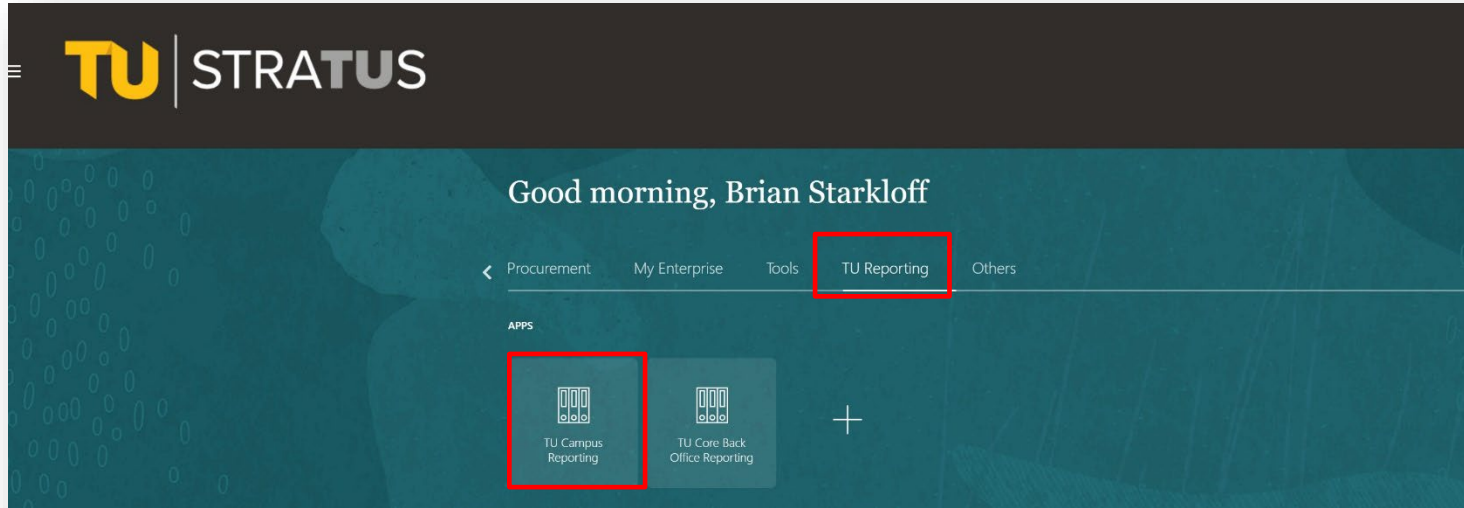


How to run the Travel Expense Reports

*The TU_BC_DAT_Travel_Exp_Report_Completed will show you travel related expense reports that posted to your budget.
The TU_BC_DAT_Travel_Exp_Report_Pending will show your pending travel related expense reports that have not yet post*

Navigate to TU Reporting, then select the TU Campus Reporting app.



Select the Travel Expense Report you want to run.

Reporting Dashboard

Budget Summary Reports Cost Center Reports (Formatted Report) Multiple Cost center prompts separated with commas (,) Dept Cost Center Budget Summary by Account Dept Cost Center Budget Summary by Parent Account Grant Cost Center Budget Summary by Account through FY26 Grant Cost Center Budget Summary by Account through FY25 Grant Cost Center Budget Summary by Account through FY24 Grant Cost Center Budget Summary by Parent Account through FY26 Grant Cost Center Budget Summary by Parent Account through FY25 Grant Cost Center Budget Summary by Parent Account through FY24 Project Cost Center Budget Summary by Account through FY26 Project Cost Center Budget Summary by Account through FY25 Project Cost Center Budget Summary by Account through FY24 Project Cost Center Budget Summary by Parent Account through FY26 Project Cost Center Budget Summary by Parent Account through FY25 Project Cost Center Budget Summary by Parent Account through FY24 Dept Budget Balance Reports (Data Exports) Multiple Cost center prompts separated with a semi colon (;) Department Budget Balance Child Account Report Department Budget Balance Parent Account Report	Transaction Details Reports Pcard Expense Reports Multiple Cost center prompts separated with a semi colon (;) Pcard Expense Report Completed Pcard Expense Report Pending Pcard not on Expense report Travel Expense Reports Multiple Cost center prompts separated with a semi colon (;) Travel Expense Report Completed Travel Expense Report Pending TU Travel Mileage Report TU Travel Authorization Campus Version General Transaction Reports Multiple Cost center prompts separated with a semi colon (;) Revenue Expenses All Transactional Details Report Revenue Expense Summary Transaction Invoices Pending Report Invoice Expense List Report Budget Adjustments Report Transactional Reports Dashboard AP Invoice Account Coding Approval Status Report Requisition/PO Reporting Multiple Cost center prompts separated with a semi colon (;) PO Listing Report Requisition Purchase Order Listing Requisitions listing campus report Requisitions not on PO (All statuses campus) Requisitions not on PO Workflow Preview Draft Requisitions Foundation Reimbursement Foundation Payroll Reimbursement Report Foundation Operation Reimbursement Report Student Financials Student Financials Details by Cost Center	Campus OSPR_Business & Public Engagement Grant Reporting Multiple Cost center prompts separated with a semi colon (;) *Separated with comma Grant Balances for closing Grant Grant Budget Journal Listing Grant Cost Center FY BDGT Bal by Acct Grant Cost Center FY Expense BDGT Bal Grant Cost Center Listing Grant Cost Center PTD BDGT Bal by Acct Grant Cost Center PTD BDGT Bal by Parent Acct Grant Cost Center PTD BDGT Bal NoAcct Grant Rev & Exp Journal by Cost Center Range Grants Expense summary with budget revisions (Year) Grant Cost Center Summary P Report PriorYr * COA Reports (Data Exports) Cost Center Report-Campus Natural Account Report-Campus Initiative Report Source Report Campus	Campus Divisional Budget Officers Facilities Management Multiple Cost centers separated with a comma (,) Project Cost Center Summary P Report PriorYr Fund Balance by Self/Aux Source Reports *Has additional Subdivision prompt Fund Balance by Self/Aux Source Division 01 Fund Balance by Self/Aux Source Division 02* Fund Balance by Self/Aux Source Division 03 Fund Balance by Self/Aux Source Division 04* Fund Balance by Self/Aux Source Division 05* Fund Balance by Self/Aux Source Division 06 Fund Balance by Self/Aux Source Division 08 Fund Balance by Self/Aux Source Division 09 Fund Balance by Self/Aux Source Division 10 Fund Balance by Self/Aux Source Division 13* Fund Balance by Self/Aux Source Division 15
Divisional Summary Rollups Divisional Summary Rollups Divisional Self Support Fund Detailed Summary (NAT) Divisional Self Support Parent Budget Summary Divisional State Fund Detailed Summary (NAT) Divisional State Fund Parent Budget Summary Divisional Agency Fund Detailed Summary (NAT) Divisional Agency Fund Parent Budget Summary Divisional Auxiliary Fund Detailed Summary (NAT) Divisional Auxiliary Fund Parent Budget Summary Divisional Grants Fund Detailed Summary (NAT) through FY26 Divisional Grants Fund Detailed Summary (NAT) through FY25 Divisional Grants Fund Detailed Summary (NAT) through FY24 Divisional Grants Fund Parent Budget Summary through FY26 Divisional Grants Fund Parent Budget Summary through FY25 Divisional Grants Fund Parent Budget Summary through FY24 Divisional Grants Fund Parent Budget Summary through FY23 Account Summary by Div and Cost Center Rollups Account Summary by Div and Dept Cost Center Account Summary by Div and Grant Cost Center Account Summary by Div and Grant Cost Center LTD Account Summary by Div and Project Cost Center Account Summary by Div and Project Cost Center LTD	Fund Balance Reports Multiple Source code prompts separated with commas (,) Fund Balance by Source Code	Accounts Receivable TU AR Memo Lines by Department TU Customer Details Report AR Transaction Detail AR Find Unapplied Payments Report AR Transaction Balance with DD by Customer AR Transaction Balance with DD by Transaction Source AR Transaction Balance with DD BPE Payroll STRATUS DPR	Campus Inventory Coordinator FA Active Asset Detail Campus Version Report FA Retired Asset Detail CampusVersion Report BPA Committee AP Invoice Account Coding Approval Status Report Parent Budget vs Actual By Cost Center and Div Accounts Payable Turnover Metric Summary report Accounts Payable Turnover Metric detailed report Expense report Turnover rate metric report

Follow the prompts;

The default date range is set for the current fiscal year. It can be changed to another date.

Type in your cost center. If you want to run multiple cost centers, separate them with a semi-colon(;)

The other boxes are optional.

Click OK.

TU_BC_DAT_Travel_Exp_Report_Completed

* Report Date Between -

* Cost Center Code

Employee Name

Report Number

Merchant Name


[Edit](#) - [Refresh](#) - [Copy](#)

The report will populate:

Here you will see all types of travel related fields that are a part of your travel expense reports

TU_BC_DAT_Travel_Exp_Report_Completed

Balancing Segment Code	Balancing Segment Description	Cost Center Code	Cost Center Description	Account Code	Account Description	Expense Template	Report Status	Report Number	Employee Number	Employee Name	Manager Name	Report Created By	Purpose	Report Date	Report Creation Date	Report Submission Date	Final Approval Date	Payment Date	Start Date
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP0000366295323	0747926	Reaves, Alisha	Pampinella, Margherita	Alisha Reaves	AFLS 2022 Conference Registration Fee	7/18/2022	7/19/2022 8:08:54 PM	7/27/2022	8/1/2022	8/3/2022	7/18/2022
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/22/2022
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/25/2022
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/25/2022
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/23/2022
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/24/2022
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/25/2022
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/22/2022
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/23/2022

Scroll to the right to see more data 

End Date	Expense Type	Reimbursable Amount	Merchant Name	Additional Information	Trip Distance	Distance Unit	Trip Name	Air Miles Travelled	Arrival City	Arrival Date Time	Departure City	DepartureDate	Flight Number	Hotel State	Return Date
7/18/2022	Registration Fees	78.0	Association for French Language Studies												
6/22/2022	Lunch	28.5	Airport Restaurant												
6/25/2022	Dinner	68.4	Airport Restaurant												
6/25/2022	Lunch	28.5	Airport Restaurant												
6/23/2022	Breakfast	7.0	H4 Hotel												
6/24/2022	Breakfast	7.0	H4 Hotel												
6/25/2022	Breakfast	7.0	H4 Hotel												
6/22/2022	Daily Charge	127.1	H4 Hotel Munster City Centre												
6/23/2022	Daily	127.1	H4 Hotel												

The system will only display up to 500 rows online, starting with a batch of 30. To truly see all records you need to export to excel.

At the bottom left of the page you have the option to Export. If you want to export to Excel, select Export, Formatted, Excel.

3	State-Support-CLA	12530	Languages Literature and Cult	604005	Travel-Out of State	Out of State Travel
3	State-Support-CLA	12530	Lan Lite and Cult		Travel-Out of State	Out of State Travel
3	State-Support-CLA		ature		Travel-Out of State	Out of State Travel

PDF

Excel

Powerpoint

Web Archive

Formatted

Data

Refresh - Print - **Export** - Add to Briefing Book - Email - Copy

Here is the export to excel. You can turn on the filter feature here to review data

Balancing Segment Code	Balancing Segment Description	Cost Center Code	Cost Center Description	Account Code	Account Description	Expense Template	Report Status	Report Number	Employee Number	Employee Name	Manager Name	Report Created By	Purpose	Report Date	Report Creation Date	Report Submission Date
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036295323	0747926	Reaves, Alisha	Pampinella, Margherita	Alisha Reaves	AFLS 2022 Conference Registration Fee	7/18/2022	7/19/2022 8:08:54 PM	7/27/2022
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1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022

To exit the report, click on the Catalog option in the blue ribbon

Balancing Segment Code	Balancing Segment Description	Cost Center Code	Cost Center Description	Account Code	Account Description	Expense Template	Report Status	Report Number	Employee Number	Employee Name	Manager Name	Report Created By	Purpose	Report Date	Report Creation Date	Report Submission Date	Final Approval Date	Payment Date	Start Date
1003	State-Support-CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022			

Catalog will take you back to the main menu where you can run another report or exit out by closing the tab.

Location /Shared Folders/Custom/Campus Reporting/Transaction Details Report/Travel Expense reports

Type	Name	Last Modified	Owner
Report	TU_BC_DAT_Travel_Exp_Report_Completed	7/21/2022 9:00:30 PM	Gina Peach
Report	TU_BC_DAT_Travel_Exp_Report_Pending	7/20/2022 9:09:54 PM	Gina Peach

Reports and Analytics - Oracle Fu x Oracle Transactional Business Int x