

# DuckWeb Travel Reimbursement Form Instructions

To login, **enter** your UO ID number and your Personal Access Code (PAC), and then **click** the **login** button. **Click** the **Employee Information** menu then **click Create Travel Reimbursements**. **Enter Traveler ID** (95 number).

The DuckWeb travel reimbursement form has 7 sections:

- Travel Info
- Itinerary
- Private auto mileage
- Airfare
- Other expenses
- Accounting
- Grand Total

## Important Tips:

- ✓ Avoid using the “Back” button on your browser toolbar, this may cause you to lose your form.
- ✓ Use the **Tab** key or the mouse to navigate in the form. Using the **Enter** key can cause errors and unexpected results.
- ✓ **Enter** all dates in **MM/DD/YY** format.
- ✓ Use the **Save Document in Process** button at bottom of form frequently. Inactive sessions time out in 25 minutes and unsaved documents are lost. If you are timed out, check your **in process documents** first before restarting the reimbursement.
- ✓ Use the **Calculate Total** button to correct errors, calculate values and totals. Each time you save or re-calculate read the document text displayed at the top of your document. Notes are informational, errors must be rectified before the document will calculate all sections properly.
- ✓ Travelers use the **Submit for Approval** button to forward the document to their certifier. Certifiers use the **Create Invoice** button when your document is complete, calculated and error free and you have a signed copy on file. Your department maintains the signed copy on file.
- ✓ When you have finished a session, remember to **exit** DuckWeb rather than just closing the browser.

## TRAVEL INFO (This section is required)

1. **Name, ID and Address** are displayed from the BANNER database. If this address is not correct do not complete the reimbursement until the address has been [updated](#). Also consider recommending the traveler authorize [direct deposit](#) for reimbursements.
2. **Click YES** if the traveler is a **Non-Resident Alien**.
3. For **Trip Identifier**, **enter** the destination and date. This will be used as the BANNER invoice number and will appear on the check stub.
4. **Enter** specific [Business Purpose/Notes](#) information. Describe the nature of the business in detail for each destination. For example, include the topic of the research conducted, or the name of the conference and why traveler attended. Also include any notes about special circumstances such as expenses for other travelers or special rates. This information appears in the document text on the invoice.

## ITINERARY

1. **Select Depart Time** and **Return Time** from the drop down lists. Times are available in half hour increments.
2. **Enter From Date** and **To Date** in MM/DD/YY format. These dates should not overlap. The **To Date** of the last line should be the date of return.
3. **Enter City**. This is the city where the traveler stayed the night, check lodging receipt to confirm. The **city** must be entered exactly as it is on the federal table for the per diem to calculate correctly. Use the **Per Diem Chart** button if you are not familiar with the way the city is listed. For example, Tokyo is listed on the federal table as Tokyo City. If you enter only Tokyo, the form will not match this against Tokyo City. It will return the per diem amount for “all other locations” in Japan, rather than the amount for Tokyo City. Also use this **Per Diem Chart** button if you are unsure of the correct spelling. Incorrect spelling may result in the wrong per diem rate being calculated.
4. **Enter** two character **State abbr** for domestic travel or spell out the **Country** for foreign travel. **Click Per Diem Chart** if unsure of spelling.
5. Check **Conf Hotel** if traveler stayed in the [conference hotel](#) and received the conference hotel rate. If the conference rate applies the **\$ Amount** is the nightly rate plus taxes combined.
6. If the traveler is not claiming any meals uncheck the **Inc. Meals** box.
7. **Enter** the actual nightly hotel rate in **Hotel Rate** field. If nightly rate + taxes is per diem or less they can be combined and entered in the **Hotel Rate** field. **Enter 0** to claim no hotel expenses.
8. **Add Blank City Lines** as needed.
9. When you **click** the **Create Itinerary** button the form will automatically fill in the meal and lodging amount. The form will not let you exceed lodging or meal per diems.
10. **Make** changes, delete or zero out meals not being claimed or lodging on overnight travel.
11. **Click Calculate Total** (at bottom of form) to re-calculate and review any errors and/or notes displayed at the top of the page.

## PRIVATE AUTO MILEAGE

1. **Enter From Date** in MM/DD/YY format. **To Date** is optional.
2. **Enter From City** and **From State**. City and State spelling must match table values for **Total Miles** to calculate. For travel within a city you may enter destinations such as “hotel” or “airport” for **From City** and **Dest City** with a corresponding number of **Total Miles**.
3. **Enter Dest City** and **Dest State**.
4. **Total Miles** is optional. If left blank **Total Miles** will be calculated based on standard city mileage tables. If an amount is entered that exceeds standard city mileage tables a note will be displayed at the top of the page. Either change the amount to the table or provide explanation and documentation.
5. If **Rnd Trip** is checked and **Total Miles** is blank, mileage calculates based on city mileage tables x 2.
6. **Notes** are optional. However, if mileage claimed exceeds city mileage table, please explain and provide documentation.
7. **Click Add Blank Mileage Lines** as needed.
8. **Click Calculate Total** (at bottom of form) to re-calculate and review any errors and/or notes displayed at the top of the page.
9. If you need to make any changes, clear fields for **Total Miles**, **Rnd Trip**, and **\$ Amount** then re-enter and **Calculate Total**.

## AIRFARE

This section is used only to reimburse for tickets purchased personally by the traveler.

1. **Enter From Date** in “MM/DD/YY” format. **To Date** is optional.
2. **Enter From Loc.**
3. **Enter Dest Loc.**
4. **Notes** are optional. You may use to explain circumstances surrounding an unusually high fare or any additional fees.
5. **Enter Amt** spent on airfare.
6. **Click Add Blank Airfare Lines** as needed.
7. **Click Calculate Total** (at bottom of form) to re-calculate and review any errors and/or notes displayed at the top of the page.

## OTHER EXPENSES

1. **Select Type** of expense from the drop down list.
2. **Enter From Date** in “MM/DD/YY” format.
3. **To Date** is not required for certain types of expenses (for example, phone-business) and is required for other expenses (for example Lodging tax).
4. **Notes** are optional unless the **Type** of expense indicates that an explanation is required. This is the case for the business telephone call shown above.
5. **Enter Amount** spent on the expense.
6. **Click Add Blank Expense Lines** as needed.
7. **Click Calculate Total** (at bottom of the form) to re-calculate and review any errors and/or notes displayed at the top of the page.

## ACCOUNTING

1. **Calculate Total** before filling in **Accounting** section.
2. You may **Enter** an **Index** or the **Fund, Orgn, Prog, and Actv (FOPA)** individually. If you enter an **Index** the FOPA will be filled in by the calculate button. As in BANNER you can override the default FOPA. If you need to change an index after you have already entered one and calculated, all fields must be deleted for the FOPA to update.
3. **Enter ACCT.** See [FASOM Section 2](#) to look up an appropriate account code.
4. If using more than one FOPA, enter **Amt.** The total of the account amounts must add up to the total reimbursement. The total reimbursement is either the grand total or the “claiming only” amount, if claiming less than the total.
5. **Click Add Blank Accounting Lines** as needed.
6. The **Trans Date** (transaction date) is the posting date in FIS. It defaults to the date the form is created. It can be set to a past date for posting in a previous period if the period is still open. It cannot be set to a future date.
7. **Click Calculate Total** (at the bottom of form) to re-calculate and review any errors and/or notes displayed at the top of the page.

## GRAND TOTAL (This section is required)

1. The **Grand Total** is calculated based on the sum of the **Total** for each section.
2. This field is optional. If you wish to claim an amount less than the **Total**, **enter** a claiming only amount that is less than the **Total** amount. **Claiming Only Total** is not re-calculated based on subsequent changes made in other sections. The difference between **Grand Total** and **Claiming Only Total** should be \$25 or less. Do not include expenses that would exceed this difference.