










# Travel Reimbursement in IRIS

1. Log on to the **IRIS** System and go to transaction **TRIP**
2. Click on **Create Travel Expense Report** to enter your mileage.
3. When you click the Save icon  and are asked if you are ready to submit the document for approval, answer **NO** to allow yourself the opportunity to print, sign and scan the paper copy before workflow sends it for approval.
4. Click on the  button to display and then print (Ctrl+P) your travel reimbursement statement.
5. Sign and then scan the signed copy of the reimbursement document to an appropriate location on your computer.
6. Click on the  side of the *Services for Object* icon  to select the scanned image to be linked to this Trip.
7. On the pull-down menu, choose **Create→Store business document**.
8. Double-click on the  line and the system will open a window to search for the scanned image PDF file on your computer.
9. Either double-click on the PDF file or single-click and press the  button to attach that particular image.
10. Click the Save icon  and answer **YES** to submit the transaction for approval.

Optional: To confirm that the image was successfully attached, you can click on the  side of the *Services for Object* icon  and choose *Attachment list* to see if the image is listed. You should see an entry similar to the following except with the current date:

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

Double-click on the line (usually most recent at the top) to display the image in your web browser.