Business and Financial Services

To deliver efficient and effective business and financial services to our customers in support of the University's mission of education, research, public service and extension.

http://busfin.colostate.edu/default.aspx
TEM TRAINING OVERVIEW

• Part 1 – What we have learned

• New terminology, functionality, and acronyms for our new 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

Updated 12/02/15
TEM TRAINING OVERVIEW

• Part 2 – What we have learned

• Travel advances

• How to prepare Travel Authorizations for Out-of State travel

• How to issue reimbursements from Travel Authorization documents

• How to make sure Travel Authorizations are closed so that encumbrances are relieved

Updated 12/02/15
TEM TRAINING OVERVIEW

• Part 3 – Group & International travel

• How to use the Group tab in the Travel Authorization document

• Risk Management’s role for International travel

• How to prepare Travel Authorizations and Reimbursements for International travel

• How to use the Oanda link and Currency Converter

Updated 12/02/15
GROUP TRAVEL

- Group travel is often organized by a leader, or a few individuals, who manage all expenses associated with the trip
  • **Group leader is responsible for collecting all receipts**

- Reimbursement will only be made to the Primary Traveler on the TR document, not to the travelers listed on the group travel tab.

- Anyone with a TEM Profile can be imported into the document using the the Group Travel tab

- All international travelers MUST use TEM profiles and the group travel tab. Please do not list individuals in the Notes and Attachments. (RMI’s approval process CANNOT process notes and attachments.)

Updated 12/02/15
INTERNATIONAL INFORMATION

• Emergency contact information including in-country contact phone number will be required for all trips.

• Please make sure that all itinerary information including NO Cost business travel is included in TA.

• Multiple destinations must be entered using the per diem table

• Primary destination must be an International location

Updated 12/02/15
INTERNATIONAL TRAVEL APPROVALS

• RMI approval is now automatically integrated with the Kuali TEM process for approval of faculty travel

• Students must obtain approval from international programs before traveling internationally

• RMI approval email is generated from the system, and needs to be attached to the TA document prior to the DHA review and electronic signature

• Saved documents, or ad hoc to initiator, or ad hoc complete will not allow document to be reviewed by RMI review process

Updated 12/02/15
RMI APPROVAL PROCESS

• Travel arranger prepares TA document ensuring that ALL information pertaining to traveler’s international trip is included. Primary destination, all accommodation, all other countries (per diem locations even if no cost.)

• Traveler or admin are no longer required to register separately with RMI as RMI routing is integrated into the Kuali TEM process

• If destinations (primary and per diem destinations) are NOT subject to a travel advisory RMI sends an approval email to the travel arranger AND the traveler. Simply copy this approval email to the TA for further routing.

• If destination is subject to a travel advisory – traveler is sent an email with a link to an electronic travel advisory waiver. Once completed by traveler, approval email is automatically sent to traveler and travel arranger.

Updated 12/02/15
RMI APPROVAL PROCESS

- Select Trip Type Code International
RMI APPROVAL PROCESS

- Use magnifying glass to “return value”
- Many International Destinations have few options
- If Destination is not found select OTHER

<table>
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</tr>
<tr>
<td>return value</td>
<td>AUT</td>
<td>VIENNA</td>
</tr>
</tbody>
</table>
RMI APPROVAL PROCESS

- Do not enter destination manually
- The RMI automated approval process will not pick this up in the nightly ODS update and will not be reviewed for approval
What if my traveler has multiple destinations?

- Multiple locations can be entered in the per diem table.

- Please enter all locations even if there are no reimbursable expenses.
  - This will help locate the traveler in an emergency situation.

- If there are both International and Domestic destinations please make sure that an International Destination is entered as the Primary Destination.
• What if my traveler has multiple destinations?
  – Use magnifying glass to enter new destinations
  – Do not use “destination not found” to enter manually
  – Select the personal box if no reimbursement needed
RMI APPROVAL PROCESS

- International Approval for Group Travel
  - When multiple travelers are processed on one document only the primary traveler is identified
  - If approval is needed for all travelers a TA document will need to be submitted for each individual traveler
  - The automated RMI process does not look at the group travel tab or note and attachments where additional travelers may be listed
• Travel Reimbursement process
  – Approval email from RMI must be attached in the notes and attachments section on the TA
  – Travel will request a copy of this be attached to the document before processing reimbursement
  – If email is not received when TA is submitted please inquire why at this time. This document is for PRE approval.
• BFS TRAVEL RESOURCES
• Travel website
  – http://busfin.colostate.edu/trv.aspx
  – FAQ, forms, training guides, workflow charts, links
  – Contact Information
  – Updates on what documents currently being processed
• BFS TEM User email
  – Bfs_tem_users_questions@mail.colostate.edu
  – Central email designed to improve response time
• TEM Arranger listserv
  – Sign up on ACNS website to receive updates intended for travel arrangers

Updated 12/02/15
QUESTIONS?

• Kuali Help or Business/Financial Questions:
  • Erin Mercurio: 491 – 6752
  • Summer Leaming: 491- 2801
  • David Leathers: 491-5509

• General Travel Questions:
  • Terri Bedan: 491-6021
  • Rose Perez: 491-1362
  • Sherri Rhule: 491-2291
  • Grant Polzer: 491-2040

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