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 1of 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 outof-pocket paid of \$305, and an employee reimbursement for \$102.50 with \$202.50 not reimbursed.

< 🕘 🧭 https://fsm92test.louisville.edu:7031/psp/fi92t/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE, 🖉 🖌 🔒 🖒 🚺 MSN.cc	om - Hotmail, Outlook, 🏉 Create/Modify 🛛 🗙 😳
🗴 🍖 Convert 👻 🔂 Select	
Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Comparison Expense Reports Comparison Expense Reports Comparison Expense Reports Comparison Expense Reports Expense Reports Comparison Expense Reports Exp	Create/Modify
	Home Worklist Add to Favorites Sign out
Advanced Search	
	New Window Help Personalize Page 🛅 🔨
Create Expense Report	Save for La
Vicki Divon	Actions Copy Expense Lines
*Businese Durnese Conference	
*Benort Description Attend SUG Conference Default Location	
Reference	Automents
*From Date 07/07/2015 🛐 *Through Date 07/11/2015 🛐	
Expenses ②	
Expand All Collapse All Add: 🔚 My Wallet (0) 🖇 Quick-Fill	Totals (12 Lines) 1,202.50 USD
*Date *Expense Type Description	*Payment Type *Amount *Currency
▼ 07/07/2015 🛐 Out of State Hotel ✓	Central Billing Card 🗸 🥢 159.00 USD Q 🕂 🗖
*Billing Type Internal	Default Boto
*Location Detroit	Non-Reimbursable Reimbursement Amt 159.00 USD
Merchant Description Marriott	No Receipt
Accounting Details (2)	
Chartfields (TTT)	
Amount *GL Unit Monetary Currency Exchange SpeedType Key Accou	Int Fund Dept Program PC Bus Unit Project Activity
159.00 UOFL1 Q 159.00 USD 1.00000000 01053 53521	
O7/08/2015 Dut of State Hotel 254 characters remaining	Central Billing Card V 🔏 159.00 USD Q 🛨 🖿
*Billing Type Internal V 🔐 Receipt Split	Default Rate *Exchange Rate 1.00000000
*Location Detroit	Non-Reimbursable Reimbursement Amt 159.00 USD
Merchant Description Marriott	No Receipt
Accounting Details (2)	
Chartfields [FFFF)	
Amount *GL Unit Monetary Currency Exchange SpeedType Key Accou	int Fund Dept Program PC Bus Unit Project Activity 🗸
<	>

🗲 💮 🧭 https://fsm92test.louisville.edu:7031/psp/fi92t/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE, 🔎 🖛 🖒 🚺 MSN.com - He	otmail, Outlook, 🥖 Create/Modify 🛛 🗙 🔅
Control Balance Control State Holds Control Balance Control Forder Control Balance Co	
Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/	Modify
	Home Worklist Add to Favorites Sign out
Advanced Search	
	^
O7/09/2015 Dut of State Hotel Z54 characters remaining	Central Billing Card V 🥢 159.00 USD Q 🕂 🖃
*Billing Type Internal V	Default Rate *Exchange Rate 1.00000000 🗘 📑
*Location Detroit	Non-Reimbursable Reimbursement Amt 159.00 USD
Merchant Description Marriott	No Receipt
Accounting Details (2)	
Chartfields	
Amount *GL Unit Monetary Currency Exchange SpeedType Key Account	Fund Dept Program PC Bus Unit Project Activity
159.00 UOFL1 Q 159.00 USD 1.00000000 535211	
Or/10/2015 ii Out of State Hotel	Central Billing Card
*Billing Type Internal V III Receipt Split	Default Rate *Exchange Rate 1.00000000
*Location Detroit	Non-Reimbursable Reimbursement Amt 159.00 USD
Merchant Description Marriott	No Receipt
Accounting Details (2)	
Chartfields (
Amount *GL Unit Monetary Currency Exchange SpeedType Key Account	Fund Dept Program PC Bus Unit Project Activity
Amount Code Rate	
159.00 UOFL1 Q 159.00 USD 1.00000000 535211	
OT/07/2015 Dut of State Airfare	Central Billing Card V A 261.50 USD Q I Central Billing Card V
*Billing Type Internal	Default Rate *Exchange Rate 1.00000000 C. III.
*Location Detroit	Non-Reimbursable Reimbursement Amt 261.50 USD
*Confirmation Number SALWMA	
Merchant Description American Airlines	~
	>

Convert 👻 👫 Select		
	Employee Solf Service	Andifu
nies • Main Menu •	> Employee Self-Service • > Traver and Expenses • > Expense Reports • > Createriv	Home Workligt Addite Equation Sign out
	All - Search Advanced Search	Home i Worklist i Audio Pavontes i Sign out
		^
▼ 07/07/2015 1	Out of State Bag Fees Airline	Temployee - Out of Pockel X 25.00 USD 0 +
	254 characters remaining	
*Billing Typ	Internal V	Default Rate *Exchange Rate 1.00000000
*Locatio	Detroit	Non-Reimbursable Reimbursement Amt 25.00 USD
Merchant Description	American Airlines	No Receipt
	Accounting Details (2)	
	Chartfields	
	Amount *GL Unit Monetary Currency Exchange SpeedType Key Account	Fund Dept Program PC Bus Unit Project Activity
	25 00 UOEL1 0 25 00 USD 1 00000000 01053 535213	
07/07/2015	Out-of-State Travel Meals/PerD 254 characters remaining	Employee - Out of Pockel V 🔏 56.00 USD Q 🛨 🖿
*Billing Typ	Internal V III Receipt Split	Default Rate *Exchange Rate 1.00000000 🎲 🛤
*Locatio	Detroit Q I Per Diem Deductions	Non-Reimbursable Reimbursement Amt 56.00 USD
-	Accounting Details 👔	
	Amount *GL Unit Monetary Currency Exchange SpeedType Key Account	Fund Dept Program PC Bus Unit Project Activity
	30.00 COTET Q 30.00 CSD 1.0000000 01055 355215	
\frown		
07/08/2015	Out-of-State Travel Meals/PerD V	Employee - Out of Pockel V 21.50 USD Q
*Billing Typ	Internal V	Default Rec 1.00000000 C. 🗈
*Locatio	Detroit Q I Per Diem Deductions	Non Poimburgable Reimburgement Amt 21.50 LISD
		No Receipt
-	Accounting Details	

🗕 🔿 🌈 https://fsm92test.louisville.edu:7031/psp/fi92	2t/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE, 🔎 🗸	🖴 🖒 🚺 MSN.com - Hotmail, Outlool	k, 🥖 Create/Modify >>	ĸ	☆ 🛠 🛱
🍖 Convert 🔻 🔂 Select					
avorites Main Menu Employee Self-Se	rvice	se Reports 🗸 👌 Create/Modify			
			Home Wo	orklist Add to Favorites	Sign out
All - Search	Advanced 9				
07/08/2015 Dut-of-State Travel Me	als/PerD V 254 characters	remaining	Pay Only	34.50 USD	
oming Type Internal 🗸	II提 Recei	ipt Split Default	Rate *Exchange Rate	e 1.00000000 🤣 📑	
*Location Detroit	Q 📃 Per D	iem Deductions Von-Re	eimbursable Reimbursement An	mt 34.50 USD	
		No Rec	ceipt		
Accounting Details (2				
Chartfields					
	Monetary Currency Exchange				
Amount *GL Uni	t Amount Code Rate	SpeedType Key Account Fund	Dept Program P	C Bus Unit Project	Activity
34.50 UOFL1	34.50 USD 1.0000000 0	1053 535215 1000	Q 1220000356 Q 01053 Q	Q	۵. – – – – – – – – – – – – – – – – – – –
Ory 00/2015 Ital Out of State Travel Me	pale/PerD		Pay Only	56.00 USD	
Unualizaris in Out-or-state Havenine	254 characters	remaining	Pay Only V	56.00 03D	
*Billing Type Internal V	II据 Recei	pt Split 🗹 Default	Rate *Exchange Rate	e 1.0000000 🍫 📑	
*Location Detroit	🔍 🔲 Per D	iem Deductions Von-Re	eimbursable Reimbursement An	nt 56.00 USD	
		No Rec	ceipt		
Accounting Details (2				
Chartfields (FFFF)					
Amount *GL Uni	Monetary Currency Exchange	SneedType Key Account Fund	Dent Drogram D	C Rue Unit Project	Activity
	Amount Code Rate		Dept Hogiani I	e bus onic i roject	Activity
56.00 UOFL1	. Q 56.00 USD 1.0000000 0	1053 535215 1000	Q 1220000356 Q 01053 Q	Q	۹ 📃
07/10/2015 III Out-of-State Travel Me	eals/PerD 🗸	2	Pav Only	56.00 USD	Q + -
	254 characters	remaining			· ·
*Billing Type Internal	Little Recei	pt Split Default	t Rate *Exchange Rate	e 1.0000000 🍫 📑	
"Location Detroit	Q 📃 Per D	iem Deductions Von-Re	eimbursable Reimbursement An	nt 56.00 USD	
		No Rec	ceipt		
Accounting Details (Ð				~
					>

Convert	👻 🛃 Select												
rites 🔻	Main Menu 👻	> Employee Self-Service	 Travel and Ex 	(penses 👻	> Expense Reports	 Create/Mod 	dify						
									Home	Worklist	Add to F	avorites	Sign ou
Convert Select Convert Select O7/10/2015 [8 Billing Ty *Locat O7/11/2015 [8 *Billing Ty *Locat Converting Ty *Locat		All 👻 Search		» <i>F</i>									
		Amount *GL Unit	Amount Co	de Rate	SpeedType K	ey Account	Fund	Dept	Program	PC Bus U	Init Project	Acti	vity
		56.00 UOFL1	2, 56.00 US	D 1.00	000000 01053	535215	1000	Q 122000035	6 🔍 01053	٩	٩	Q	
~	07/10/2015	21ext basis/life_du/731/ppp/R2VEMPLOYEE/EBP/v2DMMSSTER_EPERSE_P * @ C 1 MSUccen -Hotmal, Outlook_ @ Create/Modify × Create/Modify × Employee Self-Service * > Travel and Expenses * > Expense Reports * > Create/Modify All Search: Se											
	Convert Main Menu Main Menu OF OF O7/10/2015 S Billing Typ Location O7/11/2015 Billing Typ Location Convert Convert Convert Convert Convert Convert Convert Convert Convert Convert Convert Convert Convert Convert Convert	Internal V		254	characters remaining Receipt Split			-4-	*Exchang	o Data 1	0000000	¢. ==	
	*Location	Detroit		Q	Per Diem Deduct	ions	Non-Reir	nhursable	Reimburseme	ent Amt	56.00	USD	
							No Recei	pt	Romburoom		50.00	000	
		Chartfields (FTT) Amount *GL Unit 56.00 (UOFL1)	Monetary Cu Amount Co	rrency Excha de Rate	nge SpeedType K 000000 01053	535215	Fund 1000	Dept	Program	PC Bus L	Init Project	Acti	vity
•	07/11/2015 🛐 *Billing Type *Location	z: //fore32eet.toukivilie.edu/031/ppp/f82/EMPLOYEEERP//ADMINISTER_EXPENSE.♀ ▲ C Minister Hotmail, Outook @ Create/Modify x Sector Yan Meru × > Employee Self-Service → Travel and Expense + > Expense Reports + > Create/Modify Anount YOL Unit Amount Code False Tribuoti Sector Yanowit You Unit Amount Code False Yanowit You Unit Yane Hotmail Yane Media/Pere Yanowit You Unit Yane Yane Media/Pere Yanowit You Unit Yane Yane Yane Yane Yane Yane Yane Yane	USD Q	÷									
	▼.	Accounting Details ② Chartfields					□ No Rece	pt					
		Amount *GL Unit	Monetary Cu Amount Co	rrency Excha de Rate	nge SpeedType K	Key Account	Fund	Dept	Program	PC Bus U	Init Project	Acti	vity
		56.00 UOFL1 (2, 56.00 US	D 1.00	000000 01053	535215	1000	Q 122000035	6 Q 01053	٩	٩	Q	
Expand All	Collapse All		cedu/7031/pp:/f02/t0MPLOYEL/EB//c/ADMPUNITER_EXPENSE_P - @ C MISILcom - Hotmail, Outlook @ Create/Modify Create/Modify Employee Self-Service - > Travel and Expenses - > Expense Reports - > Create/Modify Home Worklast Add to Favorites Sign outlook All - Scarch > Expense Reports - > Create/Modify Home Worklast Add to Favorites Sign outlook All - Scarch > Expense Reports - > Create/Modify Home Worklast Add to Favorites Sign outlook and - Scarch > Expense Reports - > Create/Modify Home Worklast Add to Favorites Sign outlook and - Scarch > Expense Reports - > Create/Modify Home Worklast Add to Favorites Sign outlook and - Scarch > Expense Reports - > Create/Modify Home Worklast Add to Favorites Sign outlook add add Expenses - Scarch > Code Scale Travel Medato/ParD - @ Code Scale Travel Medato/ParD - @ Code Scale Travel Medato/ParD 254 characters remaining @ Pay Only @ Scale Travel Medato/ParD - @ Code Scale Scale Travel Medato/ParD - @ Code Scale Travel										

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.

Convert	.isville.edu:/031/psp/fi92t/EMPLOYEE/E	RP/c/ADMINISTER_EXPENSE, 🔎 ▾ 🖬 ୯ 🛛 🏼	Create/Modify ×		w w
avorites - Main Menu -	> Employee Self-Service -> Tr	ravel and Expenses - Expense Reports	→ Create/Modify		
				Home Worklis	t Add to Favorites Sign o
	All 👻 Search	Model Search			
				New	Window Help Personalize Page
odify Expense Report	1				🔚 Save for Later 🔯 Expense Def
				ActionsChoose a	n Action V GO
*Business Purpose (Conference 🗸	Report 00000	000081 Pending		
*Description A	Attend SUG Conference	Created 08/18	/2015 Kerry Schmidt		
Reference		Q Last Updated 08/18	/2015 Vicki Dixon		
otals 🛞	View Printable Version	View Analytics		<i>∅</i> ₊ At	achments
Employee Expenses (12 Lines	s//fsm92test.louisville.edu:7031/psp/fi92t/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE P + C C eate Select tain Menu + > Employee Self-Service + > Travel and Expenses + > Expense Reports - > Create All + Search > Accorded Searce ness Purpose Conference + Report 0000000031 Pend **Description Attend SUG Conference C Created 08/18/2015 Vick C reated 08/18/2015 Vick Feference Last Updated 08/18/2015 Vick View Printable Version R View Analytics enses (12 Lines) 1,202.50 USD Non-Reimbursable Expenses 1,100.00 USE Amount Due to Employee 102.50 USD Non-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expenses 0.00 USE Amount Due to Employee 102.50 USD Mon-Reimbursable Expense policy. mit Expense Report turn to Search Protein			Employee Credits	0.00 USD
Cash Advances Applie	tp://fsm92test.louisville.edu/7031/psp/f92t/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE	0.00 USD	Supplier Credits	0.00 USD	
By checking this box Submit Expense Rep	, I certify the expenses submitted are	a accurate and comply with expense policy			
Save Creation Return to Search	E Notify				📑 Add 🖉 Update/Displa

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:

-		
(()))))))))))))))))))))))))))))))))))	https://fsm92test.louisville.edu/7031/psp/f692/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE, 🖉 🛩 🖴 🖒 🌠 Create/Modify 🛛 🗙	🟠 🛣 🕅
🗴 🍕 Convert	★ Select	
Favorites -	Main Menu + -> Employee Self-Service +-> Travel and Expenses +-> Expense Reports +-> Create/Modify	
	Expense Report Submit Confirm	× Sign out
		Help
	Expense Report	Page 📰 -
Modify Ex	Submit Confirmation	aco Dotaile
	Totals @	De Detailo
		GO
~*	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	
Totala @		
Totals @	Amount Due to Employee 102.50 USD Amount Due to Supplier 0.00 USD	
Employee		_
Cas	OK Cancel	
V B		
🔚 Save 🛛 🕵		Display
		.::
<		>

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

				Home Worklis	at Add to Favorites	Si
	Expense Reports 👻 Search	Adva	anced Search			
				New	Window Help Personaliz	ze Pa
ew Expense Report					Exp.	anar
				Actions	n ástion	
our expense report 000000081	has been submitted for approval.			ActionsChoose a	TACION V	
Business Purpose C	conference					
Description A	ttend SUG Conference	Created 0	8/18/2015 Kerry Schmidt			
Reference		Last Updated 0	8/18/2015 Vicki Dixon			
Totals 👔	View Printable Version	View Analytics	Notes			
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	
Am	ount Due to Employee	102.50 USD	Amount Due to Supplie	r 0.00 USD		
By checking this box,	I certify the expenses submitted a	are accurate and comply with expense po	blicy.			
Submit Expense Rep	ort					
Refresh Approval Sta	tus					