



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Purpose

Use this procedure to update and complete actual Travel Expense Reports.

Trigger

Perform this procedure when the Traveler completes the trip and submits the travel claim form (10.12.1) and all receipts to the Site Travel Specialist.

Prerequisites

- A Travel Expense Report with a status of "Request Approved"

Menu Path

Use the following menu path(s) to begin this transaction:

- Travel → Process Transactions → Process Travel Expense Report

Transaction Code

PR05

Helpful Hints





- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE completed.
Shortcut		Indicates a shortcut to a process.



Business Process Procedure

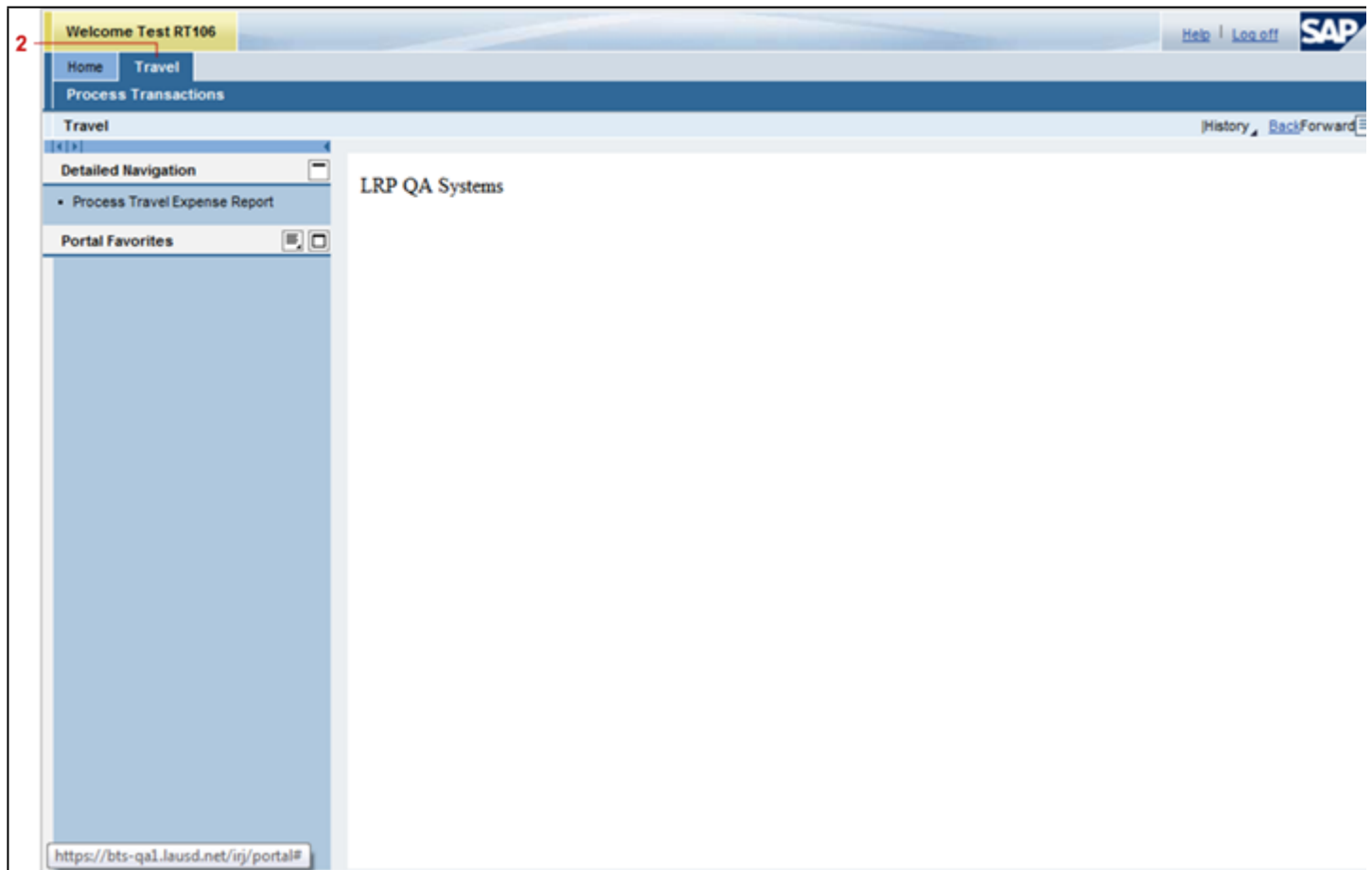
Complete Actual Travel Expense Report

Transaction Code: PR05

Procedure

1. Start the transaction using the menu path or transaction code.

Travel - SAP NetWeaver Portal - Windows Internet Explorer



2. Click the **Travel** tab view the Travel sub menu.

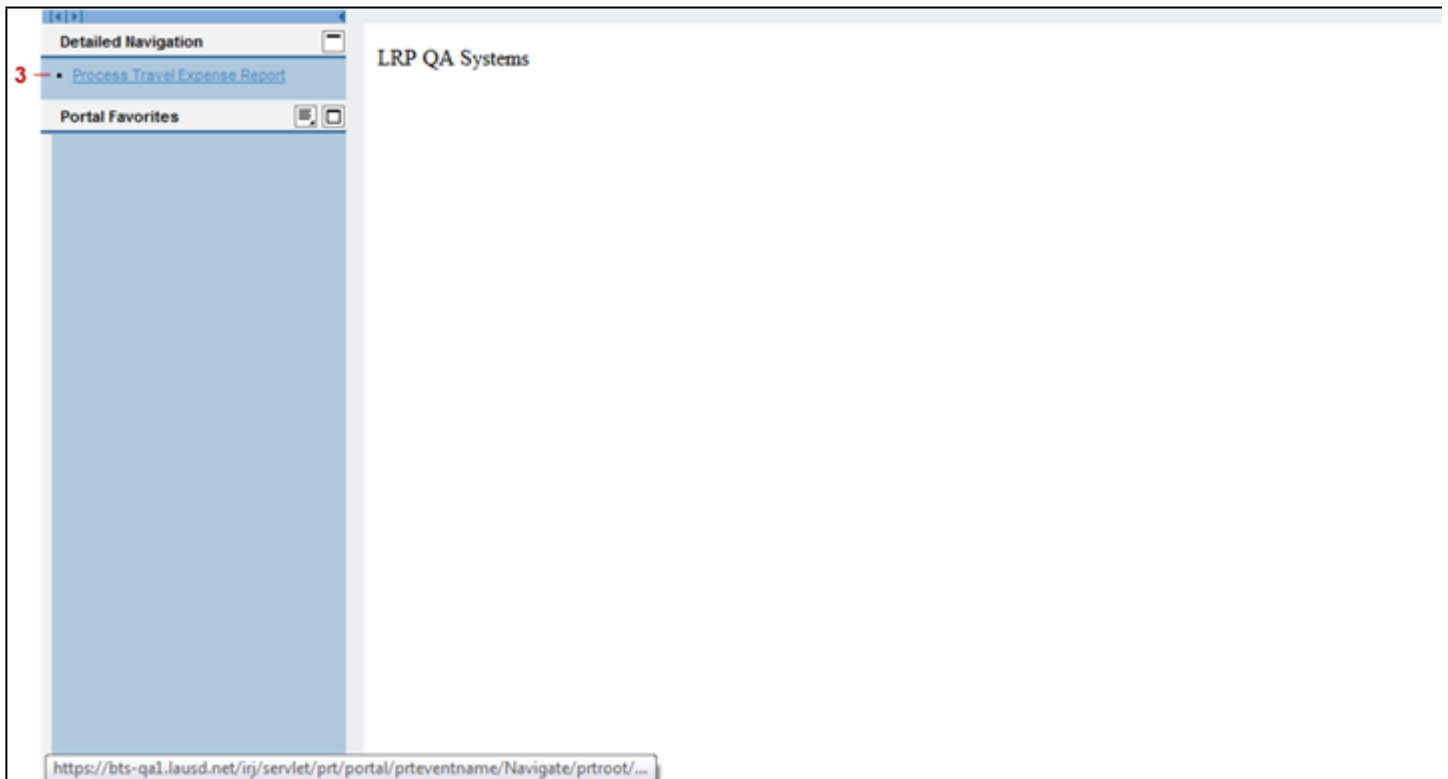


Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Travel - SAP NetWeaver Portal - Windows Internet Explorer



3. Click the [Process Travel Expense Report](#) link to open the Travel Expense Manager.




Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Travel Expense Manager

4

4. Type the personnel number in the PersonnelNo text box or for this example, click the list of values button  to search the personnel number by different options.

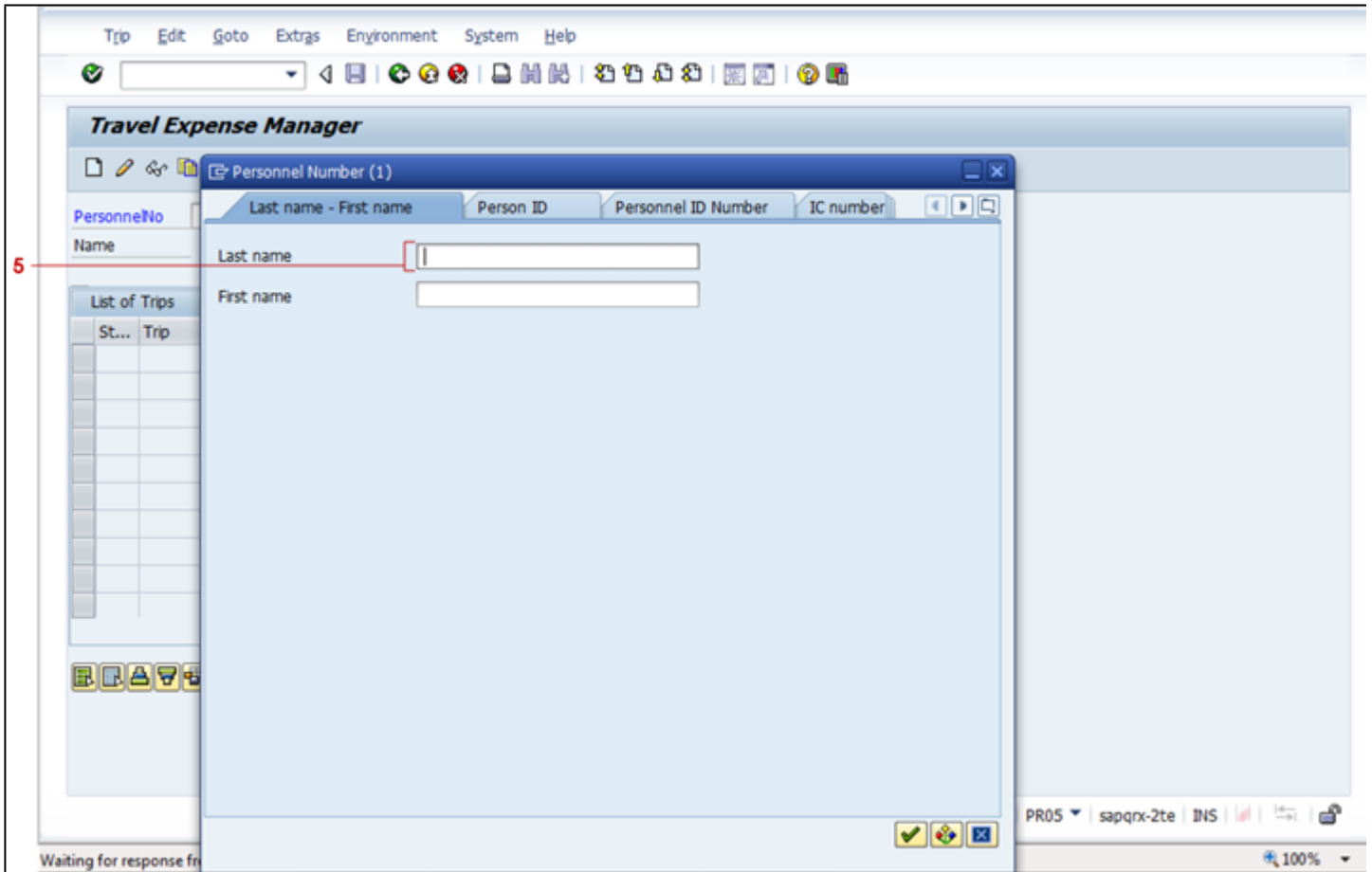


Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Personnel Number (1)



5. As required, complete/review the following fields:

Field	R/O/C	Description
Last name	R	Last name. Example: Traveler*

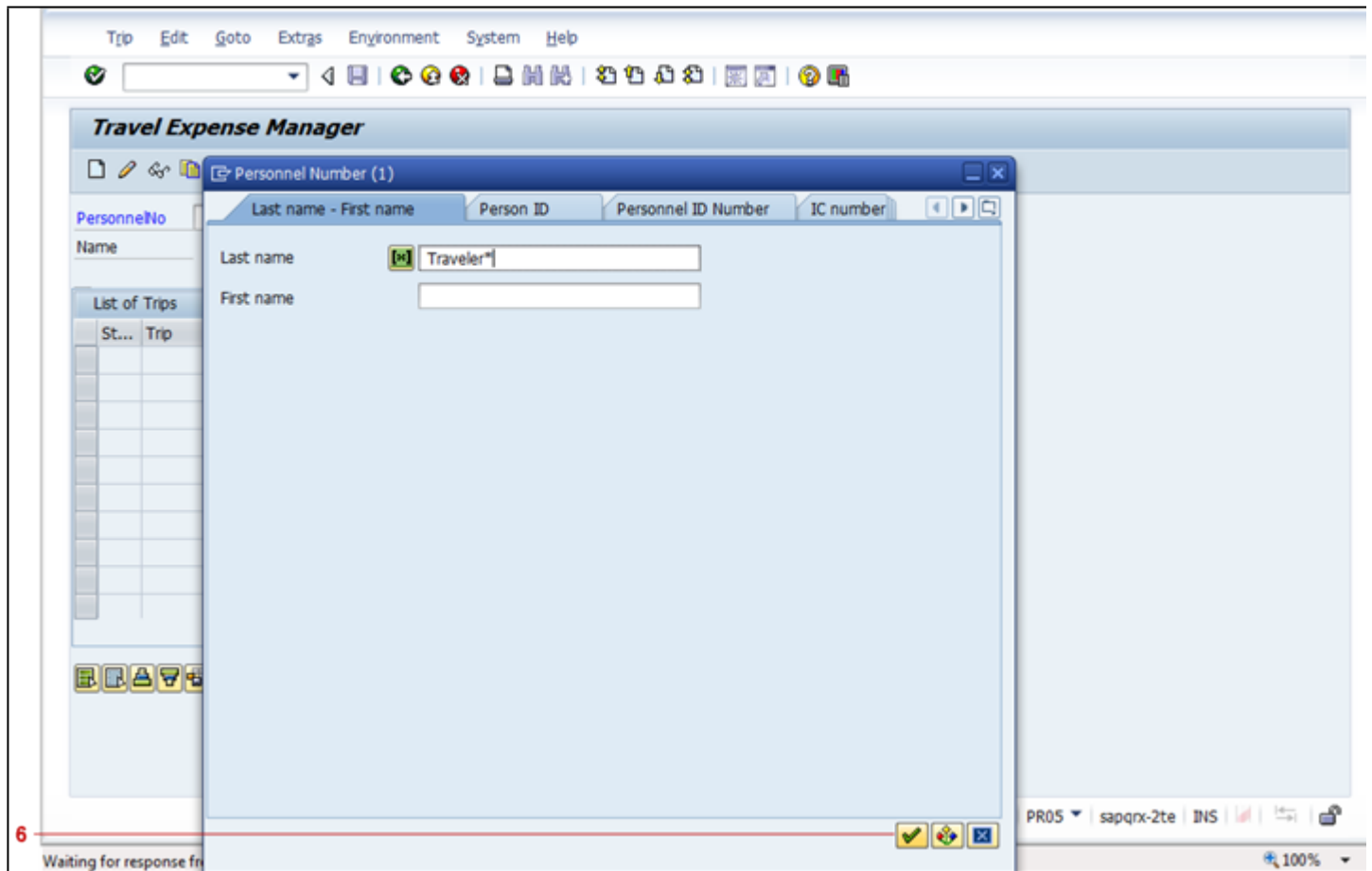


Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Personnel Number (1)



6. Click the  button to start the search.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Personnel Number (1) 6 Entries found

The screenshot shows a software interface with a search bar containing 'Personnel Number (1) 6 Entries found'. Below the search bar are tabs for 'Last name - First name', 'Person ID', 'Personnel ID Number', and 'IC nu...'. A toolbar with various icons is visible. The search criteria 'Last name: Traveler' is entered. A table with 6 rows is displayed, with the first row highlighted in yellow. A red number '7' is written to the left of the table.

First name	Tit...	Birth date	Pers.No.	Start Date	End Date
Central Office		05/17/1956	00525157	05/17/1956	12/31/9999
Central Office		05/17/1956	01045091	05/17/1956	12/31/9999
School		10/07/1955	00675467	09/08/2009	12/31/9999
School		10/07/1955	00908813	09/08/2009	12/31/9999
School		10/07/1955	00935316	09/08/2009	12/31/9999
School		10/07/1955	00982934	09/08/2009	12/31/9999



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

7. Click the **00525157** label to select the appropriate personnel number.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Personnel Number (1) 6 Entries found

8 -


First name	Tit..	Birth date	Pers.No.	Start Date	End Date
Central Office		05/17/1956	00525157	05/17/1956	12/31/9999
Central Office		05/17/1956	01045091	05/17/1956	12/31/9999
School		10/07/1955	00675467	09/08/2009	12/31/9999
School		10/07/1955	00908813	09/08/2009	12/31/9999
School		10/07/1955	00935316	09/08/2009	12/31/9999
School		10/07/1955	00982934	09/08/2009	12/31/9999



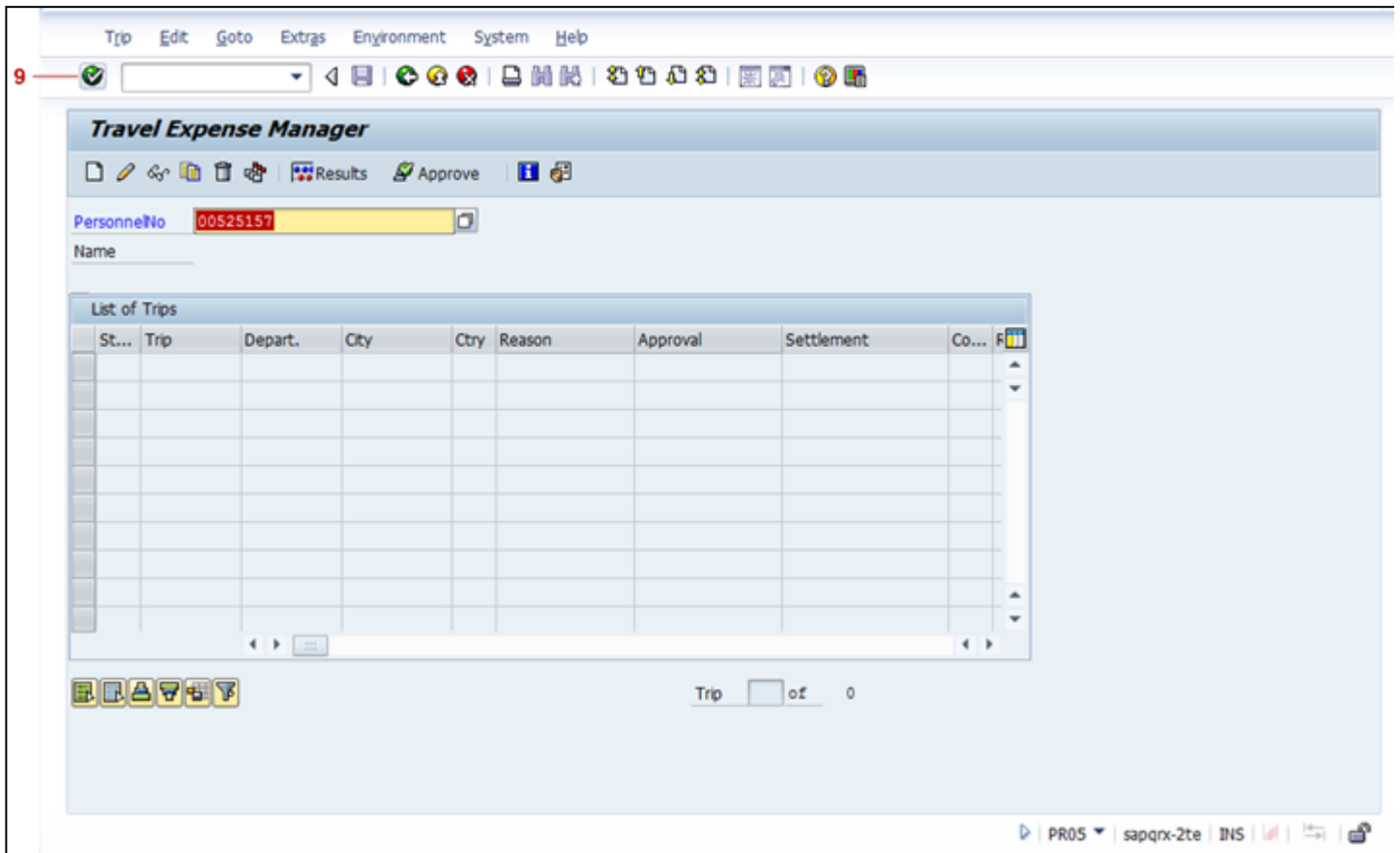
Business Process Procedure

Complete Actual Travel Expense Report


Transaction Code: PR05

8. Click the  button select the highlighted personnel number.

Travel Expense Manager



The screenshot shows the SAP Travel Expense Manager interface. At the top, there is a menu bar with options: Trip, Edit, Goto, Extrgs, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area is titled "Travel Expense Manager" and contains a "PersonneNo" field with the value "00525157" highlighted in yellow. Below this is a "Name" field. A "List of Trips" table is displayed with the following columns: St..., Trip, Depart., City, Ctry, Reason, Approval, Settlement, Co..., and F. The table is currently empty. At the bottom of the interface, there is a status bar showing "PR05", "sapqx-2te", "INS", and other system information.

9. Click the  button view the all of the travel expense reports for this employee.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Travel Expense Manager

St...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type
	90000147	05/05/2013	Los Angeles	US	SAPPHire Annual	Trip Approved	Transferred to FI	110.23	USD	Local Travel
	90000146	05/03/2013	Los Angeles	US	Annual Conferen...	Trip Approved	Settled	199.93	USD	Local Travel
	90000145	05/01/2013	Los Angeles	US	SAPPHire Annual	Trip Approved	Transferred to FI	98.93	USD	Local Travel
	90000132	04/29/2013	Glendale	US	Annual Math Con...	Trip Approved	Settled	88.95	USD	Local Travel
	90000112	04/27/2013	Glendale	US	Annual Math Con...	Trip Approved	Transferred to FI	99.95	USD	Local Travel
	90000121	04/25/2013	San Diego	US	Annual Conferen...	Trip Approved	Settled	250.43	USD	In State Travel
	90000120	04/23/2013	Covina	US	Annual Math Con...	Request Approved	Open	111.60	USD	Local Travel
	90000099	04/21/2013	West Covina	US	Annual Math Con...	Trip Approved	Transferred to FI	133.95	USD	Local Travel
10	90000111	04/19/2013	San Diego	US	Annual Conferen...	Trip Completed	Open	275.43	USD	In State Travel
	90000096	04/15/2013	Dallas	US	SAPPHIRE ANNU...	Request Approved	Open	665.58	USD	Out of State Travel
	90000122	04/14/2013	Los Angeles	US	SAPPHire Annual	Trip Approved	Transferred to FI	101.75	USD	Local Travel
	90000089	03/12/2013	Miami	US	SAPPHire Annual	Request Recorded	Open	212.63	USD	Out of State Travel
	90000088	03/10/2013	Houston	US	Out of State Tes...	Request Recorded	Open	0.57	USD	Out of State Travel

- Double-click the **90000096** label to view the details of the travel expense report that needs to be updated with actual expense details.
Note: Prior to updating actual expense details, the Travel Expense Report must be in "Request Approved" status.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Central Office Traveler, PersNo. 525157, Trip No. 90000096

The screenshot displays the SAP Travel Management interface for a specific trip. The title bar reads "Central Office Traveler, PersNo. 525157, Trip No. 90000096". Below the title bar, there are navigation icons and a toolbar with buttons for "Simulate", "Approve", "Trip Status", "Account Assignment", and "History".

The main content area is divided into several sections:

- General Trip Data:** Includes fields for "From" (04/15/2013 09:00), "End" (04/18/2013 11:30), "Reason" (SAPPHIRE ANNUAL ...), "City" (Dallas), "Country" (US), "Region" (TX), and "Posting Date" (05/31/2013).
- PD/FR Reimbursement:** Includes fields for "M1" (78) and "Tty. S" (3).
- Alternative Cost Assignment for Entire Trip, If Different to Master CA:** Shows a dropdown set to "30 %" and a "Cost Distribution" button.
- Expense Table:** A table with columns: No, R..., ExpTy, Name, P..., Amount, Curncy, Exch. Rate, Acc..., Date, Info, N. The table contains 8 rows of expense items.

A red arrow labeled "11" points to the "Trip Segments" tab in the navigation bar at the bottom of the interface.

No	R...	ExpTy	Name	P...	Amount	Curncy	Exch. Rate	Acc...	Date	Info	N
001	◇	AIRP	District PrePaid...	✓	350.00	USD	1.00000	USD	04/15/2013		
002	◇	COMP	District PrePaid...	✓	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003	◇	FDPD	Full Day Per Di...	□	147.00	USD	1.00000	USD	04/15/2013		
004	◇	HDPD	Half Day Per Di...	□	24.50	USD	1.00000	USD	04/15/2013		
005	◇	HTL	Hotel	✓	450.00	USD	1.00000	USD	04/15/2013		
006				□		USD		USD	04/15/2013		
007				□		USD		USD	04/15/2013		
008				□		USD		USD	04/15/2013		

11. Actual Travel Expense details can be updated in this section. After updating the details, click the **Trip Segments** tab to view/update the mileage details.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Central Office Traveler, PersNo. 525157, Trip No. 90000096

The screenshot displays the SAP Travel Management interface for a specific trip. The title bar reads "Central Office Traveler, PersNo. 525157, Trip No. 90000096". Below the title bar is a navigation menu with options: Simulate, Approve, Trip Status, Account Assignment, and History. The main content area is divided into several sections:

- General Trip Data:** From 04/15/2013 09:00, Reason SAPPHIRE ANNUAL ..., End 04/18/2013 11:30, City Dallas, Country US, Region TX, Posting Date 06/03/2013.
- PD/FR Reimbursement:** M1 78, TTy. S 3, TAc.
- Alternative Cost Assignment for Entire Trip, If Different to Master CA:** 30 %.

Below these sections are three tabs: Receipts, Trip Segments, and Comments. A red arrow labeled "12" points to the "Trip Segments" tab. The "Trip Segments" tab is active, showing a table with the following data:

Date	Total...	Start Loca...	End Location
04/15/2013	43	Hotel	Conference site
04/16/2013	35	Conference	Hotel
04/16/2013			
04/16/2013			
04/16/2013			
04/16/2013			
04/16/2013			
04/16/2013			

12. The mileage details can be updated in this section. After updating the details, click the **Comments** tab to view/update the comments details.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Central Office Traveler, PersNo. 525157, Trip No. 90000096

The screenshot displays the SAP Travel Management interface for a Central Office Traveler. The title bar reads "Central Office Traveler, PersNo. 525157, Trip No. 90000096". Below the title bar is a navigation menu with options: Simulate, Approve, Trip Status, Account Assignment, History, and a help icon. The main content area is divided into several sections:

- General Trip Data:** From: 04/15/2013 09:00, Reason: SAPPHIRE ANNUAL ..., End: 04/18/2013 11:30, City: Dallas, Country: US, Region: TX, Posting Date: 06/03/2013.
- PD/FR Reimbursement:** M1: 78, TTy. S: 3, TAc: [icon]
- Alternative Cost Assignment for Entire Trip, If Different to Master CA:** 30 % [dropdown], Cost Distribution [button]
- Navigation Tabs:** Receipts (highlighted), Trip Segments, Comments.
- Comments Section:** A text area containing the comment "SAPPHIRE Annual Conference Attending".

A red line with the number "13" points to the "Comments" tab. The bottom status bar shows "PR05", "sapqrx-2td", "INS", and other system icons.

13. Comments can be updated in this section. After updating the comments, click the **Receipts** tab to go back to the Receipts section.




Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Central Office Traveler, PersNo. 525157, Trip No. 90000096

Central Office Traveler, PersNo. 525157, Trip No. 90000096

14  **Central Office Traveler, PersNo. 525157, Trip No. 90000096**









Simulate Approve Trip Status Account Assignment History

General Trip Data


From 04/15/2013 09:00 Reason SAPPHIRE ANNUAL ... PD/FR Reimbursement
End 04/18/2013 11:30 City Dallas M1 78
Country US Region TX TTy. S 3 TAc
Posting Date 05/31/2013

Alternative Cost Assignment for Entire Trip, If Different to Master CA
30 % Cost Distribution

Receipts Trip Segments Comments

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	N
001		AIRP	District PrePaid...	<input checked="" type="checkbox"/>	350.00	USD	1.00000	USD	04/15/2013		
002		COMP	District PrePaid...	<input checked="" type="checkbox"/>	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003		FDPD	Full Day Per Di...	<input type="checkbox"/>	147.00	USD	1.00000	USD	04/15/2013		
004		HDPD	Half Day Per Di...	<input type="checkbox"/>	24.50	USD	1.00000	USD	04/15/2013		
005		HTL	Hotel	<input checked="" type="checkbox"/>	450.00	USD	1.00000	USD	04/15/2013		
006				<input type="checkbox"/>		USD		USD	04/15/2013		
007				<input type="checkbox"/>		USD		USD	04/15/2013		
008				<input type="checkbox"/>		USD		USD	04/15/2013		

PR05 sapqx-2te INS

14. Click the objects drop down button  to view additional options.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Central Office Traveler, PersNo. 525157, Trip No. 90000096

15

The screenshot shows the SAP Travel Management interface for a Central Office Traveler. The title bar indicates the traveler's name and trip number: "Central Office Traveler, PersNo. 525157, Trip No. 90000096". A red arrow points to the "Create..." menu item, which is open, showing a sub-menu with "Create Attachment" highlighted. Other menu items include "Attachment list", "Private note", "Send", "Relationships", "Workflow", "My Objects", and "Help for object services". The sub-menu items are "Create Attachment", "Create note", "Create external document (URL)", "Store business document", and "Enter Bar Code". Below the menu, there are tabs for "Receipts", "Trip Segments", and "Comments". A table of travel expenses is visible, with columns for No., R..., ExpTy, Name, P..., Amount, Currecy, Exch. Rate, Acc..., Date, Info, and N. The table contains 8 rows of data, with the first five rows having yellow highlights in the "N" column.

No.	R...	ExpTy	Name	P...	Amount	Currecy	Exch. Rate	Acc...	Date	Info	N
001	AIRP	District PrePaid		✓	350.00	USD	1.00000	USD	04/15/2013		
002	COMP	District PrePaid		✓	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003	FDPD	Full Day Per Di...			147.00	USD	1.00000	USD	04/15/2013		
004	HDPD	Half Day Per Di...			24.50	USD	1.00000	USD	04/15/2013		
005	HTL	Hotel		✓	450.00	USD	1.00000	USD	04/15/2013		
006						USD		USD	04/15/2013		
007						USD		USD	04/15/2013		
008						USD		USD	04/15/2013		

15. Click the Create menu item... → then click the **Create Attachment** sub-menu item to attach a document.

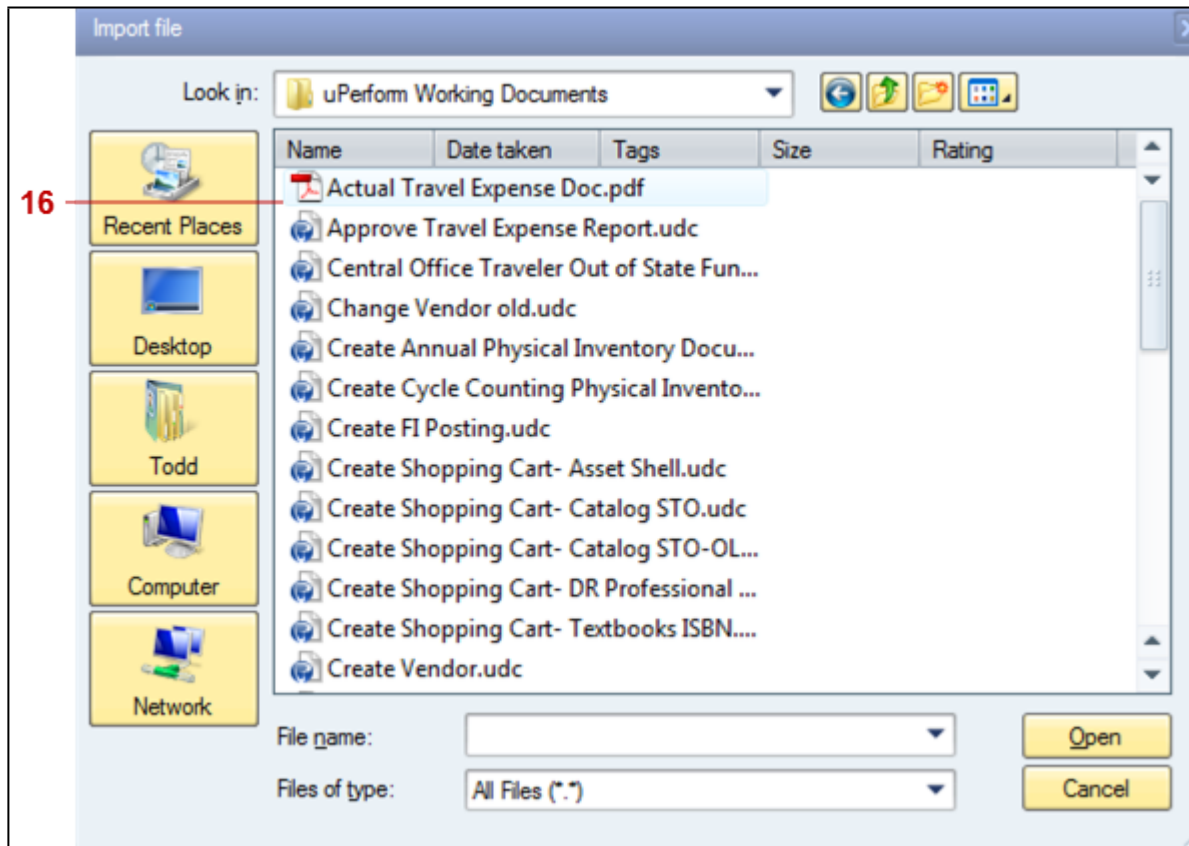


Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Import file



16. Click the file name of the file to be attached. For example, click and select the file Actual Travel Expense Doc.pdf .

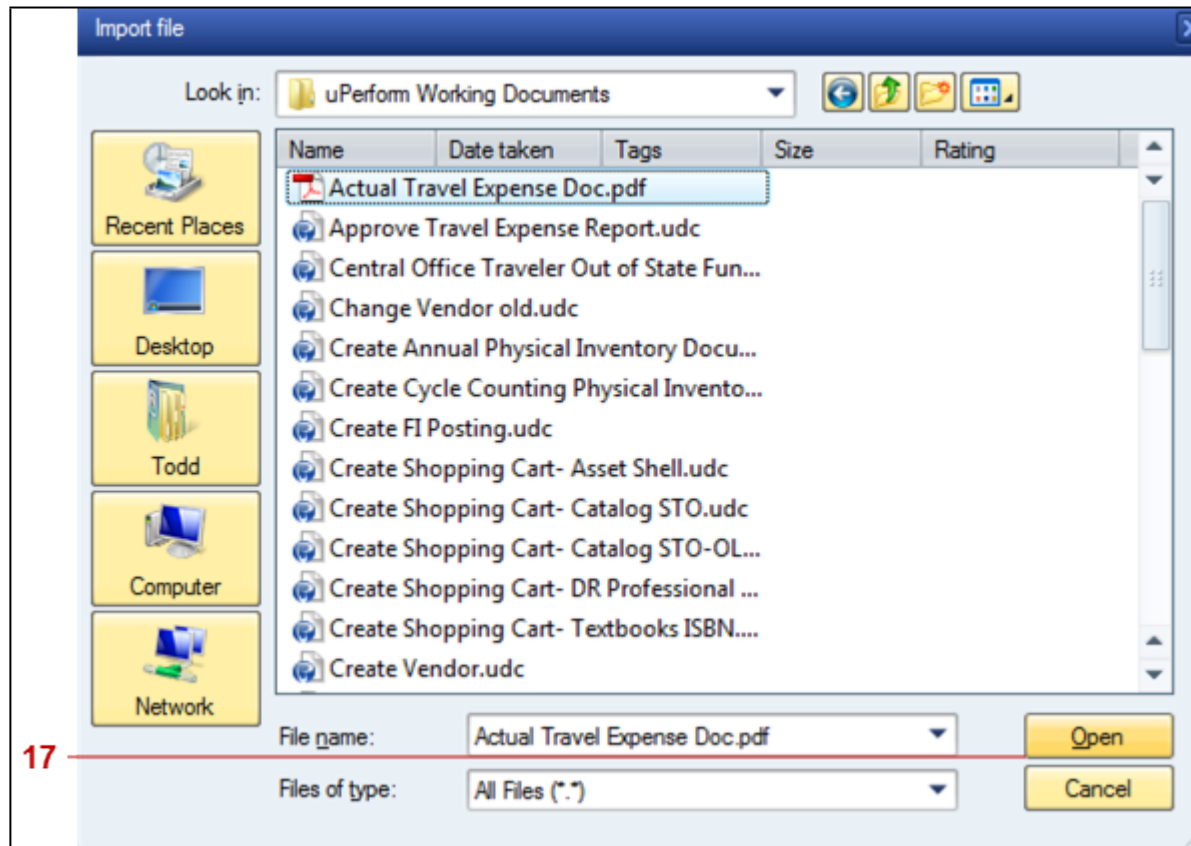


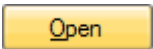
Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Import file



17. Click the  button to attach the selected file to the Travel Expense Report.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Central Office Traveler, PersNo. 525157, Trip No. 90000096

Central Office Traveler, PersNo. 525157, Trip No. 90000096

18

Simulate Approve Trip Status Account Assignment History

General Trip Data PD/FR Reimbursement

From 04/15/2013 09:00 Reason SAPPHIRE ANNUAL ... M1 78
End 04/18/2013 11:30 City Dallas TTy. S 3 TAc
Country US Region TX
Posting Date 05/31/2013

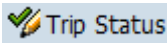
Alternative Cost Assignment for Entire Trip, If Different to Master CA
30 % Cost Distribution

Receipts Trip Segments Comments

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	N
001	AIRP	District PrePaid		<input checked="" type="checkbox"/>	350.00	USD	1.00000	USD	04/15/2013		
002	COMP	District PrePaid		<input checked="" type="checkbox"/>	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003	FDPD	Full Day Per Di...		<input type="checkbox"/>	147.00	USD	1.00000	USD	04/15/2013		
004	HDPD	Half Day Per Di...		<input type="checkbox"/>	24.50	USD	1.00000	USD	04/15/2013		
005	HTL	Hotel		<input checked="" type="checkbox"/>	450.00	USD	1.00000	USD	04/15/2013		
006				<input type="checkbox"/>		USD		USD	04/15/2013		
007				<input type="checkbox"/>		USD		USD	04/15/2013		
008				<input type="checkbox"/>		USD		USD	04/15/2013		

The attachment was successfully created

PR05 sapqx-2te INS

18. Click the  **Trip Status** button to open the Trip Data Maintain: Status screen and update the Travel Expense Report status.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Trip Data Maintain: Status

The screenshot shows the SAP 'Trip Data Maintain: Status' form. At the top, there is a title bar and a toolbar. Below that, the form title 'Trip Data Maintain: Status' is displayed. The form contains several sections: 'Simulate', 'Account Assignment', 'History', and 'Info'. The main data area shows 'Name: Central Office Traveler', 'Trip: 90000096', 'PersNo.: 525157', and 'Trip Currency: USD'. Below this is a 'Current Status' table with columns for Approval, Settlement, Form, DME, FI, and HR PAY. The 'New Status' section has two columns: 'Approval' and 'Settlement'. Under 'Approval', there are three radio buttons: 'Request Recorded' (selected), 'Request Approved', and 'Trip Completed/Report Entered'. Under 'Settlement', there is one radio button: 'Open'. A red arrow labeled '19' points to the 'Trip Completed/Report Entered' radio button. At the bottom right, there is a status bar with 'PR05', 'sapqx-2td', 'INS', and other icons.

19. Click the Trip Completed/Report Entered radio button to change the status to Trip Completed.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Trip Data Maintain: Status

The screenshot shows the SAP Trip Data Maintain: Status screen. The menu bar includes Trip, Edit, Goto, Extrgs, System, and Help. The toolbar contains various icons for navigation and actions. The main content area is titled "Trip Data Maintain: Status" and includes tabs for Simulate, Account Assignment, History, and a help icon. The data fields are as follows:

Name	Central Office Traveler	Trip	90000096
PersNo.	525157	Trip Currency	USD

Current Status

Approval	Settlement	Form	DME	FI	HR PAY
Request Approve	Open	Not Printed


Declaration

I confirm that all expenses were incurred by and on behalf of the company.

New Status

Approval	Settlement
<input type="radio"/> Request Recorded	<input type="radio"/> Open
<input type="radio"/> Request Approved	
<input checked="" type="radio"/> Trip Completed/Report Entered	

At the bottom right, the status bar shows PR05, sapqx-2td, and INS.

20. Click the save button  to save any updates and start the approval workflow.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Trip Data Maintain: Status

21. Click the  **Save Approvers/Reviewers** button save the Trip and complete the transaction.



All actual expense reports will have 2 levels of approval:

First Approver: Traveler's Site Administrator

Second Approver: Accounts Payable Travel Specialist (all completed expense reports will go to multiple AP Specialists (never only one AP Specialist will need to approve it).

Note: The status of the Travel Expense Report will be updated to "Trip Approved" and "To be Settled" after final approval.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Travel Expense Manager

22

Travel Expense Manager


PersonnelNo: 525157 FT Hourly mthly LAUSD
Name: Central Office Traveler Regular/Permanent DD-Office, Technical & ...

St...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type
	90000147	05/05/2013	Los Angeles	US	SAPPHire Annual	Trip Approved	Transferred to FI	110.23	USD	Local Travel
	90000146	05/03/2013	Los Angeles	US	Annual Conferen...	Trip Approved	Settled	199.93	USD	Local Travel
	90000145	05/01/2013	Los Angeles	US	SAPPHire Annual	Trip Approved	Transferred to FI	98.93	USD	Local Travel
	90000132	04/29/2013	Glendale	US	Annual Math Con...	Trip Approved	Settled	88.95	USD	Local Travel
	90000112	04/27/2013	Glendale	US	Annual Math Con...	Trip Approved	Transferred to FI	99.95	USD	Local Travel
	90000121	04/25/2013	San Diego	US	Annual Conferen...	Trip Approved	Settled	250.43	USD	In State Travel
	90000120	04/23/2013	Covina	US	Annual Math Con...	Request Approved	Open	111.60	USD	Local Travel
	90000099	04/21/2013	West Covina	US	Annual Math Con...	Trip Approved	Transferred to FI	133.95	USD	Local Travel
	90000111	04/19/2013	San Diego	US	Annual Conferen...	Trip Completed	Open	275.43	USD	In State Travel
	90000096	04/15/2013	Dallas	US	SAPPHIRE ANNUAL	Trip Completed	Open	665.58	USD	Out of State Travel
	90000122	04/14/2013	Los Angeles	US	SAPPHire Annual	Trip Approved	Transferred to FI	101.75	USD	Local Travel
	90000089	03/12/2013	Miami	US	SAPPHire Annual	Request Recorded	Open	212.63	USD	Out of State Travel
	90000088	03/10/2013	Houston	US	Out of State Tes...	Request Recorded	Open	0.57	USD	Out of State Travel

Trip 1 of 17

Trip 0090000096 was saved

PR05 | sapqrx-2td | INS

22. Click the back button  to exit screen.



Business Process Procedure

Complete Actual Travel Expense Report

Transaction Code: PR05

Result

You have successfully completed and submitted an actual Travel Expense Report.