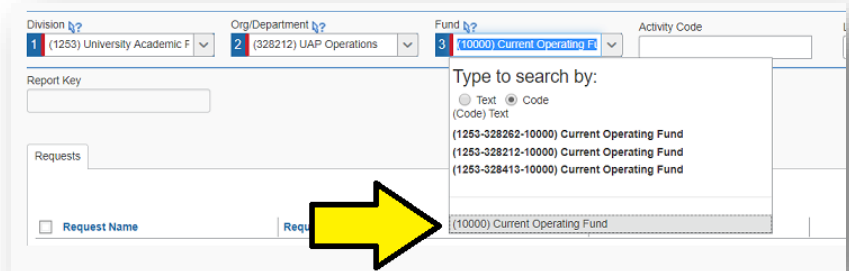


## Pioneer Travel and Expense: Reimbursement How-To

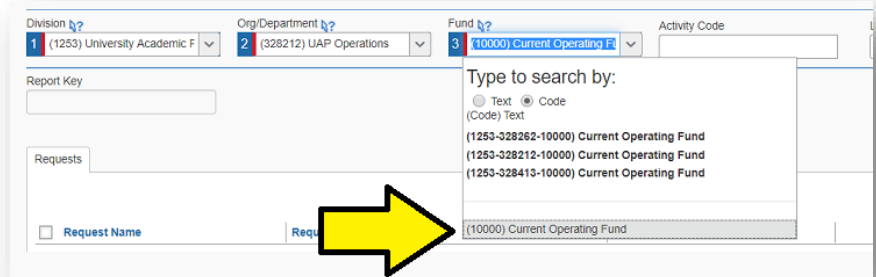
- Log into Pioneer Travel and Expense (Employee tab of PioneerWeb)
- Click the “Expense” tab
- Click “Create New Report”
- In the “Expense Report/Trip Name” field, name your report (i.e. FSEM October expenses)
- In the “Expense Report/Trip Start Date” field, enter the date of the oldest transaction/receipt you are submitting for reimbursement
- In the “Expense Report/Trip End Date” field, enter the most recent transaction/receipt date you are submitting for reimbursement
- In the “Expense Report/Trip Purpose” field, choose the expense category (either “Instruction/Teaching” or ‘Non-Travel Expenses”)
- In the “Expense Report Type” field, select “Non-travel & P-card Expenses”
- From here, there are two pathways to reimbursement: 1) If ALL expenses are FSEM-related 2) If you have FSEM expenses **and** departmental expenses. Please follow the instructions below according to which path applies to your reimbursement:
  - **ALL expenses are FSEM-related**
    - Continue on the same screen and choose the following:
      - Division: 1253 University Academic Programs
      - Org/Department:
        - 328261 First-Year Seminars\_UAP (activities or materials)
        - 328262 Destinations
      - Fund: 10000
        - **Important:** Choose the **NON**-bolded 10000 option at the bottom of the drop-down, below the line:



The screenshot shows a web interface with three dropdown menus at the top: 'Division', 'Org/Department', and 'Fund'. The 'Fund' dropdown is open, displaying a search box and a list of options. A yellow arrow points to the option '(10000) Current Operating Fund' at the bottom of the list.

- You can leave “Activity Code” and “Location” blank
- Click “Next”
- A message will pop up that reads “Does this report contain Meal Per Diem spend?” – Select “No”
- Click “New Expense” to enter your first transaction for out-of-pocket reimbursement (if you are using a p-card, your transactions should be listed for you)
- Select the “Expense Type” (i.e. for most expenses, you will select either “group meals” or “group entertainment” under “Meals & Entertainment”)

- Choose “type of entertainment” or “type of meal”
  - Input the transaction date of the receipt
  - In the “Report/Trip Purpose,” choose “non-travel expenses”
  - Input your event name (i.e. FSEM advising party)
  - Input the company of the transaction (i.e. Blackjack pizza)
  - Under “Payment Type” choose “out-of-pocket” or “pending card transaction (p-card)”
  - Enter the amount of the receipt. **Note:** all receipts should not include tax and you will not be reimbursed for tax
  - Input the description of the event (i.e. FSEM advising pizza party)
  - Under “Attendees,” check the box next to your name and select “Remove”
  - Select “New Attendee” and choose “10+ attendees” and name it (i.e. FSEM advising group) **Note:** even if you have fewer than 10 students, it will be easier to say you have 10
  - **You’re not done yet!** In the “attendee count” box, change the number to the number of attendees that were present.
  - Click “Attach Receipt” and attach the receipt for the expense
  - Click “Save”
  - If you have no other expenses, click “submit report.” If you have other expenses to add, click “New Expense” and repeat process.
- **FSEM expenses and Departmental expenses**
- Follow the steps above, with 2 exceptions:
    - After starting a new expense report, make sure your Division, Org/Department, and Fund lists your home department information (the system should default to this)
    - After uploading your receipt for an FSEM expense, click “Allocate” and change the allocation code to the following:
      - Division: 1253 University Academic Programs
      - Org/Department:
        - 328261 First-Year Seminars\_UAP (activities or materials)
        - 328262 Destinations
      - Fund: 10000
        - Important: Choose the NON-bolded 10000 option at the bottom of the drop-down, below the line:



- You can leave “Activity Code” and “Location” blank