

Travel Checklist

Travel requests and expenses for **employee travel** can be entered through the myNKU portal via the Employee Self-Service tab. No travel expense shall be reimbursed unless the travel was authorized five (5) days in advance of the trip. A travel request should be filed for any trip including overnight travel, including in-state overnight travel.

Additional information regarding travel can be found on Accounts Payable's Web site at <http://comptroller.nku.edu/travel/employee.html>.

_____ Determine if the travel is for a student or employee. If the travel is for a student, transaction code, FV60, is used to enter a PVI using SAP GUI. If the travel is for an employee, use ESS Travel to enter the request and later expenses. Requests are not required for student travel, only for employees. The approval for student travel is done internally within the department.

_____ Scan all required receipts, conference itineraries, etc. to your computer to attach to the expense report within ESS Travel. Accounts payable will not accept paper copies. Store the electronic receipts within your department for 7 years after audit.

_____ Enter the request and later expense report and attach any necessary documentation and receipts. Attachments created on a request will carryover to the expense report.

_____ Add any helpful information to the Comment section in the Additional Information area.

_____ Complete and Save and Submit the request or expense report.

_____ The approvers will receive an email notification when there are items within Universal Worklist that need approval.

_____ Payments are processed once a week, on Tuesdays. Student travel is reimbursed by submitting a Parked Vendor Invoice (PVI) in SAP GUI. The student travel form along with all expense receipts and documentation should be electronically attached to the PVI. Departments are responsible for keeping all original receipts. If the students are traveling as a group, please attach a list of all attendees.