

Addendum to the Expense Voucher User Guide: Charging Travel Time and Per Diem Expenses to Projects

May 1, 2009

A. Overview

All travel expenses associated with a funded project shall be charged to that project. For TIP projects, all employees (2000 series and 3000 series) shall charge travel expenses to the appropriate portion of the project (PE, ROW, or Construction). For funded Spot Safety projects, all employees (2000 series and 3000 series) shall charge travel expenses to the PE portion of the project. Project employees (3000 series) shall also charge travel expenses to W-4447, SI-4735, and 1DOT, as appropriate.

B. Administrative Employees – Cost Center 150149

Administrative (2000 series) employees in Cost Center 150149 traveling for a funded project (TIP or Spot Safety) shall charge travel expenses to the portion of a TIP project being worked on (PE, ROW, Construction, or Mitigation) or the PE portion of a Spot Safety project, where appropriate. The orders (functional areas) for funded projects (TIP or Spot Safety) are as follows: 2060 (PE phase – both TIP and Spot Safety), 2060 (ROW phase), 2640 (construction phase). All other travel expenses (such as training, safety meetings, etc.) will go to variance (i.e. – applied directly to the administrative Cost Center, 150149). Administrative employees (2000 series) **shall not** apply any charges (travel expenses or work time) to W-4447, SI-4735, or 1DOT.

C. Project Employees – Cost Center 151105

Project (3000 series) employees in Cost Center 151105 traveling for a funded project (TIP or Spot Safety) shall charge travel expenses to the portion of a TIP project being worked on (PE, ROW, or Construction) or the PE portion of a Spot Safety project, where appropriate. The orders (functional areas) for funded projects (TIP or Spot Safety) are as follows: 2060 (PE phase – both TIP and Spot Safety), 2060 (ROW phase), 2640 (construction phase).

Project (3000 series) employees in Cost Center 151105 incurring travel expenses for work other than TIP projects or funded Spot Safety projects (such as ordinances, fatal investigations, HSIP investigations, STAA investigations, etc.) should charge travel expenses to the appropriate WBS element listed below:

Citizen Request	36283.15.4
Evaluation Project	36283.15.3
Executive Committee for Highway Safety	37561.1.1
Fatal Investigation/Meeting	36283.15.5
HSIP Location	36283.15.1
Media Request	36283.15.4
Ordinances	36283.15.10
Oversize/Overweight Investigation	36283.15.1
Road Safety Review	36283.15.1
STAA Investigation	36283.15.10

The order (functional area) for all of the above WBS elements is 2080.

All other travel expenses related to non-project work (training, safety, administration, etc.) shall go to 1DOT.1.3.1, which is a new WBS element specific to the Traffic Safety Unit designed to capture overhead costs. The orders (functional areas) for the 1DOT.1.3.1 WBS element are as follows:

9900	Administrative Functions (such as staff meetings, performance management reviews, safety audits, etc.)
9910	Training – Human Resources (such as ethics, ADA, EEOI, etc.)
9920	Training – Safety (such as first aid, CPR, AED, hazard communication, fire extinguishers, evacuations, ergonomics, defensive driving, etc.)
9930	Training – Leadership (such as LMDA seminars, PMP, Assessment Center, etc.)
9940	Training – Technical (such as roundtables, TEAAS, Excel, Power Point, Word, Mobility and Safety Conference, FE/PE review, HEC, PTOE review, Synchro, etc.)

NOTE 1 – General email and telephone responses not tied directly to a project, or tied to a project but take 5-10 minutes each (but over the course of the day may consume several hours), may be lumped together in order (functional area) 9900 of the 1DOT.1.3.1 WBS element.

NOTE 2 – Reimbursements for personal cell phones shall be charged to 1DOT.1.3.1, order 9900 (administrative function).

NOTE 3 – Beginning on May 4, 2009, all travel expenses (100%) for 3000 series employees (Cost Center 151105) shall be charged to a project. No expenses shall be charged directly to the cost center (i.e. – there will no longer be any “variance” charges).

D. Determining Travel Expenses by Project

For simplification purposes, all expenses charged to projects should be done on a trip basis. For 2000 series employees, the priority for these charges will be as follows:

1. TIP Projects
2. Funded Spot Safety Projects
3. Variance (charges directly to Cost Center 150149)

For 3000 series employees, the priority for these charges will be as follows:

1. TIP Projects
2. Funded Spot Safety Projects
3. W-4447 Investigations/Meetings (STAA, HSIP, Fatal, etc.)
4. SI-4735 Meetings and Work (ECHS)
5. 1DOT Work, Meetings, and Training

Example 1: A trip included a fatal investigation, an HSIP investigation, a TIP project, and the final inspection of a Spot Safety project. Therefore, 100% of the travel expenses would be charged to the TIP project (regardless of any other investigations involved in the trip).

If multiple TIP projects were involved, then an equal percentage of the travel expenses would be charged to each TIP project (regardless of any other investigations involved). For example, if two TIP projects were involved, then each would be charged with 50% of the travel expenses, if three TIP projects were involved, then each would be charged with 33.3% of the trip, and so forth.

Example 2: A trip included three fatal investigations and the final inspection of a Spot Safety project (i.e. – no TIP projects). Therefore, 100% of the travel expenses would be charged to the PE portion of the Spot Safety project (regardless of any other investigations involved in the trip).

If multiple funded Spot Safety projects were involved, then an equal percentage of the travel expenses would be charged to the PE portion of each funded Spot Safety project (regardless of any other investigations involved). For example, if two funded Spot Safety projects were involved, then the PE portion of each would be charged with 50% of the travel expenses, if three funded Spot Safety projects were involved, then the PE portion of each would be charged with 33.3% of the trip, and so forth.

Example 3: A trip included two fatal investigations and two HSIP investigations (i.e. – no TIP projects or Spot Safety projects). For 2000 series employees, 100% of this trip would go to variance (i.e. – charged directly to Cost Center 150149). For 3000 series employees, 50% of this trip would be charged to 36283.15.5 (Fatal) and 50% would be charged to 36283.15.1 (HSIP).

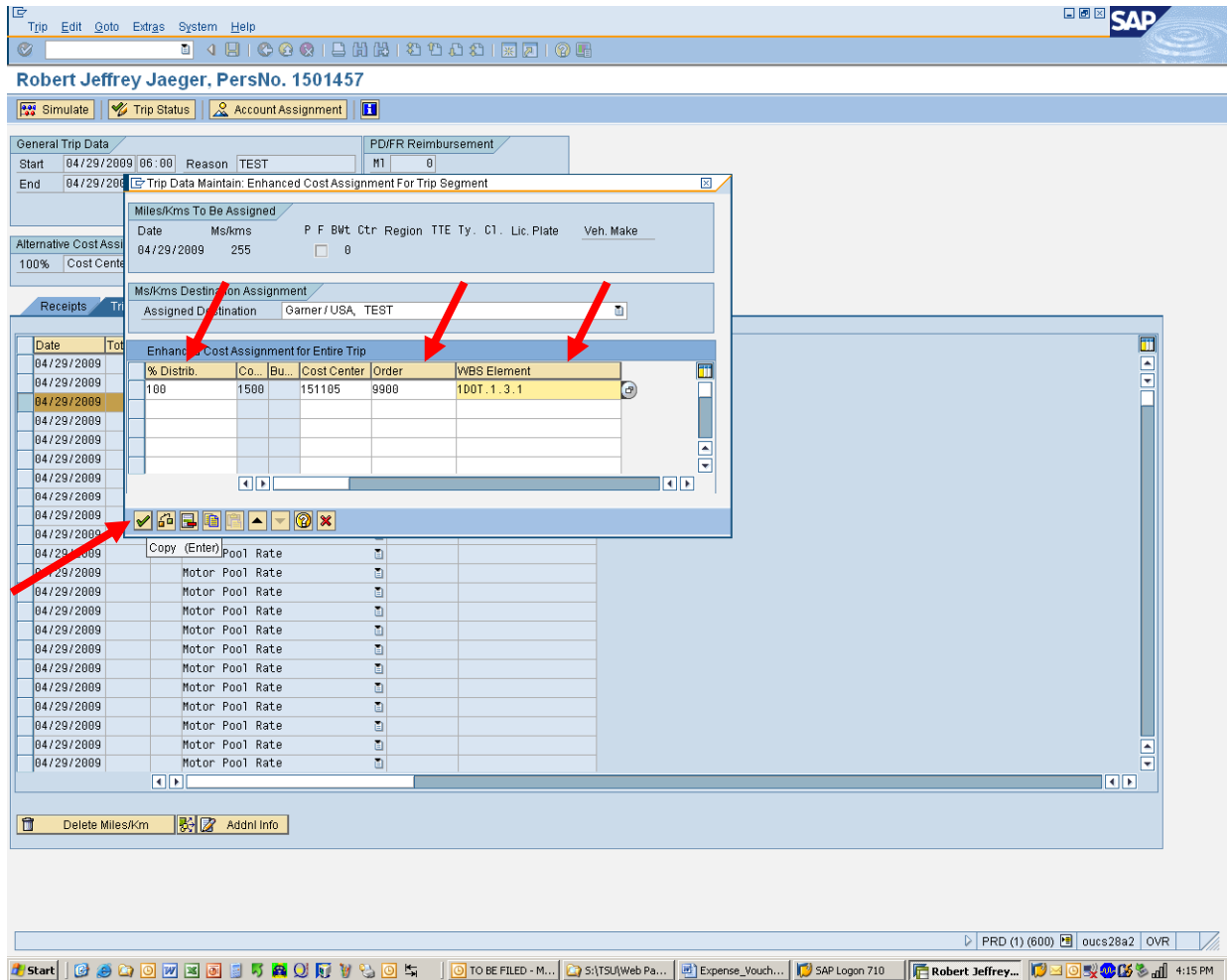
Example 4: A trip included two fatal investigations, one HSIP investigation, and one STAA reasonable access investigation (i.e. – no TIP projects or Spot Safety projects). Again, for 2000 series employees, 100% of this trip would go to variance (i.e. – charged directly to Cost Center 150149). For 3000 series employees, 50% of the trip would be charged to 36283.15.5 (Fatal), and 25% of the trip would be charged to each of 36283.15.1 (HSIP) and 36283.15.10 (STAA).

Example 5: A trip was made to and from Raleigh for PMP training. For 2000 series employees, 100% of this trip would go to variance (i.e. – charged directly to Cost Center 150149). For 3000 series employees, 100% of the trip would be charged to 1DOT.1.3.1, order 9930 (leadership training).

Example 6: A trip included a TIP project and a safety audit. For 2000 series employees, 100% of this trip would be charged to the appropriate portion of TIP project (PE, ROW, or construction). For 3000 series employees, 50% of the trip would be charged to the appropriate portion of TIP project (PE, ROW, or construction), and 50% of the trip would be charged to 1DOT.1.3.1, order 9900 (administration).

Example 7: A request for personal cell phone reimbursement is being made. For 2000 series employees, 100% of this charge would go to variance (i.e. – charged directly to Cost Center 150149). For 3000 series employees, 100% of the trip would be charged to 1DOT.1.3.1, order 9900 (administrative function).

Enter the “Distribution” (the appropriate percent – see examples in Section D, above), the appropriate “Order” (function code) for the WBS element to be entered, and the “WBS element”, then click the green check mark “Copy (Enter)”



Once this step has been completed, continue as normal with entering your expenses.

F. Charging Cell Phone Reimbursement to Overhead (1DOT) in SAP

Complete the expense voucher as normal. For assistance with entering this information in SAP, please contact Jackie Johnson directly.

Once your cell phone reimbursement is entered, highlight the line and select the “Enhanced Cost Assignment” button.

The screenshot displays the SAP Expense Voucher entry interface for Janet Arlene Whetstone (PersNo. 1513465). The interface includes a menu bar, a toolbar, and a main data entry area. The main data entry area is divided into several sections:

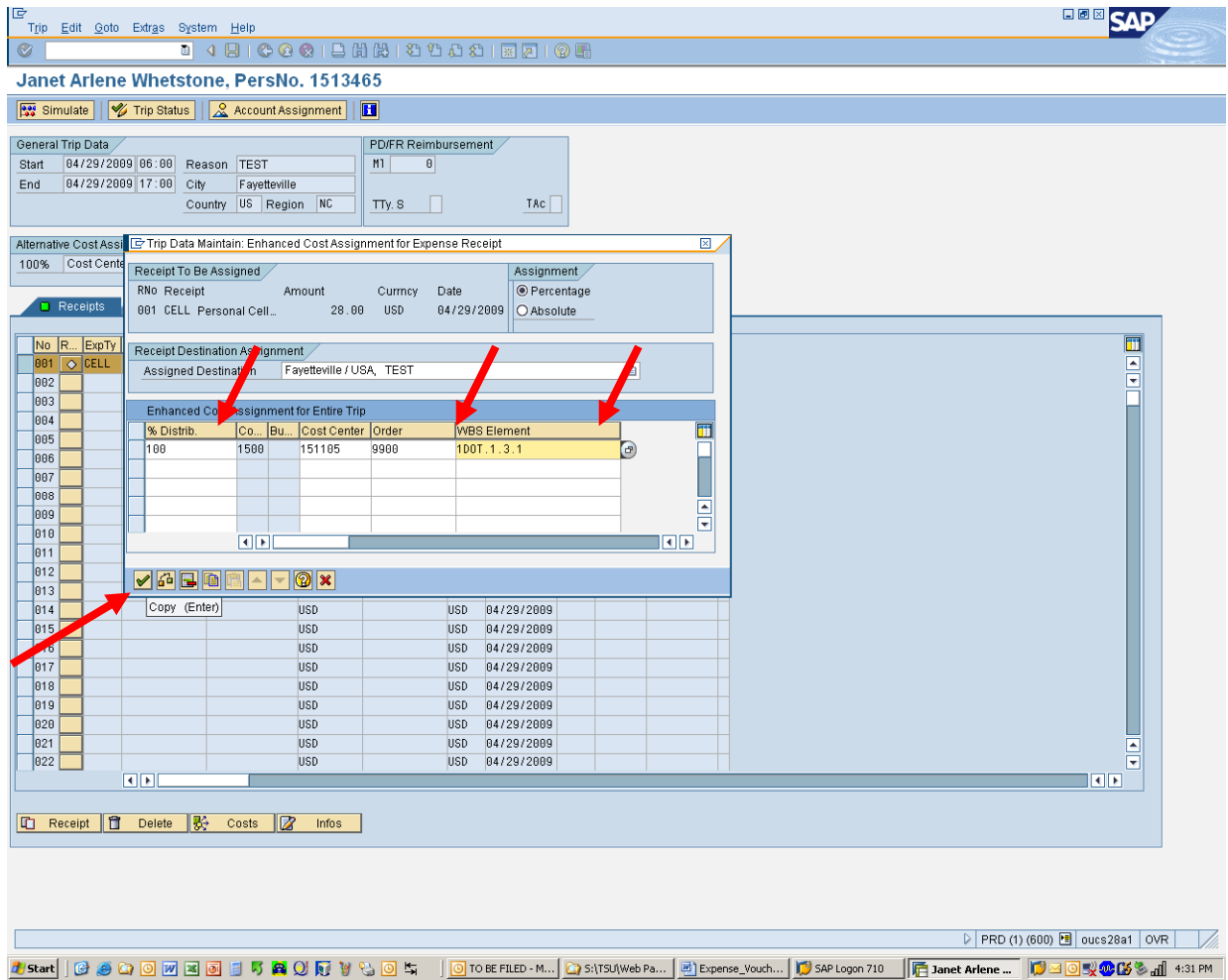
- General Trip Data:** Start: 04/29/2009 06:00, End: 04/29/2009 17:00, Reason: TEST, City: Fayetteville, Country: US, Region: NC.
- PD/FR Reimbursement:** M1: 0, TTY: S, TAc:
- Alternative Cost Assignment for Entire Trip, If Different to Master CA:** 100% Cost Center: 151105

The main data table is titled "Receipts" and contains the following columns: No., R., Exp.Ty, Name, Amount, Curncy, Exch. Rate, Acco., Date, Rec..., Region, Info, N. The first row is highlighted in yellow and contains the following data:

No.	R.	Exp.Ty	Name	Amount	Curncy	Exch. Rate	Acco.	Date	Rec...	Region	Info	N
001		CELL	Personal Cellu.	28.00	USD	1.00000	USD	04/29/2009				
002					USD		USD	04/29/2009				
003					USD		USD	04/29/2009				
004					USD		USD	04/29/2009				
005					USD		USD	04/29/2009				
006					USD		USD	04/29/2009				
007					USD		USD	04/29/2009				
008					USD		USD	04/29/2009				
009					USD		USD	04/29/2009				
010					USD		USD	04/29/2009				
011					USD		USD	04/29/2009				
012					USD		USD	04/29/2009				
013					USD		USD	04/29/2009				
014					USD		USD	04/29/2009				
015					USD		USD	04/29/2009				
016					USD		USD	04/29/2009				
017					USD		USD	04/29/2009				
018					USD		USD	04/29/2009				
019					USD		USD	04/29/2009				
020					USD		USD	04/29/2009				
021					USD		USD	04/29/2009				
022					USD		USD	04/29/2009				

Below the table, there is a toolbar with buttons for Receipt, Delete, Costs, and Infos. The "Costs" button is highlighted with a red arrow, and a tooltip "Enhanced Cost Assignment" is visible below it. The status bar at the bottom shows "PRD (1) (600) oucs28a1 OVR".

Enter the “Distribution” (the appropriate percent – see examples in Section D, above), the appropriate “Order” (function code) for the WBS element to be entered, and the “WBS element”, then click the green check mark “Copy (Enter)”.



Once this step has been completed, continue as normal with entering your expenses.

NOTE – The above example is for 3000 series employees only. Anyone in Cost Center 150149 (2000 series employees) would NOT add a WBS element or Order (functional area) for cell phone reimbursement.