Travel Reimbursement Example 1:

A person in your department traveled to Akron, Colorado to perform an inventory count on the cows at the Eastern Colorado Research Center (ECRC). They left on March 31st, and returned on March 31st. They need to be reimbursed for roundtrip mileage to ECRC. It is 256 miles roundtrip.

Since this is instate travel with no travel advance, you do not fill out the TA, but go directly to the TR. So click on "Travel Reimbursement."

The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In this example "Mileage for trip to ECRC on 3/31 of 256 miles for Summer Leaming." Then click the magnifying glass next to Traveler Lookup to find the Traveler. When you find them click "return value" and their information will auto-populate.

In the Trip Information section select "In-State" for Trip Type code and the select 3/31/15 as the Trip Begin and End dates. For Primary Destination click the Magnifying glass.

*By clicking the magnifying glass, it takes you to the Primary Destination Lookup. Region must be selected. Choose "Colorado" and in Primary Destination enter "*Akron*" and click search. Click "return value" next to the one we want to use and it will auto-populate the information.*

Primary Destination Lookup ?

* required field

* Region:	COLORADO
County:	
Primary Destination:	*akron*
Active:	● Yes ○ No ○ Both

search   clear   cancel

One item retrieved.

Return Value	Region	County	Primary Destination	Active
return value	CO	WASHINGTON COUNTY	AKRON	Yes

Export options: CSV | spreadsheet | XML

*For Business Purpose **only** put location and trip return date. This will populate on the check stub and select Final Reimbursement.*

Trip Information Section

* Trip Type Code:	In-State		
* Trip Begin:	03/31/2015 12:45 PM	* Trip End:	03/31/2015 12:45 PM
* Primary Destination:	AKRON ⚲ destination not found Per Diem Links		
Primary Destination Country/State:	COLORADO	Primary Destination County:	WASHINGTON COUNTY
* Business Purpose:	Akron 3/31		
Final Reimbursement:	☑		

Since we are only claiming mileage, we will fill this out in the Actual Expenses tab. You will select Mileage and then click add. Then you are able to input more information.

Actual Expenses   ▼ hide

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
add:			0.00	1 Rate Conversion Site	☐	No		N/A	0.00
Notes:									

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US
03/31/2015	Mileage 2WD		128.00	1	No	No	No	N/A	128.00
Notes:									

▼ hide Actual Expenses Details - Mileage 2WD - 1

	* Expense Date	* Expense Type Code	Miles	* Expense Amount	$US	Non-Reimbursable	Taxable	Missing Receipt	A
add:	03/31/2015	Mileage 2WD	0 0.5	0.00	0.00	☐	No	N/A	
	Notes								
1	03/31/2015	Mileage 2WD	256 0.5	128.00	128.00	☐	No	N/A	
	Notes	roundtrip Fort Collins to Akron							

The next section you want to fill out is the Assign Accounts. Click Add next to your line in "Assign Accounts." That will populate the Accounting Lines section as shown below.

In the Payment Information select "ACH/Check." and Submit.

Travel Reimbursement Example #2

A person in your department attended a conference in Steamboat Springs, CO from October 10th – October 12th and needs to be reimbursed $120.00/night for hotel, 160 miles each way (or 320 miles roundtrip) , $10 for parking and per diem. However, dinner on the first night was included. There is a blanket authorization in place, so only a TR needs to be completed because it is in-state travel.

The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In this example Laura Snowhite traveled to Steamboat Springs, Colorado 10/10-10/12 for the annual administrative assistants' conference. This information is the Purpose and Justification.

Document Overview		
* Description: (Description will be filled upon submit)		Explanation: Laura Snowhite traveled to Steamboat Springs Colorado from 10/10-10/12 for the annual administrative assistants
Organization Document Number:		

Financial Document Detail	
* Bank Code 02 GENERAL DISBURSEMENTS	Total Amount:

In the trip overview section click the magnifying glass next to the Traveler's Lookup.

Trip Overview   ▼ hide

Traveler Section

Traveler Lookup: 🔍

* Traveler Type Code:

This will take you to the TEM Profile lookup screen. Search for your traveler and click "return value" next to their name.

TEM Profile Lookup ?

* required field

KIM Principal Name:	🔍
First Name:	
Last Name:	SNOWHITE
Traveler Type Code:	▼
Primary Department Code:	
Chart Code:	▼ 🔍
Account Number:	🔍
Active:	⦿ Yes ○ No ○ Both

search clear 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	1015	lsnowhit@colostate.edu		LAURA	SNOWHITE	6003 CAMPUS DELIVERY	FORT COLLINS	CO	80523	US	LAURA.SNOWHITE@COLOSTATE.EDU	970-491-1064	Yes

That will populate the traveler information.

*In the Trip Information Section select "In-State", the trip begin and trip end dates, and click the magnifying glass next to primary destination to select Steamboat Spring. In the Business Purpose section **only** enter the trip location and return date.*

See below for completed Trip Information Section.

To calculate per diem, click on "create per diem table".

When the per diem table creates, input the $120 each night for hotel, 160 miles on the first and last day, and delete dinner on the first night then click Update Per Diem Table.

Per Diem Expenses

Per Diem Expenses

Trip Detail: 10/10/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
	ROUTT COUNTY	STEAMBOAT SPRINGS destination not found	☐	6.75	9.75		3.75	20.25	120.00	160	MP - 0.52 ▾	83.20	223.45

Copy Down

Trip Detail: 10/11/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
COLORADO	ROUTT COUNTY	STEAMBOAT SPRINGS destination not found	☐	9.00	13.00	29.00	5.00	56.00	120.00	0	MP - 0.52 ▾	0.00	176.00

Copy Down

Trip Detail: 10/12/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
COLORADO	ROUTT COUNTY	STEAMBOAT SPRINGS destination not found	☐	6.75	9.75	21.75	3.75	42.00	0.00	160	MP - 0.52 ▾	83.20	125.20

Grand Totals

Grand Totals:	Meals & Incidentals: 118.25	Lodging: 240.00	Miles: 320	Mileage Total: 166.40	Daily Total: 524.65

Update Per Diem Table | Remove Per Diem Table

Now we will need to enter $10 for parking the expense section and click add.

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:	10/11/2015	PK - Parking ▾		10.00	Rate Conversion Site	☐	No		N/A	0.00	add
	Notes:	Parking at conference ✕									

If the actual expenses details doesn't open, it is not required to complete. In this example it doesn't open so it does not need to be completed.

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:		▾		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	10/11/2015	Parking		10.00	1	☐	No	No	N/A	10.00	delete
	Notes:	Parking at conference									

▸ show Actual Expenses Details - Parking - 1

The Travel Expense Section gives you a summary of expenses and reimbursable expenses.

Travel Expense Total

Travel Expense Total

Total Expenses:	534.65
Less Manual Per Diem Adjustment: –	
Less Non-Reimbursable: –	0.00
Eligible for Reimbursement:	534.65
Encumbrance Amount: 0.00 Apply Expense Limit:	N/A
Less CTS Charges: –	0.00
Amount due Corporate Credit Card: –	0.00
Total Reimbursable:	534.65
Less Advances from this Trip: –	0.00
Reimbursement from this Trip:	534.65

recalculate

The Travel Certification section is checked and approved by the traveler after the document is submitted. If a non-employee, the arranger would check the box.

In the Assign Accounts section ensure you have the correct account and click add. After you click add click "assign accounts". This populates the accounting lines section. NEVER fill out the accounting lines section, only do the assign accounts section.

Below is the accounting lines section completed by using assign accounts above. DO NOT EDIT THIS SECTION. If you add or delete more expenses after assigning accounts, to restart the process simply click the "restart accounting lines" button.

For Payment Method select "Check/ACH".

Add receipts, in the required PDF format, to the notes and attachments section. Click submit to route to the traveler, fiscal officer and travel svcs for approval.