

Guide for creating TA for out of state and international combination trip

This document will show you how to create a TA for a traveler who travels out of state and international on the same trip.

On this trip: Erin Mercurio will:

- Fly to Boston from Denver, destination Portland, Maine from Jul 12-Jul 20
- Fly to London, destination Oxford from Jul 20 – Jul 25
- Fly to Lima, Peru from Jul 25 – Aug 7
- Fly back to Denver Aug 7

Assuming Erin will stay at the same hotel at each location.

On the main menu screen of Kauli, click on Travel Authorization.

The screenshot shows the Kauli main menu. On the left, under the 'Travel' section, 'Travel Authorization' is highlighted with a red box. A large green arrow with the word 'Click' points to this link. Other menu items include 'Pre-Encumbrance', 'Intra-Account Adjustment', 'Single-Sided Budget Adjustment', 'Transfer of Funds', 'Work Order Authorization', 'Purchasing/Accounts Payable', 'Contract Manager Assignment', 'Payment Request', 'Receiving', 'Requisition', 'Shop Catalogs', 'Vendor Credit Memo', 'Travel Arranger', and 'Travel Reimbursement'. On the right, under 'Travel', 'Travel Authorization' and 'Travel Reimbursement' are listed. Below that, 'Lookup and Maintenance' includes 'Capital Asset Builder' and 'Capital Asset Management'. At the bottom, 'Chart of Accounts' includes 'Account'.

The screenshot shows the 'Travel Authorization' form. The 'Traveler Section' is highlighted with a red box. A large green arrow with the word 'Click' points to the 'Traveler Lookup' field. The form includes sections for 'Document Overview', 'Financial Document Detail', 'Trip Overview', and 'Trip Information Section'. The 'Traveler Section' contains fields for 'Traveler Type Code', 'First Name', 'Address Lookup', 'Street Address Line1', 'City Name', 'Country Code', 'Email Address', and 'Liability Insurance'.

action list doc search

TEM Profile Lookup ?

u is in use

Impersonating Use

KIM Principal Name:

First Name:

Last Name:

Traveler Type Code:

Department Code:

Chart Code:

Account Number:

Active: ☒ Yes ☐ No ☐ Both

search clear cancel

Click

KIM Principal Name:

First Name:

Last Name:

Traveler Type Code:

Primary Department Code:

Chart Code:

Account Number:

Active: ☒ Yes ☐ No ☐ Both

search clear cancel

Click

2 items found, displaying all items.

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	1021	spillsbu@colostate.edu	ER12005	ERIN	MERCURIO	6003 CAMPUS DELIVERY	FORT COLLINS	CO	80523	US	ERIN.MERCURIO@COLOSTATE.EDU	970-491-6752	Yes
return_value	1045	zamercc@colostate.edu		ZACHARY	MERCURIO	8011 CAMPUS DELIVERY	FORT COLLINS	CO	80523	US	ZACHARY.MERCURIO@COLOSTATE.EDU	970-491-6011	Yes

Export options: CSV | spreadsheet | XML

"International" should be selected so the Travel Manager knows to look for appropriate approval signatures.

Trip Information Section

* Trip Type Code:

* Trip Begin:

* Trip End:

* Primary Destination:

Primary Destination Country/State:

Primary Destination County:

* Business Purpose:

Delinquent TR Exception: ☐

Travel Advance:

Emergency Contact Information:

Click

Trip Information Section

* Trip Type Code:

* Trip Begin:

* Trip End:

* Primary Destination:


Primary Destination Country/State:

Primary Destination County:

* Business Purpose:

Delinquent TR Exception: ☐

Click



* Region: UNITED KINGDOM

County:

Primary Destination: Oxford

Active: ☒ Yes ☐ No ☐ Both

search clear cancel



* Region: UNITED KINGDOM

County:

Primary Destination: Oxford

Active: ☒ Yes ☐ No ☐ Both

search clear cancel

One item rate

Value	Region	County	Primary Destination	Active
return_value	GBS		OXFORD	Yes

Export options: CSV, I spreadsheet, I XML

Complete fill in all required information.

Trip Information Section

* Trip Type Code: International

* Trip Begin: 07/12/2015 09:08 AM

* Trip End: 08/07/2015 09:08 AM

* Primary Destination: OXFORD

Primary Destination Country/State: UNITED KINGDOM

Primary Destination County:

* Business Purpose: study the great white shark migration

Delinquent TR Exception: ☐

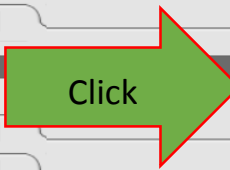
Group Travel

Estimated Per Diem Expenses

Estimated Per Diem Expenses

Expenses

Trip Detail Estimate Total



Create Per Diem Table

Here, we need to modify the Per Diem Table to fit the trip.

Estimated Per Diem Expenses

Estimated Per Diem Expenses

Trip Detail: 07/12/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
UNITED KINGDOM		OXFORD	<input type="checkbox"/>	11.25	18.75	30.00	15.00	75.00	194.00	0	MP - 0.52	0.00	269.00

International Accommodation Information

Accommodation Type:

Name (i.e. Hotel Name, Campsite):


Address:

Phone (if applicable):

Copy Down

Trip Detail: 07/13/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
UNITED KINGDOM		OXFORD	<input type="checkbox"/>	15.00	25.00	40.00	20.00	100.00	194.00	0	MP - 0.52	0.00	294.00



* Region: MAINE
 County:
 Primary Destination: Portland
 Active: ☒ Yes ☐ No ☐ Both
 search clear cancel

One item retrieved

return value	Region	County	Primary
	ME	CUMBERLAND COUNTY	PORTLAND

Export options: CSV | spreadsheet | XML

Enter all known information, then click Copy Down. This will fill in all days of the trip as Portland, Maine for all the days of the trip. Since it is not required to fill in Hotel information for domestic trip on the TA, for the Accommodation Type select "Other" and for Name and Address put "N/A".

Estimated Per Diem Expenses

Estimated Per Diem Expenses

Trip Detail: 07/12/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
MAINE	CUMBERLAND COUNTY	PORTLAND	<input type="checkbox"/>	6.75	9.75	21.75	3.75		300.00	0	MP - 0.52	0.00	342.00

International Accommodation Information

Accommodation Type: Other
 Name (i.e. Hotel Name, Campsite): N/A
 Address: N/A
 Phone (if applicable):

Copy Down

Trip Detail: 07/13/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
MAINE	CUMBERLAND COUNTY	PORTLAND	<input type="checkbox"/>	9.00	13.00	29.00	5.00	56.00	300.00	0	MP - 0.52	0.00	356.00

International Accommodation Information

Accommodation Type: Other
 Name (i.e. Hotel Name, Campsite): N/A
 Address: N/A
 Phone (if applicable):

Copy Down

Trip Detail: 07/14/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
MAINE	CUMBERLAND COUNTY	PORTLAND	<input type="checkbox"/>	9.00	13.00	29.00	5.00	56.00	142.00	0	MP - 0.52	0.00	198.00

International Accommodation Information

Accommodation Type: Other
 Name (i.e. Hotel Name, Campsite): N/A
 Address: N/A
 Phone (if applicable):

- Scroll down to the Jul 20. Edit information to show Erin will travel from Portland, Maine to Oxford, United Kingdom. It is required to have Hotel information for International trip on the TA.
- Repeat the previous 3 steps.

Copy Down

Trip Detail: 07/19/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
MAINE	CUMBERLAND COUNTY	PORTLAND	<input type="checkbox"/>	9.00	13.00	29.00	5.00	56.00	142.00	0	MP - 0.52	0.00	198.00

International Accommodation Information

Accommodation Type: Hotel
 Name (i.e. Hotel Name, Campsite): The Westin Portland Harborview
 Address: 157 High St, Portland, ME 04101
 Phone (if applicable):

Copy Down

Trip Detail: 07/20/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
UNITED KINGDOM		OXFORD	<input type="checkbox"/>	15.00	25.00	40.00	20.00	100.00	550.00	0	MP - 0.52	0.00	650.00

International Accommodation Information

Accommodation Type: Hotel
 Name (i.e. Hotel Name, Campsite): The Old Bank Hotel
 Address: 92-94 High Street, Oxford OX1 4B1, United Kingdom
 Phone (if applicable):

Copy Down

Trip Detail: 07/21/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
UNITED KINGDOM		OXFORD	<input type="checkbox"/>	15.00	25.00	40.00	20.00	100.00	550.00	0	MP - 0.52	0.00	650.00

- Scroll down to the Jul 25. Edit information to show Erin will travel from Oxford, United Kingdom to Lima, Peru.
- Repeat the previous 3 steps.

[Copy Down](#)

Trip Detail: 07/24/2015													
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
UNITED KINGDOM		OXFORD	<input type="checkbox"/>	15.00	25.00	40.00	20.00	100.00	550.00	0	MP - 0.52	0.00	650.00
		<small>destination not found</small>											

International Accommodation Information

Accommodation Type: Hotel

Name (i.e. Hotel Name, Campsite): The Old Bank Hotel

Address: 92-94 High Street, Oxford OX1 4B1, United Kingdom

Phone (if applicable):

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Trip Detail: 07/25/2015													
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
PERU		LIMA	<input type="checkbox"/>	13.35	22.25	35.60	17.80	89.00	250.00	0	MP - 0.52	0.00	339.00
		<small>destination not found</small>											

International Accommodation Information

Accommodation Type: Hotel

Name (i.e. Hotel Name, Campsite): Sheraton Lima Hotel & Convent

Address: Paseo de la Republica 170, Lima, 1 Peru

Phone (if applicable):

[Copy Down](#)

Trip Detail: 07/26/2015													
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
PERU		LIMA	<input type="checkbox"/>	13.35	22.25	35.60	17.80	89.00	250.00	0	MP - 0.52	0.00	339.00
		<small>destination not found</small>											

International Accommodation Information

Accommodation Type: Hotel

Name (i.e. Hotel Name, Campsite): Sheraton Lima Hotel & Convent

Address: Paseo de la Republica 170, Lima, 1 Peru

Phone (if applicable):

[Copy Down](#)

Trip Detail: 07/27/2015

Next, we add additional expenses related to the trip.

Trip Detail: 08/07/2015													
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
PERU		LIMA	<input type="checkbox"/>	10.01	16.69	28.70	13.35	66.75	0.00	0	MP - 0.52	0.00	66.75
		<small>destination not found</small>											

International Accommodation Information

Accommodation Type: Hotel

Name (i.e. Hotel Name, Campsite): Sheraton Lima Hotel & Convent

Address: Paseo de la Republica 170, Lima, 1 Peru

Phone (if applicable):

Grand Totals					
Grand Totals:	Meals & Incidentals:	Lodging:	Miles:	Mileage Total:	Daily Total:
	2,157.75	7,452.00	0	0.00	9,609.75

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

Expenses [hide](#)

Estimated Expenses											
<small>* All fields required if section is used</small>											
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions	
add: <input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	1 <small>Rate Conversion Site</small>	<input type="checkbox"/>	<input type="checkbox"/>		N/A	0.00	add	
Notes: <input type="text"/>											
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions	
07/01/2015	Airfare		3,500.00	1	Yes	No	No	N/A	3,500.00	delete	
Notes: <input type="text"/>											
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: 07/01/2015	Airfare	0.00	0.00	Yes	<input type="checkbox"/>	N/A			add		
Notes: <input type="text"/>											
1 07/01/2015	Airfare	3,500.00	3,500.00	Yes	<input type="checkbox"/>	N/A	Frosch (Ghost Card)	Coach-Economy	delete		
Notes: <input type="text"/>											
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions	
07/12/2015	Shuttle/Bus/Taxi		85.00	1	<input type="checkbox"/>	<input type="checkbox"/>	No	N/A	85.00	delete	
Notes: <input type="text"/>											
show Estimated Expenses Details - Shuttle/Bus/Taxi - 2											
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions	
07/12/2015	Other (requires note)		700.00	1	<input type="checkbox"/>	<input type="checkbox"/>	No	N/A	700.00	delete	
Notes: <input type="text"/>											
show Estimated Expenses Details - Other (requires note) - 3											

Reconciled Expenses

- Double check on Total Estimated, Actual Encumbrance.
- Add Accounting information.
- Add approval documents to the Notes and Attachments section from Risk Management and International Programs if applicable.
- Ad hoc to Department Higher Authority and the Department International Approver
- Click Submit.

		Total Estimated: 13,894.75	
		Less Manual Per Diem Adjustment: - 0.00	
		Less CTS Charges: - 0.00	
		Less Non-Reimbursable: - 3,500.00	
		Travel Expense Limit: N/A	
		Actual Encumbrance: 10,394.75	
recalculate			

Accounting Lines [hide](#)

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Actions
add:	CO	1356570		5050			10	
Line Description				Travel Encumbrance				add

[General Ledger Pending Entries](#) [show](#)
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DONE!