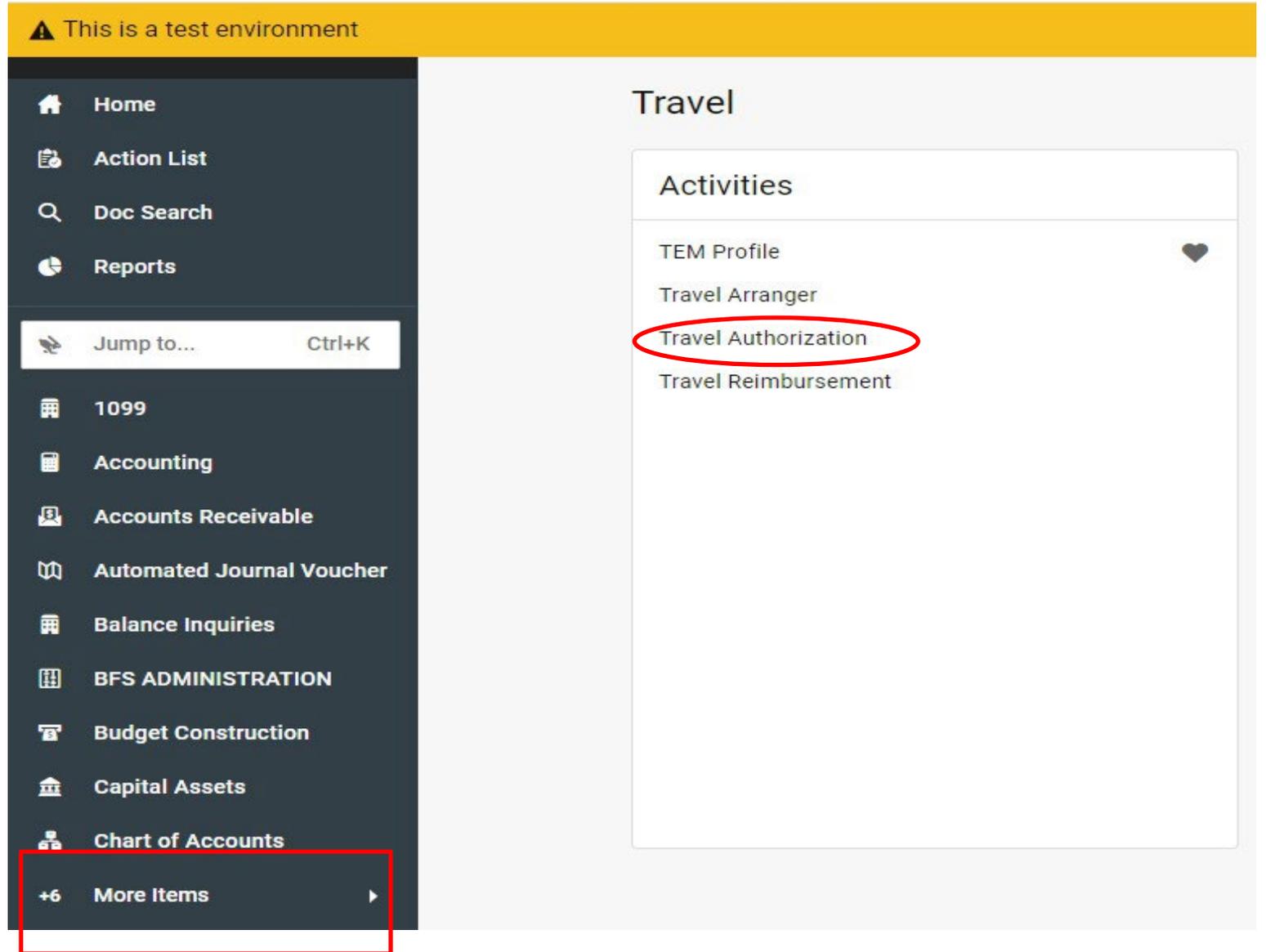


Travel Authorization

-step by step-

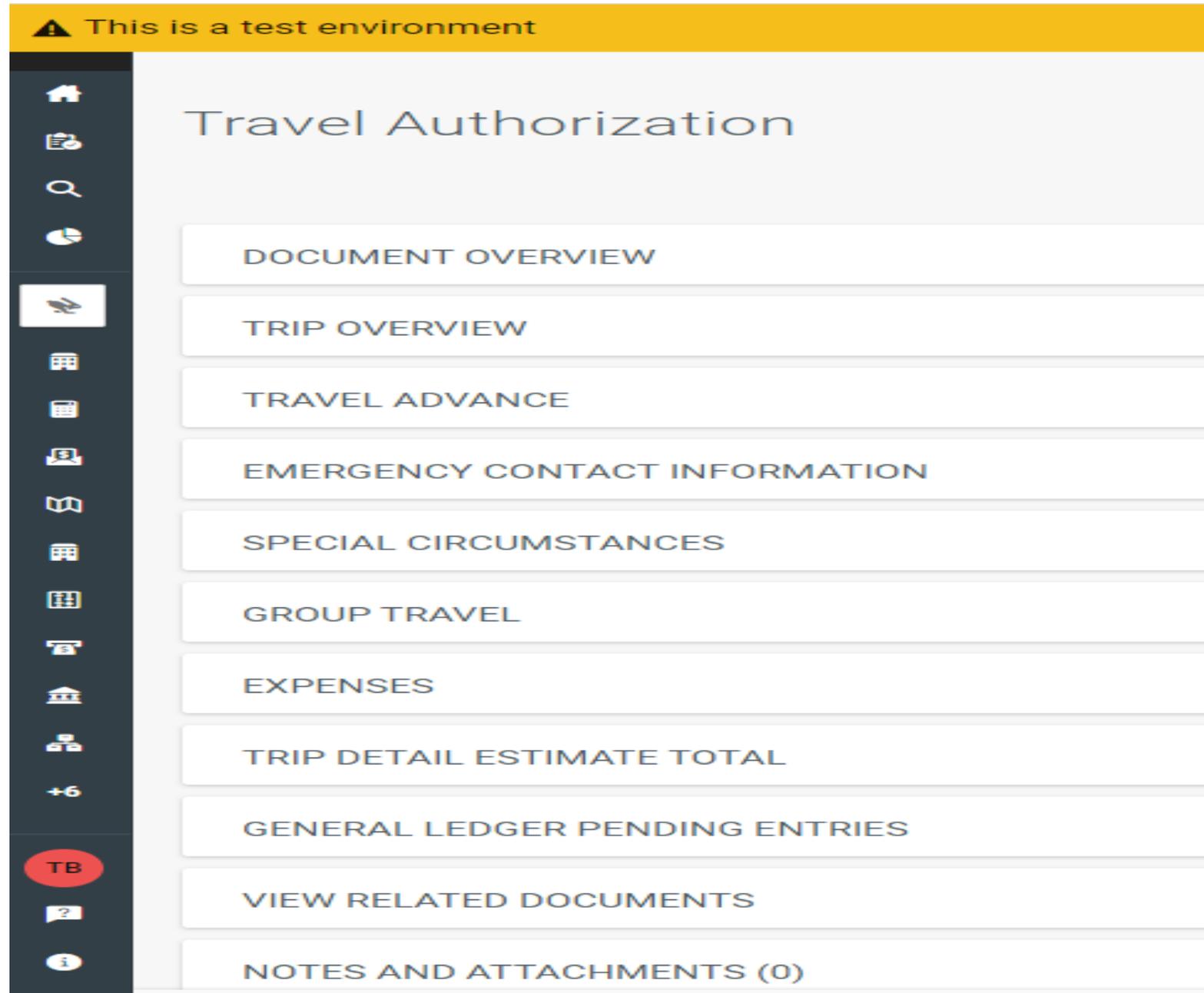
- **When is Travel Authorization required?**
- Any travel that has a travel advance request
- All Out-of-State and International travel
- All travel with Ghost Card airfare
- **When is Travel Authorization not required?**
- All in State Travel that is covered by **Blanket Authorization**



Travel Authorization

-step by step-

- **Travel Authorization document has 11 unique tabs**
- Document overview
- Trip Overview
- Travel Advance (Covered Later)
- Emergency Contact Information
- Special Circumstances
- Group Travel (Covered Later)
- Expenses
- Trip Detail Estimate Total
- General Ledger Pending Entries
- View Related Documents
- Notes and Attachments



Travel Authorization

-step by step-

- **Document Overview Tab**

- Description and Organization document number will auto fill after the Trip Overview tab is completed and the document is saved

- Description Field
- Org Document number
- Bank Code – hard coded cannot be changed

- **Explanation Field**

- Purpose and Justification trip information should be entered

The screenshot shows the Kuali financial systems interface for a Travel Authorization document. The header includes the Kuali logo and navigation tabs for Main Menu, Maintenance, and Administration. The user is logged in as gpolzer@colostate.edu. The document number is 5130757, and the initiator is gpolzer@colostate.edu. The TEM Doc # is Not Available. The form is currently on the Document Overview tab, which is highlighted. The form fields include:

- Description:** (Description will be filled upon submit)
- Organization Document Number:** (empty field)
- Explanation:** (empty text area, circled in red)
- Bank Code:** 02 GENERAL DISBURSEMENTS

Travel Authorization

-step by step-

Trip Overview Tab

Traveler Section

- **Traveler Lookup**
- Clicking on Magnifying Glass will redirect to TEM Profile Lookup
 - If Traveler does not populate it could be one of the three items:
 - Their TEM Profile is not created, or
 - They are not in the system (not set up as A/R Customer), or
 - You are not set up as a Travel Arranger for them
 - To return traveler select “return value” to import traveler information

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:

action list doc search

Logged in User:

TEM Profile Lookup

KIM Principal Name:

First Name:

Last Name: POLZER

Traveler Type Code:

Primary Department Code:

Chart Code:

Account Number:

Active: Yes No Both

search clear cancel

One item retrieved.

Return Value	Profile Id	KIM Principal Name	AR Customer Id	First Name	Last Name	Street Address Line1	City Name	State	Zip Code	Country
return value	1122	gpolzer@colostate.edu	GRA2043	GRANT	POLZER	6003 CAMPUS DELIVERY	FORT COLLINS	CO	80523	US

Trip Overview hide

Traveler Section

Traveler Lookup:

* Traveler Type Code: Employee

Principal Id: 61802 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

Country Code: United States Zip Code: 80523

Email Address: GRANT.POLZER@COLOSTATE.EDU Phone Number: 970-491-4148

Liability Insurance:

Travel Authorization

-step by step-

- **Trip Overview Tab**
- Trip Information Section
 - **Trip Type Code**
 - Select trip type from drop down box
 - In-State, Out-of-State, International
 - **Trip Begin and Trip End** (time of day does not affect per diem amounts)
 - **Primary Destination**
 - Magnifying Glass allows search to return destination information
 - **Per Diem Links** – Do not use, Per diem will be entered on separate tab
 - **Business Purpose**
 - **ONLY** enter trip destination and return date
 - This populates on the check

TRIP INFORMATION SECTION

* Trip Type Code: In-State ▼

Blanket Travel:

* Trip Begin: 02/19/2015 

* Trip End: 02/21/2015



* Primary Destination:

Destination not found

[Per Diem Links](#)

Primary Destination Country/State:

Primary Destination County:

DESTINATION, TRIP END DATE

* Business Purpose:

Travel Authorization

-step by step-

Travel Advance tab (*only use if requesting travel advance*)

- **Amount Requested** – enter amount traveler is requesting to be advanced
- **Payment Due Date** – date check will be issued
 - No more than 10 days before trip begin date (BFS Travel Office will ensure it is within the 10 day window)
 - Must be dated today or later, but no later than the trip end date
- **Reason For Advance** – select from drop down menu options
- **Travel Advance Policy** – traveler must check the box to agree with the travel advance policy; clicking the [travel advance policy](#) link takes the traveler directly to the posted policy
 - If **employee**, the **traveler** must check the box
 - If **non-employee student**, the Travel Arranger must check the box on their behalf
 - Travel Advance is the only time a traveler will be required to take action on a TA
- **Additional Justifications** – entry required here when the “Other” option is selected from the **Reason For Advance** field

TRAVEL ADVANCE

TRAVEL ADVANCE

Amount Requested :

AR Customer ID :

AR Invoice Document Number :

* Payment Due Date : 

* Reason For Advance :

* Travel Advance Policy : * By checking this box, the traveler agrees to the [travel advance policy](#) of the university.

Additional Justification :

Travel Authorization

-step by step-

- This tab requires no entry by the document initiator, and is display only. Account Number 2410300 is the Travel Advances account in Chart Code CO; the Amount will populate based on user entry from the Travel Advance tab once the document is either recalculated, saved or submitted.
- Traveler must have a default account number designated in their TEM profile

Travel Advance Accounting Lines ▼ hide								
Accounting Lines ?								
Travel Advance Accounting Lines								
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
1	<u>CO</u> Colorado State University	<u>2410300</u> Travel Advances		<u>1425</u> Travel Expense Advance				100.00

Travel Authorization

-step by step-

Payment Information for Travel Advance Tab

- **Advance Amount Requested** – will populate after “calculate” button clicked
- **Payment Method** – select from drop down menu choices; most cases use **P - Check/ACH**; no additional entry required by document initiator
- **Special Handling, Wire Transfer, and Foreign Draft** – not to be used; contact Travel Services with questions

Payment Information for Travel Advance			
Payment Information			
Advance Amount Requested:	100.00	Due Date:	02/20/2015
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:	Travel Advances Scott, Genevra Marlene 02/21/2015 FRESNO		

Travel Authorization

-step by step-

- **Emergency Contact Tab**
- Emergency Contact Information imported from TEM Profile
- Additional Contacts may be added
- **Special Circumstance Tab**
- Optional information such as dept. budget information and other misc. trip details
- If Budget restrictions are entered here the amount is carried to the Trip Detail Estimate Total Tab

Emergency Contact Information ▼ hide

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:	Act
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
1	Spouse	Heath	303-854-5864	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2	Co-worker	John	970-548-5862	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Modes of Transportation while out-of-country:

<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Bus	<input type="checkbox"/> Walking/Hiking	<input type="checkbox"/> Rental Vehicle	<input type="checkbox"/> Ship/Ferry/Boat
<input type="checkbox"/> Train	<input type="checkbox"/> Rental Vehicle w/ Driver	<input type="checkbox"/> Other	<input type="checkbox"/> Host Vehicle	<input type="checkbox"/> Airplane

Region Familiarity:

Special Circumstances ▼ hide

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 \$

Question for TA - is anyone traveling with you?

Travel Authorization

-step by step-

Group Travel Tab

- Two methods for adding travelers
 - Manually add each traveler
 - Import lines feature
- **Manually Add Each Traveler**
 - **Traveler Type Code** – select from drop down menu
 - Employee
 - Student
 - Customer
 - Other
 - **Group Traveler Id**
 - Select from list of KFS users
 - **Name**
- **Import Lines Feature**
 - Click the question mark icon to download template
 - Save template as csv file
 - Browse for template and click add
- **A PDF list of travelers can be added in the Notes & Attachments section instead of using the Group Travel tab.**

	A	B	C	D
1	Delete the first three rows of text before saving your document to import in csv format.			
2	(employee, student, customer or other)	(KIM Principal Name or AR Customer ID)		
3	Traveler Type Code*	Group Traveler ID	Name*	
4	Employee	38316	John Employee	
5	Student	44050	Jane Student	
6				
7				

Travel Authorization

-step by step-

- **Estimated Per Diem Exp. Tab**
- Tab will only appear after Traveler section and Trip Information Section is entered and the document is saved
- Per Diem Expenses include Meals, Incidentals, Lodging, and Mileage
- Lodging and Mileage can be entered on the Expenses tab as well, but not on both tabs
 - If lodging is entered on Expense tab as one line/date, then you will be required to fill out the “Justification for meals without lodging” in the Special Circumstances section. It can be completed with “lodging for trip is combined on one line”
- To create a per diem table click on the “Create Per Diem Table” button on the Estimated Per Diem Expenses Tab

Traveler Section	
Traveler Lookup:	<input type="text"/>
* Traveler Type Code:	Employee
Principal Id:	61802
First Name:	GRANT
Address Lookup:	<input type="text"/>
Street Address Line1:	6003 CAMPUS DELIVERY
City Name:	FORT COLLINS
Country Code:	United States
Email Address:	GRANT.POLZER@COLOSTATE.EDU
Liability Insurance:	<input type="checkbox"/>

Trip Information Section	
* Trip Type Code:	Out of State <input type="button" value="v"/>
* Trip Begin:	02/20/2015 11:21 AM <input type="button" value="calendar"/>
* Primary Destination:	DECATUR COUNTY <input type="button" value="magnifying glass"/> <input type="button" value="destination not found"/> Per Diem Links
Primary Destination Country/State:	GEORGIA
* Business Purpose:	<input type="text" value="Test"/>

Travel Advance	<input type="button" value="show"/>
Emergency Contact Information	<input type="button" value="show"/>
Special Circumstances	<input type="button" value="show"/>
Group Travel	<input type="button" value="show"/>
Estimated Per Diem Expenses	<input type="button" value="hide"/>
Estimated Per Diem Expenses	<input type="button" value="Create Per Diem Table"/>
Expenses	<input type="button" value="show"/>

Travel Authorization

-step by step-

- **Estimated Per Diem Exp. Tab**
- Per Diem expenses default based on Destination
 - If traveling to multiple locations, the destination can be changed on each day in the per diem table if applicable
- Amounts can be manually adjusted if necessary
 - The Copy down button will update the change to each line
- Update Per Diem Table should be clicked after any changes made
 - Recommend using for mileage
- Per Diem table can be removed by clicking "Remove Per Diem Table" button

ESTIMATED PER DIEM EXPENSES

ESTIMATED PER DIEM EXPENSES

Trip Detail: 02/19/2015

Country	State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
GEORGIA		ATKINSON COUNTY	AXSON	<input type="checkbox"/>	5.25	8.25	17.25	3.75

destination not found

[Copy Down](#)

Trip Detail: 02/20/2015

Country	State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
GEORGIA		BACON COUNTY	ALMA	<input type="checkbox"/>	7.00	11.00	23.00	5.00

destination not found

[Copy Down](#)

Trip Detail: 02/21/2015

Country	State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
GEORGIA		ATKINSON COUNTY	AXSON	<input type="checkbox"/>	5.25	8.25	17.25	3.75

destination not found

Grand Totals

Grand Totals: Meals & Incidentals: 115.00 Lodging: 166.00

Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
34.50	41.50	81	M2 - 0.5	40.50	116.50
46.00	41.50	81	M2 - 0.5	40.50	128.00
34.50	0.00	81	M2 - 0.5	40.50	75.00
Miles: 243		Mileage Total: 121.50		Daily Total: 319.50	

Table

Estimated Per Diem Expenses

▼ hide

Estimated Per Diem Expenses

Trip Detail: 02/20/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
GEORGIA	DECATUR COUNTY	DECATUR COUNTY	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	0.00	0	M2 - 0.5	0.00	34.50
		destination not found											

Copy Down

Trip Detail: 02/21/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
GEORGIA	DECATUR COUNTY	DECATUR COUNTY	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	0.00	0	M2 - 0.5	0.00	46.00
		destination not found											

Copy Down

Trip Detail: 02/22/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
GEORGIA	DECATUR COUNTY	DECATUR COUNTY	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	0.00	0	M2 - 0.5	0.00	34.50
		destination not found											

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

Travel Authorization

-step by step-

- **Expenses Tab**
- All fields with asterisks are required fields
- Expense Date
- Expense Type Code
- Expense Amount
- Notes – must fill out this section even though there is not an asterisk
- Rate Conversion Site
 - Opens link to Oanda conversion website
- Just like other Kualu documents, be sure to click add button to save each expense

Expenses ▼ hide

Estimated Expenses
 * All fields required if section is used

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
	Notes: <input type="text"/>			

Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
<input type="text" value="1"/> <u>Rate Conversion Site</u>	<input type="checkbox"/>	No		N/A	0.00	<input type="button" value="add"/>

Travel Authorization

-step by step-

- Expenses Tab

The screenshot shows a software interface titled "Estimated Expenses". A note at the top states "* All fields required if section is used". The form has several fields: "Expense Date" (with a calendar icon), "Expense Type Code" (with a dropdown menu), and "Company Name" (with a search icon). The dropdown menu is open, showing a list of expense codes: AF - Abstract Fees, AD - Advance Fees, AS - Agricultural Supplies, A - Airfare, AU - Automobile Rental/Fuel Expense, BO - Books/Periodicals/Subscriptions, B - Breakfast, CH - Computer Hardware/Software, and D - Dinner. Below the dropdown, there is a table with one row containing the date "03/15/2015" and a "Notes:" field. A "show" button is visible at the bottom left of the table.

- Expense Type Drop Down Box very similar to our Adobe Drop Down Box

Additional Trip Expenses



The screenshot shows a form with three fields: "Expense:", "Cost:", and "Date(s):". The "Expense:" field has a dropdown menu open, showing a list of expense types: Abstract Fee, Advance Fees, Advertising and Publicity, Agricultural Supplies, Athletics Mileage - Courtesy Car, Athletics Recruiting, and Books/Periodicals/Subscriptions. The "Cost:" and "Date(s):" fields are empty.

Travel Authorization

-step by step-

- Expenses Tab

- Notice expense amounts saved as they are added

Expenses ▼ hide

Estimated Expenses
* All fields required if section is used

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
	Notes: <input type="text"/>			
1	03/15/2015	Other (requires note)		<input type="text" value="520.00"/>
	Notes: <input type="text" value="Field Supplies"/>			
▶ show Estimated Expenses Details - - 1				

Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
<input type="text" value="1"/> Rate Conversion Site	<input type="checkbox"/>	No		N/A	0.00	add
<input type="text" value="1"/>	<input type="checkbox"/>	No		N/A	520.00	delete

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:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="1"/> <small>Rate Conversion Site</small>	<input type="checkbox"/>	No		N/A	0.00	<input type="button" value="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
1	02/21/2015	Lodging	Holiday Inn	<input type="text" value="68.50"/>	<input type="text" value="1"/>	<input type="checkbox"/>	No	No	N/A	68.50	<input type="button" value="delete"/>
	Notes:	<input type="text"/>									
<input type="button" value="show"/> Estimated Expenses Details - Lodging - 1											

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
2	02/21/2015	Registration Fees		<input type="text" value="68.00"/>	<input type="text" value="1"/>	<input type="checkbox"/>	No	No	N/A	68.00	<input type="button" value="delete"/>
	Notes:	<input type="text"/>									
<input type="button" value="show"/> Estimated Expenses Details - Registration Fees - 2											

Travel Authorization

-step by step-

- **Trip Detail Estimate Total Tab**
- Provides a summary of all the estimated expenses and encumbrances
- Allows for Manual Per Diem Adjustments
- Travel Expense Limit is carried over from the Special Circumstances Tab (600 in this example)
- Total can be recalculated as necessary by clicking “recalculate” button

TRIP DETAIL ESTIMATE TOTAL

TRAVEL EXPENSE TOTAL

Total Estimated:281.00

Less Manual Per Diem Adjustment: -0.00

Less Non-Reimbursable: -0.00

Travel Expense Limit:600.00

Actual Encumbrance:281.00

recalculate

Travel Authorization

-step by step-

- **Accounting Lines Tab**
- Account Number will default to account associated with traveler TEM Profile
- Account number can be changed from default account number listed on TEM profile.
- Multiple accounts can be added for split funding
 - Will not pull forward on TR document

Accounting Lines hide

Restart Accounting Lines

Accounting Lines ? hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO <input type="checkbox"/>	1334800 <input type="checkbox"/>	<input type="checkbox"/>	6050 Travel Encumbrance		<input type="checkbox"/>		0.00	
	Colorado State University	Departmental Academic Administration							<input type="button" value="add"/>
		Line Description							
		<input type="text"/>							
1	CO <input type="checkbox"/>	1330000 <input type="checkbox"/>	<input type="checkbox"/>	6050 Travel Encumbrance		<input type="checkbox"/>		200.00	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
	Colorado State University	Departmental Academic Administration							
		Line Description							
		<input type="text"/>							
2	CO <input type="checkbox"/>	1334800 <input type="checkbox"/>	<input type="checkbox"/>	6050 Travel Encumbrance		<input type="checkbox"/>		200.00	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
	Colorado State University	Departmental Academic Administration							
		Line Description							
		<input type="text"/>							
								Total: 400.00	

Account added for split funding

Default account from TEM Profile