

Travel Authorization Example 1:

A person in your department is traveling to the National Association of College Auxiliary Services (NACAS) Annual conference in San Antonio Texas leaving March 15th and returning March 17th. Lodging is estimated at \$500 (\$250/night for 2 nights). The round trip mileage to Denver International Airport is 258 miles. Non-reimbursable Airfare was \$125.00. No meals are provided. No travel advance was requested.

This is an out of state travel thus a Travel Authorization (TA) document needs to be completed prior to the trip taking place.

Document overview: enter an explanation for the travel. Also, make a note of your Doc Nbr as this will be needed for the TR example.

Travel Authorization ?	DOC NBR: /U06013
	Initiator: sleaming@colostat
	TEM Doc #: T-5834

Document Overview ▼ hide	
Document Overview	
* Description: FENDRICH, CHRISTOPHER E 02/17/2016	Explanation: Chris Fendrich is attending the National Association of College Auxiliary Services (NACAS) annual conference.
Organization Document Number: T-5834	
Financial Document Detail	

Trip Overview – Traveler Section: Next to traveler Lookup click on the magnifying glass. This will allow you to search for the traveler. When you find the traveler click “return value” and the employee information will auto populate.

Trip Overview ▼ hide	
Traveler Section	
Traveler Lookup: <input type="text"/>	
* Traveler Type Code: Employee	
Principal Id: 2001576	Principal Name: chris.fendrich@colostate-pueblo.edu
First Name: CHRISTOPHER	Last Name: FENDRICH
Address Lookup: <input type="text"/>	
Street Address Line1: 2200 BONFORTE BLVD	Street Address Line2:
City Name: PUEBLO	State Code: CO
Country Code: United States	Zip Code: 81001 <input type="text"/>
Email Address: CHRIS.FENDRICH@CSUPUEBLO.EDU	Phone Number: 719-549-2611
Liability Insurance: <input type="checkbox"/>	

Trip Overview – Trip Information Section: Select trip type as out of state, select the trip dates of 3/15-3/17. Next to primary destination click on the magnifying glass to search for your city. You must select region, and then enter the name of the city you need. If your city does not appear, select the county the city is located in.

Trip Information Section

* Trip Type Code: Out of State

* Trip Begin: 03/15/2016 09:43 AM

* Trip End: 03/17/2016 09:43 AM

* Primary Destination: SAN ANTONIO
destination not found [Per Diem Links](#)

Primary Destination Country/State: TEXAS

Primary Destination County: BEXAR COUNTY

* Business Purpose: San Antonio Texas 3/17/16

Travel Advance: No travel advance was requested so we will skip over this section.

Travel Advance [▶ show](#)

Estimated Per Diem Expenses: Click on the "Create Per Diem" button to populate the per diem amounts.

Estimated Per Diem Expenses [▼ hide](#)

Estimated Per Diem Expenses [Create Per Diem Table](#)

Per Diem amounts can be deleted, or reduced but not increased (changing the amount to something else). In this example, delete the Lodging amounts, as they will be entered in a different section, and click "update per diem table."

Estimated Per Diem Expenses [▼ hide](#)

Estimated Per Diem Expenses															
Trip Detail: 03/15/2016															
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total		
TEXAS	BEXAR COUNTY	SAN ANTONIO <small>destination not found</small>	<input type="checkbox"/>	8.25	12.00	25.50	3.75	49.50	0.00	0	MP - 0.52	0.00	49.50		
Copy Down															
Trip Detail: 03/16/2016															
TEXAS	BEXAR COUNTY	SAN ANTONIO <small>destination not found</small>	<input type="checkbox"/>	11.00	16.00	34.00	5.00	66.00	0.00	0	MP - 0.52	0.00	66.00		
Copy Down															
Trip Detail: 03/17/2016															
TEXAS	BEXAR COUNTY	SAN ANTONIO <small>destination not found</small>	<input type="checkbox"/>	8.25	12.00	25.50	3.75	49.50	0.00	0	MP - 0.52	0.00	49.50		
Grand Totals															
Grand Totals:				Meals & Incidentals: 165.00				Lodging: 0.00		Miles: 0		Mileage Total: 0.00		Daily Total: 165.00	
Update Per Diem Table Remove Per Diem Table															

Expenses: In this section you will add the lodging estimate at \$500 total (\$250/night) and mileage of 258 miles. Once you click add more items to complete populate. This is where you will be able to enter in the 258 miles. You will also add non-reimbursable airfare. Airfare is similar to mileage in the fact that more items populate once you click "add".

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/17/2016	Mileage 2WD		134.16	1	No	No	No	N/A	134.16	<input type="button" value="delete"/>
Notes: <input type="text"/>										
▼ hide Estimated Expenses Details - Mileage 2WD - 1										
	* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt		Actions
1	add: 03/17/2016	Mileage 2WD	<input type="text"/> 0.52	0.00	0.00	<input type="checkbox"/>	No	N/A		<input type="button" value="add"/>
	Notes: <input type="text"/>									
1	03/17/2016	Mileage 2WD	258 0.52	134.16	134.16	<input type="checkbox"/>	No	N/A		<input type="button" value="delete"/>
	Notes: Roundtrip Miles <input type="text"/>									
▼ hide Estimated Expenses Details - Mileage 2WD - 1										
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/17/2016	Lodging		500.00	1	<input type="checkbox"/>	No	No	N/A	500.00	<input type="button" value="delete"/>
Notes: 2 Nights Lodging <input type="text"/>										
▶ show Estimated Expenses Details - Lodging - 2										
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/17/2016	Airfare		125.00	1	Yes	No	No	N/A	125.00	<input type="button" value="delete"/>
Notes: Roundtrip Airfare <input type="text"/>										
▼ hide Estimated Expenses Details - Airfare - 3										
	* Expense Date	* Expense Type Code	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service	Actions
3	add: 03/17/2016	Airfare	125.00	125.00	Yes	No	N/A	New Horizons (Ghost Card) ▼	Coach-Economy ▼	<input type="button" value="add"/>
	Notes: <input type="text"/>									

By entering the lodging in the expenses section and not the per diem section, you will need to justify meals without lodging in the Special Circumstances tab.

▼ hide

Special Circumstances

Errors found in this Section:

- Justification for meals without lodging is required.

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 \$

Justification for meals without lodging
Lodging was added below and not in Per diem table. |

Question for TA

Accounting Lines: This expense will be charged to Pueblo account 2620001. So if the account number isn't reflecting this already, enter it in this section and click "add".

Accounting Lines ▼ hide

[Restart Accounting Lines](#)

Accounting Lines ? hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	PB <input type="text" value="CSU Pueblo"/>	2620001 <input type="text" value="UNIVERSITY CENTER - GENERAL"/>	<input type="text"/>	6050 Travel Encumbrance		<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
	Line Description								
1	PB <input type="text" value="CSU Pueblo"/>	2620001 <input type="text" value="UNIVERSITY CENTER - GENERAL"/>	<input type="text"/>	6050 Travel Encumbrance		<input type="text"/>	<input type="text"/>	799.16	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
	Line Description								
								Total: 799.16	

This also needs to be approved by the TRAV Group the employee reports to. So in the Ad Hoc Groups ad hoc the TRAV group the employee reports to. Make sure to click the "add" button.

Ad Hoc Recipients ▼ hide

Ad Hoc Recipients

Person Requests:

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

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE <input type="text" value=""/>	KR-WKFLW	ORG-P314 <input type="text" value=""/>	<input type="button" value="add"/>

At the bottom of the document click "Calculate" and submit the document. Make sure to note your document number so you can use it in the TR example.

Travel Authorization Example 2:

A person in your department is traveling to Raton, New Mexico to attend an athletics meeting leaving April 20th and returning April 23rd. Lodging is estimated at \$170/night. The round trip mileage is 210 miles. Dinner was provided on the first night. A travel advance of \$125.00 was requested for the hotel pre-payment that is required.

Document overview: enter an explanation for the travel. Also, make a note of your Doc Nbr as this will be needed for the TR example.

Authorization ?	Doc Nbr: 7006076	Status: SAVE
	Initiator: sleamina@colostate.edu	Created: 10:27
	TEM Doc #: T-5836	TA Status: In Proc

[expand all](#)

Document Overview ▼ hide

Document Overview

* Description:	FENDRICH, CHRISTOPHER E 04/20/2016 RATC	Explanation: Chris Fendrich is attending an auxiliary meeting leaving April 20th and returning April 23rd.
Organization Document Number:	T-5836	

Financial Document Detail

* Bank Code	02 GENERAL DISBURSEMENTS	Total Amount:	0.00
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Trip Overview – Traveler Section: Next to traveler Lookup click on the magnifying glass. This will allow you to search for the traveler. When you find the traveler click “return value” and the employee information will auto populate.

Trip Overview ▼ hide

Traveler Section

Traveler Lookup:	<input type="text"/>		
* Traveler Type Code:	Employee		
Principal Id:	2001576	Principal Name:	chris.fendrich@colostate-pueblo.edu
First Name:	CHRISTOPHER	Last Name:	FENDRICH
Address Lookup:	<input type="text"/>		
Street Address Line1:	2200 BONFORTE BLVD	Street Address Line2:	
City Name:	PUEBLO	State Code:	CO
Country Code:	United States	Zip Code:	81001 <input type="text"/>
Email Address:	CHRIS.FENDRICH@CSUPUEBLO.EDU	Phone Number:	719-549-2611
Liability Insurance:	<input type="checkbox"/>		

Trip Overview – Trip Information Section: Select trip type as out of state, select the trip dates of 4/20-4/23. Next to primary destination click on the magnifying glass to search for your city. You must select region, and then enter the name of the city you need. If your city does not appear, select the county the city is located in.

Trip Information Section

* Trip Type Code:	Out of State		
* Trip Begin:	04/20/2016 10:27 AM	* Trip End:	04/23/2016 10:27 AM
* Primary Destination:	RATON <input type="text"/>		
	destination not found Per Diem Links		
Primary Destination Country/State:	NEW MEXICO	Primary Destination County:	COLFAX COUNTY
* Business Purpose:	Raton, New Mexico 4/23/16		

Travel Advance: Click “show” on the travel advance tab.

Travel Advance [▶ show](#)

Enter \$125.00 for the travel advance, the reason and additional justification. The due date should be 10 business days prior to the trip begin date.

Travel Advance ▼ hide

Travel Advance

Amount Requested: 125.00

AR Customer ID:

AR Invoice Document Number:

* Payment Due Date: 04/10/2016

* Reason For Advance: 06 - Other (requires free form text)

* Travel Advance Policy: * By checking this box, the traveler agrees to the [travel advance policy](#) of the university.

Additional Justification: Hotel requires a pre-payment of \$125.00 prior to the stay.

Travel Advance Policy Checkbox: Only check this box if you are the traveler or you are completing travel for a non-employee. By not clicking this box the travel will route to the traveler and they will agree to the Travel Advance Policy.

Travel Advance Accounting Lines: You do not need to enter anything. This will default to the travel advance account number and travel advance object code. Make sure under payment method (section below Travel Advance Accounting Lines) to click a Payment Method of P-Check/ACH:

Travel Advance Accounting Lines ▼ hide

Accounting Lines hide detail

Travel Advance Accounting Lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	2410300 Travel Advances		1425 Travel Expense Advance				0.00	
								Total: 0.00	

Payment Information for Travel Advance ▼ hide

Payment Information

Advance Amount Requested: 0.00 Due Date: 02/19/2016

Payment Type: Is this a foreign payee: No Other Considerations: Check Enclosure
 W-9/W-8BEN Completed

* Payment Method: P - Check/ACH Documentation Location Code: AP - Accounts Payable

Check Stub Text: (This will be generated at save.)

Estimated Per Diem Expenses: Click on the "Create Per Diem" button to populate the per diem amounts.

Estimated Per Diem Expenses ▼ hide

Estimated Per Diem Expenses

[Create Per Diem Table](#)

Per Diem amounts can be deleted, or reduced but not increased. In this example, delete the dinner for the first night and click "update per diem table." Also add in the lodging of \$170.00 per night (this will be recognized on 4/20, 4/21, and 4/22). The "copy down" feature is quick way to change the lodging per night.

Estimated Per Diem Expenses														
Estimated Per Diem Expenses														
Trip Detail: 04/20/2016														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
NEW MEXICO	COLFAX COUNTY	RATON <small>destination not found</small>	<input type="checkbox"/>	5.25	8.25	0.00	3.75	17.25	170.00	0	MP - 0.52	0.00	187.25	
Copy Down														
Trip Detail: 04/21/2016														
NEW MEXICO	COLFAX COUNTY	RATON <small>destination not found</small>	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	170.00	0	MP - 0.52	0.00	216.00	
Copy Down														
Trip Detail: 04/22/2016														
NEW MEXICO	COLFAX COUNTY	RATON <small>destination not found</small>	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	170.00	0	MP - 0.52	0.00	216.00	
Copy Down														
Trip Detail: 04/23/2016														
NEW MEXICO	COLFAX COUNTY	RATON <small>destination not found</small>	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	0.00	0	MP - 0.52	0.00	34.50	
Grand Totals														
				Meals & Incidentals: 143.75			Lodging: 510.00		Miles: 0		Mileage Total: 0.00		Daily Total: 653.75	
Update Per Diem Table Remove Per Diem Table														

Expenses: In this section you will add mileage of 210. Once you click "add" more items to complete populate. This is where you will then be able to add the 210 miles. Make sure to click "add" on both lines.

Expenses											
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:				0.00	1	<input type="checkbox"/>	No		N/A	0.00	add
Notes:											
	04/23/2016	Mileage 2WD		109.20	1	No	No	No	N/A	109.20	delete
Notes:											
1	hide Estimated Expenses Details - Mileage 2WD - 1										
	* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions		
add:	04/23/2016	Mileage 2WD		0.00	0.00	<input type="checkbox"/>	No	N/A	add		
Notes:											
1	04/23/2016	Mileage 2WD	210	109.20	109.20	<input type="checkbox"/>	No	N/A	delete		
Notes:	roundtrip miles										

Accounting Lines: This expense will be charged to account 2620001. Make sure the account number is reflecting this and click "add". The account number populates based on the account number in the TEM profile. If one was not entered this will be blank and you will need to add it. You can also change this account number if needed. NOTE: There is not an assign accounts section because all encumbrances go to one object code, 6050.

Accounting Lines									
Accounting Lines									
Source									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO	1356620		6050				774.15	add
<small>Colorado State University Business & Financial Services Travel Encumbrance</small>									
Line Description									

This needs to be approved by the TRAV the employee reports to. So in the Ad Hoc Group, ad hoc the TRAV the employee reports to. Make sure to also click "add".

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 ▾	KR-WKFLW	ORG-P314	<input type="button" value="add"/>

Review the document and click "submit". Make sure to note your document number so you can use it in the TR example.

Travel Reimbursement Example 1:

The person in your department returned from the NACAS Annual Conference in San Antonio Texas from March 15th to March 17th. Lodging ended up being \$440.00 Total (\$220/night). The round trip mileage was 258 miles. No meals were provided. Non reimbursable airfare was \$125.00. Find your TA document you did in TA example 1 and select “new reimbursement” to complete the TR.

Click on the doc search button and in the Document Id section enter your document number from TA Example 1, and click on the document number. You also can type in your initiator ID in and searching for your documents that way.

Document Search Backdoor Id sleaming@colostate.edu is in use detailed search superuser search clear saved searches Search

Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document Id:	<input type="text" value="7006013"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

One item retrieved.

Document Id	Document Type	Title	Status	Initiator	Date Created
7006013	Travel Authorization	Travel Authorization - FENDRICH, CHRISTOPHER E 03/15/2016 SAN	FINAL	Leaming, Summer E	02/16/2016 09:43 AM

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

When you open the document, scroll to the bottom and click on the “new reimbursement” button at the bottom. After you click on that, it will create the Travel Reimbursement (TR) document.

Since this is the Final Reimbursement (no more costs anticipated to come through), check the Final Reimbursement box. See end of this example on how to close out a TA if Final Reimbursement was not checked, how to close out the TA to reverse the remaining encumbrances.

Document Overview

* Description: (Description will be filled upon submit)

Organization Document Number: T-5834

Explanation: Christopher Fendrich has returned from the NACAS Annual Conference 3/15-3/17

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS

Trip Overview

▼ hide

Traveler Section

* Traveler Type Code: Employee

Principal Id: 2001576

Principal Name: chris.fendrich@colostate-pueblo.edu

First Name: CHRISTOPHER

Last Name: FENDRICH

Address Lookup: [magnifying glass icon]

Street Address Line1: 2200 BONFORTE BLVD

Street Address Line2:

City Name: PUEBLO

State Code: CO

Country Code: United States

Zip Code: 81001

Email Address: CHRIS.FENDRICH@CSUPUEBLO.EDU

Phone Number: 719-549-2611

Liability Insurance:

Trip Information Section

* Trip Type Code: Out of State

* Trip Begin: 03/15/2016 09:43 AM

* Trip End: 03/17/2016 09:43 AM

* Primary Destination: SAN ANTONIO

destination not found Per Diem Links

Primary Destination Country/State: TEXAS

Primary Destination County: BEXAR COUNTY

* Business Purpose: San Antonio Texas 3/17/16

Final Reimbursement:

Per diem expenses stayed as is so we can do a quick review just to make sure everything is looking correct and not make any changes to this section.

In the Actual Expense section we need to update the lodging to \$440.

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/17/2016	Mileage 2WD		134.16	1	No	No	No	N/A	134.16	delete
Notes: [text input]										

▼ hide Actual Expenses Details - Mileage 2WD - 1

	* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions	
add:	03/17/2016	Mileage 2WD	0.52	0.00	0.00	<input type="checkbox"/>	No	N/A	add	
Notes: [text input]										
1	03/17/2016	Mileage 2WD	258	134.16	134.16	<input type="checkbox"/>	No	N/A	delete	
Notes: Roundtrip Miles										

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/17/2016	Airfare		125.00	1	Yes	No	No	N/A	125.00	delete
Notes: Roundtrip Airfare										

▼ hide Actual Expenses Details - Airfare - 2

	* Expense Date	* Expense Type Code	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service	Actions
add:	03/17/2016	Airfare	0.00	0.00	No	No	N/A	[dropdown]	[dropdown]	add
Notes: [text input]										
1	03/17/2016	Airfare	0.00	0.00	No	No	N/A	New Horizons (Ghost Card)	Coach-Economy	delete
Notes: Roundtrip Airfare										

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/17/2016	Lodging		440.00	1	<input type="checkbox"/>	No	No	N/A	500.00	delete
Notes: 2 Nights Lodging										

▶ show Actual Expenses Details - Lodging - 3

Travel Expense Total: Click "recalculate" as the number has been updated.

Travel Expense Total ▼ hide

Travel Expense Total	
Total Expenses:	739.16
Less Manual Per Diem Adjustment:	0.00
Less Non-Reimbursable:	0.00
Eligible for Reimbursement:	739.16
Encumbrance Amount:	799.16
Apply Expense Limit:	N/A
Less CTS Charges:	0.00
Amount due Corporate Credit Card:	0.00
Total Reimbursable:	739.16
Less Advances from this Trip:	0.00
Reimbursement from this Trip:	739.16

recalculate

Assign Accounts: The account number is correct, so click "add" next to the accounting line. Then click "Assign Accounts." If the add button is not clicked the Assign Accounts Button will not be active (appear in red font).

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	2620001 UNIVERSITY CENTER - GENERAL				100	739.16	add

Assign Accounts

Accounting Lines: Auto-populates after accounting lines are assigned.

Accounting Lines ▼ hide

Accounting Lines ? hide detail

Restart Accounting Lines

Source										
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	PB CSU Pueblo	2620001 UNIVERSITY CENTER - GENERAL						OUT OF POCKET	0.00	
Line Description										add
1	PB CSU Pueblo	2620001 UNIVERSITY CENTER - GENERAL		6075 Out State Employee Travel Per Diem				OUT OF POCKET	605.00	
Line Description										delete bal inquiry
2	PB CSU Pueblo	2620001 UNIVERSITY CENTER - GENERAL		6077 Out State Employee Travel Mileage 2WD				OUT OF POCKET	134.16	
Line Description										delete bal inquiry
									Total: 739.16	

Payment Information: Since this is an employee select "P – Check/ACH".

Payment Information			
Check Amount:	739.16	Due Date:	02/17/2016
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:	P - Check/ACH	Documentation Location Code:	AP - Accounts Payable
Check Stub Text:	(This will be generated at save.)		

Hit "calculate" at the bottom and then "submit."

NOTE: If final reimbursement was not checked you will need to go to the original TA document and at the bottom of the document click "close TA". That will remove the remaining encumbrance from your account.

close TA	new reimbursement	vendor payment	send ad hoc request	close	copy
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Travel Reimbursement Example 2:

The person in your department returned from their trip to Raton, New Mexico. The lodging ended up being \$160/night. The round trip mileage was 210 miles. The only meal provided was dinner on the first day. Complete a document search to locate your TA document you created in TA example 1 and select “new reimbursement” from the bottom of the document to populate the TR.

Click on the doc search button and in the Document Id section enter your document number from TA Example 1, and click on the document number. You also can type in your initiator ID in and searching for your documents that way.

Document Search ? Backdoor Id sleaming@colostate.edu is in use detailed search superuser search clear saved searches * required f

Document Type:	<input type="text"/>
Initiator:	<input type="text"/>
Document Id:	7006076 ?
Date Created From:	<input type="text"/>
Date Created To:	<input type="text"/>
Name this search (optional):	<input type="text"/>

One item retrieved.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
7006076	Travel Authorization	Travel Authorization - FENDRICH, CHRISTOPHER E 04/20/2016 RATON	FINAL	Leaming, Summer E	02/17/2016 10:27 AM	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

When you open the document, scroll to the bottom and click on the “new reimbursement” button at the bottom. This will create the Travel Reimbursement (TR) document.

Since this is the Final Reimbursement (no more costs anticipated to come through), check the Final Reimbursement box.

Note: See end of this example on how to close out a TA if Final Reimbursement was not checked, how to close out the TA to reverse the remaining encumbrances.

Document Overview

* Description: **Explanation:** Chris Fendrich has returned from his trip to Raton, NM. Completing final reimbursement for trip.

Organization Document Number:

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS

Trip Overview hide

Traveler Section

* Traveler Type Code: Employee

Principal Id: 2001576 **Principal Name:** chris.fendrich@colostate-pueblo.edu

First Name: CHRISTOPHER **Last Name:** FENDRICH

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: CHRIS.FENDRICH@CSUPUEBLO.EDU **Phone Number:** 719-549-2611

Liability Insurance:

Trip Information Section

* Trip Type Code: Out of State

* Trip Begin: 04/20/2016 10:27 AM

* Trip End: 04/23/2016 10:27 AM

* Primary Destination: RATON
destination not found [Per Diem Links](#)

Primary Destination Country/State: NEW MEXICO **Primary Destination County:** COLFAX COUNTY

* Business Purpose: Raton, New Mexico 4/23/16

Final Reimbursement

In the per diem table we need to update the lodging to \$160/night. Make sure to click on "update per diem table" after making needed changes.

Travel Advances														CUSTOMER REPORT
Per Diem Expenses														hide
Per Diem Expenses														
Trip Detail: 04/20/2016														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
NEW MEXICO	COLFAX COUNTY	RATON <small>destination not found</small>	<input type="checkbox"/>	5.25	8.25	0.00	3.75	17.25	160.00	0	MP - 0.52	0.00	177.25	
Copy Down														
Trip Detail: 04/21/2016														
NEW MEXICO	COLFAX COUNTY	RATON <small>destination not found</small>	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	160.00	0	MP - 0.52	0.00	206.00	
Copy Down														
Trip Detail: 04/22/2016														
NEW MEXICO	COLFAX COUNTY	RATON <small>destination not found</small>	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	160.00	0	MP - 0.52	0.00	206.00	
Copy Down														
Trip Detail: 04/23/2016														
NEW MEXICO	COLFAX COUNTY	RATON <small>destination not found</small>	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	0.00	0	MP - 0.52	0.00	34.50	
Grand Totals														
Grand Totals:				Meals & Incidentals: 143.75			Lodging: 480.00			Miles: 0		Mileage Total: 0.00		Daily Total: 623.75
Update Per Diem Table Remove Per Diem Table														

Actual Expenses Section: Mileage stayed the same so you do not need to update that section.

Travel Expense Total: Click "recalculate" to refresh any calculations.

Travel Expense Total		Total Expenses:	744.15
		Less Manual Per Diem Adjustment:	0.00
		Less Non-Reimbursable:	0.00
		Eligible for Reimbursement:	744.15
Encumbrance Amount:	774.15	Apply Expense Limit:	N/A
		Less CTS Charges:	0.00
		Amount due Corporate Credit Card:	0.00
		Total Reimbursable:	744.15
		Less Advances from this Trip:	125.00
		Reimbursement from this Trip:	619.15

Assign Accounts: The account number is correct, so click "add" next to the accounting line. Then click "Assign Accounts." If the add button is not clicked the Assign Accounts Button will not be active (appear in red font).

Assign Accounts								
Accounting Lines								
add:	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
	CO Colorado State University	1356620 Business & Financial Services				100	102.90	<input type="button" value="add"/>

Accounting Lines: Auto-populates after accounting lines are assigned.

Accounting Lines										
Restart Accounting Lines										
Accounting Lines										
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO Colorado State University	1356620 Business & Financial Services						OUT OF POCKET	0.00	<input type="button" value="add"/>
Line Description										
1	CO Colorado State University	1356620 Business & Financial Services		6075 Out State Employee Travel Per Diem				OUT OF POCKET	641.25	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
Line Description										
2	CO Colorado State University	1356620 Business & Financial Services		6077 Out State Employee Travel Mileage 2WD				OUT OF POCKET	102.90	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
Line Description										
										Total: 744.15

Payment Information: Since this is an employee select "P – Check/ACH".

Payment Information		hide	
Check Amount:	619.15	Due Date:	04/22/2016
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:	<input type="text"/>	Documentation Location Code:	AP - Accounts Payable
Check Stub Text:	(This will be generated at save.)		
show	Special Handling		
show	Wire Transfer		
show	Foreign Draft		

Hit "calculate" at the bottom and then "submit."

Note: If final reimbursement was not checked you will need to go to the original TA document and at the bottom of the document click "close TA". That will remove the remaining encumbrance from your account.

