



Expenses:

Create, Manage and Approve Expenses

For Employees and Managers who Make,
Manage, or Approve Purchases

Terminology

- **Unit**—a department at the university
- **Unit Segment**—the part of the account number that designates the department/program
- **Expense Card**—a card used for expenses that occur outside of the procurement module
- **Expense report**—a report submitted by employees so budget managers can approve expense items (replaces the P-Card packet)
- **Expense item**—an item included on an expense reports for approval and tracking (e.g. mileage, airfare)



Terminology

- **Accommodations**—hotel stay or other housing during business travel
- **Expense card transaction**—an allowable transaction paid for using an expense card
- **Out-of-pocket transaction**—a transaction paid for by the employee out of pocket that may be reimbursed later by submitting an expense report
- **Itemize**—identify the purpose of each expense (e.g., mileage, airfare, accommodations for travel)
- **Commitment**—amount set aside from the budget when the budget manager approves a purchase requisition through the Procurement module



Expenses Key Concepts

The **Procurement** module allows employees to purchase **supplies, equipment, and services** necessary for their department.

The **Expenses** module allows employees to review transactions made with their Expense/Travel cards.

- *Important!* The Expense card is intended for travel-related expenses only.
- Some departments will be authorized to use this card for off-hours or emergency purchase of supplies, based on operational needs.

The **Expenses** module also allows employees to submit expenses for reimbursement.

- Examples include tuition reimbursement, employee uniforms, faculty enrichment

***Important!* Expenses *must* be submitted within 60 days of the date they occurred.**



The Expense Process

- Employee submits an Expense Report in the **Expense** module claiming all related expense items.

Note! All reimbursements are driven by university policies, including:

- Shawnee State University Board of Trustee policies
 - CWA contract provisions
 - SEA contract provisions
- For overnight travel, employees must create a Purchase Requisition in the **Procurement** module for formal approval in advance of travel.
 - One-line requisition with expected total trip cost
 - Electronically approved by budget manager
 - Tracks the approved expense as a Commitment against the budget



Expenses Fast Facts

- Expense Cards are used for travel & related expenses.
- BearTrax replaces the paper form required for travel authorization.
 - Prior formal approval of **overnight** travel is still required and will be tracked in BearTrax.
 - Prior approval of same-day travel is no longer required.
- **Travel cash advances have been discontinued.**
 - Reimbursements will be done by direct deposit.
- No More P-Card Binders or Packets! 😊
 - Receipts will be uploaded into the Expense module
 - Budget managers will approve transactions in BearTrax, instead of the JP Morgan/PaymentNet website



Expenses Fast Facts

- BearTrax is replacing Bear eBuy.
- Expense reports will include both Expense Card transactions and out-of-pocket transactions.
- Budget Managers will approve/reject all travel expense reimbursements electronically in BearTrax.
- ***Important!* All employees submitting expense reports must agree to the Travel and Expense Policy Agreement before submission. Review Shawnee State University's expense policy before submitting.**



Expenses Fast Facts

- Expenses are assigned to categories.
- All expense submissions & approvals are completed electronically in BearTrax.
- Employees create commitments to the budget through the Procurement module before submitting expense reports for overnight travel.
- ***Important!* If an expense is *split* between different unit numbers, two separate expense items must be submitted on the same expense report.**



The End

Thank you for reviewing this process overview!
Please contact your department
BearTrax coordinator or your manager for more
information.

