

Travel Authorization Example 1:

A person in your department is traveling to Saratoga, Wyoming to count cattle at the Beef Improvement Center (BIC) leaving March 15th and returning March 17th. Lodging is estimated at \$170 for both nights. The round trip mileage is 345 miles. No meals are provided. The traveler also requests an advance of \$125.

Document overview: enter the purpose and justification in the explanation box for the travel. Also, make a note of your Doc Nbr as this will be needed for the TR example.

The screenshot shows the 'Document Overview' section of a travel authorization form. At the top right, there is a table with the following information: Doc Nbr: 5419577, Status: INITIATED, Initiator: epillsbu@colostate.edu, Created: 01:44 PM 03/19/2015, TEM Doc #: Not Available, and TA Status: In Process. Below this, there are buttons for 'expand all' and 'collapse all', and a note '* required field'. The main form area is titled 'Document Overview' and contains several fields: '* Description:' with a placeholder '(Description will be filled upon submit)', 'Organization Document Number:', '* Bank Code:' with the value '02 GENERAL DISBURSEMENTS', and 'Total Amount:'. A red box highlights the 'Explanation:' field, which contains the text: 'Summer Leaming is traveling to Saratoga, WY to count cattle at BIC'.

Trip Overview – Traveler Section: Next to traveler Lookup click on the magnifying glass. This will allow you to search for the traveler. When you find the traveler click “return value” and the employee information will auto populate.

The screenshot shows the 'Traveler Section' of the Trip Overview form. It contains the following fields: 'Traveler Lookup:' with a magnifying glass icon, '* Traveler Type Code:' with the value 'Employee', 'Principal Id:' with the value '66624', 'First Name:' with the value 'SUMMER', 'Address Lookup:' with a magnifying glass icon, 'Street Address Line1:' with the value '6003 CAMPUS DELIVERY', 'City Name:' with the value 'FORT COLLINS', 'Country Code:' with the value 'United States', 'Email Address:' with the value 'SUMMER.LEAMING@COLOSTATE.EDU', 'Liability Insurance:' with an unchecked checkbox, 'Principal Name:' with the value 'sleaming@colostate.edu', 'Last Name:' with the value 'LEAMING', 'Street Address Line2:', 'State Code:' with the value 'CO', 'Zip Code:' with the value '80523' and a magnifying glass icon, and 'Phone Number:' with the value '970-491-2801'.

Trip Overview – Trip Information Section: Select trip type as out of state, select the trip dates of 3/15-3/17. Next to primary destination click on the magnifying glass to search for your city. You must select region, and then search for the name of the city you need. If your city does not appear, select the county the city is located in.

The screenshot shows the 'Trip Information Section' of the Trip Overview form. It contains the following fields: '* Trip Type Code:' with a dropdown menu set to 'Out of State', '* Trip Begin:' with the value '03/15/2016 08:18 AM' and a calendar icon, '* Trip End:' with the value '03/17/2016 08:18 AM' and a calendar icon, '* Primary Destination:' with the value 'SARATOGA' and a magnifying glass icon, a 'destination not found' message, and a 'Per Diem Links' link, 'Primary Destination Country/State:' with the value 'WYOMING', 'Primary Destination County:' with the value 'CARBON COUNTY', and '* Business Purpose:' with the value 'Saratoga, WY 3/17'.

Travel Advance: To enter the \$125 Travel Advance, click the “show” button on the Travel Advance Tab.

The screenshot shows the 'Travel Advance' tab with a red box around the 'show' button.

Once you click show you will input the information required.

Travel Advance ▼ hide

Travel Advance

Amount Requested: 125.00

AR Customer ID:

AR Invoice Document Number:

* Payment Due Date: 3/5/2016

* Reason For Advance: 06 - Other (requires free form text)

* **Travel Advance Policy:** * By checking this box, the traveler agrees to the travel advance policy of the university.

Additional Justification: The hotel required pre-payment of \$125.00. This will allow the traveler to make payment.

Travel Advance Accounting Lines: You do not need to enter anything. This will default to the Travel advance account number. Do Not check the Travel Advance Policy box. The TA must route to the traveler to approve. Make sure under payment method (section below Travel Advance Accounting Lines) to click a Payment Method of P – Check/ACH

Travel Advance Accounting Lines ▼ hide

Accounting Lines hide detail

Travel Advance Accounting Lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	2410300 Travel Advances		1425 Travel Expense Advance				125.00	
								Total: 125.00	

Estimated Per Diem Expenses: Click on the "Create Per Diem" button to populate the per diem amounts.

Estimated Per Diem Expenses ▼ hide

Estimated Per Diem Expenses

[Create Per Diem Table](#)

Per Diem amounts can be deleted or reduced but not increased (changing the amount to something else). In this example, delete the Lodging amounts, as they will be entered in a different section, and click "update per diem table."

Estimated Per Diem Expenses ▼ hide

Estimated Per Diem Expenses

Trip Detail: 03/15/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total		
WYOMING	CARBON COUNTY	SARATOGA <small>destination not found</small>	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	0.00	0	MP - 0.52	0.00	34.50		
Copy Down															
Trip Detail: 03/16/2016															
WYOMING	CARBON COUNTY	SARATOGA <small>destination not found</small>	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	0.00	0	MP - 0.52	0.00	46.00		
Copy Down															
Trip Detail: 03/17/2016															
WYOMING	CARBON COUNTY	SARATOGA <small>destination not found</small>	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	0.00	0	MP - 0.52	0.00	34.50		
Grand Totals															
Grand Totals:				Meals & Incidentals: 115.00				Lodging: 0.00		Miles: 0		Mileage Total: 0.00		Daily Total: 115.00	
Update Per Diem Table Remove Per Diem Table															

Expenses: In this section you will add the lodging estimated at \$170, and mileage of 345. Once you click add more items to complete populate. This is where you will then be able to add the 345 miles.

Estimated 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	add
Notes:											
1	03/17/2016	Lodging		170.00	1	<input type="checkbox"/>	No	No	N/A	170.00	delete
Notes: 2 Nights Lodging											
show Estimated Expenses Details - Lodging - 1											
	03/17/2016	Mileage 2WD		179.40	1	No	No	No	N/A	179.40	delete
Notes:											
hide Estimated Expenses Details - Mileage 2WD - 2											
2											
	* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions		
add:	03/17/2016	Mileage 2WD	0 0.52	0.00	0.00	<input type="checkbox"/>	No	N/A	add		
Notes:											
1	03/17/2016	Mileage 2WD	345 0.52	179.40	179.40	<input type="checkbox"/>	No	N/A	delete		
Notes: Roundtrip Miles											

By entering the lodging in this section and not the per diem section, you will need to justify meals without lodging in the Special Circumstances tab.

Special Circumstances hide

Errors found in this Section:

- Justification for meals without lodging is required.

Special Circumstances

If there is an expense limit imposed by department or grant or some other budgetary restrictions on this trip, please enter the expense limit here \$

Justification for meals without lodging

Lodging was added below and not in Per diem table. |

Question for TA

Accounting Lines: This expense will be charged to account 1356570. If the account number is blank, enter it in this section and click "add". The account number populates based on the account number in the TEM profile. If one was not entered this will be blank.

Accounting Lines									
Restart Accounting Lines									
Accounting Lines ? hide detail									
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO	1356570		6050				0.00	
Line Description									
1	CO	1356570		6050				464.40	delete bal inquiry
Line Description									
Total: 464.40									

This also needs to be approved by the Department Higher Authority. In the Ad Hoc Recipients ad hoc the Department Higher Authority using the Ad Hoc Group Requests, click add, and then submit.

AD HOC RECIPIENTS			
PERSON REQUESTS			
* PERSON		* ACTION REQUESTED	ACTIONS
<input type="text"/>		APPROVE	ADD

AD HOC GROUP REQUESTS			
* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/>	APPROVE	ADD
KFS-TEM	TRAV-6003	APPROVE	DELETE

ROUTE LOG

Calculate Submit Save Reload Close Cancel Copy

Make sure to note your document number so you can use it in the TR example.

Travel Authorization Example 2:

A person in your department is traveling to Las Vegas, Nevada for a conference leaving March 20th and returning March 22nd. They booked their airfare via New Horizons for \$125.00. Their lodging is estimated at \$85/night or \$170 total. Dinner on the first night (March 20th is included), all other meals are not.

Based on the above information fill out the document overview and the Trip Overview. For step by step instructions on this part see Travel Authorization Example 1. Also make note of your document number as you will need it for the TR example.

* Description: (Description will be filled upon submit)		Explanation: Grant Polzer is traveling to Las Vegas Nevada for Kualii Days	
Organization Document Number:			
Financial Document Detail			
* Bank Code		02 GENERAL DISBURSEMENTS	
Trip Overview ▼ hide			
Traveler Section			
Traveler Lookup: <input type="text"/>			
* Traveler Type Code: Employee			
Principal Id: 61802		Principal Name: gpolzer@colostate.edu	
First Name: GRANT		Last Name: POLZER	
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 <input type="text"/>	
Email Address: GRANT.POLZER@COLOSTATE.EDU		Phone Number: 970-491-4148	
Liability Insurance: <input type="checkbox"/>			
Trip Information Section			
* Trip Type Code: Out of State ▼			
* Trip Begin: 03/20/2016 09:10 AM <input type="text"/>		* Trip End: 02/22/2016 09:10 AM <input type="text"/>	
* Primary Destination: LAS VEGAS <input type="text"/> destination not found Per Diem Links			
Primary Destination Country/State: NEVADA		Primary Destination County: CLARK COUNTY	
* Business Purpose: Las Vegas 3/22/16			

Estimated Per Diem Expenses: Click on Create Per Diem Table for information to appear. Since lodging is estimated at \$85 a night, we will update that amount in the per diem table, as well as delete dinner for the first night as that is included, and click "update per diem table".

* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
LAS VEGAS	<input type="checkbox"/>	9.00	13.50		3.75	26.25	85.00	0	MP - 0.5	0.00	111.25	
Copy Down												
LAS VEGAS	<input type="checkbox"/>	12.00	18.00	36.00	5.00	71.00	85.00	0	MP - 0.5	0.00	156.00	
Copy Down												
LAS VEGAS	<input type="checkbox"/>	9.00	13.50	27.00	3.75	53.25	0.00	0	MP - 0.5	0.00	53.25	
Copy Down												
		Meals & Incidentals: 150.50			Lodging: 170.00		Miles: 0		Mileage Total: 0.00		Daily Total: 320.50	
<input type="button" value="Update Per Diem Table"/> <input type="button" value="Remove Per Diem Table"/>												

Expenses: In this section we need to add the \$125 in airfare booked through New Horizons and check Non-Reimbursable as it is charged on the GhostCard and click add. Once you click add, enter additional info in the notes box to complete expense. In the new section you will need to add the Airfare Source Code and the Class of Service and notes and click Add. You must add something in the Notes field to avoid an error when you submit the document.

* 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: []										
03/22/2016	Airfare		125.00	1	Yes	No	No	N/A	125.00	<input type="button" value="delete"/>
Notes: Roundtrip Flight										
Estimated Expenses Details - Airfare - 1										
add: 03/22/2016	Airfare		0.00	0.00	Yes	No	N/A			<input type="button" value="add"/>
Notes: []										
1 03/22/2016	Airfare		125.00	125.00	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy	<input type="button" value="delete"/>
Notes: Roundtrip Flight										

Trip Detail Estimate Total: Auto-populates based on information in Per Diem Tab and Expense Tab.

Travel Expense Total	
Total Estimated:	445.50
Less Manual Per Diem Adjustment:	0.00
Less CTS Charges:	0.00
Less Non-Reimbursable:	125.00
Travel Expense Limit:	N/A
Actual Encumbrance:	320.50
<input type="button" value="recalculate"/>	

Accounting Lines: We need to add the account number 1356570 and click add.

Accounting Lines hide

Restart Accounting Lines

Accounting Lines hide details

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Action
add:	CO Colorado State University			6050 In State Employee Travel Miscellaneous				0.00	
	Line Description								
1	CO Colorado State University	1356570 Campus Services		6050 In State Employee Travel Miscellaneous				320.50	
	Line Description								
									delete bal inquir
								Total: 320.50	

The Department Higher Authority needs to be ad hoc for approval. Using the Ad Hoc Group Requests, click add, and then submit. Make sure to write down your document number. This example is 5419980.

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON	* ACTION REQUESTED	ACTIONS
	APPROVE	ADD

AD HOC GROUP REQUESTS

* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
		APPROVE	ADD
KFS-TEM	TRAV-6003	APPROVE	DELETE

ROUTE LOG

Calculate Submit Save Reload Close Cancel Copy

Travel Reimbursement Example 1:

The person in your department returned from their trip to Saratoga, Wyoming to count cattle at the Beef Improvement Center (BIC) from March 15th to March 17th. Lodging ended up being \$154.00. The round trip mileage was 345 miles. No meals were provided. Complete a document search to locate your TA document you created in TA example 1 and select “new reimbursement” from the bottom of the document to populate the TR.

Click on the doc search button and in the Document Id section enter your document number from TA Example 1 and click on the document number. You also can type in your initiator ID in and search for your documents.

Document Search Backdoor Id **epillsbu@col** detailed search | superuser search | clear saved searches | Searches * required field

Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document Id:	5419577	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

One item retrieved.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
5419577	Travel Authorization	Travel Authorization - Leaming, Summer E 03/23/2015 SARATOGA	FINAL	Mercurio, Erin Pillsbury	03/19/2015 01:44 PM	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

When you open the document, scroll to the bottom and click on the “new reimbursement” button. This will create the Travel Reimbursement (TR) document.

Since this is the Final Reimbursement (no more costs anticipated to come through), check the Final Reimbursement box.
 Note: See end of this example on how to close out a TA if Final Reimbursement was not checked, how to close out the TA to reverse the remaining encumbrances.

Document Overview			
* Description:	(Description will be filled upon submit)	Explanation:	Summer has returned from her trip to Saratoga. Completing TR for final reimbursement.
Organization Document Number:	T-5832		
Financial Document Detail			
* Bank Code	02 GENERAL DISBURSEMENTS		
Trip Overview ▼ hide			
Traveler Section			
* Traveler Type Code:	Employee		
Principal Id:	66624	Principal Name:	sleaming@colostate.edu
First Name:	SUMMER	Last Name:	LEAMING
Address Lookup:			
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:	SUMMER.LEAMING@COLOSTATE.EDU	Phone Number:	970-491-2801
Liability Insurance:	<input type="checkbox"/>		
Trip Information Section			
* Trip Type Code:	Out of State ▼		
* Trip Begin:	03/15/2016 08:18 AM	* Trip End:	03/17/2016 08:18 AM
* Primary Destination:	SARATOGA destination not found Per Diem Links		
Primary Destination Country/State:	WYOMING	Primary Destination County:	CARBON COUNTY
* Business Purpose:	Saratoga, WY 3/17		
Final Reimbursement:	<input checked="" type="checkbox"/>		

In the Actual Expense section we need to update the lodging to \$154.

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	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	1 <small>Rate Conversion Site</small>	<input type="checkbox"/>	No		N/A	0.00	<input type="button" value="add"/>
Notes:		<input type="text"/>								

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/17/2016	Mileage 2WD		179.40	1	No	No	No	N/A	179.40	<input type="button" value="delete"/>
Notes:		<input type="text"/>								

▼ hide Actual Expenses Details - Mileage 2WD - 1

* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions	
03/17/2016	Mileage 2WD	<input type="text"/>	0.52	0.00	0.00	<input type="checkbox"/>	No	N/A	<input type="button" value="add"/>
Notes:		<input type="text"/>							
03/17/2016	Mileage 2WD	345	0.52	179.40	179.40	<input type="checkbox"/>	No	N/A	<input type="button" value="delete"/>
Notes:		Roundtrip Miles <input type="text"/>							

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/17/2016	Lodging		154.00	1	<input type="checkbox"/>	No	No	N/A	170.00	<input type="button" value="delete"/>
Notes:		2 Nights Lodging <input type="text"/>								

▶ show Actual Expenses Details - Lodging - 2

Travel Expense Total: Click "recalculate" as the number has been updated.

Travel Expense Total ▼ hide

Travel Expense Total

	Total Expenses:	448.40
	Less Manual Per Diem Adjustment:	0.00
	Less Non-Reimbursable:	0.00
	Eligible for Reimbursement:	448.40
Encumbrance Amount: 464.40	Apply Expense Limit:	N/A
	Less CTS Charges:	0.00
	Amount due Corporate Credit Card:	0.00
	Total Reimbursable:	448.40
	Less Advances from this Trip:	125.00
	Reimbursement from this Trip:	323.40

recalculate

Assign Accounts: The account number is correct so click "add" next to the accounting line. Then click "Assign Accounts."

Assign Accounts ▼ hide

Accounting Lines hide detail

add:	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
	CO <small>Colorado State University</small>	1356570 <small>Campus Services</small>				100	448.40	add

Assign Accounts

Accounting Lines: Auto-populates after accounting lines are assigned. If the add button is not clicked the Assign Accounts Button will not be active (appear in red font).

Restart Accounting Lines

Accounting Lines hide detail

add:	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount
	CO <small>Colorado State University</small>	1356570 <small>Campus Services</small>						OUT OF POCKET	0.00
	Line Description								
1	CO <small>Colorado State University</small>	1356570 <small>Campus Services</small>		6075 <small>Out State Employee Travel Per Diem</small>				OUT OF POCKET	269.00
	Line Description								
2	CO <small>Colorado State University</small>	1356570 <small>Campus Services</small>		6077 <small>Out State Employee Travel Mileage 2WD</small>				OUT OF POCKET	179.40
	Line Description								

Payment Information: Since this is an employee select "P – Check/ACH".

Payment Information		hide
Check Amount:	441.50	Due Date: 03/20/2015
Payment Type:	Is this a foreign payee: No	Other Considerations: <input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
* Payment Method:	P - Check/ACH	Documentation Location Code: AP - Accounts Payable
Check Stub Text:	(This will be generated at save.)	
show Special Handling		
show Wire Transfer		
show Foreign Draft		

Click "calculate" at the bottom and then "submit."

Note: If final reimbursement was not checked you will need to open the original TA document and at the bottom of the document click "close TA". That will remove the remaining encumbrance from your account.



Travel Reimbursement Example 2:

The person in your department returned from traveling to Las Vegas, Nevada for a conference leaving March 20th and returned March 23rd. They booked their airfare via New Horizons for \$125.00. Their lodging was estimated at \$85/night or \$170 total but was actually \$90/night or \$180 total. Dinner on the first night (March 20th is included), all other meals are not. Find your TA document you did in TA example 1 and select “new reimbursement” to complete the TR.

Follow the steps in travel reimbursement example 1 to find your TA you created for this trip. Once you open the TA click “New Reimbursement” on the bottom of the document.

Since this is the Final Reimbursement (no more costs anticipated to come through), check the Final Reimbursement box.

Document Overview			
* Description:	(Description will be filled upon submit)	Explanation:	Grant returned from trip, this document is for final reimbursement.
Organization Document Number:	T-5833		
Financial Document Detail			
* Bank Code:	02 GENERAL DISBURSEMENTS		
Trip Overview	▼ hide		
Traveler Section			
* Traveler Type Code:	Employee		
Principal Id:	61802	Principal Name:	gpolzer@colostate.edu
First Name:	GRANT	Last Name:	POLZER
Address Lookup:			
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:	GRANT.POLZER@COLOSTATE.EDU	Phone Number:	970-491-4148
Liability Insurance:	<input type="checkbox"/>		
Trip Information Section			
* Trip Type Code:	Out of State		
* Trip Begin:	03/20/2016 09:10 AM	* Trip End:	03/22/2016 09:10 AM
* Primary Destination:	LAS VEGAS destination not found Per Diem Links		
Primary Destination Country/State:	NEVADA	Primary Destination County:	CLARK COUNTY
* Business Purpose:	Las Vegas 3/22/16		
Final Reimbursement:	<input checked="" type="checkbox"/>		

Since the lodging was \$90/night, update the per diem table to reflect that, and then click "update per diem table".

▼ hide

1015

County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CLARK COUNTY	LAS VEGAS  <small>destination not found</small>		9.00	13.50	0.00	3.75	26.25	90.00	0	MP - 0.5 	0.00	116.25
Copy Down												

1015

County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CLARK COUNTY	LAS VEGAS  <small>destination not found</small>		12.00	18.00	36.00	5.00	71.00	90.00	0	MP - 0.5 	0.00	161.00
Copy Down												

1015

County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CLARK COUNTY	LAS VEGAS  <small>destination not found</small>		9.00	13.50	27.00	3.75	53.25	0.00	0	MP - 0.5 	0.00	53.25

Grand Totals:	Meals & Incidentals: 150.50	Lodging: 180.00	Miles: 0	Mileage Total: 0.00	Daily Total: 330.50
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[Update Per Diem Table](#) | [Remove Per Diem Table](#)

Nothing needs to be updated in the actual expenses as there were no changes.

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Action	
03/22/2016	Airfare		125.00	1	Yes	No	No	N/A	125.00	delete	
Notes:		Roundtrip Flight									
▼ hide Actual Expenses Details - Airfare - 1											
* Expense Date	* Expense Type Code	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service	Actions		
add: 03/22/2016	Airfare	0.00	0.00	No	No	N/A			add		
Notes:											
1 03/22/2016	Airfare	125.00	125.00	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy	delete		
Notes:		Roundtrip Flight									
Imported Expenses											
* All fields required if section is used Look Up/Add Multiple Imported Expense Lines											
Reconciled Expenses											
Status	Document Number	Card Type	Expense Date	Name	Travel Company	Amount					
Travel Expense Total ▼ hide											
Travel Expense Total											
Total Expenses:										455.50	
Less Manual Per Diem Adjustment: -										0.00	
Less Non-Reimbursable: -										125.00	
Eligible for Reimbursement:										330.50	
Encumbrance Amount:		320.50								Apply Expense Limit:	N/A
Less CTS Charges: -										0.00	
Amount due Corporate Credit Card: -										0.00	
Total Reimbursable:										330.50	
Less Advances from this Trip: -										0.00	
Reimbursement from this Trip:										330.50	
recalculate											

The next tab that needs to be filled out is Assign Accounts. If the traveler has a default account number, it will show in the account number box. It can be changed if it should be a different account number. If they do not have a default account number, you will need to enter an account number. Once you enter it click add. When all accounts are added click "assign accounts".

Assign Accounts ▼ hide										
Accounting Lines ? hide detail										
Assign Accounts										
	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions		
add:	CO					0	0.00	add		
1	CO	1356570				100	330.50	delete bal inquiry		
Colorado State University Campus Services										
Assign Accounts										

By clicking "Assign Accounts" it auto-populates the accounting lines with the proper object codes.

Accounting Lines ▼ hide

[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			6075				OUT OF POCKET	0.00	
	Colorado State University			Out State Employee Travel Per Diem						
Line Description										
<input type="text"/>										
add										
1	CO	1356570		6075				OUT OF POCKET	330.50	
	Colorado State University Campus Services			Out State Employee Travel Per Diem						
Line Description										
<input type="text"/>										
delete bal inquiry										
									Total: 330.50	

In the Payment information select "Check/ACH".

Payment Information ▼ hide

Payment Information

Check Amount:	330.50	Due Date:	03/26/2015
Payment Type:	Is this a foreign payee: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
* Payment Method:	P - Check/ACH	Documentation Location Code:	AP - Accounts Payable
Check Stub Text:	(This will be generated at save.)		

[show](#) **Special Handling**

[show](#) **Wire Transfer**

[show](#) **Foreign Draft**

In live Quali you would attach all the receipts in the required PDF format to the Notes and Attachments section, click calculate, and submit.