Online Travel & Entertainment Expense Reporting

Introduction

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

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](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 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 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 and Accounts Payable will create the vendor and provide you with the UR ID number.

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.
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.

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$244.50</td>
</tr>
<tr>
<td>Airfare</td>
<td>$350.00</td>
</tr>
<tr>
<td>Train</td>
<td>$0.00</td>
</tr>
<tr>
<td>Auto Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxi/Bus/Shuttle</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking/Gas/Oils</td>
<td>$10.00</td>
</tr>
<tr>
<td>Subtotal Transportation</td>
<td>$364.50</td>
</tr>
</tbody>
</table>

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](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.

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**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.
**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**.
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 being saved. In addition, you will receive an e-mail confirmation containing the details of your saved expense report.
**Completed Expense Reports**

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**

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.
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.

Questions?

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