Kuali TEM Module

Part 1: Introduction to TEM

Colorado State University

Presented by Travel Services

To deliver efficient and effective business and financial services to our customers in support of the University's mission of education, research, public service and extension.

http://busfin.colostate.edu

Overview

– TEM Introduction

– TEM Travel Documents

– Route Log (Approval Process)

– Travel Examples

- TEM Profile
- Travel Arranger
- Travel Reimbursement (TR)

Financially Integrated

- Capability to enter account information and object codes directly into Kuali

- Ability to have accounts encumber future travel expenses

- Currency conversion helps with International travel currency calculations

- Assigns accounts to travel documents by information retained in the traveler's TEM Profile

TEM Travel Documents

- TEM Profile
- Travel Arranger
- Travel Authorization (TA)
- Travel Authorization Amendment (TAA)
- Travel Authorization Close (TAC)
- Travel Reimbursement (TR)

TEM Travel Documents

TEM Profile

- A TEM Profile will need to be completed for every traveler prior to travel documents being created

- Collects needed information about the traveler (name, emergency contact, default account information, etc.)

- Travel Arrangers (individuals who prepare travel documents for a traveler) can be added to a traveler's TEM profile

- Traveler's profile information will pull automatically into travel documents

- TEM Profile required both employee and non-employee travelers

TEM Travel Documents

TEM Profile

– TEM Profiles can be created one of 3 ways

- Employee travelers may create their own profile: "Create My Profile"
- Travel Arranger may create profile for employees: "Create New from KIM"
- Travel Arranger may create profile for non-employees: "Create New From Customer"

TEM Travel Documents

TEM Profile Lookup ?

create my profile | create new from kim | create new from customer

* required fiel

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 | clear | cancel

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TEM Profile

- Employee or Non-Employee?
  - Non-employee Travelers
    - No affiliation with the University, i.e. new hire candidates
  - Employee Travelers
    - Current employee of the University, should have active ename in Kuali
  - Student Travelers
    - Employee or non-employee if they have active assignment?
    - Determination should be based on purpose of travel
      - **Does travel relate to job responsibilities or relate to academic purpose as a student**

  - Employee travelers have ability to modify TEM profile, non employees do not
    - Add new arrangers
    - Update contacts
    - Update notifications

TEM Travel Documents

Are you creating TEM Profiles and Travel Documents for your department?

- Complete the TEM Arranger Application form located at http://busfin.colostate.edu/Forms/Travel/fmTEMApplication.pdf#zoom=100 Send completed forms to Financial System Services, 6003 Campus Delivery

- After form processes you will have access to create departmental travel documents

- Please note that if an employee assignment ends with a department, TEM access will no longer be available to employee.

TEM Travel Documents

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Are you creating TEM Profiles and Travel Documents for your non employee travelers?

- Complete the AR Customer form located at http://busfin.colostate.edu/Forms/Travel/AR_Customer_Form.pdf#zoom=100 Email completed forms to BFS_TEM_Customer@mail.colostate.edu

- After form processes you will receive email verifying that the individual is set up in Kuali

- Once established in Kuali a TEM profile needs to be created

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Travel Arranger Document

- Benefits of Travel Arranger Document:
  - Allows Travel Arrangers to process travel across departments
  - Enables department personnel to process travel when designated travel arrangers are out of the office

- Two options to add arranger to traveler TEM profile:
  - **TEM profile create/edit:** this is the most efficient method for updating a profile
  - **Travel Arranger document:** this method requires a routing (approval) process that requires approval from traveler, thus is slower. Only use Travel Arranger documents when you do not have access to create/edit a TEM profile.

TEM Profile and Travel Arranger Examples

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- **You have been asked to set up your TEM profile. Try completing this within the training environment.**
  - Complete all fields marked with a * EXCEPT for the Administrator section of the document
  - Birthdate will be 1/1/1900 – actual birthdates are NOT used within TEM profiles
  - Account Number is not required but recommended

- **You have been asked to set up a TEM profile for a traveler in your department. Try completing this within the training environment.**
  - Complete all fields marked with a * EXCEPT for the Administrator section of the document
  - Birthdate will be 1/1/1900 (faculty/staff) or 1/1/1915 (student) – actual birthdates are NOT used within TEM profiles
  - Account Number is not required but recommended
  - Add your name under the "Arrangers" section of the profile. This will give you travel arranger access.

- **You have been asked to set up a TEM profile for a traveler not in your department. Complete a Travel Arranger document within the training environment.**

Did you look at the route log?

TEM Profile Document

- TEM Profile create/edits will finalize <u>automatically</u> in the system. No need to wait! If you set up a profile for a traveler, they will receive an FYI in their Action List stating their travel profile has been set up

Travel Arranger Document

- Travel Arranger documents will route to a traveler for approval. Document is final after approved by traveler. When the document is final the individual requesting travel arranger access will have access to the traveler's TEM profile.

Travel Authorization (TA)

– Travel Authorization (TA) documents are completed prior to a trip taking place and represent approval to travel. TA documents include the name of traveler, estimated travel dates and estimated costs.

– Travel Authorization documents are required for:
- In State Travel that includes Ghost Card purchases
- 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 when department has blanket authorization in place (cannot include Ghost Card Purchases or Travel Advances)

TEM Travel Documents

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Travel Authorization Amendment (TAA)

– TAA documents are completed prior to a trip taking place and are used to edit existing TA documents.

– Reasons the TAA document are used:
  • Change trip dates
  • Change estimated expenses
  • Add DHA approval for trip if omitted on original TA
  • Add advance requests for trips if omitted on original TA
  • Update/Add destinations not on TA document

– TAA documents can only be created if there has not been a TR document created

– Multiple TAA documents can be created if necessary for the same trip

– Document will be listed in the view related documents tab

Travel Authorization Close (TAC)

– Travel Authorization Close (TAC) documents are generated once final reimbursement has been made to traveler

– TAC documents created one of two ways
  • Automatically by Kuali
    – When final reimbursement box is checked on the TR document any remaining encumbrance is liquidated, the TA is closed, and a TAC document is created.

  • Manually by Travel Arranger
    – If final reimbursement box is not checked the TA will remain open. If no additional reimbursement is expected the arranger or traveler can close the TA by clicking the "Close TA" button on the Open TA.

– TAC documents can be used to generate new reimbursements if the TA has been closed.
  • New reimbursement button will be on TAC document (just like TA)

– TAC documents will be listed in the view related documents tab

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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:
  - Opening an "Open for Reimbursement" Travel Authorization (TA) in Kuali and creating a new reimbursement off of that TA document

  - Stand Alone 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)

Travel Reimbursement (TR)

– Information required on TR

- Explanation field
  - Does not automatically copy from TA. Should be copied manually and pasted or typed in if purpose has changed

- Final Reimbursement box
  - Check if no additional reimbursement expected to ensure TA is closed and encumbrances are removed from account

- Special circumstances
  - List in notes and attachments, i.e. multiple guests sharing hotel room/spousal travel

- Receipts/Proof of payment match expense amounts on document

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Travel Reimbursement (TR)

- Notice of Adjustments
  - Travel may reduce reimbursement amounts if receipts do not show requested amounts
  - Document initiator will receive "read notes" request in action list for adjustments
  - Travel may request additional information such as missing receipts by using the read notes function as well. Arrangers should check action list for these requests

- Return to Fiscal Officer
  - Travel can send documents back to FO if additional information is needed. Unfortunately we cannot send back to arranger. FO should consult arranger if TR sent back by travel.

Department Higher Authority

Department Higher Authority:

- Department Higher Authority's (DHA's) will need added to the route log if they are not already listed to approve
  - In some cases the DHA is also the FO. If this is the case please add a note DHA=FO in the notes and attachments

- To add a Department Higher Authority (DHA) approval:
  - Attach an email approval under the notes/attachments section of document or "ad hoc" approve the DHA. This only needs to be done one time for each trip (either on the TA or on the TR for in state only and no blanket authorization)
  - If DHA was omitted on TA and trip has not started a TAA document with DHA ad hoc can be submitted

- DHA is only required for employee travelers
  - Should be traveler supervisor in the traveler's primary department (same individual who would approve time out of office)
    - Example: College Deans would need to have approval from Provost

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Department Higher Authority:

- DHA lists are available in Kuali
  - Under Administration tab click the group link under identity
  - In the Group name field type TRAV-XXXX
    - Wildcard * can be used as well, TRAV* or *XXXX

- DHA also can be sent to multiple approvers if more than one is set up for department
  - On the ad hoc tab an approval can be sent to the TRAV-XXXX group instead of the individual
  - Only one person in the group needs to approve
  - Good way to get approvals when someone is out of office
  - All group recipients will receive approval email
    - If document is approved first by someone else the document will not remain in everyone's action list (think HOSP approvers)

Department Higher Authority

Are the DHA lists in Kuali incorrect or incomplete?

- Complete the DHA Authorization form located at http://busfin.colostate.edu/Forms/Travel/DHA_Form.pdf#zoom=100 Send (email or campus mail) to Terri Bedan

- Will be reviewed and any questions will be conveyed back

- After review the new DHA will be added/removed from the TRAV group in Kuali by the KFS team

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Business and Financial Services

Department Higher Authority (DHA) Authorization Form

Complete all sections and obtain necessary signatures.

Please forward to Travel Services, 6003 Campus Delivery or email to bfs_tem_users_questions@mail.colostate.edu

New DHA Information

Name: _____ eid: _____

Dept. Name: _____ Dept. #: _____

Dept. Address: _____ Phone#: _____

Prior DHA – (DHA will be replaced or resign from current role)

Name: _____ eid: _____

Name and Phone Number of Person Completing form: _____

Travel Department Authorization Number(s)

Example TRAV-6003

_____
_____

AUTHORIZATIONS

I, _____ , request travel authorization authority for all departments listed and agree to comply with all policies and procedures regarding University Travel. I agree that all approved travel will be for official University business purposes only.

I understand that in the event of willful or negligent default of this privilege, the University shall take any recovery action deemed appropriate, that is permitted by law.

_____   _____
Signature of Applicant   **Date**

I request that the above-named individual, an employee of Colorado State University, be granted travel authorization authority.

_____   _____   _____
Type or print name of Dean, Director or Dept. Head   **College Business Officer**   **Date**

For Business and Financial Services Use Only

_____   _____   _____   _____
Entered into Database by   **Date**   **Supervisor, Travel Services**   **Date**

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60 Day limit on Travel Reimbursements

– Approval by the traveler is required within 60 days on the trip end date

- Even if expenses are incurred during the trip that exceed 60 days we use the trip end date for all expenses
  - Mileage should be submitted monthly
- Report generated every month and reviewed by Travel Manager
- Email sent to traveler notifying taxes will be withheld on next paycheck
- Reminder emails sent to traveler and arranger every Monday
- Student employee travel for 60 days
  - Not taxable if travel is for academics
  - Taxable if part of job duties

– Taxable travel only applies to employee travel

- Taxable amount depends on tax status of each individual (W-4 withholdings)

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60 Day limit on Travel Reimbursements

- Reminder emails
  - Every Monday emails are sent to travelers and document initiators
    - TR must be enroute and between 45 and 59 days past trip end date

- Approval may need to be done from off campus
  - Firewall and security provisions prevent approval link sent from KFS to be utilized
  - Instructions for how to approve from off campus can be found on the travel website http://busfin.colostate.edu/Forms/Travel/trvGuide_for_Travelers_to_approve.pdf#zoom=100
  - Dual authentication required. ACNS links provided in guide to enroll in Dual Authentication

Let's practice preparing an In State Travel Reimbursement

– **Complete TR Example #1 of Example Handout**

- In-State travel does not require a Travel Authorization (TA) unless there is Ghostcard airfare or a travel advance

- **Do not submit the document yet!** Lets "save" the document and look at the route log

Did you look at the route log? Colorado State University

TR Document for In-State Travel w/ no airfare or advance

- Travel Arranger prepares document and the general system routing includes:

  1. Route first to DHA
  2. Routes to traveler for approval
  3. Routes to Fiscal Officer for approval
  4. Routes to Travel Department for processing

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Part 1 – What we have learned

- Purpose of six travel documents in Kuali; TEM Profile, Travel Arranger document, TA, TAA, TAC, TR

- How to prepare TEM Profiles, Travel Arranger documents, and how to process an In-State travel reimbursement

- How to use the route log to monitor travel documents for approvals

- Set up non employee travelers

- How to request access to TEM using the TEM Arranger Application

- How to ad hoc the DHA for travel approval and edit DHA approvers for the department

TEM TRAINING OVERVIEW

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Part 2 – What we will cover

– Travel advances

– Repay travel advances and clear balances due from travelers

– How to prepare Travel Authorizations for Out-of-State travel

– How to issue reimbursements from Travel Authorization documents using the Travel Reimbursement document

– Ensure TA documents are closed and clear encumbrances

– Check for reimbursement information to see when it was issued

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Part 3 – What we will cover

– International Travel

– Risk Management and the International Approval Process

– Group Travel

– How to use OANDA and the Currency Converter for our Expenses

QUESTIONS?

All TEM Questions please send through email to BFS TEM Users Questions:

bfs_tem_users_questions@Mail.colostate.edu

Travel Policy Questions:

Grant Polzer   491-2040
Terri Bedan: 491-6021
Amanda Benker: 491-1362
Chris DeMint: 491-2291

Kuali Help (non TEM) or Business/Financial Questions:
Contact your Campus Services Representative