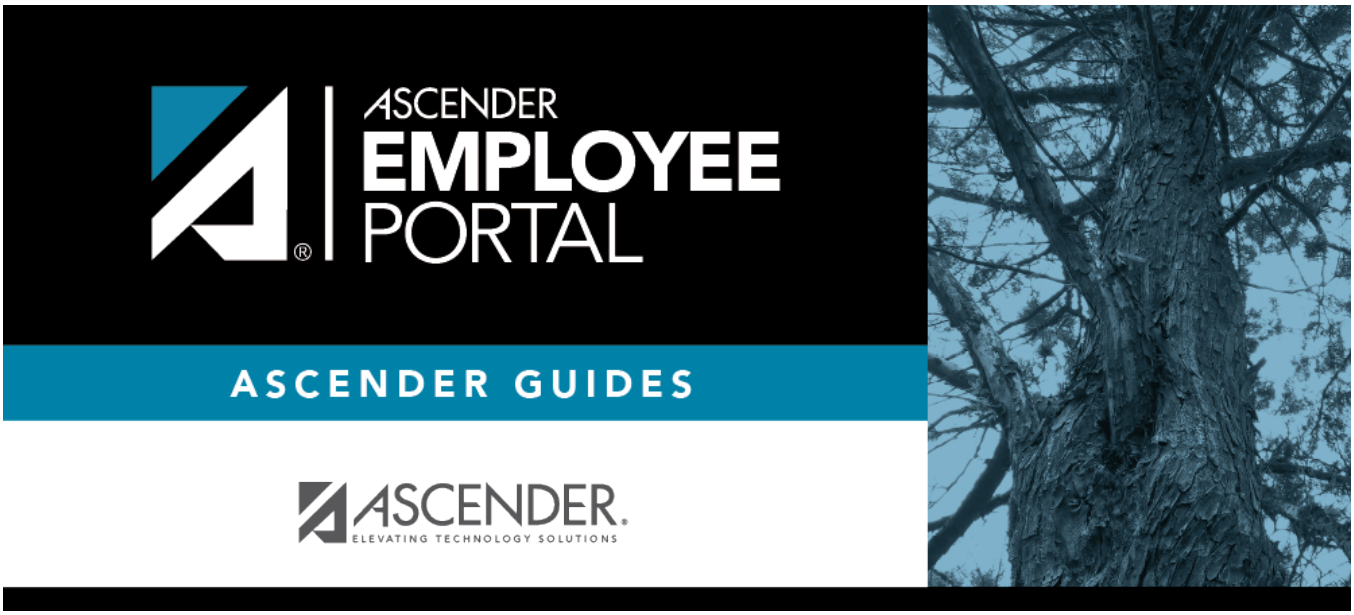



# Travel Reimbursement Requests (Solicitudes de viajes)

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# Travel Reimbursement Requests

***EmployeePortal > Travel Reimbursement Requests***

This page is used to create, edit, delete, and submit travel reimbursement requests. There are two types of travel reimbursement requests, Mileage and Extended. After a travel reimbursement request is processed by payroll, it is no longer displayed on this page.

If this page is not enabled, check with your EmployeePortal administrator as your LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

Employee Notes

- You can save the request and return to it at a later date, or enter a request and submit it. When the request is submitted, an email message is sent to the first approver notifying them that a request is awaiting approval.
- When the request is fully approved, you will receive an email message indicating that the request has been approved and issued for payment. If any approver disapproves the request, you will receive an email message notifying you of the disapproved request. You can change and resubmit the request according to the approver's instructions, or you can delete the request.
- If your request is disapproved, you can view the comments from the approver who disapproved the request. These comments are also included in the disapproval email message.

The following information is displayed at the top of the page:

| Field | Description |
|---|---|
| **Vendor Nbr** | Your vendor number, as set up in ASCENDER Finance, is displayed. |
| **Address** | Your vendor address is displayed as set up in ASCENDER Finance.<br><br>**Admin Note**: This address is populated from the **Remittance Address** on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab even when the **Order Address** is populated. If only the **Order Address** is populated in ASCENDER Finance, then the **Order Address** is used. |

**Note**: Employees MUST have an established vendor number to enter travel reimbursement requests.

| | |
|---|---|
| **Commute Distance** | The commute distance is displayed. This is the number of miles between your home and assigned work location.<br><br>If you need to update your commute distance, click **Change**. The Please enter your one-way commute distance pop-up window opens. Type your commute distance and then click **Save** to close the pop-up window. Valid values are 0-999.9.<br><br>**Admin Note**: The commute distance can also be updated on the employee's demographic record in ASCENDER Personnel. |
| **Pay Campus** | The campus is automatically populated with your assigned pay campus.<br><br>**Admin Note**: The pay campus is retrieved from the highest pay frequency where the employee is active. |

A list of your unprocessed (not processed by payroll) travel reimbursement requests is displayed if any. The following details are displayed for each travel reimbursement request:

- If the travel reimbursement request **Status** is *Pending*, you can click **View** to view the details.
- If the travel reimbursement request **Status** is *Saved*, you can click **Edit** to edit the details of the request and then submit it for approval.
- As long as the travel reimbursement request has not been processed by payroll, you can view, edit, or delete the request.

| | |
|---|---|
| **Travel Nbr** | The travel number for the existing travel reimbursement request is displayed. The travel number is assigned to a new request when it is saved or submitted. Once a request is submitted, you can track the progress of the request by the travel number. |
| **First Date** | The first date on which the travel occurred is displayed. |
| **Status** | The current status of the travel reimbursement request is displayed. |
| **Request Total** | The total amount of the travel reimbursement request is displayed. |
| **Check Nbr** | Once approved and processed, the travel reimbursement request becomes a Finance check transaction and is paid on the next Finance check run. The check number is displayed. |
| **Check Date** | The Finance check run date is displayed. |

❑ Use the following fields to filter the travel reimbursement request data by date range and/or status.

| | |
|---|---|
| **Status** | Click ⌄ to select the status for which you want to view travel reimbursement request data.<br><br>• *All*<br>• *Approved*<br>• *Pending*<br>• *Saved* |
| **From and To Date** | Type the range of dates for which you want to view travel reimbursement request data or click 📅 to select the dates. |

❑ Click **Retrieve**. A list of travel reimbursement requests for the specified date range and/or status is displayed.

## Add a mileage travel reimbursement request:

❑ Click **Add** in the upper-right corner of the page. The Add Travel Reimbursement Request pop-up window opens.

❑ If entering a single travel date or multiple consecutive travel dates for non-extended travel (mileage & incidentals), complete the following fields:

| | |
|---|---|
| **From Date** | Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click to select a date. If entering a single date of travel, a **To Date** is not necessary. |
| **To Date** | Type the date on which the travel ended in the MM-DD-YYYY format. Or, click to select a date. |
| **Campus** | The campus is automatically populated with your assigned pay campus.<br><br>**Admin Note**: The pay campus is retrieved from the highest pay frequency where the employee is active. |

❑ If the **From Date** and **To Date** selections exceed a single day, the **Overnight Trip?** check box is displayed.

- **Do not** select the **Overnight Trip?** check box for non-extended travel.

> **Note**: Selecting the **Overnight Trip?** check box allows the display of the additional fields needed when creating an extended travel reimbursement request entry.

❑ Click **Add**. The Travel Reimbursement Request page is displayed with an entry for each day of your travel with pre-populated dates based on your selected to/from dates.

Mileage Travel Reimbursement Request

The Travel Summary is displayed at the top of the page with the following details:

> **Note**: If you are entering a new request, this information is blank.

- **Travel Nbr** - Displays the assigned travel number.
- **Status** - Displays the status of the travel request.
- **Date Entered** - Displays the date the travel request was entered.
- **Total Miles** - Displays the total miles traveled minus commute miles.
- **Total Misc** - Displays the total amount of all miscellaneous items.
- **Total Request** - Displays the total amount of the travel request (mileage + miscellaneous items).
- **Account** - Displays the assigned account codes to be expensed.

- **Amount** - Displays the amount to be expensed for each assigned account code.
- **Approver** - Displays the approver's name.
- **Alternate Approver** - Displays the approver's alternate approver if any.
- **Approval Status** - Displays the approver's approval status (*Approved*, *Pending*, or *Returned*).

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## Add an extended travel reimbursement request:

❑ Click **Add** in the upper-right corner of the page. The Add Travel Reimbursement Request pop-up window opens.

❑ If entering multiple consecutive travel dates for extended travel (mileage, lodging, meals, and incidentals), complete the following fields:

| | |
|---|---|
| **From Date** | Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click to select a date. If entering an extended travel request, indicate the first date of travel. |
| **To Date** | Type the date on which the travel ended in the MM-DD-YYYY format. Or, click to select a date. If entering an extended travel request, indicate the last date of travel. |
| **Campus** | The campus is automatically populated with your assigned pay campus.<br><br>**Admin Note**: The pay campus is retrieved from the highest pay frequency where the employee is active. |

❑ If the **From Date** and **To Date** selections exceed a single day, the **Overnight Trip?** check box is displayed.

- Select the **Overnight Trip?** check box. The time fields are displayed.

> **Note**: Selecting the **Overnight Trip?** check box allows the display of the additional fields needed when creating an extended travel reimbursement request entry.

| | |
|---|---|
| **From Time** | Type the time at which you departed the origination location (start time) in the HH MM format. Click to select AM or PM. |
| **To Time** | Type the time at which you returned to the origination location (end time) in the HH MM format. Click to select AM or PM. |

❑ Click **Add**. The Travel Reimbursement Request page is displayed with an entry for each day of your travel with pre-populated dates based on your selected to/from dates.

Extended Travel Reimbursement Request

The Travel Summary is displayed at the top of the page with the following details:

> **Note**: If you are entering a new request, this information is blank.

- **Travel Nbr** - Displays the assigned travel number.
- **Status** - Displays the status of the travel request.
- **Date Entered** - Displays the date the travel request was entered.
- **Total Miles** - Displays the total miles traveled minus commute miles.
- **Total Misc** - Displays the total amount of all miscellaneous items.
- **Total Request** - Displays the total amount of the travel request (mileage + miscellaneous items).
- **Account** - Displays the assigned account codes to be expensed.
- **Approver** - Displays the approver's name.
- **Alternate Approver** - Displays the approver's alternate approver if any.
- **Approval Status** - Displays the approver's approval status (*Approved*, *Pending*, or *Returned*).

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Once you have completed your travel reimbursement request:

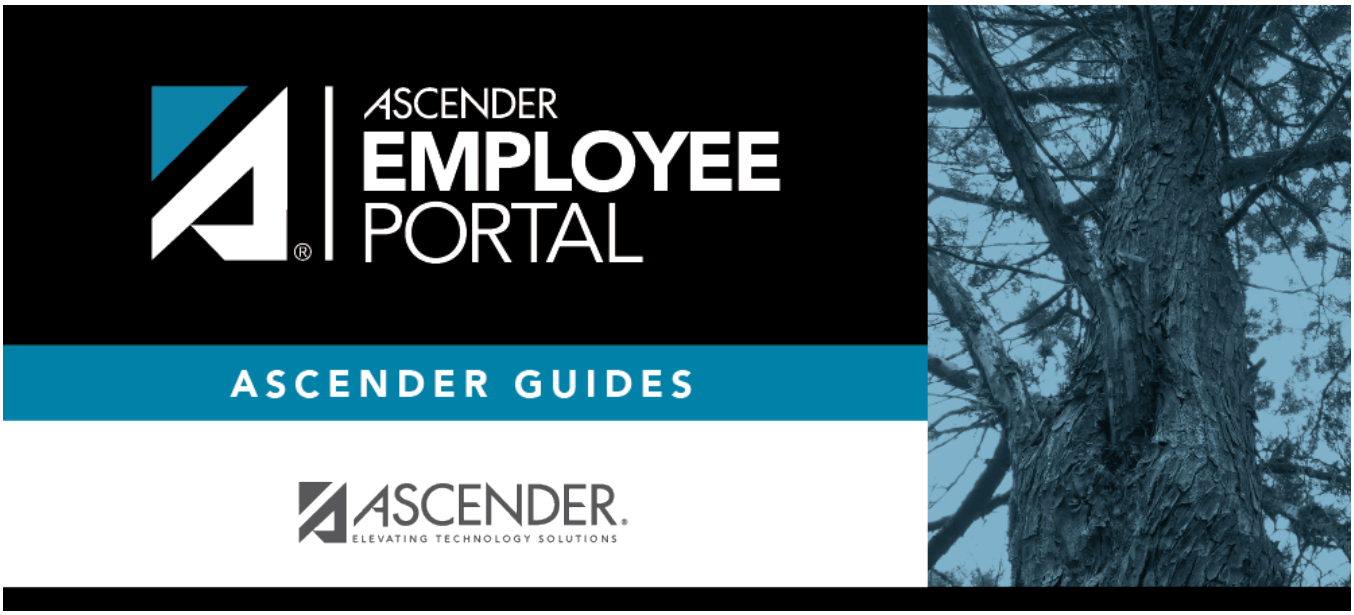
❑ Click **Save** to save the request without submitting it for approval. At this point, the **Documents** button is displayed at the top of the page allowing you to upload documents such as receipts, maps, etc. Once the request is saved, you can return to it at a later time to make changes and submit it for approval.

❑ Click **Submit** to submit the request for approval. The request is sent through the appropriate approval path.

You will receive an email message when the request is approved/disapproved.

❑ Click **Print** to print the request details.

❑ Click **Cancel** to cancel the request and return to the Travel Reimbursement Requests page.


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# Back Cover