Create Travel Request/Calendar of Trips

Location(s): myNKU → ESS Travel

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

Travel Request and Expense Reports are only filed for NKU employees. Student travel is filed separately with a Parked Vendor Invoice.

Daytime Travel- Any travel not including overnight stay. Travel request will be required for daytime travel.

Overnight Travel- Any travel including overnight stay. Request will be required for all travel including overnight stay.

No travel expense shall be reimbursed unless the travel was authorized five (5) days in advance of the trip. *Request should be filed for any and all trips including day time travel overnight travel, including in-state overnight travel.* All travel will go through the workflow approval process in SAP. Any Expense Report with mistakes or missing information will be returned to the initiator for correction, including overnight stay submitted without a travel request (delete).

Estimate an amount sufficient to refund the traveler for out of pocket expenses. Items such as airline cost that may be charged to the Procurement Card should not be included in the estimated amount. Please use the Comments section to list the items and amounts (if known or estimated if not) that will be paid for on the Pro-Card. Only actual amounts spent will be charged to departmental budget. If a pre-registration is paid through the purchase requisition route and will not be paid by employee at the meeting, this amount is NOT to be included on the authorization. If a state vehicle will be used, the amount for that should NOT be included. Travel Expense Reports submitted in excess of 10% of the authorization amount will be handled on a case-by-case basis. Justification must be provided and approved by the department head.

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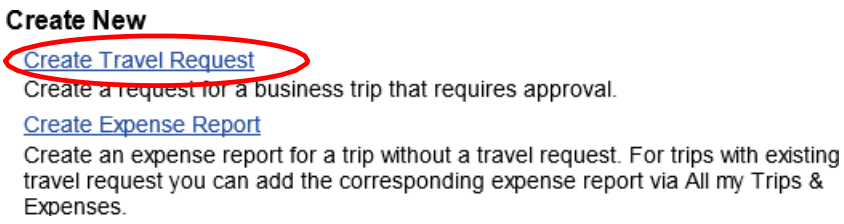
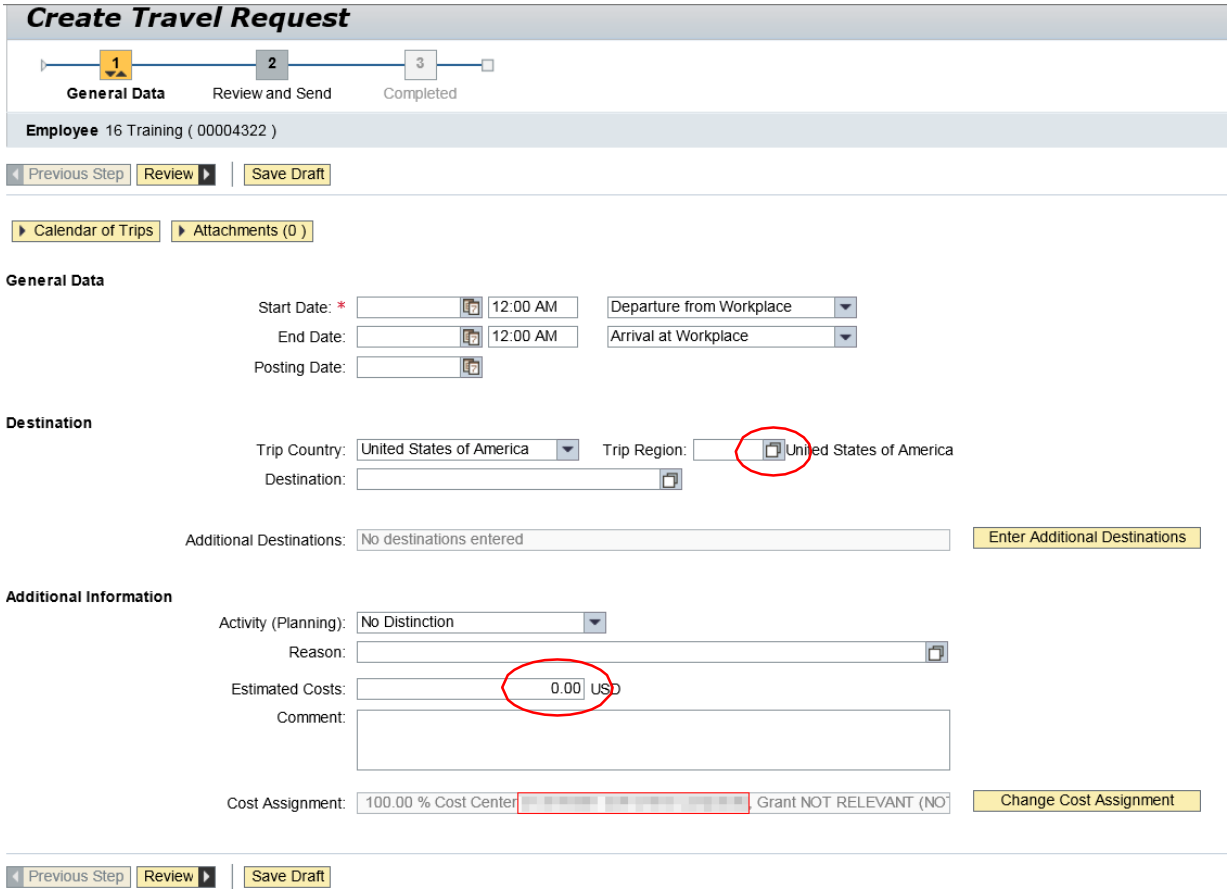
1. Log into myNKU.
2. Select Employee Self-Service tab.
3. Select Travel sub-tab.
4. Click Create Travel Request under Create New



5. 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.). This offers a cleaner budget and will be easier to monitor travel items during monthly cost center reconciliation.



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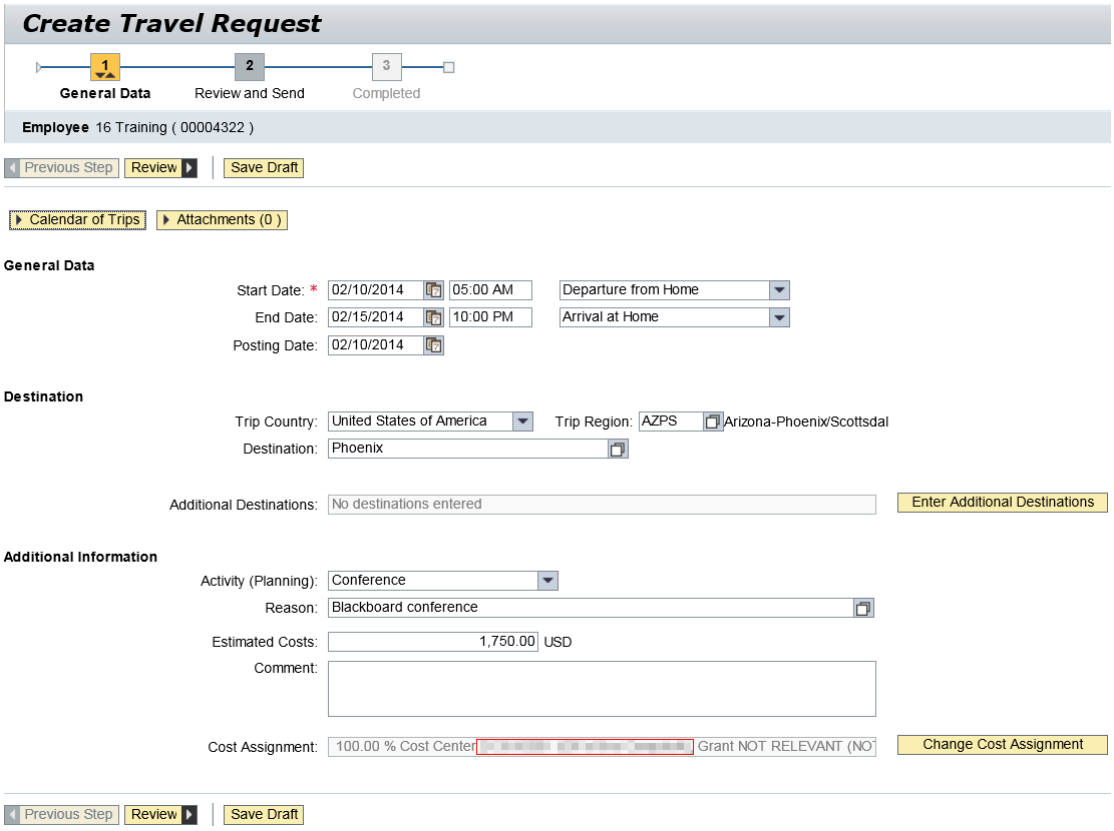
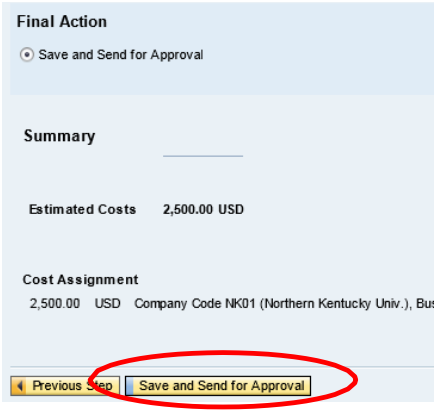
Example…

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.

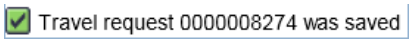


6. When all information has been entered click Review

7. Click Previous Step to make edits
8. Click Save and Send for Approval to begin the Workflow



- Confirmation message will be reflected



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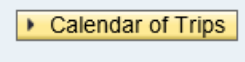
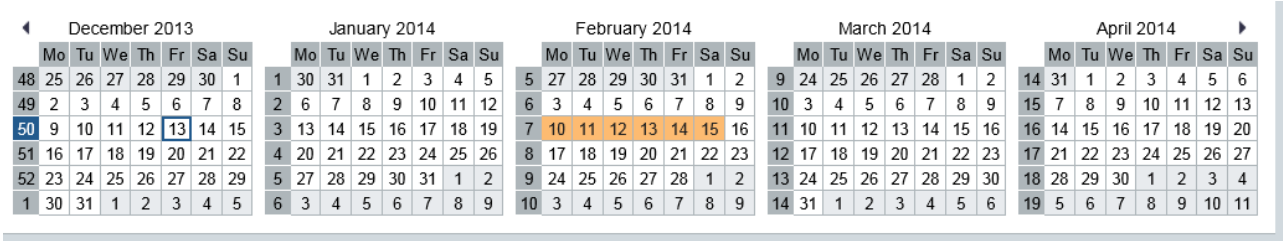
Calendar of Trips

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. You may also select the start date for the trip from the interactive calendar.



December 2013

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

January 2014

	Mo	Tu	We	Th	Fr	Sa	Su
1	30	31	1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31	1	2
6	3	4	5	6	7	8	9

February 2014

	Mo	Tu	We	Th	Fr	Sa	Su
5	27	28	29	30	31	1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28	1	2
10	3	4	5	6	7	8	9

March 2014

	Mo	Tu	We	Th	Fr	Sa	Su
9	24	25	26	27	28	1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31	1	2	3	4	5	6

April 2014

	Mo	Tu	We	Th	Fr	Sa	Su
14	31	1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30	1	2	3	4
19	5	6	7	8	9	10	11

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