

# Travel Authorization

## -step by step-

- 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

### 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 Arranger](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)



# Travel Authorization

## -step by step-

- 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

Document Overview

hide

Document Overview

\* Description: (Description will be filled upon submit)

Organization Document Number:

Financial Document Detail

\* Bank Code 02  
GENERAL DISBURSEMENTS

Trip Overview

show

Travel Advance

show

Emergency Contact Information

show

Special Circumstances

show

Group Travel

show

Expenses

show

Trip Detail Estimate Total

show

General Ledger Pending Entries

show





# Travel Authorization

## -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

Travel Authorization ?

Backdoor Id sleaming@colostate.edu is in use

Doc Nbr: 7006498

Initiator: sleaming@colostate.edu

TEM Doc #: Not Availab

Document Overview

▼ hide

Document Overview

\* Description: (Description will be filled upon submit)

Organization Document Number:

Explanation:

Financial Document Detail

\* Bank Code

02

GENERAL PURPOSE DOCUMENTS





# 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 ▼ hide

---

**Traveler Section**

Traveler Lookup: 🔍

\* Traveler Type Code:

First Name: Last Name:

Address Lookup: 🔍

Street Address Line1: Street Address Line2:

City Name: State Code:

Country Code: Zip Code: 🔍

Email Address: Phone Number:

Liability Insurance: ☐

---

**TEM Profile Lookup** ? Backdoor Id sleaming@colostate.edu is in use

---

KIM Principal Name: 🔍

First Name:

Last Name: LOPEZ

Traveler Type Code: ▼

Primary Department Code:

Chart Code: ▼ 🔍

Account Number: 🔍

Active: ☒ Yes ☐ No ☐ Both

search clear cancel

---

6 items retrieved, displaying all items.

| Return Value              | Profile Id | KIM Principal Name               | AR Customer Id | First Name | Last Name | Street Address Line1 | City Name | State | Zip Code | Country |
|---------------------------|------------|----------------------------------|----------------|------------|-----------|----------------------|-----------|-------|----------|---------|
| <span>return value</span> | 821        | derek.lopez@colostate-pueblo.edu |                | JOHN       | LOPEZ     | 2200 BONFORTE BLVD   | PUEBLO    | CO    | 81001    | US      |

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Trip Overview ▼ hide

---

**Traveler Section**

Traveler Lookup: 🔍

\* Traveler Type Code: Employee

Principal Id: 2002245 Principal Name: derek.lopez@colostate-pueblo.edu

First Name: JOHN Last Name: LOPEZ

Address Lookup: 🔍

Street Address Line1: 2200 BONFORTE BLVD Street Address Line2:

City Name: PUEBLO State Code: CO

Country Code: United States Zip Code: 81001 🔍

Email Address: DEREK.LOPEZ@CSUPUEBLO.EDU Phone Number: 719-549-2535

Liability Insurance: ☐





# Travel Authorization

## -step by step-

- **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”
  - **Per Diem Links** – 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

| Trip Information Section           |                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------|
| * Trip Type Code:                  | <input type="text" value=""/>                                                     |
| * Trip Begin:                      | 02/19/2015 01:38 PM <input type="text" value=""/>                                 |
| * Trip End:                        | 02/21/2015 01:38 PM <input type="text" value=""/>                                 |
| * Primary Destination:             | <input type="text" value="destination not found"/> <a href="#">Per Diem Links</a> |
| Primary Destination Country/State: |                                                                                   |
| * Business Purpose:                | Destination, return date                                                          |

Primary Destination Lookup ?

Backdoor Id epillsbu@colostate.edu is in use

\* required field

|                                                                                                                  |                                                                                          |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| * Region:                                                                                                        | NEW MEXICO <input type="text" value=""/>                                                 |
| County:                                                                                                          | <input type="text" value=""/>                                                            |
| Primary Destination:                                                                                             | FARMINGTON                                                                               |
| Active:                                                                                                          | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> |                                                                                          |

One item retrieved.

| Return Value | Region | County          | Primary Destination | Active |
|--------------|--------|-----------------|---------------------|--------|
| return value | NM     | SAN JUAN COUNTY | FARMINGTON          | Yes    |


Trip Information Section

|                                    |                                                                         |
|------------------------------------|-------------------------------------------------------------------------|
| * Trip Type Code:                  | Out of State <input type="text" value=""/>                              |
| * Trip Begin:                      | 02/24/2016 08:46 AM <input type="text" value=""/>                       |
| * Trip End:                        | 02/26/2016 08:46 AM <input type="text" value=""/>                       |
| * Primary Destination:             | FARMINGTON <input type="text" value=""/> <a href="#">Per Diem Links</a> |
| Primary Destination Country/State: | NEW MEXICO                                                              |
| Primary Destination County:        | SAN JUAN COUNTY                                                         |
| * Business Purpose:                | Farmington 2/26/16                                                      |



### 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 [travel advance policy](#) 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

|                             |                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Amount Requested:           | <input type="text" value="100.00"/>                                                                                                             |
| AR Customer ID:             |                                                                                                                                                 |
| AR Invoice Document Number: |                                                                                                                                                 |
| * Payment Due Date:         | <input type="text" value="02/20/2015"/>                      |
| * Reason For Advance:       | 04 - Expenses incurred before trip that need to be paid ▼                                                                                       |
| * Travel Advance Policy:    | <input checked="" type="checkbox"/> * By checking this box, the traveler agrees to the <a href="#">travel advance policy</a> of the university. |
| Additional Justification:   | <input type="text" value="1356620"/>                                                                                                            |



## Travel Authorization -step by step-

- 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

### Travel Advance Accounting Lines

[▼ hide](#)

### Accounting Lines ?


#### Travel Advance Accounting Lines

|   | * Chart                                | * Account Number                  | Sub-Account | * Object                              | Sub-Object | Project | Org Ref Id | * Amount |
|---|----------------------------------------|-----------------------------------|-------------|---------------------------------------|------------|---------|------------|----------|
| 1 | <u>CO</u><br>Colorado State University | <u>2410300</u><br>Travel Advances |             | <u>1425</u><br>Travel Expense Advance |            |         |            | 100.00   |

## Travel Authorization -step by step-

### 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

| Payment Information for Travel Advance |                                                         |  |                                                                                           |
|----------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Payment Information                    |                                                         |                                                                                     |                                                                                           |
| <b>Advance Amount Requested:</b>       | 100.00                                                  | <b>Due Date:</b>                                                                    | 02/20/2015                                                                                |
| <b>Payment Type:</b>                   | Is this a foreign payee: No                             | <b>Other Considerations:</b>                                                        | <input type="checkbox"/> Check Enclosure<br><input type="checkbox"/> W-9/W-8BEN Completed |
| <b>* Payment Method:</b>               | P - Check/ACH ▼                                         | <b>Documentation Location Code:</b>                                                 | AP - Accounts Payable                                                                     |
| <b>Check Stub Text:</b>                | Travel Advances Scott, Geneva Marlene 02/21/2015 FRESNO |                                                                                     |                                                                                           |







# Travel Authorization

## -step by step-

- **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”

Emergency Contact Information ▼ hide

Emergency Contact Information

Traveler's Cell or Other Contact Number During Trip:

Citizenship: United States

Emergency Contact(s) for Travelers:

|      | * Relationship:      | * Contact Name:      | * Contact Phone Number: | Email Address:       | Primary:                 | Act                                |
|------|----------------------|----------------------|-------------------------|----------------------|--------------------------|------------------------------------|
| add: | <input type="text"/> | <input type="text"/> | <input type="text"/>    | <input type="text"/> | <input type="checkbox"/> | <input type="button" value="ac"/>  |
| 1    | Spouse               | Heath                | 303-854-5864            | <input type="text"/> | <input type="checkbox"/> | <input type="button" value="del"/> |
| 2    | Co-worker            | John                 | 970-548-5862            | <input type="text"/> | <input type="checkbox"/> | <input type="button" value="del"/> |

Modes of Transportation while out-of-country:

|                                           |                                                   |                                         |                                         |                                          |
|-------------------------------------------|---------------------------------------------------|-----------------------------------------|-----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Personal Vehicle | <input type="checkbox"/> Bus                      | <input type="checkbox"/> Walking/Hiking | <input type="checkbox"/> Rental Vehicle | <input type="checkbox"/> Ship/Ferry/Boat |
| <input type="checkbox"/> Train            | <input type="checkbox"/> Rental Vehicle w/ Driver | <input type="checkbox"/> Other          | <input type="checkbox"/> Host Vehicle   | <input type="checkbox"/> Airplane        |

Region Familiarity:

Special Circumstances ▼ hide

Special Circumstances

If there is an expense limit imposed by department or grant or some other budgetary restrictions on this trip, please enter the expense limit here \$

Question for TA - is anyone traveling with you?

# Travel Authorization

## -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)**

Group Travel ▼ hide

Group Travel Section ?

import lines

\* Traveler Type Code: Employee ▼ Group Traveler Id: 🔍 \* Name:  add

|   | A                                                                                        | B                                      | C             | D |  |
|---|------------------------------------------------------------------------------------------|----------------------------------------|---------------|---|--|
| 1 | Delete the first three rows of text before saving your document to import in csv format. |                                        |               |   |  |
| 2 | (employee, student, customer or other)                                                   | (KIM Principal Name or AR Customer ID) |               |   |  |
| 3 | Traveler Type Code*                                                                      | Group Traveler ID                      | Name*         |   |  |
| 4 | Employee                                                                                 | 38316                                  | John Employee |   |  |
| 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:      | <input type="text"/>      |
| * Traveler Type Code: | Employee                  |
| Principal Id:         | 2002245                   |
| First Name:           | JOHN                      |
| Address Lookup:       | <input type="text"/>      |
| Street Address Line1: | 2200 BONFORTE BLVD        |
| City Name:            | PUEBLO                    |
| Country Code:         | United States             |
| Email Address:        | DEREK.LOPEZ@CSUPUEBLO.EDU |
| Liability Insurance:  | <input type="checkbox"/>  |

---

**Trip Information Section**

|                                    |                                                                   |
|------------------------------------|-------------------------------------------------------------------|
| * Trip Type Code:                  | Out of State                                                      |
| * Trip Begin:                      | 02/23/2016 10:20 AM                                               |
| * Primary Destination:             | ATLANTA <input type="text"/>                                      |
|                                    | <span>destination not found</span> <a href="#">Per Diem Links</a> |
| Primary Destination Country/State: | GEORGIA                                                           |
| * Business Purpose:                | <div>Test</div>                                                   |

---

**Travel Advance** show

**Emergency Contact Information** show

**Special Circumstances** show

**Group Travel** show

**Estimated Per Diem Expenses** hide

---

**Estimated Per Diem Expenses**

[Create Per Diem Table](#)





- 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
- 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

#### Estimated Per Diem Expenses

Trip Detail: 02/23/2016

| Country State         | County        | * Primary Destination | Personal                 | Breakfast | Lunch | Dinner | Incidentals |
|-----------------------|---------------|-----------------------|--------------------------|-----------|-------|--------|-------------|
| GEORGIA               | FULTON COUNTY | ATLANTA               | <input type="checkbox"/> | 6.75      | 9.75  | 21.75  | 3.75        |
| destination not found |               |                       |                          |           |       |        |             |

Copy Down

Trip Detail: 02/24/2016

| Country State         | County        | * Primary Destination | Personal                 | Breakfast | Lunch | Dinner | Incidentals |
|-----------------------|---------------|-----------------------|--------------------------|-----------|-------|--------|-------------|
| GEORGIA               | FULTON COUNTY | ATLANTA               | <input type="checkbox"/> | 9.00      | 13.00 | 29.00  | 5.00        |
| destination not found |               |                       |                          |           |       |        |             |

Copy Down

Trip Detail: 02/25/2016

| Country State         | County        | * Primary Destination | Personal                 | Breakfast | Lunch | Dinner | Incidentals |
|-----------------------|---------------|-----------------------|--------------------------|-----------|-------|--------|-------------|
| GEORGIA               | FULTON COUNTY | ATLANTA               | <input type="checkbox"/> | 6.75      | 9.75  | 21.75  | 3.75        |
| destination not found |               |                       |                          |           |       |        |             |

#### Grand Totals

|               |                             |                 |
|---------------|-----------------------------|-----------------|
| Grand Totals: | Meals & Incidentals: 140.00 | Lodging: 270.00 |
|---------------|-----------------------------|-----------------|

Update Per Diem Table Remove Per Diem Table

| Meals and Incidentals | Lodging | Miles | Mileage Rate | Mileage Total | Daily Total |
|-----------------------|---------|-------|--------------|---------------|-------------|
| 42.00                 | 135.00  | 0     | MP - 0.52    | 0.00          | 177.00      |

| Meals and Incidentals | Lodging | Miles | Mileage Rate | Mileage Total | Daily Total |
|-----------------------|---------|-------|--------------|---------------|-------------|
| 56.00                 | 135.00  | 0     | MP - 0.52    | 0.00          | 191.00      |

| Meals and Incidentals | Lodging | Miles | Mileage Rate | Mileage Total | Daily Total |
|-----------------------|---------|-------|--------------|---------------|-------------|
| 42.00                 | 0.00    | 0     | MP - 0.52    | 0.00          | 42.00       |

Miles: 0



Mileage Total: 0.00

Daily Total: 410.00





## Estimated Per Diem Expenses

Trip Detail: 02/23/2016

| Country State | County        | * Primary Destination                                                                                              | Personal                 | Breakfast | Lunch | Dinner | Incidentals | Meals and Incidentals | Lodging | Miles | Mileage Rate                                                                                  | Mileage Total | Daily Total |
|---------------|---------------|--------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|-------|--------|-------------|-----------------------|---------|-------|-----------------------------------------------------------------------------------------------|---------------|-------------|
| GEORGIA       | FULTON COUNTY | ATLANTA <br>destination not found | <input type="checkbox"/> | 6.75      | 9.75  | 21.75  | 3.75        | 42.00                 | 135.00  | 0     | MP - 0.52  | 0.00          | 177.00      |



Copy Down

Trip Detail: 02/24/2016

| Country State | County        | * Primary Destination                                                                                              | Personal                 | Breakfast | Lunch | Dinner | Incidentals | Meals and Incidentals | Lodging | Miles | Mileage Rate                                                                                  | Mileage Total | Daily Total |
|---------------|---------------|--------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|-------|--------|-------------|-----------------------|---------|-------|-----------------------------------------------------------------------------------------------|---------------|-------------|
| GEORGIA       | FULTON COUNTY | ATLANTA <br>destination not found | <input type="checkbox"/> | 9.00      | 13.00 | 29.00  | 5.00        | 56.00                 | 135.00  | 0     | MP - 0.52  | 0.00          | 191.00      |

Copy Down

Trip Detail: 02/25/2016

| Country State | County        | * Primary Destination                                                                                               | Personal                 | Breakfast | Lunch | Dinner | Incidentals | Meals and Incidentals | Lodging | Miles | Mileage Rate                                                                                   | Mileage Total | Daily Total |
|---------------|---------------|---------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|-------|--------|-------------|-----------------------|---------|-------|------------------------------------------------------------------------------------------------|---------------|-------------|
| GEORGIA       | FULTON COUNTY | ATLANTA <br>destination not found | <input type="checkbox"/> | 6.75      | 9.75  | 21.75  | 3.75        | 42.00                 | 0.00    | 0     | MP - 0.52  | 0.00          | 42.00       |

## Grand Totals

Grand Totals:

Meals &amp; Incidentals: 140.00

Lodging: 270.00

Miles: 0

Mileage Total: 0.00

Daily Total: 410.00

Update Per Diem Table

Remove Per Diem Table

# Travel Authorization

## -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

▼ hide

Estimated Expenses

\* All fields required if section is used

|      | * Expense Date       | * Expense Type Code  | Company Name         | * Expense Amount                  | Currency Rate                                                          | Non-Reimbursable         | Taxable | Receipt Required | Missing Receipt | \$US | Actions                            |
|------|----------------------|----------------------|----------------------|-----------------------------------|------------------------------------------------------------------------|--------------------------|---------|------------------|-----------------|------|------------------------------------|
| add: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="1"/><br><a href="#">Rate Conversion Site</a> | <input type="checkbox"/> | No      |                  | N/A             | 0.00 | <input type="button" value="add"/> |
|      | Notes:               | <input type="text"/> |                      |                                   |                                                                        |                          |         |                  |                 |      |                                    |

|   | * Expense Date | * Expense Type Code                                | Company Name | * Expense Amount                   | Currency Rate                  | Non-Reimbursable         | Taxable | Receipt Required | Missing Receipt | \$US  | Actions                               |
|---|----------------|----------------------------------------------------|--------------|------------------------------------|--------------------------------|--------------------------|---------|------------------|-----------------|-------|---------------------------------------|
| 1 | 02/24/2016     | Parking                                            |              | <input type="text" value="15.00"/> | <input type="text" value="1"/> | <input type="checkbox"/> | No      | No               | N/A             | 15.00 | <input type="button" value="delete"/> |
|   | Notes:         | <input type="text" value="Parking at conference"/> |              |                                    |                                |                          |         |                  |                 |       |                                       |

► show

Estimated Expenses Details - Parking - 1

# Travel Authorization

-step by step-

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

| Estimated Expenses                       |                               |                                                                                                                                                                                                                                                                                             |                               |
|------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| * All fields required if section is used |                               |                                                                                                                                                                                                                                                                                             |                               |
|                                          | * Expense Date                | * Expense Type Code                                                                                                                                                                                                                                                                         | Company Name                  |
| add:                                     | <input type="text" value=""/> | <div> <div></div> <div> AF - Abstract Fees<br/> AD - Advance Fees<br/> AS - Agricultural Supplies<br/> A - Airfare<br/> AU - Automobile Rental/Fuel Expense<br/> BO - Books/Periodicals/Subscriptions<br/> B - Breakfast<br/> CH - Computer Hardware/Software<br/> D - Dinner </div> </div> | <input type="text" value=""/> |
|                                          | Notes:                        |                                                                                                                                                                                                                                                                                             |                               |
| 1                                        | * Expense Date<br>03/15/2015  |                                                                                                                                                                                                                                                                                             | Company Name                  |
|                                          | Notes:                        |                                                                                                                                                                                                                                                                                             |                               |
|                                          | <a href="#">show</a>          |                                                                                                                                                                                                                                                                                             |                               |



# Travel Authorization

-step by step-

- Expenses Tab



- Notice expense amounts saved as they are added

Expenses

▼ hide

## Estimated Expenses

\* All fields required if section is used

|                                                                              | * Expense Date                                                                                          | * Expense Type Code    | Company Name                                                                                              | * Expense Amount                   | Currency Rate                                                          | Non-Reimbursable         | Taxable | Receipt Required | Missing Receipt | \$US  | Actions                               |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------|--------------------------|---------|------------------|-----------------|-------|---------------------------------------|
| add:                                                                         | <input type="text"/>  | <input type="text"/> ▼ | <input type="text"/>  | <input type="text" value="0.00"/>  | <input type="text" value="1"/><br><a href="#">Rate Conversion Site</a> | <input type="checkbox"/> | No      |                  | N/A             | 0.00  | <input type="button" value="add"/>    |
|                                                                              | Notes:                                                                                                  |                        |                                                                                                           |                                    |                                                                        |                          |         |                  |                 |       |                                       |
| 1                                                                            | 02/24/2016                                                                                              | Parking                |                                                                                                           | <input type="text" value="15.00"/> | <input type="text" value="1"/>                                         | <input type="checkbox"/> | No      | No               | N/A             | 15.00 | <input type="button" value="delete"/> |
|                                                                              | Notes:                                                                                                  | Parking at conference  |                                                                                                           |                                    |                                                                        |                          |         |                  |                 |       |                                       |
| <input type="button" value="show"/> Estimated Expenses Details - Parking - 1 |                                                                                                         |                        |                                                                                                           |                                    |                                                                        |                          |         |                  |                 |       |                                       |





## Travel Authorization

-step by step-

- **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

▼ hide

### Travel Expense Total

|                                    |                                   |
|------------------------------------|-----------------------------------|
| Total Estimated:                   | 618.40                            |
| Less Manual Per Diem Adjustment: - | <input type="text" value="0.00"/> |
| Less CTS Charges: -                | 0.00                              |
| Less Non-Reimbursable: -           | 0.00                              |
| Travel Expense Limit:              | N/A                               |
| Actual Encumbrance:                | 618.40                            |

recalculate

# Travel Authorization

## -step by step-

- 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

Accounting Lines hide

[Restart Accounting Lines](#)

Accounting Lines ?

Source

|      | * Chart          | * Account Number                                | Sub-Account | * Object                   | Sub-Object | Project | Org Ref Id | * Amount      |
|------|------------------|-------------------------------------------------|-------------|----------------------------|------------|---------|------------|---------------|
| add: | PB<br>CSU Pueblo | 1310498<br>Center for Academic Enrichment (CAE) |             | 6050<br>Travel Encumbrance |            |         |            | 0.00          |
|      |                  | Line Description                                |             |                            |            |         |            |               |
|      |                  |                                                 |             |                            |            |         |            |               |
|      |                  |                                                 |             |                            |            |         |            |               |
| 1    | PB<br>CSU Pueblo | 1310498<br>Center for Academic Enrichment (CAE) |             | 6050<br>Travel Encumbrance |            |         |            | 210.00        |
|      |                  | Line Description                                |             |                            |            |         |            |               |
|      |                  |                                                 |             |                            |            |         |            |               |
|      |                  |                                                 |             |                            |            |         |            |               |
| 2    | PB<br>CSU Pueblo | 1310150<br>ACADEMIC SUPPORT                     |             | 6050<br>Travel Encumbrance |            |         |            | 200.00        |
|      |                  | Line Description                                |             |                            |            |         |            |               |
|      |                  |                                                 |             |                            |            |         |            |               |
|      |                  |                                                 |             |                            |            |         |            |               |
|      |                  |                                                 |             |                            |            |         |            | Total: 410.00 |

Default account from TEM Profile

Account added for split funding



# Travel Authorization

## -step by step-

- 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.

Ad Hoc Recipients ▼ hide

**Ad Hoc Recipients**

Person Requests:

| * Action Requested | * Person             | Actions                            |
|--------------------|----------------------|------------------------------------|
| APPROVE ▼          | <input type="text"/> | <input type="button" value="add"/> |

Ad Hoc Group Requests:

| * Action Requested | * Namespace Code     | * Name               | Actions                            |
|--------------------|----------------------|----------------------|------------------------------------|
| APPROVE ▼          | <input type="text"/> | <input type="text"/> | <input type="button" value="add"/> |

Group Lookup ?

\* required field

Group Id:

Group Namespace:

Group Name:

Group Description:

Type:

Active?: ☒ Yes ☐ No ☐ Both

Principal Name:

One item retrieved.

| Return Value | Group Type Name | Group Namespace | Group Name    | Group Description |
|--------------|-----------------|-----------------|---------------|-------------------|
| return value | Default         | KR-WKFLW        | Pueblo Travel | Pueblo Travel     |

Ad Hoc Recipients ▼ hide

**Ad Hoc Recipients**

Person Requests:

| * Action Requested | * Person                                      | Actions                            |
|--------------------|-----------------------------------------------|------------------------------------|
| APPROVE ▼          | Supervisor<br><small>person not found</small> | <input type="button" value="add"/> |

Ad Hoc Group Requests:

| * Action Requested | * Namespace Code     | * Name               | Actions                            |
|--------------------|----------------------|----------------------|------------------------------------|
| APPROVE ▼          | <input type="text"/> | <input type="text"/> | <input type="button" value="add"/> |

