

Question	Answer
When should I file a Travel Request?	Travel Requests are needed for all travel, day and overnight.
Is the traveler allowed any extra days for an overnight trip?	Yes. If necessary due to time constraints, you are allowed 1 day prior to and 1 day after your event. For example, if you attend a conference from March 5 that begins at 7 a.m. and ends at 9 p.m. on March 8, you are allowed March 4 and March 9 as travel days.
When should an Expense Report be filed?	For mileage only, expense reports are to be filed within five (5) days after the end of the month for one month's mileage, or within 10 business days after the end of a major trip. For overnight travel, an expense report should be filed within 10 business days after the end of the trip.
If Travel Expenses were placed on the department Procurement Card, do these expenses need to be included on the Travel Expense report?	Yes. This is needed in order to verify dates, overnight stays, any provided meals while traveling, etc., as well as for travel reporting. You can choose the expense type "paid by NKU" for these expenses. For example, if you booked your flight on the procurement card, the expense type you should use on your travel expenses is "Airfare paid by NKU."
What if the Expense Report total is greater than the Travel Request total?	If the Expense Report is more than 10% greater than the Travel Request, please attach an email from the department head approving the increase. The Travel Expenses will not be approved by Accounts Payable without this documentation.
When can the traveler claim per diem for meals?	Per diem is allowed only for overnight trips when travel beginning and ending times fall within the time frames listed here https://inside.nku.edu/comptroller/travel/overnight.html under the Subsistence (meals) Tab and if no meals are provided on the flights, at the conferences, etc.

How can I enter mileage for a span of time?	Once dates are occupied in SAP no other trips can be entered during the span of time those dates cover. For example, if you enter mileage for the month of July and use the dates 7/01/** through 7/31/**, the traveler will not be able to enter any other trips during that span of time. Therefore, if there will be overnight travel during the month as well as mileage, use the last day of mileage as the start/end date in SAP. Accounts Payable recommends using the Mile Expense Report Log found: https://inside.nku.edu/comptroller/travel/employee.html .
When do I get reimbursed for gas or mileage?	If you drive your personal car, you will be reimbursed for mileage at the state rate during your travel dates. If you drive a rental car or an NKU leased vehicle, you can be reimbursed for your own out of pocket gas receipts that are attached to your expense report.
Where can I find the reason the trip was sent back for correction?	In Universal Worklist, click on the “Notifications” tab to see the reason the trip was sent back.
How long do original receipts need to be kept?	Receipts and other supporting documentation are to be scanned and attached electronically for swift processing by accounts payable. Receipts paid by non-grant funds are to be kept 3 ½ years. Receipts paid by grant funds are to be kept for 7 ½ years. Please contact Grants and Contracts Administration Office for further information.
How can I increase the number of rows displayed with looking at All My Travel Requests?	Click Settings; increase the number for the Displayed Rows, Click Apply, click OK.
How can I increase the number of employees displayed in the Employee List?	Click Settings; click the Display tab, increase the number for the Displayed Rows, click Apply, click OK.
The Activity (Planning) I selected for the Travel Request is not populated in the Travel Expense Report.	The Activity (Planning) selected on the Travel Request does not populate over to the Travel Expense Report. It must be entered again on the Travel Expense Report before sending for approval.
I am unable to open attachments on the Travel Expense Report.	Files attached in xlsx and docx format cannot be opened unless saved to the desktop.
What is the Calendar of Trips button used for?	Using the Calendar of Trips button will reflect all dates for which travel transactions have been completed and/or in process.
What portions of the travel request will appear on the Budget Management report?	The Destination and Reason from the travel request will be reflected on the Budget Management report.

