MU Extension Summit T&E Tips

1. **#1 because it is the most important tip!** Log into PeopleSoft T&E. Complete the top part of the expense report and once the first expense type has been entered, enter the MU Extension Summit mocode E1447 in the Default Accounting for Report area. Hit the tab button in your keyboard after entering the mocode. Click the OK button to take you back to the expense report. (these screens do not contain the actual codes)

   ![Image of PeopleSoft T&E interface](image1)

   To set the ER Accounting Defaults at the header add one Expense Type line and then the Actions Menu will appear. Choose Default Accounting For Report and click GO.

   ![Image of PeopleSoft T&E interface](image2)

   Add correct CFS values here and click OK.

2. Mileage on separate dates should be created as separate mileage lines in the T&E system. If the mileage is a one-day round trip, the mileage is to be created as one line with the words “round trip” in the comments.

   ![Image of PeopleSoft T&E interface](image3)

3. If the hotel cost is being covered by the conference then please add the words “hotel direct billed” in the expense report main comment box.