

Here is the link for your PeopleSoft access. You can file your reports from here:
[https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FIN\\$\\$/?cmd=logout](https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FIN$$/?cmd=logout)
(Save the link under favorites.) You can also go to the ASU Home page and click on “T” and then click on Travel Expenses.

PEOPLESOFT – TRAVEL EXPENSE DIRECTIONS

1. Log into PeopleSoft Username/PASSWORD (Jag NET account username)
2. EMPLOYEE SELF-SERVICE
3. EXPENSE REPORT
4. CREATE
5. Go to Quick Start and use drop down to click-Template
6. Click GO
7. Select-Emp Mileage Reimburse template
8. Pick date range
FROM DATE TO DATE
9. Add expense types – Click on one day- EMP Mileage (This will add one line at a time.)
10. Click-OK
11. Under DESCRIPTION at top of page – type **Travel Report**
12. BUSINESS PURPOSE at top of page - Supervise/Observe – Stud Tchrs
13. Payment type- use drop down box to select- N/A (e.g. Mileage)
14. Click on- DETAIL (highlighted in blue to the right of Billing Type) in the template
15. Enter beginning mileage and ending mileage (odometer)
16. In COMMUTE box **if** you left from Home or returned Home then you put in the total miles from ASU to your home otherwise you leave it at 0.
17. ORIGINATING LOCATION-Type Augusta, GA
18. DESTINATION LOCATION – Type Augusta, GA
19. DESCRIPTION – Put where you left from and returned to (Ex. ASU or home), name of schools
(see below)
20. CHECK EXPENSE REPORT FOR ERRORS
21. ****If no flags, RETURN TO EXPENSE REPORT**
22. You can click in the box beside an expense line and copy the selected and then adjust accordingly so you don't have to type everything again. (Just add the date and click OK and adjust in details- odometer, etc.)
23. When complete, Click SUBMIT – Click OK
24. PRINTABLE VIEW (Print a copy for your records)

NEW! In the description section include the following:

-Your place of departure

-Name of the school visited

-The place of return (Ex. ASU to Goshen Elementary to ASU)

*If your place of departure and/or return was from your home, you must enter the difference in mileage in the commute miles section. For example, if it is 6 miles from your home to ASU, and you left from home instead of ASU and drove a total of 10 miles, you must put the number 6 in the commute box. The exact principle would apply if you returned home instead of to ASU. The reason this must be documented is because the state will not reimburse for miles that an employee would have driven to/from work. *Please make sure you have a **Standing Travel Authorization** on file in the business office.*

**WE NO LONGER HAVE TO INCLUDE the name of the student (s) supervised/observed -per Kara Sanders Business Office 10-19-09.*

*Remember to complete a Supervision Record sheet found on the TE web site under Apprenticeship-University Supervisors.

****Directions on PeopleSoft's use can be found here:**

https://confluence.aug.edu:8444/login.action?os_destination=%2Fhomepage.action

Log into The Oak with your Jag Net ID and password (whatever you'd use to log onto your computer when you sit down at your desk). Look for the links along the left hand side of the page (PeopleSoft Travel, Requisitions, Budgets and Flex Spending).

Revised 11-2-09