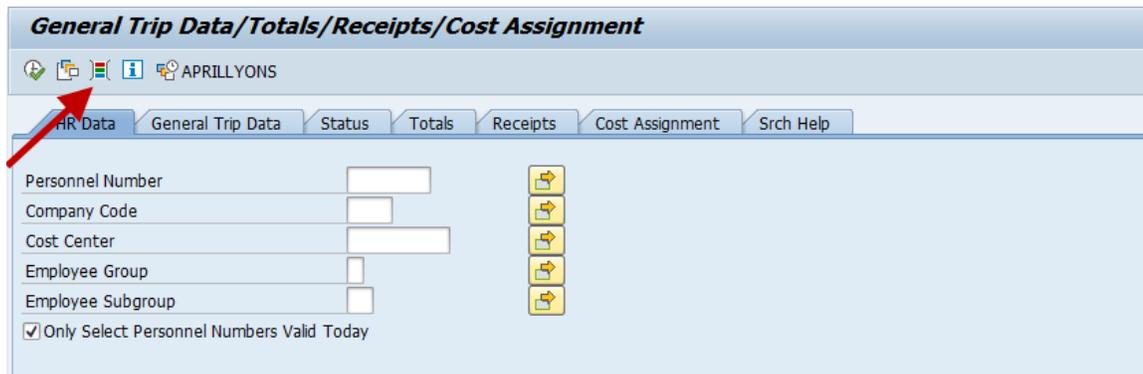
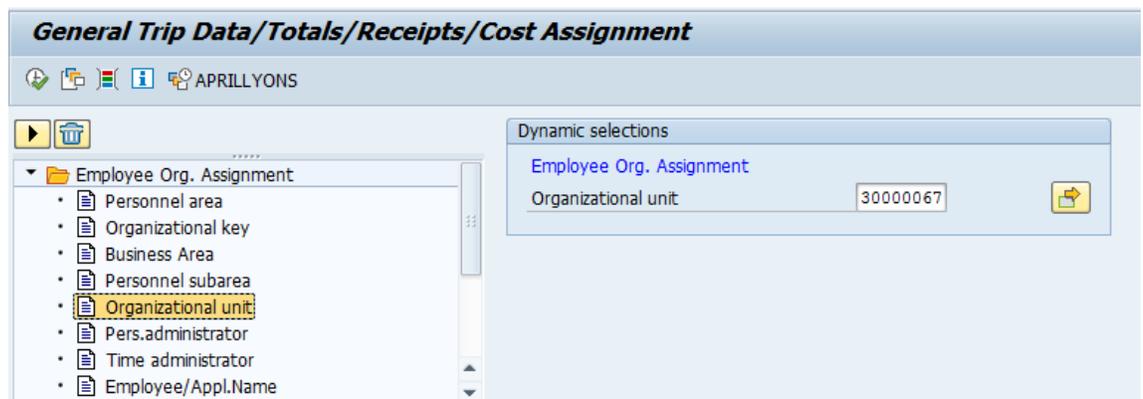


**STANDARD OPERATING PROCEDURE**

- **General Information**  
 S\_AHR\_61016405 should be used to find outstanding TRIP expense reports as well as TRIP requests processed through the TRIP system. This report can be ran by org unit or by individual.
  
- **Process**
  1. Using t-code **S\_AHR\_61016405**, click on the dynamic selection tool for more options.



2. Once the dynamic selection tool is open, click the arrow to the left of "Employee Org. Assignment" to view possible selections. Double click on the "Organizational Unit" selection to enter in org unit.



- Once the Org Unit is selected, click on the status tab below.

- Enter the number 4 (Approved Trip) in the “Request/Trip Indicator” box. Enter the number 3 (Canceled Trip) in the “Settlement Status” box. Right click in each of those boxes and select “Options” to bring up the screen below. Once in this screen, click the **Exclude from Selection** button and then double-click on the **Single Value** button. By doing this it will exclude from the results any approved trips as well as canceled trips since the results that are wanted are only outstanding TRIPs.

- Click the  execute button for results.

**General Trip Data/Totals/Receipts/Cost Assignment**

Pers.No.	Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Destination	Ctr	Reason for Trip	Total	Reimburs	Pd by/Comp	Adml Amt	Advance	Payment	Meals Pds	Accom.Pds	TravFlatRt	FodMon Pds	Curr.	
		16948	5	07/29/2017	08:00:00	08/02/2017	14:00:00	Minneapolis, MN	US	Attend NACUBO Annual Meeting	2,467.01	1,209.08	1,457.93	0.00	0.00	1,209.08	103.00	0.00	0.00	0.00	0.00	USD

Pers.No.	Name	Trip	ExpTy	Name of Expense Type	LocCurAm	Croy	Amount	Croy	Date	SC	Info	From Date	To Date	SS	Descript.	Location	Business Purpose	BusPartners	LR		
		16948	AIRP	Airfare Paid	427.93	USD	427.93	USD	07/29/2017	X				0			Airfare from LEX to MSP for NACUBO Annual Meeting				
		16948	GRND	Ground Transportation	10.00	USD	10.00	USD	07/29/2017					0							
		16948	GRND	Ground Transportation	45.24	USD	45.24	USD	07/29/2017					0							
		16948	HTL	Lodging	1,038.72	USD	1,038.72	USD	07/29/2017			07/29/2017	08/02/2017	4							
		16948	PARK	Parking, Tolls	14.00	USD	14.00	USD	07/29/2017			08/01/2017	08/02/2017	2		LEX - Bluegrass Airport					
		16948	FAVO	Pay Only - Reduction	1.88	USD	1.88	USD	08/02/2017					0							
		16948	REGP	Registration - Paid	1,030.00	USD	1,030.00	USD	07/29/2017	X				0							
** Total					2,544.01	USD															

Pers.No.	Name	Trip	Amount	Croy	Cost Ctr	Order	Sales Ord.	SO Item	CoOd	Busk	COAr	CostObject	BusProcess	MBS Elem.	Project ID	Task ID	Network	OpAc	Funds Ctr	Comm Item	Fund
		16948	1,209.08	USD	1012503050					0900	0101	0900							1012503050		0011260200

- Once you are in the results screen you can view the details of the outstanding TRIPs.
- Another option to view more detail is to double-click on the TRIP number.

**General Trip Data/Totals/Receipts/Cost Assignment**

Pers.No.	Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Destination	Ctr	Reason for Trip
		16948	5	07/29/2017	08:00:00	08/02/2017	14:00:00	Minneapolis, MN	US	Attend NACUBO Annual Meeting

- The selection screen will pop up. Click on the TRIP to view the PRO5 report for this expense.

Display Object Selection

Trip  
 Trip Receipts  
 Cost Assignment

**, Trip No. 16948**

General Trip Data				PD/FR Reimbursement			
From	07/29/2017	08:00	Reason	Attend NACUBO An...	M1	0	
End	08/02/2017	14:00	Loc	Minneapolis, MN	<input checked="" type="checkbox"/> Meals		
			Country	US	Region	MN-MQ	TTY. S <input type="checkbox"/> TTY. E <input type="checkbox"/> IAc <input type="checkbox"/> C

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

Receipts
  Additional Destinations
  Trip Segments
  Deductions
  Comments

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	Service Provider	N
001	◇	AIRP	Airfare Paid	✓	427.93	USD	1.00000	USD	07/29/2017		PC	
002	◇	HTL	Lodging	✓	1,038.72	USD	1.00000	USD	07/29/2017			
003	◇	REGP	Registration - ...	✓	1,030.00	USD	1.00000	USD	07/29/2017		PC	
004	◇	GRND	Ground Transp...	✓	10.00	USD	1.00000	USD	07/29/2017			
005	◇	GRND	Ground Transp...	✓	45.24	USD	1.00000	USD	07/29/2017			
006	◇	PARK	Parking, Tolls	✓	14.00	USD	1.00000	USD	07/29/2017			