

Overnight Trip (Extension Only)

SAP Travel Document Solution - TRIP





Creating a New Overnight Trip





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



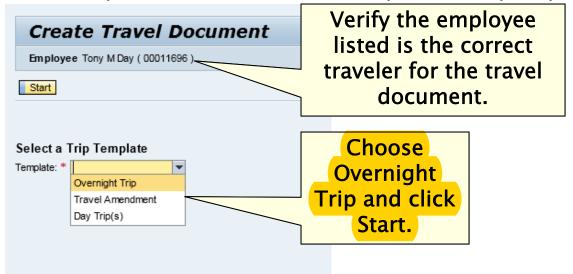
The Traveler Work Center will provide a summary of your travel document history for the past 12 months. Review the existing trips to ensure a travel document has not been started for this trip previously. To start a new travel document, click on Create New Travel Document. (Skip ahead to Slide 14.)

Click on Create Traveler Work Center **New Travel** My Trips and Expenses (Cara Nelson, 22000025) Document All My Trips (119) View: [Standard View] ▼ Display/Print Change Copy Delete | Create New Travel Document Trip Country Trip Number Start Date Fnd Date Trip Region Region Description Destination Additional Trip Information Reimbursable Amount | Currence US 12/09/2015 12/10/2015 825 TN/AB Arlington, TN Meeting 112.00 USD US DC/WA Washington, DC 10/15/2015 10/16/2015 Meeting 78.32 USD 823 12/04/2015 12/05/2015 DC/WA Washington, DC Meeting 132.00 USD US 822 DC/WA Washington, DC 12/02/2015 12/03/2015 181.86 USD Meeting US 771 NY/AA Adams, NY 10/12/2015 10/14/2015 Conference 153.00 USD 02/13/2015 02/14/2015 US 770 TN/CG Concord, TN anvw here Original trip: 588 150.00 USD US 769 UT/CC 10/09/2015 10/10/2015 Meeting Colton, UT 184.23 USD US 763 08/29/2015 08/30/2015 TN/CG 152 00 USD Concord TN Meeting US 761 TN/BD 11/01/2015 11/01/2015 Brentwood, TN Meetings 17.25 USD US TN/AB Arlington, TN 09/23/2015 09/24/2015 Meeting 197.45 USD Last Refresh 03/16/2016 14:42:29 EST Refresh Fix Query Lock

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.

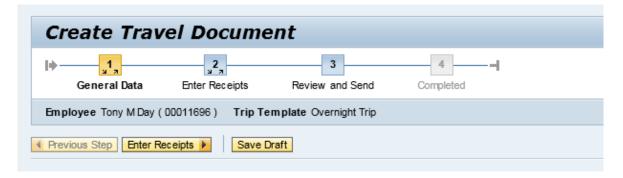


- 1. Overnight Trip The Overnight Trip template is to be selected when the trip requires an overnight stay at the business destination.
- 2. Day Trip The Day Trip template is to be selected for same day trips. Meal per diem and lodging cannot be claimed on day trips. The Day Trip should also be used 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



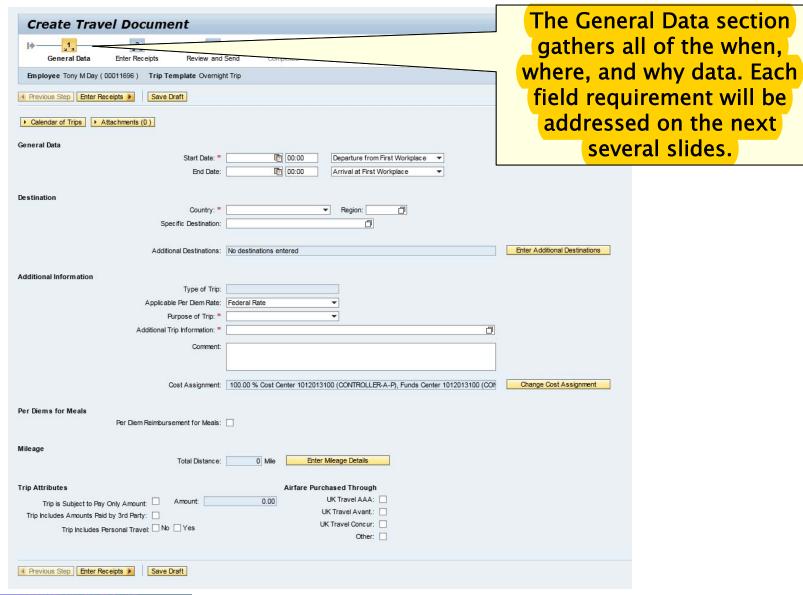
Each travel document will consist of 3 sections:



- 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.

Create New Overnight Trip







General Data	Start and end
Start Date: * © 00:00 Departure from the	dates and
End Date: © 00:00 Arrival at First Workplace	times are
	mandatory.

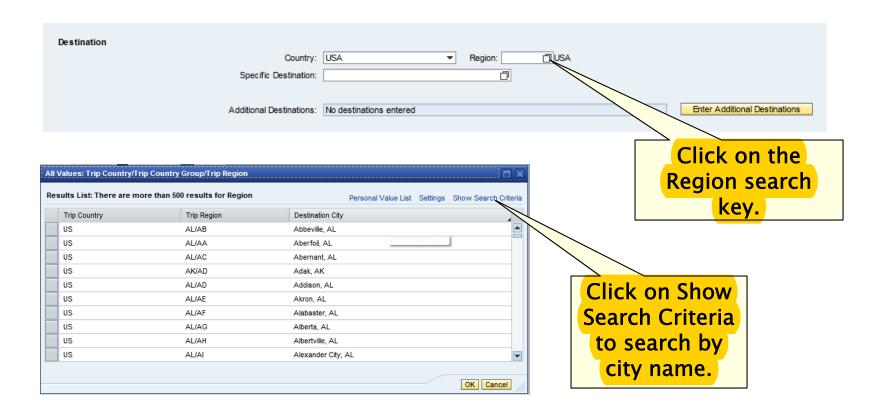
If using the Calendar of Trips, click on the first date of the trip, hold down the shift key, and click on the last date of the trip to populate the date fields. Otherwise, type in the start and end dates in format MM/DD/YYYY.

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.

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



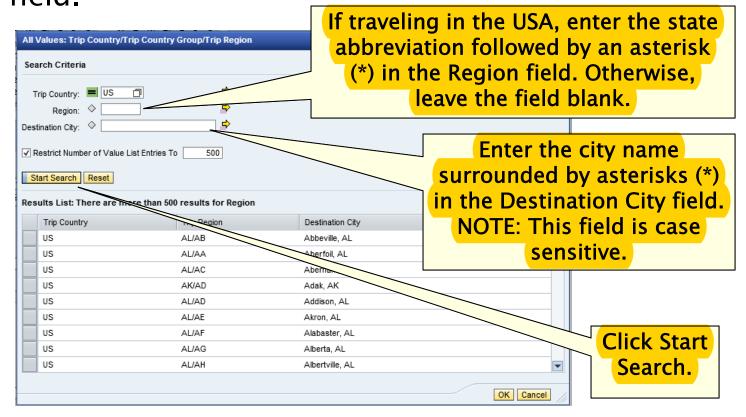
Once the country is selected, select the destination Region.



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

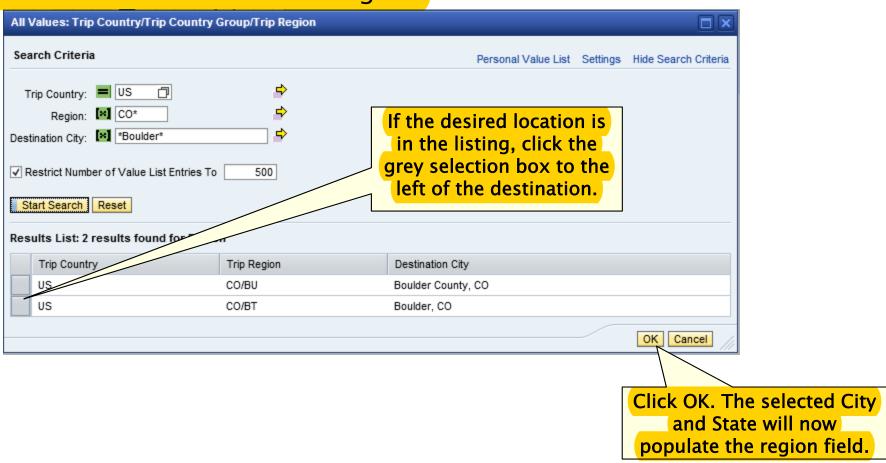


If traveling within the USA, enter the State abbreviation followed by an asterisk (*) in the Region field. Otherwise, leave this field blank and complete the Destination City field.





If 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 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 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

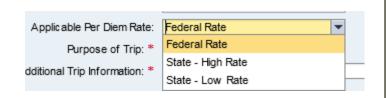
Foreign Travel 530039



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.

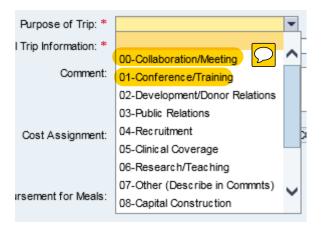
State Rates: Reimbursement of travel expenses charged to WBS elements funded by the Commonwealth of Kentucky, directly or indirectly, are limited to the meal per diem rates authorized for state employees. The state maintains 2 rates: High Rate and Low Rate. The high rate should only be selected if the 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.



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.

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.





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: *	Ō
Comment:	

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.

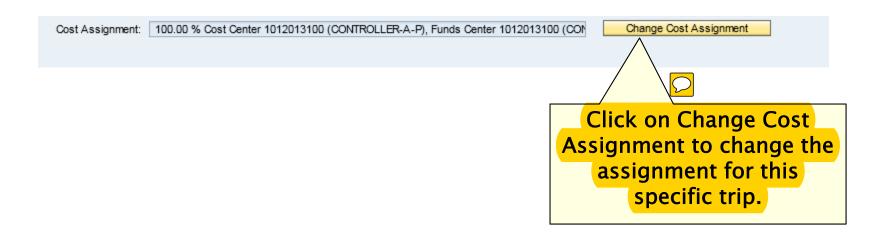
UNIVERSITY OF KENTUCKY



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 Destination **Destinations** Country: USA Region: CO/OE Other, CO Specific Destination: Boulder, CO, USA Enter Additional Destinations Additional Destinations: No destinations entered Enter the date and time Additional Destinations the traveler leaves for Add Additional Destination Delete the additional Event in Itinerary Date Time Specific Destin Additional Trip Information destination. Start of Trip Trip Destination Additional Destination Another Meeting Use the same procedures as Type of Trip: Out-of-State Travel listed on the previous screens Applicable Per Diem Rate: Federal Rate to select the correct Purpose Purpose of Trip: 03-Public Relations ▼ Region: CO/AV Aspen, CO Country: USA of Trip and find the Country and Region for the additional Accept Accept and Add Additional Destination Click on Accept or Accept and destination(s). End of Trip Add Additional Destination if another destination needs to be added.



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.



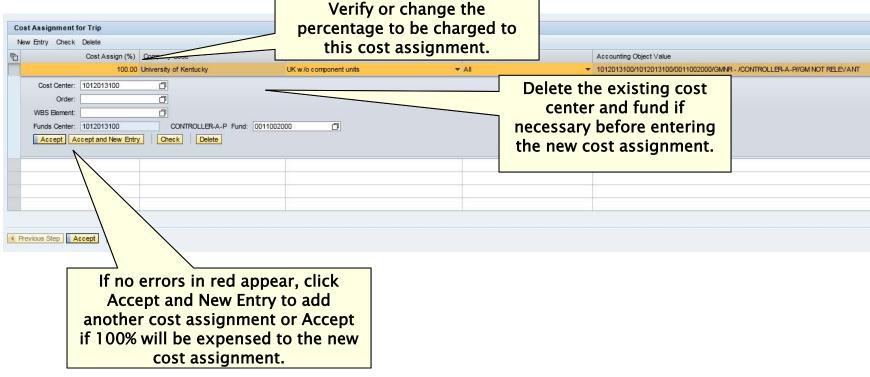
If the majority of a traveler's trips will charge a specific cost center other than the default HR Master Cost Center, see the QRC Trip Cost Assignment to establish the cost center in HR Infotype 0017. NOTE: A WBS element cannot be established as the default cost assignment for Trip. The cost assignment 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.

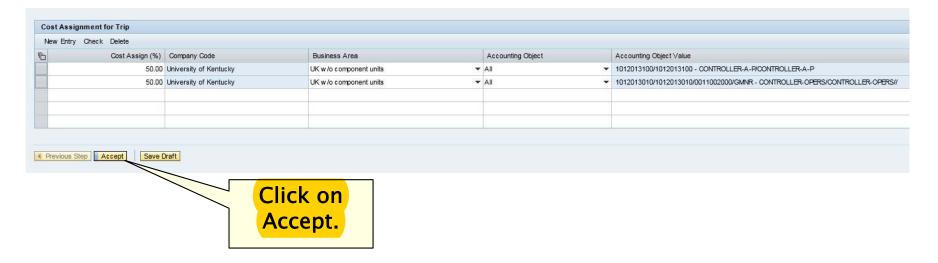
NOTE: Remember to add any Statistical Internal Orders that may apply to this travel document in the Change Cost Assignment section even if the cost assignment does not need to be changed.



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 Change Cost Assignment



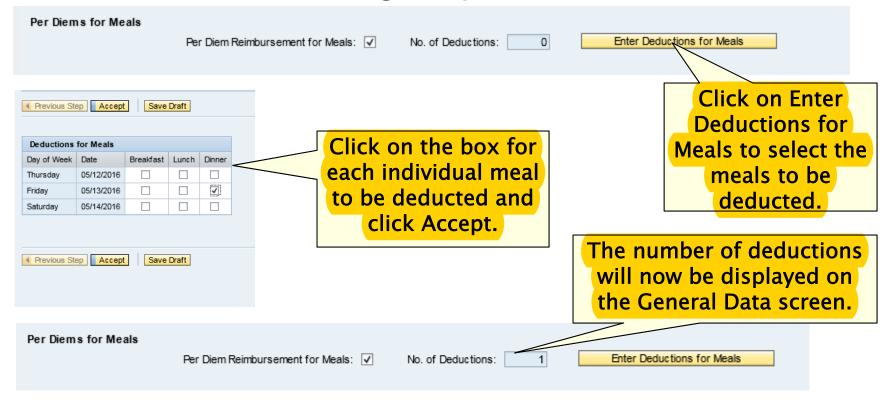
In order to request reimbursement for Meal Per Diem, check the Per Diem Reimbursement for Meals box.



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.



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.

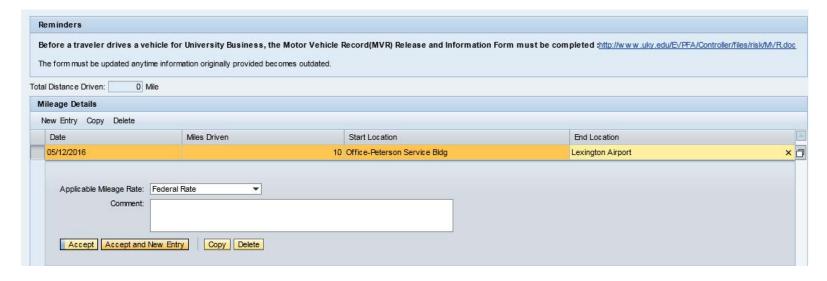




Mileage details are to be entered per day.

			To enter mileage
Mileage			information for
	Total Distance: 0 Mile	Enter Mileage Details	this trip, click on
			Enter Mileage
			Details.

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.





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:

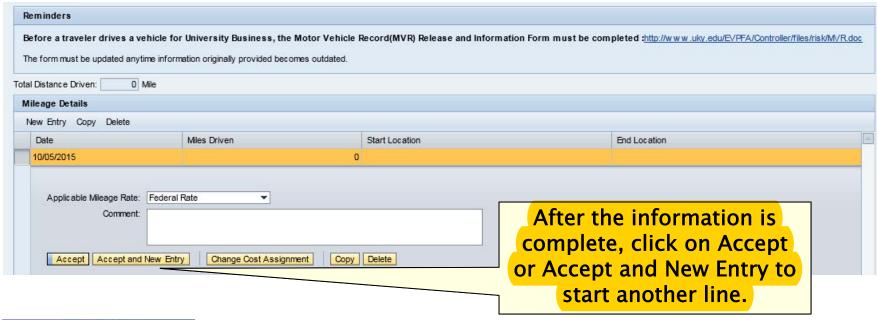
http://finance.ky.gov/services/statewideacct/Pages/travel.aspx.

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.



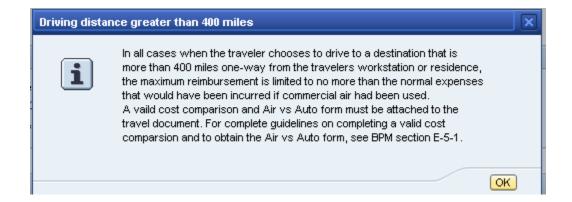
Mileage Details Per Day:

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.

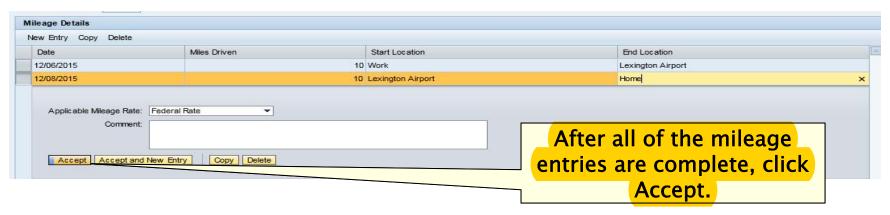




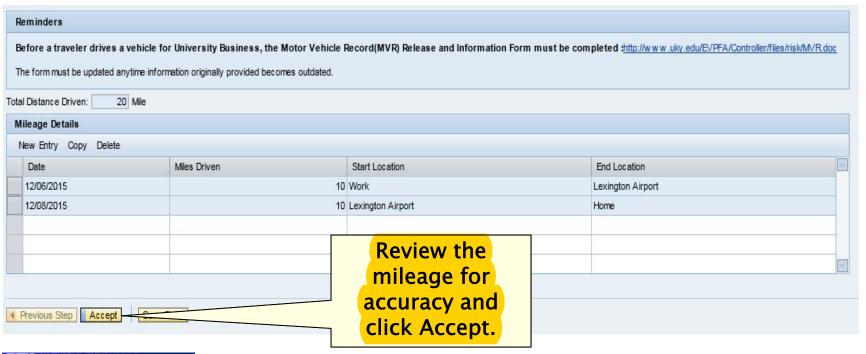
If the traveler chooses to drive over 400 miles, a reminder will pop-up containing policy information regarding the decision to drive rather than fly.







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



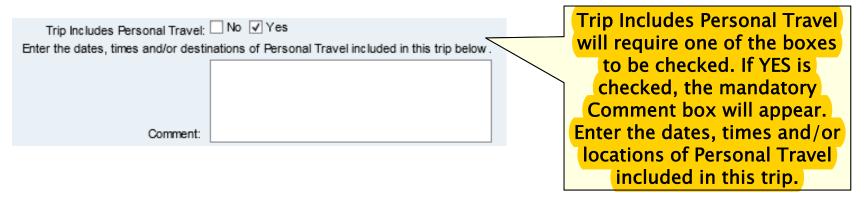
New Overnight Trip – Trip Attributes



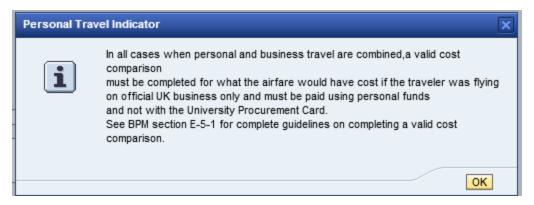
Trip Attributes Trip is Subject to Pay Only Amount: Trip Includes Amounts Paid by 3rd Party: Trip Includes Personal Travel: No Yes	If the traveler's reimbursement will be limited to a specific amount, check the Trip is Subject to Pay Only Amount box
	and type in the Pay Only amount.
Trip Attributes Trip is Subject to Pay Only Amount: Amount: 0.00 Trip Includes Amounts Paid by 3rd Party: Trip Includes Personal Travel: No Yes	If any of the traveler's expenses will be covered by a 3 rd Party, check the box next to Trip Includes Amounts Paid by 3 rd Party.

New Overnight Trip – Trip Attributes



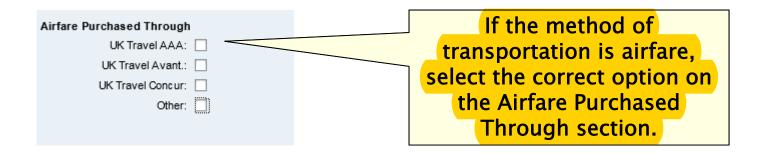


After all data on the General Data section is completed, a reminder message will pop-up regarding policy requirements when choosing to combine personal time with a business trip.



New Overnight Trip – Airfare





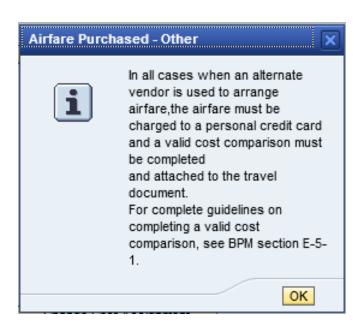
If a country other than USA is selected as the destination country and the cost assignment has been changed to a federally funded WBS element, a reminder that the airfare must comply with the Fly America Act will pop-up when any of the options for Airfare Purchased Through is checked.



New Overnight Trip – Airfare



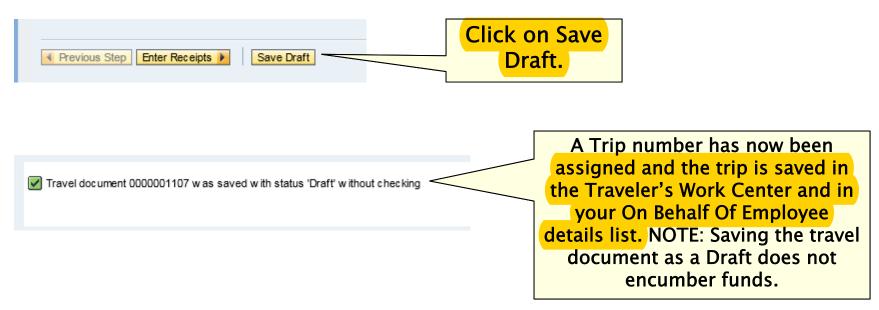
If the Airfare Purchased Through: Other is selected a reminder will pop-up regarding policy requirements when choosing an Alternate airfare vendor.



New Overnight 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.

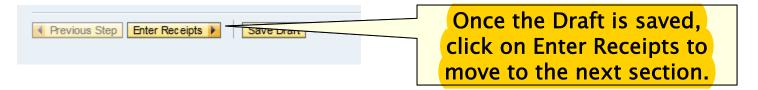
New Overnight Trip - Save Draft



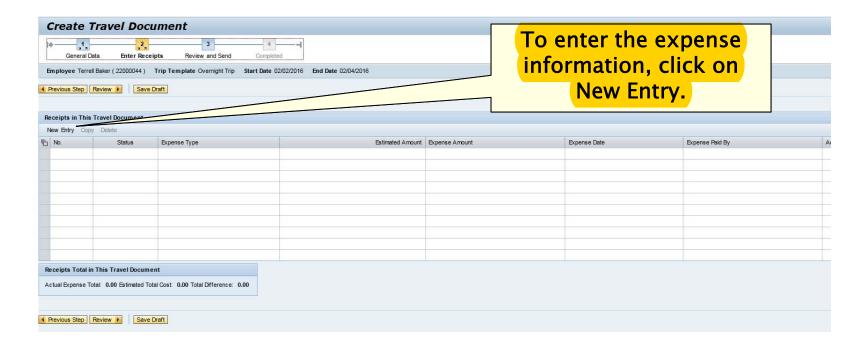
If the travel document is a travel expense report and the document is created more than 60 days from the end date of the trip, a reminder will pop-up with the policy regarding travel expense reports not processed within the established reasonable timeframe.







The Enter Receipts screen allows for the entry of all of the expenses for the trip except for meal per diem and mileage.





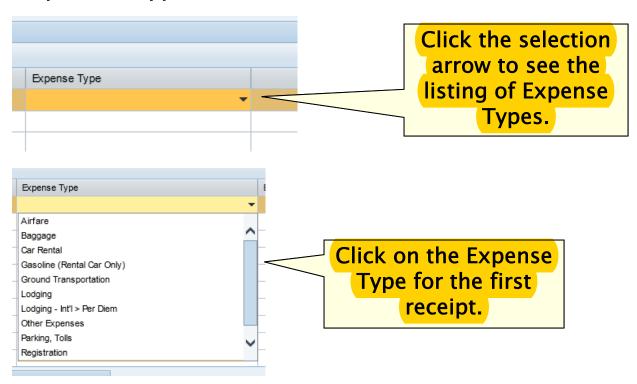
Receipts for the trip should be organized by date and added as new Receipts in date order.



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.



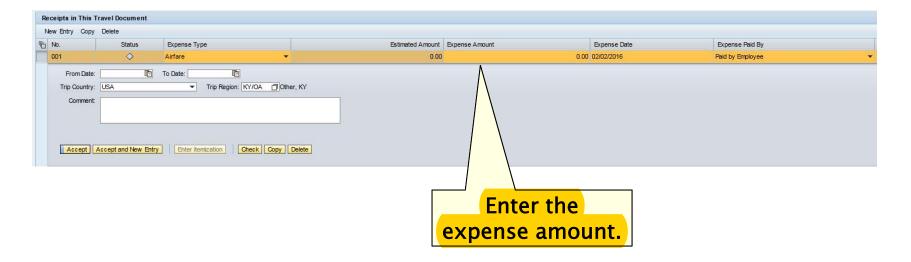
To select the Expense Type for the receipt use the selection arrow to display all of the expense type options. There are 11 Expense Types to choose from.



The dropdown box cannot display them all so remember to scroll down to see all options.



Expense amount must be populated.

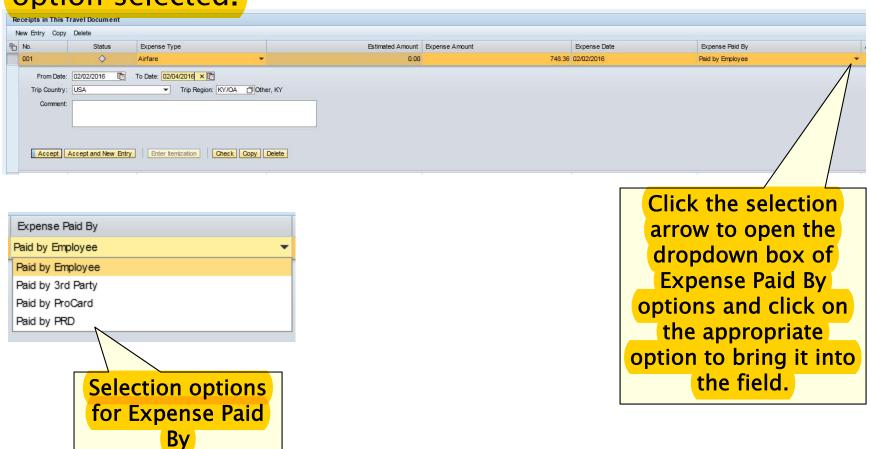


The amount is to be type in the Expense Amount column even though it may be an estimate if the travel document is a travel request. (NOTE: Once the travel request becomes a travel expense report after the trip, the estimated amounts will move to the Estimated Amount column.)

New Travel Expense Report – Enter Receipts

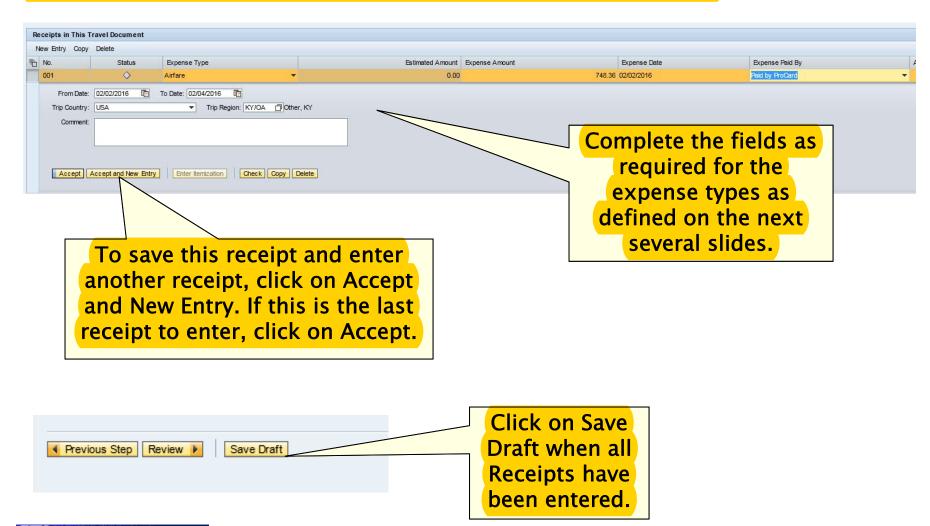


Expense Paid By field must be reviewed and the correct option selected.



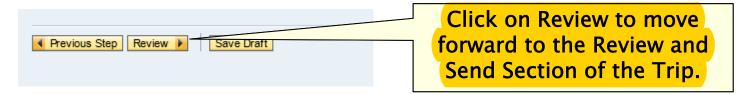


Expense fields should be populated (or verified).

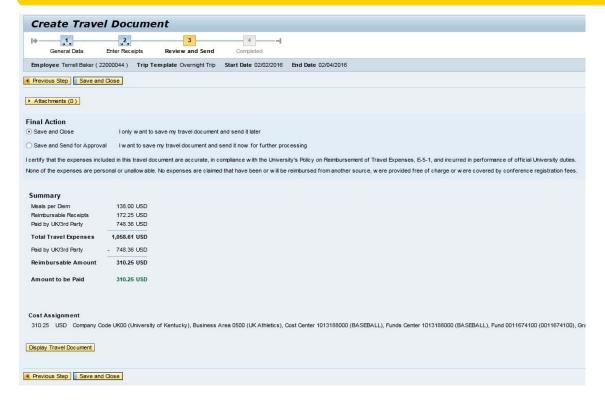


New Overnight Trip - Review and Send





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





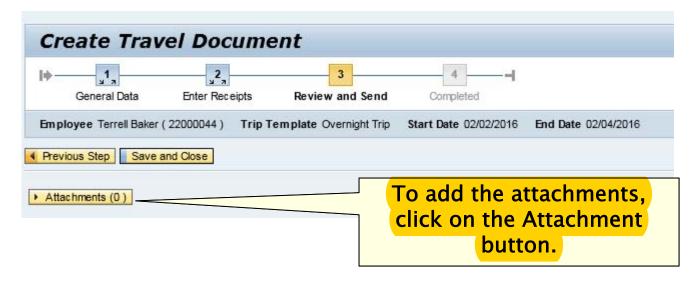
New Overnight Trip – Attachments



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

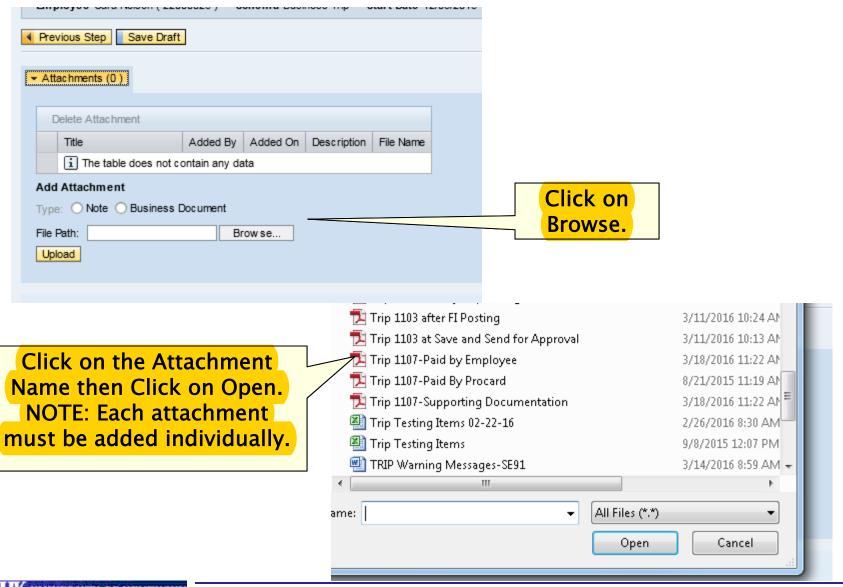
Do not use spaces or punctuation in naming of files.





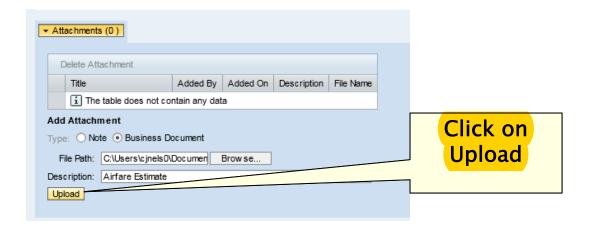
New Overnight Trip - Attachments

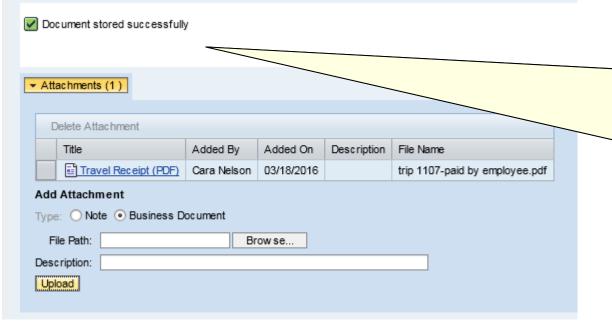




New Overnight Trip – Attachments







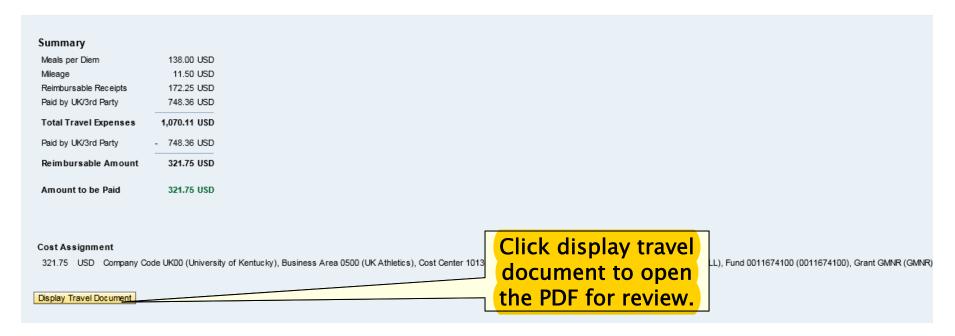
You should receive a
Document stored
successfully message.
The attachment button
will show the number
of attachments and the
attachments will be
listed below the
attachment button.
Repeat this process
until all attachments
have been added.

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.

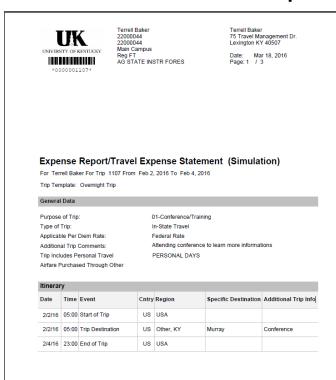
The Summary and the Cost Assignment should be reviewed for accuracy. The PDF version of the travel document can be viewed by clicking on Display Travel Document.



New Overnight Trip - PDF Review



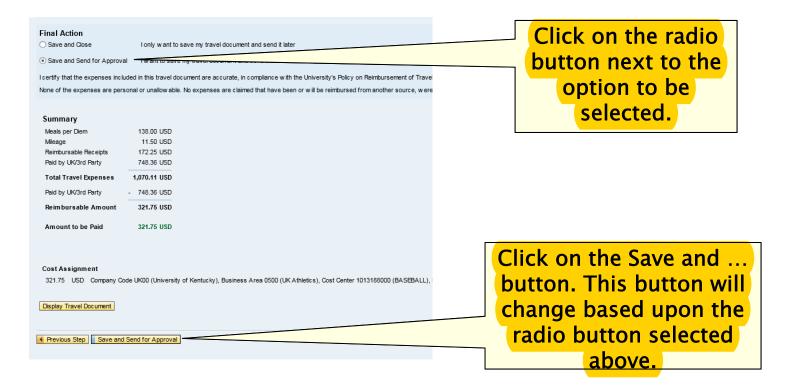
All of the trip information entered and all of the reminder messages will be summarized on the pdf.



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.



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 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/Travel Services

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.