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Access TEM and Review Profile

Before traveling or utilizing the Travel and Expense system, all travelers are required to know and comply with the ASU Travel Procedures as outlined on the Travel Website at http://www.astate.edu/a/procurement/travel-services. Recently the following procedures were required to be added, which each traveler, delegate or approver must be aware of before completing or approving a Travel Authorization (TA) or Expense Report (TR).

Any Expense Report (TR) that exceeds 25% of the amount of reimbursable expenses listed on the Travel Authorization (TA) must be justified in writing in the ‘Comments’ section on the TR and approved by the appropriate supervisor.

Any TA (not including Blankets) submitted and approved with a Zero amount will not be reimbursed on a TR for expenses claimed, unless justified in writing in the ‘Comments’ section on the TR and approved by the appropriate supervisor.

Prior to travel occurring, approval from the appropriate Vice Chancellor is required for any of the following circumstances:

- All travel outside the continental United States.
- Length of travel time exceeds seven days.
- Projected cost of travel exceeds $2,500.
- There are more than five members in the travel party who will seek reimbursement for expenses.

Failure to obtain approval for any of these circumstances could result in the traveler being responsible for all travel expenses.

This section has instructions for logging into ‘Travel and Expense’ and accessing your ‘Traveler Profile Tab’. To access ‘Travel and Expense’, click on the icon in MyCampus and in the username field, type your ‘8 digit Campus Wide ID’ and the password is your ‘PIN number’.

Once logged in, click on the ‘Profile’ tab. The address should always be your ‘Accounts Payable’ address. If you don’t have an ‘Accounts Payable’ address or it has changed, contact your Travel Rep at 972-2028. The ‘Pay Source’ indicates your direct deposit ‘ACH’ information if you are set up for direct deposit, or it will display ‘Check to Accounts Payable’ if you’re not set up on direct deposit. The email will be your email address. For students, it will list ‘UNIV’ email type. The approver should be the first person approving your travel and the workflow login will be your computer username.

As previously stated, you are required to know and comply with the ASU Travel Procedures as outlined on the Travel Website at http://www.astate.edu/a/procurement/travel-services. We were recently
required to add the following procedures which each traveler, delegate or approver must be aware of before completing or approving a Travel Authorization (TA) or Expense Report (TR).

Any Expense Report (TR) that exceeds 25% of the amount of reimbursable expenses listed on the Travel Authorization (TA) must be justified in writing in the ‘Comments’ section on the TR and approved by the appropriate supervisor.

Any TA (not including Blankets) submitted and approved with a Zero amount will not be reimbursed on a TR for expenses claimed, unless justified in writing in the ‘Comments’ section on the TR and approved by the appropriate supervisor.

Prior to travel occurring, approval from the appropriate Vice Chancellor is required for any of the following circumstances:

All travel outside the continental United States.

Length of travel time exceeds seven days.

Projected cost of travel exceeds $2,500.

There are more than five members in the travel party who will seek reimbursement for expenses.

Failure to obtain approval for any of these circumstances could result in the traveler being responsible for all travel expenses.

**Submitting a Travel Authorization (TA)**

**TA Intro and Login**

A Travel Authorization will also be referred to as a TA. If submitting a blanket travel authorization, please refer to ‘Submitting a Blanket Travel Authorization’. If entering a travel authorization for a student group or team travel, please refer to ‘Submitting a Travel Authorization for a Student Group or Team Travel’.

To begin creating a new Travel Authorization, from myCampus.astate.edu select the Travel and Expense icon.

Login to myCampus.astate.edu, using your ASU login and password. Click 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 PIN. Select ‘Sign In’. If a blank screen appears, select the refresh button, or press F5. Click the ‘Expense Manager’ tab.

There are 3 options at the top left side of the screen. Click ‘Authorization Reports’. Displayed will be a list of all travel authorizations that have been submitted for the traveler. To start the new ‘TA’, click ‘New’. Enter the report name as the ‘first initial and the last name’ of the traveler, the ‘destination city’ and the ‘6 digit start date of the trip’ (for example T Traveler Memphis 080114). Enter the purpose of the trip.
A ‘Blanket TA’ is used to cover multiple trips throughout the year within the state of Arkansas. ‘Off Campus’ is for site visits or Off Campus visits. ‘Official Function’ is for speaking engagements, receptions for special events and athletic tournaments. ‘Professional Development’ is for presenting and/or attending seminars, workshops, conferences or training. ‘Recruiting’ is for employee, student or athletic recruiting. ‘Student Group’ is for employees who sponsor a student group trip. ‘Team Travel’ is for athletic or student team travel.

In ‘Description’, enter detailed information of the purpose of the trip. On ‘Report Type’ select ‘Travel’. ‘Report Date’ MUST remain at the default of today’s date. Please DO NOT change this date, as it is used for the Travel and Expense system to interface with the Banner Finance system. In ‘Affiliation’, select whether you are an employee or student. Do not check the Relocation checkbox.

**TA Funding Change**

At this time, the default funding of this particular ‘TA’ can be changed, if needed. To change the funding, click on the ‘Pencil’ icon on the right side of the screen. A list of all the funding defaults from the ‘Travelers Profile’ will be displayed. If changing the funding source, delete the existing funding source by clicking the ‘X’ icon on the right side of the funding line screen. Enter the new funding information. This will include Chart ‘J’, the appropriate fund, and organization. The program number will default in.

Select the ‘Add’ button. Once the funding line has been added, it will be displayed on the lower part of the screen. Sometimes the program will not display on this line, but the system has retained the value. When the entry is completed, click ‘Save’.

Should multiple funding lines exist for the employee, choose the appropriate funding line(s) to be used and click on the ‘X’ to delete those funding line(s) not being used. When the entry is completed, click ‘Save and Continue’. Be sure that the total percentage for the funding line(s) equal 100 percent.

**TA Itinerary**

It is now time to enter the Itinerary information of the trip. In the From Date field, select the calendar icon or enter the start date and estimated departure time of the trip. Enter the City and State you will be departing from. If you know the Zip Code, this may be entered rather than entering the City and State. Search Location may be used to search for available Zip/Postal Codes for a particular city. When using the search, the City and State/Province fields will auto-populate based on the Zip/Postal code entered. In the ‘Nation’ field, select the ellipsis icon, or enter the Nation code. The United States is nation code 157.

In the To Date field, select the calendar icon or enter the end date and estimated return time of the trip. Enter the City and State of your final destination or the zip code for that location. In the Nation field, select the ellipsis icon, or enter the Nation code. The United States is nation code 157. Click ‘Add’.

If your destination city/state does not have a specific per diem rate, the Per Diem Destination Match Warning popup box will appear. Select ‘OK’. When Itinerary information has been entered, click ‘Save and Continue’.
**TA Estimated Reimbursable Expenses**

If authorization for meals will be requested, click ‘Yes’ on the Confirm Per Diem popup box selection. A listing will now display the dates that Per Diem will be calculated for meals, based on the itinerary start and end date(s). The first and last day’s meal amounts are calculated at 75% of the daily per diem.

If meals will be provided on the trip, select the ‘X’ at the right of the screen to delete that day’s meal expenses. Confirm the days of actual meal reimbursement, and select ‘Save and Continue’.

You will now be ready to enter Estimated Expense for the trip.

The ‘Estimated Expenses’ screen has 2 tabs, reimbursable and non-reimbursable. Reimbursable expenses are the personal out of pocket expenses that will be encumbered and then reimbursed when the traveler returns.

For zero cost TAs, there will be only one reimbursable entry. For the Expense type, select Miscellaneous. Leave the Receipt amount as 0. Change the Paid by to N/A, and click Save. Next enter all of the non-reimbursable expenses. Then click View or Submit Report.

From this screen, you may change the meal amount requested, if needed. The per diem amount can be changed to a lower amount, but it cannot exceed the daily per diem amount. If the expense amount requested for meals needs to be changed, click on the line on the bottom section of the screen. The information will now be displayed in the upper section of the screen. Replace the amount shown in the ‘Amount’ field to the new requested amount. Click the ‘Save’ button. The new amount will now be displayed in the bottom section of the screen.

The typical authorization may have multiple expense lines to represent all estimated travel expenses which are expected to be incurred on the trip. Expenses entered on the authorization will carry over to the associated ‘Travel Reimbursement’, or ‘TR’, when it is created.

To enter Lodging expenses, verify the start date is correct. If the expense is recurring, by using the ‘Copy Recurring Expenses’ button, only one record will have to be entered and multiple days’ expenses will be populated. Click on the ‘Copy Recurring Expenses’ button. Select the appropriate Recurrence Pattern and the Range of Recurrence. Click the ‘Copy’ button. Select ‘Lodging’ for the expense type. Enter the estimated daily amount. Select ‘N/A’ in the Paid By field. Check the Daily Meals and Lodging link on the Travel Office website to confirm whether the amount will exceed the standard per diem rate. If the hotel charge will exceed the standard allowed amount, enter the reason in the Description field. For example, conference site, only lodging available or high cost area. Select ‘Save’. The lodging will now be populated in the bottom section of the screen for all days selected.

To enter miles driven, select ‘Mileage’ or ‘Trip Optimizer’ from the expense type dropdown. Select the appropriate Unit Rate for your department from the dropdown. Enter the number of miles in the Units field. The Receipt Amount field will then be calculated. If choosing ‘Trip Optimizer’, enter the amount it indicates. The ‘Total Rental Cost’ on the Trip Optimizer must be used if it is less than ‘Own Car Cost’. Click ‘Save’. Remember to attach Trip Optimizer. (See directions below).
An employee must be authorized to drive, and must provide the required insurance information in the Description field. Please see the Travel Office website for further information.

To enter miscellaneous travel expenses, select the date of the expense. Select ‘Misc’ in the expense type dropdown. Enter the amount. Enter details per miscellaneous item claimed in the ‘Description’ field. Examples would be parking, taxi, shuttle bus, etc.

Repeat this process for each expense type. Each entry will be listed at the bottom screen once it is saved.

**TA Estimated Non-Reimbursable Expenses**

Non-Reimbursable Expenses include expenses that will be prepaid by an online requisition, P-Card, T-Card, Ghost Card, Motor Vehicle Requisition or Other (Name of Payer is required if expenses are being paid by a third party, board or personally). This tab can also be used to track expenses that may not be covered by your department. Examples of non-reimbursable expenses could be airfare, lodging, registration fees, or car rental.

For non-reimbursable travel expenses paid for with a P-Card, T-Card, or Ghost Card, select the appropriate expense type. Enter the amount. Enter the last four digits of the card number in the Description field. Repeat these steps for each non-reimbursable expense type.

Once all ‘Reimbursable’ and ‘Non-reimbursable’ expenses have been entered, click ‘View or submit report’. This brings up the ‘TA’ summary. Displayed at the top of the screen will be the report name of the ‘TA’, the ‘TA number’ and the status. At this point, the TA is currently at an ‘In Process’ status.

**TA Comments and Review**

Comments may also be entered by selecting that option on the left side of the screen. Faculty should indicate if classes will be missed and if so, who will substitute. Click on the pencil icon. Enter the desired comment. Click ‘Save’.

Please review the TA information by selecting from the page numbers at the bottom of the screen, when on the Authorization Report selection. 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 TA is submitted, a Budget Transfer must be submitted and approved or the funding source will need to be changed for each expense. Page 4 displays ‘Non-reimbursable expenses’.

**TA 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’ on page 29.
TA Advance Request (TV) Option

You may choose to request an advance at this time, if you are a full-time employee and have been approved by your supervisor for an advance. If you choose not to request an advance, click the ‘Submit’ button to submit the Authorization request.

If you choose to request an advance, click the ‘Request Advance’ button. Select the appropriate ‘Advance Rule’. There are 3 Advance Rules: 50% of meals and miscellaneous for domestic travel; 75% of the total for International travel; and 90% of the total for student trips. The amount of the requested advance must be greater than $100. The advance must be paid back within 21 calendar days after the trip has been completed. Once the Advance rule has been selected, click ‘Continue’.

To calculate the maximum you may request for the advance, multiply the appropriate expenses by selected advance percentage. Enter the requested amount, from $100 to the calculated maximum amount, into the ‘Requested amount’ field. The date the ‘Payment will be made on or after’ will be displayed. A description of why an advance is being requested may be entered. For example, enter the number of students to verify advance is correct.

If you chose to request an advance, to complete the TA and TV, click the ‘Submit’ button.

Once submit is selected, a window will display ‘Authorization request has been submitted’. The TA number, and the TV number if an advance was requested, will be displayed. Click ‘OK’. The status of the travel authorization request will be changed to ‘Submitted’.

The new TA, or travel authorization has been created. Select Authorization Report List to review other ‘TAs’, or start another new TA, or select to sign out of Travel and Expense.

TA Approval Info

The newly created TA will now move through the appropriate approval process for your department. As the authorization passes through the approval queue, the traveler will receive emails as to the progress of the TA, and will receive an email once the authorization has been approved.

Vice Chancellor approval is required for any of the following circumstances: All travel outside the continental United States; length of travel time exceeds seven days; projected cost of travel exceeds $2,500; or there are more than five members in the travel party who will seek reimbursement for expenses. (See instructions for ‘Approving a TA’).

If changes to a travel authorization are needed after submission, the approver will return the authorization to the traveler for correction. The traveler will receive an email which will have a comment entered by the approver of the changes needed. The traveler must then make the changes and resubmit. If an approver denies the authorization, the traveler will receive an email notifying the traveler the authorization has been denied.

If the trip is cancelled or the encumbrance needs to be closed and funds released, click on ‘More Actions’, click ‘Release Budget’, choose ‘yes’ to each of the pop up questions, then click ‘Save’.
Submitting a Blanket Travel Authorization (TA)

**TA Intro and Login**
A Travel Authorization will also be referred to as a TA.

To begin creating a new Travel Authorization, from myCampus.astate.edu select the ‘Travel and Expense’ icon.

Login to myCampus.astate.edu, using your ASU login and password. Click 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. Click the ‘Expense Manager’ tab.

**TA General Info**
There are 3 options at the top left side of the screen. Click ‘Authorization Reports’. Displayed will be a list of all travel authorizations that have been submitted for the traveler. To start the new ‘TA’, click ‘New’. A previous Blanket Authorization can also be copied by clicking on that TA and clicking ‘Copy’.

In Report Name, enter the First Initial of the traveler and the Last Name. Instead of entering City, enter the State, Arkansas, and the beginning of the Fiscal Year as a 6-digit date (for example T Traveler Arkansas 070114). In Purpose, select Blanket TA. In Description enter any additional information about the Blanket TA. On ‘Report Type’ select ‘Travel’. ‘Report Date’ MUST remain at the default of today’s date. Please DO NOT change this date, as it is used for the Travel and Expense system to interface with the Banner Finance system. In ‘Affiliation’, select whether you are an employee or student. Do not check the Relocation checkbox.

**TA Funding Change**
At this time, the default funding of this particular blanket ‘TA’ can be changed, if needed. To change the funding, click on the ‘Pencil’ icon on the right side of the screen. A list of all the funding defaults from the ‘Travelers Profile’ will be displayed. Delete the existing funding source by clicking the ‘X’ icon on the right side of the funding line screen. Enter the new funding information. This will include Chart ‘J’, the appropriate fund, and organization. The program number will default in. Select the ‘Add’ button. Once the funding line has been added, it will be displayed on the lower part of the screen. Sometimes the program will not display on this line, but the system has retained the value. When the entry is completed, click Save. Click ‘Save and Continue’.

**TA Itinerary**
It is now time to enter the Itinerary information of the trip. On a blanket TA, the itinerary will have one record. The From Date will be the beginning of the fiscal year. Enter the From City as Jonesboro, the State AR, and the Nation Code of 157. The To Date will be the end of the fiscal year. The To City will be entered as Jonesboro, the state AR, and the nation code as 157. Click Add. If a ‘Per Diem Destination Warning’ pop-up box appears, select ‘ok’. When the Expense Reports are created against the blanket TA, in the itinerary, the actual locations visited and the dates will be specified. Click ‘Save and Continue’.
Click ‘No’ at the ‘Confirm Per Diem’ pop-up box. You will now proceed to the Estimated Expenses screen.

For a Blanket TA, there will be only one reimbursable entry. Change the Report date to the beginning of the fiscal year. For the Expense type, select Miscellaneous. Leave the Receipt amount as 0. Change the Paid by to N/A, and click Save. No more expenses will need to be entered on the blanket TA. The actual expenses incurred on the trip will need to be detailed on the Expense Report, or TR, once a trip is completed. After entering the 0 balance, click View or Submit Report.

Please utilized the ‘Comments’ section to note ‘Special Authorization’ for lodging, such as: Only Lodging Available, Conference Site, or High Cost Area. This area should also be used to note the auto insurance information should the traveler be using their personal vehicle, or to request ‘Car Rental Authorization’.

**TA Submission**

Click the ‘Submit’ button. Once submit is selected, a window will display ‘Authorization request has been submitted’, and the TA number will be displayed. Click ‘OK’. The status on the blanket ‘TA’ will be changed to ‘Submitted’.

The new blanket TA, or Travel Authorization has been created. Select Authorization Report List to review other ‘TAs’, or start another new TA, or select to sign out of Travel and Expense.

The newly created blanket TA will now move through the appropriate approval process for your department. As the authorization passes through the approval queue, the traveler will receive emails as to the progress of the blanket TA, and will receive an email once the authorization has been approved.

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**Submitting a Travel Authorization (TA) for a Student Group or Team Travel**

**TA Intro and Login**

This section has instructions for submitting a Travel Authorization for a Student Group or Team Travel. A Travel Authorization will also be referred to as a TA.

Vice Chancellor approval is required for any of the following circumstances: All travel outside the continental United States; length of travel time exceeds seven days; projected cost of travel exceeds $2,500; or there are more than five members in the travel party who will seek reimbursement for expenses. (See instructions for ‘Approving a TA’).

To begin creating a new Travel Authorization, 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 PIN. Select ‘Sign In’. If a blank screen appears, select the refresh button, or press F5. Click the ‘Expense Manager’ tab.
**TA General**
There are 3 options at the top left side of the screen. Click ‘Authorization Reports’. Displayed will be a list of all travel authorizations that have been submitted for the traveler. To start the new ‘TA’, click ‘New’.

Enter the report name as the ‘first initial and the last name’ of the traveler, the ‘destination city’ and the ‘6 digit start date of the trip’ (for example: Traveler Miami 080114). Enter the purpose of the trip as ‘Student Group’ or ‘Team Travel’, whichever is appropriate.

In ‘Description’, enter detailed information of the purpose of the trip. On ‘Report Type’ select ‘Travel’. ‘Report Date’ MUST remain at the default of today’s date. Please DO NOT change this date, as it is used for the Travel and Expense system to interface with the Banner Finance system. In ‘Affiliation’, select whether you are an employee or student. Do not check the Relocation checkbox.

**TA Funding Change**
At this time, the default funding of this particular ‘TA’ can be changed, if needed. To change the funding, click on the ‘Pencil’ icon on the right side of the screen. A list of all the funding defaults from the ‘Travelers Profile’ will be displayed. If changing the funding source, delete the existing funding source by clicking the ‘X’ icon on the right side of the funding line. Enter the new funding information. This will include Chart ‘J’, the appropriate fund, and organization. The program number will default in. Select the ‘Add’ button. Once the funding line has been added, it will be displayed on the lower part of the screen. Sometimes the program will not display on this line, but the system has retained the value. When the entry is completed, click ‘Save’.

Should multiple funding lines exist for the employee, choose the appropriate funding line(s) to be used and click on the ‘X’ to delete those funding line(s) not being used. Click ‘Save’. When the entry is completed, click ‘Save and Continue’. Be sure that the total percentage for the funding line(s) equal 100 percent.

**TA Itinerary**
It is now time to enter the Itinerary information of the trip. In the From Date field, select the calendar icon or enter the start date and estimated departure time of the trip. Enter the City and State you will be departing from. If you know the Zip Code, this may be entered rather than entering the City and State. In the Nation field, select the ellipsis icon, or enter the Nation code. The United States is nation code 157.

In the To Date field, select the calendar icon or enter the end date and estimated return time of the trip. Enter the City and State of your final destination or the zip code for that location. Search Location may be used to search for available Zip/Postal Codes for a particular city. When using the search, the City and State/Province fields will auto-populate based on the Zip/Postal code entered. In the Nation field, select the ellipsis icon, or enter the Nation code. Click ‘Add’.

If your destination city/state does not have a specific per diem rate, the Per Diem Destination Match Warning popup box will appear. Select ‘OK’.
When the Itinerary information has been entered, click ‘Save’.

**TA Estimated Reimbursable Expenses**

When entering a TA for a Student Group or Team Travel, select ‘NO’ on the Confirm Per Diem popup box selection.

You will now be ready to enter Estimated Expense for the trip.

The ‘Estimated Expenses’ screen has 2 tabs, reimbursable and non-reimbursable. Reimbursable expenses are the personal out of pocket expenses that will be encumbered and then reimbursed when the traveler returns.

For zero cost TAs, there will be only one reimbursable entry. For the Expense type, select Miscellaneous. Leave the Receipt amount as 0. Change the Paid by to N/A, and click Save. Next enter all of the non-reimbursable expenses. Then click View or Submit Report.

To enter group meals, verify the date is correct. If the trip is for multiple days, select the ‘Copy Recurring Expenses’ button. Select the Recurrence Pattern and Range of Recurrence. Click ‘Copy’. Select the expense type of ‘Group Meals’. Enter the number of travelers in the Count field. Enter the Description. Select ‘Save’. Records will now be populated for the per diem amount times the number of travelers entered in the Count field, for the number of days selected.

If the expense amount requested for meals should now need to be changed, click on the line on the bottom section of the screen. The information will now be displayed in the upper section of the screen. Replace the amount shown in the ‘Amount’ field to the new requested amount. A lesser amount can be entered, but an amount cannot exceed the daily per diem times the number of travelers. Click the ‘Save’ button. The new amount will now be displayed in the bottom section of the screen.

The typical authorization may have multiple expense lines to represent all estimated travel expenses which are expected to be incurred on the trip. Expenses entered on the authorization will carry over to the associated ‘Travel Reimbursement’, or ‘TR’, when it is created.

To enter Lodging expenses, verify the start date is correct. If staying multiple days, click on the ‘Copy Recurring Expenses’ button. Select the appropriate Recurrence Pattern and the Range of Recurrence. Click the ‘Copy’ button. Select Lodging for the expense type. Enter the estimated daily amount. Select ‘N/A’ in the Paid By field. The lodging will now be populated in the bottom section of the screen for all days selected.

To enter miles driven, select ‘Mileage’ or ‘Trip Optimizer’ from the expense type dropdown. Select the appropriate Unit Rate for your department from the dropdown. Enter the number of miles in the Units field. The Receipt Amount field will then be calculated. If choosing ‘Trip Optimizer’, enter the amount it indicates. The ‘Total Rental Cost’ on the Trip Optimizer must be used if it is less than ‘Own Car Cost’. Click ‘Save’. Attach Trip Optimizer. (Instructions below)
Employees and students must be authorized to drive, and must provide the required insurance information. Please see the Travel Office website for further information. To enter miscellaneous travel expenses, select the date of the expense. Select ‘Misc’ in the expense type dropdown. Enter the amount. Enter details per miscellaneous item claimed in the Description field. Examples would be parking, taxi, shuttle bus, etc. Click ‘Save’.

Repeat this process for each expense type. Each entry will be listed at the bottom screen once it is saved.

**TA Estimated Non-Reimbursable Expenses**

Non-Reimbursable Expenses include expenses that will be prepaid by an online requisition, P-Card, T-Card, Ghost Card, Motor Vehicle Requisition or Other (Name of Payer is required if expenses are being paid by a third party, board or personally). This tab can also be used to track expenses that may not be covered by your department. Examples of non-reimbursable expenses could be airfare, lodging, registration fees, or car rental.

To enter a non-reimbursable expense paid for with a P-card, T-card, or Ghost card, such as registration, click on the calendar icon to select the correct date. In the expense type dropdown, select the appropriate expense type. Enter the receipt amount. Select the appropriate form of pre-payment in the paid by field. Enter the last 4 digits of the card number in the Description field. Select ‘Save’.

Once all ‘Reimbursable’ and ‘Non-reimbursable’ expenses have been entered, click ‘View or Submit Report’. This brings up the ‘TA’ summary. Displayed at the top of the screen will be the report name of the ‘TA’, the ‘TA number’ and the status. At this point, the TA is currently at an ‘In Process’ status.

**TA Comments and Review**

Comments may also be entered by selecting that option on the left side of the screen. Faculty should indicate if classes will be missed and if so, who will substitute. Click on the pencil icon. Enter the desired comment. Click ‘Save’. Click ‘View or Submit Report’ to be returned to the general information screen.

Please review the TA information by selecting from the page numbers at the bottom of the screen, when on the Authorization Report selection. 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, there are not sufficient funds in the funding source. Before the TA is submitted, a Budget Transfer must be submitted and approved or the funding source will need to be changed for each expense. Page 4 displays ‘Non-reimbursable Expenses’.

**TA 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’ on page 29.
**TA Advance Request (TV) Option**

You may choose to request an advance at this time, if you are a full-time employee and have been approved by your supervisor for an advance. If you choose not to request an advance, click the ‘Submit’ button to submit the Authorization request.

If you choose to request an advance, click the ‘Request Advance’ button. Select the appropriate ‘Advance Rule’. There are 3 Advance Rules. The 90% of total for Student Group rule will be utilized, as this TA is for a Student Group trip. The amount of the requested advance must be greater than $100. The advance must be paid back within 21 calendar days after the trip has been completed. Once the Advance rule has been selected, click ‘Continue’.

To calculate the maximum you may request for the advance, multiply the appropriate expenses by selected advance percentage. Enter the requested amount, from $100 to the calculated maximum amount, into the ‘Requested amount’ field. The date the ‘Payment will be made on or after’ will be displayed. A description of why an advance is being requested may be entered. Please enter number of travelers in description.

If you chose to request an advance, to complete the TA and TV, click the ‘Submit’ button.

Once submit is selected, a window will display ‘Authorization request has been submitted’. The TA number, and the TV number if an advance was requested, will be displayed. Click ‘OK’. The status of the travel authorization request will be changed to ‘Submitted’.

The new TA, or travel authorization has been created. Select Authorization Report List to review other ‘TAs’, or start another new TA, or select to sign out of Travel and Expense.

**TA Approval Info**

The newly created TA will now move through the appropriate approval process for your department. As the authorization passes through the approval queue, the traveler will receive emails as to the progress of the TA, and will receive an email once the authorization has been approved.

Vice Chancellor approval is required for any of the following circumstances: All travel outside the continental United States; length of travel time exceeds seven days; projected cost of travel exceeds $2,500; or there are more than five members in the travel party who will seek reimbursement for expenses. (See instructions for ‘Approving a TA’).

If changes to a travel authorization are needed after submission, the approver will return the authorization to the traveler for correction. The traveler will receive an email which will have a comment entered by the approver of the changes needed. The traveler must then make the changes and resubmit. If an approver denies the authorization, the traveler will receive an email notifying the traveler the authorization has been denied.

If the trip is cancelled or the encumbrance needs to be closed and funds released, click on ‘More Actions’, click ‘Release Budget’, choose ‘yes’ to each of the pop up questions, then click ‘Save’.
Submitting a Travel Authorization (TA) as a Delegate

**TA Intro and Login**
This portion will instruct you how to submit a Travel Authorization, or TA, as a Delegate. A delegate can enter travel authorizations and expense reports, and submit them to the traveler for review. A supervisor must request that delegate access be given for someone to function as a delegate. To begin creating a new Travel Authorization, from myCampus.astate.edu, select the Travel and Expense icon.

Login to ‘Travel and Expense’. The User Name will be your 8-digit campus wide ID; the password will be your PIN. Click ‘Sign In’. If a blank screen appears, select the ‘refresh’ button, or press ‘F5’.

**TA General**
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.

There are 3 options at the top left side of the screen. Click ‘Authorization Reports’. Displayed will be a list of all travel authorizations that have been submitted for the traveler. To start the new ‘TA’, click ‘New’.

Enter the report name as the ‘first Initial and the last name’ of the traveler, the ‘destination city’ and the ‘6 digit start date of the trip’ (for example: T Traveler Denver 090714). Enter the ‘Purpose of the Trip’.

‘Blanket TA’ is used to cover multiple trips throughout the year within the state of Arkansas. If you are processing a Blanket TA, please refer to the section, ‘Submitting a Blanket Travel Authorization’.
‘Off Campus’ is for site visits or Off Campus visits. ‘Official Function’ is for speaking engagements, receptions for special events and athletic tournaments. ‘Professional Development’ is for presenting and/or attending seminars, workshops, conferences or training. ‘Recruiting’ is for employee, student or athletic recruiting. ‘Student Group’ is for employees who sponsor a student group trip. ‘Team Travel’ is for athletic team or student group travel. If you are processing a TA for a Student Group or Team Travel, please refer to the section, ‘Submitting a Travel Authorization for a Student Group or Team Travel’.

In ‘Description’, enter detailed information of the purpose of the trip. On ‘Report Type’ select ‘Travel’. ‘Report Date’ MUST remain at the default of today’s date. Please DO NOT change this date, as it is used for the Travel and Expense system to interface with the Banner Finance system. In ‘Affiliation’, select whether the traveler is an employee or student. Do not check the Relocation checkbox.

**TA Funding Change**
At this time, the default funding of this particular ‘TA’ can be changed, if needed. To change the funding, click on the ‘Pencil’ icon on the right side of the screen. A list of all the funding defaults from the ‘Travelers Profile’ will be displayed. If changing the funding source, delete the existing funding source by clicking the ‘X’ icon on the right side of the funding line screen. Enter the new funding information. This
will include Chart ‘J’, the appropriate fund, and organization. The program number will default in. Select the ‘Add’ button. Once the funding line has been added, it will be displayed on the lower part of the screen. Sometimes the program will not display on this line, but the system has retained the value. When the entry is completed, click ‘Save’.

Should multiple funding lines exist for the employee, choose the appropriate funding line(s) to be used and click on the ‘X’ to delete those funding line(s) not being used. When the entry is completed, click ‘Save and Continue’. Be sure that the total percentage for the funding line(s) equal 100 percent.

**TA Itinerary**

It is now time to enter the Itinerary information of the trip. In the From Date field, select the calendar icon or enter the start date and estimated departure time of the trip. Enter the **City** and **State the traveler** will be departing from. If you know the **Zip Code**, this may be entered rather than entering the **City** and **State**. In the Nation field, select the ellipsis icon, or enter the Nation code. The United States is nation code 157.

In the To Date field, select the calendar icon or enter the end date and estimated return time of the trip. Enter the **City** and **State of the traveler’s final destination** or the zip code for that location. **Search Location** may be used to search for available **Zip Code** for a particular city. When using the search, the **City** and **State** fields will auto-populate based on the **Zip code** entered. In the Nation field, select the ellipsis icon, or enter the Nation code. Click ‘Add’.

If the traveler’s destination city/state does not have a specific per diem rate, the Per Diem Destination Match Warning popup box will appear. Select ‘OK’.

When the Itinerary information has been entered, click ‘Save and Continue’.

**TA Estimated Reimbursable Expenses**

If authorization for meals will be requested, click ‘Yes’ on the Confirm Per Diem popup box selection. A listing will now display the dates that Per Diem will be calculated for meals, based on the itinerary start and end date(s). The first and last day’s meal amounts are calculated at 75% of the daily per diem.

If meals will be provided for particular days on the trip, select the ‘X’ at the right of the screen to delete that day’s meal expenses. Confirm the days of actual meal reimbursement, and select ‘Save and Continue’.

You will now be ready to enter Estimated Expense for the trip.

The ‘Estimated Expenses’ screen has 2 tabs, reimbursable and non-reimbursable. Reimbursable expenses are the personal out of pocket expenses that will be encumbered and then reimbursed when the traveler returns.
For zero cost TAs, there will be only one reimbursable entry. For the Expense type, select Miscellaneous. Leave the Receipt amount as 0. Change the Paid by to N/A, and click Save. Next enter all of the non-reimbursable expenses. Then click View or Submit Report.

From this screen, the meal amount requested can be changed, if needed. The per diem amount can be changed to a lower amount, but it cannot exceed the daily per diem amount. If the expense amount requested for meals needs to be changed, click on the line on the bottom section of the screen. The information will now be displayed in the upper section of the screen. Replace the amount shown in the ‘Amount’ field to the new requested amount. Click the ‘Save’ button. The new amount will now be displayed in the bottom section of the screen.

The typical authorization may have multiple expense lines to represent all estimated travel expenses which are expected to be incurred on the trip. Expenses entered on the authorization will carry over to the associated ‘Travel Reimbursement’, or ‘TR’, when it is created.

To enter Lodging expenses, verify the start date is correct. If the expense is recurring, by using the ‘Copy Recurring Expenses’ button, only one record will have to be entered and multiple days’ expenses will be populated. Click on the ‘Copy Recurring Expenses’ button. Select the appropriate Recurrence Pattern and the Range of Recurrence. Click the ‘Copy’ button. Select ‘Lodging’ for the expense type. Enter the estimated daily amount. Select ‘N/A’ in the Paid By field. Check the ‘Daily Meals and Lodging’ link on the Travel Office website to confirm whether the amount will exceed the standard per diem rate. If the hotel charge will exceed the standard allowed amount, enter the reason in the ‘Description’ field. For example, conference site, only lodging available or high cost area. Select ‘Save’. The lodging will now be populated in the bottom section of the screen for all days selected.

To enter miscellaneous travel expenses, select the date of the expense. Select ‘Misc’ in the expense type dropdown. Enter the amount. Enter details per miscellaneous item claimed in the Description field. Examples would be parking, taxi, shuttle bus, etc. Click ‘Save’

Repeat this process for each expense type. Each entry will be listed at the bottom screen once it is saved.

**TA Estimated Non-Reimbursable Expenses**

Non-Reimbursable Expenses include expenses that will be prepaid by an online requisition, P-Card, T-Card, Ghost Card, Motor Vehicle Requisition or Other (Name of Payer is required if expenses are being paid by a third party, board or personally). This tab can also be used to track expenses that may not be covered by the traveler’s department. Examples of non-reimbursable expenses could be airfare, lodging, registration fees, or car rental.

To enter a non-reimbursable expense paid for with a P-card, T-Card, or Ghost card, such as registration, click on the calendar icon to select the correct date. In the expense type dropdown, select the appropriate expense type. Enter the receipt amount. Select the appropriate card in the paid by field. Enter the last 4 digits of the card number in the Description field. Select ‘Save’.
Once all ‘Reimbursable’ and ‘Non-reimbursable’ expenses have been entered, click ‘View or submit report’. This brings up the ‘TA’ summary. Displayed at the top of the screen will be the report name of the ‘TA’, the ‘TA number’ and the status. At this point, the TA is currently at an ‘In Process’ status.

**TA Comments and Review**

Comments may also be entered by selecting that option on the left side of the screen. **Faculty should indicate if classes will be missed and if so, who will substitute.** Click on the pencil icon. Enter the desired comment. Click ‘Save’. Click ‘View or Submit Report’ to be returned to the general information screen.

Please review the TA information by selecting from the page numbers at the bottom of the screen, when on the Authorization Report selection. 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 TA is submitted, a Budget Transfer must be submitted and approved or the funding source will need to be changed for each expense. Page 4 displays ‘Non-reimbursable expenses’.

**TA 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’ on page 29.

**TA Submission**

At the bottom of the screen, instead of having a Submit and Request Advance button, there is a Traveler Review button. Only the traveler can submit the document and request an advance. Click ‘Traveler Review’. The authorization has now been forwarded to the traveler for their review. Click ‘OK’.

**Approving a Travel Authorization with Advance (if applicable)**

This section will show you how to approve a Travel Authorization. When a TA is ready for you to approve, you will receive an email from workflow@astate.edu. The email will summarize the travel document or documents that need approval. There will be a link to Workflow to login. When logging in to Workflow, use your myCampus user name and password.

You will automatically open to the ‘Workflow Approval Form’ for your review. Once logged in, you will see the ‘Workflow Approval form for the Authorization and Advance (if applicable). Review the information and if you need to view additional information before submitting the document for approval or returning it for correction, click on the link for the ‘Travel and Expense’ page. To login to ‘Travel and Expense’, the username will be your ‘8 digit Campus Wide ID’ and the password will be your ‘PIN’. This will show you a summary of the authorization and list the advance (if applicable).

When looking at a ‘Travel Authorization’ or ‘TA’, you can see the preview, the general information on the reports. There is a comments section to enter any comments related to the travel document. There
will be 4 page options that you can hold your mouse on to see those pages. Page 2 is your Reimbursable Expense types. This allows you to look at ‘Reimbursable Expenses’ and to what is being reimbursed. Clicking the down arrow will shows additional information about that expense. The third page is the ‘Funding Summary’, where the money is going to be taken out or encumbered. Page 4 is ‘Non-Reimbursable’ items.

There are also two other options on the left of ‘Status History’ and ‘Related Documents’. Click on ‘Status History’, to see the status of the document in Travel and Expense. Click on ‘Workflow Approvals’, to see if it has been through some approvals. ‘Related Documents’ will show if there was a ‘Travel Advance’ also associated with this TA.

To see related document backup click ‘ALT-Q’. Enter the authorization report TA number in the invoice field and click ‘Search’. The ‘TA’ related documentation will be retrieved for review. The TA related documents may include memos documenting the purpose of the trip, programs and agenda; Vice Chancellor and Export Controls approval memos or vetting documentation, etc. When finished reviewing the scanned documents, select exit and cancel. Sign out of Travel and Expense and close the window to be returned to the Workflow Approval form.

Upon returning to the ‘Workflow Approval Form’, select the approval status. In the approval status field select ‘Approve and Add Approver’. Please note the ‘Add Approver’ field will contain ‘travel’, because the Travel Office serves as the final approver for all travel documents. If additional approvals are required before the Travel Office, remove ‘travel’ and, in lowercase, enter the additional approver’s username. Vice Chancellor approval is required for any of the following circumstances: All travel outside the continental United States; length of travel time exceeds seven days; projected cost of travel exceeds $2,500; or there are more than five members in the travel party who will seek reimbursement for expenses.

Once all appropriate approvals have been obtained, the Travel Office will serve as final approver.

If the authorization report needs to be corrected by the traveler, choose ‘Return for Correction’. A comment must be entered as to why the document is being returned. If an advance was requested, the advance will then automatically be cancelled. The traveler will be notified via email that corrections are needed on the TA. The traveler can then make the corrections and resubmit the authorization report for approval. If there was an advance cancelled with the return for correction, the traveler will also need to request a new advance.

If the authorization report is denied, the process flow will be completely canceled. The traveler will be notified by email that the document has been denied.

When the approval status has been selected, click ‘Complete’.

Once ‘Complete’ has been selected, the authorization report will route through the Workflow Approvals process. The Traveler will receive emails as the document routes through the approval process.
Submitting an Expense Report (TR)

TR Intro and Login
Once the trip is completed, 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 PIN. If a blank screen appears, select the refresh button, or press F5. Click the ‘Expense Manager’ tab.

TR General Info
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.

If there is an outstanding advance associated with this expense report, a popup box will be displayed asking if you will be reconciling the advance with the expense report. You must select ‘Yes’.

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 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 think it is 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.

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 you need to delete any lines, 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 you are claiming meal expenses, a popup box may appear to 'Confirm Itinerary'. Select 'Yes' if your 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 your 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, you 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; you will also need the TA number. 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’.

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’ on page 29.

**TR Submission**

The ‘Travel Reimbursement’ is now ready for submission. You may also click on the Print button to produce a detail or summary report which can be printed or saved as a file, for your records. When you are ready to submit the report, click on the ‘Submit’ button on the bottom of the screen. You will be prompted on the ‘Travel Reimbursement’ asking if this is your final expense report for this authorization. Select ‘Yes’, to close the ‘Travel Authorization’ in Banner Finance. If you select ‘No’, the TA will remain open until you close it or submit a final ‘Travel Reimbursement’. You will not receive this prompt for a Travel Reimbursement generated from a Blanket Travel Authorization.

The Travel Expense Report has now been submitted. The TR will process through the approvals process. The traveler will receive emails as the expense report processes through the approvals workflow. If an approver sees changes which need to be made, the approver must return the expense report for correction. At that time, the traveler will receive an email concerning this, and can go back into the expense report and make the appropriate changes. The expense report can then be resubmitted. An approver will also have the option to deny the expense report. The traveler will receive an email once the expense report has been approved, and posted in Banner Finance.

**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 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’ on page 29.

**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’.

### Approving an Expense Report

**TR Intro and Login**

As an approver, when a document is ready for your approval, you will receive an email from workflow@astate.edu. The email will contain a summary of the ‘TR’ needing approval, and a link to ‘Workflow’. Click on the Workflow link. When logging in to Workflow, the username will be your ASU user name and the password will be your ASU password.

**TR Document Review**

You will now see a summary of the expense report information. If an advance was paid off from this ‘TR’, the summary will include the cleared advance amount, and the amount which will actually be paid out.

At the bottom of the page is a link to Travel and Expense, where detailed information about the reimbursement may be viewed. When logging into Travel and Expense, the username is your 8 digit campus wide ID number and the password is your PIN.

A summary of the expense report will now be displayed. There are 4 page numbers at the bottom of the screen which may be used to review the travel document. Page 1 displays General Information. Page 2 displays ‘Reimbursable’ expense information. Clicking the down arrow beside each expense item will display additional information about the expense. Page 3 displays the ‘funding summary’. On this page, check for proper funding sources. Page 4 displays ‘Non-reimbursable expenses’.

Status history and related documents links are available at the left side of the screen. Status history will show the status of the expense report and workflow approval status. Related documents will show the authorization report and if an advance is related to this reimbursement.
**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’ on page 29.

**TR Approving**

If the expense report is ready to be approved, in the approval status field select ‘Approve and Add Approver’. Please note the ‘Add Approver’ field will contain ‘Travel’, because the Travel Office serves as the final approver for all travel documents. If additional approvals are required before the Travel Office, remove ‘travel’ and, in lowercase, enter the additional approver’s username. Vice Chancellor approval is required for any of the following circumstances: All travel outside the continental United States; length of travel time exceeds seven days; projected cost of travel exceeds $2,500; or there are more than five members in the travel party who will seek reimbursement for expenses.

Once all appropriate approvals have been obtained, the Travel Office will serve as final approver. Enter ‘travel’ in lower case in the ‘Add Approver’ field.

If the expense document needs to be corrected by the traveler, choose ‘Return for Correction’. A comment must be entered as to why the document is being returned. The traveler will be notified via email that corrections are needed on the TR. The traveler can then make the corrections and resubmit the expense report for approval.

If the expense report is denied, the process flow will be completely canceled. The traveler will be notified by email that the document has been denied.

When the approval status has been selected, click ‘Complete’. Once ‘Complete’ has been selected, the Expense Report will route through the Workflow Approvals process. The Traveler will receive emails as the document routes through the approval process.

**Traveler Review of Authorization (TA) or Expense Report (TR)**

This section will show the traveler how to review their documents and submit them for approval. As the traveler, you must review and submit the Travel Authorization (TA) or Expense Report (TR) for which a delegate has entered for you. Only the traveler can request an advance, if necessary.

You will receive an email from Workflow@astate.edu with the subject ‘Travel Document Review Request’. The email will list the ‘Travel Authorization or Expense Report’ number. In this email, you will see a summary of the travel document. By selecting the workflow link in the email, you will be taken to the Travel and Expense system, where the document can be reviewed and submitted. To log into the Travel and Expense system, your Username will be your ‘8-digit Campus Wide ID Number’ and your Password will be your ‘PIN’.
Once logged in, go to the ‘Expense Manager’ tab and click ‘Authorization Reports’ for the authorization and ‘Expense Reports’ if the travel document is a reimbursement. The travel document that you need to review will open to the ‘Summary’ screen.

Please review the information by selecting from the page numbers at the bottom of the screen. Page 1 displays ‘General Information’; page 2 displays ‘Reimbursable’ expense information. Page 3 displays the ‘Funding Summary’. Page 4 displays ‘Non-reimbursable Expenses’.

If you are reviewing an authorization which has been submitted by your delegate, you may now submit the document for approval, or you may request an advance. If you are also requesting an advance, when this is submitted, the authorization will be submitted along with the advance for approval.

To request an advance, you must be a full-time employee and have been approved by your supervisor for an advance.

Once submit is selected, a window will display ‘Authorization request has been submitted’. The TA number, and the TV number if an advance was requested, will be displayed. Click ‘OK’. The status of the travel authorization request will be changed to ‘Submitted’.

If submitting an expense report, or TR, you will receive a popup box asking if this is your final expense report for this travel authorization, or TA. Select ‘YES’. You will not receive this prompt for a TR generated from a blanket TA.

**Traveler Review of Authorization for an Individual when Requesting an Advance**

This video will show the traveler how to review their travel authorization, request an advance, and submit these documents for approval. As the traveler, you must review and submit the travel authorization that a delegate has entered for you. Only the traveler can request an advance.

You will receive an email from Workflow@astate.edu with the subject ‘Travel Document Review Request’. The email will list the ‘Travel authorization’ number. In this email, you will see a summary of the travel document. By selecting the workflow link in the email, you will be taken to the Travel and Expense system, where the document can be reviewed and submitted. To log into the Travel and Expense system, your Username will be your ‘8-digit Campus Wide ID Number’ and your Password will be your ‘PIN’.

Once logged in, go to the ‘Expense Manager’ tab and click ‘Authorization Reports’. The travel document that you need to review will open to the ‘Summary’ screen.

Please review the information by selecting from the page numbers at the bottom of the screen. Page 1 displays General Information; page 2 displays ‘Reimbursable’ expense information. Page 3 displays the ‘funding summary’ Page 4 displays ‘Non-reimbursable expenses’.

The traveler may now request an advance. If you are requesting an advance, when this is submitted, the authorization will be submitted along with the advance for approval.
To request an advance, you must be a full-time employee and have been approved by your supervisor for an advance.

Click the ‘Request Advance’ button. Select the appropriate ‘Advance Rule’. There are 3 Advance Rules-
50% of meals and miscellaneous for domestic travel
75% of the total for International travel
and 90% of the total for student trips.

The amount of the requested advance must be greater than $100. The advance must be paid back within 21 calendar days after the trip has been completed. Once the Advance rule has been selected, click ‘Continue’. To calculate the maximum you may request for the advance, add the meal per diem amount and miscellaneous amount, and multiply by selected advance percentage. Enter the requested amount, from $100 to the calculated maximum amount, into the ‘Requested amount’ field. The date the ‘Payment will be made on or after’ will be displayed. A description of why an advance is being requested may be entered.

To complete the TA and TV, click the ‘Submit’ button.

Once submit is selected, a window will display ‘Authorization request has been submitted’. The TA and TV numbers will be displayed. Click ‘OK’. The status of the travel authorization request will be changed to ‘Submitted’.

Travel and Expense Management
Document Attachment Instructions

BEST PRACTICES

- Convert all documents to pdf prior to importing into the imaging system.
- Scan in Black and White only with Resolution no greater than 200 DPI. Please DO NOT upload Color documents.
- Pay travel advances at the Cashier’s window prior to creating an expense report.
- Upload receipt(s) prior to submitting the expense report.
- Append receipts for the same TR (expense report) if documents were previously uploaded. Do not upload the attachments separately.
- Make sure all documents are readable before saving.

Contact Information

To delete a page or document or to merge documents, email cpi-imaging@astate.edu. Include the document number and the specific page(s) that should be deleted or merged.

For access to the system and technical assistance, contact Teresa Mosley (tmosley@astate.edu) or Angie Opperman (aopperman@astate.edu).
How the New Process Works

When a Travel Authorization is entered, the delegate or traveler will print the Travel Authorization Report and save it to the TEM drive. When the documents are the ready to be uploaded and the TA number is entered in AXConnect or WebXtender, the ID, Name, Username, and Trip Start Date will prepopulate from the saved Travel Authorization Report. The fields will only prepopulate from a saved Travel Authorization Report as shown below and not an Expense Report.
Map to TEM drive (one-time process):

1. Map the drive: Open My Computer, Choose Map network drive.

2. Select a drive that is not mapped. Type `\fileshare\TEM` in the Folder field and Click Finish.
Attachment Instructions:

1. Create the Travel document in TEM.
2. Open the Travel Authorization report.
3. Choose the Print option at the bottom of the screen.
4. Leave the default Summary Report selected and click OK to open the report.
5. Choose File>Save as or click on the “Save” pop-up icon. Select the TEM drive and save the file as the traveler’s username.
7. To import the documents, continue using the AX Connect or WebXtender instructions below.
**AXConnect Instructions (Typically used by PC Users)**

When attempting to use the short-cut keys (ALT+I or ALT+Q) and the ApplicationXtender Connector (AXConnect) window doesn’t open automatically, click on Start>All Programs>Startup>EMC Corporation/ApplicationXtender Desktop>ApplicationXtender Connector.

The first button in the AXConnect window is used to Query or Add a Page to an existing document (ALT+Q). The second is used to Import documents (ALT+I).

1. Navigate to the Related Documents tab in TEM so you can easily view the TA and TR document numbers.
2. Press ALT+I to open the import window.

To expand the window, grab the window border with your mouse and drag it out or you can change your display settings to Small in Control Panel>Display.

1. Click on “Select”. Select the travel documents that have been scanned and saved. Click on “Open”.
2. The document opens in the window. Click on “Next”.
3. Click on “New Document” and “Next”.
4. Enter the TA number and press the TAB key. Use ALLCAPS (TA) and zeroes appropriately such as TA001234.
5. The traveler’s ID, Name, Username, Orgn, and Trip Start Date should default in from the TA report.
6. When uploading documents for an Expense Report or Advance, enter the TR or TV number in the TR/TV field. Use ALLCAPS (TR) and zeroes appropriately such as TR001234.
7. Click “Next” and “Finish”.

**To add a page(s) to an existing imaged document**

1. Press ALT+Q to open the query window.
2. Enter the TA or TR number and click on the Search button. Use the asterisk (*) as a wildcard. Example: Enter *1234 to view TA001234.
3. When more than one record exists, select the appropriate document and click on “Next”.
4. Click “Modify”.
5. The Document Viewer window will open.
6. Click on the “New Element” button. Select “Import File”.
7. Click on “Insert After”, “Insert Before”, or “Append”. Append will automatically attach the new document to the end of the current document.
8. Select the document you wish to import.
9. You may navigate through the document and then close the Document Viewer window.
10. Click “Next” and “Finish”.

**To Query an Imaged Document**

1. Press ALT+Q to open the query window.
2. Enter the ID, TA or TR number and click on the Search button. Use the asterisk (*) as a wildcard. Example: Enter *1234 to view TA001234.
3. Double-click on the file to open it.
4. The Document Viewer window will open.
5. Use the "Next Element" button to navigate through the document.

**Xtender Instructions (Typically used by Mac Users)**

2. Click on the Employee folder and the WebXtender icon.
3. Right-click on the TEM_TRAVEL imaging application.
4. Click “New Document”. In the “Import New Page” window, select “Upload”.
5. Select the file to upload (make sure it is pdf).
6. Click “Upload” and “Cancel”. The document will open.
7. Click “New Document”.
8. Enter the TA number and press the TAB key. Use ALLCAPS (TA) and zeroes appropriately such as TA001234.
9. The traveler’s ID, Name, Username, Orgn, and Trip Start Date should default in from the TA report.
10. When uploading documents for an Expense Report or Advance, enter the TR or TV number in the TR/TV field. Use ALLCAPS (TR) and zeroes appropriately such as TR001234.
11. Click “Next” and “Finish”.
12. Click “Save”.

**To add a page(s) to an existing imaged document**

1. Right-click on the TEM_TRAVEL imaging application
2. Click on “New Query”
3. Enter the document number
4. Click on the “Submit” button
5. Double-click on the document to open it
6. Click on the “Page” menu
7. Select “Add Page” and “Choose File” to select the document to append
8. Change the “New Page Insertion Point” option if necessary
9. Click on “Upload”

**To Query an Imaged Document**

1. Right-click on the TEM_TRAVEL imaging application
2. Click on “New Query”
3. Enter the ID, TA or TR number and click on the Search button. Use the asterisk (*) as a wildcard. Example: Enter *1234 to view TA001234.
4. Double-click on the file to open it.