JHU User Guide

Travel & Business Expense Reimbursement

LEARNING SOLUTIONS

Table of Contents

1 About This Course

This course will teach you how to use Travel and Business Expense Reimbursement functionality in SAP to generate and manage expense reports. In this course, you will practice creating, modifying and deleting an expense report, requesting a travel advance, and reviewing report status.

1.1 How to Use This Guide

As a Learning Guide

Each section of this guide provides you with step-by-step instructions on how to complete certain expense reimbursement tasks. As the instructor-led training course progresses, you can follow along using this guide as a classroom aid.

As a Reference

This user guide is organized in a linear manner, and explores each of the steps necessary for creating and managing expense report reimbursement. It can be used to locate process steps, and find additional tips and information.

1.2 Course Objectives

After completing this course, you should be able to:

- Differentiate trip schemas
- Add new expenses to an existing expense report
- Know where to find per diem rates
- Modify an expense report
- Look up the workflow for an expense report
- Create a new expense report
- Create a travel request
- Locate reference materials and resources

This Page Left Intentionally Blank

2 Getting Started

Travel Manager is used to request travel advances, and to reimburse an employee's out of pocket expenses. Travel Manager is **not used** to make travel arrangements. Reimbursements are paid to the individual and are not tax-reportable.

Let's take a look at some examples in which you would use Travel Manager:

- Create a travel advance request
- Reimburse an individual's out-of-pocket expenses for:
    - Travel-related expenses (domestic or international)
    - Non-travel-related purchases

2.1 Non Travel Manager Transactions

The Travel Manager transaction should **not** be used for the following:

Non Travel Manager Transaction	Description
Guest lecturers / speakers and study participants	• Speaking fees and travel expenses are processed using an online payment request. • Complete a Non-Employee Travel Reimbursement Form and attach the form and receipts to the online payment request.
Employee tuition reimbursement	Refer to the Tuition Assistance program.
Relocation/moving expenses	If the expense is tax-reportable, use a Bonus Supplement ISR. If the expense is not tax-reportable, use the Travel Manager. Refer to the General Employee Relocation policy.

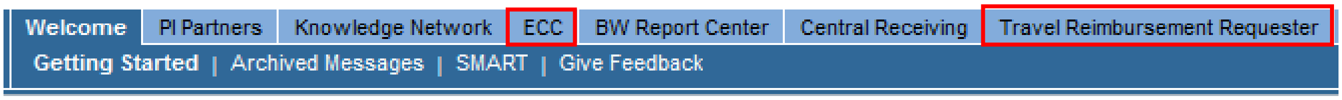
2.2 Travel Security Roles

Three security roles are associated with the Travel Manager transaction. If you do not have access to the transaction you need, contact your HR/payroll administrator and ask him/her to process a ZSR form to add the appropriate security role to your position.

Role	Details
• **ECC Travel & Business Expense Reimbursement Requestor** • **Travel Reimbursement Requestor tab**	Allows you to request a travel advance, a reimbursement for travel and/or business expenses, on your own behalf. Role/Access = ZRSC_TV_REIMB_REQ_ALL
• **ECC Travel & Business Expense Request Assistant** • **Travel Request Assistant tab**	• Allows you to request a travel advance, a reimbursement for travel and/or business expenses, on others' behalves. • If you have access to both **Requestor** and **Assistant** roles, the default personnel number will be your own. Make sure you change it when you're creating a reimbursement for another person. Role/Access = ZRSC_TV_REQ_ASST_ALL
• **ECC Travel & Business Expense Approver** • **Travel Approver tab**	Allows you to approve a trip's business purpose as well as the expense and cost object. As an approver, you cannot modify requests. Role/Access = ZRSC_TV_FI_APVR_ALL

2.3 ECC Tab vs. Travel Tabs

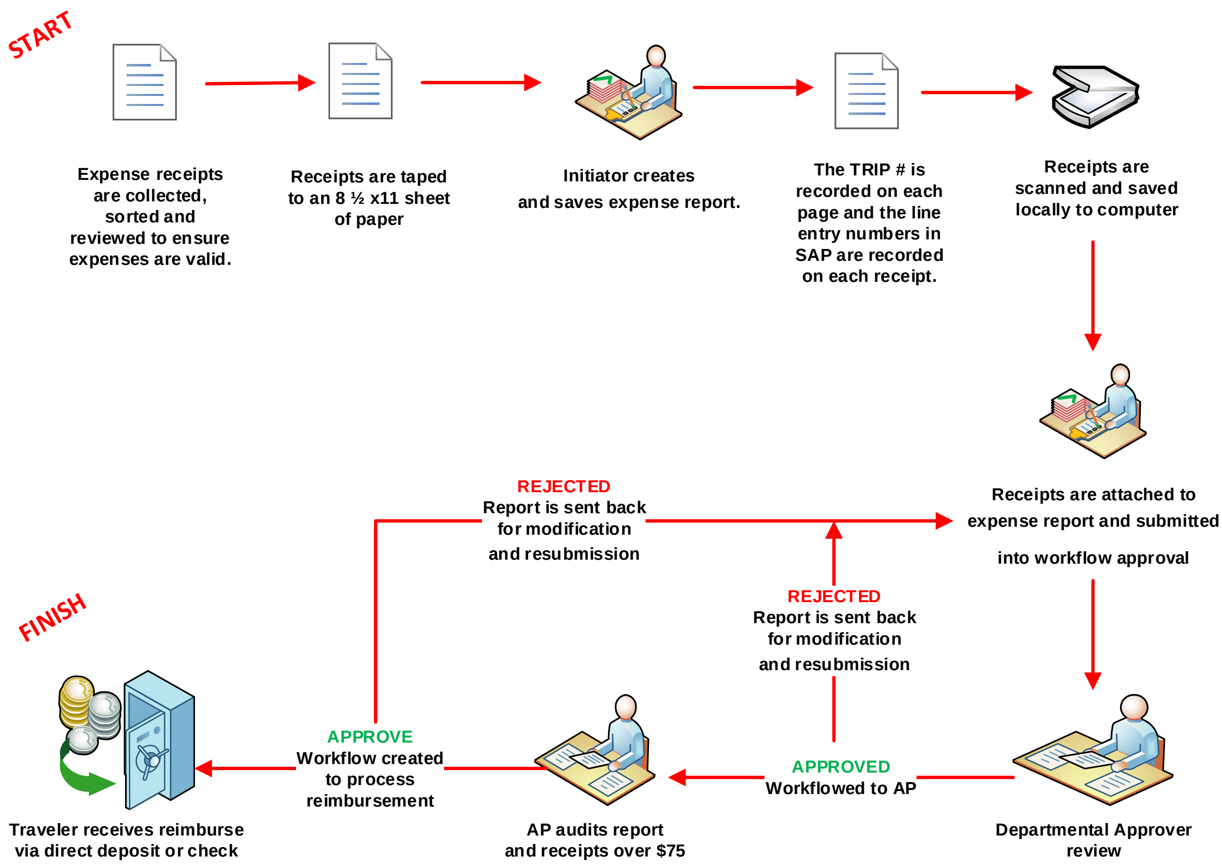
There are two ways to access the Travel Manager transactions: ECC tab and Travel tabs. For training purposes, we will be using the ECC tab.



The functionality is the same in both, though some icons may be different.

Tab	Details
ECC Tab – Non web version that requires proper security access and supporting software installed on your computer.	• You have the appropriate security role to access the ECC interface. • This does not mean that the client software has been installed on your computer. Contact your LAN administrator to install the client software.
Travel Tabs – Web version that requires proper access and can be used *without installing* supporting software on your computer.	• Access the Travel Manager transactions using the Travel Manager tabs if you do not see the **ECC** tab.

2.4 Travel Workflow Overview Process



Travel and Business Expenses Initiators

Departments have the choice to enter expense reports by having:

Each employee enters their own expense reports (the Travel Requestor role) or

Administrators enter expense reports on behalf of their employees (the Travel Assistant role)

Initiator receives an email if the report has been approved, rejected/changed, or needs to be modified

Travel and Business Expenses Approvals

Approver is determined based upon the cost center being charged. If multiple cost centers are charged, the request will go to the appropriate approver for each cost center.

If the approver does not take action within 5 business days, an email reminder will be sent.

If no action is taken after 10 business days, an email reminder is sent to the approver and the approver's manager.

Traveler

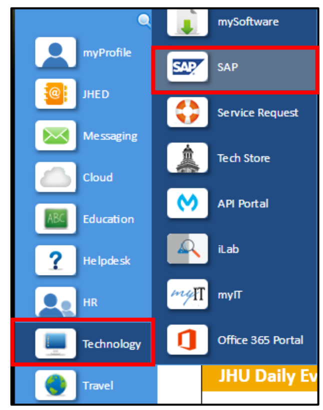
Traveler receives an email when the reimbursement is deposited into their bank account

3 Travel Manager Navigation

This section will help you become familiar with how to access Travel Manager, navigate the SAP Easy Access and Travel Manager screens, save frequently used transaction as favorites, establish initial settings, as well as know the buttons and links you will use to process transactions.

3.1 Accessing Travel Manager

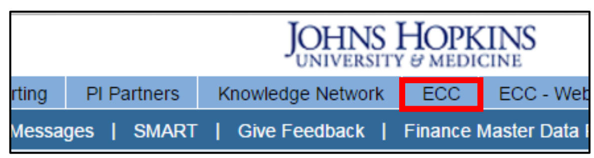
Access SAP through the myJohnsHopkins portal or double-click the **SAP** icon on your desktop.



1. Click the **ECC** tab.

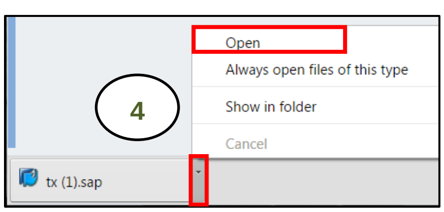
   If necessary, click the download bar on your browser to turn off the pop-up blocker for the SAP site: ***.erp.johnshopkins.edu**.

   Click the **ECC** tab again to launch the supporting software.



2. Click the **Open** button - the SAP Easy Access screen displays.

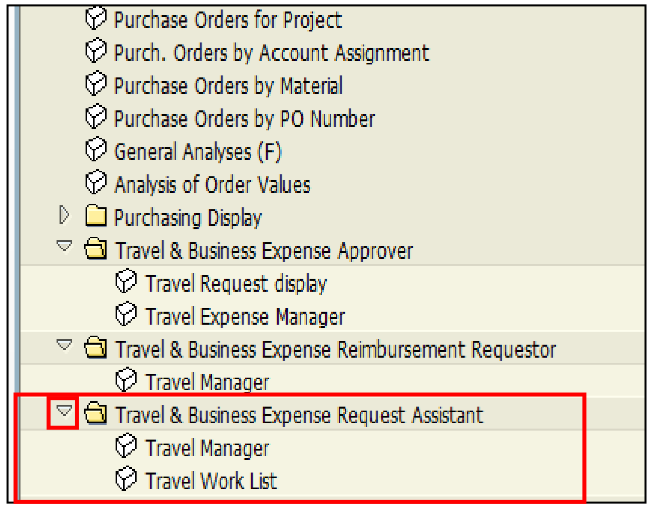
Internet Explorer Browser



Google Chrome Browser

3.2 SAP Easy Access Screen Settings

The *SAP Easy Access* screen lists the Travel and Expense transactions. The transactions are listed according to role (Approver, Requestor, and Assistant), and each are indicated by a folder icon.



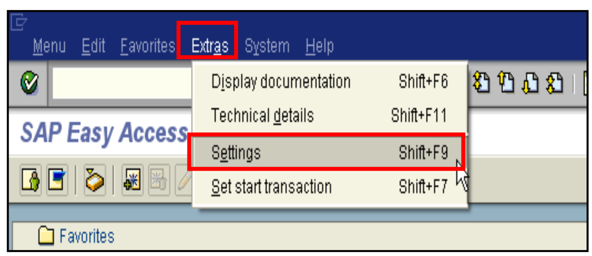
The actual transaction is displayed once you expand the desired folder by clicking on the arrow to the right of the folder.

It is recommended that you enable the settings that allow you to see the travel transaction technical names, save transactions as favorites and select the timeframe to view current and previous open expense reports and advances on the Travel Manager home page.

3.2.1 Technical Transaction Name

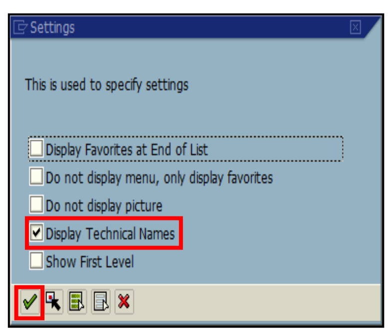
Using the travel transaction technical name allows you to easily access common TRIP transactions.

1. Click **Extras=>Settings**.



2. Check the **Display Technical Names** checkbox.

3. Click the **Continue** button.



3.2.2 Saving TRIP Transactions as Favorites

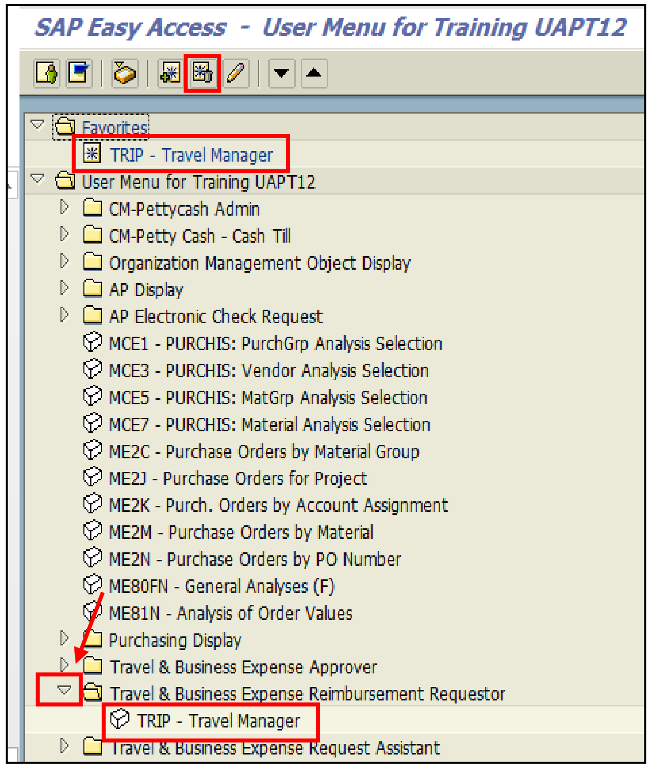
You are able to save commonly used TRIP transactions to the *Favorites* folder for easy access.

1. Click the arrow next to the desired travel folder.

2. Click and drag the desired travel transaction into the Favorites folder

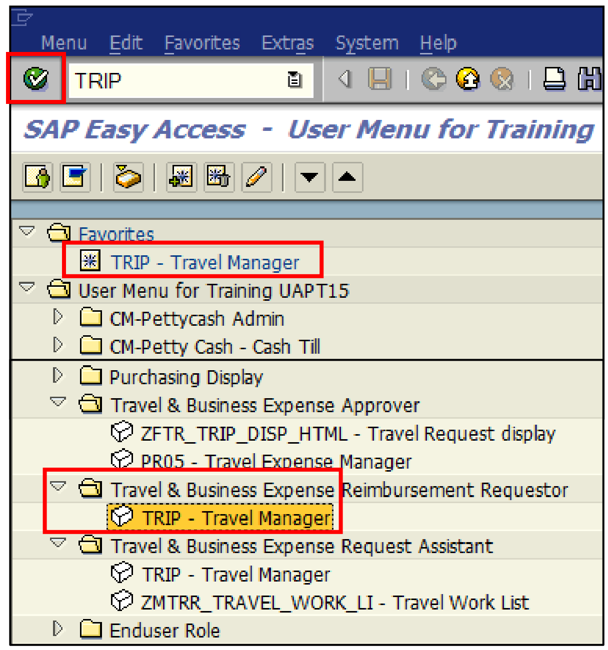
   -OR-

   Highlight the desired travel transaction and click the **Add to Favorites** icon.



3.3 The Travel Manager Home Page

The **Travel Manager Home Page** is your main work area. You can create expense reports and travel advances, modify reports and add expenses to existing reports, delete reports, and view all open and paid expense reports. There are 3 ways to access the Travel Manager Home Page from the SAP Easy Access screen.



1. Type the technical transaction name in the command box and press the **Enter** key.

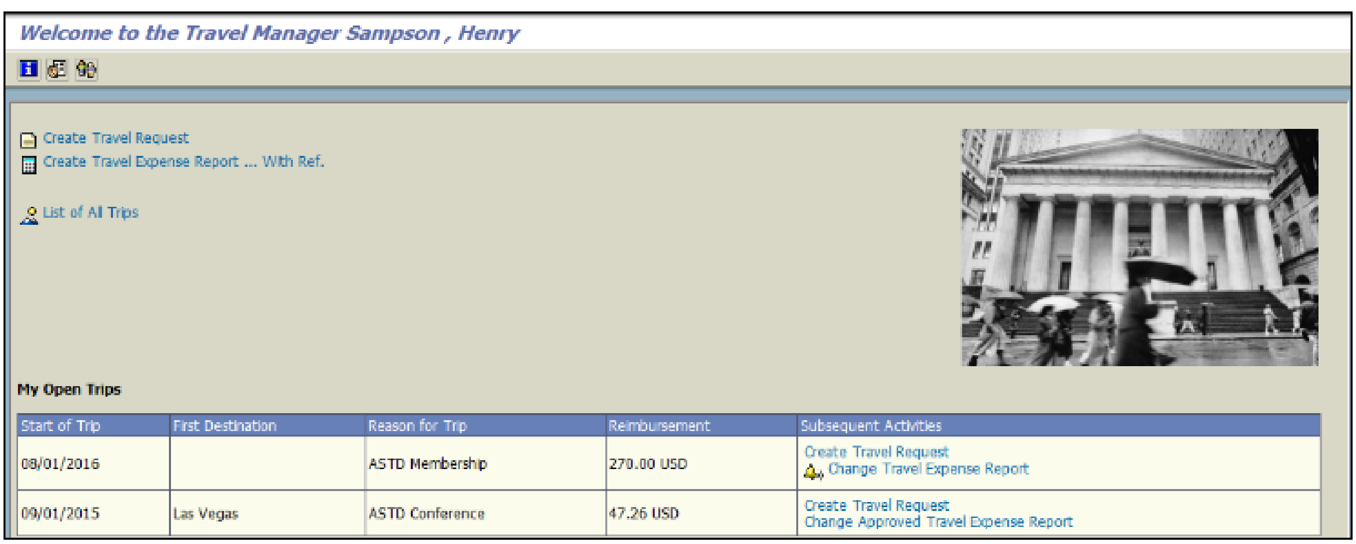
-OR-

2. Double-click the transaction name from the *Favorites* folder.

-OR-

3. Expand the Travel Reimbursement Requestor folder and double-click the TRIP transaction.

The Travel Manager Home Page displays



3.3.1 Navigation Icons

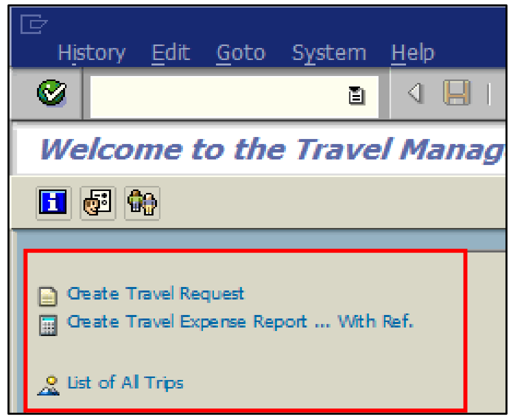
Only use the navigation icons on the Travel Manager Home Page. Do not use the Web browser buttons.

Icon	Description	Icon	Description
Enter	Verifies a transaction, similar to the **Enter** key on the keyboard.	**Cancel**	Cancels you out of a transaction.
Command Field	Use this to enter the technical transaction name for easy access. Click the arrow to expand/collapse the field.	**Page Navigation**	Use these buttons to view attachments with multiple pages.
Save	Saves your report and submits your report into approval workflow when clicked twice.	**Create New Session**	Allows you to open multiple SAP sessions.
Back	Takes you back to the previous screen.	**Settings**	Use this to establish initial settings.
Exit	Logs you out of SAP from the *SAP Easy Access* screen.	**Change Personnel Number**	Allows you change the Personnel Number when you're creating an advance/report for another person.

3.3.2 Report Links

The **Report Links** allow you to create travel advances, new expense reports, create a report using an existing report as a template, and view all open and paid trips.

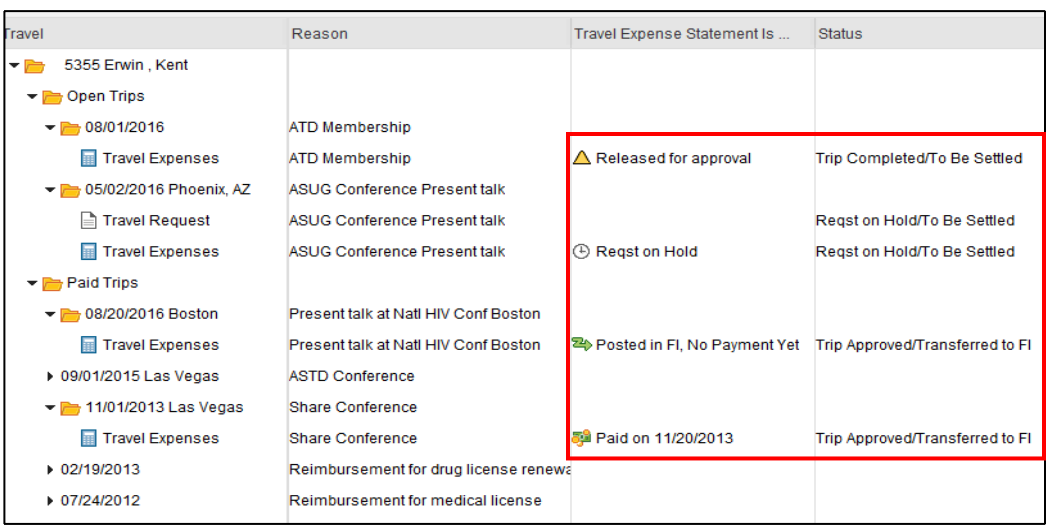
- **Create Travel Request** – Used to create a Travel Advance Request.
- **Create Travel Expense Report** – Used to create a new domestic or international travel expense report, and a non-travel related expense report.
- **With Ref..** - Used to copy an existing expense report (not receommended).
- **List of All Trips** – Used to display all open and paid expense reports and their status.



3.3.2.1 List of All Trips Statuses

To quickly view the status of a report or advance request, make sure you have the correct Personnel Number selected.

1. Click the **List of All Trips** link
2. Expand the **Open Trips** and/or **Paid Trips** folder.
3. Expand the desired expense report folder. The status of the expense report/advance request will be displayed in the Status column.



Travel	Reason	Travel Expense Statement Is ...	Status
5355 Erwin , Kent			
Open Trips			
08/01/2016	ATD Membership		
Travel Expenses	ATD Membership	Released for approval	Trip Completed/To Be Settled
05/02/2016 Phoenix, AZ	ASUG Conference Present talk		
Travel Request	ASUG Conference Present talk		Reqst on Hold/To Be Settled
Travel Expenses	ASUG Conference Present talk	Reqst on Hold	Reqst on Hold/To Be Settled
Paid Trips			
08/20/2016 Boston	Present talk at Natl HIV Conf Boston		
Travel Expenses	Present talk at Natl HIV Conf Boston	Posted in FI, No Payment Yet	Trip Approved/Transferred to FI
09/01/2015 Las Vegas	ASTD Conference		
11/01/2013 Las Vegas	Share Conference		
Travel Expenses	Share Conference	Paid on 11/20/2013	Trip Approved/Transferred to FI
02/19/2013	Reimbursement for drug license renewa		
07/24/2012	Reimbursement for medical license		

Status Definitions

Request or Trip Completed /To Be Settled

- Report has been saved.

- Report has been submitted to workflow.
- Report may have one or more approvals, but it doesn't have them all.

Request or Trip on Hold/To be Settled

- All departmental approvals have been completed, and report has been work flowed to Accounts Payable.

Trip Approved/To be Settled

- Accounts Payable has approved the report and work flowed the report to Finance.

Request or Trip Approved/Transferred to FI, No Payment Yet

- Work flowed to Finance, no payment yet.

Request or Trip Approved/Transferred to FI, Paid on XX/XX/XXXX

Expenses reimbursed with a paid date, which is the date that the payment was posted.

3.3.3 My Open Trips Grid

The **My Open Trips** grid displays all open expense reports and travel requests. You are able to quickly access the open report or request by clicking the applicable link in the Subsequent Activities column. If you make changes to a submitted report or advance, the item is taken out of workflow and will need to be resubmitted for approval.

The report or advance will also need to resubmitted for approval if you open the report to review and then click the **Save** button. To keep the item in workflow after review, click the **Back** button.

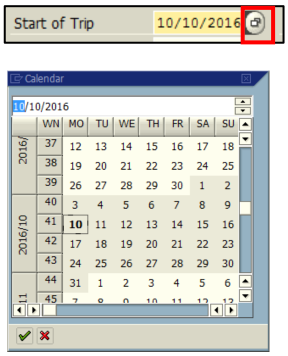
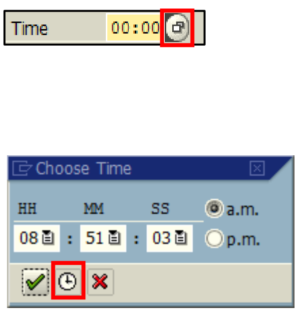
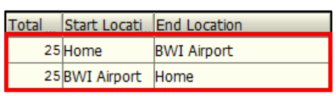
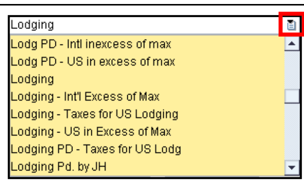
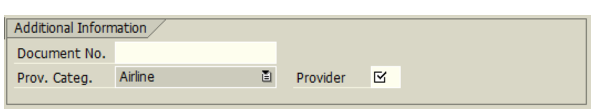
My Open Trips

Start of Trip	First Destination	Reason for Trip	Reimbursement	Subsequent Activities
10/04/2016	Las Vegas	ASTD Conference	47.22 USD	Create Travel Request Change Travel Expense Report
08/01/2016		ATD Membership	270.00 USD	Create Travel Request Correct the Travel Expense Report
06/15/2016	Seattle, WA	Present at WHO Conference		Change Approved Travel Request Change Approved Travel Expense Report
05/02/2016	Phoenix, AZ	ASUG Conference Present talk		Change Approved Travel Request Create Travel Expense Report
09/01/2015	Las Vegas	ASTD Conference	650.00 USD	Create Travel Request Correct the Travel Expense Report

Subsequent Activity Link	Description
Change Travel Expense Report/Travel Request	The report or travel advance has been saved or has been placed into workflow approval.
Correct the Travel Expense Report/Travel Request	The report or travel request has been approved and sent to Accounts Payable for review. Modify **only if necessary.**
Change Approved Travel Expense Report/Travel Request	The expense report and/or travel advance is in the process of being approved and paid, However, you still has the option to make changes before it is paid out. Modify **only if necessary.**
Bell Icon	The trip is more than 30 days in the past.

3.3.4 Data Entry Fields

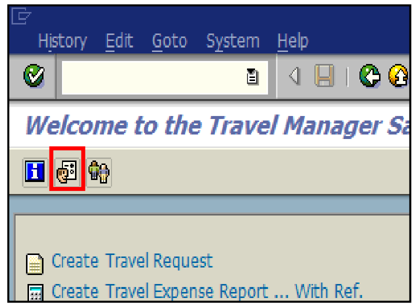
You will use different types of data entry fields as you navigate the TRIP transaction.

Field	Icon	Description
Date		Manually enter dates or click the icon at the end of the field to display the calendar feature.
Time		Manually enter the time or click the icon at the end of the field to display the time feature. The time displays in military time (24 hr.) by default. Click the **Clock** icon to enter the time in a.m. / p.m. (12 hr.) clock.
Free Text		Manually enter free text information.
Drop Downs		Drop down options display when you click the icon at the end of the field allowing you to make a selection.
Required Fields		Required fields are indicated by a checkmark and must be completed or Travel Manager will not allow you to progress.
Required Sections		Some sections are required based on the expense type selected.

3.4 Establish Initial Settings

Perform the following steps to enable the settings that allow you to select the timeframe to view current and previous expense reports, and enable you to access an existing expense report quickly on the Travel Manager Home Page.

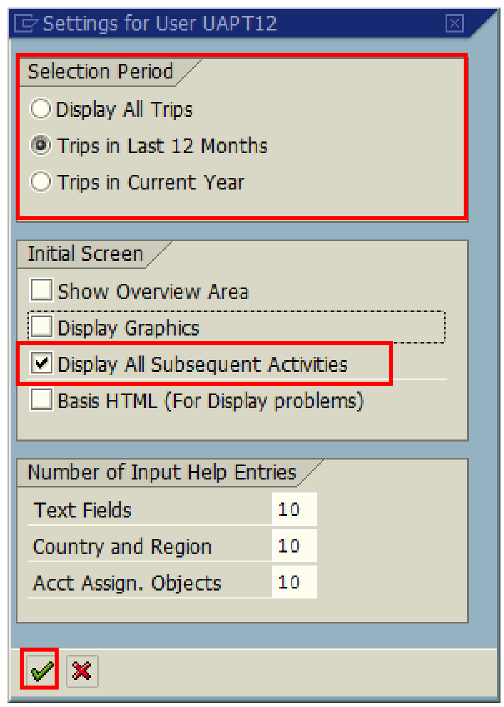
1. On the Travel Manager home page, click the **Settings** icon.



2. Make the following selections:

   a. Choose a radio button in the *Selection Period* section to choose the time range for viewing expense reports. This automatically defaults to **Trips in Last 12 Months**. You can change this value if you need to see paid trips more than 12 months ago. Remember to change it back to the default setting to improve response time.

   b. Click the **Display All Subsequent Activities** checkbox.



3. Click the **Continue** button.

4 Changing a Personnel Number

Travel Manager identifies employees by their Personnel Numbers. When you access Travel Manager, it defaults to your Personnel Number. If you have the *Travel Request Assistant* role, you can request advances and submit expense reports for yourself and for other staff members. If you are requesting an advance or creating a report for someone else, always change the Personnel Number.

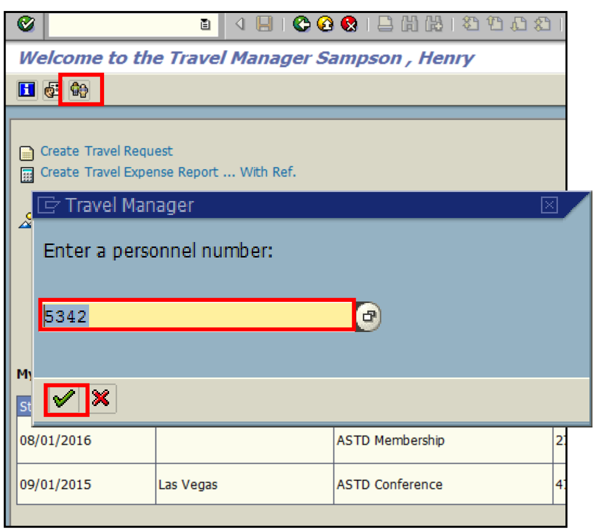
There are three ways to change the Personnel Number:

1. Enter the Personnel Number directly
2. Search using TRIP option
3. Using the ZMTRR_TRAVEL_WORK_LI command

4.1 Enter the Personnel Number Directly

If you know your traveler's Personnel Number, you can enter it directly into the Change Personnel Number pop up box.

1. On the Travel Manager Home Page, click the **Change Personnel Number** icon .
2. Delete the existing Personnel Number and enter the traveler's personnel number.
3. Click the **Continue**  button.

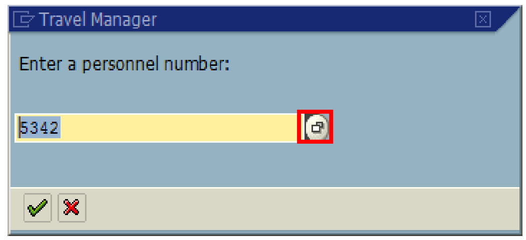


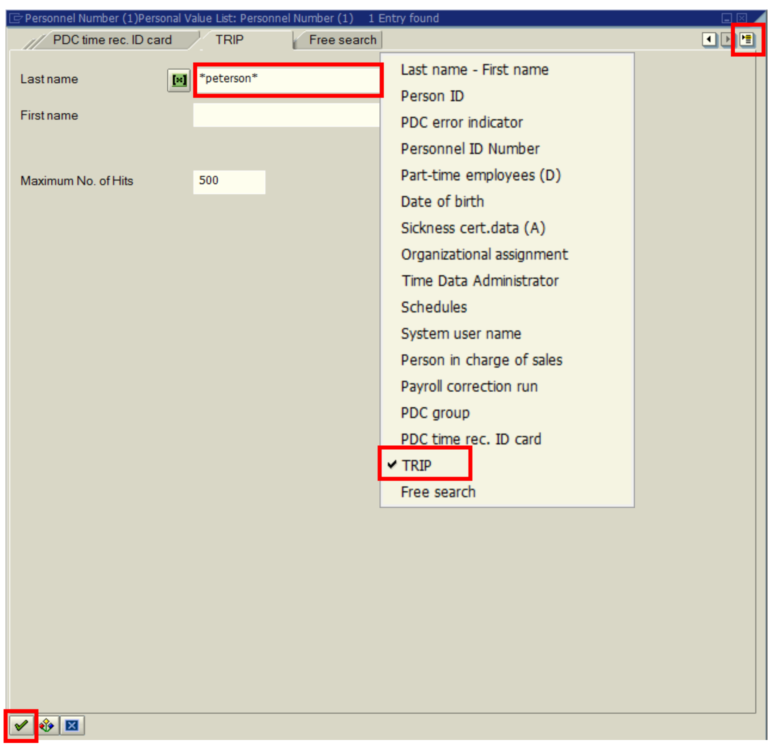
The system replaces your name and personnel number with that of the employee you selected**.**

4.2 Search using TRIP option

If you do not know the personnel number, you need to search for it using the TRIP option. The TRIP option generates a list of employees that includes not only first and last names, but also work addresses, organizational unit information, and position information. This is helpful for situations in which a staff member is concurrently employed or for two people who have the same name.

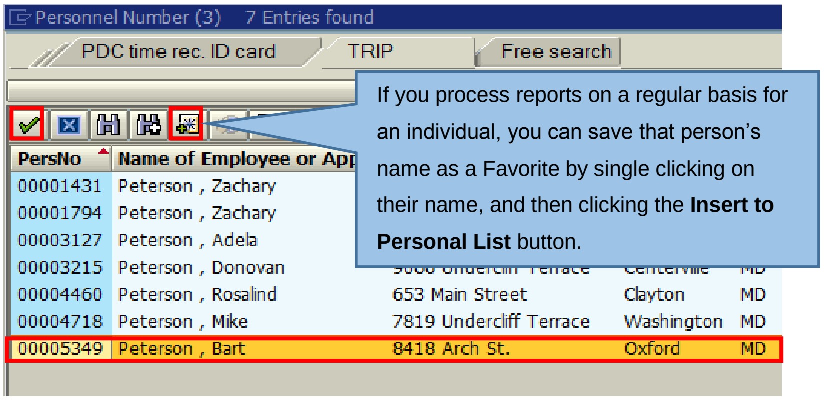
1. On the Travel Manager Home Page, click the **Change Personnel Number** icon.
2. Delete the existing Personnel Number and click the **Search** icon.
3. Click the **Folder** icon to open the drop-down list of menu options.
4. Select the **TRIP** option.
5. Type the employee's **last** and/or **first name** surrounded by asterisks*.
6. Click the **Start Search** button.





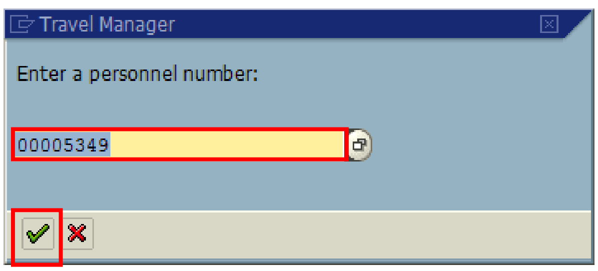
A list of employees meeting your search criteria displays.

7. Double-click the correct name.

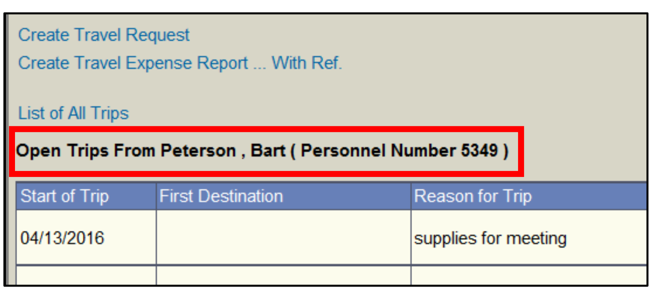


If two people on the list have the same name, review the Street and House Number (or work address), Organizational Unit and Position columns to identify the right person.

8. Click the **Continue** button.



The system replaces your name and personnel number with that of the employee you selected.



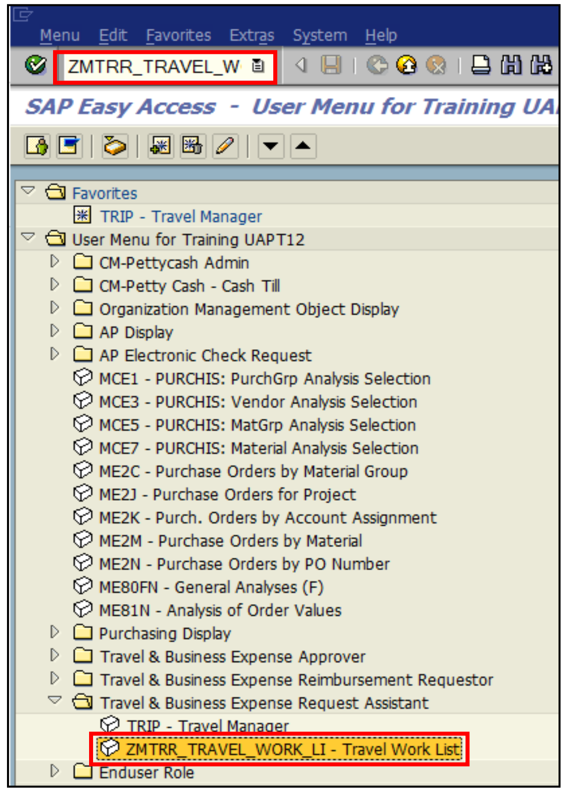
4.3 Using ZMTRR_TRAVEL_WORK_LI

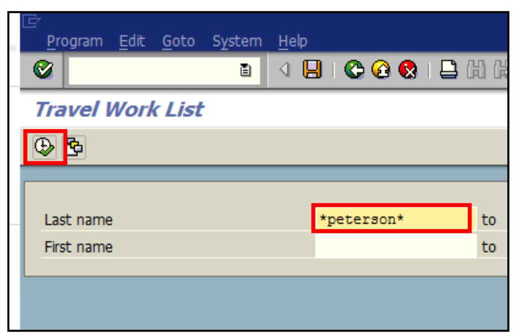
If your security access prevents you from finding the personnel number using the Change Personnel Number search option, you can use the **ZMTRR_TRAVEL_WORK_LI** transaction on the SAP Easy Access screen to get the same information as in the TRIP tab.

1. From the *SAP Easy Access* screen, enter **ZMTRR_TRAVEL_WORK_LI** in the *Command* field

2. Type the employee's **last and first and/or last name** surrounded by an asterisks*.

3. Click the **Execute** button.

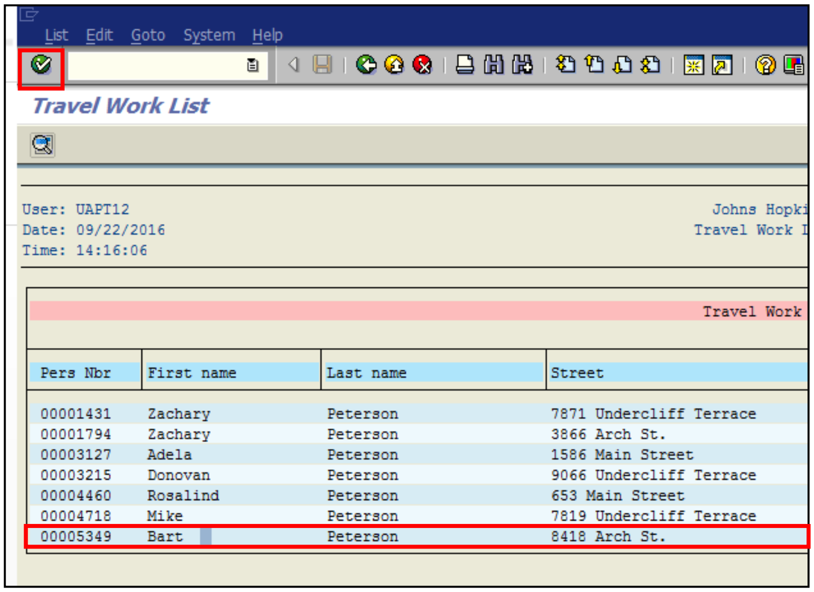




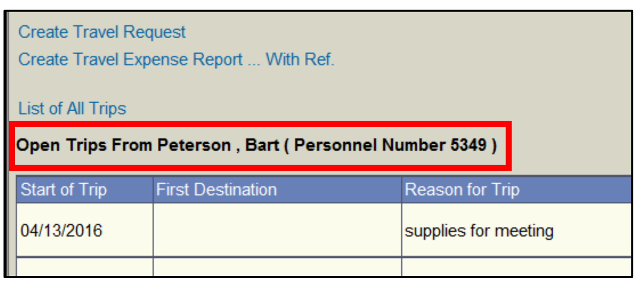
A list of all employees meeting your search criteria displays.

4. Double-click the correct name.

   If two people on the list have the same name, review the Street and House Number (or work address), Organizational Unit and Position columns to identify the right person.



The system replaces your name and personnel number with that of the employee you selected.



This Page Left Intentionally Blank

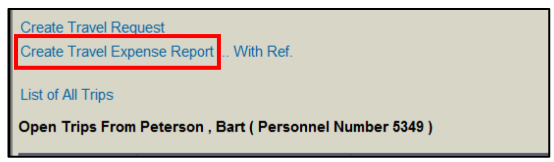
5 Creating an Expense Report

An expense report is used to reimburse an employee's out-of-pocket expenses. It can be used for non-travel-related and travel-related expenses (domestic and international). For any expenses, you must submit an expense report along with documentation supporting the expenses and their business purpose within 90 days from the end of the trip or for non-travel business expenses 90 days from the date the expense was incurred. For more information, refer to the complete Travel Guide Policies and Procedures Index.

5.1 Choosing a Trip Schema

Choosing a trip schema defines the type of report you are creating. Before you create your expense report, remember to change the Personnel Number if the report is for an employee other than yourself.

1. From the *Travel Manager Home Page*, click the **Create Travel Expense Report** link if you are creating a **new** domestic or international expense report.



   If you are creating an expense report associated with a **travel request**, click the **Create Travel Expense Report** link on the *My Open Trips* grid.

2. Click on the drop down icon and select your expense report schema (type).

3. Click the **Copy** button.

The table below describes the different trip report schemas.

Domestic Trip	International Trip	Non Travel Related Exp
The **Domestic Trip** schema is used for overnight travel among any of the fifty United States and District of Columbia or for mileage and parking expenses when they are the only expenses incurred on trips for which a personal automobile is used; these are trips that take place in and around the general metropolitan area where you work. All costs of the trip must be included on the Travel and Business Expense Reimbursement Report.	The **International Trip** schema is used for overnight travel outside the United States as anywhere other than the 50 states and District of Columbia, however, if travel expenses are to be paid from a funding agency that defines foreign travel differently, that agency's definition will apply. All costs of the trip must be included on the Travel and Business Expense Reimbursement Report.	The **Non-Travel-Related Expense** option is used to reimburse an employee's out-of-pocket expenses for business supplies. The amount cannot exceed $3,000 and the reimbursement will not include any sales tax paid. Any purchases over $3,000 will not be reimbursed.

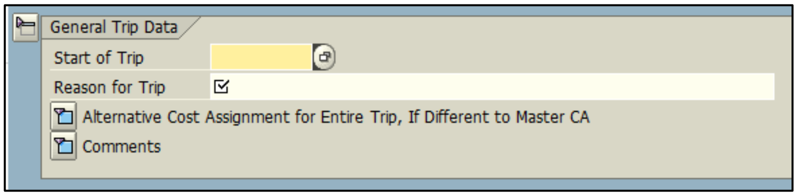
The policies and procedures apply to both domestic and foreign travel, but there are some topics that are specific to or have special consideration for international travel:

Use of per diem - AP-TRV-PL-03
Currency Conversion - AP-TRV-PL-06
Fly America Act - AP-TRV-PL-09
Federal Export Control Rules - AP-TRV-PL-05
Travel Advances - AP-TRV-PL-08
Other Expenses - AP-TRV-PL-14

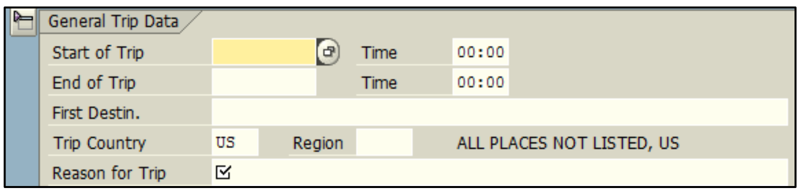
5.2 General Data Section

The **General Trip Data** section is where you define the dates of travel or date of expense, the trip location, and the purpose of the trip or expense.

Non Travel Related Expense



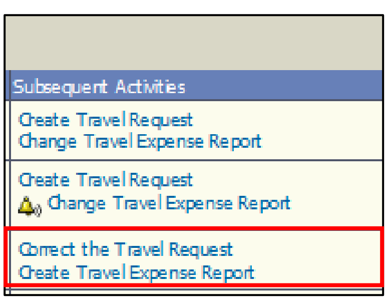
New Domestic or International Travel Expense



Travel Advance Request

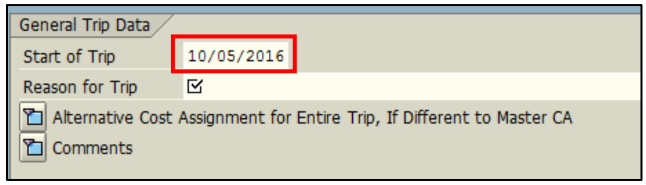
The **General Trip Data** section is prepopulated with information from the travel advance request. The system will calculate all expenses and subtract the advance amount.

Make sure you click the **Create Travel Expense Report** link in the *Subsequent Activities* column to associate the new expense report with the travel request.



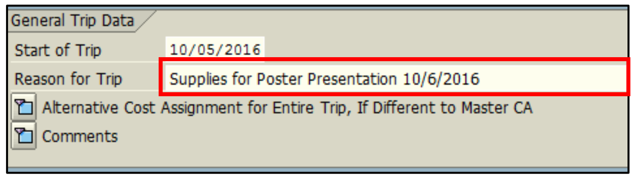
5.2.1 Non Travel Reated Expenses

1. Enter the date on the receipt in the **Start of Trip** field or click the icon at the end of the field to use the calendar feature.



2. Enter the reason for the purchase in the **Reason for Trip** field.

   Be as descriptive as possible so the Approver is clear on the expense purpose.

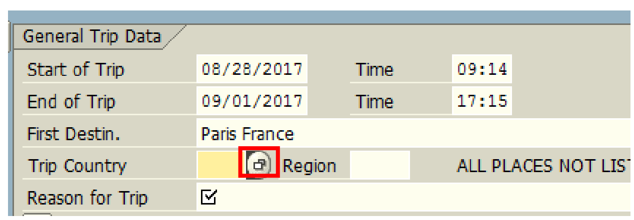


5.2.2 New Domestic or International Travel

1. Enter the first and last date of the trip in the **Start/End of Trip** fields or click the icon at the end of the field to use the calendar feature.

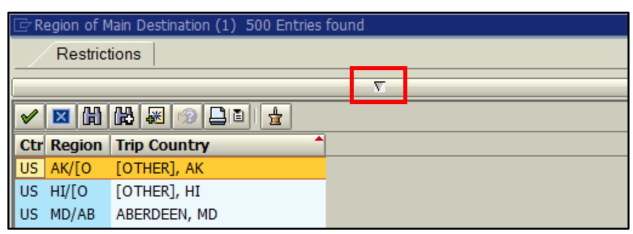
   Always enter the actual Start and End date of the trip, even if you are entering an expense for reimbursement prior to the trip dates.

2. Enter the times you left your starting destination and the time you arrived at your ending destination.



3. Enter the trip destination in the **First Destin.** field.

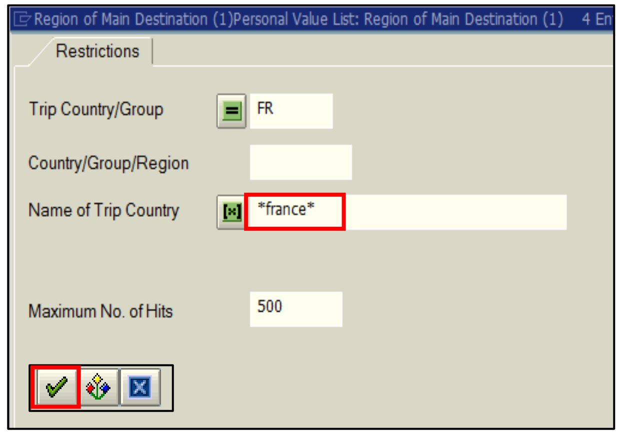
4. In the Trip Country field:
   - For <u>Domestic Trips</u> **US** is auto populated in the Trip Country field.



   - For <u>International Trips</u> click into the Trip Country field and click the **Search** icon.
     a. Click the **down arrow** under the Restrictions section.

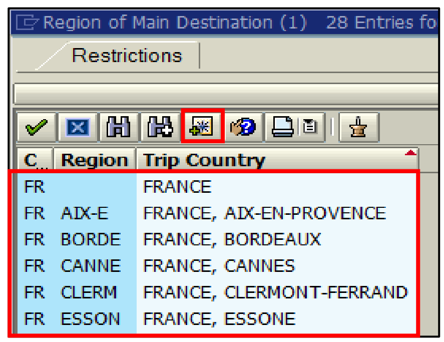
b. In the Name of Trip Country field, enter the **country visited** - surround the name with asterisk.

c. Click the **Start Search** button.



Highlight the trip country/city and click the **Insert to Personal List** button to save the location as a Favorite.

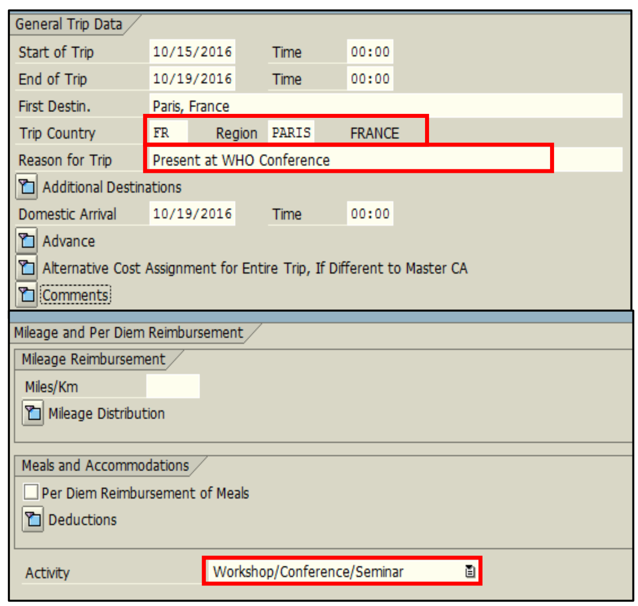
d. Double-click the country/city to populate the **Trip Country** and **Region** field.



5. Enter the reason for the trip in the **Reason for Trip** field.

*********You are unable to enter any additional information until you scroll down under the Mileage and Per Diem Reimbursement section, and select an "Activity."********

6. Scroll down to the Activity field and click on the drop down icon to select the best trip description.



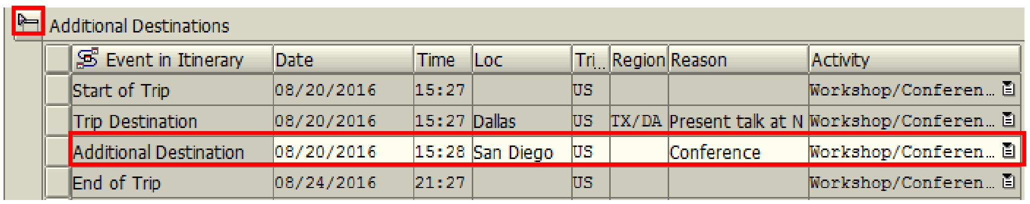
5.3 Additional Destinations

Complete the **Additional Destinations** section if there are multiple destinations associated with the trip (i.e. other destination, cities, arrival dates, reasons and activities).

1. Expand the **Addnl Destinations** section.

2. Enter the 2nd destination, city, arrival date, reason and activity.

3. Click the **Addnl Destinations** button to collapse this section.



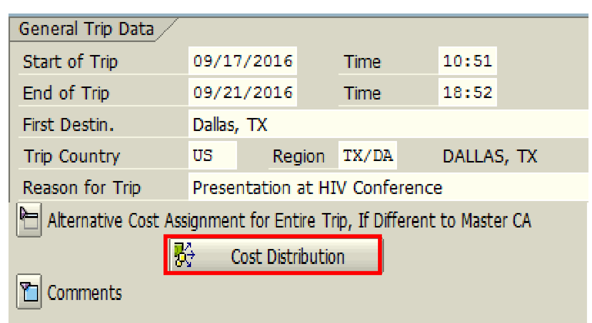
5.4 Alternative Cost Assignment

The **Alternative Cost Assignment** section is used to define the percentage(s) and which account assignment(s) is being charged for the entire trip. This section is mandatory.

If a specific expense is being charged to a different account assignment, that account assignment can be defined at the expense item level.

1. Expand the **Alternative Cost Assignment** section.

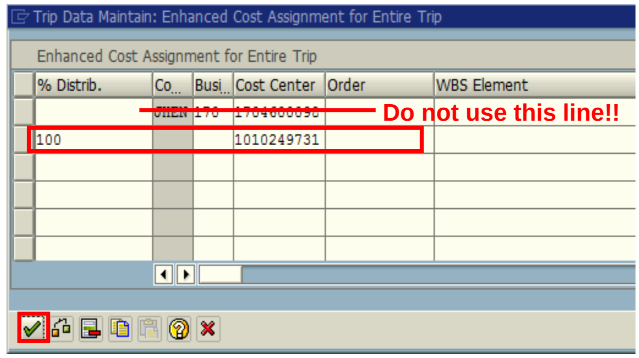
2. Click the **Cost Distribution** button.



Warning: Your Account Assignment information is always entered on the **SECOND** line in the table. **Never** enter account assignment information on the 1st line, even if it is blank.

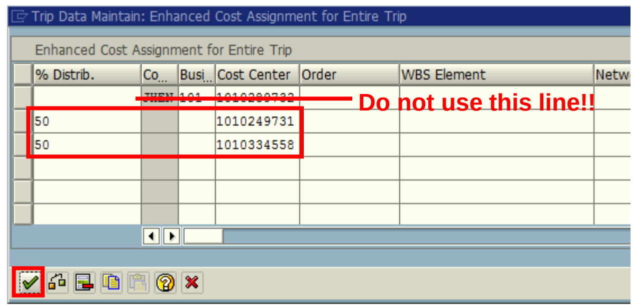
3. Click into the **% Distrib.** field and enter 100 (no percentage sign).

   If the cost is to be distributed among multiple account assignments, enter the appropriate percentage numbers.



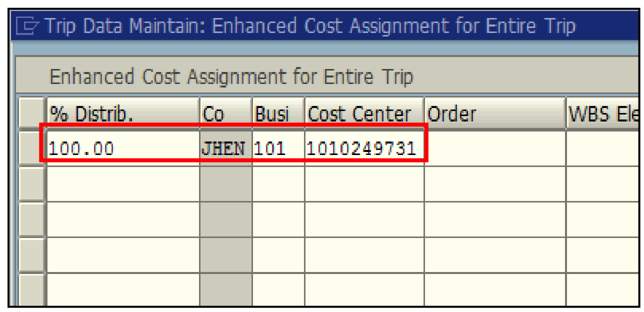
4. Tab to your account assignment type field (Cost Center or Internal Order) and enter the budget number.

   If the cost is to be distributed among multiple account assignments, enter the appropriate account assignment numbers.



5. Click the **Copy** button.

   Your account assignment information is moved to the first line, the business area auto populates, and the grid closes.



5.5 Mileage and Per Diem Reimbursement

The **Mileage and Per Diem Reimbursement** section is used to reimburse mileage for personal car use when on business for JHU. The Domestic Trip Schema should be used when requesting reimbursement for local travel, such as parking and mileage, and should be listed chronologically including the origin and destination. A mileage log or a printout from Map Quest can be used as support for the miles driven.

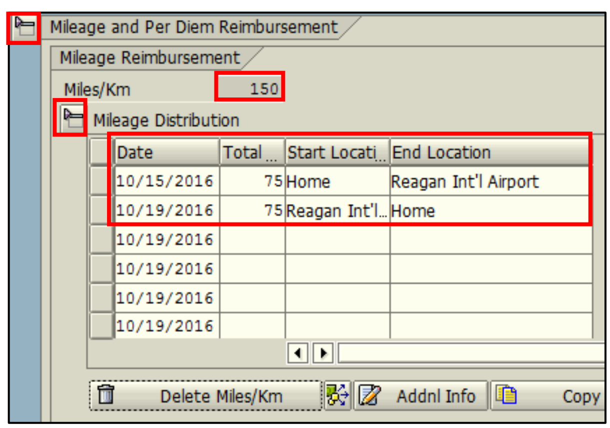
You cannot enter mileage and then also enter a receipt for fuel for your personal car. Mileage is reimbursed according to the IRS mileage rate. You can find current rate information on the finance Web site.

Commuting from home to your normal work location and back any day of the week is not reimbursable. If your work location varies, this still applies.

Local travel during the day for business purposes is reimbursable. This is travel in and around the metropolitan area where you work. Local travel takes place close enough to your work location that you will not need to sleep before returning home. Local travel to attend all-day conferences, meetings or training not held at your normal work location is reimbursable. The reimbursable mileage is the distance from your home to the business location and back.

Mileage and parking, should be submitted at least monthly, but must be submitted (entered into SAP) within 90 days from the ending date of the trip for the month along with a mileage log or a printout from Map Quest can be used as support for the miles driven.

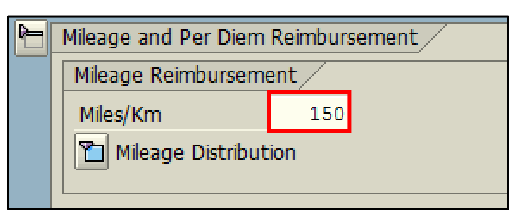
1. Expand the **Mileage and Per Diem Reimbursement** section.



2. Expand the **Mileage Distribution** section.

3. Enter the mileage details (dates, miles, start/end location). This automatically populates the Miles/KM field.

4. Click the **Mileage and Per Diem Reimbursement** button to collapse this section.



5.6 Expense Receipts

The **Expense Receipts** section is where you enter the details of an expense. All travel expenses for a trip must be entered and submitted via travel manager, and all expenses for a trip must be listed on the same report, including any pre-paid expenses and those expenses that have been reimbursed.

Expenses are classified as**:**

- Allowable – The expense is a business expense that is an allowable charge for federal funding. Most business expenses are allowable.
- Unallowable - The expense is a business expense that is reimbursable, but not allowed to be charged to a sponsored account. The expense can be accounted for separately and reimbursed using the appropriate general ledger accounts that have been established to identify "unallowable" expenses.
- Non-Reimbursable - The expense is personal and cannot be reimbursed. See Non-Reimbursable Expenses for the complete list.

Documentation supporting the business purpose is necessary for all expenses, either through receipts or a documented reason in SAP. Original receipts are required for all expenses of $75 or more. If a report is received for expenses greater than $75 and receipts are not attached, the report will be rejected back to the initiator which will delay the expense from being reimbursed.

Business areas/departments may require receipts for all expense items; only those $75 or more must be attached to the expense report. For expenses under $75, the receipts should still be handed in to the department so the report can be accurately completed (correct expense category and amount).

In lieu of a detailed receipt, a Missing Receipt Affidavit can be submitted if a receipt has been lost. This form requires two authorized signatures, one being the traveler and the other signature would be the department approver. This form should not be used in place of waiting for a receipt.

Domestic travel expenses are generally reimbursed based on actual expenses incurred, unless the funding source approves the use of M&IE per diems. Lodging is always reimbursed using actual amounts. Receipts are needed if the expense is NOT covered by M&IE per diem.

For **foreign travel** expenses, the use of per diem rates for M&IE is encouraged because use of per diems simplifies the reimbursement process. Lodging is always reimbursed using actual amounts. Receipts are needed if the expense is NOT covered by M&IE per diem.

All expenses will be charged to the account assignment listed in the **Alternative Cost Assignment** section, unless otherwise defined on the individual expense item.

5.6.1 Expense Categories

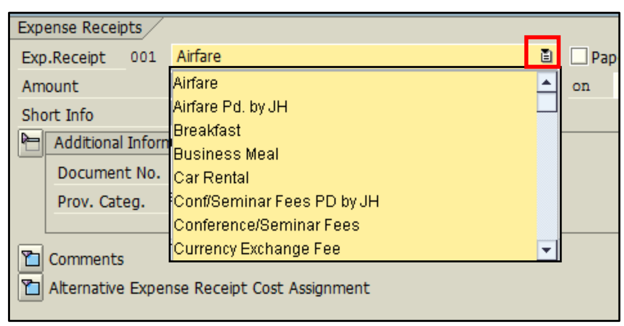
Expense receipt categories are tied to General Ledger accounts. It is important to select the correct expense category type so that the expenses can be properly posted. If an expense related to a trip was previously reimbursed, any new expenses for the same trip should be added to or stacked against the existing, paid expense report to give a complete picture of all trip related expenses.

5.6.1.1 PD by JH

Some expense categories are listed as **PD by JH**. When this category is selected, the traveler will not be reimbursed for the expense. However, the expense still needs to be accounted for on the report for audit purposes. Select this expense category when:

- The expense was prepaid directly to the vendor by JHU through an online check request or P-Card.
- The expense was paid by using an Executive Travel Card and imported into SAP via the buffer.
- The expense report is overdue (more than 90 days from end date of trip or from when expense was incurred), and has been rejected by Accounts Payable. In this case, the traveler will receive reimbursement through a payroll supplement. The expense report still needs to be submitted with the receipts, and all the expenses need to be categorized as PD by JH so the traveler is not reimbursed twice. A note also needs to be added to the Comment section that states reimbursement was submitted via an ISR due to 90 day policy.
- A new report is completed in error to reimburse expenses for an already paid trip. The previously paid expenses should be added to the new report using the PD by JH category.

1. Click the button and select the appropriate receipt category from the drop-down menu.



5.6.2 Airfare Expenses

Domestic travel air fare for the trip should be at the most economical rate. Additional fees for coach class upgrade options such as seat choice and early check-in are permitted at the discretion of the business area/department.

For business or first class travel, a First Class and Business Class Air Travel Justification and Approval form with the appropriate signature authorizations must be included when the travel expense report is submitted to Accounts Payable. The cost of first or business class air fare needs to be charged to the appropriate "unallowable" general ledger code.

For international trips, business class is permissible and no form is required. However, a First Class and Business Class Air Travel Justification and Approval form is required for first class travel. The form must be submitted by electronically by attaching it to the expense report. The cost of first class air fare needs to be charged to the appropriate "unallowable" general ledger code.

The Fly America Act should be followed when traveling internationally and on sponsored funds. Federal regulations require that the traveller use an American based airline.

The Fly America Act Waiver Checklist is required for all travel outside the US on a non-American based carrier when flying on sponsored funds.

The documentation for electronic tickets must be issued by the airline or travel agency and include the name of the traveler, the airline confirmation number, method of payment and amount paid.

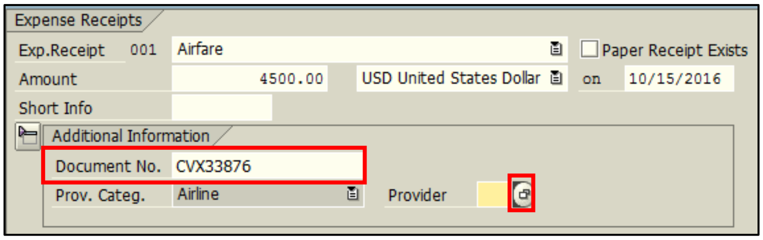
Air carrier selection should not be based solely on a traveller’s frequent flyer affiliation. The University will not reimburse travellers for tickets purchased with frequent flyer miles.

1. Click the button and select the **Airfare** receipt category from the drop-down menu. If the ticket was purchased by an online check request or PCard, the expense category should be “Airfare Pd by JH.”

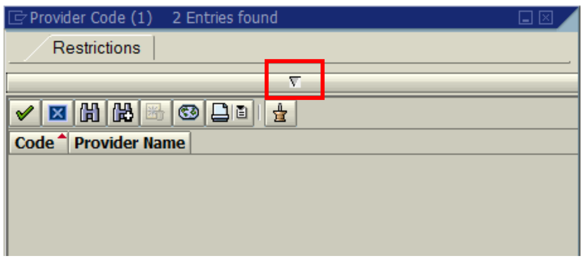
2. Enter the **airfare receipt amount** in the Amount field.

3. Enter the **ticket purchase date** in the on field. The on field displays the Start Trip date by default.

4. In the Additional Information section, enter the **ticket number/confirmation** in the Document No. field.

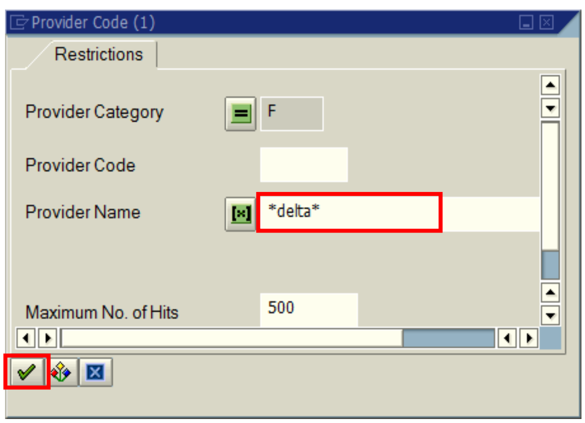


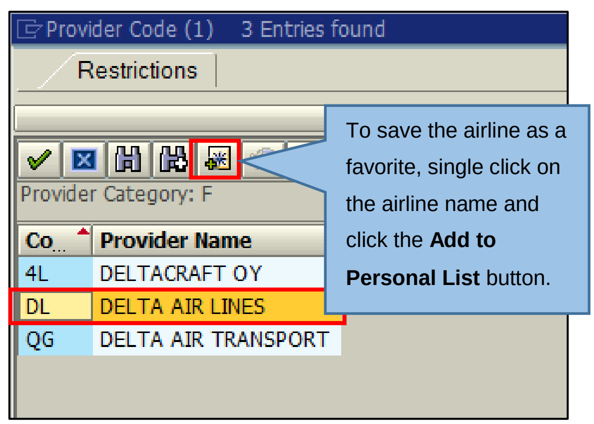
5. Click the down arrow under the Restrictions tab.



6. Enter the airline with an asterisk before and after the name in Provider Name field.

7. Click the **Search** button.



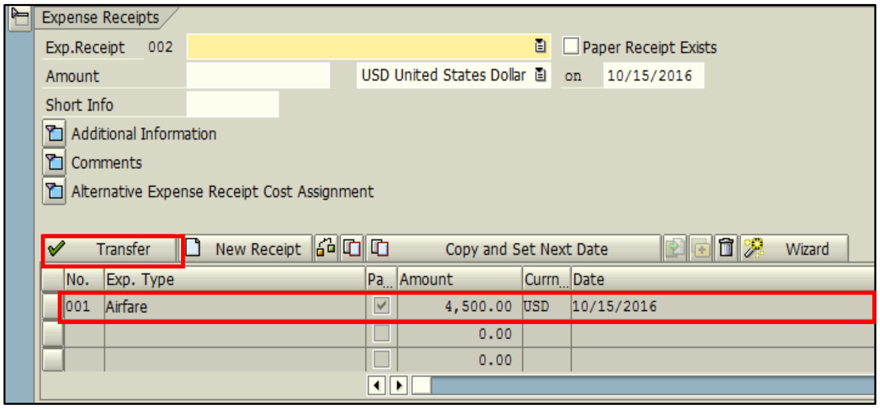


If you can't find the airline, enter **ZZZ** as the airline code.

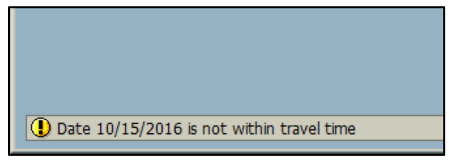
8. Double-click the airline name to select it.

9. Click the 

button. The expense posts in the **Expense** grid, and opens a new expense entry area with the next expense sequential number.



If you entered an expense date that occurred outside the trip dates, you will get a warning message that the ticket purchase date is not within the trip range when you transfer the expense.



Press the **Enter** key to bypass the warning and transfer the expense.

5.6.3 Meals and Incidentals (M&IEs)

M&IE expenses may be reimbursed based on the actual receipt amount (less any non-reimbursable expenses) or based on per diem. Per Diem is a daily allowance for M&IE expenses—a specific amount of money per day to cover M&IE expenses when traveling for work.

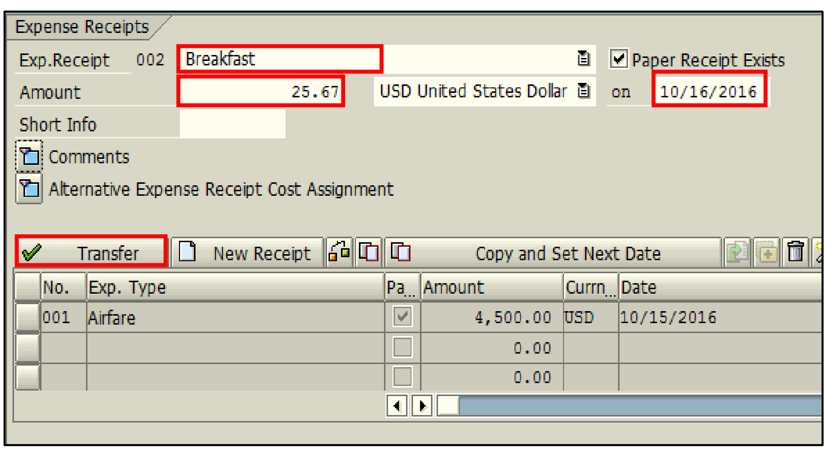
The method used (actual expense receipt or per diem) must be used for the entire trip, not selected days. For example, if per diem is used, the expenses for each day of business travel during the trip must be submitted using the M&IE per diem.

5.6.3.1 Actual Meal and Incidentals

Incidental expenses such as gratuities are included as part of the cost of the meal. All other tips should be itemized on the expense report and accompanied by a brief description, i.e., porter, bellhop, etc. Laundry is also considered to be an incidental expense, and is reimbursable due to an absence for a minimum of four (4) consecutive nights on business travel.

1. Select the **meal type** from the Exp. Receipt drop-down.
2. Enter the receipt amount in the **Amount** field.
3. Enter the **date** of the receipt in the **on** field.
4. Click the **Transfer** button.

   Repeat the steps for every actual M&IE receipt you wish to expense.



5.6.3.2 Meal Per Diem

When M&IE expenses are reimbursed based on per diem, receipts are not required for items included in per diem. Receipts are needed if the expense is NOT covered by per diem.

Some expenses that are included in the per diem amount and are not separately reimbursable are:

- Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses
- Laundry services

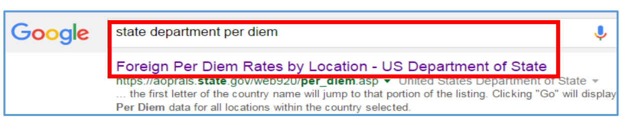
Per Diem rates are NOT updated in SAP – reimbursement amounts need to be manually calculated. The first and last calendar day of travel is calculated at 75% of the per diem rate. The remaining days are calculated at 100%.

Foreign travel per diem rates are found on the State Department web site, and domestic travel per diem rates are found on the General Services Administration web site.

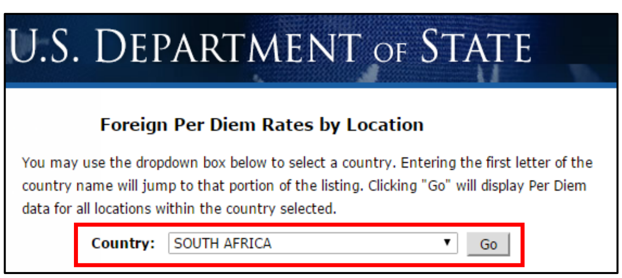
5.6.3.2.1 Calculating Per Diem for Meals and Incidentals (No Deducted Meals)

If the host or event sponsor does not provide meals, the traveler is able to be reimbursed for the full calculated per diem amount.

1. Google the key words: ***state department per diem*** and then click the **Foreign Per Diem Rates by Location** link.



2. Use the **Country** dropdown to select the travel country.
3. Click the **Go** button.



4. Select the travel month from the **Previous Rates** dropdown to and click **Go**.

5. Note the M&IE rate for the country/city.

Print and scan this page to attach to the expense report as back up.

Foreign Per Diem Rates In U.S. Dollars
Country: SOUTH AFRICA
Publication Date: 04/01/2016

Previous Rates: 04/01/2016 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
SOUTH AFRICA	Bloemfontein	01/01	12/31	122	69	191	N/A	04/01/2016
SOUTH AFRICA	Cape Town	01/01	12/31	214	87	301	N/A	04/01/2016
SOUTH AFRICA	Durban	01/01	12/31	138	61	199	N/A	04/01/2016
SOUTH AFRICA	Johannesburg	01/01	12/31	248	82	330	N/A	04/01/2016

6. Calculate the per diem amount for the entire trip.

Per diem calculation

4/10:	.75 x $61 = $45.75
4/11-4/15:	5 x $61 = $305.00
4/16:	.75 x $61 = $45.75
	$396.50

First and last day at 75%.

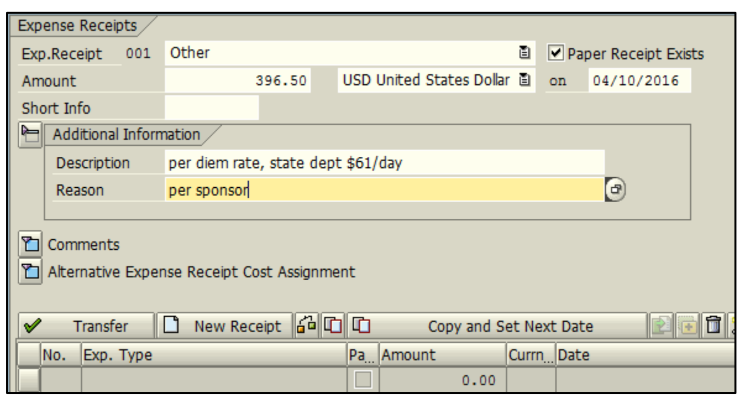
7. Select **Other** from the *Expense Receipt* drop down.

8. Enter the **total calculated per diem** amount in the Amount field.

9. Type the **per diem rate** in the Description field.

10. Type **per sponsor** or **per traveler** in the Reason field.

11. Click the **Transfer** button Transfer to apply the per diem to the expense grid.



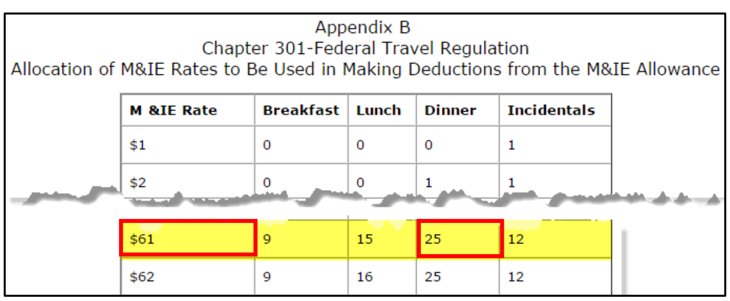
5.6.3.2.2 Calculating Per Diem for Meals and Incidentals with Deducted Meals

Per travel policy AP-TRV-PL-03, when meals are included in the conference or seminar fee and the traveler is using per diem, a deduction must be made to the daily per diem rate for each meal provided by the host or sponsor of the event. A breakdown of the daily M&IE rates is available on the US General Services Administration website in the M&IE breakdown page for foreign and non-foreign areas.

When a meal is included, you cannot reimburse the traveler twice for the same meal; once with the registration, and once via per diem. If a conference banquet is included in the registration fees, then that meal needs to be deducted from the per diem amount for the day the meal is provided.

1. Calculate the total per diem reimbursement amount (see **Calculating Per Diem for Meals and Incidentals (No Deducted Meals)**.
2. Google the M&IE breakdown table for foreign per diem rates: **ftr appendix b mie breakdown** and then click the **FTR Appendix B**...link

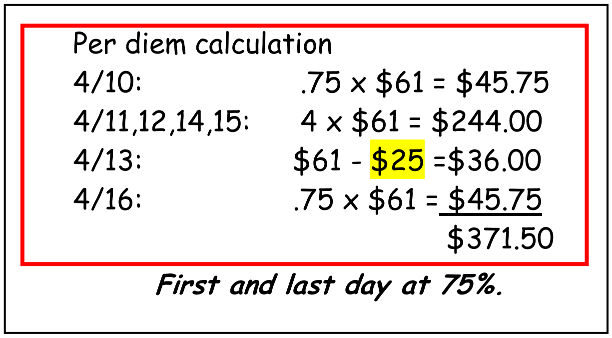
3. Find the M&IE rate ($61) in the left hand column of the table. Note the cost of the meal provided for that day that needs to be subtracted, for example, $25.


Appendix B
Chapter 301-Federal Travel Regulation
Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
$1	0	0	0	1
$2	0	0	1	1
$61	9	15	25	12
$62	9	16	25	12

4. Calculate the per diem less the amount of the provided meal(s).

   Per diem is charged at 75% for the first and last days of travel and at 100% for the other days, unless there are deductions.



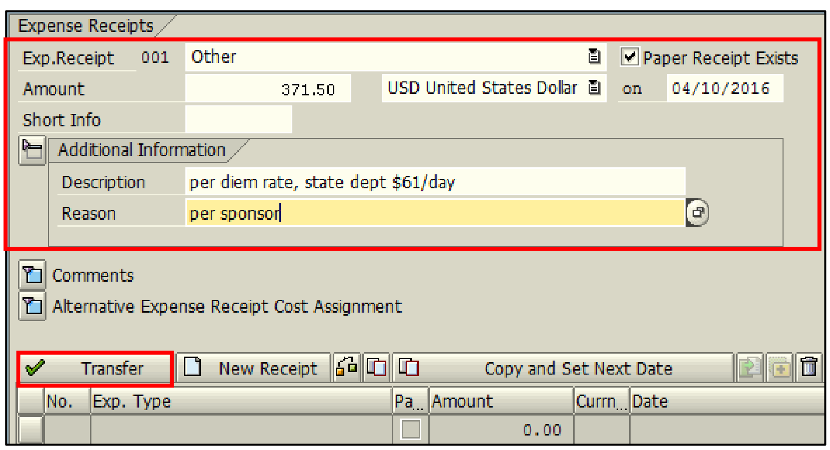
5. Click the **Exp. Receipt** drop-down and select **Other**.

6. Enter the **total calculated per diem** in the **Amount** field.

7. Enter the **per diem rate** in the **Description** field.

8. Type **per sponsor** or **per traveler** in the Reason field.

9. Click the **Transfe**r button Transfer to apply the receipt to the expense grid.



5.6.4 Lodging

Faculty and staff are reimbursed for safe, comfortable, reasonably priced lodging when the appropriate supporting documentation is provided. The University **will not** reimburse travelers for any cash value of hotels paid for with hotel or credit card reward points or similar rewards programs.

Itemized hotel bills are to be submitted when requesting reimbursement for hotel expenses. Monthly statements and non-itemized hotel bills ordinarily will not be accepted as documentation of travel or business expenses.

For **Domestic and International Lodging**, the lodging expense is divided between 3 expense categories when traveling on Sponsored Funds. If traveling on Non-Sponsored funds, the entire Lodging amount can be added to the “in Excess of Max” expense category.

<u>Domestic Trip Categories – Traveling on Sponsored Funds</u>:

- Lodging – Taxes for US Lodging
- Lodging
- Lodging – US in Excess of Max

<u>International Trip Categories – Traveling on Sponsored Funds</u>:

- Value Added Tax – International
- Lodging
- Lodging – Int’l Excess of Max

<u>Domestic Trip Category – Traveling on Non-Sponsored Funds</u>:

- Lodging – US in Excess of Max

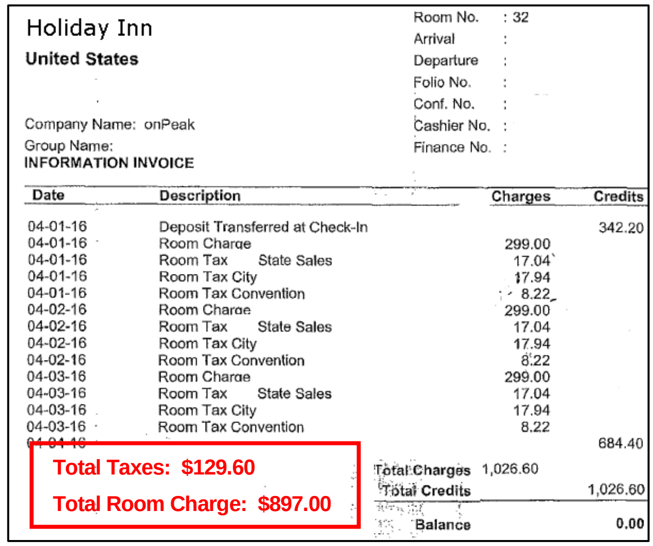
<u>International Trip Category – Traveling on Non-Sponsored Funds</u>:

- Lodging – Int’l Excess of Max

5.6.4.1 Domestic Lodging – Traveling on Sponsored Funds

Review the itemized hotel bill and remove any non-reimbursable charges. Make sure that any non-lodging items are not included in the lodging expense category. Expenses on the hotel bill not related to lodging should be broken out, entered individually and assigned the correct expense type i.e. meals, ground transportation.

1. Add up the amount of taxes (Room Tax State Sales + Room Tax City + Room Tax Convention). You may also including the travel agent booking fee in taxes.
2. Write the Tax total on the receipt.
3. Total the nightly room charge.
4. Write the Room Charge total on the receipt.
5. Complete the **General Trip Data** section.

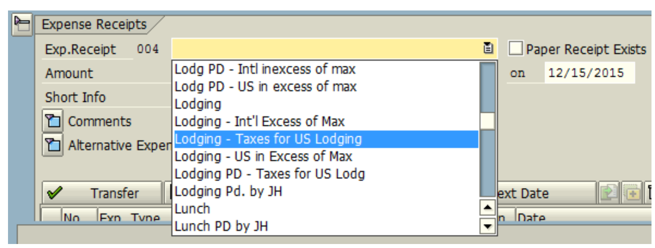


Holiday Inn
United States
Room No. : 32
Arrival :
Departure :
Folio No. :
Conf. No. :
Cashier No. :
Finance No. :
Company Name: onPeak
Group Name:
INFORMATION INVOICE

Date	Description		Charges	Credits
04-01-16	Deposit Transferred at Check-In			342.20
04-01-16	Room Charge		299.00	
04-01-16	Room Tax	State Sales	17.04	
04-01-16	Room Tax City		17.94	
04-01-16	Room Tax Convention		8.22	
04-02-16	Room Charge		299.00	
04-02-16	Room Tax	State Sales	17.04	
04-02-16	Room Tax City		17.94	
04-02-16	Room Tax Convention		8.22	
04-03-16	Room Charge		299.00	
04-03-16	Room Tax	State Sales	17.04	
04-03-16	Room Tax City		17.94	
04-03-16	Room Tax Convention		8.22	
04-04-16				684.40

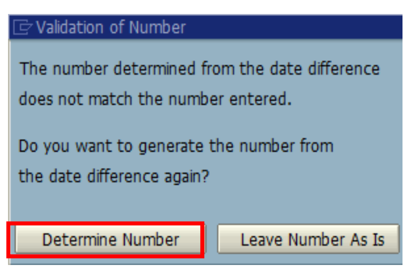
Total Taxes: $129.60
Total Room Charge: $897.00
Total Charges 1,026.60
Total Credits 1,026.60
Balance 0.00

6. Click the **Exp. Receipt** drop-down.
7. Select **Lodging – Taxes for US Lodging**.



8. Enter the total **amount** of taxes.
9. Enter the **date** the hotel bill was paid in the **on** field.
10. The To and From dates default to the Start of Trip and End of Trip dates.

11. If necessary, modify the **Number** field to reflect the actual number of overnight stays for the location. If the correct number does not display in the **Number** field, a validation message displays when you attempt to transfer the expense to the expense grid.



12. If the validation message displays, click the **Determine Number** button for SAP to auto calculate the number of days for you.

13. In the Additional Information section:

    a. Enter the name of the travel city.

    b. Click into the **Region** field.

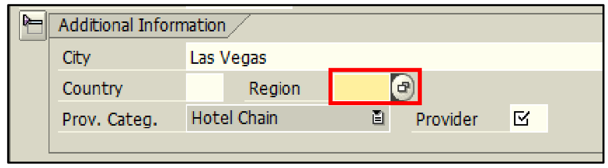
    c. Click the **Search** icon.

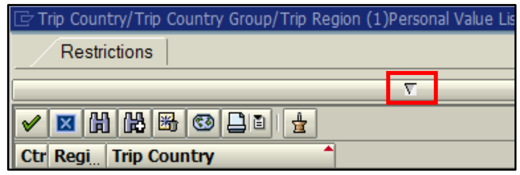
    d. Click the down arrow.

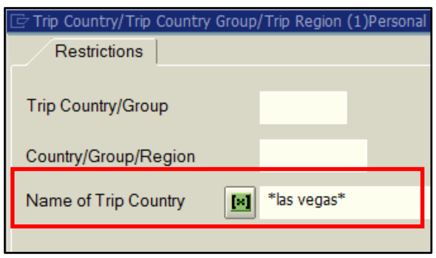
    e. Enter an asterisk before and after the **travel city** name.

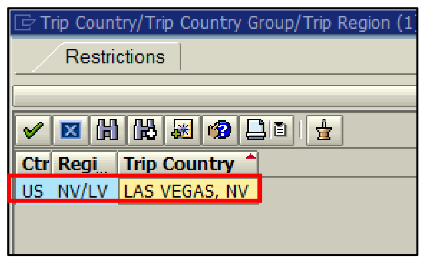
    f. Press the **Enter** key.

    g. Double-click the appropriate **Trip Country**.







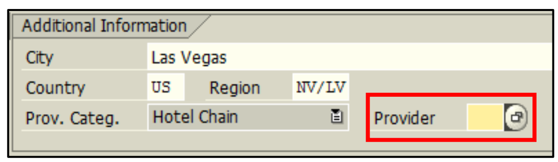


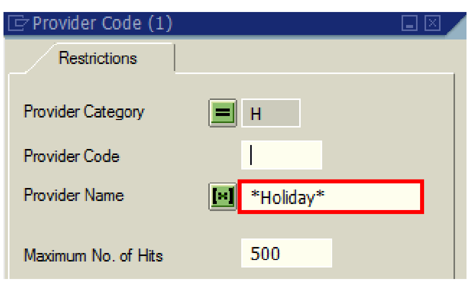
    h. Click into the **Provider** field.

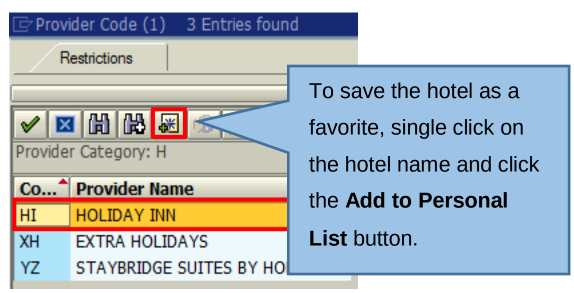
    i. Click the **Search** icon.

    j. Enter an asterisk before and after the **hotel name**.

    k. Press the **Enter** key.







If you can't find the hotel, enter **ZZZ** as the hotel Provider.

    l. Double-click the **hotel name**.

14. Click the **Transfer** [Transfer] button to apply the expense to the grid.

15. Click the **Exp. Receipt** drop-down.

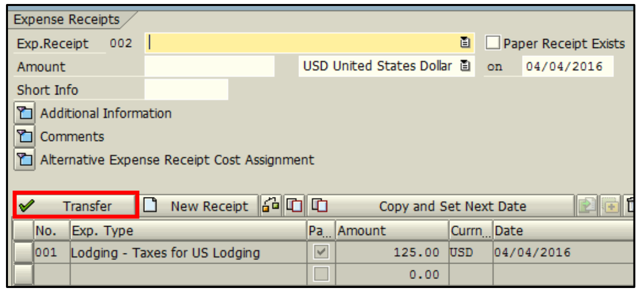
16. Select **Lodging**.

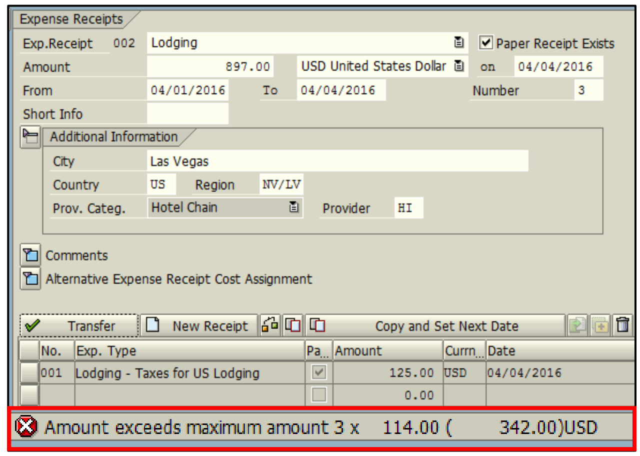
17. Enter the total of the room charges in the **Amount** field.

18. Follow steps 9-13 to complete the remaining information.

19. Click the **Transfer** [Transfer] button to apply the expense to the grid.

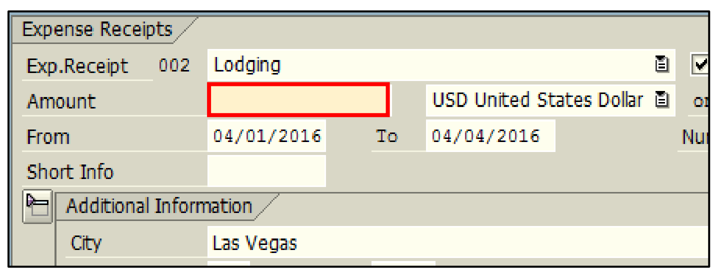
An error message may display.





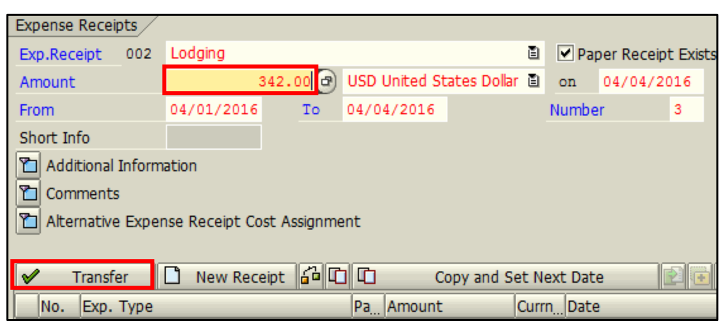
Lodging rates are **not updated** in the system. If you receive an error message when entering the Lodging expense, you need to modify the Lodging expense amount to the maximum amount allowed shown in the error message, and enter the balance of the Lodging amount into the **Lodging – US in Excess of Max** expense category.

20. Delete the value in the **Amount** field.



21. Enter the **maximum amount allowed** from the error message in the Amount field.

22. Click the **Transfer** [Transfer] button to apply the Lodging expense to the grid.

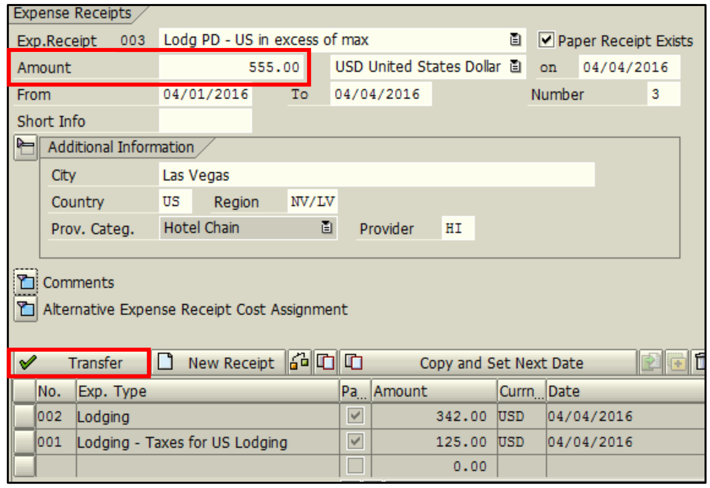


23. Click the **Exp. Receipt** drop-down and select **Lodging – US in Excess of Max**.

24. Enter the balance of the lodging amount in the Amount field.

25. Follow steps 9-13 to complete the rest of the receipt information.

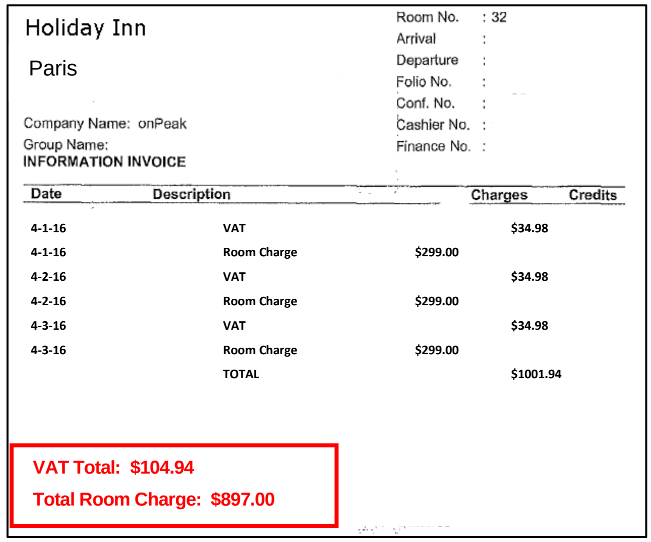
26. Click the **Transfer** Transfer button to apply the expense to the grid.



5.6.4.2 International Lodging – Traveling on Sponsored Funds

Review the itemized hotel bill and remove non-reimbursable charges. Make sure that any non-lodging items are not included in the lodging expense category. Expenses on the hotel bill not related to lodging should be broken out, entered individually and assigned the correct expense type i.e. meals, ground transportation.

1. Add up the amount of Value Added taxes (VAT). You may also including any travel agent booking fee in taxes.



Holiday Inn
Paris

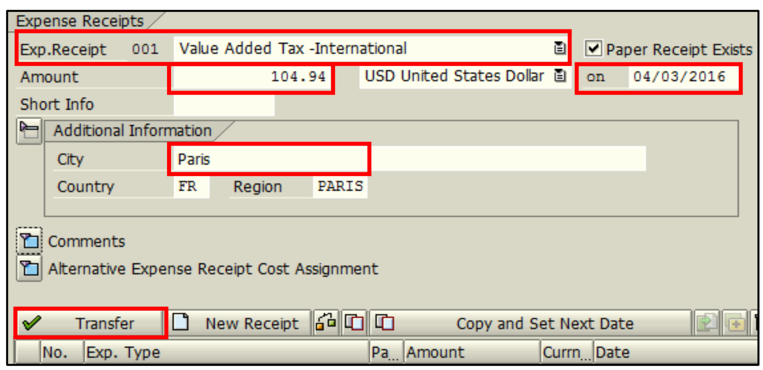
Room No. : 32
Arrival :
Departure :
Folio No. :
Conf. No. :
Cashier No. :
Finance No. :

Company Name: onPeak
Group Name:
INFORMATION INVOICE

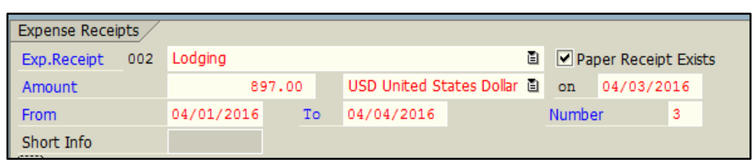
Date	Description	Charges	Credits
4-1-16	VAT		$34.98
4-1-16	Room Charge	$299.00	
4-2-16	VAT		$34.98
4-2-16	Room Charge	$299.00	
4-3-16	VAT		$34.98
4-3-16	Room Charge	$299.00	
	TOTAL		$1001.94

VAT Total: $104.94
Total Room Charge: $897.00

2. Write the VAT total on the receipt.
3. Total the nightly room charge.
4. Write the Room Charge total on the receipt.
5. Complete the **General Trip Data** section.
6. Click the **Exp. Receipt** drop-down.
7. Select **Value Added Tax-International**.
8. Enter the **total VAT** amount.
9. Enter the **date** the hotel bill was paid in the **on** field.
10. Enter the **City** name – the Country and Region will be auto populated.

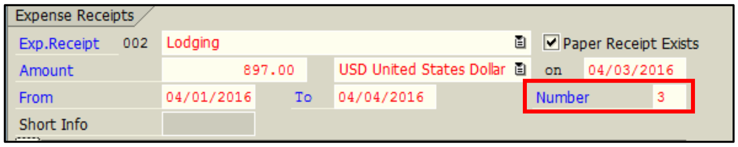


11. Click the **Transfer** button to transfer the VAT to the expense grid.
12. Click the Exp. Receipt drop-down and select **Lodging**.



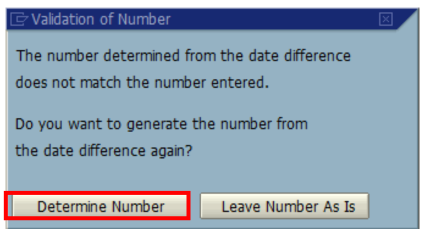
13. Enter the total of the room charges in the **Amount** field.
14. Enter the **date** the hotel bill was paid in the **on** field.

15. The From and To dates default to the Start of Trip and End of Trip dates



16. If necessary, modify the **Number** field to reflect the actual number of overnight stays for the location. If you do not modify the **Number** field, a validation message displays when you attempt to transfer the expense to the expense grid.

17. Click the **Determine Number** button for SAP to auto calculate the number for you.



18. In the Additional Information section:

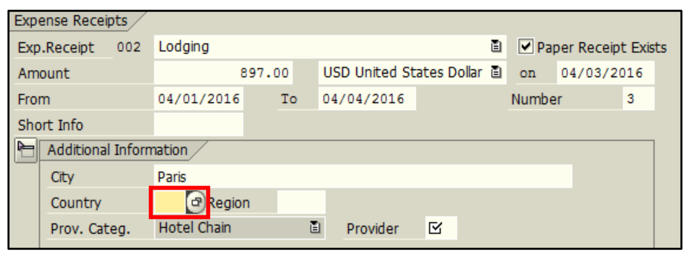
   a. Click into the **Country** field.

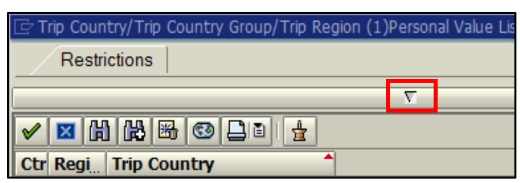
   b. Click the **Search** icon.

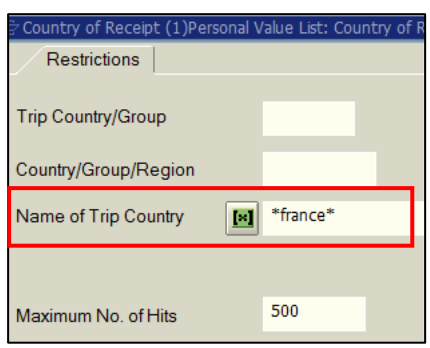
   c. Click the down arrow.

   d. Enter an asterisk before and after the **country** name.

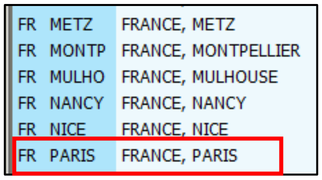
   e. Press the **Enter** key.





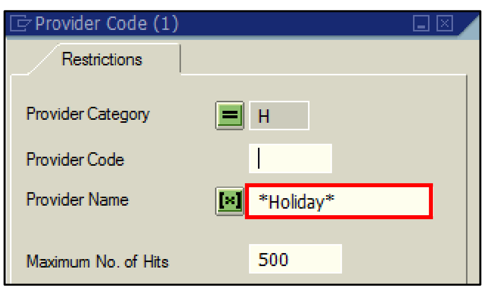


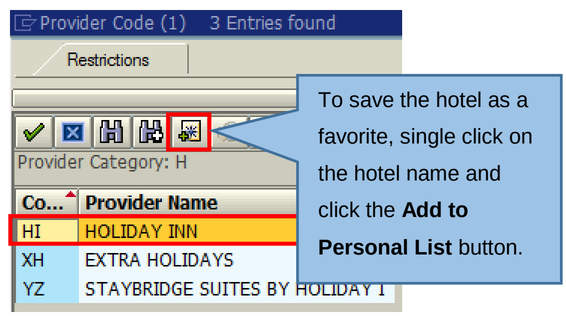
f. Double-click the appropriate travel **Country/City**.



g. Enter the name of the travel city.
h. Click into the **Provider** field.
i. Click the **Search** icon.

j. Enter asterisk before and after the hotel name in the Provider Name field.
k. Press the **Enter** key.

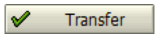




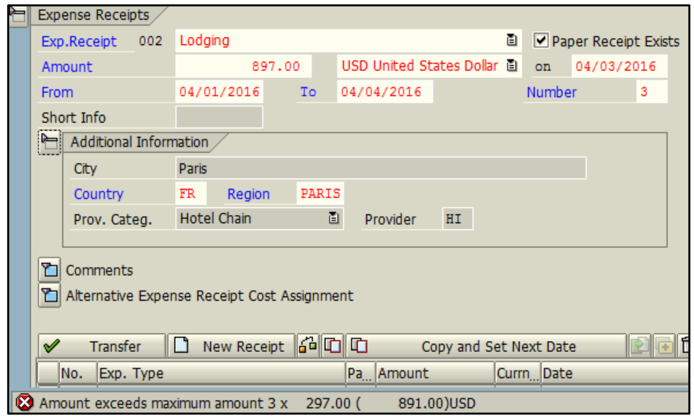
A list of hotels display.

If you can't find the hotel, enter **ZZZ** as the hotel code.

l. Double-click the **hotel** name.

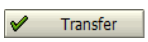
18. Click the **Transfer** button  to transfer the lodging to the expense grid.

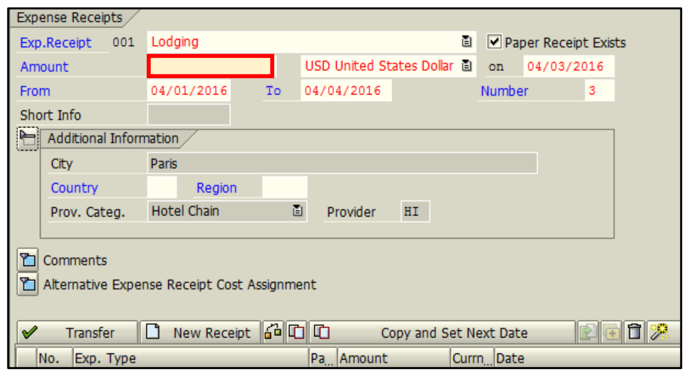
An error message may display. Lodging rates are **not updated** in the system. If you receive an error message when entering the Lodging expense, you need to modify the Lodging expense amount to the maximum amount allowed shown in the error message, and enter the balance of the Lodging amount into the **Lodging – Int'l in Excess of Max** expense category.

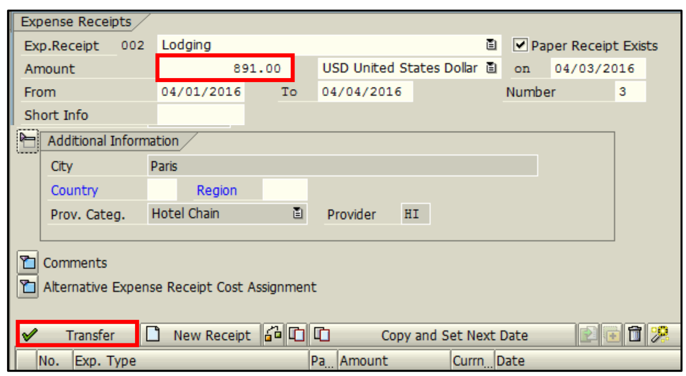


19. Delete the value in the Amount field.

20. Enter the **maximum amount allowed** in the Amount field.

21. Click the **Transfer**  button to apply the lodging to the expense grid.





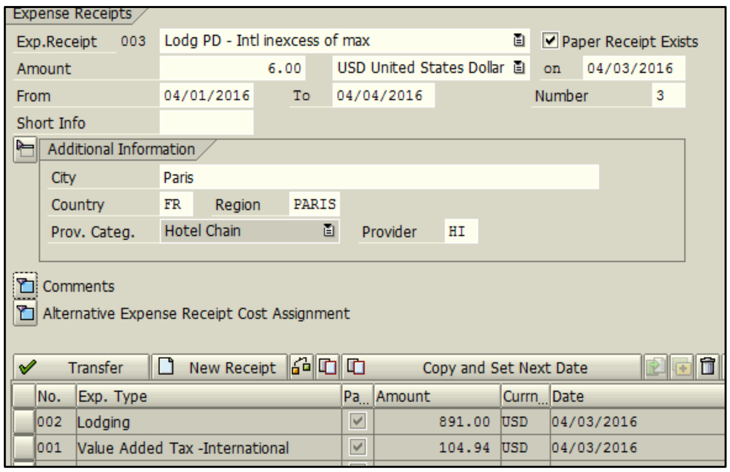
22. Click the **Exp. Receipt** drop-down.

23. Select **Lodging – Int'l in Excess of Max**.

24. Enter the balance of the lodging amount in the **Amount** field.

    Refer to steps 14-17 to complete the rest of the receipt information.

25. Click the **Transfer** button to apply the expense to the grid.



5.6.5 Determine Foreign Currency Exchange Rate

There may be instances when there are receipts in foreign currency or foreign currency was purchased, but there is no documented exchange rate for the transaction.

The exchange rate at the time the expense or the currency exchange should be determined. Sometimes currency is purchased on the black market. There will not be a receipt, but the rate that they exchanged currency at can be determined.

To determine the exchange rate when there isn't a documented rate, go to the oanda currency conversion web site.

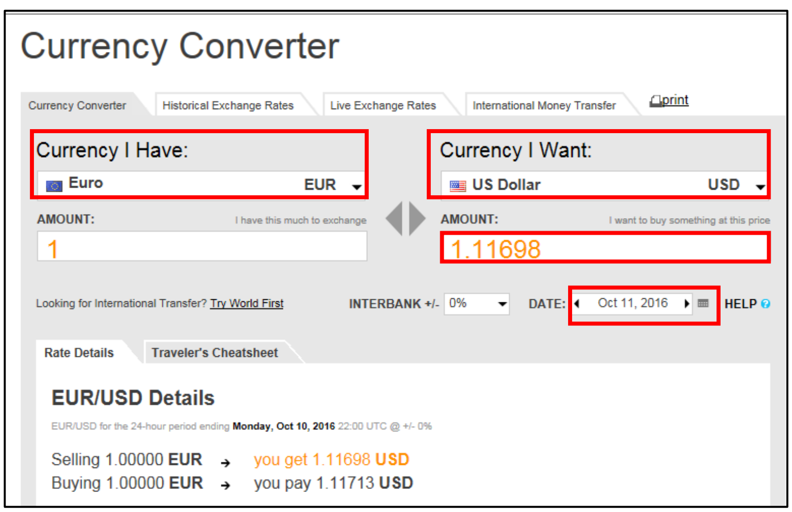
1. Click the calendar icon and select the date of the transaction. Currency exchange rates change daily.

2. Click on the drop down and select the foreign currency type on the receipt in the **Currency I Have** field.

3. Click on the drop down and select US Dollar in the **Currency I Want** field.

4. Make note of the exchange rate displayed in the **US Dollar Amount** field, and print and scan the screen to your computer so you attach it to the expense report.

   Perform steps 1-4 for each exchange rate that needs to be determined.

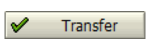


5.6.6 Entering Receipts in Foreign Currency

If you are presented with actual receipts in foreign currency, the exchange rate at the time the expense was incurred should be determined and the expense along with the exchange rate entered into the expense report.

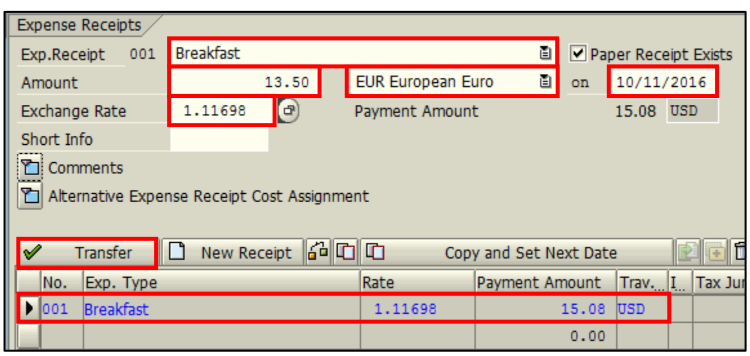
You also have the option of manually calculating the amount to be reimbursed in USD outside of SAP, and then entering the expense as you normally would.

The conversion rate can be documented using a receipt for exchanging USD to foreign currency, the exchange rate used on a credit card, or by locating the exchange rate on an exchange rate web site.

1. Select the receipt category from the **Exp. Receipt** drop down.
2. Enter the **foreign currency amount** from the receipt in the Amount field.
3. Select the **foreign currency type** from the drop down.
4. Enter the transaction **date** in the **on** field.
5. Enter the **exchange rate** in the Exchange Rate field.
6. Click the **Transfer** 

button.

   The reimbursement amount displays in USD in the expense grid.



6 Attaching Expense Receipts

Prepare your receipts and other supporting documentation before creating an expense report.

- Sort receipts by date
- Remove non-reimbursable expenses from receipts
- All receipts must be taped down to 8 ½ x 11 sheet of paper, unless the receipt is an 8 ½ x 11 sheet of paper
- All receipts and supporting documentation pages should all be going in the same direction
- Number the receipts according to the expense line number assigned on the expense grid
- Include the 'Trip #' on the top right hand corner of each page of receipts
- All receipts should be scanned and saved together as one PDF file

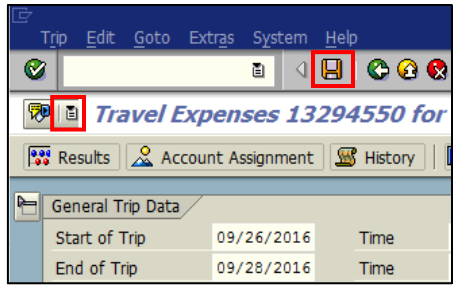
Hard copies of the original receipts should be retained until reimbursements are paid. If the travel or business expense is supported by a federal contract, the original receipts must be kept after they are scanned for at least one year.

6.1 Attaching Receipts

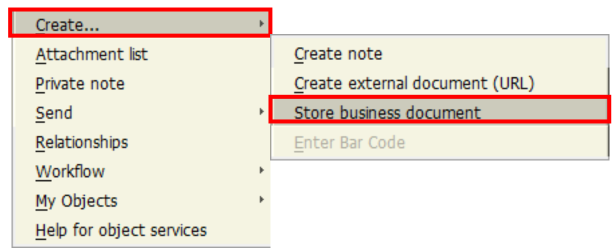
It is recommend that you attach the receipts to your expense report prior to submitting the report into workflow approval.

1. After all expenses have been added to the expense report, click the **Save** icon to obtain an assigned Trip Number and to display the **Services for Object** icon.

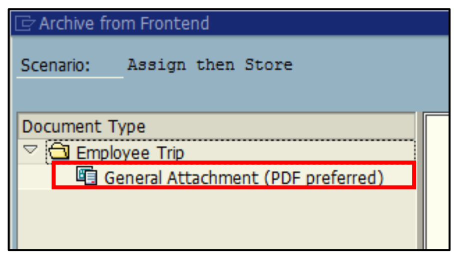
2. Click the **Services for Object** dropdown.



3. Click **Create => Store business document**.

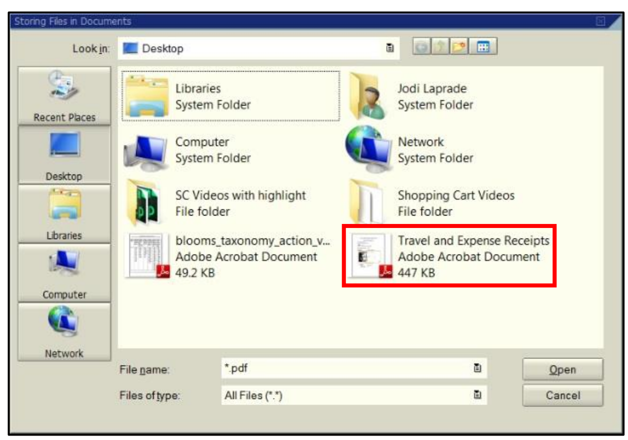


4. Double-click **General Attachment – PDF preferred.**

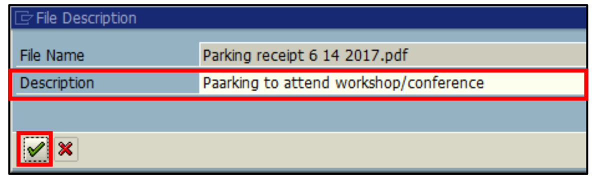


5. Navigate through your folders to find the attachments to upload.

6. Double-click the filename.

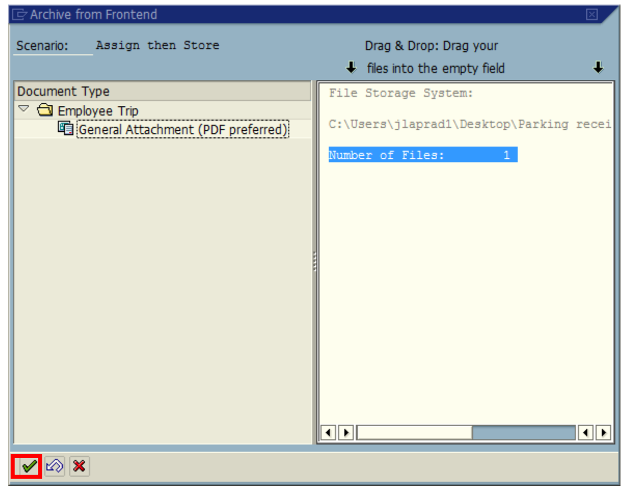


7. Enter an expense description, if desired, in the Description field.



8. Click the **Continue** button.

   Once the document has been uploaded, information regarding the file displays in the right hand panel.



9. Click the **Continue** button to save the uploaded the file

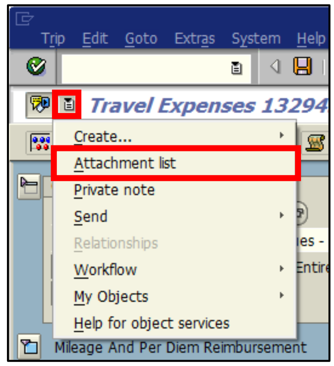
   You will not receive a message that the file has been successfully uploaded.

6.2 Verifying Attachments

Follow the steps below to verify that your attachment was successfully uploaded and saved to the server location.

1. Click the drop down on the **Services for Object** icon.

2. Click **Attachment list**.



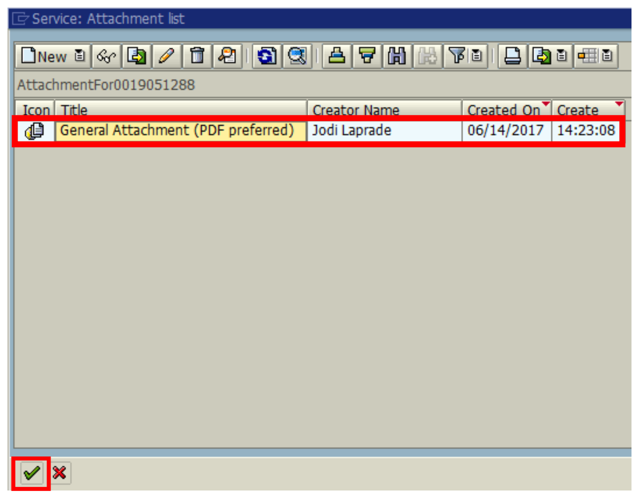
When viewing the attachment list, the document description (Title) may appear depending on the user's settings

3. Double-click the attachment to open it.

   Use the **Next Page** buttons to navigate between multiple pages in an attachment.

   When through viewing, close the attachment.

4. Click the **Continue** button.

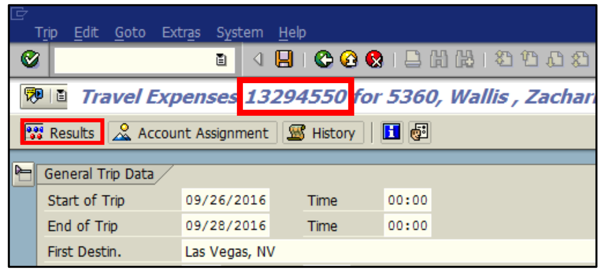


7 Review the Expense Report

After all the data has been entered, you are can review and print a summary of the report before submitting it for approval. Make sure you have saved your expense report and have an assigned Trip Number.

The Results page should not be sent to Accounts Payable, but it can be stored locally within the department.

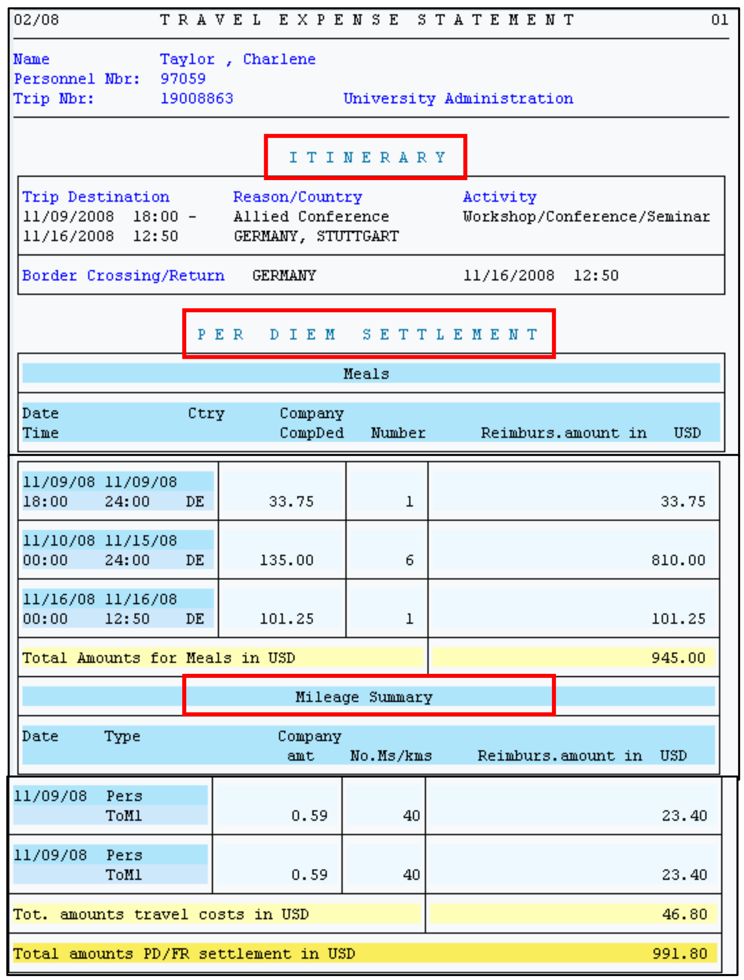
1. Click the **Results** button.



The report type is displayed at the top of this screen, along with the employee's name, personnel number, the trip number, and the employee's personnel area. The employee's **itinerary** and trip purpose is displayed beneath.

Per Diem Settlement section: The **Meals** subsection lists the amount to be reimbursed for each meal. If some meals do not need to be reimbursed (e. g., a lunch included in a conference), the deduction will be displayed.

Mileage Summary subsection: lists the mileage and the amount to be reimbursed.



02/08 T R A V E L E X P E N S E S T A T E M E N T 01

Name Taylor , Charlene
Personnel Nbr: 97059
Trip Nbr: 19008863 University Administration

I T I N E R A R Y

Trip Destination	Reason/Country	Activity
11/09/2008 18:00 - 11/16/2008 12:50	Allied Conference GERMANY, STUTTGART	Workshop/Conference/Seminar
Border Crossing/Return	GERMANY	11/16/2008 12:50

P E R D I E M S E T T L E M E N T

Meals

Date Time	Ctry	Company CompDed	Number	Reimburs.amount in USD
11/09/08 11/09/08 18:00 24:00	DE	33.75	1	33.75
11/10/08 11/15/08 00:00 24:00	DE	135.00	6	810.00
11/16/08 11/16/08 00:00 12:50	DE	101.25	1	101.25
Total Amounts for Meals in USD				945.00

Mileage Summary

Date	Type	Company amt	No.Ms/kms	Reimburs.amount in USD
11/09/08	Pers ToMl	0.59	40	23.40
11/09/08	Pers ToMl	0.59	40	23.40
Tot. amounts travel costs in USD				46.80
Total amounts PD/FR settlement in USD				991.80

Itemization section: Lists the receipt dates, expense categories, receipt amounts, and the total amount to be reimbursed, less any prepaid receipts ($800.00 paid by Company).

Prepaid expenses are listed for informational purposes only. The traveler will not be reimbursed for any prepaid expenses.

I T E M I Z A T I O N

Date	RNo	Receipt		Amount in USD
11/09/08	001	Parking		80.00
11/09/08	002	Airfare		1,245.00
11/09/08	003	Lodging		936.00
11/09/08	004	Conf/Seminar Fees	Paid by Company	800.00
11/09/08	005	Grnd Transportati		280.00
Itemization for Reimburs. Amount in USD				2,541.00

02/08 T R A V E L E X P E N S E S T A T E M E N T 02

Settlement section: you can see the total of all expenses, less any prepaid receipts.

The total cost that will be reimbursed to the employee ($2884.80). It comes from subtracting the advance ($648.00) from the reimbursement amount ($3532.80).

S E T T L E M E N T

Reimbursement Amt in USD	3,532.80	Reimbursement Amt in USD	3,532.80
Paid by Company	800.00	Advance in USD	648.00-
Total Costs in USD	4,332.80	Payment Amount in USD	2,884.80

Cost Assignment section: shows the dollar amount that will be charged to each account assignment.

C O S T A S S I G N M E N T

Trip Expenses to be Transferred (w/CO Receiver): in : USD 3,532.80

3,532.80 USD to:

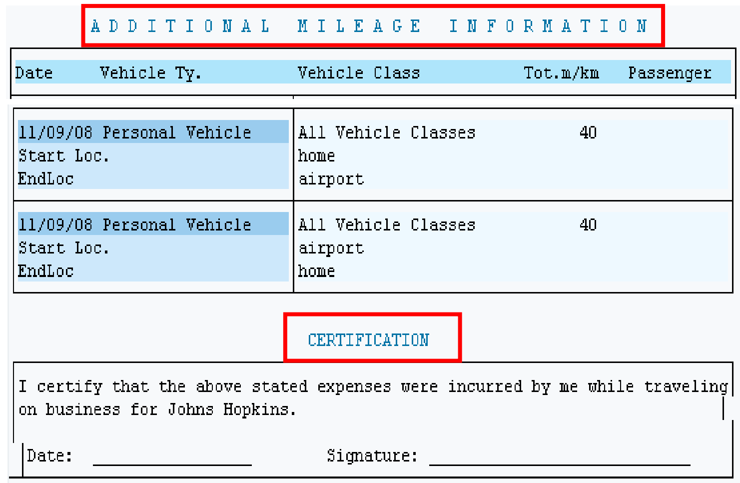
Company Code	JHEN
Business Area	170
Order	90030629
Funds Center	1704400000
Fund	9000000001
Grant	101340

Additional Information for Itemization section: Receipt types that require additional information (e.g., an airfare ticket number. a hotel name), display here.

Additional Information for Itemization

DNo Doc.	Amount	Curr.	Date	to	Number	CtryRegion	
002 Airfare	1,245.00	USD					
Document Number	ABC12345						
Category/Provider	Airline US AIRWAYS						
ticket purchased on 8/25/08							
003 Lodging	936.00	USD	11/09/08	11/16/08	7	DE	STUTT
Location	marriott						
Category/Provider	Hotel chain MARRIOTT						

Additional Mileage Information: You may see origination and destination addresses for personal car use in this section, if they were entered.


ADDITIONAL MILEAGE INFORMATION

Date	Vehicle Ty.	Vehicle Class	Tot.m/km	Passenger
11/09/08	Personal Vehicle	All Vehicle Classes	40	
Start Loc.		home		
EndLoc		airport		
11/09/08	Personal Vehicle	All Vehicle Classes	40	
Start Loc.		airport		
EndLoc		home		

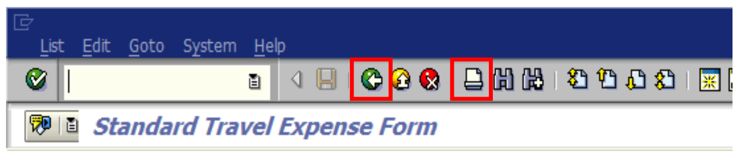
CERTIFICATION

I certify that the above stated expenses were incurred by me while traveling on business for Johns Hopkins.

Date: _______________ Signature: _________________________

Certification section: The traveler can sign and date the form attesting to the validity of the expenses reported.

2. Click the **Print** button to print out the report.



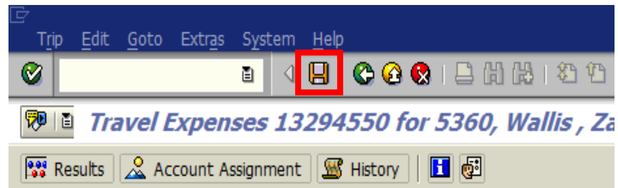
3. When you've finished reviewing/printing, click the **Back** button.

This Page Left Intentionally Blank

8 Submitting the Expense Report for Approval

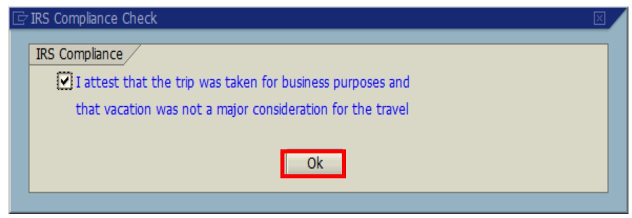
Make sure you have saved your expense report, have an assigned Trip Number, and have attached all receipts and supporting documentation.

1. Click the **Save** icon **again** to place the request into workflow.



2. The first time you submit an expense report into workflow approval for a domestic or international trip, an IRS Compliance pop up displays. Tick the attestation checkbox.

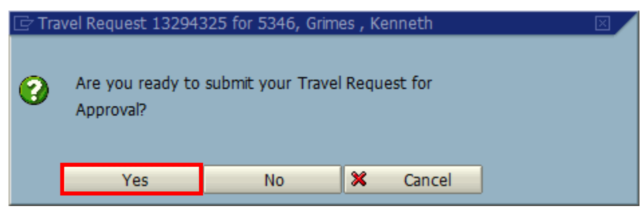
   If you do not tick the checkbox you are unable to submit the report into workflow.



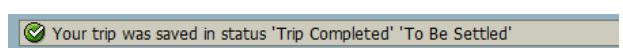
3. Click the **OK** button.

4. Click the **Yes** button to submit the report or travel request.

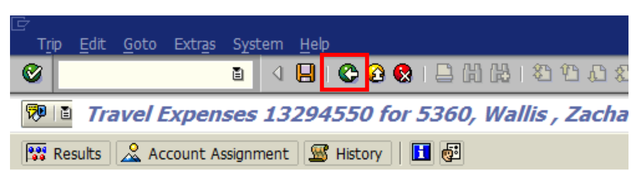
   If you don't see this message or do not click **Yes**, the report will only be saved. It will not be submitted to workflow.



   You receive a message that your travel request has been saved.



6. Click the **Back**  button to return to the Travel Manager Home Page.



This Page Left Intentionally Blank

9 Travel Advances

Travel Advances are available to University faculty and staff who do not have access to a corporate or personal credit card and need to travel on behalf of JHU. The advance is to be used for trip meals and incidental expenses such as taxi fares. Some departments may use the Travel Request to ask for and receive approval to take an out-of-town trip before the trip occurs.

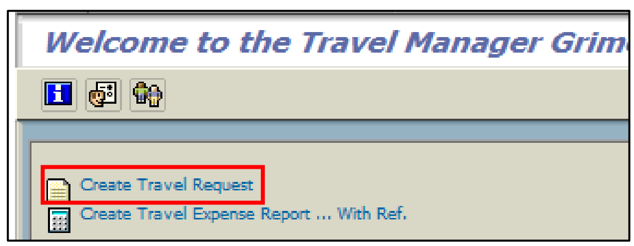
A Travel Advance Recovery form must be included for all travel requests and have business area/department approval before a travel request will be issued. Advances are disbursed 10 days before the trip, regardless of how far in advance the request is processed. For travel advance polices, refer to Travel Guide Policies and Procedures AP-TRV-PL-08.

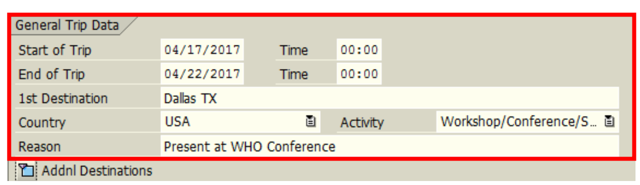
9.1 Creating a Travel Advance

Advances for domestic travelers are limited to not more than $75.00 a day. Advances for foreign travel is 80% of the travel country per diem rate. Foreign Per Diem Rates by Location can be found on the US Department of State website.

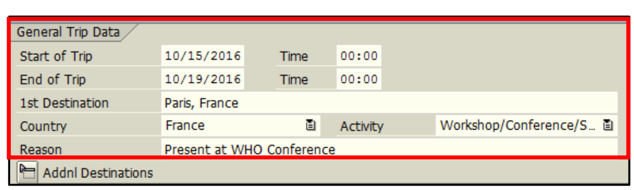
Remember to select the travelers' Personnel Number before creating the request.

1. From the Travel Manager Home Page, click the **Create Travel Request** link.
2. Enter information about the trip in the **General Trip Data** section.
   a. **Start/End of Trip** - Enter the first and last day of the trip.
   b. **Time** – Leave blank.
   c. **1st Destination** - Enter the first trip destination.
   d. **Country** - Click the button and select a country.
   e. **Activity** - Click the button and select a description for the trip's purpose.
   f. **Reason** - Enter a detailed explanation of the trip's purpose.



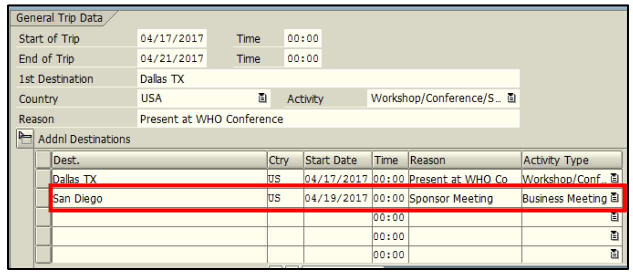


Domestic

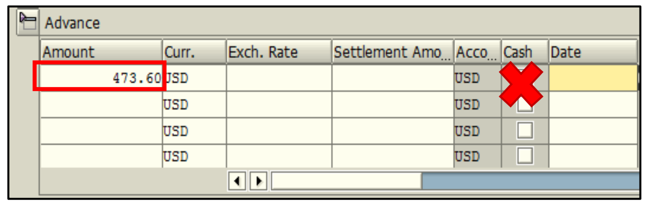


International

3. Expand and complete the **Additional Destinations** section <u>if your trip involves an overnight stay at another location</u>.
   a. Enter the additional trip information (Destination, country, start date, reason and activity).
   b. Click the **Addl Destinations** button to collapse this section.

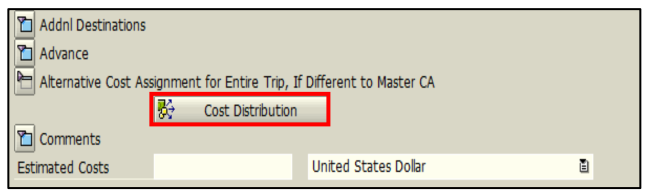


4. Expand the **Advance** section and enter the amount of the advance.
   a. Enter the amount of the advance in the Amount field - **<u>Never</u>** check the **Cash** checkbox – if the box is checked the traveler will not receive the advance
   b. Click the **Advance** button to collapse this section.

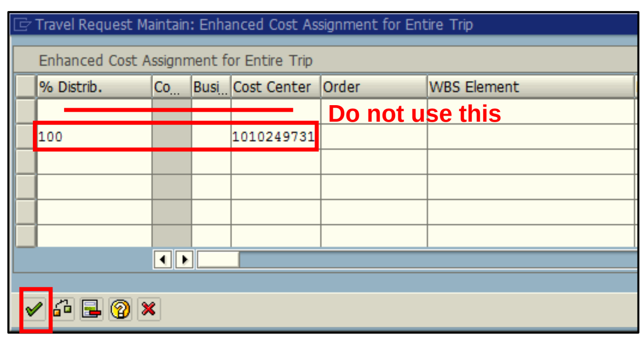


5. Expand the **Alternative Cost Assignment(s)** section and enter the account assignment for the trip. This section is **mandatory**.
   a. Click the **Cost Distribution** button.

      Never enter account assignment information on the 1st line, even if it is blank.

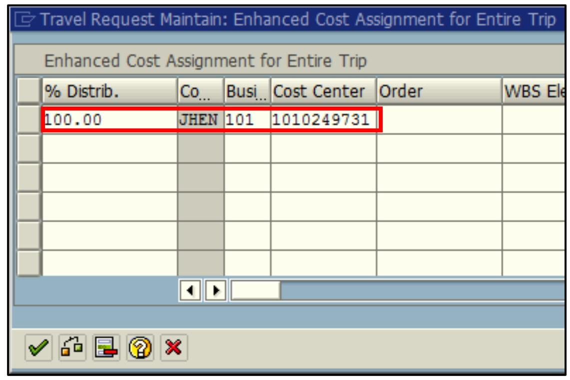


   b. Enter the **percentage,** without the % sign, and the **Cost Center** or **Internal Order** number on the second line in the table.



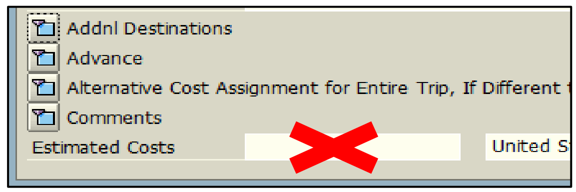
6. Click the button.

Entries move to the first line.

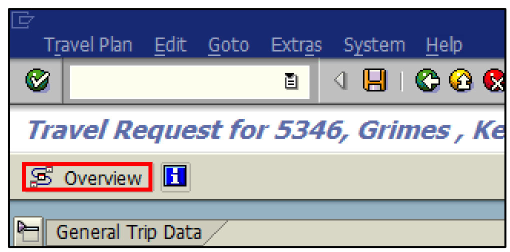


7. Click the **Compress** button to collapse this section.

Do not enter an anticipated total of expenses in the Estimated Costs field.

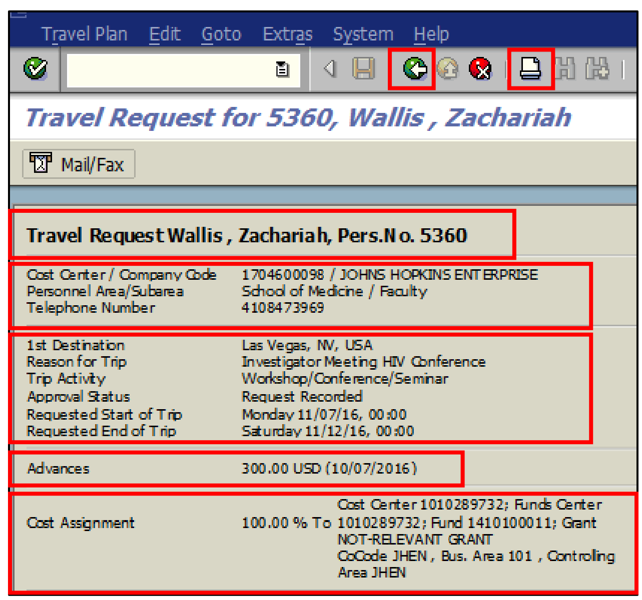


8. Click the **Overview** button to preview the request details.



The **Overview** contains the following information:

a. The traveler's name.
b. Default information about the traveler taken from their HR master data record.
c. General trip data.
d. The advance amount requested.
e. The cost objects to which the advance will be charged.



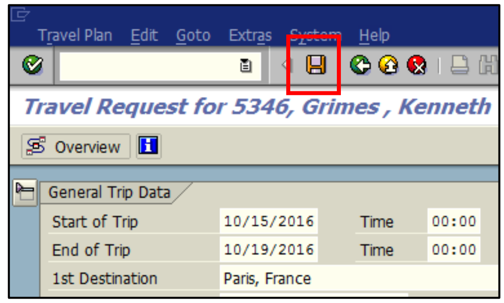
Make sure the information is correct, as this is the person to whom the advance will be disbursed.

9. If desired, click the **Print** icon to print out a copy of the advance request.

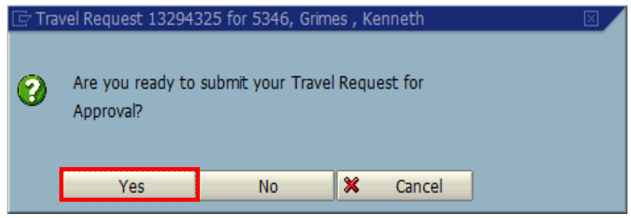
10. When you're finished, click the **Back** button.

11. Click the **Save** icon to save the advance request and obtain a trip number.

12. Click the **Save** icon **again** to place the request into approval workflow.

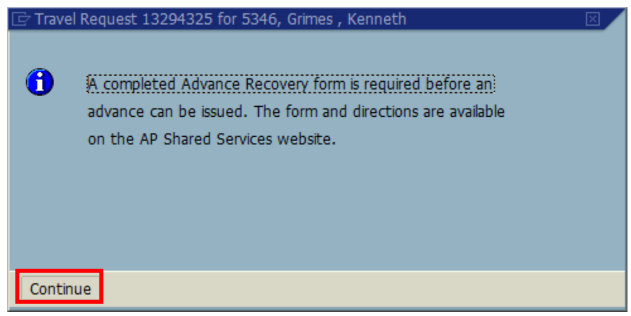


13. Click **Yes** to submit the travel request.



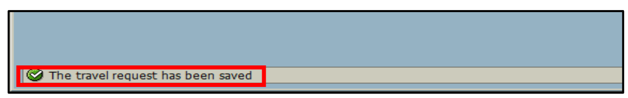
If you don't see this message, or do not click the **Yes** button, the request will only be saved. It will not be submitted into approval workflow.

A message displays reminding you to complete an Advance Recovery Form.



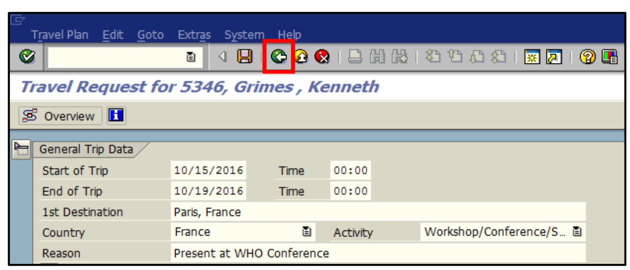
14. Click the **Continue** button.

You receive a message that your travel request has been saved.



15. Click the **Back** button to return to the *Travel Manager Home Page*.

16. Complete a **Travel Advance Recovery** form and fax it to the number listed on the form.



Johns Hopkins University
Accounts Payable Shared Services Travel Unit

Travel Advance Recovery

Name of Traveler: ____________________________ TRIP #: __________________

Traveler Personnel Number: ______________ University Phone #: ______________

University Address: ____

E-Mail Address: ____

I agree that the actual travel expense will be reported on the SAP Travel and Business Expense Reimbursement Report and will be submitted no later than two weeks following the termination date of travel. I hereby authorize Johns Hopkins University to deduct the travel advance from my salary if I do not report actual travel expenses on such form in an acceptable and timely manner.

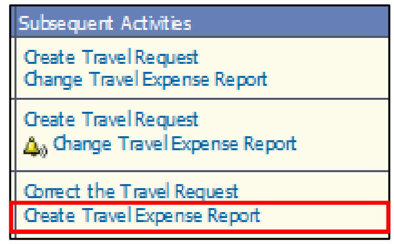
Signature of Traveler	Printed Name	Date
Department or DBO Authorization	Printed Name	Date

To ensure a quick turn around, the form should be faxed (443-997-3554) to Accounts Payable Shared Services; although, a paper copy through the mail will be accepted. Your advance will not be processed until the Travel Advance Recovery form is received.

Accounts Payable Shared Services Travel Unit
Johns Hopkins at Keswick
3910 Keswick Road, 4th Floor
Baltimore, MD 21211

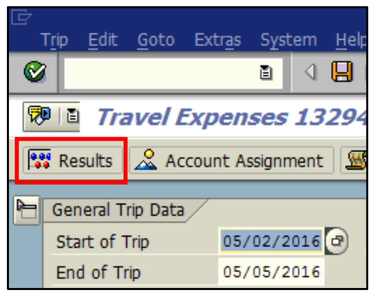
Form B-38 updated 1-11-2013

Travel advances are to be accounted for after the trip by creating an Expense Report associated with the Travel Request. Click the **Create Travel Expense Report** link in the My Open Trips grid to access the expense report associated with the travel request.



The report must be completed (submitted, approved and paid) within 90 days from the last day of travel. Travelers also are to repay any unused funds or a payroll deduction will be initiated by Accounts Payable for any outstanding advance balance.

After you have entered the expenses for the trip, click the **Results** button. The **Travel Expense Statement** displays.

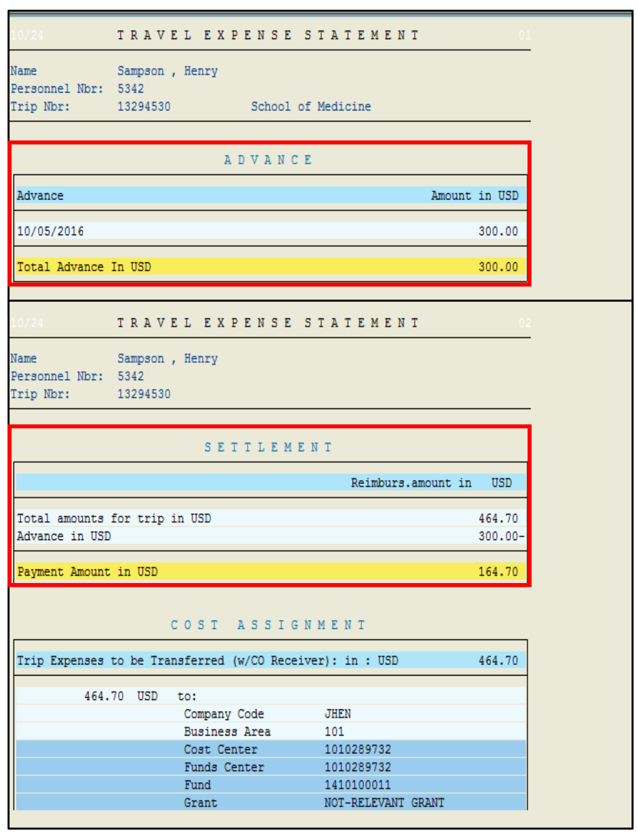


Travel Manager will automatically deduct the expenses entered from the amount of the advance received.

The **Settlement** section lists the total amount of expenses less the advance amount. If expenses exceed the advance amount, the traveler is due monies back.

If the advance amount exceeds the expenses, the traveler owes monies and will not receive any reimbursement. Unused advance funds should be sent directly back to the Accounts Payable using the [Travel/Project Advance And Executive Card Funds Due JH] form.

A personal check payable to **JHU** can be sent along with the form to the address on the top of the form.



TRAVEL/PROJECT ADVANCE AND EXECUTIVE CARD FUNDS DUE JH FORM

(ATTACH CHECK MADE PAYABLE TO "JH" AND SUBMIT TO THE TRAVEL UNIT A/P Ste. N4300 KESWICK)

TRAVELERS NAME: ____________________

PERSONNEL NUMBER: ____________________

TRIP NUMBER: ____________________
(OR)
DOCUMENT NUMBER: ____________________

TRAVEL/PROJECT ADVANCE AMT.: ____________________

EXPENSE TOTAL: ____________________

AMOUNT DUE JH: ____________________

FUND: ____________________
(REQUIRED)

I/O OR COST CENTER: ____________________
(REQUIRED)

BUSINESS AREA: ____________________
(REQUIRED)

(OFFICE USE ONLY)

VENDOR NUMBER: ____________________

DOCUMENT NUMBERS: __________ / __________

Updated 4/22/16 AP TRAVEL UNIT

This Page Left Intentionally Blank

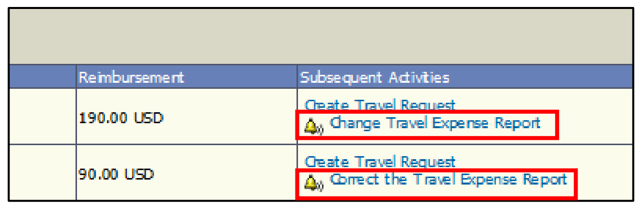
10 Modify/Delete an Expense Report

10.1 Modify an Open Expense Report/Travel Request

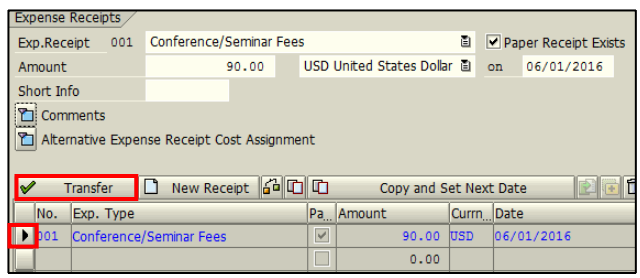
You are able to modify expense reports or travel requests that have been saved or submitted into workflow approval (**Change Travel Expense/Travel Request**). If the expense report or travel advance has been approved (**Correct the Travel Expense Report/Travel Advance**), modify **only if necessary**. Both links can be found on the Travel Manager Home Page under the Subsequent Activities column.

Each time you make a change to a report that has been saved into workflow approval, you will need to resubmit the report for approval. Never make changes to an already paid expense.

1. From the Travel Manager home page, click the **Change/Correct Travel Expense Report** link to open the report.



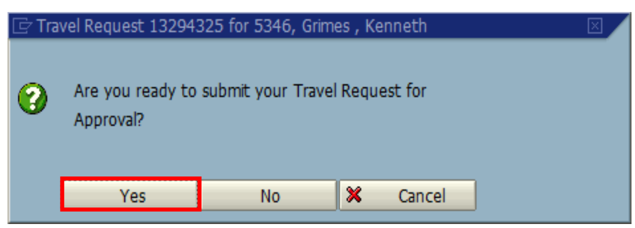
2. Make the modifications to the General Data section or click on the box to left of an expense to display the expense details.



3. Click the **Transfer** button.

4. Click the **Save** icon .

5. Click the **Yes** button to re-submit the report/travel request back into workflow.

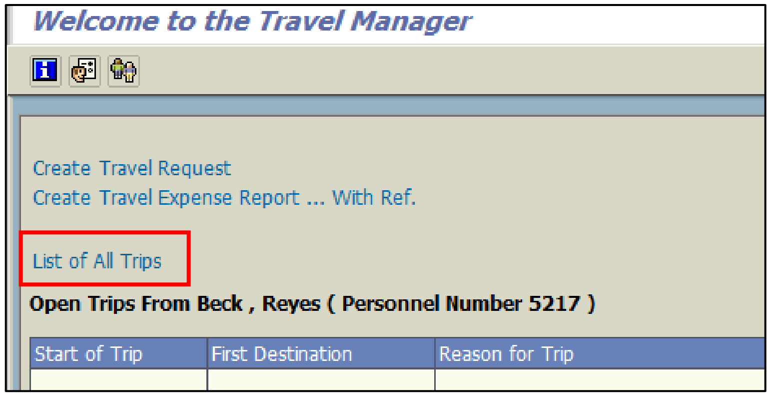


6. Click the **Back**  button to return to the Travel Manager Home Page.

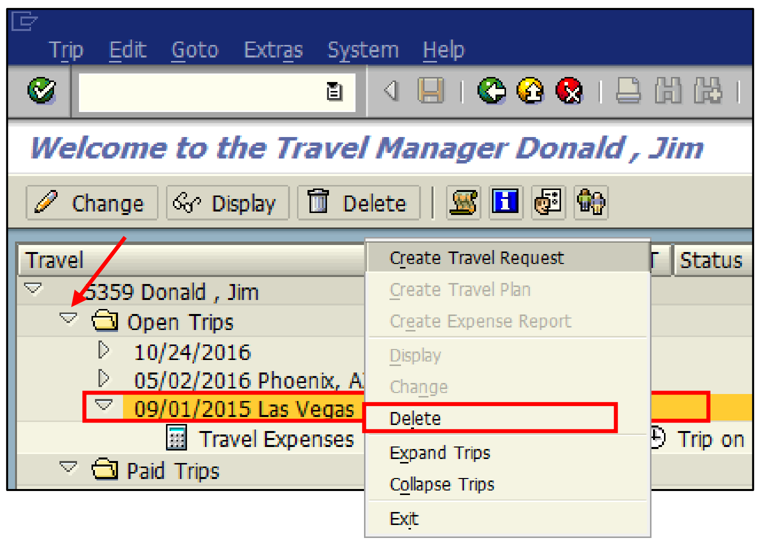
10.2 Delete an Open Expense Report/Travel Advance

You can only delete expense reports or travel requests in the **Open Trip** folder. Do not delete expenses or expense reports that are in the **Paid Trip** Folder.

1. From the Travel manager Home Page, click the **List of All Trips** link.

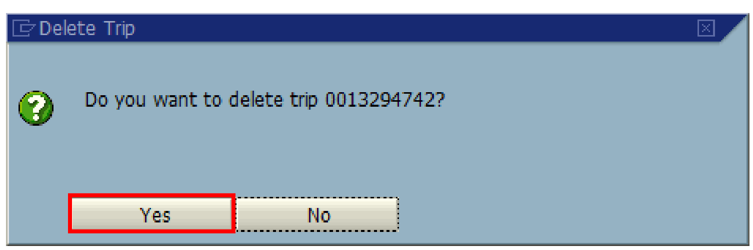


2. Expand the **Open Trips** folder.
3. Locate the **Expense Report** folder you wish to delete.
4. Right-click the **Expense Report** folder.
5. Select **Delete**



6. Click the **Yes** button to confirm the deletion.

   The trip is deleted from the **Open Trips** folder.



10.3 Adding Expenses to a Paid Trip

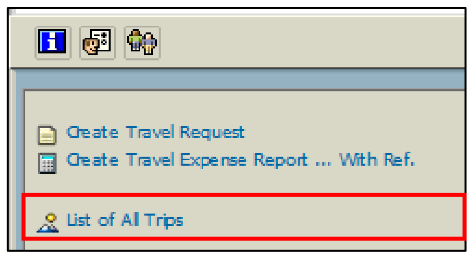
Sometimes expense reports are created and employees reimbursed for expenses well in advance of a scheduled trip for items such as conference/registration fees or airfare. SAP will not allow a second expense report to be created for the same employee, on the trip same dates.

New expenses must be added to the already paid expense report, and then re-submitted and approved, as additional expenses are incurred. SAP tracks previous payments, and the employee will only be reimbursed for newly incurred expenses. The report will then contain all expenses for a particular trip in one central report.

Only add new receipts. Do not modify or delete any expenses already paid; otherwise, SAP will try to recover the money from the employee.

If you need to change account assignments on a paid receipt, perform a non-payroll cost transfer.

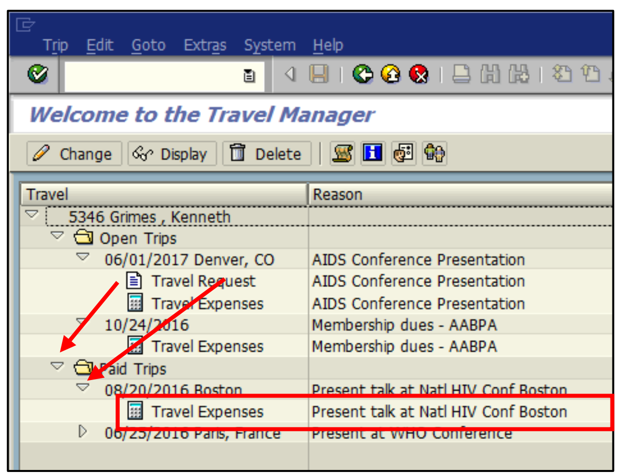
1. From the Travel Manager Home Page, click the **List of All Trips** link.



2. Expand the **Paid Trips** folder.

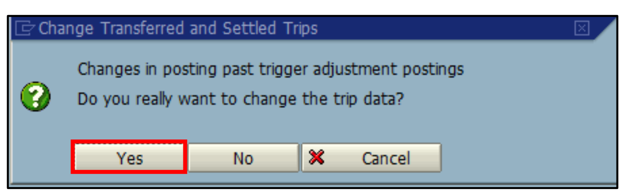
3. Expand the expense report folder containing the paid report you would like to add new expenses to.

4. Double-click the expense report.



A pop up box displays warning you that the expense report will be taken out of its' paid status.

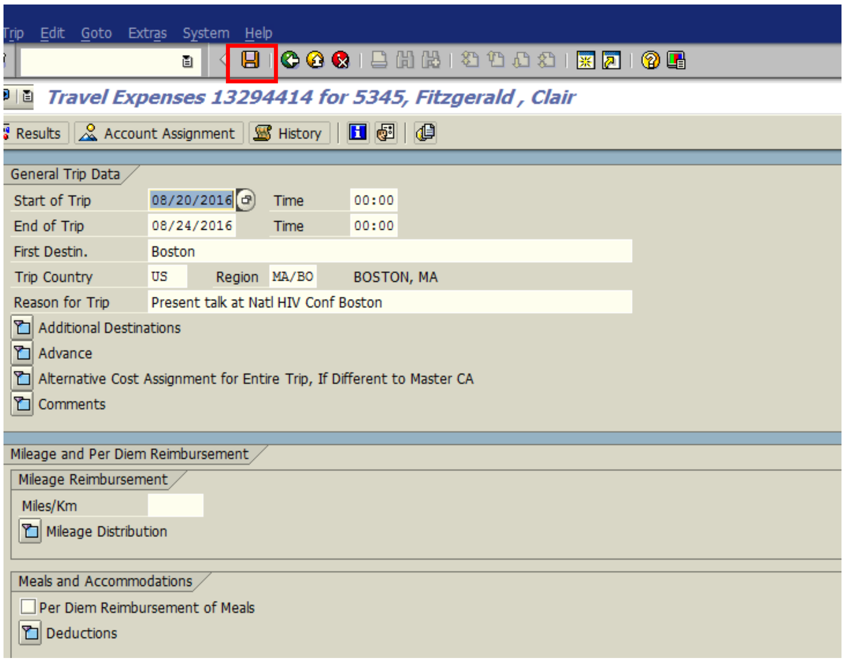
5. Click the **Yes** button.



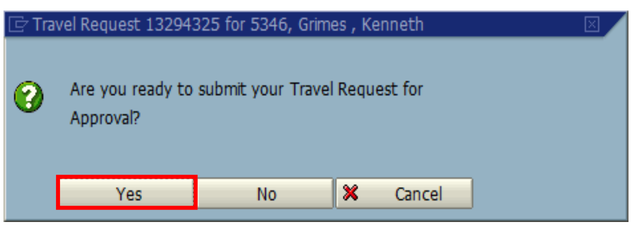
The expense report opens.

6. Enter new expenses and attach the receipts to the report.

7. Click the **Save** button.



8. Click the **Yes** button to submit the report into workflow approval.



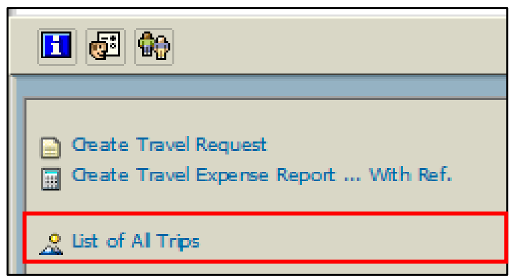
11 Workflow

Workflow is how a transaction routes through the approval process. Each time a Trip is saved, and submitted, a new Workflow is initiated. If a Workflow was initiated but not complete, it will be stopped, or “logically deleted,” and replaced with the new Workflow.

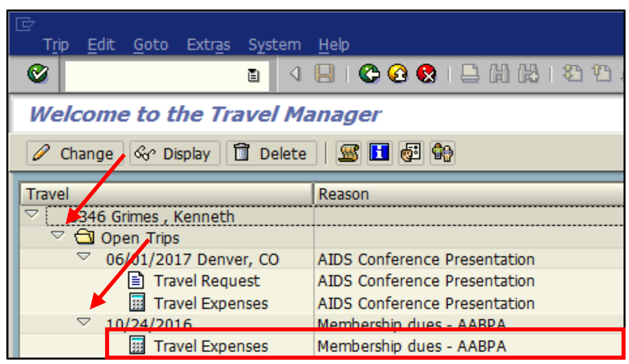
Anytime a Trip is in active Workflow, and the report is opened and re-saved, it will be pulled back out of Workflow (removed from the Approver’s inbox), and will need to be re-submitted, which will begin the Workflow process again.

Once a Trip has been paid, that Workflow is complete and cannot be changed. Instead, if you are opening a previously paid Trip to add new expenses, and re-submit for approval, a new Workflow will be initiated that will not affect the previously completed one. You can see all Workflows for a specific Trip from the Workflow view.

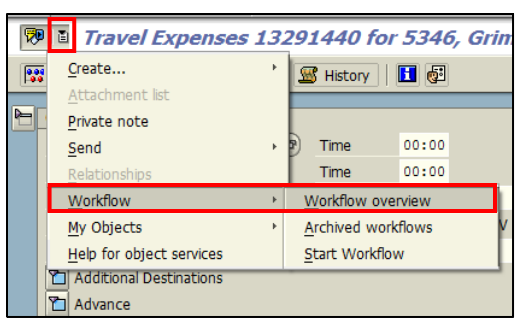
1. From the **Travel Manager** home page, click the **List of All Trips** link.



2. Expand the **Open Trips** folder.
3. Expand the desired report folder.
4. Double-click the expense report.
5. Click the right icon on the Services for Object button.



6. Select **Workflow=>Workflow Overview**.



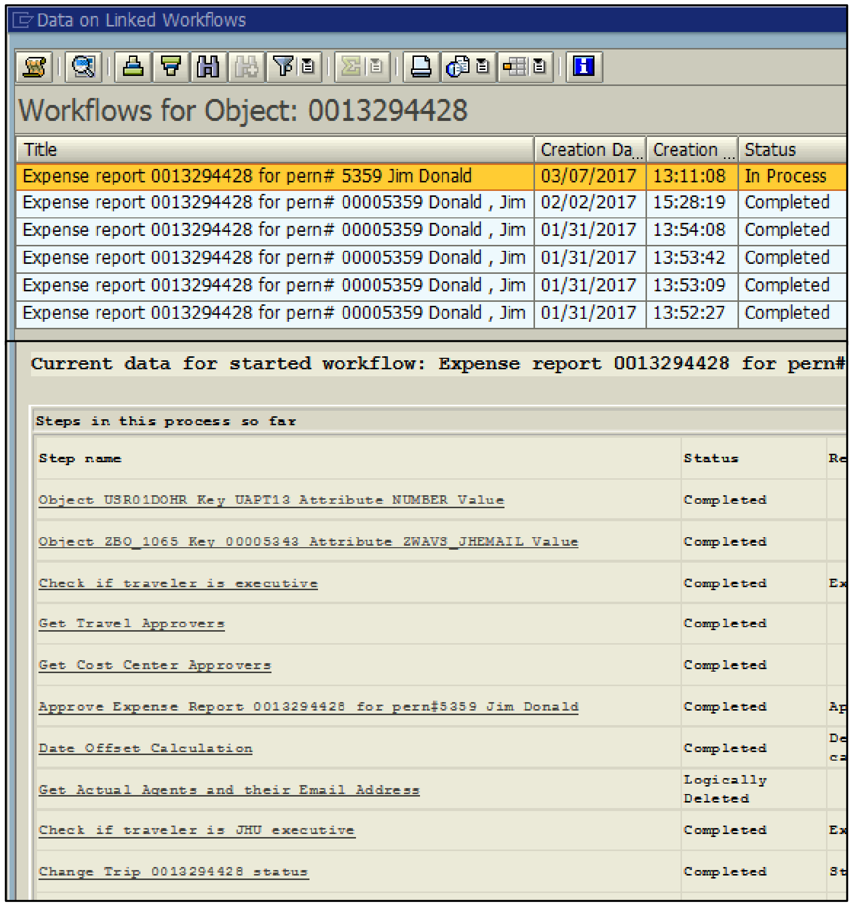
<u>Top Section</u> – Displays all workflows initiated for the report. Each time a report is re-saved and re-submitted, SAP creates a new Workflow.

A Workflow which is no longer active – whether approved, rejected, or logically deleted (stopped), will display as "Completed."

Double-click the latest submission date to view the current Workflow details.

<u>Bottom Section</u> – Contains the Workflow details.

There are many lines which are simply statements of the steps performed by SAP.

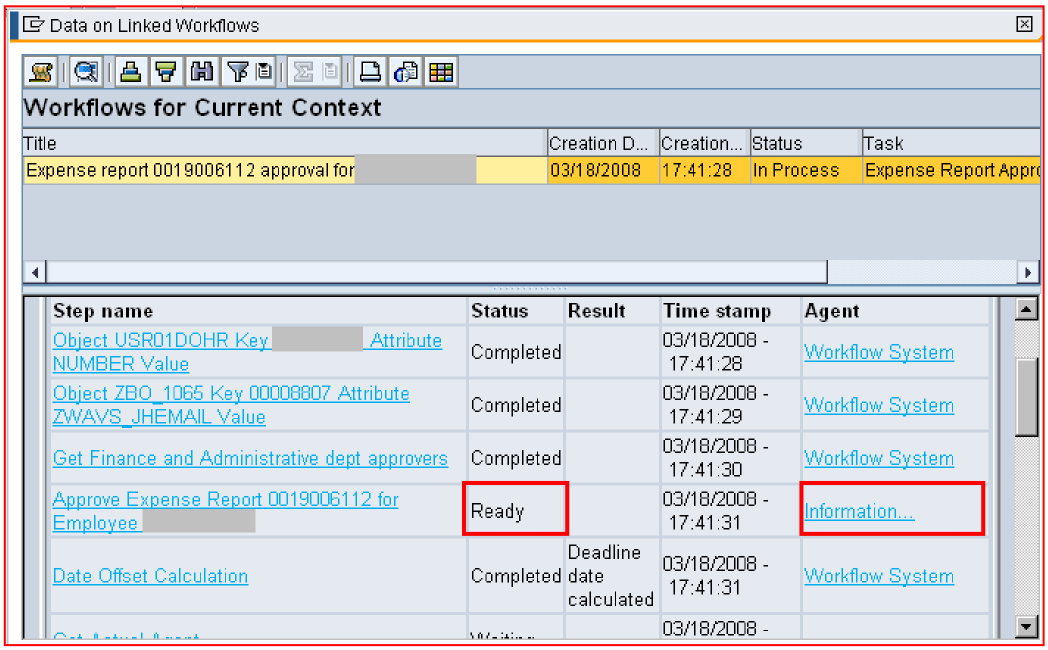


11.1 Awaiting Approval

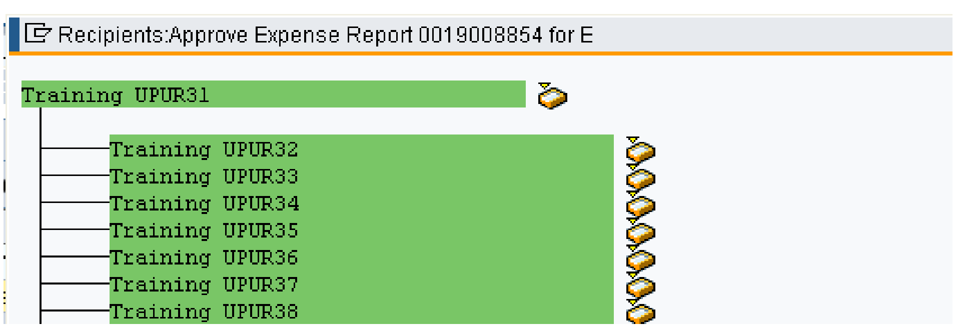
The following is an example of a document still in workflow.

- The status column says "Ready."
- The agent column says "Information."

Click the **Information** link to see the name(s) of the approver(s) who still have the document sitting in their inboxes.



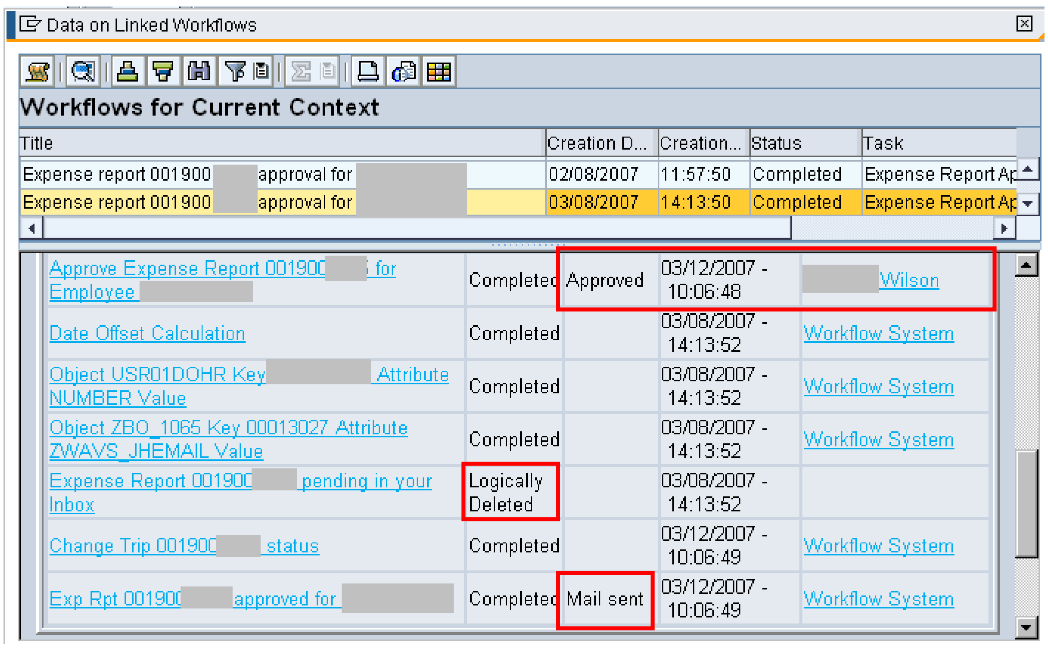
You may see many approvers listed because the report goes into the inboxes of all approvers. Once an approver opens a report, it becomes his or her responsibility and disappears from all other approver inboxes.



11.2 Approved Report

The following is an example of an approved report.

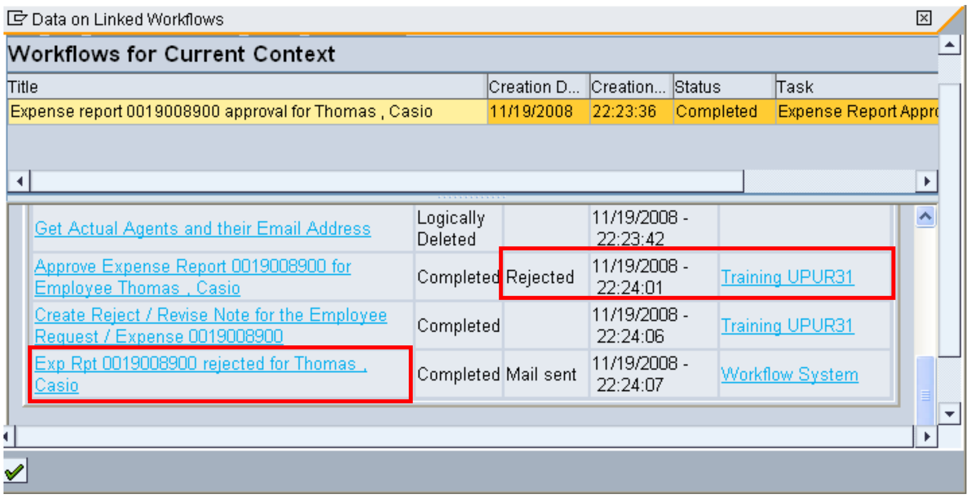
- The status column says “Approved.”
- The agent column displays the approver’s name.
- You will see a “Logically Deleted” line item after an approval because approved documents are deleted from the approver’s inbox.
- The status for the final line says “Mail sent,” indicating that all approvals have been completed and that an email was sent to the initiator informing him or her of the report’s approval.



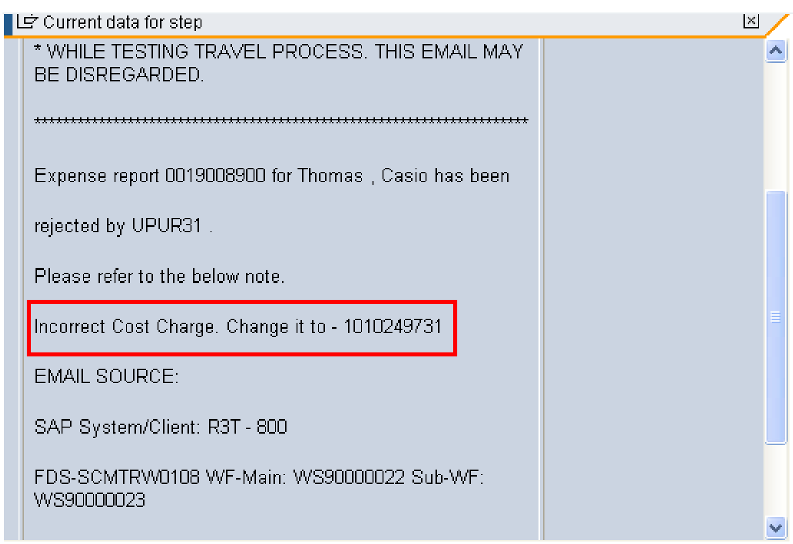
11.3 Rejected Report

The following is an example of a rejected document.

- The status column says “Rejected.”
- The agent column displays the rejecter’s name.
- Click **Exp Rpt <*trip number*> rejected for <*name*>** to see any explanations entered for the rejection.



Rejection text has to be entered at the time the report is rejected in order for it to appear here. If you don’t see an explanation, contact the person who rejected the report.



This Page Left Intentionally Blank

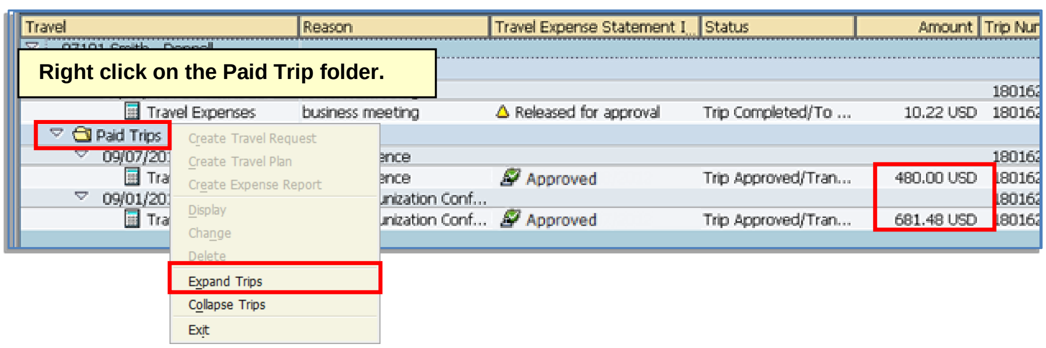
12 Viewing Payment History

You are able to view the reimbursement history on paid trips and open trips.

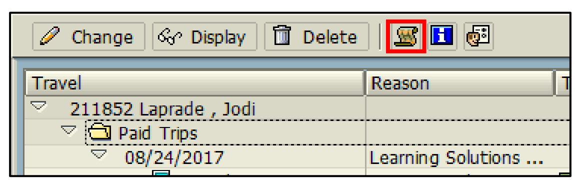
12.1 Paid Trip Payment History

1. To view reimbursements that have been paid, right click on the **Paid Trips** folder.
2. Select **Expand Trips**.

- Each Expense Report displays a header line (Trip line), and below that, its Expense Report line.
- This display provides only a total of the amount paid on any Trip.



3. If a **Trip** was submitted and paid more than once (airfare purchased in advance of travel, and then hotel accommodations, followed by individual receipts), click the **Display Payment History** button at the top of the screen.



4. Each individual reimbursement and the date will display, with the Total Paid, and the amount and date/s of the payment/s made.

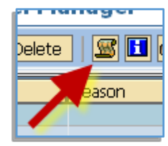
If specific payment type, delivery and encashment information is required on any payment, the payment document number (Online Payment document number beginning with “19”) can be clicked and opened for that information as well.

12.2 Open Trip Payment History

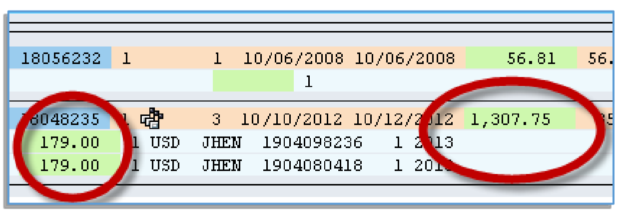
1. In **Open Trips** above, you will only see the Total amount of an Expense Report. If previous payments were made (if the Expense Report was submitted and paid in increments, and now submitted again with additional expenses), you will not see evidence of previous payments in this display. It will appear, instead, that the entire amount of the Expense Report is to be paid. You will need to utilize the **Display Payment History Function** here as well, to know if only a partial payment will be processed once approved.

			15008729
for approval	Trip Completed/To ...	345.73 USD	15008729
			15007718
for approval	Trip Completed/To ...	42.50 USD	15007718
			15004704
for approval	Trip Completed/To ...	410.22 USD	15004704

2. To view previous and multiple payments on an Expense Report, click the **Display Payment History** button at the top of the screen. As with **Paid Trips**, each individual Expense Report payment and date will display.



For example, in the image below, an Open Trip for a total of $1,307.75, shows that two previous payments of $179 were made. Subtract the previous payments from the total amount to know the amount which will be paid once the Open Expense Report has been approved and processed.



If specific payment type, delivery and encashment information is required on any payment, the payment document number (Online Payment document number beginning with “19”) can be clicked and opened for that information as well.

13 Processing a Non-Employee Expense Report

All non-employee travel expense reports require Business Area/Department Financial approval. Requesters need to download and complete the Non-Employee Travel Reimbursement Expense Report from the Forms Library on the JHU Finance Home Page, and attach the form with receipts and supporting documentation to an Online Payment Check Request (FV60) in SAP. The form, receipts, and other documentation should be saved as a single PDF file with all items facing the same way. Supporting documentation should include:

- Proof of payment for all expenses $75.00 or greater
- Mileage log or mileage validation for mileage expense (map quest, google, etc.) - the correct mileage rate should be selected based on the year the travel took place
- Airfare receipt should display air class - economy, business class, etc. as well as payment method
- Itemized Hotel folio for lodging expense with payment method

If the non-employee is receiving their reimbursement through a wire transfer or ACH, the non-employee needs to be added as a vendor to the SAP database. Non-employees receiving their reimbursement by a paper check do not need to be added to the SAP database.

In order to improve the speed, accuracy and security of the vendor addition process we have partnered with PaymentWorks, a simple web-based portal for vendor registrations. To add a vendor to the SAP database, you will provide basic contact information, send the vendor an invitation, and the vendor will input the remainder of the required information directly into PaymentWorks.

Vendors can access and update their own information within the PaymentWorks portal. Updates are conveyed to SAP electronically. Vendors can also use PaymentWorks to monitor their pending and past payments.

Your PaymentWorks account is tied to your JHED ID and your account is created the first time you access the portal. It's important to use the PaymentWorks link every time you access the portal, or you will not be logged in.

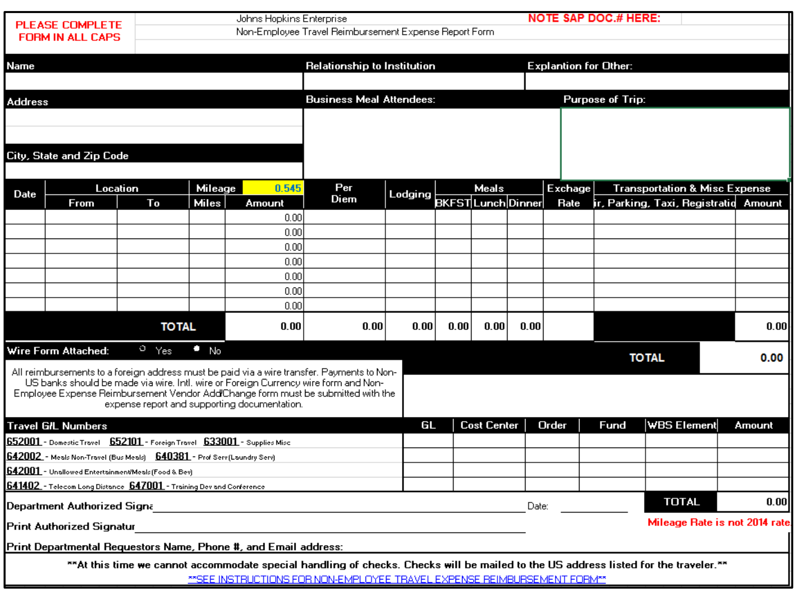
To access PaymentWorks, click the portal link, which is available with instructions.

Any forms related to independent contractor setup (such as the Independent Contractor Certification, Independent Contractor Agreement and determination letter) are required separately and should be sent to the relevant procurement group or accounts payable concurrently when you add a vendor to the database.

To reimburse non-employee travel expenses in SAP, you must have security access to Non-Employee Travel Payment Requests with the role **ZRFI_TV_NONEMP_REIMB_REQ**. Complete the standard ZSR form to have this role assigned.

1. Download and complete the Non-Employee Expense Report, in all CAPS.

   - Payee's name and US mailing address.
     - International travelers must be reimbursed by wire payment. If a wire form is included for funds to be wired to the traveler, check the yes radio button.
   - Relationship to Institution.
   - Purpose of Trip - Detailed Business Explanation.
   - Business Meal Attendees, etc.
   - Date - first date of travel or date expense was incurred (travel should be listed in date sequential order.)
   - Location - City traveled to and from location destination.
   - Mileage
   - Lodging
   - Meals
   - Itemized expenses - Airfare, Parking, Registration, etc. *Listed individually as receipts are matched to expense amounts.*
   - GL, cost assignment and dollar amount used to pay for the services rendered.
   - Multiple page expense reports should be numbered and a final total documented on the last page.
   - Authorized signature, email and contact information.
   - DOCUMENT NUMBER - once the expense report is entered in SAP and saved, note the document number at the top of the non-employee expense report.



PLEASE COMPLETE FORM IN ALL CAPS

Johns Hopkins Enterprise

Non-Employee Travel Reimbursement Expense Report Form

NOTE SAP DOC.# HERE:

Name | Relationship to Institution | Explantion for Other:

Address | Business Meal Attendees: | Purpose of Trip:

City, State and Zip Code

Date	Location		Mileage	0.545	Per Diem	Lodging	Meals			Exchage Rate	Transportation & Misc Expense	
	From	To	Miles	Amount			BKFST	Lunch	Dinner		ir, Parking, Taxi, Registratio	Amount
				0.00								
				0.00								
				0.00								
				0.00								
				0.00								
				0.00								
				0.00								
TOTAL				0.00	0.00	0.00	0.00	0.00	0.00			0.00

Wire Form Attached: Yes No

TOTAL 0.00

All reimbursements to a foreign address must be paid via a wire transfer. Payments to Non-US banks should be made via wire. Intl. wire or Foreign Currency wire form and Non-Employee Expense Reimbursement Vendor Add/Change form must be submitted with the expense report and supporting documentation.

Travel G/L Numbers	GL	Cost Center	Order	Fund	WBS Element	Amount
652001 - Domestic Travel 652101 - Foreign Travel 633001 - Supplies Misc						
642002 - Meals Non-Travel (Bus Meals) 640381 - Prof Serv(Laundry Serv)						
642001 - Unallowed Entertainment/Meals(Food & Bev)						
641402 - Telecom Long Distance 647001 - Training Dev and Conference						
					TOTAL	0.00

Department Authorized Signa_______ Date: _______

Print Authorized Signatur_______

Mileage Rate is not 2014 rate

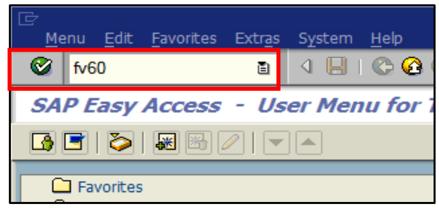
Print Departmental Requestors Name, Phone #, and Email address:

At this time we cannot accommodate special handling of checks. Checks will be mailed to the US address listed for the traveler.

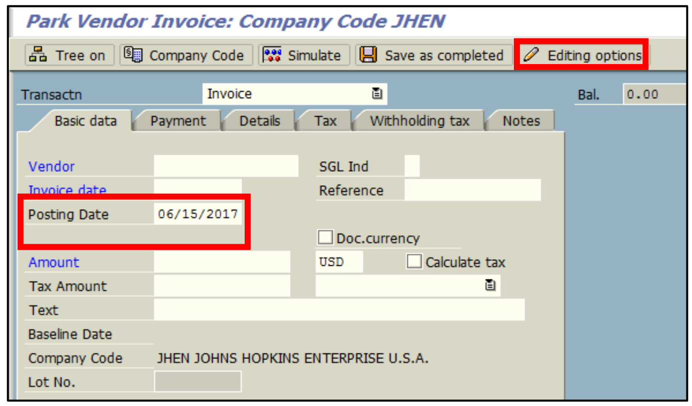
SEE INSTRUCTIONS FOR NON-EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT FORM

Once you have completed the Non-Employee Expense Report, you need to enter an Online Check Request to reimburse the traveler.

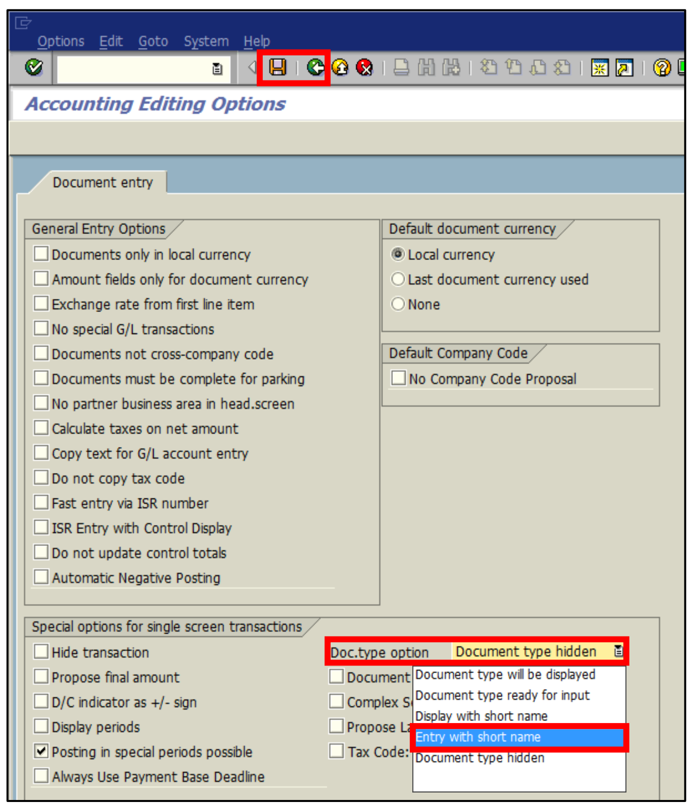
1. Access SAP, and click the **ECC** tab.
2. From the SAP Easy Access screen, enter **FV60** in the command field at the top of the screen (not case sensitive).
3. Click the **Enter** button.



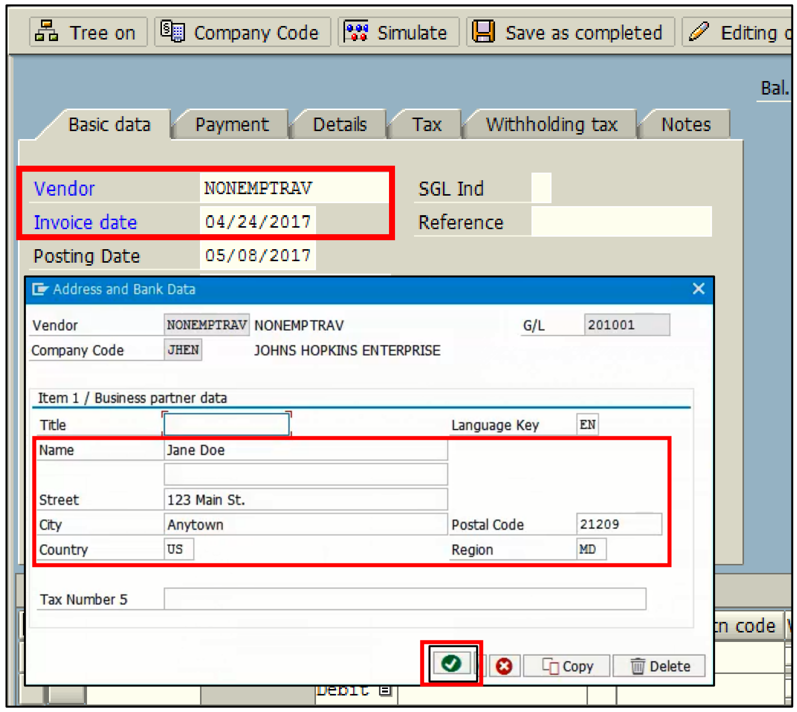
4. If the Document Type field is NOT displayed under the Posting Date, click the **Editing Options** button.



5. Click into the **Doc.Type option** field.
6. Select **Entry with short name.**
7. Click the **Save** icon.
8. Click the **Back** icon.



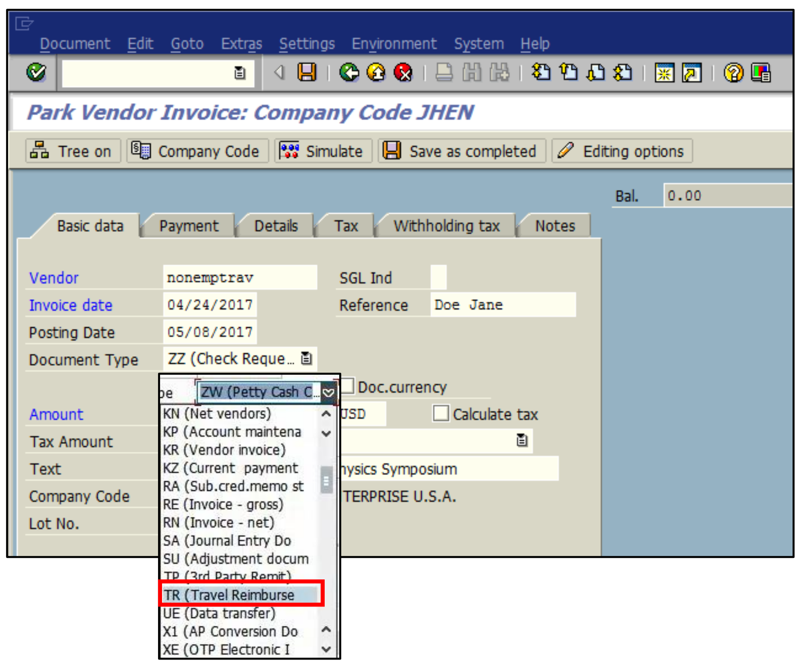
9. Complete the Park Vendor Invoice screen:
   - Enter **NONEMPTRAV** (paper check) or the **vendor number** (wire transfer or ACH) in the Vendor field
   - Enter the **first date of travel** from the expense report form in the Invoice date field.
   - Press the **Enter** key.
   - Enter the entire **Name, Address, and zip code** of the person to be reimbursed on the Address and Bank Data pop up box
     - The name and address will appear on the check



10. Click the **Continue** button to save the name and address.

11. Click the Document Type drop-down menu and select **TR (Travel Reimbursement).**

If you do not select **TR (Travel Reimbursement)** the request will not be routed correctly for approval by the business area/department related to the cost objects being charged and the request will be rejected.



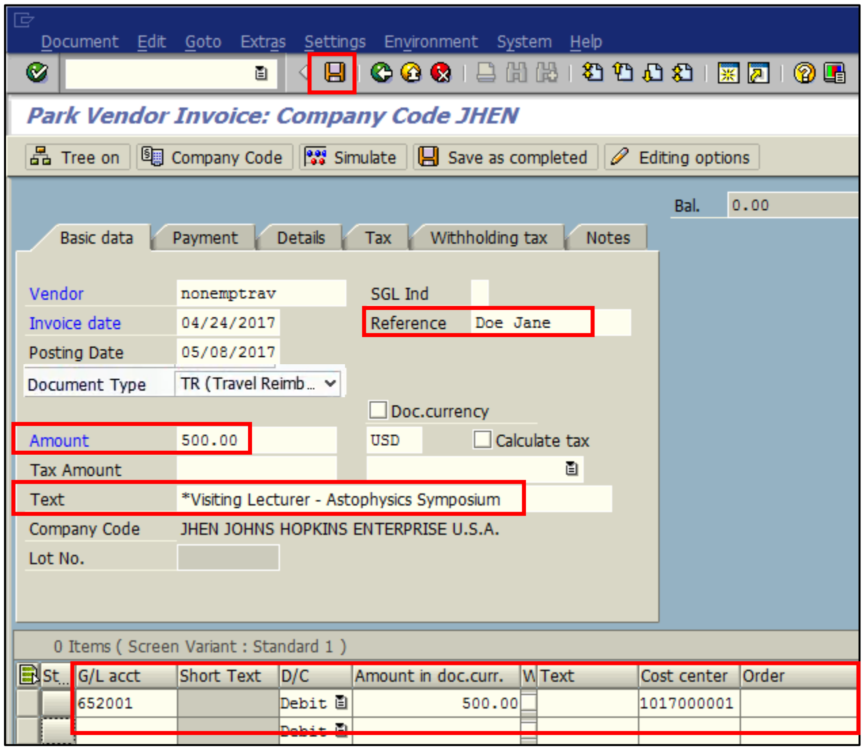
12. Enter the **last name** followed by the **first name** of in the Reference field. No commas are required.

13. Enter the total reimbursement **amount** in the Amount field.

14. Enter an **asterisk followed by a description** of the expense report in the Text field.

15. Enter a **G/L number** in the G/L acct field.

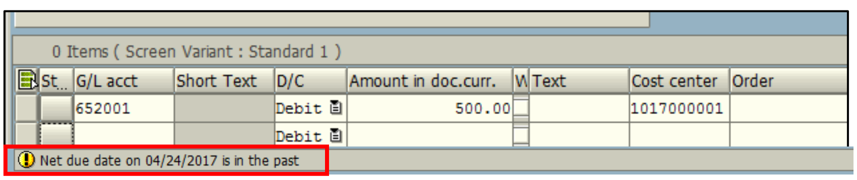
16. Enter the **total amount** of the reimbursement in the Amount in doc.curr. field.



17. Enter the **account assignment number** to be charged.

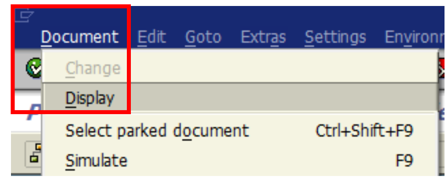
18. Click the **Save** button to generate a document number, and to display the **Services for Object** icon.

19. You may receive a warning message that the due date is in the past. Press the **Enter** key to bypass the message.

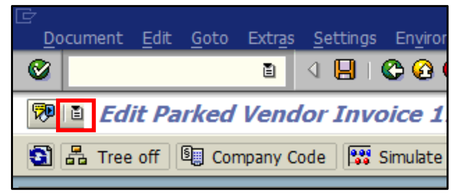


20. A second message displays a document number and it also lets you know your request has been saved. Record the document number on the Non-Employee Expense Report.

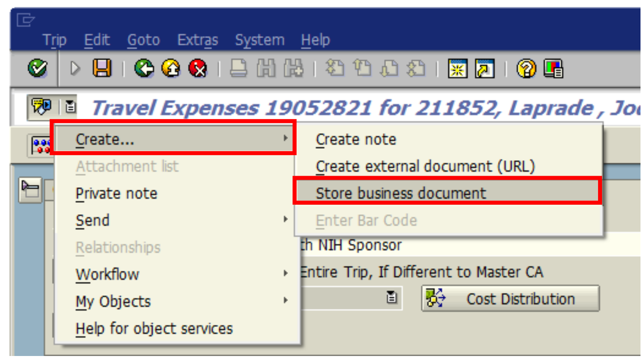
21. Navigate to the top of the screen and select the **Document => Display** menu command to attach your report and documentation.



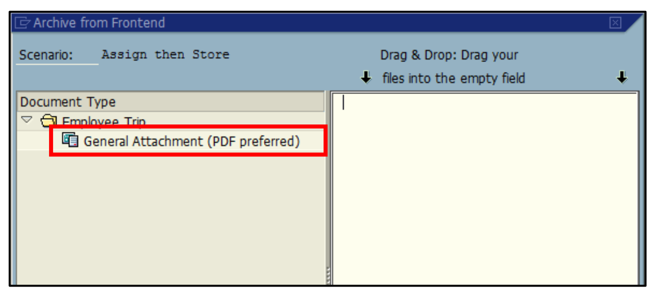
22. Click the **Services for Object** drop-down menu.



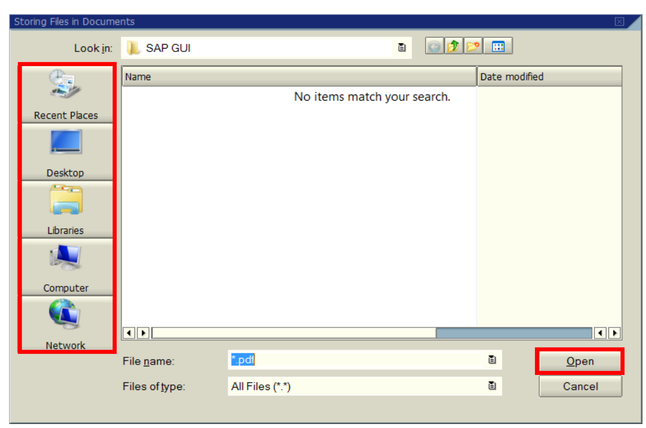
23. Select **Create => Store Business Document**.



24. Double-click **General Attachment -PDF preferred**.

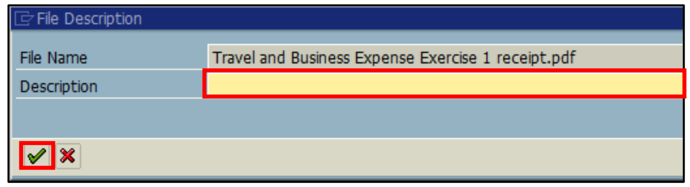


25. Navigate to the location of the saved expense report, receipts and supporting documentation in **PDF** format and click the **Open** button to attach the file.



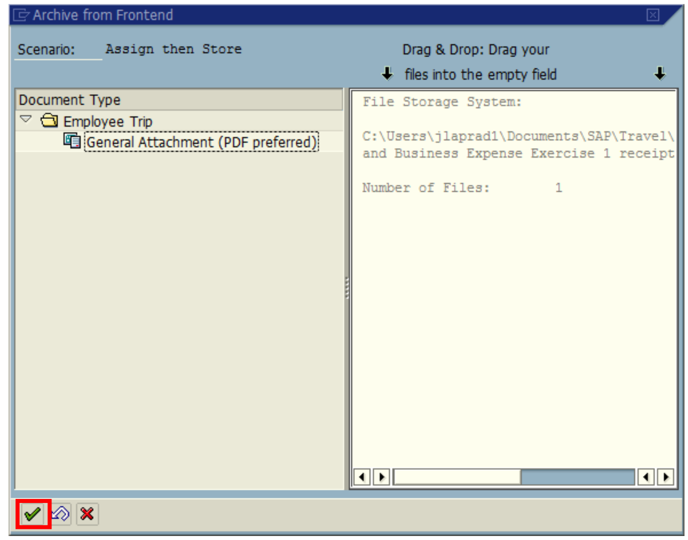
26. Enter an attachment description if desired (optional).

27. Click the **Continue** button.

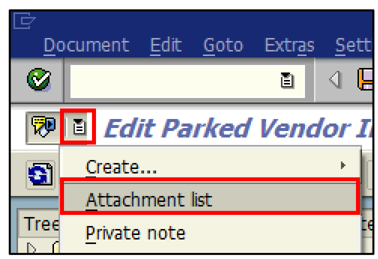


The file path and the number of files attached display in the right hand panel once the file is queued for uploading.

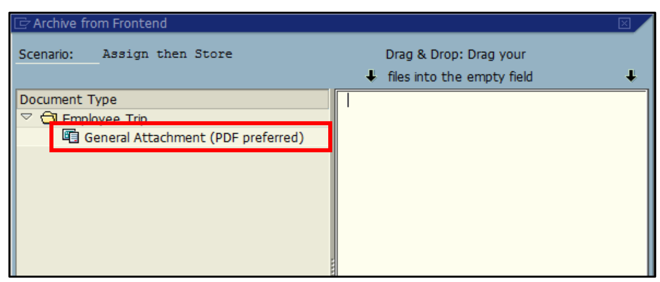
28. Click the **Continue** button to upload the attachment.



29. To verify the attachment was uploaded, click **Services for Object =>Attachment list**.



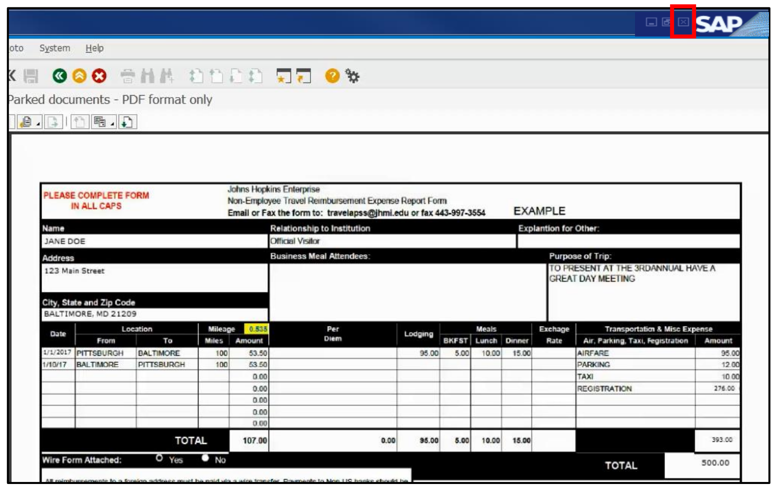
30. Double-click **General Attachment-PDF preferred**.



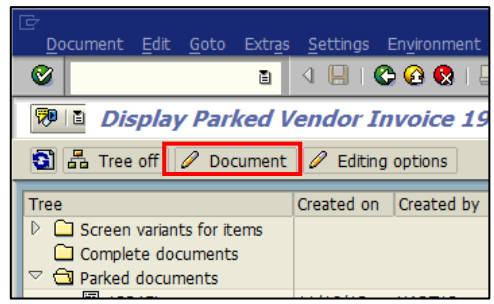
31. The attachment displays.

32. When through reviewing, click the **Close** button.

33. Click the **Close** button to exit the Attachment list.

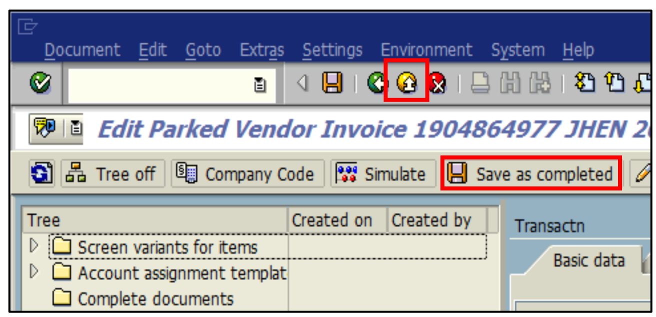


34. Click the **Document** button to put the request in edit mode.



35. Click the **Save as completed** button to place the document into workflow approval.

36. Click the **Exit** button to return to the SAP Easy Access screen.



When the document is placed into workflow, it will route to the business area/department travel approver related to the cost objects being charged in the transaction.

The business area/department approver receives the document in their workflow inbox and either approves or rejects the document.

Once approved, it will then flow back through workflow to Accounts Payable for posting.

14 Receipt Wizard

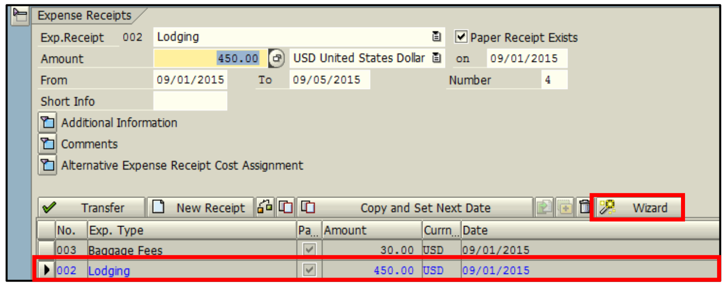
You can use the Receipt Wizard to deduct or separate private and other expenses, such as a movie charge or meal, from the lodging receipt, if you have not manually removed/separated those expenses from the hotel bill.

Deducting Personal Expenses

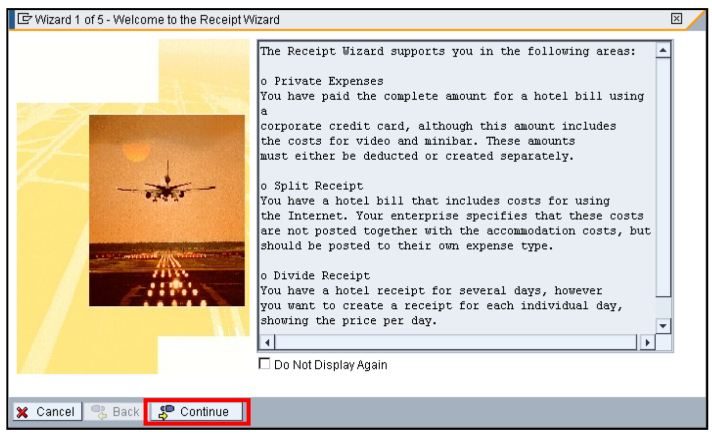
Follow the steps below to deduct personal expenses from the Lodging expense amount.

1. Click the box next to the Lodging expense on the expense grid to open the expense in edit mode.

2. Click the Wizard button.



3. Click the Continue button.

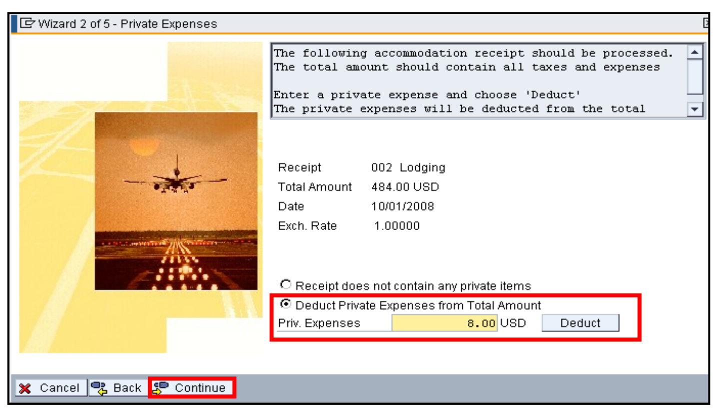


4. Click the **Deduct Private Expenses from Total Amount** radio button.

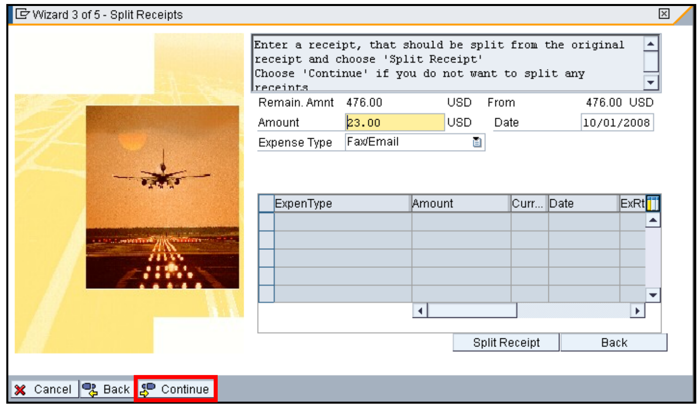
5. Enter the personal expense amount to be deducted.

6. Click the **Deduct** button.

7. Click the **Continue** button.

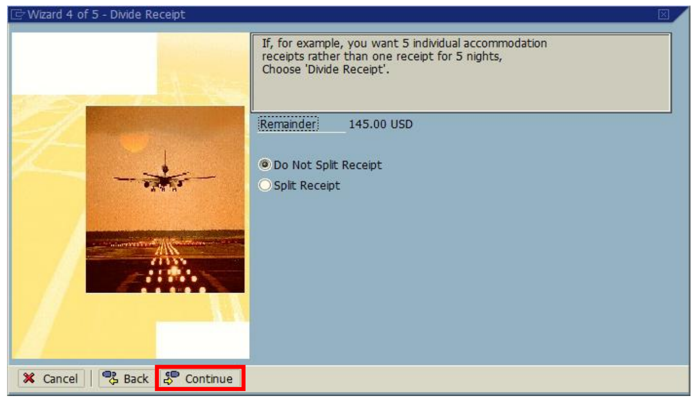


8. Click the **Continue** Continue button.



9. Select the **Do Not Split Receipt** radio button.

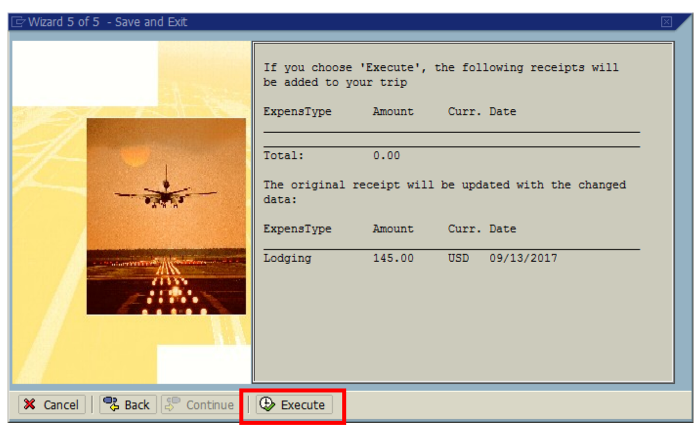
10. Click the **Continue** Continue button.



11. Click the **Enter** button to acknowledge the adjusted Lodging expense amount.

12. Click the **Execute** Execute button.

The Lodging expense amount in the expense grid is modified to reflect the new amount.

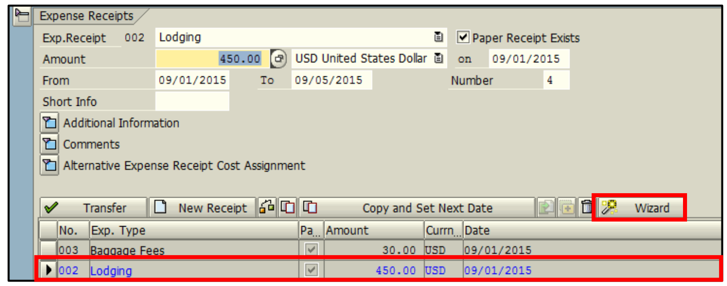


Separating Expenses

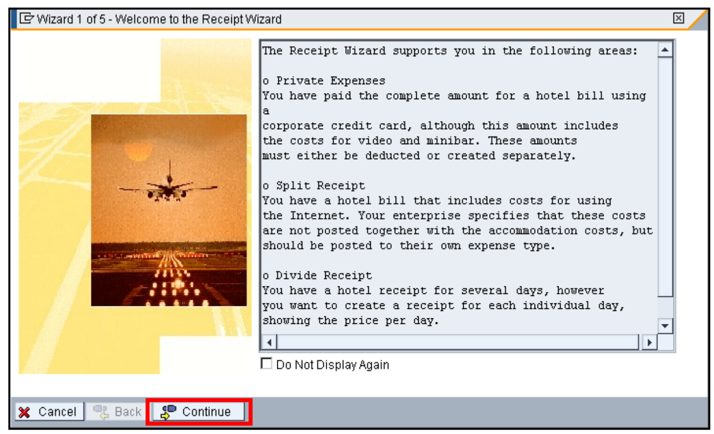
Follow the steps below to separate business expenses that need to be posted to the correct expense category/G/L account (e.g., hotel bill charges for faxes that need to be separated from general Lodging expense).

1. Click the box next to the Lodging expense on the expense grid to open the expense in edit mode.

2. Click the Wizard button.

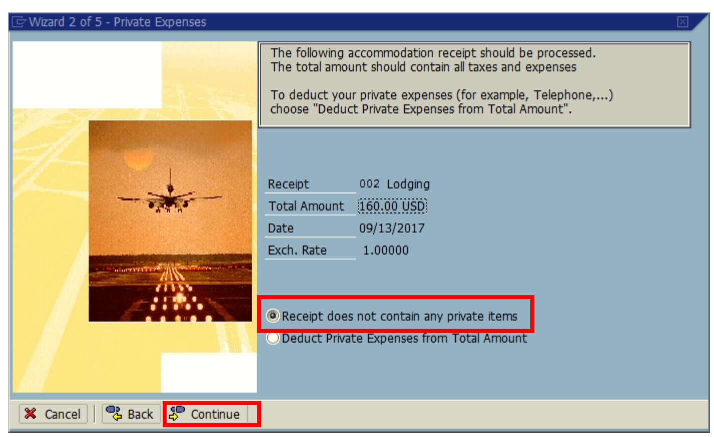


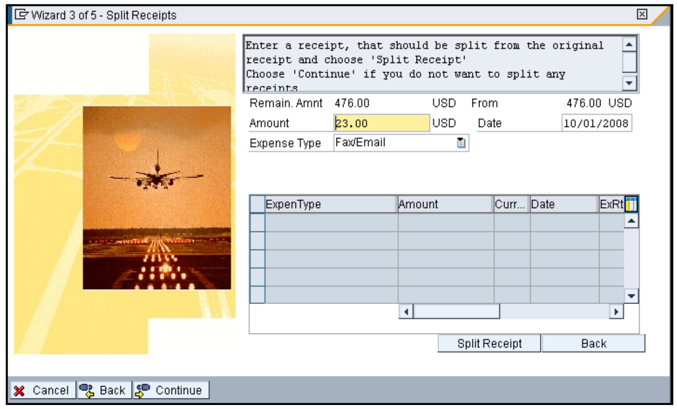
3. Click the Continue button.



4. Click the **Receipt does not contain any private items** radio button.

5. Click the **Continue** Continue button.





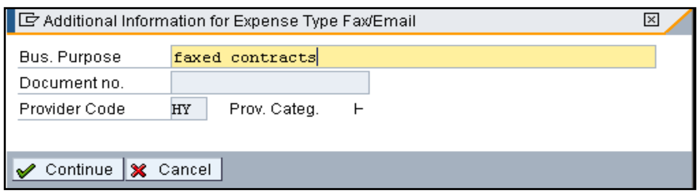
6. Enter the expense total in the **Amount** field.

7. Enter the date on which the expense was incurred in the **Date** field.

8. Select the appropriate expense category from the drop-down menu in the **Expense Type** field.

   The expense type selected may produce a popup window that asks for additional information.

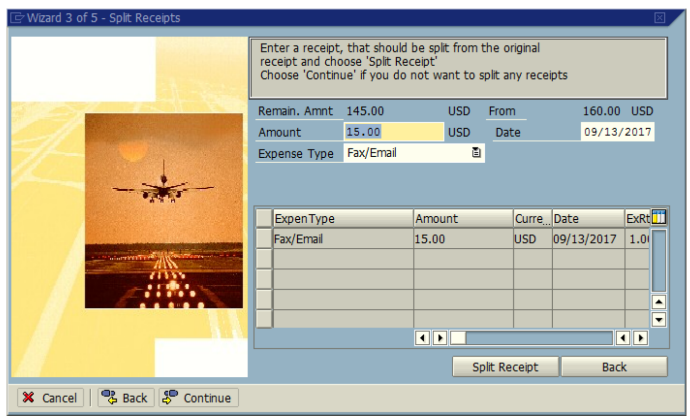
9. Type the reason that the expense was incurred in the free-text **Bus. Purpose** field.



10. Click the Continue button.

11. Click the Split Receipt button.

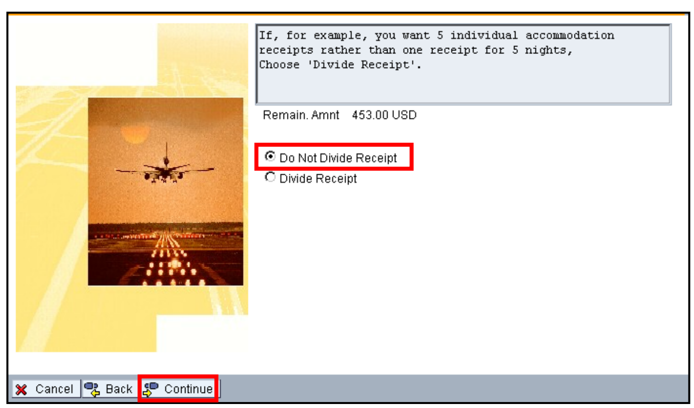
    Repeat steps 6-11 for all expense items on the hotel bill that should be charged to different G/L accounts.



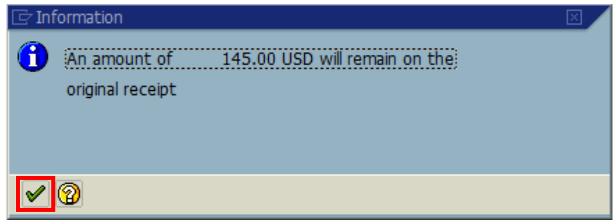
12. Click the Continue button.

13. Click **Do Not Divide Receipt**.

14. Click the Continue button.



A message will display the amount that will remain on the original receipt.



15. Click the **Enter** button.

The system will display a summary of the itemized expenses.

16. Click the Execute button to post the split receipts.

The Lodging expense amount in the expense grid is modified to reflect the new amount