

### Travel Request Estimated Expense Adjustment

Given the current fiscal pressures, funds may not be available to fully fund travel. Listed below are the steps to adjust Travel Requests (TRs) to an approved amount.

1. Traveler submits the requested travel. All expected expenses are included. The example below shows the estimated costs of a Travel Request at \$2,357.88. The request is currently awaiting approval.

Estimated Costs	
Calculate	
Travel Mediums	Estimated Costs
Airfare	495.00
Baggage Fee	50.00
Business Meal (auth required)	0.00
Conference Regist	740.00
Gasoline	0.00
Hotel	759.00
Meals/Subsistence	213.88
Mileage Reimb	0.00
Other Miscellaneous Costs	0.00
Parking	0.00
Car rental	0.00
Taxi, shuttle, public trans.	100.00
Toll	0.00
Train	0.00
Z: Unfunded Travel Costs	0.00
<b>Sum</b>	<b>2,357.88</b>

2. If the submitted TR exceeds available funds, then the TR can be adjusted to the available funding level. Supervisors should have the Traveler's Travel Assistant (TA) go into the particular TR and adjust the estimated expenses down to the approved level. This is done by enter a negative (-) number in the "Other Miscellaneous Costs" category. The amount entered should bring the Sum to the approved amount. The example bellows shows an adjustment of -\$357.88. This brings the expected costs to \$2,000.

Estimated Costs	
Calculate	
Travel Mediums	Estimated Costs
Airfare	495.00
Baggage Fee	50.00
Business Meal (auth required)	0.00
Conference Regist	740.00
Gasoline	0.00
Hotel	759.00
Meals/Subsistence	213.88
Mileage Reimb	0.00
Other Miscellaneous Costs	357.88- x
Parking	0.00
Car rental	0.00
Taxi, shuttle, public trans.	100.00
Toll	0.00
Train	0.00
Z: Unfunded Travel Costs	0.00
<b>Sum</b>	<b>2,000.00</b>

3. The Travel Assistant then needs to click on the **Accept** button

Estimated Costs		
Calculate		
Travel Mediums	Estimated Costs	Currency
Airfare	495.00	USD
Baggage Fee	50.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	740.00	USD
Gasoline	0.00	USD
Hotel	759.00	USD
Meals/Subsistence	213.88	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	357.88	USD
Parking	0.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	100.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	0.00	USD
<b>Sum</b>	<b>2,000.00</b>	<b>USD</b>

Navigation buttons: Previous Step, **Accept**, Save Draft

4. This will take the Travel Assistant back to the **General Data** screen. Click on “**Save Draft**”.

**Change Travel Request ( [ ] )**

Progress: 1 General Data, 2 Review and Send, 3 Completed

Employee: Billy, Sean A. (0000000000)

Navigation: Previous Step, **Review**, **Save Draft**

Calendar of Trips | Attachments (0)

**General Data**

\* Start Date: 04/09/2016 07:00  
\* End Date: 04/12/2016 20:00  
Posting Date: 04/12/2016

**Destination**

\* Trip Country: Standard Conus Rate, USA | Trip Region: FLJ01 | Orlando, FL  
\* Destination: Orlando, FL

Additional Destinations: No destinations entered [Ent]

Additional Information

5. Travel Management will confirm the update to the Travel Request. The next approval can now take place.

**Change Travel Request ( [ ] )**

Progress: 1 General Data, 2 Review and Send, 3 Completed

Employee: [ ]

Navigation: Previous Step, **Review**, Save Draft

Travel request [ ] was saved  
some estimated costs are initialized

Calendar of Trips | Attachments (0)