



Travel Confirmation & Travel Recap

10-15-20

Employee Travel Confirmation



Employee submits a Travel Request –for online or onsite event approval



After completion of event, employee will confirm or deny attendance for event



A reminder will be sent to employee to complete confirmation



Bookkeeper/Administrative Assistant will receive email to complete Travel Recap

Employee – Travel Confirmation Email



From: travel-noreply@neisd.net <travel-noreply@neisd.net>
Sent: Wednesday, September 18, 2019 12:02 PM
To: Villarreal, Janie R <jvilla5@neisd.net>;
Subject: Confirm Travel Id 112425

Please confirm the below Travel

[Travel Id : 112425](#)

Click on the link to
confirm travel



Travel Details – Employee

Select - I have attended or

I did not attend (with an explanation for not attending)

Click on the Blue Submit button

Bookkeeper/ Administrative Assistant



Bookkeeper/Administrative Assistant will receive an email for Travel Recap

From: travelrecap-noreply@neisd.net <travelrecap-noreply@neisd.net>

Sent: Friday, September 13, 2019 9:12 AM

To: Villarreal, Janie R <jvilla5@neisd.net>;

Subject: Travel Id 99564 certified as complete

Travel Id 99564 is certified as complete.

Please log in to your [Employee Portal](#) and navigate to Travel Recap application to complete the travel recap expenses


Note: If this event will be paid by another department forward the email to the Administrative Assistant for that department

Employee Portal

- Travel Recap – **only to be used by** Bookkeeper/Administrative Assistant

Go to Employee Portal, log in and select Travel Recap

Travel Expense Reimbursement
Travel Recap



Two different options to view the Travel ID to reallocate expenses in the travel recap:

1. Input Travel ID and click on view button

Filters

Travel Id:

Campus/Dept:

From Date:

mm/dd/yyyy

To Date:

mm/dd/yyyy

Status:

All

View

2. Filter by Campus/Department for list of pending items, click on view button. Click on Travel ID to recap

Travel Id:

Campus/Dept:

BUDGETS/FINANCIAL ANALYS

From Date:

mm/dd/yyyy

To Date:

mm/dd/yyyy

Status:

- Pending

View

Travel Recap List

Travel Id	Full Name	Campus/Dept	Start Date	Return Date	City State	Total Amount	Reference	Amount	FromAcct	ToAcct	Status	JE
136195		BUDGETS/FINANCIAL ANALYS	10/6/2020 12:00 AM	10/6/2020 12:00 AM	San Antonio TX						Pending	

1. Click on Add New Button to add travel accounting details



2. **Add Travel Accounting Details**

- a. If no account code change, check no account code change, select N/A expenditure type and N/A payment type, click on Save
- b. To transfer expenses from the prepaid account being used 199 13-XXX-99-XXX 6411 370, Select an expenditure type – Registration, Hotel, Airfare
Select a payment type – RFP, PCARD
If RFP is selected an RFP # is required
Amount \$
Example provided:
Note: The account code is validated. Sub account is three digits if no subaccount, key in 000
Click on **Save**

Add Travel Accounting Details Back

No Account Code Change: ☐


Expenditure Type: Registration

Payment Type: RFP

Request for Payment Id: 12345

Amount: 500.00

From	To
Company: 199	Company: 211
Acct. Unit: 13-046-99-046	Acct. Unit: 13-046-30-046
Account: 6411	Account: 6411
Sub Account: 370	Sub Account: 000
Activity:	Activity: G211-19-046-046
Acct. Category:	Acct. Category: 411GP

 Save Cancel

After saving accounting details, the options available:

- Edit
- Delete
- Add another accounting detail for the travel event
- Submit if accounting details are complete for travel ID

Information



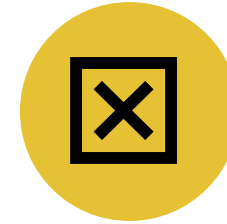
What budget account code to use?

Use this account to pay **only grant related** prepaid expenses (Registration, Airfare, and Hotel) that will eventually be expensed to grant funds:

199 13-XXX-99-XXX 6411 370.

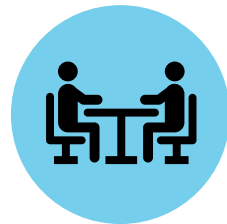
Then reallocate in the Travel Recap

Make sure the amount was posted to this account before reallocating



Will it affect the Budget Balance Report?

The expenses in this account will **not** affect the Budget Balance Report. However, there will be a line item with a warning on the pending travel charges.



What happens if an employee does not attend the travel event?

Those expenses are reviewed on a case-by-case basis. Contact Grants Administration for information.



Travel Confirmation-

ALL EMPLOYEES will need to confirm travel, regardless of the funding source.

Options

The Travel Recap List
Each Column can be sorted

Travel Recap List

Travel Id

Full Name ▲



Campus/Dept



Start Date

The list can be downloaded



Options are:

Excel Download Options

☐ Include All Columns

-or-

☒ Include Specific Columns

Select Columns:

- ☐ TravelId
- ☐ FullName
- ☐ Campus
- ☐ StartDate
- ☐ ReturnDate
- ☐ CityState
- ☐ TotalAmount
- ☐ Reference
- ☐ Amount
- ☐ FromAcct
- ☐ ToAcct
- ☐ Status
- ☐ JE

Contacts

01

Travel confirmation and
travel recap questions –

Mary Alex
Janie

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02

Grant Administration
Lisa Olivarez
loliva2@neisd.net Title I

April Goodman
agoodm@neisd.net
Special ED

03

Budget Balance Report –
Susie Lackorn
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