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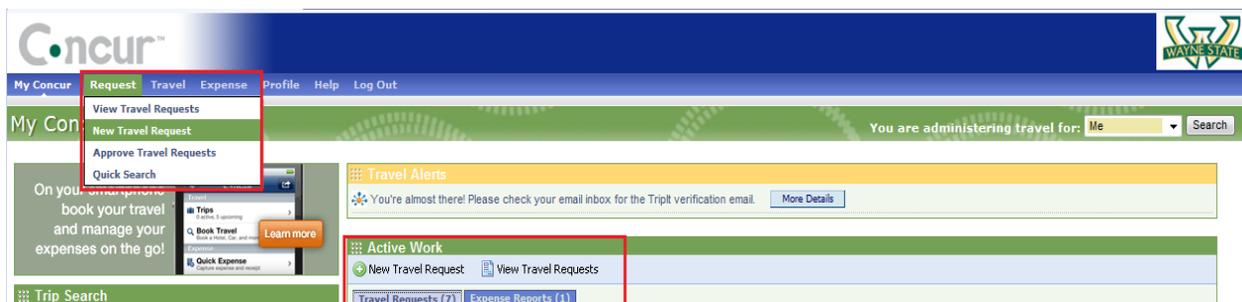
2. The **Travel Request Header** tab appears.

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:

4. Click Save
   - The request ID and request name (Trip Title) appear at the top.

5. The **Add Segments** tab appears.

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 [search icon] icon and select **Miscellaneous**

Travel Request 374N
Trip Title (Short Description): FY12 Monthly Mileage-Recruitment

Attachments | Print / Email | Cancel Travel Request | **Submit Travel Request**
Status: Sent Back to Employee
Amount: $225.00

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

Add Segment
Click icon to create segment

Miscellaneous   Amount: 225.00   USD   **Save** | Cancel

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

7. In the required fields enter the overall amount estimated for mileage
   - Amount
   - Comment
8. Click **Save**
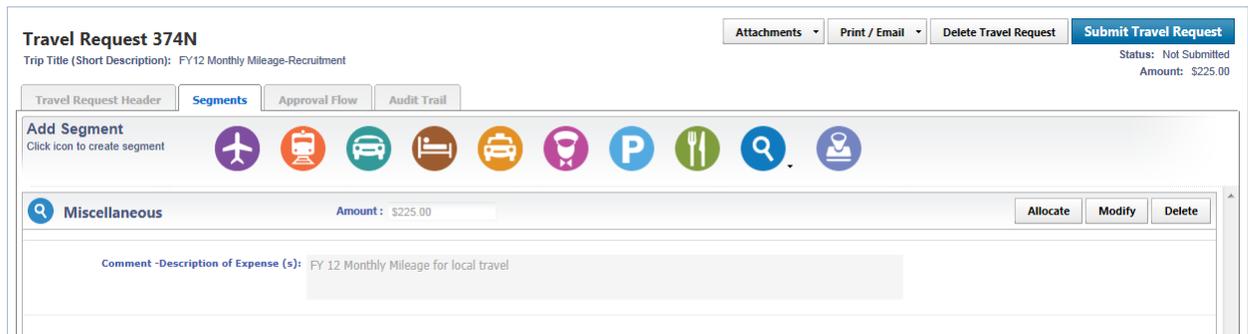
Travel Request 374N
Trip Title (Short Description): FY12 Monthly Mileage-Recruitment

Attachments | Print / Email | Delete Travel Request | **Submit Travel Request**
Status: Not Submitted
Amount: $225.00

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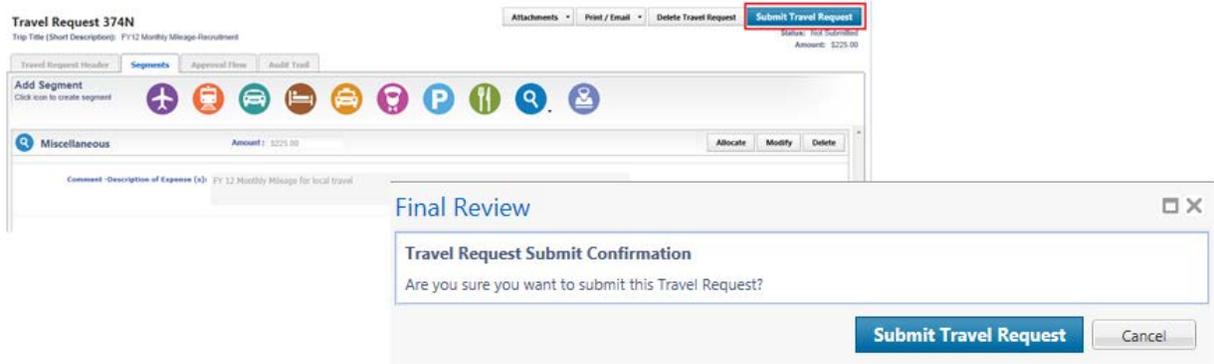
Section 2: Where to locate and complete the Monthly Mileage Form and submit an Expense Report

How to…

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

WAYNE STATE UNIVERSITY

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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

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Monthly Mileage Log

Wayne State University

Employee Name: _____ Month of: ____ 20 __

Department: _____ Index #: _____

Date	Miles Traveled	Official Travel Destination From	To	Round Trip	Purpose

Total Miles: ____ X ____ Cents/Mile =

By completion of this form and attachment to an expense report, I hereby certify that the mileage herein reported was driven while conducting official university business and that payment therefore is a proper charge against the index specified.

Note: In accordance with IRS regulations, mileage from home to work is considered a personal expense and is not reimbursed by the

13. **Save** the form to your desktop or hard drive.

14. Once the traveler has completed their Monthly Mileage Form for the month and is ready to create an Expense Report.

15. Either:
   - In the **Active Work** section of My Concur, click the **Travel Requests** tab and locate the Report Name
     - or -
   - On the menu, select **Request** > **View Travel Requests**.

16. **Click the Green Arrow** **to create an Expense Report**

Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
FY12 Monthly Mileage-Recruitment	374N	Approved	10/03/2011 09/30/2012	USD 225.00	

17. Locate the **Request ID** at the bottom of the page which is useally three to four characters and Enter it in **Travel Request ID Number** field

18. Click **Next**

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

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

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 **Recepits** tab and select **Attach Receipt Images**
  -or-
- Click the **Attach Receipt,** while on the **Personal Car Mileage** expense entry form
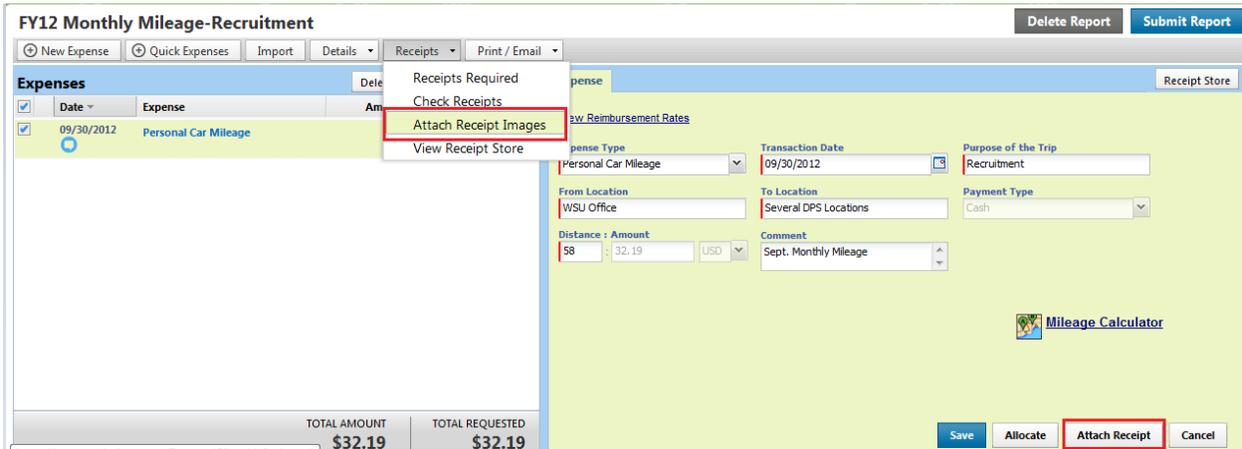
26. The upload document form appears:
    1. Click **Browser**
    2. Locate the Monthly Mileage form on the your desktop or hard drive and click **Open**
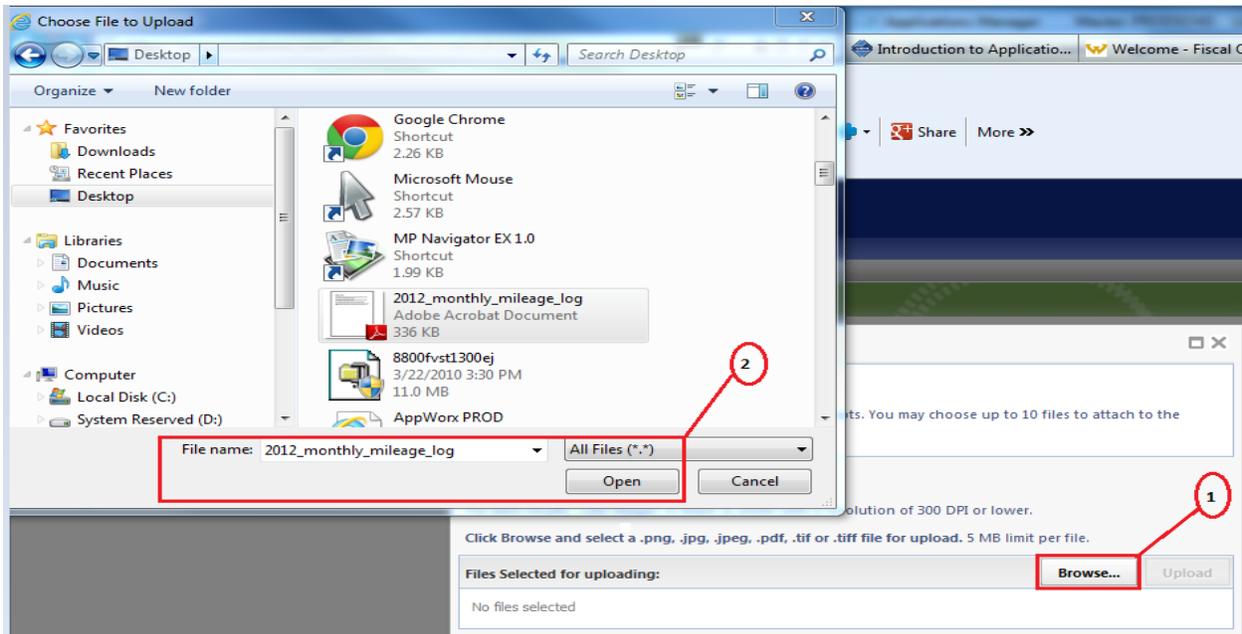
3. Click **Upload**
4. Click **Close**

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**.
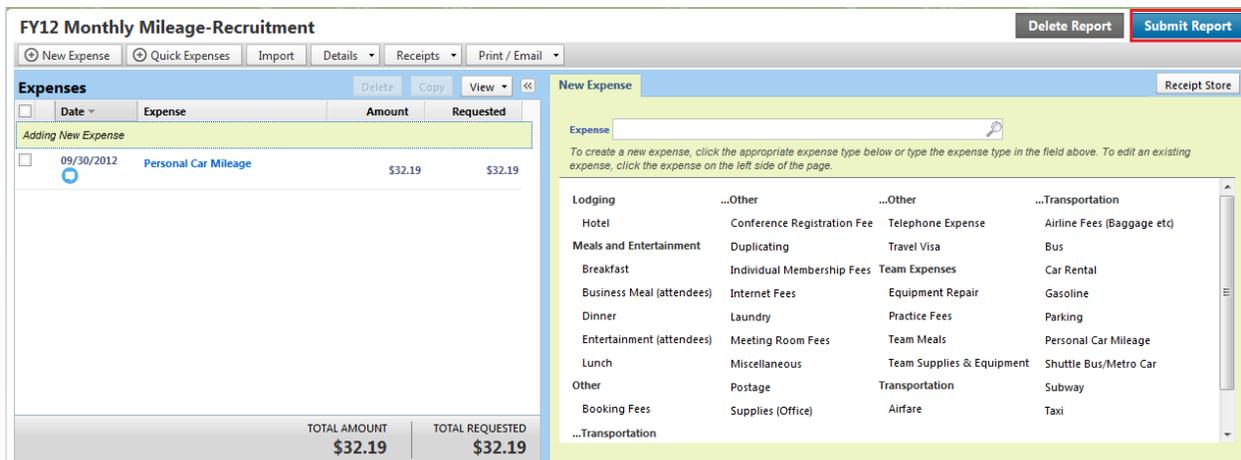
28. Click **Accept & Submit**

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:

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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.