

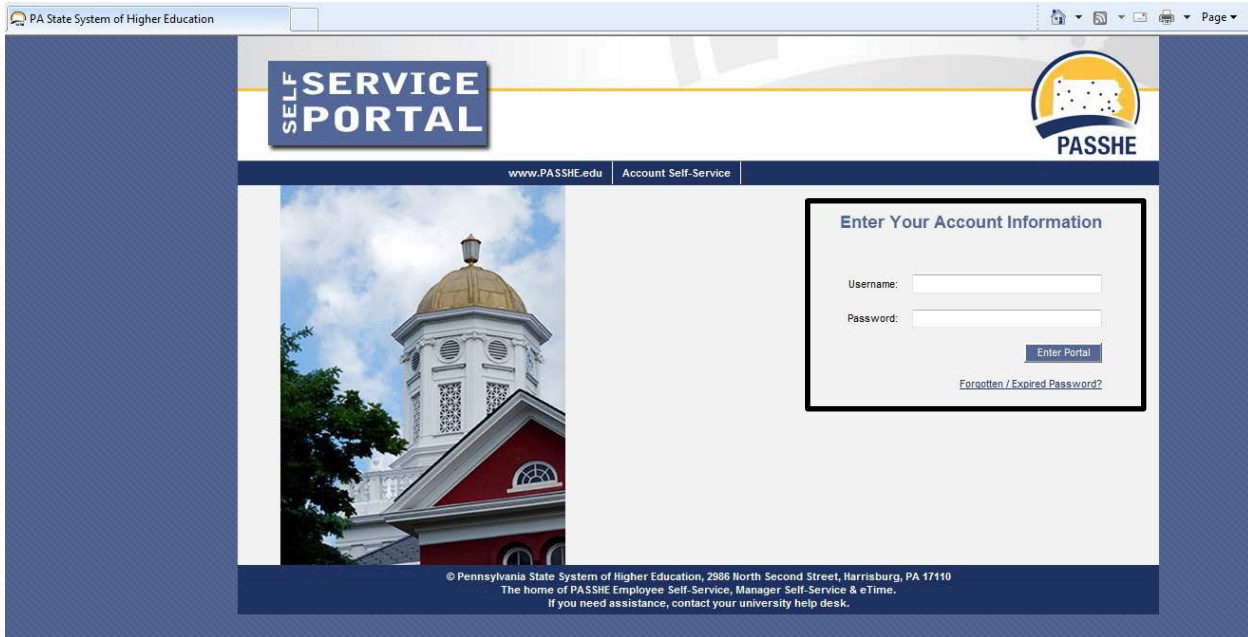
# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

All Travel Expense Reports will be entered by either the Traveler or Travel Assistant via the portal.

Log into the portal...



# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

From the ESS tab, click on either of the 2 provided Travel Management links.

**SELF SERVICE PORTAL** Pennsylvania State System of Higher Education  
Welcome Nicole Richards

Home | **Employee Self-Service** | Manager Self-Service | SAS Internal Tools

Overview | Personal Information | Benefits | Leave & Time | Payroll | **Travel Management** | My First Days | Help Documents

Overview

### Welcome Nicole to Employee Self-Service!

#### Areas of Employee Self-Service

**Personal Information**  
Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information.

**Benefits**  
Display your benefits participation information and access the online benefits enrollment system.

**Leave & Time**  
Within this section of Employee Self-Service you may view your leave balances and a complete record of all absences you have submitted to date. If you have an Employee Leave Request system, you may access it here as well.

**Payroll**  
Access online copies of your printed pay statements, manage your W-4 withholding, view/change your W-2 election, and view your online W-2 form, if you have one.

**Travel Management**  
This area of ESS provides employees with functions to create and manage travel requests and expense reports.

**My First Days**  
**For New Employees Only** -- The My First Days application of ESS will allow new employees to the Pennsylvania State System of Higher Education to perform their HR personnel file. Here you can complete activities such as: setting up direct deposit, enrolling in your medical benefits and retirement plan(s), completing your new hire information, and more. All new employees should run this application within 30 days of your date of hire.

**Help Documents**  
Here you will find all supporting Employee Self-Service (ESS) help documentation about every feature and tool of the ESS system. This document repository is intended to help you if you have a question about an ESS application's use.

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

Click on one of the “Available Applications” to get started. We’ll start from the “My Trips and Expenses” overview screen.

**SELF SERVICE PORTAL** Pennsylvania State System of Higher Education  
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Home | **Employee Self-Service** | Manager Self-Service | SAS Internal Tools  
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Travel Management Overview

### Employee Self-Service >> Travel Management

This page will provide you with information about each available Employee Self-Service (ESS) application for you to access in this sub-section of ESS. To access an application, simply click on overview page will be shown to the left of the ESS application that you can use to return to this page.

#### Available Applications

**My Trips and Expenses**

This page serves as the central management point for all your trips and expense reports. Here you can view, change, copy, or create new travel requests and/or expense reports.

[Create Travel Request](#)

You can use this quick link to create a travel request to be approved by your supervisor.

[Create Expense Report](#)

You can use this quick link to create an expense report for a trip without a previously submitted travel request.

[Unlock Employee Record](#)

Use this tool if you receive a message stating your employee record has been locked.

[My Employees](#)

Travel assistants can use this page to create travel requests and expense reports for other employees in their department.

\*The “My Employees” link will only be available if the employee is a Travel Assistant.

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

This screen provides you with an overview of trips previously entered and allows you to start a new Travel Request or Expense Report.  
Allow screen to “refresh”.

Here, we'll create a new Travel Expense Report. Creating an expense report without a travel approval request is only authorized for the following non-overnight trips:

- Student Recruitment – Admissions Department;
- Student Teaching Supervisors;
- Off-Campus Teaching;
- Administrative Non-overnight meetings;

To Create Travel Expense Report, select “Create New Expense Report”:

The screenshot shows the 'My Trips and Expenses' dashboard. On the left is a navigation sidebar with 'Detailed Navigation' (Travel Management Overview) and 'Related Links' (US Census Bureau, County Cheat Sheet). The main area has tabs for 'All My Trips(0)', 'All My Travel Requests(0)', 'All My Expense Reports(0)', and 'Pending Exp. Reports(0)'. Below the tabs is a 'View: [Standard View]' dropdown and two buttons: 'Create New Travel Request' and 'Create New Expense Report', with the latter highlighted by a red box. Below this is a table with columns: Start Date, End Date, Destination, and Reason.

Select Non-Overnight Travel schema and click Start:

The 'Create Expense Report' form shows an 'Employee' field with a redacted name and a yellow 'Start' button. Under 'Schema Selection', there are three radio button options: 'Domestic - Overnight', 'International - Overnight', and 'Non-Overnight Travel'.

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

Create Expense Report main screen. This screen is very similar to the Travel Request screen with the exception of a few items.

### Create Expense Report

1 General Data → 2 Enter Receipts → 3 Review and Send → 4 Completed

Employee: [REDACTED] Schema: Non-Overnight Travel

< Previous Step | Enter Receipts > | Save Draft

Calendar of Trips | Attachments (0)

**General Data**

\*Start Date: [ ] [ ] [ ] 00:00  
\*End Date: [ ] [ ] [ ] 00:00  
Posting Date: [ ] [ ] [ ]

**Destination**

\*Trip Country: Standard Conus Rate, USA Trip Region: Standard Conus Rate, USA  
\*Destination: [ ] [ ]

Additional Destinations: No destinations entered | Enter Additional Destinations

**Additional information**

\*Activity: [ ]  
\*Reason: [ ] [ ]  
Comment: [ ]

Cost Assignment: 100.00 % Cost Center 1011030202 (Fin & Bus Services), Funds Center 1011030202 (Fin & Bus) | Change Cost Assignment

**Mileage**

Total Distance: 0 Mile | Enter Mileage Details

< Previous Step | Enter Receipts > | Save Draft

Required fields are marked with an asterisk (\*).

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

#### General Data

▶ Calendar of Trips
▶ Attachments (0)

**General Data**

Start Date: \*

End Date: \*

Posting Date:

- Enter the Start Date/Time and End Date/Time for the entire reimbursement period. If the trip involves multiple destinations, those will be entered in another section.
- Dates can be entered manually or selected by opening the Calendar of Trips and clicking on the beginning and end date.

▼ Calendar of Trips
▶ Attachments (0)

June 2013							July 2013							August 2013							September 2013							October 2013										
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su				
22	27	28	29	30	31	1	27	1	2	3	4	5	6	31	29	30	31	1	2	3	35	26	27	28	29	30	1	40	30	1	2	3	4	5				
23	3	4	5	6	7	8	28	8	9	10	11	12	13	32	5	6	7	8	9	10	36	2	3	4	5	6	7	41	7	8	9	10	11	12				
24	10	11	12	13	14	15	29	15	16	17	18	19	20	33	12	13	14	15	16	17	37	9	10	11	12	13	14	42	14	15	16	17	18	19				
25	17	18	19	20	21	22	30	22	23	24	25	26	27	34	19	20	21	22	23	24	38	16	17	18	19	20	21	43	21	22	23	24	25	26				
26	24	25	26	27	28	29	31	29	30	31	1	2	3	35	26	27	28	29	30	31	39	23	24	25	26	27	28	44	28	29	30	31	1	2				
27	1	2	3	4	5	6	32	5	6	7	8	9	10	11	36	2	3	4	5	6	7	8	40	30	1	2	3	4	5	6	45	4	5	6	7	8	9	10

- Time is entered in military format.
- Posting Date – This is the posting date for Funds Management and will default to the trip end date. Destination
- Enter the main destination or first destination if the trip involves multiple destinations.
- Trip Country – Select from the drop down list. USA will be the default.
- Trip Region – Enter manually if you know the region code or use the search\* feature. (see below)
- Destination – enter specific locations, name of venue or any other relevant information.


# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management


### Create Travel Expense Report


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Search Feature:

- To utilize the search feature , click 

**Destination**



\*Trip Country:  Trip Region:  


\*Destination:  

- The following will appear.
  - Enter parameters exactly as listed:
    - Trip Country/Group will default to US (change if needed)
    - Country/Group/Region – enter two letter state abbreviation in caps with an asterisk after it (PA\*)
    - Name of Trip Country – this is your city; enter as many or few letters as you wish, capitalize the first letter only, use an asterisk (Harris\*)
      - If your city is not listed, you will need to use the county name
    - NOTE:** - it is important to use caps and "\*" where indicated or the filter will not work as desired
  - Click "GO".

Select: Trip Region 🔗 ✕

Hide Advanced Search    Result <= 500 items    Go

Trip Country/Group:      Country/Group/Region:  

Name of Trip Country:  

Items (4)

	Trip Country	Trip Region Code	Name of Trip Region
<input type="radio"/>	US	PA/HK	Harrisburg, PA
<input type="radio"/>	US	PA/HL	Harrison City, PA
<input type="radio"/>	US	PA/HM	Harrison Valley, PA
<input type="radio"/>	US	PA/HN	Harrisville, PA

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

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- Your search results will appear below
- Double click on the desired location to select and return to the main screen

In this example, Harrisburg was chosen

#### Additional Information

The screenshot shows the 'Additional Information' section of a travel expense report form. It contains the following fields and controls:

- \* Activity (Expenses):** A dropdown menu.
- \* Reason:** A text input field containing the letter 'I'.
- \* Estimated Costs:** A field showing '597.00 USD' with an 'Enter Estimated Costs' button.
- Comment:** A large empty text area.
- Advances:** A field showing '0.00 United States Dollar' with an 'Enter Advances' button.
- Cost Assignment:** A field showing '100.00 % Cost Center 1011030200 (AVP Bud,Fin,Bus Serv), Funds Center 1011030200 (AVP...' with a 'Change Cost Assignment' button.

- Activity – Purpose of travel. Make a selection from the drop down list. The General Ledger (GL) account is determined based on the Activity selected here.

This screenshot shows the 'Additional Information' form with the 'Activity' dropdown menu open. The menu lists the following options:

- Administrative Travel
- Athletic Recruiting & Scouting
- Athletic Team Travel
- General Travel
- Human Resources Recruitment
- Student Recruitment Travel
- Student Travel
- Teaching Travel
- Training/Development Travel

Other visible fields include 'Reason', 'Comment', 'Cost Assignment', and 'Total Distance'.

- Reason – Provide reason for travel.
- Comment – Provide the following relevant information:
  - Purpose of Travel;
  - Provisions for Classes;



# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

- Passengers;
- Details/Justifications for Expenses;
- Note: Information from websites, emails and word documents can be attached for additional information
- Cost Assignment – The cost assignment will default from your HR Master Data. If you wish to override the default, click on “Change Cost Assignment”
  - You may change the fields identified below.

The screenshot shows the 'Cost Assignment for Trip' form. At the top, there are navigation buttons: '< Previous Step', 'Accept', and 'Save Draft'. Below this is a table with the following data:

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
100.00	State System of Higher Ed	Bloomsburg	Cost Center	1011030202

Below the table, there is a 'Cost Center' field containing '1011030202' and a 'Business Office' field. At the bottom of the form, there are navigation buttons: '< Previous Step', 'Accept', and 'Save Draft'.

- Cost Assign (%) allows the traveler to distribute costs by percentage among several Cost Centers or WBS's;

For Example: If 75% of your reimbursement is funded from Cost Center 1011030201 and 25% of your reimbursement is funded from Cost Center 1011030202 you would change the 100% to 75% and enter the new cost center in the Cost Center box, then click Accept and New Entry, you will notice the remaining 25% appears you can then enter the corresponding cost center for the remaining percentage and click Accept.

The first screenshot shows the 'Cost Assignment for Trip' form with a single cost assignment of 75.00% to Cost Center 1011030203 - Business Office. The second screenshot shows the form with two cost assignments: 75.00% to Cost Center 1011030203 - Business Office and 25.00% to Cost Center 1011030201. Both screenshots include navigation buttons at the top and bottom.

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

- Accounting Object selections include Cost Center, WBS, and (Internal) Order;
- Many options are available to search for a cost object including searching for previously used objects or creating a Personal Value List.
- Once you've entered the appropriate cost assignment info, click on Accept to return to the main screen.
- Note: If the distribution does not total 100%, the portion not distributed will be charged according your HR master data.

- Mileage – Click on “Enter Mileage Details” to enter data
  - Enter mileage by date;
  - Total distance driven will be automatically calculated;
  - You may change the cost assignment for any/each mileage entry by clicking on Change Cost Assignment;
  - When all details have been entered, click Accept to return to the main screen;

< Previous Step | **Accept** | Save Draft

Calendar of Trips

Total Distance Driven: 105 Mile

### Mileage Details

New Entry | Copy | Delete

Date	Miles Driven	Passengers	Start Location	End Location
01/16/2015	85	No passengers	Bloomsburg university	Lehigh Univeristy
01/16/2015	20	No passengers	Lehigh university	Bethlehem College
01/16/2015	90	No passengers	Bethlehem	Bloomsburg Univ

Comment:

**Accept** | **Accept and New Entry** | **Change Cost Assignment** | Copy | Delete

< Previous Step | **Accept** | Save Draft

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

The next step is to Enter Receipts. Click on either of the buttons below to go to the Receipts screen.

This screenshot shows the 'General Data' step of the expense report creation process. The top navigation bar has three steps: 'General Data' (1), 'Enter Receipts' (2, circled in red), and 'Review and Send' (3). Below the navigation, there are buttons for '< Previous Step', 'Enter Receipts >' (circled in red), and 'Save Draft'. The 'General Data' section includes fields for Start Date (01/16/2015), End Date (01/16/2015), and Posting Date (01/15/2015). There are also buttons for 'Calendar of Trips' and 'Attachments (0)'. The 'Destination' section is partially visible at the bottom.

This screenshot shows the 'Additional Information' and 'Mileage' sections. The 'Additional Information' section includes fields for Activity (Administrative), Reason (Planning Meeting), Comment, and Cost Assignment (100.00 % Cost). The 'Mileage' section includes a Total Distance field (195 Mile). At the bottom, there are buttons for '< Previous Step', 'Enter Receipts >' (circled in red), and 'Save Draft'.

Click “New Entry” to start adding receipts

This screenshot shows the 'Create Expense Report' process at the 'Enter Receipts' step. The top navigation bar has four steps: 'General Data' (1), 'Enter Receipts' (2, highlighted in blue), 'Review and Send' (3), and 'Completed' (4). Below the navigation, there are buttons for '< Previous Step', 'Review >', and 'Save Draft'. The main section is titled 'Receipts in This Expense Report' and contains a table with columns: No., Status, Expense Type, Receipt Amount, Receipt Currency, Receipt Date, Amount, Paper Receipt, and Origin. A 'New Entry' button is circled in red in the top left corner of the table. At the bottom, there are buttons for '< Previous Step', 'Review >', and 'Save Draft'. On the right side, there is a vertical menu with options: Personal, Details, and Add to Br.

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

### Create Expense Report

Employee Peters , Danielle Marie ( 00070086 )    Schema Non-Overnight Travel    Start Date 01/16/2015    End Date 01/16/2015

#### Receipts in This Expense Report

No.	Status	Expense Type	Receipt Amount	Receipt Currency
001	◇	▼	0.00	United States Dollar
		Business Meal (auth required)		
		Car rental		
		Conference Regist		
		Estimated Cost		
		Gasoline		
		Other		
		Parking		
		Subsistence, AFSCME Lunch		
		Subsistence, Non-Overnight		
		Subsistence, Student Teacher		

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

Select an Expense Type from the drop down list.

- Fields that are displayed subsequently are based on the Expense Type chosen here.

Airfare
Baggage Fee
Business Meal (auth required)
Car rental
Conference Regist
Estimated Cost
Gasoline
Hotel
Other
Parking
Subsistence, AFSCME Lunch
Subsistence, Non-Overnight
Subsistence, Overnight
Subsistence, Student Teacher
Taxi, shuttle, public trans.
Toll
Train
X: Pd direct to vendor-Airfare
X: Pd direct to vendor-Baggage
X: Pd direct to vendor-Car Rnt
X: Pd direct to vendor-Conf Re
X: Pd direct to vendor-Hotel
X: Pd direct to vendor-Other
X: Pd direct to vendor-Train
Z: AP Adjustment
Z: Unfunded Travel Costs

- Expense Types labeled “X:\_\_\_\_\_” are to be used for any receipt to be paid directly to a 3<sup>rd</sup> party vendor rather than the employee/traveler, (Example: Enterprise Rental Car);
- The Expense Type labeled “Z: AP Adjustment” is to be used by the university Accounts Payable office only.

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

- Below is an example for “Parking”

**Receipts in This Expense Report**

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001		Parking	50.00	United States Dollar	01/16/2015	0.00	<input checked="" type="checkbox"/>	Entered Manually

From Date: 01/16/2015 To Date: 01/16/2015 Number: 1

Description: Parking at University

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

- Receipt amount is total amount spent, if you had parking in multiple locations you can Click Accept and New Entry;
- Once data has been entered as required, click on either Accept or Accept and New Entry (if you have additional receipts to enter).
- You may change the cost assignment for any/each individual receipts by clicking on Change Cost Assignment;
  - The Cost Assignment for Receipts can be broken down by either Absolute dollars or Percentage

**Cost Assignment for Receipts** □ ×

Check was successful

Assign Using Dest: No destination assigned

Input Mode:  Absolute  Percentage

**Cost Assignment for Receipt**

New Entry Check Delete

Cost Assign (Amount)	Currency	Company Code	Business Area	Accounting Object	Accounting Object Value
20.00	USD	State System of Higher Ed	Bloomsburg	Cost Center	1011030201 - Budget Office

Accept Cancel

**Receipts in This Expense Report**

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount
001		Parking	50.00	United States Dollar	01/16/2015	50.00

From Date: 01/16/2015 To Date: 01/16/2015 Number: 1

Description: Parking at University

Comment:

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

- Once all receipts have been entered, sign or initial and date each of your receipts in the lower, right hand corner, then scan and attach them to the TER.
  - Select “attachments”

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee Peters , Danielle Marie ( 00070086 ) Schema Domestic - Overnight

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments ( 1 )

- Select “browse” when the box pops up
- Select your file
- Click “upload”

Calendar of Trips Attachments ( 1 )

Delete Attachment

Title	Added By	Added On
adv av	Peters , Danielle Marie	08/20/2015

**Add Attachment**

Type:  File  Link  Note  Business Document

File Path:  Browse... Upload

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

- When you are satisfied that all of your entry is complete, click on Review or Review and Send on the roadmap.

**Create Expense Report**

1 2 3 4  
General Data Enter Receipts Review and Send Completed

Employee [REDACTED] Schema Non-Overnight Travel Start Date 01/16/2015 End Date 01/16/2015

< Previous Step **Review >** Save Draft

**Receipts in This Expense Report**

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date
001	●	Parking	50.00	United States Dollar	01/16/2015
002	●	Parking	20.00	United States Dollar	01/16/2015

< Previous Step **Review >** Save Draft



# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

If all looks good on the below screen, you can **Save a Draft** of the Expense Report or **Save and Send it for Approval**. Click on the appropriate radio button and then the Save button at the bottom of the screen (this button will change based on the radio button you select).

If you wish to display or print the request, click on the button Display Request Form.

[< Previous Step](#) [Save and Send for Approval](#)

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### Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing

**I confirm that all expenses were incurred by and on behalf of the company**

### Summary

Total Mileage	112.13 USD
Total Individual Receipts	70.00 USD
<b>Total Travel Expenses</b>	<b>182.13 USD</b>
<b>Amount Reimbursed</b>	<b>182.13 USD</b>
<b>Amount Paid Out</b>	<b>182.13 USD</b>

### Cost Assignment

132.13 USD Company Code SSHE (State System of Higher Ed), Business Area 10 (Bloomsburg), Cost Cent

50.00 USD Company Code SSHE (State System of Higher Ed), Business Area 10 (Bloomsburg), Cost Cent

[Display Expense Form](#)

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[< Previous Step](#) [Save and Send for Approval](#)

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

The below screen will then appear acknowledging that the Expense Report was saved and provide the tracking number.

You have the option to display or print the expense form again at this point. Please note the workflow approval log does not appear on the form until the Expense Report is Saved.

The screenshot shows the 'Create Expense Report' workflow completion screen. At the top, a progress bar indicates four steps: 1. General Data, 2. Enter Receipts, 3. Review and Send, and 4. Completed. Step 4 is highlighted in blue. Below the progress bar, the employee information is redacted with a black box. The schema is 'Non-Overnight Travel', the start date is '01/16/2015', and the end date is '01/16/2015'. There are two buttons: '< Previous Step' and 'Save and Send for Approval'. A green checkmark icon is followed by the text 'Expense report 1000000210 was saved', which is highlighted with a red box. Below this, another green checkmark icon is followed by the text '100.00 % will be assigned acc. to trip costs assignment guidelines'. At the bottom, there is a 'Display Expense Form' button and another set of '< Previous Step' and 'Save and Send for Approval' buttons.

Finally, Print the TER and attach original receipts, send this to Accounts Payable (WAB18) to process your reimbursement.

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System TM – Travel Management

### Create Travel Expense Report

This trip will now be listed on the “My Trips and Expenses” overview screen.

**My Trips and Expenses**

View: [Standard View] | Create New Travel Request | Create New Expense Report | Cancel Trip

Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions	Alert	History
1000000210	01/16/2015	01/16/2015	Lehigh University	Planning Meeting	Change Travel Expense Report		Display
1000000209	01/11/2015	01/12/2015	University of Pittsburgh	SAP Training Conference	Create Travel Expense Report	⚠	Display
1000000207	12/11/2014	12/13/2014	Lehigh University	Training	Create Travel Expense Report	⚠	Display

**Details of Trip: Lehigh University (1000000210)**

**Expense Report**

Approval Status: Trip Completed      Reimbursement: 182.13 USD  
 Processing Status: Released for Approval      Facsimiles: (0)  
 Status:      Attachments: Add

Trip Schema: Non-Overnight Travel

Display/Print   Change   Copy   Delete

**My Trips and Expenses**

View: [Standard View] | Display/Print | Change | Copy | Delete | Cancel Trip | Create New Expense Report

Trip Number	Travel Request	Start Date	End Date	Destination	Reason	Advance	Paid by Company	Reimbursement	Trip Total	Processing Status	At
1000000210	None	01/16/2015	01/16/2015	Lehigh University	Planning Meeting	0.00	0.00	182.13	182.13	Released for Approval	Tr
1000000205	Display	01/06/2015	01/09/2015	Pittsburgh Training	Training	0.00	250.00	641.38	891.38	Released for Approval	Tr

From here, you can Display/Print the Expense Report form at any time. The workflow approval log on the form will show you where your trip is in the approval process. You can also Change or Copy the Expense Report, Add Attachments, and Display the History from these screens.

Reminder: Receipts should be initialed and dated by the traveler, then scanned and uploaded to the TER.