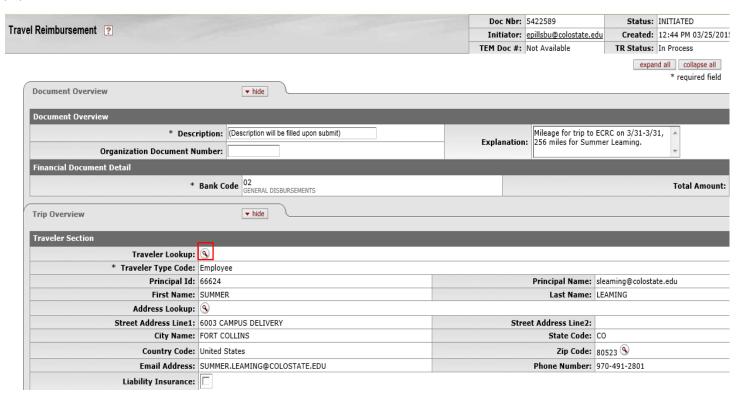
Travel Reimbursement Example 1:

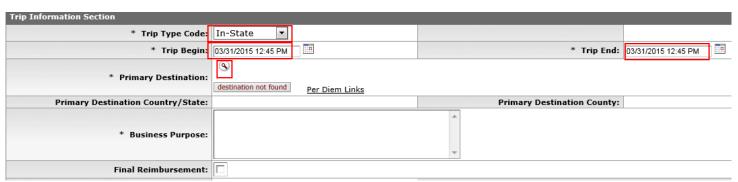
A person in your department traveled to Akron, Colorado to perform an inventory count on the cows at the Eastern Colorado Research Center (ECRC). They left on March 31st, and returned on March 31st. They need to be reimbursed for roundtrip mileage to ECRC. It is 256 miles roundtrip.

Since this is instate travel with no travel advance, you do not fill out the TA, but go directly to the TR. So click on "Travel Reimbursement."

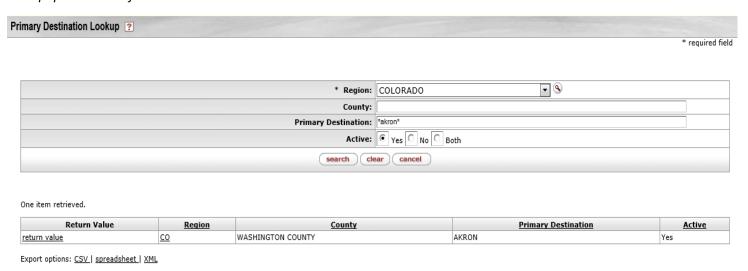
The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In this example "Mileage for trip to ECRC on 3/31 of 256 miles for Summer Leaming." Then click the magnifying glass next to Traveler Lookup to find the Traveler. When you find them click "return value" and their information will autopopulate.



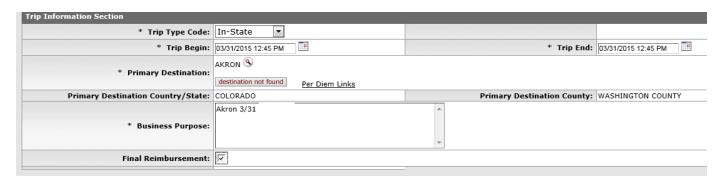
In the Trip Information section select "In-State" for Trip Type code, and select 3/31/15 as the Trip Begin and End dates. For Primary Destination click the Magnifying glass.



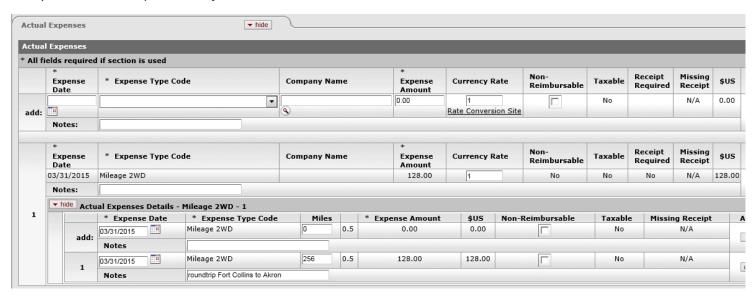
By clicking the magnifying glass it takes you to the Primary Destination Lookup. Region must be selected. Choose "Colorado" and in Primary Destination enter "*Akron*" and click search. Click "return value" next to the one we want to use and it will auto-populate are information.



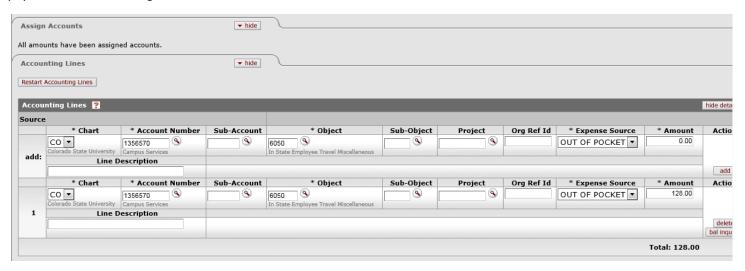
For business purpose put location and trip return date. This will populate on the check stub, so keep it brief, and select Final Reimbursement.



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.



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.



In the Payment Information select "ACH/Check." Since this is an in-state travel reimbursement and a TA was not done, the Department Higher Authority must be ad hoc for their approval. Then select "calculate" and then "submit" at the bottom.

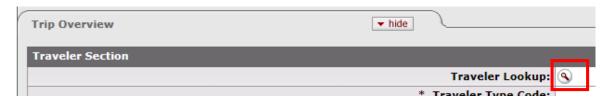
Travel Reimbursement Example #2

A person in your department attended a conference in Steamboat Springs, CO from October 10th – October 12th, and needs to be reimbursed \$120.00/night for hotel, 160 miles each way (or 320 miles roundtrip), \$10 for parking and per diem. However, dinner on the first night was included. There is a blanket authorization in place, so only a TR needs to be completed because it is in-state travel.

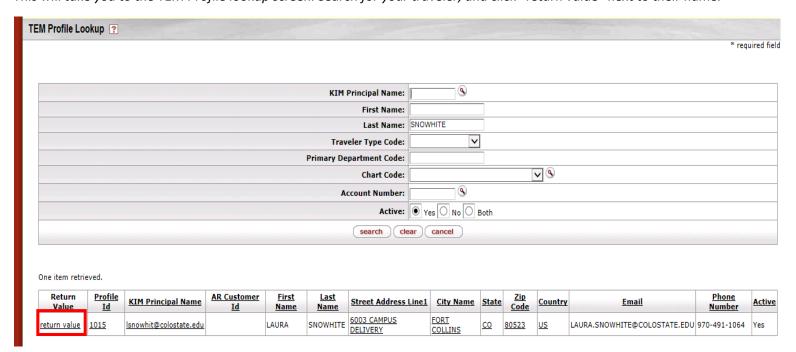
The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In this example Laura Snowhite traveled to Steamboat Springs, Colorado 10/10-10/12 for the annual administrative assistants' conference. This information helps travel know why the person is traveling.



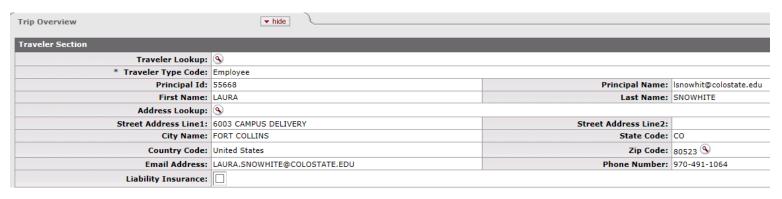
In the trip overview section click the magnifying glass next to the Traveler's Lookup.



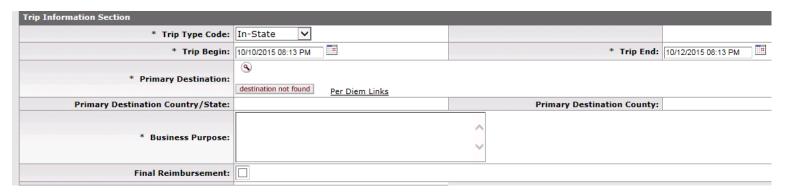
This will take you to the TEM Profile lookup screen. Search for your traveler, and click "return value" next to their name.



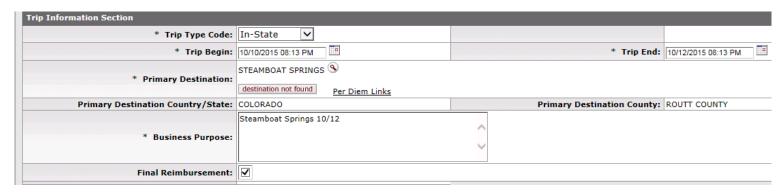
That will populate the traveler information.



In the Trip Information Section select "In-State", the trip begin and trip end dates, and click the magnifying glass next to primary destination to select Steamboat Spring. In the business purpose section put trip location and return date.



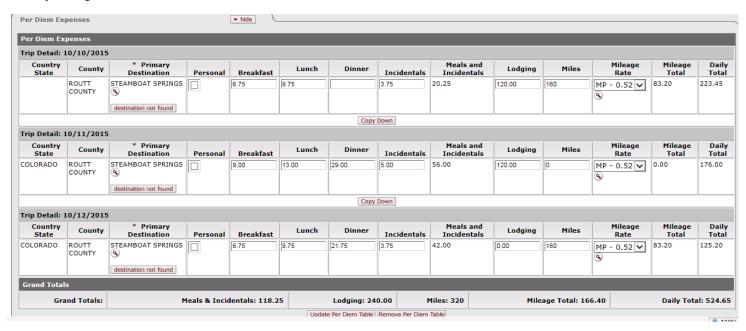
See below for completed Trip Information Section.



To calculate per diem, click on "create per diem table".



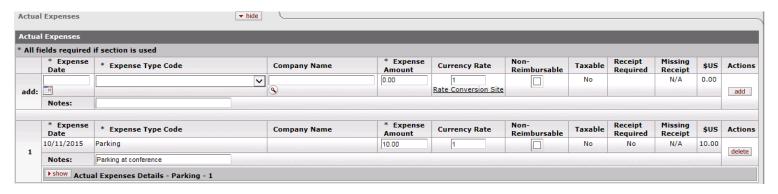
When the per diem table creates, input the \$120 each night for hotel, 160 miles on the first and last day, and delete dinner on the first night.



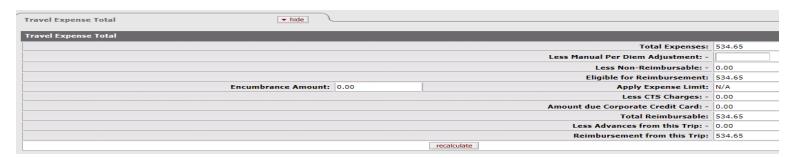
Now we will need to enter \$10 for parking the expense section, and click add.



If the actual expenses section doesn't show it is not required to complete. In this example it doesn't open so it does not need to be completed.

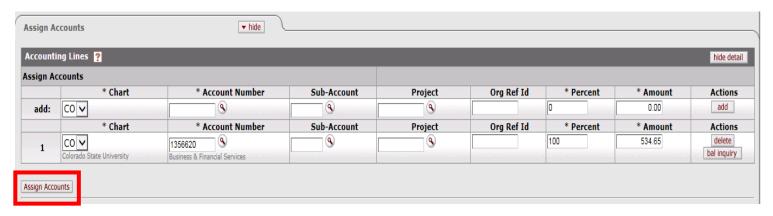


The Travel Expense Section gives you a summary of expenses and reimbursable expenses.

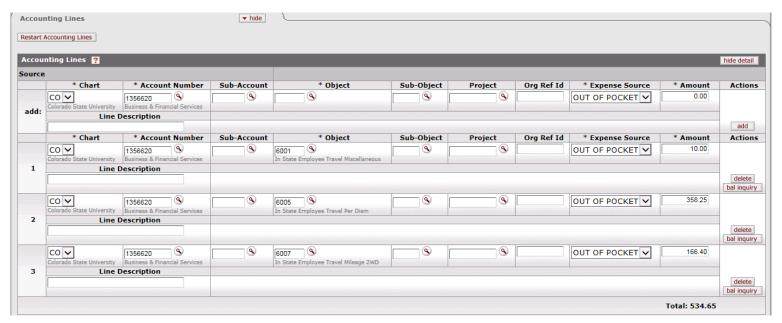


The Travel Certification section is checked and approved by the traveler after the document is submitted, unless it is an AR Customer, then the arranger would check the box.

In the Assign Accounts section ensure you have the correct account and click add. After you click add click "assign accounts". This populates the accounting lines section. NEVER fill out the accounting lines section, only do the assign accounts section.



Below is the accounting lines section completed by using assign accounts above. DO NOT EDIT THIS SECTION. If you add or delete more expenses after assigning accounts, to restart the process simply click the "restart accounting lines" button.



For Payment Method click "Check/ACH".



Add receipts to the notes and attachments section. If the DHA needs to approve ad hoc for approval. If not you can simply submit and it will route to the traveler, fiscal officer and travel office for approval.