Travel Training
February 17, 2017
Presentation Outline

• Travel Center
• Traveler Profile Setup
• Travel Authorizations
• Travel Reimbursement
• Additional Information
Accessing Travel Center
## Accessing Travel Center

### Travel Center

**Traveler:** Mister Wolf  
**Department:** University Controller

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### Travel Approval Worklist

<table>
<thead>
<tr>
<th>Traveler's Name</th>
<th>Purpose of Trip</th>
<th>Begin Date</th>
<th>Authorization ID</th>
<th>Reimbursement ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael S Frechette</td>
<td>TEST</td>
<td>12/05/2013</td>
<td>TA00003614</td>
<td>TR01352617</td>
</tr>
<tr>
<td>Craig T Friend</td>
<td>present research at a conference</td>
<td>09/16/2013</td>
<td>TA00003614</td>
<td>TR01352617</td>
</tr>
</tbody>
</table>

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### New Travel Authorizations

- Create Authorization

### Recent Travel Requests

<table>
<thead>
<tr>
<th>Destination</th>
<th>Purpose of Trip</th>
<th>Begin Date</th>
<th>Travel Type</th>
<th>Authorization ID</th>
<th>Authorized Amount</th>
<th>Reimbursement ID</th>
<th>Date Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHARLOTTE, NC</td>
<td>Test</td>
<td>10/30/2013</td>
<td>Individual</td>
<td>TA00003549</td>
<td>$656.20 Approved</td>
<td>TR01352617</td>
<td>10/25/2013</td>
</tr>
<tr>
<td>Dallas, TX</td>
<td>Conference</td>
<td>10/19/2013</td>
<td>Individual</td>
<td>TA00003540</td>
<td>$1666.85 Approved</td>
<td>TR01352617</td>
<td>10/25/2013</td>
</tr>
<tr>
<td>Dallas, TX</td>
<td>Present Research at Conference</td>
<td>09/19/2013</td>
<td>Individual</td>
<td>TA00003594</td>
<td>$2444.96 Approved</td>
<td>TR01352617</td>
<td>10/31/2013</td>
</tr>
</tbody>
</table>

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### Additional Search Criteria

- Date From: 09/13/2013  
- Date To: 11/12/2013  
- Authorization:  
- Reimbursement:  

### Reimbursements without an Authorization

- Create Reimbursement for Mister Wolf  
- Create Reimbursement for Another
Updating the Traveler Profile

- Verify Traveler Information
- Select Default Project ID (can be changed in authorization)
- Traveler Profile must be set up before a TA can be initiated
Travel Reminders

• All travel must be authorized in advance.
• Obtain approval from your supervisor or department head.
• Employees must use the Travel Center to complete an authorization.
• All employees have access to create a Travel Authorization.
• Students (non-employed) must use the AP104 to document authorization.
• For all others (speaker, candidate), travel authorization can come in the form of an AP104 or written correspondence, including a letter of invitation or personal service contract.
• University policies, procedures, and spending guidelines must be applied during the authorization to avoid denial of travel reimbursement expenses.
Travel Authorizations
Beginning a Travel Authorization

Important Information: Authorizations are required for all overnight employee travel.

To begin a Travel Authorization for an Employee

1. Login to MyPack portal.
2. Go to the For Faculty & Staff → Employee Self Service →
3. The name displayed next to Traveler will be your name.

   Traveler: TERRESSA RUTH BEST


   Travel Authorization - must be completed & fully approved before ANY expenses are incurred, AND before trip starts.
Beginning a Travel Authorization – cont.

6. Complete and or review the following fields:
   • Initially, this information will come from HR information; however, it can be changed. To designate another supervisor, enter the user ID of the person you would like to designate as your supervisor into the Supervisor ID field. If you do not know the supervisor’s user ID, use the icon to locate the ID.
   • The reference number field is for department use. You can use the field at your discretion. Any reference number you assign will be searchable within Financials, but it is not searchable within the Wolf Reporting System.
   • This link will direct you back to the Travel Center.
   • Expands and displays the traveler’s detail section. Employee, Student, and US Citizen Status will be visible.
   • Printable Summary of the Travel Authorization.
Basic Travel Details: Entering Travel Details

Complete the following fields

- **Travel Type:** Use the dropdown to select *Individual, Mileage Only,* or *Team/Group* travel.
- **Begin Date:** Enter the beginning date and time of your travel.
- **End Date:** Enter the ending date and time of your travel.
- **Purpose:** Enter the business purpose for your travel. Provide descriptive details.
- **Category:** Use the icon to access the listing of travel categories, which includes:
  - Conferences/Workshops, Development Activities, Exchange Ideas, Extensions and Outreach, Intercollegiate Athletics Activities, Non NCSU Supported Travel, Other University Related Business, Presentations, Recruiting, Research, and Teaching/Education
Basic Travel Details: Entering Travel Details – Cont.

Destinations:

- If traveling outside of the U.S. or its territories, check the box for Non U.S. Travel. Travel to Canada and Mexico are considered out-of-country.

- If *Out-of-Country* travel, enter the *City* and *Country* for your international travel. For multiple destinations, use the icon to add additional rows.

- If *Out-of-Country* travel, a list of *Export Compliance* questions will appear. Review the information thoroughly. All questions must be answered and the certification must be completed by the traveler.
Basic Travel Details: Entering Travel Details – Cont.

Destinations - cont.

- For travel within the U.S. or its territories, complete the City and State fields. If traveling to multiple destinations, use the + to add additional rows.

- Will this trip include any personal travel: Use the drop down to select Yes or No. If yes, provide the destination and dates of the personal travel time within the comment box that will appear. Any comments placed within this box will appear within the reimbursement.

Comments: Enter any relevant information pertaining to the travel. Any comments placed within the box will appear within the reimbursement.
My Estimated Expenses: Entering Expenses

- If the travel will not require reimbursement of expenses, check the box:
- Otherwise, enter the **Estimated Amount** of each expense in the fields provided.
- Commonly used expenses are prepopulated under **Transportation, Lodging, and Conference Fees & Meals**.
  - Use the drop down triangles to access a list of all expenses available under each category.

  ![Expense Table]

- Use the plus icon to add additional expense rows. The minus icon will delete rows.
- To enter **Milage** and **Meal** expenses, you must use the calculator icon located on the expense line.
Information Icons within My Estimated Expenses

- Within the *My Estimated Expenses* section there are blue icons next to each expense. These links will direct you to policy and procedure information directly related to the expense. For example, when you click the icon located on the lodging expense line, you will be provided policy information relevant to lodging.
My Estimated Expenses: Adding Mileage

To add mileage, use the calculator icon located on the Mileage expense line under Transportation. The Mileage Estimate page will display. Enter your estimated roundtrip mileage.

- Any mileage under 101 miles will automatically calculate at the higher mileage rate.

- Mileage over 100 miles will calculate at the lower mileage rate. However, the option to use the higher rate is available by checking the box next to Use Higher Rate.
My Estimated Expenses: Adding Per Diem Meals

To add meals, use the calculator icon located on the Meals expense line under Conference Fees & Meals. The Meals Estimate page will display. Exclude any meal included in a conference fee, workshop fee, lodging fee, etc., which is predetermined and can not be excluded, by checking appropriate boxes.
My Estimated Expenses: Adding Comments

Within *My Estimated Expense*, comment boxes are located next to each expense. To enter a comment, *type* in the comment box and click *Save* (located at the bottom of the authorization page) to capture your comment. To add another comment, simply *type* over the existing comment and click *Save*.

- Any comments placed within these boxes will be recorded in *Comment History*.
- Use the icon to access the *Comment History* for an expense line.
My Estimated Expenses: Adding Other Expenses

To add an expense not identified within Transportation, Lodging, or Conference Fees & Meals, use the Other Expense category. Check the box next to Other Expense to expand the section. An expense row will be added. Select an expense from the Description dropdown listing and enter your Estimated Amount. Use the icon to add additional expense rows.
My Estimated Expenses: Special Authorizations

As you add travel details and expenses, the **Special Authorizations** will populate and check the boxes that apply to your travel. For example, when mileage is entered, the **Use of Personal Vehicle** box self checks. Some **Special Authorizations** must be manually checked, such as **Attendants for Handicapped Employees** and **Business Class Airfare**. Review this section before finalizing the authorization.
On the Authorization, upload any relevant documentation that you may have prior to travel. This could include conference agendas, OSBM 3rd party lodging approval, email communications, etc. These documents will appear on the reimbursement.

- If you have multiple files to attach, use the **Upload Document** links.

- Use the blue information icon to access upload information below.
**Funding Source: Assigning a Project to Your Trip**

The project initially displayed within the Project ID box is the default project established under the traveler’s profile.

- To change the project, type into the Project ID field the number of the project you would like to use or select the icon to access all of your available projects.
- You will have access only to Project IDs in your Employment OUC or if you’re a PI.
- The project can be changed by the traveler, the proxy, or any of the approvers.
- The project directs which funding approvers are inserted into the approval workflow.
- If the document has been routed for approvals, changes to the project by anyone other than a funding approver will restart the approval workflow from the beginning.
Funding Source: How to Split Funding

Use the icon to add a new row. The system will insert an additional row. Enter the second project on the second row and indicate the amount for that project.
Approval Routing: Routing the Authorization for Approval

Once you are satisfied with you authorization and ready to submit it for approval, click the *Submit for Approval* button. Otherwise, you can *Save* the authorization and submit it later.

- Approval routing is dependent upon the details of the authorization and the business processes of a college or department, below is the possible workflow of a Travel Authorization.

<table>
<thead>
<tr>
<th>Initiator</th>
<th>Export Control</th>
<th>Dept./College Funding</th>
<th>College Research Funding</th>
<th>Non Resident Alien</th>
<th>Supervisor</th>
<th>Campus Approval</th>
</tr>
</thead>
</table>

- Within the workflow, *Supervisor* and *Funding* approvals are required for ALL travel authorization processing.
Authorization Approvers Explained

<table>
<thead>
<tr>
<th>Authorization Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export Control</td>
<td>Notification is sent to Export Control Compliance for all out-of-country travel.</td>
</tr>
<tr>
<td>Dept./College Funding</td>
<td>Funding approval for all projects, except grant funds. Approvers are assigned through Workflow Administration.</td>
</tr>
<tr>
<td>College Research Funding</td>
<td>Funding approval for grant projects. Approvers are assigned through Workflow Administration.</td>
</tr>
<tr>
<td>Non Resident Alien</td>
<td>Notification is sent for review to the Tax Specialist within the Controller’s office.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Supervisor provides approval for the employee to travel. Initially, this assigned supervisor will come from HR information. This can be changed to accommodate the business needs of a college or department. Supervisor should be verified prior to traveler submitting the document for approval.</td>
</tr>
<tr>
<td>Campus Approval</td>
<td>Option workflow step, dependent upon the business needs of a college or department. Approvers are assigned through Travel Approval Set-up. These approvers were formerly titled Final Approver. If no longer needed, remove from the Travel Approval Set-up page.</td>
</tr>
<tr>
<td>Ad-Hoc</td>
<td>These are addition approvers and reviewers inserted into the existing workflow to accommodate special business needs. To add, use the green icon located within the workflow.</td>
</tr>
</tbody>
</table>
Travel Reimbursements
To Begin a Reimbursement From an Approved Travel Authorization

* Authorizations are required for all overnight travel

1) Login to MyPack portal.
2) Go to For Faculty & Staff → Employee Self Service →
3) The name displayed next to Traveler will be your name.
To Begin a Reimbursement From an Approved Travel Authorization – cont.

5) Under **Recent Requests**, find the Authorization ID for the travel you are requesting reimbursement. The **Authorization Status** should indicate **Approved**. If not, contact the appropriate approver to review/approve your authorization.

6) If the authorization is approved, click on the blue link. You will be directed to the Travel Reimbursement entry page.
To Begin a Reimbursement From an Approved Travel Authorization – cont.

7) **Complete and/or review the following fields.**

   The supervisor entered on the authorization will display. To designate another supervisor, enter the user ID of that employee into the Supervisor ID field. If you do not know the supervisor’s user ID, use the icon to locate the ID.

   This link will direct you back to the Travel Center.

   - **Show Traveler Details:** Clicking this link will expand the **Traveler Detail** section.
Basic Travel Details

The Basic Travel Details listed on the authorization will display on the reimbursement. Review this information for accuracy.

Currency Conversion:
Please upload the conversion sheets showing US Dollar amount at the time of the travel date(s); Use Oanda website to convert.
Basic Travel Details – cont.

1) Adjust the **Begin Date** and **End Date** if they no longer correspond to the actual details of the trip.

2) Enter the travel times.

3) Use the [Currency Converter](#) link to access a currency conversion website. Provide a conversion for any receipt not in U.S. dollars.

4) To view Authorization Comments, click the white triangle [Authorization Comments](#) located within the gray bar.
My Out-of-Pocket Expenses: Adding Expenses

Enter your out-of-pocket expenses within the Reimburse Me column.

Do not request reimbursement for any expense that has already been paid by the University.

- Amounts from the Authorization will be listed under the Authorized Amount column.
- Any pre-paid expenses will also display under the University Paid column, but only if the PCard transaction is reconciled or small purchase voucher is paid. Prepaid expenses must reference the authorization number for the corresponding travel.
My Out-of Information Icons within My Out-of Pocket Expenses

Within the *My Estimated Expenses* section icons are placed next to each expense. These links will direct you to policy and procedure information directly related to the expense. For example, when you click the icon located on the lodging expense line, you will be given policy information related to lodging.
My Out-Of Pocket Expenses: Adding Comments

• Comment boxes are located next to each expense under *My Out-Of-Pocket Expenses*. To enter a comment, type in the comment box and click save at the bottom of the page to capture your comment. To add a new comment, simply type over the existing comment and hit save.

• Any comments placed within these boxes will be recorded in *Comment History*.

• Use the icon to access the *Comment History* for an expense line.
My Out-of-Pocket Expenses: Adding Mileage

To add mileage, use the calculator icon located on the Mileage expense line under Transportation. The Mileage Calculation will display. Enter the actual roundtrip mileage.

• Mileage under 101 miles will automatically calculate at the higher mileage rate.

• Mileage over 100 miles will calculate at the lower mileage rate.

• To add additional mileage rows use the icon. Enter dates sequentially, to avoid receiving a system error.
My Out-of-Pocket Expense: Adding Per Diem Meals

To add meals, use the calculator icon located on the **Meals** expense line under **Conference Fees & Meals**. The **Meals Calculation** page will display.

- Exclude any meal included in a conference fee, workshop fee, lodging fee, etc., which is predetermined and can not be excluded, by checking the appropriate boxes.

- Check the box located within the red area to certify the meal expense.

**Proof of payment/receipt required for all expenses claimed, except for per diem meals.**
My Out-of-Pocket Expense: Certifying the Reimbursement

All travelers must certify that the expenses claimed were for a business purpose and that they have not received prior reimbursement, nor do they anticipate other reimbursements, for the amounts claimed. The traveler will certify their expenses online. Only the traveler can certify their expenses. If a proxy user enters a reimbursement for a traveler, the traveler will receive an email with a link to the reimbursement. The link will direct them to the portal where they will go into the reimbursement to certify their expenses.

Total Out-of-Pocket Expenses: $153.40

I certify that I have incurred the expenses claimed above for the business purpose as listed and that I have not received or anticipate other reimbursement for the amounts claimed.
My Receipts: Adding Documents to the Reimbursement

Option A: Uploading

- As expenses are entered into the *Reimburse Me* column, links are inserted into *My Receipts*. This will provide an indication of the documentation required for reimbursement of the expense.
- Supported document types include JPEG, TIF, and PDF.
- Multiple documents can be uploaded using the *Multiple Receipt Categories* upload link.

Funding Source

- Verify listed project/phase is valid
Routing Approval: Routing the Reimbursement for Approval

Below is the possible workflow of a Travel Authorization. The workflow is dependent upon the details of the reimbursement and the business processes of a college or department. Within the workflow, **Supervisor, Funding, and Travel Audit** approvals are required for all travel reimbursement processing.

<table>
<thead>
<tr>
<th>Initiator</th>
<th>Traveler → Certification</th>
<th>Dept./College → Funding</th>
<th>College → Research Funding</th>
<th>Supervisor →</th>
<th>Campus → Approval</th>
<th>Travel Audit</th>
</tr>
</thead>
</table>
# Reimbursement Approvers Defined

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler Certification</td>
<td>Inserted into the workflow if the traveler did not complete their own reimbursement. The travel must check the box to certify their claimed expenses listed under Section 2: My Out-of-Pocket Expenses.</td>
</tr>
<tr>
<td>Dept./College Funding</td>
<td>Funding approval for all projects, except grant funds. Approvers are assigned through Workflow Administration.</td>
</tr>
<tr>
<td>College Research Funding</td>
<td>Funding approval for grant projects. Approvers are assigned through Workflow Administration.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Supervisory personnel certify the reimbursement request as necessary and proper and they must require documentation from the traveler to substantiate that the travel was necessary and accomplished. Initially, this assigned supervisor will come from HR information. This can be changed on the reimbursement to accommodate the business needs. The Supervisor should be verified prior to the traveler submitting the reimbursement for approval.</td>
</tr>
</tbody>
</table>
### Reimbursement Approvers Defined – cont.

<table>
<thead>
<tr>
<th><strong>Campus Approval</strong></th>
<th>Option workflow step, dependent upon the business needs of a college or department. Approvers are assigned through Travel Approval Set-up. These approvers were formerly titled Final Approver. If no longer needed, remove from the Travel Approval Set-up page.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ad-Hoc</strong></td>
<td>Additional approvers and reviewers inserted into the existing workflow to accommodate special business needs. Use the green located within the workflow to add.</td>
</tr>
<tr>
<td><strong>Travel Audit</strong></td>
<td>Performs the final audit of the travel reimbursement request.</td>
</tr>
</tbody>
</table>
Additional Information
### Complete List of All Available Expenses

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Lodging</th>
<th>Conference Fees &amp; Meals</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Taxes</td>
<td>Business Center/Computer Use</td>
<td>Conference/Registration Fees</td>
<td>ATM Fee</td>
</tr>
<tr>
<td>Alternate Mileage Rate</td>
<td>Fax</td>
<td>Excess Meals</td>
<td>Athletic Allowance</td>
</tr>
<tr>
<td>Baggage/Other Fees</td>
<td>Hotel Safe Fee</td>
<td>Meals</td>
<td>Books</td>
</tr>
<tr>
<td>Bus</td>
<td>Internet</td>
<td>Meals Under Per Diem</td>
<td>Cell Phone Rental/Prepaid</td>
</tr>
<tr>
<td>Gas</td>
<td>Lodging Fees/Taxes</td>
<td>Membership Fees/Dues</td>
<td>Coach Packet</td>
</tr>
<tr>
<td>Mileage</td>
<td>Phone</td>
<td>Printing Fee</td>
<td>Currency Conversion Fee</td>
</tr>
<tr>
<td>Other Ground Expense</td>
<td>Photocopy Charges</td>
<td>Training Materials</td>
<td>Event Admission Charges</td>
</tr>
<tr>
<td>Parking</td>
<td>Tips/Lodging</td>
<td>Workshop/Training Fees</td>
<td>Express Mail/Shipping Fee</td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td></td>
<td></td>
<td>Internet Access Fee</td>
</tr>
<tr>
<td>Shuttle</td>
<td></td>
<td></td>
<td>Other Expense</td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
<td></td>
<td>Permit Fee</td>
</tr>
<tr>
<td>Tips/Transportation</td>
<td></td>
<td></td>
<td>Supplies</td>
</tr>
<tr>
<td>Tolls</td>
<td></td>
<td></td>
<td>Tips</td>
</tr>
<tr>
<td>Train</td>
<td></td>
<td></td>
<td>Tours/Business Only</td>
</tr>
</tbody>
</table>
University Policies & Procedures

**Subsistence Per Diem**

<table>
<thead>
<tr>
<th>Subsistence Per Diem Rates</th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$8.30</td>
<td>$8.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.90</td>
<td>$10.90</td>
</tr>
<tr>
<td>Dinner</td>
<td>$18.70</td>
<td>$21.30</td>
</tr>
<tr>
<td>Lodging</td>
<td>$67.30</td>
<td>$79.50</td>
</tr>
</tbody>
</table>

* Amounts over per diem are considered Excess Meals or Excess Lodging

**To Qualify for Per Diem**

1. Traveler must be acting in an official capacity, as required by his or her work activities.
2. Destination must be 35+ miles away from duty station or home.
3. Must be in overnight travel status to qualify for lunch.

[http://www.fis.ncsu.edu/controller/memos_news_tips/](http://www.fis.ncsu.edu/controller/memos_news_tips/)
Mileage

• If less than 101 miles per day of travel: 53.5 cents/mile
• If 101 miles or greater per day of travel: 17 cents/mile

1. Encouraged to use State Term Rental Contracts or a Motor Pool vehicle.
2. Mileage is calculated from duty station or home, whichever is closer.
3. Extension, Recruitment, and Development receive the higher rate.
University Policies & Procedures – cont.

Form Resources:

http://controller.ofa.ncsu.edu/thetravelcenter/travel-forms/

**AP101**: Blanket Travel Authorization

**AP102/AP103**: Employee Travel Authorization & Advance-Reconciliation Form

**AP104/AP105**: Employee Travel Authorization & Advance-Reconciliation Form

Travel Advance Requirements:

http://controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/travel-advances/