Grants Management Travel Reimbursements Report

Query Technical Name: ZFI_ZTV4_MP02_Q006

Location: External Grant PI Departmental Reports

Purpose: This report is designed to provide detail for trips have been reimbursed for the grant and fiscal year selected. The report should be accessed during monthly reconciliation.

Standard View: By default, columns detailing the Grant, Funds Center, Trip #, Employee, Commitment item, Expense Type, Actuals & Total Miles are provided.

Variable Entry screen: Fund/Cost Center Hierarchy will default to the appropriate Fund Center based on user credentials entered upon login to myNKU.

NOTE: Variables marked with an asterisk (*) are required entries; they must be populated to proceed. Refer to the reporting manual for step-by-step instructions in populating these fields.

General Variables		
Variable⇕	Current Selection	Description
⊙ Fiscal Year		
⊙ Grant		
Funds Center Hierarchy		
TV Expense Type		
Trip # (Ref)		
Employee		

Types of questions this report can answer beyond the standard view:

1. I would like to know what my grant spent on a given type of expense (lodging, airfare, mileage, etc.).
   a. Right-click on "**Expense Type**" to place a filter on the displayed values. Then select the expense type necessary for further analysis.
      i. This analysis is most effective when ALL expenses are reported while creating the expense in transaction code TRIP in addition to whether or not it will be reimbursed by NKU.

2. Can I see expenses by employee?
   a. Place characteristic "**Employee**" in the left-most column. This operation re-calculates the data displayed by NKU employee.