This guide is designed to provide IU travelers, arrangers, fiscal officers, and processing staff with all the information and resources required for successful traveling at Indiana University.

A comprehensive guide to travel policies & resources.
How to Use This Guide

Who is this Guide For?

If you work at Indiana University and you are involved in any aspect of university business travel, this guide is for you!

It is not intended to be a traditional “User Guide” or a “Manual”.

It includes screen-shots and step-by-step instructions to our online system, but it is not a technical document.

Instead, this document intends to provide a global perspective of traveling at Indiana University. It draws attention to common user errors and frequently asked questions, and introduces the entire range of options available to IU travelers. We believe it provides a good first stop for answers to your travel questions, and we hope you find it helpful!

Other Resources

This guide, while aiming to be comprehensive, it not the only resource available for IU travelers.

✓ Visit the training tab in the Travel@IU portal to access a library of interactive training tutorials, or to register for the next available training class at a campus near you.
✓ Bookmark the Travel Management Services website for access to a range of tools and resources, including polices, partnered vendor details, and a list of all available discounts.
✓ Subscribe to our travel listserv to receive all the latest IU travel news direct to your inbox.
✓ Email travelbl@indiana.edu whenever you have a question.

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TRAVEL WARNING!
Throughout this guide, this style draws attention to common errors you should be sure to avoid.

The Travel Top Four
✓ Don't enter acronyms in the Purpose field
✓ Claim each expense in the correct category
✓ Keep all original receipts while traveling
✓ Always submit proof of lodging when claiming Per Diem.
Travel Process Overview

Get Authorized
Create a Trip in the Travel@IU system. Satisfy all required fields, including full accounting info and a detailed purpose with no acronyms.

Request prepayment for registration fees or lodging deposits by indicating details on the trip document.

Route for Approval.

Make Reservations
For greater flexibility, IU travelers have two options for travel reservations:

- Use personal funds with any travel vendor, keep the original receipts, and request reimbursement upon return.
- Use a prepayment vendor to charge reservations direct to an IU account:

<table>
<thead>
<tr>
<th>Hotels</th>
<th>Airfare</th>
<th>Rental Cars</th>
<th>Indy Airport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotels.com</td>
<td>Orbitz for Business</td>
<td>Enterprise Campus Rental</td>
<td>Limo Options</td>
</tr>
<tr>
<td></td>
<td>Designated Travel Agencies</td>
<td>Motor Pool (IUB only)</td>
<td></td>
</tr>
</tbody>
</table>

Most reservations require a Trip ID... see the next chapter for details.

Get Paid
There are two steps to most reimbursements:

1. Add information to the Travel@IU trip document:
   - Mileage
   - Per Diem
   - Reimbursable travel expenses
   
   Route for approval.

2. Print the Travel@IU trip coversheet. Follow the instructions to submit required receipts.
Chapter 1: Before Traveling

In this chapter, you will learn how to:

✔ Create a new trip in the Travel@IU system to obtain authorization
✔ Request prepayments for registration fees or one-night lodging deposits
✔ Make travel reservations through IU’s partnered vendors

Overview

University policy requires prior authorization for out-of-state travel on university business. To achieve this authorization, a trip must be created and routed in the Travel@IU system. When all responsible parties have approved the trip, a Trip ID # is populated and the trip status changes to ‘authorized’. Any prepayments or prepaid reservations can then be charged to the trip.

Prior-authorization is not currently required for instate trips, but a Travel@IU trip must be approved before any prepaid reservations or prepayments can be made.

For your convenience, this chapter is split into two sections:

✔ If you have questions about creating a trip in the Travel@IU system, read this chapter in its entirety.

✔ If you are comfortable with Travel@IU, but have questions about the range of prepayment options available for IU travel reservations, you can skip to the Make Reservations section of this chapter.

Prefer to watch the movie?
The information provided in this chapter can also be viewed in two interactive tutorials, accessed below and on the Training tab in Travel@IU:
Create a New Trip

Overview

Prior to a university business trip, a traveler consults his or her immediate supervisor to ensure department approval. The traveler or arranger then makes basic travel plans, determining what transportation and reservations will be needed.

See the prepayments section of this chapter for a description of IU’s prepayment options.

A new Travel@IU trip document is then created by the traveler or the arranger. Routing and approval of this trip document must be completed prior to departure for any out-of-state trip, or for any trips requiring IU prepayment.

**TRAVEL WARNING!**

Always create trips as early as possible.

A trip must obtain all necessary approvals before any prepayments or prepaid reservations can be made. Depending on the accounts, this may take several days.

Instructions

To create a new trip in the Travel@IU system:

1. In One, add Travel Arrangements as a favorite. Click the application.

2. Click the Create a New Trip link.
3. Indicate a **Trip Type**.

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Select this option if the traveler will not be leaving the state of Indiana during this trip.</td>
</tr>
<tr>
<td>Domestic</td>
<td>Select this option if the traveler will be leaving Indiana, but will not be leaving the United States of America.</td>
</tr>
<tr>
<td>Foreign</td>
<td>Select this option if the traveler will be leaving American at any point during this trip.</td>
</tr>
</tbody>
</table>

4. Enter the **Start Date** and **Return Date** for this trip in mm/dd/yyyy format.

5. Type the full name of the destination **City**.

6. Select the destination **State** from the drop-down list.

   Is this a Foreign trip? If so, select **Foreign** as the State.

7. If this is foreign trip, select the destination **Country** from the drop-down list.

8. Click **Continue**.

   If **red text** appears, review the fields and correct any missing values or contradictions. Then click **Continue** again.

   If a **trip banner** appears at the bottom of the page, another trip has already been created for the same traveler on conflicting dates.

   If the new trip is a duplicate, click the existing trip’s action button to review and add data as needed. If the existing trip is cancelled or otherwise invalid, click **Continue** to create a new trip.
9. Enter a Trip Name. This field is not required, but a descriptive trip name can help differentiate trips on the traveler’s “Travel Activity” page.

10. Leave the Trip Type as specified on the previous page, unless a mistake has been made.

11. Select an alternate Trip Structure if needed. “Round trip” typically suffices.

12. Select a Method of Travel.

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>Select this option if air travel will be used for this trip.</td>
</tr>
<tr>
<td>Personal Car</td>
<td>Select this option if the traveler will be travelling by personal car. This option allows travelers to be reimbursed for mileage, at the current rate, following the trip.</td>
</tr>
<tr>
<td>Motor Pool</td>
<td><em>(IUB ONLY)</em> – If seeking a motor pool reservation, fill out the <a href="https://example.com/motorpool">Motor Pool Request web form</a> (available on the TMS website). A TMS staff member will create the Travel@IU trip and finalize the reservation for you.</td>
</tr>
<tr>
<td>Enterprise Campus Rental</td>
<td>Select this option if renting an Enterprise Car in the state of Indiana. The reservation can be made online and billed directly to the trip account. <em>(See Make Reservations)</em></td>
</tr>
<tr>
<td>Other Rental</td>
<td>Select this option if renting a vehicle from anyone other than Bloomington Motor Pool or an Indiana Enterprise branch.</td>
</tr>
<tr>
<td>Other Method</td>
<td>Select this option for any means of travel not listed above, and select the correct means from the drop-down list. Options include department car, train, bus, courtesy car, and limo, in addition to passenger (if the traveler is not charging for transportation) and NA (not applicable).</td>
</tr>
</tbody>
</table>
13. Indicate any prepayment requests for the trip. These prepayments are processed by TMS staff and sent by check, to be charged back to the trip account. Payment details will be specified later in the trip document.

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Select this option to request IU send a check for conference registration fees. If more than one payment is required, indicate the total number in the payments field.</td>
</tr>
<tr>
<td>Lodging</td>
<td>Select this option to request IU send a check to cover a one-night lodging deposit. If more than one payment is required, indicate the total number in the payments field.</td>
</tr>
</tbody>
</table>

Did you know IU travelers have 3 options for paying registration fees?

- ✓ Request a prepayment as describe above.
- ✓ Pay personally, and request reimbursement upon return.
- ✓ Pay with a department Procurement Card (P-Card)

14. Click Continue.

If red text appears, review the fields and correct any missing values or contradictions. Then click Continue again.

15. Add any unusual information about this trip in the Comments field at the top of the page. There are other places in the document to add comments specific to particular aspects of the trip, but this is a focal area to save any special notes that may be useful to reviewers or auditors.

16. Edit the Traveler information if needed. A Phone number is not required by TMS staff, though it is currently a required field. Entering a space or a dash in the field allows error-free completion of the trip document.

If the traveler’s info is consistently incorrect, the global IU directory should be updated. Refer to UITS Documentation for instructions.
17. Confirm that the From and To information is correct, as well as the Start and End Dates.

The From City and State fields default to the traveler’s base work station. They can be changed here if needed, but if so, an explanation must be entered in the Exception to Policy field at the bottom of the destinations section.

18. Enter a clear and thorough purpose for this trip in the Purpose/Conference Name field.

**TRAVEL WARNING!**

Never enter acronyms in the purpose field. Remember, the purpose must be clear enough to satisfy fiscal officers and auditors who may have little or no knowledge of your field.

19. If any additional comments are required regarding this destination, use the Comments field. This is generally not required.
20. Acct # and Obj Cd are the only fields required by the Travel@IU system.

21. The Object Code auto-populates based on the type of trip being created, but it may need to be revised to meet department specific guidelines.

22. Be sure to enter a valid Acct #.

23. Enter values in some or all of the remaining account fields as needed.

24. Specify a whole dollar limit if known, or the fiscal officer may assign a limit during approval. Trip expenses cannot exceed the value specified in this field.

25. If multiple accounts will be used for this trip, click the Add button. Another line will appear. Follow the steps shown above to setup the additional account. Repeat this procedure to add as many accounts as necessary.

Fund allocation between multiple accounts is typically determined at the fiscal officer route level. However, there are two methods for suggesting cost distribution prior to routing:

- If a limit is entered for the first account, that limit will be met before any funds are taken from the second account. For example, if the limit for the first account is set at $500, and the total trip expenses come to $400, the additional accounts will not be charged. This is repeated down the account rows.

- By default, any prepaid items will charge to the first account listed on the trip. Alternatively, use the Rental Car Recon Acct column to select which account will be charged for the trip’s rental car expenses.
Chapter 1: Before Traveling

If requesting any prepayments, scroll to the **Prepaid** section.

If **Prepayments** were not indicated on the Trip Overview page, these fields will not appear.

Depending on the selections made, fields may appear for **Prepaid Registration**, **Prepaid Lodging** (one-night deposit only), or both.

If the fields appear by mistake, select the delete check-box to the left of the unnecessary prepayment and click **Delete**.

26. Indicate the full **Company Name** and **address** in the provided fields.

27. Enter the **Amount** required for payment.

28. Select the **Attachments** check-box.

---

**TRAVEL WARNING!**

‘**Attachments** are always required for prepayments.

Supporting documentation, like a registration form, must be submitted to TMS before any prepayments can be processed. Select the **attachments** check-box, and follow the submission instructions that appear after routing the document.

29. If necessary, indicate any **Special Handling Instructions** for payment delivery.

If special handling instructions are not indicated, a check is made to the order of the **Company Name** and mailed to the address provided.

30. Click **Save and Continue** at the bottom of the page.

If **red text** appears, review the fields and correct any missing values or contradictions. Then click **Continue** again.
The trip is saved for future access, and the Trip Summary page appears.

31. Review the trip information for accuracy. Click the Edit buttons to update the details shown in a section.

If this is a ‘multi-destination’ trip (including overnight stays in two or more cities), click the Add button to the left of the destinations section. Then enter the location, dates, purpose, and means of transportation for the additional city. And save the new details.

Scroll to the Cost Summary section.

32. For out-of-state trips, be sure to review the total Estimated Expenses. If the estimate is too high, click the edit button and revise each component of the estimate (Air, Per Diem, Lodging) to reflect actual cost expectations.

**TRAVEL WARNING!**
**Estimated Expenses determine the account encumbrance.**
For out-of-state trips, the value shown in the Estimated Expenses field will encumber against the specific accounts for the year in which the trip is scheduled to occur. If the estimate is inaccurate, be sure to edit prior to routing.
33. When all trip details have been reviewed and determined accurate, click the **Route for Approval** button at the bottom of the document.

The **Trip Confirmation** page appears, and the trip document routes to the appropriate approvers for review.

Any requested prepayment checks cannot be processed until supporting documentation is received by TMS staff. The confirmation page provides instructions to mail, fax, or email this documentation.

What comes next?

The trip moves to **WORKFLOW**, where it automatically routes through the action lists of required approvers.

When the last approval is registered, the TRIP ID # populates and the status shifts to ‘Authorized’.

Turn the page...

Want to understand trip routing, and how to track documents? **Turn to the Workflow Appendix**

Want to charge travel reservations directly to the trip? **Turn to the next page**.

Ready for reimbursement? **Turn to Chapter 2**

Reservations can be made with partnered prepayment vendors using the Trip ID, and approved prepayment checks are mailed by TMS.
Make Reservations

Once a trip is authorized, IU travelers can use personal funds to make reservations with any travel provider and seek reimbursement upon return. This is often required for conference hotel rates and other unique travel opportunities.

For traveler convenience, IU also has a range of prepayment vendors that can be used to bill travel reservations direct to IU accounts...

Direct Bill Prepayment Vendors

**Rental Cars**

- **Enterprise Campus Rental**
  Reserve an Indiana Enterprise rental using the reservation link on the routed trip Doc.
  [Instructions provided on the TMS website.]

- **Motor Pool (Bloomington only)**
  Submit a motor pool web request to reserve a motor pool rental at IUB.
  [Instructions provided on the TMS website.]

**Airfare**

- **Orbitz for Business**
  Facilitates online reservations for a range of airlines, with IU terms and discounts applied.
  [Instructions provided on the TMS website.]

- **Designated Travel Agencies**
  Authorized to make direct bill airline reservations on behalf of IU travelers.
  [Contact details provided on TMS website.]

**Airport Transportation**

- **Classic Touch and Carey Limos**
  Both vendors provide shared limo transport to and from Indianapolis airport.
  [Instructions provided on the TMS website.]

**Hotels**

- **Hotels.com**
  Provides online access to competitive hotel rates in cities around the world.
  [Instructions provided on the TMS website.]

Most of the above vendors require IU account details and a valid TRIP ID # to complete a reservation. The Trip ID is displayed on the Travel Activity Page after the trip is authorized.

TMS Prepayment Checks

Travel Management Services can also send check payments to cover conference registration fees or one-night lodging deposits for IU travelers, with the funds billed directly to the trip account. Requests are initiated through Travel@IU, as defined in the Create a New Trip procedure.
Chapter 2: After Traveling

In this chapter, you will learn how to:

✓ Request a reimbursement for a standard trip
✓ Request an additional ‘supplemental reimbursement’ for a trip
✓ Request reimbursement for accumulated mileage

**TRAVEL WARNING!**

Reimbursement requests must be processed within 60 days.

All reimbursement requests must be fully approved within 60 days of the trip’s return date. Written justification must be submitted for any requests that exceed this deadline. Requests processed after 120 days cannot be reimbursed.

**Process Overview**

Following university business trips, travelers or arrangers can add reimbursement requests to the associated Travel@IU trip document. Requests may include per diem, mileage, and other reimbursable travel expenses.

The updated Travel@IU trip document is routed and a trip coversheet is generated. The traveler or arranger follows the instructions on the coversheet to submit all receipts, which are then scanned and linked to the trip record. TMS staff reviews the full trip documentation for completion and policy adherence, then routes the Travel@IU trip document on through WORKFLOW for account level approval.

When the final approval is registered, reimbursement is paid to the traveler. If necessary, an additional ‘supplemental reimbursement’ can be requested later to accommodate any omitted or rejected expenses.

**Prefer to watch the movie?**

The information provided in this chapter is also available via online tutorials:
Request Reimbursement

Overview

Follow the instructions below to request reimbursement as soon as possible following the trip, well before 60 days from the trip return date.

After entering reimbursement requests on the Travel@IU trip document, as defined below, generate the trip coversheet (available on the confirmation page) and follow its instructions to submit all required receipts.

TRAVEL WARNING!

This chapter assumes a Travel@IU trip has already been created.

IU policy requires prior authorization for out-of-state travel and prepayments, so most trips are created in the Travel@IU system prior to departure. However, the online system also allows trip documents to be created after a trip has occurred: View the instate reimbursement tutorial for instructions, or:

1. Follow the steps shown in the previous chapter to create the trip document.
2. When you reach the Trip Summary page, begin with step 4 below to request reimbursement prior to routing.

Instructions

To request reimbursements on a Travel@IU trip document:

1. Click the Travel Arrangements app in ONE.

2. Click the View My Trips link.

Step 2 varies when accessing trips taken by others. See Chapter 3: Arrangers for details.

The Travel Activity page appears.

<table>
<thead>
<tr>
<th>Depart</th>
<th>Destination</th>
<th>Trip Name</th>
<th>Trip Id</th>
<th>Stage</th>
<th>Status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/11</td>
<td>NEW YORK, NY</td>
<td>HARLEM JAZZ FESTIVAL</td>
<td>993715</td>
<td>Authorization Approved</td>
<td></td>
<td>request prepayment</td>
</tr>
<tr>
<td>06/01/11</td>
<td>NEW YORK, NY</td>
<td>NYU CONFERENCE</td>
<td></td>
<td>In Authorization</td>
<td></td>
<td>view</td>
</tr>
<tr>
<td>06/01/11</td>
<td>DALLAS, TX</td>
<td>DALLAS CONF</td>
<td></td>
<td>In Authorization</td>
<td></td>
<td>view</td>
</tr>
<tr>
<td>05/01/11</td>
<td>KOKOMO, IN</td>
<td>TRAVEL@IU TRAINING</td>
<td></td>
<td>In Prepayment</td>
<td></td>
<td>view</td>
</tr>
<tr>
<td>05/01/11</td>
<td>NEW YORK, NY</td>
<td>NYU CONFERENCE</td>
<td>993716</td>
<td>In Reimbursement</td>
<td></td>
<td>request reimbursement</td>
</tr>
<tr>
<td>05/01/11</td>
<td>INDIANAPOLIS, IN</td>
<td>CONFERENCE</td>
<td>992729</td>
<td>Waiting For Receipts</td>
<td></td>
<td>view</td>
</tr>
<tr>
<td>04/11/11</td>
<td>KOKOMO, IN</td>
<td>KI CAMPUS VISIT TEST</td>
<td>992771</td>
<td>Waiting For Receipts</td>
<td></td>
<td>view</td>
</tr>
<tr>
<td>04/01/11</td>
<td>KOKOMO, IN</td>
<td>TRAINING</td>
<td>992717</td>
<td>Reimbursement Approved</td>
<td></td>
<td>request supplemental</td>
</tr>
</tbody>
</table>

Select Date Range:

Start Date: 04/01/2011 (mm/dd/yyyy)  End Date: 06/01/2011 (mm/dd/yyyy)
3. Click the green Request Reimbursement button for the appropriate trip. This button only appears for authorized trips with a return date prior to today, that have not already had a reimbursement requested.

Supplemental reimbursements can be requested for trips that have already received reimbursement. Instructions are provided in the Request a Supplement section of this chapter.

4. Mileage and Per Diem reimbursements are requested in the Destinations section. Scroll to the Destinations section and click Edit.
5. Select a **Start Time** and **End Time** for this trip.

   Round to the nearest available times, but be as accurate as possible. The hours are needed to calculate Per Diem.

   Times are required for all out-of-state trips and any instate trips for which per diem will be claimed.

6. Verify the travel **Method**. Did the traveler use **Air** or **Personal Car**?

   **If the trip involved Air…**
   - Select a **Method to Airport**:
     - If the traveler drove a **personal car** to the airport, indicate the round trip mileage in the **Total (mi)** field.
     - Enter the **Airport Name**, or its three letter abbreviation.

   **If the trip involved a **Personal Car**…**
   - If Travel@IU recognizes the destination city, the mileage between that city and the traveler's home office will automatically appear in the **Total (mi)** field. Review this number for accuracy.
   - If the miles do not appear, or if the actual mileage is more or less than what is shown, enter the correct number in the **Total (mi)** field.
If the automatically populated mileage is left in place, or the number is revised down, no additional documentation is required.

If the total mileage is raised, supporting documentation must be provided to Travel Management Services. This may include a printed map reflecting the route taken, or a mileage record form. See the Accumulated Mileage section of this chapter for more details.

Scroll down to the Per Diem Questions.

7. Answer the three per diem questions as defined in the table below.

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>ANSWERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you requesting per diem?</td>
<td>Select Yes if the traveler paid for at least some meals or living expense, and is requesting Per Diem reimbursement. Select No if the traveler is not seeking any funds for Per Diem. If this is the case, select No for all three questions.</td>
</tr>
<tr>
<td>Were any meals provided?</td>
<td>Select Yes if the traveler is requesting Per Diem, but did not pay for all of the meals consumed during this trip. Select No if the traveler paid for all of his or her own meals. (Or if the traveler is not requesting any Per Diem)</td>
</tr>
<tr>
<td>Was personal time involved?</td>
<td>Select Yes if personal time was taken during the trip. Select No if the traveler did not take personal time during the trip. <strong>Note:</strong> Personal time is permissible before or after business travel but cannot be taken on both ends of a trip.</td>
</tr>
</tbody>
</table>

8. If the you answered ‘Yes’ to the meals or personal time questions, click the **refresh** button and use the subsequent table to indicate which meals were provided or which days were taken as personal time. The value of these selections will be subtracted from the total Per Diem reimbursement.
9. Click the save button at the bottom of the ‘Edit Destinations’ page.

10. Scroll down to the Reimbursements section of the ‘Trip Summary’ page.
11. Click the **add** button to the left of a reimbursement category to request the total reimbursement for that type of expense. Be sure to claim each expense to the appropriate category, as defined in the **Reimbursement Expense Categories** table on page 22.
12. Enter the **Total Amount** the traveler paid in this expense category over the duration of the trip.

13. Enter the **Number Of Receipts** to be submitted. For example, if the traveler stayed in two different hotels, the number of receipts would be 2.

14. If original receipts are not available for any portion of this expense, uncheck the **All Original Receipts** box. Then provide an explanation, and a description of the substitute documents, in the **Exception to Policy** field.

**TRAVEL WARNING!**

**Keep and submit all original receipts.**

*Policy requires original receipts for every travel reimbursement. If original receipts are not available, be sure to provide suitable documentation and a thorough explanation in the **Exception to Policy** field. If you have any questions about acceptable documentation, contact Travel Management Services.*

15. Click **Save**.

16. Repeat steps 11-15 until all reimbursable expenses have been requested. Use the table on the following page as a guide.
### Table 1 Reimbursement Expense Categories

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DEFINITION</th>
<th>TIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>Claim air fare paid for by the traveler as part of this trip.</td>
<td>IU travelers can only be reimbursed for coach or economy air fare, and ticket status must be verified on the Add Air Expense page. If first class or business fare is selected, indicate whether the expense has been substantiated. The difference between the economy price and the paid fare must be made up (substantiated) by a non-IU source.</td>
</tr>
<tr>
<td>Lodging</td>
<td>Claim any lodging expenses paid for by the traveler.</td>
<td>Room rate and tax should be claimed together in this category, but other hotel charges (phone, internet, parking, etc.) must be claimed separately.</td>
</tr>
<tr>
<td>Rental Car</td>
<td>Claim rental car expenses paid for by the traveler.</td>
<td>Be sure to retain and submit a final itemized receipt. Tax should be included in the amount, but insurance should not be purchased and cannot be reimbursed.</td>
</tr>
<tr>
<td>Registration</td>
<td>Claim registration fees paid for by the traveler.</td>
<td>If the registration fees were paid by a Travel Management Services prepayment check, or on a department P-Card, no expense claim is necessary.</td>
</tr>
<tr>
<td>Parking</td>
<td>Claim parking expenses.</td>
<td>If billed on the hotel receipt, add the total parking amount and indicate 0 additional receipts to submit. Uncheck the “all original receipts” box and use the exception to policy field to reference the hotel receipt.</td>
</tr>
<tr>
<td>Phone</td>
<td>Claim reimbursable telephone expenses.</td>
<td>Follow the parking tips shown above if the phone charges are billed on the hotel receipt.</td>
</tr>
<tr>
<td>Taxi</td>
<td>Claim taxi fare paid during this trip.</td>
<td>Indicate the total amount paid for all taxi rides on this trip. The submitted receipts must add up to this total.</td>
</tr>
<tr>
<td>Tolls</td>
<td>Claim highway or bridge tolls paid during this trip.</td>
<td>Indicate the total amount and submit receipts for all tolls paid during transit on this trip.</td>
</tr>
<tr>
<td>Fuel</td>
<td>Claim the cost of fuel paid for by the traveler.</td>
<td>This typically applies only to gas purchased by the traveler when refilling a rental car. Fuel costs cannot be claimed in addition to mileage.</td>
</tr>
<tr>
<td>Luggage</td>
<td>Claim any luggage handling or transportation fees paid by the traveler.</td>
<td>Many airlines charge additional fees for checked bags. Receipts for these charges, typically provided at check in, should be retained and submitted.</td>
</tr>
<tr>
<td>Deductions</td>
<td>Indicate any deductions that should be subtracted from the total reimbursement.</td>
<td>The value of travel awards given to the traveler can be indicated here and subtracted from the total reimbursement. (Often handled by TMS staff).</td>
</tr>
<tr>
<td>Other</td>
<td>Claim any expenses paid by the traveler that are not reflected elsewhere.</td>
<td>This is the only expense category that can be added as multiple entries for separate amounts. Common examples include internet charges and shuttle fees.</td>
</tr>
</tbody>
</table>
17. When all reimbursement requests are reflected on the trip summary page, click the Route for Approval button at the bottom of the page.

![Trip Confirmation Page](image)

The Document ID, displayed on the confirmation page, allows you to track this trip as it moves through WORKFLOW approval routing. Details are provided in Appendix A: Routing and Tracking.

18. Click the Generate Coversheet button.

![Trip Coversheet](image)

19. Print the coversheet and follow its instructions to mail all receipts and other trip documentation to the provided processing address.
What comes next?

The receipts are scanned and linked to the relevant trip document.

If documentation is complete and all guidelines have been followed, TMS staff approves the trip.

The trip routes through WORKFLOW to obtain the necessary fiscal officer or delegate approvals.

When the final approval is recorded, a reimbursement payment is issued to the traveler, by check or electronic deposit.

Turn the page...

Want to understand trip routing, and how to track documents? 
*Turn to the Workflow Appendix*

Want to request an additional reimbursement for this trip? 
*Turn to the next page.*

Want to request a special reimbursement for accumulate mileage? 
*Turn to the end of this chapter*

---

**TRAVEL WARNING!**

Submit the Hotels.com Confirmation Page.
If requesting per diem on a Hotels.com reserved trip, be sure to submit the Hotels.com confirmation page along with the other trip receipts. This page is required for per diem calculation.

---

To sign up for direct deposit of reimbursement payments, click the Travel Reimbursement Direct Deposit app and follow the instructions on the form.
Request a Supplement

Overview

If additional trip expenses are discovered after a reimbursement request has been submitted, or if certain expenses have been rejected and must be claimed again, travelers can request a “supplemental reimbursement”. The steps are largely the same as those outlined in the Reimbursement procedure, with a few key differences as shown below.

**TRAVEL WARNING!**

**The 60-Day reimbursement deadline still applies.**

All reimbursements, including supplemental requests, must be processed within 60 days of the trip’s return date. If requesting a supplement after this deadline, written justification for the delay is required. After 120 days from the trip’s return date, no further reimbursement can be obtained.

Instructions

To request an additional reimbursement on a Travel@IU trip document:

1. Access the Travel Arrangements app in ONE.

   ![Travel Arrangements](image)

   Step 2 varies when accessing trips taken by others.

   See **Chapter 3: Arrangers** for details.

2. Click the **View My Trips** link.
3. Click the **Request Supplemental** button for the trip.

The Request Supplemental button only appears for trips that have already finished processing an initial reimbursement. You must wait until all receipts are received and the reimbursement is approved before requesting a supplement.
4. If Per Diem or Mileage need to be altered or reclaimed, scroll to the ‘Destinations’ section and click the **Copy to New** button. Follow steps 5-9 of the [Request Reimbursement](#) instructions to add or edit mileage and per diem details.

If the supplemental request involves a new destination city, click the **Add** destinations button, satisfy all required fields, and follow steps 5-9 of the [Request Reimbursement](#) instructions.

**If corrected documentation is required and there are no other receipts to submit:**

1. Enter 1 in the **Number of Receipts** field on the edit destination page.
2. Save and route the trip for approval.
3. Generate a trip coversheet from the confirmation page and use it to mail the new documentation.

5. If any other travel expenses need to be claimed, scroll to the **Reimbursements** section of the trip summary and follow steps 11-19 of the [Request Reimbursement](#) instructions to add all necessary requests.

6. Be sure to route the document for approval and click the **Generate a Coversheet** button on the cover page. Follow its instructions to submit any additional documentation to the provided TMS processing address.

If the receipts have already been submitted as part of an original reimbursement request, they should still be on file. Reference any previously submitted receipts in the **Exception to Policy** field on the associated ‘add expense’ page, and follow up with TMS staff if necessary.

---

**TRAVEL WARNING!**

**Corrections for rejected requests must be added back manually.**

If per diem, mileage, or other requested expenses were not approved with the initial reimbursement, perhaps due to a lack of sufficient documentation, the rejected requests will not remain on the trip document. Rejected requests will need to be added again, with careful attention to correcting the initial mistake.
Request Accumulated Mileage

Overview

If mileage is the only expense for a set of trips, and all those trips remain within the state of Indiana, a Mileage Record Form can be used to claim the mileage in batch. In this case, only one online trip document is required.

**TRAVEL WARNING!**

*Never let mileage accumulate for more than a month.*

Documentation for mileage only trips can be combined for convenience, but each departure and return is still a separate trip. Mileage reimbursement for each will be subject to the 60/120 reimbursement deadlines and will be counted from the date each journey ends; not from the end date on the accumulated trip document.

Instructions

To complete a mileage record form and create a new trip in the Travel@IU system:

1. Print the [Travel Mileage Record Form (PDF)](https://www.indiana.edu/~travel/resources/travelforms.shtml). It can be found on the Travel Management Services website, at:
   
   www.indiana.edu/~travel/resources/travelforms.shtml

2. Fill in the form, satisfying every column for each journey.

**TRAVEL WARNING!**

*Only instate trips with no other expenses be accumulated.*

This procedure works for **instate mileage only**. If a trip requires per diem, parking, or any other reimbursement; or if it leaves the state of Indiana; it cannot be included on the mileage record form.

3. Retain the form to submit at the end of this procedure. Be sure to note the total accumulated mileage.
4. Access the Travel Arrangements in ONE.

5. Click the Create a New Trip link.

Step 2 varies when creating trips on behalf of others. See Chapter 3: Arrangers for details.

6. Select State as the “Trip Type”.

Accumulated mileage reimbursements are only allowed for instate trips.
7. Enter the date of the first car journey in the **Start Date** field and the date of the last in the **Return Date** field.

8. Type the word “Mileage” in the **City** field if multiple destinations were involved.

9. Select “Indiana” from the **State** drop-down list.

10. Click **Continue**.

    If **red text** appears, review the fields and correct any missing values or contradictions. Then click **Continue** again.

    If a **trip banner** appears at the bottom of the page, another trip has already been created for the same traveler on conflicting dates.

    If this trip is a duplicate, click the existing trip’s action button to review and add data as needed. If the accumulated mileage dates simply overlap with another trip; click **Continue**.

11. Enter a **Trip Name**. This field is not required, but a descriptive trip name can help differentiate trips on the traveler’s “Travel Activity” page.

12. Select **Personal Car** as the “Method of Travel”.

    Leave the **Reimbursement** options unselected for now. You will specify your mileage on the ‘Trip Summary’ page, as described later in these instructions.
13. Click Continue.

14. Add any unusual information about this trip in the Comments field at the top of the page.

15. Edit the “Traveler” information as needed. A Phone number is not required by TMS staff, though it is currently set as a required field in the Travel@IU system. Entering a space or a dash allows the document to be saved and routed.

If the traveler’s info is consistently incorrect, the global IU directory should be updated. Refer to UITS Documentation for instructions.

16. Enter a purpose for the accumulated miles in the Purpose/Conference Name field. The purpose entered online can remain at a high level in this case, as the purpose of each individual trip is listed on the Mileage Record Form.

TRAVEL WARNING!

Never enter acronyms in the purpose field.
17. Select No for all three of the per diem questions.

Remember, Per Diem is not permitted on accumulated mileage trips.

As a result, you do not need to specify a start time or an end time on this document.

18. Enter a valid Acct # and verify that the Obj Cd is correct.

The Object Code automatically populates based on the type of trip being created, but the value may need to be revised to accommodate department specifications for certain trips.

19. Enter values in some or all of the remaining account fields as needed.

20. Specify a whole dollar limit if known. Alternatively, the fiscal officer may assign a limit during approval.

21. If multiple accounts will be used for this trip, click the Add button. Another account line appears. Follow the steps shown above to setup the additional account, and repeat until all necessary accounts have been added.

   Fund allocation between multiple accounts is typically determined at the fiscal officer route level. However, account distribution can be suggested using the limit fields, as defined below:

   If a limit is entered for the first account, that limit will be met before any funds are taken from the second account. For example, if the limit for the first account is set at $500, and the total trip expenses come to $400, the additional accounts will not be charged. This is repeated down the account rows.

   **TRAVEL WARNING!**

   Be sure to satisfy all the accounting requirements set for this account.

   Contact the responsible fiscal officer if you have any questions.
22. Click **Save and Continue** at the bottom of the page.

![Image of Trip Summary page](image)

The trip is saved for future access, and the **Trip Summary** page appears.

<table>
<thead>
<tr>
<th>Trip</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>APRIL MILEAGE</td>
</tr>
<tr>
<td>Structure:</td>
<td>ROUND</td>
</tr>
<tr>
<td>Alternate Trip Id:</td>
<td></td>
</tr>
<tr>
<td>Reimbursement:</td>
<td></td>
</tr>
<tr>
<td>Created:</td>
<td>05/27/2011 19:27:37</td>
</tr>
<tr>
<td>Routed Authorization:</td>
<td></td>
</tr>
<tr>
<td>Routed Reimbursement:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traveler</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>BECKER, BRIAN C</td>
</tr>
<tr>
<td>Department Name:</td>
<td>PUR</td>
</tr>
<tr>
<td>Address:</td>
<td>POPLARS 414</td>
</tr>
<tr>
<td>Campus:</td>
<td>BLOOMINGTON</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:bbecker@indiana.edu">bbecker@indiana.edu</a></td>
</tr>
<tr>
<td>Arrangers:</td>
<td>DE VOL., MARSHA K HUGHES, CYNTHIA R CAIN, THERESA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destinations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From City:</td>
<td>BLOOMINGTON</td>
</tr>
<tr>
<td>From State:</td>
<td>INDIANA</td>
</tr>
<tr>
<td>To City:</td>
<td>MILEAGE</td>
</tr>
<tr>
<td>To State:</td>
<td>INDIANA</td>
</tr>
<tr>
<td>Start Date:</td>
<td>05/15/2011</td>
</tr>
<tr>
<td>End Date:</td>
<td>05/24/2011</td>
</tr>
<tr>
<td>Start Time:</td>
<td>--:--</td>
</tr>
<tr>
<td>End Time:</td>
<td>--:--</td>
</tr>
<tr>
<td>Travel Method:</td>
<td>Personal Car</td>
</tr>
</tbody>
</table>

23. Scroll to the ‘Destinations’ section, and click the **edit** button.

![Image of Edit Destinations page](image)

**The Edit Destinations page appears.**

**Edit Trip Destination** - Required fields are denoted by an asterisk (*). From and To Country required for foreign trip only.

<table>
<thead>
<tr>
<th>Destination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Segment Id:</td>
<td>756188</td>
</tr>
<tr>
<td>*From City:</td>
<td>BLOOMINGTON</td>
</tr>
<tr>
<td>*From State:</td>
<td>INDIANA</td>
</tr>
<tr>
<td>*To City:</td>
<td>MILEAGE</td>
</tr>
<tr>
<td>*To State:</td>
<td>INDIANA</td>
</tr>
<tr>
<td>*Start Date:</td>
<td>05/15/2011 (mm/dd/yyyy)</td>
</tr>
<tr>
<td>*Start Time:</td>
<td>--:--</td>
</tr>
<tr>
<td>*End Date:</td>
<td>05/24/2011 (mm/dd/yyyy)</td>
</tr>
<tr>
<td>*End Time:</td>
<td>--:--</td>
</tr>
<tr>
<td>Method:</td>
<td>Personal Car</td>
</tr>
<tr>
<td>Method to Airport:</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Number Of Receipts:** 0

**Are you requesting per diem:**
- **Yes**: 
- **No**
24. Enter the accumulated miles from all of the trips listed on the Mileage Record Form in the **Total (mi)** field.

25. Enter 1 in the **Number of Receipts** field. This facilitates submission of the mileage record form.

26. Click the **Save** button at the bottom of the page.

27. Scroll to the bottom of the document and click **Route for Approval**.

The Document ID, displayed on the confirmation page, will allow you to track this trip as it moves through WORKFLOW approval routing. Details are provided in **Appendix A: Routing and Tracking**.

28. Click the **Generate Coversheet** button.
The Trip Coversheet appears.

Travel Management Services
Trip Coversheet

Document Id: 8384295

Instructions:
- Print coversheet from the trip confirmation page.
- Write contact information (name, phone number, and date) in the space provided on the Trip Coversheet.
- For each expense being claimed, a corresponding original receipt must be submitted.
- Tape small receipts to a letter size sheet of blank paper.
  Larger receipts, such as lodging receipts, do not need to be taped to a sheet of paper.
  NOTE: Do not send loose receipts. The document will be returned if receipts are not properly submitted.
- Write the Document Id 8384295 and the Trip Id 992812 at the top of each page of receipts.
- Paper clip receipts to the back of the Trip Coversheet.
- Mail Trip Coversheet and receipts via campus mail to the following address for processing:
  Travel Management Services
  Poplars Room 120
  BL Campus

<table>
<thead>
<tr>
<th>Trip Id</th>
<th>Traveler</th>
<th>Request Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>992812</td>
<td>BBECKER</td>
<td>BBECKER</td>
</tr>
<tr>
<td></td>
<td>BRIAN C BECKER</td>
<td>BRIAN C BECKER</td>
</tr>
</tbody>
</table>

EXPENSES

<table>
<thead>
<tr>
<th>TOTAL</th>
<th># OF RECEIPTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Contact Name:__________ Phone #:__________ Date:__/__/__

29. Print the coversheet and follow its instructions to mail the Mileage Record Form to the provided processing address.

What comes next?

The mileage record form is scanned and linked to the Travel@IU trip document.

The trip routes through WORKFLOW to obtain all necessary approvals.

The mileage is reimbursed to the traveler at the current rate.

Turn the page...

Want to understand trip routing, and track the current status of your document?

Turn to the Workflow Appendix
Chapter 3: Arrangers

In this chapter, you will learn how to:

✓ Become an ‘Arranger’ in the Travel@IU system
✓ Add travelers to your traveler list
✓ Create and maintain trips on behalf of your travelers

Process Overview

Certain IU campuses and departments designate travel ‘arrangers’ to process travel documentation on behalf of other staff members. Departments might use one or more arrangers for all their travel needs, or split responsibilities between arrangers and travelers, or may elect not to have arrangers at all.

The Travel@IU system allows all IU faculty and staff to create and maintain their own trips, but it also allows arrangers to perform these tasks on behalf of others. Before this can occur a staff member must:

1. Obtain arranger permission in the Travel@IU system.
   If you do not see the additional arranger links in the Travel@IU portal but believe you should, contact Travel Management Services.

2. Request travelers to join your ‘Traveler List’
   See Add Travelers on the following page for instructions.

3. The travelers must approve the “Arranger Authorization Request”
   Travelers receive Authorization Request eDocs in their WORKFLOW action list. Before their trips can be arranged, each traveler must answer all eight security questions and approve the document.

When the above steps are complete, the arranger can begin to Create & Maintain Trips on behalf of the authorized travelers.

Prefer to watch the movie?

The information provided in this chapter is also addressed in the Arrangers tutorial. Click the image to view the tutorial.

Links to all tutorials can be found on the Training tab in Travel@IU.
Add Travelers

Overview

Before any trips can be arranged, the arranger must be granted permission by the traveler to process travel documents on his or her behalf. Follow the instructions below to create an “Arranger Authorization Request” for each traveler.

Instructions

To create an ‘Arranger Authorization Request’ for a single traveler:

1. Navigate to the Travel Arrangement tab in ONE.

2. Click the Add a New Traveler link.

If you do not see the arranger links shown above, then you have not been setup as an arranger in the Travel@IU system. Confirm your role with your supervisor and contact Travel Management Services if you believe your account settings should be changed.

3. Enter the IU Network ID for the traveler you intend to arrange for. Click the Magnifying Glass icon to search for the traveler by name and return his or her ID to the field.

4. Click Save.
To create multiple ‘Arranger Authorization Requests’ simultaneously:

1. Navigate to the Travel@IU portal on the “Services” tab in OneStart.

2. Click the View My Travlers link.

3. Enter the total number of requested travelers in the **Add ___ new traveler(s)** field, and click **Add**.

4. A corresponding number of **Network ID** fields appear. Enter or select a network ID for each traveler, and click **Save** to generate the authorization requests.

---

**What comes next?**

Each traveler receives an ‘Arranger Authorization Request’ in his or her Action List.

The traveler answers ‘yes’ or ‘no’ to all eight authorization questions, then clicks **Approve**.

The traveler moves from the arranger’s ‘pending list’ to the ‘traveler list’.

---

**TRAVEL WARNING!**

To avoid having to approve travel documents submitted on the traveler’s behalf by an arranger, the traveler must select ‘yes’ for all 8 questions. If “signature authority” is not provided, the traveler will be required to approve each trip.
Create & Maintain Trips for Others

Overview

After a traveler has authorized an arranger, the arranger can create and update trips on the traveler’s behalf using the instructions provided in Chapter 1: Before Traveling and Chapter 2: After Traveling. Only the initial steps will vary, as defined below.

Instructions

To create or update trips on behalf of an authorized traveler:

1. Navigate to the Travel@IU portal on the “Services” tab in Onestart.

2. Click the View My Travelers link.

If the traveler is not listed, use the Add Travelers instructions to request authorization.

If the traveler is listed under Pending Arranger Authorization Requests, he or she still needs to approve the authorization eDoc. The document can be found in the travelers WORKFLOW Action List, accessed via the Notifications tab in Onestart.
3. To add or modify documents on behalf of authorized travelers:

- **To create a new trip**, click the **New Trip** button in the far right column of that traveler’s row. Then follow the instructions provided in the [Create a New Trip](#) or [Request Accumulated Mileage](#) procedures to complete the trip document.

- **To modify an existing trip**, adding a reimbursement or prepayment request for example, click the traveler’s name.

![Travel Activity Page](#)

Use the **Options** button to initiate an additional request for any trip. Depending on the current status of the trip, different options will appear:

- **Click View** to view a copy of the document as last submitted for approval. For certain trips and stages, this option could be used to access the Enterprise Campus Rental link or to print a Trip Coversheet.

- **Click Request Prepayment** to request a TMS check to cover a conference registration fee or a one-night lodging deposit. You can also use the **Trip ID** at this stage to charge [prepaid reservations](#) directly to the trip account(s).

- **Click Request Reimbursement** to request per diem, mileage, or other reimbursable expenses for the traveler; see [Request Reimbursement](#).

- **Click Request Supplemental** to request an additional reimbursement for a trip that has already been reimbursed; see [Request a Supplement](#).

4. Complete and route the trip document for approval.

**What comes next?**

*The trip routes to WORKFLOW.*

If the traveler answered ‘No’ to the signature authority questions on the Authorization eDoc, that traveler will be the first required approver.

When the final approval is recorded, the prepayment or reimbursement is generated.
Appendix A: Routing and Tracking

How to understand WORKFLOW; and use it to track trip approvals:

As stated throughout this guide, all travel authorizations, prepayments and reimbursements rely upon WORKFLOW to obtain and store the required approvals. These electronic approvals constitute an official signature from the responsible parties, and are used to satisfy internal and external audit requirements.

The routing is established automatically for each trip document (as described on the next two pages of this appendix), based on the specified account(s) and the nature of the request.

To Approve documents, check your Action List regularly. Click the Document ID link for a given trip, make any necessary changes or annotations (fiscal officers are able to edit account limits prior to approving), and click Approve or Disapprove as appropriate.

By default, a notification email is sent when a new document arrives in an individual’s action list. Though this feature may be disabled.

To enable notifications, click the preferences button at the top right of your Action List. Then select “Daily”, “Weekly”, or “Immediate” to set the frequency of future email notifications, and click Save.

To check for pending approval; click the Document Search tab, enter the trip’s Document ID # in the corresponding search field, and click Search. The trip will appear as a result. Click its log icon to view the individuals or groups responsible for all previous and pending approvals.

Be sure to search with the Document ID number, not the Trip ID.

The Document ID number can be found on the trip’s confirmation page, as well as the upper-right hand corner of every Travel@IU trip.
WORKFLOW Routing for Trip Authorization and Prepayment Documents

**Traveler**
*Optional*
If the document was initiated by an arranger then the traveler can request to see the document for FYI or approval.

**Sub Account Reviewer**
*Optional*
Orgs that use sub-accounts can require approval from individuals at this level. The sub-account must be set up in Workflow for this route level to be in effect.

**Fiscal Officer/Delegate**
*Required*
Approves the use of the accounts. May edit the accounts section.

**Content Approver**
*Optional*
The purpose of this level is to make the trip planning process easier on the traveler or arranger by having a content manager add the account information. The traveler/arranger's chart/org must be set up in Workflow for this route level to be in effect.

**Pre-Fiscal Officer**
*Optional*
Based on Chart and Org.

**Base Reviewer**
*Optional/Conditional*
The base reviewer approves or disapproves documents for trips categorized as domestic/foreign or trips that exceed a certain dollar limit based on the account. Only trips that fall into these categories will be routed through the base reviewer. This route level must be set up in Workflow.

**Travel Management Services**
*Conditional*
Routed here if payments must be processed. Travel staff may edit any part of the document.

**Separation of Duties**
*Conditional*
If the initiator is the traveler and is also the fiscal officer/delegate and no other approval levels have seen the document, the document will route to a third party for approval.
WORKFLOW Routing for Trip Reimbursement and Supplement Documents:

**Traveler/Arranger**
*Required*
Initiates the document.

**Traveler**
*Optional*
If the document was initiated by an arranger then the traveler can request to see the document for FYI or approval.

**Content Approver**
*Optional*
The purpose of this level is to make the trip planning process easier on the traveler or arranger by having a content manager add the account information. The traveler/arranger’s chart/org must be set up in Workflow for this route level to be in effect.

**Travel Management Services**
*Required*
Travel Management Services adds mileage amount, assigns per diem rate, applies limits to expenses, and removes unapproved expenses. This work cannot be done until the scanned receipts are associated with the trip.

**Fiscal Officer/Delegate**
*Required*
Approves the use of the accounts. May edit the accounts section. Document will route back to Travel Management Services if the accounts were changed from/to a 47 account.

**Base Reviewer**
*Optional/Conditional*
The base reviewer approves/disapproves documents for trips categorized as domestic/foreign or that exceed a certain dollar limit. Only trips that fall into these categories will be routed through the base reviewer. This route level must be set up in Workflow.

**Pre-Fiscal Officer**
*Optional*
Based on Chart and Org.

**Sub Account Reviewer**
*Optional*
Orgs that use sub-accounts can require approval from individuals at this level. The sub-account must be set up in Workflow for this route level to be in effect.

**Separation of Duties**
*Conditional*
If the initiator is the traveler and is also the fiscal officer/delegate and no other approval levels have seen the document, the document will route to a third party for approval.
Appendix B: Account Line Descriptions

**Required Fields**

Only two accounting fields are required by the Travel@IU system for every trip: *Account #* and *Obj Cd*. However, individual departments may require more information for certain trips. Ask the department’s fiscal officer for help if it isn’t clear which number to use for each field.

- Type the ACCOUNT # (Account Number) manually or search for it by clicking on the magnifying glass and using the lookup function.
- The system will automatically fill in the OBJ CD (Object Code) based on the type of trip selected.
- The CHART OF ACCT will be filled in automatically based on the Account # specified.

**Optional Fields**

These fields are optional and their use varies by department. The traveler/arranger can add this information if it is known or leave these fields blank. When the document routes to the fiscal officer for approval, the fiscal officer can add information to these fields if necessary. See the Field Definitions section for a detailed description of each field.
Content Approval

“Content Approval” is an optional approval level set up in Workflow. When Content Approval is in place, travelers and arrangers are not required to add ACCOUNTS information. After the traveler or arranger submits the document, it will be routed to a third party who will be required to fill in the ACCOUNTS section.

If content approval routing is in place and the ACCOUNTS information is not known, then the traveler or arranger must delete the ACCOUNTS box before submitting the document. To delete an account line, select the check box to the left of the CHART OF ACCT field and then select the DELETE button.

Multiple Accounts and Limits

For each trip, the user may add up to five account lines by clicking ADD.

The LIMIT field is used to limit how much money from each account can be charged for this trip’s prepayments and reimbursements. The LIMIT field is often filled in by the fiscal officer.

In this example, no limit has been set for either account. The allowable expenses will be allocated between the 19-150-30 and 19-100-06 accounts as determined at the Fiscal Officer route level.
In this example, the maximum amount that the trip can be reimbursed is $400. The traveler will have to pay for anything over $400.

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Chart of Acct</th>
<th>Account #</th>
<th>Sub Acct</th>
<th>Obj Cd</th>
<th>Sub Obj Cd</th>
<th>Org Ref Id</th>
<th>Proj Cd</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA</td>
<td>19-150-30</td>
<td>6000</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
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<td>19-100-06</td>
<td>6000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200</td>
</tr>
</tbody>
</table>

In this example, account 19-150-30 will be charged up to $200. The remainder of allowable expenses will be charged to 19-100-06.
Glossary

acct # Short for account number. Identifies the account where funds for the trip are encumbered or withdrawn.

accounts Also referred to as “account string,” “payment information,” “accounting line,” etc. Information entered in this section indicates which departmental account/accounts are charged for the trip.

air See method.

attachments If attachments need to be sent with the check, place a check mark in the attachments box. Attachments include any document that should accompany the check when it is delivered to the vendor. For example, a registration form for a conference. For prepaid registrations, print the confirmation screen and attach documentation displaying the registration fee amount. Also see receipts and prepaid registrations.

chart of acct Short for “chart of accounts code.” Identifies the chart associated with the account #. For more information, see Appendix B

city The destination city of the traveler.

country The destination country of the traveler. If the destination country is the United States, this field may be left blank.

cost summary Displays actual and estimated expenses for the trip, along with the total estimated cost of the trip.

depart The start date of the trip.

destination The primary trip destination.

destinations Most of the information in the destinations section is automatically filled in based on responses from earlier screens with the exception of the purpose/conference name field.

doc type Four categories make up potential doc types. Throughout the lifecycle of a trip request, the doc type will change depending on what stage the request is in. The stages are as follows: authorization, prepayment, reimbursement, supplement.

document ID Assigned by Workflow; a unique identifier for each request within a trip.

domestic See trip type.

foreign See trip type.

initial destination Travelers may travel to multiple destinations. In this section, type the city, state, and country of the farthest destination in the traveler’s itinerary. If the traveler only has one destination, it should be represented here. If the trip is state or domestic, the country field may be left blank. If the trip is foreign, the foreign option must be selected in the state field.
**limit** Short for spending limit. Numbers entered into this field are represented in dollars. The number entered in this field limits the amount of money that can be charged to an account for a single trip.

**lodging** See *prepaid amounts*.

**method of travel** Select the primary means of transportation required for the trip. If *Air* is selected, select an option from the drop-down box for the method to the airport. Additional options are listed in the drop-down box under *other method*.

**method to airport** See *method*.

**multi-destination** See *trip structure*.

**need help** Click for more information relating to any subject within the Travel@IU system.

**new trip** Click to begin the process of submitting a new travel request.

**number of receipts** Type the number of receipts that will be submitted for the specified expense.

**obj cd** Short for “object code.” The system will always default to the appropriate object code based on the trip type. In special circumstances the object code can be changed. For more information, see Appendix B.

**options** Displays the action that is available to the user. Click the button to initiate the action.

**org ref id** Short for “organization reference id.” This field is a free-form field used by departments that have their own numbering reference system. For more information, see Appendix B.

**other** See *prepaid amounts*.

**other method** See *method*.

**other rental** See *method*.

**personal car** See *method*. 
**prepayment requests** Registration fees, one-night lodging deposit, and other expenses can be paid in advance. To have a prepaid check sent to a vendor to cover these expenses, place a check mark in the box corresponding to the expense category. If multiple checks need to be sent for a single category, indicate the number of checks needed in the box to the right. For example, if the traveler will be staying in two different hotels throughout the course of the trip, type “2” in the box to the right.

**prepaid lodgings** This section asks for detailed information used to send a check for one-night prepaid lodging. It can also be filled out after the trip is complete – a check will be sent to the company after the expense has been approved. For prepaid lodgings, attach documentation from the hotel displaying the nightly single room rate. Also, attach any documents that may need to accompany the check when it is delivered to the vendor. Also see *attachments*.

**prepaid registrations** This section asks for detailed information used to send a check for a prepaid registration. This section can also be filled out after the trip is complete – a check will be sent to the company after the expense has been approved. Also see *attachments*.

**proj cd** Short for “project code.” Use if the trip is associated with a specific project. For more information, see Appendix B.

**purpose/conference name** State auditors require the completion of this field. It must contain the reason for the trip, name of the person visited by the traveler, or name of the conference attended (acronyms are not allowed). If the purpose of the trip is research, the type of research must be explained. A one or two sentence statement explaining the conference, research, or other business travel will, in most cases, satisfy the auditor’s requirements.

**receipts** After the trip, the traveler must print the trip coversheet, and follows its instructions to submit receipts by mail. The receipts will then be scanned and saved digitally, and the original copies will also be stored for a designated period of time.

**registration** See *prepaid amounts*.

**role** The role field states which type of user is logged into the system. Users are divided into three separate categories: traveler, arranger, and administrator. *Traveler:* person traveling; may log on at any time to manage trip requests. *Arranger:* person of the traveler’s choosing who may manage trip requests on the traveler’s behalf. *Administrator:* members of the Travel Management Services Staff; review requests for policy compliance; approve or disapprove requests; initiate requests on behalf of traveler for reconciliation purposes if necessary. NOTE: Student travel requests are entered by an arranger. Students can log in and view their trips but cannot create a request.

**round trip** See *trip structure*. 
route status The Workflow route status falls into one of six categories: initiated, enroute, exception (indicates that there was a problem processing the request), approved, disapproved, and final.

special handling instructions Type instructions that may be helpful for Travel Management Services or the recipient of the check.

stage The current stage of the trip document in the Travel@IU system. Stages range from: in authorization, in prepayment, in reimbursement, in supplement.

state The destination state of the traveler. If the trip is to a foreign country, select the foreign option in this field.

status The current status of a request in the Travel@IU system. Status options are as follows: saved, submitted (routing for approval), approved, disapproved, attention (action required by the traveler or the arranger), final, canceled.

sub-acct Short for “sub account number.” Use if a sub group within the account should be charged. For more information, see Appendix B.

sub obj cd “Short for sub object code.” For more information, see Appendix B.

traveler The traveler field contains the username of the person who will be traveling. Traveler is also a section within the Trip and Prepayment Details screen that is automatically filled in based on responses from earlier screens.

trip dates Insert the date the traveler will depart for the trip and the date the traveler will return from the trip. These dates should include any personal time the traveler will incur either before, during, or after business travel.

trip ID The unique identification number assigned by the Travel@IU system to each trip upon its approval. This number is required by Hotels.com, Enterprise Campus Rental, Orbitz and other travel providers prior to completing any prepaid university reservations.

trip name Given by the traveler or arranger to quickly identify trips. The name should be short for easy reference.