

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

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### Travel and Expense Reimbursement Workshop (WebGui)

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# Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui)

## Overview

### **Overview:**

- Understand the different travel roles
- Learn how to create travel documents
- Learn how to check the status of your travel documents
- Navigate the following websites for information:
  - Controller's Office
    - <http://www.controller.jhu.edu>
  - Accounts Payable
    - <http://ssc.jhu.edu>
  - HopkinsOne
    - <http://www.jhu.edu/hopkinsone>
- Identify all useful travel job aids

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Objectives

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### Objectives:

- Understand navigation in R/3(WinGUI) versus WebGUI
- Check system settings
- Determine per diem for request of advance
- Create a travel request and understand when this is needed
- Create a travel expense report and understand when to use:
  - Domestic Trip
  - International Trip
  - Non-Travel Related Expense

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Agenda

### **Lesson 1: Travel Roles and Basic SAP navigation**

1. Understand the different travel roles and responsibilities
2. Understand when to use Travel Manager transaction
3. Access the travel transaction
  - a. R/3 (WinGUI) versus WebGUI
4. Settings
5. Options

### **Lesson 2: Calculate Per Diem for an Advance request**

1. Search for Trip Country/Region
2. Create a Personal List
3. Calculate Per Diem

### **Lesson 3: Change Personnel Number (Assistant Role Only)**

1. Via Travel Manager Search
2. Via ZMTRR\_TRAVEL\_WORK\_LI Transaction

### **Lesson 4: Create a Travel Request**

1. Enter Cost Assignment
2. Comments

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui)

### Agenda

#### Lesson 5: Create an Expense Report

1. Trip Dates and Times
2. Enter Cost Assignment (for entire trip)
3. Enter Additional Destinations
4. Mileage & Per Diem Meals (deductions)
  - a. Enhanced Cost Assignment
5. Expense Receipts
  - a. Alternative Expense Receipt Cost Assignment
  - b. PD versus not PD
  - c. Airfare & Lodging – searching for Provider code
    - i. Comments
  - d. Lodging – Taxes – Excess
    - i. Further breakout of Lodging – Personnel expense, Fax... Wizard
  - e. Pull in from AMEX card transactions
  - f. Receipt in foreign currency
  - g. Fuel & Mileage
6. Attached Scanned Receipts

#### Lesson 6: Check the Document Status

1. Understand the process in Accounts Payable
2. Changing/Deleting documents

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 1: Travel Roles and Basic SAP Navigation (Travel Roles)

#### **Travel Reimbursement Requestor**

- Can submit reimbursement for yourself

#### **Travel Request Assistant**

- Can submit reimbursement for other staff
  - If you do not have the Travel Reimbursement Requestor role – you will always be prompted to enter a personnel number
  - If you have both roles – this will default to you. Make sure you change the personnel number when entering a reimbursement for another staff member
  - If you have ISR access – you will be limited to the search only names within your organization access – use transaction ZMTRR\_Travel\_Work\_Li

#### **Travel Finance Approver**

- This person approves the cost object charged and the amount

#### **Travel Administrative Approver**

- This person approves the trip

The Finance and the Administrative approver can be the same person or different people.



**Financial and Information Technology Training**  
**Travel and Expense Reimbursement Workshop (WebGui)**  
**Lesson 1: Travel Roles and Basic SAP Navigation**

**When to Use Travel Manager**

**Travel Reimbursement**

- To reimburse an individual's out of pocket expenses
  - Travel related
  - Non-travel related purchases
  - All non-tax reportable payments to individuals

**Exceptions for Employees**

- Tuition reimbursement
  - Submit to Center for Training and Education, Educational Assistance Program  
<http://training.jhu.edu/html/EducationalAssistance/TuitionRemission.asp>
- Relocation/Moving Expenses
  - See Tax Office Website  
<http://www.controller.jhu.edu/depts/tax/index.html>
    - Accounts Payable Information
      - Moving Expenses Relocation

**When Not to Use Travel Manager**

- Consultants
  - All payments (fees & expenses) should be paid against a purchase order
- Guest Lecturers/Speakers and Study Participants
  - Fees - paid via an Online Payment Request
  - Travel expenses - paid via a Travel Reimbursement
    - See Accounts Payable Shared Services Website to obtain personnel number:  
<http://ssc.jhu.edu/accountspayable/forms.html>
      - JH Travel Mini Master Creation Request

Financial and Information Technology Training  
**Travel and Expense Reimbursement Workshop (WebGui)**  
Lesson 1: Travel Roles and Basic SAP Navigation

**WebGUI versus WinGUI Interface**

Everyone with the Travel security role can access the TRIP – Travel Manager transaction via the WebGUI interface. This method does not require the SAP client software to be loaded on the employee's workstation.

Some employees will have access to the R/3 Enterprise tab, that allows them to access the TRIP – Travel Manager transaction via the R/3 WinGUI interface.

The functionality of the Travel Manager transaction is the same in both the Web and Win GUI interfaces. Some of the icons to access a function may vary. This guide documents the WebGUI interface.

If you do have the R/3 Enterprise tab, use the R/3 WinGUI interface. The response time is slightly better.

## Financial and Information Technology Training **Travel and Expense Reimbursement Workshop (WebGui)** **Lesson 1: Travel Roles and Basic SAP Navigation (Welcome Screen)**

After logging into SAP, you will see the Welcome screen. Important information will be posted here, please review. Most current information is posted at the top.

You may have one or many tabs depending upon the security roles you have. The tabs access the SAP transactions via the WebGUI interface.

If you have the R/3 Enterprise tab you can access Travel via the **WinGUI**.



**Welcome** 

[Welcome](#) | 
 [R/3 Enterprise](#) | 
 [BW Report Center](#) | 
 [Go Shopping](#) | 
 [Settings](#) | 
 [Internal Service Provider Ordering](#) | 
 [Online Payment Request](#)

**Getting Started**

**\*\* January Month End Close\*\* (2/28)**  
 The financial period of January 2008 (period 7 FY08) has been closed as of February 15.

**\*\*Payroll Reports Outage in Business Warehouse (BW)\*\* (2/27)**  
 Certain payroll reports in Business Warehouse will not be available for eight hours beginning Friday, Feb. 29 at 6 p.m. and ending at 2 a.m. on Saturday, March 1.

The reports impacted are:  
 Payroll Expenditure by Month; Summary of Gross Salary (Sponsored); Summary of Gross Salary (Non-Sponsored); Labor Distribution - Total Dollars by Occupation; Salary Expenditures by Account by Month (Sponsored); Salary Detail (Link); Labor Distribution - Total Hours by Occupation; Salary Error Account Postings; Payroll Posting Recon; Complete Labor Distribution and Special OT/Work Bonus Detail Cost Assignment.

**\*\*ATTENTION HR MANAGERS: Deadline for Hiring Actions\*\* (2/18)**

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 1: Travel Roles and Basic SAP Navigation (WebGUI Interface)

### WebGUI

If you do not have the R/3 Enterprise tab, use:

- Travel Request Assistant tab
- or
- Travel Reimbursement Requestor tab

The screenshot shows the Johns Hopkins WebGUI interface. At the top, there is a "Welcome" header with the Johns Hopkins logo. Below this is a navigation bar with several tabs: "Welcome", "R/3 Enterprise", "BW Report Center", "Travel Reimbursement Requestor", "Travel Request Assistant", and "Online Payment Request". The "Travel Reimbursement Requestor" and "Travel Request Assistant" tabs are circled in red, and arrows from the text above point to them. Below the navigation bar is a "Getting Started" section with several messages:

**\*\* January Month End Close\*\* (2/28)**  
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**\*\*ATTENTION HR MANAGERS: Deadline for Hiring Actions\*\* (2/18)**

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 1: Travel Roles and Basic SAP Navigation (WebGUI Interface)

The screenshot shows a Microsoft Internet Explorer browser window with the URL <https://hopkinsone.erp.johnshopkins.edu/irj/portal>. The browser's address bar and navigation buttons are visible. The application interface includes a 'Welcome' banner with the Johns Hopkins logo and a 'Travel Request Assistant' section. A 'Detailed Navigation' sidebar on the left has 'TRIP - Travel Manager' selected. The main content area is titled 'Welcome to the Travel Manager' and contains a menu with 'Back', 'Cancel', and 'Tools' buttons. The 'Back' button is circled in red, with a callout box labeled 'USE' pointing to it. Another callout box labeled 'DO NOT USE' points to the browser's back button. Below the main content area, there is a table of travel destinations.

	STOCKHOLM	1235
H 230	STUTT GART	1240
H 4410	PARIS CH. DE GAULLE	1240
H 3436	WIEN	1245
H 3816	ISTANBUL	1245
H 4566	GENF	1245
G 6304	LUXEMBURG	1250
H 630	DUBAI -KUWAIT	1250
H 3462	LINZ	1250
H 3514	VENEDIG	1250
H 142	MUENCHEN	1255

If you do not see the Welcome to the Travel Manager screen, click on **TRIP – Travel Manager**.

**Important** – in the WebGUI, **never** use the back button of your web browser, only use the navigation buttons within the SAP Travel Manager application window.

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 1: Travel Roles and Basic SAP Navigation (Establish Settings)

### Welcome to the Travel Manager

Menu | Back | Cancel | Tools | Infocenter: Contact Persons, Per Diems, Rates, ... **Settings...** | More

Settings for User

**Selection Period**

Display All Trips

Trips in Last 12 Months

Trips in Current Year

**Initial Screen**

Show Overview Area

Display Graphics

Display All Subsequent Activities

Basis HTML (For Display problems)

**Number of Input Help Entries**

Text Fields: 10

Country and Region:

Acct Assign. Objects:

	Reimbursement	Subsequent Activities
ference	289.34 USD	Change Approved Travel Request Change Travel Expense Report

**Establish Settings:**

Use this to display Subsequent Activities, where you can create/change request or expense report for open trips, directly from the Travel Manager Screen

- Click the Settings **Settings...** icon
- Click on **Display Graphics**
- Click on **Display All Subsequent Activities**
- Click the Continue  icon

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 2: Calculate Per Diem (Infocenter)

**Welcome to the Travel Manager**

Menu ▾ | Back | Cancel | Tools ▾ | **Infocenter: Contact Persons, Per Diems, Rates, ...** | Settings

Infocenter

**Exch Rates** | **PDs/FRs** | **Traveler**

**Person**

Name

**Org. assignment**

CO Area

Cost Center

**Communications data**

Country

Internet mail

- Click the **infocenter** icon
- The **Traveler** Tab will default. This will display:
  - the default cost center
  - the originator email address for notifications
- The **Exch Rates** tab should not be used. This data is not current.
- Click on **PDs/FRs** tab, to calculate per diem. Per diem is:
  - Recommended for all international trip advances
  - Required for any trips, where the funding source requires per diem

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 2: Calculate Per Diem (Search for Country)

**Welcome to the Travel Manager**

Menu ▾ | Back | Cancel | Tools ▾ | Infocenter: Contact Persons, Per Diems, Rates, ... | Settings... | Mo

Infocenter

Exch Rates | **PDs/FRs** | Traveler

Choose

Trip Country/Region	<input type="text" value=""/>
Date	03/05/2008
Trip Activity Type	<input type="text" value=""/>

Per Diem for Meals (Full Day/Multiple-Day Trip)


Tax-Free Amount	0.00
Reimbursement Amount	0.00

Accommodations Per Diem (1 Night)

Tax-Free Amount	0.00
Reimbursement Amount	0.00

Miles/Km Flat Rate

Tax-Free Amount	0.00
Reimbursement Amount	0.00

To obtain the correct Per Diem, enter the Trip Country and Region. Click inside the Trip Country field and click the browse icon  to search.

The next pages will show how to:

- search for the country/region
- create a personal list of most used values



# Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui)

## Lesson 2: Calculate Per Diem (Search for Country)

Trip Country/Trip Country Group (1)
✕

▶ **Search Criteria**

✓
?
🔍
Search results
⏪ ⏩ ⏴ ⏵ ⏶ ⏷ ⏸
1 - 100 / 500 ▶

Cty	Region	Trip Country
AF		Afghanistan
AF	KABUL	Afghanistan, Kabul
AL		Albania
AL	TIRAN	Albania, Tirana
DZ		Algeria
DZ	ALGIE	Algeria, Algiers
ALL		All Places Not Listed
AS		American Samoa
AD		Andorra
AO		Angola
AO	LOBIT	Angola, Lobito
AO	LUAND	Angola, Luanda
AQ		Antarctica

**Search for Country**

The list displayed includes only the first 500 entries.

▶ **Search Criteria**

Click ▶ Search Criteria icon to open the search screen.

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 2: Calculate Per Diem (Search for Country)

#### Search for Country

The search is case sensitive and the value needs to be exactly as in the database. Enter a portion of the country and use a wildcard '\*' to expand the search.

You can remove 500 so the results will not be limited to only 500 entries.

Click  icon.

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 2: Calculate Per Diem (Search for Country)

**Trip Country/Trip Country Group (1)**

Search Criteria

Search results 1 - 10 / 10

Cty	Region	Trip Country
ID		Indonesia
ID	BALI	Indonesia, Bali
ID	BANDA	Indonesia, Banda Aceh
ID	BANDU	Indonesia, Bandung
ID	BATAM	Indonesia, Batam
ID	JAKAR	Indonesia, Jakarta
ID	JAYAP	Indonesia, Jayapura
ID	MEDAN	Indonesia, Medan
ID	SURAB	Indonesia, Surabaya
ID	YOGYA	Indonesia, Yogyakarta

Cty	Region	Trip Country
ID		Indonesia
ID	BALI	Indonesia, Bali
ID	BANDA	Indonesia, Banda Aceh
ID	BANDU	Indonesia, Bandung

You can sort any column by clicking on the column heading.


The small arrows indicates the column that is sorted.

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 2: Calculate Per Diem (Create Personal List)

### Create a Personal List

You can create a personal list of locations where you frequently travel.

A personal list can be created for any search list field.

- Click to highlight the country/region.
- Click  the Insert in Personal List icon.
- Repeat the search and insert in personal list for all countries needed. This list can be modified at any time.



Search Criteria




Search results 1 - 10 / 10

Cty	Region	Trip Country
ID		Indonesia
ID	BALI	Indonesia, Bali
ID	BANDA	Indonesia, Banda Aceh
ID	BANDU	Indonesia, Bandung
ID	BATAM	Indonesia, Batam
ID	JAKAR	Indonesia, Jakarta
ID	JAYAP	Indonesia, Jayapura
ID	MEDAN	Indonesia, Medan
ID	SURAB	Indonesia, Surabaya
ID	YOGYA	Indonesia, Yogyakarta

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 2: Calculate Per Diem (Create Personal List)

### Create a Personal List

Once the personal list is created, it will default every time the field is browsed.

-  - Display All Values icon, to return to all values and access the search screen.
-  - Delete From Personal List icon, used to delete item from personal list after highlighting the country.
-  - Personal Value List icon, toggle back to personal list, from all values list.

**Personal Value List: Trip Country/Trip Country Group (1)**

Search Criteria

Search results 1 - 2 / 2

Cty	Region	Trip Country
ID		In
ID	JAKAR	In

**Personal Value List: Trip Country/Trip Country Group (1)**

Search Criteria

Search results 1 - 100 / 500

Cty	Region	Trip Country
AF		Afghanistan
AF	KABUL	Afghanistan, Kabul
AL		Albania
AL	TIRAN	Albania, Tirana
DZ		Algeria
DZ	ALGIE	Algeria, Algiers
ALL		All Places Not Listed
AS		American Samoa
AD		Andorra
AO		Angola
AO	LOBIT	Angola, Lobito
AO	LUAND	Angola, Luanda
AQ		Antarctica

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 2: Calculate Per Diem

Infocenter

Exch Rates PDs/FRs Traveler

Choose

Trip Country/Region   Indonesia, Jakarta

Date

Trip Activity Type

Per Diem for Meals (Full Day/Multiple-Day Trip)

Tax-Free Amount	112.00	USD
Reimbursement Amount	112.00	USD

Accommodations Per Diem (1 Night)

Tax-Free Amount	121.00	USD
Reimbursement Amount	121.00	USD

Miles/Km Flat Rate

Tax-Free Amount	0.51	USD
Reimbursement Amount	0.51	USD

After selecting the Trip Country/Region:

Click **Enter** on the keyboard to generate Per Diem.

- This is based on a monthly load of information from the State Department



The Travel and Business Expense Policies and Procedures states that advances for foreign travel will be given to the University traveler (faculty, staff and students active on payroll) at 80% of the per diem.

Refer to the Accounts Payable Shared Services Website, for the **JHU Travel and Business Expense Policies and Procedures** guide:

<http://ssc.jhu.edu/accountspayable/policies.html>

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 3: Change Personnel Number (via Travel Manager)

**Change Personnel Number**

- This document will default with your name at the top and state 'My Open Trips.'
- If entering a request for another traveler, click the change personnel number icon   


# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 3: Change Personnel Number (via Travel Manager)

Welcome to the Travel Manager

Menu | Back | Cancel | Tools | Infocenter: Contact Persons, Per Diems, Rates, ...

Travel Manager

Enter a Personnel Number:

8807

Personnel Number (1)

Search Criteria

Category: Last name - First name

Last name: Organizational assignment

First name: Time Data Administrator

Search results: Schedules, Person ID, System user name, Person in charge of sales, Payroll correction run, PDC group, PDC time rec. ID card, **TRIP**, Free search

My Open Trips

Start of Trip

### Change Personnel Number

- If you know the Personnel Number you can enter
  - if not click the browse icon to search by employee name
- Click the drop down arrow and select **TRIP**



## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 3: Change Personnel Number (via Travel Manager)

Personnel Number (1)

▼ Search Criteria

Category

Last name

First name

Search results 0 / 0

- Refer to pages 20-21 to create a personal list of employee numbers.

Search results 1 -

PersNo	Name of employee or applicant	Street and House Number	City	Rg	Organizational Unit Text	Position Text
000	Long	Eastern	Baltimore MD	Financial	Training	
00c	Longo	Oncology	Baltimore MD	Oncology	NURSE	

### Change Personnel Number

- Search by employee name, enter the **Last name** and the \* (wildcard), enter the **First name** and the \* (wildcard)
- Click the enter  icon
- Double click the appropriate name from the list to select it.
  - If two people have the same name, review the **Street and House Number** (work address), **Organizational Unit Text** (department name) and **Position Text** to identify the right person.
- Click enter  icon to change to the selected personnel number.

Financial and Information Technology Training  
Travel and Expense Reimbursement Workshop (WebGui)  
Lesson 3: Change Personnel Number (via Travel Manager)

**Open Trips From Long** ( Personnel Number )

Start of Trip	First Destination	Reason for Trip	Reim
---------------	-------------------	-----------------	------

### Create a Travel Request

Once you have changed the personnel number:

- Your name will no longer appear at the top.
- It will state 'Open Trips From *employee name* (Personnel Number #####)
  - Make sure you are in the correct employee before beginning a travel document.

Financial and Information Technology Training  
Travel and Expense Reimbursement Workshop (WebGui)  
Lesson 3: Change Personnel Number (via ZMTRR\_Travel\_Work\_Li)

**Change Personnel Number**  
(via transaction ZMTRR\_TRAVEL\_WORK\_LI)

- If your security prevents you from accessing the employee by the **Change Personnel Number** **Shift+F12** menu option, use this transaction.
- Click the **▶** icon to open the command window
- Enter in the command window
  - **/N ZMTRR\_TRAVEL\_WORK\_LI**
  - Press the **Enter** key

**Financial and Information Technology Training**  
**Travel and Expense Reimbursement Workshop (WebGui)**  
**Lesson 3: Change Personnel Number (via ZMTRR\_Travel\_Work\_Li)**

**Travel Work List**

Menu ▾ |  | Save as Variant... | Back | Cancel | Tools ▾ | **Execute** | Get Variant...

Last name	long*	to		➔
First name	deb*	to		➔

**Change Personnel Number**  
**(via transaction ZMTRR\_TRAVEL\_WORK\_LI)**

- Search by employee name
  - enter the Last name and the \* (wildcard)
  - enter the First name and the \* (wildcard)
- Click the execute  icon

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 3: Change Personnel Number (via ZMTRR\_Travel\_Work\_Li)

### Change Personnel Number (via transaction ZMTRR\_TRAVEL\_WORK\_LI)

- Double click the appropriate name from the list to select it.
  - If two people have the same name, review the **Street** (work address) to identify the right person.

### Travel Work List

Menu ▾ ◀  Back Cancel Tools ▾ Choose

---

User: Johns Hopkins  
 Date: 03/05/2008 Travel Work List  
 Time: 18:57:12

---

Travel Work List

Pers Mbr	First name	Last name	Street	City
0000		Long	Eastern	Baltimore

Financial and Information Technology Training  
**Travel and Expense Reimbursement Workshop (WebGui)**  
Lesson 3: Change Personnel Number (via ZMTRR\_Travel\_Work\_Li)

**Welcome to the Travel Manager**

Menu ▾ | Back | Cancel | Tools ▾ | Infocenter: Contact Persons, Per Diems, Rates, ... | Settings... | More ▾

Create a Travel Request  
Create Travel Expense Report ... With Ref.  
List of All Trips

**My Open Trips**

Start of Trip	First Destination	Reason for Trip
---------------	-------------------	-----------------

**Change Personnel Number**  
**(via transaction ZMTRR\_TRAVEL\_WORK\_LI)**

Once you have changed the personnel number:

- Your name will no longer appear at the top. It will change to the name of the employee selected.
- It will still state 'My Open Trips' (indicating the open trips of the employee name listed on the title bar).
  - Make sure you are in the correct employee before beginning a travel document.

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 4: Create a Travel Request

**Welcome to the Travel Manager**

Menu ▾ | Back | Cancel | Tools ▾ | Infocenter: Contact Persons, Per Diems, Rates, ... | Settings... | More ▾

- Create a Travel Request
- Create Travel Expense Report ... With Ref.
- List of All Trips

**My Open Trips**

Start of Trip	First Destination
	vities

### Create a Travel Request

This document is used to:

Request a travel advance

- Click on **Create a Travel Request**

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request (General Trip Data)

### Travel Request

Menu ▾ ◀  Save Back Cancel Tools ▾ Overview More ▾

📁 General Trip Data

Start of Trip	<input checked="" type="checkbox"/>	Time	<input type="text" value="00:00"/>
End of Trip	<input type="text"/>	Time	<input type="text" value="00:00"/>
1st Destination	<input type="text"/>		
Country	<input type="text"/>	Activity	<input type="text"/>
Reason	<input type="text"/>		

📁 Addnl Destinations  
📁 Advance  
📁 Alternative Cost Assignment for Entire Trip, If Different to Mast  
📁 Comments

Estimated Costs  United States

📁 Request Transportation/Accommodation

- Enter the **Start of Trip**
- The start **Time** is important to enter when per diem is being used, time is displayed in military format
- Enter the **End of Trip**, date the traveler returns, and **Time** if per diem is being used
- Enter the **1<sup>st</sup> Destination** – this is a free text field
- Select the **Country** from the list, click the list icon
- Select the **Activity** – the reason for the trip from the list, click the list icon
- Enter a detailed **Reason** for the trip – this is a free text field



# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 4: Create a Travel Request (General Trip Data)

**Travel Request**

Menu | [Search] | Save | Back | Cancel | To

General Trip Data

Start of Trip	120108	Time	00:00
End of Trip	120508	Time	00:00
1st Destination	[Dropdown]		
Country	[Dropdown]		
Reason	[Dropdown]		

**Selecting the Time**

- Select the hours as military, where 00 = midnight, 12 = noon, 13 = 1:00 pm...
- Or click the clock icon to enter the hours as am or pm – this will automatically convert to military time once returned to the travel request





**Travel Request**


Menu | [Search] | Save | Back | Cancel | To







General Trip Data


Start of Trip	120108	Time	19:30
End of Trip	120508	Time	00:00
1st Destination	Jakarta Indonesia		
Country	In [Dropdown]		
Reason	M [Dropdown]		

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request



 Addnl Destinations  
 Advance  
 Alternative Cost Assignment for Entire Trip, If Different to Master CA  
 Comments  
 Estimated Costs

 Addnl Destinations

Destin.	Ctry	Start Date	Time	Reason	Activity Type
Jakarta Indonesia	ID	12/01/2008	19:30	Meeting	Business Meetin 
			00:00		
			00:00		
			00:00		
			00:00		

 Delete Dest.





### Additional Destinations


- Click the expand  icon, to complete the additional information for each section.
- First the **Addnl Destinations** section. This needs to be only completed if an overnight stay is involved. If it is just a flight layover – do not include here.
- Click the compress  icon, to collapse the section

## Financial and Information Technology Training


### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 4: Create a Travel Request (Advance)


-  Addnl Destinations
-  **Advance**
-  Alternative Cost Assignment for Entire Trip, If Different to Master CA
-  Comments

Estimated Co  Advance

Amount	Currncy	Exch. Rate	Settlement Amo...	Acco...	Cash	Date
448.00	USD	1.00000	448.00	USD	<input type="checkbox"/>	03/05/2008
	<input type="checkbox"/> D			USD	<input type="checkbox"/>	
	USD			USD	<input type="checkbox"/>	
	USD			USD	<input type="checkbox"/>	

 Delete Advance

### Advance

- Click the expand  icon, to complete the **Advance** information
- Enter the **amount** to be advanced to the traveler for the trip.
  - Refer to the [Travel and Business Expense Policies and Procedures](#) guide – Domestic travel is limited to \$50 per day and foreign travel is 80% of the meals & incidental expenses (M&IE) per diem rate.
- Never check the Cash box. (The traveler will not receive the advance.) Travel advances will either be direct deposited (if the traveler has payroll direct deposit) or the traveler will receive a check.
- Never change the Currency or Exch. Rate fields. Advances are only issued in US dollars.

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 4: Create a Travel Request (Cost Distribution)

The screenshot shows a web application interface. At the top, there is a menu with several options: 'Addnl Destinations', 'Advance', 'Alternative Cost Assignment for Entire Trip, If Different to Master CA', and 'Esti...'. The 'Alternative Cost Assignment for Entire Trip, If Different to Master CA' option is highlighted with a red circle. Below this menu, there is a 'Cost Distribution' button, also highlighted with a red circle. Below the menu is a table titled 'Travel Request Maintain: Enhanced Cost Assignment for Entire Trip'. The table has the following columns: '% Distrib.', 'Co...', 'Bu...', 'Cost Center', 'Order', 'WBS Element', and 'Network'. The first row of the table is highlighted with a red oval. At the bottom of the interface, there is a toolbar with several icons: a checkmark, a lock, a printer, a question mark, and a close button.

### Alternative Cost Assignment



- Click the expand icon, to complete the **Alternative Cost Assignment**
- Click to enter the cost distribution for the trip
- **Very important** – always start on the second line – the first line defaults to the department's Payroll Default account (even though not displayed). If you enter your distribution on line one, the Payroll Default may override your entry.

- The distribution can be split, by percentage, over multiple cost objects.
- Click the check icon. This will check for errors and populate the first line with your cost object.
- Click the enter icon to process.

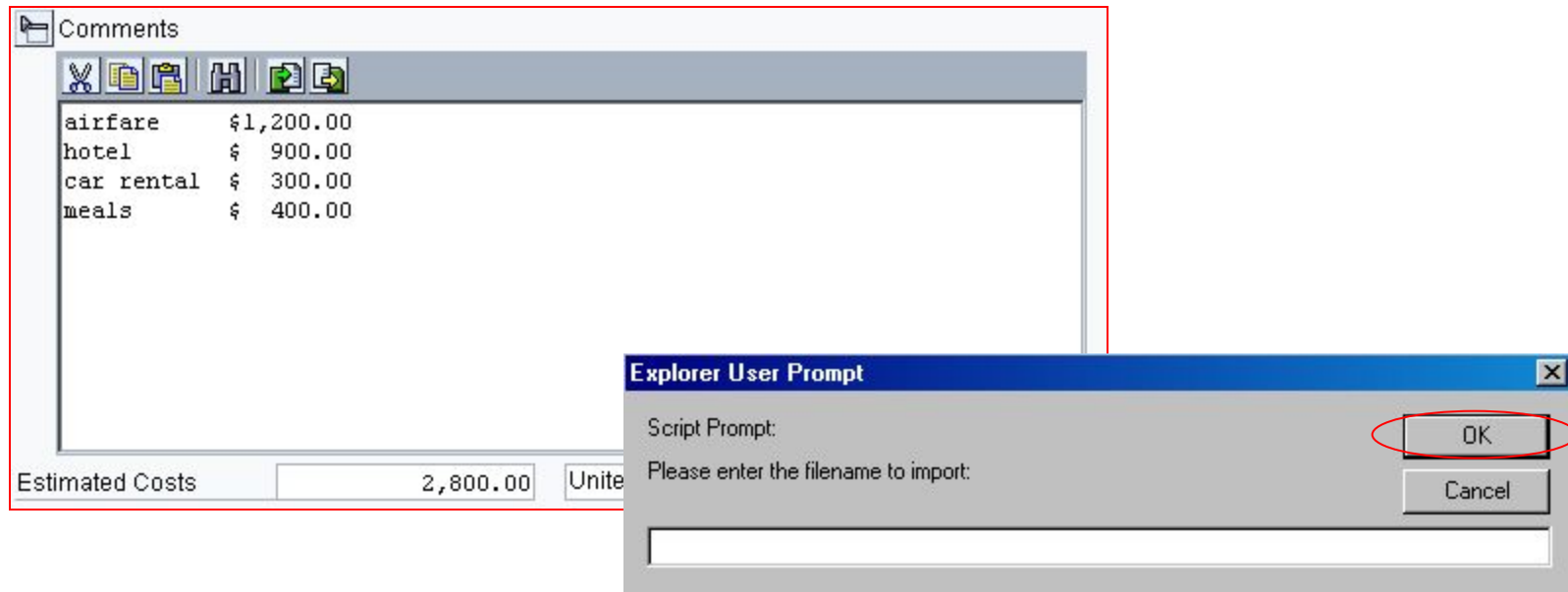
## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request (Comments)

The screenshot shows the 'Comments' section of the web application. The left sidebar contains several options: 'Addnl Destinations', 'Advance', 'Alternative Cost Assignment for Entire Trip, If Different to Master CA', 'Comments', and 'Estimated Costs'. The 'Comments' option is circled in red. The main window displays a toolbar with icons for expand, copy, paste, save, load file, and print. The 'Comments' icon in the toolbar is also circled in red. The 'Estimated Costs' field is empty, and the currency is set to 'United States Dollar'.

### Comments


- Click the expand  icon, to complete the **Comments**
  - This is where all the possible expenses and the estimated amount for each expense is listed. Then enter the total estimated expenses in **Estimated Costs**.
- Either type in the list of expenses and estimates or load an existing Excel file, click the load file  icon. The file must be saved as a text (.txt) file format.

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request (Comments)



### Comments

#### Loading an Excel File or Copy Paste

- Click the load file  icon
- Enter the path and filename (text file format)
- Click OK

OR

- Highlight the cells in Excel and copy (CTRL C)
- Click in the Comments box on the travel request and paste (CTRL V)

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 4: Create a Travel Request (Travel Arrangements)

### Request Transportation/Accommodation

- This section is not required, but may be useful if you have an administrator that makes all of the travel arrangements.
- Enter all information for the flight, hotel, car rental... This information will be displayed on the overview, which can be printed and handed to the administrator to make all the arrangements.

Request Transportation/Accommodation


	Destination	Outbound ...	Return Flight	Hotel	CarRental	Outbound ...	Return Train
▶	Jakarta, Indone: [ ... ]						


Jakarta, Indonesia

- Outbound Flight
- Return Flight
- Hotel
- Car Rental
- Outbound Train
- Return Train

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request (Travel Arrangements)


**Outbound Flight**

Departure  Date  Time

From City  

Country

**Return Flight**


Departure  Date  Time

From City


Country

Destination

Country

Copy 


**Hotel**

Arrival Date  


Departure Date

City


Country

Copy 

**Car Rental**


Pickup Date   Time


City

Country  

Dropoff Date  Time

City

Country  

Copy  Delete

### Request Transportation/Accommodation

- Fill in information for each section you need an administrator to make the arrangements for. Include all pertinent information: location, date, and time information. Then click the  Copy icon.



## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request (Travel Arrangements)

Request Transportation/Accommodation							
...	Destination	Outbound ...	Return Flight	Hotel	CarRental	Outbound ...	Return Train
▶	Jakarta, Indone: I I						

Jakarta, Indonesia	
	Outbound Flight <span style="float: right;">✓</span>
	Return Flight <span style="float: right;">✓</span>
	Hotel <span style="float: right;">✓</span>
	Car Rental <span style="float: right;">✓</span>
	Outbound Train
	Return Train






### Request Transportation/Accommodation

- The checks indicate that information is stored for that item. The information will be displayed on the overview document.

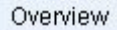

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 4: Create a Travel Request (Overview)

<b>Travel Request</b> [redacted], <b>Pers.No.</b> [redacted]	
Cost Center / Company Code	1010240198 / JOHNS HOPKINS ENTERPRISE
Personnel Area/Subarea	University Administration / Sr Staff-Non Ad
Telephone Number	4108768203
1st Destination	Jakarta, Indonesia, Indonesia
Reason for Trip	Meeting
Trip Activity	Business Meeting
Approval Status	Request entered
Requested Start of Trip	Wednesday 10/01/08, 08:00
Requested End of Trip	Sunday 10/05/08, 14:00
Advances	250.00 USD (03/06/2008)
Cost Assignment	100.00 % To [redacted] Cost Center [redacted]; Funds Center [redacted]; Grant [redacted] NOT-RELEVANT GRANT CoCode JHEN, Bus. Area 101, Controlling Area JHEN
Comments	airfare \$1,200.00 hotel \$ 900.00 car rental \$ 300.00 meals \$ 400.00
Estimated Costs	2,800.00 USD
 <b>Trip Segment To Jakarta, Indonesia</b>	Beginning of Trip Segment: Wednesday 10/01/08, 08:00 End of Trip Segment: Sunday 10/05/08, 14:00
 <b>Outbound Flight From Baltimore, MD To Jakarta, Indonesia</b>	Departure: Baltimore, MD, USA Wednesday 10/01/08, 08:00 Arrival: Jakarta, Indonesia, Indonesia
 <b>Car Rental In Jakarta, Indonesia</b>	Pickup: Wednesday 10/01/08, 08:00, Jakarta, Indonesia Dropoff: Sunday 10/05/08, 14:00, Jakarta, Indonesia
 <b>Hotel In Jakarta, Indonesia</b>	Arrival: Wednesday 10/01/08 Departure: Sunday 10/05/08
 <b>Return Flight From Jakarta, Indonesia To Baltimore, MD</b>	Departure: Jakarta, Indonesia, Indonesia Sunday 10/05/08, 14:00 Arrival: Baltimore, MD, USA

### Overview of the Travel Request


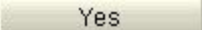
- Click the overview  icon.
- This is what the financial/administrative approver will see to determine the approval of the trip/advance request.
- You can give a copy of this to the administrator who makes the travel arrangements. This will outline the detail of the accommodations required.
- When finished click the  icon

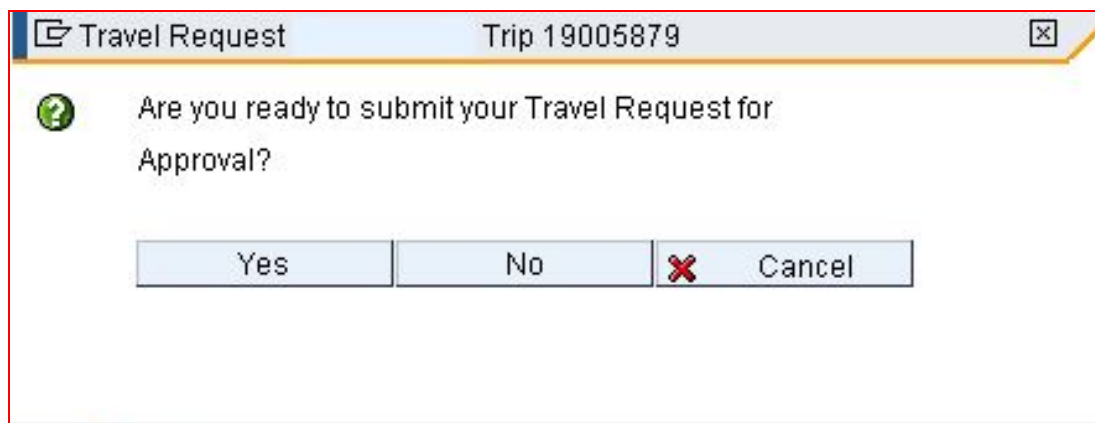
Financial and Information Technology Training  
**Travel and Expense Reimbursement Workshop (WebGui)**  
Lesson 4: Create a Travel Request (Save versus Submit)

**Save the Travel Request**

- Click the  icon one time. This will save the document and assign a trip number.

**Submit Document for Approval**

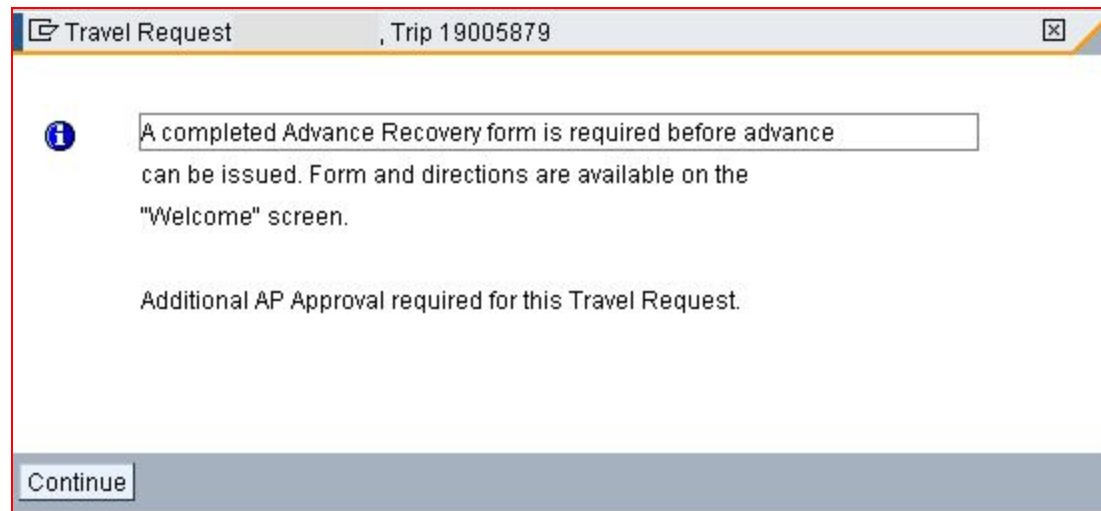
- Click the  icon a second time.
  - This will produce a message asking if you are ready to submit your document for approval. Click  icon.
  - If you do not receive this message, you have only saved the document and have not submitted it to workflow for approval.



## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request

### Follow-up Documentation

- Once the travel request has been submitted to workflow, a message will appear indicating an [Travel Advance Recovery Form](http://ssc.jhu.edu/accountspayable/forms.html) is required before an advance can be issued. This form is available on the Accounts Payable Shared Services website at:  
<http://ssc.jhu.edu/accountspayable/forms.html>
- Click  icon to complete the travel request.
- Click  icon to return to the travel manager screen.






## Financial and Information Technology Training


### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 5: Create an Expense Report

### Welcome to the Travel Manager

Menu ▾ | Back | Cancel | Tools ▾ | Infocenter: Contact Persons, Per Diems, Rates, ... | Settings... | More ▾

-  [Create a Travel Request](#)
-  [Create Travel Expense Report ... With Ref.](#)
-  [List of All Trips](#)



#### My Open Trips

Start of Trip	First Destination	Reason for Trip	Reimbursement	Subsequent Activities
10/01/2008	Jakarta, Indonesia	Meeting - This is a test document		<a href="#">Change Travel Request</a> <a href="#">Create Travel Expense Report</a>

- To create a Travel Expense Report when a Travel Request exists – use the ‘**Create Travel Expense Report**’ under My Open Trips.
  - This will pre-populate the Expense Report with information entered in the Request.
- To create a Travel Expense or Business Expense Reimbursement Report that does not have an existing Travel Request – use the ‘**Create Travel Expense Report... With Ref.**’ at top left corner.

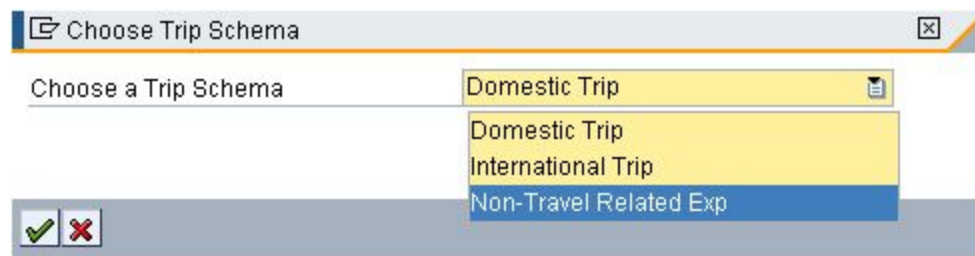
## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Trip Schema)

### Choose Trip Schema

A trip schema has to be selected for each expense report created.

- Use **Domestic Trip** for travel within the United States
- Use **International Trip** for travel outside of the United States
- Use **Non-Travel Related Exp** to reimburse an employee for out of pocket business expenses

Samples of each option are shown over the next 3 pages.



## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 5: Create an Expense Report (Trip Schema)

### Travel Expenses

Menu ▾ | Save | Back | Cancel | Tools ▾ | Results | Infocenter: Contact Persons, Per Diems, Rates, ... | More ▾

**General Trip Data**

Start of Trip	<input checked="" type="checkbox"/>		Time	<input type="text" value="00:00"/>
End of Trip	<input type="text"/>		Time	<input type="text" value="00:00"/>
First Destin.	<input type="text"/>			
Trip Country	<input type="text" value="US"/>	Region	<input type="text" value="All Places Not Listed, US"/>	
Reason for Trip	<input checked="" type="checkbox"/>			

Additional Destinations  
 Advance  
 Alternative Cost Assignment for Entire Trip, If Different to Master CA  
 Comments

---

**Mileage and Per Diem Reimbursement**

Mileage Reimbursement

Miles/Km

Miles/Km Distribution

---

**Meals**

Per  
 De

Activity

### Domestic Trip

- Allows for a date range
- Cannot have more than one travel document with the same date
- Defaults with Trip Country as US
- This is a reimbursement to an individual and not tax reportable

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Trip Schema)

### Travel Expenses

Menu ▾ Save Back Cancel Tools ▾ Results Infocenter: Contact Persons, Per Diems, Rates, ... More ▾

General Trip Data

Start of Trip	<input type="text"/>	<input type="checkbox"/>	Time	<input type="text" value="00:00"/>
End of Trip	<input type="text"/>		Time	<input type="text" value="00:00"/>
First Destin.	<input type="text"/>			
Trip Country	<input checked="" type="checkbox"/>	Region	<input type="text" value="No Distinction"/>	
Reason for Trip	<input checked="" type="checkbox"/>			

Additional Destinations

Domestic Arrival	<input type="text"/>	<input type="checkbox"/>	Time	<input type="text" value="00:00"/>
------------------	----------------------	--------------------------	------	------------------------------------

Advance

Alternative Cost Assignment for Entire Trip, If Different to Master CA

Comments

Mileage and Per Diem Reimbursement

Mileage Reimbursement

Miles/Km	<input type="text"/>
----------	----------------------

Miles/Km Distribution

Meals and

<input type="checkbox"/> Per Diem
<input type="checkbox"/> Deductible

### International Trip

- Allows for a date range
- Cannot have more than one travel document with the same date
- Have to specify the Trip Country/Region
- This is a reimbursement to an individual and not tax reportable

48



## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 5: Create an Expense Report (Trip Schema)

### Travel Expenses

Menu ▾ | Save | Back | Cancel | Tools ▾ | Results | Infocenter: Contact Persons, Per Diems, Rates, ... | More ▾

**General Trip Data**

Start of Trip

Reason for Trip

Alternative Cost Assignment for Entire Trip, If Different to Master CA

Comments

**Mileage And Per Diem Reimbursement**

**Expense Receipts**

Exp. Receipt 001   Paper Receipt Exists

Amount  United States Dollar on

Short Info

Additional Information

Comments

Alternative Expense Receipt Cost Assignment

Transfer | 
 New Receipt | 
 and Set Next Date | 
 Wizard

No.	Exp. Type	P...	Amount	Curr...	Date	Rate	Payment Amount
		<input type="checkbox"/>	0.00				0

### Non-Travel Related Expense

- Only allows for one date (not a date range)
- Cannot have more than one travel document with the same date
- If doing local mileage for a month – can use Domestic Trip and enter a date range
- This is a reimbursement to an individual and not tax reportable

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 5: Create an Expense Report (General Trip Data)

- When creating an Expense Report that has an existing Travel Request document – information in the General Trip Data is pre-populated. Otherwise, the **General Trip Data** would need to be entered.
- You can change any information defaulted from the travel request, except for the **advance** amount.
- You can change the **Alternative Cost Assignment for Entire Trip**, if needed.
  - The cost object(s) listed here will be charged with all the expenses, unless otherwise disbursed on the expense item.

### Travel Expenses: , Trip 19005879

Menu ▾ | Save | Back | Cancel | Tools ▾ | Results | Account Assignment | History | More ▾

General Trip Data

Start of Trip	10/01/2008	☐	Time	08:00
End of Trip	10/05/2008		Time	14:00
First Destin.	Jakarta, Indonesia			
Trip Country	ID	Region	Indonesia	
Reason for Trip	Meeting - This is a test document			

Additional Destinations

Domestic Arrival			Time	00:00
------------------	--	--	------	-------

Advance

Alternative Cost Assignment for Entire Trip. If Different to Master CA

Comments

Mileage and Per Diem Reimbursement

Mileage Reimbursement

Miles/Km	
----------	--

Miles/Km Distribution

Meals and Accommodations

<input type="checkbox"/> Per Diem Reimbursement of Meals
--

Deductions

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 5: Create an Expense Report (Cost Distribution)

### Travel Expenses

Menu | Save | Back | Cancel | Tools | Results | Account Assignment | More

**General Trip Data**

Start of Trip	02/01/2008	Time	00:00
End of Trip	02/05/2008	Time	00:00
First Destin.	San Antonio		
Trip Country	US	Region	TX/SA All Places Not Listed, US
Reason for Trip	Conference		

Additional Destinations  
 Advance  
 Alternative Cost Assignment for Entire Trip, If Different to Master CA

Cost Distribution

**Trip Data Maintain: Enhanced Cost Assignment for Entire Trip**

% Distrib.	Co...	Bu...	Cost Center	Order	WBS Element	Network
	JHEN	101	98			

**Alternative Cost Assignment**  
 When creating an Expense Report that does not have an existing Travel Request document:

- Click the expand icon, to complete the **Alternative Cost Assignment**
- Click **Cost Distribution** to enter the cost distribution for the trip
- **Very important** – always start on the second line – the first line defaults to the department’s Payroll Default account. If you enter your distribution on line one, the Payroll Default may override your entry.
- The cost object(s) listed here will be charged with all the expenses, unless otherwise disbursed on the expense item(s).


- The distribution can be split, by percentage, over multiple cost objects.
- Click the check icon. This will check for errors and populate the first line with your cost object.
- Click the enter icon to process.


## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Mileage)


### Mileage

- Either enter the total mileage in Miles/Km

Or

- Expand the Miles/Km Distribution with the expand  icon and enter detail of mileage. It will populate the Miles/Km automatically


You have the option of changing the cost distribution per line item, highlight the line and click the distribution  icon.


When finished with the section you can collapse it with the i 





**Mileage and Per Diem Reimbursement**

**Mileage Reimbursement**

Miles/Km

 Miles/Km Distribution

Date	Total ...	Starting loc.	End loc.	
10/01/2008	35	home	BWI	
10/05/2008	35	BWI	home	
10/01/2008				
10/01/2008				
10/01/2008				
10/01/2008				


 Delete Miles/Km   
   Addnl Info   
  Copy Leg of Trip

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 5: Create an Expense Report (Per Diem Meals)

Meals and Accommodations


Per Diem Reimbursement of Meals

 Deductions

Weekday	Date	Breakfast	Lunch	Dinner
Wednesday	10/01/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	10/02/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	10/03/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday	10/04/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Meals

This is used for Per Diem only. If the traveler is being reimbursed using actual receipts, do not use this section.

- Click the Per Diem Reimbursement of Meals
- Expand the Deductions section with the expand  icon.
  - If some of the meals should not be reimbursed to the traveler, check them here. For example, the conference supplied lunch.

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 5: Create an Expense Report (Expense Receipts)


**Expense Receipts**

Exp. Receipt 001  Paper Receipt Exists on 10/01/2008

Amount	Airfare
Short Info	Airfare Pd. by JH
<input type="checkbox"/> Additional Information	Breakfast
<input type="checkbox"/> Comments	Business Meal
<input type="checkbox"/> Alternative Expenses	Car Rental
	Conf/Seminar Fees PD by JH
	Conference/Seminar Fees
<input checked="" type="checkbox"/> Transfer	Currency Exchange Fee

No.	Exp. Type	P...	Amount	Curr...	Date	Rate	Payment Amount

### Expense Receipt

- Select the Exp. Receipt from the dropdown list – click  icon
  - You need to select the correct Expense Receipt category – this determines the GL account to be charged.
  - When you see **Pd or PD by JH** – this is an expense that was pre-paid and will not be included in the reimbursement to the traveler. It still needs to be included so the expense report can be a complete picture of the total cost of the trip.
  - If you used Per Diem for Meals you cannot use Breakfast – Lunch – Dinner here (actual receipts). It has to be one or the other, but not both.

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 5: Create an Expense Report (Airfare)

**Expense Receipts**

Exp.Receipt 001 Airfare  Paper Receipt Exists

Amount 1,200.00 United States Dollar on 10/01/2008

Short Info

**Additional Information**

Document No. enter ticket number

Prov. Categ. Airline Provider WN SOUTHWEST AIRLINES 1

Comments

Alternative Expense Receipt Cost Assignment

Transfer New Receipt and Set Next Date Wizard

### Airfare Receipt

- If the traveler should be reimbursed the airfare, make sure you do not select the Exp Receipt that includes Pd.
- Check that a **Paper Receipt Exists**
- Enter the expense **Amount**
  - Receipt dates must match the date range of the trip, except for
    - Airfare
    - Conference Fees
  - Leave the date as the first day of the trip. If purchased ahead of time, enter the date purchased in **Comments**
- Enter the airline ticket number in the **Document No.** field
- You will need to search for the Airline Provider code – discussed next page

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Airfare)

Provider Code (1)

▼ Search Criteria

Provider Category = F

Provider Code

Provider name **\*southwest\***

Maximum No. of Hits 500

Start search

Search results


Provider Code (1)

▶ Search Criteria

Search results

Provider Category	Code	Provider name
F	SZ	CHINA SOUTHWEST AIRLINES
F	<b>WN</b>	<b>SOUTHWEST AIRLINES TEXAS</b>

### Search for Airline Provider

- Click the search  icon in the Provider field
- Enter part of the airline name enclosed in asterisks (example: \*southwest\*)
  - If you do not receive the proper value or any value, retry your search with a broader value. To reopen the search box, click the arrow on ▶ Search Criteria
- Double click the airline from the results to select.
- This is a good area to create a Personal List of frequently used airlines (refer to page 20).

If domestic and international airlines were used – select the domestic carrier for the longest leg of the trip. This data will be used by Purchasing to negotiate future pricing contracts with the companies.

If you cannot find the airline carrier in the list, use **ZZZ** Other Airline and enter airline name in **Comments**.



## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Airfare)

Exp. Receipt 001 Airfare  Paper Receipt Exists

Amount 1,200.00 United States Dollar on 10/01/2008

Short Info

**Additional Information**


Document No. ticket number here




Prov. Categ. Airline Provider WN SOUTHWEST AIRLINE

**Remarks**


airfare purchased on 8/5/2008

**Alternative Expense Receipt Cost Assignment**

 Cost Distribution

Transfer  New Receipt   

For each receipt you have the option of changing the cost distribution.

Once all the information is entered click  Transfer icon. This will post the receipt and bring up an open receipt with the next receipt number.

**Expense Receipts**

Exp. Receipt 002  Paper Receipt Exists






Amount United States Dollar on 10/01/2008

Short Info

**Additional Information**

**Comments**

**Alternative Expense Receipt Cost Assignment**

Transfer  New Receipt    and Set Next Date   Wizard

No.	Exp. Type	P...	Amount	Curr...	Date	Rate	Payment Amount
001	Airfare	<input checked="" type="checkbox"/>	1,200.00	USD	10/01/2008	1.00000	1,200.00

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Lodging)

**Expense Receipts**

Exp.Receipt 002 Lodging  Paper Receipt Exists

Amount 800.00 United States Dollar on 10/01/2008

From 10/01/2008 To 10/05/2008 Number 4

Short Info

**Additional Information**

Location Hyatt

Country ID Region JAKAR

Prov. Categ. Hotel chain Provider HY

Comments

Alternative Expense Receipt Cost Assignment

### Lodging Receipt

- If the traveler should be reimbursed the lodging make sure you do not select the Exp Receipt that include Pd.
- Check that a **Paper Receipt Exists**.
- Enter the expense **Amount**.
- The **Number** field will contain the number of nights stayed.
  - When a trip involves multiple destinations, verify the date range and number of nights are correct for the receipt being entered. Each hotel receipt needs to be a separate expense item.
- Enter the Hotel location in the **Location** field – this is a free text field.
- Make sure the **Country** and **Region** are correct. If a Region is not entered the lowest per diem for the country will be applied.
- You will need to search for the Hotel **Provider** code – discussed next page

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Lodging)

Provider Code (1)

**Search Criteria**

Provider Category = H

Provider Code

Provider name \*hyatt\*

Maximum No. of Hits 500

Start search

Provider Code (1)

**Search Criteria**

Search results

Provider Category	Code	Provider name
H	HU	HYATT VACATION CLUB
H	HY	HYATT

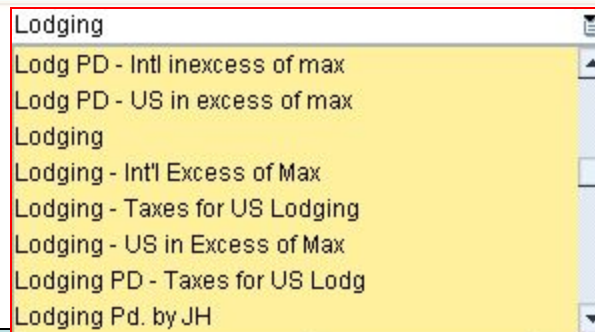
### Search for Hotel Provider

- Click the search icon in the Provider field
- Enter part of the Hotel chain name enclosed in asterisks (example: \*hyatt\*)
  - If you do not receive the proper value or any value, retry your search with a broader value. To reopen the search box, click the arrow on **Search Criteria**
- Double click the hotel from the results to select
- This is a good area to create a Personal List of frequently used hotels (refer to page 20)


This data will be used by Purchasing to negotiate future pricing contracts with the companies.

If you cannot find the hotel chain in the list, use ZZZ Other Hotel and enter the hotel name in Comments.

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Lodging Excess of Max)



### Lodging in Excess of Max – For International Travel

If you receive the message  Amount exceeds maximum amount 4 x 121.00 ( 484.00)USD the expense may need to be itemized:

If the funding source requires per diem and any amount in excess of the per diem may not be charged to the funding agency:

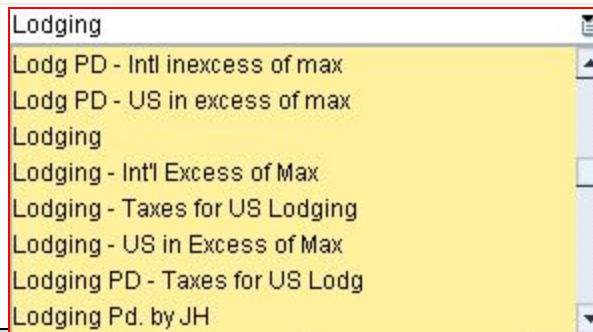
- enter the maximum allowed on the **Lodging** category
- enter the remaining amount on – **Lodging – Int’l Excess of Max**, if the department allows this to be reimbursed
  - make sure the excess amount is not charged to a sponsored cost object

If the funding source does not require per diem:


- Enter the entire amount on – **Lodging – Int’l Excess of Max**

Make sure **PD** is selected if the lodging was prepaid.

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Lodging Excess of Max)



### Lodging in Excess of Max – For Domestic Travel

If you receive the message  Amount exceeds maximum amount 4 x 121.00 ( 484.00)USD the expense may need to be itemized:

If the funding source requires per diem and any amount in excess of the per diem may not be charged to the funding agency:

- enter the taxes on – **Lodging – Taxes for US Lodging** (the per diem does not take into account taxes)
- enter the maximum allowed on **Lodging** category
- enter the remaining amount on – **Lodging – US in Excess of Max**, if the department allows this to be reimbursed
  - make sure the excess amount is not charge to a sponsored cost object

If the funding source does not require per diem:

- Enter the entire amount on – **Lodging – US in Excess of Max**


Make sure **PD** is selected if the lodging was prepaid.

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 5: Create an Expense Report (Receipt Wizard)

Wizard 1 of 5 - Welcome to the Receipt Wizard





The Receipt Wizard supports you

- o Private Expenses  
You have paid the complete amount on a corporate credit card, although the costs for video and minibar must either be deducted or created.
- o Split Receipt  
You have a hotel bill that includes the Internet. Your enterprise expenses are not posted together with the bill, they should be posted to their own expense account.
- o Divide Receipt  
You have a hotel receipt for several days. You want to create a receipt for each individual day, showing the price per day.

### Receipt Wizard

This will allow you to deduct personal expenses from the hotel bill and split the receipt if items such as faxes are included on the bill.

Click the  Wizard icon

Click the  Continue icon

Exp.Receipt	002	Lodging	<input checked="" type="checkbox"/> Paper Receipt Exists
Amount	484.00	United States Dollar	on 10/01/2008
From	10/01/2008	To	10/05/2008
Number	4		
Short Info			
<input type="checkbox"/> Additional Information <input type="checkbox"/> Comments <input type="checkbox"/> Alternative Expense Receipt Cost Assignment			

Cancel
Back
Continue


Transfer
 New Receipt
 and Set Next Date
 Wizard

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 5: Create an Expense Report (Receipt Wizard)

Wizard 2 of 5 - Private Expenses



The following accommodation receipt  
The total amount should contain all

Enter a private expense and choose  
The private expenses will be deduct

Receipt	002 Lodging
Total Amount	484.00 USD
Date	10/01/2008
Exch. Rate	1.00000

Receipt does not contain any private items  
 Deduct Private Expenses from Total Amount

Priv. Expenses

### Deduct Private Expenses

- Click **Deduct Private Expenses from Total Amount**
- Enter the **Private Expense Amount**
- Click  icon
- Click  icon

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 5: Create an Expense Report (Receipt Wizard)

### Split Receipt

Use this to post the expenses to the proper GL account. The hotel bill may have included fax charges that need to be broken out.

- Enter the expense **Amount**
- Select the **Expense Type** from the list
- Enter the **Bus. Purpose** – this is a free text field
  - Click Continue icon
- Click Split Receipt icon
- Click Continue icon

Wizard 3 of 5 - Split Receipts

Enter a receipt, that should be split from the original receipt and choose 'Split Receipt'  
Choose 'Continue' if you do not want to split any receipts

Remain. Amnt 476.00 USD From 476.00 USD  
Amount 23.00 USD Date 10/01/2008  
Expense Type Fax/Email

Additional Information for Expense Type Fax/Email

Bus. Purpose faxed contracts  
Document no.   
Provider Code HY Prov. Categ. F

Continue Cancel

Split Receipt Back

Expense Type	Amount	Currency	Date	Amount
Fax/Email	23.00	USD	10/01/2008	1.00

Continue

Cancel Back Continue



## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Receipt Wizard)

Wizard 4 of 5 - Divide Receipt

If, for example, you want 5 individual accommodation receipts rather than one receipt for 5 nights, Choose 'Divide Receipt'.

Remain. Amnt 453.00 USD

Do Not Divide Receipt


Divide Receipt

Information

An amount of 453.00 USD will remain on the original receipt

Cancel Back Continue



You can leave the remaining amount as a lump sum – select Do Not Divide Receipt

Click  Continue icon

A message will display indicating the amount that will remain on the original Lodging receipt

Click  icon

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Receipt Wizard)

- A summary of the itemized expenses will display
- If incorrect click  Back icon to redo
- If correct click  Execute icon to post the split receipts

Wizard 5 of 5 - Save and Exit

If you choose 'Execute', the following receipts will be added to your trip

ExpensType	Amount	Curr. Date	Office Cntry
Fax/Email	23.00	USD 10/01/2008	ID
<b>Total:</b>	<b>23.00</b>	<b>USD</b>	

The original receipt will be updated with the changed data:

ExpensType	Amount	Curr. Date	Office Cntry
Lodging	453.00	USD 10/01/2008	ID

No.	Exp. Type	P...	Amount	Curr...	Date
004	Fax/Email	<input checked="" type="checkbox"/>	23.00	USD	10/01/2008
003	Lodging - Int'l Excess of Max	<input checked="" type="checkbox"/>	116.00	USD	10/01/2008
002	Lodging	<input checked="" type="checkbox"/>	453.00	USD	10/01/2008
001	Airfare	<input checked="" type="checkbox"/>	1,200.00	USD	10/01/2008

No.	Exp. Type	P...	Amount	Curr...	Date
004	Fax/Email	<input checked="" type="checkbox"/>	23.00	USD	10/01/2008
003	Lodging - Int'l Excess of Max	<input checked="" type="checkbox"/>	116.00	USD	10/01/2008
002	Lodging	<input checked="" type="checkbox"/>	453.00	USD	10/01/2008
001	Airfare	<input checked="" type="checkbox"/>	1,200.00	USD	10/01/2008

## Financial and Information Technology Training


### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 5: Create an Expense Report (Import AMEX)

No.	Exp. Type	P...	Amount	Curr...	Date	Rate	Payment Amount
004	Fax/Email	<input checked="" type="checkbox"/>	23.00	USD	10/01/2008	1.00000	23
003	Lodging - Int'l Excess of Max	<input checked="" type="checkbox"/>	116.00	USD	10/01/2008	1.00000	116
002	Lodging	<input checked="" type="checkbox"/>	453.00	USD	10/01/2008	1.00000	453
001	Airfare	<input checked="" type="checkbox"/>	1,200.00	USD	10/01/2008	1.00000	1,200
		<input type="checkbox"/>	0.00				0

### Import Expenses from American Express Bill

If the traveler used the JHU Corporate American Express card for expenses, the expenses can imported:


- Click insert credit card document  icon.
  - If no data exists, this icon will not be active.
- If data exists you will receive a list:
  - Highlight each line item corresponding with the expense report. Click 'copy' to import into the expense report.
  - Highlight and delete all old or personal expenses from the buffer.

## Financial and Information Technology Training


### Travel and Expense Reimbursement Workshop (WebGui)


#### Lesson 5: Create an Expense Report (Foreign Currency Receipt)

### Enter a Receipt in Foreign Currency

- Select the appropriate **Exp Receipt** category
- Enter the foreign currency **amount**
- Select the **currency type** from the drop down list
- In this example, **Number** is the number of Guests for the entertainment activity
- Enter the **Reason** for the event – this is a free text field
- Enter the **Location** for the event – this is a free text field
- Click  icon


**Expense Receipts**

Exp.Receipt 005 Entertainment   Paper Receipt Exists

Amount 200,000 Venezuelan Bolivar  on 10/01/2008

Number 3

Short Info


 **Additional Information**

Reason took donors to sporting event

No. Employees 1

No. Partners

No. Other G 2

Location sports center 

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Foreign Currency Receipt)

Expense Receipts

Exp.Receipt 005 Entertainment  Paper Receipt Exists

Amount 200,000.00 Venezuelan Bolivar on 10/01/2008

Exchange Rate /850.19000  Payment Amount 285.64 USD

Number 3

Short Info

Additional Information

Comments

Alternative Expense Receipt Cost Assignment

Transfer  New Receipt  and Set Next Date  Wizard

No.	Exp. Type	Amount	Curr...	Date	Rate	Payment Amount
005	Entertainment	200,000.00	VEB	10/01/2008	/700.19000	285.64

Transfer  New Receipt  and Set Next Date  Wizard

No.	Exp. Type	Amount	Curr...	Date	Rate	Payment Amount
005	Entertainment	200,000.00	VEB	10/01/2008	/850.19000	235.24
004	Fax/Email	23.00	USD	10/01/2008	1.00000	23.00

When you transfer the receipt it will default with the outdated exchange rate. This must be corrected.

- Click the receipt line item to edit
- Enter the correct Exchange Rate
- Click  Transfer icon
- A warning message will appear the rate is incorrect Exch.rate variance 21 % too high for comp.code JHEN just click  Transfer again
- The payment amount will be shown in USD.

Financial and Information Technology Training  
**Travel and Expense Reimbursement Workshop (WebGui)**  
**Lesson 5: Create an Expense Report (Attaching Scanned Receipts)**

**Attaching Scanned Expense Receipts**

This is optional, but recommended. Departments can scan and attach their own expense receipts. This can speed up the audit process in Accounts Payable and allow the approvers to see the receipts online.


If the department does not have the scanning equipment the receipts can still be faxed to Accounts Payable Shared Services. Use the [Travel and Business Expense Reimbursement Cover Sheet](#), write the trip number on each page, write the receipt numbers on documentation according to the order entered in the expense report.


- The required scanned document format is PDF with an image resolution of 300 dpi (dots per inch).
- Each scanned page can include multiple receipts.
- One PDF file must include all receipts for the expense report.

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)


#### Lesson 5: Create an Expense Report (Attaching Scanned Receipts)


- The document must be Saved to obtain a trip number and the Services for Object Icon.
- Click the right side of the  icon

**Travel Expenses:** Trip 19005879 

Menu ▾ | Save | Back | Cancel | Tools ▾ | Results | Account Assignment | History | More ▾

General Trip Data			
Start of Trip	10/01/2008	Time	08:00
End of Trip	10/05/2008	Time	14:00
First Destin.	Jakarta, Indonesia		
Trip Country	ID	Region	JAKAR Indonesia
Reason for Trip	Meeting - This is a test document		

**Trip 19005879** 

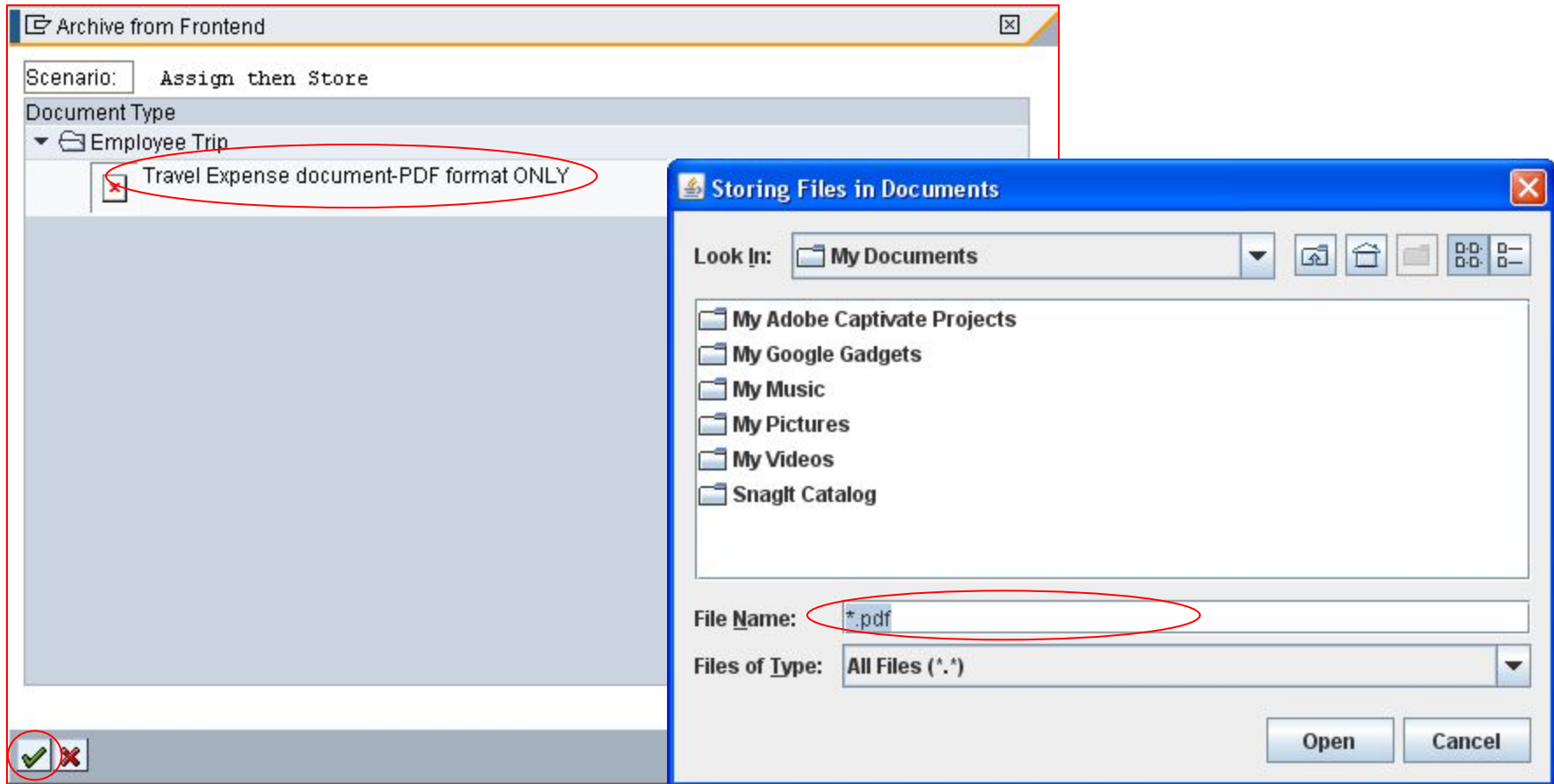
- Create Attachment
- Create note
- Create external document (URL)
- Store business document** 
- Enter Bar Code

Indonesia, Jakarta

- Create...**
- Attachment list
- Private note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

- Click **Create**
- Click **Store business document**

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Attaching Scanned Receipts)



- Double click **Travel Expense document-PDF format**
- Locate your scanned PDF file and double click
- Click the continue  icon



## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 5: Create an Expense Report (Attaching Scanned Receipts)

**Travel Expenses:** **Trip 19005879**

Menu | Save | Back | Cancel | Tools | Results | Account Assignment | History | Mo

General Trip Data

Start of Trip	10/01/2008	Time	08:00
End of Trip	10/05/2008	Time	14:00
First Destin.	Jakarta, Indonesia		
Trip Country	ID	Region	JAK
Reason for Trip	Meeting - This is a test		

Create... | Attachment list | Private note | Send | Relationships | Workflow | My Objects

Service: Attachment list

Title	Creator Name	Created On
Travel Expense document-PDF format		03/03/2008

To verify the documentation is attached:

- Click **Services for Object** icon
- Click **Attachment list** (if this option is not active, the document is not attached)
- Double click the PDF file
  - This will open a PDF viewer and display the scanned documentation.

Financial and Information Technology Training  
Travel and Expense Reimbursement Workshop (WebGui)  
Lesson 5: Create an Expense Report (Save versus Submit)

**Save the Expense Report**

- Click the  icon one time. This will save the document and assign a trip number.

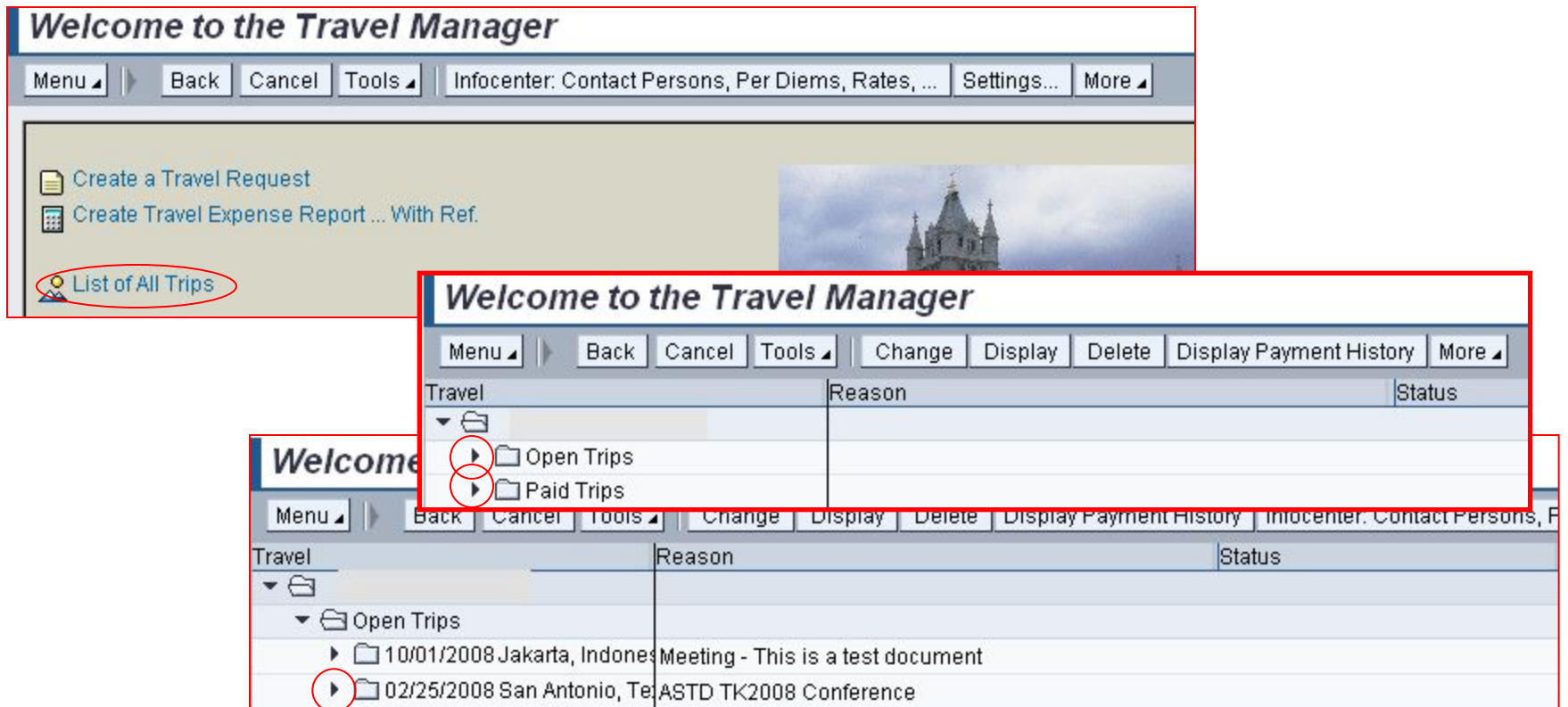
**Submit Document for Approval**

- Click the  icon a second time.
  - This will produce a message asking if you are ready to submit your document for approval. Click  icon.
  - If you do not receive this message, you have only saved the document and have not submitted it to workflow.

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 6: Check Document Status






**Welcome to the Travel Manager**

Menu ▾ | Back | Cancel | Tools ▾ | Infocenter: Contact Persons, Per Diems, Rates, ... | Settings... | More ▾





Create a Travel Request  
 Create Travel Expense Report ... With Ref.  
 List of All Trips



**Welcome to the Travel Manager**

Menu ▾ | Back | Cancel | Tools ▾ | Change | Display | Delete | Display Payment History | More ▾

Travel	Reason	Status
▾ 		
▸  Open Trips		
▸  Paid Trips		

Menu ▾ | Back | Cancel | Tools ▾ | Change | Display | Delete | Display Payment History | Infocenter: Contact Persons, P

Travel	Reason	Status
▾ 		
▾  Open Trips		
▸  10/01/2008 Jakarta, Indonesia Meeting - This is a test document		
▸  02/25/2008 San Antonio, Te	ASTD TK2008 Conference	

- Click **'List of All Trips'**
- Click the expand  icon on Open Trips and/or Paid Trips
- Click the expand  icon for the document to view

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 6: Check Document Status (Definitions)

Travel	Reason	Status
<ul style="list-style-type: none"> <li>▼ [Folder Icon]</li> <li> <ul style="list-style-type: none"> <li>▼ [Folder Icon] Open Trips               <ul style="list-style-type: none"> <li>▶ [Folder Icon] 10/01/2008 Jakarta, Indonesia Meeting - This is a test document</li> <li>▼ [Folder Icon] 02/25/2008 San Antonio, Texas                   <ul style="list-style-type: none"> <li>[Document Icon] Travel Request ASTD TK2008 Conference Request approved/To Be Settd</li> <li>[Calendar Icon] Travel Expenses ASTD TK2008 Conference <b>Trip Complettd/To Be Settd</b></li> </ul> </li> </ul> </li> </ul> </li> <li>▼ [Folder Icon] Paid Trips               <ul style="list-style-type: none"> <li>▼ [Folder Icon] 12/11/2007 East Baltimore, MD                   <ul style="list-style-type: none"> <li>[Calendar Icon] Travel Expenses Training or Meeting <b>Trip Approved/Transferred to FI</b></li> </ul> </li> </ul> </li> </ul>		

### Document Status – Definitions

- **Request or Trip Complettd/To Be Settd**
  - Data has been entered and saved.
  - Document may or may not have been submitted to workflow
  - May have one or more approvals – but not all. Can look at workflow to see who has approved and the pending approvers.
- **Request or Trip on Hold/To be Settd**
  - All departmental approvals have been completed. Accounts Payable has the document for audit - will be attaching all receipts to the document.
- **Request or Trip Approved/Transferred to FI**
  - The audit is complete. Will see a paid date. This is the date the payment is processed not the date the payment will be deposited. Direct deposit goes through the JP Morgan bank, the Automated Clearing House, the employee bank, then posted to the employee account.

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 6: Check Document Status (Verify Receipts Attached)

**Travel Expenses: Trip 1900**

Menu | Save | Back | Cancel | Tools | Results | Account Assignment | History | More

General Trip Data

Start of Trip: 12/10/2007

Reason for Trip: ASTD TK2008 Conference

Alternative Cost Assignment for Entire Trip, If Different to Master CA

Services for Object (circled in red) dropdown menu:

- Create
- Attachment list** (highlighted in orange)
- Private note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

### Request or Trip on Hold/To be Settled

- Sometimes the faxed receipts are unreadable when received in Accounts Payable. Accounts Payable has no way to contact the department to request another copy.
  - You can check the expense report to see if documentation has been attached by Accounts Payable.
- From the List of All trips page – double click the expense report to display
- Click the **Services for Object** icon, then **Attachment list** (to view attachment)
  - If the Attachment list option is not active, the documentation is not attached.
  - If there is no documentation, and it has been on hold for more than ten business days contact Accounts Payable. You may need to refax receipts.
- **When faxing receipts:**
  - Use the [Travel and Business Expense Reimbursement Cover Sheet](#) on the Accounts Payable Shared Services web site.
  - Write the trip number on each page and receipt number (as entered in the expense report) on each receipt.

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 6: Check Document Status (Review Workflow)

**Travel Expenses:** **Trip 1900**

Menu | Save | Back | Cancel | Tools | Results | Account Assignment | History | More

General Trip Data


Start of Trip	01/30/2007	Time	00:00
End of Trip	02/03/2007	Time	00:00
First Destin.	Las Vegas, Nevada		
Trip Country	US	Region	All Places Not
Reason for Trip	ASTD TK 2007 Conference and Exposition		

Workflow overview  
 Archived workflows  
 Start Workflow

Create...  
 Attachment list  
 Private note  
 Send  
 Relationships  
 Workflow  
 My Objects  
 Help for object services

### Display the Workflow Status

From the List of All trips page – double click the expense report to display

- Click the **Services for Object**  icon
- Select **Workflow**
- Select **Workflow overview**

# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 6: Check Document Status (Review Workflow)

Data on Linked Workflows

**Workflows for Current Context**

Title	Creation D...	Creation...	Status	Task
Expense report 001900 approval for [redacted]	01/18/2007	16:18:45	Completed	Expense Report Ap
Expense report 001900 approval for [redacted]	01/18/2007	17:16:04	Completed	Expense Report Ap
Expense report 001900 approval for [redacted]	01/18/2007	17:16:12	Completed	Expense Report Ap
Expense report 001900 approval for [redacted]	01/18/2007	11:02:41	Completed	Expense Report Ap

Current data for started workflow: Expense report 001900 approval for [redacted], Lisa

**Steps in this process so far**

Step name	Status	Result	Time stamp	Agent
<a href="#">Object USR01DOHR Key LFINNEN1 Attribute NUMBER Value</a>	Completed		01/18/2007 - 16:18:46	Workflow System
	Completed		01/18/2007 - 16:18:46	Workflow System
	Completed		01/18/2007 -	Workflow System

This example shows an expense report that was modified multiple times. You need to look at the workflow for the last Creation date/time stamp.

- Click the scroll down arrow icon, to locate the last entry
- Double click to highlight the last workflow entry
- The data in the bottom window will then reflect that 'Time stamp'

## Financial and Information Technology Training

### Travel and Expense Reimbursement Workshop (WebGui)

#### Lesson 6: Check Document Status (Review Workflow)

Data on Linked Workflows

**Workflows for Current Context**

Title	Creation D...	Creation...	Status	Task
Expense report 001900 approval for [redacted]	02/08/2007	11:57:50	Completed	Expense Rep
Expense report 001900 approval for [redacted]	03/08/2007	14:13:50	Completed	Expense Rep
<a href="#">Approve Expense Report 001900 [redacted] for Employee [redacted]</a>	Completed	Approved	03/12/2007 - 10:06:48	<a href="#">Wilson</a>
<a href="#">Date Offset Calculation</a>	Completed		03/08/2007 - 14:13:52	<a href="#">Workflow System</a>
<a href="#">Object USR01DOHR Key [redacted] Attribute NUMBER Value</a>	Completed		03/08/2007 - 14:13:52	<a href="#">Workflow System</a>
<a href="#">Object ZBO_1065 Key 00013027 Attribute ZWAVS_JHEMAIL Value</a>	Completed		03/08/2007 - 14:13:52	<a href="#">Workflow System</a>
<a href="#">Expense Report 001900 [redacted] pending in your Inbox</a>	Completed	Logically Deleted	03/08/2007 - 14:13:52	
<a href="#">Change Trip 001900 [redacted] status</a>	Completed		03/12/2007 - 10:06:49	<a href="#">Workflow System</a>
<a href="#">Exp Rpt 001900 [redacted] approved for [redacted]</a>	Completed	Mail sent	03/12/2007 - 10:06:49	<a href="#">Workflow System</a>

### Approved Document

- The Status displays **'Approved'**.
- The Agent displays **'approver name'**.
- After an Approved line item – you will see a **'Logically Deleted'**, because once approved it is deleted out of the approvers inbox.
- The final line, the Status displays **'Mail sent'** indicates all approvals are done and an email was sent to the initiator indicating document approved.

If there are five employees with the Travel Approver role for your cost object – the document will appear in all five inboxes, and all five employees have to approve it.



# Financial and Information Technology Training

## Travel and Expense Reimbursement Workshop (WebGui)

### Lesson 6: Check Document Status (Review Workflow)

Data on Linked Workflows

**Workflows for Current Context**

Title	Creation D...	Creation...	Status	Task
Expense report 0019006112 approval for [redacted]	03/18/2008	17:41:28	In Process	Expense R

Step name	Status	Result	Time stamp	Agent
<a href="#">Object USR01DOHR Key [redacted] Attribute NUMBER Value</a>	Completed		03/18/2008 - 17:41:28	<a href="#">Workflow System</a>
<a href="#">Object ZBO_1065 Key 00008807 Attribute ZWAVS_JHEMAIL Value</a>	Completed		03/18/2008 - 17:41:29	<a href="#">Workflow System</a>
<a href="#">Get Finance and Administrative dept approvers</a>	Completed		03/18/2008 - 17:41:30	<a href="#">Workflow System</a>
<a href="#">Approve Expense Report 0019006112 for Employee [redacted]</a>	Ready		03/18/2008 - 17:41:31	<a href="#">Information...</a>
<a href="#">Date Offset Calculation</a>	Completed	Deadline date	03/18/2008 - 17:41:31	<a href="#">Workflow System</a>

#### Document Waiting for Approvals

- The Status displays '**Ready**'
- The Agent displays '**Information**'
- Click the **Information** link to display the name of the approver

If there are five employees with the Travel Approver role for your cost object – the document will appear in all five inboxes, and all five employees have to approve it.

Recipients: Approve Expense Report 0019006112 for E [redacted]

A B [redacted]

Financial and Information Technology Training  
Travel and Expense Reimbursement Workshop (WebGui)  
Lesson 6: Check Document Status (View/Change Report)

**Welcome to the Travel Manager**

Menu ▾ | Back | Cancel | Tools ▾ | **Change** | **Display** | Delete | Display Payment History | More ▾

Travel	Reason	Status
▼ 8 a		
▼ Open Trips		
▼ 02/01/2008 test	test	
☰ Travel Expenses	test	Trip Complete/To Be Settd
▶ Paid Trips		

**To Change or Display an Expense Report**

- Click to highlight (select) the expense report
- Click:
  - **Display** to view report
  - **Change** to change the report

You can add receipts to paid expense reports and SAP will only reimburse the new receipts. Do not modify any receipts on the current paid report (or SAP will try to recover the money from the employee) – only add new receipts.

## Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 6: Check Document Status (Delete Report)

The screenshot shows the 'Welcome to the Travel Manager' interface. At the top, there is a menu bar with buttons for 'Menu', 'Back', 'Cancel', 'Tools', 'Change', 'Display', 'Delete', 'Display Payment History', and 'More'. Below the menu bar is a table with columns for 'Travel', 'Reason', and 'Status'. The table contains the following data:

Travel	Reason	Status
88 sa		
Open Trips		
02/01/2008 test	test	
Travel Expenses	test	
Paid Trips		

A dialog box titled 'Delete Trip' is open, asking: 'Are you sure you want 0019006112 to delete the trip?'. The dialog box has 'Yes' and 'No' buttons.

### To Delete a Travel Request/Expense Report

This can only be done to items in the Open Trips folder.

- Click to highlight (select) the report (the top level of the Travel Request/Travel Expenses)
- Click  to delete both the Travel Request and/or Travel Expenses reports
- Click  to confirm the delete
- The trip will disappear from the folder.