Updated: 07/29/2014

ORU Travel & Expense Management

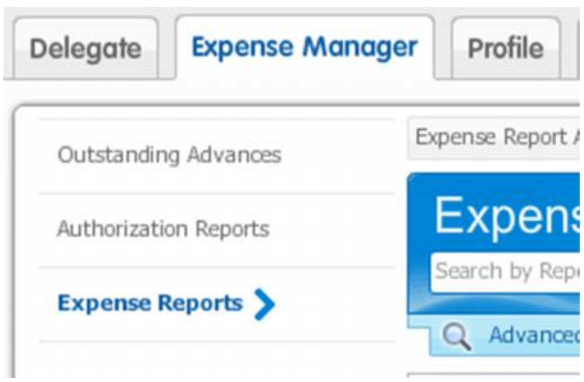
Step by Step Procedures

Creating an Expense Reimbursement Report:

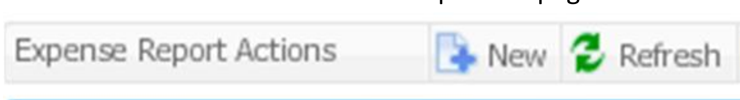
1. Log in to **travel.oru.edu** using your normal Vision log in
   Note: The Test site for practicing purposes is teprep.oru.edu

2. Click **Expense Manager** tab

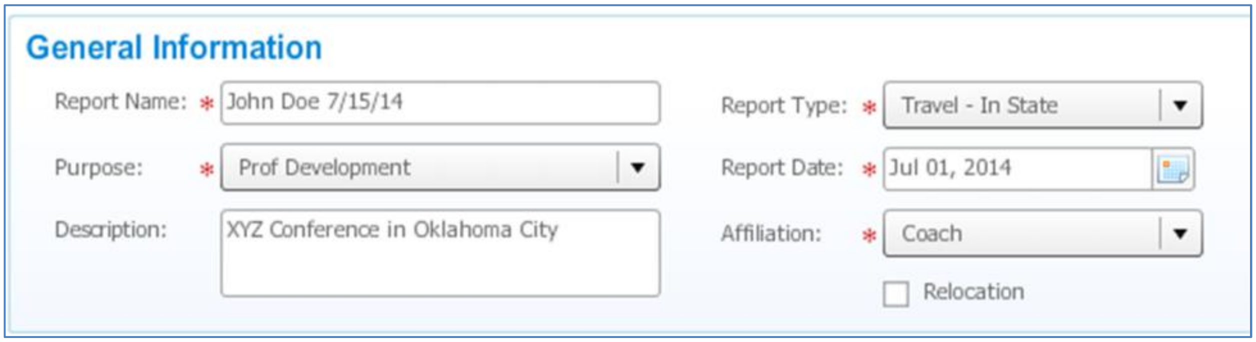
3. Click **Expense Reports** link on the left side of the page



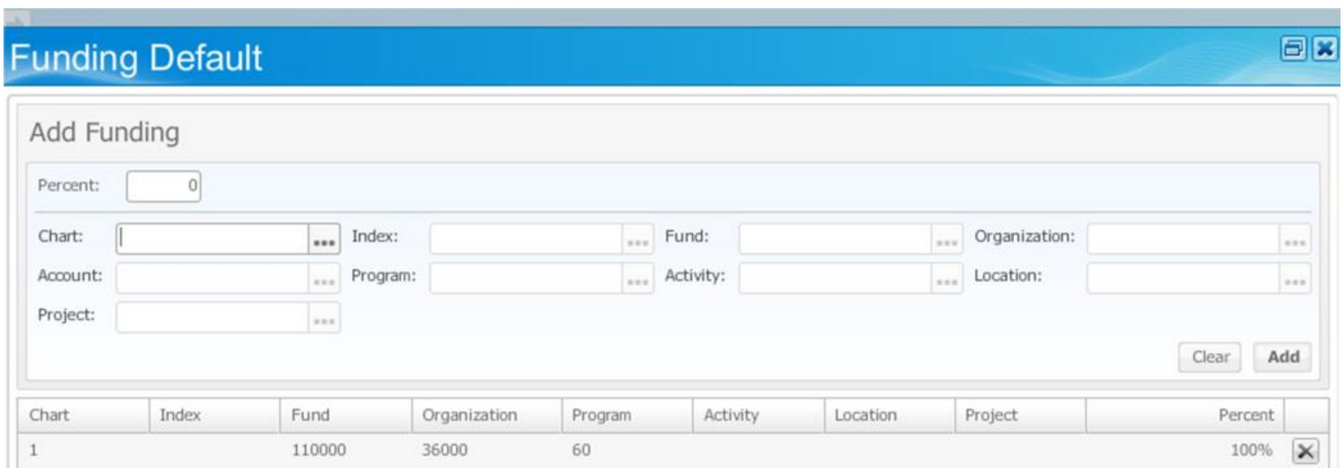
4. Click the **New** button towards the top of the page to create a new Expense Report



5. In the **General Information** section, complete all fields
   a. Report Name: Type in **Full Name followed by Date range of Travel/Expense (ex. John Smith 05/30-06/05/13)**
   b. Purpose: Select appropriate choice from drop-down options
   c. Description: Type in brief description of trip/expense
   d. Report Type: Select appropriate choice from drop-down options
   e. Report Date: Today's date
   f. Affiliation: Select appropriate choice from drop-down options
   g. Relocation box: Leave box unchecked



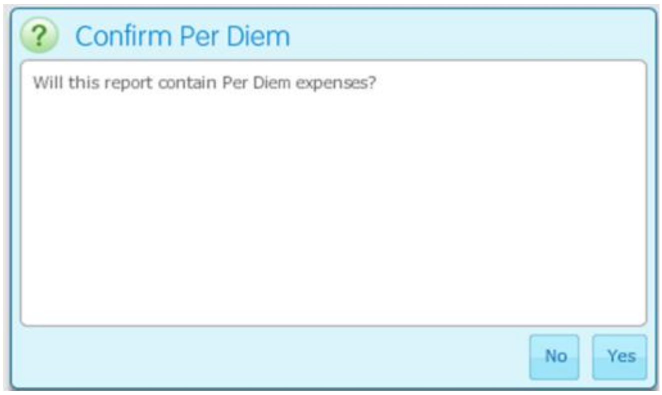
6. In the **Funding Default** section, select the pencil button *if accounting information is not correct for this particular trip*
    a. Click X button next to the defaulted Funding information
    b. Type in new Chart, Fund, Organization, and Program Code
    c. Click Add button
    d. Click Save button



7. Once satisfied with General Information and Funding Default, click **Save and Continue** button at the bottom of the page

8. <u>If prompted</u>, in the **Itinerary** section, complete all fields
    a. **FROM:** Date and Time: Choose 1st Day and Time of Travel
    ***Note: If flying, use the exact Departure time of your flight. If driving, use the exact time of departure.**
    b. **TO:** Date and Time: Choose Last Day and Time of Travel
    ***Note: If flying, use the exact date and time the flight arrives back in Tulsa. If driving,**

   use the exact time of return. FROM: Zip Code: Enter Zip Code of where Travel is originating, if known (ie: 74171)
   ***If Zip is entered, the City, State, and Nation will all be auto-populated. If Zip is not known, you may manually enter the City, State, and Nation.**
   c. **TO:** Zip Code: Enter Zip Code of destination of Travel**
   d. Click Add then Save & Continue
   e. Confirm whether or not the Travel will contain Per Diem expenses.



   *NOTE: Current Travel Policy indicates that per diem reimbursements are not available for day trips.
   Per diem should always be paid by "Self"

9. Enter all **Expenses** for each date of Travel within the **Expenses link**. This includes all expenses **for your trip**.
   a. Date: Enter the date of your expenses as shown on the receipts. You can enter more than one expense for more than one date. Enter each receipt separately.
   b. Type: Select which type of Expense you're anticipating (ie: Hotel)**
   c. Receipt Amount: Enter the amount for the Expense you're currently working on (ie: $500.00 for Hotel)
   d. Paid By: Indicate who this Expense was paid by (Self, Corporate Check, Corporate Credit Card)
   e. Provider: Enter who the provider of the Expense is (ie: Hilton for Hotel)
   f. Location: Enter where this Expense occurred (ie: San Diego for Hotel)
   g. Description: If necessary, enter a brief description of the Expense (ie: Rate is lower due to Conference)
   h. Click **Save** button after each expense is entered

   **Note: Be sure to select the appropriate expense type that corresponds to the purpose of your trip. EX: If you are traveling domestically for professional development, all expense types chosen should be "Prof Dev – Domestic" ie Mileage - Prof Dev- Domestic

10. When completed entering all expenses, click **Attachments** link on the left side of the page to add support documentation. Attach all receipts and documentation for each expense.
    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 Authorization
   d. Receive confirmation message that "**Attachment Uploaded Successfully!**"

11. After attaching necessary support, click **View or Submit Report** button. This will take you to a final summary page.

12. Click **Submit** button to submit the Expense Report into the approval process

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