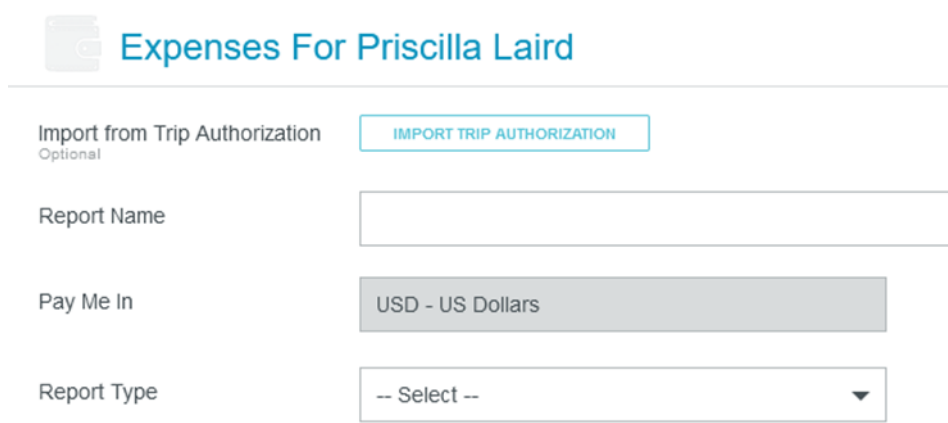


Indiana University Office of Procurement Services

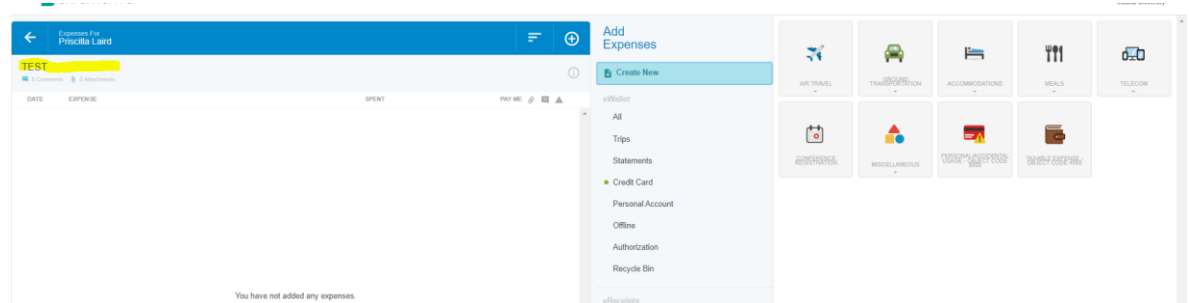
STANDARD OPERATING PROCEDURE

SOP NO:	SOP-TVL-12
SUBJECT:	Trip Authorization Importing Options
SOURCE:	University Travel Management Services
ORIGINAL DATE OF ISSUE:	11/3/2023
DATE OF LAST REVISION:	N/A
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Travel Management Services reserves the right to determine on a case-by-case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	Chrome River has three options for importing your trip authorization into your expense report. These options determine what information is pulled into your expense report. Review the options below to determine when to import your trip authorization to best meet your needs.
PROCEDURES:	<p>OPTION 1</p> <p>A prompt will appear as soon as you choose to create a new expense report:</p>  <p>The screenshot shows a user interface for creating an expense report. At the top, it says "Expenses For Priscilla Laird". Below that, there are four input fields: "Import from Trip Authorization" (with a sub-label "Optional" and a button "IMPORT TRIP AUTHORIZATION"), "Report Name" (text input), "Pay Me In" (dropdown menu showing "USD - US Dollars"), and "Report Type" (dropdown menu showing "-- Select --").</p> <p>What will be imported from the trip authorization:</p> <ul style="list-style-type: none"> • Report information from the header, including the trip dates and report type. • Expense lines, including descriptions and amounts. <p>This is a good option if:</p>

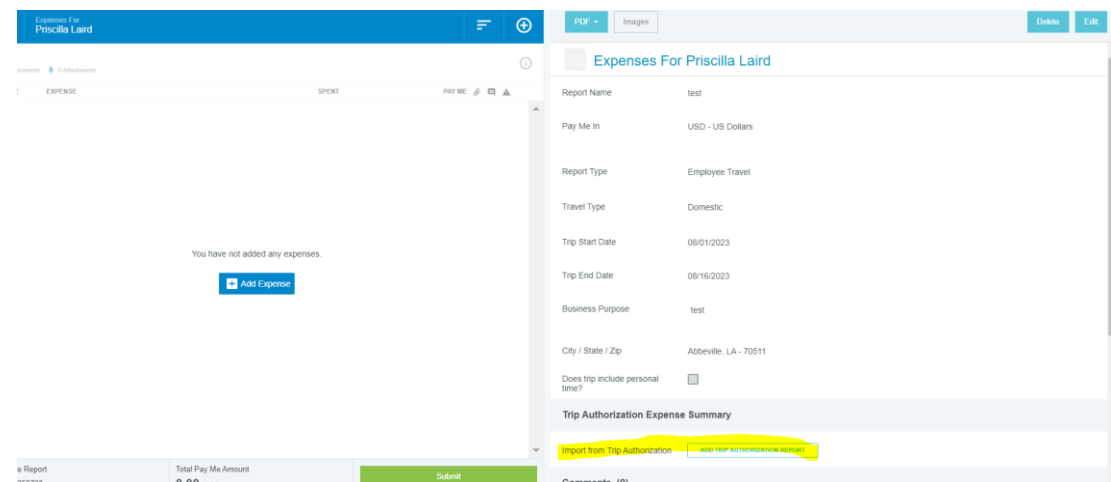
- Your actual trip dates match the dates on your trip authorization
- You've separated your miscellaneous expenses into separate **Other Misc** tiles, i.e., parking expenses are on one **Other Misc** expense line and estimated taxi expenses are on another **Other Misc** expense line.

Option 2

Option 2A: The next prompt to import a trip authorization will happen after the expense report header information has been entered manually and has been saved. Before adding any expense tiles manually, click to make the expense tile panel disappear.



Scroll down and you'll see this on the right-hand panel:



Once you click "Add Trip Authorization Report," and choose the appropriate report, you'll see a checkbox that looks like this:

Apply Trip Authorization

9.10.21 PA import test

Import Line Items from Trip Authorization Report

Report Summary

The checkbox is checked by default.

What will be imported from the trip authorization:

- Expense lines, including descriptions and amounts.

This is a good choice if:

- Trip dates are different from trip dates on the trip authorization report.
- You've separated your miscellaneous expenses into separate **Other Misc** tiles, i.e., estimated parking expenses are on one **Other Misc** expense line and estimated taxi expenses are on another **Other Misc** expense line.
- You want to edit details of line items instead of entering them from scratch.

Option 2B

This prompt to import a trip authorization starts out the same as Option 2A. It will happen after the expense report header information has been entered manually and has been saved.

Before adding any expense tiles manually, click to make the expense tile panel disappear. Scroll down and you'll see this on the right-hand panel:

Trip Authorization Expense Summary

Import from Trip Authorization

ADD TRIP AUTHORIZATION REPORT

Comments (0)

Once you click "Add Trip Authorization Report," and choose the appropriate report, you'll uncheck the checkbox. It will look like this:

Apply Trip Authorization

9.2.21 PA w/o hotel

Import Line Items from Trip Authorization Report

Report Summary

What will be imported from the trip authorization:

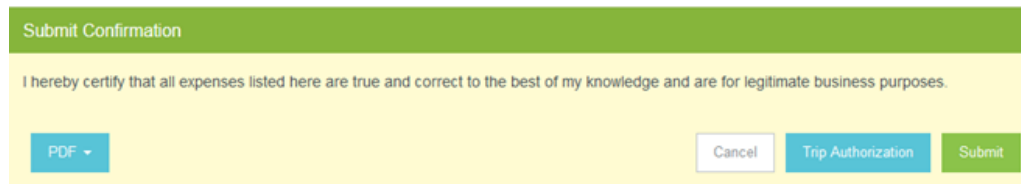
- Nothing

This is a good option if:

- Trip dates are different from dates on trip authorization.
- You've combined all estimated expenses without a dedicated expense tile in the trip authorization report on one **Other Misc** expense tile, i.e., the sum of both estimated parking and estimated taxi expenses are included on one **Other Misc** expense line and will need to be separated on the expense report.
- You prefer to enter details of line items from scratch instead editing details like actual amounts and purchase dates.

Option 3

The third option to import your trip authorization into your expense report will appear immediately after you click the first Submit button and before you confirm submission. You'll see this:

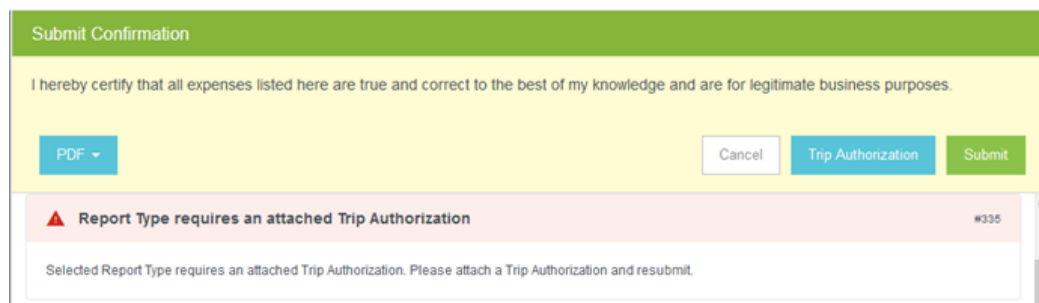


Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF ▾ Cancel Trip Authorization Submit

Clicking Submit without having attached a trip authorization for a domestic report or international report will also prompt you to add a trip authorization:



Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF ▾ Cancel Trip Authorization Submit

▲ Report Type requires an attached Trip Authorization #335

Selected Report Type requires an attached Trip Authorization. Please attach a Trip Authorization and resubmit.

Click “Trip Authorization” and import the appropriate report as you normally would.

What will be imported from the trip authorization:

- Nothing

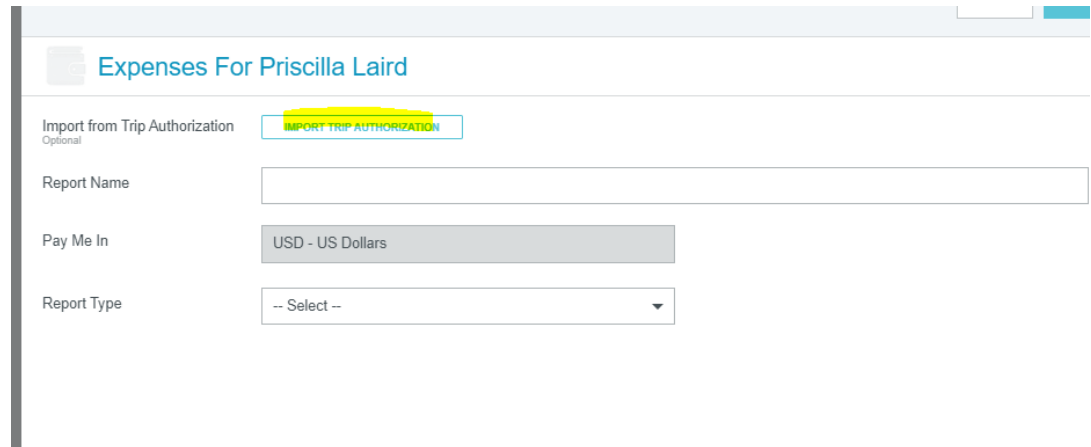
This is a good option if:

- You like to start with a clean slate and add your expenses manually.
- Your trip authorization contained the incorrect dates or report type by mistake.

Option 4

The fourth option to import your trip authorization into your expense report requires 2 import spots, but sometimes might be helpful, depending on your need. If you want header fields imported from a trip authorization, but to enter expenses from scratch, this is a good option.

Initially you will want to select to import a trip authorization.



The screenshot shows a web interface for managing expenses. At the top, there is a header with a grey background and the text "Expenses For Priscilla Laird" in blue. Below the header, there is a form with several fields. The first field is "Import from Trip Authorization" with a sub-label "Optional" and a button labeled "IMPORT TRIP AUTHORIZATION" highlighted in yellow. Below this is a text input field for "Report Name". The next field is "Pay Me In" with a dropdown menu showing "USD - US Dollars". The final field is "Report Type" with a dropdown menu showing "-- Select --".

Select your trip authorization and then select import.

reconcile charges

Report Summary

From Date 04/14/2023

To Date 04/16/2023

Business Purpose

Expense Summary

	REMAINING (USD)	SPENT (USD)
Hotel	118.60	0.00
Total	118.60	0.00

Allocations

6046300-FIT BL-RSAD USER FEES		2,000.00
----------------------------------	--	----------

Import

What will be imported from the trip authorization initially:

- Header details of report

This is a good option if:

- The report type and travel type are correct.
- You want header level details entered from the trip authorization.

The next step of this import option is to edit details on header level, if needed, and add in any required fields that may be needed. Once completed, select to unapply the trip authorization towards the bottom of the page.

Report Name should include traveler name, destination and Trip dates

Report Type

Travel Type

Trip Start Date 

Trip End Date 

Business Purpose

Enter trip destination

City / State / Zip

Does trip include personal time?

The purpose of a students travel impacts how funds should be accounted for. Please select from the list to confirm the purpose of the travel.

Primary purpose of the travel was for

Student Address and Student City, State, Zip are limited to 55 characters each.

Student Address: Street Number and Name

Student Address: City, State - Zip

Trip Authorization Report Applied

X reconcile charges

	REMAINING (USD)	SPENT (USD)
Hotel	118.60	0.00
Total	118.60	0.00

What will import now:

- Nothing

This is a good option if:

- You want to enter report expenses form scratch instead of editing them.

Once into the report, you can reattach the expense report as done in option 2B or option 3.

DEFINITIONS:

Trip Authorization – Report type generated to estimate trip expenses to gain authorization for travel, domestically and/or internationally

**CROSS
REFERENCE:**