

Travel Management - Submitting for Mileage in One Entry

Faculty who supervise student teachers, student nurses, and other clinical oversight often spend much of their time at off-site locations. Submitting for reimbursement using Travel Management can be cumbersome if mileage takes place over several different days. To enter mileage in an efficient manner for reimbursement, it is suggested that the mileage reimbursement for a period (month, quarter, semester) be entered in Travel Management (TM) as one entry for the entire mileage for the period and dated for the last day of the period. For audit purposes, the detailed miles driven by day (mileage log) is required and can simply be scanned and added as an attachment. In order to do so please simply take the following steps.

1. Log into TM and select Create Expense Report

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 you have chosen. A link to this sub-sections overview page will be shown to the left of the ESS application that you can use to return to the overview 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.

Content Area

2. Choose the correct schema (non-overnight travel) and click



Create Expense Report

Employee E

Start

Schema Selection

- Domestic - Overnight
- International - Overnight
- Non-Overnight Travel

3. Enter the general data, destination and additional information fields as necessary

Create Expense Report

1 → 2 → 3 → 4 →

General Data Enter Receipts Review and Send Completed

Employee Schema Non-Overnight Travel

< Previous Step Enter Receipts > Save Draft

Check was successful

Calendar of Trips Attachments (0)

General Data

* Start Date: 01/04/2017 08:00
* End Date: 03/17/2017 16:30
Posting Date: 03/17/2017

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/E9 Erie, PA
* Destination: various clinical sites

Additional Destinations: No destinations entered

Additional Information

* Activity: Teaching Travel
* Reason: over-sight of BSN students at Erie area hospitals
Comment: mileage for the site visits

Cost Assignment: 100.00 % Cost Center 3511138100 (Nursing), Funds Center 3511138100 (Nursing)

Mileage

Total Distance: 0 Mile Enter Mileage Details

4. Save Draft
5. Click on the Enter Mileage Details button. The mileage data dialog box will launch
6. Enter the total miles, the last day of the period, and comments if necessary

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General Data **Mileage Details** General Data Enter Receipts Review

Employee Schema Non-Overnight Travel Start Date 01/04/2017

< Previous Step **Accept** Save Draft

Calendar of Trips

Total Distance Driven: Mile

Mileage Details

New Entry Copy Delete

Date	Miles Driven	Passengers	Start Location
02/28/2017	450	No passengers ▾	

Comment:

Accept Accept and New Entry Change Cost Assignment Copy Delete

< Previous Step **Accept** Save Draft

7. Click on the Accept button located at the top
8. This will summarize the mileage and bring you back to the General Data screen. Click Save Draft.

Employee Schema Non-Overnight Travel

< Previous Step | Enter Receipts > | Save Draft

Calendar of Trips | Attachments (0)

General Data

* Start Date: 01/04/2017 08:00
 * End Date: 03/17/2017 16:30
 Posting Date: 03/17/2017

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/E9 Erie, PA
 * Destination: various clinical sites

Additional Destinations: No destinations entered

Additional Information

* Activity: Teaching Travel
 * Reason: over-sight of BSN students at Erie area hospitals
 Comment: mileage for the site visits
 Cost Assignment: 100.00 % Cost Center 3511138100 (Nursing), Funds Center 3511138100 (Nursing)

Mileage

Total Distance: 450 Mile Enter Mileage Details

9. You now need to add documentation that provides the detailed miles driven by day. This can simply be a paper log that is signed by the chair and scanned/added to the TER. Scan and save locally.

**College of Education
 Travel Expense Voucher Information**

Name

Month/Year January 2019 – Feb. 1, 2019

Date	Leave Time	Return Time	Locations	Mileage
1/24/19	7AM	12PM	Ingomar Middle – Marshall Middle	83.8
1/25/19	7:30AM	3PM	Laurel Jr. Sr. – New Castle Jr. Sr. – George Washington Intermediate	36.1
1/28/19	9AM	3PM	Penn Trafford High School	99.9
2/1/19	8AM	3:30PM	North Hills Middle – Grove City Area High School	99.9

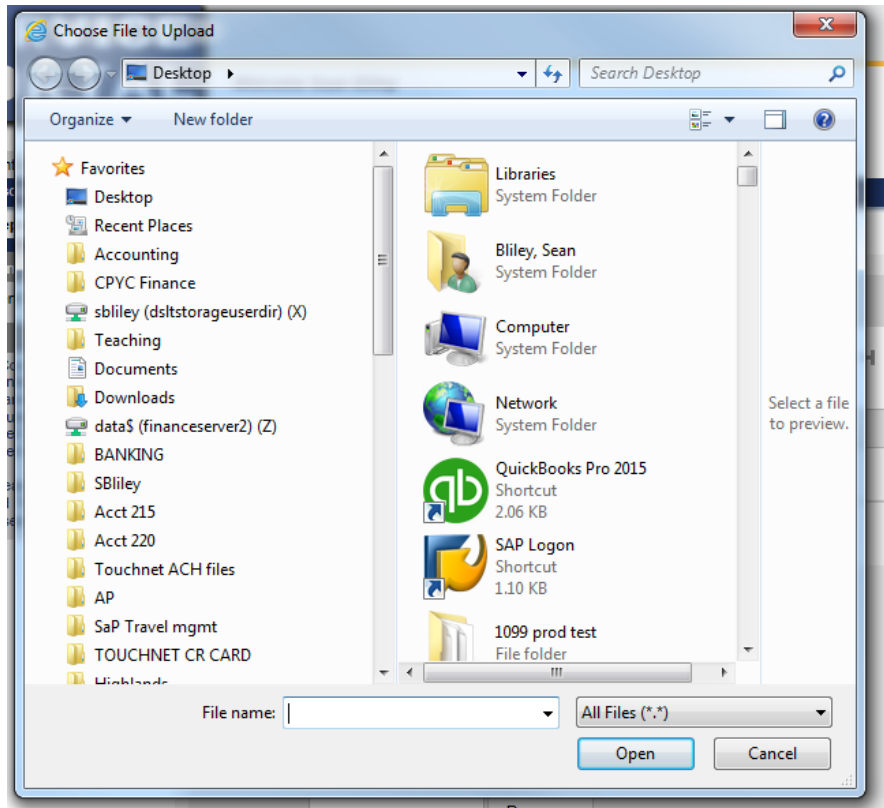
10. Click on the Attachment button

The screenshot shows the 'Create Expense Report' interface. At the top, there is a progress bar with four steps: 1. General Data (highlighted in blue), 2. Enter Receipts, 3. Review and Send, and 4. Completed. Below the progress bar, there are fields for 'Employee' and 'Schema Non-Overnight Travel'. A navigation bar includes '< Previous Step', 'Enter Receipts >', and 'Save Draft'. The 'Attachments (0)' button is highlighted with a red box. Below this, there are sections for 'General Data' (Start Date: 01/04/2017, End Date: 03/17/2017, Posting Date: 03/17/2017) and 'Destination' (Trip Country: Standard Conus Rate, USA, Trip Region: PA/E9 Erie, Destination: various clinical sites).

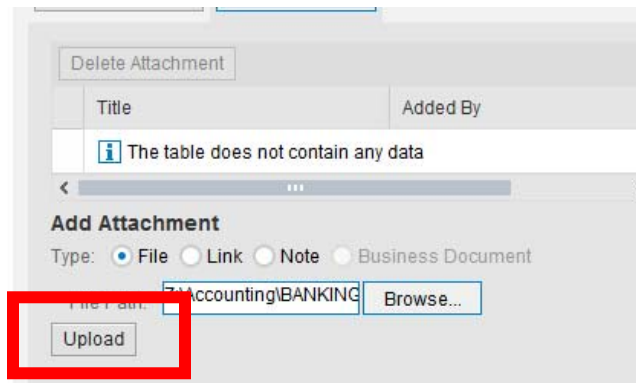
11. This will open the Attachment dialog box. Simply Click on the browse button and find the scanned log

The screenshot shows the 'Attachments (0)' dialog box. It has a 'Delete Attachment' button at the top. Below it is a table with columns 'Title' and 'Added By'. The table is empty, with a message: 'The table does not contain any data'. Below the table is a section titled 'Add Attachment' with radio buttons for 'File' (selected), 'Link', 'Note', and 'Business Document'. There is a 'File Path:' field and a 'Browse...' button highlighted with a red box. An 'Upload' button is at the bottom left.

12. This will launch the Choose File to Upload dialog box. Find and select the scanned log document saved earlier.



13. Click on the Upload button



14. The file will show as added. Click Save Draft.

15. If additional costs are to be added (e.g. parking fees), enter them under Enter Receipts. Click on Save Draft.
16. If everything is entered, click on Review and Send (located at the top)

Summary	
Total Mileage	240.75 USD
Total Travel Expenses	240.75 USD
Amount Reimbursed	240.75 USD
Amount Paid Out	240.75 USD

17. If all travel costs are entered and receipts attached, submit the TER for approval by clicking the Save and Send for Approval radial button and click on **Save and Send for Approval**.
18. TM will confirm that the TER has been saved and sent for approval. The approval log will be populated on the Expense Form. To view the form and check on the status of the approval process click on the Display Expense Form button.

Change Expense Report (3500002634)



Employee Schema Non-Overnight Travel Start Date

< Previous Step

Save and Send for Approval

- ✔ Expense report 3500002634 was saved and sent for approval
- ✔ 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form