

# Travel Reimbursement

## **Document Overview:**

The Travel Reimbursement document (TR) is a Kuali document that is used to process reimbursements for travel expenses incurred related to University travel. TR documents are required to be approved by the traveler to certify all expenses are correct and have been accounted for. If the TR is for non-employees it does not route to the traveler as they do not have access to Kuali. The document is also reviewed by the fiscal officer and the travel department to ensure all travel expenses are allowable per University and State fiscal rules.

TR documents can be created one of two ways; created from an existing approved TA document or as a standalone document where no TA exists for the trip.

For all Out of State and International trips the TR document will need to be created from an approved TA document that should have been approved prior to the trip begin date.

TR documents can only be created as standalone documents if the trip is for in state travel. TA documents are not required for in state travel if the department has blanket approval authorization. The blanket authorization is typically issued annually by department directors or deans.

TR documents will provide necessary information for specific trips and will capture the following information for every trip; traveler name and address, trip destination, trip begin and end date, the business purpose of the trip, and the actual expenses for the trip. TR documents that are created without a related TA require this information to be entered manually. TR documents that are created from existing TA documents import the information from the TA document and most information only needs to be reviewed for accuracy. All estimated expenses are imported and the amounts can be changed from estimated to the actual amounts incurred.

There is a Final Reimbursement box on the Trip Overview Tab. This box, if checked, will close the TA document for the trip and liquidate any remaining encumbrances once the TR document is final. If the box is not checked the TA will remain open and all remaining encumbrances will remain on the account.

TR documents also help account for and track any advances that were issued for the trip. All advances that were issued are applied to any expected refund to the traveler. All reimbursements are reduced by the advance amount that was issued. If the advance issued was more than the expenses incurred the traveler needs to reimburse CSU the difference on a cash receipt. Travel will not approve the TR document until a cash receipt number has been added to the document so the amount received can be verified that it was deposited to the travel advance account.

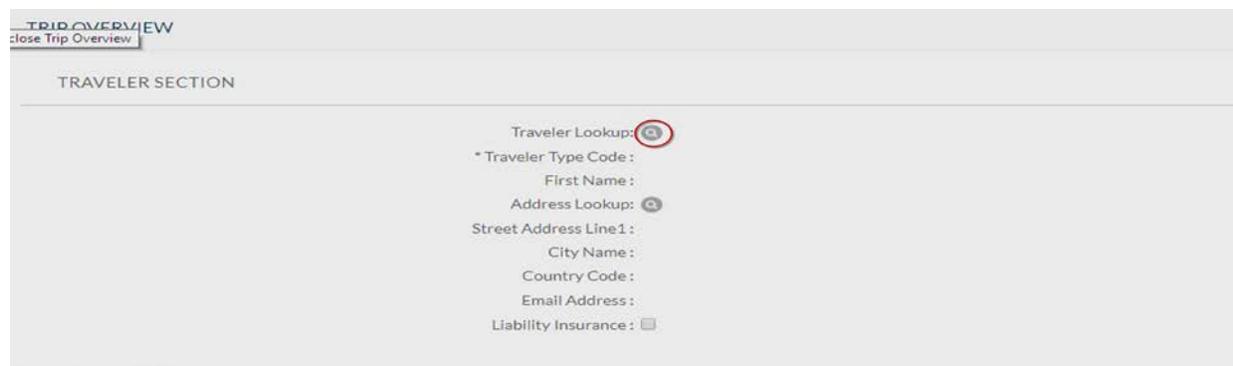
## **How to Complete the Document:**

### **Standalone – In state travel with no TA:**

On the Main Menu in Kuali under Transactions and Travel there is a link to the Travel Reimbursement document. Any traveler with a TEM Profile or user with appropriate access to submit documents on a travelers' behalf can click this link to open a new TR document.

Once open an explanation should be entered describing the purpose of the travel in the explanation box. The description field automatically populates on the TR and does not need to be entered.

Next, the traveler information needs to be entered. This information is imported from the travelers TEM Profile. The information is imported by clicking the magnifying glass next to Traveler Lookup:

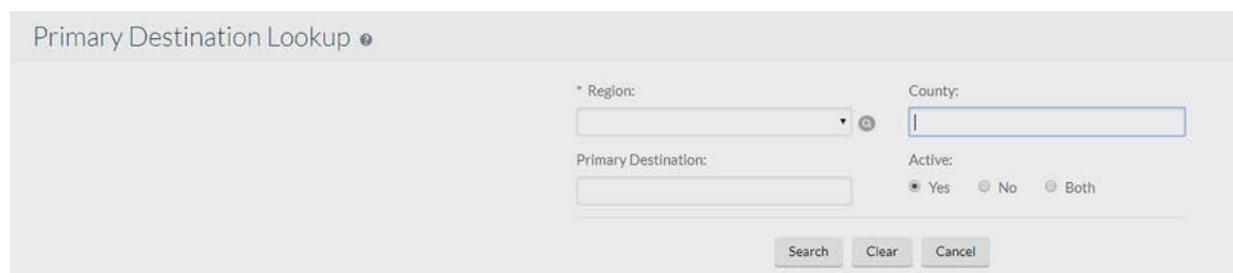


The screenshot shows a web interface titled "TRIP OVERVIEW" with a sub-section "TRAVELER SECTION". The form contains several fields: "Traveler Lookup:" (with a magnifying glass icon circled in red), "\* Traveler Type Code:", "First Name:", "Address Lookup:" (with a magnifying glass icon), "Street Address Line1:", "City Name:", "Country Code:", "Email Address:", and "Liability Insurance:" (with a checkbox).

Clicking the magnifying glass will take the user to a lookup screen. A search for the traveler should be done to locate the traveler in the system. Usually because of security filters the last name is all that needs to be entered to find the traveler. The search query should give a list of travelers. From that list the traveler should be identified and then the user will click on the "return value" link next to their name. Once return value is selected the information is imported to the TR. Information should be verified, especially addresses for non-employee travelers as this is where checks will be mailed.

Next the trip type needs to be defined by selecting the appropriate trip type from the Trip Type Code drop down box; In-state is the only option allowed. The system will not allow a TR to be completed without a TR if a destination outside of Colorado is selected.

The trip begin and end date needs to be entered. Note that the calendar can be utilized or a direct input can be done for the dates. There is also a time stamp on the date fields, these can be disregarded, it does not matter what time is displayed, we only need to verify that the correct day is entered. The primary destination also needs to be entered. This is done similarly to how the traveler is entered, by using the magnifying glass. Once the magnifying glass is clicked a lookup screen will open:



The screenshot shows a "Primary Destination Lookup" form. It has a "Region:" dropdown menu (with a magnifying glass icon), a "County:" text input field, and a "Primary Destination:" text input field. Below these is an "Active:" section with radio buttons for "Yes", "No", and "Both". At the bottom are "Search", "Clear", and "Cancel" buttons.

The region will always be Colorado for In-State TR documents.

If the primary destination is known it can be entered to help narrow down the list of locations. It is not required but searching only Colorado as the region will return a lengthy list that will need to be sorted through. Once the destination is found "return value" should be selected to import the destination and all applicable per diem rates into the TR document.

The Business Purpose field is required and needs to be completed. CSU uses a standard value and format for this field. The only thing that should be entered here is the primary destination and trip end date. This information prints on the check and is on ACH notifications so the traveler will know what the payment is for. Travel also ensures this is the only information entered before approving as it can cause issues with the check run.

The emergency contact information is populated through the TEM Profile and should be verified. Additional contacts can be added if necessary.

To create a per diem table all that needs to be done is click the **Create Per Diem Table** button under “Per Diem Expenses”. This should be done after the dates and destination are set. The per diem table will populate all of the allowable expenses, including lodging. The per diem table should be reviewed for accuracy and expenses should be adjusted if necessary (such as for meals provided). If no expenses should be claimed for a specific day or if the day is personal travel the personal box can be checked to disallow all expenses for that day. Mileage and lodging can be entered in the per diem table. They can also be entered as other expenses below the table, however not both. The expenses should be entered in one section or the other. If a per diem table is present and claims meals or incidentals and lodging is entered as a separate line item expense then a note will need to be added to the Special Circumstances tab.

If a note is not entered an error message will display when the document is submitted saying there needs to be justification for meals without lodging. The note just needs to explain that the lodging was entered as an actual expense and not in the per diem table.

Actual expenses other than per diem should be entered individually under the Actual Expenses tab. Each expense line requires the expense date, expense type code (a drop down list selection), the expense amount, and an indicator to identify any non-reimbursable expenses. If the non-reimbursable expense box is checked the traveler will not be reimbursed for that line item. It is important to remember to click the add button in Quali once an expense line is added. If the add button is not clicked the expense will not be saved to the document.

When the expenses have been entered and the document has been saved the “Travel Expense Estimate Total” tab can be reviewed for accuracy. This tab will show a summary of expenses that will be issued to the traveler and also display any non-reimbursable expenses. This tab also allows users to make a manual per diem adjustment. The per diem amount can be adjusted down but cannot be increased.

Once the expenses have been reviewed the accounting lines can be set up. The Quali accounts where the expenses should be charged to should be entered on the Assign Accounts tab. Multiple accounts can be added but the total must match the expense total. If multiple accounts are used they can be allocated by either dollar amount or by percentage. To add more than one account the add button will need to be clicked and then additional accounts can be added. Users do not need to assign object codes, the system will do this in the next step.

After all accounts have been added and total matches the expense total the accounts can be assigned object codes. All the user needs to do is click the Assign Accounts button and the expenses will be allocated on the Accounting Lines Tab.

* CHART	* ACCOUNT	SUB-ACCOUNT
CO		
CO	1356620	

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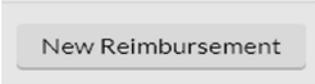
**Assign Accounts**

The payment information also needs to be completed. The only information needed on the Payment Information tab is the payment method. The P/ACH payment method should be selected from the drop down box. If a check needs to be printed or issued outside of the normal Tuesday/Thursday check run the check enclosure box can be checked and handling instructions should be added to the notes and attachments.

The last step before submitting the document is to add all receipts to the document. All receipts should be attached in a PDF document and should correspond to all expenses claimed. After these have been added the TR document can be submitted.

### Create TR from existing TA – Out of State and International trips

The first step is to locate the existing approved TA document in Quali. Once the document has been located it should be opened and reviewed to ensure all approvals have been completed and the document is in “Open for Reimbursement” Status.

If the document has all approvals completed there will be a  button on the bottom of the document. All the user needs to do is click this button and a new pre-populated TR will be created.

The new TR document does not populate the explanation box so an explanation should be entered describing the purpose of the travel. The description field automatically populates on the TR and does not need to be entered.

All other information on the document should be reviewed for accuracy. Actual expense amounts can be changed from the estimated amounts that carry over. Expenses can also be deleted if not applicable to the final actual expenses for the trip and new expenses can also be added if they were not included on the TA.

If it is anticipated that this will be a final reimbursement for the trip the Final Reimbursement Box can be checked, this will close the TA and liquidate any remaining encumbrances on the account(s) once the TR is final.

When the expenses have been reviewed, the expenses are correct, and the document has been saved the “Travel Expense Total” tab can be reviewed for accuracy. This tab will show a summary of expenses that will be issued to the traveler and also display any non-reimbursable expenses. This tab also allows users to make a manual per diem adjustment. The per diem amount can be adjusted down but cannot be increased. If there was an advance issued for this trip it will also show as part of the calculation and will withhold all advance amounts that are not in excess of the reimbursement amount.

TRAVEL EXPENSE TOTAL	
Encumbrance Amount: 456.50	Total Expenses: 615.50
	Less Manual Per Diem Adjustment: <input type="text" value="0.00"/>
	Less Non-Reimbursable: 159.00
	Eligible for Reimbursement: 456.50
	Apply Expense Limit: N/A
	Less CTS Charges: 0.00
	Amount due Corporate Credit Card: 0.00
	Total Reimbursable: 456.50
	Less Advances from this Trip: 325.00
	Reimbursement from this Trip: 131.50
	<input type="button" value="recalculate"/>

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The last step before submitting the document is to add all receipts to the document. All receipts should be attached in a PDF document and should correspond to all expenses claimed. After these have been added the TR document can be submitted.

#### **Document Routing:**

For employee travel this document will route first to the traveler then to the fiscal officer(s) and then finally to the Travel Department for audit and review. For non-employees the route log will bypass the traveler as non-employees do not have access to Quali. The DHA approved the TA so they are not required to approve the TR. The only time the DHA would be included is on an In State TR where there is not blanket approval and there was not a TA created for the trip.

#### **Document Exceptions/Restrictions:**

There are no exceptions/restrictions for this document.