



Abbreviations and Terms

The below list contains abbreviations and terms that are commonly used throughout the training modules.

AOS Auditor of the State: AOS is responsible for providing final approval on Expense Reports and processing payments and reimbursements.

BU Business Unit: A BU is an operational subset of an organization (or agency). Each BU will have its own T&E workflow configuration.

Classic – Refers to pages that are accessed through navigation or the NavBar. Tiles or favorites can be added as direct links to these pages.

ER Expense Report: For travel, the ER is the electronic version of the State Form 980 Travel Voucher. The ER documents expenses that are submitted for reimbursement.

ESS Employee Self Service homepage is where the prebuilt Approvals, Expenses, and Travel Authorizations files are located.

Expense Type – Describes a list of expenditures used to classify costs associated with travel.

Fluid – Refers to new PeopleSoft user interface that provides a simpler and more efficient method of submitting travel approvals and expense reimbursements. Fluid also allows approvers a new method of reviewing TAs and ERs.

GMIS Government Management Information Systems: GMIS is a division of the Indiana Office of Technology who is responsible for resolving PeopleSoft issues submitted through the applications.

IDOA Indiana Department of Administration: IDOA serves as an oversight agency and is responsible for managing Travel Policy for Executive Branch agencies.

PS PeopleSoft: PS is also known as PS Financials or PeopleSoft Financials.

PS HR PeopleSoft Human Resources also known as PS Human Resources. PS HR maintains information used for the employee's PS Financials profile including home address and HR Supervisor.

Personal Time – IDOA Travel defines personal time a bit differently than State Personnel. For the purposes of travel, personal time is any time beyond what is necessary and reasonable to accomplish the business travel.

SBA State Budget Agency: SBA is an oversight agency that assists with Travel Policy creation, exceptions, and establishing reimbursement rates.

SBOA State Board of Accounts: SBOA is responsible for examining all accounts and all financial affairs of every public office or officer, State office, State institution and entity receiving public money.

SF 823 State Form 823 Authorization/Request for Out of State Travel: The SF 823 is the old email driven pre-travel approval document for travel outside of Indiana.

SF 980 State Form 980 Travel Voucher: The SF 980 is the former document for employee travel reimbursement. The SF 980 is being replaced by the Expense Report.

TA Travel Authorization: The TA is the equivalent of the State Form 823 Authorization / Request for Out of State Travel and serves as the pre-travel approval document.

T&E Travel & Expenses Module: This is the PeopleSoft module used for pre-travel approval and reimbursement claims.

Tiles – Tiles are quick access links that provide improved user experiences in a streamlined view.

Third Party Paid – Third Party Paid means that the State isn't paying upfront or reimbursing an expense to the employee after the trip. This includes situations when the traveler is paying for expenses and is being reimbursed directly by the third party.

Travel Admin Travel Administrator: Previously known as the Travel Coordinator. They're the key travel contacts in each agency. They handle travel approvals and handle processes on behalf of the agency.