

## ERS HELP GUIDE

Airfare	<p>Preferred use of travel arrangements should go through the following travel agencies:</p> <ul style="list-style-type: none"><li>• Penn State Travel Services</li><li>• Penn State Travel Services Online</li><li>• Centre For Travel Of State College</li><li>• eTravCo Travel</li></ul> <p>University employees are permitted to purchase the lowest available commercial economy airfare from sources other than the designated travel sources.</p> <p>The flight is to be “reasonable.” Final determination if the cost is reasonable lies with the Financial Officer.</p>
Allocations	<p>Add all expenses to an account and then allocate the report total to the desired account combinations. Allocation can be done by either percentage or dollar amount.</p> <p>Reimbursement reduction should not be checked and not part of the allocation.</p>
Cash Advance	<p>Request through SRFC using <b>TRAVEL ADV</b> as the purpose and settle via ERS</p>
Create A New Expense Report	<p>In My Concur in the Active Reports section, click New Expense Report link, or In My Concur on Expense menu, select New Expense Report.</p>
Cost Center	<p>If not listed, the charge will hit CRFN</p>

<p>Comment Box (holds 64 characters)  <i>Remarks in comment box are permanent and cannot be removed.</i></p>	<p>DBAF, PCARD and VRES numbers; Conference Registration Number if settled through IBIS  Meals paid by Department; Lodging at NLI (DBIL); Shared lodging with (provide names);  Lodging paid on ERS report titled (provide naming convention), etc.</p>
<p>Delegate</p>	<p>If you are acting as a Delegate:</p> <ol style="list-style-type: none"> <li>1) Under My Concur where it states “You are administering Travel/Expense for” from the drop down list select the person.</li> <li>2) In the Active Work section, click New Expense Report.</li> </ol>
<p>Description (holds 500 Characters)</p>	<p>Use the 5 W’s (who, what, where, when, why) and Acronyms should be spelled out.</p>
<p>DBAF</p>	<p>DBAF clearing account (255A) will only be used in cases when the DBAF form is used. JVDP’s will be required to clear the charge from the clearing account. However, when the PCARD is used, the transaction will sit in pending status until the detail is attached to an ERS report.</p>
<p>Faxing</p>	<p>Use the highest resolution and portrait orientation. Check that there are 3 barcodes with the words TOP and BOTTOM on the Fax Cover Sheet.</p> <p>Fax the Fax Cover Sheet even if there are no receipts.</p>
<p>Group Meal Form</p>	<p>If a paper form is faxed into ERS with the signatures, the <b>AA DOES NOT</b> need to <b>Approve</b> and <b>Forward</b> the document to the <b>Department Head</b>.</p>

Group Meal Form (cont'd.)	<p>If no paper form is used, the AA IS REQUIRED to APPROVE and FORWARD the document to the Department Head. Remember, there must be at least one (1) attendee listed in ERS.</p> <p>Please remember if there are 13+, please type “see attached list” in the Comment Box and fax with your receipts. Departments should keep this list on file.</p>
Itemization	<p>Itemization is used for two (2) purposes only:</p> <ol style="list-style-type: none"> <li>1) To separate room rate and taxes, and</li> <li>2) To separate legitimate University expenses from personal expenses.</li> </ol>
Itinerary	<p>Each itinerary must have at least 2 stops. Travel that includes several destinations with overnight stays will have a stop for each overnight location. The itinerary is not a travel log and thus does not need to show every location visited. Only overnight stay locations require a stop. For one day travel only one destination need be entered in the required two stops.</p> <p>Per diem rates are determined by the date, time and location fields in the itineraries. For overnight travel it is the overnight stay location that determines the per diem rate for the day.</p>
Location	<p>If location is not available, for conus location submit a request to ERS Help Desk and include name of the city, the state abbreviation and the zip code (use zip code look up).</p> <p>To request oconus location, submit request to ERS Help Desk with as much information as possible on the location, the country and province where applicable, a well-known location nearby which will help aid the help desk.</p>

<p>Lodging</p>	<p>Only itemize if other expenses have been charged to the hotel room.  The additional fields at the bottom of the screen can be used for other recurring charges (parking, online fees, phone, etc.).  Receipts required for domestic travel  Traveler may be reimbursed up to \$25/day when lodging in private residence...<b>BUT NOT IF IT'S A PSU EMPLOYEE'S RESIDENCE.</b></p>
<p>Meal Per Diem</p>	<p>Mark all per diem expenses charged to the purchasing card as non-reimbursable pcard expense and check the do not reimburse box. Reimbursement is claimed through per diem.</p> <p>Meal per diem is based on where the traveler spends the night.</p> <p>If any meals were provided during travel by a conference, business group meal, etc. select the checkbox corresponding to the provided meal to remove that meal allowance from the daily per diem. In the event all meals for the day are provided, no meal per diem can be claimed for that day. However, the incidental per diem amount (\$5 for US travel, variable for Non-US travel) may still be claimed at the traveler's discretion.</p> <p>To exclude an entire day's allowance including the incidentals allowance use the Exclude checkbox in the far left column.</p>
<p>Mileage</p>	<p>Do not need to fax <b>Mapquest</b> verifying the mileage</p>
<p>Naming Convention (Header) (42 characters)</p>	<p><b>Travel Date(s) Format:</b>  Last Name,First Initial;Date(s);Destination</p> <p><b>One day Travel:</b> MM/DD/YY (01/05/10)  <b>Multiple Days:</b> MM/DD-DD/YY (11/21-25/10)</p>

<p>Naming Convention (cont'd)</p> <p>Please note the first 15 characters of the report header will appear in the free space in IBIS. The traveler's name will appear in the permanent field and their PSU ID will appear in the editable description field in IBIS.</p>	<p><b>Travel Months Overlapping:</b> MM/DD-MM/DD/YY (11/02-12/15/10)  <b>Travel Overlapping Calendar Year:</b> MM/DD/YY-MM/DD/YY (12/25/09-01/12/10)</p> <p><b>Destination/Location Format:</b>  Enter City, State (abbreviation if US) or City, Country (if Non-US) of the destination</p> <p><b>EXAMPLE:</b></p> <p>If Connie Stahlman went on a business trip for professional development purposes to the University of Miami, Florida on January 15-20, 2010:</p> <ul style="list-style-type: none"> <li>➤ I would name the report Stahlman,C;01/15-20/10;Miami,FL</li> </ul> <p><b>Group Meal/Meeting Expense Format:</b>  Last Name,First Initial (host);Date;Restaurant/Vendor</p> <p>If Connie Stahlman hosted a group meal for a visiting lecturer, Daryl Thomas at Pizza Hut on 2/5/10:</p> <ul style="list-style-type: none"> <li>➤ I would name the report Thomas,D;02/05/10;PizzaHut</li> </ul> <p>If Connie Stahlman ordered food on 2/5/10 from Pizza Hut (w/o using the pcard):</p> <ul style="list-style-type: none"> <li>➤ I would name the report Stahlman,C;02/05/10;PizzaHut</li> </ul>
<p>Non-Taxable 1-Day Meal</p>	<p>This is marked when a meeting includes a meal where each participant pays for a portion of the meal expense or pays the entire cost of their own meal in one of the following scenarios:</p> <p>Employee travels to UP for a meeting. Meeting participants decide to work through lunch and have food delivered to them. The employee pays \$6.00 toward lunch – the \$6.00 would be a</p>



<p>Add Pcard Meal Expense Transaction (cont'd)</p>	<p>If a PCARD Meal Expense is a group meal:</p> <ol style="list-style-type: none"> <li>1) Edit the expense entry;</li> <li>2) Change the expense type to "Group Meal/Mtg" (attendees required);</li> <li>3) Complete all required information.</li> </ol> <p>If a PCARD Meal Expense is an individual meal:</p> <ol style="list-style-type: none"> <li>1) Edit the expense entry;</li> <li>2) Select the Deduct From Reimbursement checkbox located below the Comments box;</li> <li>3) Select Save &amp; Go to Company Card Transactions.</li> </ol> <p>The amount of each individual PCARD meal will be subtracted from the total CASH reimbursement amount.</p> <p>Remember – A payroll deduction will occur IF the total of the PCARD meal expenses plus any non-reimbursable PCARD expense EXCEEDS the total CASH reimbursement (the amount a traveler is entitled to for per diem allowances plus cash expenses).</p>
<p>Per Diem Reimbursement to Actuals</p>	<p>From Expense List page, select ADD EXPENSE Use the Reimbursement Reduction expense type located in the "Other" category; Enter the amount of reduction as a negative and provide a description; Select Save &amp; Go To Expense List.</p>
<p>Receipt(s)</p>	<p>If not requesting reimbursement for certain receipts, <b>DO NOT</b> include in ERS or fax. Only want receipts that pertain to the reimbursement amount.</p> <p>View the receipts after faxing. If <b>not</b> legible, submit <b>original</b> receipt to the Finance Office and note it in the Comment Box.</p>

<p>Receipt(s) (cont'd)</p>    <p>Deleting Receipt(s)</p>	<p><b>Itemized</b> receipts required for Group Meals. If no itemized receipt, justification memo is required.</p> <p>If <b>partial</b> reimbursement, note on the receipt.</p> <p>Keep receipts on file until the expense report has been approved.</p> <p>Receipts can be deleted from a report that has an approval status of “Not Filed” or “Sent Back To Employee.” On the Receipt menu, select Delete Receipts. All attached receipts will be removed.</p>
<p>Reimbursement Form Field</p>	<ul style="list-style-type: none"> <li>➤ <b>Employee Travel Expense:</b> use for submitting active employee travel expenses.</li> <li>➤ <b>Non-Employee Travel Expenses:</b> use for submitting travel expenses for a non-employee or an inactive employee. The report will be created and submitted by an active employee. The form will require the name and mailing address of the non-employee. The reimbursement check will be mailed to the name and address entered.</li> <li>➤ <b>Non-Travel Group Meal/Meeting:</b> use for submitting expenses for a group meal or meeting when no travel related expenses will be included.</li> <li>➤ <b>Non-Travel Pcard Expense:</b> use ONLY for submitting PCARD expenses that are non-travel, non-group meal/mtg.</li> </ul>
<p>Search (Header Page)</p>    <p>Search (Group Meal/Mtg.)</p>	<p>Remember when a search box is provided, we need to use a search box ... object code, account number, cost center, cities because this will build a data base for the traveler’s profile.</p> <ul style="list-style-type: none"> <li>• Select the appropriate type of attendee using the drop down arrow in the choose an Attendee Type field. Enter part of the name, title, etc. or if employee, enter last name, employee ID, or email address.</li> </ul>



Submission of a Report	Delegate does not submit the expense report. Only the Traveler. REMEMBER, you must notify the traveler to submit their report after you have completed it.
Taxability of International Travel when it includes personal use	If the trip is longer than <b>one week AND at least 25%</b> of the trip is personal, the IRS mandates a portion of the flight be taxed.
Tip	<b>No higher</b> than 20%
Travel Reimbursement Form	Needs filled out if not a Penn State Employee (Non-Employee Travel Reimbursement Form) and <b>signed by the individual and Department Head</b> and faxed with proper backup.
VISIT Form	<b>MUST BE FILLED OUT PRIOR TO INDIVIDUAL'S ARRIVAL.</b> This should be faxed w/proper backup whether US Citizen or Not.

Remember:

- The following changes can be made without the form going back through the approval flow: Changing Account, Changing Object Code, X-Coding and Adding Comments
- Any change in the expense amount will need to go back to the traveler to be resubmitted.
- GSA Lodging Lookup (conus) – find past amounts – fiscal year runs October-September
- PSU Per Diem Lookup Tool – current and future travel
- Allocations is off by pennies – only saves as percentage
- NEVER use Subobj (CCTR) or Subobj (ACCT)
- Miscellaneous Expense Type CANNOT be used on OCONUS (only CONUS)
- Fax/scan brochures for conference