Submitting an Expense Report (TR) as a Delegate

TR Intro and Login

A Delegate can enter travel authorizations and expense reports and submit to the traveler for review.

Once a trip is completed by the traveler for whom you are serving as Delegate, the expense report should be submitted within 15 working days from the return date of the trip. An expense report may also be referred to as a 'TR'.

To begin creating an expense report, from myCampus.astate.edu select the Travel and Expense icon. Login to 'Travel and Expense'. Your User Name will be your 8-digit campus wide ID, the password will be your 6-digit PIN. If a blank screen appears, select the refresh button, or press F5.

TR General Info

If you have Delegate access, this should be the first tab. Click the dropdown and select the Traveler for whom travel will be submitted. A search can be done by Banner ID, first name, and last name. If the traveler does not appear in the list, complete and submit the Travel and Expense Management Security Request Form on the Compliance and Process Improvement Office website requesting TEM delegate access. Click the 'Expense Manager' tab.

Click on 'Authorization Reports'. The Authorization Report List will display. Click on the Authorization that you would like to create the Expense Report from, and click on 'Generate Expense Report' in the bottom right corner of the screen. Please note that Expense Reports (TRs) must be generated from the associated (approved) Travel Authorization (TA) for that trip.

The 'Generate Expense Report' popup will display the report name, date, and affiliation. Click 'Save'. The report name will change if you are submitting an expense report for a 'blanket TA', if the city or date has changed since submitting the TA, or if submitting a supplemental TR. If submitting a 'blanket TA' expense report, change the 'state' in the Report Name field to the destination 'city' and enter the start date of the trip. Click 'Save'. If submitting a supplemental TR, add an 'a' after the date so the system will not recognize the travel document as a duplicate. Click 'Save'.

The Expense Report List will now display. The expense report that was just created should be at the top of the list, with the status 'In Process'. Please note that along with the report name, the new expense report ID is displayed, which will begin with the characters 'TR'. Double-click on the 'TR'.

The 'Expense Report' will open on the 'Summaries' page. This is identical to the view that was seen on the summary page on the 'Travel Authorization'. The four page numbers at the bottom of the screen, along with the links on the left side of the screen, can be used to display various pieces of information on the expense report which may be used to review the travel document.

TR Itinerary

At this time, please update the 'Itinerary' for dates or times that have changed. Click on the Itinerary link on the left side of the screen. To change itinerary details, click on the pencil icon on the right side of the screen. If any lines need to be deleted, click on the 'X' to delete.

If an 'Expense report for a blanket TA' is being processed, please enter the itinerary details. To update a line, click on the line to be updated on the bottom section of the screen. The information will now display at the top section of the screen. Make any needed changes. Click 'Add'. After all itinerary changes have been made, click 'Save'. If meal expenses are being claimed, a popup box will appear to 'Confirm Itinerary'. Select 'Yes' if the itinerary changes are correct. Another popup box will appear asking if the report contains Per Diem expenses. If meals are being claimed, select 'Yes'. The daily per diem on meals will be adjusted based on the itinerary changes which were made. A listing of days for which meals are being claimed will be displayed. Any day that meals are not being claimed, such as when meals are provided at a conference, may be deleted by selecting the 'X'. Select 'Save and Continue'.

TR Expenses

Select 'Expenses' and enter in the actual amounts for the traveler's expenses as reflected on itemized receipt totals for that day. All of the expense detail will have come over from the authorization report. Notice the very first line is the 'Advance' that will be paid back if applicable.

Click on each expense line to make updates to reflect the actual amount expended. The expense information will be displayed at the top section of the screen as it is selected. Make the changes needed to reflect the actual amount expended. For meals, the amount entered should be the total of all itemized receipts for that day, but cannot exceed the daily per diem. First and last days allowed per diem amounts are 75% of the total daily per diem. If an expense line needs to be deleted select the 'X' beside that line. If an additional expense type needs to be added, make that entry for the appropriate date. Click 'Save'.

Please also make any needed changes to 'Non-Reimbursable' expenses. Once finished updating the 'Expenses', click 'View and Submit Report'.

TR Document Review

You will now be returned to the 'summary screen'. If you wish to review 'Related Documents', select the 'Related Documents' link on the left side of the screen. This will display the Authorization Report, Expense Report, and Advance information if applicable, the status of each document, and the amounts involved. If there is an Advance, once this 'TR' is paid the Advance will be liquidated.

If an advance is not completely liquidated by the amount claimed on the TR, the traveler would need to pay the remaining amount at the Cashiers Window and include the receipt from the Cashier's Window in the 'Expense Report' scanned backup documents. Please use Fund 110000 and Account 163500 to pay back any advance amounts; the TA number will also be needed. Click on 'View or Submit Report' to be returned to the previous screen.

Please review the TR information by selecting from the page numbers at the bottom of the screen. At the bottom of the screen, 4 page numbers will be displayed. Page 1 displays General Information; page 2 displays 'Reimbursable' expense information. Page 3 displays the 'funding summary'. When an orange triangle displays in the NSF column, sufficient funds are not available in the funding source. Before the TR is submitted, a Budget Transfer must be submitted and approved or the funding source will need to be changed for each expense. Also make sure on Page 3 that no funding sources show a zero amount. If so, that expense line will need to be deleted. Page 4 displays 'Non-reimbursable expenses'.

To view the Status History, from the 'Status History' page, there are 2 tabs displayed. The Expense Report tab will display the 'Status History' for the 'TR'. The Workflow approvals tab will show the progress of the 'TR' in the approvals queue, once it has been submitted for approval. Click on 'View or Submit Report' to be returned to the previous screen.

TR Imaging

At this time, 'backup' documents (such as memos documenting the purpose of the trip, programs and agenda; Vice Chancellor and Export Controls approval memos or vetting documentation, etc.) will need to be scanned for the 'TA'. For further information on attaching the travel documents, please see the section 'Scanning and Attaching Travel Documents' at http://www.astate.edu/a/banner-support/files/tem-travel-imaging.pdf.

TR Submission

The 'Travel Reimbursement' is now ready to be sent to the traveler for review. At the bottom of the screen, instead of having a Submit button, there is a Traveler Review button. Only the traveler can submit the document. Click 'Traveler Review'. The expense report has now been forwarded to the traveler for their review. Click 'OK'.