

International Travel Authorization Example 1:

You have been asked to prepare a TA for Scott Haley. Scott will be traveling to Canberra Australia, leaving March 25th and returning March 31st. Erin Mercurio and Grant Polzer will be assisting with his research and traveling with Scott. Lodging is estimated at 3,100 AUS for the trip. Non-reimbursable Airfare totaling 2,450 USD will be purchased through Frosch. Group expenses for the trip are estimated to be 1,700 USD. No meals are provided.

They will be staying at the Canberra Crowne Plaza Hotel, located at 1 Bina Street, Canberra, AUS. The hotel phone number is 61-2-6274-5500 and is located just southwest of Sydney Australia.

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

Travel Authorization ?	Doc Nbr:	7006684	Status:	INITIATED
	Initiator:	sleaming@colostate.edu	Created:	03:15 PM 02/26/20
	TEM Doc #:	Not Available	TA Status:	In Process

[expand all](#) [collapse all](#)
 * required field

Document Overview ▼ hide

Document Overview

* Description:	(Description will be filled upon submit)
Organization Document Number:	

Explanation: Scott Haley is traveling to Australia. He will be paying for all expenses for Erin Mercurio and Grant Polzer as well.

Financial Document Detail

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.

Trip Overview ▼ hide

Traveler Section

* Traveler Type Code:	Employee	Principal Name:	shaley@colostate.edu
Principal Id:	709	Last Name:	HALEY
First Name:	SCOTT	Street Address Line2:	
Street Address Line1:	1170 CAMPUS DELIVERY	State Code:	CO
City Name:	FT. COLLINS	Zip Code:	80523
Country Code:	United States	Phone Number:	970-491-6483
Email Address:	SCOTT.HALEY@COLOSTATE.EDU		
Liability Insurance:	No		

Trip Overview – Trip Information Section: Select trip type as International, select the trip dates of 3/25-3/31. Next to primary destination click on the magnifying glass to search for your city (Canberra, Australia). You must select region, and then search for the name of the city you need. If your city does not appear, select the “other”.

Trip Information Section

* Trip Type Code:	International ▼		
* Trip Begin:	03/25/2016 03:15 PM	* Trip End:	03/31/2016 03:15 PM
* Primary Destination:	CANBERRA 🔍		
	destination not found Per Diem Links		
Primary Destination Country/State:	AUSTRALIA	Primary Destination County:	
* Business Purpose:	Canberra Australia 3/31/16		

Open the Emergency Contact Information tab, be sure to enter the traveler’s contact Information during the trip. In this example we are using the Hotel Phone Number – 61-2-6274-5500. THIS IS A REQUIRED FIELD. We also need to enter the personal emergency and note any modes of transportation being used on the trip and a description of the region familiarity.

Emergency Contact Information ▼ hide

Emergency Contact Information

Traveler's Cell or Other Contact Number During Trip:

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	Other	Janice Haley	555-555-5555	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

Modes of Transportation while out-of-country:

Personal Vehicle
 Bus
 Walking/Hiking
 Rental Vehicle
 Ship/Ferry/Boat

Train
 Rental Vehicle w/ Driver
 Other
 Host Vehicle
 Airplane

Region Familiarity:

Click the show box on the group travel tab. This will allow you to look up any traveler with a TEM Profile and pull them into the document.

Group Travel ▼ hide

Group Travel Section ?

1	* Traveler Type Code:	Employee	Group Traveler Id:	44050	* Name:	Mercurio, Erin Pillsbury
2	* Traveler Type Code:	Employee	Group Traveler Id:	61802	* Name:	Polzer, Grant Matthew

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

Per Diem amounts can be deleted or reduced, but not increased. In this example, delete the Lodging amounts, as they will be entered in a different section, and click “update per diem table.” You can do a “copy down” to make the process faster.

*Accommodation information is REQUIRED for every line. Make sure Accommodation Type, Name (where accommodation is), and address is entered. Use the copy down button to help populate each per diem line.

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
AUSTRALIA		CANBERRA <small>destination not found</small>	<input type="checkbox"/>	17.77	29.63	47.40	23.70	118.50	0.00	0	MP - 0.52	0.00	118.50

International Accommodation Information	
Accommodation Type: <input type="text" value="Hotel"/>	Name (i.e. Hotel Name, Campsite): Canberra Crowne Plaza
Phone (if applicable): 61-2-6274-5500	Address: 1 Binera Street Canberra, AUS

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
AUSTRALIA		CANBERRA <small>destination not found</small>	<input type="checkbox"/>	23.70	39.50	63.20	31.60	158.00	0.00	0	MP - 0.52	0.00	158.00

Expenses: In this section you will add the Group lodging expenses estimated at 3,100 AUS. You will need to convert this amount to an estimated US dollar amount. The Currency Rate to recognize will be .73182. Group other expenses will be \$1,700 USD. We also want to enter the airfare purchased from Frosch, a non-reimbursable expense of \$2,450 USD.

* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
add:			0.00	1 <small>Rate Conversion Site</small>	<input type="checkbox"/>	No		N/A	0.00	<input type="button" value="add"/>
1	03/25/2016 Group Lodging		3,100.00	0.73182	<input type="checkbox"/>	No	No	N/A	2,268.64	<input type="button" value="delete"/>
<small>Notes: Lodging - Haley, Polzer, Mercurio</small>										
<small>show Estimated Expenses Details - Group Lodging - 1</small>										
2	03/25/2016 Group Other		1,700.00	1	<input type="checkbox"/>	No	No	N/A	1,700.00	<input type="button" value="delete"/>
<small>Notes: See Support for Additional Justification</small>										
<small>show Estimated Expenses Details - Group Other - 2</small>										
3	03/25/2016 Airfare		2,450.00	1	Yes	No	No	N/A	2,450.00	<input type="button" value="delete"/>
<small>Notes: Roundtrip Airfare</small>										
<small>hide Estimated Expenses Details - Airfare - 3</small>										
add:	03/25/2016 Airfare		0.00	0.00	Yes	No	N/A			<input type="button" value="add"/>
<small>Notes:</small>										
1	03/25/2016 Airfare		2,450.00	2,450.00	Yes	No	N/A	Frosch (Ghost Card)	Coach-Economy	<input type="button" value="delete"/>
<small>Notes: Roundtrip Airfare</small>										

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

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

Consolidate expenses

Question for TA

Accounting Lines: This expense will be charged to account 6451600. If the account number is entered on the traveler's TEM profile, enter it in this section and click "add".

Accounting Lines hide

Accounting Lines hide detail

Source									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO Colorado State University	6451600 Wheat Program - # 16883		6050 Travel Encumbrance				4,985.64	
Line Description									add

This 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.

International Travel Reimbursement Example 1:

Scott Haley has returned from the research trip to Australia and has provided receipts showing actual expenses. He will be reimbursed for the maximum amount of meals and incidentals per diem. He has also provided receipts for out of pocket other group expenses for Erin and Grant of \$2,268.30 USD and group lodging expenses of 3500 AUS. Airfare was \$2,450 USD.

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.

The screenshot shows the Kuali financial systems interface. At the top, there is a navigation bar with "Main Menu", "Maintenance", and "Administration" buttons. Below this is a search bar with "action list" and "doc search" buttons. The "Document Search" section is active, showing a search form with fields for "Document Type", "Initiator", "Document Id" (containing "5688104"), "Date Created From", "Date Created To", and "Name this search (optional)". There are "search", "clear", and "cancel" buttons at the bottom of the form. Below the form, a message states "One item retrieved." and a table displays the search results.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
5688104	Travel Authorization	Travel Authorization - Haley, Scott D 03/20/2015 CANBERRA	FINAL	Pante, Michael	04/12/2015 04:03 PM	

When you open the document, scroll to the bottom and click on the "new reimbursement" button at the bottom. It 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.

The screenshot shows the "Trip Information Section" form. It contains several fields: "* Trip Type Code" set to "International", "* Trip Begin" set to "03/25/2016 03:15 PM", and "* Trip End" set to "03/31/2016 03:15 PM". The "* Primary Destination" is "CANBERRA" with a "destination not found" warning and a "Per Diem Links" link. The "Primary Destination Country/State" is "AUSTRALIA" and the "Primary Destination County" is empty. The "* Business Purpose" field contains "Canberra Australia 3/31/16". At the bottom, the "Final Reimbursement" checkbox is checked and highlighted with a red box.

In the Actual Expense section we need to update the group lodging to 3500 AUS and the group expense other to \$2,268.30 USD.

We will enter the amounts in the currency on the receipt as the expense amount. We will then go to OANDA.com to find the currency exchange rate. In this example for lodging the currency rate will be .73182. After we enter these values, we can save the document and the US currency amount will be calculated automatically.

Remember to attach a copy of the OANDA page showing the currency rate

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
add: <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"/>										
1	03/25/2016	Group Lodging	3,500.00	0.73182	<input type="checkbox"/>	No	No	N/A	2,561.37	<input type="button" value="delete"/>
Notes: <input type="text" value="Lodging - Haley, Polzer, Mercurio"/>										
<input type="button" value="show"/> Actual Expenses Details - Group Lodging - 1										
2	03/25/2016	Airfare	2,450.00	1	Yes	No	No	N/A	2,450.00	<input type="button" value="delete"/>
Notes: <input type="text" value="Roundtrip Airfare"/>										
▼ hide Actual Expenses Details - Airfare - 2										
add:	03/25/2016	Airfare	0.00	0.00	No	No	N/A			<input type="button" value="add"/>
Notes: <input type="text"/>										
1	03/25/2016	Airfare	2,450.00	2,450.00	Yes	No	N/A	Frosch (Ghost Card)	Coach-Economy	<input type="button" value="delete"/>
Notes: <input type="text" value="Roundtrip Airfare"/>										
3	03/25/2016	Group Other	2,268.30	1	<input type="checkbox"/>	No	No	N/A	2,268.30	<input type="button" value="delete"/>
Notes: <input type="text" value="See Support for Additional Justification"/>										
<input type="button" value="show"/> Actual Expenses Details - Group Other - 3										

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

Assign Accounts: The account number is correct, click "add" next to the accounting line. Then click "Assign Accounts." Accounting Lines: Auto-populates after accounting lines are assigned.

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

Payment Information ▼ hide

Payment Information

Check Amount:	5,856.67	Due Date:	03/01/2016
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:	T-5871 Canberra Australia 3/31/16 2016-03-25 15:15:00.0		

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