RAPS Travel

How to Create a Travel Reimbursement

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

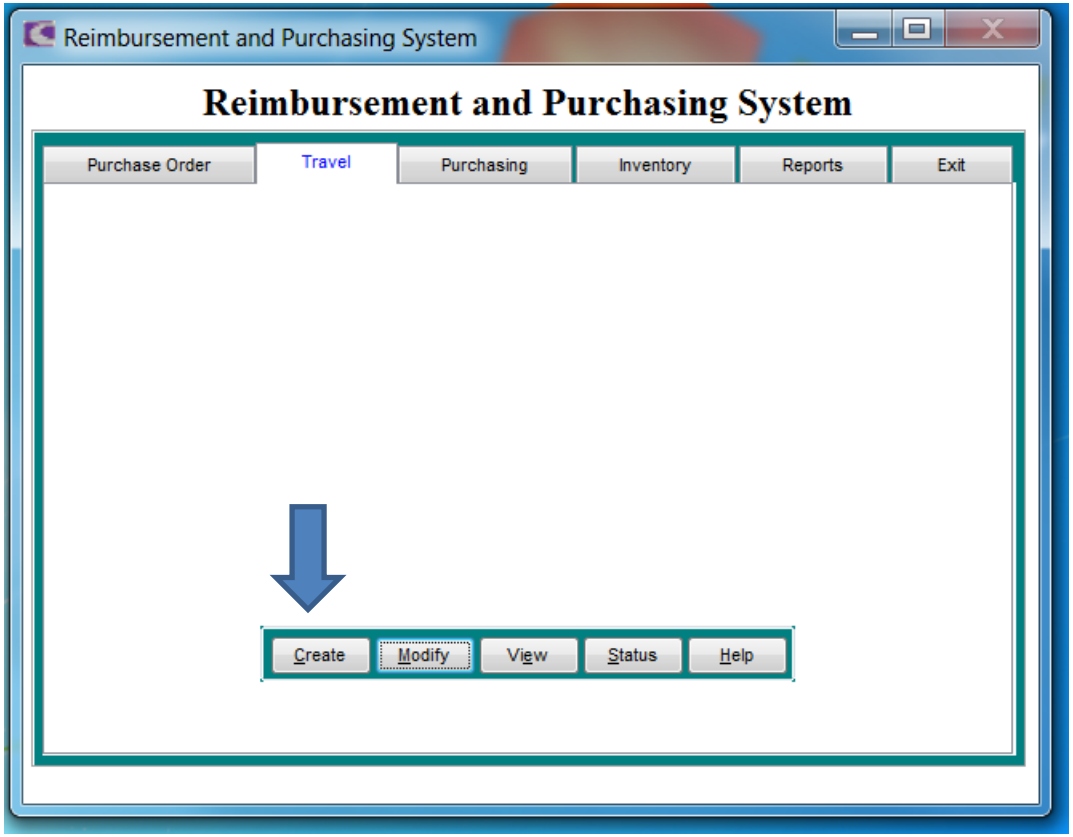
For Administrative Rules and Operating Procedures regarding reimbursement of travel expenses please refer to AR 050.001.000 under Policies, 50:Fiscal Management on the college web page.*

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

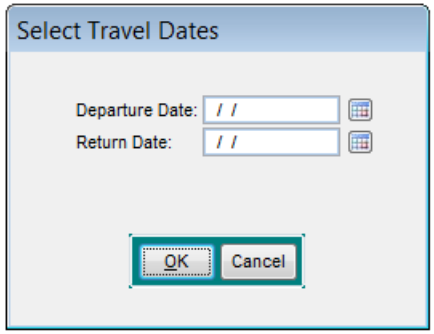
RAPS Travel Tab

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.**

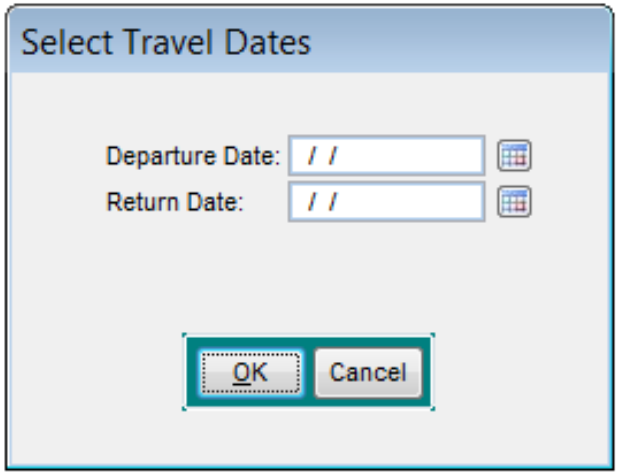


2. The Select Travel Dates screen will appear.

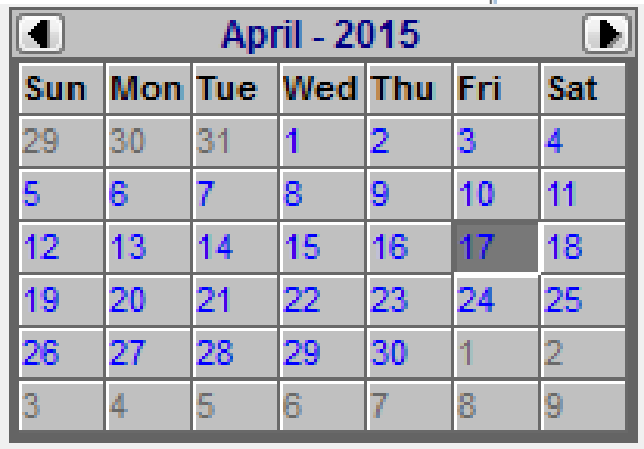


Selecting the date(s) of your trip.

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).



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

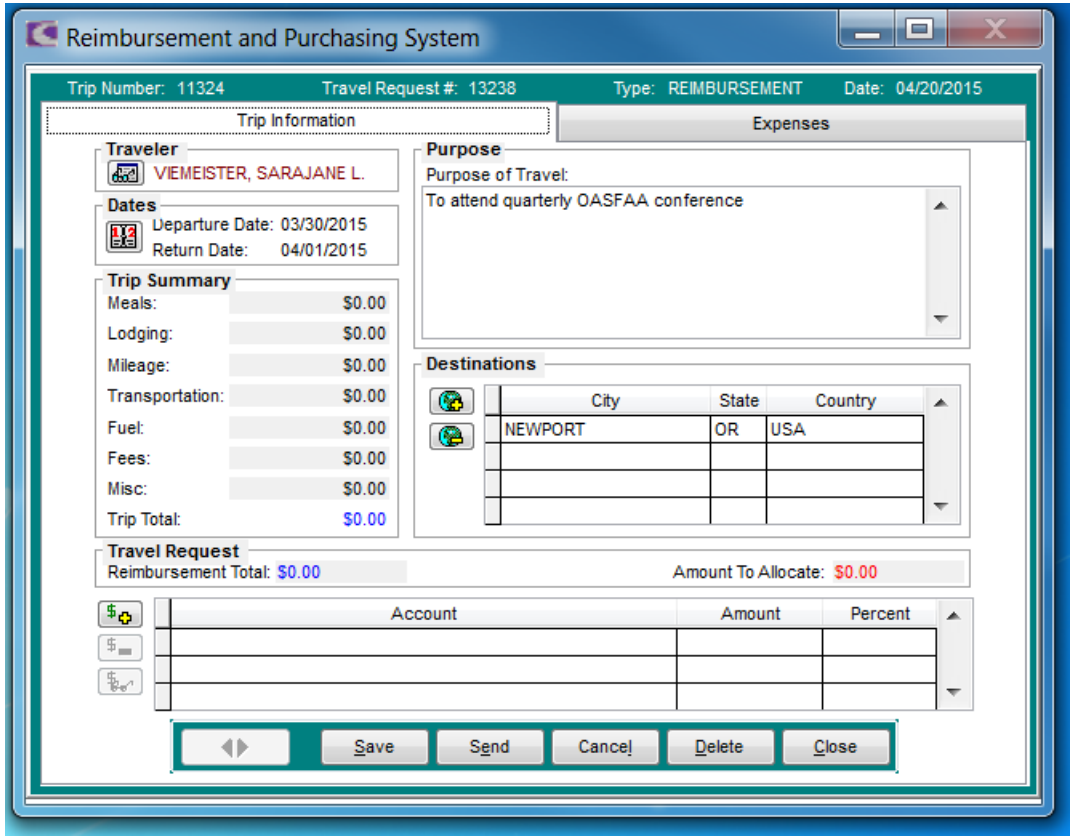


5. Once the dates have been chosen , click **OK.** The Trip Information tab is opened by default.

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.



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

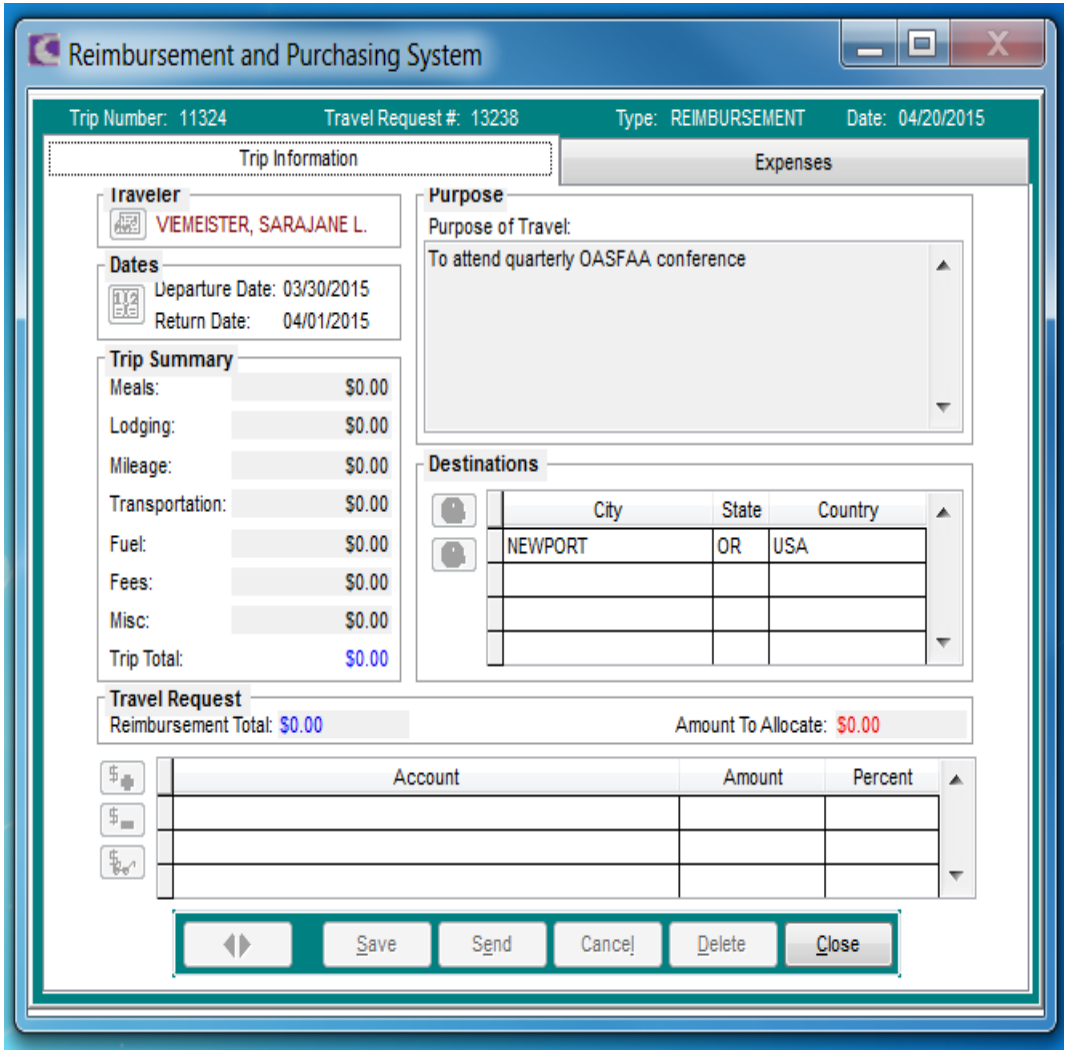
Amount – Amount of allocated account

Percent – Percentage of allocated account

Add an account

Remove an account

View account information



The Expenses Tab

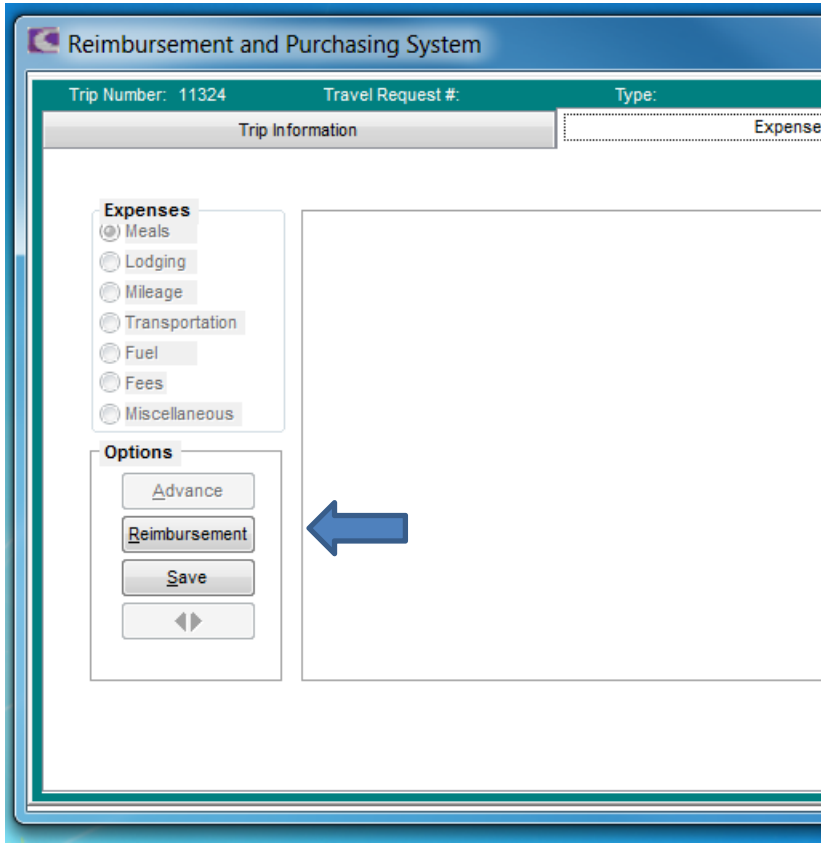
Breaking down what it cost to go there and come back

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.

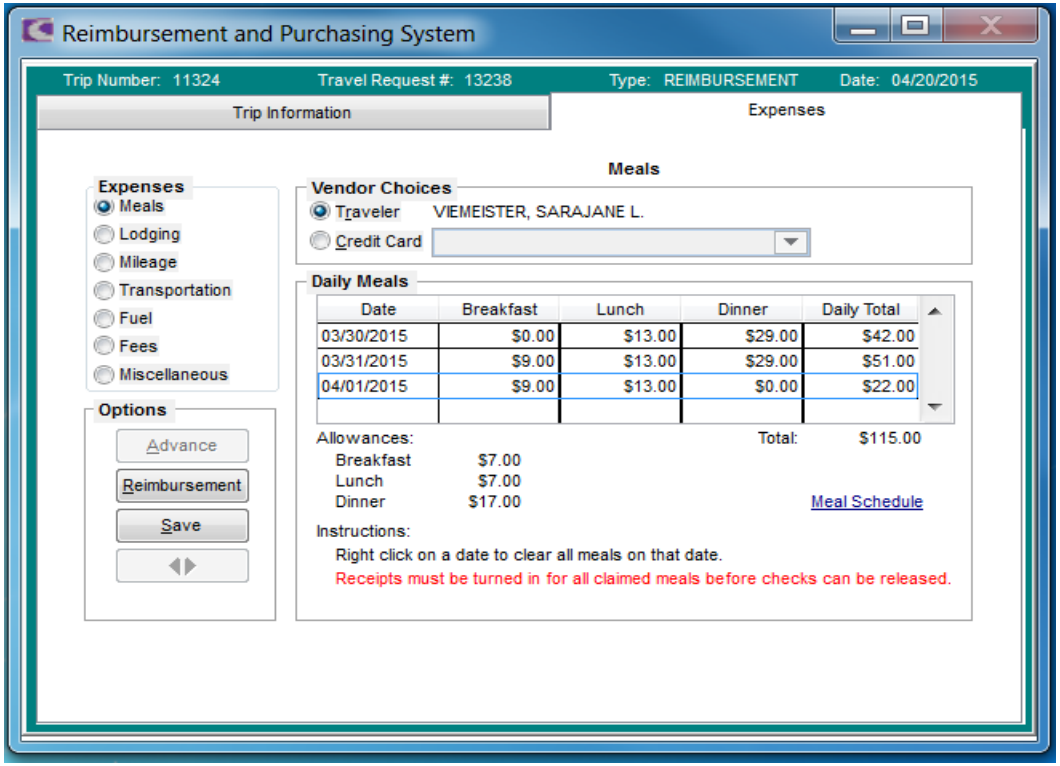
Meals

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



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

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

On Your Final Day of Travel

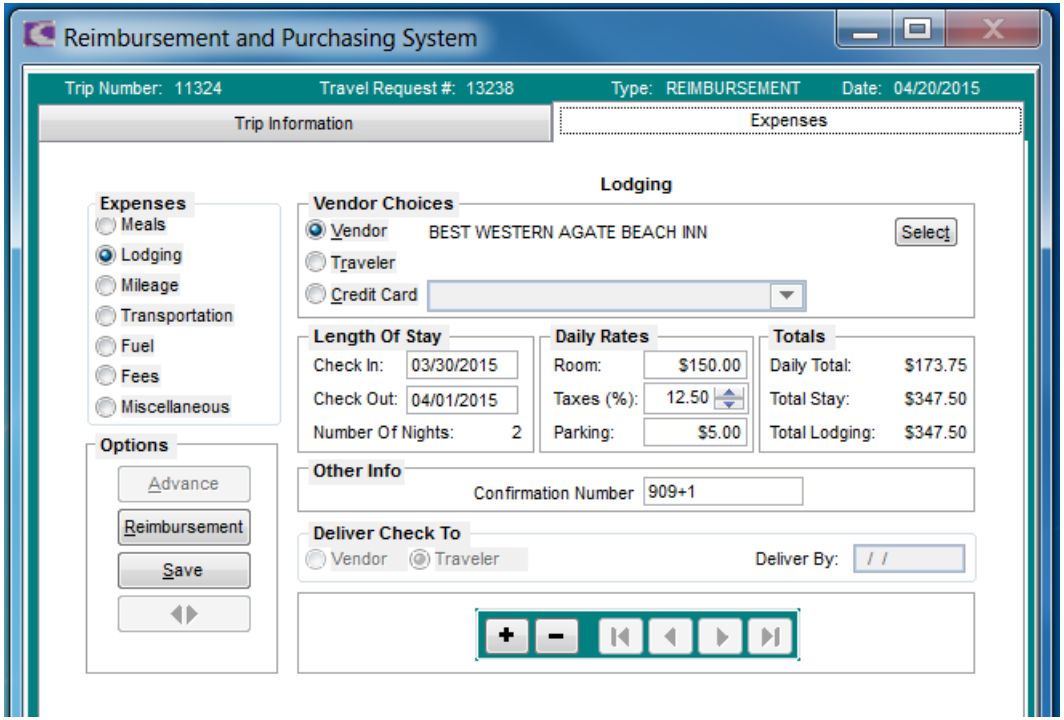
If You Return:	Prior to 12 noon	12 noon to 5:59 p.m.	After 6:00 p.m.
Meal Allowance-	Breakfast only	Breakfast and Lunch	Breakfast, Lunch, and Dinner

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.



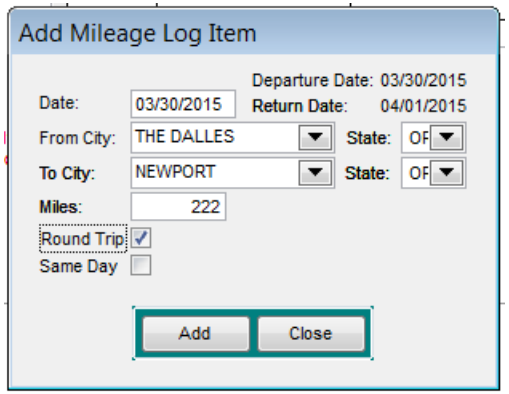
Mileage

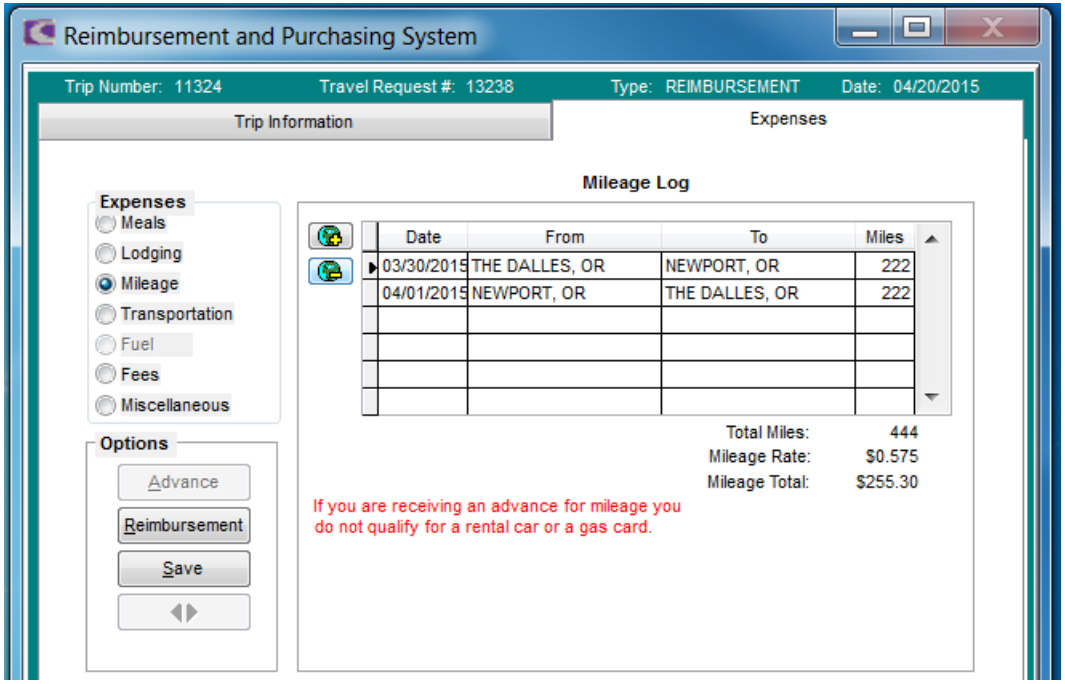
Private vehicle mileage reimbursement is allowed for travel on official CGCC business based on the most direct route. Most destination cities are preloaded in the Mileage Log.
Reimbursement is based on the current IRS Standard Mileage Rate for travel expenses.
The traveler is responsible for selecting 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.





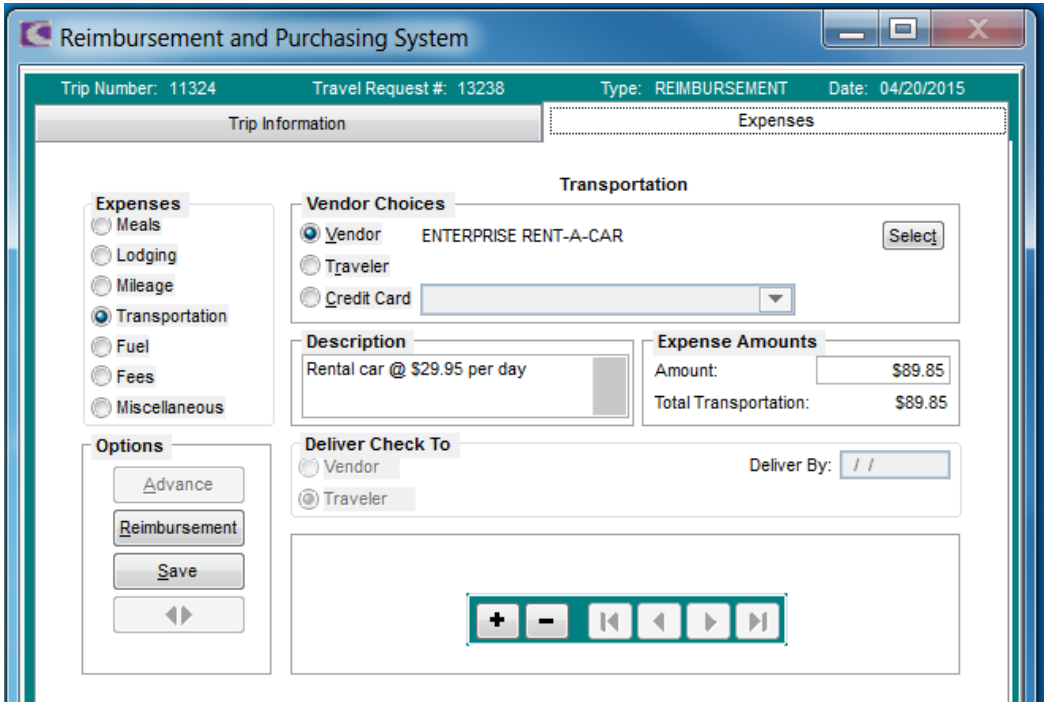
Transportation

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 mile-age driving your personal vehicle.

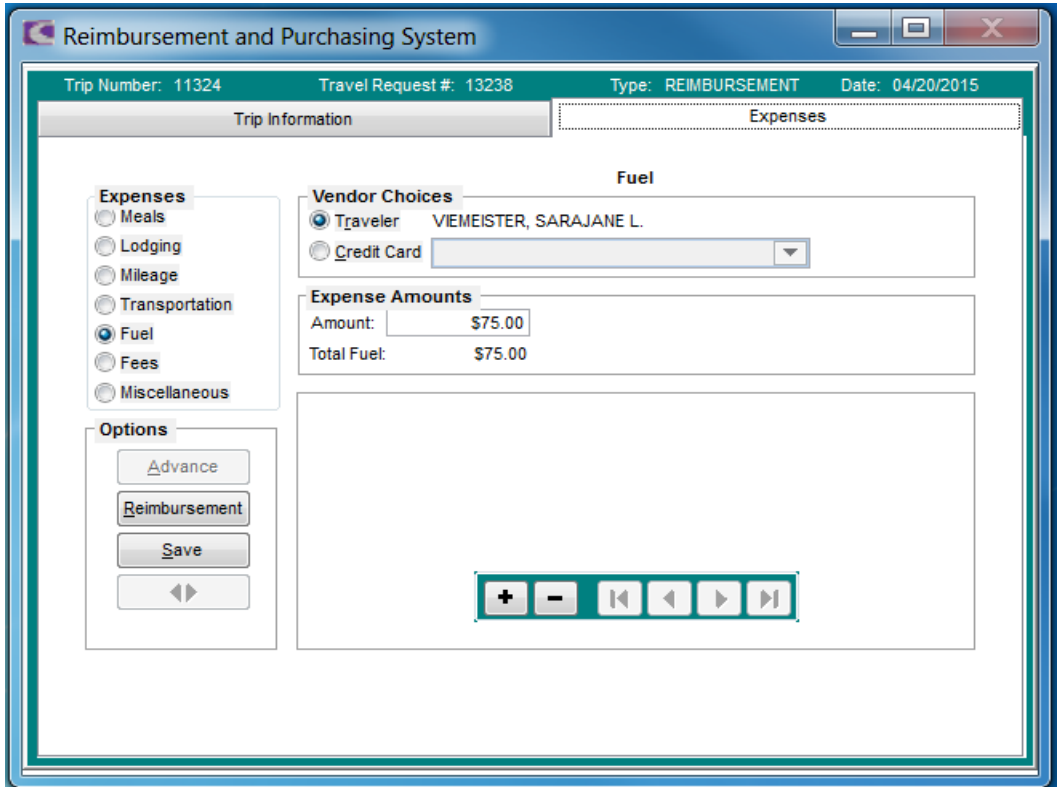


Fuel

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.

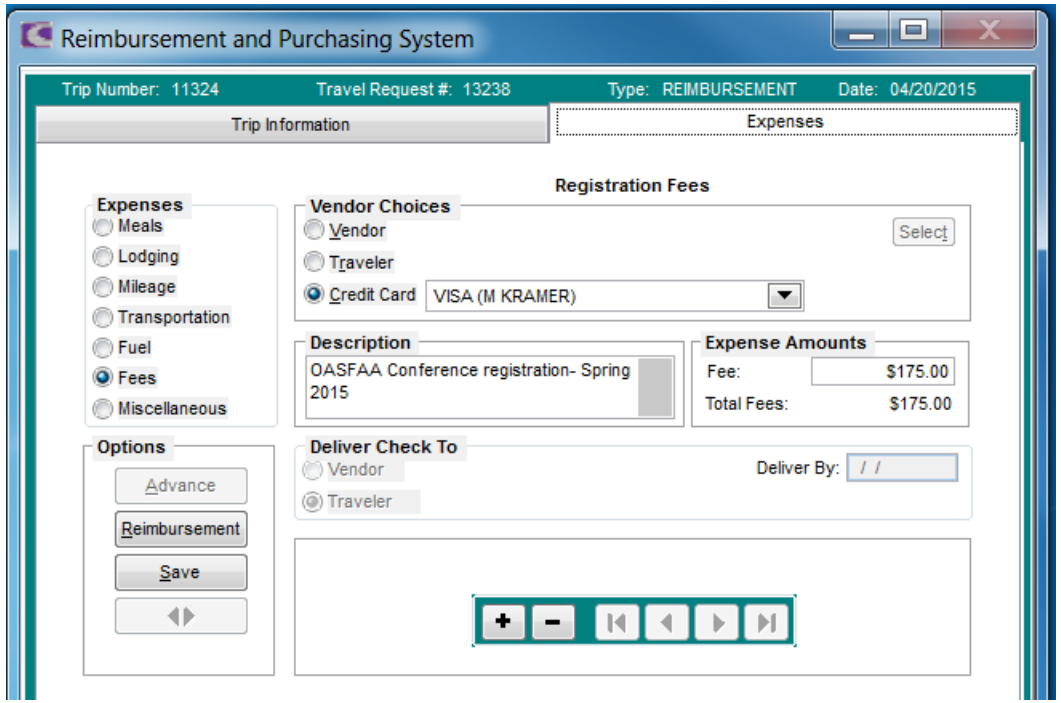


Fees

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.

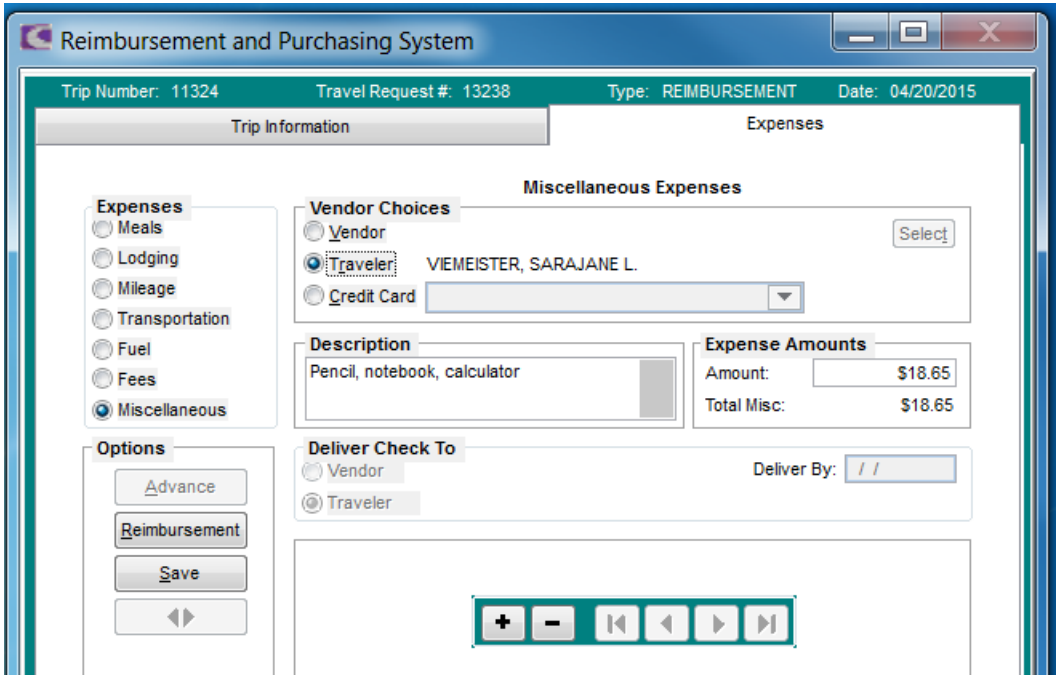


Miscellaneous

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.

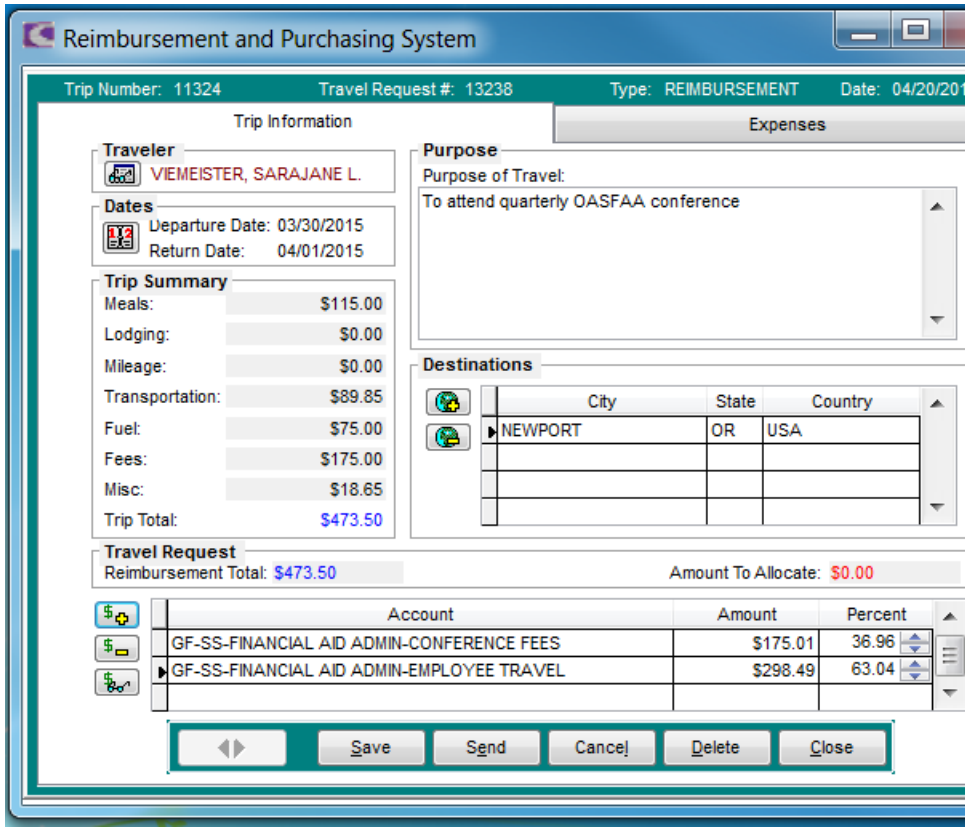


Finalizing the Trip PO

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.



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