

Travel Management



Introduction

- Instructor
- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content



Course Agenda

	Chapter Description	
1	Introduction	
2	Travel Expenses Overview	
3	Entering Travel Expenses	
4	Travel Approval Overview	
5	Reports	
	Summary	

Course Objectives

By the end of this Chapter, you will be able to:

- Describe the process, benefits and key terms of SAP Travel Management
- Entering estimated and actual travel expenses along with attaching receipts and other travel documentation
- Describe estimated and actual travel expenses approval workflow
- Run Reports

Course Agenda

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1	Introduction
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Key Terms and Definitions

Estimated Travel Expenses

- Estimated travel expenses provide the approver relevant information such as date, destination, purpose of trip and expense details with estimated costs for travel

Actual Travel Expenses

- Upon trip completion, estimated travel expenses will be updated and resubmitted as actual travel expenses

Expenses Settlement

- Settlement refers to the step where the system transfers approved travel expenses for reimbursement to the employee via SAP Payroll

Trip Characteristics

Trip Type	Name
1	Local Travel
2	In State Travel
3	Out of State Travel
4	International Travel

Trip Activity	Name
A	Conference – Classified
B	Conference – Certificated
C	Training/Prof Dev – Classified
D	Training/Prof Dev – Certificated
E	Recruitment
F	Legislative
G	Academic Chaperone
H	Plant Inspections
I	Contractor Audits
J	Peer Review
K	Other Travel

Trip Characteristics

Expense Type	Description
AIR	AirFare
AIRP	District PrePaid Airfare
BAG	Baggage Fees
BAGP	District PrePaid Baggage Fee
CONF	Conference Fee
CONP	District PrePaid Conference Fee
CRMP	District PrePaid Conference Room
FDPD	Full Day Per Diem (M&IE)
GAS	Gasoline
GASP	District Prepaid Gasoline
HDPD	Half Day Per Diem (M&IE)
HTL	Hotel
HTLP	District Prepaid Hotel
MISC	Other Expenses
MISP	District PrePaid Other Expenses
PARK	Parking, Tolls
PARP	District PrePaid Parking, Tolls
POST	Postage, Shipping
RCAP	District PrePaid Car Rental
RCAR	Car Rental
SUBE	Sub Teacher Costs-Outside Agency
SUBP	Sub Teacher Costs – District Paid
TAXI	Taxi, Bus, Shuttle, Subway, Train
TAXP	PrePaid Taxi, Bus, Subway, Train
TELE	Telephone, Fax, Internet

Benefits of New Process

LAUSD's new SAP travel request procedure will streamline the travel process providing the following benefits

- Automate Central Office existing manual, paper-intensive process
- Perform real-time checking and commitment of available budget when a travel request is created reducing the possibility of overspending
- Decreases the time required to reimburse employees for travel expenses
- All approved and settled travel expenses will be reimbursed through Payroll in the employee's regular scheduled paycheck
- Provides complete visibility and accountability for an employee's request and reimbursement for business-related travel

Course Agenda

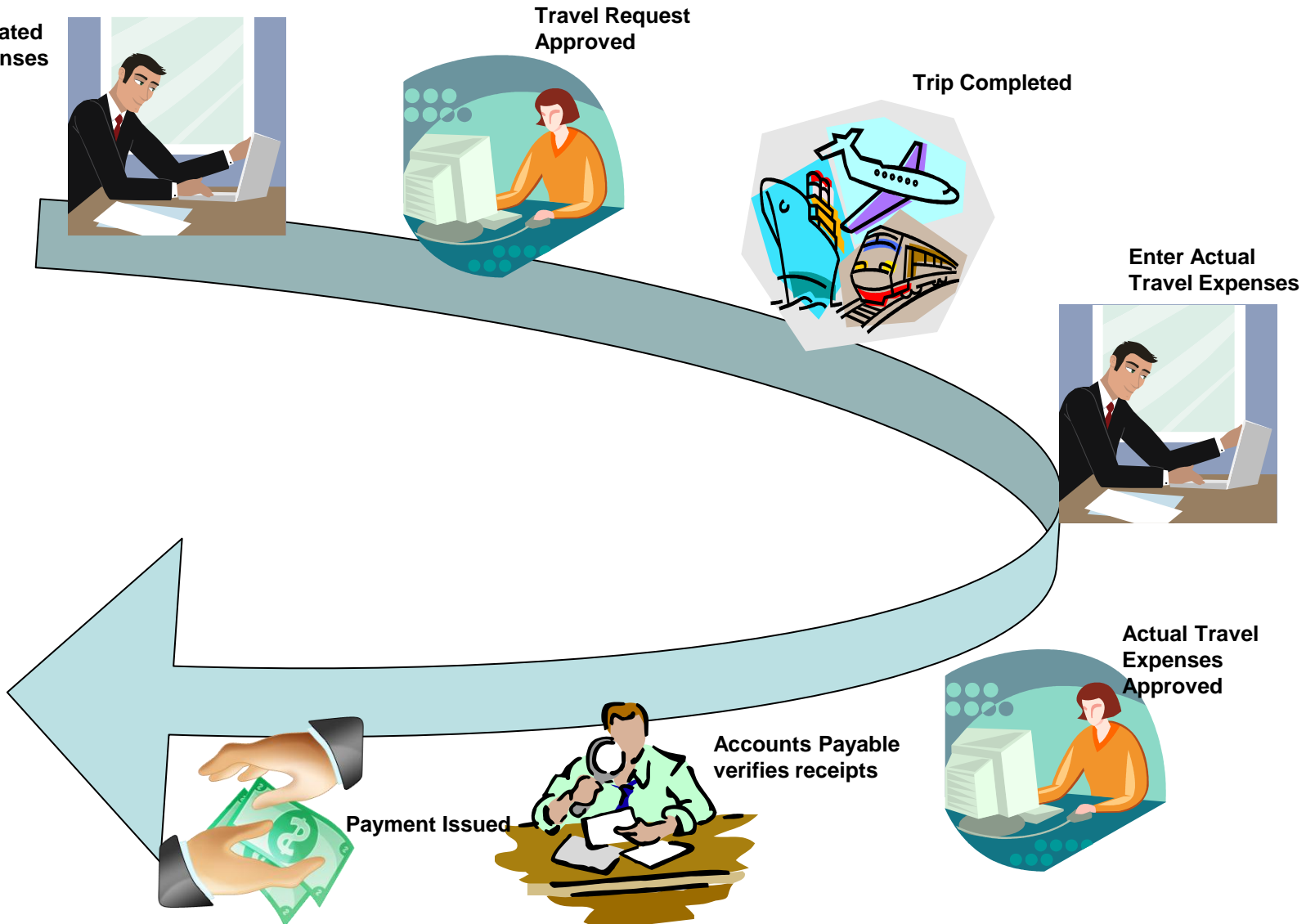
	Module Description
1	Introduction
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Chapter 3 Objectives

By the end of this Chapter, you will be able to:

- Describe the roles, process, benefits of SAP Travel Management
- Entering estimated travel expenses along with attaching travel documentation
- Entering actual travel expenses along with attaching receipts and other travel documentation

Travel Management Process Overview



- Travel Expense Report Creator
 - Central Travel Support Specialist (Schools)
 - Site Travel Specialist

- Travel Approver
 - Travel Approver

- Accounts Payable
 - AP Travel Specialist

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Chapter 4 Objectives

By the end of this Chapter, you will be able to:

- Describe the process of entering estimated travel expenses and attaching travel documentation in SAP
- Describe the process of entering actual travel expenses and attaching receipts and other travel documentation in SAP

Entering Estimated Travel Expense Report

- Each traveler must complete Form 10.12.1
- All expenses (reimbursable and pre-paid) must be listed
- Provide travel documentation along with Form 10.12.1 and submit to the Site Travel Specialist
- Site Travel Specialist will create Estimated Travel Expense Report and attach all travel documentation in SAP
- Funds are encumbered once the estimated travel expense report is saved and trip number generated in SAP
- This travel expense report will be routed by SAP workflow to the required approvers for approval
- Upon successful approval of estimated travel expenses in SAP, a confirmation email with an Approved Travel Request Notification (ATRN) form, including trip number will be sent to the traveler

Approved Travel Request Notification

Traveler will receive this email after the estimated travel expenses are entered and approved in SAP.

Note the trip number at the top and bottom of this email



Approved Travel Request Notification

Trip ID#	: 0270000070	Begin Date of Trip	: 01/01/2013
Location	: Div Risk Mgmt & Ins Srvs-1006701	End Date of Trip	: 01/02/2013
Personnel Number	: 01041724	Location	: Las Vegas
Employee Number	: 1041724	Region	: NV
Name of Employee	: Gregg Breed	Country	: US
e-mail	: lrp.pro@lausd.net	Trip Type	: Out of State Travel
Entered By	: Sudeep Kapoor	Trip Activity	: Conference - Classified
Contact Information	: raj.kapoor@lausd.net	Name of Activity	: test

Fund Lines	Fund	Functional Area	Cost Center	Internal Order	WBS Element	Reimbursable Amount
1	010-0000	0000-7200-13237	1006701			\$5.65

Expense Type	Expense Type Description		District Paid Amount	Reimbursable Amount
MILE	Mileage		\$0.00	\$5.65
Totals			\$0.00	\$5.65
Comments:				

Your Estimated Travel Expenses for Trip # 0270000070 have been approved. Please book your travel. Please contact Sudeep Kapoor at raj.kapoor@lausd.net with any questions.

Trip Approval Statuses

Approval Status	Description	Travel Expense Report
Request Recorded	<ul style="list-style-type: none"> • Site Travel Specialist created estimated travel expense report • Approvals are pending • Estimated travel expense report has been rejected 	Estimate
Request Approved	All approvers in the workflow have approved the estimated travel expense report	Estimate
Trip Completed/Report Entered	Site Travel Specialist created actual travel expense report (this status is manually updated by Site Travel Specialist)	Actual
Trip/Report Approved	Actual travel expense report is approved by the site administrator and Accounts payable	Actual

Estimated Travel Expenses – Central Offices

**Travel Request entered in
SAP**

Site Travel Specialist

**Budget Check and
Pre-encumbrance**

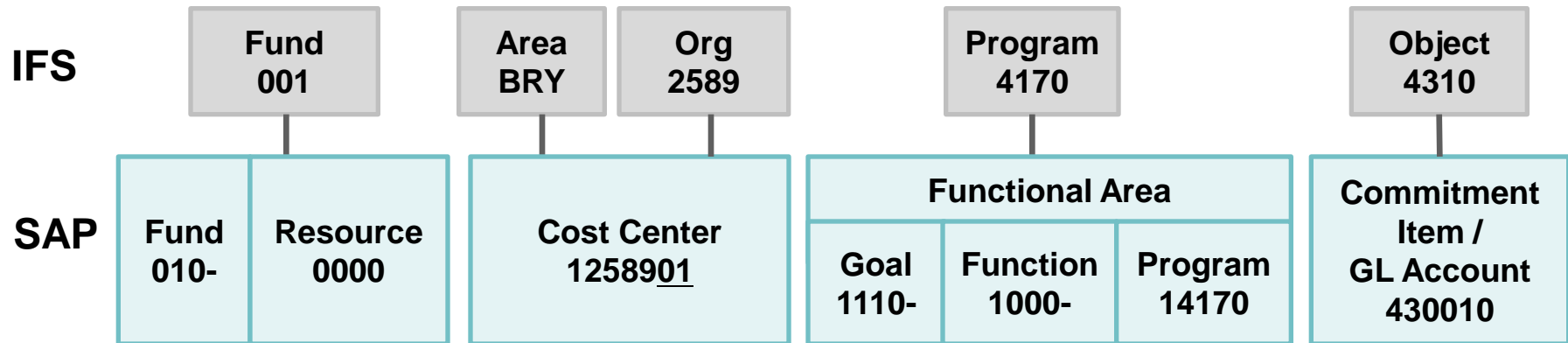
Automatic Check in SAP

**Documentation Scanned
and attached in SAP**

Site Travel Specialist

SAP Accounting Structure

Accounting String: Bryson Elementary



IFS	SAP	Changes
Fund	Fund	SACS (Standardized Account Code Structure) Fund-Resource
Area/Org	Cost Center	A digit is added at the beginning and two digits at the end identifies the cost center location, primary location is identified by "01" or "02" secondary location (i.e., magnet school)
Program	Functional Area	SACS (Standardized Account Code Structure) Goal-Function-Program
Object	Commitment Item / GL Account	Went from a four digit code to a 6 digit code.

Account String Wizard

Account String Wizard

Fiscal Year ☐ Include Budget Only Values

IFS Account String

IFS-SAP

Fund

Area

Contrived Location

Administered Program

Organization

Program

Object

Sub-Object

Balance Sheet

Revenue Source

Job

Project

Phase

Sub-Project

SAP Account String

SAP-IFS
 Help

Fund

Fund

Resource

Functional Area

Goal

Function

Program

GL Account

Cost Center

Internal Order

WBS Element

Clear
 Close

Account String Wizard

Account String Wizard

Fiscal Year
☐ Include Budget Only Values

IFS Account String

IFS-SAP

Fund

Area

Contrived Location

Administered Program

Organization

Program

Object

Sub-Object

Balance Sheet

Revenue Source

Job

Project

Phase

Sub-Project

SAP Account String

SAP-IFS Help

Fund

Fund General Fund

Resource Unrestricted

Functional Area

Goal Regular Education, K-12

Function Instruction

Program IMA-Schs

GL Account Instr Material-General Purpose

Cost Center Bryson EL

Internal Order

WBS Element

Clear Close

PR05 Demonstration

Walkthrough: Enter Estimated Travel Expenses



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Enter Estimated Travel Expenses



*To complete this
exercise
follow the
instructions listed
here.*

Actual Travel Expenses – Central Offices

- Each traveler must submit separate claim form, original receipts, other travel documentation and ATRN to the Site Travel Specialist
- Site Travel Specialist will create actual travel expense report, scan and attach all receipts and other travel documentation in SAP
- Funds are encumbered once the actual travel expense report is saved in SAP
- This travel expense report will be routed by SAP workflow to the Site Administrator and Accounts Payable
- Accounts payable will settle approved actual travel expense reports for payment in the next scheduled payroll
- Traveler will receive an email notification once the actual travel expense report is approved by Accounts Payable, it shows the amount being reimbursed to the traveler

Approved Actual Travel Expenses Notification

Traveler will receive this email after the actual travel expenses are approved by Accounts Payable in SAP.

Note the trip number and the travel expenses being reimbursed at the bottom of this email



Approved Actual Travel Expenses Notification

Trip ID#	: 0090000087	Begin Date of Trip	: 04/03/2013
Location	: Fac Maint & Oper-Central	End Date of Trip	: 04/05/2013
	Off-1064001	Location	: Miami
Personnel Number	: 00671030	Region	: FL
Employee Number	: 671030	Country	: US
Name of Employee	: Cielito Vergara-Devine	Trip Type	: Out of State Travel
e-mail	: lrp.pro@lausd.net	Trip Activity	: Plant Inspections
Entered By	: Accounts Payable Customer Service	Name of Activity	: ITC3-01.0032.000
Contact Information	: 213-241-4800		

Fund Lines	Fund	Functional Area	Cost Center	Internal Order	WBS Element	Reimbursable Amount
1	010-8150	0000-8100-11731	1064001	808000056317		\$643.10

Expense Type	Expense Type Description	District Paid Amount	Reimbursable Amount
AIR	Airfare	\$0.00	\$186.56
HTL	Hotel	\$0.00	\$258.25
FDPD	Full Day Per Diem (M&IE)	\$0.00	\$49.00
HDPD	Half Day Per Diem (M&IE)	\$0.00	\$24.50
PARK	Parking, Tolls	\$0.00	\$16.44
TAXI	Taxi,Bus,Shuttle,Subway,Train	\$0.00	\$22.65
CONP	District PrePaidConference Fee	\$175.00	\$0.00
BAG	Baggage Fees	\$0.00	\$25.00
RCAR	Car Rental	\$0.00	\$48.26
MILE	Mileage	\$0.00	\$12.44
Totals		\$175.00	\$643.10
Comments: Travel Report-Reimbursement and Direct Bill-Central Offices-Non-Local- Sufficient Budget-Estimated changed and approved using PR05 Transaction and Actuals changed and approved using PR05 transaction by Central Travel Manager.			

Your Actual Travel Expenses for Trip # 0090000087 have been approved. You will be reimbursed \$643.10 with your next payroll. Please contact Accounts Payable Customer Service at 213-241-4800 or via email at accounts-payable@lausd.net with any questions.

PR05 Demonstration

Walkthrough: Enter Actual Travel Expenses



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

PR05 Exercise

Exercise: Enter Actual Travel Expenses



*To complete this
exercise
follow the
instructions listed
here.*

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Chapter 5 Objectives

By the end of this Chapter, you will be able to:

- Review the travel expenses approval overview
- Describe the process of approving travel expense reports
- Review travel receipts and other documentation

Estimated Travel Expense Report Approval

ESTIMATE TRAVEL EXPENSE REPORT APPROVALS*

Trip Type	LEVEL 1 APPROVAL		LEVEL 2 APPROVAL	LEVEL 3 APPROVAL
	Traveler's Site Administrator	Site Administrator for each Funding Source (if applicable)	Traveler's Division Administrator	Senior Deputy Superintendent, School Operations
Local < \$2,000	✓	?	--	--
Local > \$2,000	✓	?	✓	✓
Out of State < \$2,000	✓	?	✓	✓
Out of State > \$2,000	✓	?	✓	✓

*Traveler's Site Administrator approval is required even if 100% of the funding is provided by another department.

Actual Travel Expense Report Approval

ACTUAL TRAVEL EXPENSE REPORT APPROVALS*

Trip Type	APPROVALS	
	Traveler's Site Administrator	Accounts Payable
Local < \$2,000	✓	✓
Local > \$2,000	✓	✓
Out of State < \$2,000	✓	✓
Out of State > \$2,000	✓	✓

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Travel Expense Reports

S_AHR_61016405 – Display Complete General Trip Information

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"Arts Matter" for LAUSD

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National School Counseling Week

This week we celebrate school counselors as invaluable partners in the success of our students. Click "Read More" for more information.

"Arts Matter" for LAUSD

LAUSD is proud to partner with the LA Fund for Education's second installment of the "Arts Matter" campaign. Click "Read More" to learn about our new featured artist.

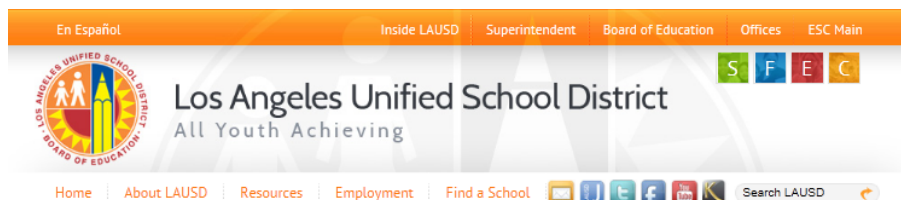
It's Flu Season: Be Prepared

The District is working to ensure the health and safety of students, staff and the general community. Click "Read More" for additional information.

Arts Education on KLCS

Tune in to Families Matter on KLCS this Tuesday at 6:30 a.m. & 6:30 p.m. to hear how Arts Education is making a difference in the lives of LAUSD students.

Accessing SAP



Offices


LAUSD Vision

Every LAUSD student will receive an education in a safe, caring environment, and every student will be college-prepared and career-ready.










<p>A</p> <ul style="list-style-type: none"> A-G Graduation Requirements (213 241-6895) Academic English Mastery Program (213 241-3340) Accounting Controls (213 241-7889) Accounting & Disbursements Division (213 241-7889) Accounts Payable (213 241-4800) Adult and Career Education Division (213 241-3150) Adult Student Information System (213 241-5228) APOLLO/Dual Language (213 241-2650) Art & Artifact Collection (Archives) (213) 742-8351 Arts Education Branch (213 241-8222) <p>B</p> <ul style="list-style-type: none"> Benefits Administration (213 241-4262) Beyond the Bell Branch (213 241-7900) Blackboard Connect (213 241-1085) Board of Education (213 241-6389) Board Secretariat (213 241-7002) Bond Holders (213 241-2736) Beginning Teachers Support and Assessment (BTSA) Induction Programs (213 241-5495) Budget Services & Financial Planning (213 241-2100) Budgeting for Student Achievement Business Accounting (213 241-2736) Business Tools for Schools (213 241-1558) 	<p>J-K</p> <ul style="list-style-type: none"> Junior Reserve Officers' Training Corps (213 745-1800) KLCS Television (Channel 58) (213 241-4000) <p>L</p> <ul style="list-style-type: none"> Language Acquisition Branch (213 241-5582) LA's Best After School Programs (213 745-1900) LAUSD Police (Headquarters: 213 825-8831) Leadership Academy (213 241-8608) Leadership Pipeline Development and Support Learning Zone, The (213 241-5200) Legacy Replacement Program (213 241-2632) Legislative and Government Affairs (Governmental Affairs) (213 241-5200) Library - ILTSS (213 241-2733) Literacy/Language Arts PreK-12 (213 241-6444) Local Initiative Schools (213 241-5104) Local Options Oversight Committee (213 241-5104) Los Angeles Virtual Academy (LAVA) (213 241-5104) <p>M</p> <ul style="list-style-type: none"> Magnet Program (877 462-4798) Mail Unit (562 462-4798) Maintenance and Operations (213 745-1800) Master Planning and Demographics (213 241-8044) Material Management Branch (562 654-9007) 	<p>B</p> <ul style="list-style-type: none"> Benefits Administration (213 241-4262) Beyond the Bell Branch (213 241-7900) Blackboard Connect (213 241-1085) Board of Education (213 241-6389) Board Secretariat (213 241-7002) Bond Holders (213 241-2736) Beginning Teachers Support and Assessment (BTSA) Induction Programs (213 241-5495) Budget Services & Financial Planning (213 241-2100) Budgeting for Student Achievement Business Accounting (213 241-2736) Business Tools for Schools (213 241-1558)
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Business Tools for Schools

 **BTS System Login**

BTS Help for
Time Keepers and Time
Approvers

BTS Announcements

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BTS System and Reports Status



Management Reports: Data for all BTS Management Reports was successfully updated.



BTS System is operational. The system is available for all users.

Accessing SAP | Login



Business Tools for Schools

User ID *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Log on

Logon Problems? [Get Support](#)

Microsoft Internet Explorer 9 Users: [Please read this](#)

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Support | Beyond Training

After training support will include:

- The Procurement Customer Support Center
- The BASE Training Center will be the single point of access for SAP end-user documentation/materials.
 - This website will make it easier for end users to access related business process materials.
 - The materials will include the following:
 - ✓ Course Presentations
 - ✓ Simulations
 - ✓ Quick Reference Guides
 - ✓ Job Aids
- Context Sensitive Help within the Shopping Cart
- Refresher (Open House) sessions

BASE Training Center Website [http://basetraining.lausd.net]




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Welcome to the BASE Training Center

...your one-stop shop for BASE training support

Given the level of responsibility that you have for your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize the benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.



Schools

Central Offices

QUICKLINKS





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[Learning Zone](#)

[Procurement Services Division](#)

ANNOUNCEMENTS

VIRTUAL LEARNING

[Shopping Cart for Requestors](#)

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PROCUREMENT

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Course Assessment & Evaluation

Learning Zone Website: lz.lausd.net



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Welcome LAURIE YEN!
(You are in **Program Manager Role**)

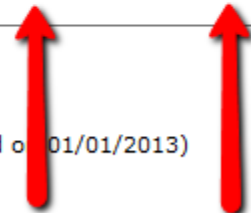
- Currently enrolled/waitlisted in **11** classes.

[Recommended System Requirements](#)

Today's Announcements:

- **Quick link for classes currently available:** (posted on 01/01/2013)

[Class Offerings](#)



You have just completed the course.

Thank you for attending!

