

**Supply Management Services**

**Travel and Expenses Journal Entry Form**

**Purpose of T&E JV Form (Adjusting Entries)**

- 1) Record speed code correction for a Travel/Expense Report
- 2) Obtain approval/authorization for the correction

**Note:** Expense type (account code), GST amount and GST code on original report cannot be modified or adjusted. A T&E Adjusting Entry is limited to one per Travel or Expense report.

Employee ID #	Name	Original Expense Report ID#	NEW Journal Report ID#

Adjust All Lines See attached original Travel or Expense Report

DEBITS		
Speed Code	Expense Type	Total Expense (Dr)

**Credit Lines default in PeopleSoft**

**TOTAL DEBITS**

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Explanation/Comments

**Prepared by\*:**

\*required

Print Name	Date
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**Independent Review:**

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

\*required

Print Name	Signature	Date
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**Attach supporting documents (e.g. copy of original Expense Report) and submit approved form to departmental financial administrator with access to key T&E Adjusting Entries in PeopleSoft**