University of Iowa



ProTrav Travel Training

Accounts Payable/Purchasing/Travel 202 PCO Iowa City, IA 52242



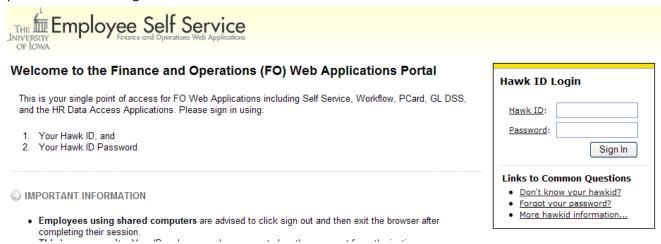
PROTRAV TRAVEL TRAINING DOCUMENT

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Signing Into ProTrav

Access ProTrav though the Employee Self Service Portal at https://hris.uiowa.edu/portal/. Enter your HawkID and password and click Sign In.



This will take you to the Self Service Menu screen. Click on the Administration Tab to find the link for ProTrav (PCard Vouchers & Travel).



Start Page

Your Travel Start Page will appear on the right side of the window. This page displays the following travel information at a glance:



My Payments

This section will display advances and/or reimbursements processed for you in the past 30 days.

Payment Information for my Travelers

This section will display advances and/or reimbursements processed for anyone in your "my travelers" in the past 30 days.

New Trips

Trips will be displayed in this section from the time the trip is created until 30 days after the trip end date. Trips will be displayed in this section for the traveler and for the person who initiated the trip setup.

Travel Forms Awaiting Your Approval

This section includes travel forms awaiting your workflow approval.

Travel Expense Vouchers In-Progress

This section contains any travel voucher that has been started by you or is for you, but has not been completed or routed to workflow for departmental approval. The voucher has to have at least one "out of pocket" expense saved in order to be displayed.

Outstanding Advances

This section contains any advance that has been issued but has not been cleared (TEV has not been submitted and processed by the Travel Office). Outstanding advances will display for you as the traveler, trip owner, reconciler (voucher initiator), and/or users with upper level access.

Overview of the Sidebar

Create new trip, Create TEV and Copy Trip

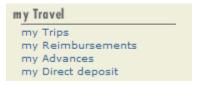
Use the Create new trip link to set up a trip and/or request a cash advance for individuals not listed in your my Travelers. Use the Create TEV link to document expenses and request reimbursement for individuals not listed in your my Travelers. You may create a trip for any UI employee, student or non-ui employee.

Use the Copy trip link to create a new trip by copying the information from a previous trip. You may change the traveler &/or trip dates during creation. Once the trip has been created additional details may be edited.



My Travel

Shows travel information specific to you, the traveler.



My Trips

Displays all of your visible trips, the Create a Trip link takes you to the trip wizard and automatically enters you as the traveler. From this window, you can also search for trips for other travelers by entering information in the search section, then click

Search Trips

.

**Note: Hidden trips are trips that are no longer active and do not display on your search results. If you wish to view hidden trips, change the display field from "Visible trips" to "Hidden trips".



My Reimbursements

This section displays reimbursements to you for the last six months, last twelve months, or forever, depending on how you choose to view your information. You can review the trip details by clicking on the Voucher ID.



My Advances

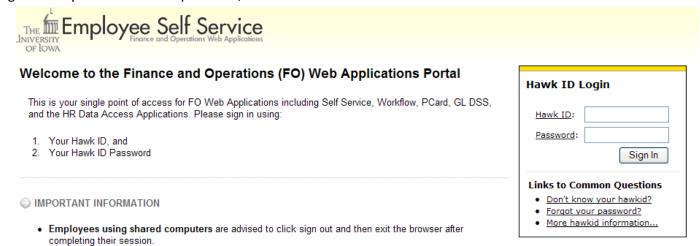
This section displays advances to you for the last six months. You may click on the down arrow next to the "Show" search to review all advances issued to you.



My Direct Deposit

This link will open a new screen with the Employee Self Service page to be able to review or update your direct deposit information. This section provides you with the ability to define a different account for travel reimbursements than payroll deposits if you wish.

Sign in with your HAWKID and password, and then click on the Personal tab.



Under the Payroll header, click Direct Deposit. This will take you to your current Direct Deposit information and allow you to edit the entries.



My Travelers

This section lists all travelers you have reconciling or viewing rights to. You may create a trip for any UI employee, student or non-ui employee without them being listed under your my Traveler's section. If you create the trip, you have access to that particular trip and do not need access to all trips for a traveler.



When you click on ext to an individual traveler's name from my Travelers section, links will display so you can select which information you wish to access. You may view trips, reimbursements and advances. Selecting Trips takes you to the Trip Manager. From this one panel you can view trips created for this traveler, access trip information and create, edit or view forms.

My Preferences

This section allows a user to add Favorite MFK's, select to receive e-mail notifications and request or assign access to Travel.



Favorite MFK's-ProTrav users can store favorite MFK's in ProTrav for any form including Procurement Card Vouchers, agreements and travel related forms (Trips, Cash Advances or Travel Expense Vouchers). This link can be found under both the PCard and Travel components.

E-mail Notifications-ProTrav users can elect to receive email notifications in the following situations:

As a cardholder, or reconciler of a Procurement Card Voucher, a user can be notified when the current Procurement Card billing cycle has ended and their assigned Procurement Card Voucher has been assigned and is ready for completion/submission.

*Notification will only be sent if transactions have posted.

Travelers may be notified when any travel related payment has been made to them by direct deposit.

Access to Travel

From this section travelers can be added, removed or reconcilers for your travel can be requested.

• **Pending Requests**- This screen will display any requests that need your attention. By clicking on the action it will either grant access or deny access.

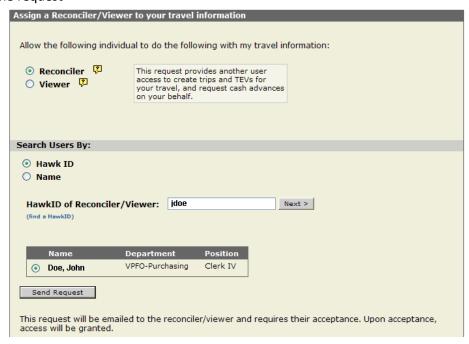


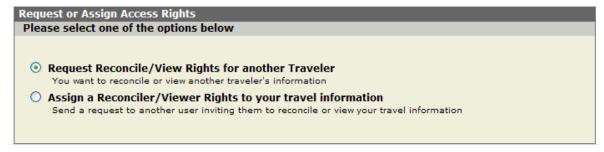
Request or assign access rights- This link is where you request or assign access. You may request to be a
reconciler/viewer for another traveler, or you can request that another University employee have access to
reconcile/view your travel.

Assign a Reconciler/Viewer Rights to your Travel Information

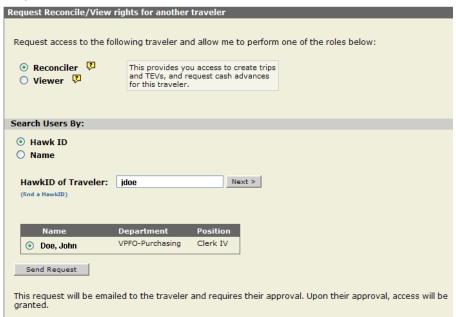


- 1. Select if you wish to grant the user reconciler or viewer rights
- 2. Search for the user by HAWK ID or Name
- 3. Send the request

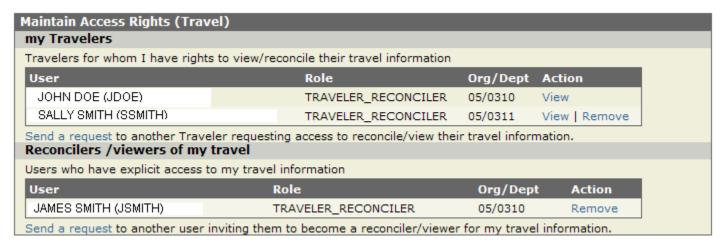




- 1. Select if you which to obtain reconciler or viewer rights
- 2. Search for the traveler you are requesting access by HAWK ID or Name
- 3. Send the request



• Maintain access rights- From this screen, you may review or edit the users who have access to your travel information. It will also list any traveler you have access to. If you no longer wish someone to have access to your trips or if you no longer need access to someone's' trips, click Remove.



Searches

Search Contracts-Provides you with a listing of vendors the University of Iowa has established contracts. **Search Trips** allows you to search for trips you have access to.

Reports and More Forms

Users can generate a travel spend summary report for you, your travelers, or your Org/Dept. Reports are limited to only those travelers you have access to and only those expenditures that have been sent to General Ledger (TEV's in progress are not included).

Users can generate a report for aging TEVs. Reports are limited to only those travelers you have access to and only those TEVs with at least 1 out of pocket expense on them.



The **Non UI Acknowledgement of Expenses** form can be used for travelers to sign and use as their approval for the Travel Expense Voucher if they do not have access to e-mail.

Access Request form is to be used by individuals requesting access to additional roles for either the PCard or Travel component of ProTrav. Card owners and Travelers do not need to complete this form to access their own card or travel information, or support staff to add travelers to their "my Travelers" or to process TEVs.

Travel forms Take you to the Travel Website that lists the Tax Exempt forms and information as well as the printable version of the Non UI Acknowledgement of Expenses.

Create New Trip

A trip should be created for anyone traveling on behalf of the University, regardless if the University is funding the trip or a 3rd party is paying the expenses. Registering a trip will ensure that there is necessary information to get ahold of a traveler should the need arise due to an emergency situation.



Click Create new trip on the sidebar to the left.

You may create a trip for any UI employee, student or non-ui employee without them being listed under your "my Travelers" section.

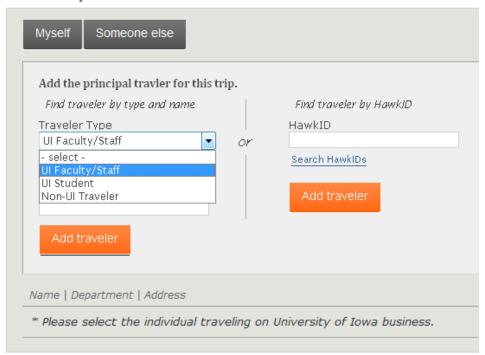
Step One - Travel Information

Principal Traveler-Who is Traveling: Indicate whether the traveler is yourself or another individual. When "Myself" is selected, it will enter you as the traveler.



If you select someone else, you may search for UI Faculty/Staff, UI student or Non-ui Traveler. If searching for UI employee or student, you may search by their HAWK ID.

Principal Traveler



Click "Add traveler", a list of all who match the criteria you listed will be returned. If there is only one result, the name will automatically populate.



If more than one result, select the appropriate traveler by clicking on the radio button to the left of their name.

Trip Essentials

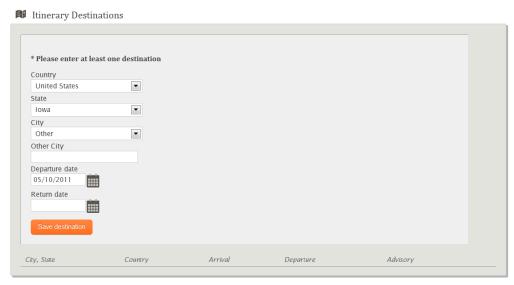
Purpose of Travel

Enter Trip Description, Purpose of Travel, select Individual or Group travel and Type of travel. Comments may be added but are not required.



Itinerary Destination-Where and when travel will take place

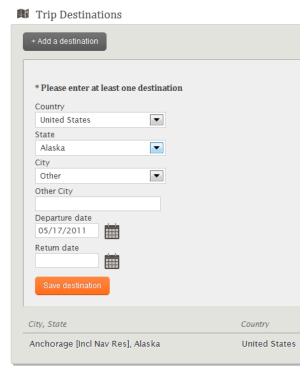
Enter the Destination Country, state and city. If the desired city is not listed, select other and type the city name in Other City box. Enter the traveler's departure and return dates.



Click Save Destination.



To add additional destinations to this trip, select Add a destination. Be sure to not use the same travel dates as already saved. For exampe, The traveler is in Alaska 5/17-5/20, then going to California 5/20-5/22.



Click Save destination. To add more destinations, continue to select Add a destination. Once all destinations have been added scroll to the next section.

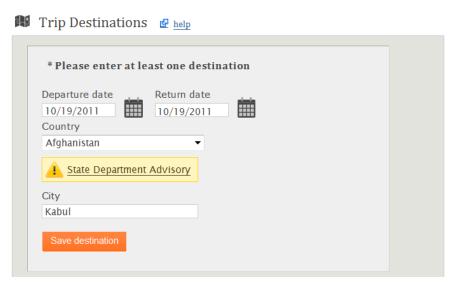
Originating Location – For UI employee travel to Iowa City

Once the destination of Iowa City, IA has been entered for a UI employee, this section appears which requests additional required information.

Once the information has been entered, select Save Location.

International destinations with travel advisories

If a trip is being created to a destination that has been issues a travel warning or alert by the US State Department, a link will appear that the user may click to review the travel warning or alert.



Once the user clicks on the link, a window will open with the complete text of the advisory which includes additional links to the US State Department website. This advisory may be accessed through the trip summary after the trip has been created.

Advisory e-mail notifications- If a new advisory is issued after a trip has been created, an e-mail notification will be sent to the traveler and workflow approvers announcing details of the new advisory.

Destination Address - where the traveler will be staying.

If it is known at the time the trip is being created, it is requested you enter where the traveler will be staying. In case of an emergency, it will be known where they are.

Add a destination address. Addresses assist the UI in locating travelers during an emergency. Associated Destination - select a destination - \blacksquare Type • - select -Address Line1 Address Line2 Country United States ~ State \blacksquare - select -City

• Destination Addresses (optional)

If the traveler is staying multiple places, you may enter additional addresses. Click Add an address

Parent Dest Type Address

Pating, N/A Hotel 123 Lark Lane Testing, - select - Albania

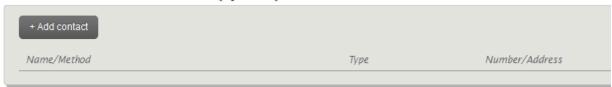
Traveler Contact Information

Contact information directly to the traveler or other designated contact

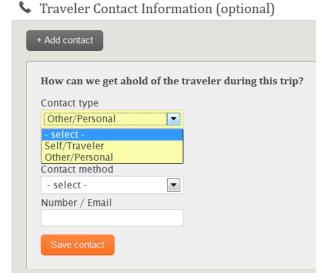
This information is being requested in case of an emergency, departments may get a hold of the traveler quickly. Information includes traveler's cell phone, e-mail, hotel phone number or other means of contact.

Click Add contact

Traveler Contact Information (optional)



The screen will open to an editable state. Enter the traveler your contact information or Other/Personal contact information it may be a cell phone or e-mail address. Click Save contact.



Click Add contact if there are multiple points of contact for the traveler.



Passport

This information is only requested for UI faculty/Staff or Students traveling internationally

Click Add passport to provide the Issuing Country, Passport number, and date of issue. ProTrav will default the expiration date to 10 years past the date of issue. Once this information has been entered, it will default into future trips up to the expiration date of the passport. If the traveler has passports for multiple countries, they may all be added to the traveler profile. Click save passport. If you need to add another passport, click Add passport.



Additional Considerations

Select whether the trip is being funded by University of Iowa funds or not. If yes is selected the user clicks continue, they will be taken to the Funding screen to enter the funding MFK and Cash Advance information if one is needed. If no is selected, you will be taken to the trip summary screen to review the trip information entered in Step 1.



Step 2 - Funding Information and Cash advances

Funding MFK- Enter the funding information for this trip

You may only enter one funding MFK during trip set up. If multiple sources are funding this trip, you may add them at the time you are claiming out of pocket reimbursement to the traveler.

You may add the funding MFK by utilizing your favorites, enter a funding MFK and add it to your favorites, or hand type the funding MFK into the spaces. Once the MFK is populated, click Save MFK



Cash Advance-If a traveler meets certain eligibility requirements or is traveling internationally, a cash advance may be requested.



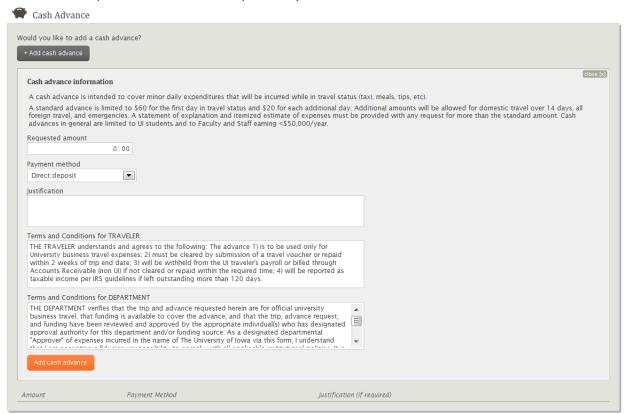
+ Add cash advance

A cash advance is intended to cover minor daily expenditures that will be incurred while in travel status (taxi, meals, tips etc.) A standard advance is limited to \$60 the first day in travel status and \$20 for each additional day. Cash Advances in general are limited to UI Students, and to Faculty/Staff earning <\$50,000/year. The Standard amount will default in based on the trip dates. If a different amount is requested, an email will need to be sent to protrav@uiowa.edu requesting a different amount.

If traveling internationally, the user will type in the amount requested and provide justification.

Select payment method, for University employees, it will default direct deposit for all other travelers, it will default check mail.

If you do not wish to request a cash advance, skip this step.



Click, add cash advance. The advance amount will populate below the request box.

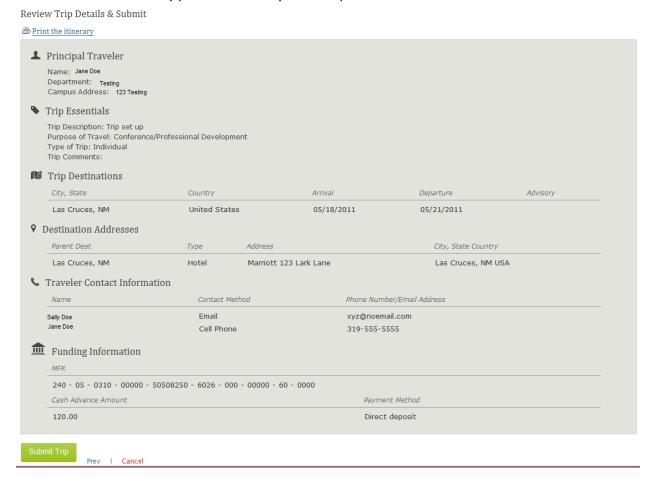


Click continue to move to step 3

Step 3 - Review Trip Details and Submit

This is a summary view of the trip information entered in steps 1 and 2. If all the information is correct, click Submit Trip. If any corrections need to be made click "Prev" to the screen in which the change needs to be made. Edit or delete and re-enter the information and then click Continue until you are back to the Review Trip Details panel.

There is also a link so the user may print the itinerary of the trip.

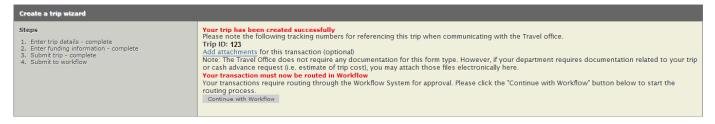


Step 4 - Submit to Workflow

Electronic pre-trip approval through Workflow may or may not be required by the funding department.

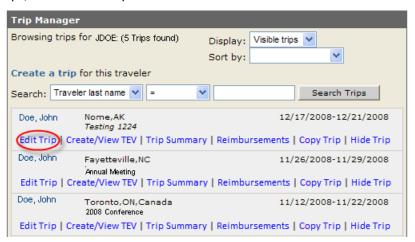
If the funding department does not require electronic approval, and there is no cash advance requested, the trip creation is complete.

If your department does require electronic pre-trip approval, or if a cash advance has been requested, the form must now be submitted to Workflow.

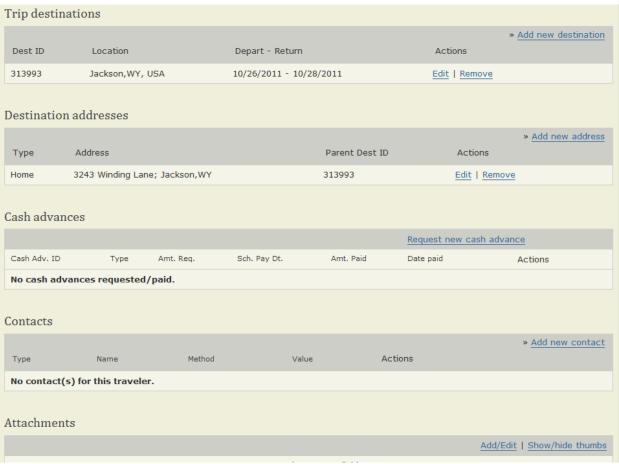


Editing Trip Information after Trip has been Created

If any changes need to be made to the trip information after creating the trip, this can be done from the Trip Summary screen. From the list of trips, click on Edit Trip for the one that needs to have edits done.

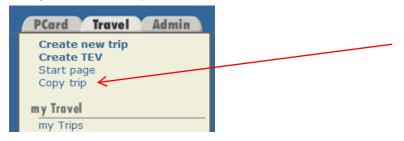


Click on Edit to make any changes to the information already on the trip. To add new information, click on Add new for the appropriate section.



Copy Trip

Function allows user to copy an existing trip already in ProTrav. The traveler &/or trip dates may remain the same or be changed. After the trip has been created the user will be able to make further edits.

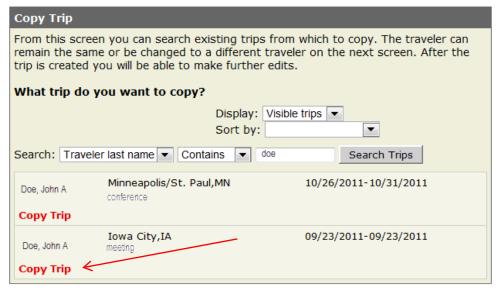


Click Copy trip on the sidebar to the left.

This will open a search screen which will allow the user to search for an existing trip to copy.

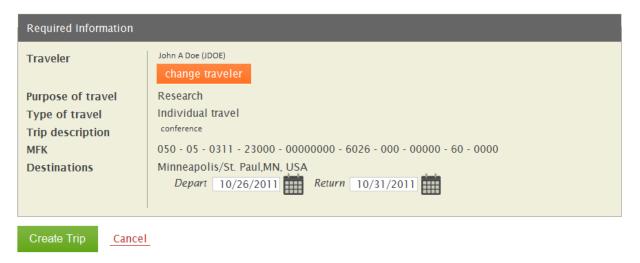


Once the user has entered the search criteria and selected search trips, the results will be displayed similar to the below.



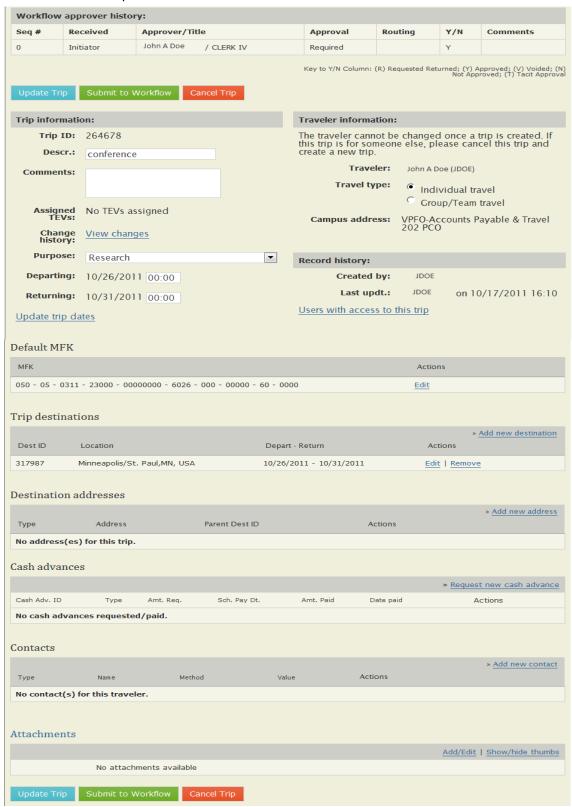
Select Copy Trip for the trip you wish to copy.

The next screen will look similar to the below. Review the trip information. Only the traveler and/or the destination dates may be edited at this time.



Select Create Trip to create the copied trip.

The next screen will be the trip summary page, similar to the below. Additional changes may be entered and the trip may be submitted to workflow if required.



Create TEV



Click on Create TEV on the sidebar to the left.

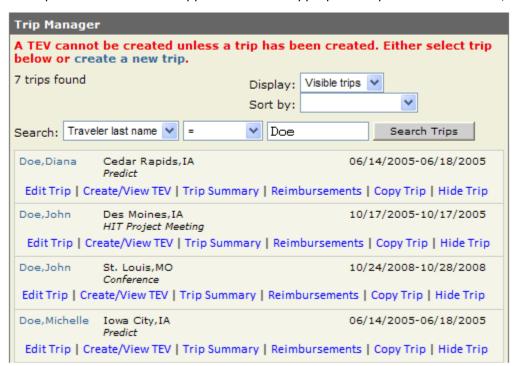
The trip manager displays and asks you to choose a trip or create a new trip. To search for a traveler enter the requested information and click

Search Trips

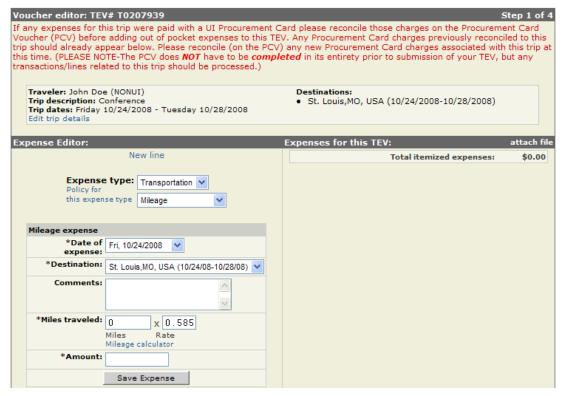
...



A listing of all current trips for the traveler will appear. Select the appropriate trip and click on Create/View TEV.



The Voucher editor is where out of pocket expenses are claimed for reimbursement.



Expense Editor-the left side of the screen is where you add out of pocket expenses.

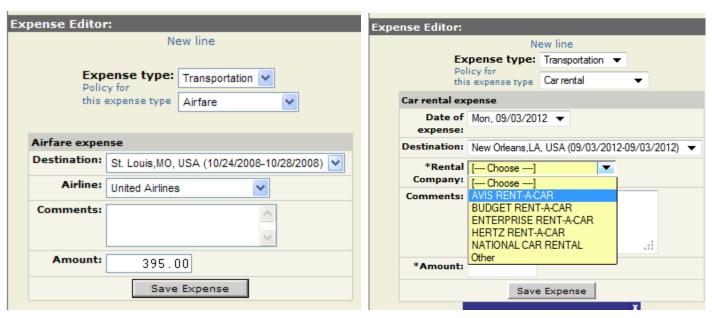
Expense Type

Transportation is the default expense type when the screen opens. For each type of expense, there is a link "Policy for this expense type". Click this link to view the Operations Manual text on each particular type of expense. Throughout ProTrav, there are additional links which give you more information on specific types of expenses.

Transportation expense has sub expense types which are listed below.



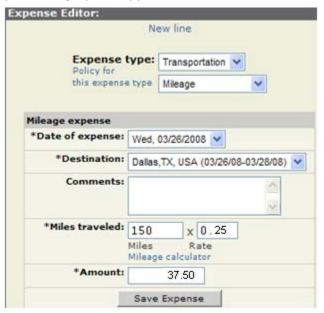
Airfare & Car Rental: When claiming airfare &/or car rental, select the appropriate vendor and enter the amount of the expense.



Mileage Expense: ProTrav has business rules in place so when you enter your mileage the correct rate will default into the rate field and the total reimbursement will be calculated for you. An "Approved Travel Office Mileage Calculator" link is provided to determine or check mileage between points of travel.

You have the ability to edit the mileage rate by entering the applicable rate into the rate section of this screen. A drop-down box will appear and you will be required to specify the exception category that applies. Click Save Expense.





Tolls, taxi/shuttle, bus, and train: These expenses are listed under Transportation and are entered in a similar manner. Complete the expense editor for the transportation expense by selecting the date of expense, entering the amount and click

Save Expense for each item.



Hotel expenses Travelers are encouraged to ask for the discounted rate when making reservations (i.e. the government/educational/corporate rate). Lodging rates set by federal regulations will be used as a guide in determining whether cost is reasonable.



Once Hotel has been selected, you will need to then select the sub expense type.

You can change the date of expense, or if this is a multiple destination trip, you can change the destination in which you are expensing. Once you have entered the base room rate, the taxes and number of nights stayed, the total should be listed in Total hotel expenses. This should match the folio, excluding any additional charges such as parking or internet service or a prepaid deposit.



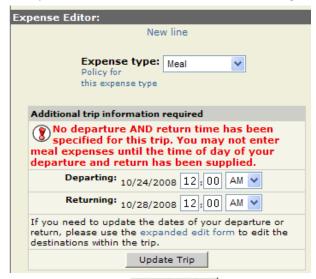
Once you have entered the hotel rate information, select if the hotel was the official conference site, then click

Save Expense . The expense will then be displayed on the right hand side.



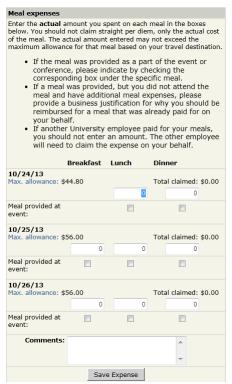
Each time you save an expense it will appear on the right side with a running total shown.

Meal expense Select Meal in the Expense Type drop-down box. A new section, "Additional trip information required" will appear. You will be required to enter departure and return times before the meal grid will appear.



Enter the time of departure and return for the trip and click. Update Trip

10/26/13 10:00 PM. The meal grid displays available meals for this trip. It also lists the daily allowance for the destination city. For partial days of travel the eligible meals are listed and the amount is prorated to the amount allowed. Enter the actual meal expenses up to the maximum daily allowance. Once you have entered an amount in a box, tab out of the box to save the expense.



If you go over the max allowance for the day, a justification box will appear requiring an explanation of the situation. Once the justification has been updated it will be add to the Total Claimed amount.

10/25/13 Max. allowance:	\$56.00	20.00	Total claimed: \$70.00				
Meal provided at event:							
Maximum allowance for this day is \$56.00. Please reduce the claim or provide an explanation,i.emeal for multiple persons(specify who). You will be notified if this exception can not be approved or if additional information is required. Justification: meal for 2							
		*					

Save Expense

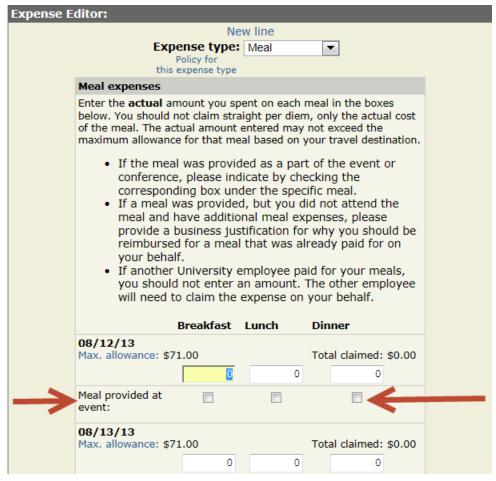
Once the meals have been expensed, click

Conference/Workshop Provided Meals:

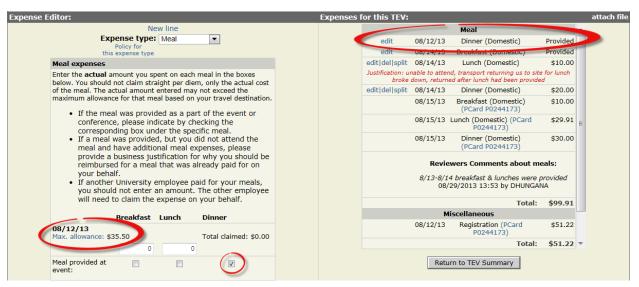
Per University policy, travelers should not incur expense or request reimbursement for meals provided by a conference or host. To facilitate this policy, ProTrav has been updated to include a check box for departments and Accounts Payable to identify meals provided. If meals have been marked as provided, the daily allowance will be adjusted accordingly.

Departments are expected to review conference/meeting materials (i.e. agenda, itinerary, brochures) and denote on the travelers expense voucher any meals provided. If Accounts Payable has identified a meal as provided and the traveler claims that meal as procurement card or out of pocket expense, the traveler will need to provide a justification as to why they did not participate in the meal.

From the Travel Expense Editor, within the meal grid, check boxes have been added to indicate if a meal has been provided at the conference/event. The check boxes correspond with meal and date.



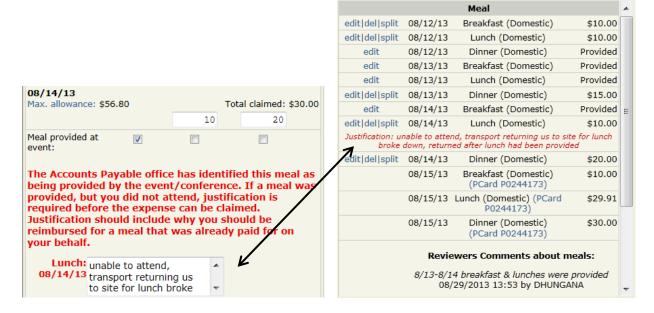
Once a meal has been marked as provided, the maximum daily allowance for that date will recalculate. The meal will display as "Provided" on the right side under "Expenses for this TEV".



If meals have been marked as provided by the AP audit staff, they will also display as "Provided". Any comments added by the AP audit staff regarding meals will display at the bottom of the meal section.



If a meal is unchecked which was previously identified as provided by the AP audit staff, the system will require a justification be provided.



Meals on the TEV summary screen will display similar to the below. If marked as "Provided" by AP staff, their comments will display.



Editing Expenses-While on this screen you can make changes to a saved expense by clicking on one of the options to the left of the expense. |edit|del|split|



- Edit-provides you with the ability to change any part of the expense that you have entered. Once you have made the change you will need to click on Update Expense and this will change the information on the right hand side of the screen.
- Delete, it will remove the expense from the voucher.
- Split- if the traveler has paid for another University of Iowa traveler's portion of an expense, such as they shared
 a hotel room, the other traveler needs to be identified. Instructions on how to split an expense is shown later in
 this document.

Miscellaneous expenses Select Miscellaneous in the Expense Type drop-down box. Then choose the specific expense category such as Baggage/Other tip in the drop-down box below it. Change the date if necessary, make any comments you want recorded, and enter the total dollar amount.

Click Save Expense



Other expense should be used when the item you are expensing doesn't fall under any of the other categories. The system requires a description to be entered when using this expense.



Splitting Expenses/Travel Reimbursement for Expense/s Claimed on Behalf of another UI Traveler

When a traveler has paid for their own expense along with another University employee's portion, this is referred to as a "split expense". Examples of such claims may include shared hotel, travel meals, taxi, cab or shuttle.

Before the expense can be claimed each traveler must have an existing and approved trip in ProTrav.

The traveler who incurred the expense (primary) enters the entire amount incurred. Once this has been saved, then click on Split, this will split the expense between the travelers.



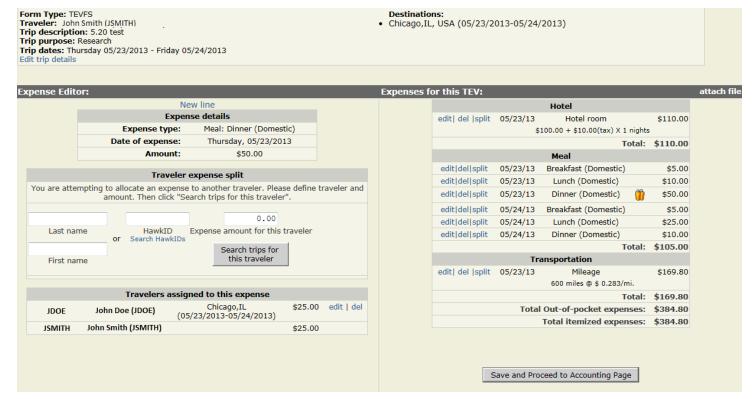
You may search for the other (secondary) traveler either by last/first name combination or HawkID. Enter the traveler and expense amount, the select search trips for this traveler. The system will return a list of trips which contain the

same date as the expense to choose from. Select the appropriate trip by clicking Split to this trip. If the appropriate trip is not returned, or there are no trips, then you may select create a trip for the traveler.

The system will mark this transaction as a split expense.



The additional person(s) will be added to the Travelers assigned to this expense box. In the right column you will see an icon that indicates the expense is for multiple people. The MFK split for the two travelers will be assigned later in the TEV creation process.



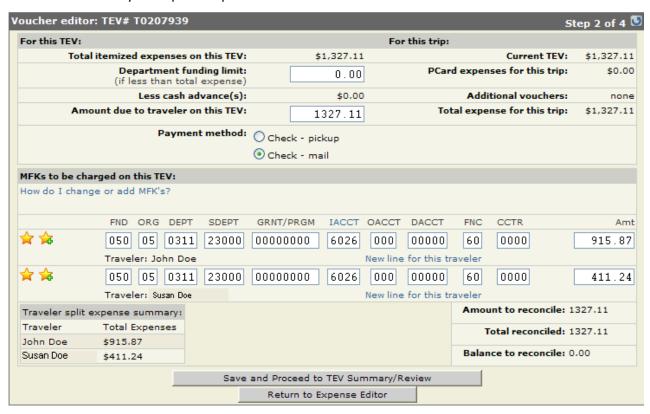
After you have added all the expenses to this voucher and you are ready to complete the voucher, click

Save and Proceed to Accounting Page

The secondary traveler (for which expense is claimed on their behalf) will receive an automated email message from ProTrav. This message will contain details of the claimed expense, and statement that the same expense cannot be claimed on their travel expense voucher. Questions related to the claimed expense are expected to be directed to the individual requesting reimbursement.

Accounting Page

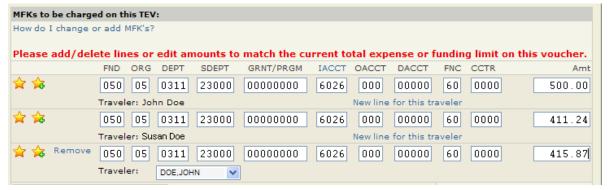
The top section shows a summary of the trip expense totals. This is where you would enter the Department Funding Limit if there is one. If the traveler has direct deposit set up, that will be the default payment method. If the traveler does not have direct deposit set up, the check will be mailed to their home address. The third option is check-pickup, if you select this option, once the check is printed; the Accounts Payable, Travel and Purchasing department will contact you when the check is ready to be picked up at their office.



The bottom section, MFKs to be charged on this TEV, reflects the distribution of the MFKs. To edit an MFK click on the section you want to change and enter the new information, once changes are made click

Save and Proceed to TEV Summary/Review

If you want to allocate more than 1 MFK to a traveler, first change the dollar amount of the MFK listed and then click New line for this traveler this will bring up another line where you will be able to edit the MFK either by entering in the new one or selecting one from your favorites by clicking on the star.



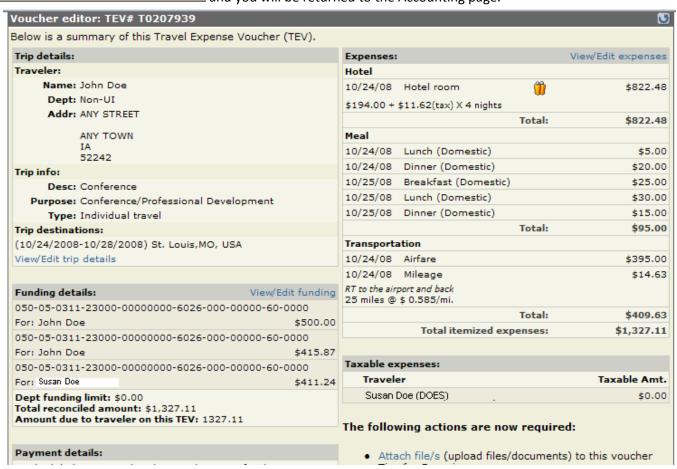
Once all changes have been made and all the information looks correct click

Save and Proceed to TEV Summary/Review

This will take you to the Voucher Editor screen which is a summary of the TEV you have created. This gives you a chance to review the expenses to ensure all has been entered accurately. If any changes need to be made click

View/Edit expenses on the section needing changes. Once you have made the change, click

Save and Proceed to Accounting Page and you will be returned to the Accounting page.

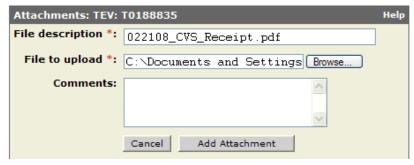


Attaching Receipts-It is required that the receipts be scanned and electronically attached to the voucher.

Click Attach file/s and a new window will open.

	Attachments: T	EV: T0188835	Help			
	File description	n *:				
	File to upload	d*:	wse			
	Comme	nts:				
		Cancel Add Attachment				
Click Browse , navigate to the file you wish to add, then click						
	File name:	022108_CVS_Receipt.pdf	Open			
	Files of type:	All Files (*.*) ▼	Cancel			

You may edit the File description name and add comments. Once you have everything added this screen you can click on Add Attachment you do not need to send the hard copy receipts to the Accounts Payable office. At the minimum the original receipts should be kept by the department until the transaction has been audited and approved by our department.

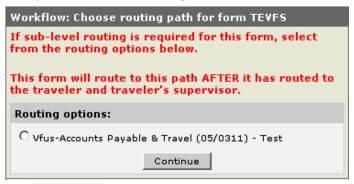


If scanning is not an option, you do have the ability to print the TEV coversheet to attach your receipts to it. Please provide a letter of explanation of why you were unable to scan the attachment.

Print out the TEV coversheet Staple or paperclip all receipts to the coversheet Mail the coversheet with paper documentation to the Accounts Payable Department - 202 PCO Submit the TEV to workflow for approval

Submitting to Workflow

When you click Submit to workflow, you will see the following screen.



Choose the routing option and click Continue. You will be sent to other verification screens. Keep clicking continue until you see the screen below.



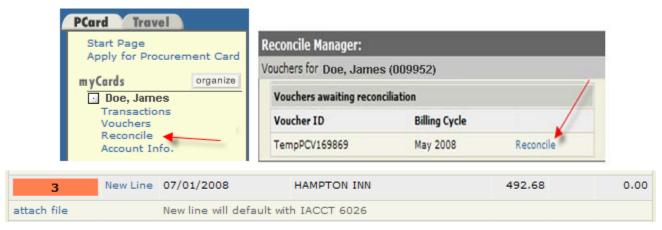
After the form has been submitted electronically you will be able to track the status of the voucher through the approval and payment process within ProTrav.

How to Reconcile a Travel Related Transaction on the PCard

Log into ProTrav through Self-Service and click on the PCard tab on the left-hand navigation



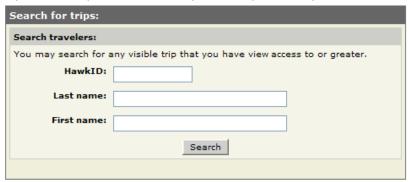
Click on the + next to the cardholder's name you wish to reconcile. Select Reconcile



Click on new line and the line editor box will appear.



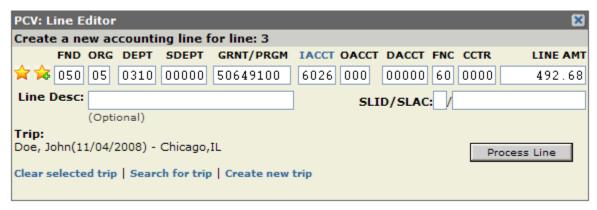
Designate the MFK and amount to be charged. Click on the link "Search for the trip" to locate the trip related to the charge. If trip has not already been set up create a new trip. You may search by HAWK ID or traveler name



Click Reconcile to this trip to attach the appropriate trip to the expense.

Doe, John		
Chicago,IL Meeting	11/04/2008- 11/06/2008	Reconcile to this trip
St. Louis,MO Conference	10/24/2008- 10/28/2008	Reconcile to this trip
Des Moines,IA HIT Project Meeting	10/17/2005- 10/17/2005	Reconcile to this trip
Attend GMAC	11/03/2004- 11/04/2004	Reconcile to this trip

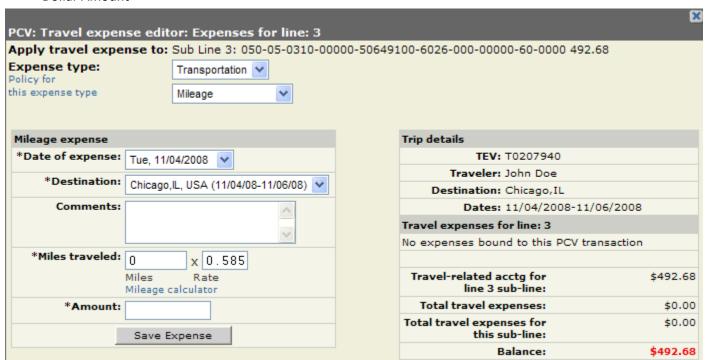
This will enter the travel information to the line.



Once you've clicked on process line, this will bring up the Travel expense line editor for this transaction. This step links the travel related expense to your Travel Expense Voucher.

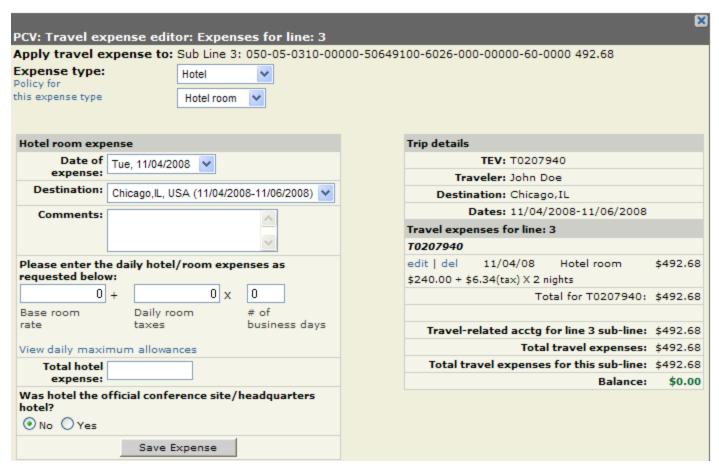
You will need to define:

- Expense type
- Details about the expense
- Dollar Amount



If you would like to review the policy for this expense, click on the Policy for this expense type hyperlink below Expense Type.





After the expense detail has been provided and the amount distributed equals the transaction amount, the balance should be 0.00 and change to green. It should then anchor to the next procurement card expense listed on your voucher. For example, we are working on line 3, it should take you down to line 4 to click New Line.

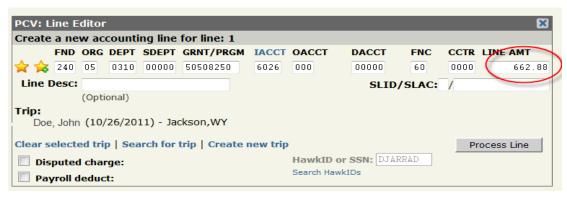
Splitting Travel Expense on PCard

This would be used if a vendor has changed one amount to the card for multiple travelers' expenses. To start the process click on New Line.



On the Line Editor screen search for the first traveler's trip and reconcile to the line. Update the MFK if necessary, in the line amount you will want to change the amount to this traveler's portion of the expense. In this example the \$1325.76 is being split evenly between 2 travelers, so \$662.88 is entered in the Line Amt. Once all the necessary information is

added, click Process Line



Travel Expense Editor Screen

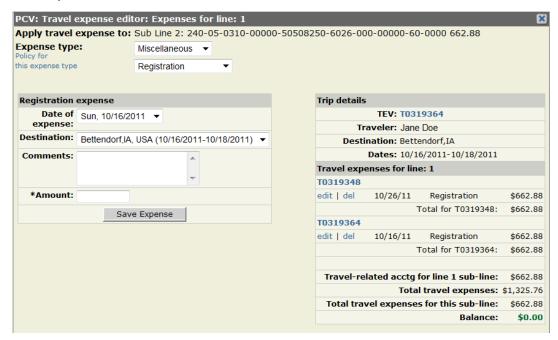


Once the first traveler's information has been saved correctly, it should look like the screen above. The line will show that it's out of balance.



To add the second traveler's information, click on New Line again. The process is the same as before, adding their trip information and then expensing the travel expense to their TEV. On Travel Expense Editor Screen, it will list all TEV's associated with the expense. This example will have two TEV's one for each traveler.

Completed Travel Expense Editor with both travelers information listed.



Once completed, the line will display 2 MFK lines as shown below.



Journal ID's

If TEV/Cash Adv payments are made via direct deposit, the Journal ID will be 5PRTRVLVOU. If payment for either TEV/Cash adv is made by check, the Journal ID will be 2DailyAP. Procurement Card transactions will still post to Journal ID 1WEBPCARD.