

TRIP instructions for Overnight Trip

PROCESS/PROCEDURE

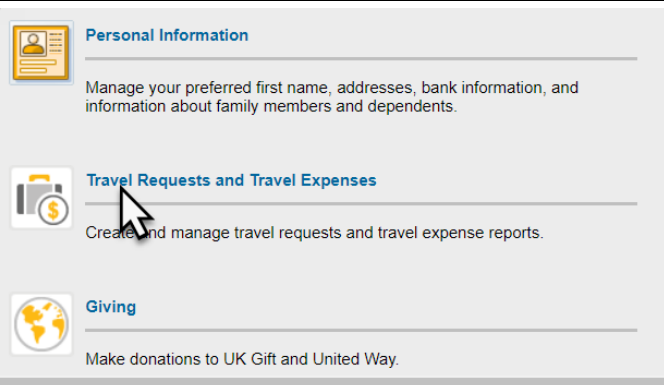
TRIP is the University of Kentucky's system for reimbursements to employees for business travel related expenses. Use the Overnight TRIP for travel that includes lodging. For any questions, please feel free to contact your District Support Staff or Extension Financial Operations team.

INSTRUCTIONS

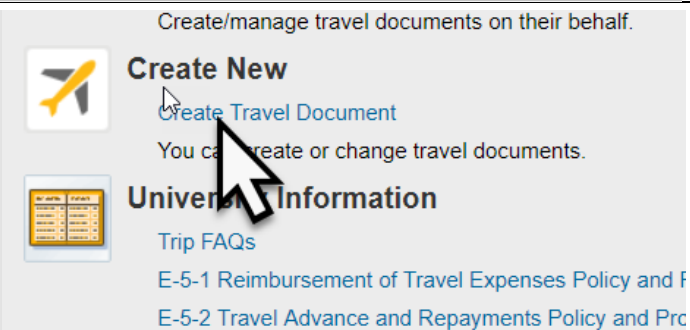
Log onto myUK and click on the Employee Self Service (ESS) Tab.



Click "Travel Requests and Travel Expenses"



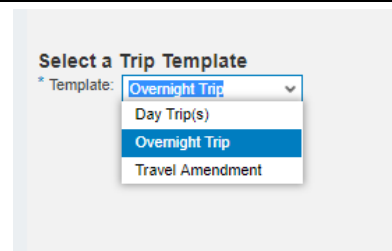
Click "Create Travel Document"



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



TRIP instructions for Overnight Trip

<p>General Data Screen</p> <ol style="list-style-type: none"> 1. Enter Start and End Dates of the Trip Correctly 2. Enter the correct departure time and return time (military) 3. Enter the correct Destination Country, Region, and Specific Destination 4. For regular county paid travel, the federal mileage rate should be used. 5. Purpose of Trip from dropdown menu; <ul style="list-style-type: none"> 00 –Collaboration/Meeting (county travel) 01 – Conference/Training (professional development) <p><i>In the Additional Trip Information and Comment section make note of any unique situations (i.e. shared lodging with Agent Smith; County Paid lodging and registration)</i></p>	
<p>Change Cost Assignment</p> <p>The cost assignment account will default to your county account. <i>If you are being paid by any fund source other than your county, you must change the cost assignment.</i></p>	
<p>Change Cost Assignment cont'd</p> <ol style="list-style-type: none"> 1. Click on the cost center 2. Enter the number of the account that you are being reimbursed from. <i>**See District Support Staff for appropriate number**</i> 3. Click accept 	
<p>Per Diems for Meals</p> <ol style="list-style-type: none"> 1. “Per Diems for Meals” must be selected if seeking reimbursement for meals <p>*If any meals were provided (i.e. during a conference; catered at a meeting), those meals need to be deducted. Click the “Enter Deductions for Meals” button.</p>	

TRIP instructions for Overnight Trip

Deductions for Meals

1. Select on the meals that were included in registration costs. By selecting these meals, TRIP deducts that meal from your reimbursement
2. Click Accept.

Create Travel Document

General Data | **Deductions for Meals** | General Data | Enter R...

Employee: [redacted] | Template: Overnight Trip | Start Date: [redacted]

< Previous Step | **Accept** | Save Draft

Deductions for Meals

Day of Week	Date	Breakfast	Lu...	Dinner
Monday	01/01/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	01/02/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	01/03/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	01/04/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	01/05/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	01/06/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	01/07/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 Select only meals the employee *DID NOT* pay for.

2 Accept

Mileage/Trip Attributes

1. Click the “Enter Mileage Details” button to open another screen (See next step)
2. Click “3rd Party” when expenses are not paid by the employee (**Receipts are required of all expenses related to the trip.)
3. “Trip Includes Personal Travel” is required
4. Be sure to click “Save Draft”

Mileage

Total Distance: 184 Mile | **Enter Mileage Details**

Trip Attributes

Trip is Subject to Pay Only Amount: [redacted] | **2**

Trip Includes Amounts Paid by 3rd Party: | **2**

Trip Includes Personal Travel: No Yes **3**

Airfare Purchased Through

UK Travel AAA:

UK Travel Avant:

UK Travel Concur:

Other:

4 Always save | Save Draft

Click “Enter Receipts” button to proceed to the next step.

Mileage Detail Screen

1. Check the date
2. Enter the Miles Driven on that day
3. Start location
4. End Location
5. Choose Federal Rate for regular county paid travel
6. “Accept” or “Accept and New Entry” below comment section
7. Save Draft – Make note of document (see details in next section)
8. Click “Accept” button at top of screen

*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.

General Data | **Mileage Details** | General Data | Enter Receipts | Review and Send | Completed

Template: Overnight Trip | Start Date: 12/19/2017 | End Date: 12/21/2017

< Previous Step | **Accept** | Save Draft **7**

Calendar of Trips

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/EVPPA/Controller/files/risk/M>

The form must be updated anytime information originally provided becomes outdated.

Total Distance Driven: 184 Mile

Mileage Details

New Entry | Copy | Delete

Date	Miles Driven	Start Location	End Location
12/19/2017	92	RCARS	Extension Office
12/21/2017			

Applicable Mileage Rate: Federal Rate **5**

Comment: [redacted]

6 Accept | Accept and New Entry | Copy | Delete

8 Accept

TRIP instructions for Overnight Trip

Save Draft: Important note...

- 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

Enter Receipts Screen

1. Choose the “Expense Type” from the drop down menu
2. Enter the Expense Amount
3. Enter the Expense Date
4. Choose who the Expense was paid by
5. Enter detailed info.
6. Accept or Accept and New
7. **New entry adds another line for other expense

Note – receipts are critical for timeliness of reimbursements. Ensure all receipts are attached including prepaid and 3rd party receipts

No.	Status	Expense Type	Estimated Amount	Expense Amount	Expense Date	Expense Paid By	Additional Info
101		Lodging	8.00	245.88	12/18/2017	Paid by Employee	

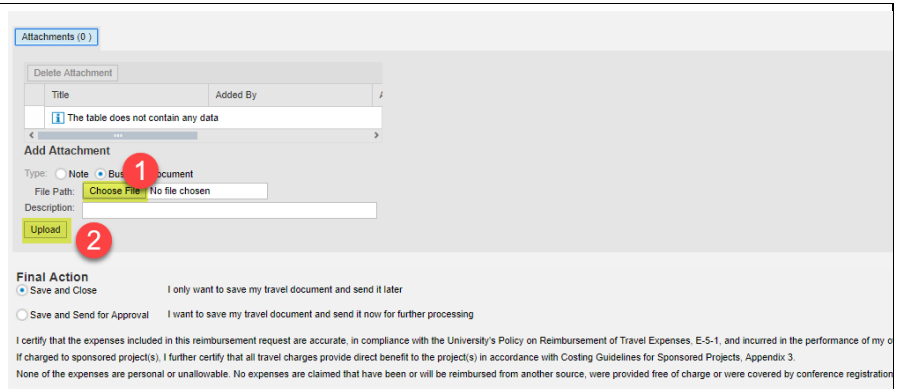
TRIP instructions for Overnight Trip

Attachments

*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

**Be sure to do this for each receipt. Conference agendas are required when meals are included.



Final Action

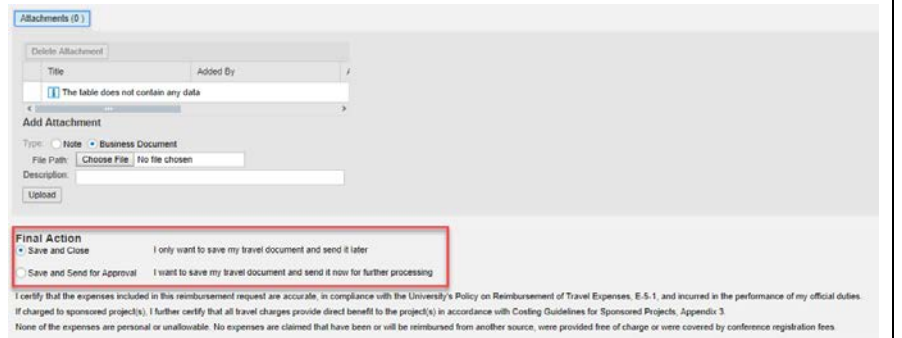
****YOU'RE NOT FINISHED YET****

Choose either Save and Close or Save and Send for Approval radio button.

“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)

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. <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>

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CONTACT INFO

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