Kuali TEM Module

Part 1: Introduction to TEM

Colorado State University

Presented by Campus Services &
Travel Services

Business and Financial Services

To deliver efficient and effective business and financial services to our customers in support of the University's mission of education, research, public service and extension.

http://busfin.colostate.edu

Overview

- TEM Introduction
- TEM Travel Documents
- Route Log (Approval Process)
- Travel Examples
    - TEM Profile
    - Travel Arranger
    - Travel Reimbursement (TR)

TEM Definition

Travel

Entertainment

Moving

***Focus currently is on the Travel portion of the module

Benefits of the TEM Module

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Electronic Workflow

– Reduces amount of paper consumed

– Eliminates need for physical signatures

– Documents can be approved from anywhere with an internet connection (off campus instructions)

– Enables individuals to better track travel documents (route log)

– No paperwork lost in transit

Benefits of the TEM Module

Financially Integrated

– Capability to enter account information and object codes directly into Kuali

– Ability to have accounts encumber future travel expenses

– Currency conversion helps with International travel currency calculations

– Assigns accounts to travel documents by information retained in the traveler's TEM Profile

TEM Travel Documents

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- **TEM Profile**
- **Travel Arranger**
- **Travel Authorization (TA)**
- **Travel Reimbursement (TR)**

TEM Travel Documents

TEM Profile – Traveler Profile in the Kuali TEM Module

- A TEM Profile will need to be completed for every traveler <u>prior</u> to travel documents being created

- Collects needed information about the traveler (name, emergency contact, default account information, etc.)

- Travel Arrangers (individuals who prepare travel documents for a traveler) can be added to a traveler's TEM profile

- Traveler's profile information will pull automatically into travel documents

TEM Travel Documents

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TEM Profile

- TEM Profiles can be created one of 3 ways
  - Traveler may create their own profile: "Create My Profile"
  - Travel Arranger may create profile for employees: "Create New from KIM"
  - Travel Arranger may create profile for non-employees: "Create New From Customer"

Reference our FAQ guide located at
http://busfin.colostate.edu/Forms/Travel/FAQs.pdf#zoom=100
for setting up non-employees or for other questions

TEM Travel Documents

TEM Profile Lookup ?

create my profile | create new from kim | create new from customer

* required fiel

KIM Principal Name:	🔍
AR Customer Id:	🔍
First Name:	
Last Name:	
Traveler Type Code:	▼
Primary Department Code:	
Chart Code:	▼ 🔍
Account Number:	🔍
Return Only my Travelers?:	○ Yes ○ No ● Both
Active:	● Yes ○ No ○ Both

search   clear   cancel

TEM Travel Documents

Are you creating TEM Profiles and Travel Documents for your department?

– Complete the TEM Arranger Application form located at http://busfin.colostate.edu/Forms/Travel/fmTEMApplication.pdf#zoom=100 Send completed forms to Financial System Services, 6003 Campus Delivery

– After form processes you will have access to create departmental travel documents

– Please note that if an employee assignment ends with a department, TEM access will no longer be available to employee.

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Travel Arranger Document

- Benefits of Travel Arranger Document:
  - Allows Travel Arrangers to process travel across departments
  - Allows department personnel to process travel when designated travel arrangers are out of the office

- A Travel Arranger may be added to a TEM profile one of 2 ways:
  - **TEM profile create/edit:** this is the most efficient method for updating a profile
  - **Travel Arranger document:** this method requires a routing (approval) process that requires approval from traveler, thus is slower. Only use Travel Arranger documents when you do not have access to create/edit a TEM profile.

TEM Profile and Travel Arranger Examples

– **You have been asked to set up your TEM profile. Try completing this within the training environment.**

- Complete all fields marked with a * EXCEPT for the Administrator section of the document
- Birthdate will be 1/1/1900 – actual birthdates are NOT used within TEM profiles
- Account Number is not required but recommended

– **You have been asked to set up a TEM profile for a traveler in your department. Try completing this within the training environment.**

- Complete all fields marked with a * EXCEPT for the Administrator section of the document
- Birthdate will be 1/1/1900 (faculty/staff) or 1/1/1915 (student) – actual birthdates are NOT used within TEM profiles
- Account Number is not required but recommended
- Add your name under the "Arrangers" section of the profile. This will give you travel arranger access.

– **You have been asked to set up a TEM profile for a traveler not in your department. Complete a Travel Arranger document within the training environment.**

Did you look at the route log?

TEM Profile Document

– TEM Profile create/edits will finalize <u>automatically</u> in the system. No need to wait! If you set up a profile for a traveler, they will receive an FYI in their Action List stating their travel profile has been set up

Travel Arranger Document

– Travel Arranger documents will route to a traveler for approval. Document is final after approved by traveler. When the document is final the individual requesting travel arranger access will have access to the traveler's TEM profile.

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Travel Authorization (TA)

– Travel Authorization (TA) documents are completed prior to a trip taking place. TA documents include the name of traveler, estimated travel dates and estimated costs.

– Travel Authorization documents are required for:
  • In State Travel that includes Ghost Card purchases
  • Out of State Travel
  • International Travel
  • All Travel Advances
  • All No Cost trips (note you cannot submit a $0.00 trip, you will need to recognize a Travel Authorization for $0.01)

– Travel Authorization documents are NOT required for:
  • General In State Travel (cannot include Ghost Card Purchases or Travel Advances)

TEM Travel Documents

Travel Reimbursement (TR)

– Travel Reimbursement (TR) documents are completed after a trip has taken place and receipts have been received.

– The TR document can be created by:
  • Pulling a Finalized Travel Authorization (TA) in Kuali and creating a "new reimbursement" off of that TA document
  • Travel Reimbursement (TR) document in the system. This can only be done for general In State Travel (cannot include Ghost Card Purchases or Travel Advances)

Let's practice preparing an In State Travel Reimbursement

– **Complete TR Example #1 of Example Handout**

- In-State travel does not require a Travel Authorization (TA) unless there is Ghostcard airfare or a travel advance

- **Do not submit the document yet!** Lets "save" the document and look at the route log

Did you look at the route log? Colorado State University

TR Document for In-State Travel w/ no airfare or advance

- Travel Arranger prepares document and the general system routing includes:

    – Routes to traveler for approval
    – Routes to Fiscal Officer for approval
    – Routes to Travel Department for processing

Department Higher Authority

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Department Higher Authority:
Departmental travel approver

- – Department Higher Authority's (DHA's) will need added to the route log if they are not already listed to approve

- – To add a Department Higher Authority (DHA) approval:
  - • Attach an email approval under the notes/attachments section of document or "ad hoc" approve the DHA. This only needs to be done one time for each trip (either on the TA or on the TR)

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Part 1 – What we have learned

– New terminology, functionality, and acronyms for our new travel documents

– How to prepare TEM Profiles, Travel Arranger documents, and how to process an In-State travel reimbursement

– How to use the route log to monitor travel documents for approvals

– How to request access to TEM using the TEM Arranger Application

– How to ad hoc the DHA for travel approval

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Part 2 – What we will cover

- – Travel advances

- – How to prepare Travel Authorizations for Out-of-State travel

- – How to issue reimbursements from Travel Authorization documents using the Travel Reimbursement document

- – How to make sure Travel Authorizations are closed so that encumbrances are relieved

Part 3 – What we will cover

- International Travel

- Risk Management and the International Approval Process

- Group Travel

- How to use OANDA and the Currency Converter for our Expenses

All TEM Questions please send through email to BFS TEM Users Questions:

bfs_tem_users_questions@Mail.colostate.edu

Travel Policy Questions:
Terri Bedan: 491-6021
Rose Perez: 491-1362
Chris DeMint: 491-2291

Kuali Help (non TEM) or Business/Financial Questions:
Contact your Campus Services Representative