

*Submit expenses on-the-go via a web app, capturing and uploading receipt images for instant and accurate reporting.*

# Travel Reimbursement

*This feature is available exclusively as an add-on for the Requisition | Purchase Order Module Modern.*

*Streamlines the submission, approval, and reimbursement of travel expenses, reducing manual paperwork and enhancing efficiency!*

# Key Benefits

*This feature enhances efficiency, ensures compliance, and simplifies travel expense management across devices.*

Workflow Modules Modern for MIP Fund Accounting®



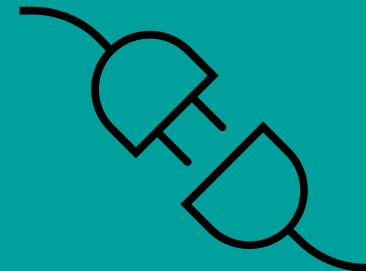
- Automated Expense Management – Streamlines the submission, approval, and reimbursement of travel expenses, reducing manual paperwork and increasing efficiency.
- Receipt Management – Users can capture and upload receipts instantly via a web app, ensuring expenses are accurately documented before reimbursement requests are submitted.



Mileage Tracking – Integrated Bing Maps allows users to calculate travel distances by entering start and end addresses or using odometer readings. Works across multiple devices for real-time tracking.



- Categorized Travel Entries – Easily record daily travel and classify expenses under preset categories like Flight, Miles, Meals, Rental, Lodging, and Miscellaneous.
- GSA Per Diem Compliance – Implements federal per diem rates for lodging and meals, promoting compliance with regulations and reducing audit risks.



Seamless Accounting Integration – Directly connects with MIP Fund Accounting, ensuring accurate and error-free data transfers.

# Travel Reimbursement

Workflow Modules Modern for MIP Fund Accounting®

## Workflow Process



### 1. Travel expenses submission



Employees will record daily travel and organize entries using preset categories: Flight, Miles, Meals, Rental, Lodging and Misc. and attach their receipts



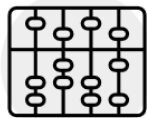
**Receipts-** Easily submit expenses on the go using our web app. Capture and upload receipt images instantly for accurate reporting. The system ensures all receipts are attached before approval submission.



The system uses **Bing Maps** to calculate travel distances from a start to an end address or allows users to enter odometer readings. It works across multiple devices for seamless mileage tracking.

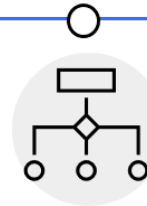


**GSA Per Diem Rates:** Standardized federal travel rates for lodging and meals to manage expenses and ensure compliance.



### 3. Accounting

Next, the final approver reviews the document for accuracy and transfers it to the MIP Fund Accounting AP Module. (or as Cash Disbursement if required)



### 2. Workflow Approval

The document is submitted for approval. The approver reviews, makes corrections, or rejects it and provides the reason. (Multi-level approval is available)



### 4. Post Batch

Lastly, Transactions are transferred to an open AP session ready for posting and check/ACH processing

mip  
FUND ACCOUNTING

# Steps Involved 1-4

## Travel Reimbursement

- 1. Log in to Workflow Modules Modern
- 2. Navigate to Travel Reimbursement and click on it.

- 3. Click on New
- 4. Select from the preset categories to record daily travel

Workflow Modules Modern - NPS Training Organization

Search

Requisition/Purchase Order

Bank Transactions

**Travel Reimbursement**

Invoice Capture

Inventory Management

Asset Tracking

TimeSheet

Budget

Reporting

Maintenance

Support

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Travel Reimbursement ID:24

Mileage : \$73.70Meals : \$59.00Lodging : \$107.00

>	2/25/2025	\$67.00	Mileage : Case B
>	2/25/2025	\$6.70	Mileage : Case A
>	8/11/2024	\$59.00	Meals : Reimbursement for Trip to Orlando
>	8/11/2024	\$107.00	Lodging : Reimbursement for Trip to Orlando

Organize entries

New

Flight

Lodging

Meals

Rental

Supplies

Mileage


# Preset Category Forms


Travel Reimbursement


- ☐ Flight
- ☐ Lodging
- ☐ Meals
- ☐ Rental
- ☐ Supplies


Click on Upload Receipt to **Attach receipts** directly using smartphone cameras to capture receipt images, scanners connected to PCs or networks files from local storage



Categorize expense reimbursement into designated expense

 **Travel Reimbursement** ID:24

 Flight : \$0.00

 Mileage : \$73.70


 Meals : \$50.00



  3/5/2025 \$0.00 **Flight :**



Save Cancel Delete Upload Receipt

Category Flight

Purpose/Description


Date 3/5/2025 



Quantity 1  



Amount 0.0000  



Total \$6.70



Merchant



GL Account 11000 

  3/5/2025 \$0.00 **Mileage :**

  2/25/2025 \$67.00 **Mileage :** Case B

  2/25/2025 \$6.70 **Mileage :** Case A

  8/11/2024 \$59.00 **Meals :** Reimbursement for Trip to Orlando

  8/11/2024 \$107.00 **Lodging :** Reimbursement for Trip to Orlando

# Preset Category Form Cont.

Travel Reimbursement

☐ Mileage

Using integrated Bing Maps, calculate the distance traveled by inputting a Start and End address.

Alternatively, users can provide their odometer reading  
Works across multiple devices, allowing users to initiate, track, and complete mileage tracking from smartphones, tablets, or laptops

Travel Reimbursement ID:24

New GSA Process Print Close

Mileage : \$73.70

Supplies : \$0.00

Rental : \$0.00

Meals : \$59.00

Lodging : \$107.00

Flight : \$0.00

Save Cancel Delete

Category

Mileage

Purpose/Description

Case A

Date

2/25/2025

From Address

2700 Braselton Highway, Dacula, GA 30019

To Address

450 Old Peachtree Road Northwest, Suwanee, GA ...

Odometer Start

0

Odometer End

0

Quantity

10

Amount

0.6700

Total

\$6.70

GL Account

11000

Map

2700 Braselton Highway, Dacula, GA 30019

450 Old Peachtree Road Northwest, Suwanee, GA 30024

> 8/11/2024 \$59.00 Meals : Reimbursement for Trip to Orlando

> 8/11/2024 \$107.00 Lodging : Reimbursement for Trip to Orlando

# GSA Per Diem Rates

Fixed federal travel rates for lodging and meals, ensuring compliance, cost control, and simplified expense reporting.

Travel Reimbursement

GSA

Anna Belle H Martin

Travel Reimbursement

New

GSA

Process

Print

Close

Supplies : \$15

Meals : \$172

Lodging : \$420

>		8/25/2024	\$15.29	Supplies : Trip to Conference
>		8/21/2024	\$51.75	Meals : Ai Conference (M&IE 75% first and last day)
>		8/20/2024	\$69.00	Meals : Ai Conference (M&IE 100% full day)
>		8/19/2024	\$51.75	Meals : Ai Conference (M&IE 75% first and last day)
>		8/21/2024	\$140.00	Lodging : Ai Conference (100% GSA Rate)
>		8/20/2024	\$140.00	Lodging : Ai Conference (100% GSA Rate)
>		8/19/2024	\$140.00	Lodging : Ai Conference (100% GSA Rate)

Process Travel Perdiem Rates

Zip Code

32801

Date of Expense

8/25/2024

Description

Ai Conference

Number of Days

3

Transaction Type

Both

Month/Year	Lodging	Meal
January/2024	170	69
February/2024	170	69
March/2024	170	69
April/2024	140	69
May/2024	140	69
June/2024	140	69
July/2024	140	69
August/2024	140	69
September/2024	140	69
October/2024	140	69
November/2024	140	69
December/2024	140	69

Create

Cancel

# How to Process Travel Reimbursement

Selected items will generate a document in "My Document," ready for review and approval submission

1. Log in to Workflow Modules Modern

2. Navigate to Travel Reimbursement and click on it.

3. Click on Process

4. Optional

5. Select Workflow

6. Distribution Code (if applicable)

7. Enter Description

9. Click on Process.

Workflow Modules Modern - NPS Training Organization

Search

Requisition/Purchase Order

Bank Transactions

**Travel Reimbursement**

Invoice Capture

Inventory Management

Asset Tracking

TimeSheet

Budget

Reporting

Maintenance

Support

Travel Reimbursement

Rental : \$0.00 Lodging : \$107.00 Flight : \$0.00 Mileage : \$73.70

	3/5/2025	\$0.00	Rental :
	3/5/2025	\$0.00	Lodging :
	3/5/2025	\$0.00	Flight :
	2/25/2025	\$67.00	Mileage : Case B
	2/25/2025	\$6.70	Mileage : Case A
	8/11/2024	\$59.00	Meals : Reimbursement for Trip to Orlando
	8/11/2024	\$107.00	Lodging : Reimbursement for Trip to Orlando

Process Travel Reimbursements

Pre-Approved Travel

Select a document or leave blank to create a new document

Workflow

Distribution Code

Description

	Date	Purpose	Total
<input type="checkbox"/>	3/5/2025		\$0.00
<input type="checkbox"/>	3/5/2025		\$0.00
<input type="checkbox"/>	3/5/2025		\$0.00
<input checked="" type="checkbox"/>	2/25/2025	Case B	\$67.00
<input checked="" type="checkbox"/>	2/25/2025	Case A	\$6.70
<input type="checkbox"/>	8/11/2024	Reimbursement for Trip to Orlando	\$59.00
<input type="checkbox"/>	8/11/2024	Reimbursement for Trip to Orlando	\$107.00

Process Cancel

Version: 2025.001.4

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# How to find my document and submit for approval

## Travel Reimbursement

1. Log in to Workflow Modules Modern

2. Navigate to Requisition Purchase Order drop down list

3. Click on My Document list

4. Locate document and double click to open

5. Enter Reason Justification

6. Submit for Approval

Review entire document for missing information

The screenshot displays the 'Workflow Modules Modern - NPS Training Organization' interface. The top navigation bar includes a search bar and a user profile for Anna Belle H Martin. The left sidebar shows a list of modules: Requisition/Purchase Order, My Documents, Shopping List, Receiving, and Vendor Punchout. The main area shows a list of documents under the 'My Documents' tab. The document list has columns for Document No, Reference, Date, Priority, Description, Workflow, Vendor Name, Total, Session, % Complete, Last Approval, and Attachments. Two documents are listed: 'Invoice (Travel)' with Document No AP-0001262 and 'Invoice (Travel)' with Document No AP-0001257. The 'Invoice' form is open, showing document information, reason/justification, and vendor information. The 'Reason/Justification' field contains the text 'travel'. The 'Vendor Information' section shows 'Vendor Invoice No', 'Vendor ID' (UNASSIGNED), 'Vendor Name' (UNASSIGNED), and 'Check Address ID' (Main). The bottom section shows a table of items with columns for Item No, Class, Qty, Units, Date, Description, Price, Amount, Distribution, Fund, Grant, GL, Progr, Dept, and Restriction. The table contains one item: 'Mileage' with a quantity of 10.00 and a price of \$0.670. The total amount is \$6.70.

Item No	Class	Qty	Units	Date	Description	Price	Amount	Distribution	Fund	Grant	GL	Progr	Dept	Restriction
Mileage		10.00	EA	2/25/2025	Purpose: Case A Address From/To: 2700 Braselton Highway, Dacula, GA 30019 --> 450 Old Peachtree Road Northwest, Suwanee, GA 30024	\$0.670	\$6.70	N/A			11000			

Count: 1      10.00      \$6.70

# Overview of the Approval Process

Email notifications are sent to an approver based on the workflow routing process. The email includes detailed information about the invoice, expense coding, budget, and previous approvers

Workflow Modules Modern

Search

Requisition/Purchase Order

My Documents

Shopping List

Receiving

Vendor Punchout

Query Accounts

Query Vendors

Send Order To Vendor

Approve Documents

Document Search

Display Account Balance

Setup

Bank Transactions

Travel Reimbursement

Invoice Capture

Inventory Management

Asset Tracking

TimeSheet

Budget

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Invoice

DOCUMENT INFORMATION

Document Number

AP - ...

Priority

Document Date

8/25/2024

Due Date

8/25/2024

Description

Invoice Capture for DELLTechnologies

Prepared By

Anna Belle H Martin

Workflow

Program

REASON/COMMENTS

Reason/Justification

Comments

AI Capture Confidence Result: 84.87

VENDOR INFORMATION

Vendor Invoice No

85425

Vendor ID

DELLTechnologies

Vendor Name

DELLTechnologies

Check Address ID

Item No

Class

Qty

Units

Date

Description

Price

Amo...

Distr...

Fund

Grant

GL

Progr

Dept

Rest...

Sum:

3.00

Sum:

\$2,41...

1 of 1

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Invoice

AP-1241

DATE

8/25/2024

DESCRIPTION

Invoice Capture for DELLTechnologies

PREPARED BY

Anna Belle H Martin

STATUS

Requester Documents

WORKFLOW

Program

VENDOR INVOICE

175274792

COMMENTS

AI Capture Confidence Result: 84.87

QTY

UOM

DESCRIPTION

UNIT COST

TOTAL

1

EA

Shipping

106.84

\$106.84

1

EA

Auto Inserted Tax Value

1.00

\$1.00

25

EA

12 X 10 X 10" LIGHTWEIGHT 32 ECT CORRUGATED BOXES

1.00

\$2,275.00

15

EA

22 X 16 X 16" CORRUGATED BOXES

1.00

\$1,125.00

25

EA

12 X 12 X 12" CORRUGATED BOXES

1.00

\$1,125.00

6

PK

TOILET SEAT COVERS

1.00

\$1,125.00

3

BD

ULINE UPSHABLE PEANUTS - WHITE ANTI-STATIC

1.00

\$1,125.00

7

CU

FT. BAG

1.00

\$1,125.00

Item Number

8-4841

COA #

01-999-57001-999-101-1

Item Number

8-10140

COA #

01-999-57001-999-101-1

Item Number

8-4525

COA #

01-999-57001-999-101-1

Item Number

8-7278

COA #

01-999-57001-999-101-1

Item Number

8-5128

COA #

01-999-57001-999-101-1

Approval Information (Internal Use Only)

Barcode

471208

Page 1 of 1

Sunday, August 25, 2024

Close

- Provide approvers the ability to modify the expense code or reject the invoice with a reason. The rejection note is communicated to the requester via email
- Review the invoice alongside a copy of the original PDF to ensure accuracy
- Implement a system to sort invoices based on their priority level
- Examine the document's audit trail to identify any alterations made prior to the invoice's receipt

Please Review/Approve Document AP-1194: ULINEULINE

WM workflow modules To Helpdesk

10:44 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

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Invoice AP-1194

400 Old Peachtree Rd NW  
Savannah, GA 30024  
(866)842-7640

DATE

03/06/2024

DESCRIPTION

Invoice Capture for ULINEULINE

PREPARED BY

Anna Belle H Martin

STATUS

Requester Documents

WORKFLOW

Finance

VENDOR INVOICE

175274792

COMMENTS

VENDOR INFORMATION

ULINE

ULINE

SHIPPING INFORMATION

QTY

UOM

DESCRIPTION

1

EA

Shipping

Item Number

Shipping

COA #

01-999-57001-999-101-1

1

EA

Auto Inserted Tax Value

Item Number

Tax

COA #

01-999-57001-999-101-1

25

EA

12 X 10 X 10" LIGHTWEIGHT 32 ECT CORRUGATED BOXES

Item Number

8-10140

COA #

01-999-57001-999-101-1

15

EA

22 X 16 X 16" CORRUGATED BOXES

Item Number

8-4841

COA #

01-999-57001-999-101-1

25

EA

12 X 12 X 12" CORRUGATED BOXES

Item Number

8-4525

COA #

01-999-57001-999-101-1

6

PK

TOILET SEAT COVERS

Item Number

8-7278

COA #

01-999-57001-999-101-1

3

BD

ULINE UPSHABLE PEANUTS - WHITE ANTI-STATIC

Item Number

8-5128

COA #

01-999-57001-999-101-1

Approval Information (Internal Use Only)

Barcode

471208

Approve

Reject

WARNING:

This message contains confidential information intended solely for Anna Belle H Martin. Do NOT forward this email to anyone else, as it includes an authorization for approval that must remain confidential.

Reply to All

10:18

WM workflow modules To Helpdesk

9:59 AM

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Purchase Order

10:18

DATE

03/06/2024

DESCRIPTION

Invoice Capture for ULINEULINE

PREPARED BY

Anna Belle H Martin

STATUS

Requester Documents

WORKFLOW

Finance

VENDOR INVOICE

175274792

COMMENTS

VENDOR INFORMATION

ULINE

ULINE

SHIPPING INFORMATION

QTY

UOM

DESCRIPTION

1

EA

Shipping

Item Number

Shipping

COA #

01-999-57001-999-101-1

1

EA

Auto Inserted Tax Value

Item Number

Tax

COA #

01-999-57001-999-101-1

25

EA

12 X 10 X 10" LIGHTWEIGHT 32 ECT CORRUGATED BOXES

Item Number

8-10140

COA #

01-999-57001-999-101-1

15

EA

22 X 16 X 16" CORRUGATED BOXES

Item Number

8-4841

COA #

01-999-57001-999-101-1

25

EA

12 X 12 X 12" CORRUGATED BOXES

Item Number

8-4525

COA #

01-999-57001-999-101-1

6

PK

TOILET SEAT COVERS

Item Number

8-7278

COA #

01-999-57001-999-101-1

3

BD

ULINE UPSHABLE PEANUTS - WHITE ANTI-STATIC

Item Number

8-5128

COA #

01-999-57001-999-101-1

Approval Information (Internal Use Only)

Barcode

471208

Approve

Reject

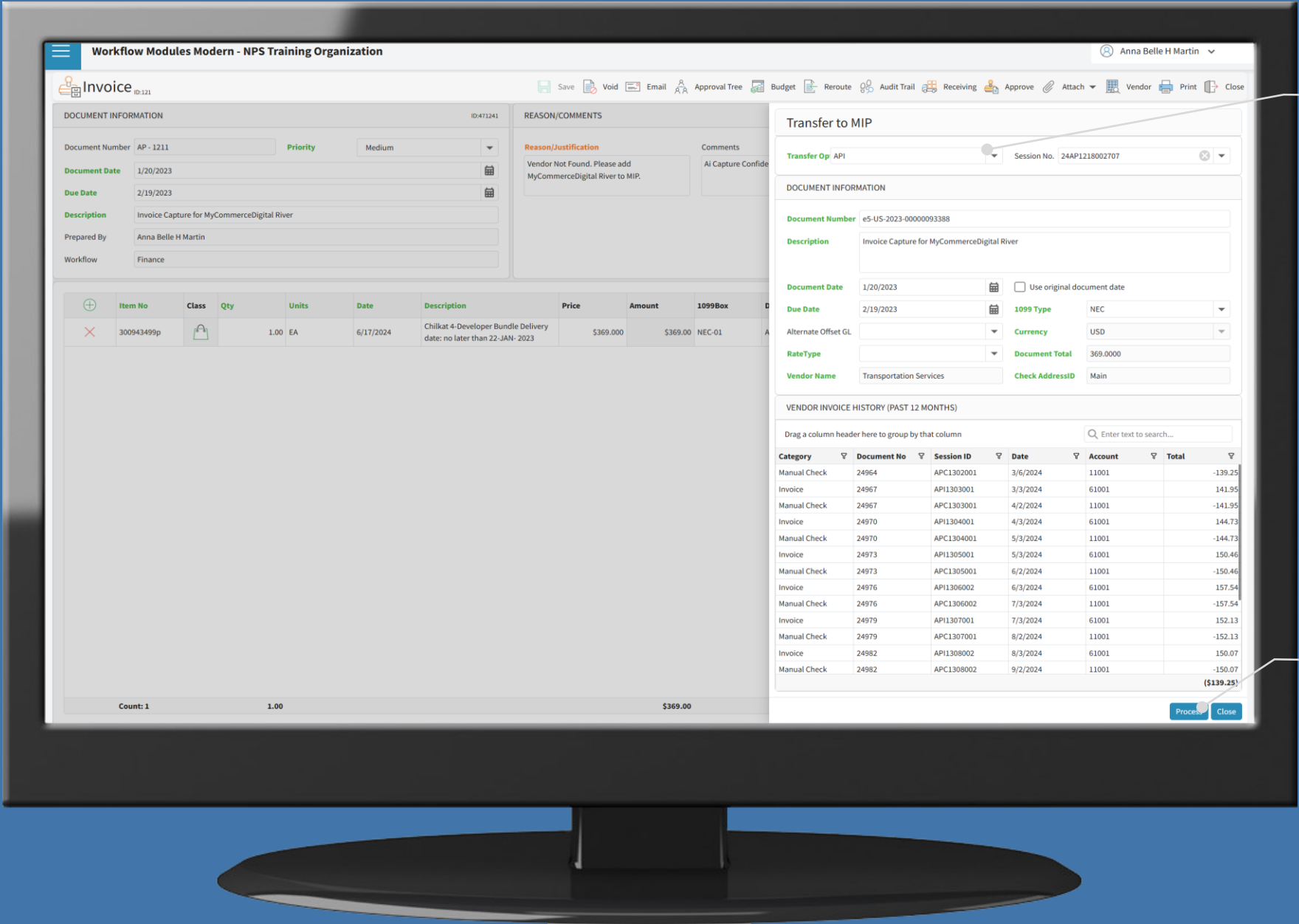
WARNING:

This message contains confidential information intended solely for Anna Belle H Martin. Do NOT forward this email to anyone else, as it includes an authorization for approval that must remain confidential.

Reply to All

Selected approvers can approve directly from a mobile device, tablet, or PC using our HTML approval

# Example: Final Approval before transferring to MIP Fund Accounting®



Transfer Options

Code	Description
API	Accounts Payable
CD	Cash Disbursement
JV	Journal Entry

Click on **Process**.

*Note: The final step is to log in to MIP FA. The AP session is ready to be posted in MIP Fund Accounting.*



## Get in Touch

For a live demo, quote request, or any inquiries, reach out to us at [sales@microix.net](mailto:sales@microix.net). Our team is ready to connect you with your MIP/Microix reseller.

## ◆ Exclusive Feature

This feature is available exclusively as an add-on for the Requisition | Purchase Order Module Modern.

 **Explore More** Visit us at [www.microix.net](http://www.microix.net)

 **Email:** [sales@microix.net](mailto:sales@microix.net)

 **Call:** 1-866-MICROIX (642-7649)