

Travel Authorization Example 1 (out of state):

A person in your department is traveling to Raton, New Mexico to attend an auxiliary 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. No travel advance was requested.

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: sleaming@colostate.edu	Created: 10:27
	TEM Doc #: T-5836	TA Status: In Prc
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

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:	
* 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: <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	
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: No travel advance was requested so you can skip this section.

Travel Advance	▶ show
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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	<input type="checkbox"/>	5.25	8.25	0.00	8.75	17.25	170.00	0	MP - 0.52	0.00	187.25	
		destination not found												
Copy Down														
Trip Detail: 04/21/2016														
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	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	170.00	0	MP - 0.52	0.00	216.00	
		destination not found												
Copy Down														
Trip Detail: 04/22/2016														
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	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	170.00	0	MP - 0.52	0.00	216.00	
		destination not found												
Copy Down														
Trip Detail: 04/23/2016														
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	<input type="checkbox"/>	5.25	8.25	17.25	8.75	34.50	0.00	0	MP - 0.52	0.00	34.50	
		destination not found												
Grand Totals														
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: <input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	1	<input type="checkbox"/>	No		N/A	0.00	add	
Notes: <input type="text"/>											
04/23/2016	Mileage 2WD		109.20	1	No	No	No	N/A	109.20	delete	
Notes: <input type="text"/>											
<div> <div>hide</div> <div>Estimated Expenses Details - Mileage 2WD - 1</div> </div>											
1	add: <input type="text"/>	* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions	
		04/23/2016	Mileage 2WD	<input type="text"/>	0.52	0.00	0.00	<input type="checkbox"/>	No	N/A	
	Notes: <input type="text"/>										
1	<input type="text"/>	04/23/2016	Mileage 2WD	210	0.52	109.20	109.20	<input type="checkbox"/>	No	N/A	
	Notes: <input type="text"/>										

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 ?

hide detail

Source									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	PB ▼ CSU Pueblo	2620001 ⓘ UNIVERSITY CENTER - GENERAL	ⓘ	6050 Travel Encumbrance		ⓘ		762.95	
	Line Description								add

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

▼ hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE ▼	ⓘ	add

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE ▼		ⓘ	add
APPROVE ▼	KFS-TEM	TRAV-P300 ⓘ	delete

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

Travel Authorization Example 2 (International):

A person in your department is traveling to the MLA Conference in Vancouver, BC, Canada leaving May 17th and returning May 21st. The employee decided to take May 18th as a personal day and traveled to Richmond, BC, Canada for that personal day. No travel advance was requested. Further estimated expenses for this travel are below:

- Mileage to and from Denver International Airport: 260 miles (130 miles each way)
- Non-reimbursable Airfare: 511.00 USD
- Lodging: 420.00 CAD (reimbursing 3 nights 140/night CAD)
- No meals were provided
- Modes of Transportation: Airplane and Bus

Complete the Document Overview section and add the traveler in under the traveler section. In the example below Daniel Darvey is the traveler. We do not use the "Liability Insurance" box, do not check it.

Document Overview		hide	
Document Overview			
* Description:		(Description will be filled upon submit)	
Organization Document Number:		Explanation: Daniel Darvey is traveling to Vancouver for the MLA conference leaving 5/17 and returning 5/21	
Financial Document Detail			
* Bank Code		02 GENERAL DISBURSEMENTS	
Trip Overview			
Traveler Section			
Traveler Lookup:		Q	
* Traveler Type Code:		Employee	
Principal Id:		2001813	
First Name:		DANIEL	
Address Lookup:		Q	
Street Address Line1:		2200 BONFORTE BLVD	
City Name:		PUEBLO	
Country Code:		United States	
Email Address:		DANIEL.DARVAY@CSUPUEBLO.EDU	
Liability Insurance:		<input type="checkbox"/>	

Trip Overview – Trip Information Section: Select trip type as international, select the trip dates of 5/17-5/21. Next to primary destination click on the magnifying glass to search for the destination. You must select region, and then enter the name of the city you need. Business Purpose will be location and last day of travel. Although he is traveling to Richmond for a day (personal day) in this section we are only putting in the primary destination. We can break down his travel locations further in the per diem table.

Trip Information Section			
* Trip Type Code:		International	
* Trip Begin:		05/17/2016 02:09 PM	
* Primary Destination:		VANCOUVER	
Primary Destination Country/State:		CANADA	
* Business Purpose:		Vancouver Canada 5/21/16	

Travel Advance: No travel advance was requested so you can skip this section.

Travel Advance	show
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Emergency Contact Information: Requires an in country contact number. In this case we used the hotel number 604-669-7070. You will also put modes of transportation and region familiarity.

Emergency Contact Information ▼ hide

Emergency Contact Information

Traveler's Cell or Other Contact Number During Trip: 604-669-7070

Citizenship: United States

Emergency Contact(s) for Travelers:

	* Relationship:	* Contact Name:	* Contact Phone Number:	Email Address:	Primary:	Actions
add:	Co-worker ▼	Summer Learning	555-555-5555		<input checked="" type="checkbox"/>	add

Modes of Transportation while out-of-country:

<input type="checkbox"/> Personal Vehicle	<input checked="" 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 checked="" type="checkbox"/> Airplane

Region Familiarity:

British Columbia - Southwest corner

Estimated Per Diem Expenses: Click on the "Create Per Diem" button to populate the per diem amounts. Per Diem amounts can be deleted or reduced but not increased. In this example we are not changing any meal amounts. We are going to add the lodging below (in estimated expenses) so make sure to zero it out in the per diem table. Make sure to also complete all accommodation information.

Estimated Per Diem Expenses ▼ hide

Estimated Per Diem Expenses

Create Per Diem Table

In the example below we:

- Added required accommodation information (Name: Best Western Phone: 604-669-7070 Address: 1100 Granville Street Vancouver, BC V6Z 2B6) and did a "copy down" to all line items
- Zeroed out lodging (we are going to add it in the estimated expense section)
- No changes to meals
- May 18th was a personal day in Richmond so we changed the location for that day and also checked the box that the day was personal

Estimated Per Diem Expenses



▼ hide

Informational messages in this Section:


- Because there is a lodging expense on 05/18/2016, there will not be a reimbursement for lodging on 05/18/2016 in the Per Diem Expenses section.

Estimated Per Diem Expenses

Trip Detail: 05/17/2016



Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CANADA		VANCOUVER 	<input type="checkbox"/>	15.52	25.88	41.40	20.70	103.50	0.00	0	MP - 0.52 	0.00	103.50
		destination not found											

International Accommodation Information

Accommodation Type:	Hotel 	Name (i.e. Hotel Name, Campsite):	Best Western	Address:	1100 Granville Street Vancouver, BC V6Z 2B6
		Phone (if applicable):	604-669-7070		

Copy Down

Trip Detail: 05/18/2016



Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CANADA		RICHMOND 	<input checked="" type="checkbox"/>	16.05	26.75	42.80	21.40	0.00	0.00	0	MP - 0.52 	0.00	0.00
		destination not found											

International Accommodation Information

Accommodation Type:	Hotel 	Name (i.e. Hotel Name, Campsite):	Best Western	Address:	1100 Granville Street Vancouver, BC V6Z 2B6
		Phone (if applicable):	604-669-7070		

Copy Down

Trip Detail: 05/19/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CANADA		VANCOUVER 	<input type="checkbox"/>	20.70	34.50	55.20	27.60	138.00	0.00	0	MP - 0.52 	0.00	138.00
		destination not found											

International Accommodation Information

Accommodation Type:	Hotel 	Name (i.e. Hotel Name, Campsite):	Best Western	Address:	1100 Granville Street Vancouver, BC V6Z 2B6
		Phone (if applicable):	604-669-7070		

Estimated Expenses: In this section you will add mileage of 260 miles and non-reimbursable airfare of \$511.00 USD. Remember when you click “add” for both of these expenses you will be provided more options to add additional information in. Make sure to click “add” where it is needed.

We will also add Lodging in of 420.00 CAD. We need to calculate this total is USD. We can look up the currency rate by clicking the “rate conversion site” option. By clicking on this rate conversion site option we can look at the currency rate bconversion. The currency conversion for this example will be .7262.

To look up currency conversions look for this box located under the Estimated Expenses section:

Currency Rate

1

[Rate Conversion Site](#)

Estimated Expenses are summarized below:

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	Rate Conversion Site add
Notes:											
	05/18/2016	Mileage 2WD		135.20	1	No	No	No	N/A	135.20	delete
Notes:	DIA Travel To and From										
hide Estimated Expenses Details - Mileage 2WD - 1											
1											
add:	05/18/2016	Mileage 2WD		0.00	0.00	<input type="checkbox"/>	No		N/A		add
Notes:											
1	05/18/2016	Mileage 2WD		135.20	135.20	<input type="checkbox"/>	No		N/A		delete
Notes:	DIA Travel To and From										
	05/18/2016	Airfare		511.00	1	Yes	No	No	N/A	511.00	delete
Notes:	Roundtrip Flight										
hide Estimated Expenses Details - Airfare - 2											
2											
add:	05/18/2016	Airfare		0.00	0.00	Yes	No	N/A			add
Notes:											
1	05/18/2016	Airfare		511.00	511.00	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy	delete
Notes:	Roundtrip Flight										
	05/18/2016	Lodging		420.00	0.7262	<input type="checkbox"/>	No	No	N/A	305.00	delete
Notes:	3 Days Lodging										
show Estimated Expenses Details - Lodging - 3											

By adding lodging under estimated expenses (not in the per diem section) the system will trigger an error asking for the “Special Circumstances” box to be completed. Complete this box mentioning that lodging was added under estimated expenses instead of in the per diem table.

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 \$

Justification for meals without lodging

Consolidated lodging is listed under Estimated Expenses

Question for TA

Accounting Lines: This expense will be charged to account 1310205. 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.

Accounting Lines

▼ hide

Accounting Lines ?

hide detail

Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	PB CSU Pueblo	1310205 DEPT OF LANGUAGE/LIT		6050 Travel Encumbrance				923.20	
	Line Description								
									add

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

Ad Hoc Recipients

▼ hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE		add

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE	KFS-TEM	TRAV-P309	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 (in-State):

A person in your department traveled to Denver, Colorado to attend a Board of Governor’s Meeting. They left on March 3rd, and returned on March 3rd. They need to be reimbursed for roundtrip mileage to Denver. It is a 222 miles roundtrip. Since this is instate travel with no travel advance, you do not fill out the TA, but go directly to the TR. So click on “Travel Reimbursement.”

The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In this example “Mileage for trip to attend the Board of Governor’s Meeting in Denver.” Then click the magnifying glass next to Traveler Lookup to find the Traveler. When you find them click “return value” and their information will auto-populate.

Travel Reimbursement

Doc Nbr: 8322971

Status: INITIATED

Initiator: epillsbu@colostate.edu

Created: 03:57 PM 03/03/2016

TEM Doc #: Not Available

TR Status: In Process

expand all

collapse all

* required field

Document Overview

hide

Document Overview

* Description: (Description will be filled upon submit)

Organization Document Number:

Explanation: Mileage for trip to attend the board of Governor's Meeting in Denver

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS

Total Amount:

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:

When you find them click “return value” and their information will auto-populate.

TEM Profile Lookup

* required field

KIM Principal Name:

First Name:

Last Name: SPIECKER

Traveler Type Code:

Primary Department Code:

Chart Code:

Account Number:

Active: ☒ Yes ☐ No ☐ Both

search

clear

cancel

One item retrieved.

Return Value	Profile Id	KIM Principal Name	AR Customer Id	First Name	Last Name	Street Address Line1	City Name	State	Zip Code	International Postal Code	Country	Email	Phone Number	Active
return value	10175	karl.spiecker@colostate-pueblo.edu		KARL	SPIECKER	2200 BONFORTE BLVD	PUEBLO	CO	81001		US	KARL.SPIECKER@CSUPUEBLO.EDU	719-549-2314	Yes

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

The Traveler Section is now populated with the traveler’s information from their TEM Profile.

Trip Overview hide

Traveler Section

Traveler Lookup:

* Traveler Type Code: Employee

Principal Id: 2001915 Principal Name: karl.spiecker@colostate-pueblo.edu

First Name: KARL Last Name: SPIECKER

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: KARL.SPIECKER@CSUPUEBLO.EDU Phone Number: 719-549-2314

Liability Insurance: ☐

In the Trip Information section select “In-State” for Trip Type code, and select 3/3/16 as the Trip Begin and End dates. For Primary Destination click the Magnifying glass.

Trip Information Section

* Trip Type Code: In-State

* Trip Begin: 03/03/2016 04:02 PM

* Trip End: 03/03/2016 04:02 PM

* Primary Destination:

destination not found [Per Diem Links](#)

Primary Destination Country/State: Primary Destination County:

* Business Purpose:

Final Reimbursement: ☐

By clicking the magnifying glass it takes you to the Primary Destination Lookup. Region must be selected. Choose “Colorado” and in Primary Destination enter “*Denver*” and click search. Click “return value” next to the one we want to use and it will auto-populate are information.

Primary Destination Lookup

* required field

* Region: COLORADO

County:

Primary Destination: *denver*

Active: ☒ Yes ☐ No ☐ Both

[search](#) [clear](#) [cancel](#)

2 items retrieved, displaying all items.

Return Value	Region	County	Primary Destination	Active
return value	CO	DENVER COUNTY	DENVER	Yes
return value	CO	DENVER COUNTY	DENVER COUNTY	Yes

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

For business purpose put location and trip return date. This will populate on the check stub, so only enter location and trip end date, and select Final Reimbursement.

Trip Information Section			
* Trip Type Code:	In-State		
* Trip Begin:	03/03/2016 04:02 PM	* Trip End:	03/03/2016 04:02 PM
* Primary Destination:	DENVER destination not found Per Diem Links		
Primary Destination Country/State:	COLORADO	Primary Destination County:	DENVER COUNTY
* Business Purpose:	Denver 3/3		
Final Reimbursement:	<input checked="" type="checkbox"/>		

Since we are only claiming mileage we will fill this out in the Actual Expenses tab. You will select Mileage and then click add. Then you are able to input more information including the miles, make sure to click add.

Actual Expenses											
▼ hide											
Actual 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: 03/03/2016			0.00	1	<input type="checkbox"/>	No		N/A	0.00		
Notes:											
add											
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions	
03/03/2016	Mileage - Privately Owned Vehicle		108.78	1	No	No	No	N/A	108.78		
Notes:	Roundtrip Pueblo-Denver										
delete											
▼ hide Actual Expenses Details - Mileage - Privately Owned Vehicle - 1											
* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions			
add: 03/03/2016	Mileage - Privately Owned Vehicle	0	0.49	0.00	<input type="checkbox"/>	No	N/A				
Notes:											
1 03/03/2016	Mileage - Privately Owned Vehicle	222	0.49	108.78	<input type="checkbox"/>	No	N/A				
Notes:											
delete											
Imported Expenses											
* All fields required if section is used											
Look Up/Add Multiple Imported Expense Lines											
Reconciled Expenses											
Status	Document Number	Card Type	Expense Date	Name	Travel Company	Amount					
Travel Expense Total											
▼ hide											
Travel Expense Total											
										Total Expenses:	108.78
										Less Manual Per Diem Adjustment:	-
										Less Non-Reimbursable:	0.00
										Eligible for Reimbursement:	108.78
Encumbrance Amount: 0.00										Apply Expense Limit:	N/A
										Less CTS Charges:	0.00
										Amount due Corporate Credit Card:	0.00
										Total Reimbursable:	108.78
										Less Advances from this Trip:	0.00
										Reimbursement from this Trip:	108.78
recalculate											

The Traveler Certification can only be checked by the traveler. After it is submitted it will route to the traveler to check and approve the document.

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: No

The next section you want to fill out is the Assign Accounts. Click Add next to your line in "Assign Accounts". Then click the "Assign Accounts" button. NEVER fill out the accounting lines section, only do the assign accounts section.

Assign Accounts ▼ hide

Accounting Lines ? hide detail

	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
add:	CO ▼					0	0.00	add
1	PB ▼ CSU Pueblo	1310423 VP FINANCE AND ADMINISTRATION				100	108.78	delete bal inquiry

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	1310423 VP FINANCE AND ADMINISTRATION		6007 In State Employee Travel Mileage 2WD				OUT OF POCKET ▼	108.78	
		Line Description								add

After clicking "assign accounts" it populates the accounting lines shown below, and assign accounts will now say "All amounts have been assigned accounts." DO NOT EDIT THIS SECTION. If you add or delete more expenses after assigning accounts, to restart the process simply click the "restart accounting lines" button.

Assign Accounts ▼ hide

All amounts have been assigned accounts.

Accounting Lines ▼ hide

Restart Accounting Lines

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	1310423 VP FINANCE AND ADMINISTRATION		6007 In State Employee Travel Mileage 2WD				OUT OF POCKET ▼	0.00	
		Line Description								add
1	PB ▼ CSU Pueblo	1310423 VP FINANCE AND ADMINISTRATION		6007 In State Employee Travel Mileage 2WD				OUT OF POCKET ▼	108.78	delete bal inquiry

Total: 108.78

In the Payment Information select "ACH/Check."

▼ hide

Payment Information

Payment Information

Check Amount:108.78

Due Date:03/04/2016

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:T-15992 Denver 3/3 2016-03-03 16:02:00.0

showSpecial Handling

showWire Transfer

showForeign Draft

Attach any receipts that are applicable to the trip in the Notes and Attachments section.

▼ hide

Notes and Attachments (1)

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Attachment Type	Notification Recipient	Actions
add:				<div>Browse...</div> <div>CANCEL</div>			<div>add</div>
1	03/10/2016 12:11 PM	Snowwhite, Laura G	BACKUP	<div><div>Mercurio_Pueblo_3-8-16.pdf</div><div>(203 KB, application/pdf)</div></div>	Receipt		<div>send</div>

The Pueblo Travel Group must be ad hoc for review, and the Department Approver (TRAV-P300). Under the Ad Hoc Group Requests click the magnifying glass next to Name.

▼ hide

Ad Hoc Recipients

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
<div>APPROVE</div>		<div>add</div>

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
<div>APPROVE</div>			<div>add</div>

That will take you to the Group Look up. In the Group Name type "TRAV-P300" and click search. Click return value to populate it in the document, and click add. You will repeat this step for the Pueblo Travel group as well.

Group Lookup ?

Group Id:

Group Namespace:

Group Name:TRAV-P300

Group Description:

Type:

Active?:☒ Yes ☐ No ☐ Both

Principal Name:

search

clear

cancel

One item retrieved.

Return Value	Group Type Name	Group Namespace	Group Name	Group Description
return value	Default	KFS-TEM	TRAV-P300	P300 Travel Group Approvers

Ad Hoc Recipients hide

Ad Hoc Recipients

Person Requests:

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

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
APPROVE <input type="button" value="v"/>	KFS-TEM	TRAV-P300	<input type="button" value="delete"/>

Below is what your group ad hoc should look like with both added. Now the document is done and you can click submit.

Travel Reimbursement Example 2 (Out of State):

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

(Description will be filled upon submit)

Organization Document Number:

T-5836

Explanation:

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

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	<input type="checkbox"/>	5.25	8.25	0.00	9.75	17.25	160.00	0	MP - 0.52	0.00	177.25
		destination not found											
Copy Down													

Trip Detail: 04/21/2016

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	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	160.00	0	MP - 0.52	0.00	206.00
		destination not found											
Copy Down													

Trip Detail: 04/22/2016

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	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	160.00	0	MP - 0.52	0.00	206.00
		destination not found											
Copy Down													

Trip Detail: 04/23/2016

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	<input type="checkbox"/>	5.25	8.25	17.25	9.75	34.50	0.00	0	MP - 0.52	0.00	34.50
		destination not found											

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

▼ hide

Travel Expense Total

Total Expenses:	732.95
Less Manual Per Diem Adjustment: -	0.00
Less Non-Reimbursable: -	0.00
Eligible for Reimbursement:	732.95
Encumbrance Amount:	762.95
Apply Expense Limit:	N/A
Less CTS Charges: -	0.00
Amount due Corporate Credit Card: -	0.00
Total Reimbursable:	732.95
Less Advances from this Trip: -	0.00
Reimbursement from this Trip:	732.95

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	732.95	add

Assign Accounts

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

Restart Accounting Lines

Accounting Lines ?

Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount
add:	PB ▼ CSU Pueblo	2620001 ⓘ UNIVERSITY CENTER - GENERAL	ⓘ	ⓘ	ⓘ	ⓘ		OUT OF POCKET ▼	0.00
	Line Description								
1	PB ▼ CSU Pueblo	2620001 ⓘ UNIVERSITY CENTER - GENERAL	ⓘ	6075 ⓘ Out State Employee Travel Per Diem	ⓘ	ⓘ		OUT OF POCKET ▼	623.75
	Line Description								
2	PB ▼ CSU Pueblo	2620001 ⓘ UNIVERSITY CENTER - GENERAL	ⓘ	6077 ⓘ Out State Employee Travel Mileage 2WD	ⓘ	ⓘ		OUT OF POCKET ▼	109.20
	Line Description								

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

Payment Information		hide	
Payment Information			
Check Amount:	732.95	Due Date:	02/18/2016
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.

Travel Reimbursement Example 3 (International):

The person in your department has returned from the MLA Conference in Vancouver. They have submitted all receipts and are now requesting final reimbursement. The only expense that changed from what was listed on the Travel Authorization was the lodging. Instead of 420 CAD the total bill for lodging came to 450 CAD. Locate your TA document you created in TA example 1 and select "new reimbursement" from the bottom of the document to populate the TR. You can also look up the initiator if you don't have the document number written down.

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.

action list	doc search	Logged in User: sleaming@colostate.edu Impersonating User: sleaming@colostate.edu	
Document Search	Backdoor Id sleaming@colostate.edu is in use	detailed search	superuser search
		clear saved searches	Searches

Document Type:	
Initiator:	
Document Id:	7006521
Date Created From:	
Date Created To:	
Name this search (optional):	
search clear cancel	

One item retrieved.

Document Id	Document Type	Title	Status	Initiator	Date Created
7006521	Travel Authorization	Travel Authorization - DARVAY, DANIEL 05/17/2016 VANCOUVER	FINAL	Leaming, Summer E	02/22/2016 02:09 PM

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			
Document Overview			
* Description:		(Description will be filled upon submit)	
Organization Document Number:		T-5863	
		Explanation: Final reimbursement for Daniel Darvay's MLA Conference trip 5/17-5/21	
Financial Document Detail			
* Bank Code		02 GENERAL DISBURSEMENTS	
Trip Overview			
Trip Overview			
Traveler Section			
* Traveler Type Code:		Employee	
Principal Id:		2001813	
First Name:		DANIEL	
Address Lookup:			
Street Address Line1:		2200 BONFORTE BLVD	
City Name:		PUEBLO	
Country Code:		United States	
Email Address:		DANIEL.DARVAY@CSUPUEBLO.EDU	
Liability Insurance:		<input type="checkbox"/>	
Principal Name:		daniel.darvay@colostate-pueblo.edu	
Last Name:		DARVAY	
Street Address Line2:			
State Code:		CO	
Zip Code:		81001	
Phone Number:		719-549-2311	
Trip Information Section			
* Trip Type Code:		International	
* Trip Begin:		05/17/2016 02:09 PM	
* Trip End:		05/21/2016 02:09 PM	
* Primary Destination:		VANCOUVER	
		destination not found Per Diem Links	
Primary Destination Country/State:		CANADA	
Primary Destination County:			
* Business Purpose:		Vancouver Canada 5/21/16	
Final Reimbursement:		<input checked="" type="checkbox"/>	

Per diem expenses stayed the same so we will skip over that section. However we do need to update the lodging amount under the "Actual Expenses" section. The total final bill came to 450 CAD. The currency rate of .7262 remained the same. You will need to "recalculate" the document in order to have the total refresh. See the next step to see where the "recalculate" button is.

Actual Expenses ▼ hide

Actual 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"/> <small>Rate Conversion Site</small>	<input type="checkbox"/>	No		N/A	0.00	add
	Notes: <input type="text"/>										
	05/18/2016	Mileage 2WD		135.20	<input type="text" value="1"/>	No	No	No	N/A	135.20	delete
	Notes: <input type="text" value="DIA Travel To and From"/>										
▼ hide Actual Expenses Details - Mileage 2WD - 1											
1		* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt		Actions
	add:	<input type="text" value="05/18/2016"/>	Mileage 2WD	<input type="text"/>	0.52	0.00	0.00	<input type="checkbox"/>	No	N/A	add
		Notes: <input type="text"/>									
	1	<input type="text" value="05/18/2016"/>	Mileage 2WD	<input type="text" value="260"/>	0.52	135.20	135.20	<input type="checkbox"/>	No	N/A	delete
Notes: <input type="text" value="DIA Travel To and From"/>											
▶ show Actual Expenses Details - Lodging - 2											
	05/18/2016	Lodging		<div><input type="text" value="450.00"/></div>	<input type="text" value="0.7262"/>	<input type="checkbox"/>	No	No	N/A	326.79	delete
2	Notes: <input type="text" value="3 Days Lodging"/>										
▶ show Actual Expenses Details - Lodging - 2											
	05/18/2016	Airfare		<input type="text" value="511.00"/>	<input type="text" value="1"/>	Yes	No	No	N/A	511.00	delete
	Notes: <input type="text" value="Roundtrip Flight"/>										
▼ hide Actual Expenses Details - Airfare - 3											
3		* Expense Date	* Expense Type Code	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service	Actions
	add:	<input type="text" value="05/18/2016"/>	Airfare	<input type="text" value="0.00"/>	0.00	No	No	N/A	<input type="text"/>	<input type="text"/>	add
		Notes: <input type="text"/>									
	1	<input type="text" value="05/18/2016"/>	Airfare	<input type="text" value="511.00"/>	511.00	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy	delete
Notes: <input type="text" value="Roundtrip Flight"/>											

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

Travel Expense Total		▼ hide
Travel Expense Total		
		Total Expenses: 1,455.99
		Less Manual Per Diem Adjustment: - 0.00
		Less Non-Reimbursable: - 511.00
		Eligible for Reimbursement: 944.99
Encumbrance Amount: 923.20		Apply Expense Limit: N/A
		Less CTS Charges: - 0.00
		Amount due Corporate Credit Card: - 0.00
		Total Reimbursable: 944.99
		Less Advances from this Trip: - 0.00
		Reimbursement from this Trip: 944.99
recalculate		

Special Circumstances section will copy over from the TA. No need to change this section unless you want to add additional notes.

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 \$		
Justification for meals without lodging		
Consolidated lodging is listed under Estimated Expenses		
Question for TA		

Traveler Certification. You should only have the option to check this box if you are the traveler or are completing travel for a non-employee. Otherwise the TR will route to the traveler and they will agree to the travel certification policy. In this example the travel will route to Daniel Darvay requesting him to review the travel and also check the traveler certification box.

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: No

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	1310205 🔍 DEPT OF LANGUAGE/LIT	🔍	🔍		100	944.99	add

Assign Accounts

Accounting Lines ▼ hide

Restart Accounting Lines

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	1310205 🔍 DEPT OF LANGUAGE/LIT	🔍	🔍	🔍	🔍		OUT OF POCKET ▼	0.00	add
	Line Description 									
1	PB ▼ CSU Pueblo	1310205 🔍 DEPT OF LANGUAGE/LIT	🔍	6135 🔍 Intl Employee Travel Per Diem	🔍	🔍		OUT OF POCKET ▼	808.79	delete bal inquiry
	Line Description 									
2	PB ▼ CSU Pueblo	1310205 🔍 DEPT OF LANGUAGE/LIT	🔍	6137 🔍 Intl Employee Travel Mileage 2WD	🔍	🔍		OUT OF POCKET ▼	135.20	delete bal inquiry
	Line Description 									
Total: 944.99										

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

Payment Information			
Payment Information			
Check Amount:	944.99	Due Date:	02/25/2016 
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.)		


Attach related receipts in the Notes & Attachments section.

In the ad hoc section, you will need to ad hoc Pueblo Travel so they can review and approve your travel.

Ad Hoc Recipients			
Ad Hoc Recipients			
Person Requests:			
* Action Requested	* Person	Actions	
APPROVE 			
Ad Hoc Group Requests:			
* Action Requested	* Namespace Code	* Name	Actions
APPROVE 			
APPROVE 	KR-VKFLW	Pueblo Travel 	

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.

					
--	---	---	--	---	---