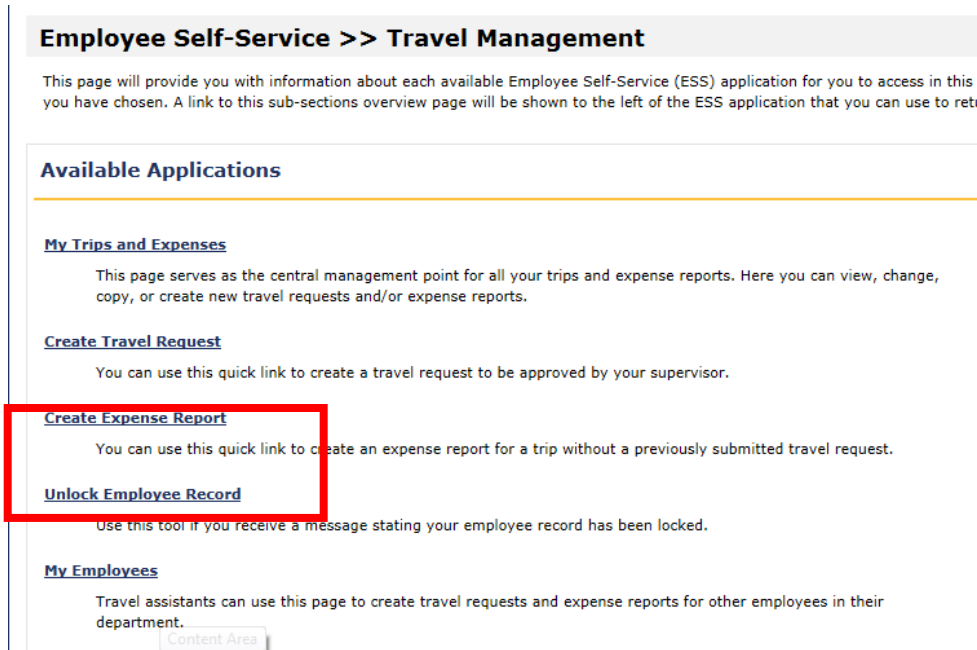


Submitting for Mileage – Student Teacher supervision and Internship supervision

Faculty who supervise student teachers, student nurses, and other clinical oversight often spend much of their time at off-site locations. Submitting for reimbursement using Travel Management can be cumbersome if mileage takes place over several different days. To enter mileage in an efficient manner for reimbursement, it is suggested that the mileage reimbursement for a period (month, quarter, semester) be entered in Travel Management (TM) as one entry for the entire mileage for the period and dated for the last day of the period. For audit purposes, the detailed miles driven by day (mileage log) is required and can simply be scanned and added as an attachment. In order to do so please simply take the following steps. Please see your assigned Travel Assistant for any questions with TM.

1. Log into TM and select Create Expense Report



Employee Self-Service >> Travel Management

This page will provide you with information about each available Employee Self-Service (ESS) application for you to access in this you have chosen. A link to this sub-sections overview page will be shown to the left of the ESS application that you can use to return to this page.

Available Applications

My Trips and Expenses
This page serves as the central management point for all your trips and expense reports. Here you can view, change, copy, or create new travel requests and/or expense reports.

Create Travel Request
You can use this quick link to create a travel request to be approved by your supervisor.

Create Expense Report
You can use this quick link to create an expense report for a trip without a previously submitted travel request.

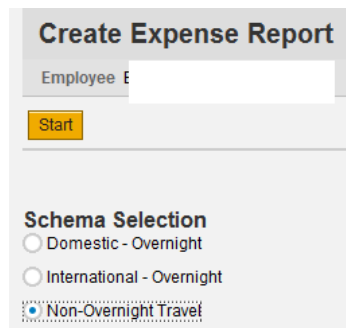
Unlock Employee Record
Use this tool if you receive a message stating your employee record has been locked.

My Employees
Travel assistants can use this page to create travel requests and expense reports for other employees in their department.

Content Area

2. Choose the correct schema (non-overnight travel) and click

Start



Create Expense Report

Employee E

Start

Schema Selection

Domestic - Overnight

International - Overnight

Non-Overnight Travel

Submitting for Mileage – Student Teacher and Internship supervision

3. Enter the general data, destination and additional information fields as necessary

Create Expense Report

1 → 2 → 3 → 4 →

General Data Enter Receipts Review and Send Completed

Employee: Schema Non-Overnight Travel

< Previous Step Enter Receipts > Save Draft

✔ Check was successful

Calendar of Trips Attachments (0)

General Data

* Start Date: 01/04/2017 08:00
* End Date: 03/17/2017 16:30
Posting Date: 03/17/2017

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/E9 Erie, PA
* Destination: various clinical sites

Additional Destinations: No destinations entered

Additional Information

* Activity: Teaching Travel
* Reason: over-sight of BSN students at Erie area hospitals
Comment: mileage for the site visits

Cost Assignment: 100.00 % Cost Center 3511138100 (Nursing), Funds Center 3511138100 (Nursing)

Mileage

Total Distance: 0 Mile Enter Mileage Details

4. Save Draft
5. Click on the Enter Mileage Details button. The mileage data dialog box will launch

Submitting for Mileage – Student Teacher and Internship supervision

6. Enter the total miles, the last day of the period, and comments if necessary

ator
jp

General Data Mileage Details General Data Enter Receipts Review

Employee Schema Non-Overnight Travel Start Date 01/04/2017

< Previous Step Accept Save Draft

Calendar of Trips

Total Distance Driven: 450 Mile

Mileage Details

New Entry Copy Delete

Date	Miles Driven	Passengers	Start Location
02/28/2017	450	No passengers	

Comment:

Accept Accept and New Entry Change Cost Assignment Copy Delete

< Previous Step Accept Save Draft

7. Click on the Accept button located at the top
8. This will summarize the mileage and bring you back to the General Data screen. Click Save Draft.

Submitting for Mileage – Student Teacher and Internship supervision

Employee Schema Non-Overnight Travel

< Previous Step | Enter Receipts > | Save Draft

Calendar of Trips | Attachments (0)

General Data

* Start Date: 01/04/2017 08:00
 * End Date: 03/17/2017 16:30
 Posting Date: 03/17/2017

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/E9 Erie, PA
 * Destination: various clinical sites

Additional Destinations: No destinations entered

Additional Information

* Activity: Teaching Travel
 * Reason: over-sight of BSN students at Erie area hospitals
 Comment: mileage for the site visits
 Cost Assignment: 100.00 % Cost Center 3511138100 (Nursing), Funds Center 3511138100 (Nursing)

Mileage

Total Distance: 450 Mile Enter Mileage Details

9. You now need to add documentation that provides the detailed miles driven by day. This can simply be a paper log that is signed by the chair and scanned/added to the TER. Scan and save locally.

EDINBORO UNIVERSITY
OF PENNSYLVANIA
TRAVEL EXPENSE VOUCHER

PAGE 1 OF 1
FOR OFFICE USE ONLY

PRINT OR TYPE

UNIVERSITY PHONE NUMBER: 210.53

CITY: Erie PA ZIP CODE: 16509

COST CENTER: NURSING CCM# 138100

ITINERARY			HOTEL		FOOD		TRANSPORTATION			MISCELLANEOUS EXPENSES		
PURPOSE	DATE	TIME LEAVE/RETURN	LIST LOCATIONS (FROM / TO)	NAME OF HOTEL & H.O. NUMBER	CASH YOU PAID	CASH YOU PAID	NAME OF CARRIER & T.O. NUMBER	CASH YOU PAID	FERS AUTO MILES	EXPLANATION	CASH	TOTAL
NURS 303 WMC HMC	2/16/18	0530-1867			\$	\$				Parking	7.50	7.50
	2/17/18	0611-1305									6.75	6.75
	2/18/18	0536-1313									7.50	7.50
	2/20/18	0557-1339									6.75	6.75
	2/21/18	0619-1215									5.25	5.25
CONDUCT A Faculty Evaluation	2/23/18	0800-0919									2.75	2.75
NURS 303 WMC HMC	2/27/18	0530-1305									7.50	7.50
	2/28/18	0610-1348									6.75	6.75
TOTALS											\$ 7.25	57.25

COMMENTS

I CERTIFY THAT THE STATEMENTS AND EXPENSES CLAIMED ARE CORRECT, REASONABLE AND WERE INCURRED IN THE PERFORMANCE OF UNIVERSITY DUTIES AND THAT I HAVE NOT AND WILL NOT ACCEPT REIMBURSEMENT OF ANY OF THESE EXPENSES FROM ANY OTHER SOURCE. I FURTHER CERTIFY THAT IF MY PERSONAL AUTOMOBILE WAS USED FOR UNIVERSITY BUSINESS DURING THE PERIOD OF TRAVEL CLAIMED, INSURANCE COVERAGE WAS IN EFFECT.

TRAVELER SIGNATURE: *[Signature]* DATE: 2/28/18

TRAVEL CLASSIFICATION:
 RECRUITING 40XX
 ADMINISTRATIVE 41XX
 PROFESSIONAL DEVELOPMENT 42XX

SUPERVISOR WITH COST CENTER CONTROL CHECK BOX, SIGN AND DATE

PERSONAL AUTO MILES AT _____
 LESS TRAVEL ADVANCE #1A _____
 TOTAL REIMBURSEMENT CLAIMED \$ _____

COPY 1 - ACCOUNTS PAYABLE (White/Original with approvals and attached receipts)
 COPY 2 - SUPERVISOR
 COPY 3 - TRAVELER Rv 03-23-2009

Submitting for Mileage – Student Teacher and Internship supervision

10. Click on the Attachment button

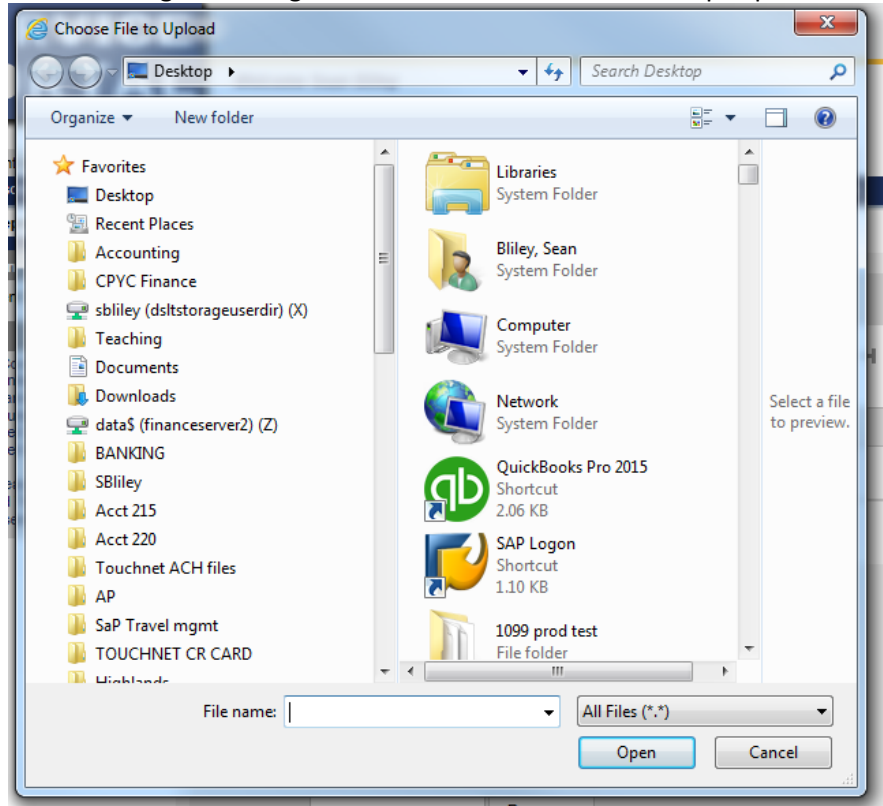
The screenshot shows the 'Create Expense Report' interface. At the top, there is a progress bar with four steps: 1. General Data (highlighted in blue), 2. Enter Receipts, 3. Review and Send, and 4. Completed. Below the progress bar, the 'Employee' field is empty, and the 'Schema' is set to 'Non-Overnight Travel'. There are buttons for '< Previous Step', 'Enter Receipts >', and 'Save Draft'. The 'Attachments (0)' button is highlighted with a red box. Below this, the 'General Data' section includes fields for '* Start Date' (01/04/2017, 08:00), '* End Date' (03/17/2017, 16:30), and 'Posting Date' (03/17/2017). The 'Destination' section includes '* Trip Country' (Standard Conus Rate, USA), 'Trip Region' (PA/E9, Erie), and '* Destination' (various clinical sites).

11. This will open the Attachment dialog box. Simply Click on the browse button and find the scanned log

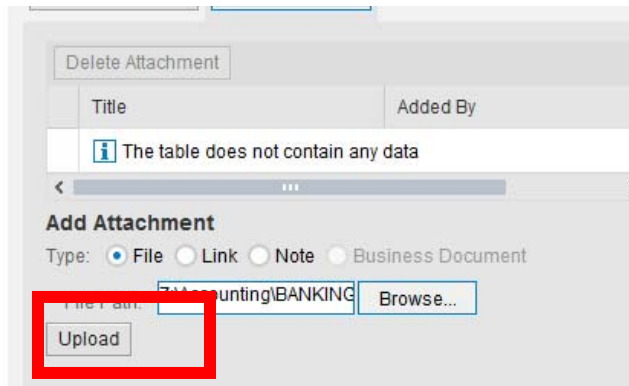
The screenshot shows the 'Attachments (0)' dialog box. At the top, there are buttons for 'Calendar of Trips' and 'Attachments (0)'. Below this, there is a 'Delete Attachment' button and a table with columns 'Title' and 'Added By'. The table contains a message: 'The table does not contain any data'. Below the table, there is a section for 'Add Attachment' with radio buttons for 'File', 'Link', 'Note', and 'Business Document'. The 'File' option is selected. There is a 'File Path' input field and a 'Browse...' button highlighted with a red box. At the bottom, there is an 'Upload' button.

12. This will launch the Choose File to Upload dialog box. Find and select the scanned log document saved earlier.

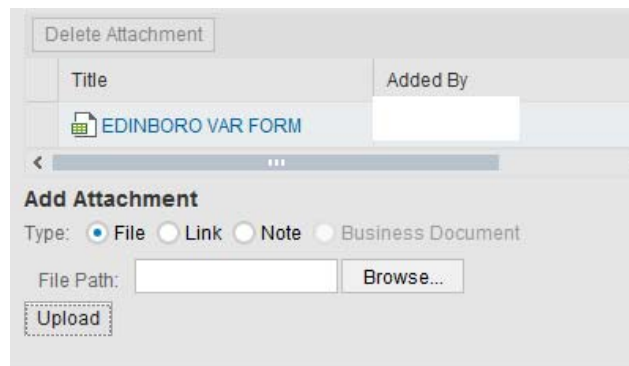
Submitting for Mileage – Student Teacher and Internship supervision



13. Click on the Upload button



14. The file will show as added. Click Save Draft.



Submitting for Mileage – Student Teacher and Internship supervision

15. If additional costs are to be added (e.g. parking fees), enter them under Enter Receipts. Click on Save Draft.
16. If everything is entered, click on Review and Send (located at the top)

The screenshot shows the 'Change Expense Report (3500002634)' interface. At the top, a progress bar indicates four steps: 1. General Data, 2. Enter Receipts, 3. Review and Send (highlighted in blue), and 4. Completed. Below the progress bar, the 'Employee' field is populated with 'Schema Non-Overnight Travel'. A navigation bar contains a '< Previous Step' button and a highlighted 'Save and Send for Approval' button. The 'Final Action' section has two radio buttons: 'Save Draft' (unselected) and 'Save and Send for Approval' (selected). The 'Save and Send for Approval' option includes the text 'I want to save my expense report and send I confirm that all expenses were incurred'. Below this is a 'Summary' table:

Summary	
Total Mileage	240.75 USD
Total Travel Expenses	240.75 USD
Amount Reimbursed	240.75 USD
Amount Paid Out	240.75 USD

17. If all travel costs are entered and receipts attached, submit the TER for approval by clicking the Save and Send for Approval radial button and click on **Save and Send for Approval**.
18. TM will confirm that the TER has been saved and sent for approval. The approval log will be populated on the Expense Form. To view the form and check on the status of the approval process click on the Display Expense Form button.

The screenshot shows the 'Change Expense Report (3500002634)' interface at the 'Completed' step. The progress bar now shows step 4 as 'Completed' (highlighted in blue). The 'Employee' field is still 'Schema Non-Overnight Travel', and the 'Start Date' field is empty. The navigation bar now includes a '< Previous Step' button and a 'Save and Send for Approval' button. Below the navigation bar, there are two green checkmark icons with the following text: 'Expense report 3500002634 was saved and sent for approval' and '100.00 % will be assigned acc. to trip costs assignment guidelines'. At the bottom, there is a 'Display Expense Form' button.

Note: reimbursement requests can occur at the end of the semester, monthly, or weekly.