

**APECS Travel Module**  
**Office of Finance**  
**Accounting and Reporting**



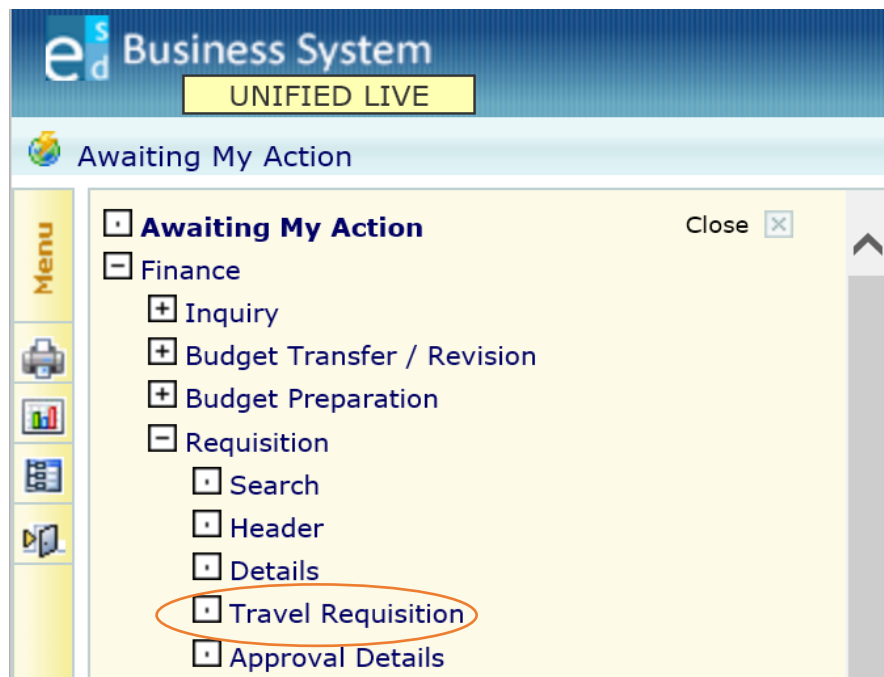


# APECS Travel Module

- Out-of-Town” is processed through our APECS system.
- The “Rules and Regulations” for out-of-town travel remains the same. **Please note only 3 people to a Conference**
- If you want your Registration/Hotel to be paid directly, please make sure that they are loaded as a MSCS vendor. If not, that will delay your process.
- Once your travel requisition has been approved. Your next step is to complete the expense report for the Registration/Hotel to be paid in advance. **Make sure that your invoices have the correct mailing address. If not, it will delay the process.**
- Please allow 30 to 60 days for approval.

# APECS Travel Module

Step 1:  
Navigate to Finance/Requisition/Travel Requisition



# APECS Travel Module

Step 2:  
Complete highlighted areas by typing or selecting from dropdown menu if available. Req Center(Department or School), Name(employee that is traveling), Type(Out of State), Training(Staff Development), Purpose(Conference Full Name), Out of State(City), State(Location). Meeting dates/time(is the date/time of the Conference), Trip dates/time(is the date/time the employee will be traveling to get to the Conference). Note that your meeting dates/time can't be the same as your trip dates/time. You must allow traveler time to get to the Conference.

The screenshot shows the 'Travel Requisition' form in the APECS system. The form is divided into several sections: 'Employee Information', 'Details', 'Travel Information', 'Destination', 'Meeting Dates/Time', and 'Trip Dates/Time'. The 'Employee Information' section includes fields for 'Req. Center', 'Name', 'Phone', 'Email', and 'Ext.'. The 'Details' section includes 'Req. No.', 'Requisition Date' (03/22/2017), 'Status' (Inactive), 'PO Type' (Travel), and 'PO No.'. The 'Travel Information' section includes 'Type', 'Trip ID', 'Training Type', and 'Sub Requested'. The 'Destination' section includes 'In State' (City, State: TN) and 'Out of State' (City, Country, State). The 'Meeting Dates/Time' section includes 'From' and 'To' date/time fields. The 'Trip Dates/Time' section includes 'From' and 'To' date/time fields. Several fields are highlighted in yellow, indicating they need to be completed.



# APECS Travel Module

## Step 2 (cont'd):

Complete travel cost estimates or check “No Cost” if applicable.

The “Direct Pay box should be checked to pay vendors directly(vendor must be on file) and the hotel/ registration invoices must have the correct remit to address. If meals are included in the registration make adjustment to the meals cost. Make sure that everything is completed for the travel requisition. The “P-Card” box should be checked for airfare(**vendor used American Express**).

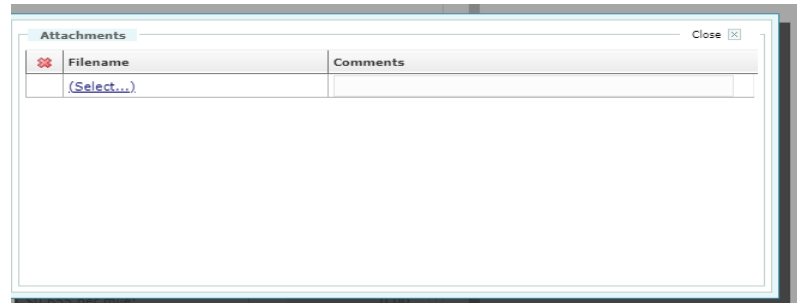
Travel Cost Estimates			
<input type="checkbox"/> No Cost		Notes: <input type="text"/>	
<b>Meals</b>		<b>Amount</b>	<b>Mileage</b>
Breakfast:	0 @ \$12.00	0.00	<input type="checkbox"/> Driving
Lunch:	0 @ \$12.00	0.00	0.00 Miles X \$0.655 per mile:
Dinner:	0 @ \$27.00	0.00	Tolls:
Other:		0.00	Parking:
<b>Registration</b>		<b>Amount</b>	<b>Lodging</b>
<input type="checkbox"/> Direct Pay <input type="checkbox"/> P-Card			<input type="checkbox"/> Direct Pay <input type="checkbox"/> P-Card
Vendor:		0.00	Vendor:
Description:			Rate per Night: 0.00 X # of Nights: 0
<b>Airfare</b>		<b>Amount</b>	<b>Car Rental</b>
<input type="checkbox"/> Direct Pay <input type="checkbox"/> P-Card			<input type="checkbox"/> Direct Pay <input type="checkbox"/> P-Card
Vendor:		0.00	Vendor:
<b>Other</b>		<b>Amount</b>	
Description:		0.00	
<b>Total Cost:</b>			



# APECS Travel Module

Step 3(cont'd):

Click the paperclip in the top left corner and the attachments box will show. Attach all documentation for traveler. **Your hotel/registration must have the correct mailing address that matches the vendor,** make sure you have the filename for each document. For example, Tanika Jennings-Registration or Tanika Jennings-Hotel.



# APECS Travel Module

Step 4 (cont'd):

Enter account number and your object code should be **52400** and the amount for travel expenditures. Click the Save and Post.

Account			
<input type="checkbox"/>	Account No	Amount	Action
<input type="checkbox"/>		0.00	VD
<input type="checkbox"/>		0.00	VD
<input type="checkbox"/>		0.00	VD
<input type="checkbox"/>		0.00	VD

Session active for 00:45:23



# APECS Travel Module

Step 5:  
Travel requisition will route for approval. Once the Account and Reporting office has approved APECS will generate a travel PO. You must go back in and create an expense report for the hotel/registration to be paid.

**Approval Details**

Approver Action:

Comments:

Approver	Action taken by	Date	Comments	Action
<input type="checkbox"/> Cost Center Head				
<input type="checkbox"/> Chief				
<input type="checkbox"/> Finance - Travel				





# APECS Travel Module

Step 6:

To pay expenditures directly (hotel, registration) navigate to the Finance/Travel/Expense Report



# APECS Travel Module

Step 7 :

“Pay” to process direct payment for the Hotel & Registration. Please make sure that the right vendor is selected with the correct address for the Hotel & Registration, also make sure the address is on the invoices. If the information is not correct it will delay the process for payment.

**Only attach the hotel/registration invoices for payment.** Make sure you have the filename for each document. For example, Tanika Jennings-Registration or Tanika Jennings-Hotel.

The request will route for approvals.

<b>Lodging</b>	<b>Actual Amount</b>	<input checked="" type="checkbox"/> <b>Pay</b>
<input checked="" type="checkbox"/> Direct Pay <input type="checkbox"/> P-Card		
Vendor <input type="text" value="922103 - HILTON ATLANTA"/>		
Rate per Night <b>150.00</b> X # of Nights <b>3</b>	<b>450.00</b>	
Submitted Amt.:		



# APECS Travel Module

Step 8:  
Reimbursement for the employee is done when they return from the Conference, navigate to the Finance/Travel/Expense Report.



# APECS Travel Module

## Step 9:

Enter final expenditure amounts for the employee, attach all receipts, and check the “Pay” box. If the hotel was paid in advance, please make sure that you have the itemize hotel receipt attach. The final expense report will route for approvals.

Actual Costs			Actual Amount	<input checked="" type="checkbox"/> Pay
<b>Meals</b>				
Breakfast:	3	@ \$12.00	36.00	
Lunch:	3	@ \$12.00	36.00	
Dinner:	4	@ \$27.00	108.00	
Other:			0.00	
Submitted Amt.:			<b>0.00</b>	



# APECS Travel Module

## Notes:

- Make sure that all documentation is attach to the travel requisition.
- Please make sure on the front end of selecting the hotel. That they will take a check, if they don't the employee will have to pay and be reimbursed.
- Hotel/Registration invoices must show the mailing address and make sure you only attach hotel/registration invoice for payment on the expense report
- Make sure you have the correct vendor selected for payment, if the vendor you selected is not a MSCS vendor. They will have to go online fill out W-9 form with Procurement Dept.
- When your travel requisition has been approved. You will still need to create an expense report for the hotel/registration to be paid in advance.



# APECS Travel Module

## Notes:

- Make sure you have enough money to cover any extra charges. Some parts of the travel is estimated cost.
- Only 3 people to a Conference. You can't have the same person going to 2 or more Conferences at the end of the school year. Because that will have to be approved by the Accounting and Reporting office.
- If it's cheaper to fly and you have an employee that wants to drive. We will only reimburse the cost of the airfare and the quote must be attached to the travel requisition.
- Please note that travel is a process.



**FELICIA CALHOUN**

**E-MAIL: [NITERFJ@SCSK12.ORG](mailto:NITERFJ@SCSK12.ORG)**

**901-416-5599**

