

Travel Arranger

-step by step-

- **Allows Arranger to add and remove travelers**
- Authority can be delegated to prepare TA and TR documents
- Travelers can be assigned or removed by Arranger
- **Located on Main Menu**
 - Transactions
 - Travel => Travel Arranger

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Main Menu Maintenance Administration

action list doc search

Message Of The Day
This is the Qual1 Environment Cloned from Prod on 01/1

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

Purchasing/Accounts Payable

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

Travel

- [Entertainment Reimbursement](#)
- [Moving and Relocation Reimbursement](#)
- [Travel Arranger](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)

Travel Arranger

-step by step-

- **Document Overview**

- Information in the Description and Explanation Field should be entered.

- **Traveler Section**

- Magnifying glass can be used for traveler lookup.
 - This will redirect to the TEM Profile screen and will import all necessary traveler information.

- **Edit Request**

- By checking applicable boxes, authority can be delegated to Arranger to:
 - Resign as arranger for traveler
 - Request to become arranger for TA, TR documents or both by selecting Primary Arranger box

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Logged in User: gpolzer@co

Travel Arranger ? Backdoor Id lsnowhit@colostate.edu is in use

Document Overview

Document Overview

* Description: [text input]

Organization Document Number: [text input]

Traveler Section

Traveler

Traveler Lookup: [text input with magnifying glass icon]

Edit Request

Edit Request

Notification to resign from arranger:

Request to become an arranger:

Please delegate authority to initiate the travel authorization for your trip.

Please delegate authority to initiate the travel Reimbursement, Entertainment and Relocation documents for your trip.

Primary Arranger

Ad Hoc Recipients

Route Log

submit save close cancel