Travel Expense Report Entry

View Expense Report
Expense Report Detail

Travis Traveler   User Defaults   Report ID: 0000001234

General Information

Description:	Leadership & Lecture Conference	Comment: To addend the 2013 Leadership and Lecture Conference in Orlando, FL from 4/14-4/17. Depart 4/14 at 5:00 a.m. and return 4/17 1:30 a.m. Breakfast provided on 4/15, 4/16 Lunch provided on 4/15, 4/16
Business Purpose:	Conference	
Status:	Submitted for Approval	Reference:
Default Location:	Out-of-state, high cost UKANS	Last Updated: 09/23/2013 By: HAWKJ
Post State:	Not applied	Authorization ID: 0000006789

More Options: [GO]

Details

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*Overview

*Expense Type	Expense Date	Amount Spent	Currency	*Payment Type	*Billing Type	
ST-MILEAGE AUTO OS HC	04/14/2013	58.30	USD	Reimbursements	Billable	Detail
ST-PARKING PRIVATE VEHICLE OS HC	04/14/2013	56.00	USD	Reimbursements	Billable	Detail
ST-TOLLS OS HC	04/14/2013	3.30	USD	Reimbursements	Billable	Detail
ST-MEAL-DAILY OS HC	04/14/2013	49.00	USD	Reimbursements	Billable	Detail
ST-MEAL-DINNER OS HC	04/15/2013	24.50	USD	Reimbursements	Billable	Detail
ST-MEAL-DINNER OS HC	04/16/2013	24.50	USD	Reimbursements	Billable	Detail

Totals

Employee Expenses:	215.60 USD	Due Employee:	215.60 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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Main Menu > Employee Self-Service > Travel and Expense Center >

Expense Report
Create, modify, print, view or delete an Expense Report

4c

Create Create an Expense Report	Modify Modify an Expense Report	Print Print an Expense Report
View View an Expense Report	Delete Delete an Expense Report	

Before submitting the traveler's expense report to the department approver, ensure the key information has first been completed. This will ensure the report is not returned to the department and cause the traveler a delay with reimbursement.

1 **Comments.** Ensure comments are complete to answer questions about the trip. The comments are to include, at a minimum, the following:
    a. Destination
    b. Departure date and time
    c. Return date and time
    d. Dates and meals included with any registration fees
    e. Personal days noted, if any taken

2 **Expense Type.** Confirm the correct expense types are being used for each expense claimed.
    a. *ST*—Expense types that begin with "ST" are for reimbursements on the UKANS business unit (state funds).
    b. *RS*—Expense types that begin with "RS" are for reimbursements on the KURES business unit (research funds)
      i. The two expense types cannot be comingled
    c. *UKANS*—Ensure the proper in-state (IS), out-of-state (OS), out-of-state high-cost (OS HC), out-of-state special high cost (OS SHC), or international (INT) is used.
    d. *KURES*—Ensure the proper expense type of domestic (DOM) or international (INT) is used.

3 **Expense Date.** Validate the correct date the expense was incurred has been selected.

4 **Attach receipts and documentation.** Attach receipts and documentation pertaining to the trip. When using state funds, only certain miscellaneous expenses can be claimed without a receipt. Some examples are below:
    a. Parking
    b. Tolls
    c. Baggage gratuity
    d. Public transportation (shuttles, taxi, bus, etc.)
Additional documentation includes other information pertain to the purpose of the trip. One example is conference information.

    a. To print the barcode follow these steps:
    b. Click the 'Printable View' link on the expense report page.
    c. Navigate to Employee Self Service > Travel and Expense Center > Expense Reports > Print
    d. Select 'Expense Receipts' tab at the top of the page.
    e. The page displayed has the expense report number on it as a barcode.
    f. The left menu must be minimized to print the barcode.
    g. To submit the paper receipts, print the 'Expense Receipt' barcode form.
    h. This must be the first page to be scanned followed by the receipts to be scanned using MFD's.
    i. On MFD's login to the printer and select 'T&E UKANS' or 'T&E UKANS' buttons depending on where the expenses are being reimbursed.
    j. For information on scanning with the MFD, visit http://docs.procurement.ku.edu/travel_forms/MFD_Reference_Guide.pdf.