

RAPS Travel

How to Create a Travel Reimbursement

How to start and modify a trip PO to pay for your travel expenses.

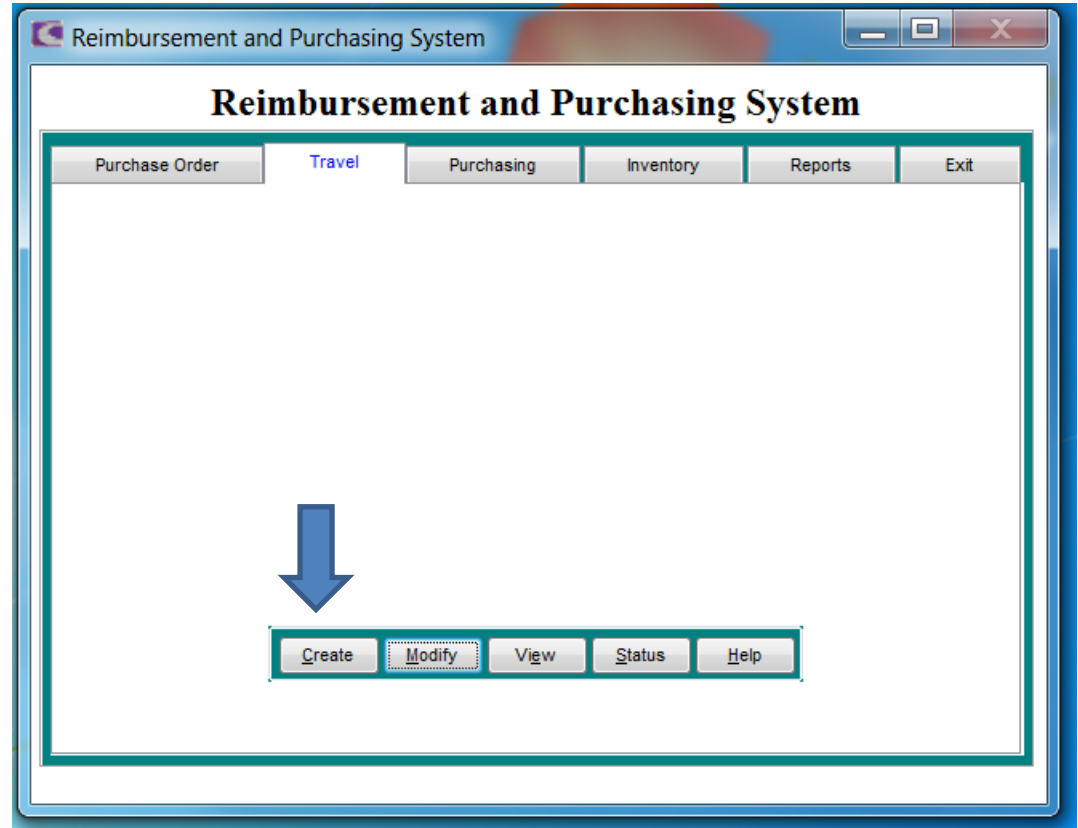
For Administrative Rules and Operating Procedures regarding reimbursement of travel expenses please refer to AR 050.001.000 under Policies, 50:Fiscal Management on the college web page.*

*www.cgcc.edu/sites/cgcc.us/files/policies/AR%20050.001.000%20Travel%20and%20Transportation%20022112.pdf

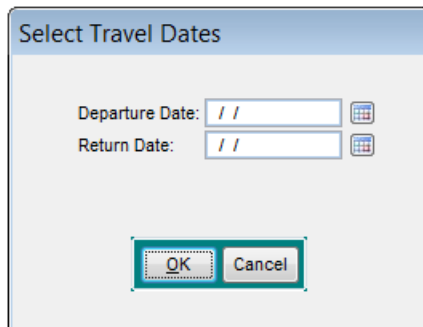
RAPS Travel Tab

First of all, you must be set up as a Traveler in RAPS. Please contact Sid Spaulding by email. This allows you to request payment for expenses incurred during travel.


1. On the Travel tab, click Create.

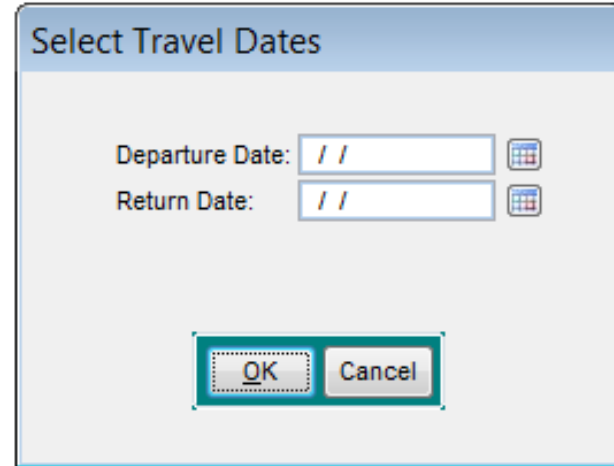


2. The Select Travel Dates screen will appear.





Selecting the date(s) of your trip.

3. If you know the departure and return date(s), type them in. If you are not sure of the dates, select  to display a calendar. Click on the appropriate date(s).




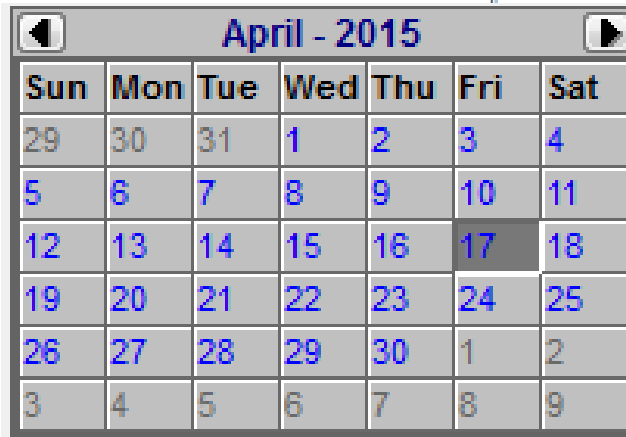
Select Travel Dates

Departure Date: / / 

Return Date: / / 

OK Cancel

4. If you need to see a different month, click the arrow  buttons to move forwards or backwards.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

5. Once the dates have been chosen , click **OK**. The Trip Information tab is opened by default.

The Trip Information Tab

The place to enter or change the Who, When, Why, Where, and Funding for the trip.

The Trip Information Tab is where all the descriptive data regarding the travel request and account distribution are entered. Enter as much information as you will need to answer any questions from the auditor. Because ultimately, it is your responsibility.








The screenshot displays the 'Reimbursement and Purchasing System' window. At the top, it shows 'Trip Number: 11324', 'Travel Request #: 13238', 'Type: REIMBURSEMENT', and 'Date: 04/20/2015'. The 'Trip Information' tab is active, showing fields for 'Traveler' (VIEMEISTER, SARAJANE L.), 'Dates' (Departure: 03/30/2015, Return: 04/01/2015), and a 'Trip Summary' table with all categories at \$0.00. The 'Purpose' field contains 'To attend quarterly OASFAA conference'. The 'Destinations' table lists 'NEWPORT', 'OR', and 'USA'. The 'Travel Request' section shows a 'Reimbursement Total' of \$0.00 and an 'Amount To Allocate' of \$0.00. At the bottom, there is a table for account distribution and a row of buttons: Save, Send, Cancel, Delete, and Close.

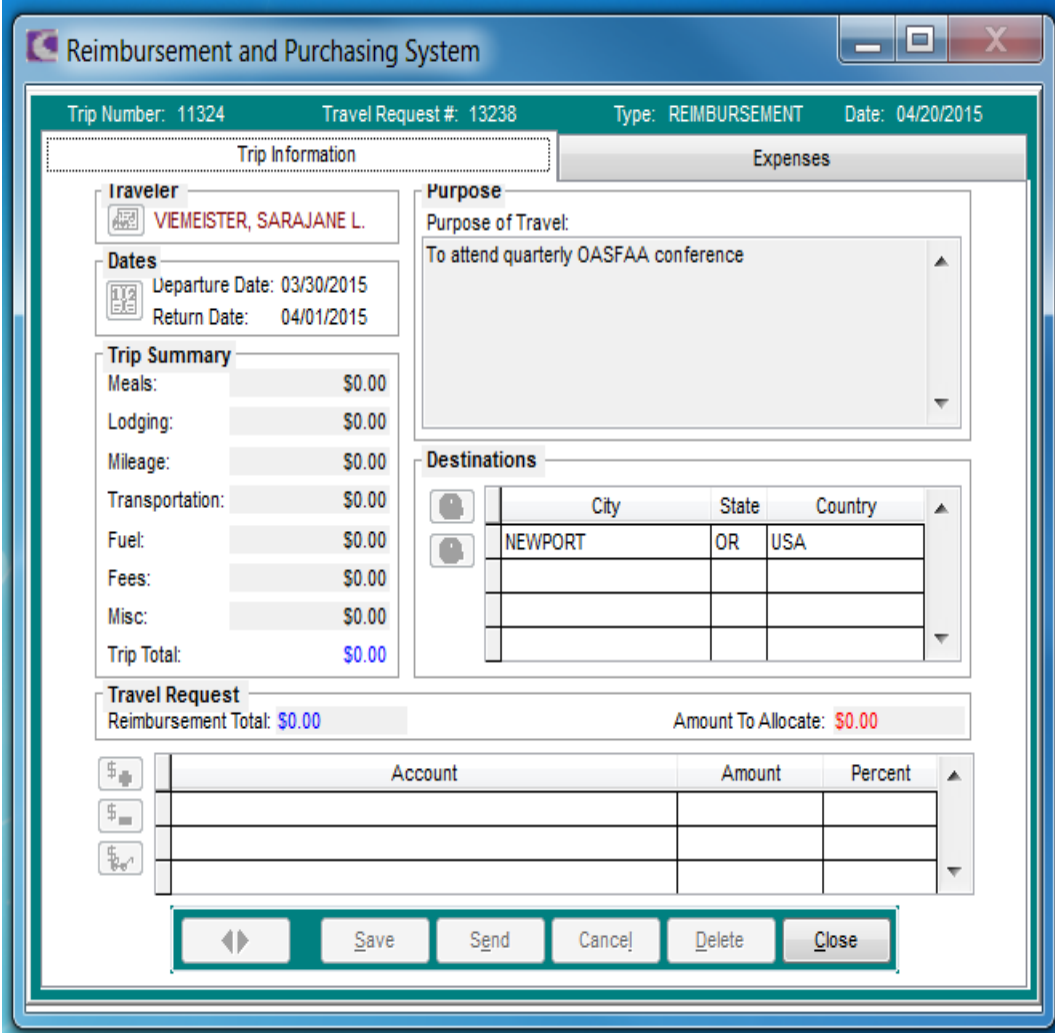
Meals:	\$0.00
Lodging:	\$0.00
Mileage:	\$0.00
Transportation:	\$0.00
Fuel:	\$0.00
Fees:	\$0.00
Misc:	\$0.00
Trip Total:	\$0.00

City	State	Country
NEWPORT	OR	USA

Account	Amount	Percent

Some of the fields on this page have defaults.
 However, you can change the entries to reflect other information.

- Traveler** – Name of traveler 
- Dates** – Dates of travel 
- Event/Purpose** – Purpose of travel
- Trip Total** – Costs of travel
- Destinations** – Travel destinations
-  Add a new travel destination
-  Remove a travel destination
- Travel Request** – Totals for travel request
and amount to allocate
- Accounts** – Account(s) where trip should
be allocated
- Amount** – Amount of allocated account
- Percent** – Percentage of allocated account
-  Add an account
-  Remove an account
-  View account information



Reimbursement and Purchasing System

Trip Number: 11324 Travel Request #: 13238 Type: REIMBURSEMENT Date: 04/20/2015

Trip Information Expenses

Traveler
 VIEMEISTER, SARAJANE L.

Dates
 Departure Date: 03/30/2015
 Return Date: 04/01/2015

Trip Summary

Meals:	\$0.00
Lodging:	\$0.00
Mileage:	\$0.00
Transportation:	\$0.00
Fuel:	\$0.00
Fees:	\$0.00
Misc:	\$0.00
Trip Total:	\$0.00

Purpose
 Purpose of Travel:
 To attend quarterly OASFAA conference

Destinations

City	State	Country
NEWPORT	OR	USA

Travel Request
 Reimbursement Total: \$0.00 Amount To Allocate: \$0.00

Account	Amount	Percent

Save Send Cancel Delete Close

The Expenses Tab

Breaking down what it cost to go there and come back

The Expenses tab is where all the descriptive data regarding Meals, Lodging, Mileage, Transportation, Fuel, Fees, and Miscellaneous expenses for the travel request are entered.

On the Expenses tab, select **Reimbursement**.

Select the appropriate expense button above,
then enter the required data on the right.

Meals – Meal expenses (not paid on one day trip)

Lodging – Lodging expenses (ie. Room rate, tax & parking)

Mileage – Mileage log or select destination

Transportation - Transportation (ie. airfare, train, rental car)

Fees – Registration fees, bag fees

Miscellaneous – Anything not fitting the above categories

Remember to ask for a receipt or print one out when paying for something online. This is **always** so much easier than having to write a “mea-culpa memo” after the trip.

The screenshot displays the 'Reimbursement and Purchasing System' interface. At the top, there is a header bar with the system name. Below it, a green bar contains 'Trip Number: 11324', 'Travel Request #:', and 'Type:'. A 'Trip Information' tab is selected, and an 'Expense' field is visible on the right. The main content area is divided into two sections: 'Expenses' and 'Options'. The 'Expenses' section has radio buttons for 'Meals' (selected), 'Lodging', 'Mileage', 'Transportation', 'Fuel', 'Fees', and 'Miscellaneous'. The 'Options' section contains buttons for 'Advance', 'Reimbursement', 'Save', and a double arrow button. A blue arrow points to the 'Reimbursement' button.

Meals

Generally, meals on local/same day travel are not reimbursable. Please see the college Administrative Rules for exceptions. For per diem rates of travel destinations go to <http://www.gsa.gov/portal/category/100120> for per diem rates look up.

When you need to be reimbursed for meals on a trip:

1. On the Expenses tab select the Meals option under Expenses.
2. Select the appropriate Vendor (usually the Traveler, unless paid for with a College Visa).
3. Select the appropriate meals on dates traveled and enter the per diem amount allowed per meal.
*Please note that the cost of alcoholic beverages is **NOT** reimbursable.*
4. Once your meals have been entered, click Save in the Options box.

*The Per Diem rate in Newport , OR is \$56.00 per day or broken down as:
Breakfast \$9.00
Lunch \$13.00
Dinner \$29.00
Incidental Expense \$5.00*

Reimbursement and Purchasing System

Trip Number: 11324 Travel Request #: 13238 Type: REIMBURSEMENT Date: 04/20/2015

Trip Information Expenses

Meals

Expenses

- Meals
- Lodging
- Mileage
- Transportation
- Fuel
- Fees
- Miscellaneous

Options

Advance

Reimbursement

Save

⏪ ⏩

Vendor Choices

Traveler VIEMEISTER, SARAJANE L.

Credit Card

Daily Meals

Date	Breakfast	Lunch	Dinner	Daily Total
03/30/2015	\$0.00	\$13.00	\$29.00	\$42.00
03/31/2015	\$9.00	\$13.00	\$29.00	\$51.00
04/01/2015	\$9.00	\$13.00	\$0.00	\$22.00

Allowances: Total: \$115.00

Breakfast \$7.00

Lunch \$7.00

Dinner \$17.00

[Meal Schedule](#)

Instructions:

Right click on a date to clear all meals on that date.

Receipts must be turned in for all claimed meals before checks can be released.

Meals

Reimbursement for the meals on a trip is based on either Per Diem or Actual Cost. The traveler is responsible for selecting the most cost-effective service available.

- **Per Diem**

Per diem is determined using the appropriate rate for the travel destination. For the day on which a traveler leaves on a trip, the per diem rate will be adjusted based on the location where the traveler will spend the night. For the day the traveler returns from a trip, the per diem rate will be adjusted based on the last location where the traveler stayed overnight. Applicable meal and incidental expense per diem may not be claimed if a meal is provided at a hosted function (e.g., when a conference registration fee includes a meal).

- **Actuals**

When the actual cost of meals and incidental expenses exceeds the per diem rate, receipts for actual expenses must be submitted for reimbursement (including gratuities up to 15%). Meals on the first and last days of travel will be reimbursed according to the schedule based on departure and arrival times. Reimbursement for actual meal expenses is subject to approval by CGCC.

Meals

Meal allowances for initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times.

On Your Initial Day of Travel

<u>If you Leave:</u>	<u>Prior to 7:00 a.m.</u>	<u>7:00 a.m. to 12:59 p.m.</u>	<u>After 1:00 p.m.</u>
Meal Allowance-	Breakfast, Lunch, and Dinner	Lunch and Dinner	Dinner only

On Your Final Day of Travel

<u>If You Return:</u>	<u>Prior to 12 noon</u>	<u>12 noon to 5:59 p.m.</u>	<u>After 6:00 p.m.</u>
Meal Allowance-	Breakfast only	Breakfast and Lunch	Breakfast, Lunch, and Dinner

Lodging

Lodging expenses are reimbursed at the actual cost of lodging, including room rate, tax, and parking. Receipts are required for reimbursement. Get one at checkout. When making a reservation **always** ask for a discounted group or the government rate. The traveler is responsible for selecting the most cost-effective accommodations available.

When you will have lodging on a trip:

1. On the Expenses tab select the Lodging option under Expenses.
2. Choose the appropriate Vendor (the hotel, or traveler, or College Visa).
3. The length of stay will default to the travel dates entered on the Trip Information Tab. However, you have the option to change the dates by typing in the dates.
4. Enter the daily rates for Room, Taxes (percentage), and Parking if applicable.
5. When you are finished entering this information, click Save under the Options box.

The screenshot displays the 'Reimbursement and Purchasing System' interface. At the top, it shows 'Trip Number: 11324', 'Travel Request #: 13238', 'Type: REIMBURSEMENT', and 'Date: 04/20/2015'. The main area is divided into 'Trip Information' and 'Expenses' tabs. The 'Expenses' tab is active, showing a list of expense categories on the left: Meals, Lodging (selected), Mileage, Transportation, Fuel, Fees, and Miscellaneous. Below this is an 'Options' section with buttons for 'Advance', 'Reimbursement', 'Save', and a double arrow button. The 'Lodging' section is the primary focus, containing a 'Vendor Choices' section with radio buttons for 'Vendor' (selected), 'Traveler', and 'Credit Card'. The 'Vendor' choice is 'BEST WESTERN AGATE BEACH INN'. Below this are 'Length Of Stay' fields for 'Check In: 03/30/2015', 'Check Out: 04/01/2015', and 'Number Of Nights: 2'. The 'Daily Rates' section includes 'Room: \$150.00', 'Taxes (%): 12.50', and 'Parking: \$5.00'. A 'Totals' section shows 'Daily Total: \$173.75', 'Total Stay: \$347.50', and 'Total Lodging: \$347.50'. An 'Other Info' section has a 'Confirmation Number' field with '909+1'. The 'Deliver Check To' section has radio buttons for 'Vendor' and 'Traveler' (selected), and a 'Deliver By' field with '//'.



Mileage

Private vehicle mileage reimbursement is allowed for travel on official CGCC business based on the most direct route. Most destination cities are preloaded in the Mileage Log.

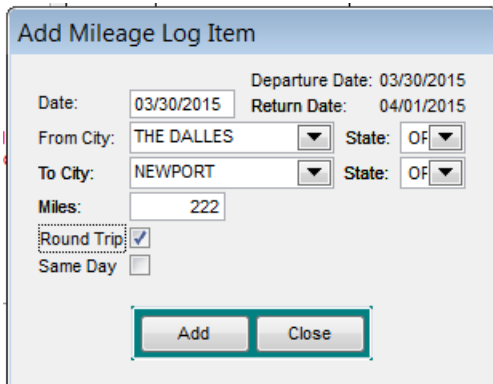
Reimbursement is based on the current IRS Standard Mileage Rate for travel expenses.

The traveler is responsible for selecting the most cost-effective and efficient transportation method possible.

When you need to be reimbursed for driving your personal vehicle on CGCC business:

1. On the Expenses tab select the Mileage option under Expenses.
2. Click on  and the add Mileage Log Item screen will appear.
3. Enter the information in the blanks or click  for preloaded cities.
4. If the city is not listed or your mileage is different, then enter it in the appropriate field.
5. Once your mileage has been entered, click **Save** under the Options box.

Mileage can be entered using the vehicle odometer reading or looking up the most direct route online with Mapquest or similar program.



Add Mileage Log Item

Departure Date: 03/30/2015
Return Date: 04/01/2015

Date: 03/30/2015

From City: THE DALLES State: OF

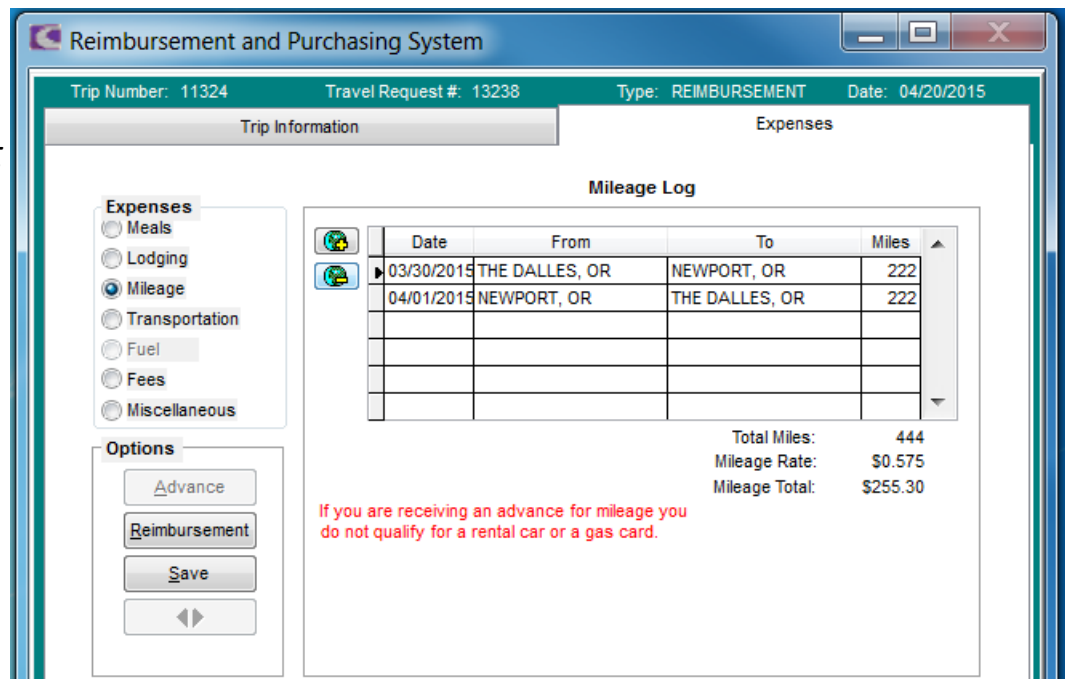
To City: NEWPORT State: OF

Miles: 222

Round Trip

Same Day

Add Close



Reimbursement and Purchasing System

Trip Number: 11324 Travel Request #: 13238 Type: REIMBURSEMENT Date: 04/20/2015

Trip Information Expenses

Mileage Log

Date	From	To	Miles
03/30/2015	THE DALLES, OR	NEWPORT, OR	222
04/01/2015	NEWPORT, OR	THE DALLES, OR	222

Total Miles: 444
Mileage Rate: \$0.575
Mileage Total: \$255.30

If you are receiving an advance for mileage you do not qualify for a rental car or a gas card.

Expenses:
 Meals
 Lodging
 Mileage
 Transportation
 Fuel
 Fees
 Miscellaneous

Options:
Advance
Reimbursement
Save

Transportation


CGCC recognizes that a traveler may utilize various mode of transportation during a single trip.

Receipts are required for reimbursement, and the trip number should be noted on each receipt.

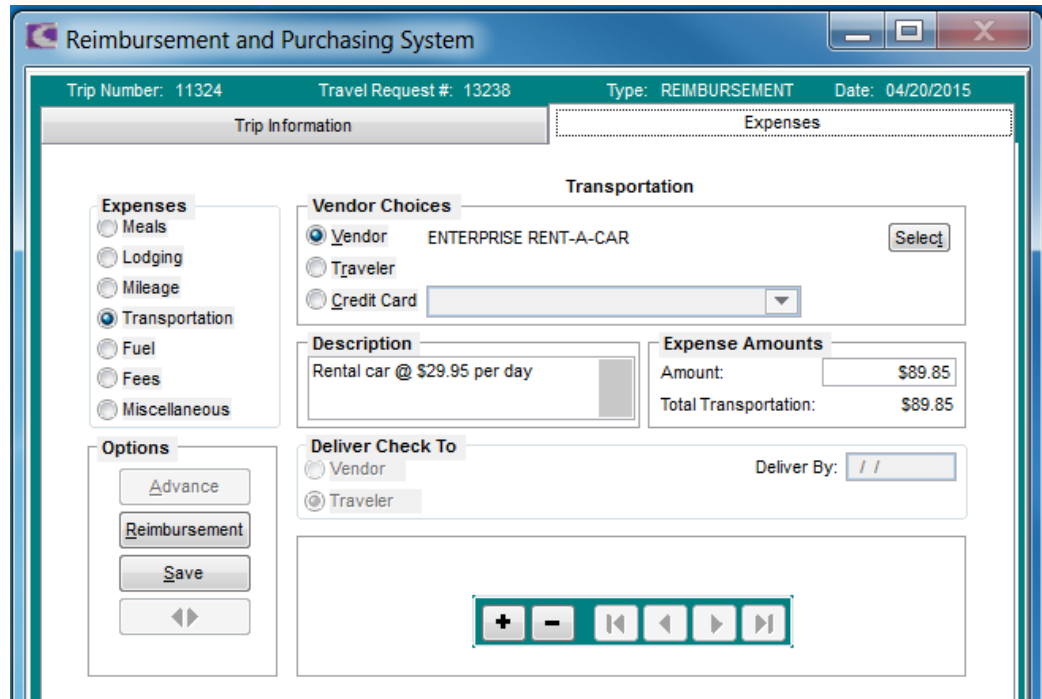
The traveler is responsible for selecting the most cost-effective and efficient transportation method possible.

When making a reservation **always** ask for a government rate. We have an account set up with Enterprise Rent-A-Car that includes the government rate. See the final page of this guide for the website.

When you need to be reimbursed or pay for alternate forms of transportation on CGCC business:

1. On the Expenses tab, select the Transportation button under Expenses.
2. Choose the appropriate Vendor by Select, Traveler, or College Visa.
3. Be as specific as possible when entering the description of transportation.
4. Click on the  to add other forms of transportation used on the trip.
5. When all of the transportation expenses have been entered, click Save in the Options box.

As a rule-of-thumb, trips over 150 miles (round trip) would be less expensive renting a car rather than the reimbursement for mileage driving your personal vehicle.



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Fuel

The cost of fuel is in conjunction with renting a vehicle for transportation.

When you need to be reimbursed for fuel for a rental vehicle on CGCC business:

1. On the Expenses tab, select the Fuel button under Expenses.
2. Choose Traveler, or College Visa.
3. Enter the amount paid for fuel of the rental vehicle. Write the trip number on the receipt(s).
4. When all of the fuel expenses have been entered, click Save in the Options box.


The screenshot displays the 'Reimbursement and Purchasing System' window. At the top, it shows 'Trip Number: 11324', 'Travel Request #: 13238', 'Type: REIMBURSEMENT', and 'Date: 04/20/2015'. Below this is a 'Trip Information' tab and an 'Expenses' tab. The 'Expenses' section on the left has radio buttons for 'Meals', 'Lodging', 'Mileage', 'Transportation', 'Fuel' (which is selected), 'Fees', and 'Miscellaneous'. The 'Options' section below it has buttons for 'Advance', 'Reimbursement', 'Save', and a double arrow button. The 'Vendor Choices' section has a radio button for 'Traveler' (selected) with the name 'VIEMEISTER, SARAJANE L.' and a dropdown for 'Credit Card'. The 'Expense Amounts' section shows 'Amount: \$75.00' and 'Total Fuel: \$75.00'. At the bottom, there is a navigation bar with buttons for '+', '-', and four arrow buttons.

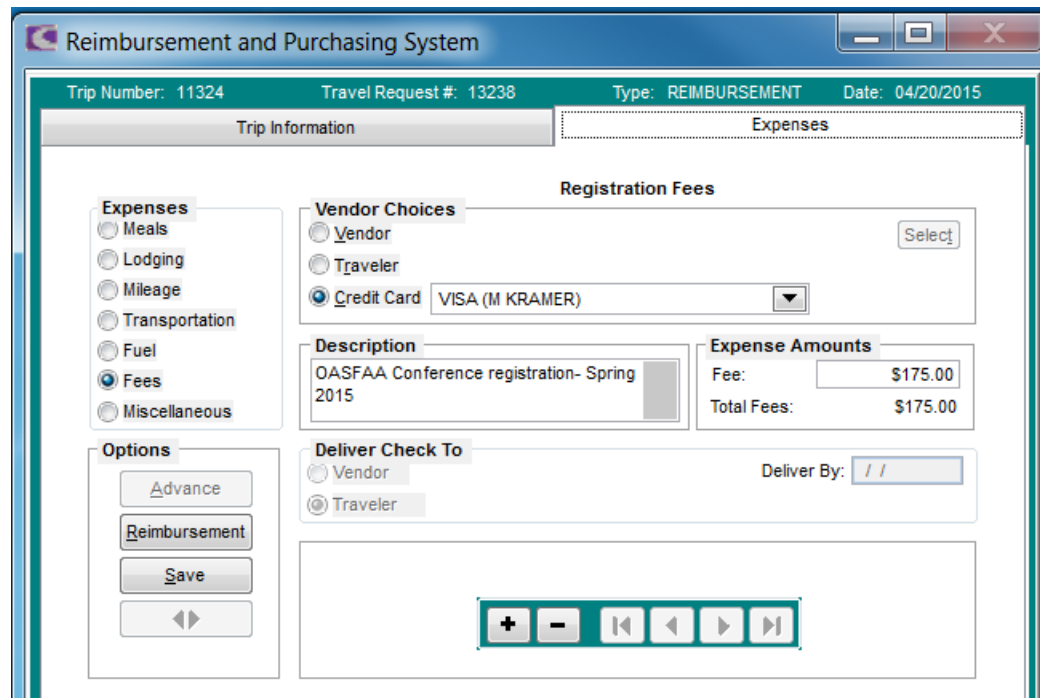
Fees

Sometimes there are Fees associated with meetings or conferences.

These are usually the first item entered when starting a trip PO because they are paid in advance.

This function allows you to add registration fees to your travel request.

1. On the Expenses tab, select the Fees button under Expenses.
2. Choose the appropriate Vendor by Select, Traveler, or College Visa.
3. Be as specific as possible when entering the description of the Fee.
4. Click on the  to add other Fees paid on the trip.
5. When all of the Fees have been entered, click Save in the Options box.



The screenshot displays the 'Reimbursement and Purchasing System' interface. At the top, it shows 'Trip Number: 11324', 'Travel Request #: 13238', 'Type: REIMBURSEMENT', and 'Date: 04/20/2015'. The main area is divided into 'Trip Information' and 'Expenses' tabs. Under the 'Expenses' tab, there is a 'Registration Fees' section. On the left, a list of expense categories includes 'Meals', 'Lodging', 'Mileage', 'Transportation', 'Fuel', 'Fees' (which is selected), and 'Miscellaneous'. Below this is an 'Options' box with buttons for 'Advance', 'Reimbursement', 'Save', and a double arrow button. The 'Registration Fees' section includes 'Vendor Choices' with radio buttons for 'Vendor', 'Traveler', and 'Credit Card' (selected), and a dropdown menu showing 'VISA (M KRAMER)'. There is a 'Select' button next to the dropdown. Below this is a 'Description' field containing 'OASFAA Conference registration- Spring 2015'. To the right of the description is an 'Expense Amounts' table:


Expense Amounts	
Fee:	\$175.00
Total Fees:	\$175.00

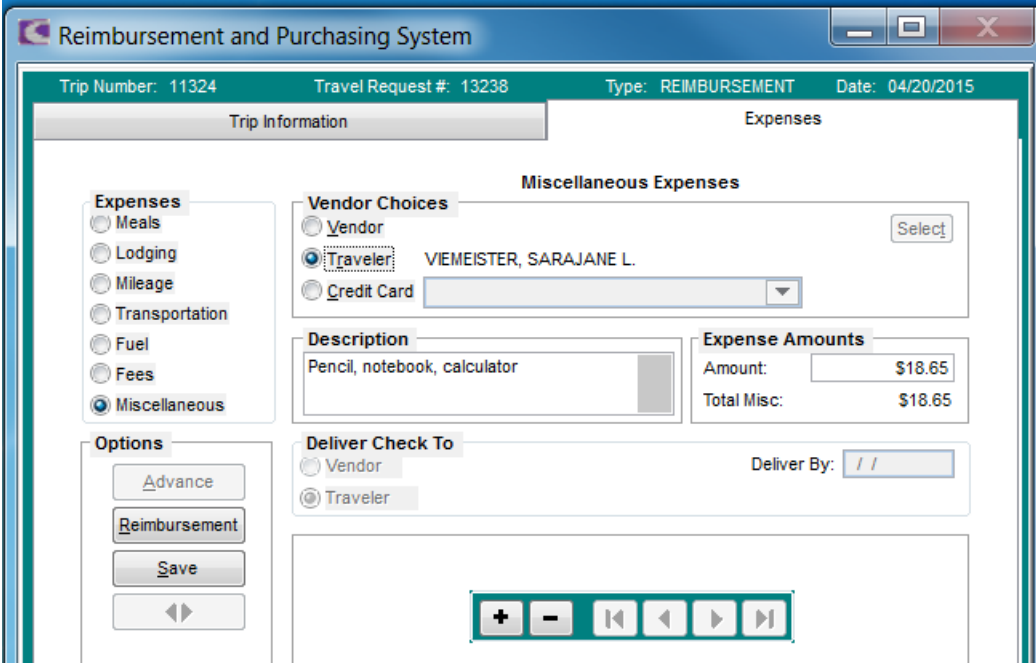
Below the description and amounts is a 'Deliver Check To' section with radio buttons for 'Vendor' and 'Traveler' (selected), and a 'Deliver By:' field with '//' entered. At the bottom of the interface, there is a navigation bar with a plus icon, a minus icon, and four arrow buttons (left, right, double left, double right).

Miscellaneous

Sometimes there are Miscellaneous expenses associated with meetings or conferences. This could be for faxing, internet access, postage, tolls, and materials and supplies purchased to meet an immediate business need. Personal expenses are not reimbursable.

When you need to be reimbursed for Miscellaneous expenses on CGCC business:

1. On the Expenses tab, select the Miscellaneous button under Expenses.
2. Choose the appropriate Vendor by Select, Traveler, or College Visa.
3. Enter a description and the amount paid for each miscellaneous item. Write the trip number on the receipt(s).
4. Click on the  to add other items paid for on the trip.
5. When all of the Miscellaneous expenses have been entered, click Save in the Options box.






The screenshot displays the 'Reimbursement and Purchasing System' window. At the top, it shows 'Trip Number: 11324', 'Travel Request #: 13238', 'Type: REIMBURSEMENT', and 'Date: 04/20/2015'. The main area is divided into 'Trip Information' and 'Expenses' tabs. Under 'Expenses', there is a list of categories: Meals, Lodging, Mileage, Transportation, Fuel, Fees, and Miscellaneous (which is selected). The 'Miscellaneous Expenses' section includes 'Vendor Choices' with radio buttons for Vendor, Traveler (selected), and Credit Card. The 'Traveler' option is set to 'VIEMEISTER, SARAJANE L.'. Below this is a 'Description' field containing 'Pencil, notebook, calculator' and an 'Expense Amounts' section showing 'Amount: \$18.65' and 'Total Misc: \$18.65'. There is also a 'Deliver Check To' section with radio buttons for Vendor and Traveler (selected), and a 'Deliver By:' field. At the bottom, there are navigation buttons: a plus sign (+), a minus sign (-), and four arrow buttons (left, right, double left, double right).

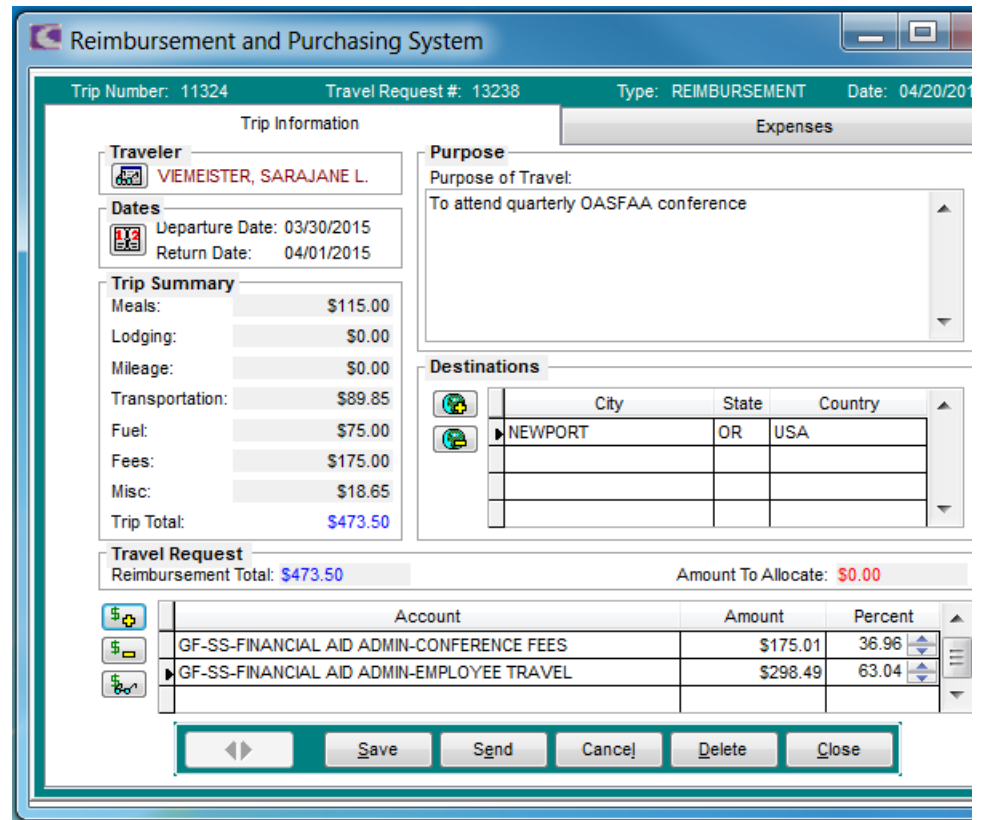
Finalizing the Trip PO

When you have entered the expenses, you will need to assign the appropriate account(s) for funding. The total cost of the travel request must be allocated to the account(s). You must either allocate all amounts or none at all. A partially allocated travel request cannot be sent for authorization. If you don't have access to a particular account contact your supervisor or the Business Office for help.

Budget Considerations: If there is not adequate budget in the account you have allocated, a budget transfer must take place in the Authorization System by the Business Office or the department head assigned to that account.

On the Trip Information tab, once your data has been entered you can select assigned accounts.

1. To select an account, click 
2. To remove an account, click 
3. To review account information, click 
4. Click Close to close the window to come back for future modification.
5. When you are finished allocating the funds, click on Save, then click on Send to move the travel request along for authorization or account assignment.
6. Write the Trip Number on your receipts and send them to the Business Office.



The screenshot displays the 'Reimbursement and Purchasing System' interface. The top bar shows 'Trip Number: 11324', 'Travel Request #: 13238', 'Type: REIMBURSEMENT', and 'Date: 04/20/2015'. The main window is divided into several sections:

- Traveler:** VIEMEISTER, SARAJANE L.
- Dates:** Departure Date: 03/30/2015, Return Date: 04/01/2015
- Trip Summary:**

Meals:	\$115.00
Lodging:	\$0.00
Mileage:	\$0.00
Transportation:	\$89.85
Fuel:	\$75.00
Fees:	\$175.00
Misc:	\$18.65
Trip Total:	\$473.50
- Purpose:** Purpose of Travel: To attend quarterly OASFAA conference
- Destinations:**


City	State	Country
NEWPORT	OR	USA
- Travel Request:** Reimbursement Total: \$473.50, Amount To Allocate: \$0.00
- Account Allocation Table:**

Account	Amount	Percent
GF-SS-FINANCIAL AID ADMIN-CONFERENCE FEES	\$175.01	36.96
GF-SS-FINANCIAL AID ADMIN-EMPLOYEE TRAVEL	\$298.49	63.04

At the bottom, there are buttons for 'Save', 'Send', 'Cancel', 'Delete', and 'Close'.

How to Add to or Modify a Travel Request

This function allows you to add a travel request # to a trip PO or change an existing travel request # that has not been sent to authorization or has been returned to you by someone in the Authorization System.

1. On the Travel tab, click Modify.
2. On the Select Trip screen choose one of the options on the list. Entering the Trip ID number or your name as Originator is usually the fastest. Then click OK to view the trip.
3. If your selected trip has been returned from the Authorization System, the trip return screen will display to inform you why the trip was returned.
4. The next screen to appear is the Trip screen. The Trip Information tab is opened by default.
5. You can go in and make changes to accounts or select Travel Request #'s for the Trip with 
6. Click on the Expenses tab to access Expenses categories.
7. Select the category, then click Reimbursement to add additional expenses. This will start a new Travel Request # for the trip. Enter new expenses as per receipts. Click Save when done entering in that category. Select other categories as needed.
8. When finished with changes, return to the Trip Information tab then click Save and Send to move it along in the system.

Web Addresses to Reference

- CGCC Policies and Procedures

<http://www.cgcc.edu/sites/cgcc.us/files/policies/AR%20050.001.000%20Travel%20and%20Transportation%20022112.pdf>

- Per Diem Rates Look-Up

<http://www.gsa.gov/portal/category/100120>

Enter the city and state or Zip code.

Click on “Find Per Diem Rates”.

On the right side of the table, note the number under Meals & Inc. Exp.

Click on Meals and Inc. Exp. In the table find the number in the left column under Total.

The dollar amounts in that row are the meal Per Diem Rates for that city/area.

- Enterprise Rent-A-Car

http://www.enterprise.com/car_rental/corporateSignIn.do

Hover on Business Rentals, then click on Business Rental Reservations in the drop down.

Our account# **XZ46WOR** and Pin: **ORE**.

235 Terminal Ave The Dalles (Next to Tum-A-Lum Lumber) 541-506-5007