Travel Training Handout

To practice entering travel documents in IRIS:
- Use **TRN** (not PRD)
- Change client from 220 to **250**
- Type in UserID_____
- Password: Training
- Personnel number to use for training: _____

1. Initial Settings for Travel (Change in Production)

- Add **TRIP** – Travel Manager and **ZWF_HISTORY** Report – Workflow History Report to Favorites
  - Select **Favorites – Insert Transaction**
  - Add **ZWF_HISTORY** and **TRIP** to your *Favorites* folder
  - To display the technical names, select Extra Settings from the menu bar and check "display technical names".

- To set defaults for the **TRIP** transaction, click 🖳 **(Settings)**.
  - In the *Selection Period* area, select the period of trips that you would like to display. Select <u>one</u> of the following:
    - "Display All Trips",
    - "Trips in Last 12 Months", or
    - "Trips in Current Year" (calendar year).
  - In the *Initial Screen* area, make sure <u>all</u> of the following choices are selected:
    - "Show Overview Area"
    - "Display Graphics"
    - "Display All Subsequent Activities"
  Do <u>not</u> select "Basis HTML (for Display Problems)".
  - In the *Number of Input Help Entries* area, type "10" for each type of field. IRIS will then "remember" the last 10 entries for each type of field. These are recommended values only. After you see how this feature works, you may change the number of entries to whatever values will assist you best as you enter travel information.
  - Exit the **TRIP** transaction and then come back into it to refresh the screen and see the changes are now in effect.

- To display the *Trip Number* in the *Overview* section:
  - Expand *Overview* section to the right: click on the right edge of the window and drag it to the right until you can see the *Trip Number* column.
  - Click on the header for the *Trip Number* column, and then drag and drop it on the header for the *Travel* column. The *Trip Number* column will be inserted to the right of the *Travel* column.

- o Resize *Overview* section: click on the right edge of the window and drag it back to the left leaving the *Trip Number* column visible.
- o Click **BACK to** return to the *SAP Easy Access Menu* screen.

2. Basic Travel Expense Report

- To access the *Travel Expenses* screen and enter travel expenses for:

    - An in-state trip that does not require an approved Travel Request - Click **Create Travel Expense Report** to create a new trip.

    - an existing trip that required approval of a travel request listed in the Overview area of the *Travel Manager* screen. Make sure "Change Approved Travel Request" appears in *Subsequent Activities* column. Single-click on **Travel Expenses** listed under that trip and edit.

- **Dates:** For international travel only – If the return date and/or time for an international trip must be shortened or extended:
    - o Enter the date/time changes in two places on the Travel Expense screen:
        1. in the End of Trip fields and
        2. in the new Domestic Arrival Fields
            The Domestic Arrival fields are located just under Additional Destinations on the Travel Expenses screen.
    - o Click or press Enter to ensure that IRIS recognizes the date/time changes.

- **Times**: correct times are critical – per diem reimbursement is based on them.
    - o Time Conversion: To enter time in AM/PM format and have IRIS convert it to military time:

        - Click in a *Time* field, and then click **(Match code)**.
        - Click **(12h <-> 24h)** on the *Choose Time* window that appears.
        - Select values for the time and select **am** or **pm**.
        - Click **(Continue)**.

Note: This is not a permanent setting. It will be in force only for as long as you stay in the **TRIP** transaction. If you exit the **TRIP** transaction, you will need to choose this setting again when you open the **TRIP** transaction at another time.

- **Region Code**: Be sure to complete **Region** field for the first destination and any additional destinations. If region code is left blank, the traveler will be reimbursed at the minimum rate for lodging and meals.

- Domestic travel (in-state or out-of-state): search for state/city using **Matchcode**
- Foreign travel: search for country/city using **Match code**

To access the list click on the match code and click the down arrow.

- **Comments** – For the entire trip
  - Add comments if more information is needed to explain the *Reason* for the trip or to include additional information about the trip, such as explaining the funding for the trip, showing personal travel dates included in the trip, etc. **The Comments section is very important to provide explanations/additional documentation of certain aspects of trip.**

Note: Hit **enter** after completing **General Trip Data** to default **Per Diems** to **Region.**

- **Miles/km**:
  1. Type in distances plus beginning and ending locations for each leg of trip.
  2. Mileage will total in *Miles/km* field when you press **Enter**.
  3. If **UT automobile** is used, enter "1" in *Miles/km* field to record that choice.

- **Per diem reimbursement**:
  1. Check box if full per diem reimbursement is desired.
  2. Do not check the per diem box for one-day travel less than 12 hours.
  3. Start and end times of travel determine per diem meal reimbursement for each partial day.
  4. Expand *Deductions* section to mark any meals that are not to be included in the reimbursement. For example:
     i. meals included in a registration fee
     ii. meals during any personal travel

- **Expense Types:**

Expense Type	Details
Airfare Penalties and Fees	*Description* – explain fees.
Airfare Traveler Paid	*Description* – use actual name of airline in *Provider* field.
Auto Rental	For domestic travel, university employees will not be reimbursed for insurance on car rentals and non-employees can only claim collision insurance.

	For foreign travel, both university employees and non-employees can claim collision insurance only. *Description* – name of car rental company in *Provider* field.
Communications/Internet	*Description* – explain expense
Entertainment	*Description* – purpose *Participants* – list individuals Entertainment over $500 requires additional approval by the CBO and should be processed through Accounts Payable.
Excess Baggage Handling Fees	*Description* – explain why fees were incurred.
Gasoline	No gasoline reimbursement may be claimed if mileage reimbursement is being claimed.
Lodging (Exception)	Exception to policy only for amounts over the policy limits – not for conference hotels. *Description* – explain exception and why it was necessary. All exceptions to policy require CBO & Treasurer level approval. *Description* - name of hotel in *Provider* field.
Lodging Check-in Fee	Only one $5 fee per destination or hotel.
Lodging Conference Hotel	Include taxes and room rate in lump sum. *Description* – name of hotel in *Provider* field.
Lodging Non-conference	Room rate only – no taxes. Adjust *From* and *To* dates as needed. Be sure *Region* is correct for each hotel receipt. *Description* – name of hotel in *Provider* field.
Lodging Taxes, Non-conference	Taxes on lodging are entered as a separate lump sum amount. Do not include taxes in Lodging Non-conference amounts.
Lodging, Group Travel	Do not include group leader expenses.
Lodging, Penalties and Fees	*Description* – explain penalties and why they were incurred.

Note: The CONUS rates listed for foreign hotels include all taxes, but the CONUS rates for US hotels do not include taxes.

Meals, Group Travel	Do not include group leader expenses.
Negative adjustment to total	*Description* – explain negative adjustment. Example: expenses over department maximum for trip to be paid by traveler.
Other Exceptions to Policy	*Description* – explain exception and why it was necessary. All exceptions to policy require CBO & Treasurer level approval.
Other Expenses	*Description* – explain expense and why it was incurred.
Parking	*Description* – type of parking.
Phone Calls, Business	*Description* – who was called and purpose of call.
Reg/Conf/Train Traveler Paid	Registration fees paid by traveler.

Tolls	Describe toll.
Transportation Company Paid	Charges for UT automobiles. Included to complete the costs for the trip – amounts will <u>not</u> be reimbursed to traveler. Use an estimate of charges from Transportation Services vehicle rates or use actual charges from Transportation Services internal transfer.
Transportation, Ground	*Description* – explain type of transportation and reason for expense – taxi, shuttle, ferry, etc.
Transportation, Other	*Description* – explain type of transportation and reason for expense – donkey, bike, boat, camel, ostrich, etc.

- **Expense receipts**:

  1. *Paper receipt exists* defaults as checked – uncheck if no paper receipt.
  2. *Additional information* required varies depending on type of expense.
  3. Clicking on the match code in the amount field displays the IRIS calculator for your use.
  4. If foreign travel, amounts must be in US dollars with conversion shown on each receipt. Use the conversion rate for the date on the receipt. Conversion calculator is available on the *Travel Manager* screen.
  5. A *Provider* is required for lodging, airfare and auto rental. Click on the match code and then click the down arrow. Remove the "number of hits" and hit enter to display all of the values. You may alphabetize the list by clicking on the header to scroll down to the selected city. Or, you may use the find function. Click the "find" icon [H], type in the provider name, and click on the "start search" [✓] icon. Double click on the selected provider to enter it to the expense line. If the provider is not listed use the value **ZZZ.** Once a provider has been added to your user list you must select the "display all values" [⊙] icon to display the entire list of providers.
  6. An individual expense receipt may be assigned to an alternative cost distribution.
  7. Click **Transfer** or press **Enter** to transfer receipt to list of expenses to be reimbursed.

- **Travel Package**:

  8. The T-40 Form is to be utilized when a travel package has been secured from Travelocity,

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Expedia.Com, etc. and must be attached along with the travel package receipt.

9. The form must be completed to reflect all expenses covered in the travel package.
10. If the expenses are itemized enter them under those specific expenses lines such as airfare, hotel, etc.
11. For expenses that are not itemized enter under "Travel Package".

Note: Wait at least 2 business days after payment approval before you process any additional expenses. If you try to submit additional expenses before the payment has been completed, the check for the approved expenses will not process completely in the system and the traveler's reimbursement could be delayed.

- To display a travel request or travel expense report, single-click the item to be displayed in the *Overview* section of the screen and then click Display. Do not double-click on an item to display it. Double-clicking will open the item in change mode.

- **Save** and select **No** to allow checking and printing of Travel Expense Report.

- Click **Results** to check the Travel Expense Report and then click **Print**.

- Click **Back** to return to *Travel Expenses* screen.

- **Save** and select **Yes** to send to workflow for approvals.

- Notice the entry has changed in *Open Trips* on the *Travel Manager* screen.

- Have the traveler sign and date the printed statement, have the department head approve the Travel Expense in IRIS, and send the printed statement to Accounts Payable with receipts attached.

- You may check **ZWF_HISTORY** report for item status in workflow. Use the *Travel* tab to search using: the date (or range of dates) that the item was submitted to workflow, the personnel number, the trip number, or even your IRIS userID (to see items that you have submitted). **Be sure and enter both the traveler's personnel number and the trip number.**

The status of the work item is color-coded:
   i. **Ready** (green)
   ii. **Started** (yellow) – also called "reserved"
   iii. **Completed** (light blue) – for both approved and rejected items

Even though the Travel Expense Report has been submitted for approval, the check will <u>not</u> be written immediately. The item must be routed through the approval process. If the traveler has direct deposit in the IRIS system the travel expenses will be reimbursed by direct deposit, otherwise a check will be cut.

Note: Be sure to exit out of the traveler's Travel Manager screen after you submit a Travel Request or Travel Expense Report for approval. When you have either the traveler's Travel Manager screen or the travel documents themselves open, approvers and travel audit personnel can not access the traveler's documents to approve and/or audit them. Only one user at a time can have access to the traveler's information.

Exercise 1   Simple In-State Travel

Complete a Travel Expense Report for the following trip. No Travel Request is required. "*University Rates"* is the default for the per diem expenses*.*

- o Ms. Delacroix visited the UT-Knoxville campus to meet with her colleagues about a research project.
- o This trip should be charged to her responsible cost center.
- o She left Memphis at 7:30 am on 8/1/2007.
- o She drove her personal car 782 miles roundtrip from Memphis to Knoxville.
- o She is claiming the full per diem reimbursement for meals.
- o She stayed the night at the Hampton Inn at a total cost of $84.00 ($74.00 lodging and $10.00 taxes). She is claiming the lodging check-in fee.
- o She met with her colleagues the next morning and then drove home.
- o She arrived home at 7:00 pm on 8/2/2007
- o Her receipt is shown in the table below.

Date	Provider	Description	Amount
8/1/2007	Hampton Inn	Lodging Taxes	$74.00 <u>$10.00</u> $84.00

3.   Basic Travel Request

- Click **Create Travel Request**.

- **Dates**: Enter starting and ending dates of trip.

- **Times**: Enter time estimates on Travel Request in order to have correct dates for Travel Expense Report. **Times may not be left at 00:00**.

- **1st Destination**: City, ST (domestic travel) or City, Country (foreign travel).

- **Country**: USA should be selected for domestic travel. The country name must be selected for all foreign travel from the match code list.

- **Reason**: Enter reason for trip. If the reason is too long for this field, abbreviate it here and expand the *Comments* section to type the reason there.

- **Estimated Costs**: Enter estimated costs in the *Comments* section.

- **Save** to send to workflow. If foreign travel, travel request will be routed for additional approvals.

- **Overview**: approver's view of travel request – printed copy is not required.

- Click **Back** to return to the *Travel Manager* screen. The new trip is now listed under *Open Trips.*

Exercise 2   Simple Out-of-State Travel- Request

Complete a Travel Request for the following trip.

- o Ms. Delacroix will be attending the 2007 National Education Conference in San Diego, CA from 8/6/2007 through 8/8/2007.
- o This trip should be charged to her responsible cost center.
- o She plans to leave at 7:30 pm on 8/5/2007 and return at 4:00 pm on 8/8/2007.
- o The estimated cost for her trip is $1,500.00.

Exercise 3   Simple Out-of-State Travel – Expense Report

After Ms. Delacroix returns from her trip, create the Travel Expense Report. This trip should be reimbursed using *University Rates.*

- o She left at 7:00 pm on 8/5/2007.
- o She drove her personal car to the airport 15 miles away and left her car parked in the airport parking lot.
- o She should receive the full per diem reimbursement for her meals except for dinner on 8/7/2007 – an awards banquet for which she has a receipt.
- o It cost $192.60 for her to fly to San Diego on American Airlines.
- o A taxi from the airport to the hotel cost $38.00 with no receipt.
- o She stayed at the Gaylord Palms Resort and Convention Center for a total cost of $600.00 for 3 nights ($540 lodging and $60.00 taxes). The Gaylord Palms Resort was the conference hotel.
- o She had to pay an excess baggage handling fee of $25.00 at the Gaylord Palms Resort on 8/5/2007 for which she has a receipt. She had a large display for the conference that had to be taken up to her room along with her other luggage.
- o She paid a $250.00 registration fee at the conference on 8/6/2007.
- o She paid $50.00 to attend the conference awards banquet dinner on 8/7/2007 at which she received an award.
- o A taxi from the hotel to the airport cost $18.00 with no receipt.

- o She paid $32.00 for parking her car at the airport with no receipt, and then drove the 15 miles home.
- o She returned home at 4:10 pm on 8/8/2007.
- o Her receipts are shown in the table below.

Date	Provider	Description	Amount
8/5/07	American Airlines	Airfare	$192.60
8/5/07	Gaylord Palms Resort	Excess baggage handling fee	$25.00
8/6/07	Nat'l Education Conference	Registration fee	$250.00
8/7/07	Nat'l Education Conference	Awards banquet	$50.00
8/8/07	Gaylord Palms Resort and Convention Center (conference hotel)	Lodging Taxes	$540.00 $60.00 $600.00

Exercise 4   Simple Foreign Travel – Travel Request

Complete a Travel Request for the following trip.

- o Ms. Delacroix will be attending the 2007 International Education Conference in Berlin, Germany from 8/13/2007 through 8/17/2007.
- o This trip should be charged to her responsible cost center.
- o She plans to leave at 8:00 am on 8/12/2007 and return at 9:00 pm on 8/18/2007.
- o The estimated cost for her trip is $3,000.

Exercise 5   Simple Foreign Travel – Expense Report

After Ms. Delacroix returns from her trip, create the Travel Expense Report. This trip should be reimbursed using *University Rates*.

- o She left at 6:45 am on 8/12/2007.
- o She drove her personal car to the airport 15 miles away and left her car parked in the airport parking lot.
- o She should receive the full per diem reimbursement for her meals except for meals included in the conference registration fee.
- o She purchased a travel package through Travelocity.com that included her airfare, her lodging, and a rental car. The total cost of the travel package was $1936.97 ($1628.46 for the flight + hotel + car and $308.51 for the taxes on the flight + hotel + car). Her flight was on Continental Airlines, she stayed at the Swissotel Berlin, and her car was rented from Avis. None of these charges is itemized on the expense receipt. A **Travel Package Worksheet** has already been completed for this expense.
- o She paid a registration fee of 250.00 Euros at the conference. Lunch was provided each day of the conference.
- o She paid 46.00 Euros on 8/17/2007 for parking her rental car at the hotel for which she has a receipt.
- o She paid $45.00 for parking her car at the airport with no receipt, and then drove the 15 miles home.

- o She returned home at 10:15 pm on 8/18/2007.
- o Her receipts are shown in the table below.

Date	Provider	Description	Amount	Conversion
8/12/07		Travel Package	$1,936.97	
8/13/07	International Education Conference	Registration fee (included lunch each day)	250.00 Euros	$299.29
8/17/07		Parking	46.00 Euros	$54.75

4.   Travel Request plus additional sections

- **Additional Destinations**
  - o After entering the original destination and region code, add each additional destination on a separate line with date of arrival at new destination, region, etc.
  - o Use **Delete Dest** to delete an additional destination.

- **Alternative Cost Assignment for Entire Trip**
  - o The trip will be charged to responsible cost center if no alternative cost assignments are entered.
  - o Split assignments are entered by % of costs -- not by absolute dollar amounts.
  - o The cost center/WBS element is required on each line with a % distribution.

5.   Travel Expense Report plus additional sections

- **Additional Destinations**
  - o 1st Destination pre-populated. Add each additional destination on a separate line with date of arrival at new destination, region, etc.
  - o Complete **Region** and **Reason** for any additional destinations from Travel Request.
  - o Use **Create Addnl Destination** to add more entry lines, if needed.
  - o Use **Delete Addnl Destination** to delete an additional destination.

- **Alternative Cost Assignment**
  - o For entire trip (% only) or for individual expense receipts (% or $ amt)
  - o For individual expense receipt – choose % or $ amt
  - o Cost center/WBS element is required on each line. .

- **Comments**
  - o For entire trip or for individual expense receipts.

Note: If expenses have already been paid on this trip and you have opened the trip to add new expenses, add *Comments* that new expenses have been added and re-submit the Travel Expense Report for approval.

Exercise 6 Out-of-State Travel – Additional Destinations & Alternative Cost Assignment

Complete a Travel Request for the following trip.

- o Ms. Delacroix will be attending the 2007 Information on Research Conference in Chicago, IL from 9/17/2007 through 9/19/2007.
- o $1250 of this trip should be charged to E011038, and the remainder should be charged to R011032096.
- o She plans to leave at 9:00 am on 9/17/2007 and return at 8:00 pm on 9/23/2007. She will be on personal leave in Chicago from 9/20/2007 through 9/23/2007. Her lodging during her personal leave will be at no cost to UT.
- o The estimated cost of her trip is $1,250.

Exercise 7 Out-of-State Travel – Additional Destinations & Alternative Cost Assignment – Amended Travel Request

Ms. Delacroix decides to add a trip to Milwaukee, WI to meet with colleagues about a research project. She plans to rent a car in Chicago on 9/23/2007 and arrive in Milwaukee at 11:00 am that same day. She will drive back to Chicago arriving at 11:30 am on 9/25/2007 to return the rental car and catch her flight home. She has changed the return date on her plane ticket from 9/23/2007 to 9/25/2007. She now plans to return at 10:00 pm on 9/25/2007. Open her Travel Request for this trip to make these changes.

Exercise 8 Out-of-State Travel – Additional Destinations & Alternative Cost Assignment – Amended Expense Report

After Ms. Delacroix returns from her trip, create the Travel Expense Report. This trip should be reimbursed using *University Rates*.

- o Her original ticket to Chicago on American Airlines cost $250.00.
- o American Airlines charged a $50 penalty to change her return date.
- o She is claiming per diem for the meals not covered by the registration fee.
- o She stayed at the Renaissance in Chicago from 9/17/2007 to 9/19/2007 for a total cost of $750 for 3 nights. The Renaissance was the conference hotel. She is claiming the check in fee of $5. The lodging during her personal leave for 9/20/2007 through 9/22/2007 was at no cost to UT.
- o She paid a $300 registration fee at the conference on 9/17/2007.

- She rented a car at Avis for $30 per day on 9/23/2007. She drove to Milwaukee and had to pay $5.00 to cross a toll bridge en route. She arrived in Milwaukee at 11:00 am on 9/23/2007.
- She took her colleagues, David Morton and Sandra Fisher, to dinner on 9/24/2007 at the Milwaukee Chophouse at a total cost of $102.00 to discuss future collaboration.
- She stayed at the Sheraton in Milwaukee from 9/23/2007 to 9/25/2007 for a total cost of $210.00 for 2 nights ($190.00 lodging and $20.00 taxes).
- She paid another $5.00 to cross the toll bridge on 9/25/2007.
- She purchased gasoline at a BP station at a cost of $35.00 with a receipt before returning the car to Avis on 9/25/2007.
- She paid $90.00 for the car rental at Avis on 9/25/2007.
- Her receipts for this trip are shown in the table below.

Date	Provider	Description	Amount
9/17/07	American Airlines	Airfare	$250.00
9/17/07	American Airlines	Penalty to change return date	$50.00
9/17/07	Information on Research Conference	Registration fee	$300.00
9/23/07	Renaissance	Lodging (taxes are included in conference lodging total)	$750.00
9/23/07		Toll bridge	$5.00
9/24/07	Milwaukee Chophouse	Dinner with David Morton & Sandra Fisher to discuss future collaboration.	$102.00
9/25/07	Sheraton	Lodging Taxes	$190.00 $20.00 $210.00
9/25/07		Toll bridge	$5.00
9/25/07	BP	Gasoline	$35.00
9/25/07	Avis	Car rental	$90.00

Exercise 9   Foreign Travel – Additional Destination & Alternative Cost Assignment – Travel Request

Complete a Travel Request for the following trip.

- Ms. Delacroix is traveling to Manaus, Brazil to update a study of the diseases of the indigenous peoples in the Amazon region. She will be continuing on to Terra Petra, Brazil by local transportation.
- This trip should be charged to R011038-002. The department will only pay $2,000 towards this trip.
- She plans to leave at 6:30 am on 10/10/2007, arrive at Manaus at 10:30 pm 10/10/2007, arrive at Terra Petra at 6:00 pm on 10/11/2007, return to Manaus at 7:00 pm on 10/18/2007, and return home at 9:45 pm on 10/19/2007.
- The estimated cost for her trip will be the $2,000 that the department is willing to pay.

o Her airfare to Manaus on United Airlines is $1,600.

Exercise 10   Foreign Travel – Additional Destination & Alternative Cost Assignment – Expense Report

After her trip is completed, create a Travel Expense Report for this trip to reimburse Ms. Delacroix for her expenses. This trip should be reimbursed using *University Rates*.

o She left at 5:10 am on 10/10/2007
o She drove her personal car to the airport 15 miles away and left her car parked in the airport parking lot.
o She should receive the full per diem reimbursement for her meals on the first and last days of her trip. Her meals during her stay in Terra Petra from 10/11/2007 through 10/18/2007 were provided by her host family.
o She stayed at the Plaza Hotel for a total cost of 212.00 Brazilian Reals (BRL) for 2 nights on 10/10/2007 and 10/18/2007.
o She had to hire an interpreter/guide on 10/11 for her trip upriver at a flat fee of 500 BRL for one week.
o She hired a boat to take her up the Rio Negro to the village at Terra Petra on 10/11/2007 and then return for her on 10/18/2007 at a cost of 1000 BRL.
o Her meals and lodging in Terra Petra were at no cost to UT – she stayed with a host family.
o She paid $90.00 for parking her car at the airport, and then drove the 15 miles home.
o She returned home at 10:20 pm on 10/19/2007.
o Her receipts are shown in the table below.

Date	Provider	Description	Amount	Conversion
10/10/07	United Airlines	Airfare	$1600.00	
10/11/07	Plaza Hotel	Lodging	106.00 BRL	$49.40
10/11/07		Interpreter/guide	500.00 BRL	$233.04
10/11/07		Boat to/from village at Terra Petra	1000.00 BRL	$466.08
10/18/07	Plaza Hotel	Lodging	106.00 BRL	$49.78
10/19/07		Airport parking	$90.00	

6.   Delete a Trip

- In *Overview* section of screen, select trip to be deleted and click **Delete**.
- Must delete the entire trip, not individual request or expense lines.
- Popup window appears to confirm deletion.

7.   If Travel Expense Report is Rejected

- The originator receives an e-mail with a message about the rejection.

- In the originator's *Business Workplace* inbox:
  o Reasons for rejection are in the "Office Document" attached to work item.

- User executes work item. Three choices for action:
    - "Acknowledge and remove from inbox" to discard
    - "Change expense request" to revise
    - "Cancel and keep work item in inbox" to work on later
- Click "Change expense request" to revise the Travel Expense Report.
- After making changes, click **Save** and then **No**.
- Check the **Results** and **Print** the revised Travel Expense Report to send to the Travel Audit Office.
- Click **Save** and then **Yes** to resubmit to workflow.
- Click **Back** to return to the *Business Workplace* screen.

8.   If Travel Expense Report is Adjusted

- The originator receives an e-mail with a message that item was adjusted.

- In the originator's *Business Workplace* inbox:
    - A work item will appear with more information about the adjustment.
    - Reasons for adjustment will appear in the lower section of the *Business Workplace* screen.

9.   Changing a Submitted Travel Expense Report

- You may change the item before it is paid.
    - Check **ZWF_HISTORY** report to see where the item is in workflow:
    - Ask that the item be rejected from the workflow of the Approver/Travel Audit Office.
    - Make the necessary changes on the Travel Expense Report.
    - Under the *Comments* section – explain the changes for both the reviewer/approver and the Travel Audit Office.
    - Save, check, print and then resubmit the item to workflow.
    - Contact the Travel Audit Office to retrieve the original Travel Expense Report if it has already been forwarded to this office.

- You may wait until after the item is paid to submit an amended Travel Expense Report.
    - Open the trip in the *Paid Trips* folder.
    - Single-click on **Travel Expenses** under that trip, and then click **Change**.
    - A message appears: "Changes in Posting Past Trigger Adjustment Postings. Do you really want to change the trip data?" Click **Yes**.
    - The *Travel Expenses* screen for this trip appears.
    - Add additional expenses, but do not delete previously paid items – unless you want IRIS to take that back that reimbursement from the traveler.
    - If additional expenses are to be charged to a different fund, use the *Alternative Cost Assignment* for those individual expenses. Do not change the existing *Alternative Cost Assignment for the Entire Trip* – unless you want IRIS to change the way that the previously paid amounts were charged.

- Under the *Comments* section – let the reviewer/approver know why the item is back for approval and explain to the Travel Audit Office why all receipts are not attached.
- Save, print, and have traveler sign and date the amended Travel Expense Report as usual.
- Submit the amended Travel Expense Report for approval in IRIS.
- Send the printed Travel Expense Report with any additional receipts attached to the Travel Audit Office for payment.

Note: Remember to <u>wait at least 2 business days</u> after approval for payment before you process any additional expenses. If you try to submit additional expenses before the payment has been completed, the check for the approved expenses will not process completely in the system and the traveler's reimbursement could be delayed.

10. Payment Status

- **Direct Deposit**
  - The traveler and originator will receive an email sent to their @tennessee.edu email address that the payment has been made.
  - Check under **Paid Trips** in the **Overview** section of *Travel Manager* screen.
  - Click **Display Payment History** on the traveler's *Travel Manager* screen.
    - Listing for all trips will show date and amount of any payments.
    - If you need the actual payment information:
      - Click on the trip number under *Document No.*
      - Double click on *Account document* line with the trip number.
      - Double click on the line with the traveler's name.
      - The clearing date and clearing document number are located in the center section of the screen.
        - **Clearing date** – the date the direct deposit should appear in the traveler's bank account.
        - **Clearing document number** – for a direct deposit, equivalent to a check number
      - Double-click on the **clearing document number** for further information on the direct deposit.

11. Additional Exercises

Exercise 11.A In-State Travel – Local Mileage

Complete a Travel Expense Report for the following trip. No Travel Request is required. This travel should be reimbursed using *University Rates*.

- Ms. Delacroix is claiming 209 miles as local travel during July, 2007.
  - Enter the beginning and ending dates of the local mileage claimed.
  - Use the employees official work station as the first destination.

- Use "TN/ME as the region code assuming that Ms. Delacroix's office is located in Memphis.
- Use "visit physical therapy patients" as mileage for July 1, 2007 – July 31, 2007" as the reason for the trip.
  o This trip should be charged to her responsible cost center.
  o This trip did not include any overnight stays, and no meals need to be reimbursed.
  o The dates, destinations and mileage for this travel are recorded on a mileage log sheet to be attached to the travel expense report.

Note: Local Mileage expense claims should be submitted either monthly or quarterly.

Exercise 11.B In-State Travel – Alt Cost Assignment

Complete a Travel Expense Report for the following trip. No Travel Request is required. This trip should be reimbursed using *University Rates.*

  o Ms. Delacroix will be attending the 2007 Better Research Conference in Chattanooga, TN from 9/3/2007 through 9/6/2007.
  o This trip should be charged 50% to E01-1005 and 50% to R01-1005-009.
  o She plans to leave at 8:00 am on 9/3/2007 and return at 7:00 pm on 9/6/2007.
  o Ms. Delacroix wants her airfare to be reimbursed before her trip.
  o Her registration fee is to be prepaid by UT.

Create a Travel Expense Report for early reimbursement of her airfare.
  o She will fly to Memphis on Northwest Airlines at a cost of $226.00.
  o Her receipt for this expense is shown in the table below.

Date	Provider	Description	Amount
9/3/2007	Northwest Airlines	Airfare	$226.00

Exercise 11.C In-State Travel – Alt Cost Assignment – Amended Expense Report

After the reimbursement of Ms. Delacroix's airfare has been paid, submit an amended Travel Expense Report for this trip to add the prepayment of her registration fee by UT. Her $200 registration fee was prepaid by UT. Breakfast on 9/4/2007, lunch each day, and dinner on 9/5/2007 are included in the registration fee. **A T-30 form has already been completed.**