Travel Approver Training

SAP Travel Document Solution – TRIP

IRIS
Integrated Resource Information System

Travel Workflow

Approval of travel documents will be handled through the Universal Worklist. Workflow delivers the travel documents to the Approver's Workflow Items box on Enterprise Services for review and action.

Only the creator of the travel document and Accounts Payable can make changes to a travel expense report. Only the creator can make changes to a travel request.

For trips with an approved travel request in the system, the associated travel expense report may only require the traveler's approval before it flows to Accounts Payable for final action.

Travel Workflow

Documents will flow through the following path for approvals:

1. Traveler – If the travel document was created by a Proxy the document will workflow to the traveler.
2. Supervisor – The travel document will workflow to the Supervisor of the Traveler based upon the HR assignment.
3. Budget Officer(s) – The travel document will workflow to the Budget Officer(s) assigned to the Workflow Approver Table based on the trip's cost object's department number.
4. Accounts Payable – All expense reports will workflow to Accounts Payable for final review and approval.

TRIP Roles

Role	Role Description
Proxy	Responsible for creating travel requests and expense reports for travelers.
Traveler	Responsible for creating his/her own travel requests and expense reports or for timely review and approval of travel documents prepared by a Proxy.
Supervisor	Responsible for timely review and processing of all travel documents for compliance with University policies and procedures.
Budget Officer	Responsible for timely review and processing of all travel documents for compliance with University policies and procedures and appropriate funding.
Accounts Payable	Responsible for final review and processing of all travel expense reports and settlement of expenses via direct deposit.

Travel Workflow

Options within Workflow:

1. Traveler – The traveler can Approve or Withdraw the travel document.
   - Approve – The travel document flows to the supervisor.
   - Withdraw – The travel document is cancelled, the encumbrance is liquidated, and the workflow stops.
2. Supervisor – The supervisor can Approve, Reject, or Request a Revision.
   - Approve – The travel document flows to the lowest Budget Officer level.
   - Reject – The travel document is cancelled, the encumbrance is liquidated, and the workflow stops.
   - Request Revision – The workflow will stop and an email notification will be sent to the submitter of the trip. Once the revisions have been processed, the document will return to the Supervisor for approval.

Travel Workflow

Options within Workflow (Continued):

3. Budget Officer(s) – The Budget Officer can Approve, Reject, or Request a Revision.
   - Approve – The workflow goes to the next level Budget Officer. Once all levels have approved the document, a real encumbrance is posted (travel request) or the travel document is submitted to Accounts Payable for review and final action.
   - Reject – The travel document is cancelled, the encumbrance is liquidated, and the workflow stops.
   - Request Revision – The workflow will stop and an email notification will be sent to the submitter of the trip. Once the revisions have been processed, the document will flow back to the lowest level of Budget Officer for approval.
4. Accounts Payable – Accounts Payable can Approve, Reject, Request a Revision, or Revise the travel document.
   - Accounts Payable is the final approval for all travel expenses reports.
   - Accounts Payable will not see the travel requests.

Responsibilities of a Travel Approver

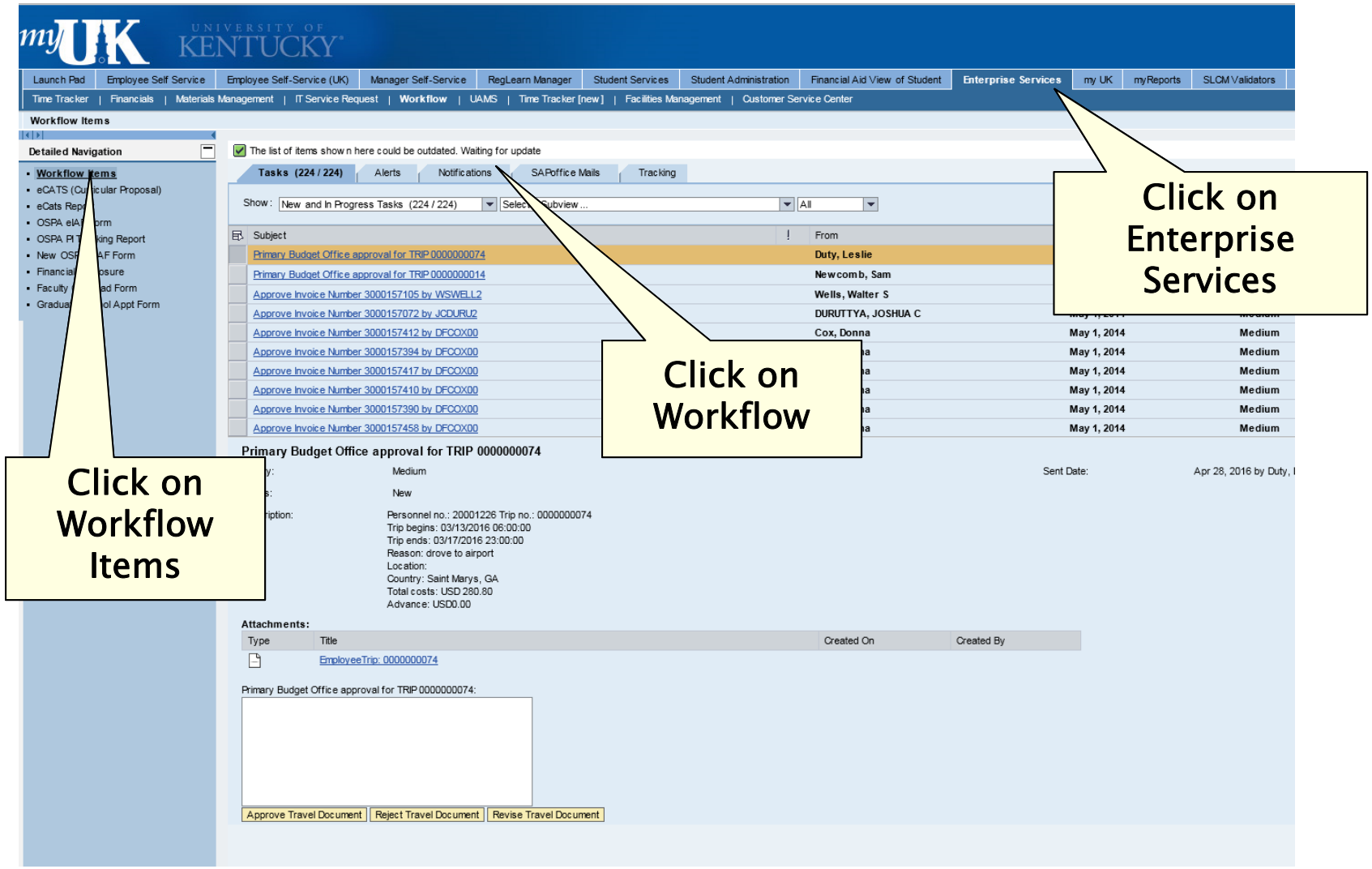
By approving a travel document, the Approver is responsible for certifying the following:

- All expenses related to the trip are included in the travel document and are accurate.
- All expenses were incurred in the performance of the traveler's official duties and support the mission of the department.
- All expenses are in compliance with the University's policy on travel expenses, BPM section E-5-1.
- If the travel document is charged to a sponsored project, all travel expenses provide direct benefit to the project in accordance with Cost Guidelines for Sponsored Projects, Appendix 3.
- None of the expenses are personal or unallowable.
- No expenses are claimed that have been or will be reimbursed from another source, were provided free of charge or were covered by conference registration fees.

TRIP Approval

Travel documents awaiting approval can be accessed through Enterprise Services through myUK.

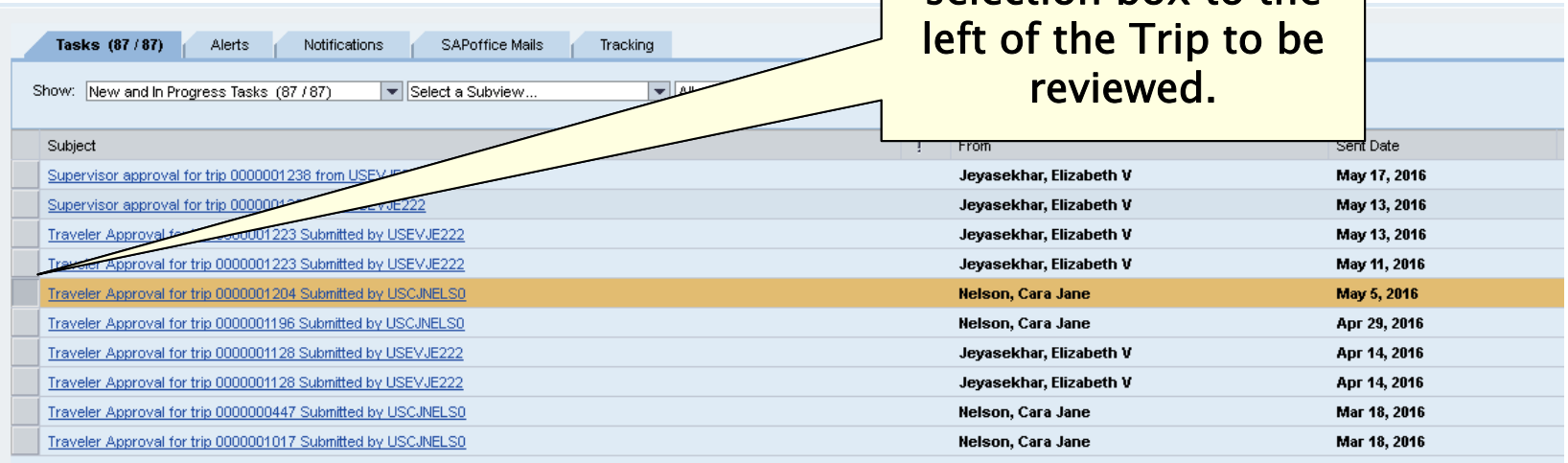
TRIP Approval



TRIP Approval

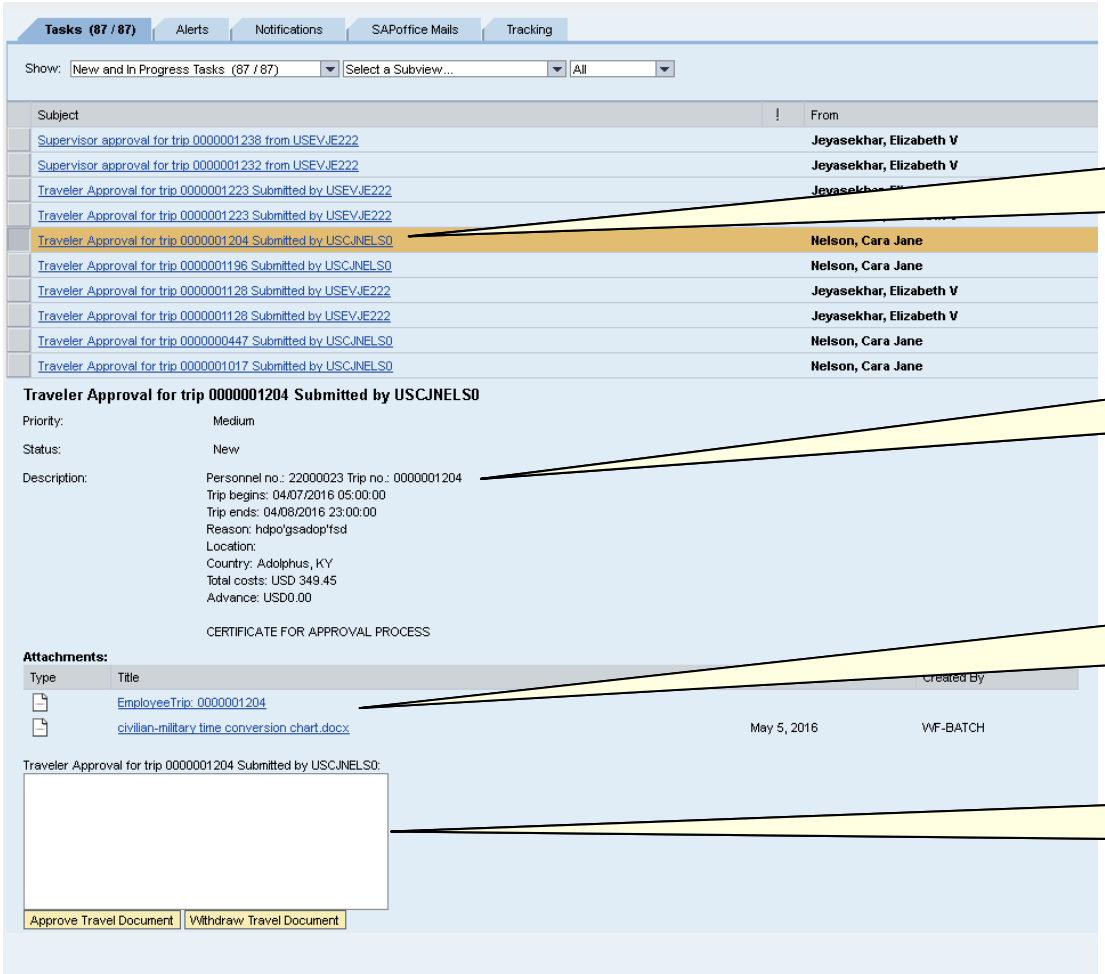
All workflow items pending the Approver's review will appear in the Tasks of the Approver's Workflow Items box.

Scroll down until the trip to be reviewed is located on the screen and click on the grey selection box to highlight the trip.



TRIP Approval

A brief summary of the trip and the attachments for the trip will appear below the Tasks list.



Link to the PDF travel document.

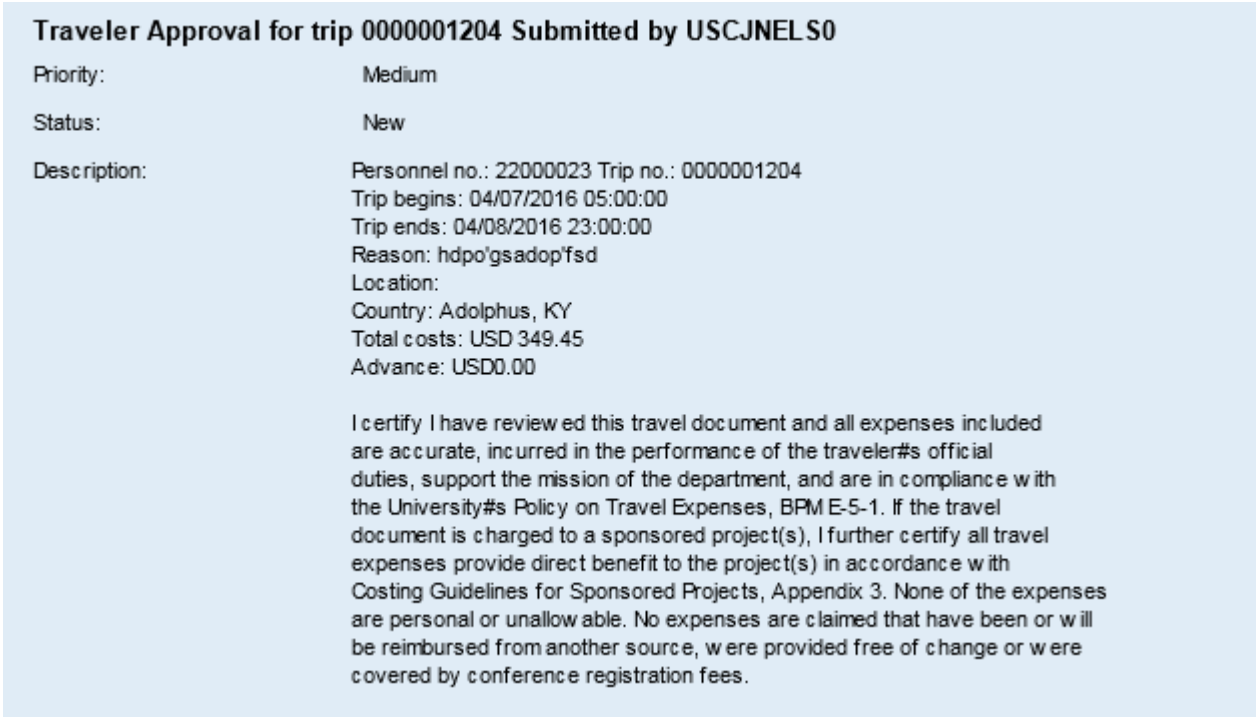
Brief summary of highlighted Trip.

Attachments for the highlighted trip.

Comments box and Decision buttons.

TRIP Approval – Summary

The Summary section will provide a high level summary of who, when, where, why, and total trip costs. The approver certification statement is also included in the Summary section.



Traveler Approval for trip 0000001204 Submitted by USCJNELS0

Priority: Medium

Status: New

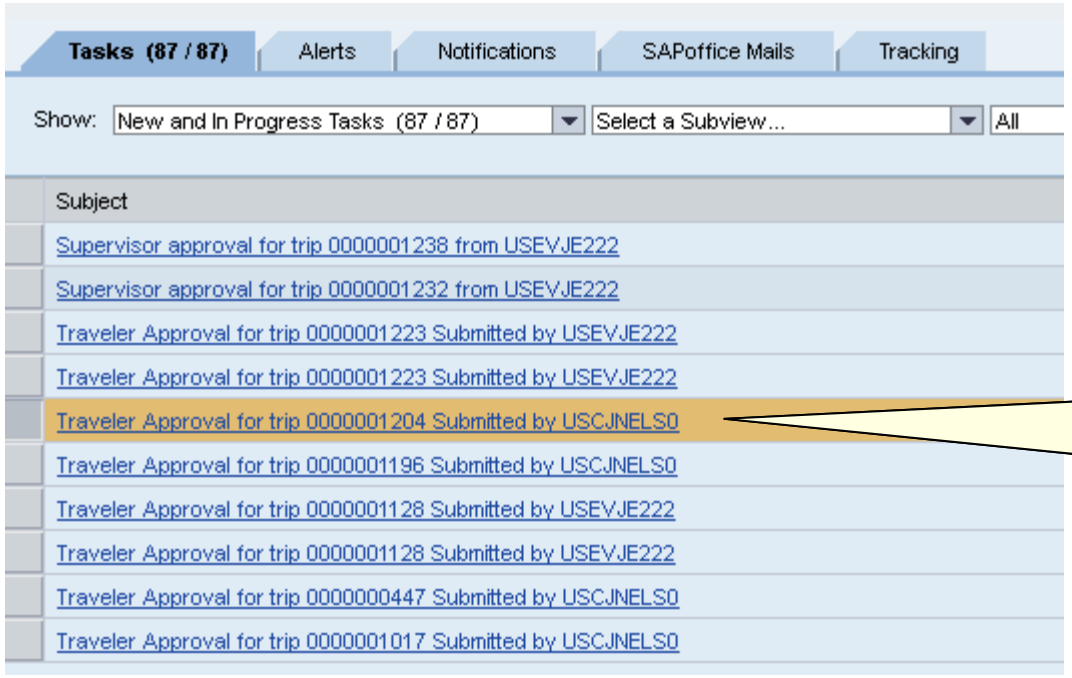
Description:
Personnel no.: 22000023 Trip no.: 0000001204
Trip begins: 04/07/2016 05:00:00
Trip ends: 04/08/2016 23:00:00
Reason: hdpo'gsadop'fsd
Location:
Country: Adolphus, KY
Total costs: USD 349.45
Advance: USD0.00

I certify I have reviewed this travel document and all expenses included are accurate, incurred in the performance of the traveler#s official duties, support the mission of the department, and are in compliance with the University#s Policy on Travel Expenses, BPM E-5-1. If the travel document is charged to a sponsored project(s), I further certify all travel expenses provide direct benefit to the project(s) in accordance with Costing Guidelines for Sponsored Projects, Appendix 3. None of the expenses are personal or unallowable. No expenses are claimed that have been or will be reimbursed from another source, were provided free of change or were covered by conference registration fees.

The specific trip details are to be reviewed on the travel document PDF.

TRIP Approval – PDF

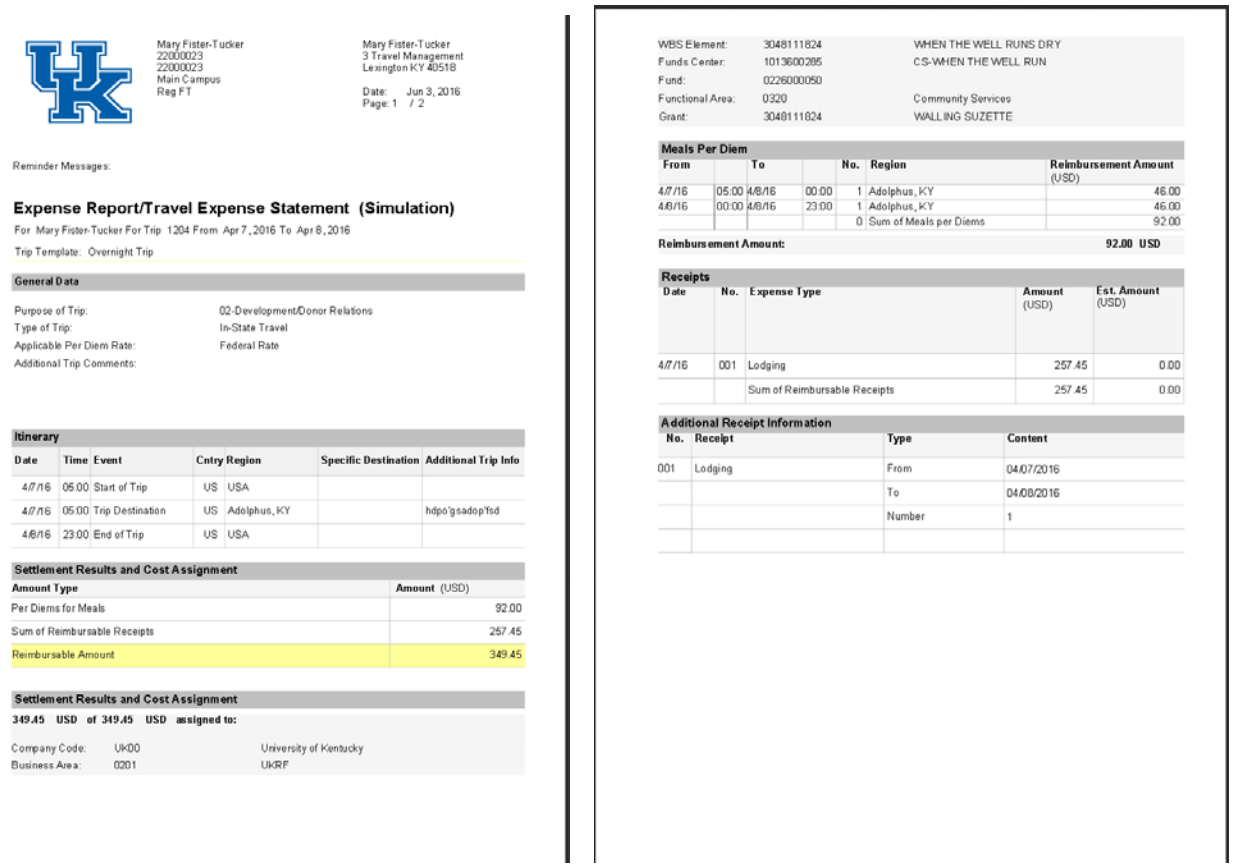
Click on the Subject line of the highlighted trip to open the travel document. The document will open as a PDF document.



Click on the Subject line of the highlighted Trip to open the PDF travel document for review.

TRIP Approval – PDF

Review the information entered for the trip for accuracy and completeness.



Mary Fister-Tucker
22000023
22000023
Main Campus
Reg FT

Mary Fister-Tucker
3 Travel Management
Lexington KY 40518

Date: Jun 3, 2016
Page: 1 / 2

Reminder Messages:

Expense Report/Travel Expense Statement (Simulation)

For Mary Fister-Tucker For Trip 1204 From Apr 7, 2016 To Apr 8, 2016

Trip Template: Overnight Trip

General Data

Purpose of Trip:	02-Development/Donor Relations
Type of Trip:	In-State Travel
Applicable Per Diem Rate:	Federal Rate
Additional Trip Comments:	

Itinerary

Date	Time	Event	Cntry	Region	Specific Destination	Additional Trip Info
4/7/16	05:00	Start of Trip	US	USA		
4/7/16	05:00	Trip Destination	US	Adolphus, KY		hdpo'gsadop'fsd
4/8/16	23:00	End of Trip	US	USA		

Settlement Results and Cost Assignment

Amount Type	Amount (USD)
Per Diems for Meals	92.00
Sum of Reimbursable Receipts	257.45
Reimbursable Amount	349.45

Settlement Results and Cost Assignment

349.45 USD of 349.45 USD assigned to:

Company Code:	UKD0	University of Kentucky
Business Area:	0201	UKRF

WBS Element:	3048111824		WHEN THE WELL RUNS DRY
Funds Center:	1013600285		CS-WHEN THE WELL RUN
Fund:	0226000050		
Functional Area:	0320		Community Services
Grant:	3048111824		WALLING SUZETTE

Meals Per Diem

From		To		No.	Region	Reimbursement Amount (USD)
4/7/16	05:00	4/8/16	00:00	1	Adolphus, KY	46.00
4/8/16	00:00	4/8/16	23:00	1	Adolphus, KY	46.00
				0	Sum of Meals per Diems	92.00

Reimbursement Amount: 92.00 USD

Receipts

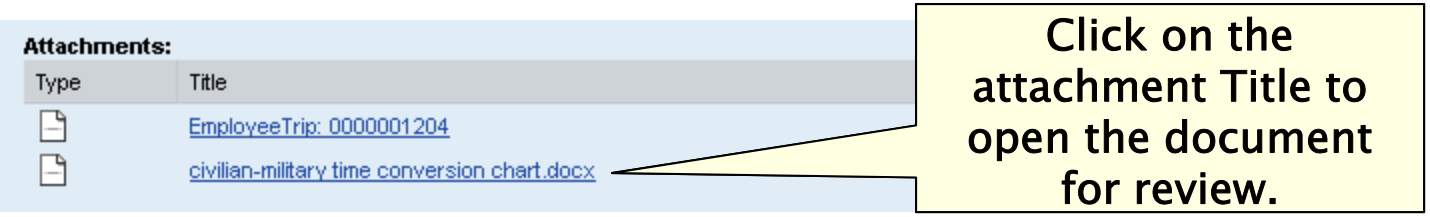
Date	No.	Expense Type	Amount (USD)	Est. Amount (USD)
4/7/16	001	Lodging	257.45	0.00
		Sum of Reimbursable Receipts	257.45	0.00

Additional Receipt Information

No.	Receipt	Type	Content
001	Lodging	From	04/07/2016
		To	04/08/2016
		Number	1

TRIP Approval – Attachments

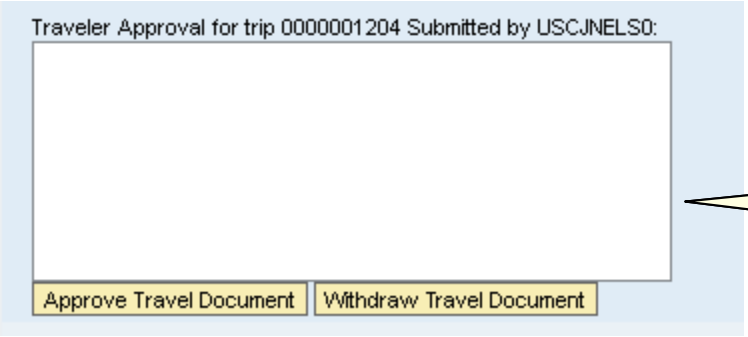
All of the attachments added by the trip creator as Business Documents will be available for review. Each attachment should be opened and reviewed.



NOTE: "EmployeeTrip: 000000XXXX" is not an attachment and will not open for the Travelers, Supervisors, or Budget Officers. This item is for AP use only.

TRIP Approval – Decision Buttons

Traveler Approval Decision Options:



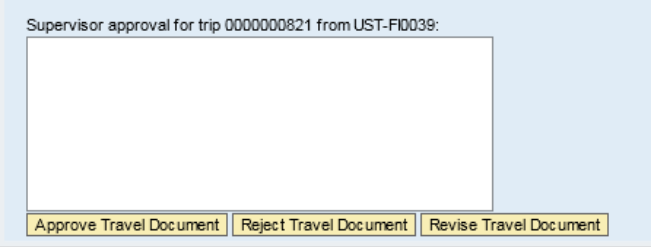
Type any comments for the Proxy (if withdrawing) or for the Supervisor (if approving) and click the appropriate decision button.

1. Approve Travel Document – The Approve Travel Document button will record approval of the document as it was created and workflow the travel document to the next required level of approval.
2. Withdraw Travel Document – The Withdraw Travel Document button is available to the traveler only and should be selected when a travel document should not be processed (i.e. No longer going on a trip.). Withdrawing the trip will cancel the existing document and liquidate the encumbrance. (Comments in the comments box will be included in automated email communication to the Proxy.)

NOTE: If minor changes are needed to the travel document, the traveler needs to communicate directly with the Proxy to obtain the necessary corrections.

Trip Approval – Decision Buttons

Supervisor Approval Decision Options:



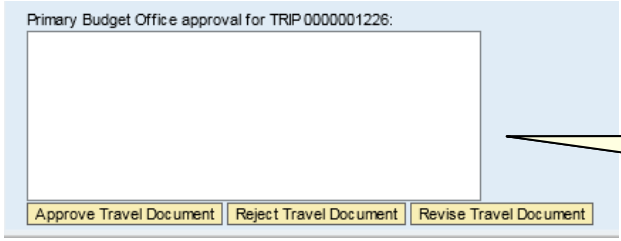
Type any comments for the Budget Officer approval or for the Proxy (if Rejecting or Requesting a Revision) and click the appropriate decision button.

1. Approve Travel Document – The Approve Travel Document button will record approval of the document as it was created and workflow the travel document to the lowest level of Budget Officer approval.
2. Reject Travel Document – The Reject Travel Document button should be used when the travel document should not have been created or the trip will not be approved. Comments are required in the Comments box, the travel document will be cancelled, and the travel encumbrance will be liquidated.
3. Revise Travel Document – The Revise Travel Document button should be selected when changes are necessary to the travel document before the document can be properly approved. All revisions must be completed by the Proxy. Supervisors cannot revise travel documents. Comments are required and will be communicated to the Proxy through an automated email.

Once a decision button has been processed, the Trip will be removed from the approver's worklist and the process should be repeated for all travel documents awaiting approval.

Trip Approval – Decision Buttons

Business Officer Approval Decision Options:



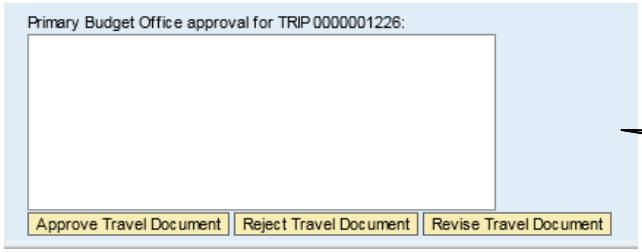
Type any comments for the next level of Budget Officer approval or for the Proxy (if Rejecting or Requesting a Revision) and click the appropriate decision button.

1. Approve Travel Document – The Approve Travel Document button will record approval of the document as it was created and workflow the travel document to the next required level of budget officer approval or AP for an expense report. If the document is a travel request, after all levels of Budget Officer have approved the document, the workflow will end and the statistical encumbrance will become an actual encumbrance.
2. Reject Travel Document – The Reject Travel Document button should be used when the travel document should not have been created or the trip will not be approved. Comments are required in the Comments box, the travel document will be cancelled, and the travel encumbrance will be liquidated.
3. Revise Travel Document – The Revise Travel Document button should be selected when changes are necessary to the travel document before the document can be properly approved. All revisions must be completed by the Proxy. Business Officers cannot revise travel documents. Comments are required and will be communicated to the Proxy through an automated email.

Once a decision button has been processed, the Trip will be removed from the approver's worklist and the process should be repeated for all travel documents awaiting approval.

Trip Approval – Decision Buttons

Accounts Payable Approval Decision Options:



Type any comments for the next level of Budget Officer approval or for the Proxy (if Rejecting or Requesting a Revision) and click the appropriate decision button.

1. Approve Travel Document – The Approve Travel Document button will record approval of the document as it was created.
2. Reject Travel Document – The Reject Travel Document button should be used when the travel document should not have been created or the trip will not be approved. Comments are required in the Comments box, the travel document will be cancelled, and the travel encumbrance will be liquidated.
3. Revise Travel Document – The Revise Travel Document button should be selected when AP determines changes are necessary and the changes should be processed by the creator before the document can be properly approved. All revisions requested by AP through the Revise Travel Document button must be completed by the Proxy. Comments are required and will be communicated to the Proxy through an automated email.
4. Accounts Payable does have the option to make minor revisions to the travel expense report selecting Approve Travel Document.

Travel Workflow

After AP approval of a travel expense report:

- SAP will create or maintain a vendor master record for the traveler based on the Personnel Assignment.
- SAP will post the travel expenses report to the cost objects assigned to the trip and liquidate the encumbrances.
- Reimbursement will be issued to the traveler based upon the traveler's method of payment in HR.
  - Direct Deposit reimbursements will be issued to the traveler's Main Bank account information in HR on Infotype 0009.
  - Checks will be mailed to the employee's permanent home residence in HR.

NOTE: Vendor master records created by TRIP will have a vendor number series of 8XXXXX. Once the 8XXXXX series number is created for the employee, this number should be used on all PRD and SRM documents going forward.

Travel Workflow

How are the Budget Officers determined?

- Budget Officers are maintained in a custom workflow table in SAP.
- The identification of the Budget Officers are based on HR position number, not name or SAP User ID.
- New entries and deletions to this table will be made at the department level.
- Changes to the table must be approved by the AFO through a separate workflow process.
- Each department can have up to 9 levels of Budget Officer approval for travel. Workflow will not proceed to the next level until the lower level has approved the travel document.
- At least 2 positions must be assigned to each level of desired approval. Only 1 position per level will be required to take action on the travel document.
- Once a position has been assigned to a level of approval, the same position cannot be assigned to a different level within the same department number.

Travel Workflow

- Budget Officers are maintained in a custom workflow table in SAP. Transaction ZFI_WF_APPROVER.
- The identification of the Budget Officers are based on position, not name or SAP User ID.
- Entry into this table will be made at the departmental level. Only Deletions and New Entries will be allowed. Any changes to the table will be approved by the AFO through a separate workflow process.
- Each department can have up to 9 levels of approval. Workflow will not proceed to the next level until the lower level has approved.
- There can be more than one person per level. Only one per level will be required to take action.
- At least two different Budget Officers per department level is highly recommended.

FI Workflow Approver Maintain

Delete | Insert

Department	Approver Type	Position	Name	Level	Valid From	Valid To	Approved By	Approved On	Approved At	Status
10000	TR	51005680	Dale R Austin	2	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
10000	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
10100	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
10200	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
10600	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
10700	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
10900	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
11300	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
12A00	TR	51005680	Dale R Austin	2	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
12A00	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
12B00	TR	51005680	Dale R Austin	2	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
12B00	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
12C00	TR	51005680	Dale R Austin	2	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED
12C00	TR	51005729	Melanie A Rizk	1	01/01/2016	12/31/9999	MARVIN1	03/18/2016	14:50:00	APPROVED