

Employee Reimbursement Overview

The Expense Module in PeopleSoft Financials is designed to reimburse employees for work related expenses. This includes the reimbursement of travel and non-travel expenses.

Related Policies:

- Travel reimbursements
 - [Travel Policies and Procedures](#)
- Non-Travel reimbursements
 - [420-01 - Faculty and Staff Reimbursements-Accountable Plan Rules](#)
 - [420-02 - Food and Refreshments](#)
 - [420-04 - Business Meals](#)

Key Processing Concepts:

- Travel Authorizations – Travel Authorizations (TA) are created prior to actual employee travel and are only required if the employee is requesting a Cash Advance. However all travel expense must pre-approved by department leadership. Authorization may be documented by pre-travel email, travel worksheet, proposal for travel, TA creation, etc. For budgetary purposes TAs will encumber funds for the planned travel expense giving budget managers a vision of expected travel expenses.
- Cash Advances – Cash Advances (CA) in PeopleSoft are created prior to actual employee travel and are strongly discouraged. See TRV 555-01 Travel Advances for specific eligibility requirements.

Key Processing Concepts (continued):

- Expense Reports – Expense Reports (ER) are created after employee travel is complete, or in the case of non-travel reimbursements, once the goods/services have been delivered to/consumed by NAU. When a TA is created for employee travel, the ER should be created from the TA document. In addition, any related cash advances (CA) should be applied to the ER, reducing the amount reimbursed to the employee.
- Employee Profile – Employee Profiles are integrated from the PeopleSoft HR system with HR Department values. These values must be updated with a valid PeopleSoft Financial Department and be validated in order to process an TA, CA or ER in the expense module. If a travel proxy cannot bring up an employee when entering an expense document, the employee profile should be the first thing they check.

Expense Document Process Flow

