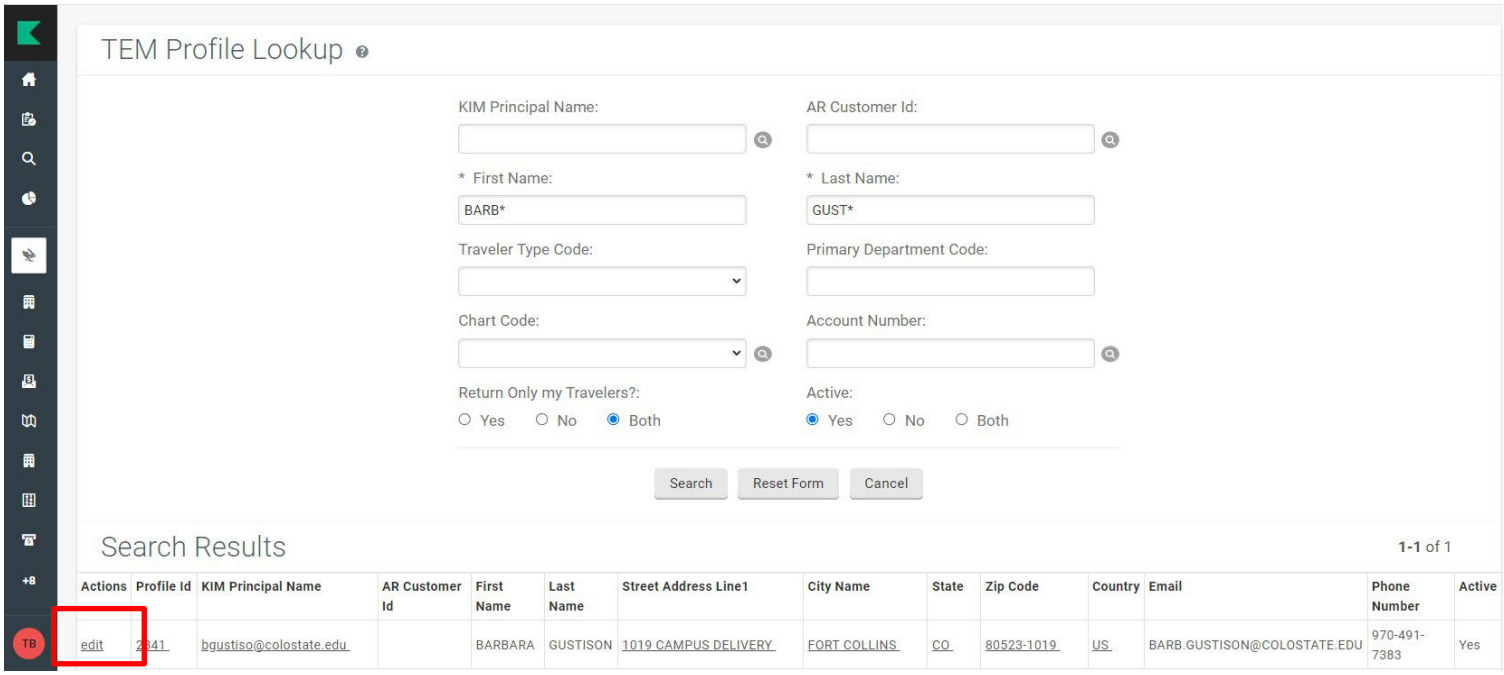
TA Example #1

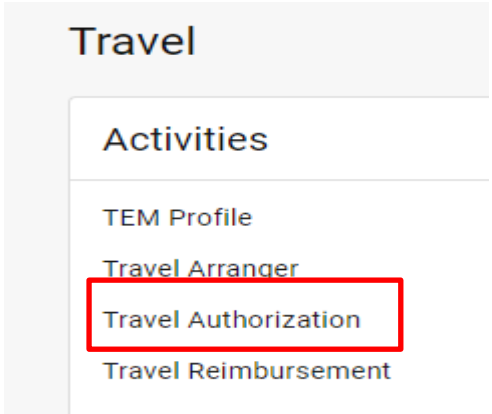
A person in your department (who you are a travel arranger for) is traveling to Indianapolis, Indiana from April 6th to April 10th for the Annual Accounts Receivable Conference. The estimated cost of airfare with New Horizons is $226.20. The Conference includes breakfast and lunch on April 10th (last day of travel), and a breakfast and lunch on April 7th. She is driving to the airport which is 135 miles roundtrip, or 67.5 miles one-way, and plans to take the toll road which is $10.80. Parking is estimated to be $60. Lodging is estimated to be $885, which is $221.25 a night. The taxi to the hotel is estimated at $35, and the taxi from the hotel is estimated at $35. Her registration has been prepaid with her PCARD of $475. Complete a TA document for the pre-trip. This will all be charged to account 1358550. The traveler would like to add her mom, Jane Doe, as an emergency contact, and her phone number is 970-555-5555.

Step 1: Check to see if this person has a TEM profile set up. If they do not, then go through the steps to set up their TEM profile. To check, open TEM Profile, and enter the traveler's information. Be sure to use the * (wildcard) after both the first and last names. If they have the TEM profile set up, go to step 2. If not, refer to Training Part 1 – TEM Overview to set up a TEM profile.

Below is how to search for the person. Since this has "edit" next to their name, they have their profile set up.

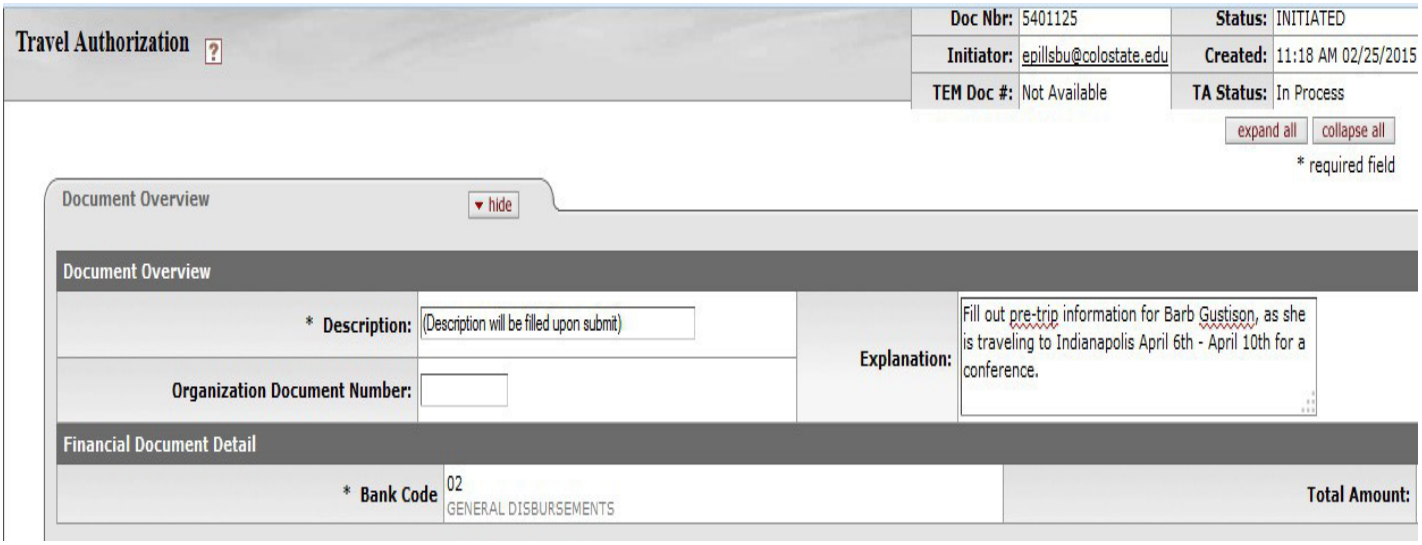


Step 2: Click on More Items, then Travel and then select Travel Authorization.

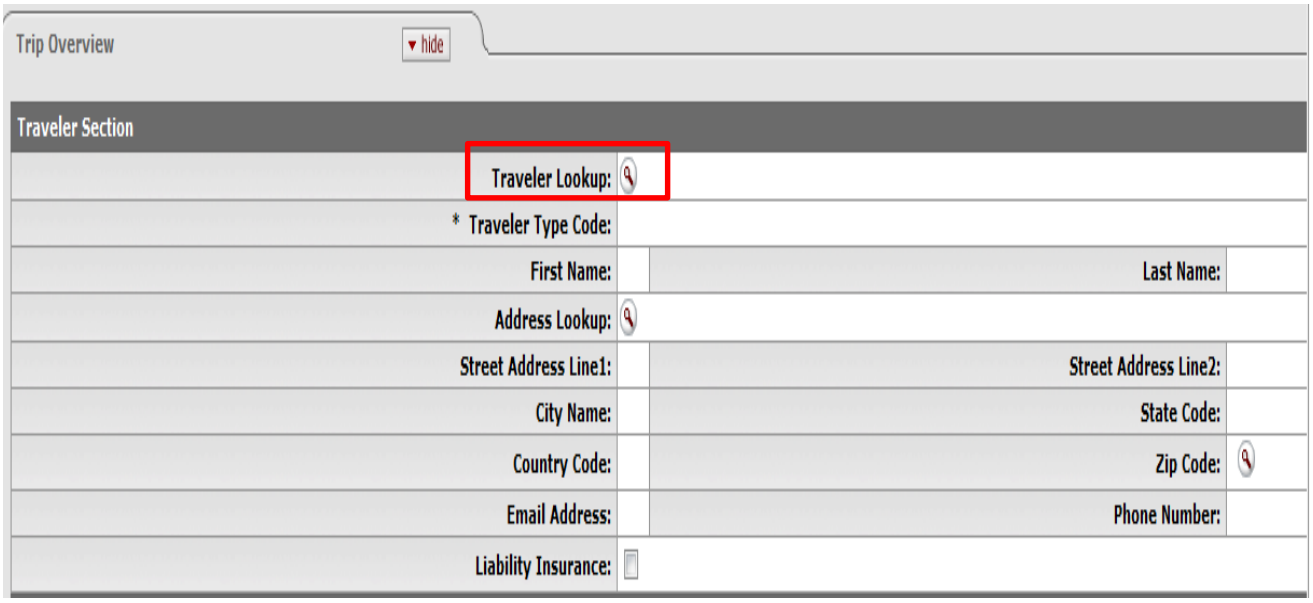


Step 3: Fill out the Travel Authorization.

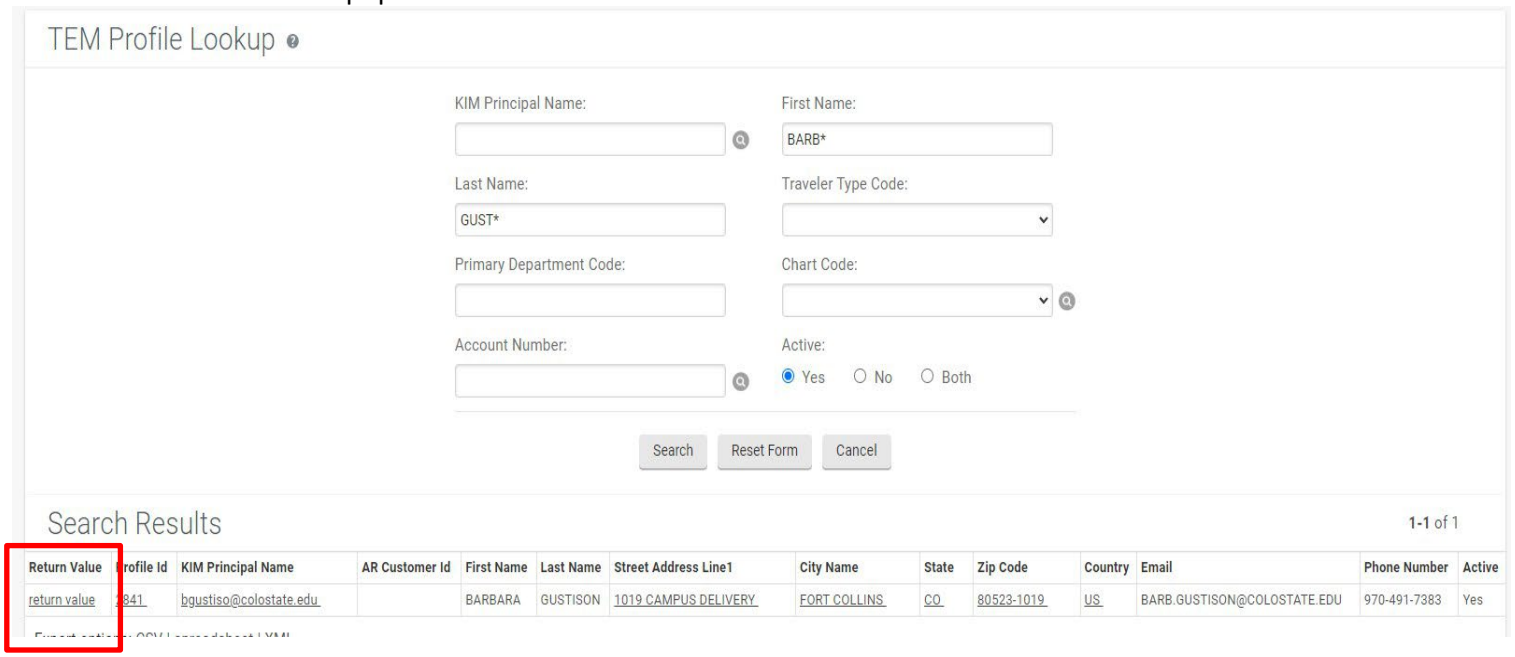
Document Overview: In the explanation put what you are doing and why but do not fill out the description field as that will auto-populate when the document is submitted. NOTE: The TEM Doc # will populate once document is saved or submitted.



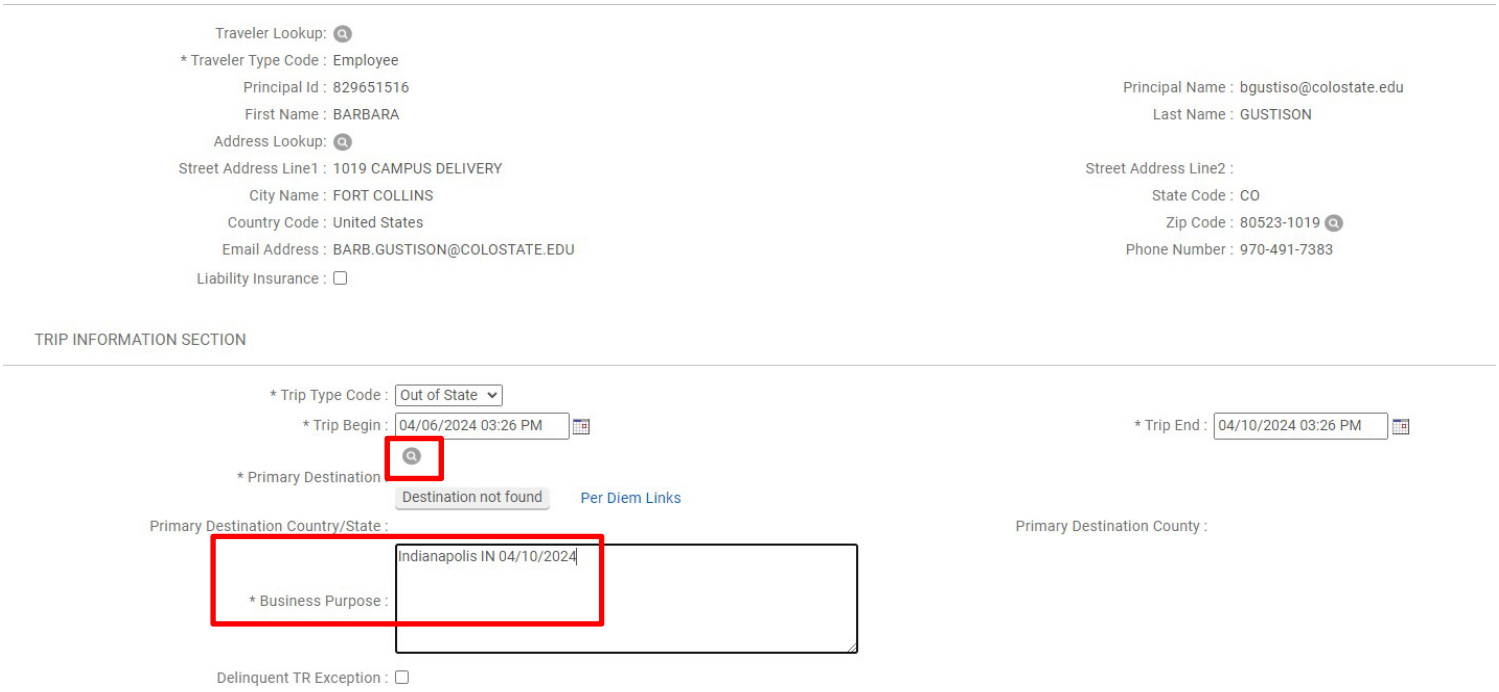
Trip Overview: Click the magnifying glass next to "Traveler Lookup" to search for your traveler, which will take you to the TEM Profile Lookup.



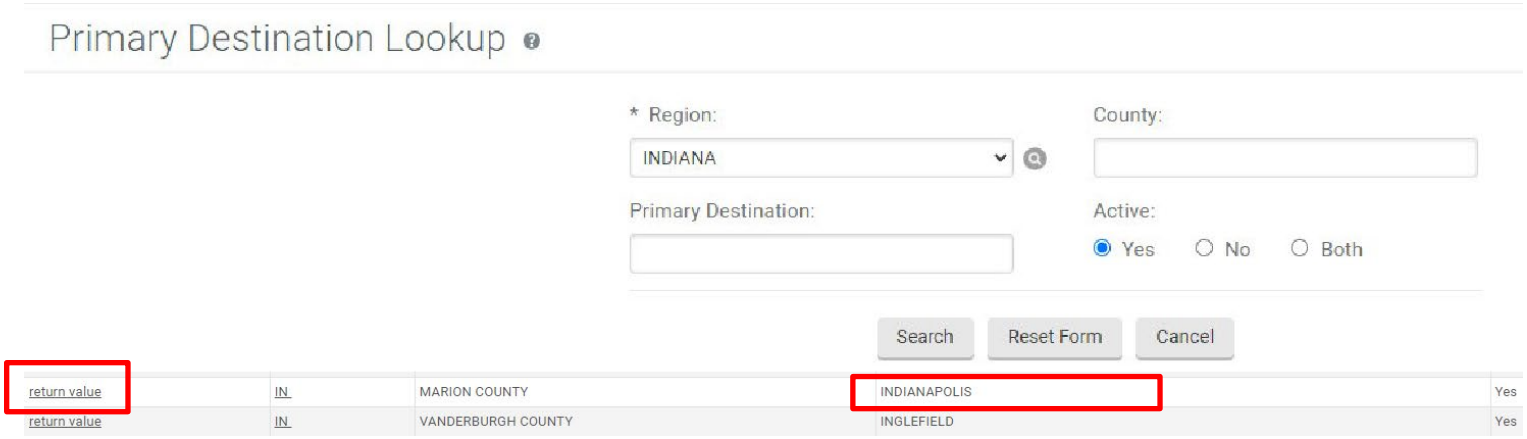
Click “return value” to auto-populate the traveler information on the TA.



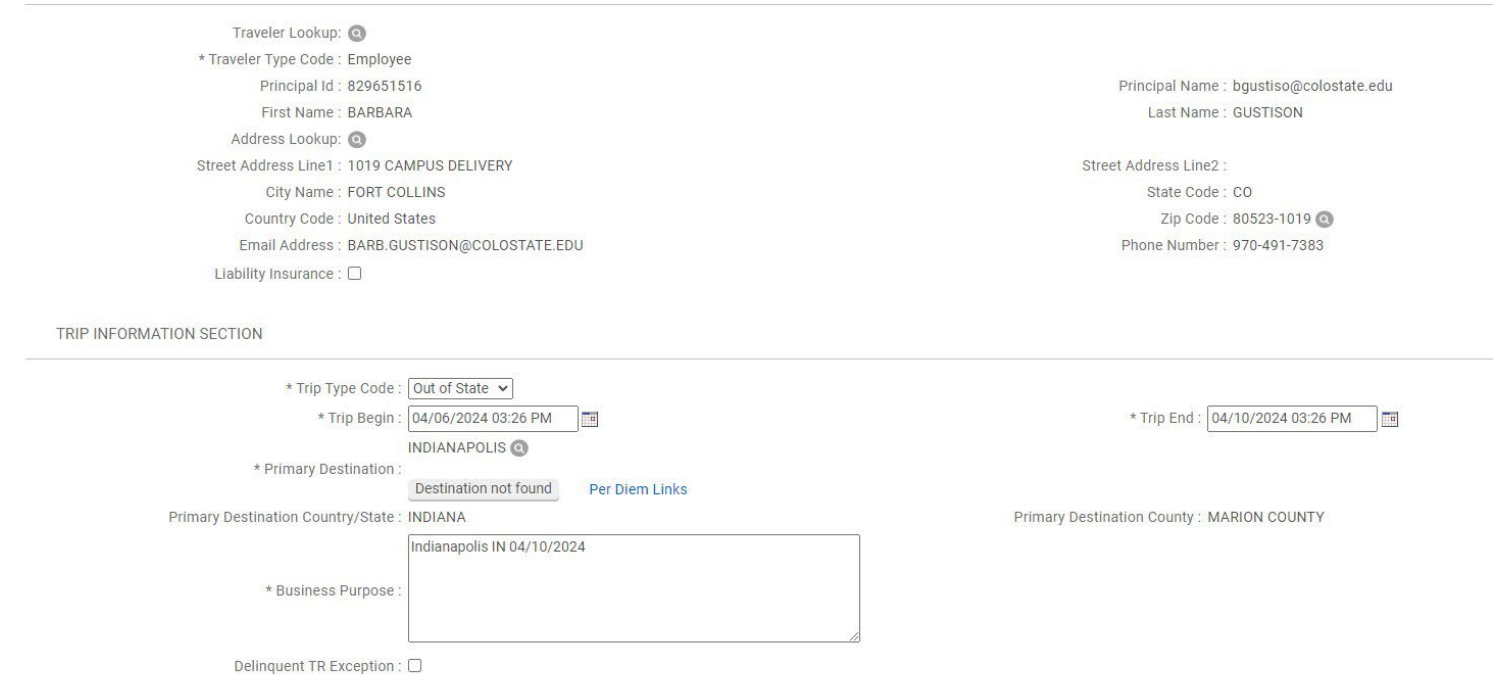
Ensure the information is the Traveler Section is correct, then fill out the Trip Information Section by filling out everything with an asterisk as shown below. Also, to select the destination you will click the magnifying glass to search for your location. NOTE: The time of day does not affect per diem rates, it is ok to let the time of day default. Also, the Per Diem Links hyperlink takes you to the state’s website for per diem. Since it auto-populates further down on the document, there is no need to click this button in this section. **Only** enter location and trip end date in the Business Purpose box.



When you click on the magnifying glass next to Primary Destination it will take you to the Primary Destination Lookup screen where you will select your region and search for the Primary Destination. Click return value next to the destination city.

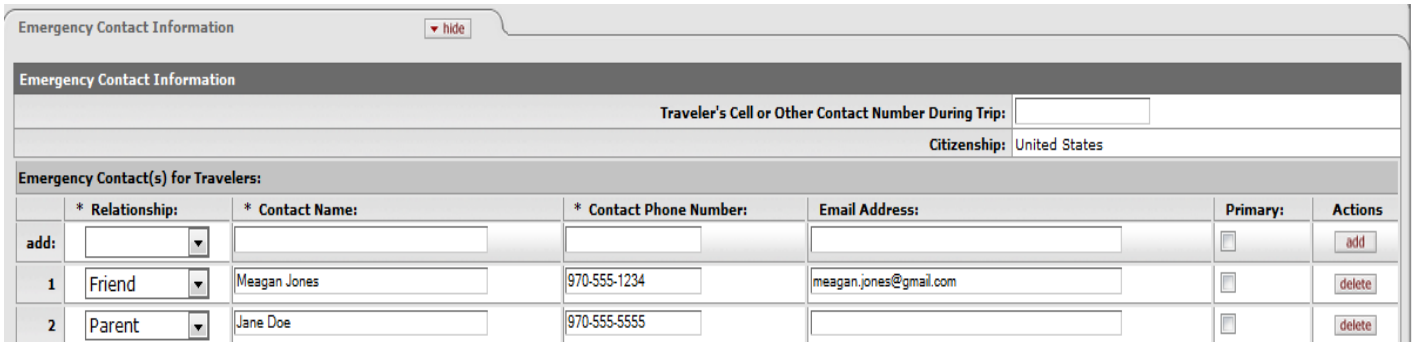


That completes the Trip Overview section as shown below:



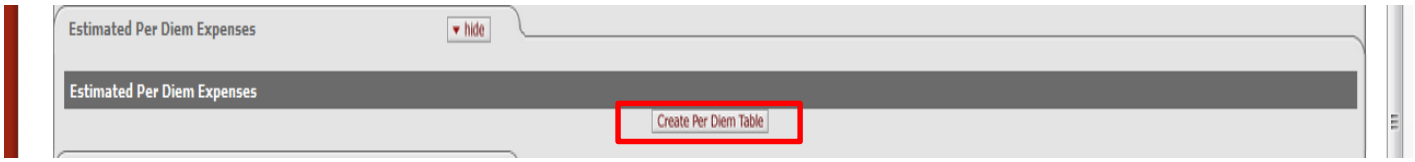
Travel Advance: The traveler has not requested a travel advance, so we will not need to update this.

Emergency Contact: The traveler has requested we add her mom, Jane Doe as an emergency contact and her number is 970-555-5555. Enter that information and be sure to click the "add" button.

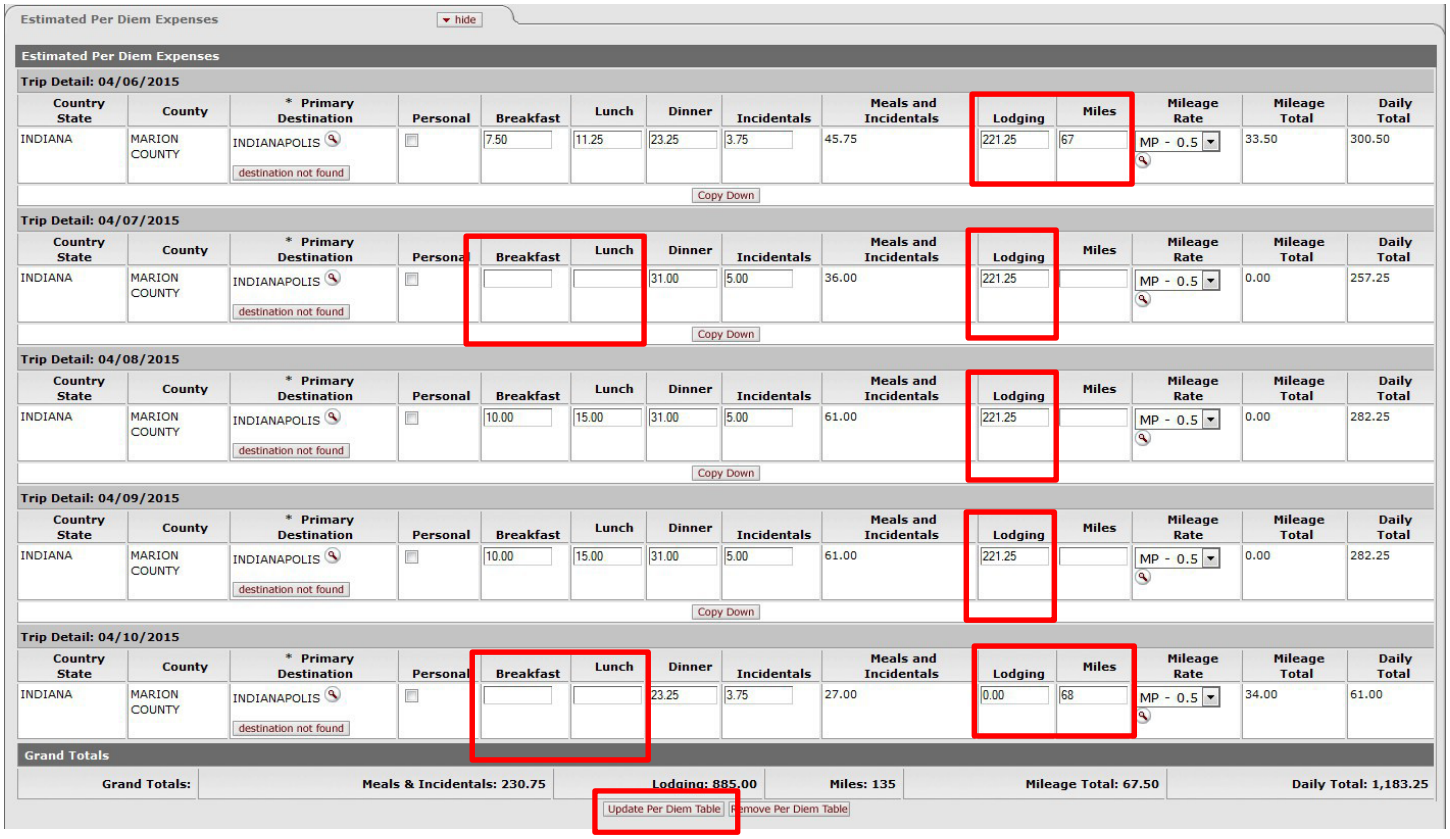


Special Circumstances and Group Travel: These are not applicable to this travel, so skip that section.

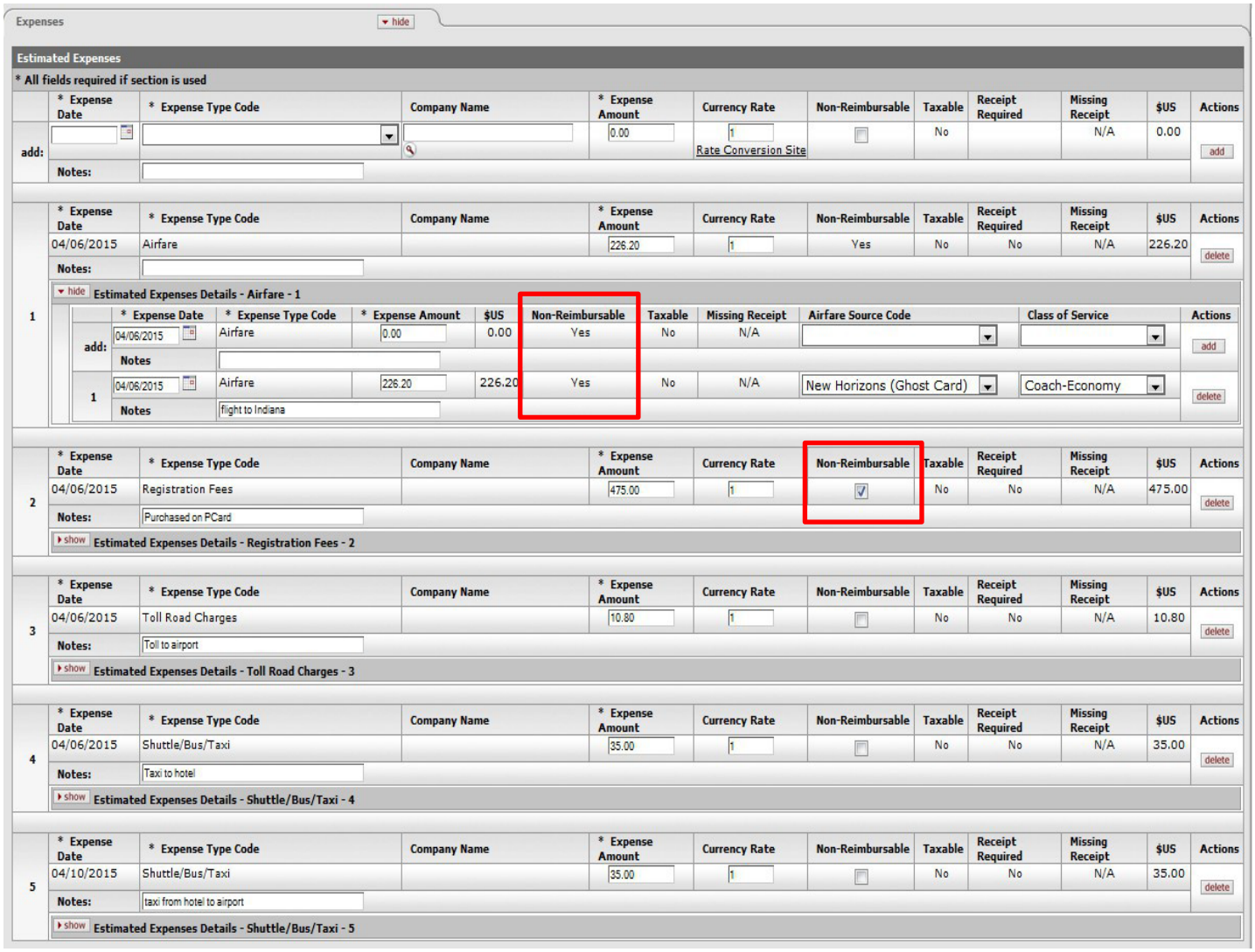
Estimated Per Diem Expenses: Click on the "Create Per Diem Table".



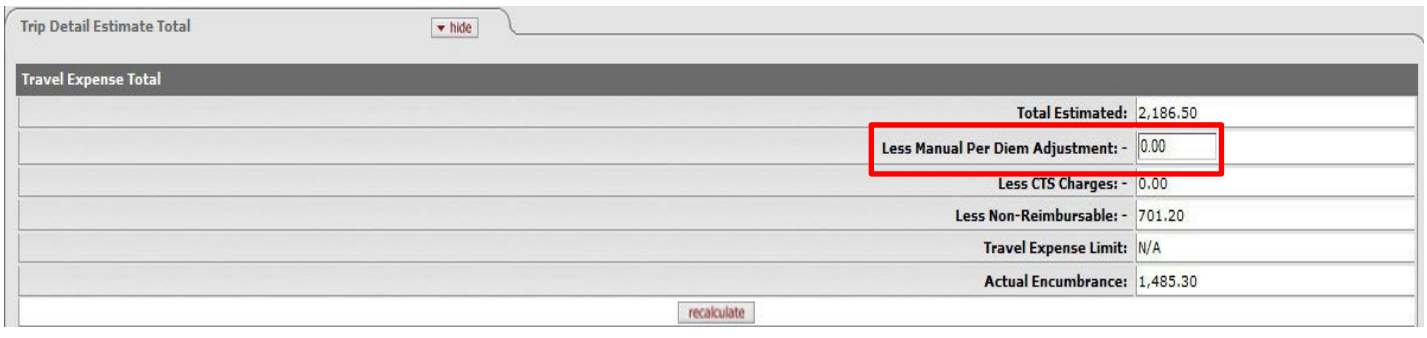
Once you click that button it creates the Estimated Per Diem Expenses. NOTE: Lodging auto populates. You can edit the lodging here if you know the estimate, or you can do it in another section. In this example we are adding the Lodging and Miles here. Since the miles are 67.5 each way, it does not allow decimal points , in one put 67 and the other day put 68. Since the Conference included breakfast and lunch on April 10th (last day of travel), and a breakfast and lunch on April 7th we need to delete the per diem from those days, and then click "update per diem table".



Expenses: In this section include all expenses that are not included in the estimated per diem expenses. This section we will include the airfare of $226.20, the taxis each way for $35 each, toll road for $10.80, and the $475 registration. When certain items are added, additional information might be required (i.e. airfare requires more information). For the registration since it was paid on a PCard it is Non-Reimbursable, make sure to click that button. Also, if the airfare is purchased through ghostcard (which in this case it is), you also need to click Non-Reimbursable. For airfare the notes section must be filled out, or when you submit it will have an error.



Trip Detail Estimate Total: Calculates total cost of trip and total reimbursable expenses (actual encumbrance). If there are manual entries that need to be made they can be entered in the Less Manual Per Diem Adjustments. This can be used, for example, if your department has a flat per diem rate they use no matter where someone travels. You would have to manual calculate the difference and put the amount to decrease in this section. Once entered, then you would click the recalculate button. In our example we do not need to do anything.



Accounting Lines: The account number will default to the default account line in the travelers TEM profile. You can split this travel between multiple accounts in this section, but it will not carry over to the TR, it would have to be entered on that document as well. In this example it is going where we want it to, so we do not change it. It will always post to object code 6050 as that is the encumbrance object code for travel. When the TR is complete, the encumbrance will reverse when the Final Reimbursement box is checked. Remember to click "add".

General Ledger Pending Entries: After the document is saved, you can see what the pending accounting lines will be.

View Related Documents: If there are related documents to this trip, it will show in this section.

Notes and Attachments: Any supporting documentation will need to be added to this section in the PDF format.

Ad Hoc Recipients: If you need to ad hoc anyone to Complete, FYI, Acknowledge or Approve you would enter it here. NOTE: Approve and Complete hold up the document. FYI and Acknowledge still allow the document to go through workflow no matter if the person has acknowledged or FYI the document. However, DHA must be entered as **Approve**.

Route Log: Once the document is either saved or submitted, it will show you the other people that need to approve this document.

Step 4: Complete Document.

Click "calculate" at the bottom of the document. After you click that, click "submit" to have the document route through workflow.

Step 5 (ONLY FOR TRAINING ENVIRONMENT): Make document final.

Write down your document number, and then impersonate the next person on the route log. Repeat this step until the document is final.

To impersonate in the top right corner enter kmccar@colostate.edu and click "Login".

Once you click Login, it should read "Impersonating User: kmccar@colostate.edu" at the top. Then go to document search and search your document. When you find your document open it and scroll to the bottom and click approve. Then impersonate the next person on the route log.

TR Example #1

The person in your department (who you are a travel arranger for) has returned from their trip to Indianapolis, Indiana from April 6th to April 10th for the Annual Accounts Receivable Conference. Now we need to book the Travel Reimbursement. The cost of airfare with New Horizons was $226.20. The Conference included breakfast and lunch on April 10th (last day of travel), and a breakfast and lunch on April 7th. It also included lunch on the 7th, 8th and 9th, and breakfast on the 7th and 8th, and Dinner on the 7th. She drove to the airport which ended up being 128 miles roundtrip, or 64 miles one-way, and took the toll road which was $10.80. Parking was $65. Lodging was $884.53, which is $221.13 a night. She did not take a taxi to the hotel but took a shuttle to and from the hotel for $12 each way. Her registration has been prepaid with her PCARD of $475. Fill in a TR document for the post-trip. This will all be charged to account 1358550.

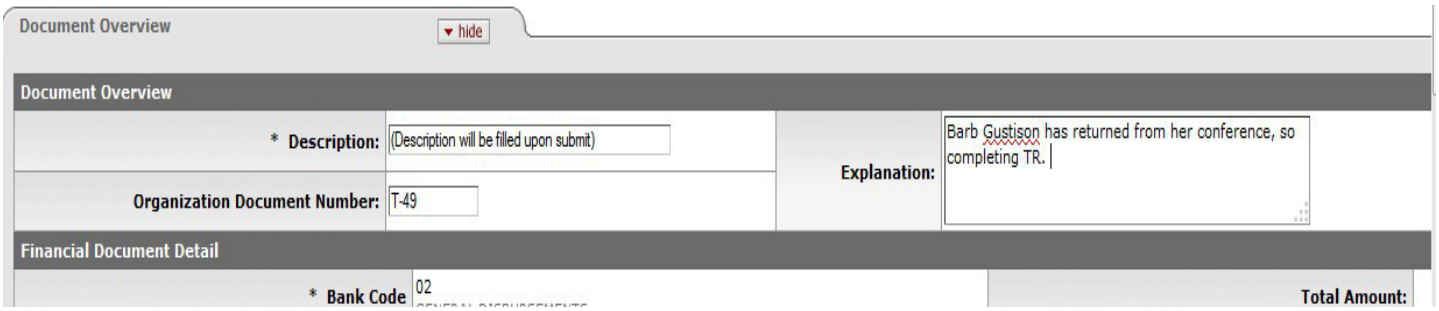
Step 1: Open TA that you need to create TR for.

On the Main Menu Screen of Kuali, click on doc search. In the doc search field enter your TA document number (from example 1 above). When your document appears click on the underlined document. When your document opens, scroll to the bottom and click "new reimbursement."

Step 2: Complete TR

By clicking "new reimbursement" on the TA, that will open the TR with the information you put on your TA.

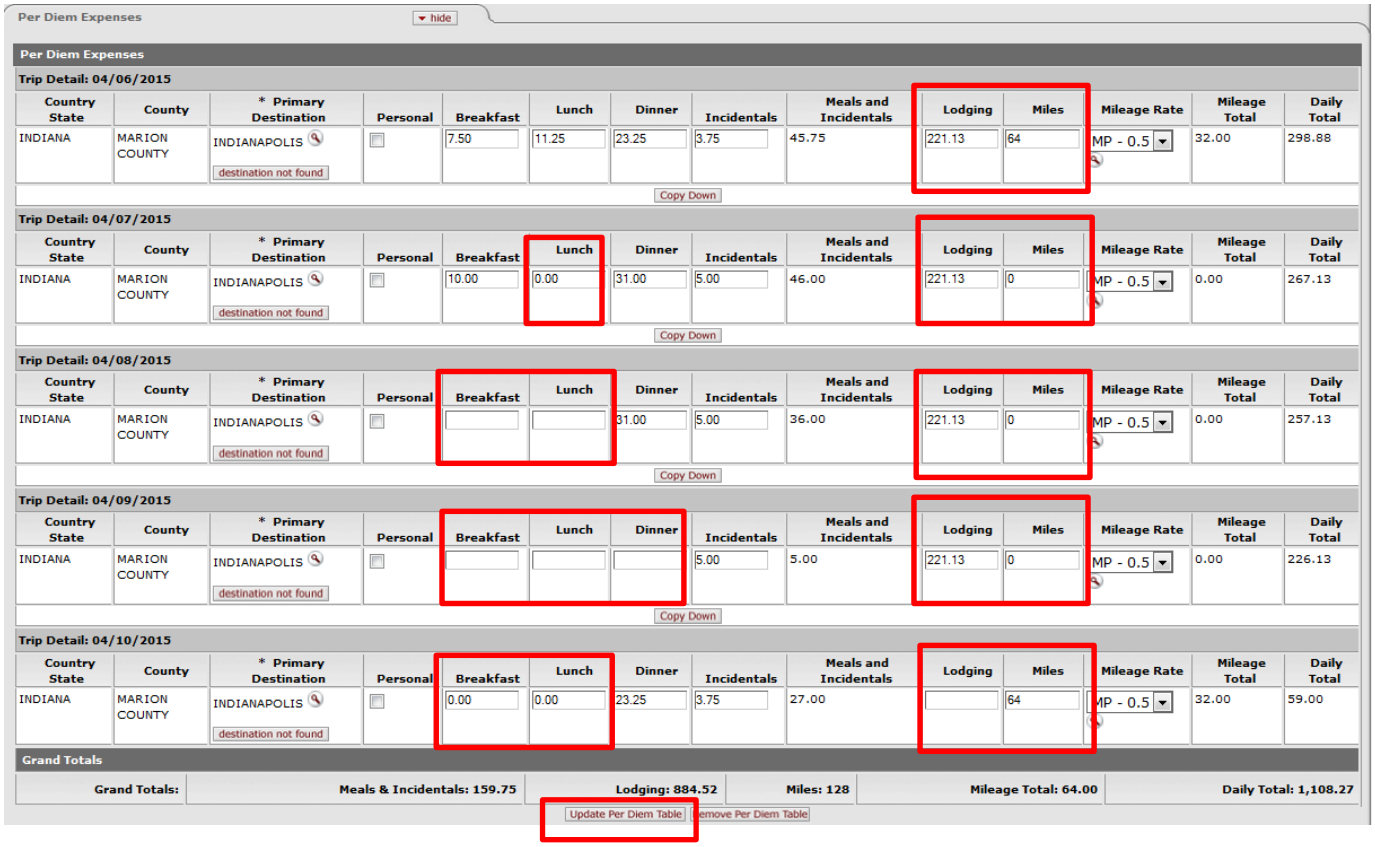
Document Overview: Do not fill out the description field or Organization Document Number as those auto-populate. In the Explanation briefly explain what you are doing. The Financial Document Detail auto-populates, so no need to edit this field.



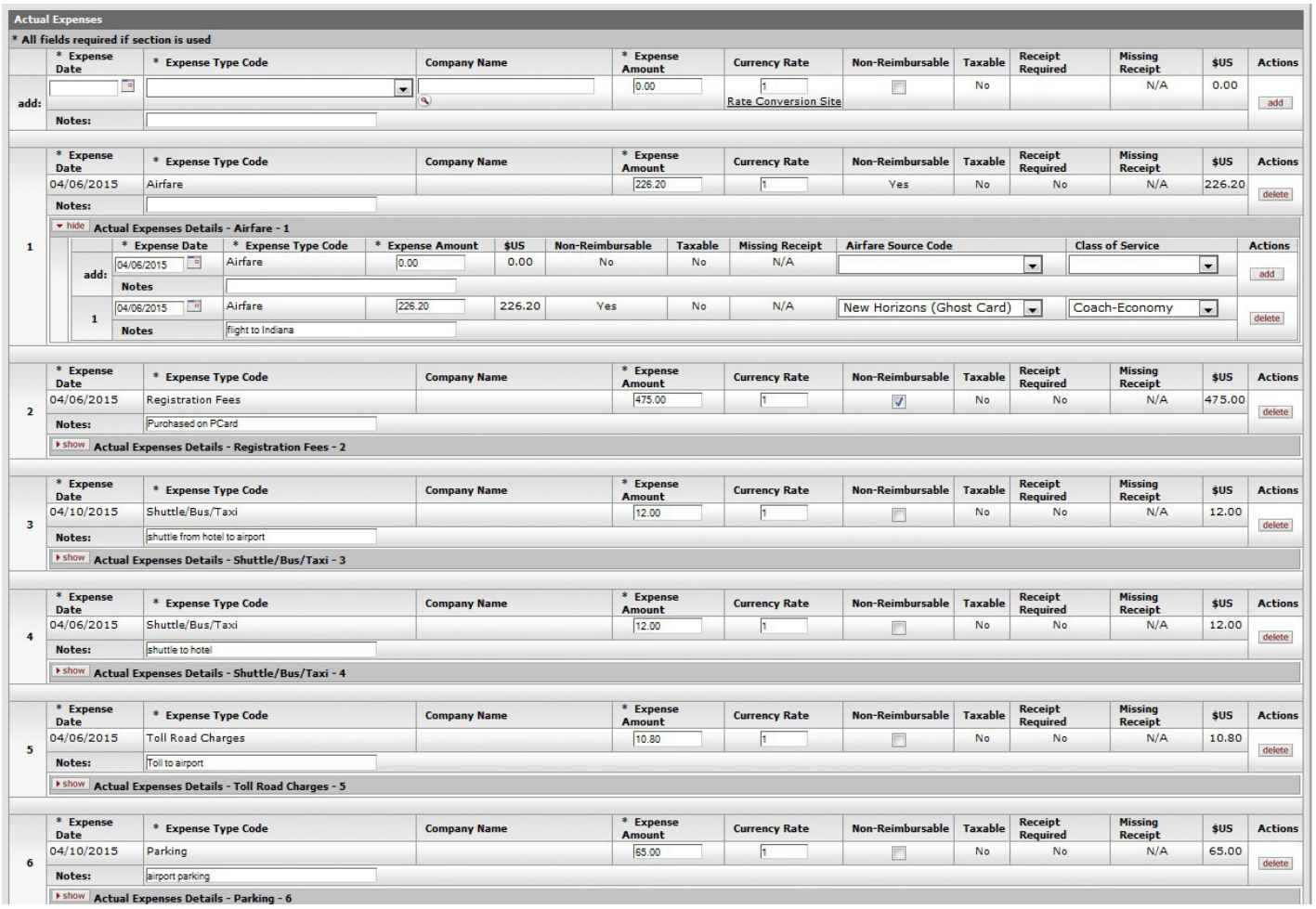
Trip Overview: Review the information in this screen to ensure it is all correct. Also, if this is the final reimbursement document then check the box "Final Reimbursement".

Travel Advances: Since there were no travel advances on the TA, we will skip this section.

Per Diem Expenses: Since the amount of meals provided changed, we need to update this table. We need to make sure the following per diems are deleted: 1 travel day breakfast, 2 full day breakfasts, 1 travel day lunch, 3 full day lunches, and 1 full day dinner. Also, the mileage changed to 64 miles each way, and the lodging changed to $221.13 a night. After everything is updated, click on "Update Per Diem Table". At the bottom there is a Grand Totals section that sums each area.



Actual Expenses: In this section we need to update the items that changed. The Shuttle/Bus/Taxi needs to change to $12, and update notes. As well as the Parking amount needs to be updated to $65.



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:										
1	04/06/2015	Airfare		226.20	1	Yes	No	No	N/A	226.20	delete
	Notes:										

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:	04/06/2015	Airfare	0.00	0.00	No	No	N/A			add
	Notes									
1	04/06/2015	Airfare	226.20	226.20	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy	delete
	Notes	flight to Indiana								

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
2	04/06/2015	Registration Fees		475.00	1	☑	No	No	N/A	475.00	delete
	Notes:	Purchased on PCard									
3	04/10/2015	Shuttle/Bus/Taxi		12.00	1		No	No	N/A	12.00	delete
	Notes:	shuttle from hotel to airport									
4	04/06/2015	Shuttle/Bus/Taxi		12.00	1		No	No	N/A	12.00	delete
	Notes:	shuttle to hotel									
5	04/06/2015	Toll Road Charges		10.80	1		No	No	N/A	10.80	delete
	Notes:	Toll to airport									
6	04/10/2015	Parking		65.00	1		No	No	N/A	65.00	delete
	Notes:	airport parking									

show **Actual Expenses Details - Registration Fees - 2**

show **Actual Expenses Details - Shuttle/Bus/Taxi - 3**

show **Actual Expenses Details - Shuttle/Bus/Taxi - 4**

show **Actual Expenses Details - Toll Road Charges - 5**

show **Actual Expenses Details - Parking - 6**

Travel Expense Total: This will auto-populate based on what you input above.

Special Circumstances and Group Travel: Not applicable to this example.

View Reimbursement History: If there were prior instances of being reimbursed associated with this travel, it would appear in this section.

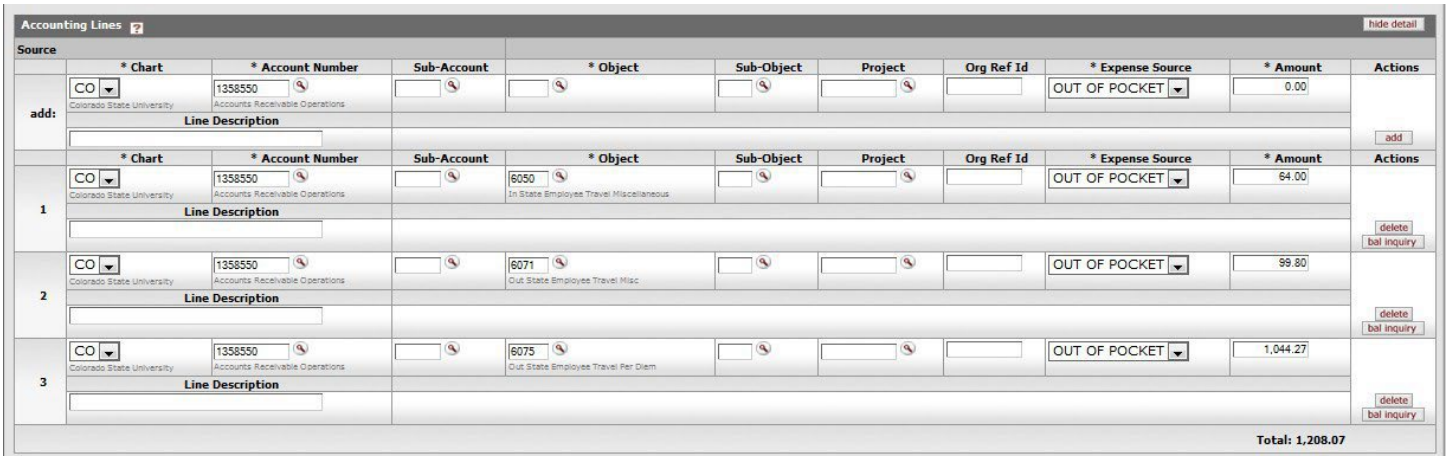
Contact Information: This is who travel will call if there are questions related to this travel.

Travel Certification: Since you are the arranger on this document and not the traveler, you cannot check the employee certification. The traveler must log in to Kuali and check this box. It will be in their action list.

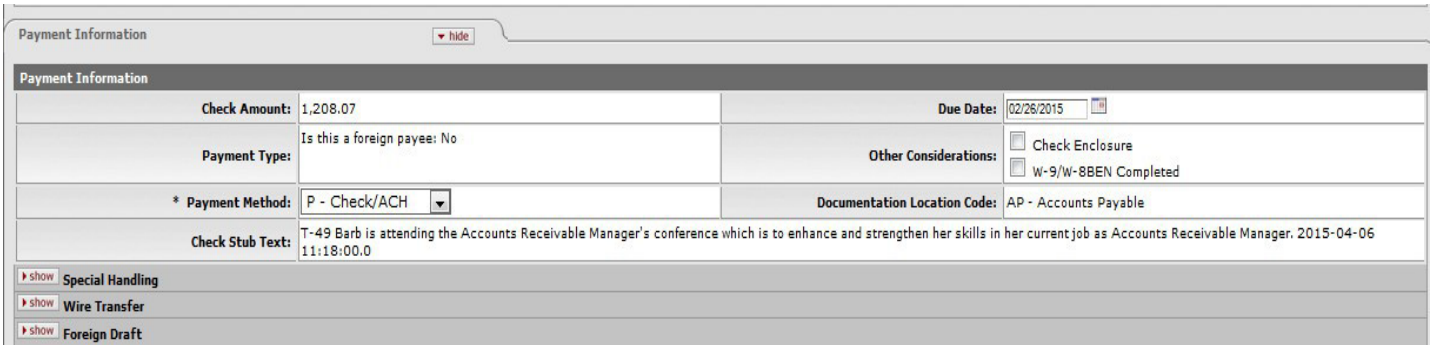
Summary by Object Code: This is a summary of what object codes these expense will post against.

Assign Accounts: Multiple accounts can split the cost based on dollar amount or percentage amount. In this example we are only doing one account. Make sure to click the add button. After you click the add button, click “assign accounts.”

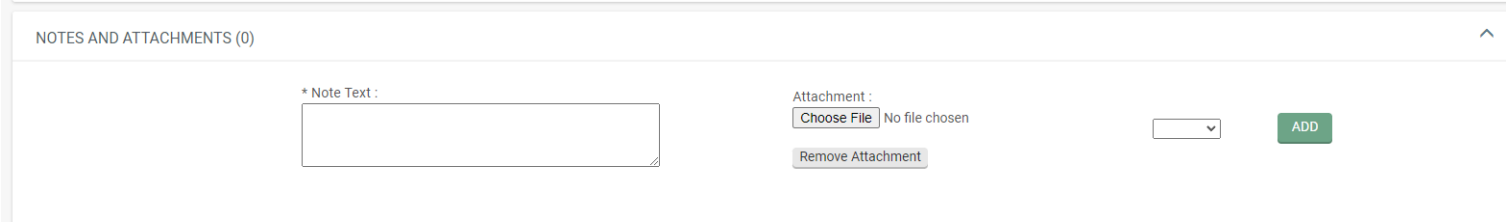
Accounting Lines: The accounting lines of the document showing the object code. Make sure to click add.



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



Notes and Attachments: All receipts associated with this travel need to be attached to this section in the **required PDF format.**

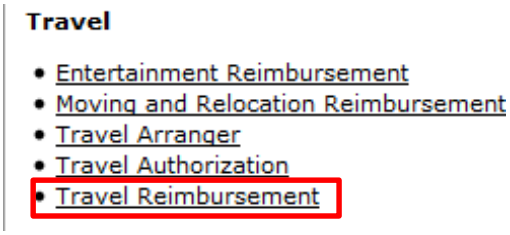


Finalize document: Click the "calculate" button. Once calculated, click "submit".

TR Example #2

You traveled to Pueblo, Colorado on 3/2/15 and returned on 3/5/15 to assist Colorado State University – Pueblo with Kuali. At your hotel breakfast was included and needs to be removed from your per diem. Your lodging ended up costing $298.26, or $99.42 a night. The mileage was 350 miles roundtrip, or 175 miles each way. The toll road expense was $16.65. This will be split between 2 accounts in your department.

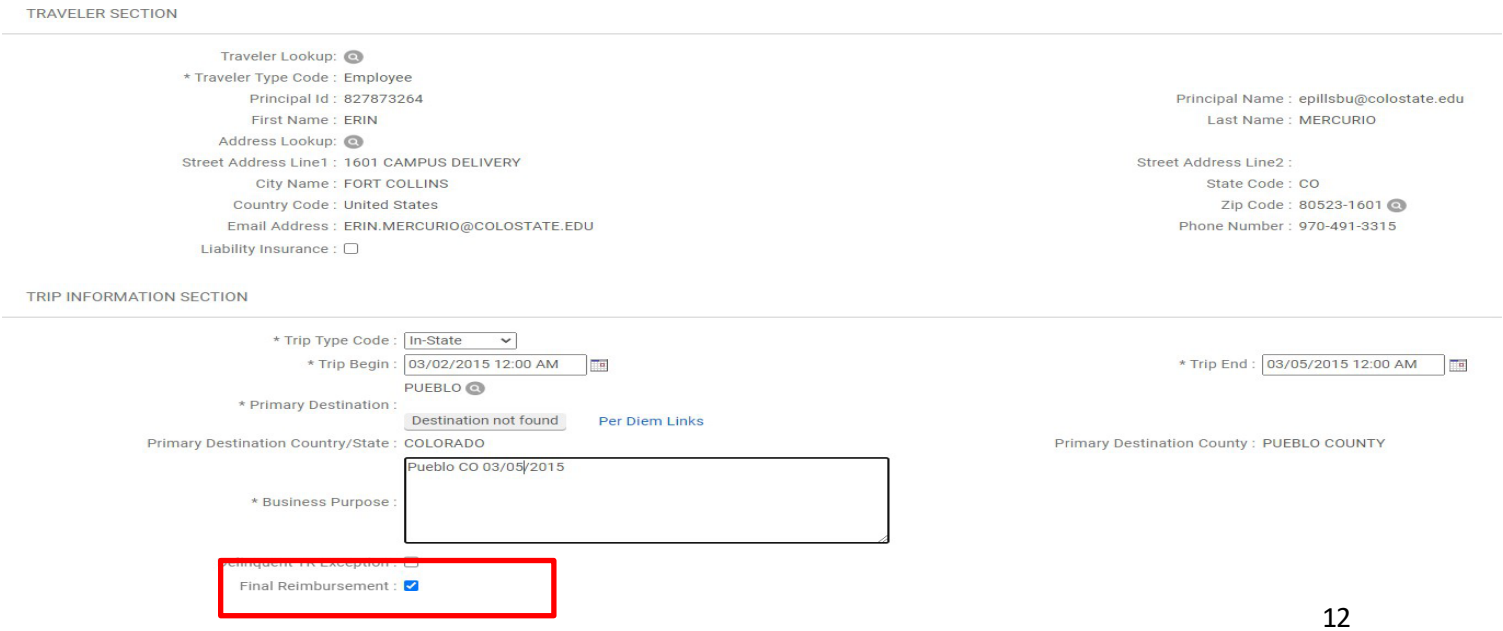
Step 1: Since this is in-state travel, this is processed when the traveler when returns on the TR document. No TA is needed. Click on the Travel Reimbursement document under Transactions, under Travel.



Step 2: Complete the Travel Reimbursement Document.

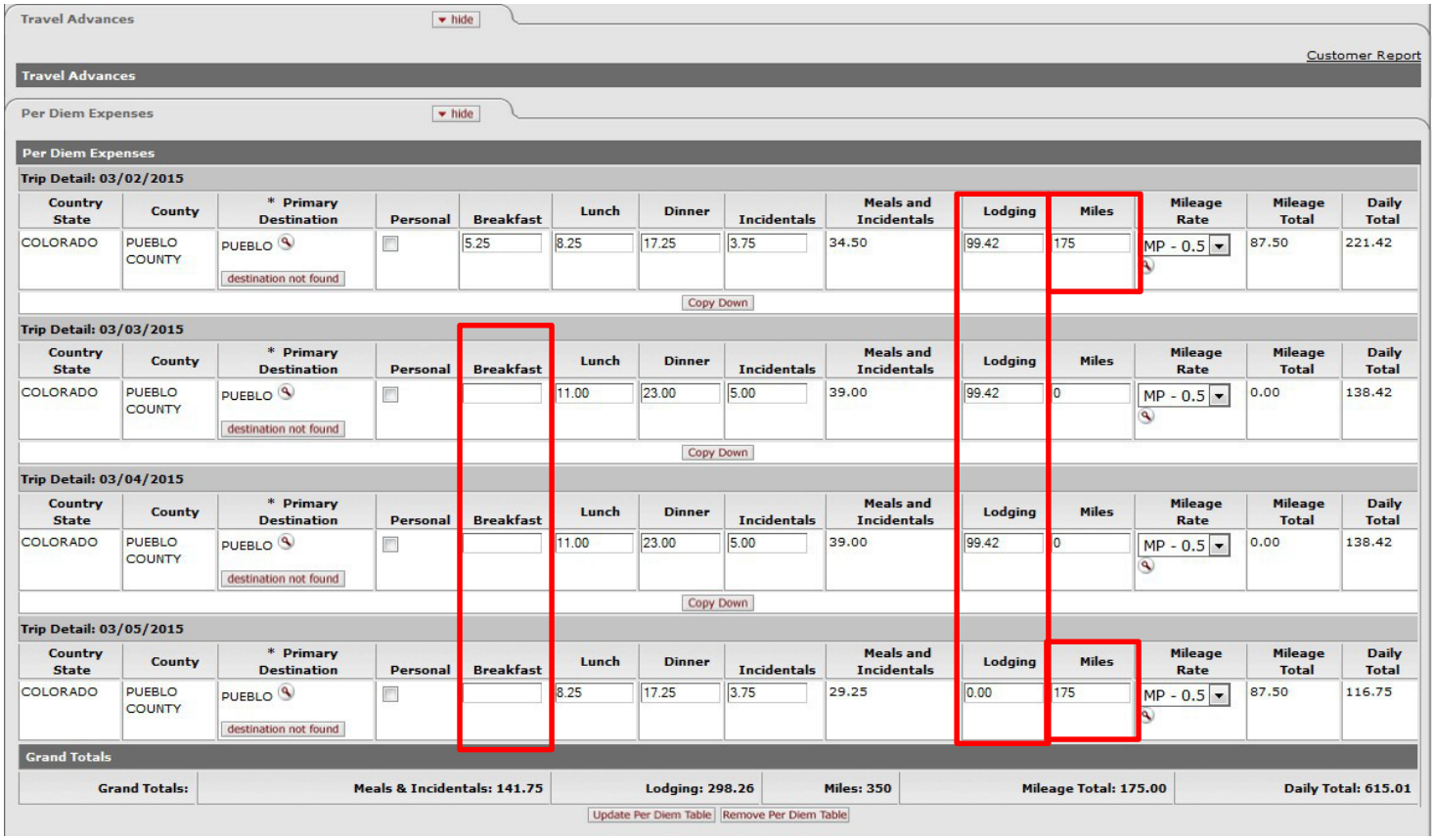
Document Overview: Description auto-populates so no need to complete. In the Explanation say what you are doing.

Trip Overview: Use the magnifying glass next to Traveler Lookup to add you as the traveler. Then fill out the Trip Information and check Final Reimbursement.



Travel Advances: No travel advances were given, so skip this section.

Per Diem Expenses: Click on "Create Per Diem Table". Once created, update the lodging amount, add the miles and delete the breakfast for the last 3 days.



Travel Advances — hide

Customer Report

Travel Advances

Per Diem Expenses — hide

Per Diem Expenses

Trip Detail: 03/02/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
COLORADO	PUEBLO COUNTY	PUEBLO (destination not found)	☐	5.25	8.25	17.25	3.75	34.50	99.42	175	MP - 0.5	87.50	221.42

Copy Down

Trip Detail: 03/03/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
COLORADO	PUEBLO COUNTY	PUEBLO (destination not found)	☐		11.00	23.00	5.00	39.00	99.42	0	MP - 0.5	0.00	138.42

Copy Down

Trip Detail: 03/04/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
COLORADO	PUEBLO COUNTY	PUEBLO (destination not found)	☐		11.00	23.00	5.00	39.00	99.42	0	MP - 0.5	0.00	138.42

Copy Down

Trip Detail: 03/05/2015

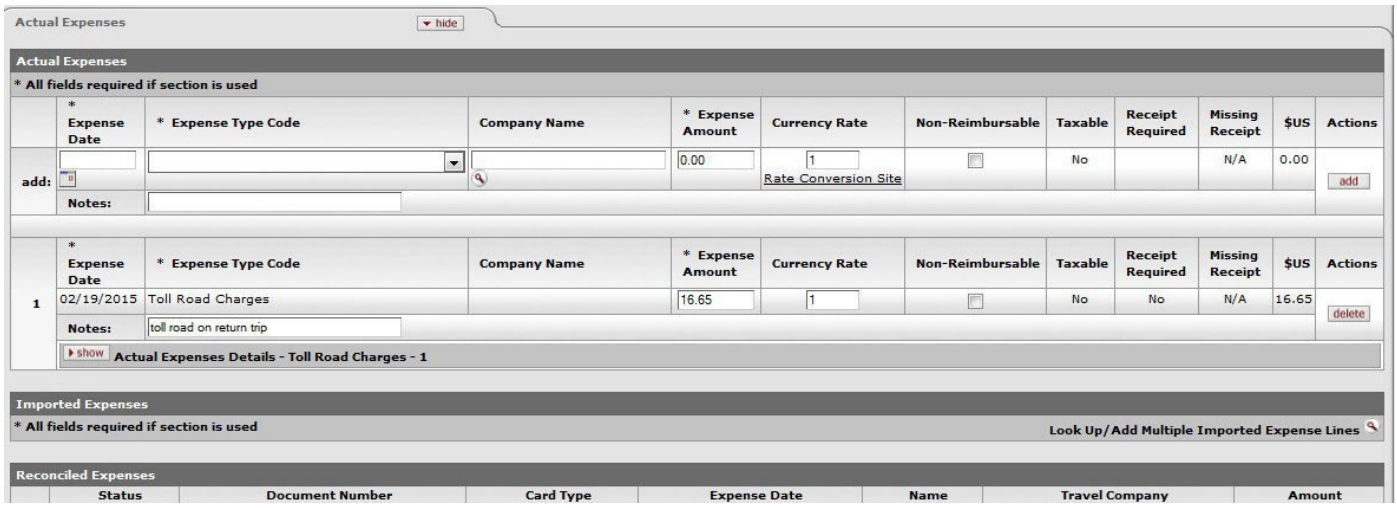
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
COLORADO	PUEBLO COUNTY	PUEBLO (destination not found)	☐		8.25	17.25	3.75	29.25	0.00	175	MP - 0.5	87.50	116.75

Grand Totals

Grand Totals:	Meals & Incidentals: 141.75	Lodging: 298.26	Miles: 350	Mileage Total: 175.00	Daily Total: 615.01

Update Per Diem Table | Remove Per Diem Table

Actual Expenses: Add actual expenses that are not in the Per Diem Table. For this example it would be the Toll Road of $16.65.



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:				0.00	1 Rate Conversion Site	☐	No		N/A	0.00	add
	Notes:										
1	02/19/2015	Toll Road Charges		16.65	1	☐	No	No	N/A	16.65	delete
	Notes:	toll road on return trip									

show Actual Expenses Details - Toll Road Charges - 1

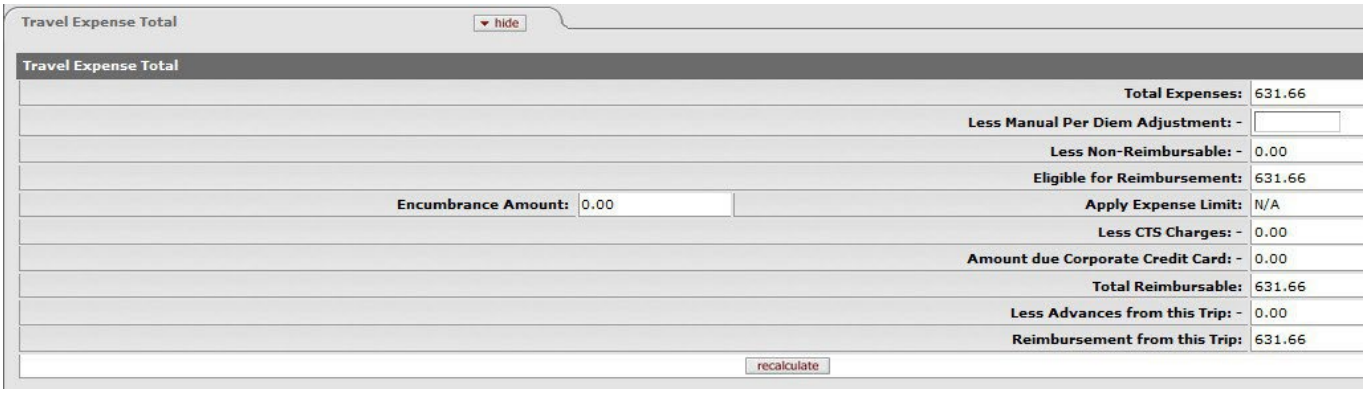
Imported Expenses

* 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

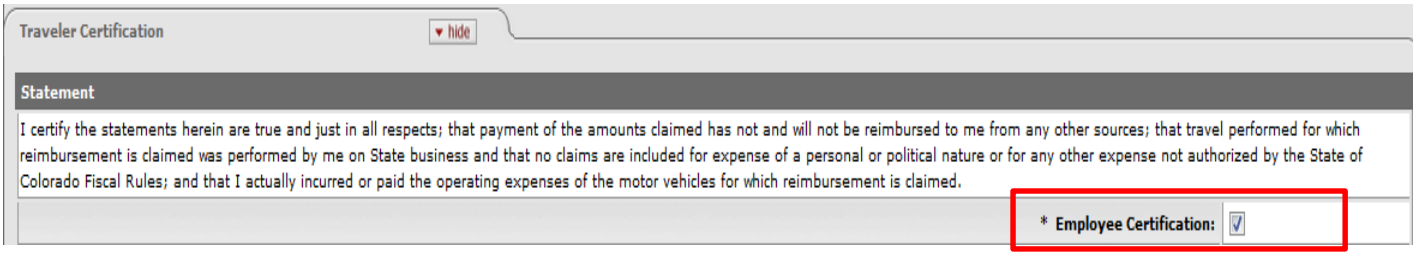
Travel Expense Total: Sums up the total of all the expenses.



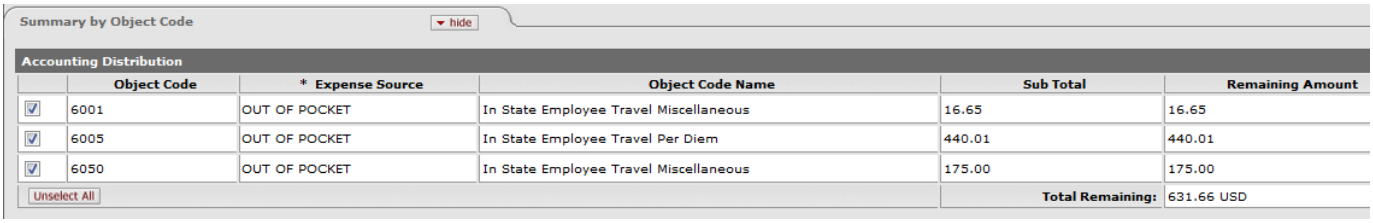
Special Circumstances and Group Travel: Not applicable to this example.

Contact Information: This is the person travel will contact for any questions.

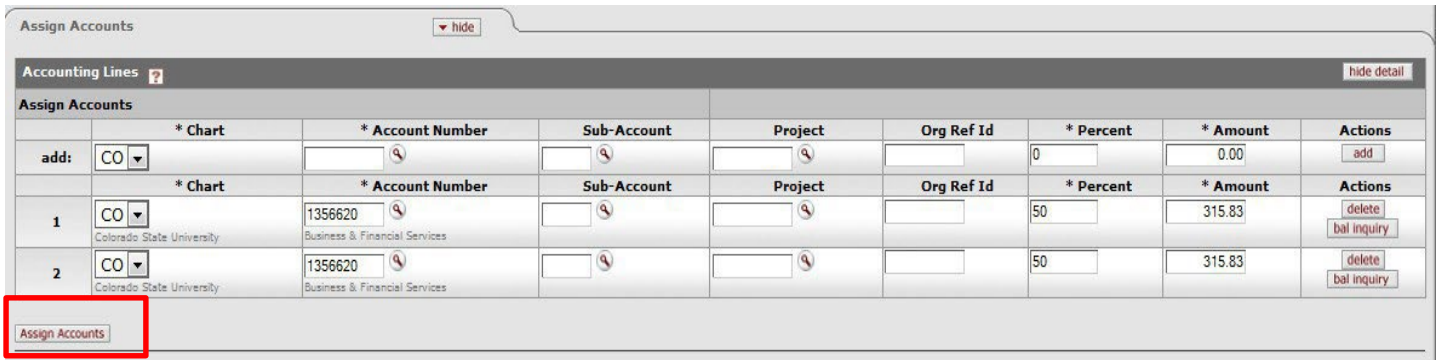
Travel Certification: Since you are the traveler, you need to check the box for Employee certification.



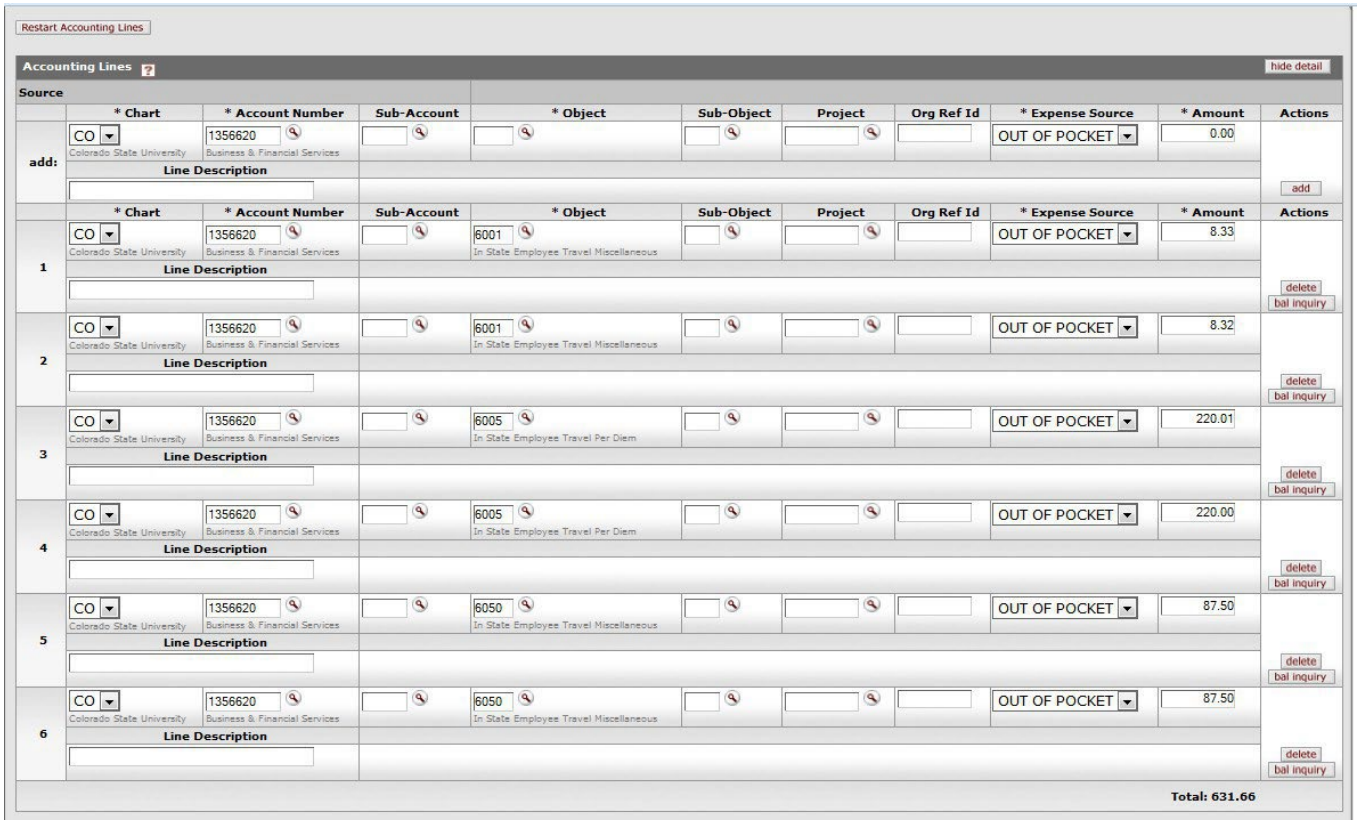
Summary by Object Code: Shows the object codes the expenses will post against.



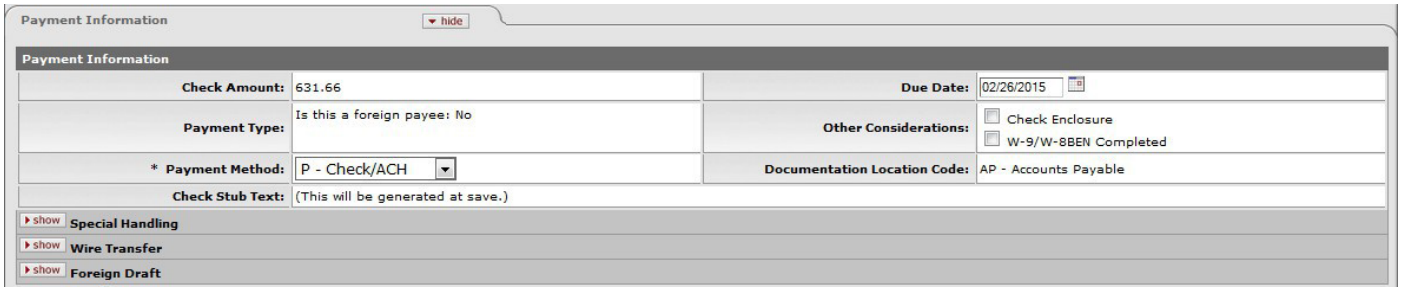
Assign Accounts: Since this position will be split between two accounts in your department, one will default and you will need to add the other. The percentage will need to be changed to 50% as it is being split evenly. Then click "Assign Accounts."



Accounting Lines: This will auto-populate and divide the expenses evenly among the 2 accounts. You can edit this field accordingly.



Payment Information: Since you are an employee select "P – Check/ACH".



In the notes and attachments section attach all receipts in the **required PDF format**.

Click calculate at the bottom of the document and then click submit.