

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.

The screenshot shows the 'Document Overview' section of a travel authorization form. At the top right, a metadata table contains the following information:

Doc Nbr:	5419577	Status:	INITIATED
Initiator:	spillsbu@colostate.edu	Created:	01:44 PM 03/19/2015
TEM Doc #:	Not Available	TA Status:	In Process

Below this, the 'Document Overview' section includes a 'Description' field with the placeholder '(Description will be filled upon submit)'. To its right, the 'Explanation' field contains the text: 'Summer Leaming is traveling to Saratoga, WY to count cattle at BIC 3/25-3/27.' The 'Financial Document Detail' section shows a 'Bank Code' of '02 GENERAL DISBURSEMENTS' and a 'Total Amount' field.

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.

The screenshot displays the 'Traveler Section' of the 'Trip Overview' form. It contains the following fields:

- Traveler Lookup:
- * Traveler Type Code: Employee
- Principal Id: 66624
- First Name: SUMMER
- Address Lookup:
- Street Address Line1: 6003 CAMPUS DELIVERY
- City Name: FORT COLLINS
- Country Code: United States
- Email Address: SUMMER.LEAMING@COLOSTATE.EDU
- Liability Insurance:

On the right side, the following information is populated:

- Principal Name: sleaming@colostate.edu
- Last Name: LEAMING
- Street Address Line2:
- State Code: CO
- Zip Code: 80523
- Phone Number: 970-491-2801

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

The screenshot shows the 'TRIP INFORMATION SECTION' with the following fields:

- * Trip Type Code: Out of State
- * Trip Begin: 03/23/2015 12:52 PM
- * Trip End: 03/25/2015 12:52 PM
- Primary Destination: SARATOGA
- 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.

The screenshot shows the 'TRAVEL ADVANCE' tab with a yellow checkmark icon in the bottom right corner.

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	CO 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		1	Yes	No	No	N/A	125.00	delete	
Notes: Roundtrip Flight											
hide Estimated Expenses Details - Airfare - 1											
1	add:		0.00		Yes	No	N/A			add	
Notes:											
1	03/23/2015	Airfare	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	
hide	
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 <small>Colorado State University</small>	<input type="text"/>	<input type="text"/>	6050 <small>In State Employee Travel Miscellaneous</small>		<input type="text"/>	<input type="text"/>	0.00	
	Line Description <input type="text"/>								
1	CO <small>Colorado State University</small>	1356570 <small>Campus Services</small>	<input type="text"/>	6050 <small>In State Employee Travel Miscellaneous</small>		<input type="text"/>	<input type="text"/>	320.50	
	Line Description Kuali Days								
								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

* 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									
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
	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	

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.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
5419577	Travel Authorization	Travel Authorization - Leaming, Summer E 03/23/2015 SARATOGA	FINAL	Mercurio, Erin Pillsbury	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:														
hide 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								
	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
add:	CO					0	0.00	<input type="button" value="add"/>
1	CO Colorado State University	1356570 Campus Services				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										
Accounting Lines										
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO Colorado State University	1356570 Campus Services						OUT OF POCKET	0.00	<input type="button" value="add"/>
Line Description										
1	CO Colorado State University	1356570 Campus Services		6050 In State Employee Travel Miscellaneous				OUT OF POCKET	172.50	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
Line Description										
2	CO Colorado State University	1356570 Campus Services		6075 Out State Employee Travel Per Diem				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
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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: <input type="text"/>	<input type="text"/>	<input type="text"/>	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	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	<input type="text"/>	<input type="text"/>	<input type="text"/>		0	0.00	add
1 CO	1356570	<input type="text"/>	<input type="text"/>		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.