

KERS Expense Record Changes Coming Jan. 2018

Current Layout

Draft Layout

Draft Layout 2018

- Biggest change is that you will now select **Day Trip or Overnight Trip***
 - Day trips have no per diem so Lodging, B, L, D was taken out to clean it up.
 - Lodging, B, L, D will appear on Overnight option
- Program Category*
 - Dropdown box with your choices
 - (ANR, FCS, 4-H, etc.)
- Business Purpose*
 - Short description of the trip
 - (i.e. "4-H School Clubs", "Picking up supplies for Diabetes Program", "Farm Visit – Cattle Handling facility design" etc.)
- Destination*
 - Identifiable location
 - (i.e. "SMS Elementary School", "Farmer Jones", "Sam's Club – Lexington")

***Required Fields**

Draft Layout 2018

- Keep in mind this is still a **DRAFT**
 - Layout may change
- Changes are only occurring on the **Expenses Record** page
- Change is in anticipation of using the TRIP system beginning Jan 1 for pilot counties and Jul 1 for rest of state.
- One pilot county in each District will be using both KERS and TRIP.
 - Changes in KERS will benefit Agents when completing TRIP requirements
 - New Mileage Log will be printed for purposes of loading into TRIP as an attachment (as required by UK Travel)
 - Feedback from those pilot counties will determine the final look and use of KERS

We welcome your feedback as well!

Expense Records

NEW Option!
Day Trip or
Overnight Trip

help

New Expense Record

TRIP Type: Day Trip Overnight Trip

Expense Date: 12/06/2017

Program Category: --- select ---

Business Purpose:

Destination(s):

Mileage Funding Source: --- select ---

Mileage (miles):

Expense Funding Source: --- select ---

Registration (\$):

Other Expense Amount (\$):

Explanation for other expense(s):

Depart: -- Select Departing Time --

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Thank you to these Pilot Counties!

District 1 – Bath County

District 2 – Bell County

District 3 – Campbell County

District 4 – Madison County

District 5 – Breckinridge County

District 6 – Warren County

District 7 – Caldwell County