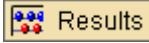


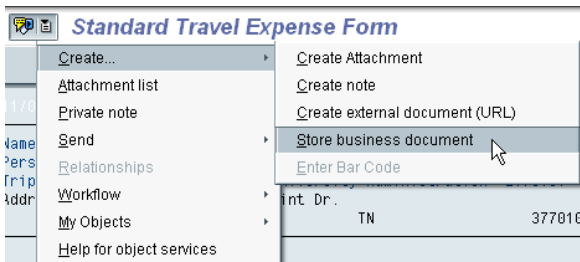



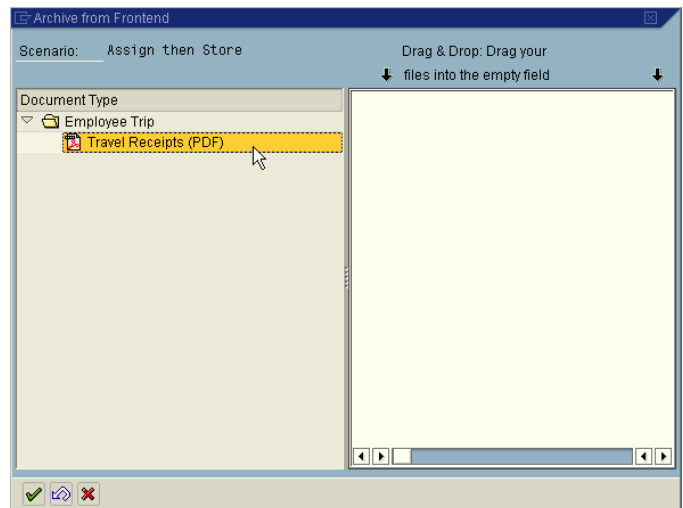
# Travel Improvement Program



Please complete the following steps for mileage reimbursement.



1. Complete the travel reimbursement in IRIS for the trip or in-state tripmeter mileage. Print the paper copy, have traveler sign and date reimbursement. Do not submit document to workflow.
2. Scan travel reimbursement document and/or receipts using Adobe Acrobat software. Scan in the order to be reviewed (travel document then receipts). Refer to *Travel Document Scanning* material for directions. The file name is not important to the travel documentation but it is suggested to use:
  - a. Traveler's name
  - b. Reimbursement period (month and year)
3. Save file to an appropriate location on your computer.
4. Return to the IRIS system and travel reimbursement document of the traveler. At the *Results* section  (where the travel reimbursement is printed from), click the  side of the **Services for Object** icon  to select the PDF file that will link to the travel reimbursement.
5. At the pop-up menu, choose **Create | Store business document**.



6. From the new window, double-click the  **Travel Receipt (PDF)** line and the system will display a window to navigate to the location of the PDF file of the signed travel reimbursement document.



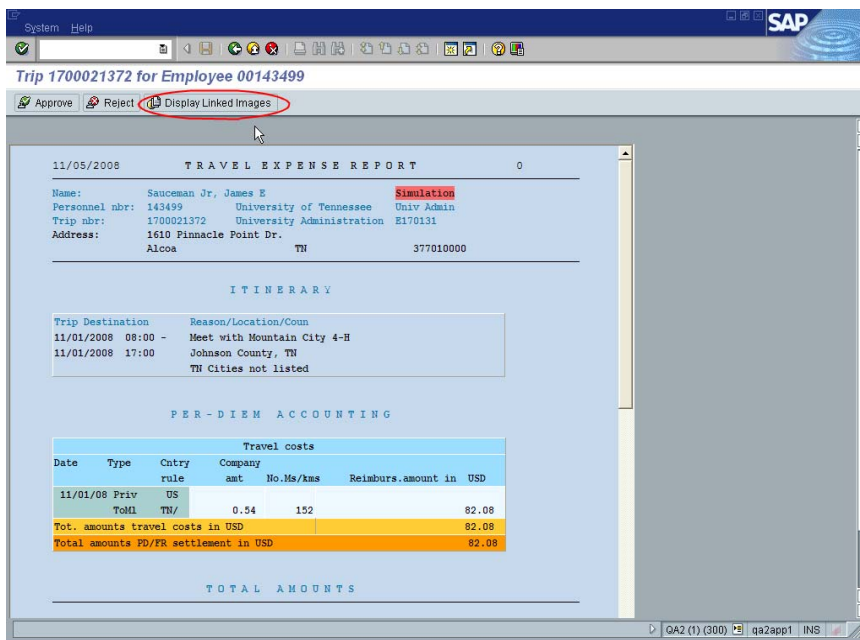
7. Locate the file and either double-click to attach the file or select the file and click the **Open** button. The scanned travel reimbursement document as the PDF file will be attached to the travel document.
8. Click the **Back** button  to return to the travel expenses screen.
9. Click the **Save** icon  and submit the document to workflow.
10. If a travel reimbursement is rejected for any reason in the approval process, a revised travel reimbursement would be made in IRIS, printed, signed and submitted to IRIS workflow. The new document would be scanned as a new PDF file and attached to the travel document as detailed in step 4.

- To confirm that the PDF file was successfully attached, click on the  side of the **Services for Object** icon  and choose **Attachment list** to see the image list. An entry similar to the image below will display (except with the current date).

	Title	Creator Name	Created On
	Travel Receipt (PDF)		11/05/2008

The most recent document attached to the reimbursement document will be listed at the top of the list. Double-click the line to display the PDF document in your web browser. Close the browser window when finished.

11. **Approvers** – a new button will display for transactions that have an attached file. When the travel reimbursement document is open, click **Display Linked Images** icon to view the attached document in a web browser window.



The screenshot shows the SAP interface for a 'TRAVEL EXPENSE REPORT'. At the top, there are buttons for 'Approve', 'Reject', and 'Display Linked Images', with the latter being circled in red. Below the buttons, the report details are displayed, including the date '11/05/2008' and the title 'TRAVEL EXPENSE REPORT'. The report includes fields for Name, Personnel nbr, Trip nbr, and Address. Below this is an 'ITINERARY' section with trip details, and a 'PER-DIEM ACCOUNTING' section with a table of travel costs.

Travel costs					
Date	Type	Entry rule	Company amt	No.Ms/kms	Reimburs.amount in USD
11/01/08	Priv	US			
	ToHL	TN/	0.54	152	82.08
Tot. amounts travel costs in USD					82.08
Total amounts PD/FR settlement in USD					82.08