

Chapter 6: Travel and Expense Reimbursement

This chapter covers Travel and Expense Reimbursement. In this chapter you will learn:

- How to identify travel and expense reimbursements from BW reports.
- Recommended procedures for reconciling travel and expense payments.
- How to use document numbers in ECC for detail about travel and expense postings.

Overview

The SAP Travel Management module streamlines the pre- and post-travel business/approval processes, and creates an audit trail through completion of the travel expense reimbursement request. This streamlined process yields significant savings and efficiencies in the area of processing reimbursement requests, and reduces the costs associated with the overall process.

Because Travel Management has been integrated with other key SAP modules, the problems associated with validations of data at the point of entry have been eliminated. Only those travelers authorized through HR master data to travel on behalf of Johns Hopkins may enter expenses. Likewise, travelers or travel assistant/designees are only able to enter expenses against those cost objects that they are authorized to charge at the time of the travel and as long as the budget exists.

SAP has been designed to incorporate relevant policies and limits for the various types of travel and expenses. Policies and procedures governing travel can be found at:

<http://policies.jhu.edu/?event=manual&manualid=779>

Recommended Reconciliation Procedures

Workflow for TRIP transactions is designed to flow to an Approver, who is responsible for monitoring and approving travel and business expenditures against funds availability and allowability. The Approver is also charged with verifying that the travel is for legitimate business purposes.

Transaction workflow is based on cost object, not the person creating the transaction or the individual being reimbursed, meaning all transactions reflected in BW statements have been approved by the departmental approver. If TRIP transactions are properly controlled on the front-end in the department, the reconciler will recognize the name of the individual being reimbursed and/or remember approving the specific transaction, requiring no further research to approve the charge.

With the TRIP transaction, original receipts are required for any expenditure >\$75 and for all hotel expenditures. As the TRIP transaction is workflowed through the approval process, the department is ultimately responsible for reviewing the attached receipts, matching them to the expense and the requester, and determining if the expense reimbursement is allowable.

Scanning is the method for attaching expense receipts to the TRIP transaction. Expense reports and receipts (unless under \$75) are audited by APSSC. The receipts become a permanent part of the record.

Departments **MUST** retain all original receipts for TRIP transactions. It is recommended that these receipts are attached and filed with a printout of the TRIP transaction from ECC. Then, when reconciling TRIP commitments or transactions, the trip number can be matched to the reference document number in the BW detail report.

For any reimbursement charged to an account in your department that is created by another department, it is recommended that at least one department retain the original receipts, while the other retains some form of documentation. This can range from as little as an email explanation to as much as copies of all the original receipts.

Useful Reports and Transactions

To reconcile travel and expense postings, use the following reports and ECC transactions:

- Revenue and Expense Summary and Detail Reports in BW- the Sponsored and Non-Sponsored Revenue and Expense Summary and Detail reports provide inception-to-date and year-to-date totals and monthly detail for all travel related activity.

- FB03- this ECC transaction allows users to obtain detailed information using the FI document number from the BW report. This process is discussed in

greater detail in Chapter 5, *Further Research of Online Payments-FB03* on page 5-4.

- TRIP- this ECC transaction allows users to obtain specific detail about a particular travel and expense request and reimbursement.
- Vendor Payment Report- this BW report allows users to obtain specific detail regarding payments made to vendors during a set period of time.

Further Research of Travel and Expense Reimbursements

The TRIP transaction, when saved, generates a Trip Number. The first two digits are designated by personnel area and the remaining are based on sequencing. For instance, a TRIP generated in the School of Medicine would be 130xxxxx and one generated by School of Arts and Sciences would be 180xxxxx. This number is used to track the document through the payment process and later to reconcile in BW.

Whether creating a travel or non-travel expense reimbursement, it is important for the end user to remember to always complete the “Comments” field, which will later provide more information when tracking a travel reimbursement by the original TRIP transaction.

Using the Detail & Summary Reports in BW for Reconciliation

The Sponsored and Non-Sponsored Revenue and Expense Summary and Detail reports in BW provide inception-to-date and year-to-date totals and monthly detail for all travel related activity.

GL Account	Commitment item	FI doc number	Reference doc number	Vendor	Item Text
TRAINING	JHEN647001 JHEN647001 TRAINING	1900309565	42398	300000 John Smith	*TRIP FROM 05/22/07 TO 05/29/07 TO COLD SPRING
		#	16004845	300000 John Smith	RETROVIRUSES SYMPOUS COLD SPRING HARBOR, N
DOMESTIC TRAVEL	JHEN652001 JHEN652001 DOMESTIC TRAVEL	1900309565	42398	300000 John Smith	*TRIP FROM 05/22/07 TO 05/29/07 TO COLD SPRING
		#	16004845	300000 John Smith	RETROVIRUSES SYMPOUS COLD SPRING HARBOR, N

Display 6-1. Item Text in Sponsored Rev-Exp Detail Report

The “First Destination” text from the TRIP transaction later populates the Item Text field in BW and circled in Display 6-1. Users should note, however, only the first 12 characters are displayed. The Item Text field will also include the trip start and end date as reflected in Display 6-2.



Display 6-2. TRIP Transaction in ECC

Display 6-2 is from the actual TRIP transaction. Note which fields populate the BW report.

For non-travel business expense transactions there is no “First Destination” field in the TRIP transaction. Because of this, users do not have the option of entering descriptive text in the TRIP transaction. Only the SAP defaulted text of “Trip from (trip start date) to (trip end date)” will display in BW as shown in Display 6-3.

em	FI doc.doc.number	Reference doc.number	Vendor	Item text	Created
DOMESTIC TRAVEL 1	1900257933	33615	3xxxxxx John Smith	*TRIP FROM 05/18/07 TO 05/18/07	HRAUT
	#	16005217	3xxxxxx John Smith	SUPPLIES, LAB LUNC	THITZ

Display 6-3. Item Text for Non-Travel Business Expenses

Travel Detail in BW

An example of the key BW fields for tracking travel activity are shown in Display 6-4. These fields are as follows:

1. Doc # for Non-Sponsored accounts or FI Doc # for Sponsored
2. Reference Document Number
3. Predecessor Document Number will be the TRIP Number
4. Vendor Number/Name (will always begin with a 3)

Sponsored Class	G/L Account	FI Doc. Doc Number	Reference Doc Number	Predecessor Doc	Created By	Vendor	Item Text
Travel Domestic	JHEN/652001 DOMESTIC TRAVEL	1900257933	33615	0016005217	HRAUTO	30	*TRIP FROM 0

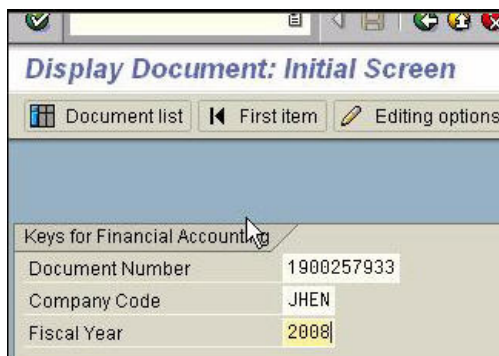
Display 6-4. Travel Detail in BW

Travel and expense disbursements will begin with doc type “19” and are 10 digits in length. Expense reimbursements where the traveler owes money back to the university begin with doc type “17” and are 10 digits in length. To reconcile, either match the original number with the original paper documents or the user can view the payment using FB03.

Using FB03 to Research Expenses

To research an expense reimbursement from BW further, log into ECC and open up the SRM Requisitioner folder (if available). Choose FB03 (Display Document) and enter the Doc # (or FI doc # for the sponsored account) found in the BW report. The document number will begin with a 19. The number in the “Reference” field will be used to match the expense in BW with the original TRIP transaction.

The example below uses the Doc # (or FI doc # for sponsored accounts) found in the BW report-1900257933 is our example. This is field #1 from Display 6-4.



Display 6-5. FB03 Display with Document Number

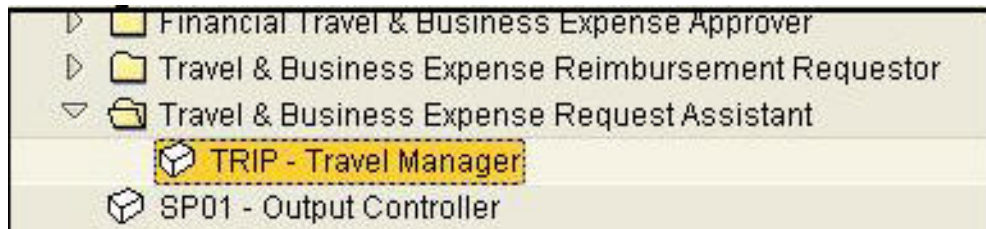
Document Number	1900257933	1	Company Code	JHEN	Fiscal Year	2007
Document Date	05/30/2007		Posting Date	05/30/2007	Period	11
Reference	0016005217	2	Cross-CC no.			
Currency	USD		Texts exist	<input type="checkbox"/>		
Items in document currency						
Itm	PK	BusA	Acct no.	Description	Tx	Amount in USD
001	31		3000435	Vendor Name		2,271.67-
002	40	160	633032	OFFICE SUPPLIES		1,157.64
003	40	160	633032	OFFICE SUPPLIES		60.00
004	40	160	652001	DOMESTIC TRAVEL		12.69

Display 6-6. FB03 Display with Doc # and Ref Number (TRIP Number)

The number in the “Reference Field” (#2) will be used to match the expense in BW with the original TRIP transaction. The vendor’s name is helpful if the PERNR is unknown.

Using the TRIP Transaction to Find the Original Document

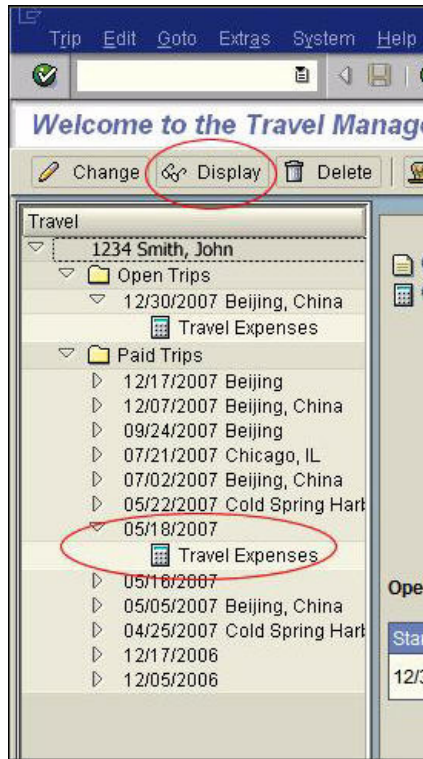
Go into the TRIP transaction to find the original document.



Display 6-7. Travel Manager is located under Human Resources/Travel Management

- From the SAP Easy Access menu, choose Travel & Business Expense Request Assistant and select TRIP- Travel Manager. This is located under Human Resources/Travel Management.
- Click on Change Personnel Number icon and enter the PERNR for the individual, or start a name search. Double click on the name. Click on List of All Trips to see all paid or open TRIP transactions for the individual.

- Highlight the Travel Expenses line to be researched (the line with the calculator), then click on the Display icon. See display 6-8.



Display 6-8. Overview of Travel Manager

Note that all of the trips for the employee are displayed. Open TRIP transactions are also listed. Click on travel expenses and the display icon at the top of the screen. Display 6-9 is the detail of the travel expenses.

The TRIP number matches the Reference Number found in FB03 and from BW. If text had been entered in the “Comments” text box during the original TRIP transaction, it would display later in “Additional Trip Information.”

Name	John Smith		
Personnel Nbr:	1234		
Trip Nbr:	16005217	School of Public Health	
I T I N E R A R Y			
Trip Destination	Reason/Country	Activity	
05/18/2007 00:00 -	supplies, lab	lunch/dinne	
05/18/2007 00:01	No Distinction		
I T E M I Z A T I O N			
Date	RNo	Receipt	Amount in USD
05/18/07	001	Lunch	195.85
05/18/07	002	Supplies	68.76
05/18/07	003	Lunch	62.90
05/18/07	004	Supplies	109.22
05/18/07	005	Supplies	25.49
05/18/07	006	Supplies	118.82
05/18/07	007	Dinner	245.20
05/18/07	008	Other	12.69
05/18/07	009	Dinner	46.07
05/18/07	010	Supplies	81.06
05/18/07	011	Supplies	230.98
05/18/07	012	Supplies	107.83
05/18/07	013	Supplies	76.93
05/18/07	014	Lunch	115.80
05/18/07	015	Supplies	118.14
05/18/07	016	Lunch	183.35
05/18/07	017	Lunch	192.17
05/18/07	018	Supplies	60.00
05/18/07	019	Supplies	107.22

Display 6-9. Travel Expense Statement

Using the Vendor Payment Report in BW

Employees who travel on behalf of JHU or JHHS are assigned a seven digit vendor number, which begins with a 3. Only employees and non-employees with travel privileges are assigned a vendor number, indicated by Infotype 0017.

In addition to using the Travel Manager in ECC, there is a Vendor Payment Report available in BW. This report gives detailed information about a particular vendor's reimbursements. This report can be accessed in BW under Supply Chain/Accounts Payable.

To run this report, enter:

- Business Area
- Time Period
- Vendor Number

The report will return a listing of all paid transactions to the vendor. In this case, the vendor is the employee who travelled.

Vendor Payment							
Toggle Nav Block Variable Screen Printing Bookmark No. of Rows No. of Columns EMail New Window Exceptions/Conditions							
Internal Order	G/L Account	Vendor	FI Doc number	Reference doc number	Invoice Number	Fiscal year/period	Jan
90007166	AR STAFF TRAVEL ADV	JHEN/121302 30 435	1900631810	93301	0016012136		-3,9
	OFFICE SUPPLIES	JHEN/633032 30 435	1900631810	93301	0016012136		
	TRAVEL FOREIGN	JHEN/65210 30 435	1900631810	93301	0016012136		5,4

Employee's Vendor Number (points to the Vendor field in the TRAVEL FOREIGN row)

TRIP Number (points to the Invoice Number field in the TRAVEL FOREIGN row)

Display 6-10. BW Vendor Report

Additional Resources

Links to additional resources you may find helpful:

Accounts Payable Shared Services- JHU & JHHS Travel Policies

<http://ssc.jhu.edu/accountspayable/policies.html>

Accounts Payable Shared Services- Travel Forms

<http://ssc.jhmi.edu/accountspayable/forms.html>

Training Class: Travel & Business Expense Reimbursement

<http://lms4.learnshare.com/l.aspx?CID=89&A=2&T=391087>