



Travel Management Report

Query Technical Name: ZFI_ZTV4_MP02_Q003

Location: FI Departmental Reports folder

Purpose: This report is designed to provide all travel commitments and expenses for the fiscal year selected.

Standard View: By default, columns detailing the Funds Center, Trip number, Employee, Commitment Item number, Expense Type, Actuals, Total Miles (for Mileage), & Commitments are provided.

Variable Entry screen: Fund/Cost Center Hierarchy will default to the appropriate Fund Center based upon 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.

	Variable	Current Selection	Description
*	Fiscal Year		
	Funds Center Hierarchy		
	Business Area (Multiple Single Values, Op...		
	TV Expense Type		
	Trip # (Ref)		
	Employee		
	Functional Area		
	Fund (Interval Entry, Optional)		



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

1. Can I determine which trips are outstanding and in need of expense reports?
 - a. Add characteristics "**Date of Trip- End**" and "**Date of Trip-Start**". Place them behind the trip number to identify whether or not the trip has occurred.