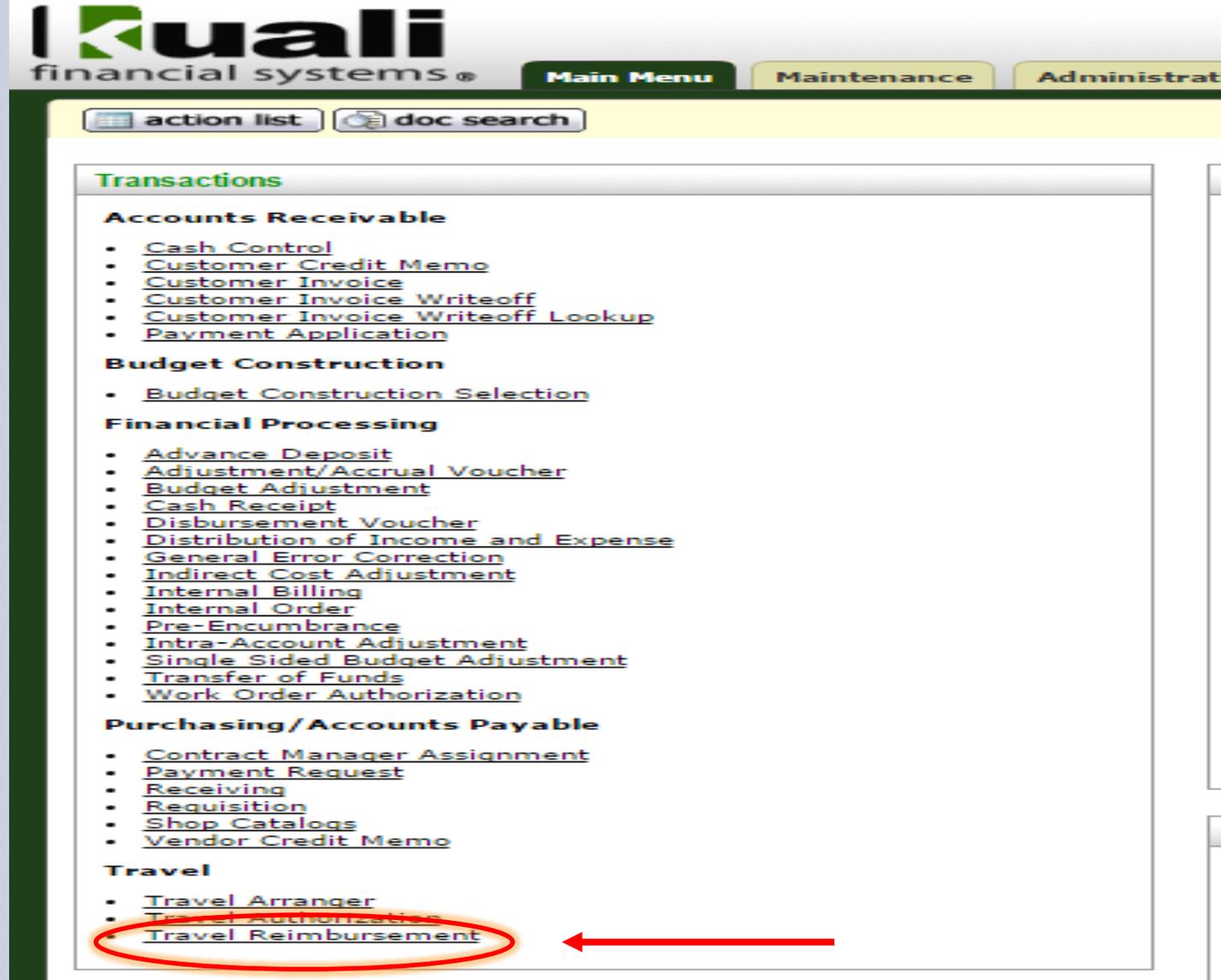


Travel Reimbursement

-step by step-

- When is Travel Reimbursement (TR) required?
- All travel that requires reimbursement or travel advance issued on TA.
- When is Travel Reimbursement not required?
- No Cost Travel
- Cancelled trip
- Two ways to create TR document
- New document (only In-State Travel)
- New document from existing TA document



The screenshot shows the Quali financial systems interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administrat'. Below this, there are buttons for 'action list' and 'doc search'. The main content area is titled 'Transactions' and contains several categories of 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](#)

The 'Travel Reimbursement' link is circled in red, and a red arrow points to it from the right.





Travel Reimbursement

-step by step-

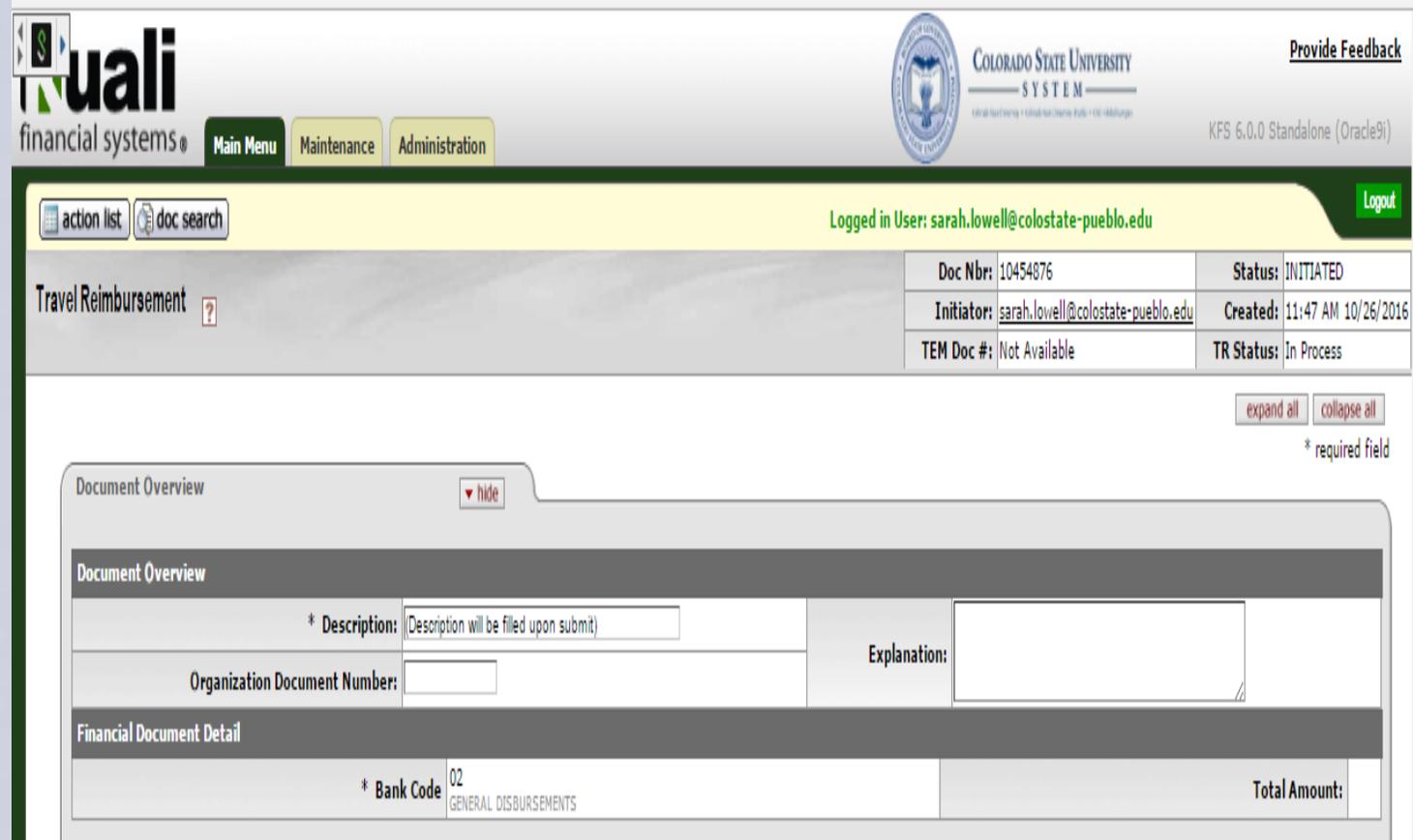
- **Create new TR document (in-state travel)**

- Document Overview
- Trip Overview
- Travel Advances
- Per Diem Expenses
- Actual Expenses
- Travel Expense Total
- Special Circumstances
- Group Travel
- View Reimbursement History
- Contact Information
- Traveler Certification
- Summary by Object Code
- Assign Accounts
- Accounting Lines
- Payment Information

The screenshot shows a web application interface for Travel Reimbursement. At the top, there is a header "Travel Reimbursement" with a help icon. Below this is a "Document Overview" section with a "hide" button. The "Document Overview" section contains fields for "Description" (with a note "(Description will be filled upon submit)"), "Organization Document Number", and "Bank Code" (set to "02 GENERAL DISBURSEMENTS"). Below this is a "Financial Document Detail" section. A list of sections follows, each with a "show" button: "Trip Overview", "Travel Advances", "Per Diem Expenses", "Actual Expenses", "Travel Expense Total", "Special Circumstances", "Group Travel", "View Reimbursement History", "Contact Information", "Traveler Certification", "Summary by Object Code", "Assign Accounts", "Accounting Lines", and "Payment Information". A red line is drawn on the right side of the interface, connecting the "hide" button to the "show" buttons of the sections below.



- **Document Overview Tab**
- Both required fields (Description and Bank Code) will auto fill after the Trip Overview tab is completed and the document is saved, do not fill these out
- Explanation Box
 - The Purpose and Justification is entered in this field
 - Any additional notes or general Information about travel information should be entered here or in the Notes and Attachments section



The screenshot shows the Quali financial systems interface. At the top, there is a navigation bar with "Main Menu", "Maintenance", and "Administration" buttons. The user is logged in as sarah.lowell@colostate-pueblo.edu. The main content area displays a "Travel Reimbursement" document with the following details:

Doc Nbr:	10454876	Status:	INITIATED
Initiator:	sarah.lowell@colostate-pueblo.edu	Created:	11:47 AM 10/26/2016
TEM Doc #:	Not Available	TR Status:	In Process

Below the document details, there is a "Document Overview" tab with a "hide" button. The "Document Overview" section contains the following fields:

* Description:	(Description will be filled upon submit)	Explanation:
Organization Document Number:		

The "Financial Document Detail" section shows the following information:

* Bank Code	02 GENERAL DISBURSEMENTS	Total Amount:
-------------	-----------------------------	---------------

Buttons for "expand all" and "collapse all" are located to the right of the document details. A note "* required field" is present at the bottom right of the interface.





Trip Overview Tab

Traveler Section

- **Traveler Lookup**

- Clicking on the 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
 - They are not set up as a Travel Arranger for them
- To return traveler select “return value” to import traveler information
- If you do not have the magnifying glass and your name is populating there, you are only able to do travel for yourself so you do not have and option to search for anyone

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 ?

KIM Principal Name:

First Name:

Last Name:

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
return value	1821	derek.lopez@colostate-pueblo.edu		JOHN	LOPEZ	2200 BONFORTE BLVD	PUEBLO	CO	81001

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:

Trip Overview Tab

- Trip Information Section
 - **Trip Type Code**
 - **Trip Begin and Trip End**
 - **Primary Destination**
 - Magnifying Glass allows search to return destination information
 - **Per Diem Links** – Provides link to State per diem webpage
 - **Business Purpose**
 - Input travel dates and destination
 - Final Reimbursement box- Check the box to remove the full encumbrance.

- **Travel Advances Tab**
- Tab will only be populated when creating Travel reimbursement from existing TA

Trip Information Section		
* Trip Type Code:	In-State	
* Trip Begin:	10/03/2018 12:24 PM	* Trip End: 10/05/2018 12:24 PM
* Primary Destination:	DENVER <div style="border: 1px solid gray; padding: 2px; display: inline-block;">destination not found</div> Per Diem Links	
Primary Destination Country/State:	COLORADO	Primary Destination County: DENVER COUNTY
* Business Purpose:	Destination, Return Date	
Final Reimbursement:	<input type="checkbox"/>	

Travel Advances ▼ hide





- **Per Diem Expenses Tab**

- Tab will only appear after Traveler section and Trip Information Section is entered and the document is saved, and you click “create per diem table”

- Per Diem Expenses include Meals, Incidentals, Lodging, and Mileage

- Lodging and Mileage can be entered on the Actual Expenses tab as well, but not on both tabs

Per Diem Expenses ▼ hide

Per Diem Expenses

Trip Detail: 02/15/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles
COLORADO	EL PASO COUNTY	COLORADO SPRINGS	<input type="checkbox"/>	8.25	12.00	25.50	3.75	49.50	89.00	0
		destination not found								
Copy Down										

Trip Detail: 02/16/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles
COLORADO	EL PASO COUNTY	COLORADO SPRINGS	<input type="checkbox"/>	11.00	16.00	34.00	5.00	66.00	89.00	0
		destination not found								
Copy Down										

Trip Detail: 02/17/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles
COLORADO	EL PASO COUNTY	COLORADO SPRINGS	<input type="checkbox"/>	8.25	12.00	25.50	3.75	49.50	0.00	0
		destination not found								

Grand Totals

Grand Totals:		Meals & Incidentals: 165.00		Lodging: 178.00		Miles: 0		Mileage Tot
----------------------	--	--	--	------------------------	--	-----------------	--	--------------------





- **Per Diem Expenses Tab**
- Per Diem expenses default based on Destination
- Per Diem meals can be changed, but the daily per diem amount cannot be increased
- Mileage and Lodging amounts can be manually adjusted if necessary
 - The Copy down button will update the change to each line
- Update Per Diem Table should be clicked after any changes made
- Per Diem table can be removed by clicking “Remove Per Diem Table” button

Per Diem Expenses

Per Diem Expenses

Trip Detail: 02/15/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
COLORADO	EL PASO COUNTY	COLORADO SPRINGS destination not found	<input type="checkbox"/>	8.25	12.00	25.50	3.75

Copy Down

Trip Detail: 02/16/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
COLORADO	EL PASO COUNTY	COLORADO SPRINGS destination not found	<input type="checkbox"/>	11.00	16.00	34.00	5.00

Copy Down

Trip Detail: 02/17/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
COLORADO	EL PASO COUNTY	COLORADO SPRINGS destination not found	<input type="checkbox"/>	8.25	12.00	25.50	3.75

Grand Totals

Grand Totals:	Meals & Incidentals: 165.00	Lodging: 178.00
----------------------	--	------------------------

Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
49.50	89.00	0	MP - 0.52	0.00	138.50

Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
66.00	89.00	0	MP - 0.52	0.00	155.00

Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
49.50	0.00	0	MP - 0.52	0.00	49.50

Miles: 0 **Mileage Total: 0.00** **Daily Total: 343.00**

Travel REIMBURSEMENT

-step by step-

- Actual Expenses Tab
- Expense Type Drop Down Box explains the type of expense

Actual Expenses

▼ hide

Actual Expenses

* All fields required if sec

* Expense Date



add:

Notes:

- AF - Abstract Fees
- AD - Advance Fees
- AS - Agricultural Supplies
- A - Airfare
- AU - Automobile Rental/Fuel Expense
- BO - Books/Periodicals/Subscriptions
- CH - Computer Hardware/Software

Company Name



- **Travel Expense Total**
- Provides a summary of all the trip actual expenses
- Allows for Manual Per Diem Adjustments
- Notice Travel Expense Limit is carried over from the Special Circumstances Tab (400 in this example)
- Total can be recalculated as necessary by clicking “recalculate” button
- Encumbrance Amount is the amount that was encumbered on the TA related to this travel, the encumbrance amount will be \$0.00 if there was not a TA done (in-state travel)

Travel Expense Total

▼ hide

Travel Expense Total

		Total Expenses:	343.00
		Less Manual Per Diem Adjustment:	- <input type="text"/>
		Less Non-Reimbursable:	0.00
		Eligible for Reimbursement:	343.00
Encumbrance Amount:	<input type="text" value="0.00"/>	Apply Expense Limit:	400.00
		Less CTS Charges:	0.00
		Amount due Corporate Credit Card:	0.00
		Total Reimbursable:	343.00
		Less Advances from this Trip:	0.00
		Reimbursement from this Trip:	343.00

recalculate



- **Special Circumstances 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 is entered in expense section and not per diem table, the justification for meals without lodging will be entered here
- **Group Travel Tab**
- Group Travelers can be added by using magnifying glass lookup and clicking add button
- **View Reimbursement History Tab**
- Shows reimbursement status (In Process in this case) and amount of reimbursement

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 TR Documents - did you stay overnight with family or friends?:

Group Travel ▼ hide

Group Travel Section ?

[import lines](#)

* Traveler Type Code: Employee	Group Traveler Id: 70769	* Name: Hailu, Elisabeth Tensae	add
--------------------------------	--------------------------	---------------------------------	---------------------

View Reimbursement History ▼ hide

Reimbursement History - Travel Reimbursements T-19

<u>Document Number:</u>	* Trip Begin:	Status	Hold	Request Cancel	Amount
5399518	2015-02-25 11:34:00.0	In Process	false	false	0.00





Travel Reimbursement

-step by step-

- **Traveler Certification Tab**
- If traveler submits their own travel they will need to check this box prior to submitting.
- If arranger submits travel the document will route to the traveler.
- Traveler will need to open the document from their action list and check the certification box **before** reimbursement will be issued, then click approve.
- **Summary by Object Code**
- Expenses will be grouped by amount and object code for the accounting distribution
 - **DO NOT TOUCH THIS SECTION**

Traveler Certification

▼ hide

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 which 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 of Colorado Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicles for which reimbursement is claimed.

* Employee Certification:

Summary by Object Code

▼ hide

Accounting Distribution

	Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
<input checked="" type="checkbox"/>	6005	OUT OF POCKET	In State Employee Travel Per Diem	516.50	516.50
<input type="button" value="Unselect All"/>				Total Remaining:	516.50 USD



- **Assign Accounts Tab**
- All accounts to be used for reimbursement should be entered here
- All percent allocation will be applied to accounts based on object code in the Accounting Lines Tab
- Click “add” to add your accounts, and then click “Assign Accounts”
- **Accounting Lines Tab**
- All accounts will be added from the Assign Accounts Tab.

Assign Accounts ▼ hide

Accounting Lines ? hide detail

Assign Accounts

	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
add:	PB CSU Pueblo	1310431 BUSINESS FINANCIAL SERVICES				100	518.50	add

Assign Accounts

Accounting Lines ▼ hide

Accounting Lines ? hide detail

Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	PB CSU Pueblo	1310431 BUSINESS FINANCIAL SERVICES		8005 In State Employee Travel Per Diem				OUT OF POCKET	518.50	
	Line Description									add



Travel Reimbursement

-step by step-

- **Payment Information Tab**
- This tab is the same as the payment tab on a DV
- Check Amount will auto populate
- Payment method to choose from drop down box is P- Check/ACH
- Select Check Enclosure box if you need a physical check to come to Pueblo Campus

Payment Information		▼ hide	
Payment Information			
Check Amount:	400.00	Due Date:	02/25/2015
Payment Type:	Is this a foreign payee: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
* Payment Method:	<div style="border: 1px solid black; padding: 2px;"> P - Check/ACH F - Foreign Draft W - Wire Transfer </div>	Documentation Location Code:	AP - Accounts Payable
Check Stub Text:	* Payment Method		



Routing

- Ad Hoc Recipients
 - Documents will automatically route to the Fiscal Officer and Traveler but you MUST ad hoc the group “Pueblo Travel” in the group ad hoc section as “Approve.” If the Fiscal Officer is not the Supervisor for the traveler an “Approve” or “FYI” ad hoc request will also need to 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"/>	add

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE	<input type="text"/>	<input type="text"/>	add

Group Lookup ?

* required field

Group Id:	<input type="text"/>
Group Namespace:	<input type="text"/>
Group Name:	Pueblo Travel
Group Description:	<input type="text"/>
Type:	<input type="text"/>
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
Principal Name:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

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 <small>person not found</small>	add

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE	<input type="text"/>	Pueblo Travel	add

Travel Reimbursement

-step by step-

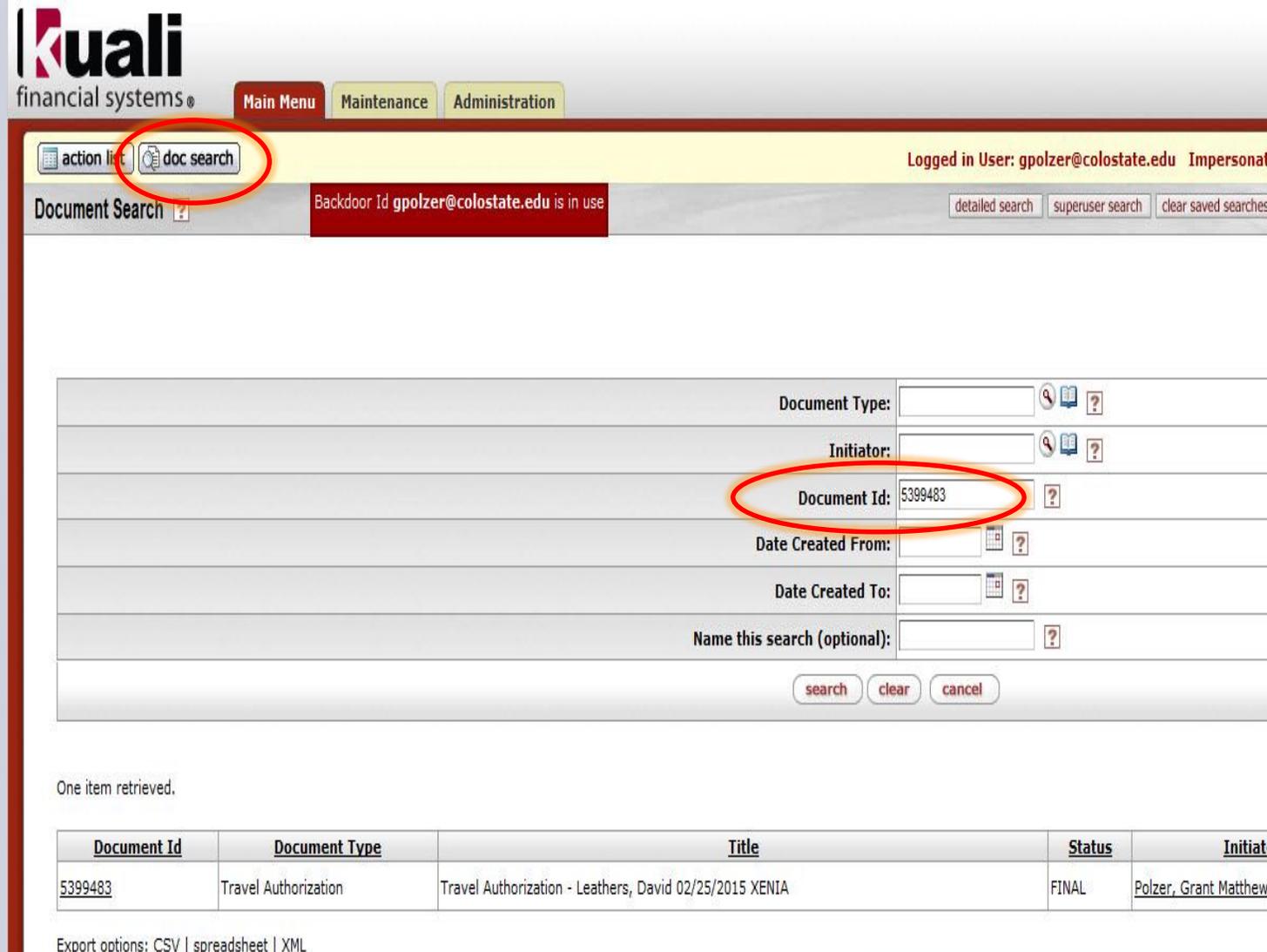
- **For Out-of-State, International, Travel Advance, Ghost-Card Purchase Trips**
- **Create new TR document from existing TA**
- A new TR document is created and auto filled from the TA document
- Document should be verified for accuracy
- Actual expenses can be entered so the proper reimbursement amount can be made
- Follow step-by step instructions from slides 3-15 to complete TR



Travel Reimbursement

-step by step-

- Create TR from Existing TA
- Open TA document that has not been reimbursed by using the doc search button
- Enter document number in the document ID field
- Choose document under the Document ID field to Import into the TR



kuali financial systems

Main Menu Maintenance Administration

action list doc search

Logged in User: gpolzer@colostate.edu Impersonal

Document Search Backdoor Id gpolzer@colostate.edu is in use

detailed search superuser search clear saved searches

Document Type: ?

Initiator: ?

Document Id: 5399483 ?

Date Created From: ?

Date Created To: ?

Name this search (optional): ?

search clear cancel

One item retrieved.

Document Id	Document Type	Title	Status	Initial
5399483	Travel Authorization	Travel Authorization - Leathers, David 02/25/2015 XENIA	FINAL	Polzer, Grant Matthew

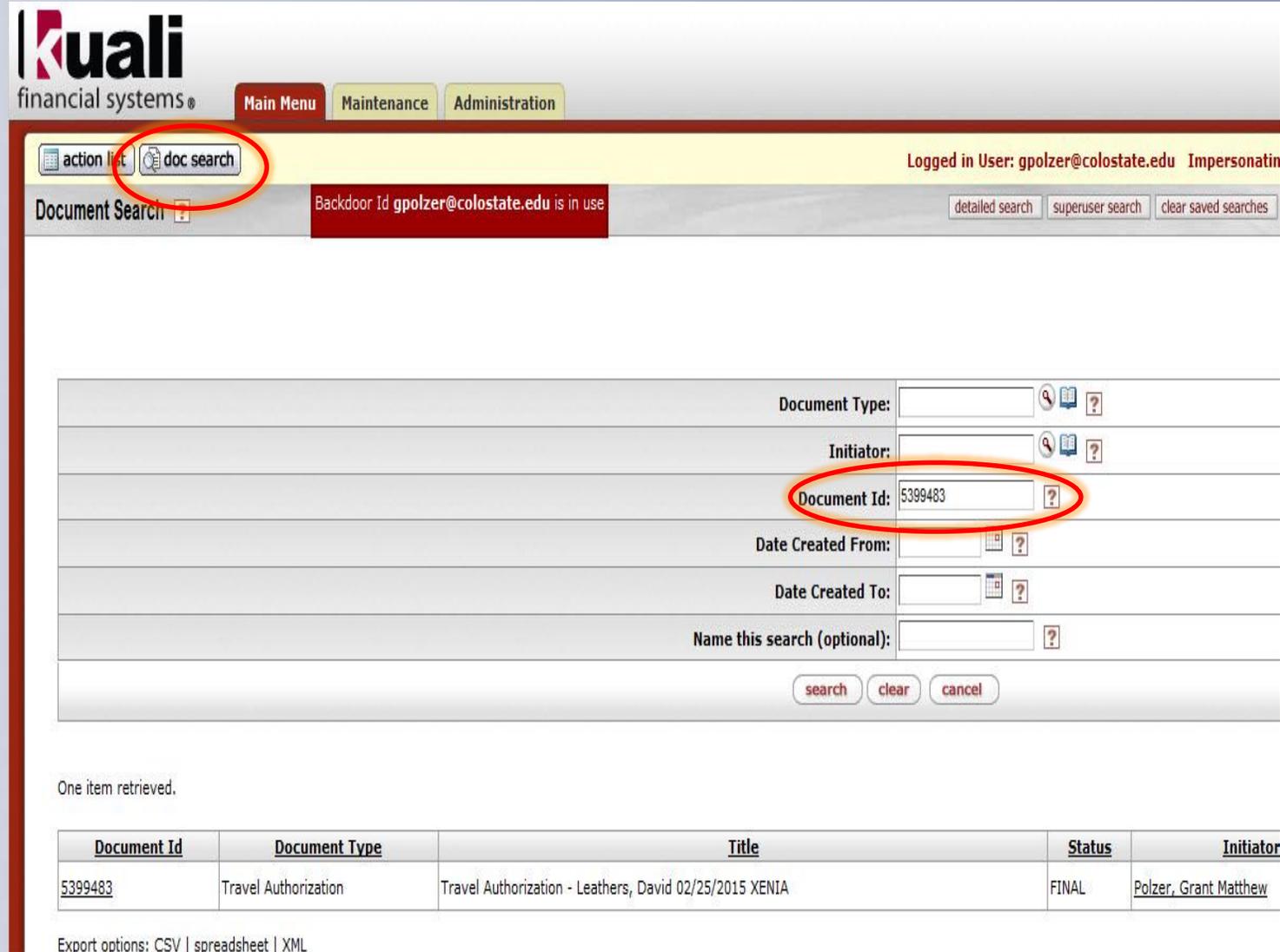
Export options: CSV | spreadsheet | XML



Travel Reimbursement

-step by step-

- Information is pulled from the TA document and many tabs will auto fill
- Enter document number in the document ID field
- Choose document under the Document ID field to open the TA document



The screenshot shows the Kuali financial systems interface. At the top, there are navigation tabs for 'Main Menu', 'Maintenance', and 'Administration'. Below these, there are buttons for 'action list' and 'doc search', with the 'doc search' button circled in red. The user is logged in as 'gpolzer@colostate.edu'. The main area is titled 'Document Search' and contains a search form with the following fields: 'Document Type', 'Initiator', 'Document Id' (with the value '5399483' entered and circled in red), 'Date Created From', 'Date Created To', and 'Name this search (optional)'. Below the form are 'search', 'clear', and 'cancel' buttons. The search results show 'One item retrieved.' and a table with the following data:

Document Id	Document Type	Title	Status	Initiator
5399483	Travel Authorization	Travel Authorization - Leathers, David 02/25/2015 XENIA	FINAL	Polzer, Grant Matthew

Export options: CSV | spreadsheet | XML



Travel Reimbursement

-step by step-

- Create new TR document from existing TA
- All information will auto populate
- At the bottom of the screen click on “new reimbursement” button to open TR document

1	02/26/2015	Airfare	365.00	365.00	No	No	N/A
	Notes	airfare					

Reconciled Expenses

Status	Document Number	Card Type	Expense Date	Name
--------	-----------------	-----------	--------------	------

Trip Detail Estimate Total [▶ show](#)

Accounting Lines [▼ hide](#)

Accounting Lines ?

Source

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Pr
CO Colorado State University	1330000 Departmental Academic Administration		6050 In State Employee Travel Miscellaneous		
1	Line Description				

Pre-Disbursement Processor Status [▶ show](#)

General Ledger Pending Entries [▶ show](#)

View Related Documents [▶ show](#)

Agency Links [▶ show](#)

Notes and Attachments (0) [▶ show](#)

Ad Hoc Recipients [▶ show](#)

Route Log [▶ show](#)

amend cancel (A) **new reimbursement** vendor payment send ad hoc request close copy