ESS Travel
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Overview

Travel requests and expense reports will be completed electronically through the myNKU portal on the Employee Self-Service tab. Workflow is automated and any notifications will be sent to the original initiator on the UWL tab, Notifications sub-tab.

All receipts will be scanned and attached electronically to the expense report. Receipts are to be kept within the department for auditing purposes.

Features

- Save as Draft
- Calendar of Trips
- Integrated with Human Resources (HR)
- Paperless process
- Attachments are electronic
- Automated workflow
- Audit trail
- Direct deposit of reimbursement
ESS Travel

ESS Travel is used to enter a travel request and expense report into myNKU. All overnight travel requires a Travel Request. Travel Requests need to be approved before any expenses are incurred; either by the traveler or on the Procurement Card. Day trips do not require a Travel Request. Receipts or other supporting documentation are to be scanned and attached electronically for swift approval and 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.
Create Travel Request

Travel requests are only required for **overnight travel**

1. Click Create Travel Request under Create New

   **Create Travel Request**  
   Create a request for a business trip that requires approval.

   **Create Expense Report**  
   Create an expense report for a trip without a travel request. For trips with existing travel request you can add the corresponding expense report via All my Trips & Expenses.

2. Create Travel Request will launch, enter all pertinent information

   **Note:** The proper selection of the Trip Region will control high-rate/low-rate meal selections when entering receipt information. Using the match code to define your region will ensure the selection is accurate.

   The Estimated Cost should only include items paid by the traveler (generally meals and mileage but may vary by department) and not items that will be paid with the NKU Procurement Card (i.e. registration, lodging, etc.). Please use the comments section to list the items and amounts (either known or estimated) that will be paid for on the Pro-Card. This offers a cleaner budget and will be easier to monitor travel items during monthly cost center reconciliation.
Example...

**Note:** If the actual expenses are more than 10% higher than the estimate, Accounts Payable will not be able to approve the reimbursement without additional approval.

---

**Create Travel Request**

- **General Data**
  - Start Date: 02/10/2014 05:00 AM
  - End Date: 02/15/2014 10:00 PM
  - Posting Date: 02/10/2014

- **Destination**
  - Trip Country: United States of America
  - Trip Region: Arizona-Phoenix/Scottsdale
  - Destination: Phoenix

- **Additional Destinations**: No destinations entered

- **Additional Information**
  - Activity (Planning): Conference
  - Reason: Blackboard conference
  - Estimated Costs: 1,750.00 USD
  - Comment:

- **Cost Assignment**: 100.00% Cost Center Grant NOT RELEVANT (NO)

---

**Calendar of Trips**

Using the Calendar of Trips button will reflect all dates for which travel transactions have been completed and/or in process.

A range of months will be reflected. This will allow the traveler to view trip requests and trip expenses. The traveler may also select the start date for the trip from the interactive calendar.
Additional Destinations

Enter Additional Destination, City, Start Date, Time, Reason, and Activity Type.

1. Click Enter Additional Destinations button

2. Enter the Additional Destination information

3. Enter the additional Activity

4. Enter the additional Trip Region

5. Click Accept

**Note:** Enter changes to the information displayed in the Additional Destination row by clicking in the appropriate cell(s).

- Additional destination is added to the Event in Itinerary

6. Click Accept
To delete a destination

1. Click Enter Additional Destinations button
2. Highlight the destination to be removed
3. Click Delete

4. The line will be removed from the Itinerary, click Accept

- The additional destination is no longer reflected under Destination
Change Cost Assignment

The primary Cost Assignment (CA) is reflected under Additional Information in the CA field. To change the CA:

1. Click Change Cost Assignment

2. Click in the Cost Assign cell to edit the percentage for the current CA
   
   **Note:** To change CA to 100% new cost assignment, key the new cost assignment without deleting or updating the percentage to the original cost assignment.

3. Click Accept and New Entry

4. Enter the Cost Center number, Order number, or Cost Center and Grant number

5. Click Accept

   - The additional CA is displayed
6. Click Accept

The CA now reflects 2 assignments for 50%

Cost Assignment: 2 Assignments: 50.00% Cost Center

To delete a CA

1. Click Change Cost Assignment
2. Highlight the row for the appropriate CA
3. Click Delete
4. Change the percentage to reflect 100%
5. Click Accept

6. The additional Cost Assignment will be removed; click Accept

The Cost Assignment reflects only one cost center funding 100% of the trip

Cost Assignment: 100.00% Cost Center
Save Draft and Save and Send for Approval

ESS Travel allows the travel initiator to Save a Draft of a Travel Request or Expense Report or Save and Send for Approval.

Click Save Draft to save the entered information to return and complete the request at a later time.

**Note:** Using the Save Draft feature does not begin the workflow process, does not commit funds, and does not check the budget to ensure funds are available.

- Confirmation message will be reflected
  
  ✔ Travel request 0000011804 was saved

- The Processing Status will display ‘Draft’ and the Approval Status will display ‘Request Open’

When all information has been entered click Review

**OR**

Click Previous Step to make further edits

To submit the Travel Request and begin workflow, click Save and Send for Approval

- Confirmation message will be reflected
  
  ✔ Travel request 0000011804 was saved

- The Travel Requests tab on My Trips and Expenses will reflect a Process Status of Released for Approval and Approval Status will be updated to reflect Request Recorded

**Note:** If a budget error occurs, click Previous Step, then click Save Draft
Retrieve Save as Draft
The Save as Draft feature does not check the budget, commit funds, or begin the workflow process.

To retrieve a Travel Request or Expense Report that was saved as a draft

1. Click My Trips and Expenses
   - Display, change, copy, or cancel one of your existing travel requests or expense reports.

2. Select the appropriate tab; Travel Requests or Expense Reports

3. Highlight the row that reflects the desired trip

4. Click Change

<table>
<thead>
<tr>
<th>Trip Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Destination</th>
<th>Reason</th>
<th>Processing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1004</td>
<td>02/10/2014</td>
<td>02/15/2014</td>
<td>Phoenix</td>
<td>Blackboard conference</td>
<td>Draft</td>
</tr>
</tbody>
</table>

5. Click Review when all information has been entered

6. Click Save and Send for Approval

   - I want to save my travel request and send it now for further processing.
   - I confirm that I have entered all data to the best of my knowledge

   Summary
   - Estimated Costs: 1,760.00 USD

   Cost Assignment
   - 1,750.00 USD
   - Company Code: NK01 (Northern Kentucky Univ.), Business Area 100 (Northern Kentucky University), Cost Center

7. A confirmation message will be displayed.
Create Electronic Attachment(s)

1. On the Travel Requests tab, click Add under the Attachments column
   
   OR Click the Attachments button within the Travel Request

2. Click Browse to locate the attachment on your computer
3. Click Upload to create the attachment

4. The attachment is now displayed in the Attachments window
5. Repeat as needed, then click Close

• The Attachments column and button reflects the number of attachments created
To view attachments

1. Click the number in the Attachments column of click on the Attachments button
   - A list of all attached documents will display in a new window

2. Click on the attachment link

3. Click Open or Save as

   **Note:** Files attached in xlsx and docx format cannot be opened unless saved to the desktop first.

To delete attachments

1. Click the number in the Attachments column
2. Highlight the row with the attachment you wish to delete
3. Click Delete Attachment
4. Click Close

   **Note:** You will not receive a message to confirm deletion
Create Travel Expense Report from a Travel Request

A travel expense report must be created from a request for travel for an overnight stay.

1. Navigate to the employee and correct trip number
2. Click Create under Expense Report

**Note:** Validate that the Processing Status reflects ‘Approved’ and the Approval Status reflects ‘Request Approved’ before entering the Travel Expense Report. If request is not in statuses below the expense report may be started and click Save as Draft but cannot click Save and Send for Approval.

- The General Trip Data will pre-populate from the Travel Request. Fields can be modified if needed.

3. Ensure the Trip Region is populated
   - Click the Match Code if the region is not yet populated to select the appropriate Region

   **Note:** The proper selection will control high-rate/low-rate meal selections when entering receipt information.

   ![Match Code](image)

   - Click Enter Mileage Details if claiming mileage to airport, to destination, etc.

   ![Enter Mileage Details](image)

   - Enter the Miles Driven, Start and End Location, as well as any comments

4. Click Accept

   ![Accept](image)

   - The Mileage Details are reflected in the grid
5. Click Accept again
   - Total Distance Driven: 44 Mile

<table>
<thead>
<tr>
<th>Mileage Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Entry</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>11/11/2013</td>
</tr>
</tbody>
</table>

   Previous Step  Accept  Save Draft

6. When all information for the trip is entered, click Enter Receipts
   - Enter Receipts

7. Highlight the Estimated Travel Request row
8. Click Delete to remove the estimated amount

   - Trip has already taken place

   Receipts in This Expense Report
   - New Entry | Copy | Delete

<table>
<thead>
<tr>
<th>No.</th>
<th>Status</th>
<th>Expense Type</th>
<th>Receipt Amount</th>
<th>Receipt Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td>Estimated Travel Request</td>
<td>1,260.00</td>
<td>11/11/2013</td>
</tr>
</tbody>
</table>

   - The estimated amount for the trip is removed

9. Click New Entry to begin entering actual expenses

   Receipts in This Expense Report
   - New Entry

   No. | Status | Expense Type
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Click the drop-down arrow for Expense Type
11. Select the appropriate choice
12. Enter the Receipt Amount
   • Check the Receipt Date for accuracy
     o If the receipt date is outside the travel dates, change the receipt date to the first
date of the trip (e.g. Registration fee or Airfare)

13. Enter any Short Info and/or Comments
14. Click Accept

**Note:** If expenses were paid with the department Procurement card, be sure to select the Paid
by NKU Expense Type. Any item that uses the Paid by NKU expense type requires a description.
Please include the last name on the Procurement card as well as the last four-digits of the card
used.

15. All entered expenses will be reflected in the Expense Report
   • Click Accept and New Entry if there is more than one expense for the trip
   • Click Change Cost Assignment if a different CA is paying for specific expenses

16. Click Review when all expenses have been entered.
17. Click Save and Send for Approval if the Summary breakdown is accurate

**Note:** If a budget error occurs, click Previous Step, then click Save Draft

### Final Action
- **Save and Send for Approval**
  - I hereby certify, subject to the proviso
  - I confirm all data furnished herewith

### Summary
- **Total Mileage:** 20.24 USD
- **Total Individual Receipts:** 262.00 USD
- **Total Paid Receipts:** 1,000.00 USD
- **Total Travel Expenses:** 1,282.24 USD
- **Paid by Company:** 1,000.00 USD
- **Amount Reimbursed:** 282.24 USD
- **Amount Paid Out:** 282.24 USD

### Cost Assignment
- 282.24 USD Company Code NK01 (Northern Kentucky Univ.), Business

![Previous Step](image1)

![Save and Send for Approval](image2)

**For Expense Receipts where there is no appropriate choice**

1. Select Misc Domestic Travel Expenses or Misc Foreign Travel Expenses
   - If paid by NKU, be sure to select Other Travel Exp. -Paid by NKU or Other Foreign – Paid by NKU
2. Enter Amount, Receipt Date, and Short Info
3. Click Accept
Create Travel Expense Report-Daytime Travel (no prior Travel Request)

1. Click Create Expense Report

   Create Expense Report
   Create an expense report for a trip without a travel request. For trips with existing travel request you can add the corresponding expense report via All my Trips & Expenses.

2. Complete all fields and click Enter Mileage Details

   General Data
   Start Date: 11/29/2013 5 am
   End Date: 11/29/2013 5 pm
   Posting Date: 0

   Destination
   Trip Country: United States of America
   Destination: Northern KY

   Additional Destinations: No destinations entered

   Additional Information
   Activity: Meeting
   Reason: Recruiting in NKY area high schools
   Comment: Please enter comments if necessary

   Mileage
   Total Distance: 0 Mile

3. Enter information for Miles Driven, Start and End Location, and comments if needed, click Accept

   Note: If attaching a spreadsheet of miles traveled, enter “See attached spreadsheet.”
   Total Distance Driven: 0 Mile

   Mileage Details
   Date: 11/29/2013
   Miles Driven: 147
   Start Location: NKU
   End Location: NKU
   Comment: See attached spreadsheet for details
   Accept: Accept and New Entry

   The information entered is now reflected in the Mileage Details
4. **Click Accept again**

   Total Distance Driven: 147 Mile

<table>
<thead>
<tr>
<th>Date</th>
<th>Miles Driven</th>
<th>Start Location</th>
<th>End Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2013</td>
<td>147</td>
<td>NKU</td>
<td>NKU</td>
</tr>
</tbody>
</table>

   ![Previous Step] [Accept] [Save Draft]

   - The mileage is now included on the Expense Report

   ![General Data] [Enter Receipts] [Review and Send] [Completed]

   Employee: Training 18 (00006668)  Schema: Domestic Trip

   ![Previous Step] [Enter Receipts] [Save Draft]

   ![Calendar of Trips] [Attachments (0)]

   **General Data**

   - **Start Date**: 11/29/2013  08:00 AM  Departure from Workplace
   - **End Date**: 11/29/2013  05:00 PM  Arrival at Workplace
   - **Posting Date**: 11/29/2013

   **Destination**

   - **Trip Country**: United States of America
   - **Trip Region**: KY Kentucky
   - **Destination**: Northern KY

   Additional Destinations: No destinations entered

   ![Enter Additional Destinations]

   **Additional Information**

   - **Activity**: Meeting
   - **Reason**: Recruiting in NKY area high schools
   - **Comment**: Remember to attach agenda or itinerary. Also any receipts, maps, AP mileage spreadsheet, etc.

   ![Change Cost Assignment]

   **Cost Assignment**: 100.00% Cost Center 2130100001 (Off of the Comptroll), Grant NOT RELEVANT (NO)

   ![Enter Mileage Details]

   **Mileage**

   - Total Distance: 147 Mile

5. **Click Enter Receipts**

   ![Enter Receipts]

   - If only mileage is being reimbursed, click review and send on the roadmap to skip the Enter Receipts step
6. Click New Entry to enter expenses incurred on the daytrip

**Note:** Daytrips are not eligible for meal reimbursement

<table>
<thead>
<tr>
<th>Receipts in This Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Entry</td>
</tr>
</tbody>
</table>

7. Enter the Expense Type, Receipt Amount, Receipt Date and Short Info

8. Click Accept or Accept and New Entry if more expenses are to be added

- Click Save Draft to save the information and to return to complete at a later time.

  - Confirmation message will be reflected

    Expense report 000001827 was saved with status 'Draft' without checking

- The Processing Status will display ‘Draft’ and the Approval Status reflects ‘Trip Completed’ on the Expense Reports tab because only a draft was saved

<table>
<thead>
<tr>
<th>Reimbursement</th>
<th>Processing Status</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>Draft</td>
<td>Trip Completed</td>
</tr>
</tbody>
</table>

9. Click Review when all expenses have been entered.

10. Click Save and Send for Approval to begin the workflow process

    - Confirmation message will be reflected

      Expense report 0000008280 was saved
      100.00 % will be assigned acc. to trip costs assignment guidelines

    **Note:** If a budget error occurs, click Previous Step, then click Save Draft

11. The Processing Status on the Expense Reports tab is updated

    - The Processing Status reflects ‘Approved’ and the Approval Status reflects ‘Trip Approved’ once Accounts Payable approves the expenses.
To delete an expense:

1. Click Enter Receipts
2. Highlight the row for the expense to be deleted
3. Click Delete
4. That expense is no longer reflected in the Expense Report
5. Click Review
6. Click Save and Send for Approval
7. A confirmation message will be reflected
My Trips and Expenses (List of All Trips)

My Trips and Expenses is a central composition of all trip requests and expenses in all processing statuses. It allows the ability display/print, change, copy or delete trips.

1. Click My Trips and Expenses
   
   Display, change, copy, or cancel one of your existing travel requests or expense reports.

2. Highlight a row to display/print, change, copy, or delete a trip
   
   A list of all requests will be reflected under the All My Travel Requests tab
   A list of all expenses will be reflected under the All My Expense Reports tab
   A list of all travel will be reflected in All My Trips
View the .pdf summary document

1. Click My Trips and Expenses
2. Highlight the appropriate row
3. Click Display/Print

4. The .pdf file will open in a new window
   • The scroll bar may need to be used to view the entire .pdf file

Note: The pdf summary will reflect the information for the corresponding tab. If you are on the Travel Request tab, the Travel Request summary will be displayed. If you are on the Expense Report tab, the Expense Report summary will be displayed.
Delete a Trip

1. Click My Trips and Expenses
2. Navigate to the correct tab, Travel Requests or Expense Reports
3. Highlight the row that reflects the trip to be deleted
4. Click Delete

- The trip details are reflected
5. Click Delete to confirm deletion

**Note:** Exercise caution when deleting any travel items; deleting a travel item removes the trip number completely, effectively canceling the trip

You are about to delete a travel request or an expense report. If you continue, the data will be permanently deleted.

**General Data**

- **Trip Number:** 0000011836
- **Start:** 12/02/2013, **Time:** 08:00:00 AM
- **End:** 12/04/2013, **Time:** 05:00:00 PM
- **Location:** Boulder
- **Country:** Colorado
- **Reason for Trip:** SAP Conference

**Summary**

**Estimated Costs:** 1,250.00 USD

6. A confirmation message is reflected

- The deleted trip is no longer reflected on My Trips and Expenses

**Note:** The commitment will be removed. Check the ZFD1 report to view the commitment information.
Additional functions for Travel Administrator

Create Employee List

Click Travel

The Travel Administrator window will default to the travel page. Click My Employees

The Employee List will need to be populated by the Travel Administrator. Note: all employees do not have to be added initially.

1. Click Add Employee(s)

2. Enter the Employee Number, click OK

Note: If the Travel Administrator does not have authorization to add an employee, an error message will display.

! No travel authorization for Eileen Mary Baker (00004220).
• Repeat as needed
• If you do not know the employee number, select the match code.

• Enter the last or first name of the employee

Or you may click Advanced Options to add more than one number at a time

1. Click in the first blank cell and select the match code

2. Enter the search criteria and click Start Search
3. Highlight the appropriate line
4. Click OK

- The Employee Number is now reflected in the Multiple Selection grid

- Repeat as needed

5. When all employees for the department have been entered click OK.

6. The employee(s) name is now reflected in the Employee List
Filter Employee List
If the employee list is long and you would like to filter for easier access, click the desired column heading. Please note this function is available for any column, not just the Last Name (Surname) column.

- From the context menu, select either sort in ascending or descending order, or select User-Defined Filter to search for a specific name.

  From the context menu, select either sort in ascending or descending order, or select User-Defined Filter to search for a specific name.

  User-Defined Filter...
  - Select User-Defined Filter and enter the search criteria.
  - Click Filter

- Only the filtered employee is now displayed in the Employee List.

  Only the filtered employee is now displayed in the Employee List.

- To remove the filter, click the column header and select (All).

  To remove the filter, click the column header and select (All).
Create Travel Request On Behalf of Employee

Travel requests are required for overnight travel only.

1. Click My Employees

2. Highlight the row to select the appropriate traveler or add new traveler

3. Click Create New Travel Request under the Travel Requests tab

4. Create Travel Request will launch, enter all pertinent information

- Follow instructions on pages 6 – 15 to complete request
Copy Travel Request to Other Employee

The Copy to Other Employee feature allows the Travel Administrator to enter trip information for a group of travelers with the same destination and estimated cost break-down. This will save time and data entry steps for the Travel Administrator.

1. Highlight the row for the traveler with the completed trip information
2. Highlight the appropriate row under Travel Requests tab on My Trips and Expenses
3. Click Copy to Other Employee

4. Select the traveler from the Employee List
5. Click OK

Note: The Overview Trip Data is copied from the initial traveler to the additional traveler
6. Click Start

**Copy Travel Request**
Employee: Training 29 (00002619)

**Start**

Copy From
- Personnel No.: 00003219
- Trip Number: 000001185

**Information**
- Start Date: 12/09/2013
- End Date: 12/13/2013
- Location: Dallas
- Country: Texas
- Reason: Student Motivation and Retention (SMR) conference

Copy To
- New Start Date: 12/09/2013

7. The General Trip data is reflected
8. Enter any necessary changes
9. Click Review or Save Draft

**Copy Travel Request**
Employee: Training 29 (00002619)

**General Data**
- Start Date: 12/09/2013
- End Date: 12/13/2013
- Posting Date: 12/09/2013

**Destination**
- Trip Country: United States of America
- Trip Region: TX, Texas
- Destination: Dallas

**Additional Information**
- Activity (Planning): Conference
- Reason: Student Motivation and Retention (SMR) conference
- Estimated Costs: 1,750.00 USD
- Comment:

Cost Assignment: 100.00 % Cost Center (ND)
10. Click Save and Send for Approval when all information is accurate

**Copy Travel Request**

- General Data
- Review and Send
- Completed

**Employee Training** 20 (00002619)  **Start Date** 12/09/2013  **End Date** 12/13/2013

- Previous Step  Save and Send for Approval

⚠ Trip has already taken place.

**Final Action**

- Save and Send for Approval
- I want to save my travel request and do not need approval.
- I confirm that I have entered all the information accurately.

**Summary**

**Estimated Costs**  1,750.00 USD

**Cost Assignment**

1,750.00  USD  Company Code NK21 (Northern Kentucky Univ.), Business Area 100 (Northern Kentucky University), Cost

- Previous Step  Save and Send for Approval

**Note:** If a budget error occurs, click Previous Step, then click Save Draft.
Copy Expense Report to Other Employee

The Copy to Other Employee feature for the Expense Report allows the Travel Administrator to enter expense receipts for a group of travelers with the same destination and cost break-down. This will save time and data entry steps for the Travel Administrator.

**Note:** This feature is only valid for expenses **not** tied to a travel request. It is mainly used for copying mileage reimbursement information.

1. Navigate to the appropriate employee with the trip under Employee List
2. Click Expense Reports tab
3. Highlight the appropriate trip
4. Click Copy to Other Employee

5. Highlight the row for the appropriate traveler from the Employee List window
6. Click OK
7. Click Start

- The trip details will be displayed

8. Click Enter Receipts

<table>
<thead>
<tr>
<th>General Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 12/31/2013 10:00 AM</td>
</tr>
<tr>
<td>End Date: 12/31/2013 04:00 PM</td>
</tr>
<tr>
<td>Posting Date: 12/31/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Country: United States of America</td>
</tr>
<tr>
<td>Destination: Frankfort</td>
</tr>
<tr>
<td>Additional Destinations: No destinations entered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity: Meeting</td>
</tr>
<tr>
<td>Reason: State of KY Budget Meeting</td>
</tr>
<tr>
<td>Comment: Attended 3 separate meetings, see attached</td>
</tr>
<tr>
<td>Cost Assignment: 100.00 % Cost Center Off of the Com</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Distance: 300 Mile</td>
</tr>
</tbody>
</table>

Previous Step | Enter Receipts | Save Draft
9. Click New Entry if additional expenses should be entered
   - Highlight a row and click Delete if an expense should be removed
   - Click Save Draft to save the entered information and return to complete at a later time

10. Click Accept

11. Click Review when all expenses have been entered

12. Click Save and Send for Approval to submit the expense report and begin Workflow

**Note:** If a budget error occurs, click Previous Step, then click Save Draft
13. Confirmation message will be displayed

- Expense report 0000011871 was saved
- 100.00% will be assigned acc. to trip costs assignment guidelines

- The Processing Status for the copied expense report reflects Released for Approval
Copy Expense Receipt

Travel expenses, other than meals, may be entered once and then copied to save time and data entry steps.

1. Enter an expense
2. Click Accept

3. Highlight the row with the expense to be copied
4. Click Copy

5. Click in the Receipt Date field to edit the date
6. Edit the Comment if needed
7. Click Accept

8. Both parking receipts are now reflected in the Expense Report

**Note:** The copy function will work for any receipts that do not have regulations. This function will not work with meals.
Workflow

The Universal Worklist tab of myNKU will be used to approve travel requests and expense reports. Duplicates are eliminated. Quick Reference Cards for Travel workflow are available at: http://it.nku.edu/mynku/training/FI_Training_Material.php

<table>
<thead>
<tr>
<th>Travel Request authorization</th>
<th>Travel Expense Request</th>
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<tbody>
<tr>
<td>• Initiator</td>
<td>• Initiator</td>
</tr>
<tr>
<td>o Traveler</td>
<td>o Traveler</td>
</tr>
<tr>
<td>o Traveler supervisor</td>
<td>o Unit Administrator</td>
</tr>
<tr>
<td>o Responsible person of cost center</td>
<td>o Accounts Payable</td>
</tr>
<tr>
<td>o Next node – 6</td>
<td></td>
</tr>
<tr>
<td>o Next node – 4</td>
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</tbody>
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<table>
<thead>
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<th>Foundation</th>
<th>Grants</th>
</tr>
</thead>
<tbody>
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<td>• Initiator</td>
</tr>
<tr>
<td>o Traveler</td>
<td>o Traveler</td>
</tr>
<tr>
<td>o Traveler supervisor</td>
<td>o Principle Investigator</td>
</tr>
<tr>
<td>o Responsible person of cost center</td>
<td>o If PI is the traveler, Chair</td>
</tr>
<tr>
<td>o Next node – 6</td>
<td>o Office of the Comptroller</td>
</tr>
<tr>
<td>o Next node – 4</td>
<td>o Accounts Payable</td>
</tr>
<tr>
<td>o Foundation accounting</td>
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</table>

<table>
<thead>
<tr>
<th>Academic</th>
<th>Academic/Foundation</th>
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</thead>
<tbody>
<tr>
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<td>• Initiator</td>
</tr>
<tr>
<td>o Traveler</td>
<td>o Traveler</td>
</tr>
<tr>
<td>o Traveler supervisor</td>
<td>o Traveler supervisor</td>
</tr>
<tr>
<td>o Chair</td>
<td>o Principle Investigator</td>
</tr>
<tr>
<td>o Dean</td>
<td>o If PI is the traveler, Chair</td>
</tr>
<tr>
<td>o Provost office</td>
<td>o Office of the Comptroller</td>
</tr>
<tr>
<td>o Foundation accounting</td>
<td>o 6 digit node (Chair)</td>
</tr>
<tr>
<td></td>
<td>o 4 digit node (Dean)</td>
</tr>
<tr>
<td></td>
<td>o Provost Office</td>
</tr>
<tr>
<td></td>
<td>o Dean</td>
</tr>
<tr>
<td></td>
<td>o Provost Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Initiator</td>
<td></td>
</tr>
<tr>
<td>o Traveler</td>
<td></td>
</tr>
<tr>
<td>o Traveler supervisor</td>
<td></td>
</tr>
<tr>
<td>o Principle Investigator</td>
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</tr>
<tr>
<td>o If PI is the traveler, Chair</td>
<td></td>
</tr>
<tr>
<td>o Office of the Comptroller</td>
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<tr>
<td>o 6 digit node (Chair)</td>
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<tr>
<td>o 4 digit node (Dean)</td>
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<tr>
<td>o Provost Office</td>
<td></td>
</tr>
<tr>
<td>o Dean</td>
<td></td>
</tr>
<tr>
<td>o Provost Office</td>
<td></td>
</tr>
</tbody>
</table>
To view Workflow:

**Note:** Only the initiator is able to do the following steps to see where travel transaction is located in workflow.

1. Click Universal Worklist tab
2. Click Tracking sub-tab
3. Click the Subject hyperlink (the underlined portion) to open the request
4. Click on the Title hyperlink (the underlined portion) to view the transaction
5. Click the Services for Objects dropdown, located in the top right corner
6. Select Workflow Overview
7. Highlight the request with a Status of In Process
8. Click on Information

9. The username who has the transaction for release is reflected
# Appendix A: Available Icons and Status

<table>
<thead>
<tr>
<th>Form</th>
<th>Action</th>
<th>Display/Print</th>
<th>Change</th>
<th>Copy</th>
<th>Delete</th>
<th>Processing</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Request</td>
<td>Save as Draft</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Draft</td>
<td>Request open</td>
</tr>
<tr>
<td>Trip Request</td>
<td>Save and Send for Approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Released for Approval</td>
<td>Request recorded</td>
</tr>
<tr>
<td>Trip Request</td>
<td>Request Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approved</td>
<td>Request Approved</td>
</tr>
<tr>
<td>Trip Expense</td>
<td>Save as Draft</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Draft</td>
<td>Trip completed</td>
</tr>
<tr>
<td>Trip Expense</td>
<td>Save and Send for Approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Released for Approval</td>
<td>Trip completed</td>
</tr>
<tr>
<td>Trip Expense</td>
<td>Expense Approved and not Settled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approved</td>
<td>Trip approved</td>
</tr>
<tr>
<td>Trip Expense</td>
<td>Settle and Post Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Transferred to FI</td>
<td>Trip Approved</td>
</tr>
</tbody>
</table>