TRIP Fact Sheet

1. **Who will have access to Trip?**
    All full-time and part time employees with access to Employee Self Service (ESS) will have access to TRIP. To get access for others, they must have the proper SAP role assignments, must have access to ESS, and add info type 0017 to their personnel master record in HR.

2. **Where is the Trip training material located?**
    The training guides are located on the Travel menu under the Travel Requests and Travel Expenses link on the Employees Self Service tab.

3. **Where are the Trip Quick Reference Cards located?**
    The Trip Quick Reference Cards are located on the Accounts Payable website at
    https://www.uky.edu/EVPFA/Controller/payable.htm.

4. **Are travelers required to create their own travel documents in TRIP?**
    No but they can. The system allows for the traveler to create their own travel request and travel expense document or another person (called proxies) can create them on their behalf. The travelers will still be required to approve all travel documents created by the proxy. See training material "How to Set Yourself Up As a Proxy".

5. **Will travel expense reimbursements continued to be mailed to the traveler via check?**
    Travelers will be reimbursed for travel expenses processed through TRIP via his/her method of payment for Payroll. If the traveler's Payroll is direct deposited, the travel reimbursement will be deposited into the Main Bank account listed in HR for the traveler.

6. **Will the travel document creator be required to use the Department of Defense website to look up per diem rates for every TRIP?**
    No. Trip will automatically populate the correct per diem rates for the travel document based on the dates of travel and the destination(s).

7. **Will travel document creators need to request a vendor be created by Purchasing for new employees?**
    No. Employees with pending travel documents will have a vendor number created and automatically maintained by TRIP. The data in the vendor master record will be based on information in the travelers' HR records.

8. **Can a request for travel be created in TRIP?**
   Yes. If the travel dates are in the future, TRIP will create a travel request. Travel requests are not mandatory but are highly encouraged as many policy reminders have been added to assist with compliance.

9. **Will travel documents encumber funds for the trips?**
   Yes. Both travel requests and travel expenses reports will encumber funds for the trips. Travel requests create statistical encumbrances until the travel request is approved and then the encumbrance becomes an actual encumbrance. Travel expense reports only create actual encumbrances.

10. **Can the Budget Officer make a change to a travel document?**
    No. Only the travel document creator or AP can make a change to a travel document. If a change is needed by the Supervisor or Budget Officer, a revision can be requested through the workflow process.

11. **How can the department access copies of the travel documents and supporting documentation after the trip is posted to SAP?**
    Once the trip is posted to SAP, the PDF travel document and all of the supporting documents are stored in ECM. Quick Reference Cards on retrieving the documents can be located on the Accounts Payable website https://www.uky.edu/EVPFA/Controller/payable.htm.

12. **Who needs to approve the travel document?**
    Workflow for TRIP requires the traveler, the traveler's supervisor (as indicated through HR org structure), Budget/Business Officers, and the Accounts Payable department to approve a travel expense report.

13. **What is the difference between a delegation and a Proxy?**
    A Proxy is unique to TRIP. It allows someone to create a travel document on another person's behalf. It does not allow someone else to approve the travel document. Delegation (known as a substitution rule) is used to provide another person the ability to approve workflow items on someone else's behalf. The delegation to another person for approval does not transfer the responsibility for accuracy and policy compliance. The traveler cannot delegate the traveler approval to anyone else.

14. **Who to Contact?**
    For TRIP system functionality and workflow issues please contact Cara Nelson at cjnels0@uky.edu , phone number (859)257-5963 or Melanie Rizk at marvin1@uky.edu , phone number (859)323-8620.

    For travel policy and regulation questions, please contact Leslie Duty at ldu227@uky.edu , phone number (859)257-4870, Laura Payton at lcsala2@uky.edu, phone number (859) 323-4404, or Tony Day at tmday00@uky.edu , phone number (859)257-1402.