

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.

The screenshot shows the 'TEM Profile Lookup' interface. The search criteria are as follows:

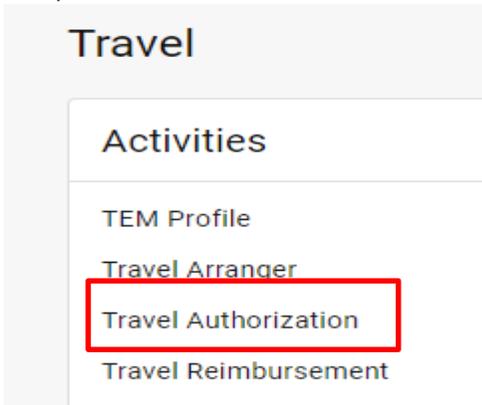
- KIM Principal Name: [Empty]
- AR Customer Id: [Empty]
- * First Name: BARB*
- * Last Name: GUST*
- Traveler Type Code: [Dropdown]
- Primary Department Code: [Empty]
- Chart Code: [Dropdown]
- Account Number: [Empty]
- Return Only my Travelers?: Yes No Both
- Active: Yes No Both

Buttons: Search, Reset Form, Cancel

Search Results (1-1 of 1):

Actions	Profile Id	KIM Principal Name	AR Customer Id	First Name	Last Name	Street Address Line 1	City Name	State	Zip Code	Country	Email	Phone Number	Active
edit	2841	bgustiso@colostate.edu		BARBARA	GUSTISON	1019 CAMPUS DELIVERY	FORT COLLINS	CO	80523-1019	US	BARB.GUSTISON@COLOSTATE.EDU	970-491-7383	Yes

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.

Travel Authorization	Doc Nbr: 5401125	Status: INITIATED
	Initiator: epillsbu@colostate.edu	Created: 11:18 AM 02/25/2015
	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)	Explanation: Fill out pre-trip information for Barb Gustison, as she is traveling to Indianapolis April 6th - April 10th for a conference.
Organization Document Number:	

Financial Document Detail

* Bank Code 02 GENERAL DISBURSEMENTS	Total Amount:
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Trip Overview: Click the magnifying glass next to “Traveler Lookup” to search for your traveler, which will take you to the TEM Profile Lookup.

Trip Overview ▼ hide

Traveler Section

Traveler Lookup:	
* Traveler Type Code:	
First Name:	Last Name:
Address Lookup:	
Street Address Line1:	Street Address Line2:
City Name:	State Code:
Country Code:	Zip Code:
Email Address:	Phone Number:
Liability Insurance:	

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

TEM Profile Lookup ?

KIM Principal Name:

Last Name:

Primary Department Code:

Account Number:

First Name:

Traveler Type Code:

Chart Code:

Active: Yes No Both

Search Results 1-1 of 1

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	841	bgustiso@colostate.edu		BARBARA	GUSTISON	1019 CAMPUS DELIVERY	FORT COLLINS	CO	80523-1019	US	BARB.GUSTISON@COLOSTATE.EDU	970-491-7383	Yes

Ensure the information in 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.

Traveler Lookup: ?

* Traveler Type Code : Employee

Principal Id : 829651516

First Name : BARBARA

Address Lookup: ?

Street Address Line1 : 1019 CAMPUS DELIVERY

City Name : FORT COLLINS

Country Code : United States

Email Address : BARB.GUSTISON@COLOSTATE.EDU

Liability Insurance :

Principal Name : bgustiso@colostate.edu

Last Name : GUSTISON

Street Address Line2 :

State Code : CO

Zip Code : 80523-1019 ?

Phone Number : 970-491-7383

TRIP INFORMATION SECTION

* Trip Type Code :

* Trip Begin :

* Trip End :

* Primary Destination ?

Destination not found [Per Diem Links](#)

Primary Destination Country/State :

* Business Purpose :

Delinquent TR Exception :

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.

Primary Destination Lookup ?

* Region:

County:

Primary Destination:

Active: Yes No Both

<input type="button" value="return value"/>	IN	MARION COUNTY	<input type="text" value="INDIANAPOLIS"/>	Yes
<input type="button" value="return value"/>	IN	VANDEBURGH COUNTY	INGLEFIELD	Yes

That completes the Trip Overview section as shown below:

Traveler Lookup:

* Traveler Type Code: Employee

Principal Id: 829651516

First Name: BARBARA

Address Lookup:

Street Address Line1: 1019 CAMPUS DELIVERY

City Name: FORT COLLINS

Country Code: United States

Email Address: BARB.GUSTISON@COLOSTATE.EDU

Liability Insurance:

Principal Name: bgustiso@colostate.edu

Last Name: GUSTISON

Street Address Line2:

State Code: CO

Zip Code: 80523-1019

Phone Number: 970-491-7383

TRIP INFORMATION SECTION

* Trip Type Code:

* Trip Begin:

* Trip End:

INDIANAPOLIS

* Primary Destination:

Primary Destination Country/State: INDIANA

Primary Destination County: MARION COUNTY

Indianapolis IN 04/10/2024

* Business Purpose:

Delinquent TR Exception:

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.

Emergency Contact Information

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	Friend	Meagan Jones	970-555-1234	meagan.jones@gmail.com	<input type="checkbox"/>	<input type="button" value="delete"/>
2	Parent	Jane Doe	970-555-5555	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

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”.

Estimated Per Diem Expenses														
Estimated Per Diem Expenses														
Create Per Diem Table														
Trip Detail: 04/06/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	7.50	11.25	23.25	3.75	45.75	221.25	67	MP - 0.5	33.50	300.50	
		destination not found												
Copy Down														
Trip Detail: 04/07/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>			31.00	5.00	36.00	221.25		MP - 0.5	0.00	257.25	
		destination not found												
Copy Down														
Trip Detail: 04/08/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	10.00	15.00	31.00	5.00	61.00	221.25		MP - 0.5	0.00	282.25	
		destination not found												
Copy Down														
Trip Detail: 04/09/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	10.00	15.00	31.00	5.00	61.00	221.25		MP - 0.5	0.00	282.25	
		destination not found												
Copy Down														
Trip Detail: 04/10/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>			23.25	3.75	27.00	0.00	68	MP - 0.5	34.00	61.00	
		destination not found												
Grand Totals														
				Meals & Incidentals: 230.75				Lodging: 885.00		Miles: 135		Mileage Total: 67.50		Daily Total: 1,183.25
Update Per Diem Table Remove 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.

Expenses ▼ hide

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:										
04/06/2015	Airfare		226.20	1	<input checked="" type="checkbox"/>	No	No	N/A	226.20	delete
Notes:										
▼ hide Estimated 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	<input checked="" type="checkbox"/>	No	N/A			add
Notes:										
1	04/06/2015	Airfare	226.20	226.20	<input checked="" type="checkbox"/>	No	N/A	New Horizons (Ghost Card)	Coach-Economy	delete
Notes:	flight to Indiana									
04/06/2015	Registration Fees		475.00	1	<input checked="" type="checkbox"/>	No	No	N/A	475.00	delete
Notes:	Purchased on PCard									
▶ show Estimated Expenses Details - Registration Fees - 2										
04/06/2015	Toll Road Charges		10.80	1	<input type="checkbox"/>	No	No	N/A	10.80	delete
Notes:	Toll to airport									
▶ show Estimated Expenses Details - Toll Road Charges - 3										
04/06/2015	Shuttle/Bus/Taxi		35.00	1	<input type="checkbox"/>	No	No	N/A	35.00	delete
Notes:	Taxi to hotel									
▶ show Estimated Expenses Details - Shuttle/Bus/Taxi - 4										
04/10/2015	Shuttle/Bus/Taxi		35.00	1	<input type="checkbox"/>	No	No	N/A	35.00	delete
Notes:	taxi from hotel to airport									
▶ show Estimated Expenses Details - Shuttle/Bus/Taxi - 5										

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.

Trip Detail Estimate Total ▼ hide

Travel Expense Total

Total Estimated:	2,186.50
Less Manual Per Diem Adjustment:	0.00
Less CTS Charges:	0.00
Less Non-Reimbursable:	701.20
Travel Expense Limit:	N/A
Actual Encumbrance:	1,485.30

recalculate

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”.



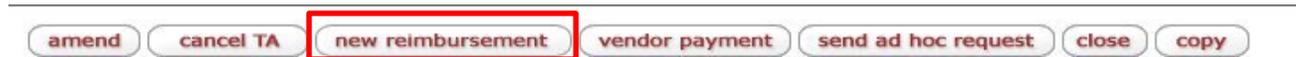
Once you click Login, it should read “Impersonating User: kmccar@colostate.edu” at the top. Then go to document search and search your document. When you find your document open it and scroll to the bottom and click approve. Then impersonate the next person on the route log.

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 Kualu, 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.

Document Overview		hide
Document Overview		
* Description:	<input type="text" value="(Description will be filled upon submit)"/>	Explanation: Barb Gustison has returned from her conference, so completing TR.
Organization Document Number:	<input type="text" value="T-49"/>	
Financial Document Detail		
* Bank Code	<input type="text" value="02"/>	Total Amount:

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”.

TRIP INFORMATION SECTION

* Trip Type Code :

* Trip Begin :

* Trip End :

INDIANAPOLIS

* Primary Destination : [Per Diem Links](#)

Primary Destination Country/State : INDIANA Primary Destination County : MARION COUNTY

* Business Purpose :

Delinquent TD Exception :

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.

Per Diem Expenses													
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
Trip Detail: 04/06/2015													
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	7.50	11.25	23.25	3.75	45.75	221.13	64	MP - 0.5	32.00	298.88
Copy Down													
Trip Detail: 04/07/2015													
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	10.00	0.00	31.00	5.00	46.00	221.13	0	MP - 0.5	0.00	267.13
Copy Down													
Trip Detail: 04/08/2015													
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>			31.00	5.00	36.00	221.13	0	MP - 0.5	0.00	257.13
Copy Down													
Trip Detail: 04/09/2015													
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>				5.00	5.00	221.13	0	MP - 0.5	0.00	226.13
Copy Down													
Trip Detail: 04/10/2015													
INDIANA	MARION COUNTY	INDIANAPOLIS	<input type="checkbox"/>	0.00	0.00	23.25	3.75	27.00		64	MP - 0.5	32.00	59.00
Grand Totals													
				Meals & Incidentals: 159.75		Lodging: 884.52		Miles: 128		Mileage Total: 64.00		Daily Total: 1,108.27	
Update Per Diem Table Remove Per Diem Table													

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	<input type="checkbox"/>	No		N/A	0.00	add	
Notes:											
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											
04/06/2015	Registration Fees		475.00	1	<input checked="" type="checkbox"/>	No	No	N/A	475.00	delete	
Notes: Purchased on PCard											
▶ show Actual Expenses Details - Registration Fees - 2											
04/10/2015	Shuttle/Bus/Taxi		12.00	1	<input type="checkbox"/>	No	No	N/A	12.00	delete	
Notes: shuttle from hotel to airport											
▶ show Actual Expenses Details - Shuttle/Bus/Taxi - 3											
04/06/2015	Shuttle/Bus/Taxi		12.00	1	<input type="checkbox"/>	No	No	N/A	12.00	delete	
Notes: shuttle to hotel											
▶ show Actual Expenses Details - Shuttle/Bus/Taxi - 4											
04/06/2015	Toll Road Charges		10.80	1	<input type="checkbox"/>	No	No	N/A	10.80	delete	
Notes: Toll to airport											
▶ show Actual Expenses Details - Toll Road Charges - 5											
04/10/2015	Parking		65.00	1	<input type="checkbox"/>	No	No	N/A	65.00	delete	
Notes: airport parking											
▶ 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 Quali 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.

Accounting Lines hide detail										
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO	1358550						OUT OF POCKET	0.00	
Line Description										
1	CO	1358550		6050				OUT OF POCKET	64.00	delete bal inquiry
Line Description										
2	CO	1358550		6071				OUT OF POCKET	99.80	delete bal inquiry
Line Description										
3	CO	1358550		6075				OUT OF POCKET	1,044.27	delete bal inquiry
Line Description										
									Total: 1,208.07	

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

Payment Information hide	
Check Amount:	1,208.07
Payment Type:	Is this a foreign payee: No
* Payment Method:	P - Check/ACH
Check Stub Text:	T-49 Barb is attending the Accounts Receivable Manager's conference which is to enhance and strengthen her skills in her current job as Accounts Receivable Manager. 2015-04-06 11:18:00.0
Due Date:	02/26/2015
Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
Documentation Location Code:	AP - Accounts Payable
Special Handling	<input type="checkbox"/>
Wire Transfer	<input type="checkbox"/>
Foreign Draft	<input type="checkbox"/>

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

NOTES AND ATTACHMENTS (0) ^

* Note Text:

Attachment:

No file chosen

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 Kualu. 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.

Travel

- [Entertainment Reimbursement](#)
- [Moving and Relocation Reimbursement](#)
- [Travel Arranger](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)

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.

Document Overview		hide
Document Overview		
* Description:	<input type="text" value="(Description will be filled upon submit)"/>	Explanation: Completing Erin Mercurio's post-trip for her trip to Pueblo to help CSUP with Kualu.
Organization Document Number:	<input type="text"/>	
Financial Document Detail		
* Bank Code	02 GENERAL DISBURSEMENTS	Total Amount:

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.

TRAVELER SECTION

Traveler Lookup: <input type="text"/>	Principal Name : epillsbu@colostate.edu
* Traveler Type Code : Employee	Last Name : MERCURIO
Principal Id : 827873264	
First Name : ERIN	
Address Lookup: <input type="text"/>	Street Address Line2 :
Street Address Line1 : 1601 CAMPUS DELIVERY	State Code : CO
City Name : FORT COLLINS	Zip Code : 80523-1601 <input type="text"/>
Country Code : United States	Phone Number : 970-491-3315
Email Address : ERIN.MERCURIO@COLOSTATE.EDU	
Liability Insurance : <input type="checkbox"/>	

TRIP INFORMATION SECTION

* Trip Type Code : <input type="text" value="In-State"/>	* Trip End : <input type="text" value="03/05/2015 12:00 AM"/>
* Trip Begin : <input type="text" value="03/02/2015 12:00 AM"/>	
* Primary Destination : <input type="text" value="PUEBLO"/>	
<input type="text" value="Destination not found"/> Per Diem Links	
Primary Destination Country/State : COLORADO	Primary Destination County : PUEBLO COUNTY
* Business Purpose : <input type="text" value="Pueblo CO 03/05/2015"/>	
<input type="checkbox"/> Subsequent TR Exception	
<input checked="" type="checkbox"/> 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														Customer Report	
Per Diem Expenses															
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	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	99.42	175	MP - 0.5	87.50	221.42		
		destination not found													
Copy Down															
Trip Detail: 03/03/2015															
COLORADO	PUEBLO COUNTY	PUEBLO	<input type="checkbox"/>		11.00	23.00	5.00	39.00	99.42	0	MP - 0.5	0.00	138.42		
		destination not found													
Copy Down															
Trip Detail: 03/04/2015															
COLORADO	PUEBLO COUNTY	PUEBLO	<input type="checkbox"/>		11.00	23.00	5.00	39.00	99.42	0	MP - 0.5	0.00	138.42		
		destination not found													
Copy Down															
Trip Detail: 03/05/2015															
COLORADO	PUEBLO COUNTY	PUEBLO	<input type="checkbox"/>		8.25	17.25	3.75	29.25	0.00	175	MP - 0.5	87.50	116.75		
		destination not found													
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											
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	<input type="checkbox"/>	No		N/A	0.00	add
Notes:											
1	02/19/2015	Toll Road Charges		16.65	1	<input type="checkbox"/>	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.

Travel Expense Total ▼ hide

Travel Expense Total	
Total Expenses:	631.66
Less Manual Per Diem Adjustment:	-
Less Non-Reimbursable:	0.00
Eligible for Reimbursement:	631.66
Apply Expense Limit:	N/A
Less CTS Charges:	0.00
Amount due Corporate Credit Card:	0.00
Total Reimbursable:	631.66
Less Advances from this Trip:	0.00
Reimbursement from this Trip:	631.66

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.

Traveler Certification ▼ hide

Statement

I certify the statements herein are true and just in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was performed by me on State business and that no claims are included for expense of a personal or political nature or for any other expense not authorized by the State of Colorado Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicles for which reimbursement is claimed.

*** Employee Certification:**

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

Summary by Object Code ▼ hide

Accounting Distribution					
	Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
<input checked="" type="checkbox"/>	6001	OUT OF POCKET	In State Employee Travel Miscellaneous	16.65	16.65
<input checked="" type="checkbox"/>	6005	OUT OF POCKET	In State Employee Travel Per Diem	440.01	440.01
<input checked="" type="checkbox"/>	6050	OUT OF POCKET	In State Employee Travel Miscellaneous	175.00	175.00
<input type="button" value="Unselect All"/>				Total Remaining:	631.66 USD

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."

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	<input type="button" value="add"/>
1	CO Colorado State University	1356620 Business & Financial Services				50	315.83	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
2	CO Colorado State University	1356620 Business & Financial Services				50	315.83	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>

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

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	1356620						OUT OF POCKET	0.00	
Line Description										
1	CO	1356620		6001				OUT OF POCKET	8.33	delete bal inquiry
Line Description										
2	CO	1356620		6001				OUT OF POCKET	8.32	delete bal inquiry
Line Description										
3	CO	1356620		6005				OUT OF POCKET	220.01	delete bal inquiry
Line Description										
4	CO	1356620		6005				OUT OF POCKET	220.00	delete bal inquiry
Line Description										
5	CO	1356620		6050				OUT OF POCKET	87.50	delete bal inquiry
Line Description										
6	CO	1356620		6050				OUT OF POCKET	87.50	delete bal inquiry
Line Description										
									Total: 631.66	

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

Payment Information hide	
Check Amount: 631.66	Due Date: 02/26/2015
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.)	
<input type="button" value="show"/> Special Handling <input type="button" value="show"/> Wire Transfer <input type="button" value="show"/> Foreign Draft	

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

NOTES AND ATTACHMENTS (0)

* Note Text:

Attachment:

No file chosen

v

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