



Office Hours



# Travel Talks

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Wednesday 1/21/25



# Travel Talks

## Today's Agenda

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Travel Talks First Anniversary!!

Budget Errors

Office Hours

*This presentation will be recorded for future viewing*

Travel Talks to continue **Monthly. Go to the Travel Talks website to stay informed!**

# We've Come a Long Way

## First Anniversary of Travel Talks

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### ***Topics we've covered:***

- Travel Card and getting one
- Creating Expense Reports
- Common Errors on Expense Reports and how to fix them
- My Wallet
- Anthony Travel/Concur and Booking (*with Crystal Timmerman & Terri Hall*)
- International Travel – Terra Dotta (*with Melissa Lee*)

*11 sessions since 1/19/2024!*

**What topics would you like to see next?**

## Approve Button is *Grayed Out!*

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### *Approve Button getting you down? Here's why!*

- Accounting Date
  - *Fix: change Accounting Date to today's date*
  - Budget Check will be needed
  
- Error in the Budget
  - “No Budget Exists”
    - The Accounting Details information doesn't match what's in the system
    - *Fix: retype speedtype and **tab across the lines***
  - “Exceeds Budget Tolerance”
    - Funds have been depleted from that speedtype
    - *Fix: reallocate funds to the speedtype OR change the speedtype on the report*
  - “Budget Date out of Bounds”
    - Grant speedtype is out of date
    - *Fix: change to grant for current year*

# Accounting Date

## Approve Expense Report - Expense Summary

\*From Date  \*Thr

Business Purpose Meeting Report 0000066724 Submitted for Appr  
 Description September Travel Created 09/30/2024  
 Reference  
 \*Accounting Date    
 Budget Status Error in Budget Check [Budget Options](#)

Totals

Employee Expenses (7 Lines)	51.93 USD
Cash Advances Applied	0.00 USD

Business Purpose Meeting  
 Description September Travel  
 Reference  
 \*Accounting Date    
 Budget Status Error in Budget

**Calendar** X

January 2025

S	M	T	W	T	F	S
			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	31	

< Current Date >

# Budget Check

## Approve Expense Report - Expense Summary

\*From Date  \*Thr

Business Purpose Meeting  
 Description September Travel  
 Reference  
 \*Accounting Date   
 Budget Status Error in Budget Check

Report 0000066724 Submitted for Appr  
 Created 09/30/2024

Budget Options

Commitment Control x

[Help](#)

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**Commitment Control Details**

Source Transaction Type Expense Sheet

Budget Checking Header Status Error in Budget Check

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0012051081

Commitment Control Tran Date 09/30/2024

Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions Go To Activity Log

OK Cancel

Totals ⓘ

Employee Expenses (7 Lines)	51.93 USD
Cash Advances Applied	0.00 USD

# No Budget Exists

\*Date: 09/05/2024

\*Expense Type: Domestic Travel Mileage

\*Description: Travel to Central and Butler for student meeting about remaining  
153 characters remaining

\*Amount: 8.51

\*Currency: USD

Payment Type: Employee - Out of Pocket

\*Billing Type: Billable

\*Miles: 12.70 x 0.6700

\*Exchange Rate: 1.00000000

Base Currency Amount: 8.51 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Dept	Program	PC Bus
8.51	UOFL1	8.51 USD	USD	1.00000000		535214	1020	3010000208	G3304	





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