LRP Training

Legacy Replacement Program

Travel Management

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

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

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

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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

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

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

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	Summary

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

Enter Estimated Travel Expenses

Travel Request Approved

Trip Completed

Enter Actual Travel Expenses

Actual Travel Expenses Approved

Accounts Payable verifies receipts

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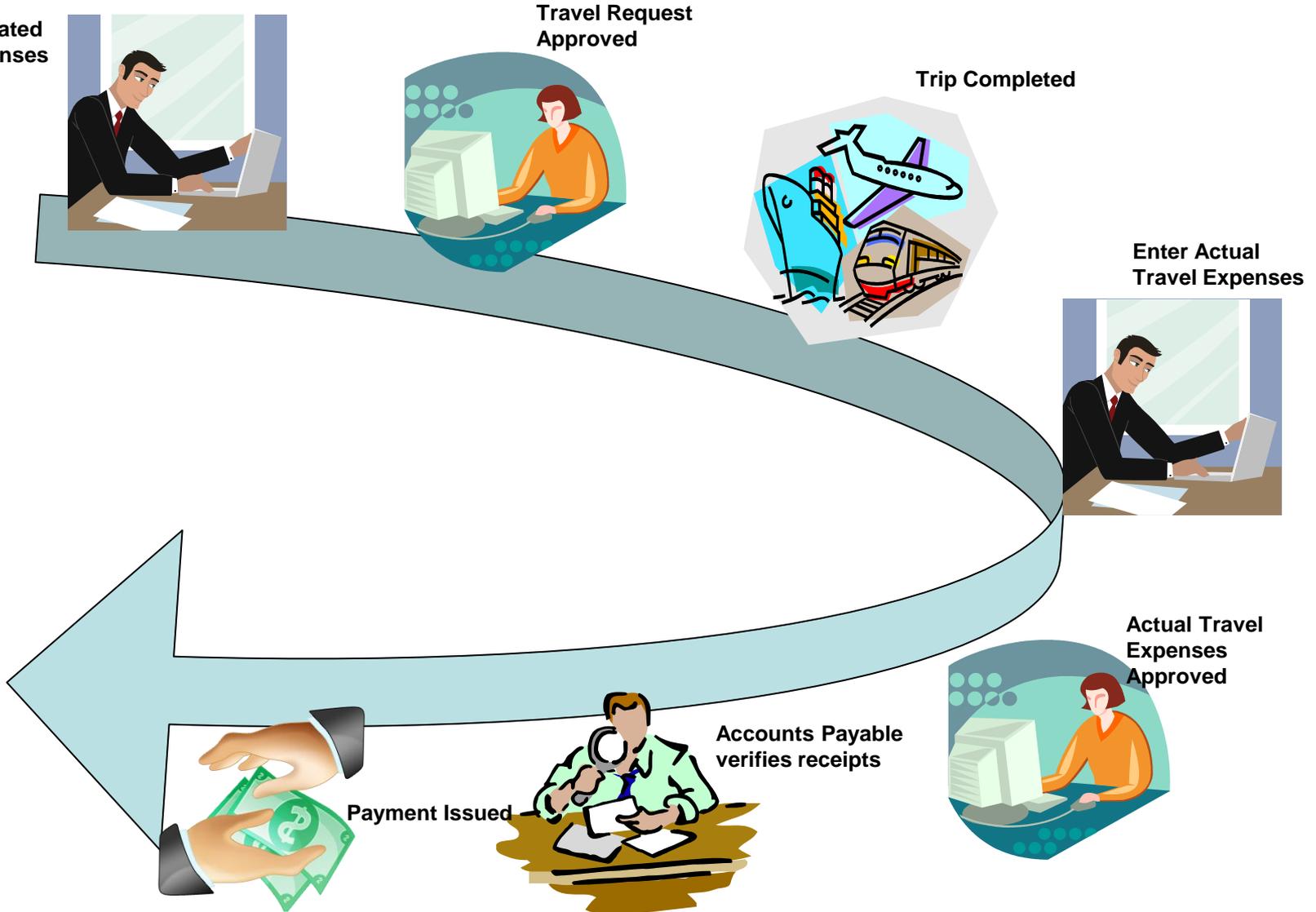
■Travel Expense Report Creator
- Central Travel Support Specialist (Schools)
- Site Travel Specialist

■Travel Approver
- Travel Approver

■Accounts Payable
- AP Travel Specialist

Training

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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

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

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	• 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	→	Budget Check and Pre-encumberance	→	Documentation Scanned and attached in SAP
Site Travel Specialist		Automatic Check in SAP		Site Travel Specialist

SAP Accounting Structure

Accounting String: Bryson Elementary

IFS	**Fund 001**	**Area BRY** / **Org 2589**	**Program 4170**	**Object 4310**
SAP	**Fund 010-** / **Resource 0000**	**Cost Center 1258901**	**Functional Area** — **Goal 1110-** / **Function 1000-** / **Program 14170**	**Commitment Item / GL Account 430010**
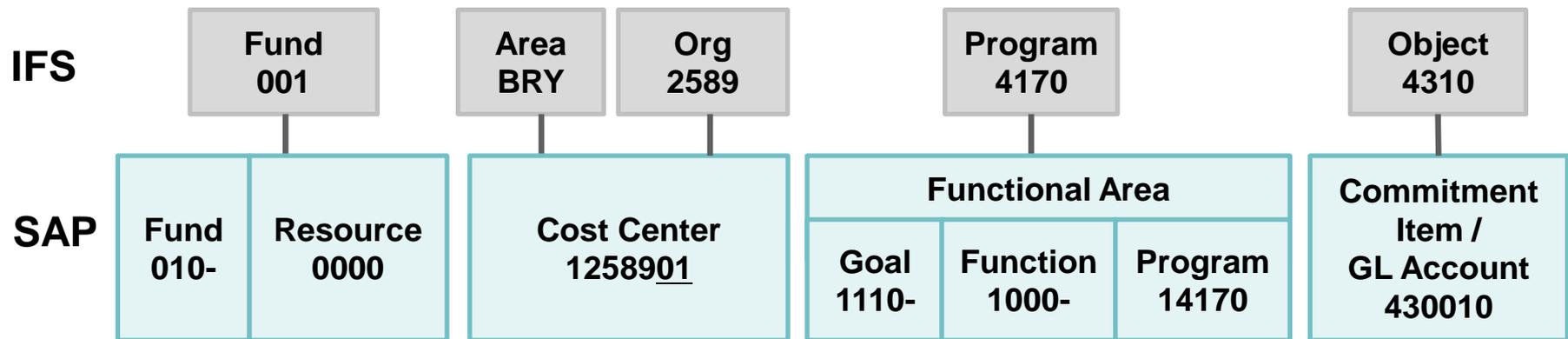
IFS	SAP	Changes
Fund	**Fund**	SACS (Standardized Account Code Structure) Fund-Resource
Area/Org	**Cost Center**	A digit is added at the beginning and two digits at the end identifies the cost center location, primary location is identified by "01" or "02" secondary location (i.e., magnet school)
Program	**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

Fiscal Year   2013   ☐ Include Budget Only Values

IFS Account String

→	IFS-SAP

Fund	001
Area	
Contrived Location	
Administered Program	
Organization	2589
Program	4170
Object	4310
Sub-Object	
Balance Sheet	
Revenue Source	
Job	
Project	
Phase	
Sub-Project	

SAP Account String

←	SAP-IFS		⑦	Help

Fund

Fund	
Resource	

Functional Area

Goal	
Function	
Program	

GL Account	

Cost Center	

Internal Order	

WBS Element	

🔄	Clear		✖	Close

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 Off-1064001	End Date of Trip	: 04/05/2013
		Location	: Miamai
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.

Walkthrough: Enter Actual Travel Expenses

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

Exercise: Enter Actual Travel Expenses

To complete this exercise follow the instructions listed here.

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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 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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S_AHR_61016405 – Display Complete General Trip Information

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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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

Learning Zone Website: lz.lausd.net
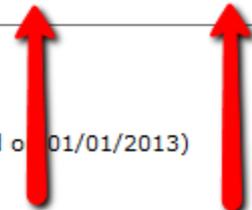
You have just completed the course.

Thank you for attending!