


- ❖ Airfare expenses should be purchased through your Aggie Travel profile with BCD but can be reimbursed if purchased out of pocket.
- ❖ Tickets purchased with miles or other promotions will not be reimbursed.
- ❖ Only economy class is reimbursable. Upgrades or difference in fare for higher class seats will be paid by the instructor.
- ❖ A receipt is always required and must show form of payment, departure and arrival cities and dates of travel. Itineraries or boarding passes are not acceptable.

1) Select the expense type “Airfare”.

All Expense Types

01-Travel Expenses

- Airfare 
- Airfare, Additional Fees
- Car Rental
- Gas or Fuel
- Ground Transportation

2) There are three different booking types.

Enter the booking type used.

- a. Booked outside of BCD but itinerary emailed to Aggie Travel
- b. Booked with BCD (recommended)
- c. Not Booked with BCD

3) Airfare booked with BCD - **Recommended**

- a. The expense will be in the available expenses section. Click on “Imported Expenses” to take you to that area. There should be an airfare charge and a service fee.
- b. Select Imported Expenses while in your report.
- c. Click the box to the far left of the available expense that matches your receipt.
 - i. The expenses can be identified by “CTS” in the expense type and in the expense details the charge will show the airline name and the agency fee will show “BCD”.

| Available Expenses | | | | | |
|---|-----------------------------|----------------------|--------|------------|----------|
| <input type="button" value="Move"/> <input type="button" value="Match"/> <input type="button" value="Unmatch"/> <input type="button" value="Delete"/> | | | | | |
| <input type="checkbox"/> | Expense Detail | Expense Type | Source | Date ▲ | Amount |
| <input checked="" type="checkbox"/> | 019220170221175549 SOUTH... | CTS Imported Expense | | 02/01/2017 | \$446.82 |
| <input checked="" type="checkbox"/> | 019120170221175549 BCD T... | CTS Imported Expense | | 02/01/2017 | \$11.50 |

- d. After you selected the expenses click “Move” to import the expenses into your current report.
- e. Back on the main page the airfare expense are now listed. They will have 3 symbols.

| Expenses | | | | |
|---------------------------|------------|---|----------|-----------|
| <input type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested |
| <i>Adding New Expense</i> | | | | |
| <input type="checkbox"/> | | CTS Imported Expense 019220170221175549 SOUTHW | \$446.82 | \$446.82 |
| | | | | |
| <input type="checkbox"/> | 02/01/2017 | CTS Imported Expense 019120170221175549 BCD TRA | \$11.50 | \$11.50 |

- i. The red circle with an exclamation mark. This means there is an error. In this case it is saying that itemization is needed. (will be covered in the next section)
- ii. The yellow circle with the piece of paper in it. This indicates a receipt is required for this expense.
- iii. The blue circle with the speech bubble. When the mouse is hovered over this area you can see the electronic charge information with the invoice number that matches the receipt. This can be very helpful if there are more than one charge of the same amount.

| Comment History | | |
|-----------------|------------|---|
| Date ▾ | Entered By | Comment Text |
| 04/18/2017 | | TransactionId: 54878175 Invoice# 328699 |

Has Comment Hovering over the blue circle.

Partial copy of receipt with matching invoice number.

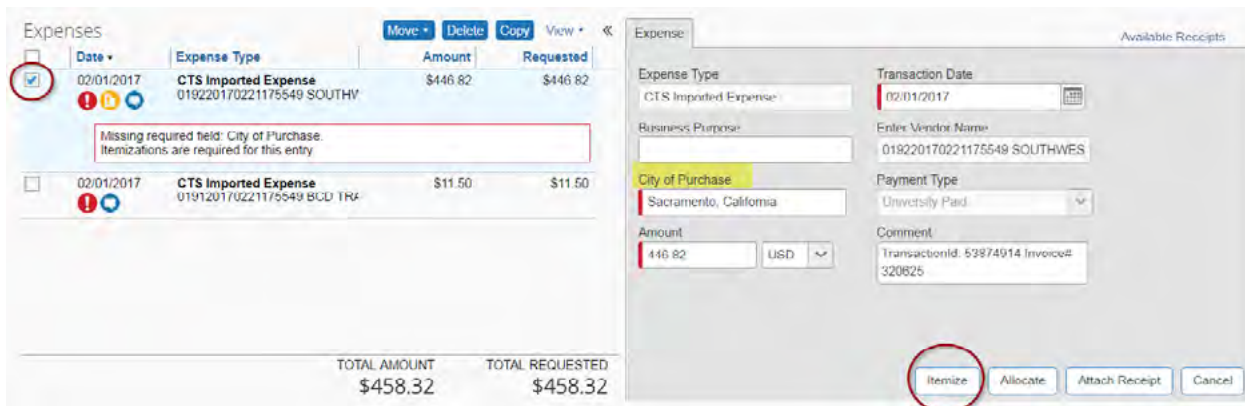
| Ticket Receipt |
|---|
| Total Amount: 481.20 USD |
| This ticket information applies to the following trip(s): |
| Southwest Airlines Flight [redacted] from San Diego CA to Sacramento CA on [redacted] |
| Southwest Airlines Flight [redacted] from Sacramento CA to San Diego CA on [redacted] |
| Ticket Number: 5262491849031 |
| Invoice Number: 0328699 |
| Ticket Amount: 469.70 USD |
| Form of Payment: VI*****[redacted] |
| Service Fee Number: 8900701486422 |
| Invoice Number: 0328700 |
| Service Fee Amount: 11.50 USD |
| Form of Payment: VI*****[redacted] |

- f. Red Circle – Itemization needed

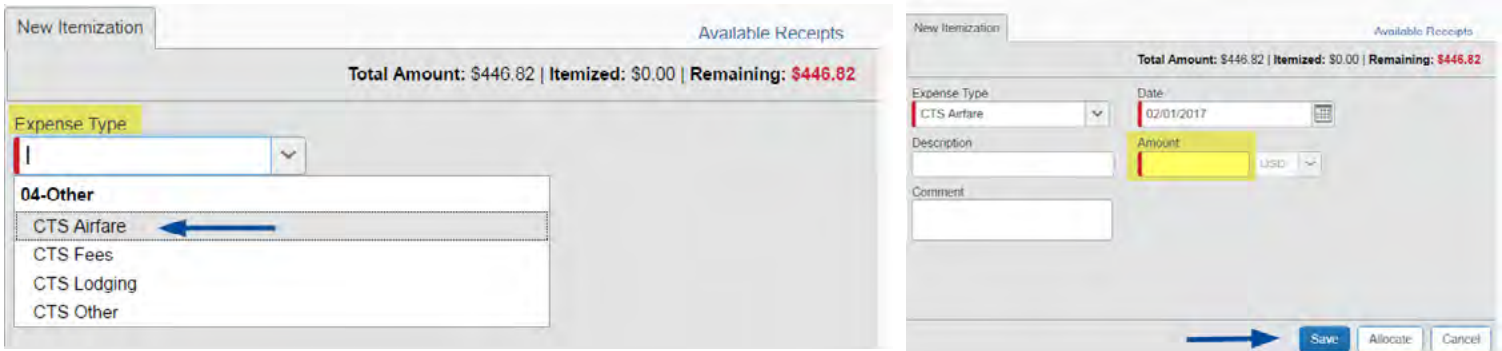
- i. A red symbol means you cannot submit your report until this error is corrected. Itemizing will remove this message. At the top of the page in the "Exception" section a list of the corrections needed will be listed.

| | | | | |
|-------------------|------------|----------|---|---|
| CTS Imported E... | 02/01/2017 | \$446.82 | ! | Missing required field: City of Purchase. |
| CTS Imported E... | 02/01/2017 | \$446.82 | ! | Itemizations are required for this entry. |
| CTS Imported E... | 02/01/2017 | \$11.50 | ! | Missing required field: City of Purchase. |
| CTS Imported E... | 02/01/2017 | \$11.50 | ! | Itemizations are required for this entry. |

Click on the expense. The city of purchase needs to be entered and then click itemize.



- ii. Use the drop down menu to select the CTS expense type.
- iii. Enter the amount and hit save.



- iv. Repeat for the BCD agency fee.

Will look like this after both expenses have been itemized:

The screenshot shows the 'Expenses' interface with a table of expenses. The first two rows are checked, indicating they have been itemized. The table has columns for Date, Expense Type, Amount, and Requested.

| | Date | Expense Type | Amount | Requested |
|-------------------------------------|------------|--|----------|-----------|
| <input checked="" type="checkbox"/> | 02/01/2017 | CTS Imported Expense 019220170221175549 SOUTHV | \$446.82 | \$446.82 |
| <input checked="" type="checkbox"/> | 02/01/2017 | CTS Airfare | \$446.82 | \$446.82 |
| <input type="checkbox"/> | 02/01/2017 | CTS Imported Expense 019120170221175549 BCD TRV | \$11.50 | \$11.50 |
| <input type="checkbox"/> | 02/01/2017 | CTS Fees | \$11.50 | \$11.50 |

- 4) For “Booked outside BCD” and “Not with BCD” enter:
- a. Transaction date
 - b. Departure and Arrival airport
 - i. Airports can be entered by name or city code. The “type” is automatically set to “text” meaning the name of the airport but can be changed to “code” if desired.

Available Rece

Departure Airport

Type to search by:

Text Code Either
(Code) Text

DEPART ARRIVE

SMF SAN

City Code

Sacramento, CA - SMF San Diego, CA - SAN

Example of code, not in Aggie Travel

- c. Airline
 - i. Use drop down box. Start to type the name of the airline until you see it. Click on the name.

No need to enter Ticket Number or Business Purpose. Only sections with the red line at the beginning are required.

Booking Type

Departure Airport

Arrival Airport

Ticket Number

Business Purpose

Airline

Foreign Carrier?

City of Purchase

Class of Service

Payment type

- d. Enter City of Purchase
- e. Enter Class of Service
 - i. Enter the class actually traveled in, even if upgraded at one’s own expense. Add a note to the comments section if something other than economy is chosen.
- f. Enter amount of expense.

- 5) Select “Attach Receipt” – receipts can be attached two ways:

- i. If the receipt was already scanned in or upload into the system it will be in the available receipts screen. Choose the matching receipt and click "Attach".

- ii. A receipt can also be added by uploading an image or document from a file. Select "Browse" in the "File Selected for uploading" section. Choose the document and click open. The file will now show up under "File Selected for uploading".

Click "Attach" which will take you back to the report page. This expense show the blue circle with the paper indicating the receipt has been successfully attached.

Out of Pocket

| | | | | |
|-------------------------------------|------------|--|----------|----------|
| <input checked="" type="checkbox"/> | 02/08/2017 | Airfare Southwest Airlines, Davis, Califor | \$259.60 | \$259.60 |
|-------------------------------------|------------|--|----------|----------|

Booked Through BCD

| | | | | |
|-------------------------------------|------------|---|----------|----------|
| <input checked="" type="checkbox"/> | 03/28/2017 | CTS Imported Expense 008120170407170317 SOUTHWES | \$360.87 | \$360.87 |
|-------------------------------------|------------|---|----------|----------|