Travelers’ User Guide

If your Travel Coordinator enters trip details on your behalf, you only need to focus on
Chapter 8: Approving (or Rejecting) your Travel Expense Report.

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Introduction

• **iTravel** enables Travelers to electronically submit travel reimbursement requests to UCR’s central Accounting Office.

But first, all Travel Expense Reports must be routed through a unit’s Travel Coordinator, Traveler, and Final Approver, at a minimum.
• iTravel is designed to flexibly accommodate the diverse needs of campus control units and departments.

• This User Guide outlines how a Traveler can use iTravel.
• Since control units and departments may customize the iTravel implementation to suit their own specifications, this User Guide may need to be used with other, unit-specific, guidelines.
• In some departments, Travelers will enter their own travel information into iTavel for submission to their Travel Coordinators.

• In other departments, Travelers will submit their receipts with a worksheet, and their Travel Coordinators will enter the actual trip data into iTavel.

• Some departments have Travel Coordinators who book flights and hotels and make all arrangements for their Travelers
• In other departments Travelers make their own arrangements.
• iTavel is designed to accommodate any of these structures.
Chapter 1
First Use of iTavel

• To use iTavel you need a valid UCR Net ID and password, which is normally assigned by your Tel Coordinator at the time you become a career employee at UCR.
• Students are automatically assigned a Net ID when they matriculate.
After you have a NetID, your Systems Access Administrator (SAA) must set you up in UCR's Enterprise Access Control System (EACS) with the role of Traveler.

To access iTTravel, log in to iViews and click on "Travel" in your "Authorized Applications" list.
Chapter 2
Roles and Responsibilities

A Traveler is an individual who travels on University business. Once an individual is assigned the Traveler role in iTriavel, he is authorized to:

• Customize his own Traveler Profile.
• Enter data into the optional Travel Planning module.
• Enter his own detailed expenses in the Travel Expense Reporting module.
• Approve or reject his Travel Expense Report.
• Use the search engine.
Traveler Coordinators must review all Travel Expense Reports that are routed through iTavel. A Travel Coordinator can:

- Customize any Traveler Profile in her accountability structure.
- Enter data into the optional Travel Planning module.
- Enter detailed expenses in the Travel Expense Reporting module.
- Request a Non-Employee be established as a Traveler.
- Use the Search Engine.

The Pre-Approver role is optional. The establishment of this role for a department depends on how it implements iTavel and the approval requirements associated with an individual Traveler. Pre-approvers can:

- Approve or reject Travel Expense Reports.
  - If a Travel Expense Report is approved, it is automatically routed to the designated Final Approver(s).
  - If a Travel Expense Report is rejected, it is returned to the Travel Coordinator(s).
- Use the search engine.
A **Final Approver** is the last person to review a Travel Expense Report before it routes to the Accounting Office for reimbursement. The Final Approver’s access and rights are identical to those of a Pre-approver, except that no additional approval is necessary. Final approvers can:

- Approve or reject Travel Expense Reports.
  - If a Travel Expense Report is approved, it is automatically routed to the Accounting Office.
  - If a Travel Expense Report is rejected, it is returned to the Travel Coordinator(s).
- Use the search engine.

**Accounting Office Staff Responsibilities.** After Travel Expense Reports receive final approval and are submitted for reimbursement, Accounting Office Staff can:

- Approve Travel Expense Reports and queue them for reimbursement.
- Reject Travel Expense Reports, an action which returns them to the appropriate Travel Coordinators in the accountability structure.
- Add comments, which are optional when a Travel Expense Report is approved, but mandatory when it is rejected.
- Scan supplemental documents associated with the trip.
Chapter 3
Using the Search Engine

After logging into iTavel, click on the Search Engine under Traveler Options.
• One of several ways to search for existing trips is to click on the arrow to the right of the Traveler ID field and select your name.

• The result will be all of your trips that have been processed in iTravel.
• Another way to search for existing trips is to enter the Trip ID, if you know it.

• You can search existing trips by entering the begin or end dates of the trip.
• When entering dates, it is best to use the calendar popup window so the formatting is correct.
• You can search by entering the traveler’s last name.
• If there are others in your accountability structure with the same last name, it may be better to use the Traveler ID search dropdown menu.

Chapter 4
Setting up a Traveler Profile
• On the opening iTavel screen, under Traveler Options, click on Traveler Profile.

• Creating a Traveler Profile is only necessary once – and may be done by either the Traveler or the Travel Coordinator.

• The Traveler Profile may, however, be changed when necessary – and changes will be reflected on the next Travel Expense Report.

• The Travel Coordinator is the only one who can enter the optional FAU portion of the Traveler Profile.

• There are three required profile fields on the “Personal Information” tab—those with red labels.

• Be sure to click on the save button before moving to the “Contact Information” tab, where there is one more required field.
• **Work Phone** is the only required field on the Traveler Profile “Contact Information” tab. Be sure to press the Save button before moving on.

• There are no other required fields – but even optional fields are useful.

• Many fields in the Traveler’s Profile are used to populate fields in a Travel Expense Report.

• All Traveler Profile fields on the “Flight Preferences” tab are optional, but would provide useful information to Travel Coordinators who make arrangements for Travelers.
• All fields on the “Other Preferences” tab of the Traveler Profile are optional.

• Travel Coordinators (not Travelers) can enter FAU information. If desired, more than one FAU may be entered for a Traveler Profile.

• While FAU information entered in a Traveler Profile will populate a Traveler’s expense report, that information may be edited from within each separate report.
Chapter 5
Using the Optional Travel Planning Module

• Travel Planning is not a required step in submitting a request for reimbursement.
• However, when Travel Planning is used, the screens may be prepared by either the Travel Coordinator or the Traveler.
• Travel Planning can be a good way for Travelers to communicate with Travel Coordinators who book their flights and make other travel arrangements on their behalf.
• Within Travel Planning, the “General” tab has several required fields, which are those labeled in red.

• Fields whose backgrounds are shaded have been populated from the Traveler Profile fields (except for the “Prepared Date” field).

• The “Travel Planning” tab can be used to request cash advances.
• The “Advances” tab is used to request and justify a cash advance, details of which would be listed on the “Travel Planning” tab.

• (Please note that there are stringent policy restrictions on cash advances.)

• The “Prepayment” tab is currently a placeholder for future enhancements to iTavel that would allow purchasing and prepayment capability similar to that now available in eBuy, UCR’s online Purchasing System.
• Travelers should enter the FAU desired in the Comments section so their Travel Coordinators will know what to enter in the Travel Expense Reports.

• Judicious use of the comments section can save others having to ask you questions and spare you the annoyance of having a trip rejected.

• Comments form a record that can be accessed during the iTavel expense report routing by various processors. They also remain part of the permanent record after the trip is complete.
• Travel Expense Reporting data may be entered by either the Traveler or the Travel Coordinator.
• Travel expense reports may have been initiated in the travel planning module.
• If Travelers enter their own data, their iTavel packets will be routed to their Travel Coordinators for review and scanning of substantiating documents.

There are 12 tabs available in Travel Expense Reporting.
The “Expense Summary” and “Approval History” tabs are populated automatically by the system and cannot be altered by the user.
“Prepayment” is not currently in use, but is a placeholder for future innovations.
• Start with the “General” tab when entering travel expenses. You can do nothing else until the mandatory fields (those in red) are completed.

• Note that the default for “Foreign Travel” is No.

• Most fields with colored backgrounds have been populated from the Traveler’s Profile (except “Prepared Date”) and can only be changed in that module.

• Enter detailed information in the top part of the “Transportation screen”. Red-labeled fields are mandatory. Other field are optional, but often useful.

• Choose In-State or Out of State for “Expense Type”.

• Different fields become mandatory depending on the type of transportation chosen, e.g. air fare, baggage, private vehicle, taxis, tolls, etc.

• Red-labeled fields are mandatory.
After completing transportation details at the top of the screen, click the “Add” button to populate the summary portion located at the bottom of the screen.

Remove or edit any line items as necessary.

Click the tan box with the ellipsis in the column labeled “Jstfctn” to read any justification that has been entered above.

Deliver original receipts to your Travel Coordinator, who will scan and attach them as appropriate.

Enter details of meal expenses in the upper portion of the screen. To populate the lower portion, press the “Add” button.

“Reporting Type” choices are Actuals or Per Diem. (Per Diem is only appropriate for domestic travel longer than 30 days.)

The choices for “Type of meals” are Breakfast, Lunch, Dinner, and All.

Choose In-State or Out of State for “Expense Type”.

Red-labeled fields are mandatory.
• Enter lodging details in the upper part of the screen.
• “Reporting Type” options are Per Diem, which is only allowed on domestic travel for trips over 30 days, or Actuals.
• Choose In-State or Out of State for “Expense Type”.
• Clicking the “Add” button populates the lower portion of the screen.
• Red-labeled fields are mandatory.

After completing lodging details at the top of the screen, click the “Add” button to populate the summary portion located at the bottom of the screen.
• Add scanned documents to your iTriple expense report from this summary when the “Receipts Needed” column is marked Yes.
• Remove or edit any line items as necessary.
• Click the tan box with the ellipsis in the column labeled “Jstfctn” to read any justification that has been entered above.
• Enter details of “Other” expenses in this top part of the screen.
• The choices for “Types” of other expenses are Business Expenses, Conference/Event Fees, and Removal Expenses.
• Choose In-State or Out of State for “Expense Type”.
• Red-labeled fields are mandatory.

• After completing “other” expense details at the top of the screen, click the “Add” button to populate the summary portion located at the bottom of the screen.
• Remove or edit any line items as necessary.
• Click the tan box with the ellipsis in the column labeled “Jstfctn” to read any justification that has been entered above.
• Deliver original receipts to your Travel Coordinator, who will scan and attach them as appropriate.
• Only Travel Coordinators can edit FAU information, which is done on this screen.
• Travelers can enter FAU information under Comments for their Travel Coordinator to enter here.
• The default FAU information on this screen comes from the Traveler Profile.

• Add new comments in the box above.
• This is the place to enter the FAU your Travel Coordinator should use, if you have not already done so in Travel Planning.
• Click on the arrow buttons below to review all previous comments.
• From the “Approval History” tab, clicking on “My Trip’s Routing Location” opens another window that shows this trip’s routing.
• The white box indicates its current location.

• The “Expense Summary” screen is divided into several sections.
• The top section summarizes information from the “General” tab.
• The next section on the “Expense Summary” tab is a list of items from the “Transportation” tab.

• Next on the “Expense Summary” tab are reviews of meal and lodging expenses.
• “Other” and “FAU” expenses come next on the “Expense Summary” tab.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Location</th>
<th>Type</th>
<th>Explanation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/27/2019</td>
<td>06/27/2019</td>
<td>Business Expenses</td>
<td>Total charge for hotel @ $100 per night for 2 days</td>
<td>16,000</td>
</tr>
<tr>
<td>06/28/2019</td>
<td>06/30/2019</td>
<td>Conference/Event Fees</td>
<td>Conference Training Expense</td>
<td>295.00</td>
</tr>
</tbody>
</table>

FAU Information

<table>
<thead>
<tr>
<th>FAU #</th>
<th>Activity</th>
<th>Fund</th>
<th>Project</th>
<th>Payee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 813</td>
<td>11000</td>
<td>84</td>
<td>HAV</td>
<td>100</td>
<td>7,733.93</td>
</tr>
</tbody>
</table>

• Finally there is a summarized list of all expenses and a list of all direct charges.
• Note the difference between the total cost of the trip and the total expenses to be reimbursed to the Traveler.
• The final section of the “Expense Summary” screen contains the trip approvals and comment history.

• When you are satisfied, click the “Submit” button, which will electronically deliver your Travel Expense Report to your Travel Coordinator.

• Next, mail or hand-carry all required original receipts, along with any other relevant documentation, to your Travel Coordinator, so they can be scanned and attached to the electronic Travel Expense Report.

• When your Travel Coordinator has finished reviewing your Travel Expense Report and has attached all relevant documentation, she will electronically submit it back to you for approval.

• After your approval, it will go to your assigned Approver(s), and then on to the Accounting Office staff for reimbursement.
Chapter 7
Preparing a Foreign Travel Expense Report

- Preparing foreign Travel Expense Reports is different in several ways from preparing domestic Travel Expense Reports.
- This guide to preparing foreign travel describes only these differences.
- If you are not familiar with domestic travel preparation, it may be useful to review the chapter on Preparing a Domestic Travel Expense Report before proceeding.
- To the left is the “General Tab” that shows the default layout when Foreign Travel is marked “No”. 
• When Foreign Travel is marked “Yes”, a new section labeled “Foreign Travel” is appended at the bottom of the non-foreign screen.
• This section, which is for default exchange rates, is optional.
• If no exchange rate is entered, expenses entered for transportation, meals, lodging, and other expenses, must be computed manually.

This example shows how the “Foreign Travel” section looks when several exchange rates have been filled in.
• The exchange rate site www.oanda.com has an option for historical currency exchange rates that was used to prepare this table.
- When **Foreign** is selected for "Expense Type", two sections, those circled in red, are added on the screens for the tabs for "Transportation", "Meals", "Lodging", and "Other."

- If default exchange rates were entered on the "General" tab, you may enter the amount spent in the local currency and then select the appropriate exchange rate.
• A useful feature in foreign travel mode is the automatic prompt when a justification is required, as it is in the example above.

• Foreign travel allows a traveler to choose either Per Diem or actual expenditures for reimbursement. Per Diem allowances are found at [www.state.gov/a/als/prdm](http://www.state.gov/a/als/prdm).

  Travelers may not request reimbursement of actual expenses for one portion of a trip and Per Diem for the remainder. The method selected must be used for the entire trip.

  • However, a Per Diem may be used for meals and incidental expenses (M&IE) and actual costs used for lodging.

  • When Per Diem is chosen for meals, the pro-ration method for any unpaid meals is in Appendix D of UC Business and Finance Bulletin G-28.
• Different exchange rates from those listed at [www.oanda.com](http://www.oanda.com) may be used, but appropriate backup documentation should be attached.

• If you enter the amount and the exchange rate manually, as is the case with this example’s expense, you must complete the “Other Currency Code” field before clicking the “Add” button.

• A credit card service fee is an example of an expense eligible for reimbursement for a traveler who uses a credit card on a trip to a foreign country.

• Note that there is no exchange rate, even though the appropriate expense type is foreign.
Chapter 8
Preparing an OCONUS Travel Expense Report

• OCONUS travel is a trip whose destination is not foreign but is Outside the CONTinental United States – specifically Hawaii, Alaska, and all US possessions.
• This iTravel module is under construction.
Chapter 9
Approving (or Rejecting) Your Travel Expense Report

• After your Travel Coordinator has finished working on your Travel Expense Report, you will receive an email such as the one above, indicating that action on your part is now required
Log in to iViews, and select "Travel" from the available applications.

- From the “Traveler Options” menu you should see that you have a “Travel Expense Approval” awaiting your action.
• Select the appropriate Travel Expense Report (if there is more than one).

• Your first view is the upper portion of the “Expense Summary” tab, which summarizes information from the “General” tab.
  • You may view any documents that have been attached by your Travel Coordinator.
• Scrolling down, you will see summaries for Transportation, Lodging, and Other Expenses, as well as FAU Information. Details for each of these groups is found by clicking on the corresponding tab at the top of the screen.

• At the bottom is the Expense Summary and Trip Approvals log.
• Scroll back to the top and review an of the remaining tabs if you want more detailed information.
• Comments, which would be added by clicking on the “Comments” tab, are optional unless you intend to reject the Travel Expense Report, when they become mandatory.
• If you click the “Reject” button, the Travel Expense Report will be routed back to your Travel Coordinator, who will make corrections and then re-submit it to you.
• If you click the “Approve” button, the Travel Expense Report will be routed to your assigned Approver(s) and then on to the Accounting Office staff for reimbursement.

Links and Additional Resources
• UCR’s comprehensive iTravel website: http://www.cnc.ucr.edu/travel/
• UCR’s Travel Office website: http://www.accounting.ucr.edu/travel.htm
• Email thoughts and comments to: TravelFeedback@ucr.edu
• Login to iViews (to use iTravel): http://iviews.ucr.edu/iviews/iviews_eacs.main