

This job aid will guide you on how to locate the Trip Approver's comments for a rejected travel trip.

1. From the Travel Expense Manager enter Personnel Number.

Travel Expense Manager

PersonnelNo: 90000013 FT Salaried mthly LAUSD
Name: Joe Traveller Regular/Permanent VS-Classified Exec Mgm...

St...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
	270000035	11/16/2013	Los Angeles	US	Training	Request Recorded	Open	541.46	USD	Local Travel	00:00
	270000034	11/11/2013	Los Angeles	US	Training	Request Approved	Open	524.50	USD	Local Travel	00:00

Trip 1 of 2

2. Highlight the rejected trip.

Travel Expense Manager

PersonnelNo: 90000013 FT Salaried mthly LAUSD
Name: Joe Traveller Regular/Permanent VS-Classified Exec Mgm...

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Trip 1 of 2

3. Click on the  icon to display the trip.

Joe Traveller, PersNo. 90000013, Trip No. 27000035

Simulate Account Assignment History

General Trip Data				PD/FR Reimbursement			
From	11/16/2013 00:00	Reason	Training	M1	30		
End	11/20/2013 00:00	City	Los Angeles	TTY. S	1	TAc	A
		Country	US	Region	CA		
		Posting Date	11/15/2013				

Alternative Cost Assignment for Entire Trip, If Different to Master CA
100%

Receipts Trip Segments **Comments**

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	N
001	CONF		Conference Fee	<input checked="" type="checkbox"/>	500.00	USD	1.00000	USD	11/16/2013		
002	HDPD		Half Day Per Di...	<input checked="" type="checkbox"/>	24.50	USD	1.00000	USD	11/16/2013		
003				<input type="checkbox"/>	0.00	USD		USD	11/16/2013		
004				<input type="checkbox"/>	0.00	USD		USD	11/16/2013		
005				<input type="checkbox"/>	0.00	USD		USD	11/16/2013		

4. Click on  icon, select workflow and select PWF: Workflow Overview to display the comments history.

Joe Traveller, PersNo. 90000013, Trip No. 27000035

Create... Attachment list Private note Send Relationships **Workflow** My Objects Help for object services

PD/FR Reimbursement
Training M1 30
Los Angeles TTY. S 1 TAc A

Alternative Cost Assignment for Entire Trip, If Different to Master CA
100%

Receipts Trip Segments **Comments**

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	N
001	CONF		Conference Fee	<input checked="" type="checkbox"/>	500.00	USD	1.00000	USD	11/16/2013		
002	HDPD		Half Day Per Di...	<input checked="" type="checkbox"/>	24.50	USD	1.00000	USD	11/16/2013		
003				<input type="checkbox"/>	0.00	USD		USD	11/16/2013		
004				<input type="checkbox"/>	0.00	USD		USD	11/16/2013		
005				<input type="checkbox"/>	0.00	USD		USD	11/16/2013		

PR05 sapqrx

5. Comments are displayed.

Joe Traveller, PerNo. 90000013, Trip No. 270000035

Personnel No.	Trip Number	Start Date	End Date
90000013	270000035	11/16/2013	11/20/2013

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
<ul style="list-style-type: none"> First Approver 				 R	SANDRA MEDINA	11/15/2013 10:28:44	

Reviewers Preview	UserID	Name	Position	Location of Position

Comments History









Comments added: SANDRA MEDINA 11/15/2013 10:28:45
 Trip rejected as documents were not attached to trip. Please attach trip documentation and resubmit for approval. Thank you.