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## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Purpose

Use this procedure if the Approver Rejects a Trip and no further action is required, the Site Travel Specialist or Central Travel Support Specialist must delete the rejected Travel Request in order to Liquidate the Business Trip Commitment ( Pre- Encumbrance)

### Trigger

Perform this procedure when Travel Expense Report to is Rejected from Approver's Universal Work List, and the Rejected Travel Expense Report is Deleted to liquidate the Business Trip Commitments( Pre-Encumbrance).

### Prerequisites

- Personnel Number/PERNR
- Trip Number

### Menu Path

Use the following menu path(s) to begin this transaction:

- Travel → Process Transactions → Process Travel Expense Report
- Universal Worklist → Universal Worklist

### Transaction Code

PR05

### Helpful Hints

- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:



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Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action <b>MUST BE</b> completed.
Critical		Indicates that an action <b>MUST NOT BE</b> completed.
Shortcut		Indicates a shortcut to a process.



## Business Process Procedure

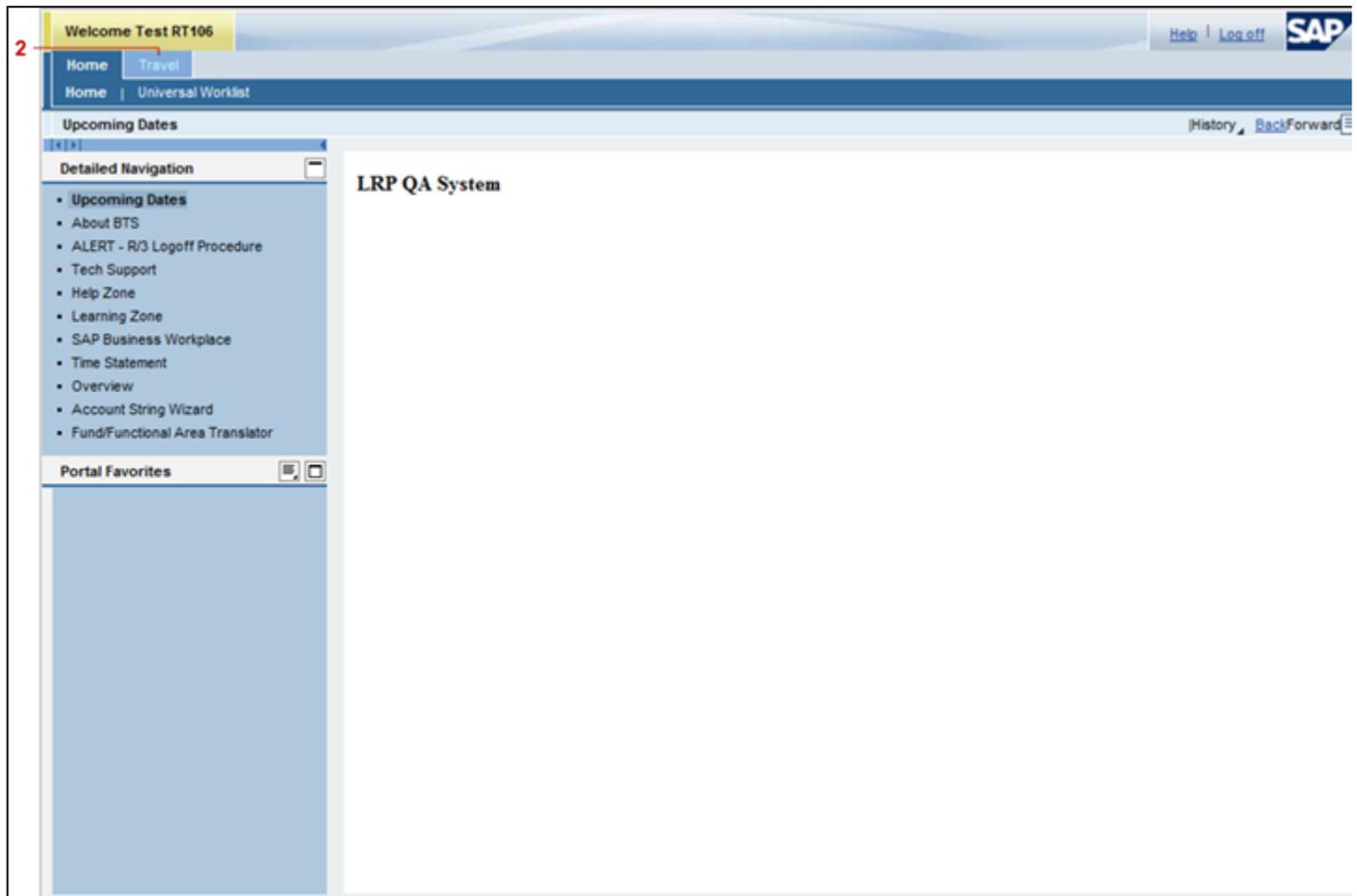
Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Procedure

1. Start the transaction using the menu path or transaction code.

#### Upcoming Dates - SAP NetWeaver Portal



2. Click on **Travel** tab to Create a Travel Expense Report

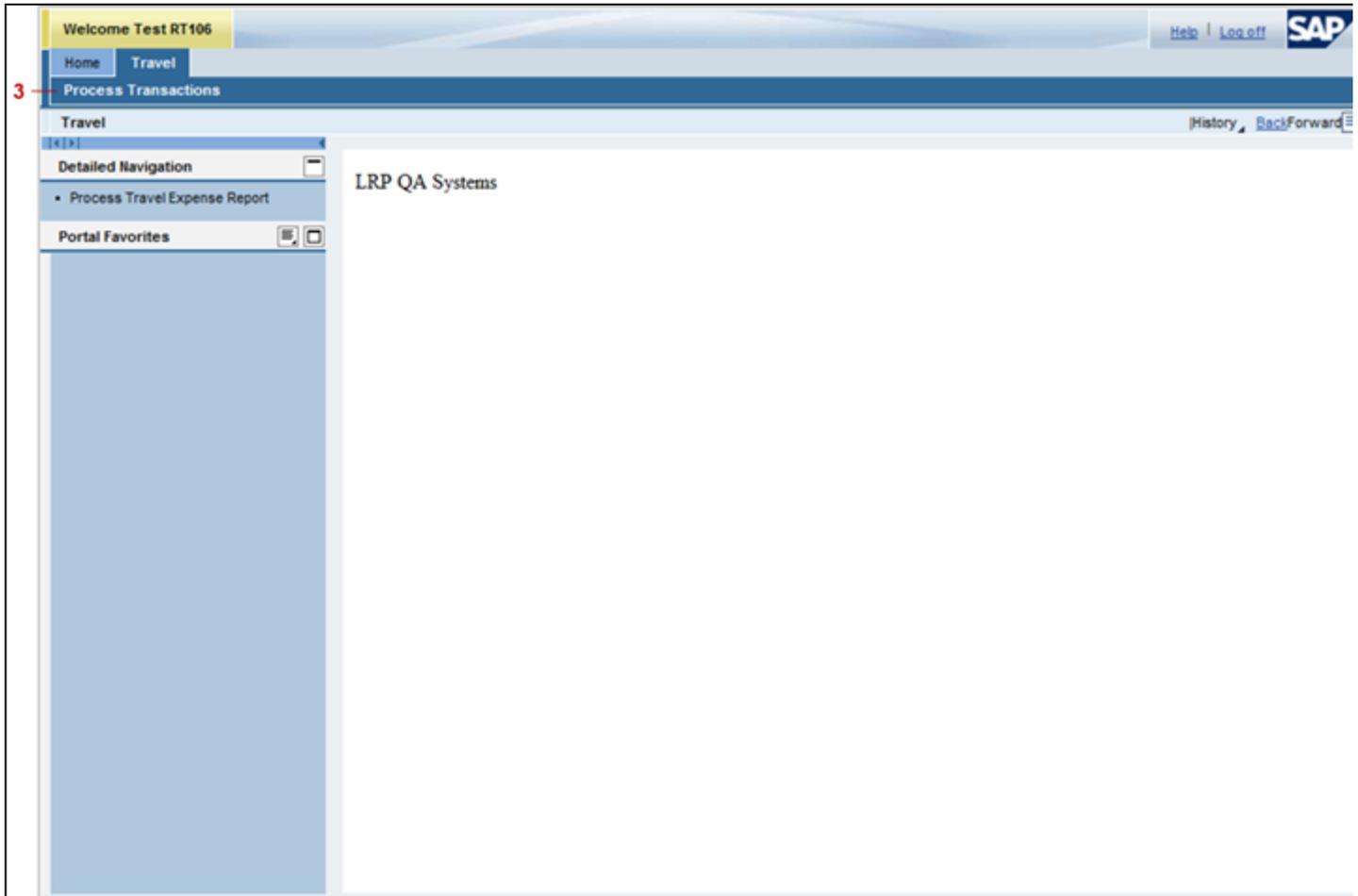


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### Travel - SAP NetWeaver Portal



3. Click on **Process Transactions** tab to Create Travel Expense Report



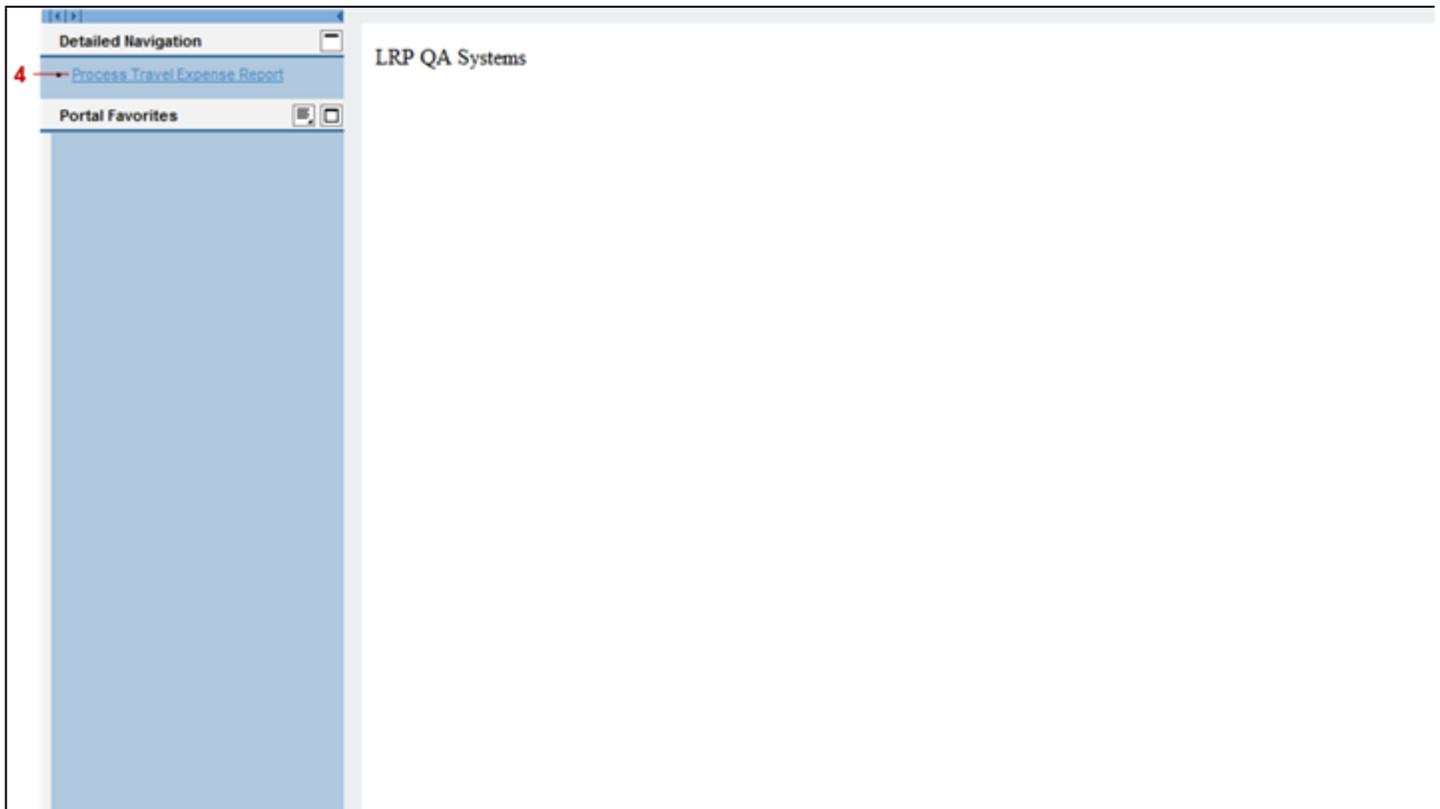
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## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

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### Travel - SAP NetWeaver Portal



4. Click on [Process Travel Expense Report](#) tab to create Travel Expense Report

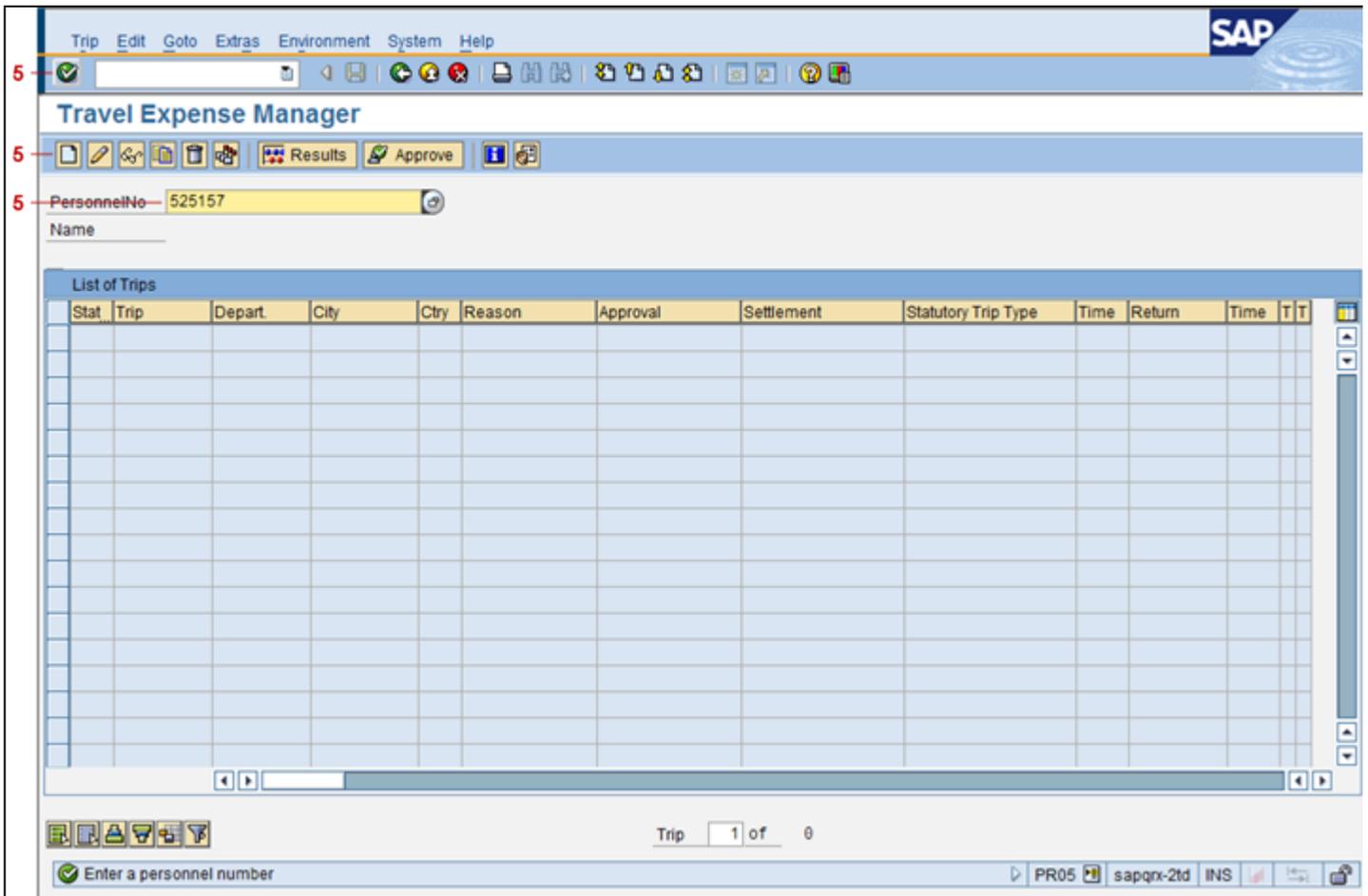


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### Travel Expense Manager



5. Perform one of the following:

If	Then	Go To
	Click on Enter  button to accept Personnel Number and continue	<a href="#">Step 6</a>
	Click and type the Employee Traveler's PersonnelNo in the text box. For example <span style="border: 1px solid black; padding: 2px;">525157</span>	<a href="#">Step 6</a>



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Click on Create  button to create a Travel Request

[Step 6](#)

### Central Office Traveler, PersNo. 525157

**Central Office Traveler, PersNo. 525157**

General Trip Data

From: 03/14/2013 08:00 Reason: Science Conference  
 End: 03/15/2013 11:30 City: Los Angeles  
 Country: US Region: CA  
 Posting Date: 05/06/2013

PD/FR Reimbursement  
 M1: 45  
 TTy: S 1 TAc: A

Alternative Cost Assignment for Entire Trip, if Different to Master CA  
 100%

No	R	ExpTy	Name	Pa	Amount	Curncy	Exch. Rate	Acco	Date	Info	N
001	◇	CONP	District PrePal...	✓	125.00	USD	1.00000	USD	03/14/2013	P-Card	
002	◇	FDPD	Full Day Per Di...	□	49.00	USD	1.00000	USD	03/14/2013		
003	◇	HDPD	Half Day Per D...	□	24.50	USD	1.00000	USD	03/14/2013		
004	◇	MISC	Other Expenses	✓	35.00	USD	1.00000	USD	03/14/2013		
005				□		USD		USD	03/14/2013		
006				□		USD		USD	03/14/2013		
007				□		USD		USD	03/14/2013		
008				□		USD		USD	03/14/2013		

6. Click on Save button  to Save the Travel Request and Display the list of Approvers



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### Central Office Traveler, PersNo. 525157

Central Office Traveler, PersNo. 525157

7 You must click on Save Approvers button to complete the transaction

Personnel No.	Trip Number	Start Date	End Date
525157	90000098	03/14/2013	03/15/2013

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted Time
First Approver						00:00:00	
	TRAVELWF_1	TRAVELWF_1	1006701			00:00:00	

Reviewers Preview	UserID	Name	Position	Location of Position
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User Comments

Comments History

7. Click on button. In this Example "TravelWF\_1" is the Approver



## Business Process Procedure

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### Travel Expense Manager

The screenshot shows the SAP Travel Expense Manager interface. At the top, there is a menu bar with options: Trip, Edit, Goto, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main area displays the following information:

PersonnelNo: 525157  
 Name: Central Office Traveler  
 Job: FT Hourly mthly  
 Organization: LAUSD  
 Regular/Permanent: Regular/Permanent  
 DD-Office, Technical & ...

A table titled "List of Trips" is displayed with the following columns: Stat, Trip, Depart, City, Ctry, Reason, Approval, Settlement, Reimburse. Amount, Curr., Statutory Trip Type, and Time. The table contains 8 rows of data:

Stat	Trip	Depart	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
	90000096	04/15/2013	Dallas	US	SAPPHIRE ANN...	Request Recorded	Open	665.58	USD	Out of State Travel	09:00
	90000098	03/14/2013	Los Angeles	US	Science Confere...	Request Recorded	Open	133.93	USD	Local Travel	08:00
	90000089	03/12/2013	Miami	US	SAPPHire Annual	Request Recorded	Open	212.63	USD	Out of State Travel	08:00
	90000088	03/10/2013	Houston	US	Out of State Test1	Request Recorded	Open	0.57	USD	Out of State Travel	08:00
	90000090	03/08/2013	Dallas	US	Test	Request Recorded	Open	2.56	USD	Out of State Travel	08:00
	90000078	03/06/2013	Dallas	US	Test	Request Recorded	Open	1.56	USD	Out of State Travel	08:00
	90000081	03/04/2013	Dallas	US	BPP-CO Test1	Request Recorded	Open	0.56	USD	Out of State Travel	08:00
	90000080	03/02/2013	Dallas	US	BPP-CO Test	Request Recorded	Open	0.56	USD	Out of State Travel	08:00

At the bottom of the screen, a status bar shows "Trip 0090000098 was saved" with a green checkmark icon. The status bar also displays "PR05", "sapqrx-2td", and "INS".

8. Trip 0090000098 was saved  Trip 0090000098 was saved



Make sure the Trip was saved in Request Recorded status



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### Travel Expense Manager

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PersonnelNo: 525157  
 Name: Central Office Traveler  
 Job: FT Hourly mthly  
 Location: LAUSD  
 Regular/Permanent: Regular/Permanent  
 DD-Office, Technical & ...

A table titled "List of Trips" is shown with the following columns: Stat, Trip, Depart., City, Ctry, Reason, Approval, Settlement, Reimburse. Amount, Curr., Statutory Trip Type, and Time. The table contains 8 rows of data:

Stat	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
	90000096	04/15/2013	Dallas	US	SAPPHIRE ANN...	Request Recorded	Open	665.58	USD	Out of State Travel	09:00
	90000098	03/14/2013	Los Angeles	US	Science Confere...	Request Recorded	Open	133.93	USD	Local Travel	08:00
	90000089	03/12/2013	Miami	US	SAPPHire Annual	Request Recorded	Open	212.63	USD	Out of State Travel	08:00
	90000088	03/10/2013	Houston	US	Out of State Test1	Request Recorded	Open	0.57	USD	Out of State Travel	08:00
	90000090	03/08/2013	Dallas	US	Test	Request Recorded	Open	2.56	USD	Out of State Travel	08:00
	90000078	03/06/2013	Dallas	US	Test	Request Recorded	Open	1.56	USD	Out of State Travel	08:00
	90000081	03/04/2013	Dallas	US	BPP-CO Test1	Request Recorded	Open	0.56	USD	Out of State Travel	08:00
	90000080	03/02/2013	Dallas	US	BPP-CO Test	Request Recorded	Open	0.56	USD	Out of State Travel	08:00

At the bottom of the interface, there is a status bar showing "Trip 1 of 8" and a transaction code "PR05".

- Select and Double Click on Trip Number to Attach the appropriate Documents. In this Example select Trip Number. 



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Central Office Traveler, PersNo. 525157, Trip No. 90000098

The screenshot shows the SAP Central Office Traveler interface for trip No. 90000098. The top navigation bar includes buttons for Simulate, Approve, Trip Status, Account Assignment, and History. The main area is divided into sections for General Trip Data and PD/FR Reimbursement. The General Trip Data section includes fields for From/End dates, Reason (Science Conference), City (Los Angeles), Country (US), Region (CA), and Posting Date (05/06/2013). The PD/FR Reimbursement section includes M1 (45), TTy.S (1), and TAc (A). Below these sections is a table of expenses with columns for No., R., ExpTy, Name, Pa., Amount, Currency, Exch. Rate, Acco., Date, Info, and N.

No.	R.	ExpTy	Name	Pa.	Amount	Currency	Exch. Rate	Acco.	Date	Info	N
001	CONP		District PrePai...	<input checked="" type="checkbox"/>	125.00	USD	1.00000	USD	03/14/2013	P-Card	
002	FDPD		Full Day Per Di...	<input type="checkbox"/>	49.00	USD	1.00000	USD	03/14/2013		
003	HDPD		Half Day Per D...	<input type="checkbox"/>	24.50	USD	1.00000	USD	03/14/2013		
004	MISC		Other Expenses	<input checked="" type="checkbox"/>	35.00	USD	1.00000	USD	03/14/2013		
005				<input type="checkbox"/>		USD		USD	03/14/2013		
006				<input type="checkbox"/>		USD		USD	03/14/2013		
007				<input type="checkbox"/>		USD		USD	03/14/2013		
008				<input type="checkbox"/>		USD		USD	03/14/2013		

10. Click on control  button to Attach appropriate Document



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

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Central Office Traveler, PersNo. 525157, Trip No. 9000098

The screenshot shows the SAP Central Office Traveler interface for PersNo. 525157 and Trip No. 9000098. A menu is open over the 'Create...' button, with 'Create Attachment' selected. Below the menu, a table displays trip segments with columns for No, R, ExpTy, Name, Pa, Amount, Currecy, Exch. Rate, Acco, Date, Info, and N.

No	R	ExpTy	Name	Pa	Amount	Currecy	Exch. Rate	Acco	Date	Info	N
001	◇	CONP	District PrePai...	<input checked="" type="checkbox"/>	125.00	USD	1.00000	USD	03/14/2013	P-Card	
002	◇	FDPD	Full Day Per Di...	<input type="checkbox"/>	49.00	USD	1.00000	USD	03/14/2013		
003	◇	HDPD	Half Day Per D...	<input type="checkbox"/>	24.50	USD	1.00000	USD	03/14/2013		
004	◇	MISC	Other Expenses	<input checked="" type="checkbox"/>	35.00	USD	1.00000	USD	03/14/2013		
005				<input type="checkbox"/>		USD		USD	03/14/2013		
006				<input type="checkbox"/>		USD		USD	03/14/2013		
007				<input type="checkbox"/>		USD		USD	03/14/2013		
008				<input type="checkbox"/>		USD		USD	03/14/2013		

11. Click on Create... → Create Attachment menu item Create Attachment

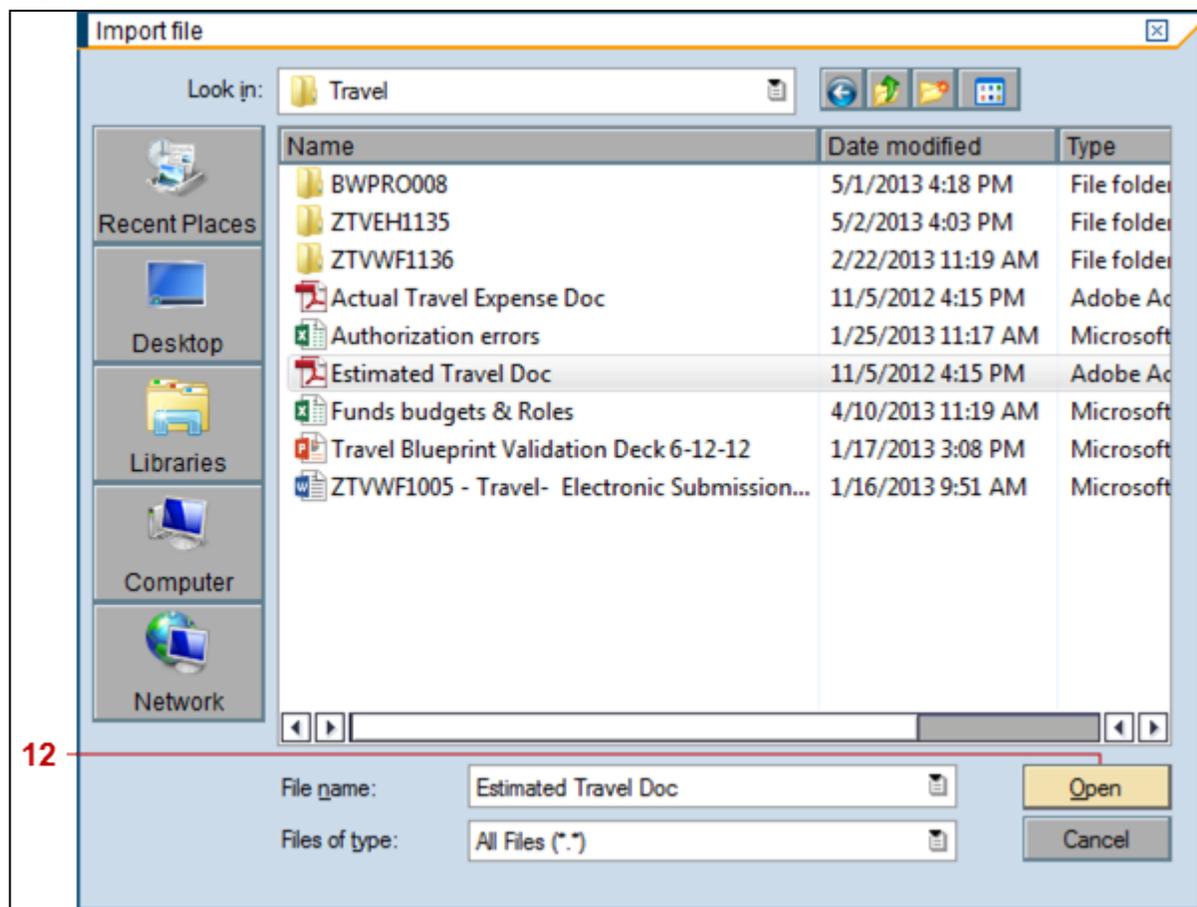


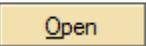
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### Import file



12. Select the Document from local Computer and Click on  button to attach the document to Travel Request.



## Business Process Procedure

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Central Office Traveler, PersNo. 525157, Trip No. 9000098

The screenshot displays the SAP Travel Management interface for a specific trip. The title bar reads "Central Office Traveler, PersNo. 525157, Trip No. 9000098". The interface includes several tabs: "Simulate", "Approve", "Trip Status", "Account Assignment", and "History".

**General Trip Data:**

- From: 03/14/2013 08:00
- End: 03/15/2013 11:30
- Reason: Science Conference
- City: Los Angeles
- Country: US, Region: CA
- Posting Date: 05/06/2013

**PD/FR Reimbursement:**

- M1: 45
- TTy. S: 1
- TAc: A

**Alternative Cost Assignment for Entire Trip, If Different to Master CA:**

- 100%
- Cost Distribution

**Table of Expenses:**

No	R	ExpTy	Name	Pa	Amount	Currency	Exch. Rate	Acco.	Date	Info	N
001	CONP		District PrePai...	<input checked="" type="checkbox"/>	125.00	USD	1.00000	USD	03/14/2013	P-Card	
002	FDPD		Full Day Per Di...	<input type="checkbox"/>	49.00	USD	1.00000	USD	03/14/2013		
003	HDPD		Half Day Per D...	<input type="checkbox"/>	24.50	USD	1.00000	USD	03/14/2013		
004	MISC		Other Expenses	<input checked="" type="checkbox"/>	35.00	USD	1.00000	USD	03/14/2013		
005				<input type="checkbox"/>		USD		USD	03/14/2013		
006				<input type="checkbox"/>		USD		USD	03/14/2013		
007				<input type="checkbox"/>		USD		USD	03/14/2013		
008				<input type="checkbox"/>		USD		USD	03/14/2013		

At the bottom of the screenshot, a status bar shows a green checkmark icon and the message: "13 The attachment was successfully created". The status bar also includes the transaction code "PR05" and other system information.

13. The attachment was successfully created The attachment was successfully created .

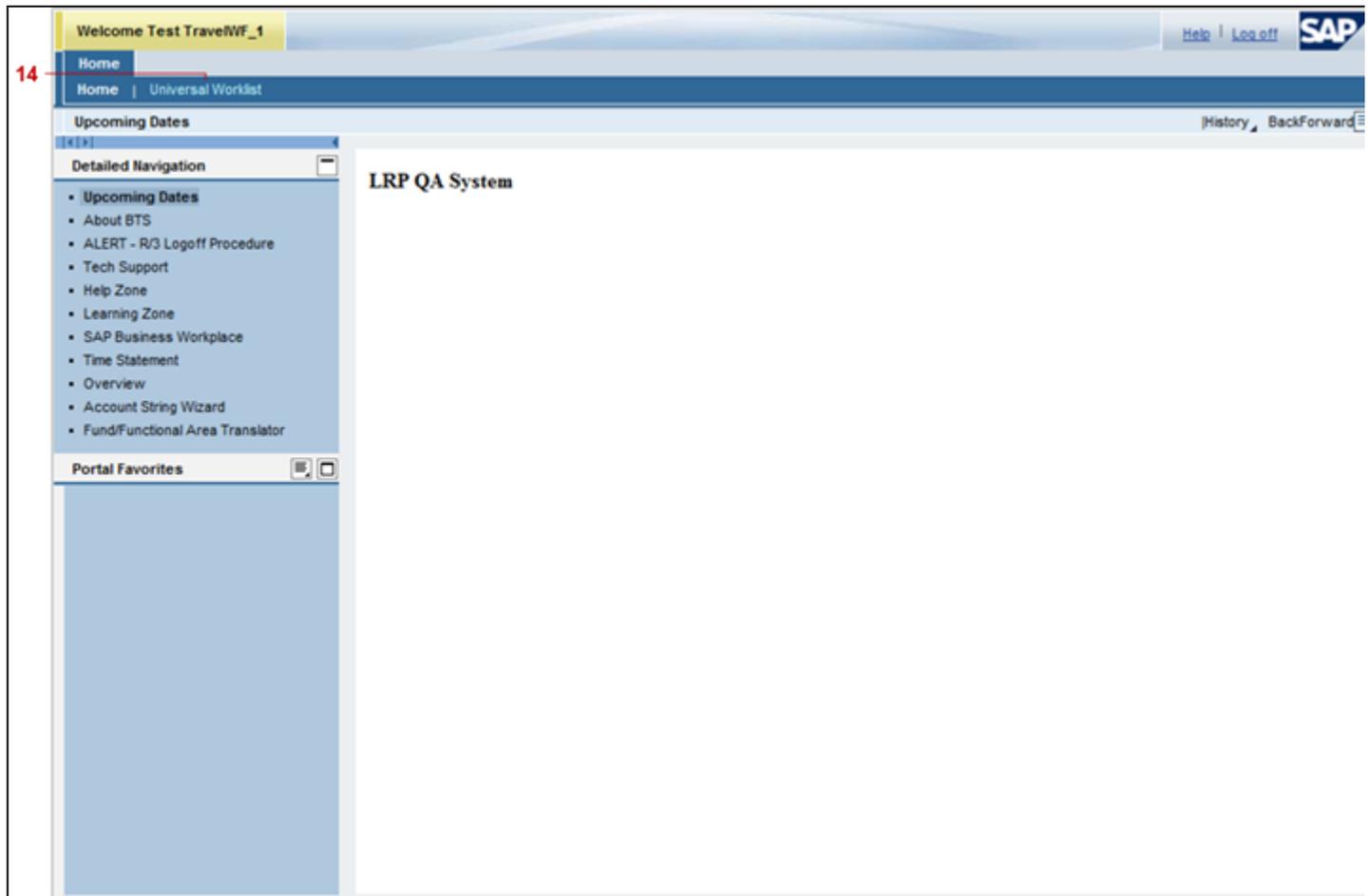


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### Upcoming Dates - SAP NetWeaver Portal



14. Login with Approver's Credentials (In this example Approver: TravelWF\_1) and Click on [Universal Worklist](#) to display the list of Tasks awaiting Approval



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

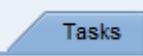
Transaction Code: PR05

### Universal Worklist - SAP NetWeaver Portal

The screenshot displays the SAP NetWeaver Portal's Universal Worklist. The left sidebar shows the navigation menu with 'Universal Worklist' selected. The main content area is titled 'Tasks' and contains a table of tasks. A red arrow points to the 'Universal Worklist' menu item. A red box highlights the 'Tasks' tab in the top navigation bar. Below the table, the details for the selected task are shown.

Subject	From	Sent Date	Priority	Due Date	Status
Approve Travel Request 0090000089 from 00525157	RT106, Test	Today	Medium		New
Approve Travel Request 0090000096 from 00525157	RT106, Test	May 3, 2013	Medium		New
Approve Travel Request 0090000088 from 00525157	RT106, Test	May 3, 2013	Medium		New
Approve Travel Request 0050000020 from 00675467	RT104, Test	Apr 29, 2013	Medium		In Progress
Approve Travel Request 0050000009 from 00675467	RT104, Test	Apr 26, 2013	Medium		In Progress
Approve Travel Request 0090000100 from 00670996	Wing, Mathew	Apr 23, 2013	Medium		New
Approve Travel Request 0270000090 from 00585089	KAPOOR, Raj	Apr 6, 2013	Medium		New
Approve Travel Request 0090000095 from 00803165	RT106, Test	Apr 6, 2013	Medium		In Progress
Approve Travel Request 0090000081 from 00525157	RT106, Test	Mar 25, 2013	Medium		New
Approve Travel Request 0090000084 from 00676642	RT106, Test	Mar 22, 2013	Medium		In Progress

**Approve Travel Request 0090000089 from 00525157**  
Sent Date: Today By RT106, Test      Priority: Medium  
Status: New  
Description: Approve Travel Request 0090000089 from 00525157 Central Office Traveler

15. List of Tasks awaiting Approval is displayed under  tab



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Universal Worklist - SAP NetWeaver Portal

Cannot connect to the provider

Tasks (14 / 21) Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks (14 / 21) All Create Task

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Approve Travel Request 0090000098 from 00525157</a>	RT106, Test	Today	Medium		New
<a href="#">Approve Travel Request 0270000092 from 00585089</a>	KAPOOR, Raj	Today	Medium		New
<a href="#">Approve Travel Request 0090000089 from 00525157</a>	RT106, Test	Today	Medium		New
<a href="#">Approve Travel Request 0090000096 from 00525157</a>	RT106, Test	May 3, 2013	Medium		New
<a href="#">Approve Travel Request 0090000088 from 00525157</a>	RT106, Test	May 3, 2013	Medium		New
<a href="#">Approve Travel Request 0050000020 from 00675467</a>	RT104, Test	Apr 29, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0050000009 from 00675467</a>	RT104, Test	Apr 26, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0090000100 from 00670996</a>	Wing, Mathew	Apr 23, 2013	Medium		New
<a href="#">Approve Travel Request 0270000090 from 00585089</a>	KAPOOR, Raj	Apr 6, 2013	Medium		New
<a href="#">Approve Travel Request 0090000095 from 00803165</a>	RT106, Test	Apr 6, 2013	Medium		In Progress

**Approve Travel Request 0090000098 from 00525157**  
Sent Date: Today By RT106, Test Priority: Medium  
Status: New  
Description: Approve Travel Request 0090000098 from 00525157 Central Office Traveler

16. Select the Trip Number and Click on Approve Travel Request Number. In this example Trip Number 0090000098 from 00525157 link [Approve Travel Request 0090000098 from 00525157](#).



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### SAP

The screenshot shows the SAP PR05 transaction interface. At the top, there are fields for Personnel No. (525157), Trip Number (90000098), Start Date (03/14/2013), and End Date (03/15/2013). Below these are buttons for 'Add Approver' and 'Delete Approver'. A table titled 'Approvers Preview' shows one entry for 'First Approver' with User ID 'TRAVEL... TRAVELWF\_1' and Location '1006701'. The status is 'OOO' and the acted time is '00:00:00'. Below this is a section for 'Reviewers Preview' with buttons for 'Add Reviewer' and 'Delete Reviewer'. At the bottom, there are sections for 'User Comments' and 'Comments History', both with icons for adding and deleting comments. The bottom toolbar contains 'Approve', 'Reject', and 'Save Approvers/Reviewers' buttons.

17. Double-click on Trip Number. In this example  to display Trip Details.



## Business Process Procedure

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Central Office Traveler, PersNo. 525157, Trip No. 90000098

The screenshot shows the SAP Central Office Traveler interface for a specific trip. The title bar indicates the trip details: "Central Office Traveler, PersNo. 525157, Trip No. 90000098". The interface includes a menu bar (Trip, Edit, Goto, Extras, System, Help) and a toolbar with various icons. A red arrow labeled "18" points to a control tab icon in the toolbar. Below the title bar, there are tabs for "Simulate", "Account Assignment", "History", and "Info". The main content area is divided into several sections: "General Trip Data" (From: 03/14/2013 08:00, End: 03/15/2013 11:30, Reason: Science Conference, City: Los Angeles, Country: US, Region: CA, Posting Date: 05/06/2013), "PD/FR Reimbursement" (M1: 45, TTy. S: 1, Tac: A), and "Alternative Cost Assignment for Entire Trip, If Different to Master CA" (100%). Below these sections are tabs for "Receipts", "Trip Segments", and "Comments". The "Trip Segments" tab is active, displaying a table of expenses:

No	R	ExpTy	Name	Pa	Amount	Currency	Exch. Rate	Acco	Date	Info	N
001	◇	CONP	District PrePai...	<input checked="" type="checkbox"/>	125.00	USD	1.00000	USD	03/14/2013	P-Card	
002	◇	FDPD	Full Day Per Di...	<input type="checkbox"/>	49.00	USD	1.00000	USD	03/14/2013		
003	◇	HDPD	Half Day Per D...	<input type="checkbox"/>	24.50	USD	1.00000	USD	03/14/2013		
004	◇	MISC	Other Expenses	<input checked="" type="checkbox"/>	35.00	USD	1.00000	USD	03/14/2013		
005				<input type="checkbox"/>	0.00	USD		USD	03/14/2013		
006				<input type="checkbox"/>	0.00	USD		USD	03/14/2013		

The status bar at the bottom shows the transaction code "PR05", the user "sapqrx-2td", and the role "INS".

18. Click on control tab  to display attached documents



## Business Process Procedure

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Central Office Traveler, PersNo. 525157, Trip No. 90000098

The screenshot shows the SAP Central Office Traveler interface. A menu is open over the 'Attachment list' button, with 'Attachment list' highlighted in orange. The menu items are: Create..., Attachment list, Private note, Send, Relationships, Workflow, My Objects, and Help for object services. The background shows the main form with fields for 'Science Conference', 'Los Angeles', 'US Region CA', 'Date 05/06/2013', and 'PD/FR Reimbursement' (M1 45, TTy. S 1, Tac A). Below the form is a table with columns: No, R, ExpTy, Name, Pa, Amount, Curren, Exch. Rate, Acco, Date, Info, N.

No	R	ExpTy	Name	Pa	Amount	Curren	Exch. Rate	Acco	Date	Info	N
001	◇	CONP	District PrePai...	<input checked="" type="checkbox"/>	125.00	USD	1.00000	USD	03/14/2013	P-Card	
002	◇	FDPD	Full Day Per Di...	<input type="checkbox"/>	49.00	USD	1.00000	USD	03/14/2013		
003	◇	HDPD	Half Day Per D...	<input type="checkbox"/>	24.50	USD	1.00000	USD	03/14/2013		
004	◇	MISC	Other Expenses	<input checked="" type="checkbox"/>	35.00	USD	1.00000	USD	03/14/2013		
005				<input type="checkbox"/>	0.00	USD		USD	03/14/2013		
006				<input type="checkbox"/>	0.00	USD		USD	03/14/2013		

19. Click on Attachment list menu item **Attachment list**.



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### Service: Attachment list

AttachmentFor0090000098

Icon	Title	Creator Name	Created On
	Estimated Travel Doc	RT106 Test User	05/06/2013

20. Double-click on Attached document title. In this example double-click on **Estimated Travel Doc** to display the Attached document



## Business Process Procedure

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### Estimated Travel Doc [Compatibility Mode] - Word

21

The screenshot shows a PDF document titled 'Estimated Travel Doc.pdf' in Adobe Reader. The form is for the Los Angeles Unified School District and is titled 'REQUEST FOR TRAVEL AND ATTENDANCE AT CONFERENCE, CONVENTION OR MEETING'. The form includes fields for employee information, travel details, and expenses. A red line with the number '21' points to the top left corner of the form area.

**Request for Travel and Attendance at Conference, Convention or Meeting**

Agency (Complete Travel Expense Claim Form for reimbursement)  
 No Expense HR0065

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

Name (Print) [Redacted] (PO) [Redacted] (Last) [Redacted]  
 District Employee  District Parent  Director/Consultant  
 Employee Number: [Redacted] Job Class Code: [Redacted] Title: [Redacted] Local District Office: HR  
 School/Office Name: HR Certificated Workforce Management & Qualifications Location/Organization Code: [Redacted]  
 Work Telephone No.: (714) 241-5300 Fax No.: [Redacted] Email: [Redacted]

Travelers must meet the guidelines of Bulletin 4037.5 - District Policy for Travel and Attendance at Conferences, Conventions, or Meetings. For information regarding per diem, please see section 455. Applicable Expenses Guidelines, section 6 Per Diem. Only conference registration fees may be paid on the P-Card. No other travel related expenses may be paid on the P-Card. The travel account may only be used with River City Travel. Reimbursement for conference registration fees on the P-Card and have account is in object code 5252.

**TRAVEL & CONFERENCE ATTENDANCE INFORMATION**

(\*) Check appropriate box describing the travel and/or conference:  
 Requested by Superintendant  
 Requested by School/Office  
 Requested by Local District Office  
 Self Initiated (include reasons for this request with attached)  
 California Beginning Unit  
 Other: \_\_\_\_\_

Number of vehicles requested: 1  
 Do you have an additional assignment with LAUSD?  Yes  No  
 If yes, recorder must submit a copy of this form to the appropriate administrator at the other site.  
 Will a paid substitute be required?  Yes  No  
 If yes, indicate the funds for the substitute:  

Title	Address	Location/Organization	Payment

**LOCATION OF TRAVEL/CONFERENCE ATTENDANCE:**  
 (Attach documentation)  
 Name: Commission on Teacher Credentialing  
 Address: 300 Capitol Avenue  
 City: Sacramento State CA 95833  
 Within 45 miles of principal place of work or home?  Yes  No

**CONFERENCE REGISTRATION FEES:**  
 \$ \_\_\_\_\_ (\*)-Card may be used & must comply with Object 5252  
 (\*) Method of Payment:  P-Card  Expense  PO # \_\_\_\_\_  
 (\*) Check appropriate box describing expenses to be paid:  
 Local District Office  Local District Office  Individual/Other: \_\_\_\_\_  
 Name: [Redacted]  
 Address: 303 S. Broadway  
 City: Los Angeles  
 State: CA Zip: 90017  
 Telephone No: (213) 241-5300 Email: \_\_\_\_\_

**AUTHORIZED TRAVEL DATES:** (Not to exceed City Travel to 874-44-1000)  
 Departure: Date: 08/11/12 Time: 4:25 PM  AM  PM  
 Return: Date: 08/12/12 Time: 7:00 PM  AM  PM  
 (Indicate if ACER):  Yes  No  
 (\*) Method of Payment:  Travel Account  Other: \_\_\_\_\_

**NOTE:**  
 (If requesting hotel preference, provide hotel information and include receipts with attached documentation.)  
 RENTAL CAR:  Yes (Pre-approval required)  No

**FUNDS ENCUMBRANCE:** Funds must be available at time of travel for encumbrance. The exact source of funds must be utilized for book and

**TOTAL ESTIMATED EXPENSES:** \$ 211.70

21. The attached Document displayed .



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Service: Attachment list

The screenshot shows a window titled "Service: Attachment list" with a toolbar and a table. The table has the following data:

Icon	Title	Creator Name	Created On
	Estimated Travel Doc	RT106 Test User	05/06/2013

At the bottom left of the window, there are two buttons: a green checkmark button and a grey 'X' button. A red number "22" is positioned to the left of these buttons.

22. Click on Enter button to Continue



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

Central Office Traveler, PersNo. 525157, Trip No. 90000098

The screenshot shows the SAP Central Office Traveler interface for a specific trip. The title bar indicates the trip details: "Central Office Traveler, PersNo. 525157, Trip No. 90000098". The interface includes a menu bar (Trip, Edit, Goto, Extras, System, Help) and a toolbar with various icons. Below the title bar, there are buttons for "Simulate", "Account Assignment", "History", and "i".

The main content area is divided into several sections:

- General Trip Data:** Includes fields for "From" (03/14/2013 00:00), "End" (03/15/2013 11:30), "Reason" (Science Conference), "City" (Los Angeles), "Country" (US), "Region" (CA), and "Posting Date" (05/06/2013).
- PD/FR Reimbursement:** Includes fields for "M1" (45), "TTy. S" (1), and "TAc" (A).
- Alternative Cost Assignment for Entire Trip, If Different to Master CA:** Shows a value of "100%" and a "Cost Distribution" button.
- Navigation Tabs:** "Receipts", "Trip Segments", and "Comments".
- Table:** A table with columns: No, R, ExpTy, Name, Pa, Amount, Currency, Exch. Rate, Acco, Date, Info, N. The table contains 6 rows of expense data.

No	R	ExpTy	Name	Pa	Amount	Currency	Exch. Rate	Acco	Date	Info	N
001	◇	CONP	District PrePai...	<input checked="" type="checkbox"/>	125.00	USD	1.00000	USD	03/14/2013	P-Card	
002	◇	FDPD	Full Day Per Di...	<input type="checkbox"/>	49.00	USD	1.00000	USD	03/14/2013		
003	◇	HDPD	Half Day Per D...	<input type="checkbox"/>	24.50	USD	1.00000	USD	03/14/2013		
004	◇	MISC	Other Expenses	<input checked="" type="checkbox"/>	35.00	USD	1.00000	USD	03/14/2013		
005				<input type="checkbox"/>	0.00	USD		USD	03/14/2013		
006				<input type="checkbox"/>	0.00	USD		USD	03/14/2013		

The status bar at the bottom shows the transaction code "PR05", the user "sapqrx-2td", and the role "INS".

23. Click on Back button  to display the Approver's Workflow window



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### SAP

The screenshot shows the SAP PR05 transaction interface. At the top, there are fields for Personnel No. (525157), Trip Number (90000098), Start Date (03/14/2013), and End Date (03/15/2013). Below this is the 'Approvers Preview' table:

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted Time
First Approver				OOO		00:00:00	
	TRAVEL...	TRAVELWF_1	1006701			00:00:00	

Below the approvers table is the 'Reviewers Preview' table, which is currently empty. A red bracket on the left side of the screenshot highlights the 'User Comments' field, which is currently blank. The 'Comments History' section below it is also empty. At the bottom of the interface, there are buttons for 'Approve', 'Reject', and 'Save Approvers/Reviewers'.

24. As required, complete/review the following fields:

Field	R/O/C	Description
User Comments	O	<b>Example:</b> Rejected this Trip Number 90000098 due to Month End closing



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### SAP

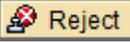
The screenshot displays the SAP PR05 transaction interface. At the top, a table shows the following data:

Personnel No.	Trip Number	Start Date	End Date
525157	90000098	03/14/2013	03/15/2013

Below this, there are buttons for 'Add Approver' and 'Delete Approver'. A table titled 'Approvers Preview' is shown with the following data:

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted Time
First Approver				OOO		00:00:00	
	TRAVEL...	TRAVELWF_1	1006701			00:00:00	

Further down, there are buttons for 'Add Reviewer' and 'Delete Reviewer'. A table titled 'Reviewers Preview' is currently empty. Below that is the 'User Comments' section, which contains the text: 'Rejected this Trip Number 90000098 due to Month End closing'. At the bottom of the screen, there are three buttons: 'Approve', 'Reject', and 'Save Approvers/Reviewers'. A red number '25' is positioned to the left of the 'Reject' button.

25. Click on  button to Reject the Travel Request

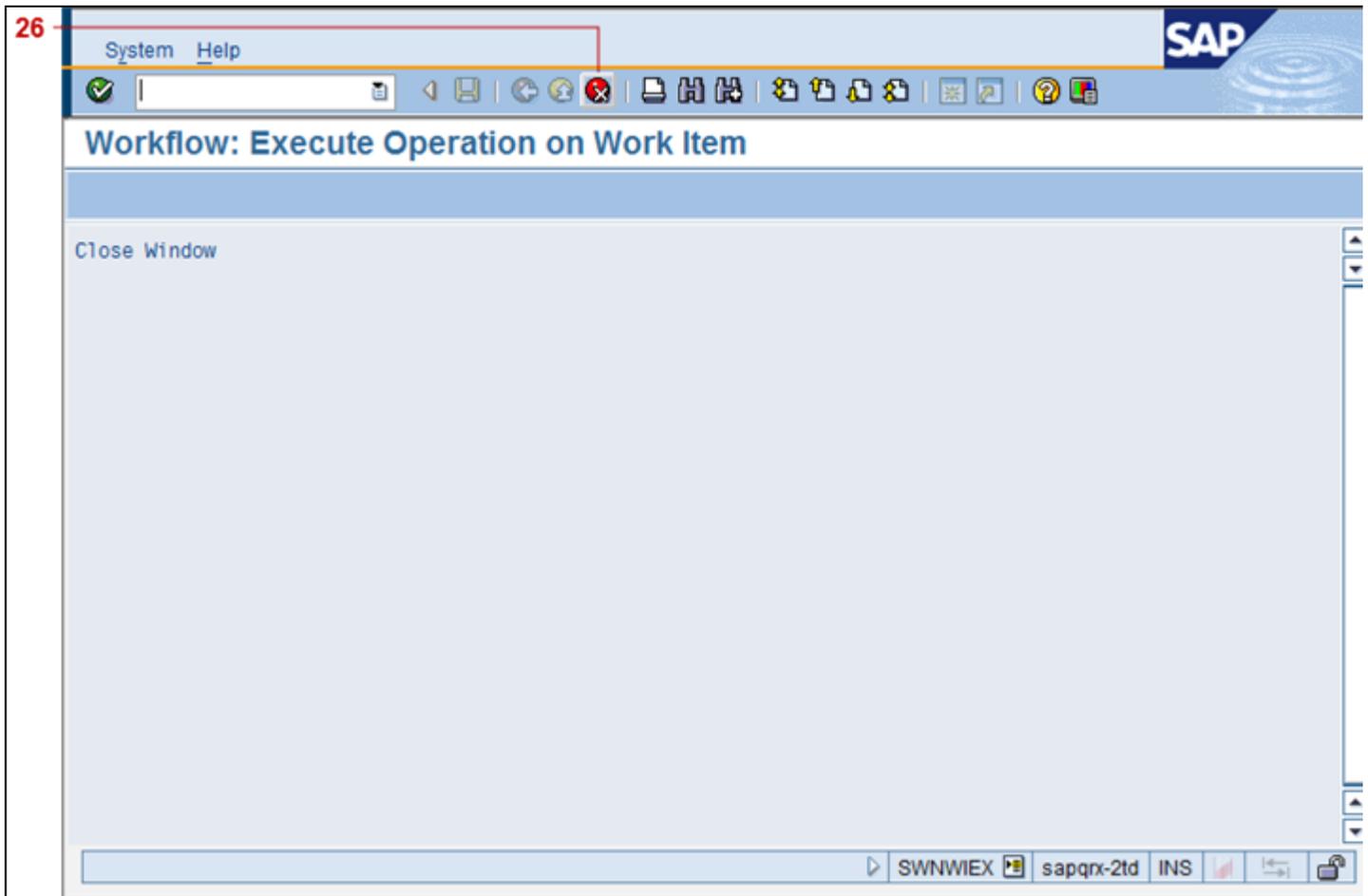


## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Workflow: Execute Operation on Work Item



26. Click on Close  button to close Workflow window



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Universal Worklist - SAP NetWeaver Portal

Cannot connect to the provider [Details](#)

Tasks (14 / 21) Alerts Notifications SAPoffice Mails Tracking

27 Show: **New and In Progress Tasks (14 / 21)** All [Create Task](#)

Subject	!	From	Sent Date	Priority		Due Date	Status
<a href="#">Approve Travel Request 0090000098 from 00525157</a>		RT106, Test	Today	Medium			New
<a href="#">Approve Travel Request 0270000092 from 00585089</a>		KAPOOR, Raj	Today	Medium			New
<a href="#">Approve Travel Request 0090000089 from 00525157</a>		RT106, Test	Today	Medium			New
<a href="#">Approve Travel Request 0090000096 from 00525157</a>		RT106, Test	May 3, 2013	Medium			New
<a href="#">Approve Travel Request 0090000088 from 00525157</a>		RT106, Test	May 3, 2013	Medium			New
<a href="#">Approve Travel Request 0050000020 from 00675467</a>		RT104, Test	Apr 29, 2013	Medium			In Progress
<a href="#">Approve Travel Request 0050000009 from 00675467</a>		RT104, Test	Apr 26, 2013	Medium			In Progress
<a href="#">Approve Travel Request 0090000100 from 00670996</a>		Wing, Mathew	Apr 23, 2013	Medium			New
<a href="#">Approve Travel Request 0270000090 from 00585089</a>		KAPOOR, Raj	Apr 6, 2013	Medium			New
<a href="#">Approve Travel Request 0090000095 from 00803165</a>		RT106, Test	Apr 6, 2013	Medium			In Progress

**Approve Travel Request 0090000098 from 00525157**

Sent Date: Today By RT106, Test Priority: Medium

Status: New

Description: Approve Travel Request 0090000098 from 00525157 Central Office Traveler

27. Click on Refresh button to make sure the Rejected Trip Number is removed from Approver's UWL(Universal work List)



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Universal Worklist - SAP NetWeaver Portal

28

Cannot connect to the provider

Tasks (13 / 20) Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks (13 / 20) All Create Task

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Approve Travel Request 0270000092 from 00585089</a>	KAPOOR, Raj	Today	Medium		New
<a href="#">Approve Travel Request 0090000089 from 00525157</a>	RT106, Test	Today	Medium		New
<a href="#">Approve Travel Request 0090000096 from 00525157</a>	RT106, Test	May 3, 2013	Medium		New
<a href="#">Approve Travel Request 0090000088 from 00525157</a>	RT106, Test	May 3, 2013	Medium		New
<a href="#">Approve Travel Request 0050000020 from 00875487</a>	RT104, Test	Apr 29, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0050000009 from 00875487</a>	RT104, Test	Apr 26, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0090000100 from 00870996</a>	Wing, Mathew	Apr 23, 2013	Medium		New
<a href="#">Approve Travel Request 0270000090 from 00585089</a>	KAPOOR, Raj	Apr 6, 2013	Medium		New
<a href="#">Approve Travel Request 0090000095 from 00803185</a>	RT106, Test	Apr 6, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0090000081 from 00525157</a>	RT106, Test	Mar 25, 2013	Medium		New

**Approve Travel Request 0270000092 from 00585089**  
 Sent Date: Today By KAPOOR, Raj Priority: Medium  
 Status: New  
 Description: Approve Travel Request 0270000092 from 00585089 Mariam Hironimus

28. Click on [Back](#) tab to go to previous screen

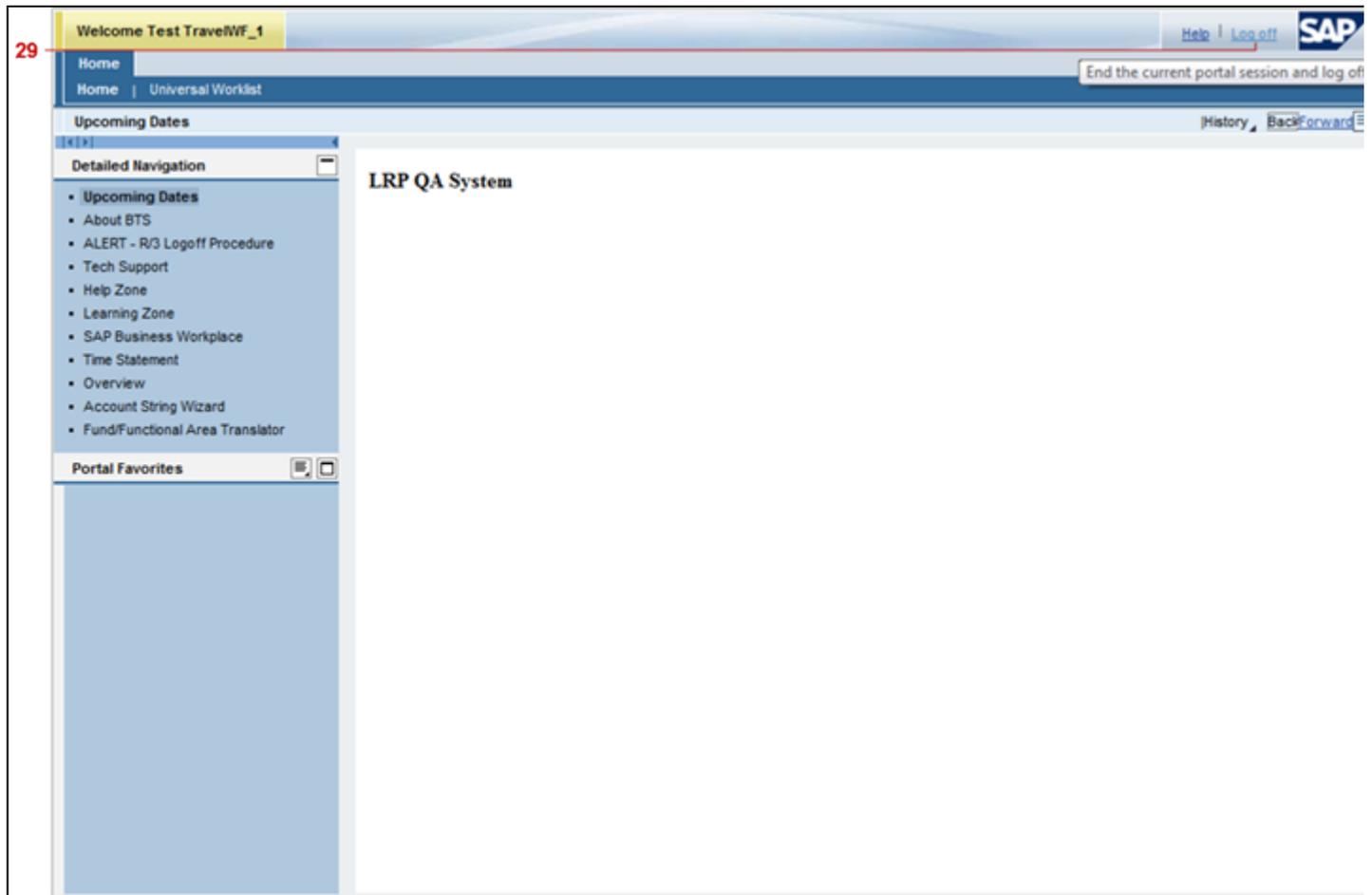


## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Upcoming Dates - SAP NetWeaver Portal



29. Click on [Log off](#) link to Logoff



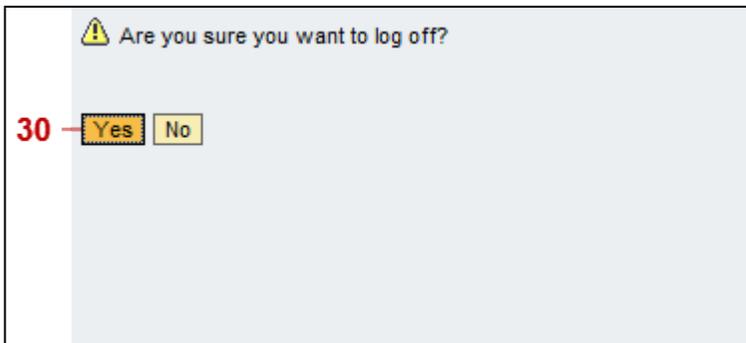
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## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### SAP NetWeaver Portal -- Webpage Dialog



**30.** Click on Yes button  to Log off

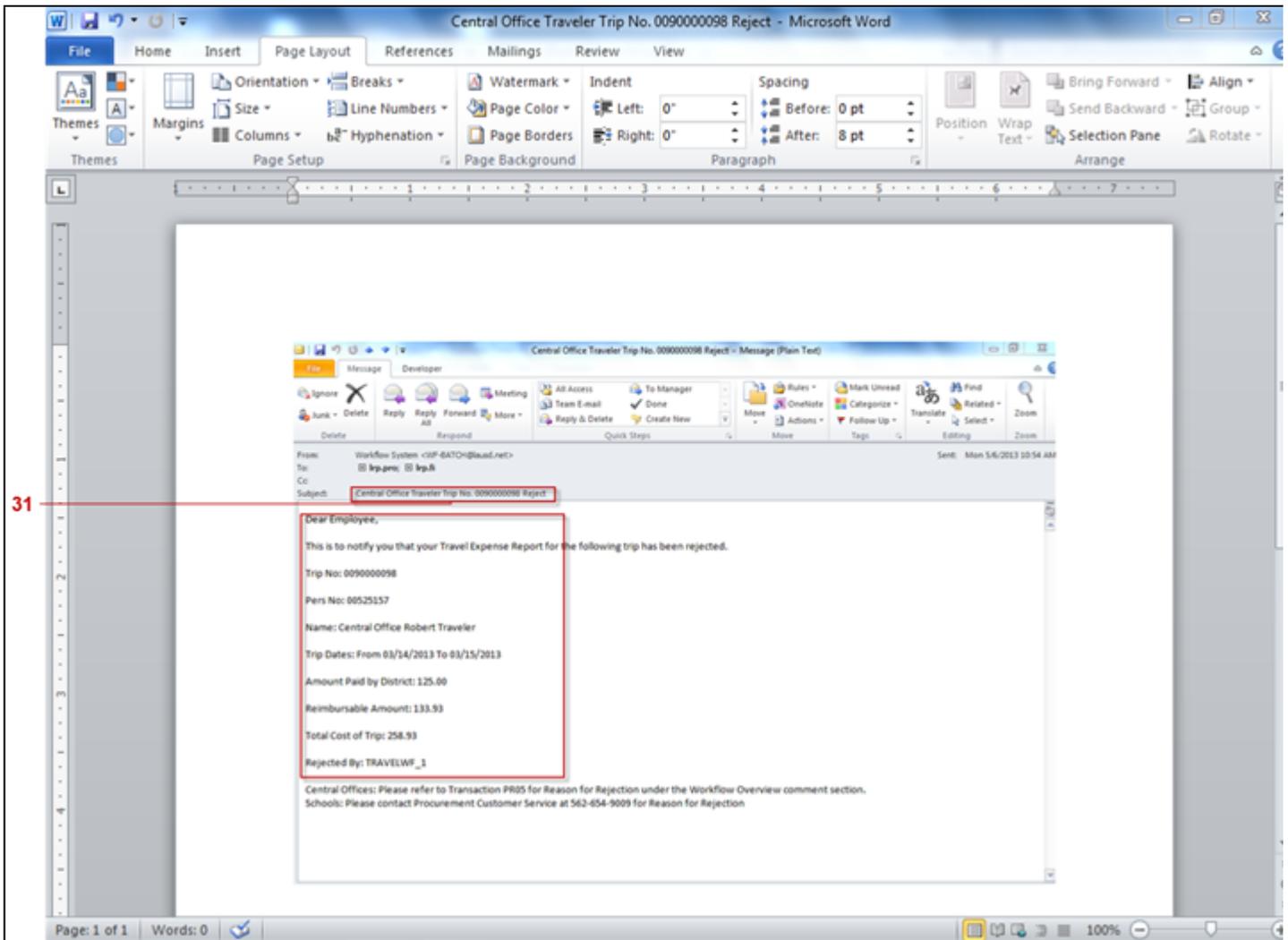


## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Central Office Traveler Trip No. 0090000098 Reject - Microsoft Word



- 31. Employee Traveler and Site Travel Specialist ( or Central Travel Support Specialist) will receive an Email Notification including Trip Details after Approver Rejects the Travel Request. Central Office Traveler Trip No. 0090000098 Reject



Once the Approver Rejects a Trip and no further action is required, the rejected Trip must be Deleted in order to Liquidate the Business Trip Commitment ( Pre- Encumbrance)

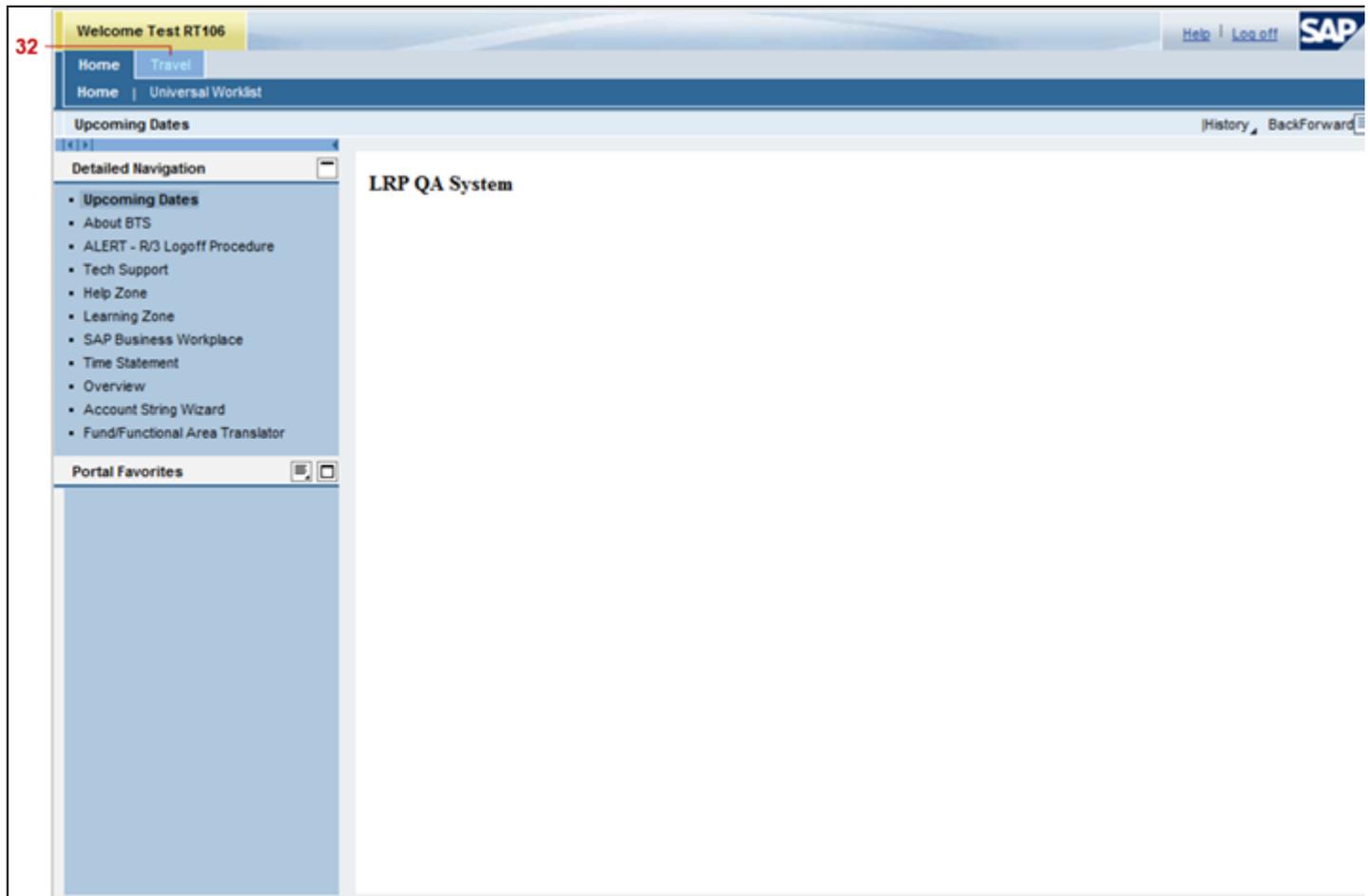


## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Upcoming Dates - SAP NetWeaver Portal



32. Logged in as Site Travel Specialist and Click on **Travel** tab



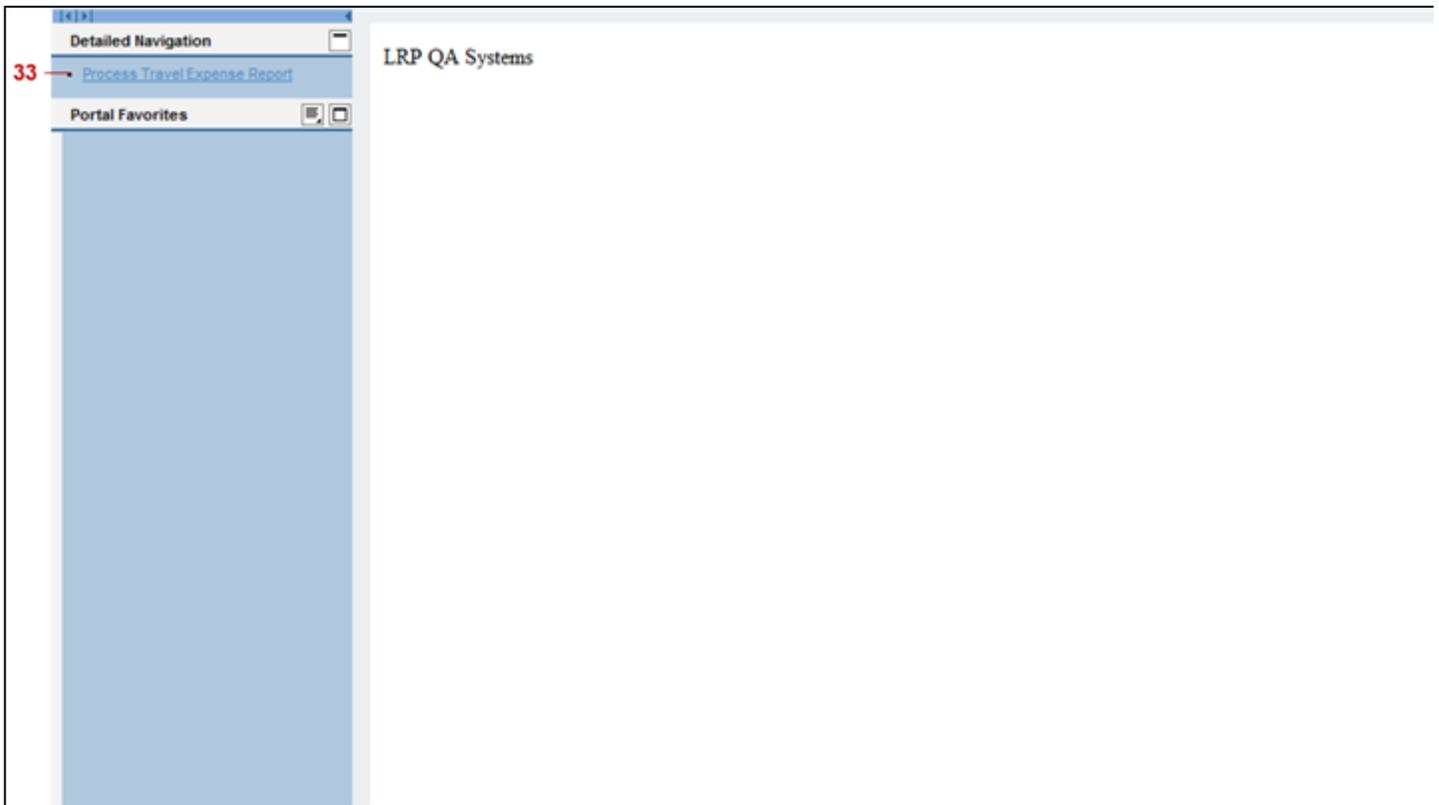
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## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Travel - SAP NetWeaver Portal



33. Click on [Process Travel Expense Report](#) tab



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Travel Expense Manager

34. Perform one of the following:

If	Then	Go To
	Click on Enter button  to Accept PersonnelNo and continue	<a href="#">Step 35</a>
	Click and type the Employee Traveler PersonnelNo. For example: <input type="text" value="525157"/>	<a href="#">Step 35</a>



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Travel Expense Manager

The screenshot shows the SAP Travel Expense Manager interface. At the top, there is a menu bar with options: Trip, Edit, Goto, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main area displays the 'Travel Expense Manager' title and a toolbar with 'Results', 'Approve', and 'Results: Travel Request' buttons. Below this, there are fields for 'PersonnelNo' (525157), 'FT Hourly mthly', 'LAUSD', 'Name' (Central Office Traveler), 'Regular/Permanent', and 'DD-Office, Technical & ...'. The main part of the screen is a table titled 'List of Trips' with the following columns: Stat, Trip, Depart., City, Ctry, Reason, Approval, Settlement, Reimburse. Amount, Curr., Statutory Trip Type, and Time. The table contains 8 rows of data, with the first row highlighted. A red '35' is written to the left of the first row. At the bottom of the screen, there is a status bar showing 'Trip 1 of 8' and 'PR05 sapqrx-2te INS'.

Stat	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
	90000096	04/15/2013	Dallas	US	SAPPHIRE ANN...	Request Recorded	Open	665.58	USD	Out of State Travel	09:00
	90000098	03/14/2013	Los Angeles	US	Science Confere...	Request Recorded	Open	133.93	USD	Local Travel	08:00
	90000089	03/12/2013	Miami	US	SAPPHire Annual...	Request Recorded	Open	212.63	USD	Out of State Travel	00:00
	90000088	03/10/2013	Houston	US	Out of State Test1	Request Recorded	Open	0.57	USD	Out of State Travel	00:00
	90000090	03/08/2013	Dallas	US	Test	Request Recorded	Open	2.56	USD	Out of State Travel	00:00
	90000078	03/06/2013	Dallas	US	Test	Request Recorded	Open	1.56	USD	Out of State Travel	00:00
	90000081	03/04/2013	Dallas	US	BPP-CO Test1	Request Recorded	Open	0.56	USD	Out of State Travel	00:00
	90000080	03/02/2013	Dallas	US	BPP-CO Test	Request Recorded	Open	0.56	USD	Out of State Travel	00:00

35. Click on this  button to Select the Rejected Trip Number



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Travel Expense Manager

The screenshot shows the SAP Travel Expense Manager interface. At the top, there is a menu bar with options: Trip, Edit, Goto, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main area displays the 'Travel Expense Manager' title and a toolbar with buttons for Results, Approve, and Results: Travel Request. Below this, there are input fields for PersonnelNo (525157), Name (Central Office Traveler), FT Hourly mthly, Regular/Permanent, and LAUSD. The main data area is a table titled 'List of Trips' with the following columns: Stat, Trip, Depart., City, Ctry, Reason, Approval, Settlement, Reimburse. Amount, Curr., Statutory Trip Type, and Time. The table contains 8 rows of data, with the second row (Trip 90000098) highlighted. A red '36' is positioned to the left of the Delete button icon in the toolbar above the table.

Stat	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
	90000096	04/15/2013	Dallas	US	SAPPHIRE ANN...	Request Recorded	Open	665.58	USD	Out of State Travel	09:00
	90000098	03/14/2013	Los Angeles	US	Science Confere...	Request Recorded	Open	133.93	USD	Local Travel	08:00
	90000089	03/12/2013	Miami	US	SAPPHire Annual...	Request Recorded	Open	212.63	USD	Out of State Travel	00:00
	90000088	03/10/2013	Houston	US	Out of State Test1	Request Recorded	Open	0.57	USD	Out of State Travel	00:00
	90000090	03/08/2013	Dallas	US	Test	Request Recorded	Open	2.56	USD	Out of State Travel	00:00
	90000078	03/06/2013	Dallas	US	Test	Request Recorded	Open	1.56	USD	Out of State Travel	00:00
	90000081	03/04/2013	Dallas	US	BPP-CO Test1	Request Recorded	Open	0.56	USD	Out of State Travel	00:00
	90000080	03/02/2013	Dallas	US	BPP-CO Test	Request Recorded	Open	0.56	USD	Out of State Travel	00:00

36. Click on Delete button  to Delete the Selected Trip Number. In this example Trip Number: 90000098



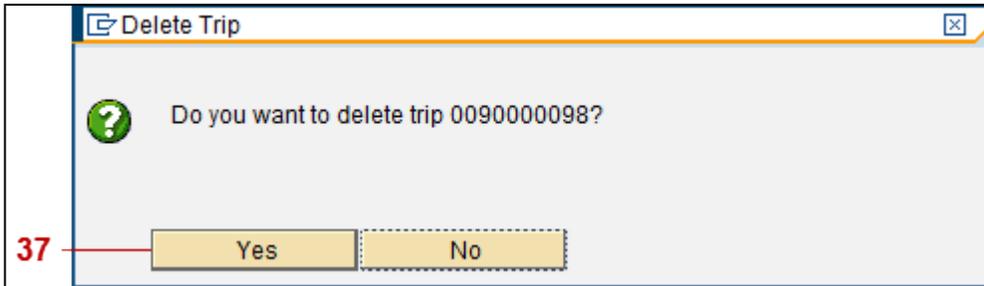
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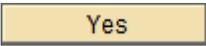
## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Delete Trip



37. Click on  button to delete the Trip. In this example delete the Trip number 0090000098



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Travel Expense Manager

The screenshot shows the SAP Travel Expense Manager interface. At the top, there is a menu bar with options: Trip, Edit, Goto, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main area displays the following information:

PersonnelNo: 525157  
 Name: Central Office Traveler  
 Regular/Permanent: Regular/Permanent  
 LAUSD  
 DD-Office, Technical & ...

**List of Trips**

Stat	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
	90000096	04/15/2013	Dallas	US	SAPPHIRE ANN...	Request Recorded	Open	665.58	USD	Out of State Travel	09:00
	90000089	03/12/2013	Miami	US	SAPPHire Annual...	Request Recorded	Open	212.63	USD	Out of State Travel	00:00
	90000088	03/10/2013	Houston	US	Out of State Test1	Request Recorded	Open	0.57	USD	Out of State Travel	00:00
	90000090	03/08/2013	Dallas	US	Test	Request Recorded	Open	2.56	USD	Out of State Travel	00:00
	90000078	03/06/2013	Dallas	US	Test	Request Recorded	Open	1.56	USD	Out of State Travel	00:00
	90000081	03/04/2013	Dallas	US	BPP-CO Test1	Request Recorded	Open	0.56	USD	Out of State Travel	00:00
	90000080	03/02/2013	Dallas	US	BPP-CO Test	Request Recorded	Open	0.56	USD	Out of State Travel	00:00

At the bottom of the screen, a system message is displayed: **38** The current version of trip 0090000098 was deleted. The status bar also shows: PR05, sapqrx-2te, INS.

38. The system displays message The current version of trip 0090000098 was deleted .



## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Travel Expense Manager

The screenshot shows the SAP Travel Expense Manager interface. At the top, there is a menu bar with options: Trip, Edit, Goto, Extras, Environment, System, Help. Below the menu bar is a toolbar with various icons. The main area displays the following information:

PersonnelNo: 525157  
 Name: Central Office Traveler  
 Regular/Permanent: Regular/Permanent  
 LAUSD  
 DD-Office, Technical & ...

Below this information is a table titled "List of Trips" with the following columns: Stat, Trip, Depart., City, Ctry, Reason, Approval, Settlement, Reimburse. Amount, Curr., Statutory Trip Type, and Time. The table contains 7 rows of data:

Stat	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
	90000096	04/15/2013	Dallas	US	SAPPHIRE ANN...	Request Recorded	Open	665.58	USD	Out of State Travel	09:00
	90000089	03/12/2013	Miami	US	SAPPHire Annual...	Request Recorded	Open	212.63	USD	Out of State Travel	00:00
	90000088	03/10/2013	Houston	US	Out of State Test1	Request Recorded	Open	0.57	USD	Out of State Travel	00:00
	90000090	03/08/2013	Dallas	US	Test	Request Recorded	Open	2.56	USD	Out of State Travel	00:00
	90000078	03/06/2013	Dallas	US	Test	Request Recorded	Open	1.56	USD	Out of State Travel	00:00
	90000081	03/04/2013	Dallas	US	BPP-CO Test1	Request Recorded	Open	0.56	USD	Out of State Travel	00:00
	90000080	03/02/2013	Dallas	US	BPP-CO Test	Request Recorded	Open	0.56	USD	Out of State Travel	00:00

At the bottom of the screen, there is a status bar showing "Trip 1 of 7" and "PR05 sapqnx-2te INS".

39. Click on Enter button button to display the list of Trips created for this Personnel Number/PERNR



Make sure the Deleted Trip does not appear in this list. In this example the Trip Number 90000098 does not appear in this list



Title: Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request  
Area: Travel Management

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## Business Process Procedure

Approver Reject the Travel Request and Site Travel Specialist Delete the Travel Request

Transaction Code: PR05

### Result

You have Successfully Rejected and Deleted the Travel Expense Report.