

Arranged Travel

To arrange travel for other employees and University guests, the person arranging the travel does not need to be a proxy for the traveler. The person arranging the travel must be in the Power User role.

By selecting the *Arranged Travel – Employees (T-Card)* or *Arranged Travel – Non- Employees (T-Card)* Purpose, the Power User creating the Expense Report (ER) can use a T-Card for most travel-related expenses such as airfare and hotel. This allows the travel arranger to pay for the employee’s expenses with a T-Card, thus limiting the reimbursement to the traveler.

Step	Task
1.	Select the Expense Report icon.
2.	Complete the Document Header information. <ol style="list-style-type: none"> 1) Enter a unique report title in the Report Title field. 2) Select the Purpose of <ol style="list-style-type: none"> a. <i>Arranged Travel – Employees (T-Card)</i>, or b. <i>Arranged Travel – Non-Employees (T-Card)</i>. 3) Enter a business purpose or justification in the Business Purpose/Justification field. 4) Enter the traveler’s name and university identification number (UIN) in the Traveler Name and Traveler UIN fields. 5) Select an affiliation from the Payee Affiliation menu.
3.	Click the Continue button.
4.	Click the Transactions button.
5.	Select the check box next to the transaction to attach.
6.	Click the Attach button.
7.	Click the Done button.
8.	Click the Items tab. <p>NOTE: To avoid reimbursing yourself, ensure “JPMC University Travel Card” appears in the Payment Type column for the attached transaction.</p>
9.	Click the Edit Item icon.
10.	Select Expense Type from the menu.
11.	Click the Save button.
12.	Enter information in the fields under Standard Information . The fields that display may vary depending on the Purpose.

Step	Task
13.	Select a C-FOP from the Project menu under Charge Code Allocations .
14.	Enter a note in the Notes field if necessary.
15.	Click the Save button.
16.	Repeat steps 4 through 15 to add additional Expense Types .
17.	Attach any receipts if necessary. For more information on how to attach receipts, review the <i>Browse and Attach Receipts</i> job aid.
18.	Click the Submit button.
19.	Read the certification information, and click View Policy if necessary.
20.	Click the Continue button.