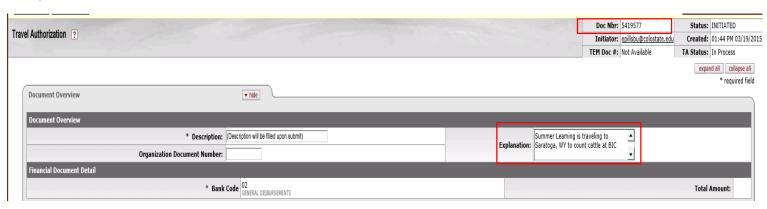
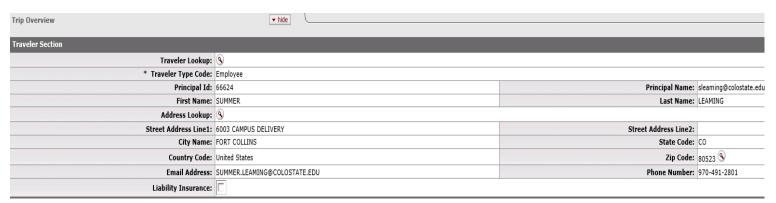
Travel Authorization Example 1:

A person in your department is traveling to Saratoga, Wyoming to count cattle at the Beef Improvement Center (BIC) leaving March 15th and returning March 17th. 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.

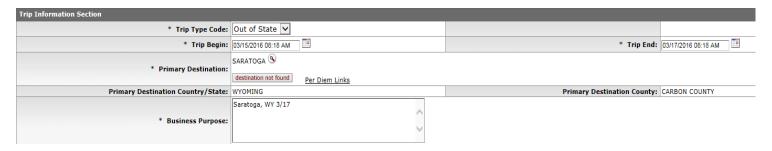
Document overview: enter an explanation for the travel. Also, make a note of your Doc Nbr as this will be needed for the TR example.



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.



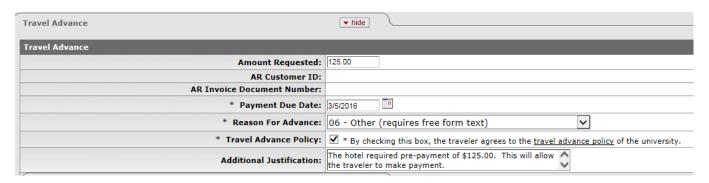
Trip Overview – Trip Information Section: Select trip type as out of state, select the trip dates of 3/15-3/17. Next to primary destination click on the magnifying glass to search for your city. You must select region, and then enter the name of the city you need. If your city does not appear, select the county the city is located in.



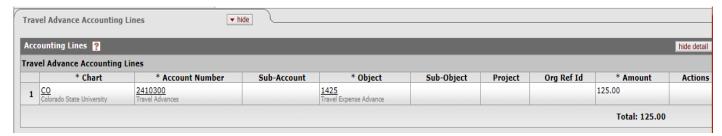
Travel Advance: To enter the \$125 Travel Advance, click the "show" button on the Travel Advance Tab.



Once you click show you will input the information required.



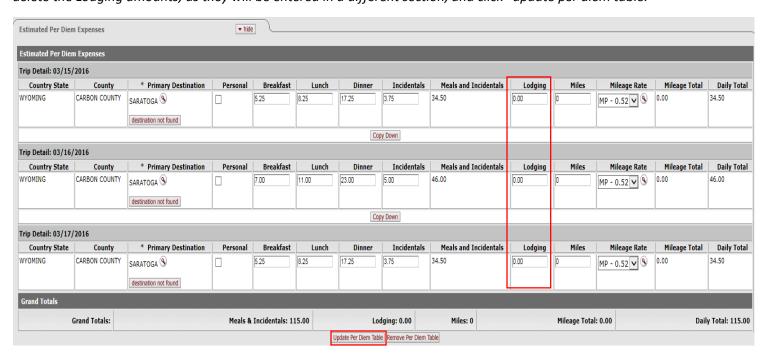
Travel Advance Accounting Lines: You do not need to enter anything. This will default to the Travel advance account number. Make sure under payment method (section below Travel Advance Accounting Lines) to click a Payment Method of P-Check/ACH



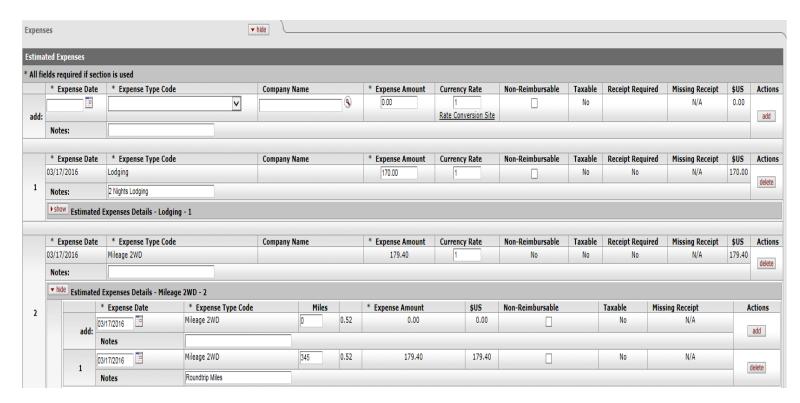
Estimated Per Diem Expenses: Click on the "Create Per Diem" button to populate the per diem amounts.



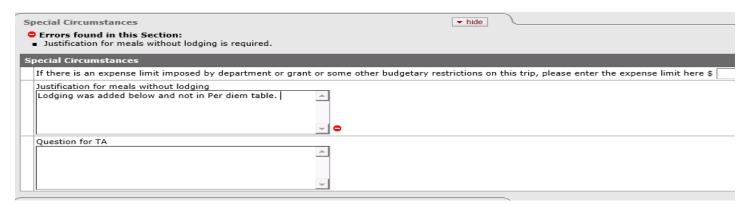
Per Diem amounts can be deleted, or reduced but not increased (changing the amount to something else). In this example, delete the Lodging amounts, as they will be entered in a different section, and click "update per diem table."



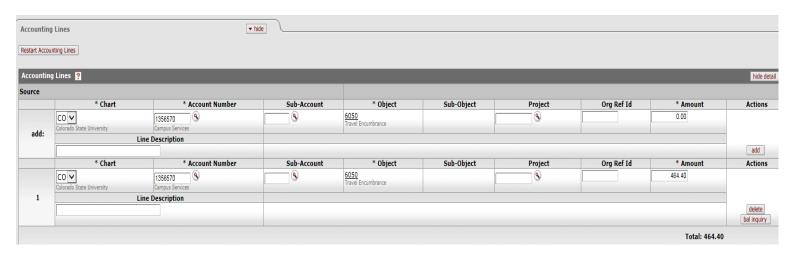
Expenses: In this section you will add the lodging estimated at \$170, and mileage of 345. Once you click add more items to complete populate. This is where you will then be able to add the 345 miles.



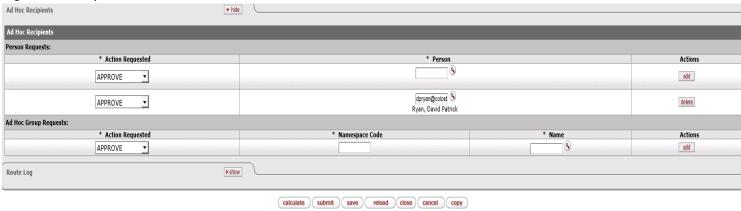
By entering the lodging in this section and not the per diem section, you will need to justify meals without lodging in the Special Circumstances tab.



Accounting Lines: This expense will be charged to account 1356570. So if the account number is not entered, enter it in this section and click "add". The account number populates based on the account number in the TEM profile. If one was not entered this will be blank.



This also needs to be approved by the Department Higher Authority. So in the Ad Hoc Recipients ad hoc the Department Higher Authority and then hit submit.



Make sure to note your document number so you can use it in the TR example.

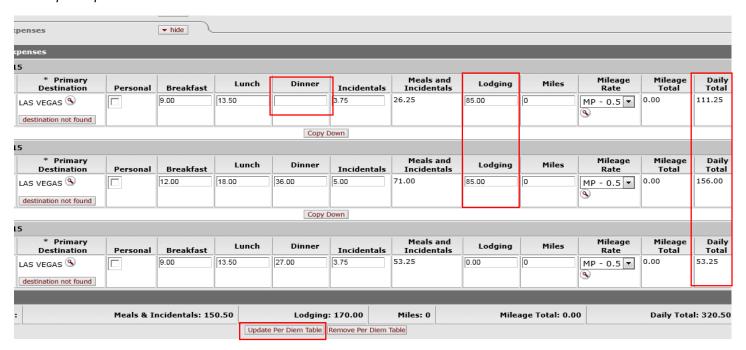
Travel Authorization Example 2:

A person in your department is traveling to Las Vegas, Nevada for a conference leaving March 20th and returning March 22nd. 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 20th is included), all other meals are not.

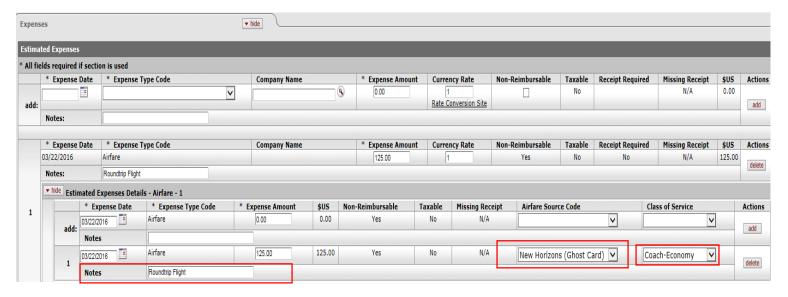
Based on the above information fill out the document overview and the Trip Overview. For step by step instructions on this part see Travel Authorization Example 1. Also make note of your document number as you will need it for the TR example.

* Description: (Description will be filled upon submit) Organization Document Number:			rlti	Grant Polzer is traveling to Las V		egas 🔨
			Explanation:	Nevada for Kuali Days		V
Financial Document Detail						
	Bank Code 02 GENERAL DISBURSEMENTS					
Trip Overview	▼ hide					
Traveler Section						
Traveler Lookup:	®					
* Traveler Type Code:	Employee					
Principal Id:	61802		Principal Name:			state.edu
First Name:				Last Name:	POLZER	
Address Lookup:	<u> </u>					
	6003 CAMPUS DELIVERY		Street Address Line2:			
	FORT COLLINS			State Code:		
Country Code:				Zip Code:	80523 🌯	
Email Address:	GRANT.POLZER@COLOSTATE.EDU			Phone Number:	970-491-414	8
Liability Insurance:						
Trip Information Section						
* Trip Type Code	Out of State V					
* Trip Begin	03/20/2016 09:10 AM			* Trip End: 02/22/2016 0	9:10 AM	
* Primary Destination	LAS VEGAS S destination not found Per Diem Links					
Primary Destination Country/State	: NEVADA		Primary Destina	tion County: CLARK COU	NTY	
* Business Purpose	Las Vegas 3/22/16 :					

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".



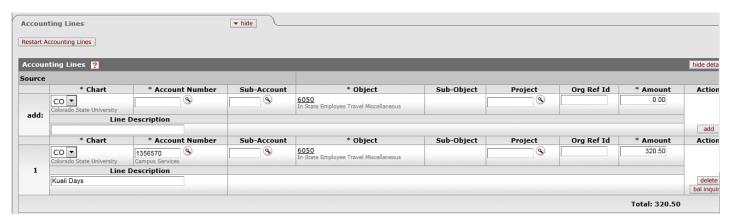
Expenses: In this section we need to add the \$125 in airfare booked through New Horizons, and check Non-Reimbursable as it is done through GhostCard and click add. Once you click add more items to complete populate. In the new section you will need to add the Airfare Source Code and the Class of Service and notes and click Add. You must add something in the Notes field to avoid an error when you submit the document.



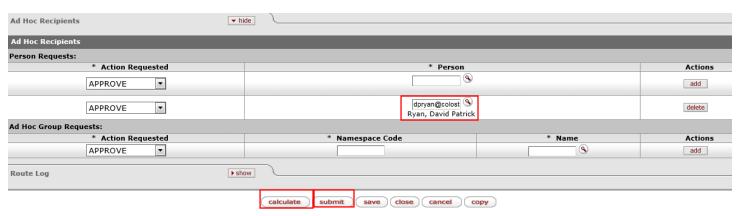
Trip Detail Estimate Total: Auto-populates based on information in Per Diem Tab and Expense Tab.

Trip Detail Estimate Total	
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.



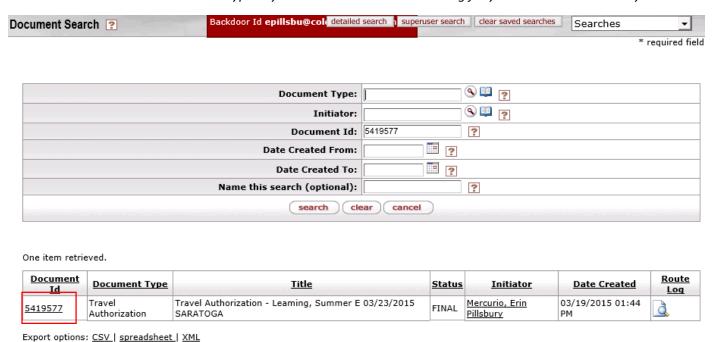
The Department Higher Authority needs to be ad hoc for approval. So add him and once added click the calculate button at the bottom and then submit. Make sure to write down your document number. This example is 5419980.



Travel Reimbursement Example 1:

The person in your department returned from their trip to Saratoga, Wyoming to count cattle at the Beef Improvement Center (BIC) from March 15th to March 17th. Lodging ended up being \$154.00. The round trip mileage was 345 miles. No meals were provided. Complete a document search to locate your TA document you created in TA example 1 and select "new reimbursement" from the bottom of the document to populate 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. You also can type in your initiator ID in and searching for your documents that way.



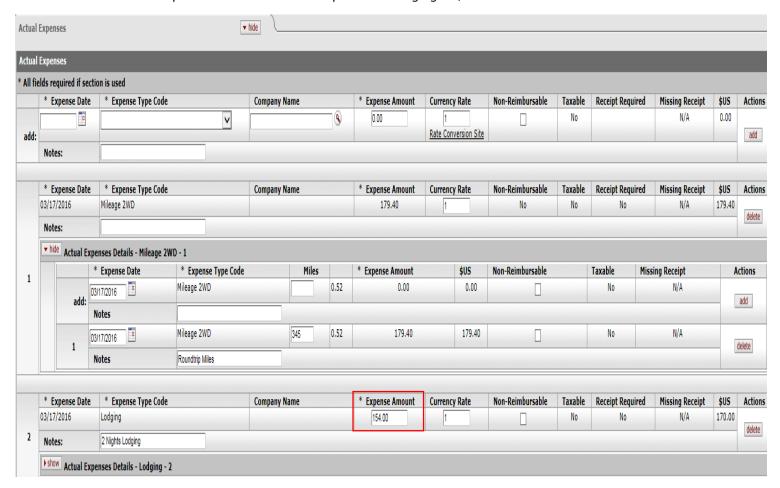
When you open the document, scroll to the bottom and click on the "new reimbursement" button at the bottom. This will create the Travel Reimbursement (TR) document.

Since this is the Final Reimbursement (no more costs anticipated to come through), check the Final Reimbursement box.

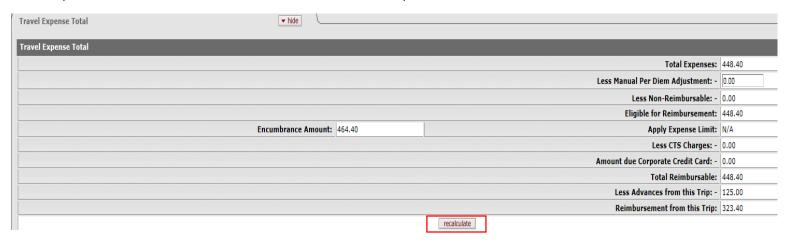
Note: See end of this example on how to close out a TA if Final Reimbursement was not checked, how to close out the TA to reverse the remaining encumbrances.

Document Overview						
* Des	(Description: (Description will be filled upon submit)		Conlanation	Summer has returned fro Saratoga. Completing Ti	om her trip to	
Organization Document	Number: T-5832		Explanation:	reimbursement.	CTOT IIIIai	
Financial Document Detail						
	* Bank Code 02 GENERAL DISBURSEMENTS					
Trip Overview	▼hide					
Traveler Section						
* Traveler Type Code:	Employee					
Principal Id:			Principal Name:		sleaming@colostate.edu	
First Name:		1111		Last Name:	LEAMING	
Address Lookup:						
Street Address Line1:			Street Address Line2:			
	FORT COLLINS			State Code:	_	
Country Code:				Zip Code:		
	SUMMER.LEAMING@COLOSTATE.EDU			Phone Number:	970-491-2801	
Liability Insurance:						
Trip Information Section						
* Trip Type Co	de: Out of State V					
* Trip Beg	in: 03/15/2016 08:18 AM			* Trip End: 03/17/2016	08:18 AM	
* Primary Destinati	SARATOGA 🛇					
Primary Destination	destination not found Per Diem Links					
Primary Destination Country/Sta	te: WYOMING	e vev in an e restantis	Primary Destina	tion County: CARBON C	OUNTY	
	Saratoga, WY 3/17					
* Business Purpo	ζρ.					
business Fulpo	V					
Final Reimhurseme	nt· 🗸					

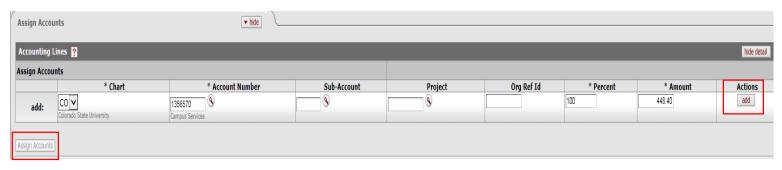
In the Actual Expense section we need to update the lodging to \$154.



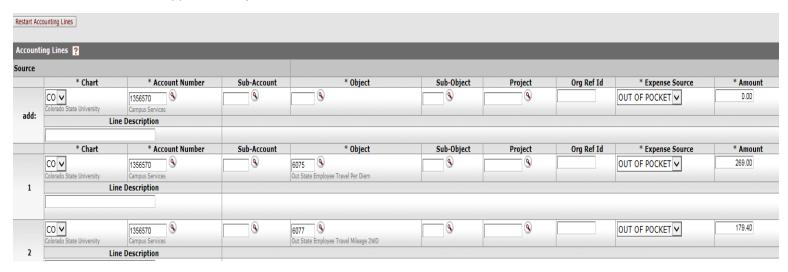
Travel Expense Total: Click "recalculate" as the number has been updated.



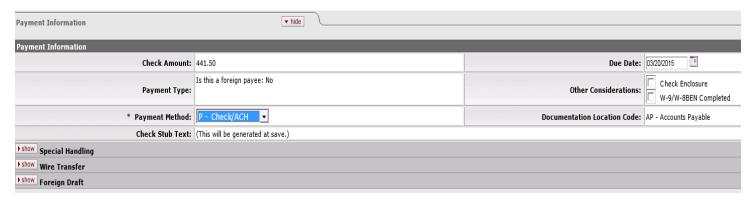
Assign Accounts: The account number is correct, so click "add" next to the accounting line. Then click "Assign Accounts."



Accounting Lines: Auto-populates after accounting lines are assigned. If the add button is not clicked the Assign Accounts Button will not be active (appear in red font).



Payment Information: Since this is an employee select "P - Check/ACH".



Hit "calculate" at the bottom and then "submit."

Note: 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 2:

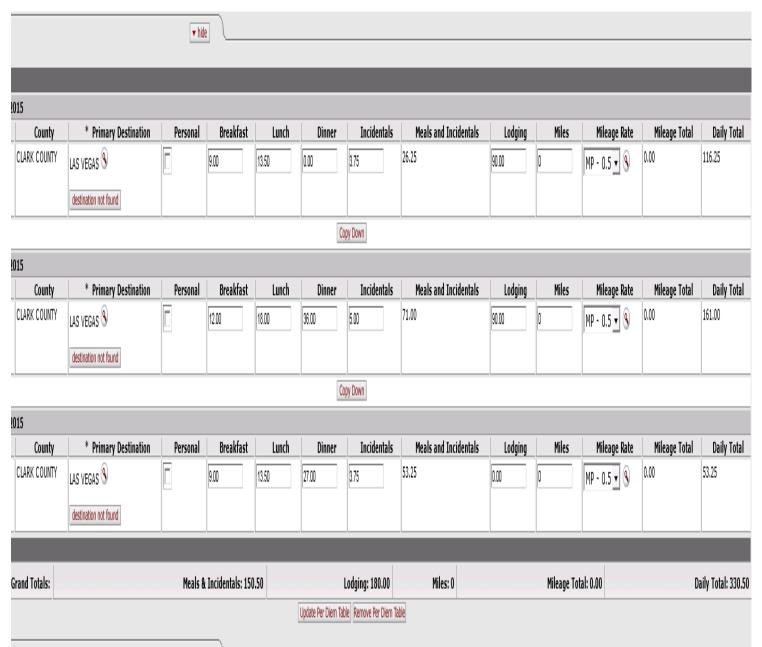
The person in your department returned from traveling to Las Vegas, Nevada for a conference leaving March 20th and returned March 23rd. They booked their airfare via New Horizons for \$125.00. Their lodging was estimated at \$85/night or \$170 total, but was actually \$90/night or \$180 total. Dinner on the first night (March 20th 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 travel reimbursement example 1 to find your TA you created for this trip. Once you open the TA click "New Reimbursement" on the bottom of the document.

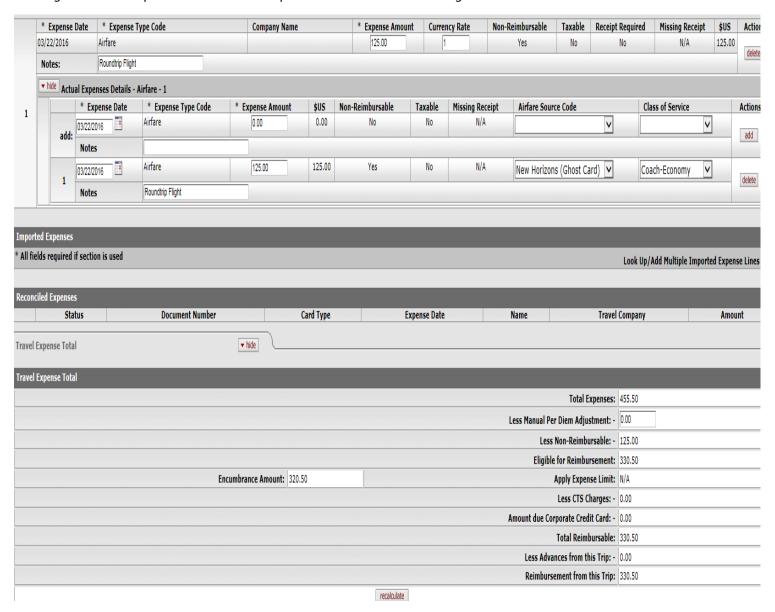
Since this is the Final Reimbursement (no more costs anticipated to come through), check the Final Reimbursement box.

Document Overview					
* Descri	ption: (Description will be filled upon submit)		Grant returned from trip, this Explanation: document is for final reimbursement.		
Organization Document Nu	ımber: T-5833		Explanation: document is for find reini	oursement.	
Financial Document Detail					
*	* Bank Code 02 GENERAL DISBURSEMENTS				
Trip Overview	▼hide				
Traveler Section					
* Traveler Type Code:	Employee				
Principal Id:	61802	1802		gpolzer@colostate.edu	
First Name:	IANT		Last Name:	POLZER	
Address Lookup:	<u> </u>				
Street Address Line1:	5003 CAMPUS DELIVERY		Street Address Line2:		
City Name:	FORT COLLINS		State Code:		
Country Code:	Inited States		Zip Code:	80523 🖠	
Email Address:	RANT.POLZER@COLOSTATE.EDU		Phone Number:	970-491-4148	
Liability Insurance:					
Trip Information Section					
* Trip Type Code:	Out of State 🗸				
* Trip Begin:	03/20/2016 09:10 AM 3 * Trip End: 03/22/2016 09:10 AM		9:10 AM		
* Primary Destination:					
	destination not found Per Diem Links				
Primary Destination Country/State:			Primary Destination County: CLARK COU	NTY	
* Business Purpose:	Las Vegas 3/22/16				
Final Reimbursement:	☑				

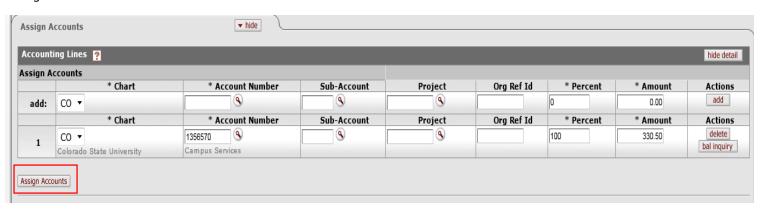
Since the lodging was \$90/night, update the per diem table to reflect that, and then click "update per diem table".



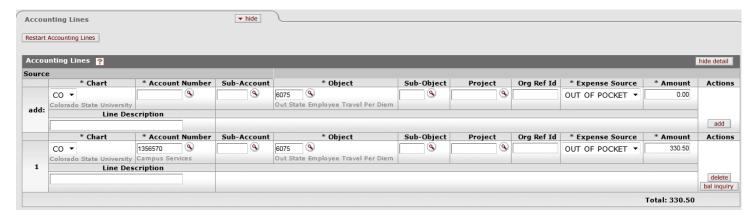
Nothing needs to be updated in the actual expenses as there were no changes.



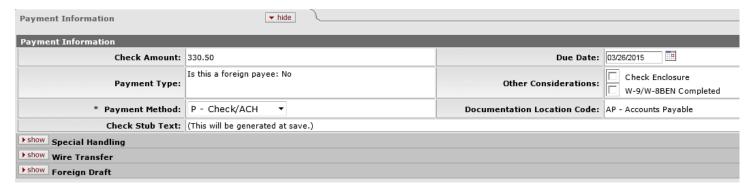
The next tab that needs to be filled out is Assign Accounts. If the traveler has a default account number it will show in the account number box. It can be changed if it should be something else. If they do not have a default account number then you will need to enter an account number. Once you enter it click add. When all accounts you need are added then click "assign accounts".



By clicking "Assign Accounts" it auto-populates the accounting lines with the proper object codes.



In the Payment information select "Check/ACH".



In live Kuali you would attach all the receipts to the Notes and Attachments section and then click calculate and then submit.