



TV001 Travel Expense Summary and TV002 Travel Expense Detail reports are based on the data from the Travel Expense Manager (Process Travel Expense Report). These reports can be used to review and analyze business trip data. TV001 report provides an overview and general trip information, such as trip start and end dates, trip type, and trip cost. TV002 report provides additional trip information, such as trip cost assignment and trip expense types.



How do I find TV002 Travel Expense Detail? TV002 Travel Expense Detail can be found via a "jump link" in TV001 Travel Expense Summary. Right clicking on a field (ex. Trip Number) will open the Context Menu. Select Goto and click on TV002 Travel Detail will open with details for the specific Trip Number selected.

TV001 Travel Expense Summary

100 Filter

TV001 Trav s information is t onnel nor distrib ie privacy laws. Open Save	el Expense Summary the property of the Los A uted, including via any elet AS Display As Table	1) Right c a <b>Trip Nu</b>	lick on I <b>mber</b> In the single state (1) Select <b>Got</b> Click on <b>TV00</b>	tende auth	TV002 Travel Ex	pense Detail	3) TV00. Details	2 Travel
ires iber	Trip Number ≟         p State           100000019         2         Req           100000010         2         Req	atus ≞ quest Approved	Travel Detai	91	Disclaimer:This information is the pr authorized personnel nor distributed, Federal and State privacy laws. New Analysis Open Save As	operty of the Los including via any Display As Table	Angeles Unified Scho electronic means, inclu e	ol District and is intend uding email, to any aut Info Send Print V
us le Status D acteristics Center	10000020 2 Req 100000021 2 Req 100000022 2 Dec 100000022 3 Dec 10000002 Goto 13000000 Filter 14000001 Change Drilld	quest Approve	Open Open TV002 Travel D Open	6: 0: 0: 7: 7:	<ul> <li>▼ Columns</li> <li>• Key Figures</li> <li>▼ Rows</li> <li>• Trip Number</li> <li>• Trip Status</li> </ul>	Trip Number≜≂ 100000019 Overall Result	Trip Status ≞ Request Approved	Trip Settle Status ≞ Open





## **Travel Management Report Field Definitions**

Field Name	Field Name Definition		TV002 Travel Expense
		Summary	Detail
Cost Center	Cost center funding the trip (part of the trip cost assignment).		Х
District Paid Amount	The amount LAUSD paid for travel related expenses – reimbursable expenses	х	
EE Cost Center	The Employee's assigned Cost Center (Location).	Х	
Employee Type	Certificated/Classified/Unclassified/Undetermined/Non-Employee	Х	
Expense Category	Categorizes expenses; U = Accommodations, F = Expenses for Private Car, M = Meals, S = Other, T = Public Transportation		х
Expense Type Date Range	Dates when the expenses occurred, for each expense type.		х
FI Transfer	Identifies whether the trip expenses have been posted to Financial Accounting; 1 = Posted to Financial Accounting, # = Not Posted to Financial Accounting	х	
Functional Area	A classification of financial transactions according to functions executed in an organization. The functional area provides information on the overall purposes or objectives for each transaction.		х
Fund	A separate and distinct fiscal/accounting object containing a complete self- balancing set of accounts used to monitor the use of the financial resources of an organization, together with associated liabilities and residual equities.		х
Grant	Identifies the grant (number and description). A grant is a sum of money given to LAUSD for a particular purpose.		х
Internal Order	A cost object used to plan, collect, monitor, control and distribute the actual costs of discrete, short-term tasks performed by responsibility units. IFS jobs will be tracked as internal orders.		х
Master Cost Center	The Cost Center for which travel is reported.	х	x
Mileage Reimbursement	The reimbursement amount for miles reported.	х	
Number of Days	Number of days incurred for each trip expense type.		Х
Paid Receipt	Indicates whether the trip expenses are pre-paid or reimbursable. Yes = Pre- Paid, No = Reimbursable.		х
Person ID	Also known as LAUSD's Employee Number. An employee can have only one Person ID. The number is unique to the individual and can be traced back to the employee.	х	
Personnel Area	Defines whether an employee is certificated, classified, unclassified, undetermined or non-employee. May also indicate bargaining unit.	х	х
Personnel Number (PERNR) Identifies an employee's assignment. An employee can have more than one Personnel Number. The first (main) assignment PERNR is the employee's Person ID number. This number is dynamically populated and is also a unique number.		x	х
Reason for Trip Text	Trip description.	х	
Receipt Dt	Date of receipt for each trip expense type.		X
Reimbursement Amount	The amount an employee is to be reimbursed for travel related expenses (airfare, per diem, mileage, etc).	x	
Total Costs	District Paid Amount + Reimbursement Amount	Х	







Field Name	Definition	TV001 Travel Expense Summary	TV002 Travel Expense Detail
Total Miles	The number of miles reported.	Х	
Transfer to HR PAY	Identifies how payment was made to employee; 1 = Paid via Payroll Accounting, # = Not Paid via Payroll Accounting	x	
Identifies the type of trip activity; A = Conference – Classified, B = Conference – Certificated, C = Training/Prof Dev – Classified, D = Training/Prof Dev – Certificated, E = Recruitment, F = Legislative, G = Academic Chaperone, J = Peer Review, K = Other Travel * Use with <i>Reason for Trip Text</i> to get additional information and description of trip		х	Х
Trip City	Indicates the travel destination city.	Х	Х
Trip Country	Indicates the travel destination country.	Х	
Trip Duration	Indicates the length of travel.	Х	
Trip End Date	Trip End Date The end date of a trip.		Х
Trip Exp Apvl Dt Custom field based on the date that the trip status was updated to <i>Trip</i> <i>Status = Trip Approved</i> and <i>Settlement Status = To Be Settled</i>		х	
Trip Exp Type	Detailed description of trip expenses (corresponds to Expense Category)	Х	Х
Trip Number	Trip identifier	Х	Х
Trip Req Dt       Custom field, based on the "Request Recorded" date; when the trip request was entered by a travel specialist and saved and Trip Status = Request Recorded (associated date)		х	
Trip Settle Dt	Custom field based on the date that trip status was updated to <b>Trip Status =</b> <b>Trip Approved</b> and <b>Settlement Status = Settled</b>	х	
Trip Settle StatusIndicates the settlement status of a trip request: 0 = Open, 1 = To Be Settled, 2 = Settled *Use with <i>Trip Status</i> for more information		х	х
Trip Start Date	The start date of a trip.	Х	Х
Trip State	Indicates the travel destination state.	Х	Х
Trip StatusIndicates the status of a trip request: 1 = Request Recorded, 2 = RequestApproved, 3 = Trip Completed, 4 = Trip Approved* Use with Trip Settle Status for more information		х	х
Trip Type (Statutory)	Identifies the type of travel; 1 = Local Travel, 2 = In State Travel, 3 = Out of State Travel, 4 = International Travel	x	x
WBS ElementA structural element in a work breakdown structure (WBS) representing the hierarchy of a project			x





## Variable Entry Screen: Report Selection Criteria

To run the report, enter the values as needed in the Variable Entry screen (by manually typing in the values, or selecting from a list by clicking on the button. You can also create a variant based on the values that you frequently enter to run the report; for example, Cost Center, Trip Status, and/or Cost Assignment (Fund, Functional Area, Grant, etc.). For a quick, step-by-step guide on how to create a variant, please click on this link: http://www.lausd.net/ol/basetraining/reportsDocs/HowtoCreateaReportVariant.pdf.

Varia	able Entry	TV001 Travel Expense :	Summary Report	
A	vailable Varia	nts: Save Save As.	Delete	Show Variable Personalization
	General Var	iables		
	Variable	<b>≜</b> ∓	Current Selection	Description
	Trip Num	ber (Selection Optional)	đ	
	Personne	el Number (Selection Optional)	đ	
	Personne	el Area (Selection Optional)	đ	
	Master C	cost Center Hierarchy (Multiple Sing	đ	
	Trip Stat	us (Selection Optional)	đ	
	Trip Sett	le Status (Selection Optional)	đ	
	Trip Star	t Dt (Selection Optional)	đ	
	Trip End	Dt (Selection Optional)	đ	
	Trip City	(Selection Optional)	đ	
	Trip Stat	e (Selection Optional)	đ	
	Trip Type	e (Selection Optional)	đ	
	Trip Activ	vity Type (Selection Optional)	đ	
	Trip Req	Dt (Selection Optional)	đ	
	Trip Exp	Apvl Dt (Selection Optional)	đ	
	Trip Sett	le Dt (Selection Optional)	đ	





Available Variants: Save Save As.	Del TV002 Travel Detail Re	E <i>xpense</i> port	how Variable Personalization	
General Variables				
Variable≜≑	Current Selection	Description		
Trip Number (Selection Optional)	đ			
Personnel Number (Selection Optional)	đ			
Personnel Area (Selection Optional)	đ			
Cost Center (Selection Optional)	đ			
Master Cost Center Hierarchy (Multiple Sing	đ			
Trip Settle Status (Selection Optional)	đ			
Trip Start Dt (Selection Optional)	đ			
Trip End Dt (Selection Optional)	đ			
Trip City (Selection Optional)	đ			
Trip State (Selection Optional)	đ			
Trip Type (Selection Optional)	đ			
Trip Activity Type (Selection Optional)	đ			
Fund (Selection Optional)	đ			
Functional Area (Selection Optional)	đ			
Grant (Selection Optional)	đ			
Internal Order (Selection Optional)	đ			
Trip Exp Type (Selection Optional)	đ			
WBS Element (Selection Optional)	đ			

**Filtering the Report by Date**: You can filter the reports by entering a single date value or range values for one or more of the fields Trip Start Dt, Trip End Dt, Trip Req Dt, Trip Exp Apvl Dt, and Trip Settle Dt. You can manually type in the date value(s) or click on the enter the value(s). Trip Req Dt field is used in the examples below.

*Example 1*: Display all trips that were entered on or before 10/1/2015:

	-			
Trip Dev Dt (Oslastian Ontional)		-40/04/0045	-57	
I FID Red DL (Selection Optional)		<=10/01/2015		<=10/01/2015

*Example 2*: Display all trips that were entered on or after 10/1/2015:

Trip Req Dt (Selection Optional)
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*Example 3*: Display all trips that were entered between 7/1/2015 and 10/22/2015:

Trip Req Dt (Selection Optional)	07/01/2015 - 10/22/2015 🗇	07/01/2015 - 10/22/2015

<u>Additional Resources</u>: The BASE Training web site offers additional reference guides for using BW reports. Please visit <u>http://www.lausd.net/ol/basetraining/</u> and go to "Reports."