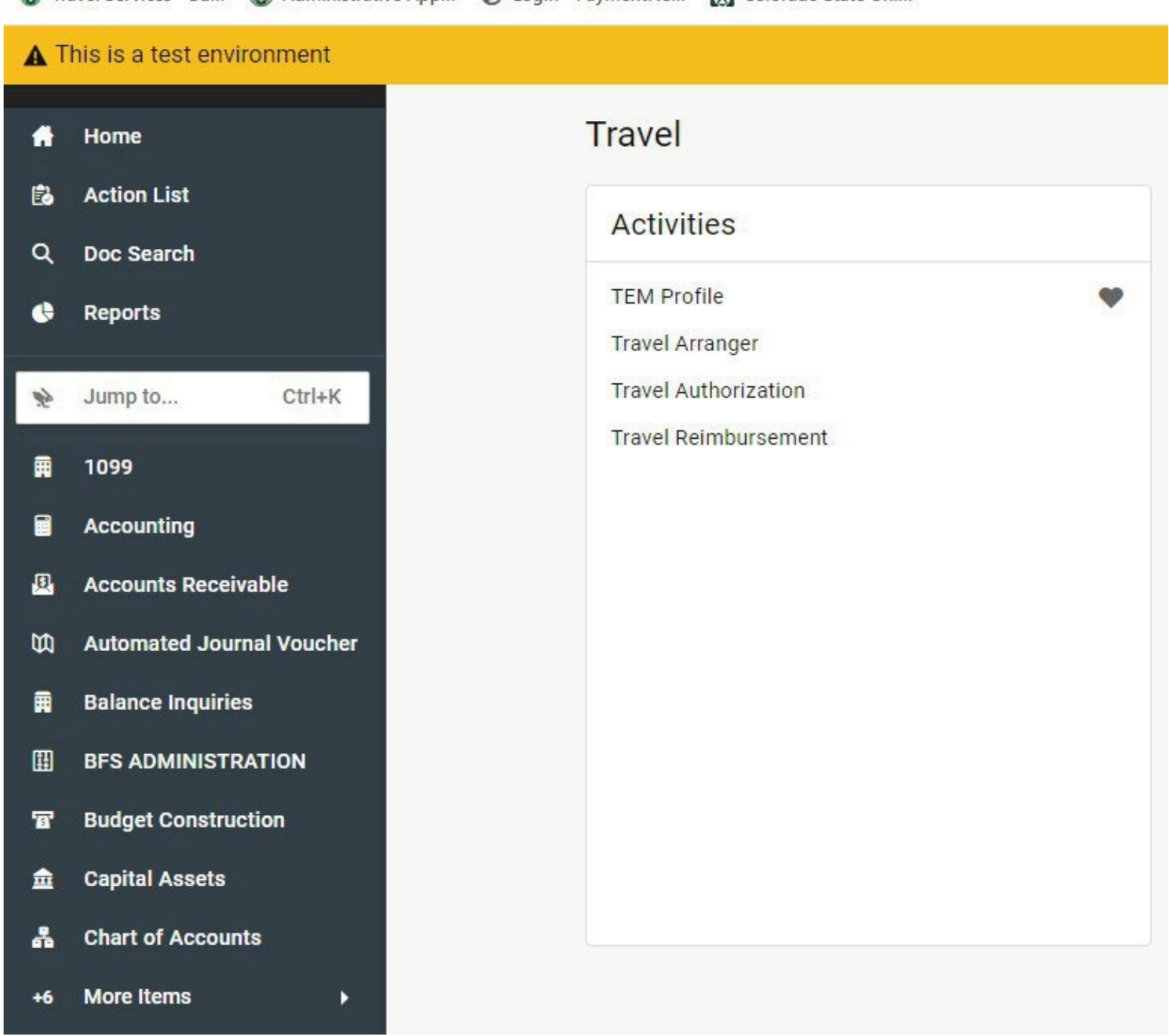
Travel Reimbursement

-step by step-

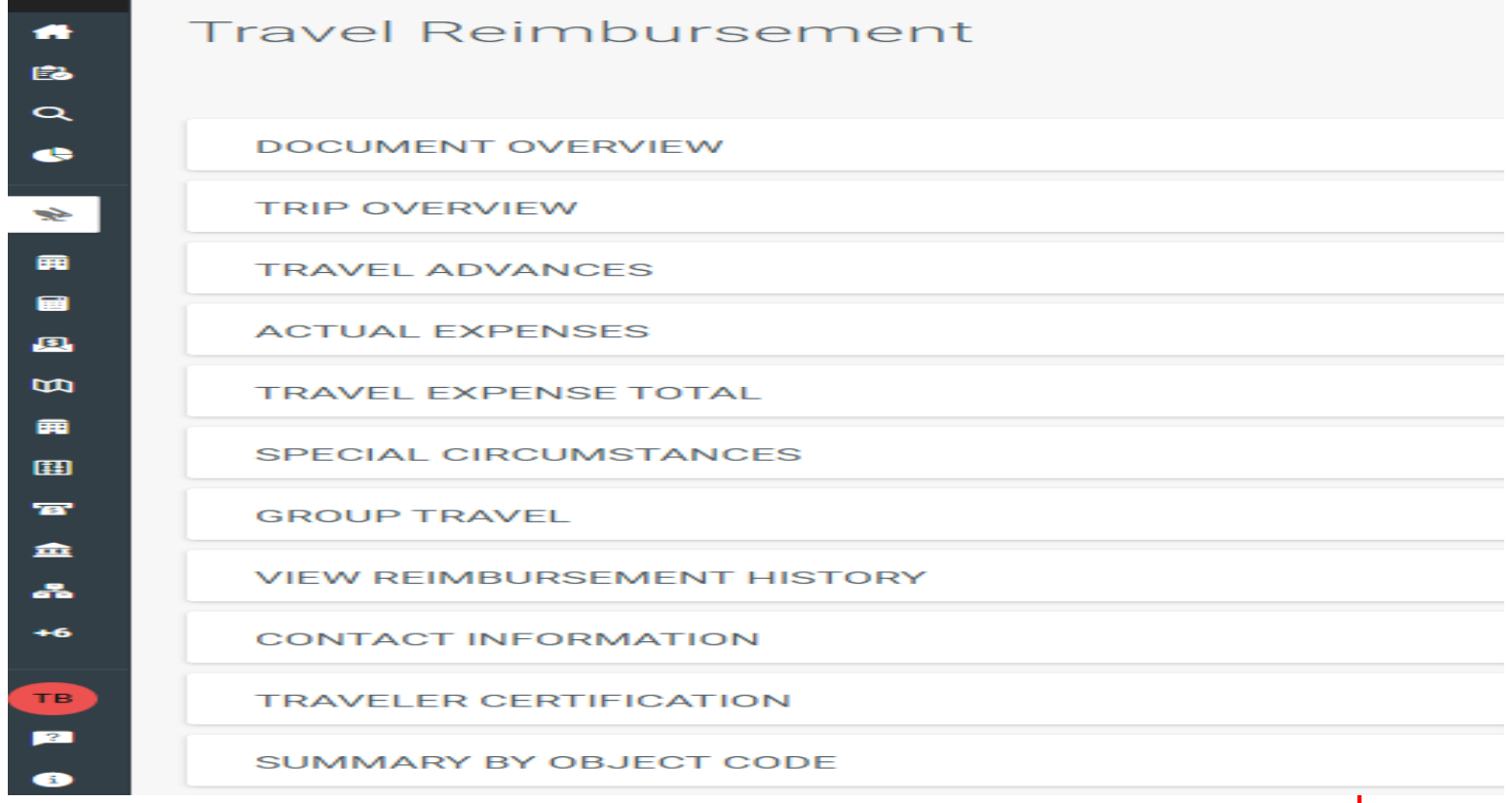
- **When is Travel Reimbursement (TR) required?**
- All travel that requires reimbursement or travel advance issued on TA.
- **When is Travel Reimbursement not required?**
- No Cost Travel
- **Two ways to create TR document**
- New document (In-State Travel-Colorado)
- New document from existing TA document

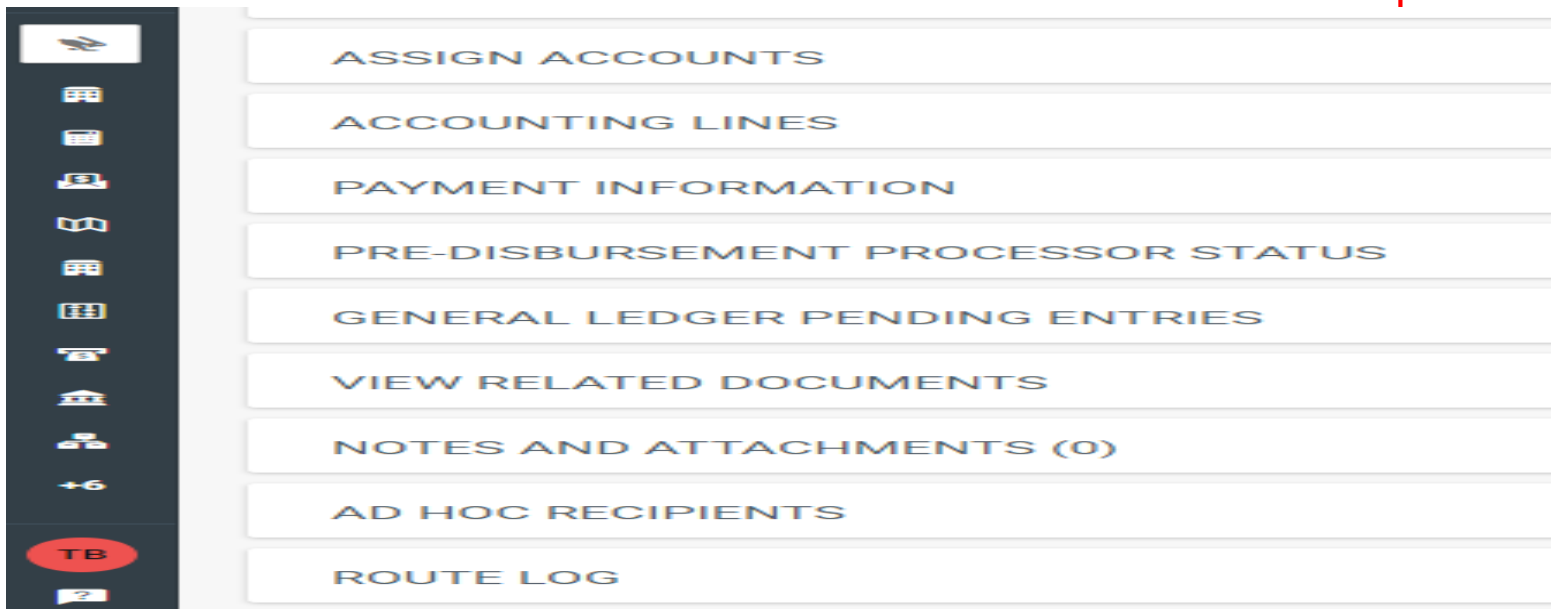


Travel Reimbursement

-step by step-

- **Create new TR document (in-state travel)**
- **Unique tabs for TR**
- Document Overview
- Trip Overview
- Travel Advances
- Actual Expenses
- Travel Expense Total
- Special Circumstances
- Group Travel
- Contact Information
- Traveler Certification
- Summary by Object Code
- Assign Accounts
- Accounting Lines
- Payment Information
- Pre-Disbursement Processor Status
- View Related Documents
- Notes and Attachments
- Ad Hoc Recipients
- Route Log





Travel Reimbursement

-step by step-

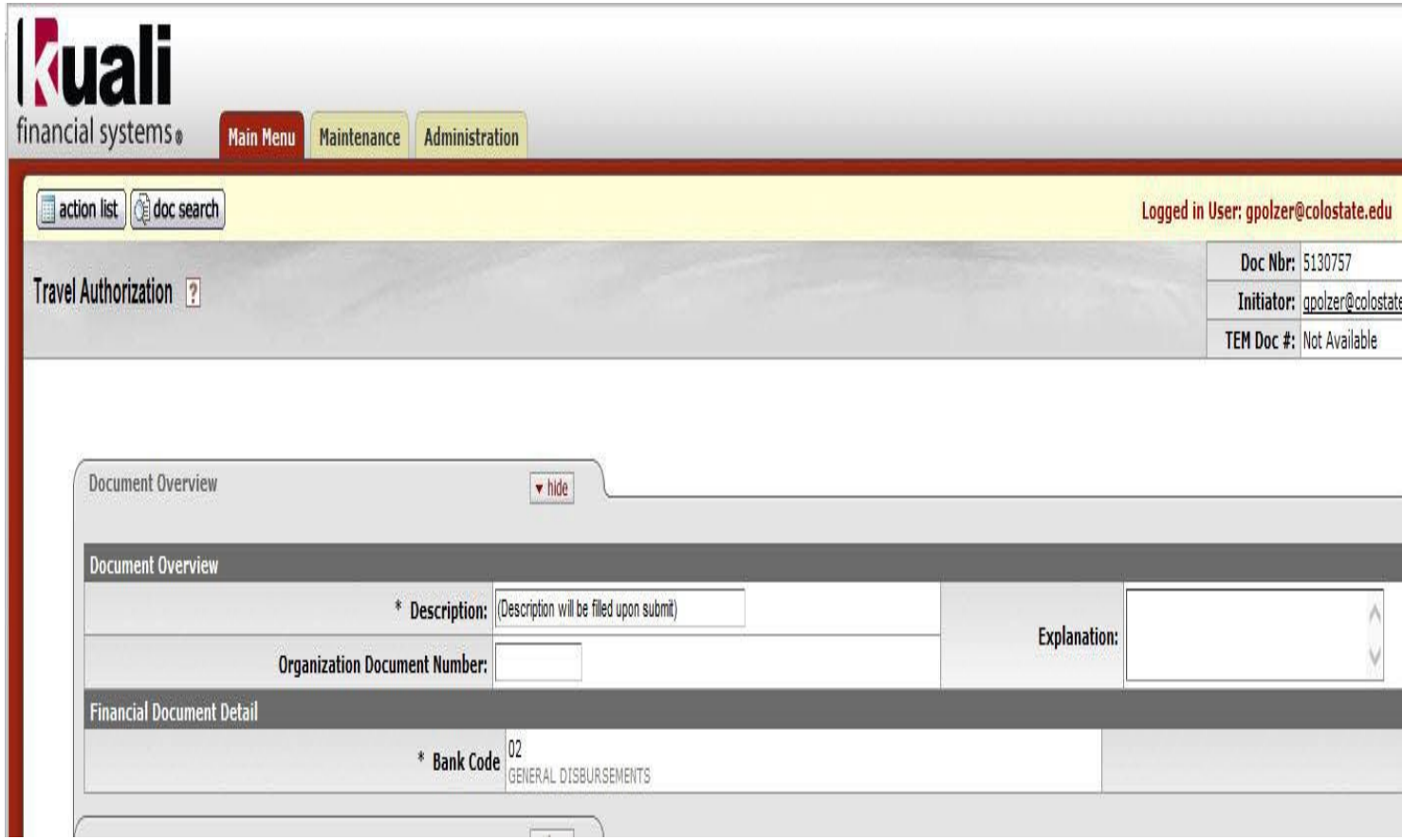
- **Document Overview Tab**

- • 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 Box

  - The purpose and Justification should entered in this field

  - Any additional notes or general Information about travel information should be entered here or in the Notes and Attachments section



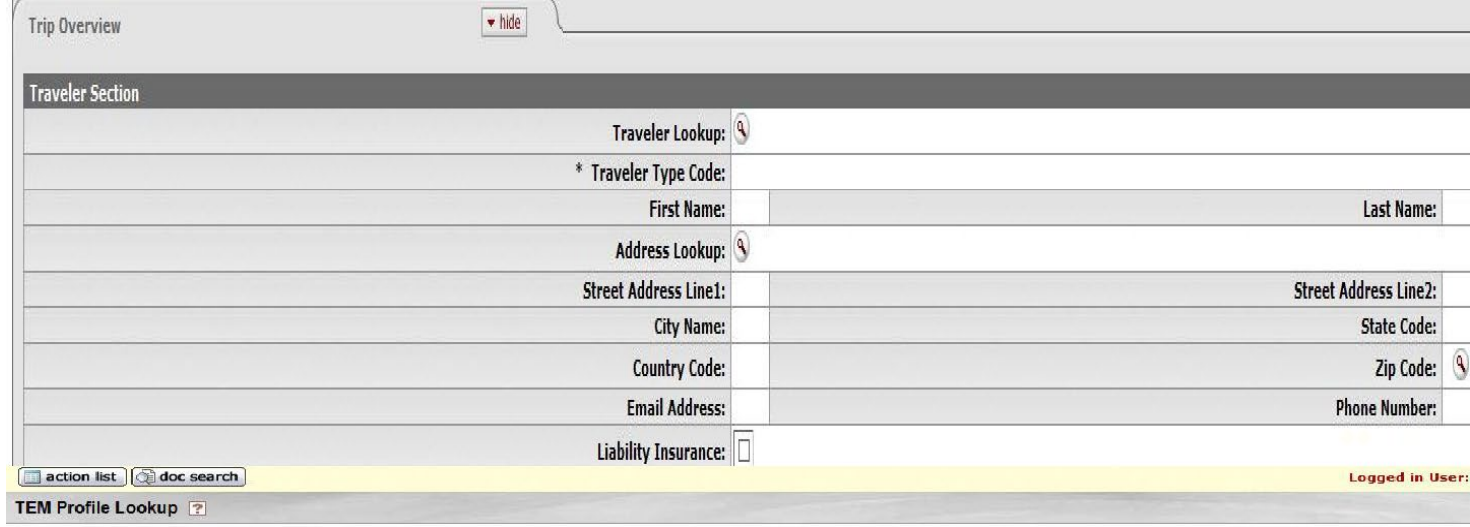
Travel REIMBURSEMENT

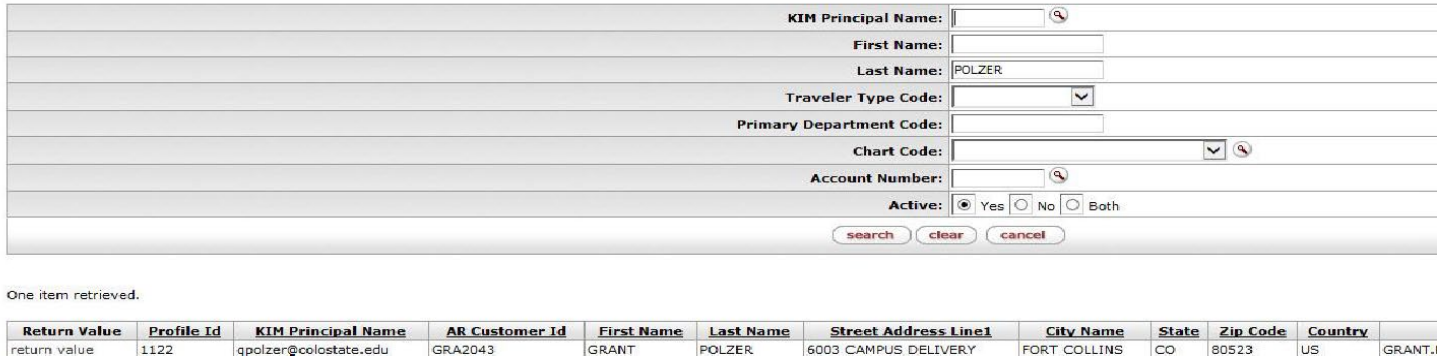
-step by step-

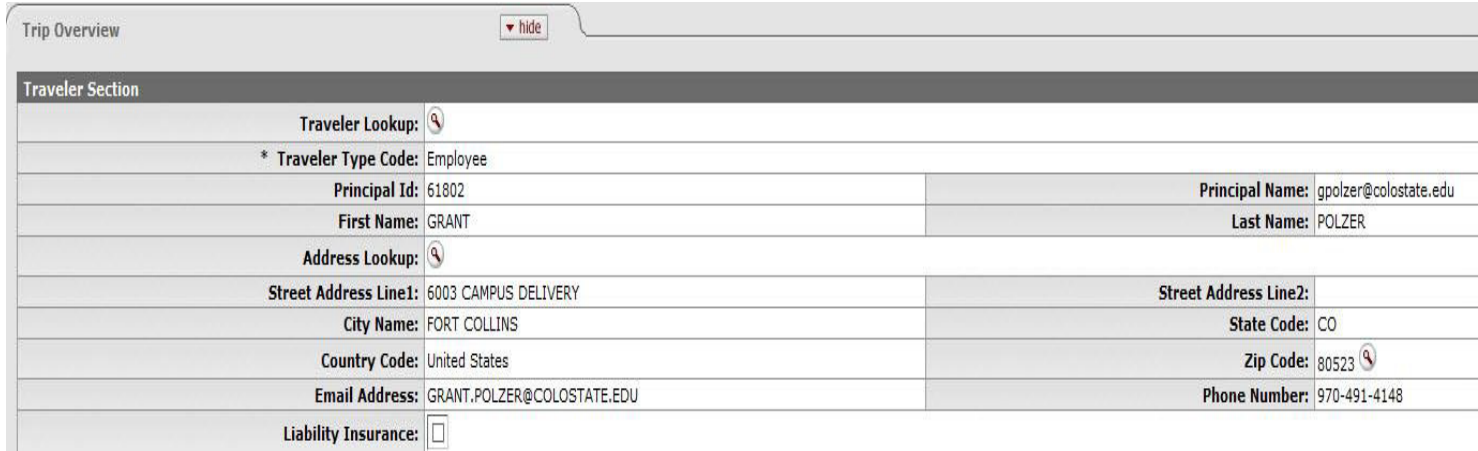
Trip Overview Tab

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







Travel REIMBURSEMENT

-step by step-

Trip Overview Tab

- Trip Information Section

  - **Trip Type Code**
  - **Trip Begin and Trip End**
  - **Primary Destination**
  - Magnifying Glass allows search to return destination information
  - **Per Diem Links – Do not use,** Per diem will be entered on separate tab, this takes you to the state website with per diem rates

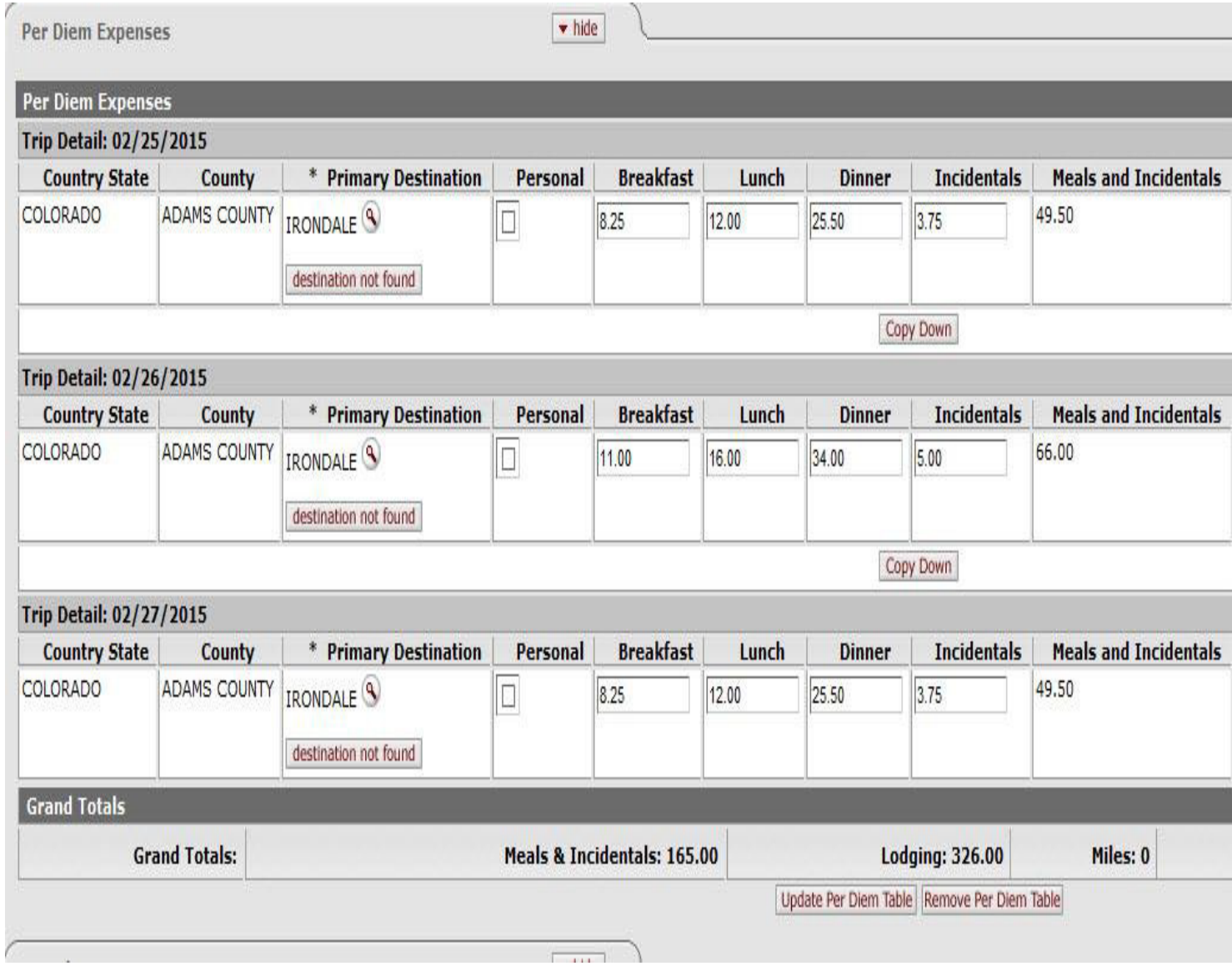
  - **Business Purpose**
  - **ONLY** enter travel dates and destination
  - Final Reimbursement box- Check the box if this is final reimbursement **and to release encumbrance**

- **Travel Advances Tab**
- Tab will only contain data when creating Travel reimbursement from existing TA with a travel advance request

Travel REIMBURSEMENT

-step by step-

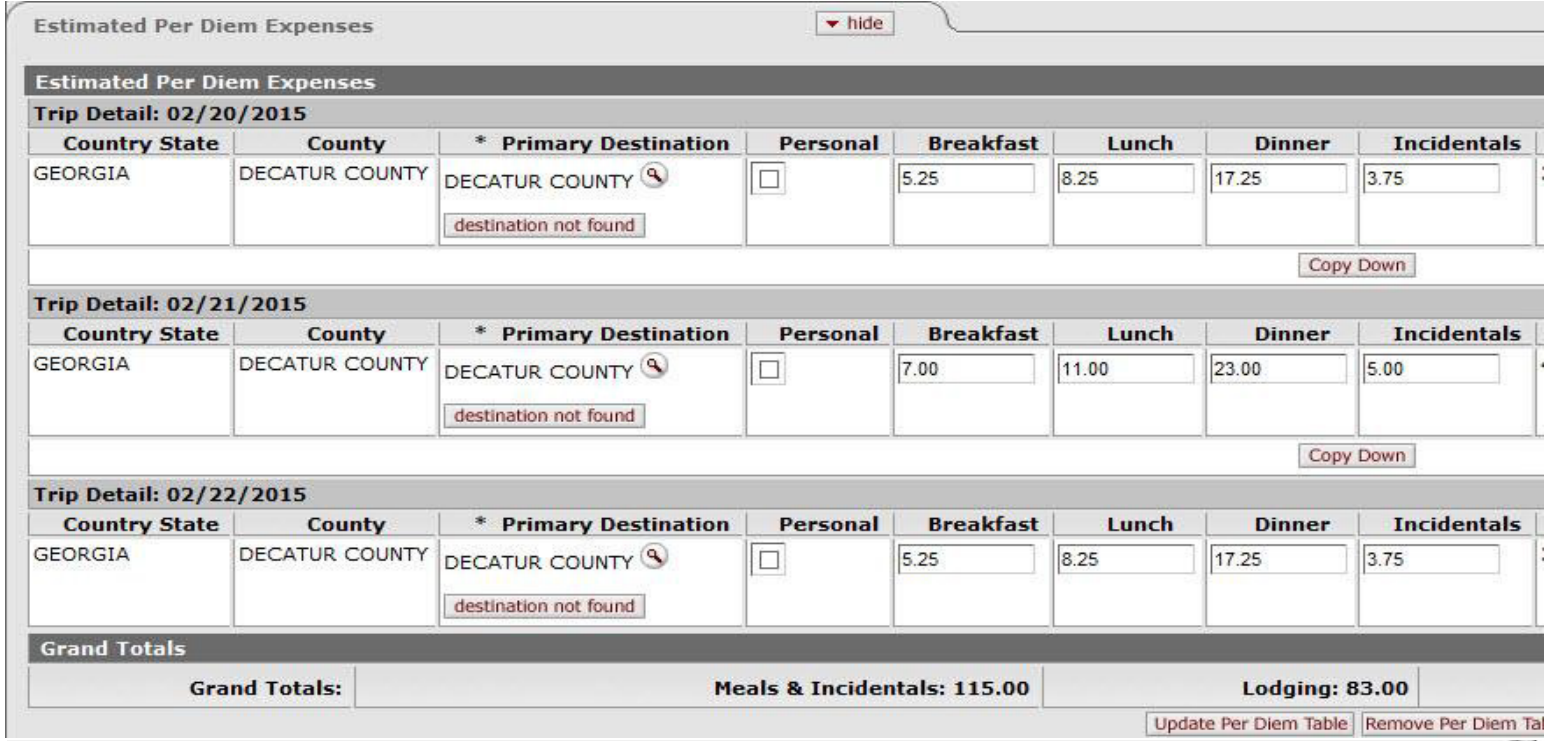
- **Per Diem Expenses Tab**
- Tab will only appear after Traveler section and Trip Information Section is entered and the document is saved
- Per Diem Expenses include Meals, Incidentals, Lodging, and Mileage
- Lodging and Mileage can be entered on the Actual Expenses tab as well, but not on both tabs

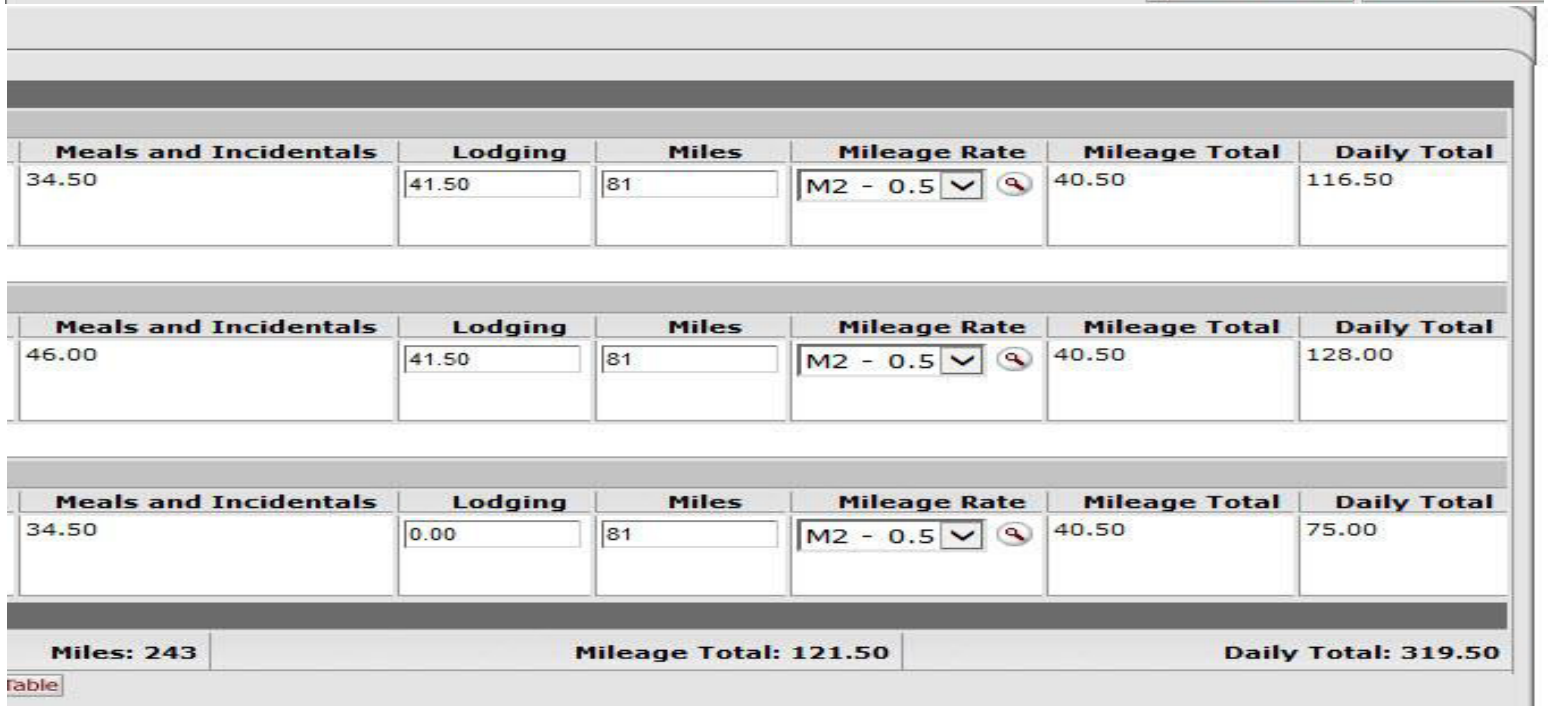


Travel REIMBURSEMENT

-step by step-

- **Per Diem Expenses Tab**
- Per Diem expenses default based on Destination
- Per Diem meals can only be deleted or left as is
- Mileage and Lodging 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
- Per Diem table can be removed by clicking “Remove Per Diem Table” button

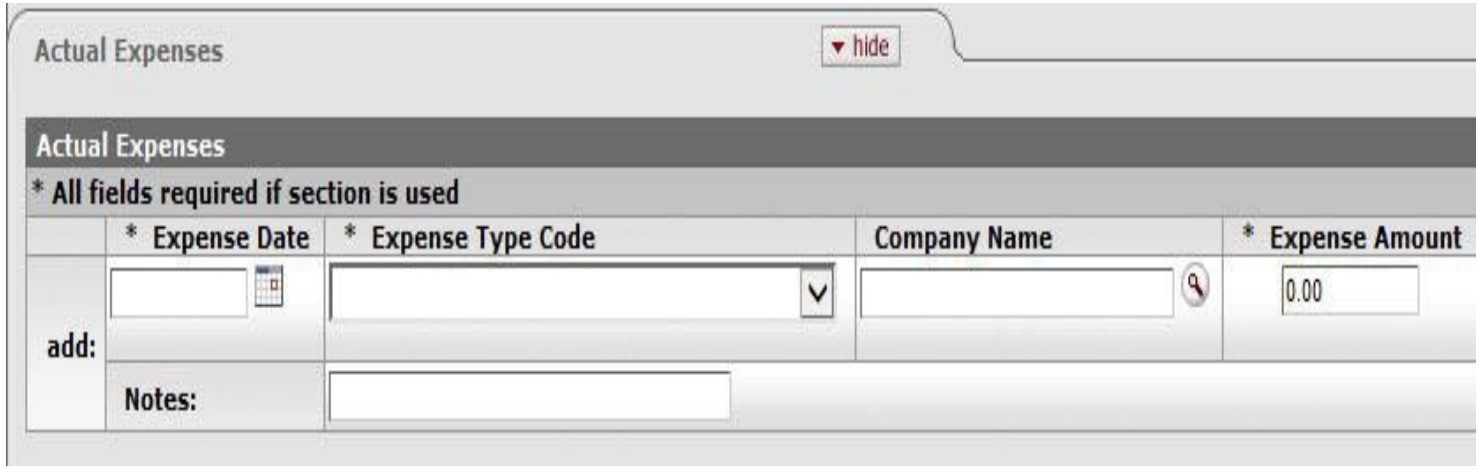


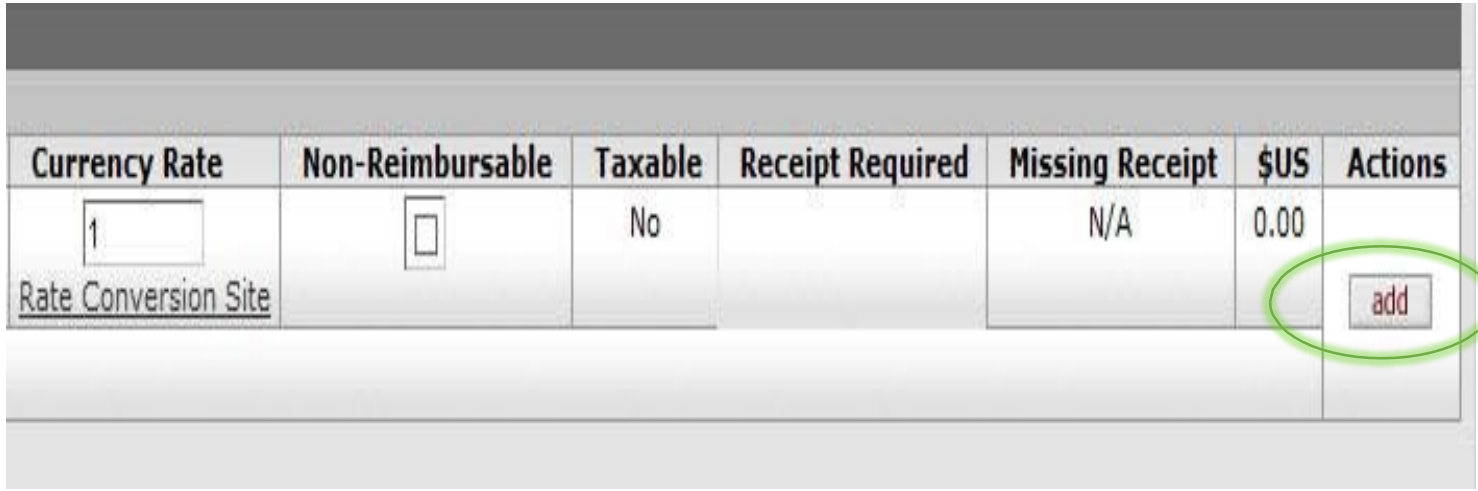


Travel REIMBURSEMENT

-step by step-

- **Actual Expenses Tab**
- All fields with asterisks are required fields
- Expense Date
- Expense Type Code
- Expense Amount
- Notes – this field is required even though it doesn't have an asterisk
- Rate Conversion Site
  - Opens link to Oanda conversion website
- Just like other Kuali documents, be sure to click add button to save each expense

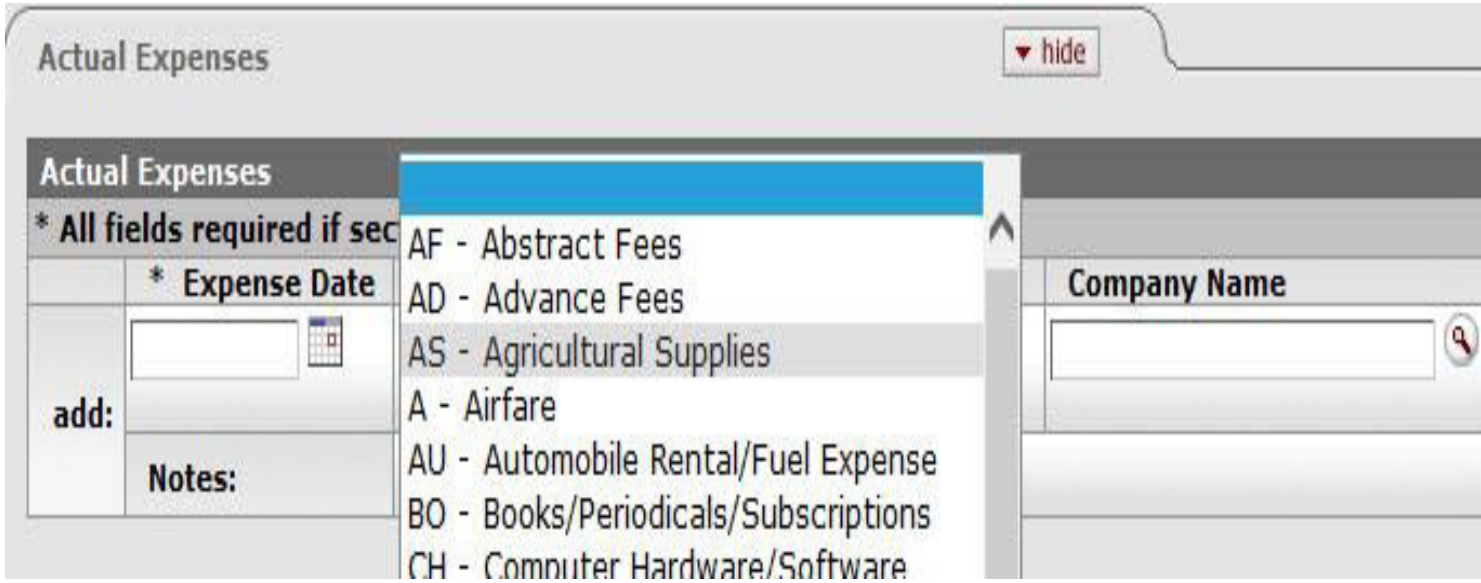




Travel REIMBURSEMENT

-step by step-

- **Actual Expenses Tab**

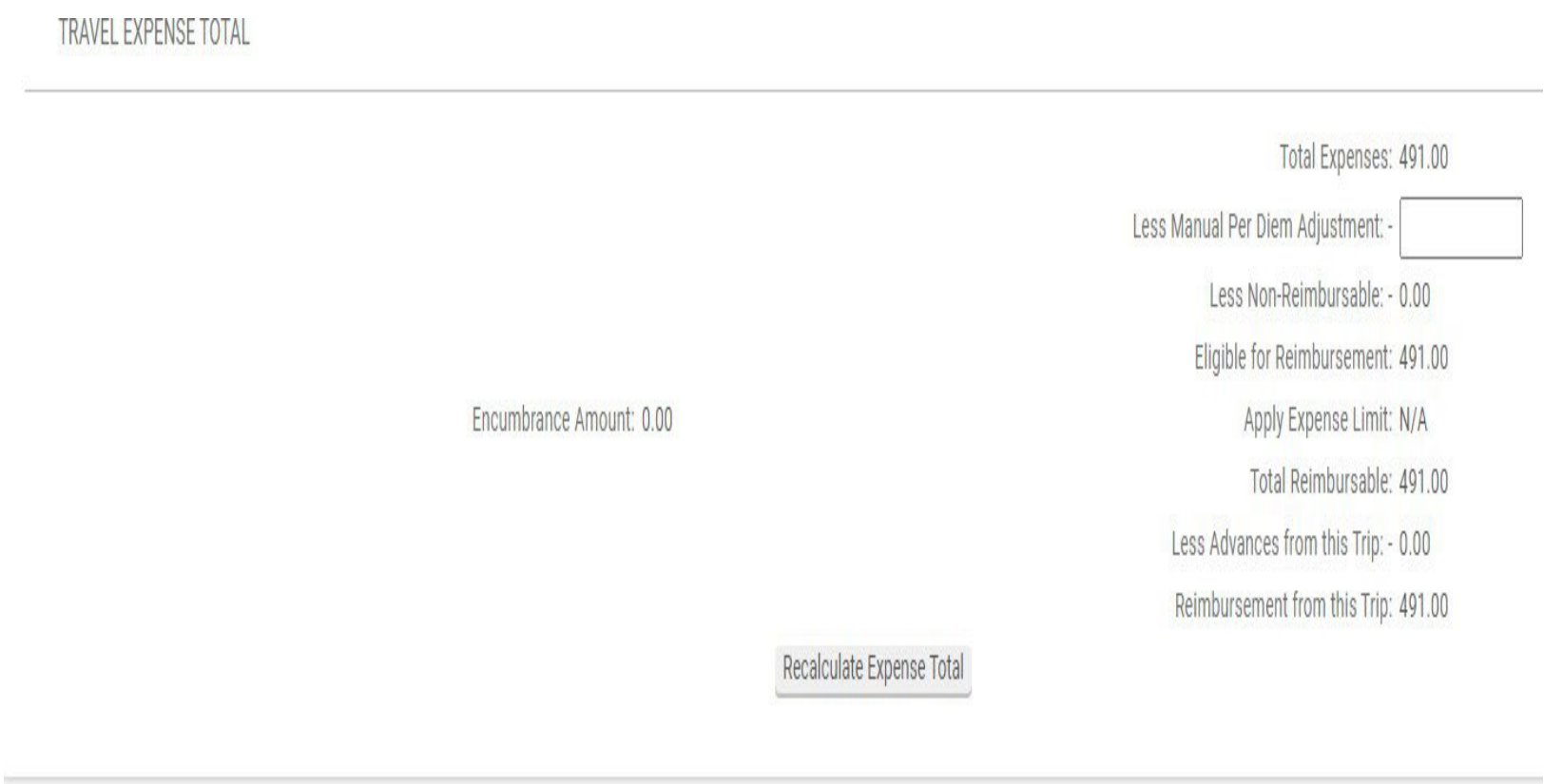


- Expense Type Drop Down Box very similar to our Adobe Drop Down Box

Travel Reimbursement

-step by step-

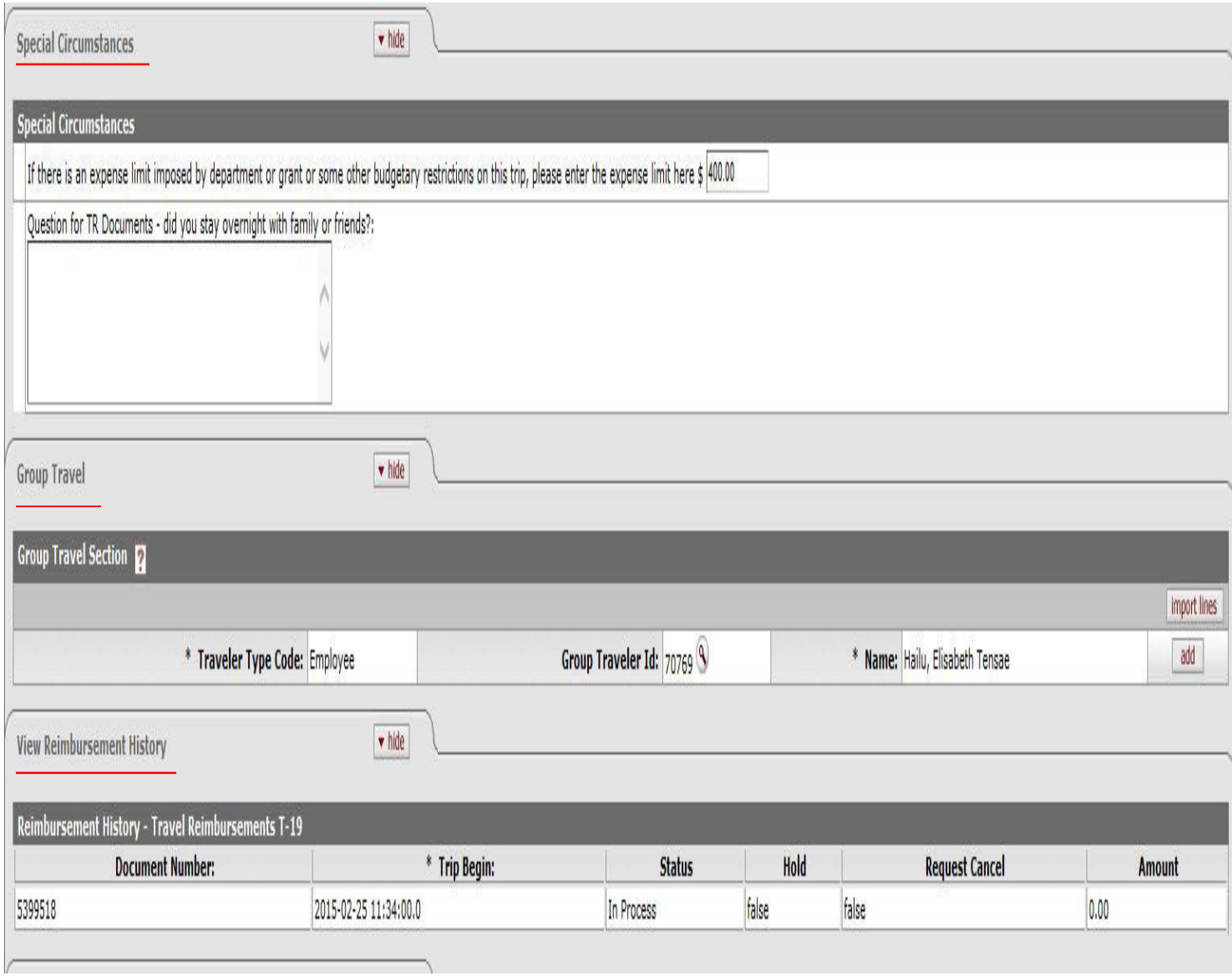
- **Travel Expense Total**
- Provides a summary of all the trip actual expenses
- Allows for Manual Per Diem Adjustments
- Apply Expense Limit is carried over from the Special Circumstances Tab
- Total can be recalculated as necessary by clicking “recalculate” button
- Encumbrance Amount is the amount that was encumbered on the TA, if created, and related to the travel reimbursement



Travel Reimbursement

-step by step-

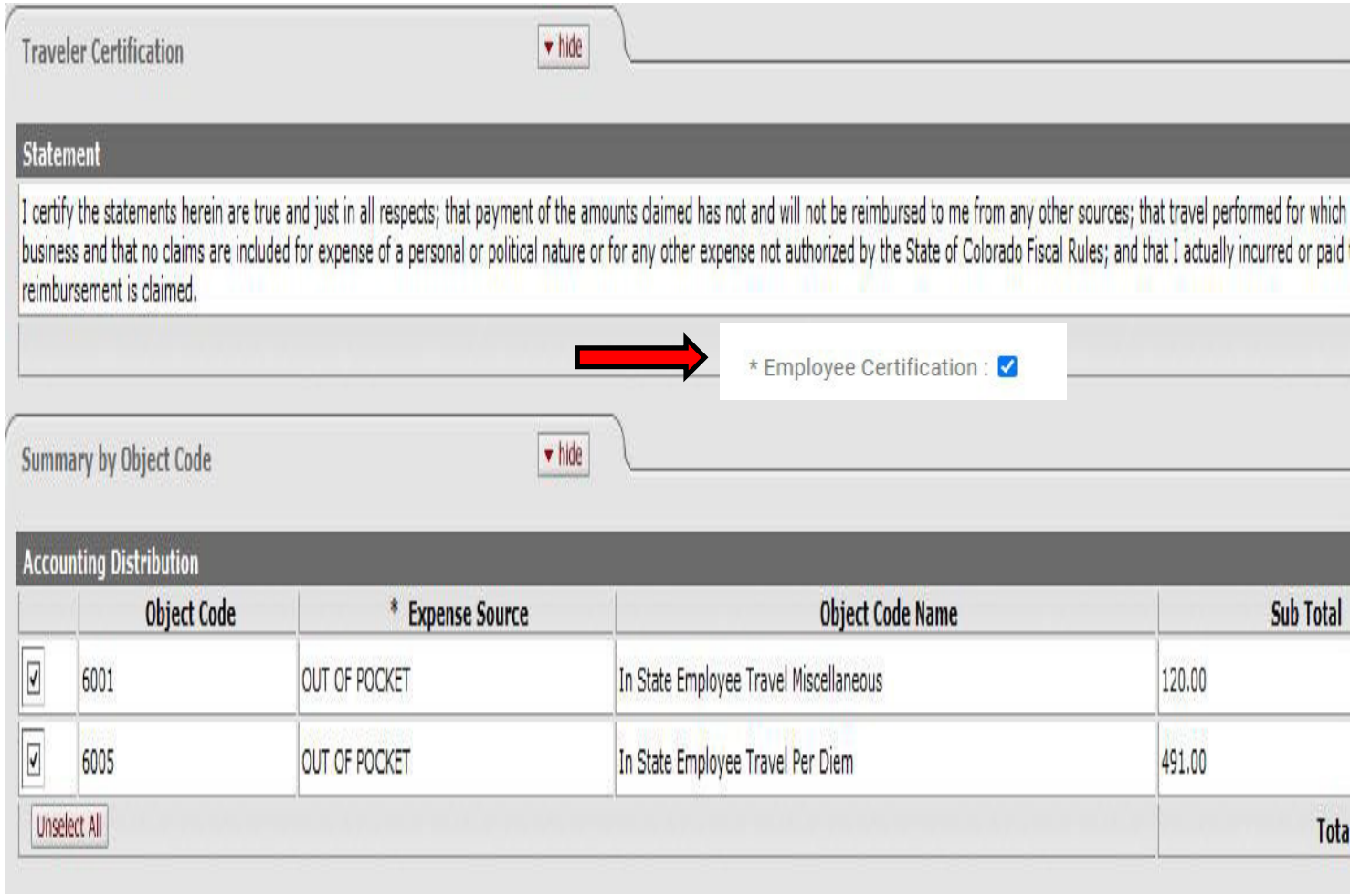
- **Special Circumstances Tab**
- Optional information such as dept. budget information and other misc. trip details
- If Budget restrictions are entered here the amount is carried to the Trip Expense Total Tab
- If lodging is entered in expense section and not per diem table, the justification for meals without lodging will be entered here
- **Group Travel Tab**
- Group Travelers can be added by using magnifying glass lookup and clicking add button
- **View Reimbursement History Tab**
- Shows reimbursement status (In Process in this case) and amount of reimbursement



Travel Reimbursement

-step by step-

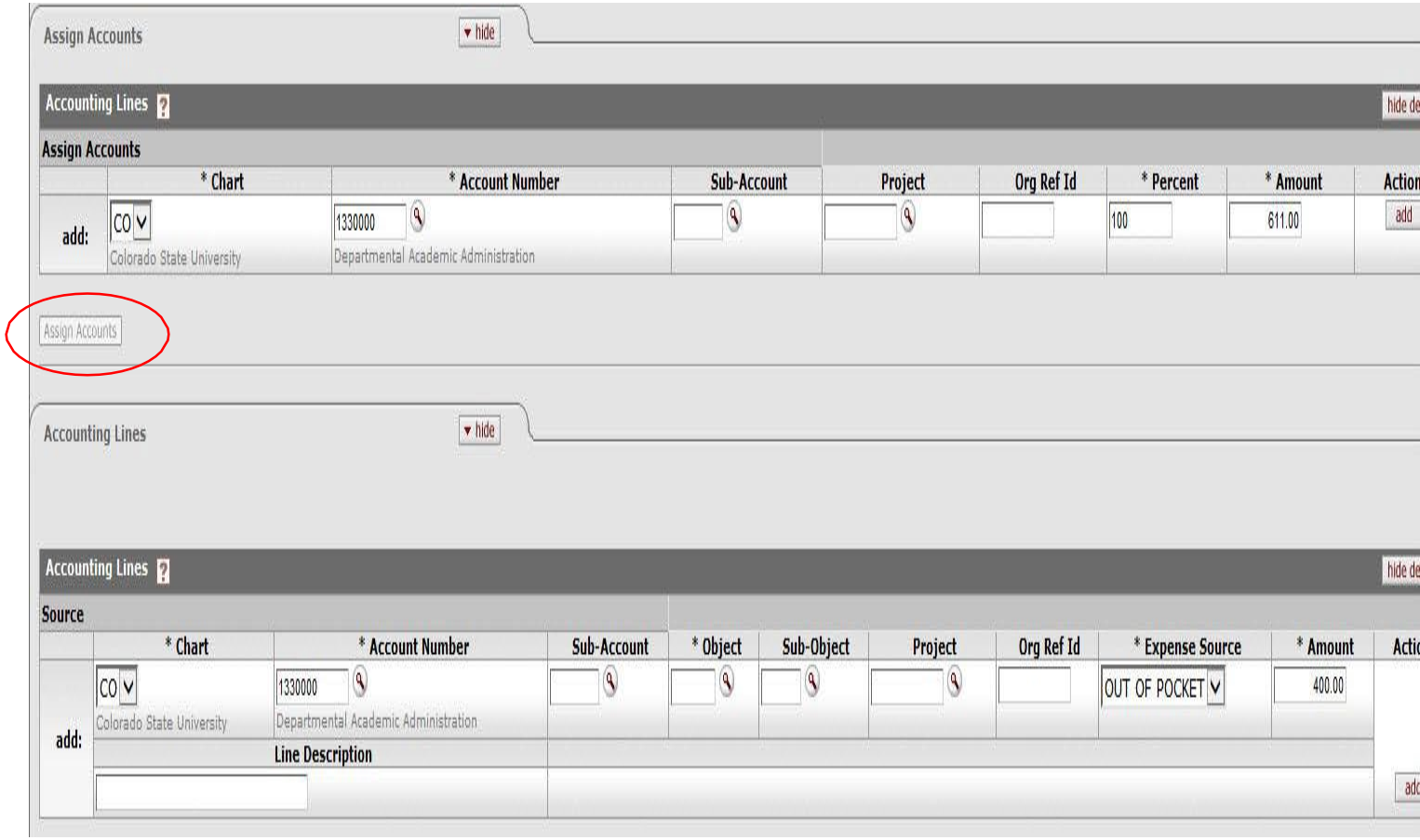
- **Traveler Certification Tab**
- When document is submitted the document will route to the traveler.
- Traveler will need to open the document from their action list and check the certification box **before** reimbursement will be issued, then click approve.
- **Summary by Object Code**
- Expenses will be grouped by amount and object code for the accounting distribution



Travel Reimbursement

-step by step-

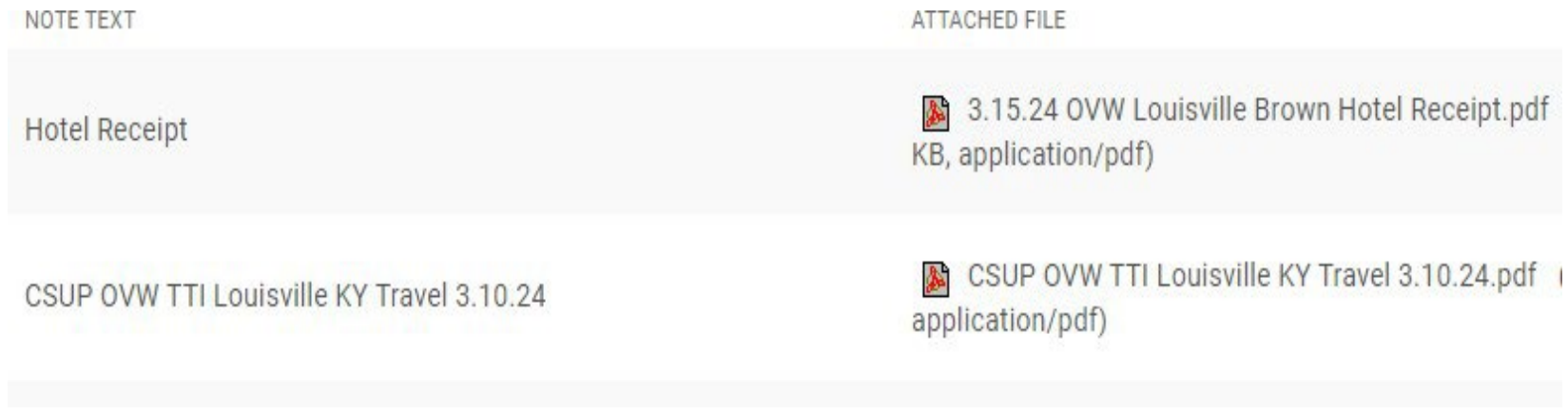
- **Assign Accounts Tab**
- All accounts to be used for reimbursement should be entered here
- All percent allocation will be applied to accounts based on object code in the Accounting Lines Tab
- Click “add” to add your accounts, and then click “Assign Accounts”
- **Accounting Lines Tab**
- All accounts will be added from the Assign Accounts Tab.



Travel Reimbursement

-step by step-

- **Payment Information Tab**
- Check Amount will auto populate
- Payment method to choose from drop down box is P- Check/ACH
- Wire Transfer and Foreign Draft – requires pre-approval contact Travel Services with questions
- Printed check instead of ACH deposit - mark Check Enclosure box
- Receipts attached in **<u>required</u>** PDF format in the Notes and Attachment box



Travel Reimbursement

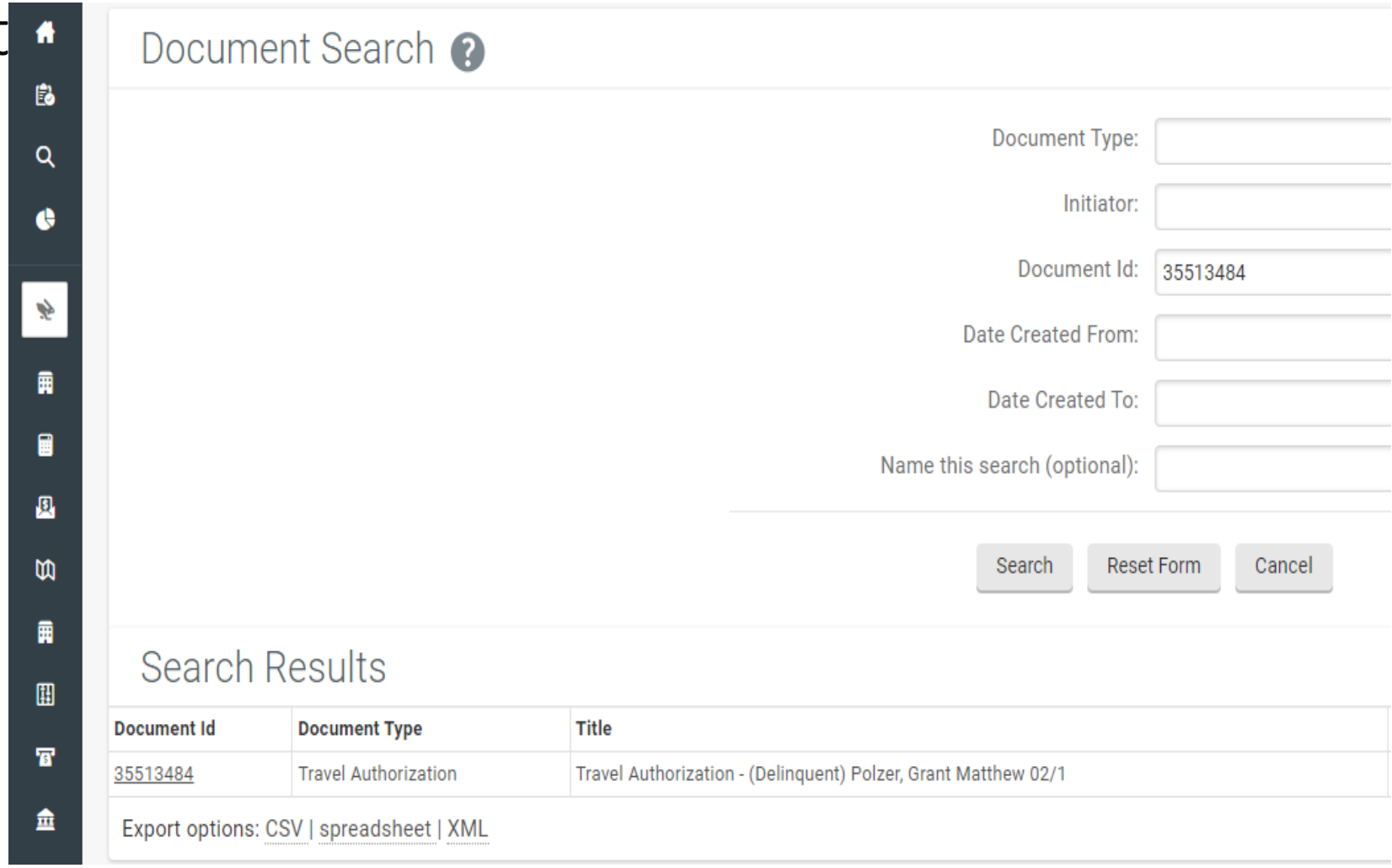
-step by step-

- **Create TR from Existing TA**

- Open TA document that has not been reimbursed by using doc search

- Enter document number in the document ID field

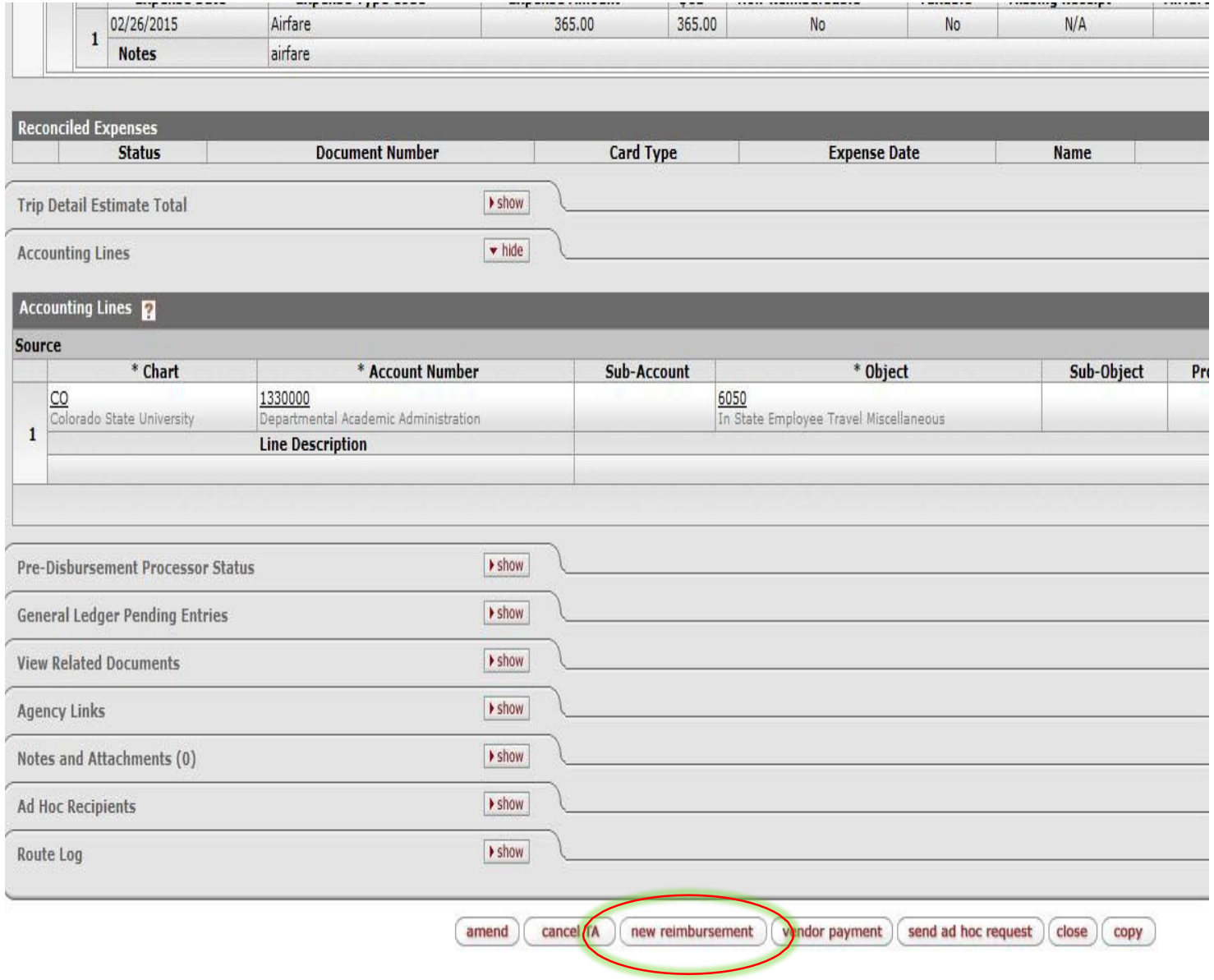
- Choose document under the Document ID field to Import into the TR



Travel Reimbursement

-step by step-

- **Create new TR document from existing TA**
- All information will auto populate
- At the bottom of the screen click on “new reimbursement” button to open TR document



Travel Reimbursement

-step by step-

- **Create new TR document from existing TA**
- A new TR document is created and auto filled from the TA document
- Document should be verified for accuracy
- Actual expenses changed to match receipts
- Follow steps above for assigning accounts, accounting lines, payment information, and receipt attachment