Over 60 Day Taxation for TRIP Travel Expense Report

Over 60 Day Taxation Link: http://www.uky.edu/ufs/over-60-day-taxation

Over 60 Day Taxation Form:

http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/eforms/Over%2060%20Day%20Taxation.pdf

*If you fill out the 60 day tax form please make sure you keep copies of your TRIP. If the tax is applied, your trip will be rejected and the detail will no longer be available for review. The TRIP amount will be moved to payroll to be taxed. If you didn't keep a copy of the TRIP detail you will need to contact Leslie Duty to request a copy.

Sample of rejection e-mail



KSB1 or BW Reports

Running KSB1 or BW reports for reconcillation and you see a **ZD document type** and can't figure out what happened.

Display Actual Cast Line Items for Cast Conters													
Dispiay Actual Cost Line Items for Cost Centers													
🕄 Document 🗞 Master Record 👌 🍳 📅 🚢 🐺 🔠 🖽 🖽 📓 🇏 😨 🔞 🤞 🗊													
Lavout MOAPYMIS MOA payments by cost center VV Active													
Cost Center		1013250001 BAT	H - CES INCOME	mour	up D								
Report currenc	v	USD US	Dollar										
	-												
ļ.													
Cost Center	Cost Element	Cost element name	Σ Val.in rep.cur	. Doc	Ref.document no	Doc. Date	Posting Date	Document Header Text	OffAct	Offst.acct	Name of offsetting account	V.	Per
1013250054	530019	Domestic Travel	462.30	- SC	1200450123	06/30/2019	08/01/2019	APSYE Accruals	S	214000	Year End Acct Pay	4	2
	530019	Domestic Travel	106.14	- SC	1200450123	06/30/2019	08/01/2019	APSYE Accruals	S	214000	Year End Acct Pay	4	2
	530019	Domestic Travel	27.26	ZD	62282	08/06/2019	08/03/2019	PP0000017695	S	161100	Payroll Clearing	4	2
	530019	Domestic Travel	124.12	ZT	77997	07/31/2019	08/08/2019	TR000000974	К	814152	Delaney Grace Simpson	4	2
	530019	Domestic Travel	38.28	ZT	77998	06/30/2019	08/08/2019	TR000000974	к	814152	Delaney Grace Simpson	4	2
	530019	Domestic Travel	225.00	ZT	77999	07/12/2019	08/08/2019	TR000000974	к	814152	Delaney Grace Simpson	4	2
	530019	Domestic Travel	130.00	ZT	78098	06/30/2019	08/09/2019	TR000000975	к	814152	Delaney Grace Simpson	4	2
1013250054	3		23.78	-									
л	_		23.78										
			25.70										

SAP t-code ZCCWBS

- 1. Enter the Company Code UK00
- 2. Enter the selection period
- 3. Enter the **GL 530019** and **530039**
- 4. Enter the **Org Unit** or the **Cost Center**

Cost Center Report - A	dministrator		
🏵 🔁 🗓			
Selection Options			
Company Code	UK00 Q		
Selection Period	07/01/2018	to 08/12/2019	
Cost Center		to	
Internal Order		to	
WBS element		to	
GL Account	530019	to	
Employee		to	
Organizational unit	31005500	to 31005506	
Payroll area		to	
Fund		to	
Wage Type Selections			
• Wage type application			
 Wage type 		to	
Other Selections			
Display Year-to-Date values			
Exclude Accruals	\checkmark		
Output Options			
Directory up in the			
Display variant			

Snapshot of results from ZCCWBS

Cost Center Report - Admini	Cost Center Report - Administrator											
문Payroll Details 🕑 Time Data Detail 🗃 FI/CO Postings 🧮 Payroll Cluster												
Cost Center Report from 07/01/2019 to 08/12/2019												
Cost Center Report - Administrator	noo nage n	i inge type texe	Tunu	nouio	395.86	395.86	into nodio	2.00	- Oraci			
Cc 1013250054 - BOYLE - CES INC			0011600400		395.86	395.86		2.00				
🕨 🐣 Ee 000 9 - Kimberly Kay Ra			0011600400		345.40	345.40		1.00				
🝷 🚨 Ee 1100. 💿 - Cynara Renee F			0011600400		50.46	50.46		1.00				
 Ce 0000530019 - Domestic 			0011600400		50.46	50.46		1.00				
 Travel Domestic 	2530	Travel Domestic	0011600400		50.46	50.46		1.00				
• 😨 07/20/2019	2530	Travel Domestic	0011600400		23.20	23.20		1.00				
• 🚾 08/03/2019	• 🚾 08/03/2019 2530 Travel Do		0011600400		27.26	27.26						

PA20 infotype 0015

If you have access to PA20 infotype 0015 mountain top overview, then drill into the correct entry to get the TRIP #.

0	Overview Additional Payments (0015)															
0	Sverview Additional Payments (0015)															
9																
	Persor	erson ID I				Pers.Assgn 11					1168	°≏685 11005178▼ 💱				
F	Name	ame Cyn				-		ter	Empl.	% 1	.00.00					
≦	EE gro	EE group A Staff				Pers.area 1000 Main						Campus				
	EE sub	gr	oup	06 Non-Exer	mpt 3	npt 3 Pers. subarea 0001 Reg FT						-T				
	🐻 Ch	00	se 01	/01/1800	to	12/31	/9	999	STy.		1					
	W.		Wage typ	e long text	Date		С	Amount			Crcy	I	Number	Unit .		
	253	30	Travel Dor	mestic	07/25	/2019			2	27.26	USD		0.00		-	
	25	2530 Travel Domestic				/2019			2	23.20) USD		0.00		-	
	25	30	🗇 ivel Dor	mestic	03/13/	/2019			2	28.89	USD		0.00			
	28)5	LiveWell C	heck In Reba.	01/18	/2019			10	00.00	USD		0.00			
	200	0	Ropofite A	duanca	07/21	/2019			25	50.00	LICD		0.00			

*The Assignment Number is the TRIP #.

Dis	splay Additional P	ayments (0015)
A	🔓 🙇	
	Person ID 10	Pers.Assgn 11005 385 11005178 🔻 🛂
F	Name C	Empl. % 100.00
- ₹	EE group A St	aff Pers.area 1000 Main Campus
	EE subgroup 06 No	on-Exempt 3 Pers. subarea 0001 Reg FT
		Chng 07/11/2019 EMG0223
	Additional Payments (001	5)
	Wage Type	2530 Travel Domestic
	Amount	23.20 USD Ind.val.
	Number/unit	0.00
	Date of origin	07/04/2019
	Default Date	00
	Assignment Number	85197 Pe er#
	Reason for Change	02 Batch Loads

SPIN/ER - Payroll Preliminary Posting Report

You can sort on GL and/or Wage type

	Pre Payroll Final - Fund Posting Information Report run dates: 07/21/2019 - 08/03/2019																
P.,	Run Date	Run ID Simul	Organizational unit	Organiz	Cost Center O	Grant	W Fu	GL / Vendor No	GL Account & Description	ID E Amo	ount P	Pay Area/Perior	d Posting Date	Run Typ	e Wagetype	Wagetype Description	Internal Order
10	08/06/2019	17695 Final	31005503	81314	1013250054 E	GMNR	0	0000520405	0000520405-FICA-Clerical	1		B1/16/2019	08/03/2019	PP	9404	Tax: ER Social Security	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000520405	0000520405-FICA-Clerical	1		B1/16/2019	08/03/2019	PP	9406	Tax: ER Medicare	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000530019	0000530019-Domestic Travel	1	27.26	B1/16/2019	08/03/2019	PP	2530	Travel Domestic	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000512031	0000512031-Clerical - Regular	1)	B1/16/2019	08/03/2019	PP	3000	Hours Worked	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000512032	0000512032-Clerical - Nprod	1		B1/16/2019	08/03/2019	PP	3230	TDL Non-Exempt	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000520505	0000520505-Retmt-Clerical	1		B1/16/2019	08/03/2019	PP	9510	403b: TIAA/CREF ER	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000520720	0000520720-MFB - Staff	1		B1/16/2019	08/03/2019	PP	9672	Staff Misc Fringe	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000520105	0000520105-EHC-Clerical	1		B1/16/2019	08/03/2019	PP	6035	UK Regional Employer	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000520205	0000520205-ELI-Clerical	1		B1/16/2019	08/03/2019	PP	6200	Basic Life Ins Employer	
	08/06/2019	Final	31005503	81314	1013250054 E	GMNR	0	0000520767	0000520767-ADD-Clerical	1	0.11	B1/16/2019	08/03/2019	PP	6220	AD&D Basic Coverage ER	
1,	1.4 • 1,755.07																
.										1,	755.0						

<u>PR05</u>

Look for TRIPS that say "Canceled"

Travel Expense Manager										
D 🖉	🗋 🖉 🏀 🛅 📸 🗱 Results 🛛 🗟 Settle 🛛 🚣 Cancel 🛛 💆 🚹 🖉									
ersonnelNo Staff University of Kentucky ame Cyn: Comp Strift Non-Exempt 37.5 hour Main Campus										
List of	Trips									
St	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Sta
5 9	8716	2 06/01/2019	Monthly Milea	US	See attached mo.	Trip Approved	Transferred to FI	31.90	USD	In-S
5 9	8523	9 05/01/2019	Monthly Milea	US	See attached mo.	Trip Approved	Transferred to FI	31.90	USD	In-S
5 9	8523	8 04/01/2019	Monthly Milea.	US	See attached mo.	Trip Approved	Transferred to FI	27.26	USD	In-9
2	8523	5 03/01/2019	Monthly Milea.	US	See attached mo	Trip Approved	Canceled	0.00	USD	In-S
2	8519	7 02/01/2019	Monthly Milea	US	See attached mo.	Trip Approved	Canceled	0.00	USD	In-9
5 2	7389	4 01/01/2019	Monthly Milea.	US	See attached mo	Trip Approved	Transferred to FI	18.64	USD	In-S
5 2	6931	612/01/2018	Monthly Milea	US	See attached mo	Trip Approved	Transferred to FI	12.54	USD	In-S
1	6931	511/01/2018	Monthly Milea	US	See attached mo	Trip Approved	Transferred to FI	13.08	USD	In-S
2	6938	1 10/01/2018	Monthly Milea.	US	See attached mo	Trip Approved	Canceled	0.00	USD	In-S
5 4	6323	1 09/01/2018	Office	US	September 2018	Trip Approved	Transferred to FI	29.98	USD	In-S
2	6304	4 09/01/2018	Office	US	September 2018	Trip Approved	Canceled	0.00	USD	Out

ZTR_WF_RPT - Travel Workflow Report

Comment section will state trip is rejected.

ⓒ Comments for 11005178 trip 0000085197	×
COMMENT	
This TRIP travel expense report is rejected because it was not approved by the traveler within 60 days from the last day of travel, and either the traveler acknowledged reimbursement taxation on the Over 60 Day Taxation Form or the requested taxation exemption has been denied. Reimbursement will appear on a future paycheck as taxable wages. Leslie Duty 323-4404	