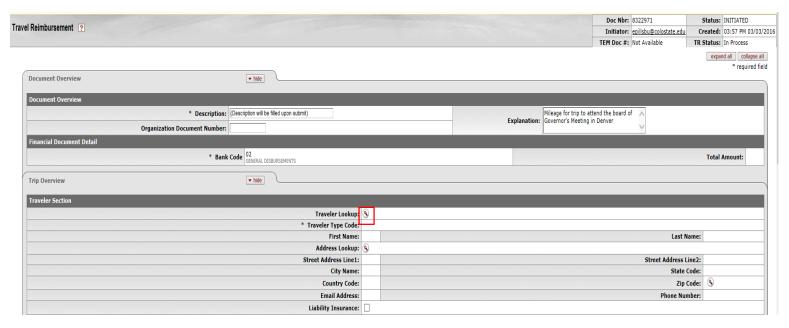
#### **Travel Reimbursement Example 1:**

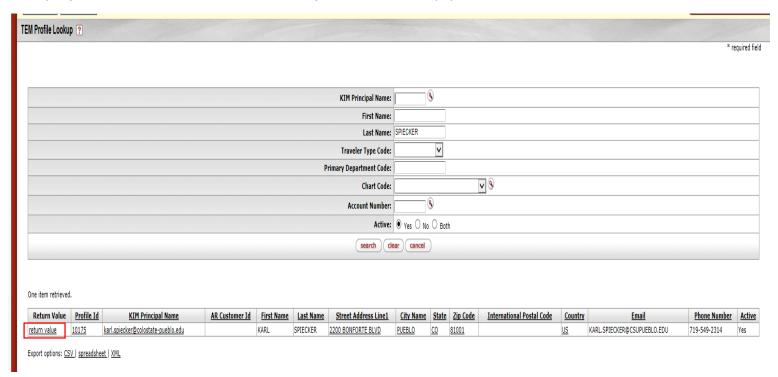
A person in your department traveled to Denver, Colorado to attend a Board of Governor's Meeting. They left on March 3<sup>rd</sup>, and returned on March 3<sup>rd</sup>. They need to be reimbursed for roundtrip mileage to Denver. It is a 222 miles roundtrip.

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."

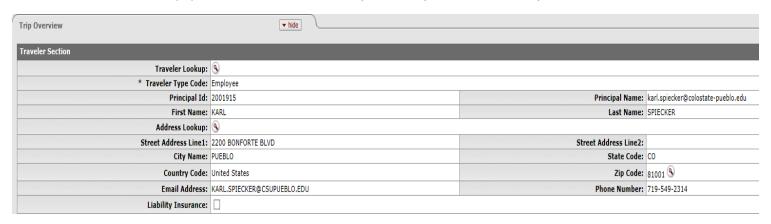
The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In this example "Mileage for trip to attend the Board of Governor's Meeting in Denver." Then click the magnifying glass next to Traveler Lookup to find the Traveler. When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



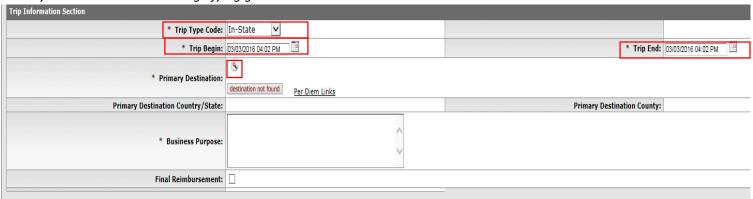
When you find them click "return value" and their information will auto-populate.



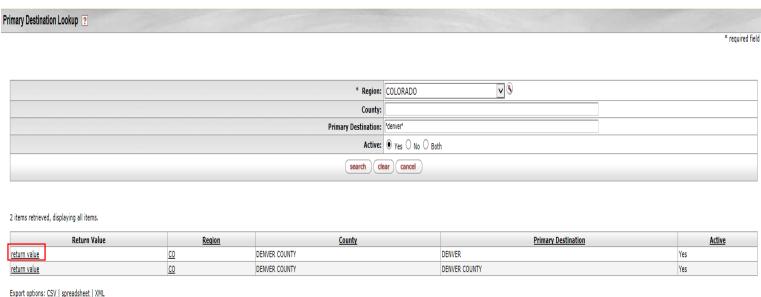
The Traveler Section is now populated with the traveler's information from their TEM Profile.



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.

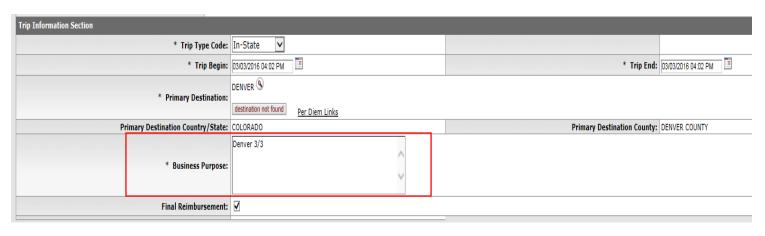


By clicking the magnifying glass it takes you to the Primary Destination Lookup. Region must be selected. Choose "Colorado" and in Primary Destination enter "\*Denver\*" and click search. Click "return value" next to the one we want to use and it will auto-populate are information.

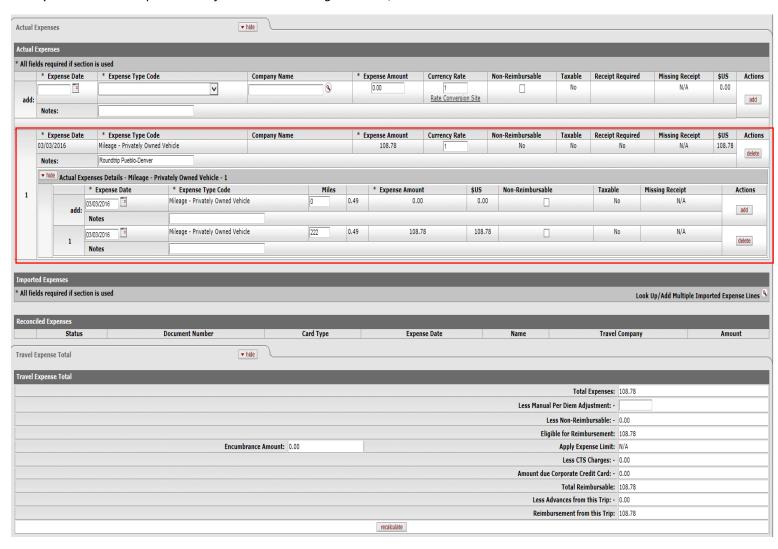


Export options: CSV | spreadsheet | XML

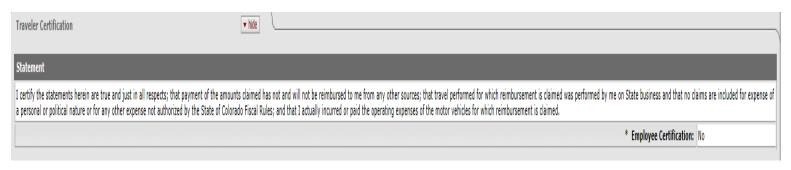
For business purpose put location and trip return date. This will populate on the check stub, so only enter location and trip end date, and select Final Reimbursement.



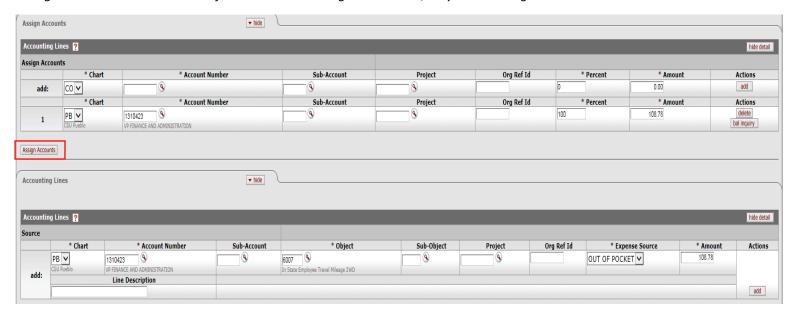
Since we are only claiming mileage we will fill this out in the Actual Expenses tab. You will select Mileage and then click add. Then you are able to input more information including the miles, make sure to click add.



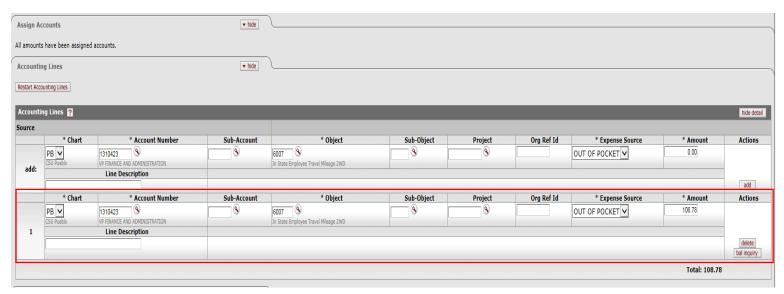
The Traveler Certification can only be checked by the traveler. After it is submitted it will route to the traveler to check and approve the document.



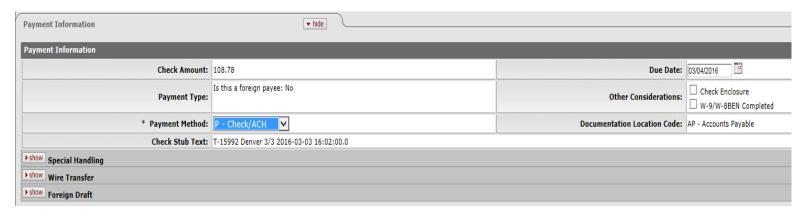
The next section you want to fill out is the Assign Accounts. Click Add next to your line in "Assign Accounts". Then click the "Assign Accounts" button. NEVER fill out the accounting lines section, only do the assign accounts section.



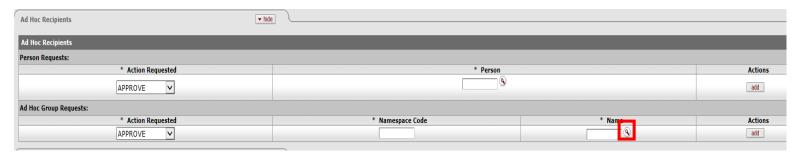
After clicking "assign accounts" it populates the accounting lines shown below, and assign accounts will now say "All amounts have been assigned accounts." DO NOT EDIT THIS SECTION. If you add or delete more expenses after assigning accounts, to restart the process simply click the "restart accounting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



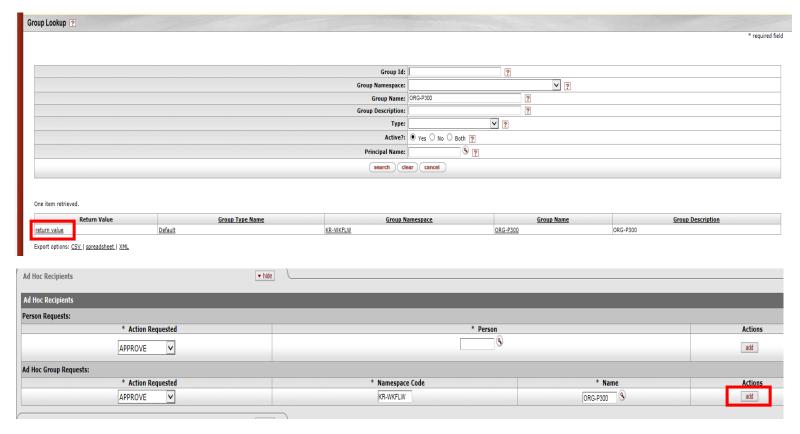
# In the Payment Information select "ACH/Check."



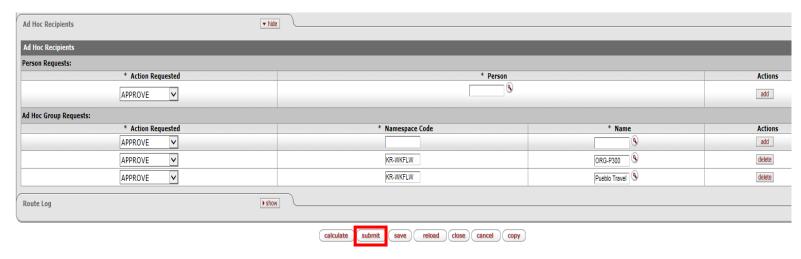
The Pueblo Travel Group must be ad hoc for review, and the Department Approver (ORG-P300). Under the Ad Hoc Group Requests click the magnifying glass next to Name.



That will take you to the Group Look up. In the Group Name type "ORG-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.



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



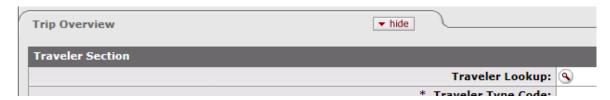
### **Travel Reimbursement Example #2**

A person in your department attended a conference in Steamboat Springs, CO from February 10<sup>th</sup> – February 12<sup>th</sup>, and needs to be reimbursed \$120.00/night for hotel, 266 miles each way (or 532 miles roundtrip), \$10 for parking and per diem. However, dinner on the first night was included. There is a blanket authorization in place, so only a TR needs to be completed because it is in-state travel.

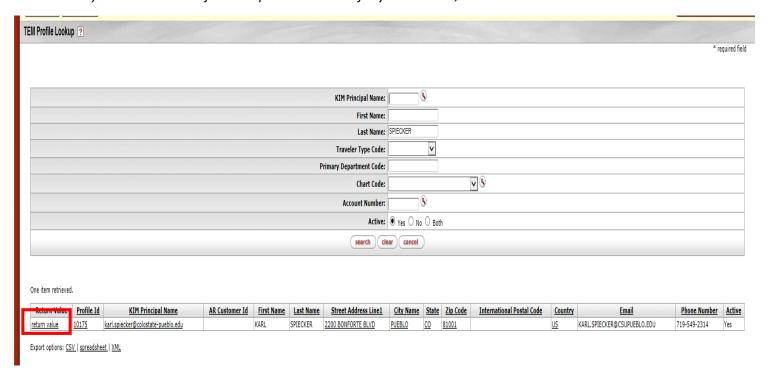
The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In the explanation put "Travel expenses for trip to Steamboat Springs, Colorado 2/10-2/12 for the annual Accounting conference." This information helps Pueblo Travel know why the person is traveling.



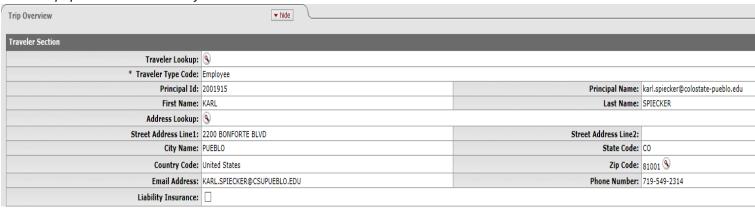
In the trip overview section click the magnifying glass next to the Traveler's Lookup.



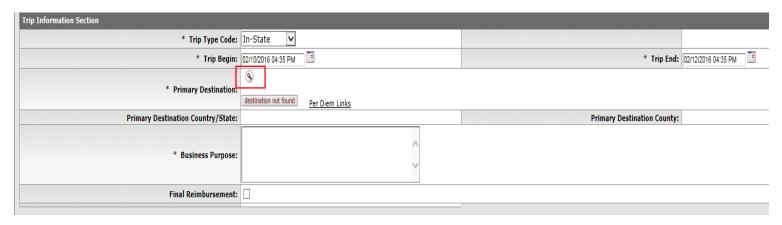
This will take you to the TEM Profile lookup screen. Search for your traveler, and click "return value" next to their name.



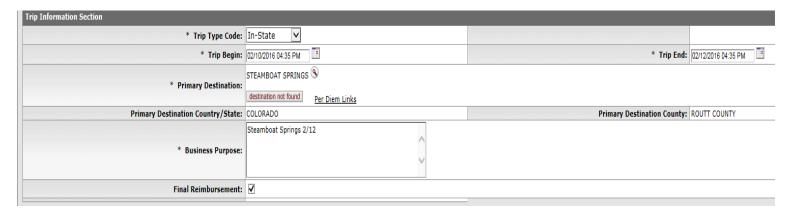
That will populate the traveler information.



In the Trip Information Section select "In-State", the trip begin and trip end dates, and click the magnifying glass next to primary destination to select Steamboat Spring. In the business purpose section put trip location and return date.



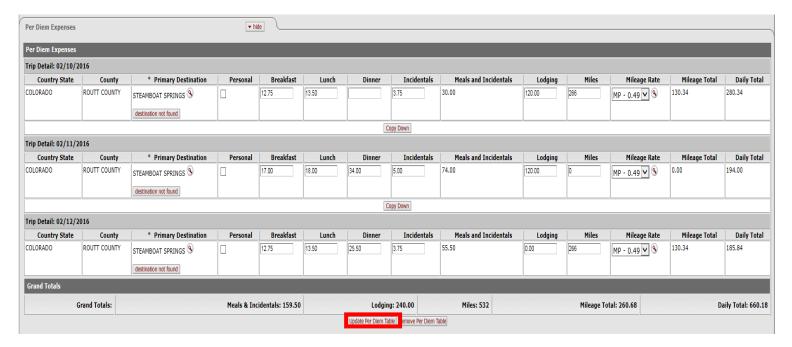
See below for completed Trip Information Section.



To calculate per diem, click on "create per diem table".



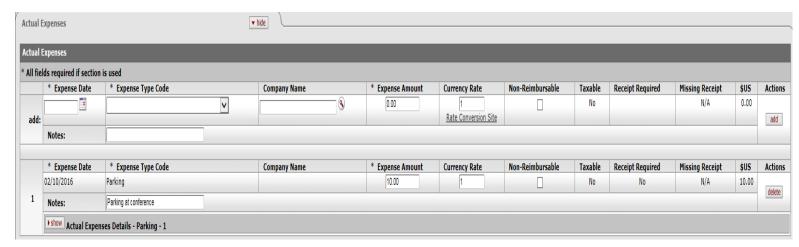
When the per diem table creates, input the \$120 each night for hotel, 160 miles on the first and last day, and delete dinner on the first night. Any time edits are made to the per diem table, by clicking "Update Per Diem Table" it will update the Grand Totals at the bottom.



Now we will need to enter \$10 for parking the expense section, and click add.



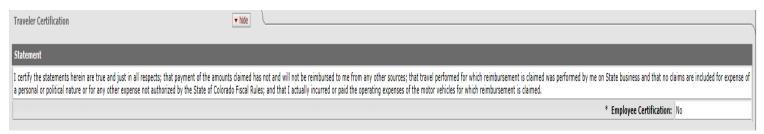
If the actual expenses section doesn't show it is not required to complete. In this example it doesn't open so it does not need to be completed.



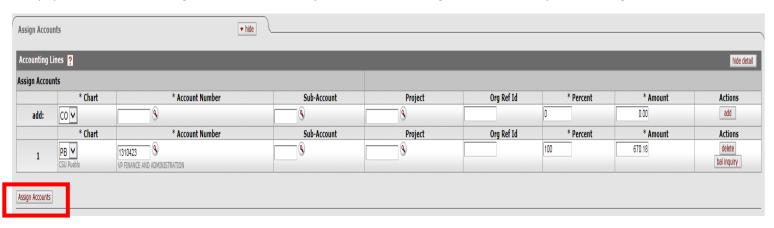
The Travel Expense Section gives you a summary of expenses and reimbursable expenses.



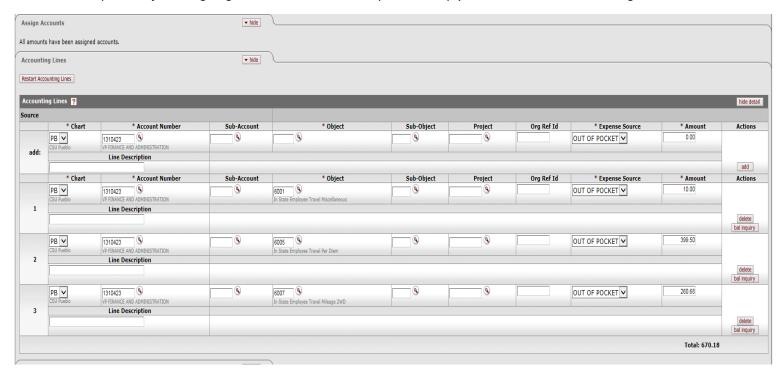
The Travel Certification section is checked and approved by the traveler after the document is submitted, unless it is an AR Customer, then the arranger would check the box.



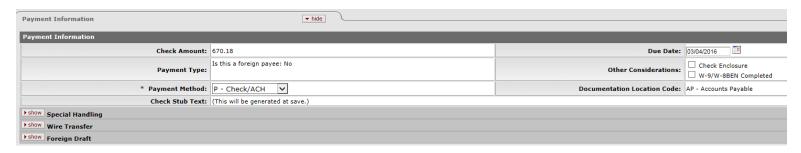
In the Assign Accounts section ensure you have the correct account and click add. After you click add click "assign accounts". This populates the accounting lines section. NEVER fill out the accounting lines section, only do the assign accounts section.



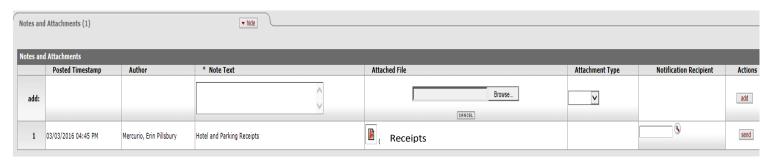
Below is the accounting lines section completed by using assign accounts above. DO NOT EDIT THIS SECTION. If you add or delete more expenses after assigning accounts, to restart the process simply click the "restart accounting lines" button.



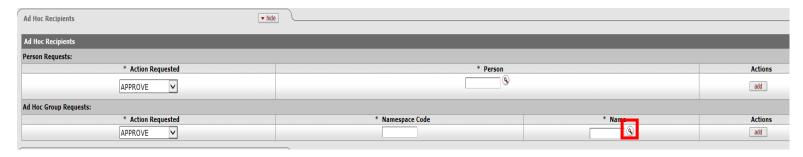
## For Payment Method click "Check/ACH".



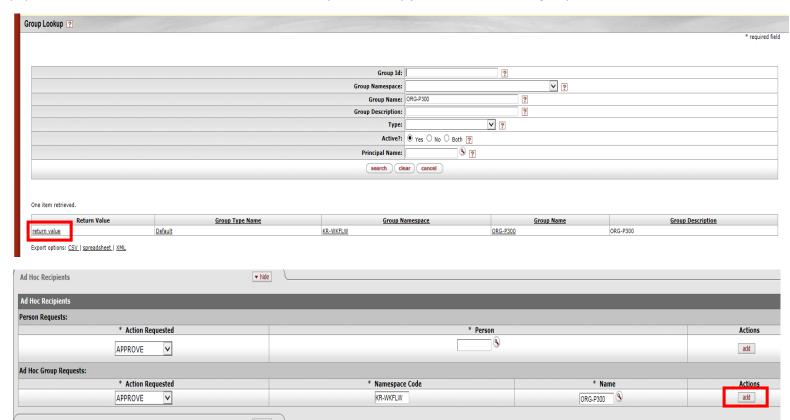
### Add scanned PDF receipts to the Notes and Attachments Section



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



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