

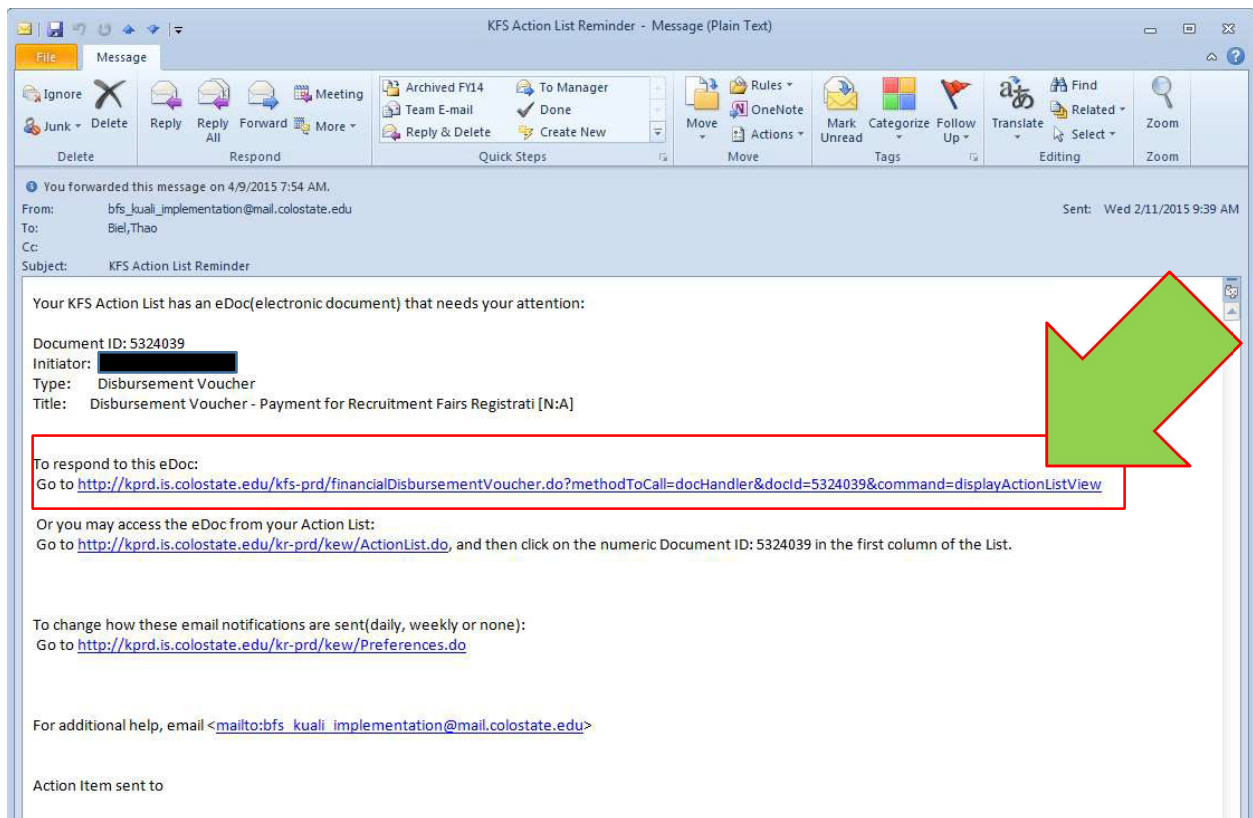
## Guide for Travelers to approve

For Travel Documents to route, the traveler must first certify and approve their travel via the Kualu Financial System (KFS). If the traveler does not certify and approve the document, then the document will not go through workflow and the traveler will not be reimbursed. Below is a guide on how the traveler approves their document.

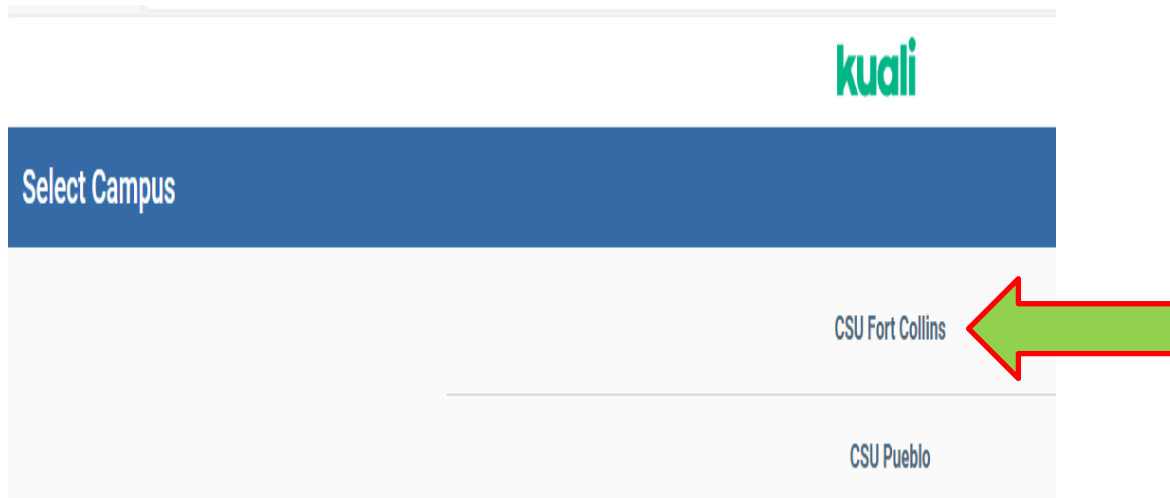
When a document is in the Traveler's action list needing their approval, they will receive an email from [bfs\\_kuali\\_implementation@mail.colostate.edu](mailto:bfs_kuali_implementation@mail.colostate.edu) with subject line: KFS Action List Reminder.



Once you open the email, follow the steps below:

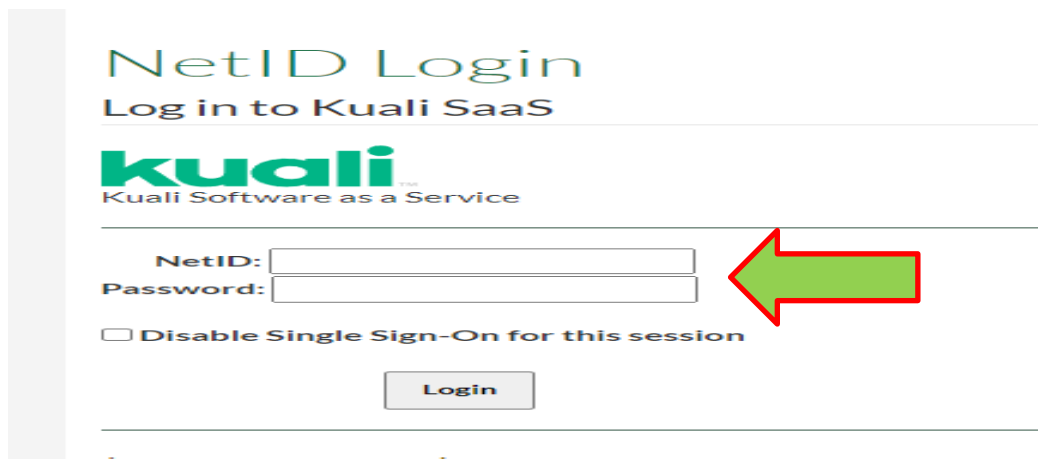


Click on your campus



The image shows the 'Select Campus' screen of the Kuali system. At the top right is the 'kuali' logo. Below it is a blue header bar with the text 'Select Campus'. The main area is light gray and contains two options: 'CSU Fort Collins' and 'CSU Pueblo'. A large green arrow with a red outline points to the 'CSU Fort Collins' option.

Enter your existing login information



The image shows the 'NetID Login' screen. At the top, it says 'NetID Login' and 'Log in to Kuali SaaS'. Below this is the 'kuali' logo and the text 'Kuali Software as a Service'. There are two input fields: 'NetID:' and 'Password:'. A large green arrow with a red outline points to the 'Password:' field. Below the input fields is a checkbox labeled 'Disable Single Sign-On for this session'. At the bottom is a 'Login' button.

action list doc search

Travel Reimbursement

TEM Doc #: T-51

Status: ENROUTE  
Created: 01:28 PM  
TR Status: Awaiting TR

Scroll down

Document Overview

Document Overview

\* Description: Leaming, Summer E 04/06/2015 VAIL

Organization Document Number: T-51

Explanation:

Financial Document Detail

\* Bank Code: 02 GENERAL DISBURSEMENTS

Total Amount: 232.50

Reports

Trip Overview

Traveler Section

\* Traveler Type Code: Employee

Principal Id: 66624

Principal Name: LEAMING

First Name: SUMMER

Last Name: LEAMING

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: No

Trip Information Section

\* Trip Type Code: In-State

\* Trip Begin: 04/06/2015 01:29 PM

\* Trip End: 04/07/2015 01:29 PM

\* Primary Destination: VAIL Per Diem Links

Primary Destination Country/State: COLORADO

Primary Destination County: EAGLE COUNTY

Contact Campus Code: MC

Traveler Certification

Statement

I certify the statements herein are true and just in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other sources; that travel performed for reimbursement is claimed was performed by me on State business and that no claims are included for expense of a personal or political nature or for any other expense not authorized by the State Rules; and that I actually incurred or paid the operating expenses of the motor vehicles for which reimbursement is claimed.

\* Employee Certification: ☐

Summary by Object Code

Accounting Distribution

Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
6005	OUT OF POCKET	In State Employee Travel Per Diem	232.50	0.00
Total Remaining:			0.00 USD	

Assign Accounts

Accounting Lines

Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
1	CO	1356570		6005				OUT OF POCKET	232.50	
Line Description										
Total: 232.50										

Payment Information

Pre-Disbursement Processor Status

General Ledger Pending Entries

View Related Documents

Agency Links

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

MUST check this box

Click (if correct)

D

DONE!

## **How to Approve from off campus (remotely):**

To approve documents when away from campus you will need to access [secure.colostate.edu](https://secure.colostate.edu). To do this will need to sign in using two-factor authentication.

If you have not enrolled in two-factor authentication this will need to be done before travel documents can be approved from off campus.

These links below provided by ACNS contain additional information as well as instructions on how to enroll and sign in to [secure.colostate.edu](https://secure.colostate.edu).

- [Frequently Asked Questions](#)
  
- User Guides:
  - [Enroll in Two Factor Authentication](#)
  - [Register and Activate Mobile App](#)
  - [Use Mobile Authentication](#)
  - [Using Pulse Secure to Connect](#)
  - [Register a Phone Number](#)
  - [Using Duo to Call a Phone Number](#)
  - [Using Hardware Tokens \(Key FOB\)](#)

Once you have logged in through the two-factor authentication, follow the instructions above to log in and approve the TR