

# Online Travel & Entertainment Expense Reporting

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## ***Introduction***

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The Online Travel & Entertainment (T&E) Expense Reporting System will allow you to create a T&E expense report from within BannerWeb. Using this online system will guarantee more efficient processing of your reimbursement request. **All requests for travel reimbursements should be submitted through this online system.** For trips that exceed fourteen (14) days, multiple reports must be submitted, in fourteen day increments, as the BannerWeb system cannot process requests that cover more than fourteen (14) days.

## ***Before You Begin***

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Before you begin an online T&E report, you should assemble all necessary documentation supporting your travel. This includes any receipts, missing receipt forms, airline ticket information, etc. You should also familiarize yourself with University and Departmental policies on travel and entertainment expenses. To review University policies, please visit <http://controller.richmond.edu/sourcing-payments/travel.html>.

Restrictions to using this system include the following:

### **90 Day Rule**

The University does not reimburse for receipts that are older than 90 days. Therefore, if you are submitting receipts for a trip that was completed more than 90 days from the date of your reimbursement request, you will not be able to submit your request.

### **14 Day Limitation**

This system will only allow you to report up to 14 days of meal and lodging expenses for one trip. If your reimbursement request is for more than 14 days, please split the trip into 14 day (or less) increments and submit multiple reports to cover the days of your trip. Please contact Accounts Payable [acctpay@richmond.edu](mailto:acctpay@richmond.edu) for assistance.

### **Citizenship Status**

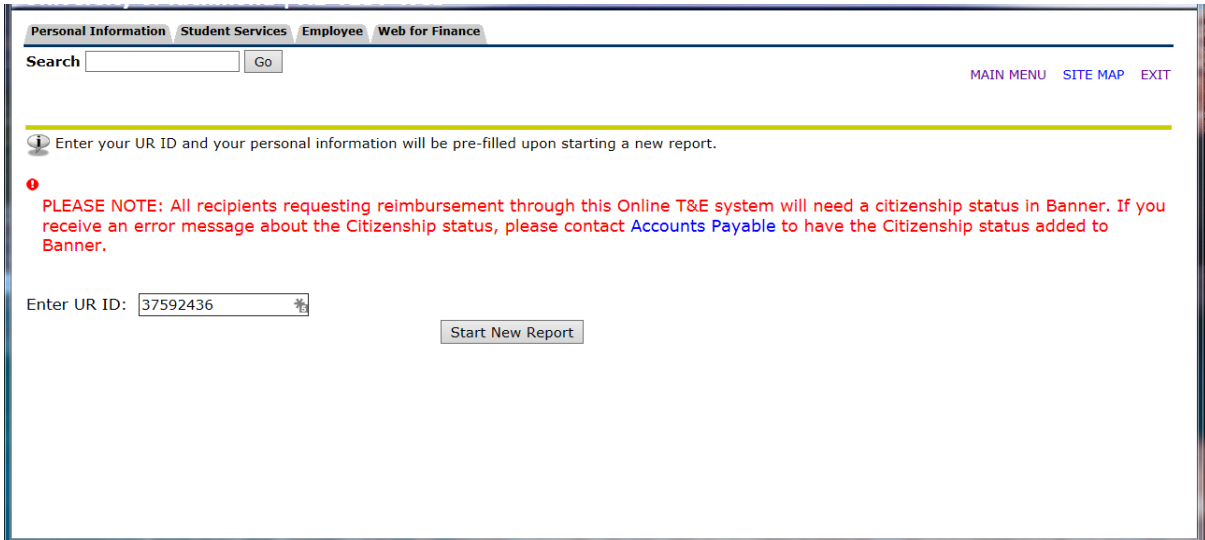
All individuals being reimbursed through this system require a citizenship status in the Banner financial system. If you receive an error message about the citizenship status, please verify the citizenship status (i.e. US citizen, non-resident alien, etc.) with the individual seeking reimbursement and then contact Accounts Payable [acctpay@richmond.edu](mailto:acctpay@richmond.edu) to have the citizenship code added to Banner.

### **Direct Deposit**

University policy requires that all employee reimbursements be issued by direct deposit. The system automatically verifies whether an employee has direct deposit. If direct deposit has not been set-up with the Accounts Payable Office, you will receive an error message to alert you to this fact and you will not be able to enter the reimbursement information.

## Starting a New Report

To start a new reimbursement request, enter the University ID number (UR id) of the traveler. If the traveler is a non-UR person and has not been paid by the University previously, you may complete the University New Vendor Request, [https://bannerweb.richmond.edu/pls/bweb/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu](https://bannerweb.richmond.edu/pls/bweb/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu) and Accounts Payable will create the vendor and provide you with the UR ID number.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for "Personal Information", "Student Services", "Employee", and "Web for Finance". Below the navigation bar is a search area with a "Search" label, a text input field, and a "Go" button. In the top right corner, there are links for "MAIN MENU", "SITE MAP", and "EXIT". A yellow horizontal line separates the navigation from the main content area. The main content area contains a message: "Enter your UR ID and your personal information will be pre-filled upon starting a new report." Below this is a red warning icon and a "PLEASE NOTE" message: "PLEASE NOTE: All recipients requesting reimbursement through this Online T&E system will need a citizenship status in Banner. If you receive an error message about the Citizenship status, please contact Accounts Payable to have the Citizenship status added to Banner." At the bottom of the form, there is a label "Enter UR ID:" followed by a text input field containing the value "37592436" and a "Start New Report" button.

Once the UR Id number has been entered, the system will populate such fields as name, department, phone number, email address, etc. Please fill out all other required information which is indicated by an asterisk (\*). Please note that the email address that is listed on the form will be used to provide information about the reimbursement request.

## Travel & Expense Reporting - Start a new Report

Please fill out the expense report below. (\*) denotes a required field. Please be sure to select the "Submit" button below.

**Important Information**

- If you are requesting a wire transfer or foreign currency, please use the [Check Request Form](#).
- If you owe money back to the University for an advance, you must complete the paper [Travel Form](#) and forward to Accounts Payable with your receipts. This online system CANNOT be used if money is owed back from your advance.
- If you are experiencing any issues with this online system, please contact [Accounts Payable](#).
- We DO NOT reimburse for receipts older than 90 days.
- If your travel is for more than 14 days, split the trip into 14 day increments and submit multiple forms to cover the days of your trip. Contact Accounts Payable for assistance.
- Using the back button or closing your browser prior to selecting the "Submit" button below will result in your report being lost. You must then follow the instructions on the next page to either Save, Edit, or Submit your report.

**Note:** You will be allowed to **Save** your expense report after selecting the Submit button below.

**Today's Date:** 01/14/2016

Is this report for a NON-UR Person? Yes  No

*First Name:	Jane	*Last Name:	Doe	*UR ID	37592436
Dept:	University Dept	*Phone (without dashes):	8042890000	*Approver's Name:	John Smith
*Destination:	San Francisco, CA			*Traveler Category:	Staff
*Departure Date:	02 / 02 / 2016	*Return Date:	02 / 04 / 2016		
Event/Conference Name:	University Conference				
*Purpose:	ATTEND MEETING/CONF/WORKSHOP			*Citizenship: (display only)	U.S. Citizen
If you selected "Other" for your purpose, please explain:					
*Email:	jdoe@richmond.edu				

## Transportation Information

Enter all transportation expenses here, making sure you include dollars and cents. The current mileage reimbursement rate will be calculated automatically for the mileage that you enter. The transportation subtotal will also be calculated for you.

<b>Transportation</b>	
Mileage 50 miles at .49 per mile	\$24.5
Airfare and/or baggage fees	\$350.00
Train	\$0.00
Auto Rental	\$0.00
Taxi/Bus/Shuttle	\$0.00
Parking/Gas/Tolls	\$10.00
<b>SubTotal Transportation:</b>	<b>\$384.50</b>

## Meals and Lodging & Other Expenses

When you click in any of the date fields, the system will populate your travel dates based on what you entered in the departure and return date fields. If the dates do not populate, scroll back up to the beginning of the report to verify that you have entered valid departure and return dates.

Select the reimbursement method for your meals. The University allows employees to request reimbursement based on the federal per diem rate (Daily Per Diem method),

which does not require receipts, or based on the actual receipts on hand (Receipts method). Please review the *Meals While Traveling on University Business* section of the University's travel policy, located on the Controller's Office website, <http://controller.richmond.edu/sourcing-payments/travel.html>

Enter lodging costs per day, in the appropriate fields.

In the Meal 1 Receipt, Meal 2 Receipt, and Meal 3 Receipt fields, enter the amount for breakfast, lunch, or dinner, respectively, for each day of your trip. These meal fields should be used if electing to be reimbursed using the Receipt method. The Daily Per Diem field should be used if the employee has elected the Daily Per Diem method for reimbursement.

If your receipt includes a meal for you and additional travelers, please indicate the meal number along with the names in the box provided. The subtotals for meals and lodging will be calculated for you.

**Meals and Lodging (Up to 14 days)**

**\*\*\*NEW\*\*\* Reimbursement Method**

Travelers may elect to be reimbursed based on federal daily per diem rates or by submitting actual receipts.

If you elect the daily per diem rate, you must provide the federal government **domestic per diem rate** or **international per diem rate**, based on the city of your destination.

For the daily per diem method, please complete the Daily Per Diem field(s) below with the appropriate rate. If you also purchased a group meal, you may provide the actual receipt information in the appropriate field(s): Meal 1, Meal 2, or Meal 3. Then, enter the per diem amount in the Daily Per Diem field for all other meals.

For the meal receipt method, provide the actual receipt(s) amounts in the Meal 1, Meal 2, or Meal 3 fields. Do not use the Daily Per Diem field.

Please review the Meals section of the Travel Policy located on the [Controller's Office website](#) for more information.

Please enter only one receipt per box below. The totals will be updated automatically. If you have traveled out of the country, please convert all currencies to US dollars and write the US dollar amount on all receipts before submitting them. [Oanda](#) has a useful tool to assist with currency conversions.

**Note: The system will populate your travel dates for you once you click in any of the lodging fields below.**  
**If this does not occur, please check your travel dates above for accuracy.**  
**If your travel is for more than 14 days, please contact Accounts Payable for assistance.**

Daily Per Diem  Receipts

Date	2/2/2016	2/3/2016	2/4/2016							
Lodging	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meal 1 Receipt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meal 2 Receipt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meal 3 Receipt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Daily Per Diem	74.00	74.00	37.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>274.00</b>	<b>274.00</b>	<b>37.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

If a meal receipt is for multiple people, please list the meal date, meal number, and the name of each person included. (1000 character max)

## ***Other Expenses, Advances, Non-Reimbursable Expenses***

In the **Other Expenses** section, you will enter any other expenses incurred during your travel that fall outside of the categories in the previous sections.

In **Advances, Registration, Fees**, section, enter a description and amount of any advances, reimbursements, or University paid items already issued prior to your travel. These will be deducted from the amount that you are to receive. If there are expenses that you incurred for which you are NOT eligible to receive reimbursement, please enter the appropriate amount in the **Non-reimbursable expenses** field.

Travel & Expense Reporting...

Other Expenses

<b>Registration Fees/Materials:</b>	\$ 750.00
<b>Other (include any expenses not listed elsewhere):</b>	\$ 0.00
<b>Total Expenses:</b>	\$ 1719.50

**Advances, registration, fees, etc already paid**

Item	Amount
registration fees	\$ 750.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
<b>Amount already reimbursed:</b>	\$( 750.00 )

**Expense amounts not reimbursed by the University**

<b>Non-reimbursable expenses:</b>	\$( 0.00 )
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## Distribution Information

The system will calculate the amount due to you or any amounts due to the University. These amounts will appear in the **Total Reimbursement Distribution Information** section.

In the next section, enter all index numbers, account numbers, and amounts for your reimbursement. If you have multiple indices and/or accounts to enter, please distribute the amounts accordingly. The system will NOT allow you to continue until the total matches the amount indicated in the **Total Reimbursement Distribution Information** section. Click **Submit**.

**Total Reimbursement Distribution Information**

<b>Amount Due to You:</b>	969.50
<b>Amount Due to University:</b>	0.00

**Please enter the Index and Account for your reimbursement. The system will calculate the amounts for you.**  
*Be sure not to skip any lines.*

Index	Account	Amount
2123	7151 Employee Travel	969.50
	Select a Value	0.00
	Select a Value	0.00
	Select a Value	0.00

Submit Reset

## **Confirm Your Information/Make Changes**

After clicking **Submit**, you will be presented with a confirmation screen where you will review the information you have entered. Please make sure all details are correct. At the bottom of the screen, you will notice a message in **bold red** that explains what you need to do next. You can either **Submit Report, Edit Report or Save Report**.

### **Submit Report**

If everything is correct, select **Submit Report** and then click **Submit**. Your report will be forwarded to the Accounts Payable Office for processing. **Even though you have submitted the information electronically, you must print out the report as it is presented to you, present it to your supervisor for approval, and mail the approved report and supporting documentation to Accounts Payable.** **NOTE:** If your supervisor requests changes and you have already selected the **Submit Report** option, you will need to select **Review Expense Report** from the main T&E Expense Reporting Menu to make the necessary changes and resubmit.

### **Edit Report**

If you need to make changes prior to finalizing submission, please select the **Edit Report** option, make any necessary changes, and click **Submit**. You will be presented with the confirmation screen again, and then you will follow the instructions in the Submit Report paragraph above.

### **Save Report**

If you would like to save your report for a later date, please select the **Save Report** option and click **Submit**. You will be presented with a screen indicating that your report has been saved. In addition, you will receive an e-mail confirmation containing the details of your saved expense report.

**Total Reimbursement Distribution Information**

<b>Amount Due to You:</b>	\$ 969.50
<b>Amount Due to University:</b>	\$ .00

**Index and Account Distribution**

Index	Account	Amount
2101	7151	969.50
		.00
		.00
		.00

**Note: You must select one of the options below and then select the "Process" button to continue.**

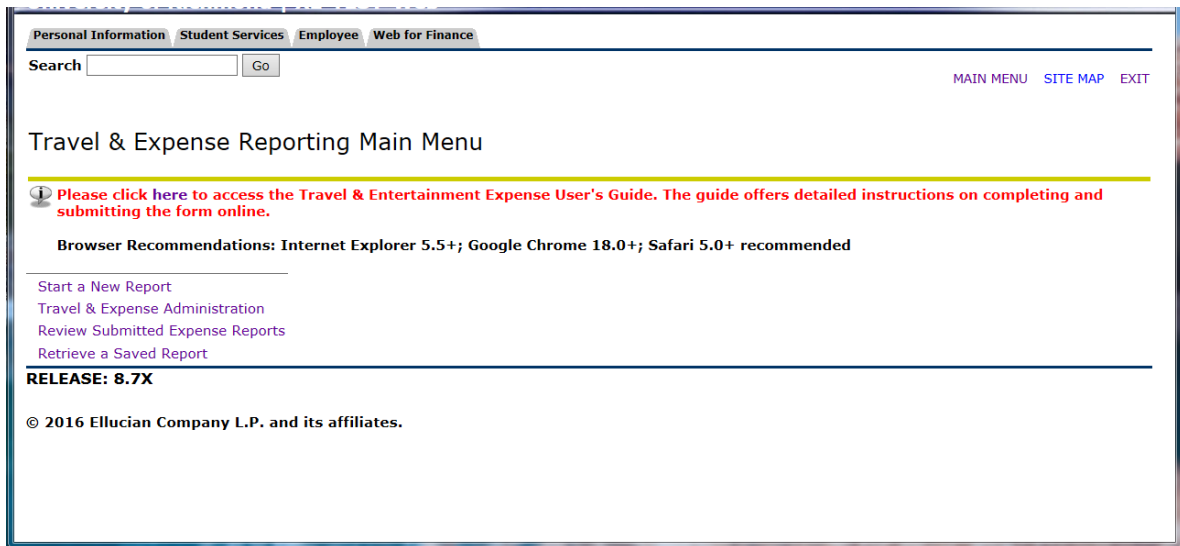
**Make a Selection:**  Submit Report  Edit Report  
 Delete Report  Save Report

Process

## Completed Expense Reports

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Once you have completed your expense report, you may **Review Expense Reports** or **Retrieve a Saved Report** by selecting the option from the main menu.



## Review your Expense Reports

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If you select **Review Expense Reports** from the main menu, T&E reports submitted, approved, or rejected within the last 12 months will be displayed. Any report that you created for yourself or on someone else's behalf will be available for review.

**Any expense report that was submitted for processing can be edited from this area, unless the "Status" of the report is "Approved". An "approved" status indicates the request has already been processed by Accounts Payable and no changes can be made online.**

If you need to re-print an expense report, you may do so from this area by clicking on the ID number of the report you wish to print.

Personal Information Student Services Employee Web for Finance

Search  Go MAIN MENU SITE MAP EXIT

### Travel & Expense Reporting - Review Reports

Below are your most recent Travel & Entertainment Expense Reports within the past year. To review a particular document, please select a ID from the list.

Enter Expense Tracking ID:  Find Show All

ID	Name	Destination	Travel Dates	Amount	Purpose	Status	Status Date	Invoice Number
28558	Doe, Jane	San Francisco	02-FEB-2016 - 04-FEB-2016	\$ 969.5	ATTEND MEETING/	Submitted	14-JAN-2016	
28555	Doe, Jane	San Francisco	02-JAN-2016 - 04-JAN-2016	\$ 894	ATTEND MEETING/	Submitted	14-JAN-2016	
28553	Hines, Jean	dfafsdafdfs	03-FEB-2016 - 10-FEB-2016	\$ 302.5	PRESENT	Submitted	13-JAN-2016	
28548	Colon, Nancy	testing changes	06-JAN-2016 - 08-JAN-2016	\$ 1954.5	ATTEND MEETING/	Approved	13-JAN-2016	I0853082
28547	Hines, Jean	Falmouth Jamaica	14-FEB-2016 - 28-FEB-2016	\$ 3567	PRESENT	Submitted	13-JAN-2016	
28546	Hines, Jean	terst	01-FEB-2016 - 03-FEB-2016	\$ 3119.5	ATTEND MEETING/	Submitted	12-JAN-2016	
28545	Hines, Jean	testing per die	05-JAN-2016 - 07-JAN-2016	\$ 2347.5	ATTEND MEETING/	Approved	13-JAN-2016	I0853081
28543	Benoit, Sandra	testing	01-FEB-2016 - 03-FEB-2016	\$ 2209.25	ATTEND MEETING/	Approved	16-DEC-2015	I0853077
27180	Hines, Jean	2 events - Davi	31-MAR-2015 - 13-APR-2015	\$ 43	ATTEND MEETING/	Approved	12-MAY-2015	I0844172

## Retrieve a Saved Expense Report

All reports that you have saved but not yet submitted will be displayed in this listing. There is NOT a limitation on the number of saved reports you can have nor will they expire. To continue with a saved report, click the link labeled "ID". Once you have edited the report, you can either save it again or submit it to the Accounts Payable Office for processing.

Personal Information Student Services Employee Web for Finance

Search  Go MAIN MENU SITE MAP EXIT

### Travel & Expense - Retrieve a Saved Report

Below are the expense reports that you can currently modify. Please make any necessary changes by selecting the appropriate ID from the list below.

Enter Expense Tracking ID:  Find Show All

ID	Name	Travel Dates	Amount	Purpose	Status	Status Date
<a href="#">26914</a>	Hines, Jean	01-MAR-2015 - 02-MAR-2015	\$ 26.25	ATTEND MEETING/	Saved	16-APR-2015

## Questions?

If you have any questions regarding the Online T&E Expense Reporting System, please contact the Accounts Payable Office at (804) 289-8176.