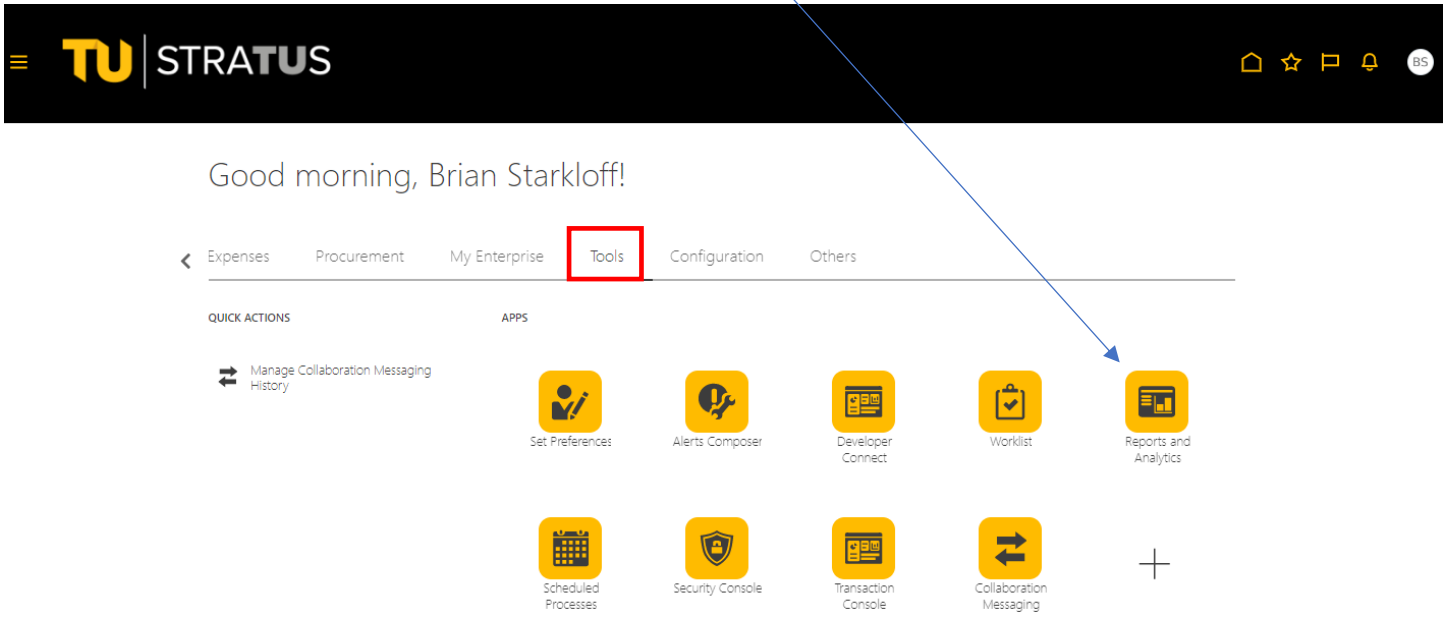


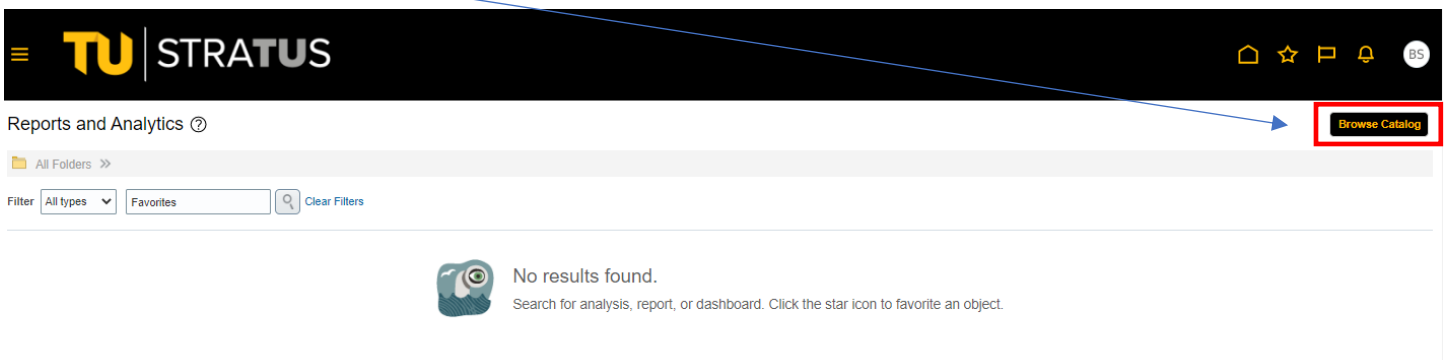
How to run the Travel Expense Reports

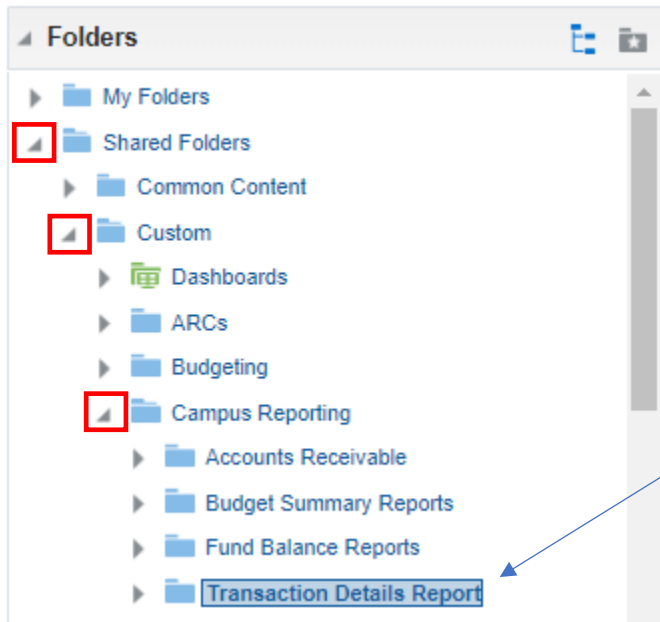
The *TU_BC_DAT_Travel_Exp_Report_Completed* will show you travel related expense reports that posted to your budget.
The *TU_BC_DAT_Travel_Exp_Report_Pending* will show your pending travel related expense reports that have not yet posted.

Navigate to Tools, and select the tile for Reports and Analytics



Select Browse Catalog

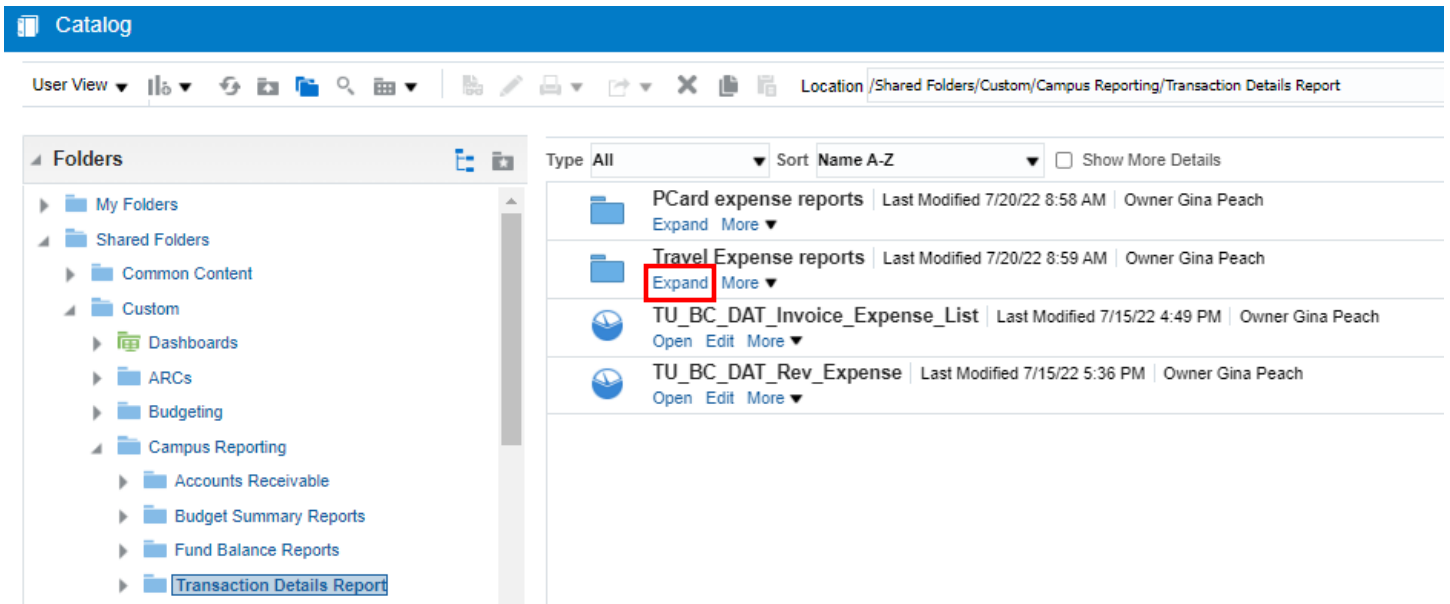




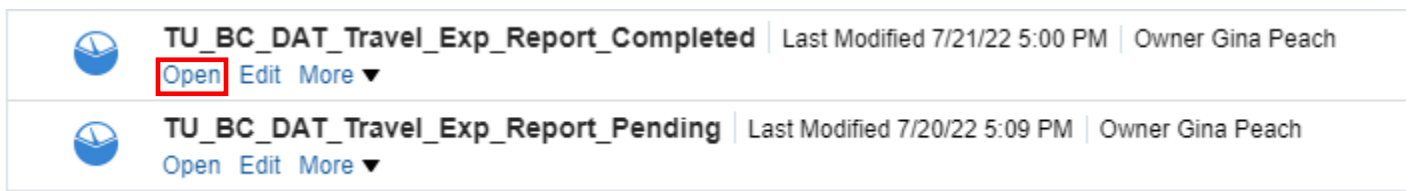
Under Folders, select Shared Folders > Custom > Campus Reporting

Click on Transaction Details Report

Select [Expand](#) on the Travel expense reports



Here select the report you want to run by clicking on [Open](#)



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, Aisha	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

Formatted

Data

PDF

Excel

Powerpoint

Web Archive

-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
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
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
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
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
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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.

Home Catalog Fav

User View | 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