

What's New: Request Header

- Added optional **GL** field to Allocation section of header
- Added **Will this trip include personal travel?** field for compliance monitoring
 - If 'Yes' is selected, **Personal Travel Dates** is a required field

This screenshot shows the Request Header form with the following fields and values:

- *Request/ Trip Name * (empty)
- *Request/ Trip Business Start Date * (MM/DD/YYYY)
- *Request/ Trip Business End Date * (MM/DD/YYYY)
- *Destination City * (empty)
- *Destination Country * (Search by Country/Region)
- *Request/Trip Purpose * (None Selected)
- *Traveler Type * (Employee)
- *Trip Type * (None Selected)
- *How will you reserve air, car and/or hotel? * (None Selected)
- Non-employee First (as appears on govt-issued ID) (empty)
- Non-employee Middle (as appears on govt-issued ID) (empty)
- Non-employee Last (as appears on govt-issued ID) (empty)
- Additional trip Purpose Information (empty)
- *ADSC * (05805) TRAVEL & REIMBURSEMENT S...
- *BU * (01)
- *Fund * (00357) TRAVEL & REIMBURSEMENT S...
- *Org * (1001)
- *Activity * (05805) TRAVEL & REIMBURSEMENT S...
- *Project * (00000000)
- *A/U * (1)

This screenshot shows the Request Header form with the following fields and values, including the new field highlighted in a green box:

- *Request/ Trip Name * (empty)
- *Request/ Trip Business Start Date * (MM/DD/YYYY)
- *Request/ Trip Business End Date * (MM/DD/YYYY)
- *Destination City * (empty)
- *Destination Country * (Search by Country/Region)
- *Request/Trip Purpose * (None Selected)
- Will this trip include personal travel? *** (None Selected)
- Personal travel dates (empty)
- *Traveler Type * (Employee)
- *How will you reserve air, car and/or hotel? * (None Selected)
- Additional trip Purpose Information (empty)
- Non-employee First (as appears on govt-issued ID) (empty)
- Non-employee Middle (as appears on govt-issued ID) (empty)
- Non-employee Last (as appears on govt-issued ID) (empty)
- AD Shortcut * (26232) *RONDINA U2M2*
- BU * (01)
- Orig * (01337) MOLECULAR MEDICINE PROGRAM
- Fund * (2500)
- Activity * (26232) *RONDINA U2M2*
- Project * (00000000)
- A/U * (1)
- GL** (Search by Text)

What's New: Expense Report Header

- Added optional **GL** field to Allocation section of header
- Merged **SOM Mission-Based Accounting** options to the new **GL** field
- Simplified **Trip Type** list: Domestic Group, Domestic In-State, Domestic out of State, Int'l Group, Int'l Travel, Non-University Travel, TCard Dept Reconciliation
- Restructured layout of fields

This screenshot shows the previous layout of the Expense Report Header form. It features a complex arrangement of fields with multiple columns and rows. Key fields include Report/Trip Name, Report/Trip Business Start Date, Report/Trip Business End Date, Trip Type, Report/Trip Purpose, and Traveler Type. The layout is cluttered and difficult to navigate.

This screenshot shows the updated layout of the Expense Report Header form. A green banner at the top reads "Updated". The form is restructured for better readability and ease of use. Key changes include:

- A green box highlights the "Does this reimbursement check need to be held for pickup?" dropdown menu.
- A green box highlights the "Non-employee Traveler Name (if applicable)" text field.
- A green box highlights the "GL" field in the Allocation section, which now includes "SOM Mission-Based Accounting" options.
- Numbered callouts (1-5) point to various fields: 1. AD Shortcut, 2. BU, 3. Org, 4. Fund, 5. Project.

What's New: Expense Types

- Removal of Chartfield at Entry Level – travelers will use the **Allocate** function to expense at the entry level of select multiple expenses to multi-allocate
- New Dropdown Selections: Airfare, Entertainment, Airline Fees, Daily Meals

Example: Airfare

- Removal of **Trip type** and **How did you book this airfare?**
- Added fields for policy compliance approval routing: **Was the Airfare Domestic or International?**, **Class of Service**, and **Number of Hours Traveled**

Details | Itemizations

Allocate * Required field

Expense Type *
Airfare

*Transaction Date *
MM/DD/YYYY

*Report /Trip Purpose *
Athletic Team Travel

*Trip Type *
CAMPUS: Domestic Group (\$50)

Additional Information
Ticket Number

*Vendor *
Search for Vendor

*Destination City
🌐

How did you book this airfare? *
None Selected

Payment Type *
Out of Pocket

Amount *
Currency *
US, Dollar

*ADSC * ①
▼ (26232) "RONDINA U2M2"

*BU * ②
▼ 01

*Org * ③
▼ (01337) MOLECULAR MEDI ...

*Fund * ④
▼ 2500

*Activity * ⑤
▼ (26232) "RONDINA U2M2"

*Project * ⑥
▼ 00000000

*A/U * ⑦
▼ 0

Updated

Details | Itemizations

Allocate * Required field

Expense Type *
Airfare

*Transaction Date *
MM/DD/YYYY

*Report /Trip Purpose *
Athletic Team Travel

Additional Information
Ticket Number

*Vendor *
Search for Vendor

*Destination City
🌐

Was the Airfare Domestic or International? *
None Selected

*Class of Service *
None Selected

Number of Hours Traveled *
None Selected

Payment Type *
Out of Pocket

Amount *
Currency *
US, Dollar