Travel Authorization

-step by step-

- **When is Travel Authorization required?**

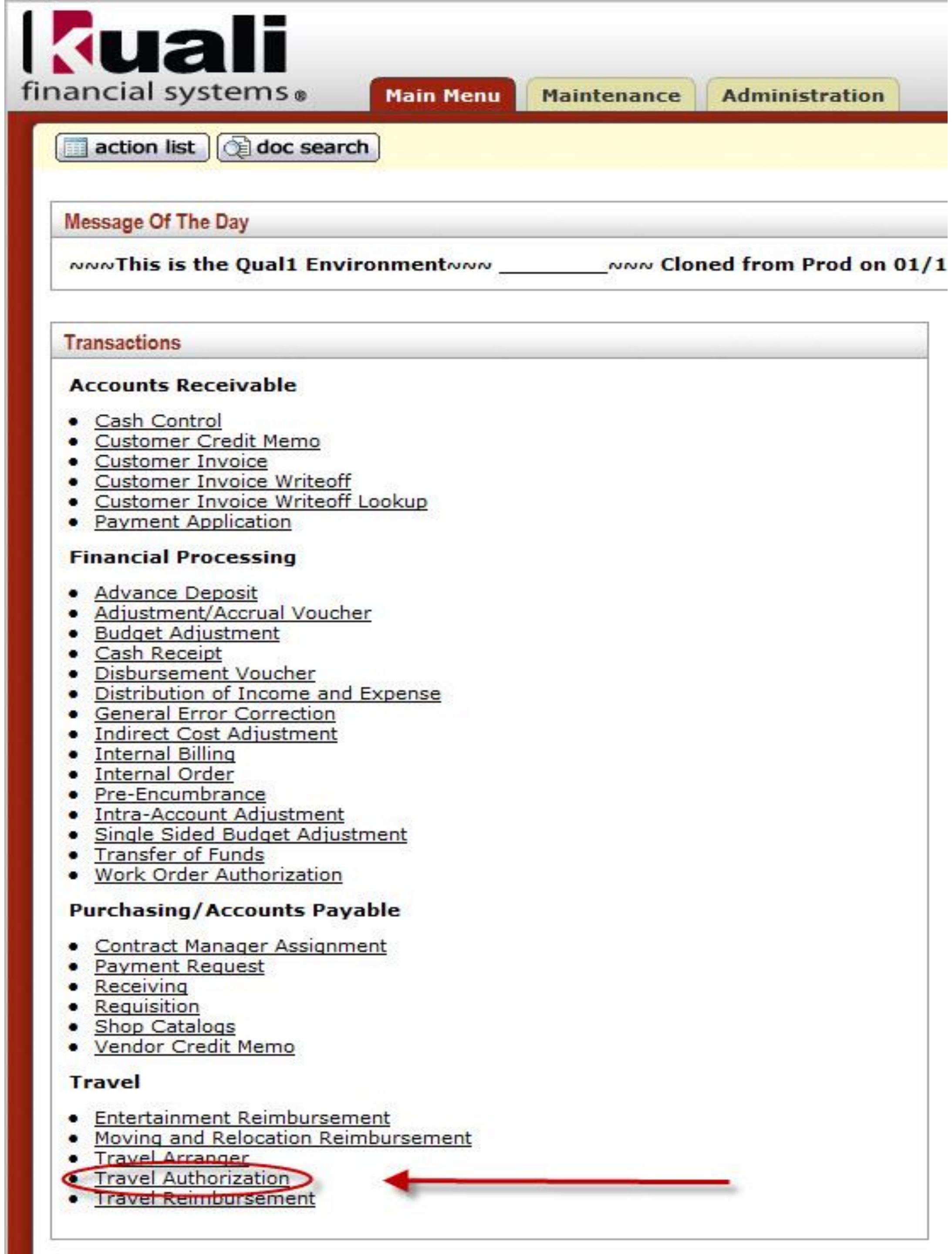
- Any travel that has a travel advance request

- All Out-of-State and International travel

- All travel with Ghost Card airfare

- **When is Travel Authorization not required?**

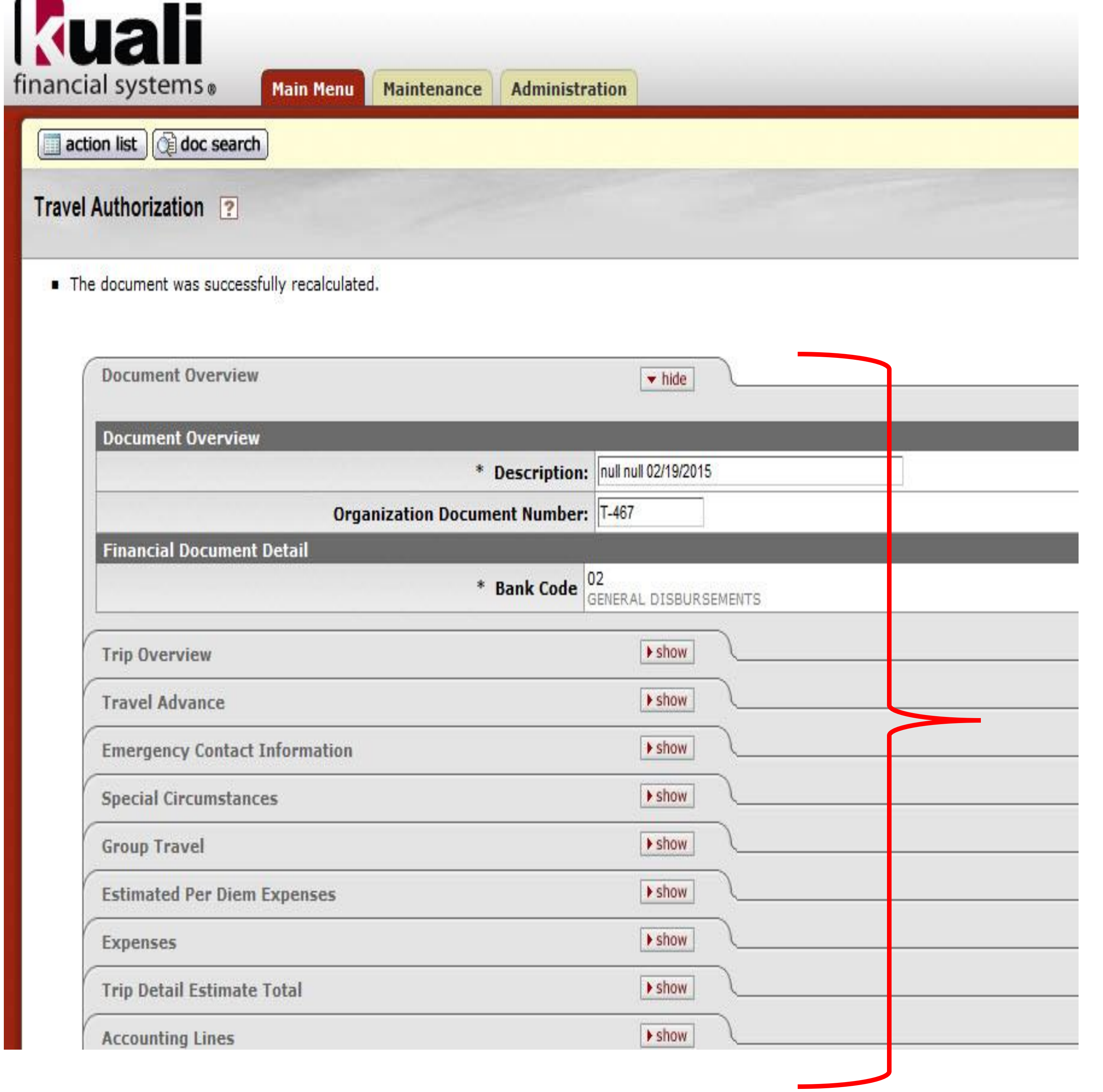
- All in State Travel that is covered by Blanket Approval



Travel Authorization
-step by step-

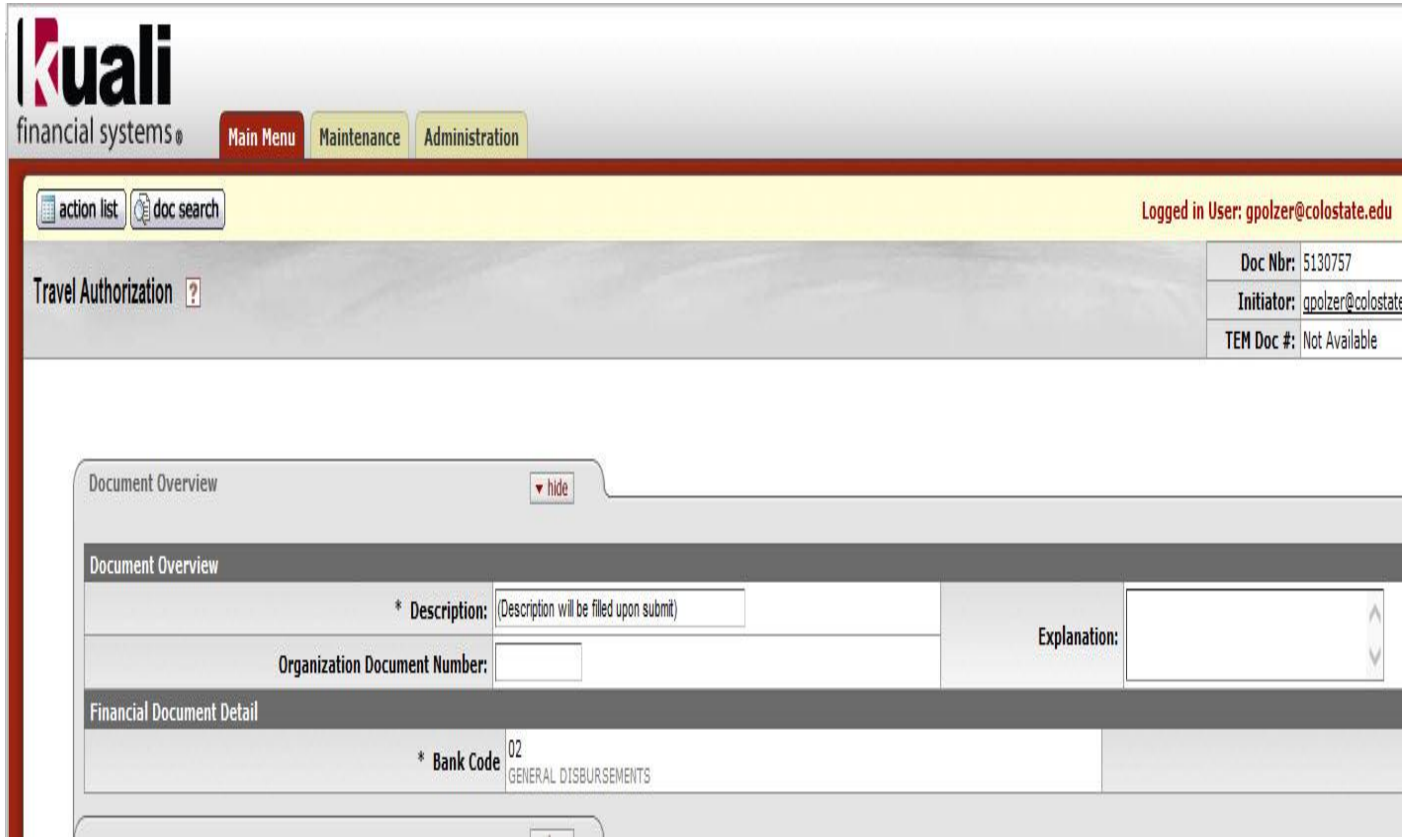
- **Travel Authorization document has ten unique tabs**

- Document overview
- Trip Overview
- Travel Advance (Covered Later)
- Emergency Contact Information
- Special Circumstances
- Group Travel (Covered Later)
- Estimated Per Diem Expenses – doesn't populate at first
- Expenses
- Trip Detail Estimate Total
- Accounting Lines – doesn't populate at first
    - Until July 1st this field will not populate as the encumbrances are turned off
    - The document will route to the account number in the traveler's TEM Profile



Travel Authorization
-step by step-

- **Document Overview Tab**
- Field with Asterisks required
- Both required fields and Org document number will auto fill after the Trip Overview tab is completed and the document is saved
  - Description Field
  - Org Document number
  - Bank Code
- Explanation Field
  - General Information about travel information should be entered



Travel Authorization

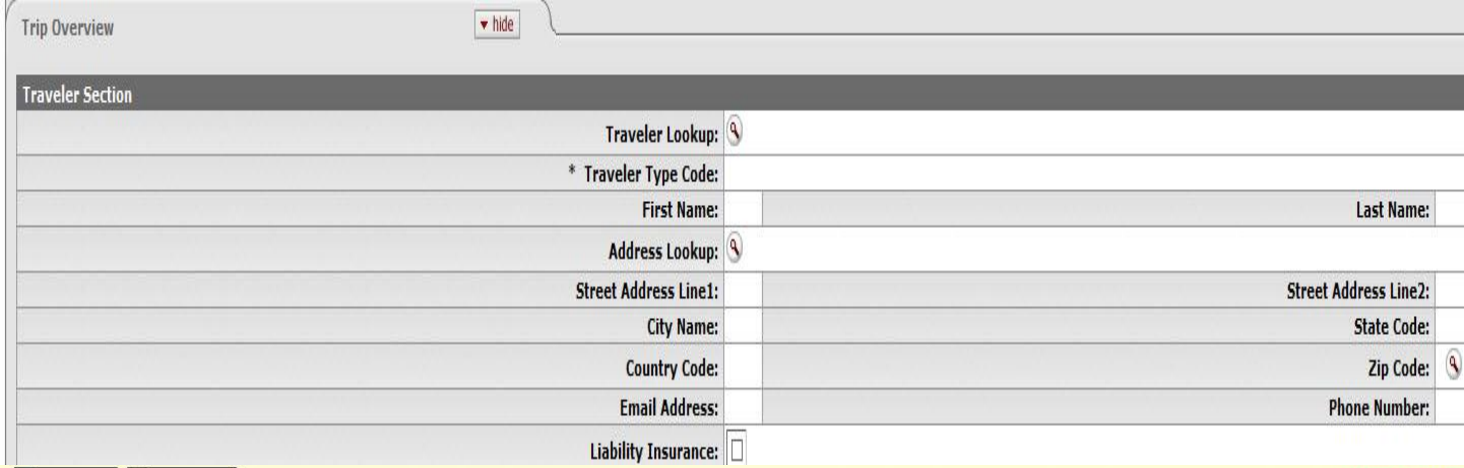
-step by step-

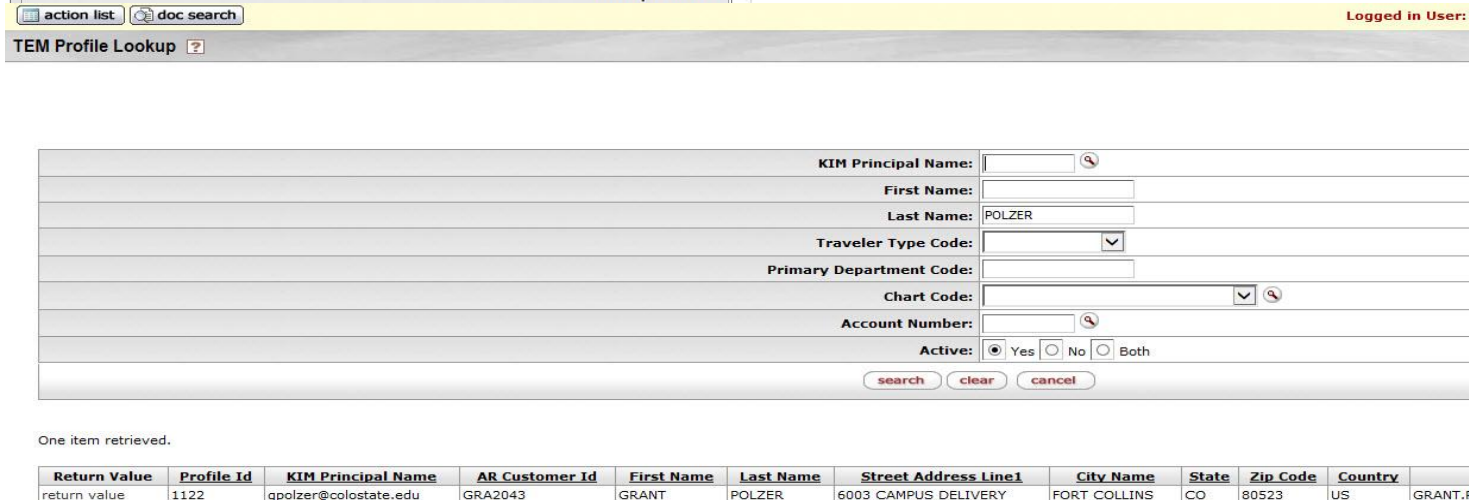
Trip Overview Tab

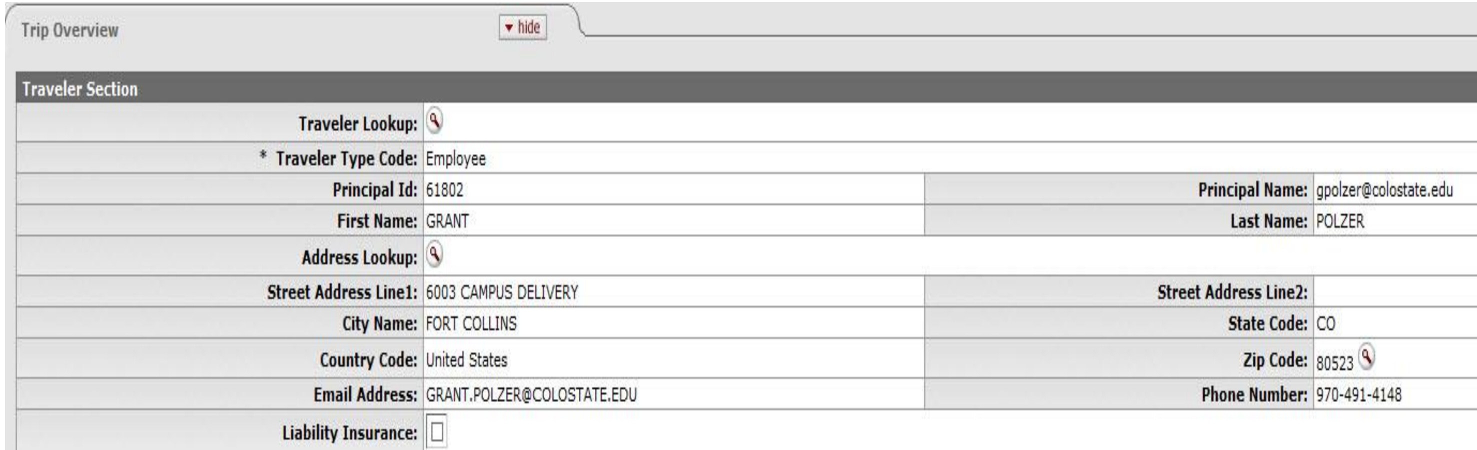
Traveler Section

- **Traveler Lookup**

- Clicking on Magnifying Glass will redirect to TEM Profile Lookup
  - If Traveler does not populate it could be one of the three items:
    - Their TEM Profile is not created, or
    - They are not in the system (not set up as A/R Customer), or
    - You are not set up as a Travel Arranger for them
  - To return traveler select “return value” to import traveler information



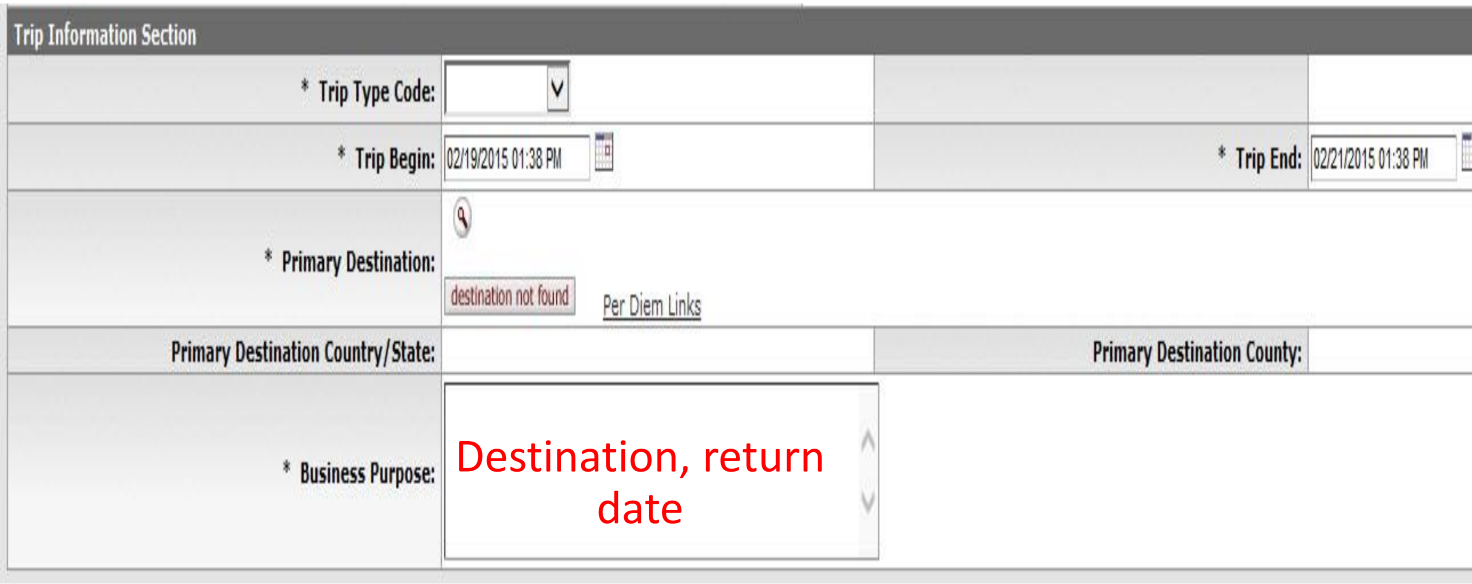


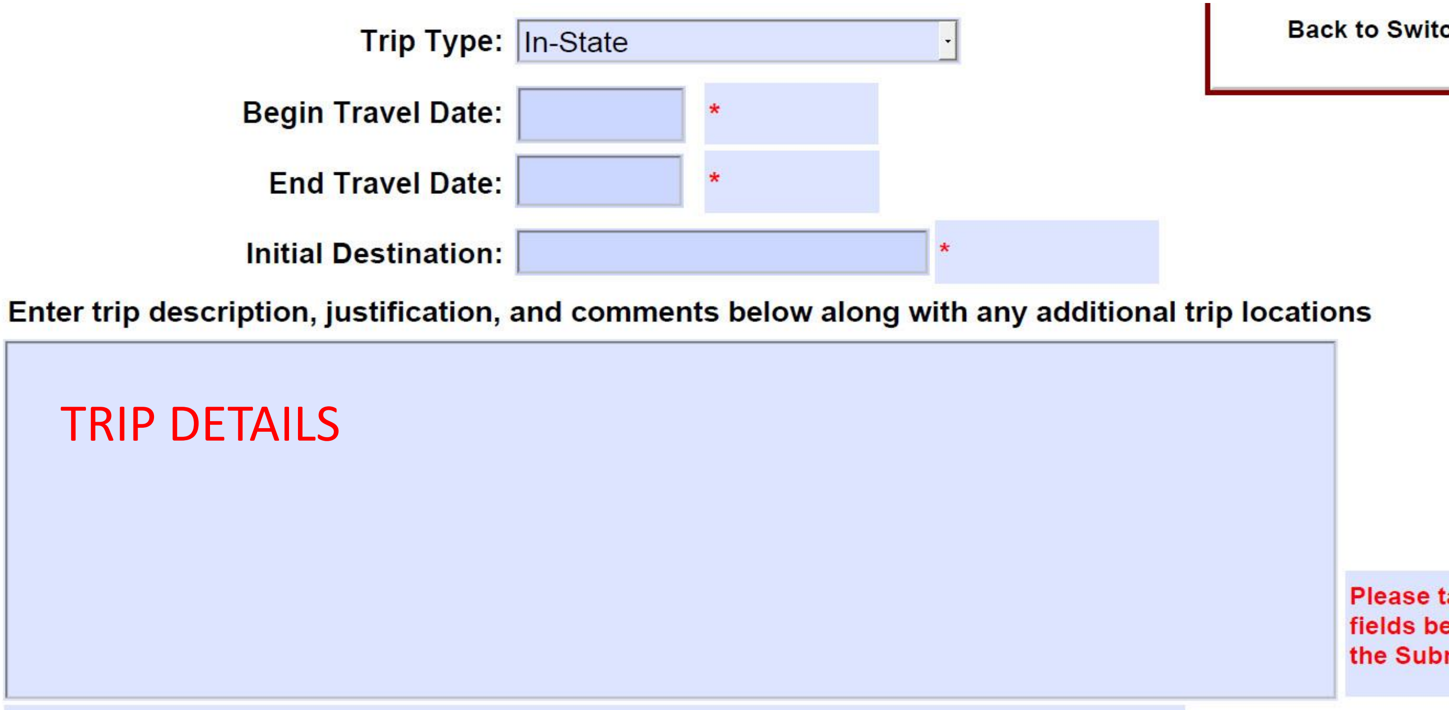


Travel Authorization
-step by step-

- **Trip Overview Tab**

- Trip Information Section
  - **Trip Type Code**
  - Select trip type from drop down box
  - In-State, Out-of-State, International
  - **Trip Begin and Trip End** (time of day does not affect per diem amounts)
  - **Primary Destination**
  - Magnifying Glass allows search to return destination information
  - <u>**Per Diem Links**</u> – Do not use, Per diem will be entered on separate tab, this takes you to the state website with per diem rates
  - **Business Purpose**
    - Put trip destination and return date
    - This populates on the check



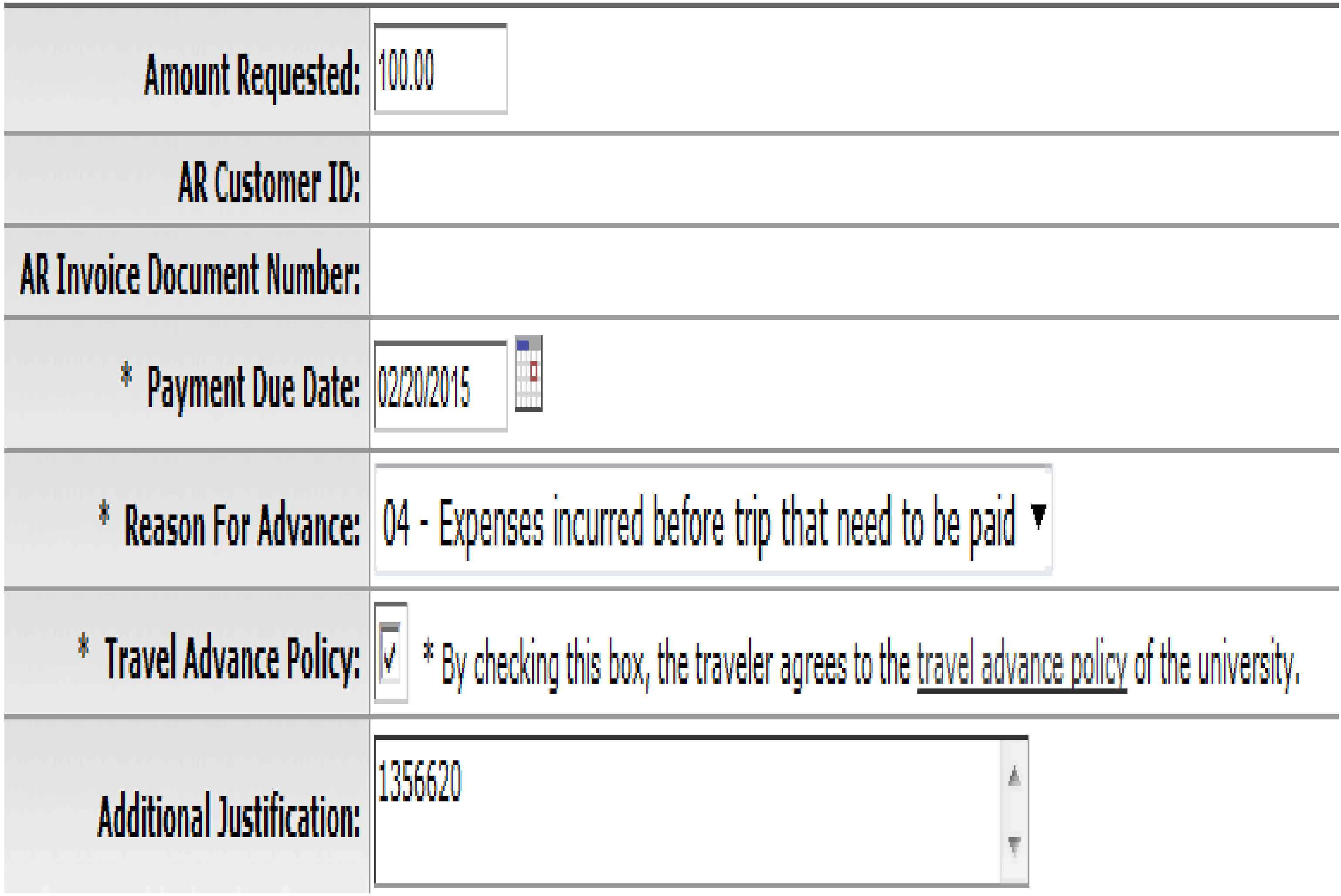


Travel Authorization

-step by step-

Travel Advance tab (*only use if requesting travel advance*)

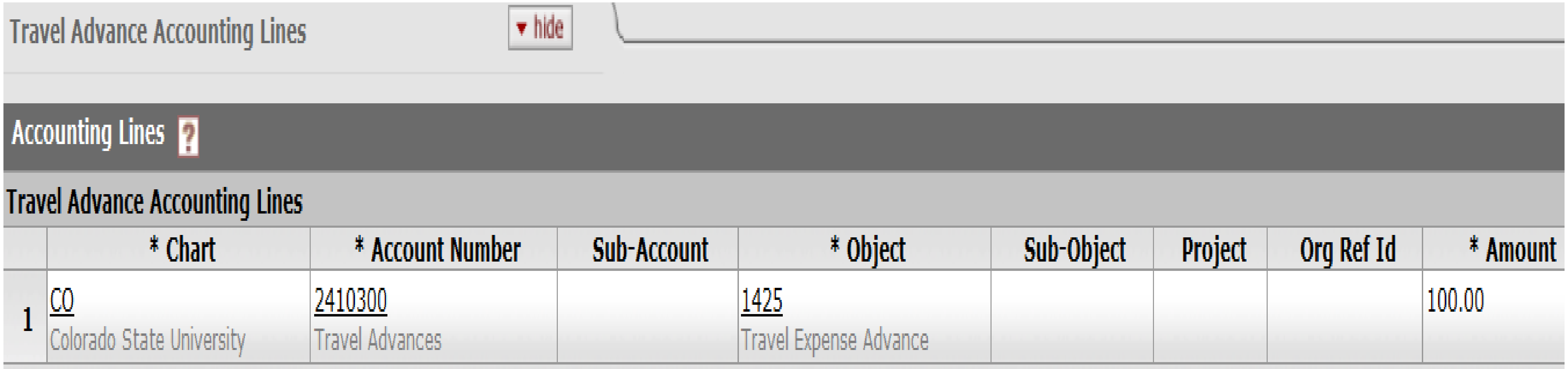
- **Amount Requested** – enter amount traveler is requesting to be advanced
- **Payment Due Date** – date check will be issued
  - No more than 10 days before trip begin date (BFS Travel Office will ensure it is within the 10 day window)
  - Must be dated today or later, but no later than the trip end date
- **Reason For Advance** – select from drop down menu options
- **Travel Advance Policy** – traveler must check the box to agree with the travel advance policy; clicking the travel advance policy link takes the traveler directly to the posted policy
  - If employee, the traveler must check the box
  - If non-employee student, the Travel Arranger can check the box on their behalf
  - Travel Advance is the only time a traveler will be required to take action on a TA
- **Additional Justifications** – entry required here when the "Other" option is selected from the **Reason For Advance** field and includes
  - Account number the travel advance should be cleared against, and additional justification for why "other" was selected



Travel Authorization

-step by step-

- This tab requires no entry by the document initiator, and is display only. Account Number 2410300 is the Travel Advances account in Chart Code CO; the Amount will populate based on user entry from the Travel Advance tab once the document is either recalculated, saved or submitted.
- Traveler must have a default account number designated in their TEM profile


Travel Advance Accounting Lines

hide

Accounting Lines

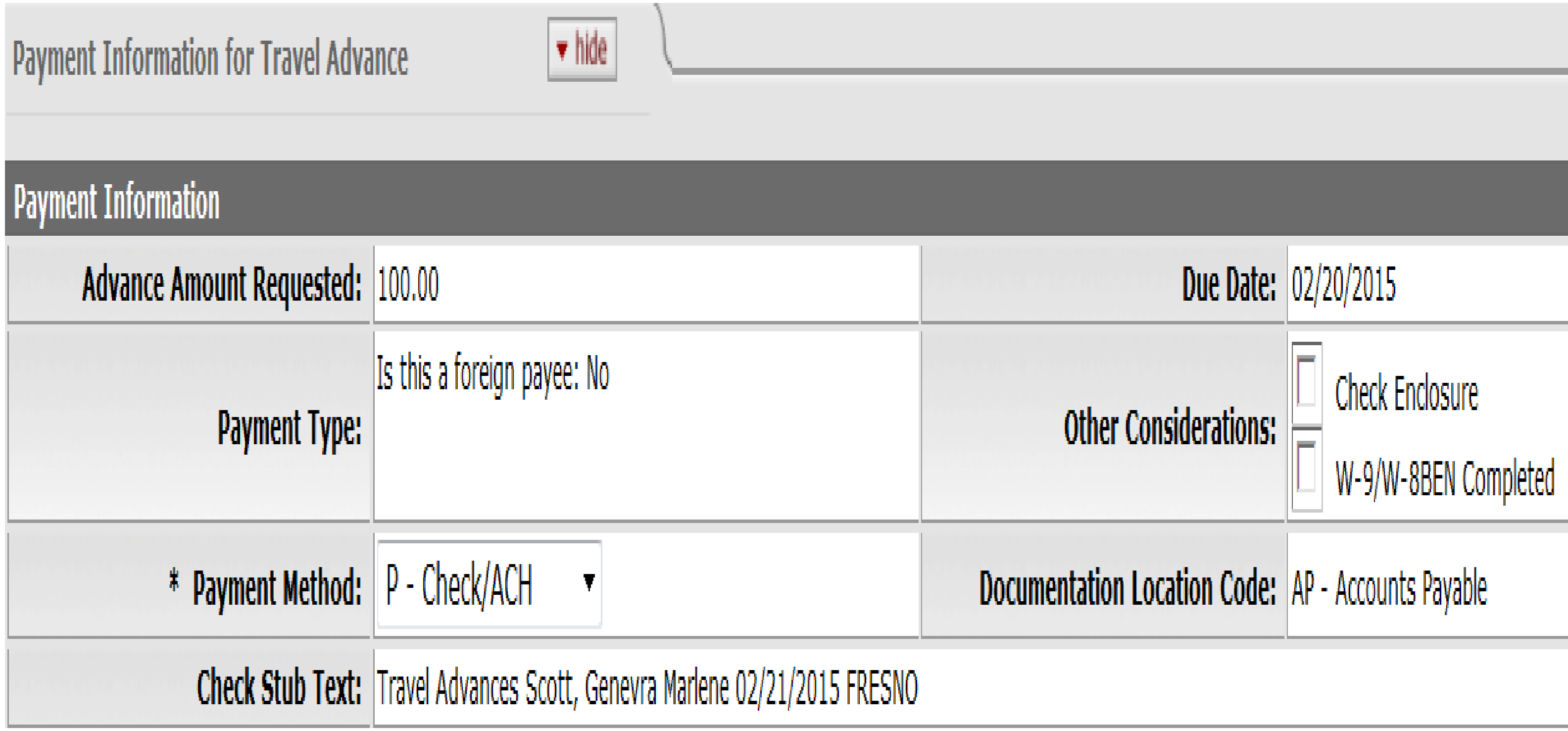
Travel Advance Accounting Lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
1	CO Colorado State University	2410300 Travel Advances		1425 Travel Expense Advance				100.00

Travel Authorization
-step by step-

Payment Information for Travel Advance Tab

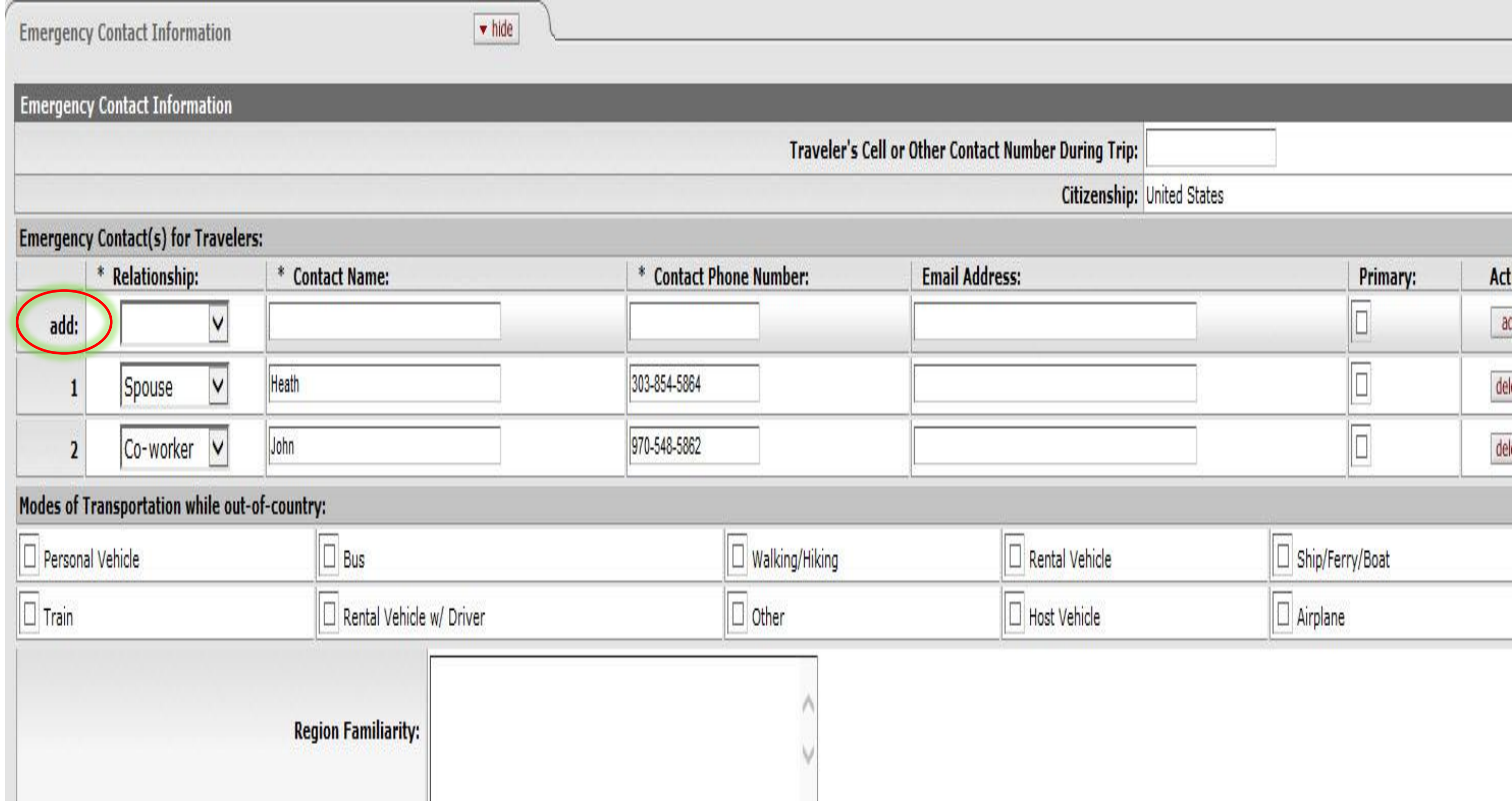
- **Advance Amount Requested** – will populate after "calculate" button clicked
- **Payment Method** – select from drop down menu choices; most cases use **P - Check/ACH**; no additional entry required by document initiator
- **Special Handling, Wire Transfer, and Foreign Draft** – not to be used; contact Accounts Payable with questions



Travel Authorization

-step by step-

- **Emergency Contact Tab**
- Emergency Contact Information imported from TEM Profile
- Additional Contacts may be added
- **Special Circumstance Tab**
- Optional information such as dept. budget information and other misc. trip details
- If Budget restrictions are entered here the amount is carried to the Trip Detail Estimate Total Tab

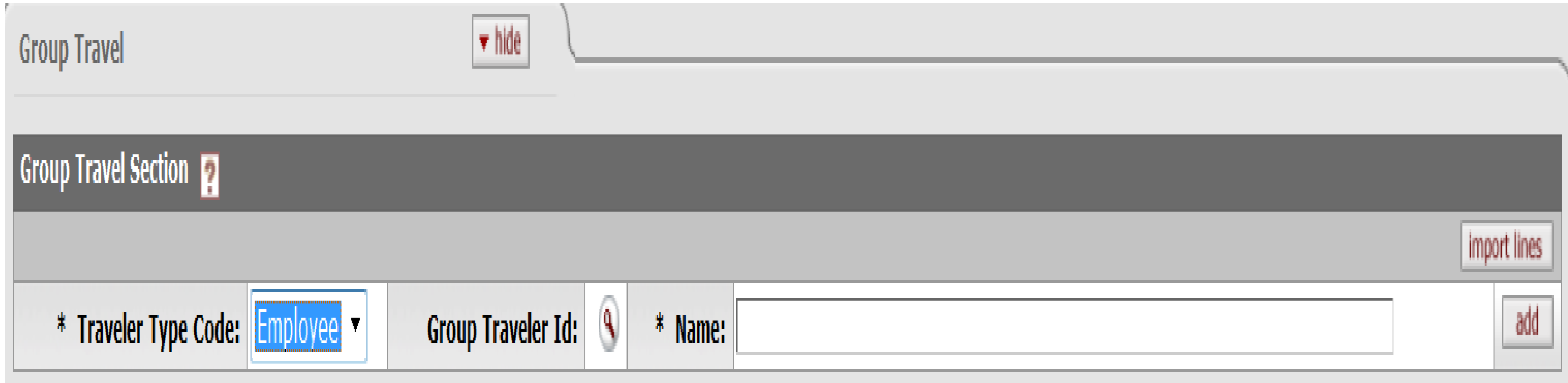


Travel Authorization

-step by step-

Group Travel Tab

- Two methods for adding travelers
  - Manually add each traveler
  - Import lines feature
- **Manually Add Each Traveler**
  - **Traveler Type Code** – select from drop down menu
    - Employee
    - Student
    - Customer
    - Other
  - **Group Traveler Id**
    - **Select from list of KFS users**
  - **Name**
- **Import Lines Feature**
  - Click the question mark icon to download template
  - Save template as csv file
  - Browse for template and click add
- **If Group Traveler is not in the System, an excel list can be added in the Notes & Attachments section (does not include employees)**



	A	B	C	D
1	Delete the first three rows of text before saving your document to import in csv format.			
2	(employee, student, customer or other)	(KIM Principal Name or AR Customer ID)		
3	Traveler Type Code*	Group Traveler ID	Name*	
4	Employee	38316	John Employee	
5	Student	44050	Jane Student	
6				
7				

Travel Authorization
-step by step-

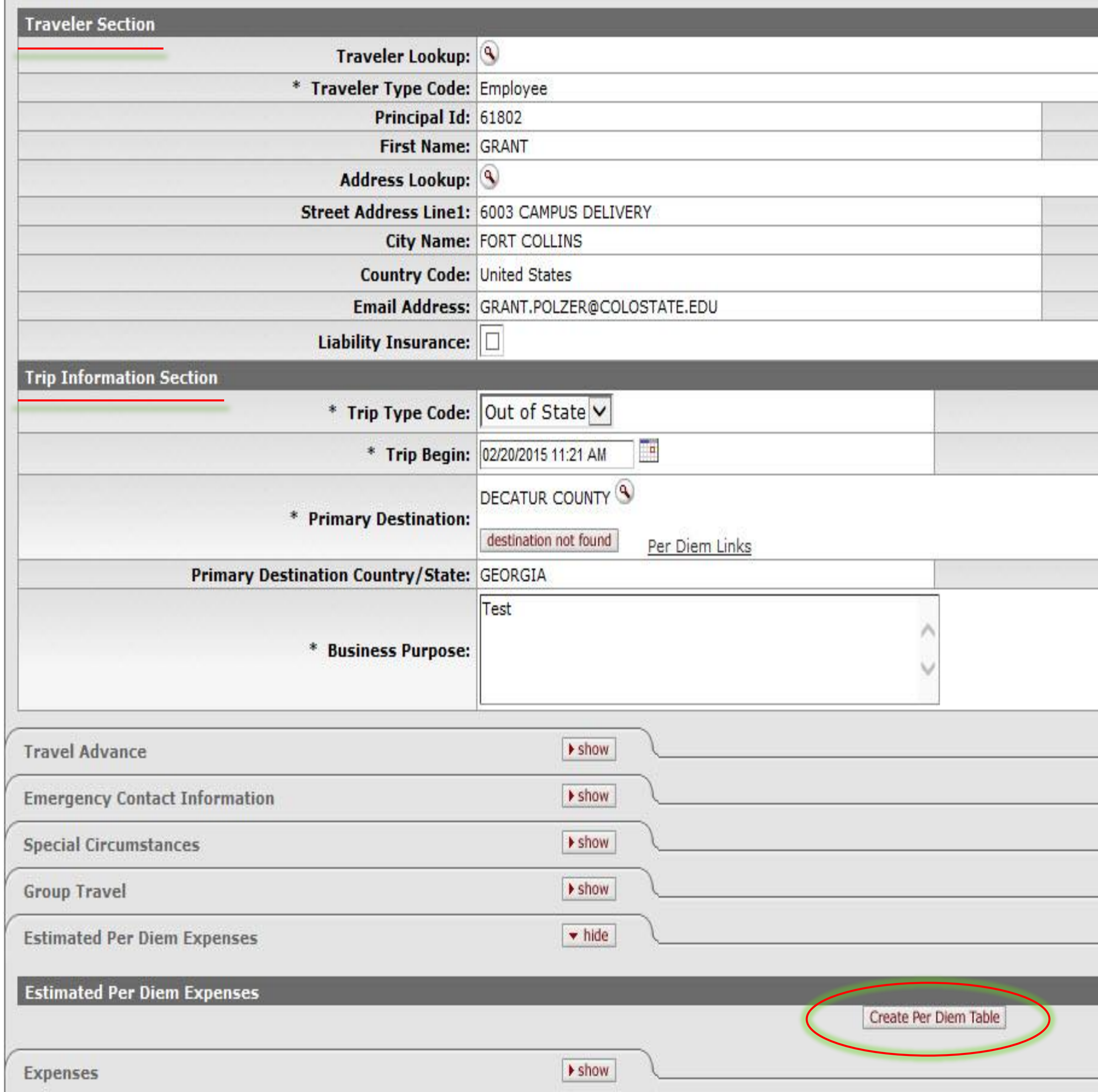
- **Estimated Per Diem Exp. Tab**

- Tab will only appear after Traveler section and Trip Information Section is entered and the document is saved

- Per Diem Expenses include Meals, Incidentals, Lodging, and Mileage

- Lodging and Mileage can be entered on the Expenses tab as well, but not on both tabs
    - If lodging is entered on Expense tab as one line/date, then you will be required to fill out the “Justification for meals without lodging” in the Special Circumstances section. It can be completed with “lodging for trip is combined on one line”

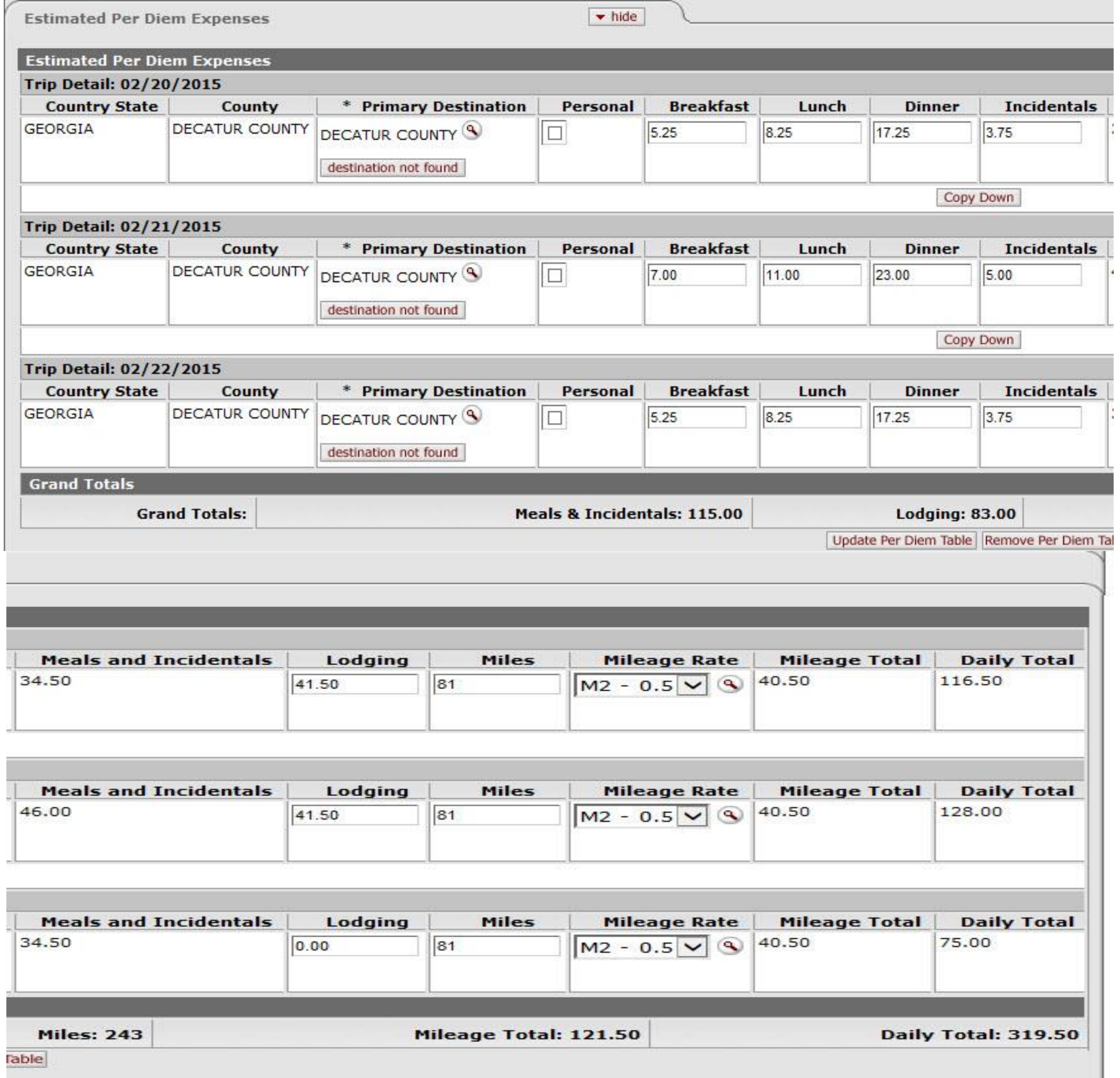
- To create a per diem table click on the “Create Per Diem Table” button on the Estimated Per Diem Expenses Tab



Travel Authorization

-step by step-

- **Estimated Per Diem Exp. Tab**
- Per Diem expenses default based on Destination
  - If traveling to multiple locations, the destination can be changed on each day in the per diem table if applicable
- Amounts can be manually adjusted if necessary
  - The Copy down button will update the change to each line
- Update Per Diem Table should be clicked after any changes made
  - Recommend using for mileage
- Per Diem table can be removed by clicking “Remove Per Diem Table” button



Estimated Per Diem Expenses hide

Estimated Per Diem Expenses

Trip Detail	Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
02/20/2015	GEORGIA	DECATUR COUNTY	DECATUR COUNTY destination not found	☐	5.25	8.25	17.25	3.75
02/21/2015	GEORGIA	DECATUR COUNTY	DECATUR COUNTY destination not found	☐	7.00	11.00	23.00	5.00
02/22/2015	GEORGIA	DECATUR COUNTY	DECATUR COUNTY destination not found	☐	5.25	8.25	17.25	3.75

Copy Down

Grand Totals

Grand Totals: Meals & Incidentals: 115.00 Lodging: 83.00

Update Per Diem Table Remove Per Diem Tal

Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
34.50	41.50	81	M2 - 0.5	40.50	116.50
46.00	41.50	81	M2 - 0.5	40.50	128.00
34.50	0.00	81	M2 - 0.5	40.50	75.00

Miles: 243 Mileage Total: 121.50 Daily Total: 319.50

Table

Estimated Per Diem Expenses ▾ hide

Estimated Per Diem Expenses

Trip Detail: 02/20/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
GEORGIA	DECATUR COUNTY	DECATUR COUNTY destination not found	☐	5.25	8.25	17.25	3.75	34.50	0.00	0	M2 - 0.5	0.00	34.50

Copy Down

Trip Detail: 02/21/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
GEORGIA	DECATUR COUNTY	DECATUR COUNTY destination not found	☐	7.00	11.00	23.00	5.00	46.00	0.00	0	M2 - 0.5	0.00	46.00

Copy Down

Trip Detail: 02/22/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
GEORGIA	DECATUR COUNTY	DECATUR COUNTY destination not found	☐	5.25	8.25	17.25	3.75	34.50	0.00	0	M2 - 0.5	0.00	34.50

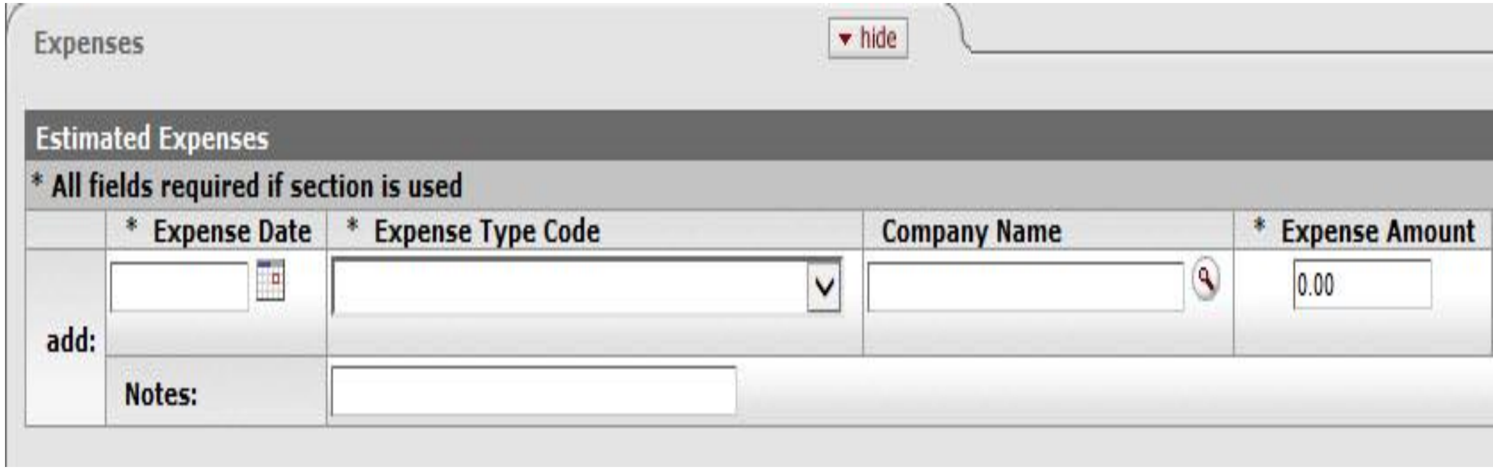
Grand Totals

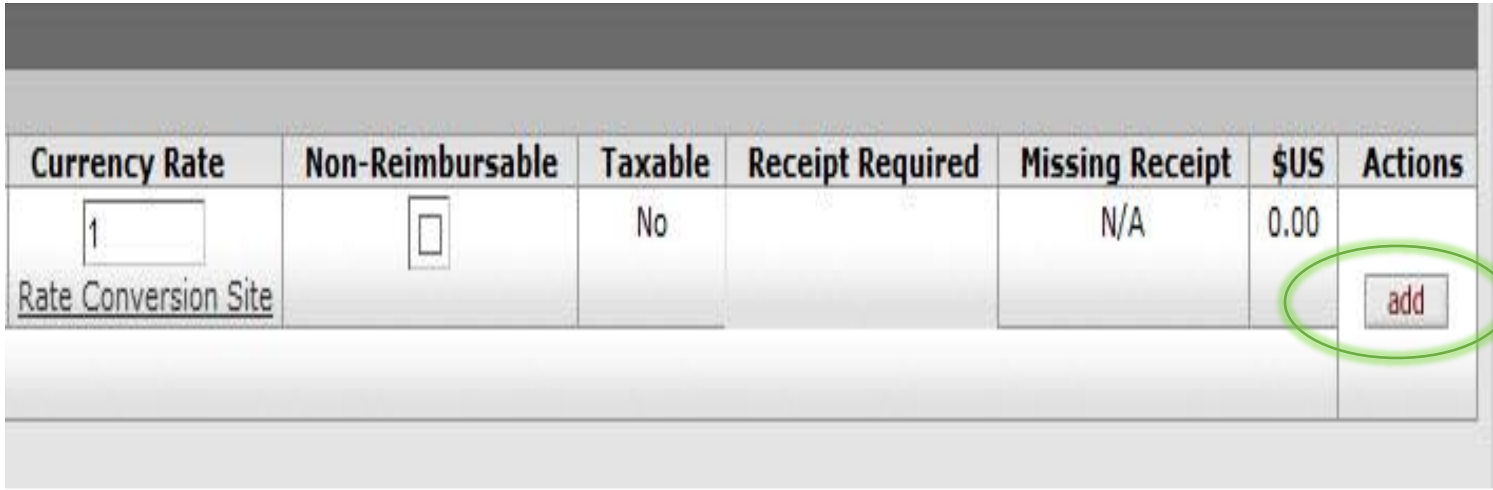
Grand Totals:	Meals & Incidentals: 115.00	Lodging: 0.00	Miles: 0	Mileage Total: 0.00	Daily Total: 115.00

Update Per Diem Table | Remove Per Diem Table

Travel Authorization
-step by step-

- **Expenses Tab**
- All fields with asterisks are required fields
- Expense Date
- Expense Type Code
- Expense Amount
- Notes – must fill out this section even though there is not an asterisk
- Rate Conversion Site
    - Opens link to Oanda conversion website
- Just like other Kuali documents, be sure to click add button to save each expense

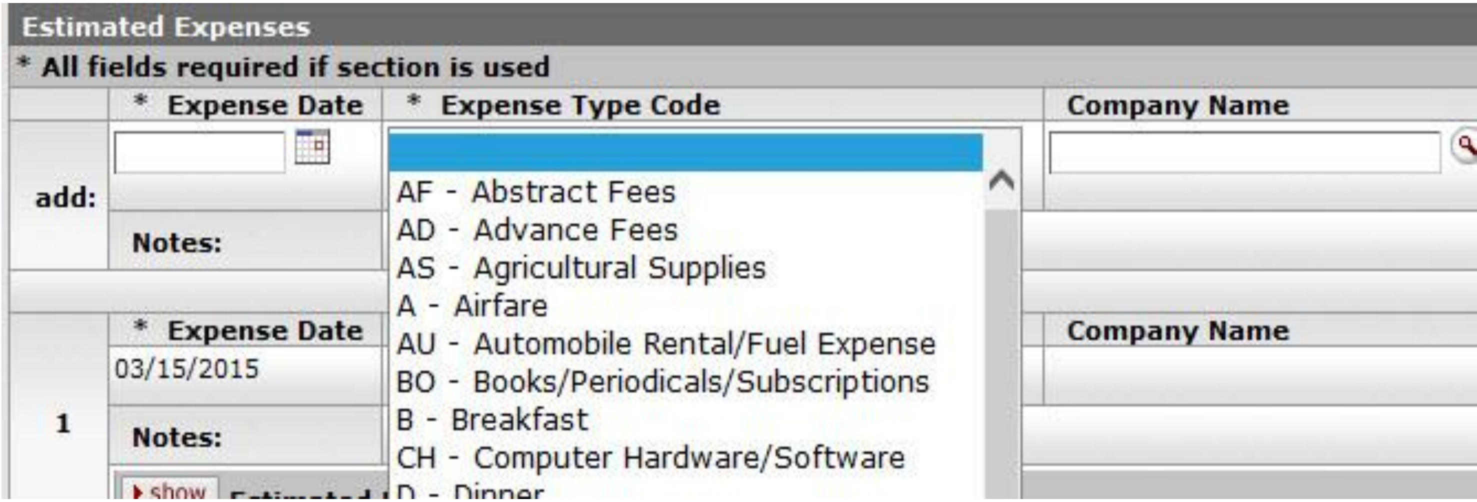




Travel Authorization

-step by step-

- **Expenses Tab**

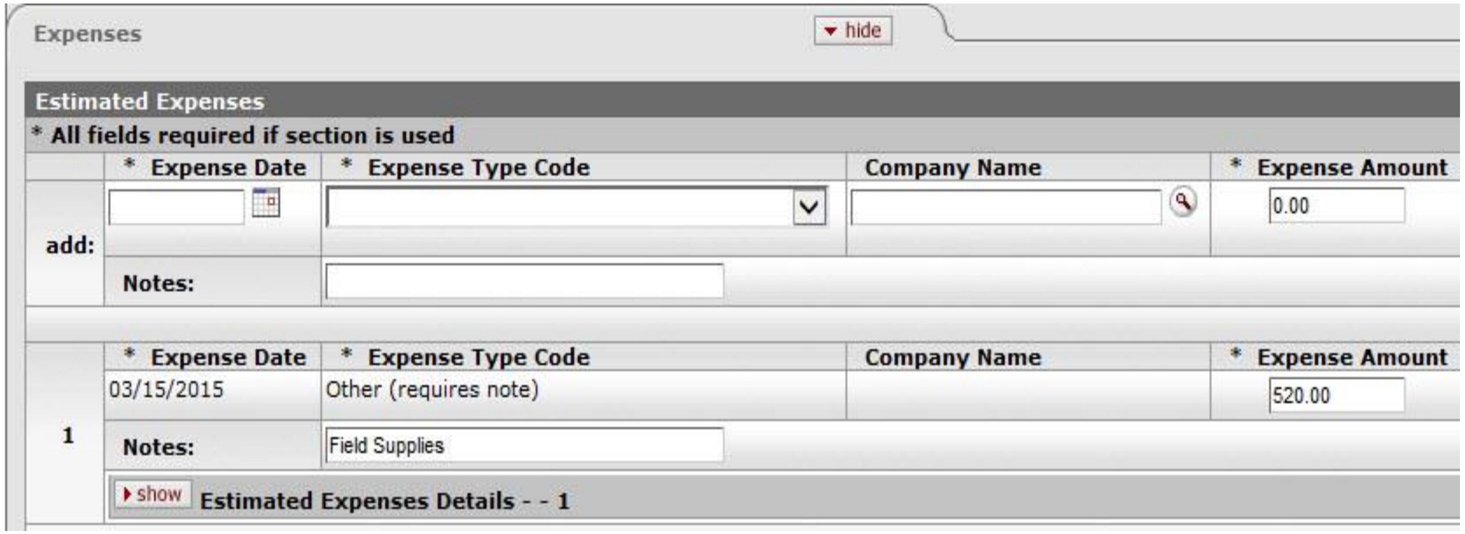


- Expense Type Drop Down Box very similar to our Adobe Drop Down Box

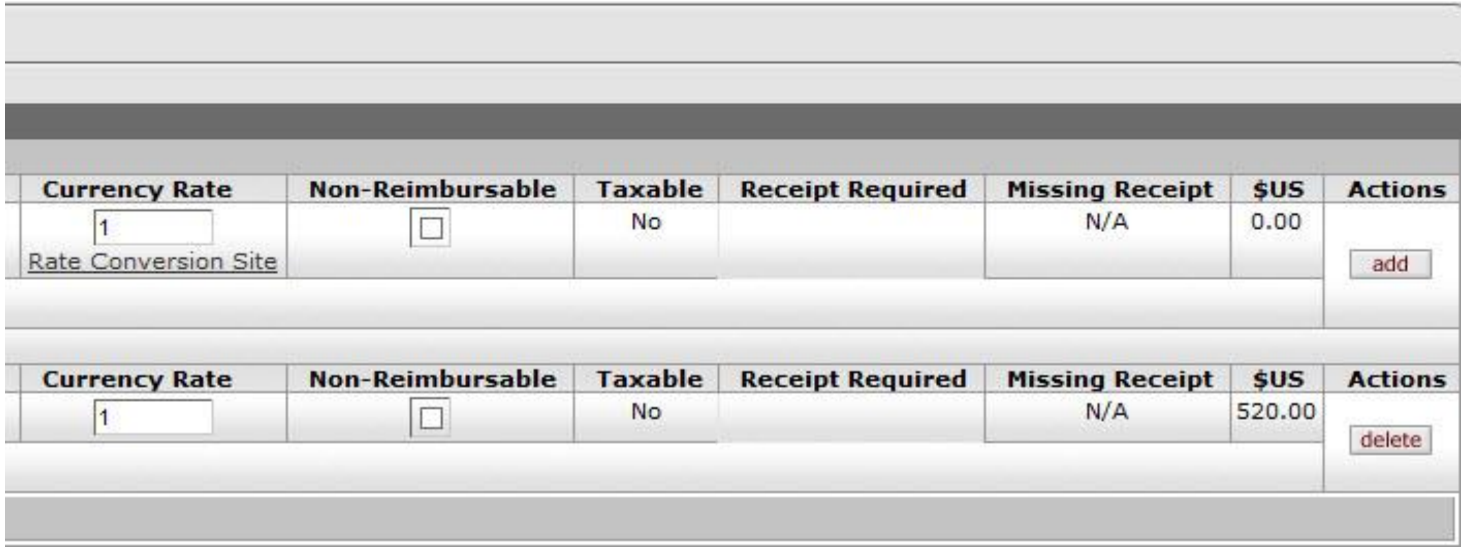
Travel Authorization

-step by step-

- **Expenses Tab**



- Notice expense amounts saved as they are added



Expenses

▾ hide

Estimated Expenses

* All fields required if section is used

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
add:				0.00	1 Rate Conversion Site	☐	No		N/A	0.00	add
	Notes:										

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
1	02/21/2015	Lodging	Holiday Inn	68.50	1	☐	No	No	N/A	68.50	delete
	Notes:										

▸ show Estimated Expenses Details - Lodging - 1

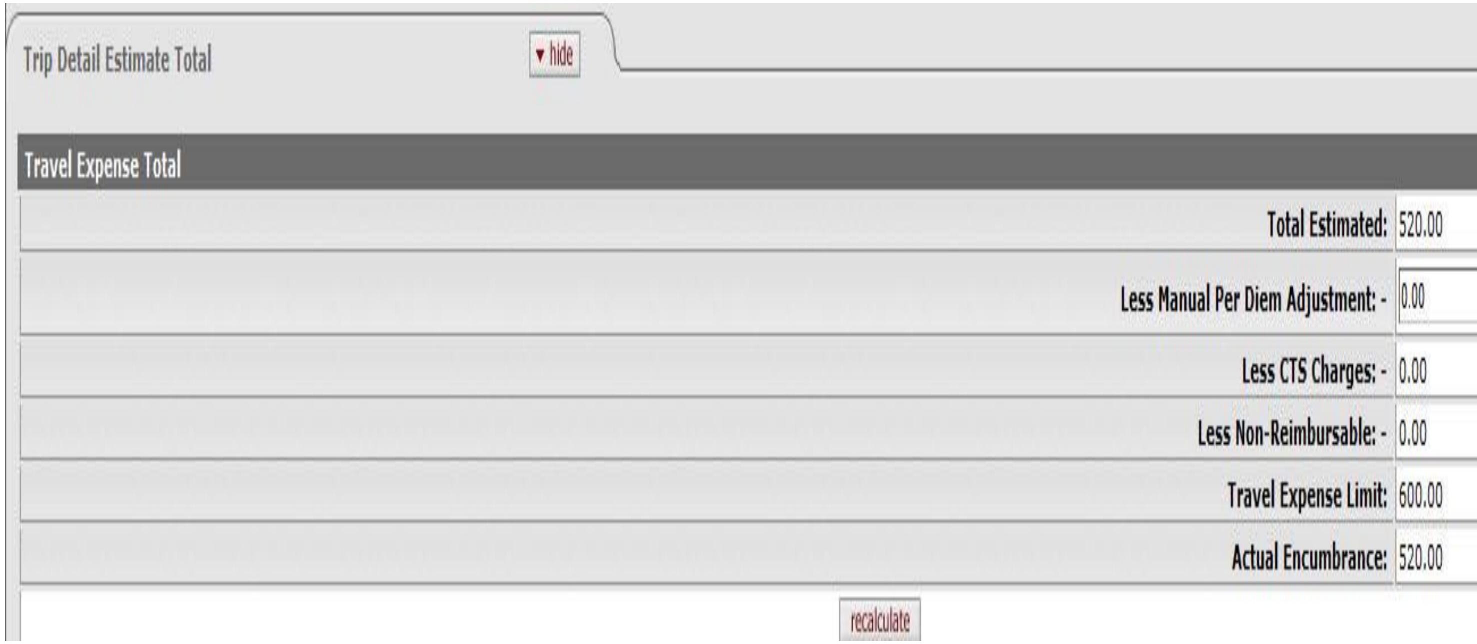
	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
2	02/21/2015	Registration Fees		68.00	1	☐	No	No	N/A	68.00	delete
	Notes:										

▸ show Estimated Expenses Details - Registration Fees - 2

Travel Authorization

-step by step-

- **Trip Detail Estimate Total Tab**
- Provides a summary of all the estimated expenses and encumbrances
- Allows for Manual Per Diem Adjustments
- Notice Travel Expense Limit is carried over from the Special Circumstances Tab (600 in this example)
- Total can be recalculated as necessary by clicking “recalculate” button



Travel Authorization

-step by step-

- **Accounting Lines Tab**
- Account Number will default to account associated with traveler TEM Profile
- Multiple accounts can be added for split funding
  - Will not pull forward on TR document
- Travel Advances will be on paper until July 1st
- **FYI: Accounting Lines will not populate until July 1st, 2015 when encumbrances are turned on**