Kuali TEM Module

Travel Advance Overview

Presented by Campus Services

TEM TRAVEL ADVANCE OVERVIEW

- **What we will go over today:**
  - Travel Advance Policy
  - Travel Advance Process

Travel Advances

- Advances cannot be issued until 10 days before travel begin date. This is in line with the current travel advance policy

- Travel advances are issued through PDP. This means that the funds will be received by the traveler in the form of a direct deposit

- Students are the only non-employees that can receive an advance. Travel Arranger will approve this in the TA document

- Travel documents may be submitted earlier than the ten day window. For example the travel date is two months from now, the TA w/advance can be submitted, travel will adjust the PDP date so that the direct deposit initiates 10 days before trip begin date.

- For further Policy information reference the CSU Pueblo Travel Reference Guide http://www.csupueblo.edu/Purchasing/TravelInformation/UniversityTravelReferenceGuide/Pages/default.aspx

Travel Process (Travel Advance Requested)

Department determines a need for travel

↓

Traveler requests travel advance

↓

Travel Authorization (TA) document requesting advance is completed and finalized. Advance will automatically post to traveler's bank account

↓

Trip is completed and a Travel Reimbursement (TR) Document is completed and finalized. This will pay the travel for total reimbursement amount less travel advance

Overview of TEM Documents

Travel Authorization (TA)

- Travel Authorization (TA) documents are completed prior to a trip taking place. TA documents include the name of traveler, traveler destination, estimated travel dates and estimated costs.

- Travel Authorization documents are required for all travel advances

- Travel Authorization documents are NOT required for general in state travel (cannot include ghost card purchases or travel advances)

Overview of TEM Documents

Travel Reimbursement (TR)

- Travel Reimbursement (TR) documents are completed after a trip has taken place and receipts have been received.
- Final reimbursement will be calculated on total reimbursement amount less any travel advances already paid on TA
- The TR document can be created by:
  - Pulling a finalized Travel Authorization (TA) in Kuali and creating a "new reimbursement" off of that TA document
  - Creating a Travel Reimbursement (TR) document in the system. This can only be done for general In State Travel (cannot include Ghost Card Purchases or Travel Advances)

Examples

Lets practice Travel Advances

– Complete Travel Advance example.

- Travel Authorization: Do you see how the route log changes (not routes to the traveler) now that a travel advance was requested?

- Travel Reimbursement: Do you see how the travel advance is automatically deducted from the total reimbursement total?

QUESTIONS?

Questions: Contact your CSU Pueblo Travel Office