

## Abbreviated List of Travel Reports

Cost Assignment For Trip  
 Cost Assignment w/o General Data  
 Employee Master Data  
 Employees Exceeding Trip Days  
 Expenditure Balancing  
 General Trip Data/TtIs/RcptS/Costs  
 General Trip Data/Trip Totals  
 Mileage  
 Settlement  
 Special Meals  
 Travel Authorization  
 Travel Exp Rptg by Periods  
 Trip Rcpts w/o Gen Trip Data  
 Trip Receipts  
 Vendor Balances  
 Who is Where? Search for Destinations

**NOTE: A complete list of all LaGov Travel reports can be viewed in LaGov Travel.**

### Reporting Overview

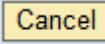
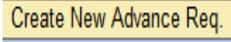
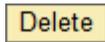
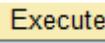
- A report is a collection of specific data extracted from LaGov Travel to provide information required for making decisions.
- Reports can be generated as needed and as often as necessary.
- LaGov Travel reports are designed to be viewed on-line and may be printed using Adobe Acrobat.
- Reports in LaGov Travel are “real time” reports. Information will be included on any reports as soon as it is entered into the system.
- Reports in LaGov Travel have various distinct functions and some reports perform more advanced processes than others.

### How To Print

1. Click **System**.
2. Select **Print** from the drop down menu. The *Print ALV List* pop-up box will display.
3. Delete the printer name displayed in the *Output Device* field and type **PDF** (must be typed in all capital letters). After pressing **Enter** ‘Adobe Acrobat Generated Spool’ should display to the right of the *Output Device* field.

4. Click . The message ‘Spool Request (number XXXX) sent to SAP printer PDF’ will display and a small SAP Print Data Window pop-up will briefly display. PDF of report will display in another pop-up window.
5. The report can now be **printed** to your local printer by clicking .

### Basic Buttons

<u>Graphic</u>	<u>Results</u>
	Used to show that a business trip has been audited and approved.
	Takes you back one screen.
	Allows you to cancel trip after payment made.
	Allows you to change a travel advance request or expense report.
	Allows you to create a new advance.
	Allows you to create a new expense report.
	Allows you to delete a line or a trip.
	Takes you to a display/print screen.
	Used to run a report.
	Save a record.
	Allows you to export data to Excel.

## Employee Grp Travel Mgt Roles

### **Regular Traveler**

Requires approval before taking trip. Number of business trips taken a year is generally less than five.

### **Regular Traveler (Actuals)**

Requires approval before taking trip, but is not bound by travel limits. Number of business trips taken a year is generally less than five.

### **Routine Traveler**

Able to travel without prior approval due to travel being required in the employees SF-3 Position Description. Travel approved by an annual authorization.

### Infotypes Used In Travel Processing

0001	Organizational Assignment
0002	Personal Data
0009	Bank Details
0017	Travel Privileges
0105	Communication

- HR Employee Administrators maintain Infotype 0001, 0002, and 0105.
- Travel Administrators maintain Infotype 0017.
- Employees maintain Infotype 0009 **ONLY** if travel reimbursement needs to be deposited to an account other than their **Main Bank**. HR Employee Administrator may also maintain Infotype 0009 for a **Travel Bank**.

### IT0017 Travel Privileges

Travel Administrator **must** create an IT0017 record before a Travel Request or Travel Expense can be entered into LAGOV Travel for the employee.

### **Tips:**

- *Company Code* is ALWAYS 0010.
- *Cost Center* is employee’s three digit agency number + four digit organization code.
- *Funds Center (Sub-object)* will default to // if left blank.
- *Fund (Reporting Category)* is not required. If entered it should be the employee’s three digit agency number + four digit reporting category.

### Travel Admin Work Center

Use Travel Admin Work Center to **Create** a travel **Advance Request**, an **Expense Report**, or **Modify** an advance.

#### ENTRY TIPS: ADVANCE REQUESTS

- Travel request should always be for a **FUTURE** date (the actual date of travel).
- When entering a travel request for an employee **ALWAYS change** and **VERIFY Personnel Numbers**.
- Insert *Destination and Reason*. The trip will be easier to lookup later in case you forgot to write the trip number down.
- An EFT will issue to employee after trip has been settled and picked up by the payment proposal.

#### ENTRY TIPS: EXPENSE REPORTS

- Trips listed in **Travel Admin Work Center** will not be listed in Weekly Entry.
- **Press Save Draft** after entering *End Date*, *Region*, and *Receipt Amount*.
- *Trip Region* field, *Trip Type*, and *EE Grp Expense Type* determine which object the trip will be charged to.

An EFT will issue to employee after trip has been settled and picked up by the payment proposal.

**NOTE:** Use the **Travel Admin Work Center** to **Approve** and **Cancel** a trip.

Approve Exp/Advs

Cancel Exp/Advs

### Weekly Entry

Use Weekly Entry to **Create** a travel expense, **Modify** a travel expense, **Cancel** a trip, and **Approve** a trip. Enter expenses for a Routine Traveler. Weekly Entries always occur over a period of seven days.

#### ENTRY TIPS:

- Trips listed in Weekly Entry will not be listed in **Travel Admin Work Center**.
- You can **NOT** attach expenses to an advance using Weekly Trip Entry.
- **Press Enter** after entering *Receipt Amount*.
- Enter *Region* in the additional information popup window.
- An EFT will issue to employee after trip has been settled and picked up by the payment proposal.

### Payment Schedule

Approve & Settle Expenses by:	EFT Sent On:	Updates Available in AFS:	Money in employee's Account on:
Tuesday by 2am	Wednesday	Thursday	Thursday
Thursday by 2am	Friday	Saturday	Monday

**NOTE:** Travel expenses that have been approved for payment and settled by 2:00 a.m. on Tuesdays and Thursdays of each week will be deposited in the employee's account within 3 banking days of the date settled. Depending on the financial institution, an employee's funds may be available sooner than 3 banking days.



## LAGOV TRAVEL TRAVEL ADMINISTRATION QUICK REFERENCE CARD

Best printed Double-Sided

**LaGov Travel Bulletin Board:**

<http://www.doa.louisiana.gov/ois/Service/BulletinBoards/Travel/BulletinBoard.htm>

**Enroll in Travel Administrator Listserv:**

<http://www.doa.louisiana.gov/ois/electronicnotifications.htm>

**LaGov Travel Help Line:** 225/342-2677

**How to Access LaGov Travel:**

<https://leo.doa.louisiana.gov>

**Logon ID:**

(P and system assigned 8 digit personnel number)

**How to Access On-Line Help:**

Within LaGov Travel, follow the menu path: **Help >> La Employees Online Reference**



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