OSE Guide to OneSource

Travel Reimbursements

If this is your first time using OneSource, please see OSE's Guide to Default Settings first.

Should you have any questions at the end of your attempt, visit https://businessoffice.ecology.uga.edu/ to find your finance contact.

This document last updated: 11/01/2020

Images and instructions are subject to change without notice.
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SECTION 1:
COMPLETING THE GENERAL INFORMATION SECTION
Log into financials.onesource.uga.edu using your my ID, password, and arch pass duo pass code/call/push notification. If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer. Once logged in, make sure the screen says “Employee Self Service” at the top, then click “Expenses.”
On the next screen click on “Create Expense Report.”

Be sure to scan your travel receipts to your desktop or other folder (except for meal receipts NOT part of a conference/other). Per diems are used in place of meal receipts. Keep your scans accessible until, at least, you are fully reimbursed.
Your next screen should look like this, and is where you fill in the General Information of your travel:

**General Information**

- **Business Purpose** - Change to in-state travel or out-of-state travel based on your current reimbursement need.
- **Description** - Describe what the travel was for, including your speed type (e.g. “ESA Conference, 26###” or “fieldwork collecting samples, 26###.” For out-of-state travel, try to use the same description as your travel authorization).
- **Travel To** - See the next slide for filling this out.
- **Reference** - Click the magnifying glass and select the option that most accurately reflects your reimbursement. Commonly used ones will be Grant Research, Attend Conference, and Attend Meeting.
- **Accounting Tag** (same as speed type)
- **Attach Receipt** - Follow prompts to upload your reimbursement paperwork.

**Accounting Defaults** - See below screen shot for example. Your chart string should have auto-filled when you entered your accounting tag, except for the budget reference (Bud Ref). You must enter the budget reference or your request will be rejected. It should match the current fiscal year we are operating in (e.g., 2020, 2021, 2022, etc.). If you are unsure please email your finance contact. After entering the date click “done” to return to the general information screen.

If you have more than one speed type to enter for travel reimbursement you will need the entire chart string for those speed types. Whomever is providing you with travel support should be able to supply this to you.

You simply click on the '+' sign here --> as many times as you need then enter the full chart string for each speed type (including the Bud Ref). You'll then enter the correct percentage breakdown totaling 100 under the % column.
In order to fill in “Travel To”:
If domestic travel search for the state then city.
If international travel search for the country then city.
If in-state travel search "Georgia US" then city.

ONLY if your specific city is not an option:
For domestic travel, select the “standard rate” option.
For international travel, select the “other” option.
For in-state travel, select GEORGIA US, Non High Cost.
Here is what a completed “General Information” section looks like:

<table>
<thead>
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<th>General Information</th>
</tr>
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<tbody>
<tr>
<td>Business Purpose</td>
</tr>
<tr>
<td>Description</td>
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<td>Travel To</td>
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Expense Details

Expense Report Action

- Add Expense Lines
- Add from My Wallet

Creation Date: 07/09/2018  Caitlin Mcdonald
Updated on: 07/09/2018  Caitlin Mcdonald
SECTION 2:
ADDING YOUR TRAVEL EXPENSES
Click on the dropdown box next to "Expense Report Action". Choose the appropriate way to add your expenses.

Some employees may have added their expenses to their wallet already. If this is the case (and is very helpful for those on travel) then you can choose "Add from My Wallet" and it will pre-load the details of the expense for you.

Otherwise, choose "Add Expense Lines" and you will enter details of your expense on the next screen.
To add additional expenses, click “+” on the left hand side bar.
2a. Lodging Expenses

For lodging and associated taxes only. If you had add-ons like room service or internet access, those are not considered lodging costs and should be accounted for as per diem (for room service) or a miscellaneous expense (for internet access).
Your expense page should look like this:

"Date" - should reflect your first night of lodging.
"Expense Type" - See the next slide.
"Description" - Describe the receipt you are entering (e.g., “ESA Lodging – Holiday Inn”).
"Number of nights" - Enter the number of nights you stayed at this particular venue.
"Payment" - “Employee Paid” should ALWAYS be selected.
"Amount" - Enter the lodging cost and lodging tax total ONLY for the amount you are requesting to be reimbursed. If you are only seeking partial reimbursement please add a note about that in the description box. Be sure to verify the currency.

You will need to create a separate expense entry for things like parking, long distance calls, internet, etc.
"Expense Location" - Verify this location matches what you selected earlier.
"Attach Receipt" - You do not need to attach receipt(s) if you did so on the general information page. If you forgot to attach your receipt you can do so here. You only need to attach it to one of the entries, not all.
"Accounting" - If you entered your speed type on the general information page you should see the number "1".

Click “Save” (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box.

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic Travel?** Click "Employee Domestic Travel" and choose "D-Lodging".
**International Travel?** Click "Employee International Travel" and choose "I-Lodging".

"D" for domestic and "I" for international.
2b. Per Diem on First/Last Day of Travel

For out-of-state travel ONLY.

You may claim 100% per diem for over-night, in-state first/last days of travel.
Your blank expense page should look like this:

"Date" - should reflect your first day of travel, if you wish to claim per diem (meals) for it
"Expense Type" - See following slide for more information.
"Description" - A description is not necessary unless you are claiming less than the per diem. If claiming less please indicate that in this box.
"Payment" - Employee Paid should ALW AY S be selected.
"Amount" - This field should auto-populate based on your selection on the general information page, including whether this is a departure/return date where only 75% can be claimed. If you are claiming less than the per diem you can type over this number.  
As a reminder, you do not need to attach any receipts for meals, the per diem rate is used in place of actual receipts.

Remaining fields should be ignored for this expense.

If you wish to “copy” this expense for your return day of travel, see the “how to copy an expense” section on pg 47.
To choose an expense type, click the magnifying glass in the “Expense Type” box.

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

Domestic travel? Click “Employee Domestic Travel” and choose “D-Meals Out of State Dprt/Rtn.”

International travel? Click under “Employee International Travel” and choose “I-Meal International Dprt/Rtn.” “D” for domestic and "I" for international.
2c. Per Diem on Full Travel Days

You can only claim per diem for in-state travel if it is over-night travel. If it is over-night travel, you can claim full per diem everyday, including travel days.
Your blank expense page should look like this:

"Date" - should reflect your first day of travel, if you wish to claim per diem (meals) for it
"Expense Type" - See following slide for more information.
"Description" - A description is not necessary unless you are claiming less than the per diem. If claiming less please indicate that in this box.
"Payment" - Employee Paid should ALWAYS be selected.
"Amount" - This field should auto-populate based on your selection on the general information page. If you are claiming less than the per diem you can type over this number.

As a reminder, you do not need to attach any receipts for meals, the per diem rate is used in place of actual receipts.

Remaining fields should be ignored for this expense.

If you wish to “copy” this expense for other days of travel, see the “how to copy an expense” section on pg 47.
To choose an expense type, click the magnifying glass in the “Expense Type” box.

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

In-state Georgia travel, high cost? Click “Employee Domestic Travel” then “D-GA Meals High Cost Overnight.”

In-state Georgia travel, other? Click “Employee Domestic Travel” then “D-GA Meals Regular Overnight.”

Out-of-state and domestic travel? Click “Employee Domestic Travel” then “D- Meals Out of State Full Day.”

International travel? Click “Employee International Travel” then “I-Meal International Full Day.”

"D-GA" for in-state Georgia, "D" for domestic and "I" for international.
If a meal is provided to you at no cost to yourself (i.e. you attend a conference and one day there is free lunch) you should not claim full per diem for that day and instead deduct the meal provided.
Complete the standard expense template as outlined in 2b (for travel days) or 2c (for full days). Once your expense is created it should look like this:

Click on “Per Diem Deductions,” and a pop up window should appear. See below.

The top of the pop up window will let you know your per diem rate (in this example it is $59). If your lunch was provided, you would find the option that says “Lunch Meal $59” and check that box. When you click "Save" the meal will be automatically removed from your per diem.
2e. Airfare

Airfare can be reimbursed ahead of travel, as long as you have an approved travel authority on file and your paid itemized receipt.
"Date" - This should reflect your departure date, not the day you bought your ticket UNLESS you are requesting early reimbursement for airfare.

"Expense Type" - See next slide for more information.
Once you change your "Expense Type" to reflect airfare, you will need to enter your ticket number in the "*Ticket #:__________" box that appears under additional information (bottom of your screen).

"Description" - This is not necessary unless you are claiming less than the full amount of your ticket or need to explain something about the flight.

"Payment" - should ALWAYS show employee paid

"Amount" - Enter the amount you are claiming for reimbursement. Be sure to verify the currency.

"Billing Type" - Should remain "internal"

"Attach Receipt" - You do not need to attach receipt if you already did that on the general information page.

"Mileage Calculation" - Ignore since this expense is for airfare.

"Accounting" - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box.

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

Domestic travel? Click “Employee Domestic Travel” then “D-Air Travel.”

International travel? Click “Employee International Travel” then “I-Air Travel.”

If you choose this, an additional section will appear labeled "Merchant".

- If your ticket was purchased through a US airline, select "Preferred" from the first drop down.
- If your ticket was purchased through a non-US airline, select "Non-Preferred" from the first drop down and type in the airline name you used in the second box. In the second drop down select "Not Flying on Federal Funds" if that is the case OR "Other See Justification Below". If you are flying on federal funds, you will have to enter a justification for not using a US airline in the "other" box that appears.

"D" for domestic and "I" for international.
2f. Conference Registration

Conference Registration can be reimbursed ahead of travel, as long as you have an approved travel authority on file and your paid, itemized receipt.
"Date" - This should reflect your departure date, not the day you paid for registration UNLESS you are requesting early reimbursement for registration.

"Expense Type" - See next slide for more information.

"Description" – Describe what the registration is for (e.g. ESA Student Registration).

"Payment" - should ALWAYS show employee paid

"Amount" - Enter the amount you are claiming for reimbursement. Be sure to verify the currency.

"Billing Type" - Should remain "internal"

"Attach Receipt" - You do not need to attach receipt if you did that on the general information page.

"Mileage Calculation" - Ignore since this expense is for registration.

"Accounting" - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box. →

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “Employee Domestic Travel” and choose “D-Registration Fees.”

**International travel?** Click under “Employee International Travel” and choose “I-Registration Fees.”

"D" for domestic and "I" for international.
2g. Ground Transportation

Use this option for any type of ground transportation (e.g., airport shuttles, taxis, Lyfts, and Ubers). Do NOT include rental cars here.
"Date" - This should reflect the date the expense was incurred.
"Expense Type" - See next slide for more information.
"Description" – Describe what the expense is for (e.g., taxi to conference center).
"Payment" - should ALWAYS show employee paid
"Amount" - Enter the amount you are claiming for reimbursement. Be sure to verify the currency.
"Billing Type" - Should remain "internal"
"Attach Receipt" - You do not need to attach receipt if you did that on the general information page.
"Mileage Calculation" - Ignore since this expense is for ground transportation.
"Accounting" - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box.

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “Employee Domestic Travel” and choose “D-Ground Transportation.”

**International travel?** Click under “Employee International Travel” and choose “I-Ground Transportation.”

"D" for domestic and "I" for international.
2h. Miscellaneous Expenses

Includes any miscellaneous expenses that do not have a pre-defined option in OneSource.
Your blank expense page should look like this:

"Date" - This should reflect the date the expense was incurred.
"Expense Type" - See next slide for more information.
"Description" – Describe what the expense is for (e.g. internet connection at hotel).
"Payment" - should ALWAYS show employee paid
"Amount" - Enter the amount you are claiming for reimbursement. Be sure to verify the currency.
"Billing Type" - Should remain "internal"
"Attach Receipt" - You do not need to attach receipt if you did that on the general information page.
"Mileage Calculation" - Ignore since this expense is not for mileage reimbursement.
"Accounting" - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box. →

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

Domestic travel? Click “Employee Domestic Travel” then “D-Misc Exp Domestic Travel.”
International travel? Click “Employee International Travel” then “I-Misc Exp International Travel.”

"D" for domestic and "I" for international.
2i. Mileage

Mileage can only be claimed if driving a personal vehicle during official UGA travel. See the “car rental” section of this help document if you rented a vehicle during travel.
Your expense page should look like this:

"Date" - This should reflect the date the expense was incurred.

"Expense Type" - See next slide for more information.

Note: When mileage is added an additional section labeled “Mileage” will appear. More info to come.

"Description" – Describe what the mileage was for (e.g., “round trip to/from ATL airport” or “to visit multiple field sites in Jackson County”).

“Miles” – will remain grayed out until you fill out the “Mileage Calculation” below.

"Payment" - should ALWAYS show employee paid

"Amount" - will remain grayed out until you fill out the “Mileage Calculation” below. Be sure to verify the currency.

"Billing Type" - should remain "internal"

“Originating Location” – should be Headquarters.

"Mileage Calculation" – Click the link. A pop-up window will appear. Enter the date of mileage incurred. Enter the total miles traveled and include any personal miles traveled, if needed. Click “Done” in upper right. After doing so the information for “Miles” and “Amount” will be populated.

"Accounting" - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box.

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

Mileage only appears under “Employee Domestic Travel” since it is reliant on using your personal vehicle. Of the 4 mileage options, choose “D-Mileage Standard.”
2j. Car Rental

UGA has mandatory contracts with Hertz and Enterprise. Hertz is the preferred vendor if the rental is from Hartsfield-Jackson Airport or any out-of-state location. Either Enterprise or Hertz can be used if the rental location is in Georgia.
Your blank expense page should look like this:

"Date" - This should reflect the date the expense was incurred.
"Expense Type" - See next slide for more information.

Note: When car rental is added an additional section labeled “Merchant” will appear. More info to come.

"Description" – Describe what the rental was for (e.g., “truck rental to visit field sites”).
"Payment" - should ALWAYS show employee paid
"Amount" – Enter the amount you are claiming for this reimbursement. Be sure to verify the currency.
"Billing Type" - should remain "internal"
"Mileage Calculation" – You can ignore since this reimbursement is for car rental.
"Accounting" - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box. 

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

Domestic travel? Click “Employee Domestic Travel” then “D-Car Rental.”

International travel? Click “Employee International Travel” then “I-Car Rental.”

"D" for domestic and "I" for international.

When selecting either option, an additional section will appear on your expense form labeled “Merchant.”

If your rental was through Hertz or Enterprise, you will select “Preferred” from the drop down then choose either Hertz or Enterprise in the second drop down.

If your rental was through any other car rental company, chose “Non-Preferred” from the first drop down. Type in the merchant name in the second box and chose either “Contract Merchant Unavailable” or “Unaware of Mandated Contract” from the second drop down, depending on your circumstance.
Use this option if you are an employee being reimbursed for travel expenses paid on behalf of a non-employee (e.g., paying for an undergraduate student not on UGA payroll to travel).
Your blank expense page should look like this:

"Date" - This should reflect the date the expense was incurred.
"Expense Type" - See next slide for more information.

Note: When employee travel is added an additional section labeled “Add Additional Attendees” will appear. More info to come.

"Description" – Describe what the expense was for (e.g., “field trip lodging for ECOL 2222” or “conference registration for non-UGA paid student”).

"Payment" - should ALWAYS show employee paid

"Amount" – Enter the amount you are claiming for this reimbursement. Be sure to verify the currency.

"Billing Type" - should remain "internal"

“Attach Receipt” – You do not need to add receipts if you did so on the general information page.

“Add Additional Attendees” - After selecting the expense type you should see this area. Image available on next slide, if needed. Click the “+” button in the left hand corner to add the number of lines you need. For relationship to UGA fill in the best description (collaborator, undergrad student, etc). Fill in the names by last name then first name with comma and no spaces (e.g., Smith, John). Disregard the message saying “no matching values found.” Fill in an appropriate company (UGA if they are UGA students, another university if they are a collaborator, etc). Finally, fill in the amount split between everyone. Click “calculate” at the bottom. Confirm the total amount matches your split.

"Mileage Calculation" – You can ignore since this reimbursement is for group travel.

"Accounting" - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box. 

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “Employee Domestic Travel” then “D-Group Trav By Emp For Non Em.”
**International travel?** Click “Employee International Travel” then “I-Group Trav By Emp For Non Em.”

"D" for domestic and "I" for international.

When selecting either option, an additional section will appear on your expense form labeled “Add Additional Attendees” under “Additional information.” Click there.

Note: These instructions are also outlined on the previous slide but you can see the image here for reference.

Click the “+” button in the left hand corner to add the number of lines you need. For relationship to UGA fill in the best description (collaborator, undergrad student, etc). Fill in the names by last name then first name with comma and no spaces (e.g., Smith, John). Disregard the message saying “no matching values found.” Fill in an appropriate company (UGA if they are UGA students, another university if they are a collaborator, etc). Finally, fill in the amount split between everyone. Click “calculate” at the bottom. Confirm the total amount matches your split.
2l. Group Travel Paid for by UGA Employee for UGA Employee(s)

Use this option if you are an employee being reimbursed for travel expenses paid on behalf of another UGA employee (e.g., you and another UGA share a room at a conference but you pay the entire bill).
Your blank expense page should look like this:

- **Date** - This should reflect the date the expense was incurred.
- **Expense Type** - See next slide for more information.
- Note: When other employee travel is added an additional section labeled “Add Additional Attendees” will appear. More info to come.
- **Description** – Describe what the expense was for (e.g., “shared lodging at ESA conference”).
- **Payment** - should ALWAYS show employee paid
- **Amount** – Enter the amount you are claiming for this reimbursement. Be sure to verify the currency.
- **Billing Type** - should remain "internal"
- **Attach Receipt** – You do not need to add receipts if you did so on the general information page.
- **Add Additional Attendees** - After selecting the expense type you should see this area. Image available on next slide, if needed. Click the “+” button in the left hand corner to add the number of lines you need. For relationship to UGA choose "Employee". Type in the names by last name then first name with comma and no spaces (e.g., Smith, John). Disregard the message saying “no matching values found.” Fill in University of Georgia as the company. Finally, fill in the amount split between everyone. Click “calculate” at the bottom. Confirm the total amount matches your split.
- **Mileage Calculation** – You can ignore since this reimbursement is for other employee travel.
- **Accounting** - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).
To choose an expense type, click the magnifying glass in the “Expense Type” box. When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “Employee Domestic Travel” then “D-Group Trav By Emp For Emp.”

**International travel?** Click “Employee International Travel” then “I-Group Trav By Emp For Emp.”

"D" for domestic and "I" for international.

When selecting either option, an additional section will appear on your expense form labeled “Add Additional Attendees” under “Additional information.” Click there.

Note: These instructions are also outlined on the previous slide but you can see the image here for reference.

Click the “+” button in the left hand corner to add the number of lines you need. For relationship to UGA choose "Employee". Type in the names by last name then first name with comma and no spaces (e.g., Smith,John). Disregard the message saying “no matching values found.” Fill in University of Georgia as the company. Finally, fill in the amount split between everyone. Click “calculate” at the bottom. Confirm the total amount matches your split.
SECTION 3:
HOW TO DUPLICATE AN EXPENSE
The expense form allows you the option to “Copy” expenses that may be repetitive to enter over and over, like multiple days of lodging or per diem.

In order to use this functionality, you will need to go ahead and enter the first expense (see section 2 for instructions). Once you have the expense you want to copy, click the “… More” icon on the left side of the page. Check the box next to your expense, then click “Copy.”

After you click “Copy” a pop up box will appear. If your meals were from 04/22/2020 through 04/30/2020, you would enter the date of 04/23/2020 in the "Date From" box and 04/30/2020 in the "Date To" box. Remember, you have already entered the information for 04/22/2020 and is the transaction you are copying from. Click "Done" in the upper right hand corner.

After clicking "Done" you will see your copied expenses appear in the left hand side bar. This side bar tracks all expenses you have entered for reimbursement. These new entries are editable in case you need to make adjustments.
SECTION 4: SUBMITTING YOUR EXPENSE REPORT
Once you are ready to submit your request for review and further processing, click “Review and Submit” in the upper right hand corner.
Your next screen should look like this.

- If you need to update any information on the “General Information” screen, click the square icon next to the description. In this example it is next to "Attended Conference" in the upper left.
- If you need to look at/add another expense, click the “Update Details” button in the upper right.
- Associate the appropriate TA with this reimbursement by clicking on the ">" in the "Travel Authorization" area and making your selection. If you did not submit a TA click on "Notes" and explain why you did not request travel authorization before traveling.
- If you are 100% ready to submit, click “Submit” in the upper right. Your request will be reviewed by the Ecology Business Office.

NOTE: Travel Authorities can be associated with more than one expense report, if you will have more expenses later.

Once you click “Submit”, a pop-up box will appear asking you to confirm your submission. Click as appropriate.

The Ecology Business Office will be in touch with you if there are any issues. Otherwise, you should be on the lookout for an automatic response from the system indicating your reimbursement has been direct deposited.