

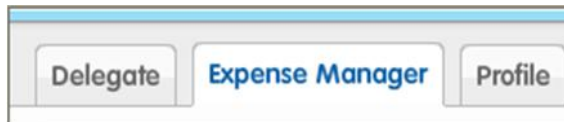
ORU Travel & Expense Management

Step by Step Procedures

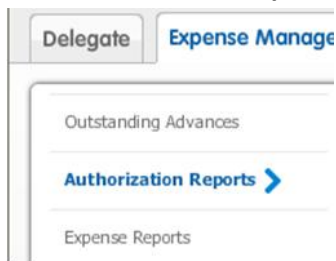
Creating a Travel Reimbursement (Expense Report):

1. Log in to **travel.oru.edu** using your normal Vision log in
Note: The Test site for practicing purposes is teprep.oru.edu

2. Click **Expense Manager** tab



3. Click **Authorization Reports** link on the left side of the page



4. Locate the Approved Travel Authorization from the listing that you'd like to create an Expense Report against. Highlight the Authorization line and click **Generate Expense Report** button.

Mark Pepin 03/06-03/13 2013 Las Vegas	TA000168	Mar 01, 2013	Approved	Apr 01, 2013	2,450.00	0.00	2,450.00
mpepin_02/24/2013	TA0000013	Feb 24, 2013	Approved	Feb 21, 2013	625.00	0.00	625.00
MPepin 01	TA0000023	Feb 21, 2013	Approved	Feb 21, 2013	1,200.00	0.00	1,200.00

[Generate Expense Report](#)

5. Click **Save** button to system-generated pop-up. Do not change the Report Name.

6. Double click on the newly generated Expense Report line to open the Expense Report. The status should read “In Process”.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursement
Mark Pepin 03/06/201304	TR000040	Apr 18, 2013	Paid	Mar 06, 2013	2,000.00
Mark Pepin 03/06-03/13 2013 Las Vegas	TR000051	Apr 01, 2013	In Process	Apr 01, 2013	2,000.00

7. Click on **Expenses** link on the left side of the page

8. Make necessary adjustments to the proposed expenses for **all Travel** expenses. This can be accomplished by clicking on the Expense line and adjusting the amount to match the receipts. After each change, click the **Save** button.

Note: If actual expenses on the Travel Reimbursement exceed the approved Travel Authorization, the system will automatically route the Travel Reimbursement back through the original Approval Queue for re-authorization.

Mark Pepin 06/04 - 06/08/2014 (TR001465 - In Process)

Update Selected Expense

Date: Jun 04, 2014 Type: Airfare - Domestic Receipt Amount: 850 USD

Paid By: Corporate Credit Card Provider: Test Location: Test

Description:

Clear Save

	Date	Type	Description	Pay in USD	Pay in USD
<input type="checkbox"/>	Jun 04, 2014	Airfare - Domestic		\$850.00	\$850.00
<input type="checkbox"/>	Jun 04, 2014	Baggage - Domestic		\$50.00	\$50.00

9. When completed entering all adjustments, click **Attachments** link on the left side of the page to add support to the Travel Reimbursement (Receipts, Invoices, etc.).
 - a. Click **New** button at the top of the page
 - b. Click **Browse** button to find your attachment(s)
 - c. Click **Attach** button to attach document(s) to the Travel Reimbursement
 - d. Receive confirmation message that “**Attachment Uploaded Successfully!**”
10. After attaching necessary support, click **View or Submit Report** button. This will take you to a final summary page.
11. Click **Submit** button to submit the Expense Report
12. If this is your final Travel Reimbursement for the Authorization, click **Yes** button to the system-generated pop-up

Confirm Final

Is this your final Expense Report for this Authorization?

No Yes

13. Take note of **Travel Reimbursement Number (TR)**

Encumbrance Note: It's vital to understand that by clicking **Yes** on the final confirmation box, all unused encumbered money will be released back to your Available Budget. If **No** is selected, any unused funds will remain encumbered until a final Travel Reimbursement is completed.