Travel and Expense Banner Training

Creating a Travel Authorization
[Revised 07/2014]
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ACCESSING THE SYSTEM

To log in to the system:

2. Enter your username and password that you use to access your email.
3. Click Login.

NAKIVATING A SINGLE AUTHORIZATION

Under the Expense Manager tab, you will see the following option to view:

- Select Authorization Report

You will see the following If you have a pre-existing Travel Authorization (TA) and have selected it. If you are submitting an in-state TR without a previous TA, your screen will be blank.

1. General Information: Contains trip information.
2. Itinerary: Time and date of the trip including locations. You have the ability to edit if it has not been submitted.
3. Estimated expenses: The expenses you entered. You have the ability to edit if not submitted.
4. Attachments: Please see the list of required travel documents.
5. Comments: Additional information about the trip.
6. Related Documents: If you submit an expense report or an advance, this information will be displayed here.
7. Status History: Details the progress of the selected travel authorization.
DELEGATE SELECTION

NOTE – This step may not be needed if you are completing your own travel authorization.

1. Select the Delegate tab.
2. Click the arrow and select the individual you are inputting a travel authorization for.

NOTE: A person has to add you as a delegate before you can have the option to select them as a traveler.

CREATING A NEW TRAVEL AUTHORIZATION

1. Click on Expense Manager tab
2. Click on Authorization Reports
3. Click New
4. Complete all of the fields below:
   - **Report Name**: last name, state abbreviation, last day of travel (dd/mm/yy).
   - **Purpose**: Select from the list provided.
   - **Description**: Full name of conference (no abbreviations or acronyms will be accepted).
   - **Report Type**: Select from the list provided.
   - **Report Date**: It will default to the current date, but you can use the calendar icon to select a different date, if necessary.
   - **Affiliation**: Select from the list provided.
   - **Relocation**: Will not be used.

5. **Funding Default**: Verify the funding default accurately reflects the organization the travel is to be paid from. If not correct, click the pencil icon to edit and complete the **Changing the Funding Default** steps below.

6. Click **Save and Continue**.

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**Changing the Funding Default**:
If different organizations are paying for the travel, you must input all of their Organization Numbers in this area.

1. **Input the Organization Number**.
2. **Type in the Percentage** the organization will be paying.
3. **Select Save**, then you will be returned to the **Create New Report** screen.

**NOTE**: Repeat the steps above for all organizations that will be paying. The total should always equal 100%.
ADDING AN ITINERARY

After selecting Save and Continue from the previous page, you will be automatically directed to complete an itinerary by following the steps below:

1. Input the From and To dates of travel.
2. Enter the Zip Code or if it is unknown use Search Location. The zip code is needed for the per diem to be calculated correctly.
3. After the zip code is entered, the City and State fields will auto-populate.
4. For International travel, use the Nation field, then type the city. Spelling must be correct to receive the right per diem rate.
5. Click Add.
6. Click Save and Continue.

NOTE: Once itinerary information is complete, it will be viewable under the From box. Please verify that all information is accurate. If you need to make changes, please select the itinerary to edit and the information will open in an Add Itinerary section.
After selecting **Save and Continue** from the previous page, you will be asked to complete a Per Diem:

Select **Yes** or **No**

If No is selected, you will continue without entering per diem.

**NOTE:** If you have modified dates in your itinerary, your per diem information will change. Select Yes to continue and new per diem information will appear.

If **Yes** is selected, the following screen will appear. Complete the steps below.

1. Do not uncheck any meals on the authorization. Adjust for meals provided on your travel reimbursement (TR).
2. Click **Save and Continue**

**NOTE:** Per Diem will auto calculate based on the location and meals that are selected.
After selecting **Save and Continue** from the previous page, you will need to enter all (Reimbursable) expenses.

1. Input each expense individually by completing the following fields in the **Add Expenses** area:
   - **Date**
   - **Type**
   - **Receipt Amount**
   - **Paid By**
   - **Description**: If selecting mileage, you will be REQUIRED to enter license plate information. All mileage to airport for out of state travel is considered out of state travel.

2. Click **Save** after each expense.

3. Click **View or Submit Report** once expenses have been added. **Please note**: View the report to check for any changes that need to be made and that all dates and organizations are accurate. After you view, click the submit button on your report.
MODIFYING AN ITINERARY

From the Expense Manager tab, complete the following steps to modify your itinerary:

1. Select Authorization Report List and choose the Travel Authorization (TA) to modify the itinerary.
2. Click on Itinerary.
3. Select the pencil icon on the right side of the page.
4. Choose the current itinerary and it will load the details in the Updated Selected Itinerary section.
5. Change any information necessary.
6. Select Add.
7. Select Save.

If itinerary information changes dates, your per diem information will also change.

Click Yes to continue. The new per diem information will reflect the changes from the itinerary. Then you will need to make any necessary changes to your expenses.
ADDITIONAL NOTES

- Once a travel authorization is submitted, by you or your delegate, it will route through the workflow approvals and you, the traveler will be notified via email of the status of the request. If a delegate submits travel for you, they will not be notified via email of travel status after it moves on to approvals.

  ✓ If the amount of your travel reimbursement is less than or equal to the amount of your travel authorization it will route directly to the travel office. In the event your reimbursement is greater than the authorized amount, the reimbursement will go back through the full approval cycle.

- You may receive one of the following emails:

  ✓ Review Request – This will be for a traveler if a delegate has submitted travel for them. They need to review the accuracy of the travel request and submit for approval.

  ✓ Approved – travel request went through successfully and no further action is required.

  ✓ Returned for Correction – the Travel Office will send comments back with the reason for return. Correct any errors and re-submit.

  ✓ Denied – the Travel Office will always indicate why a request was denied, but a new travel reimbursement must be submitted as a denied request cannot be changed, edited, or resubmitted.

    ❖ Any travel reimbursements submitted for out-of-state will be auto-denied if a valid travel authorization is not associated with the reimbursement. You must first complete a travel authorization, and then submit the travel reimbursement.

  ✓ Error – If you receive an error email, it will indicate the reason behind the error. (Ex: no license plate information, forgot expenses, incomplete itinerary...etc.)

- It is very important to attach a new Statement of Oath with each travel requested. The signature and date cannot predate the date of the Travel Reimbursement (TR).
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<th>Answer</th>
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<tr>
<td>How does someone assign me as his or her delegate?</td>
<td>The traveler has to go within their profile to assign another user as their delegate. (i.e. often, the delegate, will be the person who fills out all of the travel requests for users)</td>
</tr>
<tr>
<td>How do we know if we have enough money from the fund we select?</td>
<td>The TEM does not keep track or calculate monies within the actual funding organization you select. Please contact your department for funding information.</td>
</tr>
<tr>
<td>How do you attach documents?</td>
<td>One by one or scan all information together and attach one large file. Use the naming convention; last name, state abbreviation, last day of travel (dd/mm/yy)</td>
</tr>
<tr>
<td>How is airfare determined?</td>
<td>Prices subject to change and will have to be reflected on the Travel Reimbursement upon your return.</td>
</tr>
<tr>
<td>What do I save attachments as?</td>
<td>We recommend that you save all attachments in the following naming convention: last name, state abbreviation, last day of travel (dd/mm/yy) Often scanned documents are auto-saved to numbers. We recommend you change the name to reflect what the document is. Please save as a tiff file format, if possible.</td>
</tr>
<tr>
<td>Does the delegate get an email that the travel request has been approved, denied, or returned for corrections?</td>
<td>No, but you can log into the Travel and Expense module and check the status history of any authorization or expense report you submit as a delegate.</td>
</tr>
<tr>
<td>What kind of training does my staff/department need? Will they need training before using the new system?</td>
<td>The Purchasing office will be conducting trainings regularly and each person who travels or will need to be a delegate will need to complete training before being granted access into the system.</td>
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<td>What do we do with pre-authorization registrations?</td>
<td>Keep information with your Pro-Card purchases and include as an attachment in the Travel Authorization.</td>
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This page has been intentionally left blank to allow you space to take notes pertaining to the training.
CONTACT INFORMATION

Jacqueline Kabrick

- **Phone:** 405.974.2493
- **Email:** jkabrick@uco.edu
- **Location:** ADM, 109

Dana Stout

- **Phone:** 405.974.2397
- **Email:** dstout@uco.edu
- **Location:** ADM, 109