

- When is Travel Authorization required?
- Any travel that has a travel advance request
- All Out-of-State and International travel
- All travel with Ghost Card airfare
- When is Travel Authorization not required?
- All in State Travel that is covered by Blanket Approval



Main Menu

Maintenance

Administration



Message Of The Day

~~~This is the TRAINING Environment~~~ \_\_\_\_\_~~~ Cloned from Prod on 09/21/15~~~

#### Transactions

#### Accounts Receivable

- Cash Control
- Customer Credit Memo
- Customer Invoice
- Customer Invoice Writeoff
- Customer Invoice Writeoff Lookup
- Payment Application

#### **Budget Construction**

Budget Construction Selection

#### Financial Processing

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Pre-Encumbrance
- Intra-Account Adjustment
- Single Sided Budget Adjustment
- Transfer of Funds
- Work Order Authorization

#### Purchasing/Accounts Payable

- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Catalogs
- Vendor Credit Memo

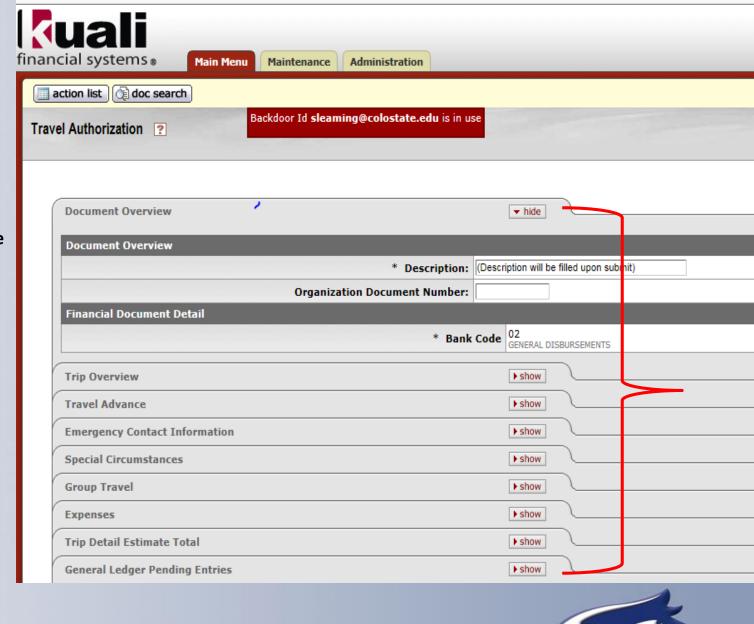
#### Travel

- Travel Authorization
- Davier seminarinen





- Travel Authorization document has ten unique tabs
- Document overview
- Trip Overview
- Travel Advance
- Emergency Contact Information
- Special Circumstances
- Group Travel
- Estimated Per Diem Expenses
- Expenses
- Trip Detail Estimate Total
- Accounting Lines
  - This section pulls in the account number from the Traveler's TEM Profile, but can be changed to any account number
  - The document will route to the account number used in this section





-step by step-

- Document Overview Tab
- Field with Asterisks required
- Both required fields and Org document number will auto fill after the Trip Overview tab is completed and the document is saved, so do not fill this out
  - Description Field
  - Org Document number
  - Bank Code
- Explanation Field
  - Trip justification and purpose is entered here



Doc Nbr: 7006498

Initiator: sleaming@

TEM Doc #: Not Availab

Backdoor Id **sleaming@colostate.edu** is in use

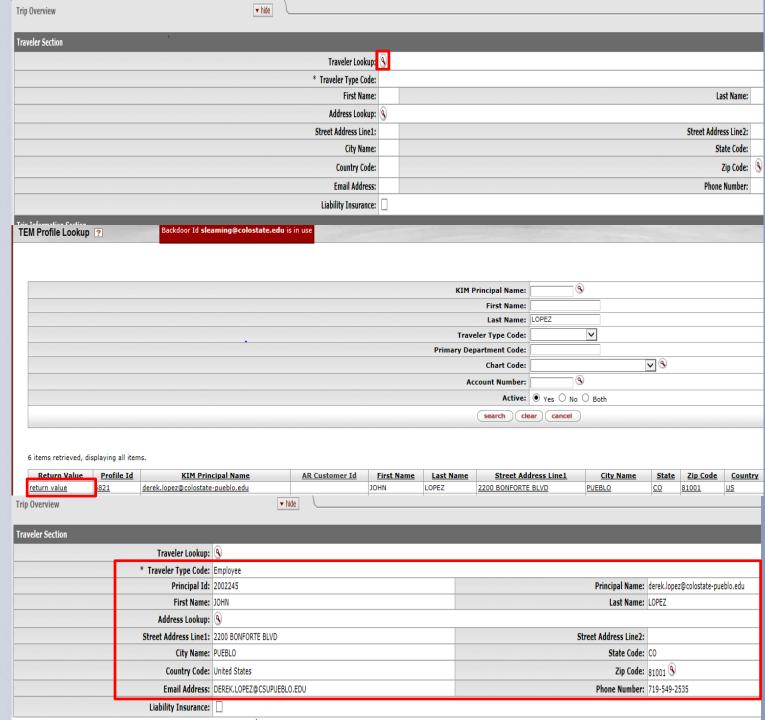
Travel Authorization ?



-step by step-Trip Overview Tab

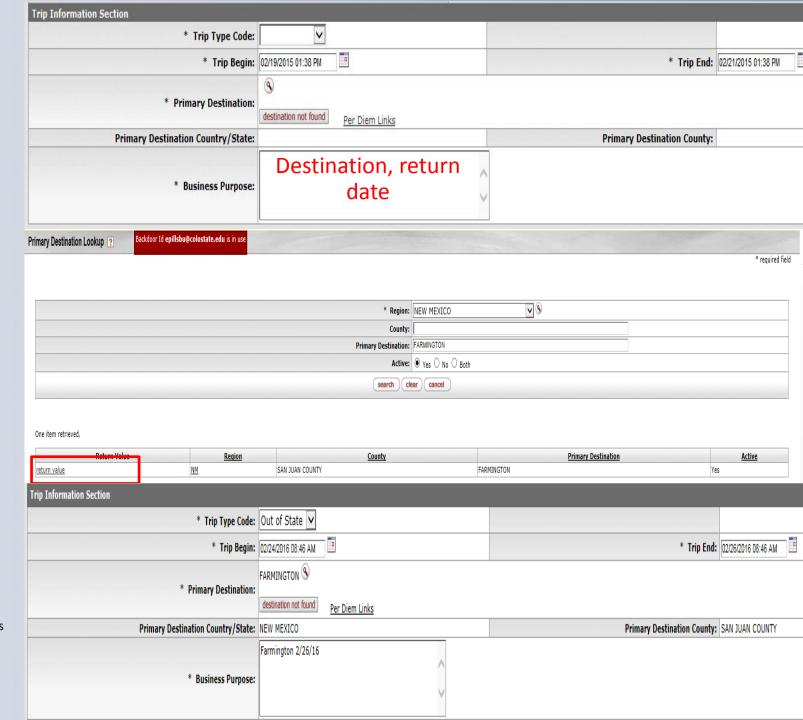
**Traveler Section** 

- Traveler Lookup
- Clicking on Magnifying Glass will redirect to TEM Profile Lookup
  - If Traveler does not populate it could be one of the three items:
    - Their TEM Profile is not created, or
    - They are not in the system (not set up as A/R Customer), or
    - You are not set up as a Travel Arranger for them
  - To return traveler select "return value" to import traveler information
- Liability Insurance box is never used, so do not check the box





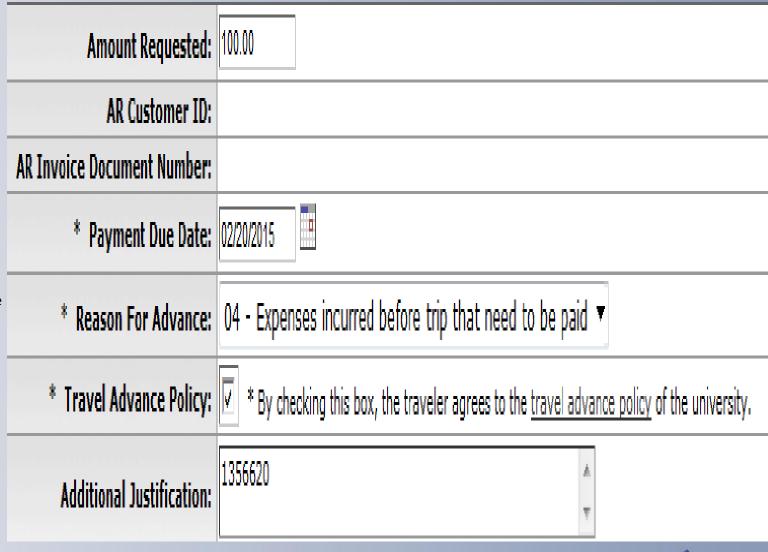
- Trip Overview Tab
- Trip Information Section
  - Trip Type Code
  - Select trip type from drop down box
    - In-State, Out-of-State, International
  - Trip Begin and Trip End (time of day does not affect per diem amounts)
  - Primary Destination
  - Magnifying Glass allows search to return destination information
    - Region must be selected (state or country)
    - To return information click "return value"
  - <u>Per Diem Links</u> Do not use, Per diem will be entered on separate tab, this takes you to the state website with per diem rates
  - **Business Purpose** 
    - Put trip destination and return date
    - This populates on the check, so do not want to use special characters or make this section really long





### Travel Advance tab (only use if requesting travel advance)

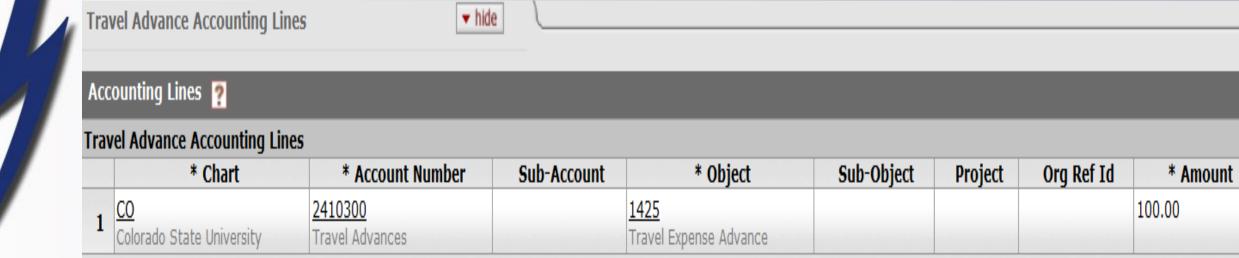
- Amount Requested enter amount traveler is requesting to be advanced
- Payment Due Date date check will be issued
  - No more than 10 days before trip begin date (Pueblo Travel Office will ensure it is within the 10 day window)
  - Must be dated today or later, but no later than the trip end date
- Reason For Advance select from drop down menu options
- Travel Advance Policy traveler must check the box to agree with the travel advance policy; clicking the <u>travel advance policy</u> link takes the traveler directly to the posted policy
  - If employee, the traveler must check the box
  - If non-employee student, the Travel Arranger can check the box on their behalf
  - Travel Advance is the only time a traveler will be required to take action on a TA
- Additional Justifications entry required here when the "Other" option is selected from the Reason For Advance field and includes
  - Account number the travel advance should be cleared against, and additional justification for why "other" was selected







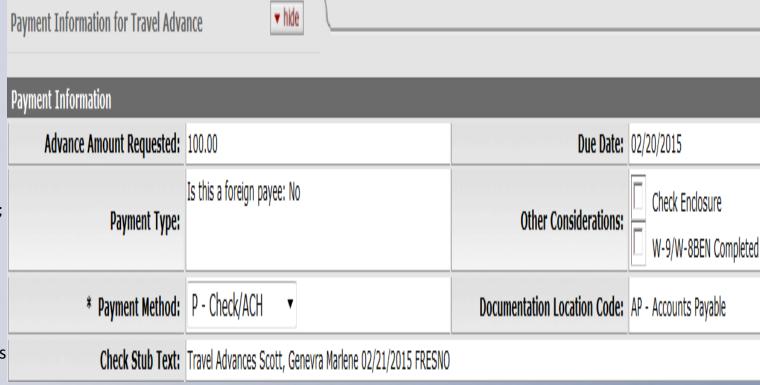
- This tab requires no entry by the document initiator, and is display only. Account Number 2410300 is the Travel Advances account in Chart Code CO; the Amount will populate based on user entry from the Travel Advance tab once the document is either recalculated, saved or submitted. This account number cannot be changed. If traveler doesn't use all the advance then a Cash Receipt will be done this account and object code to remove the balance, and is references in the TR so the credit memo can be done to clear.
- Traveler must have a default account number designated in their TEM profile





#### **Payment Information for Travel Advance Tab**

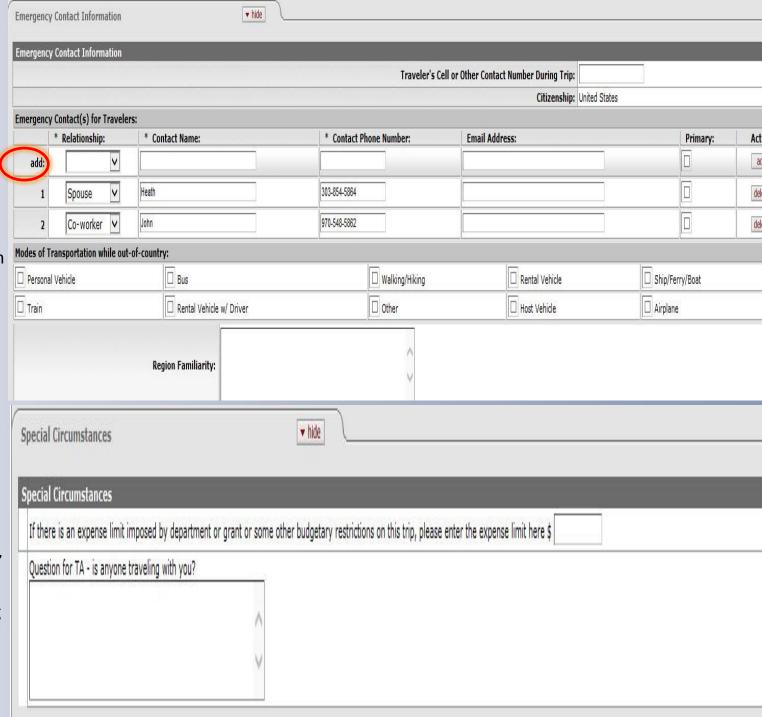
- Advance Amount Requested will populate after "calculate" button clicked
- Payment Method select from drop down menu choices; most cases use P - Check/ACH; no additional entry required by document initiator
- Special Handling, Wire Transfer, and Foreign
  Draft not to be used
- Check Enclosure if check needs to be cut instead of ACH check this box and in the notes section explain you need a check instead of ACH







- Emergency Contact Tab
- Emergency Contact Information imported from TEM Profile
- Additional Contacts may be added
- If traveling internationally must input a number for "Traveler's Cell or Other Contact Number During Trip"
- Special Circumstance Tab
- Optional information such as dept. budget information and other misc. trip details
- If Budget restrictions are entered here the amount is carried to the Trip Detail Estimate Total Tab
- If lodging isn't entered in the per diem section, but in the expense section you need to complete the "justification for meals without lodging" in this section. You will enter "lodging for trip is combined on one line"





-step by step-

#### **Group Travel Tab**

- Two methods for adding travelers
  - Manually add each traveler (excluding main traveler)
  - Import lines feature
  - Attach excel document with list of group travelers

#### Manually Add Each Traveler

- Traveler Type Code select from drop down menu
  - Employee
  - Student
  - Customer
  - Other
- Group Traveler Id
  - Select from list of KFS users
- Name

#### **Import Lines Feature**

- Click the question mark icon to download template
- Save template as csv file
- Browse for template and click add
- If Group Traveler is not in the System, an excel list can be added in the Notes & Attachments section (does not include employees)



|   | Α                                                                                        | В                         | С                      | D |  |  |  |  |  |
|---|------------------------------------------------------------------------------------------|---------------------------|------------------------|---|--|--|--|--|--|
| 1 | Delete the first three rows of text before saving your document to import in csv format. |                           |                        |   |  |  |  |  |  |
|   | (employee, student,                                                                      | (KIM Principal Name or AR |                        |   |  |  |  |  |  |
| 2 | customer or other)                                                                       | Customer ID)              |                        |   |  |  |  |  |  |
| 3 | Traveler Type Code*                                                                      | Group Traveler ID         | Name*                  |   |  |  |  |  |  |
| 4 | Employee                                                                                 | 38316                     | John Emplo <b>y</b> ee |   |  |  |  |  |  |
| 5 | Student                                                                                  | 44050                     | Jane Student           |   |  |  |  |  |  |
| 6 |                                                                                          |                           |                        |   |  |  |  |  |  |
| 7 |                                                                                          |                           |                        |   |  |  |  |  |  |
|   |                                                                                          |                           |                        |   |  |  |  |  |  |





- Estimated Per Diem Exp. Tab
- Tab will only appear after Traveler section and Trip Information Section is entered and the document is saved
- Per Diem Expenses include Meals, Incidentals, Lodging, and Mileage
- Lodging and Mileage can be entered on the Expenses tab as well, but not on both tabs
  - If lodging is entered on Expense tab as one line/date, then you will be required to fill out the "Justification for meals without lodging" in the Special Circumstances section. It can be completed with "lodging for trip is combined on one line"
- To create a per diem table click on the "Create Per Diem Table" button on the Estimated Per Diem Expenses Tab

| Trip Overview                 |                             |         | ▼ hide                | . \            |  |              |              |  |
|-------------------------------|-----------------------------|---------|-----------------------|----------------|--|--------------|--------------|--|
|                               |                             |         |                       |                |  |              |              |  |
| Traveler Section              |                             |         |                       |                |  |              |              |  |
|                               | Traveler Lookup:            |         |                       |                |  |              |              |  |
|                               | * Traveler Type Code:       |         |                       |                |  |              |              |  |
|                               | Principal Id:               | 200224  | 002245                |                |  |              |              |  |
|                               | First Name:                 |         |                       |                |  |              |              |  |
|                               | Address Lookup:             | 9       |                       |                |  |              |              |  |
|                               | Street Address Line1:       |         |                       |                |  |              |              |  |
|                               | City Name:                  | PUEBLO  | )                     |                |  |              |              |  |
|                               | Country Code:               |         |                       |                |  |              |              |  |
|                               | Email Address:              | DEREK.  | LOPEZ@CSUPUEBLO.      | EDU            |  |              |              |  |
|                               | Liability Insurance:        |         |                       |                |  |              |              |  |
| Trip Information Section      |                             |         |                       |                |  |              |              |  |
|                               | * Trip Type                 | Code:   | Out of State 🗸        |                |  |              |              |  |
|                               |                             |         | 02/23/2016 10:20 AM   |                |  |              |              |  |
|                               |                             |         | ATLANTA (S)           |                |  |              |              |  |
|                               | * Primary Desti             | nation: |                       |                |  |              |              |  |
|                               |                             |         | destination not found | Per Diem Links |  |              |              |  |
|                               | Primary Destination Country | State:  | GEORGIA               |                |  |              |              |  |
|                               |                             |         | Test                  |                |  |              |              |  |
| * Business Purpose:           |                             |         |                       |                |  | ^            |              |  |
|                               | 553557.                     |         |                       |                |  | $\checkmark$ |              |  |
|                               |                             |         |                       |                |  |              |              |  |
| Travel Advance                |                             |         | ▶ show                |                |  |              |              |  |
| Emergency Contact Information |                             |         | ▶ show                |                |  |              |              |  |
|                               |                             |         |                       |                |  |              |              |  |
| Special Circumstances         |                             |         | ▶ show                |                |  |              |              |  |
| Group Travel                  |                             |         | ▶ show                |                |  |              |              |  |
| Estimated Per Diem Expenses   |                             |         | ▼ hide                |                |  |              |              |  |
| Estimated Per Diem Expenses   |                             |         |                       |                |  |              |              |  |
|                               |                             |         |                       |                |  | Create Pe    | r Diem Table |  |
|                               |                             |         |                       |                |  |              |              |  |
|                               |                             |         |                       |                |  |              |              |  |
|                               |                             |         |                       |                |  |              |              |  |
|                               |                             |         |                       |                |  |              |              |  |
|                               |                             |         |                       |                |  |              |              |  |
|                               |                             |         |                       |                |  | 1            |              |  |





- Estimated Per Diem Exp. Tab
- Per Diem expenses default based on Destination
  - If traveling to multiple locations, the destination can be changed on each day in the per diem table if applicable

Estimated Per Diem Expenses

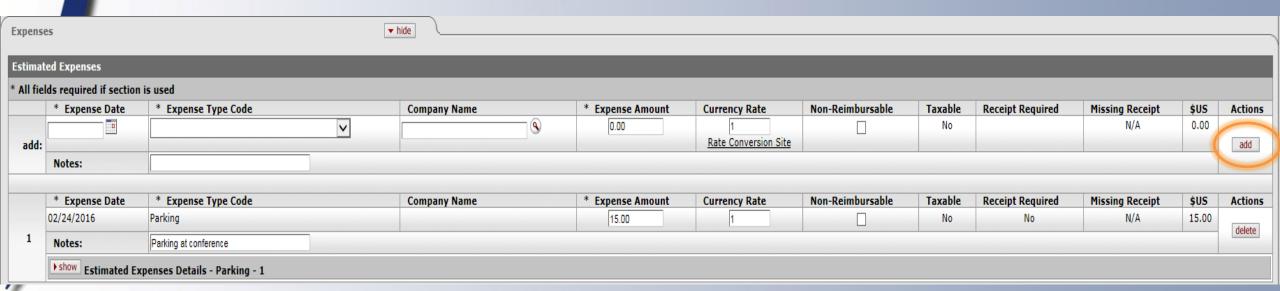
- Amounts can be manually adjusted if necessary, but cannot be increased more than the daily per diem rate
  - The Copy down button will update the change to each line (excluding the meals)
- Update Per Diem Table should be clicked after any changes made
  - · Recommend using for mileage
- Per Diem table can be removed by clicking "Remove Per Diem Table" button

| Estimated Per Diem   | Expenses                                   |                      |             |                     |                  |        |                |                         |     |  |
|----------------------|--------------------------------------------|----------------------|-------------|---------------------|------------------|--------|----------------|-------------------------|-----|--|
| Trip Detail: 02/23/2 | 016                                        |                      |             |                     |                  |        |                |                         |     |  |
| Country State        | Country State County * Primary Destination |                      |             | Personal            | Breakfast        | Lunch  | Dinne          | r Incidentals           |     |  |
| GEORGIA              | FULTON COUNTY                              | ATLANTA (S)          |             |                     | 6.75             | 9.75   | 21.75          | 3.75                    |     |  |
|                      |                                            | destination not four | nd .        |                     |                  |        |                |                         |     |  |
|                      |                                            | destination not four | nd          |                     |                  |        |                | Copy Down               | _   |  |
|                      |                                            |                      |             |                     |                  |        |                | Copy Down               |     |  |
| Trip Detail: 02/24/2 | 1                                          |                      |             |                     | - 16 .           |        |                |                         |     |  |
| Country State        | County                                     |                      | Destination | Personal            | Breakfast        | Lunch  | Dinne          |                         |     |  |
| GEORGIA              | FULTON COUNTY                              | ATLANTA (S)          |             |                     | 9.00             | 13.00  | 29.00          | 5.00                    |     |  |
|                      |                                            | destination not four | nd          |                     |                  |        |                |                         |     |  |
|                      | -                                          |                      |             |                     |                  | -      |                | Copy Down               |     |  |
| Trip Detail: 02/25/2 | 016                                        |                      |             |                     |                  |        |                |                         |     |  |
| Country State        | County                                     | * Primary            | Destination | Personal            | Breakfast        | Lunch  | Dinne          | inner Incidentals       |     |  |
| GEORGIA              | FULTON COUNTY                              | ATLANTA (S)          |             |                     | 6.75             | 9.75   | 21.75          | 3.75                    |     |  |
|                      |                                            | destination not four | nd          |                     |                  |        |                |                         |     |  |
|                      |                                            | destination not four | nd          |                     |                  |        |                |                         |     |  |
| Grand Totals         |                                            |                      |             |                     |                  |        |                |                         |     |  |
|                      | Grand Totals:                              |                      |             | Meals & 1           | Incidentals: 140 | 0.00   |                | Lodging: 270.00         |     |  |
|                      |                                            |                      |             |                     |                  |        | Update Per Die | m Table Remove Per Dien | Tal |  |
|                      | •                                          |                      |             |                     |                  |        |                | •                       |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         |     |  |
| Meals and Ir         | icidentals                                 | Lodging              | Miles       | Mi                  | leage Rate       | Mileag | e Total        | Daily Total             |     |  |
| 2.00                 |                                            | 135.00               | 0           | MP - 0.             | .52 🗸 🕓          | 0.00   |                | 177.00                  |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         | -1  |  |
|                      |                                            |                      |             |                     |                  |        |                |                         | _   |  |
|                      |                                            |                      |             |                     |                  |        |                |                         | Ш   |  |
| Meals and Ir         | icidentals                                 | Lodging              | Miles       | Mi                  | leage Rate       | Mileag | e Total        | Daily Total             |     |  |
| 6.00                 |                                            | 135.00               | 0           | MP - 0.             | .52 🗸 🕓          | 0.00   |                | 191.00                  |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         | -1  |  |
|                      |                                            |                      |             |                     |                  |        |                |                         | al  |  |
|                      |                                            |                      |             |                     |                  |        |                |                         | 4   |  |
| Meals and Ir         | icidentals                                 | Lodging              | Miles       |                     | leage Rate       |        | e Total        | Daily Total             | -   |  |
| 2.00                 |                                            | 0.00                 | 0           | MP - 0.             | .52 🗸 🕙          | 0.00   |                | 42.00                   |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         | ااة |  |
|                      |                                            |                      |             |                     |                  |        |                |                         |     |  |
| Miles:               | 0                                          |                      | Mileage     | Daily Total: 410.00 |                  |        |                |                         |     |  |
|                      |                                            |                      |             |                     |                  |        |                |                         | _   |  |



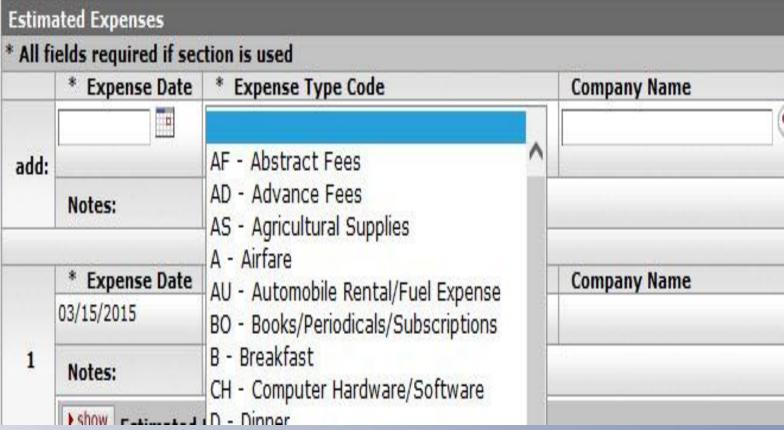
-step by step-

- Expenses Tab
- All fields with asterisks are required fields
- Expense Date
- Expense Type Code
- Expense Amount
- Notes must fill out this section even though there is not an asterisk
- Rate Conversion Site
  - Opens link to Oanda conversion website
- Non-Reimbursable can be checked with the traveler is not to be reimbursed for the expense (i.e. ghostcard)
- Just like other Kuali documents, be sure to click add button to save each expense





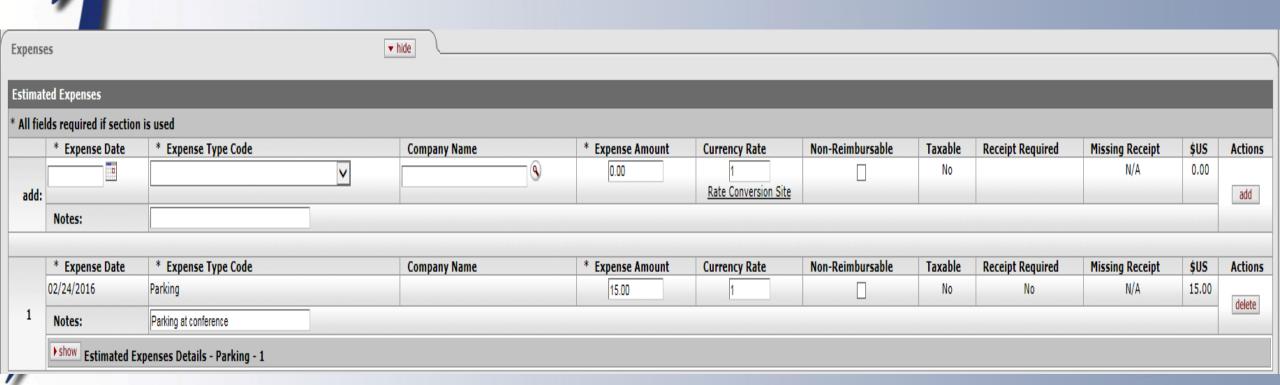
- Expenses Tab
- Expense Type Drop Down Box lets you choose the type of expense







- **Expenses Tab** 
  - Notice expense amounts saved as they are added





- Trip Detail Estimate Total Tab
- Provides a summary of all the estimated expenses and encumbrances
- Allows for Manual Per Diem Adjustments
- Travel Expense Limit if one is entered then it carries here and does not let the traveler be reimbursed above that amount regardless of total expenses
- Total can be recalculated as necessary by clicking "recalculate" button

| Trip Detail Estimate Total | <b>▼</b> hide |                               |                  |  |
|----------------------------|---------------|-------------------------------|------------------|--|
|                            |               |                               |                  |  |
| Travel Expense Total       |               |                               |                  |  |
|                            |               | Total Estima                  | ed: 618.40       |  |
|                            |               | Less Manual Per Diem Adjustme | nt: - 0.00       |  |
|                            |               | Less CTS Chargo               | s: - 0.00        |  |
|                            |               | Less Non-Reimbursab           | <b>e:</b> - 0.00 |  |
|                            |               | Travel Expense Li             | nit: N/A         |  |
|                            |               | Actual Encumbra               | ice: 618.40      |  |
|                            |               | recalculate                   |                  |  |



- Accounting Lines Tab
- Account Number will default to account associated with traveler TEM Profile
  - This can be changed to any account in this section
- Multiple accounts can be added for split funding
  - Will not pull forward on TR document
- TA accounting lines only use object code 6050-Travel Encumbrances since this only books the encumbrance and not actual expenses

| Restart Account | ing Lines                       |                                      |             |                            |            |         |            |          |  |  |  |  |
|-----------------|---------------------------------|--------------------------------------|-------------|----------------------------|------------|---------|------------|----------|--|--|--|--|
| Accounting      | Lines ?                         |                                      |             |                            |            |         |            |          |  |  |  |  |
| Source          |                                 |                                      |             |                            |            |         |            |          |  |  |  |  |
|                 | * Chart                         | * Account Number                     | Sub-Account | * Object                   | Sub-Object | Project | Org Ref Id | * Amount |  |  |  |  |
|                 | PB CSU Pueblo                   | 1310498                              | 9           | 6050                       |            | 9       |            | 0.00     |  |  |  |  |
| add:            | CSU Pueblo                      | Center for Academic Enrichment (CAE) |             | Travel Encumbrance         |            |         |            |          |  |  |  |  |
| duui            |                                 | Line Description                     |             |                            |            |         |            |          |  |  |  |  |
|                 |                                 | Default account from TEM Profile     |             |                            |            |         |            |          |  |  |  |  |
|                 | * Chart                         | * Account Number                     | Sub-Account | * Object                   | Sub-Object | Project | Org Ref Id | * Amount |  |  |  |  |
|                 | PB V                            | 1310498                              | 9           | 6050                       |            | 9       |            | 210.00   |  |  |  |  |
|                 | CSU Pueblo                      | Center for Academic Enrichment (CAE) |             | Travel Encumbrance         |            |         |            |          |  |  |  |  |
| 1               |                                 | Line Description                     |             |                            |            |         |            |          |  |  |  |  |
|                 | Account added for split funding |                                      |             |                            |            |         |            |          |  |  |  |  |
|                 | PB CSU Pueblo                   | 1310150 9<br>ACADEMIC SUPPORT        | 9           | 6050<br>Travel Encumbrance |            | 9       |            | 200.00   |  |  |  |  |
| 2               |                                 | Line Description                     |             |                            |            |         |            |          |  |  |  |  |
|                 |                                 |                                      |             |                            |            |         |            |          |  |  |  |  |
|                 |                                 |                                      |             | 11                         |            |         |            |          |  |  |  |  |
|                 |                                 |                                      |             |                            |            |         |            |          |  |  |  |  |

▼ hide

**Accounting Lines** 

Total: 410.00





#### Ad Hoc Recipients

Document will automatically route to Fiscal Officer and Traveler (only for travel advance). If the Fiscal Officer is not the traveler's Supervisor, an "Approve" ad hoc must be sent to them by searching for their name.

