Day Trip

SAP Travel Document Solution – TRIP
TRIP Overview

Trip is an SAP travel document solution designed to streamline the creation, submission, approval, and payment of travel requests and travel expense reports.

- Available to all University employees.
- Access is through the Employee Self Service portal (ESS).
- Status as a travel request or travel expense report will be determined based on the end date of the trip.
- Supporting documentation will be attached to the trip and available for review throughout the approval process.
- All documentation will be stored electronically based on the University’s retention requirements.
- Travel funding will be encumbered.
- Travel reimbursements will be through direct deposit.
Benefits of TRIP

- No paper travel vouchers to fill out, mail, or maintain. All travel will be processed online.
- No paper to deliver for signatures. All required approvals will be handled through workflow.
- Historical data is kept for each Traveler.
- Travel documents can be created by the Traveler or by a Proxy.
- The system will calculate the per diem and mileage automatically.
- Policy reminders and information are provided throughout the process assisting the end user with compliance.
- Can create one trip and use it as a template for that person or someone else.
Benefits of TRIP

- An employee vendor master record will be created and maintained automatically based on Personnel Assignment for travel expense reimbursements only.

- A new document type will be used for travel (ZT) providing for easier search and isolation.

- G/L accounts are determined by the system. The encumbrance amount and the reimbursement amount will be recorded in FI as either domestic travel or foreign travel.
  - Standardized and custom reports will be used to further isolate the cost by type of expense.
  - Exception is for Capital Projects and Athletics.

- Reimbursements will be made by the payment method setup in HR (majority by direct deposit)
  - Based on Main Bank Account Information in Info Type 0009.
  - The vendor master record will be updated with travel related changes in the employees’ HR record each night.
### TRIP Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proxy</td>
<td>Responsible for creating travel requests and expense reports for travelers.</td>
</tr>
<tr>
<td>Traveler</td>
<td>Responsible for creating his/her own travel requests and expense reports or for timely review and approval of travel documents prepared by a Proxy.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Responsible for timely review and processing of all travel documents for compliance with University policies and procedures.</td>
</tr>
<tr>
<td>Budget Officer</td>
<td>Responsible for timely review and processing of all travel documents for compliance with University policies and procedures and appropriate funding.</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Responsible for final review and processing of all travel expense reports and settlement of expenses via direct deposit.</td>
</tr>
</tbody>
</table>
Log in to myUK

TRIP can be accessed through myUK from the UK home page.

Click *myUK* from the UK Home Page

Login to *myUK* using your SAP User ID and password
Creating a New Day Trip

Click on Employee Self Service (ESS)

Click on Travel and Expenses
New Day Trip

As the travel document creator, you will be able to create a travel request or an expense report for yourself through the Traveler Work Center or for another traveler through On Behalf Of.

1. Traveler Work Center – Click this link to open the work center displaying your trips.

2. On Behalf Of – Click this link to open the listing of people for whom you manage travel documents and the work center displaying their trips.

3. Create Travel Document – A quick link to create a new travel document for yourself without opening your work center.
New Day Trip – As the Traveler

To create a Day Trip for yourself, click on Traveler Work Center. To create a Day Trip for another traveler, go to slide 11.
New Day Trip – As the Traveler

The Traveler Work Center will provide a summary of your travel document history for the past 12 months. Review the existing trips to ensure a travel document has not been started for this trip previously. To start a new travel document, click on Create New Travel Document. (Skip ahead to Slide 14.)
New Day Trip – As the Proxy

As a Proxy, you can create a new Day Trip on behalf of another traveler. Click on the On Behalf Of link to open your Employee List.

- **Service Map**
  - **Activities**
    - **Traveler Work Center**
      - Create, display, and edit your travel documents.
    - **On Behalf Of**
      - Manage the list of people for whom you prepare travel documents.
      - Create/manage travel documents on their behalf.
  - **Create New**
    - **Create Travel Document**
      - You can create new travel documents.

Click the On Behalf Of link.
New Day Trip – As the Proxy

Your Employee List will appear. Select the traveler for whom you need to prepare a travel document. If you do not see the desired traveler, see the Becoming a Proxy training guide to add a new traveler to your Employee List.

<table>
<thead>
<tr>
<th>Last Name (Surname)</th>
<th>First Name</th>
<th>Personnel No.</th>
<th>Office</th>
<th>Telephone No.</th>
<th>Cost Center Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hagen</td>
<td>DI</td>
<td>023</td>
<td></td>
<td></td>
<td>AG ST FETMAN SCI</td>
</tr>
<tr>
<td>Nelson</td>
<td>cita</td>
<td>1211</td>
<td></td>
<td></td>
<td>CONTROLLER A/P</td>
</tr>
<tr>
<td>Blake</td>
<td>Florida</td>
<td>10034</td>
<td></td>
<td></td>
<td>CONTROLLER/BRS</td>
</tr>
<tr>
<td>Day</td>
<td>Tony</td>
<td>11056</td>
<td></td>
<td></td>
<td>CONTROLLER A/P</td>
</tr>
<tr>
<td>Clason</td>
<td>garden</td>
<td>56442</td>
<td></td>
<td></td>
<td>BUSINESS OFFICE</td>
</tr>
</tbody>
</table>

Click anywhere on the traveler’s information to open the traveler’s details.
New Day Trip – As the Proxy

The selected employee’s travel history will appear below your Employee List. Review the history to ensure a travel document has not been started for this trip previously. Click on Create New Travel Document to start a new travel document.

Click on Create New Travel Document.
Create New Day Trip

From this point forward, the process for creating a new Day Trip is the same for you as the traveler and for you as the proxy.

1. **Day Trip** = The Day Trip template is to be selected for same day trips. Meal per diem and lodging cannot be claimed on day trips. The Day Trip should also be used to process monthly mileage only claims.

2. **Overnight Trip** = The Overnight Trip template is to be selected when the trip requires an overnight stay at the business destination. See Overnight Trip training guide for instructions.

3. **Travel Amendment** = The Travel Amendment template is to be selected when an expense was not reimbursed on the original Overnight Trip or Day Trip and the original document has already been approved by AP. See Travel Amendment training guide for instructions.
Create New Day Trip

Each travel document will consist of 3 sections:

1. General Data – The General Data section will gather information such as when, where and why. Information to determine mileage reimbursement will also be gathered in the General Data section.

2. Enter Receipts – All expenses of the trip except mileage are to be itemized in the Enter Receipts section.

3. Review and Send – The Review and Send section allows the document preparer to review a high level summary of the expenses and allows for the review of the travel document PDF. The workflow will be kicked off from the Review and Send section.
The General Data section gathers all of the when, where, and why data. Each field requirement will be addressed on the next several slides.
A Calendar of Trips is provided to assist travelers and proxies in preparing new travel documents for frequent travelers.

All travel documents are created using the same form. TRIP will determine if the document is a travel request or a travel expense report by the end date of the trip. Travel documents with an end date in the past will start as travel expense reports. Travel documents with an end date in the future will start as travel requests.

Days highlighted in red already have existing travel documents submitted for approval for this traveler. NOTE: Travel documents saved as Drafts will not show on the Calendar of Trips.
New Day Trip – General Data

If using the Calendar of Trips, click on the date of the trip populate the date fields. Otherwise, type the date in the Start Date and End Date fields in format MM/DD/YYYY.

Travel times are required for every trip and must be entered in 24-hour clock format. A conversion chart has been provided for your convenience.

<table>
<thead>
<tr>
<th>Civilian Time</th>
<th>MilitaryTime (24-hour clock)</th>
<th>CivilianTime</th>
<th>MilitaryTime (24-hour clock)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 MIDNIGHT</td>
<td>24:00</td>
<td>12 NOON</td>
<td>12:00</td>
</tr>
<tr>
<td>12:05 AM</td>
<td>00:05</td>
<td>12:05 PM</td>
<td>12:05</td>
</tr>
<tr>
<td>12:15 AM</td>
<td>00:15</td>
<td>12:15 PM</td>
<td>12:15</td>
</tr>
<tr>
<td>1:00 AM</td>
<td>01:00</td>
<td>1:00 PM</td>
<td>13:00</td>
</tr>
<tr>
<td>2:00 AM</td>
<td>02:00</td>
<td>2:00 PM</td>
<td>14:00</td>
</tr>
<tr>
<td>3:00 AM</td>
<td>03:00</td>
<td>3:00 PM</td>
<td>15:00</td>
</tr>
<tr>
<td>4:00 AM</td>
<td>04:00</td>
<td>4:00 PM</td>
<td>16:00</td>
</tr>
<tr>
<td>5:00 AM</td>
<td>05:00</td>
<td>5:00 PM</td>
<td>17:00</td>
</tr>
<tr>
<td>6:00 AM</td>
<td>06:00</td>
<td>6:00 PM</td>
<td>18:00</td>
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<td>7:00 AM</td>
<td>07:00</td>
<td>7:00 PM</td>
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<td>8:00 AM</td>
<td>08:00</td>
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<td>20:00</td>
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<td>9:00 AM</td>
<td>09:00</td>
<td>9:00 PM</td>
<td>21:00</td>
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<tr>
<td>10:00 AM</td>
<td>10:00</td>
<td>10:00 PM</td>
<td>22:00</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>11:00</td>
<td>11:00 PM</td>
<td>23:00</td>
</tr>
</tbody>
</table>

NOTE: If filing a monthly mileage report, the dates should be the first and last dates of the month. The times should reflect the beginning time of the first trip and the ending time of the last trip.
New Day Trip – General Data

The destination country will default to USA. The destination Region must be selected.

NOTE: If you would like the Region search to open immediately to Show Search Criteria, see QRC TRIP Region Settings.

Click on the Region search key.

Click on Show Search Criteria to search by city name.

NOTE: If you would like the Region search to open immediately to Show Search Criteria, see QRC TRIP Region Settings.
New Day Trip – General Data

Enter the State abbreviation followed by an asterisk (*) in the Region field. Enter the city name surrounded by asterisks in the Destination City field. NOTE: The Destination City field is case sensitive.

Enter the state abbreviation followed by an asterisk (*) in the Region field.

To record a single day trip, enter the city name surrounded by asterisks (*) in the Destination City field. NOTE: This field is case sensitive.

Click Start Search.
New Day Trip – General Data

If the destination city appears, select the city and click OK. If the destination city is not found, the Results List will show “No Results found for Region”. If No Results are found, continue to the next slide to select a Region.

If the desired location is in the listing, click the grey selection box to the left of the destination.

Click OK. The selected City and State will now populate the region field.
New Day Trip – General Data

If no results are found, or you are completing a monthly mileage report, type *Other* in the city field and click start search.

If “Other” is selected for the Country or Region, the Specific Destination field will become mandatory. The traveler’s actual destination (City, State, Country) must be typed into this field. For monthly mileage reports, enter “Monthly Mileage Report – Month/Year”

Click the grey selection box to the left of the “Other” destination.

Click OK. The selected City and State will now populate the region field.

Enter the traveler’s specific destination (City, State, Country) or Monthly Mileage Report – Month/Year.
New Day Trip – General Data

Type of Trip – The Type of Trip field is determined based upon the destination.

Purpose of Trip – Use the dropdown arrow key to choose the appropriate purpose of the trip.

Additional Trip Information – Enter a brief description for the trip such as conference name, collaborators, etc.

Comment – Add additional comments to provide more information to support the business purpose of the trip and to provide any additional details needed by the approvers.
New Day Trip – General Data

Type of Trip – The Type of Trip field is populated by Trip based upon the destination selected.
The type of trip determines the expense GL for the Day Trip.

<table>
<thead>
<tr>
<th>Type of Trip</th>
<th>GL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In–State Travel</td>
<td>530019</td>
</tr>
<tr>
<td>Out–of–State Travel</td>
<td>530019</td>
</tr>
<tr>
<td>Foreign Travel</td>
<td>530039</td>
</tr>
</tbody>
</table>
Purpose of Trip: Use the dropdown arrow to review the Purpose of Trip menu and click on the purpose that best describes the general purpose of the travel. Special purposes are listed for Capital Construction and Athletics. Only those individuals traveling for Capital Construction or Athletics are to select those purposes.

Additional Trip Information: Type a more specific business purpose of the travel such as conference name, event name, collaborators, etc. Use the Comment field to provide additional information about the business purpose of the trip.
New Day Trip – General Data

The cost assignment for the trip will default to the Master Cost Center assigned to the traveler’s position in HR unless an alternate Trip cost center has been established in HR Infotype 0017. The cost assignment for ALL mileage claimed on this Day Trip can be changed on the General Data section. If some mileage needs to be assigned to different cost assignments, see slide 34.

If the majority of this traveler’s trips will charge a specific cost center other than the default HR Master Cost Center, see the QRC Trip Cost Assignment to establish the cost center in HR Infotype 0017. NOTE: A WBS element cannot be established as the default cost assignment for Trip. The cost assignment must be changed to the WBS element on each trip individually.
New Day Trip – Cost Assignment

The cost assignment can be changed or split by percentage. The cost assignment will default to 100% assigned to the HR default for the traveler.

**NOTE:** Remember to add any Statistical Internal Orders that may apply to this travel document in the Change Cost Assignment section even if the cost assignment does not need to be changed.

Verify or change the percentage to be charged to this cost assignment.

Delete the existing cost center and fund if necessary before entering the new cost assignment.

If no errors in red appear, click Accept and New Entry to add another cost assignment or Accept if 100% will be expensed to the new cost assignment.
New Day Trip – Cost Assignment

A new blank line will open and default to the remaining percentage to be allocated if Accept and New Entry is selected.

Verify/update percentage.

Complete cost assignment information and click Check.

Click Accept and New Entry to add another cost assignment or click Accept when the last cost assignment has been entered.

NOTE: If any portion of the cost assignment remains unallocated during the split, the unallocated percentage will charge the default cost center from HR.
New Day Trip – Cost Assignment

Review the cost assignment information for accuracy.

Click on Accept.

The new cost assignment information will now be referenced on the General Data screen.
New Day Trip – General Data

Details for the mileage to be claimed for a single day trip or a monthly mileage report must be entered in the Enter Mileage Details section.

The Mileage Details screen will open with a new mileage entry started for the start date of the trip. The amount of mileage to be reimbursed will be calculated by the system based on the number of miles driven and the Applicable Mileage Rate selected.

To enter mileage information for this trip, click on Enter Mileage Details.
New Day Trip – General Data

Applicable Mileage Rate: Three mileage rates are available for selection in the applicable mileage rate field.

1. Federal Rate: The Federal Rate is the IRS Standard Business Mileage Rate. The IRS mileage rates can be located at: https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates

2. State Rate: Reimbursement of travel expenses charged to WBS elements funded by the Commonwealth of Kentucky, directly or indirectly, are limited to the mileage rate authorized for state employees. The state mileage rate is updated quarterly and can be reviewed on the state website at: http://finance.ky.gov/services/statewideacct/Pages/travel.aspx.

3. Reduced Federal Rate: The Reduced Federal Rate will be updated each time the Federal Rate is updated by the IRS. The Reduced Federal Rate is 50% of the Federal Rate.
Mileage Details Per Day/Destination:

Mileage details can be entered per day. The mileage screen will begin with the start date from the General Data section of the trip. Verify/change the date, enter the Miles Driven, Start Location and End Location. The Applicable Mileage Rate will default to the Federal Rate. Choose the appropriate rate for this Trip. Any Trip charged to a State Funded WBS element will be required to choose either State Rate or Reduced Federal Rate for each entry. Enter any additional explanation necessary for review and approval of the mileage in the Comment field. Change the cost assignment for this specific line of mileage if necessary.

Click on Change Cost Assignment and follow the procedures outlined on Slide 28 if necessary.

After the information is complete, click on Accept or Accept and New Entry to start another line.
After all mileage entries are complete, review the mileage for accuracy.

NOTE: Entering mileage per day will allow for reporting on the Start Location and the End Location.
Mileage Details From Log:

Mileage details can be entered as a lump sum for the month if a log is maintained and attached to the Day Trip. The mileage screen will begin with the first date entered on the General Data section of the trip. Enter the Miles Driven from the log. The Applicable Mileage Rate will default to the Federal Rate. Choose the appropriate Applicable Mileage Rate for this Trip. Any Trip charged to a State Funded WBS element will be required to choose either State Rate or Reduced Federal Rate for each entry. Enter “See Attached Mileage Log” and any additional explanation necessary for review and approval of the mileage in the Comment field. Change the cost assignment for this specific line of mileage if necessary. If the mileage must charge various cost assignments, the mileage must be broken down and entered as a lump sum line per cost assignment.

Click on Change Cost Assignment and follow the procedures outlined on Slide 28 if necessary.

After the information is complete, click on Accept or Accept and New Entry to start another line.
After all mileage entries are complete, review the mileage for accuracy and click Accept.

NOTE: If the department elects to enter mileage as a lump sum, accurate reporting on the Start Location and the End Location for the Day Trips will not be available through SAP TRIP reports.
New Day Trip – Trip Attributes

If the traveler’s reimbursement will be limited to a specific amount, check the Trip is Subject to Pay Only Amount box and type in the Pay Only amount.

If any of the traveler’s expenses will be covered by a 3rd Party, check the box next to Trip Includes Amounts Paid by 3rd Party.
New Day Trip – Trip Attributes

After all data on the General Data section is completed, a reminder message will pop-up regarding policy requirements when choosing to combine personal time with a business trip.

Trip Includes Personal Travel will require one of the boxes to be checked. If YES is checked, the mandatory Comment box will appear. Enter the dates, times and/or locations of Personal Travel included in this trip.

In all cases when personal and business travel are combined, a valid cost comparison must be completed for what the airfare would have cost if the traveler was flying on official UK business only and must be paid using personal funds and not with the University Procurement Card. See BPN section E-5-1 for complete guidelines on completing a valid cost comparison.
New Day Trip – Airfare

If the method of transportation is airfare, select the correct option on the Airfare Purchased Through section. If Other is selected, a Comment box will become available for additional information.

If the Airfare Purchased Through: Other is selected, a reminder will pop-up regarding policy requirements when choosing an Alternate airfare vendor.
New Day Trip – Save Draft

The travel document will not be saved until you click on Save Draft. To avoid losing your work, it is recommended that Save Draft be clicked on each section of the trip.

NOTE: Attachments cannot be added to the travel document until the draft is saved.
New Day Trip – Save Draft

If the travel document is a travel expense report and the document is created more than 60 days from the end date of the trip or the last day of the monthly mileage report, a reminder will pop-up with the policy regarding travel expense reports not processed within the established reasonable timeframe.

University Travel Policies must comply with IRS regulations that require a traveler to file for expense reimbursement within reasonable time, not to exceed 60 days after the last date of travel. Otherwise, the amount reimbursed is subject to taxation and shall be reported on the traveler’s Form W-2.

Note: A traveler may request exemption from taxation by completing and attaching a REQUEST FOR EXEMPTION FROM TAXATION FORM http://www.uky.edu/eforms/form/Request%20for%20Exemption%20From%20Taxation.pdf
New Day Trip – Enter Receipts

Once the Draft is saved, click on Enter Receipts to move to the next step.

The Enter Receipts screen allows for the entry of all of the expenses for the trip except for mileage.

To enter the expense information, click on New Entry.
New Day Trip – Enter Receipts

Receipts for the trip should be organized by date and added as new Receipts in date order.

The minimum information required for each receipt is Expense Type, Expense Amount, Expense Date, and Expense Paid By although some Expense Types may require more information. The specific requirements of each expense type will be covered on the next several slides.
New Day Trip – Enter Receipts

To select the Expense Type for the receipt use the selection arrow to display all of the expense type options.

There are 9 Expense Types to choose from when creating a Day Trip:

- Airfare
- Baggage
- Car Rental
- Gasoline (Rental Car Only)
- Ground Transportation
- Other Expenses
- Parking, Tolls
- Registration
- Special Meal/Required Banquet

Click on the Expense Type for the first receipt.
Expense amount must be populated.

The amount is to be typed in the Expense Amount column even if you are completing a travel request and only have an estimated amount. (NOTE: Once the travel request becomes a travel expense report, the estimated amounts will move to the Estimated Amount column.)
The Expense Paid By field must be reviewed and the correct option selected.

Click the selection arrow to open the dropdown box of Expense Paid By options and click on the appropriate option to bring it into the field.
Expense fields should be populated (or verified).

To save this receipt and enter another receipt, click on Accept and New Entry. If this is the last receipt to enter, click on Accept.

Complete the fields as required for the expense types as defined on the next several slides.

Click on Save Draft when all Receipts have been entered.
New Day Trip – Enter Receipts

Airfare Field Requirements:

Expense Amount – Enter the amount of the airfare quote, receipt, or cost comparison in this field.

Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.

From Date and To Date – Enter the dates of the airfare departure and return.

Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.

Comment – Add additional information if necessary for the review and approval of the expense.
New Day Trip – Enter Receipts

Baggage Field Requirements:

Expenses Amount – Enter the amount of the baggage quote or receipt.

Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.

From Date and To Date – Enter the dates of the baggage receipt.

Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.

Comment – Add additional information if necessary for the review and approval of the expense.
New Day Trip – Enter Receipts

Car Rental Field Requirements:

Expense Amount – Enter the amount of the car rental quote or receipt.
Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.
From Date and To Date – Enter the dates of the car rental check out and check in.
Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.
Business Purpose – Enter a justification for the car rental.
Comment – Add additional information if necessary for the review and approval of the expense.
New Day Trip – Enter Receipts

Gasoline (Rental Car Only) Field Requirements:

Expense Amount – Enter the amount of the gasoline receipt.
Expense Date – Enter the date of the receipt.
Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.
Location – Enter the location of the purchase listed on the receipt.
Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.
Comment – Add additional information if necessary for the review and approval of the expense.
New Day Trip – Enter Receipts

Ground Transportation Field Requirements:

Expense Amount – Enter the amount of the ground transportation quote or receipt.
Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.
From Date and To Date – Enter the dates of the ground transportation receipt.
Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.
Comment – The Comment field is required. Add additional information including the specific type of transportation and the business purpose of the expense.
New Day Trip – Enter Receipts

Parking, Tolls Field Requirements:

Expense Amount – Enter the amount of the parking or tolls receipt.

Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.

From Date and To Date – Enter the dates of the parking or toll receipt.

Location – Enter the location of the parking or toll expense.

Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.

Comment – Add additional information if necessary for the review and approval of the expense.
New Day Trip – Enter Receipts

Registration Field Requirements:

Expense Amount – Enter the amount of the registration receipt.
Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.
Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.
Comment – Add additional information if necessary for the review and approval of the expense.
New Day Trip – Enter Receipts

Special Meal/Required Banquet Field Requirements:

Expense Amount – Enter the amount of the special meal or required banquet receipt.

Expense Date – Enter the date of the special meal/required banquet.

Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.

Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.

Comment – Add additional information if necessary for the review and approval of the expense.

NOTE: Be certain the meal per diem was deducted from the General Data section before entering an expense for the meal.
New Day Trip – Enter Receipts

Other Expenses Field Requirements:

Expense Amount – Enter the amount of the other expense receipt.
Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.
From Date and To Date – Enter the dates of the other expense receipt.
Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.
Comment – The Comment field is required. Add additional information including the specific type of expense and the business purpose of the expense.
New Day Trip – Review and Send

In the Review and Send section of the trip you will add attachments, review a summary of the trip, and be able to review the PDF version of the trip.
New Day Trip – Attachments

Documentation to support the purpose of the trip such as meeting agendas, conference brochures, quotes, etc and should be scanned as one document and renamed to the Trip #–Supporting Documentation.pdf

Mileage Logs and receipts are to be scanned as a single file in the order entered on the General Data and Enter Receipts sections of the trip. The files should be renamed to the Trip # – Description of the documentation included (i.e. “Trip 1107–Mileage Log and Receipts.pdf”).

To add the attachments, click on the Attachment button.
Click on the Attachment Name then Click on Open. NOTE: Each attachment must be added individually.

Click on Browse.
You should receive a Document stored successfully message. The attachment button will show the number of attachments and the attachments will be listed below the attachment button. Repeat this process until all attachments have been added.
New Day Trip – Review and Send

The summary screen will break down Mileage, Reimbursable Receipts (Receipts expenses) entered with Paid by Employee, Paid by UK/3rd Party, and Pay Only.

The Summary and the Cost Assignment should be reviewed for accuracy. The PDF version of the expense report can be viewed by clicking on Display Travel Document.

<table>
<thead>
<tr>
<th>Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
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</tr>
<tr>
<td>Reimbursable Receipts</td>
<td>12.00 USD</td>
</tr>
<tr>
<td>Total Travel Expenses</td>
<td>599.52 USD</td>
</tr>
<tr>
<td>Reimbursable Amount</td>
<td>599.52 USD</td>
</tr>
<tr>
<td>Amount to be Paid</td>
<td>599.52 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>176.54 USD Company Code UKG (University of Kentucky), Business Area 0101 (UK w/o component units), Cost Center 1012012000 (10091009189010091009189010)</td>
</tr>
<tr>
<td>176.54 USD Company Code UKG (University of Kentucky), Business Area 0101 (UK w/o component units), Cost Center 1012012000 (10091009189010091009189010)</td>
</tr>
<tr>
<td>240.24 USD Company Code UKG (University of Kentucky), Business Area 0101 (UK w/o component units), Cost Center 1012012000 (10091009189010091009189010)</td>
</tr>
</tbody>
</table>

Click display travel document to open the PDF for review.
All of the trip information entered and all of the reminder messages will be summarized on the pdf.

Page 1.
## New Day Trip – PDF Review

**Page 2**

| Cost Center | 1012013100 | CONTROLLER-A.P |
| Fund | 0011002000 |
| Functional Area | 0620 | Fiscal Operations |
| Grant | GMNR | GM NOT RELEVANT |

### 176.64 USD of 596.52 USD assigned to:
- **Company Code:** UK00  
  **University of Kentucky**
- **Business Area:** 0101  
  **UK w/o component units**
- **Cost Center:** 1012013100  
  **CONTROLLER-A.P**
- **Funds Center:** 1012013100  
  **CONTROLLER-A.P**
- **Fund:** 0011002000
- **Functional Area:** 0620  
  **GM NOT RELEVANT**
- **Grant:** GMNR

### 246.24 USD of 596.52 USD assigned to:
- **Company Code:** UK00  
  **University of Kentucky**
- **Business Area:** 0101  
  **UK w/o component units**
- **Cost Center:** 1012013100  
  **REAL PROPERTY MA**
- **Funds Center:** 1012013100  
  **REAL PROPERTY MA**
- **Fund:** 0011002000
- **Functional Area:** 0630  
  **GM NOT RELEVANT**
- **Grant:** GMNR

### Travel Flat Rate

<table>
<thead>
<tr>
<th>Date</th>
<th>Miles</th>
<th>Description</th>
<th>Reimbursement Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/16</td>
<td>632</td>
<td>Personal Car, All Vehicle Classes</td>
<td>341.28</td>
</tr>
<tr>
<td>4/1/16</td>
<td>456</td>
<td>Personal Car, All Vehicle Classes</td>
<td>246.24</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reimbursement Amount:
- **$587.52 USD**

### Trip Segment:
- **April 1, 2016**  
  **To:** Various  
  **From:** Office
- **Applicable Mileage Rate:** Federal Rate
- **Additional Information:** See Attached Mileage Log - Mileage for training various offices throughout KY

- **April 1, 2016**  
  **To:** Various  
  **From:** Office
- **Applicable Mileage Rate:** Federal Rate
- **Additional Information:** See Attached Mileage Log - Training Mileage to be charged to the other cost assignment.
The size of the pdf will vary depending on the data entered. Be certain to review all pages of the pdf.
New Day Trip – Review and Send

Save and Close – Save and Close will save the travel document, create an encumbrance, and close the trip but will not start workflow for approvals.

Save and Send for Approval – Save and Send for Approval will save the travel document, create an encumbrance, and submit the travel document through workflow for approvals.

Encumbrances:

Travel Request: A travel request will create a statistical encumbrance when the creator selects Save and Close or Save and Send for Approval. The encumbrance will become an actual encumbrance when workflow is completed for the request (approval granted by the traveler, supervisor, and required budget officers).

Expense Report: An expense report will create an actual encumbrance when the creator selects Save and Close or Save and Send for Approval.

NOTE: Saving a request or expense report as a draft will NOT create an encumbrance.
After the travel document has been reviewed for accuracy, the final action is to save and send the travel document for approval.

**Click on the radio button next to the option to be selected.**

**Click on the Save and ... button. This button name will change based upon the radio button selected above.**
New Day Trip

After Save and Send for Approval has been processed, the Day Trip will enter the workflow to the required approvers:

**Travel Request:**
Traveler (if submitted by a proxy)
Supervisor
Budget Officers as defined by the AFO for the cost assignment department(s)

**Travel Expense Report** (without a preapproved request):
Traveler (if submitted by a proxy)
Supervisor
Budget Officers as defined by the AFO for the cost assignment department(s)
AP
Day Trip – Request to Expense Report

Requests are not typically completed for day trips or monthly mileage reports. If a travel request was processed for a single day trip, after the trip has been completed, a final accounting of the expenses must be recorded.

Return to the Traveler Work Center or the On Behalf Of Work Center. Select the trip once the date has elapsed to complete the Day Trip for the traveler.

Click the selection box to the left of the trip.
Day Trip – Request to Expense Report

A warning message will pop-up reminding the submitter that “Changes in posting past trigger adjustment postings”. This is a reminder that changes made to the cost assignment and to the receipt amounts will cause adjusting entries to the encumbrance.

Click Proceed.
Day Trip – Request to Expense Report

The trip will open to the General Data section. Review all of the General Data information and adjust/correct any field that has changed from the time the request was submitted.

Once all information in the General Data section is reviewed and correct, click on Enter Receipts.
Day Trip – Request to Expense Report

On the Enter Receipts section, any receipt listed on the request will have to be updated with the actual expense amount. If the Expense Amount column is left at $0.00, the receipt will calculate as $0.00 going forward. Any new expense must be added using the instructions provided previously.

Click in the field under Expense Amount to open the Expense Type.
Day Trip – Request to Expense Report

The actual expense amount must be entered and the Expense Paid By field must be verified.

- Type in the actual receipt amount.
- Verify the entry in the Expense Paid By field.
- Update any information in the extra fields if necessary.
- Click Accept.

Repeat these steps for each Receipt listed.
Day Trip – Request to Expense Report

Continue to the Review and Send Section to add attachment, review the trip summary, and submit the document for approval.

Click on Review to continue to the Review and Send section.
New Day Trip – Attachments

Documentation to support the purpose of the trip such as meeting agendas, conference brochures, quotes, etc and should be scanned as one document and renamed to the Trip #–Supporting Documentation.pdf

Mileage Logs and receipts are to be scanned as a single file in the order entered on the General Data and Enter Receipts sections of the trip. The files should be renamed to the Trip # – Description of the documentation included (i.e. “Trip 1107–Mileage Log and Receipts.pdf”).

To add the attachments, click on the Attachment button.
New Day Trip – Attachments

Click on Browse.

Click on the Attachment Name then Click on Open.

NOTE: Each attachment must be added individually.
New Day Trip – Attachments

You should receive a Document stored successfully message. The attachment button will show the number of attachments and the attachments will be listed below the attachment button. Repeat this process until all attachments have been added.
Day Trip – Request to Expense Report

The Summary and Cost Assignment sections should be reviewed for accuracy.

Review the Summary and Cost Assignment sections for accuracy.

Click on Display Travel Document to review the PDF.
Day Trip – Request to Expense Report

**Save and Close** – Save and Close will save the expense report, adjust the encumbrance, and close the trip but will not start workflow for approvals.

**Save and Send for Approval** – Save and Send for Approval will save the expense report, adjust the encumbrance, and submit the expense report through workflow for approvals.

**NOTE:** Saving the expense report as a draft during the process of accounting for all of the expenses and adding attachments will NOT adjust the encumbrance.
After the expense report has been reviewed for accuracy, the final action is to save and send the expense report for approval.

Click on the radio button next to the option to be selected.

Click on the Save and ... button. This button will change based upon the radio button selected above.
After Save and Send for Approval has been processed, the travel document will enter the workflow. The travel document will now workflow to the required approvers:

**Expense Report** (with a preapproved request):

Traveler (if submitted by a proxy)

Budget Officers as defined by the AFO for the cost assignment department(s), if necessary.

AP

NOTE: All expense reports will be evaluated for a preapproved travel request. If a preapproved request exists, the total travel costs of the expense report will be compared to the total estimated travel costs from the request. If the expense report is within the lesser of 10% or $150.00 of the estimated amount, the traveler’s Supervisor and Budget Officer will not have to approve the expense report again. The expense report will go straight to AP.
Day Trip – After Approval

After the expense report has been approved by AP, a vendor create, vendor update, trip settlement, and trip posting job will be processed each evening.

• All travelers will be compared to the vendor master file and new vendors will be automatically created as necessary. Vendor master data will be copied from the traveler’s HR record.
• All existing travel vendors will be updated every evening to capture changes made to the traveler’s HR record.
• Reimbursement of travel expenses will be via the HR payment method.
  • The majority of travelers will be reimbursed via direct deposit to the traveler’s Main Bank account in HR.
  • Travelers that receive a Payroll check will be reimbursed via check mailed to the traveler’s Permanent Residence.
Day Trip – After Approval

Once the expense report has been posted to FI, the expense report PDF and all attachments will be stored through ECM and available for review through ZECM_FIDOCS or FB03.