

Kuali TEM Module

- Athletics



Overview

- TEM Introduction
- TEM Travel Documents
- In-state, Out-of-State, Group Travel, Travel Advance
- Route Log (Approval Process)
- How to approve as traveler



TEM Definition

Travel

Entertainment

Moving

***Focus currently is on the Travel portion of the module



Benefits of the TEM Module

Electronic Workflow

- Reduces amount of paper consumed
- Eliminates need for physical signatures
- Documents can be approved from any where with an internet connection
- Enables individuals to better track travel documents (route log)
- No paperwork lost in transit



Benefits of the TEM Module

Financially Integrated

- Capability to enter account information and object codes directly into Kuali
- Ability to have accounts encumber future travel expenses
- Currency conversion helps with International travel currency calculations
- Assigns accounts to travel documents by information retained in the traveler's TEM Profile



TEM Travel Documents

- **TEM Profile**
- **Travel Authorization (TA)**
- **Travel Authorization Amend (TAA)**
- **Travel Reimbursement (TR)**



Traveler Profile in the Quali TEM Module

- A TEM Profile will need to be completed for every traveler prior to travel documents being created
 - Once created it does not have to be created again
- Collects needed information about the traveler (name, emergency contact, default account information, etc.)
- Travel Arrangers (individuals who prepare travel documents for a traveler) can be added to a traveler's TEM profile
- Traveler's profile information will pull automatically into travel documents
- Once submitted the TEM Profile document is final



TEM Profile

Traveler Profile in the Kualu TEM Module

- Current Process has the Traveler Information section on the TRAF. This information is entered every time the TRAF is completed.
- New Process only requires TEM Profile to be created once, and is pulled into travel documents via the Traveler lookup

Traveler:
Title:
Department/program:



TEM Profile

- TEM Profiles can be created one of 3 ways
 - Traveler may create their own profile: “Create My Profile”
 - Once traveler’s profile is created this will no longer appear
 - Travel Arranger may create profile for employees: “Create New from KIM”
 - Travel Arranger has to have access to the traveler’s department
 - Travel Arranger may create profile for non-employees: “Create New From Customer”



TEM Profile

TEM Profile Lookup 

[create my profile](#) [create new from kim](#) [create new from customer](#)

* required field

KIM Principal Name:	<input type="text"/> 
AR Customer Id:	<input type="text"/> 
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Traveler Type Code:	<input type="text"/> 
Primary Department Code:	<input type="text"/>
Chart Code:	<input type="text"/>  
Account Number:	<input type="text"/> 
Return Only my Travelers?:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

[search](#)

[clear](#)

[cancel](#)

TEM Travel Arranger

TEM Travel Arranger

- Benefits of Travel Arranger:
 - Allows Travel Arrangers to process travel across departments
 - Allows department personnel to process travel when designated travel arrangers are out of the office
 - One Travel Arranger can save a travel document, and another travel arranger can open it and complete the document
- A Travel Arranger may be added to a TEM profile (by not using the Travel Arranger Form on the next slide) one of 2 ways:
 - **TEM profile create/edit:** this is the most efficient method for updating a profile, and is final once submitted.
 - **Travel Arranger document:** this method requires a routing (approval) process that requires approval from traveler, thus is slower. Only use Travel Arranger documents when you do not have access to create/edit a TEM profile.





TEM Travel Arranger

To have the ability to create travel documents for all travelers within one or more departments:

- Complete the TEM Arranger Application form located at <http://www.csupueblo.edu/Purchasing/TravelInformation/Pages/default.aspx>
- Send completed forms to Sarah Lowell
- After form processes you will have access to travel for employees within requested department
 - By putting P045 in Dept Nbr/Unit, it gives you access to do travel for every person within P045-Athletics
- Please note that if an employee assignment ends with a department, TEM access will no longer be available to employee.

BUSINESS AND FINANCIAL SERVICES
TEM Arranger Application



TEM APPLICATION FOR NEW ACCESS		ADDITIONAL ACCESS	DELETE ACCESS
USER NAME (Last, First, Middle)		CSU ID #:	EID
TODAY'S DATE			
DEPT. NO.	DEPT. NAME	E-MAIL ADDRESS	
CAMPUS MAIL ADDRESS			PHONE NUMBER

TEM Arranger Access Requested for:

Example Dept Nbr/Unit P300 Dept Nbr/Un P045

Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____

I understand that the data contained in KFS is confidential. The access I am requesting is for my use in performing my job duties & responsibilities. I agree that my username & password will not be shared and I am responsible for any accesses logged against my username. In using my username & password, I will follow the policies & procedures of the University. I will not use another person's username and password. If I terminate employment with the University or my department, I will notify Business and Financial Services. Upon completion of the form, send to : **Financial System Services, 6003 Campus Delivery.**

Applicant's Signature _____	Date _____
Print or Type Name of Director or Dept. Head _____	Director or Dept. Head _____ Date _____
Print or Type Name of Dean or VP Authority _____	Dean or VP Authority Signature _____ Date _____

FOR BFS USE ONLY	
Business & Financial Services _____	Date _____

TEM Profile and Travel Arranger Examples

- **You have been asked to set up your TEM profile. Try completing this within the training environment.**
 - Use the step by step guides provided to complete this (p.1-6)

- **You have been asked to set up a TEM profile for a traveler in your department. Try completing this within the training environment.**
 - Use the step by step guides provided to complete this (p.7-10)



Routing: TEM Profile vs. Travel Arranger Documents

TEM Profile Document

- TEM Profile create/edits will finalize automatically in the system. No need to wait! If you set up a profile for a traveler, they will receive an FYI in their Action List stating their travel profile has been set up

Travel Arranger Document

- Travel Arranger documents will route to a traveler for approval. Document is final after approved by traveler. When the document is final the individual requesting travel arranger access will have access to the traveler's TEM profile.



Travel Authorization (TA)

- Travel Authorization (TA) documents are completed prior to a trip taking place. TA documents include the name of traveler, estimated travel dates and estimated costs.
 - Current Process: The TRAF is completed
- Travel Authorization documents are required for:
 - In State Travel that includes Ghost Card purchases
 - Out of State Travel
 - International Travel
 - All Travel Advances
 - All No Cost trips (note you cannot submit a \$0.00 trip, you will need to recognize a Travel Authorization for \$0.01)
- Travel Authorization documents are NOT required for:
 - General In State Travel (cannot include Ghost Card Purchases or Travel Advances)



TRAV Group Approval

TRAV Group Approval: Departmental travel approval

- TRAV Group approval will need to be added to the route log

- Adding a Group TRAV approval can be done a couple different ways:
 - Attach an approval email under the notes/attachments section of the document, or
 - Ad hoc approve the TRAV Group. This needs to be done one time for each trip:
 - If you are completing a TA and TR ad hoc on the TA
 - If you are completing only a TR (in state only) ad hoc on the TR



APPROVAL PROCESS

Travel Authorization Route Log

- Travel Arranger prepares document and the general system routing includes:
 - Routes to traveler for approval – Document routes to traveler when they receive funds. This includes any TA with an advance and all TR documents
 - Routes to Fiscal Officer for approval
- Ad hoc routing includes:
 - Ad hoc the travel group the employee reports to, for Athletics this is TRAV-P045
 - This step is easy to forget!

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE ▼		<input type="text"/> 🔍	<input type="button" value="add"/>
APPROVE ▼	KFS-TEM	TRAV-P045 🔍	<input type="button" value="delete"/>



TA Workflow without Travel Advance

Travel Authorization (TA) In-state/Out-State/International/No Cost Travel with no Travel Advance



The TA will not route to the traveler for approval.

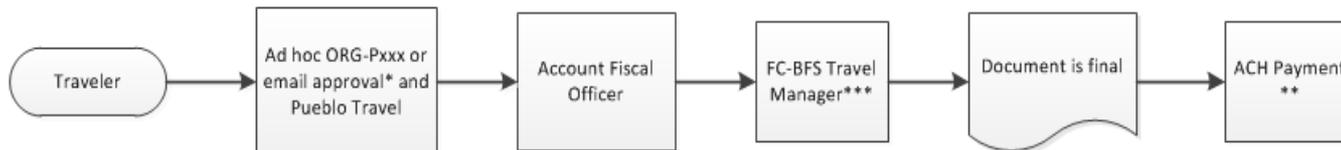
*For ORG-Pxxx approval you can ad hoc in Kualii, or attach the email approval in the Notes & Attachments section.

**The President's Office ad hoc for international approval or attach the email approval in the Notes & Attachments section.

TA with Advance

Travel Advance

Created by Traveler



Created by Arranger



The travel advance is the only time a Travel Authorization (TA) must be certified by the traveler and approved by the BFS Travel Manager.
The BFS Travel Manager is the Travel Department within Business and Financial Services.

*For ORG-Pxxx approval you can ad hoc in Quali, or attach the email approval from ORG-Pxxx in the Notes & Attachments section.

**Travel Advances are paid automatically through ACH payment. If the traveler wishes to have a check, select check enclosure. Students who are not traveling as employees will receive a check regardless.

***Fort Collins will ensure it was approved by Pueblo Travel, and if so they will approve. If not, they will ad hoc to Pueblo Travel for review.

Travel Reimbursement (TR)

Travel Reimbursement (TR)

- Travel Reimbursement (TR) documents are completed after a trip has taken place and receipts have been received.
 - Current Process: Travel Reimbursement Sheet is completed

- The TR document can be created by:
 - Pulling a Finalized Travel Authorization (TA) in Quali and creating a “new reimbursement” off of that TA document
 - Travel Reimbursement (TR) document in the system. This can only be done for general In State Travel (cannot include Ghost Card Purchases or Travel Advances)

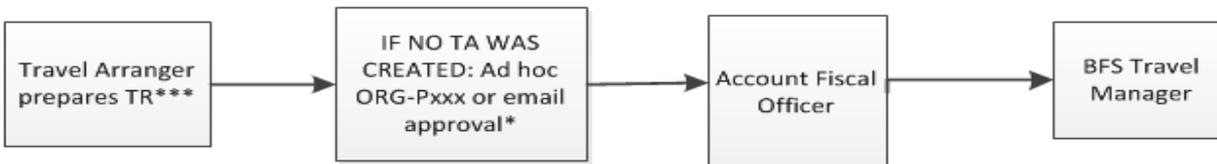


TR Workflow

Travel Reimbursement (TR) – Employee Travel



Travel Reimbursement (TR) – Non-Employee Travel



*The ORG-Pxxx will only need to approve the TR if no Travel Authorization (TA) was created. Since in-state travel does not require a TA, then you will need to ad hoc or attach an approval email from the ORG-Pxxx to the TR.

**If the travel arranger prepares the TR, it will route to the traveler to certify travel.

***The Travel Arranger will certify the travel for the non-employee.

****Fort Collins will ensure it was approved by Pueblo Travel, and if so they will approve. If not, they will ad hoc to Pueblo Travel for review

EXAMPLES

- **Lets practice Travel Authorization (TA) Documents**
 - Complete TA Example #1 on Page 1 of handout
- **Let's practice Travel Reimbursement (TR) Documents**
 - Complete TR Example #1 on Page 8 of the handout
 - Notice that the TR actual expenses are less than the TA estimates
 - We will need to close the TA to relieve the encumbrances that were established on the TA document



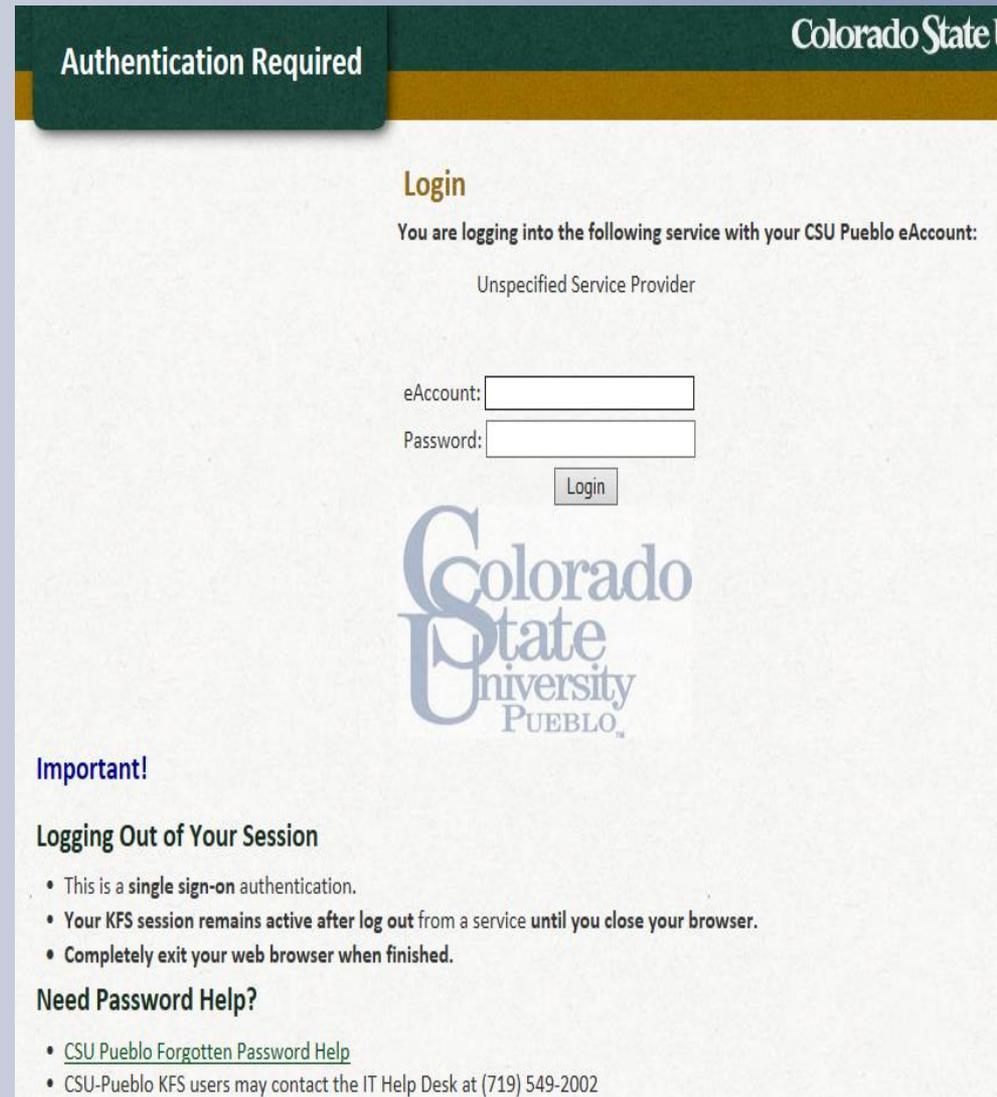
EXAMPLES

- **Let's practice Travel Authorization (TA) Documents**
 - Complete TA Example #2 on page 4 in the handout
- **Let's practice Travel Reimbursement (TR) Documents**
 - Complete TR Example #2 on page 13 in the handout



How does Traveler approve?

- Traveler will receive an email from bfs_kuali_implementation@mail.colostate.edu with subject line: KFS Action List Reminder
- Traveler will log into <https://secure.colostate.edu/Pueblo> and will log in



The screenshot shows the login interface for the Colorado State University Pueblo secure portal. At the top, there is a dark green header with the text "Authentication Required" on the left and the "Colorado State" logo on the right. Below the header, the page has a light beige background. The word "Login" is displayed in a bold, dark font. Underneath, a message states: "You are logging into the following service with your CSU Pueblo eAccount: Unspecified Service Provider". There are two input fields: "eAccount:" and "Password:". A "Login" button is positioned below the password field. The Colorado State University Pueblo logo is centered on the page. Below the login area, there is a section titled "Important!" followed by "Logging Out of Your Session" and a list of three bullet points: "This is a single sign-on authentication.", "Your KFS session remains active after log out from a service until you close your browser.", and "Completely exit your web browser when finished." Below this is a section titled "Need Password Help?" with two bullet points: "CSU Pueblo Forgotten Password Help" and "CSU-Pueblo KFS users may contact the IT Help Desk at (719) 549-2002".

Authentication Required

Colorado State

Login

You are logging into the following service with your CSU Pueblo eAccount:
Unspecified Service Provider

eAccount:

Password:

Login

Colorado
State
University
PUEBLO

Important!

Logging Out of Your Session

- This is a **single sign-on** authentication.
- Your KFS session remains active after **log out** from a service until you close your browser.
- Completely exit your web browser when finished.

Need Password Help?

- [CSU Pueblo Forgotten Password Help](#)
- CSU-Pueblo KFS users may contact the IT Help Desk at (719) 549-2002

- After logging in they will select “Colorado State University Pueblo”

Colorado State University

INFORMATION SYSTEMS DEPARTMENT

CHOOSE YOUR CAMPUS:

Use a suggested selection:

Colorado State University

Colorado State University Pueblo

Or enter your organization's name

Continue

[Allow me to pick from a list](#) [Help](#)



- Log in a 2nd time

Authentication Required

Colorado State University

Login

You are logging into the following service with your eID:

kprd.is.colostate.edu

eName:
ePassword:

Enter your existing log in info

Important!

Logging Out of Your Session

- This is a **single sign-on** authentication.
- Your CSU **session remains active after log out** from a service **until you close your browser**.
- **Completely exit your web browser when finished.**

Need Password Help?

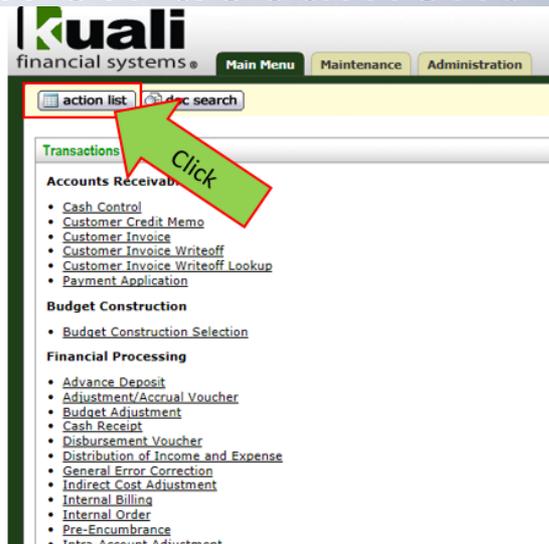
Students, Faculty, Staff

- [eID Forgotten Password Help](#)
- Students contact the Registrar's Office at (970) 491-4860
- Faculty/Staff contact Human Resources at (970) 491-6947

Library Community Patrons

- [Community ID Password Recovery](#)
- Loan & Reserve Desk (970) 491-1842

- Click on action list
- Then click on document number



action list doc search

Logged in User: epillsbu@colostate.edu

Action List Backdoor Id zamerc@colostate.edu is in use

Action List | Outbox

One item retrieved.

Id	Title	Route Status	Action Requested	Initiator
5838631	Reimbursement Travel Reimbursement - Mercurio, Zachary 06/01/2015 DENVER	ENROUTE, Awaiting Traveler Review	APPROVE	Mercurio, Erin Pillsbury



action list doc search



Status: ENROUTE
Created: 01:28 PM
TR Status: Awaiting Tr
expand all collapse
* required f

TEM Doc #: T-51

Travel Reimbursement

Document Overview

Document Overview

* Description: Leaming, Summer E 04/06/2015 VAIL
Organization Document Number: T-51 Explanation:

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS Total Amount: 232.50

Reports show
Trip Overview hide

Traveler Section

* Traveler Type Code: Employee
Principal Id: 66624 Principal Name: LEAMING
First Name: SUMMER Last Name: LEAMING
Street Address Line1: 6003 CAMPUS DELIVERY Street Address Line2:
City Name: FORT COLLINS State Code: CO
Country Code: United States Zip Code: 80523
Email Address: SUMMER.LEAMING@COLOSTATE.EDU Phone Number: 970-491-2801
Liability Insurance: No

Trip Information Section

* Trip Type Code: In-State
* Trip Begin: 04/06/2015 01:29 PM * Trip End: 04/07/2015 01:29 PM
* Primary Destination: VAIL Per Diem Links
Primary Destination Country/State: COLORADO Primary Destination County: EAGLE COUNTY
* Business Purpose: [unclear]

Contact Campus Code: MC

Traveler Certification

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 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 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

Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
6005	OUT OF POCKET	In State Employee Travel Per Diem	232.50	0.00
Total Remaining:			0.00 USD	

Assign Accounts

Accounting Lines

Accounting Lines hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions	
1	CQ Colorado State University	1355570	5005	In State Employee Travel Per Diem				OUT OF POCKET	232.50		
									Total:	232.50	

Payment Information

- 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



Questions?

