Job Aid – New Workflow for Travel and Expenses/Business Expense Reimbursements

To align eProcurement Workflow with University Policy, the Travel and Expense team will be implementing a new Requisition Workflow Step called Supervisor Review. This step will allow an employee’s supervisor to review and approve their Travel

- It will be active on all Employee Travel Vouchers and Employee non-Travel Reimbursement vouchers
- The new workflow will be immediately before the cost center approval. If the same people are in both steps, both approvals are required.
- Supervisors have been pre-loaded. In order to make the connection between the supervisor and the employee, the employee unique id must be added to each Travel and non-Travel Reimbursement vouchers. Not doing the following will cause a workflow error.

- If you have any updates who the supervisor is or who the employees report to, we have a Peoplesoft form available:
  
  **Employee Self-Service>Forms>Travel and Expense Supervisor**
  
  Your Fiscal or Administrative Officer will have to approve it when you submit it. The instructions for filling out this form follow.
Travel & Expense Supervisor Change Request for eProcurement

The form must be filled out and submitted for all new or changes in employee supervision. This is a workflow role in eProcurement. The two forms that it effects are the Employee Travel Voucher and the Employee Non-Travel Reimbursement Voucher. This form does not affect anything in the HR module.

You can add bulk changes as attachments, but every employee must report to the same Fiscal or Administrative Officer.

1. In the subject field put “New Employee” or “Change in Supervision”. This is for the employee not the supervisor.
2. Add a due date.
3. Add the employee ID. There is a search button to easily search.
4. The employee department also has a search button. This is also a required field.
5. Employee supervisor field is required.
6. The effective date field is necessary so that we know when the change will be effective. You can add this form in advance.
7. The information area is an extra field in case you need to add any explanation.
8. The attachment tab is optional.

When the form is saved, it will automatically route to the Fiscal Officer for approval.

For questions regarding this form, please contact Systems administration (systemadministration@utdallas.edu).