

Kuali TEM Module

Out of State & International Travel



TEM TRAINING OVERVIEW

- How to prepare Travel Authorizations for out-of-state 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 Quali 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_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, a dark green banner contains the text "Authentication Required" on the left and the "Colorado State" logo on the right. Below the banner, 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 an "Important!" section with the heading "Logging Out of Your Session" and a bulleted list of instructions: "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 "Need Password Help?" section 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 Pueblo

Click

Or enter your organization's name

Continue

Help

Allow me to pick from a list



- 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@colosta

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

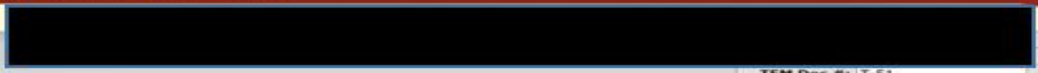
Action List | [Outbox](#)

One item retrieved.

| <u>Id</u> | <u>Title</u> | <u>Route Status</u> | <u>Action Requested</u> | <u>Initiator</u> | |
|-----------|---------------|--|-----------------------------------|------------------|--|
| 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

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 show
Accounting Lines hide

Accounting Lines

| 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 show
- 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



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 Expenses ▼ hide

Estimated Per Diem Expenses




Trip Detail: 11/19/2015

| Country State | County | * Primary Destination | Personal | Breakfast |
|---------------|--------|---|--|-----------|
| KAZAKHSTAN | | ALMATY   <small>destination not found</small> | <input type="checkbox"/>  | 11.14 |

International Accommodation Information

Accommodation Type: ▼ Name (i.e. Hotel)

Trip Detail: 11/20/2015

| Country State | County | * Primary Destination | Personal | Breakfast |
|---------------|--------|---|--|-----------|
| TANZANIA | | ARUSHA   <small>destination not found</small> | <input type="checkbox"/>  | 15.00 |



EXAMPLE

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



QUESTIONS?

