

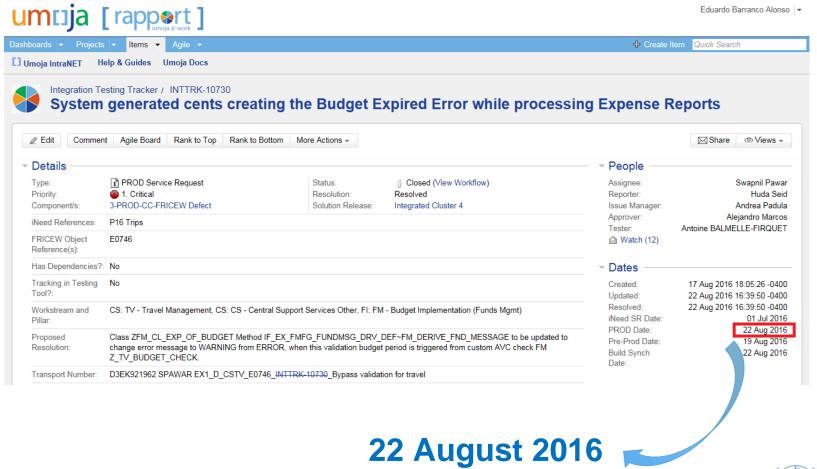
Travel Outreach Programme

21 September 2016



P16 Procedures

INTTRK – 10730 which fixes more than 50% of the issues



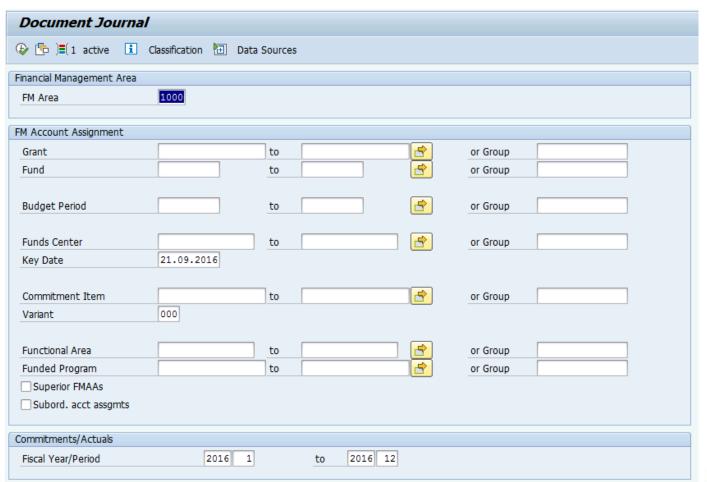




P16 Procedures

FMRP_RFFMEP1AX – Report.

Do I still have the commitments?

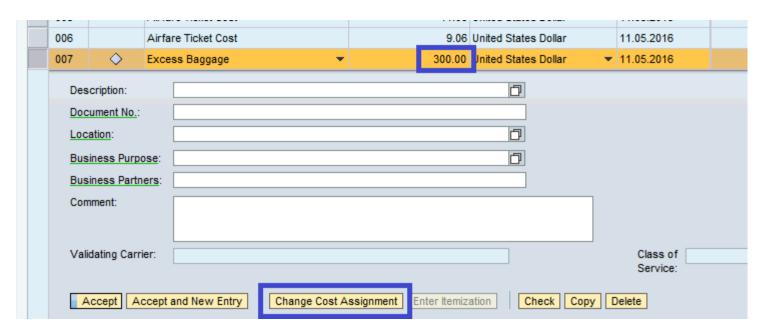






1. Foreign Currency

- New expenses in the Expense Report
 - 1. Change the Cost Assignment at the line level
 - 2. Enter the amount in USD







1. Foreign Currency

➤ <u>Ticket Costs</u>

When the revaluation of the currency during the Expense Report is higher that the amount approved

26 July 2016 Travel Request Approval	20 September 2016 Expense Report Creation
600 CHF = 604.74 USD	600 CHF = 613.10 USD
Where do we charge the additional \$8.36 USD?	

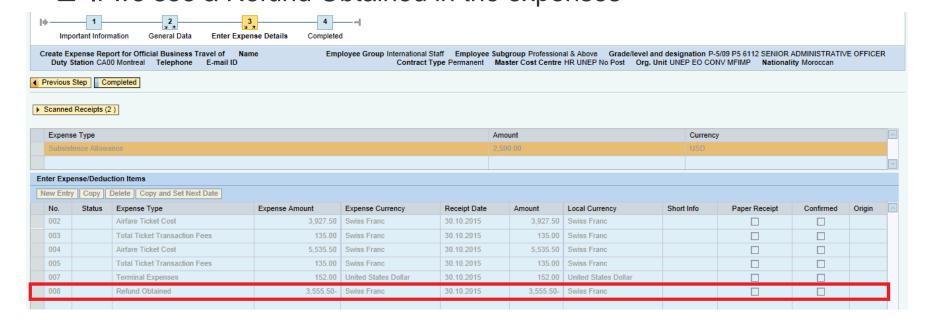






2. Ticket Liquidation (REFO)

➤ If the ticket liquidation comes before the Expense Report
 □ If we see a Refund Obtained in the expenses



- > SAP has been notify of the issue
- INTTRK-10851



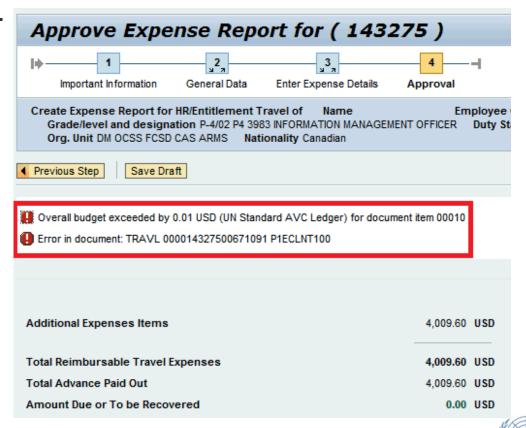


3. Overall budget exceeded by 0.01

Even though the travel request was approved and the commitments created, the system revaluates the total amount of the trip and checks if

there is budget available.

- In this case, it is necessary to create a Work Order.
- ➤ It will be fixed with INTTRK-10850





Ticket Invoice Settlement Using Expired Funds (P16, B15)

Scenario	Description
Ticket Invoice exactly matches booked ticket amount	Scenario: Booked Ticket Costs = \$1000 Billed Ticket Invoice = \$1000
	Invoice Process
	Invoice automatically matched and posted for payment to the travel agent
Ticket Invoice is higher than the booked ticket	Scenario: Booked Ticket Costs = \$1200 Billed Ticket Invoice = \$1210 Tolerance= \$100 Invoice Process
amount but within tolerance	 Invoice automatically matched and posted for payment to the travel agent. Adjustment of the additional amount i.e. \$10 is to done manually through JV





Ticket Invoice Settlement Using Expired Funds (P16, B15)

Scenario	Description
	Scenario: Booked Ticket Costs = \$500 Billed Ticket Invoice = \$2000 Tolerance= \$100
	Invoice Process
Ticket Invoice is	Invoice upload not possible.Amendment not possible.
higher than the booked ticket plus tolerance amount	Long term solution would allow amendment to charge difference to a separate coding block. Until then, two work-arounds available:
	1) Invoice will be uploaded matching the booked ticket amount i.e. \$500.
	 The difference of \$1500 can be processed using a JV by the Ticket Billing Processor following offline approval by TPO Or
umija it's happening	3) Raise a separate travel request for \$1500 and split the invoice against the two trips

P16 Procedures – Final remarks

- 1. It is not possible to upload an invoice higher than the booked ticket costs plus the tolerance amount against a budget period that is already closed.
- 2. TPOs are not able to amend a Travel Request after the budget period is closed. Accounts will need to adjust the invoices manually through JV.
- 3. It is not possible to approve a Travel Request with P16 after 30th June 2016. For example, accepting a lump-sum after that date.
- 4. There are still 3 issues related to P16 being fixed:
 - a) Foreign Currency
 - b) Ticket Liquidation (REFO)
 - c) Overall budget exceeded by 0.01



