

Travelers' User Guide

If your Travel Coordinator enters trip details on your behalf, you only need to focus on Chapter 8: Approving (or Rejecting) your Travel Expense Report.



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Introduction



- **iTravel** enables Travelers to electronically submit travel reimbursement requests to UCR's central Accounting Office.

But first, all Travel Expense Reports must be routed through a unit's Travel Coordinator, Traveler, and Final Approver, at a minimum.



- iTravel is designed to flexibly accommodate the diverse needs of campus control units and departments.



- This User Guide outlines how a Traveler can use iTravel.
- Since control units and departments may customize the iTravel implementation to suit their own specifications, this User Guide may need to be used with other, unit-specific, guidelines.



- In some departments, Travelers will enter their own travel information into iTravel for submission to their Travel Coordinators.
- In other departments, Travelers will submit their receipts with a worksheet, and their Travel Coordinators will enter the actual trip data into iTravel.



- Some departments have Travel Coordinators who book flights and hotels and make all arrangements for their Travelers
- In other departments Travelers make their own arrangements.
- iTravel is designed to accommodate any of these structures.



Chapter 1 First Use of iTravel



- To use iTravel you need a valid UCR **Net ID** and password, which is normally assigned by your [Tel Coordinator](#) at the time you become a career employee at UCR.
- Students are automatically assigned a Net ID when they matriculate.

Campus Telephone Directory

Monday, July 31, 2006

DLL Ver: 0.1

Your Search Results

Click on a person's Name to view all their information. If your browser has email capabilities, you can send a message to a person below by clicking on their email address. For **on-campus** calls, **dial** the 5 digits highlighted in **Red**.

1 name(s) found:

Name	Phone	Dept Name	Title	Email	UCR Net ID
Adams, Michael E	(951) 827-4746	Entomology	Professor of Entomology & Entomologist	michael.adams@ucr.edu	ADAMS

UNIVERSITY of CALIFORNIA **Riverside** *iTRAVEL* UCR

ENTERPRISE ACCESS CONTROL SYSTEM

SAA Username GARRISON

Available Applications:

- Facilities Management System (FMS)
- Physical Plant Work Order
- Web Recharge
- eBuy - UCR Purchasing System
- Communications Work Order
- Fleet Services
- P&R Work Order
- Mail Services
- Travel
- SuperDope
- UCRFStotals
- PAMIS
- Enterprise Reporting System (ERS)
- UCRFS
- UCR PAN
- eBuy PC+

Application Access for BYRNEF

Application	Role	Org	Account	Fund	Function	Select?
Travel	TRAVELER					<input type="checkbox"/>

- After you have a NetID, your Systems Access Administrator (SAA) must set you up in UCR's Enterprise Access Control System (EACS) with the role of Traveler.

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UNIVERSITY of CALIFORNIA **Riverside** *iTRAVEL* UCR

Accountability Rpt. Trouble Ticket Phone E

Newsroom Budget Accounting Human Resources Academic Personnel Purchasing Audit & Advisory Research Safety

Good Morning, GARRISON

Please visit UCR's EACS site to learn more about becoming authorized to use UCR's enterprise systems.

Authorized Applications

- Facilities Management System (FMS)
- Physical Plant Work Order
- Web Recharge
- eBuy - UCR Purchasing System
- Communications Work Order
- P&R Work Order
- Travel
- SuperDope
- UCRFStotals

Quick Links

- Main
- UCR Tel
- UC At Your Service
- Fidelity Ilet Benefits
- Quicken Statement

Campus News

Seeking a World of New Life? Look in the Trees

Professor Armando Navarro Receives Civil Rights Award

Tools

- Policies and Procedures
- Trouble Tickets
- Storehouse Online
- On-Line Payroll Inquiry
- UCRFS Golden Tree Viewer

iViews Access & Training

- UCR Enterprise Directory
- Enterprise Access Control System
- Enterprise Systems Access
- Instructions
- EACS Accountability Report
- Training & Video Tutorials

To access iTravel, log in to [iViews](#) and click on "Travel" in your "Authorized Applications" list.

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Chapter 2

Roles and Responsibilities



A **Traveler** is an individual who travels on University business. Once an individual is assigned the Traveler role in iTravel, he is authorized to:

- Customize his own Traveler Profile.
- Enter data into the optional Travel Planning module.
- Enter his own detailed expenses in the Travel Expense Reporting module.
- Approve or reject his Travel Expense Report.
- Use the search engine.



Traveler Options

 [Traveler Profile](#)

 [Travel Planning\(1\)](#)

 [Traveler Expense Reporting\(0\)](#)

 [Traveler Expense Approval\(0\)](#)

 [Search Engine](#)

Traveler Coordinators must review all Travel Expense Reports that are routed through iTravel. A Travel Coordinator can:

- Customize any Traveler Profile in her accountability structure.
- Enter data into the optional Travel Planning module.
- Enter detailed expenses in the Travel Expense Reporting module.
- Request a Non-Employee be established as a Traveler
- Use the Search Engine



The **Pre-Approver** role is optional. The establishment of this role for a department depends on how it implements iTravel and the approval requirements associated with an individual Traveler. Pre-approvers can:

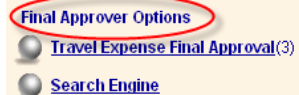
- Approve or reject Travel Expense Reports.
 - If a Travel Expense Report is approved, it is automatically routed to the designated Final Approver(s).
 - If a Travel Expense Report is rejected, it is returned to the Travel Coordinator(s).
- Use the search engine.



A **Final Approver** is the last person to review a Travel Expense Report before it routes to the Accounting Office for reimbursement. The Final Approver's access and rights are identical to those of a Pre-approver, except that no additional approval is necessary.

Final approvers can:

- Approve or reject Travel Expense Reports.
 - If a Travel Expense Report is approved, it is automatically routed to the Accounting Office
 - If a Travel Expense Report is rejected, it is returned to the Travel Coordinator(s).
- Use the search engine.



- **Accounting Office Staff Responsibilities.** After Travel Expense Reports receive final approval and are submitted for reimbursement, Accounting Office Staff can:
- Approve Travel Expense Reports and queue them for reimbursement.
- Reject Travel Expense Reports, an action which returns them to the appropriate Travel Coordinators in the accountability structure.
- Add comments, which are optional when a Travel Expense Report is approved, but mandatory when it is rejected.
- Scan supplemental documents associated with the trip.

Chapter 3 Using the Search Engine



General Options

[Exit Application](#)

Traveler Options

[Traveler Profile](#)

[Travel Planning\(2\)](#)

[Traveler Expense Reporting\(1\)](#)

[Traveler Expense Approval\(1\)](#)

[Search Engine](#)

- After logging into iTravel, click on the Search Engine under Traveler Options.

UNIVERSITY of CALIFORNIA **iTRAVEL** UCR
Riverside

Traveler Id [dropdown arrow]
 Trip Id
 Begin Date
 End Date
 Status
 Traveler Last Name

- Adams, Michael (E854277299)
- Alena, Kobelkova, (E850261370)
- Allen, Lauris (E857899131)
- Allison, Jeremy (E852908663)
- Alvarado, Martha (E853077906)
- Alvarez, Karwal (E85508825)
- Anderson, Darren (E854078622)
- Angle, Steven (E850533083)
- Antonova, Yevgeniya (E858680027)
- Arensburger, Peter (E855474135)
- Arias, Margenta (E854093068)
- Arnold, Elena (E854277695)
- Arora, Arinder (E856995674)
- Arredondo, Jose (E858873754)
- Atkinson, Peter (E851975846)
- Ballmer, Gregory (E852240604)
- Berlles Mury, Carolina (V000000023)
- Baste Pena, Lorena (E859732215)
- Baum, Jim (V000041042)
- Baum, James (V000042147)
- Bayoun, Imad (E851205426)
- Beasley, Donald (V000000042)
- Beckage, Nancy (E850040154)
- Bellows, Tom (E852924454)
- Bennett, William (V000048878)
- Berezovskiy, Vladimir (E859684077)
- Berhane, Tedros (E853038676)
- Bernard, Jana (E855704655)
- Bethke, James (E852090918)

- One of several ways to search for existing trips is to click on the arrow to the right of the Traveler ID field and select your name.
- The result will be all of your trips that have been processed in iTravel.

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UNIVERSITY of CALIFORNIA **iTRAVEL** UCR
Riverside

Search Results

[Back To Search](#) [Menu](#)

Trip ID	Traveler ID	Traveler Name	Purpose	Status	Condition
T101231	E854277299	Michael EDWARD Adams	ATTEND THE 2004 ESA ANNUAL MEETI	APPROVED	Normal
T101234	E854277299	Michael EDWARD Adams	Attend the 46th Annual Drosophil	APPROVED	Normal
T101262	E854277299	Michael EDWARD Adams	ATTEND NEUROSCIENCE 2004 MEETING	APPROVED	Normal
T101269	E854277299	Michael EDWARD Adams	PRESENT SYMPOSIUM LECTURE AT THE	COORDINATOR IN PROGRESS	Withdrawn
T102716	E854277299	Michael EDWARD Adams	Attend conference and present le	TRAVELER IN PROGRESS	Normal
T103062	E854277299	Michael EDWARD Adams	ATTEND ANNUAL DROSOPHILA CONFERE	TRAVELER IN PROGRESS	Normal
T104021	E854277299	Michael EDWARD Adams	To visit BSF Co-Investigator Dr.	SUBMITTED	Normal

A sample search result

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Search Existing Trips

Traveler Id:
 Trip Id: Prefix Number Suffix
 Begin Date:
 End Date:
 Status:
 Traveler Last Name:

- Another way to search for existing trips is to enter the Trip ID, if you know it.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Search Existing Trips

Traveler Id:
 Trip Id: Prefix Number Suffix
 Begin Date:
 End Date:
 Status:
 Traveler Last Name:

Calendar - Micr...

August

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

2006

- You can search existing trips by entering the begin or end dates of the trip.
- When entering dates, it is best to use the calendar popup window so the formatting is correct.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Search Existing Trips

Traveler Id

Trip Id Prefix Number Suffix

Begin Date

End Date

Status

Traveler Last Name


- You can search by entering the traveler's last name.
- If there are others in your accountability structure with the same last name, it may be better to use the Traveler ID search dropdown menu.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Chapter 4

Setting up a Traveler Profile



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UNIVERSITY OF CALIFORNIA Riverside **iTRAVEL** UCR

General Options

- [Exit Application](#)

Traveler Options

- [Traveler Profile](#)
- [Travel Planning\(1\)](#)
- [Traveler Expense Reporting\(1\)](#)
- [Traveler Expense Approval\(0\)](#)
- [Search Engine](#)

Pre Approver Options

- [Travel Expense Pre Approval\(0\)](#)
- [Search Engine](#)

Final Approver Options

- [Travel Expense Final Approval\(0\)](#)
- [Search Engine](#)

- On the opening iTravel screen, under Traveler Options, click on Traveler Profile.
- Creating a Traveler Profile is only necessary once – and may be done by either the Traveler or the Travel Coordinator.
- The Traveler Profile may, however, be changed when necessary – and changes will be reflected on the next Travel Expense Report.
- The Travel Coordinator is the only one who can enter the optional FAU portion of the Traveler Profile.

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UNIVERSITY OF CALIFORNIA Riverside **iTRAVEL** UCR

Profile: Mike Garrison

Custom Results

PERSONAL INFORMATION CONTACTS ALIASES OTHER INFORMATION PREFERENCES PREFERENCES FAU

UCR Information

First Name **Mike**

Middle Name

Last Name **Garrison**

Title Description **FAU**

Employee

Role **TRAVELER**

Want Email Notification

Interagency **SAPRISON**

Traveler ID **058703282**

Employee ID **058703282**

Payment Option

EFT - ELECTRONIC FUND TRANSFER

Active

Personal Information

Number

Issuing Agency

Exp. Date

General Information

U.S. Citizen

Visa Type

Personal Vehicle

License Number

Vaccinations

Vaccine Date Exp. Date

Other Personal Vehicle Information

License Insurance

- There are three required profile fields on the "Personal Information" tab—the ones with red labels.
- Be sure to click on the save button before moving to the "Contact Information" tab, where there is one more required field.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Profile: Mike Garrison
[Duplicate Profile](#)

PERSONAL INFORMATION CONTACT FLIGHT PREFERENCES OTHER PREFERENCES FAU

Save

Phone Numbers

Work Phone (951) 827-3006

Home Phone

Fax (951) 827-3006

Cell Phone

Pager

Mail To

Address

City State Zip

Country

Emergency Contact

First Name Middle Name Last

Name

Relationship

Daytime Phone

Home Phone

Fax

Cell Phone

Pager

E-Mail Addresses

Modify

Save

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- **Work Phone** is the only required field on the Traveler Profile “Contact Information” tab. Be sure to press the Save button before moving on.
- There are no other required fields – but even optional fields are useful.
- Many fields in the Traveler’s Profile are used to populate fields in a Travel Expense Report.

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Profile: Mike Garrison [Menu](#)

PERSONAL INFORMATION CONTACT FLIGHT PREFERENCES OTHER PREFERENCES FAU

Save

Flight Time Preferences

Departure - Arrival -

Preferred Airport

Mileage From Home

Seat Preferences

Class - Row Location -

Section Location -

Meals

Preferred Form Of Payment

Notes

Maximum Flight Changes

Airline Preferences

Modify

Save

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- All Traveler Profile fields on the “Flight Preferences” tab are optional, but would provide useful information to Travel Coordinators who make arrangements for Travelers.

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Profile: Millie Garrison
[Queue Results](#)

PERSONAL INFORMATION CONTACT INFORMATION FLIGHT PREFERENCES OTHER PREFERENCES FAU

Save

Hotel Preferences

Hotels

Hotel Name Membership #
 Modify

Preferred Payment Method

Eligible Discounts

AARP Conference Rate
 Auto Club Business Rate
 UC Employee Seasonal Rate
 Corporate Rate Special Rate
 Tax Exempt Rate Other

Car Rental Preferences

Car Rentals

Rental Agency Membership # U.C. Contract
 Modify

Preferred Vehicle Type

Save

- All fields on the "Other Preferences" tab of the Traveler Profile are optional.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Profile: Millie Garrison
[Queue Results](#) [Menu](#)

PERSONAL INFORMATION CONTACT INFORMATION FLIGHT PREFERENCES OTHER PREFERENCES FAU

Activity	Fund	Function	Cost Center	Project Code	Percent	Amount (for remainder put *)
***	***	***	***	***		

Add

FAU Information									
FAU#	Activity	Fund	Function	Cost Center	Project Code	Percent	Amount	Status	Remove
FAU#1	A01859	19900	44	NKAZ		100		Valid	Remove

- Travel Coordinators (not Travelers) can enter FAU information. If desired, more than one FAU may be entered for a Traveler Profile.
- While FAU information entered in a Traveler Profile will populate a Traveler's expense report, that information may be edited from within each separate report.

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Chapter 5 Using the Optional Travel Planning Module



General Options

[Exit Application](#)

Traveler Options

[Traveler Profile](#)

[Travel Planning\(1\)](#)

[Traveler Expense Reporting\(1\)](#)

[Traveler Expense Approval\(0\)](#)

[Search Engine](#)

Pre Approver Options

[Travel Expense Pre Approval\(0\)](#)

[Search Engine](#)

Final Approver Options

[Travel Expense Final Approval\(0\)](#)

[Search Engine](#)

- Travel Planning is not a required step in submitting a request for reimbursement.
- However, when Travel Planning is used, the screens may be prepared by either the Travel Coordinator or the Traveler.
- Travel Planning can be a good way for Travelers to communicate with Travel Coordinators who book their flights and make other travel arrangements on their behalf.

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: DAVID HAWNS
 Traveler Id: E859239922
 Trip Number: 1103533

Queue Results

GENERAL | TRAVEL PLANNING | ADVANCES | PREPAYMENT | COMMENTS

Traveler ID: Howks, David (E85923992) SAA GARRISON (001046)
 Employee ID: E85923992 Work Phone:
 Preparer Name: RALPH Prepared Date: 05/18/2006 03:33 PM
 Travel Address: UC/ENTOMOLOGY, RIVERSIDE, CA 92521, USA
 Department: 00199 (Entomology)
 Payment Option: EFT - ELECTRONIC FUND TRANSFER 7th

Travel Description/Information:
 Purpose of Trip/Location: conduct research with a colleague at the Colorado State University Museum.

Memo: Foreign Travel: Yes No Type of Travel:

Estimated Location And Date
 Origin: RIVERSIDE, CA Destination: Fort Collins, CO
 Departure Date: 05/17/2006 Time: 05:00 AM
 Return Date: 05/27/2006 Time: 11:00 PM
 Estimated Total Days Of Trip: 10.75

Actual Location And Date
 Origin: RIVERSIDE, CA Destination: Fort Collins, CO
 Departure Date: 05/17/2006 Time: 05:00 AM
 Return Date: 05/27/2006 Time: 11:00 PM
 Actual Total Days Of Trip: 10.75

Last Saved On 05/18/2006 03:35:24 PM

- Within Travel Planning, the “General” tab has several required fields, which are those labeled in red.
- Fields whose backgrounds are shaded have been populated from the Traveler Profile fields (except for the “Prepared Date” field).

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: DAVID HAWNS
 Traveler Id: E859239922
 Trip Number: 1103533

Queue Results

GENERAL | TRAVEL PLANNING | ADVANCES | PREPAYMENT | COMMENTS

Item	Prepayment Requested	Estimated Cost	Notes
Registration Fee	No <input type="checkbox"/>	\$	
Transportation	Yes <input checked="" type="checkbox"/>	\$ 707.48	NK10020219
Lodging	No <input type="checkbox"/>	\$	
Meals	No <input type="checkbox"/>	\$	
Incidentals	No <input type="checkbox"/>	\$	
Other	No <input type="checkbox"/>	\$	
Total		\$ 707.48	

Last Saved On 05/19/2006 11:08:41 AM

- The “Travel Planning” tab can be used to request cash advances.

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Traveler Name: DAVID HAWKS
 Traveler ID: E859239922
 Trip Number: T103533

Queue Results [Menu](#)

GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT COMMENTS

Travel Advance Policy 900.45

All travel advances must be reconciled with a travel expense report within 21 calendar days after the end of a trip. Cancelled and postponed trips must be refunded back to the University within 5 calendar days. Travel advances outstanding for more than 45 days following the end of a trip will be charged to the FAU specified for this advance.

Advance General Information

Amount:
 Justification:

Save

Delinquent Advance FAU Information

FAU Information							
Activity	Fund	Function	Cost Center	Project Code	Percent	Amount	Status

- The “Advances” tab is used to request and justify a cash advance, details of which would be listed on the “Travel Planning” tab.
- (Please note that there are stringent policy restrictions on cash advances.)

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Traveler Name: DAVID HAWKS
 Traveler ID: E859239922
 Trip Number: T103533

Queue Results [Menu](#)

GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT COMMENTS

Prepayments are not available at this time.

- The “Prepayment” tab is currently a placeholder for future enhancements to iTravel that would allow purchasing and prepayment capability similar to that now available in eBuy, UCR’s online Purchasing System.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: DAVID HAWKS Submit Exit Application
 Traveler ID: E859239922
 Trip Number: T103533

[Done Results](#) [Menu](#)

GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT COMMENTS

Please enter any comments before submitting or returning the travel information.

Save

Previous Comments ← → ↶ ↷

Username:
Date:
Location:


- Travelers should enter the FAU desired in the Comments section so their Travel Coordinators will know what to enter in the Travel Expense Reports.
- Judicious use of the comments section can save others having to ask you questions and spare you the annoyance of having a trip rejected.
- Comments form a record that can be accessed during the iTravel expense report routing by various processors. They also remain part of the permanent record after the trip is complete.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Chapter 6

Preparing a Domestic Travel Expense Report



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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

General Options

- [Exit Application](#)

Traveler Options

- [Traveler Profile](#)
- [Travel Planning\(1\)](#)
- [Travel Expense Reporting\(1\)](#)
- [Traveler Expense Approval\(0\)](#)
- [Search Engine](#)

Pre Approver Options

- [Travel Expense Pre Approval\(0\)](#)
- [Search Engine](#)

Final Approver Options

- [Travel Expense Final Approval\(0\)](#)
- [Search Engine](#)

- Travel Expense Reporting data may be entered by either the Traveler or the Travel Coordinator.
- Travel expense reports may have been initiated in the travel planning module.
- If Travelers enter their own data, their iTravel packets will be routed to their Travel Coordinators for review and scanning of substantiating documents.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Millie Garrison
 Traveler Id: E858703282
 Trip Number: T103674

[Submit](#) [Exit Application](#)

[Queue Results](#) [Menu](#)

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS APPROVAL HISTORY

- There are 12 tabs available in Travel Expense Reporting.
- The “Expense Summary” and “Approval History” tabs are populated automatically by the system and cannot be altered by the user.
- “Prepayment” is not currently in use, but is a placeholder for future innovations.

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Traveler Name: Mille Garrison
 Traveler Id: E858703282
 Trip Number: T103674

Queue Results

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LOGGING OTHER

Traveler ID: GARRISON (D01048) SAA: GARRISON (D01048)
 Employee ID: E858703282 Work Phone: (951) 827-3006
 Preparer Name: GARRISON Prepared Date: 06/11/2006 04:24 PM
 Travel Address: UCR/ENTOMOLOGY, RIVERSIDE, CA 92521, USA
 Department: D01048 (Entomology)
 Payment Option: EFT - ELECTRONIC FUND TRANSFER Title: FAO

Travel Description/Information: [Empty]
 Purpose of Trip/Location: Testing iTravel/Butte, MT
 Explanation why over 21 days: Traveler has Chronic Memory Failure (CMF) as documented by attached doctor's note
 Memo: [Empty] Foreign Travel: No Yes Type of Travel: [Empty]

Estimated Location And Date
 Origin: [Empty] Destination: [Empty]
 Departure Date: [Empty] Return Date: [Empty]
 Departure Time: [Empty] Return Time: [Empty]
 Copy Estimated Location And Date To Actual Location And Date

Actual Location And Date: These fields can also be changed during the expense reporting.
 Origin: Riverside, CA Destination: Butte, MT
 Departure Date: 06/06/2006 Return Date: 06/09/2006
 Departure Time: 06:00 AM Return Time: 07:00 PM Actual Total Days Of Trip: 3.54

- Start with the “General” tab when entering travel expenses. You can do nothing else until the mandatory fields (those in red) are completed.
- Note that the default for “Foreign Travel” is No.
- Most fields with colored backgrounds have been populated from the Traveler’s Profile (except “Prepared Date”) and can only be changed in that module.

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Traveler Name: Mille Garrison
 Traveler Id: E858703282
 Trip Number: T103674

Queue Results

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LOGGING OTHER FAU COMMENTS APPROVAL HISTORY

Type: [Empty]
 Other: [Empty]
 Departure Date: [Empty] Time: [Empty]
 Departure Location: [Empty]
 Destination Location: [Empty]
 Return Date: [Empty] Time: [Empty]
 Return Location: [Empty]

Purpose of Trip: [Empty]
 Liability Insurance: Yes No
 Vehicle License Nbr: [Empty]
 Odometer reading begin: [Empty]
 Odometer reading end: [Empty]
 Total miles: [Empty]
 Amount per mile: .445 .445 Maximum
 Amount in USD \$: [Empty]
 Expense Type: In-State
 Prepayment By UCR
 Note/SubPO#: [Empty]

Add

- Enter detailed information in the top part of the “Transportation screen”. Red-labeled fields are mandatory. Other fields are optional, but often useful.
- Choose *In-State* or *Out of State* for “Expense Type”.
- Different fields become mandatory depending on the type of transportation chosen, e.g. air fare, baggage, private vehicle, taxis, tolls, etc.
- Red-labeled fields are mandatory.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Add

Transportation Expenses

Type	Purpose	Dept Date	Dept Loc	Dest Loc	Ret Date	Ret Loc	Insur	Lic Nbr	Odom Begin	Odom End	Total Miles	Amt per mile	USD Amt	Currency	Exch Rate	Foreign Amt	Jstfctn	Prepayment	SubPO	Type	Status	Receipt Needed View Rules	Action
Air	Travel Testing	06/06/2006 08:00 AM	Ontario Airport, Riverside, CA	Butte Airport, Butte, MI	06/06/2006 01:00 PM	Riverside, CA	No						958.00				Yes	Yes	NK200116	Out of State	Valid	Yes [Add]	[Remove] [Edit]
Private Car	To and from airport	06/06/2006 06:00 AM	Rimread, Riverside, CA	Ontario Airport, CA	06/06/2006 11:00 AM	UCR	No	HUCRFAO		45.00	446	20.03					No			In-State	Valid		[Remove] [Edit]
Taxi		06/06/2006	Butte Airport	Anaconda Inn			No						15.00				No			Out of State	Valid		[Remove] [Edit]
Taxi		06/06/2006	Anaconda Inn	Butte Airport			No						18.00				No			In-State	Valid		[Remove] [Edit]

- After completing transportation details at the top of the screen, click the “Add” button to populate the summary portion located at the bottom of the screen.
- Remove or edit any line items as necessary.
- Click the tan box with the ellipsis in the column labeled “Jstfctn” to read any justification that has been entered above.
- Deliver original receipts to your Travel Coordinator, who will scan and attach them as appropriate.

Travelers' User Guide Slide 45

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Mike Garrison
 Traveler AC E958703282
 Trip Number: T183674

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER PAU

For In-State and Out of State expense types, actual meal expenses up to a maximum of \$50 per day and \$20 for partial days can be reimbursed for meal expenses.
 For Foreign expense types, please follow Campus Policy 903-20

Reporting Type: Actuals

Date:
 Time:
 City/State/Country:
 Type of meals: Breakfast
 Amount in USD \$:
 Expense Type: In-State Prepayment By UCR
 Note/SubPO Nbr:
 Per Diem:
 Add

Meal Expenses

Date	Time	Location	Meal Type	USD Amt	Currency	Exch Foreign Rate	Jstfctn	Expense Type	Prepayment	SubPO	Per Diem	Status	Receipt Needed View Rules	Action
06/06/2006		Dinner		20.00				Out of State	No			Valid		[Remove] [Edit]
06/06/2006		Dinner		20.00				Out of State	No			Valid		[Remove] [Edit]
06/06/2006		Breakfast		8.00				Out of State	No			Valid		[Remove] [Edit]

- Enter details of meal expenses in the upper portion of the screen. To populate the lower portion, press the “Add” button.
- “Reporting Type” choices are *Actuals* or *Per Diem*. (*Per Diem* is only appropriate for domestic travel longer than 30 days.)
- The choices for “Type of meals” are *Breakfast*, *Lunch*, *Dinner*, and *All*.
- Choose *In-State* or *Out of State* for “Expense Type”.
- Red-labeled fields are mandatory.

Travelers' User Guide Slide 46

Traveler Name: **Miles Garrison**
 Traveler ID: **E658703292**
 Trip Number: **1103674**

Queue Results [menu](#)

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS APPROVAL HISTORY

Reporting Type: **Actuals**

Begin Date: Hotel Name:
 End Date: Address:
 Expense Type: **In-State** City/State/Country:
 Payment Type: **Prepaid** Number of rooms:
 Note/SubPO #: Daily Rate Plus Taxes:
 Per Diem: Number of days:
 Amount in USD \$:

[Add](#)

- Enter lodging details in the upper part of the screen.
- “Reporting Type” options are *Per Diem*, which is only allowed on domestic travel for trips over 30 days, or *Actuals*.
- Choose *In-State* or *Out of State* for “Expense Type”.
- Clicking the “Add” button populates the lower portion of the screen.
- Red-labeled fields are mandatory.

Travelers' User Guide Slide 47

[Add](#)

Lodging Expenses

Begin Date	End Date	Expense Type	Payment Type	SubPO	Per Diem	Hotel/Motel Name	Address	Location	Nbr of rooms	Rate per room	Nbr of days	USD Amt	Cuncy	Exch Rate	Foreign Amt	Jstfctn	Status	Receipt Needed	Action
06/06/2008	06/09/2008	Out of State	Paid upon arrival			Anaconda Inn		Butte, Montana	1	120	3	360.00				...	Valid	Yes	View Remove

[Add](#) [Edit](#)

- After completing lodging details at the top of the screen, click the “Add” button to populate the summary portion located at the bottom of the screen.
- Add scanned documents to your iTravel expense report from this summary when the “Receipts Needed” column is marked Yes.
- Remove or edit any line items as necessary.
- Click the tan box with the ellipsis in the column labeled “Jstfctn” to read any justification that has been entered above.

Travelers' User Guide Slide 48

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: **Michelle Garrison**
 Traveler ID: **EB58703282**
 Trip Number: **1103674**

[Submit](#) [Exit Application](#)

[Expense Results](#)

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT/TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS APPROVAL HISTORY

For Business Expenses, gifts totaling \$25 or more must have a receipt.

Begin Date: [] Time: []
 End Date: [] Time: []
 City/State/Country: []
 Type: Business Expense
 Explanation: []
 Amount in USD \$: []
 Expense Type: In-State
 Prepayment by UCR
 Note/SubPO#: []
[Add](#)

- Enter details of “Other” expenses in this top part of the screen.
- The choices for “Types” of other expenses are *Business Expenses*, *Conference/Event Fees*, and *Removal Expenses*.
- Choose *In-State* or *Out of State* for “Expense Type”.
- Red-labeled fields are mandatory.

Travelers' User Guide Slide 49

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

[Add](#)

Other Expenses

Begin Date/Time	End Date/Time	Location	Type	Explanation	USD Amount	Currency	Exch Rate	Foreign Amt	Jstfctn	Prepayment	SubPO	Expense Type	Status	Receipt Needed View Rules	Action
06/07/2006	06/09/2006		Business Expense	Hotel charge for internet connection @ \$9.00 per day for 2 days.	10.00				...	No		Out of State	Valid		[Remove] [Edit]
06/06/2006	06/09/2006		Conference/Event Fees	Travel Training Symposium	295.00				...	No		Out of State	Valid	Yes	[Remove] [Add] [Edit]

- After completing “other” expense details at the top of the screen, click the “Add” button to populate the summary portion located at the bottom of the screen.
- Remove or edit any line items as necessary.
- Click the tan box with the ellipsis in the column labeled “Jstfctn” to read any justification that has been entered above.
- Deliver original receipts to your Travel Coordinator, who will scan and attach them as appropriate.

Travelers' User Guide Slide 50

Traveler Name: Millie Garrison
 Traveler ID: E858703282
 Trip Number: T103674

Menu

Activity	Fund	Function	Cost Center	Project Code	Percent	Amount (for remainder put)
FAH1	A01859	19900	44	NIAJZ	100	

FAU Information

Activity	Fund	Function	Cost Center	Project Code	Percent	Amount	Status	Action
FAH1	A01859	19900	44	NIAJZ	100		Valid	Remove

- Only Travel Coordinators can edit FAU information, which is done on this screen.
- Travelers can enter FAU information under Comments for their Travel Coordinator to enter here.
- The default FAU information on this screen comes from the Traveler Profile.

Travelers' User Guide Slide 51

Traveler Name: Millie Garrison
 Traveler ID: E858703282
 Trip Number: T103674

Menu

Please enter any comments before submitting or returning the travel information.

Millie, please review carefully the "Other" tab to verify that I entered the correct number of days for internet usage at the hotel.

Save Last Saved On 07/04/2006 08:26:11 PM

Previous Comments

Username:
 Date:
 Location:

- Add new comments in the box above.
- This is the place to enter the FAU your Travel Coordinator should use, if you have not already done so in Travel Planning.
- Click on the arrow buttons below to review all previous comments.

Travelers' User Guide Slide 52

Regular Trip Routing

TRAVELER > TRAVELER COORDINATOR > TRAVELER > TRAVELER COORDINATOR > TRAVELER > FINAL APPROVER > ACCOUNTING > TRIP APPROVED

Trip Planning Trip Expense Reporting Trip Approvals

Your trip is currently located in the white box.

- From the "Approval History" tab, clicking on "My Trip's Routing Location" opens another window that shows this trip's routing.
- The white box indicates its current location.

Travelers' User Guide Slide 53

Traveler Name: Milie Garrison
 Traveler ID: E958703282
 Trip Number: T103674

Expense Summary: GENERAL (circled in red)

UCR TRAVEL EXPENSE SUMMARY

GENERAL	
TRAVELER NAME	Milie Garrison
TRAVELER ADDRESS	UCR/ENTOMOLOGY, RIVERSIDE, CA, 92521, USA
TRIP NUMBER	T103674
VENDOR NUMBER	E958703282
UCR EMPLOYEE	Yes
U.S. CITIZEN	Yes
PAYMENT TYPE	EFT
CHECK DELIVERY OPTION	
PURPOSE OF TRIP & LOCATION	Testing iTravel/Butte, MT
TYPE OF TRAVEL	
TRIP ORIGIN	Riverside, CA
TRIP DESTINATION	Butte, MT
TRIP BEGIN DATE	06-06-2006
TRIP BEGIN TIME	08:00 AM
TRIP COMPLETION DATE	06-09-2006
TRIP COMPLETION TIME	07:00 PM
FOREIGN TRAVEL	NO

- The "Expense Summary" screen is divided into several sections.
- The top section summarizes information from the "General" tab.

Travelers' User Guide Slide 54

UNIVERSITY of CALIFORNIA **iTRAVEL** UCR
Riverside

Traveler Name: Millie Garrison [Submit](#) [Exit Application](#)
 Traveler Id: E858703282
 Trip Number: T103674

[Queue Results](#) [Menu](#)

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT **TRANSPORTATION** MEALS LODGING OTHER FAU COMMENTS

Transportation Expenses																		
Type	Purpose	Dept Date	Dept Loc	Dest Loc	Ret Date	Ret Loc	Insur	Lic #	Odom Begin	Odom End	Total Miles	Amnt per mile	Amnt	Prepayment	SubPO	Type	Status	Receipt Needed
Air Fare	ITravel Testing	06/06/2006 09:00 AM	Ontario Airport, Riverside, CA	Butte Airport, Butte, MT	06/06/2006 01:00 PM	Riverside, CA	No						658.00	Yes	NK2200116	Out of State	Valid	Yes
Private Car	To and from airport	06/06/2006 06:00 AM	1423 Rimwood, Riverside, CA	Ontario Airport	06/09/2006 11:00 AM	UCR	No	4UCRFA0			45.00	446	20.03	No		In State	Valid	
Taxi		06/06/2006	Butte Airport	Anaconda Inn			No						15.00	No		Out of State	Valid	
Taxi		06/09/2006	Anaconda Inn	Butte Airport			No						16.00	No		In State	Valid	

Travelers' User Guide Slide 55

- The next section on the "Expense Summary" tab is a list of items from the "Transportation" tab.

UNIVERSITY of CALIFORNIA **iTRAVEL** UCR
Riverside

Traveler Name: Millie Garrison [Submit](#) [Exit Application](#)
 Traveler Id: E858703282
 Trip Number: T103674

[Queue Results](#) [Menu](#)

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION **MEALS** **LODGING** OTHER FAU COMMENTS

Meal Expenses			
Date/Time	Amount	Status	Receipt Needed
06/06/2006	20.00	Valid	View Rules
06/08/2006	20.00	Valid	
06/09/2006	8.00	Valid	

Lodging Expenses												
Begin Date/Time	End Date/Time	Expense Type	Payment Type	SubPO	Hotel/Motel Name	Address/Location	# of rooms	\$ per room	# of days	Amount	Status	Receipt Needed
06/06/2006	06/09/2006	Out of State	Paid upon arrival		Anaconda Inn	Butte, Montana	1	120	3	360.00	Valid	Yes

Travelers' User Guide Slide 56

- Next on the "Expense Summary" tab are reviews of meal and lodging expenses

UNIVERSITY of CALIFORNIA **Riverside** **iTRAVEL** UCR

Traveler Name: Millie Garrison [Submit](#) [Exit Application](#)
 Traveler Id: E858703282
 Trip Number: T103674

[Queue Results](#) [Menu](#)

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS

Other Expenses

Begin Date/Time	End Date/Time	Location	Type	Explanation	Amount	Prepayment	SubPO	Expense Type	Status	Receipt Needed View Rules
06/07/2006	06/08/2006		Business Expense	Hotel charge for internet connection @ \$9.95 per day for 2 days.	19.90	No		Out of State	Valid	
06/06/2006	06/09/2006		Conference/Event Fees	iTravel Training Symposium	295.00	No		Out of State	Valid	Yes

FAU Information

FAU#1	Activity	Fund	Function	Cost Center	Project Code	Percent	Amount	Status
FAU#1	A01959	19900	44	NKAZ		100		Valid

Travelers' User Guide Slide 57

- “Other” and “FAU” expenses come next on the “Expense Summary” tab.

UNIVERSITY of CALIFORNIA **Riverside** **iTRAVEL** UCR

Traveler Name: Millie Garrison [Submit](#) [Exit Application](#)
 Traveler Id: E858703282
 Trip Number: T103674

[Queue Results](#) [Menu](#)

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS

EXPENSE SUMMARY

Type Of Expense	Total Cost For Trip	Less: Direct Charges Paid By Purchase Order, Form 5 Or Non-UC Source	Total Re-imbursable Expenses	Amount For FAU#1	Account
O-Other Transport	36.03	.00	36.03	36.03	710130
O-Airfare	958.00	958.00	.00	.00	711110
O-Other Transport	15.00	.00	15.00	15.00	711130
O-Lodging	360.00	.00	360.00	360.00	711140
O-Meals	48.00	.00	48.00	48.00	711150
O-Business Expense	19.90	.00	19.90	19.90	711160
Conference/Event Fees	295.00	.00	295.00	295.00	714110
Total	1,731.93	958.00	773.93	773.93	

BALANCE DUE TO TRAVELER (POSITIVE AMOUNTS): 773.93

DIRECT CHARGES

TRANSPORTATION	SOURCE	IF UCR, Sub-PO or Form5	DATE	AMOUNT
TOTAL		NK2200116		958.00

Travelers' User Guide Slide 58

- Finally there is a summarized list of all expenses and a list of all direct charges.
- Note the difference between the total cost of the trip and the total expenses to be reimbursed to the Traveler.

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Millie Garrison [Attach Documents](#)
 Traveler Id: E858703282 [Submit To Traveler](#) [Submit To Approver](#) [Reject](#) [Exit Application](#)
 Trip Number: T103674

[Queue Results](#) [Menu](#)

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS

TRIP APPROVALS					
	USER NAME	NAME	TITLE	EXTENSION	DATE/TIME
Travel - Submitted Planning:					
Travel Coordinator - Reviewed Planning:					
Travel - Submitted Expense Reporting:	GARRISON	Millie Garrison	FAO	(051) 827-3006	07/04/2006 02:57 PM
Travel Coordinator - Reviewed Expense Reporting:					
Travel - Approved Expense Reporting:					
Pre Approval:					
Final Approval:					
Accounting Approval:					
Rejected:					

Traveler's Signature And Date I certify that this expense voucher is a true statement. The expenses claimed were incurred by me on official university business on the dates shown. I have attached original receipts as required by U.C. Business & Finance Bulletin #G-28, UCR campus travel policies #900-20 & #900-40

COMMENT HISTORY			
	USER NAME	DATE	COMMENT TEXT
Travel Coordinator - Reviewed Expense Reporting	Millie Garrison	07/04/2006 08:26:11 PM	Millie, please review carefully the "Other" tab to verify that I entered the correct number of days for internet usage at the hotel.

Travelers' User Guide Slide 59

- The final section of the "Expense Summary" screen contains the trip approvals and comment history.

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Millie Garrison [Submit](#) [Exit Application](#)
 Traveler Id: E858703282
 Trip Number: T103674

[Queue Results](#) [Menu](#)


EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS APPROVAL HISTORY

- When you are satisfied, click the "Submit" button, which will electronically deliver your Travel Expense Report to your Travel Coordinator.
- Next, mail or hand-carry all required original receipts, along with any other relevant documentation, to your Travel Coordinator, so they can be scanned and attached to the electronic Travel Expense Report.
- When your Travel Coordinator has finished reviewing your Travel Expense Report and has attached all relevant documentation, she will electronically submit it back to you for approval.
- After your approval, it will go to your assigned Approver(s), and then on to the Accounting Office staff for reimbursement.

Travelers' User Guide Slide 60

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Chapter 7 Preparing a Foreign Travel Expense Report



Travelers' User Guide Slide 61

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Joseph G. Morse
 Traveler ID: E858002727
 Trip Number: 1103871

Submit Exit Application

Back To Search Results THIS TRIP Back To Search Menu

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER

Traveler ID: Morse, Joseph (E858002727) DAA: GARRISON (D01048)
 Employee ID: E858002727 Work Phone: (951) 927-5814
 Reporter Name: ESTELLAD Prepared Date: 07/07/2006 09:32 AM
 Travel Address: UC/ENTOMOLOGY, RIVERSIDE, CA, 92521, USA
 Department: D01048
 Payment Option: EFT-ELECTRONIC FUND TRANSFER Tab Professor & Entomologist

Travel Description/Information: [Dropdown]
 Purpose of Trip/Location: AVOCADO RESEARCH IN SAN DIEGO [Dropdown]
 Memo: Foreign Travel No Yes C

Estimated Location And Date
 Origin: [Field] Destination: [Field]
 Departure Date: [Field] Return Date: [Field]
 Departure Time: [Field] Return Time: [Field]

Copy Estimated Location And Date To Actual Location And Date

Actual Location And Date
 These fields can also be changed during the expense reporting
 Origin: RIVERSIDE Destination: SAN DIEGO
 Departure Date: 06/29/2006 Return Date: 06/30/2006
 Departure Time: 06:30 PM Return Time: 06:30 PM Actual Total Days Of Trip: 1.00

Last Saved On 07/07/2006 09:33:17 AM

Non-Foreign Travel Example

Travelers' User Guide Slide 62

- Preparing foreign Travel Expense Reports is different in several ways from preparing domestic Travel Expense Reports.
- This guide to preparing foreign travel describes only these differences.
- If you are not familiar with domestic travel preparation, it may be useful to review the chapter on [Preparing a Domestic Travel Expense Report](#) before proceeding.
- To the left is the "General Tab" that shows the default layout when Foreign Travel is marked "No".

UNIVERSITY of CALIFORNIA Riverside iTRAVEL UCR

Traveler Name: Ring Carle
 Traveler ID: 852390375
 Trip Number: 1891909

Traveler ID: Carle, Ring (852390375) SA: GARRISON (001948)
 Employee ID: 852390375 Work Phone: (951) 827-4492
 Preparer Name: RALPH Preparer Date: 06/26/2005 03:53 PM
 Travel Address: UCR/ENTOMOLOGY, RIVERSIDE, CA 92521, USA
 Department: 001948
 Payment Option: EFT - ELECTRONIC FUND TRANSFER Title: PROFESSOR

Travel Description/Information: ATTEND THE REASSEMBLING BEHAVIOR 2005 CONFERENCE AND PRESENT INVITED RESEARCH PAPERS

Foreign Travel: Yes No Type of Travel: [dropdown]

Estimated Location And Date:
 Origin: [dropdown] Destination: [dropdown]
 Departure Date: [dropdown] Return Date: [dropdown]
 Departure Time: [dropdown] Return Time: [dropdown]

Actual Location And Date:
 Origin: RIVERSIDE, CA Destination: WAGENINGEN, THE NETHERLAN
 Departure Date: 06/25/2005 Return Date: 06/19/2005
 Departure Time: 05:00 AM Return Time: 10:30 PM Actual Total Days Of Trip: 25.73

Foreign Travel
 Default exchange rates:
 \$1 USD = [input] Exchange Rate [dropdown] Currency [input] Rate Explanation [button: Add]

Exchange Rate Currency Rate Explanation Action

Exchange rate information is available at www.oanda.com

Travelers' User Guide Slide 63

- When Foreign Travel is marked “Yes”, a new section labeled “Foreign Travel” is appended at the bottom of the non-foreign screen.
- This section, which is for default exchange rates, is optional.
- If no exchange rate is entered, expenses entered for transportation, meals, lodging, and other expenses, must be computed manually.

UNIVERSITY of CALIFORNIA Riverside iTRAVEL UCR

Foreign Travel
 Default exchange rates:
 \$1 USD = [input] Exchange Rate [dropdown] Currency [input] Rate Explanation [button: Add]

	Exchange Rate	Currency	Rate Explanation	Action
\$1 USD =	7819	euro (EUR)	07.09/05	[Remove]
\$1 USD =	7848	euro (EUR)	07.07/05	[Remove]
\$1 USD =	7833	euro (EUR)	07.06/05	[Remove]
\$1 USD =	7821	euro (EUR)	07.03-04/05	[Remove]
\$1 USD =	7811	euro (EUR)	07.05/05	[Remove]

Exchange rate information is available at www.oanda.com

[button: Save] Last Saved On 07/09/2006 03:58:13 PM

Travelers' User Guide Slide 64

- This example shows how the “Foreign Travel” section looks when several exchange rates have been filled in.
- The exchange rate site www.oanda.com has an option for historical currency exchange rates that was used to prepare this table.

UNIVERSITY of CALIFORNIA **Riverside** **iTRAVEL** UCR

Traveler Name: Estrella Davalos
 Traveler Id: E857643653
 Trip Number: T103874

[Submit] [Exit Application]

Queue Results [Menu]

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT **TRANSPORTATION** MEALS LODGING OTHER FAU COMMENTS

Type: Other
 Departure: []
 Departure Location: []
 Destination Location: []
 Return: []
 Return Location: []

Purpose of Trip: []
 Liability Insurance: Yes No
 Vehicle License Nbr: []
 Odometer reading begin: []
 Odometer reading end: []
 Total miles: []
 Amount per mile: 445 445 Maximum

Amount: []
 Exchange Rate: []
 Other Currency Code: [] Rate information is available at www.oanda.com

Amount in USD \$: []
 Justification: []

Expense Type: Foreign

Note/SubPC#: []

[Add]

- When *Foreign* is selected for "Expense Type", two sections, those circled in red, are added on the screens for the tabs for "Transportation", "Meals", "Lodging", and "Other."

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UNIVERSITY of CALIFORNIA **Riverside** **iTRAVEL** UCR

Traveler Name: Estrella Davalos
 Traveler Id: E857643653
 Trip Number: T103874

[Submit] [Exit Application]

Queue Results [Menu]

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT **TRANSPORTATION** MEALS LODGING OTHER FAU COMMENTS

Type: Taxi
 Other: []
 Departure: Date: 07/03/2006
 Departure Location: Madrid Airport
 Destination Location: Hotel
 Return: Date: []
 Return Location: []

Purpose of Trip: []
 Liability Insurance: Yes No
 Vehicle License Nbr: []
 Odometer reading begin: []
 Odometer reading end: []
 Total miles: []
 Amount per mile: 445 445 Maximum

Amount: 13
 Exchange Rate: 7821
 Other Currency Code: []
 Amount in USD \$: 16.62

Justification: []

Expense Type: Foreign

Note/SubPC#: []

[Save] [Cancel]

- If default exchange rates were entered on the "General" tab, you may enter the amount spent in the local currency and then select the appropriate exchange rate.

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Traveler Name: Estelba Davalos
 Traveler ID: E857643653
 Trip Number: T103874

Queue Results

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS

Type: Air Fare
 Other:
 Departure Date: 07/03/2006
 Departure Location: Ontario Airport, Ontario, CA
 Destination Location: Madrid, Spain
 Return Date: 07/08/2006
 Return Location: Ontario, CA

Purpose of Trip:
 Liability Insurance: Yes No
 Vehicle License Nbr:
 Odometer reading begin:
 Odometer reading end:
 Total miles:
 Amount per mile: \$45 445 Maximum
 Amount:
 Exchange Rate:
 Other Currency Code:
 Amount in USD \$: 368.75
 Justification:
 Expense Type: Foreign
 Prepayment By UCR:
 Note/SubPO#:

Increased International Expenses? Please enter justification. OK

• A useful feature in foreign travel mode is the automatic prompt when a justification is required, as it is in the example above.

Travelers' User Guide Slide 67

Traveler Name: Estelba Davalos
 Traveler ID: E857643653
 Trip Number: T103874

Queue Results

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER

For In-State and Out of State expense types, actual meal expenses up to a maximum of \$50 per day and \$33 for partial days can be reimbursed for meal expenses.
 For Foreign expense type, please follow Campus Policy 800-20.

Reporting Type: Per Diem

Begin Date: 07/04/2006
 End Date: 07/07/2006
 Country: Spain
 City: Madrid
 Number of Days: 4
 Per Diem Rate: 130.00
 Total Calculated Amount: 520.00
 Total Claimed Amount: 440.00
 Expense Type: Foreign
 Notes: Hotel comes w/breakfast, so deduct \$20 per G-28 Appendix D

Please visit www.state.gov/m/a/als/prdm for Foreign Per Diem information.

• Foreign travel allows a traveler to choose either Per Diem or actual expenditures for reimbursement.
 • Per Diem allowances are found at www.state.gov/m/a/als/prdm.
 • Travelers may not request reimbursement of actual expenses for one portion of a trip and Per Diem for the remainder. The method selected must be used for the entire trip.
 • However, a Per Diem may be used for meals and incidental expenses (M&IE) and actual costs used for lodging.
 • When Per Diem is chosen for meals, the pro-ration method for any unpaid meals is in Appendix D of [UC Business and Finance Bulletin G-28](#).

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Estella Davalos
 Traveler ID: E857643653
 Trip Number: T103874

Queue Results Menu

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU

Reporting Type: Actuals

Begin Date: 07/03/2006 Hotel Name: Hostel La Fontana
 End Date: 07/08/2006 Address:
 Expense Type: Foreign City/State/Country: Madrid, Spain
 Payment Type: Paid upon arrival Number of rooms:
 Note/SubPO #: Daily Rate Plus Taxes: 50
 Per Diem: Number of days: 5
 Amount: 250 - Exchange Rate: .76 -
 Other Currency Code: EUR Rate information is available at www.oanda.com.
 Amount in USD \$: 328.95
 Justification: The exchange rate of .76 is documented by the attached copy of the traveler's credit card bill.

Add

Travelers' User Guide Slide 69

- Different exchange rates from those listed at www.oanda.com may be used, but appropriate backup documentation should be attached.
- If you enter the amount and the exchange rate manually, as is the case with this example's expense, you must complete the "Other Currency Code" field before clicking the "Add" button.

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Estella Davalos
 Traveler ID: E857643653
 Trip Number: T103874

Queue Results Menu

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU

For Business Expenses, gifts totaling \$25 or more must have a receipt.

Begin Date:
 End Date:
 City/State/Country:
 Type: Business Expense
 Explanation: Credit card service fee for foreign charges
 Amount: - Exchange Rate: -
 Other Currency Code: Rate information is available at www.oanda.com.
 Amount in USD \$: 4.62
 Justification: no receipt needed for this
 Expense Type: Foreign
 Note/SubPO#:
 Save Cancel

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- A credit card service fee is an example of an expense eligible for reimbursement for a traveler who uses a credit card on a trip to a foreign country.
- Note that there is no exchange rate, even though the appropriate expense type is foreign.

Chapter 8 Preparing an OCONUS Travel Expense Report



- OCONUS travel is a trip whose destination is not foreign but is **O**utside the **C**ONTinental **U**nited **S**tates – specifically Hawaii, Alaska, and all US possessions.
- This iTravel module is under construction.

Chapter 9 Approving (or Rejecting) Your Travel Expense Report



Millie Garrison - T103897 - COORDINATOR APPROVED - Traveler Expense Approval
travelwebmaster@ucr.edu

This message has been replied to or forwarded.

To: GARRISON@ucr.edu

Attachments: message.txt (792 B)

- After your Travel Coordinator has finished working on your Travel Expense Report, you will receive an email such as the one above, indicating that action on your part is now required

UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Accountability Rpt. Trouble Ticket Phone E

UNIVERSITY of CALIFORNIA Riverside **iVIEWS** UCR
VISUAL INTERFACE TO ENTERPRISE WORKPLACE SYSTEMS

Newsroom Budget Accounting Human Resources Academic Personnel Purchasing Audit & Advisory Research Safety

Good Morning, GARRISON
Please visit UCR's EACS site to learn more about becoming authorized to use UCR's enterprise systems. Logout

Authorized Applications

- Facilities Management System (FMS)
- Physical Plant Work Order
- Web Recharge
- eBuy - UCR Purchasing System
- Community Events Work Order
- P&R Work Order
- Travel**
- SuperDope
- UCRFStotals

Campus News

Seeking a World of New Life
Look in the Trees

Professor Armando Navarro
Receives Civil Rights Award

Log in to [iViews](#), and select "Travel" from the available applications.

Quick Links

- Main
- UCR Tel
- UC At Your Service
- Fidelity Net Benefits
- Outoken Statement

Tools

- Policies and Procedures
- Trouble Tickets
- Storehouse Online
- On-Line Payroll Inquiry
- UCRFS Golden Tree Viewer

iViews Access & Training

- UCR Enterprise Directory
- Enterprise Access Control System
- Enterprise Systems Access Instructions
- EACS Accountability Report
- Training & Video Tutorials

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Welcome, Millie Garrison

General Options

- Exit Application

Traveler Options

- Traveler Profile
- Travel Planning(1)
- Traveler Expense Reporting(0)
- Travel Expense Approval(1)**
- Search Engine

Final Approver Options

- Travel Expense Final Approval(0)
- Search Engine

- From the "Traveler Options" menu you should see that you have a "Travel Expense Approval" awaiting your action.

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Traveler Expense Approval

[Menu](#)

Trip ID	Purpose	Status
T103897	Working on travel documentation	COORDINATOR APPROVED

- Select the appropriate Travel Expense Report (if there is more than one).

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Millie Garrison
 Traveler ID: E958703282
 Trip Number: T103897

[View Documents](#)
[Approve](#) [Reject](#) [Exit Application](#)

[Expense Results](#) [Menu](#)
[EXPENSE SUMMARY](#) GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAX COMMENTS APPROVAL HISTORY

[Print/Friendly](#)

UCR TRAVEL EXPENSE SUMMARY	
GENERAL	
TRAVELER NAME	Millie Garrison
TRAVELER ADDRESS	UCR/ENTOMOLOGY, RIVERSIDE, CA, 92521, USA
TRIP NUMBER	T103897
VENDOR NUMBER	E066703282
UCR EMPLOYEE	Yes
U.S. CITIZEN	Yes
PAYMENT TYPE	EFT
CHECK DELIVERY OPTION	
PURPOSE OF TRIP & LOCATION	Working on travel documentation committee at UCOP
TYPE OF TRAVEL	
TRIP ORIGIN	Ontario, Ca
TRIP DESTINATION	Oakland, CA
TRIP BEGIN DATE	07/17/2006
TRIP BEGIN TIME	01:00 AM
TRIP COMPLETION DATE	07/18/2006
TRIP COMPLETION TIME	01:00 AM
FOREIGN TRAVEL	NO

- Your first view is the upper portion of the "Expense Summary" tab, which summarizes information from the "General" tab.
- You may view any documents that have been attached by your Travel Coordinator.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Transportation Expenses																		
Type	Purpose	Dept Date	Dept Loc	Dest Loc	Ret Date	Ret Loc	Insur	Lic #	Odom Begin	Odom End	Total Miles	Amt per mile	Amt	Prepayment	SubPO	Type	Status	Receipt Needed
Air Fare		07/17/2006	Riverside, CA	Oakland, CA	07/18/2006	Riverside, CA	No						145.00	No		In-State	Valid	Yes
Taxi							No						16.50	No	shared taxi	In-State	Valid	

Lodging Expenses													
Begin Date/Time	End Date/Time	Expense Type	Payment Type	SubPO	Hotel/Motel Name	Address	Location	# of rooms	\$ per room	# of days	Amount	Status	Receipt Needed
07/17/2006	07/17/2006	In-State	Paid upon arrival		Smithsonian Inn		Oakland, CA				146.00	Valid	Yes

Other Expenses													
Begin Date/Time	End Date/Time	Location	Type	Explanation	Amount	Prepayment	SubPO	Expense Type	Status	Receipt Needed			
			Business Expense	Internet Connection Fee	9.95	No		In-State	Valid				

FAU Information									
FAU#1	Activity	Fund	Function	Cost Center	Project Code	Percent	Amount	Status	
FAU#1	A01859	19900	44	NKAZ		100		Valid	

- Scrolling down, you will see summaries for Transportation, Lodging, and Other Expenses, as well as FAU Information. Details for each of these groups is found by clicking on the corresponding tab at the top of the screen.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

EXPENSE SUMMARY					
Type Of Expense	Total Cost For Trip	Loss; Direct Charges Paid By Purchase Order, Form 5 Or Non-UC Source	Total Re-Imburseable Expenses	Amount For FAU#1	Account
I-Airfare	145.00		145.00	145.00	710110
I-Other Transport	16.50		16.50	16.50	710130
I-Lodging	145.00		145.00	145.00	710140
I-Business Expense	9.95		9.95	9.95	710160
Total	316.45		316.45	316.45	

BALANCE DUE TO TRAVELER (POSITIVE AMOUNTS) 316.45

TRIP APPROVALS				
	USER NAME	NAME	TITLE	EXTENSION DATE/TIME
Traveler - Submitted Planning:				
Travel Coordinator - Reviewed Planning:				
Traveler - Submitted Expense Reporting:	GARRISON	Millie Garrison	Financial & Administrative Officer	(061) 827-3006 08/02/2006 01:55 PM
Travel Coordinator - Reviewed Expense Reporting:	ESTELLAD	Estelita Davalos	Administrative Assistant	(061) 827-3752 08/02/2006 01:57 PM
Traveler - Approved Expense Reporting:				
Pre Approval:				
Final Approval:				
Accounting Approval:				
Rejected:				

Traveler's Signature And Date	I certify that this expense voucher is a true statement. The expenses claimed were incurred by me on official university business on the dates shown. I have attached original receipts as required by U.C. Business & Finance Bulletin #G-28, UCR campus travel policies #900-20 & #900-40
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- At the bottom is the Expense Summary and Trip Approvals log.

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UNIVERSITY of CALIFORNIA Riverside **iTRAVEL** UCR

Traveler Name: Millie Garrison
 Traveler Id: E858703282
 Trip Number: T103897

View Documents
 Approve Reject Exit Application

Queue Results Menu

EXPENSE SUMMARY GENERAL TRAVEL PLANNING ADVANCES PREPAYMENT TRANSPORTATION MEALS LODGING OTHER FAU COMMENTS APPROVAL HISTORY


- Scroll back to the top and review an of the remaining tabs if you want more detailed information.
- Comments, which would be added by clicking on the “Comments” tab, are optional unless you intend to reject the Travel Expense Report, when they become mandatory.
- If you click the “Reject” button, the Travel Expense Report will be routed back to your Travel Coordinator, who will make corrections and then re-submit it to you.
- If you click the “Approve” button, The Travel Expense Report will be routed to your assigned Approver(s) and then on to the Accounting Office staff for reimbursement.

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Links and Additional Resources

- UCR’s comprehensive iTravel website: <http://www.cnc.ucr.edu/travel/>
- UCR’s Travel Office website: <http://www.accounting.ucr.edu/travel.htm>
- Email thoughts and comments to: TravelFeedback@ucr.edu
- Login to iViews (to use iTravel): http://iviews.ucr.edu/iviews/iviews_eacs.main



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