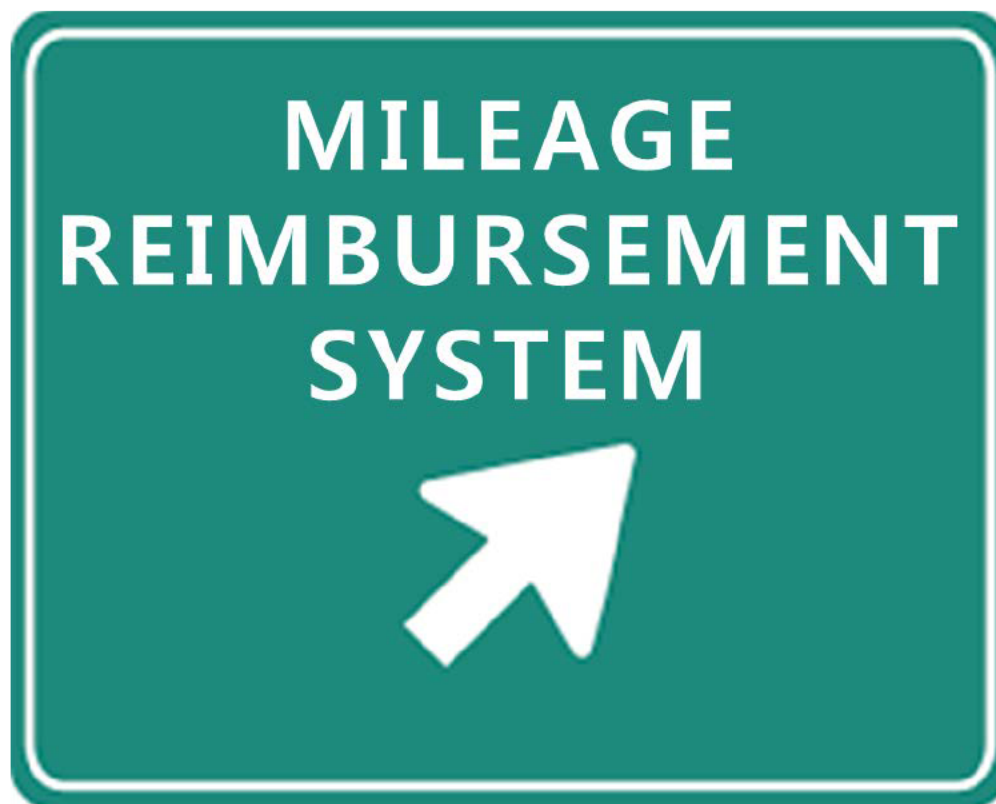




Revised 3/7/17



WWW.TRAVEL.RI.GOV





State of Rhode Island
**Office of Accounts
and Control**

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State of Rhode Island Office of Accounts and Control

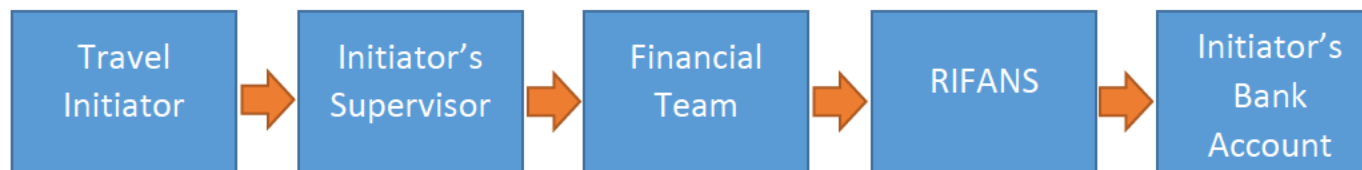
Introduction

The *Mileage Reimbursement System* is designed to replace the paper process that employees typically use to log their miles driven for business purposes. This system will eliminate paper, streamline the approval process, and more accurately calculate mileage reimbursements due to employees.

When an employee is using a state vehicle, they are not entitled to the mileage. However, the employee is entitled to out of pocket expenses such as parking and tolls. Employees may utilize this system to request these reimbursements.

The *Mileage Reimbursement System* will require employees to enter their miles by selecting their place of origin and their destination. The system will automatically calculate how many miles the employee drove and will calculate how many dollars the employee should be reimbursed according to the valid rate at the time when the travel occurred.

For any Mileage Reimbursement Request to be processed, there is a multi-step process. All employees must first submit their trips, then the request must be approved by the immediate supervisor. Immediately after the supervisor has approved the travel request, the request is submitted to the financial team of the respective agency. Once the financial team has assigned accounting and approved the requests, they are queued into batches to be submitted to the RIFANS system for payment. All payments are made via direct deposit and are available within 24-48 hours of the “payment date”.





State of Rhode Island Office of Accounts and Control


Creating a Profile

In order to submit a Mileage Reimbursement Request, the user must create a system profile by selecting “**NEW USERS CLICK HERE TO CREATE PROFILE**” in the system.

*** NEW USERS ***

[CLICK HERE TO CREATE PROFILE](#)

Once in the profile section, the user must select the agency where he or she officially works from the drop-down menu, enter their Date of Birth using the format mm/dd/yyyy and enter their Last Name. Then click “LOOKUP”.

	State of Rhode Island	Mileage-Reimbursement-System	VERSION: 1.0
	Office of Accounts	Friday, May 13, 2016	USERS-IN: 1
	and Control	User-Profile	LOGIN-ID: NOT LOGGED-IN
<div>BACK-TO-HOME TOOL-BOX LOG-IN</div>			
<div>AGENCY: 011 - GENERAL ASSEMBLY - CONSTITUTION DATE OF BIRTH: LAST NAME: <div>LOOKUP</div></div>			





State of Rhode Island Office of Accounts and Control

The system will automatically display any employee that meets the search criteria.

Once the user clicks the “Select” link next to the record that corresponds to the employee search, the system will pre-populate as much information as possible and the user must update any information that is not up to date. This also includes your commute.

AGENCY: 068 - DEPARTMENT OF ADMINISTRATION		DATE OF BIRTH: [REDACTED]	LAST NAME: laster	LOOKUP
EMPLOYEE		SUPERVISOR		
FIRST-NAME: NATALIE	PROGRAM: 02 - Accounts and Control	FIRST-NAME: Louise		
LAST-NAME: LASTER	PHONE: (401) 222-5062	LAST-NAME: Sawtelle		
EMPLOYEE #: 14376	EMAIL: Natalie.Laster@doa.ri.gov	PHONE: (401) 222-2704		
VENDOR #: 0	RETYPE-EMAIL: Natalie.Laster@doa.ri.gov	EMAIL: Louise.Sawtelle@doa.ri.gov		
		RETYPE-EMAIL: Louise.Sawtelle@doa.ri.gov		
HOME - ADDRESS				
STREET #: [REDACTED]	STREET-NAME: [REDACTED]	STREET-TYPE: STREET		
CITY: [REDACTED]	STATE: RI	ZIP: [REDACTED]		
OFFICE - ADDRESS				
STREET #: 1	STREET-NAME: Capitol	STREET-TYPE: HILL		
CITY: Providence	STATE: RI	ZIP: 02908		
USER - PASSWORD - INFO				
SECURITY-QUESTION: 1 - What was the name of your elementary / primary school?		SAVE		
SECURITY-ANSWER: Elementary School				
DIRECTIONS - HOME TO OFFICE: 3.8		DIRECTIONS - OFFICE TO HOME: 4.7		
Parts of this road may be closed at certain times or days - 1.1 Turn left onto Smith St - 0.3 Turn right onto Park St - 0.1 Turn right - 0.05 Turn right Destination will be on the right - 0.06		Head east - 0.06 Turn right toward State St - 0.06 Turn right onto State St - 0.2 Turn left onto Smith St - 0.1 Slight left onto N Main St - 0.3 Turn right onto Olney St - 0.4		

Once the user has completed filling in the remaining required profile data, click “Save”.

Within 10 minutes, the user will be sent an email with a temporary password. This temporary password will need to be changed the first time the user logs in the system.





State of Rhode Island Office of Accounts and Control

Creating a New Password

First Time Users

To create a new password, select a security question from the drop down menu and type the answer in the box labeled “Security Answer.” Now create and confirm the new password

The password must include each of the following criteria in order to be considered valid:

1. Between 8 and 12 characters
2. Contain at least one digit
3. Contain at least one upper case alphabetic character
4. Contain at least one lower case alphabetic character

The password will expire every 90 days from the time it was set.

Once the password is created, select “Reset Password.”


SECURITY-QUESTION: 1 - What was the name of your elementary / primary school?


SECURITY-ANSWER:

NEW PASSWORD:

RE-ENTER PASSWORD:

[\(CLICK HERE TO GO BACK TO LOGIN SCREEN\)](#)



 FIRST TIME LOGIN: CHOOSE & ANSWER A SECURITY QUESTION ABOVE..
ENTER A NEW PASSWORD (2X) AND CLICK THE 'RESET-PASSWORD' BUTTON.

Forgotten Password

For users who have previously created their profile but forgot their password, select “Forgot Password” on the login page. The system will then request the user’s email address, and after clicking on “Email Validate”, the user will be asked to answer the security question. This should be the security question that was selected when the profile was created. Once the user enters the correct answer, the credentials will be reset and the user will be emailed a temporary password.

After the password is reset to a temporary password, the user will be prompted to login with the temporary password. Once this is completed, follow the steps listed above in the *Creating a New Password: First Time Users* section to update the password.

USER NAME:

PASSWORD:

[FORGOT PASSWORD?](#)

[CLICK HERE TO CREATE PROFILE](#)



 SIGN IN ABOVE TO LOG ON..





State of Rhode Island Office of Accounts and Control

Entering a New Travel

To enter a new travel select “Create New Travel,” from the home page/search screen.

On the next page, the user will be prompted to enter the individual trips for the new request.

Entering a Trip

First, the user must enter the trip date, trip purpose, and agree with the ‘certification’ by checking the box. The trip will not be added unless these mandatory fields are populated.

Next, the user will need to enter a place of origin and a destination. The system will not allow the “from” and “to” locations to be the same. If the origin or destination was the user’s home or office, select the box next to the words “Home” or “Office.”

USE LIST BOXES BELOW TO FILTER THE DATA-GRID.

FISCAL: 2016 QUEUE: My Travels ENTER TRAVEL ID OR LAST NAME:
AGENCY: 068 - DEPARTMENT OF ADMINISTRATION DISPOSITION: 1 - In-Progress I'm looking for...
PROGRAM: 03 - Office of Management and Budget **CREATE NEW TRAVEL**

NO RECORDS FOUND

☒ I HEREBY CERTIFY THAT THROUGHOUT THE SUBMITTED DATES I HAVE MAINTAINED A VALID OPERATOR'S LICENSE AND MY PERSONALLY OWNED OR LEASED VEHICLE(S) HAS BEEN REGISTERED AND INSURED; THAT THE MILEAGE WAS INCURRED FOR OFFICIAL STATE BUSINESS; THAT THIS TRAVEL EXPENSE COMPLIES WITH THE STATE TRAVEL REGULATIONS AND THE TOTAL LISTED ABOVE IS A PROPER CHARGE AGAINST THE STATE.

Travel	Notes
TRIP-DATE: *	
PURPOSE: *	
TOLL-AMOUNT:	
TOLL-RECEIPT#:	
PARKING-AMOUNT:	
PARKING-RECEIPT#:	
MILES-OVERRIDE:	
OVERRIDE-REASON:	

FROM: ☐ HOME ☐ OFFICE ☐ ROUND TRIP ☐ STATE VEH ☐ 2ND COMMUTE

Street No:	Street Name:	Street Type:	City:	State:
				RI

ADD TRIP

TO: ☐ HOME ☐ OFFICE

Street No:	Street Name:	Street Type:	City:	State:
				RI

If the user selects any of the “Home” or Office” locations, the system will use the residence on file (contained in the user profile) or the official work location address.





State of Rhode Island Office of Accounts and Control

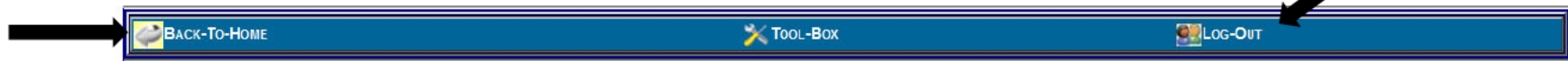
Note: The system will not allow a trip that goes from home to the office or vice versa. Normal commute distance to or from the office and home will not be reimbursed.

If there were any tolls or parking fees on the trip, enter the amounts and receipt numbers in the spaces designated. Toll receipts are required for all dollar amounts. Parking receipts are only required for fees over \$5.00.

Once all the information regarding the trip is completed, select “Add Trip.” (see previous page)

If the user would like to continue entering trips before submitting the travel reimbursement request to the supervisor, enter the trip information as described above and click “Add Trip.” This will allow multiple trips to be submitted to the supervisor.

To save your work without submitting for payment, click “Back-To-Home” or “Log-Out” on the toolbar.



To submit trips for reimbursement, click “Submit Request.” This will allow the user’s supervisor to view the request and then decide to reject, approve, or request more information about the trips.

	ID	DATE	TRIP START	TRIP END	MILES	TOLL\$	PARKING\$	RATE\$	TOTAL\$	NOTES	UD		
VIEW DETAILS	1	12/05/2016	1 CAPITOL HILL PROVIDENCE RI	600 NEW LONDON AVENUE CRANSTON RI	10.1	\$0.00	\$0.00	\$0.540	\$5.45			DELETE	DIRECTIONS
VIEW DETAILS	2	12/05/2016	600 NEW LONDON AVENUE CRANSTON RI	1 CAPITOL HILL PROVIDENCE RI	9.1	\$0.00	\$0.00	\$0.540	\$4.91			DELETE	DIRECTIONS

TOTAL MILES: 19.2 PARKING: \$0.00 TOLLS: \$0.00 TOTAL PAYOUT: \$10.36

TRAVEL-NOTES: 0

[Travel](#) [Notes](#)

[NEW REQUEST](#) [SUBMIT REQUEST](#)

It is strongly suggested that trips be submitted for reimbursement no more frequently than once per calendar month and no less frequently than once per calendar quarter.





State of Rhode Island Office of Accounts and Control

State Vehicles: If the traveler is utilizing a State vehicle, mileage reimbursement is not allowed. However, the traveler can still request reimbursement for tolls or parking by clicking the “State-Vehicle” box and entering the tolls and parking information required.

	ID	DATE	TRIP START	TRIP END	MILES	TOLL\$	PARKING\$	RATE\$	TOTAL\$	NOTES	UO		
VIEW DETAILS	1	01/09/2017	3 CAPITOL HILL PROVIDENCE RI	375 W MAIN ROAD MIDDLETOWN RI	0.0	\$0.00	\$0.00	\$0.000	\$0.00	1		DELETE	DIRECTIONS

TOTAL-MILES: 0.0 PARKING: \$0.00 TOLLS: \$0.00 TOTAL-PAYOUT: \$0.00

TRAVEL-NOTES: 0

Travel

Notes

TRIP-DATE: *	1/9/2017
PURPOSE: *	TEST STATE VEHICLE
TOLL-AMOUNT:	
TOLL-RECEIPT#:	
PARKING-AMOUNT:	
PARKING-RECEIPT#:	
MILES-OVERRIDE:	
OVERRIDE-REASON:	

FROM:

☐ HOME ☐ OFFICE ☐ ROUND TRIP ☒ STATE VEH ☐ 2ND COMMUTE

Street No:

Street Name:

Street Type:

City:

State:

3

CAPITOL

HILL

PROVIDENCE

RI

SAVE

CLOSE TRIP DETAILS

TO:

☐ HOME ☐ OFFICE

Street No:

Street Name:

Street Type:

City:

State:

375

W MAIN

ROAD

MIDDLETOWN

RI





State of Rhode Island Office of Accounts and Control

Round Trips

If your trip is a round trip (from and to the same two destinations), click the “Round-Trip” box and the system will add both legs of the trip without the need for the user to retype the second portion of the trip.

	ID	DATE	TRIP START	TRIP END	MILES	TOLL\$	PARKING\$	RATE\$	TOTAL\$	NOTES	UO		
VIEW DETAILS	1	12/05/2016	1 CAPITOL HILL PROVIDENCE RI	600 NEW LONDON AVENUE CRANSTON RI	10.1	\$0.00	\$0.00	\$0.540	\$5.45			DELETE	DIRECTIONS
VIEW DETAILS	2	12/05/2016	600 NEW LONDON AVENUE CRANSTON RI	1 CAPITOL HILL PROVIDENCE RI	9.1	\$0.00	\$0.00	\$0.540	\$4.91			DELETE	DIRECTIONS

TOTAL-MILES: 19.2 PARKING: \$0.00 TOLLS: \$0.00 TOTAL-PAYOUT: \$10.36

TRAVEL-NOTES: 0

Travel

Notes

TRIP-DATE: * 12/5/2016

PURPOSE: * TEST

TOLL-AMOUNT:

TOLL-RECEIPT#:

PARKING-AMOUNT:

PARKING-RECEIPT#:

MILES-OVERRIDE:

OVERRIDE-REASON:

FROM: ☐ HOME ☒ OFFICE ☒ ROUND TRIP ☐ STATE VEH ☐ 2ND COMMUTE

Street No: Street Name: Street Type: City: State:

1 CAPITOL HILL PROVIDENCE RI

SAVE CLOSE TRIP DETAILS

TO: ☐ HOME ☐ OFFICE

Street No: Street Name: Street Type: City: State:

600 NEW LONDON AVENUE CRANSTON RI





State of Rhode Island Office of Accounts and Control

2nd Commute

If an employee incurs commute mileage more than once in a calendar day, he/she will only need to deduct their commute once. For example, an employee commutes to work at 8AM and commutes home at 5PM; they are not eligible for any mileage reimbursement for those trips. However, if this same employee has to leave home at 6:30PM on the same day for an evening meeting, all the miles incurred to/from home that evening are reimbursable.

In order to receive reimbursement in the example noted above, the employee must check the 2nd commute button, home button, and provide an override reason.

☒ I HEREBY CERTIFY THAT THROUGHOUT THE SUBMITTED DATES I HAVE MAINTAINED A VALID OPERATOR'S LICENSE AND MY PERSONALLY OWNED OR LEASED VEHICLE(S) HAS BEEN REGISTERED AND INSURED THAT THE MILEAGE WAS INCURRED FOR OFFICIAL STATE BUSINESS; THAT THIS TRAVEL EXPENSE COMPLIES WITH THE STATE TRAVEL REGULATIONS AND THE TOTAL LISTED ABOVE IS A PROPER CHARGE AGAINST THE STATE.

Travel		Notes	
TRIP-DATE:	01/10/2017		
PURPOSE:	PM MEETING		
TOLL-AMOUNT:			
TOLL-RECEIPT#:			
PARKING-AMOUNT:			
PARKING-RECEIPT#:			
MILES-OVERRIDE:			
OVERRIDE-REASON:			

FROM: ☐ HOME ☐ OFFICE ☐ ROUND TRIP ☐ STATE VEH ☒ 2ND COMMUTE

Street No: Street Name: Street Type: City: State: RI

ADD TRIP

TO: ☐ HOME ☐ OFFICE

Street No: Street Name: Street Type: City: State: RI





State of Rhode Island Office of Accounts and Control

Directions

After the trip is added, the user can view the directions that shows the steps taken to calculate the system's distance for that trip by clicking on the *Directions* link.

	ID	DATE	TRIP START	TRIP END	MILES	TOLL\$	PARKING\$	RATE\$	TOTAL\$	NOTES	UO		
VIEW DETAILS	1	01/09/2017	3 CAPITOL HILL PROVIDENCE RI	375 W MAIN ROAD MIDDLETOWN RI	0.0	\$0.00	\$0.00	\$0.000	\$0.00	1		DELETE	DIRECTIONS
VIEW DETAILS	2	01/09/2017	1 CAPITOL HILL PROVIDENCE RI	600 NEW LONDON AVENUE CRANSTON RI	10.1	\$0.00	\$0.00	\$0.535	\$5.40			DELETE	DIRECTIONS
VIEW DETAILS	3	01/09/2017	600 NEW LONDON AVENUE CRANSTON RI	1 CAPITOL HILL PROVIDENCE RI	9.1	\$0.00	\$0.00	\$0.535	\$4.87			DELETE	DIRECTIONS

HEAD NORTHWEST - 0.03
TURN RIGHT TOWARD STATE ST - 0.02
TURN RIGHT ONTO STATE ST - 0.2
TURN LEFT ONTO SMITH ST - 0.1
SLIGHT LEFT ONTO N MAIN ST - 0.3
TURN RIGHT ONTO OLNEY ST - 0.4
TURN RIGHT ONTO HOPE ST - 0.6
TURN LEFT ONTO WATERMAN ST
PARTS OF THIS ROAD MAY BE CLOSED AT CERTAIN TIMES OR DAYS - 0.8
SLIGHT LEFT ONTO HENDERSON BRIDGE

Deleting a Trip

You can delete a trip by clicking on the *Delete* button for that trip.

	ID	DATE	TRIP START	TRIP END	MILES	TOLL\$	PARKING\$	RATE\$	TOTAL\$	NOTES	UO		
VIEW DETAILS	1	01/09/2017	3 CAPITOL HILL PROVIDENCE RI	375 W MAIN ROAD MIDDLETOWN RI	0.0	\$0.00	\$0.00	\$0.000	\$0.00	1		DELETE	DIRECTIONS
VIEW DETAILS	2	01/09/2017	600 NEW LONDON AVENUE CRANSTON RI	1 CAPITOL HILL PROVIDENCE RI	9.1	\$0.00	\$0.00	\$0.535	\$4.87			DELETE	DIRECTIONS





State of Rhode Island Office of Accounts and Control

Notes

The “Notes” tab will store and display all the supporting notes and explanations generated by the system or entered by the user in the lifecycle of the travel request.

The user can only select this tab and review the notes by selecting any of the trips and displaying its details after they have created the trip. In order to access the notes field, users must add the trip, then select “View Details.”



	ID	DATE	TRIP START	TRIP END	MILES	TOLL\$	PARKING\$	RATE\$	TOTAL\$	NOTES	UO		
VIEW DETAILS	1	01/09/2017	3 CAPITOL HILL PROVIDENCE RI	375 W MAIN ROAD MIDDLETOWN RI	0.0	\$0.00	\$0.00	\$0.000	\$0.00	1		DELETE	DIRECTIONS
VIEW DETAILS	2	01/09/2017	600 NEW LONDON AVENUE CRANSTON RI	1 CAPITOL HILL PROVIDENCE RI	9.1	\$0.00	\$0.00	\$0.535	\$4.87			DELETE	DIRECTIONS

The system will display the details on the lower part of the screen showing all the components of that trip.

	ID	DATE	TRIP START	TRIP END	MILES	TOLL\$	PARKING\$	RATE\$	TOTAL\$	NOTES	UO		
VIEW DETAILS	1	01/09/2017	3 CAPITOL HILL PROVIDENCE RI	375 W MAIN ROAD MIDDLETOWN RI	0.0	\$0.00	\$0.00	\$0.000	\$0.00	1		DELETE	DIRECTIONS
VIEW DETAILS	2	01/09/2017	600 NEW LONDON AVENUE CRANSTON RI	1 CAPITOL HILL PROVIDENCE RI	9.1	\$0.00	\$0.00	\$0.535	\$4.87			DELETE	DIRECTIONS

TOTAL-MILES: 9.1 _____ PARKING: \$0.00 _____ TOLLS: \$0.00 _____ TOTAL-PAYOUT: \$4.87

TRAVEL-NOTES: 0

Travel

Notes

☒ TRIP-NOTES

☐ TRAVEL-NOTES

DATE	CREATED-BY	STATUS	NOTE-TYPE	NOTE
02/27/2017	ELIZABETH.WOLFENDEN@DOA.RI.GOV	SUPERVISOR	SYSTEM OVERRIDE	SYSTEM OVERRIDE COMPUTED MILEAGE: AS STATE VEHICLES ARE NOT ELIGIBLE FOR MILEAGE REIMBURSEMENT, ONLY PARKING FEES AND TOLLS ARE REFLECTED IN THE TOTAL AMOUNT TO BE REIMBURSED.





State of Rhode Island Office of Accounts and Control

If the travel has not been submitted yet, the user can make changes or add notes to the trip displayed. To store any change made, the user must click “Save”. To close the details of the trip without saving any changes, the user must click “Close Trip Details”.

Travel		Notes				
TRIP-DATE:	5/20/2016	FROM: <input type="checkbox"/> HOME <input type="checkbox"/> OFFICE <input type="checkbox"/> ROUND TRIP <input type="checkbox"/> STATE VEHICLE				
PURPOSE:	MEETING WITH DIRECTOR	Street No:	Street Name:	Street Type:	City:	State:
TOLL-AMOUNT:		1	CAPITOL	HILL	PROVIDENCE	RI
TOLL-RECEIPT#:		<div>SAVE</div> <div>CLOSE TRIP DETAILS</div>				
PARKING-AMOUNT:		TO: <input type="checkbox"/> HOME <input type="checkbox"/> OFFICE				
PARKING-RECEIPT#:		Street No:	Street Name:	Street Type:	City:	State:
MILES-OVERRIDE:		600	NEW LONDON	AVENUE	CRANSTON	RI
OVERRIDE-REASON:						

In the notes section there are two options – “Trip-Notes” and “Travel-Notes”. “Trip-Notes” are automatic notes generated by the system and are used to supplement information for history and audit purposes. The system generated notes are related to the specific trip currently under review.

Travel		Notes	
<input checked="" type="radio"/> TRIP-NOTES <input type="radio"/> TRAVEL-NOTES			
<div>NO RECORDS FOUND</div>			

“Travel-Notes” are user generated notes. These optional notes were designed to provide additional information to all users in the approval path. The users can enter as many notes as desired under this category. The “Travel-Notes” are related to the entire travel request as opposed to the individual trips.





State of Rhode Island Office of Accounts and Control

ADD STANDARD NOTE..

To enter a “Travel-Note” (Standard Note), click the “Add Standard Note” button.

The Note Tab will open. Enter the Note, and then click “Save Note”.

Travel

Notes

☐ TRIP-NOTES ☒ TRAVEL-NOTES

SAVE NOTE

Enter Note Here, then Click the SAVE-NOTE Button...

*A note cannot be submitted if the trip has already been submitted to the supervisor. Users can only add notes after they have created the trip but not yet submitted it.





State of Rhode Island Office of Accounts and Control

Overriding the System

If a user has a discrepancy with the miles calculated by the system due to a detour or accident, the user will need to select “View Details” after the trip was created. Once the trip details are displayed, the user can enter the miles requested in the “Miles Override” field. The user must enter the reason for this distance update in the “Override Reason” field. Please be specific in the reason field, for example “Route 44 closed for construction”. Select “Save” upon completion.

Travel		Notes	
TRIP-DATE:	*	1/1/2017	
PURPOSE:	*	MEETING	
TOLL-AMOUNT:			
TOLL-RECEIPT#:			
PARKING-AMOUNT:			
PARKING-RECEIPT#:			
MILES-OVERRIDE:		12.0	
OVERRIDE-REASON:		CONSTRUCTION DETOUR	

If a “Miles Override” is requested by an employee, the system will automatically enter a “User Override” note in the trip showing the difference between the system calculation and the user’s override. Also, an “X” will appear in the “UO” or User Override column allowing the supervisor to clearly view any trips that have been overridden by the traveler. These overrides will be reported on a monthly basis to the agency’s financial team and the Office of Accounts & Control.

DATE	TRIP START	TRIP END	MILES	TOLL\$	PARKING\$	RATE\$	TOTAL\$	NOTES	UO
01/01/2017	1 CAPITOL HILL PROVIDENCE RI	600 NEW LONDON AVENUE CRANSTON RI	12.0	\$0.00	\$0.00	\$0.535	\$6.42	1	X

Partial Matched Addresses

If the system cannot find an exact match on the address entered by the user, the system will display a “Partial Match” warning, and will supply an address that meets most of the data entered by the user as well as the distance of the trip based on the suggested partially matched address.

If the user agrees with the system’s suggested address, click OK and the system will replace the address entered by the user with the one validated by the system.

If the address supplied by the system is incorrect, the user must select “Cancel” and the system will disregard the address entered, and the user must then re-enter the address.

10.200.47.200 says:

Partial Match Found on TO:
Wakefield, South Kingstown

Calculated mileage = 33.9

Click OK to Accept This Address

Click CANCEL to Re-enter Address

☐ Prevent this page from creating additional dialogs.

OK Cancel

(note* - if a check box appears on this dialog that states ‘Prevent this page from creating additional dialogs’, do NOT check this box.)





State of Rhode Island Office of Accounts and Control

Parking and Toll Receipt Numbers

Toll receipts are required for all dollar amounts. Parking receipts are only required for fees over \$5.00. This field may also be used for Block Island ferry tickets, if purchased by the traveler. Wherever possible, please use the unique receipt number. The same receipt number cannot be used on the same date by more than one traveler. If there is no unique receipt number assigned by the vendor, please use the date/time stamp in the following format: mmddyyyy hhmmss

Month(2) Day(2) Year(4) Space Hour(2) Minute(2) Second(2)

Submitting Requested Information

If a supervisor or the financial team of the agency requires more information about a specific travel, they will be allowed to send the travel request back to the initiator and enter a note with the inquiry. The requestor will be notified with an email and the request will be flagged with a check mark in the row of the travel that the user needs to provide more information about.

TRAVEL-ID	NAME	AGENCY	PROGRAM	STATUS	NOTES	INFO REQUEST	CREATED	UPDATED
773		DEPARTMENT OF ADMINISTRATION	OFFICE OF MANAGEMENT AND BUDGET	TO BE SUBMITTED	1	✓	03/03/2016	03/03/2016

To provide the requested information, the user needs to select the Travel-ID of the inquiry and select the trip to view its details. The “Notes” tab will be open displaying the request for more information. To respond to the inquiry, the user must select “Submit Revision.” This will allow the user to write a note providing an answer to the request for more information.

TRAVEL-NOTES: 1

Travel Notes

☐ SYSGEN-TRIP-NOTES ☒ USERGEN-TRAVEL-NOTES

DATE	CREATED BY	STATUS	NOTE-TYPE	NOTE
03/03/2016		SUPERVISOR	INFORMATION REQUEST	MORE INFO ON.....

Buttons: SUBMIT REVISION, NEW REQUEST

To submit the note, the user will need to select “Save Note & Submit Revision”.

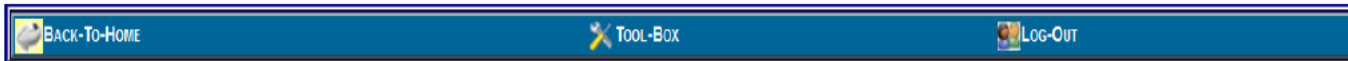




Toolbar-Menu

The system's toolbar-menu

is visible through out the application and allows the user to set personal preferences and navigate through the system.



Search Screen

The Search Screen or “Grid” is a dashboard where the user can see all the requests that are for the agency(s)/program(s) under their responsibility.

The Search Screen has three distinct sections:

- 1. Filter Section:** This section allows the user to narrow down/filter criteria in order to easily locate the desired Travel(s). In this section, the user can refine the display results by Fiscal Year, Agency, Program within the selected agency, and disposition. Additionally, travel awaiting the user's action or all travel can be filtered using “Queue”. The selection dropdowns will automatically be filled depending on the availability of the information and/or the user's authority level.

Item	Options
Fiscal	The system will display the fiscal years with travel requests
Disposition	In-Progress Completed Canceled Sending to RIFANs
Queue	My Travels (travel requests awaiting the current user action) All Travels (All travel requests regardless of where in the approval path they are located)
Agencies	All agencies where the user has access





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2. **Travel Search:** To the right of the Selection Section, the user can enter a Travel-ID or the last name of the requestor and click the button to find a specific Travel. If the Search is successful, the Travel record will list in the Display-Section. If you choose to go back to the Selection-Section (see #1 above), you will need to click the top of this section where it says 'click here to enable data-grid filters below' to reactivate the dropdown boxes.

3. **Display Section:** In this section, the system will narrow down the information to only those records that meet the entered criteria in the "Selection Section". The records displayed in this section can be sorted in either ascending or descending order by clicking on the column header of the field to be sorted.

Travel-ID	Name	Agency	Program	Status	Notes	Inv. Request	Created	Updated
843	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	FINANCIAL	2		03/16/2016	03/18/2016
843	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	FINANCIAL	2		03/16/2016	03/18/2016
842	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR			03/14/2016	03/18/2016
842	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR			03/14/2016	03/18/2016
841	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR			03/14/2016	03/18/2016
841	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR			03/14/2016	03/18/2016
840	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR	1		03/09/2016	03/18/2016
840	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR	1		03/09/2016	03/18/2016
839	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR	4		03/09/2016	03/18/2016
839	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR	4		03/09/2016	03/18/2016
838	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR	1		03/09/2016	03/18/2016
838	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR	1		03/09/2016	03/18/2016
837	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR	1		03/09/2016	03/18/2016
837	BLANCO, ANDRES	DEPARTMENT OF ADMINISTRATION	Information Technology	SUPERVISOR	1		03/09/2016	03/18/2016

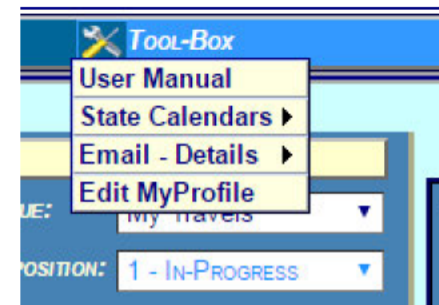
Records Displayed: 18

Clicking on a Travel-ID will take you to the Travel-Detail screen as explained earlier in the section on "Creating a Travel".

Toolbox

The Toolbox contains the most recent version of the user's manual along with the state calendars for multiple fiscal years.

Within the Toolbox, the user can enable or disable email notifications related to the Travel(s) and their approval path sent by the system. Employees can also edit their user profiles by selecting "Edit My Profile" to keep their information current.





Travel Request Approval Path

All travel requests need to go through the approval path before they get paid at the end of the process.

Users can see where in the process their travels are by selecting “All Travels” in the Queue section on the main grid of the system.

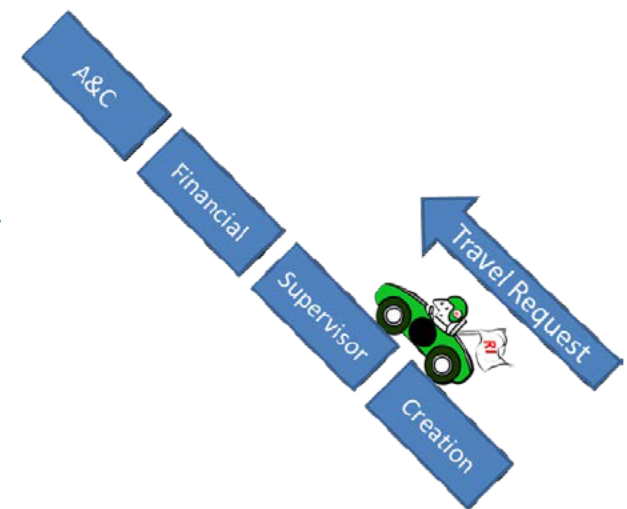
The approval path for the requests goes from the creation to the deposit of the reimbursement.

To Be Submitted: Travel requests with the status “To Be Submitted,” are travel requests that are currently under creation by the requestor, but have not yet been submitted.

Supervisor: When the initiator submits their travels, they automatically get routed to the corresponding supervisor (entered in their user-profile). All travels can be updated only by their Initiators, so all levels in the approval path after travel creation will only be able to see the details, but not be able to change them. If a change on any of the trips or a question arises at the Supervisor’s level, the Supervisor can send the travel back with a request for more information.

Financials: Once the Supervisor approves a request, the system routes the request to the financial team in charge of the agency and program where the initiator works. These financial teams are set up by the Office of Accounts and Control, and their scope of responsibility is decided by the agency. At this level, the financial team selects the account(s) and the allocation from where the funds to pay for the reimbursement will be drawn. Similar to the Supervisor’s level, if a question arises or more information is needed, the Financial Team may send back the travel request asking for more information.

Accounts and Control: After the Financial Team approves the request, the system will submit a batch to RIFANS and the approved reimbursement will be deposited into the requestor’s bank account on file.





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Notifications

The system will generate an email thread on every travel request each time an action is taken; this thread is a record to inform the parties involved of what has transpired and what action needs to be taken.

The following are automatic emails generated by the system:

Target	Reason	Subject Sample	Body Sample
New User	Inform of New User Profile Created	Mileage Reimbursement System: New User John Doe	A new password has been generated for your user. Please log in the system www.travel.ri.gov and enter the provided temporary password, then follow the instructions to change your password.
Forgot Password	Process to reset password	Mileage Reimbursement System: Forgot Password John Doe	Your password has been reset , please log in the system www.travel.ri.gov and enter: XXXXXX as your password, then follow the instructions to reset your password.
Password Update	User updated password	Mileage Reimbursement System: Password Updated John Doe	Your password for the Mileage Reimbursement System was updated.
Supervisor	Inform of new Request	New Mileage Reimbursement Request For John Doe -- Travel ID: 782	A member of your staff started filling a new Mileage Reimbursement Request. This request will need your approval for processing. Please log in at www.travel.ri.gov to access the system and review the request. If you are new to the system, follow the instructions to create your own user profile.
Supervisor	Travel Request Submitted for Approval	Mileage Reimbursement System: Travel Requested By A Member Of Your Staff John Doe -- Travel ID: 782	A Mileage Reimbursement Request was requested by a member of your Staff and needs your approval. Please log in the system www.travel.ri.gov for more details.
Financial Team	Travel Request Submitted for Approval	Mileage Reimbursement System: Travel Approved John Doe -- Travel ID: 816	A Mileage Reimbursement Request was Approved and needs your review and accounting information for final processing. Please log in the system www.travel.ri.gov for more details.
Initiator	Travel Request Canceled	Mileage Reimbursement System: Mileage Reimbursement Request Canceled John Doe -- Travel ID: 800	Your Mileage Reimbursement Request has been canceled, please log in the system www.travel.ri.gov for more details.





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Target	Reason	Subject Sample	Body Sample
Initiator	Travel Request approved by supervisor	Travel Approved by Supervisor	Your Mileage Reimbursement Request was approved by your supervisor.
Initiator	Travel Request approved by financial team	Travel Approved by Financial Team	Your Mileage Reimbursement Request was approved by your Financial Team.
Initiator	Travel Request Sent Back for More Information	Mileage Reimbursement System: More Information Required For Travel Request John Doe -- Travel ID: 800	A Mileage Reimbursement Request was sent back and needs more information for processing. Please log in the system www.travel.ri.gov for more details.




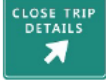

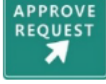
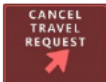




Mileage Reimbursement System Transactions

A Mileage Reimbursement request advances in the approval path by moving from one responsibility level to the next.

The transaction buttons displayed will automatically be limited to and based on the possible actions that can be taken by the user on that Mileage Reimbursement System at that moment. This allows the user to pick from the following actions only when they are available:

-  1. The “New Request” button creates a new request and can be initiated by any responsibility level within the agency. The user will click on the “New Request” button and a new request screen will load for the travel data to be entered in.
-  2. The “No Records Found” button means that no records meet the search criteria entered.
-  3. The “User Timed Out” button is for inactivity.
-  4. The “Close Trip Detail” button is the edit area and sends the trip information over to the travel grid.
-  5. The “Save” button allows the user to save the current travel request. Once it is saved, the user can revisit the same request as many times as needed until they choose to submit the request.
-  6. The “Approve Request” button moves the travel request to the queue of the user in the next responsibility level in the approval path. Once a user approves a request, the transaction button will be hidden. When the user retrieves the request for reference, the transaction will then be under the user in the next responsibility level in the approval path.
-  7. The “Cancel Travel Request” button cancels the current travel request and stops the approval path at the authority level where it was canceled. In order to cancel a request, a user **MUST** enter a reason for which the travel was canceled.





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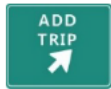
8. The “Reject & Revise Request” button allows a user to send back the request to the initiator and request more information in the form of an attached note.



9. The “Submit Revision” button allows the recipient of the “Request More Info” to reply by attaching a note with the requested additional information and send the Mileage Reimbursement request back to the supervisor in the regular approval path.



10. The “Add Note” button will allow users to attach a note to their travel request after it is created.



11. The “Add Trip” button creates a new trip to the existing travel. The users can add as many trips in a travel request as they require.

