User Guide

Travel Training System

Version 1.0

Last Updated 02/12/2013

Table of Contents

1.0 Introduction

This document provides the functionality/operation and user guide for the Travel Training System application. This application is being used to create travel requests, expense reports, and all associated approvals and budget numbers.

To navigate to the system, click the Travel Training Request link on the SPD web page.

You should only see the login screen if you access the non-SSO (non-single signon) version of the application: http://srvappex01:8080/apex/f?p=165

The single signon link is available on the SPD Web Page and as a link on the signon page mentioned above.

The Login screen is displayed below. Once you login you will see your user name on the top right corner of each screen. There will also be a link to logout next to your user name.

Use your network (Windows) login (e.g. SmithB) and your network password. If you have issues with either the login or password, contact DoIT.

2.0 Application Functionality

You can navigate several ways throughout the application; using the Tabs, using the Breadcrumbs, or using the Cancel/Back button.

Most pages will have a breadcrumb associated with it. The example below has a display only breadcrumb (Home Page). As you navigate through the application, you can use the breadcrumbs as links to other areas.

Several screens also have a Cancel/Back button. Click this button to return to the previous screen while cancelling any changes you made on the current screen.

There are three tabs every user will see: Home, Requests, and Expense Claim Form. Those with approval authority will also see the Approvals and Reports tabs. Only those in the SPD Fiscal department with the appropriate security will see the Fiscal and Maintenance tab.

You can select a tab at any point and be taken to the main page for that task area.

Breadcrumb

Tab

Logout Link

Link to User Guide

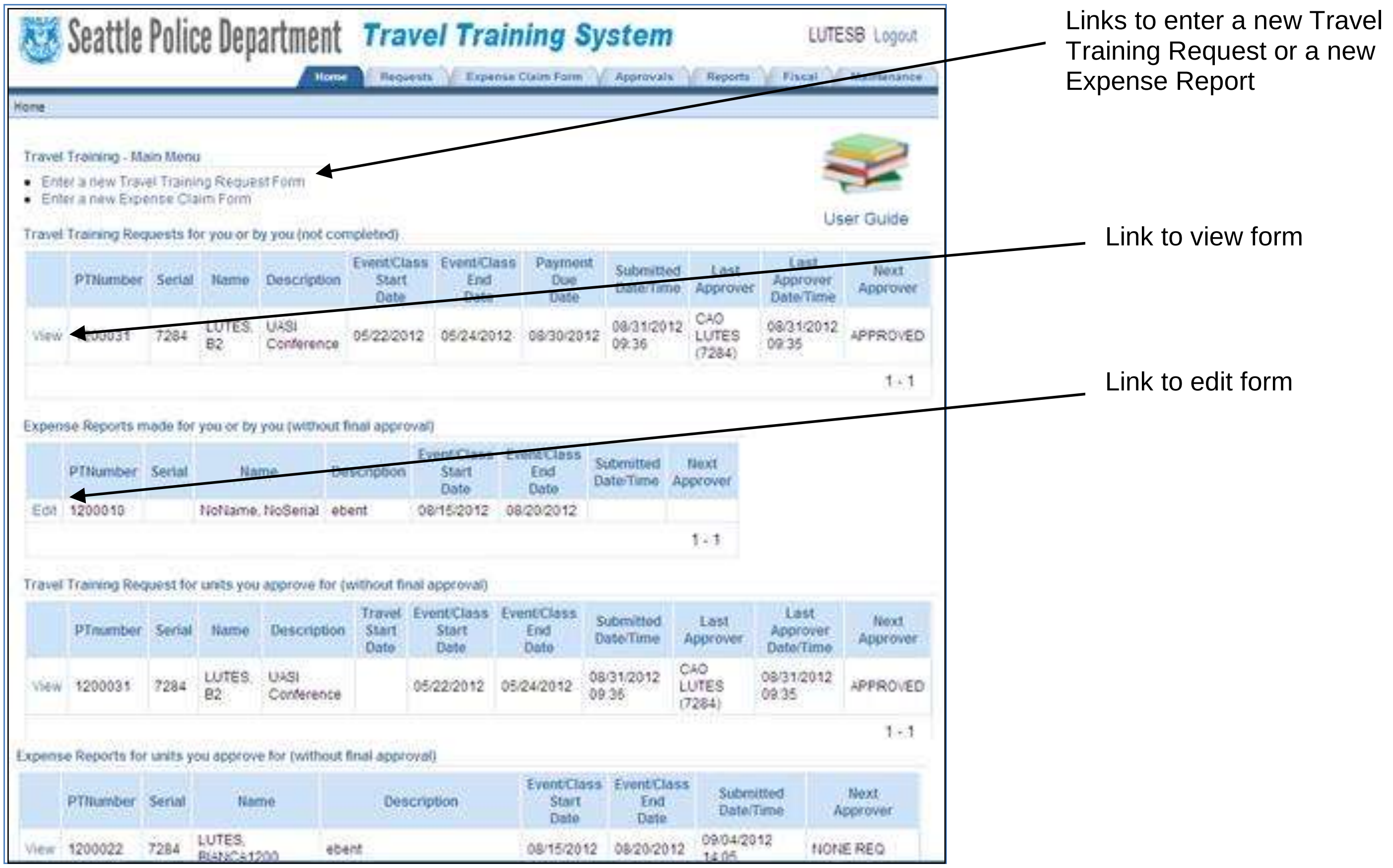
All required fields will have a red asterisk to the left of the field name.

Help is available on fields that have labels in blue. When you mouse over one of these fields, a question mark will appear next to the pointer. To access the field label help, click on the field label.

You can logout of the application any time by clicking the Logout link, located in the upper right hand corner of every screen. Your changes will only be saved if you clicked a Save button prior to doing this.

You can access the User Guide by clicking on the User Guide link. The User Guide will open in a new window.

2.1 Home Page



The home page shows links to enter a new request and a new expense report. The link to enter a new request (Enter a new Travel Training Request Form) will take you to the first request screen you have to enter (see 2.2.1 Create New Request). The link to enter a new expense report (Enter a new Expense Claim Form) will take you the expense report tab (see 2.3.1 Create New Expense Claim Form) so that you select the request you wish to enter the expense report for.

In addition, if you have any requests or expense reports to approve a third link will appear (You have requests/expense reports to approve). This link will appear in red and will take you directly to the Approvals home page so that you can select the item you wish to approve.

The Home page can display the following lists:

- Requests created by you or for you
- Expense Reports created by you or for you
- Requests for units you approve for
- Expense Reports for units you approve for
- Travel Training Requests for Captain's Training Committee ($500 and over)

You will only see a list if there are travel training items that pertain to you (see above). In addition, you will have the option to edit requests/expense reports that have not been approved if they are listed.

If an item has not yet been approved, the Edit link will be displayed; if the item has been approved, the View link will be displayed. If you need to electronically sign the request, the Sign link will be displayed (this only happens if Fiscal needed to remove your original signature but not any subsequent approvals). To select one of these items, simply click on Edit in the row of the item you wish to edit. If the item has already been approved, click on View to see the printed form of the item. To sign the item, click on Sign to do so.

The next approver field will show the approval role that is designated as the next required approval. If this field shows APPROVED, then the request or expense report is waiting for SPD fiscal processing. Once the fiscal department has processed the item, it will no longer appear on the Home page.

The list for the Captain's Training Committee has some special functionality. See 2.7 Captain's Training Committee for more details.

2.2 Requests

The Requests page displays all requests created by you or for you. If a request has not yet been approved, the Edit link will be displayed; if the request has been approved, the View link will be displayed.

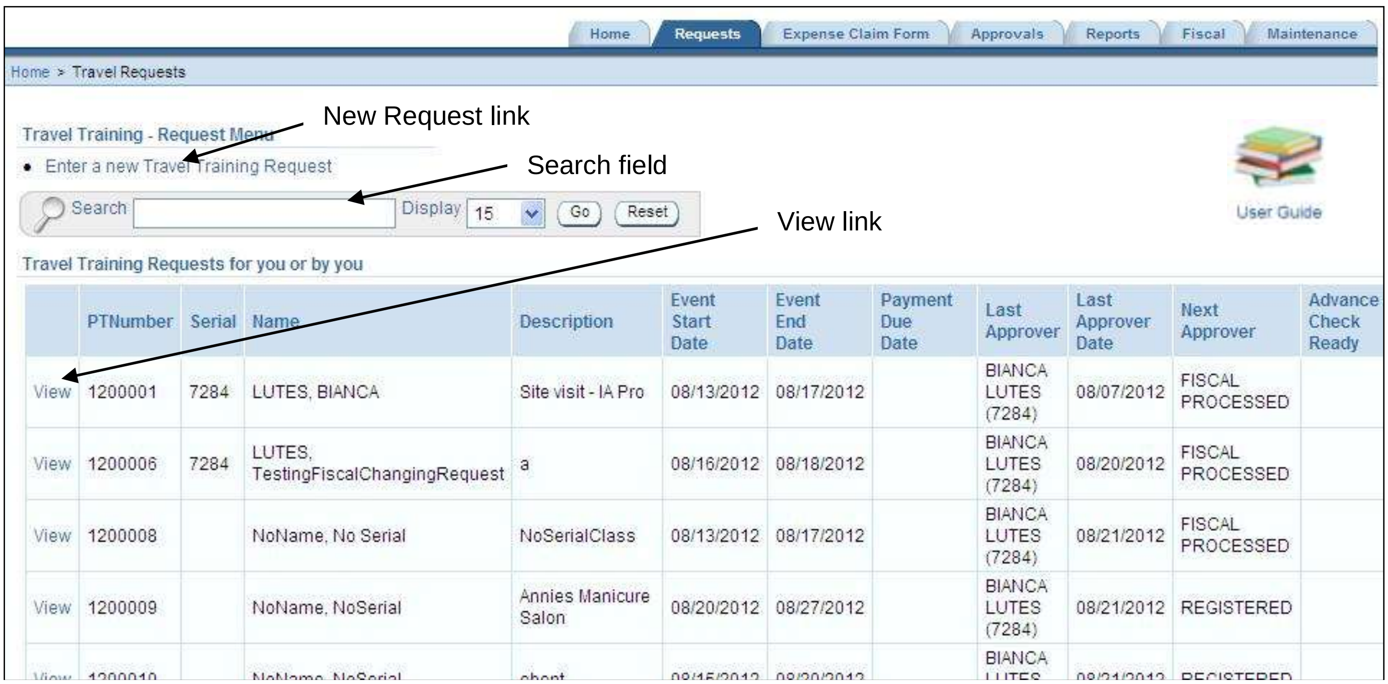
To find a particular request, enter all or part of the PTNumber, Serial, Name, or Description in the Search field and click the Go button. The next approver column will show the role of the next approver (e.g. Unit Command). If the request is waiting for fiscal processing, the next approver will be APPROVED. Once Fiscal has processed the request, the next approver will be FISCAL PROCESSED or REGISTERED and the request is basically complete.

To clear the search, click the Reset button. Use the Display drop down to select the number of rows to display on the screen.

The Download link in the lower left can be used to download the contents of the screen into Excel.

To work on an existing request that has not been submitted, click on the Edit link. The travel form detail page will be displayed (see 2.2.3 Travel Form Detail Screen) and you can then navigate to the section you need to update. If the request has been submitted, the View link will display the city request form in another window.

Once the SPD Fiscal department has processed the request and an advance check was requested, the date the check will be ready will appear in the right most column.



You can create a brand new travel training request by clicking on the Enter a new Travel Training Request link on this page or the Home page.

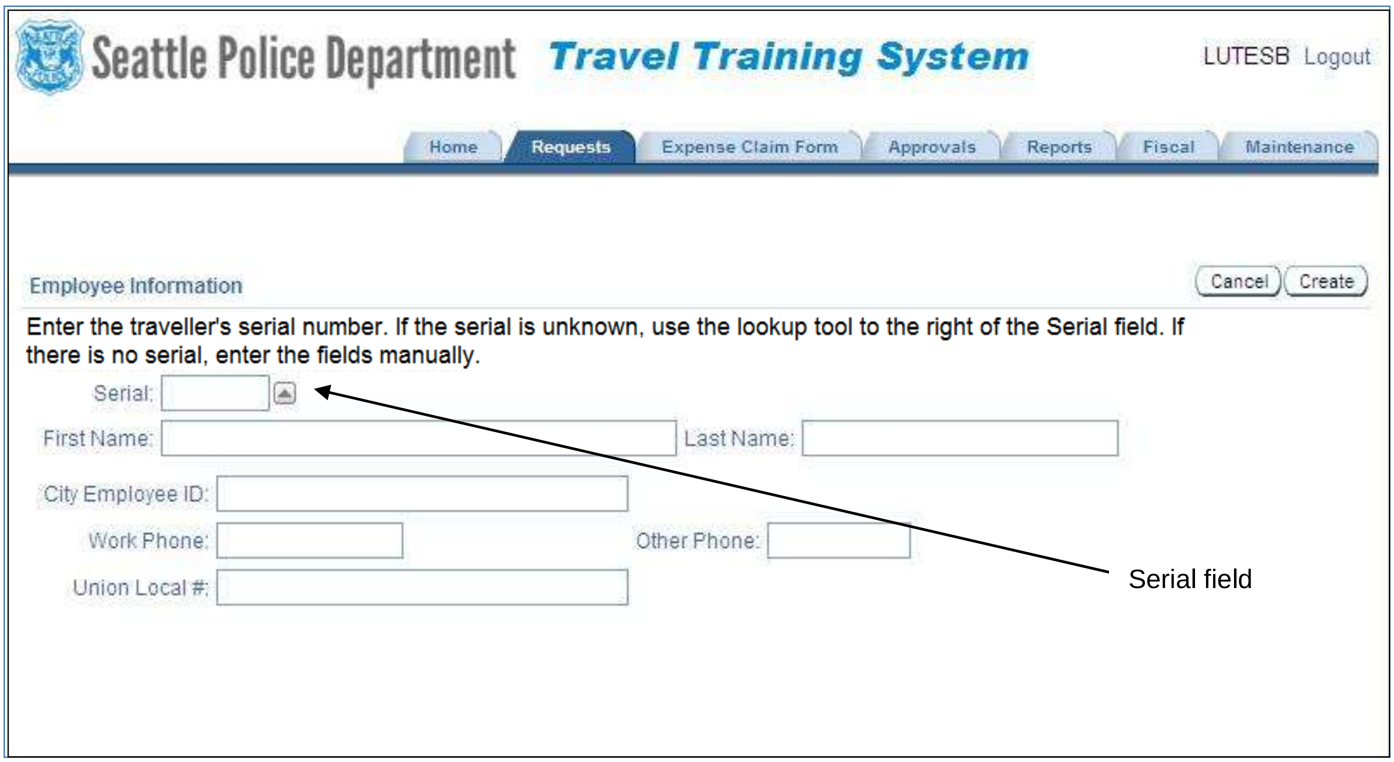
2.2.1 Create New Request

Click the Enter a new Travel Training Request Form link on the Home page (see 2.1 Home Page) or Enter a new Travel Training Request link on the Requests tab (see 2.2 Requests).

The first screen you will see is the requestor screen (see 2.2.2 Requestor Screen). Once you have filled out the requestor information and saved, the Travel Form Detail Screen (see 2.2.3 Travel Form Detail Screen) will be displayed. You can then select the appropriate sections to fill out by clicking on their associated Edit button depending upon the nature of your request.

2.2.2 Requestor Screen

This is the first page you need to enter when creating a new request. It is also used to edit requestor information for pre-existing requests.



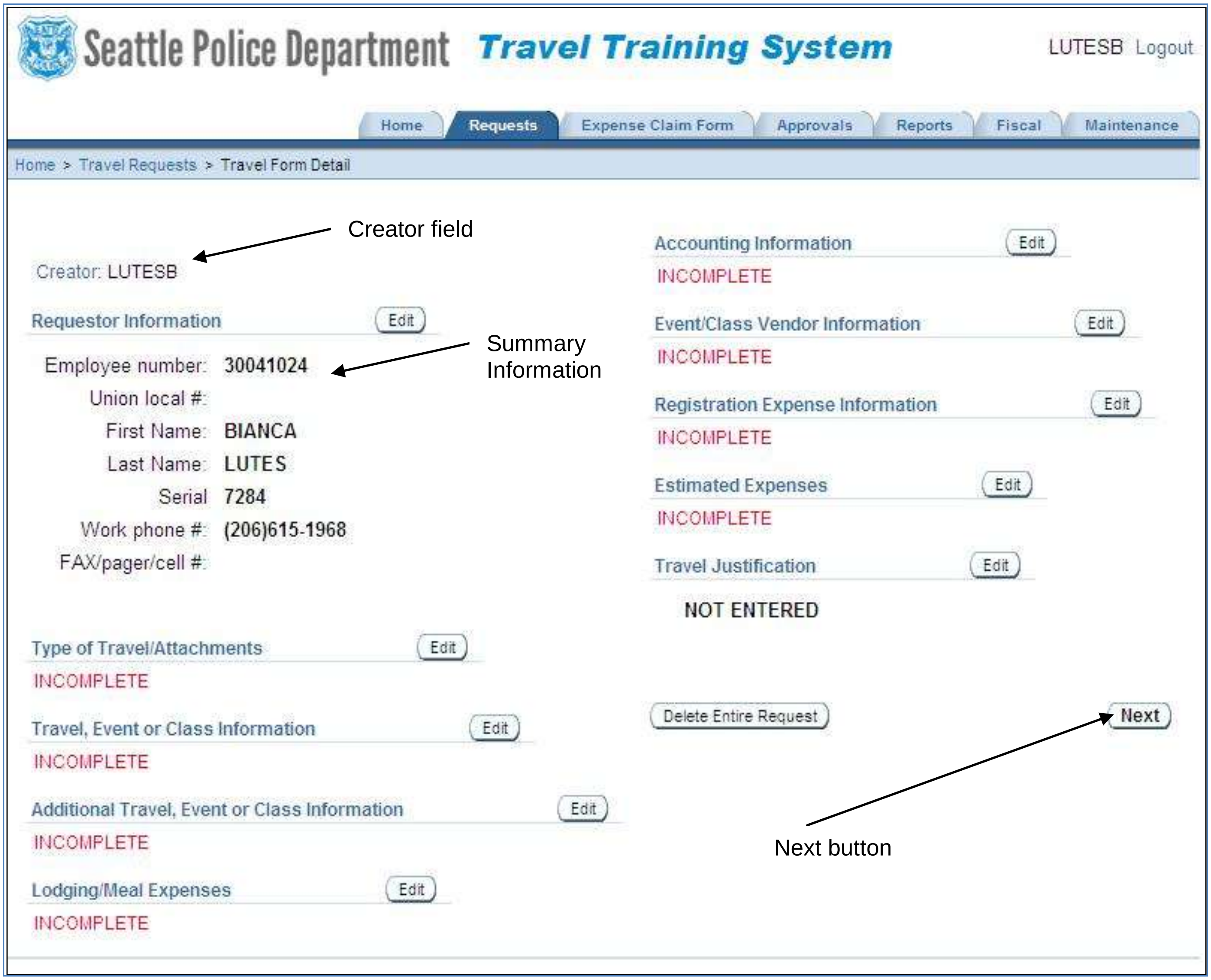
Enter the requestor's (aka traveler/trainee) serial number in the Serial field. If you do not know it, you can look it up by clicking on the arrow adjacent to the field. This will display a search screen where you can enter part of the requestor's name and select the requestor from a list. Once the Serial has either been selected using the Lookup tool or entered manually and tabbed to then next field, all associated fields (First Name, Last Name, City Employee ID, Work Phone) will be displayed automatically. These fields can be typed over if the information needs to be changed. Union Local # and Other Phone will have to be entered manually.

In addition, if the requestor does not have a serial number (e.g. is not an SPD employee), you will have to enter all the fields manually.

Once you are done entering the new requestor, click the Create button. If the request has already been entered and you are editing the requestor information, the Apply Changes button will be displayed. This button will need to be clicked to have the changes saved.

2.2.3 Travel Form Detail Screen

Once you have saved the requestor information, this is the next screen that will be displayed. It is also the screen that is displayed when you edit an existing request.



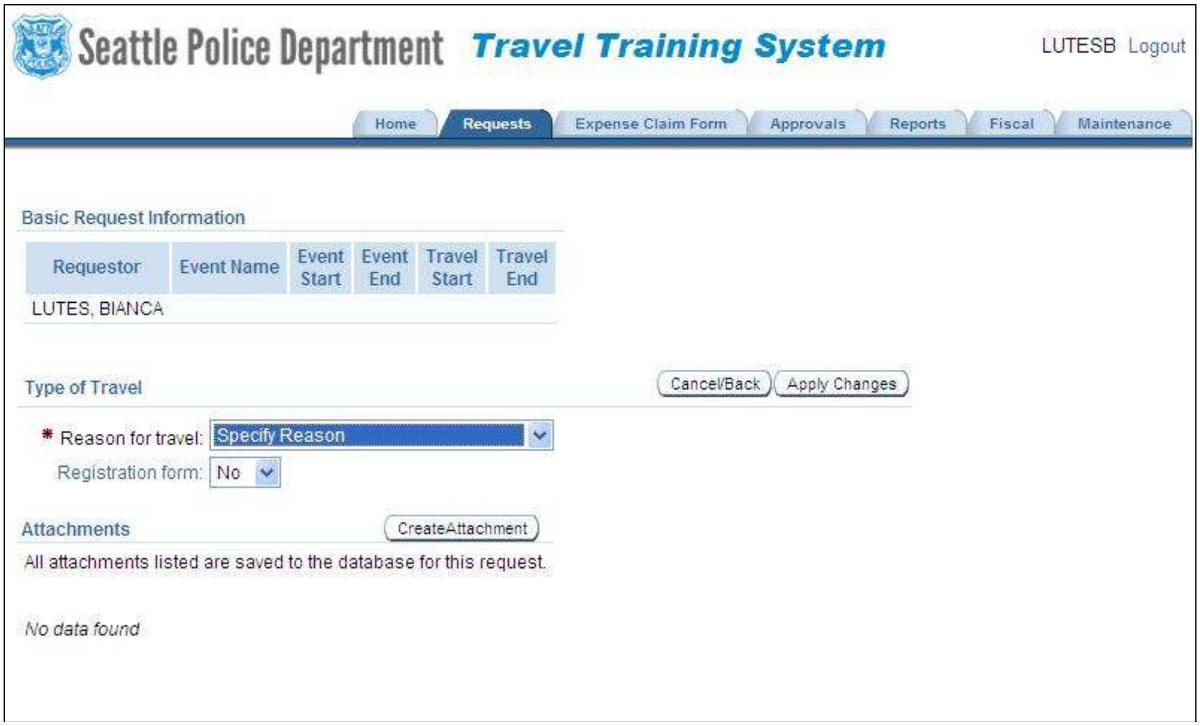
This screen is used to navigate to the various sections of the request. In addition, the Windows ID of the request creator will be displayed. Navigate to a particular section by clicking the Edit button next to the section title. Once the section is completed, summary information will appear under the sections title. In addition, the Windows ID of the request creator will be displayed.

Once you have completed all the necessary sections, click Next to submit the request for approval. If you have not completed the required sections, you will receive an error message which will state which sections still need to be completed.

If you need to delete the request prior to submitting it for approval, click the Delete Entire Request button.

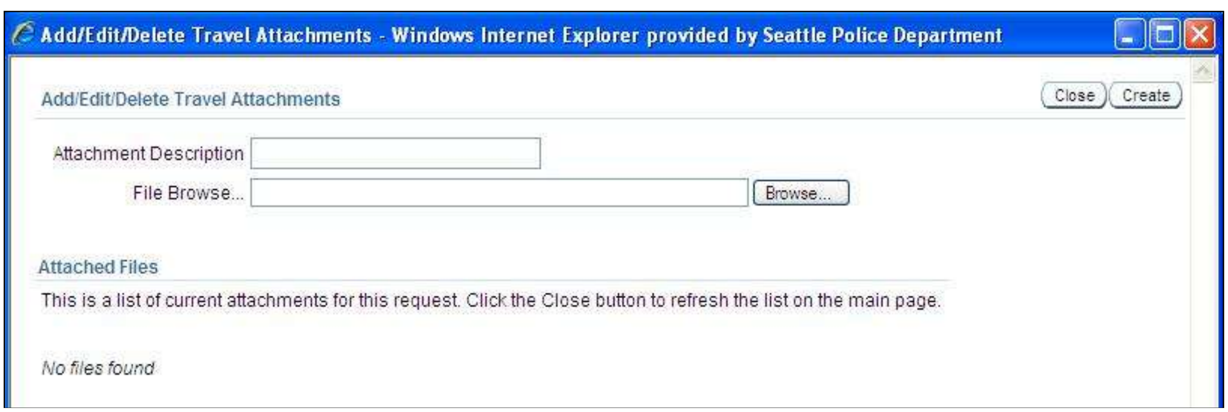
2.2.4 Type of Travel/Attachments

This screen is used to enter information regarding the type of travel and attachments.



Select the reason for the travel from the drop down list. If a Registration Form is to be attached, select Yes from the drop down list next to Registration form.

If you have any attachments (e.g. *.doc, *.docx, *.pdf, *.xls, *.xlsx, *.msg, *.txt) to add to provide additional information regarding the request, you must first have them saved either to your desktop or a network location where you can access them. To attach them to the request, click the Create Attachment button.



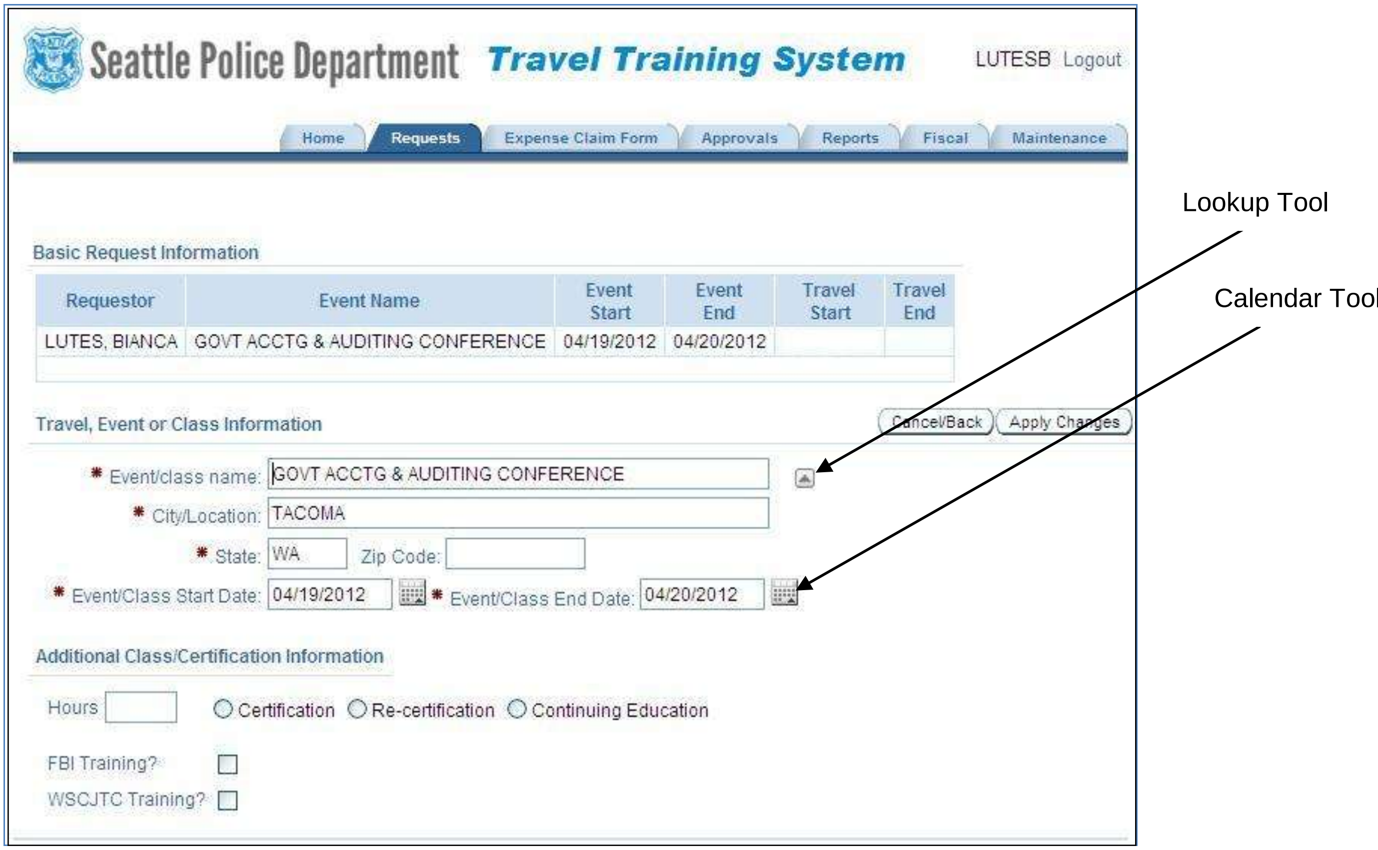
Enter a description of the documentation (e.g. registrationform) in the Attachment Description field. Click the Browse button to navigate to the documentation. Once you are ready to upload the information click Create. This will upload the information and blank out the fields so that you can upload more documents to associate with this request. Once you are done uploading, click the Close button. This will cause the Attachment window to close and refresh the attachment information on the main screen.

Once you are done completing the Type of Travel and attachment information, click the Apply Changes button to save the information to the database.

A confirmation message will be displayed ("Did you remember to attach a training/conference brochure and/or completed registration form if applicable?"). If you click OK, the save will continue. If you click Cancel, the original screen will be displayed, giving you a chance to save the appropriate attachments.

2.2.5 Travel, Event or Class Information

This screen is used to enter information regarding the class or event for the particular request.



If you think the event has already been entered (e.g. for someone else's request), you can search for it by clicking on the Lookup tool. Once you select it using the Lookup tool, most associated fields will be filled in. You can type over them if you need to.

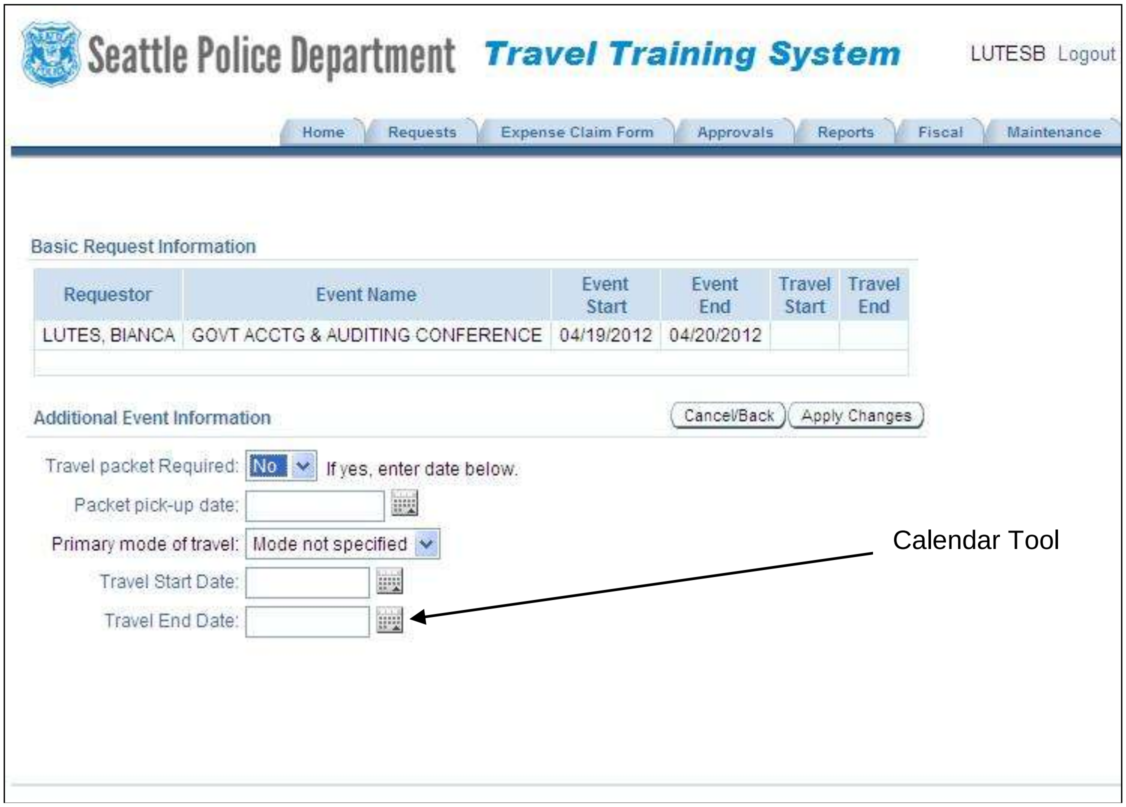
In addition, you can navigate to a date using the calendar tool, located to the right of the Event/Class Start Date and Event/Class End Date fields.

The Additional Class/Certification Information section is used to enter data so that it can be part of your training record. This information will be forwarded to the Training Section. You can indicate if this event/class would qualify as training hours and how many in the Hours field. If this event/class is for certification/re-certification/continuing education, click the appropriate radio button. If the event/class is provided by the FBI or by/through the Washington State Criminal Justice Training Commission (WSCJTC), click the check boxes provided.

When all the information has been filled out click the Create button (for new requests) or Apply Changes button (for existing requests).

2.2.6 Additional Travel, Event or Class Information

This screen is used to enter information regarding the class or event for the particular request.



If there is a travel packet required, select Yes in the Travel packet Required field and enter a Packet pick-up date. Select the travel mode from the drop down list and enter the Travel start and enter dates.

You can navigate to a date by clicking on the Calendar tool to the right of the field.

When all the information has been filled out click the Create button (for new requests) or Apply Changes button (for existing requests).

2.2.7 Lodging/Meal Expenses

This screen is used to enter information regarding the any requested lodging and/or meal expenses.

① Lodging Required – Click Yes if you will be requesting lodging expenses. Once you click Yes, the Number of nights field will appear (directly under International Lodging).

Number of nights: 0 Enter the number of nights requested. The amount will automatically be calculated and entered in the appropriate Lodging Allowance field.

② Conference/Other lodging rate – Click Yes if you have a "special" conference rate (e.g. $100 per day for conference attendees or special rate for government). Once you click Yes, the Conference/Other rate field will appear (directly under Select Runzheimer City:).

Conference/Other rate: Enter the number of nights requested. The amount will automatically be calculated and entered in the appropriate Lodging Allowance field.

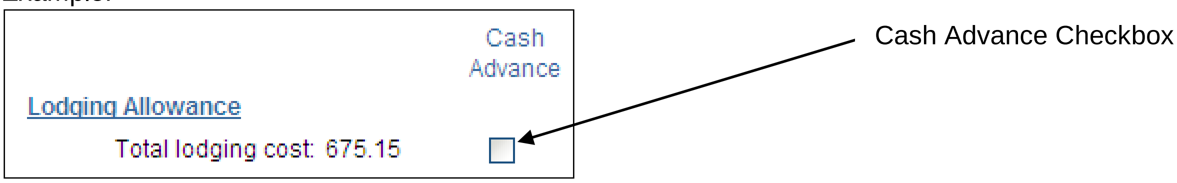
③ International Lodging – Click Yes if you will be requesting lodging outside the United States. Contact the SPD Fiscal department for the correct rate to use.

④ You only need to enter these fields if you will be requesting lodging and you do <u>not</u> have a conference or international rate. Select Yes if you have checked the Cross Reference Table (you can do so by clicking the Cross Reference Table link located to the right of the field). Click the arrow next the Runzheimer City field to select the appropriate location. The Daily Lodging rate will be calculated automatically. The amount will automatically be calculated and entered in the appropriate Lodging Allowance field.

⑤ You only need to enter these fields if you will be requesting meal expenses. Generally you will not need to change the Federal Per Diem meals (it defaults to Yes). Contact the SPD Fiscal department if you are <u>not</u> going to use the Federal

Per Diem meal rate or if you are going to use the Federal international meal rate. Select the appropriate Federal Rate city from the list (by clicking on the arrow). For more information on which city to pick, click on the GSA Federal Per Diem County Lookup link directly above the Federal Rate city field. The Daily Fed. Per Diem rate will be automatically calculated. Enter the amount of Breakfasts/Lunches/Dinners you will need. The amount will automatically be calculated and entered in the appropriate Meal Allowance field.

⑥ These fields are for informational purposes only. You will not be able to enter any information other than checking the box if you wish to have the amount advanced to you. Totals will only appear if amounts are entered in areas ① or ⑤.
Example:

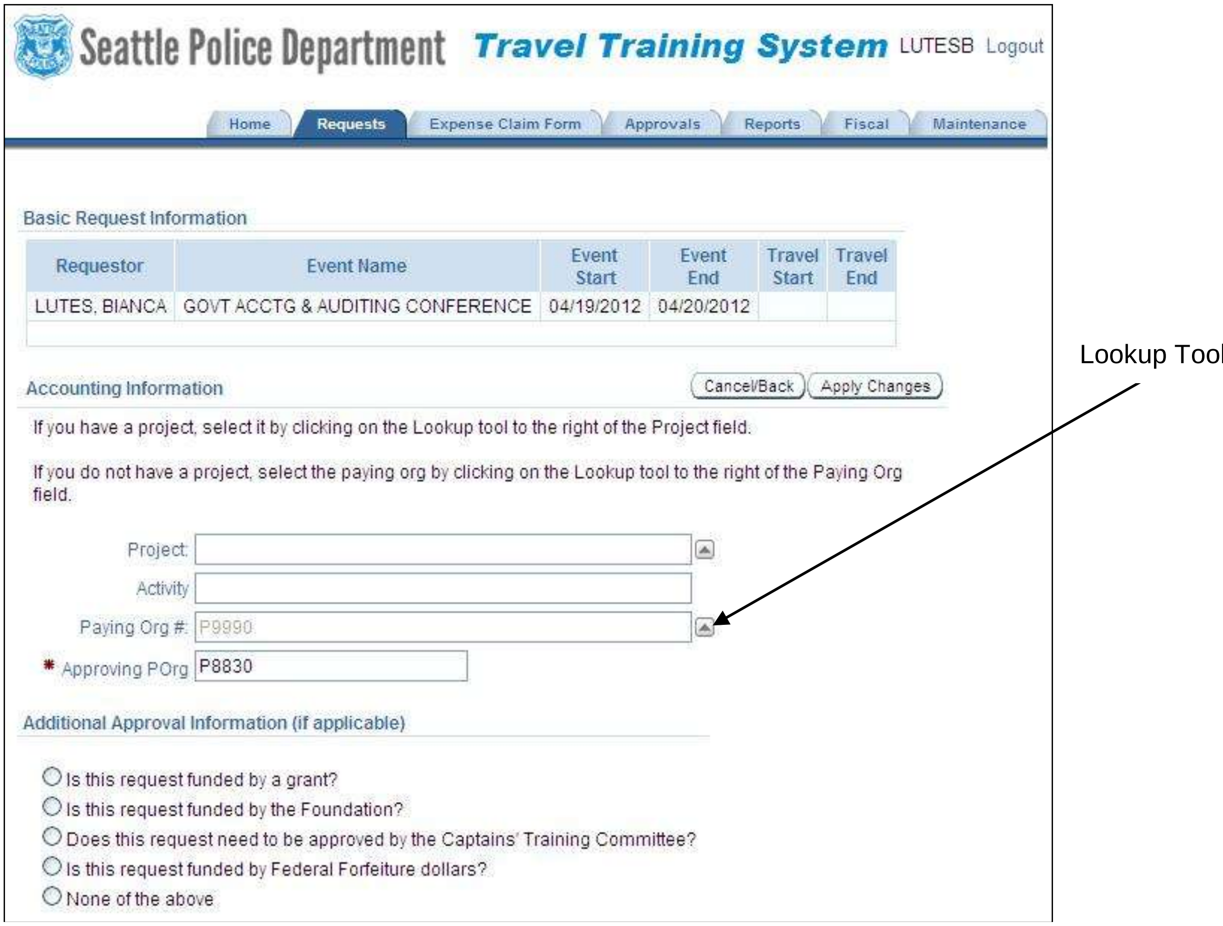


When all the information has been filled out click the Create button (for new requests) or Apply Changes button (for existing requests).

You will see a confirmation message (“Please check the box if you want an advance for the lodging.”). If you click OK, the information will be saved and you will be returned to the Travel Detail screen. If you click Cancel, you will be returned to the Lodging/Meal Expenses screen and have the opportunity to check any appropriate boxes to request advance payment.

2.2.8 Accounting Information

This screen is used to enter charging and approving organization information for the request.



If you have a project this event/class will be charged to, select it from the Project list (by clicking on the arrow). Any activity and paying org fields will be entered automatically. To clear this selection, select **~no project~**. If the project is not on the list, contact the SPD Fiscal department.

If you do not have a project, select the paying org from the Paying Org list (by clicking the arrow). To change this selection, either select another paying org or make a selection from the Project select list. If the Paying Org is not on the list, contact the SPD Fiscal department.

The Approving POrg defaults to the POrg of the creator of the request. You can type over it if you need to.

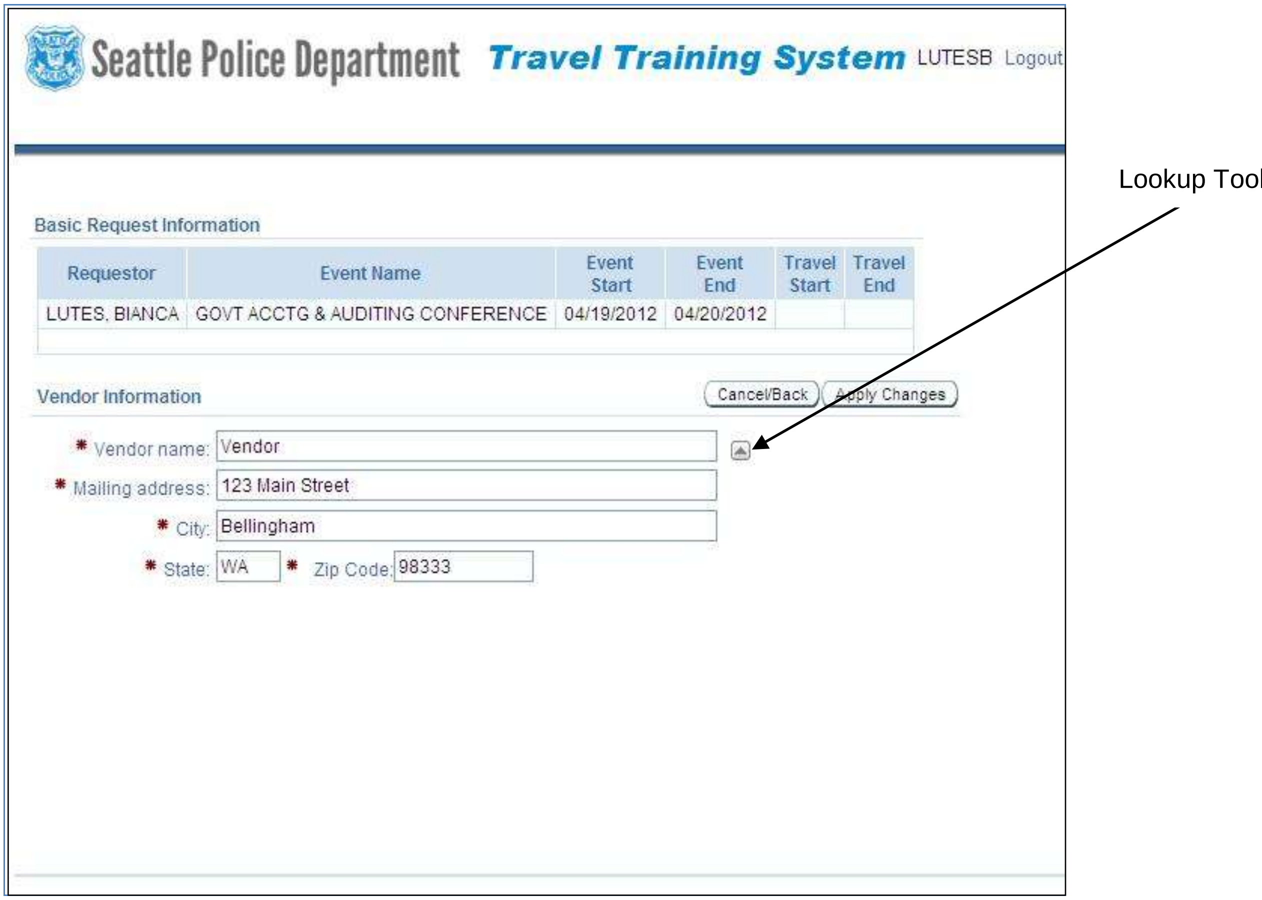
You only need to fill out the Additional Approval Information if the request will be:
Funded by grant
Funded by the Foundation
Approved by the Captains' Training Committee
Funded by Federal Forfeiture dollars

If you select one of the above in error, select *None of the above* to cancel the selection.

When all the information has been filled out click the Create button (for new requests) or Apply Changes button (for existing requests).

2.2.9 Event/Class Vendor Information

This screen is used to enter vendor information for the request.

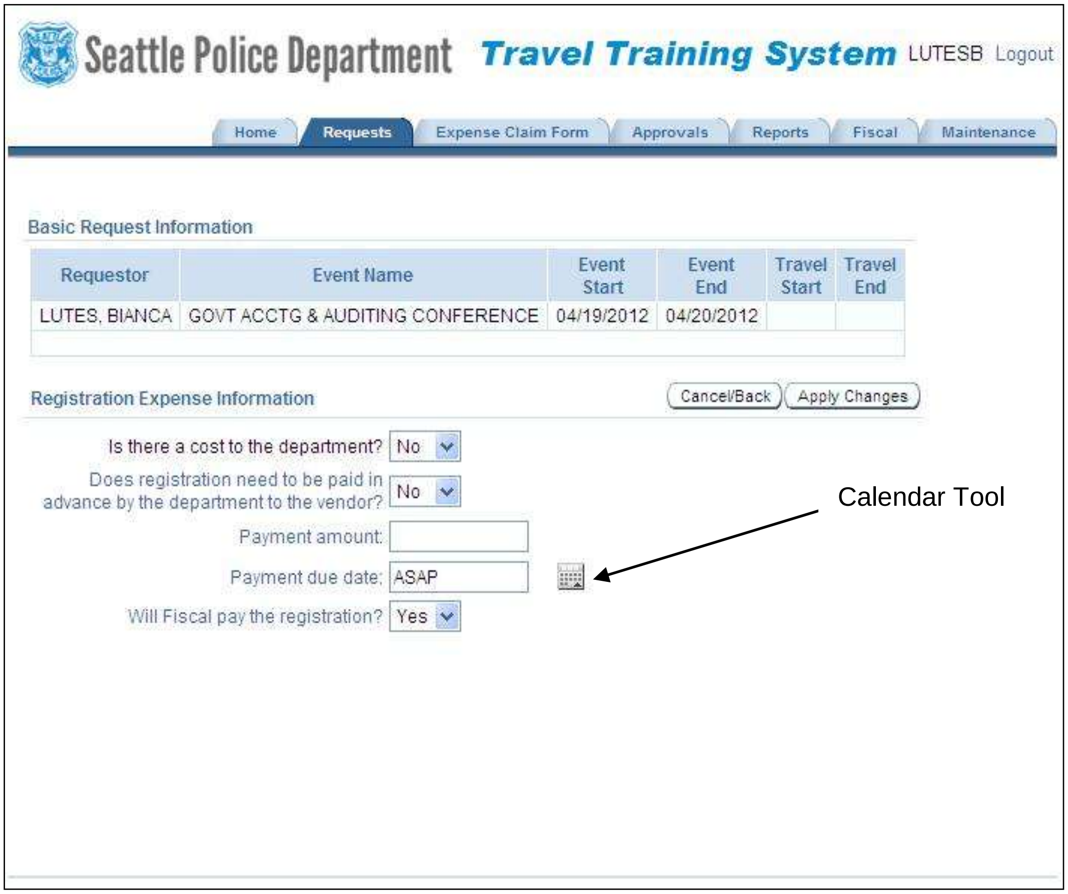


If you think the vendor has already been entered (e.g. for someone else's request), you can search for it by clicking on the Lookup tool. Once you select it using the Lookup tool, most associated fields will be filled in. You can type over them if you need to.

When all the information has been filled out click the Create button (for new requests) or Apply Changes button (for existing requests).

2.2.10 Registration Expense Information

This screen is used to enter registration information for the request.



Select Yes from the drop down list if there is going to be a cost to the department and if the registration needs to be paid in advance.

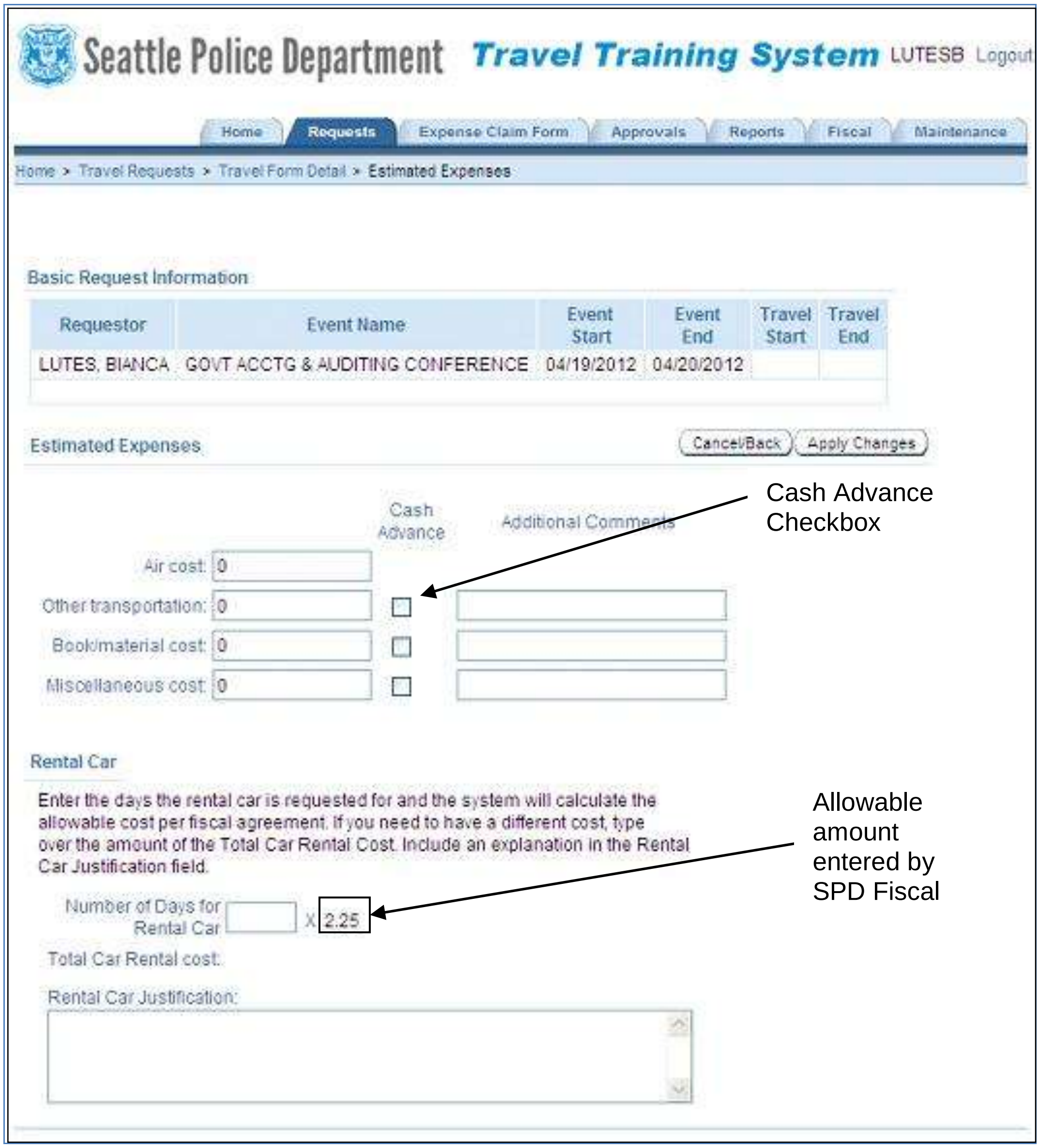
If there is a registration cost, enter the cost and due date. You can use the calendar tool to the right of the field to navigate to a due date or enter any pertinent remarks (e.g. ASAP).

Generally SPD Fiscal will pay for the registration, so this is the default value.

When all the information has been filled out click the Create button (for new requests) or Apply Changes button (for existing requests).

2.2.11 Estimated Expenses

This screen is used to enter estimated expense (e.g. air, rental car) information for the request.



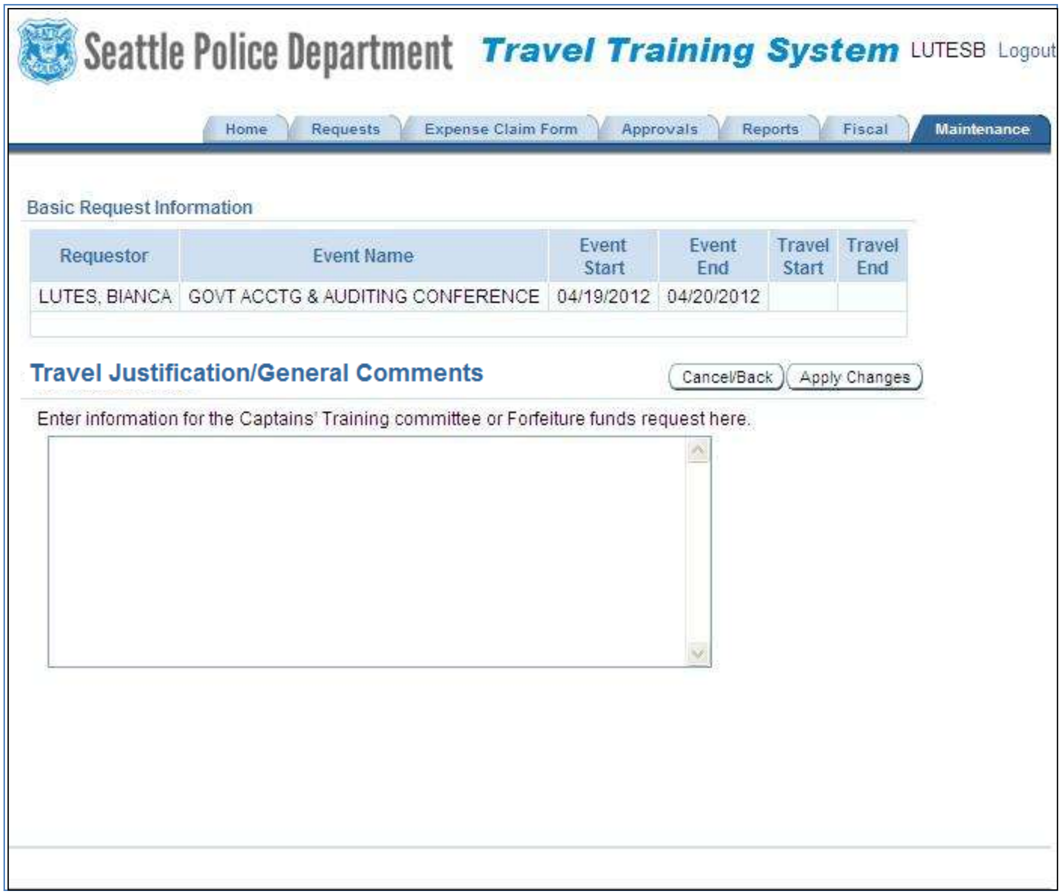
If there is additional anticipated costs for air, other transportation, books/materials, and/or miscellaneous, enter them on this screen. You can also request to be advanced funds for other transportation, books/materials, and/or miscellaneous by clicking the Cash Advance checkbox associated with the item. Enter any comments regarding other transportation, books/materials, and/or miscellaneous in the Additional Comments field to the right of the item.

You can request rental car charges on this screen. The allowable amount is entered by the SPD Fiscal department. Once you enter the number of days for the rental car, the Total Car Rental cost will be automatically calculated. If you request a rental car, the rental car justification field will be required.

When all the information has been filled out click the Create button (for new requests) or Apply Changes button (for existing requests).

2.2.12 Travel Justification/General Comments

This screen is used to enter justification for the class/event/travel expenses and/or general comments regarding the request.



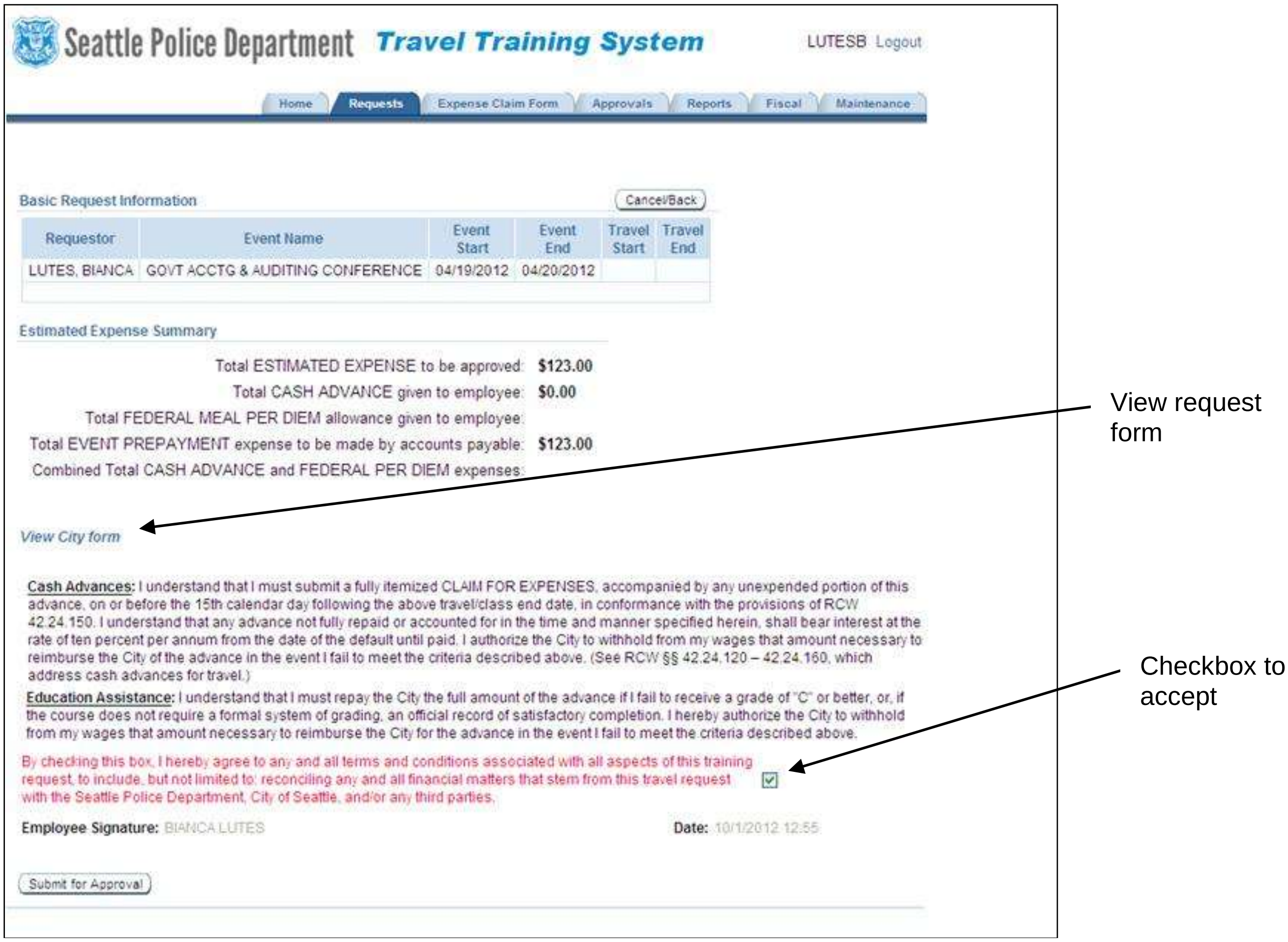
If requesting Captains' Training Committee or Forfeiture funds, a justification is required. Enter the justification here.

You are allowed up to 4000 characters. Once you start typing into the field, a counter will appear in the lower left hand corner. If you have additional documentation, add it as an attachment (see 2.2.4 Type of Travel/Attachments).

When all the information has been filled out click the Create button (for new requests) or Apply Changes button (for existing requests).

2.2.13 Submit Request for Approval

Select request from either Home page or Request screen by clicking the Edit link next to the desired request. The Travel Form Detail screen (see 2.2.3 Travel Form Detail Screen) will be displayed. Click the Next button.

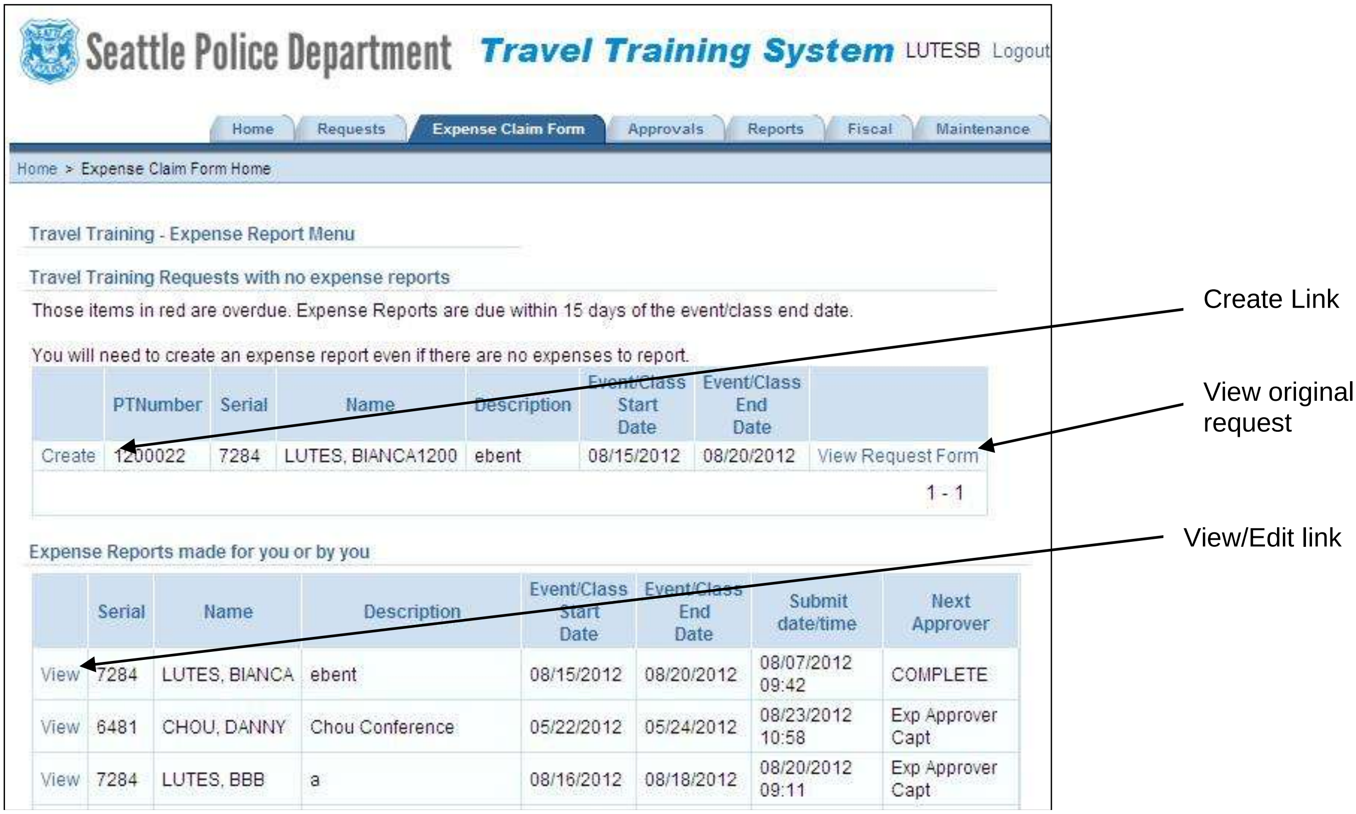


Once you have read the expense summary and associated verbiage, click the checkbox to the right of the red wording to accept. If you would like to review the form, you can click on the View City form link.

The Submit for Approval button will only appear after the checkbox has been checked. Click the button to submit the request for approval.

2.3 Expense Claim Form

You can navigate to the Expense Claim Form home page by clicking the Enter a new Expense Claim Form link on the Home Page (see 2.1 Home Page) or the Expense Claim Form tab. This page allows you to create expense claim form and displays all expense reports created by you or for you. It potentially will show two lists; one with all the expense forms you need to create and one with all the expense forms that you created or have been created for you.



If you have created a travel training request and it has been processed by fiscal, it will appear on the list and you will be able to create an expense claim form for it. To see if it has been processed by fiscal, (see 2.2 Requests). To create an expense claim form, click the Create link next to the desired request. To view the request, click the View Request Form link.

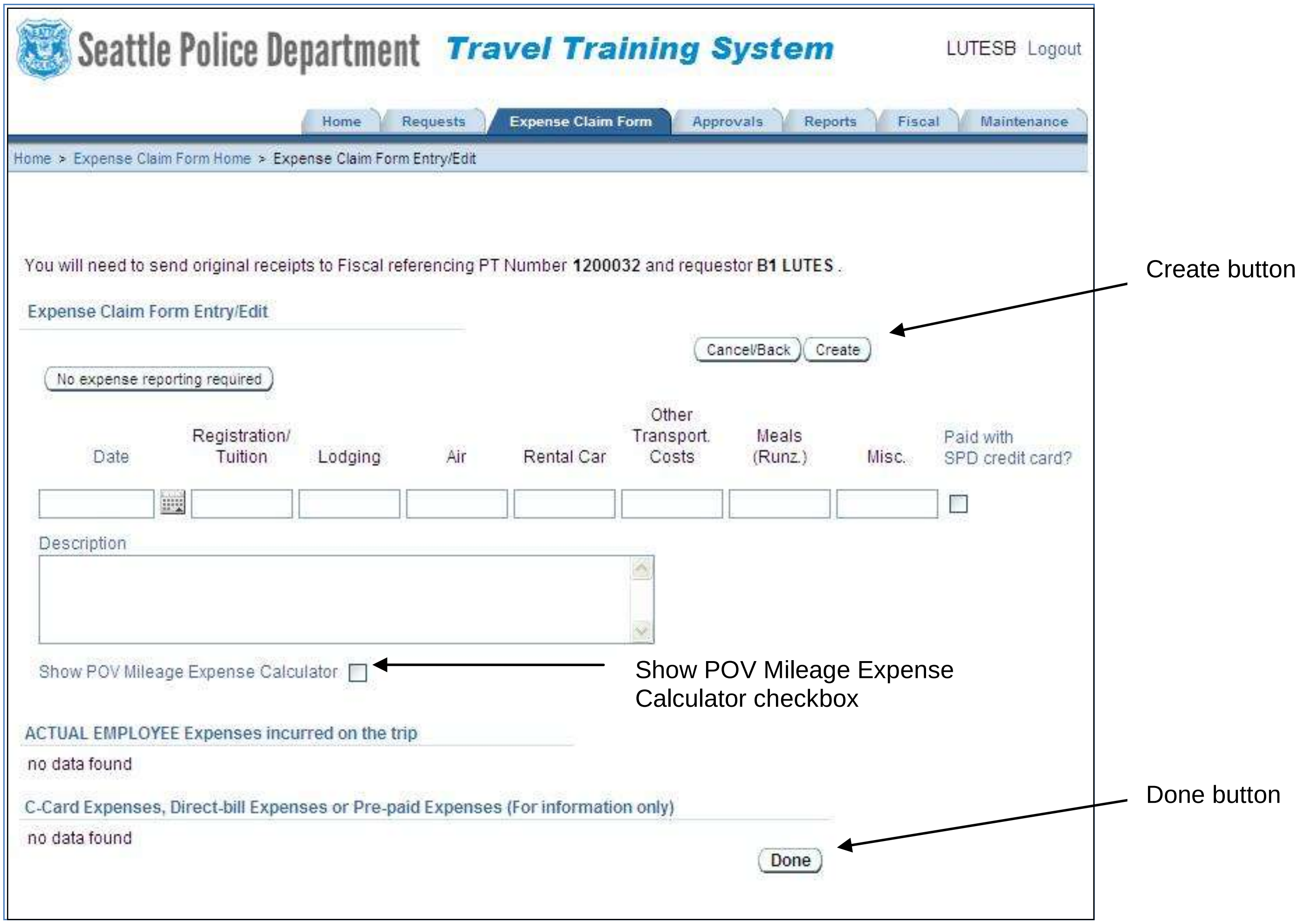
The second list shows all expense forms you have created or have been created for you. If an expense report has not yet been approved, the Edit link will be displayed; if the expense report has been approved, the View link will be displayed. The next approver column will show the role of the next approver (e.g. exp approver capt – expense approver captain). If the next approver is APPROVED or NONE REQ, it is waiting for fiscal processing. Once it has been processed by fiscal, the next approver will read COMPLETE.

To find a particular expense report, enter all or part of the PTNumber, Serial, Name, or Description in the Search field and click the Go button. To clear the search, click the Reset button. Use the Display drop down to select the number of rows to display on the screen.

The Download link in the lower left (not visible in above example) can be used to download the contents of the screen into Excel.

2.3.1 Create New Expense Claim Form

Click the Enter a new Expense Claim Form link on the Home Page (see [2.1 Home Page]) or the Expense Claim Form tab (see [2.3 Expense Claim Form]) to navigate to the Expense Claim Form page. Once on the Expense Claim Form home page click the Create link on the row of the request you will be creating the expense claim form on.



If you do not need to submit an itemized claim form, click the No Expense Reporting Required button. Enter any necessary information on the next screen if applicable and click the Submit button.

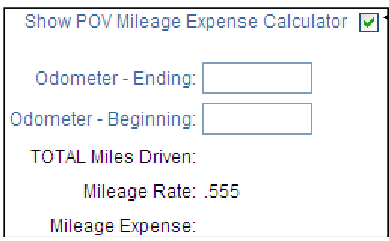
If you do need to submit an itemized claim form, enter the date for the item and the cost in the appropriate category (e.g. Lodging). You can navigate to the correct date by clicking the calendar tool to the right of the date field and selecting the correct date. Enter the cost description in the Description field. To create additional lines for entry, click on the Create button for each line needed.

All previous saved line items will appear in appropriate report sections (see example below).

Previous saved line items

If you have expenses that you paid for with a SPD credit card, click the Paid with SPD credit card check box. Only include items on that line that were paid for with the credit card.

To enter mileage, click the Show POV Mileage Expense Calculator checkbox. Enter the ending and beginning odometer values. The system will automatically calculate the mileage expense allowed. Click Create to save the mileage information.



Show POV Mileage Expense Calculator checkbox

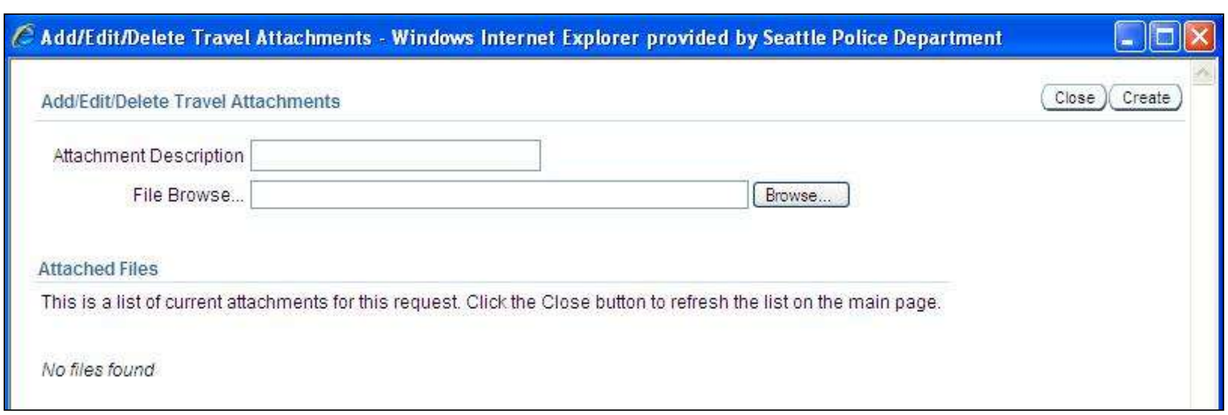
If you need to change any of the expense entries, click the Edit link next to the entry you want to change. You can then make changes to the information and save them by clicking the Apply Changes button (which will appear where the Create button was).

Once you have entered all expenses, click the Done button. The Done button will not be visible until at least one expense line has been saved (do so by clicking the Create button). The next screen displayed will show you the Expense Summary and Reimbursement Summary for the expense information you entered.

You can also enter additional class information if applicable.

Click View City form to view the city expense claim form.

If you have any expense related documents, you can attach them to the expense report. These attachments (e.g. *.doc, *.docx, *.pdf, *.xls, *.xlsx, *.msg, *.txt) must first have be saved either to your desktop or a network location where you can access them. To attach them click the Create Attachment button.

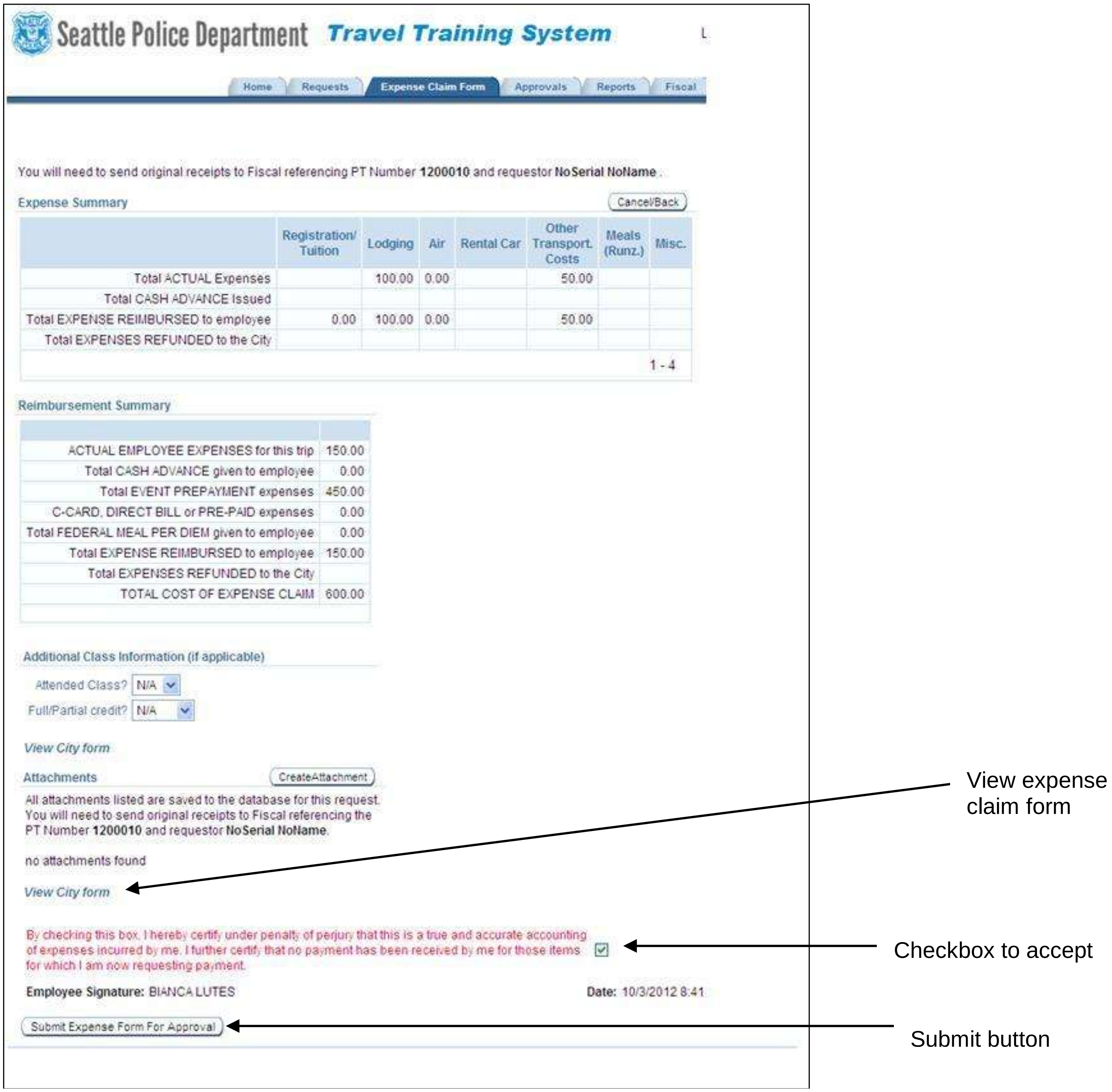


Enter a description of the documentation (e.g. lodging receipt) in the Attachment Description field. Click the Browse button to navigate to the documentation. Once you are ready to upload the information click Create. This will upload the information and blank out the fields so that you can upload more documents to associate with this request. Once you are done uploading, click the Close button. This will cause the Attachment window to close and refresh the attachment information on the main screen.

You must still submit original receipts to the Fiscal Department referencing the PT number and requestor.

2.3.2 Submit Expense Claim Form for Approval

Select expense report from either Home page or Expense Claim Form screen by clicking the Edit link next to the desired expense report. The Expense Claim Form Entry/Edit screen will appear (see 2.3.1 Create New Expense Claim Form). After reviewing the information, click the Done button. The expense claim form summary page will appear.


Seattle Police Department Travel Training System

Home | Requests | Expense Claim Form | Approvals | Reports | Fiscal

You will need to send original receipts to Fiscal referencing PT Number **1200010** and requestor **NoSerial NoName**.

Expense Summary

Cancel/Back

	Registration/ Tuition	Lodging	Air	Rental Car	Other Transport. Costs	Meals (Runz.)	Misc.
Total ACTUAL Expenses		100.00	0.00		50.00		
Total CASH ADVANCE Issued							
Total EXPENSE REIMBURSED to employee	0.00	100.00	0.00		50.00		
Total EXPENSES REFUNDED to the City							

1 - 4

Reimbursement Summary

ACTUAL EMPLOYEE EXPENSES for this trip	150.00
Total CASH ADVANCE given to employee	0.00
Total EVENT PREPAYMENT expenses	450.00
C-CARD, DIRECT BILL or PRE-PAID expenses	0.00
Total FEDERAL MEAL PER DIEM given to employee	0.00
Total EXPENSE REIMBURSED to employee	150.00
Total EXPENSES REFUNDED to the City	
TOTAL COST OF EXPENSE CLAIM	600.00

Additional Class Information (if applicable)

Attended Class? N/A

Full/Partial credit? N/A

View City form

Attachments

CreateAttachment

All attachments listed are saved to the database for this request. You will need to send original receipts to Fiscal referencing the PT Number **1200010** and requestor **NoSerial NoName**.

no attachments found

View City form

By checking this box, I hereby certify under penalty of perjury that this is a true and accurate accounting of expenses incurred by me. I further certify that no payment has been received by me for those items for which I am now requesting payment.

Employee Signature: BIANCA LUTES

Date: 10/3/2012 8:41

Submit Expense Form For Approval

Once you have read the expense summary, reimbursement summary and associated verbiage, click the checkbox to the right of the red wording to accept. If you would like to review the form, you can click on the View City form link.

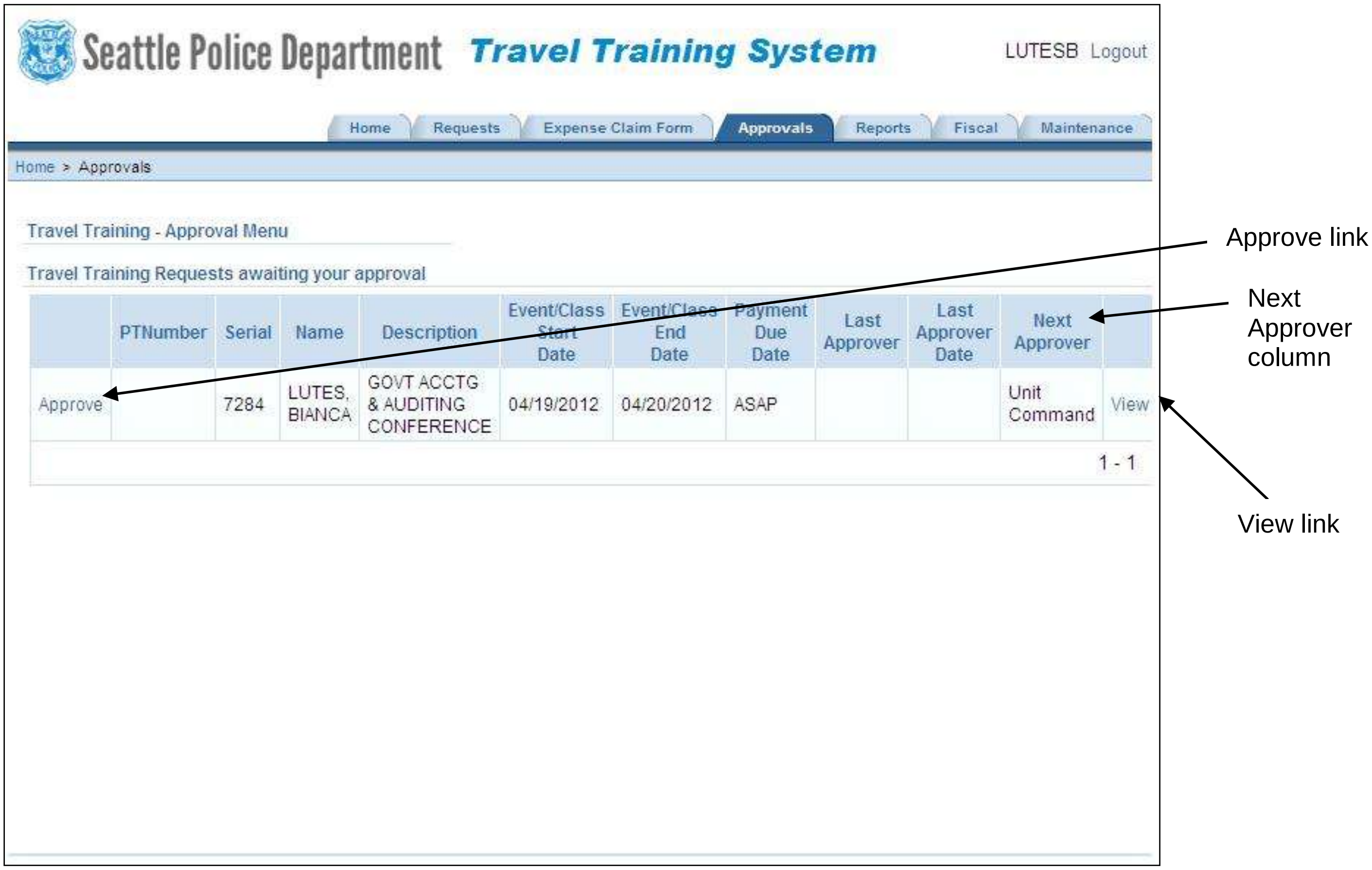
The Submit Expense Form for Approval button will only appear after the checkbox has been checked. Click the button to submit the request for approval.

You must still submit original receipts to the Fiscal Department referencing the PT number and requestor.

2.4 Approvals

You can navigate to the Approvals home page either by clicking the red You have requests/expense reports to approve link on the Home page (see 2.1 Home Page) or by clicking the Approvals tab. You will only be able to see the Approvals tab if you are an approver.

This page can display up to two lists: Travel Training Requests awaiting your approval and Expense Reports awaiting your approval. If you have nothing to approve, you will not see these lists.

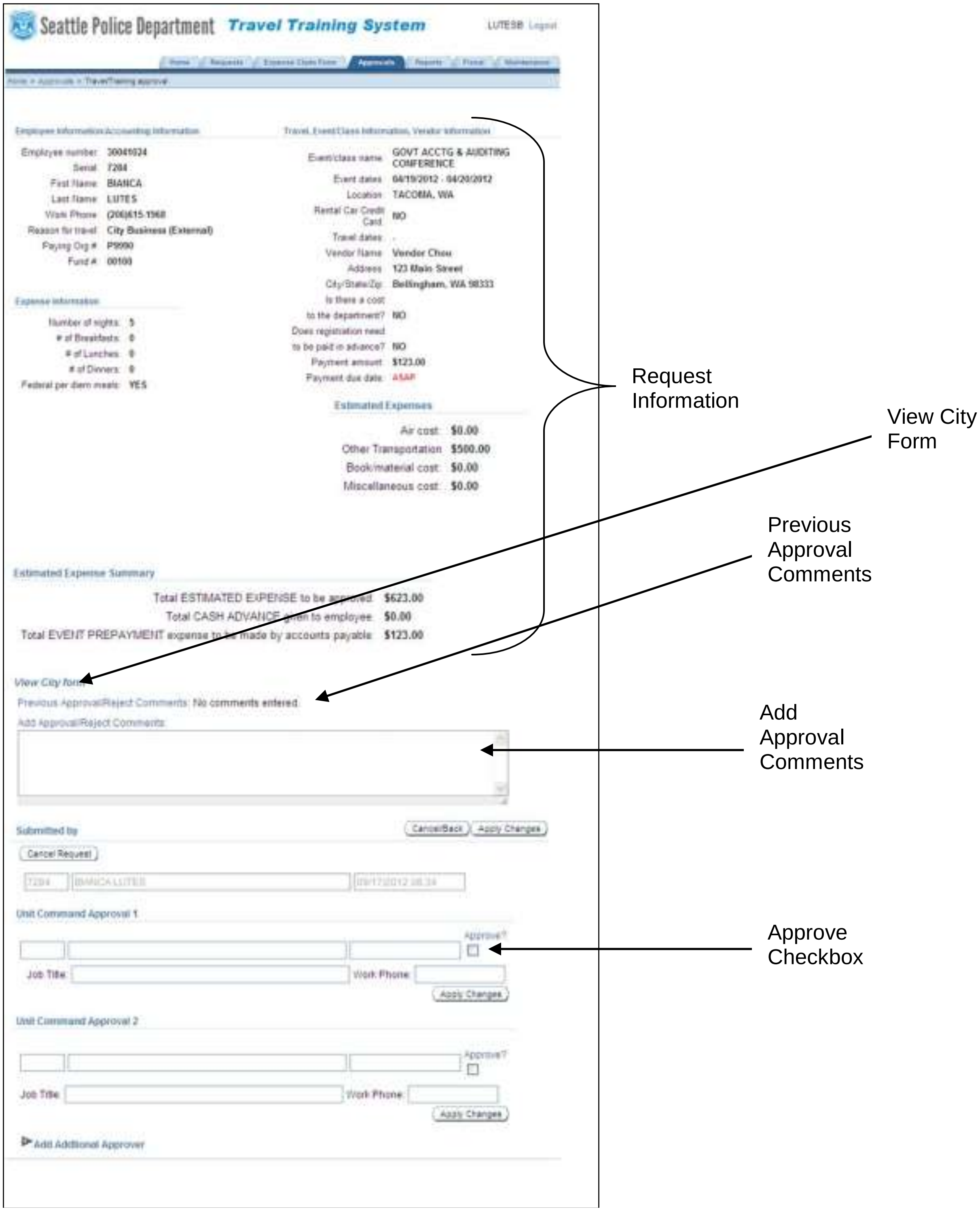


The Next Approver column shows the role of the approval it is waiting for.

Click the Approve link to approve the specific item. Click View to see the city form for the associated item.

2.4.1 Approve a request

Click the Approve link for the request you wish to approve for.



The information regarding the request is displayed. You can also view the city form by clicking the View City form link. Any comments made by previous approvers will appear in the Previous Approval/Reject Comments area. If you wish to add approval comments, enter them in the Add Approval/Reject Comments area. Your comments <u>will be</u> visible to all other approvers.

To approve the request, click the Approve checkbox. This will automatically fill in the appropriate approval fields. Click the Apply Changes button when you are done approving for that role. If you can approve for the next role, another area for approval will appear at the bottom of the screen (you will need to scroll down to see it).

Once the request has been approved, the word APPROVED will appear just above all the approvals.

For more information on the approval workflow, see 5.1 Travel Training Request Approval Workflow.

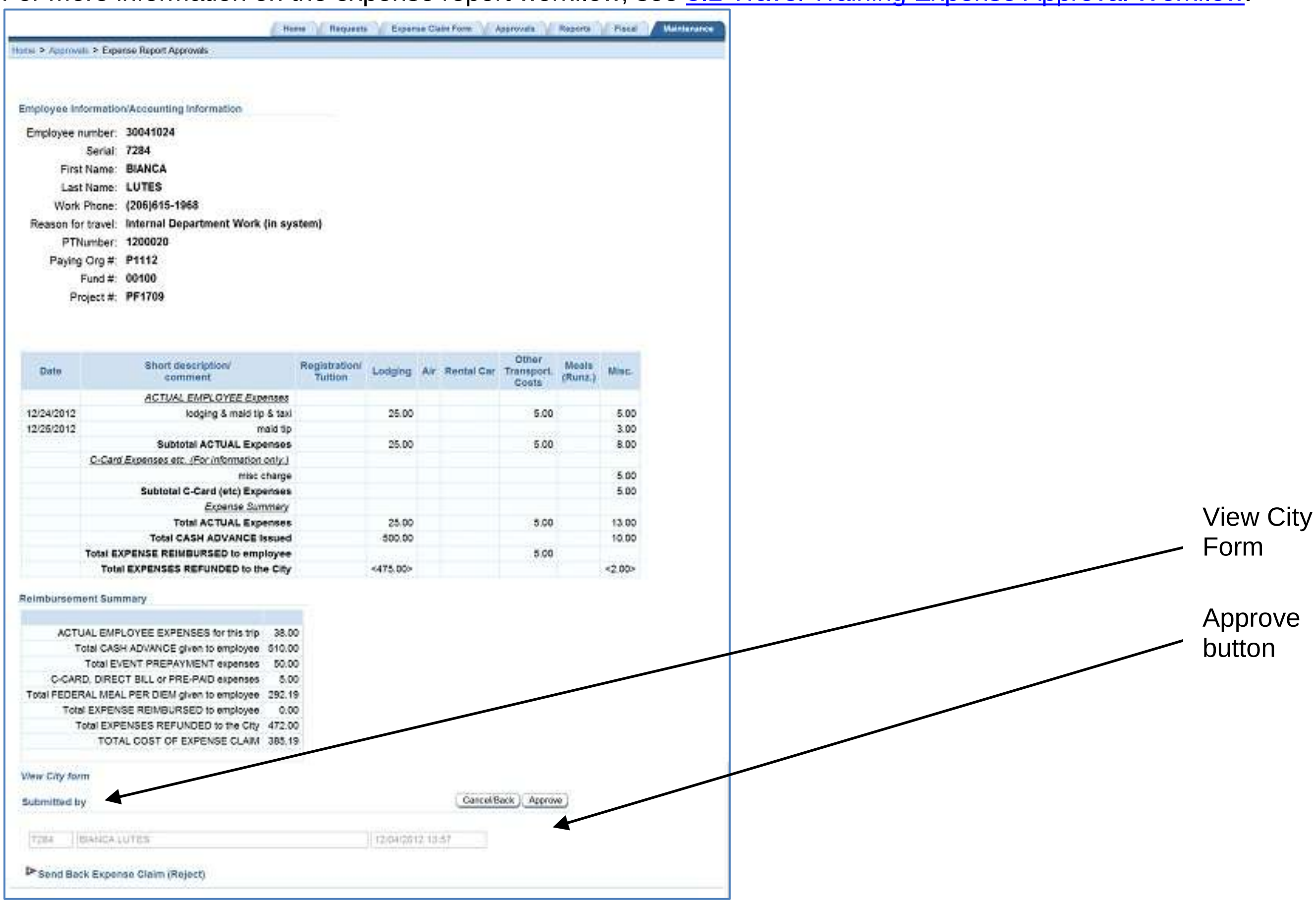
2.4.2 Approve an expense report

Click the Approve link for the expense report you wish to approve for.

The information regarding the expense report is displayed. You can also view the city form by clicking the View City form link.

Click the Approve button to approve the expense report.

For more information on the expense report workflow, see 5.2 Travel Training Expense Approval Workflow.



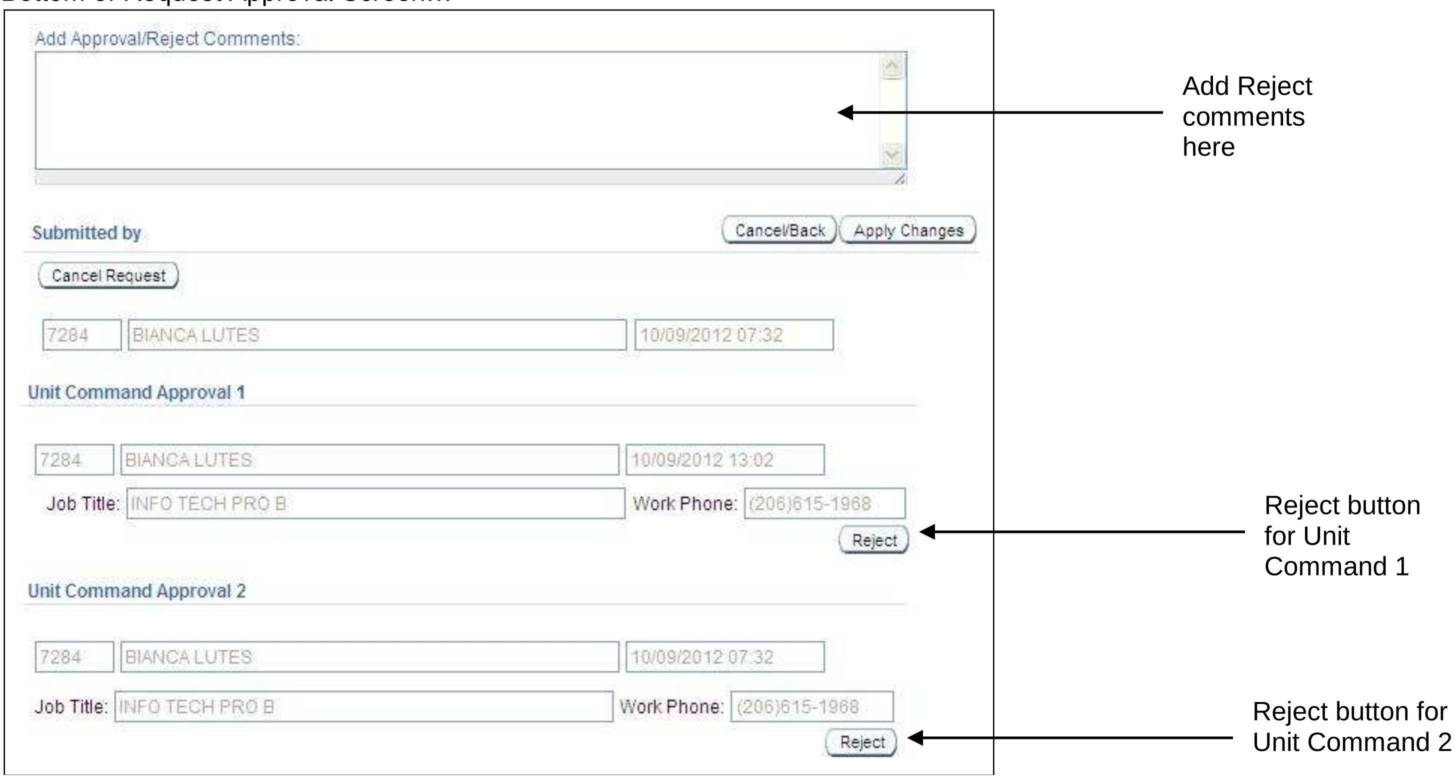
2.5 Reject Requests

You will need to navigate to the approval screen to reject a travel training request. This can be done either by clicking the red You have requests/expense reports to approve link on the Home page (see 2.1 Home Page) or by clicking the Approvals tab. For more information on approving a request, see 2.4.1 Approve a request.

You can reject any previous level of approval by clicking the reject button associated with that approval level. You will be required to add reject comments before you can process the reject.

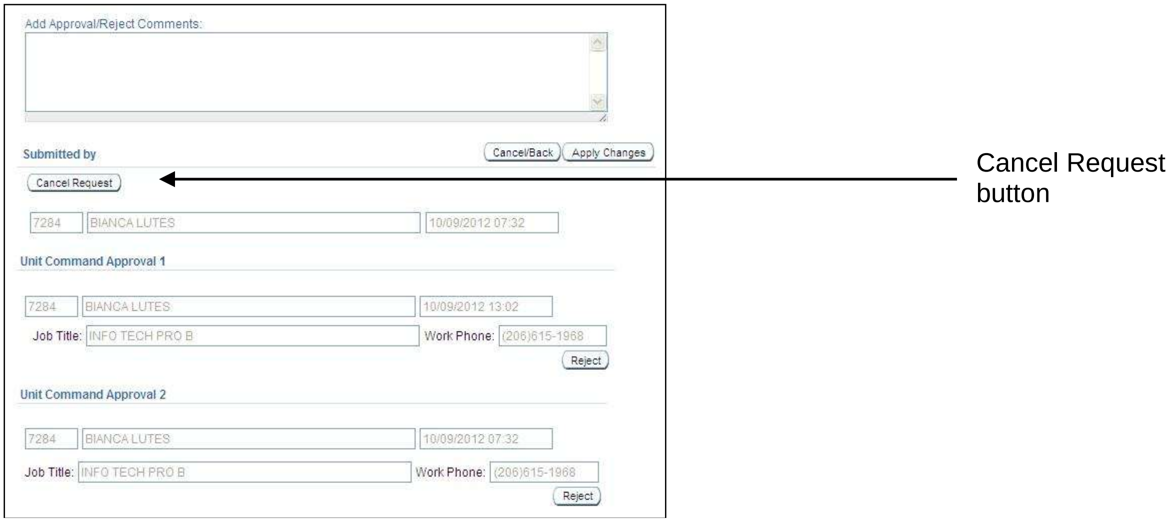
Once you have rejected the approval at that level, the approval information for that level will be wiped out and an email will be sent to the requestor (the individual the travel training is for) and those that approved for the Unit Command 1 and Unit Command 2.

Bottom of Request Approval Screen…

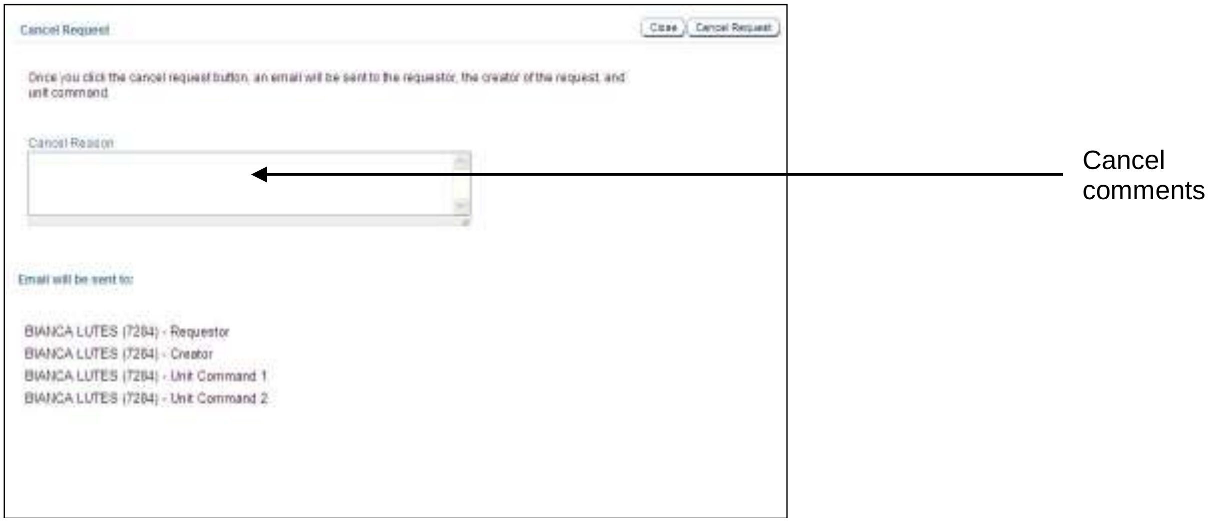


2.5 Cancel Requests

You will need to navigate to the approval screen to cancel a travel training request. This can be done either by clicking the red You have requests/expense reports to approve link on the Home page (see 2.1 Home Page) or by clicking the Approvals tab. For more information on approving a request, see 2.4.1 Approve a request.



You can cancel a request by clicking the Cancel Request button under the Submitted by heading on the Request Approval page. The Cancel Screen will appear in a new Window. You will be required to enter a cancel comment prior to completing the cancel process. Once you click the cancel request button, an email will be sent to the requestor, the creator of the request, and unit command.



When you are done, click the Close button. This will close the window and also refresh the main screen. You will notice that now the request is marked as CANCELLED and cancel information is displayed below any previous approval information.

The request will no longer appear on your lists on the Home page but will still appear on your Requests page with the Next Approver as CANCELLED.

If you wish to activate the request at a later date, request that Fiscal reject all previous approvals on the request.

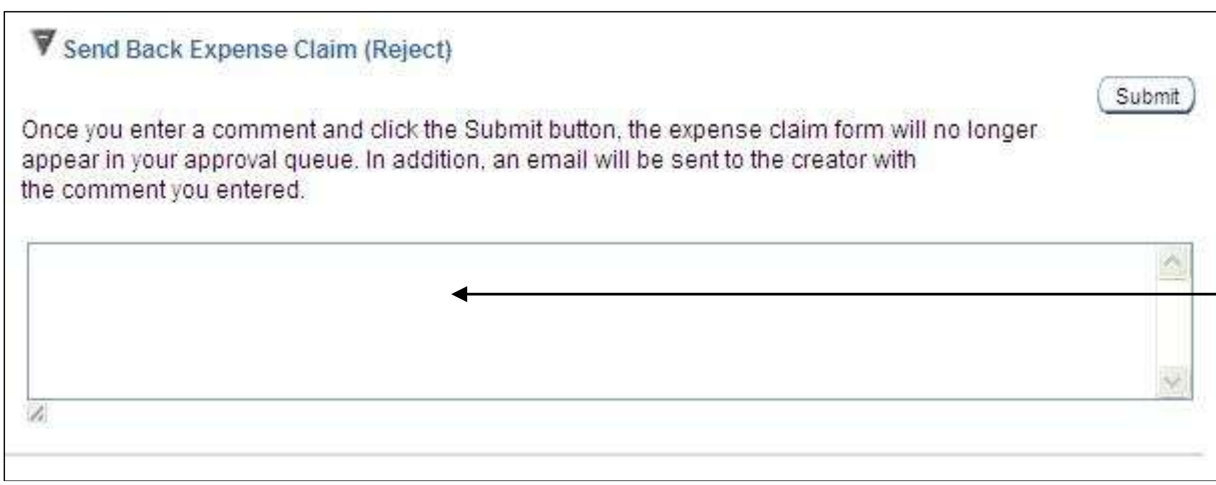
2.6 Reject Expense Reports

You will need to navigate to the expense approval screen to reject an expense report. This can be done either by clicking the red You have requests/expense reports to approve link on the Home page (see 2.1 Home Page) or by clicking the Approvals tab. For more information on approving an expense report, see 2.4.2 Approve an expense report.

At the bottom of the Expense Report approval screen, you will see the following:

Reject Expense Report

Click the plus sign to view the Reject Expense Claim area.   Once you enter a comment and click the Submit button, the expense claim form will no longer appear in the approval queue. In addition, an email will be sent to the creator and requestor with the comment you entered.



Reject Comments

The expense report will appear on the Expense Claim form page (see 2.3. Expense Claim Form for more information). Click Edit next to the expense report you want to update. Once you are done with any updates, click the Done button to go to the expense report submittal page. On this page you can then click the Resubmit For Approval button to resubmit the expense report for approval (see 2.3.2 Submit Expense Claim Form for Approval for more information).

2.7 Captain's Training Committee

The Captain's Training Committee reviews all requests that have indicated they require approval from the Captain's Training Committee. A list of requests waiting for Captain's Training Committee approval is available both on the Home Page (see 2.1 Home Page) and on the Training Committee tab. Both the list on the Home page and the Training Committee tab is only viewable by those on the Training Committee (see 5.1 Approval Roles).

This list allows you to view the original request and justification (by clicking on the View link) and any associated attachments (by clicking on the Attachments link). In addition, you can sort on columns by clicking on the column name.

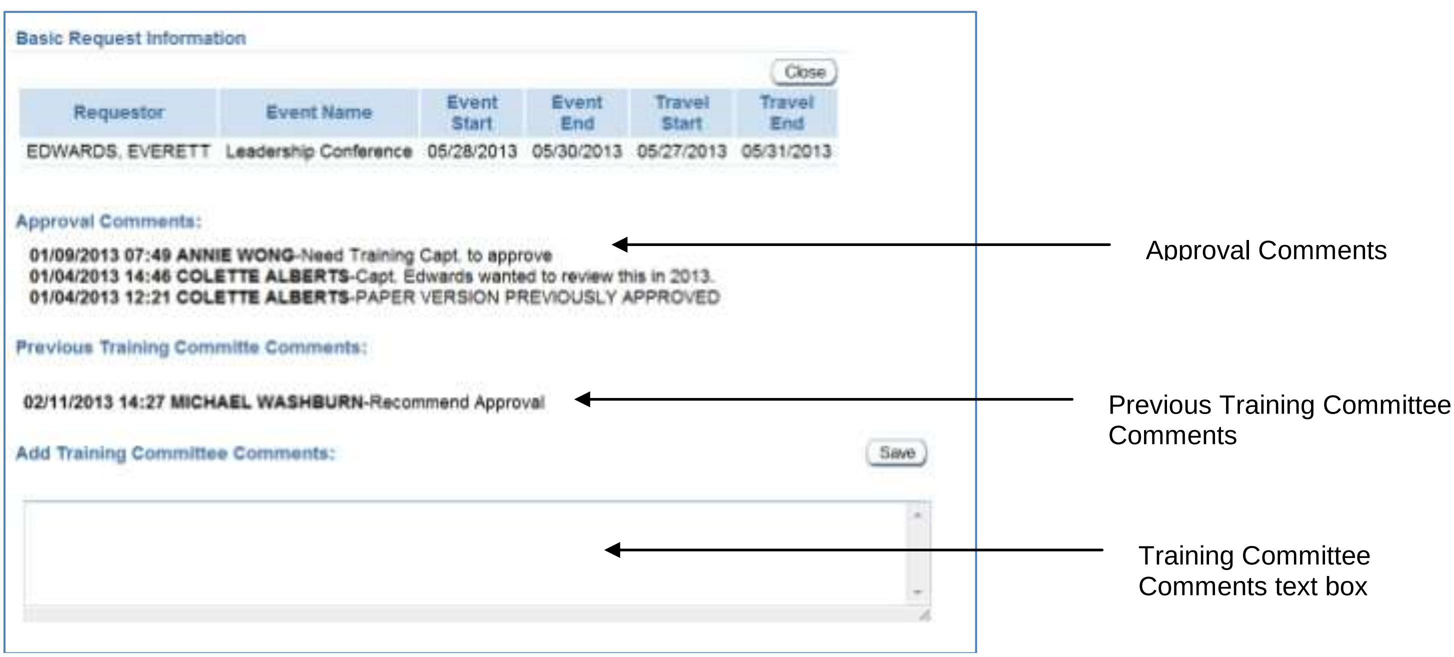
Travel Training Requests for Training Committee (over $500)

Requests in red have been in the queue more than 7 days.

		Serial	Name	Description	Event/Class Start Date	Event/Class End Date	Payment Due Date	
View	Attachments	6041	SOUTHWORTH, JENNIFER	practical homicide investigation	03/18/2013	03/20/2013	03/01/2013	Comments
View	Attachments	5826	MOONEY, THOMAS	practical homicide investigation	03/18/2013	03/20/2013	03/01/2013	Comments
View	Attachments	5728	EDWARDS, EVERETT	Leadership Conference	05/28/2013	05/30/2013		Comments
View	Attachments	5299	LEDBETTER, DONALD	International Association for Identification (IAI) International Educational Conference	08/03/2013	08/09/2013		Comments
View	Attachments	4936	WILLIAMSON, CRAIG	Annual ATF Bomb Dog Certification	02/18/2013	02/22/2013		Comments
View	Attachments	7520	DIDIER, MATTHEW	UBI Basic Mechanic Course	03/03/2013	03/08/2013	2/5/13	Comments
View	Attachments	6890	REES, BRIAN	IPMBA Instructor Course	04/27/2013	05/01/2013		Comments
View	Attachments	6028	CRUISE, ALAN	California Homicide Inv. Conference	03/05/2013	03/08/2013	02/11/2013	Comments
View	Attachments	6421	SAMSON, JENNIFER	National Forensic Academy	09/09/2013	11/15/2013	03/01/2013	Comments
View	Attachments	5825	KASNER, EARL	California Homicide Investigators Conference	03/05/2013	03/08/2013	02/11/2013	Comments
View	Attachments	6026	MOSS, SCOTT	Preventing Crime In The Black Community	05/29/2013	05/31/2013	05/13/2013	Comments
View	Attachments	6927	ZECH, NOAH	SWAT Basic	04/14/2013	04/19/2013	04/19/2013	Comments
View	Attachments	6892	WEST, ANDREW	SWAT BASIC	04/14/2013	04/19/2013	4-19-2013	Comments
View	Attachments	5134	WALTZ, WILLIAM	Western States Hostage Negotiation Seminar	05/19/2013	05/22/2013	04/01/2013	Comments
View	Attachments	6421	SAMSON, JENNIFER	Western States Hostage Negotiator's Association Conference	05/19/2013	05/22/2013	03/18/2013	Comments

1 - 15

You can also view any previous approval comments by clicking on the Comments link. In addition you can add comments that pertain only to the Captain's Training Committee approval process. To do this, add your comments in the Add Training Committee Comments text box and click the Save button. The comments appear in reverse date order (newest first).



Basic Request Information

Close

Requestor	Event Name	Event Start	Event End	Travel Start	Travel End
EDWARDS, EVERETT	Leadership Conference	05/28/2013	05/30/2013	05/27/2013	05/31/2013

Approval Comments:

01/09/2013 07:49 ANNIE WONG-Need Training Capt. to approve
01/04/2013 14:46 COLETTE ALBERTS-Capt. Edwards wanted to review this in 2013.
01/04/2013 12:21 COLETTE ALBERTS-PAPER VERSION PREVIOUSLY APPROVED

Previous Training Committe Comments:

02/11/2013 14:27 MICHAEL WASHBURN-Recommend Approval

Add Training Committee Comments:

Save

These comments are only visible to those on the Captain's Training Committee and will <u>not</u> be included with the regular approval comments.

2.7.1 Training Committee Reports

On the Training Committee tab, there are links to several reports. You can access any of these reports by clicking on the link directly.

Captain's Training Committee Report – see 2.7.2 Captain's Training Committee Report
Travel/Training by Employee – see 3.3 Travel/Training by Employee
Vendor Report – see 3.4 Vendor Report
Budget Line Report – see 3.5 Budget Line Report

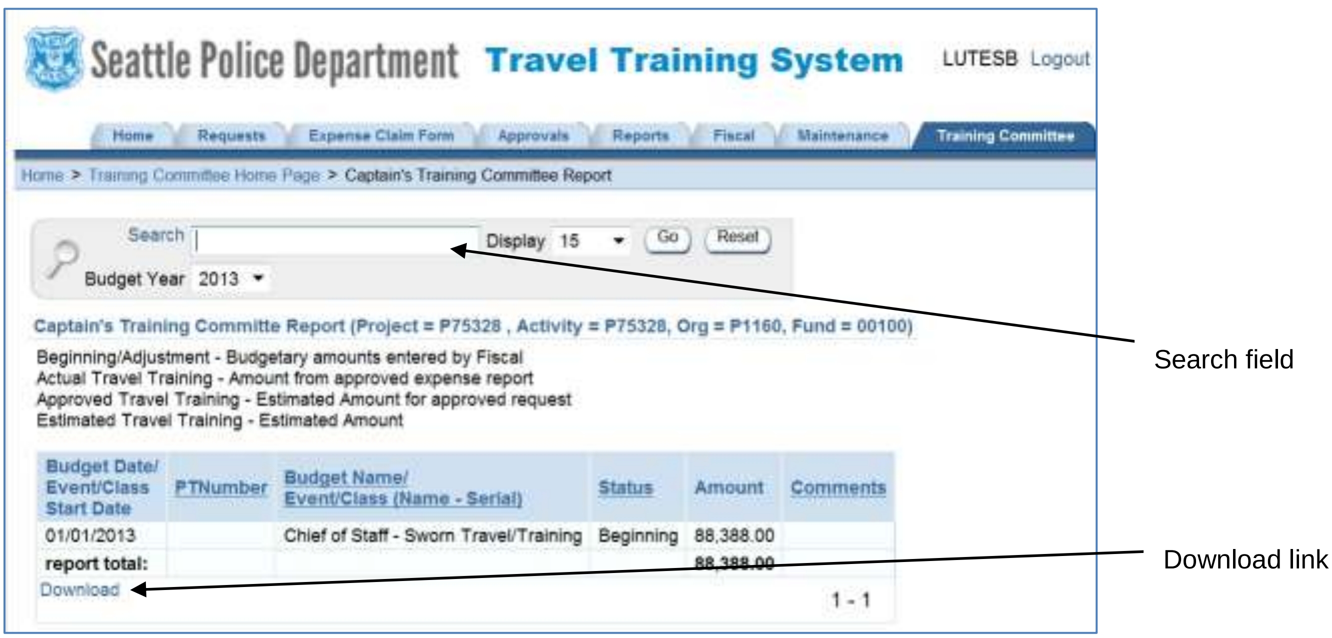
2.7.2 Captain's Training Committee Report

You can access this report by clicking the link on the Training Committee tab (see 2.7.1 Training Committee Reports). This report shows all requests for a budget year that are being paid for by the Captain's Training Committee fund. You will need to click the Go button to run the report.

Requests are listed even though they may not have been fully approved. The status of the request is listed as follows:
Beginning/Adjustment - Budgetary amounts entered by Fiscal
Actual Travel Training - Amount from approved expense report
Approved Travel Training - Estimated Amount for approved request
Estimated Travel Training - Estimated Amount for request not yet approved

You can enter all or part of the PTNumber, Budget Name, Event/Class, Name, Serial, or Comments in the Search field and click Go to narrow the report output. You can sort by all columns except Amount by clicking on the column title.

The report automatically defaults to the current budget year. If previous years are available, you can select them from the Budget Year select list.



Click the Download link to download the data to Microsoft Excel. To clear the filter, click the Reset button.

3.0 Reports

3.1 Reports Home page

You can navigate to the Reports home page by clicking Reports tab. You will only be able to see the Reports page if you are an approver.

This page lists links to the available reports. To access these reports, click on the desired link.

3.2 Expense Report Due

You can access this report by clicking the link on the Reports home page (see.3.1 Reports Home page).

This report shows all requests (that have been approved by fiscal – REGISTERED/FISCAL PROCESSED) with expense reports that are overdue. You can enter all or part of the Due Date,
Requestor (name and serial), Unit, or PTNumber in the Search field and click Go to narrow the report output.

You can also narrow the dates by entering differing dates in the Due By field. The calendar tool to the right of the field can be used to navigate to a new date. The date defaults to the last date of the current month.

The report will show all expense reports due by the date entered in the Due By field and matching the criteria entered in the Search field.

To clear the filter, click the Reset button.

Click the Download link to download the data to Microsoft Excel.

To print the report, click the Print button. The report will appear in a new window with the selected date range for the report on the screen. You cannot narrow down the printed report by the Search field. In the new window click the button on the top row of the screen. Click the Close button when you are done to close the window.

An expense report is due within 15 calendar days of the event end date.

3.3 Travel/Training by Employee

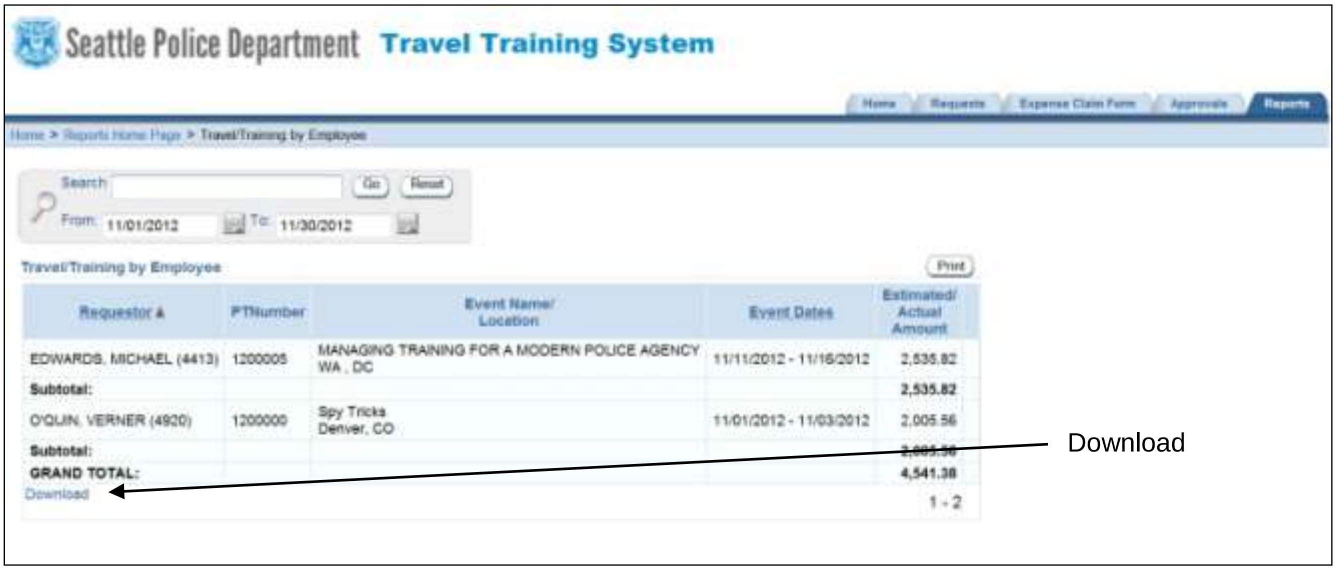
You can access this report by clicking the link on the Reports home page (see.3.1 Reports Home page).

This report shows all requests by employee during a certain time period. You can enter all or part of the Requestor (name and serial), PTNumber or Event Date(s) in the Search field and click Go to narrow the report output.

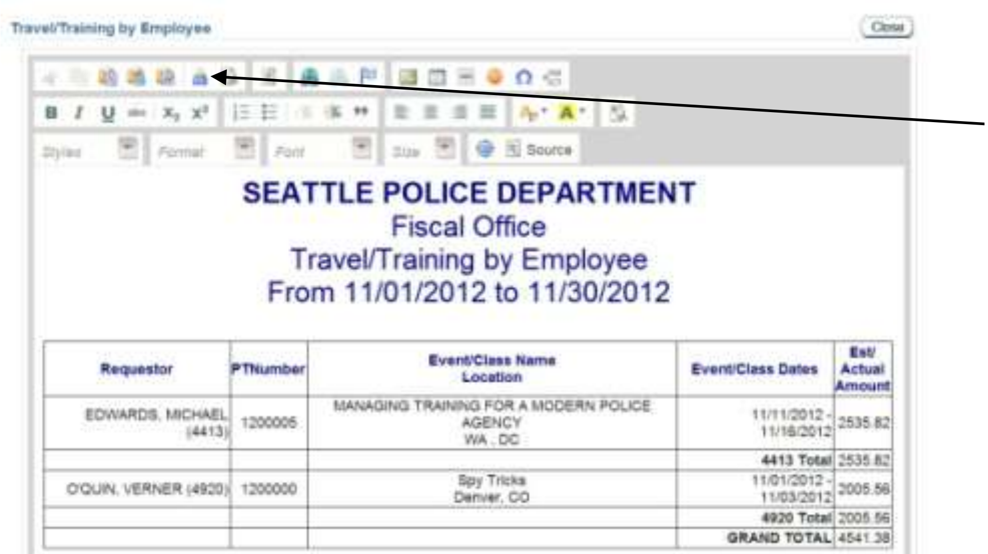
You can also narrow the dates by entering differing dates in the From and To fields. The calendar tool to the right of the field can be used to navigate to a new date. The date defaults to the last and first date of the current month.

The report will show all travel training requests that have been approved and processed by fiscal during the time period entered and matching the criteria entered in the Search field.

Click the Download link to download the data to Microsoft Excel. To clear the filter, click the Reset button.



To print the report, click the Print button. The report will appear in a new window with the selected date range for the report on the screen. You cannot narrow down the printed report by the Search field. In the new window click the button on the top row of the screen. Click the Close button when you are done to close the window.



Print button

Any estimated expenses will be indicated by the notation (est) next to the line item in both the screen and printed reports.

3.4 Vendor Report

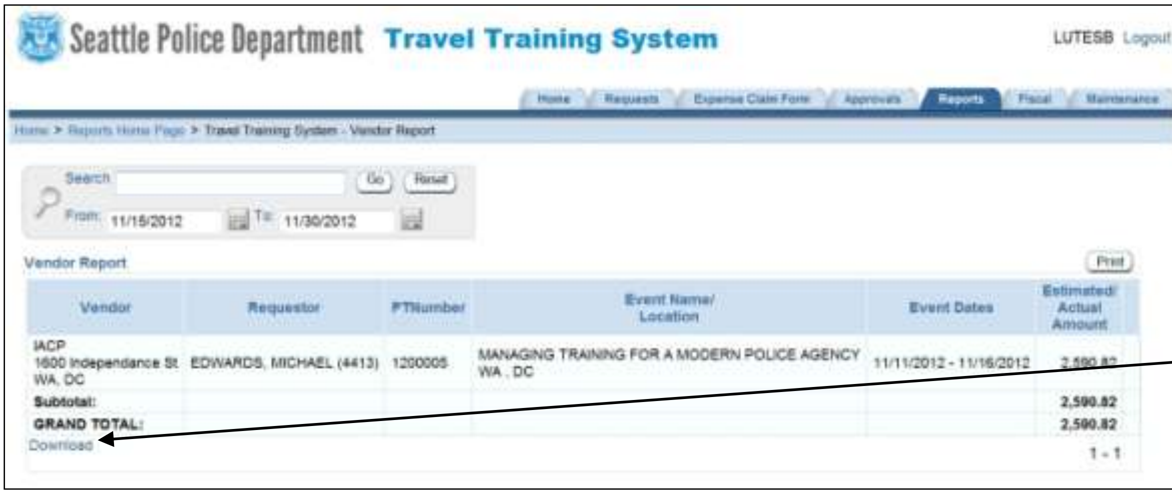
You can access this report by clicking the link on the Reports home page (see.[3.1 Reports Home page](#)).

This report shows all requests by vendor during a certain time period.   You can enter all or part of the vendor name, Requestor (name and serial), PTNumber or Event Date(s) in the Search field and click Go to narrow the report output.

You can also narrow the dates by entering differing dates in the From and To fields. The calendar tool to the right of the field can be used to navigate to a new date. The date defaults to the last and first date of the current month.

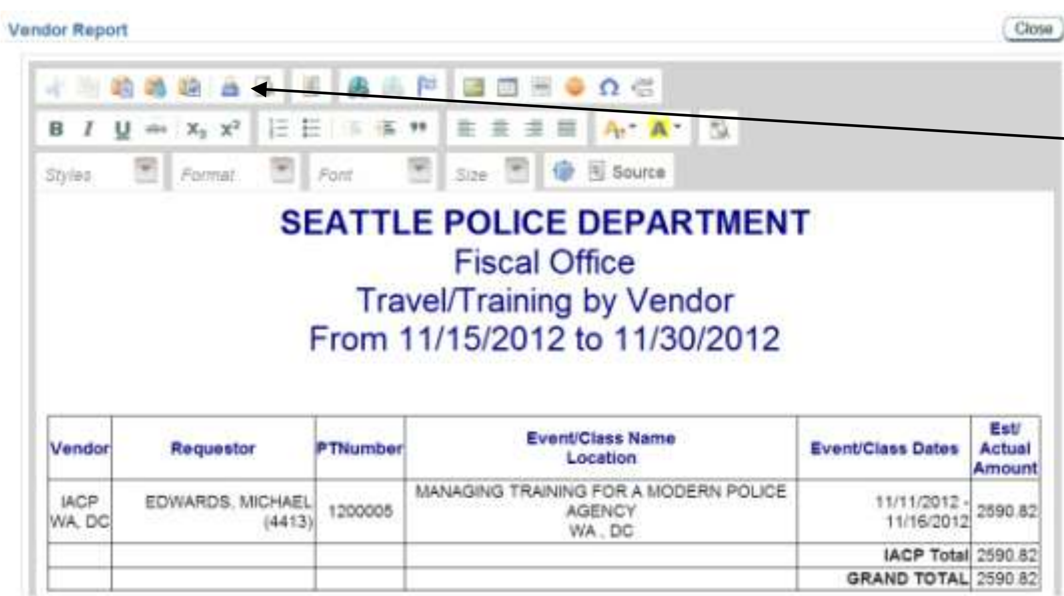
The report will show all travel training requests that have been approved and processed by fiscal during the time period entered and matching the criteria entered in the Search field.

Click the Download link to download the data to Microsoft Excel. To clear the filter, click the Reset button.



Download

To print the report, click the Print button. The report will appear in a new window with the selected date range for the report on the screen. You cannot narrow down the printed report by the Search field. In the new window click the button on the top row of the screen. Click the Close button when you are done to close the window.



Print button

Any estimated expenses will be indicated by the notation (est) next to the line item in both the screen and printed reports.

3.5 Budget Line Report

You can access this report by clicking the link on the Reports home page (see.3.1 Reports Home page).

This report shows all budget lines with either a beginning balance, an adjustment, or a travel training request/expense report charged to them. The Budget Date is the last date a beginning budget or adjustment was entered.

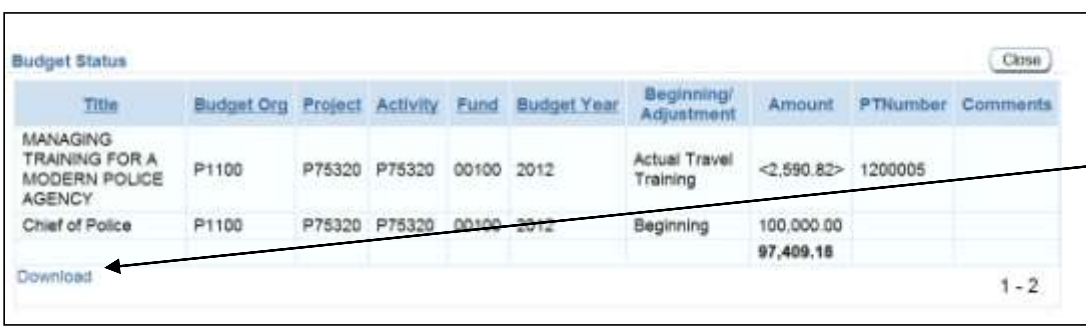
You can enter all or part of the Title, Budget Org, Project, Fund, Activity, or Budget Year in the Search field and click Go to narrow the report output. To clear the filter, click the Reset button.

To view the budget detail, click the report icon for the line you wish to view. The Budget Status report will display in a separate window.

Title	Budget Org	Project	Fund	Activity	Budget Year		Budget Date
Chief of Staff - Sworn Travel/Training	P1160		00100		2013		01/01/2013
20/20 PLAN COSTS	P1100	P75320	00100	P75320	2012		
Chief of Staff - Sworn Travel/Training	P1160		00100		2012		
Captain's Training Committee	P1160	P75328	00100	P75328	2012		
Homeland Sec-Buffer Zone RRAP	P1904	PJ1800	00100	PJ1800	2012		
Port Security Grant - Blue Force Tracking System	P1941	PJ1779	00100		2012		01/01/2012
Port Security Grant - Interdiction/Command AND control Vessel	P1941	PJ1780	00100		2012		01/31/2012
ARRA - ICAC Stimulus Grant	P7784	PARRA1	00100		2012		
Field Support Administration - Civilian Travel/Training	P8800		00100		2012		
Information Technology Section	P8830		00100		2012		
SPD - Motorcycle Drill Team	PD410	PC0185	63800	PC0185	2012		10/10/2012

Report Icon

The Budget Status report will display in a separate window.



Title	Budget Org	Project	Activity	Fund	Budget Year	Beginning/ Adjustment	Amount	PTNumber	Comments
MANAGING TRAINING FOR A MODERN POLICE AGENCY	P1100	P75320	P75320	00100	2012	Actual Travel Training	<2,590.82>	1200005	
Chief of Police	P1100	P75320	P75320	00100	2012	Beginning	100,000.00		
							97,409.18		

Download link

All beginning balances, adjustments, and travel training expenses will be displayed for that specific budget line for the selected budget year. Final travel training expenses (from an approved expense report) will appear as Actual Travel Training. Travel Training requests that have been approved but do not yet have an associated approved expense report will show as Estimated Travel Training.

This information can be downloaded to Excel by clicking the Download link.

3.6 Department Summary by Assigned Org Report

You can access this report by clicking the link on the Reports home page (see.[3.1 Reports Home page]).

This report shows all approved requests and expense report data and some high level details by budget org during a certain time period.   You can enter all or part of the Requestor (name and serial), PTNumber, Location, Description, or Funding Source. To clear the filter, click the Reset button.

You can also narrow the dates by entering differing dates in the From and To fields. The calendar tool to the right of the field can be used to navigate to a new date. The date defaults to the first day of the year and last date of the current month.

Click the Download link to download the data to Microsoft Excel.

To print the report, click the Print button. The report will appear in a new window with the selected date range for the report on the screen. You cannot narrow down the printed report by the Search field. In the new window click the  button on the top row of the screen. Click the Close button when you are done to close the window.

3.7 Department Summary by Paying Org

You can access this report by clicking the link on the Reports home page (see.3.1 Reports Home page).

This report shows budget line information including beginning balances, adjustments and approved request and expense report information by budget type.   You can enter all or part of the Budget Type (e.g. Bureau, Grants), Bureau Name (e.g. Field Support Bureau), Budget Line name (e.g. Information Technology Section), Budget Org (e.g. P8830), or Project (e.g. P12345). To clear the filter, click the Reset button.

You can also narrow the dates by entering differing dates in the From and To fields. The calendar tool to the right of the field can be used to navigate to a new date. The date defaults to the first date and last date of the current month.

Bureau - Police Administration Bureau

	Project	Original Budget	Budget Adjustment	Adjusted Budget	Total Expenses	Remaining Budget
P1160 Captain's Training Committee	P75328	50,002.00	0.00	50,002.00	2,005.56	47,996.44
P1160 Chief of Staff - Sworn Travel/Training		55,001.00	0.00	55,001.00	13,854.00	41,147.00
		105,003.00	**0.00**	**105,003.00**	**15,859.56**	**89,143.44**

Bureau - Field Support Bureau

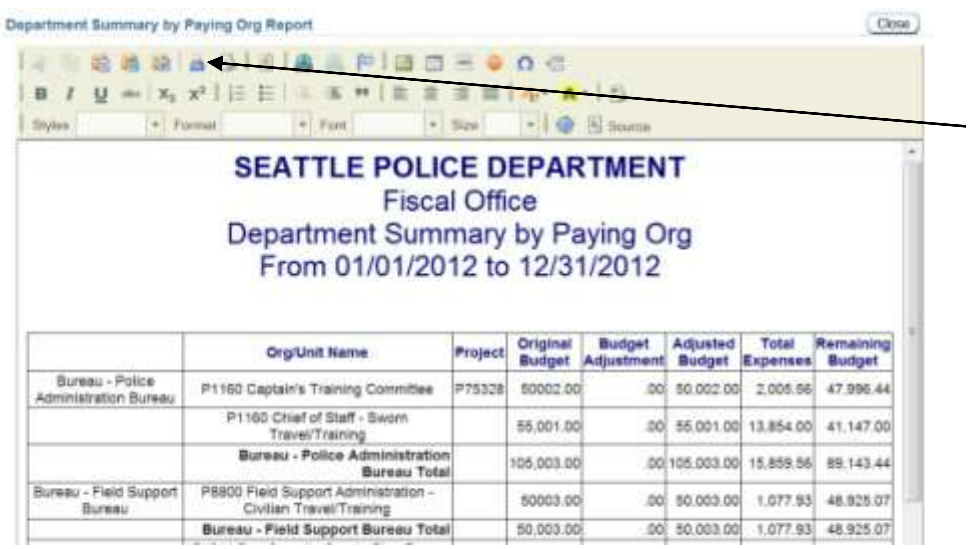
	Project	Original Budget	Budget Adjustment	Adjusted Budget	Total Expenses	Remaining Budget
P8800 Field Support Administration - Civilian Travel/Training		50,003.00	0.00	50,003.00	1,077.93	48,925.07
		50,003.00	**0.00**	**50,003.00**	**1,077.93**	**48,925.07**

Donations

	Project	Original Budget	Budget Adjustment	Adjusted Budget	Total Expenses	Remaining Budget
PD410 SPD - Motorcycle Drill Team	PC0185	1,000.00	500.00	1,500.00	0.00	1,500.00
PD410 Comm. Partnerships: Seattle Pol. Expl. Post	PC0005	0.00	5,000.00	5,000.00	1,030.00	3,970.00
P1941 Port Security Grant - Blue Force Tracking System	PJ1779	2,000.00	0.00	2,000.00	0.00	2,000.00

Click the Download link to download the data to Microsoft Excel.

To print the report, click the Print button. The report will appear in a new window with the selected date range for the report on the screen. You cannot narrow down the printed report by the Search field. In the new window click the button on the top row of the screen. Click the Close button when you are done to close the window.



	Org/Unit Name	Project	Original Budget	Budget Adjustment	Adjusted Budget	Total Expenses	Remaining Budget
Bureau - Police Administration Bureau	P1160 Captain's Training Committee	P75328	50002.00	.00	50,002.00	2,005.56	47,996.44
	P1160 Chief of Staff - Sworn Travel/Training		55,001.00	.00	55,001.00	13,854.00	41,147.00
	Bureau - Police Administration Bureau Total		105,003.00	.00	105,003.00	15,859.56	89,143.44
Bureau - Field Support Bureau	P8800 Field Support Administration - Civilian Travel/Training		50003.00	.00	50,003.00	1,077.93	48,925.07
	Bureau - Field Support Bureau Total		50,003.00	.00	50,003.00	1,077.93	48,925.07

Print button

3.8 Travel/Training Summary by Unit Selected Report

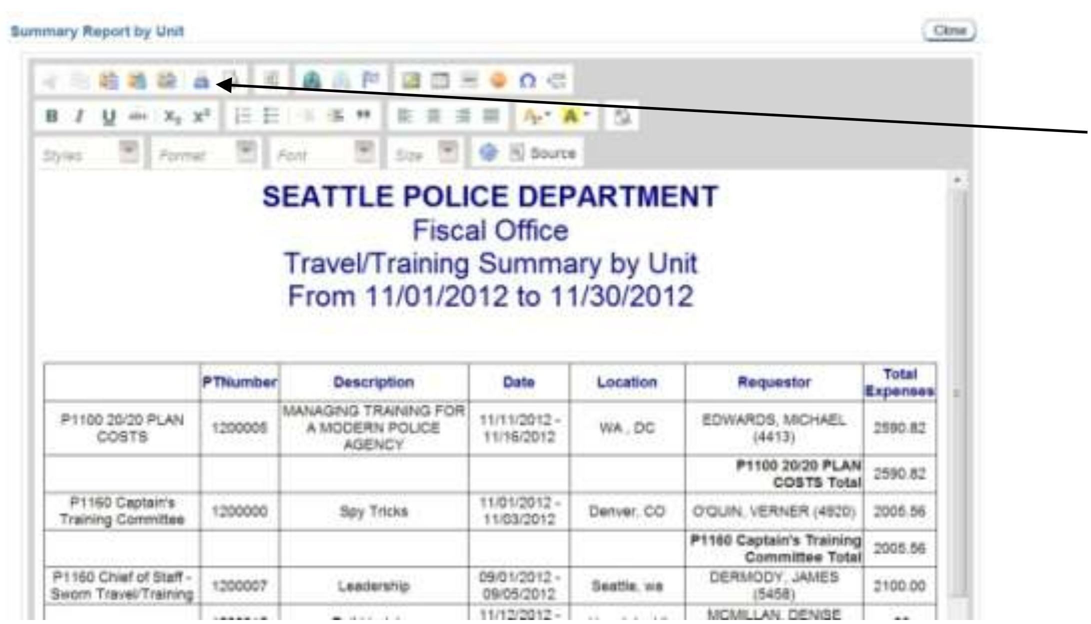
You can access this report by clicking the link on the Reports home page (see.3.1 Reports Home page).

This report shows approved travel training requests/expenses per Budget Org.   You can enter all or part of the Budget Org (number or name), PTNumber, Description, Date, Location, or Requestor (name or serial). To clear the filter, click the Reset button.

You can also narrow the dates by entering differing dates in the From and To fields. The calendar tool to the right of the field can be used to navigate to a new date. The date defaults to the first date and last date of the current month.

Click the Download link to download the data to Microsoft Excel.

To print the report, click the Print button. The report will appear in a new window with the selected date range for the report on the screen. You cannot narrow down the printed report by the Search field. In the new window click the button on the top row of the screen. Click the Close button when you are done to close the window.

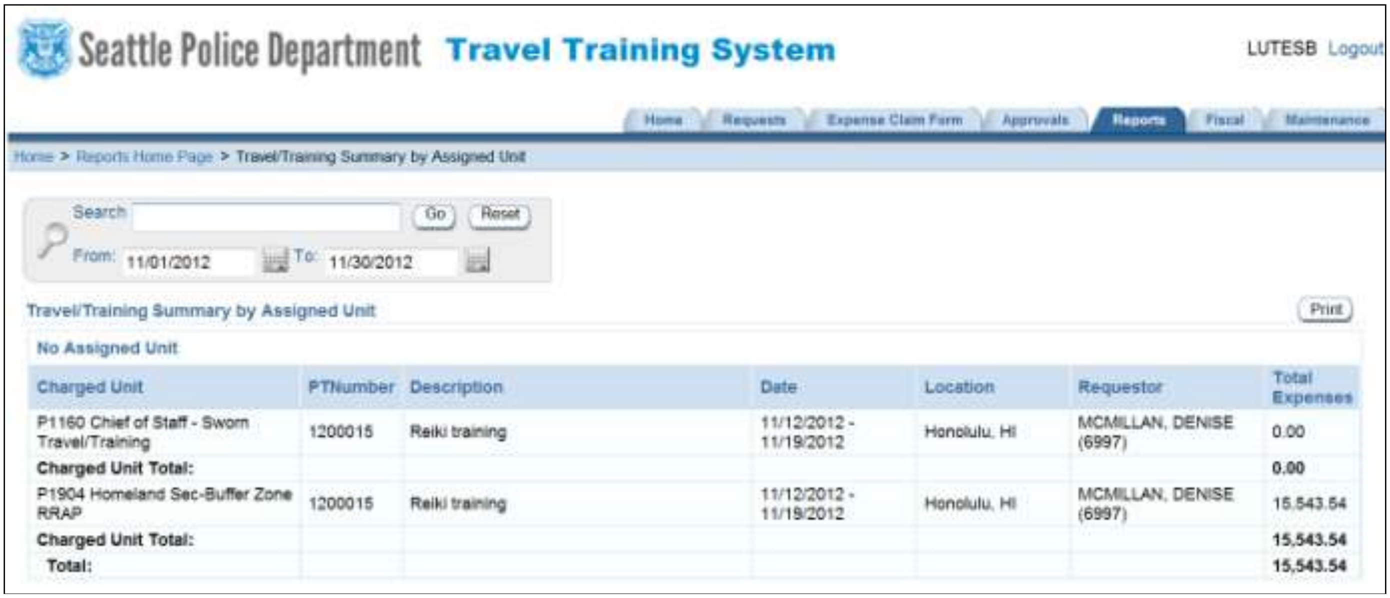


Print button

3.9 Travel/Training Summary by Unit Assigned Report

You can access this report by clicking the link on the Reports home page (see.[3.1 Reports Home page](#)).

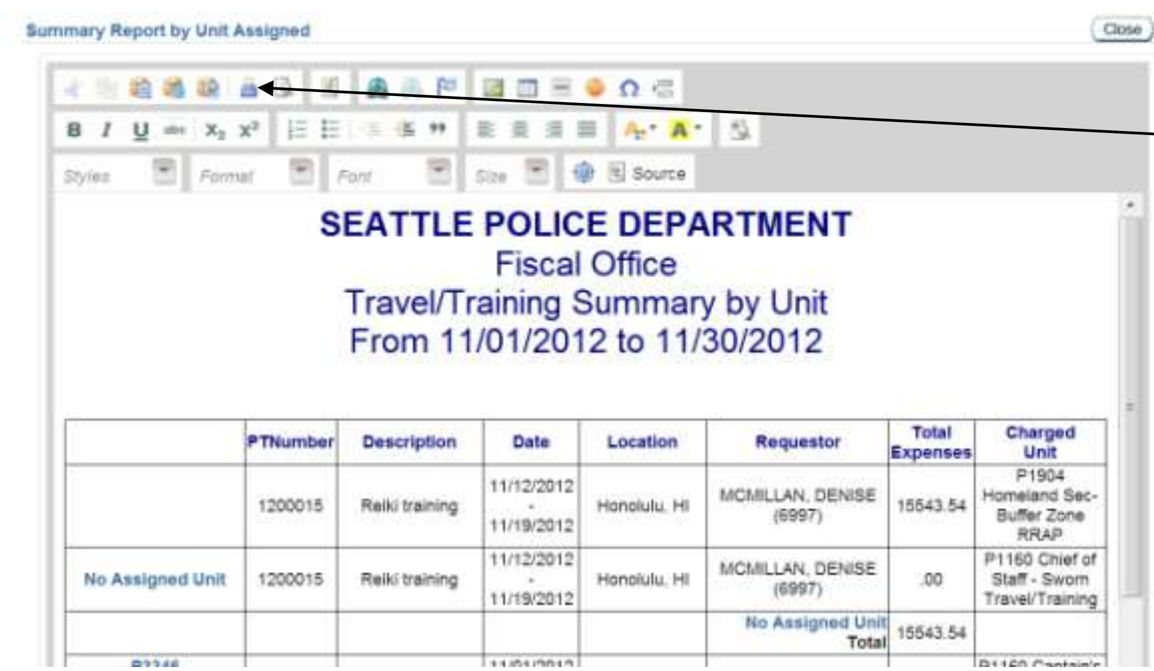
This report shows approved travel training requests/expenses per the requestor's assigned unit.   You can enter all or part of the Assigned Unit (number or name), Budget Org (number or name), PTNumber, Description, Date, Location, or Requestor (name or serial). To clear the filter, click the Reset button.



Charged Unit	PTNumber	Description	Date	Location	Requestor	Total Expenses
P1160 Chief of Staff - Sworn Travel/Training	1200015	Reiki training	11/12/2012 - 11/19/2012	Honolulu, HI	MCMILLAN, DENISE (6997)	0.00
Charged Unit Total:						**0.00**
P1904 Homeland Sec-Buffer Zone RRAP	1200015	Reiki training	11/12/2012 - 11/19/2012	Honolulu, HI	MCMILLAN, DENISE (6997)	15,543.54
Charged Unit Total:						**15,543.54**
Total:						**15,543.54**

Click the Download link to download the data to Microsoft Excel.

To print the report, click the Print button. The report will appear in a new window with the selected date range for the report on the screen. You cannot narrow down the printed report by the Search field. In the new window click the button on the top row of the screen. Click the Close button when you are done to close the window.



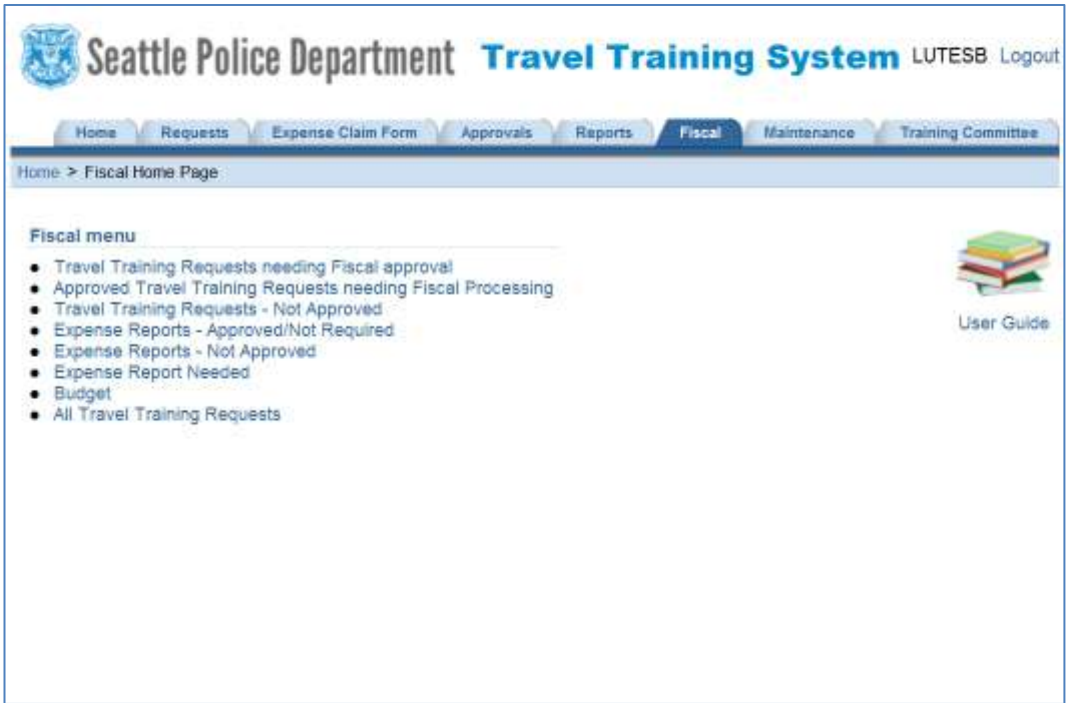
	PTNumber	Description	Date	Location	Requestor	Total Expenses	Charged Unit
	1200015	Reiki training	11/12/2012 - 11/19/2012	Honolulu, HI	MCMILLAN, DENISE (6997)	15543.54	P1904 Homeland Sec-Buffer Zone RRAP
No Assigned Unit	1200015	Reiki training	11/12/2012 - 11/19/2012	Honolulu, HI	MCMILLAN, DENISE (6997)	.00	P1160 Chief of Staff - Sworn Travel/Training
					No Assigned Unit Total	15543.54	

Print button

4.0 Fiscal

4.1 Fiscal Home Page

You will only see the Fiscal tab if you have fiscal authority. To access the Fiscal Home page, click the Fiscal tab.



There are links to several pages. They are defined as follows:
Travel Training Requests needing Fiscal approval – This is a list of requests that are ready for CAO approval but must first be looked at by Fiscal. Fiscal will need to actually approve the request to get it to the CAO level.

Approved Travel Training Requests needing Fiscal Processing – This is a list of requests that have been approved by the DC of Travel Training and now need to either be marked as FISCAL PROCESSED or REGISTERED.

Travel Training Requests – Not Approved – This is a list of requests that have not yet been approved by the DC of Travel Training. This list can be used if Fiscal needs to approve for another role.

Expense Reports Approved/Not Required – This is a list of expense reports that either have been approved or do not need approval. They are waiting for fiscal to enter the final expense numbers and mark them COMPLETE.

Expense Reports – Not Approved – This is a list of expense reports that have not yet been approved. This list can be used if Fiscal needs to approve an expense report for another role.

Budget – This is used to enter budget line information (e.g. beginning or adjustment).

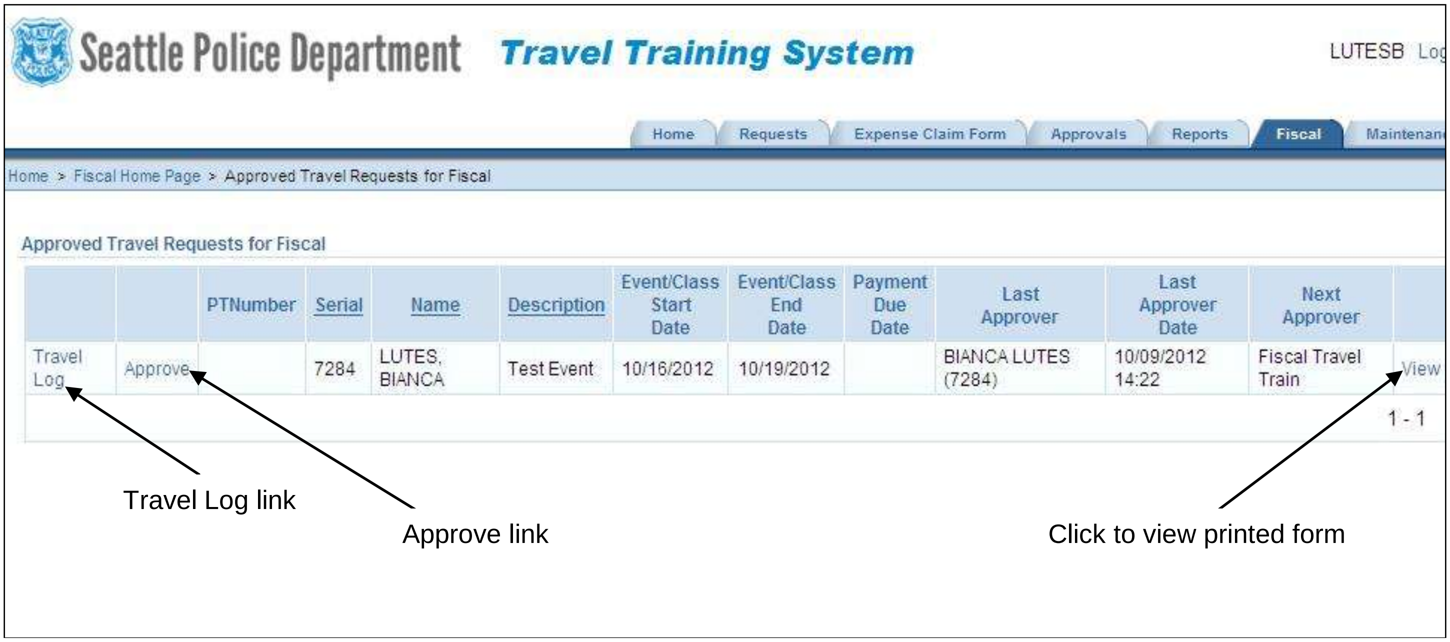
All Travel Training Requests – This is list of all Request and any associated Expense reports. This list can be used to track down a specific request.

All project information (e.g. project number, activity, paying org) is entered in the 1.5 system under Maintenance/Maintain Project Codes.
All role assignments are entered in the 1.5 system under Maintenance/Approval Maintenance.

4.2 Travel Training Requests needing Fiscal approval

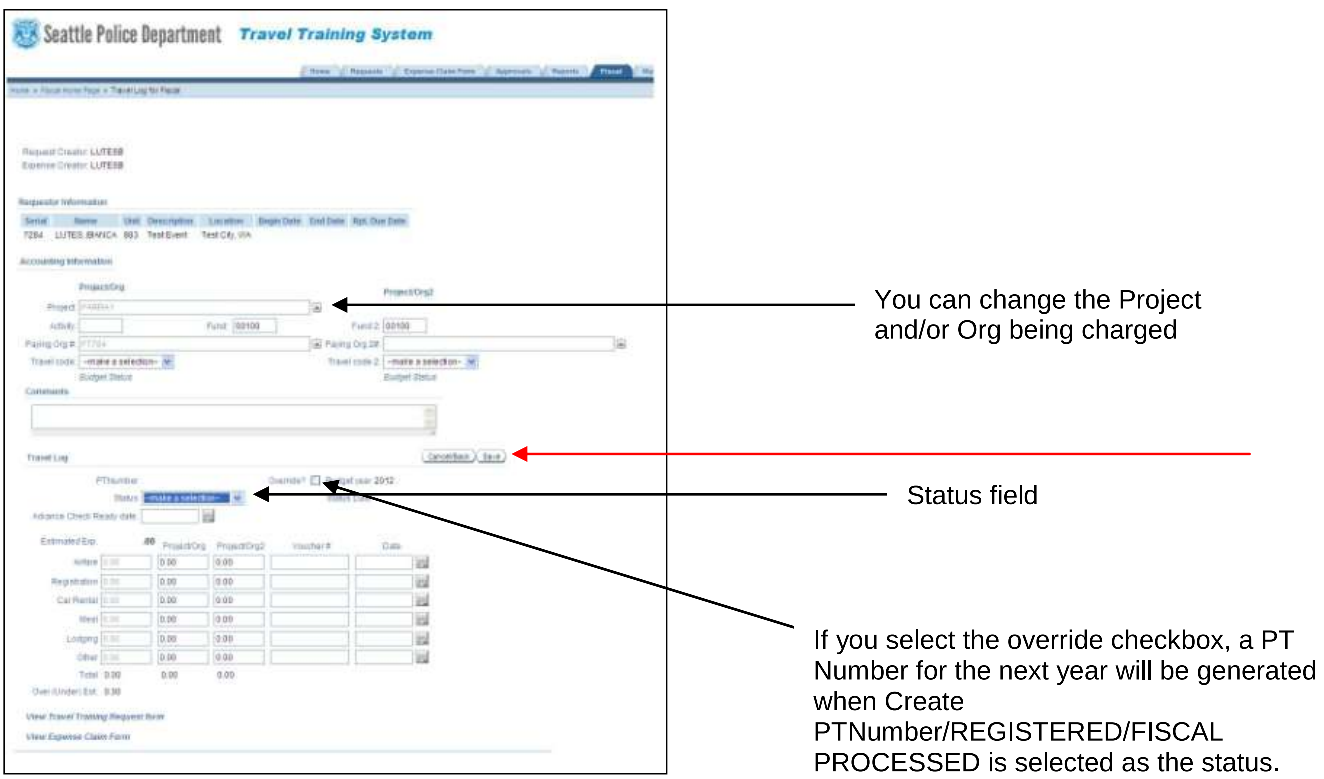
You can access this report by clicking the link on the Fiscal home page (see 4.1 Fiscal Home Page).

This screen will list all requests that are waiting for Fiscal approval. The next approval that would be needed is CAO (see 5.1 Travel Training Request Approval Workflow).



Travel Log link

Click on Travel Log link to generate a PT Number or enter any other budgetary data. Click Save when you are done with your changes.



Status field – This field has several selections with several purposes.

Create PTNumber - If you select a status of Create PT Number, a PT Number will be generated. Otherwise a PT Number will be generated when you select REGISTERED/FISCAL PROCESSED.

FISCAL PROCESSED – Select this status if the request has been fully approved and then processed by fiscal (no registration required). You will not be able to select this status unless the request has been fully processed. If a PT Number was not previously created, it will be at this time. Also, the next approver for the request will appear as FISCAL PROCESSED.

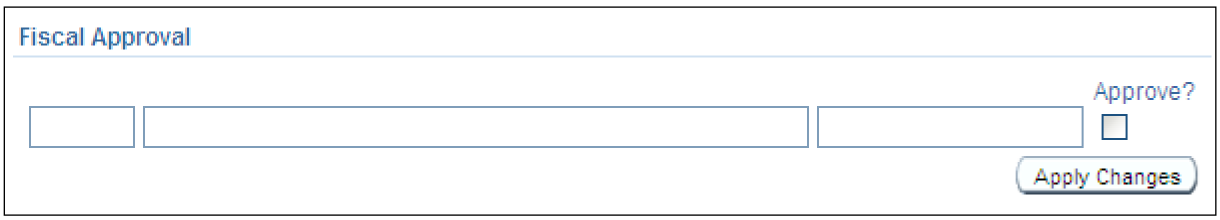
REGISTERED – Select this status if the request has been fully approved and the class/event has been registered for. You will not be able to select this status unless the request has been fully processed. If a PT Number was not previously created, it will be at this time. Also, the next approver for the request will appear as REGISTERED.

COMPLETE – Select this status once the expense claim form has been approved and all budgetary numbers have been entered. This completes the request/expense process.

Approve link

To approve the request, click the Approve link for the desired request. Depending upon the request, there may already be three to six approvals prior to Fiscal. The fiscal approval page has all the same information and functionality as a regular approval page (see 2.4.1 Approval a request) with one exception. Fiscal also has a Change Original Request button (located next the Cancel Request button). This button will take you back to the Travel Detail screen where you can navigate to the specific section you wish to change (see 2.2.3 Travel Form Detail Screen).

To find the Fiscal approval area, you may need to scroll down.



Click the checkbox to approve. Your serial, name, and date will appear in the appropriate fields. You can type over the name field if you desire. Click the Apply Changes button to save the approval.

You must approve at the Fiscal level to have the request move on to the CAO approval level

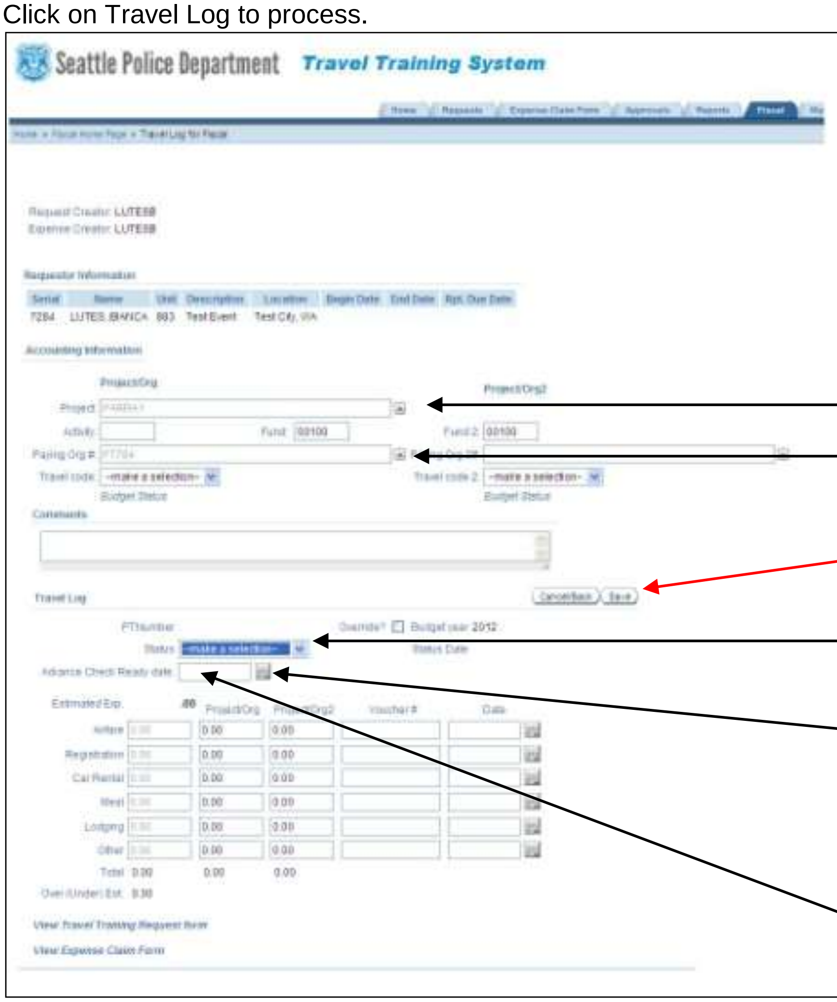
4.3 Approved Travel Training Requests needing Fiscal processing

You can access this report by clicking the link on the Fiscal home page (see 4.1 Fiscal Home Page).

This screen will list all requests that are waiting for Fiscal processing. This means that the request has all the required approvals and only needs to either to have budget information entered and/or checks issued.

Click to view printed form

Click on Travel Log to process.



Project drop down list

Paying Org drop down list

Status drop down list

Calendar tool

Advance Check Ready

You can change the Project/org being charged on this screen.

You will need to change the status to FISCAL PROCESSED or REGISTERED to complete the request. This status will also appear as the Next Approver if you view the request on one of the reports.

You can also enter an advance check ready date in the following format: mm/dd/yyyy. You can also use the calendar tool to navigate to the correct date.

Be sure to click the Save button when you are done.

4.4 Travel Training Requests – Not Approved

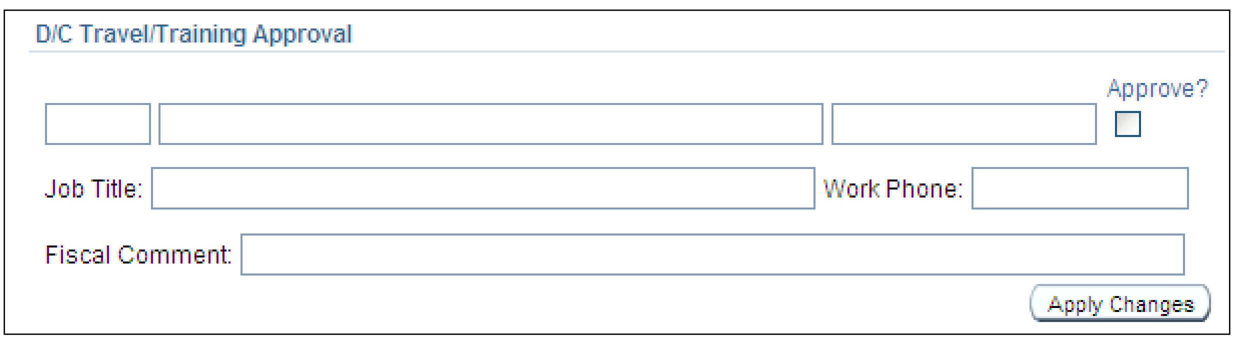
You can access this report by clicking the link on the Fiscal home page (see 4.1 Fiscal Home Page).

This screen will list all requests that are waiting for an approval at any level. If you have Fiscal Mgr authority (set in the 1.5 system), you will be able to approve for any level.

Click to view printed form

To approve the request, click the Approve link for the desired request. This approval page has all the same information and functionality as a regular approval page (see 2.4.1 Approval a request) with two exceptions. This page also has a Change Original Request button (located next the Cancel Request button). This button will take you back to the Travel Detail screen where you can navigate to the specific section you wish to change (see 2.2.3 Travel Form Detail Screen).

It also has a Fiscal Comment field per approval. This field is only visible to those with Fiscal authority. Here is an example of an approval level (remember that a fiscal mgr can approve for any level):



Click the Approve checkbox. All appropriate fields will be filled in. You can type over the name and phone number fields. Enter any comments regarding the fiscal approval at this level in the Fiscal Comment field. Click the Apply Changes button to save the approval.

4.5 Expense Reports – Approved/Not Required

You can access this report by clicking the link on the Fiscal home page (see [4.1 Fiscal Home Page]).

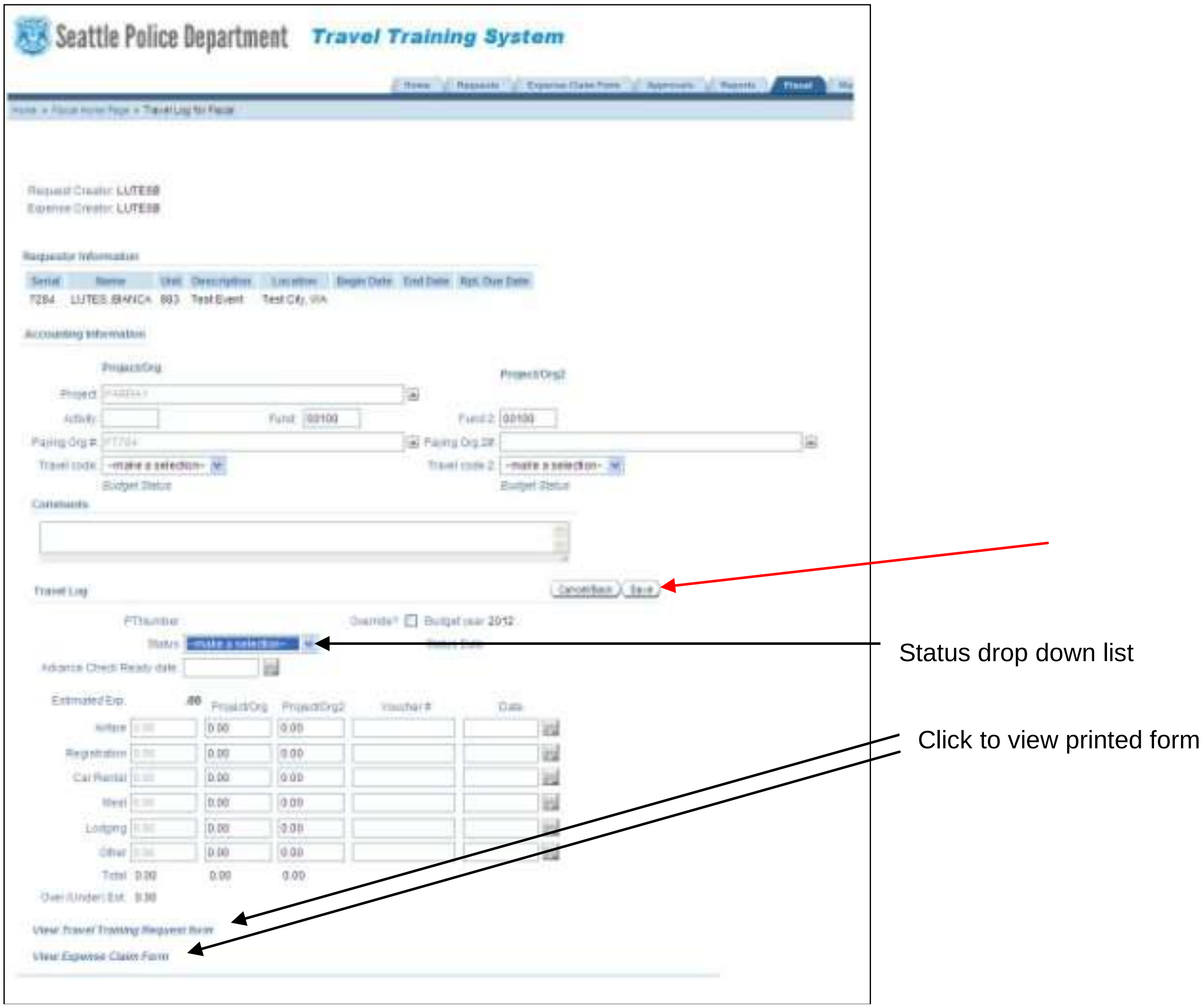
This screen will list all expense reports that have been approved or do not require an approval.

Expense Claim Forms with Final Approval/Not Required

			PTNumber	Serial	Name	Description	Event/Class Start Date	Event/Class End Date	Submitted Date/Time	Approved Date/Time
Travel Log	Approval	Form	1300042	5161	WILSKE, STEVEN	2013 Force Science Certficaton Course	01/14/2013	01/18/2013	01/23/2013 11:09	02/01/2013 12:24
Travel Log	Approval	Form	1300043	5963	CURTIS, DANIEL	2013 Force Science Certficaton Course	01/14/2013	01/18/2013	01/31/2013 10:24	02/01/2013 12:24
Travel Log	Approval	Form	1300044	5481	WORSTMAN, MARK	2013 Force Science Certficaton Course	01/14/2013	01/18/2013	01/23/2013 10:53	02/01/2013 12:25
Travel Log	Approval	Form	1300058	5287	SANDERS, RONALD	CDR Summit	01/20/2013	01/23/2013	01/29/2013 13:00	01/30/2013 14:55

1 - 4

Click on the Travel Log link (see [4.2 Travel Training Requests needing Fiscal approval]) to enter the expenses for budgetary purposes.
Click on the Approval link (see [2.4.2 Approve an expense report]) to view the Approvals screen for Expense Reports.
Click on the Form link to view the city form.



Enter all the expense information in the Expense area under the Project/Org column.

The totals and Over (Under) Estimated value will be calculated automatically.

If there is a secondary paying org (e.g. in the case where the expense exceed the allowable for the first project/org), select the secondary Paying Org 2 drop down list. Enter all expenses for the secondary paying org in the Project/Org 2 column.

When you are done, be sure to change the status to COMPLETE and click Save button.

4.5.1 Printing

You can view the travel request training form by clicking the View Travel Training Request form link on the Travel Log (see 4.5 Expense Reports - Approved/Not Required) or any View City form link. To print the form, right click and select Print Preview. You will probably need to adjust the size to get it to print successfully on two pages.

Click the print button to print the request. 

You can view the expense claim form by clicking the View Expense Claim Form link on the Travel Log (see 4.5 Expense Reports - Approved/Not Required) or any View City form link. To print the form, right click and select Print Preview. You will probably need to adjust the size to get it to print successfully on two pages.

Click the print button to print the request. 

Hint: Selecting 80% from the Shrink to Fit drop down list (on the Print Preview screen) appears to work most of the time depending on your printer set up.

If there are any attachments, they will be listed below the forms. Click View and then print the attachment according to the file type (e.g. if it is a Word document, click the Print button).

Attachments

Description	Name of file uploaded	Upload Date/Time	Document
test	Report1.pdf	10/16/2012 10:44	View
			1 - 1

View link

4.6 Expense Reports – Not Approved

You can access this report by clicking the link on the Fiscal home page (see [4.1 Fiscal Home Page]).

This screen will list all expense reports that are waiting for approval (any level). If you have Fiscal Mgr authority (set in the 1.5 system), you will be able to approve for any level.

To approve the expense report, click the Approve link for the desired expense report. This approval page has all the same information and functionality as a regular approval page (see [2.4.1 Approval an expense report]) with one exception. There is a Fiscal Comment field. This field is only visible to those with Fiscal authority.

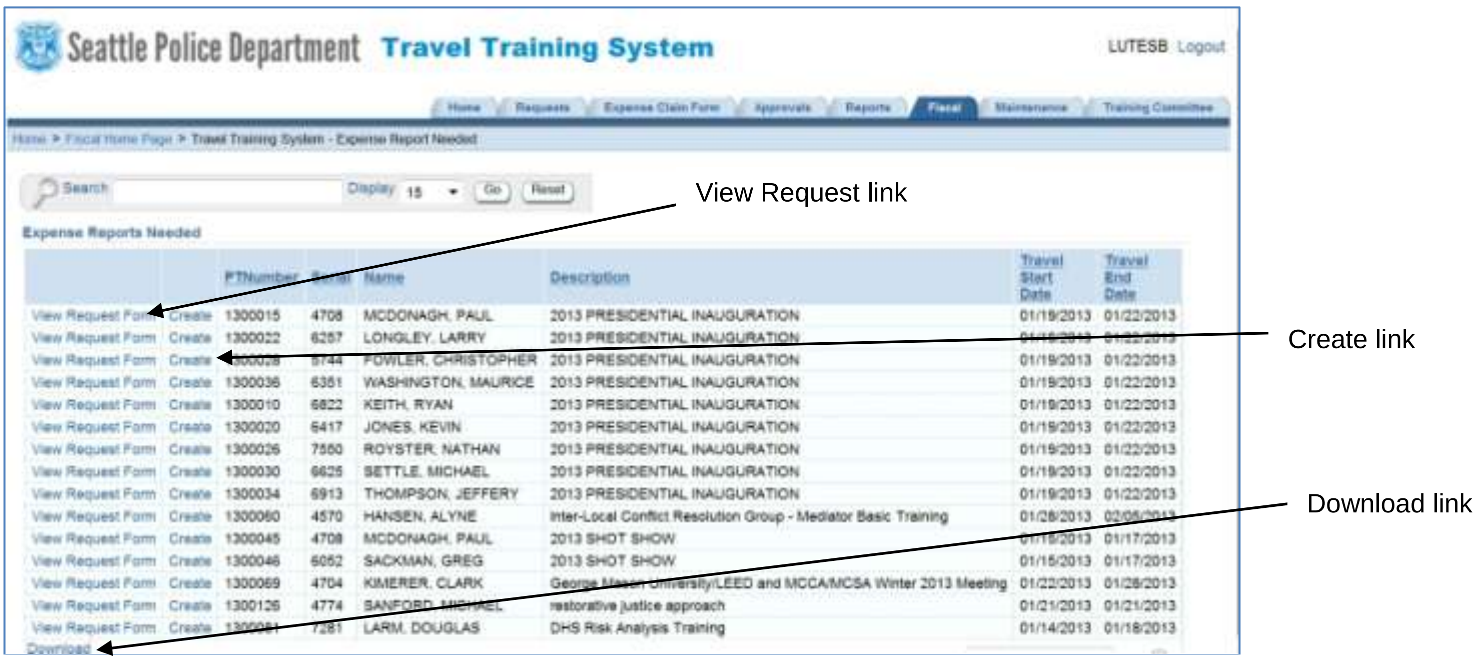
4.7 Expense Report Needed

You can access this report by clicking the link on the Fiscal home page (see [4.1 Fiscal Home Page]).

This screen will list all requests with a past travel date. You can create an expense report by clicking the Create link associated with the request. In addition, you can mark the request as expense report not needed by clicking the No Expense Reporting Required button (see [2.3.1 Create New Expense Claim Form]).

To find a particular item, enter all or part of the following in the Search field: PTNumber, Serial, Name, Description, Travel Start Date, or Travel End Date.

To reset the report, click the Reset button



You can view the city request form by clicking the View Request Form link.

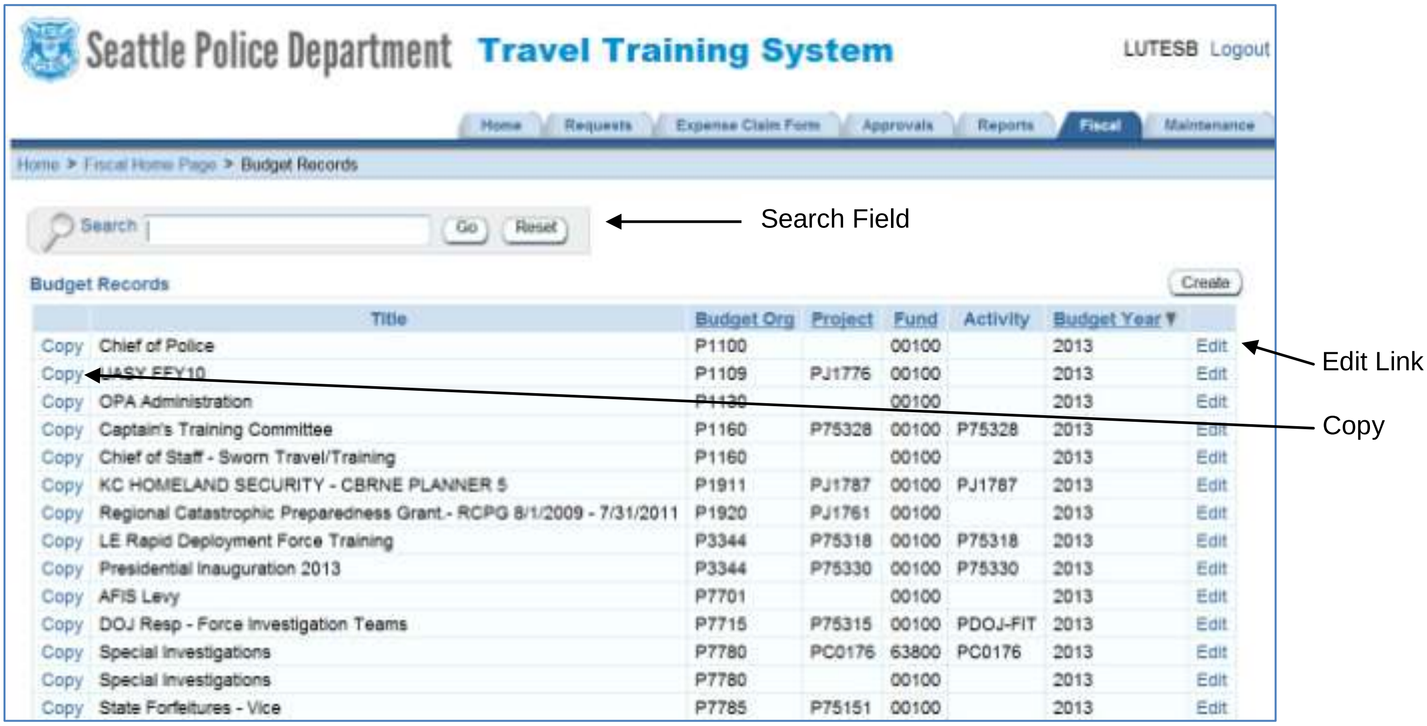
You can sort by column by clicking on the column name.

You can download to Excel by clicking the Download link.

4.8 Budget

You can access budget records by clicking the Budget link on the Fiscal home page (see 4.1 Fiscal Home Page). The list displays all budget lines currently entered.

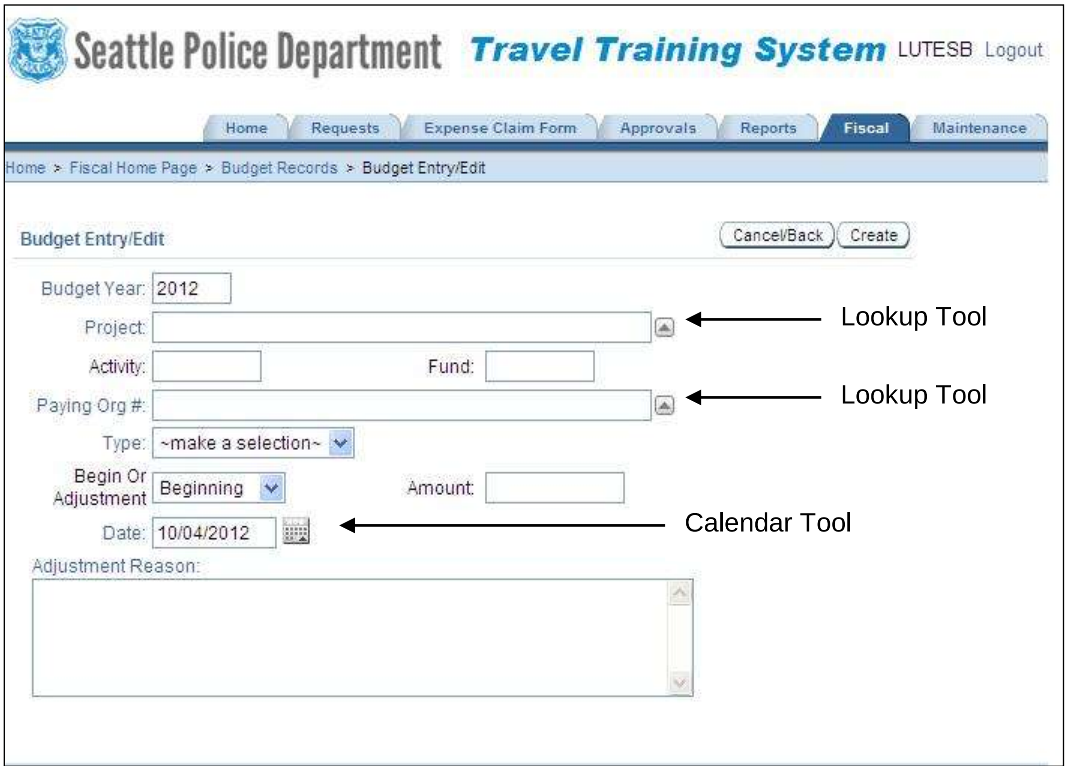
To find a particular budget line, enter all or part of Budget, Name, Project, Fund, Type, or Budget Year in the Search field and click Go.



	Title	Budget Org	Project	Fund	Activity	Budget Year ▼	
Copy	Chief of Police	P1100		00100		2013	Edit
Copy	UASY FFY10	P1109	PJ1776	00100		2013	Edit
Copy	OPA Administration	P1130		00100		2013	Edit
Copy	Captain's Training Committee	P1160	P75328	00100	P75328	2013	Edit
Copy	Chief of Staff - Sworn Travel/Training	P1160		00100		2013	Edit
Copy	KC HOMELAND SECURITY - CBRNE PLANNER 5	P1911	PJ1787	00100	PJ1787	2013	Edit
Copy	Regional Catastrophic Preparedness Grant - RCPG 8/1/2009 - 7/31/2011	P1920	PJ1761	00100		2013	Edit
Copy	LE Rapid Deployment Force Training	P3344	P75318	00100	P75318	2013	Edit
Copy	Presidential Inauguration 2013	P3344	P75330	00100	P75330	2013	Edit
Copy	AFIS Levy	P7701		00100		2013	Edit
Copy	DOJ Resp - Force Investigation Teams	P7715	P75315	00100	PDOJ-FIT	2013	Edit
Copy	Special Investigations	P7780	PC0176	63800	PC0176	2013	Edit
Copy	Special Investigations	P7780		00100		2013	Edit
Copy	State Forfeitures - Vice	P7785	P75151	00100		2013	Edit

4.8.1 Create a New Budget Entry

To copy from an existing budget line to create a new budget entry, click the Copy link next to the desired line (see 4.7 Budget). The Entry/Edit screen will be displayed with all project/activity/fund/paying org# prefilled. To create a brand new budget entry from scratch, click the Create Button. A blank Edit/Entry screen will be displayed.



If you select a project (using the lookup tool to the right of the field), activity, fund, and paying org will be filled in for you. If you select a paying org (using the lookup tool to the right of the field), fund will be filled in for you.

Select the budget type from the drop down list. If you select Bureau, a bureau drop down list will appear. Select the appropriate bureau from the list. This list will only appear if Bureau is selected as the Budget Type.

Enter the date the budget entry is effective. You can use the calendar tool to the right of the field to navigate to the correct date.

When you are done, click the Create button.

4.8.2 Edit a Budget Entry

To edit an existing budget entry, click the Edit link next to the desired line (see 4.7 Budget). Select the desired entry to edit and click the Edit link next to it. The Budget Line Detail screen will be displayed in a new window with all previously saved information.

Budget Line Detail

Edit Link

Close

	Title	Budget Org	Project	Activity	Fund	Budget Year	Beginning/ Adjustment	Amount	PTNumber	Comments
Edit	Presidential Inauguration 2013	P3344	P75330	P75330	00100	2013	Beginning	34,340.00		
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300001	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300002	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300003	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300004	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<717.90>	1300005	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300006	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300007	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300008	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300009	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300010	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300011	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300012	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300013	
	2013 PRESIDENTIAL INAUGURATION	P3344	P75330	P75330	00100	2013	Travel Training - Estimated	<914.60>	1300014	

Download

row(s) 1 - 15 of 41 Next

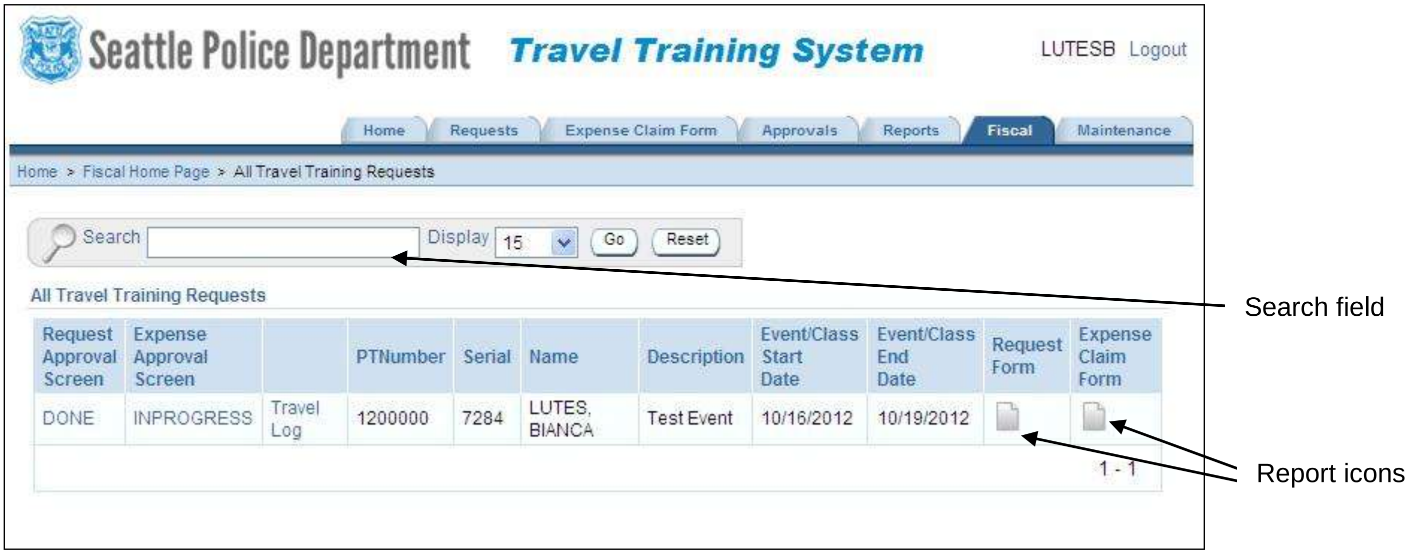
The Budget Entry/Edit screen will be displayed with the information for the entry you selected. Click Apply Changes once you have entered your updates.

4.9 All Travel Training Requests

You can access this report by clicking the link on the Fiscal home page (see 4.1 Fiscal Home Page).

This screen will list all requests/expense reports ever entered in the system. To find a particular item, enter all or part of the following in the Search field: PTNumber, Serial, Name, Description, Request Next Approver, Travel Start Date, or Travel End Date.

To reset the report, click the Reset button



A submitted request is marked DONE if it is not rejected, cancelled, deleted, or has been marked as FISCAL PROCESSED or REGISTERED (see 4.2 Approved Travel Training Requests needing Fiscal processing), If it has been rejected, it will be marked as REJECTED. If it has been cancelled, it will be marked as CANCELLED. If it has not been submitted, it will be marked as INCOMPLETE. Otherwise it is marked as IN PROGRESS. You can click on this link to view the request approval screen (see 4.8.1 Fiscal Approval Screen).

An expense report is marked as DONE if Fiscal has marked it as COMPLETE (see 4.2 Expense Reports - Approved/Not Required), otherwise it is marked as IN PROGRESS. You can click on this link to view the expense report approval screen.

The Travel Log link will take you the Travel Log screen for that report (see 4.3 Approved Travel Training Requests needing Fiscal processing and 4.5 Expense Reports - Approved/Not Required).

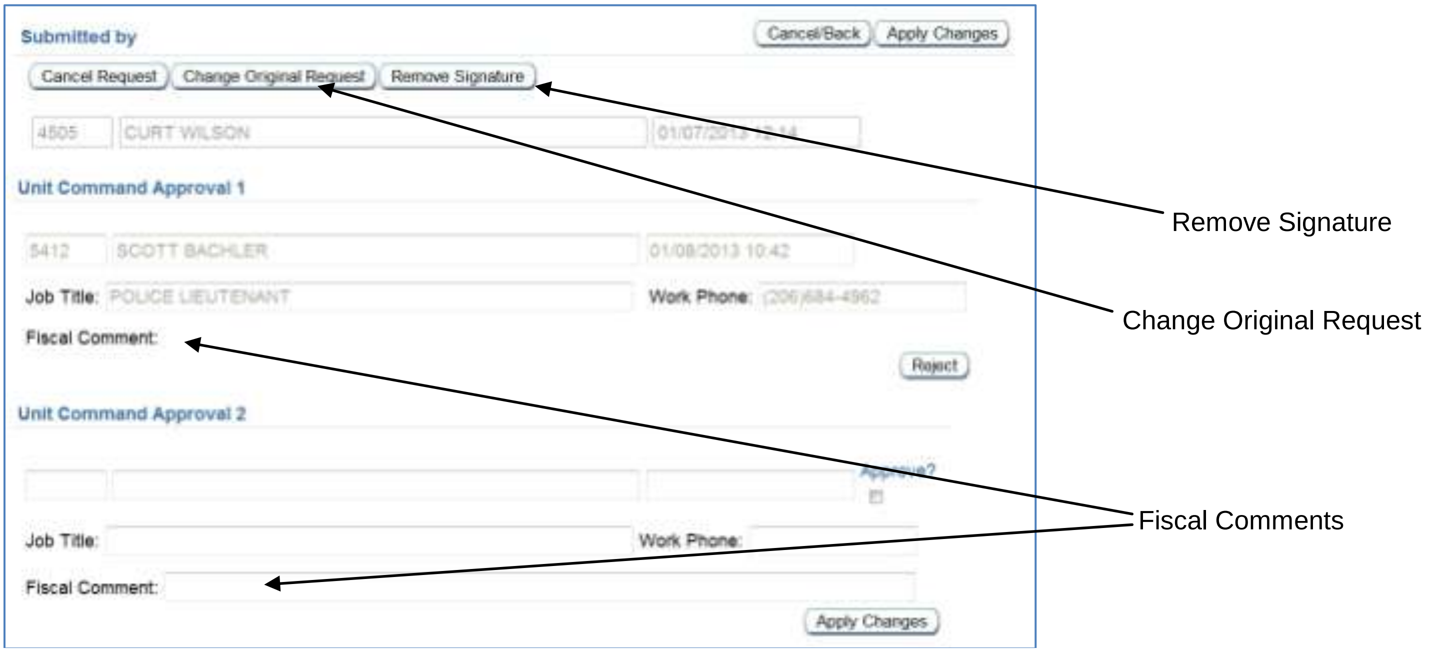
You can view the city request form by clicking the report icon in that column.

You can view city expense claim form by clicking the report icon in that column.

You can sort by column by clicking on the column name.

4.10 Fiscal Approval Screen

This screen is accessed either via the All Travel Training Requests screen (see 4.8 All Travel Training Requests) or the Travel Training Requests Needing Fiscal Approval screen (see 4.2 Travel Training Requests Needing Fiscal Approval). This screen is very similar to a regular approval screen (see 2.4.1 Approve a Request) with a few additions.



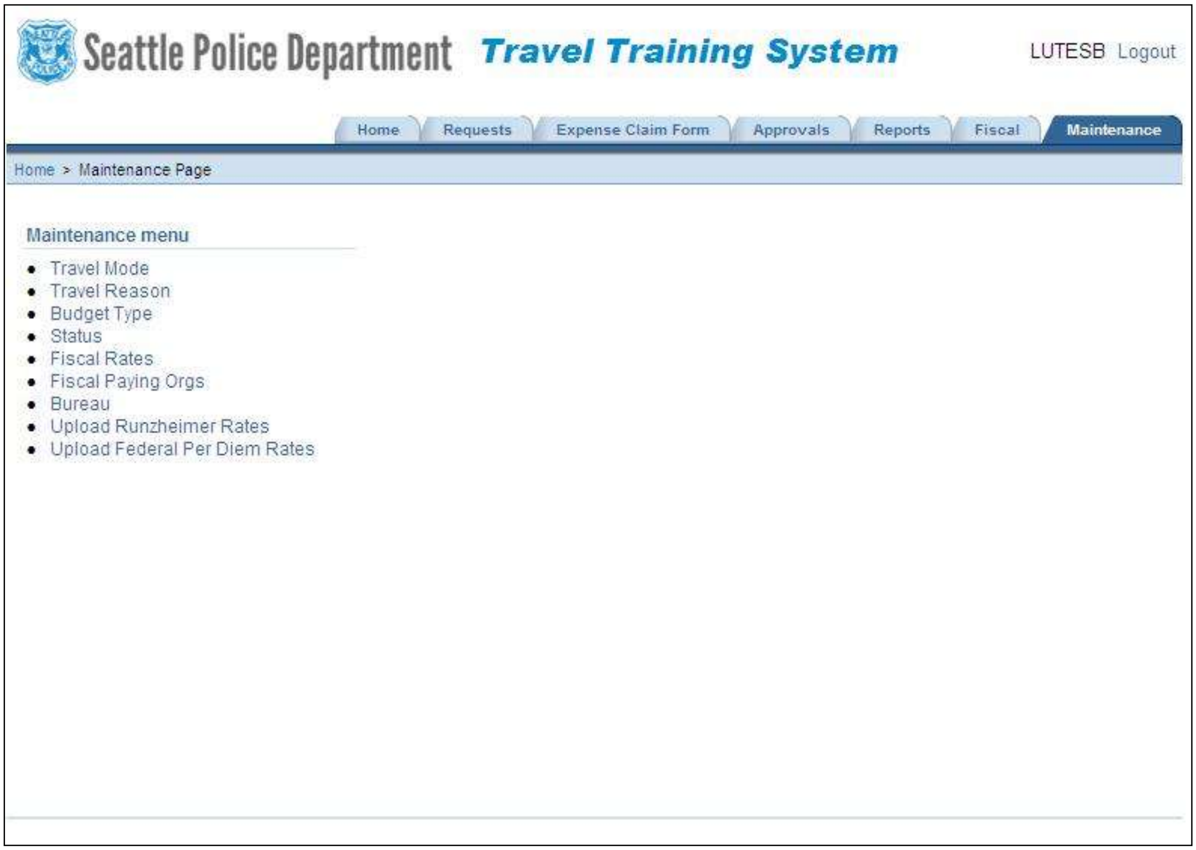
In the approval area of the screen, two additional buttons are available to Fiscal only; Change Original Request and Remove Signature. Change Original Request will take you back to the Travel Form Detail screen (see 2.4.1 Approve a Request 2.2.3 Travel Form Detail Screen) to make changes to the request. To submit your changes, click the Next button from the Travel Form Detail screen. If the request has been submitted already, click FISCAL Submit for Approval to submit it again. If the request has not been submitted, you will be prompted to check the box to electronically sign the request (see 2.2.13 Submit Request for Approval) to submit.

If you need to remove a submittal signature, click the Remove Signature button. This removes only the electronic signature of the requestor and does not remove any subsequent approvals. The request will now appear in the requestor's list on the Home screen (see 2.1 Home Page) with the Sign link next to it.

This screen also displays Fiscal Comments. These comments are only enterable and visible to Fiscal. The comments are entered per approval. You can only comment on an approval that is available. Once you click the Apply Changes button, any Fiscal approvals and associated Fiscal Comments are saved.

4.11 Maintenance

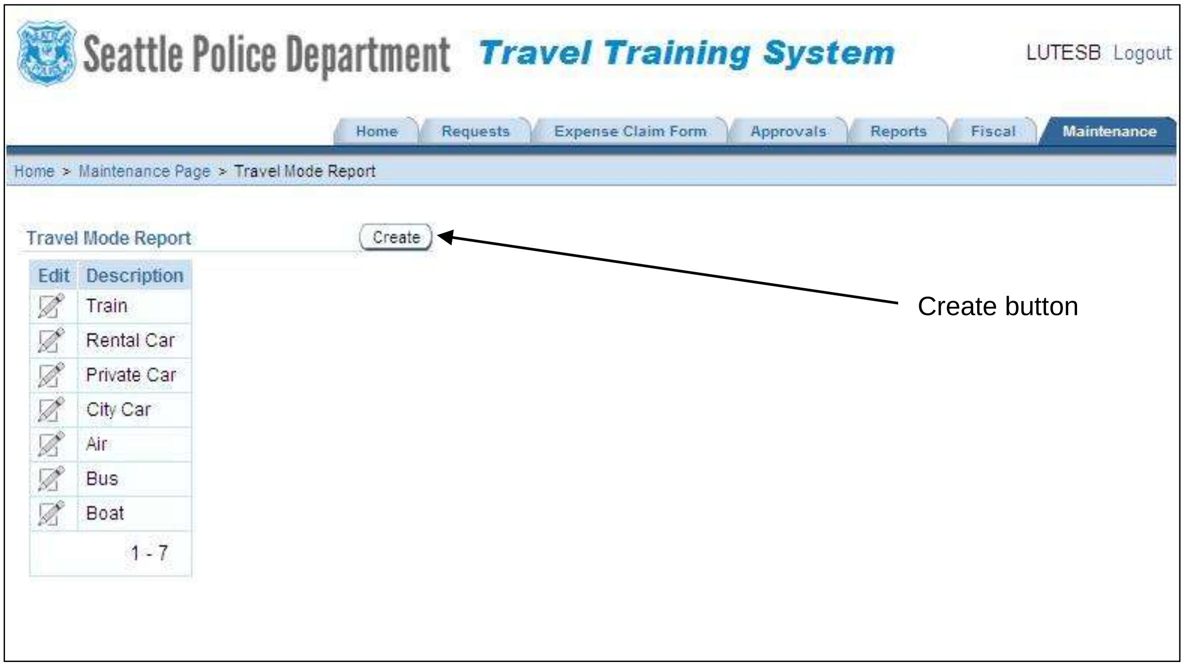
You will only see the Maintenance tab if you have fiscal authority. To access the Maintenance Home page, click the Maintenance tab.



This page is used to access various tables that are used either to calculate allowable or populate drop down lists in the application. To access a function, click the desired task on the list.

4.11.1 Travel Mode

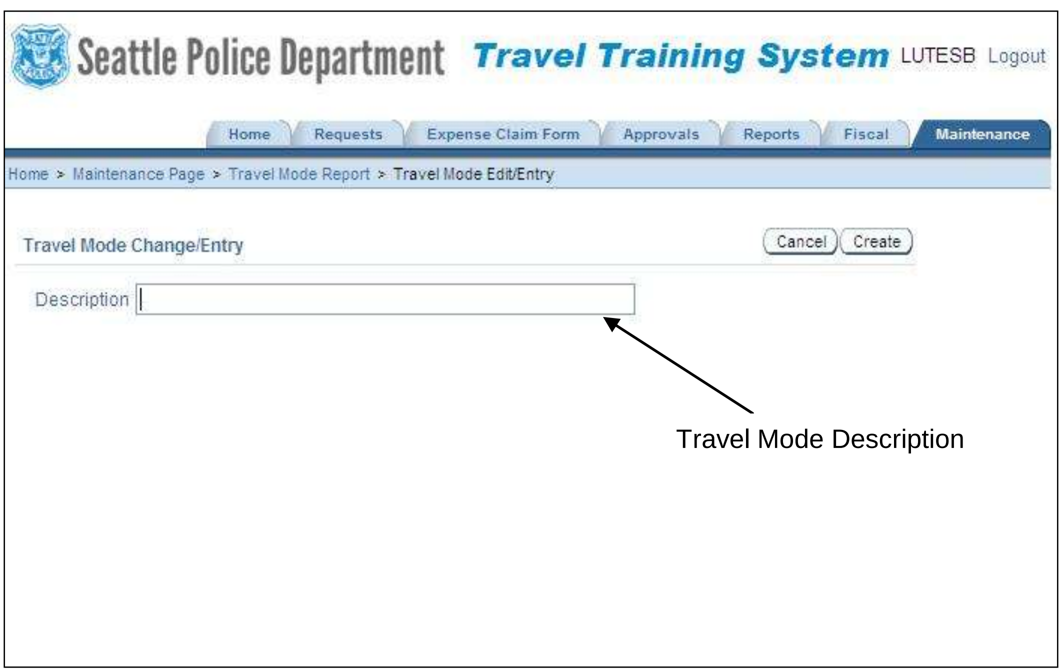
To update the travel mode available in the travel mode drop down list (see 2.2.6 Additional Travel, Event or Class Information), click Travel Mode on the Maintenance home page (see 4.10 Maintenance).



This report shows all existing travel modes. These appear in the drop down list for Travel Mode in the Additional Travel, Event, or Class information section of a Travel Training request. If you need to change an existing mode, click the icon in the edit field. You will be taken to the Edit/Entry screen where you can change the description.

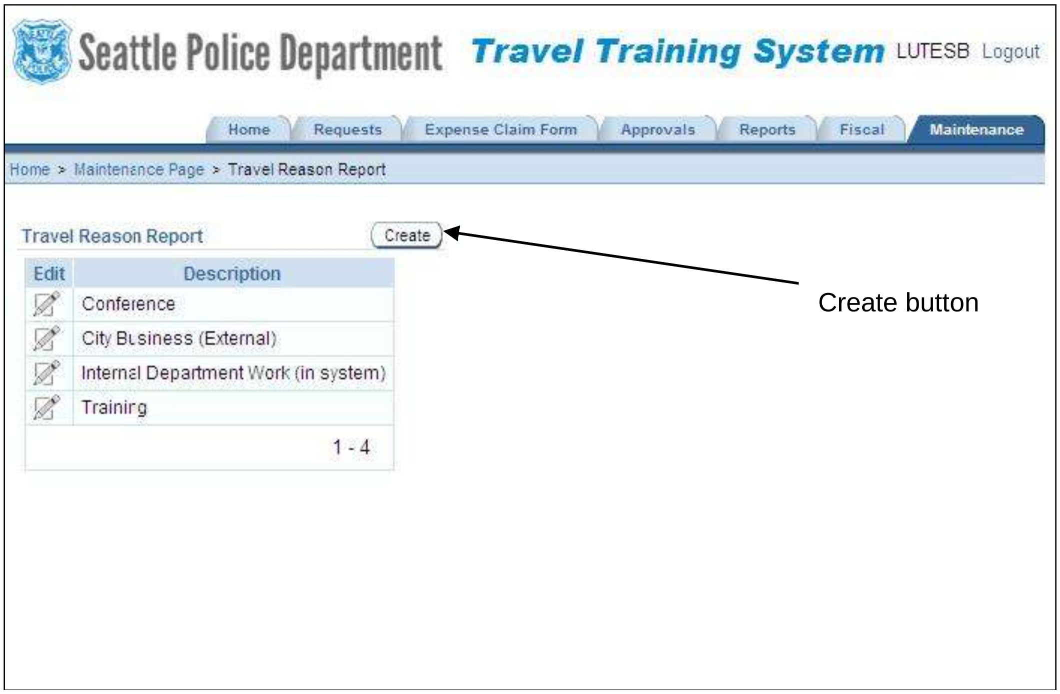
CAUTION: If you change a travel mode, it will update all previous requests with that travel mode. This may affect reporting.

To create a new travel mode, click the Create button. You will be taken to the Edit/Entry screen. Enter the new travel mode in the Description field and click Create.



4.11.2 Travel Reason

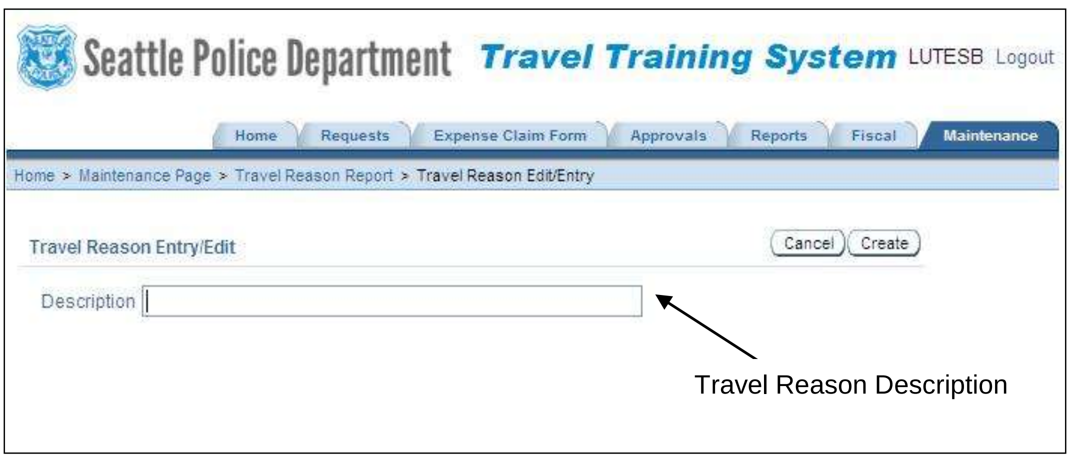
To update the travel reason available in the travel reason drop down list (see 2.2.4 Type of Travel/Attachments), click Travel Reason on the Maintenance home page (see 4.10 Maintenance).



This report shows all existing travel reasons. These appear in the drop down list for Travel Reason in the Type of Travel/Attachments section of a Travel Training request. If you need to change an existing reason, click the icon in the edit field. You will be taken to the Edit/Entry screen where you can change the description.

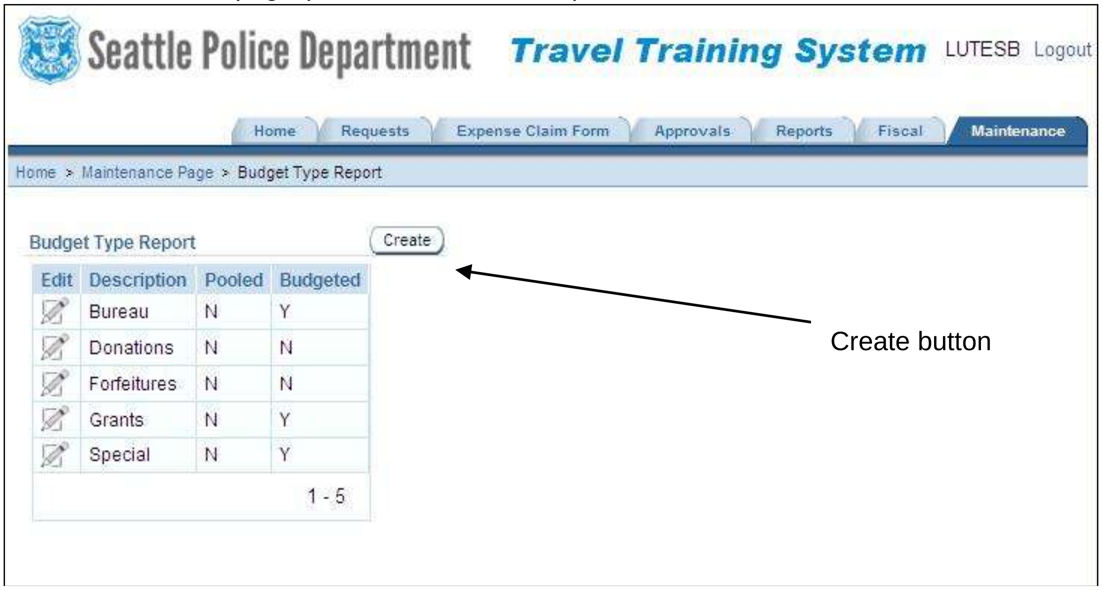
CAUTION: If you change a travel reason, it will update all previous requests with that travel mode. This may affect reporting.

To create a new travel reason, click the Create button. You will be taken to the Edit/Entry screen. Enter the new travel reason in the Description field and click Create.



4.11.3 Budget Type

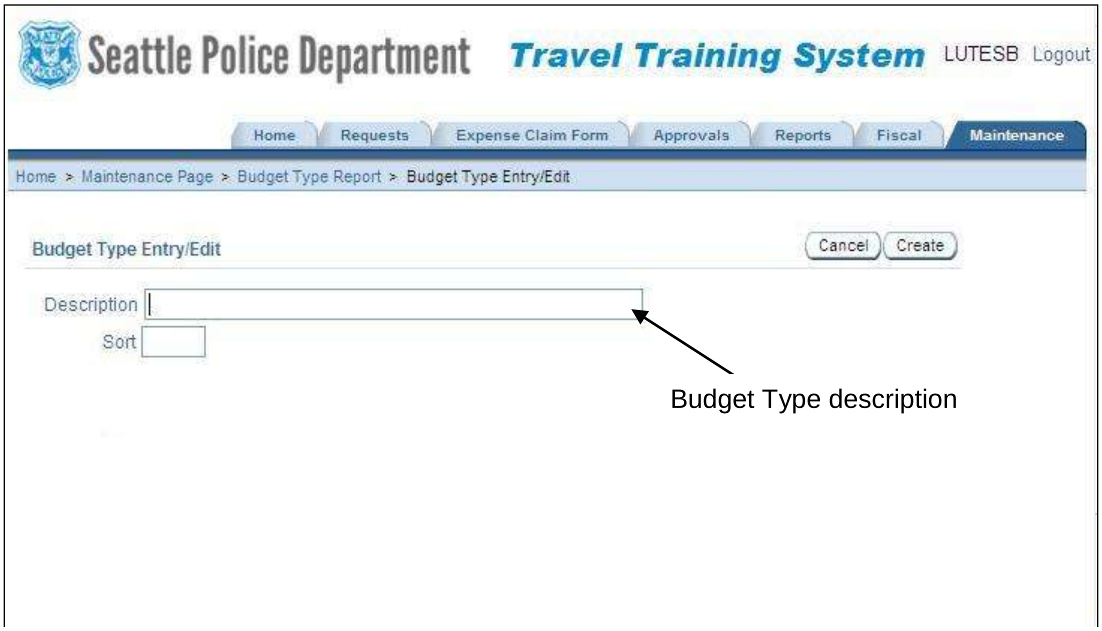
To update the Budget type available in the budget type drop down list (see 4.7 Budget), click Budget Type on the Maintenance home page (see 4.10 Maintenance).



This report shows all existing budget types. These appear in the drop down list for Budget Entry/Edit screen. If you need to change an existing budget type, click the icon in the edit field. You will be taken to the Edit/Entry screen where you can change the description.

CAUTION: If you change a budget type, it will update all previous budget entries with that budget type. This may affect reporting.

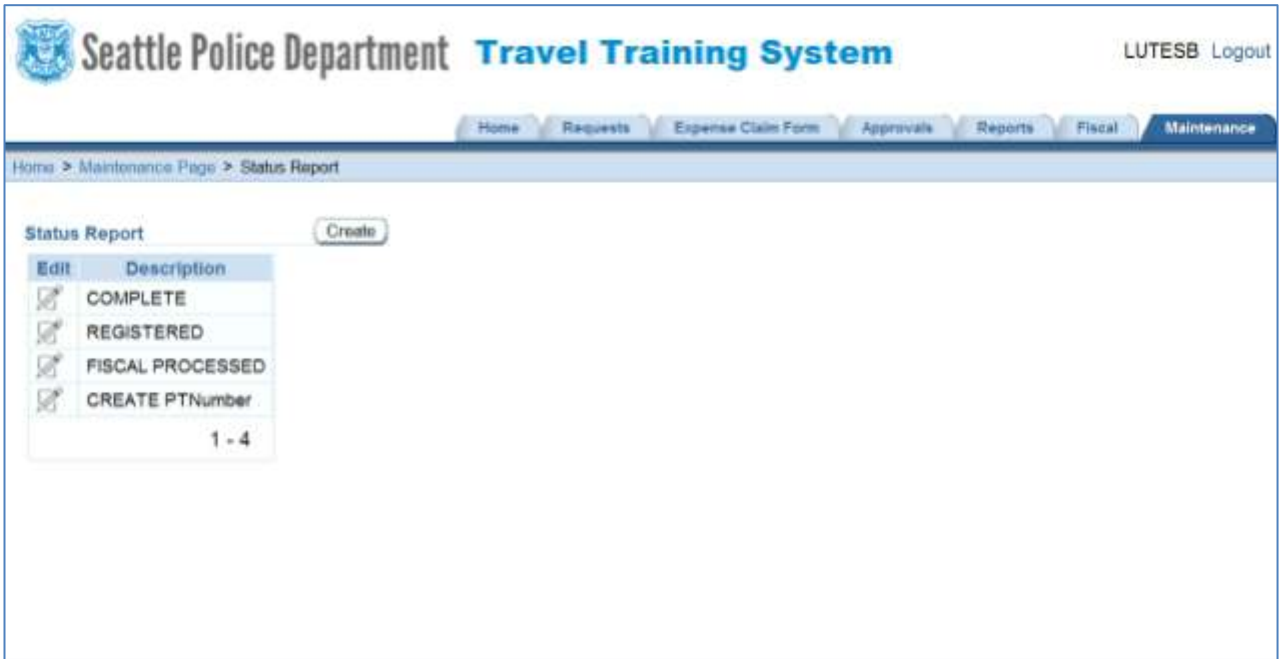
To create a new budget type, click the Create button. You will be taken to the Edit/Entry screen. Enter the new budget type in the Description field and click Create.



The Sort field pertains to the order in which the item will appear in the drop down box.

4.11.4 Status

To update the Status available in the Status drop down list on the Travel Log screen (available via multiple screens, see 4.2 Travel Training Requests needing Fiscal Approval, 4.3 Approved Travel Training Requests needing Fiscal Processing, and 4.5 Expense Reports Approved/Not Required), click Status on the Maintenance home page (see 4.10 Maintenance).



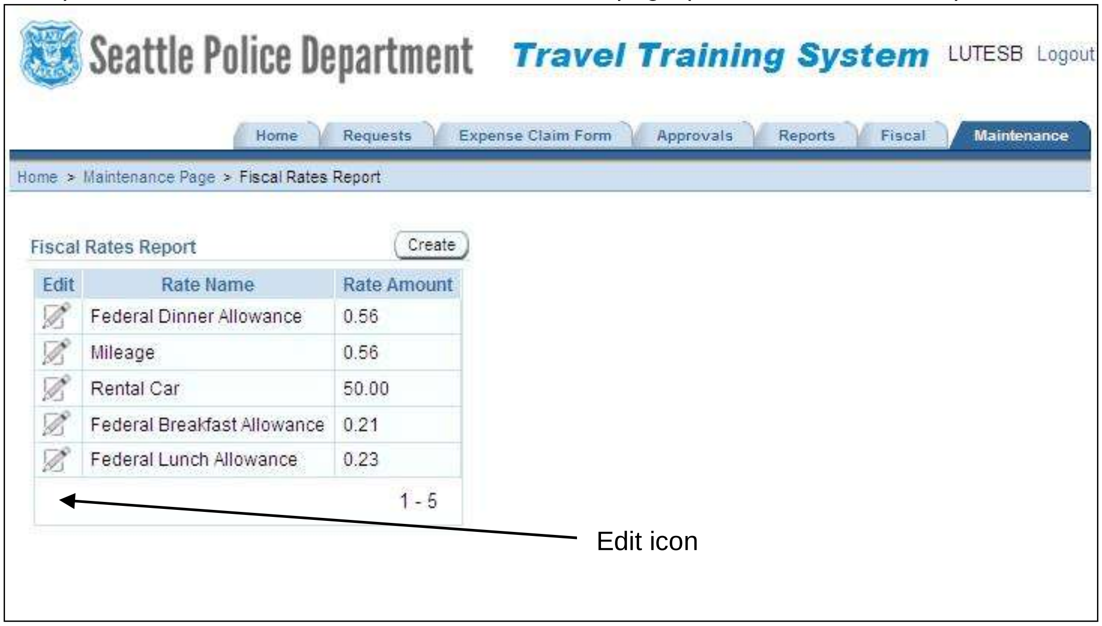
This report shows all existing status types. If you need to change an existing status type, click the icon in the edit field. You will be taken to the Edit/Entry screen where you can change the description.

CAUTION: If you change a status type, it will update all travel training requests that status type. This may affect reporting.

To create a new status type, click the Create button. You will be taken to the Edit/Entry screen. Enter the new status type in the Description field and click Create.

4.11.5 Fiscal Rates

To update the Fiscal Rates available in the request (see 2.2 Requests) and expense reports (see 2.3 Expense Claim Form), click Fiscal Rates on the Maintenance home page (see 4.10 Maintenance).

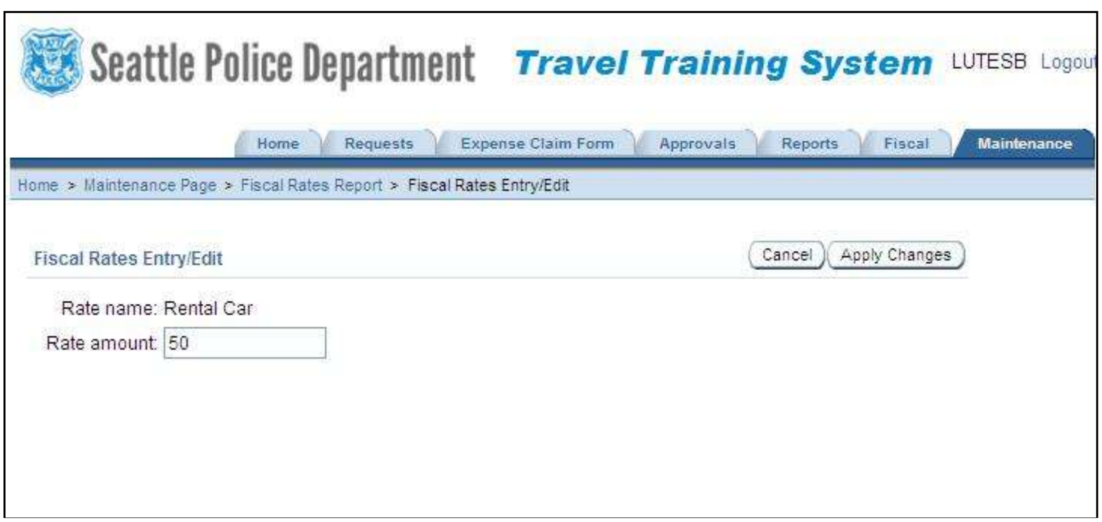


This report shows all existing fiscal maintained rates. To change a rate, click the edit icon next to the desired item.

The Federal Breakfast/Lunch/Dinner allowance is the percentage of the daily allowance that particular meal allows. This information is displayed in the Meal Breakdown area of the request screen (see 2.2.7 Lodging/Meal Expenses).

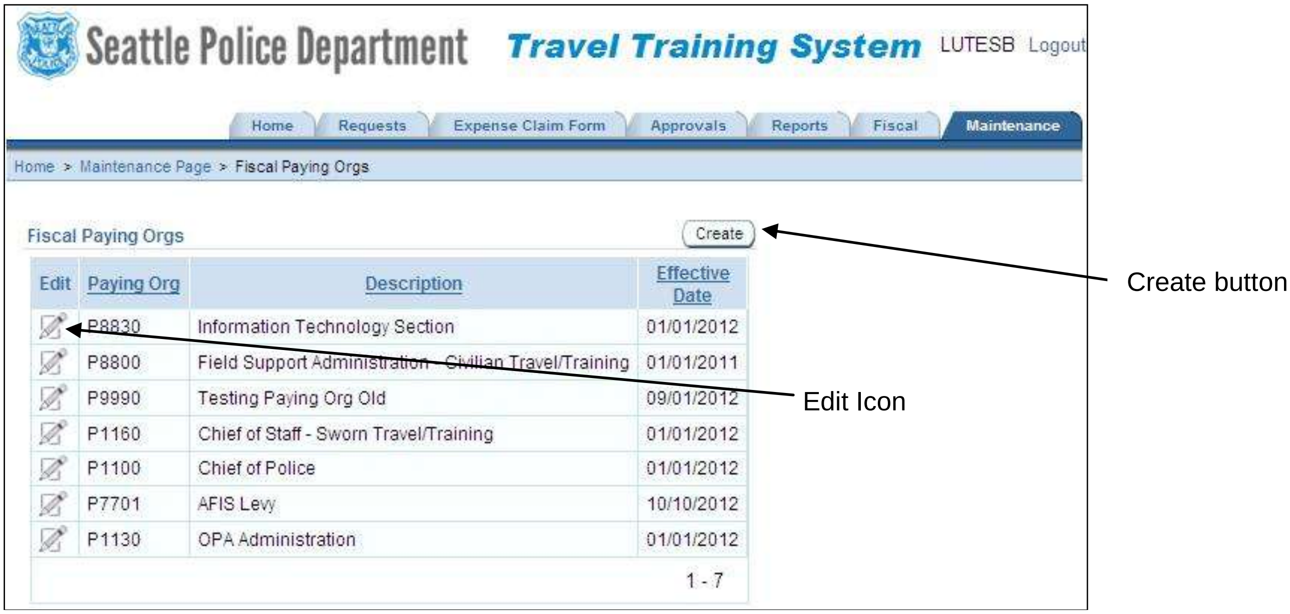
The mileage amount is used on the expense claim form in the POV Mileage Expense Calculator to calculate allowable mileage expenses (see 2.3.1 Create New Expense Claim Form).

The rental car amount is assigned by Fiscal and is used to calculate rental car allowable request amounts (see 2.2.11 Estimated Expenses).



4.11.6 Fiscal Paying Orgs

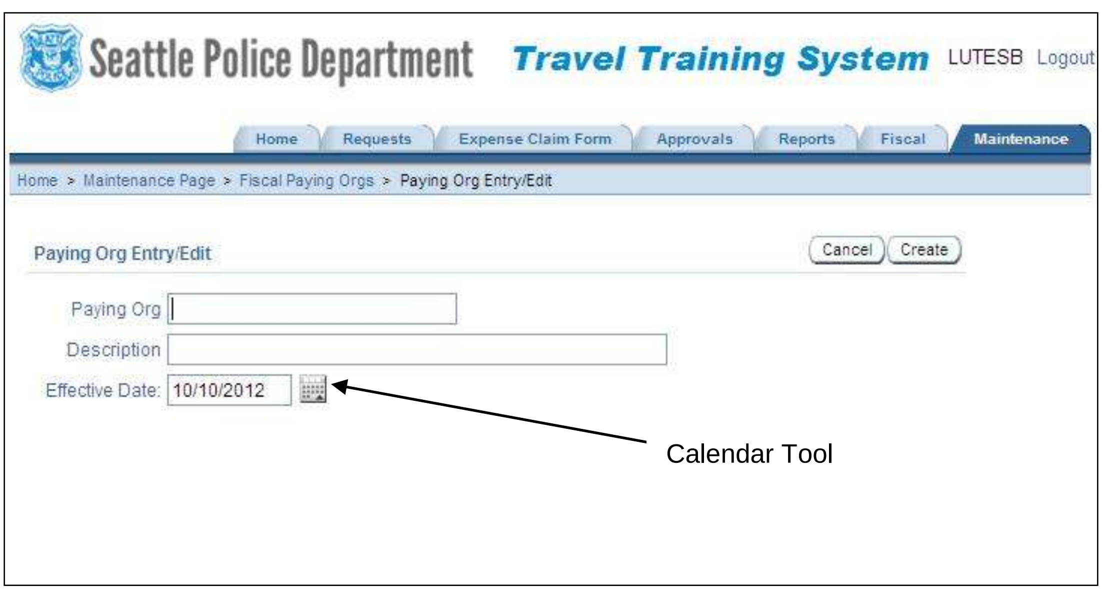
To update the Fiscal Paying Orgs available on Requests (see 2.2.8 Accounting Information) and Budget entries (see 4.7 Budget), click on Fiscal Paying Orgs on the Maintenance home page (see 4.10 Maintenance).



This report shows all existing Paying Orgs entered in the system. These appear in the drop down list for Paying Org fields on the Accounting Information section of a travel training request and a budget entry. If you need to change an existing paying org, click the icon in the edit field. You will be taken to the Edit/Entry screen where you can change the description.

CAUTION: If you change a paying org, it will update all previous requests and budget entries with that paying org. This may affect reporting.

To create a new paying org, click the Create button. You will be taken to the Edit/Entry screen. Enter the paying org in the Description field and click Create.



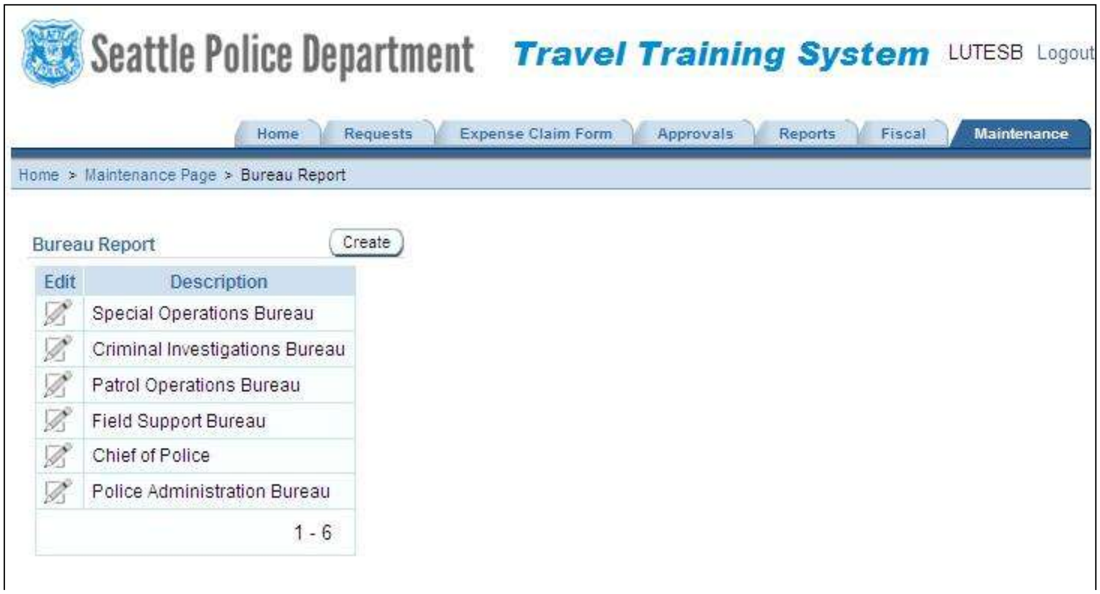
The Effective Date defaults to today's date. You can type in the date (in mm/dd/yyyy format) or navigate to it by selecting it from the Calendar tool. If there are two paying orgs with the same Paying Org number, the one with the most current effective date will appear in the drop down lists.

To delete a paying org, select the paying org from the list by clicking on the edit icon. You will view the information previously entered for the paying org. Click the Delete button on that page. You will be asked to confirm the delete, click OK to do so.

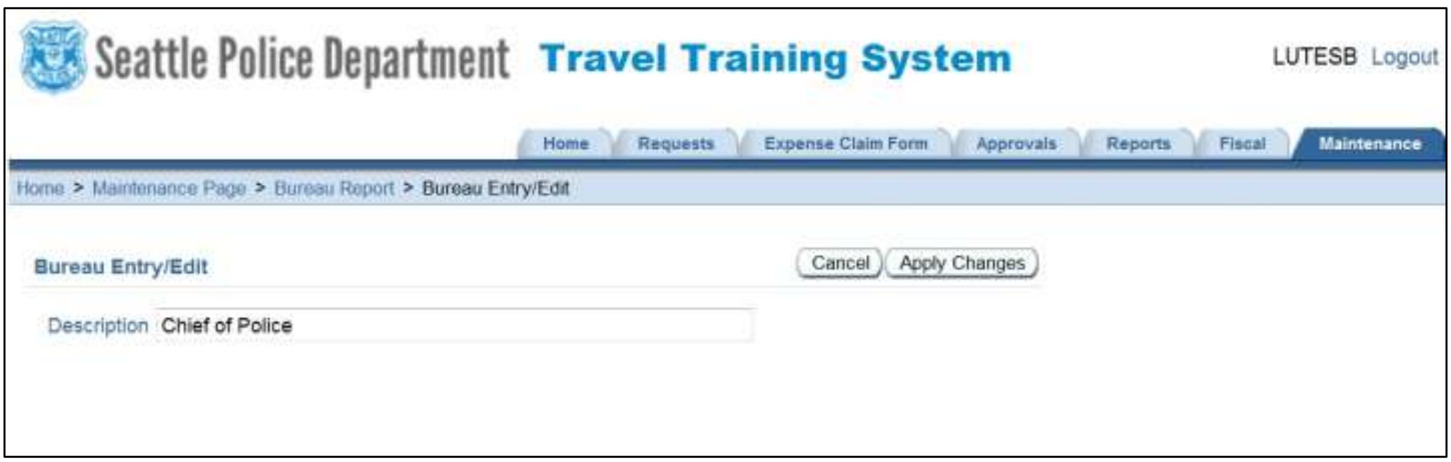
Deleting a paying org only removes it from the various drop down lists that contain paying orgs. It does <u>not</u> remove it from previously saved requests/expense reports or budget transactions. In addition, if the paying org is associated with a project in the 1.5 Project table it can still be entered by selecting that project.

4.11.7 Bureau

To update the Bureau available on Budget entries (see 4.7 Budget); click on Bureau on the Maintenance home page (see 4.10 Maintenance).



This report shows all existing Bureaus entered in the system. If you need to change an existing entry, click the icon in the edit field. You will be taken to the Edit/Entry screen where you can change the description.



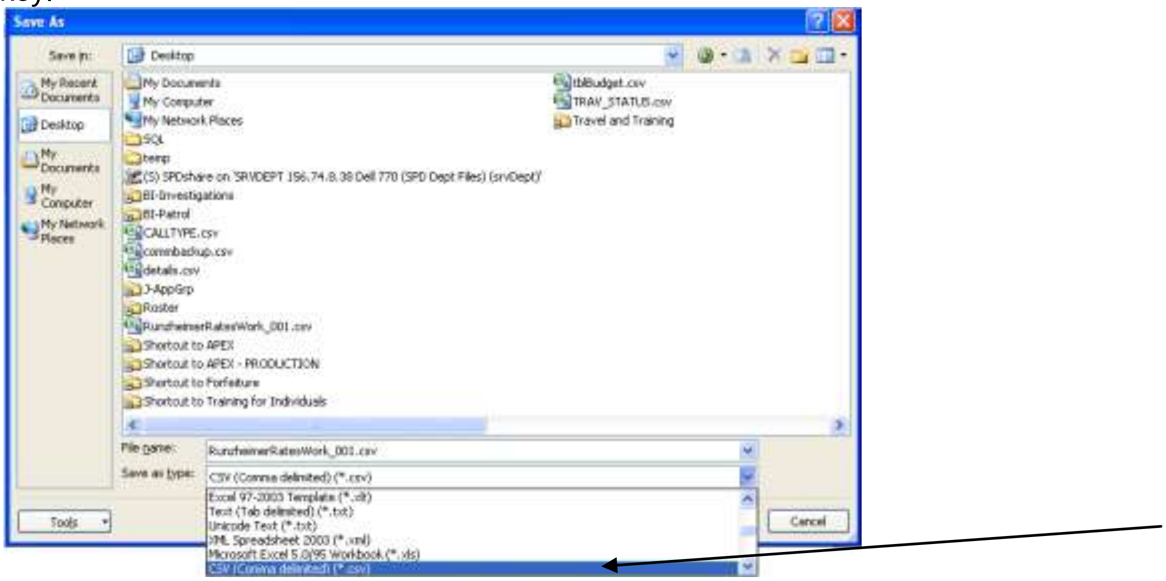
CAUTION: If you change a bureau, it will update all previous budget entries with that bureau. This may affect reporting.

To create a new bureau, click the Create button. You will be taken to the Edit/Entry screen. Enter the bureau in the Description field and click Create.

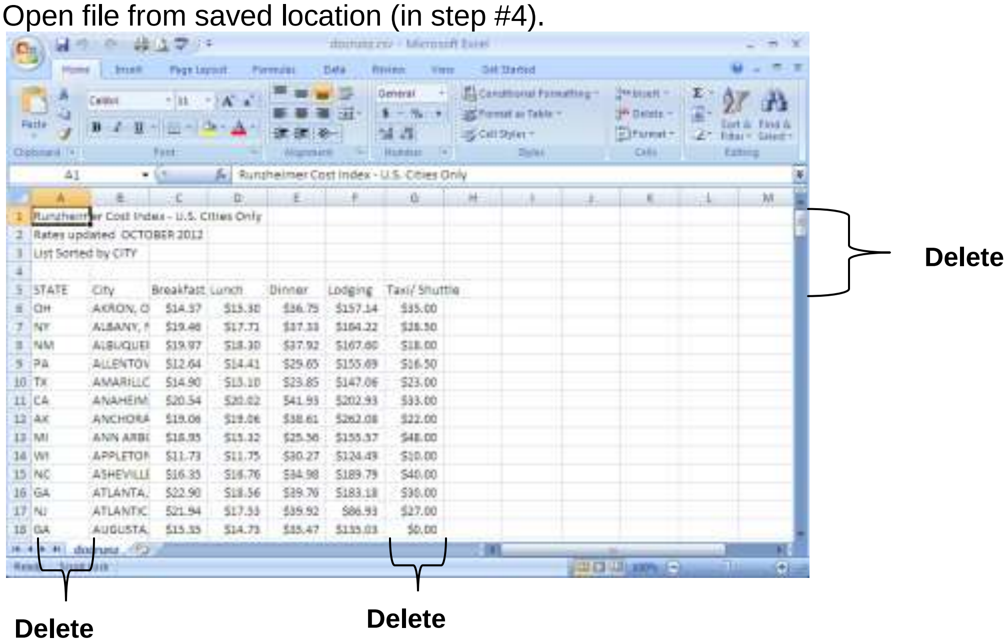
4.11.8 Upload Runzheimer Rates

To update the Runzheimer rates available for travel training requests (see 2.2.7 Lodging/Meal Expenses), click on Upload Runzheimer Rates on the Maintenance home page (see 4.10 Maintenance).

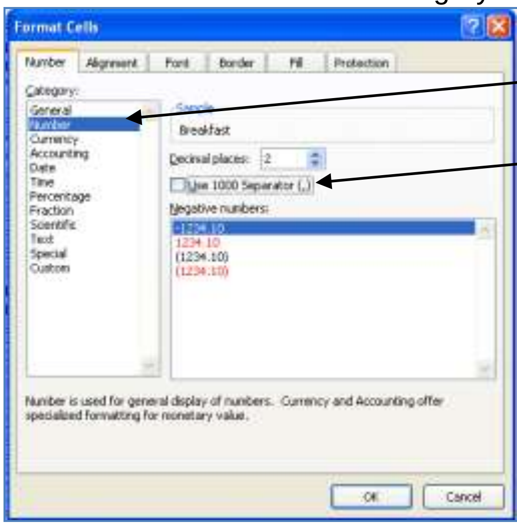
1. Navigate to City Rates page: http://inweb/accountingservices/citytravel_rates.htm
2. Click on the Runzheimer Rate Table link. Click Open to view the spreadsheet.
3. Once you view the spreadsheet, select Save As\Other Formats from Office button or just hit the F12 key.



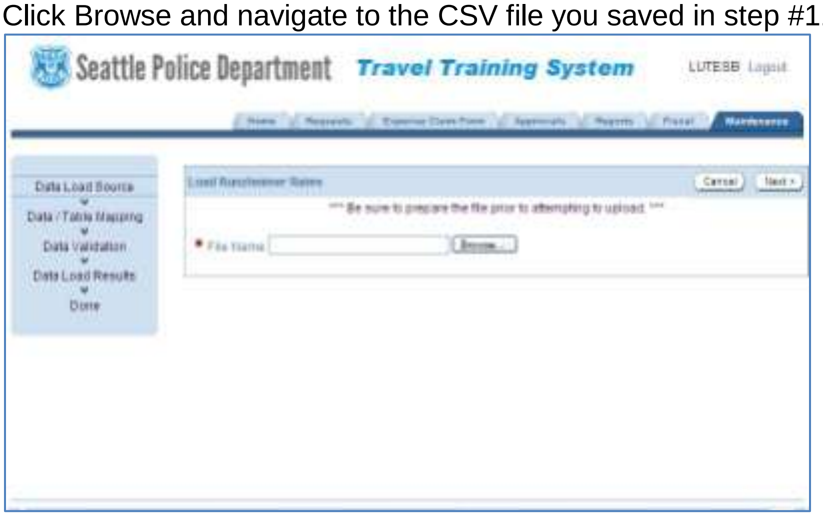
4. Navigate to the location you want to save the file to (in the example above it's the desktop).
5. Select CSV (Comma delimited)(*.csv) under Save as type.
6. Click the Save button.
7. Click the OK button.
8. Close the spreadsheet (by clicking the x in the upper right hand corner).
9. Click the Yes button.
10. Click the Save button.
11. Click the Yes button.
12. Click the Yes button.
13. Open file from saved location (in step #4).



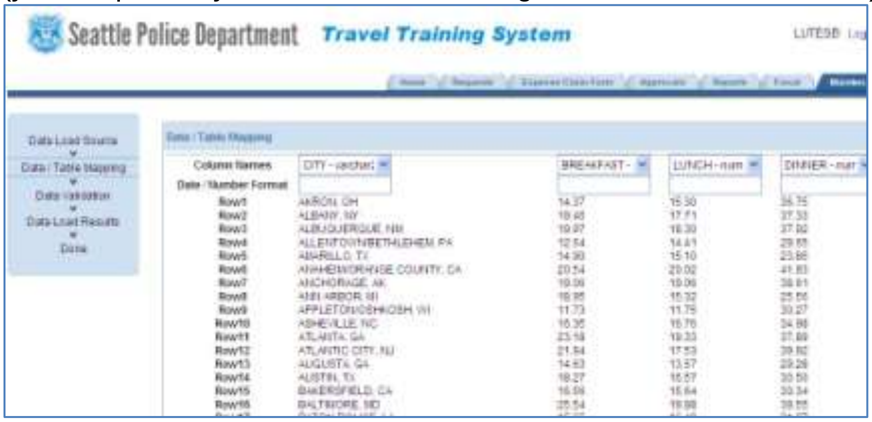
14. Make a note of the date the rates were updated (in example October 2012).
15. Select first five rows and right click, select Delete.
16. Select last column (taxi/shuttle) and right click, select Delete.
17. Select first column (State) and right click and select Delete.
18. Add another column by entering the column title, DateValid (one word). Enter the date the spreadsheet is valid (see #14) in mm/dd/yyyy format (in this example 10/01/2012)..
19. Select last 4 columns (Breakfast, Lunch, Dinner, Lodging) so they are highlighted and right click. Select Format Cells. Select Category: Number and uncheck Use 1000Separator(,) and click OK.



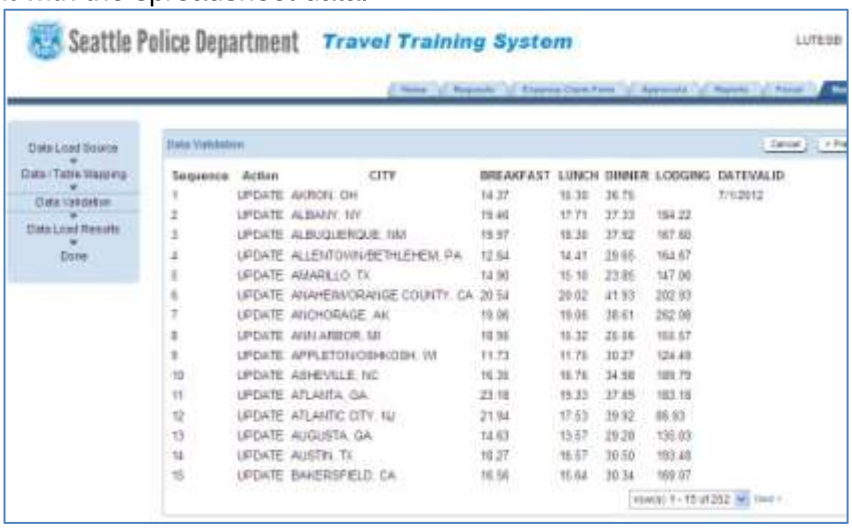
20. Close the spreadsheet (by clicking the x in the upper right hand corner).
21. Click the Yes button.
22. Click the Save button.
23. Click the Yes button.
24. Click the Yes button.
25. Click on Maintenance tab. Select Upload Runzheimer Rates link.
26. Click Browse and navigate to the CSV file you saved in step #11. Click Next.



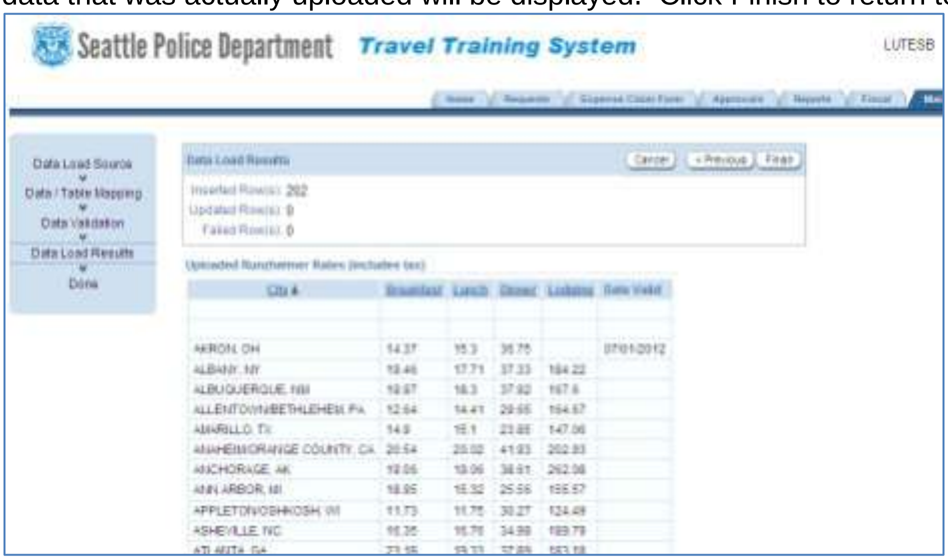
27. You have a chance to verify the data/columns on this screen. Click Next when you want to proceed (you will probably need to scroll to the right to see the Next> button).



28. This is one last chance to verify the uploaded data. Check to be sure that the numbers of rows being uploaded match the spreadsheet. When you are ready to upload, click Load Data (you will probably need to scroll to the right to see the Load Data> button). This will delete the existing table and replace it with the spreadsheet data.



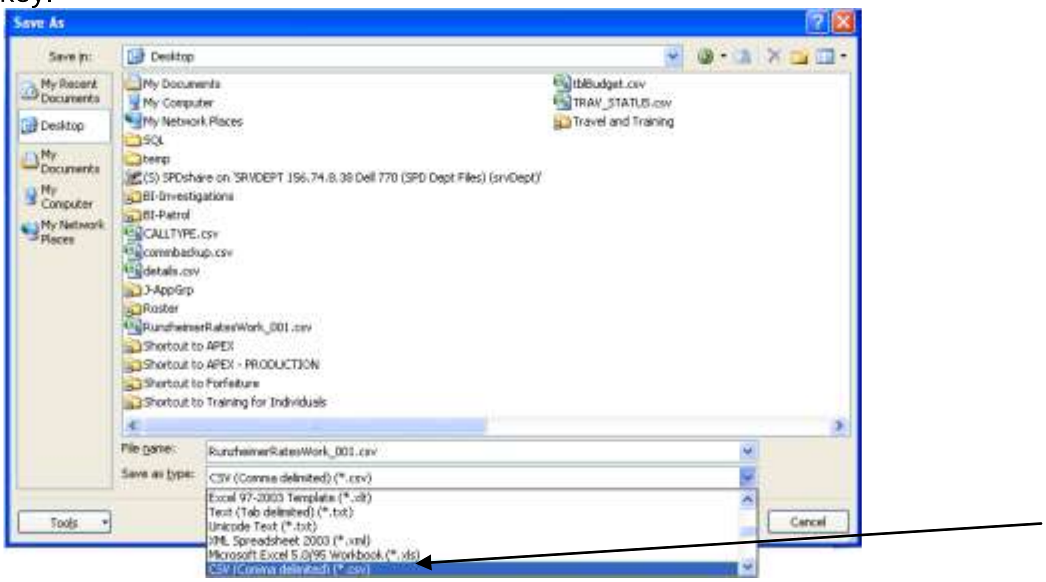
29. This screen will show any upload errors if they occurred. The Uploaded Runzheimer Rates section, the data that was actually uploaded will be displayed. Click Finish to return to the Maintenance page.



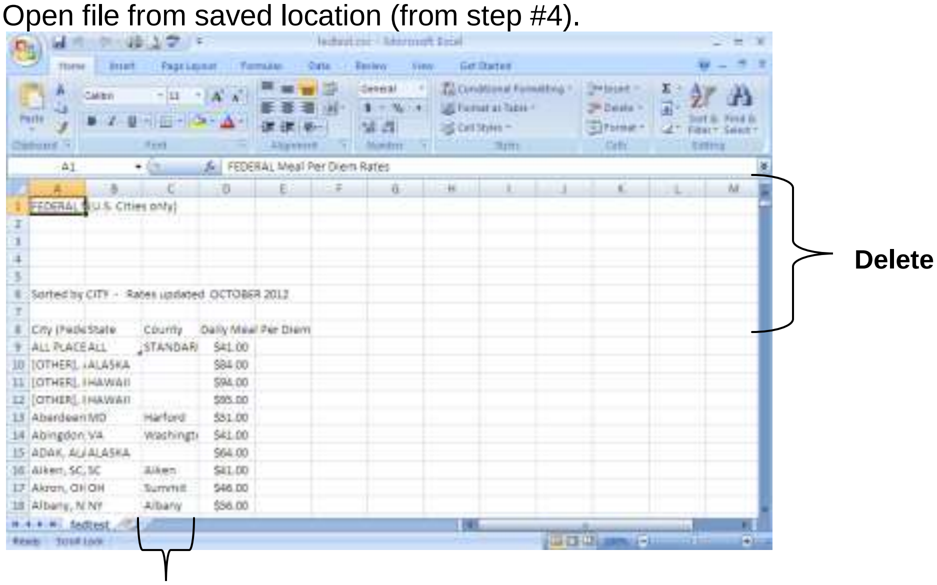
4.11.9 Upload Federal Per Diem Rates

To update the Federal Per Diem rates available for travel training requests (see 2.2.7 Lodging/Meal Expenses), click on Upload Federal Per Diem Rates on the Maintenance home page (see 4.10 Maintenance).

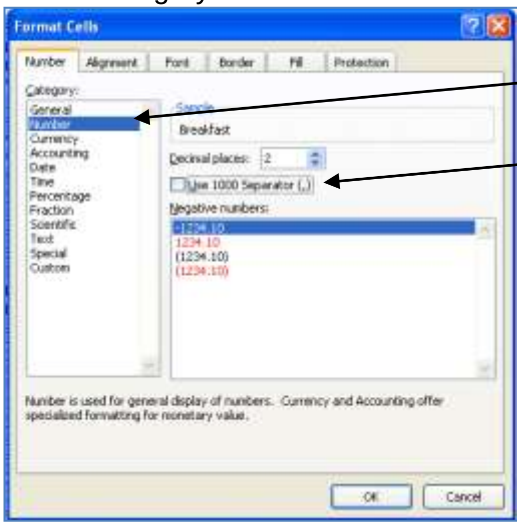
1. Navigate to City Rates page: http://inweb/accountingservices/citytravel_rates.htm
2. Click on Federal Meal Per Diem Rate Table link. Click Open to view spreadsheet.
3. Click on the Runzheimer Rate Table link. Click Open to view the spreadsheet.
4. Once you view the spreadsheet, select Save As\Other Formats from Office button or just hit the F12 key.



5. Navigate to the location you want to save the file to (in the example above it's the desktop).
6. Select CSV (Comma delimited)(*.csv) under Save as type.
7. Click the Save button.
8. Click the OK button.
9. Close the spreadsheet (by clicking the x in the upper right hand corner).
10. Click the Yes button.
11. Click the Save button.
12. Click the Yes button.
13. Click the Yes button.
14. Open file from saved location (from step #4).



15. Make a note of the date the rates were updated (in example October 2012).
16. Select third column (County) and right click, select Delete.
17. Select first seven rows and right click, select Delete.
18. Add another column by entering the column title, DateValid (one word). Enter the date the spreadsheet is valid (see #14) in mm/dd/yyyy format (in this example 10/01/2012)..
19. Select last column (Daily Meal Per Diem) so it is highlighted and right click. Select Format Cells. Select Category: Number and uncheck Use 1000Separator(,) and click OK .



20. Select first row, third column (cell D1) and type over Daily Meal Per Diem with *Meal*.
21. Close the spreadsheet (by clicking the x in the upper right hand corner).
22. Click the Yes button.
23. Click the Save button.
24. Click the Yes button.
25. Click the Yes button.
26. Click on Maintenance tab. Select Upload Federal Per Diem Rates link.
27. Click Browse and navigate to the CSV file you saved in step #14. Click Next.

28. You have a chance to verify the data/columns on this screen. Click Next when you want to proceed (you may need to scroll to the right to see the Next> button).

29. This is one last chance to verify the uploaded data. Check to be sure that the number of rows being uploaded matches the spreadsheet. When you are ready to upload, click Load Data. This will delete the existing table and replace it with the spreadsheet data.

30. This screen will show any upload errors if they occurred. Click Finish to return to the Maintenance page.

5.0 Approval Roles and Purchase Order 1.5E System

All approval roles are managed through the Purchase Order 1.5E System. This includes all approval roles for the Travel Training System. Approval roles are set up by the Fiscal department.

5.1 Approval Roles

The roles for Travel Training request approvals and any specific responsibilities are as follows:
Unit Command 1* – by POrg
Unit Command 2* – by POrg
A/C* – by POrg
D/C OPS – by POrg and amount
Legal* (Forfeitures)
Foundation*
Grants*
Training Capt
Training Committee (not an approval role per se – see 2.7 Captain's Training Committee)
Special – individual selected on approval screen
Fiscal Travel Train – Fiscal Travel Desk
CAO*
DC Travel

*These roles are also present in the Purchase Order 1.5E approval process. Unless needed by 1.5 do not include the POrg for Approval Roles that do not require it.

The roles for Travel Training expense report approvals and any specific responsibilities are as follows:
Exp Approver For Chief – expense approver for Chief of Police
Exp Approver Chief – Chief of Police
Exp Approver D/C – expense approver for Assistant Chiefs
Exp Approver A/C – expense approver for Captains – by POrg
Exp Approver Capt – expense approver for all others – by POrg

5.2 Delegating Approval Roles

Because a user may not have access to the SPD Network in order to approve travel training requests and/or expense reports, they have the option to delegate their role to another user. By delegating the role, the receiver may perform the same functions as the user who delegated the role to them.

Note: You may only delegate roles which you are the primary "role holder" for. This means that you may not delegate roles which have been delegated to you.

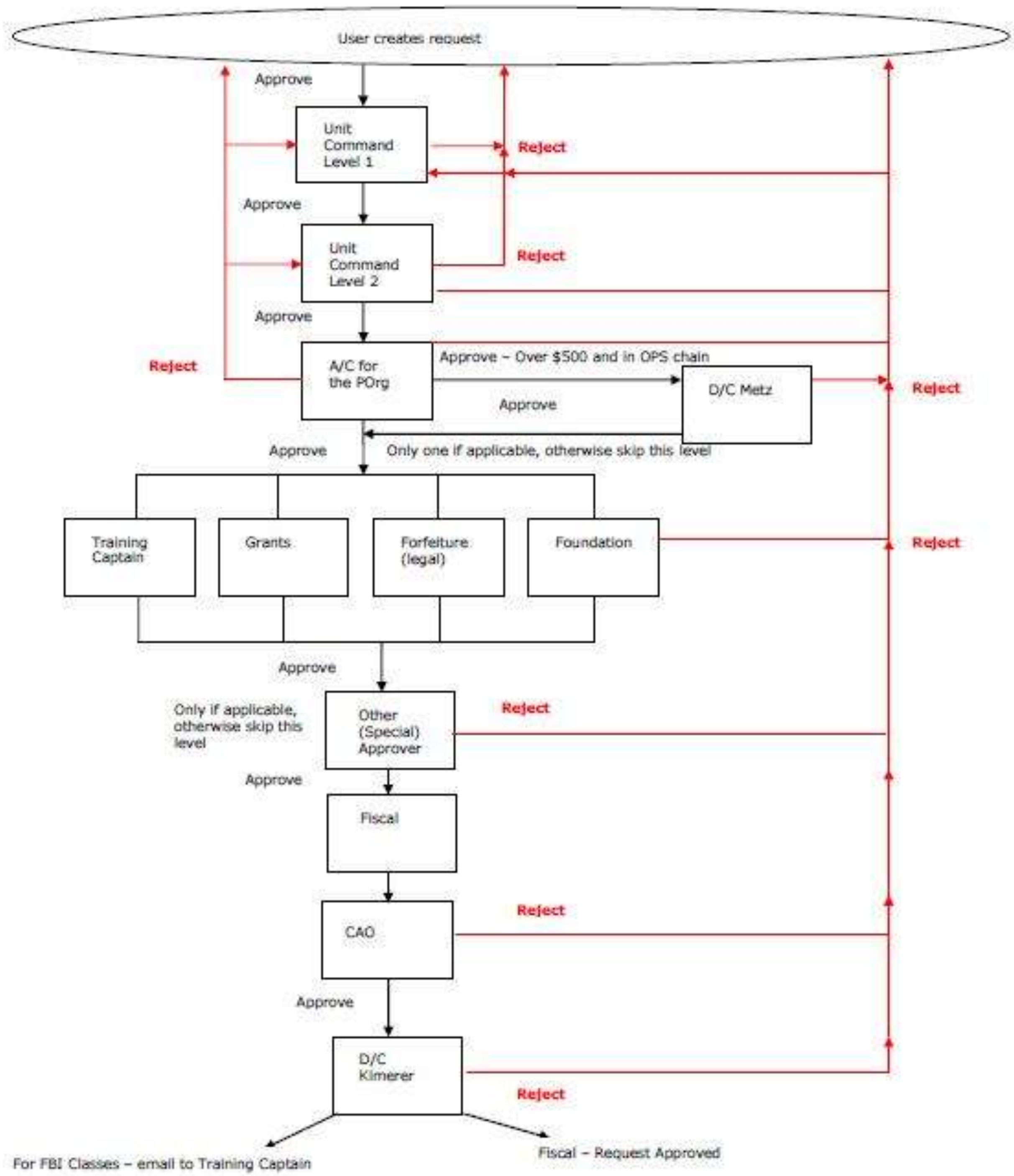
The following are the steps to take to Delegate your role to another user:
1. Open Purchase Orders 1.5E system.
2. Login – enter network User Name and Password
3. If you look in the upper right portion of the screen, you will see the roles which you can perform. The roles which are in a bold font are roles which you can delegate.
4. If you are able to delegate roles, the tab called "Delegate" roles will be on your list of available tabs.
5. Select this tab.
6. A list of roles which you have already delegated will be displayed.
7. To create a new delegation, select the "Create" button.
8. Select either the employee name or serial number of the person to whom you are delegating your role to. When you change either list, the corresponding list changes at the same time (if you select a name, the serial number list changes to match that name and vice-versa).
9. Select the role which you are delegating.
10. Select "Create" to create the delegation.

5.3 Deleting Approval Roles

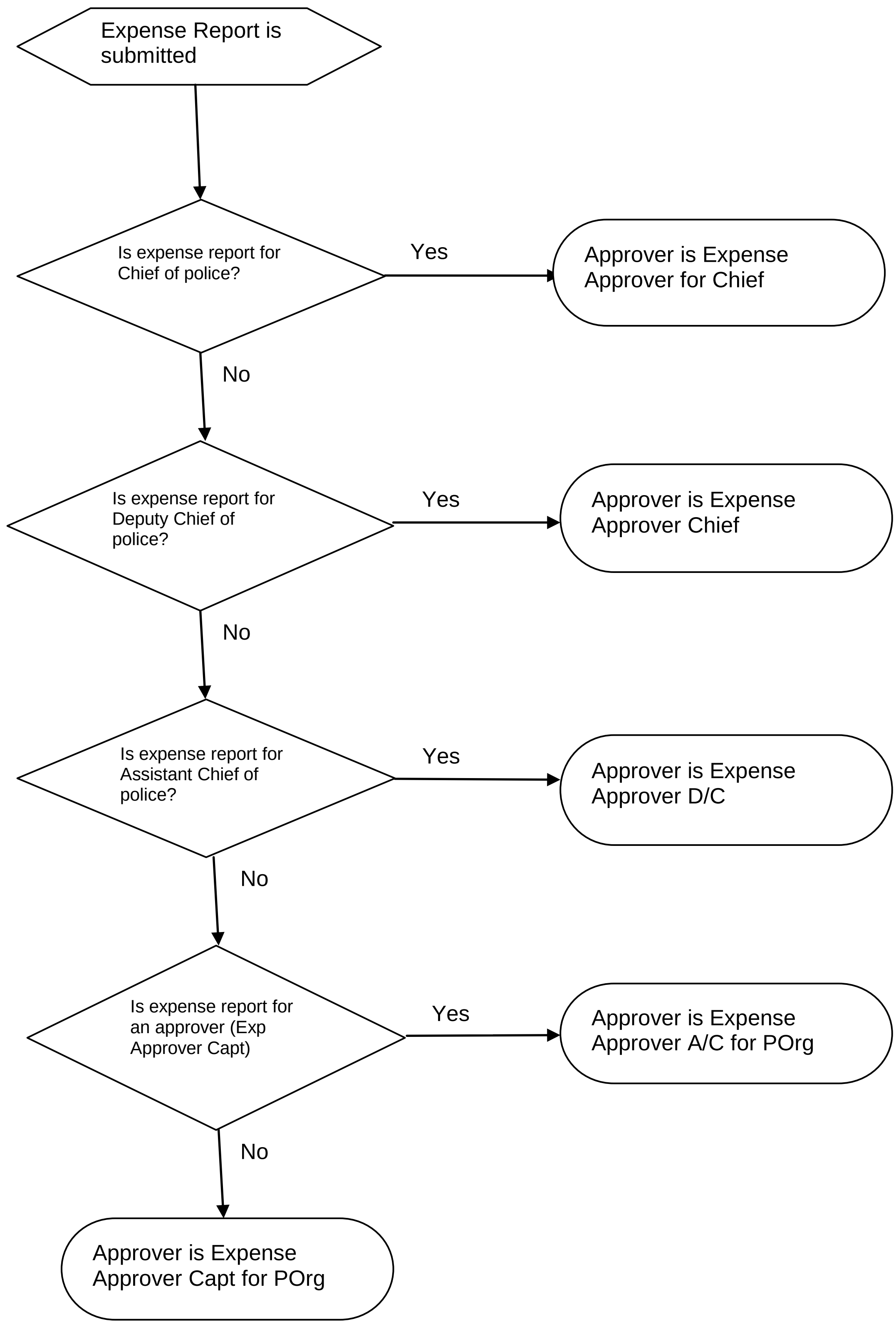
If you need to edit or delete a delegation of an approval role, follow these steps:
1. Open Purchase Orders 1.5E system.
2. Login – enter network User Name and Password
3. If you look in the upper right portion of the screen, you will see the roles which you can perform. The roles which are in a bold font are roles which you can delegate.
4. If you are able to delegate roles, the tab called "Delegate" roles will be on your list of available tabs.
5. Select this tab.
6. Select the pencil icon next to the serial number and name of the person that you want to either change or delete.
7. When the delegation screen appears, either change their delegation or choose the "delete" button to delete the delegation. If you are changing the delegation, remember to select "Apply Changes" to save this record.

6.0 Appendices

6.1 Travel Training Request Approval Workflow



6.2 Travel Training Expense Approval Workflow

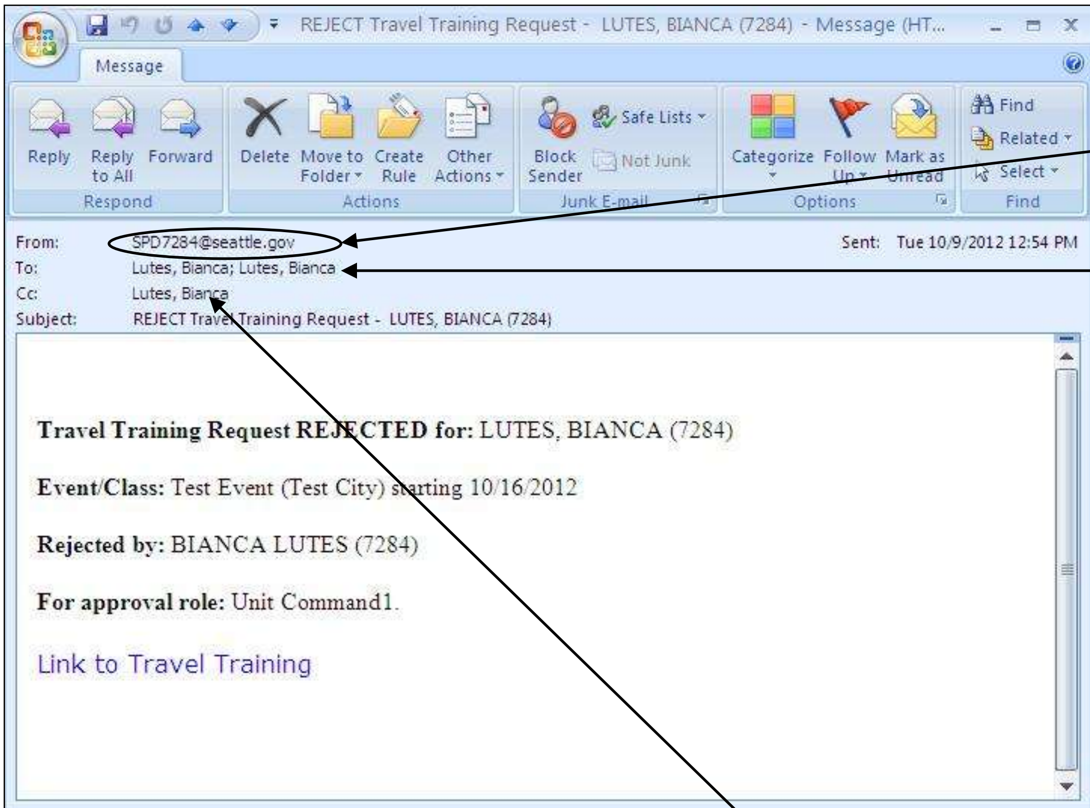


6.3 Emails

Emails are automatically sent by system in several circumstances.

6.3.1 Travel Training Request Rejected Email

Once you enter a reject reason and click the Reject button for an approval level, the reject is processed (see 2.5 Reject Requests). In addition an email is sent to: Unit Command that approved the request for both Unit Command 1 and Unit Command 2 with the requestor cc'd. The email is from the person who rejected the approval level.



Person who rejected request

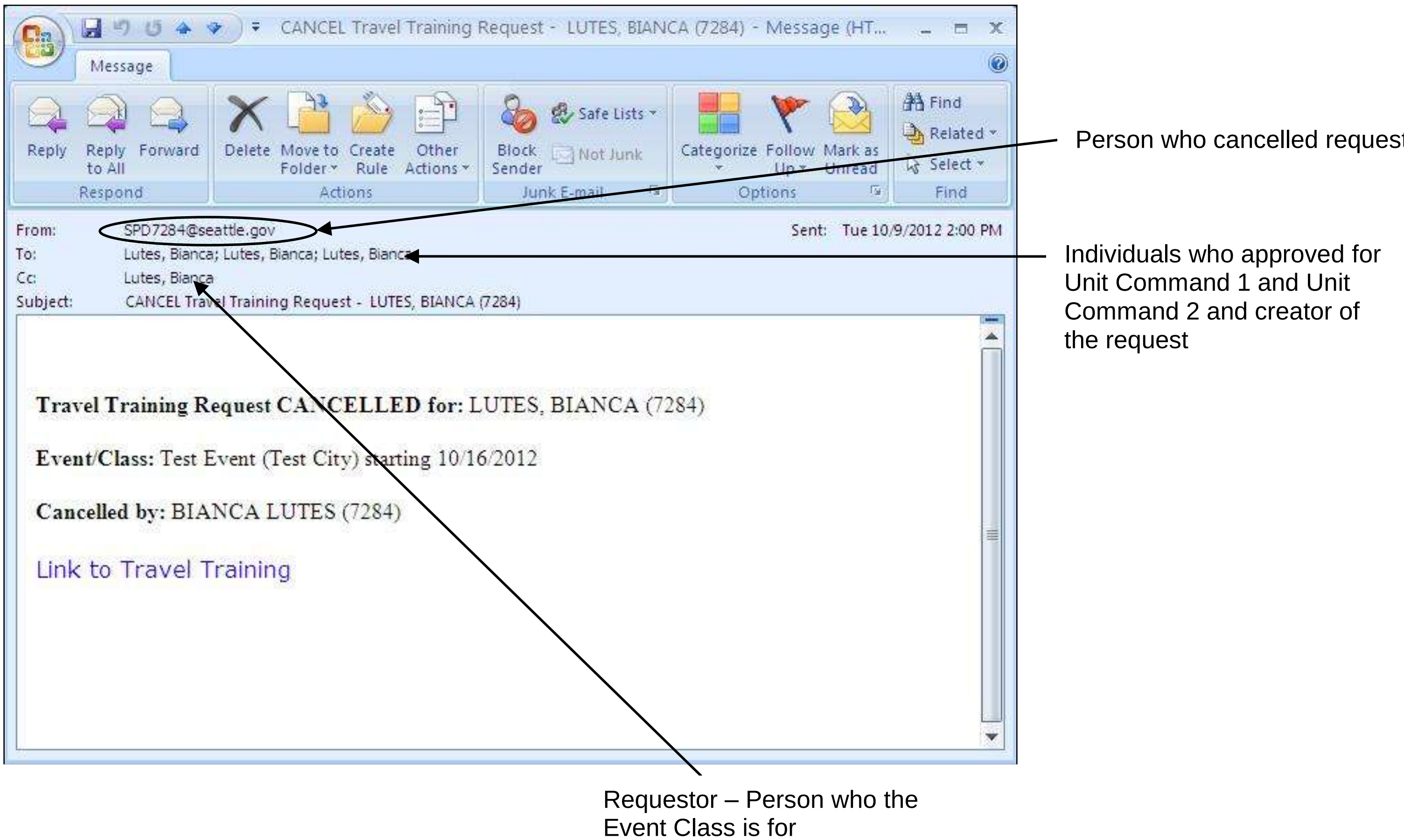
Individuals who approved for Unit Command 1 and Unit Command 2

Requestor – Person who the Event Class is for

Emails will not be sent for request rejections done by Fiscal.

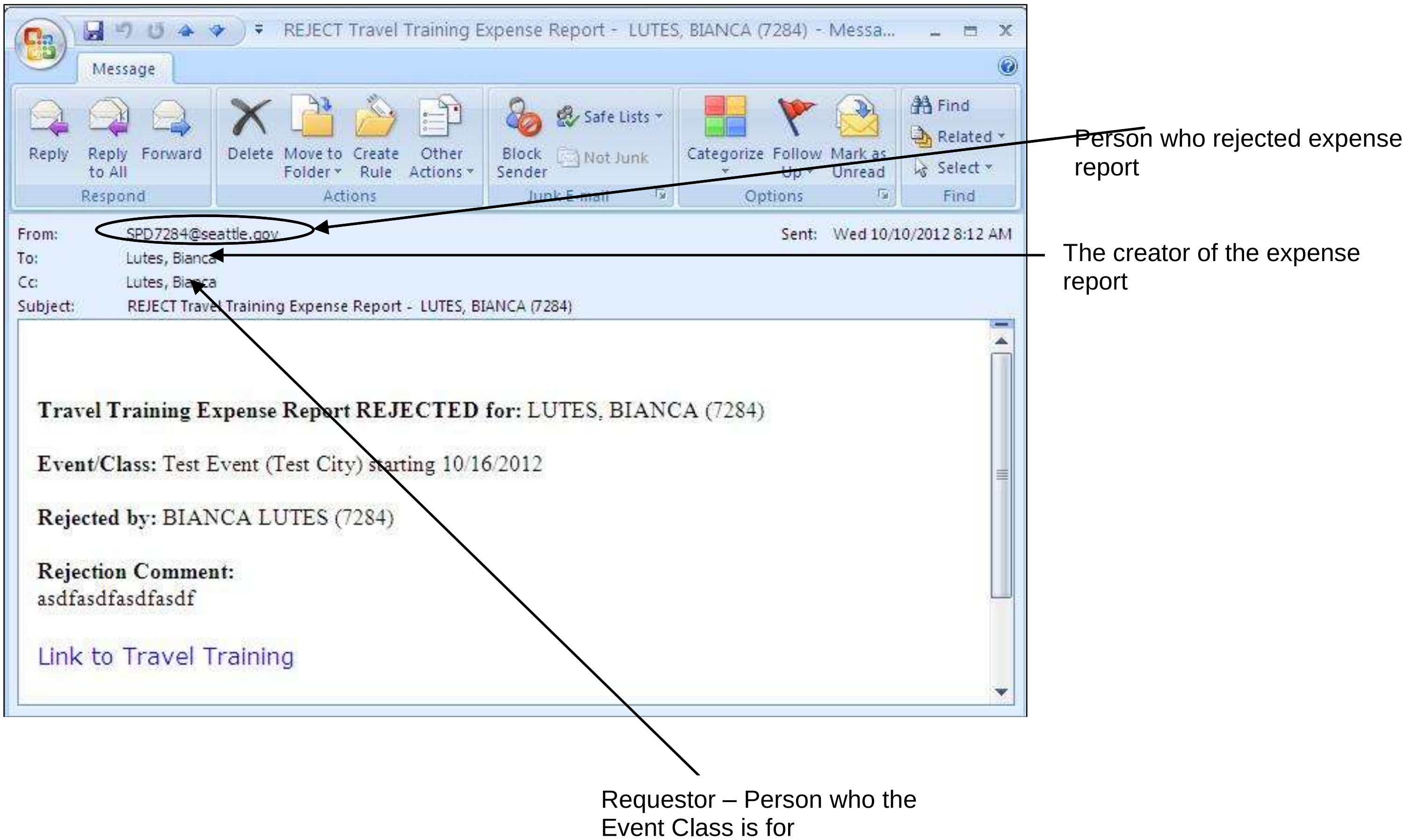
6.3.2 Travel Training Request Cancel Email

Once you enter a cancel reason and click the Cancel Request button on the Cancel Request page, the cancel is processed (see 2.6 Cancel Requests). In addition an email is sent to: the creator of the request, Unit Command that approved the request for both Unit Command 1 and Unit Command 2 with the requestor cc'd. The email is from the person who cancelled the request.



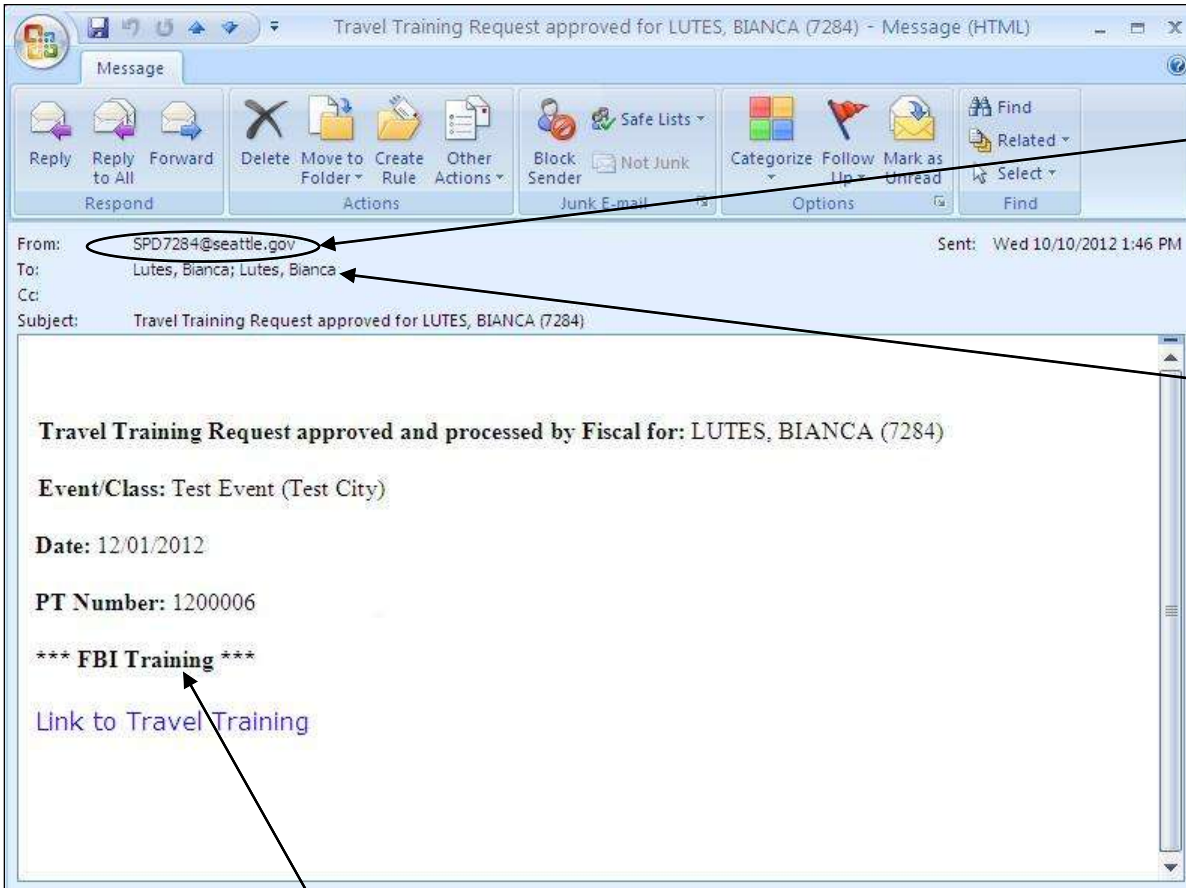
6.3.3 Travel Training Expense Report Rejected Email

Once you enter a reject reason and click the Submit button to Send Back Expense Claim (Reject), the reject is processed (see 2.7 Reject Expense Reports). In addition an email is sent to: the creator of the expense report with the requestor cc'd. The email is from the person who rejected the expense report.



6.3.4 Travel Training Request FBI Training/WSCJTC Training Email

Once a request is approved and processed by Fiscal, if you indicated in the request that the training is provided by the FBI and/or WSCJTC (see 2.2.5 Travel, Event or Class Information) an email will automatically be sent to all who have Training Captain approval authority (maintained in the 1.5 system). The email will be from the person that marked the request as FISCAL PROCESSED or REGISTERED (usually a Fiscal employee).



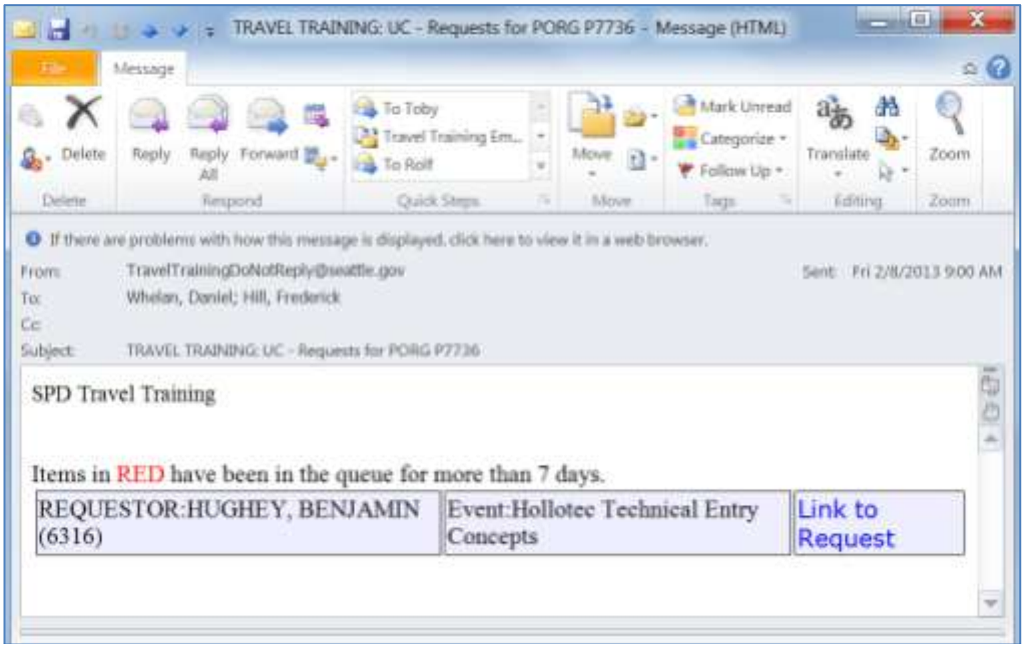
Person who marked request as FISCAL PROCESSED/ REGISTERED

All those with Training Capt authority

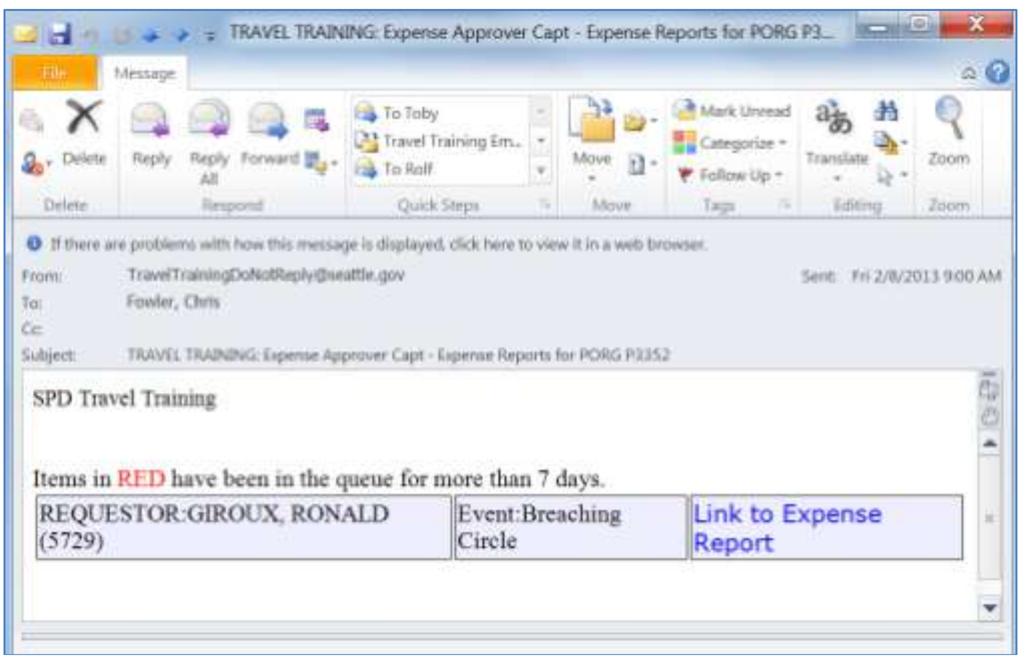
This will say FBI Training or WSCJTC Training depending on what boxes were checked

6.3.5 Daily Emails

Every week day emails will be sent out to approvers at 9AM. An approver will get an email for roles/POrgs they have approval authority for based on entries in 1.5 (see 5.0 Approval Roles and Purchase Order 1.5E System). These entries are maintained by the Fiscal unit.



Travel Training Request Email



Travel Training Expense Report Email