Travel and Expense Module

Approvers – Ability to Change Accounting Details on an Expense Report
Today’s Agenda

• Travel and Expense Business Purposes
• What does this mean for Approvers
• Changing Accounting Details on an Expense Report - Demo
• Resources
• Questions
Travel and Expense Business Purposes

Approvers can change the accounting details for all of the following Business Purposes within the Travel and Expense module:

• Employee Reimbursement (non-travel)
• Employee Travel
• Procurement Card
• Team Card
• Travel Card
What does this mean for Approvers

- Accounting details can be changed/updated by an approver without sending the expense report back to the proxy or employee for revision.

- If changes are made by a Level 1 Approver, once budget checked and approved, the report will move on to Level 2 Approver and then to the Controller’s Office for final approval. If changes are made by a Level 2 Approver, once budget checked and approved, the report will then move on to the Controller’s Office for final approval.

- When a chartfield is updated, an approver will be required to budget check the expense report prior to approval.

- When using USCSP projects, a budget error will route to Grants and Funds Management for review.
What does this mean for Approvers

Approvers can:

• Change accounting details on an expense line
• Add multiple distribution lines to an expense line
• Add a project to a distribution line
• Decide not to make the required changes and send back to the initiator

Approvers can not:

• Change an expense line total
• Add/delete an expense line on an expense report
Changing Accounting Details on an Expense Report

- Demonstration
Resources

Controller’s Office website:
https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php
December 16 – Go Live!

Questions