Travel & Expense
Banner Workflow - Overview

Purpose of the module:
A paperless travel system for travel requests and reimbursements that includes an electronic approval process and time stamped tracking.
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Banner Workflow - Overview

What Does It Include??

- the online travel request and automatic encumbering of the funds
- electronic approval of travel forms
- capability to attach and store required travel documents and receipts
- individual user tracking of the status of their travel authorizations and reimbursements
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Banner Workflow - Overview

Reasons for the change:

- Capture efficiencies and cost savings in a paperless system

- Take the human error out of per diem calculation based on a set of pre-defined rules (85% of the audit findings for internal audit and the state claims audit are related to incorrect travel calculations amounts—even as small as 0.25 cents!)
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Banner Workflow - Overview

Your role as an Approver

1. A Travel Authorization or Travel Reimbursement will be emailed to you as an approver
2. You will follow the link in the email to Banner Workflow
3. You can drill further into Banner Travel & Expense to see full details
4. You will approve, deny or return the travel document
5. You are finished with your approver role
# Travel & Expense

## Banner Workflow - Overview

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Doc # Starts</th>
<th>What are you approving with this type of document?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Authorization</td>
<td>TA</td>
<td>You are approving <em>the travel and estimated expenses</em>. TAs are submitted prior to start of travel.</td>
</tr>
<tr>
<td>Travel Advance</td>
<td>TV</td>
<td>You are approving an <em>advance of funds against a TA</em>. Advances can only be requested with a TA.</td>
</tr>
<tr>
<td>Travel Reimbursement</td>
<td>TR</td>
<td>You are approving the <em>reimbursement of actual expenses</em>. TRs can be submitted prior to or after travel has occurred.</td>
</tr>
</tbody>
</table>
Travel & Expense
Banner Workflow - Overview

Creating a Travel Authorization
Approvals Workflow

Delegate
\rightarrow Traveler

Financial Mgr.
\rightarrow Grants/SAF*

Dean*

V.P.

Travel Dept.

*If necessary

You are here
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Banner Workflow - Overview

Step One – You will receive an email.
Dear Lisa Harper,

You are listed as the approver for the following Travel and Expense Reimbursement Report for Dana Stout. Please log into Workflow to view and approve.

Document Code: TR000127
Entered by: Dana Stout
Document Purpose: Conference
Document Description: None
Document Comments: None
Expense Reimbursable Amount: 1,300.00 USD
Cleared Advance Amount: -500.00 USD
Pay Amount: 800.00 USD
Pay By: Check/Direct Deposit

The following comments were entered by Previous Approver(s):
N/A

Log in to Workflow by clicking on the link in the email (computer user name and password)
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Banner Workflow - Overview

Step Two – Follow the “workflow” link in the email to drill into Banner Workflow to see limited detail about the travel document.

Workflow is a Banner product that moves work through predefined processes.
Travel & Expense
Banner Workflow - Overview
Travel & Expense
Banner Workflow - Overview

Your work list is displayed at the top left and the items ready for your review are displayed in the main body of the screen.
<table>
<thead>
<tr>
<th><strong>Traveler:</strong></th>
<th>Lisa Harper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affiliation:</strong></td>
<td>Staff - UCO Edmond</td>
</tr>
<tr>
<td><strong>Entered by:</strong></td>
<td>Lisa Harper</td>
</tr>
<tr>
<td><strong>Relocation:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Report Type:</strong></td>
<td>Travel In State</td>
</tr>
<tr>
<td><strong>Document Code:</strong></td>
<td>TR000151</td>
</tr>
<tr>
<td><strong>Report Date:</strong></td>
<td>26-FEB-2014</td>
</tr>
<tr>
<td><strong>Document Purpose:</strong></td>
<td>Meeting</td>
</tr>
<tr>
<td><strong>Document Description:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Document Comments:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Expense Reimbursable Amount:</strong></td>
<td>635.00 USD</td>
</tr>
<tr>
<td><strong>Non-Reimbursable Amount:</strong></td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Total Amount:</strong></td>
<td>635.00 USD</td>
</tr>
</tbody>
</table>
Work Item Detail – image 2 of 3

Budget Available for Reimbursable Expenses: Yes

<table>
<thead>
<tr>
<th>Cleared Advance Amount:</th>
<th>0.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Amount:</td>
<td>635.00 USD</td>
</tr>
<tr>
<td>Pay By:</td>
<td>Check/Direct Deposit</td>
</tr>
</tbody>
</table>

Previous Approver Comments: N/A

Please select an approval status and enter any appropriate comments.

- Approval Status
  - [ ] Approve (Final)
  - [ ] Approve & Add Approver (Enter the approver's Workflow Login ID in the Additional Approver field below.)
  - [ ] Deny
  - [ ] Return for Correction

Approver Comments:

Any selection other than Approve requires a comment.
Additional Approver:

NOTE: The additional approver MUST be the approver's Workflow Login ID.

Use the Travel & Expense Page to review more detail of the expense.

The following is for Administration use ONLY

Circulation: 321
Node: 10

Click to see full details in TEM
Complete moves it forward in the approval process
Save & Close keeps the item in your work list
Travel & Expense
Banner Workflow - Overview

Step Three – Follow “Travel & Expense Page” link to drill down into Banner Travel & Expense to view full details of travel document.

*Proxies will not have the ability to drill down into this full level view. The work around would be for the proxy to add themselves as an on the fly approver. The document will be routed to the proxy as a direct approver.
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Banner Workflow - Overview

You have the options to Approve, Deny, Return for Corrections, add comments or add another approver on the fly

- Approve– Authorization is marked approved
- Approve and enter an additional approver – Which forwards the authorization to another approver for approval
- Deny–Traveler will have to enter a new authorization
- Return for correction –Authorization is in an incomplete status and the traveler will need to make corrections and re-submit the authorization
**Travel & Expense Banner Workflow - Overview**

### OutStateTA (TR000215 - Paid)

- **Expense Report:**![Expense Report Image](file)

#### Jacqueline Kabrick (ID: *20326438*)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Report ID</th>
<th>Status</th>
<th>Date</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TR000215</td>
<td>Paid</td>
<td>Mar 26, 2014 9:27 AM</td>
<td>Invoice TR000215 was paid.</td>
</tr>
<tr>
<td></td>
<td>TR000315</td>
<td>Ready To Pay</td>
<td>Mar 24, 2014 3:14 PM</td>
<td>Invoice TR000315 was created and posted.</td>
</tr>
<tr>
<td></td>
<td>TR000415</td>
<td>Approved</td>
<td>Mar 24, 2014 3:11 PM</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>TR000515</td>
<td>Submitted</td>
<td>Mar 24, 2014 3:07 PM</td>
<td>Reimbursement request TR000515 has been submitted.</td>
</tr>
</tbody>
</table>

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**University of Central Oklahoma**
Travel & Expense
Banner Workflow - Overview

Setting up a Workflow Proxy

- If you are going to be gone or on vacation, it is very important that you choose an individual to be your proxy in the Workflow system.
- Your proxy will be able to approve travel in your absence.
- If a proxy is not added, the approval process will be held up until your return.
Travel & Expense
Banner Workflow - Overview

Setting up a Workflow Proxy

- Your proxy will see all your approval requests in their My Worklist section, but the requests will show a small two-faced icon on the left.
- If your proxy opens any of these approval requests, the proxy will need to complete them, since you will no longer be able to access them.
- Within TEM, the proxy approver will not be displayed as the person that approved the document. Within workflow, it will show that the proxy approved the document.
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Banner Workflow - Overview

[Image of a webpage with a worklist for UCO, showing an Expense Approval for Jacqueline Kabrick TR000259 in the Ready status.]
How to Set Up a Proxy

1. Login to **Workflow**

2. Under **User Profile** (left column), click **User Information**.

3. Under **My Roles**, click on **Add Proxy** at the end of the line identified as Approver.

<table>
<thead>
<tr>
<th>My Roles</th>
<th>Role Name</th>
<th>Type</th>
<th>Proxy Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Root</td>
<td>Approver</td>
<td>Primary</td>
<td>Add Proxy</td>
</tr>
</tbody>
</table>
How to Set Up a Proxy User

<table>
<thead>
<tr>
<th>Organization</th>
<th>Role Name</th>
<th>Effective From</th>
<th>Effective To</th>
<th>Type</th>
<th>Proxy Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCO</td>
<td>Finance Accountant</td>
<td>07-Jan-2014 11:48:48 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCO</td>
<td>TEM Approver</td>
<td>04-Nov-2013 10:12:38 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User</th>
<th>Role Name</th>
<th>Organization</th>
<th>Confidential</th>
<th>Non-Confidential</th>
<th>Effective From</th>
<th>Effective To</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBITTMAN1</td>
<td>TEM Approver</td>
<td>UCO</td>
<td>No</td>
<td>Yes</td>
<td>03-Mar-2014 11:40:59 AM</td>
<td>30-Mar-2014 11:41:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User</th>
<th>Role Name</th>
<th>Organization</th>
<th>Confidential</th>
<th>Non-Confidential</th>
</tr>
</thead>
<tbody>
<tr>
<td>cclark50</td>
<td>TEM Approver</td>
<td>UCO</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
How to Set Up a Proxy

4. Click on the drop down menu, then choose your designated proxy from the list. Only other Approvers will be visible. (Note: You can have multiple proxies.)

5. Choose an effective from and to date (both must be entered).

6. Check Non-Confidential. Travel Workflow is not considered confidential.

7. Click Save. Your chosen Proxy will show in the My Proxies box.
How to Set Up a Proxy User

User Information

My Roles

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My Proxies

<table>
<thead>
<tr>
<th>User</th>
<th>Role</th>
<th>Organization</th>
<th>Confidential</th>
<th>Non-Confidential</th>
<th>Effective From</th>
<th>Effective To</th>
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</table>

I am Proxy For

<table>
<thead>
<tr>
<th>User</th>
<th>Role</th>
<th>Organization</th>
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<th>Non-Confidential</th>
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</thead>
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<tr>
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<td>UCO</td>
<td>Yes</td>
<td>Yes</td>
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</table>
How to see if you are a Proxy

- You can also see if you have been designated a proxy for someone else in the **I am Proxy for** box.
- When you are the proxy for someone, their approvals will show up in your **My Worklist** channel. (They will have a small two faces icon to their left.)
- If you open any of these approvals, you will need to finish the approval process for them, since the original approver will no longer be able to access them.
How to Set Up a Proxy User

User Information

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</table>
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Banner Workflow - Overview

- E-mail notifications regarding approvals are sent to both you and your proxy during the proxy period.
- The request will be removed from both worklists (yours and the proxy’s) after one of you approves it, so there is no overlap.
- Proxy users are defined by dates and will automatically expire with no additional steps required.
- NOTE: Workflow and the T&E System are only available off campus to those with VPN security set up.
How to Set Up a Proxy

- A proxy cannot access the detail of the TR document utilizing the ‘Travel & Expense Page’ hyperlink.
- Only the approver and not their proxy can use the link.
- Therefore, a proxy has two choices in order to see a TR document’s detail: become the Traveler’s delegate or utilize the ‘Approve & Add Approver’ button.
- The proxy would ‘Approve & Add Approver’ on behalf of the approver and would then send it to themselves as an additional approval.
- The proxy can still deny or return for correction when the TR document is in their personal ‘Worklist’. 
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Banner Workflow - Overview

Questions??