

Aggie Travel

How to complete the Report Header

These are the fields you are required to fill in.

- Event / Trip Type
- Destination
- Event / Trip Name
- Event / Trip Purpose
- Business Purpose
- Start / End Dates
- Your email
- Reimbursement method

Create a New Expense Report

Report Header

Report Key	User ID 226791291	Event/Trip Type	Event/Trip Name	Event/Trip Purpose
Business Purpose	Event/Trip Start Date	Event/Trip End Date	Spouse/Partner Expenses Included for Reimbursement? No	Preparer Email
Reimbursement Method 1. Direct Deposit/Paper Check				
Comment	Related Report 1	Related Report 2	Related Report 3	
Approving Division (80) UNIVERSITY EXTENSIC	Approving Department (027025) UNIVERSITY EXTE	Approving Subdepartment ((DEF)) UNIVERSITY EXTEN:	Approval Type (Travel) UNIVERSITY EXTEN	

From the Aggie Travel homepage choose
“Expense” and then “Create New Report”.



Requests

Travel

Expense

Approvals

App Center

Manage Expenses

View Transactions

Manage Expenses

ACTIVE REPORTS

Report Library →



Create New Report

SUBMITTED 03/02/2017

KS CG #163VIT203 2-13-2017

\$1,234.89

Exceptions
AP Review

SUBMITTED 03/02/2017

KS Dos #R15-011217 1-12-2017

\$183.14

Exceptions
Fiscal Officer Review

SUBMITTED 03/02/2017

KS Cap Gar #9282108 2-16-2017

\$265.76

Exceptions
Fiscal Officer Review

Report Key

CONCUR | Requests | Travel | **Expense** | Approvals | App Center | Profile | Help

Manage Expenses | View Transactions

Create a New Expense Report

Report Header

Report Key | Event/Trip Type | Event/Trip Name | Event/Trip Purpose | Business Purpose

Event/Trip Start Date | Event/Trip End Date | Spouse/Partner Expenses Included for Reimbursement? | Preparer Email | Reimbursement Method

Comment | Related Report 1 | Related Report 2 | Related Report 3

Approving Division | Approving Department | Approving Subdepartment | Approval Type

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
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Add Remove

Next >> Cancel

Report key will fill in automatically when header is completed and saved. Nothing needs to be put in the report key box at this time.

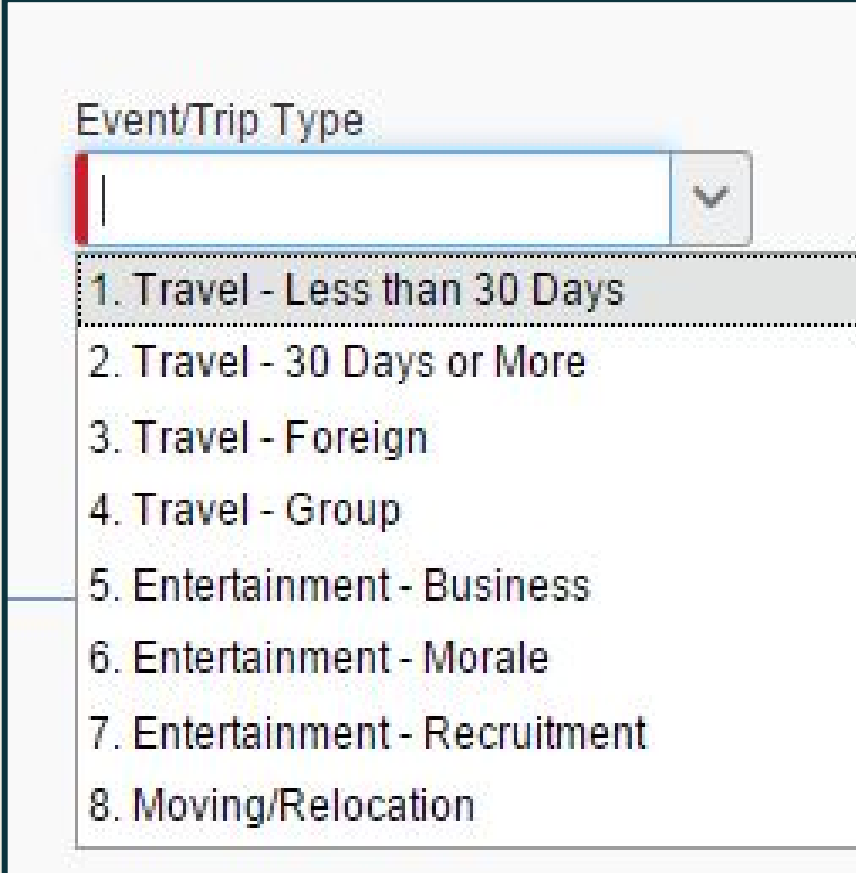
Event/Trip Type

There are eight different event / trip types. UC Davis Instructors will only use:

1. Travel - Less than 30 Days

Select option one from the drop down menu.

If you feel one of the other options apply please contact your program representative.



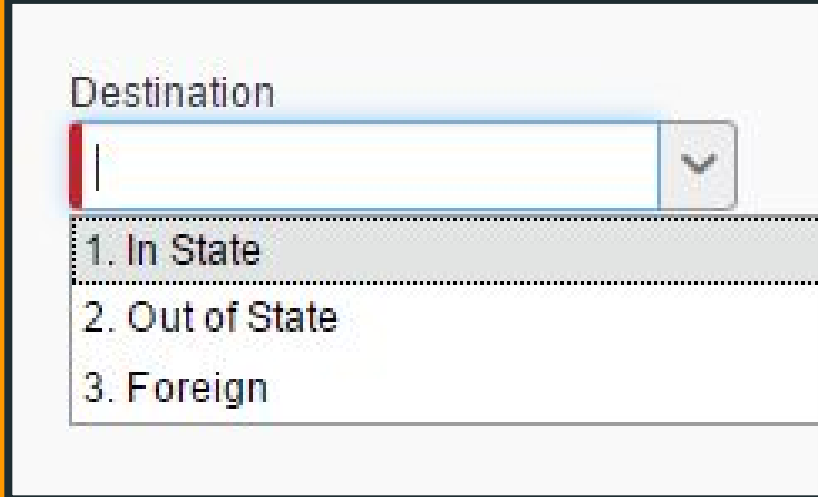
The image shows a screenshot of a web form with a dropdown menu. The label above the menu is "Event/Trip Type". The menu is currently open, showing a list of eight options. The first option, "1. Travel - Less than 30 Days", is highlighted with a grey background. The other options are listed below it.

Event/Trip Type
1. Travel - Less than 30 Days
2. Travel - 30 Days or More
3. Travel - Foreign
4. Travel - Group
5. Entertainment - Business
6. Entertainment - Morale
7. Entertainment - Recruitment
8. Moving/Relocation

Destination Type

When one of the travel types are chosen a new drop down box appears.

Choose the destination type that matches the trip being processed.



The image shows a screenshot of a web form with a dropdown menu. The label 'Destination' is positioned above the dropdown. The dropdown is currently open, displaying three options: '1. In State', '2. Out of State', and '3. Foreign'. The first option, '1. In State', is highlighted with a grey background. The dropdown menu is enclosed in a white box with a thin black border.

Out of State refers to the trip being outside of California. Traveling from out of state into CA is considered “In State” since the destination location is within California.

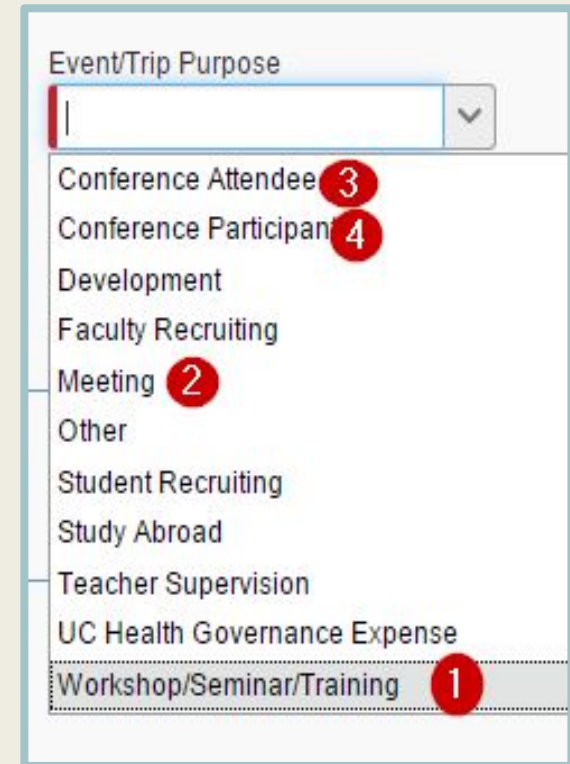
Event / Trip Purpose

UC Davis Extension instructors typically use four purpose types from the drop down list..

1. **Workshop / Seminar / Training**
- **class instruction**
2. Meeting - attend or facilitate meeting, without students
3. Conference Attendee - on behalf of UCDE
4. Conference Participant - present on behalf of UCDE

UCDE =UC Davis Extension

Most often purpose type for instructors will be Workshop/Seminar/Training



The screenshot shows a dropdown menu titled "Event/Trip Purpose". The menu is open, displaying a list of options. Red circles with numbers 1 through 4 are placed next to the following options: "Workshop/Seminar/Training" (1), "Meeting" (2), "Conference Participant" (4), and "Conference Attendee" (3). The "Workshop/Seminar/Training" option is highlighted with a grey background.

Option	Number
Conference Attendee	3
Conference Participant	4
Development	
Faculty Recruiting	
Meeting	2
Other	
Student Recruiting	
Study Abroad	
Teacher Supervision	
UC Health Governance Expense	
Workshop/Seminar/Training	1

Select the appropriate option from the drop down menu that matches the type of trip being processed.

Business Purpose

The business purpose should include the where, why and what of a trip. It should explain what the trip was for and how it contributes to UC Davis Extension. This will require the name and section number of the class being taught.

Example of Instructor travel:

Sam Smith traveled to Davis, CA from Merced, CA to instruct the UCDE course "Fundamental Concepts of Forensic Science 152FRC200" on 11/28/16 to 11/30/16 for the purposes of training.

UCDE = UC Davis Extension

Event / Trip Name

Event/Trip Name

Name your expense report for tracking and reporting purposes.

Event/Trip Name

This box is typed free form and is not a drop down box. Maximum of 32 characters.

The Event / Trip name should include the class section number, meeting group or conference name plus dates of travel.

Example: 12/5-8/2016 162SSA255

Example: PAC meeting 1/25/2017



Acronyms must be explained in the Business Purpose section

(PAC=Probation Advisory Committee)

Event/Trip Start and End Dates

The start date is either the date of departure or the date of the first expense (other than prepaid airline tickets or conference fees). Same for the end date. Example: You rent a car the night before a trip due to the rental office being closed on the day you depart. Your start date would then be the date you picked up the rental car.

Event/Trip Start Date

< February 2017 >

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Event/Trip Start Date

07/01/2017



Event/Trip End Date

07/04/2017



Dates can be entered by using the drop down calendar when the calendar button on the right side of the box is selected. Click on the date needed.

Spouse/Partner Expenses Included for Reimbursement?

No

Preparer Email

Reimbursement Method

1. Direct Deposit/Paper Check

Spouse/Partner Expenses included for Reimbursement? **-UCDE will not reimburse spouse expenses. Always leave at No.**

Preparer Email - **Enter your preferred email to receive updates**

Reimbursement Method - **Select desired method - Direct Deposit highly recommended**

Comment

Enter comments to clarify anything on the report that is out of the norm or if an exception to a policy is being requested. I.e. extra miles due to a closed road or weather.

Related Reports

Enter report numbers from any other report that processed for the same trip or that is referred to within the current report.

Related Report 1

Related Report 2

Related Report 3

Approval Routing

The approval routing is preset to the department and programs an employee belongs to. These should not be changed unless in the rare case you are requested to do so by a department head.

Approving Division

Approving Department

Approving Subdepartment

Approval Type

Last Step

Click “Next” in the bottom right hand corner.



Create a New Expense Report

Report Header

Report Key	User ID 226791291	Event/Trip Type 1. Travel - Less than 30 Days	Destination 1. In State	Event/Trip Name 7/2 - 7/4/2017 163SSA255
Event/Trip Purpose Workshop/Seminar/Training	Business Purpose 7/2-4/2017 FOR THE PURPOSE OF TRAINING.	Event/Trip Start Date 07/02/2017	Event/Trip End Date 07/04/2017	Spouse/Partner Expenses Included for Reimbursement? No
Preparer Email llgracia@ucdavis.edu	Reimbursement Method 1. Direct Deposit/Paper Check			
Comment	Related Report 1	Related Report 2	Related Report 3	
Approving Division (80) UNIVERSITY EXTENSIC	Approving Department (027025) UNIVERSITY EXTE	Approving Subdepartment ((DEF)) UNIVERSITY EXTEN:	Approval Type (Travel) UNIVERSITY EXTEN	

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining

~~Add~~ Remove

Next >> Cancel

A red arrow points from the "Amount Approved" column header to the "Next >>" button.

Make sure to click “next” and not “add”.

Now your Aggie Travel header is complete and you are ready to start inputting expenses.

Thank you!