Log in to AccessPlus (http://accessplus.iastate.edu).

Select the Employee tab.
Select the Empl Reimbursement menu item (left hand side of screen).

Extra Data:
For the purposes of the purchasing office, travel is part of the reimbursement system. So, all travel related filings go under employee reimbursement.
Select the Start/Cont Travel menu item (left hand side of screen).
Select the **New Rmbrs** button.
This page pre-populates correctly and requires no changes.

Click the **Continue** button.

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**Extra Data:**

This tutorial is for in-state travel.

For out-of-state travel see the Travel Authorization tutorial.

For air travel, see the Air Travel tutorial.
For In-State travel, reimbursements are filed monthly.

Fill in the following fields:

**Begin Date**
First day of month of claim

**End Date**
Last day of month of claim

**Destination City**
Enter as many locations as will fit in the box – approximately three cities

**Justification/Description/Vacation Days**
Enter all locations travelled to during the month and purpose of travel to each location

**Purpose**
Most frequently this will be Research/Scholarship, but a different option may be applicable in your situation

See next page for a completed example.

**Extra Data:**
You will file any In-State travel reimbursements once per month. That means all in-state travel related reimbursements between the first and the last day of the month will be entered in this tutorial.
Here is a completed example.

Once you are satisfied with the information entered, click the **Continue** button to proceed.
The travel reimbursement system defaults to the first day of the month (your begin date).

Find the **Continue to:** fields at the bottom of the page. Enter the Month, Day and Year for the information you would like to enter.

*(NOTE: An error in the system causes the tab key to function incorrectly with these three fields. You will need to click each field with your mouse to move the cursor.)*

If your first entry is for the first day of the month, skip to page 10.
This page shows the date filled in. Click the **Continue To:** button to proceed.
**Single Day (Quick Version)**

**Depart Time** –
When you left (closest 15 minute interval)

**Return Time** –
When you arrived back at campus

**Departure City** –
Ames

**Destination City** –
The city you travelled to, followed by a comma and then Ames.

**Breakfast/Lunch/Dinner** –
What you spent on meals, if you were in travel status during a qualifying time.

**Mileage** –
Total distance of trip. (Note: If the trip was less than 100 miles, change the mileage rate to .55)

Click **Update/Refresh** to save your entries. Use **Continue To** to jump to the next entry day.

**Extra Data:**
Be sure to update the Depart Time, Return Time, Departure City and Destination City fields on each page.

Additionally, all mileage STARTS and ENDS at IOWA STATE UNIVERSITY without exception. Even if you leave directly from your home, mileage is calculated from the ISU campus.
Single Day Example

John Agronomist travels to Pisgah, Iowa to participate in the Amaranth Producers of America National Convention. He leaves at 7:15 AM and grabs some breakfast on the way.

After travelling the 138 miles to Pisgah, he enjoys the conference, including a provided lunch.

When the conference ends, John travels the 138 miles home, stopping in Carrol to pick up some supper. He arrives home at Iowa State University at 7:00 PM.

John enters the following:

- Depart Time: 7:15 AM
- Return Time: 7:00 PM
- Departure City: Ames
- Destination City: Pisgah, Ames
- Breakfast: $4.26
- Lunch: $0.00
- Dinner: $12.87
- Mileage: 276

John clicks the Update/Refresh button to save his entries and receives no errors.
Single Day Example

Since everything checks out, John is ready to move on to his next entry.

He enters the date in the Continue To: fields (remembering to click in each field to move the cursor) then clicks the Continue To: button.

John’s first entry in complete.
Mileage Only (Quick Version)

Depart Time –
When you left (closest 15 minute interval)

Return Time –
When you arrived back at campus

Departure City –
Ames

Destination City –
The city or location you travelled to, followed by a comma and then Ames.

Mileage –
Total distance of trip. (Note: If the trip was less than 100 miles, change the mileage rate to .55)

Click Update/Refresh to save your entries. Use Continue To: to jump to the next entry day.
Mileage Only
Example

John Agronomist travels to the Agronomy farm west of town to check on some field experiments and collect some samples. He leaves the building at 8:00 AM and returns at 1:00 PM.

John enters the following:
Depart Time: 8:00 AM
Return Time: 1:00 PM
Departure City: Ames
Destination City: Boone, Ames
Mileage: 23

John clicks the Update/Refresh button to save his entries and receives no errors.

John has another reimbursement to file. He enters the date in the Continue To: fields (remembering to click in each field to move the cursor) then clicks the Continue To: button.

John’s second entry in complete.
Overnight Travel
(Quick Version)

Depart Time –
When you left (closest 15 minute interval)

Return Time –
Set to Overnight since you did not return to campus

Departure City –
Ames

Destination City –
The city or location you travelled to. If you travelled to more than one location, enter additional cities separated by a comma.

Breakfast/Lunch/Dinner –
What you spent on meals, if you were in travel status during a qualifying time.

Mileage –
Total distance of trip that day.

Lodging –
Enter the cost of your hotel if applicable. You must also pick a Hotel in the Select Lodging Name drop down menu; Other is one of the options.

Click Update/Refresh to save your entries. Use Continue to Next Day button to complete the next day of your overnight travel.
Overnight Travel Example

John Agronomist travels to Dubuque to be the keynote speaker at the Society of the Advancement of Societies convention. He speaks at 5:00 in the evening so he doesn’t leave until 10:00 AM.

During his 192 mile drive to Dubuque, John picks up lunch in Waterloo. John arrives in Dubuque and checks into his hotel. At the conference that evening, John delivers a speech that moves the audience to tears, after which he enjoys the dinner provided by the conference.

John spends the night at the Holiday Inn Express.

John enters the following:
- Depart Time: 10:00 AM
- Return Time: Overnight
- Departure City: Ames
- Destination City: Dubuque
- Breakfast: 0.00
- Lunch: 5.31
- Dinner: 0.00
- Mileage: 192
- Lodging: 57.00 Holiday Inn - Holiday Inn Express

John clicks the Update/Refresh button to save his entries and receives no errors.

He then clicks Continue to Next Day to finish the entries for this trip.
(continued)

Overnight Travel Example

The following morning after a light breakfast, John travels 132 miles from Dubuque to Nashua for a field day. He eats lunch on the way.

When the field day ends, John gets in his car and heads home. After a 122 mile drive, he arrives on the ISU campus at 5:15 PM.

John enters the following:

- Depart Time: Overnight
- Return Time: 5:15 PM
- Departure City: Dubuque
- Destination City: Nashua, Ames
- Breakfast: 6.00
- Lunch: 7.10
- Dinner: 0.00
- Mileage: 260

John clicks the Update/Refresh button to save his entries and receives no errors.

If John has another reimbursement to file, he enters the date in the Continue To: fields (remembering to click in each field to move the cursor) then clicks the Continue To: button.
All Entries Completed: Finishing Up the Reimbursement Claim

To review your entries, go to the menu on the left hand side of the screen and select Daily Expense Detail under the Browse heading.

Note that at any time during the entry process you can browse to a past entry using this menu item.
Check your entries to be sure everything looks correct and for any missing days.

If you need to correct an entry, click on the Date link, make your corrections, click the Update/Refresh button to save your work and return to this screen.

Once everything is correct, go to the left hand menu and select the Allocate Expenses menu item under the Process Travel heading.
This is the page where you enter the account number that will pay for the expenses.

If all expenses will be paid for with a single account, you do not need to fill in the amount.

If you need to split expenses among accounts, use the additional entry spaces. Any questions talk to Mary Davis.
An example with the fund account information filled in. You may or may not have a section and project number for your account.

When you are finished, click the Allocate Now button.
If everything is still correct, go to the menu on the left hand side of the screen and click on Daily Expense Detail menu item under the Browse Heading.
Attach **ALL** original receipts relevant to your reimbursement request, regardless of amount, to the print out. Send to Mary Davis.

Once you have printed this screen, click on the **Go to Confirmation Screen** button.
Click the Confirm button to route the reimbursement request to Mary Davis.
Final Notes

If you would like to input your reimbursement throughout the month or stop and come back to your reimbursements at a later time, simply stop before completing any of the procedures that follow page 18.

When you are ready to input more information, follow the direction on pages 1-3, then click the **Prev Rmbs** button. A listing will follow with a listing of your reimbursement requests. Click on the Rmbs # that corresponds with the reimbursement you would like to add further information to.