

TA Example #1

A person in your department (who you are a travel arranger for) is traveling to Indianapolis, Indiana from April 6<sup>th</sup> to April 10<sup>th</sup> for the Annual Accounts Receivable Conference. The estimated cost of airfare with New Horizons is \$226.20. The Conference includes breakfast and lunch on April 10<sup>th</sup> (last day of travel), and a breakfast and lunch on April 7<sup>th</sup>. She is driving to the airport which is 135 miles roundtrip, or 67.5 miles one-way, and plans to take the toll road which is \$10.80. Parking is estimated to be \$60. Lodging is estimated to be \$885, which is \$221.25 a night. The taxi to the hotel is estimated at \$35, and the taxi from the hotel is estimated at \$35. Her registration has been prepaid with her PCARD of \$475. Complete a TA document for the pre-trip. This will all be charged to account 1358550. The traveler would like to add her mom, Jane Doe, as an emergency contact, and her phone number is 970-555-5555.

Step 1: Check to see if this person has a TEM profile set up. If they do not, then go through the steps to set up their TEM profile. To check, on the main menu screen of Kualu, under Lookup and Maintenance, under Travel, select "TEM Profile". If they have the TEM profile set up, go to step 2. If not, use your TEM Profile handout as a guide on how to set up a TEM profile.

- Travel**
- [Corporate Card Application](#)
  - [Credit Card Imported Expense Clearing Document](#)
  - [Credit Card Staging Data](#)
  - [CTS Card Application](#)
  - [TEM Cardholder Lookup](#)
  - **[TEM Profile](#)**

Below is how to search for the person. Since this has "edit" next to their name, they have their profile set up.

KIM Principal Name:	<input type="text"/>
AR Customer Id:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	GUSTISON
Traveler Type Code:	<input type="text"/>
Primary Department Code:	<input type="text"/>
Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Return Only my Travelers?:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Actions	Profile Id	KIM Principal Name	AR Customer Id	First Name	Last Name	Street Address Line1	City Name	State	Zip Code	Country	Email	Phone Number	Active
<b>edit</b>	1007	bgustiso@colostate.edu		BARBARA	GUSTISON	6003 CAMPUS DELIVERY	FORT COLLINS	CO	80523	US	BARB.GUSTISON@COLOSTATE.EDU	970-491-6661	Yes

Step 2: On the Main Menu Screen of Kualu, click on Travel Authorization (under Transactions, under Travel).

- Travel**
- [Entertainment Reimbursement](#)
  - [Moving and Relocation Reimbursement](#)
  - [Travel Arranger](#)
  - **[Travel Authorization](#)**
  - [Travel Reimbursement](#)

Step 3: Fill out the Travel Authorization.

*Document Overview:* In the explanation put what you are doing and why but do not fill out the description field as that will auto-populate when the document is submitted. NOTE: The TEM Doc # will populate once document is saved or submitted.

<b>Travel Authorization</b>		<b>Doc Nbr:</b> 5401125	<b>Status:</b> INITIATED
		<b>Initiator:</b> epillsbu@colostate.edu	<b>Created:</b> 11:18 AM 02/25/2015
		<b>TEM Doc #:</b> Not Available	<b>TA Status:</b> In Process
<input type="button" value="expand all"/> <input type="button" value="collapse all"/>			
* required field			

<b>Document Overview</b>	
<b>Document Overview</b>	
<b>* Description:</b> (Description will be filled upon submit)	<b>Explanation:</b> Fill out pre-trip information for Barb Gustison, as she is traveling to Indianapolis April 6th - April 10th for a conference.
<b>Organization Document Number:</b>	
<b>Financial Document Detail</b>	
<b>* Bank Code</b> 02 GENERAL DISBURSEMENTS	<b>Total Amount:</b>

*Trip Overview:* Click the magnifying glass next to “Traveler Lookup” to search for your traveler, which will take you to the TEM Profile Lookup.

<b>Trip Overview</b>	
<b>Traveler Section</b>	
<b>Traveler Lookup:</b>	
<b>* Traveler Type Code:</b>	
<b>First Name:</b>	<b>Last Name:</b>
<b>Address Lookup:</b>	
<b>Street Address Line1:</b>	<b>Street Address Line2:</b>
<b>City Name:</b>	<b>State Code:</b>
<b>Country Code:</b>	<b>Zip Code:</b>
<b>Email Address:</b>	<b>Phone Number:</b>
<b>Liability Insurance:</b> <input type="checkbox"/>	

Click “return value” to auto-populate the traveler information on the TA.

<b>KIM Principal Name:</b>	<input type="text"/>
<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	GUSTISON
<b>Traveler Type Code:</b>	<input type="text"/>
<b>Primary Department Code:</b>	<input type="text"/>
<b>Chart Code:</b>	<input type="text"/>
<b>Account Number:</b>	<input type="text"/>
<b>Active:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Return Value	Profile Id	KIM Principal Name	AR Customer Id	First Name	Last Name	Street Address Line1	City Name	State	Zip Code	Country	Email	Phone Number	Active
return value	1007	bgustiso@colostate.edu		BARBARA	GUSTISON	6003 CAMPUS DELIVERY	FORT COLLINS	CO	80523	US	BARB.GUSTISON@COLOSTATE.EDU	970-491-6661	Yes

Ensure the information in the Traveler Section is correct, then fill out the Trip Information Section by filling out everything with an asterisk as shown below. Also, to select the destination you will click the magnifying glass to search for your location. NOTE: The time of day does not affect per diem rates, so it is ok to let the time of day default. Also, the Per Diem Links hyperlink takes you to the states website for per diem. Since it auto-populates further down on the document, there is no need to click this button in this section.

Traveler Section	
<b>Traveler Lookup:</b>	<input type="text"/>
<b>* Traveler Type Code:</b>	Employee
<b>Principal Id:</b>	58799
<b>Principal Name:</b>	bgustiso@colostate.edu
<b>First Name:</b>	BARBARA
<b>Last Name:</b>	GUSTISON
<b>Address Lookup:</b>	<input type="text"/>
<b>Street Address Line1:</b>	6003 CAMPUS DELIVERY
<b>Street Address Line2:</b>	
<b>City Name:</b>	FORT COLLINS
<b>State Code:</b>	CO
<b>Country Code:</b>	United States
<b>Zip Code:</b>	80523 
<b>Email Address:</b>	BARB.GUSTISON@COLOSTATE.EDU
<b>Phone Number:</b>	970-491-6661
<b>Liability Insurance:</b>	<input type="checkbox"/>
Trip Information Section	
<b>* Trip Type Code:</b>	Out of State <input type="text"/>
<b>* Trip Begin:</b>	04/06/2015 11:18 AM <input type="text"/>
<b>* Trip End:</b>	04/10/2015 11:18 AM <input type="text"/>
<b>* Primary Destination:</b>	<input type="text"/>
	destination not found <a href="#">Per Diem Links</a>
<b>Primary Destination Country/State:</b>	
<b>Primary Destination County:</b>	
<b>* Business Purpose:</b>	Barb is attending the Accounts Receivable Manager's conference which is to enhance and strengthen her skills in her current job as Accounts Receivable Manager.

When you click on the magnifying glass next to Primary Destination it will take you the Primary Destination Lookup screen where you will select your region and Primary Destination. Click return value next to the destination city.

**Primary Destination Lookup** \* required field

* Region:	INDIANA
County:	
Primary Destination:	Indianapolis
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Return Value	Region	County	Primary Destination	Active
return_value	IN	MARION COUNTY	INDIANAPOLIS	Yes

That completes the Trip Overview section as shown below:

**Trip Overview** ▼ hide

Traveler Section	
Traveler Lookup:	<input type="text"/>
* Traveler Type Code:	Employee
Principal Id:	58799
First Name:	BARBARA
Address Lookup:	<input type="text"/>
Street Address Line1:	6003 CAMPUS DELIVERY
City Name:	FORT COLLINS
Country Code:	United States
Email Address:	BARB.GUSTISON@COLOSTATE.EDU
Liability Insurance:	<input type="checkbox"/>
Principal Name: bgustiso@colostate.edu	
Last Name: GUSTISON	
Street Address Line2:	
State Code: CO	
Zip Code: 80523	
Phone Number: 970-491-6661	
Trip Information Section	
* Trip Type Code:	Out of State
* Trip Begin:	04/06/2015 11:18 AM
* Trip End:	04/10/2015 11:18 AM
* Primary Destination:	INDIANAPOLIS
destination not found <a href="#">Per Diem Links</a>	
Primary Destination Country/State:	INDIANA
Primary Destination County:	MARION COUNTY
* Business Purpose:	Barb is attending the Accounts Receivable Manager's conference which is to enhance and strengthen her skills in her current job as Accounts Receivable Manager.

*Travel Advance:* The traveler has not requested a travel advance, so we will not need to update this.

*Emergency Contact:* The traveler has requested we add her mom, Jane Doe as an emergency contact and her number is 970-555-5555. So enter that information and be sure to click the "add" button.

**Emergency Contact Information** ▼ hide

Traveler's Cell or Other Contact Number During Trip:		<input type="text"/>				
Citizenship:		United States				
Emergency Contact(s) for Travelers:						
	* Relationship:	* Contact Name:	* Contact Phone Number:	Email Address:	Primary:	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="add"/>
1	Friend	Meagan Jones	970-555-1234	meagan.jones@gmail.com	<input type="checkbox"/>	<input type="button" value="delete"/>
2	Parent	Jane Doe	970-555-5555	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

*Special Circumstances and Group Travel:* These are not applicable to this travel, so skip that section.

*Estimated Per Diem Expenses:* Click on the "Create Per Diem Table".



Once you click that button it creates the Estimated Per Diem Expenses. NOTE: Lodging auto populates. You can edit the lodging here if you know the estimate, or you can do it in another section. In this example we are adding the Lodging and Miles here. Since the miles are 67.5 each way, it does not allow decimal points so, in one put 67 and the other day put 68. Since the Conference included breakfast and lunch on April 10<sup>th</sup> (last day of travel), and a breakfast and lunch on April 7<sup>th</sup> we need to delete the per diem from those days, and then click “update per diem table”.

Estimated Per Diem Expenses														
Trip Detail: 04/06/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	7.50	11.25	23.25	3.75	45.75	221.25	67	MP - 0.5	33.50	300.50	
<a href="#">Copy Down</a>														
Trip Detail: 04/07/2015														
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>			31.00	5.00	36.00	221.25		MP - 0.5	0.00	257.25	
<a href="#">Copy Down</a>														
Trip Detail: 04/08/2015														
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	10.00	15.00	31.00	5.00	61.00	221.25		MP - 0.5	0.00	282.25	
<a href="#">Copy Down</a>														
Trip Detail: 04/09/2015														
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	10.00	15.00	31.00	5.00	61.00	221.25		MP - 0.5	0.00	282.25	
<a href="#">Copy Down</a>														
Trip Detail: 04/10/2015														
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>			23.25	3.75	27.00	0.00	68	MP - 0.5	34.00	61.00	
Grand Totals														
<b>Grand Totals:</b>				Meals & Incidentals: 230.75				Lodging: 885.00		Miles: 135		Mileage Total: 67.50		Daily Total: 1,183.25
<a href="#">Update Per Diem Table</a> <a href="#">Remove Per Diem Table</a>														

*Expenses:* In this section include all expenses that are not included in the estimated per diem expenses. So this section we will include the airfare of \$226.20, the taxis each way for \$35 each, toll road for \$10.80, and the \$475 registration. When certain items are added, additional information might be required (i.e. airfare requires more information). For the registration since it was paid on a PCard it is Non-Reimbursable, so make sure to click that button. Also, if the airfare is purchased through ghostcard (which in this case it is), you also need to click Non-Reimbursable. For airfare the notes section must be filled out, or when you submit it will have an error.

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
add:			0.00	1	<input type="checkbox"/>	No		N/A	0.00	add
Notes:										
04/06/2015	Airfare		226.20	1	Yes	No	No	N/A	226.20	delete
Notes:										
▼ hide Estimated Expenses Details - Airfare - 1										
1										
add:	04/08/2015	Airfare	0.00	0.00	Yes	No	N/A			add
Notes:										
1	04/08/2015	Airfare	226.20	226.20	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy	delete
Notes:	flight to Indiana									
04/06/2015	Registration Fees		475.00	1	<input checked="" type="checkbox"/>	No	No	N/A	475.00	delete
Notes:	Purchased on PCard									
▶ show Estimated Expenses Details - Registration Fees - 2										
04/06/2015	Toll Road Charges		10.80	1	<input type="checkbox"/>	No	No	N/A	10.80	delete
Notes:	Toll to airport									
▶ show Estimated Expenses Details - Toll Road Charges - 3										
04/06/2015	Shuttle/Bus/Taxi		35.00	1	<input type="checkbox"/>	No	No	N/A	35.00	delete
Notes:	Taxi to hotel									
▶ show Estimated Expenses Details - Shuttle/Bus/Taxi - 4										
04/10/2015	Shuttle/Bus/Taxi		35.00	1	<input type="checkbox"/>	No	No	N/A	35.00	delete
Notes:	taxi from hotel to airport									
▶ show Estimated Expenses Details - Shuttle/Bus/Taxi - 5										

**Trip Detail Estimate Total:** Calculates total cost of trip and total reimbursable expenses (actual encumbrance). If there are manual entries that need to be made they can be entered in the Less Manual Per Diem Adjustments. This can be used, for example, if your department has a flat per diem rate they use no matter where someone travels. You would have to manual calculate the difference and put the amount to decrease in this section. Once entered, then you would hit the recalculate button. In our example we do not need to do anything.

Travel Expense Total	
Total Estimated:	2,186.50
Less Manual Per Diem Adjustment: -	0.00
Less CTS Charges: -	0.00
Less Non-Reimbursable: -	701.20
Travel Expense Limit:	N/A
Actual Encumbrance:	1,485.30
recalculate	

**Accounting Lines:** The account number will default to the default account line in the travelers TEM profile. You can split this travel between multiple accounts in this section, but it will not carry over to the TR, so it would have to be entered on that document as well. In this example it is going where we want it to, so we do not change it. It will always hit

object code 6050 as that is the encumbrance object code for travel. When the TR is complete, the encumbrance will reverse out. Remember to hit “add”.

*General Ledger Pending Entries:* After the document is saved, you can see what the pending accounting lines will be.

*View Related Documents:* If there are documents that this relates to it will show in this section.

*Agency Links:* Has links to Hotels.com and Orbitz.

*Notes and Attachments:* Any supporting documentation will need to be added to this section.

*Ad Hoc Recipients:* If you need to ad hoc anyone to Complete, FYI, Acknowledge or Approve you would enter it here. NOTE: Approve and Complete hold up the document. FYI and Acknowledge still allow the document to go through workflow no matter if the person has acknowledged or FYI the document.

*Route Log:* Once the document is either saved or submitted, it will show you the other people that need to approve this document.

*Step 4: Complete Document.*

Hit “calculate” at the bottom of the document. After you hit that, click “submit” to have the document route through workflow.

*Step 5 (ONLY FOR TRAINING ENVIRONMENT):* Make document final.

*Write down your document number, and then impersonate the next person on the route log. Repeat this step until the document is final.*

To impersonate in the top right corner enter [kmccar@colostate.edu](mailto:kmccar@colostate.edu) and click “Login”.



Once you hit Login, it should say “Impersonating User: [kmccar@colostate.edu](mailto:kmccar@colostate.edu)” at the top. Then go to document search and search your document. When you find your document open it and scroll to the bottom and click approve. Then impersonate the next person on the route log.

## TR Example #1

The person in your department (who you are a travel arranger for) has returned from their trip to Indianapolis, Indiana from April 6<sup>th</sup> to April 10<sup>th</sup> for the Annual Accounts Receivable Conference. Now we need to book the Travel Reimbursement. The cost of airfare with New Horizons was \$226.20. The Conference included breakfast and lunch on April 10<sup>th</sup> (last day of travel), and a breakfast and lunch on April 7<sup>th</sup>. It also included lunch on the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>, and breakfast on the 7<sup>th</sup> and 8<sup>th</sup>, and Dinner on the 7<sup>th</sup>. She drove to the airport which ended up being 128 miles roundtrip, or 64 miles one-way, and took the toll road which was \$10.80. Parking was \$65. Lodging was \$884.53, which is \$221.13 a night. She did not take a taxi to the hotel, but took a shuttle to and from the hotel for \$12 each way. Her registration has been prepaid with her PCARD of \$475. Fill at a TR document for the post-trip. This will all be charged to account 1358550.

*Step 1: Open TA that you need to create TR for.*

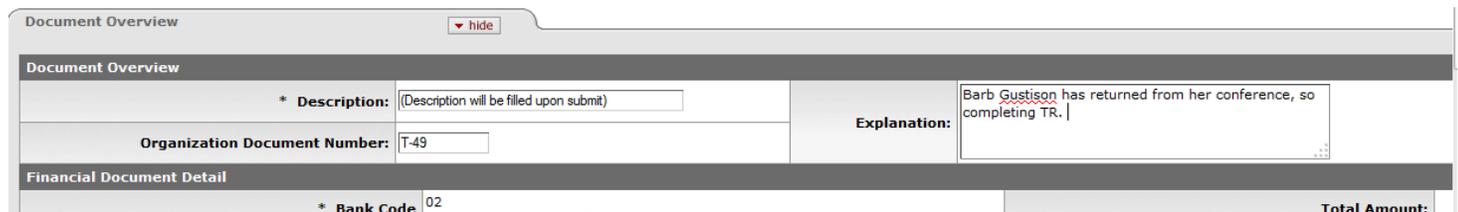
On the Main Menu Screen of Kualu, click on doc search. In the doc search field enter your TA document number (from example 1 above). When your document appears click on the underlined document. When your document opens, scroll to the bottom and click “new reimbursement.”



*Step 2: Complete TR*

By clicking “new reimbursement” on the TA, that will open the TR with the information you put on your TA.

*Document Overview:* Do not fill out the description field or Organization Document Number as those auto-populate. In the Explanation briefly explain what you are doing. The Financial Document Detail auto-populates, so no need to edit this field.

A screenshot of a web form titled 'Document Overview'. The form has a 'hide' button in the top right. It is divided into three main sections: 'Document Overview', 'Financial Document Detail', and 'Total Amount'.  
- In the 'Document Overview' section, there is a field for '\* Description:' with a placeholder '(Description will be filled upon submit)'.  
- Below that is a field for 'Organization Document Number:' with the value 'T-49'.  
- To the right of these fields is an 'Explanation:' field containing the text: 'Barb Gustison has returned from her conference, so completing TR.'  
- In the 'Financial Document Detail' section, there is a field for '\* Bank Code' with the value '02'.  
- At the bottom right, there is a 'Total Amount:' field which is currently empty.

*Trip Overview:* Review the information in this screen to ensure it is all correct. Also, if this is the final reimbursement document then check the box “Final Reimbursement”.

**Trip Overview** ▼ hide

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**Traveler Section**

* <b>Traveler Type Code:</b>	Employee	<b>Principal Name:</b>	bgustiso@colostate.edu
<b>Principal Id:</b>	58799	<b>Last Name:</b>	GUSTISON
<b>First Name:</b>	BARBARA		
<b>Address Lookup:</b>	<input type="text"/>		
<b>Street Address Line1:</b>	6003 CAMPUS DELIVERY	<b>Street Address Line2:</b>	
<b>City Name:</b>	FORT COLLINS	<b>State Code:</b>	CO
<b>Country Code:</b>	United States	<b>Zip Code:</b>	80523 <input type="text"/>
<b>Email Address:</b>	BARB.GUSTISON@COLOSTATE.EDU	<b>Phone Number:</b>	970-491-6661
<b>Liability Insurance:</b>	<input type="checkbox"/>		

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**Trip Information Section**

* <b>Trip Type Code:</b>	Out of State ▼		
* <b>Trip Begin:</b>	04/06/2015 11:18 AM <input type="text"/>	* <b>Trip End:</b>	04/10/2015 11:18 AM <input type="text"/>
* <b>Primary Destination:</b>	INDIANAPOLIS <input type="text"/> <small>destination not found</small> <a href="#">Per Diem Links</a>		
<b>Primary Destination Country/State:</b>	INDIANA	<b>Primary Destination County:</b>	MARION COUNTY
* <b>Business Purpose:</b>	Barb is attending the Accounts Receivable Manager's conference which is to enhance and strengthen her skills in her current job as Accounts Receivable Manager.		
<b>Final Reimbursement:</b>	<input checked="" type="checkbox"/>		

*Travel Advances:* Since there were not travel advances on the TA, we will skip this section.

*Per Diem Expenses:* Since the amount of meals provided changed, we need to update this table. So we need to make sure the following per diems are deleted: 1 travel day breakfast, 2 full day breakfasts, 1 travel day lunch, 3 full day lunches, and 1 full day dinner. Also, the mileage changed to 64 miles each way, and the lodging changed to \$221.13 a night. After everything is updated, click on "Update Per Diem Table". At the bottom there is a Grand Totals section that sums each area.

**Per Diem Expenses** ▼ hide

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
INDIANA	MARION COUNTY	INDIANAPOLIS <input type="text"/> <small>destination not found</small>	<input type="checkbox"/>	7.50	11.25	23.25	3.75	45.75	221.13	64	MP - 0.5 ▼	32.00	298.88	
<a href="#">Copy Down</a>														
INDIANA	MARION COUNTY	INDIANAPOLIS <input type="text"/> <small>destination not found</small>	<input type="checkbox"/>	10.00	0.00	31.00	5.00	46.00	221.13	0	MP - 0.5 ▼	0.00	267.13	
<a href="#">Copy Down</a>														
INDIANA	MARION COUNTY	INDIANAPOLIS <input type="text"/> <small>destination not found</small>	<input type="checkbox"/>			31.00	5.00	36.00	221.13	0	MP - 0.5 ▼	0.00	257.13	
<a href="#">Copy Down</a>														
INDIANA	MARION COUNTY	INDIANAPOLIS <input type="text"/> <small>destination not found</small>	<input type="checkbox"/>				5.00	5.00	221.13	0	MP - 0.5 ▼	0.00	226.13	
<a href="#">Copy Down</a>														
INDIANA	MARION COUNTY	INDIANAPOLIS <input type="text"/> <small>destination not found</small>	<input type="checkbox"/>	0.00	0.00	23.25	3.75	27.00		64	MP - 0.5 ▼	32.00	59.00	
<a href="#">Copy Down</a>														
<b>Grand Totals:</b>				<b>Meals &amp; Incidentals: 159.75</b>				<b>Lodging: 884.52</b>		<b>Miles: 128</b>		<b>Mileage Total: 64.00</b>		<b>Daily Total: 1,108.27</b>
<a href="#">Update Per Diem Table</a> <a href="#">Remove Per Diem Table</a>														

**Actual Expenses:** In this section we need to update the items that changed. So the Shuttle/Bus/Taxi needs to change to \$12, and update notes. As well as the Parking amount needs to be updated to \$65.

Actual 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	<input type="checkbox"/>	No		N/A	0.00	<input type="button" value="add"/>	
Notes:											
Rate Conversion Site											
04/06/2015	Airfare		226.20	1	Yes	No	No	N/A	226.20	<input type="button" value="delete"/>	
Notes:											
▼ hide Actual Expenses Details - Airfare - 1											
1	* Expense Date	* Expense Type Code	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service	Actions	
add:	04/06/2015	Airfare	0.00	0.00	No	No	N/A			<input type="button" value="add"/>	
Notes:											
1	04/06/2015	Airfare	226.20	226.20	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy	<input type="button" value="delete"/>	
Notes: flight to Indiana											
04/06/2015	Registration Fees		475.00	1	<input checked="" type="checkbox"/>	No	No	N/A	475.00	<input type="button" value="delete"/>	
Notes: Purchased on PCard											
▶ show Actual Expenses Details - Registration Fees - 2											
04/10/2015	Shuttle/Bus/Taxi		12.00	1	<input type="checkbox"/>	No	No	N/A	12.00	<input type="button" value="delete"/>	
Notes: shuttle from hotel to airport											
▶ show Actual Expenses Details - Shuttle/Bus/Taxi - 3											
04/06/2015	Shuttle/Bus/Taxi		12.00	1	<input type="checkbox"/>	No	No	N/A	12.00	<input type="button" value="delete"/>	
Notes: shuttle to hotel											
▶ show Actual Expenses Details - Shuttle/Bus/Taxi - 4											
04/06/2015	Toll Road Charges		10.80	1	<input type="checkbox"/>	No	No	N/A	10.80	<input type="button" value="delete"/>	
Notes: Toll to airport											
▶ show Actual Expenses Details - Toll Road Charges - 5											
04/10/2015	Parking		65.00	1	<input type="checkbox"/>	No	No	N/A	65.00	<input type="button" value="delete"/>	
Notes: airport parking											
▶ show Actual Expenses Details - Parking - 6											

**Travel Expense Total:** This will auto-populate based on what you input above.

**Special Circumstances and Group Travel:** Not applicable to this example.

**View Reimbursement History:** If there were prior instances of being reimbursed associated with this travel, it would appear in this section.

**Contact Information:** This is who travel will call if there are questions related to this travel.

**Travel Certification:** Since you are the arranger on this document and not the traveler, you cannot check the employee certification. The traveler must log in to Quali and check this box. It will be in their action list.

**Summary by Object Code:** This is a summary of what object codes these expense will hit.

**Assign Accounts:** Multiple accounts can split the cost based on dollar amount or percentage amount. In this example we are only doing one account. Make sure to hit the add button. After you hit the add button, click "assign accounts."

**Accounting Lines:** The accounting lines of the document showing the object code. Make sure to hit add.

Accounting Lines <span style="float: right;">hide detail</span>										
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO	1358550						OUT OF POCKET	0.00	
Colorado State University Accounts Receivable Operations										
Line Description										
add										
1	CO	1358550		6050				OUT OF POCKET	64.00	
Colorado State University Accounts Receivable Operations In State Employee Travel Miscellaneous										
Line Description										
delete bal inquiry										
2	CO	1358550		6071				OUT OF POCKET	99.80	
Colorado State University Accounts Receivable Operations Out State Employee Travel Misc										
Line Description										
delete bal inquiry										
3	CO	1358550		6075				OUT OF POCKET	1,044.27	
Colorado State University Accounts Receivable Operations Out State Employee Travel Per Diem										
Line Description										
delete bal inquiry										
									<b>Total: 1,208.07</b>	

**Payment Information:** Since this is an employee, select "P-Check/ACH."

Payment Information <span style="float: right;">hide</span>	
<b>Check Amount:</b>	1,208.07
<b>Payment Type:</b>	Is this a foreign payee: No
<b>* Payment Method:</b>	P - Check/ACH
<b>Check Stub Text:</b>	T-49 Barb is attending the Accounts Receivable Manager's conference which is to enhance and strengthen her skills in her current job as Accounts Receivable Manager. 2015-04-06 11:18:00.0
<b>Due Date:</b>	02/26/2015
<b>Other Considerations:</b>	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
<b>Documentation Location Code:</b>	AP - Accounts Payable
<b>Special Handling</b>	<input type="checkbox"/> <b>Special Handling</b>
<b>Wire Transfer</b>	<input type="checkbox"/> <b>Wire Transfer</b>
<b>Foreign Draft</b>	<input type="checkbox"/> <b>Foreign Draft</b>

**Notes and Attachments:** All receipts associated with this travel need to be attached to this section.

**Finalize document:** Click the "calculate" button. Once calculated, click "submit".

## TR Example #2

You traveled to Pueblo, Colorado on 3/2/15 and returned on 3/5/15 to assist Colorado State University – Pueblo with Kual. At your hotel breakfast was included, and needs to be removed from your per diem. Your lodging ended up costing \$298.26, or \$99.42 a night. The mileage was 350 miles roundtrip, or 175 miles each way. The toll road expense was \$16.65. This will be split between 2 accounts in your department.

**Step 1:** Since this is in-state travel, this is processed when the traveler when returns on the TR document. No TA is needed. Click on the Travel Reimbursement document under Transactions, under Travel.

### Travel

- [Entertainment Reimbursement](#)
- [Moving and Relocation Reimbursement](#)
- [Travel Arranger](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)

**Step 2:** Complete the Travel Reimbursement Document.

**Document Overview:** Description auto-populates so no need to complete. In the Explanation say what you are doing.

Document Overview		▼ hide
Document Overview		
* Description:	(Description will be filled upon submit)	Explanation: Completing Erin Mercurio's post-trip for her trip to Pueblo to help CSUP with Kual.
Organization Document Number:		
Financial Document Detail		
* Bank Code	02 GENERAL DISBURSEMENTS	Total Amount:

**Trip Overview:** Use the magnifying glass next to Traveler Lookup to add you as the traveler. Then fill out the Trip Information, and check Final Reimbursement.

Trip Overview		▼ hide
Traveler Section		
Traveler Lookup:	<input type="text"/>	
* Traveler Type Code:	Employee	
Principal Id:	44050	Principal Name: epillsbu@colostate.edu
First Name:	ERIN	Last Name: MERCURIO
Address Lookup:	<input type="text"/>	
Street Address Line1:	6003 CAMPUS DELIVERY	Street Address Line2:
City Name:	FORT COLLINS	State Code: CO
Country Code:	United States	Zip Code: 80523
Email Address:	ERIN.MERCURIO@COLOSTATE.EDU	Phone Number: 970-491-6752
Liability Insurance:	<input type="checkbox"/>	
Trip Information Section		
* Trip Type Code:	In-State	
* Trip Begin:	03/02/2015 04:21 PM	* Trip End: 03/05/2015 04:21 PM
* Primary Destination:	PUEBLO	
Primary Destination Country/State:	COLORADO	Primary Destination County: PUEBLO COUNTY
* Business Purpose:	To travel to Pueblo, Colorado to assist CSU-Pueblo with Kual.	
Final Reimbursement:	<input checked="" type="checkbox"/>	

*Travel Advances:* No travel advances were given, so skip this section.

*Per Diem Expenses:* Click on "Create Per Diem Table". Once created, update the lodging amount, add the miles and delete the breakfast for the last 3 days.

Travel Advances														Customer Report			
Per Diem Expenses																	
Per Diem Expenses																	
Trip Detail: 03/02/2015																	
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total				
COLORADO	PUEBLO COUNTY	PUEBLO	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	99.42	175	MP - 0.5	87.50	221.42				
		<small>destination not found</small>															
<a href="#">Copy Down</a>																	
Trip Detail: 03/03/2015																	
COLORADO	PUEBLO COUNTY	PUEBLO	<input type="checkbox"/>		11.00	23.00	5.00	39.00	99.42	0	MP - 0.5	0.00	138.42				
		<small>destination not found</small>															
<a href="#">Copy Down</a>																	
Trip Detail: 03/04/2015																	
COLORADO	PUEBLO COUNTY	PUEBLO	<input type="checkbox"/>		11.00	23.00	5.00	39.00	99.42	0	MP - 0.5	0.00	138.42				
		<small>destination not found</small>															
<a href="#">Copy Down</a>																	
Trip Detail: 03/05/2015																	
COLORADO	PUEBLO COUNTY	PUEBLO	<input type="checkbox"/>		8.25	17.25	3.75	29.25	0.00	175	MP - 0.5	87.50	116.75				
		<small>destination not found</small>															
Grand Totals																	
<b>Grand Totals:</b>				<b>Meals &amp; Incidentals: 141.75</b>				<b>Lodging: 298.26</b>				<b>Miles: 350</b>		<b>Mileage Total: 175.00</b>		<b>Daily Total: 615.01</b>	
<a href="#">Update Per Diem Table</a> <a href="#">Remove Per Diem Table</a>																	

*Actual Expenses:* Add actual expenses that are not in the Per Diem Table. For this example it would be the Toll Road of \$16.65.

Actual Expenses											
Actual 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:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	1	<input type="checkbox"/>	No		N/A	0.00	<a href="#">add</a>
<small>Notes:</small> <input type="text"/>											
1	02/19/2015	Toll Road Charges		16.65	1	<input type="checkbox"/>	No	No	N/A	16.65	<a href="#">delete</a>
<small>Notes:</small> toll road on return trip											
<a href="#">show</a> Actual Expenses Details - Toll Road Charges - 1											
Imported Expenses											
* All fields required if section is used											
<a href="#">Look Up/Add Multiple Imported Expense Lines</a>											
Reconciled Expenses											
Status	Document Number	Card Type	Expense Date	Name	Travel Company	Amount					

*Travel Expense Total:* Sums up the total of all the expenses.

Travel Expense Total ▼ hide

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**Travel Expense Total**

	<b>Total Expenses:</b>	631.66
	<b>Less Manual Per Diem Adjustment:</b>	-
	<b>Less Non-Reimbursable:</b>	0.00
	<b>Eligible for Reimbursement:</b>	631.66
<b>Encumbrance Amount:</b>	0.00	
	<b>Apply Expense Limit:</b>	N/A
	<b>Less CTS Charges:</b>	0.00
	<b>Amount due Corporate Credit Card:</b>	0.00
	<b>Total Reimbursable:</b>	631.66
	<b>Less Advances from this Trip:</b>	0.00
	<b>Reimbursement from this Trip:</b>	631.66

recalculate

*Special Circumstances and Group Travel:* Not applicable to this example.

*Contact Information:* This is the person travel will contact for any questions.

*Travel Certification:* Since you are the traveler, you need to check the box for Employee certification.

Traveler Certification ▼ hide

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**Statement**

I certify the statements herein are true and just in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was performed by me on State business and that no claims are included for expense of a personal or political nature or for any other expense not authorized by the State of Colorado Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicles for which reimbursement is claimed.

**\* Employee Certification:**

*Summary by Object Code:* Shows the object codes the expenses will hit.

Summary by Object Code ▼ hide

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**Accounting Distribution**

	Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
<input checked="" type="checkbox"/>	6001	OUT OF POCKET	In State Employee Travel Miscellaneous	16.65	16.65
<input checked="" type="checkbox"/>	6005	OUT OF POCKET	In State Employee Travel Per Diem	440.01	440.01
<input checked="" type="checkbox"/>	6050	OUT OF POCKET	In State Employee Travel Miscellaneous	175.00	175.00
				<b>Total Remaining:</b>	631.66 USD

Unselect All

*Assign Accounts:* Since this position will be split between two accounts in your department, one will default and you will need to add the other. The percentage will need to be changed to 50% as it is being split evenly. Then click “Assign Accounts.”

Assign Accounts ▼ hide

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**Accounting Lines** hide detail

**Assign Accounts**

	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
add:	CO					0	0.00	<span>add</span>
1	CO <small>Colorado State University</small>	1356620 <small>Business &amp; Financial Services</small>				50	315.83	<span>delete</span> <span>bal inquiry</span>
2	CO <small>Colorado State University</small>	1356620 <small>Business &amp; Financial Services</small>				50	315.83	<span>delete</span> <span>bal inquiry</span>

Assign Accounts

**Accounting Lines:** This will auto-populate and divide the expenses evenly among the 2 accounts. You can edit this field accordingly.

Restart Accounting Lines

Accounting Lines ? hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO	1356620						OUT OF POCKET	0.00	
Line Description										
1	CO	1356620		6001				OUT OF POCKET	8.33	delete bal inquiry
Line Description										
2	CO	1356620		6001				OUT OF POCKET	8.32	delete bal inquiry
Line Description										
3	CO	1356620		6005				OUT OF POCKET	220.01	delete bal inquiry
Line Description										
4	CO	1356620		6005				OUT OF POCKET	220.00	delete bal inquiry
Line Description										
5	CO	1356620		6050				OUT OF POCKET	87.50	delete bal inquiry
Line Description										
6	CO	1356620		6050				OUT OF POCKET	87.50	delete bal inquiry
Line Description										
									<b>Total: 631.66</b>	

**Payment Information:** Since you are an employee select "P – Check/ACH".

Payment Information hide

Payment Information

<b>Check Amount:</b>	631.66	<b>Due Date:</b>	02/26/2015
<b>Payment Type:</b>	Is this a foreign payee: No	<b>Other Considerations:</b>	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
<b>* Payment Method:</b>	P - Check/ACH	<b>Documentation Location Code:</b>	AP - Accounts Payable
<b>Check Stub Text:</b>	(This will be generated at save.)		
<b>Special Handling</b>	<input type="checkbox"/>		
<b>Wire Transfer</b>	<input type="checkbox"/>		
<b>Foreign Draft</b>	<input type="checkbox"/>		

In the notes and attachments section add all receipts.

Hit calculate at the bottom of the document, and then click submit.