

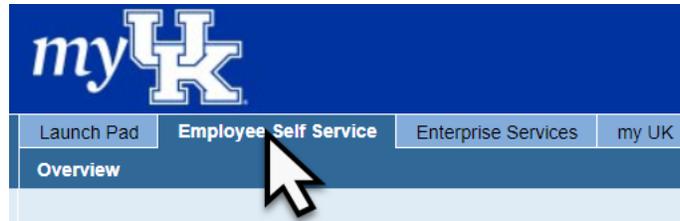
TRIP Instructions for DAY TRIP

PROCESS/PROCEDURE

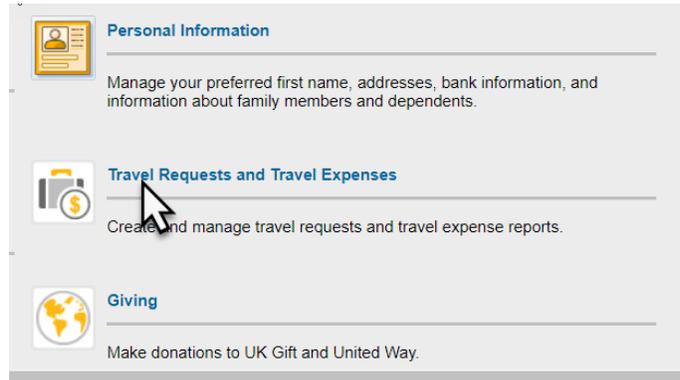
TRIP is the University of Kentucky's system for reimbursements to employees for business travel related expenses. Use the Day TRIP for Monthly Travel that does not include lodging. For any questions, please feel free to contact your District Support Staff or Extension Financial Operations team.

INSTRUCTIONS

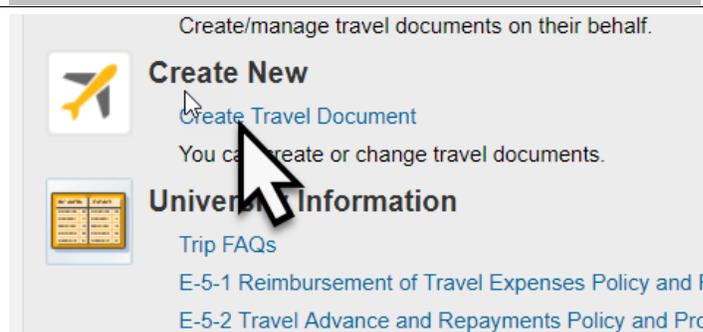
1. Log onto myUK and click on the Employee Self Service (ESS) Tab.



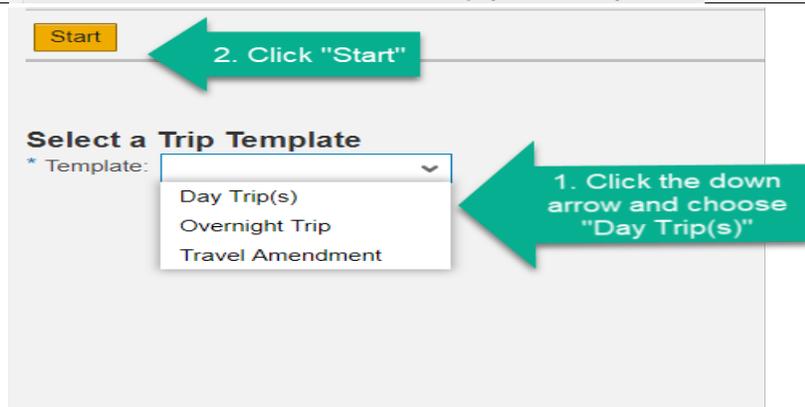
2. Click "Travel Requests and Travel Expenses"



3. Click "Create Travel Document"



4. Select "Day Trip(s)" from the drop down menu and then click "Start" at the top of the page.



TRIP Instructions for DAY TRIP

5. General Data /Destination

NOTE: If filing a **monthly mileage report, the dates should be the first and last dates of the month.** The times should reflect the beginning time of the first trip and the ending time of the last trip.

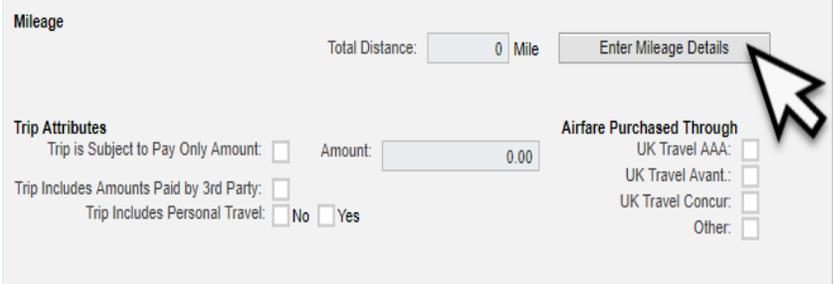
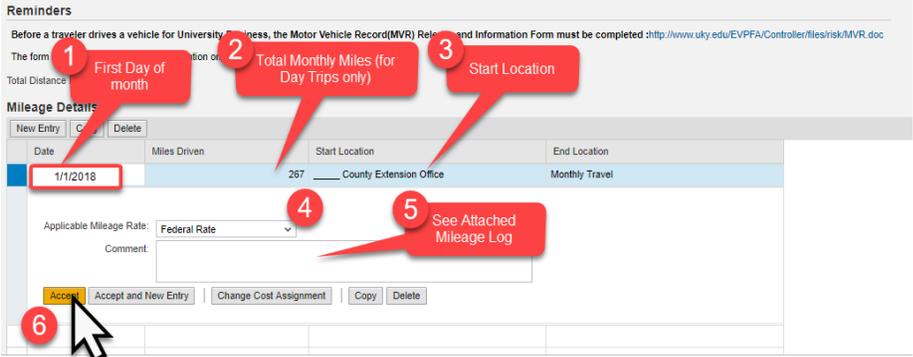
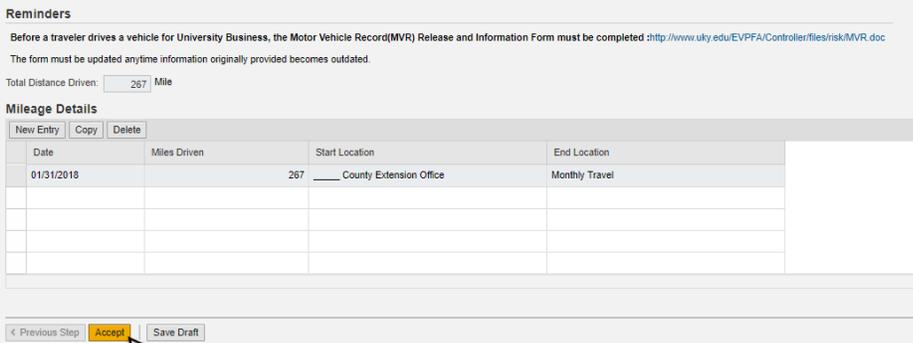
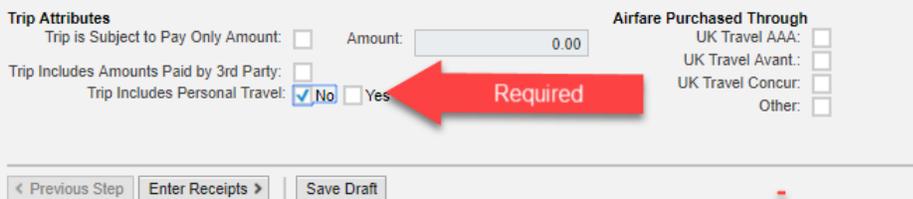
- Time is Military Time Format. See Chart for help.
- Region - Search for "KY/**" and find your county or city.
- Specific Destination – enter "Monthly Mileage – Month/Year"

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

6. Additional Information

- Purpose of Trip
00 – Collaboration/Meeting (county travel)
01 – Conference/Training (professional development)
- Additional Trip Info
Enter "See attached monthly mileage log"
- Comments
Provide notes related to the TRIP that approvers need to take note of (state fair, funding source, shared rental car, anything odd, etc.)
- Cost Assignment
Will default to county cost center – must be changed for any UK funded travel (core training, state fair, SNAP-Ed, etc.)

TRIP Instructions for DAY TRIP

<p>7. Mileage</p> <p>Click the Enter Mileage Details button</p> <p>This will bring up mileage details screen. (see step 8)</p>	 <p>Mileage</p> <p>Total Distance: <input type="text" value="0"/> Mile <input type="button" value="Enter Mileage Details"/></p> <p>Trip Attributes</p> <p>Trip is Subject to Pay Only Amount: <input type="checkbox"/> Amount: <input type="text" value="0.00"/></p> <p>Trip Includes Amounts Paid by 3rd Party: <input type="checkbox"/></p> <p>Trip Includes Personal Travel: <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Airfare Purchased Through</p> <p>UK Travel AAA: <input type="checkbox"/></p> <p>UK Travel Avant.: <input type="checkbox"/></p> <p>UK Travel Concur: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p>								
<p>8. Mileage Details</p> <ol style="list-style-type: none"> 1. Enter first day of month travel occurred in 2. Enter total miles for the month being reported (Day Trip Miles only – from KERS mileage log) 3. Enter your start location 4. For regular county paid travel, the federal mileage rate should be used. 5. Enter “See attached mileage log” in the comment section 6. Click Accept 	 <p>Reminders</p> <p>Before a traveler drives a vehicle for University Business, the Motor Vehicle Record(MVR) Release and Information Form must be completed http://www.uky.edu/EVPFA/Controller/files/risk/MVR.doc</p> <p>The form must be updated anytime information originally provided becomes outdated.</p> <p>Total Distance Driven: <input type="text" value="267"/> Mile</p> <p>Mileage Details</p> <p><input type="button" value="New Entry"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Miles Driven</th> <th>Start Location</th> <th>End Location</th> </tr> </thead> <tbody> <tr> <td>1/1/2018</td> <td>267</td> <td>County Extension Office</td> <td>Monthly Travel</td> </tr> </tbody> </table> <p>Applicable Mileage Rate: <input type="text" value="Federal Rate"/></p> <p>Comment: <input type="text" value="See Attached Mileage Log"/></p> <p><input type="button" value="Accept"/> <input type="button" value="Accept and New Entry"/> <input type="button" value="Change Cost Assignment"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/></p>	Date	Miles Driven	Start Location	End Location	1/1/2018	267	County Extension Office	Monthly Travel
Date	Miles Driven	Start Location	End Location						
1/1/2018	267	County Extension Office	Monthly Travel						
<p>9. Click Accept to go back to the previous screen.</p>	 <p>Reminders</p> <p>Before a traveler drives a vehicle for University Business, the Motor Vehicle Record(MVR) Release and Information Form must be completed http://www.uky.edu/EVPFA/Controller/files/risk/MVR.doc</p> <p>The form must be updated anytime information originally provided becomes outdated.</p> <p>Total Distance Driven: <input type="text" value="267"/> Mile</p> <p>Mileage Details</p> <p><input type="button" value="New Entry"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Miles Driven</th> <th>Start Location</th> <th>End Location</th> </tr> </thead> <tbody> <tr> <td>01/31/2018</td> <td>267</td> <td>County Extension Office</td> <td>Monthly Travel</td> </tr> </tbody> </table> <p><input type="button" value="Accept"/> <input type="button" value="Save Draft"/></p>	Date	Miles Driven	Start Location	End Location	01/31/2018	267	County Extension Office	Monthly Travel
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01/31/2018	267	County Extension Office	Monthly Travel						
<p>10. “Trip Includes Personal Travel” is a required yes or no answer. Should be “No” for monthly mileage reimbursements.</p>	 <p>Trip Attributes</p> <p>Trip is Subject to Pay Only Amount: <input type="checkbox"/> Amount: <input type="text" value="0.00"/></p> <p>Trip Includes Amounts Paid by 3rd Party: <input type="checkbox"/></p> <p>Trip Includes Personal Travel: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Airfare Purchased Through</p> <p>UK Travel AAA: <input type="checkbox"/></p> <p>UK Travel Avant.: <input type="checkbox"/></p> <p>UK Travel Concur: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p> <p><input type="button" value="Previous Step"/> <input type="button" value="Enter Receipts"/> <input type="button" value="Save Draft"/></p>								

TRIP Instructions for DAY TRIP

11. Click the Enter Receipts Button at the top or bottom of the page.

General Data

* Start Date: 01/01/2018 08:00
End Date: 01/31/2018 16:30

Destination

Country: USA Region: KY/L3 Lexington, KY
Specific Destination: Monthly Travel

Additional Information

Type of Trip: In-State Travel
* Purpose of Trip: 00-Collaboration/Meeting
* Additional Trip Information: Monthly Mileage - Jan. 2018

12. Expenses other than mileage need to be entered into the cells on this page. Click New Entry if you incur any other expenses and enter the required information. Remember you must have a receipt for each expense.

- Save Draft
- System will assign a TRIP number
- Use the TRIP number assigned (see #2 in screenshot) when naming your attachments (i.e. #receipt, #document) Do4/20/2018 not use spaces or punctuation when naming files
- Click review to move to next screen

Receipts in This Travel Document

No.	Status	Expense Type	Expense Amount	Expense Date	Expense Paid By	Additional Info

Receipts Total in This Travel Document

Actual Expense Total: 0.00 Estimated Total Cost: 0.00 Total Difference: 0.00

TRIP Instructions for DAY TRIP

13. Use “Attachments” button to upload your mileage log and any other required receipts. Remember to click the save and close button at the bottom of the screen.

Click Display Travel Document and review for accuracy before sending for approval. This will open the pdf form for review.

****YOU'RE NOT FINISHED YET****

“Save and Close” – Parks this request in your Traveler Work Center but does not send for approval (not recommended)

“Save and Send for Approval” – Sends this request to the proper approver (recommended when finished adding attachments)

template: Day Trip(s) Start Date: 01/01/2010 End Date: 01/30/2010

← Previous Step Save and Send for Approval

Attachments (0)

Final Action

Save and Close I only want to save my travel document and send it later

Save and Send for Approval I want to save my travel document and send it now for further processing

I certify that the expenses included in this reimbursement request are accurate, in compliance with the University's Policy. If charged to sponsored project(s), I further certify that all travel charges provide direct benefit to the project(s) in accordance with the University's Policy. None of the expenses are personal or unallowable. No expenses are claimed that have been or will be reimbursed from other sources.

Summary

Total Mileage	104.64 USD
Total Travel Expenses	104.64 USD
Reimbursable Amount	104.64 USD
Amount to be Paid	104.64 USD

Cost Assignment

104.64 USD Company Code UK00 (University of Kentucky), Business Area 0101 (UK w/o component units), Ca

Display Travel Document

← Previous Step Save and Send for Approval

TIPS & TRICKS

- **Tip:** Region – Search for (KY/**). Build your personal value list (aka favorites) for use next time. <http://bit.ly/REGIONSEARCH>
- **Tip:** Receipts – Scan documents into a central folder and name according to date.
- **Tip:** Copy from prior TRIP for future monthly reimbursements <http://bit.ly/COPYTRIP>
- **Tip:** Set yourself up as a proxy to enter request for another employee. <http://bit.ly/TRIPPROXY>

CONTACT INFO

Contact District Support Staff or the Extension Financial Operations team, with any questions or issues.