Process Estimated Travel Expense Report Transaction (Central Office Traveler)
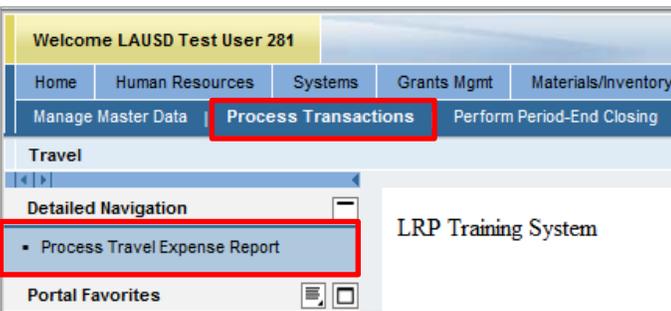
This job aid will guide you with completing a Travel Expense Report in the SAP System (T-Code PR05) using the Request for Travel Form (form 10.12.1) which is completed by the attendee. Before you process the Travel Form, ensure that the form is signed by the attendee. The attendee signature is located at the bottom of the Travel Form.

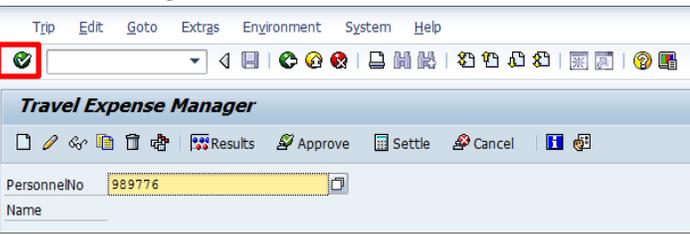## REQUEST FOR TRAVEL FORM, SECTION 1 (EMPLOYEE INFORMATION)

LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUEST FOR TRAVEL AND ATTENDANCE AT CONFERENCE, CONVENTION OR MEETING

Name (First) John (MI) (Last) Doe ☑ District Employee ☐ District Parent
Personnel Number:* 989776 Employee Number: 989776 Job Class Code: 2410 Title: Sr. Insurance tech Educational Service Center: ___
School/Office Name: Div. Risk Management Cost Center 1006701 ☐ Certificated ☑ Classified ☐ Semi-Monthly
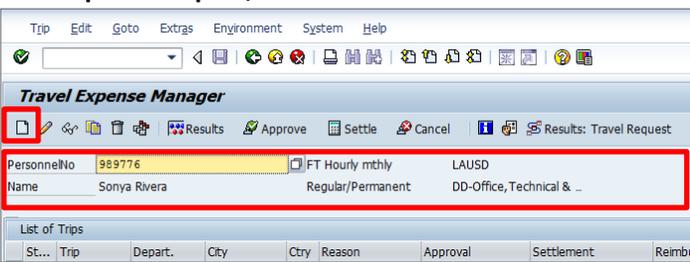Work Telephone No: 213-241-xxxx Fax Telephone No: 213-241-XXX Email: first.last@lausd.net

1. From the SAP system Travel tab, click on the Process Transactions → **Process Travel Expense Report link** from the detailed navigation menu:

Welcome LAUSD Test User 281

| Home | Human Resources | Systems | Grants Mgmt | Materials/Inventory |

| Manage Master Data | Process Transactions | Perform Period-End Closing |

Travel

Detailed Navigation

- Process Travel Expense Report

LRP Training System

Portal Favorites

2. **From the Travel Expense Manager, enter the Personnel No. that is listed on the Travel Form and click the green check icon.**

Trip Edit Goto Extras Environment System Help

Travel Expense Manager

Results Approve Settle Cancel

PersonnelNo 989776
Name

3. Verify that the employee name matches the name on the travel Form. **To create an Estimated Travel Expense Report, click on the new document icon.**

Trip Edit Goto Extras Environment System Help

Travel Expense Manager

Results Approve Settle Cancel Results: Travel Request

PersonnelNo 989776 ☐ FT Hourly mthly   LAUSD
Name   Sonya Rivera   Regular/Permanent   DD-Office, Technical & _

List of Trips

| St... | Trip | Depart. | City | Ctry | Reason | Approval | Settlement | Reimbu |

REQUEST FOR TRAVEL FORM, SECTION 2

TRAVEL & CONFERENCE ATTENDANCE INFORMATION

General Trip Data:
Departure
Date: 06/20/13 Time: 08:00 ☑AM ☐PM

Return
Date: 06/21/13 Time: 02:00 ☐AM ☑PM

Conference Title: PMBA 2013 ANNUAL CONF.

Travel Location:
Name: ANAHEIM MARRIOTT
Address:
City: ANAHEIM Region/State: CA Zip:

Will your personal vehicle be used to get to the destination?
☑Yes Estimated R/T 50 miles ☐ No
Start Location: HOME End Location: ANAHEIM

Trip Type:
☑Local (within 45 miles of work/home) ☐ In State
☐ Out of State** ☐ International**

Trip Activity:
☑Conference - Classified ☐ Conference – Certificated
☐ Training/PD - Classified ☐ Training/PD – Certificated
☐ Recruitment ☐ Legislative
☐ Academic Chaperone ☐ Plant Inspections
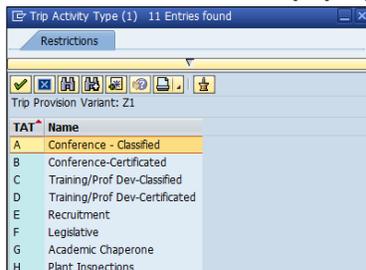☐ Contractor Audits ☐ Peer Review
☐ Other Travel

4. **Enter the Departure & Return dates and *times in the From and End fields. Reason field = Conference title. Enter the City and Region fields (Region = State)**
   *Enter Time in military format, (i.e., 2:00pm = 14:00)

Sonya Rivera, PersNo. 989776

Simulate Approve Trip Status Results: Travel Request

General Trip Data			PD/FR Reimbursement	
From	06/20/2013 08:00	Reason	Annual Training	M1 0
End	06/21/2013 15:00	City	Los Angeles	TTy. S 1 TAc A
		Country	US Region CA	
		Posting Date	06/04/2013	

5. **Select the Trip Type** TTy. S ☑ **, click on the checkbox for the field TTy.S, a pop-up opens:**

Trip Type: Statutory (1) 4 Entries found

Restrictions

Trip Provision Variant: Z1

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

4 Entries found
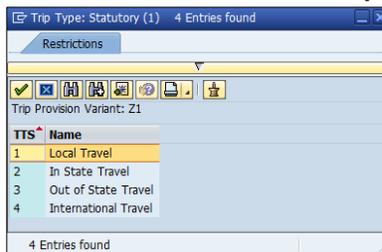
6. **Select the Trip Activity** TAc ☑ **, click on the checkbox for the field TAc, a pop-up opens:**

Trip Activity Type (1) 11 Entries found

Restrictions

Trip Provision Variant: Z1

TAT	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

TRAVEL FORM: EXPENSE BUDGET LINE SECTION 3

Encumber funds from Expense Budget Line: Funds _must_ be available at the time of entry into SAP.

% Distribution	Cost Center	Order	WBS Element	Fund	Grant	Functional Area
50%	1006701			010-0000		0000 - 7200 - 13237
50%	1006701			010-3410	200118	6000 - 1000 - 75760

7. **To enter the expense funding line, click the Cost Distribution button.**

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

100% [_____] **Cost Distribution**

Receipts | Trip Segments | Comments

8. **From the Trip Data Maintain: Cost Assignment window, enter the Cost Assignment information and click the green arrow.**

Trip Data Maintain: Enhanced Cost Assignment for Entire Trip

Enhanced Cost Assignment for Entire Trip

% Distrib.	Cost Center	Order	WBS Element	Fund	Grant	F
50.00	1006701			010-0000	NOT_REL...	0
50.00	1006701			010-3410	200118	6
				☑		☑
				☑		☑
				☑		☑
				☑		☑

9. **Enter the trip destination miles, click on the Trip Segments tab. Enter the total miles, start and end location per trip segment.**

Receipts | Trip Segments | Comments

Date	Total Mil...	Start Loc...	End Location
06/20/2013	15	home	convention center
06/21/2013	15	convention..	home
06/20/2013			
06/20/2013			

TRAVEL FORM: ESTIMATED EXPENSES, SECTION 4

ESTIMATED EXPENSES:

Airfare:	$____	☐ T-Card	☐ R-Card	☐ self-paid Airline: _____
Baggage:	$____	☐ T-Card	☐ R-Card	☐ self-paid
Conf. Fee:	$150	☑ P-Card	☐ R-Card	☐ self-paid ☐ Imprest ☐ PO/Shopping Cart
Conf. Rm:	$____	☐ R-Card	☐ self-paid # of rooms/Booths ____ Business Purpose____
Per Diem:	$98	# of Days 2	# of Full Days 2	# of Half Days ____
Gasoline:	$____	☐ R-Card	☐ self-paid
Hotel:	$136.50	☐ T-Card	☐ R-Card	☑ self-paid # of Days 1 Hotel Name# MARRIOTT
Miscellaneous:	$____	☐ T-Card	☐ R-Card	☐ self-paid Business Purpose____
Parking:	$25	☐ T-Card	☐ R-Card	☑ self-paid
Postage/Shipping:	$____	☐ R-Card	☐ self-paid Business Purpose____
Car Rental:	$____	☐ T-Card	☐ R-Card ☐ District Paid ☐ self-paid # of Days ___ ☐ Rental company ____
Substitute:	$____	☐ District paid	☐ Outside Agency*** # of days ____ Name of Agency: ____
Taxi/Shuttles:	$____	☐ T-Card	☐ R-Card	☐ self-paid
Tele/Fax/Internet:	$____	☐ T-Card	☐ R-Card	☐ self-paid Business Purpose____

TOTAL ESTIMATED EXPENSES: $_____ **   Comments: MANDATORY CONF., PLEASE APPROVE

Meals provided in conference? ☐ Yes ☑ No

10. **Enter the Estimated Expenses in the Receipts tab.**

Receipts | Trip Segments | Comments

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate	Acc..	Date
001				☐		USD		USD	06/20/2013
002				☐		USD		USD	06/20/2013
003				☐		USD		USD	06/20/2013
004				☐		USD		USD	06/20/2013
005				☐		USD		USD	06/20/2013
006				☐		USD		USD	06/20/2013
007				☐		USD		USD	06/20/2013
008				☐		USD		USD	06/20/2013

Receipt | Delete | Costs | Infos

The expense type is entered in the **ExpTy** column.
a) Click in the **ExpTy** field
b) Click the boxes icon in the field

Receipts | Trip Segme...

No	R...	ExpTy	Name
001			
002			

c) From the Travel Expenses window, select the Travel Expense Type:

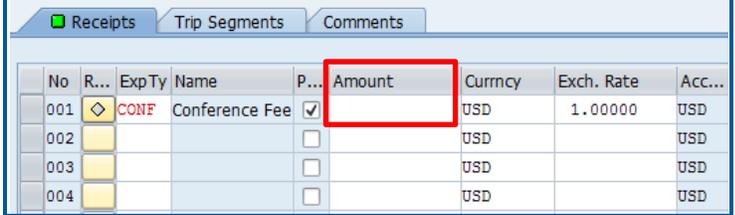| Exp...	Travel Expense Type
AIR	Airfare
AIRP	District PrePaid Airfare
BAG	Baggage Fees
BAGP	District PrePaid Baggage Fees
CONF	Conference Fee
CONP	District PrePaidConference Fee
CRMP	Dist PrePaid Conference Room
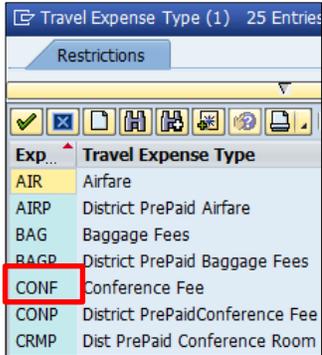
Travel Expense Type (1) 25 Entries

Restrictions

d) To enter the receipt line, hit **Enter** from the keyboard

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate	Acc...
001		CONF				USD		USD
002						USD		USD
003						USD		USD
004						USD		USD

11. A Receipt pop-up opens for the receipt line. Additional description can be entered in the Description field. Adjust the From Dates fields as required for the receipt.

Sonya Rivera, PersNo. 989776

Receipt 001 From 06/20/2013

Travel Exp.Type	Amount	Crcy	Exch. Rate
Conference Fee	0.00	USD	1.00000

☑ Paper Receipt Exists

Addnl Info | Editor

From Date 06/20/2013 – 06/21/2013
Description

To continue, click on the green check icon

12. Enter the Amount for the line

Receipts | Trip Segments | Comments

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate	Acc...
001	◇	CONF	Conference Fee	✓		USD	1.00000	USD
002						USD		USD
003						USD		USD
004						USD		USD

13. Entering Full Day or Half Day per Diems, follow the same steps as 10, a) b) & c) and select full or half day per diem

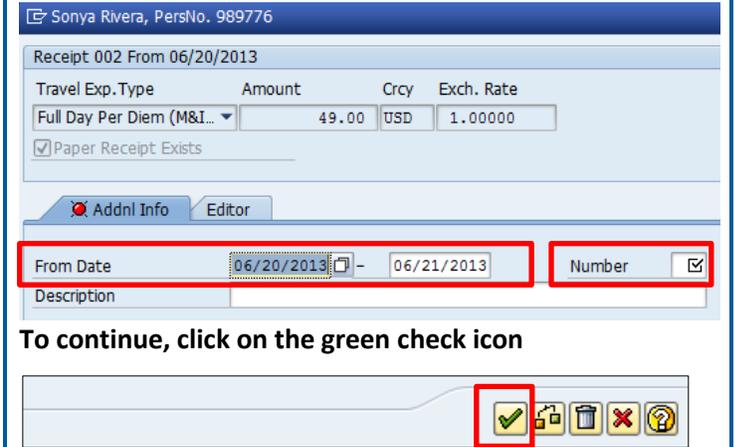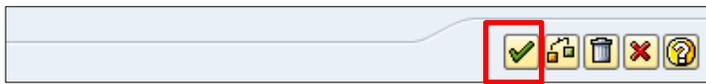Receipts | Trip Segments | Comments

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate	Acc...
001	◇	CONF	Conference Fee	✓	100.00	USD	1.00000	USD
002						USD		USD
003						USD		USD
004						USD		USD

14. To enter the receipt line, hit Enter from the keyboard
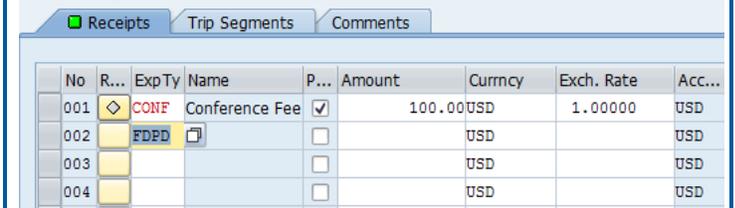
Receipts | Trip Segments | Comments

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate	Acc...
001	◇	CONF	Conference Fee	✓	100.00	USD	1.00000	USD
002		FDPD				USD		USD
003						USD		USD
004						USD		USD

15. The receipt details pop-up displays. Adjust the From Dates for the per diem requested. Select the number of per diem days in the Number field.

Sonya Rivera, PersNo. 989776

Receipt 002 From 06/20/2013

Travel Exp.Type	Amount	Crcy	Exch. Rate
Full Day Per Diem (M&I...	49.00	USD	1.00000

☑ Paper Receipt Exists

Addnl Info | Editor

From Date 06/20/2013 – 06/21/2013   Number
Description

To continue, click on the green check icon

16. **If the per diem is more than one day, manually calculate the amount. This can easily be done by clicking in the amount field icon, a calculator will open.**

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate	Acc...
001	◇	CONF	Conference Fee	✓	100.00	USD	1.00000	USD
002	◇	FDPD	Full Day Per Di...	✓	49.00		1.00000	USD
003				☐		USD		USD
004				☐		USD		USD

Notice that the calculator has the amount of the per diem. Click the asterisk and then the number of days, this example 2 days. Next, click on '=' and then the green check.
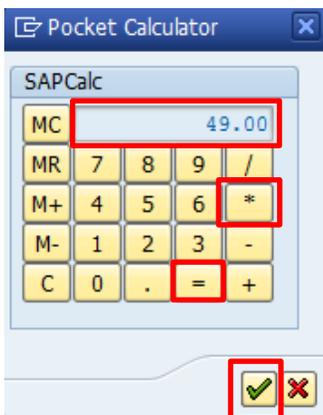
The calculated amount is transferred to the Amount field.

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate
001	◇	CONF	Conference Fee	✓	100.00	USD	1.00000
002	◇	FDPD	Full Day Per Di...	✓	98.00	USD	1.00000
003				☐		USD	
004				☐		USD	

17. **Enter comments in the Comments tab.**

Mandatory training, please approve.

18. **After data entry is complete, click the Save icon. The approval screen will display. ***Every time the SAVE button is clicked, the WORKFLOW is triggered**

Trip Edit Goto Extras System Help

Sonya Rivera, PersNo. 989776

Simulate   Approve   Trip Status   Account Assignment

General Trip Data

From	06/18/2013	00:00	Reason	Annual Training
End	06/19/2013	00:00	City	Los Angeles
			Country	US	Region	
			Posting Date	06/04/2013

PD/FR Reimbu
M1 30
TTy. S 1

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

100% ____ Cost Distribution

19. **The approvers will be listed in this window. To complete the transaction, click on the Save Approve/Reviewers button. This window will close and the system will display the Travel Manager screen.**

Sonya Rivera, PersNo. 989776

Save Approvers/Reviewers   You must click on Save Approvers button to complete the

| Personnel No. | Trip Number | Start Date | End Date |
| 989776 | 90000077 | 06/20/2013 | 06/21/2013 |

Add Approver   Delete Approver

Approvers Preview	UserID	Name	Location of Position	Status	Acted
▼ First Approver				○△○	
·	TRAVEL...	TRAVELWF_1	1006701		

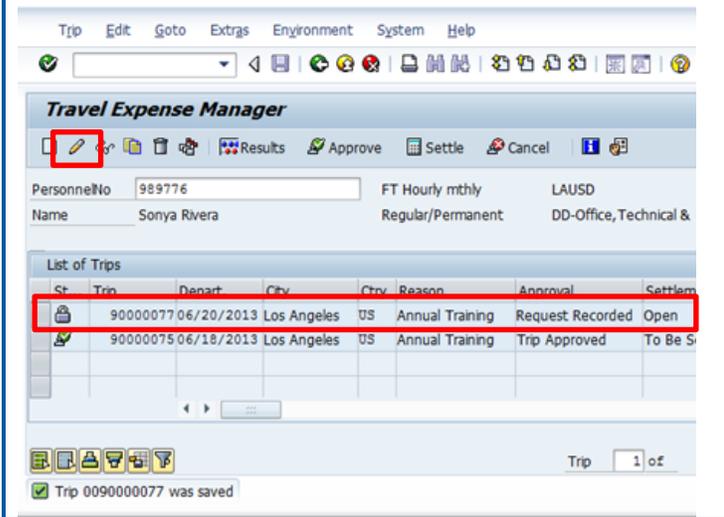Add Reviewer   Delete Reviewer

| Reviewers Preview | UserID | Name | Position | Location of Position |

User Comments

Comments History

20. **To Attach documents, open the travel transaction from the Travel Expense Manager screen by double clicking on the trip line or selecting the trip and**
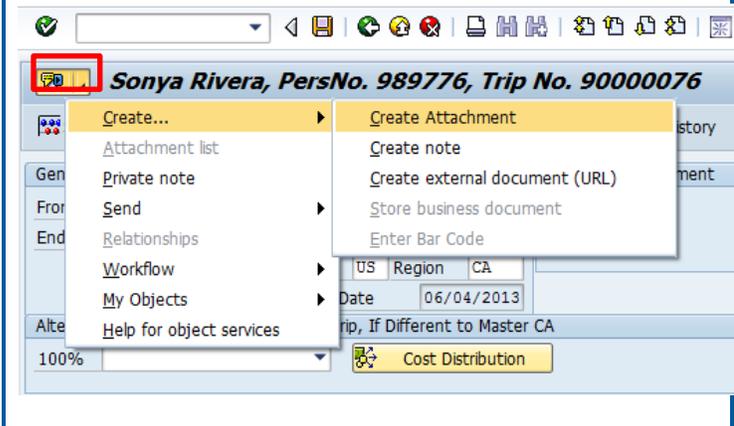
clicking on the pencil.

23. Note the message below confirming the successful creation of attachment. ***Do not click SAVE unless the WORKFLOW needs to be triggered.**
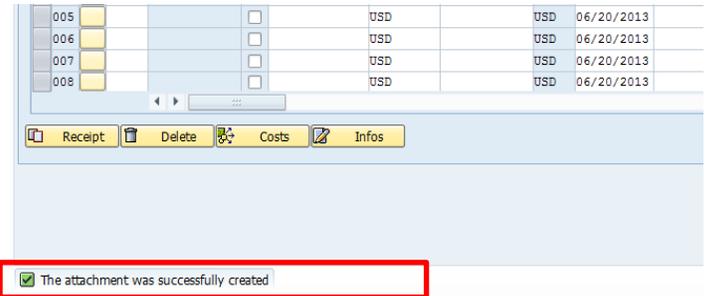
21. Click on the icon to the left of the employee name. Select Create → Create Attachment.

22. Locate the file, select it and click Open