

EX.020.303 – VERIFYING EXPENSE REPORT RECEIPTS ONLINE

<p>Purpose</p>	<ul style="list-style-type: none"> • To define the guidelines for submitting receipts for travel expenses. • To identify the two methods for verifying expense report receipts in the PeopleSoft system. • To identify whether verifying receipts is necessary for reimbursement. • To verify expense report receipts online.
<p>Description</p>	<p>The Georgia Statewide Travel Regulations require that receipts be submitted for select travel expenses (meal costs being the main exception).</p> <p>The institution may have specific guidelines as to what format receipts are to be submitted, what receipts are required in addition to those specified in the travel regulations, and who is required to review those receipts.</p> <p>As the submission of receipts must occur outside of the PeopleSoft system, it is up to the institution’s administrators to best decide how verifying receipts should be performed.</p> <p>There are two methods which can be used to verify Expense Report receipts depending on the Business requirements and processes of the institution. Users can utilize either option, or a combination of the two. Also, an expense report can still be completely approved and paid without the “Verify receipts” checkbox being enabled.</p> <ul style="list-style-type: none"> • Option 1: Receipts can be verified “online” by any Expenses Approver. This means that as an approver is performing an approval action on an expense report, he/she can select a checkbox that confirms the receipts were verified. This method is covered in this business process. • Option 2: Receipts can be verified “in mass” by any Core Application user. This method may be most convenient if an individual at the institution is tasked with verifying a large volume of receipts against the corresponding Expense Reports. This employee can record that the

	<p>receipts were verified, yet not perform any type of approval action. For more information, see EX.020.304 – Verifying Expense Reports Receipts in Mass.</p> <p>Regardless of which method is used, an expense report can still be completely approved and paid without the verify checkbox being enabled.</p>
Security Role	BOR_EX_APPROVAL
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to verify an expense report receipt online.

Step	Action
1.	Approvers can verify expense report receipts through either the Summary Approvals page or through the Worklist, depending on preference. The process is identical, with the only difference being the navigation to retrieve the transaction(s).
2.	<p>Decision: Select from the options listed below.</p> <ul style="list-style-type: none"> Verify Receipts through the Worklist Go to step Error! Reference source not found. on page 3 Verify Receipts through the Summary Approvals page Go to step Error! Reference source not found. on page 4
3.	Click the NavBar icon.
4.	Click the Menu link.
5.	Click the Worklist link.
6.	Select an Expense Report transaction (ERApproval) from the Link column.
7.	The Verify Receipts checkbox can be enabled by any of the approval levels on Expense Report Transactions only. Once the checkbox is enabled, this selection is maintained throughout the remainder of the approval process (if the AP Auditor is not the first approver to verify receipts).

Step	Action
	<i>Note: an expense transaction can still be completely approved and paid without the verify receipts checkbox being enabled.</i>
8.	Manually compare the receipts submitted by the Traveler (and/or his/her delegate) to the entries on the expense report.
9.	Once sufficient documentation is provided to justify the expense(s), you can click the Receipts Received box.
10.	Click the Receipts Received checkbox.
11.	Navigate to the bottom of the page.
12.	Verify the Budget Status is “ Valid ”.
13.	Click the Approve button.
14.	Click the OK button.
15.	End of Procedure. Remaining steps apply to other paths.
16.	Click the Manager Self-Service link.
17.	Click the Approve Transactions link.
18.	Click the Approve Transactions link.
19.	Select an Expense Report entry in the Transaction ID column.
20.	<p>The Verify Receipts checkbox can be enabled by any of the approval levels on Expense Report Transactions only. Once the checkbox is enabled, this selection is maintained throughout the remainder of the approval process (if the AP Auditor is not the first approver to verify receipts).</p> <p><i>Note: An expense transaction can still be completely approved and paid without the verify receipts checkbox being enabled.</i></p>
21.	Manually compare the receipts submitted by the traveler (and/or his/her delegate) to the entries on the expense report.
22.	Once sufficient documentation is provided to justify the expense(s), click the Receipts Received box.
23.	Navigate to the bottom of the page.
24.	Verify the Budget Status is “ Valid ”.
25.	Click the Approve button.
26.	Click the OK button.