Process:	Creating a Travel Reimbursement – From an Approved Travel Authorization		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	8/17/23

Introduction:

The college of Humanities and Social Sciences requires travelers to submit their travel expenses for reimbursement no more than 30 days after the travel end date. Late justifications should be written by the Department Head, and should include preventative measures if travel is more than 30 days late. NC General Statute 138-6(c) requires that all reimbursement requests must be filed for approval within 30 days after the travel period for which reimbursement is being requested.

All post travel reimbursement requests are processed through The Travel Center. Reminder: Authorizations are required for all travel.

This section will explain step by step instructions on processing your travel reimbursements within the Travel Center excerpted from the NCSU Travel Center User's Guide.

Steps – Create a Travel Reimbursement from an Approved Travel Authorization (TA):

1. Log in to *MyPack* portal at https://mypack.ncsu.edu/.

2. Under the *Recent Requests* section, find the Authorization ID for the travel you are requesting reimbursement. The Authorization Status should indicate *Approved*. If not, contact the appropriate approver to review/approve your authorization.

3. Click Create Reimbursement for the selected Authorization.

4. If you are a proxy user for travelers and want to create a travel document for another user, you will need to change the traveler. To do so, you will need to establish a listing of travelers for which you proxy (see section on Traveler Profile & Proxy Setup). Then go to

 and use the dropdown listing to select your traveler. The name of the traveler will change to reflect the traveler that you selected.

5. Complete and/or review the following fields:

- ☐ **_Supervisor ID_** – The supervisor entered on the authorization will display. To designate another supervisor, enter the user ID of that employee into the Supervisor ID field. If you do not know the supervisor's user ID, use the 🔍 icon to locate the ID.
- ☐ The 🌐 **_Travel Center_** link will direct you back to the Travel Center.
- ☐ The 📘**_Travel Guidelines_** link will direct you to The Travel Center section of the University Controller's Office.
- ☐ The 👤 **_Show Traveler Details_** link expands the **_Traveler Detail_** section.
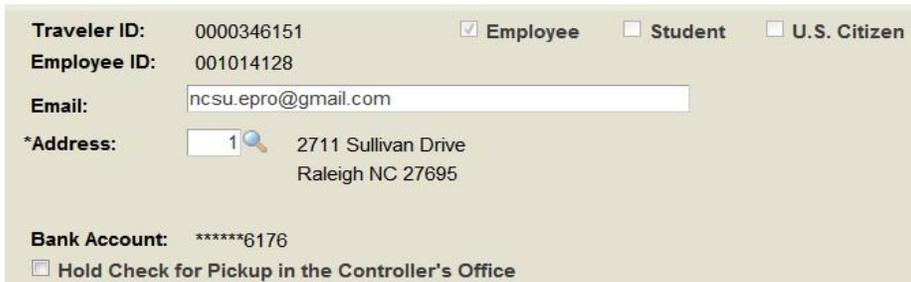
Traveler ID:	0000346151	☑ Employee ☐ Student ☐ U.S. Citizen
Employee ID:	001014128	
Email:	ncsu.epro@gmail.com	
*Address:	1 🔍 2711 Sullivan Drive Raleigh NC 27695	
Bank Account:	******6176	
☐ Hold Check for Pickup in the Controller's Office		

- o Employee, Student, and US Citizen status will be visible.
- o Verify the traveler's address. Use the 🔍 icon to look up additional addresses and make changes if necessary.
- o The system will display the last four digits of the traveler's banking information. If listed, this is an indicator that the traveler will receive a direct deposit of their reimbursement. If it is not listed, the payment will be made via check.
- o If there is a <u>business need</u> to process a manual check for pick-up, check the box next to *Hold Check for Pickup in the Controller's Office* and designate a person to pick-up the check within the *Comments field* under *Basic Travel Details*. The Controller's Office will call that individual when the check is available for pickup.
- · The 🖨 Travel Summary link provides a printable summary of the Travel Reimbursement that can be displayed once the Reimbursement is saved.

6. Under Section 1 – **_Basic Travel Details_**, review/enter the basic travel details. The Basic Travel Details listed on the authorization will display on the reimbursement. Review this information for accuracy as some details may have changed. (An * denotes a required field).

- • Verify the **Begin Date** and **End Date**. Adjust the date(s) if they no longer correspond to the actual dates of the trip. Include comments explaining adjusted dates. *Important: The College requires travelers to submit their travel expenses for reimbursement no more than 30 days after the travel <u>end date</u>.* Travel submitted beyond the 30-day college requirement, requires a late memo written by the Department Head. The memo should include preventative measures to avoid reoccurrence and must be uploaded to the TR for Campus Approval.
- • If the travel reimbursement is submitted more than 60 days past the travel end date, the traveler/initiator will receive the following system message:

Message

A justification for late entry is required. (20601,658)

A late entry justification is required because this travel reimbursement exceeds 30 days beyond the travel period for which reimbursement is requested.

OK
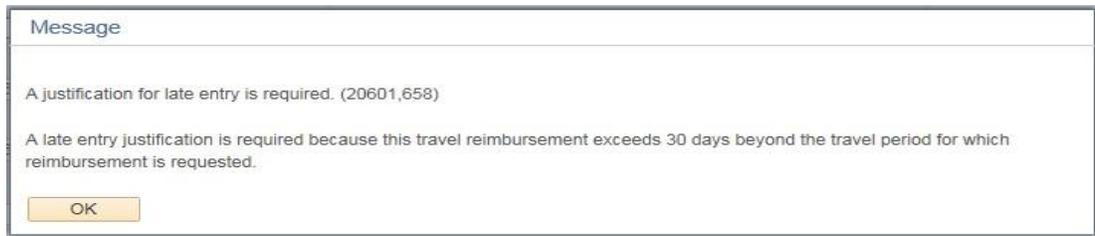
After clicking the "OK" button, the Late Entry Justification comment box will automatically appear and the traveler is required to document why the travel reimbursement is being submitted late. Completion of this field is required in order to submit the travel reimbursement for routing.

Late Entry Justification: Travelers are required to submit their reimbursement request within 30 days after the travel period for which reimbursement is requested. Reimbursement requests submitted beyond 30 days may be subject to additional filing requirements, including approval of the dean or above, restricted use of state funds, and taxation.
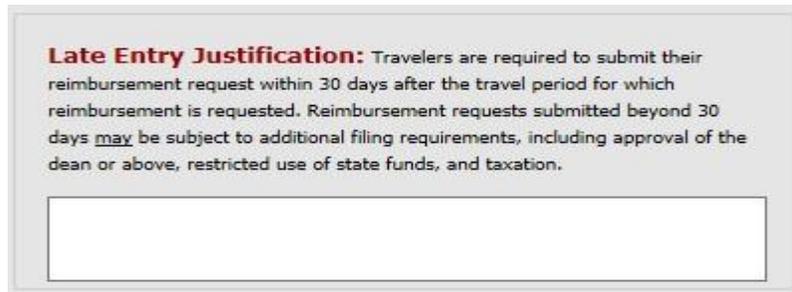
- Enter **Begin Time** and **End Time** (include travel time to and from duty station/home, less personal stops)
- Use the ¥£$ Currency Converter link to access the Oanda currency conversion website. A conversion must be provided for each receipt not in U.S. dollars.
- Enter into the **Comments** box, any relevant information pertaining to the travel, including any unusual or extenuating travel circumstances, funding instructions, etc. Multiple comments can be saved when a user enters text into the Comments Box and exits the TR. Comment history can be retrieved by using the "Comments History" link.

Comments: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."   Comment History

- The **Authorization Details** subsection shows Additional Information and Personal Travel Destinations / Dates comments entered as well as Special Authorizations approved in the travel authorization.

7. Under section 2 – *My Out-of-Pocket Expenses* allows the traveler to enter out-of-pocket expenses within the *Reimburse Me* column under the appropriate subsection, *Transportation*, *Lodging*, *Conference Fees & Meals*, and *Other Expenses*. DO NOT request reimbursement for any expense that has already been paid direct by the University or previously reimbursed to you. DO NOT delete default lines in this section, as it could cause the TR to result in an error and have to be re-entered.

- Standard travel items are shown. Use the ⊞ icon and select the description from the drop down list to add additional expense description rows. DO NOT delete standard travel items.

- Amounts from the Authorization will be listed under the *Authorized Amount* column.
- Any prepaid expenses will display under the *University Paid* column, but only if the PCard transaction is reconciled or the small purchase voucher has been paid. Prepaid expenses must reference the authorization number for the corresponding travel. To add a university prepaid expense not displayed, see University Prepaid Expenses section below.
- Additional Information: Click the ⓘ icons next to each expense line to view policy and procedure information directly related to that expense.
- The status column is used by approvers to communicate corrective action or additional information/documentation needed prior to denying the TR back to the initiator. Status flags: Corrected, Warning, and Error.
- Adding Comments: Comment boxes are located next to each expense in this section. To enter a comment, type in the comment box and click save at the bottom of the page to capture your comments. To add a new comment, simply type over the existing comment and click save. Use the 💬 icon to access the Comment History for an expense line.

Helpful Information

- **Adding Mileage** – To add mileage, click the 🖩 calculator icon located on the Mileage expense line. Review/enter the *Date*; *To/From Destination*, any *Additional Mileage Information*, *State*, and *Miles*. To add mileage rows use the ➕ icon. Enter dates sequentially to avoid receiving a system error. Must select duty station from drop down box.
- **Rental Vehicles** may be used with prior approval of the department head or his/her designee via the travel authorization. For both in-state and out-of-state travel, rental vehicles shall be obtained through **https://ncadmin.nc.gov/975b** when available. The current state contract supplier is Enterprise.
- **Lodging- 3rd Party Lodging** requires pre-approval. Please see section on 3rd Party Lodging on Financial Services website and contact your Department Liaison.
- **Including/Excluding Per Diem Meals** – To add meals, click the 🖩 icon located on the Meals expense line under Conference Fees & Meals. Exclude all full meals that are included with the registration fees, conference/workshop costs, hotel registrations, or provided by any other entity, by checking the appropriate boxes. Meals that are provided have to be excluded even if the traveler elects not to partake of the meal. There is an option to **Exclude All** if no meal reimbursement is requested or **Include All** if no other meals were provided. Conference agenda, brochure, or other information must be uploaded to support the meal reimbursement. *Please Note: For Group/Team travel meals must be calculated manually based on current subsistence rates.* Travelers must click the check box to certify that meals claimed were not provided to them.
- **Excess Meals** must meet requirements for reimbursement, require itemized receipts, and cannot be charged to state funds. *Excess Meals* are not allowed for in-state or out-of-state travel unless the purpose of the travel includes one of the allowable justifications (development, entertainment, recruitment, out-of-country travel and other preapproved purposes) and funding allows excess meals.

- Verify that the ***Total Out-of-Pocket Expenses*** amount is correct.
- Travelers must *certify* by checking the box, that expenses claimed were for a business purpose and that prior reimbursement has not been received, nor that another reimbursement for this trip is anticipated. Only the traveler can certify expenses. If a proxy user enters a reimbursement for a traveler who has access to the online travel system, the traveler will receive an email with a link to the reimbursement, directing them to the portal to check the certification box.

Total Out-of-Pocket Expenses: $153.40

☐ I certify that I have incurred the expenses claimed above for the business purpose as listed and that I have not received or anticipate other reimbursement for the amounts claimed.

8. Under section *3 – **My Receipts*** allows the upload of receipts and supporting documentation either as a group (*Multiple Receipt Categories*) or by individual receipt type. Files that were uploaded to the Authorization automatically transfer to the Reimbursement (double check each item to ensure it is readable). Click the "*Upload Document*" button and select the file for upload. Click the ⊞ icon to upload additional documents.

 Please note the following:

 - Mileage maps and logs are required to support mileage claimed and should be uploaded under Multiple Receipt Categories.
 - Receipts / documentation should be detailed and show either a $0 balance or that the item was paid in full. Receipts / documentation should also be legible, show vendor name and address, as well as dates and times. Prior to uploading documents, redact/black out confidential/sensitive information (example: bank account/credit card/social security #s) and all other information that is not pertinent to the reimbursement request. The upload process accepts PDF, TIF or JPG file types; file size must be equal to or less than 3MB.

9. Under section *4 – **Funding Source***, the Project ID selected in your TA is automatically inserted. Click the ⊞ icon to add additional Project ID(s), and The amount(s)/ percentage(s). To change the Project ID click the field and insert the new Project ID. The Project ID can be changed by the traveler, the proxy, an inserted approver within the college, or a Financial Services Rep (Campus Approver).

10. Under section *5 – **Approval Routing(aka Workflow)***
 - Review approval routing to ensure that the appropriate persons are included. Humanities and Social Sciences require approvals from the Dept/College Funding, Supervisor, Department Head (if not the Supervisor), and Campus Approver (Financial Services Rep) as the last approver before routing to Travel Audit.
 - If additional approvers or reviewers need to be added to the workflow, click on the green ⊞ prior to clicking "*Submit for Approval*". A popup window will appear. If you have the user's Unity ID enter it in the search box. Otherwise, you can use the search icon 🔍 to search by name and select the approver or reviewer you wish to insert. Please note: The system takes a while to pull this information. **Important:**

Click "*Save Workflow Changes*" then click "*Submit for Approval*" to start approval routing.

- To remove an inserted reviewer or approver click the red "**-**" in the top right hand corner of that approver/reviewer.
- Clicking the "*Submit for Approval*" button starts the approval routing process and moves the document to the next person in the workflow.

  Initiators have the option to:
- "Save" – Saves the TR without routing it;
- "Submit for approval" – Routes the TR to the next workflow approver; or
- "Delete Reimbursement" – If reimbursement is deemed no longer necessary.

  Please note: Once an authorization is approved, the travel reimbursement document can be generated to upload receipts/documentation prior to the trip begin date and while in travel status. The traveler does not have to wait until the trip ends before uploading receipts and supporting documentation.

  Approvers and Travel Audit have the option to approve or deny the travel document. Approvers will receive email notification when they have a document to approve. Approvers may also view pending travel documents via their worklist:

- Go to ***For Faculty & Staff → Employee Self Service →*** Travel Center (Auth/Reimburse) ***→***
  Approval Worklist or
- ***Go to For Faculty & Staff → Employee Self Service → Financial Systems → View Worklists →*** and select ***Travel Auth Approval*** or ***Travel Reimb Approval*** worklist.

  Review must be completed in a timely manner. If additional information / documentation is needed or an expense is not allowable or needs to be adjusted, approvers at any level should use the status column (Status options: Corrected, Warning, and Error) and associated comment line to communicate corrective action prior to approving or denying the TR. If the TR is denied, the TR will reroute to the initiator for corrections and to begin the approval routing process again.

11.   ***Department Use Only*** The Department Use Only section provide the Accounting Information for the reimbursement and also lists any University Prepaid Expenses. Accounting Information can be changed within this section. Only Project ID

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and the amount can be adjusted.   To split an expense by amount, use the   icon to add additional distribution rows. ***University Prepaid Expenses*** will populate if the associated PCard transactions have been reconciled or if the small purchase voucher reimbursements have been paid. PCard and voucher transactions must reference the travel authorization number for this to occur. If a transaction is not listed, manually enter the prepaid expense:

1. Using the drop down, select your Expense Category.
2. Enter the Amount Paid by the University.
3. Enter the Voucher number or the CPS number for PCard.

Additional References:

NCSU Travel Center User's Guide:
https://controller.ofa.ncsu.edu/accounts-payable/travel-center/