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.