

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 25th and returning March 27th. 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 an explanation for the travel. Also, make a note of your Doc Nbr as this will be needed for the TR example.

Travel Authorization ?

Doc Nbr: 5419577 Status: INITIATED

Initiator: spillsbu@colostate.edu Created: 01:44 PM 03/19/2015

TEM Doc #: Not Available TA Status: In Process

Document Overview

* Description: (Description will be filled upon submit)

Organization Document Number:

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS Total Amount:

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

Traveler Section

Traveler Lookup: [magnifying glass icon]

* Traveler Type Code: Employee

Principal Id: 66624 Principal Name: sleaming@colostate.edu

First Name: SUMMER Last Name: LEAMING

Address Lookup: [magnifying glass icon]

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: [checkbox]

Trip Overview – Trip Information Section: Select trip type as out of state, select the trip dates of 3/25-3/27. 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. Only enter location and trip end date in the Business Purpose box.

TRIP INFORMATION SECTION

* Trip Type Code: Out of State

* Trip Begin: 03/23/2015 12:52 PM * Trip End: 03/25/2015 12:52 PM

SARATOGA

* Primary Destination: Destination not found Per Diem Links

Primary Destination Country/State: WYOMING Primary Destination County: CARBON COUNTY

* Business Purpose: Saratoga 03/25/2015

Travel Advance: To enter the \$125 Travel Advance, click the down arrow on the Travel Advance Tab.

TRAVEL ADVANCE

You will input the information required. Make sure to enter the Payment Due date 10 days PRIOR to the travel day. Arranger must NOT check the Travel Advance Policy box so it will route to the traveler to approve.

Travel Advance ▼ hide

Travel Advance

Amount Requested: 125.00

AR Customer ID:

AR Invoice Document Number:

*** Payment Due Date:** 03/13/2015

*** Reason For Advance:** 04 - Expenses incurred before trip that need to be paid

*** 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. This will allow the traveler to make the payment.

Travel Advance Accounting Lines: You do not need to enter anything. This will default to the Travel advance account number.

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 | CQ 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, but not edited (changing the amount to a higher rate). 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: 03/23/2015

| 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 destination not found | <input type="checkbox"/> | 5.25 | 8.25 | 17.25 | 3.75 | 34.50 | 83.00 | 0 | MP - 0.5 | 0.00 | 117.50 |
| Copy Down | | | | | | | | | | | | | |

Trip Detail: 03/24/2015

| 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 destination not found | <input type="checkbox"/> | 7.00 | 11.00 | 23.00 | 5.00 | 46.00 | 83.00 | 0 | MP - 0.5 | 0.00 | 129.00 |
| Copy Down | | | | | | | | | | | | | |

Trip Detail: 03/25/2015

| 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 destination not found | <input type="checkbox"/> | 5.25 | 8.25 | 17.25 | 3.75 | 34.50 | 0.00 | 0 | MP - 0.5 | 0.00 | 34.50 |

Grand Totals

| | | | | | | | | | | | | | |
|----------------------|--|--|--|--|--|--|--|------------------------|--|-----------------|--|----------------------------|----------------------------|
| Grand Totals: | | | | Meals & Incidentals: 115.00 | | | | Lodging: 166.00 | | Miles: 0 | | Mileage Total: 0.00 | Daily Total: 281.00 |
|----------------------|--|--|--|--|--|--|--|------------------------|--|-----------------|--|----------------------------|----------------------------|

[Update Per Diem Table](#) [Remove Per Diem Table](#)

Expenses: In this section you will add the lodging estimated at \$170, and mileage of 345. Click add to complete expense. You will then be able to add the 345 miles.

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 <small>Rate Conversion Site</small> | <input type="checkbox"/> | No | | N/A | 0.00 | <input type="button" value="add"/> |
| Notes: | | | | | | | | | | |
| 1 | 03/23/2015 | Lodging | 170.00 | 1 | <input type="checkbox"/> | No | No | N/A | 170.00 | <input type="button" value="delete"/> |
| Notes: 2 nights | | | | | | | | | | |
| <input type="button" value="show"/> Estimated Expenses Details - Lodging - 1 | | | | | | | | | | |
| 2 | 03/25/2015 | Mileage - Privately Owned Vehicle | 172.50 | 1 | No | No | No | N/A | 172.50 | <input type="button" value="delete"/> |
| Notes: | | | | | | | | | | |
| ▼ hide Estimated Expenses Details - Mileage - Privately Owned Vehicle - 2 | | | | | | | | | | |
| * Expense Date | * Expense Type Code | Miles | * Expense Amount | \$US | Non-Reimbursable | Taxable | Missing Receipt | Actions | | |
| add: | 03/25/2015 | Mileage - Privately Owned Vehicle | 0 | 0.5 | 0.00 | 0.00 | <input type="checkbox"/> | No | N/A | <input type="button" value="add"/> |
| Notes: | | | | | | | | | | |
| 1 | 03/25/2015 | Mileage - Privately Owned Vehicle | 345 | 0.5 | 172.50 | 172.50 | <input type="checkbox"/> | No | N/A | <input type="button" value="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 not saved in the 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 | 1356570 Campus Services | | 6050 In State Employee Travel Miscellaneous | | | | 0.00 | <input type="button" value="add"/> |
| Line Description | | | | | | | | | |
| 1 | CO Colorado State University | 1356570 Campus Services | | 6050 In State Employee Travel Miscellaneous | | | | 457.50 | <input type="button" value="delete"/> <input type="button" value="bal inquiry"/> |
| Line Description | | | | | | | | | |
| | | | | | | | | | Total: 457.50 |

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. For example, this document number is 5419577.

Travel Authorization Example 2:

A person in your department is traveling to Las Vegas, Nevada for a conference leaving March 23rd and returning March 25th. 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 23rd 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 Example 1. Also make note of your document number as you will need it for the TR example. Only enter location and trip end date in the Business Purpose box.

| | |
|-------------------------------------|--|
| DOCUMENT OVERVIEW | |
| OVERVIEW | |
| * Description : | (Description will be filled upon submit) |
| Organization Document Number : | |
| Explanation : | Kuali Days |
| FINANCIAL DOCUMENT DETAIL | |
| * Bank Code : | 02 GENERAL DISBURSEMENTS |
| Total Amount : | |
| TRIP OVERVIEW | |
| TRAVELER SECTION | |
| Traveler Lookup : | |
| * Traveler Type Code : | Employee |
| Principal Id : | 829897209 |
| First Name : | GRANT |
| Address Lookup : | |
| Street Address Line1 : | 6003 CAMPUS DELIVERY |
| City Name : | FORT COLLINS |
| Principal Name : | gpolzer@colostate.edu |
| Last Name : | POLZER |
| Street Address Line2 : | |
| State Code : | CO |
| TRIP INFORMATION SECTION | |
| * Trip Type Code : | Out of State |
| * Trip Begin : | 03/20/2015 01:14 PM |
| * Trip End : | 03/25/2015 01:14 PM |
| * Primary Destination : | LAS VEGAS |
| Primary Destination Country/State : | NEVADA |
| Primary Destination County : | CLARK COUNTY |
| * Business Purpose : | Las Vegas NV 03/25/15 |

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".

| Estimated Per Diem Expenses | | | | | | | | | | | | | | | |
|---|--------------|---|--------------------------|-----------------------------|-------|--------|-------------|-----------------------|---------|----------|--------------|---------------------|-------------|---------------------|--|
| Country State | County | * Primary Destination | Personal | Breakfast | Lunch | Dinner | Incidentals | Meals and Incidentals | Lodging | Miles | Mileage Rate | Mileage Total | Daily Total | | |
| NEVADA | CLARK COUNTY | LAS VEGAS <small>destination not found</small> | <input type="checkbox"/> | 9.00 | 13.50 | | 3.75 | 26.25 | 85.00 | 0 | MP - 0.5 | 0.00 | 111.25 | | |
| Copy Down | | | | | | | | | | | | | | | |
| Trip Detail: 03/21/2015 | | | | | | | | | | | | | | | |
| NEVADA | CLARK COUNTY | LAS VEGAS <small>destination not found</small> | <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 | | | | | | | | | | | | | | | |
| Trip Detail: 03/22/2015 | | | | | | | | | | | | | | | |
| NEVADA | CLARK COUNTY | LAS VEGAS <small>destination not found</small> | <input type="checkbox"/> | 9.00 | 13.50 | 27.00 | 3.75 | 53.25 | 0.00 | 0 | MP - 0.5 | 0.00 | 53.25 | | |
| Grand Totals | | | | | | | | | | | | | | | |
| Grand Totals: | | | | Meals & Incidentals: 150.50 | | | | Lodging: 170.00 | | Miles: 0 | | Mileage Total: 0.00 | | Daily Total: 320.50 | |
| Update Per Diem Table 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 done through GhostCard and click add. After you click add, more fields open to complete. 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 information in the Notes field to avoid an error when you submit the document.

| Expenses | | | | | | | | | | | |
|--|---------------------|--------------|------------------|---------------|--------------------------|---------|------------------|---------------------------|---------------|------------------------|--|
| 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: | | | | | | | | | | | |
| | | | | | | | | | | | |
| 03/23/2015 | Airfare | | 125.00 | 1 | Yes | No | No | N/A | 125.00 | delete | |
| Notes: Roundtrip Flight | | | | | | | | | | | |
| Estimated Expenses Details - Airfare - 1 | | | | | | | | | | | |
| add: | | | 0.00 | 0.00 | Yes | No | N/A | | | add | |
| Notes: | | | | | | | | | | | |
| 1 | | | 125.00 | 125.00 | Yes | No | N/A | New Horizons (Ghost Card) | Coach-Economy | delete | |
| Notes: Roundtrip flight | | | | | | | | | | | |

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

| Trip Detail Estimate Total | |
|----------------------------------|--------|
| 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 |
| recalculate | |

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

Accounting Lines ▼ hide

Accounting Lines hide details

| Source | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Action |
|--------|---|----------------------------|----------------------|--|------------|----------------------|----------------------|---------------|---|
| add: | CO Colorado State University | <input type="text"/> | <input type="text"/> | 6050 In State Employee Travel Miscellaneous | | <input type="text"/> | <input type="text"/> | 0.00 | <input type="button" value="add"/> |
| | Line Description <input type="text"/> | | | | | | | | |
| 1 | CO Colorado State University | 1356570 Campus Services | <input type="text"/> | 6050 In State Employee Travel Miscellaneous | | <input type="text"/> | <input type="text"/> | 320.50 | <input type="button" value="delete"/> <input type="button" value="bal inquiry"/> |
| | Line Description Kuali Days <input type="text"/> | | | | | | | | |
| | | | | | | | | Total: 320.50 | |

The Department Higher Authority needs to be ad hoc for approval. Add the group trav-xxxx, click the calculate button at the bottom, and then submit. Make sure to write down your document number. This example is 5419980.

AD HOC RECIPIENTS

PERSON REQUESTS

| * PERSON | * ACTION REQUESTED | ACTIONS |
|----------------------|--------------------|------------------------------------|
| <input type="text"/> | APPROVE | <input type="button" value="ADD"/> |

AD HOC GROUP REQUESTS

| * NAMESPACE CODE | * NAME | * ACTION REQUESTED | ACTIONS |
|------------------|-----------|--------------------|------------------------------------|
| KFS-TEM | TRAV-6003 | APPROVE | <input type="button" value="ADD"/> |

ROUTE LOG

Travel Reimbursement Example 1:

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

Since this is instate travel with no travel advance, you do not fill out the TA (department must have a Blanket Authorization on file), but go directly to the TR. Click on "Travel Reimbursement."

Enter in an explanation for the document. Then click the magnifying glass next to Traveler Lookup to find the Traveler. When you find them click "return value" and their information will auto-populate.

| | | |
|-------------------------------|--|-------------------------------------|
| Travel Reimbursement ? | Doc Nbr: 5422589 | Status: INITIATED |
| | Initiator: epillsbu@colostate.edu | Created: 12:44 PM 03/25/2015 |
| | TEM Doc #: Not Available | TR 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: Mileage for trip to ECRC on 3/31-3/31, 256 miles for Summer Learning.

Financial Document Detail

* **Bank Code:** 02 GENERAL DISBURSEMENTS **Total Amount:**

Trip Overview ▼ hide

Traveler Section

Traveler Lookup:

* **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:

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

Trip Information Section

* **Trip Type Code:** In-State

* **Trip Begin:** 03/31/2015 12:45 PM *** Trip End:** 03/31/2015 12:45 PM

* **Primary Destination:**
destination not found [Per Diem Links](#)

Primary Destination Country/State: **Primary Destination County:**

* **Business Purpose:**

Final Reimbursement:

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

Primary Destination Lookup * required field

| | |
|--|--|
| * Region: | COLORADO |
| County: | |
| Primary Destination: | *akron* |
| Active: | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> | |

One item retrieved.

| Return Value | Region | County | Primary Destination | Active |
|--------------|--------|-------------------|---------------------|--------|
| return_value | CO | WASHINGTON COUNTY | AKRON | Yes |

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

In the Business Purpose, **only** enter location and trip end date. This will populate on the check stub and select Final Reimbursement.

| | |
|------------------------------------|-------------------------------------|
| Trip Information Section | |
| * Trip Type Code: | In-State |
| * Trip Begin: | 03/31/2015 12:45 PM |
| * Trip End: | 03/31/2015 12:45 PM |
| * Primary Destination: | AKRON |
| Primary Destination Country/State: | COLORADO |
| Primary Destination County: | WASHINGTON COUNTY |
| * Business Purpose: | Akron 3/31 mileage |
| Final Reimbursement: | <input checked="" type="checkbox"/> |

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

| * Expense Date | * Expense Type Code | Company Name | * Expense Amount | Currency Rate | Non-Reimbursable | Taxable | Receipt Required | Missing Receipt | \$US |
|--|---------------------|--------------|------------------|---------------|--------------------------|---------|--------------------------|-----------------|--------|
| add: | | | 0.00 | 1 | <input type="checkbox"/> | No | | N/A | 0.00 |
| Notes: | | | | | | | | | |
| 03/31/2015 | Mileage 2WD | | 128.00 | 1 | No | No | No | N/A | 128.00 |
| Notes: | | | | | | | | | |
| Actual Expenses Details - Mileage 2WD - 1 | | | | | | | | | |
| add: | 03/31/2015 | Mileage 2WD | 0 | 0.5 | 0.00 | 0.00 | <input type="checkbox"/> | No | N/A |
| Notes: | | | | | | | | | |
| 1 | 03/31/2015 | Mileage 2WD | 256 | 0.5 | 128.00 | 128.00 | <input type="checkbox"/> | No | N/A |
| Notes: roundtrip Fort Collins to Akron | | | | | | | | | |

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

Assign Accounts ▼ hide

All amounts have been assigned accounts.

Accounting Lines ▼ hide

[Restart Accounting Lines](#)

| Accounting Lines hide details | | | | | | | | | | |
|--|---------------------------|------------------|-------------|--|------------|---------|------------|------------------|----------------------|--|
| Source | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Expense Source | * Amount | Action |
| add: | CO | 1356570 | | 6050 | | | | OUT OF POCKET | 0.00 | |
| | Colorado State University | Campus Services | | In State Employee Travel Miscellaneous | | | | | | |
| Line Description | | | | | | | | | | |
| 1 | CO | 1356570 | | 6050 | | | | OUT OF POCKET | 128.00 | |
| | Colorado State University | Campus Services | | In State Employee Travel Miscellaneous | | | | | | |
| Line Description | | | | | | | | | | |
| | | | | | | | | | Total: 128.00 | delete bal inqu |

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

PAYMENT INFORMATION

PAYMENT INFORMATION

Check Amount : 103.80

Payment Type: Is this a foreign payee : No

* Payment Method : P - Check/ACH ▼

Travel Reimbursement Example 2:

The person in your department returned from their trip to Saratoga, Wyoming to count cattle at the Beef Improvement Center (BIC) from March 25th to March 27th. Lodging ended up being \$154.00. The round trip mileage was 345 miles. No meals were provided. Find your TA document you did in TA example 1 and select “new reimbursement” to complete 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.

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.

| <u>Document Id</u> | <u>Document Type</u> | <u>Title</u> | <u>Status</u> | <u>Initiator</u> | <u>Date Created</u> | <u>Route Log</u> |
|--------------------|----------------------|--|---------------|---------------------------------|---------------------|---|
| 5419577 | Travel Authorization | Travel Authorization - Leaming, Summer E 03/23/2015 SARATOGA | FINAL | <u>Mercurio, Erin Pillsbury</u> | 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 at the bottom. After you click on that, 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. See end of this example on how to close a TA if Final Reimbursement was not checked and reverse the remaining encumbrances.

TRAVELER SECTION

Traveler Lookup:

* Traveler Type Code : Employee

Principal Id : 830190985

First Name : SUMMER

Address Lookup:

Street Address Line1 : 1601 CAMPUS DELIVERY

City Name : FORT COLLINS

Country Code : United States

Email Address : SUMMER.LEAMING@COLOSTATE.EDU

Liability Insurance :

Principal Name : c830190985@colostate.edu

Last Name : LEAMING

Street Address Line2 :

State Code : CO

Zip Code : 80523-1601

Phone Number : 970-491-8263

TRIP INFORMATION SECTION

* Trip Type Code :

* Trip Begin :

* Trip End :

SARATOGA

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

Primary Destination Country/State : WYOMING

Primary Destination County : CARBON COUNTY

* Business Purpose :

Delinquent TR Exception :

Final Reimbursement :

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

| Per Diem Expenses | | | | | | | | | | | | | | |
|---|-----------------------------------|-----------------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|------------------|-----------------------|-----------------|------------------------|------------------------|------------------------|---------------------|--|
| Trip Detail: 03/23/2015 | | | | | | | | | | | | | | |
| 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 | <input type="checkbox"/> | 5.25 | 8.25 | 17.25 | 3.75 | 34.50 | 0.00 | 0 | MP - 0.5 | 0.00 | 34.50 | |
| Copy Down | | | | | | | | | | | | | | |
| Trip Detail: 03/24/2015 | | | | | | | | | | | | | | |
| WYOMING | CARBON COUNTY | SARATOGA | <input type="checkbox"/> | 7.00 | 11.30 | 23.00 | 5.00 | 46.00 | 0.00 | 0 | MP - 0.5 | 0.00 | 46.00 | |
| Copy Down | | | | | | | | | | | | | | |
| Trip Detail: 03/25/2015 | | | | | | | | | | | | | | |
| WYOMING | CARBON COUNTY | SARATOGA | <input type="checkbox"/> | 5.25 | 8.25 | 17.25 | 3.75 | 34.50 | 0.00 | 0 | MP - 0.5 | 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 | | | | | | | | | | | | | | |
| 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 | <input type="checkbox"/> | No | | N/A | 0.00 | | add | | | |
| Notes: | | | | | | | | | | | | | | |
| 03/25/2015 | Mileage - Privately Owned Vehicle | | 172.50 | 1 | No | No | No | N/A | 172.50 | | delete | | | |
| Notes: | | | | | | | | | | | | | | |
| Actual Expenses Details - Mileage - Privately Owned Vehicle - 1 | | | | | | | | | | | | | | |
| 1 | * Expense Date | * Expense Type Code | Miles | * Expense Amount | \$US | Non-Reimbursable | Taxable | Missing Receipt | Actions | | | | | |
| add: | 03/25/2015 | Mileage - Privately Owned Vehicle | | 0.00 | 0.00 | <input type="checkbox"/> | No | N/A | | add | | | | |
| Notes: | | | | | | | | | | | | | | |
| 1 | 03/25/2015 | Mileage - Privately Owned Vehicle | 345 | 172.50 | 172.50 | <input type="checkbox"/> | No | N/A | | delete | | | | |
| Notes: roundtrip miles | | | | | | | | | | | | | | |
| 2 | * Expense Date | * Expense Type Code | Company Name | * Expense Amount | Currency Rate | Non-Reimbursable | Taxable | Receipt Required | Missing Receipt | \$US | Actions | | | |
| | 03/23/2015 | Lodging | | 154 | 1 | <input type="checkbox"/> | No | No | N/A | 170.00 | | delete | | |
| Notes: 2 nights | | | | | | | | | | | | | | |

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

| Travel Expense Total | | Total Expenses: | 441.50 |
|----------------------|----------------------------|-----------------------------------|--------|
| | | Less Manual Per Diem Adjustment: | 0.00 |
| | | Less Non-Reimbursable: | 0.00 |
| | | Eligible for Reimbursement: | 441.50 |
| | Encumbrance Amount: 457.50 | Apply Expense Limit: | N/A |
| | | Less CTS Charges: | 0.00 |
| | | Amount due Corporate Credit Card: | 0.00 |
| | | Total Reimbursable: | 441.50 |
| | | Less Advances from this Trip: | 0.00 |
| | | Reimbursement from this Trip: | 441.50 |

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

| Assign Accounts | | | | | | | | |
|------------------|----|---------|--|--|--|-----|--------|---|
| Accounting Lines | | | | | | | | |
| add: | CO | | | | | 0 | 0.00 | <input type="button" value="add"/> |
| 1 | CO | 1356570 | | | | 100 | 441.50 | <input type="button" value="delete"/> <input type="button" value="bal inquiry"/> |

Accounting Lines: Auto-populates after accounting lines are assigned.

| Accounting Lines | | | | | | | | | | |
|------------------|----|---------|--|------|--|--|--|---------------|--------|---|
| Source | | | | | | | | | | |
| add: | CO | 1356570 | | | | | | OUT OF POCKET | 0.00 | <input type="button" value="add"/> |
| Line Description | | | | | | | | | | |
| 1 | CO | 1356570 | | 6050 | | | | OUT OF POCKET | 172.50 | <input type="button" value="delete"/> <input type="button" value="bal inquiry"/> |
| Line Description | | | | | | | | | | |
| 2 | CO | 1356570 | | 6075 | | | | OUT OF POCKET | 269.00 | <input type="button" value="delete"/> <input type="button" value="bal inquiry"/> |
| Line Description | | | | | | | | | | |
| | | | | | | | | | | Total: 441.50 |

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."

If final reimbursement was not checked you will need to go to 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 3:

The person in your department returned from traveling to Las Vegas, Nevada for a conference leaving March 23rd and returned March 25th. 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 23rd 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 example 2 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

OVERVIEW

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

FINANCIAL DOCUMENT DETAIL

* Bank Code : 02 GENERAL DISBURSEMENTS Total Amount :

TRIP OVERVIEW

TRAVELER SECTION

Traveler Lookup :
* Traveler Type Code : Employee
Principal Id : 829897209 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

TRIP INFORMATION SECTION

* Trip Type Code : Out of State
* Trip Begin : 03/20/2015 01:14 PM * Trip End : 03/25/2015 12:52 PM
LAS VEGAS
* Primary Destination : Destination not found Per Diem Links
Primary Destination Country/State : NEVADA Primary Destination County : CLARK COUNTY

* Business Purpose : Las Vegas NV 03/25/15

Delinquent TR Exception :
Final Reimbursement :

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

Per Diem Expenses ▼ hide

Per Diem Expenses

Trip Detail: 03/20/2015

| Country State | County | * Primary Destination | Personal | Breakfast | Lunch | Dinner | Incidentals | Meals and Incidentals | Lodging | Miles | Mileage Rate | Mileage Total | Daily Total |
|------------------------|--------------|---|---|-----------|-------|--------|-------------|-----------------------|---------|-------|--|---------------|-------------|
| NEVADA | 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 | | | | | | | | | | | | | |

Trip Detail: 03/21/2015

| Country State | County | * Primary Destination | Personal | Breakfast | Lunch | Dinner | Incidentals | Meals and Incidentals | Lodging | Miles | Mileage Rate | Mileage Total | Daily Total |
|------------------------|--------------|---|---|-----------|-------|--------|-------------|-----------------------|---------|-------|--|---------------|-------------|
| NEVADA | 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 | | | | | | | | | | | | | |

Trip Detail: 03/22/2015

| Country State | County | * Primary Destination | Personal | Breakfast | Lunch | Dinner | Incidentals | Meals and Incidentals | Lodging | Miles | Mileage Rate | Mileage Total | Daily Total |
|---------------|--------------|---|---|-----------|-------|--------|-------------|-----------------------|---------|-------|--|---------------|-------------|
| NEVADA | 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

| | | | | | | | | | | | | | | |
|----------------------|--|--|--|--|--|--|--|------------------------|--|-----------------|--|----------------------------|--|----------------------------|
| Grand Totals: | | | | Meals & Incidentals: 150.50 | | | | Lodging: 180.00 | | Miles: 0 | | Mileage Total: 0.00 | | Daily Total: 330.50 |
|----------------------|--|--|--|--|--|--|--|------------------------|--|-----------------|--|----------------------------|--|----------------------------|

Update Per Diem Table Remove Per Diem Table

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

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 <small>Rate Conversion Site</small> | <input type="checkbox"/> | No | | N/A | 0.00 | add |
| Notes: <input type="text"/> | | | | | | | | | | |
| 03/23/2015 | 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: | 03/23/2015 | Airfare | 0.00 | No | No | N/A | | | add | |
| Notes: <input type="text"/> | | | | | | | | | | |
| 1 | 03/23/2015 | | 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 |

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 a different account number should be used. If they do not have a default account number then you will need to enter an account number. Once you enter it click add. When all accounts you need are added 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 | 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 | 1358570 | | 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 then submit.