



TravelWayne

Travel Request and Expense Report
Processing for Monthly Personal Car
Mileage

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The standard mileage rate for reimbursement for personal car usage is the rate allowable by the Internal Revenue Service. Effective July 1, 2011 the rate is 55.5 cents per mile.

There are two types of Mileage Reimbursements:

Personal Car Mileage is tied to a travel event, usually out of state, mileage to and from the airport.

Monthly Mileage is to be used for in state local travel that occurs when a traveler's normal duties require frequent travel to the same destination or within a geographical area. For example, an employee may be required to frequently drive to Lansing to meet with state officials. A blanket Travel Request covering the entire fiscal year may be created to provide documentation of prior authorization for the travel and budget the funds for mileage expenses for the whole fiscal year. That will allow monthly Expense Reports to be generated of that one Travel Request. Please seek direction from you Business Affairs Officer.

Travel Request – Overview

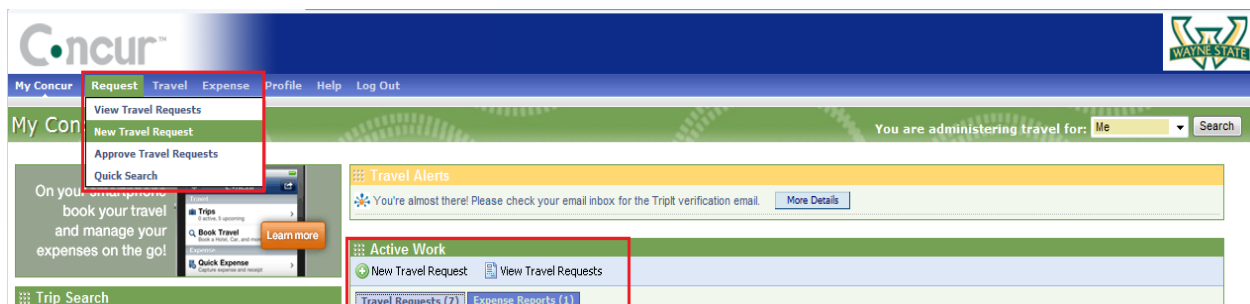
The Travel Request feature is designed to help departments control expenses by requiring employees to obtain approval before incurring travel expenses. The user creates a travel request, which includes the departure and arrival dates, the reason for the trip and the details of the different segments, such as air, car rental and hotel.

The Travel Request can also be used to project the spend of traveler's Personal Monthly Car Mileage.

Section 1: Create a New Travel Request for Personal Monthly Car Mileage

How to...

1. Either:
 - In the **Active Work** section of My Concur, click the **Travel Requests** tab and then click **New Travel Request**.
 - or -
 - On the menu, select **Request > New Travel Request**.



2. The **Travel Request Header** tab appears.

Travel Request Cancel Save Print / Email Delete Travel Request **Submit Travel Request**
 Trip Title (Short Description): Status: Not Submitted

Travel Request Header Segments Approval Flow Audit Trail

Destination Travel Type Trip Title (Short Description) Business Purpose

Date of Departure Date of Return Index? Trip Detailed Description

Student Travel Award? Guest? Student? Accompanied By:

Comment

3. On the header, complete all required fields and the optional fields. Note: Required fields are noted by with red lines on the left side on the box. See Example below:

Travel Request 374N Cancel Save Attachments Print / Email Delete Travel Request **Submit Travel Request**
 Trip Title (Short Description): FY12 Monthly Mileage-Recruitment Status: Not Submitted

Travel Request Header Segments Approval Flow Audit Trail

Destination Local Monthly Mileage Travel Type In State Trip Title (Short Description) FY12 Monthly Mileage-Recruitment Business Purpose Monthly Mileage

Date of Departure 10/03/2011 Date of Return 09/30/2012 Index? (161471) General Disbursements Trip Detailed Description This TR is to be used on a recurring bases to pr

Student Travel Award? No Guest? Student? Accompanied By:

Comment FY 12 Budget for monthly mileage is \$200.00

4. Click Save
 - The request ID and request name (Trip Title) appear at the top.
5. The **Add Segments** tab appears.

Travel Request 374N Attachments Print / Email Delete Travel Request **Submit Travel Request**
 Trip Title (Short Description): FY12 Monthly Mileage-Recruitment Status: Not Submitted

Travel Request Header **Segments** Approval Flow Audit Trail

Add Segment
 Click icon to create segment









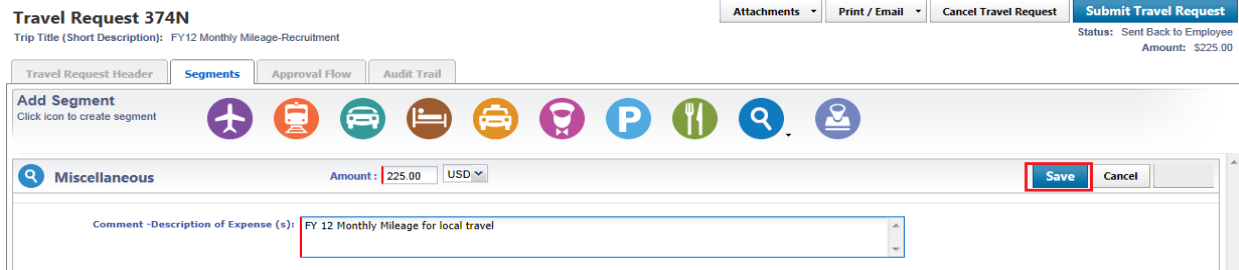



Miscellaneous
 Event
 Air subscription
 Insurance

Note the following:

- Hover the mouse pointer over any icon to read its description text.
- If a policy uses the same icon twice, only **one** icon appears on the **Segment** tab. Click the down-pointing arrow to the right of the icon and select from the dropdown.

6. Click the  icon and select **Miscellaneous**



Travel Request 374N
Trip Title (Short Description): FY12 Monthly Mileage-Recruitment
Status: Sent Back to Employee
Amount: \$225.00

Attachments | Print / Email | Cancel Travel Request | **Submit Travel Request**

Travel Request Header | **Segments** | Approval Flow | Audit Trail

Add Segment
Click icon to create segment

Miscellaneous Amount: 225.00 USD

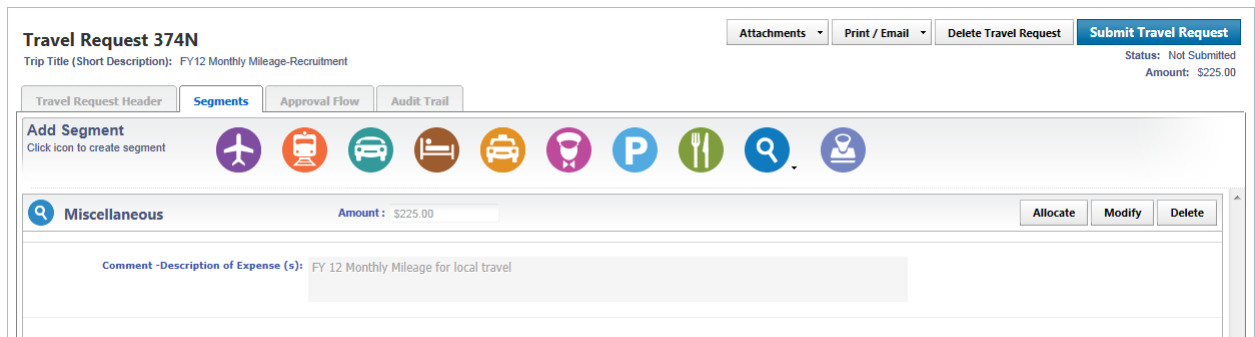
Comment -Description of Expense (s): FY 12 Monthly Mileage for local travel

Save Cancel

7. In the required fields enter the overall amount estimated for mileage

- Amount
- Comment

8. Click **Save**



Travel Request 374N
Trip Title (Short Description): FY12 Monthly Mileage-Recruitment
Status: Not Submitted
Amount: \$225.00

Attachments | Print / Email | Delete Travel Request | **Submit Travel Request**

Travel Request Header | **Segments** | Approval Flow | Audit Trail

Add Segment
Click icon to create segment

Miscellaneous Amount: \$225.00

Allocate Modify Delete

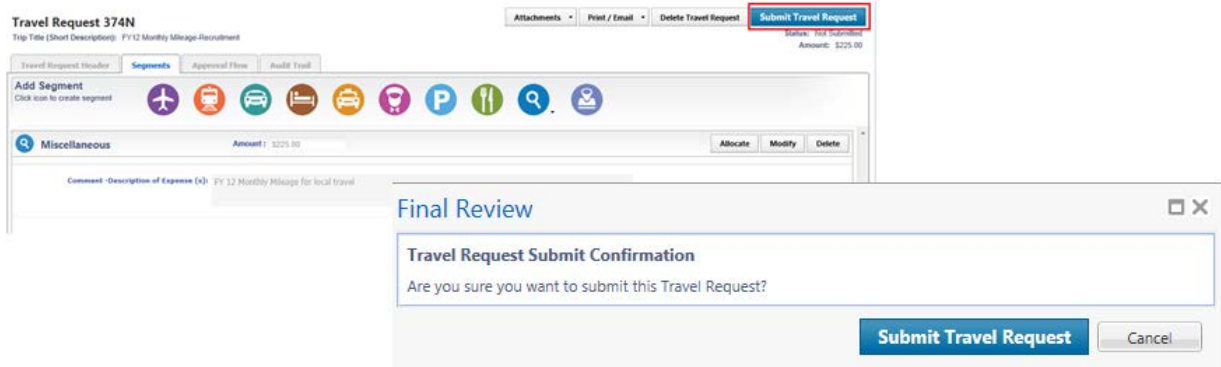
Comment -Description of Expense (s): FY 12 Monthly Mileage for local travel

➤ To allocate the segments, click the **Allocate** button for any of the segments.
NOTE: Segments cannot be allocated individually. *All segments on a request share the same allocations.* If any segment is allocated - all segments are allocated.

- In the **Allocations for Travel Request** window, allocate the request by percentage or amount.
- When done, click **Save**.
- Attach images, if desired. Click **Attachments**, select **Attach Document**, locate the document and **Upload**

9. Click **Submit Travel Request**.

- If you would like to view the name of the approver the request will be submitted to, click the **Approval Flow** tab.
- If you would like to **add a step before this step (Another Approver)** before it goes to your approver, click the **Approval Flow** tab. Click the up arrow, enter an approver and click **Submit Travel Request**. See the **Add a Step Before This Step** Job Aid for more details located on the website.



Section 2: Where to locate and complete the Monthly Mileage Form and submit an Expense Report

How to...

10. The Monthly Mileage form is located on the Travel.wayne.edu website.

FISCAL OPERATIONS
TravelWayne

SEARCH
 

- TAER Process
- TravelWayne System
- Training
- Travel FAQs
- Travel Card
- Conlin Travel Reservations and Information
- Preferred Vendors
- WSU Travel Policy - APPM 7.0
- Contact Us



Your TravelWayne Experience »



Welcome

[TravelWayne Intro for Traveler](#) (PDF)

TravelWayne is a new solution that automates the travel request, travel booking and expense report processes for Wayne State employees.

This solution introduces improvements beyond just the new online travel and expense solution, such as:

New travel policy – issued April 1, 2012

- New travel agency – Conlin Travel
- New travel card – JP Morgan Chase
- WSU-negotiated savings available through TravelWayne booking or agency booking
- Online trip itinerary to organize all of your travel needs in one location
- Smartphone mobile applications to assist the travelers and approvers while away from the office
- Direct pay for expense reimbursement

 [New Monthly Mileage Form](#) 

- [Approver Delegation Authorization Form](#)
- [TravelWayne Concur Expense Types and Account Codes](#)

Contact E-Mail TravelWayne@wayne.edu

11. Click **New Monthly Mileage Form** and the form opens.

12. Complete required fields and mile usage.

- Record miles daily or weekly
- Submit a Expense Report once month

Create a New Expense Report

Report Header

Date of Departure: 10/03/2011 Date of Return: 09/30/2012

Travel Request ID Number: [] Index: (161471) General Disbursements Trip Detailed Description: This TR is to be used on a recurring bases to pr Student Travel Award: No Guest?:

Student? Accompanied By: [] Report Date: 10/09/2012 Comment: [] Dept ID: Accounts Payable

Address: 5700 Cass Ave City: Detroit State/Province: MI Country: US Zip/Postal Code: 48202

Travel Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> FY12 Monthly Mileage-Recruitme.	374N	No	\$225.00	\$225.00	\$225.00

Buttons: Add, Remove, Next >>, Cancel

19. The Travel Allowances screen appears, Click **Cancel**

Travel Allowances For Report: FY12 Monthly Mileage-Recruitment

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: FY12 Monthly Mileage-Recruitment

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Depart from (city): [] Date: [] Time: [] Arrive in (city): [] Date: []

Buttons: Save, Go to Single Day Itineraries, Next >>, Cancel

20. The Expense Center appears, on the left hand side the **New Expense** listing

Expense Center - Train8 Train8

FY12 Monthly Mileage-Recruitment

Buttons: Delete Report, Submit Report

Buttons: New Expense, Quick Expenses, Import, Details, Receipts, Print / Email

Expenses

Date	Expense	Amount	Requested
Adding New Expense			
No Expenses Found			

TOTAL AMOUNT: \$0.00 TOTAL REQUESTED: \$0.00

New Expense

Expense: []

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Lodging	...Other	...Other	...Transportation
Hotel	Conference Registration Fee	Telephone Expense	Airline Fees (Baggage etd)
Meals and Entertainment	Duplicating	Travel Visa	Bus
Breakfast	Individual Membership Fees	Team Expenses	Car Rental
Business Meal (attendees)	Internet Fees	Equipment Repair	Gasoline
Dinner	Laundry	Practice Fees	Parking
Entertainment (attendees)	Meeting Room Fees	Team Meals	Personal Car Mileage
Lunch	Miscellaneous	Team Supplies & Equipment	Shuttle Bus/Metro Car
Other	Postage	Transportation	Subway
Booking Fees	Supplies (Office)	Airfare	Taxi
...Transportation			

21. Either

- Click the Personal Car Mileage -OR-
- In the Expense Sreach box, begin typing the frist three letters of Per

22. The **Expense Type** form appears, **Enter** the required fields
- Enter the total business miles in the Distance field
- OR -
 - Use the **Mileage Calculator for Single Trip** and you can enter your point-to-point routes
 - Expense calculates the reimbursement amount based on the miles and the reimbursement rate set by the IRS.

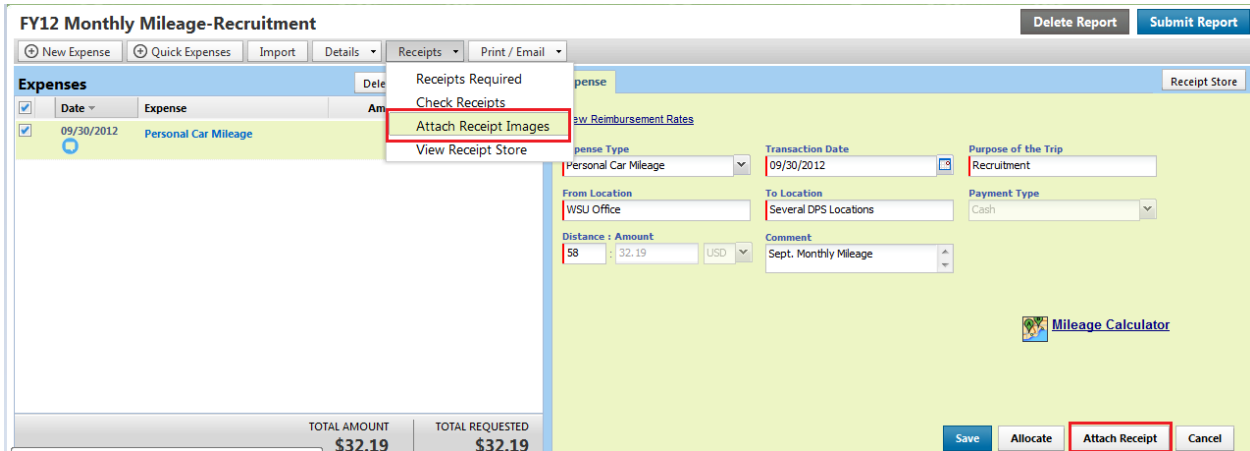
23. Click **Save**

24. The **Personal Car Mileage expense** is now referenced under the **Expenses Section**
- Showing the Total Amount and Total Requested Amount Due to the Employee

25. Attach the **New Monthly Mileage Form** for support.

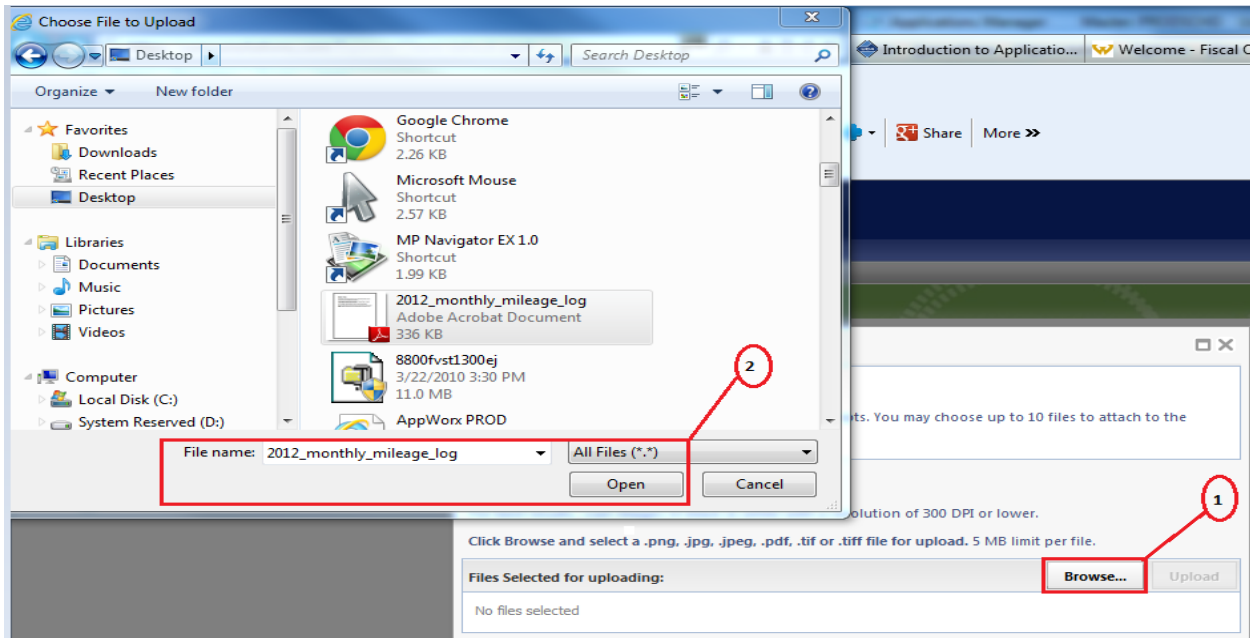
Either

- On the Menu Bar Click the **Receipts** tab and select **Attach Receipt Images**
-OR-
- Click the **Attach Receipt**, while on the **Personal Car Mileage** expense entry form



26. The upload document form appears:

1. Click **Browser**
2. Locate the Monthly Mileage form on the your desktop or hard drive and click **Open**

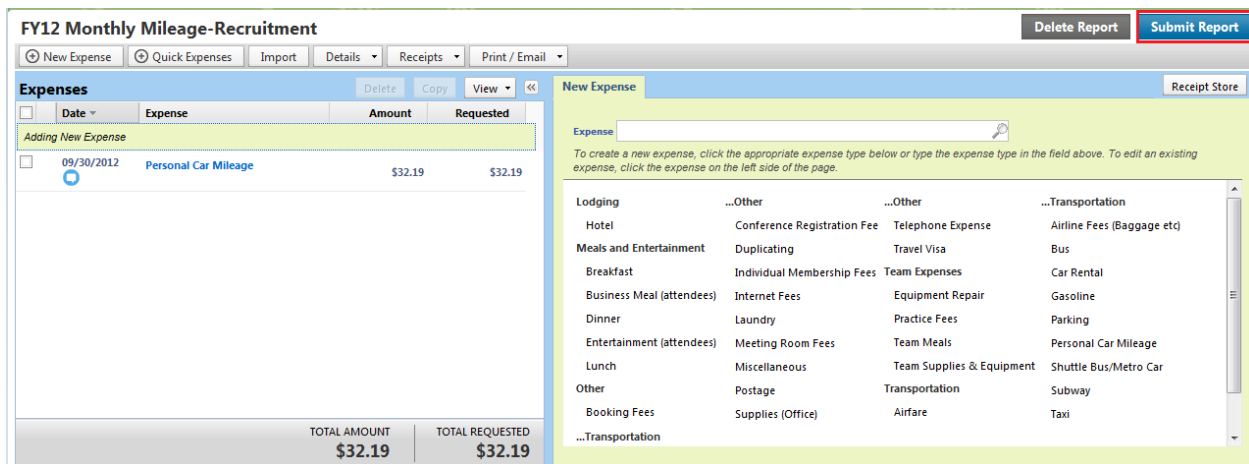


3. Click **Upload**
4. Click **Close**



27. Click **Submit Report**.

- If you would like to view the name of the approver the request was submitted to, click the **Details** tab and Select **Approval Flow** tab.
- If you would like to **add a step before this step (Another Approver)** before it goes to your approver, the click the **Approval Flow** tab. Click the up arrow, enter an approver and click **Submit Report**.



28. Click **Accept & Submit**

Final Review

User Submit

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Wayne State University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Wayne State University in full for those expenses.

Accept & Submit **Cancel**

29. Review the Report Submit Status and Click **Close**

Report Submit Status - FY12 Monthly Mileage-Recruitment

This report was submitted successfully.
Approver: Matthews, Michael

Expense Report

Report Total :	\$32.19
Less Personal Amount :	\$0.00
Amount Claimed :	\$32.19
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$32.19
Total Paid By Company :	\$32.19

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Close

YOU HAVE SUCCESSFULLY COMPLETED AN EXPENSE REPORT FOR MONTHLY MILEAGE!!!

What's Next???

- A. The Expense Report has been submitted and pending Approval of the Business Manager.

Note:

The Traveler or their delegate may recall an expense report at any time **prior** to a report status of *Approved* or *Pending Payment*. To do this the user clicks the **Recall** button that displays when the report is opened for viewing from any page. There is no limit to the number of times a report may be recalled.

To recall an expense report:

1. Open the expense report you wish to recall.
2. Click the **Recall** button. A confirmation message appears.
3. Click **Yes** to confirm recall of the expense report.
4. Click **OK** in the **Success!** message box.

When a report is recalled, the following actions can be taken by the user:

- Edit and resubmit the expense report.
 - Delete the expense report.
- B. Once the expense report is approved, the traveler will receive a direct deposit in 3 business days.