Travel Reimbursements Report

Query Technical Name: ZFI_ZTV4_MP02_Q004

Location: FI Departmental Reports folder

Purpose: This report is designed to provide detail for trips have been reimbursed as well as assist in monthly reconciliation of fund centers.

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

	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. I would like to know what my fund center 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.

3. 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.