

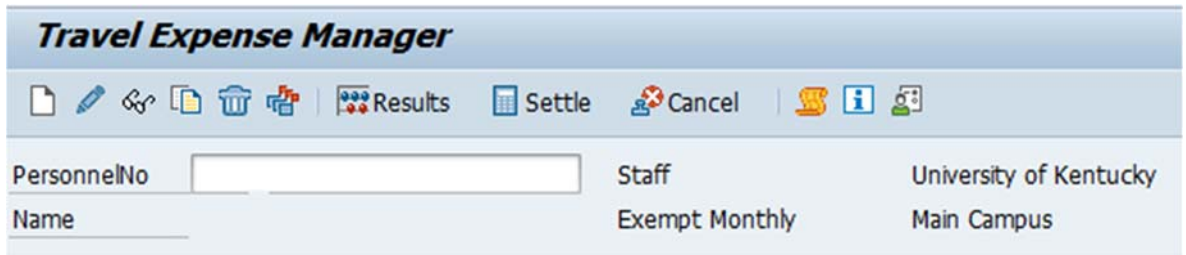
STANDARD OPERATING PROCEDURE

- **General Information**

PR05 should be used to find the TRIP details and documents for employee travel through the TRIP system. Any item that originated from the TRIP system will have a doc type of "ZT."


- **Process**

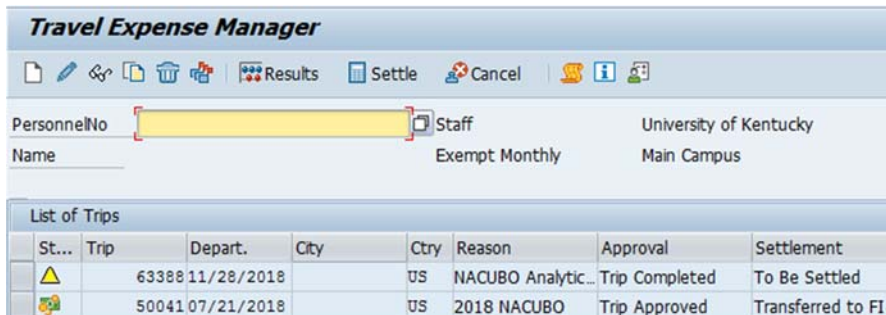
1. Using t-code **PR05**, enter the personnel number for the traveler.



Travel Expense Manager

PersonnelNo Staff University of Kentucky
 Name Exempt Monthly Main Campus

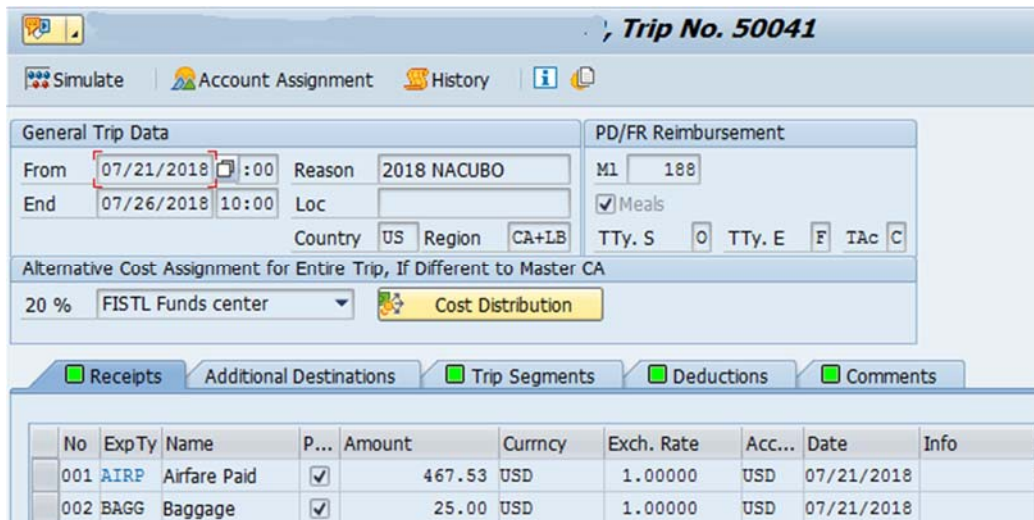
2. Once results have been returned, click the gray button to the left of trip you are trying to locate and click on the eyeglasses  to view the trip details.



Travel Expense Manager

PersonnelNo Staff University of Kentucky
 Name Exempt Monthly Main Campus

St...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement
	63388	11/28/2018		US	NACUBO Analytic...	Trip Completed	To Be Settled
	50041	07/21/2018		US	2018 NACUBO	Trip Approved	Transferred to FI



Travel Expense Manager, Trip No. 50041

Simulate Account Assignment History

General Trip Data				PD/FR Reimbursement			
From	07/21/2018	:00	Reason	2018 NACUBO	M1	188	
End	07/26/2018	10:00	Loc		<input checked="" type="checkbox"/> Meals		
			Country	US	Region	CA+LB	TTy. S <input type="checkbox"/> TTy. E <input type="checkbox"/> TAc <input type="checkbox"/> C

Alternative Cost Assignment for Entire Trip, If Different to Master CA

20 % FISTL Funds center


Receipts Additional Destinations Trip Segments Deductions Comments

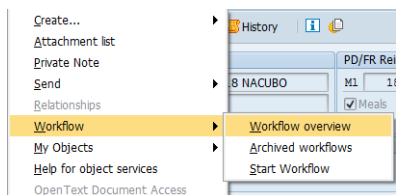
No	ExpTy	Name	P...	Amount	Cumrcy	Exch. Rate	Acc...	Date	Info
001	AIRP	Airfare Paid	<input checked="" type="checkbox"/>	467.53	USD	1.00000	USD	07/21/2018	
002	BAGG	Baggage	<input checked="" type="checkbox"/>	25.00	USD	1.00000	USD	07/21/2018	

3. If you want to view the Travel Expense Report click on the simulate button .

4. If you want to view the history of the Travel Expense Report click on the history button  History

Display	Changed on	Changed at	Changed by	Change Report	Processing Stat	Approval Status	Reimburse
	10/13/2016	18:46:31	CJNELSO	RPRFIN00_40	Paid on 10/14/2016	Trip Approved	1,164.30
	10/13/2016	18:45:24	CJNELSO	RPRTEC00	Approved and Settled	Trip Approved	1,218.82
	10/13/2016	08:13:21	WF-BATCH	SAPLHRTR	Approved	Trip Approved	1,218.82
	10/12/2016	17:09:26		SAPLPTRA_DB	Released for Approval	Trip Completed	1,218.82
	10/12/2016	09:18:20		SAPLPTRA_DB	In Processing	Trip Completed	1,218.82
	10/12/2016	09:05:41		SAPLPTRA_DB	Draft	Trip Completed	0.00
	10/12/2016	08:45:47		SAPLPTRA_DB	Draft	Trip Completed	0.00
	10/12/2016	08:44:59		SAPLPTRA_DB	Draft	Trip Completed	0.00

5. If you want to see the workflow overview of the Travel Expense Report click on the Services for Object button . Once the box opens click on "Workflow" and then "Workflow Overview."



A window will appear with the workflow of approvals and emails sent to various levels. The attachments and other important information are imbedded within the links.

Title	Creation Da	Creation	Status	Task
Travel Workflow	07/27/2018	11:44:15	Completed	Travel Workflow

Task	Status	Creation date/time	End date/time	Agent
Get supervisor_email	Completed	11:57:00	11:57:00	BATCH USER
Find budget approvers for trip	Completed	07/31/2018 11:57:00	07/31/2018 11:57:11	Batch User
Get Userids for budget approval notifica	Completed	07/31/2018 11:57:11	07/31/2018 11:57:11	Batch User
Get Email From Rule Results	Completed	07/31/2018 11:57:11	07/31/2018 11:57:11	Batch User
Trip 0000050041 needs your approval TIME SENSITIVE	Completed	07/31/2018 11:57:11	07/31/2018 11:57:12	Batch User

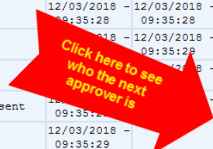
If you receive the below message when trying to retrieve workflow status the traveler has not hit the "Save and Send for Approval" radial button in their TRIP document.


There are no workflows that have already worked with this object

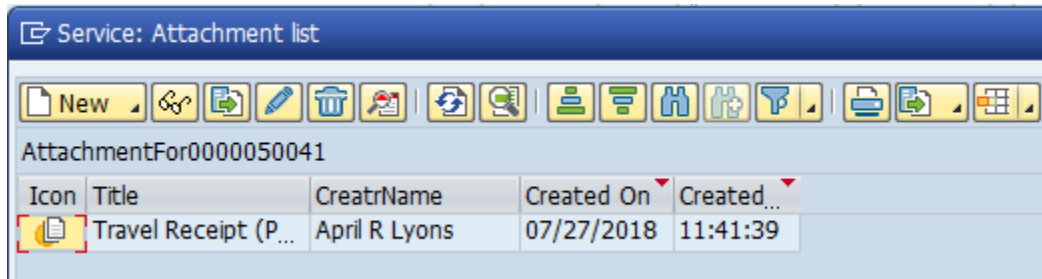
Once in the workflow overview, if click on a line that has "Information" listed the system will tell you who currently has the TRIP in their approval workflow.

Title	Creation Da	Creation	Status	Task
Travel Workflow	12/03/2018	09:35:28	In Process	Travel Workflow

Step name	Status	Result	Creation date/time	End date/time	Agent
Get User Details	Completed		12/03/2018 09:35:28	12/03/2018 09:35:28	Batch User
Find approval needed	Completed		12/03/2018 09:35:28	12/03/2018 09:35:28	Batch User
Get Supervisor_email	Completed		12/03/2018 09:35:28	12/03/2018 09:35:28	Batch User
Get Email From Rule Results	Completed		12/03/2018 09:35:28	12/03/2018 09:35:28	Batch User
Trip 0000063388 needs your approval TIME SENSITIVE	Completed	Mail sent	12/03/2018 09:35:28	12/03/2018 09:35:28	Batch User
Supervisor approval for trip 0000063388 from USARCOLLO	Ready		12/03/2018 09:35:29	12/03/2018 09:35:29	Information...



6. If you want to view the attachments of the Travel Expense Report click on the Services for Object button . Once the box opens click on "Attachment List."



Click on the Icon that you would like to view.