Travel Authorization Example 1:

A person in your department is traveling to Saratoga, Wyoming to count cattle at the Beef Improvement Center (BIC) leaving March 15th and returning March 17th. Lodging is estimated at $170 for both nights. The round trip mileage is 345 miles. No meals are provided. The traveler also requests an advance of $125.

Document overview: enter an explanation for the travel. Also, make a note of your Doc Nbr as this will be needed for the TR example.

Trip Overview – Traveler Section: Next to traveler Lookup click on the magnifying glass. This will allow you to search for the traveler. When you find the traveler click "return value" and the employee information will auto populate.

Trip Overview – Trip Information Section: Select trip type as out of state, select the trip dates of 3/15-3/17. Next to primary destination click on the magnifying glass to search for your city. You must select region, and then enter the name of the city you need. If your city does not appear, select the county the city is located in.

Travel Advance: To enter the $125 Travel Advance, click the "show" button on the Travel Advance Tab.

Once you click show you will input the information required.

Travel Advance

Travel Advance	
Amount Requested:	125.00
AR Customer ID:	
AR Invoice Document Number:	
* Payment Due Date:	3/5/2016
* Reason For Advance:	06 - Other (requires free form text)
* Travel Advance Policy:	☑ * By checking this box, the traveler agrees to the travel advance policy of the university.
Additional Justification:	The hotel required pre-payment of $125.00. This will allow the traveler to make payment.

Travel Advance Accounting Lines: You do not need to enter anything. This will default to the Travel advance account number. Make sure under payment method (section below Travel Advance Accounting Lines) to click a Payment Method of P – Check/ACH

Travel Advance Accounting Lines

Accounting Lines ?   hide detail

Travel Advance Accounting Lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	2410300 Travel Advances		1425 Travel Expense Advance				125.00	
							Total: 125.00		

Estimated Per Diem Expenses: Click on the "Create Per Diem" button to populate the per diem amounts.

Estimated Per Diem Expenses

Estimated Per Diem Expenses

                                                                          Create Per Diem Table

Per Diem amounts can be deleted, or reduced but not increased (changing the amount to something else). In this example, delete the Lodging amounts, as they will be entered in a different section, and click "update per diem table."

Estimated Per Diem Expenses

Estimated Per Diem Expenses

Trip Detail: 03/15/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
WYOMING	CARBON COUNTY	SARATOGA destination not found	☐	5.25	8.25	17.25	3.75	34.50	0.00	0	MP - 0.52	0.00	34.50

Copy Down

Trip Detail: 03/16/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
WYOMING	CARBON COUNTY	SARATOGA destination not found	☐	7.00	11.00	23.00	5.00	46.00	0.00	0	MP - 0.52	0.00	46.00

Copy Down

Trip Detail: 03/17/2016

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
WYOMING	CARBON COUNTY	SARATOGA destination not found	☐	5.25	8.25	17.25	3.75	34.50	0.00	0	MP - 0.52	0.00	34.50

Grand Totals

Grand Totals:	Meals & Incidentals: 115.00	Lodging: 0.00	Miles: 0	Mileage Total: 0.00	Daily Total: 115.00

Update Per Diem Table | Remove Per Diem Table

Expenses: In this section you will add the lodging estimated at $170, and mileage of 345. Once you click add more items to complete populate. This is where you will then be able to add the 345 miles.

Expenses ▾ hide

Estimated 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 — Rate Conversion Site	☐	No		N/A	0.00	add
	Notes:										

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
1	03/17/2016	Lodging		170.00	1	☐	No	No	N/A	170.00	delete
	Notes:	2 Nights Lodging									
	▸ show Estimated Expenses Details - Lodging - 1										

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
2	03/17/2016	Mileage 2WD		179.40	1	No	No	No	N/A	179.40	delete
	Notes:										

▾ hide Estimated Expenses Details - Mileage 2WD - 2

		* Expense Date	* Expense Type Code	Miles		* Expense Amount	$US	Non-Reimbursable	Taxable	Missing Receipt	Actions
	add:	03/17/2016	Mileage 2WD	0	0.52	0.00	0.00	☐	No	N/A	add
		Notes									
	1	03/17/2016	Mileage 2WD	345	0.52	179.40	179.40	☐	No	N/A	delete
		Notes	Roundtrip Miles								

By entering the lodging in this section and not the per diem section, you will need to justify meals without lodging in the Special Circumstances tab.

Special Circumstances ▾ hide

⊖ **Errors found in this Section:**
- Justification for meals without lodging is required.

Special Circumstances

If there is an expense limit imposed by department or grant or some other budgetary restrictions on this trip, please enter the expense limit here $ ___

Justification for meals without lodging
Lodging was added below and not in Per diem table. |

Question for TA

Accounting Lines: This expense will be charged to account 1356570. So if the account number is not entered, enter it in this section and click "add". The account number populates based on the account number in the TEM profile. If one was not entered this will be blank.

Accounting Lines ▾ hide

Restart Accounting Lines

Accounting Lines ❓ — hide detail

Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO ▾ Colorado State University	1356570 🔍 Campus Services	🔍	6050 Travel Encumbrance		🔍		0.00	
	Line Description								add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO ▾ Colorado State University	1356570 🔍 Campus Services	🔍	6050 Travel Encumbrance		🔍		464.40	delete bal inquiry
	Line Description								

Total: 464.40

This also needs to be approved by the Department Higher Authority. So in the Ad Hoc Recipients ad hoc the Department Higher Authority and then hit submit.

Ad Hoc Recipients	▼ hide	

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE ▼	[ ] 🔍	add
APPROVE ▼	dpryan@colost 🔍 Ryan, David Patrick	delete

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE ▼	[ ]	[ ] 🔍	add

Route Log	▶ show	

(calculate) (submit) (save) (reload) (close) (cancel) (copy)

Make sure to note your document number so you can use it in the TR example.

Travel Authorization Example 2:

A person in your department is traveling to Las Vegas, Nevada for a conference leaving March 20th and returning March 22nd. They booked their airfare via New Horizons for $125.00. Their lodging is estimated at $85/night or $170 total. Dinner on the first night (March 20th is included), all other meals are not.

Based on the above information fill out the document overview and the Trip Overview. For step by step instructions on this part see Travel Authorization Example 1. Also make note of your document number as you will need it for the TR example.

* Description: (Description will be filled upon submit)	Explanation: Grant Polzer is traveling to Las Vegas Nevada for Kuali Days
Organization Document Number:	

Financial Document Detail

* Bank Code	02 GENERAL DISBURSEMENTS

Trip Overview   ▼ hide

Traveler Section

Traveler Lookup: 🔍			
* Traveler Type Code:	Employee		
Principal Id:	61802	Principal Name:	gpolzer@colostate.edu
First Name:	GRANT	Last Name:	POLZER
Address Lookup: 🔍			
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:	GRANT.POLZER@COLOSTATE.EDU	Phone Number:	970-491-4148
Liability Insurance: ☐			

Trip Information Section

* Trip Type Code:	Out of State ▾		
* Trip Begin:	03/20/2016 09:10 AM	* Trip End:	02/22/2016 09:10 AM
* Primary Destination:	LAS VEGAS 🔍 destination not found Per Diem Links		
Primary Destination Country/State:	NEVADA	Primary Destination County:	CLARK COUNTY
* Business Purpose:	Las Vegas 3/22/16		

Estimated Per Diem Expenses: Click on Create Per Diem Table for information to appear. Since lodging is estimated at $85 a night we will update that amount in the per diem table, as well as delete dinner for the first night as that is included, and click "update per diem table".

* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
LAS VEGAS 🔍 destination not found	☐	9.00	13.50		3.75	26.25	85.00	0	MP - 0.5 ▾ 🔍	0.00	111.25

Copy Down

* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
LAS VEGAS 🔍 destination not found	☐	12.00	18.00	36.00	5.00	71.00	85.00	0	MP - 0.5 ▾ 🔍	0.00	156.00

Copy Down

* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
LAS VEGAS 🔍 destination not found	☐	9.00	13.50	27.00	3.75	53.25	0.00	0	MP - 0.5 ▾ 🔍	0.00	53.25

Meals & Incidentals: 150.50	Lodging: 170.00	Miles: 0	Mileage Total: 0.00	Daily Total: 320.50

Update Per Diem Table | Remove Per Diem Table

Expenses: In this section we need to add the $125 in airfare booked through New Horizons, and check Non-Reimbursable as it is done through GhostCard and click add. Once you click add more items to complete populate. In the new section you will need to add the Airfare Source Code and the Class of Service and notes and click Add. You must add something in the Notes field to avoid an error when you submit the document.

Expenses ▾ hide

Estimated 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 Rate Conversion Site	☐	No			N/A	0.00 add
Notes:											

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
1	03/22/2016	Airfare		125.00	1	Yes	No	No	N/A	125.00	delete
	Notes: Roundtrip Flight										

▾ hide **Estimated Expenses Details - Airfare - 1**

	* Expense Date	* Expense Type Code	* Expense Amount	$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service	Actions
add:	03/22/2016 📅	Airfare	0.00	0.00	Yes	No	N/A	▾	▾	add
	Notes									
1	03/22/2016 📅	Airfare	125.00	125.00	Yes	No	N/A	New Horizons (Ghost Card) ▾	Coach-Economy ▾	delete
	Notes Roundtrip Flight									

Trip Detail Estimate Total: Auto-populates based on information in Per Diem Tab and Expense Tab.

Trip Detail Estimate Total ▾ hide

Travel Expense Total

Total Estimated:	445.50
Less Manual Per Diem Adjustment: −	0.00
Less CTS Charges: −	0.00
Less Non-Reimbursable: −	125.00
Travel Expense Limit:	N/A
Actual Encumbrance:	320.50

recalculate

Accounting Lines: We need to add the account number 1356570 and click add.

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Action
Source									
add:	CO ▼ Colorado State University	🔍	🔍	6050 In State Employee Travel Miscellaneous		🔍		0.00	
	Line Description								add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Action
1	CO ▼ Colorado State University	1356570 🔍 Campus Services	🔍	6050 In State Employee Travel Miscellaneous		🔍		320.50	
	Line Description								delete
	Kuali Days								bal inquir
								Total: 320.50	

The Department Higher Authority needs to be ad hoc for approval. So add him and once added click the calculate button at the bottom and then submit. Make sure to write down your document number. This example is 5419980.

Ad Hoc Recipients ▼ hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE ▼	🔍	add
APPROVE ▼	dpryan@colost 🔍 Ryan, David Patrick	delete

Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name	Actions
APPROVE ▼		🔍	add

Route Log ▶ show

(calculate) (submit) (save) (close) (cancel) (copy)

Travel Reimbursement Example 1:

The person in your department returned from their trip to Saratoga, Wyoming to count cattle at the Beef Improvement Center (BIC) from March 15th to March 17th. Lodging ended up being $154.00. The round trip mileage was 345 miles. No meals were provided. Complete a document search to locate your TA document you created in TA example 1 and select "new reimbursement" from the bottom of the document to populate the TR.

Click on the doc search button and in the Document Id section enter your document number from TA Example 1, and click on the document number. You also can type in your initiator ID in and searching for your documents that way.

Document Search ?	Backdoor Id epillsbu@col detailed search	superuser search	clear saved searches	Searches ▼

*required field

Document Type:	🔍📖 ?
Initiator:	🔍📖 ?
Document Id:	5419577 ?
Date Created From:	📅 ?
Date Created To:	📅 ?
Name this search (optional):	?

search   clear   cancel

One item retrieved.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
5419577	Travel Authorization	Travel Authorization - Leaming, Summer E 03/23/2015 SARATOGA	FINAL	Mercurio, Erin Pillsbury	03/19/2015 01:44 PM	🔍

Export options: CSV | spreadsheet | XML

When you open the document, scroll to the bottom and click on the "new reimbursement" button at the bottom. This will create the Travel Reimbursement (TR) document.

Since this is the Final Reimbursement (no more costs anticipated to come through), check the Final Reimbursement box.
Note: See end of this example on how to close out a TA if Final Reimbursement was not checked, how to close out the TA to reverse the remaining encumbrances.

Document Overview

* Description:	(Description will be filled upon submit)	Explanation: Summer has returned from her trip to Saratoga. Completing TR for final reimbursement.
Organization Document Number:	T-5832	

Financial Document Detail

* Bank Code	02 GENERAL DISBURSEMENTS

Trip Overview   ▾ hide

Traveler Section

* Traveler Type Code:	Employee		
Principal Id:	66624	Principal Name:	sleaming@colostate.edu
First Name:	SUMMER	Last Name:	LEAMING
Address Lookup:	🔍		
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:	☐		

Trip Information Section

* Trip Type Code:	Out of State ⌄		
* Trip Begin:	03/15/2016 08:18 AM	* Trip End:	03/17/2016 08:18 AM
* Primary Destination:	SARATOGA 🔍 destination not found Per Diem Links		
Primary Destination Country/State:	WYOMING	Primary Destination County:	CARBON COUNTY
* Business Purpose:	Saratoga, WY 3/17		
Final Reimbursement:	☑		

9

In the Actual Expense section we need to update the lodging to $154.

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	Actions
add:	📅	▼	🔍	0.00	1 Rate Conversion Site	☐	No		N/A	0.00	add
	Notes:										

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
1	03/17/2016	Mileage 2WD		179.40	1	No	No	No	N/A	179.40	delete
	Notes:										

▾ hide Actual Expenses Details - Mileage 2WD - 1

		* Expense Date	* Expense Type Code	Miles		* Expense Amount	$US	Non-Reimbursable	Taxable	Missing Receipt	Actions
	add:	03/17/2016 📅	Mileage 2WD		0.52	0.00	0.00	☐	No	N/A	add
		Notes									
	1	03/17/2016 📅	Mileage 2WD	345	0.52	179.40	179.40	☐	No	N/A	delete
		Notes	Roundtrip Miles								

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Actions
2	03/17/2016	Lodging		154.00	1	☐	No	No	N/A	170.00	delete
	Notes:	2 Nights Lodging									

▸ show Actual Expenses Details - Lodging - 2

Travel Expense Total: Click "recalculate" as the number has been updated.

Travel Expense Total	▼ hide	

Travel Expense Total

Total Expenses:	448.40
Less Manual Per Diem Adjustment: -	0.00
Less Non-Reimbursable: -	0.00
Eligible for Reimbursement:	448.40
Encumbrance Amount: 464.40 Apply Expense Limit:	N/A
Less CTS Charges: -	0.00
Amount due Corporate Credit Card: -	0.00
Total Reimbursable:	448.40
Less Advances from this Trip: -	125.00
Reimbursement from this Trip:	323.40

recalculate

Assign Accounts: The account number is correct, so click "add" next to the accounting line. Then click "Assign Accounts."

Assign Accounts	▼ hide	

Accounting Lines ❓   hide detail

Assign Accounts

	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
add:	CO ▾ Colorado State University	1356570 🔍 Campus Services	🔍	🔍		100	448.40	add

Assign Accounts

Accounting Lines: Auto-populates after accounting lines are assigned. If the add button is not clicked the Assign Accounts Button will not be active (appear in red font).

Restart Accounting Lines

Accounting Lines ❓

Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount
add:	CO ▾ Colorado State University	1356570 🔍 Campus Services	🔍	🔍	🔍	🔍		OUT OF POCKET ▾	0.00
	Line Description								
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount
1	CO ▾ Colorado State University	1356570 🔍 Campus Services	🔍	6075 🔍 Out State Employee Travel Per Diem	🔍	🔍		OUT OF POCKET ▾	269.00
	Line Description								
2	CO ▾ Colorado State University	1356570 🔍 Campus Services	🔍	6077 🔍 Out State Employee Travel Mileage 2WD	🔍	🔍		OUT OF POCKET ▾	179.40
	Line Description								

Payment Information: Since this is an employee select "P – Check/ACH".

Payment Information		▾ hide		
Payment Information				
Check Amount:	441.50		Due Date:	03/20/2015
Payment Type:	Is this a foreign payee: No		Other Considerations:	☐ Check Enclosure ☐ W-9/W-8BEN Completed
* Payment Method:	P - Check/ACH ▾		Documentation Location Code:	AP - Accounts Payable
Check Stub Text:	(This will be generated at save.)			
▸show Special Handling				
▸show Wire Transfer				
▸show Foreign Draft				

Hit "calculate" at the bottom and then "submit."

Note: If final reimbursement was not checked you will need to go to the original TA document and at the bottom of the document click "close TA". That will remove the remaining encumbrance from your account.

(close TA) (new reimbursement) (vendor payment) (send ad hoc request) (close) (copy)

Travel Reimbursement Example 2:

The person in your department returned from traveling to Las Vegas, Nevada for a conference leaving March 20th and returned March 23rd. They booked their airfare via New Horizons for $125.00. Their lodging was estimated at $85/night or $170 total, but was actually $90/night or $180 total. Dinner on the first night (March 20th is included), all other meals are not. Find your TA document you did in TA example 1 and select "new reimbursement" to complete the TR.

Follow the steps in travel reimbursement example 1 to find your TA you created for this trip. Once you open the TA click "New Reimbursement" on the bottom of the document.

Since this is the Final Reimbursement (no more costs anticipated to come through), check the Final Reimbursement box.

Document Overview

* Description: (Description will be filled upon submit)	Explanation: Grant returned from trip, this document is for final reimbursement.
Organization Document Number: T-5833	

Financial Document Detail

* Bank Code 02 GENERAL DISBURSEMENTS

Trip Overview   ▼ hide

Traveler Section

* Traveler Type Code: Employee	
Principal Id: 61802	Principal Name: gpolzer@colostate.edu
First Name: GRANT	Last Name: POLZER
Address Lookup: 🔍	
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: GRANT.POLZER@COLOSTATE.EDU	Phone Number: 970-491-4148
Liability Insurance: ☐	

Trip Information Section

* Trip Type Code: Out of State ▽	
* Trip Begin: 03/20/2016 09:10 AM 📅	* Trip End: 03/22/2016 09:10 AM 📅
* Primary Destination: LAS VEGAS 🔍 [destination not found] Per Diem Links	
Primary Destination Country/State: NEVADA	Primary Destination County: CLARK COUNTY
* Business Purpose: Las Vegas 3/22/16	
Final Reimbursement: ☑	

13

Since the lodging was $90/night, update the per diem table to reflect that, and then click "update per diem table".

▾ hide

2015

County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CLARK COUNTY	LAS VEGAS 🔍 destination not found	☐	9.00	13.50	0.00	3.75	26.25	90.00	0	MP - 0.5 ▾ 🔍	0.00	116.25

Copy Down

2015

County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CLARK COUNTY	LAS VEGAS 🔍 destination not found	☐	12.00	18.00	36.00	5.00	71.00	90.00	0	MP - 0.5 ▾ 🔍	0.00	161.00

Copy Down

2015

County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
CLARK COUNTY	LAS VEGAS 🔍 destination not found	☐	9.00	13.50	27.00	3.75	53.25	0.00	0	MP - 0.5 ▾ 🔍	0.00	53.25

| Grand Totals: | | | Meals & Incidentals: 150.50 | | | Lodging: 180.00 | Miles: 0 | | Mileage Total: 0.00 | | Daily Total: 330.50 |

Update Per Diem Table   Remove Per Diem Table

14

Nothing needs to be updated in the actual expenses as there were no changes.

* Expense Date	* Expense Type Code		Company Name		* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US	Action
03/22/2016	Airfare				125.00	1	Yes	No	No	N/A	125.00	delete
Notes:	Roundtrip Flight											

▾ hide Actual Expenses Details - Airfare - 1

		* Expense Date	* Expense Type Code	* Expense Amount	$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service	Actions
1	add:	03/22/2016	Airfare	0.00	0.00	No	No	N/A	⌄	⌄	add
	Notes										
	1	03/22/2016	Airfare	125.00	125.00	Yes	No	N/A	New Horizons (Ghost Card) ⌄	Coach-Economy ⌄	delete
		Notes	Roundtrip Flight								

Imported Expenses

* All fields required if section is used

Look Up/Add Multiple Imported Expense Lines

Reconciled Expenses

	Status	Document Number	Card Type	Expense Date	Name	Travel Company	Amount

Travel Expense Total   ▾ hide

Travel Expense Total

Total Expenses:	455.50
Less Manual Per Diem Adjustment: -	0.00
Less Non-Reimbursable: -	125.00
Eligible for Reimbursement:	330.50
Encumbrance Amount: 320.50 Apply Expense Limit:	N/A
Less CTS Charges: -	0.00
Amount due Corporate Credit Card: -	0.00
Total Reimbursable:	330.50
Less Advances from this Trip: -	0.00
Reimbursement from this Trip:	330.50

recalculate

The next tab that needs to be filled out is Assign Accounts. If the traveler has a default account number it will show in the account number box. It can be changed if it should be something else. If they do not have a default account number then you will need to enter an account number. Once you enter it click add. When all accounts you need are added then click "assign accounts".

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
		* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
1		CO ▾	1356570 🔍	🔍	🔍		100	330.50	delete
		Colorado State University	Campus Services						bal inquiry

Assign Accounts

By clicking "Assign Accounts" it auto-populates the accounting lines with the proper object codes.

In the Payment information select "Check/ACH".

In live Kuali you would attach all the receipts to the Notes and Attachments section and then click calculate and then submit.