

CHANGES TO THE TRAVEL EXPENDITURE REPORT and QUERY

The **Travel Expenditure Report, OCP_070_AP**, has been revised to report travel expenditures based on accounts payable journal date rather than payment date. There will no longer be reconciling differences between the Travel Expenditure Report and the 6 Digit Detail Expenditure Report by Journal Date when travel vouchers are paid in a month subsequent to when they were recorded in the general ledger. The change is effective March 12, 2007.

Navigation: Accounts Payable>Reports>Vouchers>Travel Expenditure Report

The Travel Expenditure Report is a summary report that prints totals for accounts 521XXX and 522XXX by vendor ID.

- Journal vouchers and unposted transactions are included in the revised report.
- The Period column contains the totals for the date range selected in the report parameters.
- The YTD column contains the totals for the fiscal year to date.
- The Period and YTD columns in the report below are the travel account totals from June 1 to June 30, 2006, and July 1, 2005 to June 30, 2006, respectively.



State of Oklahoma
Office of State Finance
Travel Expenditures Report
From 6/1/2006 To 6/30/2006

3/10/2007
8:22:01 AM

<u>Business Unit</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Account</u>	<u>Period</u>	<u>YTD</u>
000	AUTHORITY ORDER-PCARD	0000001101	522150	0.00	720.00
			Vendor Total:	0.00	720.00
	,BETTY J	0000094	521120	73.50	815.25
			521150	76.30	973.48
			521220	194.60	194.60
			521230	147.50	241.50
			521250	22.62	37.70
			521260	215.28	459.92
			Vendor Total:	729.80	2,722.45

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The **OCP_AP0070_TRVL_EXP_REPT Query** is available to download the Travel Expenditure Report information into Excel.

Navigation: Reporting Tools>Query>Query Viewer>OCP_AP0070_TRVL_EXP_REPT


The OCP_AP0070_TRVL_EXP_REPT query has the same format as the 6 Digit by Expenditure Detail by Journal Date query except that it is sorted by vendor ID, account number, and voucher number.


- The query lists all travel vouchers from the beginning of the fiscal year through the Ending Date selected in the query parameters.
- Vouchers are listed twice, once to report in the Period Amount column and once to report in the YTD Amt column, if the transaction occurred in the date range selected in the query parameters.

OCP_AP0070_TRVL_EXP_REPT - Travel Expenditures Report

Beginning Business Unit:

Ending Business Unit:

Beginning Date: 

Ending Date: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (144 kb)

[View All](#)

	Unit	Voucher	Account	Name	Vendor	PO_ID	Date	Close Status	Period Amount	YTD Amt
1	000	00000876	522150	AUTHORITY ORDER-PCARD	0000001101	5609000116	09/02/2005	O	0.000	165.000
2	000	00001080	522150	AUTHORITY ORDER-PCARD	0000001101	5609000116	04/04/2006	O	0.000	555.000
3	000	00000813	521120	,BETTY J	0000094		07/21/2005	O	0.000	64.500
4	000	00000867	521120	,BETTY J	0000094		08/22/2005	O	0.000	150.500
5	000	00000924	521120	,BETTY J	0000094		10/31/2005	O	0.000	73.500
6	000	00000960	521120	,BETTY J	0000094		12/01/2005	O	0.000	61.250
7	000	00001011	521120	,BETTY J	0000094		01/19/2006	O	0.000	73.500
8	000	00001053	521120	,BETTY J	0000094		03/09/2006	O	0.000	73.500
9	000	00001113	521120	,BETTY J	0000094		05/01/2006	O	0.000	97.500
10	000	00001142	521120	,BETTY J	0000094		05/25/2006	O	0.000	122.500
11	000	00001149	521120	,BETTY J	0000094		05/30/2006	O	0.000	25.000
12	000	00001173	521120	,BETTY J	0000094		06/15/2006	O	0.000	73.500
13	000	00001173	521120	,BETTY J	0000094		06/15/2006	O	73.500	0.000