

Kuali TEM Module

Out of State & International Travel





TEM TRAINING OVERVIEW

- How to prepare Travel Authorizations for out-ofstate and International travel
- How to issue reimbursements from Travel Authorization documents
 - How to use the Oanda link and Currency Converter
- How to make sure Travel Authorizations are closed so that encumbrances are relieved





TEM TRAVEL DOCUMENTS

Travel Authorization (TA)

- Travel Authorization (TA) documents are completed prior to a trip taking place. TA documents include the name of traveler, traveler destination, estimated travel dates and estimated costs.
- Travel Authorization documents are required for:
 - In State Travel that includes Ghost Card purchases (Non-Employees visiting campus)
 - 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)





TEM TRAVEL DOCUMENTS

Travel Reimbursement (TR)

- Travel Reimbursement (TR) documents are completed after a trip has taken place and receipts have been received.
- The TR document can be created by:
 - Pulling a finalized Travel Authorization (TA) in Kuali and creating a "new reimbursement" off of that TA document
 - Creating a 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)





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





How does Traveler approve?

Traveler will receive an email from bfs kuali implementat ion@mail.colostate.ed u with subject line: KFS **Action List Reminder** Traveler will log into https://secure.colostat e.edu/Pueblo and will log in

Authentication Required	Colorado State
	Login
	You are logging into the following service with your CSU Pueblo eAccount: Unspecified Service Provider
	eAccount:
	Password: Login

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?

- <u>CSU Pueblo Forgotten Password Help</u>
- CSU-Pueblo KFS users may contact the IT Help Desk at (719) 549-2002



After logging in they will select "Colorado State University Pueblo"

INFORMATION SYSTEMS DEPARTMENT

CHOOSE YOUR CAMPUS:





orado



Log in a 2nd time

Authentication Required

Colorado State University

Login

You are logging into the following service with your eID:

eName: Enter your existing log in in	The second s	
	eName:	Enter your existing log in inf
ePassword:	ePassword:	

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



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* Traveler Type Cod	le: Employee				
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First Nam Street Address Line	1: 6003 CAMPUS DE	IVERY	Street A	ddress Line2:	
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Country Cod Email Addres	es: United States	@COLOSTATE.EDU	Ph	zip Code: 80323 none Number: 970-491-2801	-1
Liability Insurance	e: No				
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INTERNATIONAL TRAVEL

- Emergency contact information including in-country contact phone number will be required for all trips.
- Please make sure that all itinerary information including no cost business travel is included in TA.
- Multiple destinations must be entered using the per diem table
- Primary destination must be an International location





WHAT IF MY TRAVELER HAS MULTIPLE DESTINATIONS?

- Use magnifying glass to enter new destinations
- Do not use "destination not found" to enter manually
- Select the personal box if no reimbursement needed

Estimated Per Diem I	Expenses		[▼ hide			
Estimated Per Diem Expenses							
Trip Detail: 11/19/2015							
Country State	County	* Primary Destination	Personal	Breakfast			
KAZAKHSTAN		ALMATY (S)		11.14			
International Accom	International Accommodation Information						
Accor	nmodation Ty	ype:		Name (i.e. Hot			
				Р			
Trip Detail: 11/20/2015							
Country State	County	* Primary Destination	Personal	Breakfast			
TANZANIA		ARUSHA (9)	\bigcirc	15.00			







Let's do a TA Example Let's do a TR Example





QUESTIONS?

