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Prepare Travel Authorization

Create Travel Authorization

The Travel Authorization Entry form is used to authorize in state, out of state, and international travel for employees, prospective employees, consultants, guest speakers, and students who are traveling for UT Arlington business. The Travel Authorization form must be completed and approved before the travel takes place.

1. To Create a Travel Authorization begin by navigating to: Main Menu > Travel and Expenses > Travel and Expense Center > and then Create/Modify under Travel Authorization.

2. The Travel Authorization page is displayed. From the Add a New Value tab, enter or lookup the travelers Empl ID and click Add.

3. Complete the required fields under Create Travel Authorization.
   a. Select a Business Purpose that closely identifies the purpose of the trip. TRV will be the prefix for all Travel Authorizations.
   b. Provide a brief (30 characters or less) explanation of the trip in the Description field.
   c. Enter or look up the traveler’s destination in the Default Location field.
   d. The Comment field can be used to enter additional remarks for the purpose and the benefit of the travel to the University.
   e. Enter the departure and return dates of the trip in the Date From and Date To fields.
f. Select a **Benefit** that most closely identifies the benefit of this trip to the University.
g. Select the most appropriate **Disposition of Duties**. This field indicates how the traveler’s responsibilities at the university will be met while absent.
h. Select Yes or No if the **business will be conducted in Washington, DC**. *The default value is “No”*. If you select “Yes” from the list, you must indicate the purpose of the visit.

**Note:** If the traveler is traveling to Washington, DC to engage in activities related to obtaining federal funds or to impact federal policies, Texas law requires travelers to submit travel information to the Office of State and Federal Relations (OSFR). The OSFR form can be found at: [http://www.osfr.state.tx.us/](http://www.osfr.state.tx.us/).

4. When creating a Travel Authorization, only one line should be filled under **Projected Expenses**.
   a. The **Date** should be set as the first day of travel.
   b. **Expense Type** should be set to one of the following:
      i. “TA-Travel-Auth-Encumbrance-Amt” for Domestic Travel – Employees
      ii. “TA-Foreign-Travel-Auth-Encum” for Foreign Travel – Employees
      iii. “Trvl—Non Employee” for Domestic or Foreign Travel – **Non-Employees**
   c. **Description** should be the same as above. A brief summary of the trip.
   d. Select the **Payment Type** (e.g. Paid by Employee).
   e. Enter the anticipated cost (e.g. Airfare, Hotel, or Car Rental) of the entire trip in the **Amount** field.
   f. If necessary, click the **Accounting Detail** drop-arrow to view or modify the chartfield values for the expense line. Note, a default chartfield string will automatically populate on the TA based on the Travel Profile.

5. Once all required fields are completed:
   a. Click **Save for Later**. The Authorization ID number is assigned.
   b. Click the **Budget Options** link.
      i. Click the **Budget Check** button.
      ii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”.
      iii. Click **OK** to return to the main page of the TA.

   **Note:** If budget checking is unsuccessful, click **Cancel and verify/correct the Chartfield information and re-run the budget checking process.**

   c. Once the TA is successfully budget checked, click **Summary and Submit** in the top right corner.
   d. From the Summary and Submit page, review the information and click **Submit Travel Authorization**.
Note: If changes are required, click the Travel Authorization Details link in the top right corner to return to the main page.

e. Save Confirmation is displayed detailing the Traveler and the Total Authorized Amount. Click Ok to complete the TA.

View Travel Authorization
To view a Travel Authorization after it has been submitted, it must be accessed from the “View” screen rather than Create/Modify.

1. To View a Travel Authorization begin by navigating to: Main Menu > Travel and Expenses > Travel and Expense Center > and then View under Travel Authorization.

2. The Travel Authorization search page is displayed. You may perform a search by using one of the following: Authorization ID, Authorization Name, Creation Date, Empl ID, Name, or Status. Click Search. If only one result matches your search criteria you will go directly to the TA Summary. If multiple results are available, select the appropriate TA.

3. The Travel Authorization Summary is displayed. To view accounting details click the Travel Authorization Details link in the top right corner.

4. The Travel Authorization Details page is displayed. This page is used to view the details of an existing travel authorization in read-only mode.
   a. Note: If the Travel Authorization Status is Pending, it can be modified from the Create/Modify screen.

Modify a Travel Authorization
1. To Modify a Travel Authorization begin by navigating to: Main Menu > Travel and Expenses > Travel and Expense Center > and then Create/Modify under Travel Authorization.

2. Click the Find an Existing Value tab. You may perform a search by using one of the following: Authorization ID, Authorization Name, Creation Date, Empl ID, Name, or Status.

3. Click Search. If only one result matches your search criteria you will go directly to the TA Summary. If multiple results are available, select the appropriate TA.
Split Expenses between Chartfield Values

From time to time it may be necessary to use multiple accounts to encumber a Travel Authorization.

1. If needed, click the Accounting Details dropdown arrow to view the Chartfield String.

2. The traveler’s default chartfield string will be displayed. If needed, the first string can be replaced by using the SpeedChart field.

3. To add a second or more accounts to split, click the + icon on the right end of the chartfield string.
   a. On the second line you must manually enter each chartfield. The SpeedChart cannot be used and will override and remove the additional lines.
   b. The GL Unit and Account fields will default with the appropriate values.
   c. Complete the rest of the additional line and the amount to be encumbered until all necessary fields are filled.
   d. The Amount fields must be split to add up to the total amount to be encumbered for the Travel Authorization.

4. Continue with the Travel Authorization as normal.
Search for a Travel Location

Every Travel Authorization requires an Expense Default Location to be associated to properly calculate per diem and tax rates.

1. Click the magnifying glass icon next to Default Location to open the Look Up Default Location screen to search by Expense Location or Description.

2. The Expense Location is a 5-character code used to identify the location of the trip. If performing a search by locations in the United States, the location code will be alpha characters. The first two characters represent the state and the remaining characters represent the city (e.g. San Diego, CA = CASDG). For Foreign locations, the location code will be alpha-numeric. The first two alpha characters represent the country and the last three characters will be numeric representing the city (e.g. Madrid, Spain = ES087).
   a. Note: Location codes in Alaska, Hawaii, U.S. Territories and Possessions may also be alpha-numeric.

3. If performing a search by Description, the state or country must begin with the two letter state or country code followed by the city name.
   a. Note: States may share codes with Countries. Make note of it being alphabetical or alpha-numeric to make this distinction. i.e. California and Canada

4. Click the Look Up button to generate a list of cities meeting your search criteria. If necessary, use the Advanced Lookup link to search by Contains rather than Begins With.

5. Click on the appropriate city or nearest city to the traveler’s destination to associate it with the Travel Authorization.
Prepare Cash Advance

Create Cash Advance

A Cash Advance is a payment made to a traveler to cover out-of-pocket travel expenses. A traveler may be eligible for a cash advance if any of the following are true: The advance request is a minimum of $100.00, the destination is in an isolated area or region that does not accept credit cards, travel is for an extended period of time, faculty traveling with a group of students abroad or traveling for educational purposes, or if there’s a financial hardship to the traveler. Cash Advances can also only be created for trips that have a fully approved Travel Authorization.

1. To Create a Cash Advance begin by navigating to: Main Menu > Travel and Expenses > Travel and Expense Center then click Create/Modify under Cash Advance.

2. The Cash Advance page is displayed. From the Add a New Value tab, enter or lookup the travelers Empl ID and click Add.

3. Complete the required fields under Create Cash Advance.
   a. Select a Business Purpose that closely identifies the purpose of the trip. This should be the same as the Travel Authorization.
   b. Provide a brief (30 characters or less) explanation of the trip in the Advance Description field. This should match the Travel Authorization.
   c. The Accounting Date will default to the current date. This should not be modified.
d. The **Comment** field is used to provide additional details relating to the Cash Advance and the reason for requesting/the purpose of the Cash Advance.

e. Enter the TA number into the **Reference Field**. Do not use the magnifier lookup.

4. Complete all fields under the **Cash Advance** line,
   a. Select Payment as the **Source**.
   b. Provide a brief statement regarding the trip in the **Description** field. It is recommended to include the location.
   c. The **Amount** field is the total to be advanced to the employee.

5. Once all required fields are completed:
   a. Click **Submit Cash Advance**. The **Submit Confirmation** summary page will be displayed.
   b. Click **Ok**.

6. The View Cash Advance page will be displayed and a Cash Advance ID will be displayed.

**View Cash Advance**
To view a Cash Advance after it has been submitted, it must be accessed from the “View” screen rather than Create/Modify.

1. To view a Cash Advance begin by navigating to: **Main Menu > Travel and Expenses > Travel and Expense Center** then click **View under Cash Advance**.
2. From the Cash Advance search page, you can search for an advance by Advance ID, Advance Description, Status, Creation Date, Empl ID or Name.
   a. Click **Search**. **If only one result matches your search criteria you will go directly to the CA Summary. If multiple results are available, select the appropriate CA**.
3. The **View Cash Advance** page is displayed. This page is used to view the details of a Cash Advance Report in read-only mode.
   a. **If the Cash Advance Status is Pending, it can be modified from the Create/Modify screen**.

**Modify Cash Advance**
1. To Modify a Cash Advance begin by navigating to: **Main Menu > Travel and Expenses > Travel and Expense Center** > and then **Create/Modify under Cash Advance**.
2. Click the **Find an Existing Value** tab. You may perform a search by using one of the following: Authorization ID, Authorization Name, Creation Date, Empl ID, Name, or Status.
3. Click **Search**. If only one result matches your search criteria you will go directly to the CA Summary. If multiple results are available, select the appropriate CA.
Prepare Expense Report

Create a Travel Expense Report

The Expense Report page is used to process reimbursements for non-travel and travel expenses. Travel reimbursements will be made to individuals traveling on behalf of the University. This includes reimbursements for, but not limited to: meals, lodging, transportation, and mileage.

1. To Create a Travel Expense Report begin by navigating to: Main Menu > Travel and Expenses > Travel and Expense Center > then click Create/Modify under Expense Report.

2. The Expense Report page is displayed. From the Add a New Value tab, enter or lookup the travelers Empl ID of the person receiving the reimbursement and click Add.

3. Complete the required fields under Create Expense Report. These fields should be input with the same information from the Travel Authorization being reimbursed.
   a. Select a Business Purpose that closely identifies the purpose of the trip. TRV will be the prefix for all Travel Expense Reports.
b. Provide a brief (30 characters or less) explanation of the trip in the **Report Description** field.

c. The **Reference** field only needs to be filled out if this is an additional ER off of a Travel Authorization that has already been associated. Do not use the magnifier lookup.

d. The **Comment** field can be used to enter additional remarks for the reimbursement.

e. Enter or look up the traveler’s destination in the **Default Location** field.

f. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. Travel Services prefers everything merged into one PDF document.

g. Fill out at least one **Expenses** line in order to meet the required fields. (See Step 5)

4. The Expense Report must now be associated with the approved TA.
   a. Click **Save for Later** in the top right corner. The Report ID# will be displayed.
   b. The Quick Start Menu will be replaced with **Actions.** Select **Associate Travel Authorization** and click **GO.**
   c. The Associate Travel Authorization screen will be displayed and have a list of TAs for the person to be reimbursed from within the last 90 days. Select the appropriate TA and you will be returned to the Modify Expense Report screen. The Authorization ID will be displayed.

5. Complete the **Expenses** section. Individual lines are required for each receipt/expense.
   a. Enter the **Date** of the expense.
   b. Enter the appropriate **Expense Type** for each line to be reimbursed:
      i. For a Travel Expense Report, all Expense Types should begin with **TR**
   c. The **Description** field is used to provide additional comments about the expense.
   d. Select the **Payment Type** (e.g. Paid by Employee).
   e. Enter in the exact **Amount** to be reimbursed.
   f. Depending on the **Expense Type** selected, fill out all other required fields marked with an asterisk *. Location will default from the TA.
g. Click the Accounting Detail drop-arrow to view or modify the chartfield values for the expense line. **Note:** A default chartfield string will automatically populate on the TA based on the Travel Profile.

h. Use the + and – links to the right of the line to add additional lines as needed.

6. Once all required fields are completed:
   a. Click the Budget Options link.
      i. Click the Budget Check button.
      ii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”.
      iii. Click OK to return to the main page of the ER.
         **Note:** If budget checking is unsuccessful, click Cancel and verify/correct the Chartfield information and re-run the budget checking process.

b. Once the ER is successfully budget checked, click the Summary and Submit link in the top right corner.

c. From the Summary and Submit page, review the information and click the Submit Expense Report button.
   **Note:** If changes are required, click the Expense Details link in the top right corner to return to the main page.

d. Submit Confirmation is displayed detailing the Traveler and the Amount Due to Employee. Click OK to complete the Expense Report into workflow approvals.

**Create a Non-Travel Expense Report**

The Expense Report page is used to process reimbursements for non-travel and travel expenses. Non-Travel reimbursements will be made to individuals for approved purchases made on behalf of the University. This includes reimbursements for, but not limited to: meals, entertainment expenses, registration fees or professional dues paid by the employee.
1. To Create a Non-Travel Expense Report begin by navigating to: **Main Menu > Travel and Expenses > Travel and Expense Center** > then click **Create/Modify under Expense Report**.

2. The **Expense Report** page is displayed. From the **Add a New Value** tab, enter or lookup the **Empl ID** of the person receiving the reimbursement and click **Add**.

3. Complete the required fields under Create Expense Report.
   - For Non-Travel Expense Reports, **Business Purpose** should be set as **NT-Other (Specify)**.
   - Provide a brief **(30 characters or less)** explanation of the expense in the **Report Description** field.

4. Complete the **Expenses** section. Individual lines are required for each receipt/expense.
   - Enter the **Date** of the expense.
   - Enter the appropriate **Expense Type** for each line to be reimbursed:
     - For a Non-Travel Expense Report, all Expense Types should begin with **NT**
   - The **Description** field is used to provide additional comments about the expense.
   - Select the **Payment Type** (e.g. Paid by Employee).
   - Enter in the exact **Amount** to be reimbursed.
   - Depending on the **Expense Type** selected, fill out all other required fields marked with an asterisk *
   - Click the **Accounting Detail** drop-arrow to view or modify the chartfield values for the expense line. Note, a default chartfield string will automatically populate on the TA based on the Travel Profile.
   - Use the + and – links to the right of the line to add additional lines as needed.

5. Once all required fields are completed:
   - Click the **Budget Options** link.
     - Click the **Budget Check** button.
ii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”. Click **OK** to return to the main page of the ER.

**Note:** If budget checking is unsuccessful, click **Cancel** and verify/correct the Chartfield information and re-run the budget checking process.

b. Once the ER is successfully budget checked, click the **Summary and Submit** link in the top right corner.

c. From the Summary and Submit page, review the information and click **Submit Expense Report**.

**Note:** If changes are required, click the Expense Details link in the top right corner to return to the main page.

d. Submit Confirmation is displayed detailing the person being reimbursed and the Amount Due. Click **Ok** to complete the Expense Report into workflow approvals.

### Apply Cash Advance to Expense Report

When a Cash Advance is paid to a traveler, it must be applied to the Expense Report after travel to calculate how much more the traveler needs to be reimbursed, or how much the traveler owes back to UTA.
1. To apply a Cash Advance, begin by navigating to the Expense Report that will have the Cash Advance associated: Main Menu > Travel and Expenses > Travel and Expense Center > then click Create/Modify under Expense Report.

2. Select the Find an Existing Value tab and enter in the Report ID or Empl ID of the expense report that will have the cash advance associated. Click Search.

3. After completing all expense lines the cash advance must be applied to calculate how much the traveler needs to be reimbursed or must pay back. Click the Actions drop down menu and select Apply/View Cash Advance(s) and click Go.

4. At the Apply Cash Advance screen, click the magnifying glass icon next to the Advance ID. This will open the Look Up Advance ID screen with any Cash Advances that have been paid to the employee.

5. Click the Advance ID link to associate the advance with the expense report.

6. UTShare will return to the Apply Cash Advance screen. The selected advance will be listed with the total paid to the employee, and the total due, or the total the employee needs to be returned to the university.
7. If necessary, click Add Cash Advance to add another advance to the report, or modify the Total Applied and select update totals. Click OK to return to the Expense Report.

8. Under Budget Information in the top right corner, click **Budget Options**. This will take you to the Commitment Control Details. The Budget Checking Header Status will specify if it has been budget checked or not. If Budget Check is still required click **Budget Check**. After processing, this page will display whether the budget check is valid or contains errors as well as the transaction date. Click OK to return to the Expense Report.

9. Click **Summary and Submit** in the top right corner. Review the Expense Report Summary and click **Submit Expense Report**, then OK to complete this process.
Attach Document to Expense Report

Receipts are required to be attached to Expense Reports for all claimed reimbursements. Travel Services requests that all documentation be merged into one pdf file before being attached to the ER.

1. From the Modify Expense Report page, click the Attachments link.
2. The Expense Report Attachments page is displayed.
3. Click Add Attachment. The File Attachment popup screen will be displayed.
   a. Click Choose File to browse your computer for the relevant attachment.
   b. Click Open. The File name will be displayed in the File Attachment popup.
   c. Click Upload to attach the file to the expense report.
4. The Attachment will now be listed on the Expense Report Attachments page.
   a. Click Save to finalize the attachment.

View Expense Report

To view an Expense Report after it has been submitted, it must be accessed from the “View” screen rather than Create/Modify.

1. To View an Expense Report begin by navigating to: Main Menu > Travel and Expenses > Travel and Expense Center > and then View under Expense Report.
2. The Expense Report search page is displayed. You may perform a search by using one of the following: Report ID, Report Description, Creation Date, Empl ID, Name, or Status. Click Search. If only one result matches your search criteria you will go directly to the ER Summary. If multiple results are available, select the appropriate ER.
3. The Travel Authorization Summary is displayed. To view accounting details click the Travel Authorization Details link in the top right corner.
4. The View Expense Report page is displayed. This page is used to view the details of an existing Expense Report in read-only mode.
   a. Note: If the Expense Report Status is Pending, it can be modified from the Create/Modify screen.

Modify Expense Report

1. To Modify an Expense Report begin by navigating to: Main Menu > Travel and Expenses > Travel and Expense Center > and then Create/Modify under Expense Report.
2. Click the Find an Existing Value tab. You may perform a search by using one of the following: Report ID, Report Description, Creation Date, Empl ID, Name, or Status.
3. Click **Search**. *If only one result matches your search criteria you will go directly to the Modify Expense Report page. If multiple results are available, select the appropriate ER.*

### Quick-Fill

Quick Fill 🪄 can be used to add multiple lines of the same type at once.

1. From the Expense Report page, click the **Quick-Fill** link above the Expenses.
2. The **Quick-Fill** page is displayed.
   a. Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.
   b. Enter the **Date Range** you want to have the lines created for. Scroll through the **Expense Type** list and check the box for **All Days** associated.
   c. Click **OK** for the lines to be generated.
3. The **Expense Report** will be displayed again. The requested lines will be created with the selected Expense Type and prefilled with an Amount if related to Per Diem.
Correct Errors on Expense Report

When adding lines to an Expense Report, fields marked with an asterisk * are required and must be filled out appropriately.

1. In the event of any missing fields, or invalid entries lines will be marked with a red flag and fields to correct will be filled with red after clicking **Save for Later**.
   a. Select an appropriate option or enter in the required information in the field to correct the error and click **Save for Later**. The field previously highlighted should now display normal and the flag will be removed.

2. If an error is accounting related it will be displayed after clicking **Budget Check** from the **Budget Options** menu.
   a. These errors must be corrected from the **Transaction Exception Panel**. Click **OK**, then **Yes** to return to the Expense Report.
   b. Click **Budget Options** then the **Go To Transaction Exceptions** link to view any accounting errors.
c. The Line Exceptions tab will detail any accounting errors. Look under the Exception for the error and click the Magnifying Glass under Details to view the invalid chartfields and which Expense Report line it is associated with.

d. Verify the accounting details, check the budget etc. and follow instructions under the Modify Expense Report section of this training document to make necessary changes.

View Accounting Transactions for Expenses

View Employee Payment History

The Employee Payment History page is used to view payments to an employee for cash advances and expense report reimbursements. This history can be helpful when tracking payment details for an employee.

1. To view an employee’s expense history, begin by navigating to: Main Menu > Travel and Expenses > Process Expenses > Review Payments > Payment History

2. The Employee Payment History page is displayed.
a. From the **Find an Existing Value** tab, you can perform a search by **Employee ID** or **Name**. Enter the employee’s information into the appropriate field.

b. UTARL will prepopulate the **Set ID** field. Replace that with **UTSHR**.

c. Click **Search**.  
   **Note:** After clicking **Search**, if there is only one Payment for the employee, the payment history page will display. If there are multiple payments, a list will appear in a **Search Results** table. If applicable, click the appropriate link for the payment that you want to view from the **Search Results** table.

d. The **Employee Payment History** page is displayed.

3. The **Payment Info** section displays the payee’s bank, the payment amount, payment status, payment method, and the payment date.

4. The **Payments** table displays the report used to process the payment (Cash Advance or Expense Report), description, status, creation date, and the dollar amount.

5. In order to view report used to process the payment, you will need to navigate to the appropriate page elsewhere in the Travel & Expenses module.

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**View Employee Expense History**

The **Employee Expense History** page is used to view an employee’s expenses for travel authorizations, cash advances, and expense reports. This history can be helpful when tracking expenses for an employee.

1. To view an employee’s expense history, begin by navigating to: Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History
2. The Employee Expense History page is displayed.
   a. From the Find an Existing Value tab, you can perform a search by Employee ID or Name. Enter the employee’s information into the appropriate field.
   b. Click Search.
   c. The Employee Expense History page is displayed.

3. The Employee Expense History page is used to view all TAs, CAs, and ERs for an employee. If necessary, you can specify a date range for the expenses you want to display.

4. The Transaction Type field defaults to “All”. If necessary, this can be filtered to only CAs, TAs, or ERs.

5. The Expense History table displays the reports used to process the expense. This section provides a brief description, the status, dates, and dollar amount.

6. Click the ID link to view the report used to process the expense.

Maintain Employee Profile

View Employee Profile

The Employee Profile page stores default values and settings that the system uses to streamline the expense report entry. When a Travel Authorization or Expense Report is processed for an employee, the system will apply the default Cost Center or Project information listed on the Employee Profile page. This information can be updated if necessary. With the appropriate security, a representative from the department can manage an employee’s profile information from the Travel and Expenses menu or by using the User Defaults link located on various expense pages in UTShare.
1. To access the Employee Profile begin by navigating to: **Main Menu > Travel and Expenses > Manage Employee Information > Update Profile.**

2. The **Employee profile** page is displayed. You may perform a search by **Employee ID** or **Name**.
   a. Click the **Search** button to proceed.

3. The **Employee Data** page is displayed. When processing a Travel Authorization or Expense Report in UT Share, a default chartfield string will be applied to the report. Initially, the default chartfield string is pulled from the employee’s HR record; this may not be the accounting information that you want to use for the employee’s reimbursement. Note, when updating the Employee Profile page, this does not impact the employee’s HR record. This change will only apply to future reimbursements through the Travel and Expense pages.
4. The Organizational Data page is used to review organizational information for a specific employee. This includes the employee HR status, hire data, department, supervisor, and the default chartfield values that will be used in travel modules in UTShare. Click Save after changes are made as needed.

   a. If the employee’s travel profile should default to a cost center, changes should be made on this screen under the Default ChartField Values. Cost Centers require GL Unit UTARL, and the appropriate Fund, Cost Center, Function, and Dept.

   b. If the employee’s default travel account should be a Project, the following fields are required: GL Unit – UTARL, Fund, Function, Dept.

      i. PC Business Unit, Project, and Activity are entered on the User Defaults Page.
5. The **User Defaults** page is used to review or modify general default preferences for travel authorizations and expense reports. Additionally, if a Project ID has been set up as the employee default chartfield values, this page will display the accounting information that will be used on various transaction pages in UTShare for the employee. Click **Save** after changes are made as needed.

   a. If using a Project as the default funding source, select the **Enabled checkbox**, and enter the **PC Business Unit (UTASP, Project, Activity, and Percentage (100 unless splitting costs with multiple accounts)** for the Project to be charged.

   i. **Note:** If necessary, you can click the plus sign located at the end of the row to split the default chartfield string between several accounting lines. The distribution must equal 100%.