



What is TRIP?

TRIP is an SAP travel online document solution designed to streamline the creation, submission, approval and payment of travel requests and travel expense reports.

What are the benefits?

- No paper vouchers to complete, mail and manage.
- All requests are handled online through the workflow, eliminating the need for signatures.
- Reimbursements are made through direct deposit and will result in quicker reimbursements to the traveler.

Where can I learn more about TRIP?

Travel Services home page at: <http://www.uky.edu/ufs/travel-services>

CAFE Business Center <https://cafebusinesscenter.ca.uky.edu/content/trip-travel-reimbursements>

Where do I complete a TRIP?

Go to **myUK portal**, click on the **Employee Self Service** tab; go to **Travel Requests and Travel Expenses** and click on **Traveler Work Center**.

What am I required to attach to my travel expense report?

Supporting documentation will be required for all trips and can be reviewed throughout the submission process. All documentation is stored electronically based on the University's document retention process. All receipts/documentation should be scanned into one document with a standard naming format, always including the TRIP # and the word "Receipts" with no spaces.

How do I combine my receipts/documentation into one document for my attachment?

1. Within Adobe Acrobat, click on the **Tools** menu and select **Combine Files**.
2. Click **Combine Files**, and then click **Add Files** to select the files you want to include in your PDF.
3. Click, drag, and drop to reorder the **files** and pages.
4. When finished arranging **files**, click **Combine Files**.
5. Save your file using your "assigned TRIP#" and the word "Receipt" (i.e. 99999receipts.pdf) no leading zeros

Why haven't I received my reimbursement yet?

Go to the **Traveler Work Center** and review your trip. Review the status then contact your department business staff person to help review.

How do I copy a TRIP?

Travelers may make repetitive trips to the same destinations throughout the course of a year. A trip can be copied to new dates to assist with the processing of travel expense documents.

1. Go to your **Traveler Work Center** (or **On Behalf Of** work center) and locate the original trip.
2. Click on the trip to highlight it.
3. Click on **Copy**.
4. Enter the start date of the new trip in the **New Start Date** field, and click on **Start**.

How do I become a Proxy?

A proxy is an individual that has been assigned the responsibility of creating travel requests and travel expense reports on behalf of a traveler or a group of travelers.

1. Go to **myUK, Employee Self Service, Travel Requests and Travel Expenses**.
2. Under **Traveler Work Center**, you will select **On Behalf Of**.
3. Select **Add Employee(s)** and add person ID #. If you don't know the person ID #, select the search box.

Can I view where my TRIP was approved?

1. Yes, go to myUK, click on the **Enterprise Services** tab.
2. Select **Workflow**.
3. Select the **Travel Document Workflow Tracking** on the left tab bar, and enter your TRIP number.

Additional resources: begin with your department business staff and visit <http://www.uky.edu/ufs/travel-services> for more resources.