Travel Authorization

Document Overview:

The Travel Authorization document (TA) is a Kuali document that is used to authorize travel for the University, as well as encumber estimated travel expenses on Kuali accounts. TA documents are required to be approved for travel that consists of employee and non-employee travel when traveling to a destination outside the State of Colorado.

TA documents can be submitted by any traveler for their own trip as long as they have an active TEM Profile. Travel Arrangers may also prepare the document for other travelers, however permission must be given in order to prepare documents for others.

TA documents should be submitted for all Out of State and International trips related to CSU business. All TA documents are required to be submitted prior to and approved before the trip begin date.

TA documents will provide necessary information for specific trips and will capture the following information for every trip; traveler name and address, trip destination, trip begin and end date, the business purpose of the trip, and the estimated expenses for the trip. The documents are also ad hoc'd to the traveler's supervisor (DHA) so that they can review and approve the travel. The DHA is added through the manual ad hoc process and does not route automatically. One of the document audit items for the travel department is to review the TA document to ensure DHA approval was obtained, reimbursements can be withheld if the approval is not shown on the route log.

TA documents also allow the University to disburse travel advances on a trip by trip basis. Employee travelers can request travel advances up to $1,500 per traveler and the funds can be distributed up to ten days prior to the trip begin date. All advances are processed through PDP and the disbursements to employees are made via direct deposit.

Emergency contact information is stored in the TEM Profile for each traveler, but the contact information is also required for all TA documents for International trips.

The TA document allows the user to enter estimated expenses and can also create a per diem table that helps calculate allowances for meals, incidentals, and mileage. In addition to per diem expenses other expenses are entered as line items on the document. Users only need to enter the expense date, expense type code, and amounts for each expense line item. Kuali will allocate the expenses to the correct object codes for the user.

How to Complete the Document:

On the Main Menu in Kuali under Travel there is a link to the Travel Authorization document. Any traveler with a TEM Profile or user with appropriate access to submit documents on a travelers' behalf can click this link to open a new TA document.

Once open an explanation should be entered describing the purpose of the travel in the explanation box. The description field automatically populates on the TA and does not need to be entered.

Next, the traveler information needs to be entered. This information is imported from the travelers TEM Profile. The information is imported by clicking the magnifying glass next to Traveler Lookup:

Clicking the magnifying glass will take the user to a lookup screen. A search for the traveler should be done to locate the traveler in the system. Usually because of security filters the last name is all that needs to be entered to find the traveler. The search query should give a list of travelers. From that list the traveler should be identified and then the user will click on the "return value" link next to their name. Once return value is selected the information is imported to the TA. Information should be verified, especially addresses for non-employee travelers as this is where checks will be mailed.

Next the trip type needs to be defined by selecting the appropriate trip type from the Trip Type Code drop down box; In-State, Out of State, or International.

The trip begin and end date needs to be entered. Note that the calendar can be utilized or a direct input can be done for the dates. There is also a time stamp on the date fields, these can be disregarded, it does not matter what time is displayed, we only need to verify that the correct day is entered. The primary destination also needs to be entered. This is done similarly to how the traveler is entered, by using the magnifying glass. Once the magnifying glass is clicked a lookup screen will open:

The region is a required field and is selected from the drop down list. All domestic locations are listed first, followed by International locations.

If the primary destination is known it can be entered to help narrow down the list of locations. It is not required but searching only by region will return a lengthy list that will need to be sorted through. Once the destination is found "return value" should be selected to import the destination and all applicable per diem rates into the TA document.

The business Purpose field is required and needs to be completed. CSU uses a standard value and format for this field. The only thing that should be entered here is the primary destination and trip end date. This information prints on the check and is on ACH notifications so the traveler will know what the payment is for. Travel also ensures this is the only information entered before approving as it can cause issues with the check run.

If a travel advance is needed for the trip it is entered on the Travel Advance tab. All that is needed here is the advance amount (limit $1,500 per traveler), the payment due date, between 1 and 10 days prior to trip begin date (advances are not issued prior to ten days or after the trip has begun). The reason for the advance also needs to be entered, this is done via drop down box and if "Other" is selected the additional justification box needs to be completed. The Travel Advance Policy box should not be checked (even though it is designated with an asterisk and is required?) unless one of the following is true: The traveler is submitting the TA document or the TA document is being prepared for a student non-employee; these are the only two times the box should be checked. If an advance is requested the Payment for Advance also needs to be filled out. The P/ACH payment method should be selected. If a physical check is needed then the check enclosure box should be checked and handling instructions should be added to the notes and attachments.

The emergency contact information is populated through the TEM Profile and should be verified. Additional contacts can be added if necessary.

To create a per diem table all that needs to be done is click the button under "Estimated Per Diem Expenses". This should be done after the dates and destination are set. The per diem table will populate all of the allowable expenses, including lodging. The per diem table should be reviewed for accuracy and expenses should be adjusted if necessary (such as for meals provided). If no expenses should be claimed for a specific day or if the day is personal the personal box can be checked to disallow all expenses for that day. Mileage and Lodging can be entered in the per diem table. They can also be entered as other expenses below the table, however not both. The expenses should be entered in one section or the other. If a per diem table is present and claims meals or incidentals and lodging is entered as a separate line item expense then a note will need to be added to the Special Circumstances tab.

If a note is not entered an error message will display when the document is submitted saying there needs to be justification for meals without lodging. The note just needs to explain that the lodging was entered as an actual expense and not in the per diem table.

Estimated expenses other than per diem should be entered individually under the Expenses tab. Each expense line requires the expense date, expense type code (a drop down list selection), the expense amount, and an indicator to identify any non-reimbursable expenses. If the non-reimbursable expense box is checked the traveler will not be reimbursed for that line item.

After the expenses have been entered and the document has been saved the "Trip Detail Estimate Total" tab can be reviewed for accuracy. This tab will show a summary of expenses that will be encumbered and also display any non-reimbursable expenses. This tab also allows users to make a manual per diem adjustment. The per diem amount can be adjusted down but cannot be increased.

Once the expenses have been reviewed the accounting lines can be set up. The accounts where the expenses should be encumbered on should be entered on the accounting lines. Multiple accounts can be added but the total must match the expense total. To add more than one account the add button will need to be clicked and then additional accounts can be added. All amounts will be coded to object code 6050 – Travel Encumbrance.

The final step in preparing the TA document is to add the Department Higher Authority (DHA). The DHA is the traveler's supervisor and needs to approve the travel. The DHA is added as an ad hoc recipient on the Ad Hoc Recipients tab. The magnifying glass can be used to locate the DHA in the system. The magnifying glass will redirect the user to a lookup screen and the DHA can be found by searching by name. Once the DHA is located return value should be used to return the DHA to the TA document. Ensure that the add button is clicked once the DHA is returned, then the document can be submitted.

Document Routing:

This document will route first to the DHA, the DHA was an ad hoc approver so this is added first. After the DHA approves, it will route to the traveler if there is an advance request. If no advance is requested the document will route to the fiscal officer for approval. No other approvals are needed. If the traveler and the fiscal officer are the same individual and the document is not ad hoc'd to anyone else there will be a separation of duties routing rule that will send the document to Campus Services for review, they will ad hoc the document so it is reviewed by someone else in the department.

Once the document is final, the travel reimbursement document can be processed to issue reimbursements for the trip.

Document Exceptions/Restrictions:

Accounts in any of the following sub funds are not allowed for use on a TA document:

- CAPGEN
- CAPAUX
- LOANS
- ENDOW
- PRESEN
- BANK
- WORKST
- COSFA
- FEDSFA
- OPEB
- 1CAPGE
- 1CAPAU
- 1LOANS
- 1ENDOW
- 1PRESE
- 1WORKS
- 1COSFA
- 1FEDSF
- SUSPEN