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



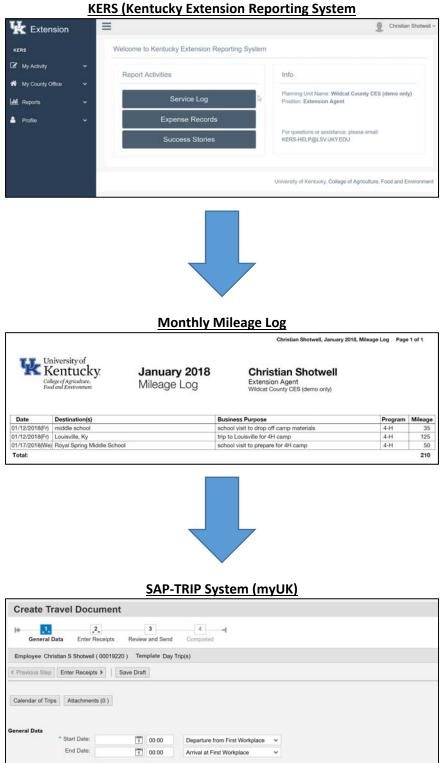
- No paper travel vouchers to fill out, mail, or maintain. All travel will be processed online.
- No paper to deliver for signatures. All required approvals will be handled through workflow.
- Historical data is kept for each Traveler.
- Travel documents can be created by the Traveler or by a Proxy.
- 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.

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.

Travel Reimbursement Process Flow



Destination ✓ Region: Country: USA - USA ð Specific Destination: Enter Additional Destinations Additional Destinations: No destinations entered ditional Information

Type of Trip: