Travel Management Hints and Intricacies

The trick to Trip Region search is **YOU MUST USE *** after search criteria "is". Examples: PA*, Harrisb*, etc. or it will not search. Or you can change the criteria to "contains".

Destination and Reason are open text so you can type specific locations and events.

You must have all required (*) fields completed and save draft before you can attach receipts, enter estimated costs, change cost centers, enter additional destinations, etc.

If you miss attachments when completing the report, **you can add them from the outside** via the dashboard column "attachment".

DO NOT delete a receipt line entry once it is entered and paid. Just add additional receipts.

Only **enter receipts for expenses that are to be reimbursed to the traveler** (ex: do not enter the Enterprise rental in receipts unless you make it $0, as it would be direct billed to MU, not paid by traveler).

Comments - Make note of conference hotel, Enterprise rental, or conference registration paid by PCard.

Upload Faculty Grant letter.

X - Pay to Vendor used only for Conference Registrations that cannot be paid by credit card and require a check.

Delete Estimated Cost line once trip is complete. If requesting reimbursement prior to trip (prepay) add the expense currently requested (transportation and conference registration can be prepaid), then subtract receipt amount from estimated cost total. This is so the amount requested is unencumbered that is now being paid.

The traveler must do currency conversions. It is best to tape to sheet of paper in order and write the conversions by the receipt. Enter the USD only in TM.

The travel must remove alcohol, tax from alcohol, and tip from alcohol. A separate receipt for alcohol is more appropriate.

Per Diem for meals – make sure you click the boxes of the meals that are included in the event/conference. Do not click the boxes for the meals you are claiming, that is opposite.

Travel Assistants ARE ONLY ABLE TO SAVE DRAFT, only the traveler can save and send for approval.

Travelers must save and send for approval – once TA enters and saves draft, traveler goes into the trip through "Change", reviews, and saves and sends for approval.

If you **enter your report through "change" (even if you don't actually change it) once routed, you are pulling it from the routing process** so you must re-save and send for approval to send it back to routing. Any time you make changes you will need to reroute.

DO NOT REJECT unless it is not happening at all. Reject closes the trip and they would need to start over.

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Activity Codes most used are ***General Travel*** & ***Training/Development Travel***. Others are defined as:

Administrative Travel – Athletic Administrative Travel or the cost of any **authorized** employee moving expenses. THIS IS NOT FOR ADMINISTRATIVE STAFF TO TRAVEL, use General Travel.

Athletic Recruiting Travel – Recruiting and Scouting Travel

Athletic Team Travel – Team buses, travel to competitions, lodging

Human Resources Recruitment – Cost of job applicant transportation, meals, lodging or other eligible expenses incurred in conjunction with an employment interview. Must be approved by search chair.

Student Recruitment Travel – Admissions student recruitment travel expenses

Student Travel – (only a few dept actually use this code any more)

Teaching Travel – not used

Please feel free to contact Jean Ressler x4181 with any questions.