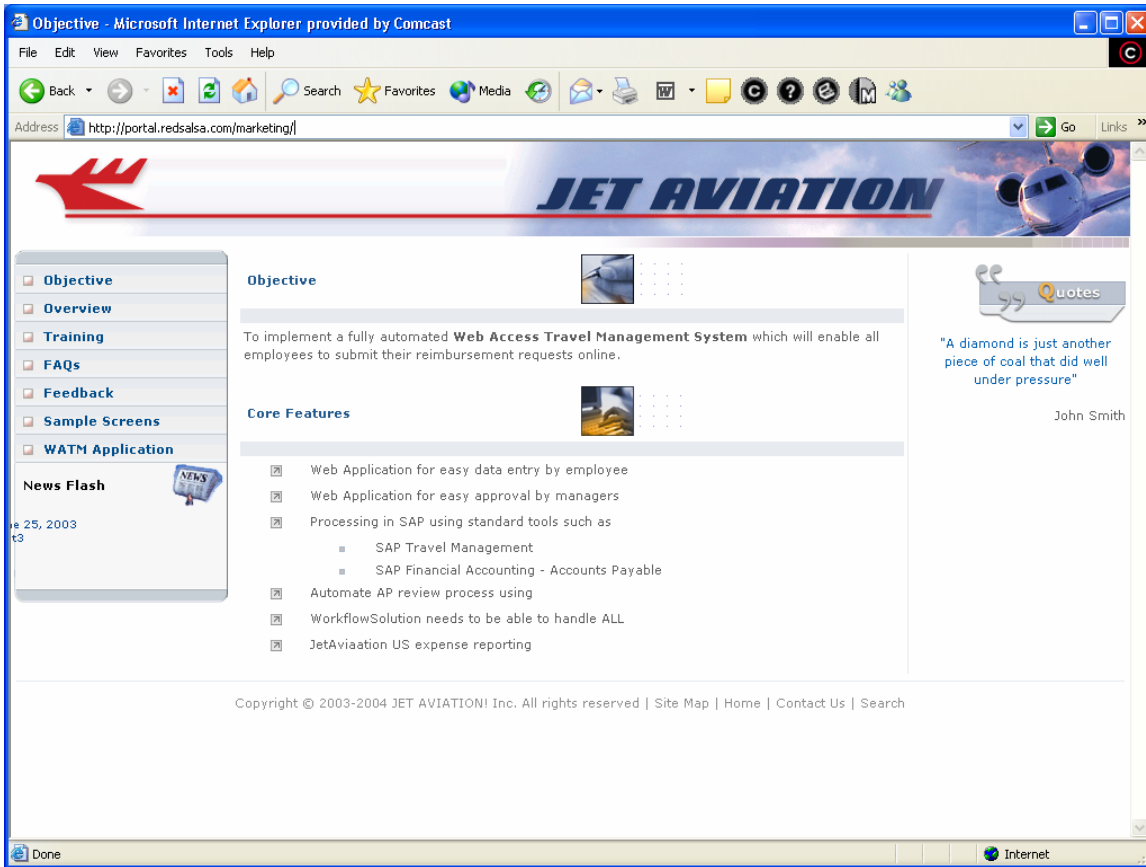




To begin keying in your WEB Access Travel Management (WATM) expense report you will need to visit the site <http://expense.jetaviation.com/marketing/> .

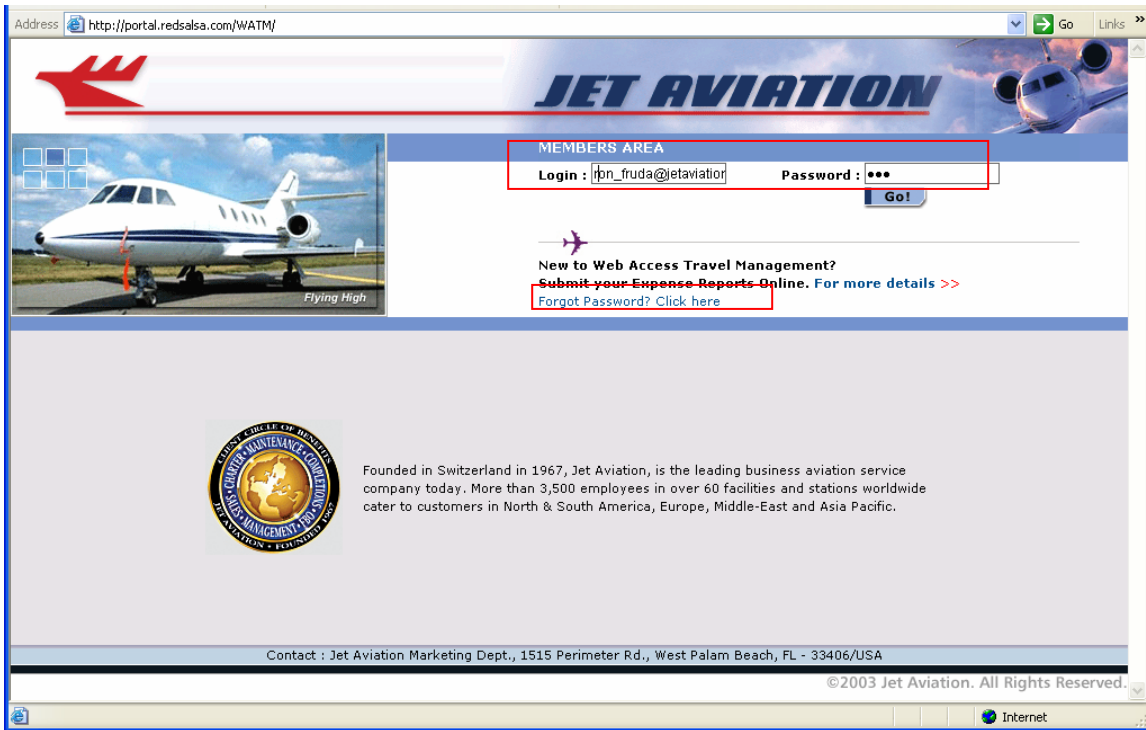


From this site you can get information about the following:

- Overview of the WEB application.
- Information on training.
- Frequently Asked Questions – Get your common questions answered now not later.
- Feedback – Give us feedback as to how this new site is working for you.
- Sample Screens – Screen shots to guide you through the process of keying expenses.
- Travel Application link – This will direct you to the WEB application for entering expenses.
- Terminology –List of terms used in the WEB application.
- News Flash – Get the latest Jet Aviation news.

You can also get to the login screen for expenses by going to the WEB Site:
<http://expenses.jetaviation.com> .



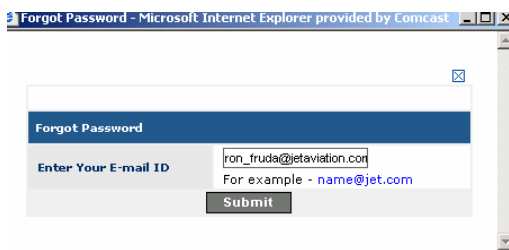


Login: Users e-mail address at Jetaviation.com (if you do not have one please request one from IT Support (201) 462-4090.)

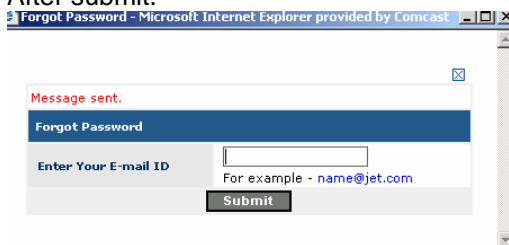
Password: Initial password will be set to WELCOME. You will be prompted to change your password.

NOTE: The login id is NOT case-sensitive, but the password IS.

If you have forgotten your e-mail you have the option to select the Forgot Password link. You will see a pop up dialog box appear where you can request your password to be sent to your corresponding e-mail account. **Note:** Only the password of the user whose e-mail account is entered will be sent to that e-mail account.



After submit.



Enter your login and password data in and either select Go or hit the enter key on your keyboard.





Once logged in you will see your inbox.

Employee Inbox:

Here you will see all your messages of your expenses and the status they are currently in. Statuses are updated nightly.

Some of the statuses are as follows:

- Saved but not submitted - expense has been saved only for later editing.
- Submitted to SAP – Approved by the manager and sent to SAP.
- Manager Rejected – Rejected by your manager.
- Rejected from SAP – Either AP has rejected your expenses or the data was inaccurate enough to warrant a rejection from SAP. In either case you should get an e-mail explaining the potential issue.
- On Hold – AP has put it on hold. A message will be sent to your e-mail account.
- Paid – Payment has been made, Mailing or ACH has not necessarily been done yet. Typically payments are done on every Thursday for approved expenses.

Fields:

- Check box – To delete messages. Will NOT delete expenses but will remove will them from the INBOX.
- From – Manager who approved/rejected.
- Expense Confirmation Number – represents the number to be used when sending your expense receipts to Jet Aviation.
- Trip Status – Current status of expense report (see above examples).
- Date – Date expense report was created.

Tips and Tricks: The triangle next to the date field signifies how the field is sorted. Descending is pointing down and ascending is pointing up.

Note: Managers will have two tabs (see manager section). The first tab will view all of the manager's expense report that he/she has submitted to THEIR manager. The second tab will allow them to view all of their subordinates' expenses.

Also, if another manager is away or if an employee has multiple managers, that manager may forward his e as well as any that have been assigned to them by another manager.



Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help

Welcome **NTCI TRAVEL**

Delete Messages

	From	Expense Confirmation No.	Trip Status	Date
<input type="checkbox"/>	RAYMOND STEBLER	Y WE0203040001	Manager Rejected	01/12/2004
<input type="checkbox"/>	RAYMOND STEBLER	Y WE0113040001	Manager Rejected	01/07/2004

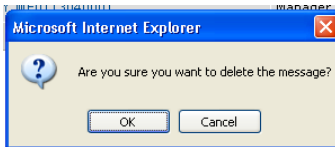
Page 1 of 1





To delete a message you can select the check box on the left next to each line, OR choose the top check box to select all for deletion. Select the [X Delete Messages](#) link. You will be given the opportunity to choose cancel or ok (delete).

X Delete Messages					
<input type="checkbox"/>		From	Expense Confirmation No.	Trip Status	Date ▼
<input type="checkbox"/>		RAYMOND STEBLER	Y WE0203040001	Manager Rejected	01/12/2004
<input checked="" type="checkbox"/>		RAYMOND STEBLER	Y WE0113040001	Manager Rejected	01/07/2004



If you choose cancel you will be brought back to the inbox main screen. If you select ok then you will delete the message.

Note: You are not deleting the expense report just the message. In order to see your expense report you will have to run the view expense report details query.

View/Edit trip:

Select the Expense Confirmation No. link to view or edit the expenses depending on the status.



The screenshot shows the Jet Aviation web application header with navigation links: [Inbox](#) | [Create Expense Report](#) | [View Trip Details](#) | [Edit Profile](#) | [Logout](#) | [Help](#). Below the header, there is a 'My Trips' section and a 'Delete Messages' table. The table has columns: From, Expense Confirmation No., Trip Status, and Date. One message from RAYMOND STEBLER with Expense Confirmation No. Y WE0203040001 and status Manager Rejected is shown. The 'Expense Confirmation No.' cell is highlighted with a red box.

This will bring you to the Edit/Print screen. Depending on the status you can modify the expenses or just print the expense report to a printer.

Tips and Tricks:

When you see this icon  you can immediately go to your inbox.






Review Summary

Reviewed By: Raymond Stebler
 Review Date: -
 Review Comments: Sorry had to reject

Expense Report Summary [Ron Fruda EE #:30254] Status: Manager Rejected

Travel Type	CHARTER NON TRIP - Non-Trip	Reporting Period	1/5/2004 to 1/5/2004	Expense Confirmation No.	Y WE0105040001
CTA Trip #		Tail #		Vendor #	880012345

01/05/2004

Location

Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	OTHER - CREW		US Dollar	1		
002	Mileage		US Dollar	1		
003	Airfare	1000	US Dollar	1	1000	
004	CABIN SERVICES		US Dollar	1		
005	HANGAR UPKEEP		US Dollar	1		
006	SUBSCRIPTIONS		US Dollar	1		

For further understanding how the edit/print feature works please continue.

Creating an Expense:

Select the menu called Create Expense Report from the black menu option.

Fields available for entry:

Travel Type – determines what fields an employee can enter data to.

Start Date – beginning date.

End date - can be entered if you wish but the system will pick the last date entered for a trip automatically.

Activate Foreign Currency - if checked will, on the create expense screen, allow for the currency box to be changed from USD to any other currency available. The default currency is set to USD if not checked.

NOTE: CTA trip # - used when entering expenses associated with a CTA trip or the JP SEARCH # associated with a JP placement search.

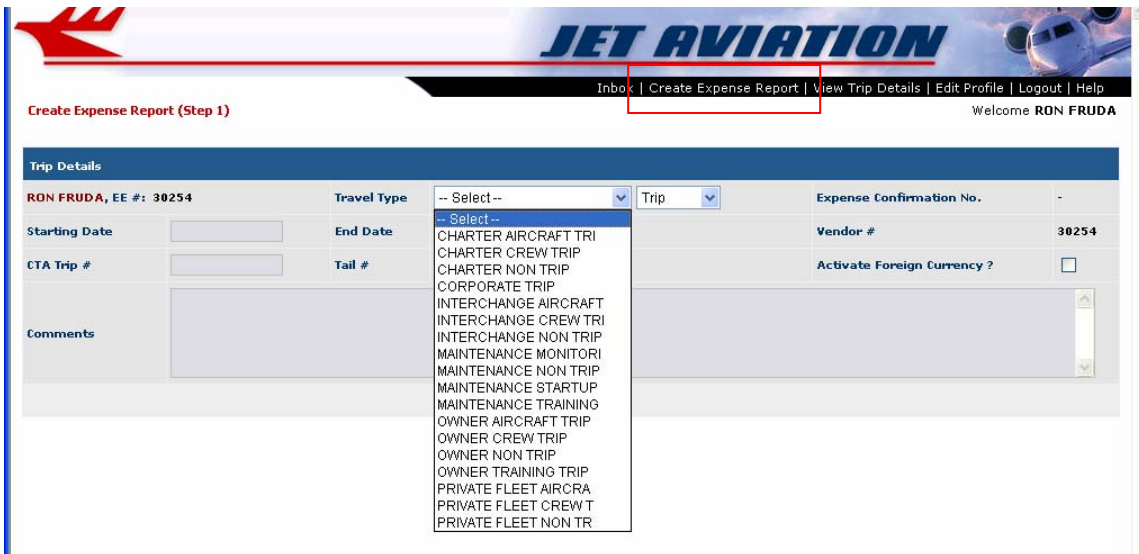
Tail # - this represents the tail number of the plane when associated with a CTA trip.

Header Comments – This is a free form text box where you can enter in any additional data at the header level.

Fields that can not be maintained in the expense entry screen are as follows:

- Employee's name
- EE number in Sap
- File Number (internally assigned)
- Vendor number in SAP



JET AVIATION
ALWAYS THERE - AROUND THE WORLD

Inbox | **Create Expense Report** | View Trip Details | Edit Profile | Logout | Help

Create Expense Report (Step 1) Welcome RON FRUDA

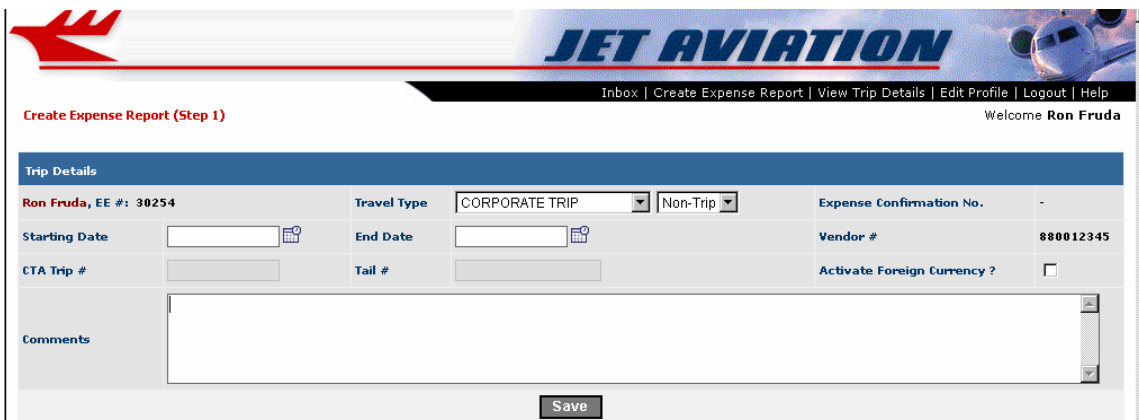
Trip Details					
RON FRUDA, EE #: 30254	Travel Type	-- Select --	Trip	Expense Confirmation No.	-
Starting Date	End Date	-- Select -- CHARTER AIRCRAFT TRI CHARTER CREW TRIP CHARTER NON TRIP CORPORATE TRIP INTERCHANGE AIRCRAFT INTERCHANGE CREW TRI INTERCHANGE NON TRIP MAINTENANCE MONITORI MAINTENANCE NON TRIP MAINTENANCE STARTUP MAINTENANCE TRAINING OWNER AIRCRAFT TRIP OWNER CREW TRIP OWNER NON TRIP OWNER TRAINING TRIP PRIVATE FLEET AIRCRA PRIVATE FLEET CREW T PRIVATE FLEET NON TR		Vendor #	30254
CTA Trip #	Tail #			Activate Foreign Currency ?	<input type="checkbox"/>
Comments					

You will then have to select the travel type as associated with your expense report.

Note: Your user should have been configured to only see those travel types that you can enter. If you require to be added to other travel types please request from your manager who will then contact the IT staff. The available travel types are listed above.

Once you have chosen the correct travel from the drop down box you should see the necessary fields switch from display (grey) to modifiable (white).

For example: In a corporate travel type you do not need the CTA trip # field or the location # field so they have been set to display only (not modifiable).



JET AVIATION
ALWAYS THERE - AROUND THE WORLD

Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help

Create Expense Report (Step 1) Welcome Ron Fruda

Trip Details					
Ron Fruda, EE #: 30254	Travel Type	CORPORATE TRIP	Non-Trip	Expense Confirmation No.	-
Starting Date	End Date			Vendor #	880012345
CTA Trip #	Tail #			Activate Foreign Currency ?	<input type="checkbox"/>
Comments					

Save

Certain fields require data entry. If the data is missing or incorrect you will see an error message at the top left of the WEB page and a red asterisk near the field with the error. In the below screen shot the start date is left blank and the appropriate error message is displayed. In this case, the date MUST BE ENTERED before the record can be saved.





Create Expense Report - Microsoft Internet Explorer provided by Comcast

Address: http://portal.redsalsa.com/WATM/ExpenseReport/AddCERMain.aspx

JET AVIATION

Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help

Welcome RON FRUDA

Create Expense Report (Step 1)

- Please enter Starting Date.

Trip Details

RON FRUDA, EE #: 30254	Travel Type	CORPORATE TRIP	Non-Trip	Expense Confirmation No.	-
Starting Date	End Date			Vendor #	30254
CTA Trip #	Tail #			Activate Foreign Currency ?	<input type="checkbox"/>

Comments

Save

After all errors have been taken care of you must save the expense report header data to continue. A temporary file number will be assigned to this record – in this case WEXXXXX00001. You should also see two additional links, Add Expenses and View Expense Report, on the right hand side of the screen.

JET AVIATION

Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help

Welcome RON FRUDA

Modify Expense Report (Step 1)

Trip Details

RON FRUDA, EE #: 30254	Travel Type	CORPORATE TRIP	Non-Trip	Expense Confirmation No.	Y WEXXXXX0001
Starting Date	End Date	01/01/2004		Vendor #	30254
CTA Trip #	Tail #			Activate Foreign Currency ?	<input type="checkbox"/>

Comments

I added comments here but I was not required to do so. These comments help explain about any special situations or just add header comments.

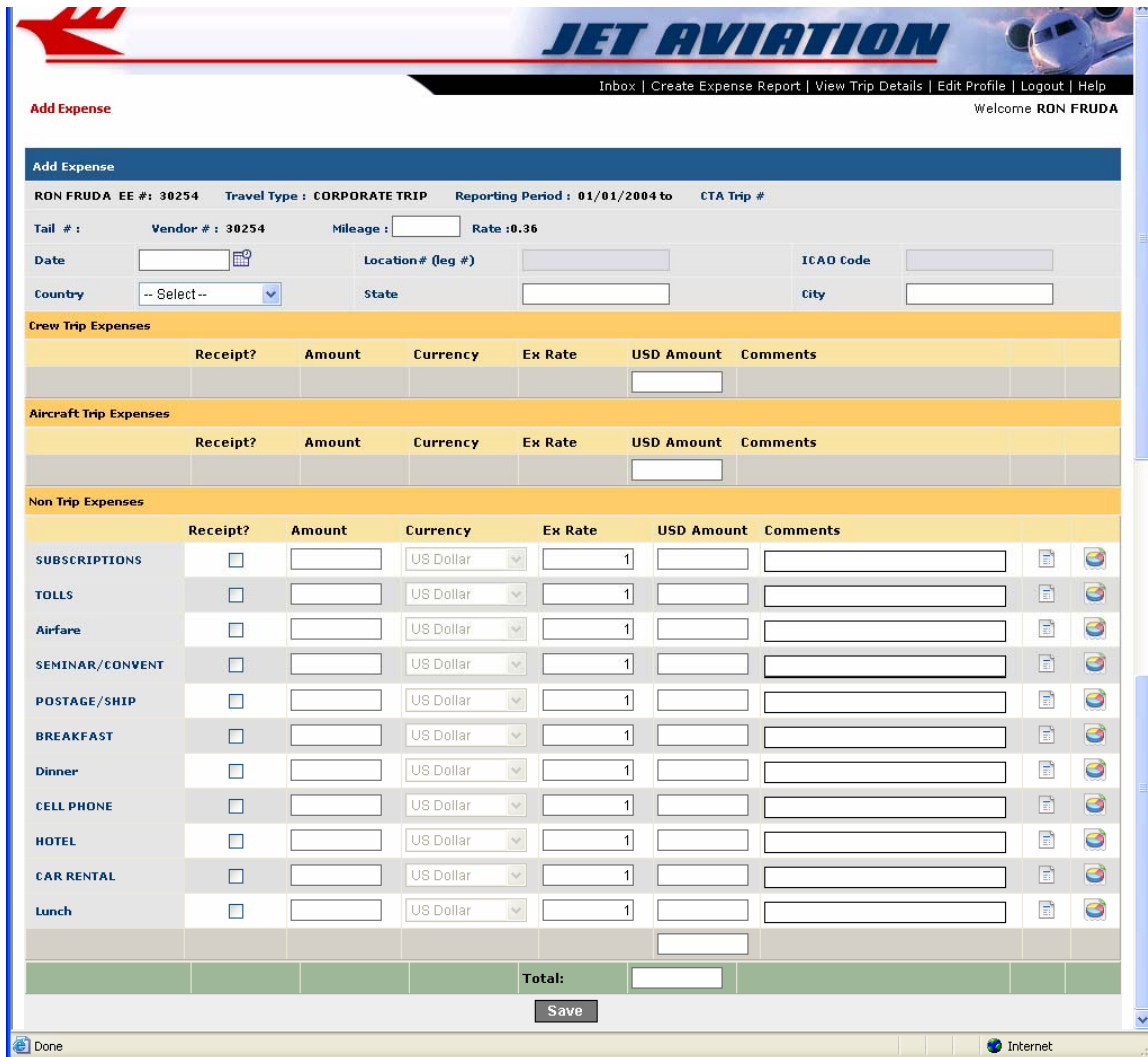
Save

Add Expense View Expense Report

Part 1 (Add Expense):

The next step after saving the header information is to choose the add expenses link.



JET AVIATION
Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help
Welcome RON FRUDA

Add Expense

RON FRUDA EE #: 30254 Travel Type : CORPORATE TRIP Reporting Period : 01/01/2004 to CTA Trip #

Tail # : Vendor # : 30254 Mileage : Rate : 0.36

Date Location# (leg #) ICAO Code

Country State City

Crew Trip Expenses

Receipt?	Amount	Currency	Ex Rate	USD Amount	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Aircraft Trip Expenses

Receipt?	Amount	Currency	Ex Rate	USD Amount	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Non Trip Expenses

	Receipt?	Amount	Currency	Ex Rate	USD Amount	Comments
SUBSCRIPTIONS	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
TOLLS	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
Airfare	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
SEMINAR/CONVENT	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
POSTAGE/SHIP	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
BREAKFAST	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
Dinner	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
CELL PHONE	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
HOTEL	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
CAR RENTAL	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
Lunch	<input type="checkbox"/>	<input type="text"/>	US Dollar	1	<input type="text"/>	<input type="text"/>
Total:				<input type="text"/>	<input type="text"/>	<input type="text"/>

There are certain requirements that need to be met depending on the travel type and expense being entered as well as the Jet Aviation travel policy. For a copy of the policy see your HR department.

- If submitting an expense report you will be required to attach a receipt. If the receipt check box is not checked and you have entered an amount the system will prompt you to enter in some text in the comments field. Please review travel policy as well as contact your AP manager for further guidance.
- If any required field is not entered you will see an error message at the top left along with the red asterisk next to the field with the error. Correct the error by entering data in the required field to proceed.

Fields available for entry:

Mileage – Mileage traveled in personal car.

*Date – Date of trip.

**Location – Typically will be the leg number of the trip but can also be the activity number for maintenance work.

Country – Country where trip expenses occurred.

*State – State where trip occurred.

*City – City where trip occurred.





**ICAO code – A four character airport code. For example, KTEB – Teterboro.

* These are required fields.

** Required if this his expense report is for CTA trip.

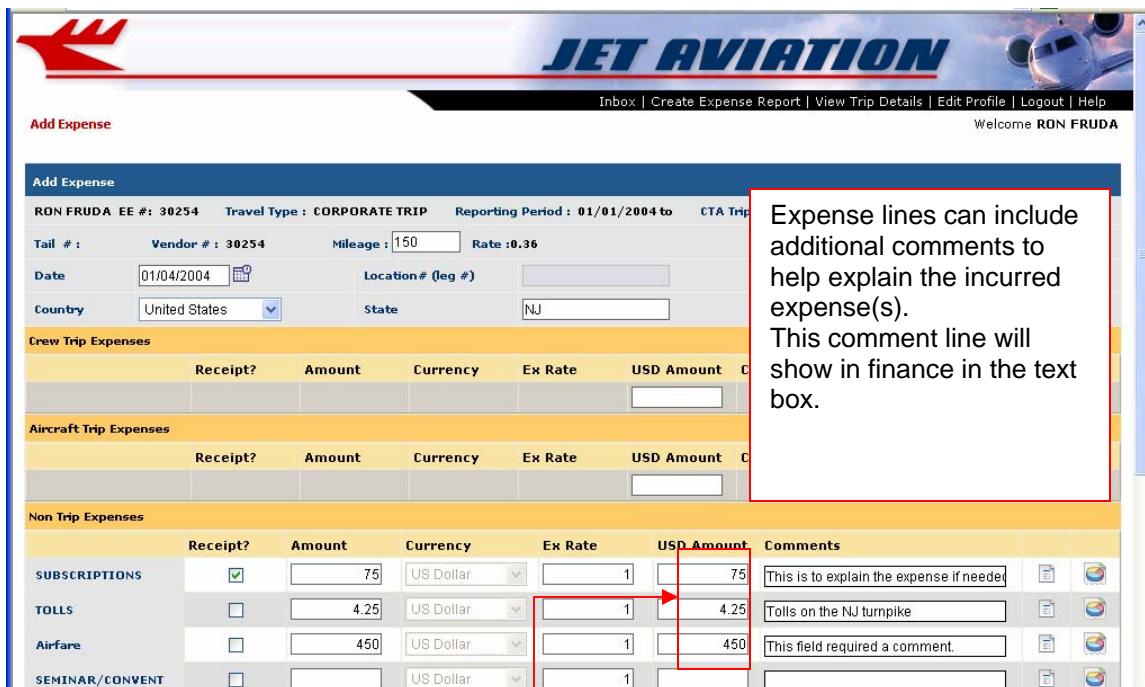
Fields that cannot be maintained in the expense entry screen are as follows:

- Employee's name
- EE number in Sap
- Travel type
- Reporting period
- CTA trip number
- Tail number
- Vendor number in SAP
- Mileage rate

Tips and Tricks:

You Can:

- Access your country by either selecting it from the drop down or by choosing the first letter of the country. If more than one country exists you can continue to the next by selecting the first letter again on the keyboard. For example, you can get to United States by selecting the "U" four times on your keyboard".
- Use the tab key to go to another field.
- Choose the space key to select any check box.
- Move the mouse over an icon and it will show you a tool tip.



Add Expense

RON FRUDA EE #: 30254 Travel Type : CORPORATE TRIP Reporting Period : 01/01/2004 to CTA Trip

Tail # : Vendor # : 30254 Mileage : 150 Rate : 0.36

Date : 01/04/2004 Location # (leg #) : Country : United States State : NJ

Crew Trip Expenses

Receipt?	Amount	Currency	Ex Rate	USD Amount

Aircraft Trip Expenses

Receipt?	Amount	Currency	Ex Rate	USD Amount

Non Trip Expenses

Receipt?	Amount	Currency	Ex Rate	USD Amount	Comments
<input checked="" type="checkbox"/>	75	US Dollar	1	75	This is to explain the expense if needed
<input type="checkbox"/>	4.25	US Dollar	1	4.25	Tolls on the NJ turnpike
<input type="checkbox"/>	450	US Dollar	1	450	This field required a comment.
<input type="checkbox"/>		US Dollar	1		

Expense lines can include additional comments to help explain the incurred expense(s). This comment line will show in finance in the text box.





POSTAGE/SHIP	<input type="checkbox"/>		1			
BREAKFAST	<input type="checkbox"/>		1			
Dinner	<input type="checkbox"/>		1			
CELL PHONE	<input type="checkbox"/>		1			
HOTEL	<input type="checkbox"/>		1			
CAR RENTAL	<input type="checkbox"/>		1			
Lunch	<input type="checkbox"/>		1			
					529.25	
Total:					529.25	

Detailed lines will add automatically to bottom total

Save

Special Icons:



- This icon (cost Allocation) should only be used when a corporate employee or maintenance coordinator is submitting expenses. Its function is to allocate cost across multiple company codes, cost centers or a combination of both or allocate across company codes, tail numbers or a combination of both.

Below is an example screen shot:

Cost Allocation - Microsoft Internet Explorer provided by Comcast

Cost Allocation

Ron Fruda EE #: 30254
 Trip Type : CHARTER NON TRIP
 Reporting Period : 1/5/2004 to 1/5/2004

Airfare 100 Exchange Rate 1

Company Code	Tail #	Cost Center	Cost Allocation (%)	Edit	Add / Delete
-- Select --					Add

Submit Close



- This icon can be used by all employees. You use this icon (Business Purpose) to include additional information such as purpose of expense, multiplier or comments. The fields are not required except under certain instances dictated by Jet. For instance, the multiplier will be checked by management when the car rental expense is used. For this expense type you are allowed to enter in the full amount under one day but you must enter the total amount of days in the multiplier field so management can determine the per day cost.

Below is an example screen shot:





Business Purpose - Microsoft Internet Explorer provided by Comcast

Ron Fruda EE #: 30254
 Trip Type : CHARTER NON TRIP
 Reporting Period : 1/5/2004 to 1/5/2004

100 Exchange Rate 1

Business Purpose

Business Partner:

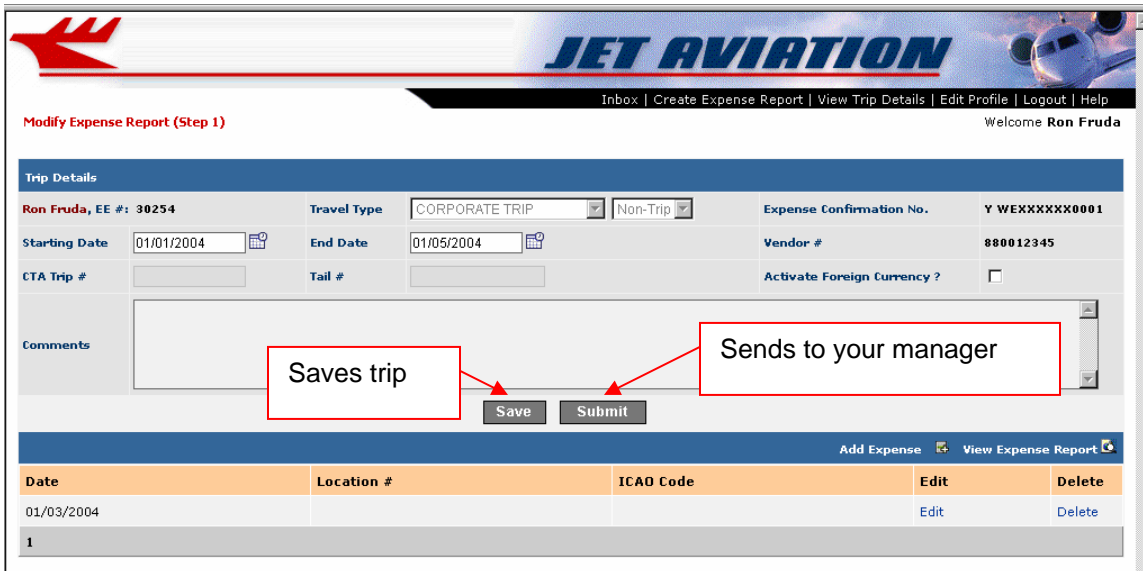
Purpose:

Multiplier:

Comments:

Submit Close

When you have completed entering your expenses you can select the save button.



JET AVIATION
 Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help
 Welcome Ron Fruda

Modify Expense Report (Step 1)

Trip Details

Ron Fruda, EE #: 30254 Travel Type: CORPORATE TRIP (Non-Trip) Expense Confirmation No.: Y WEXXXXXX0001

Starting Date: 01/01/2004 End Date: 01/05/2004 Vendor #: 880012345

CTA Trip #: Tail #: Activate Foreign Currency?

Comments:

Saves trip Sends to your manager

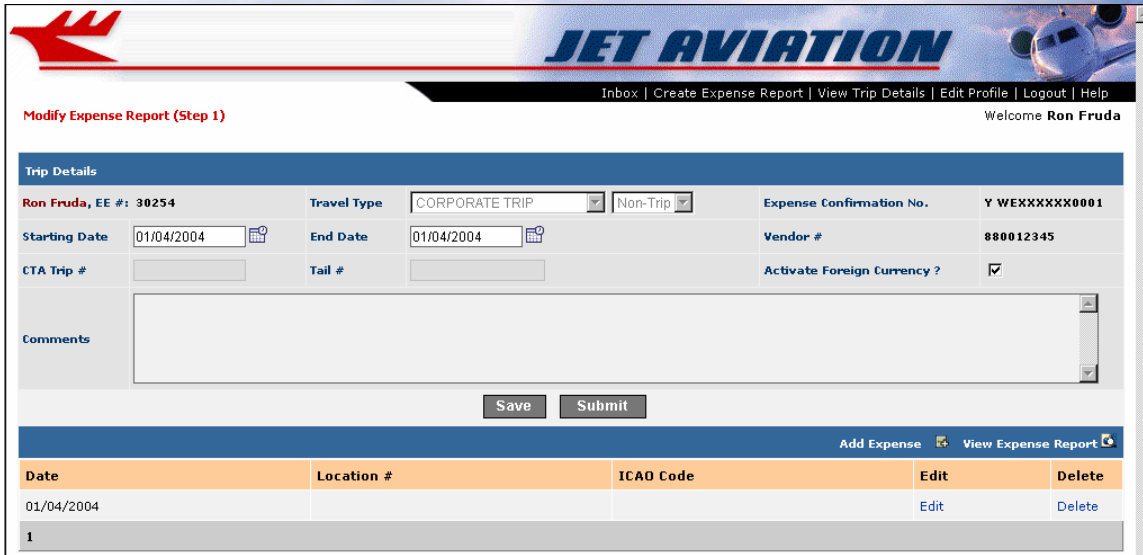
Save Submit

Add Expense View Expense Report

Date	Location #	ICAO Code	Edit	Delete
01/03/2004			Edit	Delete
1				

If you need to add additional dates you would just repeat as indicated in the "add expense" section above until all expenses are added.





Modify Expense Report (Step 1) Welcome **Ron Fruda**

Trip Details

Ron Fruda, EE #: 30254 Travel Type: CORPORATE TRIP (dropdown) / Non-Trip (dropdown) Expense Confirmation No.: Y WEXXXXXX0001

Starting Date: 01/04/2004 (calendar icon) End Date: 01/04/2004 (calendar icon) Vendor #: 880012345

CTA Trip #: Tail #: Activate Foreign Currency?

Comments:

[Add Expense](#) [View Expense Report](#)

Date	Location #	ICAO Code	Edit	Delete
01/04/2004			Edit	Delete
1				

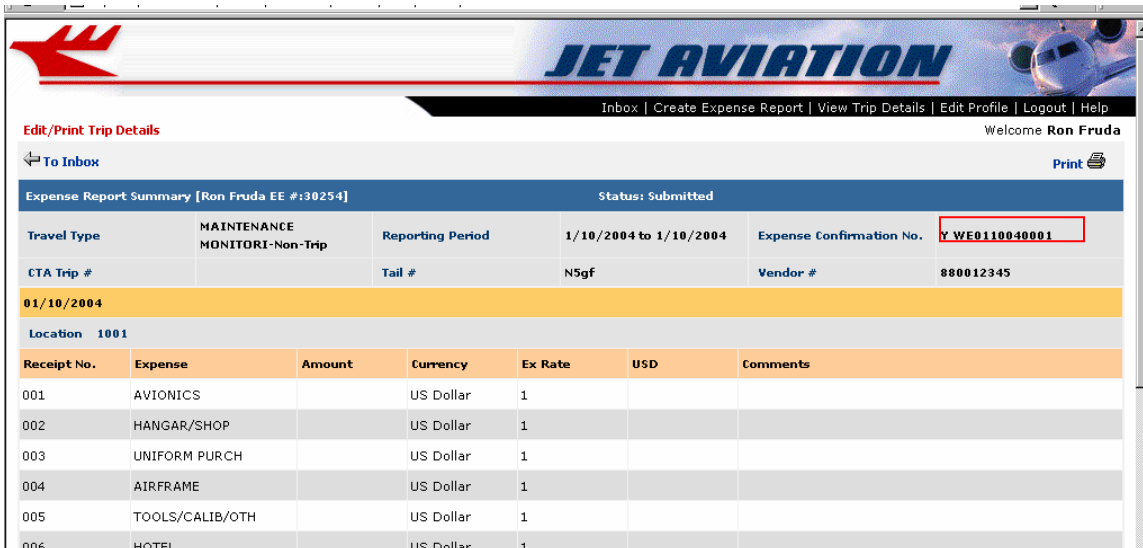
From the above screen you may notice that there are two choices for each available date of your incurred expenses; Edit and Delete. The edit selection allows you to view the expense screen to modify your expenses. The delete will delete this expense.

In order to send your completed expenses to your manager you must now select the submit button. Upon submitting your expense report several actions will take place.

- The Expense Confirmation No. will be assigned to the SUBMITTED expense report.
- You will be brought to the Edit/Print Trip Details screen which will allow you to print out your expenses. Choose the print icon to print.

Note: You can always print your report later in the view trip details section or review trips (manager view of subordinates).

- Your manager will be sent your expenses for approval.



Edit/Print Trip Details Welcome **Ron Fruda**

[To Inbox](#) [Print](#)

Expense Report Summary [Ron Fruda EE #:30254] Status: Submitted

Travel Type	MAINTENANCE MONITORI-Non-Trip	Reporting Period	1/10/2004 to 1/10/2004	Expense Confirmation No.	Y WE0110040001
CTA Trip #		Tail #	N5gf	Vendor #	880012345

01/10/2004

Location 1001

Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	AVIONICS		US Dollar	1		
002	HANGAR/SHOP		US Dollar	1		
003	UNIFORM PURCH		US Dollar	1		
004	AIRFRAME		US Dollar	1		
005	TOOLS/CALIB/OTH		US Dollar	1		
006	HOTEL		US Dollar	1		

Part 2 (View Expense Report):





[View Expense Report](#)

If you wish to view your expense report you can select the [View Expense Report](#) link. Another screen will pop up and allow you to print out the report.

Report Summary - Microsoft Internet Explorer provided by Comcast

Expense Report Summary [Ron Fruda EE #:30254]		Status: Manager Rejected				
Travel Type	CHARTER NON TRIP - Non-Trip	Reporting Period	1/5/2004 to 1/5/2004	Expense Confirmation No.	Y WE0105040001	
CTA Trip #		Tail #		Vendor #	880012345	
01/05/2004						
Location						
Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	OTHER - CREW		US Dollar	1		
002	Mileage		US Dollar	1		
003	Airfare	100	US Dollar	1	100	
004	CABIN SERVICES		US Dollar	1		
005	HANGAR UPKEEP		US Dollar	1		
006	SUBSCRIPTIONS		US Dollar	1		
007	OTHER - AIRCRAFT		US Dollar	1		
008	Dinner		US Dollar	1		
009	TOLLS		US Dollar	1		
010	ENTERTAINMENT		US Dollar	1		
011	MISCELLANEOUS		US Dollar	1		
012	TOOLS/CALIB/OTH		US Dollar	1		
013	POSTAGE/SHIP		US Dollar	1		
014	ENGINE		US Dollar	1		
015	SEMINAR/CONVENT		US Dollar	1		

Query Expense Reports:

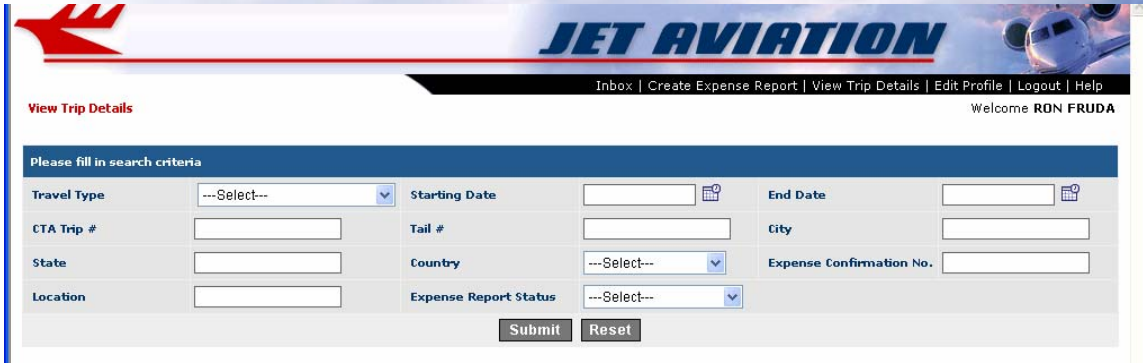
Here is where you can view ALL of your expense reports OR select only those based on the selection criteria available to you on this screen – i.e., date, location or travel type. You can also delete those expense reports that have not been submitted to your manager.

Fields Available:

Like SAP you can reduce the amount of records by entering in data into any one of the below fields. If you leave the fields as the default then you will be selecting ALL of your expense reports.

- Travel type - Charter Aircraft, crew, non trip; Owner Aircraft, crew, non trip; corporate trip etc.
- Start Date – Beginning date of expenses being entered.
- End Date – Ending date when expenses are being entered.
- CTA Trip # - CTA trip number.
- Tail # - Tail number of plane expenses were keyed into.
- City – City where expense was incurred.
- State – State where expense was incurred.
- Country – Country where expense was incurred.
- Expense Confirmation number – WEMMDDYY##### format.
- Location – Activity number or Leg of trip.
- Expense report status – Status of expense reports (i.e. Manager Rejected, SAP Paid, SAP Rejected etc...)



JET AVIATION
Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help
Welcome **RON FRUDA**

View Trip Details

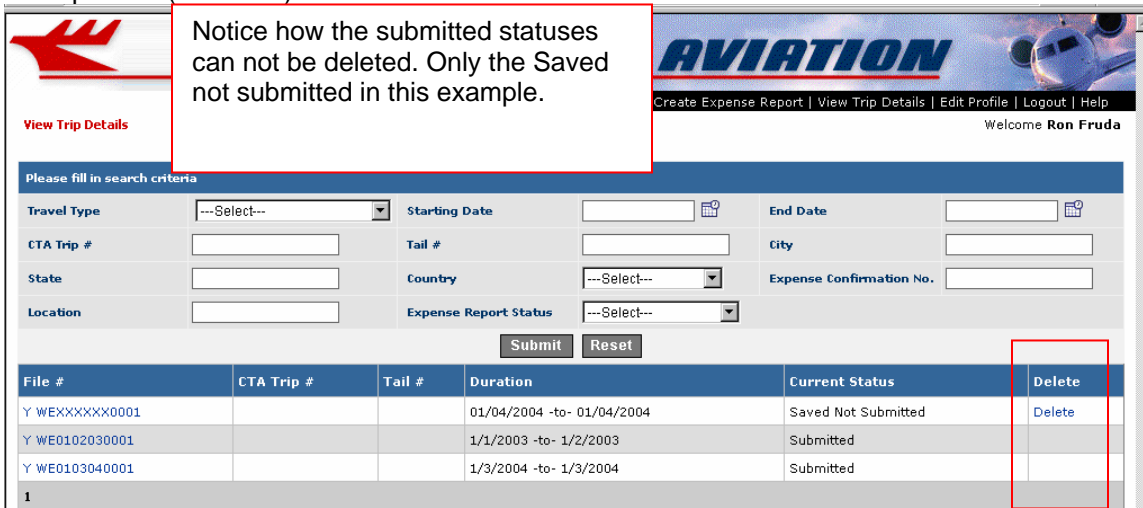
Please fill in search criteria

Travel Type	---Select---	Starting Date	<input type="text"/>	End Date	<input type="text"/>
CTA Trip #	<input type="text"/>	Tail #	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Country	---Select---	Expense Confirmation No.	<input type="text"/>
Location	<input type="text"/>	Expense Report Status	---Select---		

Submit Reset

The reset button will reset the selection criteria back to the defaults and remove any expense reports already queried at the bottom of the screen.
The EXECUTE button is your action button to query based on the selection criteria you have entered. Select it and you will see all the expense reports that have been entered into the WEB.

Example #1: (Select all)



JET AVIATION
Create Expense Report | View Trip Details | Edit Profile | Logout | Help
Welcome **Ron Fruda**

View Trip Details

Please fill in search criteria

Travel Type	---Select---	Starting Date	<input type="text"/>	End Date	<input type="text"/>
CTA Trip #	<input type="text"/>	Tail #	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Country	---Select---	Expense Confirmation No.	<input type="text"/>
Location	<input type="text"/>	Expense Report Status	---Select---		

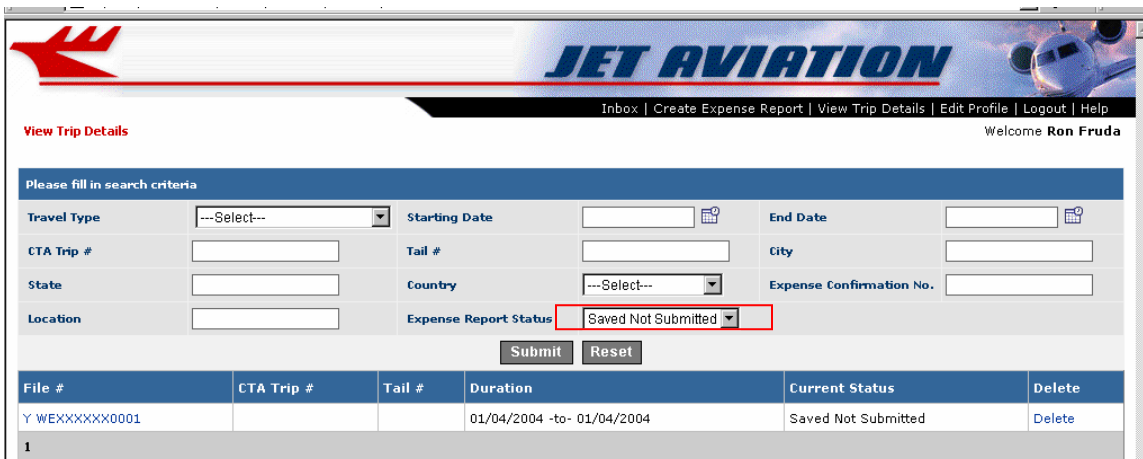
Submit Reset

File #	CTA Trip #	Tail #	Duration	Current Status	Delete
Y WEXXXXXX0001			01/04/2004 -to- 01/04/2004	Saved Not Submitted	Delete
Y WE0102030001			1/1/2003 -to- 1/2/2003	Submitted	
Y WE0103040001			1/3/2004 -to- 1/3/2004	Submitted	

1

Notice how the submitted statuses can not be deleted. Only the Saved not submitted in this example.

Example #2: (Select only status saved not submitted)



JET AVIATION
Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help
Welcome **Ron Fruda**

View Trip Details

Please fill in search criteria

Travel Type	---Select---	Starting Date	<input type="text"/>	End Date	<input type="text"/>
CTA Trip #	<input type="text"/>	Tail #	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Country	---Select---	Expense Confirmation No.	<input type="text"/>
Location	<input type="text"/>	Expense Report Status	Saved Not Submitted		

Submit Reset

File #	CTA Trip #	Tail #	Duration	Current Status	Delete
Y WEXXXXXX0001			01/04/2004 -to- 01/04/2004	Saved Not Submitted	Delete

1






To view any one of your expense reports from the list just select the file # (Confirmation #). Depending on the status you will either be able to print the expense reports or edit/print the expense reports.

Choosing the edit link will bring you to the modify expense report header screen of the expense reports (like the create expense screen) where you can add to or edit existing data from your expense reports. **Note: This will only be available for the status Save not submitted, Manager rejected, or SAP Rejected.**

Choosing the print link will allow you to print the expense reports.



Edit/Print Trip Details

Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help

Welcome **Ron Fruda**

Go to Inbox **To Inbox**

Expense Report Summary [Ron Fruda EE #:30254] **Status: Saved Not Submitted**

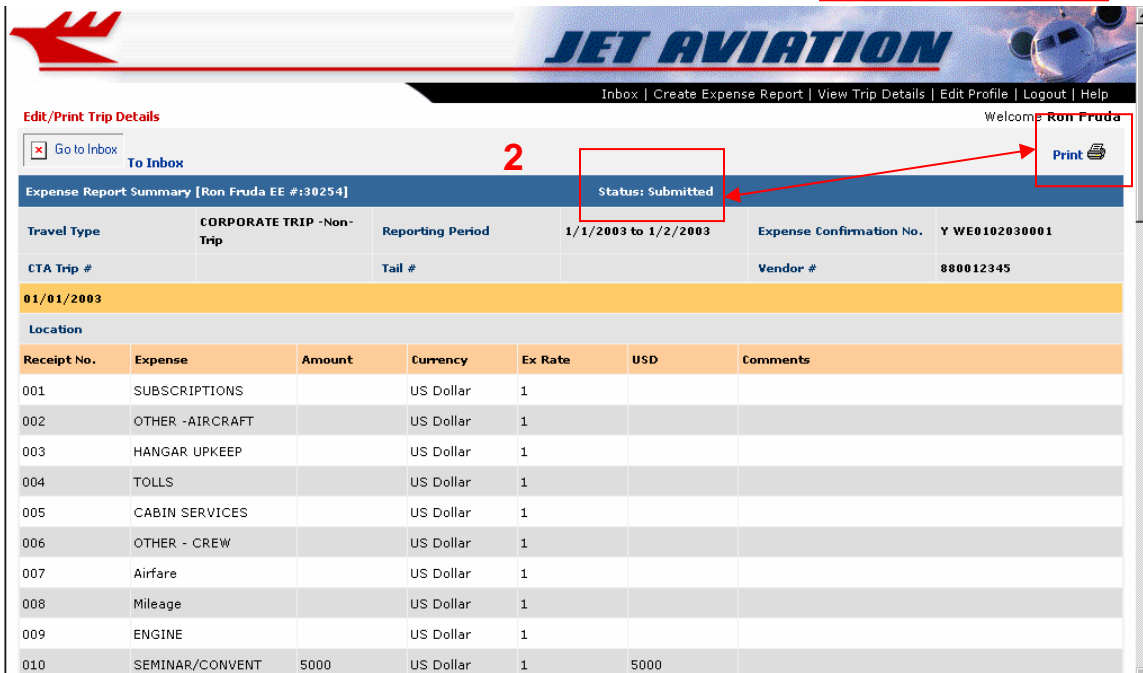
Travel Type	CORPORATE TRIP -Non-Trip	Reporting Period	01/04/2004 to 01/04/2004	Expense Confirmation No.	Y WEXXXXXX0001
CTA Trip #		Tail #		Vendor #	880012345

01/04/2004

Location

Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	SUBSCRIPTIONS	10	US Dollar	1	10	
002	OTHER -AIRCRAFT	21	EURO	0.95	19.95	

Use of foreign currency



Edit/Print Trip Details

Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help

Welcome **Ron Fruda**

Go to Inbox **To Inbox**

Expense Report Summary [Ron Fruda EE #:30254] **Status: Submitted**

Travel Type	CORPORATE TRIP -Non-Trip	Reporting Period	1/1/2003 to 1/2/2003	Expense Confirmation No.	Y WE0102030001
CTA Trip #		Tail #		Vendor #	880012345

01/01/2003

Location

Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	SUBSCRIPTIONS		US Dollar	1		
002	OTHER -AIRCRAFT		US Dollar	1		
003	HANGAR UPKEEP		US Dollar	1		
004	TOLLS		US Dollar	1		
005	CABIN SERVICES		US Dollar	1		
006	OTHER - CREW		US Dollar	1		
007	Airfare		US Dollar	1		
008	Mileage		US Dollar	1		
009	ENGINE		US Dollar	1		
010	SEMINAR/CONVENT	5000	US Dollar	1	5000	

You can also Add Expenses and View Expense Report when the status permits as above.

Edit Profile(Employee):





This screen lets the user modify their user profile for certain fields. All other fields must be maintained by the HR admin.

Fields that can be maintained by the user:

- Existing Password – Current password
- New Password
- Confirm password – Same as new password.
- Email notification – This will allow your WEB messages to be sent to your e-mail account as well as to your WEB inbox.



JET AVIATION
Inbox | Create Expense Report | View Trip Details | Edit Profile | Logout | Help

Edit Profile Welcome RON FRUDA

Edit/Update your profile

Name	RON FRUDA
E-mail	RON_FRUDA@JETAVIATION.COM
Phone No.	
Existing Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Notification	<input type="checkbox"/>

Managers Inbox:

Two tabs

1. My Trips – manager can view his returned expense reports from his manager.
2. For Review – Manager reviews his subordinate's incoming messages.



JET AVIATION
Inbox | Create Expense Report | View Trip Details | Review Trips | Edit Profile | Logout | Help

Inbox Welcome Raymond Stebler

My Trips For Review

Page 0 of 0

Those with an acceptable status can be deleted from your message box.

To delete your messages you should select the check box (2) or select each message you wish to delete (3). You must then select the Delete Message line (1).

Note: Deleting messages does NOT delete the expense reports.

Status that can be deleted:

1. Manager Approved
2. Manager Rejected
3. Submitted to SAP





Inbox | Create Expense Report | View Trip Details | Review Trips | Edit Profile | Logout | Help

Welcome **Raymond Stebler**

My Trips: For Review


Delete Messages

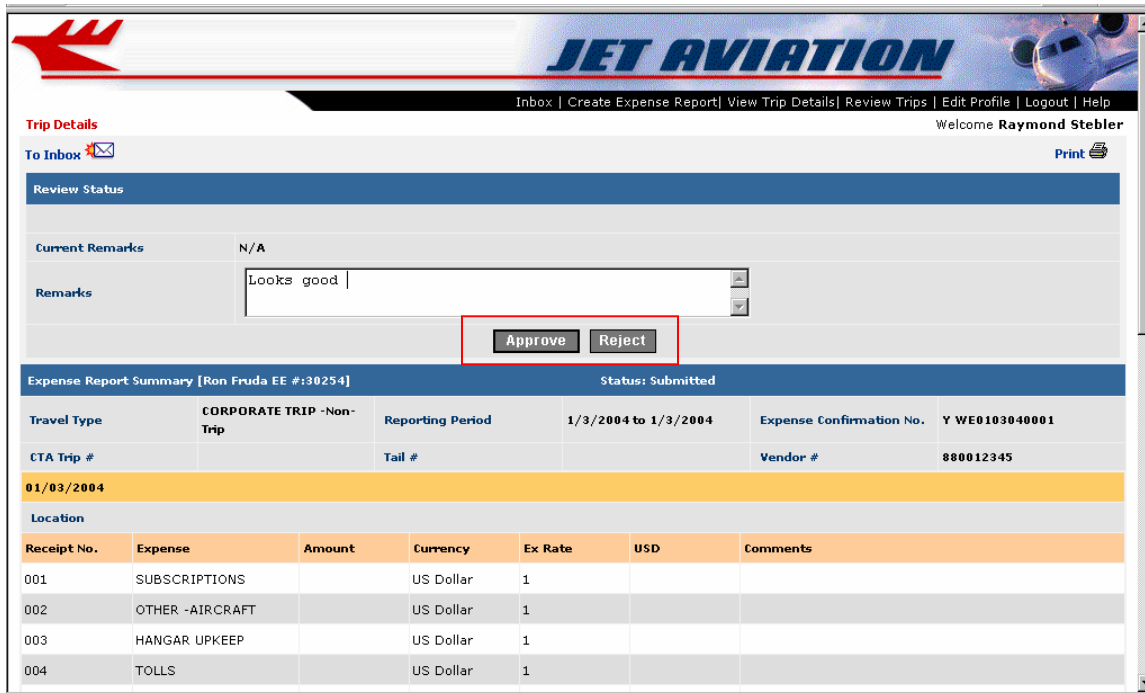
	From	Expense Confirmation No.	Trip Status	Date
<input checked="" type="checkbox"/>	Ron Fruda	Y WE0105040001	Submitted	01/16/2004
<input type="checkbox"/>	Ron Fruda	Y WE0102030001	Manager Approved	01/16/2004
<input type="checkbox"/>	Mike Keenan	Y WE0114040001	Manager Approved	01/16/2004
<input type="checkbox"/>	Mike Keenan	Y WE0106040001	Manager Rejected	01/16/2004
<input type="checkbox"/>	Ron Fruda	Y WE0103040001	Manager Approved	01/15/2004
<input type="checkbox"/>	Ron Fruda	Y WE0102030001	Manager Approved	01/15/2004

Page 1 of 1

For those that have a status of "submitted" a manager can review the expense and approve or reject with comments. Below is a screen shot which represents a submitted expense report for a manager to approve or reject.


Tips and Tricks:

When you see this icon  you can immediately go to your inbox.



Trip Details | Create Expense Report | View Trip Details | Review Trips | Edit Profile | Logout | Help

Welcome **Raymond Stebler**

To Inbox 

Review Status

Current Remarks: N/A

Remarks: Looks good

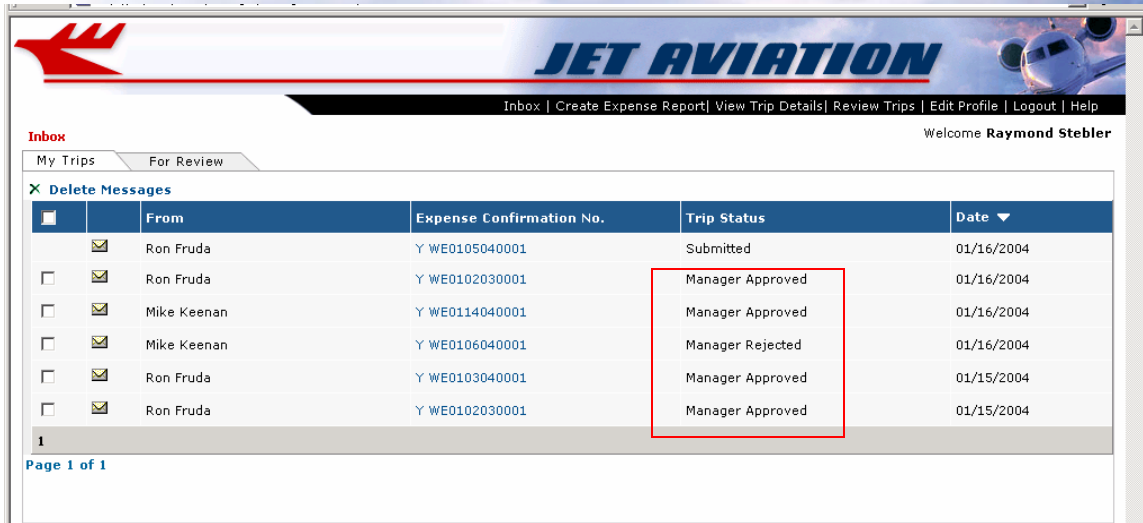
Approve **Reject**

Expense Report Summary [Ron Fruda EE #:30254] Status: Submitted

Travel Type	CORPORATE TRIP - Non-Trip	Reporting Period	1/3/2004 to 1/3/2004	Expense Confirmation No.	Y WE0103040001	
CTA Trip #		Tail #		Vendor #	880012345	
01/03/2004						
Location						
Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	SUBSCRIPTIONS		US Dollar	1		
002	OTHER - AIRCRAFT		US Dollar	1		
003	HANGAR UPKEEP		US Dollar	1		
004	TOLLS		US Dollar	1		

Part 1 (approved):





Jet Aviation
 ALWAYS THERE - AROUND THE WORLD

Inbox | Create Expense Report | View Trip Details | Review Trips | Edit Profile | Logout | Help

Welcome **Raymond Stebler**

Inbox

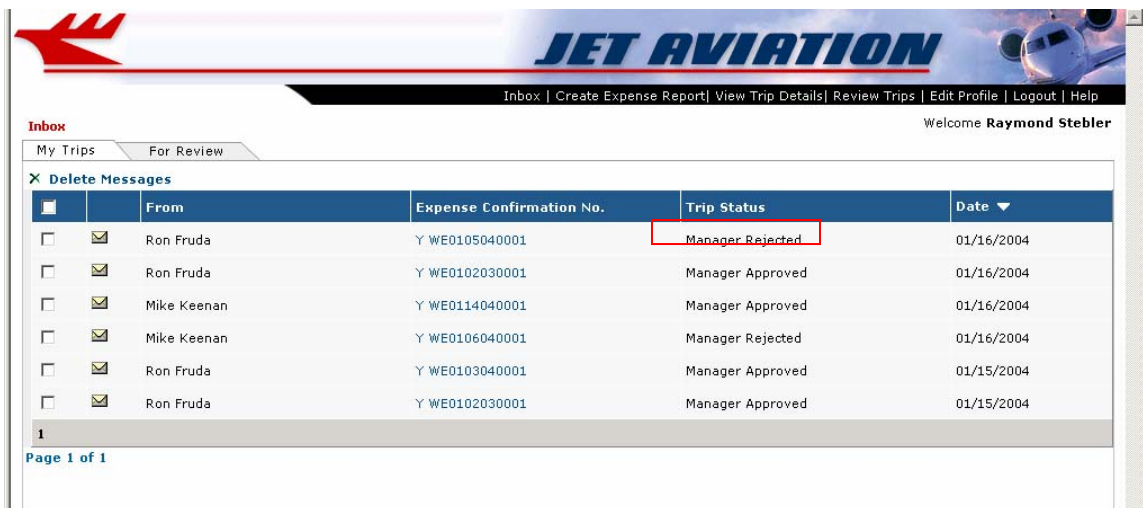
My Trips | For Review

X Delete Messages

<input type="checkbox"/>	<input checked="" type="checkbox"/>	From	Expense Confirmation No.	Trip Status	Date ▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Fruda	Y WE0105040001	Submitted	01/16/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Fruda	Y WE0102030001	Manager Approved	01/16/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike Keenan	Y WE0114040001	Manager Approved	01/16/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike Keenan	Y WE0106040001	Manager Rejected	01/16/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Fruda	Y WE0103040001	Manager Approved	01/15/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Fruda	Y WE0102030001	Manager Approved	01/15/2004

1
Page 1 of 1

Part 2 (rejected):



Jet Aviation
 ALWAYS THERE - AROUND THE WORLD

Inbox | Create Expense Report | View Trip Details | Review Trips | Edit Profile | Logout | Help

Welcome **Raymond Stebler**

Inbox

My Trips | For Review

X Delete Messages

<input type="checkbox"/>	<input checked="" type="checkbox"/>	From	Expense Confirmation No.	Trip Status	Date ▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Fruda	Y WE0105040001	Manager Rejected	01/16/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Fruda	Y WE0102030001	Manager Approved	01/16/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike Keenan	Y WE0114040001	Manager Approved	01/16/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike Keenan	Y WE0106040001	Manager Rejected	01/16/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Fruda	Y WE0103040001	Manager Approved	01/15/2004
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Fruda	Y WE0102030001	Manager Approved	01/15/2004

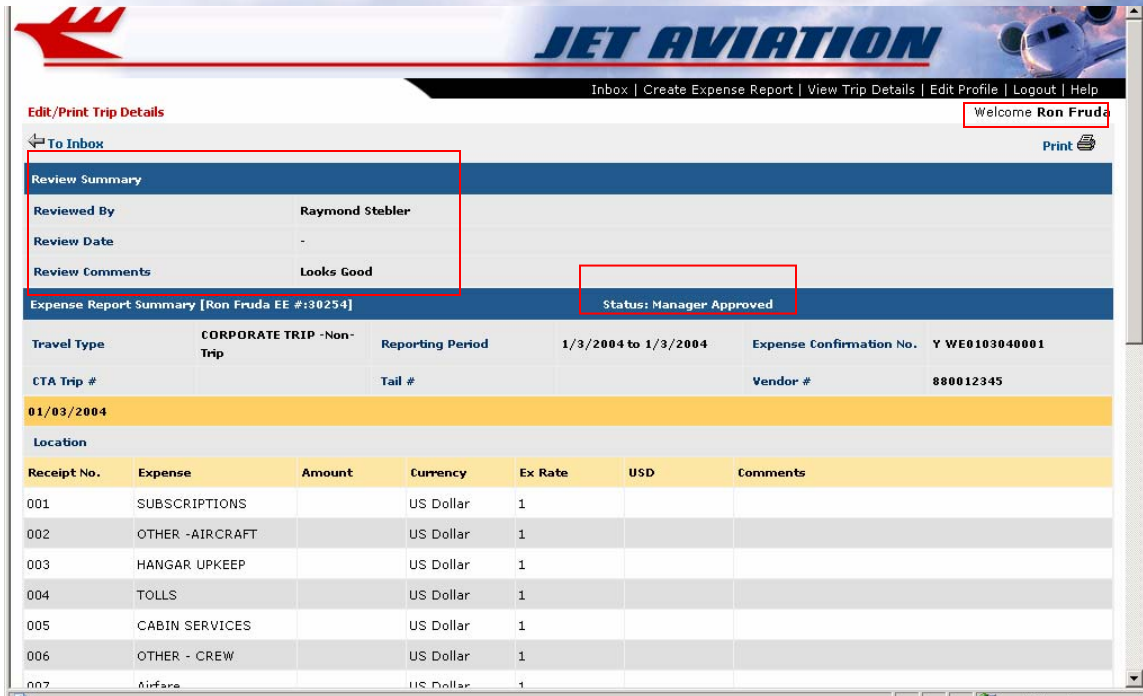
1
Page 1 of 1

After the manager approves/rejects the expense reports the employee will receive a message in their inbox which he/she can then select and either reviews the expense reports and prints it to a printer or edits the report and re-submits. After a manager approves/rejects the expense report will have a review summary section at the top of the report.

The following data will be present:

- Reviewed by - Name of manager who reviewed and submitted the approval/rejection.
- Review Date – Date the manager reviewed the expense report.
- Review Comments – Comments made by the manager to help understand why he approved/rejected the expense reports.





EDIT/PRINT TRIP DETAILS Welcome Ron Fruda

[To Inbox](#) Print

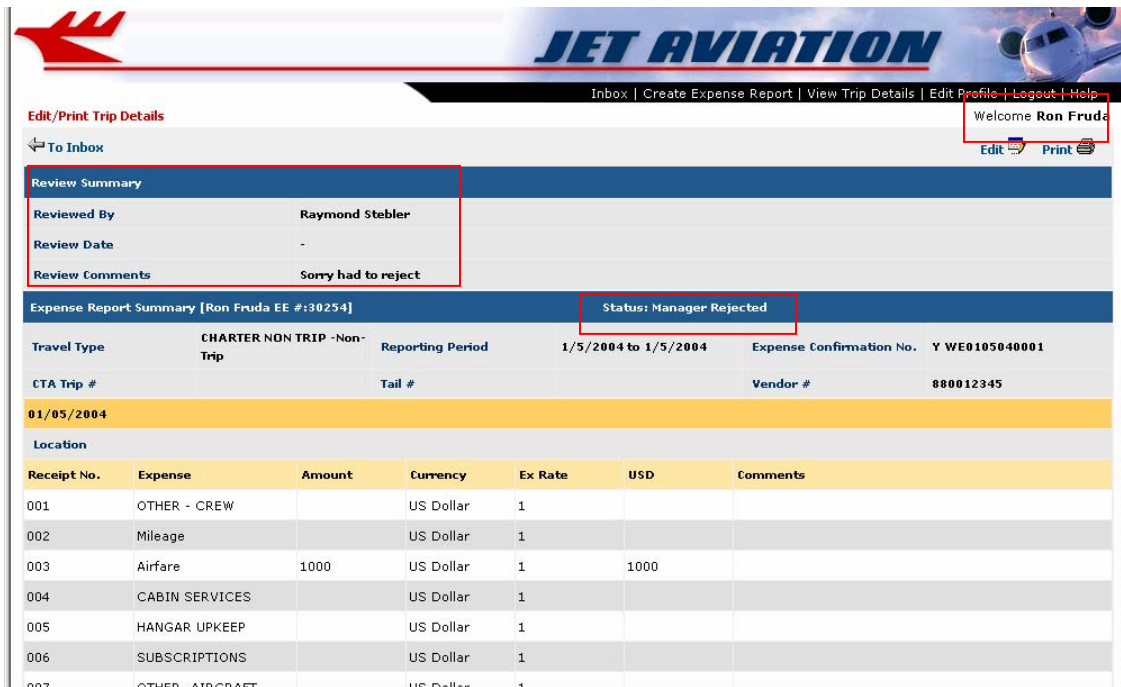
Review Summary	
Reviewed By	Raymond Stebler
Review Date	-
Review Comments	Looks Good

Expense Report Summary [Ron Fruda EE #30254] Status: Manager Approved

Travel Type	CORPORATE TRIP - Non-Trip	Reporting Period	1/3/2004 to 1/3/2004	Expense Confirmation No.	Y WE0103040001
CTA Trip #		Tail #		Vendor #	880012345

01/03/2004

Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	SUBSCRIPTIONS		US Dollar	1		
002	OTHER - AIRCRAFT		US Dollar	1		
003	HANGAR UPKEEP		US Dollar	1		
004	TOLLS		US Dollar	1		
005	CABIN SERVICES		US Dollar	1		
006	OTHER - CREW		US Dollar	1		
007	Airfare		US Dollar	1		



EDIT/PRINT TRIP DETAILS Welcome Ron Fruda

[To Inbox](#) Edit Print

Review Summary	
Reviewed By	Raymond Stebler
Review Date	-
Review Comments	Sorry had to reject

Expense Report Summary [Ron Fruda EE #30254] Status: Manager Rejected

Travel Type	CHARTER NON TRIP - Non-Trip	Reporting Period	1/5/2004 to 1/5/2004	Expense Confirmation No.	Y WE0105040001
CTA Trip #		Tail #		Vendor #	880012345

01/05/2004

Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	OTHER - CREW		US Dollar	1		
002	Mileage		US Dollar	1		
003	Airfare	1000	US Dollar	1	1000	
004	CABIN SERVICES		US Dollar	1		
005	HANGAR UPKEEP		US Dollar	1		
006	SUBSCRIPTIONS		US Dollar	1		
007	OTHER - AIRCRAFT		US Dollar	1		

View Trip Details (See employee section above):

Review trip details (similar to the View Trip Details query):

You will be able to review all submitted expense reports here for all of your subordinates as well as any employees that were assigned to you from another manager.

Note: Once an expense report is sent to SAP or rejected you will not see them in this query tool. You will however still have the inbox messages if you choose not to delete them.

Below is an example of the screen.





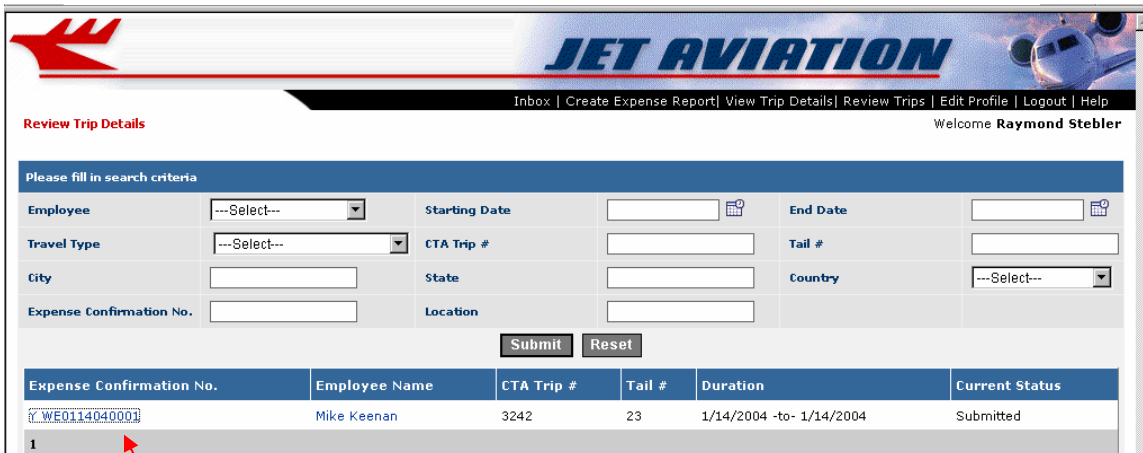

Review Trip Details | Welcome **Raymond Stebler**

Please fill in search criteria

Employee	<input type="text" value="---Select--"/>	Starting Date	<input type="text"/>	End Date	<input type="text"/>
Travel Type	<input type="text" value="---Select--"/>	CTA Trip #	<input type="text"/>	Tail #	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	Country	<input type="text" value="---Select--"/>
Expense Confirmation No.	<input type="text"/>	Location	<input type="text"/>		

Output fields available for a manager's review of subordinates are as follows:

1. Expense Confirmation number – Confirmation number that is to be used to track all receipts for an expense report.
2. Employee name – Needed to distinguish between expense reports in the summary view.
3. CTA trip # - trip number generated in CTA for client trips. This will also be the search number for JP professionals.
4. Tail # - The number on the tail of the plane. I.E. N100GV.
5. Duration – duration of trip. Encompasses all dates for expense reports .
6. Current status – status of expense reports currently.



Review Trip Details | Welcome **Raymond Stebler**

Please fill in search criteria

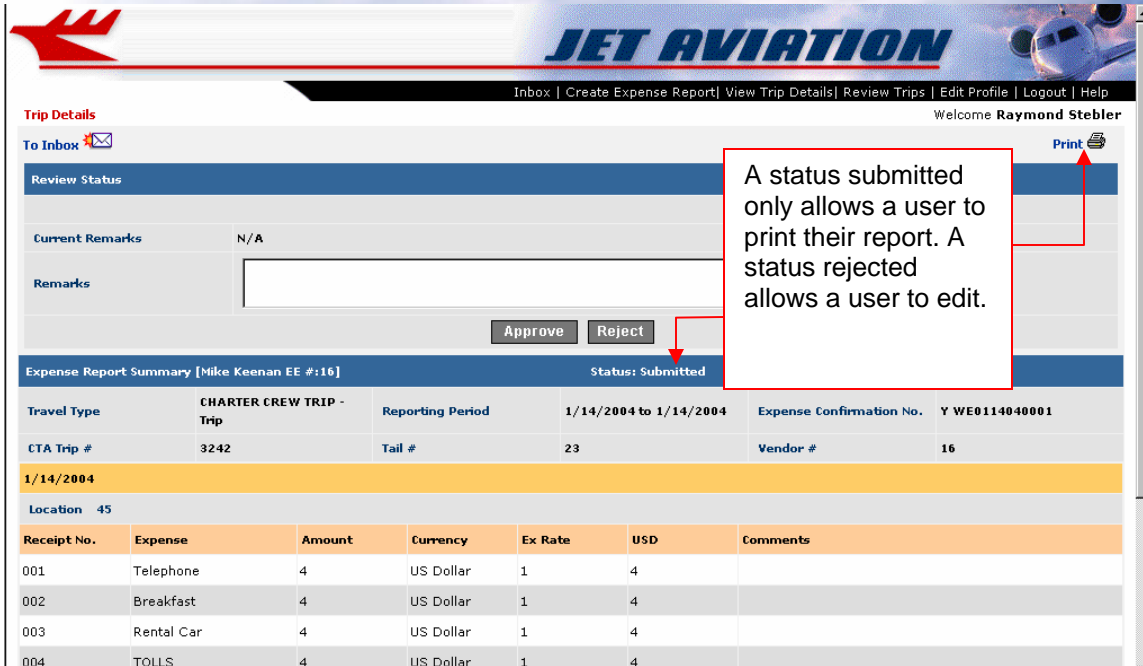
Employee	<input type="text" value="---Select--"/>	Starting Date	<input type="text"/>	End Date	<input type="text"/>
Travel Type	<input type="text" value="---Select--"/>	CTA Trip #	<input type="text"/>	Tail #	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	Country	<input type="text" value="---Select--"/>
Expense Confirmation No.	<input type="text"/>	Location	<input type="text"/>		

Expense Confirmation No.	Employee Name	CTA Trip #	Tail #	Duration	Current Status
WE0114040001	Mike Keenan	3242	23	1/14/2004 -to- 1/14/2004	Submitted

1

To review the expense all you need to do is select the expense confirmation number.





Trip Details | Welcome **Raymond Stebler**

Review Status

Current Remarks: N/A

Remarks: [Empty Field]

Buttons: **Approve** **Reject** **Print**

Expense Report Summary [Mike Keenan EE #:16] Status: Submitted

Travel Type	CHARTER CREW TRIP - Trip	Reporting Period	1/14/2004 to 1/14/2004	Expense Confirmation No.	Y WE0114040001
CTA Trip #	3242	Tail #	23	Vendor #	16

1/14/2004

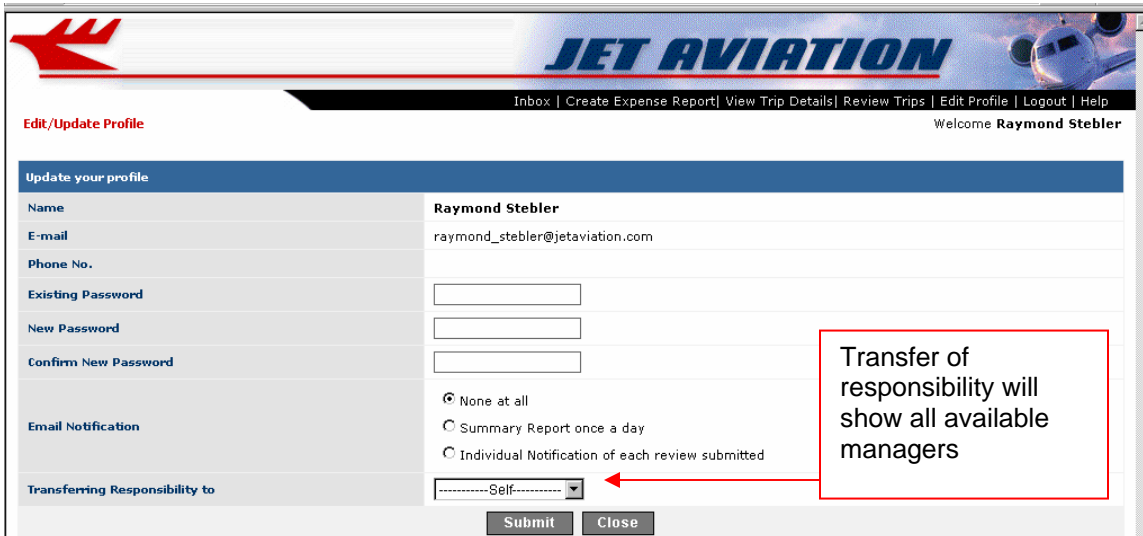
Location: 45

Receipt No.	Expense	Amount	Currency	Ex Rate	USD	Comments
001	Telephone	4	US Dollar	1	4	
002	Breakfast	4	US Dollar	1	4	
003	Rental Car	4	US Dollar	1	4	
004	TOLLS	4	US Dollar	1	4	

Edit profile (manager view):

This is where the manager can modify their

- Password
- Email notification (enhanced)
- Transfer responsibility to another manager



Edit/Update Profile | Welcome **Raymond Stebler**

Update your profile

Name: Raymond Stebler

E-mail: raymond_stebler@jetaviation.com

Phone No.: [Empty Field]

Existing Password: [Empty Field]

New Password: [Empty Field]

Confirm New Password: [Empty Field]

Email Notification:

- None at all
- Summary Report once a day
- Individual Notification of each review submitted

Transferring Responsibility to: [Self] (Selected)

Buttons: **Submit** **Close**

Logout:

For both employee and manager allows you to logout of the WEB site.

Help Screen:





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<Still under development>

- Will hold terminology.
- Business Process Procedures.
- WEB training video
- Contacts

