Kuali TEM Module

Part 2:
Out-of-State Travel Authorizations, Advances, Out-of-State Reimbursements

Presented by Campus Services & Travel Services
Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable, and responsible business and financial solutions.

http://busfin.colostate.edu/cs.aspx
• Part 1 – What we have learned
  – Terminology, functionality, and acronyms for TEM travel documents
  – How to prepare TEM Profiles, Travel Arranger documents, and how to process an In-State travel reimbursement
  – How to look up documents and use the route log to monitor travel documents for approvals
Part 2 – What we will learn

- Travel advances
- How to prepare Travel Authorizations for out-of-state travel
- How to issue reimbursements from Travel Authorization documents using the Travel Reimbursement document
- How to make sure Travel Authorizations are closed so that encumbrances are relieved
TEM Travel Documents

• What we will go over today:
  – Travel Authorization (TA) Documents
  – Travel Reimbursement (TR) Documents
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 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)
Travel Advances

- Advances cannot be issued until 10 days before travel begin date. This is in line with the current travel advance policy.

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

- Students are the only non-employees that can receive an advance. Travel Arranger will approve this in the TA document.

- 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.

- For more travel advance policies visit the Travel website: [http://busfin.colostate.edu/trv.aspx](http://busfin.colostate.edu/trv.aspx)
Approval Process

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:
    - If you are completing a TA and TR ad hoc the DHA on the TA
    - If you are completing only a TR (in state only) ad hoc the DHA on the TR
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 in 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
Examples

• Let’s practice Travel Authorization (TA) Documents
  – Complete TA Example #2 on page 5 in the handout
    – Estimated expenses should match actual expenses
    – All encumbrances should be relieved

• Let’s practice Travel Reimbursement (TR) Documents
  – Complete TR Example #2 on page 13 in the handout
• 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
Did you look at the route log?

• TR Document for Out-of-State travel with advance
  – Travel Arranger creates document from TA
  – Travel Arranger needs to remember to ad hoc approve DHA
  – Document will route to traveler for 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
Rose Perez: 491-1362
Sherri Rhule: 491-2291
Grant Polzer: 491-2040

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