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

#### **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.

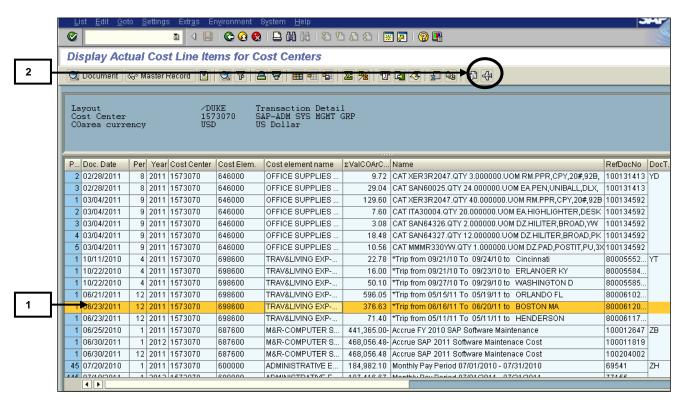
This enhancement allows you to view the expense report / travel statement in a PDF format and print a copy, if needed. You will have more details about the reimbursement, such as the amount charged for each expense type (airfare, meals, mileage rates and miles, etc.)

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.

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# 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):

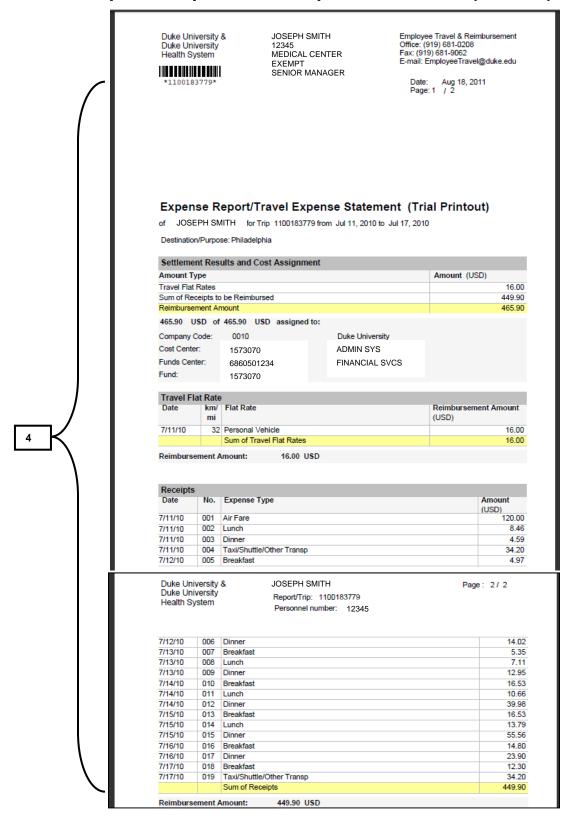


- 1. On the line item report, click anywhere on a line item for a Document Type YT to select and highlight that row.
- 2. Once a line is selected and highlighted, click on the button located on the Tool Bar at the top of the screen.
- 3. Use the screen example on the next page and the following steps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

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## **Expense Report / Travel Statement (cont.)**

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



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### **Expense Report / Travel Statement (cont.)**

- 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.

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