UNIVERSITY OF ALBERTA

Supply Management Services
Travel and Expenses Journal Entry Form

Use this form to prepare correction of errors to coding of travel or expense reimbursements.
Example: Transferring funds from Operating to Research

*required fields

* Employee ID#	* Name	* ORIGINAL PS Expense Report	NEW Journal Report ID#

Adjust All Lines ☐ from attached original Travel or Expense Report

DEBITS

Speed Code	Expense Type	Total Expense (Dr)
TOTAL DEBITS		

Credit Lines default in PeopleSoft

Supporting Documentation Supplied ☐ (e.g. copy of original or related Expense Report, query or drill showing transaction details to be corrected)

Explanation/Comments

Prepared by:
*required   Print Name   Date

Independent Review:
(Required-Rsch Funds 330, 530, 531, 535, 540)   Print Name   Signature   Date

Budget Owner (Debit Line):
*required   Print Name   Signature   Date