PURDUE UNIVERSITY

Disbursements

To: Departmental Business Offices
From: Travel Office
Date: June 14, 2007
Re: OnePurdue Release 2 changes to travel processes and forms

Though the travel module will not be going live with Release 2 of the OnePurdue system, travel reimbursements will be processed within OnePurdue's accounts payable module effective July 1, 2007. To accommodate this transitional plan, the following minor modifications will be implemented:

I. University travel forms (Business Office Form 17 *Request to Travel on University Business* and Business Office Form 25 *Travel Reimbursement Request*) have been redesigned to accommodate the OnePurdue account structure. These forms should be used starting June 18, 2007, and can be accessed at the following Web site:

http://www.purdue.edu/travel/Publications/Welcome.html

To minimize any delays in processing, please include both legacy and OnePurdue account information on all travel reimbursement forms initiated after June 18 through June 29. Please ensure that our travelers continue to use their Purdue University Identification Number (PUID) on travel request and reimbursement documents to ensure payment to the appropriate employee. Their signature on the Form 25 is their certification as to the accuracy of the reimbursement request, including their identification number.

II. Please note that any travel to a country with a U.S. Department of State travel warning or announcement must be approved by International Programs in Young Hall prior to the trip. Web site links to these warnings and announcements can be accessed from the travel home page at:

www.purdue.edu/travel/

III. After July 1, 2007, if an employee **has not** enrolled in Payroll Direct Deposit, a travel reimbursement check will be mailed to the traveler's **home address** as reflected in the HR/Payroll module. Employees that are enrolled in direct deposit will have their travel ***and other reimbursements*** remitted to their main direct deposit account and will receive their remittance advice electronically. ***Though Employee Self-Service allows for the designation of a separate bank account for travel reimbursements, this capability will not be active until the OnePurdue travel module is implemented***. It is important for employees to maintain current bank account and address information in the system.

See attached list of travel general ledger accounts to be used in OnePurdue during the interim period to ensure continuity in reporting travel expenses.

Legacy Object Code	Legacy Object Code Name	NEW OnePurdue GL #	Name
55900	* TRAVEL		
55901	IN-STATE TRAVEL	**535110**	**In-State Travel**
55902	IN-STATE TRAINEE	**535115**	**In-State Trainee**
55903	OUT-OF-STATE TRAVEL	**535120**	**Out-Of-State Travel**
55904	OUT-OF-STATE TRAINEE	**535125**	**Out-Of-State Trainee**
55906	FOREIGN TRAVEL	**535130**	**Foreign Travel**
55907	FOREIGN - IN COUNTRY	**535135**	**Foreign - In Country**
55909	CES MILEAGE - REPORTABLE	**535140**	**CES Mileage - Reportable**
55910	TRAINEE DEPENDENT TRAVEL	**535145**	**Trainee Dependent Travel**
55913	BCHM MILEAGE-REPORTABLE	**535150**	**BCHM Mileage-Reportable**
55914	STAFF RELOCATION TRAVEL	**535155**	**Staff Relocation Travel**
55916	INTERNATIONAL AIRFARES	**535160**	**International Airfares**
55917	INTERNATIONAL PER DIEM	**535165**	**International Per Diem**
55918	DOMESTIC AIRFARE	**535170**	**Domestic Airfare**
55919	FOREIGN AIRFARE	**535175**	**Foreign Airfare**
55923	LTFS EMERGENCY EVAC	**535180**	**LTFS Emergency Evac**
55926	TRAINEE INTRNTNL TRAVEL	**535185**	**Trainee International Travel**
55927	TRAINEE RESEARCH TRAVEL	**535190**	**Trainee Research Travel**
55941	SAME DAY TRAVEL	**535195**	**Same Day Travel**
55982	SPORTS TEAM RM&ML(TRAVEL)	**535200**	**Sports Team RM&Ml (Travel)**
55983	SCOUTING	**535205**	**Scouting**
55984	SPORTS RECRUITING	**535210**	**Sports Recruiting**