

# Kuali TEM Module

## Part 2:

Travel Authorizations  
Travel Reimbursements  
Travel Advances

*Presented by Travel Services*



- **Part 1 – What we have learned**
  - Terminology, functionality, and acronyms for TEM travel documents
    - TA, TR, TAC, TAA, DHA
  - How to prepare TEM Profiles and Travel Arranger documents
  - Establish arrangers for departments and individual travelers



- **Part 2 – What we will learn**

- Travel advances
  - How to request
  - How to repay balances when trip is complete
- How to prepare Travel Authorizations and Reimbursements
  - Hands on example
- How to make sure Travel Authorizations are closed so that encumbrances are relieved



## Travel Authorization (TA)

- Travel Authorization (TA) documents are completed prior to a trip taking place. TA documents include the name of traveler, traveler destination, estimated travel dates and estimated costs.
- Travel Authorization documents are required for:
  - In State Travel that includes Ghost Card purchases (Non-Employees visiting campus)
  - Out-of-State Travel
  - International Travel
  - All Travel Advances
  - All No Cost trips (note you cannot submit a \$0.00 trip, you will need to recognize a Travel Authorization for \$0.01)
  - In State Travel where there is not a blanket authorization in place
- Travel Authorization documents are NOT required for:
  - General In State Travel (cannot include Ghost Card Purchases or Travel Advances) where a blanket travel authorization is in place



## Travel Reimbursement (TR)

- Travel Reimbursement (TR) documents are completed after a trip has taken place and receipts have been received.
- The TR document can be created by:
  - Pulling a finalized Travel Authorization (TA) in Quali and creating a “new reimbursement” off of that TA document
  - Creating a Travel Reimbursement (TR) document in the system. This can only be done for general In State Travel (cannot include Ghost Card Purchases or Travel Advances) where a blanket travel authorization is in place



# Travel Advances

- Advances cannot be issued until 10 days before travel begin date
- Travel documents may be submitted earlier than the ten day window. For example the travel date is two months from now, the TA w/advance can be submitted, travel will adjust the PDP date so that the direct deposit initiates 10 days before trip begin date.
- Travel advances are issued through PDP. This means that the funds will be received by the traveler in the form of a direct deposit
- Request for advance request (TA) needs to be approved by travel services no later than 5 days prior to trip begin date



# Travel Advances

- Advances are only allowed for CSU employees
  - Traveler MUST approve the TA for the advance request
    - This will be documented in the route log
- Students are the only non-employees that can receive an advance
  - Travel Arranger will approve this in the TA document
  - This is the ONLY time an arranger can approve advances for travelers
- Advances are limited to \$500 per traveler per trip
  - Can be increased up to \$1,500 with written justification



# Travel Advances

- Travel Advances are loans
  - All advances issued are paid from central account 2410300-1425
- Expenses must be substantiated at the conclusion of the trip
  - Approved TR document verifies the expenses and clears balance
    - If a TR is not submitted the advance remains as an outstanding receivable
  - Cash Receipts are used to repay any balance not expended on trip
    - All advance funds not used need to be deposited to account 2410300 – 1425
    - Please notate cash receipt number on TR document
    - TR will not be approved until cash receipt is final

[When will the advance be issued?](#)





## Travel Document Route Log

- Travel Arranger prepares document and the general system routing includes:
  - Routes to traveler for approval – Document routes to traveler when they receive funds. This includes any TA with an advance and all TR documents
  - Routes to Fiscal Officer for approval
  - Routes to Travel Department for processing
- Are we missing anything?
  - **Don't forget your Department Higher Authority (DHA) approver. This step is easy to forget!**



## Department Higher Authority: Departmental travel approver

- Department Higher Authority's (DHA's) will need to be added to the route log if they are not already listed to approve
  - DHA may already be listed if they are also fiscal officer on account. Please add note to the document so that travel does not look for ad hoc approver.
- Adding a Department Higher Authority (DHA) approval can be done a couple different ways:
  - Attach an email under the notes/attachments section of the document
  - Ad hoc approve the DHA. This needs to be done one time for each trip (unless the TA is amended):
    - If you are completing a TA and TR ad hoc the DHA on the TA
    - If the TA is amended, it needs to ad hoc to the DHA again for approval
    - If you are completing only a TR (in state only) ad hoc the DHA on the TR



# Examples

**Lets practice completing and submitting a Travel Authorization (TA) Document and Travel Reimbursement (TR) Document that includes a travel advance.**



# Did you look at the route log?

- **TA Document for Out-of-State travel with advance**
  - Travel Arranger prepares and submits document
  - Travel Arranger needs to remember to ad hoc approve DHA
  - Document will route to traveler for advance approval
  - After traveler has approved the document, it is routed to fiscal officer for approval
  - Document is then routed to travel department for processing



# TEM TRAINING OVERVIEW

Colorado State University

- **Part 3 – What we will cover**
  - International travel
  - Group Travel



# QUESTIONS?

Colorado State University

**All TEM Questions please send through email to BFS TEM Users Questions:**

[bfs\\_tem\\_users\\_questions@Mail.colostate.edu](mailto:bfs_tem_users_questions@Mail.colostate.edu)

## **Travel Policy Questions:**

Terri Bedan: 491-6021

Amanda Benker: 491-1362

Chris DeMint: 491-2291

Grant Polzer: 491-2040

## **Kuali Help (non TEM) or Business/Financial Questions:**

Contact your Campus Services Representative

