SDCCD Travel (TR) Expense Claim Form
User Guide

DISTRICT OFFICE
BUSINESS & FINANCIAL SERVICES

October 20, 2008
V.4
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</tr>
</tbody>
</table>
Travel Expense Form login Instructions:

TRAINING WEBSITE “ONLY”: http://ittest.sdccd.edu/bussrv/expense

PRODUCTION (LIVE DATA): http://bussrv.sdccd.edu/

Locate Quick Links Menu (left hand side of Business & Financial Affairs website)
• Click on “Travel Expense Forms”
• Click on first option “Travel (TR) Expense Claim Form Application” to launch Application

Log in:
7 digit Employee ID: XXXXXXXX (located on your SDCCD pay stub)
PLEASE NOTE: If your ID# is 6 digits please place a “zero” in front of the digits

Month and Day of Birth: mm dd (2 digits each field)

Click Log in Button
After you login all of your Travel Expense Forms (Expense IDs) summary information will be displayed. By pulling down the drop-down box you can limit the selection to Open, Closed or Canceled.
Click on the Expense ID # to open an existing Travel Expense Form

Click the Column Heading (Expense ID, Organization Name, etc.) to change the way data is sorted (ascending vs. descending)
CREATING A NEW TRAVEL EXPENSE FORM

CLICK the “New Travel Expense Form”
# TRAVEL EXPENSE FORM TABS

**Expense ID: TR-000036**

<table>
<thead>
<tr>
<th>General</th>
<th>Proposed Budgets</th>
<th>Expenses</th>
<th>A/P Actual Budgets</th>
</tr>
</thead>
</table>

**Personal Information**

- **Last Name**
- **First Name**
- **Job**
- **District Employee?** Yes/No
- **Department**
- **Position/Title**
- **Work Phone**
- **Home Address**
- **Home City**
- **State**
- **Zip**
- **Home Phone**
- **Business Email**

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- **GENERAL**
- **PROPOSED BUDGET(S)** Pre-Travel Authorization “TOP OF FORM”
- **EXPENSES** Travel Expense Reimbursement “BOTTOM OF FORM”

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**Inquiry Only Sections:**

- **A/P** Work Flow (Dates and Initials)
- **ACTUAL BUDGETS** If Balance due to Employee Campus/Site Liaison Office will enter budget information
OVERVIEW OF TRAVEL EXPENSE FORM

TRAVEL EXPENSE FORM

Pre-Travel Authorization

+ **GENERAL** – Employee and Travel Information
+ **PROPOSED BUDGETS** – Budget number (#) expenditure information
+ **PRINT TOP FORM** – Print Out Travel Request With Expenses hard copy form
  + Authorized Signatures on Hard Copy of “Top Form”
  + Include all Site TR information
  + Include District AP Voucher information
**GENERAL TAB**

**Personal Information**
- Last Name, First Name, MI is “Auto-Populated” using Colleague data
- District Employee – Yes or No button
- Site – Choose Site from Drop Down (Important Information!)
- Department – please enter
- Position/Title – please enter
- Work Phone – area code – XXX-XXXX
- Home Address – is “Auto-Populated” using Colleague data
- E-Mail Address – District e-mail address (i.e. ____@sdccd.edu)
- “Click To Send E-Mail” Bus. Office can use this feature to e-mail employee
  
  **Click SAVE**

**Travel Information**
- Name of Organization
- Member of Organization – Yes or No button
- City and State of Destination
- Start Date \text{\text{mm/dd/yy}}
- End Date \text{\text{mm/dd/yy}}
- Substitute Needed – Yes or No button
- Purpose of Travel & Potential Benefit to the District
- Method of Travel: Check boxes for Air, Train/Bus, Rental Car, Personal Car, Other
  
  **Click SAVE**
PROPOSED BUDGET(S)

Budget Expense Limitation

- Grants & Contracts, Special Funds and Child Development (Approvals)
- Budget # - Fund XX, Detail Fund XXXX, Cost Center XXXXX, TOP/Program XXXXX, Object of Expenditure XXXX (21-digits)
- Amount
- Are all or portion of expenses to be reimbursed by another agency? Yes or No button
  - If yes indicate name of agency
- Additional Notes/Comments as needed (i.e. Amount of Reimbursement, etc.)
Click SAVE

Direct Pay/Cash Advance Requested – Click Yes or No Buttons

- Registration
- Lodging
- Airline tickets (Fax signed/approved TR to travel agency)
- Cash Advance (ONLY if employee out-of-pocket expenses > $200)
- Other (If yes enter description)
Click SAVE
PRINT TOP FORM
(Pre-Authorization to Travel Form)

Travel Expense Form

DIRECTIONS:
• Click the Tab Titles to switch between Parts Of The Form
• Click the Save Button to save your work
• Click on the Print Buttons to print the Top or Bottom part of the Travel Expense Form.
• Click to view District Travel Procedures

Expense ID: TR-000356

Personal Information
Last Name: Korb
First Name: Judy
Site: District
Department: Business Services
Position/Title: Finance & Budget Analyst
Address:
Home Address: 123 Anytown St. Any City, CA 92019
Email Address: jkorb@sdccd.edu

Sign and submit all necessary travel documentation with this Travel Expense Pre-Authorization Form through your site’s proper channels.

Top Part of Travel Expense Form
Click “Print”
Then Click “Close Window”
EXPENSES

Return From Travel (Submitting Travel Expense Claim Information)

+ EXPENSES (Receipts Not Required)
  Meals & Incidental
  Transportation by Car (MapQuest estimate)

+ EXPENSES (Receipts Required)
  Lodging
  Registration Fees
  Air – District approved Travel Agency or paid by self
  Taxicab, City Bus, Parking
  Telephone
  Others (Itemize)

(Receipts Not Required Section)

<table>
<thead>
<tr>
<th>Expense ID: TR-000386</th>
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<tbody>
<tr>
<td>General</td>
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<tr>
<td>----------</td>
</tr>
</tbody>
</table>

Back To List | Save | Print Top Form | Print Bottom Form

**PLEASE ENTER TRIP DATE (MM/DD/YY) INFORMATION PRIOR TO ENTERING EXPENSE DOLLAR INFORMATION**

<table>
<thead>
<tr>
<th>Dates</th>
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<tbody>
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<td>12/23/03</td>
</tr>
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<td>12/24/03</td>
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<tr>
<td>12/25/03</td>
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<tr>
<td>12/26/03</td>
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<tr>
<td>12/27/03</td>
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<tr>
<td>12/28/03</td>
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<tr>
<td>12/29/03</td>
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<tr>
<td>12/30/03</td>
</tr>
<tr>
<td>12/31/03</td>
</tr>
<tr>
<td>01/01/04</td>
</tr>
<tr>
<td>01/02/04</td>
</tr>
<tr>
<td>01/03/04</td>
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</tbody>
</table>

**Receipts Not Required**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

As of 7/1/08, mileage rate is 58.5 cents per mile

**Total Meals & Incidental Section**

1. Departure Date mm/dd/yy (will auto-populate from General Tab Dates)
2. Enter Departure Time hh:mm and choose AM or PM button
3. Enter Return Date mm/dd/yy (will auto-populate from General Tab Dates)
4. Enter Return Time hh:mm and choose AM or PM button
5. Enter Date(s) mm/dd/yy into Date(s) Cells

***IMPORTANT*** You will not be able to enter expenditure information into the expenditure cells until date(s) have been entered.

Click SAVE
6. Enter Breakfast, Lunch, Dinner and Incidental information
   See Multiple Day Travel Status Per Diem Grid below:

<table>
<thead>
<tr>
<th>MULTIPLE DAY TRAVEL STATUS PER DIEM GRID</th>
<th>Breakfast $10</th>
<th>Lunch $15</th>
<th>Dinner $21</th>
<th>Total Daily Per Diem Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Day of Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave before 8:00 a.m.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>$46.00</td>
</tr>
<tr>
<td>Leave before 12:00 noon</td>
<td></td>
<td></td>
<td></td>
<td>$36.00</td>
</tr>
<tr>
<td>Leave after 5:00 p.m.</td>
<td></td>
<td></td>
<td>Yes</td>
<td>$21.00</td>
</tr>
<tr>
<td><strong>Last Day of Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrive before 8:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Arrive before 12:00 noon</td>
<td>Yes</td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Arrive before 5:00 p.m.</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Arrive after 5:00 p.m.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

7. Click Yes or No to add difference between Actual & Per diem expenses

   **Examples of YES or NO Scenarios:**
   - Click “NO” = partial day of travel or claiming less than per diem
   - Click “NO” = when actual meal costs > than allowable meal costs
   - Click “NO” = all meal costs included in Registration Fee
   - Click “YES” = if full day of travel $46/day per diem limitation claimed
     w/o having to enter meal detail

   Click SAVE

**Transportation By Personal Car**

1. Enter mileage expenses in daily cell(s). PLEASE NOTE: Cells on left can assist you with calculating mileage reimbursement figure.
EXPENSES
(Receipts Required Section)

Receipts Required Section
1. Lodging (Hotel, Motel, etc.)
2. Registration Fees
3. Air Transportation – Purchased & Paid by Self or Purchased by District Travel Agency (enter Travel agency name)
4. Taxicab, City Bus, Parking
5. Telephone, telegraph
6. Others (attach itemized list)

Click SAVE

Form Calculations
Total Daily Expenses = Actual Out-of-Pocket Expenses Total for Tax Purposes
A. Total Allowable Travel Expenses = (Per Diem Limitation + Mileage + Required Receipt Expenses)
B. Total Budget Expense Limitation = Proposed Budget(s) Total
C. Less Direct Pays & Cash Advances = A/P Direct Pays + Cash Advances
D. Less Amount Reimbursed or Billed to Another Agency = “Enter” Amount into cell (see Proposed Budget(s) tab)
E. Balance Due – (If negative make check payable to SDCCD)
Bottom Part of Travel Expense Form
Click “Print”
Click “Close Window”
Sign and submit all necessary travel documentation and receipts with this “Bottom of Form” Travel Expense Claim through your site's proper channels.
A/P Section
“Inquiry Only”

Travel Expense Form

Directions:
- Click on the Tab Titles To Switch Between Parts Of The Form
- Click on the Save Button to save your work
- Click on the Print Buttons to print the Top or Bottom part of the Travel Expense Form.
- Click to view Ddedit Travel Policy

Expense ID: TR-000330

For A/P Use Only
- Open Travel Request
- Post Direct/Pay Cash Advances
- Post Air Fare Information
- Post TR Expense Claim
- Close Travel Request

Verification by Campus/Department Liaison Officer (Site Access Only)
- Travel Request (Pre-Authorization) person’s initial and date mm/dd/yy
- Travel Expense Claim (Final Reimbursement Claim) person’s initial and date mm/dd/yy

Cancel/Void Expense Report (A/P and Site Access Only)
- Site Business Services Office or AP will Use Only If TR was created In Error

For A/P Use Only (A/P Access Only)
- Open Travel Request
- Post Direct/Pay Cash Advances on EXPENSES TAB
- Post Air Fare Information
- Post TR Expense Claim (Final reimbursement/or balance due)
- Close Travel Request (when TR Claim is complete then claim becomes READ ONLY)

Notes/Comments
- For A/P and Campus/Department Liaison Officers to enter notes/comments
Actual Budget(s) Section
“Inquiry only”

Expense ID: TR-000366

<table>
<thead>
<tr>
<th>Reference</th>
<th>Fund</th>
<th>Del/fnd</th>
<th>C.C.</th>
<th>Tops</th>
<th>Obj</th>
<th>Amount</th>
<th>Description/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>1010</td>
<td>12345</td>
<td>541000</td>
<td>5352</td>
<td></td>
<td>399.77</td>
<td>TR000366</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td>.00</td>
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<td></td>
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<td></td>
<td></td>
<td>.00</td>
</tr>
</tbody>
</table>

Total Amount: 399.77

Actual Budget Expense (A/P and Business Services Site Access Only)
- Enter Budget # (21 digits) ONLY if employee is due final payment
- Enter Amount due employee (attach reimbursement check to TR)
- Description/Comments can be added if needed
## CAMPUS/SITE CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Site/Department</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City College - Business Services</td>
<td>388-3428</td>
</tr>
<tr>
<td>Continuing Education Headquarters - Business Services</td>
<td>388-4821</td>
</tr>
<tr>
<td>District Office – Accounts Payable</td>
<td>388-6554</td>
</tr>
<tr>
<td>Mesa College – Business Services</td>
<td>388-2771</td>
</tr>
<tr>
<td>Miramar College – Presidents Office</td>
<td>388-7834</td>
</tr>
<tr>
<td>Business Office</td>
<td>388-7815</td>
</tr>
<tr>
<td>Technical Liaison - DO Budget Office (Judy Korab)</td>
<td>388-6982</td>
</tr>
</tbody>
</table>