

Create Travel Expense Report from a Travel Request

Location(s):

myNKU: ESS Travel

Purpose: Reference: http://comptroller.nku.edu/travel/Travel_Request.php

A travel expense report must be created from an approved request for 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 you cannot click Save and Send for Approval.

son	Processing Status	Approval Status	Attachments	Expense Report
	Approved	Request Approved	Add	Create

- 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

Trip Region: 

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

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

- 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:

- The Mileage Details are reflected in the grid

5. Click Accept

Total Distance Driven: Mile

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

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

7. Highlight the Estimated Travel Request row

8. Click Delete

Trip has already taken place.

Receipts in This Expense Report					
New Entry Copy Delete					
	No.	Status	Expense Type	Receipt Amount	Receipt Date
<input type="checkbox"/>	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

9. Click New Entry

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

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
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 University's policies, that I confirm all data furnished herewith is true and accurate.

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



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: