Introduction

The purpose of this document is to provide instructions to the end user of the Travel and Expense System. Specifically, this document instructs the end user on how to log in to the Travel and Expense System.

Using the PeopleSoft Finance System

1. Browse to the Boise State University home page.
2. At the top of the page, click on MY.BOISESTATE.
3. Click Faculty/Staff Sign In
Travel and Expense System_PeopleSoft 8.8

4. Log in with your Boise State username and password to access the PeopleSoft Finance system.

5. Click PeopleSoft.

6. Click on Financial Information.
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7. From the BSU – Employee menu, you can navigate to the function you need.