Travel & Expense Reimbursement System Information

IBM GERS SYSTEM
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### Questions or Concerns, Please contact:

Information Technology – Help Desk X5000
**T&E Information**

**FACTS:**

- All T&E’s should be prepared in accordance with existing University Policies & Procedures. There have been no changes to the existing policies

- Pre-approval is required for out-of-town travel. The use of a pre-approval email will now be required. A pre-approval template will be made available to all users

- Current policy still exists for use of the University’s preferred provider - Austin Travel

- Business meals require identification of participants and reason for the expense.

- Original receipts are required for expenses $25.00 or more

- T&E’s should be entered into GERS within a 30 day period following travel

- For international travel, expenses must be entered in the local/foreign currency

- Mileage rates for use of personal vehicles will be automatically maintained within the GERS system

- Always include more information rather than less

- Enroll into Direct Deposit if you are not already enrolled

**What is GERS:**

GERS is a Web based application, which enables employees to electronically prepare and submit Travel and Entertainment Expenses.
**Getting Started with GERS**

These instructions provide the steps which need to be followed to register to obtain a user-id and password and instructions for logging into the system for the first time.

**I. Registering with the IBM Global Expense Reporting System (GERS)**

Click on the following link. Place the cursor at the end of the link, press your control button and click on the link (if you cannot click on the link, then copy and paste it into your browser)

https://stjohns.iers.ihost.com/stjohns/applet/exc.html

The following popup window will appear. **Click on Favorites and add this to your favorites list.**
After a few moments, the following login window should appear, and then click on the New User Registration link:

If this window does not appear it could mean that the wrong version of Java is installed on your machine. To correct this, you need to contact IT Tech Support Ext. 5000
Enter your employee number (this is the number that is on your Storm Card) and your last name. Press OK.
You will be requested to enter some information.

You are not required to provide a middle initial. Press next to continue.
Enter the campus where you are located and press Next.

Replaced pidm.
When you have verified all of your profile information, click on Submit Registration Request.

Close the application by clicking on the Red X in the upper right hand corner of the window.

After a few minutes, you will receive an email with your user id and password.
II. Logging in for the First Time

- Restart the application by selecting it from your favorites list.
- Enter the user-id and password provided in the email.
- You will be notified that the password has expired. Click ‘Yes’ to change your password. Enter the old password and then your new password.
- When you have submitted your password change, close the application.
- Restart the application by selecting it from your favorites list.
- Enter your user-id and new password in the log in screen.
- You are now ready to enter a T&E.
Click on Profile to start the process that will register staff members who will prepare the T&E on your behalf:
Add the preparers using the form below:
Pre-Approval Form

All employees must obtain proper written approval from the appropriate Budget Administrator, Vice President or Dean before any University business travel. Please use the attached form which will be provided via email:
Example below - Fill in the details:

![Excel Spreadsheet](image)

**APPROVAL OF REQUEST TO TRAVEL AND EXPEND UNIVERSITY FUNDS**

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>5-Aug-98</td>
</tr>
<tr>
<td>Destination and Purpose of Trip:</td>
<td>Banner Conference- Orlando, Florida</td>
</tr>
<tr>
<td>Date trip to begin (mm/dd/yyyy):</td>
<td>1-May-08</td>
</tr>
<tr>
<td>Date trip to end (mm/dd/yyyy):</td>
<td>5-May-08</td>
</tr>
</tbody>
</table>

**Estimated Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Fees</td>
<td>$846.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$1,011.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$200.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$100.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,206.00</strong></td>
</tr>
</tbody>
</table>

**Budget No. (Fund-Org-Account)**

<table>
<thead>
<tr>
<th>Budget No.</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1110-223-6831</td>
<td>$2,206.00</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th><strong>Estimated Amount</strong></th>
<th><strong>$2,206.00</strong></th>
</tr>
</thead>
</table>
After completing the pre-approval form, you will need to send it to the appropriate approver – See below:
Next step: Send it to your approver

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Final Approval. Print a copy of the email showing the approval and fax along with your receipts when submitting your T&E through GERS.
Inputting your Expense Report

From the link that will be provided, click on that link and this will be the start page.

***NOTE***This link is the test version link, please do not copy this particular link.
Inputting your Expense Report

A prompt box will appear and ask for your USER ID and Password (after you have completed the initial registration).

***NOTE*** the USER ID usually is pre-populated
Inputting your Expense Report

First time users will get this Profile Information prompt. You should verify all information and then click “Next”
Inputting your Expense Report

Second Page of the Profile Information prompt. Continue to verify all information and then click “Next”
Inputting your Expense Report

Click “Submit” after all information is verified.
Inputting your Expense Report

Click “OK” to Proceed
Inputting your Expense Report

Enter all pertinent T&E information in the report name. I.e. Banner Conference – August 4-8, 2008 – Los Angeles

Enter Purpose of the T&E submission
I.e. Banner Training
Inputting your Expense Report

Select a category for the T&E submission from the dropdown here.
Inputting your Expense Report

Follow all of the Tabs in numerical sequence satisfying each of the tabs requirements.

Select any of the three that fit your T&E submission:

1) If you will be changing the default charge account code that was previously set-up for your Department, please check this box.

2) If you have a Spouse or Partner that traveled with you, select this box.

3) If your submission includes International Travel, check this box.
Inputting your Expense Report

Example here.
Inputting your Expense Report

Advance to Tab 2 – Expenses to begin inputting.

Click on the V here for the expense selection dropdown
Inputting your Expense Report

Select the type of T&E expense that you will be inputting
Inputting your Expense Report

Begin inputting all of the pertinent information about the expense on this page. Click “enter” when completed.
Inputting your Expense Report

Example of information populated. One would then click “Enter”
### Inputting your Expense Report

#### Example of information populated.

![Expense Report Example](image_url)
Select another expense category that you will be inputting next.
Inputting your Expense Report

Example of information populated. One would then click “Enter”
Inputting your Expense Report

Example of information populated.
Select another type of expense category that you will be inputting next.

When entering a Hotel expense, you will be capturing the detail of all of the activity on the bill in the next screen. At this point, just select “Hotel”
Input the amount of the Hotel bill and related information.

Then click enter when completed
**Inputting your Expense Report**

Now you will start to detail each of the items on the Hotel bill.

**First begin with the Room Rate.**
Inputting your Expense Report

Room Rate Selected
Click enter when finished.
Inputting your Expense Report

Enter the room rate for one night.

Then enter the number of nights stayed.

Click enter when finished.
Inputting your Expense Report

Example of information populated.
Inputting your Expense Report

Next, I select the Room Tax on the Hotel bill.

Click enter when finished.
Inputting your Expense Report

Enter the room tax for one night.

Then enter the number of nights stayed

Click enter when finished.
Inputting your Expense Report

Example of information populated.
Inputting your Expense Report

Next, select the next item on your Hotel bill, if any are remaining.

As an example, an employee meal is selected here.

Click enter when finished.
Inputting your Expense Report

Enter the meal date, amount.

Click enter when finished.
Inputting your Expense Report

Example of information populated.
Inputting your Expense Report

Next, select the next item on your Hotel bill, in this case there is $25.00 remaining to be detailed.

As an example, parking is selected here.

Click enter when finished.
**Inputting your Expense Report**

Example of information populated.

***NOTE*** When all expenses have been captured, you will see a green itemization completion here.

Click Done
Inputting your Expense Report

Example of information populated.

Anytime you need to see the itemization of the Hotel bill, click here.
Inputting your Expense Report

Next, advance to the Completion tab.

It will prompt you “Do you have a pre-approval form” that will be accompanying the receipts.

Answer Yes or no
Inputting your Expense Report

Example of information populated.
Inputting your Expense Report

Next, advance to the “Review Items” tab.

It will ask you if you used Austin Travel as your travel agent.

Answer Yes or no
Inputting your Expense Report

Example of information populated.
Inputting your Expense Report

Next, advance to the “Summary” tab.

Review the totals.

Should you need to change the "Charge to Accounting" on any item, click on the Accounting tab.

For instructions on changing the accounting, see pages 59-61. The approver also has the ability to change the accounting as well.
Inputting your Expense Report

Next, advance to the “Submission” tab.

Before submitting, please note that the T&E will be routed to your default approver that has been previously set-up.

Should you need to change the approver (someone is out of the office for a while, etc.) click the “Change Approver” tab.

Should you need to send a copy of the T&E submission, click the “Send Copy” tab.

Lastly, click “Submit” when ready
Inputting your Expense Report

Upon clicking "Submit" this print prompt will appear so that you can print out the transmittal sheet (with the bar coding on it) so that you will be able to fax in your receipts and it will attach to your T&E submission electronically.

You can click on print preview to view the transmittal page and reports.

Click OK
Inputting your Expense Report

Here is the preview of the transmittal page with the bar coding on it. This is the page you will need to fax in with your T&E receipts. The fax number is located here on top.

Click Print.
Click OK and proceed to fax the transmittal page with your receipts.
Inputting your Expense Report

You will see your T&E and the status of the submittal in your “My Expense Reports” tab. The T&E submittal has moved electronically to your approver. (An email is automatically generated).
Approving the T&E

From the link that will be provided, the approver will click on that link and this will be the start page.

***NOTE***This link is the test version link, please do not copy this particular link.
Approving the T&E

A prompt box will appear and ask for your USER ID and Password.

***NOTE*** the USER ID usually is pre-populated
Approving the T&E

The approver would click on employee and then click OK to proceed.
Approving the T&E

The approver would locate the T&E submission that needs to be reviewed in their “Work Folder” and approved and they would double click on it to open.
Approving the T&E

The approver would begin with the review tab and review all of the items in summary.

Exception:

Item: Room Tax

Exception: Expense date more than 40 days before submission 08/09/06 (08/09/06).
The approver would advance to the General tab and review the items checked by the submitter.
Approving the T&E

The approver would advance to the “Expenses” tab and review the items submitted in the report.

Here the approver would click on the Receipts” icon to retrieve the image of the receipts.

The approver can see the detail of the Hotel submission by clicking the itemized button.
Approving the T&E

Here are the results of clicking the itemization of the Hotel bill. This can be reviewed in tandem with reviewing the Hotel receipt.
Approving the T&E

The approver would click on the “Receipts” tab to make certain that the correct number of receipts were imaged with the T&E submission.
Approving the T&E

The approver would click on the “Summary” tab to review the total of the T&E submission.

Should the approver need to make a budgetary adjustment to the amount being paid to an individual, the approver would click adjust here.
Approving the T&E

The approver would receive this prompt asking for the adjustment amount.
Enter the adjustment amount here (as a positive number), then click OK.
Approving the T&E

Example of adjustment amount entered. Notice the amount due employee changes.
Approving the T&E

The approver would click on the “Approve or Return” tab to approve or return the T&E submission.
Approving the T&E

Should the approver need to return the T&E for any reason, they would click on the return button and proceed to enter the reason.

Then click OK
Approving the T&E

Should the approver need to change the accounting (budget charge accounts), they would click on the Accounting button and proceed to change it.

Then click on Change Charge to
Approving the T&E

The approver can now review the default accounting that was pre-set upon implementation of the system. This is where the T&E expense will be charged assuming there are no Accounting changes.

Should the approver need to change the accounting (budget charge accounts), they would enter in the name of the Account, Org number, Fund number and Account number. No program code is required.

***Note*** the name that you set up will appear in future submissions under the charge to box to the left.
Approving the T&E

Here is an example of information that is required to change the accounting.

Click on enter after completion.
Approving the T&E

An example of information entered. Notice the change of the accounting on the one item.

Click on Done when complete.
Approving the T&E

When the approver is satisfied with the submission, click the Approve button.

A prompt asking for confirmation will appear. Click yes to proceed.
Approving the T&E

The approved submission has an approved status.

If the T&E is under $500, it will electronically move to the next check run/direct deposit run for payment. Review of the submission will be completed after it is paid. Normally 1 day.

If the T&E submission is $500 or greater, it will electronically move to the Accounts Payable audit queue to be reviewed. Upon completion of the review, it will move (or possible get returned for good reason) electronically to the next check run/direct deposit run for payment. Normally 2-3 days.