

OSE Guide to OneSource: Travel Reimbursements

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

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It is advisable that you obtain prior permission for reimbursement from the appropriate account holder before incurring expenses.

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.

- 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.”
- "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"
 - 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.
- "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” - Your chart string should have auto-filled when you entered your accounting tag, except for the budget reference. 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 Laura Leachman at laura.leachman@uga.edu. After entering the date click “done” to return to the general information screen.

- Click on the dropdown box next to "Expense Report Action" and choose the most appropriate option to add your expense lines.
 - To add additional expenses, click "+" on the left hand side bar.
- Lodging
 - 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).
 - "Date" - should reflect your first night of lodging.
 - "Expense Type" – Click on magnifying glass.
 - Domestic Travel? Click "Employee Domestic Travel" and choose "D-Lodging".
 - International Travel? Click "Employee International Travel" and choose "I-Lodging".
 - "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
- 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.
 - "Date" - should reflect your first day of travel, if you wish to claim per diem (meals) for it
 - "Expense Type" – Click on magnifying glass.
 - 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."
 - "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, including
- 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.
 - "Date" - should reflect your first day of travel, if you wish to claim per diem (meals) for it
 - "Expense Type" – Click on magnifying glass.
 - 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.”
- "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.

NEED TO COPY 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.

- 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.
- Per Diem Deductions
 - 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 earlier.
 - Click on “Per Diem Deductions,” and a pop up window should appear.
 - The top of the pop up window will let you know your per diem rate. If your lunch was provided, you would find the option that says “Lunch Meal \$??” and check

that box. When you click "Save" the meal will be automatically removed from your per diem.

- 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" – Click on magnifying glass.
 - 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).
 - 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.
 - "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).
- 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" – Click on magnifying glass

- Domestic travel? Click “Employee Domestic Travel” and choose “D-Registration Fees.”
 - International travel? Click under “Employee International Travel” and choose “I-Registration Fees.”
- "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).
- 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" – Click on magnifying glass.
 - Domestic travel? Click “Employee Domestic Travel” and choose “D-Ground Transportation.”
 - International travel? Click under “Employee International Travel” and choose “I-Ground Transportation.”
 - "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).
- Miscellaneous Expenses
 - Includes any miscellaneous expenses that do not have a pre-defined option in OneSource.
 - "Date" - This should reflect the date the expense was incurred.
 - "Expense Type" – Click magnifying glass
 - Domestic travel? Click “Employee Domestic Travel” then “D-Misc Exp Domestic Travel.”

- International travel? Click “Employee International Travel” then “I-Misc Exp International Travel.”
 - "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).
- 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.
 - "Date" - This should reflect the date the expense was incurred.
 - "Expense Type" – Click magnifying glass.
 - Note: When mileage is added an additional section labeled “Mileage” will appear. More info to come.
 - 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.”
 - "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”.
 - "Payment" - should ALWAYS show employee paid
 - "Amount" – will remain grayed out until you fill out the “Mileage Calculation”. 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).
- 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.
- "Date" - This should reflect the date the expense was incurred.
- "Expense Type" – Click on magnifying glass.
 - Note: When car rental is added an additional section labeled “Merchant” will appear.
 - Domestic travel? Click “Employee Domestic Travel” then “D-Car Rental.”
 - International travel? Click “Employee International Travel” then “I-Car Rental.”
 - 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.
- "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).
- Group Travel Paid for by UGA Employee for Non-UGA Employee(s)
 - 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).
 - "Date" - This should reflect the date the expense was incurred.
 - "Expense Type" – Click on magnifying glass.
 - Note: When employee travel is added an additional section labeled “Add Additional Attendees” will appear.
 - 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.”

- When selecting either option, an additional section will appear on your expense form labeled “Add Additional Attendees” under “Additional information.”
- "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. 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).
- 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).
 - "Date" - This should reflect the date the expense was incurred.
 - "Expense Type" – Click on magnifying glass.
 - Note: When other employee travel is added an additional section labeled “Add Additional Attendees” will appear.
 - 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.”
 - When selecting either option, an additional section will appear on your expense form labeled “Add Additional Attendees” under “Additional information.”
 - "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).

Once you are ready to submit your request for review and further processing, click "Review and Submit" in the upper right hand corner.

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

Congratulations! You have submitted your travel reimbursement request. 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.