PROCESS/PROCEDURE

TRIP is the University of Kentucky's system for reimbursements to employees for business travel related expenses. Use the Overnight TRIP for travel that includes lodging. For any questions, please feel free to contact your District Support Staff or Extension Financial Operations team.

INSTRUCTIONS	
Log onto myUK and click on the Employee Self Service (ESS) Tab.	Launch Pad Employee Self Service Enterprise Services my UK Overview
Click "Travel Requests and Travel Expenses"	Personal Information Manage your preferred first name, addresses, bank information, and information about family members and dependents. Image your preferred first name, addresses, bank information, and information about family members and dependents. Image your preferred first name, addresses, bank information, and information about family members and dependents. Image your preferred first name, addresses, bank information, and information about family members and dependents. Image your preferred first name, addresses, bank information, and information about family members and dependents. Image your preferred first name, addresses, bank information, and information about family members and dependents. Image your preferred first name, addresses and travel expense reports. Image your preferred first name, addresses Image your preferred first name, add
Click "Create Travel Document"	Create/manage travel documents on their behalf. Create New Create Travel Document You create or change travel documents. Univert Information Trip FAQs E-5-1 Reimbursement of Travel Expenses Policy and F E-5-2 Travel Advance and Repayments Policy and Pro
Create Travel Document (See DAY TRIP Instructions steps 1 – 4 to begin.) Select "Overnight Trip" from the dropdown menu and click start at the top of the screen	Select a Trip Template * Template: Overnight Trip Day Trip(s) Overnight Trip Travel Amendment

General Data Screen	Dreate Travel Document
1. Enter Start and End Dates of the Trip	Create Travel Document
Correctly	General Data Enter Receipts Review and Send Completed
2. Enter the correct departure time and	< Previous Step Enter Receipts > < Previous Step Enter Receipts >
return time (military) 3. Enter the correct Destination Country,	
Region, and Specific Destination	Calendar of Trips Attachments (0)
4. For regular county paid travel, the	General Data
federal mileage rate should be	Start Date: 12/19/2017 108:00 Departure from First Workplace ~ End Date: 12/21/2017 16:30 Arrival at First Workplace ~
used.	Destination Country: USA Begin: Kyra
5. Purpose of Trip from dropdown menu;	Country: USA V Region: KY/L3 DLexington, KY Specific Destination: Extension Office
00 –Collaboration/Meeting (county travel)	Additional Destinations: No destinations entered Enter Additional I
01 – Conference/Training (professional	Additional Information Type of Trip: In-State Travel
development)	Applicable Per Diem Rate: Federal Rate Purpose of Trip: Ou-Collaboration/Meeting 5
	* Additional Trip Information: test
In the Additional Trip Information and	Comment:
Comment section make note of any unique situations (i.e. shared lodging with Agent	
Smith; County Paid lodging and	
registration)	
Change Cost Assignment	
The cost assignment account will	Cost Assignment: 100.00 % Cost Center 1012013100 (CONTROLLER-A-P), Funds Center 1012013100 (COI) Change Cost Assignment
default to your county account.	
If you are being paid by any fund	Click on Change Cost Assignment to change the
source other than your county, you	assignment for this
must change the cost assignment.	specific trip.
Change Cost Assignment cont'd	Cost Assignment for Trip
1. Click on the cost center	New Entry Check Delete
2. Enter the number of the	Image: Cost Assign (%) Company Code Business Area Accounting Object Accounting Object Value 100.00 University of Kentucky UK w/o component units > All > 1012589560/1012589560/0
account that you are being	DCost Center: 1012589560
reimbursed from.	Order: Um
**See District Support Staff for	Funds center: 1012589560 FIELD EXT FGM Fund: 0011260300
appropriate number**	Accept Accept and New Entry Check Delete
3. Click accept	
Per Diems for Meals	
1. "Per Diems for Meals" must be	
selected if seeking reimbursement for	
meals	Per Diems for Meals Per Diem Reimbursement for Meals: No. of Deductions: 8 Enter Deductions for Meals
*If any meals were provided (i.e. during a conference; catered at a meeting), those	Mileane
meals need to be deducted. Click the	
"Enter Deductions for Meals" button.	

Deductions for Meals	Create Travel Document
1. Select on the meals that were	▶ 1 2
included in registration costs. By	General Data Deductions for Meals General Data Enter R
selecting these meals, TRIP deducts	Employee Template Overnight Trip Start Date (
that meal from your	Previous Accept Save Draft
reimbursement	Select only meals
2. Click Accept.	Deductions for Meals the employee <u>DID NOT</u> pay for.
	Day of Week Date Breakfast Lu Dinner
	Monday 01/01/2018 ✓ ✓ ✓ Tuesday 01/02/2018 ✓ ✓ ✓
	Wednesday 01/03/2018 🔽 🗌 🗹
	Thursday 01/04/2018 Friday 01/05/2018
	Friday 01/05/2018 Saturday 01/06/2018
	Sunday 01/07/2018
Mileage/Trip Attributes	Mieage
1. Click the "Enter Mileage Details"	Total Distance: 184 Mile Enter Mileage Details
button to open another screen (See	
next step)	Trip is Subject to Pay Only Amount:
2. Click "3 rd Party" when expenses are	Trip Includes Amounts Paid by 3rd Party:
not paid by the employee (**Receipts	Trip Includes Personal Travel: V No Yes Other: Other: Other:
are required of all expenses related to the trip.)	
3. "Trip Includes Personal Travel" is	Always save Save Draft
required	
4. Be sure to click "Save Draft"	
Click "Enter Receipts" button to proceed	
to the next step.	
Mileage Detail Screen	1 Canaral Data Milence Details Canaral Data Enter Daniarte Review and Sand Compilated
1. Check the date	
2. Enter the Miles Driven on that day	Crevious Strip encoder Save Draft
3. Start location	Calendar of Trips
4. End Location	
5. Choose Federal Rate for regular	Reminders 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/
county paid travel	The form must be updated anytime information originally provided becomes outdated.
6. "Accept" or "Accept and New	Total Distance Driven: 184 Mile Mileage Details
Entry" below comment section	New Entry Copy Delete
7. Save Draft – Make note of	12/19/2017 1 2 92 RCARS Extension Office
document (see details in next section	Applicable Mileage Rate:
8. Click "Accept" button at top of	Comment:
screen	Accept Ac
	1221/2017 92 Extension Office RCARS
*Note: Enter each day of travel that	
contains mileage separately. Use either the "New Entry" or "Accept and	
New Entry" button. No mileage log	
needed.	
necucu.	

Save Draft: Important note	Create Travel Document
 Save Draft System will assign a TRIP number Use the TRIP number assigned (see highlight in screenshot) when naming your attachments (i.e. #receipt, #document) Do not use spaces or punctuation when naming attachments 	Click save draft at anytime to save your work. Refer to the Expense report number when uploading supporting documents and receipts. Calendar of Trips Attachments (0) General Data * Start Date: 01/01/2018 08:00 End Date: 01/31/2018 17:00 Operature from First Workplace v Arrival at First Workplace v
Enter Receipts Screen	
 Choose the "Expense Type" from the drop down menu Enter the Expense Amount Enter the Expense Date Choose who the Expense was paid by Enter detailed info. Accept or Accept and New **New entry adds another line for other expense Note – receipts are critical for timeliness of reimbursements. Ensure 	Receip 7 its Travel Document: Image: State Demo Harder To: State State
all receipts are attached including prepaid and 3 rd party receipts	

Attachments	Attachments (0)
 *First scan supporting documents into computer. Use the naming system as described above. 1. Choose File – find where the file is saved and click it 2. Choose Upload 	Title Added By I The table does not contain any data Add Attachment Type: Note But Title
**Be sure to do this for each receipt. Conference agendas are required when meals are included.	Final Action I only want to save my travel document and send it later Save and Cose I only want to save my travel document and send it later Cartily that the expenses included in this reimbursement request are accurate, in compliance with the University's Policy on Reimbursement of Travel Expenses, E-5-1, and incurred in the performance of my or if charge to sponsored project(s). I further certify that all travel charges provide dired banefit 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 charged on sponsored provided travel by conference registration
Final Action	Allachments (0)
YOU'RE NOT FINISHED YET Choose either Save and Close or Save and Send for Approval radio button.	Decke Allactaneed Tile Added By III The bala does not contain any data Add Attachment There have contain any data There have contain any data File Path Choose File Description: Uplose
"Save and Close" – Parks this request in your Traveler Work Center but does not send for approval (not recommended)	Final Action • Save and Cose Lony want to save my travel document and send it later • Save and Send for Approval Ivent to save my travel document and send it later • Save and Send for Approval Ivent to save my travel document and send it now for further processing • Centry that the expenses included in this reindoursement request are accurate, in compliance with the University's Policy on Reindoursement of Travel Expenses, E.S.1, and incurred in the performance of my official dules. • Change of the expenses and project(s), If uther centry that all travel changes provide direct benefit to the project(s) in accordance with Cuting Guidelines for Sponsored Projects, Appendix 3. None of the expenses an personal or unationable. No expenses are claimed that have been or will be initiated how another source, were provided here of change or were covered by conference registration frees.
"Save and Send for Approval" – Sends this request to the proper approver (recommended when finished adding attachments)	
Click the appropriate save button at the bottom of the screen.	
TIPS & TRICKS	

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

CONTACT INFO

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