NCSU Travel Center

User's Guide

MyTravel

Travel Center

Authorizations

Reimbursements

Dept. Use Only/ Approvers

University Controller's Office

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NCSU Travel Center
Message

December 16, 2013

The New NCSU Travel Center is now available for processing. Please refer to the following information when processing documents from the old travel system.

Authorizations	• Any approved travel authorizations currently in the system will be available for use within the new *Travel Center*. To access them, go to *MyPack* Portal → *Employee Self Service → Travel Center → Recent Travel Requests*
Reimbursements	• *All Travel Reimbursements (TR) will be displayed in the new look.* • Travel Reimbursements entered and vouchered will be processed using the old approval workflow process. The approval workflow process will occur on the voucher. • Travel Reimbursements entered and <u>not</u> vouchered prior to 12/14/2013 will be converted into the new look; however, the voucher will be created through the TR. You will see a new *Create Reimbursement* button at the top of the Travel Reimbursement. To voucher, click on the *Create Reimbursement* button. The approval workflow process will occur on the voucher.

Approvals	• *The Travel Approval Setup page has changed.*
	     ∗ This page includes the Campus Approver (formally Final Approver) and Supervisor Approver. This page can be used to verify the campus approver and supervisor for your traveler. The Campus Approver is an optional approval in the Travel System.
	     ∗ The Final Approvers available prior to the travel enhancements will convert over to Campus Approvers.
	     ∗ If the Campus Approver is not needed for your business process, you can remove the approver on the Travel Approval Setup page. The approvers can be changed individually or in groups.
	     ∗ The Administrative Reviewer and Approver roles have been removed.
	
	 • *The Travel System has multiple approvers for travel authorizations and reimbursements.*
	     ∗ The Traveler Certification, Dept./College Funding, College Research Funding, Supervisor and Campus Approver.
	     ∗ The Traveler Certification is required when the traveler does not enter their own travel reimbursement.
	     ∗ The Dept./College Funding and College Research funding approvers are setup under Workflow Administration.
	     ∗ The Supervisor is defaulted from the HR System and can be changed on travel authorizations and reimbursements.
	       The Campus Approver is required if listed on the Travel Approval Setup page.

Table of Contents

Welcome to the new NCSU Travel Center. This guide will provide you with step-by-step instructions on Setting-up the MyTravel Pagelet, Entering an Authorization, Entering a Reimbursement from an Authorization, and Entering a Reimbursement without an Authorization. If you have additional questions, which this guide does not satisfy, please contact Travel Audit.

My**Travel**

The MyTravel pagelet provides the traveler with status information regarding their travel, including the status of an authorization or reimbursement status, as well as payment dates and payment amounts. The pagelet can be inserted on the *MyPack Home* page, *For Faculty and Staff* page, or the *For Researchers* page.

Setting-up the Pagelet

1. Login into MyPack Portal

2. Go to the portal location where you would like the pagelet inserted: *MyPack Home*, *For Faculty & Staff*, or *For Researchers*.

3. Select *Content* located in the right hand corner of the page. All pagelets will display.

4. Under *Financial Systems,* check the box for *MyTravel.*

5. *Click Save* & *Return to Home.*

6. Click and drag the pagelet to wherever you would like it placed on your portal page.

MyTravel

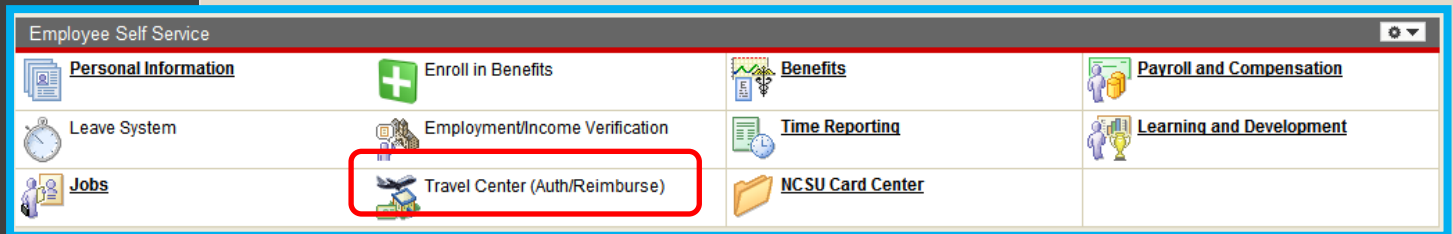| Destination	Purpose	Begin Date	Authorization ID	Authorized Amount	Authorization Status	Reimbursement ID	Reimbursement Status	Payment Date	Payment Amount
WINTER PARK	WORKSHOP	12/01/2013	TA00083673	$.00	Approved				
CHICAGO	NCBST CONFERENCE	11/27/2013	TA00083671	$1,792.95	Approved				
CHARLOTTE	WORKSHOP	11/15/2013				TR01352851	Pending		
DENVER	DEVELOPMENT	11/13/2013	TA00083674	$1,736.75	Pending				
DENVER	RECRUITMENT	11/04/2013	TA00083635	$1,696.55	Approved	TR01352874	Pending		
Dallas	Present Research at Conference	09/17/2013	TA00083594	$2,444.95	Approved	TR01352813	Approved		

Travel Center

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Travel Center

The **Travel Center** is the hub of all travel activities. Authorizations, reimbursements, approvals ,and inquiries all take place within the **Travel Center**.

- To access the **Travel Center**, login to **MyPack** portal.

- Go to **Employee Self Service** and select the **Travel Center** link.

Exploring the Travel Center

a. **Traveler:** Traveler's name will display.

b. **Travel Inquiry:** Users can search travel documents by the traveler's name, vendor ID, date entered, document status, project, or department.

c. **Update My Profile:** Only the traveler can update their profile. Travelers can establish a default project to use for their travel. Proxy users, those that submit travel on behalf of others, can add travelers.

d. **Approval Worklist:** Provides a listing of documents that require your approval.

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e. **New Authorizations:** Start here when creating a new travel authorization for an employee.

f. **Recent Requests:** Provides 60 days of travel history. If you are a proxy user and need to access a traveler's recent requests, change the traveler within the **Change Traveler** dropdown listing located in the top left corner of the **Travel Center** page.

g. **Create Reimbursement:** Begin here to create a reimbursement from an *approved* travel authorization. The blue **Create Reimbursement** link is a visual indicator that a reimbursement needs to be processed.

h. **Create Reimbursement for Traveler:** Start here when creating a reimbursement for yourself or for someone not on your proxy list.

i. **Create Reimbursement for Another:** Start here when creating a reimbursement for a non-employee.

Updating the Traveler Profile

Within the **Traveler Profile** page, the traveler can update their project ID. This project will be used as the default funding source on any authorization or reimbursement. **Travel Proxy Set-up** is also located on this page.

Traveler Profile

Traveler Information

Name:	Yvette Renee Walker
Traveler ID:	0000116355
Phone:	919/515-7203
Email:	ncsu.epro@gmail.com
County:	

Default Funding Source

Project ID: 221085   UNIVERSITY CONTROLLER/ACAD AFF/INSTITUTIONAL SUPPORT

Travel Proxy Setup
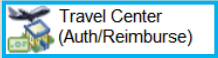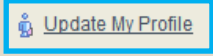
☑ I submit Travel requests on behalf of others

Traveler ID	Traveler Name		
0000346151	TERRESSA RUTH YEAKLE BEST	+	−

OK   Cancel
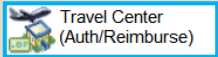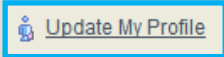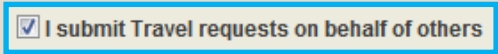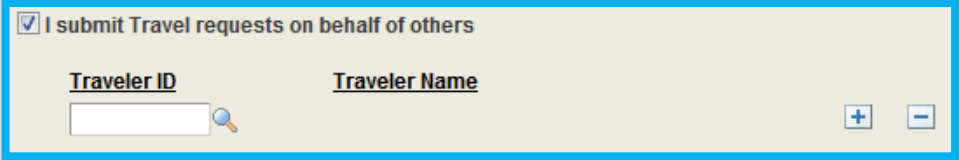
Establish a Default Funding Source

1. Login into **MyPack** portal

2. Go to **For Faculty & Staff → Employee Self Service →** Travel Center (Auth/Reimburse)

3. On the upper right-hand side of the page, select Update My Profile

4. Under **Traveler Information**

   - Review your email address. If it is not correct, enter the email address where you would like to receive emails related to travel payments.

   - Select your county from the drop down list. Leave blank if it does not apply.

5. Under **Default Funding Source**

   - Enter the project that you will use for travel expenses; however, projects can be changed as needed on the authorization and reimbursement.

Travel Proxy Set-up

1. Login into **MyPack** portal

2. Go to **For Faculty & Staff → Employee Self Service →** Travel Center (Auth/Reimburse) **→** Update My Profile

3. Under **Traveler Information, go to Travel Proxy Setup**

   - If you enter authorizations or reimbursements on behalf of other travelers, check the box .

     ☑ I submit Travel requests on behalf of others

   - The box will expand to include an entry field for the Traveler ID, also known as the vendor number.

     ☑ I submit Travel requests on behalf of others

Traveler ID	Traveler Name		
		+	−

   - Enter the Traveler ID number and then tab. The name of the traveler will display.

   - If you do not know the Traveler ID, use the 🔍 icon to search for the Traveler ID number.
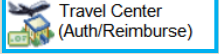
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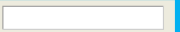*Important Information: Authorizations are required for <u>all</u> overnight employee travel.*

To Begin a Travel Authorization for an Employee

1. Login to *MyPack* portal

2. Go to *For Faculty & Staff → Employee Self Service →* Travel Center (Auth/Reimburse)

3. The name displayed next to Traveler will be your name. Traveler: **TERRESSA RUTH BEST**

4. If you are a proxy user and need to create an authorization for another user, change the traveler. To do so, first you will need to establish a listing of travelers for which you are the proxy. (See Page 7). Then go to Change Traveler: located in the upper right and corner of the page. Use the dropdown listing to select your traveler.

5. Under *New Authorizations*, click the *Create Authorization* link.

    New Authorizations Create Authorization for TERRESSA RUTH BEST

6. Complete and or review the following fields.

    Supervisor ID: KHKELLEY Kimberly H Kelley   Initially, this information will come from HR information; however, it can be changed. To designate another supervisor, enter the user ID of the person you would like to designate as your supervisor into the Supervisor ID field. If you do not know the supervisor's user ID, use the icon to locate the ID.

    Reference Number: The reference number field is for department use. You can use the field at your discretion. Any reference number you assign will be searchable within Financials, but it is not searchable within the Wolf Reporting System.

    Travel Center This link will direct you back to the Travel Center

    Show Traveler Details Expands and displays the traveler's detail section. Employee, Student, and US Citizen status will be visible.

    Travel Summary Printable Summary of the Travel Authorization.

Authorizations

An asterisk (*) denotes a required field.

Basic Travel Details: Entering Travel Details

Complete the following fields

* *Travel Type:* [Individual ▼]   Use the dropdown to select *Individual, Mileage Only*, or *Team/Group* travel.

* *Begin Date:* [____] [📅]   *Begin Time:* [____] (ex: 8A or 8:00AM)   Enter the beginning date and time of your travel.

* *End Date:* [____] [📅]   *End Time:* [____] (ex: 5P or 5:00PM)   Enter the ending date and time of your travel.

* *Purpose:* Enter the business purpose for your travel. Be as description as possible.

* *Category:* Use the [🔍] icon to access the listing of travel categories, which includes:

Conferences/Workshops, Development Activities, Exchange Ideas, Extensions and Outreach, Intercollegiate Athletics Activities, Non NCSU Supported Travel, Other University Related Business, Presentations, Recruiting, Research, and Teaching/Education.

* *Destinations:* ☐ Non U.S. Travel (Out-of-Country)   If traveling outside of the U.S. or it's territories, check the box for Non U.S. Travel.   Travel to Canada and Mexico are considered out-of-country.

* If *Out-of-Country* travel, enter the *City* and *Country* for your international travel. For multiple destinations, use the [➕] icon to add additional rows.

*City	*Country		
[____]	[____] 🔍	➕	➖

* If *Out-of-Country* travel, a list of *Export Compliance* questions will appear. Review the information thoroughly. All questions must be answered and the certification must be completed by the traveler.

Export Compliance Certification

[▼] **1 - Export Controls:** Have you reviewed the SPARCS web site regarding the federal laws and regulations regarding the export of controlled commodities, technology, and information?

[▼] **2 - Health and Safety:** Have you consulted the websites of the State Department and the Centers for Disease Control and Prevention regarding international travel warnings?

[▼] **3 - Biosecurity:** Will your travel involve the handling of animals or working in a farm, zoo, or other animal facilities?

[▼] **4 - Export Controls:** Will you be traveling with a University-owned laptop computer, PDA, or Cell Phone?

☐ **I certify that the answers to the questions provided above are complete and accurate. I have read and understand the information provided regarding compliance with US Export Control laws and regulations and that I may be held personally liable if I unlawfully disclose controlled commodities, technology, or information to foreign nationals without prior approval.**

Traveler must be logged into the MyPack Portal in order to certify their answers.

Immigration Entry Requirements   Compliance Officer for Integrity, Objectivity and Security

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Authorizations

An asterisk (*) denotes a required field.

✱ *Destinations continued:* For travel within the U.S. or it's territories, complete the *City* and *State* fields.

If traveling to multiple destinations, use the [+] to add additional rows.

*City	*State			
Denver	CO 🔍 Colorado		+	−

✱ *Will this trip include any personal travel:* Use the [▾] drop down to select Yes or No. If yes, provide the destination and dates of the personal travel time within the comment box that will appear. Any comments placed within this box will appear within the reimbursement.

*Will this trip include any personal travel? [Yes ▾]
Personal Travel Destinations and Dates:

Aspen 11/11/13

Comments: Enter any relevant information pertaining to the travel. Any comments placed within this box will appear within the reimbursement.

Authorizations

My Estimated Expenses: Entering Expenses

- ☐ No Reimbursement Needed   If the travel will not require reimbursement of expenses, check the box.

- Otherwise, enter the **Estimated Amount** of each expense in the fields provided.

- Commonly used expenses are prepopulated under **Transportation, Lodging,** and **Conference Fees & Meals.**
  Use the drop down triangles to access a list all expenses available under each category. For a complete
  listing of all available expenses, review page 12.

Transportation

Description	Estimated Amount			Comments	Comment History	
Mileage		🖩	ⓘ		+	−
Airfare/Taxes			ⓘ		+	−
Baggage/Other Fees			ⓘ		+	−
Parking			ⓘ		+	−

- Use the plus ➕ icon to add additional expense rows. The   minus ➖ icon will delete rows.

- To enter **Mileage** and **Meal** expenses, you must use the calculator 🖩 icon located on the expense
  line.

Information Icons within My Estimated Expenses

Within the **My Estimated Expenses** section there are blue ⓘ icons next to each expense. These links

will direct you to policy and procedure information directly related to the expense. For example, when

you click the ⓘ icon located on the lodging expense line, you will be provided policy information

relevant to lodging.

Authorizations

Complete List of All Available Expenses

Transportation	Lodging	Conference Fees & Meals	Other
Airfare/Taxes	Business Center/Computer Use	Conference/Registration Fees	ATM Fee
Alternate Mileage Rate	Fax	Excess Meals	Athletic Allowance
Baggage/Other Fees	Hotel Safe Fee	Meals	Books
Bus	Internet	Meals Under Per Diem	Cell Phone Rental/Prepaid
Gas	Lodging Fees/Taxes	Membership Fees/Dues	Coach Packet
Mileage	Phone	Printing Fee	Currency Conversion Fee
Other Ground Expense	Photocopy Charges	Training Materials	Event Admission Charges
Parking	Tips/Lodging	Workshop/Training Fees	Express Mail/Shipping Fee
Rental Vehicle			Internet Access Fee
Shuttle			Other Expense
Taxi			Permit Fee
Tips/Transportation			Supplies
Tolls			Tips
Train			Tours/Business Only

Authorizations

■ My Estimated Expenses: Adding Mileage

To add mileage, use the 🖩 calculator icon located on the *Mileage* expense line under *Transportation.* The *Mileage Estimate* page will display. Enter the your estimated roundtrip mileage.

- Any mileage under 101 miles will automatically calculate at the higher mileage rate.

Mileage Estimate

Estimated Miles		Mileage Rate		Estimated Mileage Amount
30	X	0.565	=	$16.95

- Mileage over 100 miles will calculate at the lower mileage rate. However, the option to use the higher rate is available by checking the box next to *Use Higher Rate.*

Mileage Estimate

Estimated Miles		Mileage Rate		Estimated Mileage Amount
130	X	0.300 ☐ Use Higher Rate	=	$39.00

Adding Per Diem Meals

To add meals, use the 🖩 calculator icon located on the *Meals* expense line under *Conference Fees & Meals.* The *Meals Estimate* page will display. Exclude any meal included in a conference fee, workshop fee, lodging fee, etc., which is predetermined and can not be excluded, by checking the appropriate boxes.

Meals Estimate

Click on meals to be excluded because they were included in the hotel rate, conference registration or paid by an external entity.

Day of Week	Travel Date	Exclude Breakfast	Exclude Lunch	Exclude Dinner	Daily Amount	Rate Type	Breakfast Amount	Lunch Amount	Dinner Amount
Wednesday	12/04/2013		☐	☐	$31.60	Out-State		$10.70	$20.90
Thursday	12/05/2013	☐	☑	☑	$8.20	Out-State	$8.20		
Friday	12/06/2013	☐	☐		$18.90	Out-State	$8.20	$10.70	

Exclude All   Include All   **Total Estimated Meals $**   58.70

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My Estimated Expenses: Adding Comments to My Estimated Expenses

Within **My Estimated Expense**, comment boxes are located next to each expense. To enter a comment, **type** in the comment box and click **Save** (located at the bottom of the authorization page) to capture your comment. To add a another comment, simply **type** over the existing comment and click **Save**.

Lodging

Description		Estimated Amount			Comments		Comment History		
Lodging Fees/Taxes	▾	600.00	🖩	ⓘ	Max allowed $600.00		💬	+	–
Internet	▾			ⓘ				+	–
Photocopy Charges	▾			ⓘ				+	–

Any comments placed within these boxes will be recorded in **Comment History**.

Use the 💬 icon to access the **Comment History** for an expense line.

Comment History

Mid-range for area $225/night (12/12/2013 TRYEAKLE)
Max allowed $600.00 (12/12/2013 KHKELLEY)

Authorizations

My Estimated Expenses: Adding Other Expenses

To add an expense not identified within **Transportation**, **Lodging**, or **Conference Fees & Meals**, use the **Other Expense** category. Check the box next to **Other Expense** to expand the section. An expense row will be added. Select an expense from the **Description** dropdown listing and enter your **Estimated Amount**. Use the ⊞ icon to add additional expense rows.

☑ Other Expenses

Description	Estimated Amount	Comments	Comment History
▼			⊞ ⊟

My Estimated Expenses: Special Authorizations

As you add travel details and expenses, the **Special Authorizations** will populate and check the boxes that apply to your travel. For example, when mileage is entered, the **Use of Personal Vehicle** box self checks. Some **Special Authorizations** must be manually checked, such as **Attendants for Handicapped Employees** and **Business Class Airfare**. Review this section before finalizing the authorization.

Special Authorizations
- ☑ Use of Personal Vehicle
- ☑ Vehicle Rental
- ☑ Excess Lodging Rates
- ☑ Excess Meals (Actuals with Receipts)
- ☐ Attendants for Handicapped Employees
- ☑ Overnight Travel (including Lodging and Meals)
- ☐ Business Class Airfare

Authorizations

Document Upload

On the Authorization, upload any relevant documentation that you may have prior to travel. This could include conference agendas, OSBM 3rd party lodging approval, email communications, etc. These documents will appear on the reimbursement.

- If you have multiple files to attach, use the ⊞ icon to add additional *Upload Document* links.

* Upload from File	Document (Select to View)	
Upload Document		⊞
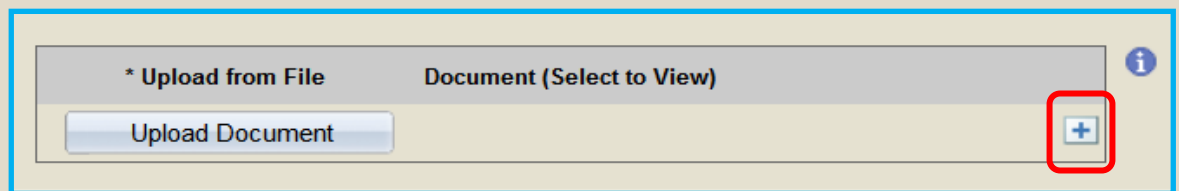
- Use the blue ⓘ information icon to access upload information below.

The "Upload Receipt" option should be used to upload travel related documentation and receipts.

- Upload documentation not previously attached.

- The Upload process accepts PDF, TIF or JPG file types.

- File sizes must be equal to or less than 3 MB (3072 KB or 3,072,000 bytes).

- Prior to uploading the document, remove confidential/sensitive information (example: bank accounts, credit card numbers, social security numbers, medical information) from the receipts.

- Retain original receipts for 6 months from the scan date.

OK

Authorizations

▮ *Funding Source: Assigning a Project to Your Trip*

The project initially displayed within the Project ID box is the default project established under the traveler's profile. To establish your traveler profile, review page 7.

- To change the project, type into the Project ID field the number of the project you would like to use or select the 🔍 icon to access all of your available projects.

Your reimbursement will be paid from the following funding source.

*Project ID	Description	Amount	Percent	
520992 🔍	Blueberry Disease Research in 2002	$97.70	100.00	➕ ➖

- The project can be change by the traveler, the proxy, or any of the approvers.

- The project directs which funding approvers are inserted into the approval workflow

- If the document has been routed for approvals, changes to the project by anyone other than a funding approver will restart the approval workflow from the beginning.

▮ *Funding Source: How to Split Funding*

Use the ➕ on the to add an new row. The system will insert an additional row. Enter the second project on the second row and indicate the amount for that project.

*Project ID	Description	Amount	Percent	
520992 🔍	Blueberry Disease Research in 2002	$47.70	48.82	➕ ➖
201326-10099 🔍	BIOTECHNOLOGY TEACHING/ACAD AFF/REG TERM INSTR	$50.00	51.18	➕ ➖

Authorizations

Approval Routing: Routing the Authorization for Approval

Once you are satisfied with your authorization and ready to submit it for approval, click the **Submit for Approval** button. If not, you can **Save** the authorization and submit it later.

Save	Submit for Approval	Approve	Deny	Proxy
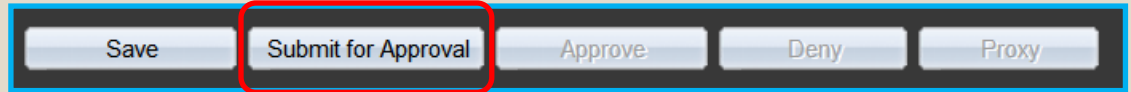
Approval routing is dependent upon the details of the authorization and the business processes of a college or department, below is the possible workflow of a Travel Authorization.

Initiator →	Export → Control	Dept./College → Funding	College → Research Funding	Non Resident → Alien	Supervisor →	Campus Approval

Within the workflow, **Supervisor** and **Funding** approvals are required for ALL travel authorization processing.

Authorization Approvers Explained

Export Control: Notification is sent to Export Control Compliance for all out-of-country travel.

Dept./College Funding: Funding approval for all projects, except grant funds. Approvers are assigned through Workflow Administration.

College Research Funding: Funding approval for grant projects. Approvers are assigned through Workflow Administration.

Non Resident Alien: Notification is sent for review to the Tax Specialist within the Controller's office.

Supervisor: Supervisor provides approval for the employee to travel. Initially, this assigned supervisor will come from HR information. This can be changed to accommodate the business needs of a college or department. Supervisor should be verified prior to traveler submitting the document for approval.

Campus Approval: Option workflow step, dependent upon the business needs of a college or department. Approvers are assigned through Travel Approval Set-up. These approvers were formerly titled Final Approver. If no longer needed, remove from the Travel Approval Set-up page.

Ad-Hoc: These are addition approvers and reviewers inserted into the existing workflow to accommodate special business needs. To add, use the green [+] icon located within the workflow.
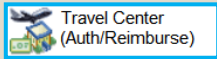
User's Guide

REIMBURSMENTS ✱ *Authorizations are required for all overnight travel.*

🟥 **To Begin a Reimbursement From an Approved Travel Authorization**

1. Login to the *MyPack* portal

2. Go to *For Faculty & Staff* → *Employee Self Service* → [Travel Center (Auth/Reimburse)]

3. The name displayed next to Traveler will be your name. **Traveler:** TERRESSA RUTH BEST

4. If you are a proxy user for travelers and want to create document for another user, you will need to change the traveler. To do so, you will need to establish a listing of travelers for which you proxy. (See page 7). Then go to **Change Traveler:** [▾] and use the dropdown listing to select your traveler. The name of the traveler will change to reflect the traveler that you selected.

5. Under *Recent Requests,* find the Authorization ID for the travel you are requesting reimbursement. The *Authorization Status* of should indicate *Approved*. If not, contact the appropriate approver to review/approve your authorization.

Recent Requests

Destination	Purpose of Trip	Begin Date	Travel Type	Authorization ID	Authorized Amount	Authorization Status	Reimbursement ID	Reimbursement Status	Date Entered	Voucher ID	Paid Amount	Payment Ref ID	Payment Date
DALLAS, TX	TEST	12/04/2013	Individual				TR01352898	Approved	12/09/2013	03872941			
WINTER PARK, FL	WORKSHOP	12/01/2013	Individual	TA00083673		Approved	No Reimbursement Required						
CHICAGO, IL	NCBST CONFERENCE	11/27/2013	Individual	TA00083671	$1792.95	Approved	Create Reimbursement						
CHARLOTTE, NC	WORKSHOP	11/15/2013	Individual				TR01352851	Pending	11/21/2013				
DENVER, CO	RECRUITMENT	11/04/2013	Individual	TA00083635	$1696.55	Approved	Create Reimbursement						

Additional Search Criteria
Date From: 10/14/2013 📅 Date To: 12/13/2013 📅 Authorization: [▾] Reimbursement: [▾] [Search]

6. If the authorization is approved, click on the blue link. **Create Reimbursement** You will be directed to the Travel Reimbursement entry page.

7. Complete and/or review the following fields.

Supervisor ID: KHKELLEY 🔍 Kimberly H Kelley The supervisor entered on the authorization will display. To designate another supervisor, enter the user ID of that employee into the Supervisor ID field. If you do not know the supervisor's user ID, use the 🔍 icon to locate the ID.

🌐 Travel Center This link will direct you back to the Travel Center

REIMBURSMENTS

- **Show Traveler Details:** [👤 Show Traveler Details] Clicking this link will expand the *Traveler Detail* section.

Traveler ID:	0000346151 ☑ **Employee** ☐ **Student** ☐ **U.S. Citizen**
Employee ID:	001014128
Email:	ncsu.epro@gmail.com
*Address:	1 🔍 2711 Sullivan Drive Raleigh NC 27695
Bank Account:	******6176

☐ **Hold Check for Pickup in the Controller's Office**

→ Employee, Student, and US Citizen status will be visible.

→ If processing a employee reimbursement for expenses which require non-employee account codes, uncheck the box next to [☑ **Employee**] The system will change the account codes to non-employee codes. Only approvers can uncheck the employee box.

→ Verify the traveler's address. Use the [🔍] icon to look up additional addresses and make any changes if necessary.

→ The system will display the last four digits of the traveler's banking information. If listed, this is an indicator that the traveler will receive a direct deposit of their reimbursement. If it is not listed, the payment will be made via check.

→ If there is a business need to process a manual check and have it available for pick-up, check the box next to [☑ **Hold Check for Pickup in the Controller's Office**] and designate a person to pick-up the check within the **Comments** field under **Basic Travel Details**. The Controller's Office will call that individual when the check is available for pickup.

- **Travel Summary:** [🖨 Travel Summary] Printable Summary of the Travel Reimbursement. This will display once the Reimbursement is saved.

REIMBURSMENTS

1 *Basic Travel Details*

The Basic Travel Details listed on the authorization will display on the reimbursement. Review this information for accuracy.

An asterisk (*) denotes a required field.

*Travel Type:	Individual
*Begin Date:	11/04/2013
*End Date:	11/07/2013
*Begin Time:	
*End Time:	
*Purpose:	RECRUITMENT
*Destinations:	☐ This Trip Includes Non-U.S. Travel (Out-of-Country) ¥$ Currency Converter

*City	*State	
DENVER	CO	Colorado

Comments:

▼ **Authorization Comments**

Personal Travel Destinations/ Dates:
> ASPEN 11/06

Comments: JOHN SMITH

1. Adjust the *Begin Date* and *End Date* if they no longer correspond to the actual details of the trip.

2. Enter the travel times.

3. Use the ¥$ Currency Converter link to access a currency conversion website. Provide a conversion for any receipt not in U.S. dollars.

4. To view Authorization Comments, click the white triangle ▶ Authorization Comments located within the gray bar.

REIMBURSMENTS

2 My Out-of-Pocket Expenses: Adding Expenses

Enter your out-of-pocket expenses within the **Reimbursement Me** column.

Do not request reimbursement for any expense that has already been paid by the University.

Transportation

Description	Authorized Amount	University Paid	Reimburse Me		Status	Comments		Comment History
Mileage	16.95			🔢 ⓘ				➕ ➖
Airfare/Taxes	600.00	598.00		ⓘ				➕ ➖
Baggage/Other Fees	50.00			ⓘ				➕ ➖
Parking				ⓘ				➕ ➖

- Amounts from the Authorization will be listed under the **Authorized Amount** column.

- Any pre-paid expenses will also display under the **University Paid** column, but only if the p-card transaction is reconciled or small purchase voucher is paid. Prepaid expenses must reference the authorization number for the corresponding travel. To add a university prepaid expense not displayed, see instructions on page 30.

My Out-of Information Icons within My Out-of Pocket Expenses

Within the **My Estimated Expenses** section ⓘ icons are placed next to each expense. These links will direct you to policy and procedure information directly related to the expense. For example, when you click the ⓘ located on the lodging expense line, you will be given policy information related to lodging.

My Out-Of Pocket Expenses: Adding Comments

- Comment boxes are located next to each expense under **My Out-Of-Pocket Expenses**. To enter a comment, type in the comment box and click save at the bottom of the page to capture your comment. To add a new comment, simply type over the existing comment and hit save.

- Any comments placed within these boxes will be recorded in **Comment History**.

- Use the 💬 icon to access the **Comment History** for an expense line.

REIMBURSMENTS

My Out-of-Pocket Expenses: Adding Mileage

To add mileage, use the ⊞ calculator icon located on the *Mileage* expense line under *Transportation*. The *Mileage Calculation* will display. Enter the actual roundtrip mileage.

- Mileage under 101 miles will automatically calculate at the higher mileage rate.

Mileage Calculation

Check the "State Vehicle" checkbox if NO state-owned vehicle was available. The box should be unchecked if a state-owned vehicle was available. See Q&As for guidance on whether a State owned vehicle was available.

*Date	*To/From Destination	*State	*Miles	No State Vehicle Available	Rate	Amount	
11/04/2013	DENVER	CO	30	☐	0.565	$16.950	⊞ ⊟

Total Mileage: 30 Total Mileage Amount: $16.95

- Mileage over 100 miles will calculate at the lower mileage rate. However, the option to use the higher rate is available by checking the box under *No State Vehicle Available.*

Mileage Calculation

Check the "State Vehicle" checkbox if NO state-owned vehicle was available. The box should be unchecked if a state-owned vehicle was available. See Q&As for guidance on whether a State owned vehicle was available.

*Date	*To/From Destination	*State	*Miles	No State Vehicle Available	Rate	Amount	
11/04/2013	DENVER	CO	130	☐	0.300	$39.000	⊞ ⊟

Total Mileage: 130 Total Mileage Amount: $39.00

- To add additional mileage rows use the ⊞ icon. Enter dates sequentially, to avoid receiving a system error.

Mileage Calculation

Check the "State Vehicle" checkbox if NO state-owned vehicle was available. The box should be unchecked if a state-owned vehicle was available. See Q&As for guidance on whether a State owned vehicle was available.

*Date	*To/From Destination	*State	*Miles	No State Vehicle Available	Rate	Amount	
11/04/2013	ASHEVILLE	NC	50	☐	0.565	$28.250	⊞ ⊟
11/05/2013	CHARLOTTE	NC	100	☐	0.565	$56.500	⊞ ⊟
11/06/2013	BOONE	NC	75	☐	0.565	$42.375	⊞ ⊟

Total Mileage: 225 Total Mileage Amount: $127.13

REIMBURSMENTS

My Out-of-Pocket Expense: Adding Per Diem Meals

To add meals, use the calculator 🖩 icon located on the **Meals** expense line under **Conference Fees & Meals.** The **Meals Calculation** page will display.

- Exclude any meal included in a conference fee, workshop fee, lodging fee, etc., which is pre-determined and can not be excluded, by checking the appropriate boxes.

Meals Calculation

If travel involves a conference, attach the conference agenda, brochure or other information from the conference to support the requested meal reimbursement.

Click on meals to be excluded because they were included in the hotel rate, conference registration or paid by an external entity.

	Travel Date	Exclude Breakfast	Exclude Lunch	Exclude Dinner	Daily Amount	State	Rate Type	Breakfast Amount	Lunch Amount	Dinner Amount	Account
Monday	11/04/2013		☐	☐	$31.60	CO	Out-State		$10.70	$20.90	53125
Tuesday	11/05/2013	☐	☐	☐	$39.80	CO	Out-State	$8.20	$10.70	$20.90	53125
Wednesday	11/06/2013	☐	☐	☐	$39.80	CO	Out-State	$8.20	$10.70	$20.90	53125
Thursday	11/07/2013	☐	☐	☐	$39.80	CO	Out-State	$8.20	$10.70	$20.90	53125

Exclude All   Include All   **Total Included Meals $**   151.00

☐ **I certify that ALL meals included in the hotel rate, conference registration or paid by external entity have been excluded above.**

- Check the cbox located within the red area to certify the meal expense.

My Out-of-Pocket Expense: Certifying the Reimbursement

All travelers must certify that the expenses claimed were for a business purpose and that they have not received prior reimbursement, nor do they anticipate other reimbursements, for the amounts claimed. The traveler will certify their expenses online. Only the traveler can certify their expenses. If a proxy user enters a reimbursement for a traveler, the traveler will receive an email with a link to the reimbursement. The link will direct them to the portal where they will go into the reimbursement to certify their expenses.

Total Out-of-Pocket Expenses: $153.40

☐ **I certify that I have incurred the expenses claimed above for the business purpose as listed and that I have not received or anticipate other reimbursement for the amounts claimed.**

REIMBURSMENTS

My Receipts: Adding Documents to the Reimbursement

Receipts are required for the following items. Select the information button if you need help uploading your receipts.

Option A: Upload receipts as a group (Multiple Receipt Categories) or by individual receipt type.

Travel Expense Type	Amount	* Upload from File	Receipt (Select to View)	
Multiple Receipt Categories		Upload Receipt		+ −
Baggage/Other Fees	50.00	Upload Receipt		+ −
Parking	48.00	Upload Receipt		+ −
Travel Auth Attachment			Recruitment_Schedule.pdf	+ −

*File types (.pdf, .tff or .jpg) must be 3MB (3072 KB) or smaller to upload.

Option B: Print a barcoded summary page to submit with your receipts.   [Print Barcode]

Option A: Uploading

- As expenses are entered into the **Reimburse Me** column, [Upload Receipt] links are inserted into **My Receipts**. This will provide an indication of the documentation required for reimbursement of the expense.

- Supported document types include JPEG, TIF, and PDF.

- Multiple documents can be uploaded using the **Multiple Receipt Categories** upload link.

Option B: Scanning via Wolf Copier

- Print a barcode page and place on top of receipts or supporting documentation.

- This option requires a Wolf Copier.

Funding Source

REIMBURSMENTS ■ *Routing Approval: Routing the Reimbursement for Approval*

Below is the possible workflow of a Travel Authorization. The workflow is dependent upon the details of the reimbursement and the business processes of a college or department. Within the workflow, *Supervisor*, *Funding*, and *Travel Audit* approvals are required for all travel reimbursement processing.

Initiator →	Traveler → Certification	Dept./College → Funding	College → Research Funding	Supervisor →	Campus → Approval	Travel Audit

Reimbursement Approvers Defined

Traveler Certification: Inserted into the workflow if the traveler did not complete their own reimbursement. The travel must check the box to certify their claimed expenses listed under Section 2: My Out-of-Pocket Expenses.

Dept./College Funding: Funding approval for all projects, except grant funds. Approvers are assigned through Workflow Administration.

College Research Funding: Funding approval for grant projects. Approvers are assigned through Workflow Administration.

Supervisor: Supervisory personnel certify the reimbursement request as necessary and proper and they must require documentation from the traveler to substantiate that the travel was necessary and accomplished. Initially, this assigned supervisor will come from HR information. This can be changed on the reimbursement to accommodate the business needs. The Supervisor should be verified prior to the traveler submitting the reimbursement for approval.

Campus Approval: Option workflow step, dependent upon the business needs of a college or department. Approvers are assigned through Travel Approval Set-up. These approvers were formerly titled Final Approver. If no longer needed, remove from the Travel Approval Set-up page.

Ad-Hoc: Additional approvers and reviewers inserted into the existing workflow to accommodate special business needs. Use the green ⊞ located within the workflow to add.

Travel Audit: Performs the final audit of the travel reimbursement request.
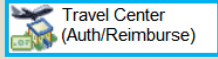
REIMBURSMENTS

■ *Reimbursements Underline Without an Authorization for an Employee*

Travel reimbursements involving daytrips, mileage only, or blanket travel

To Begin a Reimbursement underline without an Authorization for an Employee

1. Login to the **MyPack** portal

2. Go to **For Faculty & Staff → Employee Self Service →** Travel Center (Auth/Reimburse)

3. The name displayed next to Traveler will be your name. Traveler: TERRESSA RUTH BEST

4. If you are a proxy user for travelers and want to create document for another user, you will need to change the traveler. To do so, you will need to establish a listing of travelers for which you proxy. Review page 6. Then go to Change Traveler: and use the dropdown listing to select your traveler. The name of the Traveler will change to reflect the traveler that you have selected.

5. Go to **New Reimbursements**

New Reimbursements — Reimbursements without an Authorization

Create Reimbursement for Terressa Ruth Yeakle Best

Create Reimbursement for Another

6. Select **Create Reimbursement for Traveler**

7. Continue the reimbursement. Review pages 19-26 for additional reimbursement entry instructions.
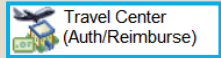
Reimbursements _Without_ an Authorization for a Non-Employee

Travel reimbursements involving any non-employee travel. Authorization to travel is still required. Complete an AP104 to document the authorization.

To Begin a Reimbursement _Without_ an Authorization for a Non-Employee

1. Login to the **MyPack** portal

2. Go to **For Faculty & Staff → Employee Self Service →** [Travel Center (Auth/Reimburse)]

3. Go to **New Reimbursements**

4. Select **Create Reimbursement for Another**

New Reimbursements

Reimbursements without an Authorization

[Create Reimbursement]   for   Terressa Ruth Yeakle Best

[Create Reimbursement]   for   Another

Travel Reimbursement

| Find an Existing Trip | Add a New Trip |

Business Unit: NCSU1

Travel Reimbursement ID: NEXT

Vendor ID: [_____] 🔍

Employee ID: [_____] 🔍

Short Vendor Name: [_____] 🔍

Address Sequence Number: 0 🔍

Reimbursement Type: Individual ▼

Begin Date: [_____] 📅

[Add]

Reimbursements without an Authorization for a Non Employee continued

5. Enter the Vendor ID for the non-employee. If you do not have a vendor ID, complete the Vendor Add/Update process under Vouchers & Vendor Maintenance.

6. Select the *Reimbursement Type* that applies from the drop-down listing: Individual, Mileage Only, or Team/Group.

7. Enter the *Begin Date* of the travel.

8. Click *Add*

9. The system will direct you to the reimbursement entry page.

10. Complete all applicable sections. Refer to pages 19-26 for additional reimbursement entry instructions

Important Information Regarding Non-Employees Reimbursements

- The supervisor listed on the reimbursement will be the supervisor of the person that entered the reimbursement. The approving supervisor can be changed to fit business needs.

- Non-employees do not have access to the portal to certify their expense. The person entering the reimbursement must certify the expenses for the non-employee.

REIMBURSMENTS

Department Use Only

The **Department Use Only** sections provides the **Accounting Information** for the reimbursement and also lists any **University Pre-Paid Expenses**.

Departmental Use Only

☑ Show Accounting Information and University Pre-Paid Expenses

Accounting Information

The following projects should be charged for reimbursement to the traveler for this trip. The accounts charged will automatically be determined based on the expense type, destination, and vendor status.

Expense Category	*Project ID	Account	*Amount		
Airfare	221085 🔍	53121	$398.00	⊞	⊟
Lodging	221085 🔍	53124	$600.00	⊞	⊟
Meals	221085 🔍	53125	$111.20	⊞	⊟
	Total Expenses Claimed for Reimbursement:		$1109.20		

University Pre-Paid Expenses

Please enter the trip expenses that have already been charged to the University (such as P-card charges, MarketPlace charges, vendor payments or previous employee reimbursements).

Expense Category	Account	Amount Paid by University	Voucher/PCard CPS#	Merchant/Vendor Name		
⌄					⊞	⊟
Total Expenses Paid by the University:		$0.00				

Entered Date:	12/14/2013	TRYEAKLE
Last Updated:	12/14/2013 5:04:03PM	TRYEAKLE

Accounting Information can be changed within this section. Only Project ID and the amount can be adjusted. To split an expense by amount, use the ⊞ icon to add additional distribution rows.

University Pre-Paid Expenses will populate if the associated p-card transactions have been reconciled or if the small purchase voucher reimbursements have been paid. P-card and voucher transactions must reference the travel authorization number for this to occur.

If a transaction is not listed, manually enter the prepaid expense.

1. Using the drop down, select your Expense Category.

2. Enter the Amount Paid by the University

3. Enter the Voucher number or the CPS number. If you do not have the number, enter a generic number or text.

Approvals

Reviewing & Approving an Authorization or Reimbursement.

Supervisors, Funding Approvers, Campus Approvers, and Travel Audit can approve or deny a travel document. Approvers will receive email notification when they have a document to approve. The review must be completed in a timely manner.

To View Your Approval Worklist

1. Login to **MyPack** portal

2. Go to **For Faculty & Staff → Employee Self Service →** **→ Approval Worklist**

    Or

    Go to **For Faculty & Staff → Employee Self Service → Financial Systems → View Worklists →**

    and select **Travel Auth Approval** or **Travel Reimb Approval** worklist

To Approve a Document

1. Click the **Approve** button located within the **Section 5: Approval Routing**.

To Deny a Document

1. If due to an un-approved expense, reduce the expense line by the approved amount.

2. Place a comment on the expense line to communicate with the traveler the reason for the denial.

3. Click **Deny** within **Section 5: Approval Routing.**

Transportation

Description	Authorized Amount	University Paid	Reimburse Me	Status	Comments	Comment History		
Mileage			60.00	ℹ			+	−
Airfare/Taxes			400.00	ℹ	Reduced to $400. Max allowed		+	−
Baggage/Other Fees				ℹ			+	−
Parking				ℹ			+	−

Approvals

Correcting a Warning

The system will generate warnings for expenses when the approver needs to provide extra review. For example, if a prepaid expense exists for an expense and the traveler claims additional reimbursement for that same expense line, a warning will populate.

If you approve of the expense - Correct the Warning

1. Using the drop-down, change the **Status** from **Warning** to **Corrected**.

2. Add comment if necessary.

3. Click **Approve** within **Section 5: Approval Routing.**

Transportation

Description	Authorized Amount	University Paid	Reimburse Me			Status		Comments		Comment History
Mileage	16.95			🖩	ⓘ					+ −
Airfare/Taxes	600.00	498.00	150.00		ⓘ	⚠	Warning ▾	Change Fee Due to Recruit's Schedule	💬	+ −
Baggage/Other Fees	50.00				ⓘ					+ −
Parking					ⓘ					+ −
Rental Vehicle	300.00				ⓘ					+ −

If you do not approve of the expense - Deny the Document

1. Reduce the **Reimburse Me** expense amount to $0

2. Place a comment on the expense line to communicate with the traveler the reason for the denial.

3. Click **Deny** within **Section 5: Approval Routing.**

Transportation

Description	Authorized Amount	University Paid	Reimburse Me			Status		Comments		Comment History
Mileage	16.95			🖩	ⓘ					+ −
Airfare/Taxes	600.00	498.00			ⓘ		▾	Change fee not approved	💬	+ −
Baggage/Other Fees	50.00				ⓘ					+ −
Parking					ⓘ					+ −