

New Spendvision Travel Processing Coding Wizards

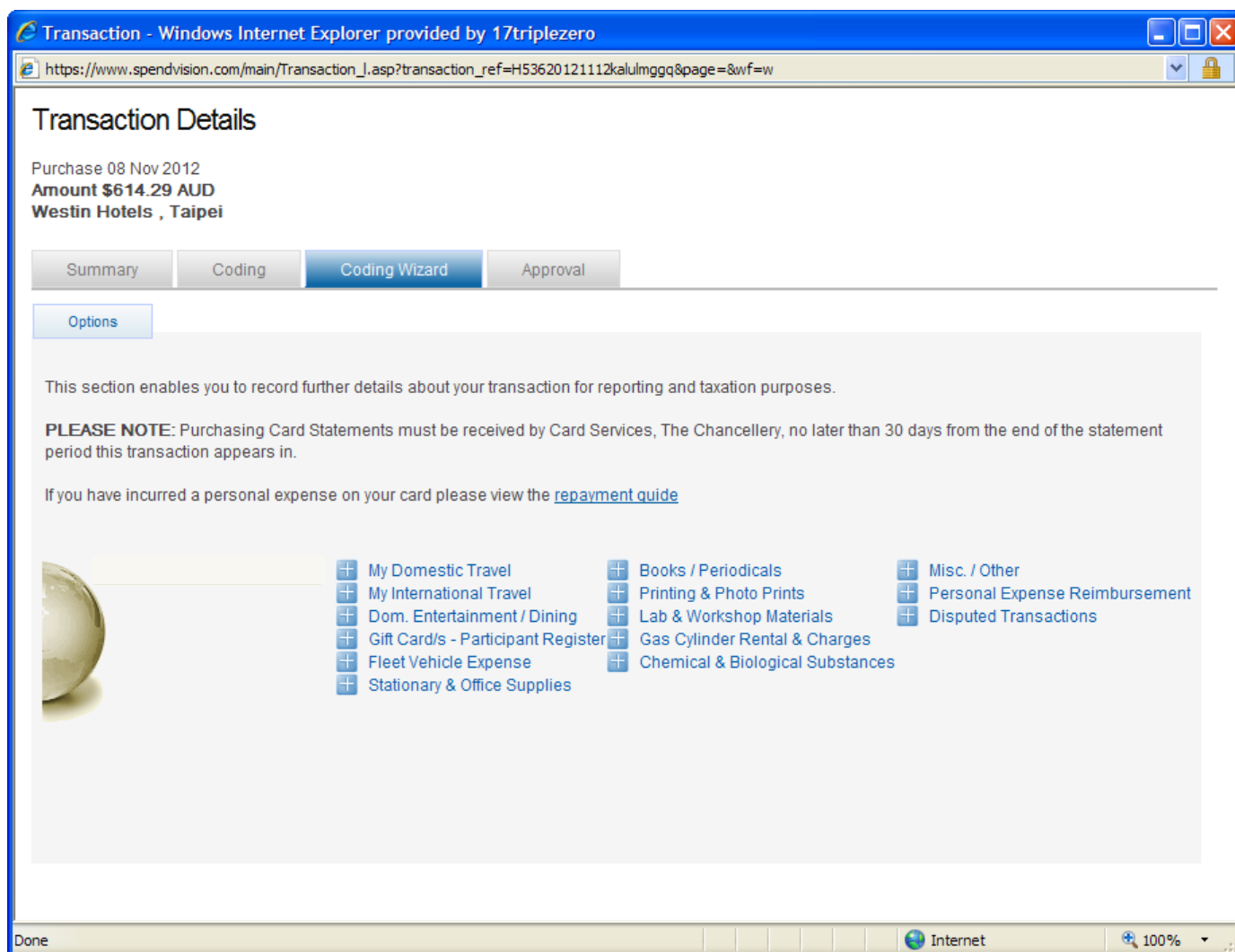
New Coding Wizards have been created for the allocation of official University business travel expenses;

My International Travel and My Domestic Travel

- All travel related expenses such as Airfares (including associated booking service fees), Accommodation, Meals and Ground Transport and can be allocated using the one of these wizards.
- All International Travel requires an Approved Travel Requisition, it is now mandatory for the Travel Requisition No. to be recorded against associated international travel expenses in the Comments Tab section, e.g. 12345. Information recorded in the Comments Tab is then automatically inserted into the Cardholder Mandatory Description on the Coding Screen – You can add this this description, but DO NOT REMOVE the Travel Requisition No. as this information will be passed to the financial ledger with the transaction details.
- All international travel requires the completion of a Travel Diary, a link to the Travel Diary is provided on the travel wizard allocation screens with instructions on submission requirements.

Coding an International Travel Expense

Click on the link **My International Travel**



Transaction - Windows Internet Explorer provided by 17triplezero

https://www.spendvision.com/main/Transaction_.asp?transaction_ref=H53620121112kalulmggq&page=&wf=w

Transaction Details

Purchase 08 Nov 2012
Amount \$614.29 AUD
Westin Hotels , Taipei

Summary Coding **Coding Wizard** Approval

Options

This section enables you to record further details about your transaction for reporting and taxation purposes.

PLEASE NOTE: Purchasing Card Statements must be received by Card Services, The Chancellor, no later than 30 days from the end of the statement period this transaction appears in.

If you have incurred a personal expense on your card please view the [repayment guide](#)

	+ My Domestic Travel + My International Travel + Dom. Entertainment / Dining + Gift Card/s - Participant Register + Fleet Vehicle Expense + Stationary & Office Supplies	+ Books / Periodicals + Printing & Photo Prints + Lab & Workshop Materials + Gas Cylinder Rental & Charges + Chemical & Biological Substances	+ Misc. / Other + Personal Expense Reimbursement + Disputed Transactions
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Done Internet 100%

Click on the  equal button to insert the full amount of the transaction, and then enter a relevant description.
Click on the link to Travel Diary and complete the diary and submit as directed for all International travel.

Transaction - Windows Internet Explorer provided by 17triplezero

https://www.spendvision.com/main/Transaction_J.asp?transaction_ref=H53620121112kalulmggq&page=&wf=w

Transaction Details

Purchase 08 Nov 2012
Amount **\$614.29 AUD**
Westin Hotels , Taipei

Summary Coding **Coding Wizard** Approval

Options Allocation **Comments**

International travel expenses incurred on official University business.

For all international travel an approved Travel Requisition is required and a Travel Diary must be completed. Record the associated Travel Requisition No. in the Comment Tab above (e.g.12345) and complete a [travel diary](#). **Print, complete and submit electronically to Finserv-taxation@newcastle.edu.au**

Travel Item	Amount	Description (Destination, Purpose)
Airfare		
Int.Airfare Serv Fee		
Accommodation	614.29	QS MBA tour -
Meals		
Transport		
Conference / Seminar		
Total Allocated	614.29	
	+	0.00 Other Allocations
	=	0.00 Balance

Cancel Delete Undo Save

Click on the Comments Tab, enter the Approved Travel Requisition No. Then Click on Save.

Transaction - Windows Internet Explorer provided by 17triplezero

https://www.spendvision.com/main/Transaction_J.asp?transaction_ref=H53620121112kalulmggq&page=&wf=w

Transaction Details

Purchase 08 Nov 2012
Amount **\$614.29 AUD**
Westin Hotels , Taipei

Summary Coding Coding Wizard **Approval**

Options Allocation **Comments**

International travel expenses incurred on official University business.

For all international travel an approved Travel Requisition is required and a Travel Diary must be completed. Record the associated Travel Requisition No. in the Comment Tab above (e.g.12345) and complete a [travel diary](#). **Print, complete and submit electronically to Finserv-taxation@newcastle.edu.au**

Travel Req No.

Cancel Delete Undo Save

The Coding screen is then displayed, the Account Code and GST codes are automatically populated and the Travel requisition No. is inserted at the beginning of the Cardholder Description (you can add to the description after the number if you wish – but please do not remove the Travel Requisition No.)

Update the Cost Collector as necessary and confirm Yes or No in the Invoice / Receipt check box.

(Please note all business expenses must be supported by detailed itemised Tax Invoices/Receipts)

Once completed Click on Save.

Transaction - Windows Internet Explorer provided by 17triplezero

https://www.spendvision.com/main/Transaction_.asp?transaction_ref=H53620121112kalulmggq&page=&wf=w

Transaction Details

Purchase 08 Nov 2012
Amount \$614.29 AUD
Westin Hotels , Taipei

Summary Coding Coding Wizard Approval

	Cost Collector	Project	Account Code	Amount Incl	GST Code	
My International Travel - Accommodation						
Line 1	1010561		5312	614.29	Z	
Line 2						
Line 3						
Line 4						
More..				Balance	0.00	

Card Issuer Description

Invoice/Receipt ☒ Invoice/Receipt Checked ☒ Disputed ☐

Purchase Westin Hotels

Cardholder Description (Mandatory)

13815- accommodation

Close Save

Done Internet 100%

Domestic Travel Expenses

- All travel related expenses such as Airfares (including associated booking service fees), Accommodation, Meals and Ground Transport and can be allocated using the one of these wizards.
- All Domestic Travel requires an Approved Travel Requisition, it is now mandatory for the Travel Requisition No. to be recorded against associated domestic travel expenses in the Comments Tab section, e.g. 12345. Information recorded in the Comments Tab is then automatically inserted into the Cardholder Mandatory Description on the Coding Screen – You can add this this description, but DO NOT REMOVE the travel Requisition No. as this information will be passed to the financial ledger with the transaction details.
- Domestic travel greater than 5 consecutive nights requires the completion of a Travel Diary, a link to the Travel Diary is provided on the travel wizard allocation screens with instructions on submission requirements.

Coding a Domestic Travel Expense

Click on the link **My Domestic Travel**

Transaction - Windows Internet Explorer provided by 17triplezero

https://www.spendvision.com/main/Transaction_1.asp?transaction_ref=H53620121119bqrhsntwx&page=&wvf=w

Transaction Details

Purchase 16 Nov 2012
Amount **\$17.16 AUD**
Newcastle Taxi 133300 , Darlinghurst

Summary Coding **Coding Wizard** Approval

Options

This section enables you to record further details about your transaction for reporting and taxation purposes.

PLEASE NOTE: Purchasing Card Statements must be received by Card Services, The Chancellery, no later than 30 days from the end of the statement period this transaction appears in.

If you have incurred a personal expense on your card please view the [repayment guide](#)

No Information Entered

☐ My Domestic Travel	☐ Books / Periodicals	☐ Misc. / Other
☐ My International Travel	☐ Printing & Photo Prints	☐ Personal Expense Reimbursement
☐ Dom. Entertainment / Dining	☐ Lab & Workshop Materials	☐ Disputed Transactions
☐ Gift Card/s - Participant Register	☐ Gas Cylinder Rental & Charges	
☐ Fleet Vehicle Expense	☐ Chemical & Biological Substances	
☐ Stationary & Office Supplies		

Done Internet 100%

Click on the  equal button to insert the full amount of the transaction, and then enter a relevant description.

Transaction - Windows Internet Explorer provided by 17triplezero

https://www.spendvision.com/main/Transaction_.asp?transaction_ref=H53620121119bqrhstwx&page=&wf=w

Transaction Details

Purchase 16 Nov 2012
Amount \$17.16 AUD
Newcastle Taxi 133300 , Darlinghurst

Summary Coding **Coding Wizard** Approval

Options Allocation **Comments**

Allocation of Approved Domestic travel expenses incurred on official University business. Please provide the Approved Domestic Travel Requisition Reference Number in the Comments section

>**Please Note:** For all Domestic travel greater then 5 nights an approved Travel Requisition is required and a Travel Diary must be completed. Record the associated Travel Requisition No. in the Comment Tab above (e.g.12345) and complete a [travel diary](#). **Print, complete and submit electronically to Finserv-taxation@newcastle.edu.au**

Travel Item	Amount	Description (Destination, Purpose)
Airfare		
Qantas Bus. Serv Fee		
Accommodation		
Meals		
Conference / Seminar		
Transport	17.16	Taxi to meeting 16th Nov.
Total Allocated	17.16	
	+	0.00 Other Allocations
	=	0.00 Balance

Cancel Undo Save

Click on the Comments Tab, enter the Approved Travel requisition No. *If travel was greater than 5 nights, Click on the link to Travel Diary and complete the diary and submit as directed.* Then Click on Save.

Transaction - Windows Internet Explorer provided by 17triplezero

https://www.spendvision.com/main/Transaction_.asp?transaction_ref=H53620121119bqrhstwx&page=2&wf=w

Transaction Details

Purchase 16 Nov 2012
Amount \$17.16 AUD
Newcastle Taxi 133300 , Darlinghurst

Summary Coding Coding Wizard **Approval**

Options Allocation **Comments**

Allocation of Approved Domestic travel expenses incurred on official University business. Please provide the Approved Domestic Travel Requisition Reference Number in the Comments section

>**Please Note:** For all Domestic travel greater then 5 nights an approved Travel Requisition is required and a Travel Diary must be completed. Record the associated Travel Requisition No. in the Comment Tab above (e.g.12345) and complete a [travel diary](#). **Print, complete and submit electronically to Finserv-taxation@newcastle.edu.au**

Travel Req No.

Cancel Delete Undo Save

The Coding screen is then displayed, the Account Code and GST codes are automatically populated and the Travel requisition No. is inserted at the beginning of the Cardholder Description (you can add to the description after the number if you wish – but please do not remove the Travel Requisition No.)

Update the Cost Collector as necessary and confirm Yes or No in the Invoice / Receipt check box.

(Please note all business expenses must be supported by detailed itemised Tax Invoices/Receipts)

Once completed Click on Save.

Transaction - Windows Internet Explorer provided by 17triplezero

https://www.spendvision.com/main/Transaction_1.asp?transaction_ref=H53620121119bqrhstwx&page=2&wf=w

Transaction Details

Purchase 16 Nov 2012
Amount **\$17.16 AUD**
Newcastle Taxi 133300 , Darlinghurst

Summary Coding Coding Wizard Approval

	Cost Collector	Project	Account Code	Amount Incl	GST Code	
My Domestic Travel - Transport						
Line 1	1010561		5304	17.16	C	
Line 2						
Line 3						
Line 4						
More..				Balance	0.00	

Card Issuer Description

Invoice/Receipt ☒ ☐ Disputed ☐
Checked ☒ ☐

Purchase Newcastle Taxi 133300

Cardholder Description (Mandatory)

12345

Close Save

Done Internet 100%