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.

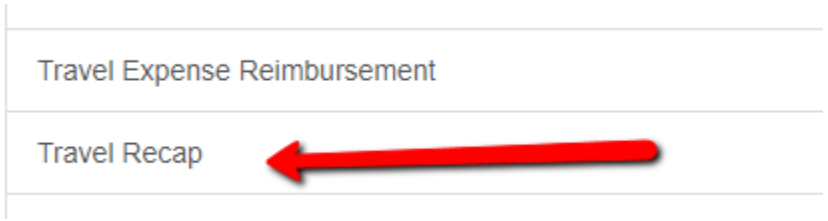
Please log in to your Employee Portal and navigate to Travel Recap application to complete the travel recap expenses

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

Employee Portal

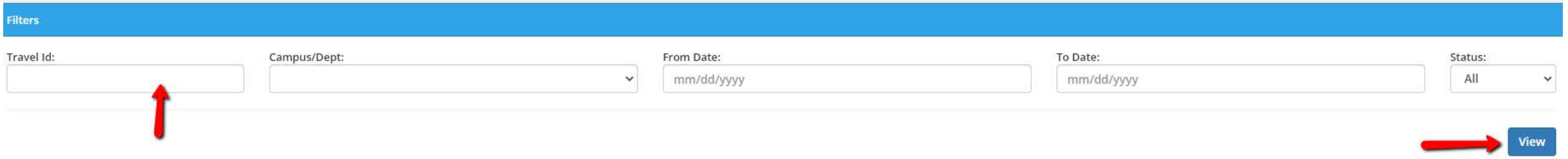
- Travel Recap – **only to be used by** Bookkeeper/Administrative Assistant

Go to Employee Portal, log in and select Travel Recap

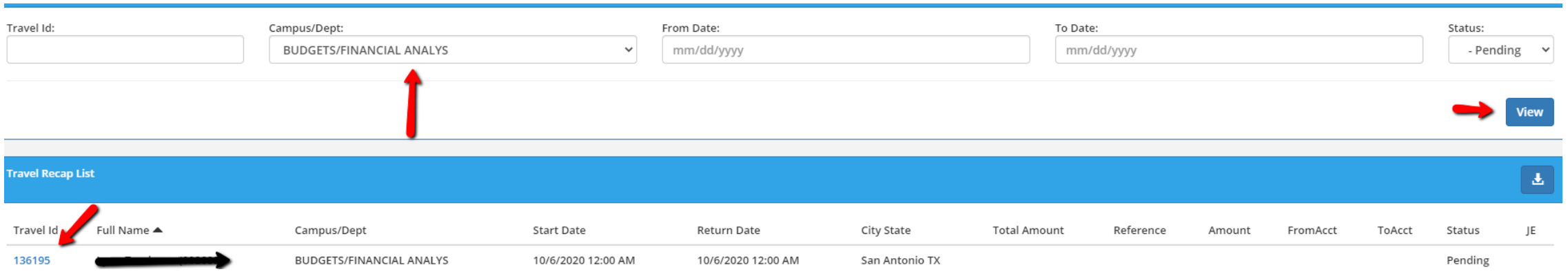


Two different options to view the Travel ID to reallocate expenses in the travel recap:

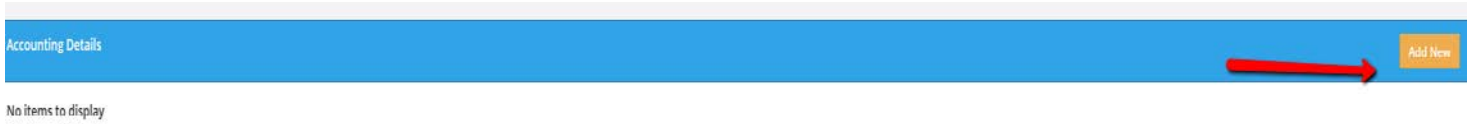
1. Input Travel ID and click on view button



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



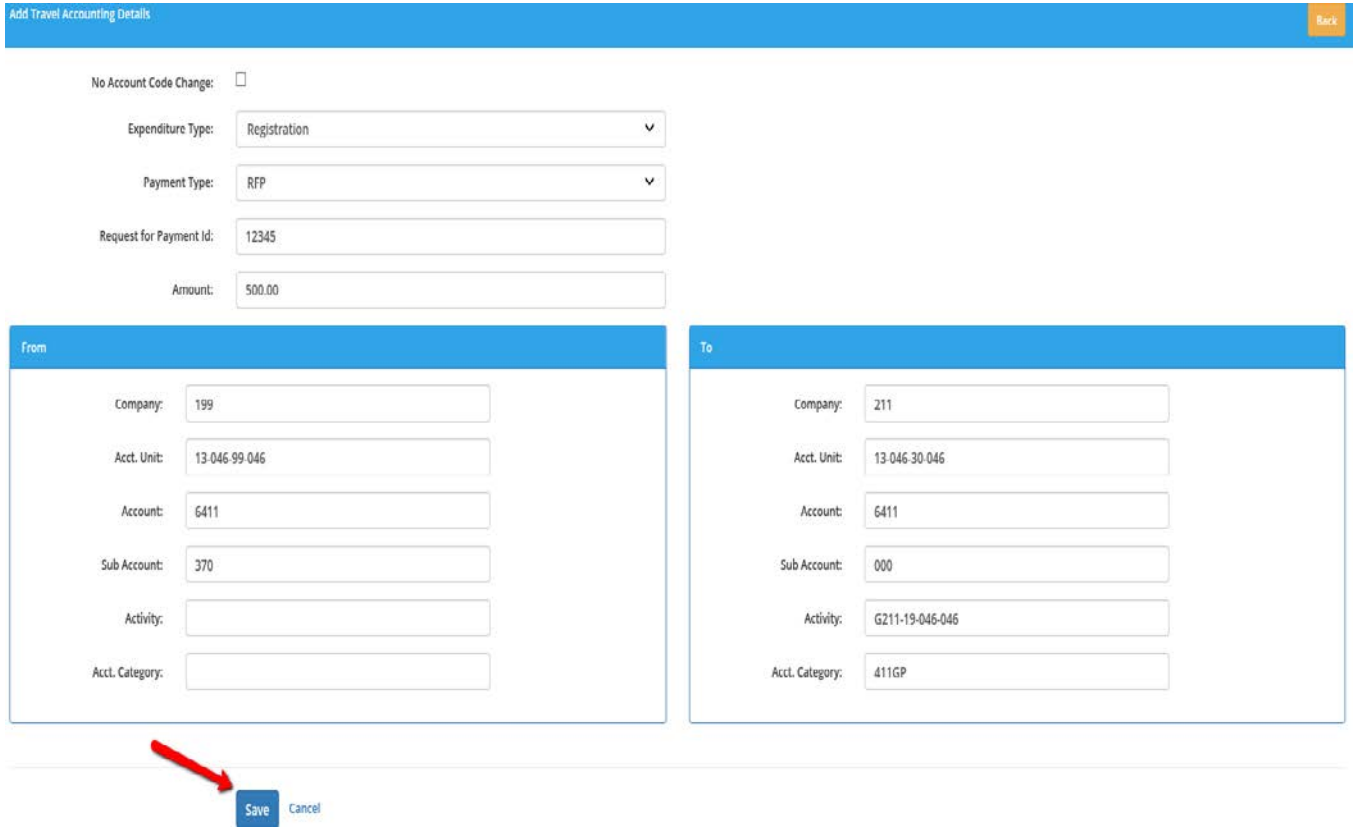
1. Click on Add New Button to add travel accounting details



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**



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

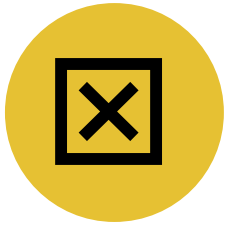
What budget account code to use?

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?

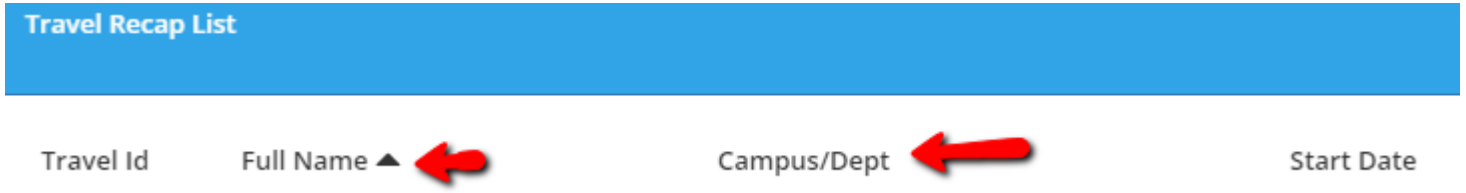
Those expenses are reviewed on a case-by-case basis. Contact Grants Administration for information.

Travel Confirmation-

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

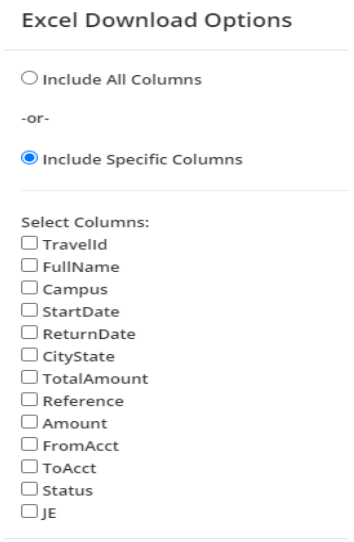
Options

The Travel Recap List
Each Column can be sorted



The list can be downloaded

Options are:



Contacts

01

Travel confirmation and travel recap questions –

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02

Grant Administration
Lisa Olivarez
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April Goodman
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Special ED

03

Budget Balance Report –

Susie Lackorn

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