

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

KERS (Kentucky Extension Reporting System)

Extension

KERS

My Activity

My County Office

Reports

Profile

Welcome to Kentucky Extension Reporting System

Report Activities

Service Log

Expense Records

Success Stories

Info

Planning Unit Name: Wildcat County CES (demo only)
Position: Extension Agent

For questions or assistance, please email:
KERS-HELP@LSV.UKY.EDU

University of Kentucky, College of Agriculture, Food and Environment



Monthly Mileage Log

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University of Kentucky
College of Agriculture,
Food and Environment

January 2018
Mileage Log

Christian Shotwell
Extension Agent
Wildcat County CES (demo only)

Date	Destination(s)	Business Purpose	Program	Mileage
01/12/2018(Fri)	middle school	school visit to drop off camp materials	4-H	35
01/12/2018(Fri)	Louisville, Ky	trip to Louisville for 4H camp	4-H	125
01/17/2018(Wed)	Royal Spring Middle School	school visit to prepare for 4H camp	4-H	50
Total:				210



SAP-TRIP System (myUK)

Create Travel Document

1. General Data 2. Enter Receipts 3. Review and Send 4. Completed

Employee Christian S Shotwell (00019220) 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: []