

## Travel Confirmation and Travel Recap

### Why are we having this new process?

The United States Education Department's General Administrative Regulations (EDGAR) do not allow prepaid expenses to be recorded in any grant. Expenses for all grant related prepaid travel event, such as registration and airfare, are required to be charged to local funds until confirmation the employee attended the event. Therefore, to comply with the regulation a new Employee Travel Certification and Bookkeeper Travel Recap process has been developed.

### What budget account code to use?

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

- 199 13-XXX-99-XXX 6411 370.

### 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.

### Please note:

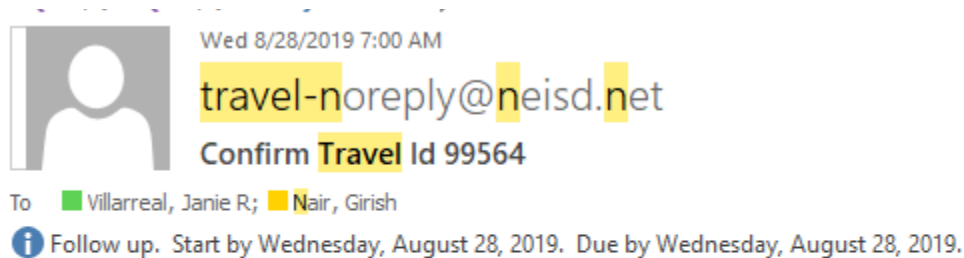
**Travel Confirmation -ALL EMPLOYEES will need to confirm travel, regardless of the funding source.**

**The Travel Recap is to reallocate expenses paid by Grants.**

### Travel Confirmation – Employee

A day after the employee's return travel date, the employee will receive an email to confirm travel.

Click on link to confirm



Please confirm the below Travel

Travel Id : 99564



Click on link for travel  
details to confirm travel or  
did not 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

**Your Travel Details**

Travel Request Id:	99564
Traveller Name:	<div></div>
Travel Start Date:	8/17/2019 12:00 AM
Return Date:	8/19/2019 12:00 AM
Event:	test
City, State:	Austin , TX

☐ I have attended and completed this approved travel

☐ I did not attend this travel

Any comments

Submit

**Bookkeeper/Administrative Assistant will receive an email for Travel Recap:**



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

**Go to Employee Portal, log in and select Travel Recap or key in Travel ID and select view:**

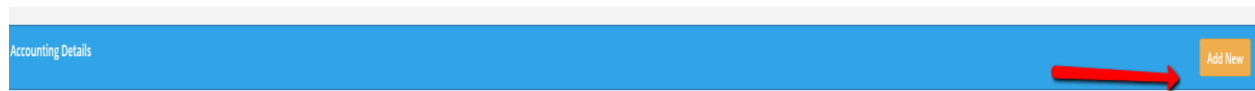
Filters										
Travel Id:	From Date:	To Date:	Status:							
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Pending"/>							

Travel Recap List										
Travel Id	Full Name ▲	Start Date	Return Date	City State	Total Amount	Reference	Amount	FromAcct	ToAcct	Status
99564	travel recap for that ID	8/17/2019 12:00 AM	8/19/2019 12:00 AM	Austin TX						Pending
33643	Maria Gentry (006146)	2/18/2020 12:00 AM	2/20/2010 12:00 AM	Kerrville TX						Pending

To reallocate the pre-paid expense for the travel ID, click on travel ID link to open the Accounting Details

### 1. Click on Add New Button



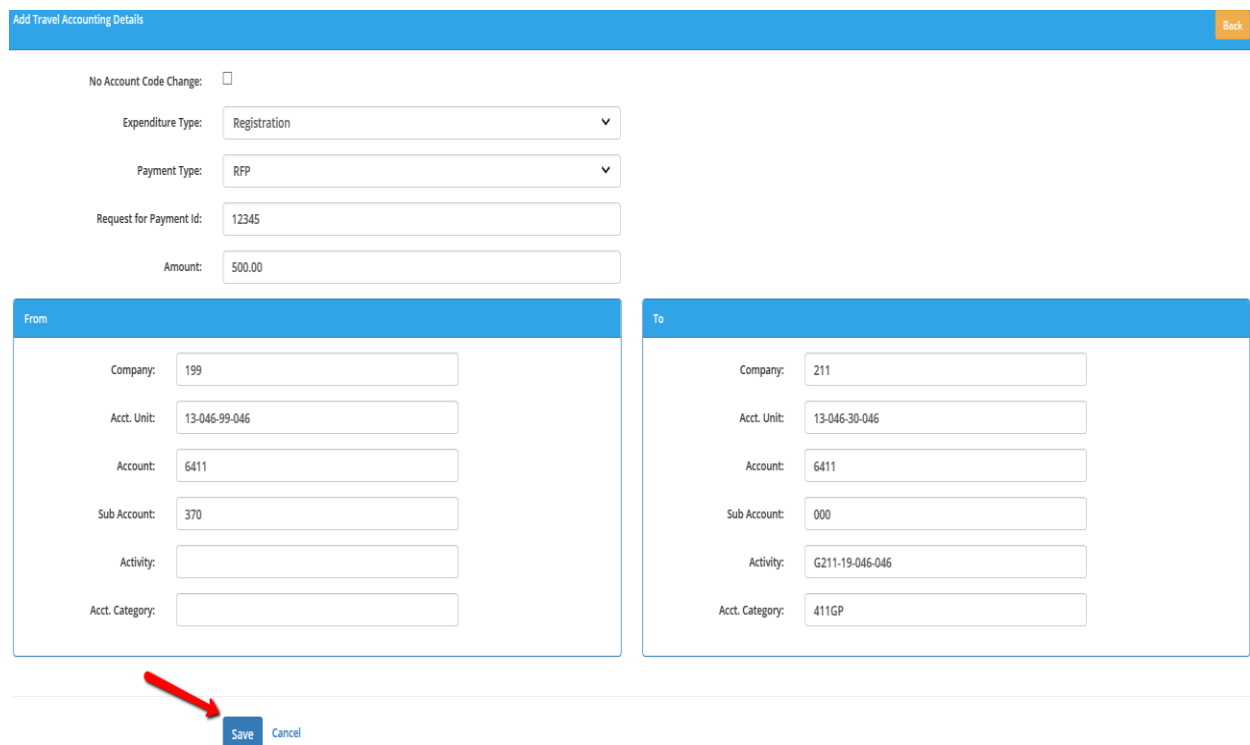
Accounting Details

Add New

No items to display

### 2. Add Travel Accounting Details

- If no account code change, check no account code change, select N/A expenditure type and N/A payment type, click on Save
- 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**

Company: 199

Acct. Unit: 13-046-99-046

Account: 6411

Sub Account: 370

Activity:

Acct. Category:

**To**

Company: 211

Acct. Unit: 13-046-30-046

Account: 6411

Sub Account: 000

Activity: G211-19-046-046

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

To view the Travel ID recap after submitted:

Key in Travel ID and select Submitted Status – the from and to account information will be provided

Grants Administration will download the submitted Travel Recaps to process a JE to reallocate the expenses.

Contacts:

- Travel confirmation and travel recap application questions - Janie Villarreal [jvilla5@neisd.net](mailto:jvilla5@neisd.net)
- Grant questions – Grant Administration Lisa Olivarez [loliva2@neisd.net](mailto:loliva2@neisd.net) (Title 1), Norma Villela [nville@neisd.net](mailto:nville@neisd.net) (Special Ed)
- Budget Balance Report – Susie Lackorn [slacko@neisd.net](mailto:slacko@neisd.net)