

**How to look up a Travel Reimbursement (TR)**

**Summary:** This document instructs KFS users how to perform a Lookup for a submitted Travel Reimbursemet (TR) eDoc in KFS.

**Note:** The KFS Travel Reimbursement (TR) Lookup restricts search results to only those TR documents for which the user is an authorized viewer (initiator, arranger, Fiscal Officer, AP, etc.).

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| Steps | **What you need to do** | **How to do it** |
| 1 | Access KFS TEM via ZOTPortal | 1. Navigate and log in to the ZOTPortal website on a UC Irvine network connected computer: <https://portal.uci.edu>
2. Select the Faculty & Staff tab
3. Select the KFS tab
4. Scroll to the KFS Travel and Event Management portlet
5. Click the Custom Document Search bullet
6. Click the Travel Reimbursement item
7. The TR Document Search will automatically open
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| 2 | Perform a Detailed Search for the TR | 1. Select the detailed search button to allow for more fields to search the TR eDoc
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| 3 | C:\Users\chungkb\AppData\Local\Temp\SNAGHTML3a4c4e6.PNGEnter Search Criteria and Search  | 1. Enter desired search criteria in any of the fields below

*Note:* Some fields allow for the use of the asterisk (%) as a search qualifier, to search for partial names.* Select Yes for the Scanned? Indicator to only retrieve scanned documents back.
* Select the route status: “Enroute” to only view documents that have not been finanlized and are still in workflow.
1. Select the search button, once search criteria have been entered
	1. Results will be displayed on the bottom, and can be sorted or narrowed down further by inputting more search criteria
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