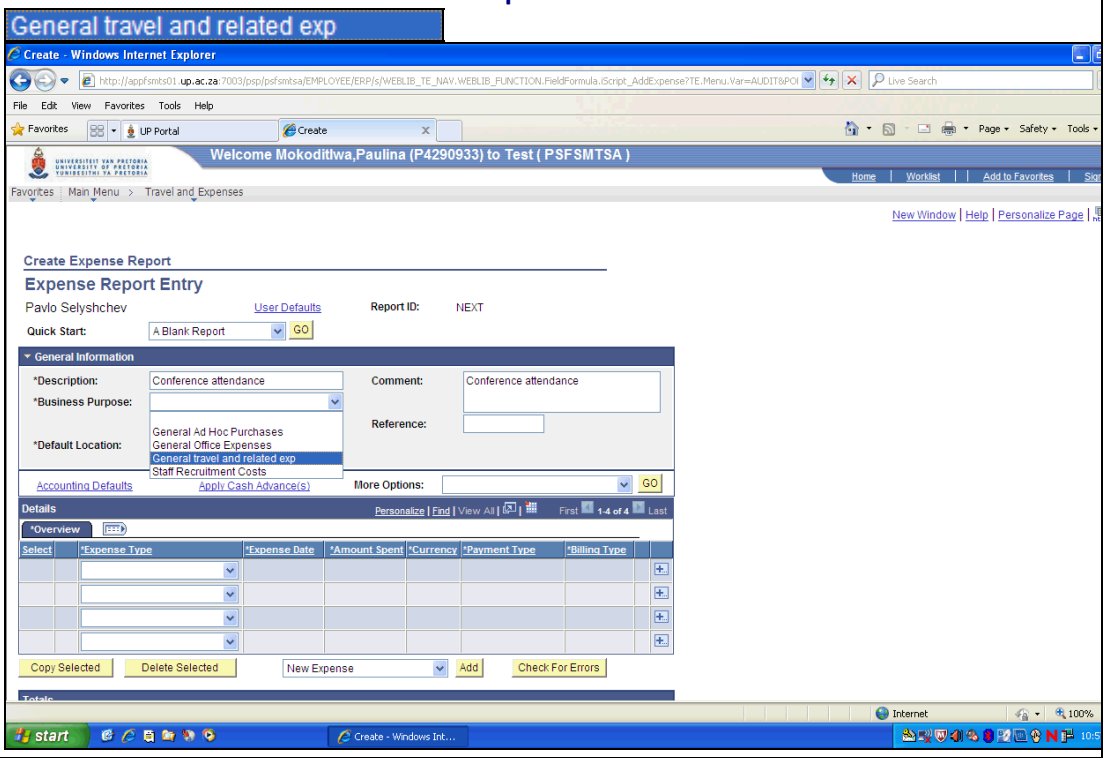
Step	Action
10.14	 Favorites Main Menu > Employee Self-Service Transportation Start Date 2013/06/15 Transportation End Date 2013/06/15 Amount of Trips 1 KM distance per day Personalize | Find | View All | First 1-25 of 25 Last From Suburb / Type of Transport / Distance per KM/Day / Tariff 1 Brits Bus 55.56 89.00 2 Bronkhorst. Distrik Bus 77.78 123.00 3 Erasmus Bus 57.52 92.50 4 Garankuwa Bus 54.90 88.00 5 Hammanskraal Bus 56.21 90.00 6 Kleinfontein Bus 58.17 92.50 7 Klipgat Bus 51.96 83.50 8 Kwa Mhlanga Bus 74.51 118.50 9 Kwaggafontein Bus 97.39 153.50 10 Kwaggafontein-A Bus 97.39 153.50 Search for the correct station from the list, in this example **Pankop**.
10.15	View the results in the **Result Calculation** field.
10.16	Click the **Accept Allowance and Exit Wizard** button. Accept Allowance and Exit Wizard
10.17	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

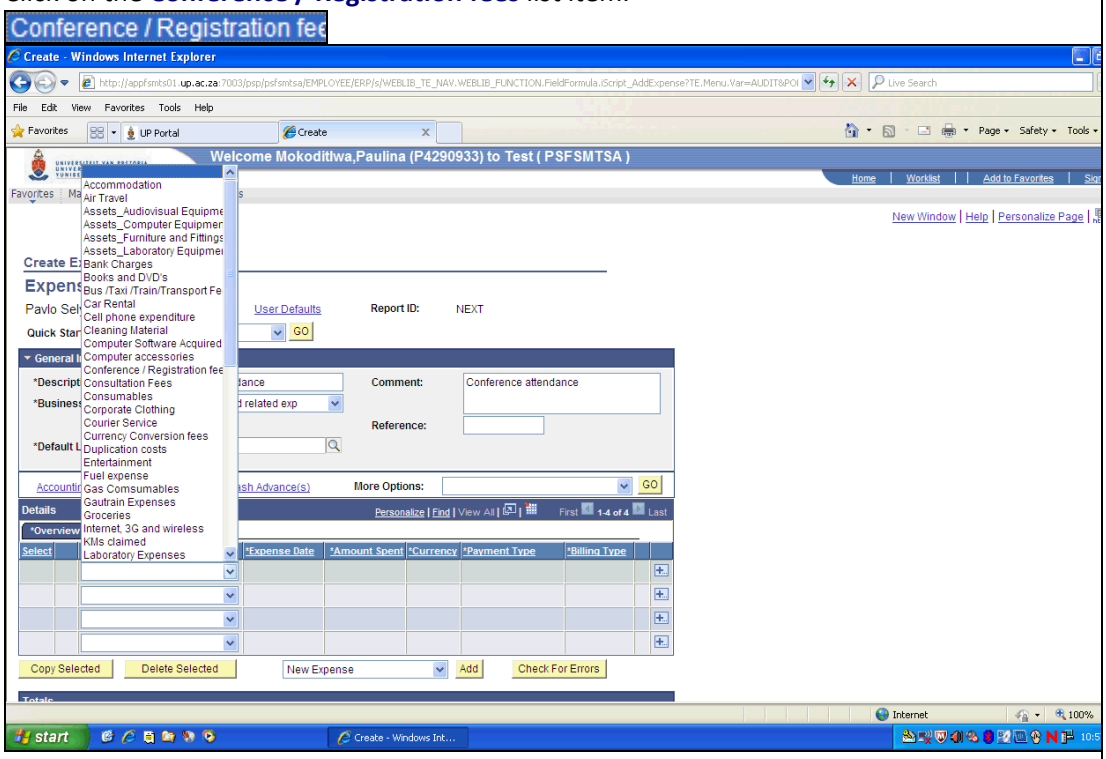
11. Accounting entries: The relevant cost centre from where the expense will be paid

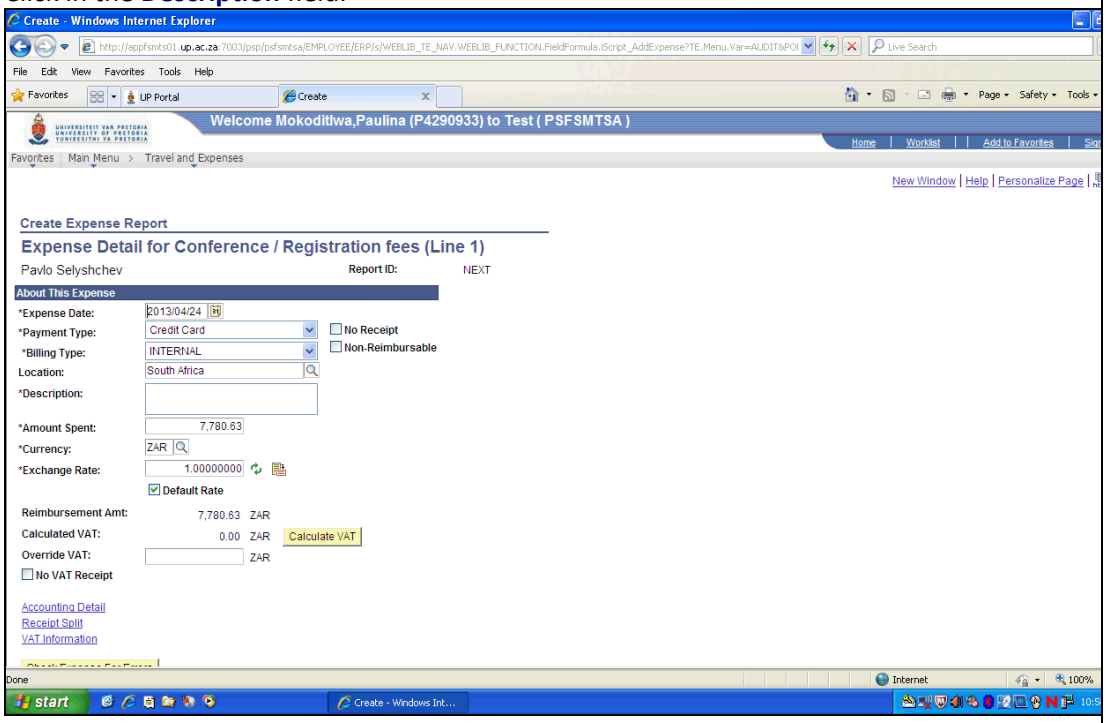
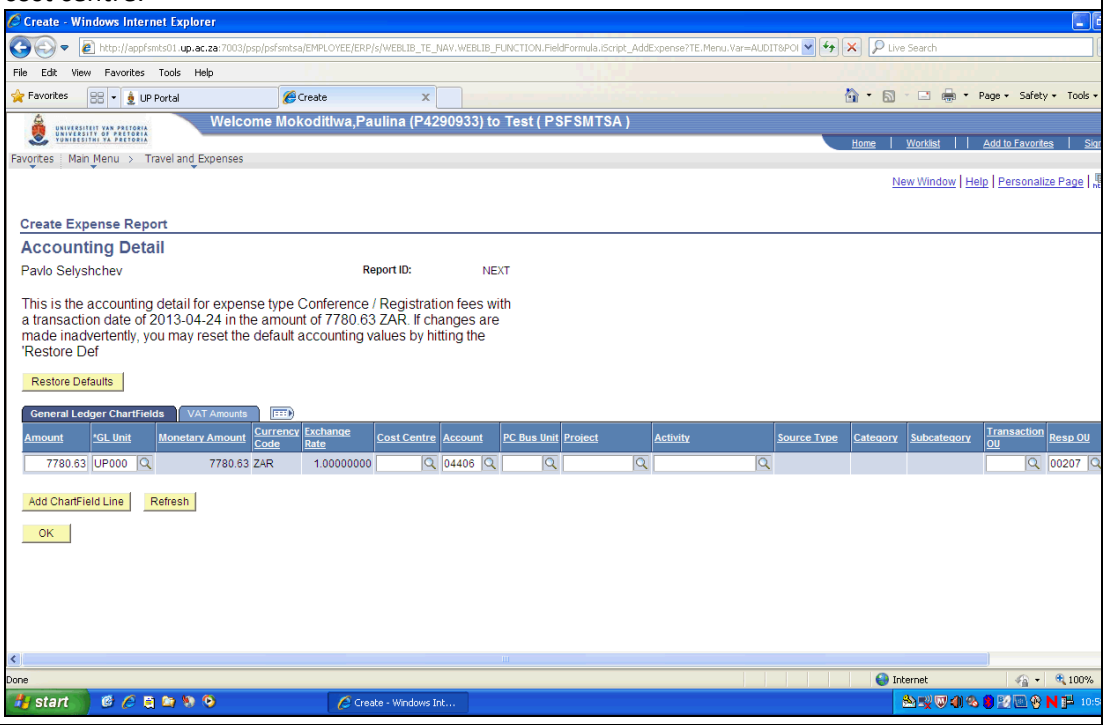
Step	Action
11 .1	Upon finalization of the Wizard process, click on the **Accounting Detail** link to provide the required cost centre number. 
11.2	Click in the **Cost Centre** field and enter the relevant cost centre or use the magnifying glass to search for the correct cost centre. 
11.3	Click on the **OK** button.

Step	Action
11.4	Click on the **Check Expense For Errors** button. 
11.5	Click on the **Return to Expense Report** link. 
11.6	Click on the **Submit** button or **Save** button for use at a later stage. 

12. Accounting entries where a project is involved

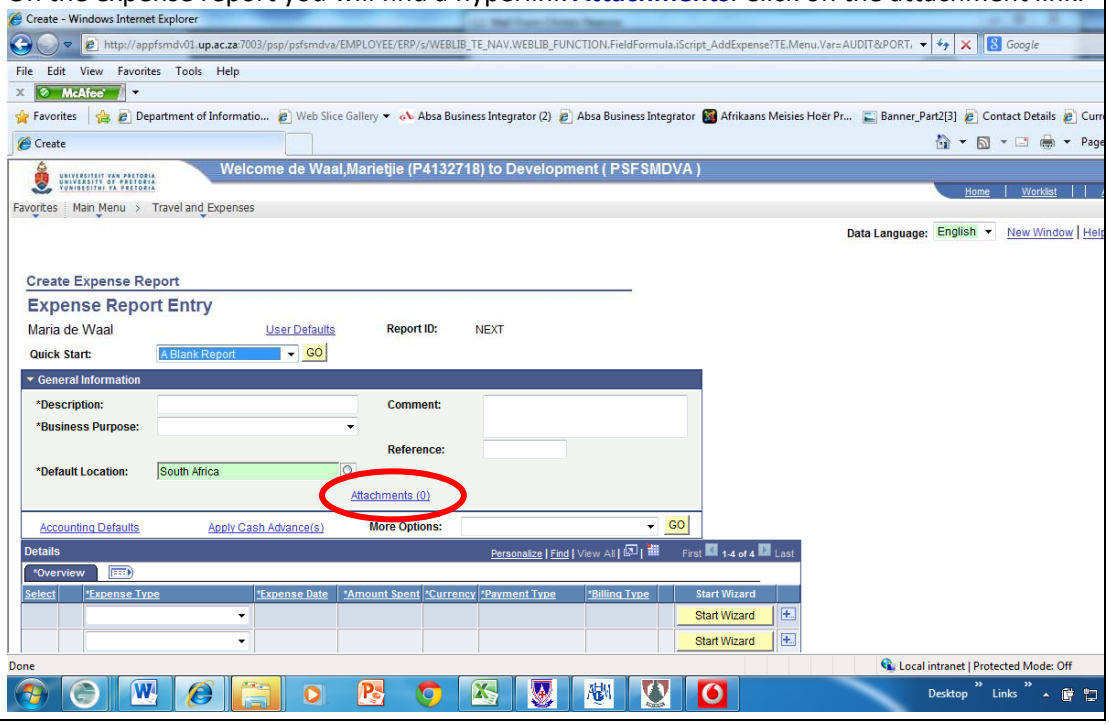
Step	Action
12.1	Click in the **Description** field.
12.2	Enter the desired information into the **Description** field. E.g. Enter "**Conference attendance**".
12.3	Click in the **Comment** field and complete detail on the expense.
12.4	Click on the **Business Purpose** list.
12.5	Click on the **General travel and related exp** list item. 
12.6	Click on the **Expense Type** list.

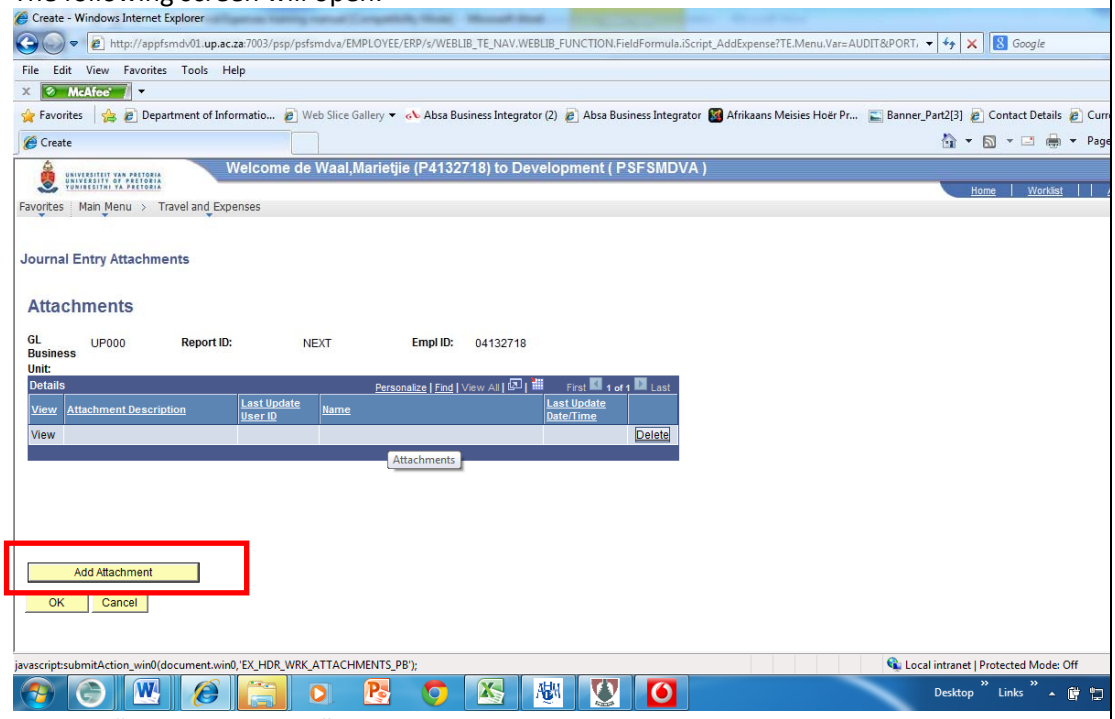
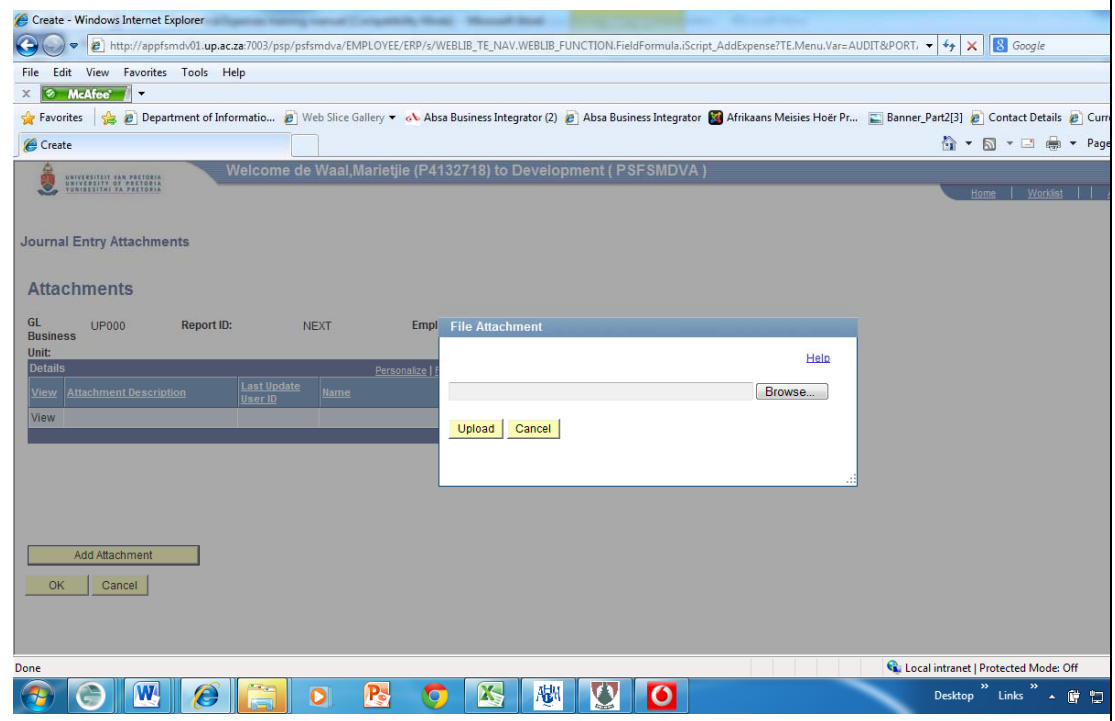
Step	Action
12.7	Click on the **Conference / Registration fees** list item. 
12.8.	Repeat steps 3.5 to 3.7.
12.9.	Enter the total fee in the **Amount Spent** field. E.g. For this example enter "**650**".
12.10	If you do not have the rand value, you can change the currency by clicking on the Currency field and changing the currency to the required currency for **e.g. Euro**. EUR
12.11	Click on the **Detail** link. *Detail

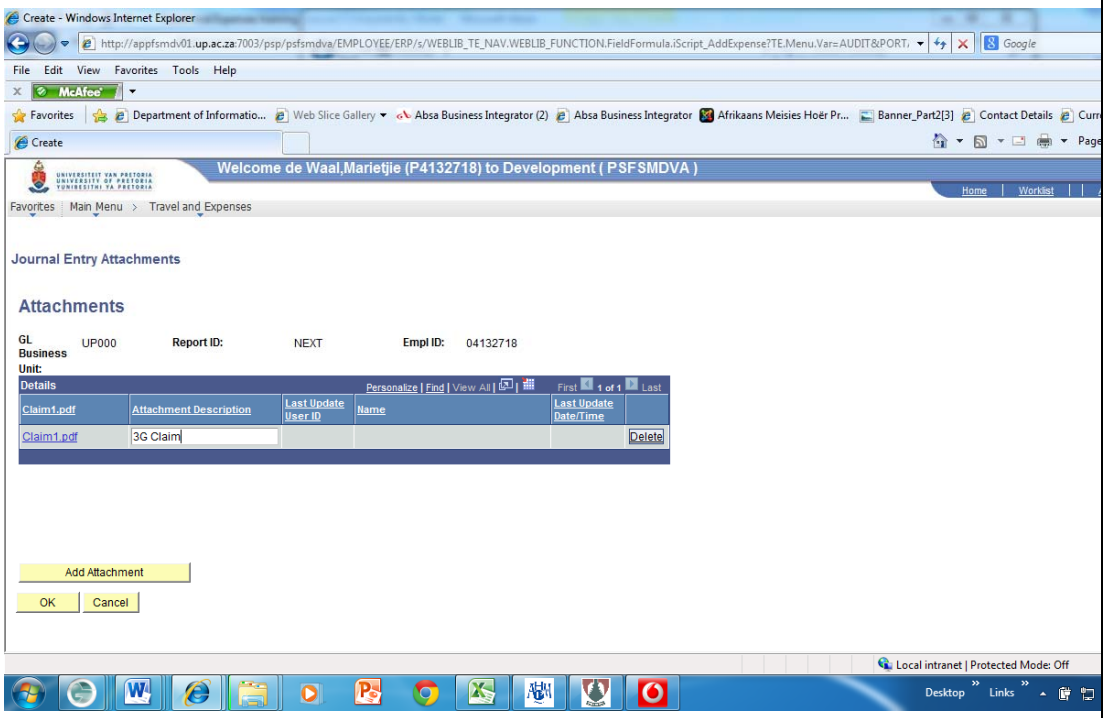
Step	Action
12.12	Click in the **Description** field. 
12.13	Enter the desired information into the **Description** field. E.g. Enter "**IEEE**".
12.14	Click on the **Accounting Detail** link. Accounting Detail
12.15	Enter the relevant cost centre number or click on the magnifying glass to search for the cost centre. 
12.16	Click in the **PC Bus Unit** field. The PC Bus Unit is always UP000.
12.17	Click in the **Project** field. Enter the desired information into the **Project** field.
12.18	Click in the **Activity** field.

Step	Action
12.19	Enter the desired information into the **Activity** field. The activity would typically be Run_Expns. Click on the **RUN_EXPNS** object. RUN_EXPNS
12.20	Click on the **OK** button. OK
12.21	Click on the **Check Expense For Errors** button. Check Expense For Errors
12.22	Click on the **Return to Expense Report** link. Return to Expense Report
12.23	Click on the **Submit** button or **Save button** for use at a later stage. Submit

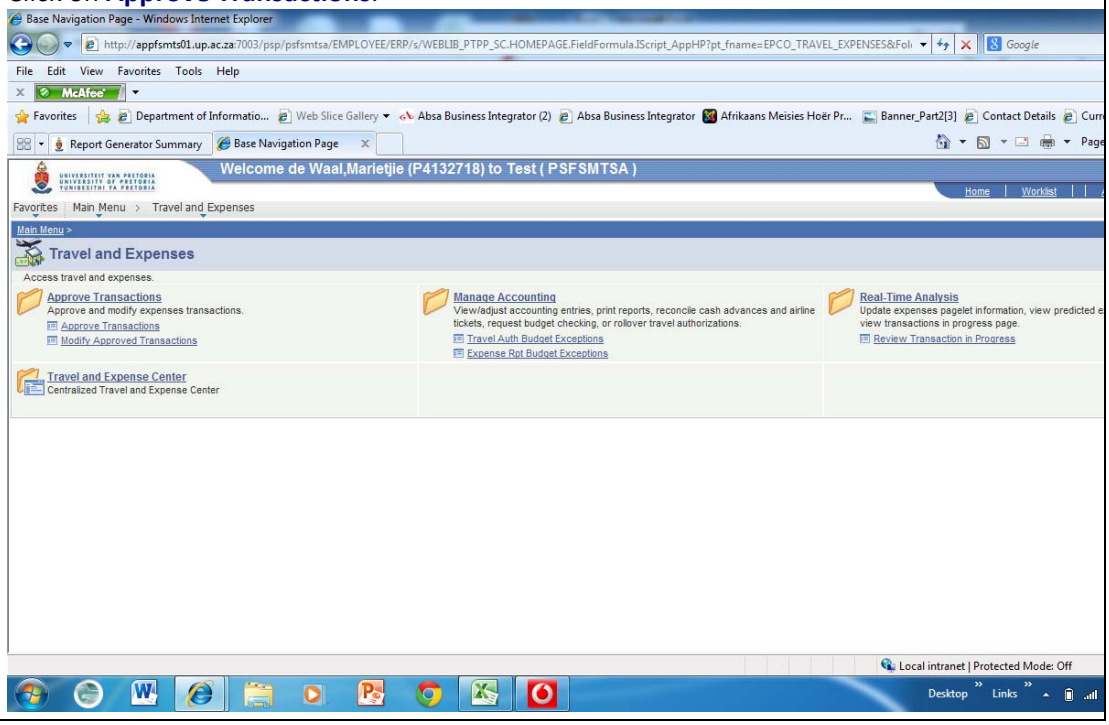
13. How to upload your source documents to the Expense Report

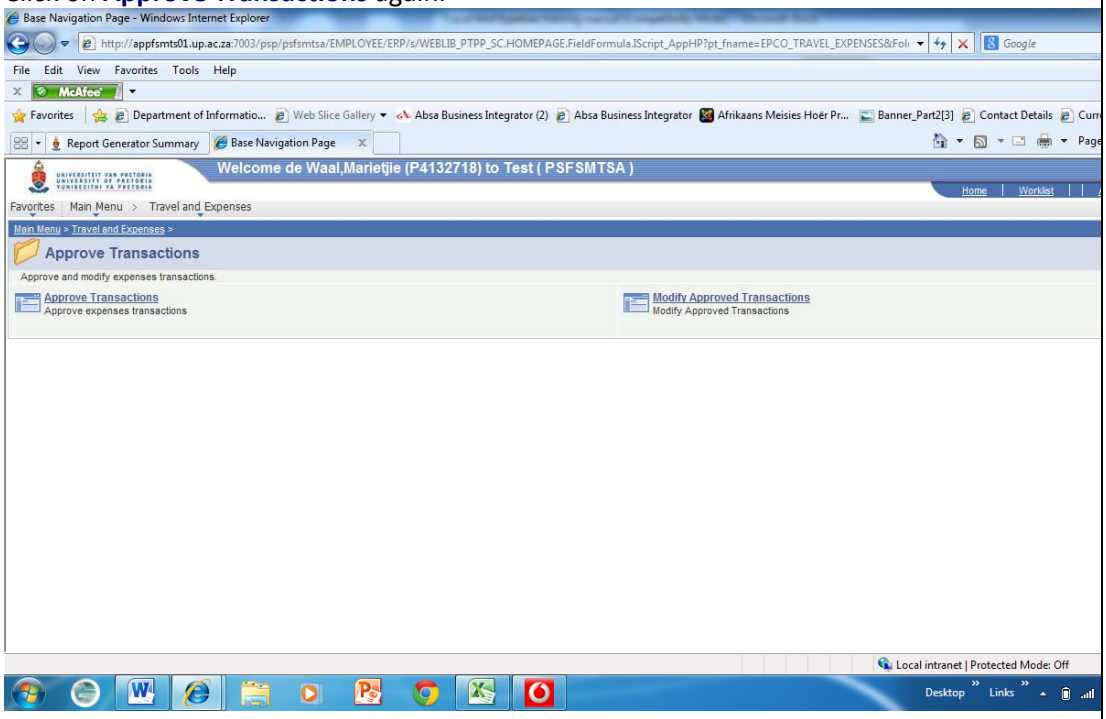
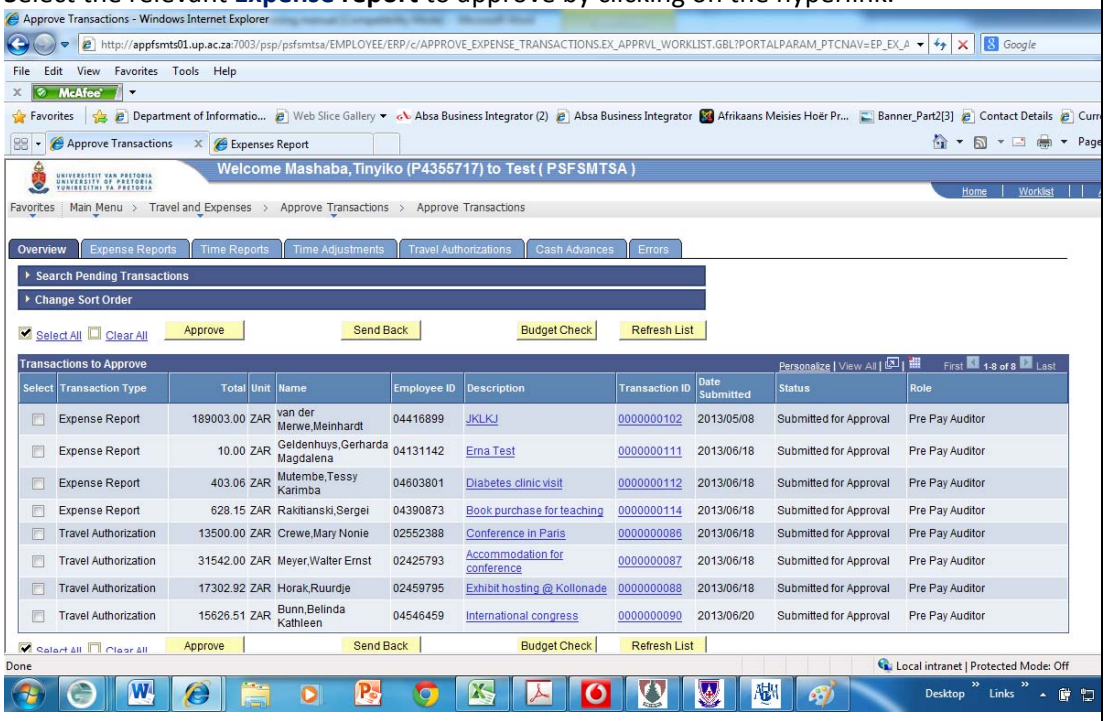
Step	Action
13.1	On the expense report you will find a hyperlink **Attachments**. Click on the attachment link. 

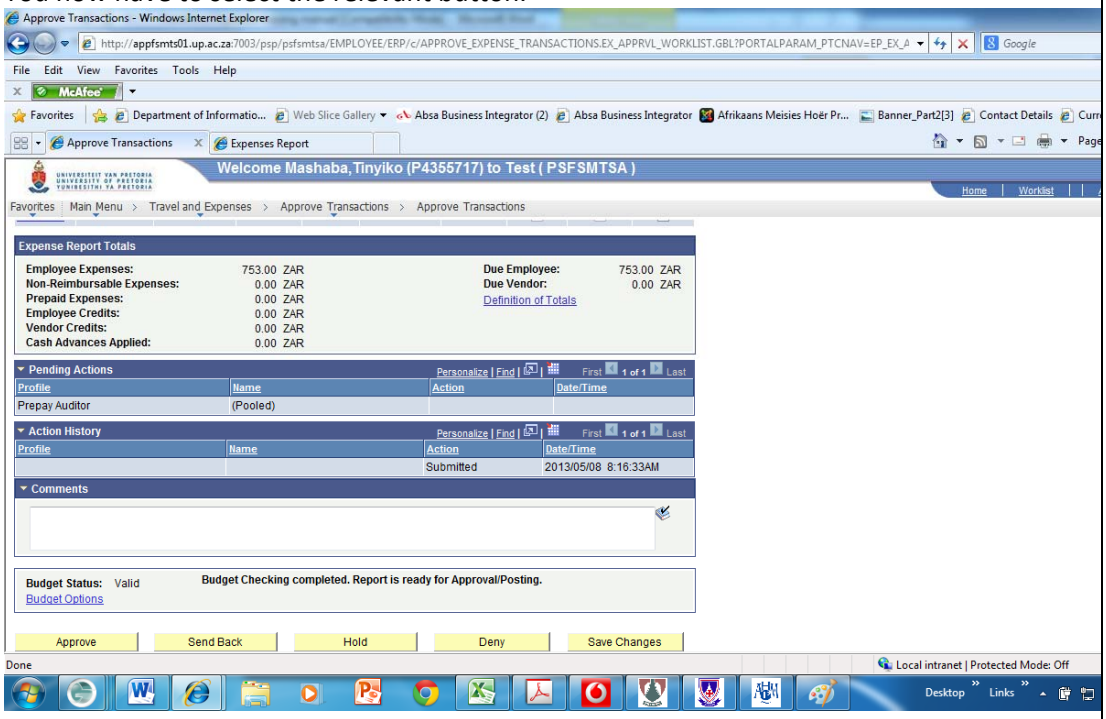
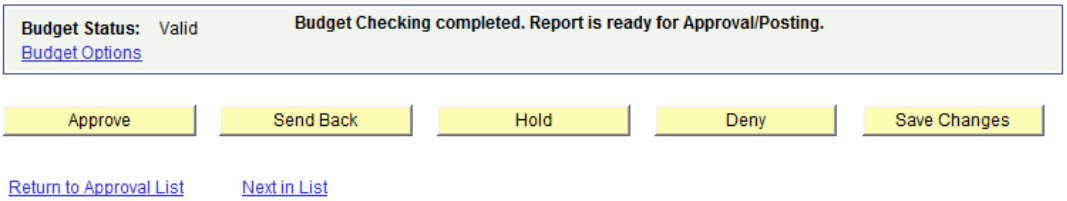
Step	Action
13.2	The following screen will open:  Click on “Add Attachment”.
13.3	Click “Choose File”. Preferably upload pdf files; you can open them directly in PeopleSoft.  Select the file you want to upload from where you have saved the scanned document. Requirements for the upload file are: • The upload should be a .pdf file. • The name of the file is restricted to 10 characters. • An attachment should not contain more than 10 pages.

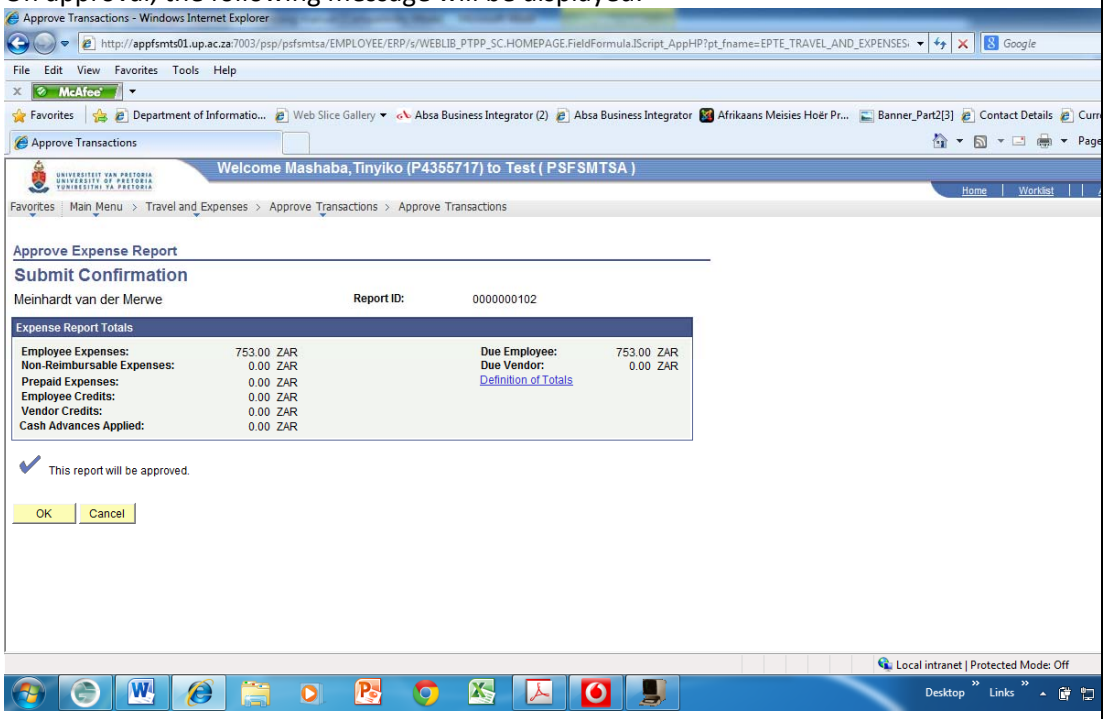
Step	Action
13.4	Select upload. Select OK. 

14. Approval of an Expense Report

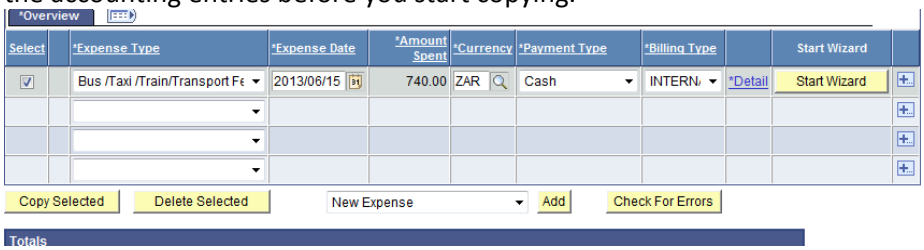
Step	Action
14.1	You will receive an email notification of an Expense Report to be approved. Click on the hyperlink provided, or on the main menu. Click on the **Travel and Expenses** link. Travel and Expenses
14.2	Click on **Approve Transactions**. 

Step	Action
14.3	Click on **Approve Transactions** again. 
14.4	The following screen will open with the following tabs: **Overview**, **Expense reports**, **Time reports**, **Time adjustments and Travel authorisations**. Click on the tab **Expense reports**. Select the relevant **Expense report** to approve by clicking on the hyperlink. 

Step	Action
14.5	You now have to select the relevant button.  **Approve** — Click to approve the Expense Report. This action changes the status to Approved for Payment. The expense report is ready for payment processing **Send Back** — Click to send the expense report to the employee for correction or revision. This action changes the status to **Pending**. If you send the expense report back to the employee, you must also provide an explanation in the **Comments** field. **Hold** — This option will not be used by the University of Pretoria. **Deny** — Click to deny the entire expense report. This action changes the status to **Denied**. If you deny the Expense Report, you must also provide an explanation in the **Comments** field. The system does not route denied expense transactions to subsequent approvers and the employee cannot resubmit it. The employee will have to create a new Expense Report. **Save Changes** — Click to save any modifications that were made to the Expense Report.
14.6	 To review the list of expense reports, click on the **Return to Approval List** hyperlink or proceed to the next Expense Report by clicking on the **Next in List** hyperlink.

Step	Action
14.7	On approval, the following message will be displayed:  Click **OK.**

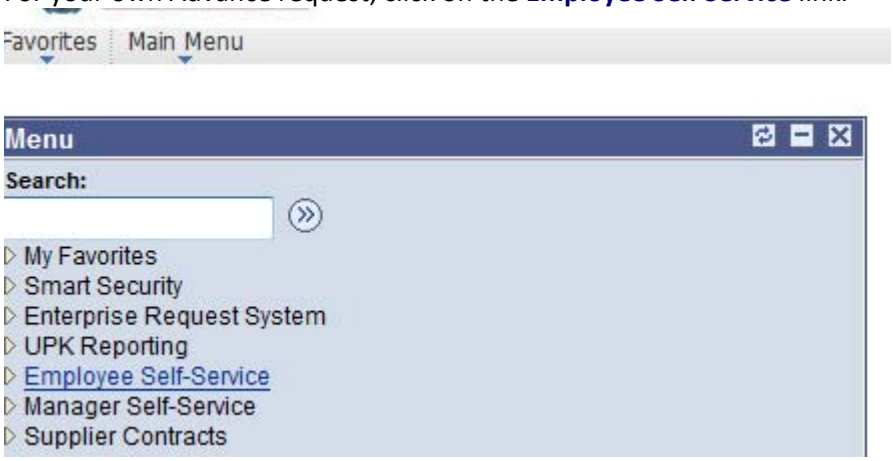
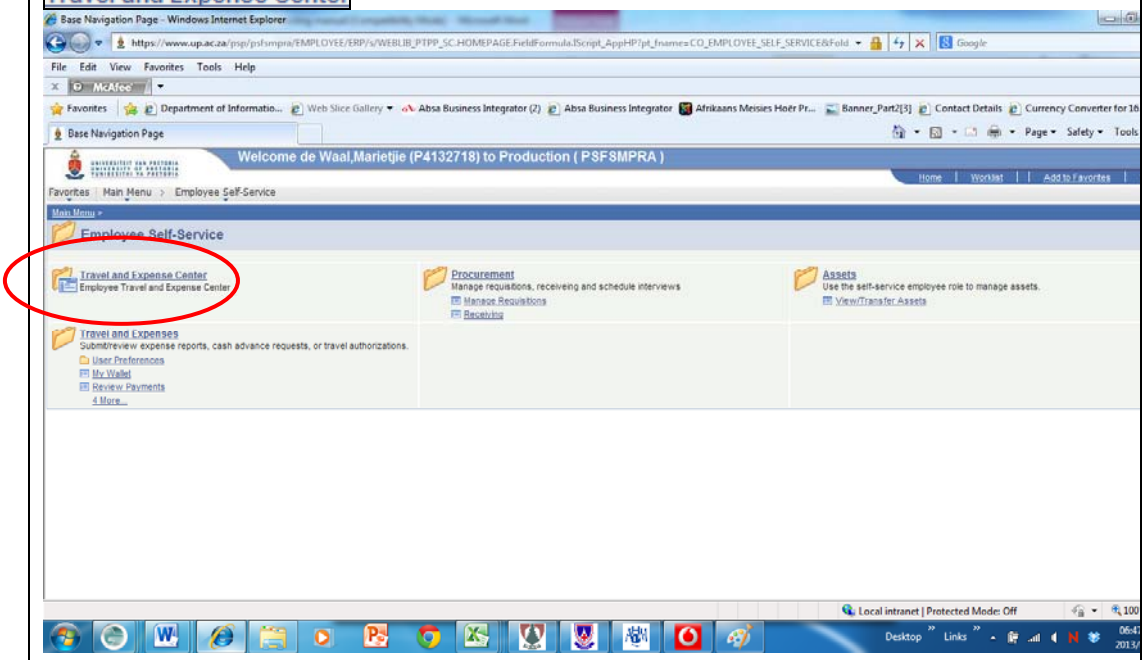
15. Useful hints – copying of recurring expense transactions

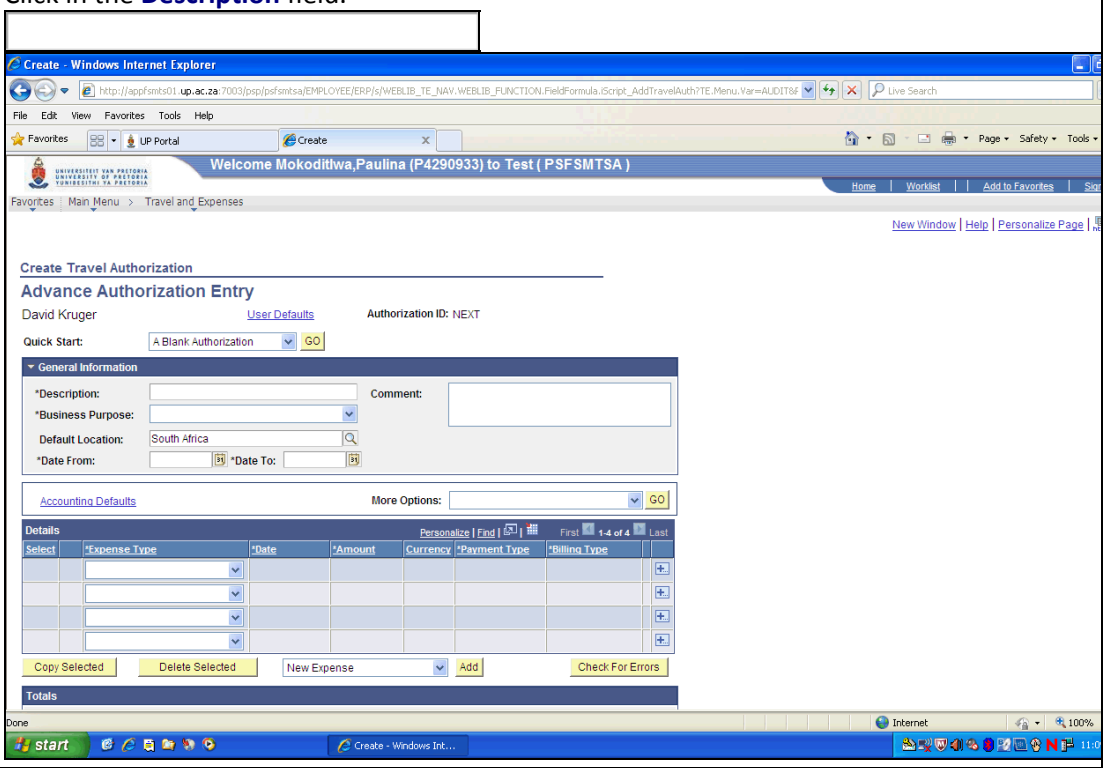
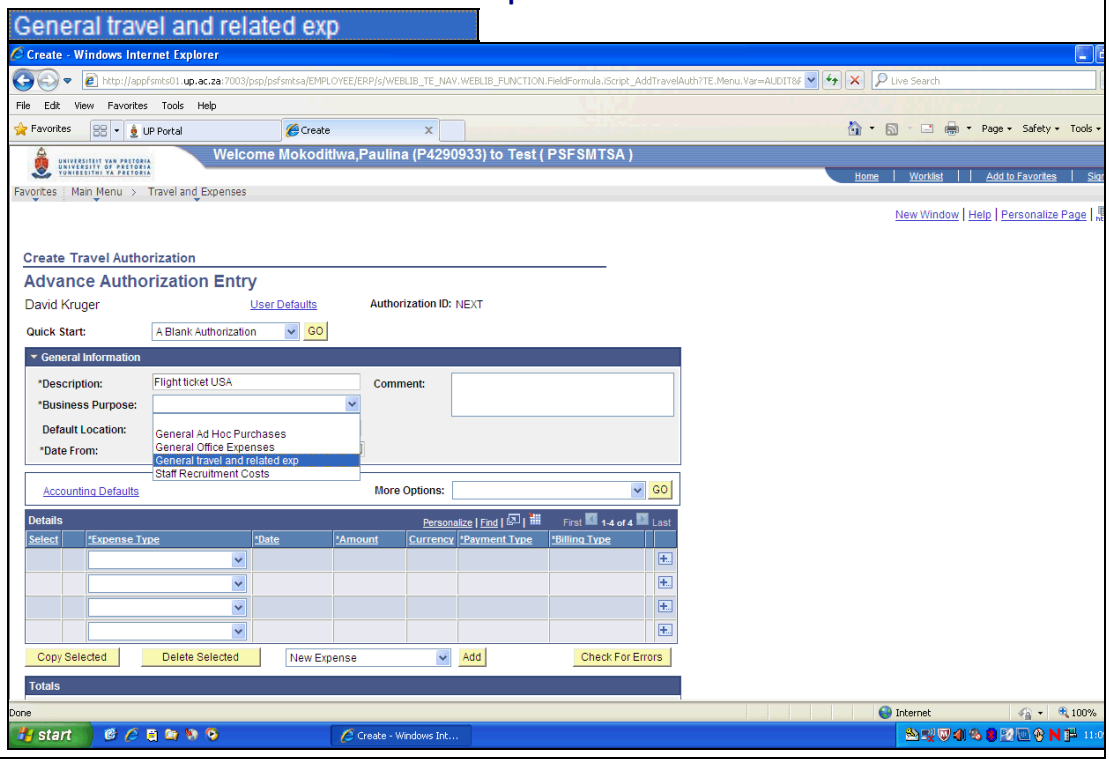
15.1	The user can use the copy functionality to copy expense line items. Remember to also do the accounting entries before you start copying.  Click on the **Copy Selected** button.

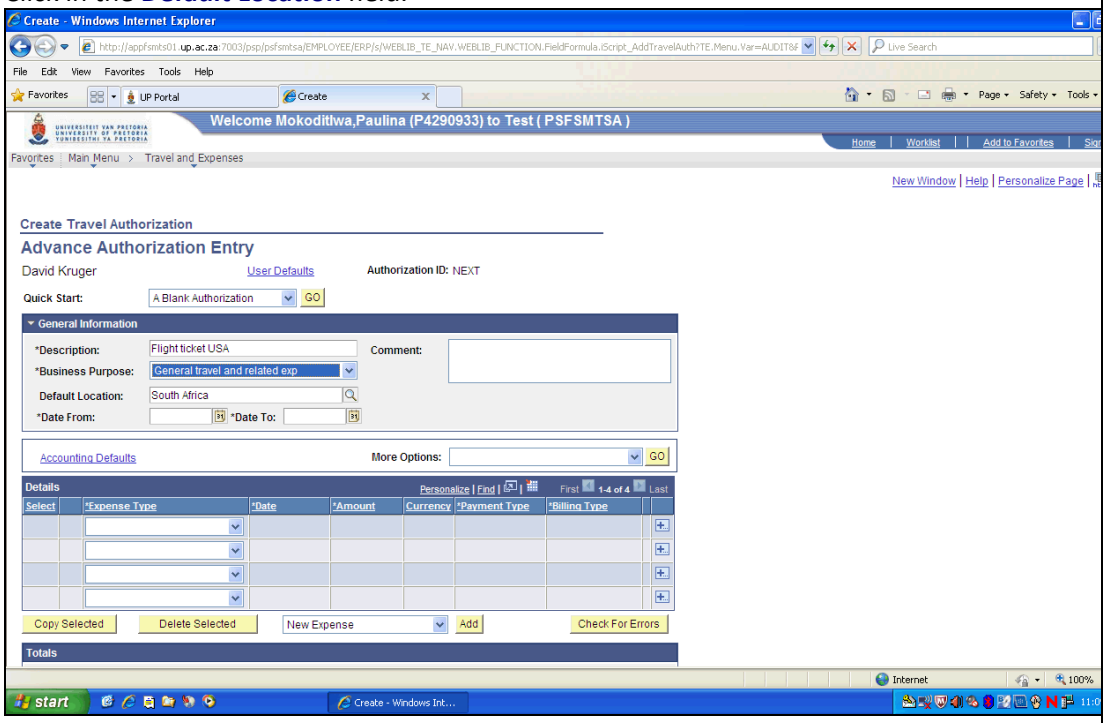
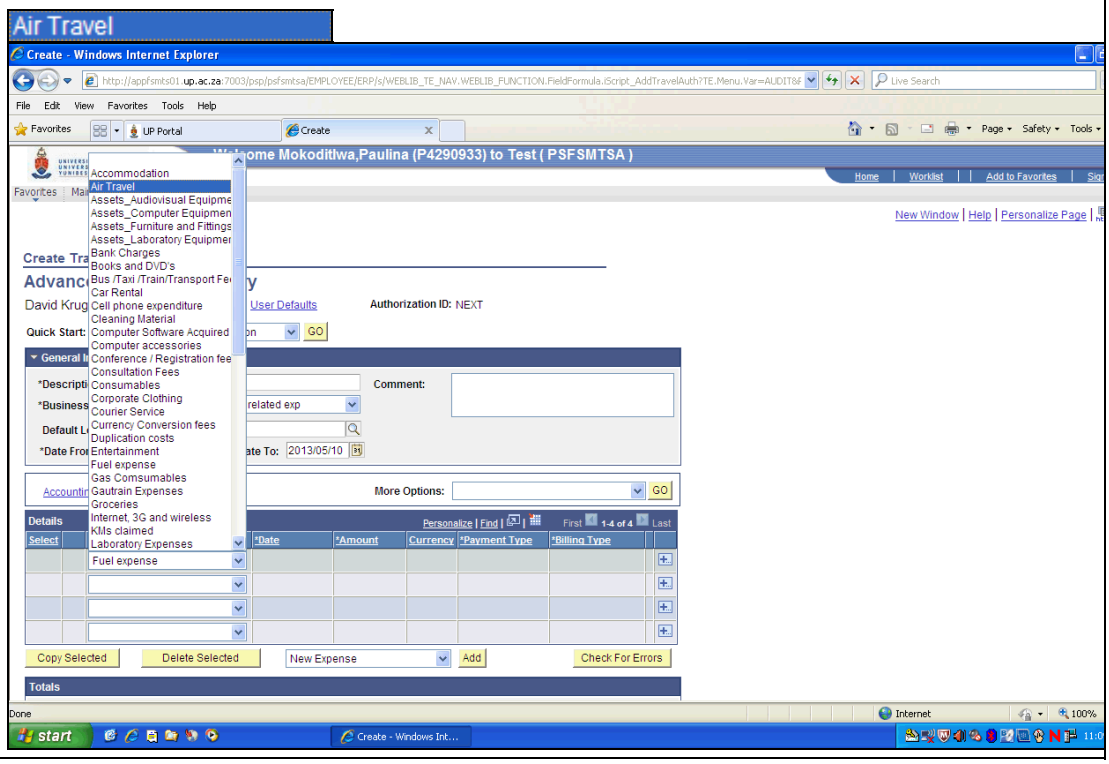
C. Advances

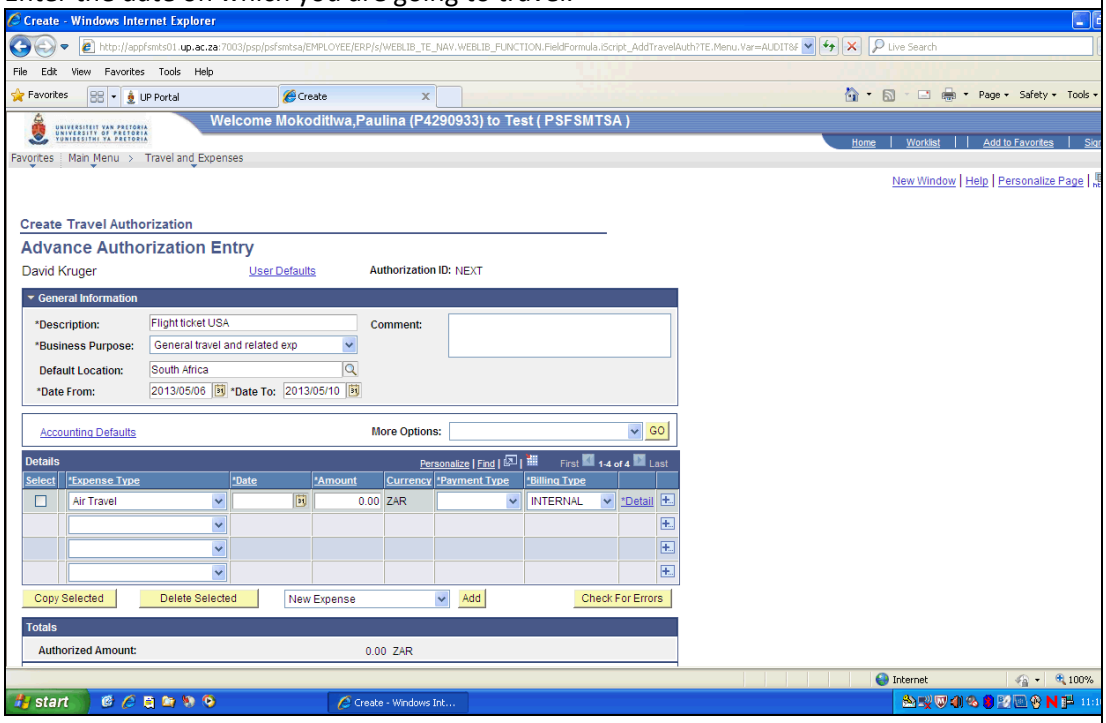
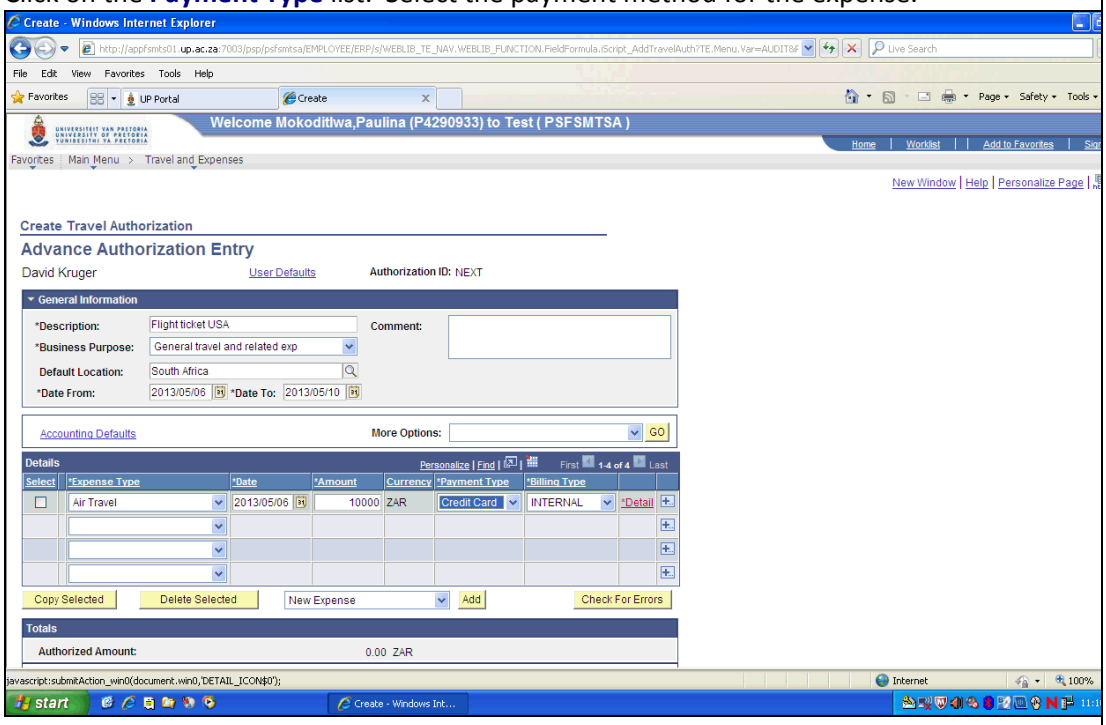
Start of an Advance request	*Approval*	*Approved advance to cash advance*	*Settlement of an Advance*	*Report*
C1 and C2	*C3*	*C4*	*C5*	*D*

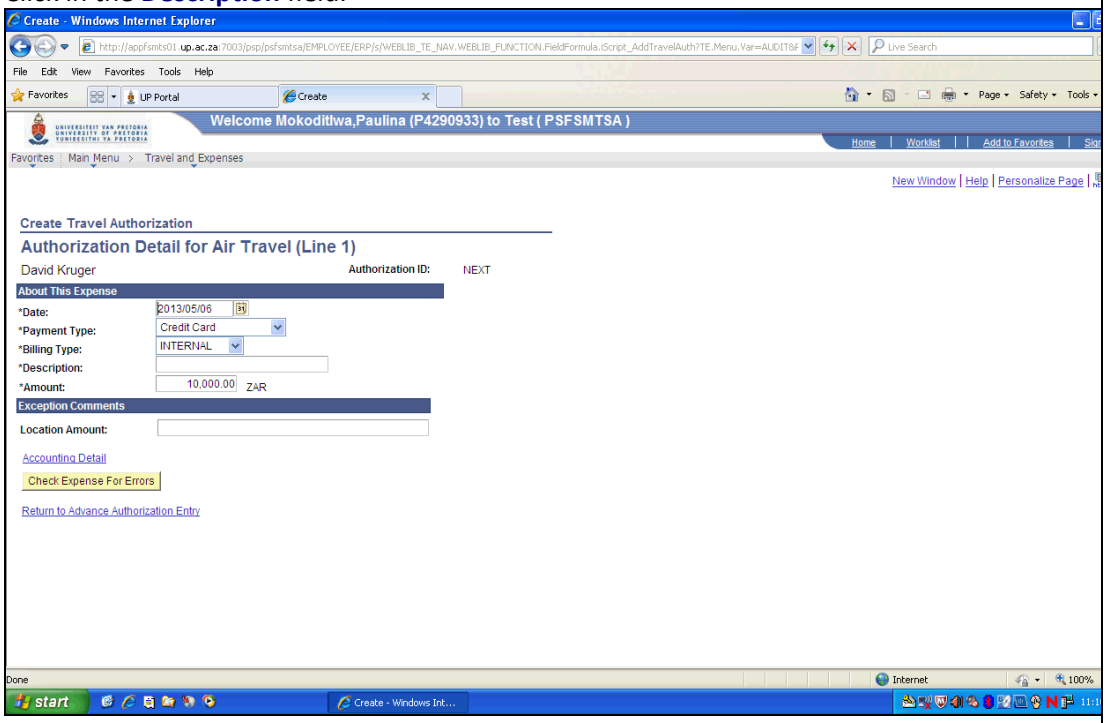
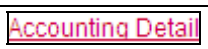
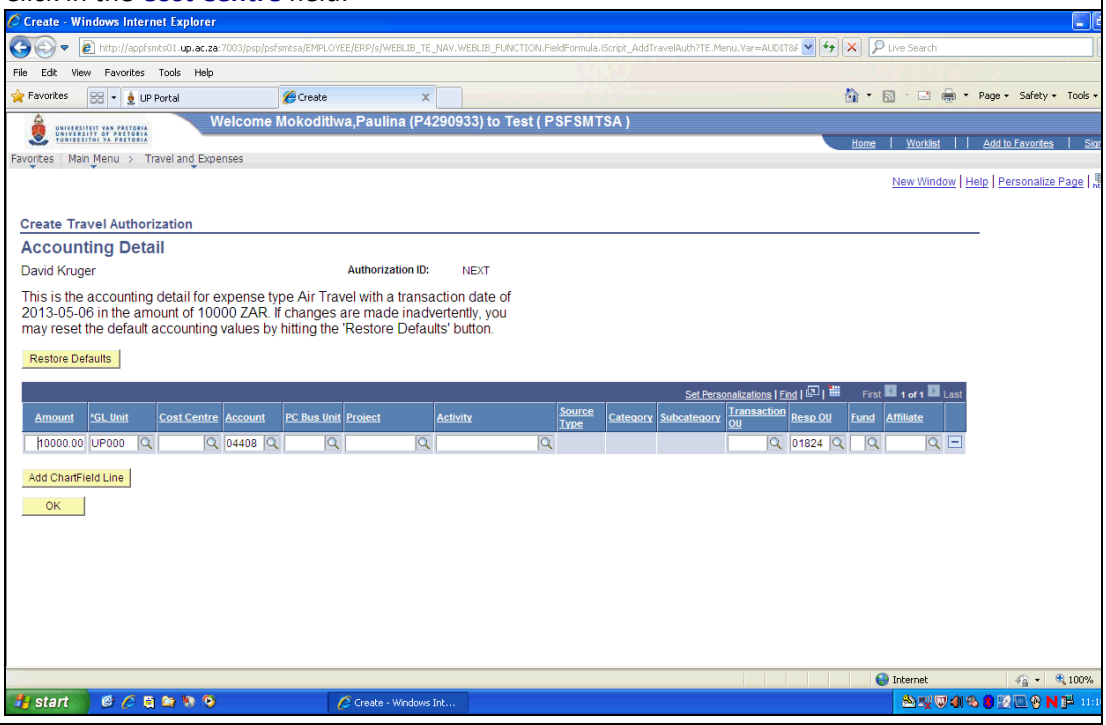
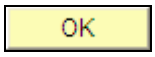
1. Create an Advance request/Advance Authorisation for yourself

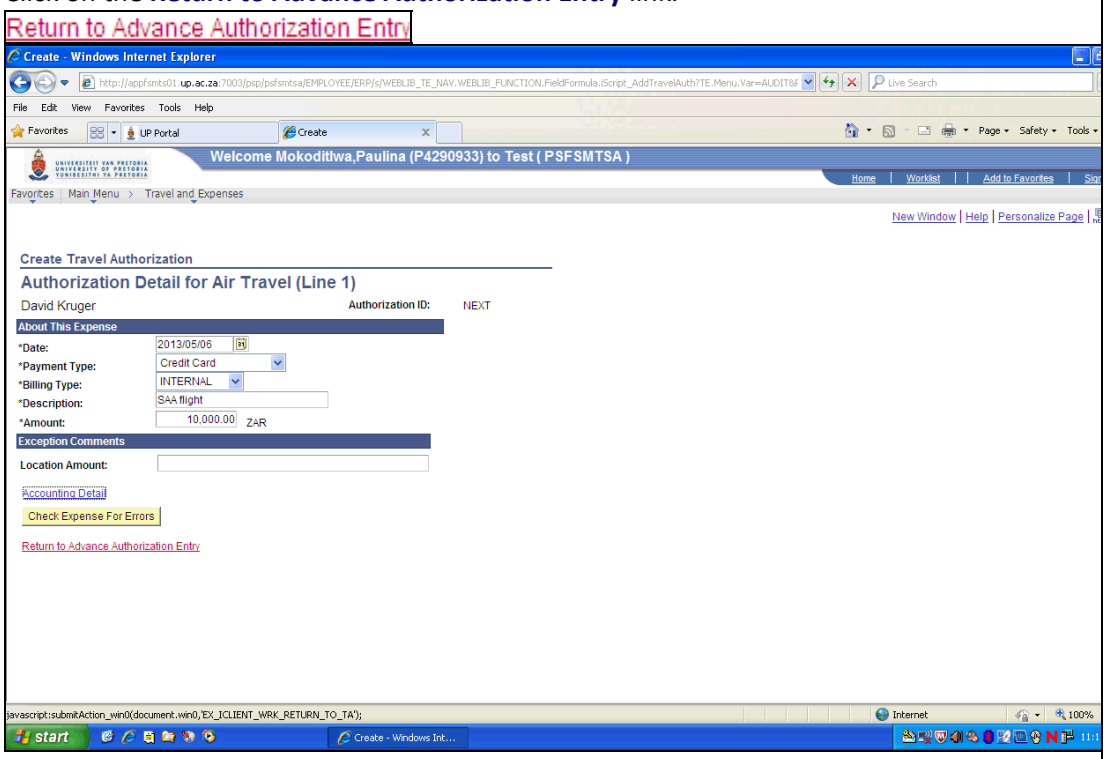
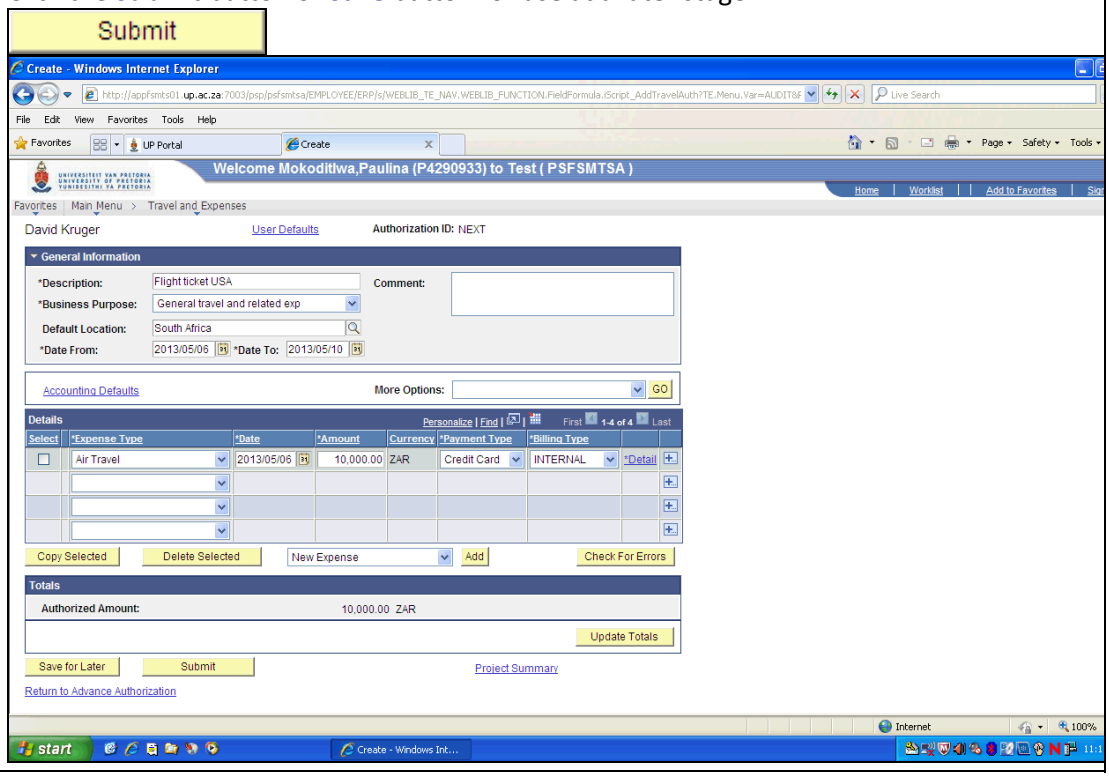
Step	Action
1.1	For your own Advance request, click on the **Employee Self Service** link. 
1.2	Click on the **Travel and Expense Center** link. Travel and Expense Center 
1.3	Click on the **Advance Authorization** link. Advance Authorization
1.4	Click on the **Create** link. Create

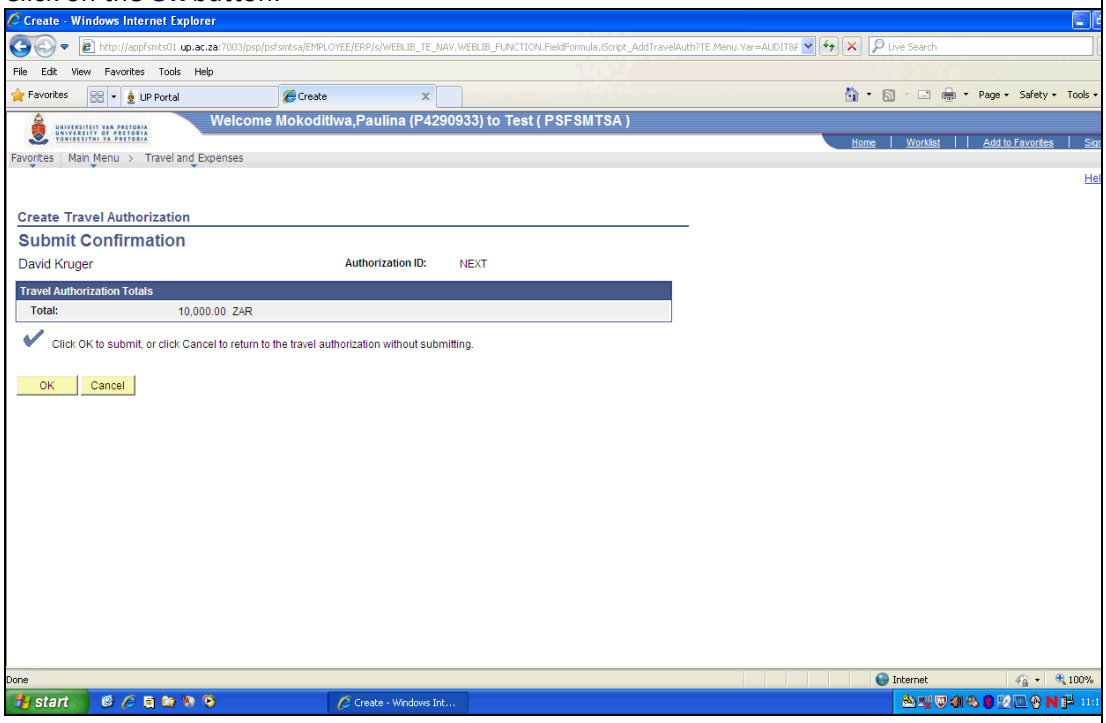
Step	Action
1.5	Click in the **Description** field. 
1.6	Enter the desired information in the **Description** field. E.g.Enter "**Flight ticket USA**".
1.7	Click on the **Business Purpose** list.
1.8	Click on the **General travel and related exp** list item. 

Step	Action
1.9	Click in the **Default Location** field. 
1.10	Complete the **Date from** and **Date to** fields.
1.11	Click on the **Expense Type** list.
1.12	Click on the **Air Travel** list item. 

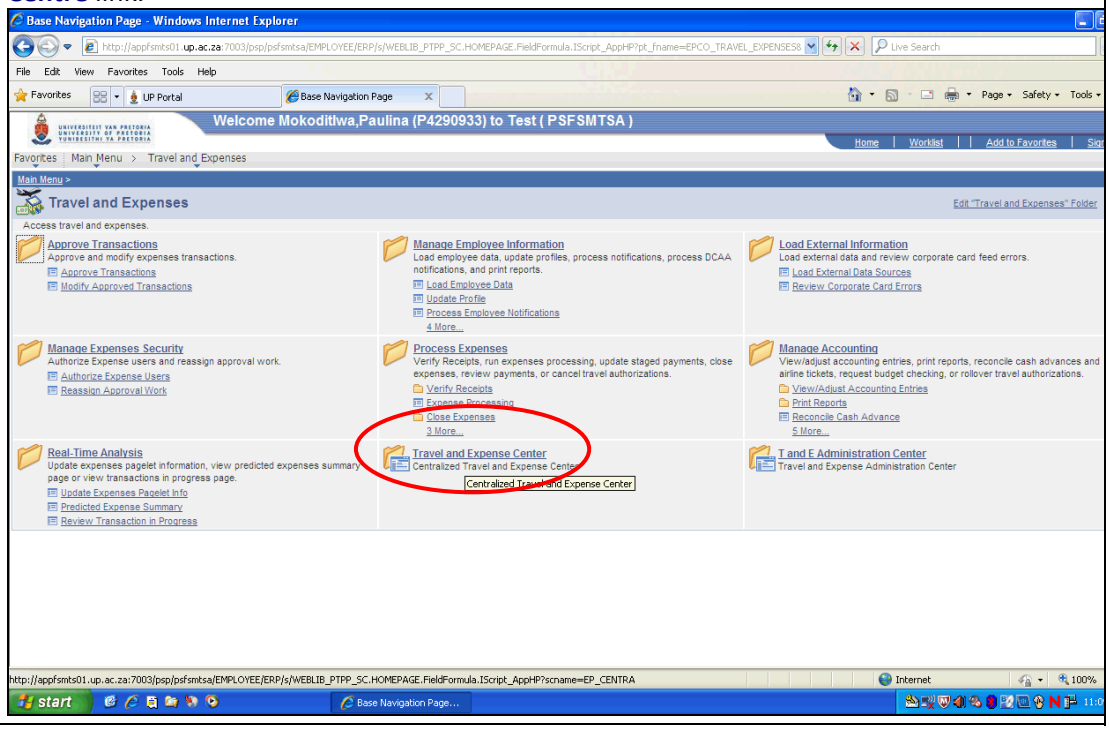
Step	Action
1.13	Enter the date on which you are going to travel. 
1.14	Enter the total cost of the flight into the **Amount** field. E.g. Enter "**10000**".
1.15	Click on the **Payment Type** list. Select the payment method for the expense. 
1.16	Click on the **Detail** link. *Detail

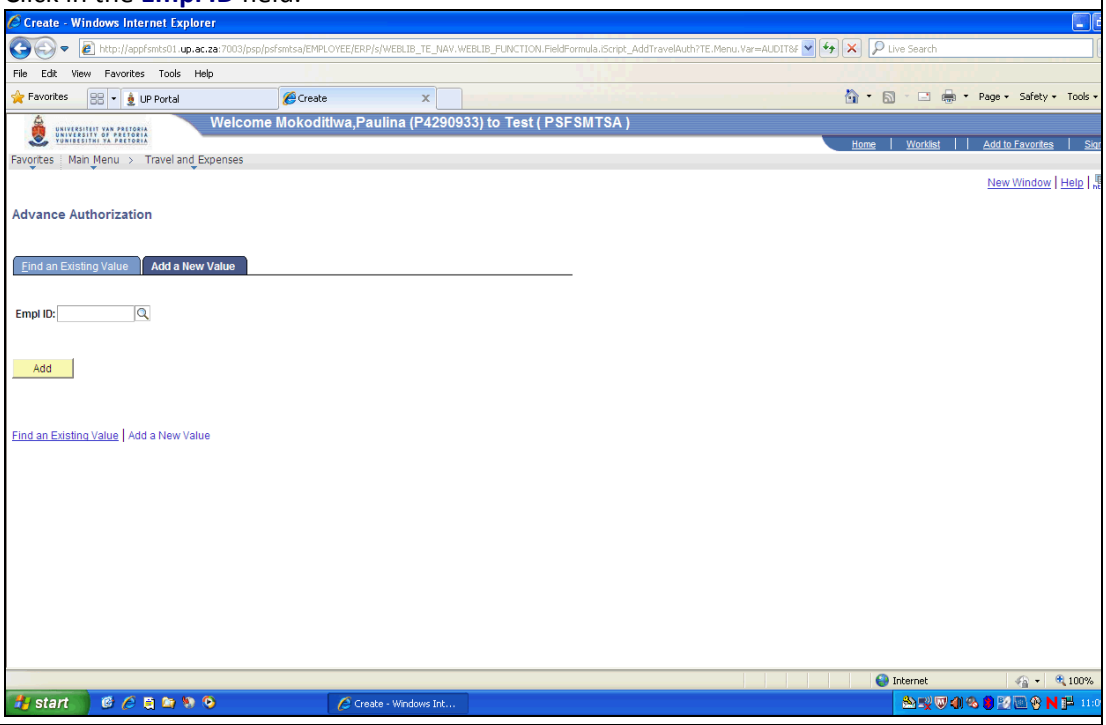
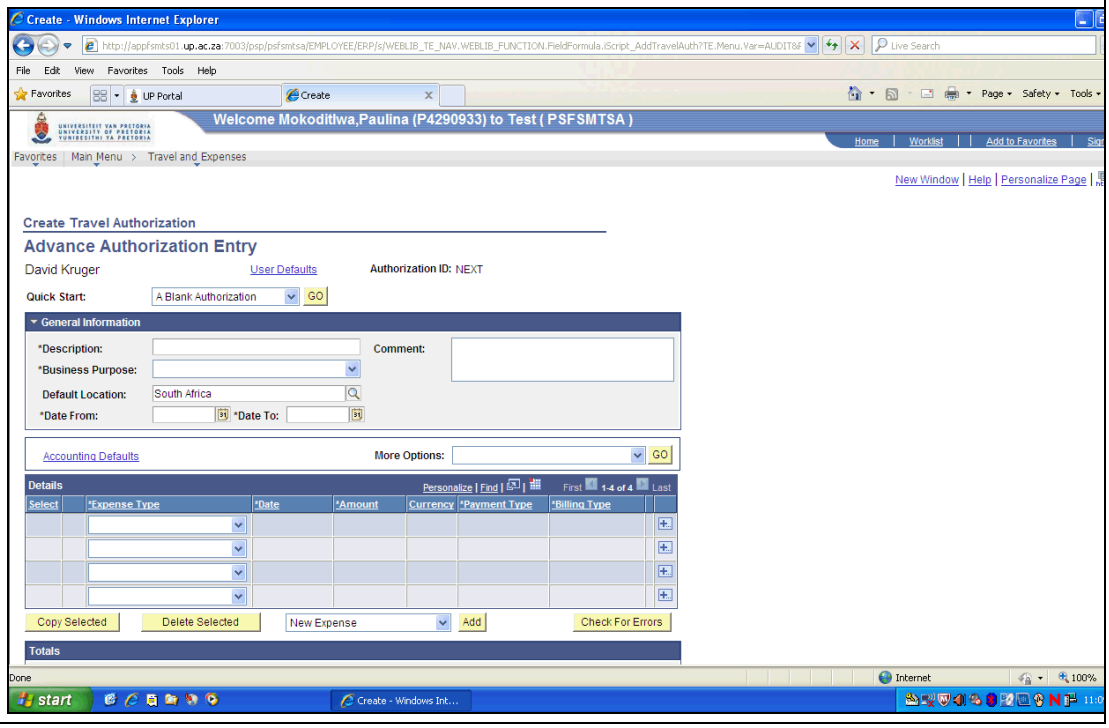
Step	Action
1.17	Click in the **Description** field. 
1.18	Enter the desired information into the **Description** field. E.g. Enter "**SAA flight**".
1.19	Click on the **Accounting Detail** link. 
1.20	Click in the **Cost Centre** field. 
1.21	Enter the desired information into the **Cost Centre** field,or use the **magnifying glass** to select the required cost centre.
1.22	Click the **OK** button. 

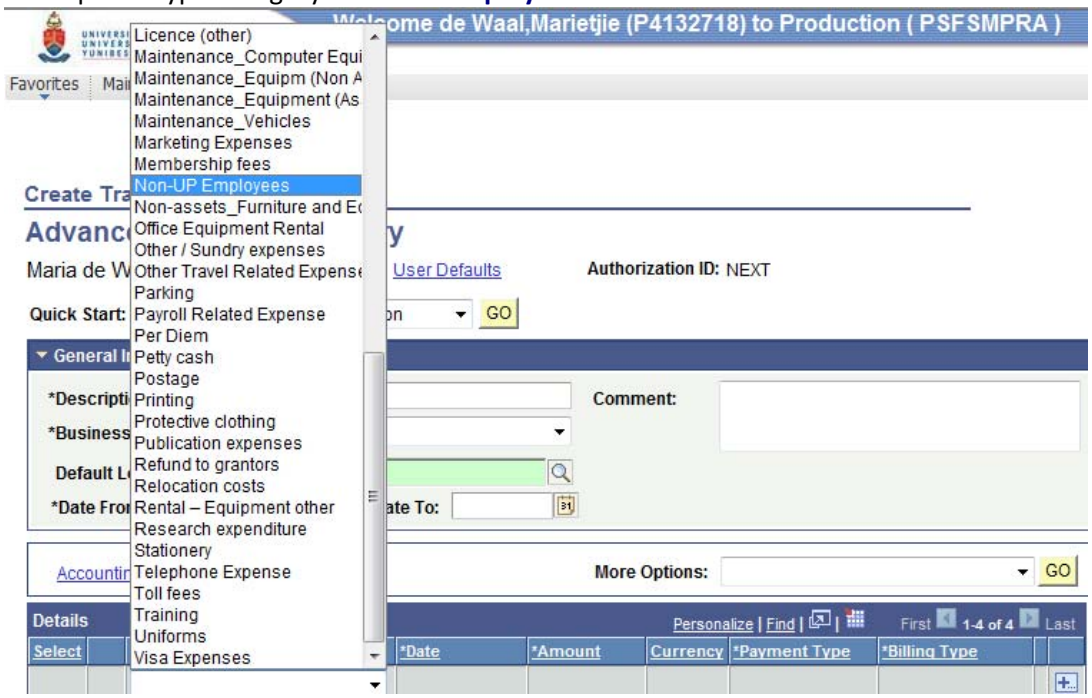
Step	Action
1.23	Click on the **Return to Advance Authorization Entry** link. 
1.24	Click the **Submit** button or **Save** button for use at a later stage. 

Step	Action
1.25	Click on the **OK** button. 
1.26	The advance will now workflow to the relevant faculty accountant and cost centre owner. When the cost centre owner has approved the advance, you have to convert the approved authorization to a Cash advance. Please see [Convert the approved Travel Authorisation to a Cash Advance]().

2. Create an Advance request/Advance Authorisation on behalf of another employee

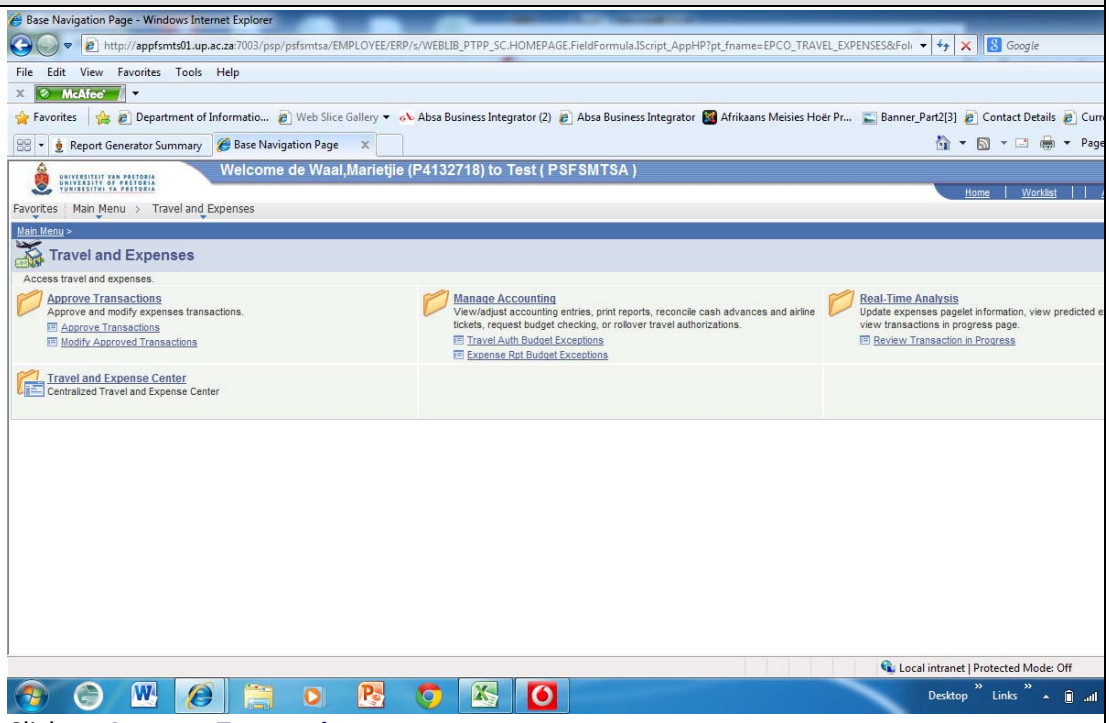
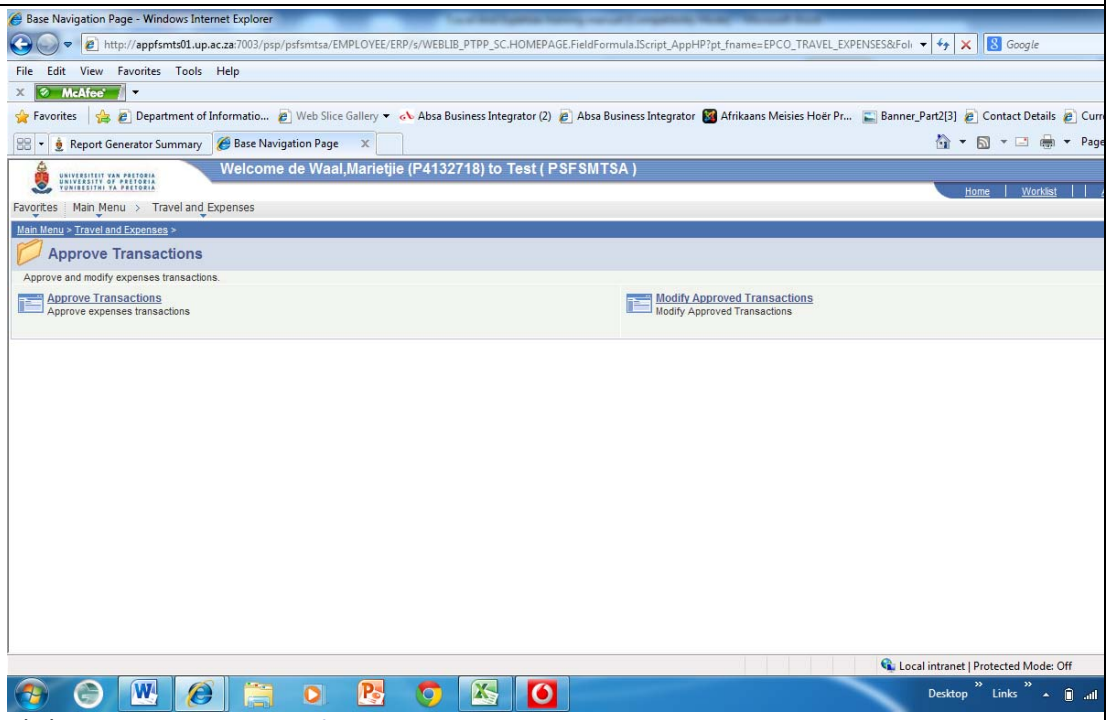
Step	Action
2.1	Click the **Travel and Expenses** link on your left hand menu. Select the **Travel and Expense Centre** link. 

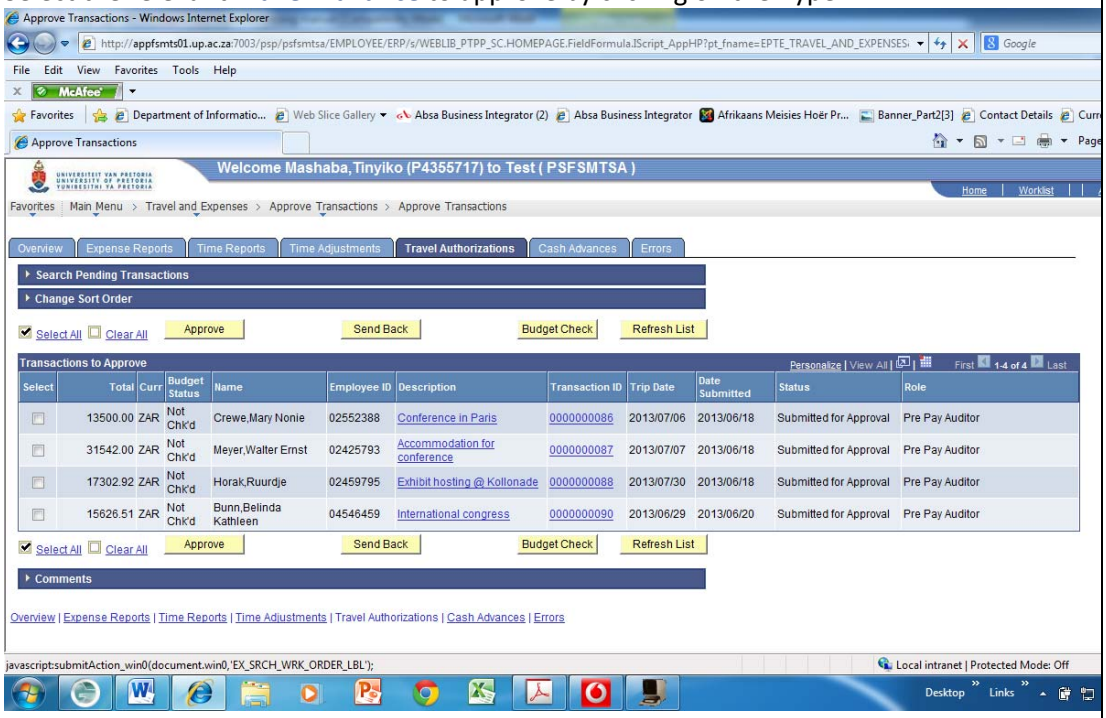
Step	Action
2.2	Click on the **Advance Authorization** link. Advance Authorization
2.3	Click on the **Create** link. Create
2.4	Click in the **Empl ID** field. 
2.5	Enter the desired information into the **Empl ID** field. E.g. Enter "**01269224**".
2.6	Select the employee.
2.7	Click the **Add** button. 

Step	Action
2.8	Repeat steps 1.9 to 1.30.
2.9	If you are entering an **Advance request** on behalf of a Non-UP employee or student, select the Expense type Category - **Non-UP Employees.** 

3. Approval of an Advance

Step	Action
3.1	You will receive an email notification of an advance request to be approved. Click on the hyperlink provided, or on the main menu. Click on the **Travel and Expenses** link. ▷ Travel and Expenses

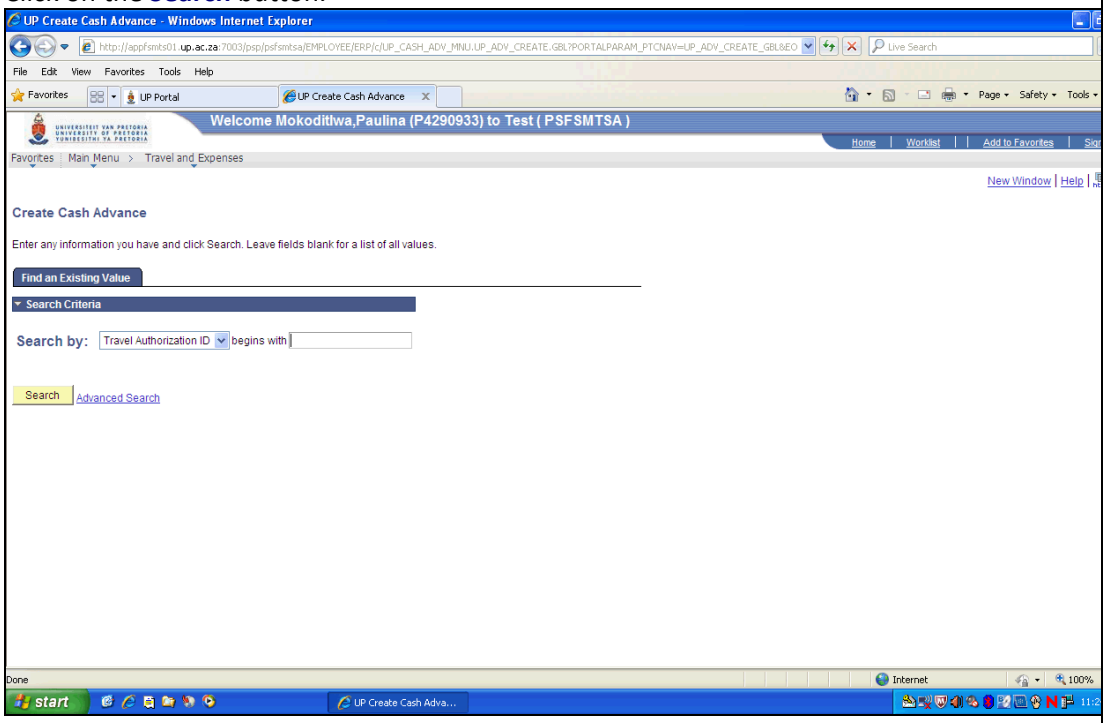
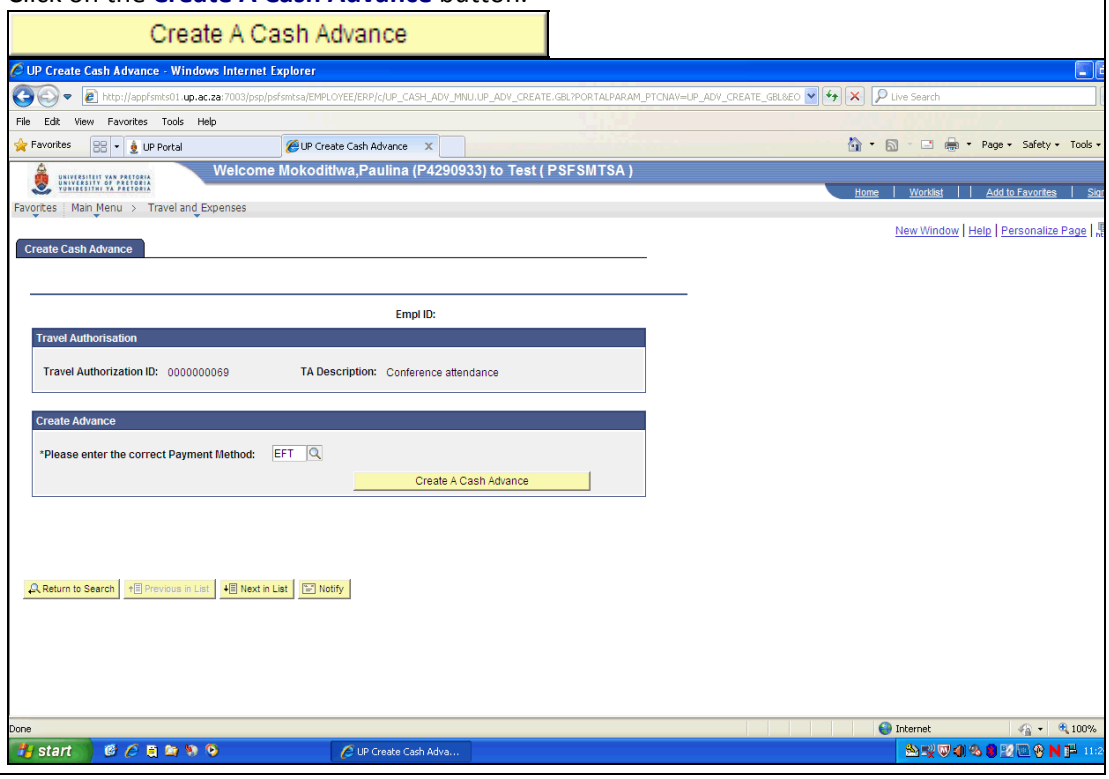
Step	Action
3.2	 Click on **Approve Transactions**.
3.3	 Click on **Approve Transactions** again.

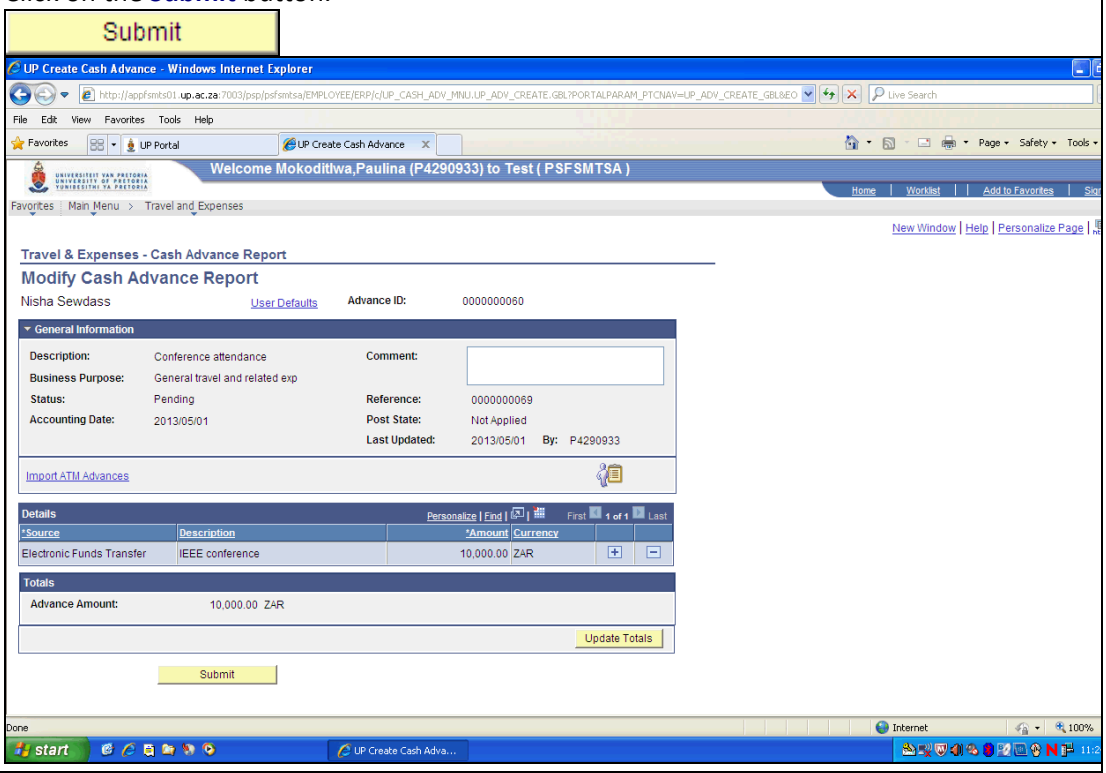
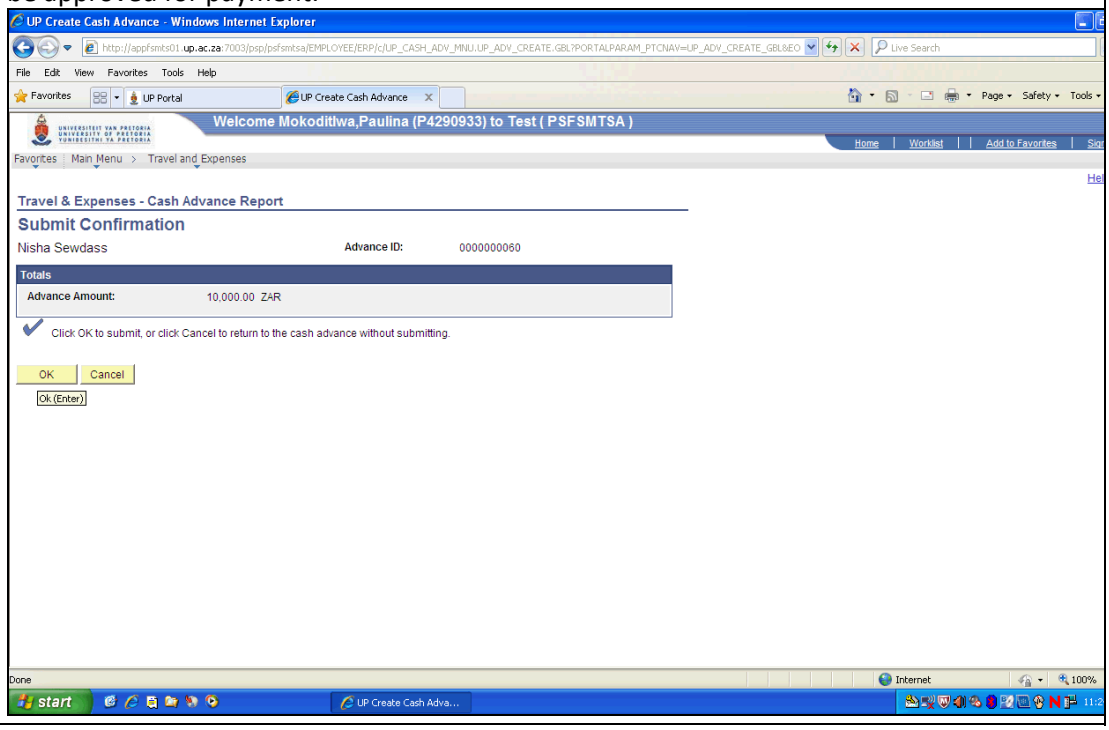
Step	Action
3.4	The following screen will open with the following tabs: Overview, Expense reports, Time reports, Time Adjustments and Travel Authorisations. Click on the tab **Travel Authorisations**. Select the relevant **Travel Advance** to approve by clicking on the hyperlink. 
3.5	Follow the same steps as in B13.5 to B13.7

4. Convert the approved Travel Authorisation to a Cash Advance

Change an Advance Authorisation to a Cash Advance in order for it to be paid.

Step	Action
4.1	Click on the **Travel and Expenses** link or **Self service** link.
4.2	Click on the **Travel and Expense Center** link. Travel and Expense Center
4.3	Click on the **Cash Advance** link. Cash Advance
4.4	Click on the **UP Create Cash Advance** link. UP Create Cash Advance

Step	Action
4.5	Click on the **Search** button. 
4.6	Select the required travel authorization which you would like to be paid out. In this example, click on the **0000000069** link.
4.7	Click on the **Create A Cash Advance** button. 

Step	Action
4.8	Click on the **Submit** button. 
4.9	Click on the **OK** button. The cash advance workflows to the claims division, where it will be approved for payment. 

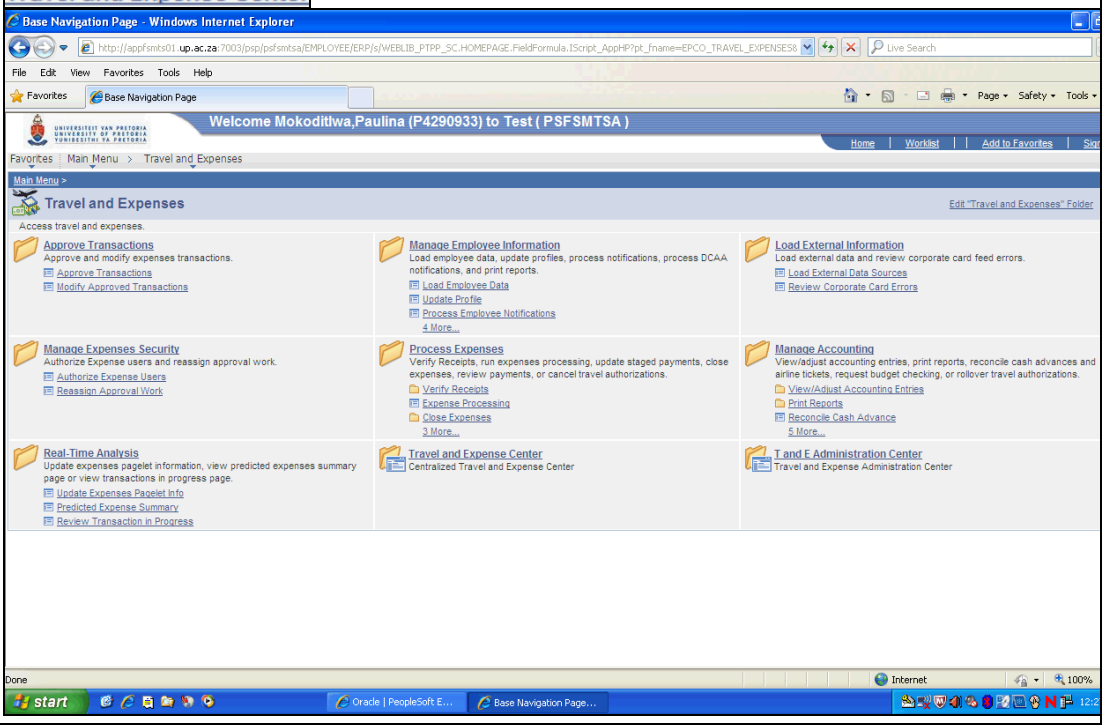
5. Settlement of an Advance

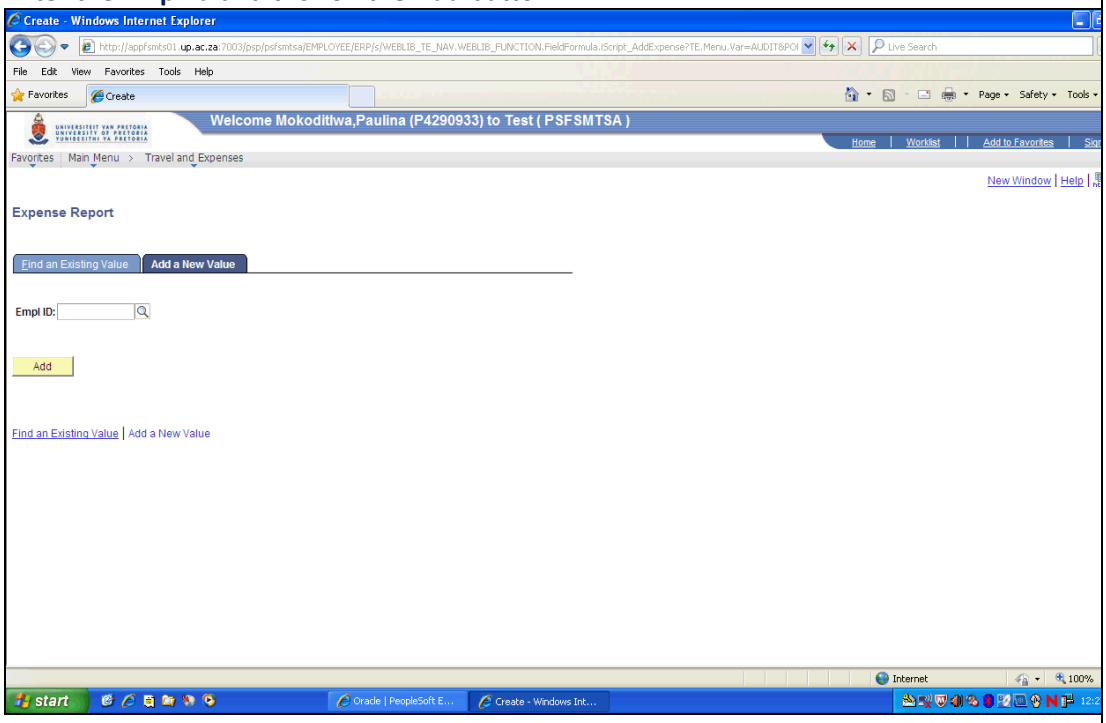
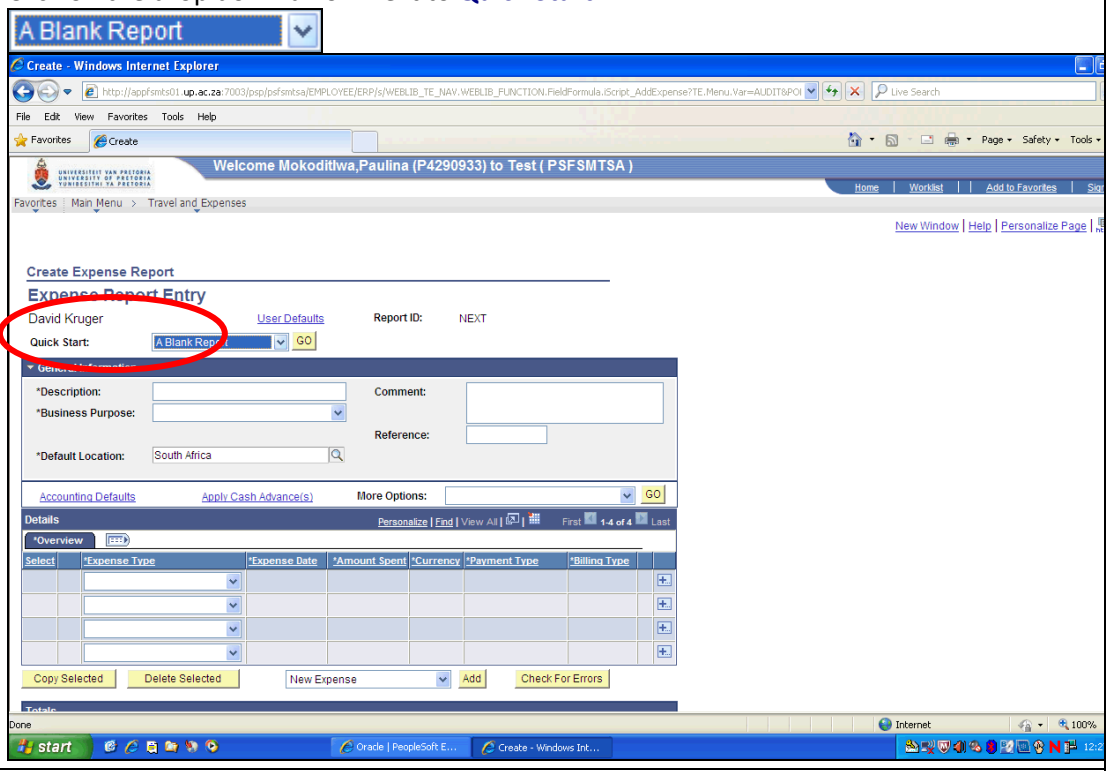
There are 3 examples in this training module:

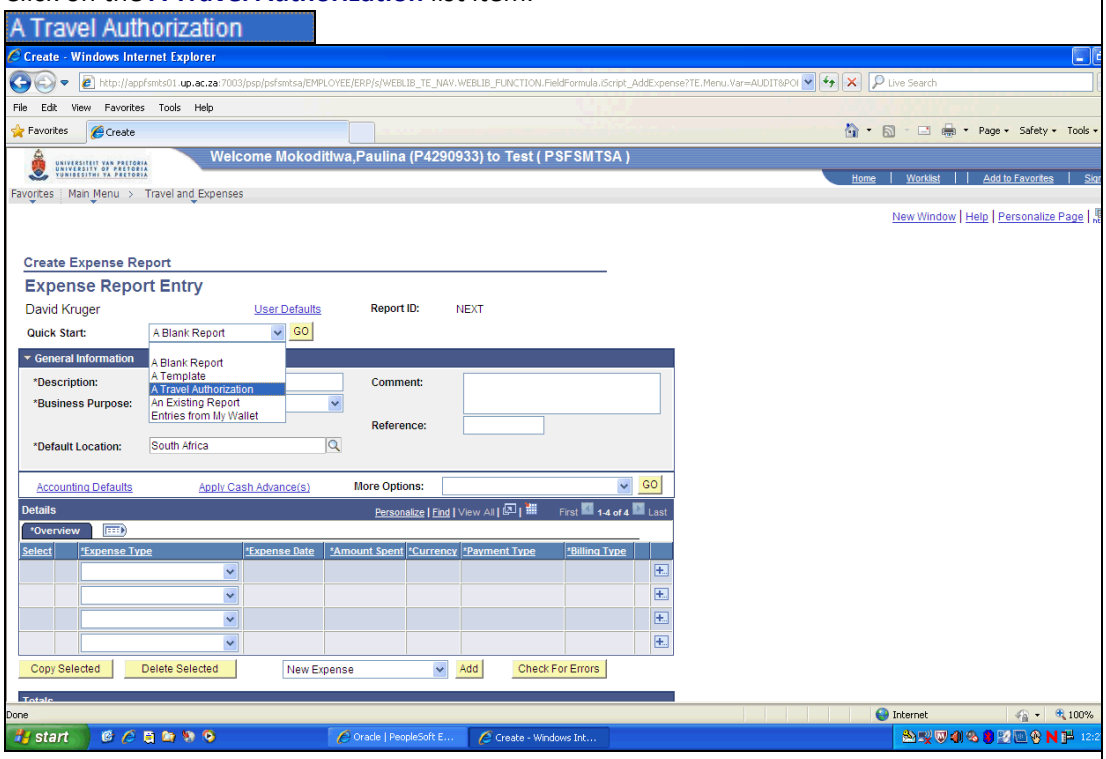
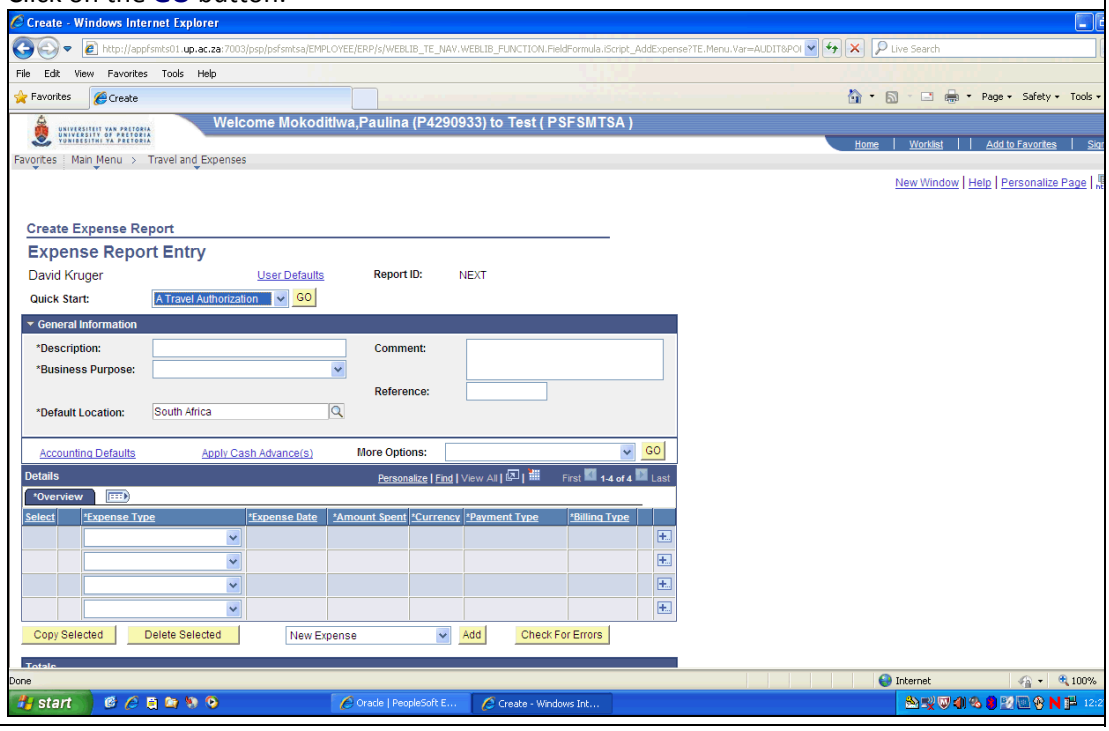
- Where the settlement is equal to the advance received (a)
- Where the settlement is less than the advance received (b)
- Where the settlement is more than the advance received (c)

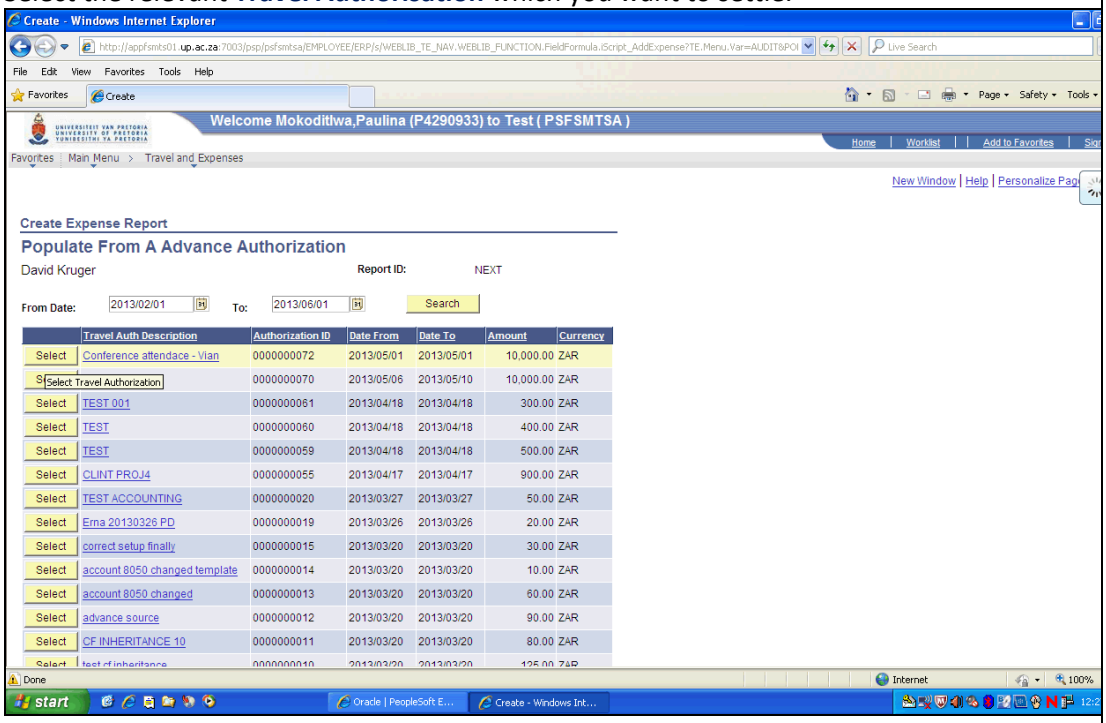
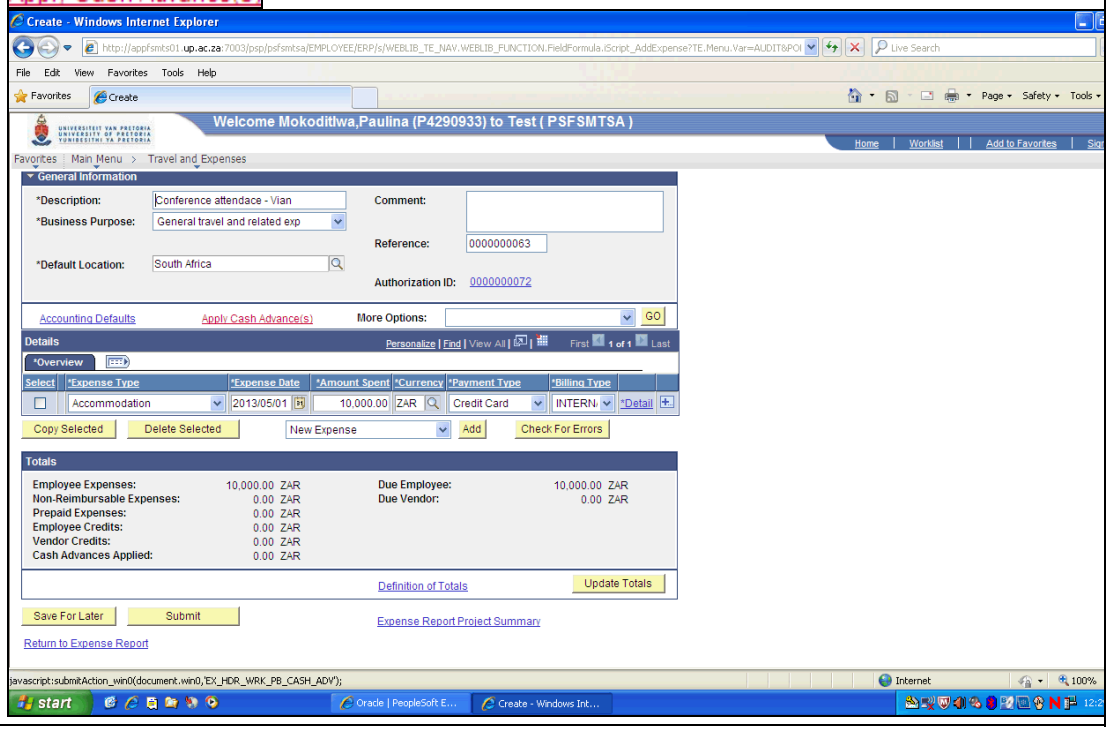
5a. Settlement Equals the Advance

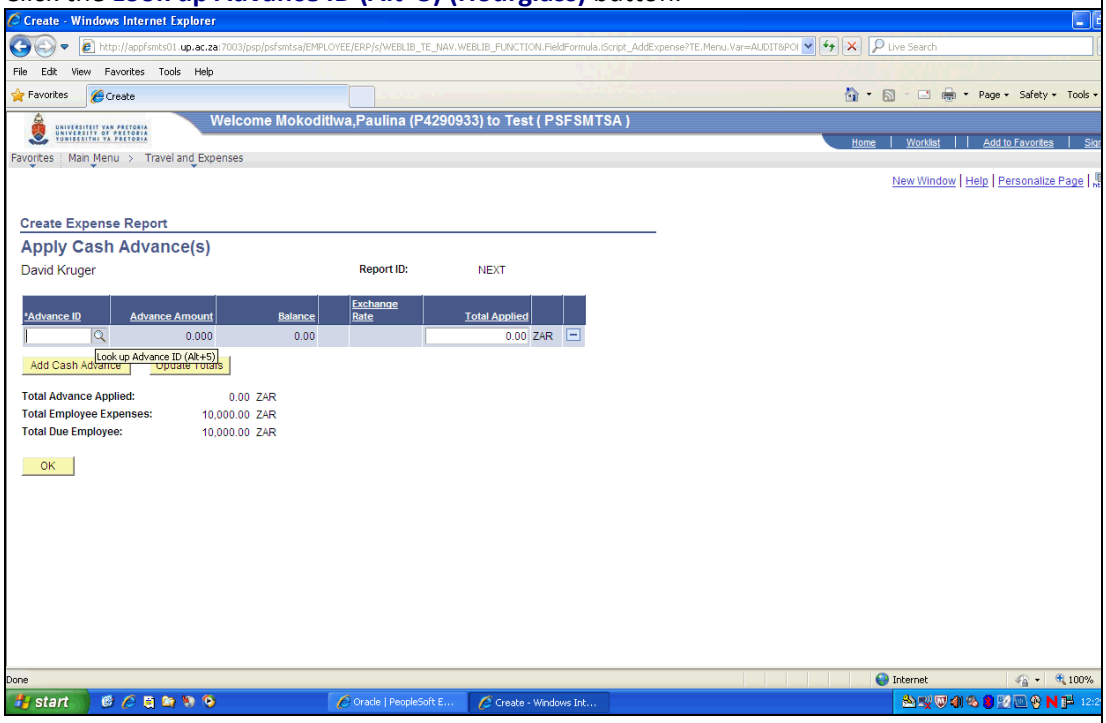
An example of an advance authorisation where the expenses of the claimant are the same amount as the advance received.

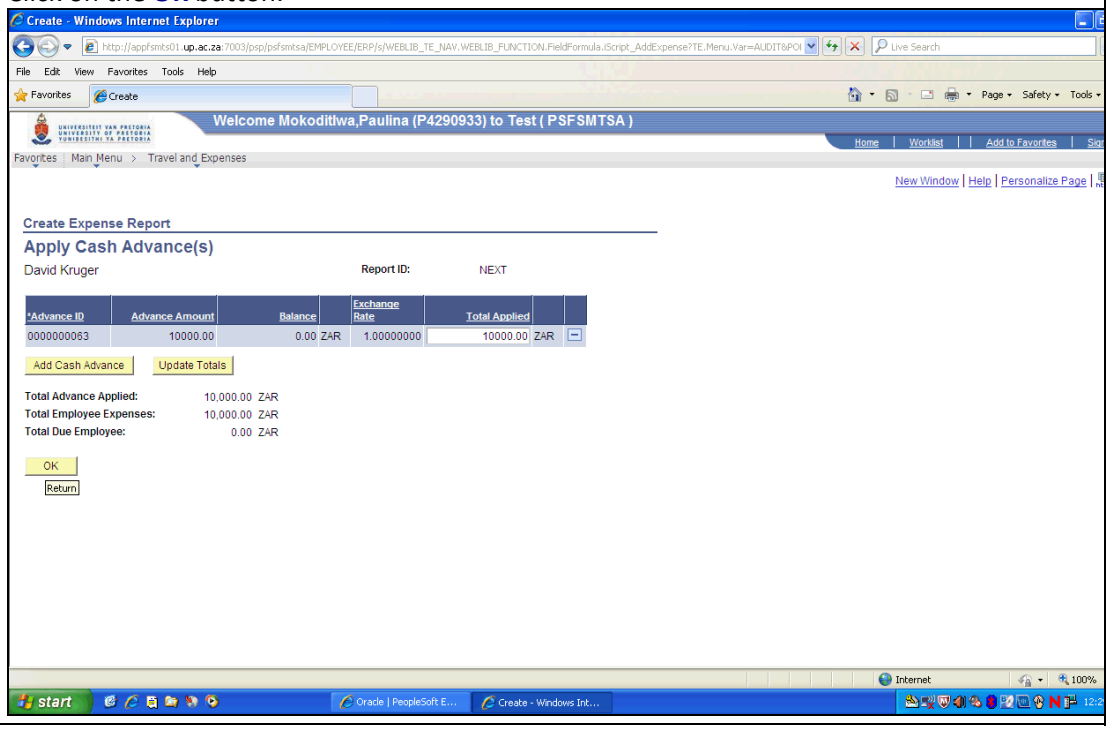
Step	Action
5a.1	Click on the **Travel and Expenses** link. Travel and Expenses
5a.2	Click on the **Travel and Expense Center** link. Travel and Expense Center 
5a.3	Click on the **Expense Report** link. Expense Report

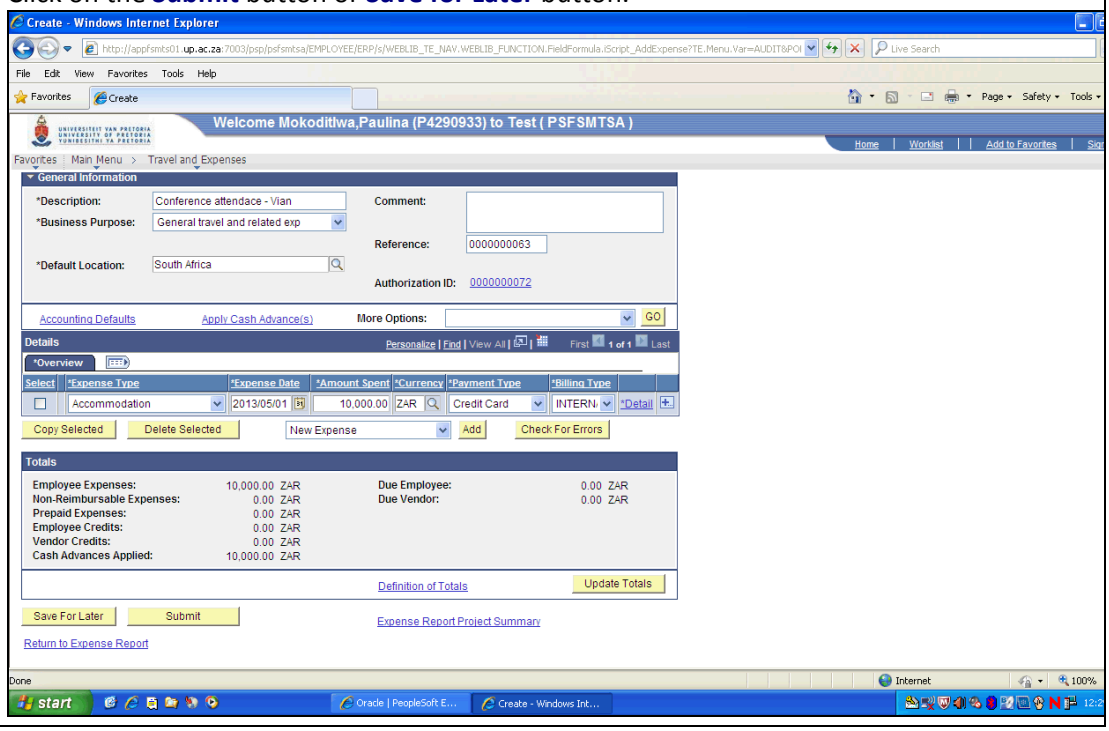
Step	Action
5a.4	Click on the **Create** link. Enter the **Empl Id** and click on the **Add** button. 
5a.5	Click on the drop down arrow next to **Quick Start**. 

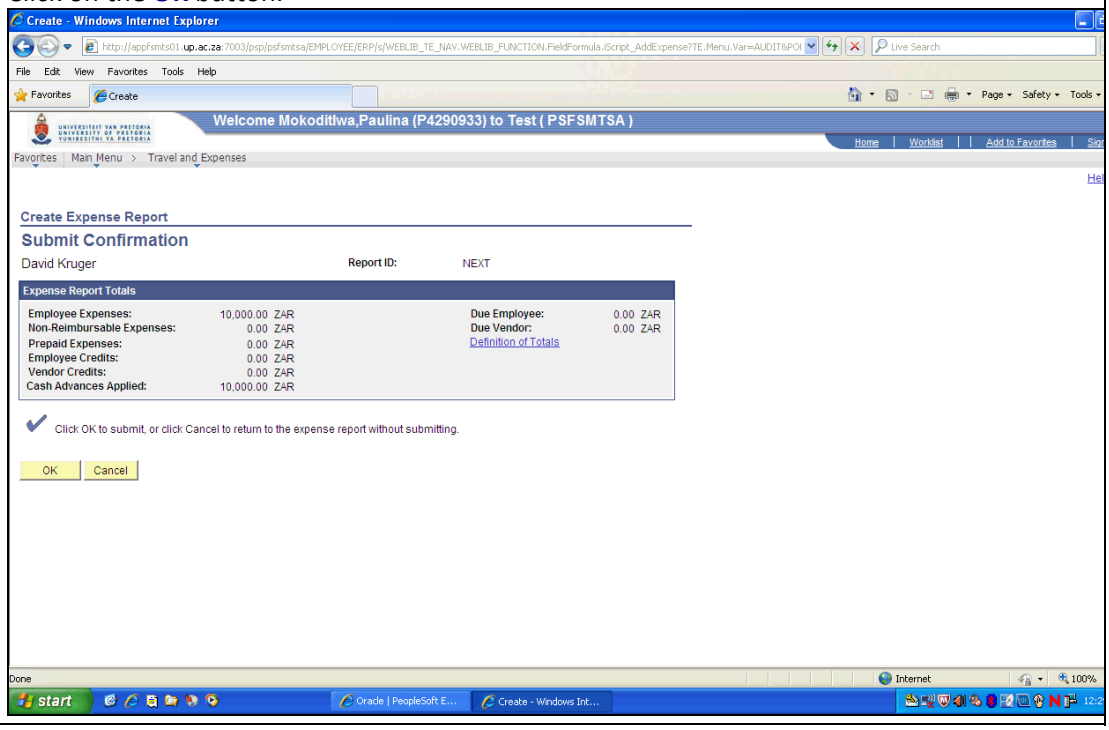
Step	Action
5a.6	Click on the **A Travel Authorization** list item. 
5a.7	Click on the **GO** button. 

Step	Action
5a.8	Select the relevant **Travel Authorisation** which you want to settle. 
5a.9	In this example the amount of the expense equals the amount of the Settlement and therefore you can proceed to click on the **Apply Cash Advance(s)** link. Apply Cash Advance(s) 

Step	Action
5a.10	Click the **Look up Advance ID (Alt+5) (Hourglass)** button. 
5a.11	Click on the relevant travel authorization.

Step	Action
5a.12	Click on the **OK** button. 

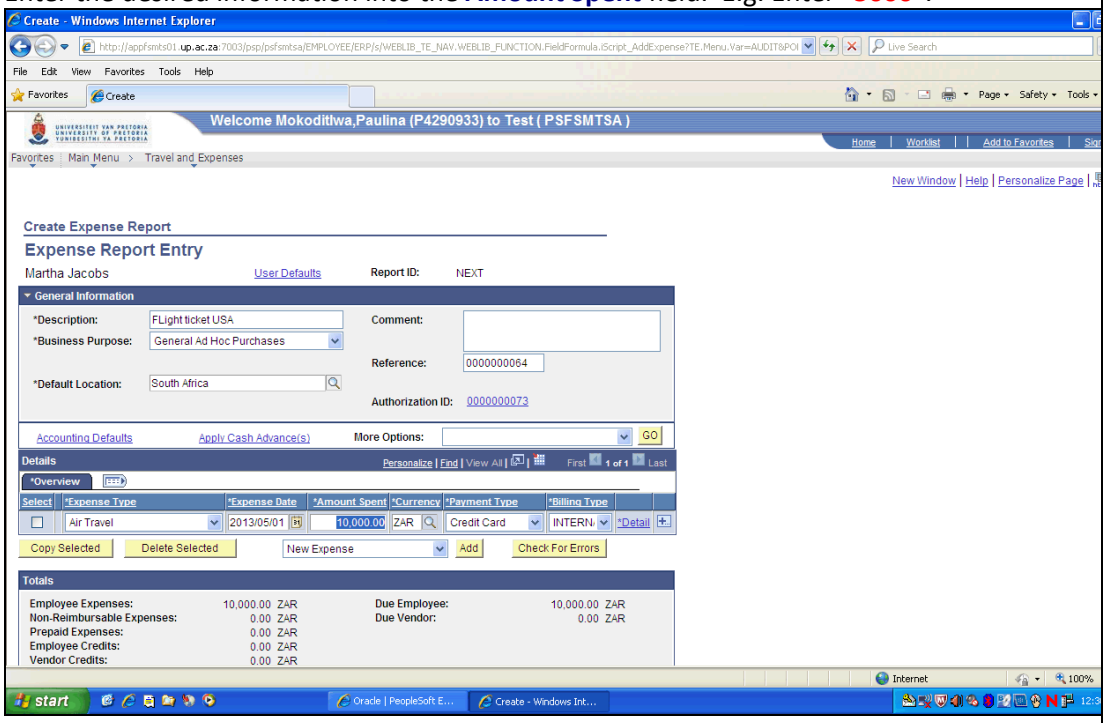
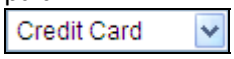
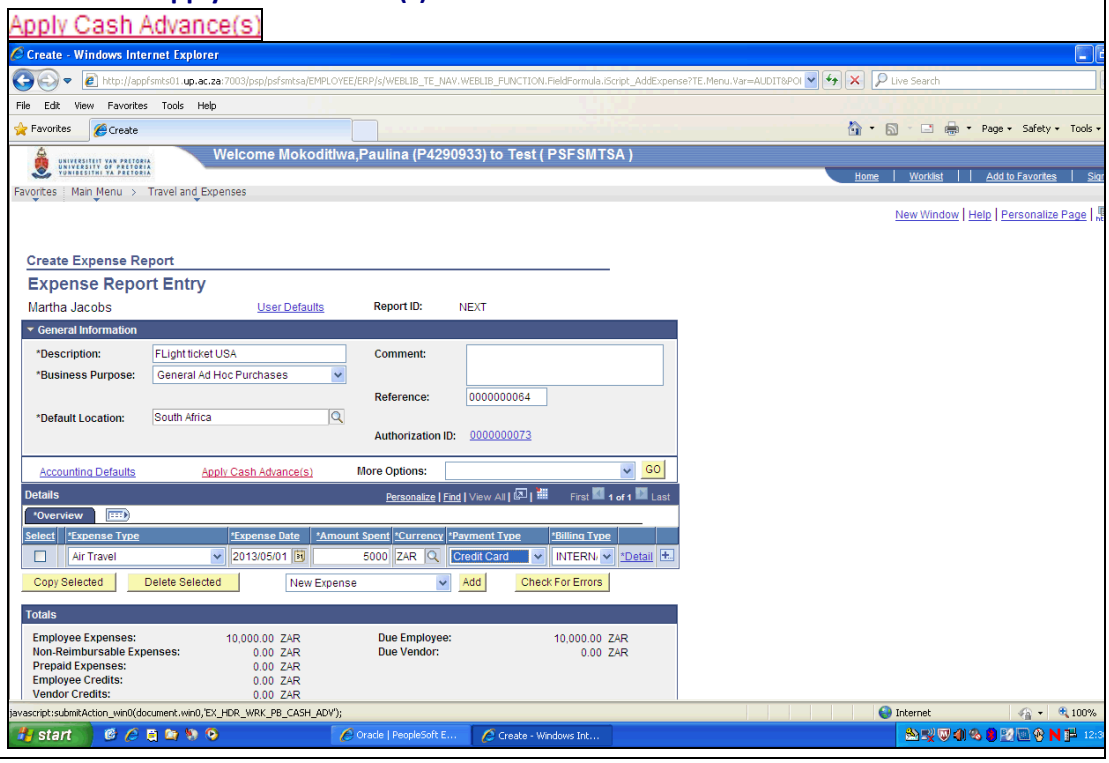
Step	Action
5a.13	Click on the **Submit** button or **Save for Later** button. 

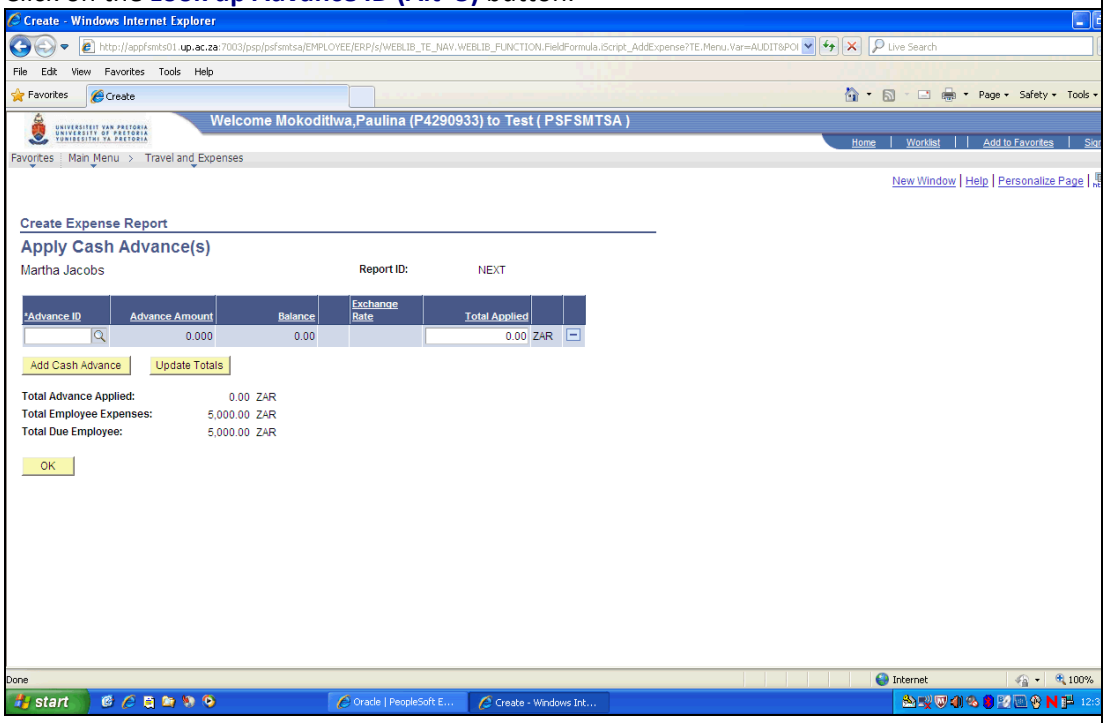
Step	Action
5a.14	You can see in the **totals field** that there is no amount outstanding or owing. Click on the **OK** button. 

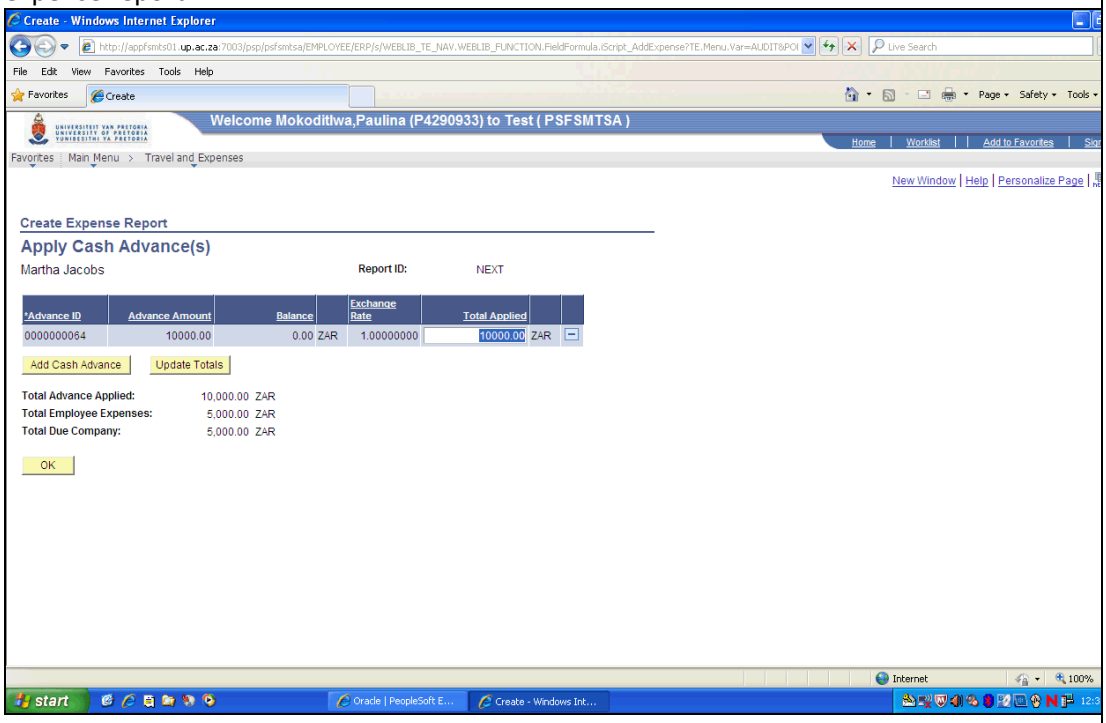
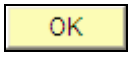
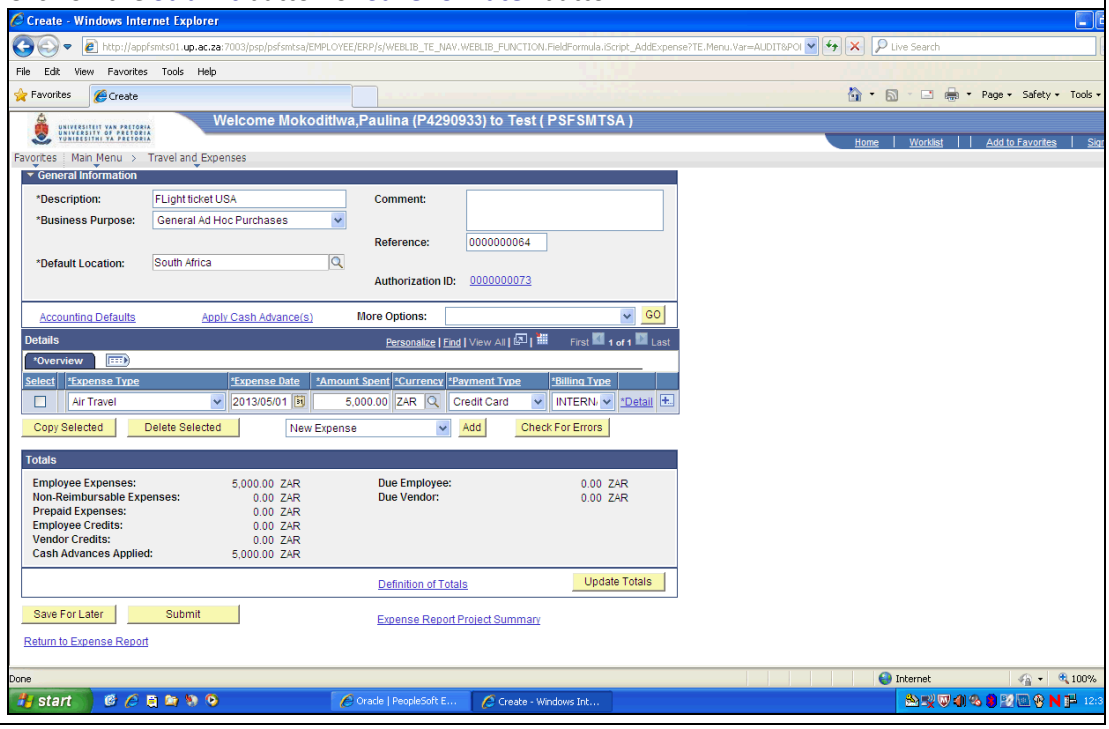
5b. Settlement is less than the advance

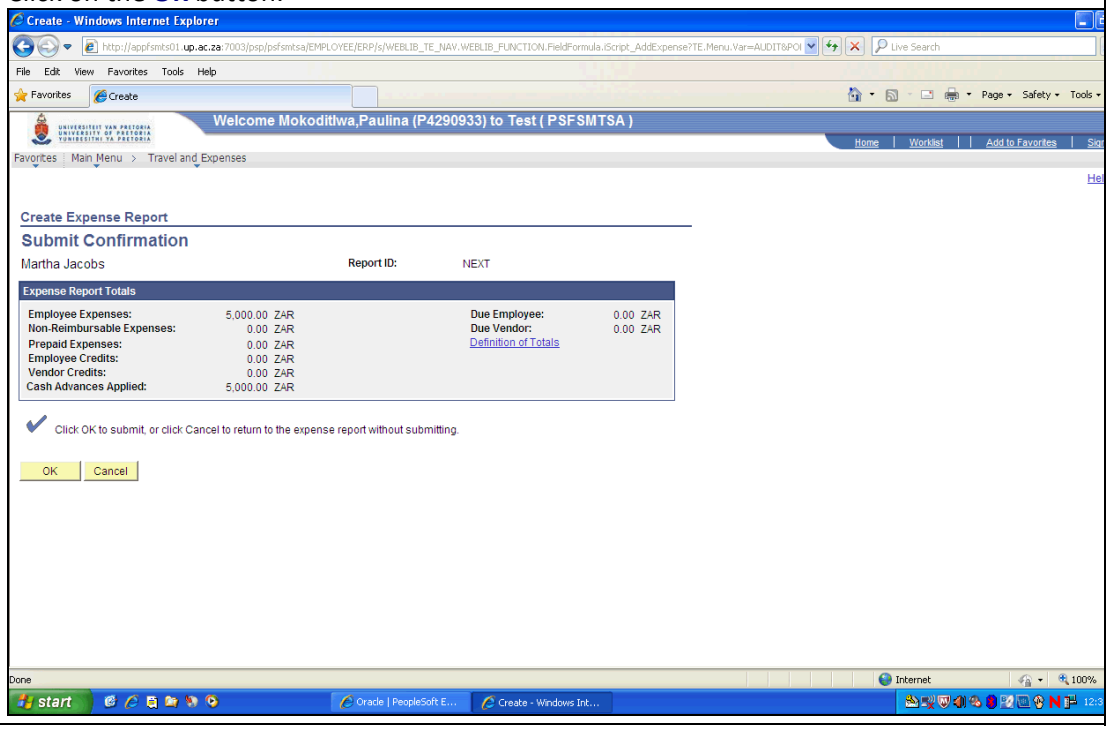
An example of an advance authorisation where the expenses of the claimant are less than the advance received.

Step	Action
5b.1	Repeat steps 5a.1 to 5a.12.

Step	Action
5b.2	The total expenses add up to R5 000 and not the R10 000 as received with the advance. Enter the desired information into the **Amount Spent** field. E.g. Enter "**5000**". 
5b.3	Click on the **Payment Type** list. Select the payment method by which the expense was paid. 
5b.4	Click on the **Apply Cash Advance(s)** link. 

Step	Action
5b.5	Click on the **Look up Advance ID (Alt+5)** button. 
5b.6	Select the relevant travel authorization.

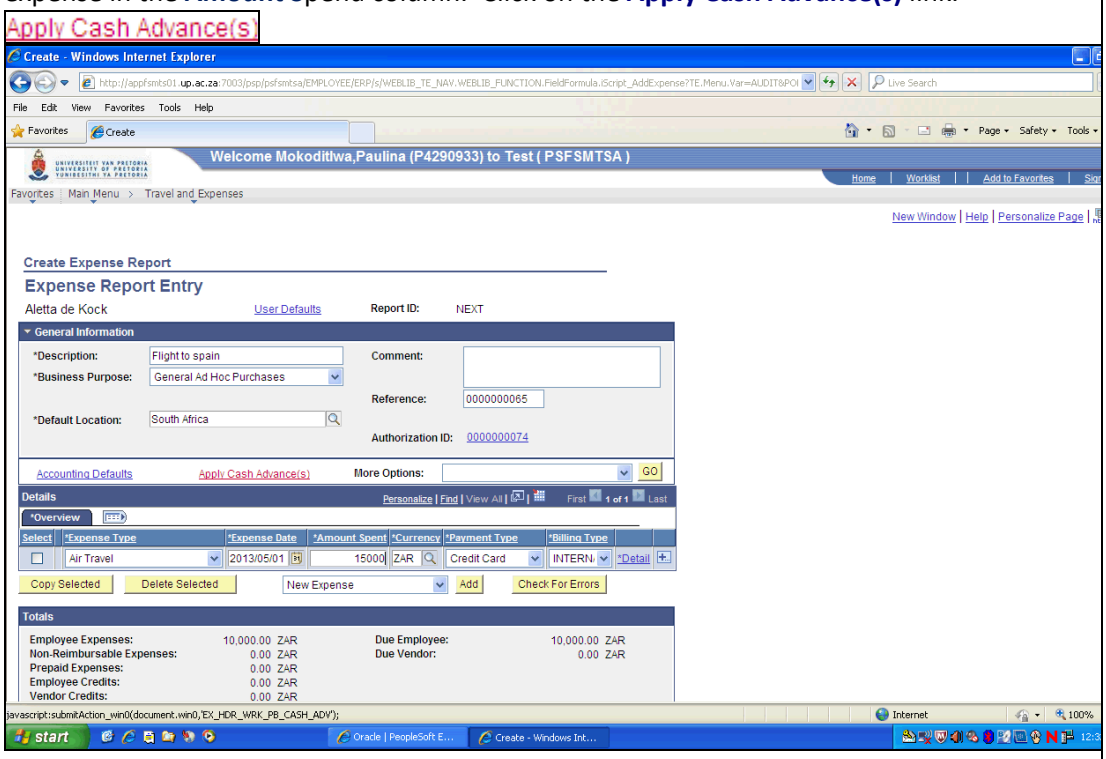
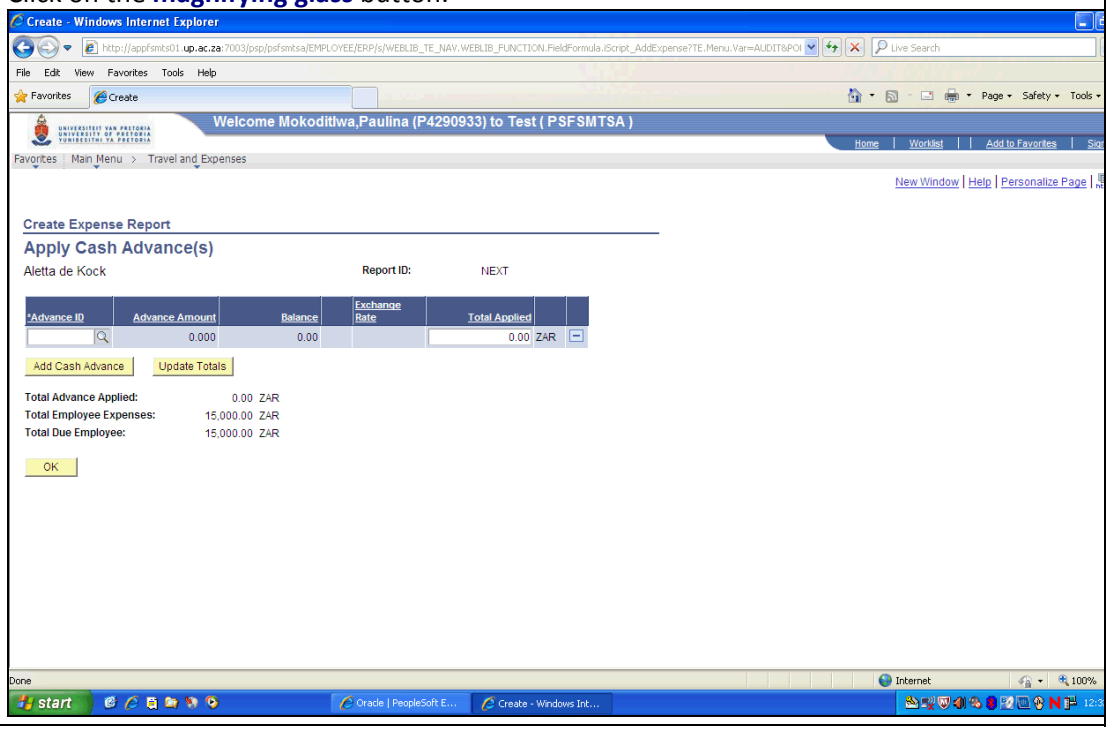
Step	Action
5b.7	Change the amount in the column **Total Applied** to R5 000 (the actual expense). The report indicates that R5 000 is due to UP. Then, upload your proof of payment to the expense report. 
5b.8	Click on the **OK** button. 
5b.9	Click on the **Submit** button or **Save for Later** button. 

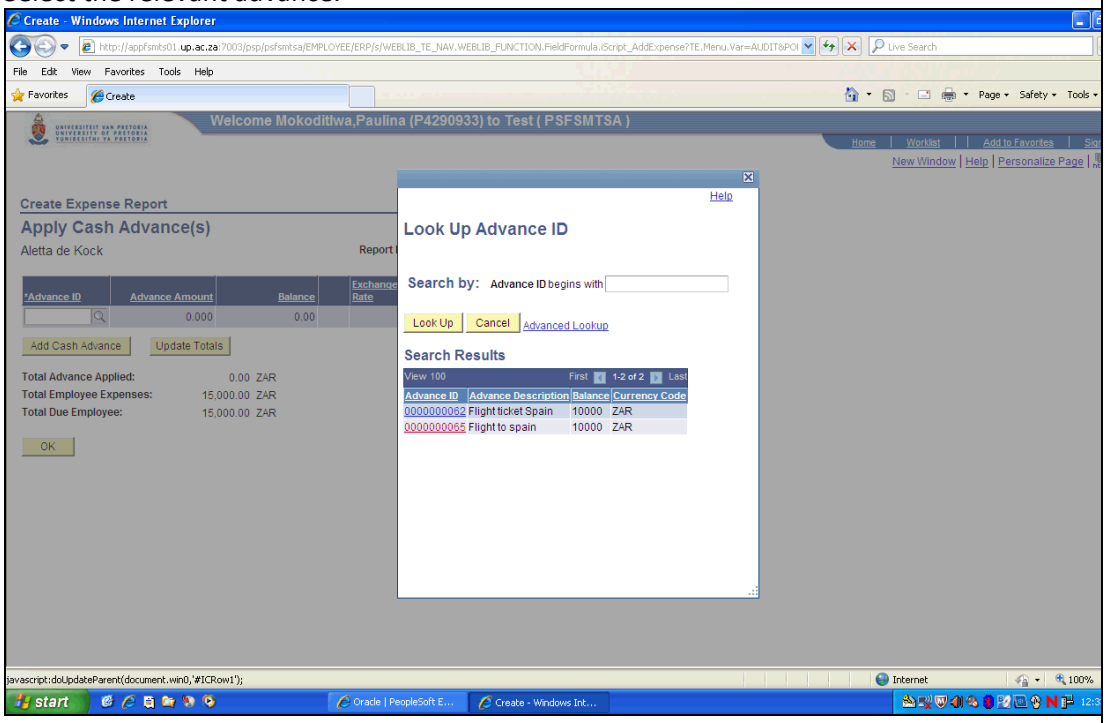
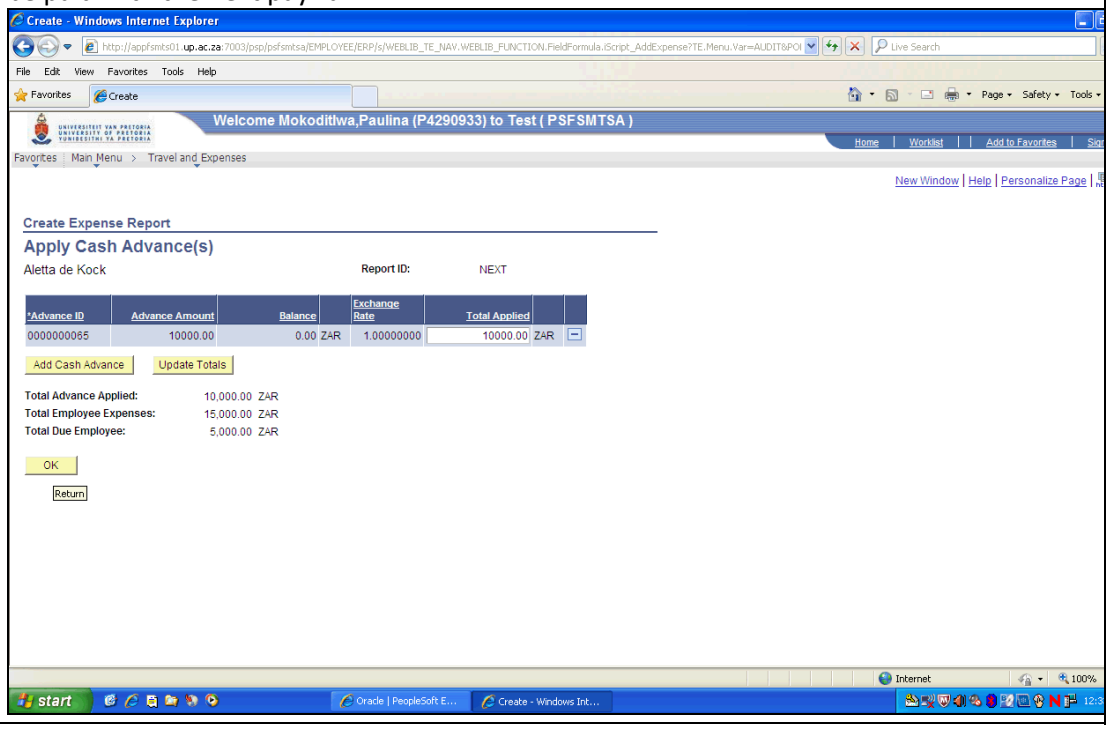
Step	Action
5b.10	Click on the **OK** button. 

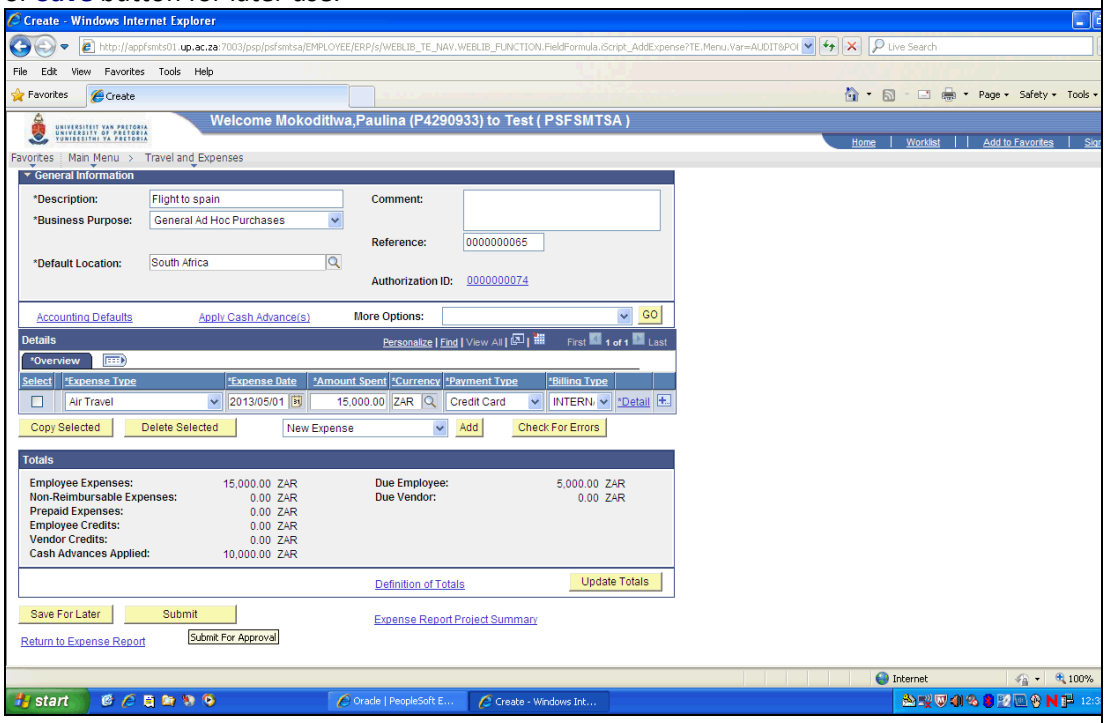
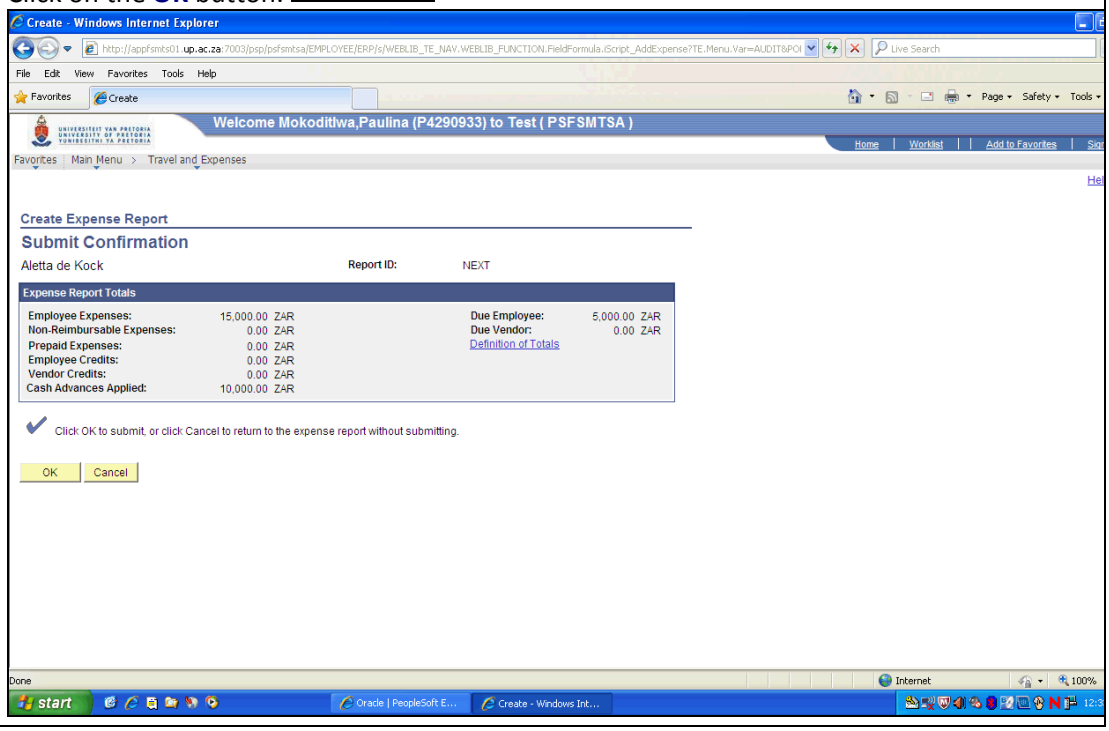
5c. Settlement which is more than the advance

An example of an advance authorisation where the expenses of the claimant are more than the advance received.

Step	Action
5c.1	Repeat steps 5a.1 to 5a.12.

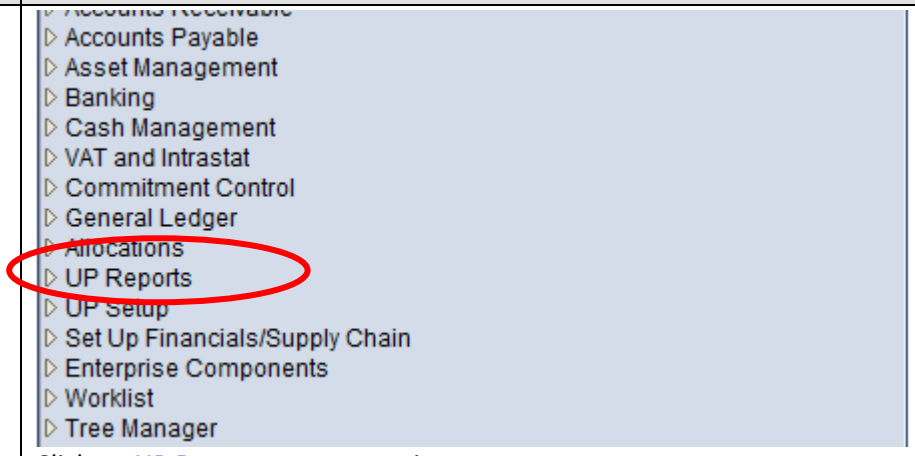
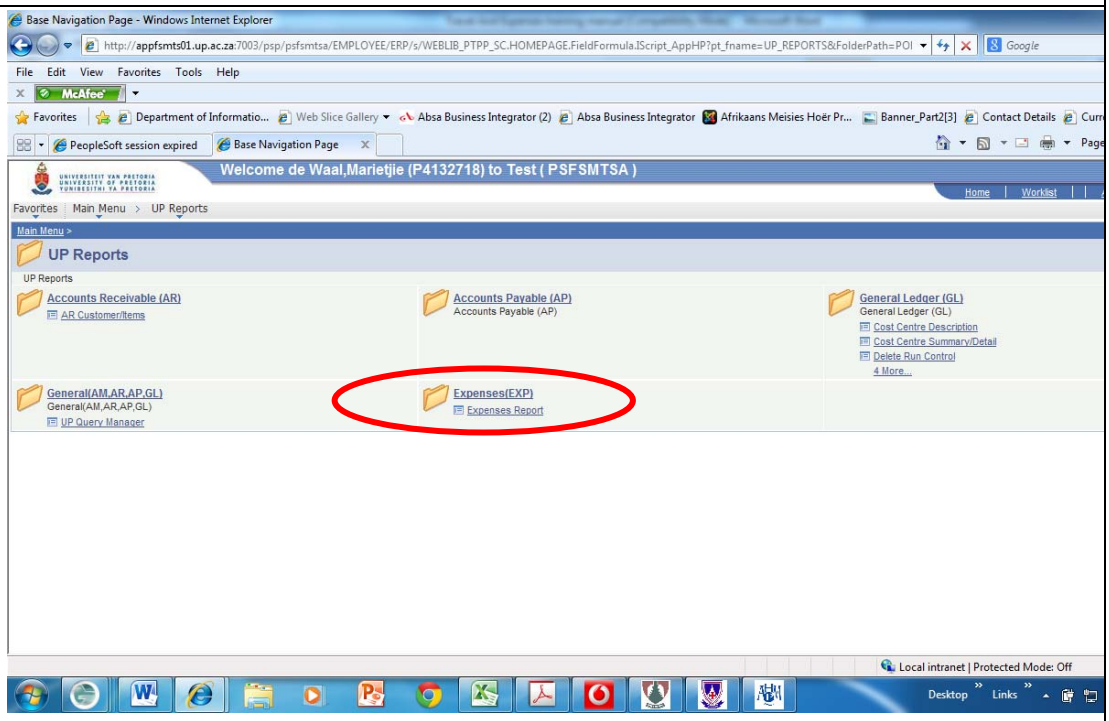
Step	Action
5c.2	In this example the total expenses are more than the Advance. Enter the total of the expense in the **Amount** Spend column. Click on the **Apply Cash Advance(s)** link. 
5c.3	Click on the **magnifying glass** button. 

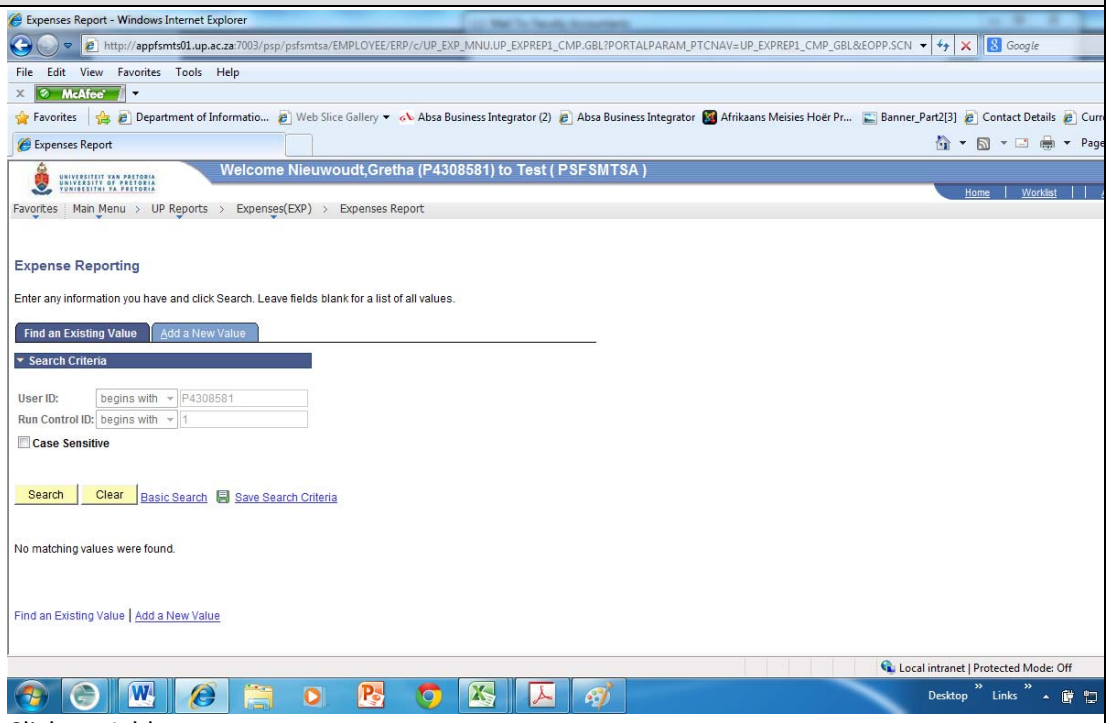
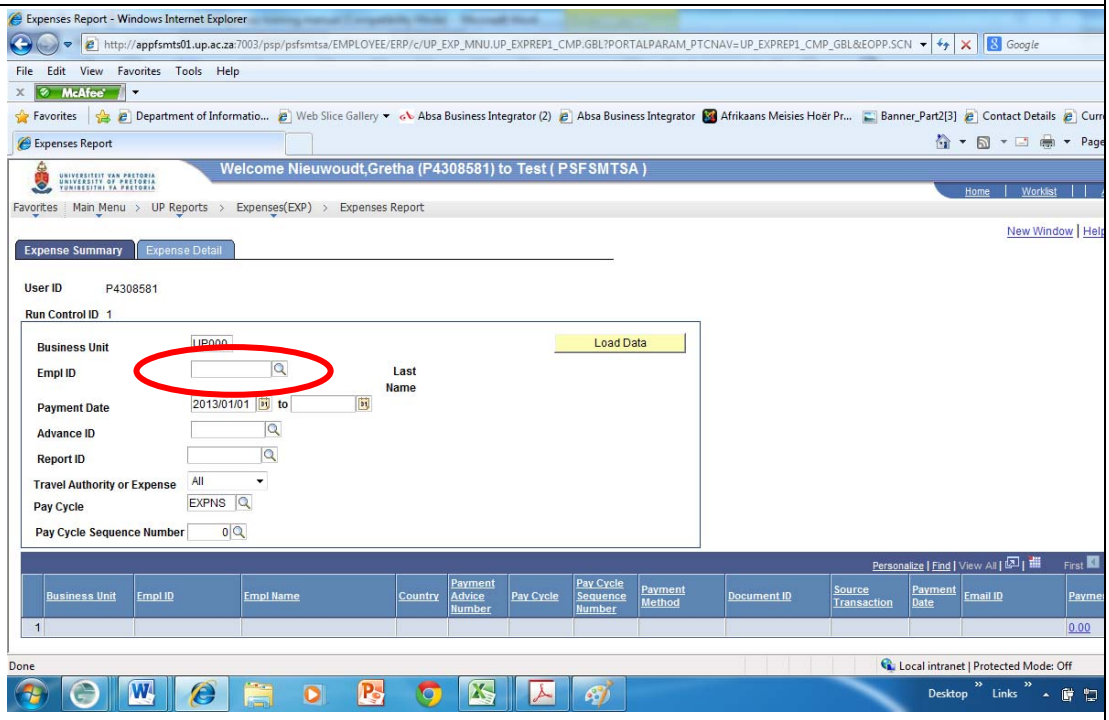
Step	Action
5c.4	Select the relevant advance. 
5c.5	Click on the **OK** button. OK. An amount of R5 000 is due to the employee and will be paid with the next pay run. 

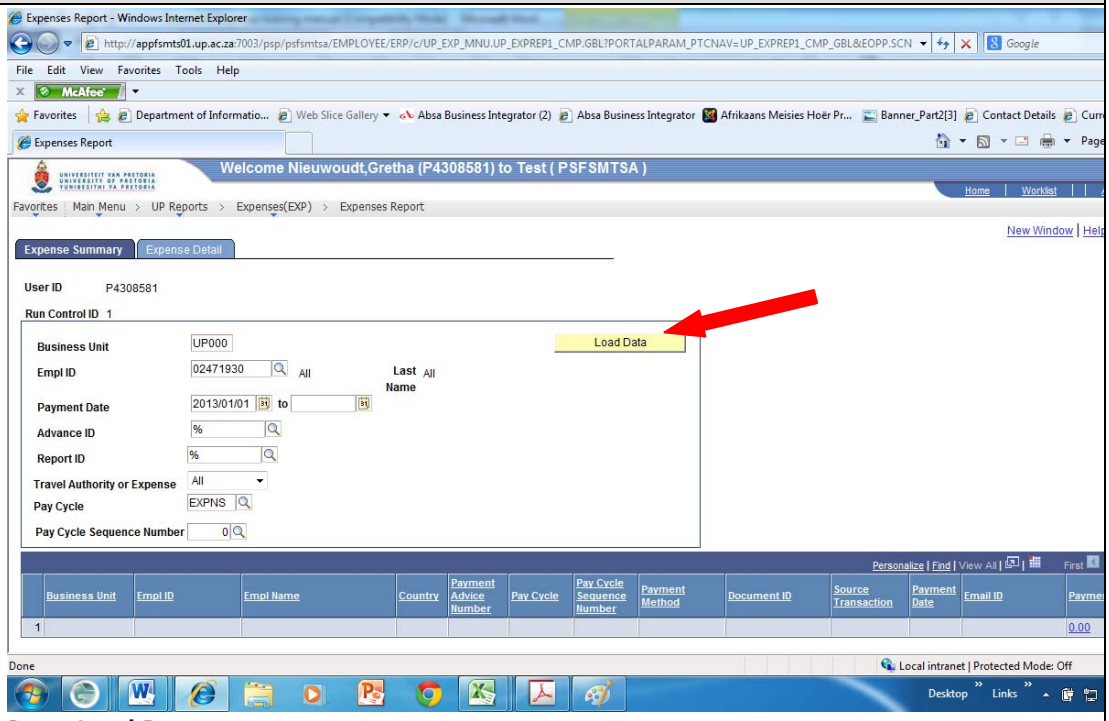
Step	Action
5c.6	The summary will show that an amount is due to the Employer. Click the **Submit** button or **Save** button for later use. 
5c.7	Click on the **OK** button. 

D. Travel and Expense Reports

1. How can you view your Advance or Expense Report

Step	Action
D1.1	 Click on **UP Reports** on your main menu.
D1.2	 Select Expense Report.

Step	Action
D1.3	 Click on Add
D1.4	 Enter your Employee number in the required field, and the wild chart % in the **Advance ID** and **Report ID** field. Enter the payment from and to date.

Step	Action
D1.5	 Press **Load Data.**

Step	Action
D1.6	For more detail on the related expenses, click on the amount (hyperlink).

Payment Method	Document ID	Source TXN	Payment Number	Status	Payment Date	Creation Date	Accounting Date	Document Description	Responsible OU	Cost Centre	Project	Account	Monetary Amour
Check	0000000034	Expense	0000078219	PD	2013/04/15	2013/04/15	2013/04/15	Onderstepoort - Klipgat	00038	A0J162		04408	83.50
Check	0000000034	Expense	0000078219	PD	2013/04/15	2013/04/15	2013/04/15	Hatfield to Onderstepoort	00038	A0J162		05584	454.50
Check	0000000034	Expense	0000078219	PD	2013/04/15	2013/04/15	2013/04/15	Per diem CTN	00038	A0J162		05583	251.00
	0000000034 Total												789.00
	Expense Total												789.00
	Grand Total												789.00

A list of advances and expenses issued against you Employee number will be generated.

Status abbreviation descriptions are as follows:

ADJ	Adjusted
APR	Approved
APY	Approved for Payment
CLS	Closed
DEN	Denied
DNA	Denied by Approver
DNU	Denied by Auditor
HDA	On Hold by Approver
HDU	On Hold by Auditor
HLD	Hold
MFS	Marked For Submit
PD	Paid
PND	Pending
PRO	In Process
RAP	Approved
RCN	Reconciled
STG	Staged
SUB	Submitted
XML	Submitted, Pending Validation

The payment date, document description, Cost centre and account are reflected on the report.