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

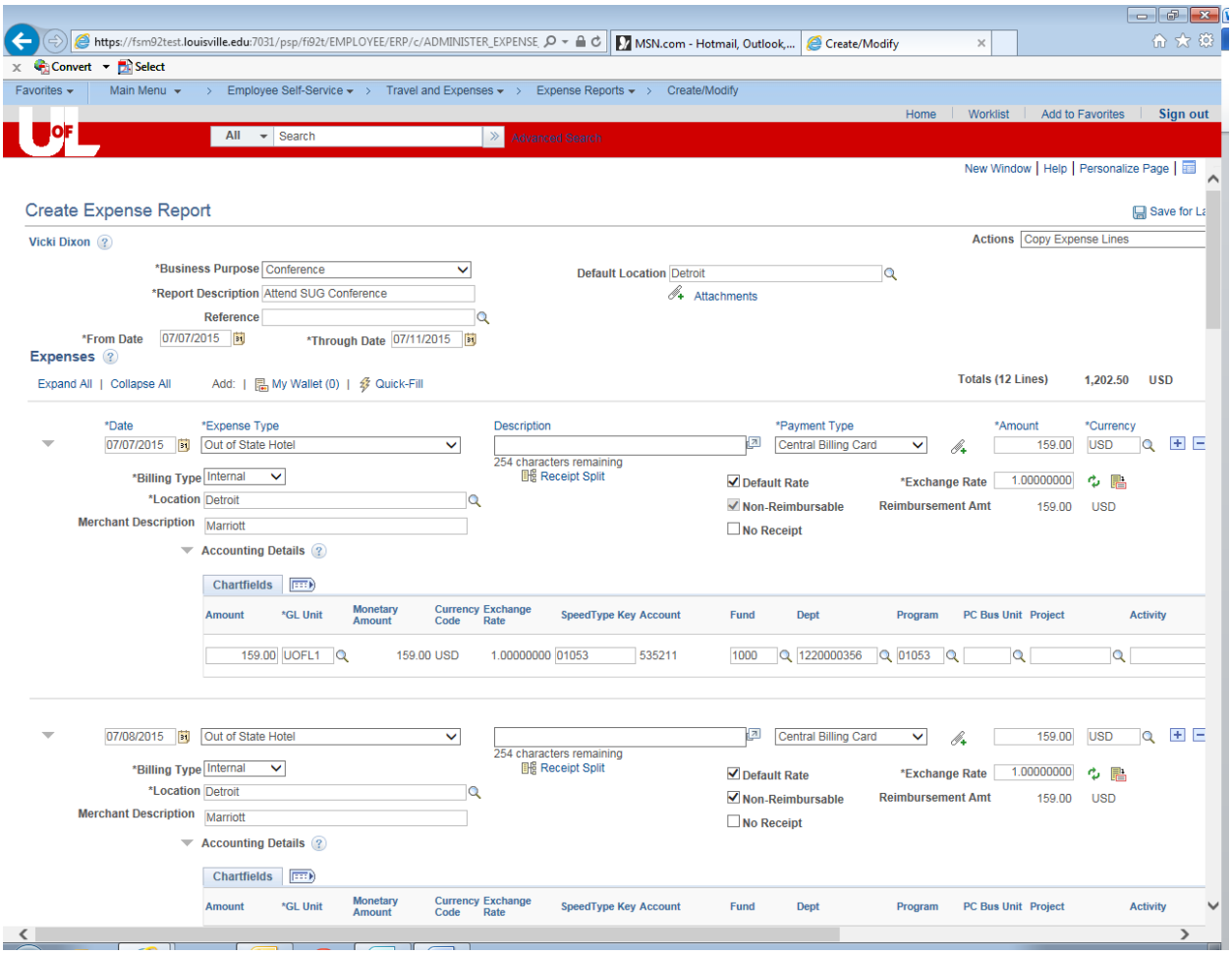
The trip was approved for $1,000, so the traveler is $202.50 over on their expenses. The department will need to determine which expense will be adjusted.

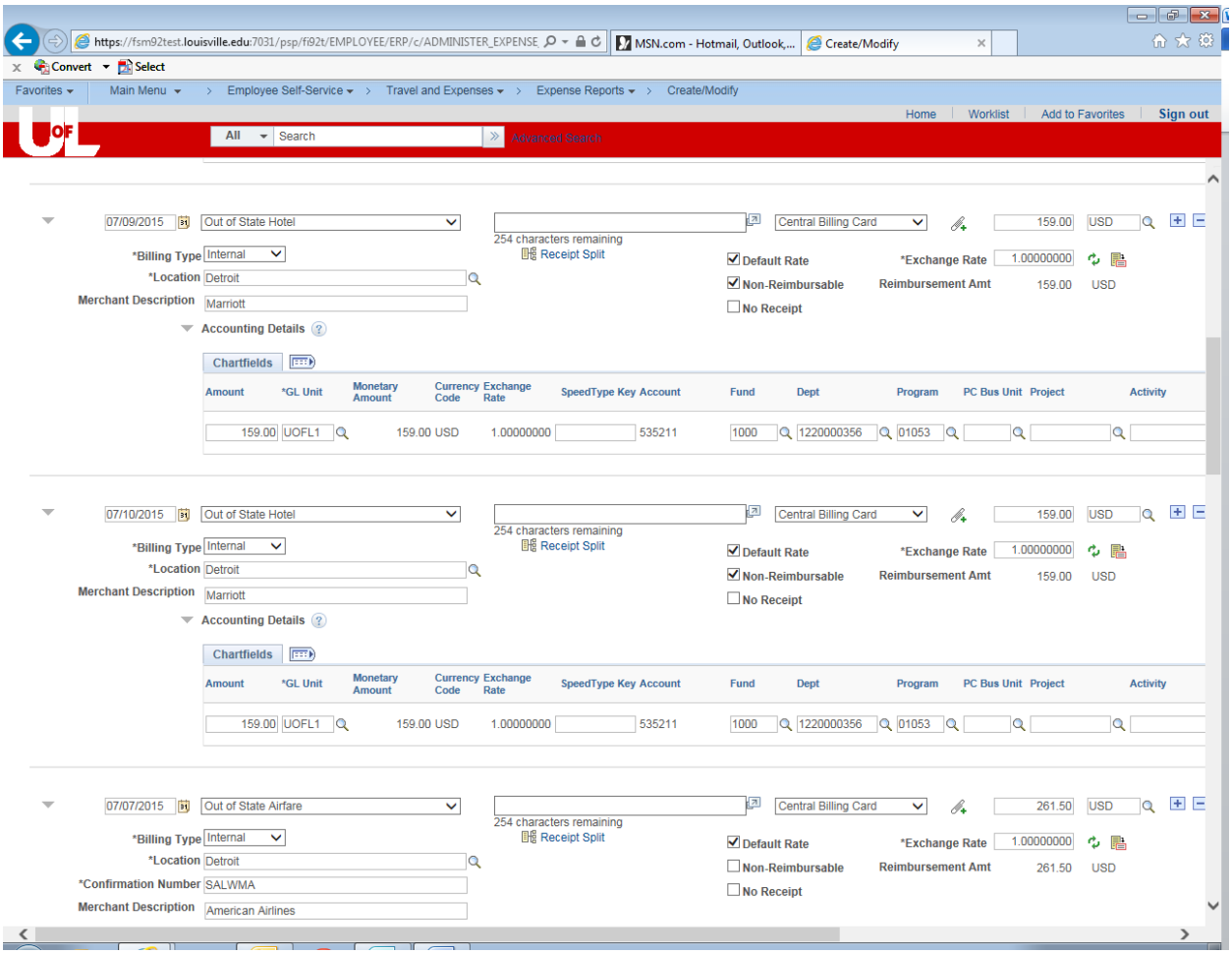
Obviously, University paid expenses will not be able to be used. Central billing card airline tickets and direct billed hotel rooms cannot be adjusted because the University has already absorbed those costs. An expense that the traveler paid for out-of-pocket will have to be adjusted. In this example, 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 out-of-pocket paid of $305, and an employee reimbursement for $102.50 with $202.50 not reimbursed.

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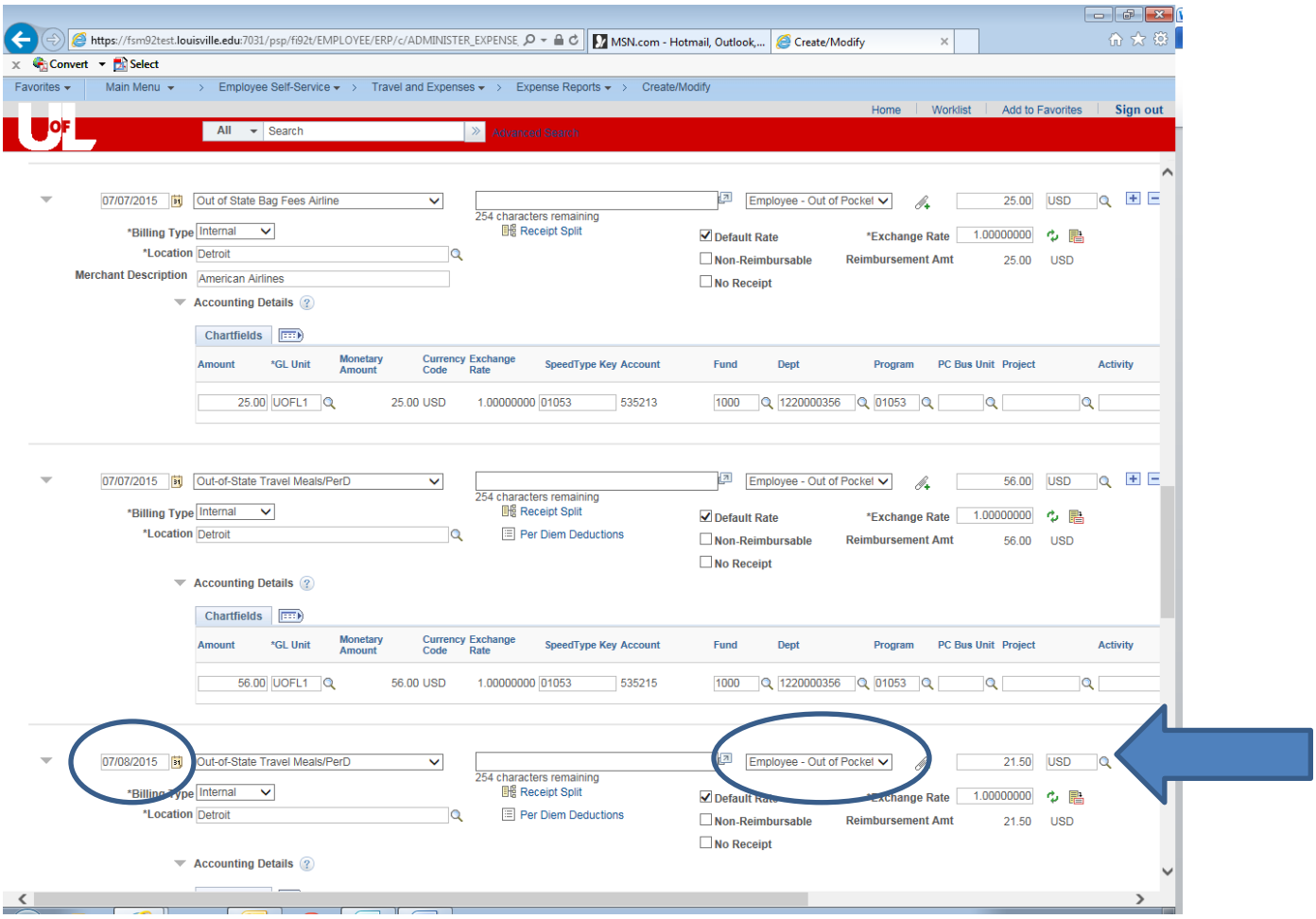
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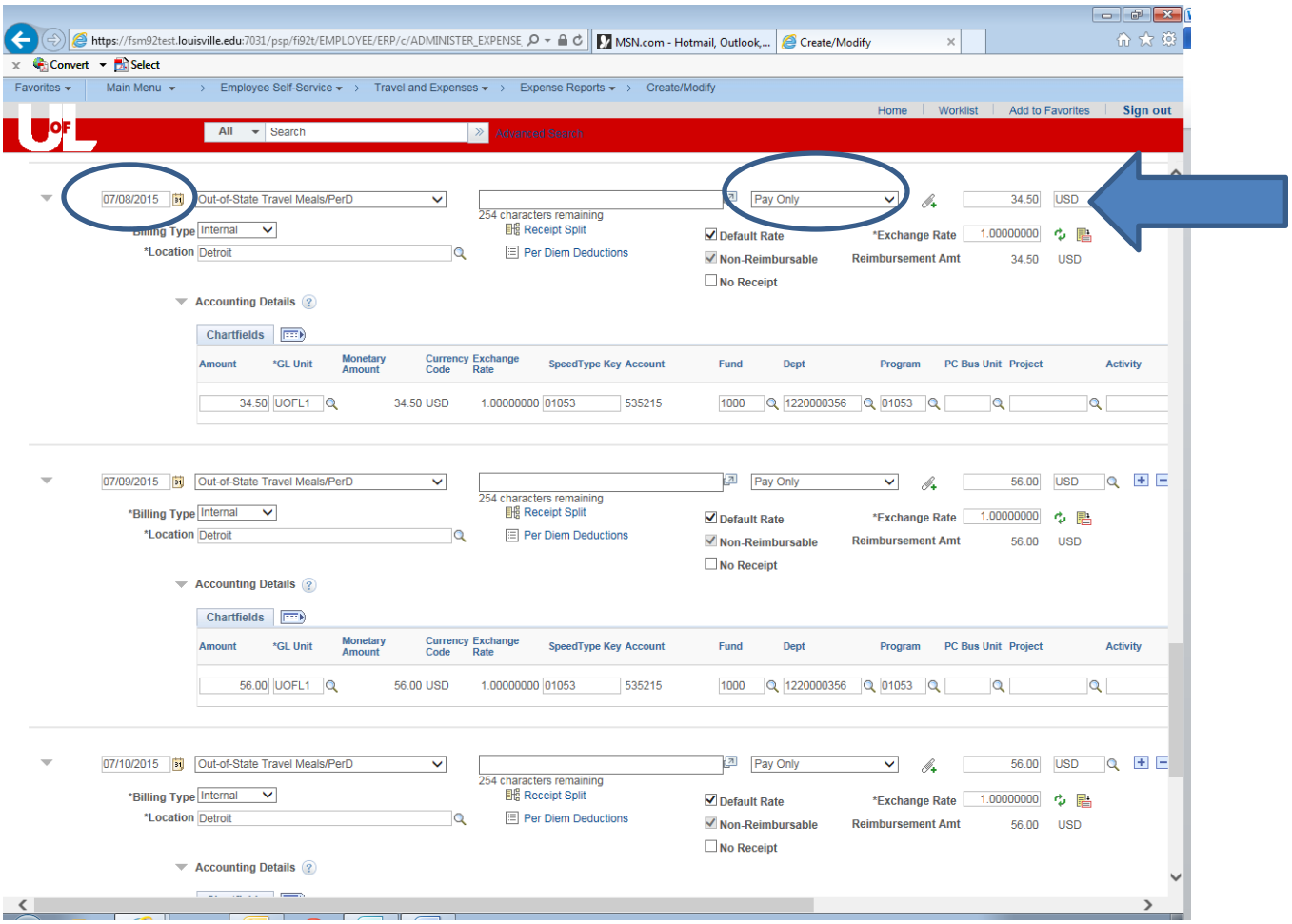
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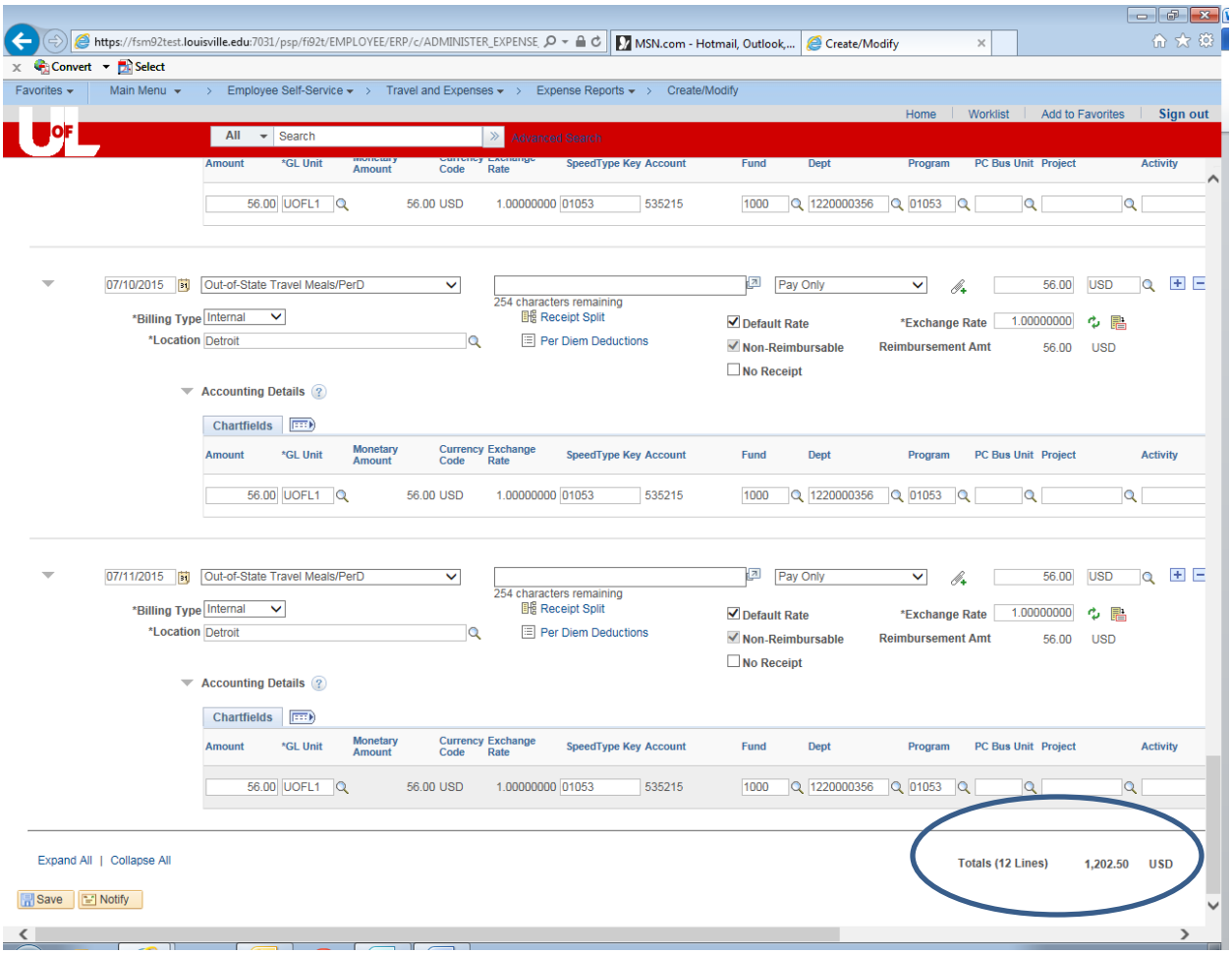
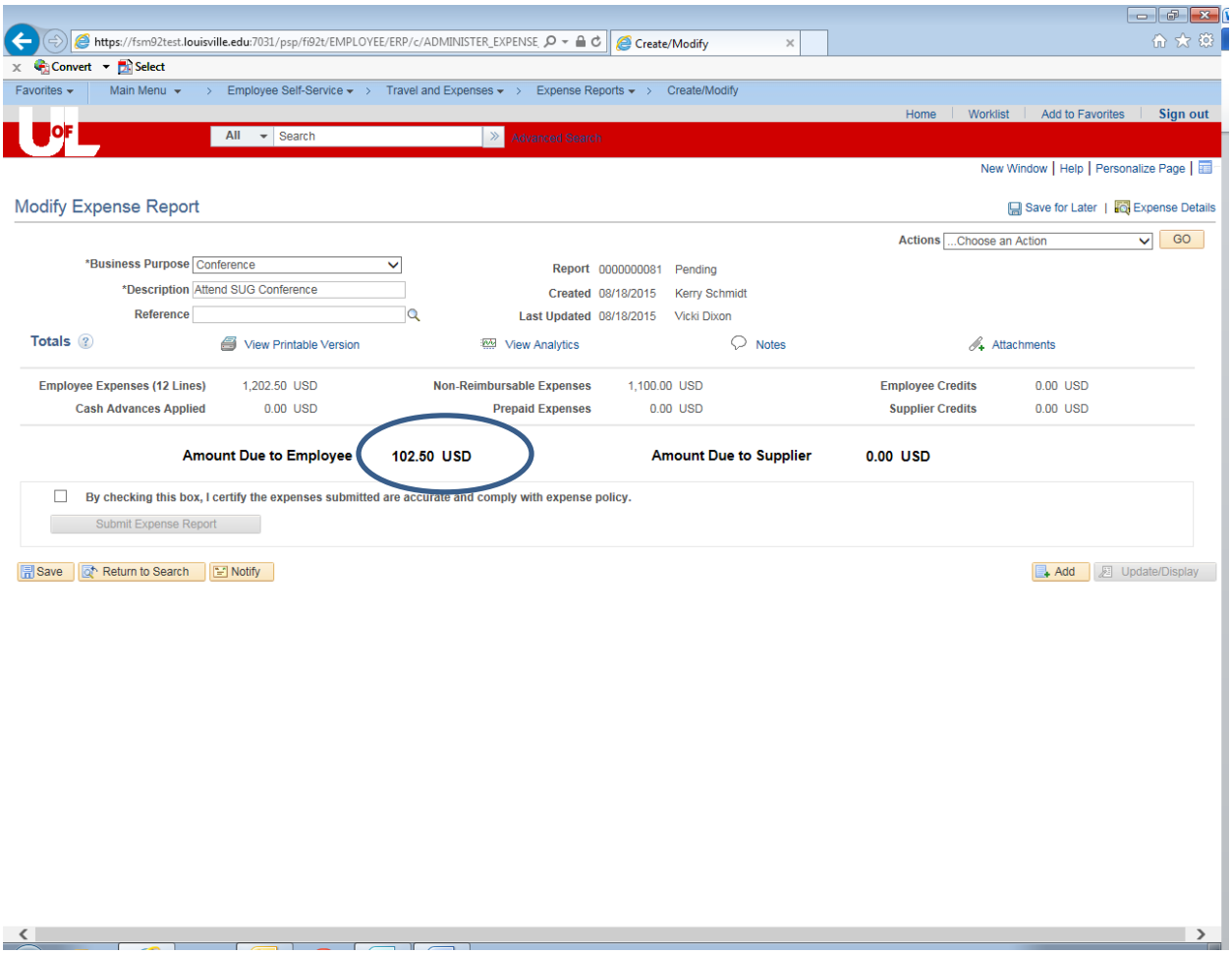


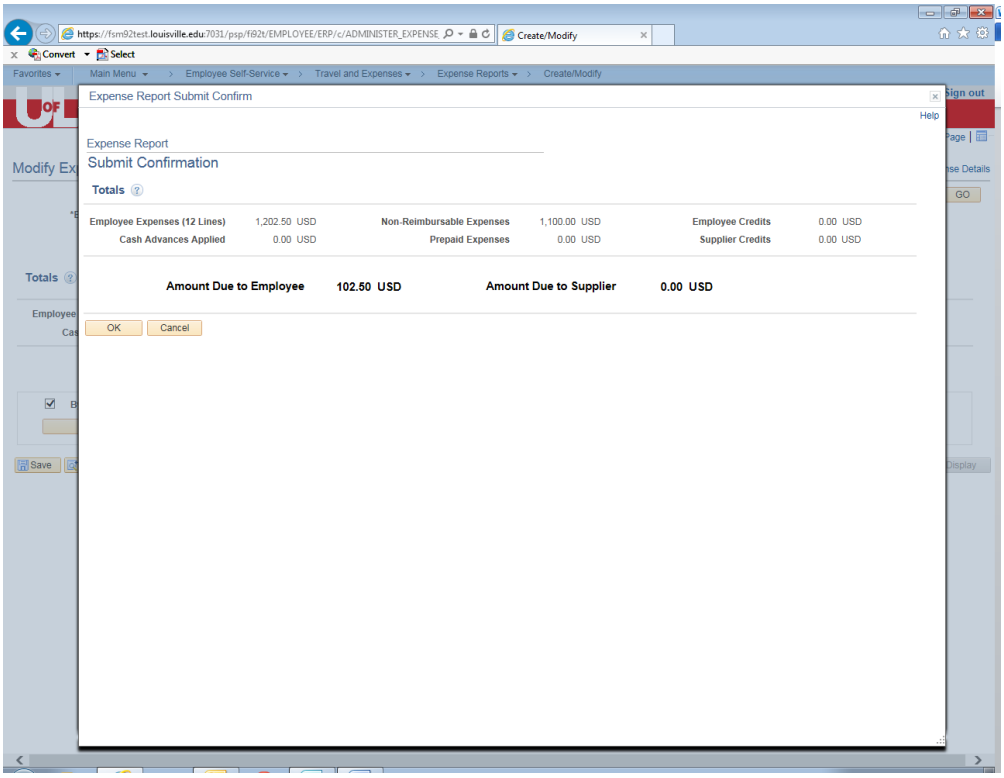
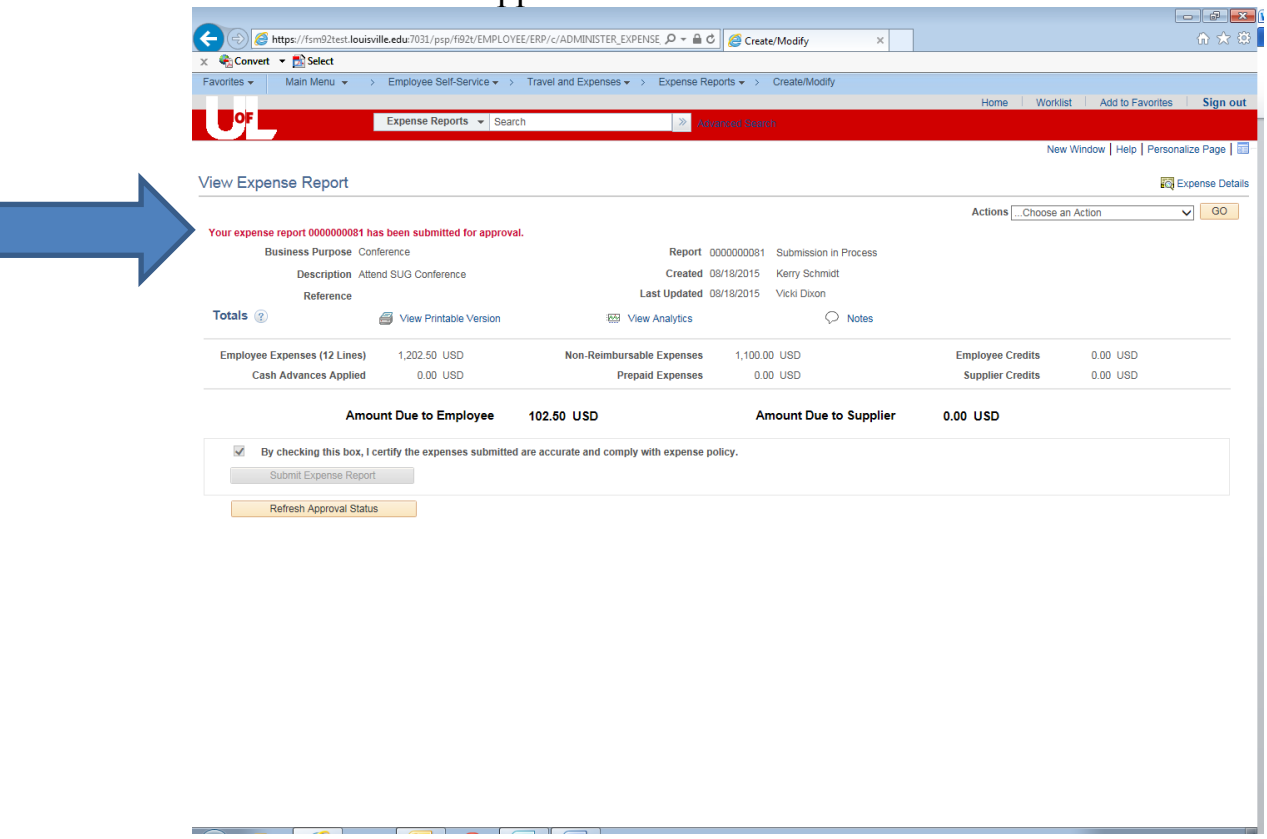
After all the lines are entered, click on "Summary and Submit" or "Save for Later" at the top right of the page. On the summary page, you will see that the expense report total is $1,202.50. The $1,100 "non-reimbursed" amount is made up of:

$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.



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".