AP/TCP Invoice View Access

via ImageNow

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What View Access Looks like

- Access must be through a UNCC computer or Citrix portal ImageNow.uncc.edu
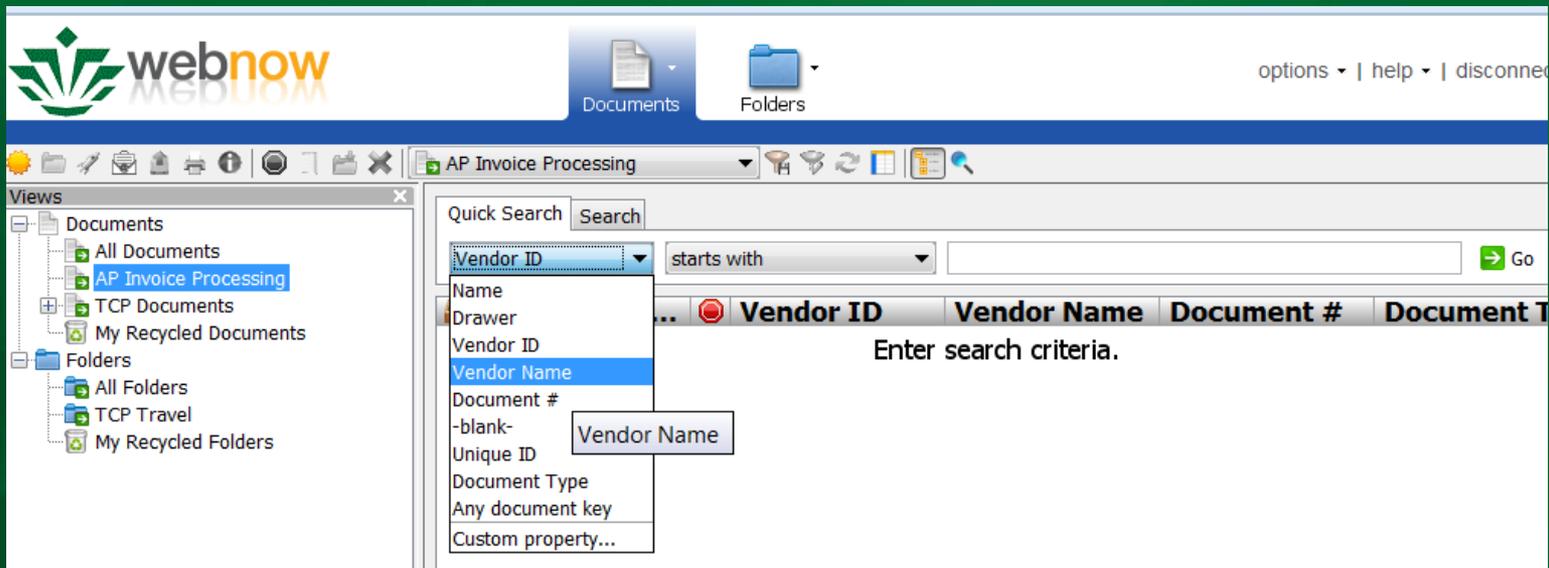
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What View Access Looks like

- Review step-by-step guide
- Documents
    - All Documents
        - when you are unsure if processed by AP/TCP
    - AP Invoice Processing
    - TCP Documents
- Folders
    - Travel folder shows all invoices processed by traveler/trip

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What View Access Looks like

- Quick Search
  - Option to search by dropdown

- Enter information known
  - 800# (vendor ID), Vendor name, or Document #

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What View Access Looks like

- See all information submitted under that criteria

- Different document types
- If in workflow or not
- If on hold

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What View Access Looks like

- Double Click to open specific document to view

What View Access Looks like

- Folders view
  - To see trip details by trip package
- Traveler 800# starts Folder name
  - Trip date
  - Traveler Name

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What View Access Looks like

- Double-click to see invoices processed against trip
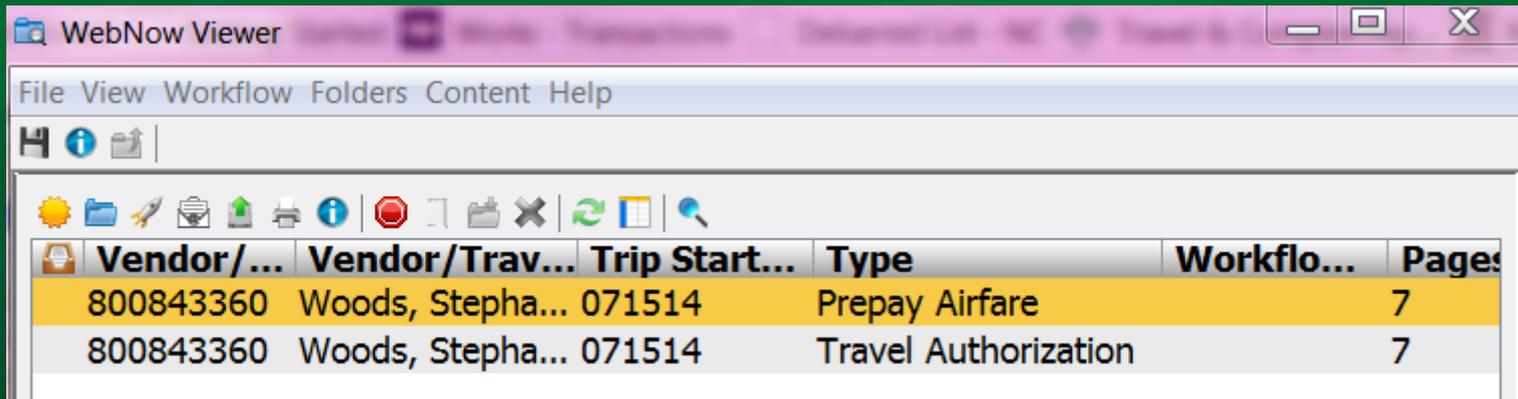
- See by Trip:
  - Authorization
  - Any Prepayments
  - Reimbursement

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AP/TCP View Access

- Print option is turned off
  - Intent is electronic access eliminates need for paper copies
- Can see all pages of document
- Can be emailed as a PDF if someone needed to see document
- Will be retained per University Document Retention Guidelines
- Business Manager Guide is provided for step-by-step guidance

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Travel Authorization

- Header information is entered on the Travel Authorization tab

I. Header				Is traveler also a student?	No
Traveler's Name			**UNC Charlotte ID #**	**Employee or Non-Employee?**	
Norm Niner			**800000049**	**Employee**	
Org Code	**Name of College/Department**		**Contact Name**		**Contact Phone**
11600	Controllers Office/Travel & Complex Payments		Rebekah Hartberger		75759
Traveler's Street Address	**Traveler's City/State/Zip**	**Pmt. Type**	**Business Purpose for Travel**		
49 Niner Street	Charlotte NC 28223	DD1	Attend Higher Education Conference		
Traveler's Destination	**Departure Date**	**Return Date**			
Washington DC	4/19/2015	4/23/2015			
Destination Type	**Additional Comments**				
	rofessional Development				
In State					
Out of State					
Out of Country	Payment Method		**Comments**		

- Select Employee/Non-Employee and Destination Type from drop-down options, this sets the account coding for the trip

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Estimate Expenses

- Enter Estimated costs and select expected payment method

II. Estimated Expenses

Estimated Expenses	Amount	Payment Method	Comments
Airfare	$ 203.00	P-card	
Hotel (Room + Tax)	$ 744.72	P-card	
Registration Fees	$ 1,250.00	Prepayment	
Parking / Tolls	$ 16.00	Out of pocket	
Taxi / Bus / Train	$ 90.00	P-card	shuttle service from airport
Rental Car / Gas			
Other (explain)	$ 80.00	Out of pocket	baggage and tips
Meals	$ 105.00	Out of Pocket	
Mileage	$ 17.25	Estimated mileage (roundtrip): 30.0	

Total Expenses $ 2,505.97

Total Out of Pocket $ 201.00 *(Excludes airfare, lodging, or registration fees)*

- Mileage $ amount is entered based on calculation of estimated mileage (you enter the estimated miles not the $ amount) If entering more than 100 miles it will indicate the need to request a motor fleet

Estimated mileage (roundtrip):	104.0	Requesting motor fleet vehicle?	Yes

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Estimate Expenses

- Estimated costs for payment by p-card will carry over to the Reimbursement tab

VI. Prepaid Charges

(Confirm the charges that were previously paid using a P-Card, Direct Bill, or prepayment request)

	Date of Transaction	Expense Type	Payment Method	Amount	Fund	Reference / Other Notes
1		Airfare	P-card	$ 203.00	0	TXN #
2		Hotel (Room + Tax)	P-card	$ 744.72	0	TXN #
3		Taxi / Bus / Train	P-card	$ 90.00	0	TXN #
4						

- Remember to update these amounts from Estimates to Actual when processing the Travel Reimbursement

- If payment method is expected to be a prepayment or travel advance please check the box on the top of the Travel Authorization so the specialists know to look for this form

☑ *Check here if a Travel Advance / Prepayment form is attached*

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Funding

- Funding and fund limits need to be noted on Travel Authorization

- Fund limit is noted by a dollar amount in the fund limit box.

III. Funding	Fund 1	Fund 2	Fund 3
Fund(s) to be charged	**123456**	139000	
Fund Limit (optional)	3,000.00		
Fund Approver Initials *Required if you are not the custodian of fund(s)*			

- If fund approver is different than supervisor signing form, need to have them initial the fund limit

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Prior Approval

- Must have prior approval by supervisor (these approvals are specified to better meet State policies)

IV. Approval	
Prior Approval Required by Supervisor	**Signatures**
Indicate if any of the following apply to this trip:	By providing my name below, I acknowledge that reimbursement of travel expenses is subject to University travel policies and my request for reimbursement must be submitted within 30 days after completion of the trip.
No — Will personal travel days occur between departure and return dates? *(If yes, and airfare involved, a cost comparison must be attached)*	
Yes — Excess lodging rates authorized? (e.g., above subsistence rates)	Signature of Traveler Date
No — Vehicle rental authorized?	By providing my name below, I acknowledge that I have examined this authorization and certify it is necessary and proper. I also confirm that funds will be available to cover the estimated expenses for this authorized travel.
No — Federal per diem meal rates authorized? (Int'l travel only)	
No — Business-class airfare authorized? (Int'l travel only)	
	Supervisor's Signature Date

- Personal time – prompts that an airfare cost comparison is needed
- Answers in this section are defaulted to the most common selections

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Travel Authorization

- Once all the fields are completed print the form to get the required approval signatures

- Both the employee traveler and supervisor need to sign the form

- Does not need to be signed by the traveler for non-employee travel authorization

- If fund approver is different than Supervisor send the form to that approver for fund approval initials

- Once signed, send the hard-copy of the form with any supporting documentation to the Travel Office

- Travel Authorizations should be submitted to the Travel Office 2 weeks before traveling (when possible)

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Advance/Prepayments

- If payment cannot be paid by p-card, prepayment is an option
- Need payee set up as vendor if not already in Banner (follow steps for vendor set-up)

II. Prepayment Request(s)

* Prepayments should only be requested for vendors that do not accept a P-Card or direct billing arrangement.

	Expense Type	Amount	Payee	Payee's 800 #	Pmt. Type	Fund	Code	Amount
1	Parking / Tolls	$ 50.00	Park and Go	800012345	VR1	123456	925300	$ 50.00
2								
3								
4								
5								
	Total Prepayments	$ 50.00						
							Total $	50.00

- Selecting the Expense Type auto-populates the appropriate account

- Payment Type is the address type from Banner to pay

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Advance/Prepayments

- Travel Advances are only allowed for Employees
- Enter amount of Advance Requested; out of pocket expenses that cannot be prepaid by other means
- Select reason for advance from the drop-down menu

Amount of Travel Advance Requested	$	105.00
Reason for Request	Traveling more than one week	▾
	--Select--	
	Traveling more than one week	
IV. Funding	Traveling outside of U.S.	
	Student trip / group travel	
Fund(s) to be charged	Unable to use personal funds	
Fund Limit (optional)	Other reason (explain)	
Total Prepayment charges	50.00	-	-

- Fund/Account is automatically coded in the prepayment section

Travel Advance	660265	G13910	$	105.00

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Advance/Prepayments

- Once all the fields are completed print the form to get the required approval signatures

- Both the traveler and supervisor need to sign the form

- Once signed, send the hard-copy of the form with any supporting documentation to the Travel Office

- Travel Advance/Prepayment requests should be submitted at least 10 business days prior to traveling

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Reimbursement

- Header information carries over – no need to re-type
- Only part of header that needs updating is Departure and Return time (time left/returned home)

Departure Time	Return Time
5:49 AM	7:00 PM

- Did personal travel occur between departure and return dates

Yes   Did personal travel occur between departure and return dates?

- If "Yes" enter personal travel dates

Personal travel dates: 04/21-04/22/15
Attach airfare cost comparison if not previously submitted

- You are reminded to submit the airfare comparison

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Reimbursement

- Sections II and III of this form automatically populate based on the expenses entered in the expense sections (VI-IX) of this form

- If additional fund numbers are needed can add this information on the TR form directly

IV. Funding	Fund 1	Fund 2	Fund 3
Fund(s) to be charged	123456	139000	139777
Fund Limit (optional)	3,000.00	-	-

- Expenses are separated and recorded in these sections
  - Prepaid
  - Mileage
  - Per Diem Meals
  - Other Travel-Related Charges (expenses incurred while traveling)

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Reimbursement Prepaid Charges

- Prepaid Charges

VI. Prepaid Charges
(Confirm the charges that were previously paid using a P-Card, Direct Bill, or prepayment request)

	Date of Transaction	Expense Type	Payment Method	Amount	Fund	Reference / Other Notes
1	4/9/2015	Airfare	P-card	$ 203.00	123456	TXN# 24567
2	4/9/2015	Hotel (Room + Tax)	P-card	$ 744.72	123456	TXN# 98754
3	4/9/2015	Taxi / Bus / Train	P-card	$ 90.00	123456	TXN# 12345
4	4/19/2015	Parking / Tolls	Prepayment	$ 50.00	123456	
5						

- Update prepaid charges section with:
  - Date of transaction
  - Actual $ amounts
  - TXN#s

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Reimbursement Mileage

- Beginning and End dates are automatically populated
- Enter the total number of miles
- Select the reimbursement rate

VII. Mileage

(Enter the total roundtrip mileage actually driven using traveler's personal vehicle; then select the applicable reimbursement rate)

Begin Date	End Date	Total Mileage *(roundtrip)*	Reimbursement Rate	Amount to be Reimbursed	Fund?
4/19/2015	4/22/2015	60.0	0.575/mile (<100 miles or with motor fleet denial)	34.50	123456

--Select--
$0.575/mile (<100 miles or with motor fleet denial)
$0.30/mile (without motor fleet denial)
Alternate rate (must be lower than state rate)

Other Notes: _____

VIII. Other Travel-Related Charges

- If selecting Alternate rate enter the $ amount (per mile)

Total Mileage *(roundtrip)*	Reimbursement Rate	Amount to be Reimbursed	Fund?
60.0	Alternate rate (must be lower than state rate)	$ 15.00	123456

Alternate rate (per mile): $ 0.25

- Amount to be reimbursed automatically calculates
- Select the desired fund

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Reimbursement Per Diem Meals

- Rates claiming is automatically populated based upon the destination type (In State, Out-of State, Out-Of Country)

VIII. Per Diem Meals							
Rates claiming*:	Breakfast	$	8.20	Lunch	$	10.70	Dinner	$	20.90

- These Rates can be changed for other rate options
  - Department lower rate claiming
  - Federal Per Diem with prior approval

- Administrative meals are entered in section IX

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Reimbursement Per Diem Meals

- Dates are automatically populated but can be changed
- Check the box for the meals claiming

(Enter an X for any day that the traveler was eligible for a per diem meal. For administrative meals and alcohol, enter in section IX)

Per Diem Meal	Date 1 4/19/15	Date 2 4/20/15	Date 3 4/21/15	Date 4 4/22/15	Date 5 4/23/15	Date 6	Date 7	Date 8	Date 9	Date 10	Totals
Breakfast	x		x		x						$24.60
Lunch	x				x						$21.40
Dinner	x	x	x								$62.70
										Total per diem meals	$108.70

IX. Other Travel Related Charges

- Totals will calculate at the end and will populate in the reimbursement account code section

III. Reimbursement Expense Accounting *(Accounts Payable Use Only)*

Expense Account Code Description	Fund	Code	Amount
Transportation-Ground OUT OF STATE	123456	925300	$ 34.50
Subsistence-Meals OUT OF STATE	123456	925360	$ 108.70

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Reimbursement Expenses Not Prepaid

- Enter all expenses that were incurred while traveling even if those expense were paid with p-card or out of pocket

IX. Other Travel-Related Charges

(Enter the charges that were not already prepaid)

Total per diem meals $108.70

	Date of Transaction	Expense Type	Payment Method	Amount	Fund?	Reference / Other Notes
1	4/19/2015	Airline Baggage Fees	Out of pocket	$ 25.00	123456	
2	4/22/2015	Airline Baggage Fees	Out of pocket	$ 25.00	123456	
3	4/19/2015	Gratuity	Out of pocket	$ 2.00	123456	shuttle driver baggage
4	4/20/2015	Gratuity	Out of pocket	$ 3.00	123456	housekeeping
5	4/21/2015	Gratuity	Out of pocket	$ 3.00	123456	housekeeping
6	4/22/2015	Gratuity	Out of pocket	$ 3.00	123456	housekeeping
7	4/20/2015	Meals (administrative)	Out of pocket	$ 48.00	139000	networking meal with constituants
8	4/22/2015	Other (explain)	P-card	$ 42.00	123456	TXN# 32323 Internet
9						

- For more than 13 lines unhide rows 106-145

106	*<-- For additional lines, unhide rows 106-145*
145	*(Step 1. Click on row 106; Step 2. Hold SHIFT, then click on row 145; Step 3. Right-click on row 145; Step 4. Select "Unhide")*

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Reimbursement Expenses Not Prepaid

Recording expenses properly:

- Hotel and tax are now entered on one line (not broken out by day)

- Only separate hotel parking and "other" (i.e. internet) on different lines by payment type

- Expense type "other" should be used for internet, phone, books

- Subsistence rates can be changed for International rates or if department has a lower rate

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Reimbursement Expenses Not Prepaid

Expense types of note:

- Gratuity can enter by day or together but must clarify amounts and purpose in the other notes section

- Do not enter gratuity for meals or taxi as gratuity in this section
  - Enter that under those expense types

- Option to enter Administrative meals for meals with business purpose
  - Must provide FBAE form

- Alcohol account code can be selected
  - Must be noted on FBAE form

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Reimbursement Expenses Accounting

- Once all data is entered the Expense Accounting section is automatically populated with the out of pocket expense minus any travel advance issued

III. Reimbursement Expense Accounting *(Accounts Payable Use Only)*

Expense Account Code Description	Fund	Code	Amount
Transportation-Ground OUT OF STATE	123456	925300	$ 34.50
Subsistence-Meals OUT OF STATE	123456	925360	$ 71.40
Subsistence-Other/Tip/Etc OUT OF STATE	123456	925380	$ 11.00
Transportation-Air OUT OF STATE	139000	925280	$ 50.00
Administrative Meals	139777	951360	$ 48.00
Travel Advance	660265	G13910	$ (105.00)

- Total Trip Costs section auto-calculates, showing the total trip cost with p-card payments, prepayments, and travel advance

II. Trip Costs

Total Trip Cost	$	2,594.62
Less: P-Card Payments		(2,329.72)
Less: Direct Bills		-
Less: Other Prepayments		(50.00)
Less: Travel Advance		(105.00)
To be reimbursed to traveler	$	109.90

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Reimbursement Fund Limit

- If there is a fund limit and the actual expenses exceed the fund limit an error message will pop-up to advise you of error and allow you to correct the expenses (assign another fund) before signing

IV. Funding	Fund 1	Fund 2	Fund 3
Fund(s) to be charged	123456	139000	139777
Fund Limit (optional)	2,000.00	-	-
P-Card, Direct Bills, Prepmts	2,329.72	50.00	-
Reimbursements	116.90	50.00	48.00
Total Charges Per Fund	2,446.62	100.00	48.00
Amount exceeding fund limit	(446.62)		

--Continued on next page--

V. Approval

Under penalties of perjury, I certify this is a true and accurate statement of expenses incurred while in service of the State.

ERROR - Please correct prior to submitting

Signature of Traveler   Date

I have examined this reimbursement request and certify that it is just and reasonable.

ERROR - Please correct prior to submitting

Supervisor's Signature   Date

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Reimbursement

- Once all the fields are completed print the form to get the required approval signatures

- Both the traveler and supervisor need to sign the form

- Once signed, send the hard-copy of the form with any supporting documentation to the Travel Office

- Travel Reimbursements should be submitted within 30 days of the date of return and become taxable after 60 days

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Questions ?

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