

Use this job aid to identify the status of a Traveler's Trip.

The chronological processing phases of a trip are Request Recorded, Request Approved, Trip Completed and Trip Approved.

## APPROVAL STATUSES:

<b>Request Recorded</b>	Estimate trip entered in the SAP system
<b>Request Approved</b>	Estimate trip approved (all levels must approve for status to change to approve)
<b>Trip Completed</b>	Actuals entered in the SAP system
<b>Trip Approved</b>	Actuals approved (all levels must approve for status to change to approve)

The settlement status indicates whether the system is going to settle an employee trip in the next settlement run. The chronological processing phases of a settlement are Open, To Be Settled, Settled and Transferred to FI.

## SETTLEMENT STATUSES:

<b>Open</b>	The employee trip will not be included in the next settlement run because relevant facts are still missing.
<b>To Be Settled</b>	The employee trip will be included in the next settlement run.
<b>Settled</b>	This status releases the settlement results for transfer to payroll.
<b>Transferred to FI</b>	General ledger has been updated with travel cost.