

Travel Reimbursement Example 1:

A person in your department traveled to Akron, Colorado to perform an inventory count on the cows at the Eastern Colorado Research Center (ECRC). They left on March 31st, and returned on March 31st. They need to be reimbursed for roundtrip mileage to ECRC. It is 256 miles roundtrip.

Since this is instate travel with no travel advance, you do not fill out the TA, but go directly to the TR. So click on "Travel Reimbursement."

The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In this example "Mileage for trip to ECRC on 3/31 of 256 miles for Summer Learning." Then click the magnifying glass next to Traveler Lookup to find the Traveler. When you find them click "return value" and their information will auto-populate.

Travel Reimbursement ?	Doc Nbr:	5422589	Status:	INITIATED
	Initiator:	epillsbu@colostate.edu	Created:	12:44 PM 03/25/2015
	TEM Doc #:	Not Available	TR Status:	In Process

[expand all](#) [collapse all](#)
* required field

Document Overview ▼ hide

Document Overview

* Description:	(Description will be filled upon submit)	Explanation:	Mileage for trip to ECRC on 3/31-3/31, 256 miles for Summer Learning.
Organization Document Number:			

Financial Document Detail

* Bank Code	02 GENERAL DISBURSEMENTS	Total Amount:	
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Trip Overview ▼ hide

Traveler Section

Traveler Lookup:	<input type="text"/>		
* Traveler Type Code:	Employee		
Principal Id:	66624	Principal Name:	sleaming@colostate.edu
First Name:	SUMMER	Last Name:	LEAMING
Address Lookup:	<input type="text"/>		
Street Address Line1:	6003 CAMPUS DELIVERY	Street Address Line2:	
City Name:	FORT COLLINS	State Code:	CO
Country Code:	United States	Zip Code:	80523
Email Address:	SUMMER.LEAMING@COLOSTATE.EDU	Phone Number:	970-491-2801
Liability Insurance:	<input type="checkbox"/>		

In the Trip Information section select "In-State" for Trip Type code, and select 3/31/15 as the Trip Begin and End dates. For Primary Destination click the Magnifying glass.

Trip Information Section

* Trip Type Code:	In-State		
* Trip Begin:	03/31/2015 12:45 PM	* Trip End:	03/31/2015 12:45 PM
* Primary Destination:	<input type="text"/>		
	destination not found	Per Diem Links	
Primary Destination Country/State:		Primary Destination County:	
* Business Purpose:	<input type="text"/>		
Final Reimbursement:	<input type="checkbox"/>		

By clicking the magnifying glass it takes you to the Primary Destination Lookup. Region must be selected. Choose "Colorado" and in Primary Destination enter "Akron" and click search. Click "return value" next to the one we want to use and it will auto-populate are information.

Primary Destination Lookup * required field

* Region:	COLORADO
County:	
Primary Destination:	*akron*
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Return Value	Region	County	Primary Destination	Active
return_value	CO	WASHINGTON COUNTY	AKRON	Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

For business purpose put location and trip return date. This will populate on the check stub, so keep it brief, and select Final Reimbursement.

Trip Information Section	
* Trip Type Code:	In-State
* Trip Begin:	03/31/2015 12:45 PM
* Trip End:	03/31/2015 12:45 PM
* Primary Destination:	AKRON <small>destination not found</small> Per Diem Links
Primary Destination Country/State:	COLORADO
Primary Destination County:	WASHINGTON COUNTY
* Business Purpose:	Akron 3/31
Final Reimbursement:	<input checked="" type="checkbox"/>

Since we are only claiming mileage we will fill this out in the Actual Expenses tab. You will select Mileage and then click add. Then you are able to input more information.

Actual Expenses hide										
Actual Expenses										
* All fields required if section is used										
	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US
add:				0.00	1	<input type="checkbox"/>	No		N/A	0.00
Notes:										
	03/31/2015	Mileage 2WD		128.00	1	No	No	No	N/A	128.00
Notes:										
1 hide Actual Expenses Details - Mileage 2WD - 1										
	* Expense Date	* Expense Type Code	Miles	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt		
add:	03/31/2015	Mileage 2WD	0	0.00	0.00	<input type="checkbox"/>	No	N/A		
Notes:										
1	03/31/2015	Mileage 2WD	256	128.00	128.00	<input type="checkbox"/>	No	N/A		
Notes: roundtrip Fort Collins to Akron										

The next section you want to fill out is the Assign Accounts. Click Add next to your line in "Assign Accounts." That will populate the Accounting Lines section as shown below.

Assign Accounts ▼ hide

All amounts have been assigned accounts.

Accounting Lines ▼ hide

[Restart Accounting Lines](#)

Accounting Lines hide data

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Action
add:	CO	1356570		6050				OUT OF POCKET	0.00	
	Colorado State University	Campus Services		In State Employee Travel Miscellaneous						
Line Description										
<input type="text"/>										
1	CO	1356570		6050				OUT OF POCKET	128.00	
	Colorado State University	Campus Services		In State Employee Travel Miscellaneous						
Line Description										
<input type="text"/>										
										delete bal inqu
									Total: 128.00	

In the Payment Information select "ACH/Check." Since this is an in-state travel reimbursement and a TA was not done, the Department Higher Authority must be ad hoc for their approval. Then select "calculate" and then "submit" at the bottom.


Travel Reimbursement Example #2

A person in your department attended a conference in Steamboat Springs, CO from October 10th – October 12th, and needs to be reimbursed \$120.00/night for hotel, 160 miles each way (or 320 miles roundtrip) , \$10 for parking and per diem. However, dinner on the first night was included. There is a blanket authorization in place, so only a TR needs to be completed because it is in-state travel.




The description field auto populates so leave this blank. The explanation field needs to be completed with the trip justification. In this example Laura Snowwhite traveled to Steamboat Springs, Colorado 10/10-10/12 for the annual administrative assistants' conference. This information helps travel know why the person is traveling.

Document Overview	
* Description: (Description will be filled upon submit)	Explanation: Laura Snowwhite traveled to Steamboat Springs Colorado from 10/10-10/12 for the annual administrative assistants
Organization Document Number:	
Financial Document Detail	
* Bank Code 02 GENERAL DISBURSEMENTS	Total Amount:

In the trip overview section click the magnifying glass next to the Traveler's Lookup.

Trip Overview
hide
Traveler Section
Traveler Lookup: 
* Traveler Type Code:

This will take you to the TEM Profile lookup screen. Search for your traveler, and click "return value" next to their name.

TEM Profile Lookup * required field													
KIM Principal Name:	<input type="text"/>												
First Name:	<input type="text"/>												
Last Name:	SNOWHITE												
Traveler Type Code:	<input type="text"/>	<input type="button" value="v"/>											
Primary Department Code:	<input type="text"/>												
Chart Code:	<input type="text"/>	<input type="button" value="v"/>											
Account Number:	<input type="text"/>												
Active:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Both										
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>													
One item retrieved.													
Return Value	Profile Id	KIM Principal Name	AR Customer Id	First Name	Last Name	Street Address Line1	City Name	State	Zip Code	Country	Email	Phone Number	Active
return value	1015	lsnowhit@colostate.edu		LAURA	SNOWHITE	6003 CAMPUS DELIVERY	FORT COLLINS	CO	80523	US	LAURA.SNOWHITE@COLOSTATE.EDU	970-491-1064	Yes

That will populate the traveler information.

Trip Overview		hide
Traveler Section		
Traveler Lookup:	<input type="text"/>	
* Traveler Type Code:	Employee	
Principal Id:	55668	Principal Name: lsnowhit@colostate.edu
First Name:	LAURA	Last Name: SNOWHITE
Address Lookup:	<input type="text"/>	
Street Address Line1:	6003 CAMPUS DELIVERY	Street Address Line2:
City Name:	FORT COLLINS	State Code: CO
Country Code:	United States	Zip Code: 80523 <input type="text"/>
Email Address:	LAURA.SNOWHITE@COLOSTATE.EDU	Phone Number: 970-491-1064
Liability Insurance:	<input type="checkbox"/>	

In the Trip Information Section select "In-State", the trip begin and trip end dates, and click the magnifying glass next to primary destination to select Steamboat Spring. In the business purpose section put trip location and return date.

Trip Information Section	
* Trip Type Code:	In-State <input type="text"/>
* Trip Begin:	10/10/2015 08:13 PM <input type="text"/>
* Trip End:	10/12/2015 08:13 PM <input type="text"/>
* Primary Destination:	<input type="text"/> <input type="text"/>
	destination not found Per Diem Links
Primary Destination Country/State:	
Primary Destination County:	
* Business Purpose:	<input type="text"/>
Final Reimbursement:	<input type="checkbox"/>

See below for completed Trip Information Section.

Trip Information Section	
* Trip Type Code:	In-State <input type="text"/>
* Trip Begin:	10/10/2015 08:13 PM <input type="text"/>
* Trip End:	10/12/2015 08:13 PM <input type="text"/>
* Primary Destination:	STEAMBOAT SPRINGS <input type="text"/>
	destination not found Per Diem Links
Primary Destination Country/State:	COLORADO
Primary Destination County:	ROUTT COUNTY
* Business Purpose:	Steamboat Springs 10/12 <input type="text"/>
Final Reimbursement:	<input checked="" type="checkbox"/>

To calculate per diem, click on "create per diem table".

Per Diem Expenses	hide
Per Diem Expenses	<input type="text"/>
	<input type="button" value="Create Per Diem Table"/>

When the per diem table creates, input the \$120 each night for hotel, 160 miles on the first and last day, and delete dinner on the first night.

Per Diem Expenses															
Per Diem Expenses															
Trip Detail: 10/10/2015															
Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total		
	ROUTT COUNTY	STEAMBOAT SPRINGS <small>destination not found</small>	<input type="checkbox"/>	6.75	9.75		3.75	20.25	120.00	160	MP - 0.52	83.20	223.45		
Copy Down															
Trip Detail: 10/11/2015															
COLORADO	ROUTT COUNTY	STEAMBOAT SPRINGS <small>destination not found</small>	<input type="checkbox"/>	9.00	13.00	29.00	5.00	56.00	120.00	0	MP - 0.52	0.00	176.00		
Copy Down															
Trip Detail: 10/12/2015															
COLORADO	ROUTT COUNTY	STEAMBOAT SPRINGS <small>destination not found</small>	<input type="checkbox"/>	6.75	9.75	21.75	3.75	42.00	0.00	160	MP - 0.52	83.20	125.20		
Grand Totals															
Grand Totals:				Meals & Incidentals: 118.25				Lodging: 240.00		Miles: 320		Mileage Total: 166.40		Daily Total: 524.65	
Update Per Diem Table Remove Per Diem Table															

Now we will need to enter \$10 for parking the expense section, and click add.

Actual Expenses											
Actual Expenses											
* All fields required if section is used											
	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
add:	10/11/2015	PK - Parking		10.00	1 <small>Rate Conversion Site</small>	<input type="checkbox"/>	No		N/A	0.00	add
	Notes:	Parking at conference x									

If the actual expenses section doesn't show it is not required to complete. In this example it doesn't open so it does not need to be completed.

Actual Expenses											
Actual Expenses											
* All fields required if section is used											
	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
add:				0.00	1 <small>Rate Conversion Site</small>	<input type="checkbox"/>	No		N/A	0.00	add
	Notes:										
1	10/11/2015	Parking		10.00	1	<input type="checkbox"/>	No	No	N/A	10.00	delete
	Notes:	Parking at conference									
	show	Actual Expenses Details - Parking - 1									

The Travel Expense Section gives you a summary of expenses and reimbursable expenses.

Travel Expense Total	
Travel Expense Total	
	Total Expenses: 534.65
	Less Manual Per Diem Adjustment: -
	Less Non-Reimbursable: - 0.00
	Eligible for Reimbursement: 534.65
Encumbrance Amount: 0.00	Apply Expense Limit: N/A
	Less CTS Charges: - 0.00
	Amount due Corporate Credit Card: - 0.00
	Total Reimbursable: 534.65
	Less Advances from this Trip: - 0.00
	Reimbursement from this Trip: 534.65
recalculate	

The Travel Certification section is checked and approved by the traveler after the document is submitted, unless it is an AR Customer, then the arranger would check the box.

In the Assign Accounts section ensure you have the correct account and click add. After you click add click "assign accounts". This populates the accounting lines section. NEVER fill out the accounting lines section, only do the assign accounts section.

Assign Accounts ▼ hide

Accounting Lines hide detail

Assign Accounts								
	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
add:	CO					0	0.00	add
1	CO Colorado State University	1356620 Business & Financial Services				100	534.65	delete bal inquiry

Assign Accounts

Below is the accounting lines section completed by using assign accounts above. DO NOT EDIT THIS SECTION. If you add or delete more expenses after assigning accounts, to restart the process simply click the "restart accounting lines" button.

Accounting Lines ▼ hide

Restart Accounting Lines

Accounting Lines hide detail

Source										
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO	1356620						OUT OF POCKET	0.00	add
1	CO	1356620		6001 In State Employee Travel Miscellaneous				OUT OF POCKET	10.00	delete bal inquiry
2	CO	1356620		6005 In State Employee Travel Per Diem				OUT OF POCKET	358.25	delete bal inquiry
3	CO	1356620		6007 In State Employee Travel Mileage 2WD				OUT OF POCKET	166.40	delete bal inquiry
									Total: 534.65	

For Payment Method click "Check/ACH".

Payment Information ▼ hide

Payment Information

Check Amount:	534.65	Due Date:	10/13/2015
Payment Type:	Is this a foreign payee: No	Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
* Payment Method:	P - Check/ACH	Documentation Location Code:	AP - Accounts Payable
Check Stub Text:	T-5729 Steamboat Springs 10/12 2015-10-10 20:13:00.0		

▶ show **Special Handling**

▶ show **Wire Transfer**

▶ show **Foreign Draft**

Add receipts to the notes and attachments section. If the DHA needs to approve ad hoc for approval. If not you can simply submit and it will route to the traveler, fiscal officer and travel office for approval.