

Data Entry: Travel Requests

Revised 3/2/05

1. Create a Quick Entry record for each of the following items, when applicable.

Item	Document Type	Vendor	PS Account	Document #	Reference #	Description
NTS Direct Billed expenses (airfare, hotel, rental car)	Travel Request	Bank One	Refer to UH Travel Codes	Blank until travel is booked and travel card is charged.	The FMP-generated TR# *	-The TR No. exactly as it appears on the TR form. -The name of the hotel or rental car.
NTS fee	Travel Request	Bank One	56112 (domestic) 56118 (foreign)	Blank until travel is booked and travel card is charged.	The FMP-generated TR#	The TR No. exactly as it appears on the TR form + "NTS fee"
Non-NTS Direct Billed Expenses	Travel Request	Vendor Name	Refer to UH travel code list	Blank until payments are made.	The FMP-generated TR#	The TR No. exactly as it appears on the TR form.
Travel Expenses to be reimbursed to traveler	Travel Request	Traveler Name	Refer to UH travel code list	Blank until reimbursements are made.	The FMP-generated TR#	The TR No. exactly as it appears on the TR form + "Traveler Reimbursement"

*The FMP-generated TR # is located at the bottom right corner of the Travel Request form.

Quick Entry examples:

The screenshots show the Quick Entry form with the following details:

- Document Type:** Travel Request
- Speed Type:** 12345
- Sub Account:** 3848
- Vendor:** Bank One
- Description:** Advincula/Chicago/02/16/05 Airfare
- Amount:** 750.00
- PS Account:** 56114
- OUT OF STATE-PUBLIC TRANSPORTATION**
- Convert Old Sub Code to PS Account:**
- Old Sub Code:**
- Value must be '1' or greater**
- Quantity:** 1
- Entered By:** lbc
- Date Entered:** 3/3/2005
- Document #:**
- Reference #:** 2113

Transaction List view:

The screenshot shows the FileMaker Pro Transactions List view with the following data:

FY	SpeedType	Sub Acct Code	Type	Vendor Name	Description	DOC #	Ref No	Est Dat	Est Am	Exp Dat	Exp Am
2005	12345	56114	Travel Request	Bank One	Advincula/Chicago/D		2113	03/03/05	750.00		
2005	12345	56112	Travel Request	Bank One	Advincula/Chicago/D		2113	03/03/05	10.50		
2005	12345	56114	Travel Request	Bank One	Advincula/Chicago/D		2113	03/03/05	200.00		
2005	12345	56112	Travel Request	Advincula, Rigoberto	Advincula/Chicago/D		2113	03/03/05	1,500.00		

Annotations:

- A red circle highlights the **Ref No** column.
- A red arrow points from the **Ref No** column to a box labeled "FMP assigned TR #".
- A legend on the right lists the descriptions for the transactions:
 - <- Airfare
 - <- NTS Fee
 - <- Hotel-direct bill
 - <-Reimbursement

Data Entry: Travel Advance Voucher

Revised 3/2/05

Please note the following:

- Travel advances should be charged to a Departmental Local cost center, such as IDC. Do not charge advances to grant cost centers.
- Travel Advances will not add to expenditures (account codes 5xxxx) and will not effect budget in Peoplesoft or the FMP Budget summary because it is a liability (account code 12305).
- Travel Advances will affect equity (both in PeopleSoft and in FMP). As the advance is issued (debited) and then paid back (credited), the equity will change accordingly.
- Departments should check their liability accounts monthly to ensure that advances are cleared.
- Travel Advances should be entered in FMP using account code 12305 as indicated below:

Vendor	Document Type	Speedtype	PS Account	Document #	Reference #	Description
Traveler name	Voucher	The travel advance speedtype (default is Department IDC)	12305	The voucher number	The FMP-generated TR#	Begin with the words 'Travel Advance'. Example: "Travel Advance for Dr. William to Dresden, German 02/23/04-02/27/04."

Sample Quick Entry:

Document Type: Speed Type: Sub Account: Sponsor:

Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):

Vendor: Select Vendor: Invoice #: Invoice Date:

Description:

Amount: Value must be '1' or greater Quantity:

PS Account: [Click here for more information](#)

Convert Old Sub Code To PS Account: Old Sub Code:

Entered By: Date Entered: Document #: Reference #:

Purchase Agent:

Note: once the travel advance has been paid back or receipts returned in the amount of the advance, you should be able to do a find for the default travel advance cost center and account code 12305. The total should be zero dollars, except if there are outstanding travel advances.

Reconciliation List										
FY		SpeedType	Sub	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	Est Am
2005	14002			12305	Voucher	Advincula, Rigob	Travel Advance	00490524	2113	1,500.00
2005	14002			12305	Travel Voucher	Advincula, Rigob	Advincula/Chicag	00370131	2113	-1,500.00
										0.00

Travel Reimbursement and Payment of Direct Billed Expenses (after travel is completed and expenses are reimbursed)

- Perform a find for the travel request record. Find the FMP-generated TR # in the Reference # field. Finding by the FMP assigned TR # should bring up all the records for that TR.

- Modify the existing records and/or create new records to match the reimbursement/payment you are making.

Change the document type and amounts as necessary. Examples:

- Reimbursement to traveler: When the Travel Voucher is prepared, change the reimbursement record from "Travel Request" document type to "Travel Voucher" and change the amount to the actual reimbursement. Create additional records as required if different PS account codes are used. The FMP records must match the voucher.
- NTS Direct Billed Expenses: When the NTS travel is booked, the travel card journal number must be entered in the NTS direct billed FMP records.
- Non-NTS Direct Billed Expenses: When the voucher or SCR is created to make the payment, enter the document #.

- If a **Travel Advance** is involved, you will need to create a journal or travel voucher to **credit** the travel advance cost center. These entries must also be entered in FMP. Examples are below.

Sample of Travel Advance when the Traveler is due money.

A Travel Voucher will be prepared with the following entries:

Debit: the cost center being charged for the travel using PS account codes appropriate to the receipted expenses.

Credit: the travel advance cost center for amount of the advance using account code 12305

The traveler will receive reimbursement for the difference between the travel advance and the total receipted expenses.

Total receipted expenses (\$1950) are more than the travel advance amount (\$1500). The Traveler is due a reimbursement (\$450). This amount is billed to the traveler's cost center.

Reconciliation List									
Ledger Menu Find Print MAIN MENU									
Break Down Monthly Acct Summary Detail Summary Acct Summary of Found Records									
FY	SpeedType	Sub	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	Est Am
2005	12345		56114	Travel Request	Bank One	Advincula/Chicago		2113	750.00
2005	12345		56112	Travel Request	Bank One	Advincula/Chicago		2113	10.50
2005	12345		56114	Travel Request	Bank One	Advincula/Chicago		2113	200.00
2005	12345		56112	Travel Voucher	Advincula, Rigob	Advincula/Chicago	00370131	2113	1,950.00
2005	14002		12305	Voucher	Advincula, Rigob	Travel Advance	00490524	2113	1,500.00
2005	14002		12305	Travel Voucher	Advincula, Rigob	Advincula/Chicago	00370131	2113	-1,500.00
									2,910.50

Direct billed airfare billed to PI cost center.
 NTS Fee billed to PI cost center
 Direct billed car rental
 Travel Voucher: Receipted travel expenses. Debit PI cost center
 Travel Advance: debit Dept IDC
 Travel Voucher: credit Dept IDC for travel advance

Sample of Travel Advance when the Traveler owes money.

Two Journals will be prepared: one for the reimbursement of the advance; the other for debiting the receipted expenses.

Journal #1 (deposit for reimbursement of the advance):

Debit: BANK (10510 for Chase). You do not need to enter this debit entry in FMP.

Credit: the travel advance cost center (Dept IDC) for the amount of the reimbursement using account code 12305.

Journal #2 (debiting receipted expenses)

Debit: the cost center being charged for the travel.

Credit: travel advance cost center for the amount of receipted expenses using account code 12305.

Reconciliation List									
Ledger Menu Find Print MAIN MENU									
Break Down Monthly Acct Summary Detail Summary Acct Summary of Found Records									
FY	SpeedType	Sub	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	Est Am
2005	14002		12305	Voucher	Advincula, Rigob	Travel Advance	00490524	2113	1,500.00
2005	12345		56112	Journal Entry	Advincula, Rigob	Advincula/Chicago	0001035702	2113	1,200.00
2005	14002		12305	Journal Entry	Advincula, Rigob	Advincula/Chicago	0001035702	2113	-1,200.00
2005	14002		12305	Journal Entry	Advincula, Rigob	Advincula/Chicago	001035529	2113	-300.00
									1,200.00

Original Travel Advance: Debit Dept IDC
 Journal #2 (Receipted Travel expenses): Debit PI cost center.
 Journal #2 (receipted expenses): Credit Dept IDC to credit the advance.
 Journal #1 (Deposit to pay back unused advance. Debit Dept IDC

Auditing the Travel Documents for Accurate Data Entry

Once all of the reimbursement and payment documents have been entered, do another find by the FMP-generated TR #. The total should equal total of all costs associated with the travel.

Ledger Menu		Find	Reconciliation List				Print	MAIN MENU		
Break Down		Monthly	Acct Summary		Detail Summary		Acct Summary of Found Records			
FY	SpeedType	Sub	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	Est Am	End
2005	12345		56114	Travel Request	Bank One	Advincula/Chicag		2113	750.00	
2005	12345		56112	Travel Request	Bank One	Advincula/Chicag		2113	10.50	
2005	12345		56114	Travel Request	Bank One	Advincula/Chicag		2113	200.00	
2005	12345		56112	Journal Entry	Advincula, Rigob	Advincula/Chicag	0001035702	2113	1,200.00	
2005	14002		12305	Voucher	Advincula, Rigob	Travel Advance	00490524	2113	1,500.00	
2005	14002		12305	Journal Entry	Advincula, Rigob	Advincula/Chicag	0001035702	2113	-1,200.00	
2005	14002		12305	Journal Entry	Advincula, Rigob	Advincula/Chicag	001035529	2113	-300.00	
									2,160.50	

<- Airfare-direct billed through NTS
<- NTS Fee
<- Hotel-direct billed through NTS
<-Reimbursement/Receipted Expenses
<- Travel Advance
<-Receipted Expenses (credit the advance)
<-Payback of Travel expense (credit advance)

Reconciling the Travel Documents

Reconciler should verify that document number, PS account code and amounts match FMP. The FMP record can be expended if all items match.

Checking for outstanding Travel Advances Monthly

Each month, the department manager performs a find in Filemaker Pro by account code **12305**. If the total on this code is zero, all advances were cleared. If the sum is not equal to zero, there are outstanding travel advances.