



## ESS Travel



NORTHERN KENTUCKY UNIVERSITY

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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 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. 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.

The screenshot shows the myNKU Employee Self-Service portal. The navigation menu at the top includes: Home, **Employee Self-Service**, Manager Self-Service, SAP GUI for ERQ, Student Self-Service, and Compensation. Below this, a secondary menu includes: **Overview**, Benefits and Payment, Personal Information, Working Time, and **Travel**. The breadcrumb trail reads: Employee Self-Service > Overview > Overview. The main content area is titled "Overview" and contains the following text: "EMPLOYEE SELF-SERVICE APPLICATIONS PROVIDE YOU WITH EASY ACCESS TO INFORMATION AND SERVICES FOR EMPLOYEES. THIS PAGE GIVES YOU AN OVERVIEW OF THE ENTIRE OFFERING." Below this text are two main sections: "Benefits and Payment" with a description: "Display the plans in which you are currently enrolled, enroll in new benefit plans, and download a confirmation form. Display your salary statement." and "Travel" with a description: "Create your travel request and record your travel expenses." Under the Travel section, there are "Quick Links" for "My Trips and Expenses".

## Create Travel Request

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

1. Click Create Travel Request under Create New

### 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.

### Create Travel Request

1
2
3

General Data
Review and Send
Completed

Employee 16 Training ( 00004322 )

Previous Step
Review
Save Draft

Calendar of Trips
Attachments ( 0 )

**General Data**

Start Date: \*

End Date:

Posting Date:

**Destination**

Trip Country:

Trip Region:

Destination:

Additional Destinations:

**Additional Information**

Activity (Planning):

Reason:

Estimated Costs:

Comment:

Cost Assignment:

Previous Step
Review
Save Draft

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

1 General Data    2 Review and Send    3 Completed

Employee 16 Training ( 00004322 )

Previous Step   Review   Save Draft

Calendar of Trips   Attachments ( 0 )

**General Data**

Start Date: \* 02/10/2014 05:00 AM    Departure from Home  
 End Date: 02/15/2014 10:00 PM    Arrival at Home  
 Posting Date: 02/10/2014

**Destination**

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

Additional Destinations: No destinations entered    Enter Additional Destinations

**Additional Information**

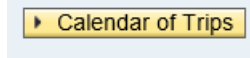
Activity (Planning): Conference  
 Reason: Blackboard conference  
 Estimated Costs: 1,750.00 USD  
 Comment:

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

Previous Step   Review   Save Draft

## Calendar of Trips

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



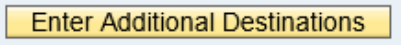
A range of months will be reflected. This will allow the traveler to view trip requests and trip expenses. The traveler may also select the start date for the trip from the interactive calendar.

December 2013							January 2014							February 2014							March 2014							April 2014											
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su					
48	25	26	27	28	29	30	1	1	30	31	1	2	3	4	5	5	27	28	29	30	31	1	2	9	24	25	26	27	28	1	2	14	31	1	2	3	4	5	6
49	2	3	4	5	6	7	8	2	6	7	8	9	10	11	12	6	3	4	5	6	7	8	9	10	3	4	5	6	7	8	9	15	7	8	9	10	11	12	13
50	9	10	11	12	13	14	15	3	13	14	15	16	17	18	19	7	10	11	12	13	14	15	16	11	10	11	12	13	14	15	16	16	14	15	16	17	18	19	20
51	16	17	18	19	20	21	22	4	20	21	22	23	24	25	26	8	17	18	19	20	21	22	23	12	17	18	19	20	21	22	23	17	21	22	23	24	25	26	27
52	23	24	25	26	27	28	29	5	27	28	29	30	31	1	2	9	24	25	26	27	28	1	2	13	24	25	26	27	28	29	30	18	28	29	30	1	2	3	4
1	30	31	1	2	3	4	5	6	3	4	5	6	7	8	9	10	3	4	5	6	7	8	9	14	31	1	2	3	4	5	6	19	5	6	7	8	9	10	11

## 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 Destinations**  
Add Additional Destination Delete

Event in Itinerary	Date	Time	Destination	Country	Reason
Start of Trip	02/10/2014	05:00 AM		United States of America	
Trip Destination	02/10/2014	05:00 AM	Phoenix	Arizona-Phoenix/Scottsdal	Blackboard confer
Additional Destination	02/12/2014	01:00 PM	Mesa	Arizona	Mesa Comm College

Activity: Meeting  
 Trip Country: United States of America  
 Trip Region: AZ  
 Accept Accept and Add Additional Destination Delete

- Additional destination is added to the Event in Itinerary

6. Click Accept

**Additional Destinations**  
Add Additional Destination Delete

Event in Itinerary	Date	Time	Destination	Country	Reason
Start of Trip	02/10/2014	05:00 AM		United States of America	
Trip Destination	02/10/2014	05:00 AM	Phoenix	Arizona-Phoenix/Scottsdal	Blackboard confer
Additional Destination	02/12/2014	01:00 PM	Mesa	Arizona	Mesa Comm College
End of Trip	02/15/2014	10:00 PM		United States of America	

Previous Step Accept Save Draft



- Additional destination is now reflected under Destination

**Destination**

Trip Country:  Trip Region:   Arizona-Phoenix/Scottsdal  
 Destination:

Additional Destinations:

**To delete a destination**

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

**Additional Destinations**  
 Add Additional Destination Delete

Event in Itinerary	Date	Time	Destination	Country	Reason
Start of Trip	02/10/2014	05:00 AM		United States of America	
Trip Destination	02/10/2014	05:00 AM	Phoenix	Arizona-Phoenix/Scottsdal	Blackboard confer
<input type="checkbox"/> Additional Destination	02/12/2014	01:00 PM	Mesa	Arizona	Mesa Comm College

Activity:

Trip Country:  Trip Region:   Arizona

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

**Additional Destinations**  
 Add Additional Destination Delete

Event in Itinerary	Date	Time	Destination	Country	Reason
Start of Trip	02/10/2014	05:00 AM		United States of America	
Trip Destination	02/10/2014	05:00 AM	Phoenix	Arizona-Phoenix/Scottsdal	Blackboard confer
End of Trip	02/15/2014	10:00 PM		United States of America	

- The additional destination is no longer reflected under Destination

**Destination**

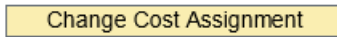
Trip Country:  Trip Region:   Arizona-Phoenix/Scottsdal  
 Destination:

Additional Destinations:

## 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.

The screenshot shows the "Cost Assignment for Trip" form. At the top, there are buttons for "New Entry", "Check", and "Delete". Below this is a table with columns: "Cost Assign (%)", "Company Code", and "Business Area". The first row has "100.00" in the "Cost Assign (%)" column, "Northern Kentucky Univ." in the "Company Code" column, and "Northern Kentucky University" in the "Business Area" column. Below the table, there are fields for "Cost Center: 2136-40", "Order:", and "Grant:". The "100.00" value is circled in red.

3. Click Accept and New Entry

The screenshot shows the "Cost Assignment for Trip" form. The "Cost Assign (%)" value is now "50". Below the table, there are fields for "Cost Center:", "Order:", and "Grant:". The "Grant:" field has "NOT RELEVANT" selected. At the bottom, there are buttons for "Accept", "Accept and New Entry", "Check", and "Delete". The "Accept and New Entry" button is circled in red.

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

5. Click Accept

The screenshot shows the "Cost Assignment for Trip" form. There are now two rows in the table, both with "50.00" in the "Cost Assign (%)" column, "Northern Kentucky Univ." in the "Company Code" column, and "Northern Kentucky University" in the "Business Area" column. Below the table, there are fields for "Cost Center:", "Order:", and "Grant:". At the bottom, there are buttons for "Accept", "Accept and New Entry", "Check", and "Delete". The "Accept" button is circled in red.

- The additional CA is displayed

6. Click Accept

**Cost Assignment for Trip**  
New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object
50.00	Northern Kentucky Univ.	Northern Kentucky University	All	NOT F
50.00	Northern Kentucky Univ.	Northern Kentucky University	Cost Center	

Previous Step **Accept** Save Draft

- The CA now reflects 2 assignment for 50%
- Cost Assignment: 2 Assignments: 50.00 % Cost Center

To delete a CA

- Click Change Cost Assignment
- Highlight the row for the appropriate CA
- Click Delete

**Cost Assignment for Trip**  
New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object
50.00	Northern Kentucky Univ.	Northern Kentucky University	All	
50.00	Northern Kentucky Univ.	Northern Kentucky University	All	

Cost Center: 213020001  Accounts Payable  
Order:   
Grant: NOT RELEVANT

**Accept** Accept and New Entry Check **Delete**

- Change the percentage to reflect 100%
- Click Accept

Cost Assign (%)	Company Code
100	Northern Kentucky Univ.

Cost Center: 213010001  Off of the Comptroll  
Order:   
Grant: NOT RELEVANT

**Accept** Accept and New Entry Check Delete

- The additional Cost Assignment will be removed; click Accept

**Cost Assignment for Trip**  
New Entry Check Delete

Cost Assign (%)	Company Code
100.00	Northern Kentucky Univ.

Previous Step **Accept** Save Draft

- 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.

**Save Draft**

- Confirmation message will be reflected  
 Travel request 0000011804 was saved
- The Processing Status will display 'Draft' and the Approval Status will display 'Request Open'

My Trips and Expenses (16 Training, 00004322)

All My Travel Requests (1)		All My Trips (0)		All My Expense Reports (0)		
Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status
11804	02/10/2014	02/15/2014	Phoenix	Blackboard conference	Draft	Request Open

When all information has been entered click Review

**Review**

OR

Click Previous Step to make further edits

**Previous Step**

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

**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

All My Travel Requests (1)		All My Trips (0)		All My Expense Reports (0)		
Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status
11804	02/10/2014	02/15/2014	Phoenix	Blackboard conference	Released for Approval	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

### [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

All My Travel Requests (1)    All My Trips (0)    All My Expense Reports (0)						
View: [Standard View]    Display/Print <b>Change</b> Copy    Delete    Create New Travel Request						
Trip Number	Start Date	End Date	Destination	Reason	Processing Status	
1804	02/10/2014	02/15/2014	Phoenix	Blackboard conference	Draft	

5. Click Review when all information has been entered



6. Click Save and Send for Approval

Employee 16 Training ( 00004322 )    Start Date 02/10/2014    End Date 02/15/2014

◀ Previous Step    **Save and Send for Approval**

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**Final Action**

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**

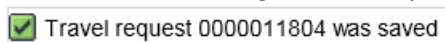
**Estimated Costs**    1,750.00 USD

**Cost Assignment**  
 1,750.00    USD    Company Code NK01 (Northern Kentucky Univ.), Business Area 100 (Northern Kentucky University), Cost Center [REDACTED]

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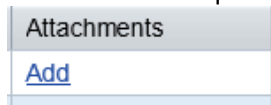
◀ Previous Step    **Save and Send for Approval**

7. A confirmation message will be displayed.

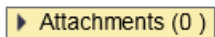


## Create Electronic Attachment(s)

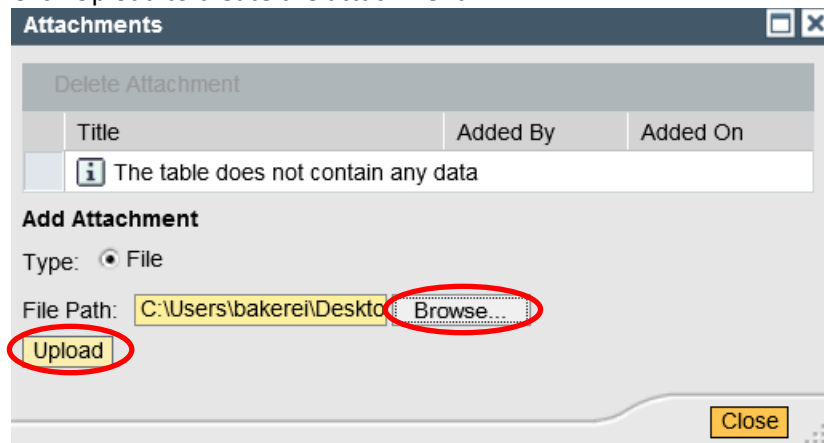
1. On the Travel Requests tab, click Add under the Attachments column



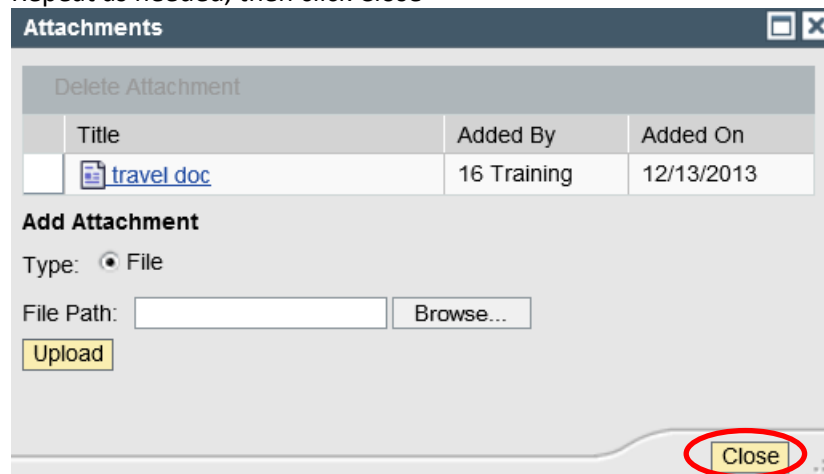
**OR** Click the Attachments button within the Travel Request



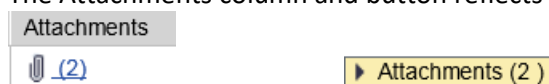
2. Click Browse to locate the attachment on your computer
3. Click Upload to create the attachment



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



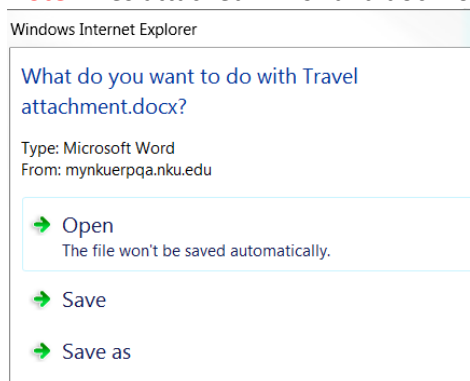
## To view attachments

1. Click the number in the Attachments column or 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

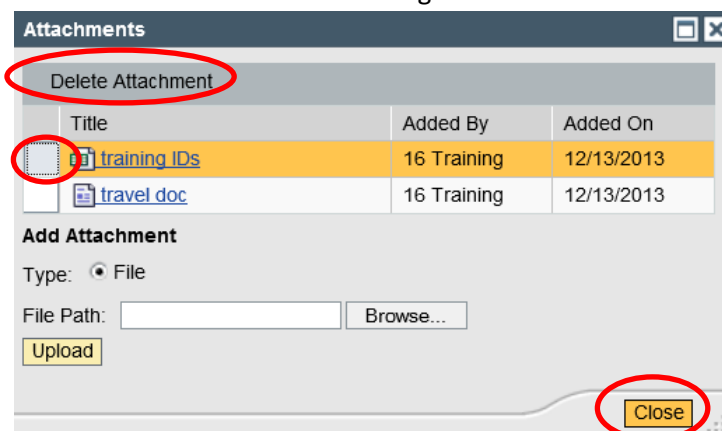
**Note:** Files attached in xlsx and docx format cannot be opened unless saved to the desktop first.



## 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 an approved travel request for day or overnight travel.

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.


son	Processing Status	Approval Status	Attachments	Expense Report
	Approved	Request Approved	<a href="#">Add</a>	<a href="#">Create</a>

- 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.

Trip Region:  

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

[Enter Mileage Details](#)

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

4. Click Accept

**Mileage Details**

New Entry Copy Delete

Date	Miles Driven	Start Location	End Location
11/11/2013	44	NKU	NKU

Comment:

[Accept](#)
[Accept and New Entry](#)
[Change Cost Assignment](#)
[Copy](#)
[Delete](#)

- The Mileage Details are reflected in the grid



- Click Accept again

Total Distance Driven:  Mile

Mileage Details				
New Entry Copy Delete				
	Date	Miles Driven	Start Location	End Location
	11/11/2013	44	NKU	NKU

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

- Highlight the Estimated Travel Request row
- Click Delete to remove the estimated amount

Trip has already taken place.

Receipts in This Expense Report					
New Entry Copy Delete					
	No.	Status	Expense Type	Receipt Amount	Receipt Date
	001		Estimated Travel Request	1,250.00	11/11/2013
Comment: <input type="text"/>					
<input type="button" value="Accept"/> <input type="button" value="Accept and New Entry"/> <input type="button" value="Change Cost Assignment"/> <input type="button" value="Enter Itemization"/> <input type="button" value="Check"/> <input type="button" value="Copy"/>					
<input type="button" value="Delete"/>					

- The estimated amount for the trip is removed

- Click New Entry to begin entering actual expenses

Receipts in This Expense Report			
New Entry Copy Delete			
	No.	Status	Expense Type

- Click the drop-down arrow for Expense Type
- Select the appropriate choice

12. Enter the Receipt Amount

- Check the Receipt Date for accuracy
  - 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.

No.	Status	Expense Type	Receipt Amount	Receipt Date
001		Airfare Paid by NKU	250.00	12/15/2014

\* Description:

Comment:

- 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

15. All entered expenses will be reflected in the Expense Report

Receipts in This Expense Report				
New Entry Copy Delete				
No.	Status	Expense Type	Receipt Amount	Receipt Date
001		Airfare Paid by NKU	750.00	11/11/2013
002		Lodging	175.00	11/11/2013
003		Registration Paid by NKU	250.00	11/11/2013
004		Meal-High Rate-Brkfst up to \$8	8.00	11/11/2013
005		Meal-High Rate-Brkfst up to \$8	8.00	11/12/2013
006		Meal-High Rate-Lunch up to \$9	9.00	11/11/2013
007		Meal-High Rate-Lunch up to \$9	9.00	11/12/2013
008		Meal-HighRate-Dinner up to \$19	19.00	11/11/2013
009		Meal-HighRate-Dinner up to \$19	19.00	11/12/2013
010		Parking, Tolls	15.00	11/20/2013

- Click Save Draft to save the entered information and to return to the Expense Report at a later time

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 provisions of the policy, that 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
<b>Total Travel Expenses</b>	<b>1,282.24 USD</b>
Paid by Company	- 1,000.00 USD
<b>Amount Reimbursed</b>	<b>282.24 USD</b>
<b>Amount Paid Out</b>	<b>282.24 USD</b>

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

◀ Previous Step | **Save and Send for Approval**

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

- 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
- Enter Amount, Receipt Date, and Short Info
- Click Accept

No.	Status	Expense Type	Receipt Amount	Receipt Date	Amount	Short Info
001		Misc Domestic Travel Expenses	17.00	08/20/2014	17.00	hotel tip

Comment:

**Accept** | Accept and New Entry | Change Cost Assignment | Enter Itemization | Check | Copy

## 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

[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

### My Trips and Expenses (Training 16, 00004322)

All My Travel Requests (2)						All My Trips (1)	All My Expense Reports (0)			
View: [Standard View]						Display/Print	Change	Copy	Delete	Create New Travel Request
Trip Number	Start Date	End Date	Destination	Reason						
11836	12/02/2013	12/04/2013	Boulder	SAP Conference						
11825	02/10/2014	02/15/2014	Phoenix	Blackboard conference						

- 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

All My Travel Requests (2)		All My Trips (1)	All My Expense Reports (0)
View:	[Standard View]	<b>Display/Print</b>	Change Copy Delete Create New
Trip Number	Start Date	End Date	Destination
11836	12/02/2013	12/04/2013	Boulder

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.

https://myнку.edu/?NavigationTarget=ROLES%3A%2Fportal\_content%2Fcom.sap.pct%...

**NKU NORTHERN KENTUCKY UNIVERSITY**

Training 16  
Personnel No. 00004322  
Main Campus  
Off of the Comptroll

### Travel Request

of Training 16 for trip number 000011836 from December 2, 2013 to December 4, 2013

Reason for Trip: SAP Conference

Start Date	End Date	Destination	Country	Reason	Description
Dec 2, 2013	Dec 4, 2013	Boulder	US	SAP Conference	Conference

**Cost Distribution**

Cost Center	Grant	Order	Fund	Area	Percent	Amount
	NOT RELEVANT		0111000100	100	100	\$1,250.00

**Estimated Cost:** 1,250.00

Created By: TRAINING16  
Approved By:  
Changed On: Jan 9, 2014  
Last Changed By: TRAINING16

## 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

All My Travel Requests (2)				
View: [Standard View]   Display/Print   Change   Copy   Delete   Create				
Trip Number	Start Date	End Date	Destination	Reason
11836	12/02/2013	12/04/2013	Boulder	Black

- 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

**Delete Travel Request ( 11836 )**

Employee Training 16 ( 00004322 ) Today's Date 01/09/2014

**Delete**

Trip has already taken place.

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

Request and expense report of trip number 0000011836 have been deleted

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

**My Trips and Expenses (Training 16, 00004322)**

All My Travel Requests (1)				
View: [Standard View]   Display/Print   Change   Copy   Delete   Create New Travel Request				
Trip Number	Start Date	End Date	Destination	Reason
11825	02/10/2014	02/15/2014	Phoenix	Black

**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



[Travel](#)

Create your travel request and record your travel expenses.

Quick Links

[My Trips and Expenses](#)

The Travel Administrator window will default to the travel page.

Click My Employees

**Travel**

---

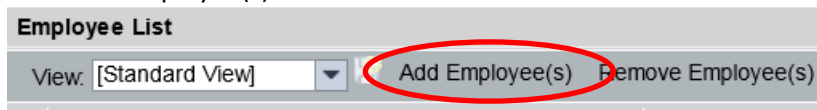
**Overviews**

[My Trips and Expenses](#)  
Display, change, copy, or cancel one of your existing travel requests or expense reports.

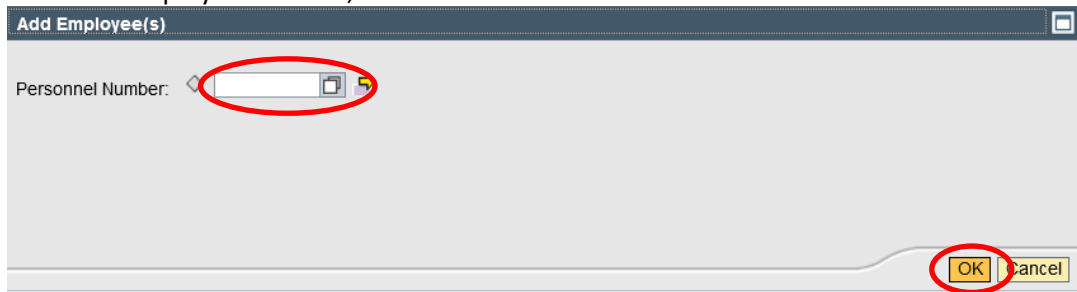
[My Employees](#)  
Maintain your employee list here, you can then manage all trips and expense reports for your employees.

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)



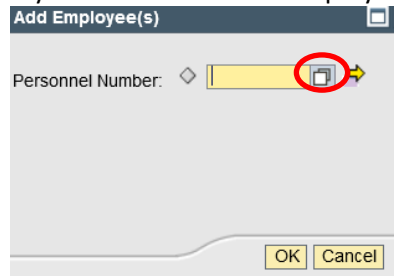
2. Enter the Employee Number, click OK



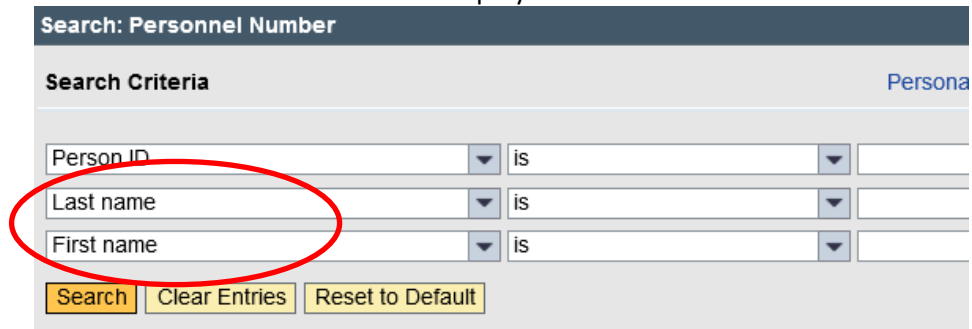
**Note:** If the Travel Administrator does not have authorization to add an employee, an error message will display.

No travel authorization for Eileen Mary Baker (00004220).

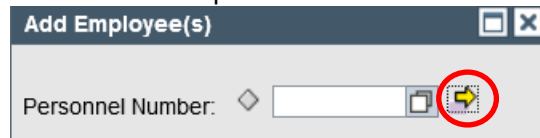
- Repeat as needed
- If you do not know the employee number, select the match code.



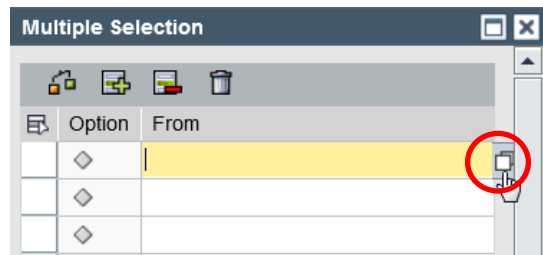
- Enter the last or first name of the employee



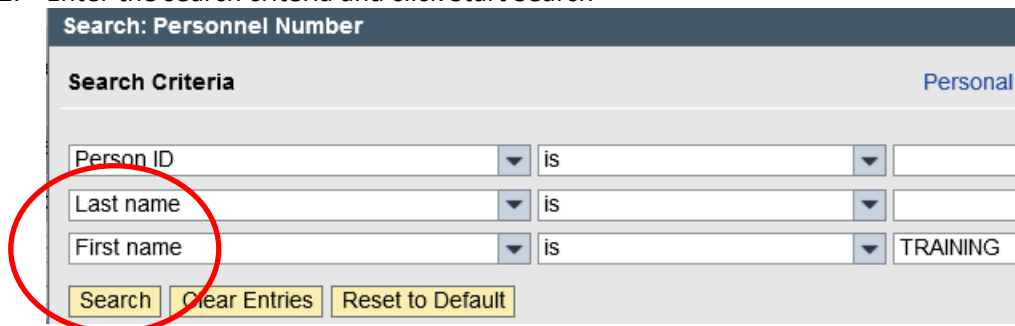
Or you may click Advanced Options to add more than one number at a time



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

Results List: 15 results found for From

Person ID	Personnel no.	Empl./appl.name
2619	00002619	Training 29
2813	00002813	Training 22
3026	00003026	Training 19
3219	00003219	Training 28
3484	00003484	Training 25
3533	00003533	Training 20
3717	00003717	Training 24
4018	00004018	Training 27
4156	00004156	Training 30

OK Cancel

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

Multiple Selection

Option	From
<input type="checkbox"/>	00003026
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

OK Cancel

- Repeat as needed

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

Multiple Selection

Option	From
<input checked="" type="checkbox"/>	00003026
<input checked="" type="checkbox"/>	00002619
<input type="checkbox"/>	00004156
<input type="checkbox"/>	

OK Cancel

6. The employee(s) name is now reflected in the Employee List

Employee List

View: [Standard View] Add Employee(s) Remove Employee(s)

Last Name (Surname)	First Name	Personnel assignment
19	Training	00003026
29	Training	00002619
30	Training	00004156

## Filter Employee List

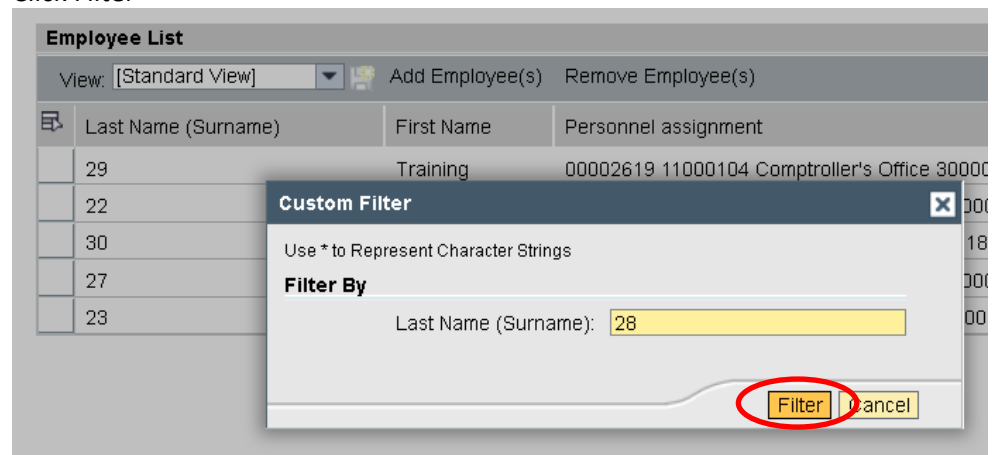
If the employee list is long and you would like to filter for easier access, click the desired column heading. Please note this function is available for any column, not just the Last Name (Surname) column.

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

Last Name (Surname)	First Name
29	Trai
22	Trai
30	Trai
27	Trai
23	Trai

### 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.

Last Name (Surname)	First Name	Personnel assignment
28	Training	00 [blurred]

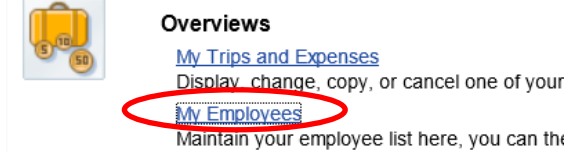
- To remove the filter, click the column header and select (All).

Last Name (Surname)	First Name
28	Tr

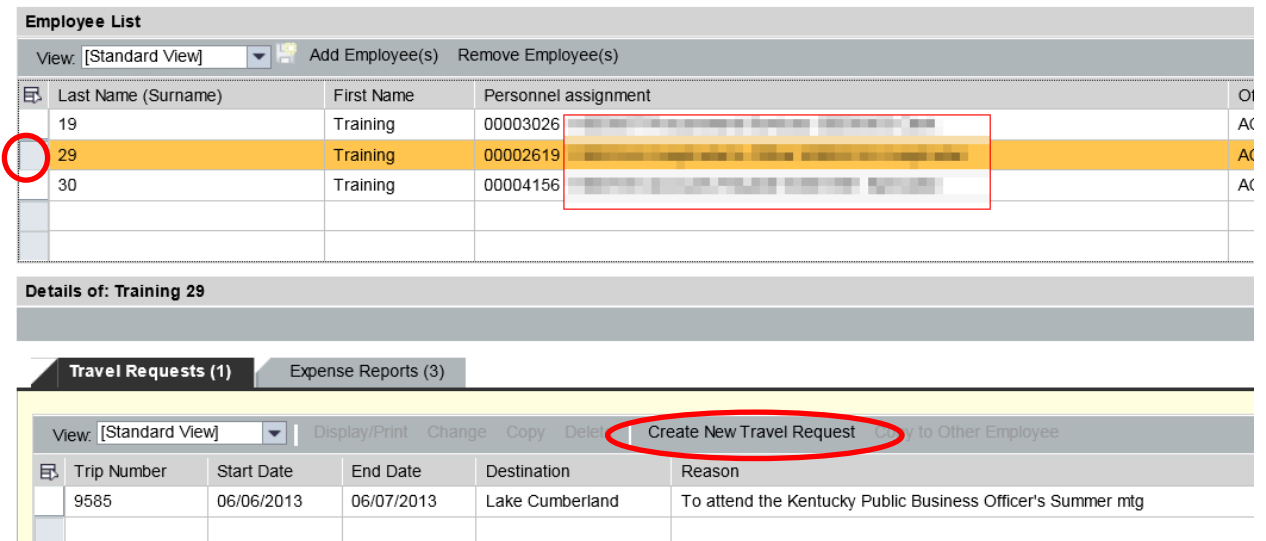
## Create Travel Request On Behalf of Employee

Travel requests are required for overnight travel only.

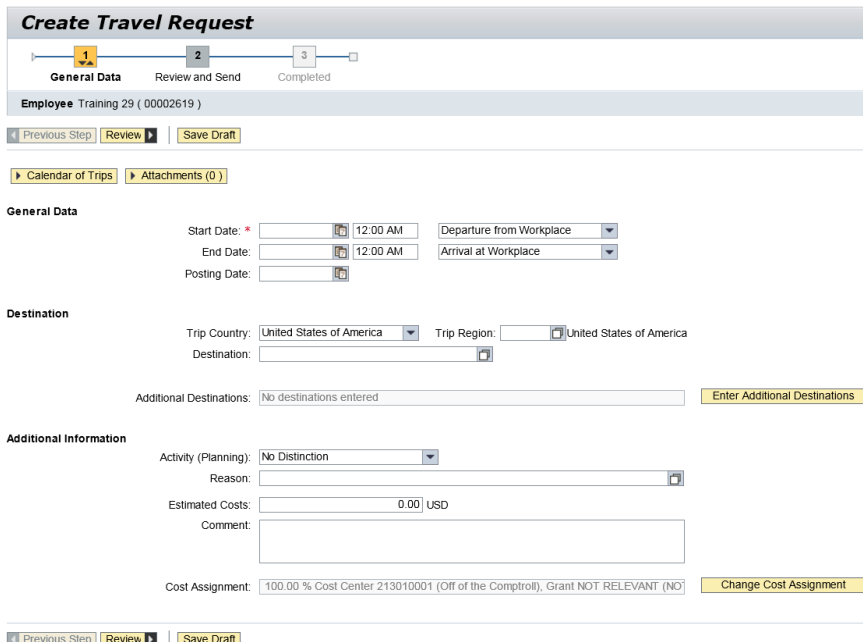
1. Click My Employees



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

**Employee List**

Last Name (Surname)	First Name	Personnel assignment	Office
29	Training	000	AC / 60
17	Training	000	AC / 60
28	Training	000	AC / 60

**Details of: Training 28**

**Travel Requests (2)** | Expense Reports (1)

Trip Number	Start Date	End Date	Destination	Reason	Process
1858	12/09/2013	12/13/2013	Dallas	Student Motivation and Retention (SMR) conference	Approve
10003	06/06/2013	06/07/2013	Lake Cumberland	To attend the Kentucky Public Business Officer's Summer mtg	transferr

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

**Employee List**

Last Name (Surname)	First Name	Personnel assignment	Office	Telephone No.	Cost Center Name	E-Mail
29	Training	0000	AC / 605	859-572-6455	Off of the Comptroll	TRAINING29@NKU.EDU
17	Training	0000	AC / 601	859-572-7657	Off of the Comptroll	TRAINING17@NKU.EDU
Norse	Chuck	0001	MA / 100	859-572-5133	O&M Plumbing&Sht Met	TN22811@NKU.EDU

OK Cancel

6. Click Start

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

**Copy From**

Personnel No.: \* 00003219  
 Trip Number: \* 0000011858

**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**

1 2 3  
 General Data Review and Send Completed

Employee Training 29 ( 00002619 )

Previous Step **Review** Save Draft

Calendar of Trips Attachments ( 0 )

**General Data**

Start Date: \* 12/09/2013 03:00 AM Departure from Home  
 End Date: 12/13/2013 10:00 PM Arrival at Home  
 Posting Date: 12/09/2013

**Destination**

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

Additional Destinations: No destinations entered

**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

Previous Step **Review** Save Draft

10. Click Save and Send for Approval when all information is accurate

### Copy Travel Request

**Employee** Training 29 ( 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 an  
I confirm that I have entered all

**Summary**

**Estimated Costs**    1,750.00 USD

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

◀ Previous Step    Save and Send for Approval

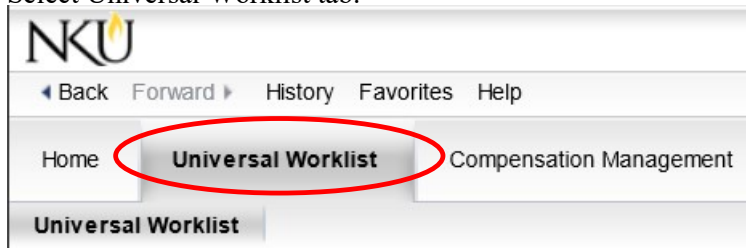
**Note:** If a budget error occurs, click Previous Step, then click Save Draft

## Return Travel for Correction

### Location(s): Universal Worklist (UWL)

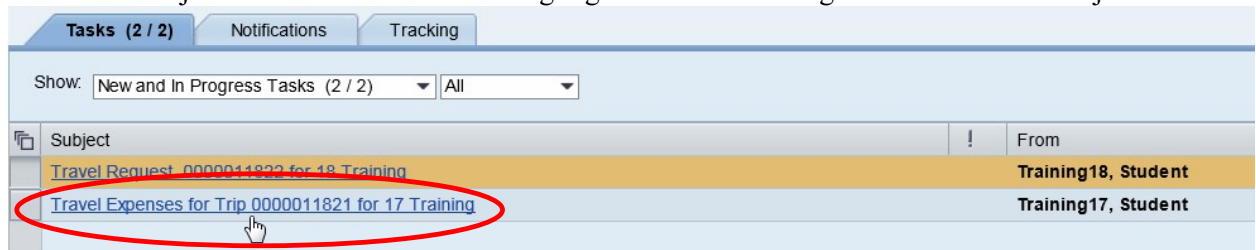
**Purpose:** If the travel request or expense report has errors or is missing information, the approver may send it back for correction.

1. Log into myNKU.
2. Select Universal Worklist tab.



3. Click the underlined subject for the travel expense to send back for correction.

**Note:** The subject line does not need to be highlighted before clicking on the underlined subject.



4. A new window will open.
5. Click Send Travel Expense Back for Correction to return to the initiator.

**Travel Expenses for Trip 0000011821 for 17 Training**

Sent Date: Today by Training17, Student      Priority: Medium

Status: New

Description: Please approve or send back for correction the travel expense.

Personnel Number: 00007514  
 Trip Number: 0000011821  
 Destination: Cincinnati  
 Reason: NCAA Meeting at UC  
 Departure:  
 Return:  
 Cost (Estimated): 0.00  
 Cost (Reimbursed): 5.06

**Required Reading:**

Type	Title	Created On	Created By
	<a href="#">EmployeeTrip: 0000011821 - Display Object</a>		

**Attachments:**

Type	Title	Created On	Created By
	<a href="#">EmployeeTrip: 0000011821</a>		

Travel Expenses for Trip 0000011821 for 17 Training:

[Approve Travel Expense](#) | [Send Travel Expense Back for Correction](#)

06/12/2014

©2014 Office of Information Technology



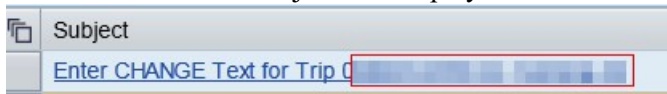
- A confirmation will appear at the top of the window.



- Click Refresh to update Tasks list.



- Click the underlined subject that displays Enter CHANGE Text for Trip...



- Enter the reason the expense report is being sent back.

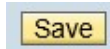


Document contents | Attributes

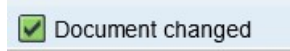
Enter reason trip is being sent back for correct. Missing attachments, incorrect dollar amount, etc.

Recipient | Trans options

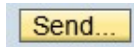
10. Click Save to save the text.



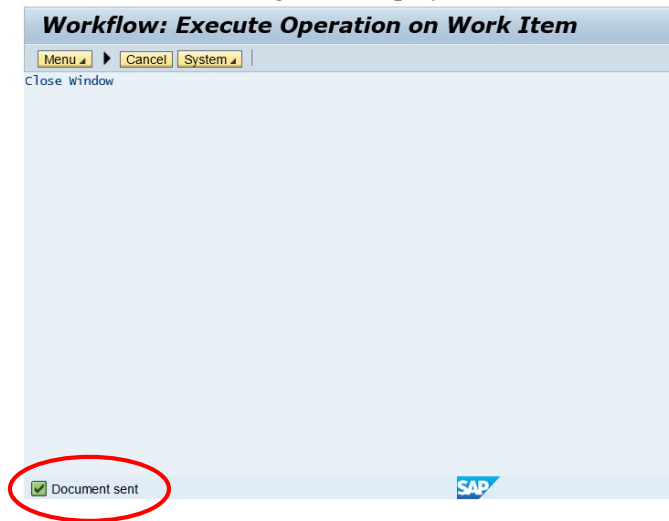
- A confirmation message will display



11. Click Send... to send the information to the initiator.



- A confirmation message will display that the document was sent.

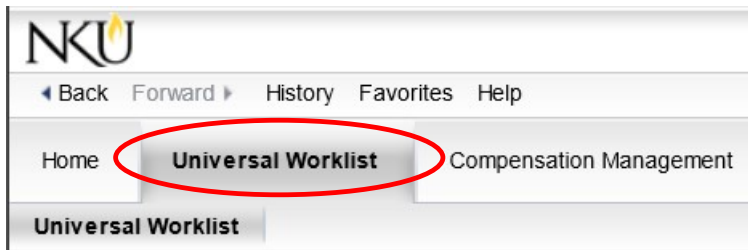


## Update Travel Returned for Correction

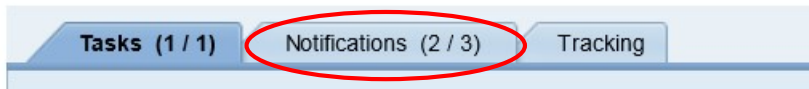
### Location(s): Universal Worklist (UWL) and Employee Self-Service (ESS)

**Purpose:** Follow these steps if a travel request or an expense report has been sent back for an attachment or correction.

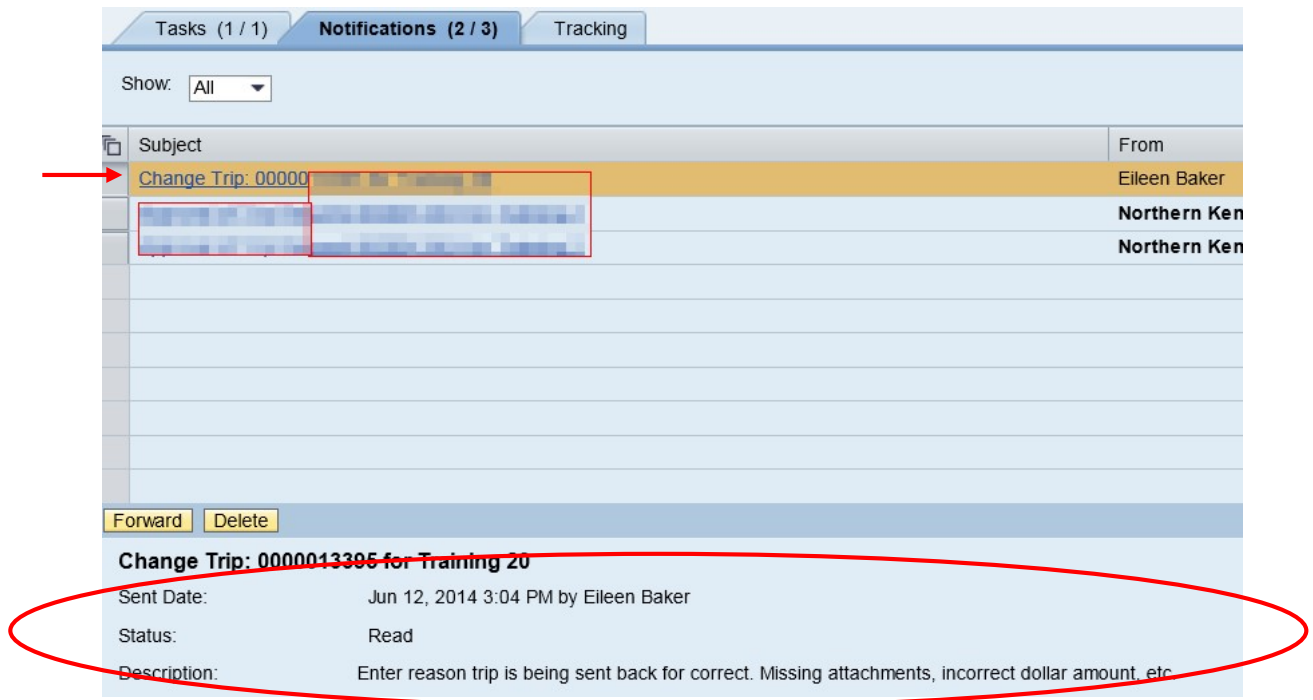
1. Log into myNKU.
2. Select Universal Worklist tab.



3. Select the Notifications tab to view the correction(s) needed.



4. Highlight the row that displays Change Trip and view who sent back the travel and the description.

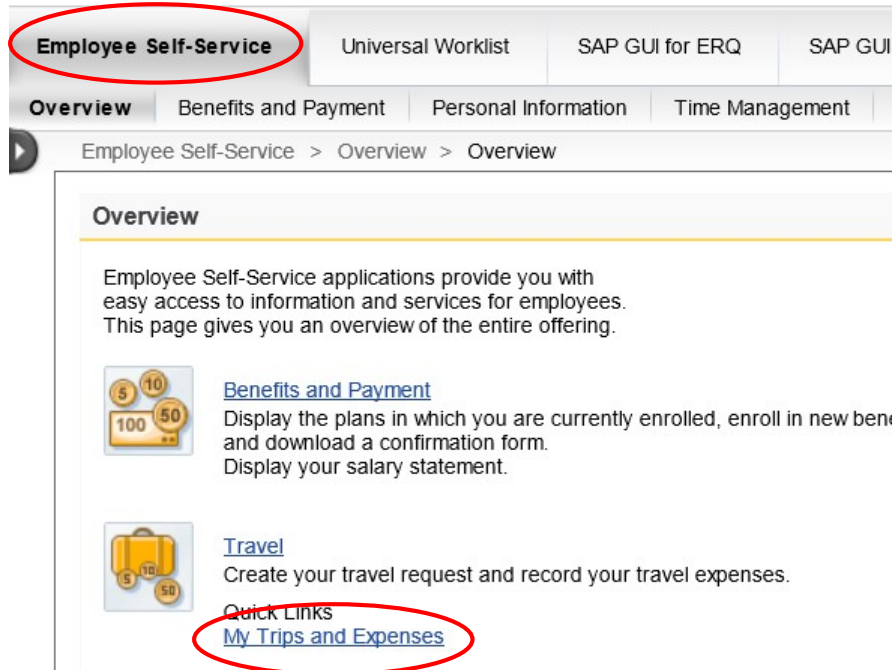


[Sent Back for Attachment](#)

[Sent Back for Correction](#)

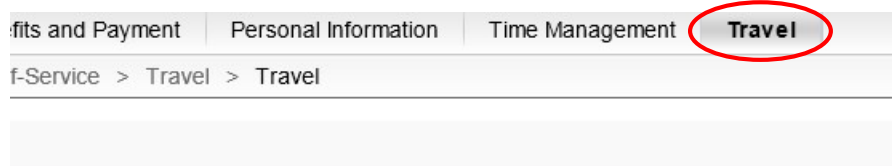
## Sent back for Attachment

1. Select Employee Self-Service tab
2. Click My Trips and Expenses link



OR

Click the Travel sub-tab, My Employees if entering information as Travel Administrator.



### Overviews

#### [My Trips and Expenses](#)

Display, change, copy, or cancel one of your existing travel requests or expense reports.

#### [My Employees](#)

Maintain your employee list here, you can then manage all trips and expense reports for your employees.

- Highlight the appropriate employee and trip number.

Employee List		
View: [Standard View] Add Employee(s) Remove		
Last Name (Surname)	First Name	Personnel assignmen
16	Training	000

- On the Travel Request or Expense Report tab, click Add under Attachments column

Attachments
<a href="#">Add</a>

- Upload attachment(s) as needed.

**Attachments**

Delete Attachment		
Title	Added By	Added On
The table does not contain any data		

**Add Attachment**

Type:  File

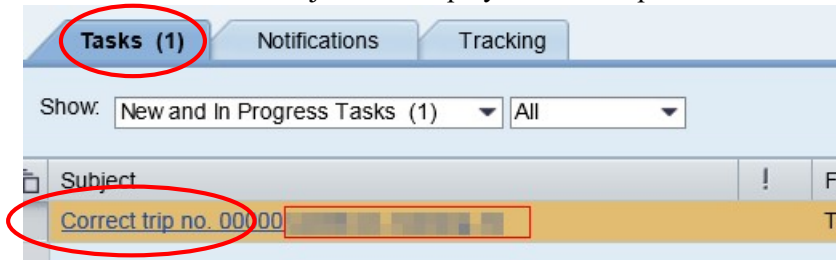
File Path:

- For detailed instruction on creating an attachment, please view [Create Electronic Attachment](#).

- Send email to approver that the attachment(s) has been created.

## Sent back for Correction

1. Select the Tasks tab.
2. Click the underlined subject that displays Correct trip no...



3. Edit the travel information as detailed from the description reviewed on the Notifications tab.

**Note:** If a receipt was missing, click in the ExpTy column and select the match code to enter a new receipt. Press Enter on the keyboard to update the information displayed.

4. Click Save.

**Training 16, PersNo. 4322, Trip No. 13388**

Menu ▾ **Save** Back Exit Cancel System ▾ | Simulate Trip Status Account Assignment History Infocenter: Contact Persons

**General Trip Data**

From 06/23/2014 04:00 Reason Bb (blackboard) confere  
 End 06/27/2014 21:00 Loc Birmingham  
 Country US Region ALBI  
 Posting Date 06/23/2014

**PD/FR Reimbursement**

MI  TAc

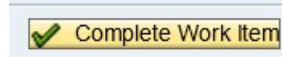
**Alternative Cost Assignment for Entire Trip, If Different to Master CA**

100% Grant NOT RELEVANT

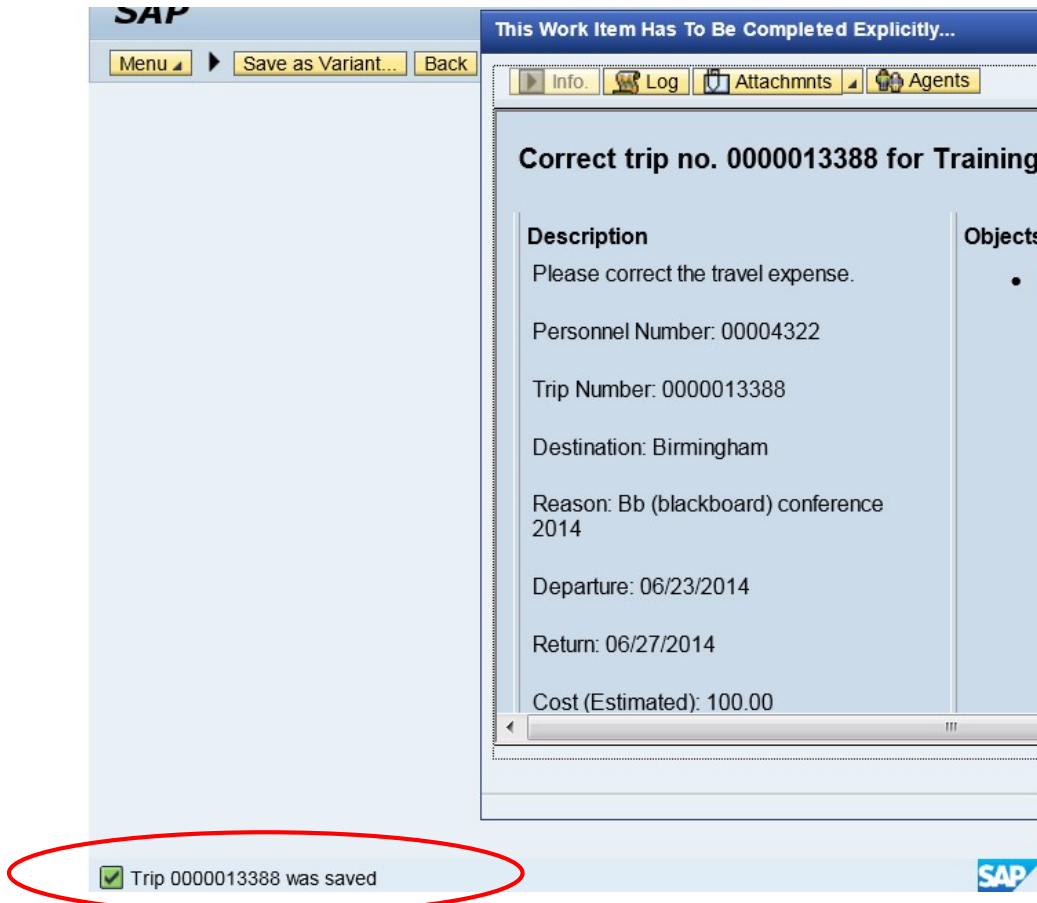
**Receipts** Addnl Dests Trip Segments Comments

No	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acco...	Date	Info	... Atts
001	AIRP	Airfare Paid by N	<input checked="" type="checkbox"/>	20.00	USD	1.00000	USD	06/23/2014		(0)
002	MHLU	Meal-High Rate-L	<input type="checkbox"/>	9.00	USD	1.00000	USD	06/23/2014		(0)
003	MHBR	Meal-High Rate-E	<input checked="" type="checkbox"/>	7.00	USD	1.00000	USD	06/23/2014		(0)
004	TAXI	Taxi, Bus	<input checked="" type="checkbox"/>	15.00	USD	1.00000	USD	06/23/2014		(0)
005	TAXI	Taxi, Bus	<input checked="" type="checkbox"/>	15.00	USD	1.00000	USD	06/24/2014		(0)
006			<input checked="" type="checkbox"/>		USD		USD	06/24/2014		(0)
007			<input checked="" type="checkbox"/>		USD		USD	06/24/2014		(0)

- Click Complete Work Item in the new pop-up window.



5. A new window will open, displaying a confirmation message at the bottom.



- Close the window(s) to return to the UWL tab.

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](http://it.nku.edu/mynku/training/FI_Training_Material.php)

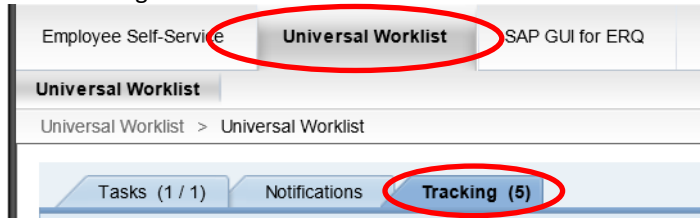
Travel Request authorization	Travel Expense Request
<ul style="list-style-type: none"> <li>• Initiator                             <ul style="list-style-type: none"> <li>○ Traveler</li> <li>○ Traveler supervisor</li> <li>○ Responsible person of cost center</li> <li>○ Next node – 6</li> <li>○ Next node - 5, <i>where applicable</i></li> <li>○ Next node – 4</li> <li>○ Next node - 2</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Initiator                             <ul style="list-style-type: none"> <li>○ Traveler</li> <li>○ Unit Administrator</li> <li>○ Accounts Payable</li> </ul> </li> </ul>
<p><b><u>Foundation</u></b></p> <ul style="list-style-type: none"> <li>• Initiator                             <ul style="list-style-type: none"> <li>○ Traveler</li> <li>○ Traveler supervisor</li> <li>○ Responsible person of cost center</li> <li>○ Next node – 6</li> <li>○ Next node – 5, <i>where applicable</i></li> <li>○ Next node – 4</li> <li>○ Next node - 2</li> <li>○ Foundation accounting</li> </ul> </li> </ul>	<p><b><u>Grants</u></b></p> <ul style="list-style-type: none"> <li>• Initiator                             <ul style="list-style-type: none"> <li>○ Traveler</li> <li>○ Principle Investigator</li> <li>○ If PI is the traveler, Chair</li> <li>○ Office of the Comptroller</li> <li>○ Accounts Payable</li> </ul> </li> </ul>
<p><b><u>Academic</u></b></p> <ul style="list-style-type: none"> <li>• Initiator                             <ul style="list-style-type: none"> <li>○ Traveler</li> <li>○ Traveler supervisor</li> <li>○ Next node – 6 (Chair)</li> <li>○ Next node – 5, <i>where applicable</i></li> <li>○ Next node – 4 (Dean)</li> <li>○ Next node – 2 (Provost office)</li> </ul> </li> </ul>	
<p><b><u>Academic/Foundation</u></b></p> <ul style="list-style-type: none"> <li>• Initiator                             <ul style="list-style-type: none"> <li>○ Traveler</li> <li>○ Traveler supervisor</li> <li>○ Next node – 6 (Chair)</li> <li>○ Next node – 4 (Dean)</li> <li>○ Next node – 5, <i>where applicable</i></li> <li>○ Next node – 2 (Provost office)</li> <li>○ Foundation accounting</li> </ul> </li> </ul>	
<p><b><u>Grants</u></b></p> <ul style="list-style-type: none"> <li>• Initiator                             <ul style="list-style-type: none"> <li>○ Traveler</li> <li>○ Traveler supervisor</li> <li>○ Principle Investigator</li> <li>○ If PI is the traveler, Chair</li> <li>○ Office of the Comptroller</li> <li>○ 6 digit node (Chair)</li> <li>○ Next node – 5, <i>where applicable</i></li> <li>○ 4 digit node (Dean)</li> <li>○ 2 digit node (VP/Provost office)</li> </ul> </li> </ul>	

## Workflow

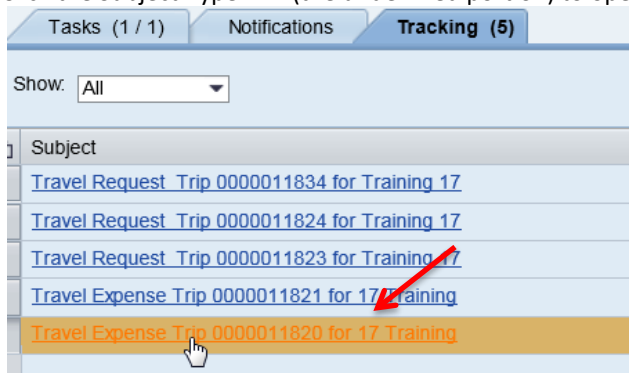
**To view Workflow:**

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

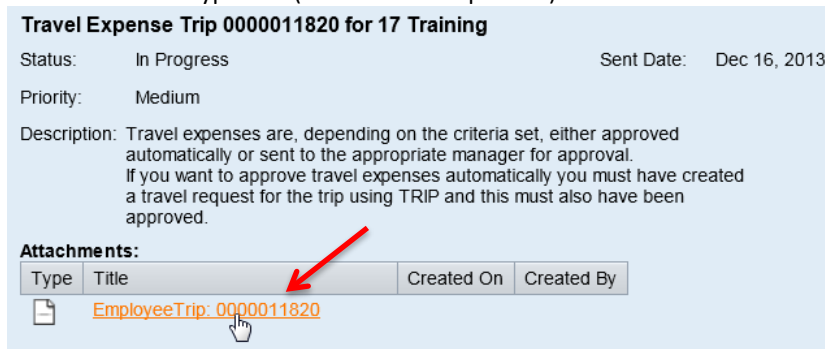
1. Click Universal Worklist tab
2. Click Tracking sub-tab



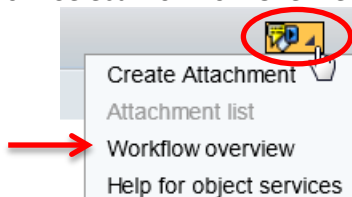
3. Click the Subject hyperlink (the underlined portion) to open the request



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

Data on Linked Workflows

Workflows for Object: 0000011820

Title	Creation D...	Creation ...	Status	Task
Travel Expense Trip 0000011820 for 17 Training	12/16/2013	14:14:06	In Process	ZTravel Expense Approval

Current data for started workflow: Travel Expense Trip 0000011820 for 17 Training

Steps in this process so far

Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
<a href="#">Determine Travel Approvers</a>	Completed		12/16/2013 - 14:14:06	12/16/2013 - 14:14:07	Northern Kentucky University
<a href="#">Index access to agent tables</a>	Completed		12/16/2013 - 14:14:07	12/16/2013 - 14:14:07	Northern Kentucky University
<a href="#">Travel Expenses for Trip 0000011820 for 17 Training</a>	Completed	Approved	12/16/2013 - 14:14:07	12/16/2013 - 14:36:13	INSTRUCTOR01
<a href="#">Index access to agent tables</a>	Completed		12/16/2013 - 14:36:13	12/16/2013 - 14:36:13	Northern Kentucky University
<a href="#">Travel Expenses for Trip 0000011820 for 17 Training</a>	Ready		12/16/2013 - 14:36:13		<a href="#">Information...</a>

9. The username who has the transaction for release is reflected

Data on Linked Workflows

Recipients: Travel Request for Training

Workflows for Object: 0000011820

Travel Request Trip 0000011820 for 17 Training

Current data for started workflow: Travel Request Trip 0000011820 for 17 Training

Steps in this process so far

Step name

[Determine Travel Approvers](#)

[ZApprove Travel Request](#)

TRAINING29

Overall view | Org. assignm...

**Appendix A: Available Icons and Status**

Form	Action	Display/Print	Available Options/Icons			Status	
			Change	Copy	Delete	Processing	Approval
Trip Request	Save as Draft	X	X	X	X	Draft	Request open
Trip Request	Save and Send for Approval	X	X	X	X	Released for Approval	Request recorded
Trip Request	Request Approved	X	X	X	X	Approved	Request Approved
Trip Expense	Save as Draft		X	X	X	Draft	Trip completed
Trip Expense	Save and Send for Approval	X	X	X	X	Released for Approval	Trip completed
Trip Expense	Expense Approved and not Settled	X	X	X		Approved	Trip approved
Trip Expense	Settle and Post Expense	X		X		Transferred to FI	Trip Approved