



Travel Approver Training

SAP Travel Document Solution – TRIP



Travel Workflow



Approval of travel documents will be handled through the Universal Worklist. Workflow delivers the travel documents to the Approver's Workflow Items box on Enterprise Services for review and action.

Only the creator of the travel document and Accounts Payable can make changes to a travel expense report. Only the creator can make changes to a travel request.

For trips with an approved travel request in the system, the associated travel expense report may only require the traveler's approval before it flows to Accounts Payable for final action.

Travel Workflow



Documents will flow through the following path for approvals:

1. **Traveler** – If the travel document was created by a Proxy the document will workflow to the traveler.
2. **Supervisor** – The travel document will workflow to the Supervisor of the Traveler based upon the HR assignment.
3. **Budget Officer(s)** – The travel document will workflow to the Budget Officer(s) assigned to the Workflow Approver Table based on the trip's cost object's department number.
4. **Accounts Payable** – All expense reports will workflow to Accounts Payable for final review and approval.

Travel Workflow



Options within Workflow:

1. **Traveler – The traveler can Approve or Withdraw the travel document.**
 - Approve – The travel document flows to the supervisor.
 - Withdraw – The travel document is cancelled, the encumbrance is liquidated, and the workflow stops.
2. **Supervisor – The supervisor can Approve, Reject, or Request a Revision.**
 - Approve – The travel document flows to the lowest Budget Officer level.
 - Reject – The travel document is cancelled, the encumbrance is liquidated, and the workflow stops.
 - Request Revision – The workflow will stop and an email notification will be sent to the submitter of the trip. Once the revisions have been processed, the document will return to the Supervisor for approval.

Travel Workflow



Options within Workflow (Continued):

3. **Budget Officer(s) – The Budget Officer can Approve, Reject, or Request a Revision.**
 - Approve – The workflow goes to the next level Budget Officer. Once all levels have approved the document, a real encumbrance is posted (travel request) or the travel document is submitted to Accounts Payable for review and final action.
 - Reject – The travel document is cancelled, the encumbrance is liquidated, and the workflow stops.
 - Request Revision – The workflow will stop and an email notification will be sent to the submitter of the trip. Once the revisions have been processed, the document will flow back to the lowest level of Budget Officer for approval.
4. **Accounts Payable – Accounts Payable can Approve, Reject, Request a Revision, or Revise the travel document.**
 - Accounts Payable is the final approval for all travel expenses reports.
 - Accounts Payable will not see the travel requests.

Responsibilities of a Travel Approver



By approving a travel document, the Approver is responsible for certifying the following:

- All expenses related to the trip are included in the travel document and are accurate.
- All expenses were incurred in the performance of the traveler's official duties and support the mission of the department.
- All expenses are in compliance with the University's policy on travel expenses, BPM section E-5-1.
- If the travel document is charged to a sponsored project, all travel expenses provide direct benefit to the project in accordance with Cost Guidelines for Sponsored Projects, Appendix 3.
- None of the expenses are personal or unallowable.
- No expenses are claimed that have been or will be reimbursed from another source, were provided free of charge or were covered by conference registration fees.

Shotwell, Christian

From: Batch User <wfbatch@email.uky.edu>
Sent: Wednesday, January 17, 2018 10:41 AM
To: Shotwell, Christian
Subject: Trip 0000032184 needs your approval TIME SENSITIVE

THIS IS A TIME SENSITIVE DOCUMENT.

You must act on this travel document before it can move forward.

Please use the steps below to process the travel document.

1. Log in to myUK.
2. Select the Enterprise Services tab.
3. Select the Workflow tab.
4. Click on "Workflow Items" on the left.
5. Follow the procedures in the How to Approve a Travel Document Training Guide to approve or return the document.

If you have travel procedure questions, please contact OTTravel@uky.edu or Travel Services at 859-257-5437.

DO NOT REPLY TO THIS AUTOMATED EMAIL - THIS EMAIL ADDRESS IS NOT MONITORED.

TRIP Approval



Travel documents awaiting approval can be accessed through Enterprise Services through myUK.



Login to myUK using your SAP User ID and password

TRIP Approval



myUK UNIVERSITY OF KENTUCKY

Launch Pad | Employee Self Service | Employee Self-Service (UK) | Manager Self-Service | RegLearn Manager | Student Services | Student Administration | Financial Aid View of Student | **Enterprise Services** | my UK | myReports | SLCM Validators

Time Tracker | Financials | Materials Management | IT Service Request | **Workflow** | UAMS | Time Tracker [new] | Facilities Management | Customer Service Center

Workflow Items

Detailed Navigation

- Workflow Items
- eCATS (Curricular Proposal)
- eCats Rep
- OSPA eA Form
- OSPA Reporting Report
- New OSPA AF Form
- Financial Assurance
- Faculty Load Form
- Graduate Admpt Form

The list of items shown here could be outdated. Waiting for update

Tasks (224 / 224) | Alerts | Notifications | SAPoffice Mails | Tracking

Show: New and In Progress Tasks (224 / 224) | Select Subview ... | All

Subject	From	Created On	Created By
Primary Budget Office approval for TRIP 0000000074	Duty, Leslie		
Primary Budget Office approval for TRIP 0000000014	Newcomb, Sam		
Approve Invoice Number 3000157105 by WSWEL L2	Wells, Walter S		
Approve Invoice Number 3000157072 by JCDURU2	DURUTTYA, JOSHUA C		
Approve Invoice Number 3000157412 by DFCCOX00	Cox, Donna	May 1, 2014	Medium
Approve Invoice Number 3000157394 by DFCCOX00		May 1, 2014	Medium
Approve Invoice Number 3000157417 by DFCCOX00		May 1, 2014	Medium
Approve Invoice Number 3000157410 by DFCCOX00		May 1, 2014	Medium
Approve Invoice Number 3000157390 by DFCCOX00		May 1, 2014	Medium
Approve Invoice Number 3000157458 by DFCCOX00		May 1, 2014	Medium

Primary Budget Office approval for TRIP 0000000074

Priority: Medium
Status: New
Sent Date: Apr 28, 2016 by Duty, Leslie

Description:
Personnel no.: 20001226 Trip no.: 0000000074
Trip begins: 03/13/2016 06:00:00
Trip ends: 03/17/2016 23:00:00
Reason: drove to airport
Location:
Country: Saint Marys, GA
Total costs: USD 280.80
Advance: USD0.00

Attachments:

Type	Title	Created On	Created By
	EmployeeTrip: 0000000074		

Primary Budget Office approval for TRIP 0000000074:

Click on Workflow Items

Click on Workflow

Click on Enterprise Services

TRIP Approval



All workflow items pending the Approver's review will appear in the Tasks of the Approver's Workflow Items box.

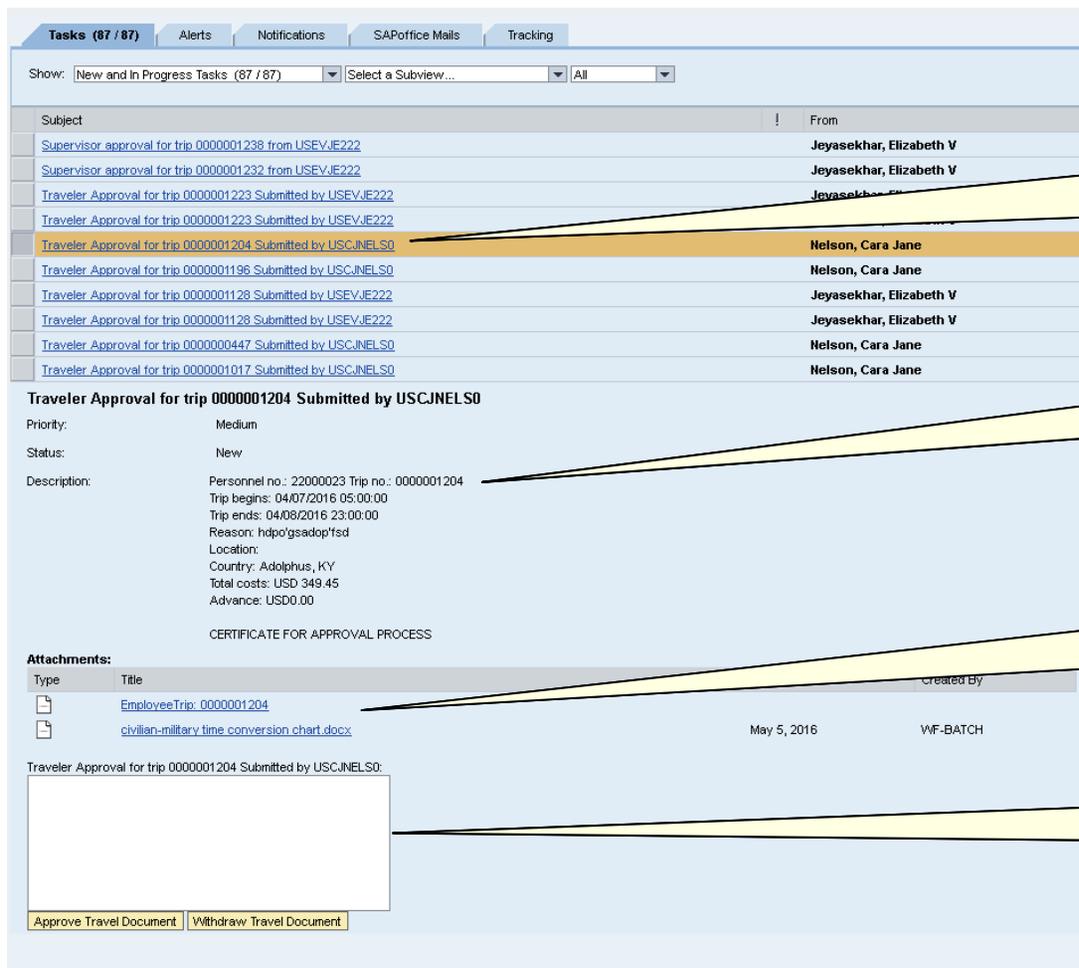
Scroll down until the trip to be reviewed is located on the screen and click on the grey selection box to highlight the trip.

Click on the grey selection box to the left of the Trip to be reviewed.

Subject	From	Sent Date
Supervisor approval for trip 0000001238 from USEVJE222	Jeyasekhar, Elizabeth V	May 17, 2016
Supervisor approval for trip 0000001238 from USEVJE222	Jeyasekhar, Elizabeth V	May 13, 2016
Traveler Approval for trip 0000001223 Submitted by USEVJE222	Jeyasekhar, Elizabeth V	May 13, 2016
Traveler Approval for trip 0000001223 Submitted by USEVJE222	Jeyasekhar, Elizabeth V	May 11, 2016
Traveler Approval for trip 0000001204 Submitted by USCJNELSO	Nelson, Cara Jane	May 5, 2016
Traveler Approval for trip 0000001196 Submitted by USCJNELSO	Nelson, Cara Jane	Apr 29, 2016
Traveler Approval for trip 0000001128 Submitted by USEVJE222	Jeyasekhar, Elizabeth V	Apr 14, 2016
Traveler Approval for trip 0000001128 Submitted by USEVJE222	Jeyasekhar, Elizabeth V	Apr 14, 2016
Traveler Approval for trip 0000000447 Submitted by USCJNELSO	Nelson, Cara Jane	Mar 18, 2016
Traveler Approval for trip 0000001017 Submitted by USCJNELSO	Nelson, Cara Jane	Mar 18, 2016

TRIP Approval

A brief summary of the trip and the attachments for the trip will appear below the Tasks list.



The screenshot displays the 'Tasks (87 / 87)' section of the IRIS system. It features a list of tasks with columns for 'Subject' and 'From'. The task 'Traveler Approval for trip 0000001204 Submitted by USCJNELSO' is highlighted in orange. Below the list, the details for this task are shown, including priority, status, description, and attachments. The attachments section lists two files: 'EmployeeTrip: 0000001204' and 'civilian-military time conversion chart.docx'. At the bottom, there is a comments box and two buttons: 'Approve Travel Document' and 'Withdraw Travel Document'.

Subject	From
Supervisor approval for trip 0000001238 from USEVJE222	Jeyasekhar, Elizabeth V
Supervisor approval for trip 0000001232 from USEVJE222	Jeyasekhar, Elizabeth V
Traveler Approval for trip 0000001223 Submitted by USEVJE222	Jeyasekhar, Elizabeth V
Traveler Approval for trip 0000001223 Submitted by USEVJE222	Jeyasekhar, Elizabeth V
Traveler Approval for trip 0000001204 Submitted by USCJNELSO	Nelson, Cara Jane
Traveler Approval for trip 0000001196 Submitted by USCJNELSO	Nelson, Cara Jane
Traveler Approval for trip 0000001128 Submitted by USEVJE222	Jeyasekhar, Elizabeth V
Traveler Approval for trip 0000001128 Submitted by USEVJE222	Jeyasekhar, Elizabeth V
Traveler Approval for trip 0000000447 Submitted by USCJNELSO	Nelson, Cara Jane
Traveler Approval for trip 0000001017 Submitted by USCJNELSO	Nelson, Cara Jane

Traveler Approval for trip 0000001204 Submitted by USCJNELSO

Priority: Medium
Status: New

Description: Personnel no.: 22000023 Trip no.: 0000001204
Trip begins: 04/07/2016 05:00:00
Trip ends: 04/08/2016 23:00:00
Reason: hdp0gsad0p/fsd
Location:
Country: Adolphus, KY
Total costs: USD 349.45
Advance: USD0.00

CERTIFICATE FOR APPROVAL PROCESS

Attachments:

Type	Title	Created By
	EmployeeTrip: 0000001204	
	civilian-military time conversion chart.docx	May 5, 2016 WF-BATCH

Traveler Approval for trip 0000001204 Submitted by USCJNELSO:

Link to the PDF travel document.

Brief summary of highlighted Trip.

Attachments for the highlighted trip.

Comments box and Decision buttons.

TRIP Approval – Summary



The Summary section will provide a high level summary of who, when, where, why, and total trip costs. The approver certification statement is also included in the Summary section.

Traveler Approval for trip 0000001204 Submitted by USCJNELSO

Priority: Medium

Status: New

Description: Personnel no.: 22000023 Trip no.: 0000001204
Trip begins: 04/07/2016 05:00:00
Trip ends: 04/08/2016 23:00:00
Reason: hdpog'sadop'fsd
Location:
Country: Adolphus, KY
Total costs: USD 349.45
Advance: USD0.00

I certify I have reviewed this travel document and all expenses included are accurate, incurred in the performance of the traveler's official duties, support the mission of the department, and are in compliance with the University's Policy on Travel Expenses, BPM E-5-1. If the travel document is charged to a sponsored project(s), I further certify all travel expenses provide direct benefit to the project(s) in accordance with Costing Guidelines for Sponsored Projects, Appendix 3. None of the expenses are personal or unallowable. No expenses are claimed that have been or will be reimbursed from another source, were provided free of charge or were covered by conference registration fees.

The specific trip details are to be reviewed on the travel document PDF.

TRIP Approval – PDF



Click on the Subject line of the highlighted trip to open the travel document. The document will open as a PDF document.

Tasks (87 / 87)	Alerts	Notifications	SAPoffice Mails	Tracking
Show: <input type="text" value="New and In Progress Tasks (87 / 87)"/> <input type="text" value="Select a Subview..."/> <input type="text" value="All"/>				
Subject				
Supervisor approval for trip 0000001238 from USEVJE222				
Supervisor approval for trip 0000001232 from USEVJE222				
Traveler Approval for trip 0000001223 Submitted by USEVJE222				
Traveler Approval for trip 0000001223 Submitted by USEVJE222				
Traveler Approval for trip 0000001204 Submitted by USCJNELSO				
Traveler Approval for trip 0000001196 Submitted by USCJNELSO				
Traveler Approval for trip 0000001128 Submitted by USEVJE222				
Traveler Approval for trip 0000001128 Submitted by USEVJE222				
Traveler Approval for trip 0000000447 Submitted by USCJNELSO				
Traveler Approval for trip 0000001017 Submitted by USCJNELSO				

Click on the Subject line of the highlighted Trip to open the PDF travel document for review.

TRIP Approval – PDF



Review the information entered for the trip for accuracy and completeness.



Mary Fister-Tucker
22000023
22000023
Main Campus
Reg FT

Mary Fister-Tucker
3 Travel Management
Lexington KY 40518
Date: Jun 3, 2016
Page: 1 / 2

Reminder Messages:

Expense Report/Travel Expense Statement (Simulation)

For Mary Fister-Tucker For Trip 1204 From Apr 7, 2016 To Apr 8, 2016

Trip Template: Overnight Trip

General Data

Purpose of Trip: 02-Development/Donor Relations
Type of Trip: In-State Travel
Applicable Per Diem Rate: Federal Rate
Additional Trip Comments:

Itinerary

Date	Time	Event	Entry Region	Specific Destination	Additional Trip Info
4/7/16	05:00	Start of Trip	US USA		
4/7/16	05:00	Trip Destination	US Adolphus, KY		hdpo'gsadop'fsd
4/8/16	23:00	End of Trip	US USA		

Settlement Results and Cost Assignment

Amount Type	Amount (USD)
Per Diems for Meals	92.00
Sum of Reimbursable Receipts	257.45
Reimbursable Amount	349.45

Settlement Results and Cost Assignment

349.45 USD of 349.45 USD assigned to:

Company Code: UK00 University of Kentucky
Business Area: 0201 UKRF

WBS Element: 3048111824 WHEN THE WELL RUNS DRY
Funds Center: 1013600285 C.S-WHEN THE WELL RUN
Fund: 0226000050
Functional Area: 0520 Community Services
Grant: 3048111824 WALLING SUZETTE

Meals Per Diem

From	To	No.	Region	Reimbursement Amount (USD)
4/7/16 05:00	4/8/16 00:00	1	Adolphus, KY	46.00
4/8/16 00:00	4/8/16 23:00	1	Adolphus, KY	46.00
		0	Sum of Meals per Diems	92.00

Reimbursement Amount: 92.00 USD

Receipts

Date	No.	Expense Type	Amount (USD)	Est. Amount (USD)
4/7/16	001	Lodging	257.45	0.00
		Sum of Reimbursable Receipts	257.45	0.00

Additional Receipt Information

No.	Receipt	Type	Content
001	Lodging	From	04/07/2016
		To	04/08/2016
		Number	1

TRIP Approval – Attachments



All of the attachments added by the trip creator as Business Documents will be available for review. Each attachment should be opened and reviewed.

Attachments:	
Type	Title
	EmployeeTrip: 0000001204
	civilian-military time conversion chart.docx

Click on the attachment Title to open the document for review.

NOTE: “EmployeeTrip: 000000XXXX” is not an attachment and will not open for the Travelers, Supervisors, or Budget Officers. This item is for AP use only.

TRIP Approval – Decision Buttons



Traveler Approval Decision Options:

A screenshot of the TRIP approval interface. At the top, it says "Traveler Approval for trip 0000001204 Submitted by USCJNELSO:". Below this is a large, empty rectangular box for entering comments. At the bottom of the interface, there are two buttons: "Approve Travel Document" and "Withdraw Travel Document". A yellow callout box with a pointer pointing to the comments area contains the text: "Type any comments for the Proxy (if withdrawing) or for the Supervisor (if approving) and click the appropriate decision button."

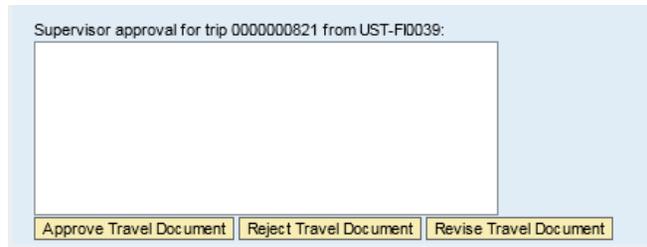
1. **Approve Travel Document** – The Approve Travel Document button will record approval of the document as it was created and workflow the travel document to the next required level of approval.
2. **Withdraw Travel Document** – The Withdraw Travel Document button is available to the traveler only and should be selected when a travel document should not be processed (i.e. No longer going on a trip.). Withdrawing the trip will cancel the existing document and liquidate the encumbrance. (Comments in the comments box will be included in automated email communication to the Proxy.)

NOTE: If minor changes are needed to the travel document, the traveler needs to communicate directly with the Proxy to obtain the necessary corrections.

Trip Approval – Decision Buttons



Supervisor Approval Decision Options:



Type any comments for the Budget Officer approval or for the Proxy (if Rejecting or Requesting a Revision) and click the appropriate decision button.

1. **Approve Travel Document** – The Approve Travel Document button will record approval of the document as it was created and workflow the travel document to the lowest level of Budget Officer approval.
2. **Reject Travel Document** – The Reject Travel Document button should be used when the travel document should not have been created or the trip will not be approved. Comments are required in the Comments box, the travel document will be cancelled, and the travel encumbrance will be liquidated.
3. **Revise Travel Document** – The Revise Travel Document button should be selected when changes are necessary to the travel document before the document can be properly approved. All revisions must be completed by the Proxy. Supervisors cannot revise travel documents. Comments are required and will be communicated to the Proxy through an automated email.

Once a decision button has been processed, the Trip will be removed from the approver's worklist and the process should be repeated for all travel documents awaiting approval.

Trip Approval – Decision Buttons



Business Officer Approval Decision Options:

A screenshot of a web application interface. At the top, it says 'Primary Budget Office approval for TRIP 0000001226:'. Below this is a large, empty rectangular text box. At the bottom of the interface, there are three buttons: 'Approve Travel Document', 'Reject Travel Document', and 'Revise Travel Document'. A yellow callout box with a pointer is positioned to the right of the text box, containing instructions on how to use the buttons.

Type any comments for the next level of Budget Officer approval or for the Proxy (if Rejecting or Requesting a Revision) and click the appropriate decision button.

1. **Approve Travel Document** – The Approve Travel Document button will record approval of the document as it was created and workflow the travel document to the next required level of budget officer approval or AP for an expense report. If the document is a travel request, after all levels of Budget Officer have approved the document, the workflow will end and the statistical encumbrance will become an actual encumbrance.
2. **Reject Travel Document** – The Reject Travel Document button should be used when the travel document should not have been created or the trip will not be approved. Comments are required in the Comments box, the travel document will be cancelled, and the travel encumbrance will be liquidated.
3. **Revise Travel Document** – The Revise Travel Document button should be selected when changes are necessary to the travel document before the document can be properly approved. All revisions must be completed by the Proxy. Business Officers cannot revise travel documents. Comments are required and will be communicated to the Proxy through an automated email.

Once a decision button has been processed, the Trip will be removed from the approver's worklist and the process should be repeated for all travel documents awaiting approval.

Trip Approval – Decision Buttons



Accounts Payable Approval Decision Options:

A screenshot of a web application interface for travel document approval. At the top, it says "Primary Budget Office approval for TRIP 0000001226:". Below this is a large, empty rectangular box for entering comments. At the bottom of the interface are three buttons: "Approve Travel Document", "Reject Travel Document", and "Revise Travel Document". A yellow callout box with a pointer is positioned to the right of the comments box, containing instructions on how to use the buttons.

Type any comments for the next level of Budget Officer approval or for the Proxy (if Rejecting or Requesting a Revision) and click the appropriate decision button.

1. **Approve Travel Document** – The Approve Travel Document button will record approval of the document as it was created.
2. **Reject Travel Document** – The Reject Travel Document button should be used when the travel document should not have been created or the trip will not be approved. Comments are required in the Comments box, the travel document will be cancelled, and the travel encumbrance will be liquidated.
3. **Revise Travel Document** – The Revise Travel Document button should be selected when AP determines changes are necessary and the changes should be processed by the creator before the document can be properly approved. All revisions requested by AP through the Revise Travel Document button must be completed by the Proxy. **Comments are required and will be communicated to the Proxy through an automated email.**
4. **Accounts Payable does have the option to make minor revisions to the travel expense report selecting Approve Travel Document.**