

Travel Module
Training

Travel Procedures

TEM PROFILES



Colorado State University-Pueblo TEM **customer** form

-Traveler Information		
Full Name:		
	First	M.I. Last
Address:		
	Street Address	Apartment/Unit #
	City	State ZIP Code
Home Phone:	Alternate Phone:	
Emergency Contact Name:	Emergency Contact Phone:	
Traveler type:	<input type="radio"/> Student <input type="radio"/> Non-employee	
Traveler Citizen Status:	<input type="radio"/> U.S. Citizen <input type="radio"/> Non U.S. Citizen	
If Student enter student id number:		
Department Information		
Initiator Name:		
	First	M.I. Last
Department number:		
	Department number	
Department Address:		
	Department address	
Initiator Email:		
Initiator Phone:	Default Account:	

Please email form to BFS_TEM_Customer@mail.colostate.edu for processing

Access to Kuali is necessary for TEM profiles to be set up.

Employees

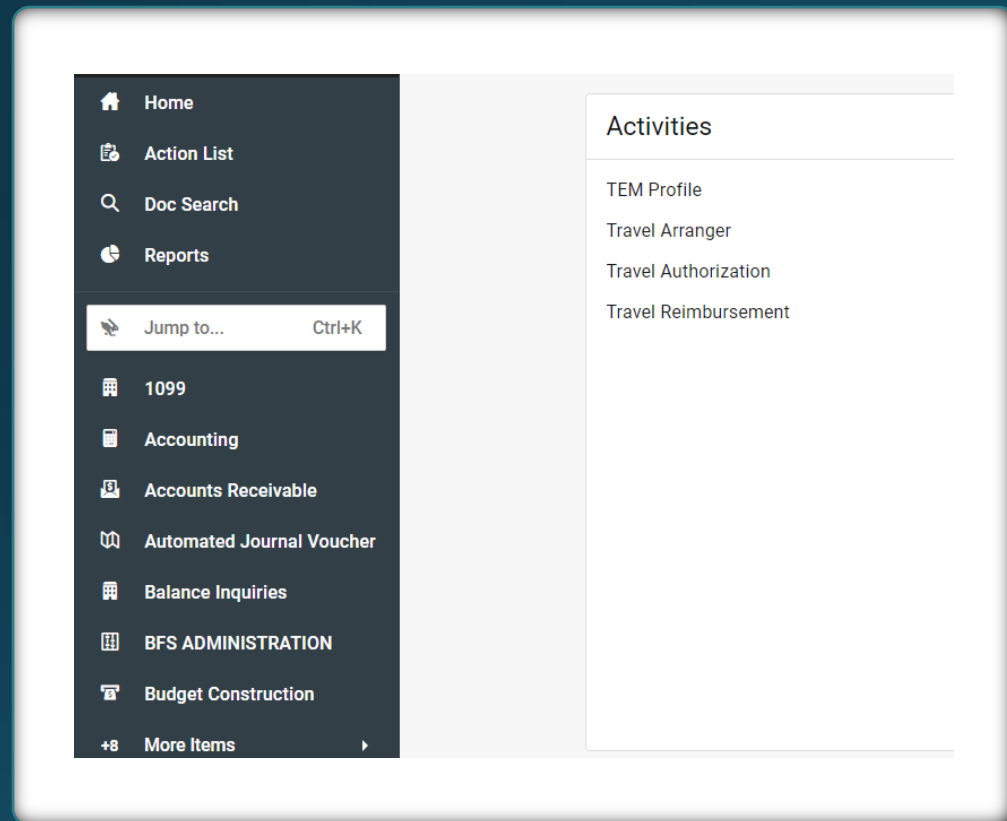
- Employee access to KFS is created through a CRA during the Onboarding process.
- TEM Profiles can be set up by anyone once the traveler is in the Kuali system (*1)

Non-Employees

- TEM Customer forms are filled out for non-employees.
- This includes visitors, recruits, and students who are traveling for university AND being reimbursed. (*2)
- Fill out and send form to Fort Collins via the email at the bottom of the form.
- Fort Collins will set the non-employee up within 3-5 business days.
- Once form is set up, the same procedure is used to set up a TEM profile for the customer using the “Create new from Customer” tab.

Customer TEM Profile found here:

https://www.csupueblo.edu/purchasing/_doc/travel-information/Travel_AR_Customer_Form_Pueblo.pdf



- Once the traveler is in the KFS system, it is necessary to create a TEM Profile through the TEM Profile page in KFS.
- This page allows you to lookup and edit existing traveler profiles or create new TEM Profiles.
- TEM Profiles only need to be created once, unless a person has transitioned from non-employee to Employee.

IN KUALI:

- In Kuali use the “Jump To” bar to find the TEM Profile screen OR use the left-hand menu select “More Items” and “Travel”.
*

TEM Profile Lookup

Create new from Kim

Create new from customer

KIM Principal Name:



AR Customer Id:

* First Name:

* Last Name:

Traveler Type Code:



Primary Department Code:

Chart Code:



Account Number:



Return Only my Travelers?:

☐ Yes ☐ No ☒ Both

Active:

☒ Yes ☐ No ☐ Both

Search

Reset Form

Cancel

- “Create New From Kim” allows you to create Employee profiles.
- “Create New from Customer” allows you to create Non-Employee Profiles.

TEM Profile From Kim Person Lookup ⓘ

Principal Name:	Principal Id:
<input type="text"/>	<input type="text"/>
Employee Id:	Entity Id:
<input type="text"/>	<input type="text"/>
First Name:	Middle Name:
<input type="text" value="kimberly"/>	<input type="text"/>
Last Name:	Email Address:
<input type="text" value="stanley"/>	<input type="text"/>
Phone Number:	Employee Status Code:
<input type="text"/>	<input type="text"/>
Employee Type Code:	Primary Department Code:
<input type="text"/>	<input type="text"/>
Campus Code:	Active:
<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

Search Results 1-1 of 1

Actions	Principal Name	Principal Id	Employee Id	Entity Id	First Name	Middle Name	Last Name	Email Address	Phone Number	Employee Status Code	Employee Type Code	Primary Department Code	Campus Code	Active
create new profile	c836072133@csupueblo.edu	836072133	PID614617	85454	KIMBERLY		STANLEY	kimberly.stanley@csupueblo.edu	719-549-2100	A	P	PB-P302	PC	Yes

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

Employee TEM Profile – Create New From KIM

- Search for employee by entering the First and Last name and hit the search button.
- Open the new profile by clicking the “Create New Profile” prompt under actions.
- If the prompt says “Edit Profile” there is already a profile created. If you can open it, you can edit it.*

Tem Profile From Customer Lookup ⓘ

Customer Number:

Customer Phone Number:

Customer Tax Number Type Code:

☐ FEIN ☐ SSN ☒ NONE

Address Name:

Street Address Line2:

State:

International Province:

Customer Email Address:

Customer Name:

MICHAEL A HAYNES

Customer Tax Number:

Active:

☒ Yes ☐ No ☐ Both

Street Address Line1:

City Name:

Zip Code:

International Postal Code:

Search

Reset Form

Cancel

Search Results

Actions	Customer Number	Customer Type Code	Customer Name	Customer Phone Number	Customer Tax Number	Customer Tax Number Type Code	Active	Address Name	Street Address Line1	Street Address Line2	City Name	State	Zip Code	International Province
create new profile	MIC11334	11	MICHAEL A HAYNES	952-426-8758	*****		Yes	MICHAEL A HAYNES	5 MILL RD		HOPKINS	MN	55305	

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

Non-Employee TEM Profile- Create New From Customer

- Search for an employee by entering the First and Last name in asterisks in the Customer Name box (must be exact) and hit the search button.
- Open the new profile by clicking the “Create New Profile” prompt under actions.
- If the prompt says “Edit Profile” there is already a profile created. If you can open it, you can edit it.*

Filling out the TEM Profile Setup Screen

- Chart Code is PB-CSU Pueblo
- Account number is the account for the department the employee works in or the department sponsoring the non-employee
- The address isn't changeable for Employees (*1). The address for Non-employees is changeable. Please provide accurate address information.
- Emergency Contacts are mandatory.
- Arranger information can be entered here, it is no longer necessary to appoint an arranger. DO NOT MAKE ANY ARRANGERS PRIMARY.
- Email notifications are your preference, but it is advisable to get email notifications for changes. Travel managers only send requests for changes through KFS pushes. (*2)

Travel Authorizations

- Travel Authorization documents are required for:
 - In-State Travel that includes Ghost Card purchases
 - In-State Group Travel
 - Out-of-State Travel
 - International Travel
 - All Travel Advances
 - All out-of-state No Cost trips ^(*1)
- TAs MUST be complete and final before trips take place. **Encumbrances for trips taken without FINAL TAs will be considered non-reimbursable.** ^(*2)
- **Ad-hocs** must include supervisors and Pueblo Travel Group for approval. Fiscal officers on the account encumbered will route organically. ^(*3)

In-State-Blanket Travel Authorization (TA)

Colorado State University PUEBLO

COLORADO STATE UNIVERSITY-PUEBLO
TRAVEL REQUEST AND AUTHORIZATION FORM

BLANKET _____ PID: _____
IN-STATE _____ DATE: _____

Traveler: Title: _____ Department/program: _____ Point of Departure: _____ Destination: _____ Departure date: _____ Return date: _____ Purpose and justification of travel: _____ Mode of travel: ____ State Auto _____ Private Auto** ____ Bus _____ Commercial Plane ____ Other _____ Private Plane		Estimated expenses which the university will reimburse to the traveler <table border="1"><thead><tr><th>Meals</th><th>Days</th><th>Rate</th><th>Amount</th></tr></thead><tbody><tr><td>Lodging</td><td></td><td></td><td></td></tr><tr><td>Rental car</td><td></td><td></td><td></td></tr><tr><td>Personal car (mileage)</td><td></td><td></td><td></td></tr><tr><td>Taxi/Bus</td><td></td><td></td><td></td></tr><tr><td>Airline ticket</td><td></td><td></td><td></td></tr><tr><td>Registration fee</td><td></td><td></td><td></td></tr><tr><td>Other: Specify</td><td></td><td></td><td></td></tr></tbody></table> SUB TOTAL: _____ Expenses to be paid to the traveler only _____		Meals	Days	Rate	Amount	Lodging				Rental car				Personal car (mileage)				Taxi/Bus				Airline ticket				Registration fee				Other: Specify			
Meals	Days	Rate	Amount																																
Lodging																																			
Rental car																																			
Personal car (mileage)																																			
Taxi/Bus																																			
Airline ticket																																			
Registration fee																																			
Other: Specify																																			
University Funding <table border="1"><thead><tr><th>Account No</th><th>Amount</th><th>Signature of responsible person</th><th>Date</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>		Account No	Amount	Signature of responsible person	Date									Estimated expenses to be paid directly by the university or department <table border="1"><tbody><tr><td>Airline ticket</td><td></td></tr><tr><td>Registration Fee</td><td></td></tr><tr><td>State Vehicle</td><td></td></tr><tr><td>Other: Specify</td><td></td></tr></tbody></table> Sub Total: _____		Airline ticket		Registration Fee		State Vehicle		Other: Specify													
Account No	Amount	Signature of responsible person	Date																																
Airline ticket																																			
Registration Fee																																			
State Vehicle																																			
Other: Specify																																			
Other Funding Source <table border="1"><thead><tr><th>Amount</th><th>Description of other source</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>		Amount	Description of other source					GRAND TOTAL _____																											
Amount	Description of other source																																		
Travel Authorization & Certification ** I certify that the statements in the above schedule are true and just in all respects: that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement was claimed was performed by me on State business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis. I certify that this trip is necessary to conduct university business and I request approval for the trip _____ Signature of Traveler Date _____ Signature of supervisor or department head Date		International Travel Authorization Must be submitted 30 days prior to departure _____ Dean's Signature Date _____ President's Signature Date International travel should be authorized by both the Department Chair and the president OR Delegate. Most Federal grants and some State grants/contracts do not allow for foreign travel. Please run it by Grant Administrator.																																	

Please Keep a copy for your records. Travel authorizations are due before the date of travel.

- In-State Travel Authorizations are called “Blanket TAs”
- Blanket TAs should be filled out for all travelers in your department at the beginning of every fiscal year, or when a new employment begins.
- All blanket TAs must be filled out, signed and held in the Department of origin for the entire fiscal year. (It is no longer necessary to send to the Travel manager, but it is now necessary to add the Blanket TA to the Travel Reimbursement when submitting.) *

- Forms can be found here:

https://www.csupueblo.edu/business-financial-services/_doc/forms/blanket-ta.pdf

Out-of-State Travel Authorizations

- Out-of-State travel requires a travel authorization in Kualu
- Travel Authorizations must be Final before travel takes place
- TAs must be ad-hoc'ed to traveler's supervisor. This includes Deans and upper management travelers. The President must be approved by Provost/CFO.
- T-numbers must be used when booking airfare. The TA must be final with a valid Account number. (*1)
- **If no account number exists on the TA when management is doing the recon, it will be coded to the department's general account. (*2)**

International Travel

- President approval and Dean approval is necessary for all international travel. The documentation must be included in the notes and attachments of the TA.
- Per-Diem tables must be used for International travel. Use the proper county or region for the correct per-diem.
- Adjustments to per-diem should only be made to lodging and in US dollars.
- Receipts for international travel must be calculated and requested in U.S. dollars.

Group Travel *

- TAs for group travel should be completed for leads/coaches of the group in the KFS system.
- All reimbursable travelers must complete their own TA.
- Rosters of non-reimbursable travelers must be attached to TA.
- T-number of the lead/coach's TA must be used for all airfare of travelers in the group.
- Frosch Agency must be used for all group airfare. No internet airfare allowed.
- Do not compound charges for multiple travelers on one Travel Reimbursement.

- Travel Advances are requested through Travel authorizations.
- Advance payment due date cannot be shorter or longer than 10 days prior to travel.
- Should not exceed expected costs.
- More than \$2000 must be approved by Dean, more than \$5000 should be approved by President.
- If the entire advance isn't used, a Cash Receipt must be done to return remaining advance, using 2410300-1425. Reference the TR Doc # on the Cash Receipt
- Cash receipts must be done within 14 days of the travel being complete to return funds.
- Travel advances must be used for expenses related to travel for the University only.
- When doing the TR upon return, the expense lines should reflect the travel advance expenses to offset advance given. *

- Travel Advances are requested through Travel authorizations.
- Advance payment due date cannot be shorter or longer than 10 days prior to travel.
- Should not exceed expected costs.
- More than \$2000 must be approved by Dean, more than \$5000 should be approved by President.
- If the entire advance isn't used, a Cash Receipt must be done to return remaining advance, using 2410300-1425. Reference the TR Doc # on the Cash Receipt
- Cash receipts must be done within 14 days of the travel being complete to return funds.
- Travel advances must be used for expenses related to travel for the University only.
- When doing the TR upon return, the expense lines should reflect the travel advance expenses to offset advance given. *

Basic Travel Information

- **Conferences/ Event Registration** – Use Pcard to pay for all conference/event registrations.
- **Airline Tickets** – Airline tickets **MUST** be purchased through the travel agency, on the University Ghost card, utilizing a T-number from a final TA. Internet tickets must show that there is a savings of **MORE** than \$50. The travel agency quote must be provided along with the internet receipts.
- **Baggage Fees** – One excess bag fee each way. **NO** overweight baggage fees paid. Can pay overweight baggage in lieu of excess baggage each way but not in addition.
- **Car Rentals**- We have mandatory price agreements with Enterprise, National and Hertz. Do not book with the travel agency. Use the JP Morgan card to assure our rates are honored and that collision insurance isn't necessary. Always decline collision damage insurance. Rent only the lowest cost vehicle that will accomplish the purpose of the trip (economy). Vehicle upgrades will **NOT** be reimbursed.
- **Taxable Income after 60 days**- Travel reimbursement requests submitted more than 60 days from trip end is taxable income to traveler. No exceptions
- **Non-reimbursable after 90 days**- Travel is considered non-reimbursable after 90 days. (*1)
- **Paying travel cards** – Payments **MUST** be made to travel cards before DUE date. Late fees are not allowed. Floating balances are not allowed. Please submit reimbursements with travel card due dates in mind.
- **Receipts** - All requests for reimbursements **MUST** have corresponding receipts to show validity. (*2)
- **Alcohol** - No alcohol can be reimbursed.
- **Tips** - Tips and gratuity **CANNOT** exceed 20%.
- **Agendas** - Agendas/schedules for conferences must be attached to TA and TR. If agenda is not available for the TA, a flyer, for conference/event will suffice for TA. An itemized agenda needs to be attached to TR.
- **Rosters** - Rosters for group travel must be attached on the TA and the final roster on the TR
- **Room Service** - Per diem cannot be requested if room service is obtained for a meal. Room service must be within per diem rate.
- **Changes to TR** - Changes will be requested within the KFS document and sent once. After one week, if it isn't addressed, the document will be disapproved. This is a courtesy; it is policy to disapprove the document without request for changes.
- **Supervisor Ad-hoc** – If there isn't an ad-hoc to the appropriate supervisor, the document will be disapproved.
- **One Day Trips** – We do not reimburse per diem for meals or incidentals for day trips, unless you leave before 5AM (breakfast) or return after 8PM (dinner).(*4)
Lunch is never reimbursable. Mileage is reimbursable.
- **Personal Days** – If traveler flies in more than one day before business purpose, or stays more than one day after, these are considered personal days and Per diem and lodging are not reimbursable. Extra days claimed as research or university business **MUST** show agenda, or proof for reimbursement. (*5)

All travel procedures and rules can be found here: <https://www.csupueblo.edu/purchasing/travel-information.html>

State Fiscal Rules Regarding Travel

- **USF Rule 5.1-** Travel must be for the primary benefit of the University. Must have approvals, demonstrated informed oversight, and documentation.
- **USF Rule 2.1.1, USF Rule 5.3.4-** Travel charged to the state, regardless of the funding source, shall be for the benefit of the state and completed using the most economical means available which will satisfactorily accomplish the state's business.
- **USF Rule 5.5 C.R.S. 24-30-202** - An approved Travel Authorization (TA) satisfies the requirement of a commitment voucher as it relates to travel. All travelers are required to complete a TA and make sure all approvals are in place prior to any travel arrangements made. An unapproved TA has consequences: Traveler will be held personally liable for trip. No Benefits paid out if accident occurs.
- **USF Rule 5.6 and 5.13** – 1) In the explanation field of all travel documents provide an adequate description of the purpose of the trip, including dates and location, 2) Travel must be approved by the fiscal officer and higher authority or delegate. For example: Department Heads must be approved by the Dean, travel for Deans must be approved by the Provost, travel for VPs must be approved by the President or CFO. 3) No airline tickets, hotel arrangements, etc., can be made until TA finalized 4) Any travel that is personal upon completion of state travel must be checked personal (annual leave must be used on those dates).
- **USF Rule 5.5.4** - Employees authorized to travel shall be reimbursed only for the cost equivalent of the most cost beneficial method of transportation available, which will satisfactorily accomplish the state business. Driving should show a savings over flying, internet tickets should show a savings over travel Agency tickets, etc. Proof required.
- **C.R.S. 24-9-104(2)-** Mileage is allowable @ \$0.63 a mile 2-wheel drive. President approval is necessary to use the 4-wheel drive mileage rate of \$0.67.
- **USF Rule 5.5.2** - Lodging: The traveler shall submit receipts for lodging as documentation of the expense and shall be reimbursed for the actual cost of lodging, not including personal incidental expenses. No AirBnbs, No apartments, most economical rates required within reason of safety and distance of event. (*1)
- **USF Rule 5.5.3.2** – Meals: Employees may claim up to the applicable Federal Meal and Incidental Expense (M&IE) for each full day of travel, not including the first day of travel or the last day of travel. Expenses on first day may be claimed by the traveler based on 75% of the city's per diem rate, and on the last day based on 75% of the departing city's per diem rate. No reimbursements for meals provided as part of registration fees for a conference, or for hotels that provide continental breakfast.
- **USF Rule 5.5.3.3** – Under no circumstance shall a traveler request reimbursement for more than the applicable per diem. No exceptions.

Travel Agency Information

Frosch Agency

Agents serving CSU Pueblo:

- **Primary - Nida Javed**
- **Secondary - Nancy Howard**

Via Phone:

- **(303) 874-7122**
- **1-800-783-9929**

Via Email:

- **csupueblo@frosch.com**

A T-number will continue to be required for setting up all flight reservations.

QUESTIONS?

- Nicole.lara@csupueblo.edu
- Ext. 2238 or TEAMS
- Travel links: <https://www.csupueblo.edu/purchasing/travel-information.html>