Hello Peralta Community,

Please visit the PeopleSoft Upgrade Phase II training and reference material on CANVAS at https://peralta.instructure.com/courses/56014. Recorded training sessions and quick reference guides are available for you to download and reference.

There is one more expense processing live training scheduled for Wednesday this week, please see PCCD Announcement email sent at 5:09pm on May 13, 2022 for the schedule.

Reminder: effective **June 1st**, all expense requests must be submitted via FSCM. **No paper forms will be accepted after May 31st.**

Below are useful tips for the **Expense Management** module specific to business processes:

- **Fiscal year / Budget and accounting date**
    - If your trip crosses fiscal years (leave in June, return in July), please process two Expense Reports, one for the old fiscal year portion and one for the new fiscal year portion. AP will update the accounting to the correct period when processing.
    - If you must process a Travel Authorization in June for a trip that will take place in July, temporarily enter a travel authorization for one $0.01 in order to route for signatures. Include the actual anticipated travel costs in the comments and attachments.

- o All Travel Authorizations for travels taking place in the old year must be fully processed and approved in the old year. It is okay for the *Expense Report* only to be submitted in early July upon completion of the trip.
- **Non-Travel Reimbursements**
  - o <mark>For now, requests for reimbursements of purchases under emergency circumstances will be ad hoc and routed to Purchasing as part of the approval process, for the Buyer to determine if the emergency expense is valid.</mark>
- **Per Diem Locations**
  - o The locations in PeopleSoft are based on the federal GSA rates published each year. You can review the federal rates at the GSA Website.
  - o If your destination is not in the list but is in the same metropolitan area as a location that is in the list, you can choose that location. For example, Alameda and Berkeley are not in the GSA list, but Oakland is. Use Oakland in this case. If your destination is not near any GSA specified location, use location "OTHLC" (Other Locations) for the generic rate for the continental US.
  - o International rates are established by the State Department. These are not currently loaded into the system, so let us know ahead of time what your international destinations are so we can coordinate with IT to configure them for you to use.
  - o Per diem meals and incidentals amount will be auto filled with the rate for your destination and season. You can enter a lower amount if your costs will be less or if the whole day is not on district business.
  - o Per diem lodging – You will receive a warning if the amount you enter exceeds the per diem limit for your destination and season. You can still enter a higher amount with an explanation. BP7400 authorizes an alternate lodging rate under the following conditions: "The lowest discounted conference rate for the hotel(s) selected by a conference sponsor may be used as the per diem lodging reimbursement rate rather than the GSA federal rate."
- **Expense Types**
  - o Commonly used travel expense types are:
    - ▪ Airfare or train ticket
    - ▪ Car rentals
    - ▪ Conference/seminar reg (Registration Fees)
    - ▪ Gas for car rental (only applicable on rental vehicles)
    - ▪ Lodging
    - ▪ Mileage (only applicable on personal vehicles)
    - ▪ Parking
    - ▪ Per diem meals/ incidental (meal and incidental costs per day up to the GSA limit)
    - ▪ Public transit (bus/light rail/etc. Use this for taxi receipts since those do not yet have a separate category.
    - ▪ Tolls
  - o Other expense types, such as Kaiser RX and Medicare Tax, may be reserved for use by Benefits/Payroll/etc. If you're not sure if an expense type relates to your situation, please check with the Accounts Payable Team.
- **Address updates**
  - o In the new module, your address for reimbursements is pulled from the HCM module, there is no need to update your address with Purchasing. Employee vendor files will be made inactive once the module goes live for use.

If you have any questions regarding this transition, please reach out to the AP Team.

All the best,

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