



Buyer Selection	Processing Guidelines
Barbara M. Johnson	invoices, reimbursements, contractual payments, general purchases, bids, construction contracts
Travel Buyer	all travel payments for ASU employees, Student Activities-student travel, Athletic Department-team travel
Per Diem Buyer	per diem travel expenses for non-employees (candidates), master teacher payments, per diem payments for consultants

After entering the online data, have the requisition **approved (first)** and then edited and budget checked. Once the requisition is budget checked, a pre-encumbrance is posted to your account. At this stage of processing, the Peoplesoft Requisition represents an estimate of the total travel expenses excluding prepaid registration.

Step 1	The traveler will complete a Travel Expense Statement, attach receipts, sign the form, and obtain departmental approval/signatures. Note: The Travel Expense Statement should be completed within 30 days of return from travel.
Step 2	The Travel Expense Statement should then be routed to the individual responsible for entering data into Peoplesoft (the requestor). This individual will then revise the original Peoplesoft Requisition to reflect the <u>actual expenses</u> recorded on the Travel Expense Statement. The revised Peoplesoft Requisition must be <b>approved (first)</b> and then edited and budget checked following existing departmental procedures. This will update accounting entries against your account to reflect the new charges. Limitations: Please see the note listed below concerning editing limitations.
Step 3	The approved Travel Expense Statement (original only) with the requisition number recorded on the form and the supporting documents attached should then be forwarded to the Travel Buyer for payment processing.

**Note: Peoplesoft will not allow you to change the chartfields or delete lines on any requisition after it has been budget checked. If it is necessary for you to changed chartfields or delete lines, copy the requisition. This will create a new requisition on which you can delete unwanted lines or change chartfields. You will need to approve (first) and then edit and budget check the new requisition. Record the new requisition on the documentation to be forwarded to the Business Office and notify the appropriate buyer that the old requisition is being replaced and needs to be canceled.**

#### 4) Travel Expense Statement Review & Processing

Upon receipt of the Travel Expense Statement, the form will be reviewed by the Travel Buyer for accuracy, appropriate signatures, and compliance with current travel regulations. The Travel Expense Statement will then be matched against the REVISED Peoplesoft Requisition and Travel Request Form.

**Note: If discrepancies and/or corrections are needed, the buyer will notify the requestor via email of the additional editing that is required. After the corrections have been made and the requisition has been approved and then edited and budget checked again, please notify the appropriate buyer via email to proceed with processing. The corrected requisition will be reviewed again and processed for payment. The requisition to be processed for payment must match the actual total to be paid by the Business Office. Otherwise, additional editing will be required.**

#### **PAYMENT PROCESSING**

The Business Office will process travel reimbursement requests following the receipt of complete/accurate travel documentation. Employee reimbursement requests received by Friday, 12:00 Noon, will be processed the following week in the EFT cycle. Payments to vendors will be available in 5 business days. Payments to employees will be issued by electronic funds transfer and by check to vendors.

#### **VENDOR ADDITIONS**

If you need a vendor added for travel processing, please contact [bdorsey@aug.edu](mailto:bdorsey@aug.edu).

If you need a vendor added for per diem processing, please contact [vworsham@aug.edu](mailto:vworsham@aug.edu).

If you need a vendor added for purchases or invoice payment, please contact [proadm@aug.edu](mailto:proadm@aug.edu).

#### **STANDING TRAVEL**

A Travel Request Form will need to be completed each fiscal year for each individual authorized for frequent local travel using their personal vehicle. The Travel Request Form should be signed by the employee and the department head and/or administrator in charge. A Peoplesoft Requisition will need to be entered into the Peoplesoft Financial System each time a reimbursement is requested against the standing travel authorization. Please note on the requisition form that the payment is for standing travel.

#### **CHECK DISTRIBUTION**

All checks for travel payment will be returned to the department for hand delivery or mailing. This gives the department the opportunity to confirm that prepaid travel payments are correct and received in a timely manner.

#### **QUESTIONS**

- Questions concerning Peoplesoft training should be directed to the Special Projects Office.
- Questions concerning travel processing status should be directed to the Business Office.
- Questions concerning problems with the Peoplesoft Financial System should be directed to the Information Technology Services Help Desk (extension 1482).

#### **TRAVEL REGULATIONS**

Please visit the ASU Business Office website for additional information and forms concerning travel.