



Late Entry Justification

NC General Statute 138-6(c) requires that all reimbursement requests must be filed for approval within 30 days after the travel period for which reimbursement is being requested. Travelers must now provide a justification for submitting their travel reimbursements beyond 30 days after the travel period. The Late Entry Justification box will only appear if the traveler has entered a reimbursement greater than 60 days past the travel end date.

System Change:

Step 1: After the Begin/End dates are entered, the traveler will receive the following system message:

Message

A justification for late entry is required. (20601,658)

A late entry justification is required because this travel reimbursement exceeds 30 days beyond the travel period for which reimbursement is requested.

Step 2: After clicking the OK button, the Late Entry Justification comment box will display. The traveler will then document why the travel reimbursement is being submitted late.

Late Entry Justification: Travelers are required to submit their reimbursement request within 30 days after the travel period for which reimbursement is requested. Reimbursement requests submitted beyond 30 days may be subject to additional filing requirements, including approval of the dean or above, restricted use of state funds, and taxation.



Comment History

Multiple comments can now be saved when using the Comments box within *Section 1: Basic Travel Details* of the travel reimbursement. Comment history can be retrieved by using the Comment History link. The Comment History link will become visible after a user exits the TR and opens it again.

System Change:

Step 1: To save a comment, enter text within the Comments box of *Section 1: Basic Travel Details*.

Step 2: Click the Save OR Submit for Approval button in *Section 5: Approval Routing*.

Step 3: To enter and save a new comment, delete the existing comment within the Comments box, enter new text, and click Save.

Comments:

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Comment History



Blanket Travel Authorizations

The AP101 form has been replaced with a system enhancement. Blanket Travel Authorizations can now be entered using the Travel Center. Effective 07/01/2016, the AP101 will no longer be accepted.

To Process a Blanket Travel Authorization

- Step 1:** Go to the *Section 1: Basic Travel Details* and select the **Blanket** travel type
- Step 2:** Assign a begin date and end date for the Blanket Travel Authorization by Entering the Begin Date and the End Date. **Blanket travel authorizations should not be for more than one year. They may be renewed annually.
- Step 3:** In the Purpose field: Enter the Business Purpose for the Blanket travel authorizations
- Step 4:** In the Additional Information field, if needed, add more details to elaborate further.
- Step 5:** Designate the Authorized Expense Types, Estimated Maximum Amount per Trip, and any Special Authorizations within *Section 2: My Estimated Expenses*
- Step 6:** Add documentation if needed
- Step 7:** Submit the authorization and route it for approval.

1 Basic Travel Details

*Travel Type:

*Begin Date:

*End Date:

Purpose:

Additional Information:

2 My Estimated Expenses

Authorized Expense Types

<input type="checkbox"/> Air Transportation	<input type="checkbox"/> Conference
<input checked="" type="checkbox"/> Ground Transportation	<input type="checkbox"/> Workshops/Training
<input type="checkbox"/> Lodging	<input checked="" type="checkbox"/> Miscellaneous
<input type="checkbox"/> Meals	

Estimated Max Amount per Trip:

Special Authorizations

<input checked="" type="checkbox"/> Use of Personal Vehicle	<input type="checkbox"/> Attendants for Handicapped Employees
<input type="checkbox"/> Vehicle Rental	<input type="checkbox"/> Overnight Travel (including Lodging and Meals)
<input type="checkbox"/> Excess Lodging Rates	<input checked="" type="checkbox"/> Allow Breakfast/Dinner for Day Trips
<input type="checkbox"/> Excess Meals (Actuals with Receipts)	

To Enter a Travel Reimbursement from a Blanket Authorization

- Step 1:** Go to *Recent Travel Requests* within the Travel Center.
- Step 2:** Click Create Reimbursement for the selected Blanket Authorization
- Step 3:** Proceed with creating the travel reimbursement.

Blanket Authorizations					
Authorization ID	Purpose of Trip	Approval Status	Begin Date	End Date	
TA00142729	Weekly plot sample travel	Approved	01/01/2016	03/31/2016	<div style="border: 2px solid red; border-radius: 10px; padding: 5px; display: inline-block;"> Create Reimbursement </div>
TA00142764	Weekly plot sample travel to sites across North Carolina	NotRouted	07/01/2016	06/30/2017	