

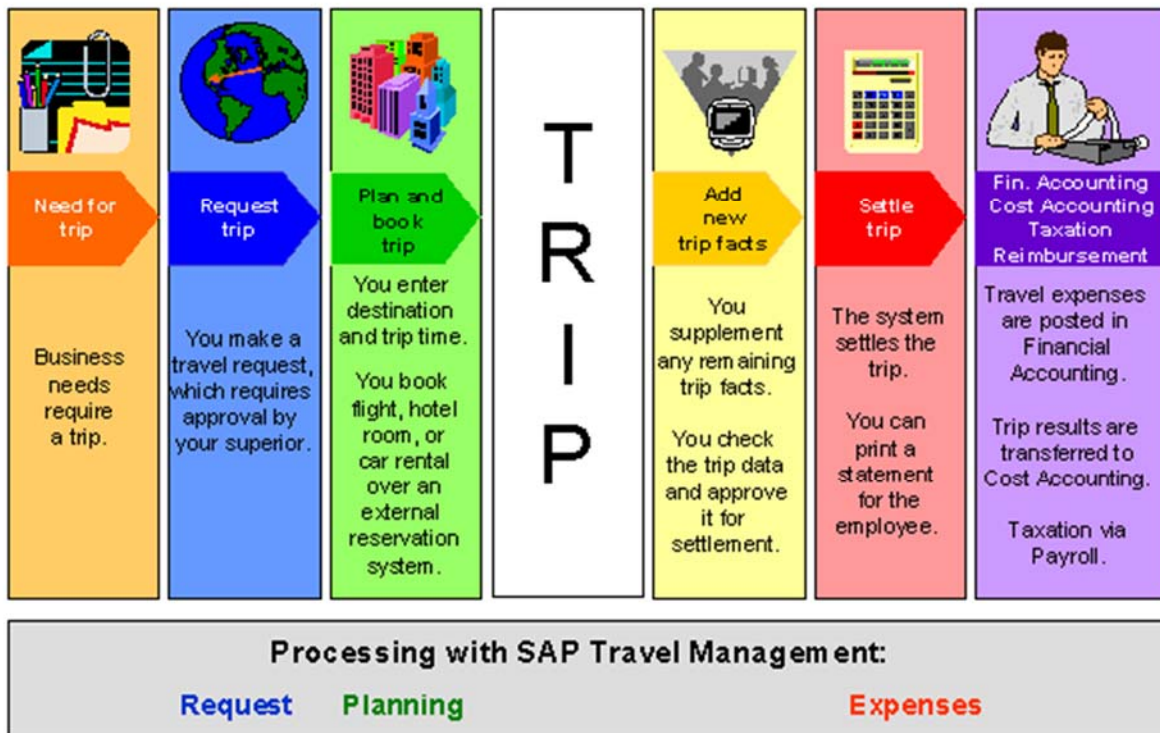


TRIP – Travel Workflow & Tracking Open Lab Subject Matter Expert Training

Purpose

The goal is to properly track TRIP expenditures and the status of those TRIPs for your unit. We will focus on the last steps to settle and evaluate a Trip.

Request, Plan, Enter, Settle, and Evaluate a Trip



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.



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Trip Roles

<u>Role</u>	<u>Role Description</u>	<u>Workflow Options</u>
<i>Proxy</i>	Responsible for creating travel requests and expense reports for travelers	Save and Send for Approval
<i>Traveler</i>	Responsible for creating his/her own travel requests and expense reports, or for timely review and approval of travel documents prepared by a Proxy	Approve: The travel document flows to supervisor Withdraw: The travel document is canceled, the encumbrance is liquidated, and the workflow stops
<i>Supervisor</i>	Responsible for timely review and processing of all travel documents for compliance with University policies and procedures	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.
<i>Budget Officer</i>	Responsible for timely review and processing of all travel documents for compliance with University policies and procedures and appropriate funding	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.
<i>Accounts Payable</i>	Responsible for final review and processing of all travel expense reports and settlement of expenses via direct deposit or as taxable wages for rejected travel expense reports over 60 days	Accounts Payable is the final approval for all travel expenses reports. Accounts Payable will not see the travel requests.



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Travel Request

1. The traveler (or proxy) uses the Traveler Work Center to submit a **travel request** to his or her supervisor. The travel request supplies the supervisor with information such as the date, destination, and purpose of the trip, the transportation and accommodations required, the requested advance and the estimated costs for the trip.
2. The **supervisor** can approve the request, request revision, or reject it.
3. If the supervisor approved the request, it is sent to the department's **budget officer** that can either approve the request, request revision, or reject it.
4. For trips with an approved travel request in the system, the associated travel expense report may only require the traveler's approval (Save and Send for Approval) before it flows to Travel Services for final action.

Travel Expense Report

1. After the trip has been taken, the traveler (or proxy) completes his or her **travel expense report**, including all necessary data and documents.
2. Once all expenses and relating documents have been verified, the traveler can send the travel expense report to the **supervisor** for approval. This process is completed by clicking the radial button "**Save and Send for Approval**" within the Traveler Work Center.
3. As soon as the TRIP is approved by the supervisor it is sent to the traveler's department **budget officer** for approval.
4. Once approved by the budget officer the TRIP will be sent to **Travel Services** to be settled. If all information and documents are correct and follow University policies and procedures, the travel expense report will be approved for reimbursement via direct deposit to the traveler.
5. If the TRIP was submitted by the **traveler** over 60 days past the last date of travel then the traveler is required to attach a signed "[University of Kentucky Request for Exemption from Taxation of Travel Expense Reimbursement](#)" form.
 - a. Once the request for exemption is **approved** by Travel Services then the reimbursement will be a direct deposit to the traveler.
 - b. If the request for exemption is **rejected** by Travel Services then the travel expense report is rejected and the reimbursement will be taxable on the traveler's next paycheck.
6. TRIP Revisions -At any point in the approval process the TRIP can have a request for revision if a known error exists. The traveler will need to update the information/documentation and send it through the workflow for approval.
7. TRIP Rejected – A TRIP will be rejected if the reimbursement is not approved by supervisor, budget officer or travel services, or by accident, or if Travel Services denies the request for exemption from taxation. If the TRIP was rejected in error, the traveler will need to create a new Travel Expense Report if a reimbursement is still needed.



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Travel Expense Report / Requests Tracking

The tracking of TRIP expenditures is part of the monthly reconciliation process. All **PAID** expenditures posted to department cost objects are reconciled as well as all outstanding TRIP expenditures that are encumbered by either being in the **OPEN** (to be settled) status or is still in the **DRAFT** status.

Tableau Server – Travel Expense Report : [Sign-In Link](#)

http://cafebusinesscenter.ca.uky.edu/files/tableau_server_travel_expense_report.pdf

myUK – TRIP Workflow Tracking

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/TRIP%20Workflow%20Tracking.pdf>

SAP t-code – S_AHR_61016405

http://cafebusinesscenter.ca.uky.edu/files/trip_manager_-_running_s_ahr_61016405_outstanding_trips.pdf

S_AHR_61016405 - Status **Indicator #** **Description** *Type*

<i>Request/Trip Indicator</i>	1	Request Entered
	2	Request Approved
	3	Trip Completed
	4	Trip Approved
	5	Request Awaiting Documents
<i>Settlement Status</i>	6	Trip Awaiting Documents
	0	Open
	1	To Be Settled
	2	Settled
	3	Canceled
	4	Draft

SAP t-code – PR05

- http://cafebusinesscenter.ca.uky.edu/files/trip_manager_-_running_pr05.pdf

PR05 Status Symbols

- Trip is being processed and cannot be approved
- Trip processing is complete, trip is released for approval
- Trip expense report or request has been approved
- Trip is on-hold (for example: expense receipts missing)
- Trip has been cancelled
- Trip request is in draft status
- Trip has been transferred to FI and full payment has been made



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TRIP Status

Reporting System	Status	Description
<i>Tableau Server Report</i>	Canceled	TRIP deleted by person in workflow or traveler
	Completed	TRIP has been approved at all levels, but is a ZERO reimbursement trip and does not require a payment to the traveler
	Draft	Travel request or reimbursement request still in draft form and either in the traveler or proxy work center to be saved and sent for approval
	Open	Travel request or reimbursement request is in the workflow of either the traveler, supervisor, budget officer, or travel services. TRIP could be awaiting a requested revision
	Posted	The reimbursement request has been approved and posted to FI and sent to Treasury Services for payment
<i>SAP - Travel Request</i>	Request Entered / To Be Settled	The request has been entered and sent to the supervisor for approval
	Request Entered / Open	The request has been disapproved by the supervisor
	Request Approved / To Be Settled	The request has been approved by the supervisor
	Request Approved / Settled	The request has been approved by the budget officer
<i>SAP - Travel Expense</i>	Trip Completed / Open	The reimbursement request has been entered but has not been submitted to the employee's supervisor for approval
	Trip Completed / To Be Settled	The reimbursement request has been entered and is either awaiting a workflow approval or there is a revision request
	Trip on Hold / Open	The reimbursement request has been disapproved by the supervisor
	Trip on Hold / To Be Settled	The reimbursement request has been approved by the supervisor
	Trip Approved / To Be Settled	The reimbursement request has been approved by Budget Officer for payment
	Trip Approved / Settled	The reimbursement request is being processed for payment
	Trip Approved / Transferred to FI	The reimbursement request has been posted to FI and sent to Treasury Services for payment