FINANCE DIVISION
UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

Training

DISBURSEMENT SERVICES

Web Travel

Purpose: The Web Travel system is an electronic solution for departments to submit for approval and generate payment for affiliate: Registrations, Travel Cash Advances, Travel Cash Advance Reconciliations, and Travel Reimbursements. Using the Airfare option, Web Travel is also used to reserve, ticket, and pay for airline tickets for affiliates and non-affiliates.

Security Access Requirement: Preparer must have an ONYEN and password that has Web Travel access. Approvers must be designated in the appropriate Web Travel FRED group and route. To request access to the system, contact your department's Access Request Coordinator.

Prerequisites:

- Traveler must have a valid PID (Affiliates) or VID (Non-Affiliates);
- Traveler must be affiliated with a University department;
- Traveler must be in Vendor Database; **AND**
- Traveler must have an ACH payment address in the Vendor Database, if applicable.

Find Help: Call 919-962-HELP and the issue will be routed appropriately. If there are problems with your Web Travel groups and routes, contact your department's Route Administrator.

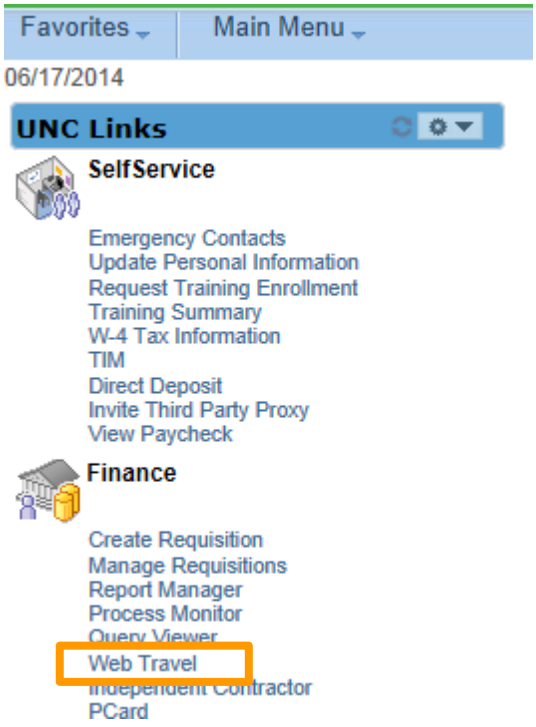
Table of Contents

Signing In 3
Creating a New Web Travel Document 4
Creating an “Airfare” Request 7
Creating a Travel Authorization 12
Creating a Travel Reimbursement 18
Attaching Files and Submitting Web Travel Documents for Approval 23
Checking the Status of a Web Travel Document 26
Checking the History of a Web Travel Document 28
Approving/Rejecting a Web Travel Document 30
Deleting a Web Travel Document 32
Archiving a Web Travel Document 33
Creating Favorite Chartfield String(s) 34
Modifying/Deleting a Favorite Chartfield String(s) 36
Using the Travel Reports Tab 37

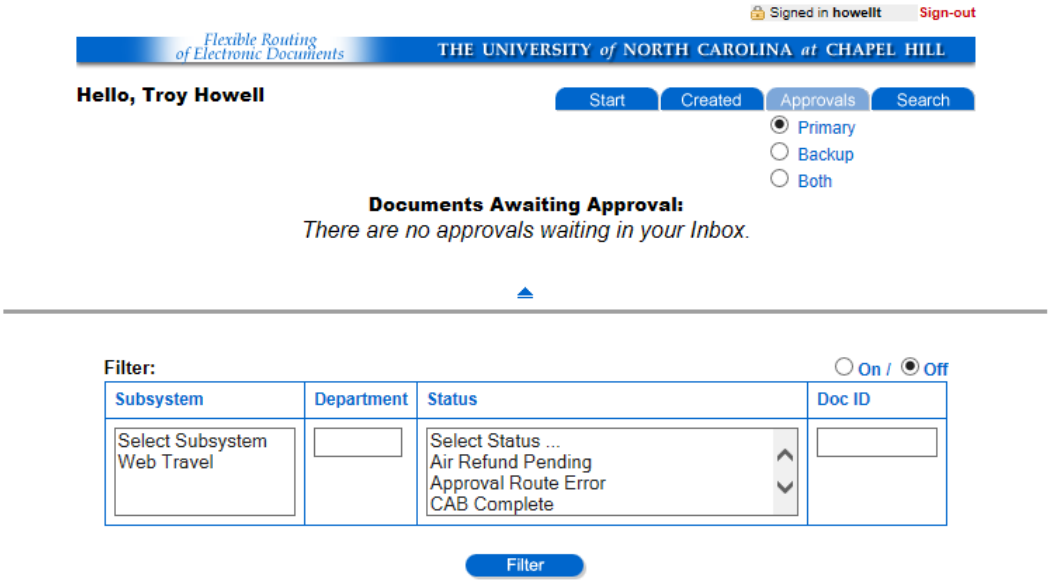
Signing In

Follow these steps to sign in:

1. Sign in to the ConnectCarolina portal using your ONYEN and password.
2. Under **Finance**, click on the **Web Travel** link on the left hand side of the page.

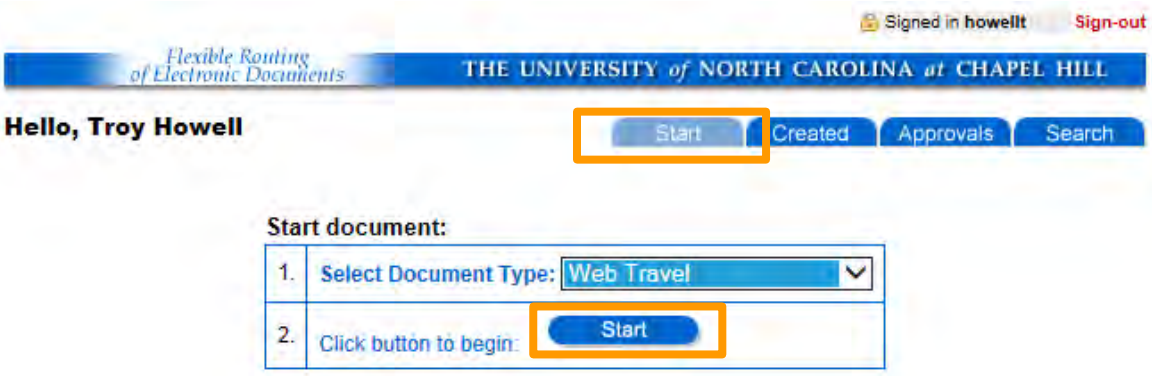


RESULT: The system displays the main Web Travel page.

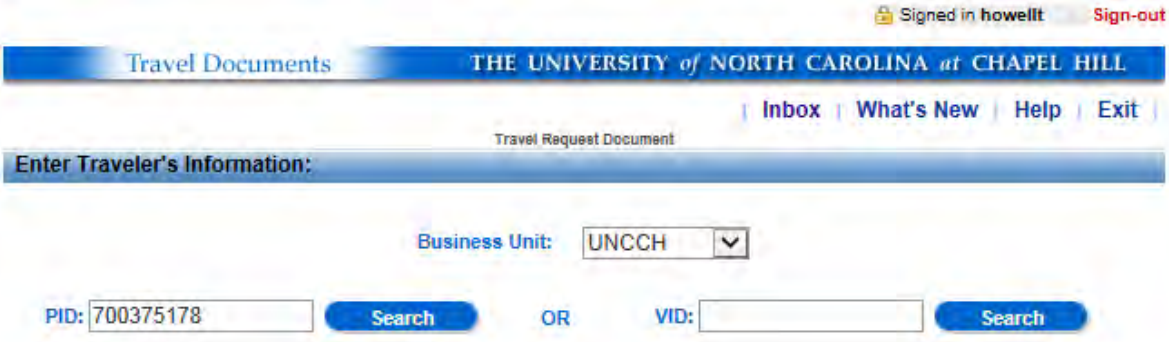


Creating a New Web Travel Document

1. Click the **Start** tab in the menu at the top of the page.
2. Select **Web Travel** from the Document Type drop down menu.
3. Click the **Start** button below.



RESULT: The system displays the Traveler's Information input page.

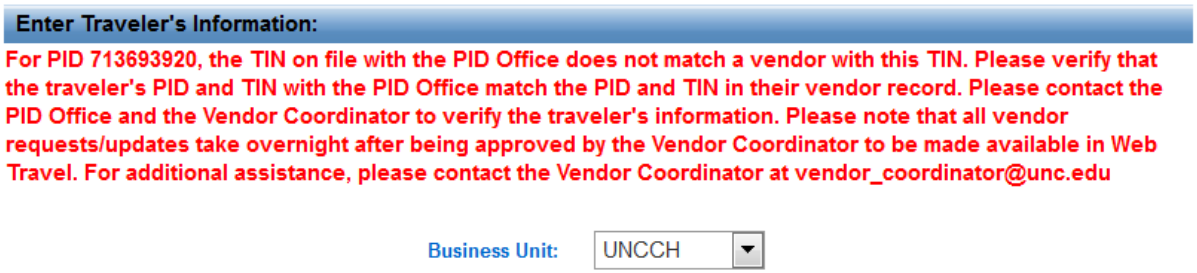


4. Select the appropriate **Business Unit** (UNCCH for University or UNCGA for General Administration) from the drop down menu.
5. Enter the appropriate **PID** (personal identification number) or **VID** (vendor identification number) without spaces or dashes.

NOTES:

- The VID field is primarily used to request Airfare for non-UNC affiliates. Using the VID field will **ONLY** have the **Airfare** radio button available for selection. The **Authorization** and **Reimbursement** radio buttons will be greyed out.
- Expense reimbursements for non-affiliates cannot be submitted thru Web Travel.

CAUTION: If the below message is received:



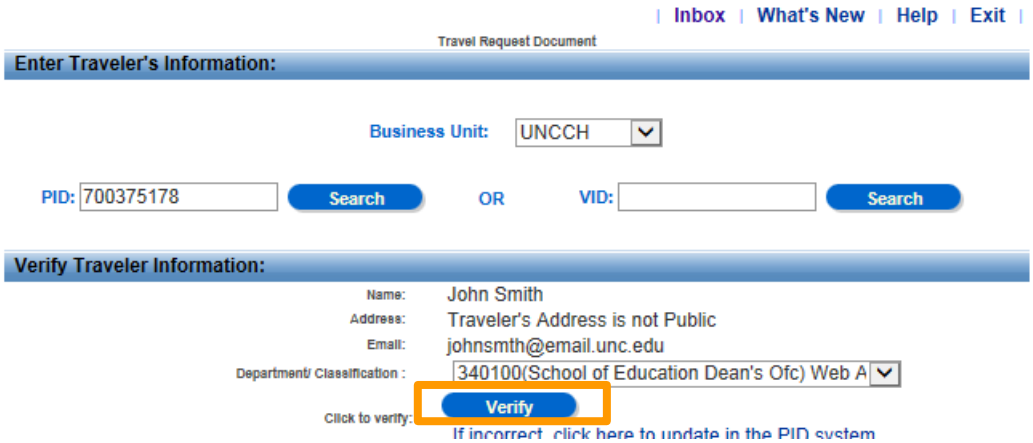
Please make sure of the following:

1. Traveler is set up and has an ACH address (if required) in the Vendor Database. If the vendor can't be found in the system, or if no ACH address is found, create a Vendor Request in ConnectCarolina and wait until the next business day after the vendor is approved by the Vendor Coordinator in the database before returning to this screen to continue.

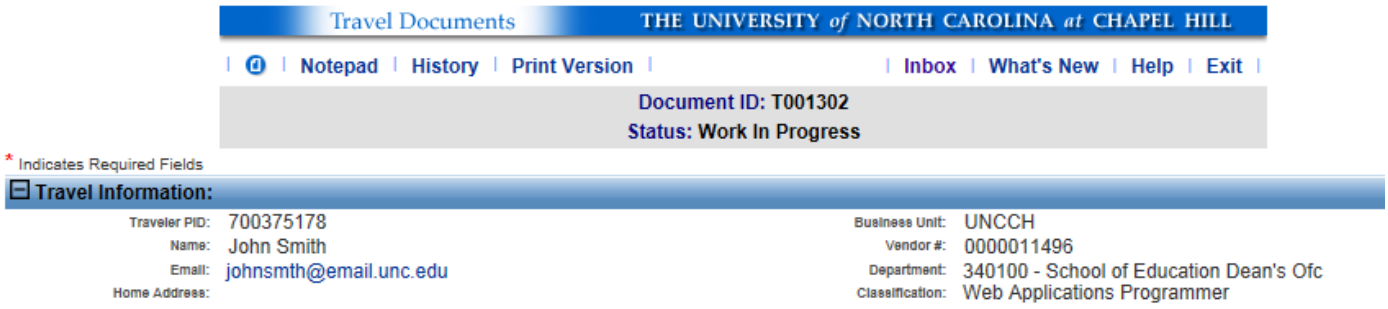
NOTE: Travel Advances issued to eligible travelers are issued by manual check (Express Check process in ConnectCarolina). Travel Reimbursements are made by ACH directly into the traveler's bank account. When the payroll feed process issue is resolved, all employees and students on payroll will automatically have their banking information updated in the vendor system. If a student is not also receiving funding from the University (stipends would have banking information) and they have a travel reimbursement request, the department will need to set up/update the student's vendor record with their ACH information.

2. Traveler's TIN with the PID Office matches the TIN in the Vendor Database. Contact the PID Office and the Vendor Coordinator to verify.

6. Verify the information for the traveler is correct and click the **Verify** button.



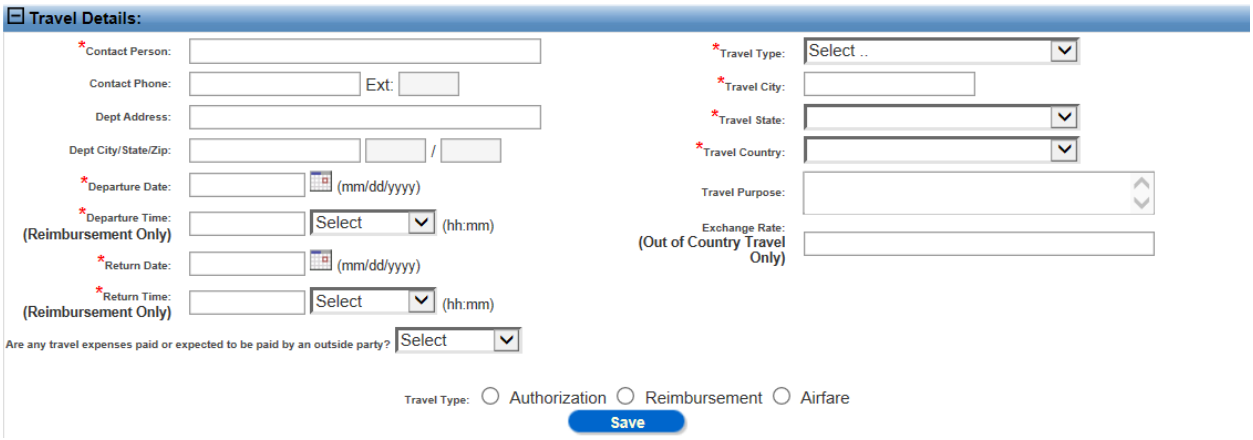
NOTE: If the information is incorrect, use the blue …**click here to update in the PID system** link to be directed to ONYEN/PID Services to make the appropriate changes.



A **Document ID** has now been assigned and is listed near the top of the page (T# for affiliate Authorization and Reimbursement requests and C# for Airfare requests). Preparer will need to complete the Travel Details section and provide the preparer's contact information, trip details and indicate whether travel expenses are expected to be paid by an outside party. At this point, preparer can select the appropriate radio button:

- **Authorization** for **PRE-TRIP** travel expenses, such as pre-registration fees and travel advances;
- **Reimbursement** for **POST-TRIP** travel expenses, such as registration fees, settle/reconcile travel advances, transportation expenses, etc.; **OR**
- **Airfare** for all air transportation requests.

7. Complete all fields in the Travel Details section. The departure and return times are not required when preparing an **Authorization** or **Airfare** request, but are required when completing a **Reimbursement**. The Exchange Rate field should be completed for all Out of Country travel.



Refer to the appropriate section to continue the document:

Creating an Airfare Request

Creating a Travel Authorization

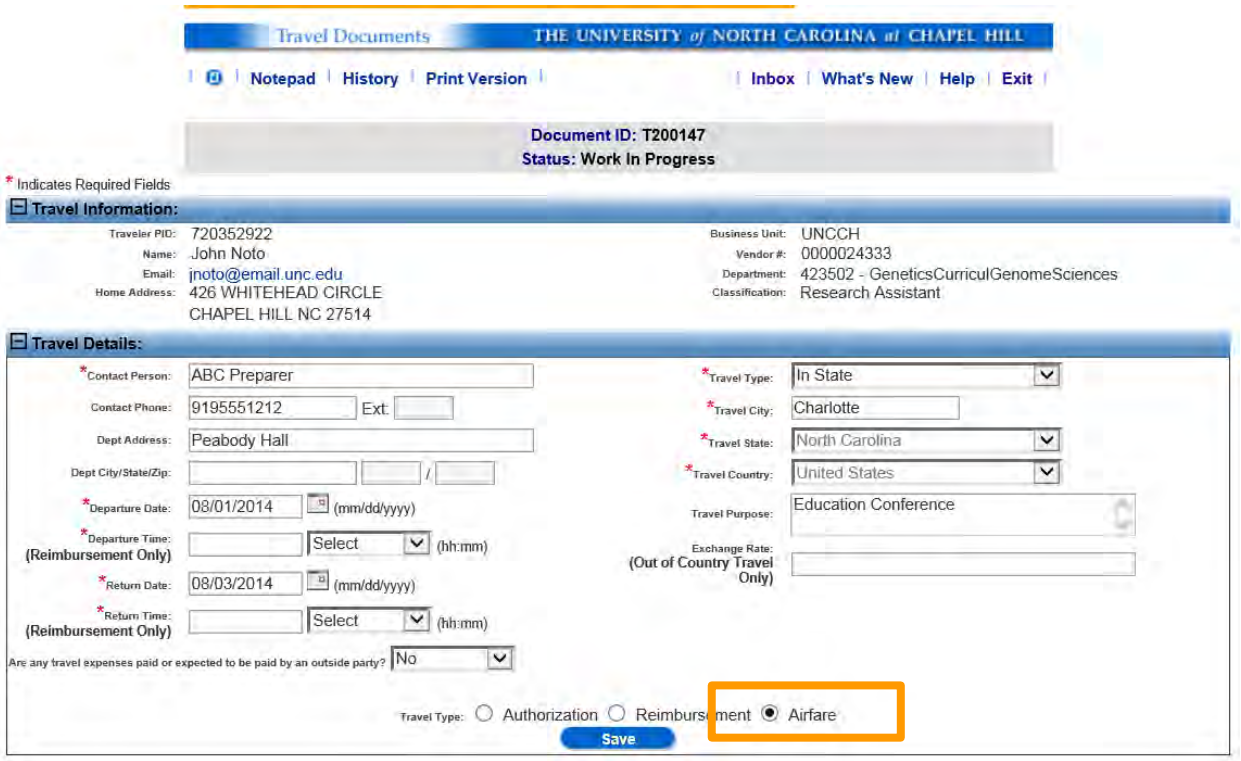
Creating a Travel Reimbursement

Creating an "Airfare" Request

The **Airfare** option is used to purchase airline tickets for affiliates and non-affiliates and charge the expense directly to the department.

NOTE: Preparers now have an option to create an **Airfare** request first and then create an **Authorization** or start with an **Authorization** then add an **Airfare** request later.

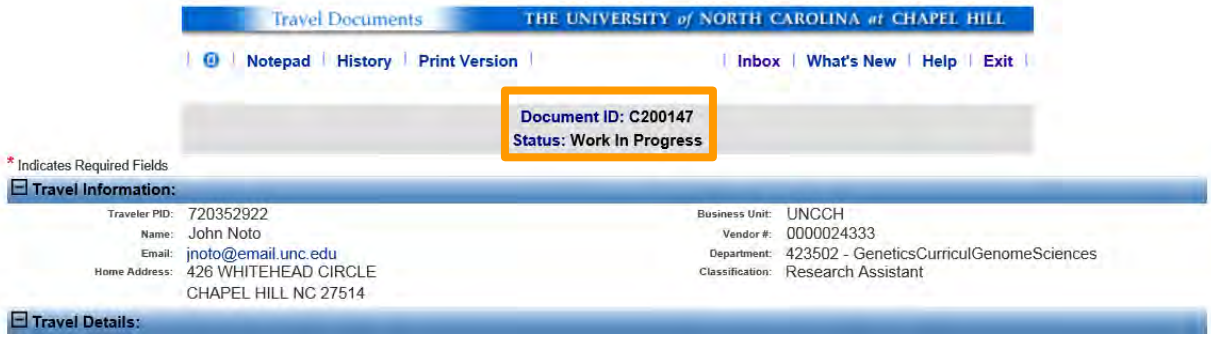
1. Obtain an airfare quote from an authorized UNC Travel Agency.
2. Complete the steps detailed in the Creating a New Web Travel Document section.
3. At the bottom of the document, select the **Airfare** radio button.



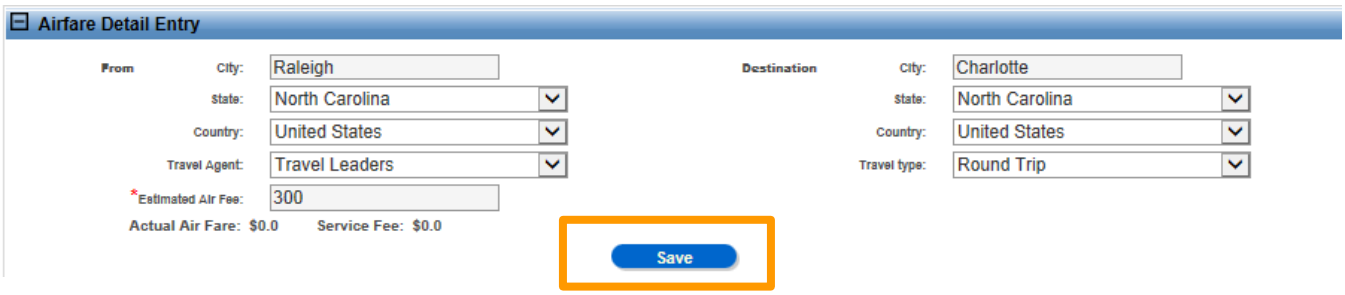
4. Click the **Save** button.

RESULTS:

- The system changes the assigned T# to a C# and displays the Airfare Detail Entry section.

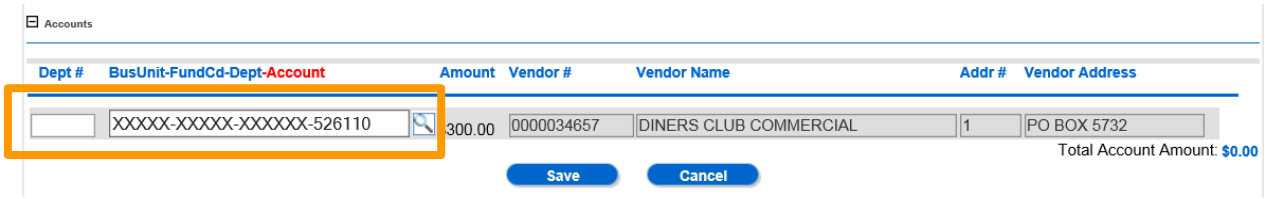


NOTE: The assigned T# remains in the preparer's **Created** tab and can be used to request an **Authorization** and/or **Reimbursement**.



5. Complete the travel details and provide the Estimated Air Fee as quoted by the authorized UNC Travel Agency. Click the **Save** button.

RESULT: The system displays the Accounts section.

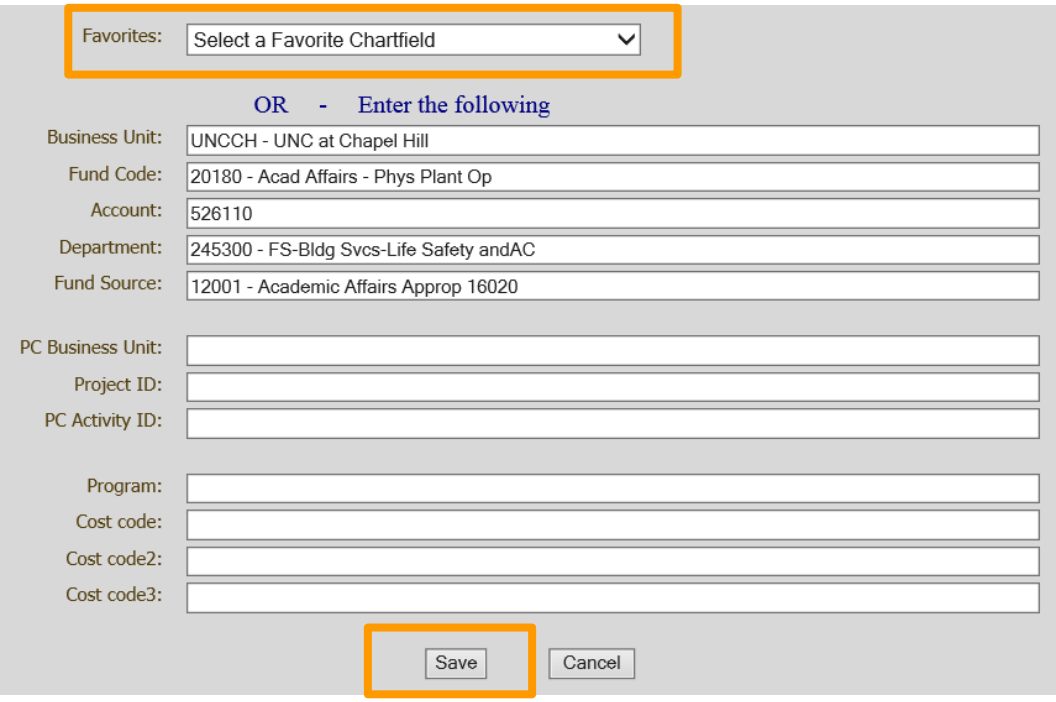


6. Specify the funding account. Preparer can provide **EITHER** the 6-digit Dept # **OR** the full Chartfield string, but not **BOTH**. Submitting both will generate an error message. To enter a Chartfield string, click the magnifying glass to the right of the **BusUnit-FundCd-Dept-Account** field.

NOTES:

- The default Vendor for all **Airfare** requests will be **Diners Club Commercial**.
- Split funding is not allowed for **Airfare** requests. To split the airfare cost between two (2) fund sources, a journal entry (JE) must be created.
- If the preparer submits the C# request for departmental approval using only the 6-digit Dept #, it will be the departmental approver's responsibility to provide the full Chartfield string prior to submitting for further approval and/or approving.

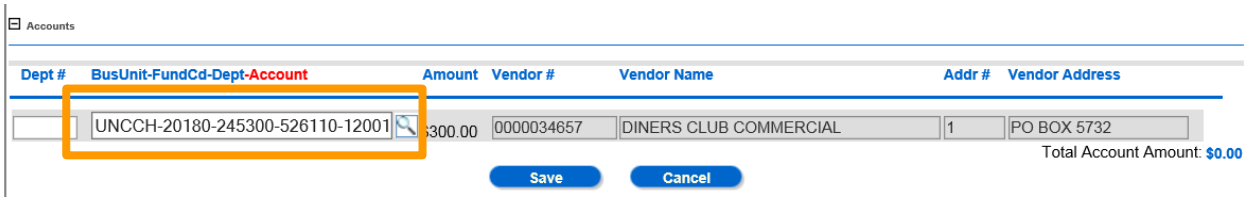
7. In the Chartfield pop up window, enter the appropriate Chartfield string or if Chartfield strings have been saved using the **Favorite Chartfields** function, select a string from the **Favorites** drop down menu and click **Save**.



NOTES:

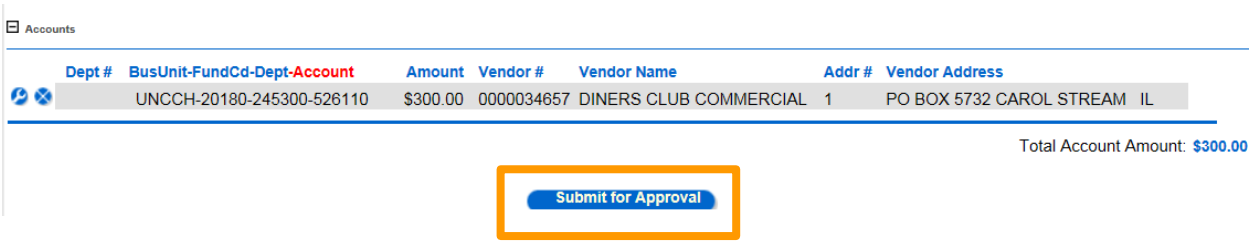
- When entering a Chartfield string using non-Contracts & Grants funding, the first 5 fields (Business Unit, Fund Code, Account, Department and Fund Source) are required. When using Contracts & Grants funding, PC Business Unit, Project ID and PC Activity ID must also be specified in addition to the first 5 fields.
- Marking a document as a Contracts & Grant Trainee Travel will change the Account to 568750 and require preparer to re-enter the Chartfield string.
- Travel requests using Contracts & Grants funding with an amount of $5,000 or more, will require Office of Sponsored Research (OSR) approval.

RESULT: The system displays the Chartfield string in the Accounts section.

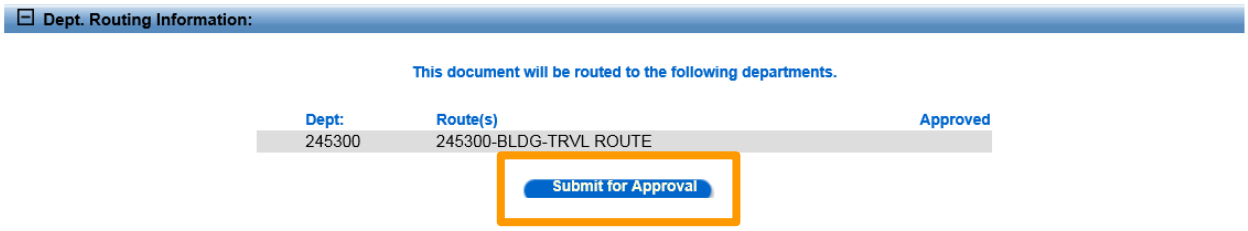


7. Click the **Save** button.

8. Verify the Accounts section and click the **Submit for Approval** button to continue.



9. Verify the **Dept. Routing Information** section.

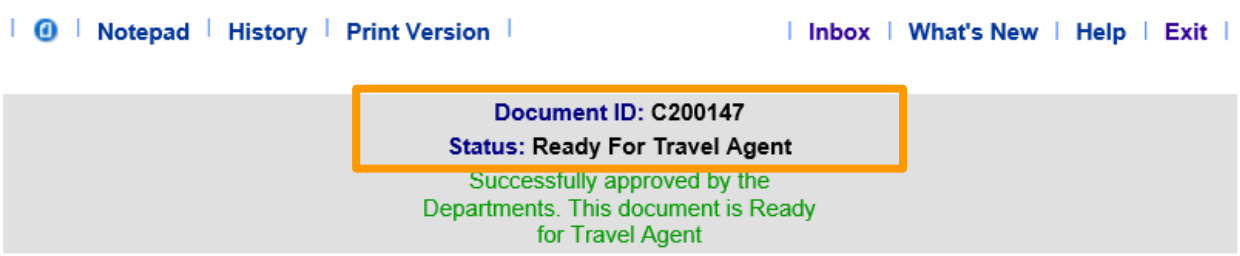


10. Click **Submit for Approval** button to submit **Airfare** request for departmental approval.

RESULT: **Airfare** document status changes from "**Work in Progress**" to "**Submitted for Departmental Approval**".

NOTES:

- **Airfare** requests require only departmental approval and OSR (if applicable);
- There are no Web Travel supporting document requirements for **Airfare** requests;
- After departmental approver approves the C#, document status changes to "**Ready for Travel Agent**" and is ready for ticketing.



11. To book the ticket, call the UNC Travel Agent with the approved C#.

NOTES:

- Approved C#s can be used by the Travel Agent up to 15% over the initial estimated airfare.
- If, at time of booking, the airfare cost increased to 15% over the initial estimated airfare, contact the Travel Agent to reject the document back to the preparer for modification.
- Upon rejection of the C# by the Travel Agent, the preparer will receive an email notice and will be able to modify the C# and route it through approvals again.
- Any time a C# is ticketed or cancelled, Departments should ensure that Travel Agents are timely updating the C# status in Web Travel. Departments are encouraged to verify the document status in Web Travel, and if necessary, contact the Travel Agent.

Creating a Travel Authorization

The Travel Authorization is completed **PRIOR** to the traveler departing for his/her trip. An Authorization can be used to prepay registration on behalf of the traveler (or advance the traveler for prepaid registration fees before the trip, if an exception is granted) and/or to advance monies to UNC faculty, staff, or students who are planning a business trip for the benefit of the University.

Travel advances are considered loans to the traveler. Undergraduate students are eligible to request travel advances for domestic and international travel. Travel advances are available to Graduate students, faculty and staff ONLY for foreign travel, unless an exception is granted. Travelers not eligible for travel advances are eligible to apply for a Diners Card through the University.

NOTES:

- For auditing purposes, Departments are discouraged from creating multiple Authorizations or Reimbursements for the same traveler/trip.
- To properly settle/close out a travel advance, the Reimbursement must be processed against the original T#.
- Travel advances not settled 60 days after the trip will result in an automatic settlement using the department's funds.

- If a Travel Authorization is created that includes registration cost payable to the traveler:

1. The Travel Authorization request will be rejected and a new Travel Reimbursement will have to be created to reimburse the traveler after the trip. Exceptions are handled on a case per case basis.

2. To request an exception:

   a. In the Notepad, indicate the reason an exception should be granted.

3. If an exception is granted:

   a. The registration cost amount will be issued as a travel advance. Travel Services will issue an express check (not a direct deposit) for the amount.

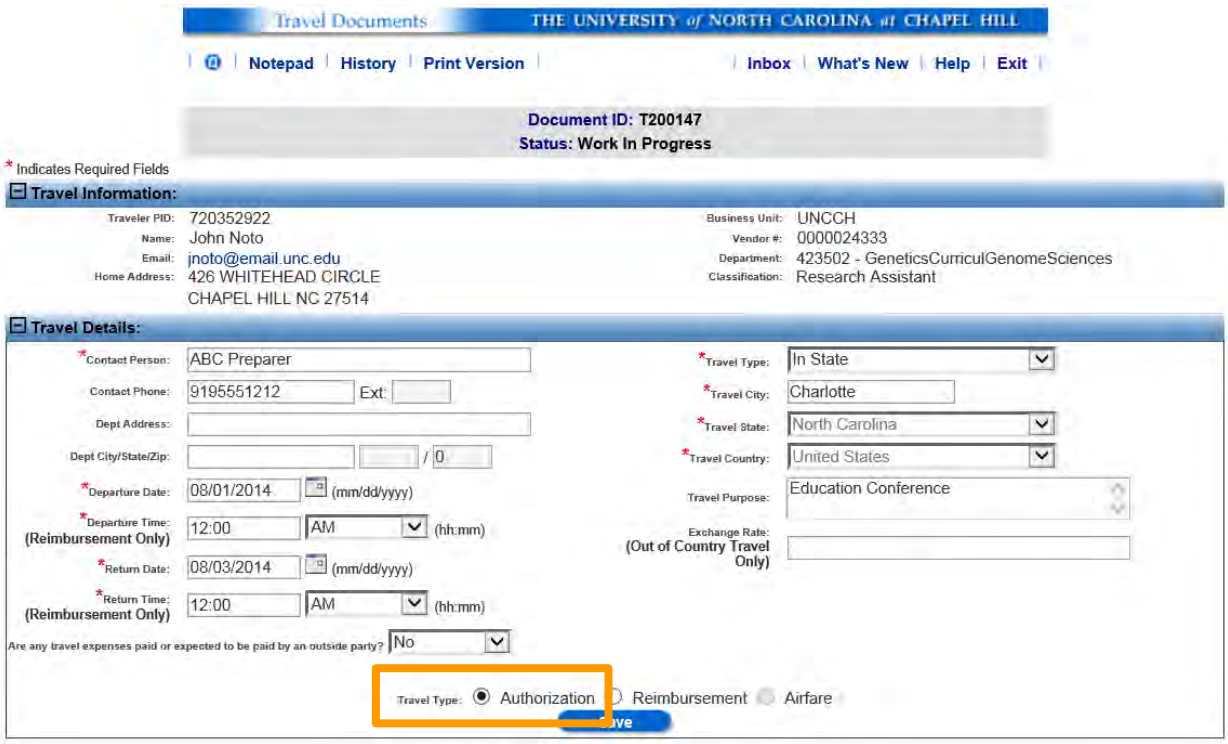
   b. After the trip, the preparer will need to access the same T# and include the registration fee in the reimbursement details section of the **Travel Reimbursement** document in order to settle/reconcile the travel advance.

To learn more about the policy update on registrations, please see: Procedure 1306.1 - Paying for Conferences, Seminars, and Workshops

1. Complete the steps detailed in the Creating a New Web Travel Document section.

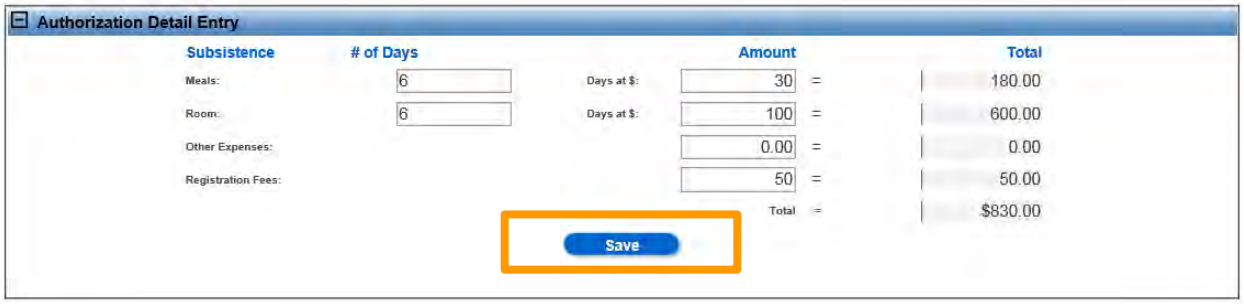
NOTE: If a C# has already been created for a UNC affiliate travel, the preparer can simply access the corresponding T# located in the **Created** tab.

2. At the bottom of the Travel Details section, select the **Authorization** radio button.



3. Click the **Save** button.

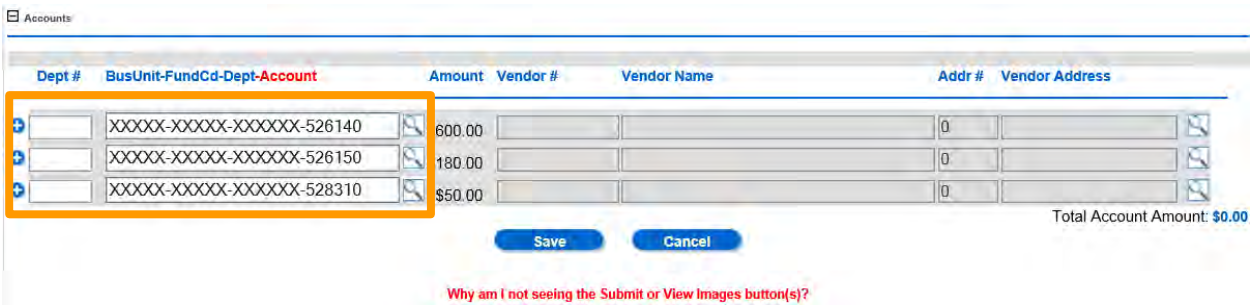
RESULT: The system displays the Authorization Detail Entry section.



4. Complete the information in the Authorization Detail Entry section for requested travel expense(s). Click the **Save** button.

NOTE: At UNC-Chapel Hill, prepayment of certain expenses is allowed only in very select circumstances. See the Finance Division Policies and Procedure Manual Policy 1300 – Travel for details.

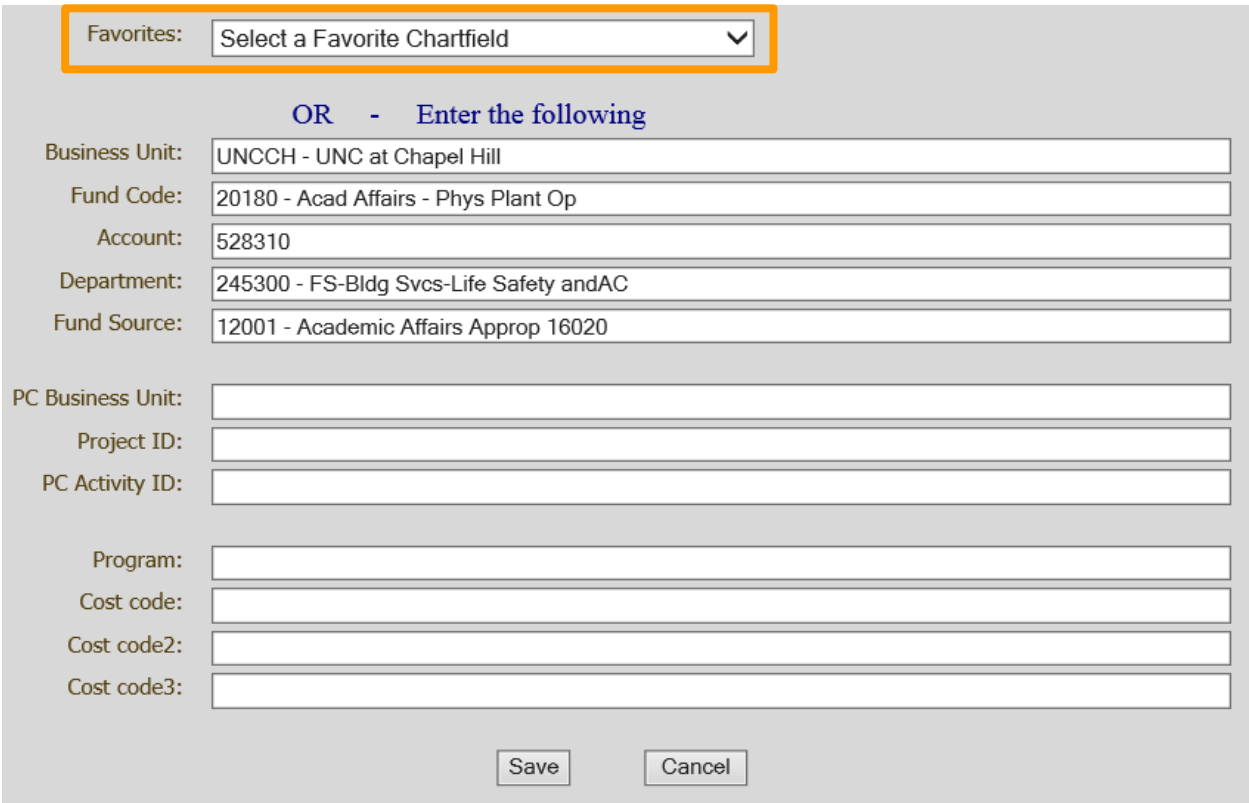
RESULT: The system displays the Accounts section.



5. Specify the funding account for each line. Preparer can provide **EITHER** the 6-digit Dept # **OR** the full Chartfield string, but not **BOTH**. Submitting both will generate an error message. To enter a Chartfield string, click the magnifying glass to the right of the BusUnit-FundCd-Dept-Account field.

NOTE: If the preparer submits the request for departmental approval using only the 6-digit Dept #, it will be the departmental approver's responsibility to provide the full Chartfield string prior to submitting the document for further approval.

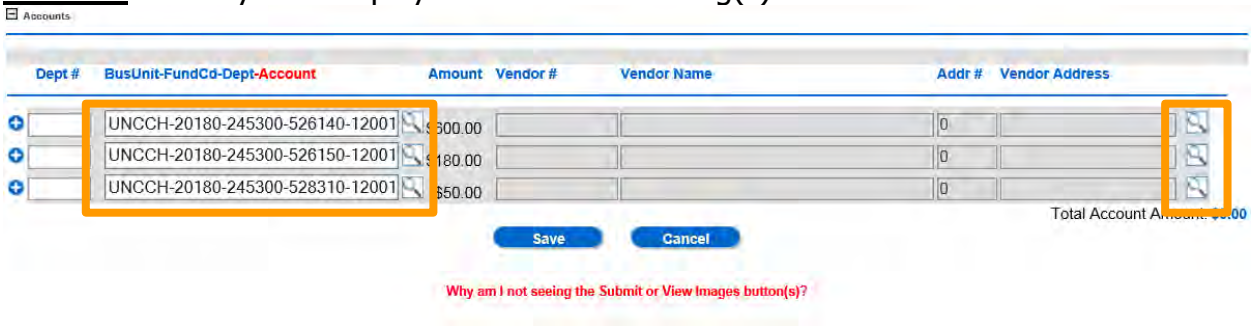
6. In the Chartfield pop up window, enter the appropriate Chartfield string or if Chartfield strings have been saved using the Favorite Chartfields function, select a string from the Favorites drop down menu and click **Save**. Repeat the two steps for each Accounts line, as necessary.



NOTES:

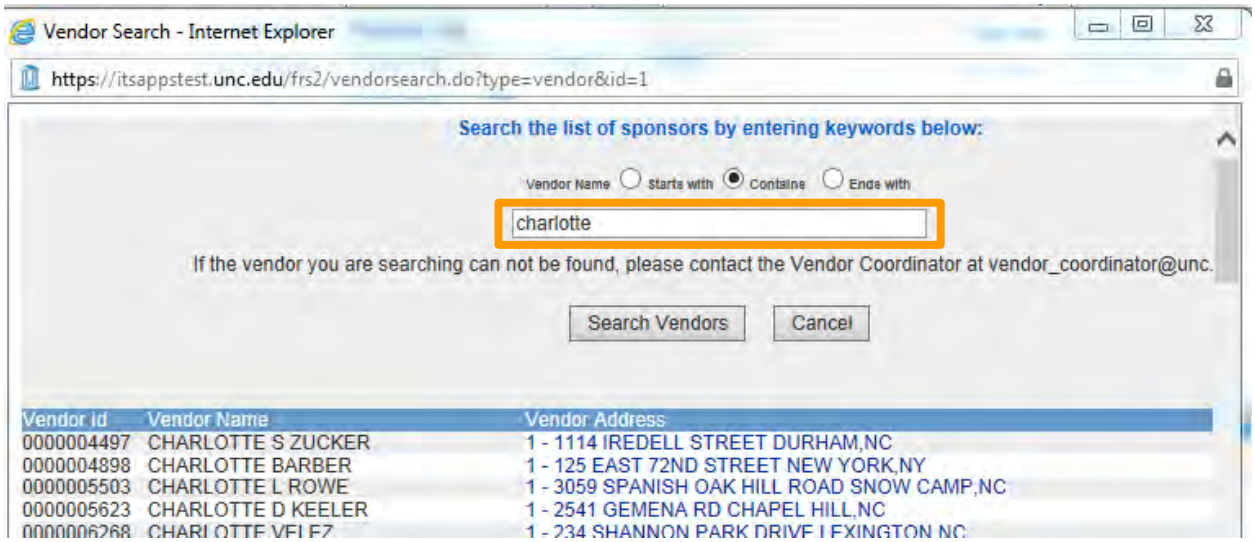
- When entering a Chartfield string using non-Contracts & Grants funding, the first 5 fields (Business Unit, Fund Code, Account, Department and Fund Source) are required. When using Contracts & Grants funding, PC Business Unit, Project ID and PC Activity ID must also be specified in addition to the first 5 fields.
- Marking a document as a Contracts & Grant Trainee Travel will consolidate all the Accounts lines and change the Account to 568750 (Trainee Travel) and require preparer to re-enter the Chartfield string.
- Travel requests using Contracts & Grants funding with an amount of $5,000 or more, will require Office of Sponsored Research (OSR) approval.

RESULT: The system displays the Chartfield string(s) in the Accounts section.

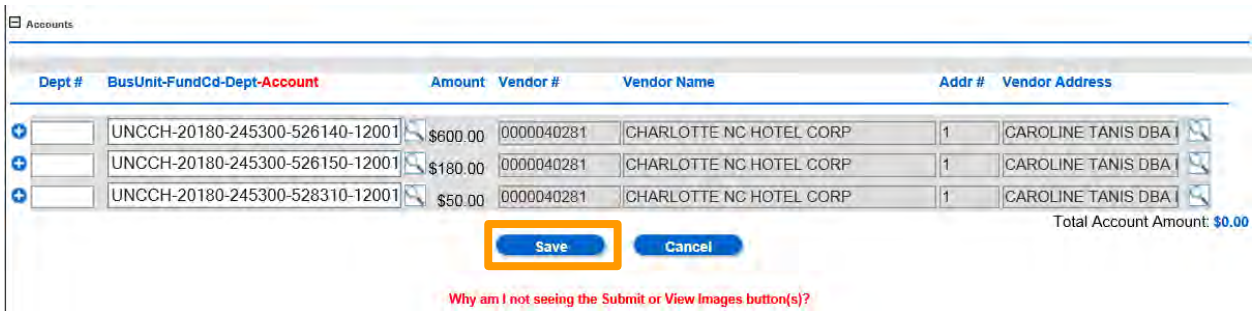


7. To enter vendor information, click the magnifying glass on the right side of the line to be completed to open the **Vendor Search** window.

8. Enter payee's name in **Vendor Search** box and click on the **Search Vendors** button. Locate the appropriate vendor and click on the proper Vendor Address to select. Repeat step for all Accounts lines.



9. When all Accounts lines have been completed, click the **Save** button.



Refer to the **Attaching Files and Submitting Web Travel Documents for Approval** section.

Creating a Travel Reimbursement

The **Travel Reimbursement** is used to reimburse UNC affiliates who have incurred expenses related to their own business travel on behalf of the University.

1. Complete the steps detailed in the Creating a New Web Travel Document section.

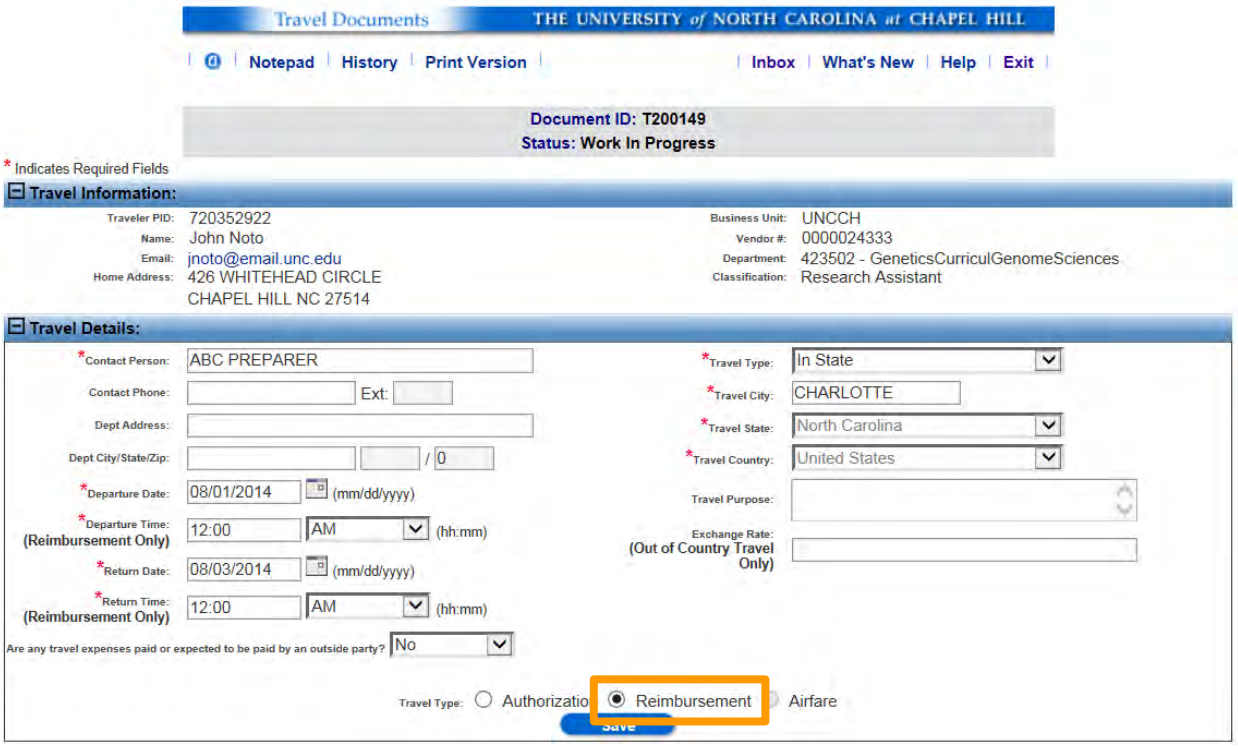
NOTES:

- Preparers can also create a **Travel Reimbursement** by accessing a previously submitted **Travel Authorization** after its trip date has passed and payment has been completed. Preparers can access the original Authorization T# located in the **Created** tab.
- To properly settle/close out a travel advance, the Reimbursement must be processed against the original T#.
- Any time an amount is due UNC, the traveler has to issue a check payable to UNC-CH for the amount due. The check has to be received at Travel Services before the **Reimbursement** can be reviewed.
- For auditing purposes, Departments are discouraged from creating multiple Authorizations or Reimbursements for the same traveler/trip.

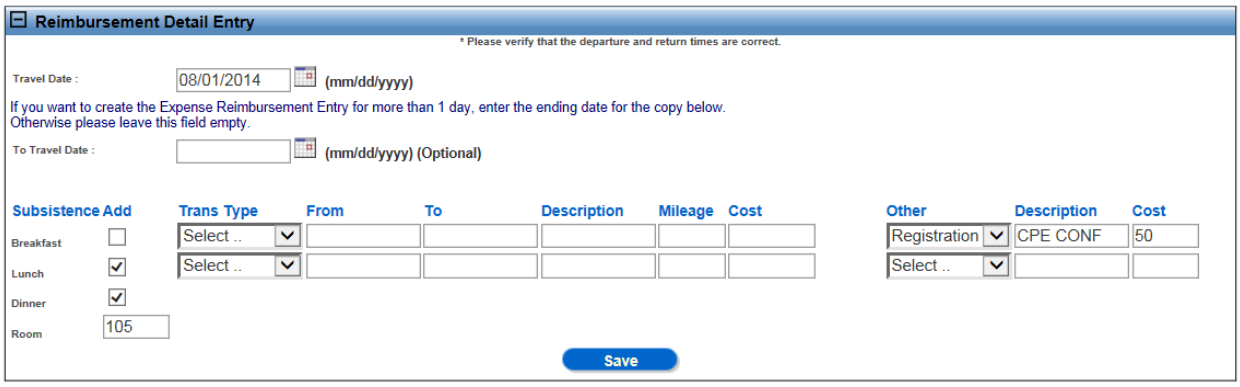
1. At the bottom of the Travel Details section, select the **Reimbursement** radio button.

NOTE: When the **Travel Reimbursement** is being created using a completed **Travel Authorization**, Web Travel system automatically opens up the Travel Reimbursement Detail Entry section and disables the Reimbursement radio button. Preparers will only need to scroll down to the entry section to continue processing the travel document.

2. Click the **Save** button.



RESULT: The system displays the Reimbursement Detail Entry section.



3. Indicate the travel expenses(s) requested.

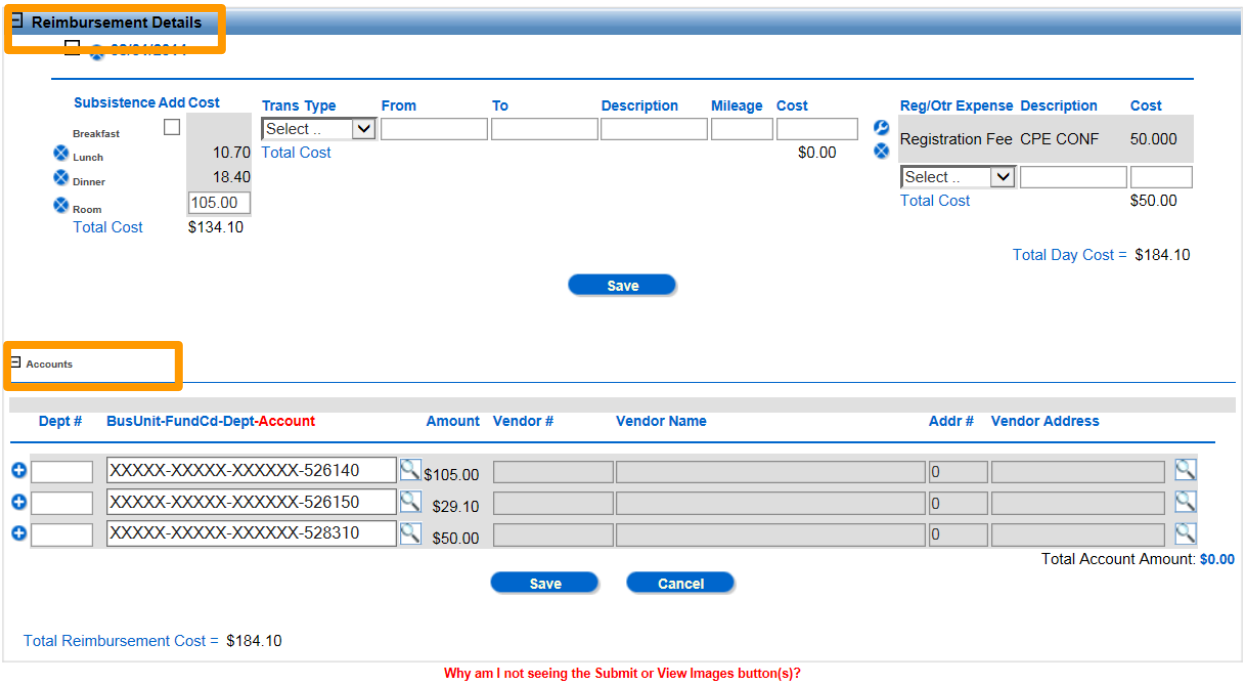
NOTES:

- To accomplish data entry for multiple days in which the expense requested is identical, preparer can utilize the Auto-Fill feature by entering the "Travel Date" and "To Travel Date" fields and indicating the expense requested. After clicking the **Save** button, the system will create identical reimbursement days for the full range indicated.
- It is helpful to divide the Reimbursement Detail Entry section into three (3) columns; the left column is entry related to Subsistence (meals and lodging), the center column is related to Transportation (Air, Car, Car Motor Pool, Ground and

Other), and the right column is related to Other expenses (Registration Fee and Other).

5. After all information is entered in the Reimbursement Detail Entry section, click the **Save** button.

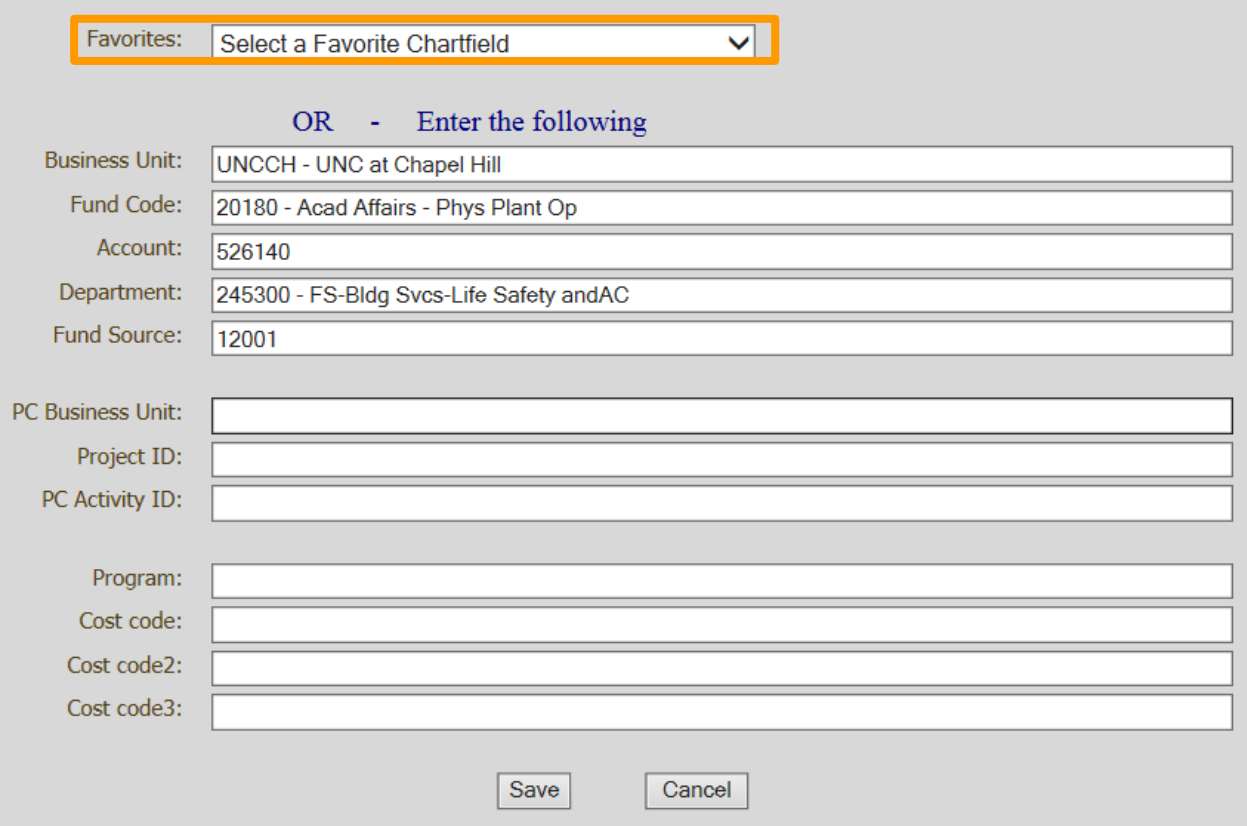
RESULT: The system displays the Reimbursement Details and Accounts sections.



6. Specify the funding account for each Accounts line. Preparer can provide **EITHER** the 6-digit Dept # **OR** the full Chartfield string, but not **BOTH**. Submitting both will generate an error message. To enter a Chartfield string, click the magnifying glass to the right of the BusUnit-FundCd-Dept-Account field.

NOTE: If the preparer submits the request for departmental approval using only the 6-digit Dept #, it will be the departmental approver's responsibility to provide the full Chartfield string.

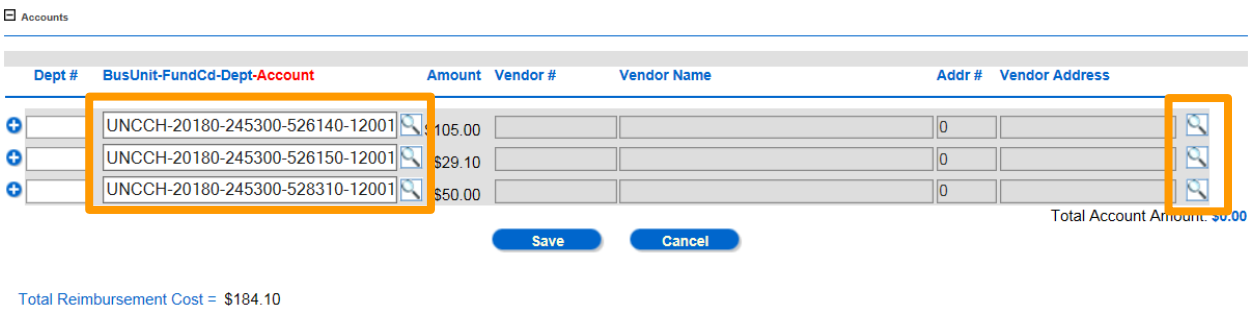
7. In the Chartfield pop up window, enter the appropriate Chartfield string or if Chartfield strings have been saved using the Favorite Chartfields function, select a string from the **Favorites** drop down menu and click **Save**. Repeat the two steps for each Accounts line, as necessary.



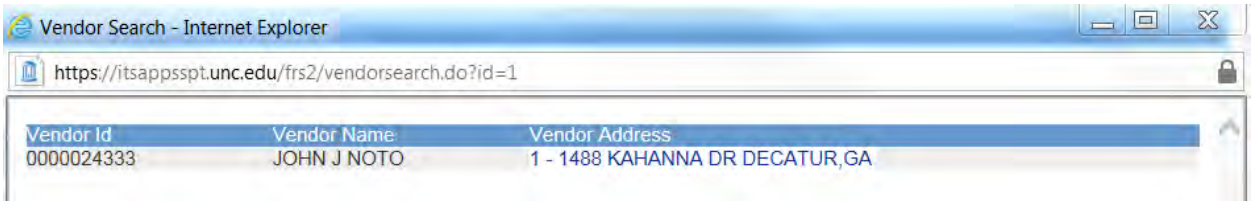
NOTES:

- When entering a Chartfield string using non-Contracts & Grants funding, the first 5 fields (Business Unit, Fund Code, Account, Department and Fund Source) are required. When using Contracts & Grants funding, PC Business Unit, Project ID and PC Activity ID must also be specified in addition to the first 5 fields.
- Marking a document as a Contracts & Grant Trainee Travel will change the Account to 568750 (Trainee Travel) and require preparer to re-enter the Chartfield string.
- Travel requests using Contracts & Grants funding with an amount of $5,000 or more, will require Office of Sponsored Research (OSR) approval.

RESULT: The system displays the entered Chartfield string in the Accounts section.



9. Specify the vendor/payee for all the Accounts lines. Click the magnifying glass on the right side of the line to open up the Vendor Search window.

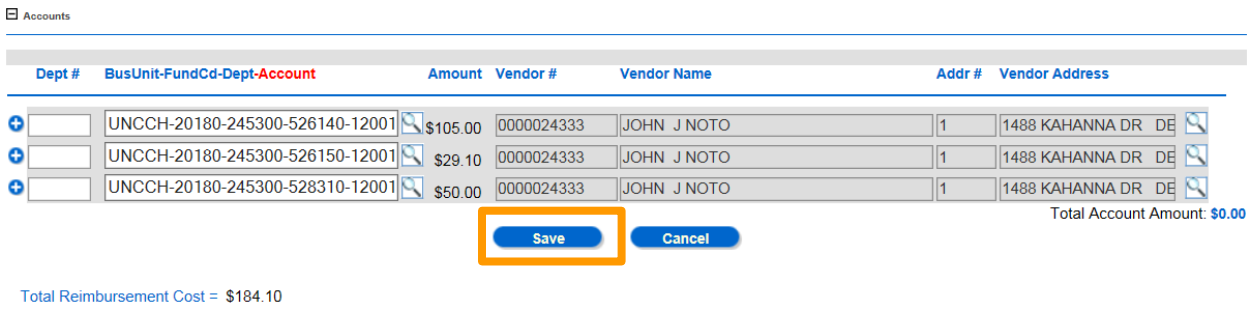


10. Click on blue Vendor Address line to select. Repeat last 2 steps for all Account lines, if necessary.

NOTES:

- The default Vendor search result for all **Reimbursements** will be the traveler.
- If the traveler's vendor record and/or vendor address is inactive, the issue must be resolved with the Vendor Coordinator in order to proceed.

RESULT: The system displays the completed Chartfield string(s) and vendor information in the Accounts section.



9. Click the **Save** button.

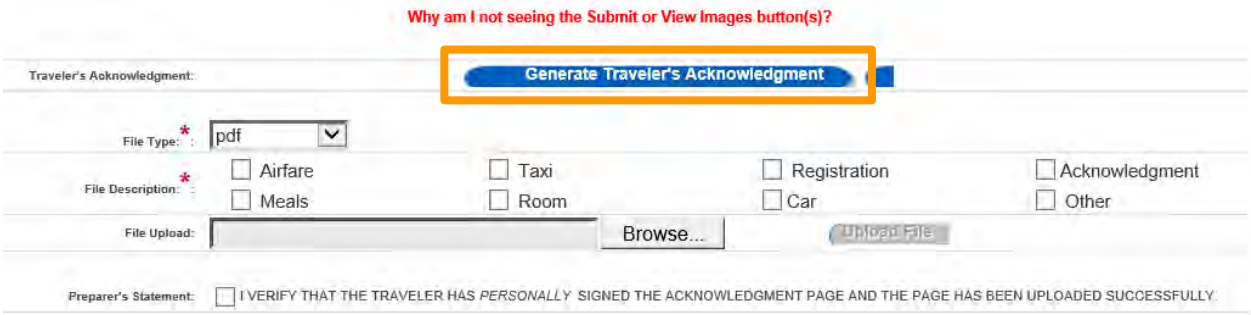
Refer to the **Attaching Files and Submitting Web Travel Documents for Approval** section.

Attaching Files and Submitting Web Travel Documents for Approval

Complete the following steps to attach a document:

1. Click the **Generate Traveler's Acknowledgment** button, print out the form and have traveler sign the page.

NOTE: The Acknowledgment page does not need to be signed/uploaded when processing a **Travel Authorization** only for the payment of a conference registration fee directly to the conference vendor.



2. Scan signed Acknowledgment page (if required) and other supporting documents and save into computer system or shared drive.

NOTES:

- The signed Traveler's Acknowledgement Page and Registration form(s) are required to be uploaded separately and individually. Preparers are advised to scan/save these documents into separate files.
- Supporting documents for Airfare, Taxi, Meals, Room, Car and/or Other can be scanned and saved into a single document upload.
- Maximum file size per upload is 2 MB.

3. When ready to upload, select the **File Type** from the dropdown menu. The following file types are acceptable: .pdf, .doc, .docx, .xls, .xlsx and .txt.

4. Mark the checkbox(es) next to the **File Description** that is most relevant to the document being uploaded.

5. Click the **Browse** button.

6. In the **Choose File to Upload** window, navigate to the desired file.

7. Double-click on the file.

8. Click the **Upload File** button.

RESULT: The system displays the File Upload Result, File Upload Details and **View Images** button.

9. Click **View Images** to open the ImageNow window and confirm that the file(s) uploaded successfully.

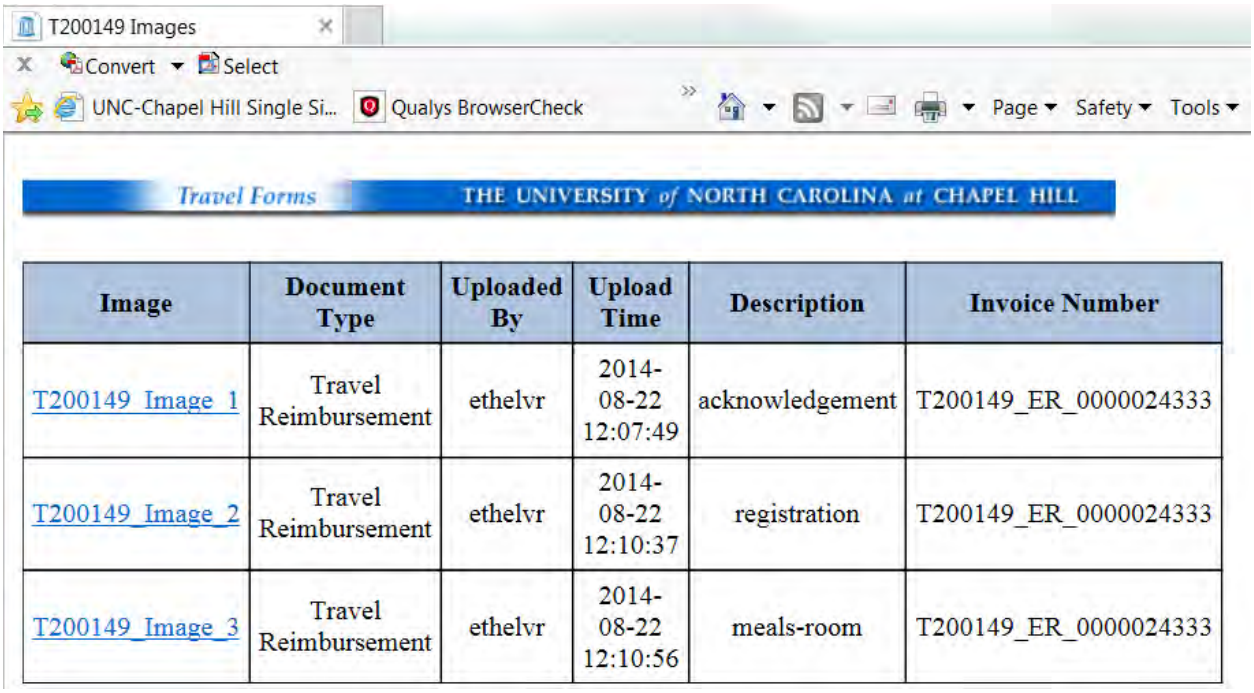


Image	Document Type	Uploaded By	Upload Time	Description	Invoice Number
T200149_Image_1	Travel Reimbursement	ethelvr	2014-08-22 12:07:49	acknowledgement	T200149_ER_0000024333
T200149_Image_2	Travel Reimbursement	ethelvr	2014-08-22 12:10:37	registration	T200149_ER_0000024333
T200149_Image_3	Travel Reimbursement	ethelvr	2014-08-22 12:10:56	meals-room	T200149_ER_0000024333

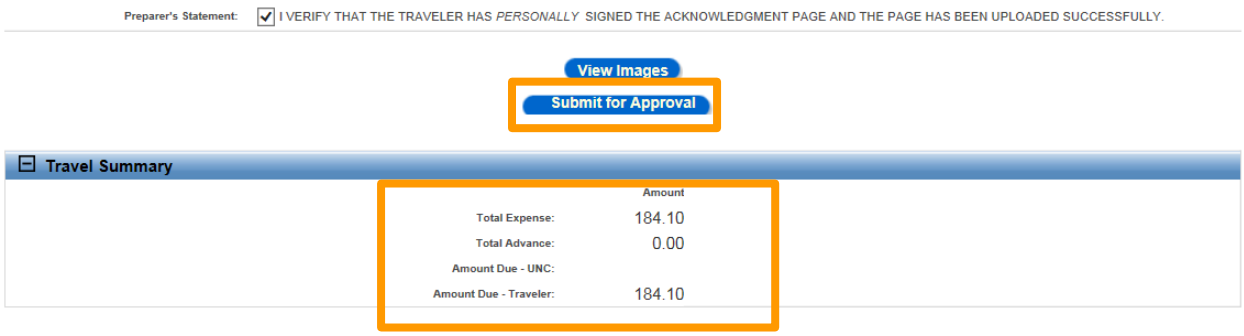
10. To view the uploaded file, click on the blue link in the **Image** column. After user has verified all required documents have been uploaded, click on "X" to close the ImageNow window and return to travel document page.

11. When ready to submit request for departmental approval, mark the checkbox next to **Preparer's Statement** to indicate that the traveler has signed the Acknowledgment page and it has been successfully uploaded.

NOTES:

- Per Travel Policy 1301, all travel requests missing the traveler's signature will be deemed incomplete and will not be processed.
- Current ImageNow functionality does not allow Image documents to be deleted after upload.

RESULT: The system displays the **Submit for Approval** button and the Travel Summary section.

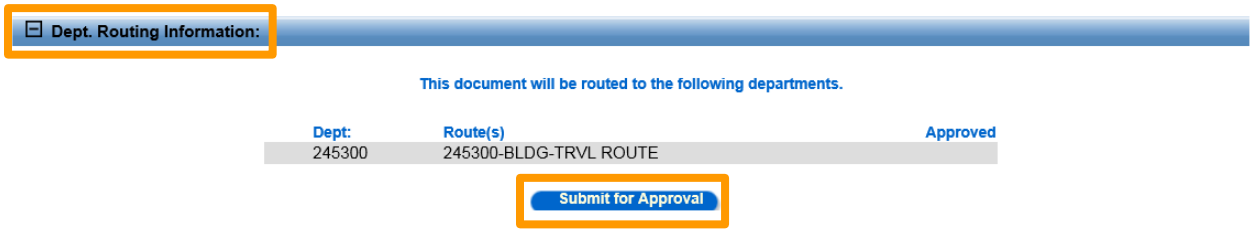


1. Verify the request is complete and click the **Submit for Approval** button.

NOTE: For the **Submit for Approval** button to appear, the:

- Chartfield lines total must exactly match the expense details total;
- Supporting documents must be uploaded; **and**
- **Preparer's Statement** check box must be checked off.

RESULT: The system displays the Dept. Routing Information section.



12. Verify the FRED routing information and click the **Submit for Approval** button in the Dept. Routing Information section to submit the request for departmental approval.

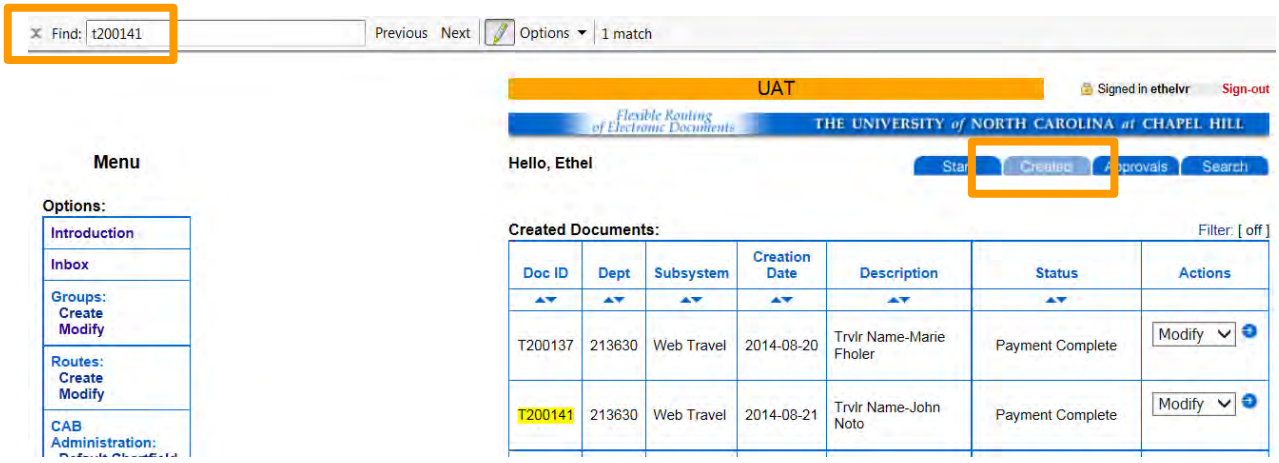
NOTE: If a route error is received, please contact the department's FRED Administrator or call 962-HELP.

RESULT: The document status changes from "**Work in Progress**" to "**Submitted for Departmental Approval**".

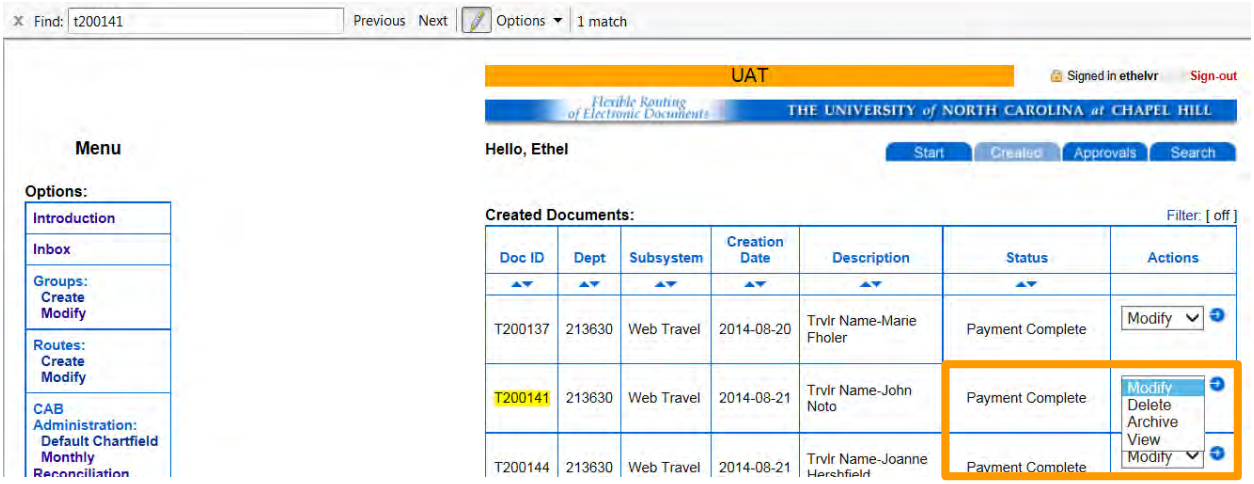
Checking the Status of a Web Travel Document

To check the status of a Web Travel document you will need to open the travel document.

1. Navigate to the main Web Travel page through the ConnectCarolina portal.
2. Page defaults to show the Web Travel Inbox
3. As document preparer, click the **Created** tab in the upper right (located under the banner).
4. Scroll through the page until you come to the appropriate document or utilize the window's Find feature (CTRL + F) to search the page by keywords such as Document ID number or traveler's name.

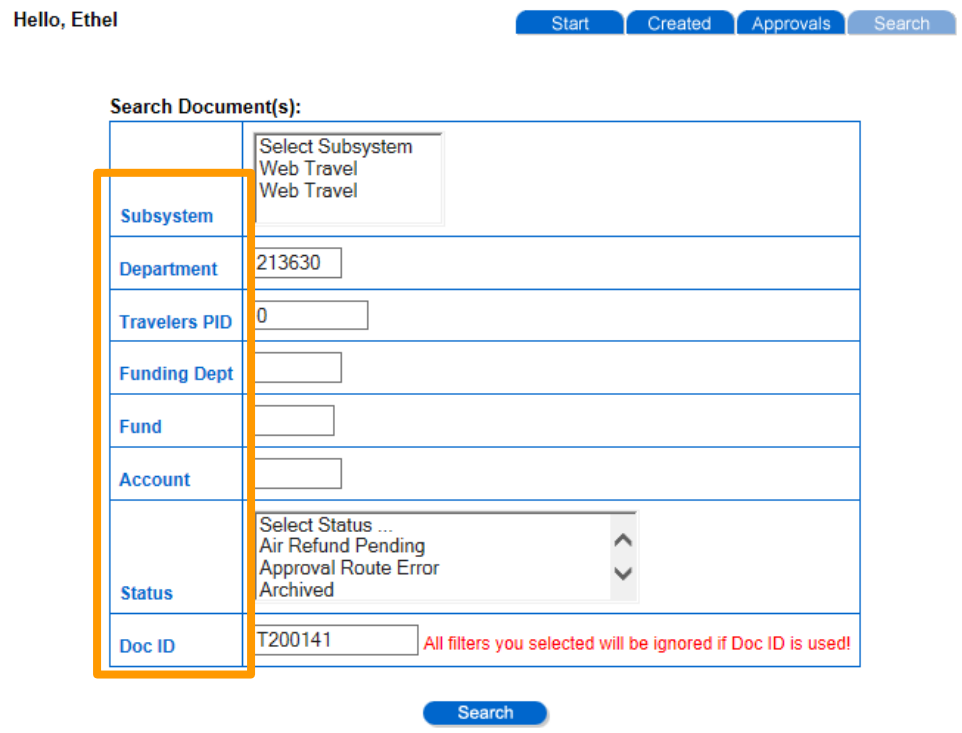


5. The document's status will be indicated in the **Status** column. To get additional details on the travel document, select **View** or **Modify** and then click the blue arrow.



NOTES:

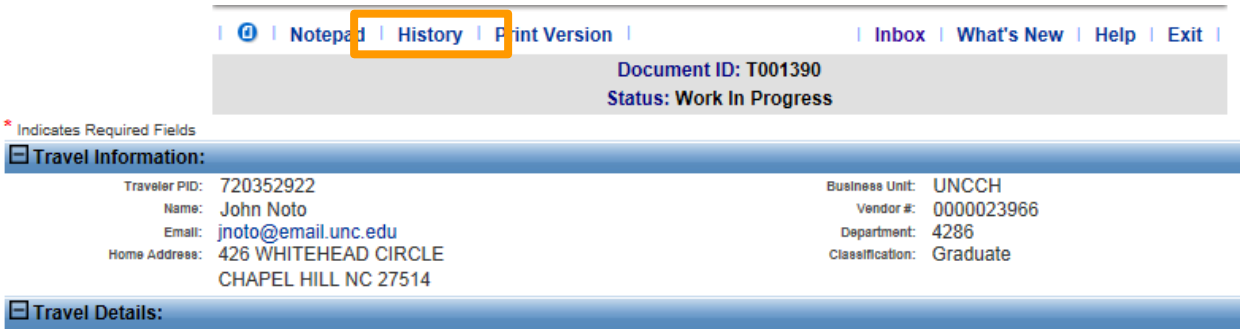
- Depending on the document status and user role/access, user may be able to select **Modify**, **Delete**, **Archive** or **View** from the **Action** dropdown menu.
- Alternatively, users can also use the **Search** tab to search for any Web Travel document using the T# or C# in the **Doc ID** field.
- The ability to modify a travel document may be limited when the T#/C# is accessed using the **Search** feature. To **Modify** a travel document, the T#/C# should be accessed from the preparer's **Created** tab.
- Users can also use the **Search** tab to search for travel documents using any or a combination of the following criteria: Subsystem, Department, Traveler's PID, Funding Dept, Fund, Account and Status.



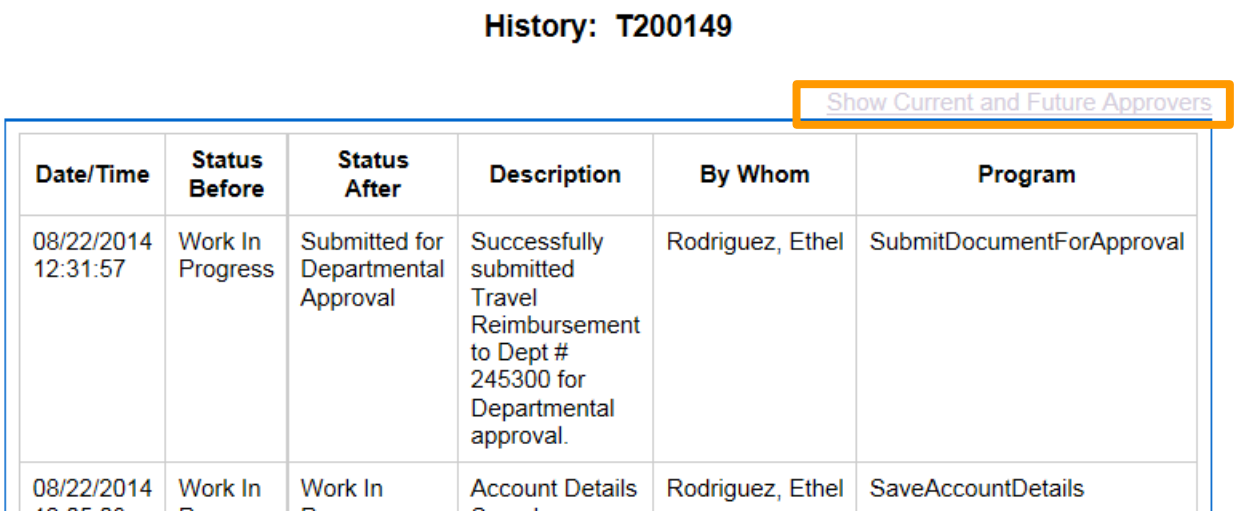
RESULT: The system displays the search results.

Checking the History of a Web Travel Document

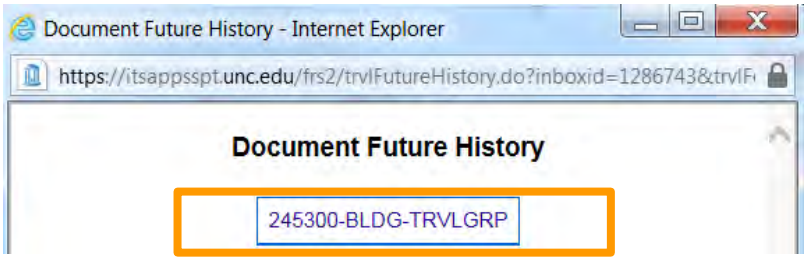
1. To check the history of the document, click the **History** link located at the top portion of the page.



RESULT: The system displays a pop-up box showing the history of the document.



2. If the document has been submitted and is still pending approvals, click the **Show Current and Future Approvers** link inside the **History** pop up window to view the next FRED approval group. Clicking on the group will open up another window with the group's approvers.



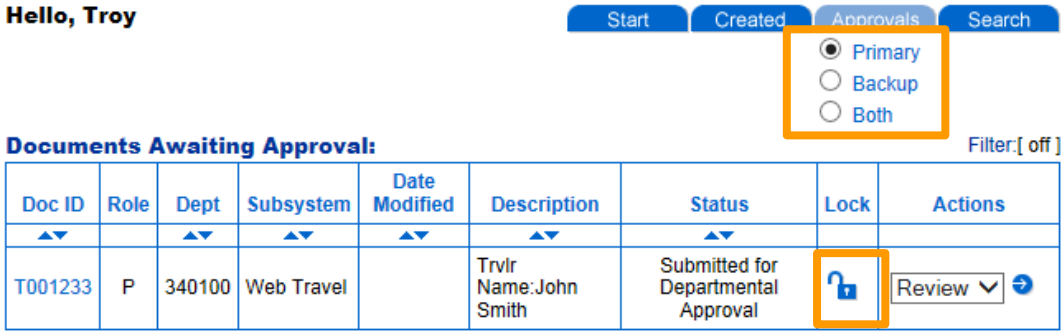
Approving/Rejecting a Web Travel Document

As an approver, documents requiring your approval will show up under the **Approvals** tab in your Inbox. The two types of approvers are Primary and Backup. The type is determined by the FRED Administrator and can be changed with departmental permission. Either one may approve a document at any time. Once a document is approved, it moves out of both the Primary and Backup Approver's Inbox to the next approval group on the route.

A notification email is generated to the Primary approver when a document is placed in their Inbox. The setting to receive email notifications is maintained by the department's FRED Administrator.

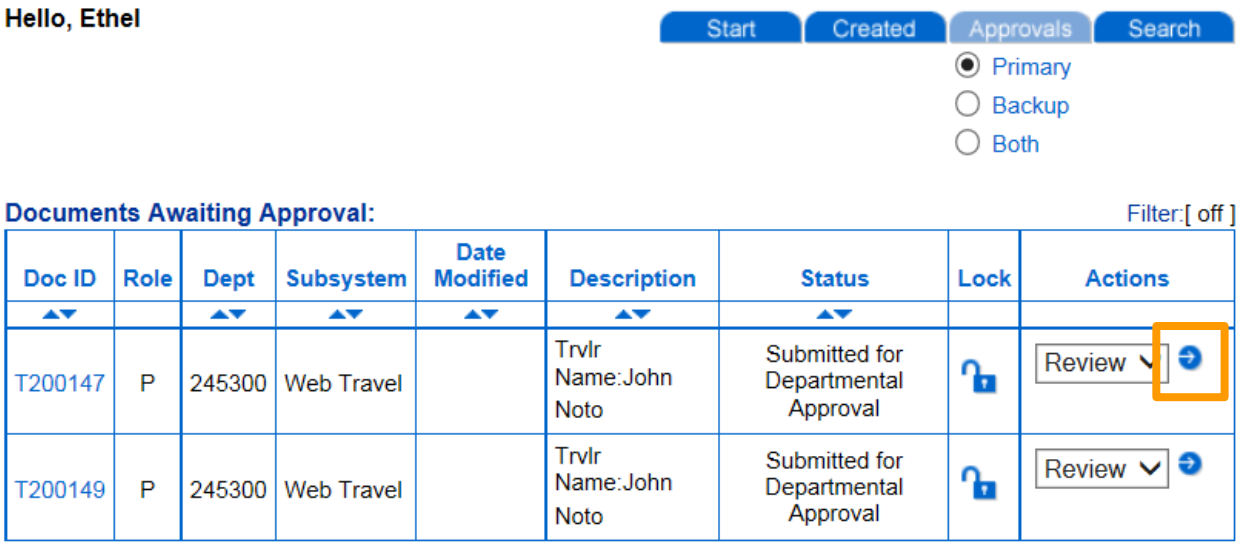
1. See the Signing In section for instructions on how to access the **Approvals** tab.
2. On the **Approvals** page select the appropriate radio button:
   - **Primary** – To see only documents for which you are listed as a Primary approver;
   - **Backup** – To see only documents for which you are listed as a Backup approver;
   - **Both** – To see all documents for which you are listed as an approver.

RESULT: The system displays the Documents Awaiting Approval page.



NOTE: The **Lock** function allows an approver to halt the document where it currently sits in their Inbox. For example, a user might lock the document to wait for additional supporting documents, clarifications, etc. By locking the travel document, it prevents other approval group members from approving the document until is unlocked.

3. Select a travel document to review and click the blue arrow to the right of that document detail line.

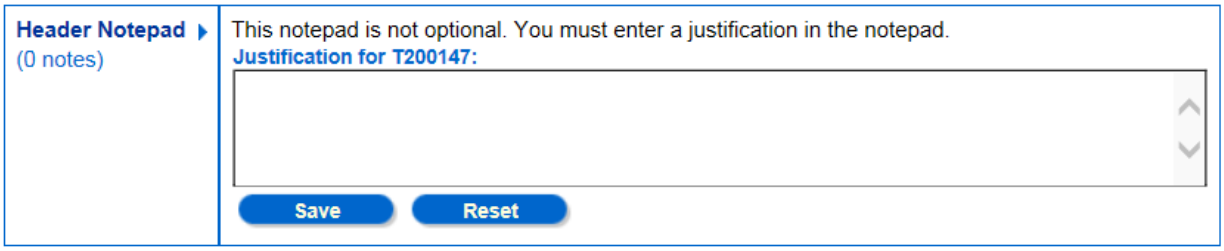


4. Click on **View Images** to verify that all required supporting documents have been properly uploaded.

5. Verify the travel document details and click on the appropriate **Approve or Reject** button.

NOTES:

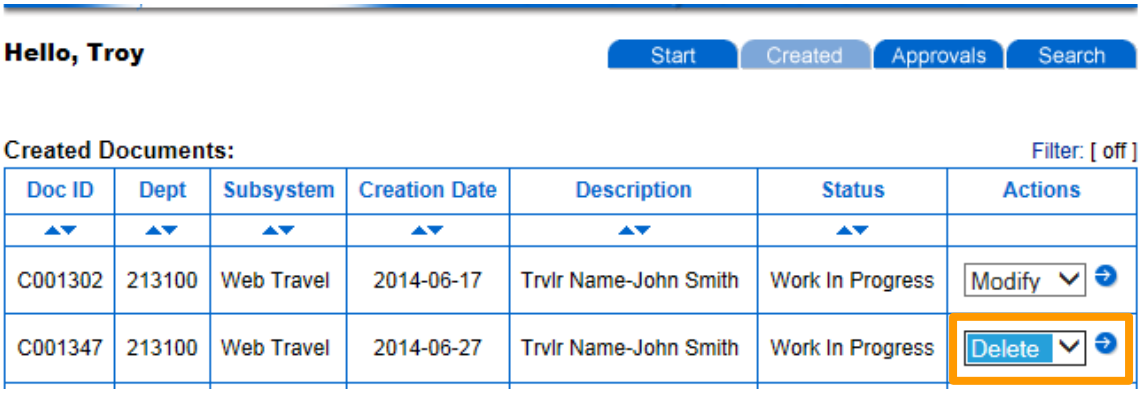
- A **Notepad** memo justification is required for all **Reject** actions. To reject the document, click the **Reject** button. The system opens up the **Notepad** window allowing user to document the justification for the rejection. Click **Save** to accept **Notepad** memo and reject the document back to the preparer.
- A rejected travel document is removed from the approver's Inbox and a notification email is sent to the preparer.
- Preparers can view the reason(s) for rejection in the Notepad.
- After necessary changes are made to the travel document, preparers must click on the "Submit for Approval" button to route the document again thru the required approvals.



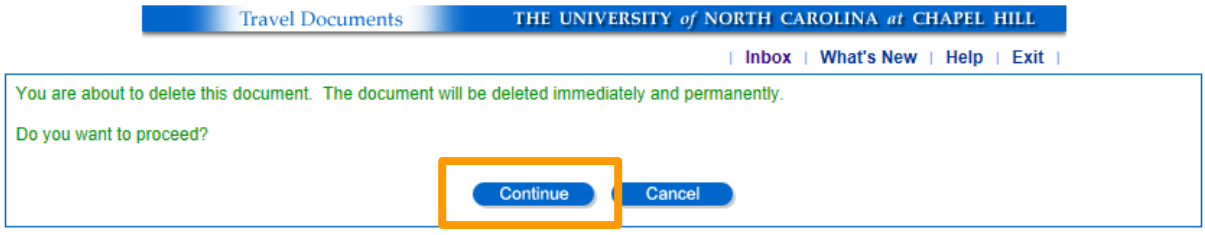
Deleting a Web Travel Document

The **Delete** action removes the travel document from the Web Travel system immediately and permanently. Web Travel document deletions are irreversible. Therefore, as a sound business policy, it is strongly recommended that only "Work in Progress" documents should be deleted.

1. To delete a document, under the **Created** tab, select **Delete** from the **Actions** drop down menu and click the blue arrow to the right of that document detail line.



2. Click the **Continue** button to confirm the delete.



RESULT: The system deletes the document.

Archiving a Web Travel Document

The **Archive** action removes the document from the **Created** inbox, but retains the document in the FRED system, and allows the document and its attachments to be retrieved using the **Search** function.

Only **Authorization** and **Reimbursement** documents with a status of "Payment Complete" can be archived. **Airfare** documents can be archived when in "CABS Payment Complete", "Cancelled with DC Payment" and "Ready for Travel Agent" status **AND** 6 months after the trip date.

1. To archive a document, under the **Created** tab, select **Archive** from the **Actions** drop down menu and click the blue arrow to the right of that document detail line.

2. Click the **Continue** button to confirm the **Archive** action.

RESULT: The system removes the travel document from the preparer's Created Inbox and archives the document.

NOTES:

- An **Authorization** with a travel advance will have a "Payment Complete" status after it is approved by Travel Services.
- Due caution must be exercised when archiving travel advance **Authorization** documents.
- Do not archive a **Authorization** with an outstanding advance balance until it has been reconciled and settled by the corresponding **Reimbursement**.

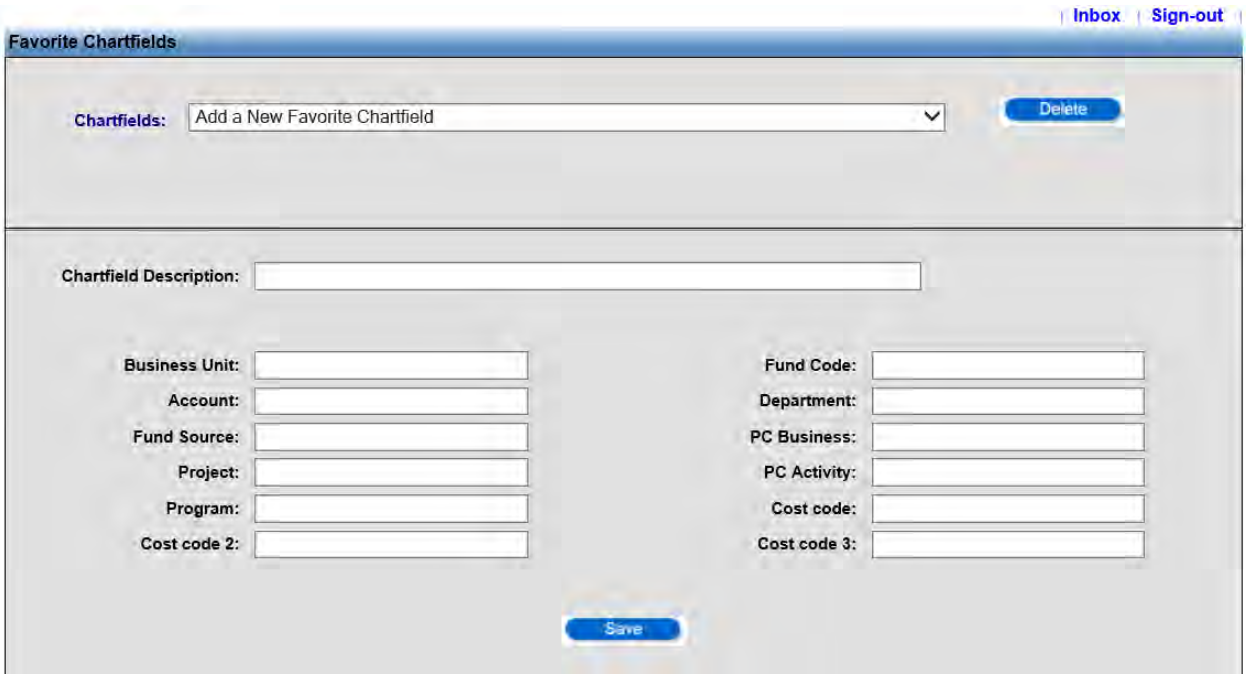
- If a travel document is inadvertently **Archived**, please call Travel Services for assistance.

Creating Favorite Chartfield String(s)

To save time in entering Chartfield strings, users can utilize the **Favorite Chartfields** feature to create and save often used Chartifeld strings into favorites.

1. Under the **Menu > Options** on the left, click **Favorite Chartfields**.

RESULT: The system opens the **Favorite Chartfields** page.



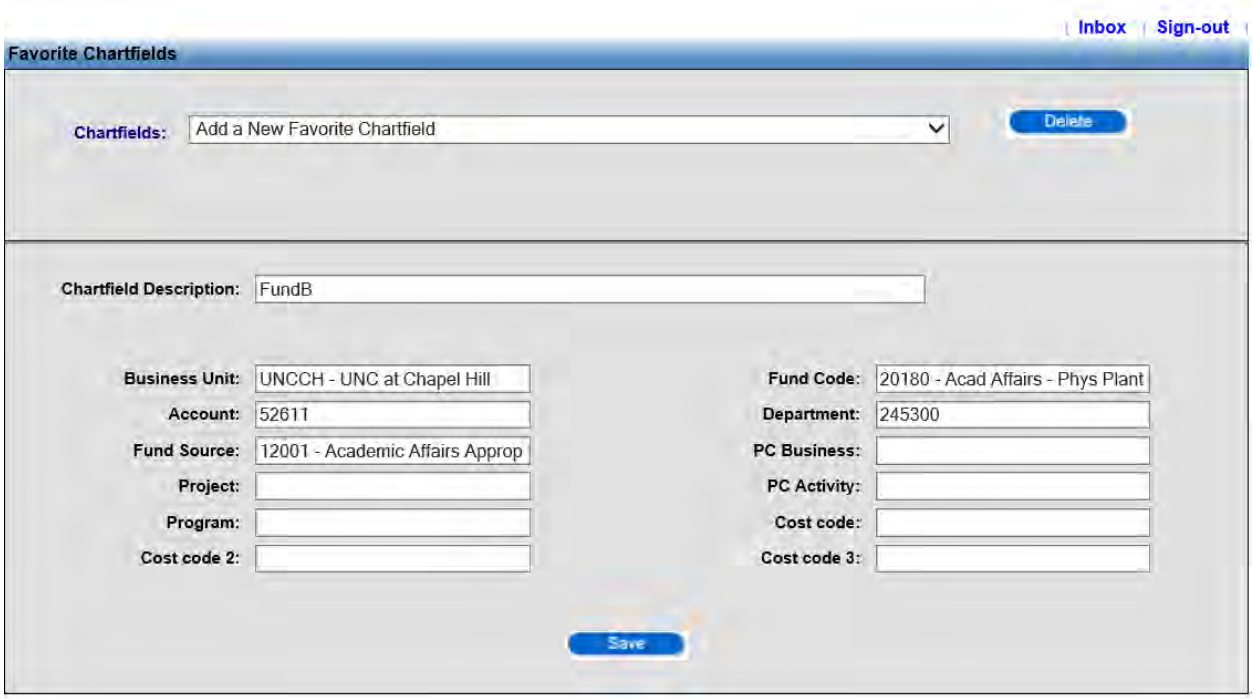
2. With the **Chartfields** dropdown at **Add a New Favorite Chartfield** option;
3. Enter a unique **Chartfield Description** that describes the Chartfield string.
4. To create a **Favorite Chartfield** using non-Contracts & Grants funding, enter the following fields:
    a. **Business Unit**
    b. **Fund Code**
    c. **Account (OPTIONAL)**
    d. **Department**
    e. **Fund Source**

5. To create a **Favorite Chartfield** using Contracts & Grants funding, the following fields must also be specified:

    a. **PC Business Unit**
    b. **Project ID**
    c. **PC Activity ID**

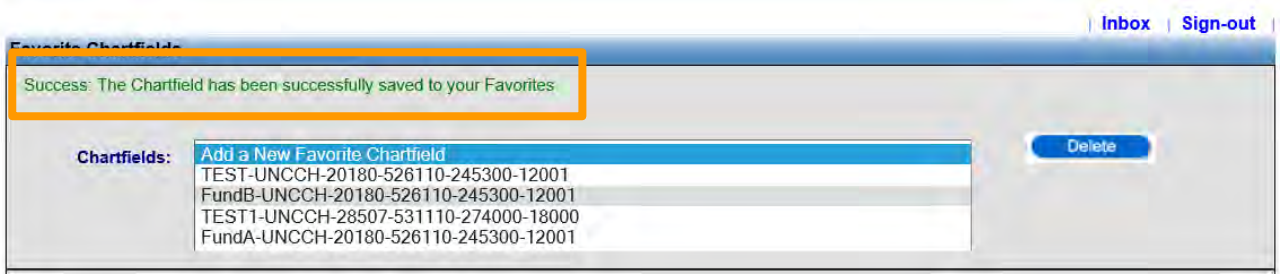
6. Specify optional fields, such as:

    a. **Program**
    b. **Cost Code**
    c. **Cost Code 2**
    d. **Cost Code 3**



7. Click the **Save** button.

RESULT: The system saves the Chartfield string and is now available for use in your **Favorites** in the Chartfield pop up window.



NOTES:

- Do not use hyphens (-) in the **Chartfield Description** field. Using hyphens (-) will generate an error message.
- The same saved **Favorites** can be used for both Web Travel and PCard systems.
- The Account field is optional and can be left blank.
- Accounts used when creating **Favorites** will be overwritten depending on the expense requested when the **Favorite Chartfield** is used.
- Chartfield strings are not validated when saved as a Favorite. They will be validated when used.

Modifying / Deleting a Favorite Chartfield String(s)

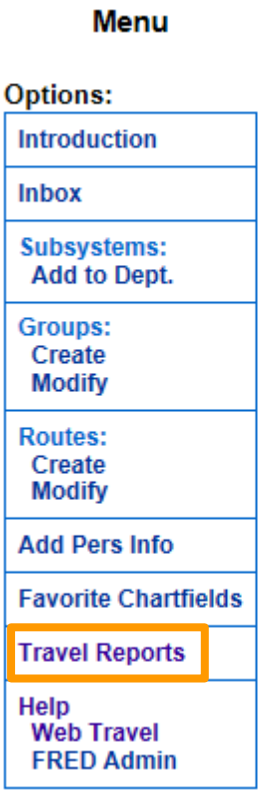
Saved **Favorite Chartfields** can be modified/deleted as needed.

1. Under the **Menu > Options** on the left, click **Favorite Chartfields**.
2. Select the appropriate saved Chartfield string from the **Chartfields** drop down menu.
3. To modify, make the necessary changes in the bottom section and click **Save** or **Delete** to remove the Chartfield string from your **Favorites**.

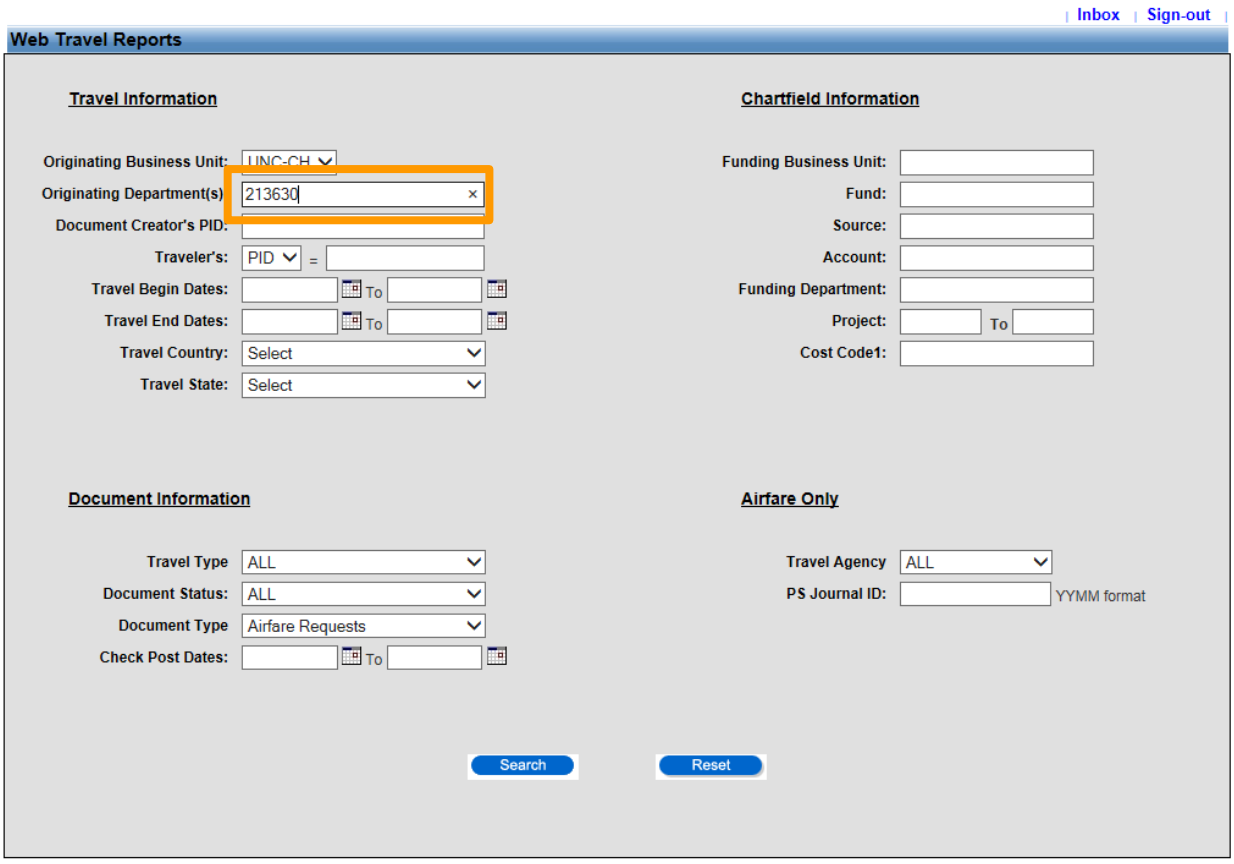
Using the Travel Reports Tab

Use the Travel Reports option to generate reports for Travel Authorizations, Reimbursements and Airfare.

1. Under the **Menu > Options** on the left, click **Travel Reports**.



2. Enter the 6-digit department number(s) in the **Originating Department(s)** field. The **Originating Department** field is required for any search.



NOTES:

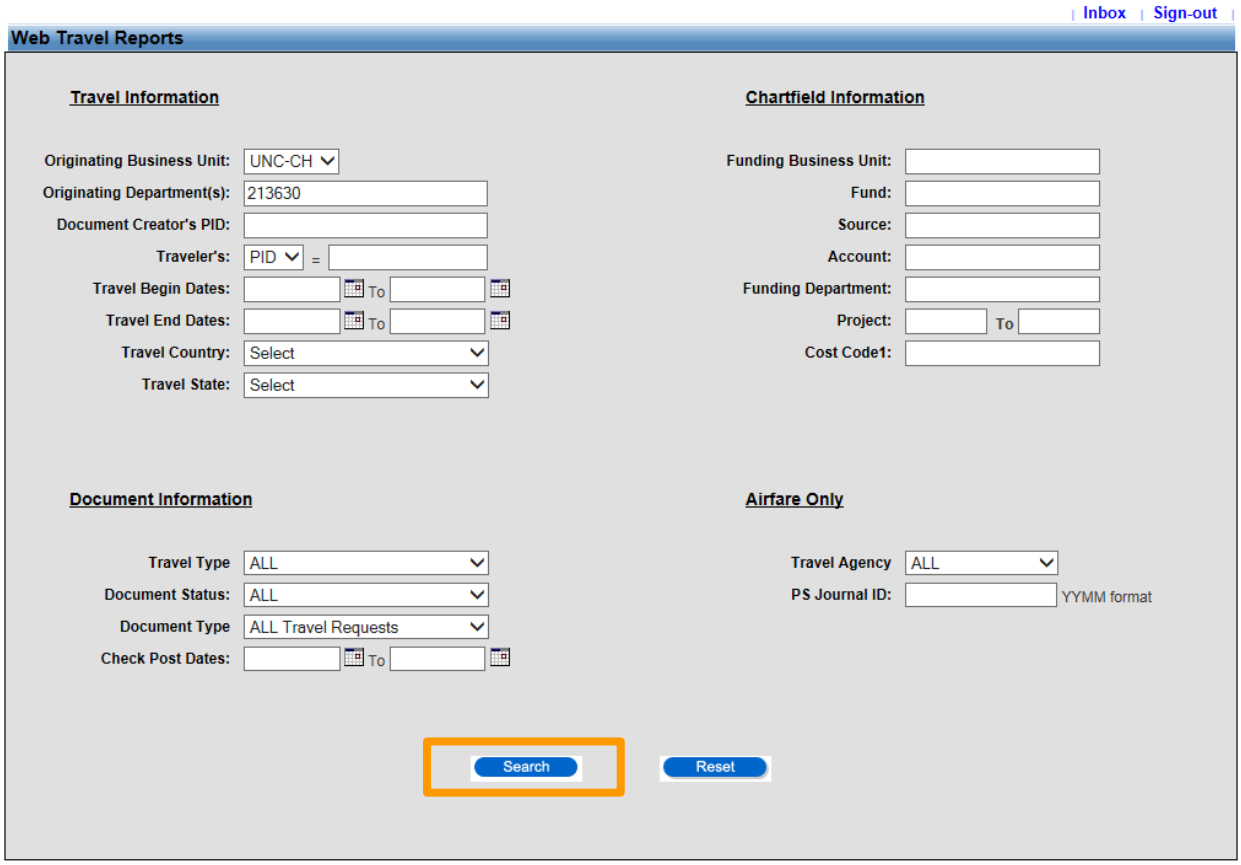
- A multiple department search can be conducted by separating Department numbers by a comma (,) in the **Originating Department(s)** field.
- The **Originating Business Unit** and **Originating Department** are determined by the document preparer's business unit and department number.
- The **Funding Business Unit** and **Funding Department** are determined by the business unit and department number used in the Chartfield string in the Accounts section.
- The Originating and Funding Department may or may not be the same as the traveler's department.

3. Enter the appropriate search criteria. This can include a combination of the Travel, Document and Chartfield Information sections. You can also use the Airfare Only section when searching for Airfare Documents.

NOTE:

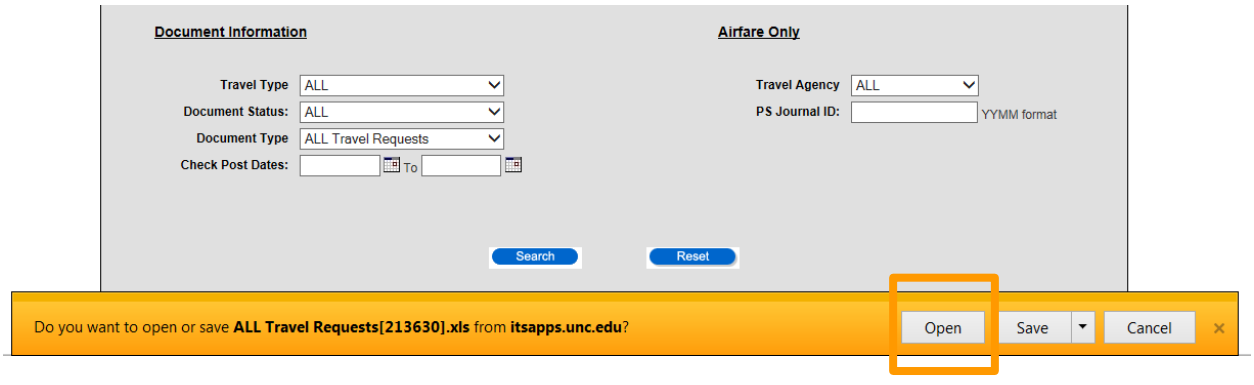
- Reports can be as general or as limited based on the search criteria selected in the following sections:
  - Travel Information
    - Originating Business Unit – UNCCH, UNCGA
    - Originating Department(s) – **Mandatory**
    - Document Creator's PID
    - Traveler's PID/VID
    - Travel Begin Dates – search by one date or complete both fields to search using a range
    - Travel End Dates – search by one date or complete both fields to search using a range
    - Travel Country
    - Travel State
  - Document Information
    - Travel Type – In State, Out of State, Out of Country
    - Document Status – such as Payment Complete, Voucher Error, etc.
    - Document Type – such as ALL Travel Requests, ALL Authorizations, ALL Reimbursements, etc.
    - Check Post Dates - search by one date or complete both fields to search using a range
  - Chartfield Information
    - Funding Business Unit
    - Fund
    - Source
    - Account
    - Funding Department
    - Project
    - Cost Code 1
  - Airfare Only
    - Travel Agency
    - PS Journal ID (in YYMM format)

4. Click **Search** button.



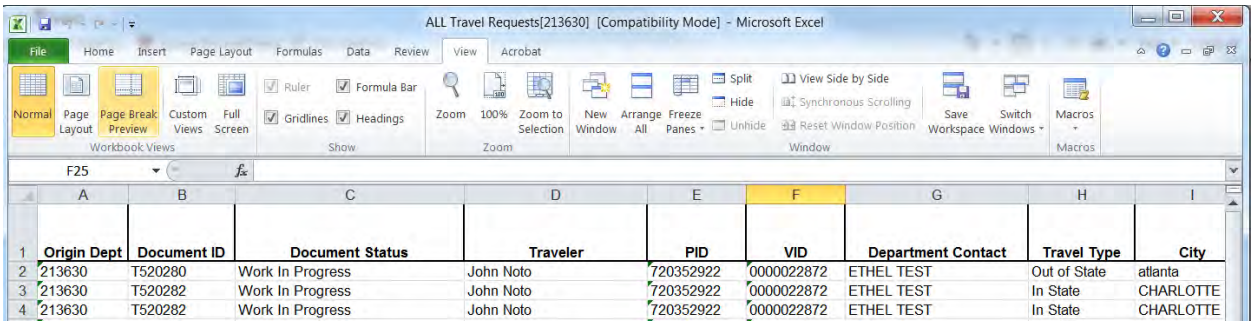
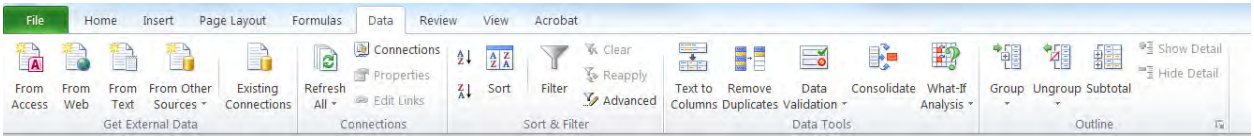
RESULT: The system generates a pop-up message.

5. For Internet Explorer:
   - Click the **Open** button at the bottom of the screen to display the results in Excel.



NOTE: Internet Explorer is the supported browser. It is recommended that you use Internet Explorer for reliable results.

RESULT: The system displays all transactions that meet the search criteria in an Excel file.



NOTE: Results can be further refined, by using Excel's Data functions.