- When is Travel Reimbursement (TR) required?
- All travel that requires reimbursement or travel advance issued on TA.
- When is Travel Reimbursement not required?
- No Cost Travel
- Two ways to create TR document
- New document (Generally In-State Travel)
- New document from existing TA document



Maintenance Main Menu

Administration



Message Of The Day

~~~This is the QA 1 Environment ~~~ \_\_\_\_\_\_ ~~~ Cloned from Prod on 02/

#### Transactions

#### **Accounts Receivable**

- Cash Control
- Customer Credit Memo
- Customer Invoice
- Customer Invoice Writeoff
- Customer Invoice Writeoff Lookup
- Payment Application

#### **Financial Processing**

- Advance Deposit
- Adjustment/Accrual Voucher
- **Budget Adjustment**
- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Pre-Encumbrance
- Intra-Account Adjustment
- Single Sided Budget Adjustment
- Transfer of Funds
- Work Order Authorization

#### Purchasing/Accounts Payable

- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Catalogs
- Vendor Credit Memo

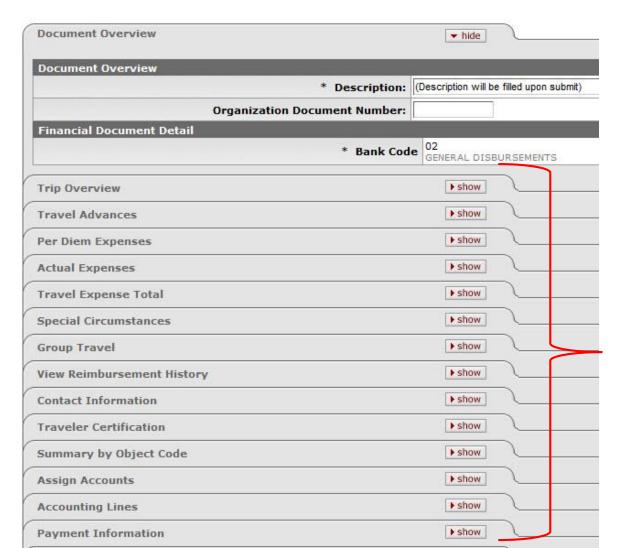
#### Travel

- Entertainment Reimbursement
- Moving and Relocation Reimbursement
- Travel Arranger
- Travel Reimbursement

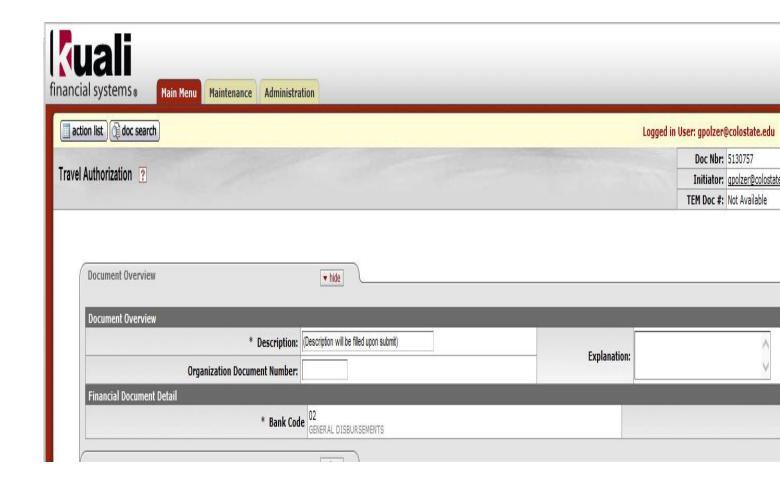
### Create new TR document (in-state travel)

- Unique tabs for TR
- Document Overview
- Trip Overview
- Travel Advances
- Per Diem Expenses
- Actual Expenses
- Travel Expense Total
- Special Circumstances
- Group Travel
- View Reimbursement History
- Contact Information
- Traveler Certification
- Summary by Object Code
- Assign Accounts
- Accounting Lines
- Payment Information





- Document Overview Tab
- Both required fields (Description and Bank Code) will auto fill after the Trip Overview tab is completed and the document is saved
- Explanation Box
  - The purpose and Justification should entered in this field
  - Any additional notes or general Information about travel information should be entered here or in the Notes and Attachments section

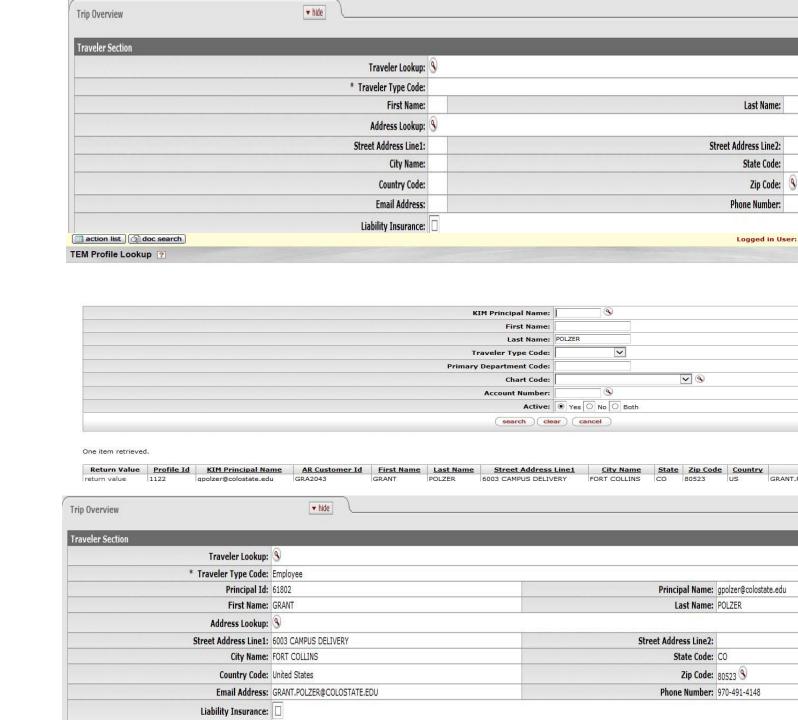


-step by step-

### **Trip Overview Tab**

**Traveler Section** 

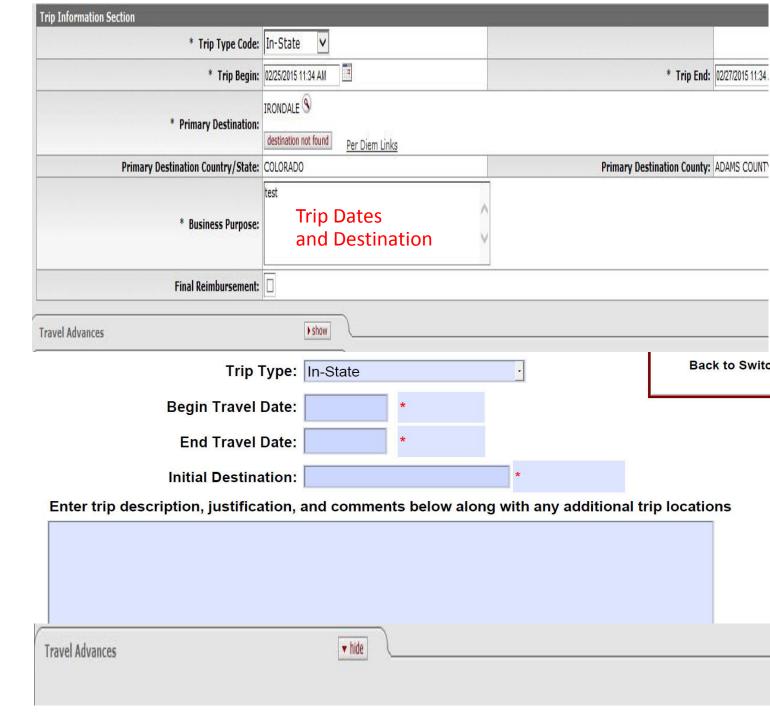
- Traveler Lookup
  - Clicking on Magnifying Glass will redirect to TEM Profile lookup
  - If Traveler does not populate it could be one of the three items:
    - Their TEM Profile is not created, or
    - They are not in the system (not set up as A/R Customer), or
    - You are not set up as a Travel Arranger for them
  - To return traveler select "return value" to import traveler information



-step by step-

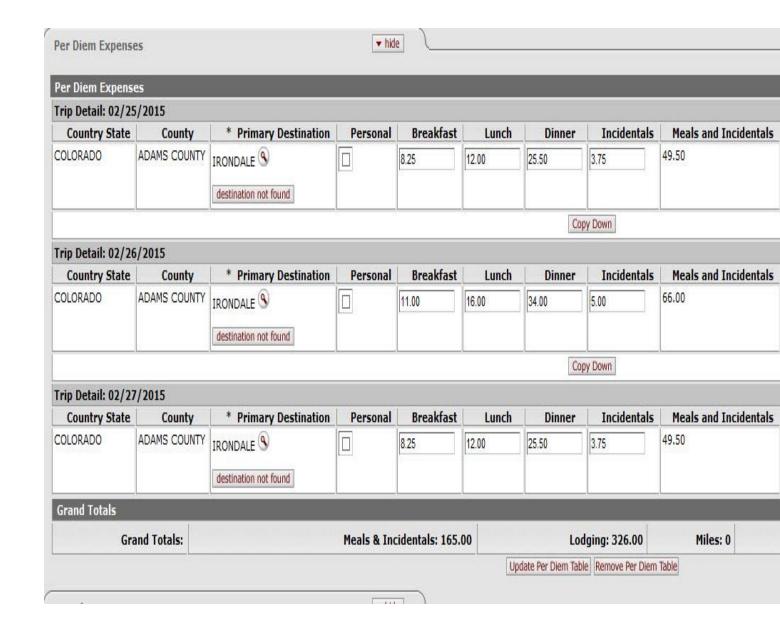
### **Trip Overview Tab**

- Trip Information Section
  - Trip Type Code
  - Trip Begin and Trip End
  - Primary Destination
  - Magnifying Glass allows search to return destination information
  - <u>Per Diem Links</u> Provides link to State per diem webpage
  - Business Purpose
  - Input travel dates and destination
  - Final Reimbursement box- Check the box if this is final reimbursement, travel services will never check this box
- Travel Advances Tab
- Tab will only be used when creating Travel reimbursement from existing TA



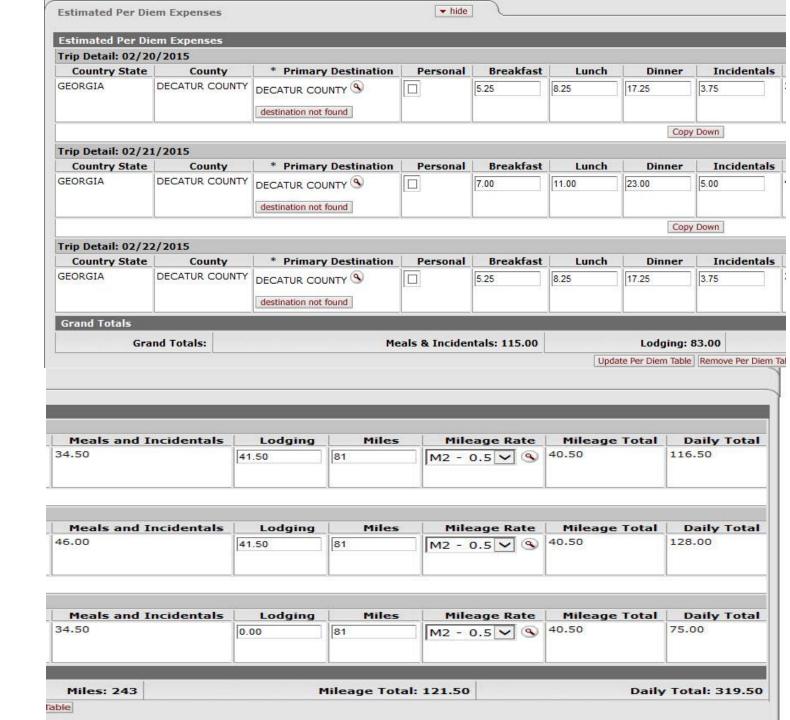
-step by step-

- Per Diem Expenses Tab
- Tab will only appear after Traveler section and Trip Information Section is entered and the document is saved
- Per Diem Expenses include Meals, Incidentals, Lodging, and Mileage
- Lodging and Mileage can be entered on the Actual Expenses tab as well, but not on both tabs



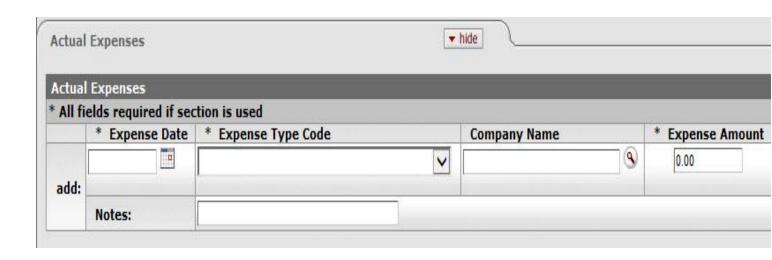
-step by step-

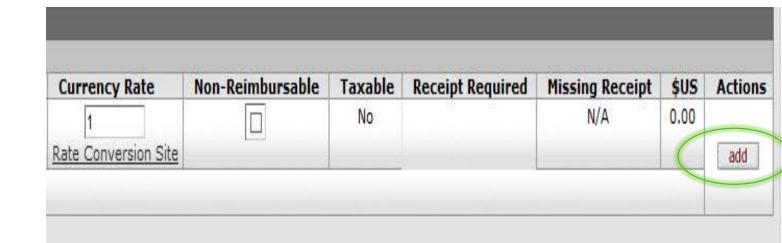
- Per Diem Expenses Tab
- Per Diem expenses default based on Destination
- Per Diem meals can only be deleted or left as is
- Mileage and Lodging amounts can be manually adjusted if necessary
  - The Copy down button will update the change to each line
- Update Per Diem Table should be clicked after any changes made
- Per Diem table can be removed by clicking "Remove Per Diem Table" button



# Travel REIMBURSEMENT -step by step-

- Actual Expenses Tab
- All fields with asterisks are required fields
- Expense Date
- Expense Type Code
- Expense Amount
- Notes this field is required even though it doesn't have an asterisk
- Rate Conversion Site
  - Opens link to Oanda conversion website
- Just like other Kuali documents, be sure to click add button to save each expense

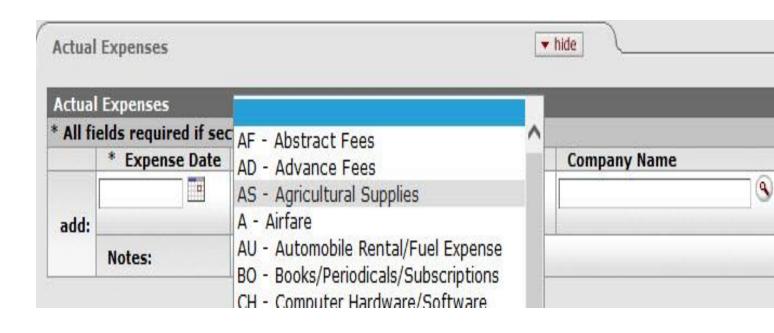




-step by step-

Actual Expenses Tab

 Expense Type Drop Down Box very similar to our Adobe Drop Down Box

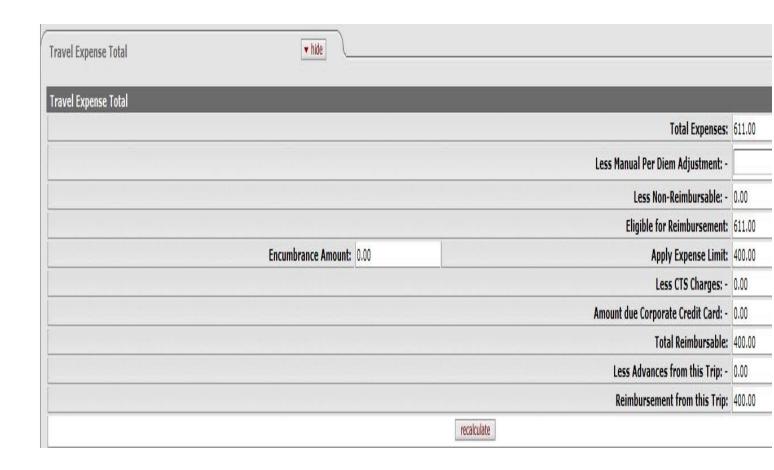


### Additional Trip Expenses

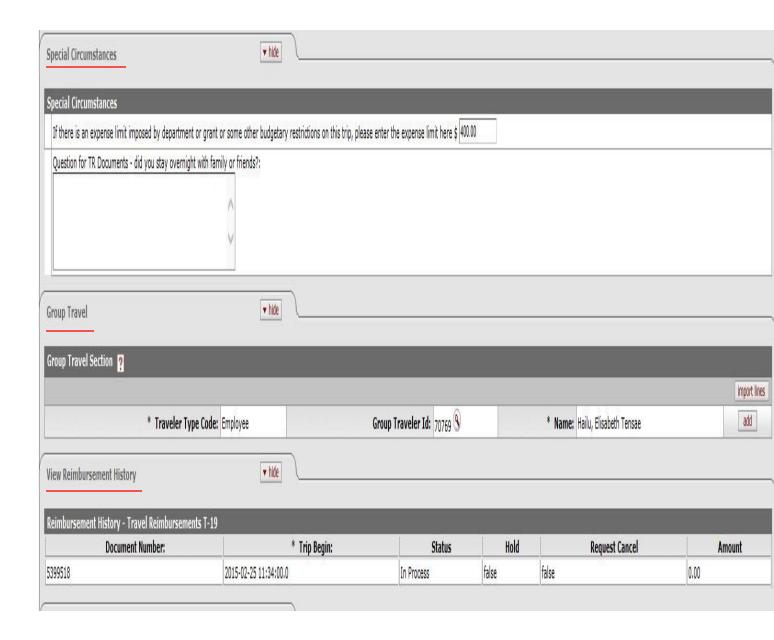


| Expense: | Abstract Fee                     | 7 |
|----------|----------------------------------|---|
| 0 4      | Abstract Fee                     |   |
| Cost:    | Advance Fees                     |   |
|          | Advertising and Publicity        |   |
| Date(s): | Agricultural Supplies            |   |
|          | Athletics Mileage - Courtesy Car |   |
|          | Athletics Recruiting             |   |
|          | Books/Periodicals/Subscriptions  | v |

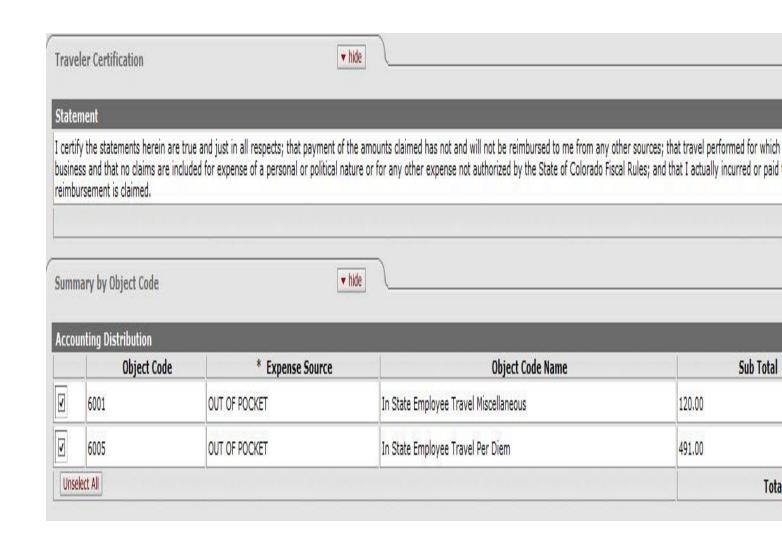
- Travel Expense Total
- Provides a summary of all the trip actual expenses
- Allows for Manual Per Diem Adjustments
- Notice Travel Expense Limit is carried over from the Special Circumstances Tab (400 in this example)
- Total can be recalculated as necessary by clicking "recalculate" button
- Encumbrance Amount is the amount that was encumbered on the TA related to this travel starting for TAs created July 1<sup>st</sup> or later



- Special Circumstances Tab
- Optional information such as dept. budget information and other misc. trip details
- If Budget restrictions are entered here the amount is carried to the Trip Detail Estimate Total Tab
- If lodging is entered in expense section and not per diem table, the justification for meals without lodging will be entered here
- Group Travel Tab
- Group Travelers can be added by using magnifying glass lookup and clicking add button
- View Reimbursement History Tab
- Shows reimbursement status (In Process in this case) and amount of reimbursement



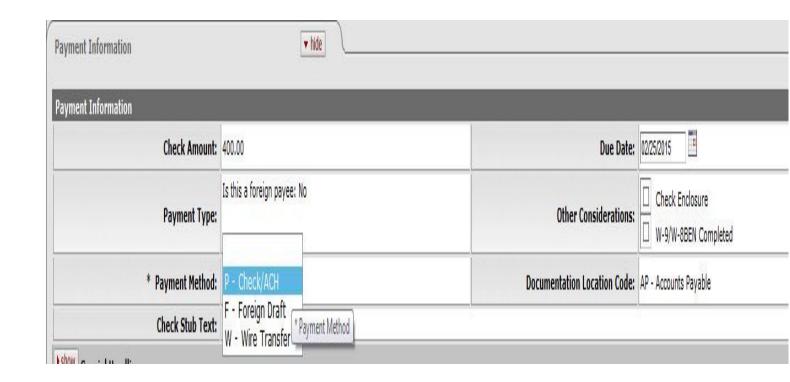
- Traveler Certification Tab
- When document is submitted the document will route to the traveler.
- Traveler will need to open the document from their action list and check the certification box **before** reimbursement will be issued, then click approve.
- Summary by Object Code
- Expenses will be grouped by amount and object code for the accounting distribution



- Assign Accounts Tab
- All accounts to be used for reimbursement should be entered here
- All percent allocation will be applied to accounts based on object code in the Accounting Lines Tab
- Click "add" to add your accounts, and then click "Assign Accounts"
- Accounting Lines Tab
- All accounts will be added from the Assign Accounts Tab.

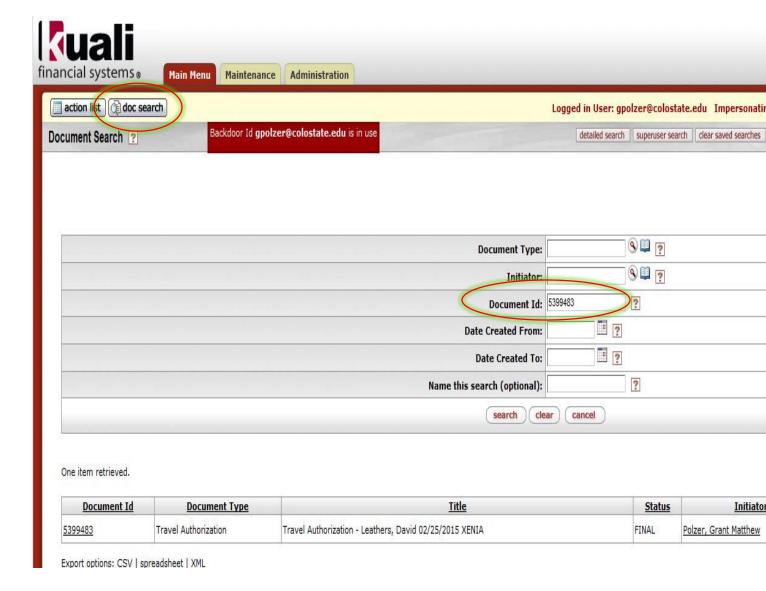


- Payment Information Tab
- This tab is the same as the payment tab on a DV
- Check Amount will auto populate
- Payment method to choose from drop down box is P- Check/ACH

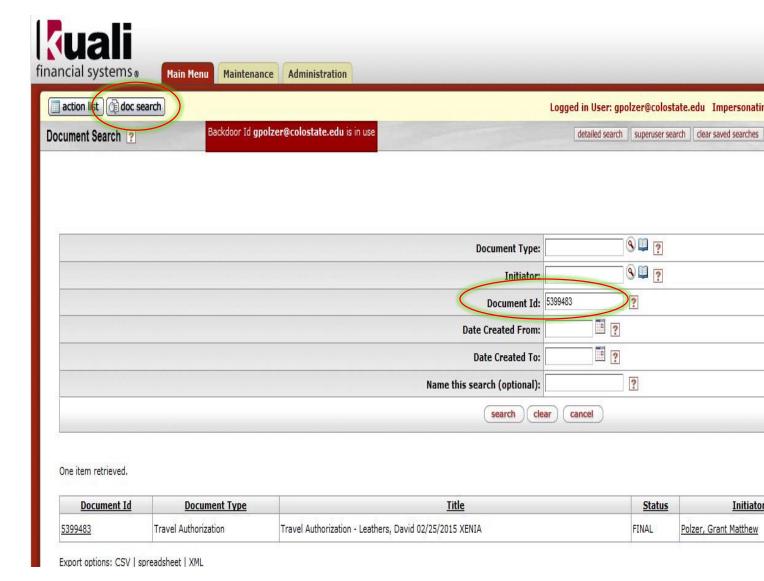


### Create TR from Existing TA

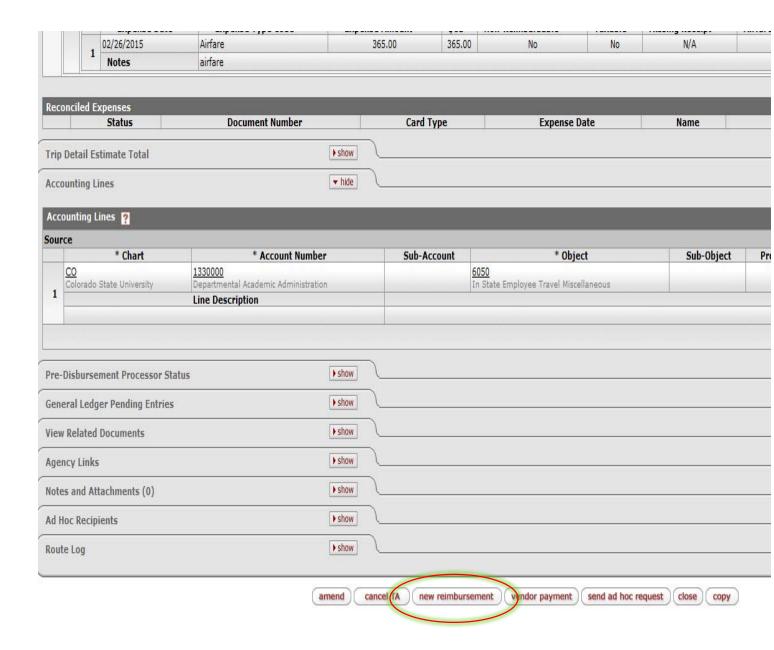
- Open TA document that has not been reimbursed by using the doc search button
- Enter document number in the document ID field
- Choose document under the Document ID field to Import into the TR



- Information is pulled from the TA document and many tabs will auto fill
- Enter document number in the document ID field
- Choose document under the Document
  ID field to open the TA document



- Create new TR document from existing TA
- All information will auto populate
- At the bottom of the screen click on "new reimbursement" button to open TR document



- Create new TR document from existing TA
- A new TR document is created and auto filled from the TA document
- Document should be verified for accuracy
- Actual expenses can be entered so the proper reimbursement amount can be made
- Same steps are used as covered earlier in "Create new TA" instructions when not using existing TA