

Kuali TEM Module

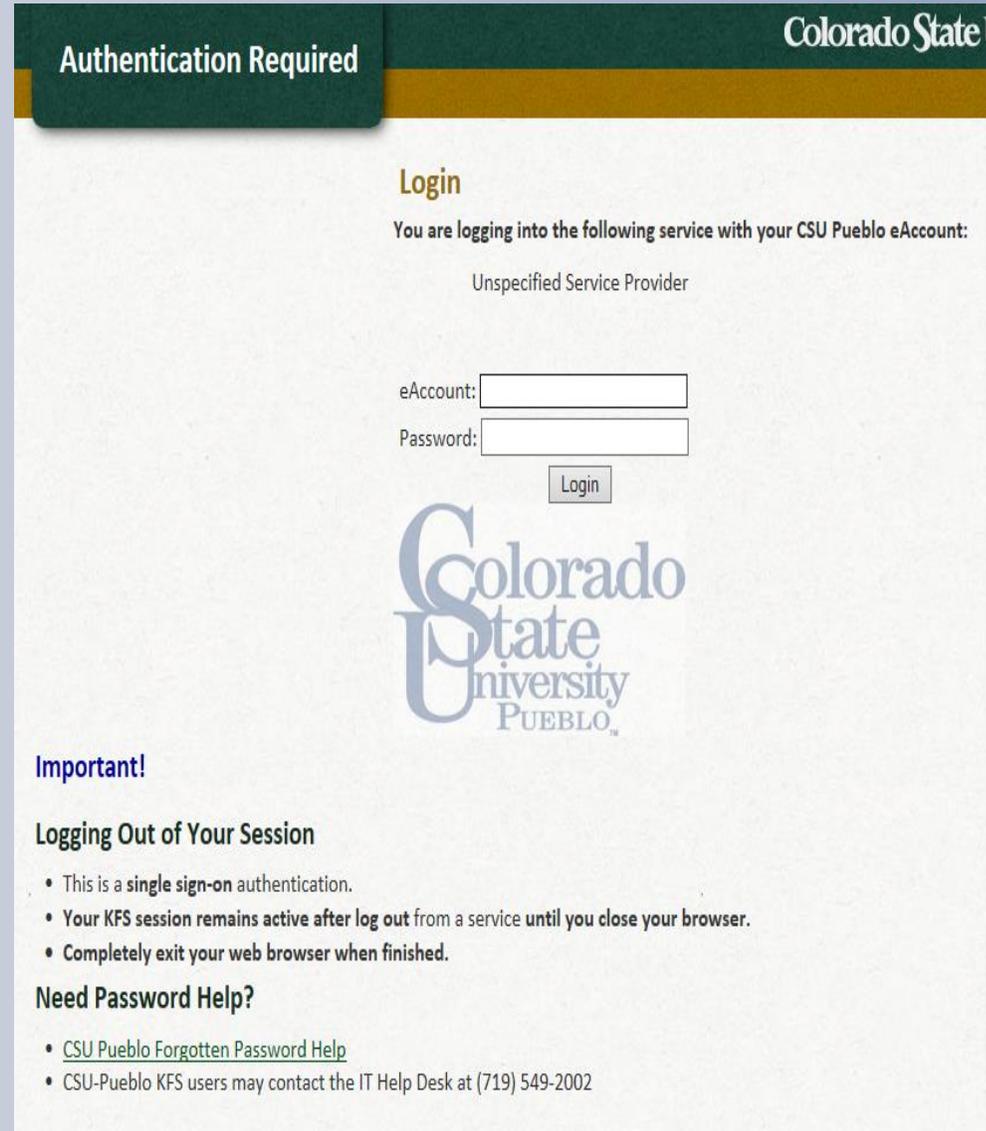
CERTIFYING AND APPROVING YOUR TRAVEL DOCUMENT



How does Traveler approve?



The screenshot shows the Faculty/Staff Portal with a navigation menu on the left. A red arrow points to the 'KFS' link in the 'Employee Portal' section.



The screenshot shows the 'Authentication Required' login page. It includes a 'Login' section with a text prompt, a service provider name, and input fields for 'eAccount:' and 'Password:'. Below the fields is a 'Login' button. A large 'Colorado State University Pueblo' watermark is visible in the background.

Authentication Required

Login

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

Unspecified Service Provider

eAccount:

Password:

Login

Important!

Logging Out of Your Session

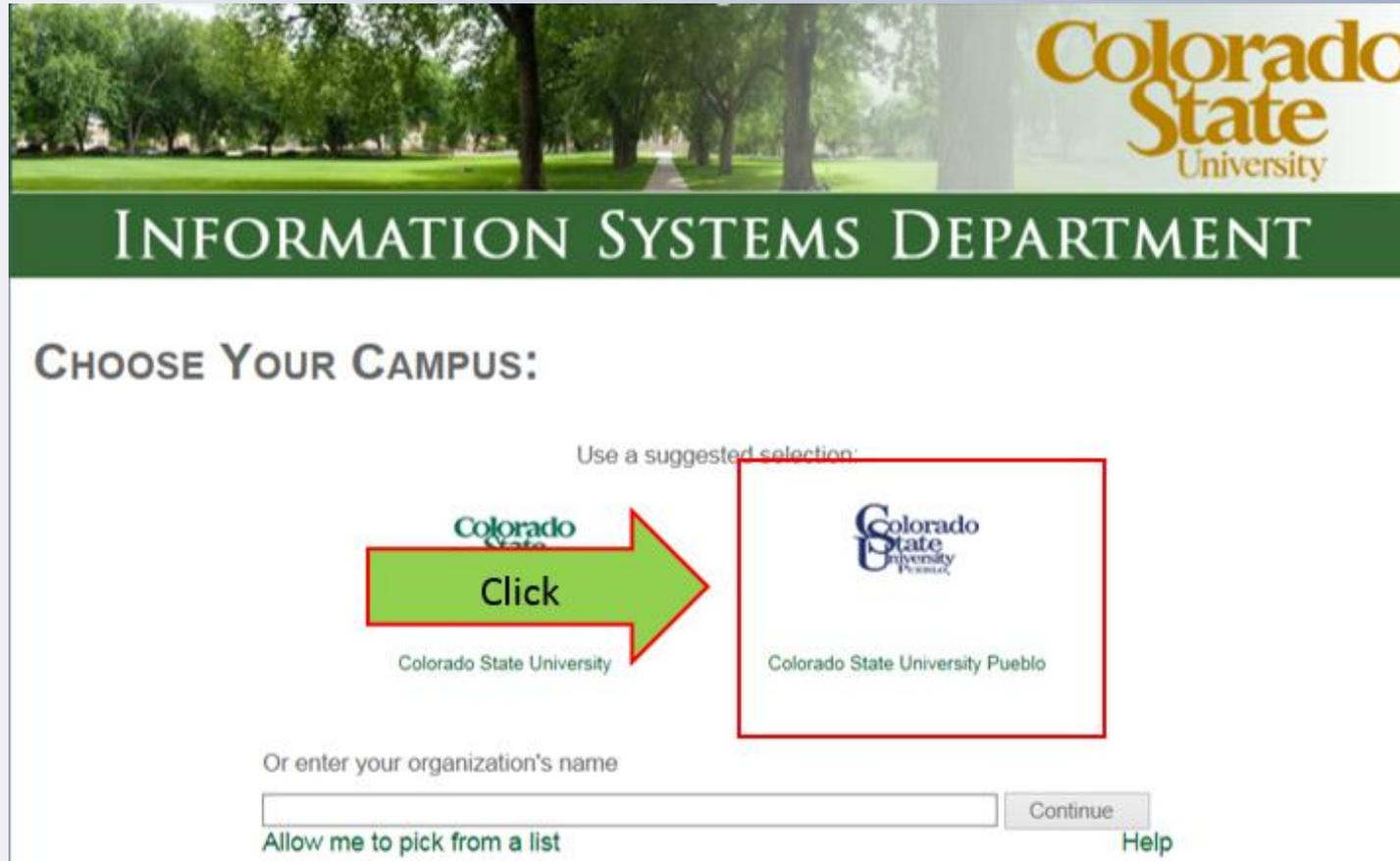
- This is a **single sign-on** authentication.
- Your **KFS session remains active after log out** from a service until you close your browser.
- **Completely exit your web browser when finished.**

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:

Click

Colorado State University Pueblo

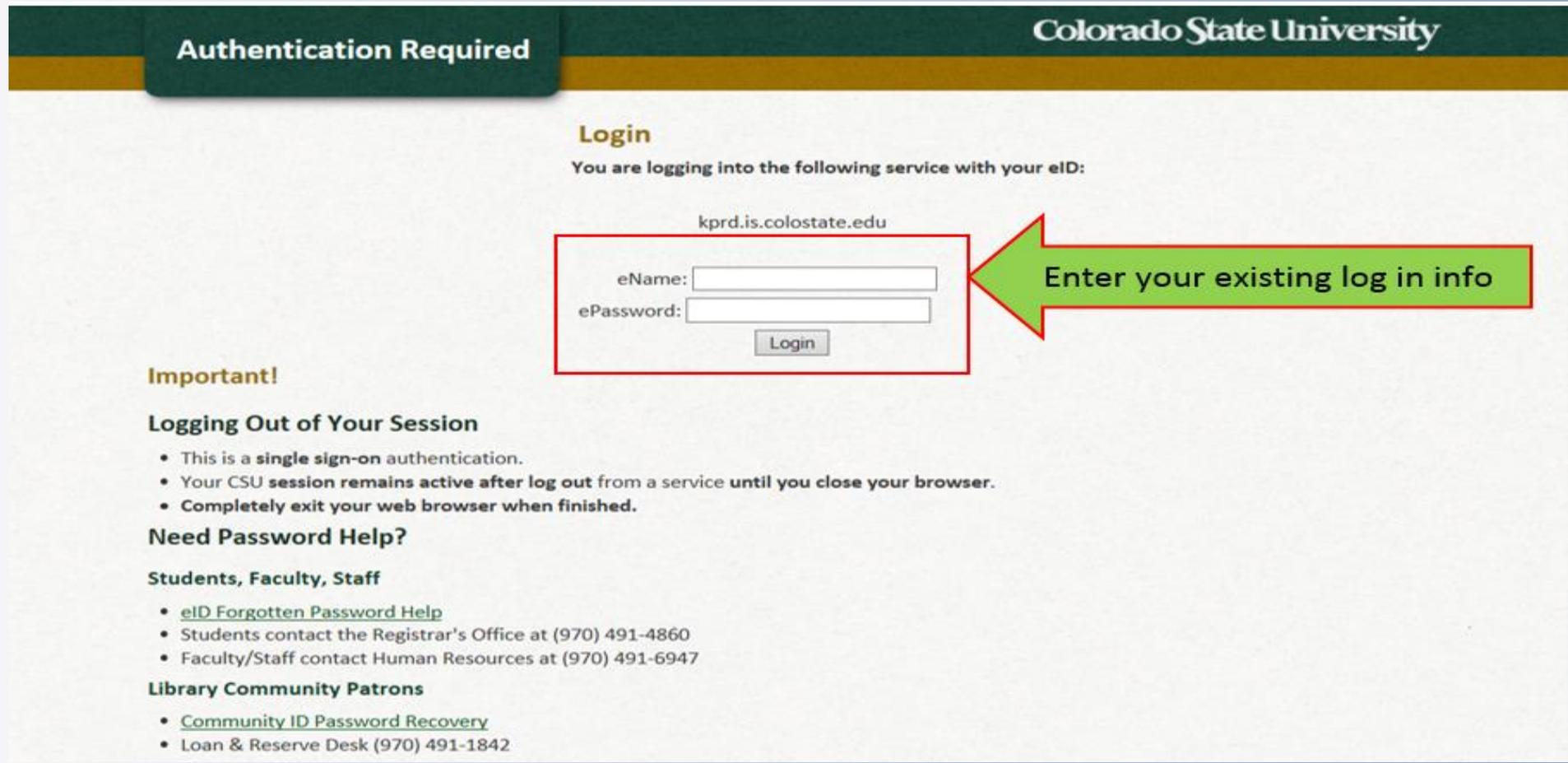
Or enter your organization's name

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

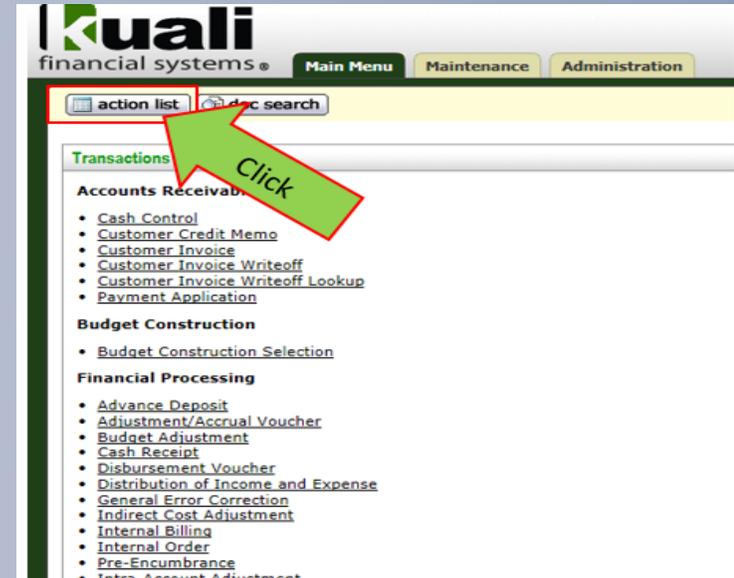
- [eID Forgotten Password Help](#)
- Students contact the Registrar's Office at (970) 491-4860
- Faculty/Staff contact Human Resources at (970) 491-6947

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@colostate.edu

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:
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: [unclear]

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		5005				OUT OF POCKET	232.50	
Line Description										
										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)



You are finished!

