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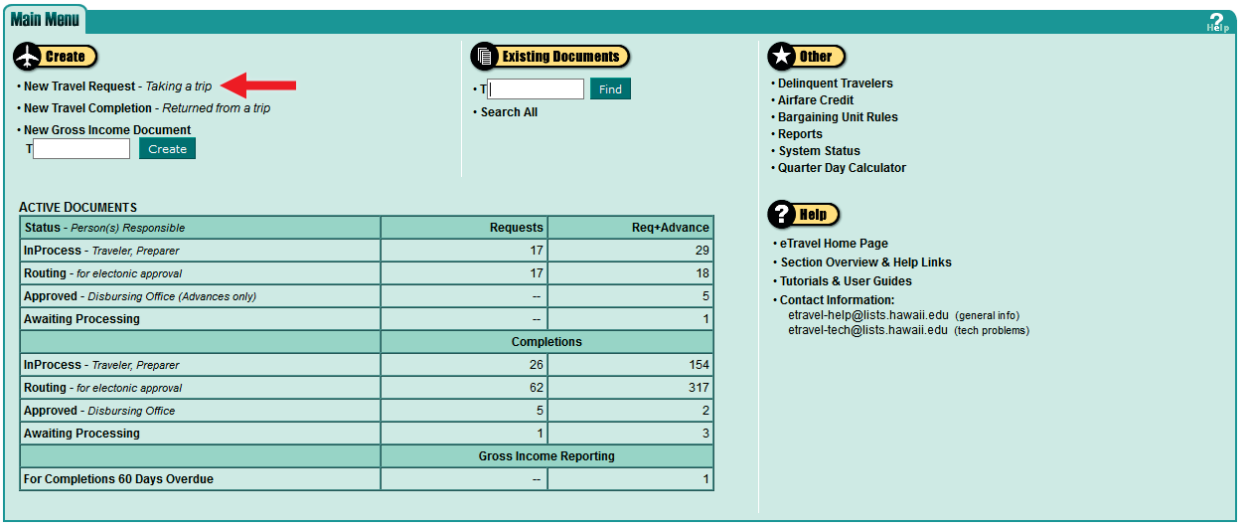
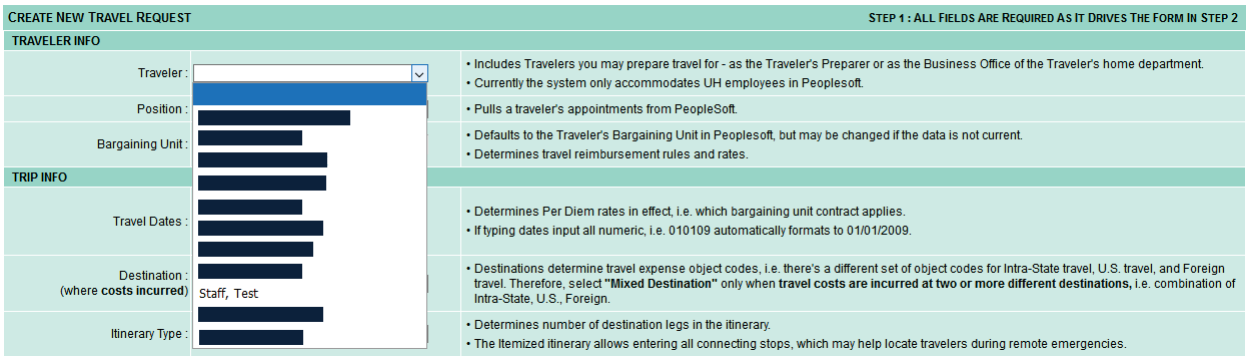
Create New Travel Request

From the Main Menu, select New Travel Request



Traveler Info

Traveler

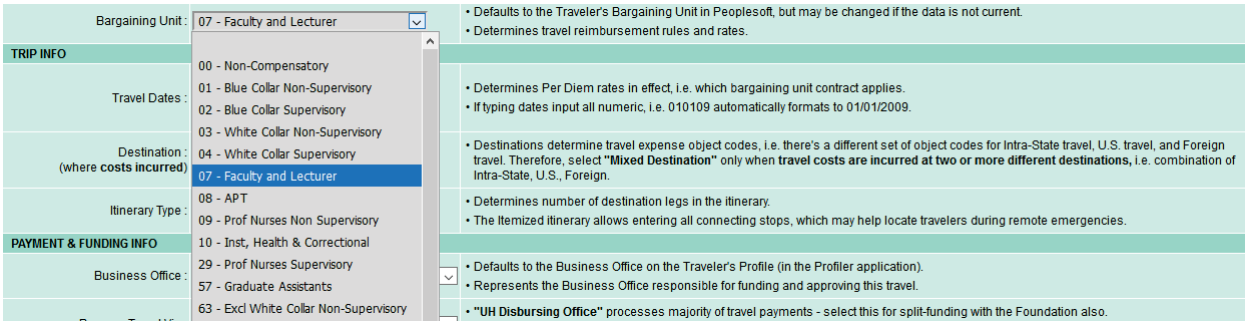


- Select the traveler you for whom you are preparing the travel request.
- If you are a preparer, and the traveler's name does not appear in the drop down, the traveler must grant you access through Profiler.

Position

- Automatically pulls from the traveler's appointment in PeopleSoft.

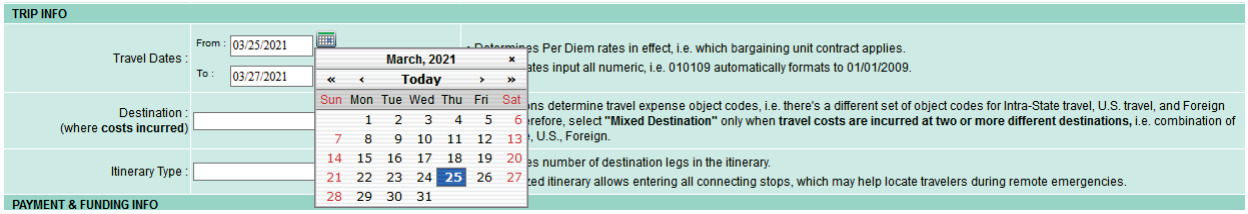
Bargaining Unit



- Defaults to the traveler's BU in PeopleSoft, but may be changed via the dropdown menu if the data is not current.
- Determines travel reimbursement rules and rates (ie FAR vs Per Diem).

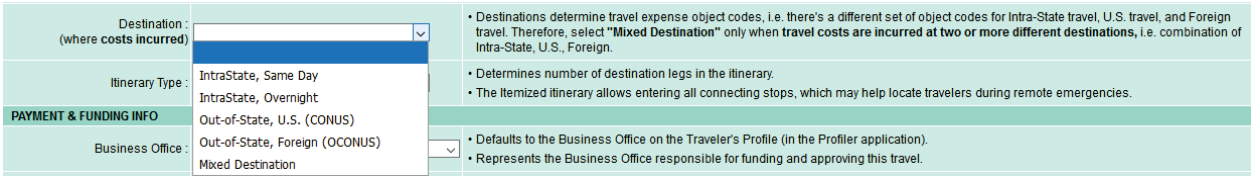
Trip Info

Travel Dates



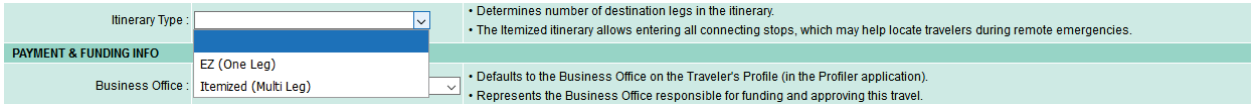
- Determines Per Diem rates in effect.
- Dates can be entered numerically or click on the calendar icon to select the date from the calendar.
- For same day travel, the system automatically defaults the destination to IntraState, Same Day and the itinerary type to same day, no lodging.
- If the travel dates are more than 24 hours, other destination and itinerary options are displayed.

Destination



- Determines travel expense object codes.
- Select the appropriate Destination from the drop down menu.
- Select "Mixed Destination" only when travel costs are incurred at two or more destinations (i.e. combination of US and Foreign).

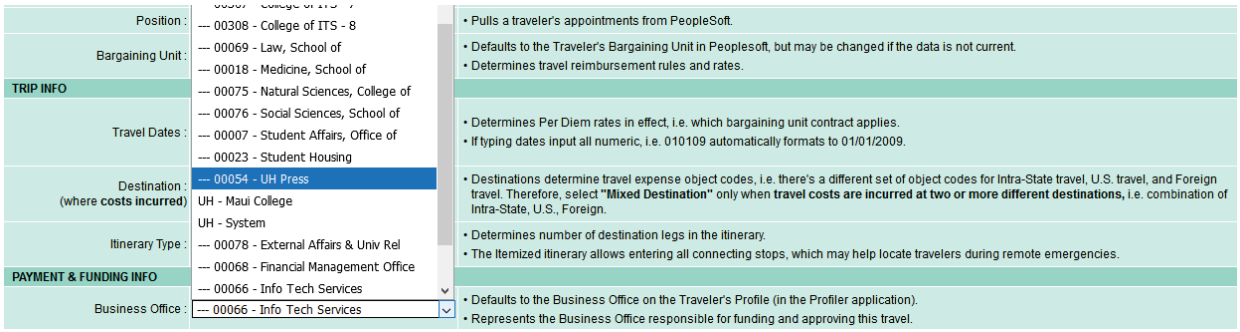
Itinerary Type



- Determines the number of destinations in the itinerary.
- The itemized itinerary allows entering all connecting stops and multiple places of business.

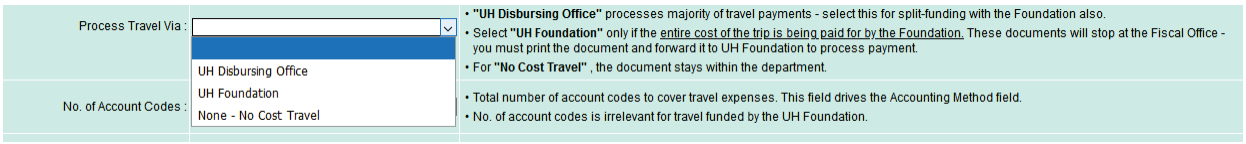
Payment and Funding Info

Business Office



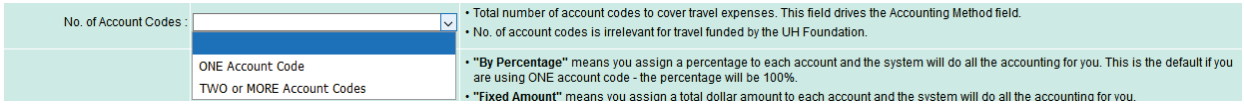
- Defaults to the Business Office on the traveler's profile in Profiler.
- Represents the Business Office responsible for funding and approving the travel.
- Can be changed using the drop down menu.

Process Travel Via



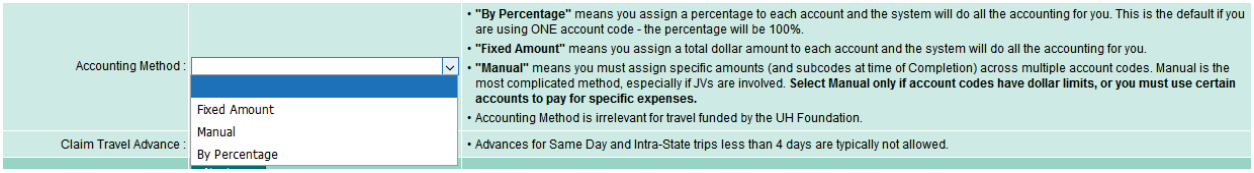
- UH Disbursing Office: This method is used to process the majority of travel payments. If funding is split between UH Foundation and UH, select this method for processing.
- UH Foundation: Select only if the entire cost of the trip is being paid for by UH Foundation. These documents will stop at the Fiscal Office and you must print and forward to UH Foundation to process for payment.
- None – No Cost Travel: The document stays within the department.

No of Account Codes



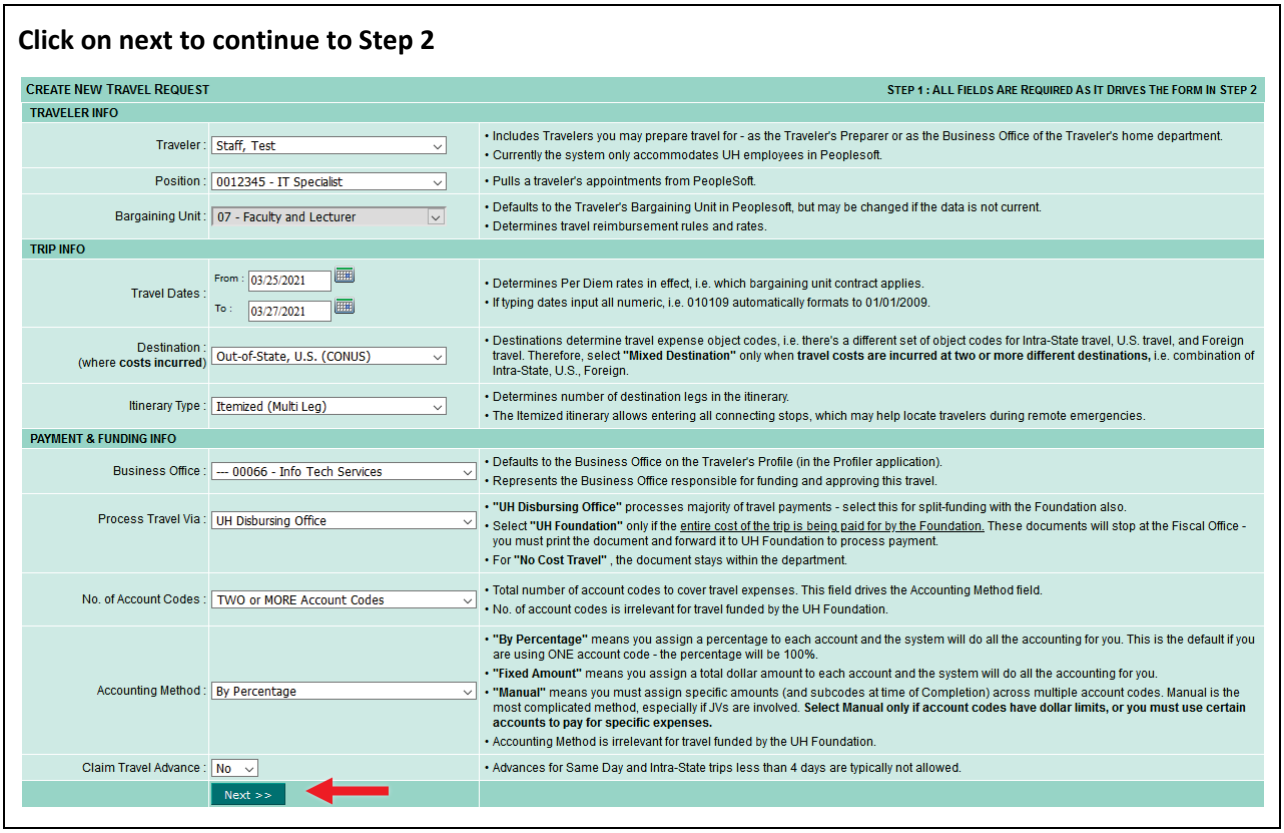
- Total number of account codes to cover travel expenses. This drives the Accounting Method field.
- If one account code is selected, the account method defaults to "By Percentage."
- If two or more accounts are selected, other accounting methods are displayed.

Accounting Method



- Fixed Amount: You assign a total dollar amount to each account and the system does the accounting for you.
- Manual: You assigned specific amounts (and subcodes at the time of completion) across multiple account codes. Select this method only if account codes have dollar limits or you must use certain accounts to pay for specific expenses.
- By Percentage: You assign a percentage to each account and the system does the accounting for you. This is the default accounting method if you are using one account code.

Click on next to continue to Step 2



CREATE NEW TRAVEL REQUEST — STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2

TRAVELER INFO

Traveler :	Staff, Test	• Includes Travelers you may prepare travel for - as the Traveler's Preparer or as the Business Office of the Traveler's home department. • Currently the system only accommodates UH employees in Peoplesoft.
Position :	0012345 - IT Specialist	• Pulls a traveler's appointments from PeopleSoft.
Bargaining Unit :	07 - Faculty and Lecturer	• Defaults to the Traveler's Bargaining Unit in Peoplesoft, but may be changed if the data is not current. • Determines travel reimbursement rules and rates.

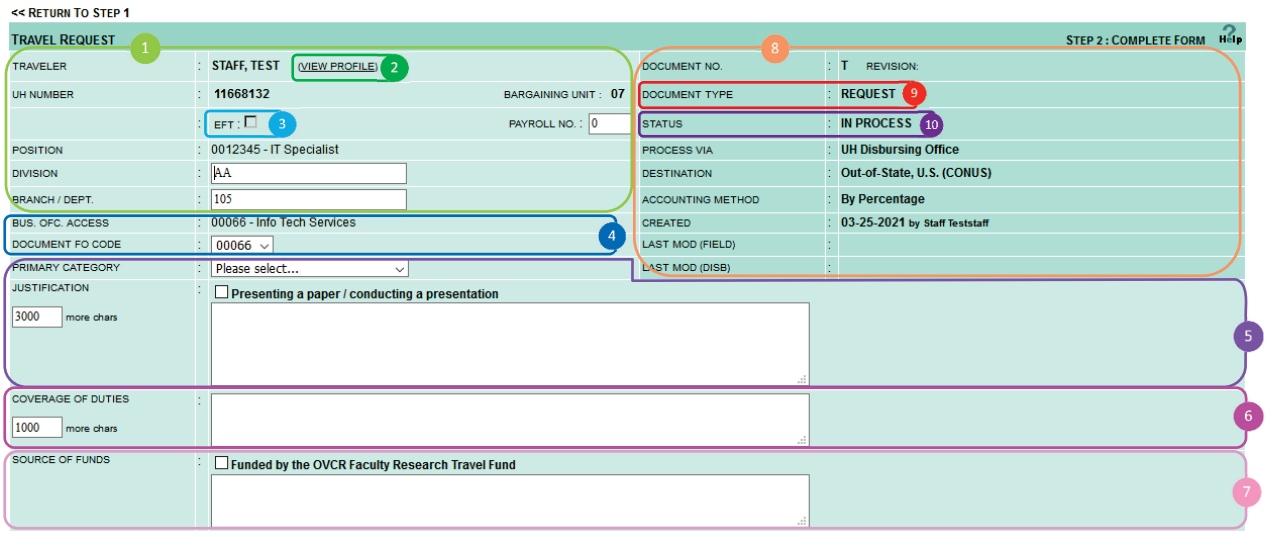
TRIP INFO

Travel Dates :	From : 03/25/2021 To : 03/27/2021	• Determines Per Diem rates in effect, i.e. which bargaining unit contract applies. • If typing dates input all numeric, i.e. 010109 automatically formats to 01/01/2009.
Destination : (where **costs incurred**)	Out-of-State, U.S. (CONUS)	• Destinations determine travel expense object codes, i.e. there's a different set of object codes for Intra-State travel, U.S. travel, and Foreign travel. Therefore, select **"Mixed Destination"** only when **travel costs are incurred at two or more different destinations,** i.e. combination of Intra-State, U.S., Foreign.
Itinerary Type :	Itemized (Multi Leg)	• Determines number of destination legs in the itinerary. • The Itemized itinerary allows entering all connecting stops, which may help locate travelers during remote emergencies.

PAYMENT & FUNDING INFO

Business Office :	--- 00066 - Info Tech Services	• Defaults to the Business Office on the Traveler's Profile (in the Profiler application). • Represents the Business Office responsible for funding and approving this travel.
Process Travel Via :	UH Disbursing Office	• **"UH Disbursing Office"** processes majority of travel payments - select this for split-funding with the Foundation also. • Select **"UH Foundation"** only if the entire cost of the trip is being paid for by the Foundation. These documents will stop at the Fiscal Office - you must print the document and forward it to UH Foundation to process payment. • For **"No Cost Travel"** , the document stays within the department.
No. of Account Codes :	TWO or MORE Account Codes	• Total number of account codes to cover travel expenses. This field drives the Accounting Method field. • No. of account codes is irrelevant for travel funded by the UH Foundation.
Accounting Method :	By Percentage	• **"By Percentage"** means you assign a percentage to each account and the system will do all the accounting for you. This is the default if you are using ONE account code - the percentage will be 100%. • **"Fixed Amount"** means you assign a total dollar amount to each account and the system will do all the accounting for you. • **"Manual"** means you must assign specific amounts (and subcodes at time of Completion) across multiple account codes. Manual is the most complicated method, especially if JVs are involved. **Select Manual only if account codes have dollar limits, or you must use certain accounts to pay for specific expenses.** • Accounting Method is irrelevant for travel funded by the UH Foundation.
Claim Travel Advance :	No	• Advances for Same Day and Intra-State trips less than 4 days are typically not allowed.
	Next >>	

Travel Request – Step 2

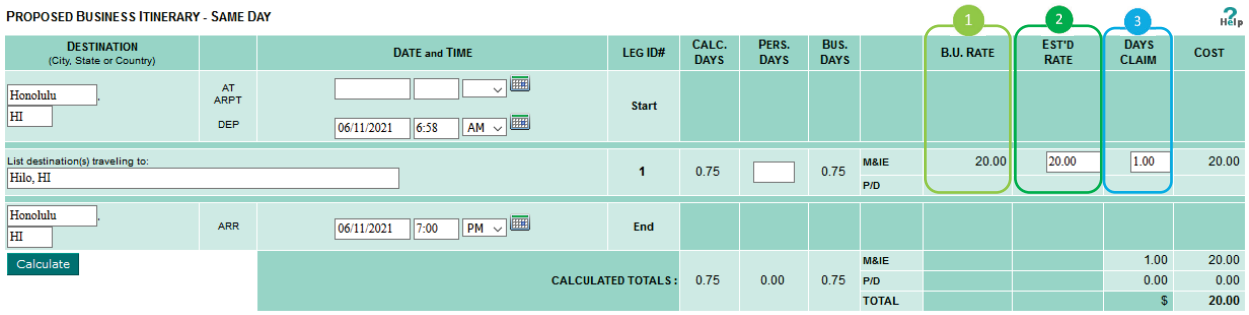


To change static information in this section, you must return to Step 1 or go to the Profiler application

1. Traveler information (Bargaining Unit, Division, Branch/Dept, Title, Payroll No.) is from PeopleSoft, the University's Human Resources System. An orange flag will display next to the Bargaining Unit number if it differs from what's in Peoplesoft.
2. Information is read from the traveler's profile in the Profiler application.
3. If the traveler is set up to receive their travel reimbursements via direct deposit in, this box will be checked. If the box is not checked, the traveler will need to sign up for direct deposit via ePayment.
4. Document access information. "Document FO Code" field includes all FO codes for the Business Office listed. The purpose is to assign specific travel documents to a specific Fiscal Officer.
5. Primary Category and Justification fields are required.
6. Optional field. Only required by some departments, i.e. Faculty must specify who will be teaching their classes, Department Chairs must specify who will be acting on their behalf.
7. Optional field.
8. Document information. The travel document number is assigned when the document is saved for the first time.
9. Type of travel document. Document Type will be "REQUEST" or "REQUEST + ADVANCE". Only Requests w/Advances will be routed to Disbursing so payment can be processed. The document status (along with your role as Traveler, Preparer or Business Office) determines whether data on this form can be edited.
10. The status of the document. A link to the workflow routing log will appear so that the user can view who has approved the document thus far. The routing stages are as follows:

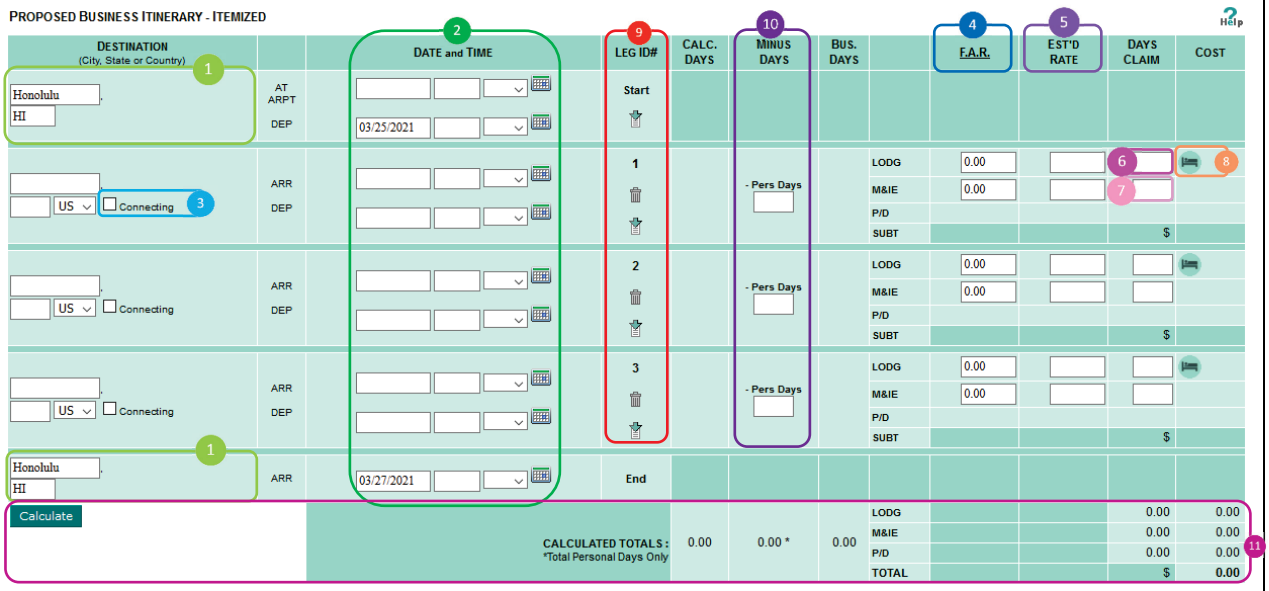
    IN PROCESS ➡ ROUTING ➡ APPROVED ➡ FINAL

Proposed Business Itinerary – Same Day



1. Same Day travel has a flat rate Per Diem of $20.
2. Any Per Diem amount taken will appear as wages in kind on the traveler's pay stub.
3. If there is no personal time, the number of days claimed should be entered as 1 for Same Day travel, regardless of the number business days calculated.

Proposed Business Itinerary - Itemized



Information in this section is used to determine the number of business days, Federal Allowable Rate (FAR) and estimated total of Lodging and Meals and Incidentals (M&IE).

1. Defaults to Traveler's city/state based on their general profile in Profiler.
2. Enter the Departure and Arrival dates and times based on the traveler's actual itinerary.
   Date field: Can be entered numerically or by clicking the calendar.
   Time field: Enter numerically. Select "AM" or "PM" from the drop down.

   Pre-board limits may be calculated into the allowable days of the actual business.
   IntraState Travel: 90 minutes
   Out of State Travel: 3 hours

   All connecting flights should be recorded on the proposed business itinerary.
3. If the leg is a connection, click "Connecting." The travel time will automatically be added to the next leg.
4. FAR (Federal Allowable Rate) is the maximum allowance for Lodging and Meals and Incidental

Expenses (M&IE) and is based on the place of business and the month/year of travel. Click on FAR to be linked to the FAR rates.

CONUS (Continental US)

OCONUS (Outside Continental US, includes Hawaii and US Territories)

Per Diem Rate is the maximum amount the traveler is entitled to as determined by their BU and is a set amount regardless of place of business and month/year of travel.

5. Enter the estimated amount of Lodging and M&IE the traveler is claiming. Cannot exceed FAR.

6. Enter the number of business days the traveler is claiming for Lodging. The maximum Lodging days a traveler can claim is equal to the total number of Business Days for that leg.

7. Enter the number of business days the traveler is claiming for M&IE. The maximum number of days a traveler can claim is equal to the total number of Business Days for that leg.

8. Justification for excess lodging. When the lodging rate exceeds FAR, an error message will notify the user that a justification is needed. Click on the icon to enter the justification for excess lodging. Once entered, the justification cannot be edited.

9. The Leg ID uniquely identifies each destination. If a leg was added/deleted, the legs may not appear in numerical order as they are only numerical markers.

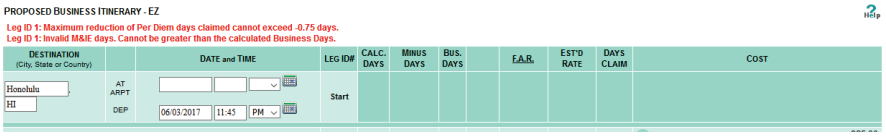
   Adds a leg below the current one

   Deletes the current destination leg

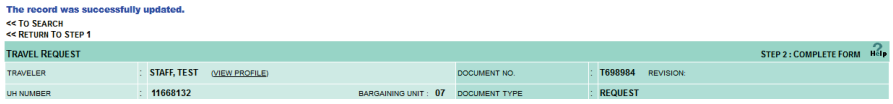
10. If personal time is being taken, enter the number of personal days on the leg that personal time is being taken. Once the document is calculated, the number of business days will automatically update to reflect the personal time.

11. "Calculate" triggers the system to calculate the number of business days, total amount of lodging and M&IE traveler is claiming.

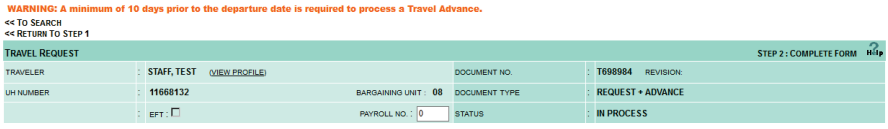
Red error messages will display if there are validation errors. Error messages need to be corrected before the travel document can be submitted.



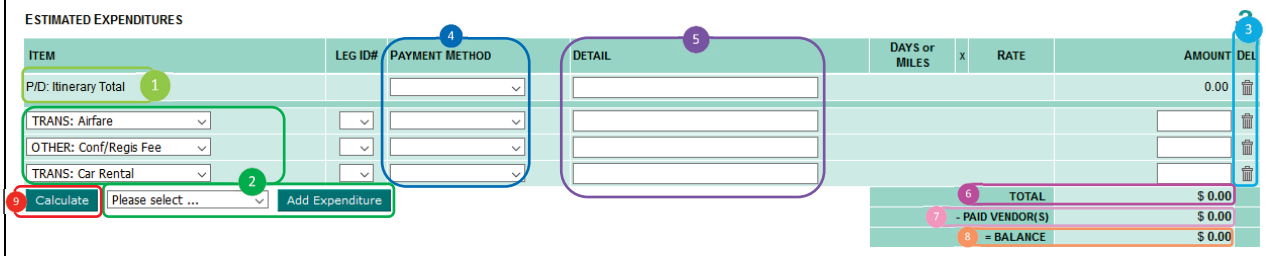
Blue messages will display if the action taken was successful.



Orange warning messages will display if the system wants to highlight something that may need your attention. Documents can still be submitted with warning messages.



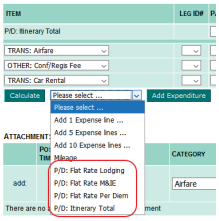
Estimated Expenditures – No Travel Advance



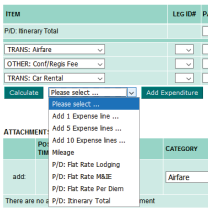
Travel requests must be submitted and approved in eTravel prior to the traveler's departure date.

Information in this section is used to determine the total estimated cost of the travel.

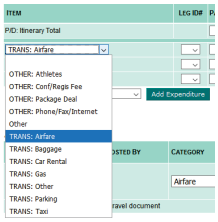
1. The "P/D: Itinerary Total" line is defaulted from the total cost in the proposed business itinerary section. You can opt to delete this line and add Flat Rate Per Diem expense items by adding an expense line and selecting from the item drop down list.



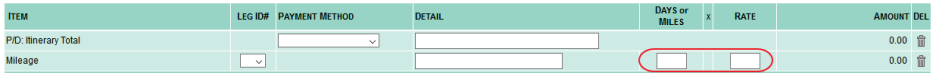
2. To add expense line(s), select from the drop down list and click "Add Expenditure".



For each expense line, you must select an expense category. By default, "TRANS: Airfare", "OTHER: Conf/Regis Fee", and "TRANS: Car Rental" are pre-filled since these are common expenses for all travelers.

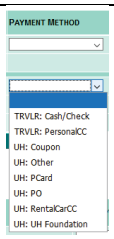


To add a mileage expenditure, select "Mileage" and click "Add Expenditure". Enter the number of miles claiming and mileage rate.



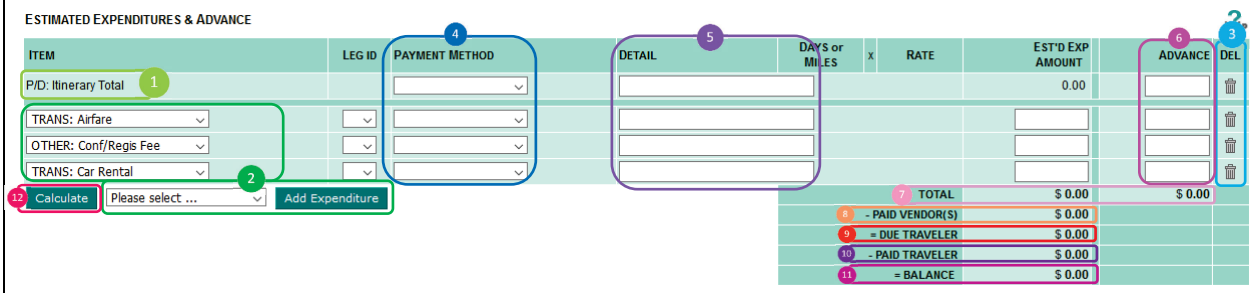
3. To delete an expense, click the trash can image for that row. Once a row is deleted, it cannot be undone.

4. For each expense line, select a payment method from the drop down list.



5. Optional field. Enter a description of the expense.
6. Represents the total estimated cost of the trip even though some expenses are paid outside of eTravel.
7. The Payment Method determines which expenses are paid by the University (options prefixed with "UH") and which expenses are paid by the traveler. All expenses paid for by UH will be summed in the "Paid Vendors" box.
8. Represents the balance not yet paid and the amount that may be due to the traveler.
9. Click "Calculate" to generate totals. This does NOT save to the database. To save, click on the save button at the bottom to save your work.

Estimated Expenditures & Advance



Travel Requests with Advance must be submitted and approved in eTravel at least 10 working days prior to the departure date to the Disbursing Office.

Information in this section is used to determine the total estimated cost of the travel.

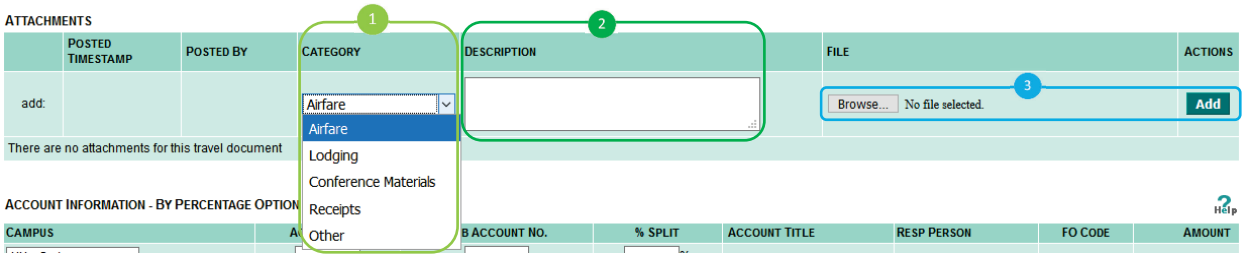
1. The "P/D: Itinerary Total" line is defaulted from the total cost in the proposed business itinerary section. You can opt to delete this line and add Flat Rate Per Diem expense items by adding an expense line and selecting from the item dropdown list.
2. To add expense line(s), select from the pull-down list and click "Add Expenditure".

   For each expense line, you must select an expense category.

   To add a mileage expenditure, select "Mileage" and click "Add Expenditure." Enter the number of miles claiming and mileage rate.
3. To delete an expense line, click the trash can image for that row. Once a row is deleted, it cannot be undone.
4. For each expense line, select a payment method from the drop down menu.
5. Optional field. Enter a description of the expense.
6. Input amount of each expense being taken as an Advance. Value inputted cannot exceed the Estimated Expenditure Amount for that line. Advances are given for the following:
   - Airfare (proof of payment required)
   - Conference Fees
   - Lodging
   - M&IE

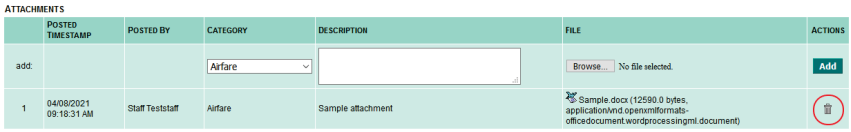
7. The left column represents the total estimated cost of the trip even though some expenses are paid outside of eTravel. The right column represents the total amount to be advanced to the traveler.
8. The Payment Method determines which expenses are paid by the University (options prefixed with "UH") and which expenses are paid by the traveler. All expenses paid for by UH will be summed in the "Paid Vendors" box.
9. Represents the balance not yet paid and the amount that may be due to the traveler before the advance is given.
10. Represents the amount to be advanced to the traveler.
11. Represents the cost of the trip not yet paid.
12. Click "Calculate" to generate totals. This does NOT save to the database. To save, click on the save button at the bottom to save your work.

Attachments

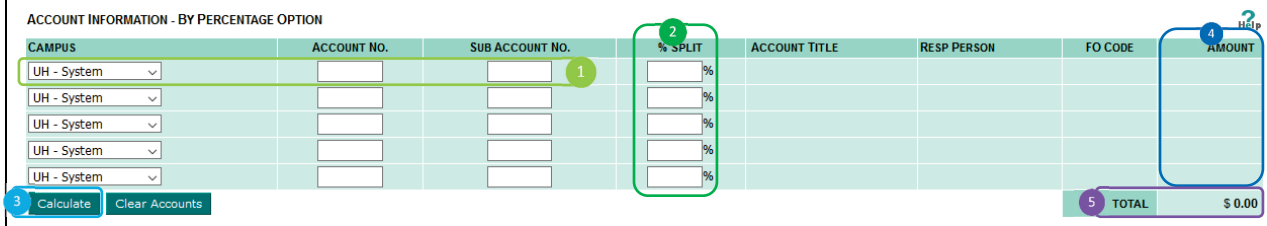


All supports relating to the travel (itineraries, conference materials, invite letters, receipts, quotes, etc.) are attached in this section. All original documentation will be retained by the department/business office/etc.

1. From the drop down list, select the category for the attachment.
2. Use the description field to add specific information regarding the attachment.
3. Click on "Browse" to locate the file on your hard drive. Once the file is located, click "Add". To delete an attachment, click on the trash can. Once deleted, it will have to be reattached. Attachments can be reordered by dragging and dropping line items into the desired order.

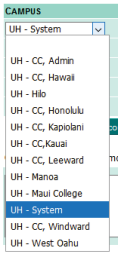


Account Information – Percentage Option



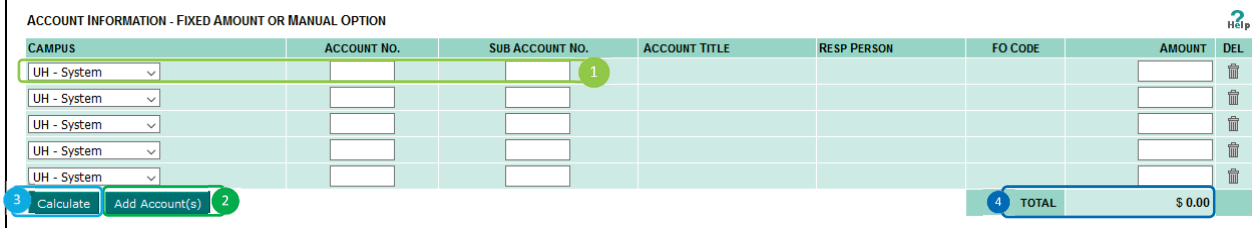
Used only if the total cost can be split across a maximum of FIVE (5) accounts by percentage. If only one account is being used, eTravel will default to the Percentage option.

1. Using the dropdown, select the Campus Code of the account being used. Enter the account and sub account number, if applicable.



2. Enter the percentages for each account being used. Sum must equal 100%.
3. Click "Calculate" to trigger account validations against KFS. The Account Title and Resp person will automatically populate. Account warnings will display but the system will not restrict the use of invalid accounts because travel may be planned for the following fiscal year when new accounts have not yet been established.
4. The Balance amount from the Estimated Expenditure section will be automatically distributed across accounts based on the percentages entered in Step 1.
5. Total will equal the Balance amount in the Estimated Expenditures section.

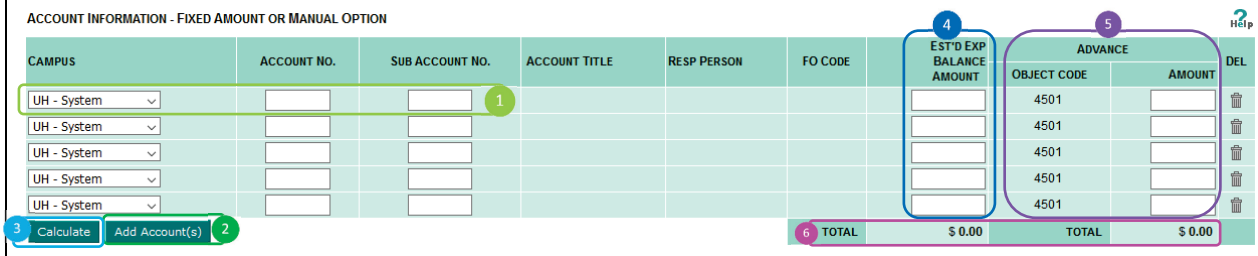
Account Information – Fixed Amount or Manual Option



On the Travel Request, "Fixed Amount" and "Manual" accounting methods use the same form. The manual option allows flexibility in how the user wants to assign costs to each account.

1. Using the dropdown, select the Campus Code of the account being used. Enter the account and sub account number, if applicable.
2. There are no account restrictions on the number of accounts that can be used. User may add or delete accounts as needed. To delete a line, click on the trash can.
3. Click "Calculate" to trigger account validations against KFS. The Account Title and Resp person will automatically populate. Account warnings will display but the system will not restrict the use of invalid accounts because travel may be planned for the following fiscal year when new accounts have not yet been established.
4. Total will equal the Balance amount in the Estimated Expenditures section.

Account Information – Fixed Amount or Manual Option (with Travel Advance)



On the Travel Request with Advance, "Fixed Amount" and "Manual" accounting methods use the same form. The manual option allows flexibility in how the user wants to assign costs to each account.

1. Using the dropdown, select the Campus Code of the account being used. Enter the account and sub account number if applicable.
2. There are no account restrictions on the number of accounts that can be used. User may add or delete accounts as needed.
3. Click "Calculate" to trigger account validations against KFS. The Account Title and Resp person will automatically populate. Account warnings will display but the system will not restrict the use of invalid accounts because travel may be planned for the following fiscal year when new accounts have not yet been established.
4. The Balance amount from the Estimated Expenditures and Advance section must be distributed across accounts here.
5. Object code is always 4501 for advances. Input Advance amount for each account line. The value inputted cannot exceed the value in the Estimated Expenditures Balance amount column for that account.
6. Totals here must equal the Balance amount and Advance Total in the Estimated Expenditures & Advance section.

Comments

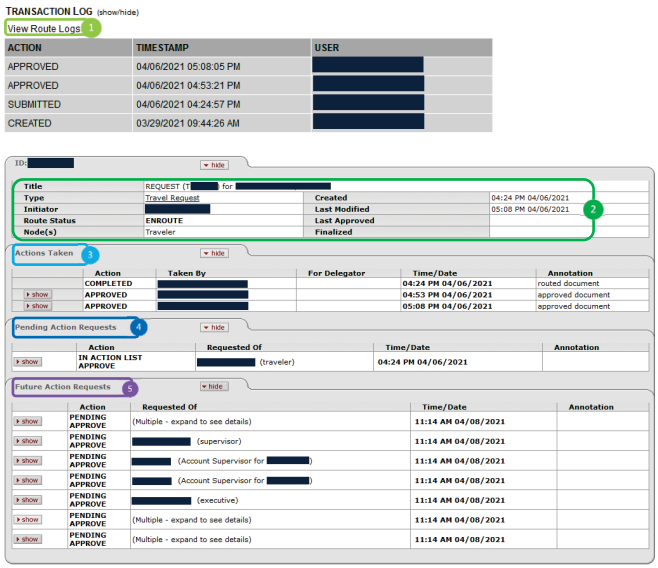
Optional section for departments to enter comments relating to the travel document. Limited to 2,000 characters. Comments can be read and edited by everyone who has access to the document.

Transaction Log

The Transaction Log summarizes all action taken on the travel document including user, action and timestamp information. Information is pulled from WorkFlow. Each time the document is denied, a new WorkFlow document is created.

1. Click on "show/hide" to view the Transaction Log.

Route Log



The Route Log shows the current status of the document. Document routes as follows:
PREPARER ➡ TRAVELER ➡ BUSINESS OFFICE ➡ SUPERVISOR ➡ ACCT SUP ➡ EXECUTIVE ➡ FA

1. Click on "Route Log" to view log.
2. Travel document details.
3. Shows actions that have already been completed.
4. Shows where the document currently is.
5. Shows where the document will route.

Action Buttons

1. SAVE - Saves the document. The Tdoc number is generated when the document is saved for the first time.
2. SUBMIT - Submits the document for approvals. Once the document has been submitted, the status changes to "Routing for Approvals."
3. COPY - Available only for Travel Requests. Document must be in FINAL status to copy. A new Travel Request, with a new Tdoc number, will be created.
4. REVISE - Revises the documents and creates a revision doc.
5. APPROVE - Approves the document and automatically routes to the next approver.
6. DENY - Denies the document back to the preparer and changes document back to "In Process" status. The user must notate why the document is being denied in a pop up dialog box. Contents of the dialog box will automatically be added to the comments section.
7. DELETE - Travel requests can be deleted while the document is "In Process." Once deleted, the document is no longer accessible in eTravel.
8. VOID - Travel requests can be voided when the document is in "Approved" status, there is no completion that has been created and there is no revision to the request. The user must notate why the document is being voided in a pop up dialog box. Contents of the dialog box will automatically be added to the comments section. Documents that have been voided will

remain on record in eTravel.

9. EMAIL - Enter email address to email the document.
10. PRINT - Prints the document.
11. PRINT UHF FORM - The UHF form is used for UH/UHF dual payments. Print and complete UHF "coversheet" for UHF processing.