



Subject: Travel-Related General Ledgers Can be Paid on all Document Types

Audience: Finance Directors, HR Directors

Effective immediately, travel-related General Ledgers can be paid on all document types. Previously, the SCEIS system restricted travel to just ZT document types.

The system now requires the traveler information (employee number) to be on all 505** GL accounts regardless of what document type is being used. The best practice is to use ZTRAVEL (manual) or Travel Module to ensure that all travel-related transactions are captured on the same document type. This best practice is no longer required.

The following GL accounts do not require the traveler information:

5051540000	LEASED CAR-STATE OWNED
5051560000	TRAV-COMMUTING MILEAGE REIMB
5051570000	TRAVEL-LUMP SUM
5051990000	OTHER TRAVEL

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<http://www.sceis.sc.gov/requests/>.