

Kuali TEM Module

Part 2:

Out-of-State Travel Authorizations, Advances, Out-of-State Reimbursements

*Presented by Campus Services &
Travel Services*



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Colorado State University

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- **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

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- **What we will go over today:**
 - Travel Authorization (TA) Documents
 - Travel Reimbursement (TR) 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)



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)



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>



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



- **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



- **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



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



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



TEM TRAINING OVERVIEW

Colorado State University

- **Part 3 – What we will cover**
 - International travel
 - Group Travel



QUESTIONS?

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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

