

Kuali TEM Module

Part 1: Introduction to TEM

Colorado State University

Presented by Travel 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>



Overview

Colorado State University

- TEM Introduction
- TEM Travel Documents
- Route Log (Approval Process)
- Travel Examples
 - TEM Profile
 - Travel Arranger
 - Travel Reimbursement (TR)



Financially Integrated

- Capability to enter account information and object codes directly into Quali
- Ability to have accounts encumber future travel expenses
- Currency conversion helps with International travel currency calculations
- Assigns accounts to travel documents by information retained in the traveler's TEM Profile



TEM Travel Documents

Colorado State University

- TEM Profile
- Travel Authorization (TA)
- Travel Authorization Amendment (TAA)
- Travel Authorization Close (TAC)
- Travel Reimbursement (TR)



TEM Profile

- A TEM Profile will need to be completed for every traveler prior to travel documents being created
- Collects needed information about the traveler (name, emergency contact, default account information, etc.)
- Travel Arrangers (individuals who prepare travel documents for a traveler) can add themselves to a traveler's TEM profile
- Traveler's profile information will pull automatically into travel documents
- TEM Profile required both employee and non-employee travelers



TEM Profile

- TEM Profiles can be created one of 3 ways
 - Employee travelers may create their own profile: “Create My Profile”
 - Travel Arranger may create profile for employees: “Create New from KIM”
 - Travel Arranger may create profile for non-employees: “Create New From Customer”



TEM Travel Documents

Colorado State University

TEM Profile Lookup 

[create my profile](#) [create new from kim](#) [create new from customer](#)

* required field

KIM Principal Name:	<input type="text"/>	
AR Customer Id:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
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

[search](#) [clear](#) [cancel](#)

TEM Profile

- Employee or Non-Employee?
 - Non-employee Travelers
 - No affiliation with the University, i.e. new hire candidates
 - Employee Travelers
 - Current employee of the University, should have active ename in Kual
 - Student Travelers
 - Employee or non-employee if they have active assignment?
 - Determination should be based on purpose of travel
 - » **Does travel relate to job responsibilities or relate to academic purpose as a student**
- Employee travelers have ability to modify TEM profile, non employees do not
 - Add new arrangers
 - Update contacts
 - Update notifications



TEM Travel Documents

Colorado State University

Are you creating TEM Profiles and Travel Documents for your non employee travelers?

- Complete the AR Customer form located at http://busfin.colostate.edu/Form/s/Travel/AR_Customer_Form.pdf#zoom=100 Email completed forms to BFS_TEM_Customer@mail.colostate.edu
- After form processes you will receive an FYI in your action list verifying that the individual is set up in Kuali
- Once established in Kuali a TEM profile needs to be created



Colorado State University
TEM customer form

Traveler Information	
Full Name:	<input type="text"/> <small>First M.I. Last</small>
Address:	<input type="text"/> <small>Street Address Apartment/Unit #</small>
	<input type="text"/> <small>City State ZIP Code</small>
Home Phone:	<input type="text"/>
Alternate Phone:	<input type="text"/>
Emergency Contact Name:	<input type="text"/>
Emergency Contact Phone:	<input type="text"/>
Traveler type:	<input checked="" type="radio"/> Student <input type="radio"/> Non-employee <small>If CSU Student enter student ID <input type="text"/></small>
Traveler Citizen Status:	<input checked="" type="radio"/> U.S. Citizen <input type="radio"/> Non U.S. Citizen
*If traveler is Non U.S. Citizen please answer following question and provide valid email address	
Describe purpose of travel	<input type="text"/>
Current Valid email address for traveler	<input type="text"/>
Department Information	
Initiator Name:	<input type="text"/> <small>First M.I. Last</small>
Department number:	<input type="text"/> <small>Department number</small>
Department Address:	<input type="text"/> <small>Department address</small>
Initiator Email:	<input type="text"/>
Initiator Phone:	<input type="text"/>
Default Account:	<input type="text"/>

Please email form to BFS_TEM_Customer@mail.colostate.edu for processing

Add Travel Arranger

- Add arranger to traveler TEM profile:
 - **TEM profile create/edit:** this is the most efficient method for updating a profile. Do not check the "Primary" box.
 - **Employee** may add an arranger to their profile. Do not check the "Primary" box.



TEM Profile and Travel Arranger Examples Colorado State University

- **You have been asked to set up your TEM profile. Try completing this within the training environment.**
 - Complete all fields marked with a * EXCEPT for the Administrator section of the document
 - Birthdate will be 1/1/1900 – actual birthdates are NOT used within TEM profiles
 - Account Number is not required but recommended
- **You have been asked to set up a TEM profile for a traveler in your department. Try completing this within the training environment.**
 - Complete all fields marked with a * EXCEPT for the Administrator section of the document
 - Birthdate will be 1/1/1900 (faculty/staff) or 1/1/1915 (student) – actual birthdates are NOT used within TEM profiles
 - Account Number is not required but recommended
 - Add your name under the “Arrangers” section of the profile. This will give you travel arranger access.
- **You have been asked to set up a TEM profile for a traveler not in your department. Follow the same example as a departmental traveler.**



Did you look at the route log?

TEM Profile Document

- TEM Profile create/edits will finalize automatically in the system. No need to wait! If you set up a profile for a traveler, they will receive an FYI in their Action List stating their travel profile has been set up



Travel Authorization (TA)

- Travel Authorization (TA) documents are completed prior to a trip taking place and represent approval to travel. TA documents include the name of traveler, estimated travel dates and estimated costs.

- Travel Authorization documents are required for:
 - In State Travel that includes Ghost Card purchases
 - Out of State Travel
 - International Travel
 - All Travel Advances
 - All No Cost trips (note you cannot submit a \$0.00 trip, enter one expense and mark it as "non-reimbursable")

- Travel Authorization documents are NOT required for:
 - General In State Travel when department has blanket authorization in place (cannot include Ghost Card Purchases or Travel Advances)



Travel Authorization Amendment (TAA)

- TAA documents are completed prior to a trip taking place and are used to edit existing TA documents.
- Reasons the TAA document are used:
 - Change trip dates
 - Change estimated expenses
 - Add DHA group trav-xxxx approval for trip if omitted on original TA
 - Add advance requests for trips if omitted on original TA
 - Update/Add destinations not on TA document
- TAA documents can only be created if there has not been a TR document created
- Document will be listed in the view related documents tab



Travel Authorization Close (TAC)

- Travel Authorization Close (TAC) documents are generated once final reimbursement has been made to traveler
- TAC documents created one of two ways
 - Automatically by Kualii
 - When final reimbursement box is checked on the TR document any remaining encumbrance is liquidated, the TA is closed, and a TAC document is created.
 - Manually by Travel Arranger
 - If final reimbursement box is not checked the TA will remain open. If no additional reimbursement is expected the arranger or traveler can close the TA by clicking the “Close TA” button on the Open TA.
- TAC documents can be used to generate new reimbursements if the TA has been closed.
 - New reimbursement button will be on TAC document (just like TA)
- TAC documents will be listed in the view related documents tab



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:
 - Opening an “Open for Reimbursement” Travel Authorization (TA) in Quali and creating a new reimbursement off of that TA document
 - Stand Alone 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 Reimbursement (TR)

– Information required on TR

- Explanation field
 - Does not automatically copy from TA. Should be copied manually and pasted or typed in if purpose has changed
- Final Reimbursement box
 - Check if no additional reimbursement expected to ensure TA is closed and encumbrances are removed from account
- Special circumstances
 - List in notes and attachments, i.e. multiple guests sharing hotel room/spousal travel
- Receipts/Proof of payment match expense amounts on document in PDF format



Travel Reimbursement (TR)

- Notice of Adjustments
 - Travel may reduce reimbursement amounts if receipts do not show requested amounts
 - Document initiator will receive “read notes” request in action list for adjustments
 - Travel may request additional information such as missing receipts by using the read notes function as well. Arrangers should check action list for these requests

- Return to Fiscal Officer
 - Travel can send documents back to FO if additional information is needed. Unfortunately we cannot send back to arranger. FO should consult arranger if TR sent back by travel.



Department Higher Authority:

- Department Higher Authority (DHA) will need to be added to the route log if they are not already listed to approve
- To add a Department Higher Authority (DHA) approval:
 - Add DHA through the ad hoc requests tab and under ad hoc group requests using trav-xxxx Approve. FYI/Acknowledge is not acceptable
 - If DHA was omitted on TA and trip has not started a TAA document with DHA ad hoc can be submitted
- DHA is only required for employee travelers
 - Should be traveler supervisor in the traveler's primary department (same individual who would approve time out of office)
 - Example: College Deans would need to have approval from Provost



Department Higher Authority:

- DHA lists are available in Kualii
 - Under Administration tab click the group link under identity
 - In the Group name field type TRAV-XXXX
 - Wildcard * can be used as well, TRAV* or *XXXX

- DHA will be sent to multiple approvers if more than one is set up for department
 - On the ad hoc tab an approval needs to be sent to the TRAV-XXXX group
 - Only one person in the group needs to approve
 - Good way to get approvals when someone is out of office
 - All group recipients will receive approval email
 - If document is approved first by someone else the document will not remain in everyone's action list (think HOSP approvers)



Department Higher Authority

Colorado State University

Are the DHA lists in Kuali incorrect or incomplete?

- Complete the DHA Authorization form located at http://busfin.colostate.edu/Form/s/Travel/DHA_Form.pdf#zoom=100 Email to bfs_tem_users_questions@mail.colostate.edu
- Will be reviewed and any questions will be conveyed back
- After review the new DHA will be added/removed from the TRAV group in Kuali by the KFS team



Business and Financial Services

Department Higher Authority (DHA) Authorization Form

Complete all sections and obtain necessary signatures.

Please forward to Travel Services, 6003 Campus Delivery or email to bfs_tem_users_questions@mail.colostate.edu

New DHA Information

Name: _____ eid: _____
Dept. Name: _____ Dept. #: _____
Dept. Address: _____ Phone#: _____

Prior DHA – (DHA will be replaced or resign from current role)

Name: _____ eid: _____
Name and Phone Number of Person Completing form: _____

Travel Department Authorization Number(s)

Example TRAV-6003

AUTHORIZATIONS			
I, _____, request travel authorization authority for all departments listed and agree to comply with all policies and procedures regarding University Travel. I agree that all approved travel will be for official University business purposes only.			
I understand that in the event of willful or negligent default of this privilege, the University shall take any recovery action deemed appropriate, that is permitted by law.			
_____ Signature of Applicant		_____ Date	
I request that the above-named individual, an employee of Colorado State University, be granted travel authorization authority.			
_____ Type or print name of Dean, Director or Dept. Head		_____ College Business Officer	_____ Date
For Business and Financial Services Use Only			
_____ Entered into Database by	_____ Date	_____ Supervisor, Travel Services	_____ Date



60 Day limit on Travel Reimbursements

- Approval by the traveler is required within 60 days on the trip end date
 - Even if expenses are incurred during the trip that exceed 60 days we use the trip end date for all expenses
 - Mileage should be submitted monthly
 - Report generated every month and reviewed by A/P/Travel Manager
 - Email sent to traveler notifying taxes will be withheld on next paycheck
 - Reminder emails sent to traveler and arranger every Monday
 - Student employee travel for 60 days
 - Not taxable if travel is for academics
 - Taxable if part of job duties
- Taxable travel only applies to employee travel
 - Taxable amount depends on tax status of each individual (W-4 withholdings)



60 Day limit on Travel Reimbursements

- Reminder emails
 - Every Monday emails are sent to travelers and document initiators
 - TR must be enroute and between 45 and 59 days past trip end date

- Approval may need to be done from off campus
 - Firewall and security provisions prevent approval link sent from KFS to be utilized
 - Instructions for how to approve from off campus can be found on the travel website
http://busfin.colostate.edu/Forms/Travel/trvGuide_for_Travelers_to_approve.pdf#zoom=100
 - Dual authentication required. ACNS links provided in guide to enroll in Dual Authentication



Travel Reimbursement (TR) Example Colorado State University

Let's practice preparing an In State Travel Reimbursement

– Complete TR Example #1 of Example Handout

- In-State travel does not require a Travel Authorization (TA) unless there is Ghostcard airfare or a travel advance
- **Do not submit the document yet!** Lets “save” the document and look at the route log



Did you look at the route log? Colorado State University

TR Document for In-State Travel w/ no airfare or advance

- Travel Arranger prepares document and the general system routing includes:
 1. Route first to DHA if blanket authorization is not in place
 2. Routes to traveler for approval
 3. Routes to Fiscal Officer for approval
 4. Routes to Travel Department for processing



TEM TRAINING OVERVIEW Colorado State University

Part 1 – What we have learned

- Purpose of six travel documents in Quali; TEM Profile, Travel Arranger document, TA, TAA, TAC, TR
- How to prepare TEM Profiles, Add Travel Arrangers, and how to process an In-State travel reimbursement
- How to use the route log to monitor travel documents for approvals
- Set up non employee travelers
- How to ad hoc the DHA for travel approval and edit DHA approvers for the department



Part 2 – What we will cover

- Travel advances
- Repay travel advances and clear balances due from travelers
- How to prepare Travel Authorizations for Out-of-State travel
- How to issue reimbursements from Travel Authorization documents using the Travel Reimbursement document
- Ensure TA documents are closed and clear encumbrances
- Check for reimbursement information to see when it was issued



Part 3 – What we will cover

- International Travel
- Risk Management and the International Approval Process
- Group Travel
- How to use OANDA and the Currency Converter for our Expenses



QUESTIONS?

Colorado State University

All TEM Questions please send through email to BFS TEM Users Questions:

bfs_tem_users_questions@Mail.colostate.edu

Travel Policy Questions:

Ashley Meyer 491-7530

Terri Bedan: 491-6021

Amanda Benker: 491-1362

Chris DeMint: 491-2291

Kuali Help (non TEM) or Business/Financial Questions:

Contact your Campus Services Representative

