Travel Reimbursement - step by step -

- When is Travel Reimbursement (TR) required?
  - All travel that requires reimbursement or travel advance issued on TA.

- When is Travel Reimbursement not required?
  - No Cost Travel

- Two ways to create TR document
  - New document (Generally In-State Travel)
  - New document from existing TA document
Travel Reimbursement
-step by step-

- Create new TR document (in-state travel)
  - Unique tabs for TR
  - Document Overview
  - Trip Overview
  - Travel Advances
  - Per Diem Expenses
  - Actual Expenses
  - Travel Expense Total
  - Special Circumstances
  - Group Travel
  - View Reimbursement History
  - Contact Information
  - Traveler Certification
  - Summary by Object Code
  - Assign Accounts
  - Accounting Lines
  - Payment Information
Travel Reimbursement  
-step by step-

- **Document Overview Tab**
  - Both required fields (Description and Bank Code) will auto fill after the Trip Overview tab is completed and the document is saved.

- **Explanation Box**
  - The purpose and Justification should entered in this field.
  - Any additional notes or general Information about travel information should be entered here or in the Notes and Attachments section.
Travel REIMBURSEMENT - 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 REIMBURSEMENT
-step by step-

Trip Overview Tab
- Trip Information Section
  - Trip Type Code
  - Trip Begin and Trip End
  - Primary Destination
  - Magnifying Glass allows search to return destination information
  - Per Diem Links – Provides link to State per diem webpage
  - Business Purpose
  - Input travel dates and destination
  - Final Reimbursement box - Check the box if this is final reimbursement, travel services will never check this box

- Travel Advances Tab
  - Tab will only be used when creating Travel reimbursement from existing TA

Trip Dates and Destination
Travel REIMBURSEMENT
-step by step-

• **Per Diem Expenses Tab**

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

• Per Diem Expenses include Meals, Incidental, Lodging, and Mileage

• Lodging and Mileage can be entered on the Actual Expenses tab as well, but not on both tabs
Travel REIMBURSEMENT
-step by step-

- Per Diem Expenses Tab
  - Per Diem expenses default based on Destination
  - Per Diem meals can only be deleted or left as is
  - Mileage and Lodging 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

- Per Diem table can be removed by clicking “Remove Per Diem Table” button
Travel REIMBURSEMENT -step by step-

- Actual Expenses Tab

- All fields with asterisks are required fields

- Expense Date

- Expense Type Code

- Expense Amount

- Notes – this field is required even though it doesn’t have 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 REIMBURSEMENT
- step by step -

- Actual Expenses Tab

- Expense Type Drop Down Box very similar to our Adobe Drop Down Box
Travel Reimbursement
-step by step-

• **Travel Expense Total**

• Provides a summary of all the trip actual expenses

• Allows for Manual Per Diem Adjustments

• Notice Travel Expense Limit is carried over from the Special Circumstances Tab (400 in this example)

• Total can be recalculated as necessary by clicking “recalculate” button

• Encumbrance Amount is the amount that was encumbered on the TA related to this travel starting for TAs created July 1st or later
Travel Reimbursement  
-step by step-

• Special Circumstances 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

• If lodging is entered in expense section and not per diem table, the justification for meals without lodging will be entered here

• Group Travel Tab

• Group Travelers can be added by using magnifying glass lookup and clicking add button

• View Reimbursement History Tab

• Shows reimbursement status (In Process in this case) and amount of reimbursement
Travel Reimbursement - step by step -

- Traveler Certification Tab

- When document is submitted the document will route to the traveler.

- Traveler will need to open the document from their action list and check the certification box before reimbursement will be issued, then click approve.

- Summary by Object Code

- Expenses will be grouped by amount and object code for the accounting distribution
Travel Reimbursement
-step by step-

- Assign Accounts Tab
  - All accounts to be used for reimbursement should be entered here
  - All percent allocation will be applied to accounts based on object code in the Accounting Lines Tab
  - Click “add” to add your accounts, and then click “Assign Accounts”

- Accounting Lines Tab
  - All accounts will be added from the Assign Accounts Tab.
Travel Reimbursement  
-step by step-

• Payment Information Tab

• This tab is the same as the payment tab on a DV

• Check Amount will auto populate

• Payment method to choose from drop down box is P- Check/ACH
Travel Reimbursement - step by step -

- Create TR from Existing TA
  - Open TA document that has not been reimbursed by using the doc search button
  - Enter document number in the document ID field
  - Choose document under the Document ID field to Import into the TR
Travel Reimbursement - step by step -

- Information is pulled from the TA document and many tabs will auto fill

- Enter document number in the document ID field

- Choose document under the Document ID field to open the TA document
Travel Reimbursement
-step by step-

- Create new TR document from existing TA
  - All information will auto populate
  - At the bottom of the screen click on “new reimbursement” button to open TR document
Travel Reimbursement
-step by step-

• **Create new TR document from existing TA**

• A new TR document is created and auto filled from the TA document

• Document should be verified for accuracy

• Actual expenses can be entered so the proper reimbursement amount can be made

• Same steps are used as covered earlier in “Create new TA” instructions when not using existing TA