

Kuali TEM Module

Part 2: Out-of-State Travel Authorizations and Out-of-State Reimbursements



TEM TRAINING OVERVIEW

Part 2 – What we will learn

- How to prepare Travel Authorizations for out-of-state travel
- How to issue reimbursements from Travel Authorization documents using the Travel Reimbursement document
- How to make sure Travel Authorizations are closed so that encumbrances are relieved



TEM TRAVEL DOCUMENTS

- **What we will go over in Part 2:**
 - Travel Authorization (TA) Documents
 - Travel Reimbursement (TR) Documents



TEM TRAVEL 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:
 - In State Travel that includes Ghost Card purchases (Non-Employees visiting campus)
 - Out-of-State Travel
 - International Travel
 - All Travel Advances
 - All No Cost trips (note you cannot submit a \$0.00 trip, you will need to recognize a Travel Authorization for \$0.01)

- Travel Authorization documents are NOT required for:
 - General In State Travel (cannot include Ghost Card Purchases or Travel Advances)



TEM TRAVEL DOCUMENTS

Travel Reimbursement (TR)

- Travel Reimbursement (TR) documents are completed after a trip has taken place and receipts have been received.
- The TR document can be created by:
 - Pulling a finalized Travel Authorization (TA) in Quali 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 Authorization (TA) Documents**
 - Complete TA Example #1 on Page 1 of handout
- **Let's practice Travel Authorization (TA) Documents**
 - Complete TA Example #2 on page 4 in the handout



EXAMPLES

- **Let's practice Travel Reimbursement (TR) Documents**
 - Complete TR Example #1 on Page 8 of the handout
 - Notice that the TR actual expenses are less than the TA estimates
 - We will need to close the TA to relieve the encumbrances that were established on the TA document
- **Let's practice Travel Reimbursement (TR) Documents**
 - Complete TR Example #2 on page 13 in the handout



DID YOU LOOK AT THE ROUTE LOG?

TA Document for Out-of-State travel no travel advance

- Travel Arranger prepares and submits document
- Document will route to TRAV Group for approval
 - Travel Arranger needs to remember to ad hoc approve the TRAV Group for this step to take place
- If an advance was requested it will route to the traveler for advance approval
- It will then route to fiscal officer for approval
- If an advance was requested it will then route to the travel department for processing of travel advance



DID YOU LOOK AT THE ROUTE LOG?

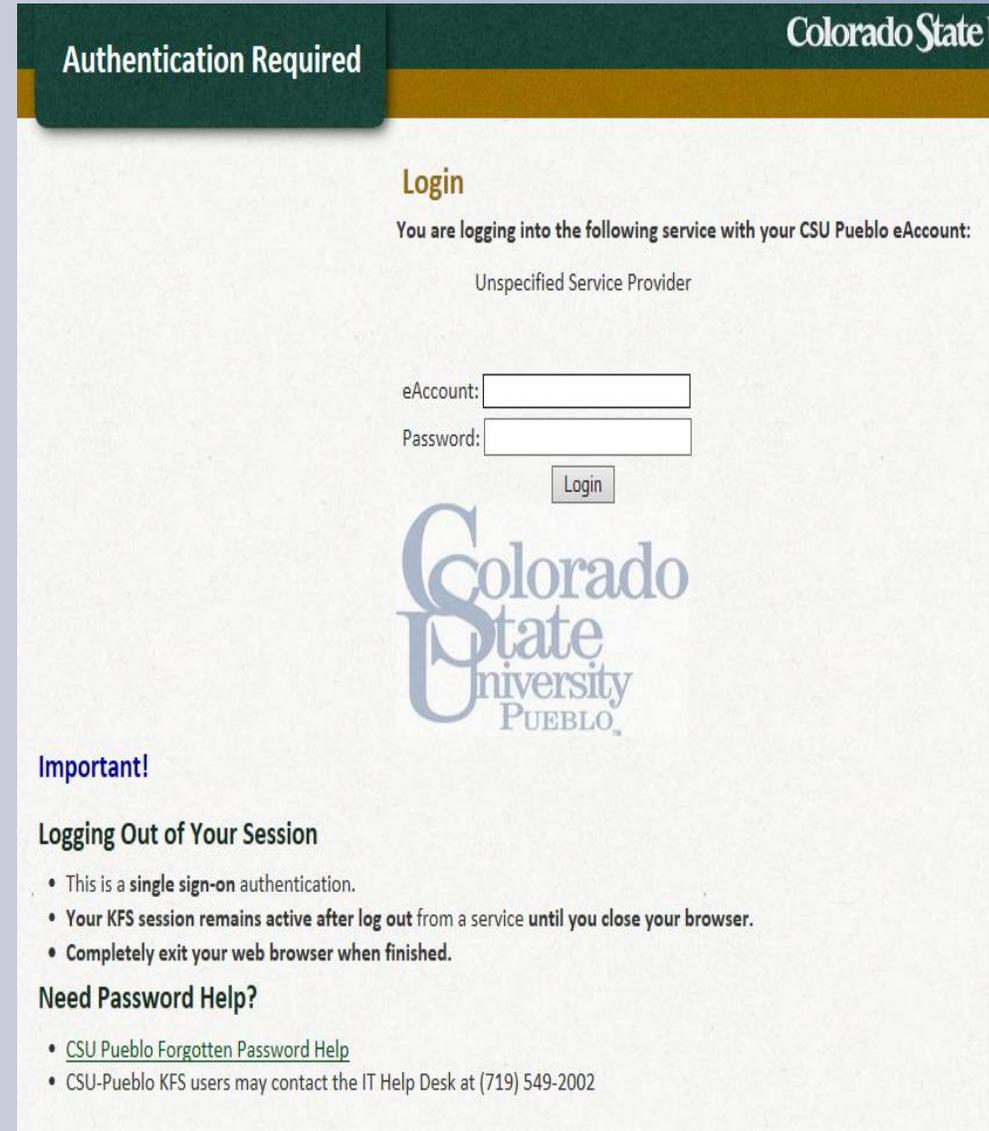
TR Document for Out-of-State travel

- Travel Arranger creates document
- Travel Arranger needs to remember to ad hoc approve the Org Group if a TA wasn't created
- Travel Arranger needs to remember to ad hoc approve Pueblo Travel
- Document will route to traveler for approval
- After traveler has approved the document, it is routed to fiscal officer for approval
- After FO approval it will route to the Fort Collins travel desk who will verify Pueblo travel has approved



How does Traveler approve?

- Traveler will receive an email from bfs_kuali_implementation@mail.colostate.edu with subject line: KFS Action List Reminder
- Traveler will log into <https://secure.colostate.edu/Pueblo> and will log in



The screenshot shows a web page for login. At the top, there is a dark green header with 'Authentication Required' on the left and 'Colorado State' on the right. Below the header, the word 'Login' is displayed in a bold, orange font. Underneath, it says 'You are logging into the following service with your CSU Pueblo eAccount:' followed by 'Unspecified Service Provider'. There are two input fields: 'eAccount:' and 'Password:'. Below these fields is a 'Login' button. The Colorado State University Pueblo logo is centered on the page. At the bottom, there is an 'Important!' section with the heading 'Logging Out of Your Session' and three bullet points: 'This is a single sign-on authentication.', 'Your KFS session remains active after log out from a service until you close your browser.', and 'Completely exit your web browser when finished.' Below that is a 'Need Password Help?' section with two bullet points: 'CSU Pueblo Forgotten Password Help' and 'CSU-Pueblo KFS users may contact the IT Help Desk at (719) 549-2002'. A blue lightning bolt graphic is on the left side of the slide, and a blue and white wolf head logo is in the bottom right corner.

Authentication Required

Colorado State

Login

You are logging into the following service with your CSU Pueblo eAccount:

Unspecified Service Provider

eAccount:

Password:

Login

Colorado
State
University
PUEBLO

Important!

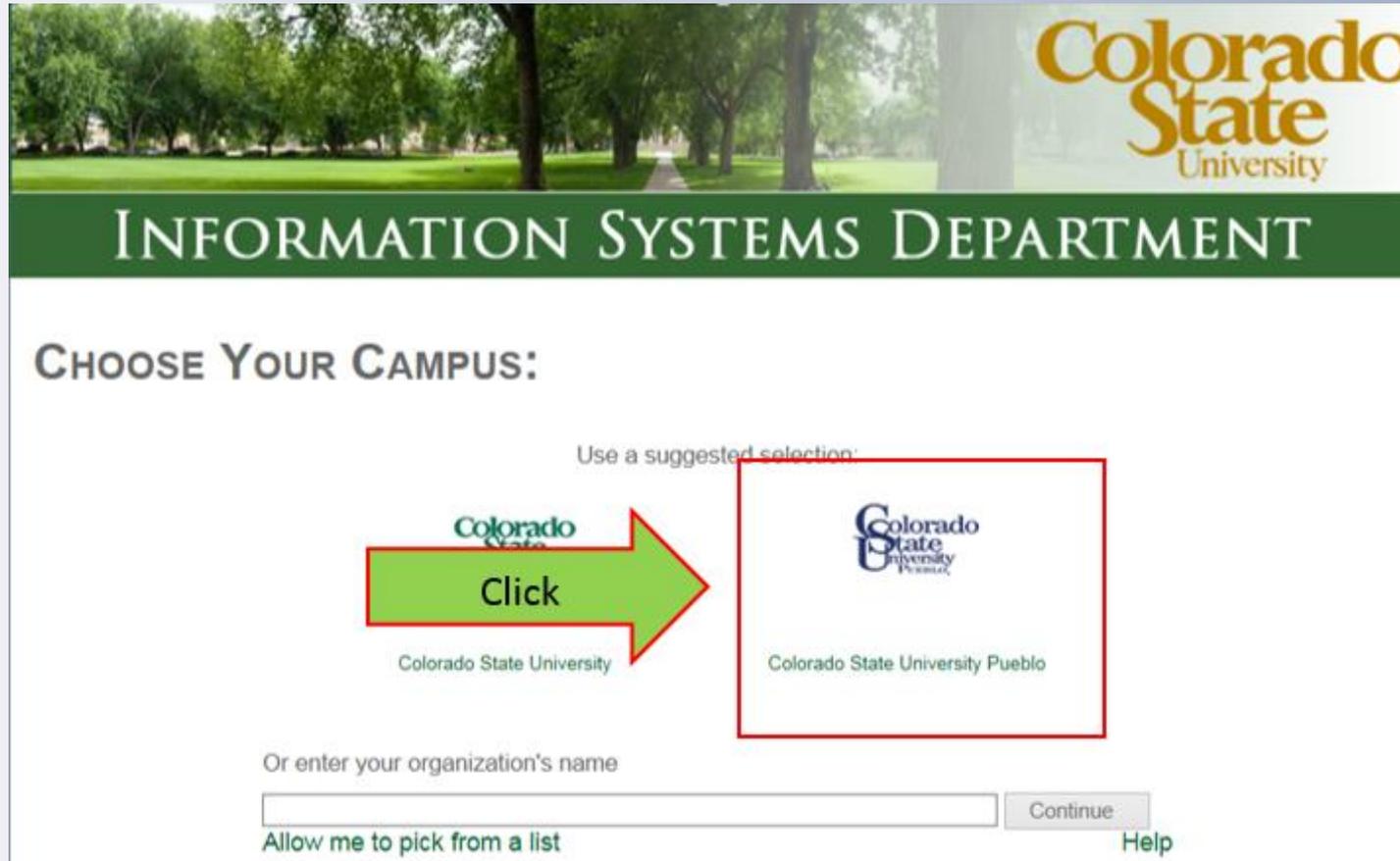
Logging Out of Your Session

- This is a single sign-on authentication.
- Your KFS session remains active after log out from a service until you close your browser.
- Completely exit your web browser when finished.

Need Password Help?

- [CSU Pueblo Forgotten Password Help](#)
- CSU-Pueblo KFS users may contact the IT Help Desk at (719) 549-2002

- After logging in they will select “Colorado State University Pueblo”



Colorado State University

INFORMATION SYSTEMS DEPARTMENT

CHOOSE YOUR CAMPUS:

Use a suggested selection:

Colorado State University Pueblo

Click

Or enter your organization's name

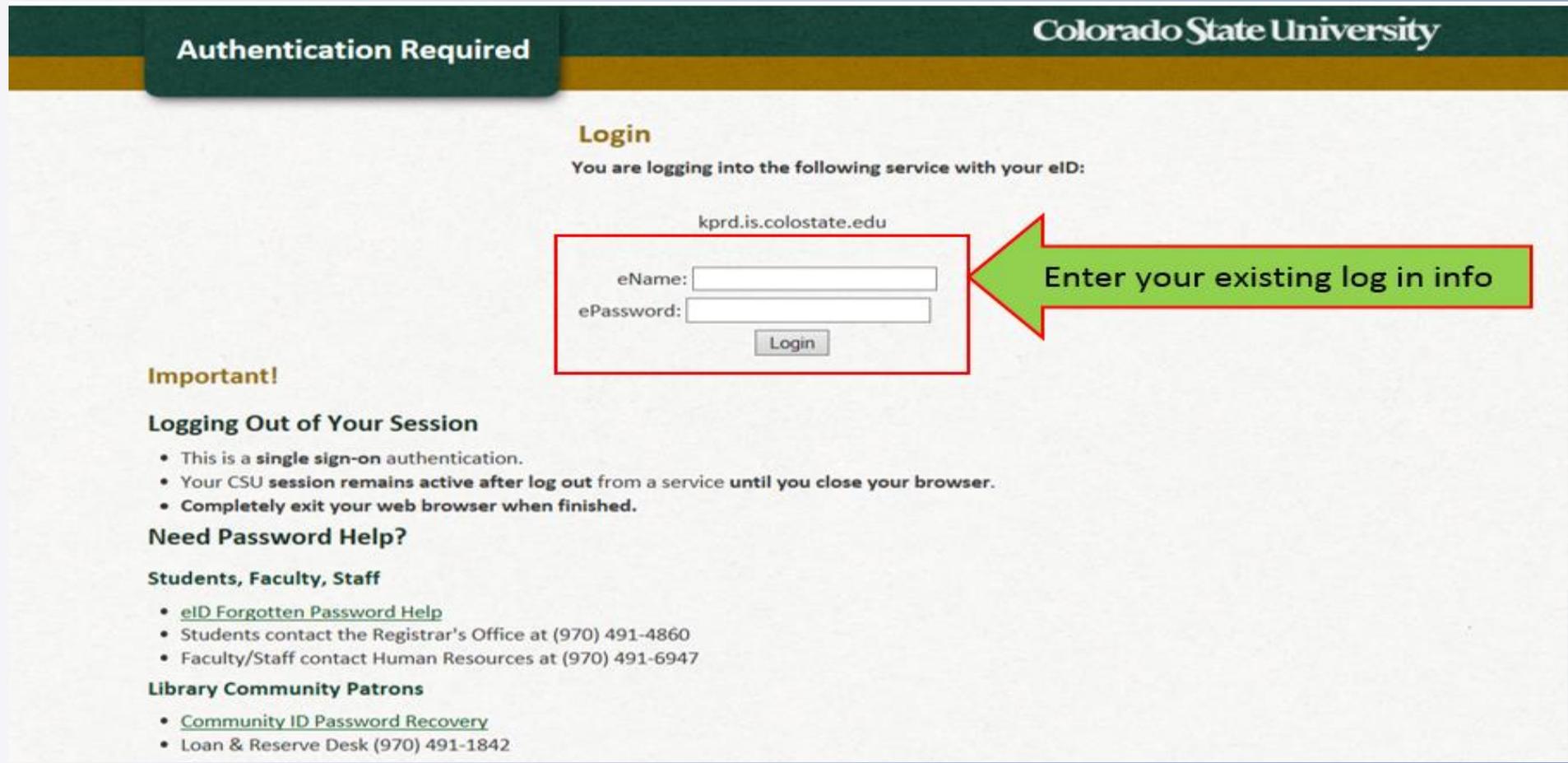
Continue

Allow me to pick from a list

Help



- Log in a 2nd time



Authentication Required

Colorado State University

Login

You are logging into the following service with your eID:

kprd.is.colostate.edu

eName:

ePassword:

Login

Important!

Logging Out of Your Session

- This is a **single sign-on** authentication.
- Your CSU **session remains active after log out** from a service **until you close your browser**.
- **Completely exit your web browser when finished.**

Need Password Help?

Students, Faculty, Staff

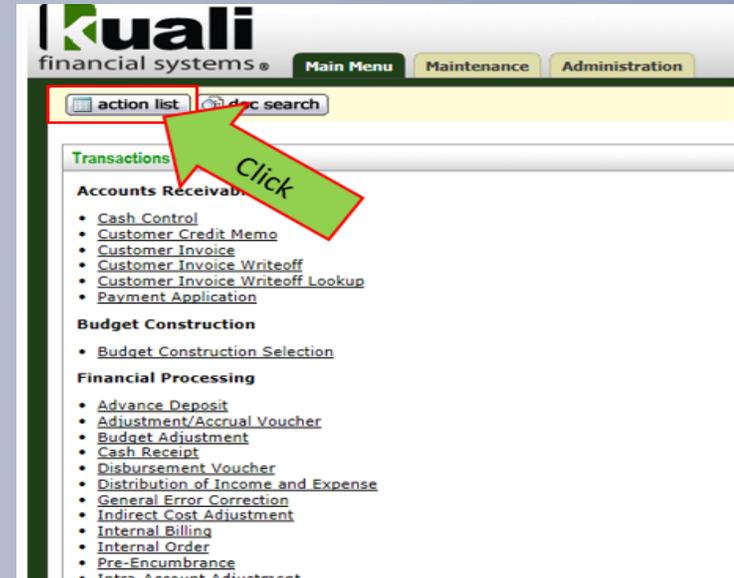
- [eID Forgotten Password Help](#)
- Students contact the Registrar's Office at (970) 491-4860
- Faculty/Staff contact Human Resources at (970) 491-6947

Library Community Patrons

- [Community ID Password Recovery](#)
- Loan & Reserve Desk (970) 491-1842



- Click on action list
- Then click on document number



action list doc search

Logged in User: epillsbu@colosta

Action List Backdoor Id zamerc@colostate.edu is in use

Action List | [Outbox](#)

One item retrieved.

<u>Id</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>
5838631	Reimbursement Travel Reimbursement - Mercurio, Zachary 06/01/2015 DENVER	ENROUTE, Awaiting Traveler Review	APPROVE	Mercurio, Erin Pillsbury





Scroll down

action list doc search

Travel Reimbursement

TEM Doc #: T-51

Status: ENROLLE
Created: 01:28 PM
TR Status: Awaiting Tr
expand all collapse
* required f

Document Overview

Document Overview

* Description: Leaming, Summer E 04/06/2015 VAIL

Organization Document Number: T-51

Explanation:

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS

Total Amount: 232.50

Reports

Trip Overview

Traveler Section

* Traveler Type Code: Employee

Principal Id: 66624

Principal Name: LEAMING

First Name: SUMMER

Last Name: LEAMING

Street Address Line1: 6003 CAMPUS DELIVERY

Street Address Line2:

City Name: FORT COLLINS

State Code: CO

Country Code: United States

Zip Code: 80523

Email Address: SUMMER.LEAMING@COLOSTATE.EDU

Phone Number: 970-491-2801

Liability Insurance: No

Trip Information Section

* Trip Type Code: In-State

* Trip Begin: 04/06/2015 01:29 PM

* Trip End: 04/07/2015 01:29 PM

* Primary Destination: VAIL Per Diem Links

Primary Destination Country/State: COLORADO

Primary Destination County: EAGLE COUNTY

* Business Purpose:

Contact Campus Code: MC

Traveler Certification

Statement

I certify the statements herein are true and just in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other sources; that travel performed for reimbursement is claimed was performed by me on State business and that no claims are included for expense of a personal or political nature or for any other expense not authorized by the State Rules; and that I actually incurred or paid the operating expenses of the motor vehicles for which reimbursement is claimed.

* Employee Certification:

MUST check this box

Summary by Object Code

Accounting Distribution

Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
6005	OUT OF POCKET	In State Employee Travel Per Diem	232.50	0.00
Total Remaining:			0.00 USD	

Assign Accounts

Accounting Lines

Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
1	CQ Colorado State University	1355570		6005				OUT OF POCKET	232.50	
Total: 232.50										

Payment Information

Pre-Disbursement Processor Status

General Ledger Pending Entries

View Related Documents

Agency Links

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

Click (if correct)



QUESTIONS?

