

Day Trip

SAP Travel Document Solution – TRIP

IRIS
Integrated Resource
Information System

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

Role	Role Description
Proxy	Responsible for creating travel requests and expense reports for travelers.
Traveler	Responsible for creating his/her own travel requests and expense reports or for timely review and approval of travel documents prepared by a Proxy.
Supervisor	Responsible for timely review and processing of all travel documents for compliance with University policies and procedures.
Budget Officer	Responsible for timely review and processing of all travel documents for compliance with University policies and procedures and appropriate funding.
Accounts Payable	Responsible for final review and processing of all travel expense reports and settlement of expenses via direct deposit.

Log in to myUK

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

Click *my*UK from the UK Home Page

Login to *my*UK using your SAP User ID and password

Creating a New Day Trip

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.

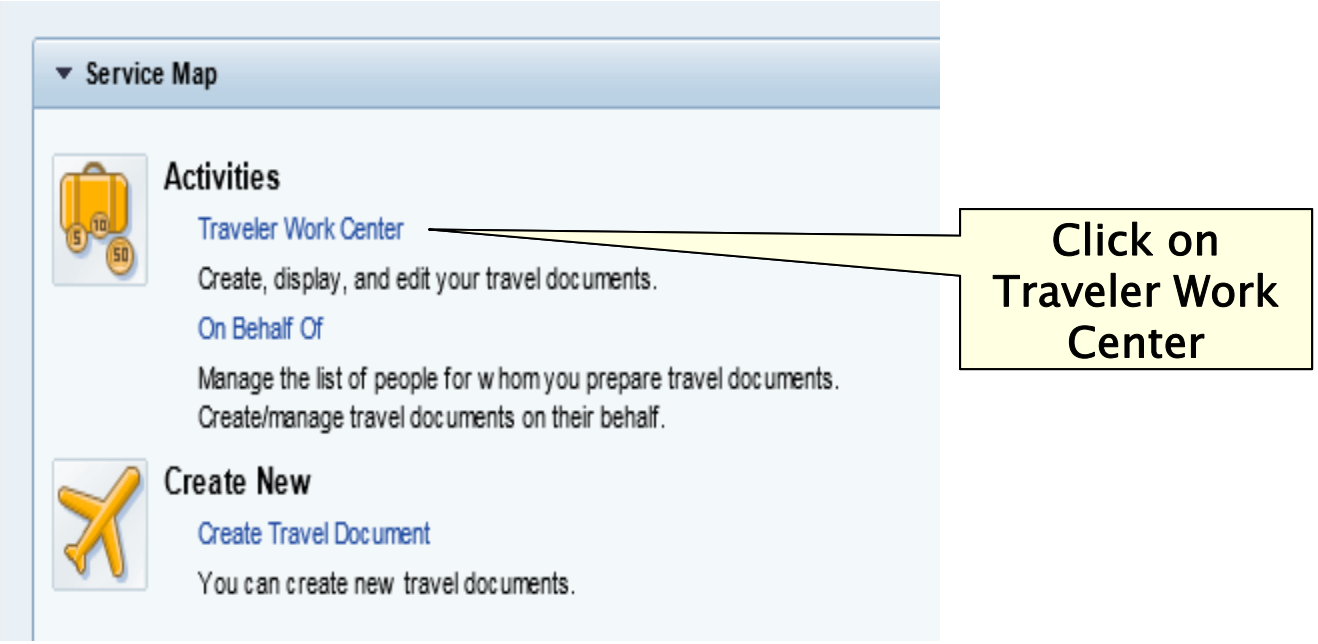
1. Traveler Work Center – Click this link to open the work center displaying your trips.

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.

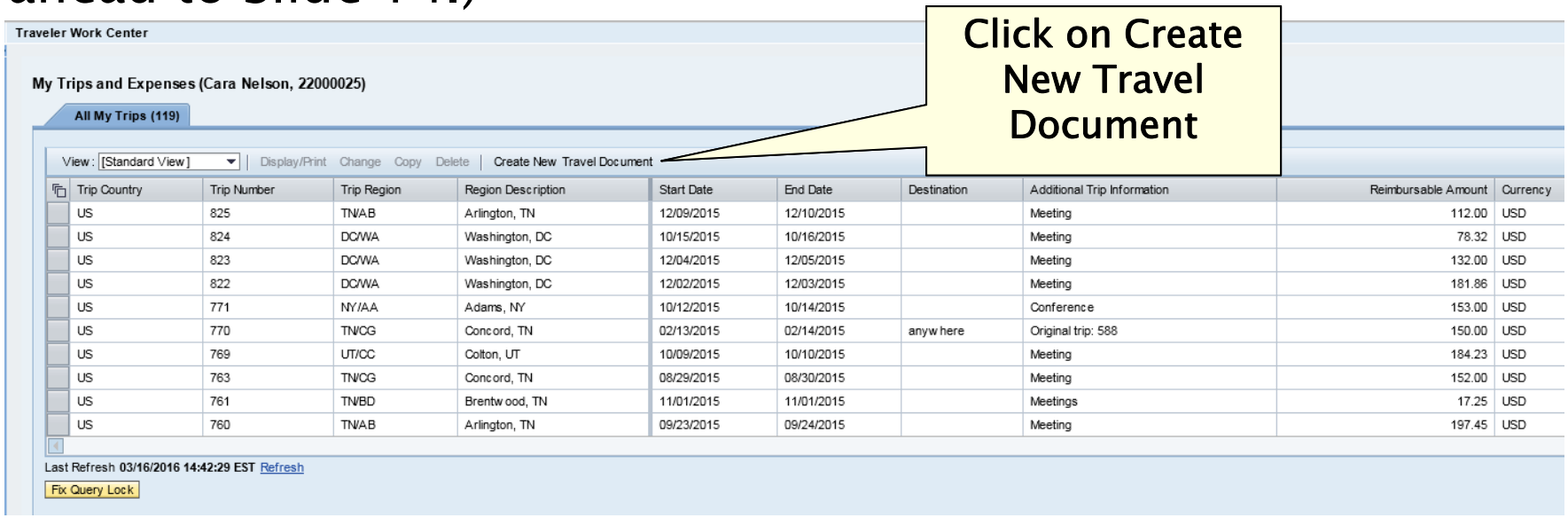
New Day Trip – As the Traveler

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

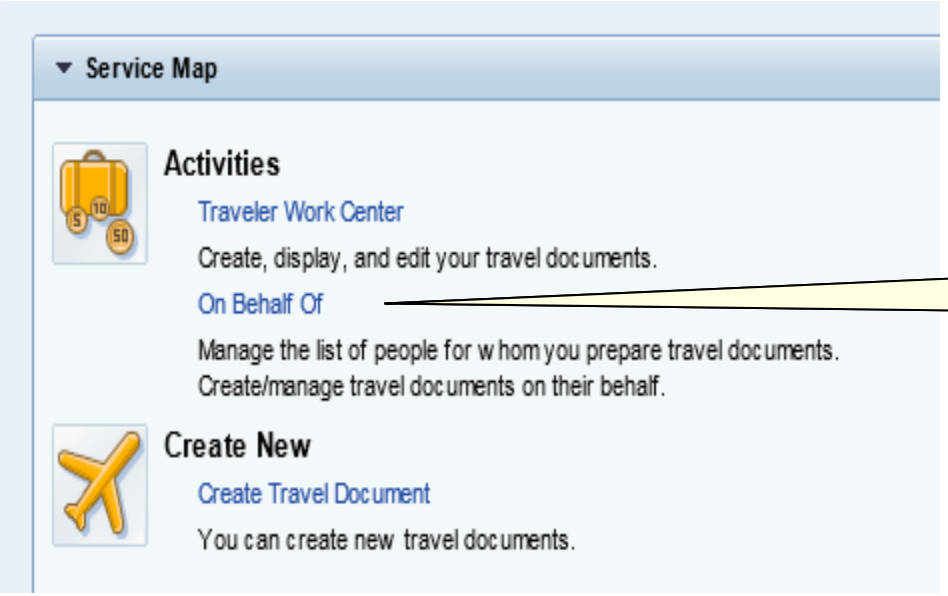
The Traveler Work Center will provide a summary of your travel document history for the past 12 months. Review the existing trips to ensure a travel document has not been started for this trip previously. To start a new travel document, click on Create New Travel Document. (Skip ahead to Slide 14.)



Trip Country	Trip Number	Trip Region	Region Description	Start Date	End Date	Destination	Additional Trip Information	Reimbursable Amount	Currency
US	825	TN/AB	Arlington, TN	12/09/2015	12/10/2015		Meeting	112.00	USD
US	824	DC/WA	Washington, DC	10/15/2015	10/16/2015		Meeting	78.32	USD
US	823	DC/WA	Washington, DC	12/04/2015	12/05/2015		Meeting	132.00	USD
US	822	DC/WA	Washington, DC	12/02/2015	12/03/2015		Meeting	181.86	USD
US	771	NY/AA	Adams, NY	10/12/2015	10/14/2015		Conference	153.00	USD
US	770	TN/CG	Concord, TN	02/13/2015	02/14/2015	anywhere	Original trip: 588	150.00	USD
US	769	UT/CC	Colton, UT	10/09/2015	10/10/2015		Meeting	184.23	USD
US	763	TN/CG	Concord, TN	08/29/2015	08/30/2015		Meeting	152.00	USD
US	761	TN/BD	Brentwood, TN	11/01/2015	11/01/2015		Meetings	17.25	USD
US	760	TN/AB	Arlington, TN	09/23/2015	09/24/2015		Meeting	197.45	USD

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.



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.

On Behalf Of

Employee List

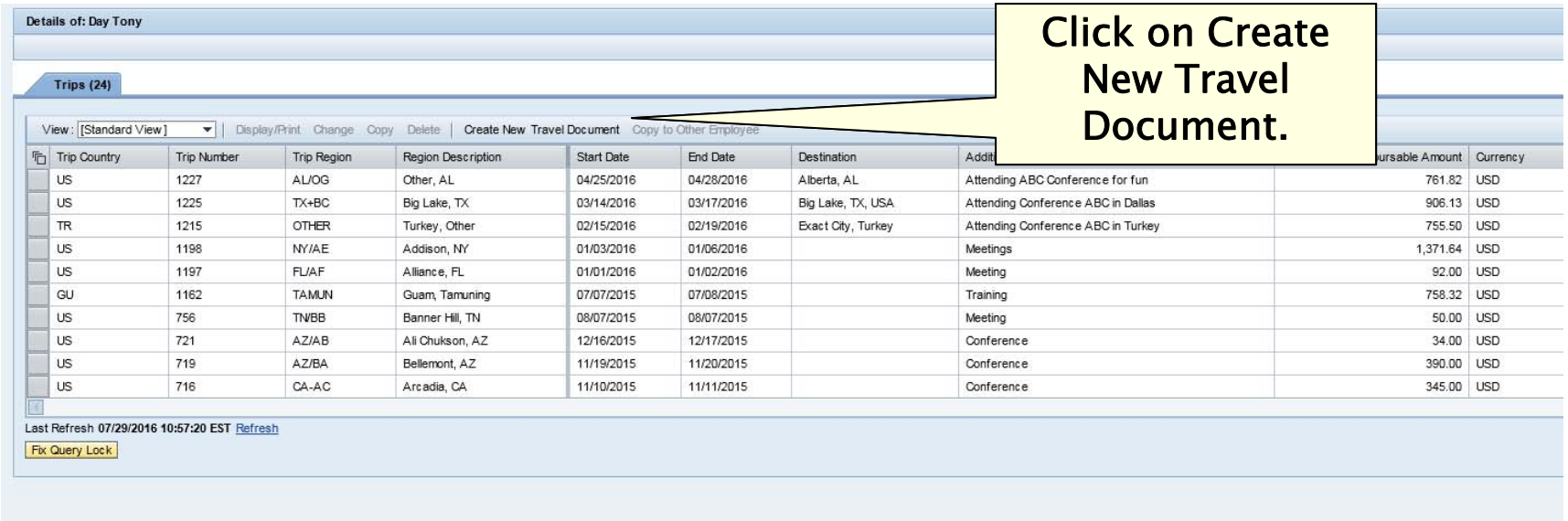
View: [Standard View] | Send | Add Employee(s) | Remove Employee(s)

Last Name (Surname)	First Name	Personnel No.	Office	Telephone No.	Cost Center Name
Hagan	B	625			AG ST INSTR AN SCI
Nelson	Cara	1211			CONTROLLER-A-P
Beck	Ronda	10054			CONTROLLER-OPERS
Day	Tony	11696			CONTROLLER-A-P
Gleason	Melissa	58442			BUSINESS OFFICE

Click anywhere on the traveler's information to open the traveler's details.

New Day Trip – As the Proxy

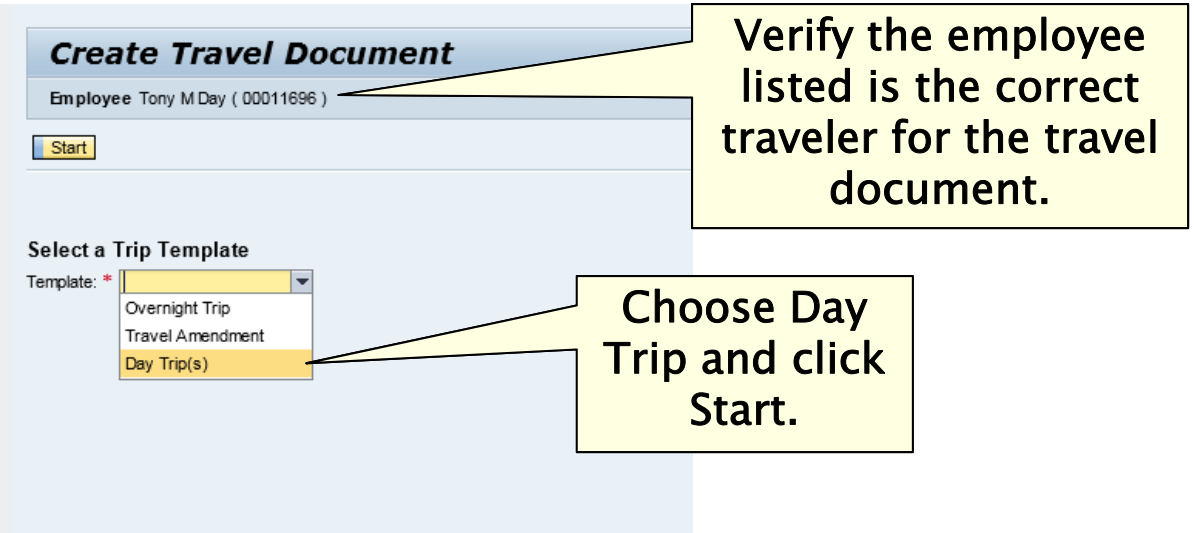
The selected employee's travel history will appear below your Employee List. Review the history to ensure a travel document has not been started for this trip previously. Click on Create New Travel Document to start a new travel document.



Trip Country	Trip Number	Trip Region	Region Description	Start Date	End Date	Destination	Addit	ursable Amount	Currency
US	1227	AL/OG	Other, AL	04/25/2016	04/28/2016	Alberta, AL	Attending ABC Conference for fun	761.82	USD
US	1225	TX+BC	Big Lake, TX	03/14/2016	03/17/2016	Big Lake, TX, USA	Attending Conference ABC in Dallas	906.13	USD
TR	1215	OTHER	Turkey, Other	02/15/2016	02/19/2016	Exact City, Turkey	Attending Conference ABC in Turkey	755.50	USD
US	1198	NY/AE	Addison, NY	01/03/2016	01/06/2016		Meetings	1,371.64	USD
US	1197	FL/AF	Alliance, FL	01/01/2016	01/02/2016		Meeting	92.00	USD
GU	1162	TAMUN	Guam, Tamuning	07/07/2015	07/08/2015		Training	758.32	USD
US	756	TN/BB	Banner Hill, TN	08/07/2015	08/07/2015		Meeting	50.00	USD
US	721	AZ/AB	Ali Chukson, AZ	12/16/2015	12/17/2015		Conference	34.00	USD
US	719	AZ/BA	Bellemont, AZ	11/19/2015	11/20/2015		Conference	390.00	USD
US	716	CA-AC	Arcadia, CA	11/10/2015	11/11/2015		Conference	345.00	USD

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.



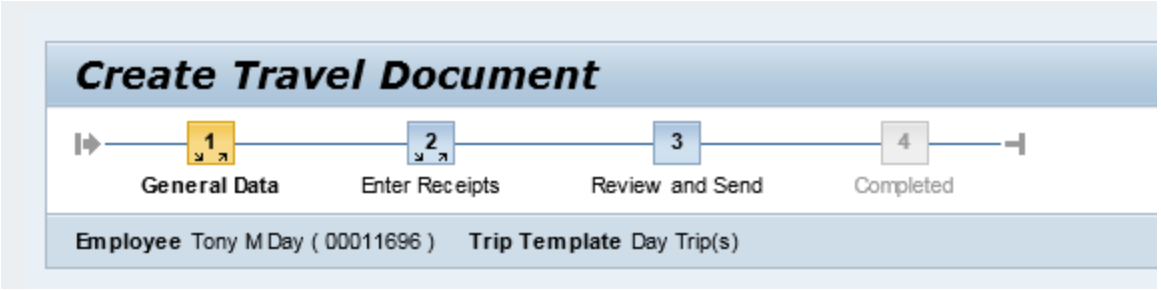
1. **Day Trip** = The Day Trip template is to be selected for same day trips. Meal per diem and lodging cannot be claimed on day trips. The Day Trip should also be used to process monthly mileage only claims.

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.

Create New Day Trip

The General Data section gathers all of the when, where, and why data. Each field requirement will be addressed on the next several slides.

Create Travel Document

1 General Data | 2 Enter Receipts | Review and Send | Completed

Employee Melissa A Gleason (00058442) **Trip Template** Day Trip(s)

Previous Step | Enter Receipts | Save Draft

Calendar of Trips | Attachments (0)

General Data

Start Date: * 00:00 Departure from First Workplace

End Date: 00:00 Arrival at First Workplace

Destination

Country: USA Region: USA

Specific Destination:

Additional Destinations: No destinations entered | Enter Additional Destinations

Additional Information

Type of Trip:

Purpose of Trip: *

Additional Trip Information: *

Comment:

Cost Assignment: 100.00 % Cost Center 1013188310 (BUSINESS OFFICE), Funds Center 1013188310 (BUSINE | Change Cost Assignment

Mileage

Total Distance: 0 Mile | Enter Mileage Details

Trip Attributes

Trip is Subject to Pay Only Amount: Amount: 0.00

Trip Includes Amounts Paid by 3rd Party:

Trip Includes Personal Travel: No Yes

Airfare Purchased Through

UK Travel AAA:

UK Travel Avant.:

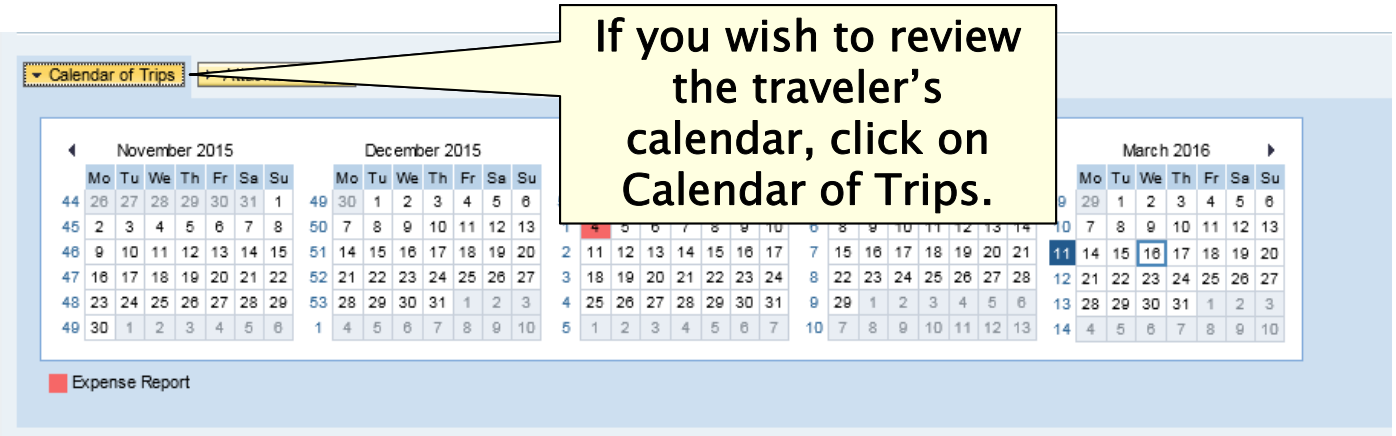
UK Travel Concur:

Other:

Previous Step | Enter Receipts | Save Draft

New Day Trip–General Data

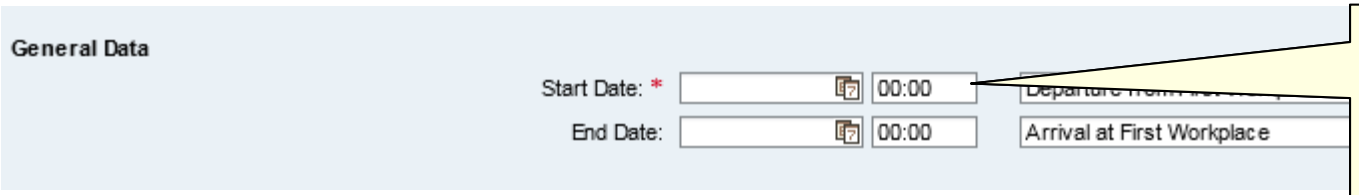
A Calendar of Trips is provided to assist travelers and proxies in preparing new travel documents for frequent travelers.



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



Start and end dates and times are mandatory.

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.

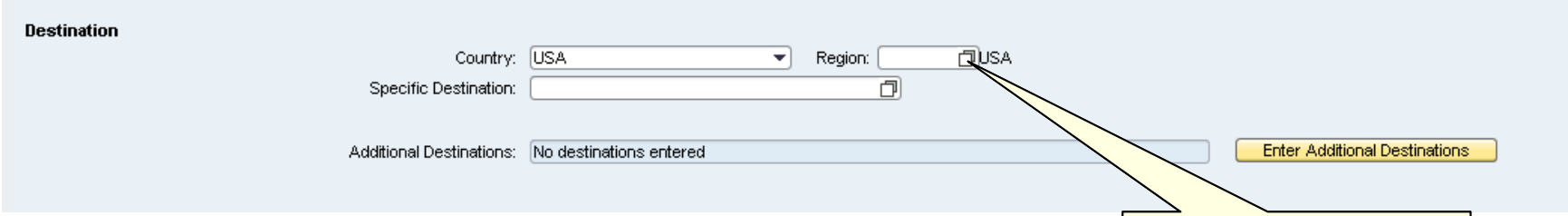
Travel times are required for every trip and must be entered in 24-hour clock format. A conversion chart has been provided for your convenience.

Civilian Time	Military Time (24-hour clock)	Civilian Time	Military Time (24-hour clock)
12 MIDNIGHT	24:00	12 NOON	12:00
12:05 AM	00:05	12:05 PM	12:05
12:15 AM	00:15	12:15 PM	12:15
1:00 AM	01:00	1:00 PM	13:00
2:00 AM	02:00	2:00 PM	14:00
3:00 AM	03:00	3:00 PM	15:00
4:00 AM	04:00	4:00 PM	16:00
5:00 AM	05:00	5:00 PM	17:00
6:00 AM	06:00	6:00 PM	18:00
7:00 AM	07:00	7:00 PM	19:00
8:00 AM	08:00	8:00 PM	20:00
9:00 AM	09:00	9:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00

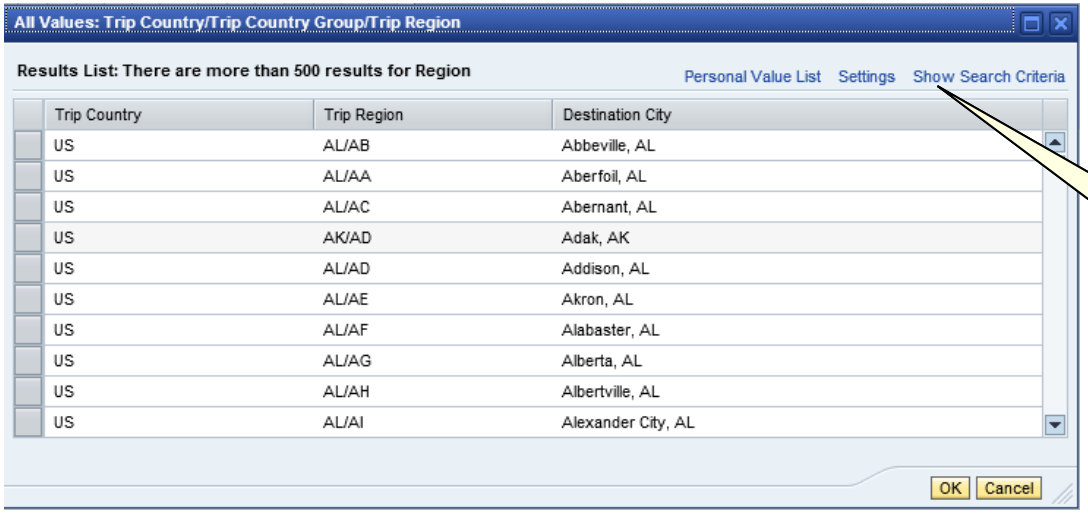
NOTE: If filing a monthly mileage report, the dates should be the first and last dates of the month. The times should reflect the beginning time of the first trip and the ending time of the last trip.

New Day Trip – General Data

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



Click on the Region search key.

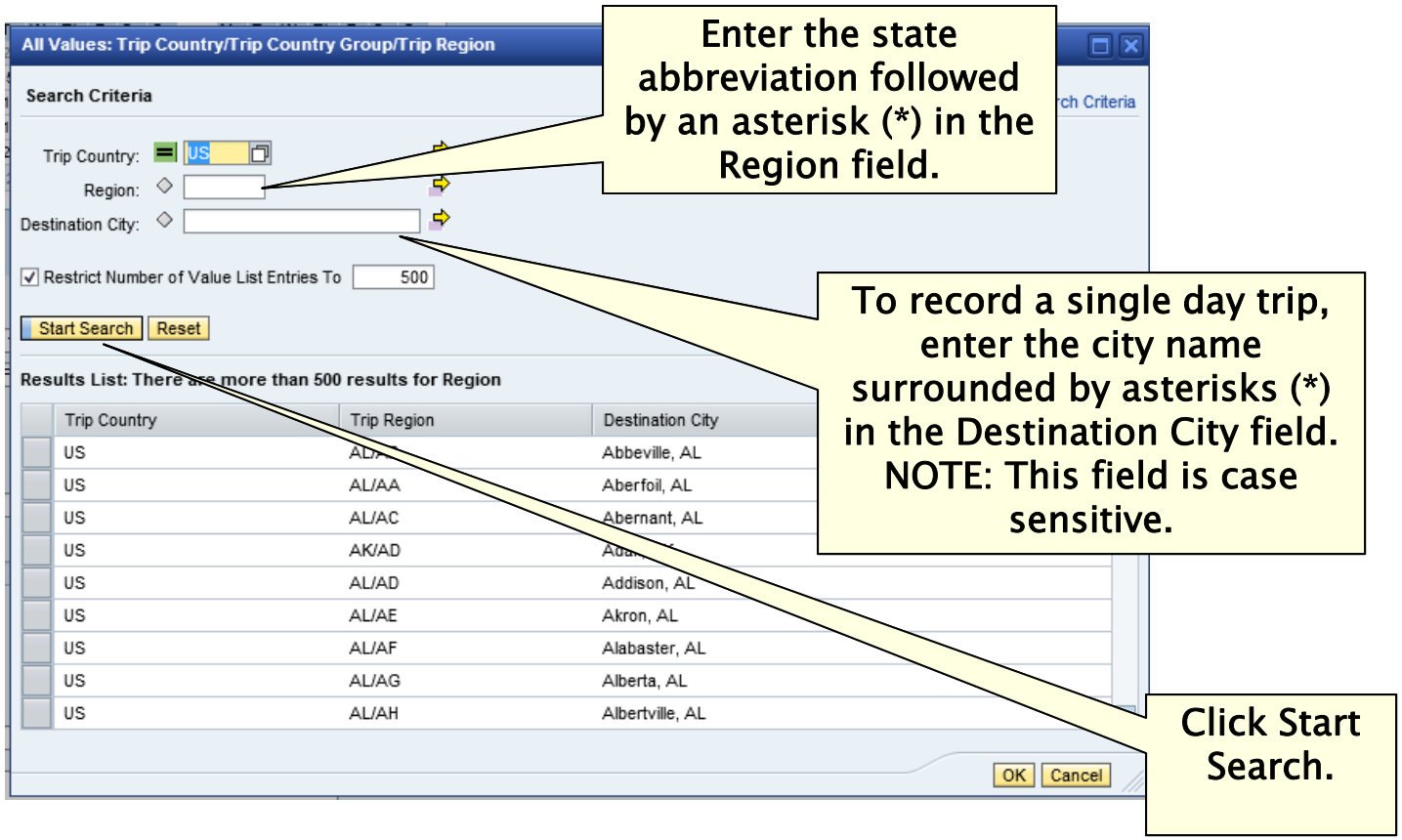


Click on Show Search Criteria to search by city name.

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

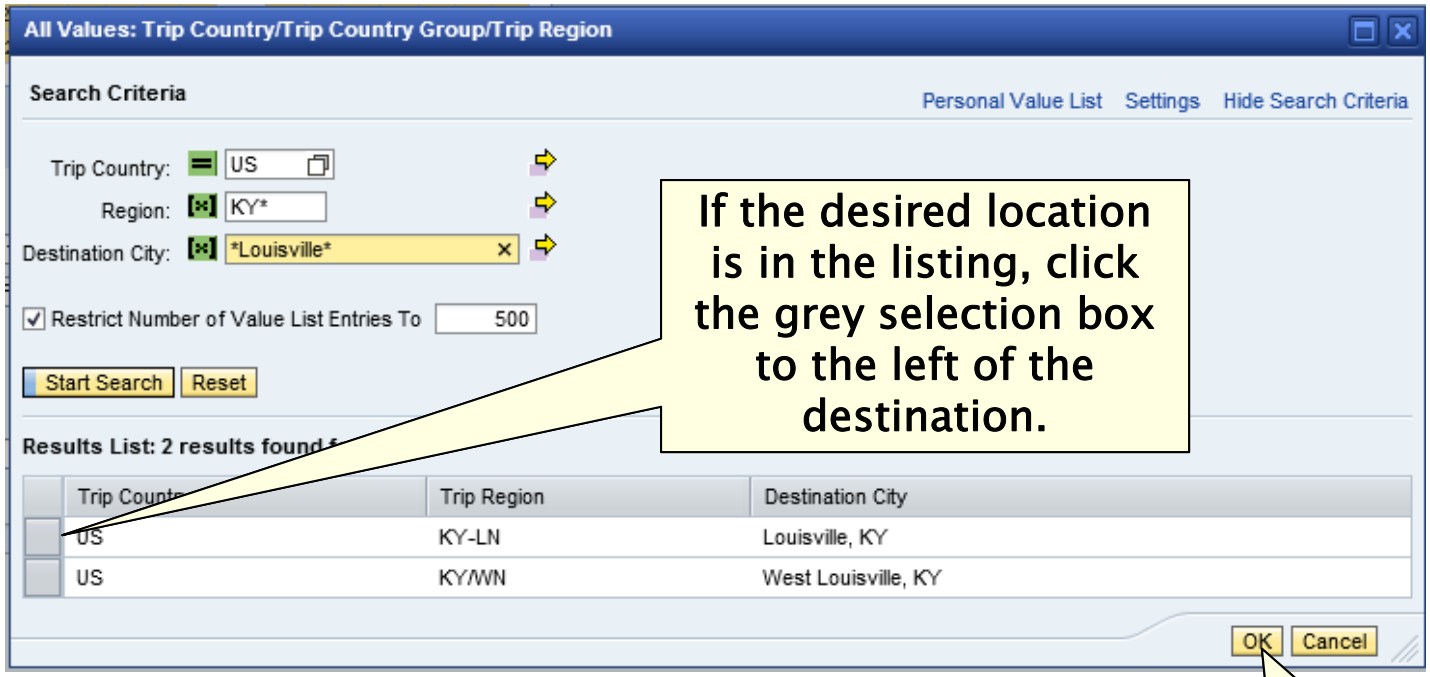
New Day Trip – General Data

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.



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.

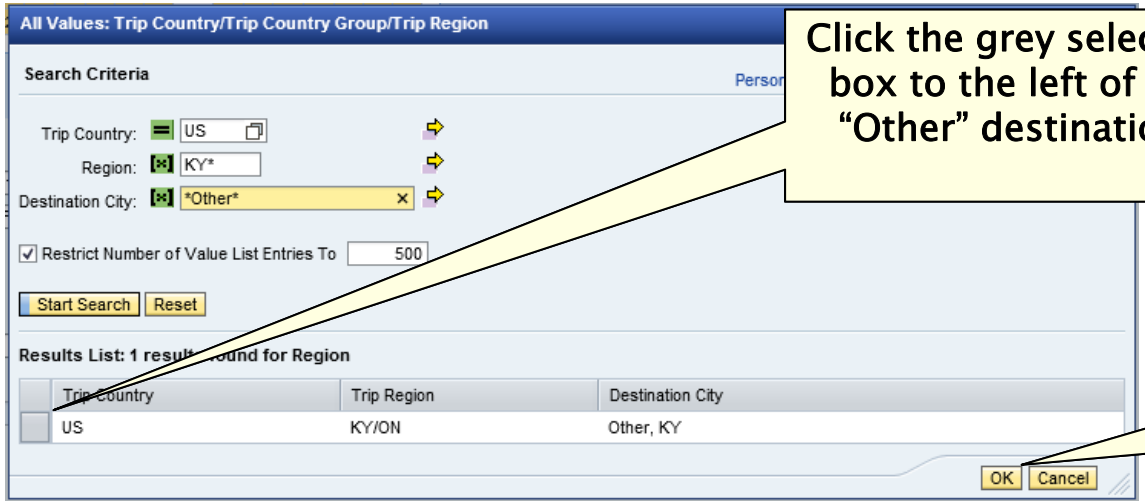


If the desired location is in the listing, click the grey selection box to the left of the destination.

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.



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.

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"

Enter the traveler's specific destination (City, State, Country) or Monthly Mileage–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.

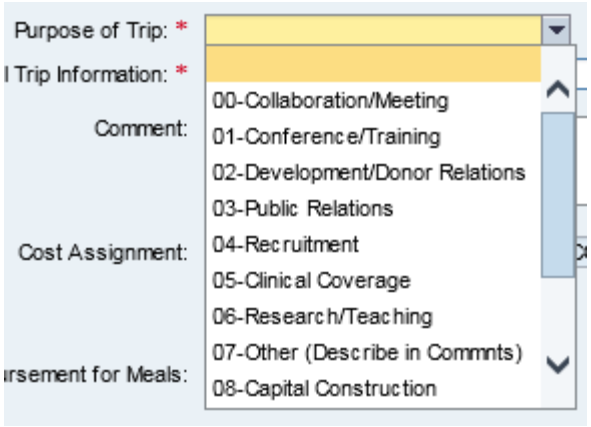
New Day Trip – General Data

Type of Trip – The Type of Trip field is populated by Trip based upon the destination selected.

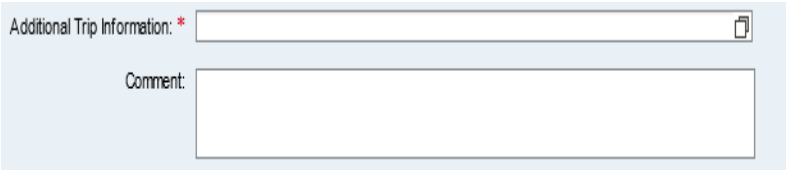
The type of trip determines the expense GL for the Day Trip.

Type of Trip:	**GL:**
In-State Travel	530019
Out-of-State Travel	530019
Foreign Travel	530039

New Day Trip – General Data



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

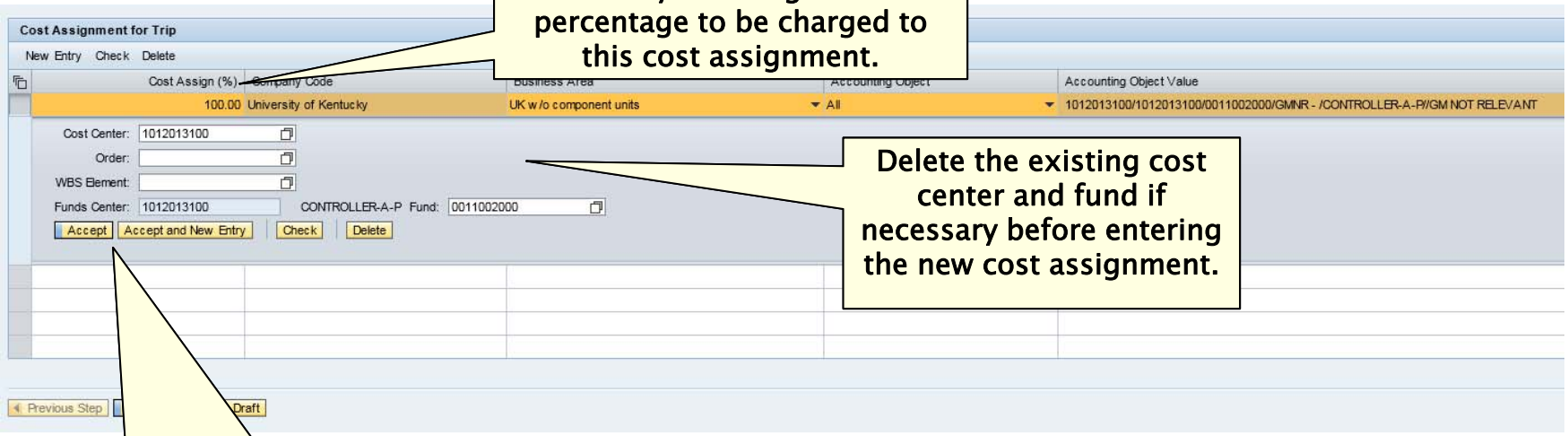
The cost assignment for the trip will default to the Master Cost Center assigned to the traveler's position in HR unless an alternate Trip cost center has been established in HR Infotype 0017. The cost assignment for **ALL** mileage claimed on this Day Trip can be changed on the General Data section. 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.



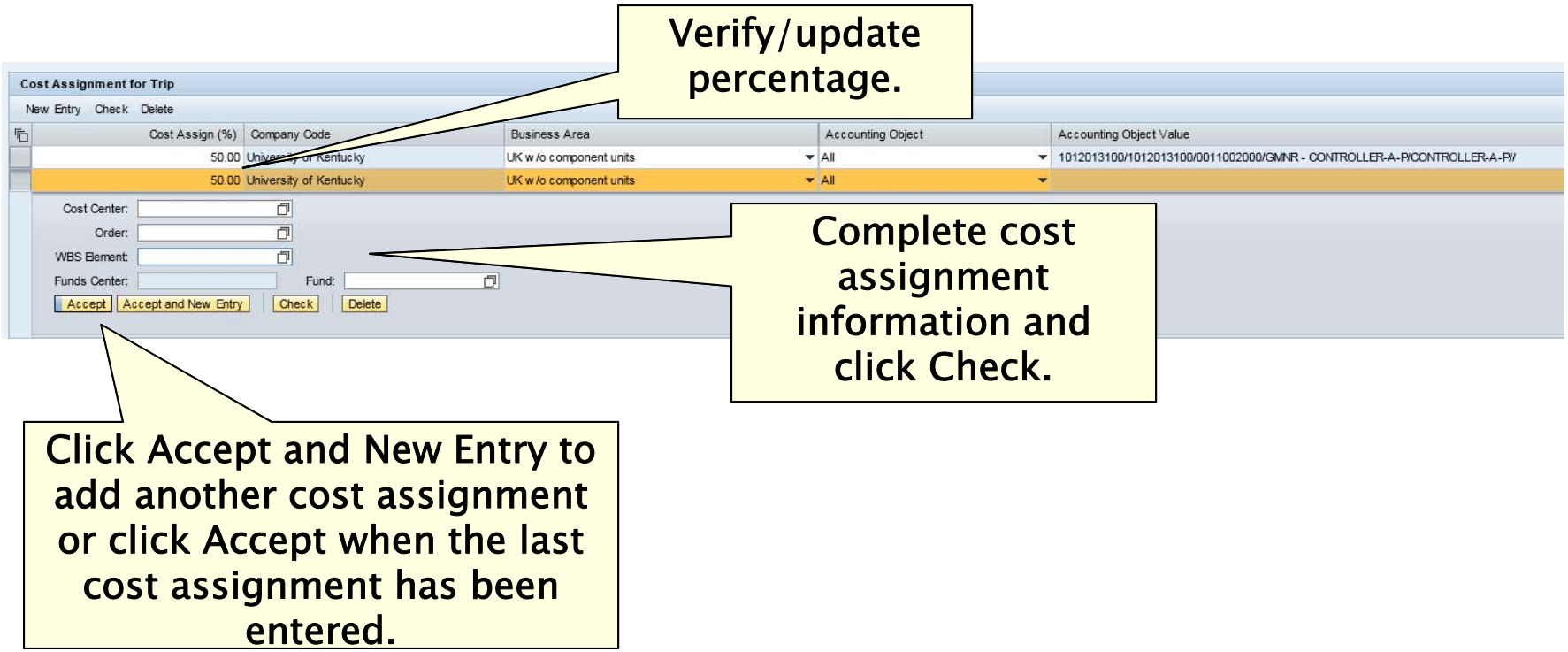
Verify or change the percentage to be charged to this cost assignment.

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

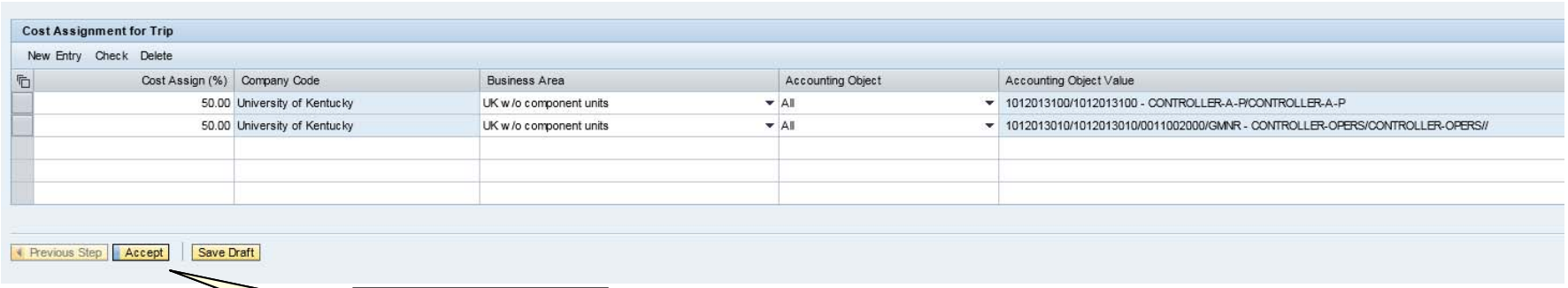
A new blank line will open and default to the remaining percentage to be allocated if Accept and New Entry is selected.



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.



Cost Assignment for Trip

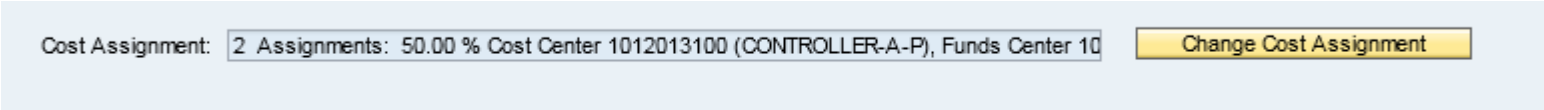
New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
50.00	University of Kentucky	UK w/o component units	All	1012013100/1012013100 - CONTROLLER-A-P/CONTROLLER-A-P
50.00	University of Kentucky	UK w/o component units	All	1012013010/1012013010/0011002000/GMNR - CONTROLLER-OPERS/CONTROLLER-OPERS//

Previous Step | Accept | Save Draft

Click on Accept.

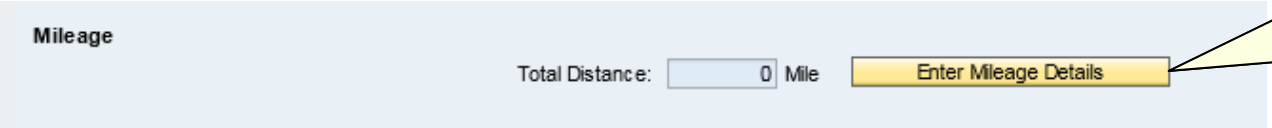
The new cost assignment information will now be referenced on the General Data screen.



Cost Assignment: 2 Assignments: 50.00 % Cost Center 1012013100 (CONTROLLER-A-P), Funds Center 10 | Change Cost Assignment

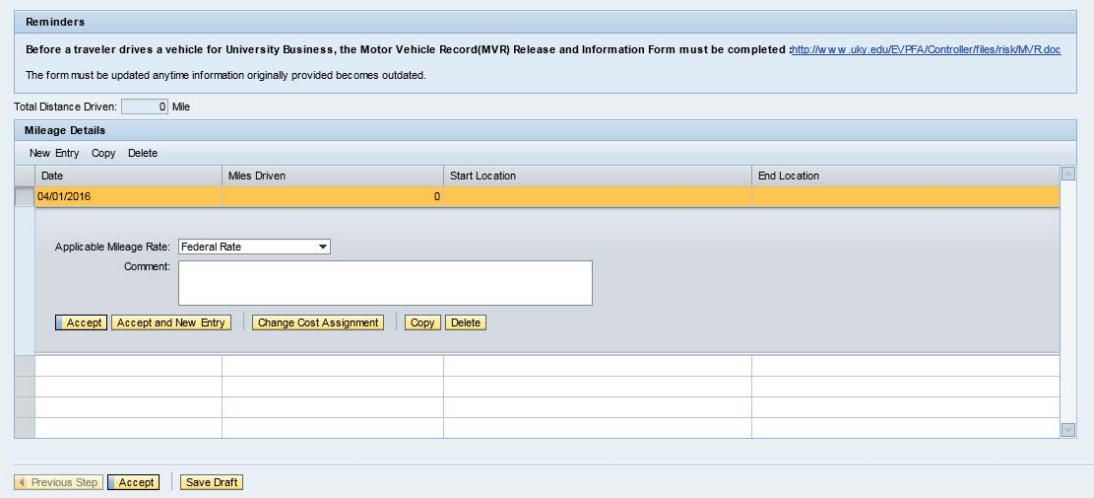
New Day Trip – General Data

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.



To enter mileage information for this trip, click on Enter Mileage Details.

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.



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 by located at: https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates

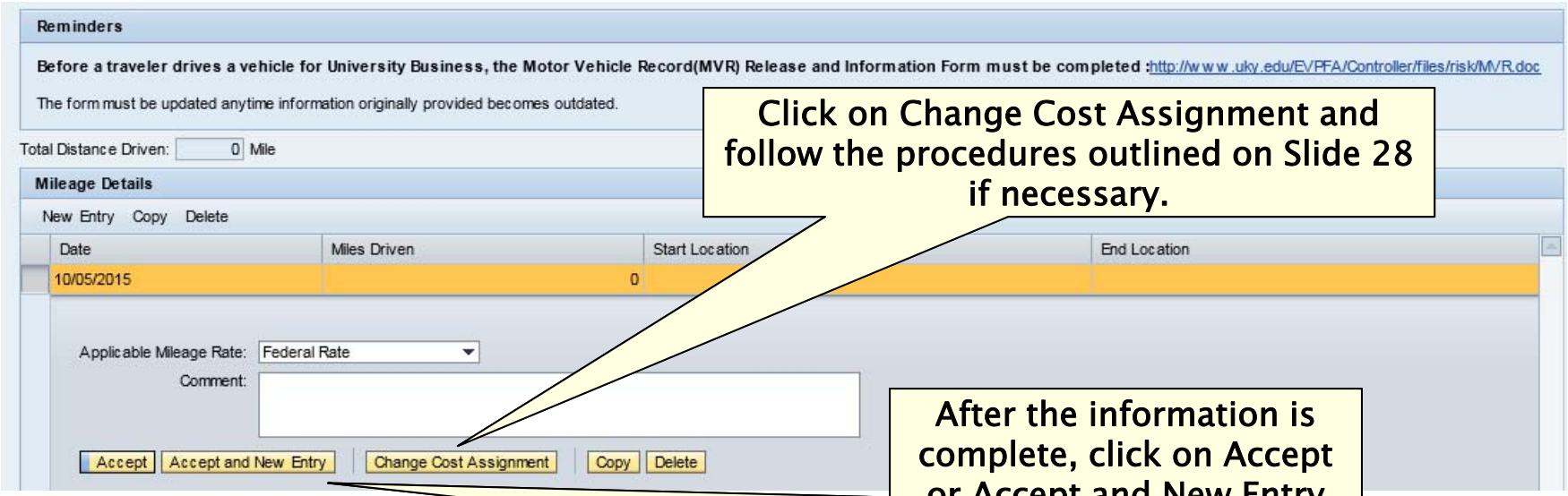
2. State Rate: Reimbursement of travel expenses charged to WBS elements funded by the Commonwealth of Kentucky, directly or indirectly, are limited to the mileage rate authorized for state employees. The state mileage rate is updated quarterly and can be review on the state web site at: http://finance.ky.gov/services/statewideacct/Pages/travel.aspx.

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.

New Day Trip – Mileage Details

Mileage Details Per Day/Destination:

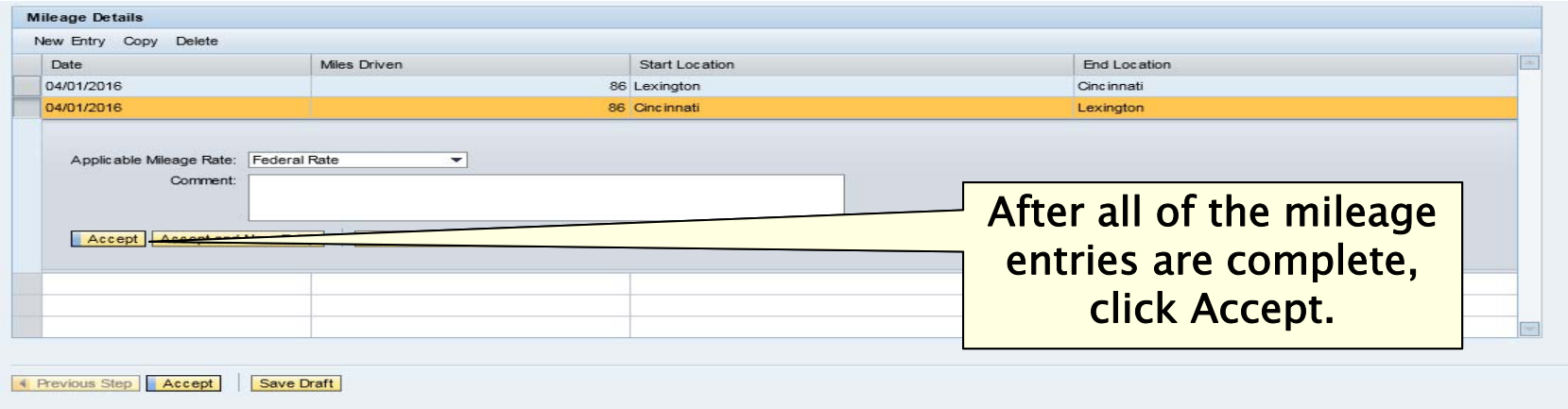
Mileage details can be entered per day. The mileage screen will begin with the start date from the General Data section of the trip. Verify/change the date, enter the Miles Driven, Start Location and End Location. The Applicable Mileage Rate will default to the Federal Rate. Choose the appropriate rate 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.



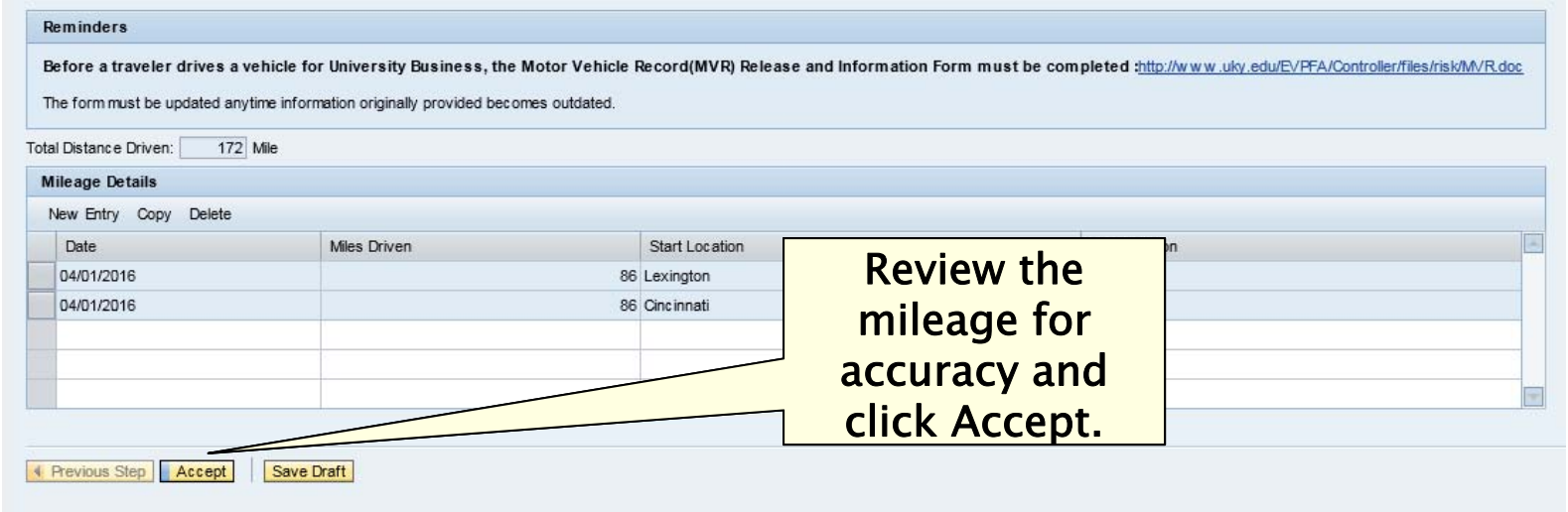
Click on Change Cost Assignment and follow the procedures outlined on Slide 28 if necessary.

After the information is complete, click on Accept or Accept and New Entry to start another line.

New Day Trip – Mileage Details



After all mileage entries are complete, review the mileage for accuracy.

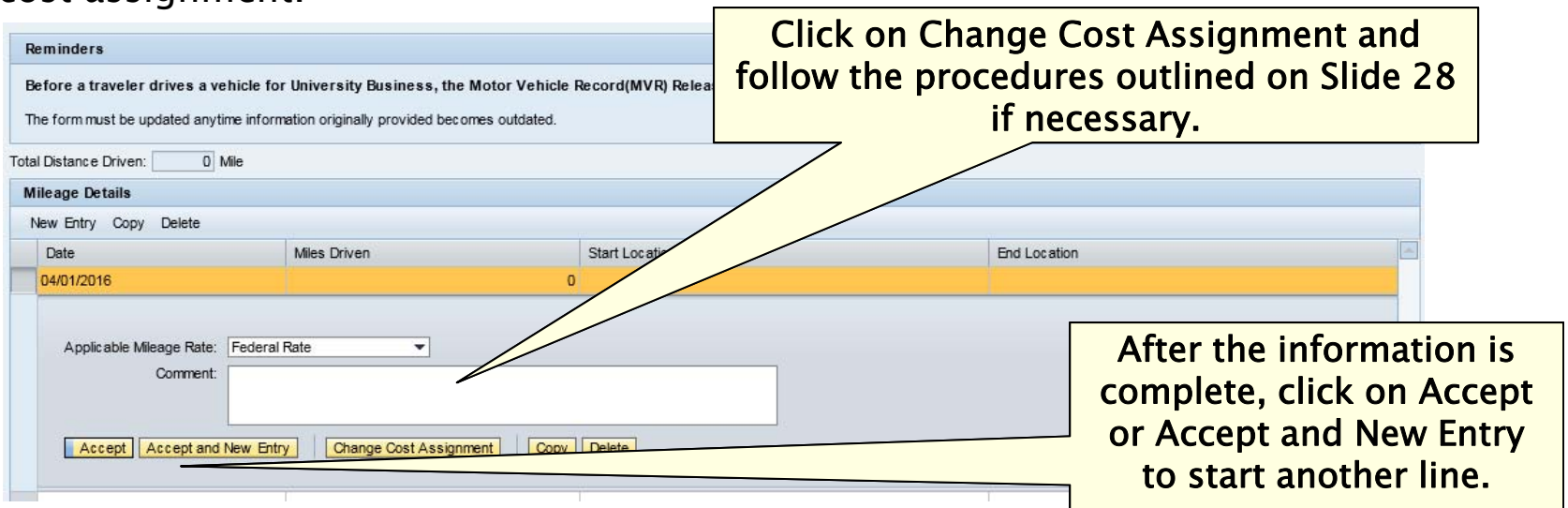


NOTE: Entering mileage per day will allow for reporting on the Start Location and the End Location.

New Day Trip – Mileage Details

Mileage Details From Log:

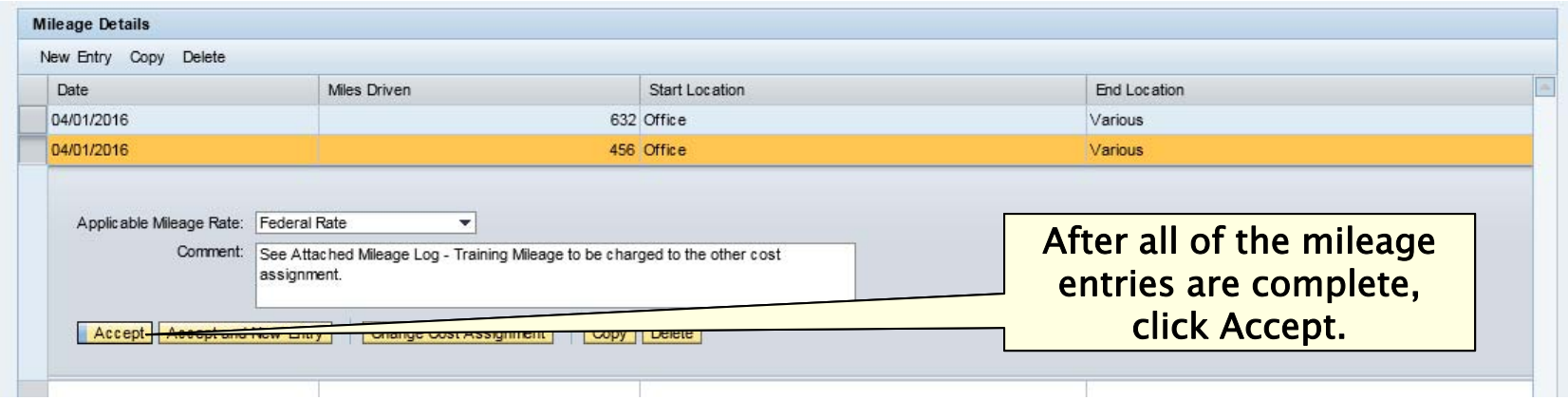
Mileage details can be entered as a lump sum for the month if a log is maintained and attached to the Day Trip. The mileage screen will begin with the first date entered on the General Data section of the trip. Enter the Miles Driven from the log. The Applicable Mileage Rate will default to the Federal 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.



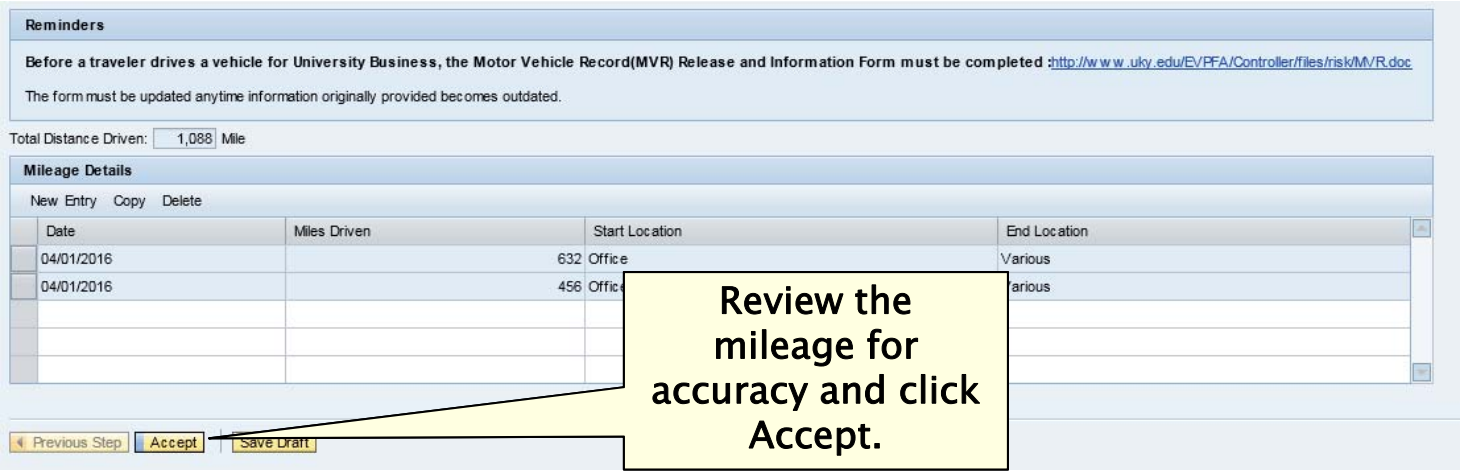
Click on Change Cost Assignment and follow the procedures outlined on Slide 28 if necessary.

After the information is complete, click on Accept or Accept and New Entry to start another line.

New Day Trip – Mileage Details

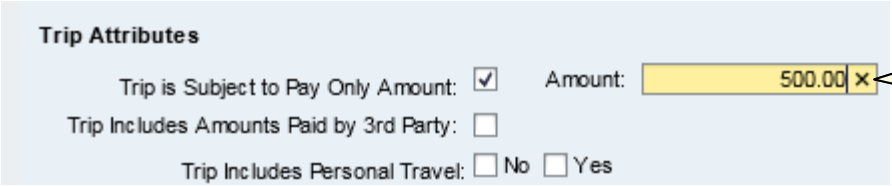


After all mileage entries are complete, review the mileage for accuracy

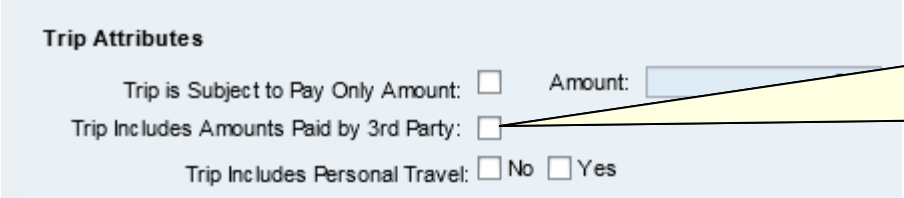


NOTE: If the department elects to enter mileage as a lump sum, accurate reporting on the Start Location and the End Location for the Day Trips will not be available through SAP TRIP reports.

New Day Trip – Trip Attributes

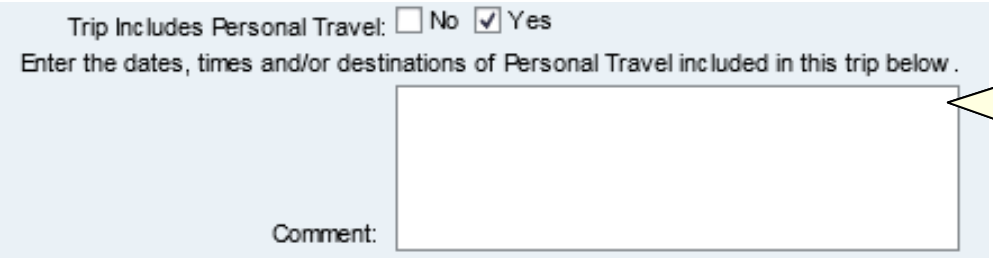


If the traveler's reimbursement will be limited to a specific amount, check the Trip is Subject to Pay Only Amount box and type in the Pay Only amount.



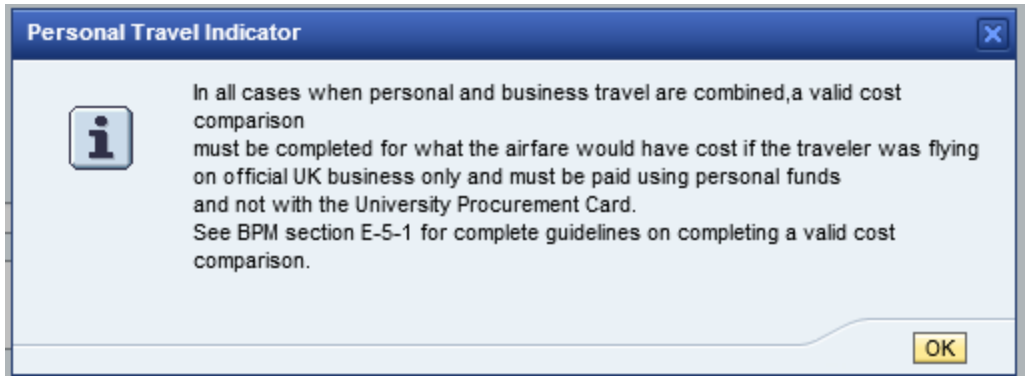
If any of the traveler's expenses will be covered by a 3rd Party, check the box next to Trip Includes Amounts Paid by 3rd Party.

New Day Trip – Trip Attributes

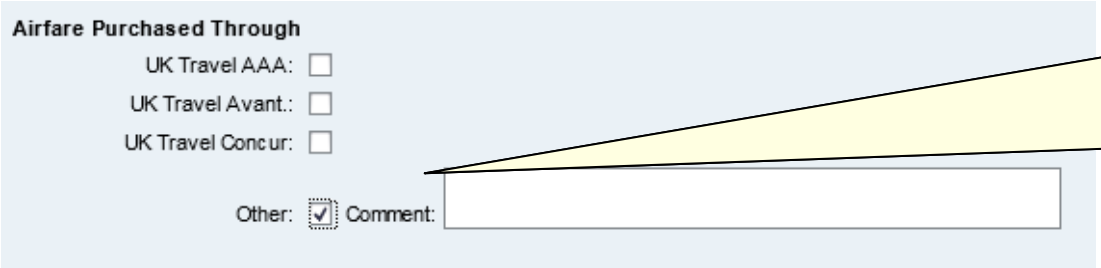


Trip Includes Personal Travel will require one of the boxes to be checked. If YES is checked, the mandatory Comment box will appear. Enter the dates, times and/or locations of Personal Travel included in this trip.

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.

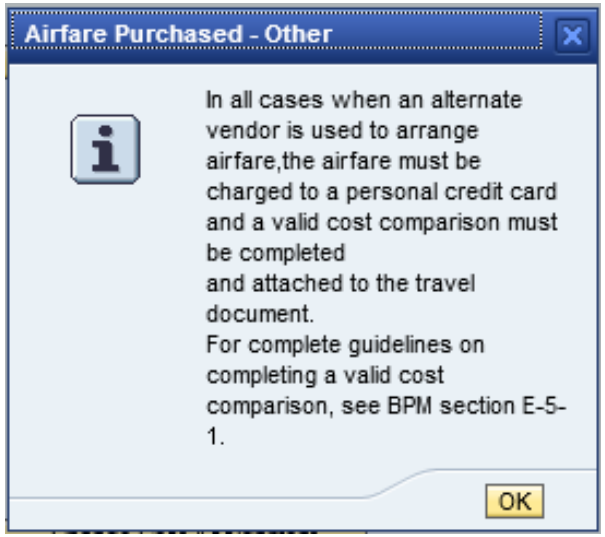


New Day Trip – Airfare



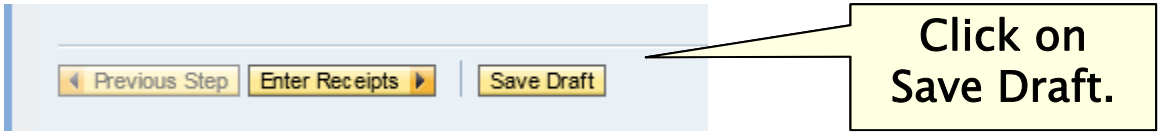
If the method of transportation is airfare, select the correct option on the Airfare Purchased Through section. If Other is selected, a Comment box will become available for additional information.

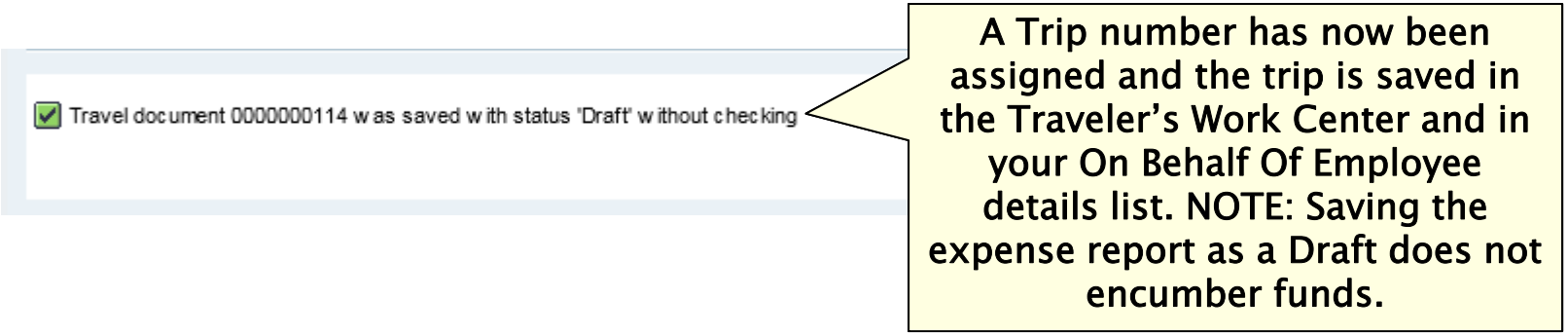
If the Airfare Purchased Through: Other is selected, a reminder will pop-up regarding policy requirements when choosing an Alternate airfare vendor.



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.



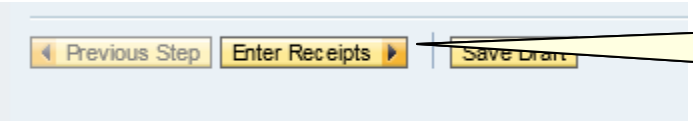


NOTE: Attachments cannot be added to the travel document until the draft is saved.

New Day Trip – Save Draft

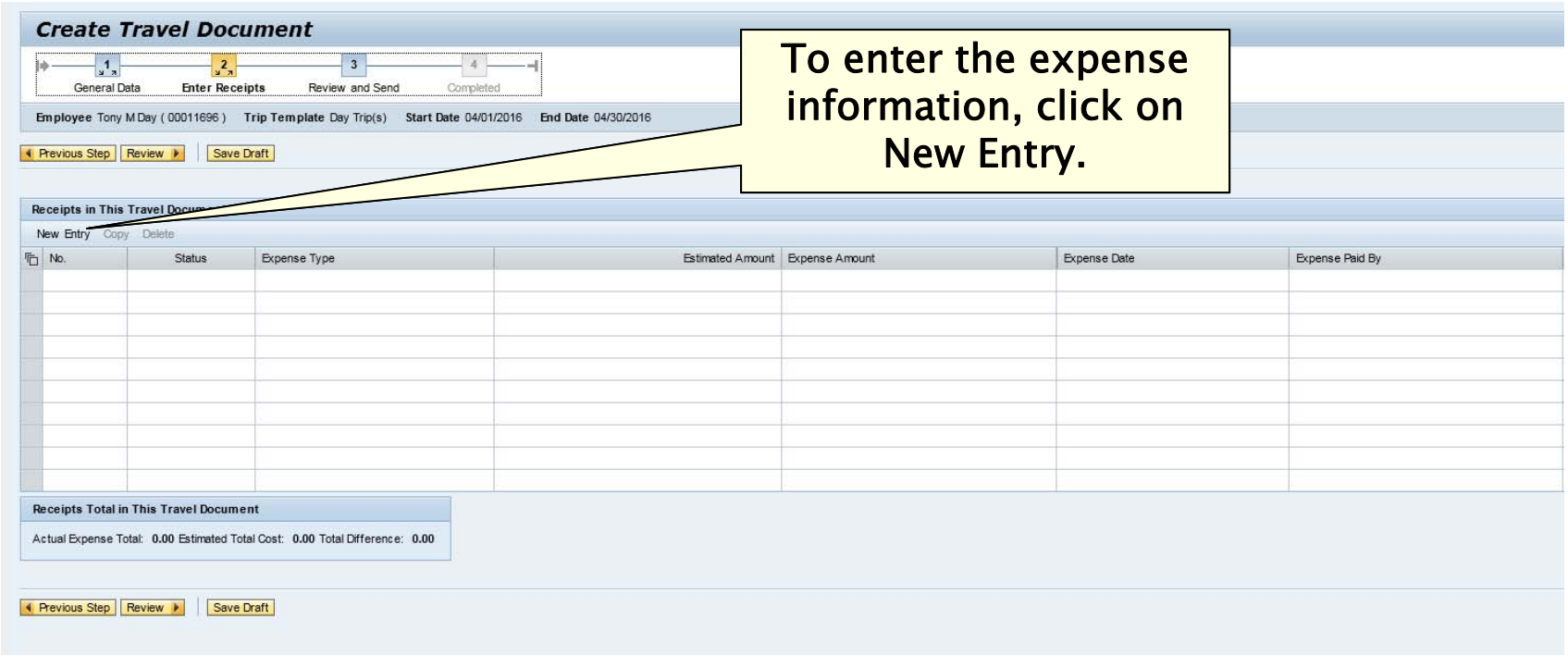
If the travel document is a travel expense report and the document is created more than 60 days from the end date of the trip or the last day of the monthly mileage report, a reminder will pop-up with the policy regarding travel expense reports not processed within the established reasonable timeframe.

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.

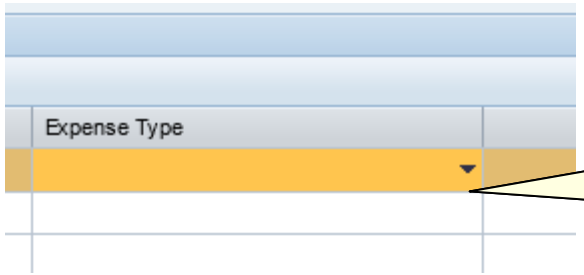
New Day Trip – Enter Receipts

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.



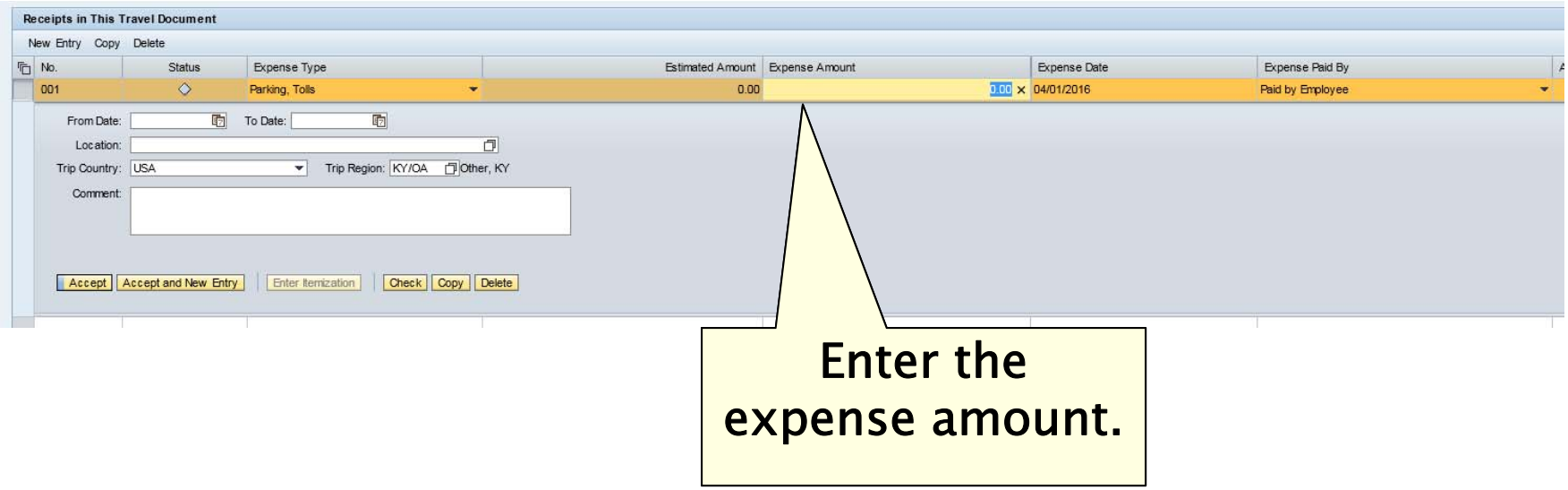
Click the selection arrow to see the listing of Expense Types.

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

Click on the Expense Type for the first receipt.

New Day Trip – Enter Receipts

Expense amount must be populated.

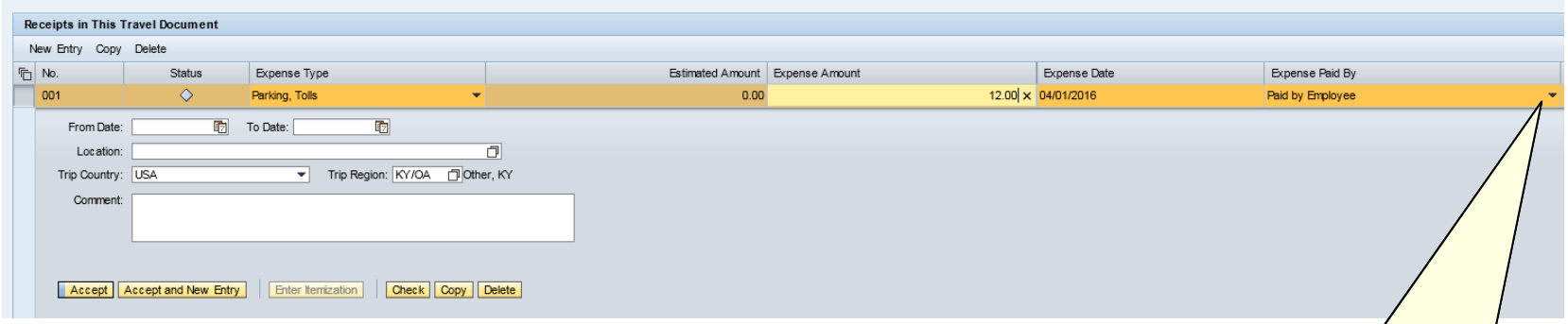


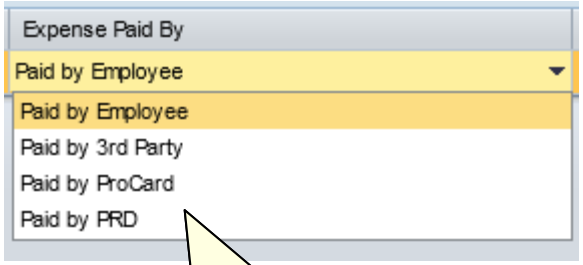
Enter the expense amount.

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.)

(New Day Trip – Enter Receipts)

The Expense Paid By field must be reviewed and the correct option selected.



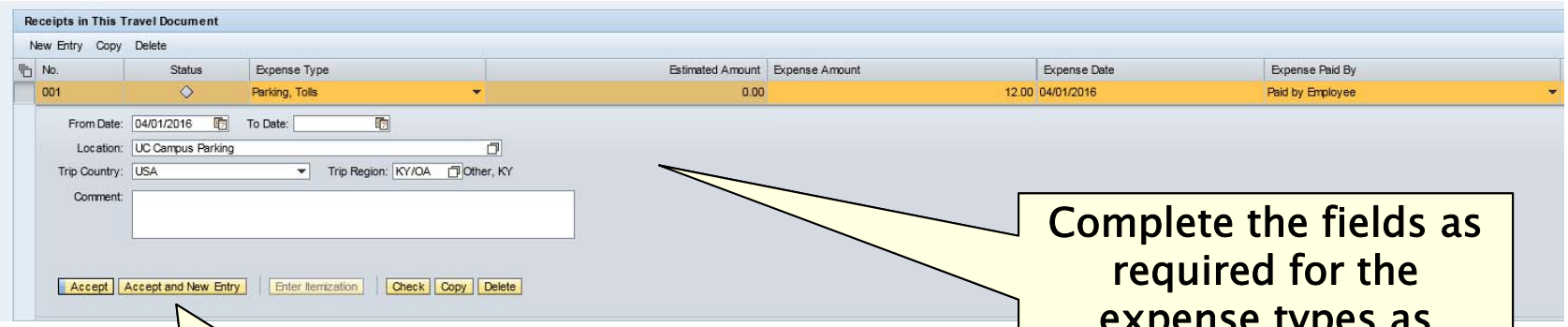


Selection options for Expense Paid By

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.

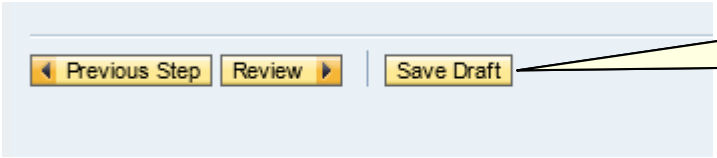
(New Day Trip – Enter Receipts)

Expense fields should be populated (or verified).



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

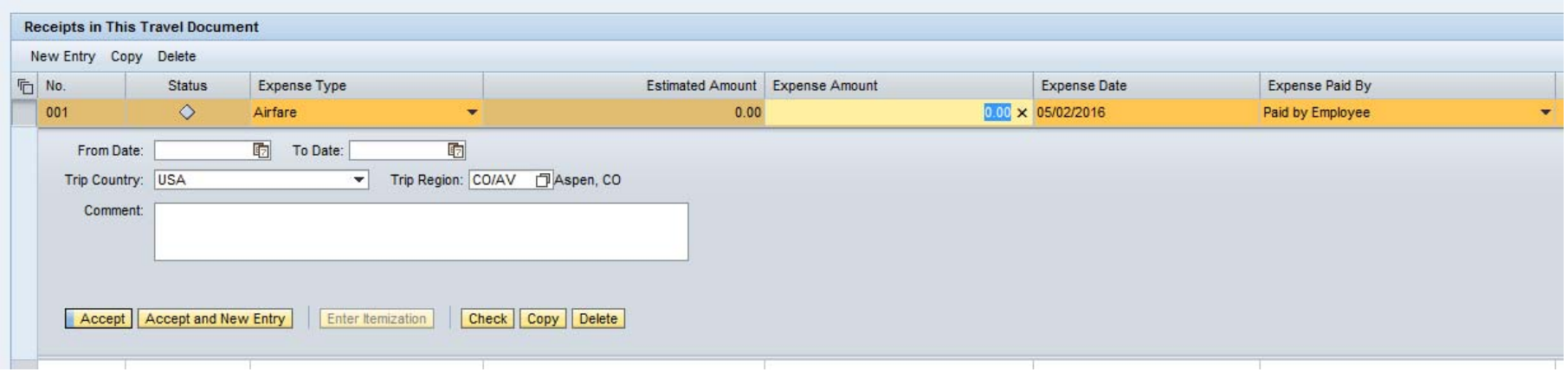
To save this receipt and enter another receipt, click on Accept and New Entry. If this is the last receipt to enter, click on Accept.



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.

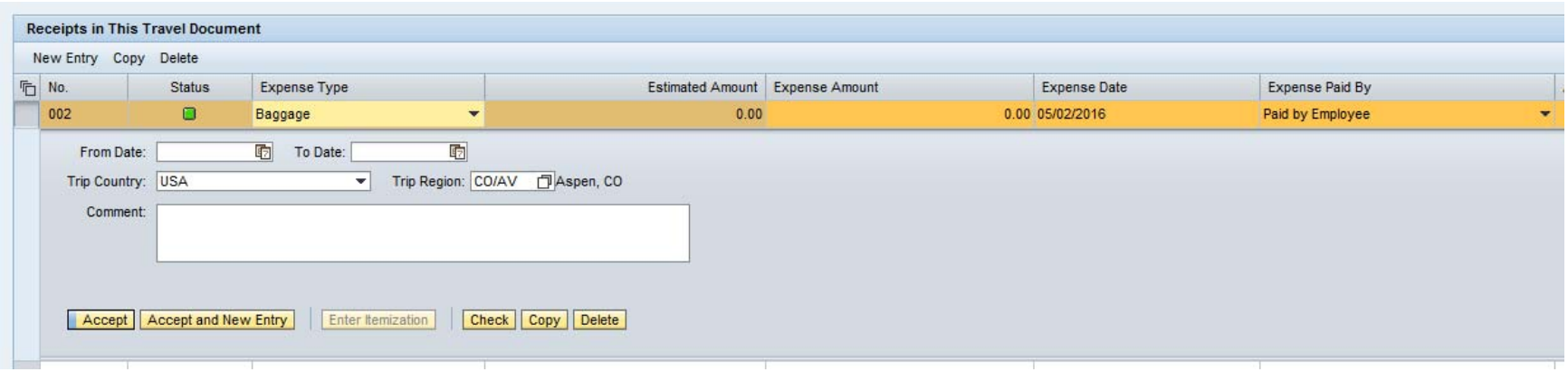
From Date and To Date – Enter the dates of the airfare departure and return.

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:



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

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

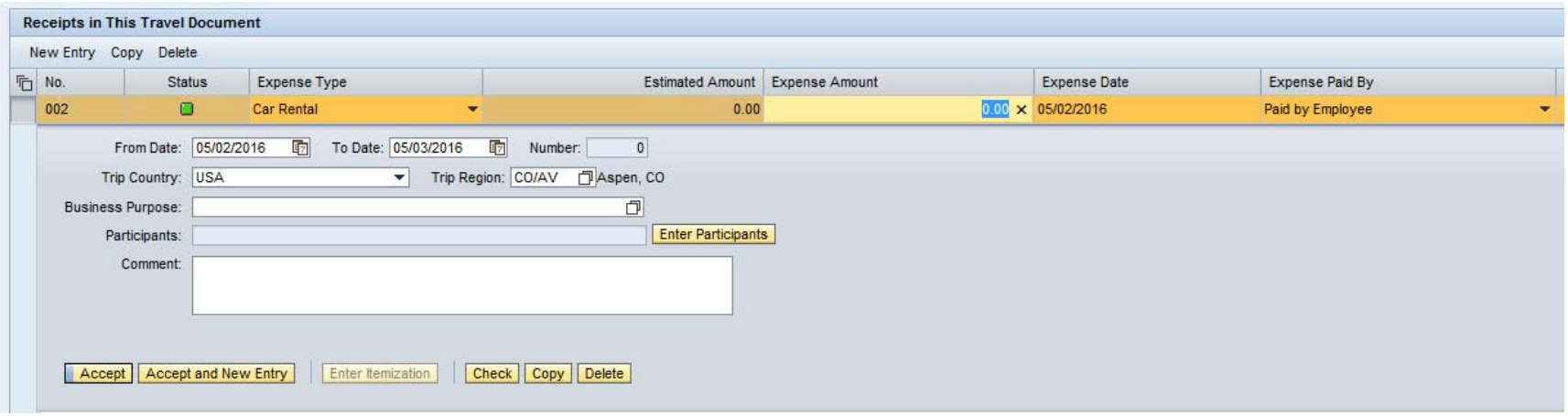
From Date and To Date – Enter the dates of the baggage receipt.

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.

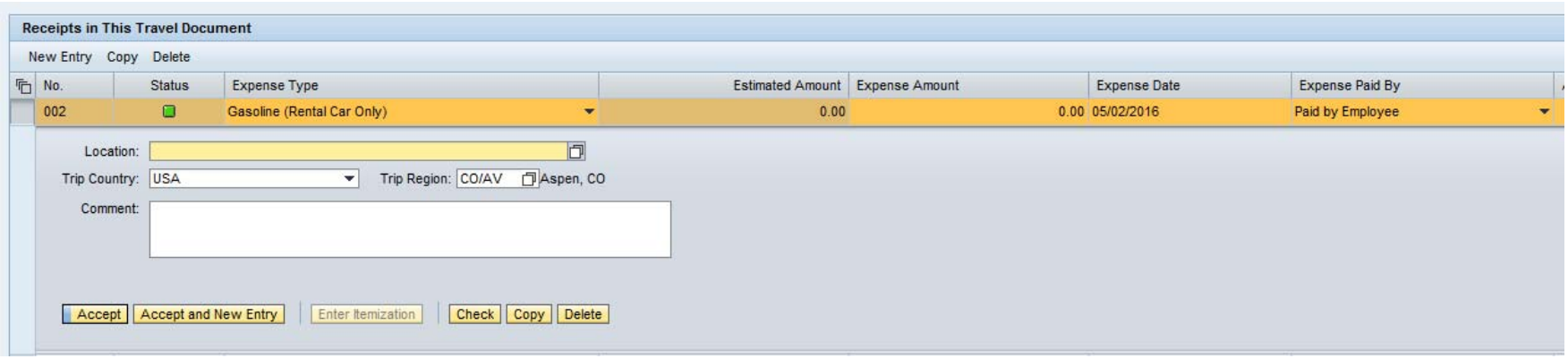
Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.

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.

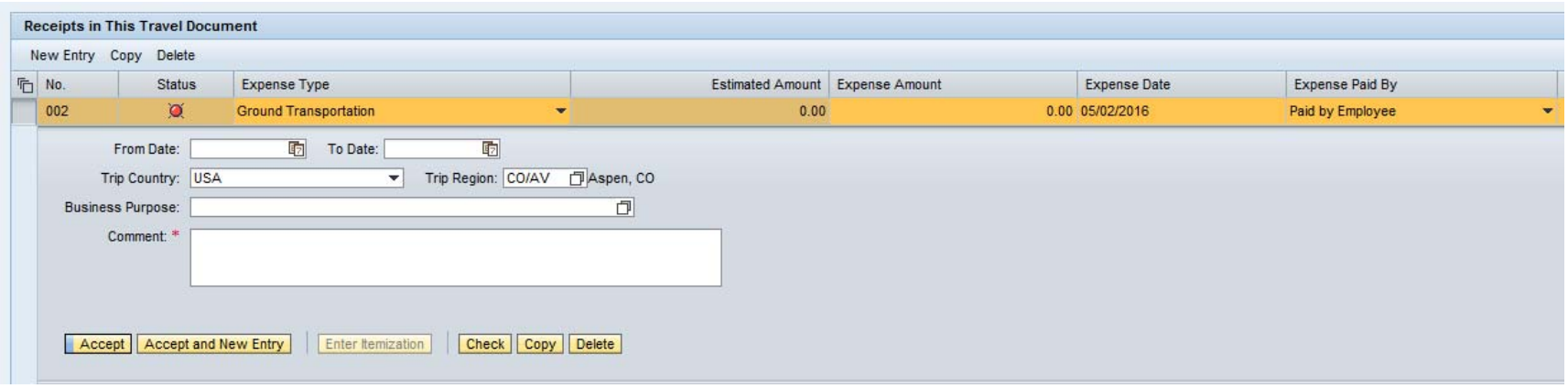
Location – Enter the location of the purchase listed on the receipt.

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.

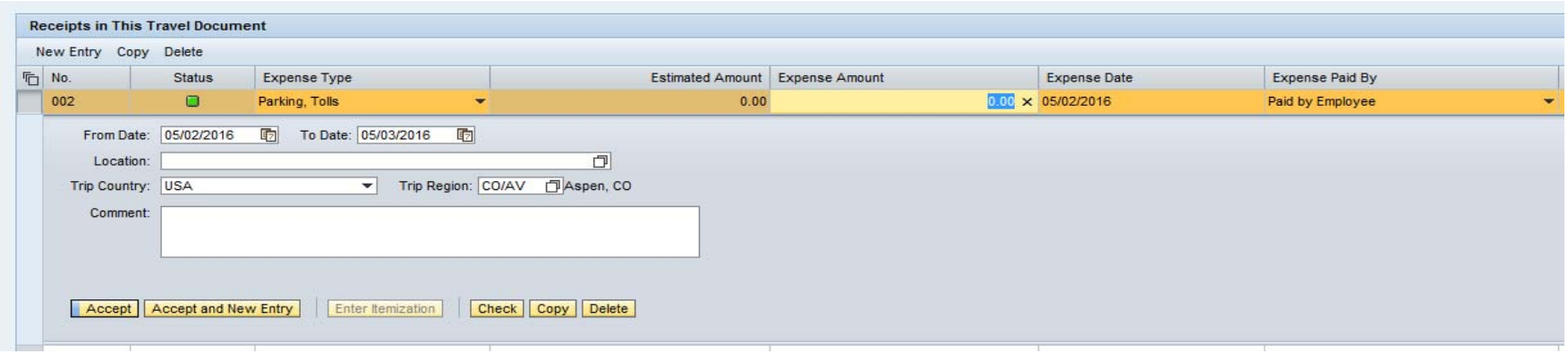
From Date and To Date – Enter the dates of the ground transportation receipt.

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.

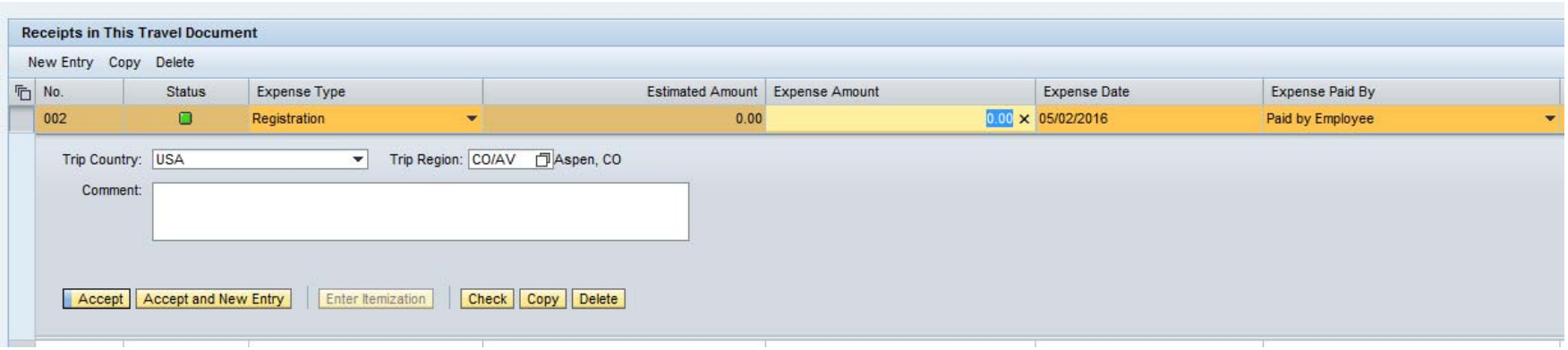
Location – Enter the location of the parking or toll expense.

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.

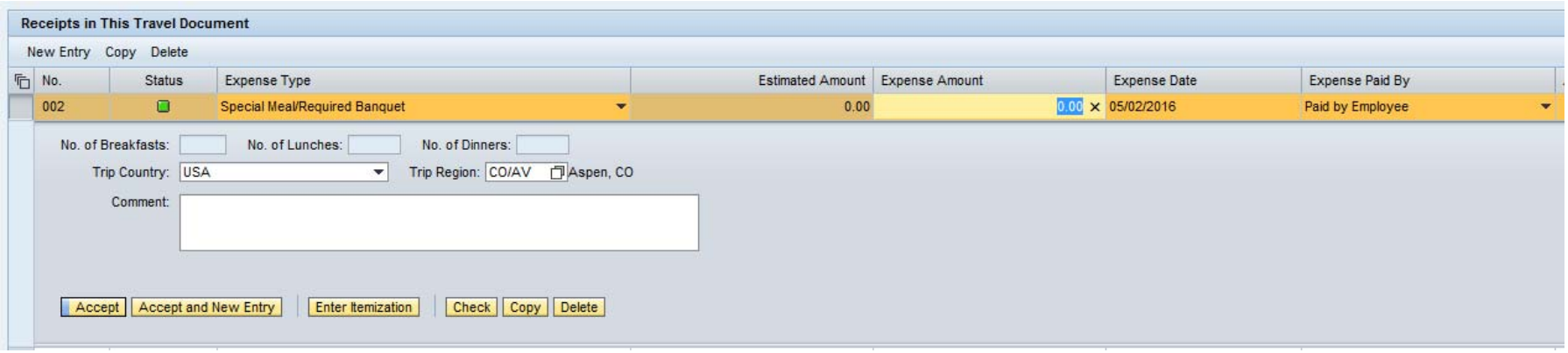
Expense Paid By – Use the dropdown menu to select the appropriate "Paid By…" option.

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.

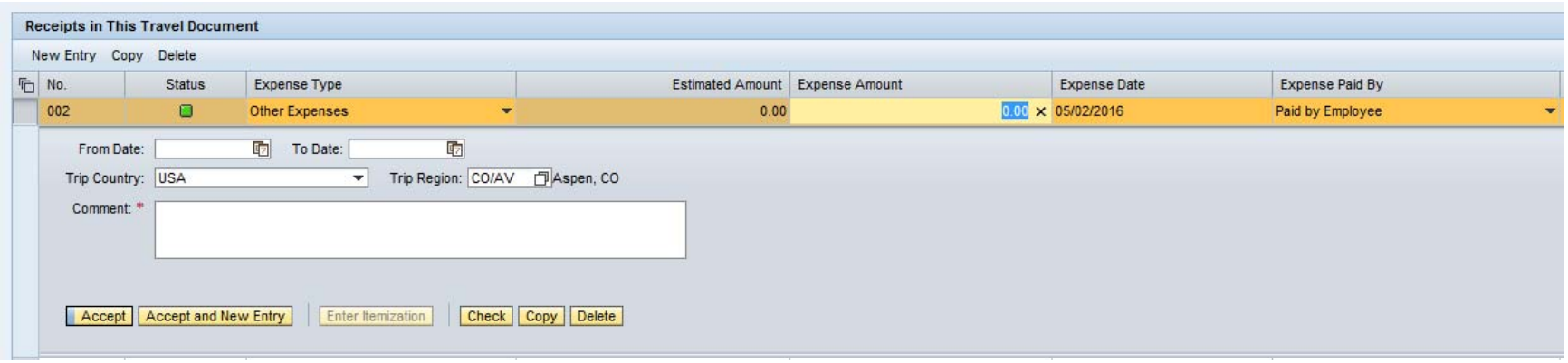
Trip Country and Trip Region – These fields will copy from the General Data section of the trip. Verify and adjust if necessary.

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.

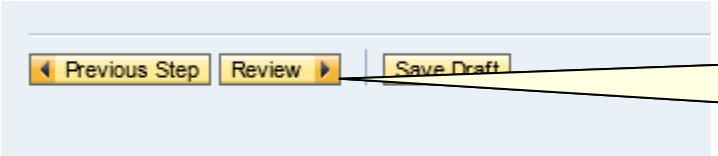
Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.

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.

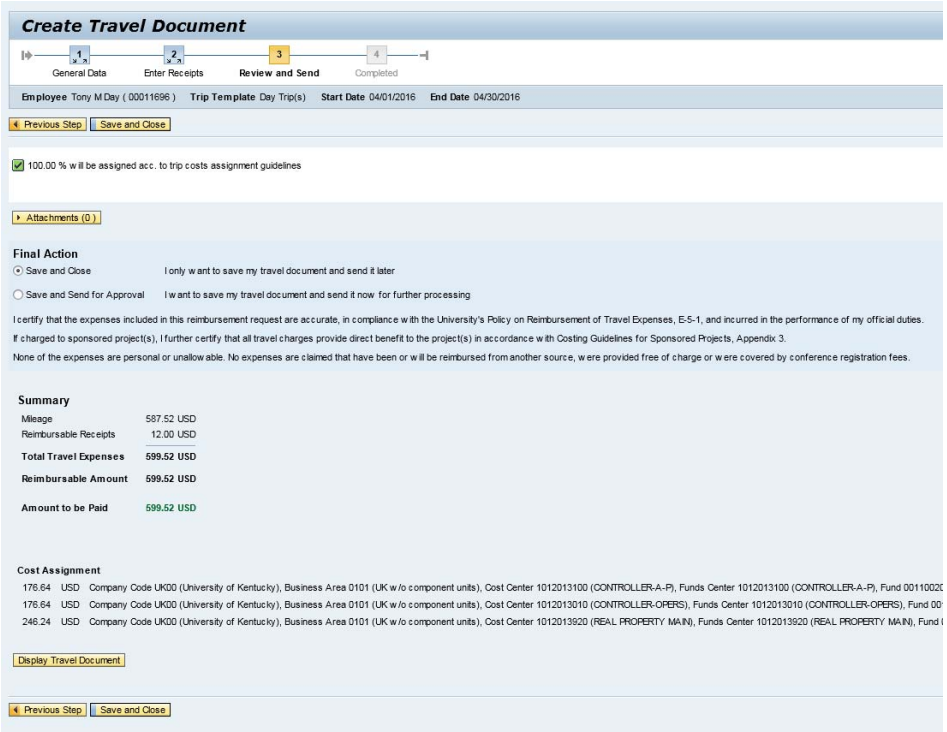
Comment – The Comment field is required. Add additional information including the specific type of expense and the business purpose of the expense.

New Day Trip – Review and Send



Click on Review to move forward to the Review and Send Section of the Trip.

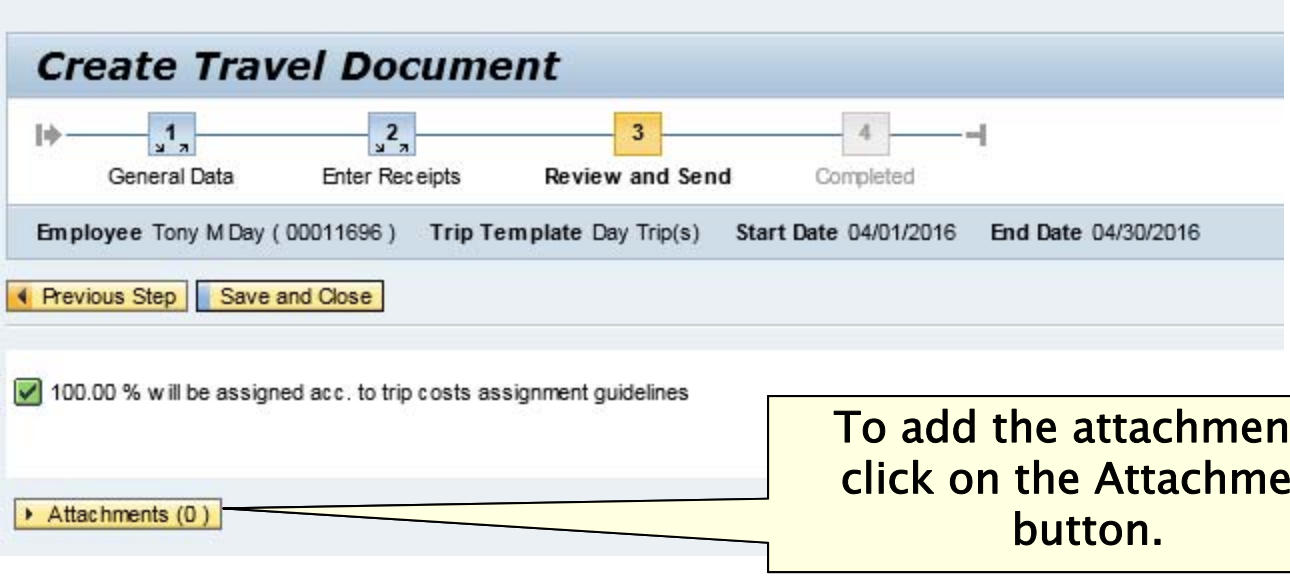
In the Review and Send section of the trip you will add attachments, review a summary of the trip, and be able to review the PDF version of the trip.



New Day Trip – Attachments

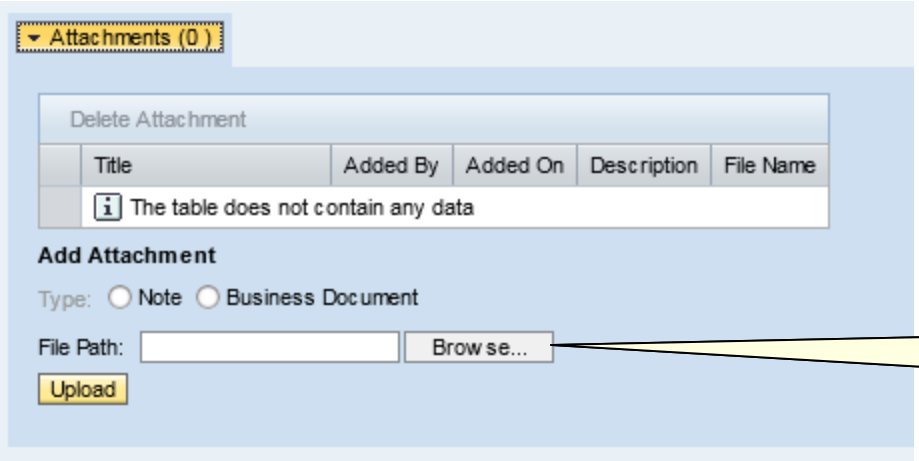
Documentation to support the purpose of the trip such as meeting agendas, conference brochures, quotes, etc and should be scanned as one document and renamed to the Trip #–Supporting Documentation.pdf

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").

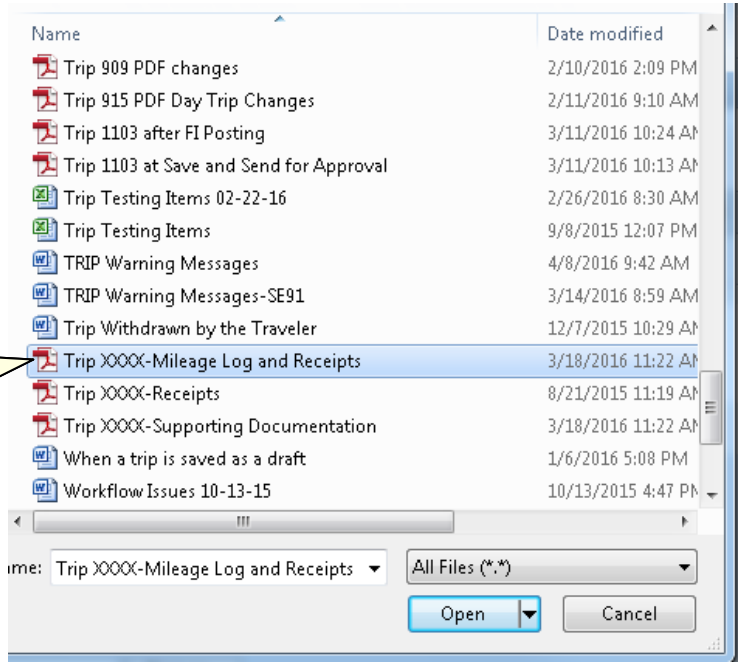


To add the attachments, click on the Attachment button.

New Day Trip – Attachments

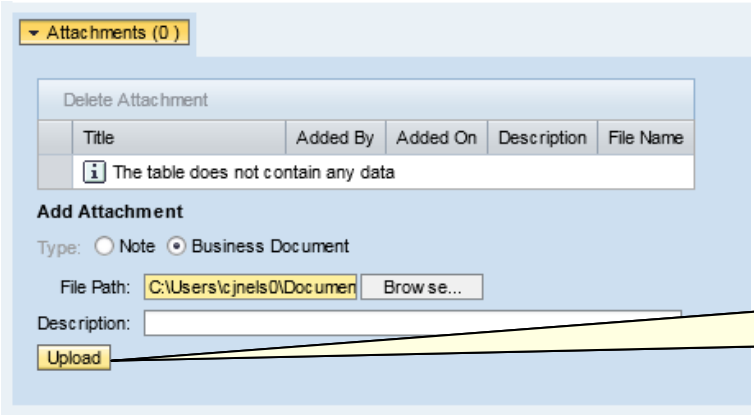


Click on Browse.

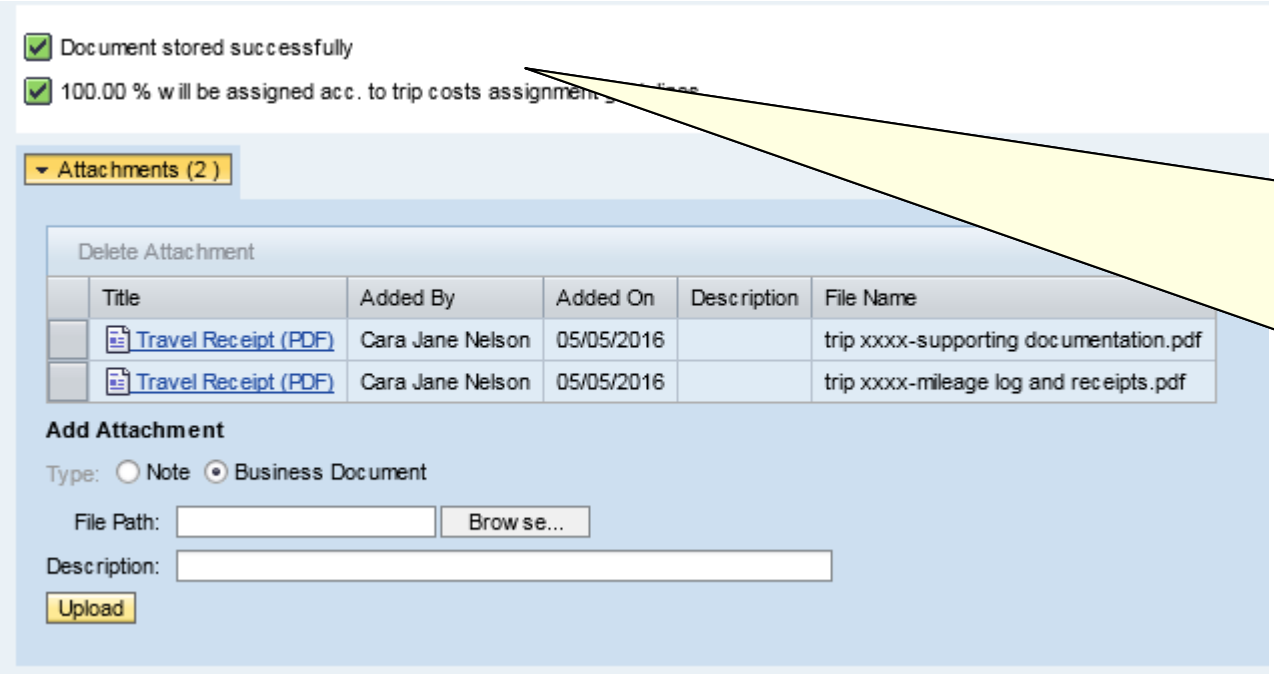


Click on the Attachment Name then Click on Open. NOTE: Each attachment must be added individually.

New Day Trip – Attachments



Click on Upload

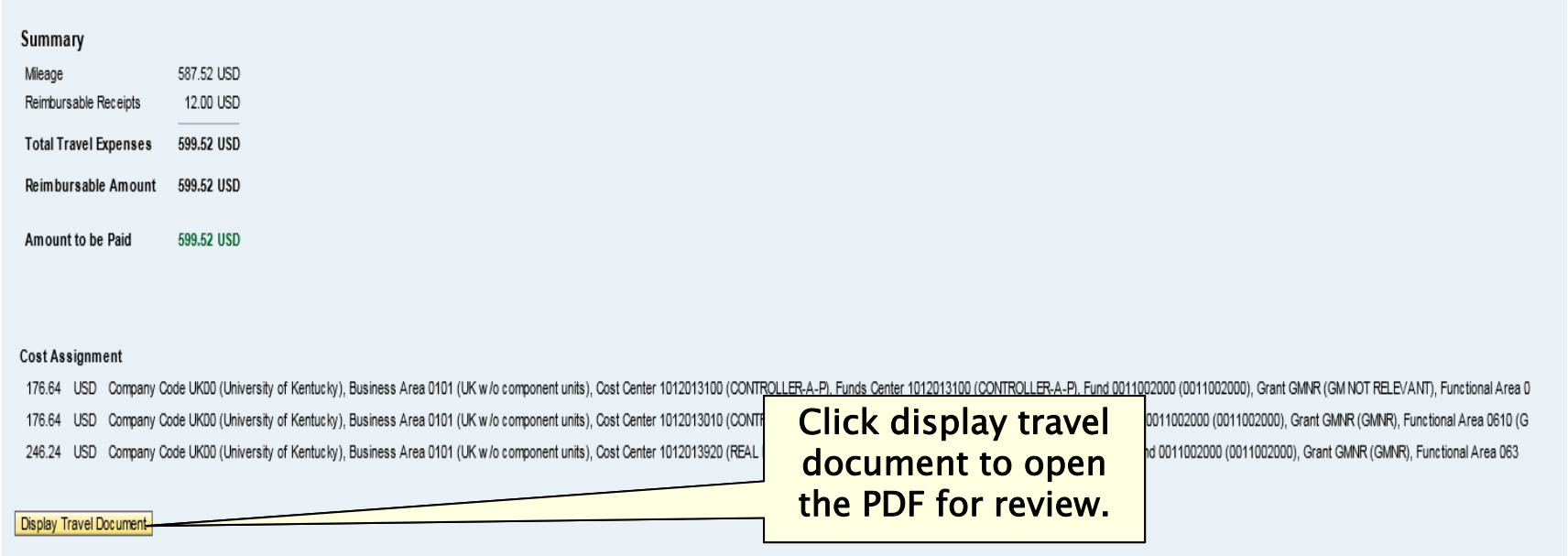


You should receive a Document stored successfully message. The attachment button will show the number of attachments and the attachments will be listed below the attachment button. Repeat this process until all attachments have been added.

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.



New Day Trip – PDF Review

All of the trip information entered and all of the reminder messages will be summarized on the pdf.

Page 1.

Tony M Day
11696
00011696
Main Campus
Reg FT
CONTROLLER-A-P

Tony M Day
Address
Date: May 5, 2016
Page: 1 / 3

Reminder Messages:

Expense Report/Travel Expense Statement (Simulation)

For Tony M Day For Trip 114 From Apr 1, 2016 To Apr 30, 2016

Trip Template: Day Trip(s)

General Data

Purpose of Trip:	06-Research/Teaching
Type of Trip:	In-State Travel
Applicable Per Diem Rate:	Federal Rate
Additional Trip Comments:	

Itinerary

Date	Time	Event	Cntry	Region	Specific Destination	Additional Trip Info
4/1/16	05:00	Start of Trip	US	USA		
4/1/16	05:00	Trip Destination	US	Other, KY	Monthly Mileage Report-April 2016	Teaching at various locations
4/30/16	17:00	End of Trip	US	USA		

Settlement Results and Cost Assignment

Amount Type	Amount (USD)
Mileage	587.52
Sum of Reimbursable Receipts	12.00
Reimbursable Amount	599.52

Settlement Results and Cost Assignment

176.64 USD of 599.52 USD assigned to:

Company Code:	UK00	University of Kentucky
Business Area:	0101	UK w/o component units

New Day Trip – PDF Review

Page 2

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

176.64 USD of 599.52 USD assigned to:

Company Code:	UK00	University of Kentucky
Business Area:	0101	UK w/o component units
Cost Center:	1012013010	CONTROLLER-OPERS
Funds Center:	1012013010	CONTROLLER-OPERS
Fund:	0011002000	
Functional Area:	0610	GM NOT RELEVANT
Grant:	GMNR	

246.24 USD of 599.52 USD assigned to:

Company Code:	UK00	University of Kentucky
Business Area:	0101	UK w/o component units
Cost Center:	1012013920	REAL PROPERTY MAIN
Funds Center:	1012013920	REAL PROPERTY MAIN
Fund:	0011002000	
Functional Area:	0630	GM NOT RELEVANT
Grant:	GMNR	

Travel Flat Rate

Date	Miles	Mileage	Reimbursement Amount (USD)
4/1/16	632	Personal Car, All Vehicle Classes	341.28
4/1/16	456	Personal Car, All Vehicle Classes	246.24
	1,088		587.52

Reimbursement Amount: 587.52 USD

Trip Segment

April 1, 2016 **Total Mileage (mi/km)** **632**

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 **Total Mileage (mi/km)** **456**

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.

New Day Trip – PDF Review

Page 3

Receipts

Date	No.	Expense Type	Amount (USD)	Est. Amount (USD)
4/1/16	001	Parking, Tolls	12.00	0.00
		Sum of Reimbursable Receipts	12.00	0.00

Additional Receipt Information

No.	Receipt	Type	Content
001	Parking, Tolls	From	04/01/2016
		To	04/30/2016
		Number	30
		Location	UC Campus Parking

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:

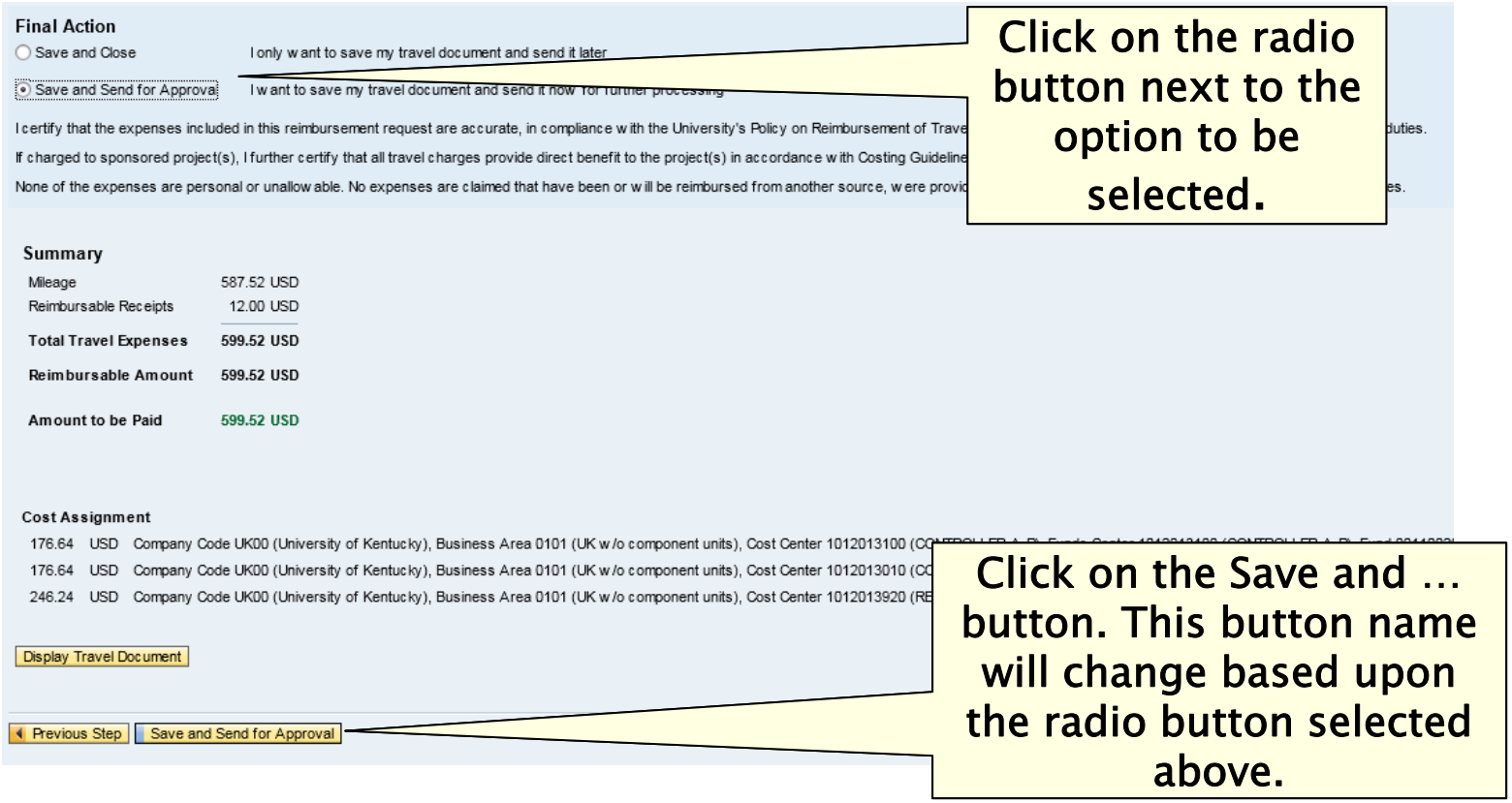
Travel Request: A travel request will create a statistical encumbrance when the creator selects Save and Close or Save and Send for Approval. The encumbrance will become an actual encumbrance when workflow is completed for the request (approval granted by the traveler, supervisor, and required budget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

New Day Trip – Review and Send

After the travel document has been reviewed for accuracy, the final action is to save and send the travel document for approval.



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

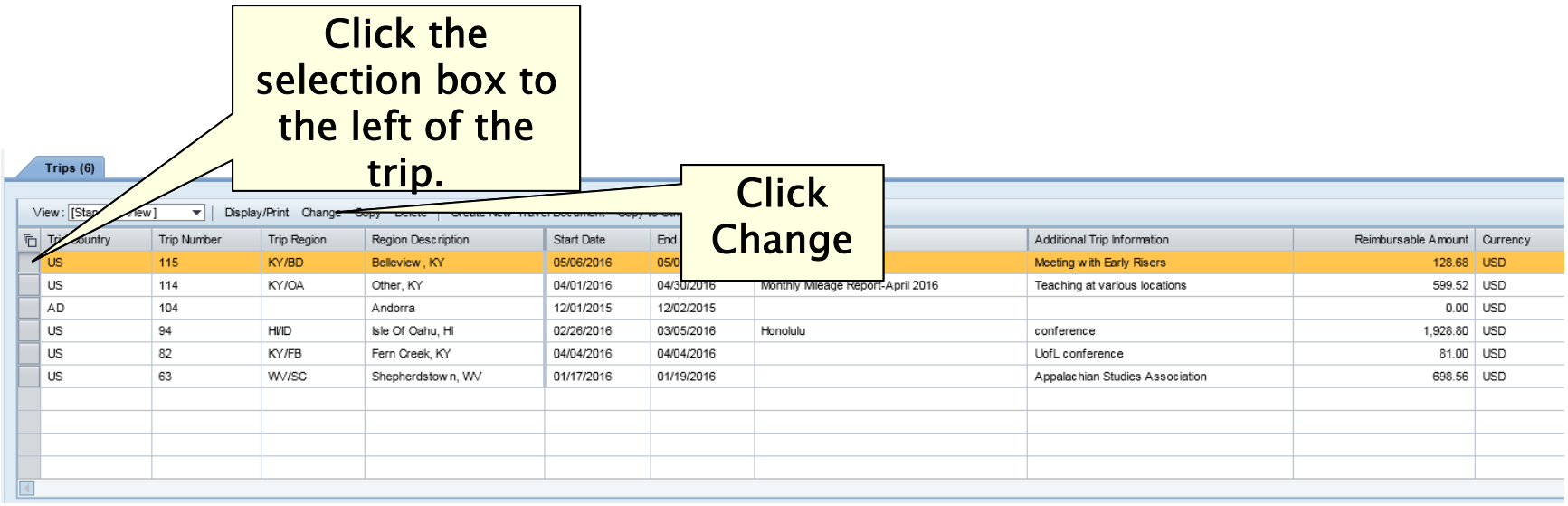
Budget Officers as defined by the AFO for the cost assignment department(s)

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.

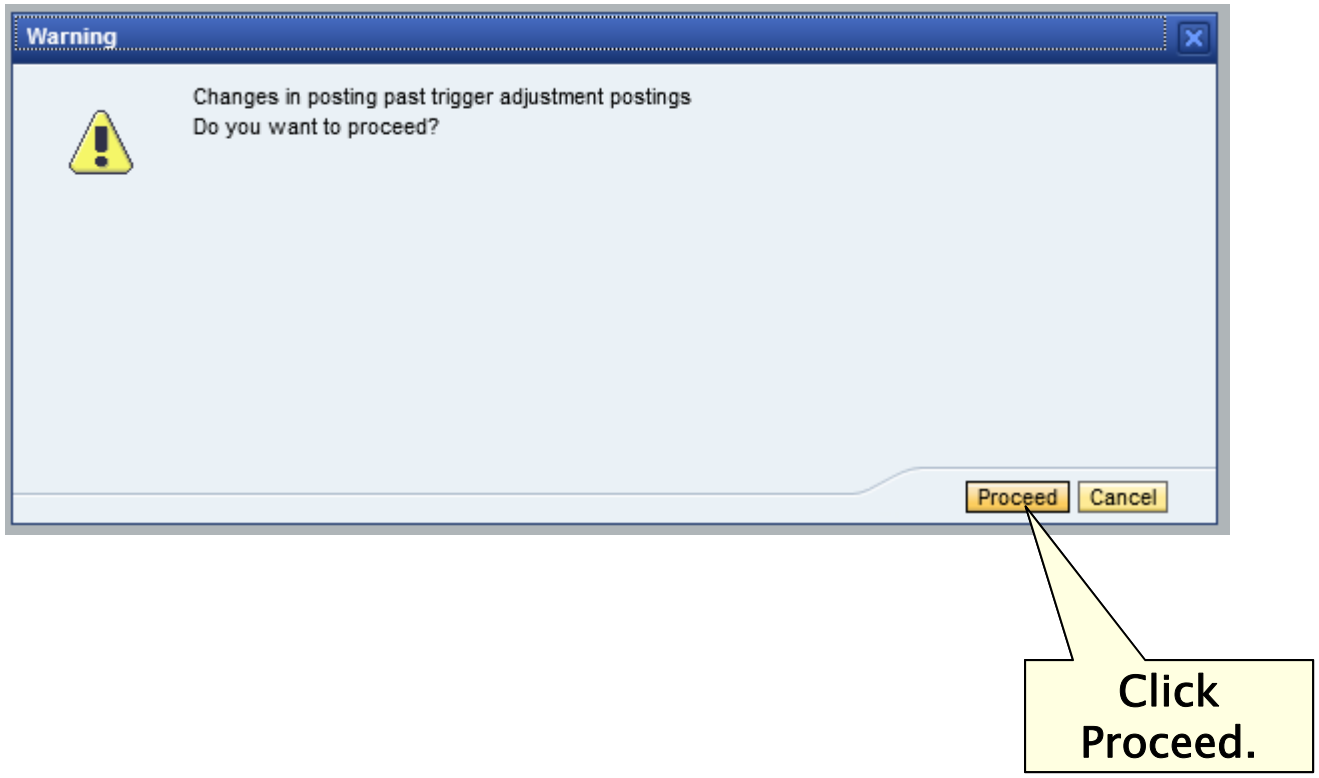
Return to the Traveler Work Center or the On Behalf Of Work Center. Select the trip once the date has elapsed to complete the Day Trip for the traveler.



Trip Country	Trip Number	Trip Region	Region Description	Start Date	End		Additional Trip Information	Reimbursable Amount	Currency
US	115	KY/BD	Belleview, KY	05/06/2016	05/0		Meeting with Early Risers	128.68	USD
US	114	KY/OA	Other, KY	04/01/2016	04/30/2016	Monthly Mileage Report-April 2016	Teaching at various locations	599.52	USD
AD	104		Andorra	12/01/2015	12/02/2015			0.00	USD
US	94	HI/ID	Isle Of Oahu, HI	02/26/2016	03/05/2016	Honolulu	conference	1,928.80	USD
US	82	KY/FB	Fern Creek, KY	04/04/2016	04/04/2016		UofL conference	81.00	USD
US	63	WV/SC	Shepherdstown, WV	01/17/2016	01/19/2016		Appalachian Studies Association	698.56	USD

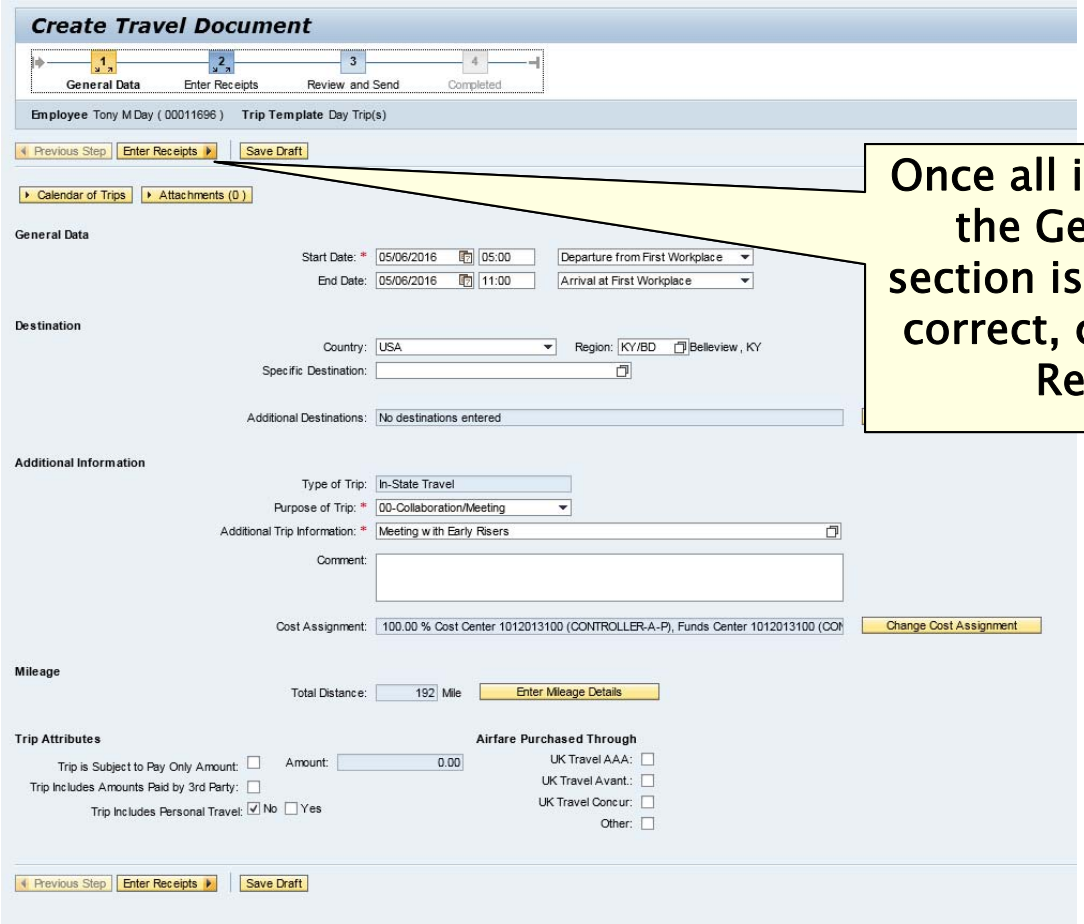
Day Trip – Request to Expense Report

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.



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.

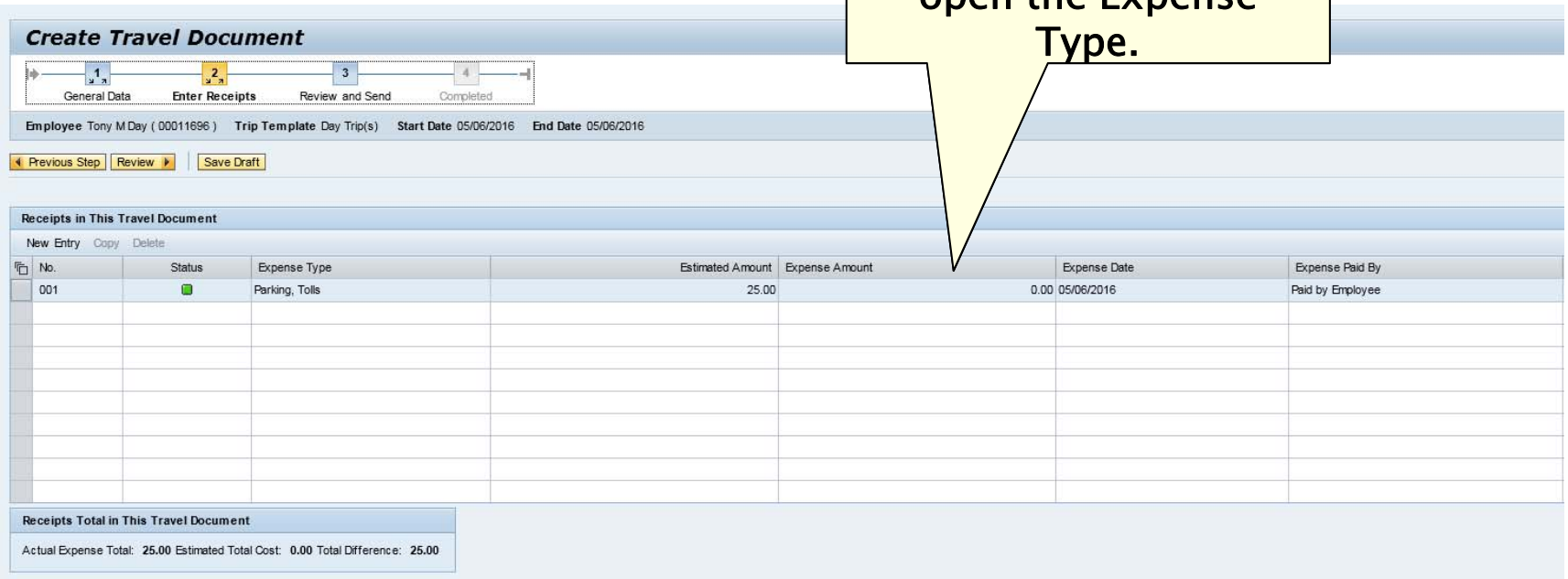


Once all information in the General Data section is reviewed and correct, click on Enter Receipts.

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.

Receipts in This Travel Document

New Entry Copy Delete

No.	Status	Expense Type	Estimated Amount	Expense Amount	Expense Date	Expense Paid By
001		Parking, Tolls	25.00	0.00	05/06/2016	Paid by Employee

From Date: 05/06/2016 To Date: 05/06/2016

Location:

Trip Country: USA Trip Region: KY/BD Belleview , KY

Comment: Parking estimates

Accept | Accept and New Entry | Enter Itemization | Check | Copy | Delete

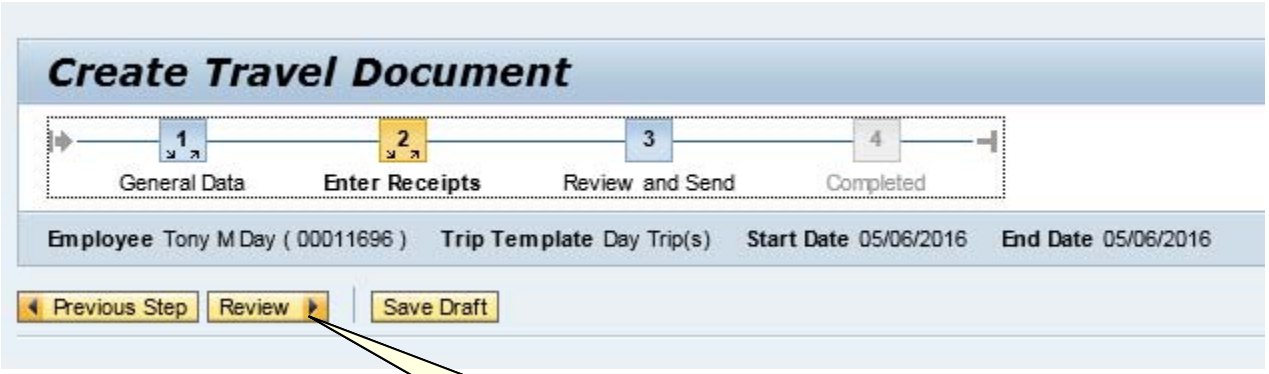
Update any information in the extra fields if necessary.

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.

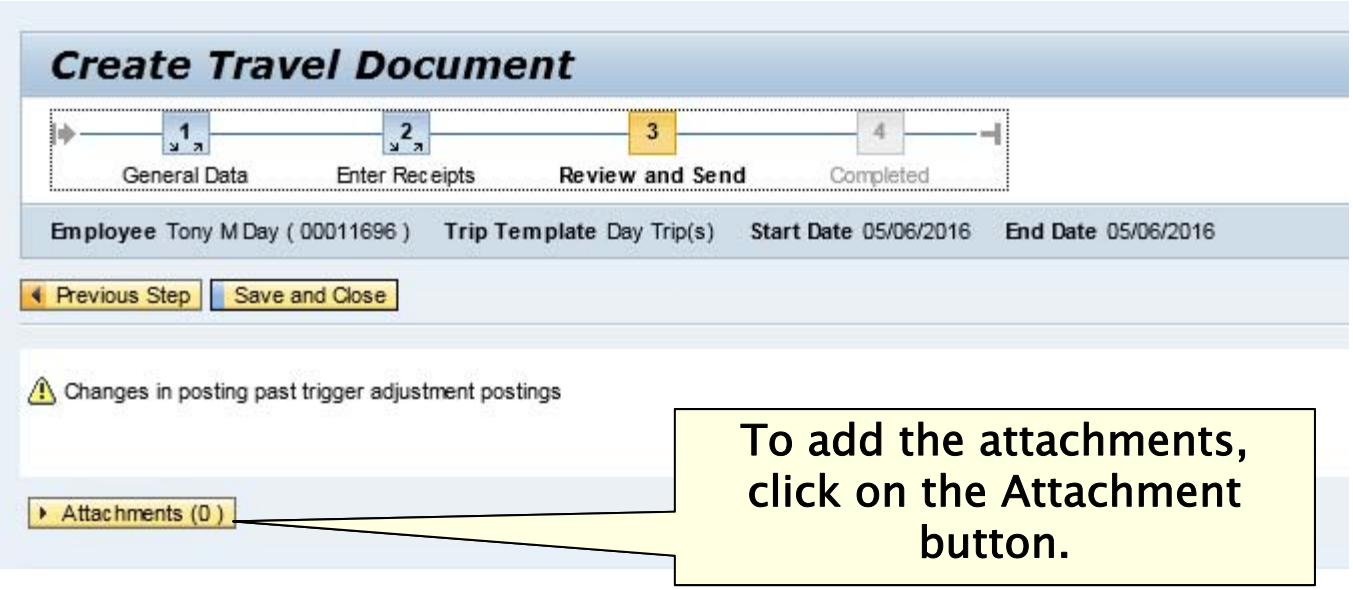


Click on Review to continue to the Review and Send section.

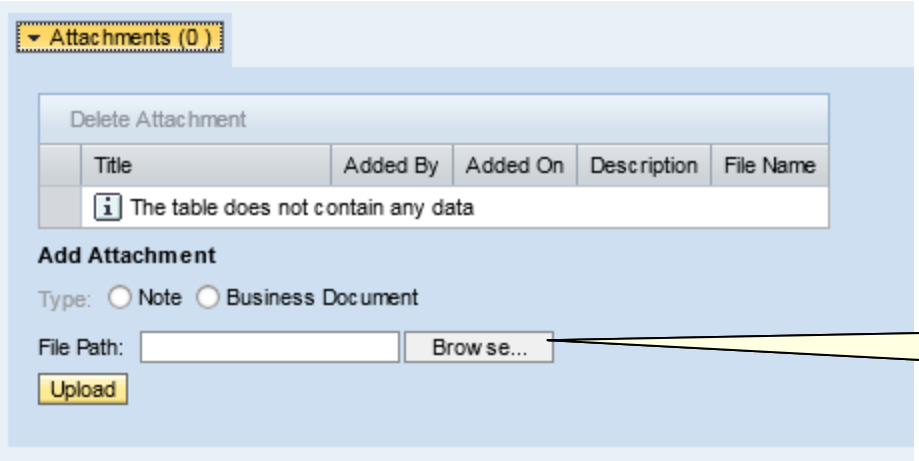
New Day Trip – Attachments

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

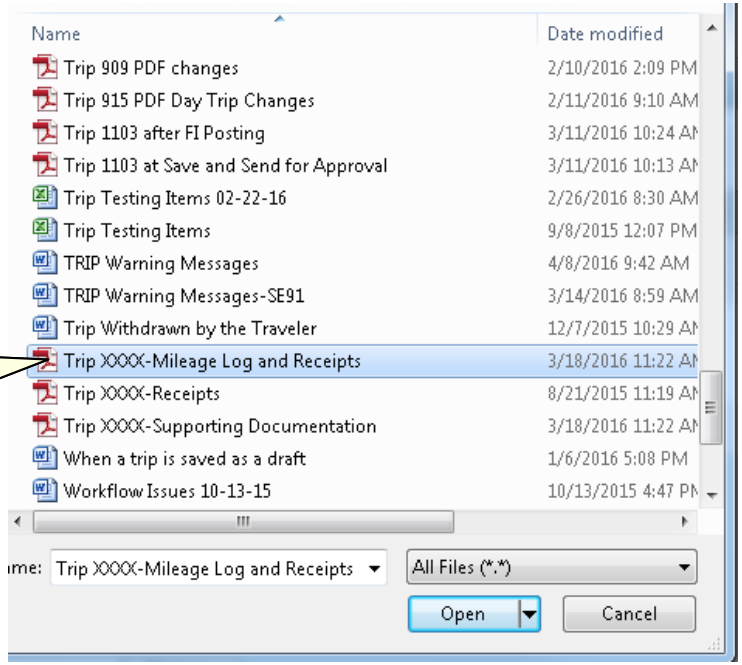
Mileage Logs and receipts are to be scanned as a single file in the order entered on the General Data and Enter Receipts sections of the trip. The files should be renamed to the Trip # – Description of the documentation included (i.e. "Trip 1107–Mileage Log and Receipts.pdf").



New Day Trip – Attachments

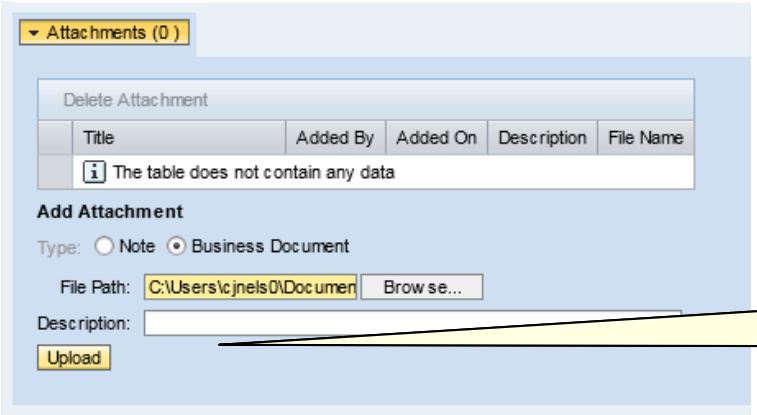


Click on Browse.

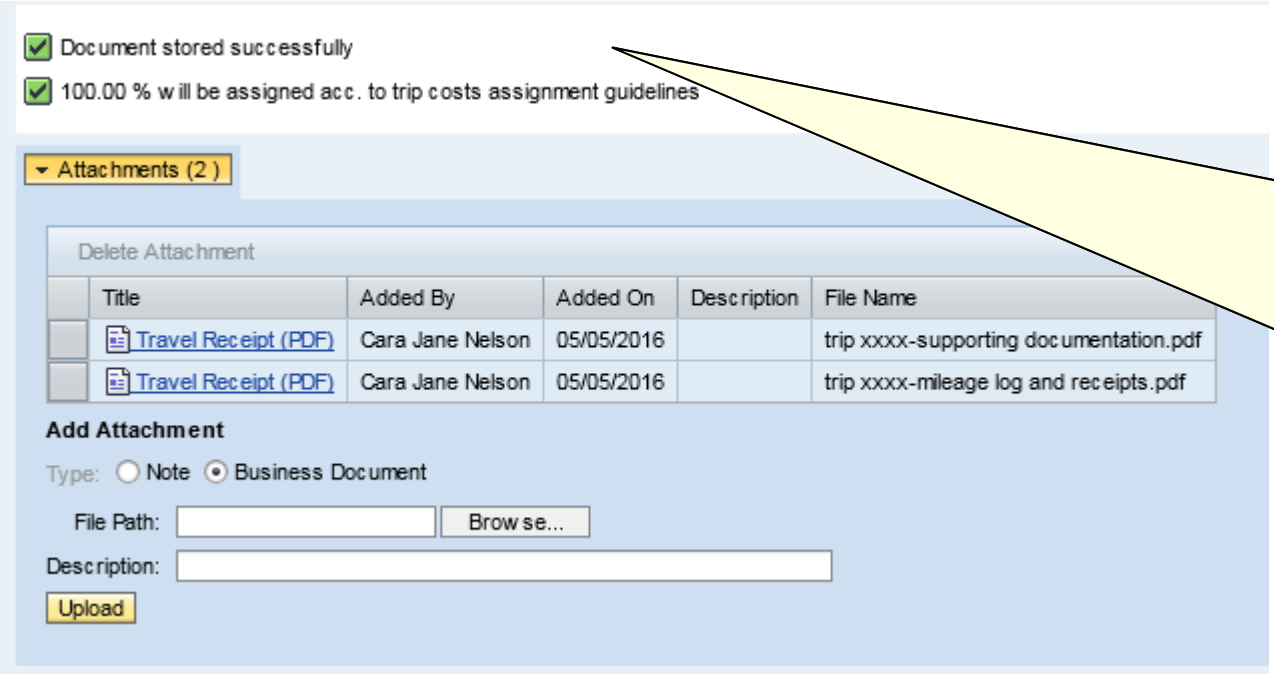


Click on the Attachment Name then Click on Open. NOTE: Each attachment must be added individually.

New Day Trip – Attachments



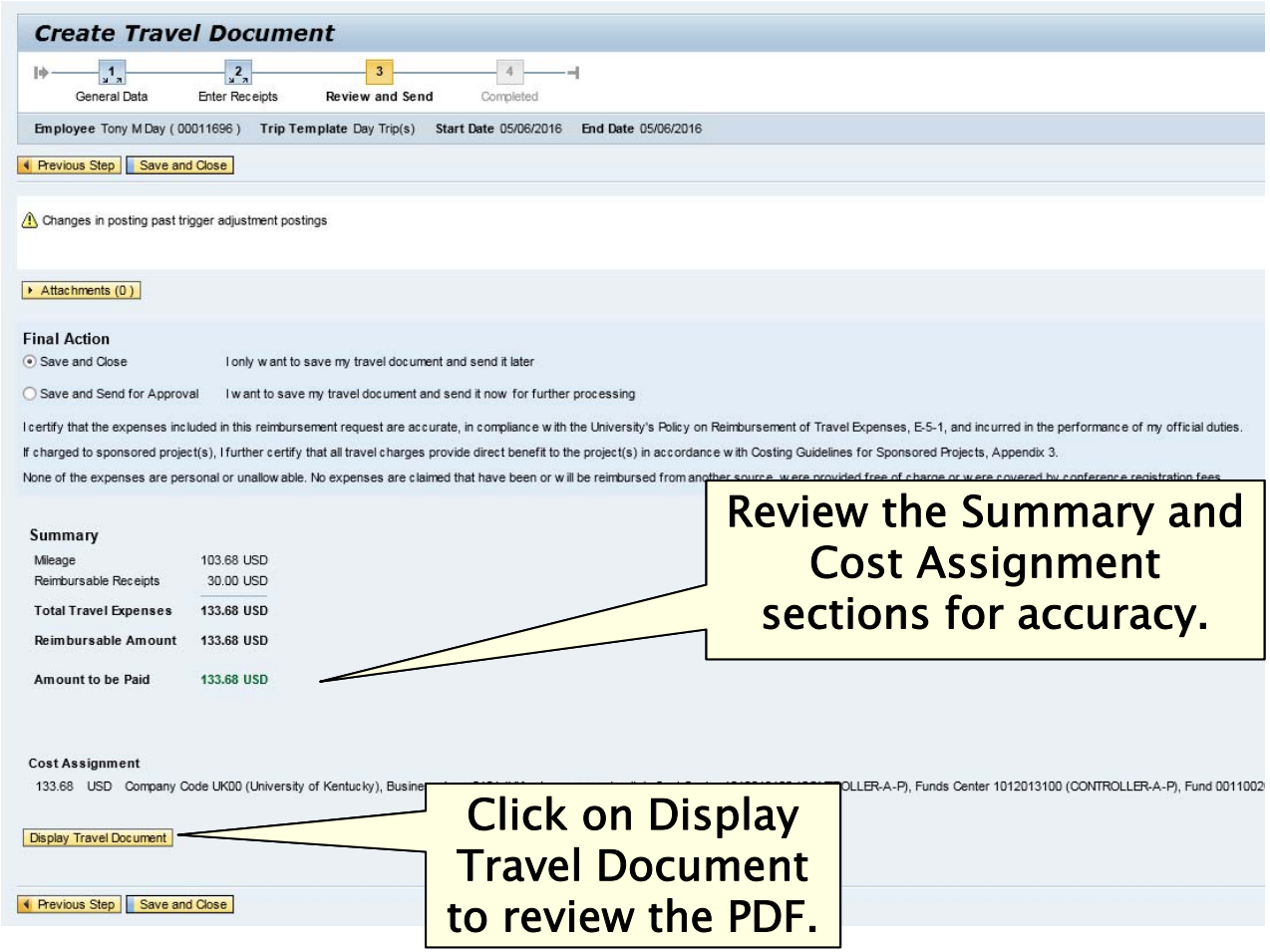
Click on Upload



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.



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.

Day Trip – Review and Send

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.

Day Trip – Request to Expense Report

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.