Kuali TEM Module

Part 2:

Travel Authorizations
Travel Reimbursements
Travel Advances

Presented by Travel Services
• Part 1 – What we have learned
  – Terminology, functionality, and acronyms for TEM travel documents
    • TA, TR, TAC, TAA, DHA
  – How to prepare TEM Profiles and Travel Arranger documents
  – Establish arrangers for departments and individual travelers
• Part 2 – What we will learn
  – Travel advances
    • How to request
    • How to repay balances when trip is complete
  – How to prepare Travel Authorizations and Reimbursements
    • Hands on example
  – 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)
  • In State Travel where there is not a blanket authorization in place

– Travel Authorization documents are NOT required for:
  • General In State Travel (cannot include Ghost Card Purchases or Travel Advances) where a blanket travel authorization is in place
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 Kuali 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) where a blanket travel authorization is in place
Travel Advances

– Advances cannot be issued until 10 days before travel begin date

– Travel documents may be submitted earlier than the ten day window. For example the travel date is two months from now, the TA w/advance can be submitted, travel will adjust the PDP date so that the direct deposit initiates 10 days before trip begin date.

– Travel advances are issued through PDP. This means that the funds will be received by the traveler in the form of a direct deposit

– Request for advance request (TA) needs to be approved by travel services no later than 5 days prior to trip begin date
Travel Advances

– Advances are only allowed for CSU employees
  • Traveler MUST approve the TA for the advance request
    – This will be documented in the route log

• Students are the only non-employees that can receive an advance
  • Travel Arranger will approve this in the TA document
  • This is the ONLY time an arranger can approve advances for travelers

– Advances are limited to $500 per traveler per trip
  • Can be increased up to $1,500 with written justification
Travel Advances

– Travel Advances are loans
  • All advances issued are paid from central account 2410300-1425

– Expenses must be substantiated at the conclusion of the trip
  • Approved TR document verifies the expenses and clears balance
    – If a TR is not submitted the advance remains as an outstanding receivable
  • Cash Receipts are used to repay any balance not expended on trip
    – All advance funds not used need to be deposited to account 2410300 – 1425
    – Please notate cash receipt number on TR document
    – TR will not be approved until cash receipt is final

When will the advance be issued?
Travel Document Route Log

- Travel Arranger prepares document and the general system routing includes:
  - Routes to traveler for approval – Document routes to traveler when they receive funds. This includes any TA with an advance and all TR documents
  - Routes to Fiscal Officer for approval
  - Routes to Travel Department for processing

- Are we missing anything?
  - Don’t forget your Department Higher Authority (DHA) approver. This step is easy to forget!
Department Higher Authority: Departmental travel approver

- Department Higher Authority’s (DHA’s) will need to be added to the route log if they are not already listed to approve
  - DHA may already be listed if they are also fiscal officer on account. Please add note to the document so that travel does not look for ad hoc approver.

- Adding a Department Higher Authority (DHA) approval can be done a couple different ways:
  - Attach an email under the notes/attachments section of the document
  - Ad hoc approve the DHA. This needs to be done one time for each trip (unless the TA is amended):
    - If you are completing a TA and TR ad hoc the DHA on the TA
    - If the TA is amended, it needs to ad hoc to the DHA again for approval
    - If you are completing only a TR (in state only) ad hoc the DHA on the TR
Examples

Let's practice completing and submitting a Travel Authorization (TA) Document and Travel Reimbursement (TR) Document that includes a travel advance.
Did you look at the route log?

• TA Document for Out-of-State travel with advance
  – Travel Arranger prepares and submits document
  – Travel Arranger needs to remember to ad hoc approve DHA
  – Document will route to traveler for advance approval
  – After traveler has approved the document, it is routed to fiscal officer for approval
  – Document is then routed to travel department for processing
• Part 3 – What we will cover
  – International travel
  – Group Travel
QUESTIONS?

All TEM Questions please send through email to BFS TEM
Users Questions:
bfs_tem_users_questions@Mail.colostate.edu

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

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