Kuali TEM Module

Part 2:

Out-of-State Travel Authorizations, Advances, Out-of-State Reimbursements

Presented by Campus Services &
Travel Services

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- **Part 1 – What we have learned**
  - Terminology, functionality, and acronyms for TEM travel documents
  - How to prepare TEM Profiles, Travel Arranger documents, and how to process an In-State travel reimbursement
  - How to look up documents and use the route log to monitor travel documents for approvals

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- **Part 2 – What we will learn**
  - 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

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- **What we will go over today:**
  - Travel Authorization (TA) Documents
  - Travel Reimbursement (TR) Documents

TEM Travel Documents

Travel Authorization (TA)

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

– Travel Authorization documents are required for:
  • In State Travel that includes Ghost Card purchases (Non-Employees visiting campus)
  • 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)
  • In State Travel where there is not a blanket authorization in place

– Travel Authorization documents are NOT required for:
  • General In State Travel (cannot include Ghost Card Purchases or Travel Advances) where a blanket travel authorization is in place

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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

- Creating a 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) where a blanket travel authorization is in place

Travel Advances

– Advances cannot be issued until 10 days before travel begin date. This is in line with the current travel advance policy

– Travel advances are issued through PDP. This means that the funds will be received by the traveler in the form of a direct deposit

– Students are the only non-employees that can receive an advance. Travel Arranger will approve this in the TA document

– Travel documents may be submitted earlier than the ten day window. For example the travel date is two months from now, the TA w/advance can be submitted, travel will adjust the PDP date so that the direct deposit initiates 10 days before trip begin date.

– For more travel advance policies visit the Travel website: http://busfin.colostate.edu/Depts/TravelSvcs.aspx

Approval Process

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Travel Document Route Log

- Travel Arranger prepares document and the general system routing includes:
  - Routes to traveler for approval – Document routes to traveler when they receive funds. This includes any TA with an advance and all TR documents
  - Routes to Fiscal Officer for approval
  - Routes to Travel Department for processing

- Are we missing anything?
  - **Don't forget your Department Higher Authority (DHA) approver. This step is easy to forget!**

Department Higher Authority

Department Higher Authority: Departmental travel approver

– Department Higher Authority's (DHA's) will need to be added to the route log if they are not already listed to approve
  • DHA may already be listed if they are also fiscal officer on account. Please add note to the document so that travel does not look for ad hoc approver.

– Adding a Department Higher Authority (DHA) approval can be done a couple different ways:
  • Attach an email under the notes/attachments section of the document
  • Ad hoc approve the DHA. This needs to be done one time for each trip (unless the TA is amended):
    – If you are completing a TA and TR ad hoc the DHA on the TA
    – If the TA is amended, it needs to ad hoc to the DHA again for approval
    – If you are completing only a TR (in state only) ad hoc the DHA on the TR

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- **Lets practice Travel Authorization (TA) Documents**
  - Complete TA Example #1 on Page 1 of handout

- **Let's practice Travel Reimbursement (TR) Documents**
  - Complete TR Example #1 on Page 8 in the handout
    - Notice that the TR actual expenses are less than the TA estimates
    - We will need to close the TA to relieve the encumbrances that were established on the TA document

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- **Let's practice Travel Authorization (TA) Documents**
  - Complete TA Example #2 on page 5 in the handout
    - Estimated expenses should match actual expenses
    - All encumbrances should be relieved

- **Let's practice Travel Reimbursement (TR) Documents**
  - Complete TR Example #2 on page 13 in the handout

Did you look at the route log?

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- **TA Document for Out-of-State travel with advance**
  - Travel Arranger prepares and submits document
  - Travel Arranger needs to remember to ad hoc approve DHA
  - Document will route to traveler for advance approval
  - After traveler has approved the document, it is routed to fiscal officer for approval
  - Document is then routed to travel department for processing

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- **TR Document for Out-of-State travel with advance**
  - Travel Arranger creates document from TA
  - Document will route to traveler for approval
  - After traveler has approved the document, it is routed to fiscal officer for approval
  - Document is then routed to travel department for processing

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- **Part 3 – What we will cover**
  - International travel
  - Group Travel

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

Grant Polzer: 491-2040

Kuali Help (non TEM) or Business/Financial Questions:

Contact your Campus Services Representative