

# New Feature for Line Item Reporting: Expense Report / Travel Statement Available for Travel and Miscellaneous Reimbursement Documents (Document Type YT)

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## Overview:

As of late August, 2011, an expense report / travel statement is available directly from your SAP line item reports for all travel and miscellaneous reimbursement documents (Document Type YT). The report / statement provides details of the expense reimbursement per information that was submitted on the original expense reimbursement form, and is viewable directly from the line item report without needing to drill-down into the YT document. This new feature is available for all line item reports, such as the Cost Center: Display Actual Line Item (Transaction Code KSB1) report, as well as the Project / WBS: Display Actual Line Item Transaction Code CJI3) report.

The expense report / travel statement document is available only for travel and miscellaneous reimbursements processed by the Employee Travel and Reimbursement department as a Document Type YT (payments to employees or students on the Duke payroll). The report / statement is NOT available for any other type of document processed by Employee Travel and Reimbursement. Therefore, this new feature does not pertain to Document Type YU (payments for employees or students on the Payroll that do not fit into one of the expense types on the reimbursement form, or payments for students not on the Payroll) and Document Type ZK (Experimental Subject payments).

The ability to display this expense report / travel statement for travel or miscellaneous reimbursement documents is **retroactive** for all Document Type YTs processed since Fiscal Year 2003.

This enhancement allows you to view the expense report / travel statement in a PDF format and print a copy, if needed. You will have more details about the reimbursement, such as the amount charged for each expense type (airfare, meals, mileage rates and miles, etc.)

The steps outlined in this guide cover how to select and highlight a line on the line item report, and use the  **Display Travel Doc** button to display and understand the expense report / travel statement, as well as some basic functions once in the PDF file.

# To View the Expense Report / Travel Statement Document from a Line Item Report

From a line item report (such as the Cost Center: Display Actual Line Items or the Project / WBS: Display Actual Line Items):

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Layout /DUKE Transaction Detail  
Cost Center 1573070 SAP-ADM SYS MGMT GRP  
COarea currency USD US Dollar

| P... | Doc. Date  | Per | Year | Cost Center | Cost Elem. | Cost element name   | ΣVal(COArC... | Name   | RefDocNo    | DocT. |
|------|------------|-----|------|-------------|------------|---------------------|---------------|--|-------------|-------|
| 2    | 02/28/2011 | 8   | 2011 | 1573070     | 646000     | OFFICE SUPPLIES ... | 9.72          | CAT XER3R2047.QTY 3.000000.UOM RM.PPR,CPY,20#,92B, | 100131413   | YD    |
| 3    | 02/28/2011 | 8   | 2011 | 1573070     | 646000     | OFFICE SUPPLIES ... | 29.04         | CAT SAN60025.QTY 24.000000.UOM EA.PEN,UNIBALL,DLX, | 100131413   |       |
| 1    | 03/04/2011 | 9   | 2011 | 1573070     | 646000     | OFFICE SUPPLIES ... | 129.60        | CAT XER3R2047.QTY 40.000000.UOM RM.PPR,CPY,20#,92B | 100134592   |       |
| 2    | 03/04/2011 | 9   | 2011 | 1573070     | 646000     | OFFICE SUPPLIES ... | 7.60          | CAT ITA30004.QTY 20.000000.UOM EA.HIGHLIGHTER,DESK | 100134592   |       |
| 3    | 03/04/2011 | 9   | 2011 | 1573070     | 646000     | OFFICE SUPPLIES ... | 3.08          | CAT SAN64326.QTY 2.000000.UOM DZ.HILITER,BROAD,YW  | 100134592   |       |
| 4    | 03/04/2011 | 9   | 2011 | 1573070     | 646000     | OFFICE SUPPLIES ... | 18.48         | CAT SAN64327.QTY 12.000000.UOM DZ.HILITER,BROAD,PK | 100134592   |       |
| 5    | 03/04/2011 | 9   | 2011 | 1573070     | 646000     | OFFICE SUPPLIES ... | 10.56         | CAT MMMR330YW.QTY 1.000000.UOM DZ.PAD,POSTIT,PU,3X | 100134592   |       |
| 1    | 10/11/2010 | 4   | 2011 | 1573070     | 698600     | TRAV&LIVING EXP-... | 22.78         | *Trip from 09/21/10 To 09/24/10 to Cincinnati      | 80005552... | YT    |
| 1    | 10/22/2010 | 4   | 2011 | 1573070     | 698600     | TRAV&LIVING EXP-... | 16.00         | *Trip from 09/21/10 To 09/23/10 to ERLANGER KY     | 80005584... |       |
| 1    | 10/22/2010 | 4   | 2011 | 1573070     | 698600     | TRAV&LIVING EXP-... | 50.10         | *Trip from 09/27/10 To 09/29/10 to WASHINGTON D    | 80005585... |       |
| 1    | 06/21/2011 | 12  | 2011 | 1573070     | 698600     | TRAV&LIVING EXP-... | 596.05        | *Trip from 05/15/11 To 05/19/11 to ORLANDO FL      | 80006102... |       |
| 1    | 06/23/2011 | 12  | 2011 | 1573070     | 698600     | TRAV&LIVING EXP-... | 376.63        | *Trip from 06/16/11 To 06/20/11 to BOSTON MA       | 80006120... |       |
| 1    | 06/23/2011 | 12  | 2011 | 1573070     | 698600     | TRAV&LIVING EXP-... | 71.40         | *Trip from 05/11/11 To 05/11/11 to HENDERSON       | 80006117... |       |
| 1    | 06/25/2010 | 1   | 2011 | 1573070     | 687600     | M&R-COMPUTER S...   | 441,365.00-   | Accrue FY 2010 SAP Software Maintenance            | 100012647   | ZB    |
| 1    | 06/30/2011 | 1   | 2012 | 1573070     | 687600     | M&R-COMPUTER S...   | 468,056.48-   | Accrue SAP 2011 Software Maintenance Cost          | 100011819   |       |
| 1    | 06/30/2011 | 12  | 2011 | 1573070     | 687600     | M&R-COMPUTER S...   | 468,056.48    | Accrue SAP 2011 Software Maintenance Cost          | 100204002   |       |
| 45   | 07/20/2010 | 1   | 2011 | 1573070     | 600000     | ADMINISTRATIVE E... | 184,982.10    | Monthly Pay Period 07/01/2010 - 07/31/2010         | 69541       | ZH    |
| 445  | 07/30/2011 | 1   | 2012 | 1573070     | 600000     | ADMINISTRATIVE E... | 107,416.67    | Monthly Pay Period 07/01/2011 - 07/31/2011         | 77455       |       |

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- On the line item report, click anywhere on a line item for a Document Type YT to select and highlight that row.
- Once a line is selected and highlighted, click on the **Display Travel Doc** button located on the Tool Bar at the top of the screen.
- Use the screen example on the next page and the following steps to review the Expense Report / Travel Statement which is displayed in a PDF format.

# Expense Report / Travel Statement (cont.)

On the Expense Report/Travel Expense Statement (PDF file):

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Duke University &  
Duke University  
Health System

  
\*1100183779\*

JOSEPH SMITH  
12345  
MEDICAL CENTER  
EXEMPT  
SENIOR MANAGER

Employee Travel & Reimbursement  
Office: (919) 681-0208  
Fax: (919) 681-9062  
E-mail: EmployeeTravel@duke.edu

Date: Aug 18, 2011  
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**Expense Report/Travel Expense Statement (Trial Printout)**  
of JOSEPH SMITH for Trip 1100183779 from Jul 11, 2010 to Jul 17, 2010  
Destination/Purpose: Philadelphia

| Settlement Results and Cost Assignment |              |
|--|--------------|
| Amount Type                            | Amount (USD) |
| Travel Flat Rates                      | 16.00        |
| Sum of Receipts to be Reimbursed       | 449.90       |
| Reimbursement Amount                   | 465.90       |

465.90 USD of 465.90 USD assigned to:

|               |            |                 |
|---------------|------------|-----------------|
| Company Code: | 0010       | Duke University |
| Cost Center:  | 1573070    | ADMIN SYS       |
| Funds Center: | 6860501234 | FINANCIAL SVCS  |
| Fund:         | 1573070    |                 |

| Travel Flat Rate         |           |                  |                               |
|--------------------------|-----------|------------------|-------------------------------|
| Date                     | km/<br>mi | Flat Rate        | Reimbursement Amount<br>(USD) |
| 7/11/10                  | 32        | Personal Vehicle | 16.00                         |
| Sum of Travel Flat Rates |           |                  | 16.00                         |

Reimbursement Amount: 16.00 USD

| Receipts |     |                           |                 |
|----------|-----|---------------------------|-----------------|
| Date     | No. | Expense Type              | Amount<br>(USD) |
| 7/11/10  | 001 | Air Fare                  | 120.00          |
| 7/11/10  | 002 | Lunch                     | 8.46            |
| 7/11/10  | 003 | Dinner                    | 4.59            |
| 7/11/10  | 004 | Taxi/Shuttle/Other Transp | 34.20           |
| 7/12/10  | 005 | Breakfast                 | 4.97            |

Duke University &  
Duke University  
Health System

JOSEPH SMITH  
Report/Trip: 1100183779  
Personnel number: 12345

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|                 |     |                           |        |
|-----------------|-----|---------------------------|--------|
| 7/12/10         | 006 | Dinner                    | 14.02  |
| 7/13/10         | 007 | Breakfast                 | 5.35   |
| 7/13/10         | 008 | Lunch                     | 7.11   |
| 7/13/10         | 009 | Dinner                    | 12.95  |
| 7/14/10         | 010 | Breakfast                 | 16.53  |
| 7/14/10         | 011 | Lunch                     | 10.66  |
| 7/14/10         | 012 | Dinner                    | 39.98  |
| 7/15/10         | 013 | Breakfast                 | 16.53  |
| 7/15/10         | 014 | Lunch                     | 13.79  |
| 7/15/10         | 015 | Dinner                    | 55.56  |
| 7/16/10         | 016 | Breakfast                 | 14.80  |
| 7/16/10         | 017 | Dinner                    | 23.90  |
| 7/17/10         | 018 | Breakfast                 | 12.30  |
| 7/17/10         | 019 | Taxi/Shuttle/Other Transp | 34.20  |
| Sum of Receipts |     |                           | 449.90 |

Reimbursement Amount: 449.90 USD

## Expense Report / Travel Statement (cont.)

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4. Review the fields of information available on the Expense Report / Travel Statement populated from the original expense reimbursement form that was submitted, such as:
  - **Top section** = the employee name, Personnel number (Duke Unique ID), and other information to help identify the employee or student on Duke's payroll.
  - **Settlement Results and Cost Assignment** = the amount to be reimbursed and the accounting information to be charged (Cost center or WBS Element, associated BFR Code / Org. Unit, etc.)
  - **Travel Flat Rate** = the mileage reimbursement details if applicable.
  - **Receipts** = the receipt details by expense type for items like airfare, meals, etc.



5. Use the toolbar at the top of the file to print the file, size the display of the file, etc.
6. Exit the file when ready to return to the line item report.
7. Repeat these steps to view other Expense Report / Travel Statements for other travel and miscellaneous reimbursements (Document Type YT) from the line item report as desired.