

Pay Only Travel Requests

“Pay Only” travel requests are used when a department has approved travel at an amount lower than the actual total trip expenses. For instance, the total trip expenses may be \$850. However, the department may have only approved the trip cost of up to \$500. In order to maintain the integrity of the request, all expenses will be listed on the request. An adjustment will be made on the accounting lines so that the employee only gets reimbursed up to the agreed amount.

Follow the regular travel expense report procedures up to the point of entering the detailed expense lines. Before entering the detailed expenses, please determine which expenses will be adjusted to make the request come out to the agreed amount. For example, let’s say a traveler has the following expenses:

Hotel – 4 nights at \$159 per night = \$636 (Central billing card)
Airfare – Louisville to Detroit = \$261.50 (Central billing card)
Checked Bag Fee – American Airlines = \$25 (Employee out-of-pocket)
Per Diem – 5 days at \$56 = \$280 (Employee out-of-pocket)

Total Trip Cost = \$1,202.50

The trip was approved for \$1,000, so the traveler is \$202.50 over on their expenses. The department will need to determine which expense will be adjusted.

Obviously, University paid expenses will not be able to be used. Central billing card airline tickets and direct billed hotel rooms cannot be adjusted because the University has already absorbed those costs. An expense that the traveler paid for out-of-pocket will have to be adjusted. In this example, adjust as follows:

- Enter the hotel and airfare as normal, selecting “central billing card” as the payment method.
- Enter the checked bag fee, selecting “employee out-of-pocket” as the payment method.
- Enter day 1 of per diem as normal, selecting “employee out-of-pocket” as the payment method.
- Enter 2 separate lines for day 2 of per diem – one line for \$21.50 coded to “employee out-of-pocket” (which will take the report to \$1,000), and one line for \$34.50 coded to “pay only” (that will not be added into the reimbursement amount).

- Enter days 3-5 coded to “pay only”.

The end result will be University direct paid expenses of \$897.50, employee out-of-pocket paid of \$305, and an employee reimbursement for \$102.50 with \$202.50 not reimbursed.

Create Expense Report

Vicki Dixon

*Business Purpose: Conference
 *Report Description: Attend SUG Conference
 Reference:
 *From Date: 07/07/2015 *Through Date: 07/11/2015

Default Location: Detroit

Expenses (12 Lines) Total: 1,202.50 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
07/07/2015	Out of State Hotel	254 characters remaining Receipt Split	Central Billing Card	159.00	USD
07/08/2015	Out of State Hotel	254 characters remaining Receipt Split	Central Billing Card	159.00	USD

Accounting Details (Chartfields):

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
159.00	UOFL1	159.00	USD	1.00000000	01053	535211	1000	1220000356	01053			

*Billing Type: Internal
 *Location: Detroit
 Merchant Description: Marriott

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Reimbursement Amt: 159.00 USD
 No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
159.00	UOFL1	159.00	USD	1.00000000		535211	1000	1220000356	01053			

*Billing Type: Internal
 *Location: Detroit
 Merchant Description: Marriott

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Reimbursement Amt: 159.00 USD
 No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
159.00	UOFL1	159.00	USD	1.00000000		535211	1000	1220000356	01053			

*Billing Type: Internal
 *Location: Detroit
 *Confirmation Number: SALWMA
 Merchant Description: American Airlines

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Reimbursement Amt: 261.50 USD
 No Receipt

Browser address bar: https://fsm92test.louisville.edu:7031/psp/f992v/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE

Navigation: Home | Worklist | Add to Favorites | Sign out

Search: All Search [Advanced Search]

07/07/2015 | Out of State Bag Fees Airline | Employee - Out of Pocket | 25.00 USD

*Billing Type: Internal
*Location: Detroit
Merchant Description: American Airlines

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
25.00	UOFL1	25.00 USD	1.00000000	01053		535213	1000	1220000356	01053			

07/07/2015 | Out-of-State Travel Meals/PerD | Employee - Out of Pocket | 56.00 USD

*Billing Type: Internal
*Location: Detroit

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
56.00	UOFL1	56.00 USD	1.00000000	01053		535215	1000	1220000356	01053			

07/08/2015 | Out-of-State Travel Meals/PerD | Employee - Out of Pocket | 21.50 USD

*Billing Type: Internal
*Location: Detroit

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
21.50	UOFL1	21.50 USD	1.00000000	01053		535215	1000	1220000356	01053			

Browser address bar: https://fsm92test.louisville.edu:7031/psp/f992v/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE

Navigation: Home | Worklist | Add to Favorites | Sign out

Search: All Search [Advanced Search]

07/08/2015 [i] Out-of-State Travel Meals/PerD [254 characters remaining] [Pay Only] 34.50 USD

*Billing Type Internal *Location Detroit

Default Rate *Exchange Rate 1.00000000
 Non-Reimbursable Reimbursement Amt 34.50 USD
 No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
34.50	UOFL1	34.50 USD	1.00000000	01053	535215	1000	1220000356	01053				

07/09/2015 [i] Out-of-State Travel Meals/PerD [254 characters remaining] [Pay Only] 56.00 USD

*Billing Type Internal *Location Detroit

Default Rate *Exchange Rate 1.00000000
 Non-Reimbursable Reimbursement Amt 56.00 USD
 No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
56.00	UOFL1	56.00 USD	1.00000000	01053	535215	1000	1220000356	01053				

07/10/2015 [i] Out-of-State Travel Meals/PerD [254 characters remaining] [Pay Only] 56.00 USD

*Billing Type Internal *Location Detroit

Default Rate *Exchange Rate 1.00000000
 Non-Reimbursable Reimbursement Amt 56.00 USD
 No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Key Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
56.00	UOFL1	56.00 USD	1.00000000	01053	535215	1000	1220000356	01053				



The screenshot displays a web application for creating an expense report. The interface includes a search bar, a table of expense lines, and various configuration options. The table shows two lines, each with an amount of 56.00 USD. The 'Accounting Details' section includes fields for Billing Type (Internal), Location (Detroit), and various checkboxes for Default Rate, Non-Reimbursable, and No Receipt. The 'Chartfields' section is also visible. At the bottom right, a summary row is circled in blue, indicating a total of 1,202.50 USD for 12 lines.

After all the lines are entered, click on “Summary and Submit” or “Save for Later” at the top right of the page. On the summary page, you will see that the expense report total is \$1,202.50. The \$1,100 “non-reimbursed” amount is made up of:

- \$897.50 direct billed via the central billing card
- \$202.50 “Pay Only” not reimbursed

Only \$897.50 will be charged to the departmental funding source plus the \$102.50 amount to be reimbursed to the employee for a total of \$1,000.

Browser address bar: https://fsm92test.louisville.edu:7031/psp/f92v/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE Create/Modify

Navigation: Home | Worklist | Add to Favorites | Sign out

Modify Expense Report

Save for Later | Expense Details

Actions: Choose an Action GO

*Business Purpose: Conference
*Description: Attend SUG Conference
Reference: [Search]

Report: 0000000081 Pending
Created: 08/18/2015 Kerry Schmidt
Last Updated: 08/18/2015 Vicki Dixon

Totals: View Printable Version | View Analytics | Notes | Attachments

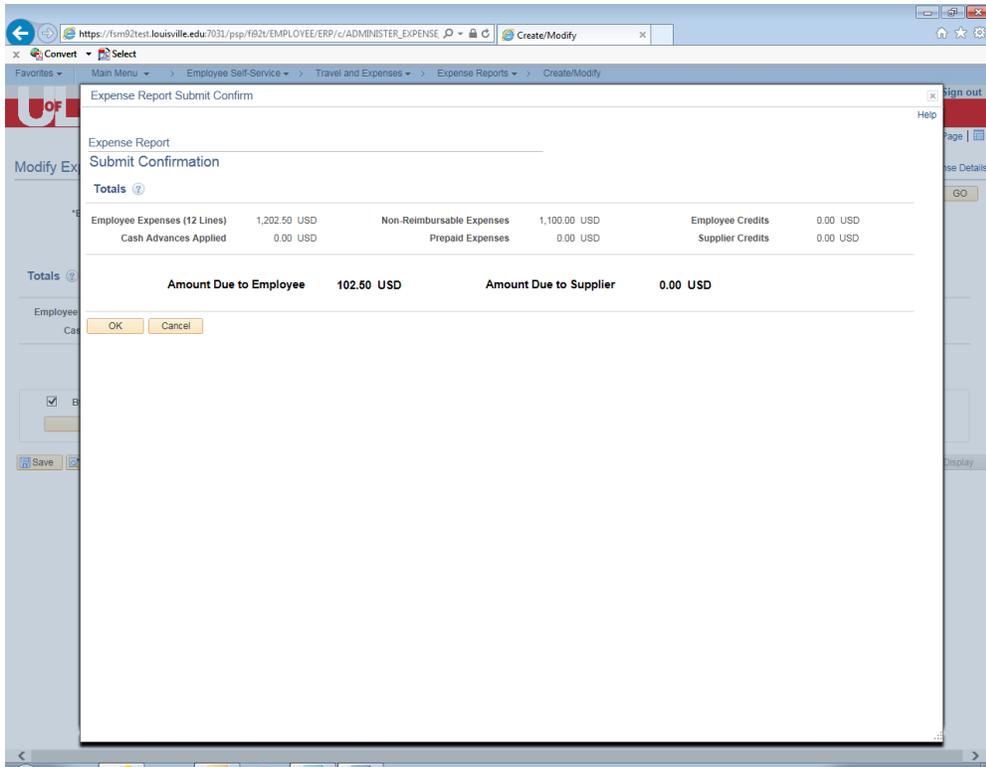
Employee Expenses (12 Lines)	1,202.50 USD	Non-Reimbursable Expenses	1,100.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	102.50 USD	Amount Due to Supplier	0.00 USD		

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Save | Return to Search | Notify | Add | Update/Display

Next, the traveler will need to click the box to certify the accuracy of the expenses and then “Submit Expense Report” to get the Submit Confirmation:



Click OK to submit. The report will have the message, “Your expense report has been submitted for approval”.

