Guide for Processing and Reviewing Travel Claims

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Overview of Process

A new Travel Claim process in BASIS is replacing the paper form, 'Statement of Traveling Expenses'. Once the traveler has returned from their trip, they need to organize all of their required receipts so they can obtain reimbursement for authorized expenses. Even though the Travel Claim is entered and submitted via TARGET for approval, a printed Travel Claim will need to be signed by the traveler. The signed claim along with any required receipts will be sent to the Travel Office for review and final processing for payment.

If you wish for your traveler to fill out a 'travel worksheet' to document expenses, this can be printed from the Travel website: http://travel.uark.edu/

What function will be used to create the Travel Claim?

TC (Travel Claim)

How can I print a Travel Claim for signature and review?

- **www.uark.edu/basis**

    OR

- TC with an action of 'V' and Press PF11 (WebLk) from Screen 2

What function is used to submit the TC via TARGET for approval?

TCT (Travel Claim Target)

What list facilities are available to locate Travel Claims?

LCTA (List Claims for a Travel Authorization)
LTCV (List Travel Claims for a Vendor)
LCSB (List Travel claim Count for a Status and Bu)
LTSB (List Travel claim for a Status and Bu)
LTTC (List Transactions for a Travel Claim)

What list facilities are available to locate invoices generated from claims?

LIPO (List Invoices for a Purchase Order)
LIVI (List Invoices for a Vendor and Invoice number)
LIVD (List Invoices for a Vendor and Date)
TC (Travel Claim-Once viewing the paid TC, press PF2, system will take you to the TI function where payment information is displayed.

How can I print/email a list of open travel receivables for a traveler?

- By pressing the **PF6** key while on **TC** (email option available)
- **LOTR** – List Outstanding Tcard Receivables (email option available)
- Traveler can view and print from *webBASIS* with their UARK id and Email password

Step by Step Guide to Creating the Travel Claim

Step 1: Ensure that **Travel Authorization** has been created and approved.

Step 2:   If Traveler has a Traveler TCard print/email list of open receivables for selection by traveler. This can be done by emailing from **LOTR** or **TC**. The Traveler may also go to *webBASIS* and view/print their TCard charges.

Step 3: Create the Travel Claim using the **TC** function

Step 4: Print the Travel Claim and have Traveler sign it (**www.uark.edu/basis**)

Step 5:   Submit the Travel Claim via TARGET for approval   **(TCT)**

Step 6: Attach receipts to printed Travel Claim and send to the Travel Office for processing. **No Faxes!   Unless an emergency, all documents should be mailed to the Travel Office or hand delivered.**

Step 1: Create the Travel Authorization

- Ensure that the Travel Authorization has been processed and approved for the trip you are getting ready to process. There must be an approved Travel Authorization in the BASIS system before you can process the **Travel Claim**.

Step 2: Locating Traveler TCard Charges

(If your Traveler does not have a Traveler TCard go to Step 3)

If your Traveler has a U of A **Traveler TCard,** every charge the traveler incurs on this card will download as a 'receivable' against them personally. Filing of a Travel Claim and selecting the appropriate charges that relate to the trip will help offset these charges. This process is very similar to travel advances, in that, if the total amount of the claim is less than the amount of charges that were made using the Traveler TCard, and associated with this trip, the traveler will receive an invoice from the Treasurer's Office for the balance owed. If the total amount of the claim is more than the amount of charges made using the Traveler TCard, the traveler will receive a check for the net.

- **LOTR - (List Open Travel Receivables)** is a list facility that lists all open receivables for a Traveler. The **PF12 (Email)** key is available for selection. You can email this list of charges to the traveler for their review and selection. **PLEASE NOTE:** Until the Travel Claim has been paid in Travel and expensed, the receivables you may have already included with a travel claim will still be displayed until expensing occurs.

- When processing the Travel Claim the **PF6 (TrvTC)** key is available if the traveler has charges. At this point you can select the appropriate charges or email the list to the traveler for review using the **PF12 (Email)** key. **PLEASE NOTE:** If charges have been selected for another claim, but not yet expensed, they will still be listed, but will unavailable for selection.

- Traveler also has the option of going to *webBASIS* to view/print their list of Traveler TCard charges. Take the following steps to locate via *webBASIS:*

    1. Go to www.uark.edu/basis
    2. Select *webBASIS*
    3. You will be asked for your **User ID** and **Password** (this is the same user ID you use to access your email)
    4. From the **Main Menu** select *'My Travel'*
    5. From the **My Travel** Menu, select *'Traveler T-Card Statement'*
    6. You can print your list of charges
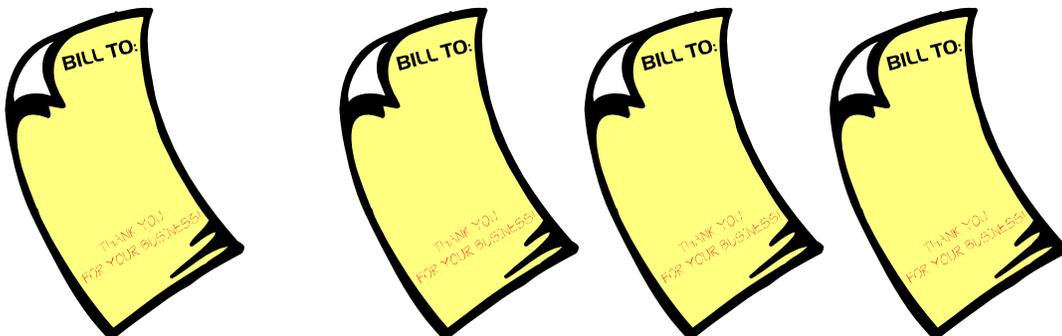
Step 3: Creating the Travel Claim (TC)

(This is a two (2) screen function, with Screen 1 being where you enter the legs of trip and Screen 2 where you will enter the expenses incurred by the Traveler)

Screen 1 of TC

- Type **TC** in the *Command Field*; tab to the *Action field* and type an 'A' (Add); tab to the *TA Number Field* and type the Travel Authorization for the trip; press **'Enter'**.

- A window will appear that will display pertinent information related to the TA. A message will be displayed that says: **"Is this the correct Travel Authorization for the claim you want to add".** You will enter a **'Y'** or an **'N'**. You must have a **'Y'** before you can complete the processing of the claim.

- The cursor will be in the *Traveler ID Field*. The system will default the *Vendor Number, Name No. and Address No.* that was entered on the Travel Authorization. **It is very important to insure that this is the correct name and address as this will be who and where the check is sent, or where an invoice is sent if the traveler owes money**.   If the name number and/or address number need to be modified, press the **PF1 (Help)** key while in the *Traveler ID Field* to activate the vendor search facility. This is the same search facility that is used in other UPS functions. If the name or address you are searching for is not available for selection, press the **PF11 (PVend)** key to activate and propose the name and/or address.

- The *Purpose Field* will default to the purpose of the trip entered on the TA, unless processing a claim against a blanket. In that instance the field will be 'blank' and require entry of information. This field is modifiable.

- You will enter the date and time of departure from 'official station' in the *Departure Date/Time Field.*   **IMPORTANT:** This field requires entry of both the date and time of travel, including AM or PM. This field will begin defining the amount of meals that will be allowable for reimbursement. If you need help in the correct format of date and time structure, press the **PF1 (Help)** while cursor is in this field.

- In the *Departing From Field*, the system will default **the location city of the traveler address on the TA**, but this field is modifiable if the traveler is departing from another official station. **Please Note:** This field is validated against the **TDMM** table in BASIS. The city you are using must be in this table before it can be used.   If the city is not there, notify the Travel Office to have the city added.   If unsure of the spelling, press **PF1 (Help)** to activate the city search facility. (This is the same search facility used on TA.)

- In the *Destination Field*, you will enter the first city for that leg of your destination. This field validates against the **TDMM** table in BASIS. If your destination is not on the table, notify the Travel Office to have it added.

- In the *Means Field*, you will enter the method of travel for that particular leg of your trip. Press **PF1** for a list of the valid codes for use.

- Screen **1** of **TC** allows up to **4** legs. If you require additional legs, press the **PF12 (+Leg)** key.

IMPORTANT: Each trip should have a minimum of 2 legs. This will be the leg that defines when you departed from your official station, with the second leg being when you left that location and returned.

- In the *Trip Ended Field*, you will enter the **Date and Time** you arrived back to your official station.

Below is an example Screen 1 of a Travel Claim (TC) for a trip to Los Angeles:

```
 UPOTC  1 TEST            Travel Claim - TC           02/24/06 14:34
 Command:     Action: A Req:      :     PO: 6001474 :    TA: 6001474
 Travel Claim:

 -------------------------------------------------------------------------------
 Action: A Claim:      TA: 6001474 Traveler: 100254-01-001    Screen 1 of 2
                              Carter; Donna
 Claim Status: I In process        BASIS Development Team/Travel Office
 Purpose: Travel  training         HOTZ 602
 BU: AVCB  Assoc V C Bus


 Departure Date/Time Departing From        Destination       Means
 02/08/2006 07:00 AM Fayetteville, AR       Los Angeles, CA      A
 02/10/2006 11:00 AM Los Angeles, CA        Fayetteville, AR     A


 Trip Ended: 02/10/2006 05:30 PM


         Claim Total:
     Travel Advance(s):        Updated:
 Traveler T-Card Charges:          by:
        Net Due Traveler:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Suspd Quit  TA   RStrt      NextS      Comm        PVend +Legs
```
Go to screen 2 to validate data there

The above example shows that the traveler departed on 02/08/2006 at 7:00 AM from Fayetteville, AR to Los Angeles, CA. The traveler then departed from Los Angeles, CA on 02/10/2006 at 11:00 AM and arrived back in Fayetteville, AR on 02/10/2006 at 5:30 PM.

- Press **'Enter'** to validate and **PF8 (Next S)** to enter the expenses incurred by the traveler.

Screen 2 is where the traveler's expenses are listed. This includes any expense paid with the traveler's personal funds **OR** with the traveler's *Traveler TCard*. In other words, any expenses to be reimbursed or claimed.

- The cursor will be in the *Mileage Rate Field*.   The rate displayed is the maximum rate allowable by the State. If claiming mileage, this rate may be lowered, but not increased.

- If the traveler has incurred mileage then you will enter the mileage amount in the *Official Hwy Miles Field*.

- If there is vicinity mileage along with the Official Hwy Miles, then that additional mileage will be entered in the *Vicinity Miles Field*.

- You will have the opportunity to enter up to six (6) *taxi charges*. If you have more than 6 taxi fares, then use the *Misc. Field* to continue entering the taxi information.

  Remember: A receipt is required for any taxi fare that exceeds $25.00

- If the traveler incurred an expense for airfare, you will enter that amount in the *Airfare Field*.

- If the traveler incurred an expense for car rental, you will enter that amount in the *Car Rental Field*.

Remember: You must provide an itemized receipt for both of these expenses. No reimbursement will be allowed for additional car rental insurance.

- If the traveler incurred an expense for parking, whether it's at the airport or hotel, etc. the total amount for parking will be entered in the *Parking Field*. (**receipt(s) required**)

- If the traveler incurred an expense for registration, you will enter the amount in the *Registration Field*. (**receipt required**)

- In the *Meals Field* you will enter the dollar amount spent on meals. **The traveler is only to claim the amount actually spent on meals. The Federal Per Diem Rate is only to be used as a guideline in establishing the maximum amount allowable**. If meals have been paid for on a registration, they are not to be claimed for reimbursement in the meals section. The system will validate against the **TDMM** table in BASIS.

- In the *Lodging Field*, you will enter the total amount spent on Lodging, **NOT** to include any expense for parking, phone, internet, or restaurant charges. This amount is only the Lodging amount including room taxes. **(Receipt is required)** If your lodging amount exceeds the Federal Per Diem allowable,

and you have not designated that you are requesting a **'special'** from the TA, the system will prompt you to either lower your amount to the Federal Per Diem Rate or designate on the Travel Claim that you are requesting a **'special'**.

- You have the opportunity to enter (**6**) different *miscellaneous expenses*. If you have miscellaneous expenses in excess of the 6 fields available, you should designate one of the fields as 'other' and total the amount. You will then need to provide an explanation of the additional miscellaneous expenses in the extended description facility available, by pressing the **PF9 (Comm)** key. **Please Note:** All miscellaneous charges must be backed up with receipts. Items such as copying and other out of the ordinary travel expenses must also include justification of purchase.

- If you have entered amounts that require receipts, you will be prompted by the system to designate whether or not you have all of your required receipts. You will either enter **'Y'** or **'N'**. If you enter an **'N'**, the system will prompt you to enter a reason why you do not. You will enter this information by pressing the **PF9 (Comm)** key

- If your traveler has incurred charges against their **Traveler TCard**, the **PF6 (TrvTC)** key will be available for selection. **Please Note:** If you do not select this key and there are charges, the system will warn you that charges do exist for this vendor). **If the traveler has not incurred any Traveler TCard charges, please skip the following as it relates to Traveler TCard charges.**

Below is an example of the window displayed for Traveler TCard charges:

- You only select those charges that relate to the trip you are processing. There may numerous charges here that relate to other trips.

```
Please Note:  Just because a Traveler may have Traveler TCard charges, they may NOT relate to
the trip you are working on.  If they do not, then do not select any of them on the claim)

        Traveler T-Card Charges for Carter; Donna
        Receivable              Posting
           ID      Txn Date      Date    Supplier Name                Amount
  X_ TR00000573 02/09/2006 02/10/2006 APPLEBEE"S                       19.80
   Unidentified travel  --                LOS ANGELES, CA
  X_ TR00000574 02/09/2006 02/10/2006 RADISSON HOTELS                 550.10
   Unidentified travel  --                LOS ANGELES, CA
            Traveler T-Card Receivables 1   thru 2


     PF3=Quit                              PF10=Save   PF12=Email
Open T-Card receivables are listed; select charges for this claim.
```

- Select the appropriate charges and press **'PF10' (Save)**. (**Notice that two (2) charges have been selected on this example**)

- The total amount of the Traveler TCard charges you selected will be displayed on the screen in the *Traveler's TCard Field*.

- If the Traveler has an outstanding Travel Advance balance associated with this trip that amount will displayed in the *Travel Advance Field*.

- Press **'Enter'** to validate, if the Traveler *OWES* money, on, you will see a Tag which says **'Net Due University'**: $$$.$$ If the Traveler is to *RECEIVE* money, then a tag will be displayed which says **'Net Due Traveler'** $$$.$$

- Press **PF10 (Save)** to save the Travel Claim. **A claim number will be assigned. It will be displayed in the Travel Claim field in the banner**.

In the example below, *the Traveler has incurred expenses of $712.55. The Traveler also had a $100.00 travel advance and incurred 569.90 on their Traveler TCard; therefore resulting in payment to the Traveler in the amount of* **$42.65**

```
Please enter new key fields
 UPOTC  2 TEST            Travel Claim - TC          02/24/06 14:34
 Command:    Action: A  Req:     :    PO:     :    TA: 6001474
 Travel Claim: 157
 ----------------------------------------------------------------------
 Action: A Claim:     TA: 6001474              Screen 2 of 2
                                      _____Taxi Fares_____
      Mileage Rate: 0.39              1st:  5.25     2nd:
 Official Hwy Miles                   3rd:           4th:
     Vicinity Miles:  70   27.30      5th:           6th:
            Airfare:
          Car Rental:              _____Miscellaneous Expenses_____
           Parking:      36.00     Desc.     Amount  Desc.     Amount
        Registration:              shuttle    36.00
             Meals:    120.00
            Lodging :   488.00
    Lodging Special: S Safety          Receipts: Y all will be provided

 Total Reimbursable Expenses:   712.55
               Travel Advance:   100.00           Travel Related POs:   350.00
     Traveler T-Card Charges:   569.90   Administrative TCard Charges:  285.10
            Net Due Traveler:    42.65
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
        Help  Suspd Quit  TRPOs      TrvTC  PrevS NextR      Save       AdmTC
```

In the following example, *the Traveler incurred expenses of $612.55. The Traveler also had a $100.00 travel advance and incurred 569.90 on their Traveler TCard; therefore resulting in amount OWED back to the U of A of **$57.35***

```
Please enter new key fields
 UPOTC  2 TEST            Travel Claim - TC          02/24/06 14:34
 Command:    Action: A Req:      :    PO:      :    TA: 6001474
 Travel Claim:  157
--------------------------------------------------------------------------------
 Action: A Claim:     TA: 6001474                    Screen 2 of 2
                                          _____Taxi Fares_____
        Mileage Rate: 0.39                1st:  5.25     2nd:
 Official Hwy Miles                       3rd:           4th:
        Vicinity Miles:   70   27.30      5th:           6th:
              Airfare:
            Car Rental:             _____Miscellaneous Expenses_____
              Parking:       36.00     Desc.    Amount  Desc.      Amount
          Registration:                shuttle     36.00
                Meals:       20.00
              Lodging :     488.00
 Lodging Special: S Safety         Receipts: Y all will be provided


 Total Reimbursable Expenses:    612.55
              Travel Advance:    100.00          Travel Related POs:  350.00
       Traveler T-Card Charges:  569.90   Administrative TCard Charges: 285.10
          Net Due University:     57.35
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       Help  Suspd Quit  TRPOs      TrvTC PrevS NextR       Save       AdmTC
```

Now you are ready to print the claim. Continue to next page

Make sure that the traveler reviews and signs

Step 4 –Printing the Travel Claim for Signature and Attaching Receipts

There are now two ways of printing your Travel Claim. If you are creating your Travel Claim in the 3270 version of BASIS, once you have saved the claim from the **TC** function simply go back and change the Action to a **'V'** to view the claim. Press the **PF8 (NextS)** to the second screen and a **PF11 (WebLk)** key will be available. Press this key and a winder will display. A website address will be listed first which when double clicked will display the Travel Claim for printing.

You can also go directly to the web and print the claim by doing the following:

- www.uark.edu /basis
- Once at the BASIS website you will select *webBASIS*, type in your UARK id and Email password.
- Under the main menu, select *'Administrator Menu'*
- Select *'Travel Claims'*
- From this point there are several search options available for locating and printing the travel claim. *The most common will be the last one where you just enter the Travel Claim Number*.
- Once you have located the claim, you will select the claim number. A window will display the travel claim. You will select the *'Print Version for Signing'* icon. From that point you will print as you normally would.
- A cover sheet will print, which displays a "*checklist*" of items you must include with the printed travel claim.

(PRIOR TO HAVING THE TRAVELER SIGN, ENSURE THAT THIS IS THE FINAL DOCUMENT THAT WILL BE SENT TO THE TRAVEL OFFICE)

Step 5: Submitting the Travel Claim via TARGET for Approval

When you have completed the Travel Claim, printed it, had it signed by the Traveler, and attached all required receipts, you will submit the claim via TARGET for electronic approval by the Department Head or other authorized agent.

Please Note: If the Department Head is the person traveling, you must have another manual signature on the form, or electronic approval must be done by a proxy to the Department Head. In other words, the traveler and the approver may not be the same person.

- Type **TCT** in the *Command Field*; tab to the *Action Field* and type **'S'** (Submit); tab to the *Claim # Field* and type the **Claim Number**.

- Press **'Enter'** to validate. You will notice that the system will display the maximum amount allowable for meals next to the amount that was claimed by the traveler.

- Press **PF10** to submit the claim for approval.

Step 6: Send Printed Copy to Travel Office

- Send the printed copy of the Travel Claim (with Traveler signature) and all required receipts to the Travel Office, ADMN 317.
  IMPORTANT: The Travel Office WILL NOT process the Travel Claim until the hardcopy has been received and the electronic approval has been processed.

Processing a Travel Claim against a Blanket that includes Administrative TCard Purchases
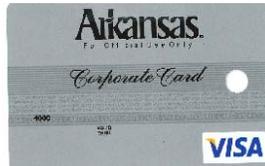
You may have instances where the *Administrative TCard* has been used to purchase airline tickets, registration, and/or car rental for a trip that will be filed against a blanket TA.

When this occurs you will be required to select the appropriate *Administrative TCard* purchases that are to be included as part of the trip, if applicable.

The process of creating the Travel Claim (**TC**) works exactly the same way as outlined in **Step 3**, with one exception:

- You must select the appropriate *Administrative TCard* charges that are associated with the trip. By pressing the **PF12 (AdmTC)** key on *Screen 2* of the **TC** function, a list of *Administrative TCard* charges will be available for selection.

  PLEASE NOTE: In order to be able to select the charges, you must have already approved these charges online and associated the correct TA number to the charge)

- Select the charges and press **PF10** to Save.
- The charges will print on the Travel Claim.

Processing a Travel Claim for Vicinity Mileage

Periodically there are individuals who must use their personal vehicle for University business. These are trips where the individual is traveling within the Fayetteville area picking up supplies, etc. for the department.

Travel Claim for vicinity mileage should be filed on a **MONTHLY** basis, using the following process:

- In the *Purpose Field*, you will type **'Vicinity Mileage'**
- You will enter the date and time of departure from 'official station' in the *Departure Date/Time Field.*   **Please Note:** Since only claiming vicinity mileage simply enter the starting date of the month that mileage is being claimed along with a time of **06:00 AM**
- In the *Departing From Field*, you will enter 'Fayetteville, AR' (if located at an official station other than Fayetteville, type that location. For example: Little Rock, AR)

- In the *Destination Field*, you will enter the same city entered in the Departing From Field.
- In the *Means Field* you will enter a **'P'** for Personal Vehicle.
- Tab to the *Trip Ended Field* and enter the date and time that the vicinity mileage ended for the month.

- Press **'Enter'** to validate and Press **PF8** to **Screen 2.**

- In the *Vicinity Mileage Field*, type the total amount of vicinity mileage being requested.

- Press **'Enter'** to validate and then press **PF10** to save the Travel Claim.

- You are now ready to print the Travel Claim, attach the mileage log, have traveler sign and submit via TARGET using the **TCT** function.

Locating Payment Information

Once a Travel Claim has been 'Paid' by the Travel Office, the payment information can be viewed. Although there are several ways to find and view payment information, the following Step by Step is outlined:

1. Type TC in the Command Field; tab to the Action Field and type 'V' (view); press 'Enter'.
2. You will be prompted to type the Travel Claim number you are interested in.
3. Once you are viewing the Travel Claim type TI in the Command Field and press 'Enter'.
4. The BASIS system will take you directly to the Travel Invoice Screen used by the Travel Office for entry of the Travel Claim information.
5. Press the PF4 (DCode) and the payment information will be displayed.

Below is an example of the decode window when the University **OWES** the traveler and no Travel Advance or Traveler TCard Charges were deducted: You see the check number and the date it was paid.

```
                    Payment ID: 1195
Press ENTER to continue

Disbursing by:  UPBDISBT                    on: 04/06/06 09:56
Check Number:  00000372        Payment Amount:       109.20
Payment Status: I    Issued & Outstanding
Prior Pmt ID:                  Date Check Picked Up:
ACH Deposit #:                    Check Clearing Date:
Pay Date:        04/07/2006
Voucher: CRXX
Amt:        109.20
Handling Code(s): S    Handling Authorization:
```

Below is an example of the decode window when the University **OWES** the traveler money, but a portion of the amount was used to repay an outstanding Travel Advance, or Traveler TCard charges: You will notice the Travel Claim was actually $1, 261.60, but after Advances and Traveler TCard charges were deducted, the traveler received a check for 478.31

```
Advance amount deducted from Payment 1163
Press ENTER to continue

Disbursing by:  UPBDISBT                          on: 03/26/06 08:56
Check Number:   00000339           Payment Amount:       478.31
Payment Status: I    Issued & Outstanding
Prior Pmt ID:                      Date Check Picked Up:
ACH Deposit #:                       Check Clearing Date:
                        Pay Date:       03/27/2006
Voucher: CRXX
Amt:       1,261.60
Handling Code(s): S    Handling Authorization:
```

Guide to using the Travel List Facilities

There are several lists available for locating Travel Claims you have created. Below is a list and explanation of how each list is used:

- **LCTA – List travel Claims for a Travel Authorization:** This list is a great one for viewing all the claims associated with a specific Travel Authorization. You need to know the TA number though before this list can be accessed.

- **LTCV** – **List Travel Claims for a Vendor:** This list can be utilized when you want to see all the Travel Claims for a particular traveler. You will press PF1 in the Vendor ID field in the banner to locate the appropriate vendor number for the traveler.

- **LTSB** – **List Travel claim for a Status and BU**: This list is a great one for viewing your Travel Claims to list claims by a particular Status. This list is very useful in determining whether or not you have submitted the Travel Claims you intended. By entering the Status of 'I' and your BU, then removing any date that may be in the Date Field, you can see at a glance, if you have any Travel Claims that need to be submitted. Please Note: This list acts as a starting point of BUs. So your BU will be listed first (if there are any for the Status you entered), with other BUs listed after that.

- **LCSB** – **List travel claim Count for a Status and BU:** This list can be used as a starting point, if you want to quickly see the number of Travel Claims you have currently for a particular Status. From that point, you can mark them and suspend over to LTSB to look at the detail.

- **LOTR – List Outstanding TCard Receivables:** This list will display all of the outstanding Traveler TCard Receivables for a specific traveler. You will press the PF1 key in the Vendor Field in order to select the appropriate vendor number for the Traveler you are looking for. This list will only be utilized if you know you have a Traveler who has Traveler TCard and you want to see how many outstanding Traveler TCard receivables they have. You can also email this list from here to the Traveler for review.

Checklist

➡ Has a TA been created for this trip?

➡ Have you approved all associated Administrative TCard charges associated with the trip and sent documentation to Travel?

➡ Does the Traveler have a Traveler TCard? If so are there charges to be selected and associated with the Travel Claim? You may want to email the list and have the Traveler select those appropriate for trip you are processing before you start processing travel claim.

➡ Have you submitted the TC via TARGET for electronic approval? (TCT) The Travel Office cannot complete processing until this claim has been approved electronically.

➡ Remember to print the Travel Claim so that the traveler can sign it and also so that all appropriate receipts and documentation can be attached.

➡ Have you sent the hardcopy of the Travel Claim along with associated receipts to the Travel Office for processing? The Travel Office cannot complete processing without the hardcopy.

What receipts are required to be attached to printed Travel Claim?

- Itemized Hotel Receipt

- Airfare Receipt

- Registration Receipt

- Taxi (if fare exceeds $25.00)

- Car Rental Receipt (itemized)

- Any miscellaneous expense (parking, gas, tolls, etc)

- If this is a 'Group'Travel supply meal receipt if purchased meal for everyone in group.

- If money handed out to group members, each person in group must sign a form stating how much was given. This form must be included with Travel Claim, along with each group member's student ID or SSN.

Using webBASIS to Locate Travel Information

Web-based Access to BASIS Information & Services
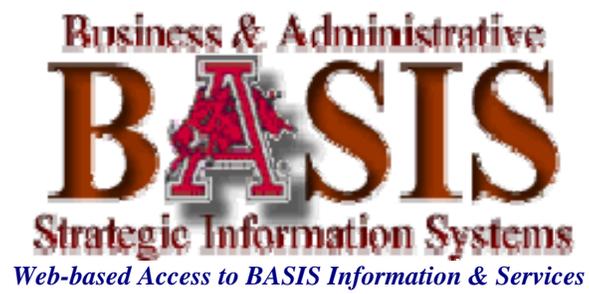
Locating Travel Claim Information using webBASIS

When reviewing and locate information related to a traveler's Travel Claim, webBASIS is also a very good tool.   Below is a Step by Step of how to locate Travel Claim information:

- From the web go to : www.uark.edu /basis
- Once at the BASIS website you will select *webBASIS*, type in your UARK id and Email password. (This is the same user ID and password you use for your email)
- Under the main menu, select *'Administrator Menu'*
- Select *'Travel Claims'*

- *The following table will be displayed which will assist you in locating your information:*

Search for Travel Claims		
⊙ for Vendor # [ ] for Claim Status [ ]		
○ for Travel Authorization # [ ]		
○ for Claim Status [ ] for BU Code [ ] on or after Trip Date [ ]		
○ for Trvlr T-Card Receivable ID [ ]		
○ for Adm T-Cd Receipt Document # [ ]		
○ for or after Claim # [ ]		

The search list you will use will depend on the information you have available. Each search will be outlined below:

Searching by Vendor # and Claim Status:

This search facility will be utilized if you want to see a list of all of the Travel Claims for a specific *Traveler* and *Claim Status*.   If the *Claim Status* is **'P'** (Paid) you can 'click' on the claim number and see the payment information. You can also review the imaged Travel Claim by 'clicking' on the AP ID, next to the invoice icon.

Searching for Travel Claims for a Travel Authorization:

This list will display all Travel Claims (regardless of status) that are associated with a specific *Travel Authorization* number.

Searching for Travel Claims for a specific Status, BU, and Trip Date:

This list will display all the Travel Claims for a specific **Status**, and **BU**, **on or after the Trip Date** that has been entered, regardless of who the traveler is. If the **Claim Status** is **'P'** (Paid) you can 'click' on the claim number and see the payment information. You can also review the imaged Travel Claim by 'clicking' on the AP ID, next to the invoice icon.

Searching for the Travel Claim that a specific Traveler TCard is Attached to:

This list will display the Travel Claim that a specific Traveler TCard charge was attached to. You must know the **Receivable ID** though in order to access any information from this list.

Searching for the Travel Claim that a specific Administrative TCard charge is Attached to:

This list will display the Travel Claim that a specific Administrative TCard charge was attached to. You must know the **Receipt Document #** in order to access any information from this list.

Searching before or after a Specific Travel Claim #

This will be your most commonly used search facility. As long as you know the Travel Claim number you are looking for type that Travel Claim number in the field.

Instructions for Travelers Filing their own Travel Claims

- Log into *webBASIS* with your User ID and Password

- From the Main Menu you will see a link entitled *"My Travel".* Select this link.

- From the *"My Travel"* menu you will select the link *"Travel Authorizations".*

- Under the **Action to Perform**: You will select the radio button with the text **"Add a Travel Claim for a TA",** then scroll down and select the appropriate *TA number* that is for the trip you are processing.

- You will now be at the function that allows entry of the Travel Claim. From here, enter all appropriate information and follow system messages for validating, saving, submitting, and printing your Travel Claim.

Instructions for Support Staff Using webBASIS to Process Travel Claims for a Traveler

- Log into *webBASIS* with your User ID and Password

- From the Main Menu you will see a link entitled *"Administrator Menu".* Select this link.

- From the *"Administrator Menu"* menu you will select the link *"Purchase Orders".* This is where you will locate the TA number for the traveler. There are several search options available to you. Use the option that best works for you to locate the TA number.

- Once you have located the *TA number*, select it. You will now be looking at a 'snapshot' of the TA. Scroll down the page until you locate the link that says **"Add a Travel Claim".** Select this link.

- You will now be at the function that allows entry of the Travel Claim. From here, enter all appropriate information and follow system messages for validating, saving, submitting, and printing your Travel Claim.