

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 25th and returning March 27th. 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.

Travel Authorization ?		Doc Nbr: 5419577	Status: INITIATED
		Initiator: spillsbu@colostate.edu	Created: 01:44 PM 03/19/2015
		TEM Doc #: Not Available	TA Status: In Process
expand all collapse all * required field			
Document Overview ▼ hide			
Document Overview			
* Description: (Description will be filled upon submit)		Explanation: Summer Leaming is traveling to Saratoga, WY to count cattle at BIC 3/25-3/27.	
Organization Document Number:			
Financial Document Detail			
* Bank Code: 02 GENERAL DISBURSEMENTS		Total Amount:	

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 ▼ hide			
Traveler Section			
Traveler Lookup: <input type="text"/>			
* Traveler Type Code: Employee			
Principal Id: 66624		Principal Name: sleaming@colostate.edu	
First Name: SUMMER		Last Name: LEAMING	
Address Lookup: <input type="text"/>			
Street Address Line1: 6003 CAMPUS DELIVERY		Street Address Line2:	
City Name: FORT COLLINS		State Code: CO	
Country Code: United States		Zip Code: 80523 <input type="text"/>	
Email Address: SUMMER.LEAMING@COLOSTATE.EDU		Phone Number: 970-491-2801	
Liability Insurance: <input type="checkbox"/>			

Trip Overview – Trip Information Section: Select trip type as out of state, select the trip dates of 3/25-3/27. 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.

Trip Information Section			
* Trip Type Code: Out of State			
* Trip Begin: 03/23/2015 01:44 PM		* Trip End: 03/25/2015 01:44 PM	
* Primary Destination: SARATOGA <input type="text"/>			
destination not found Per Diem Links			
Primary Destination Country/State: WYOMING		Primary Destination County: CARBON COUNTY	
* Business Purpose: Inventory BIC 3/23-3/25			

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

Travel Advance	<input type="button" value="show"/>
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Once you click show you will input the information required. Make sure to enter the Payment Due date 10 days PRIOR to the travel day.

Travel Advance	
Amount Requested:	125.00
AR Customer ID:	
AR Invoice Document Number:	
* Payment Due Date:	03/13/2015
* Reason For Advance:	04 - Expenses incurred before trip that need to be paid
* Travel Advance Policy:	<input checked="" type="checkbox"/> * By checking this box, the traveler agrees to the travel advance policy of the university.
Additional Justification:	The hotel required pre-payment of \$125. This will allow the traveler to make the payment.







Travel Advance Accounting Lines: You do not need to enter anything. This will default to the Travel advance account number.

Travel Advance Accounting Lines									
Accounting Lines ? hide detail									
Travel Advance Accounting Lines									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	2410300 Travel Advances		1425 Travel Expense Advance				125.00	
								Total: 125.00	

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

Estimated Per Diem Expenses	
Estimated Per Diem Expenses	
Create Per Diem Table	

Per Diem amounts can be deleted, but not edited (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."

Estimated Per Diem Expenses													
Estimated Per Diem Expenses													
Trip Detail: 03/23/2015													
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
WYOMING	CARBON COUNTY	SARATOGA 	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	83.00	0	MP - 0.5 	0.00	117.50
		destination not found											
Copy Down													
Trip Detail: 03/24/2015													
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
WYOMING	CARBON COUNTY	SARATOGA 	<input type="checkbox"/>	7.00	11.00	23.00	5.00	46.00	83.00	0	MP - 0.5 	0.00	129.00
		destination not found											
Copy Down													
Trip Detail: 03/25/2015													
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
WYOMING	CARBON COUNTY	SARATOGA 	<input type="checkbox"/>	5.25	8.25	17.25	3.75	34.50	0.00	0	MP - 0.5 	0.00	34.50
		destination not found											
Grand Totals													
Grand Totals:				Meals & Incidentals: 115.00		Lodging: 166.00		Miles: 0		Mileage Total: 0.00		Daily Total: 281.00	
				Update Per Diem Table		Remove 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.

Expenses

hide

Estimated Expenses

* All fields required if section is used

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
add:				0.00	1		No		N/A	0.00	
	<div>Notes:</div> <div></div>										
					<div>Rate Conversion Site</div>						add

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
1	03/23/2015	Lodging		170.00	1		No	No	N/A	170.00	
	<div>Notes:</div> <div>2 nights</div>										
	<div>show</div> <div>Estimated Expenses Details - Lodging - 1</div>										

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
	03/25/2015	Mileage - Privately Owned Vehicle		172.50	1	No	No	No	N/A	172.50	
	<div>Notes:</div> <div></div>										
	<div>hide</div> <div>Estimated Expenses Details - Mileage - Privately Owned Vehicle - 2</div>										
2											
add:	03/25/2015	Mileage - Privately Owned Vehicle		0	0.5	0.00	0.00		No	N/A	
	<div>Notes:</div> <div></div>										
											add
1	03/25/2015	Mileage - Privately Owned Vehicle		345	0.5	172.50	172.50		No	N/A	
	<div>Notes:</div> <div>roundtrip miles</div>										
											delete

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.

Special Circumstances

hide

Errors found in this Section:

- Justification for meals without lodging is required.

Special Circumstances

If there is an expense limit imposed by department or grant or some other budgetary restrictions on this trip, please enter the expense limit here \$

Justification for meals without lodging

Lodging was added below and not in Per diem table. |

Question for TA

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".

Accounting Lines hide

[Restart Accounting Lines](#)

Accounting Lines 2 hide detail

Source		* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO	Colorado State University	1356570		6050				0.00	
	Line Description									
										add
1	CO	Colorado State University	1356570		6050				457.50	
	Line Description									
										delete bal inquiry
Total: 457.50										

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.

Ad Hoc Recipients hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE		add
APPROVE	dpryan@colost Ryan, David Patrick	delete

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE			add

Route Log show

[calculate](#) [submit](#) [save](#) [reload](#) [close](#) [cancel](#) [copy](#)

Make sure to note your document number so you can use it in the TR example. For example, this document number is 5419577.

Travel Authorization Example 2:

A person in your department is traveling to Las Vegas, Nevada for a conference leaving March 23rd and returning March 25th. 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 23rd 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 Example 1. Also make note of your document number as you will need it for the TR example.

Document Overview		▼ hide	
Document Overview			
* Description:		(Description will be filled upon submit)	
Organization Document Number:		Explanation: Book Travel for Grant Polzer traveling to Las Vegas, Nevada for Kualii days 3/23/15-3/25/15.	
Financial Document Detail			
* Bank Code		02 GENERAL DISBURSEMENTS	
		Total Amount:	
Trip Overview			
Traveler Section			
Traveler Lookup: 🔍			
* Traveler Type Code: Employee			
Principal Id: 61802		Principal Name: gpolzer@colostate.edu	
First Name: GRANT		Last Name: POLZER	
Address Lookup: 🔍			
Street Address Line1: 6003 CAMPUS DELIVERY		Street Address Line2:	
City Name: FORT COLLINS		State Code: CO	
Country Code: United States		Zip Code: 80523 🔍	
Email Address: GRANT.POLZER@COLOSTATE.EDU		Phone Number: 970-491-4148	
Liability Insurance: <input type="checkbox"/>			
Trip Information Section			
* Trip Type Code: Out of State ▼			
* Trip Begin: 03/20/2015 04:18 PM 📅		* Trip End: 03/22/2015 04:18 PM 📅	
* Primary Destination: LAS VEGAS 🔍			
destination not found Per Diem Links			
Primary Destination Country/State: NEVADA		Primary Destination County: CLARK COUNTY	
* Business Purpose:		Kualii Days 3/23-3/25	

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".

Estimated Per Diem Expenses															
▼ hide															
Estimated Per Diem Expenses															
Trip Detail: 03/20/2015															
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total		
NEVADA	CLARK COUNTY	LAS VEGAS	<input type="checkbox"/>	9.00	13.50		3.75	26.25	85.00	0	MP - 0.5	0.00	111.25		
		destination not found													
Copy Down															
Trip Detail: 03/21/2015															
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total		
NEVADA	CLARK COUNTY	LAS VEGAS	<input type="checkbox"/>	12.00	18.00	36.00	5.00	71.00	85.00	0	MP - 0.5	0.00	156.00		
		destination not found													
Copy Down															
Trip Detail: 03/22/2015															
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total		
NEVADA	CLARK COUNTY	LAS VEGAS	<input type="checkbox"/>	9.00	13.50	27.00	3.75	53.25	0.00	0	MP - 0.5	0.00	53.25		
		destination not found													
Grand Totals															
Grand Totals:				Meals & Incidentals: 150.50				Lodging: 170.00		Miles: 0		Mileage Total: 0.00		Daily Total: 320.50	
Update Per Diem Table Remove 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.

Expenses											
▼ hide											
Estimated Expenses											
* All fields required if section is used											
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions	
add:			0.00	1	<input type="checkbox"/>	No		N/A	0.00	add	
Notes: <input type="text"/>											
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions	
03/23/2015	Airfare		125.00	1	Yes	No	No	N/A	125.00	delete	
Notes: Roundtrip Flight											
▼ hide Estimated Expenses Details - Airfare - 1											
* Expense Date	* Expense Type Code	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service	Actions		
add:		0.00	0.00	Yes	No	N/A			add		
Notes: <input type="text"/>											
1		125.00	125.00	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy	delete		
Notes: Roundtrip flight											

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

Trip Detail Estimate Total

hide

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.

Accounting Lines

hide

Restart Accounting Lines

Accounting Lines ?

hide data

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Action
add:	CO			6050				0.00	
	Colorado State University								
1		1356570		6050				320.50	
	Colorado State University								
Line Description									
Kuali Days									
Total: 320.50									delete bal inquir

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.

Ad Hoc Recipients

hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE		add
APPROVE	dpryan@colost Ryan, David Patrick	delete

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE			add

Route Log

show

calculate submit save close cancel copy

Travel Reimbursement Example 1:

A person in your department is traveling to Akron, Colorado to perform an inventory count on the cows at the Eastern Colorado Research Center (ECRC). They leave on March 31st, and will return 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.”

Enter in an explanation for the document. Then click the magnifying glass next to Traveler Lookup to find the Traveler. When you find them click “return value” and their information will auto-populate.

Travel Reimbursement ?	Doc Nbr:	5422589	Status:	INITIATED
	Initiator:	epillsbu@colostate.edu	Created:	12:44 PM 03/25/2015
	TEM Doc #:	Not Available	TR Status:	In Process

[expand all](#) [collapse all](#)
* required field

Document Overview [hide](#)

Document Overview

* Description:	(Description will be filled upon submit)	Explanation:	Mileage for trip to ECRC on 3/31-3/31, 256 miles for Summer Learning.
Organization Document Number:			

Financial Document Detail

* Bank Code	02 GENERAL DISBURSEMENTS	Total Amount:	
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Trip Overview [hide](#)

Traveler Section


Traveler Lookup:			
* Traveler Type Code:	Employee		
Principal Id:	66624	Principal Name:	sleaming@colostate.edu
First Name:	SUMMER	Last Name:	LEAMING
Address Lookup:			
Street Address Line1:	6003 CAMPUS DELIVERY	Street Address Line2:	
City Name:	FORT COLLINS	State Code:	CO
Country Code:	United States	Zip Code:	80523
Email Address:	SUMMER.LEAMING@COLOSTATE.EDU	Phone Number:	970-491-2801
Liability Insurance:	<input type="checkbox"/>		

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.


Trip Information Section

* Trip Type Code:	In-State		
* Trip Begin:	03/31/2015 12:45 PM	* Trip End:	03/31/2015 12:45 PM
* Primary Destination:			
	destination not found	Per Diem Links	
Primary Destination Country/State:		Primary Destination County:	
* Business Purpose:			
Final Reimbursement:	<input type="checkbox"/>		

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.

Primary Destination Lookup 

* required field

* Region:	COLORADO 
County:	
Primary Destination:	*akron*
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	


One item retrieved.

Return Value	Region	County	Primary Destination	Active
return value	CO	WASHINGTON COUNTY	AKRON	Yes


Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Enter a short business purpose for the trip. This will populate on the check stub, so keep it brief, and select Final Reimbursement.

Trip Information Section

* Trip Type Code:	In-State	
* Trip Begin:	03/31/2015 12:45 PM	* Trip End: 03/31/2015 12:45 PM
* Primary Destination:	AKRON  <div>destination not found</div> Per Diem Links	
Primary Destination Country/State:	COLORADO	Primary Destination County: WASHINGTON COUNTY
* Business Purpose:	Akron 3/31 mileage	
Final Reimbursement:	<input checked="" type="checkbox"/>	

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.

Actual Expenses 

Actual Expenses

* All fields required if section is used

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	1 Rate Conversion Site	<input type="checkbox"/>	No		N/A	0.00
Notes:	<input type="text"/>									
	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US
	03/31/2015	Mileage 2WD		128.00	1	No	No	No	N/A	128.00
Notes:	<input type="text"/>									
1	Actual Expenses Details - Mileage 2WD - 1									
	* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt		
add:	03/31/2015	Mileage 2WD	0	0.00	0.00	<input type="checkbox"/>	No	N/A		
Notes:	<input type="text"/>									
1	03/31/2015	Mileage 2WD	256	128.00	128.00	<input type="checkbox"/>	No	N/A		
Notes:	roundtrip Fort Collins to Akron									

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.

Assign Accounts

hide

All amounts have been assigned accounts.

Accounting Lines

hide

Restart Accounting Lines

Accounting Lines

hide details

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Action
add:	CO	1356570		6050				OUT OF POCKET	0.00	
	Colorado State University	Campus Services		In State Employee Travel Miscellaneous						
Line Description										
1	CO	1356570		6050				OUT OF POCKET	128.00	
	Colorado State University	Campus Services		In State Employee Travel Miscellaneous						
Line Description										
										<div>delete</div> <div>bal inqu</div>
Total: 128.00										

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:

The person in your department returned from their trip to Saratoga, Wyoming to count cattle at the Beef Improvement Center (BIC) from March 25th to March 27th. Lodging ended up being \$154.00. The round trip mileage was 345 miles. No meals were provided. Find your TA document you did in TA example 1 and select “new reimbursement” to complete 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.

Document Search

Backdoor Id **epillsbu@col** [detailed search](#) [superuser search](#) [clear saved searches](#)

Searches

* required field

Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document Id:	5419577	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<div><div>search</div><div>clear</div><div>cancel</div></div>		

One item retrieved.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
5419577	Travel Authorization	Travel Authorization - Leaming, Summer E 03/23/2015 SARATOGA	FINAL	Mercurio, Erin Pillsbury	03/19/2015 01:44 PM	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

When you open the document, scroll to the bottom and click on the “new reimbursement” button at the bottom. After you click on that, it 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. 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		▼ hide
Document Overview		
* Description:	(Description will be filled upon submit)	Explanation: Summer returned from trip. Filling out document for final reimbursement.
Organization Document Number:	T-317	
Financial Document Detail		
* Bank Code	02 GENERAL DISBURSEMENTS	Total Amount:
Trip Overview		
Traveler Section		
* Traveler Type Code:	Employee	
Principal Id:	66624	Principal Name: sleaming@colostate.edu
First Name:	SUMMER	Last Name: LEAMING
Address Lookup:		
Street Address Line1:	6003 CAMPUS DELIVERY	Street Address Line2:
City Name:	FORT COLLINS	State Code: CO
Country Code:	United States	Zip Code: 80523
Email Address:	SUMMER.LEAMING@COLOSTATE.EDU	Phone Number: 970-491-2801
Liability Insurance:		
Trip Information Section		
* Trip Type Code:	Out of State ▼	
* Trip Begin:	03/23/2015 01:44 PM	* Trip End: 03/25/2015 01:44 PM
* Primary Destination:	SARATOGA destination not found Per Diem Links	
Primary Destination Country/State:	WYOMING	Primary Destination County: CARBON COUNTY
* Business Purpose:	Inventory BIC 3/23-3/25	
Final Reimbursement:	<input checked="" type="checkbox"/>	

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

Per Diem Expenses														
Trip Detail: 03/23/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
WYOMING	CARBON COUNTY	SARATOGA	<input type="checkbox"/>	\$ 25	\$ 25	\$ 25	\$ 75	\$ 150	\$ 0.00	0	MP - 0.5	0.00	\$ 34.50	
		destination not found												
Copy Down														
Trip Detail: 03/24/2015														
WYOMING	CARBON COUNTY	SARATOGA	<input type="checkbox"/>	\$ 00	\$ 11.00	\$ 23.00	\$ 5.00	\$ 46.00	\$ 0.00	0	MP - 0.5	0.00	\$ 46.00	
		destination not found												
Copy Down														
Trip Detail: 03/25/2015														
WYOMING	CARBON COUNTY	SARATOGA	<input type="checkbox"/>	\$ 25	\$ 25	\$ 25	\$ 75	\$ 150	\$ 0.00	0	MP - 0.5	0.00	\$ 34.50	
		destination not found												
Grand Totals														
Grand Totals:			Meals & Incidentals: 115.00			Lodging: 0.00			Miles: 0			Mileage Total: 0.00		Daily Total: 115.00
Update Per Diem Table Remove Per Diem Table														
Actual Expenses														
Actual Expenses														
* All fields required if section is used														
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions				
add:			\$ 0.00	1	<input type="checkbox"/>	No		N/A	0.00	add				
Notes:														
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions				
03/25/2015	Mileage - Privately Owned Vehicle		172.50	1	No	No	No	N/A	172.50	delete				
Notes:														
Actual Expenses Details - Mileage - Privately Owned Vehicle - 1														
1	* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions					
add:	03/25/2015	Mileage - Privately Owned Vehicle		0.00	0.00	<input type="checkbox"/>	No	N/A	add					
Notes:														
1	03/25/2015	Mileage - Privately Owned Vehicle	345	0.5	172.50	172.50	<input type="checkbox"/>	No	N/A	delete				
Notes:		roundtrip miles												
* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US <th colspan="4">Actions</th>	Actions				
03/23/2015	Lodging		154	1	<input type="checkbox"/>	No	No	N/A	170.00	delete				
Notes:		2 nights												

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

Travel Expense Total		▼ hide
Travel Expense Total		
		Total Expenses: 441.50
		Less Manual Per Diem Adjustment: - 0.00
		Less Non-Reimbursable: - 0.00
		Eligible for Reimbursement: 441.50
Encumbrance Amount:	457.50	Apply Expense Limit: N/A
		Less CTS Charges: - 0.00
		Amount due Corporate Credit Card: - 0.00
		Total Reimbursable: 441.50
		Less Advances from this Trip: - 0.00
		Reimbursement from this Trip: 441.50
<input type="button" value="recalculate"/>		

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

Assign Accounts									▼ hide
Accounting Lines ?									hide detail
Assign Accounts									
add:	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions	
	CO					0	0.00	<input type="button" value="add"/>	
1	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions	
	CO	1356570				100	441.50	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>	
	Colorado State University	Campus Services							
<input type="button" value="Assign Accounts"/>									

Accounting Lines: Auto-populates after accounting lines are assigned.

Accounting Lines											▼ hide
<input type="button" value="Restart Accounting Lines"/>											
Accounting Lines ?											hide detail
Source											
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions	
add:	CO	1356570						OUT OF POCKET	0.00		
	Colorado State University	Campus Services									
Line Description											
<input type="button" value="add"/>											
1	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions	
	CO	1356570		6050				OUT OF POCKET	172.50		
	Colorado State University	Campus Services		In State Employee Travel Miscellaneous							
Line Description											
<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>											
2	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions	
	CO	1356570		6075				OUT OF POCKET	269.00		
	Colorado State University	Campus Services		Out State Employee Travel Per Diem							
Line Description											
<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>											
										Total: 441.50	

Payment Information: Since this is an employee select “P – Check/ACH”.

Payment Information		hide	
Payment Information			
Check Amount:	441.50	Due Date:	03/20/2015
Payment Type:	Is this a foreign payee: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
* Payment Method:	P - Check/ACH	Documentation Location Code:	AP - Accounts Payable
Check Stub Text:	(This will be generated at save.)		
show	Special Handling		
show	Wire Transfer		
show	Foreign Draft		

Hit “calculate” at the bottom and then “submit.”

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.

close TA	new reimbursement	vendor payment	send ad hoc request	close	copy
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Travel Reimbursement Example 3:

The person in your department returned from traveling to Las Vegas, Nevada for a conference leaving March 23rd and returned March 25th. 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 23rd 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 example 2 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.

Travel Reimbursement ?		Doc Nbr: 5422583	Status: INITIATED
		Initiator: epillsbu@colostate.edu	Created: 12:11 PM 03/25/2015
		TEM Doc #: T-321	TR Status: In Process

[expand all](#) [collapse all](#)
* required field

Document Overview [hide](#)

Document Overview

* Description: (Description will be filed upon submit)

Organization Document Number: T-321

Explanation: Grant returned from trip and now creating final reimbursement.

Financial Document Detail

* Bank Code: 02
GENERAL DISBURSEMENTS

Total Amount:

Trip Overview [hide](#)

Traveler Section

* Traveler Type Code: Employee

Principal Id: 61802

Principal Name: gpolzer@colostate.edu

First Name: GRANT

Last Name: POLZER

Address Lookup:

Street Address Line1: 6003 CAMPUS DELIVERY

Street Address Line2:

City Name: FORT COLLINS

State Code: CO

Country Code: United States

Zip Code: 80523

Email Address: GRANT.POLZER@COLOSTATE.EDU

Phone Number: 970-491-4148

Liability Insurance: ☐

Trip Information Section

* Trip Type Code: Out of State

* Trip Begin: 03/20/2015 04:18 PM

* Trip End: 03/22/2015 04:18 PM

* Primary Destination: LAS VEGAS

destination not found

[Per Diem Links](#)

Primary Destination Country/State: NEVADA










Primary Destination County: CLARK COUNTY

* Business Purpose: Multi Days 3/23-3/25

Final Reimbursement: ☒

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

Per Diem Expenses														
Per Diem Expenses														
Trip Detail: 03/20/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
NEVADA	CLARK COUNTY	LAS VEGAS  <small>destination not found</small>		9.00	13.50	0.00	3.75	26.25	90.00	0	MP - 0.5 	0.00	116.25	
Copy Down														
Trip Detail: 03/21/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
NEVADA	CLARK COUNTY	LAS VEGAS  <small>destination not found</small>		12.00	18.00	36.00	5.00	71.00	90.00	0	MP - 0.5 	0.00	161.00	
Copy Down														
Trip Detail: 03/22/2015														
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total	
NEVADA	CLARK COUNTY	LAS VEGAS  <small>destination not found</small>		9.00	13.50	27.00	3.75	53.25	0.00	0	MP - 0.5 	0.00	53.25	
Grand Totals														
Grand Totals:		Meals & Incidentals: 150.50			Lodging: 180.00			Miles: 0			Mileage Total: 0.00			Daily Total: 330.50
Update Per Diem Table Remove Per Diem Table														

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

Actual Expenses

▼ hide

Actual Expenses

* All fields required if section is used

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
add:				0.00	1	<input type="checkbox"/>	No		N/A	0.00	add
Notes:											
	03/23/2015	Airfare		125.00	1	Yes	No	No	N/A	125.00	delete
Notes: Roundtrip Flight											
<div>▼ hide</div> Actual Expenses Details - Airfare - 1											
1											
	* Expense Date	* Expense Type Code	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service		Actions
add:	03/23/2015	Airfare	0.00	0.00	No	No	N/A				add
Notes:											
1	03/23/2015		125.00	125.00	Yes	No	N/A	New Horizons (Ghost Card)	Coach-Economy		delete
Notes: Roundtrip flight											

Imported Expenses

* All fields required if section is used

Look Up/Add Multiple Imported Expense Lines

Reconciled Expenses

Status

Document Number

Card Type

Expense Date

Name

Travel Company

Amount

Travel Expense Total

▼ hide

Travel Expense Total

Total Expenses:	455.50
Less Manual Per Diem Adjustment: -	0.00
Less Non-Reimbursable: -	125.00
Eligible for Reimbursement:	330.50
Encumbrance Amount: 320.50	
Apply Expense Limit:	N/A
Less CTS Charges: -	0.00
Amount due Corporate Credit Card: -	0.00
Total Reimbursable:	330.50
Less Advances from this Trip: -	0.00
Reimbursement from this Trip:	330.50

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".

Assign Accounts

▼ hide

Accounting Lines

?

hide detail

Assign Accounts

	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
add:	CO					0	0.00	add
1	CO	1356570				100	330.50	delete bal inquiry
Colorado State University Campus Services								

Assign Accounts

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

Accounting Lines hide

Restart Accounting Lines

Accounting Lines ? hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO			6075				OUT OF POCKET	0.00	
	Colorado State University Out State Employee Travel Per Diem									
Line Description										
add										
1	CO	1356570		6075				OUT OF POCKET	330.50	
	Colorado State University Campus Services Out State Employee Travel Per Diem									
Line Description										
delete bal inquiry										
									Total: 330.50	

In the Payment information select “Check/ACH”.

Payment Information hide

Payment Information

Check Amount:	330.50	Due Date:	03/26/2015
Payment Type:	Is this a foreign payee: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
* Payment Method:	P - Check/ACH	Documentation Location Code:	AP - Accounts Payable
Check Stub Text:	(This will be generated at save.)		

show Special Handling

show Wire Transfer

show Foreign Draft

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