

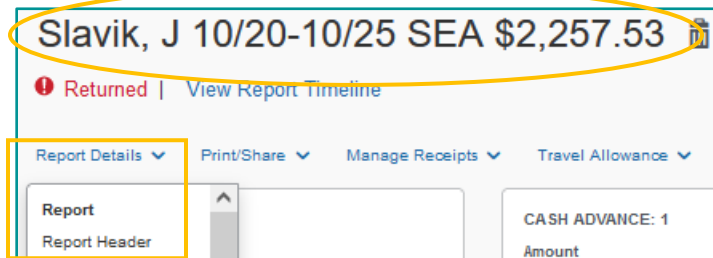


## Report Approved for Payment

Location for providing general trip information including purpose, funding, and associated Request. If the Report is started from the Request, the information auto populates from the Request Header. However, all fields are editable if any changes happened since trip planning and approval.

The Header is opened one of two ways

1. Click on the Report name in the top left
2. Select Report from the Details drop-down menu



**Report Header** ✕

Slavik, J 10/20-10/25 FAI-SEA | \$0.00

---

Trip Name \* ?

Trip Purpose \*

Trip Description \*

Trip Type \*

Traveler Type \*

Business Travel Start Date \*

Business Travel End Date \*

Did this trip include personal travel? \*

Personal Travel Dates

Are any expenses being paid by an external source? \*

Name of external source

Estimated amount to be paid by the external source

Fund \*

Org \* 1

Department \* 2

Campus \* 3

Activity Code



1. If auto populated from Request, update information as needed paying attention to changes in dates of travel, personal time, and primary funding
  - a. **Trip Name** – Use naming convention “Traveler last name, first initial, dates of travel (mm/dd-mm/dd) and airport or city location (e.g. SEA or Seattle)” and condense when appropriate
  - b. **Trip Purpose** – Use table in the “Request Header” handout to determine best match
  - c. **Trip Description** – A clear, concise descriptive summary of the completed work and why it was completed; please avoid acronyms and initialisms (R05.02.060(6)(c)(4))
  - d. **Trip Type** – When traveling to more than one business location, use the furthest trip type option; if the trip includes any international travel, choose “International”
  - e. **Traveler Type** – Will default based on user’s profile; student employees should change Traveler Type to “Staff” if travel involves their work assignment (e.g. research assistants conducting fieldwork)
  - f. **Business Travel Start and End Date** – Excludes any personal travel days; these dates reflect what was required to complete the business-only objective
  - g. **Personal Travel** – Select “yes” or “no” and provide dates of personal travel if applicable
  - h. **3rd Party/External Source Support** – Any business costs not paid by UA, includes self-funded
  - i. **Funding Source** – Search by code or name and select primary funding source (allocations are assigned through Expenses)

<input checked="" type="checkbox"/> Check to acknowledge that you owe the university money <span style="font-size: small;">?</span>	Report Id D86F52A8CEB0401B86E8	Report Currency US, Dollar
Approval Status Not Submitted	Report Total 0.00	Personal Expenses 0.00
Amount Not Approved 0.00	Amount Approved 0.00	Amount University Paid 0.00
Amount Due University 0.00	Amount Due User 0.00	Amount Due University Card 0.00
Total Amount Claimed 0.00		
Comments <input type="text"/>		

2. Generated based on information in the Report
  - a. Acknowledgement checkbox when the traveler owes money to UA
  - b. Report Totals
  - c. Comments – Provide any additional, pertinent general trip information such as reason for changes in dates or location of travel