Overnight 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.
  • An employee’s vendor master record will be updated with travel related changes in the employee’s 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 Overnight Trip

Click on Travel and Expenses

Click on Employee Self Service (ESS)
New Overnight Trip

As the travel document creator, you will be able to create a travel request or a travel expense report for yourself through the Traveler Work Center or as a Proxy 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 Overnight Trip – As the Traveler

To create an Overnight Trip for yourself, click on Traveler Work Center. To create an Overnight Trip for another traveler, go to slide 11.
New Overnight 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.)
As a Proxy, you can create a new Overnight Trip on behalf of another traveler. Click on the On Behalf Of link to open your Employee List.
New Overnight 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.

Click anywhere on the traveler’s information to open the traveler’s details.
New Overnight 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.
Create New Overnight Trip

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

1. **Overnight Trip** – The Overnight Trip template is to be selected when the trip requires an overnight stay at the business destination.

2. **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. See Day 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 Overnight 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 meal per diem and mileage reimbursement will also be gathered in the General Data section.

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

3. Review and Send – The Review and Send section allows the document creator to review a high level summary of the expenses and allows for the review of the travel document PDF. Workflow will be started 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 Overnight Trip – General Data

Start and end dates and times are mandatory.

If using the Calendar of Trips, click on the first date of the trip, hold down the shift key, and click on the last date of the trip to populate the date fields. Otherwise, type in the start and end dates 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>Military Time (24-hour clock)</th>
<th>Civilian Time</th>
<th>Military Time (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>
</tr>
<tr>
<td>7:00 AM</td>
<td>07:00</td>
<td>7:00 PM</td>
<td>19:00</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>08:00</td>
<td>8:00 PM</td>
<td>20:00</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>09:00</td>
<td>9:00 PM</td>
<td>21:00</td>
</tr>
<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>
New Overnight Trip – General Data

Select the destination country first.

Select the destination country first. If the destination is not in the USA, the International Travel Registry reminder message will pop-up as a reminder to register the international trip with IHSS (International Health, Safety and Security).

Use the drop down key to see the listing of destination countries.

Type the first letter of the country to take you to the correct alphabetical section of the list. Click on the destination country. If your country is not listed, select Other.

NOTE: If the destination is not in the USA, the International Travel Registry reminder message will pop-up as a reminder to register the international trip with IHSS (International Health, Safety and Security).
New Overnight Trip – General Data

Once the country is selected, select the destination Region.

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 Overnight Trip – General Data

If traveling within the USA, enter the State abbreviation followed by an asterisk (*) in the Region field. Otherwise, leave this field blank and complete the Destination City field.

If traveling in the USA, enter the state abbreviation followed by an asterisk (*) in the Region field. Otherwise, leave the field blank.

Enter the city name surrounded by asterisks (*) in the Destination City field. NOTE: This field is case sensitive.

Click Start Search.
New Overnight 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 Overnight Trip – General Data

If no results are found, type *Other* in the city field and click start search.

Any time 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.

NOTE: Although the Specific Destination field is only required on travel documents with a destination of “Other”, the field may be used on any trip to provide the approvers additional information about the destination if necessary.
Type of Trip – The Type of Trip field is determined based upon the destination.

Applicable Per Diem Rate – Use the dropdown arrow key to choose the appropriate Per Diem Rate for this trip.

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 Overnight Trip – General Data

Type of Trip – The Type of Trip field is populated by TRIP based upon the destination Country and Region selected. The type of trip determines the expense GL for the travel document.

Type of Trip:  GL:
In-State Travel  530019
Out-of-State Travel  530019
Foreign Travel  530039
New Overnight Trip – General Data

Three applicable meal per diem rates are available in Trip.

Federal Rate: The Federal Rate is the default rate on all travel documents and is calculated from the US Government Department of Defense web site based upon the Country and Region selected previously. If the cost assignment for the trip is changed to a state-funded WBS element, a state rate must be selected for this trip.

State Rates: Reimbursement of travel expenses charged to WBS elements funded by the Commonwealth of Kentucky, directly or indirectly, are limited to the meal per diem rates authorized for state employees. The state maintains 2 rates: High Rate and Low Rate. The high rate should only be selected if the traveler’s destination is listed as a high rate locality on the state web site at: http://finance.ky.gov/services/statewideacct/Pages/travel.aspx. State Low Rate should be selected for all other localities.

NOTE: If a department wishes to reimburse the traveler the full federal rate, the travel document must charge a cost center. The department will then have to process a JV to move the allowable travel expenses to the grant.

Applicable Per Diem Rate: Any trip can choose a State– High or State–Low rate although trips charging a state-funded WBS element will be required to choose a state rate.
New Overnight 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.
Additional business destinations may occur on some trips. After the required fields of Purpose of Trip and Additional Trip Information are completed, each additional destination and the time the traveler departed for the destination must be entered.

Click on Enter Additional Destinations.

Enter the date and time the traveler leaves for the additional destination.

Use the same procedures as listed on the previous screens to select the correct Purpose of Trip and find the Country and Region for the additional destination(s).

Click on Accept or Accept and Add Additional Destination if another destination needs to be added.
New Overnight Trip – General Data

Review the all of the data entered as additional destinations for accuracy.

<table>
<thead>
<tr>
<th>Additional Destinations</th>
<th>Date</th>
<th>Time</th>
<th>Specific Destination</th>
<th>Destination City</th>
<th>* Additional Trip Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Trip</td>
<td>03/02/2016</td>
<td>05:00</td>
<td></td>
<td>USA</td>
<td></td>
</tr>
<tr>
<td>Trip Destination</td>
<td>03/02/2016</td>
<td>06:00</td>
<td>Colorado Mountain</td>
<td>Other, CO</td>
<td>Meetings</td>
</tr>
<tr>
<td>Additional Destination</td>
<td>03/02/2016</td>
<td>14:00</td>
<td></td>
<td>Aspen, CO</td>
<td>Another meeting</td>
</tr>
<tr>
<td>End of Trip</td>
<td>03/03/2016</td>
<td>23:00</td>
<td></td>
<td>USA</td>
<td></td>
</tr>
</tbody>
</table>

Review the additional destinations for accuracy and click Accept.

The Additional Destination will now be referenced on the General Data screen.
New Overnight 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.

If the majority of a 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 Overnight 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.
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.

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 Overnight Trip – Cost Assignment

Review the cost assignment information for accuracy.

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

Click on Accept.
New Overnight Trip – General Data

In order to request reimbursement for Meal Per Diem, check the Per Diem Reimbursement for Meals box.

If meal per diems are to be reimbursed for this trip, click the check box.

Trip will calculate the correct per diem rates based upon the dates of travel, destination(s) of the trip, and selection in the Applicable Per Diem Rate field.
New Overnight Trip – General Data

Meals provided by the conference/event must be deducted by selecting the proper check box for the meals provided. If personal time is included in the trip, be certain to deduct all meals that occur during the personal time.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>05/12/2016</td>
<td>✗</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>05/13/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>05/14/2016</td>
<td></td>
<td></td>
<td>✗</td>
</tr>
</tbody>
</table>

Click on the box for each individual meal to be deducted and click Accept.

The number of deductions will now be displayed on the General Data screen.

Click on Enter Deductions for Meals to select the meals to be deducted.
New Overnight Trip – Mileage Details

Mileage details are to be entered per day.

The Mileage Details screen will open with a new mileage entry started for the first day of the trip. The amount to be reimbursed for mileage will be calculated by Trip 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 Overnight Trip – Mileage Details

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:

Mileage details are to 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 travel document. Any travel document 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.

After the information is complete, click on Accept or Accept and New Entry to start another line.
New Overnight Trip – Mileage Details

If the traveler chooses to drive over 400 miles, a reminder will pop-up containing policy information regarding the decision to drive rather than fly.

In all cases when the traveler chooses to drive to a destination that is more than 400 miles one-way from the traveler's workstation or residence, the maximum reimbursement is limited to no more than the normal expenses that would have been incurred if commercial air had been used. A valid cost comparison and Air vs Auto form must be attached to the travel document. For complete guidelines on completing a valid cost comparison and to obtain the Air vs Auto form, see BPM section E-5-1.
After all mileage entries are complete, review the mileage for accuracy and click Accept.
New Overnight 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.
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 to determine the cost difference 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 BPM section E-5-1 for complete guidelines on completing a valid cost comparison.
If a country other than USA is selected as the destination country and the cost assignment has been changed to a federally funded WBS element, a reminder that the airfare must comply with the Fly America Act will pop-up when any of the options for Airfare Purchased Through is checked.

![Fly America Act](image)

Air travel to be funded by a sponsored project that included federal funds, directly or indirectly, must comply with the Fly America Act. For additional details on the Fly America Act, please see the Travel Management website:
http://www.uky.edu/Travel/Fly%20America%20Act%202.html
New Overnight Trip – Airfare

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

![Reminder Pop-up]

In all cases when an alternate vendor is used to arrange airfare, the airfare must be charged to a personal credit card and a valid cost comparison must be completed and attached to the travel document. For complete guidelines on completing a valid cost comparison, see BPM section E-5-1.
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.
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, a reminder will pop-up with the policy regarding travel expense reports not processed within the established reasonable timeframe.
The Enter Receipts screen allows for the entry of all of the expenses for the trip except for meal per diem and mileage.

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

To enter the expense information, click on New Entry.
New Overnight 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.
To select the Expense Type for the receipt use the selection arrow to display all of the expense type options. There are 11 Expense Types to choose from.

The dropdown box cannot display them all so remember to scroll down to see all options.
Expense amount must be populated.

The amount is to be type in the Expense Amount column even though it may be an estimate if the travel document is a travel request. (NOTE: Once the travel request becomes a travel expense report after the trip, the estimated amounts will move to the Estimated Amount column.)
New Travel Expense Report – Enter Receipts

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.
New Overnight Trip – Enter Receipts

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 Overnight 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 Overnight Trip – Enter Receipts

Lodging Field Requirements:

Expense Amount – Enter the amount of the lodging quote or receipt. If the lodging is for a Foreign trip, TRIP will determine the cost per night and limit the expense amount to the federal lodging per diem rate for the destination.

Expense Paid By – Use the dropdown menu to select the appropriate “Paid By…” option.
New Overnight Trip – Enter Receipts

Lodging Field Requirements Continued:

From Date and To Date – Enter the dates of check in and check out for this lodging receipt.

Provider Code – Use the drop down arrow to select the name of the lodging establishment. Click on the drop down arrow and type the first letter of the lodging name to be taken to the alphabetical section of the list.

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 Overnight Trip – Enter Receipts

Lodging Field Requirements Continued:

After the required fields are verified/entered, click Check. If the trip is a foreign trip and the lodging expense amount is over the federal lodging per diem, a hard stop warning message will appear.

Adjust the expense amount as required.
New Overnight Trip – Enter Receipts

Lodging – Int’l > Per Diem Field Requirements:

Expense Amount – Enter the amount of the lodging over the federal lodging per diem for a foreign trip only.

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

From Date and To Date – Enter the dates of check in and check out for this lodging receipt.

Provider Code – Use the drop down arrow to select the name of the lodging establishment. Click on the drop down arrow and type the first letter of the lodging name to be taken to the alphabetical section of the list.

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 Overnight 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 Overnight 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 Overnight 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 Overnight 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 Overnight 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 Overnight 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 Overnight Trip – Enter Receipts

#### Special Meal/Required Banquet Field Requirements:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Amount</td>
<td>Enter the amount of the special meal or required banquet receipt.</td>
</tr>
<tr>
<td>Expense Date</td>
<td>Enter the date of the special meal/required banquet.</td>
</tr>
<tr>
<td>Expense Paid By</td>
<td>Use the dropdown menu to select the appropriate “Paid By…” option.</td>
</tr>
<tr>
<td>Trip Country and Trip Region</td>
<td>These fields will copy from the General Data section of the trip. Verify and adjust if necessary.</td>
</tr>
<tr>
<td>Comment</td>
<td>Add additional information if necessary for the review and approval of the expense.</td>
</tr>
</tbody>
</table>

**NOTE:** Be certain the meal per diem was deducted from the General Data section before entering an expense for the meal.
New Overnight 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 Overnight 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 Overnight 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

Receipts are to be scanned as a single file with the documentation in the order entered on the Entered Receipts section of the trip. The file should be renamed to the Trip # – Description of the documentation included (i.e. “Trip 1107–Receipts.pdf”).

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

Click on Browse.

Click on the Attachment Name then Click on Open.
NOTE: Each attachment must be added individually.
New Overnight 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.
New Overnight Trip – Review and Send

The summary screen will break down Meals Per Diem, 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 travel document can be viewed by clicking on Display Travel Document.
All of the trip information entered and all of the reminder messages will be summarized on the pdf.

Page 1.
## Settlement Results and Cost Assignment

<table>
<thead>
<tr>
<th>Amount Type</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diems for Meals</td>
<td>138.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>11.50</td>
</tr>
<tr>
<td>Sum of Reimbursable Receipts</td>
<td>172.25</td>
</tr>
<tr>
<td>Sum of Receipts Paid by UK3rd Party</td>
<td>749.36</td>
</tr>
<tr>
<td>Total Travel Expenses</td>
<td>1,070.11</td>
</tr>
<tr>
<td>Sum of Receipts Paid by UK3rd Party</td>
<td>-749.36</td>
</tr>
<tr>
<td>Reimbursable Amount</td>
<td>321.75</td>
</tr>
</tbody>
</table>

### Settlement Results and Cost Assignment

8.00 USD of 8.00 USD assigned to:
- **Company Code**: UK00  
- **Business Area**: 0500  
- **Cost Center**: 1013188000  
- **Funds Center**: 1013188000  
- **Fund**: 0011674100  
- **Functional Area**: 1152  
- **Grant**: GMNR  
- **University of Kentucky**  
- **UK Athletics**  
- **BASEBALL**  
- **UKAA Other Men's Sports**  
- **GM NOT RELEVANT**

### Meals Per Diem

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>No.</th>
<th>Region</th>
<th>Reimbursement Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/16</td>
<td>05:00</td>
<td>2/3/16</td>
<td>06:00</td>
<td>Other, KY</td>
</tr>
<tr>
<td>2/3/16</td>
<td>00:00</td>
<td>2/4/16</td>
<td>06:00</td>
<td>Other, KY</td>
</tr>
<tr>
<td>2/4/16</td>
<td>00:00</td>
<td>2/4/16</td>
<td>23:00</td>
<td>Other, KY</td>
</tr>
<tr>
<td>2/4/16</td>
<td>00:00</td>
<td>2/4/16</td>
<td>23:00</td>
<td>Other, KY</td>
</tr>
</tbody>
</table>

### Reimbursement Amount:

- 138.00 USD

### Travel Flat Rate

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Reimbursement Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/16</td>
<td>10</td>
<td>5.75</td>
</tr>
<tr>
<td>2/4/16</td>
<td>10</td>
<td>5.75</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>11.50</td>
</tr>
</tbody>
</table>

### Reimbursement Amount:

- 11.50 USD

### Trip Segment

- February 2, 2016
- Total Mileage (mi/km): 10
The size of the pdf will vary depending on the data entered. Be certain to review all pages of the pdf.
**New Overnight 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:** A travel expense report will create an actual encumbrance when the creator selects Save and Close or Save and Send for Approval.

**NOTE:** Saving a travel request or expense report as a draft will NOT create an encumbrance.
New Overnight 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.

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.
New Overnight Trip

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:

**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
Overnight Trip – Request to Expense Report

If a request was processed and approved, 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 to select and complete the trip for the traveler.
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.
Overnight 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.
Overnight 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.
Overnight 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.
Overnight Trip – Request to Expense Report

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

Click on Review to continue to the Review and Send section.
Overnight Trip – Request to Expense Report

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

Receipts are to be scanned as a single file and in the order entered on the Entered Receipts section of the trip. The file should be renamed to the Trip # – Description of the documentation included (i.e. “Trip 1107–Receipts.pdf”).

Create Travel Document

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.
Overnight Trip – Request to Expense Report

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.
Overnight Trip – Request to Expense Report

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

Review the Summary and Cost Assignment sections for accuracy.

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

After Save and Send for Approval has been processed, the travel expense report will enter the workflow. The travel expense report 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 travel 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 travel expense report again. The travel expense report will go straight to AP.
Overnight 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.
Overnight Trip – After Approval

Once the travel 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 (See Quick Reference Cards TRIP Documentation in ECM or TRIP Documentation in SAP–FB03).