

# FACULTY TRAVEL POLICIES & PROCEDURES

## Department of English Language and Literature

FY 2024 (July 1, 2023-June 30, 2024)

### Travel Policies (Important Rules and Regulations)

- ▶ Travel funds, allotted by the department annually, may be used for the purposes of giving talks, chairing panels, and/or attending meetings of professional organizations for which you sit on theboard.
- ▶ All requests for travel authorization and reimbursement are processed through PeopleSoft. This requires that you first enter your banking information in [PeopleSoft](#) (see Travel Procedures, Step 1, below).
- ▶ A Travel Authorization (TA) must be approved in advance of travel regardless of funding source. To initiate a TA request, you must submit the standard department TA Request form to Fay Smith *at least ten (10) working days prior to travel*.
- ▶ To be reimbursed after a trip, you must submit all original receipts and the completed Travel Reimbursement form to Fay Smith *within seven (7) days of return from travel*.
- ▶ After Fay uploads the TA, and again after she uploads the Expense Report (ER) to process your reimbursement, you must sign in to PeopleSoft to *approve* these actions. You need to do this *within 24-48 hours* of receiving the email prompt.
- ▶ If you use a university-approved travel agency, after your TA is approved you may charge your airfare directly to the department using your TA number. If you do this, you must *email your flight receipt* to Fay Smith (cc'ing both Kim Hazel-Lohr and the associate chair) *as soon as you book a ticket*. If you do not, the department may not be able to reimburse your flight.

### Travel Procedures (Step-by-step)

#### PeopleSoft Terminology

Traveler: faculty member or guest (invited speakers, etc).

Proxy: Fay Smith

Approvers: Department Chair and Associate Chair

#### Steps in the process

1. **Enter your banking information in PeopleSoft**, if you haven't already. TAs and reimbursements cannot be generated until you've completed this step. (Reimbursements will be made through direct deposit.) After [logging in to PeopleSoft](#) using your university ID and password, please follow the steps on [this PDF](#).

## 2. The Travel Authorization (TA)

Requests for authorization to use travel funds must be approved *prior to travel*.

- **At least ten (10) working days prior to travel**, the Traveler (faculty member) submits the standard department TA Request form to Fay (Proxy). The form is available through the [My English](#) link on the department website. (Note that there's a **different** form available here for invited guests.) Associate chair and chair approve paper TA.
- The Proxy (Fay) enters the TA into PeopleSoft.
- The Traveler receives a prompt via email, and then approves the TA in PeopleSoft *within 24-48 hours* of receiving the prompt. Your approval online is required to initiate the TA.
- Once the Traveler has approved in PeopleSoft, the associate chair and chair do the same.

## 3. The Expense Report (ER)

Requests for reimbursement ***must be submitted within seven (7) days of completion of travel.***

- The Traveler submits the original receipts and the department Reimbursement form (available at [My English](#)) to Fay (Proxy) *within seven (7) days of completion of travel*.
- The Proxy (Fay) enters the Expense Report and a PDF of the receipts in the PeopleSoft system.
- The Traveler receives a prompt via email, and then approves the reimbursement request in PeopleSoft *within 24-48 hours* of receiving the prompt. Your approval online is required in order to be reimbursed.
- Once the Traveler has approved in PeopleSoft, the associate chair and chair do the same.
- The university Travel Office approves, or if further documentation or adjustments are required, they send it back.

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## Additional Information

- Access to PeopleSoft requires a VPN (Virtual Private Network). Our department desktops have VPN by default, through the USC cable connection. If you wish to access PeopleSoft from off campus, you'll need to set up a VPN. (See instructions below.)
- TAs and ERs require multiple levels of online approval, within the department and beyond it. They will not move forward in the process until *after* you, as the Traveler, go into PeopleSoft and approve them. You should receive prompts to do so via email within days of submitting your paper TA and ER. If you do not, sign in to PeopleSoft and check your "worklist."
- Travel dates on TAs and ERs should reflect the dates of **business travel**. If your airfare includes **personal days**, indicate those days as such on the forms.
- The Travel Office does not permit travel advances for employees of USC-Columbia.
- The Travel Office will not make reimbursements prior to travel (e.g., you may not submit reimbursement requests until *after* you return from a trip).
- If you still have questions about PeopleSoft, consult [the PeopleSoft reference guides and tutorials](#) online.
- If you have questions about departmental travel procedures or a particular TA or reimbursement request, email Fay Smith or the associate chair.

### **Setting up a VPN** (from Tony McLawhorn):

Some info on setting up VPN on your computer at home or while traveling:

If you need to access university resources while not on campus, you will need to first create a secure connection using Cisco AnyConnect VPN software. To do this all you have to do is install the free VPN software, Cisco VPN AnyConnect, onto your computer. It can be downloaded through [my.sc.edu/software/](http://my.sc.edu/software/). Scroll down on this page to the “Security” drop-down menu; open that and click on Cisco Anyconnect VPN for Faculty and Staff, then follow the prompts. You will also want to download the instructions as they will come in handy giving additional information on how to set it up.

I tried installing it onto a Mac and PC from home last night and both worked. On both installs, all the options that come with the software installation are check-marked but only the first one, “Core & VPN” is necessary. So be sure to **uncheck all the other boxes** (otherwise, the program won’t download correctly). Also (very important), depending on how you have your DUO Multifactor Authentication set up, you will need to have the “DUO Mobile” app up and running. I have mine set up in the system to send me a PUSH. So after the software is installed, you run it and start a connection, enter your USC username and password, and you will immediately receive a DUO push that requires your approval before the connecting through VPN proceeds.