Colorado State University

TEM Travel Document Processing

2017 PDI:

Tips for travel and TEM documents

Closing and Cancelling TA documents
Required approvals for travelers
Reasons documents are returned to Dept.
Taxability of reimbursements

Presented by Travel Services

Business and Financial Services

To deliver efficient and effective business and financial services to our customers in support of the University's mission of education, research, public service and extension.

http://busfin.colostate.edu/default.aspx

Closing and Cancelling TA Documents

Closing and Cancelling TA Documents

- All open TA documents that are “Open for Reimbursement” should be cancelled or closed if no future reimbursements are anticipated

- Any open encumbrance on the TA documents will remain on the account until the TA is closed or cancelled.

Closing and Cancelling TA Documents

- **Close TA -** Any TA document that has had a related reimbursement will need to be closed.
  - Can be closed by clicking the “Close TA” button on the TA or by selecting final reimbursement box on TR document
- **Cancel TA -** Any TA document that has not had a related reimbursement will need to be cancelled if reimbursement will not be issued (typically Ghostcard airfare or no cost trips)
  - Can be cancelled by clicking the “Cancel TA” button

Closing and Cancelling TA Documents

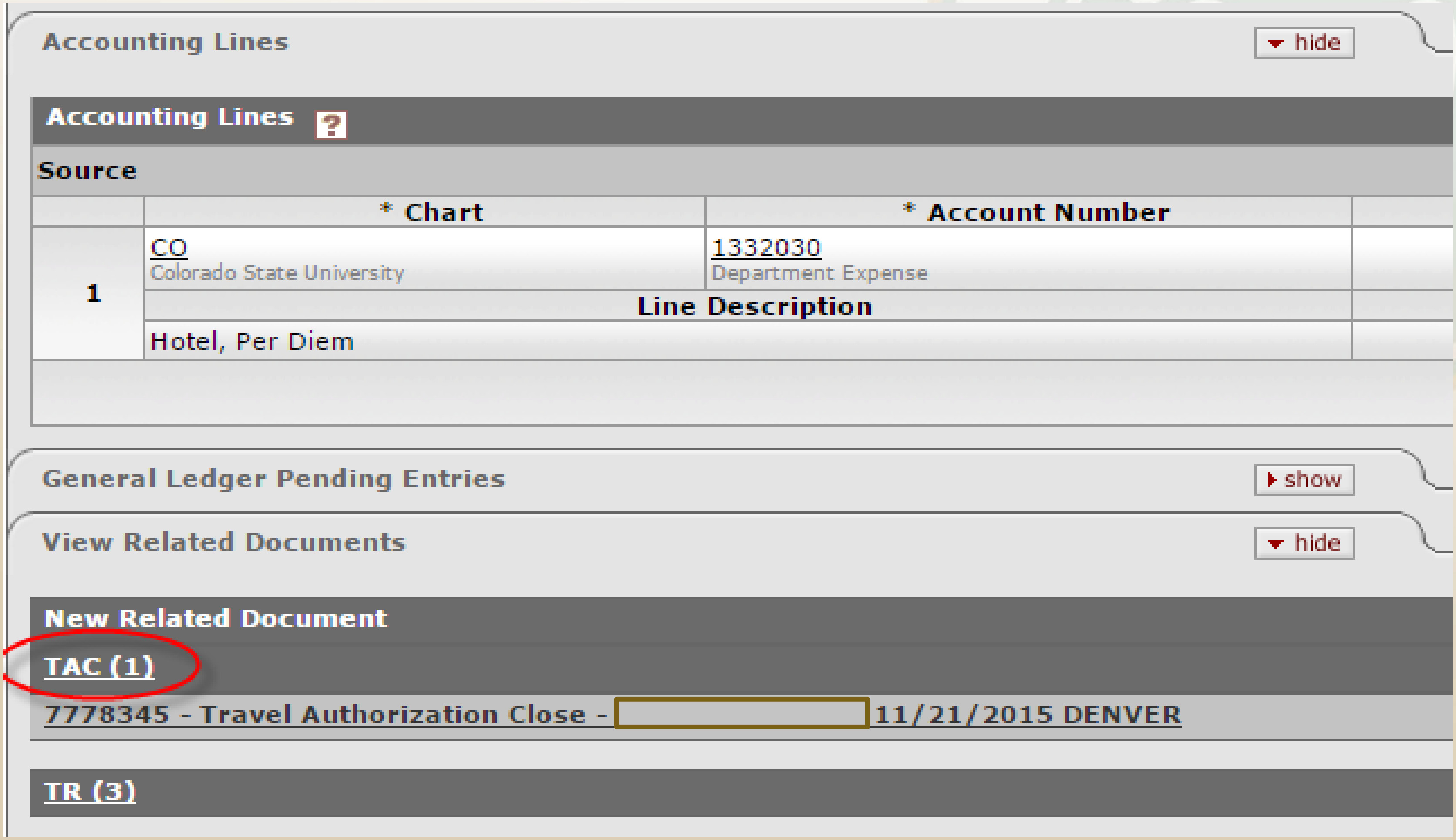
- If the Close TA or Cancel TA button is not on the TA document then the TA may still be enroute or there may be a pending reimbursement enroute.

- If the TA and/or TR document is not enroute then there may be an issue with permissions

  - Check the traveler TEM Profile. If there is a Primary Arranger, only the Primary Arranger can Close or Cancel the TA. Removal of the Primary Arranger will allow other arrangers to close and cancel TA documents

Closing and Cancelling TA Documents

- Even if the TA has been closed a new reimbursement can be processed for the trip.
- When the TA is closed a new document is created automatically. This is called a Travel Authorization Close document or TAC
- You can find this number by opening the TA and viewing related documents. Find this document number and then open that document and there will be a “new reimbursement” button just like you would see on a TA.



Accounting Lines

Accounting Lines

Source

	* Chart	* Account Number
1	CO Colorado State University	1332030 Department Expense
	Line Description	
	Hotel, Per Diem	

General Ledger Pending Entries

View Related Documents

New Related Document

TAC (1)

7778345 - Travel Authorization Close - [redacted] 11/21/2015 DENVER

TR (3)

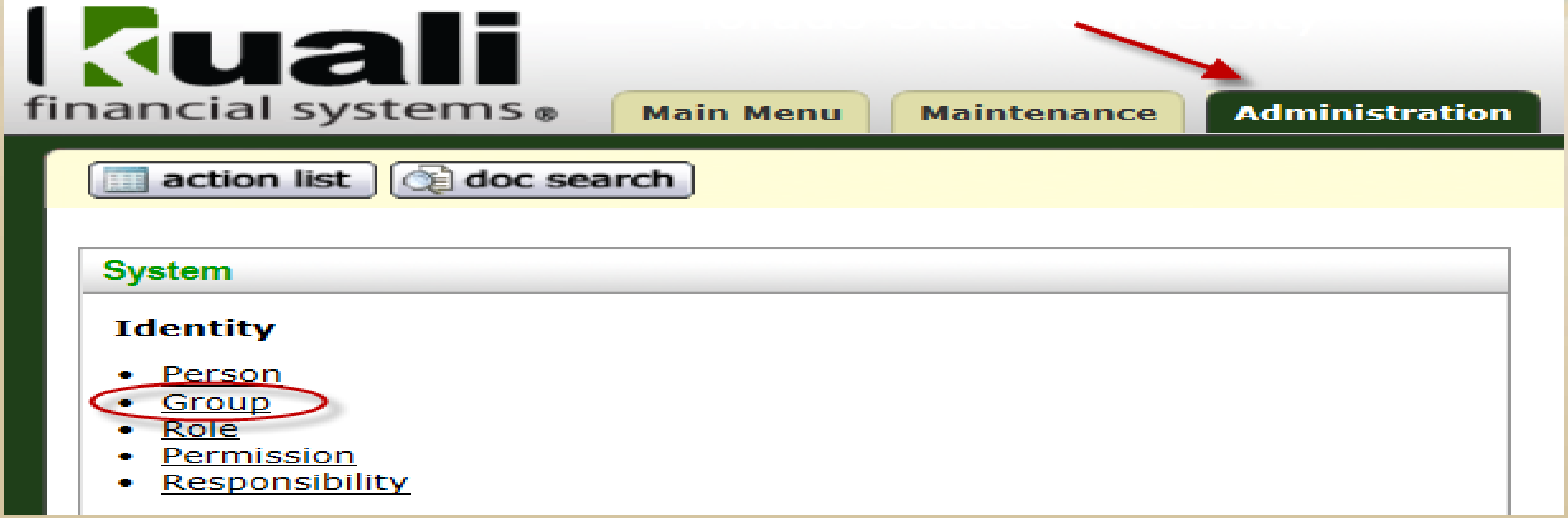
Approval to travel

Department Higher Authority (DHA) approval

- **Please double check the Add button is clicked before submission**
- DHA must be ad hoc'd on the **TA.** If trip only has TR then ad hoc must be on TR unless blanket approval is on file with department
- Approval email can be attached instead of ad hoc.
- If ad hoc is forgotten then approval email must be attached to the **TA.**
- Ad hoc approve cannot be added after TA document has been submitted

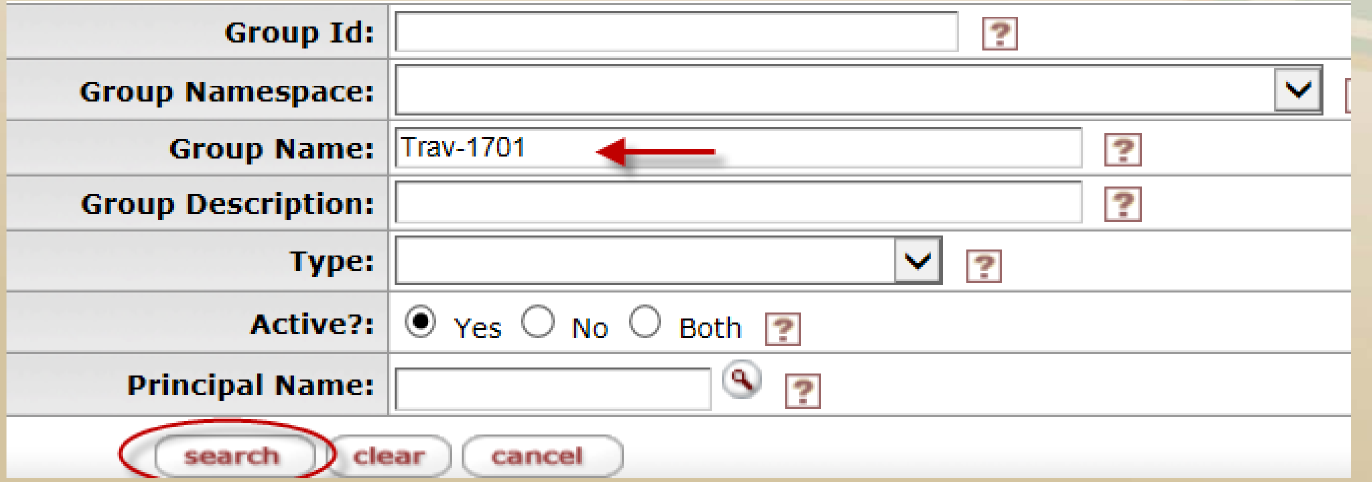
Department Higher Authority (DHA) approval

- DHA lists have been added to Kuali as TRAV-XXXX Groups
- Search for DHA Groups in Kuali on the Group link under the Administration tab


kuali
financial systems®
Main Menu
Maintenance
Administration
action list
doc search
System
Identity
Person
Group
Role
Permission
Responsibility

Department Higher Authority (DHA) approval

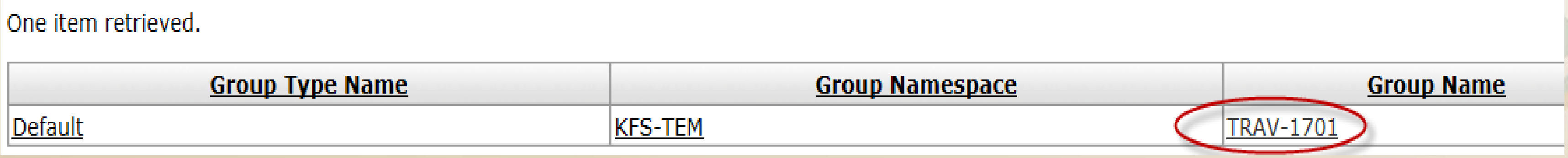
- Search for DHA based on **TRAVELER'S** home department
- We will use department 1701 as an example



Group Id:	
Group Namespace:	
Group Name:	Trav-1701
Group Description:	
Type:	
Active?:	● Yes ○ No ○ Both
Principal Name:	

Department Higher Authority (DHA) approval

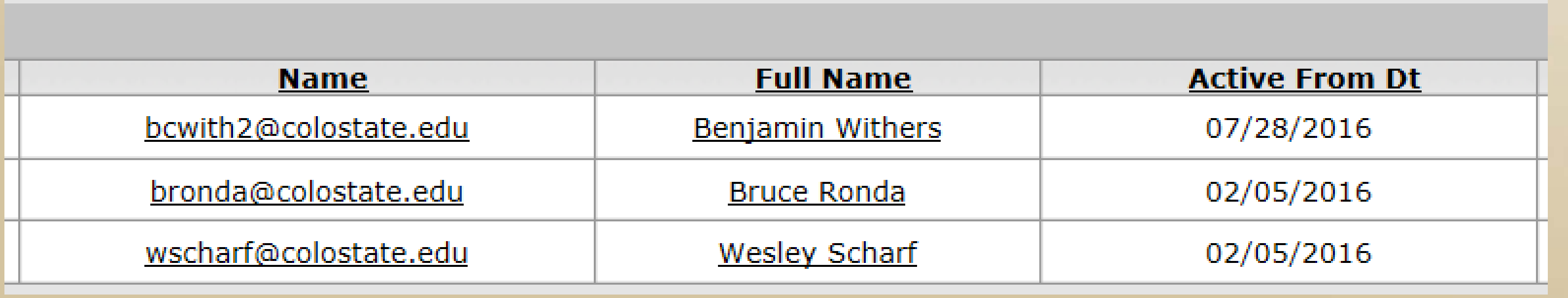
- After clicking search click on TRAV-1701 to show DHA approvers for that department



One item retrieved.

Group Type Name	Group Namespace	Group Name
Default	KFS-TEM	TRAV-1701

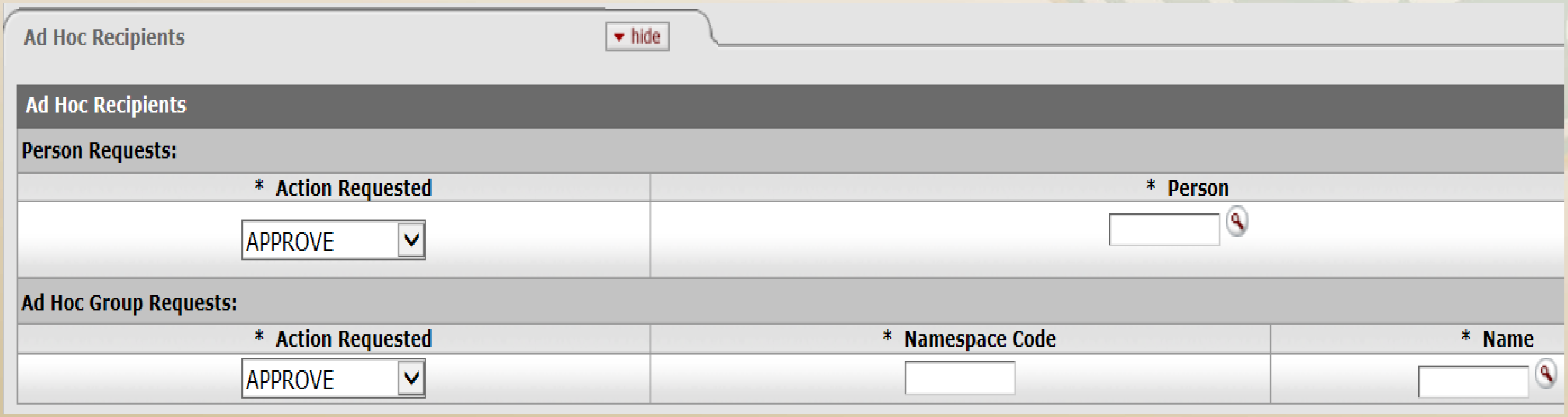
- All DHA approvers for department are shown



Name	Full Name	Active From Dt
bcwith2@colostate.edu	Benjamin Withers	07/28/2016
bronda@colostate.edu	Bruce Ronda	02/05/2016
wscharf@colostate.edu	Wesley Scharf	02/05/2016

Department Higher Authority (DHA) approval

- Individual DHA approvers can be ad hoc’d or you can ad hoc the entire group



Ad Hoc Recipients

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person
APPROVE	

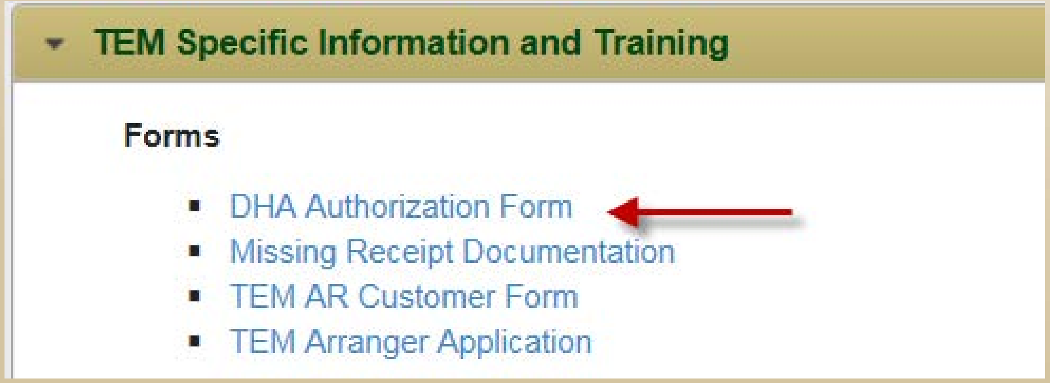
Ad Hoc Group Requests:

* Action Requested	* Namespace Code	* Name
APPROVE		

*Note that if Group is ad hoc’d only one approver in group has to approve. However, everyone in the group will receive an approval email.

Department Higher Authority (DHA) approval

- DHA approvers can now be updated by submitting the DHA Authorization Form
- A link to this form is provided on the Travel Services website
- Form to be used when adding, replacing, or resigning DHA from role



TEM Specific Information and Training

Forms

- DHA Authorization Form
- Missing Receipt Documentation
- TEM AR Customer Form
- TEM Arranger Application

- http://busfin.colostate.edu/Forms/Travel/DHA_Form.pdf#zoom=100

Risk Management and OIP for Intl Travel

- Risk Management approval (and waiver if applicable) needs to be attached to the **TA** document for all employees
- All approvals from International Programs needs to be attached to **TA** for all CSU students traveling abroad
- If a TAA document is submitted for International travel a new approval should be attached showing any change in trip itinerary.

Foreign National Travelers

- New for all travel beginning 01/01/17
- All Non-Employee, Non U.S. Citizen travelers will need to register with the CSU Tax Office via Glacier Software
- TEM Customer form has been updated to include traveler’s email address
- CSU Tax will send information to email address requesting information and how to register
- Once traveler has completed requirements email will be sent to arranger and TEM Profile can be created.

Documents that are returned to the department with questions

Airfare Ticket Upgrades

- If tickets are upgraded for medical purposes the Business Officer must approve all non-permanent medical upgrades. Add approval to Notes and Attachments

- All ticket upgrades related to permanent disability or medical condition must have OEO approval. If approval is given by OEO a memo will be sent to Travel from OEO stating the upgrade is necessary for the specific traveler

- Include any upgrade explanation as required by CSU Financial Rule 5.15.2 in the Notes and Attachments

Missing and Incomplete Information

- Receipts are incomplete, not legible, or do not match travel dates. Make sure all receipts/attachments are in PDF format
- Internet Airfare, justification for internet purchase is not entered on the document
- The purpose of the trip is not adequately described in either the Explanation box or Notes and Attachments
  - Please explain what the purpose is and how CSU benefits
  - Do not leave explanation box blank (60 days delinquent)

Missing and Incomplete Information

- Please provide International Hotel Information. We receive very vague and incomplete information on some International documents

- Some departments have DHA’s that are also the fiscal officer for the account.
  - Only one approval is needed, does not need to be ad hoc’d but please put a note in the Notes and Attachments section so that we know. DHA = FO.

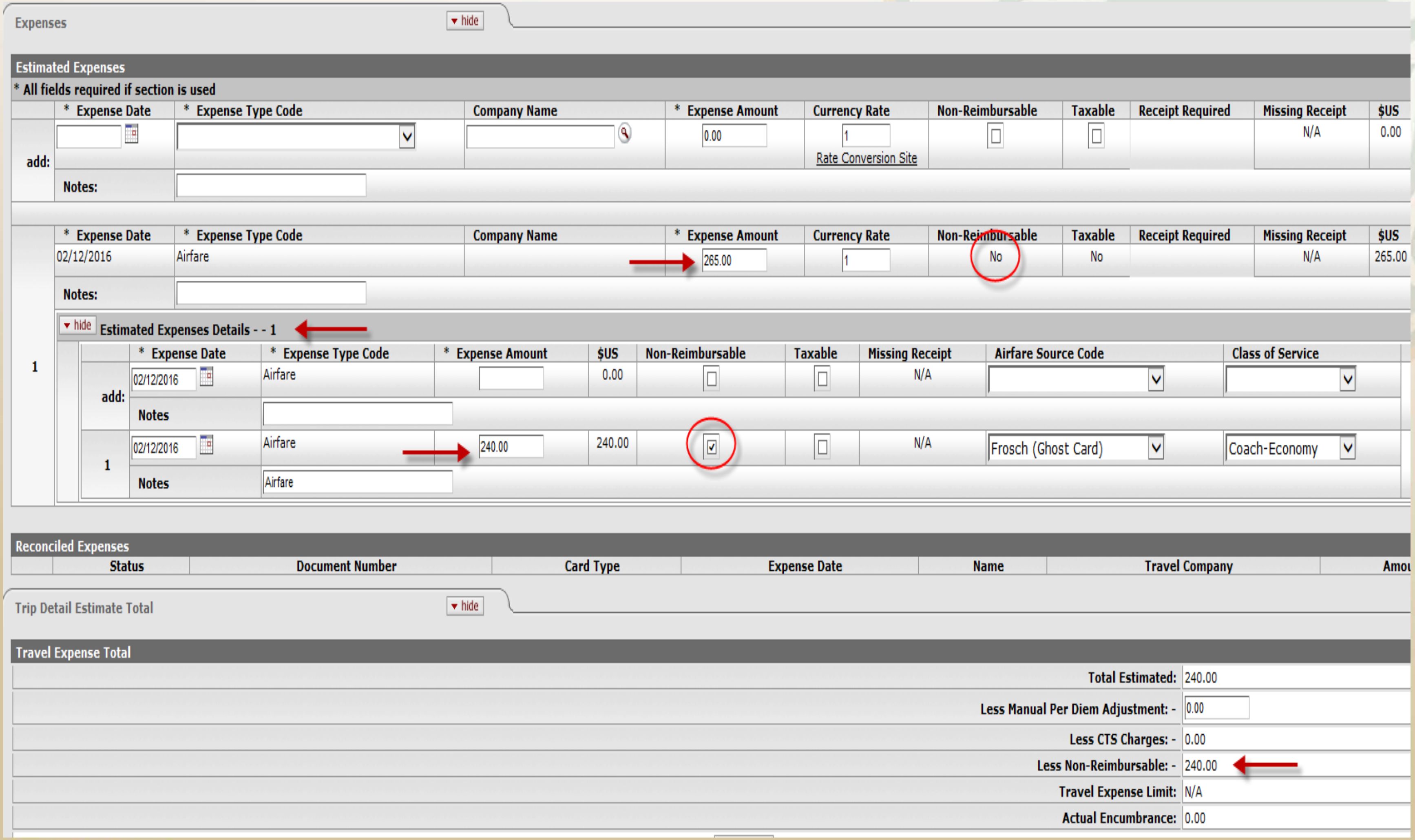
* If traveler is also DHA and FO this needs to be ad hoc’d to Higher Authority so traveler is not approving their own travel documents. These are routed to Campus Services for review

Missing and Incomplete Information

- If travel document is returned to FO please have the FO check the document. Many times the FO just approves without making the necessary changes
- If a document is returned to the department please send us an email that it has been resubmitted. This will keep the document from being sent to the back of our action list and speed up the reimbursement
- Please do not round expenses up or down. Reimbursements are paid as exact amounts on receipts

Expense amounts are incorrect

- Many times expense amounts are submitted but are unable to be changed by the FO
- Travel does change (reduce only) amounts when support does not match document
    - A notice of adjustment is filled out and an Acknowledge Ad Hoc is sent to the arranger
- Travel does not always have ability to change amounts. Accounting lines can become an issue when amounts are changed. Some documents have to be disapproved so amounts can be adjusted
- Expense detail section. This will override the expense amounts in the main expense line



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
add:				0.00	1 Rate Conversion Site	☐	☐		N/A	0.00
	Notes:									

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	$US
1	02/12/2016	Airfare		265.00	1	No	No		N/A	265.00
	Notes:									

▾ hide Estimated Expenses Details - - 1

	* Expense Date	* Expense Type Code	* Expense Amount	$US	Non-Reimbursable	Taxable	Missing Receipt	Airfare Source Code	Class of Service
add:	02/12/2016	Airfare		0.00	☐	☐	N/A		
	Notes								
1	02/12/2016	Airfare	240.00	240.00	☑	☐	N/A	Frosch (Ghost Card)	Coach-Economy
	Notes	Airfare							

Reconciled Expenses

Status	Document Number	Card Type	Expense Date	Name	Travel Company	Amou

Travel Expense Total

Total Estimated:	240.00
Less Manual Per Diem Adjustment: -	0.00
Less CTS Charges: -	0.00
Less Non-Reimbursable: -	240.00
Travel Expense Limit:	N/A
Actual Encumbrance:	0.00

Taxable Reimbursements

Taxable Reimbursements

- IRS Rules under accountable plan
  - Must meet all three rules

- *Your expenses must have a business connection – that is, you must have paid or incurred deductible expenses while performing services as an employee of your employer*

- *You must adequately account to your employer for these expenses within a reasonable period of time;*
  - ***60 days for business expense and travel reimbursements***

- *You must return any excess reimbursement or allowance within a reasonable period of time.*

Taxable Reimbursements

- Traveler must approve TR document within 60 days of trip END date on TR
- 60 days are calculated beginning with trip end date on TR and end with traveler approval date on TR in route log
- Any reimbursement not approved within the 60 day period will be considered taxable wages to employee. Amount will be imputed and taxed in subsequent pay period

Travel Advances

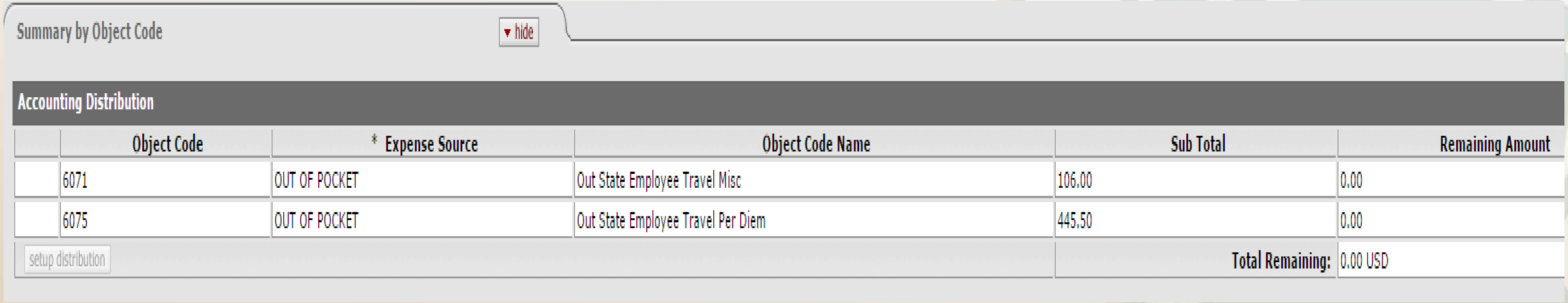
Travel Advances

- Customer Invoice is created when advance is issued
- Credit Memos offset this invoice until the balance is zero
- Credit Memo automatically generated when reimbursement is processed
- If reimbursement is less than advance then funds are collected from traveler.
  - Department prepares Cash Receipt and deposits funds to 2410300-1425
  - Notify Travel department and give the cash receipt number
- Travel department will create Credit Memo for all advance payments done on cash receipts

Common Errors When Submitting TA Documents

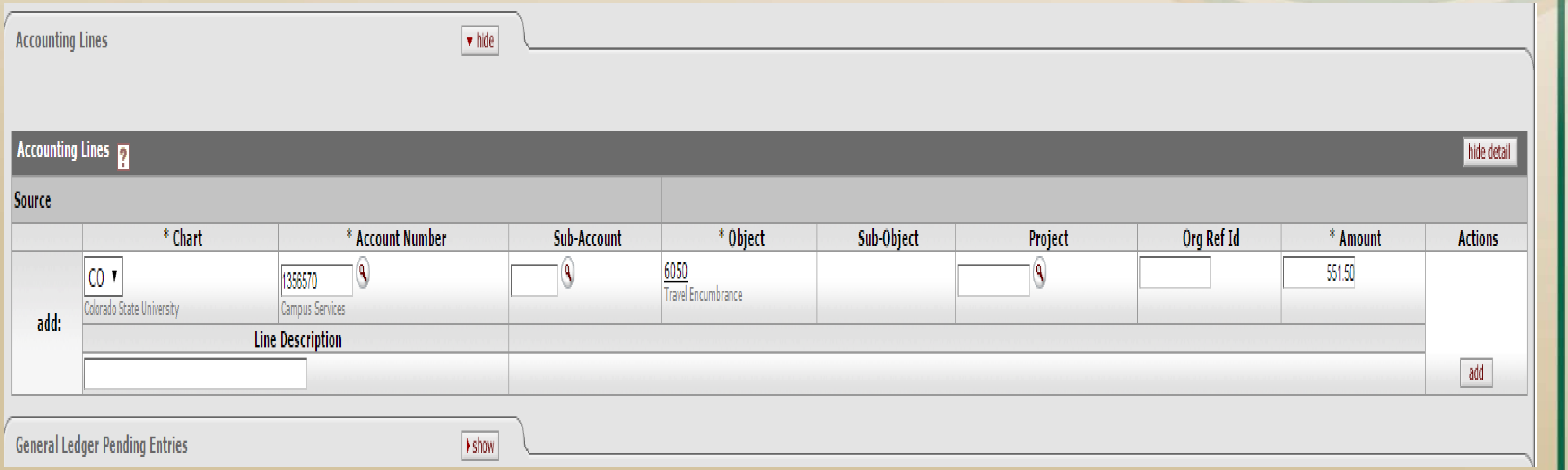
Accounting Lines Not in Balance

- Most common error we see
- Most errors occur when there is split funding / >1 object code
- Errors only on TR documents, TA only uses 6050 object code
- Error message typically occurs when the “assign accounts” is not used


Summary by Object Code
▾ hide
setup distribution

Accounting Distribution

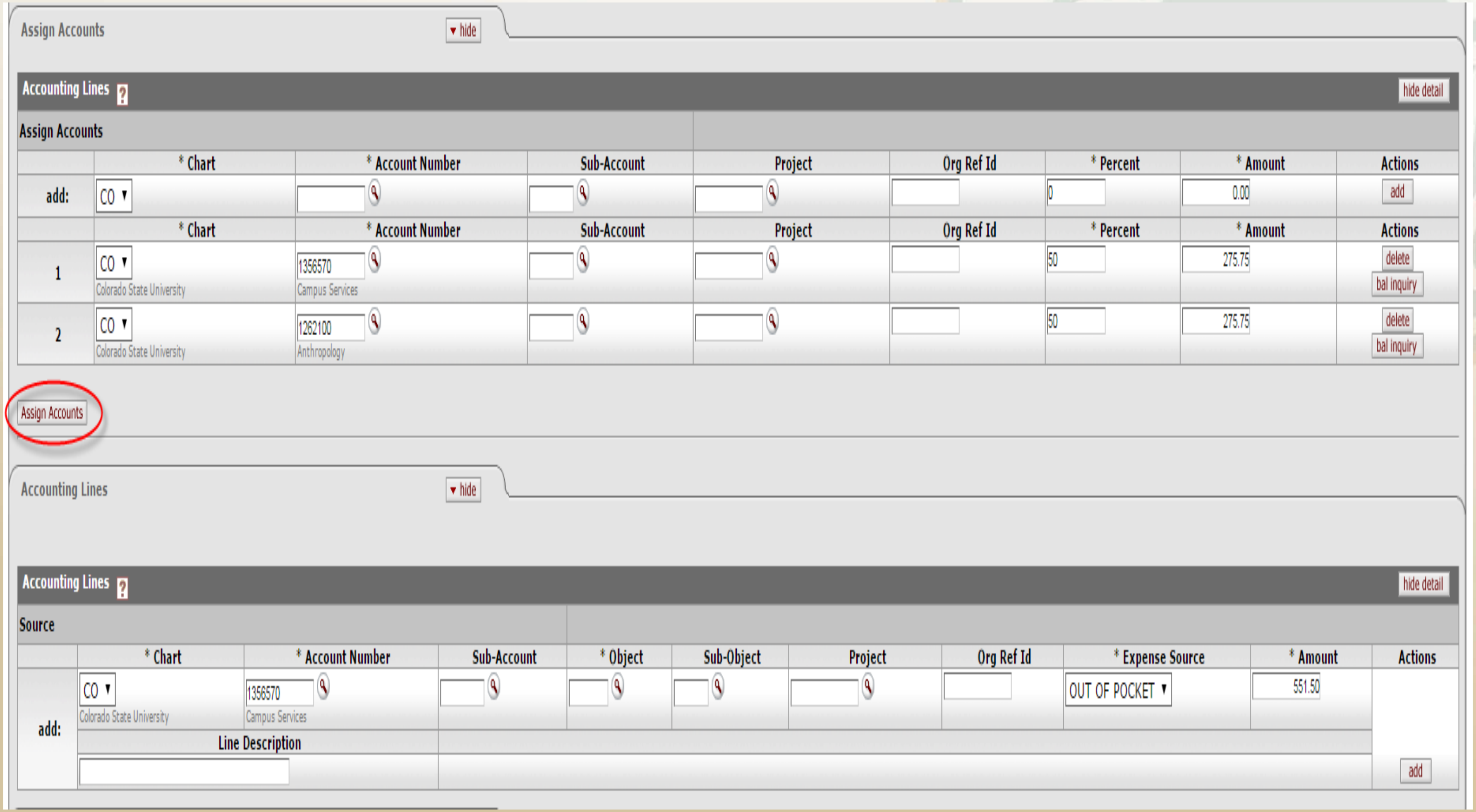
	Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
	6071	OUT OF POCKET	Out State Employee Travel Misc	106.00	0.00
	6075	OUT OF POCKET	Out State Employee Travel Per Diem	445.50	0.00
				Total Remaining:	0.00 USD


Accounting Lines
▾ hide
hide detail
add
General Ledger Pending Entries
▸ show

Accounting Lines

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				551.50	add
	Line Description								



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

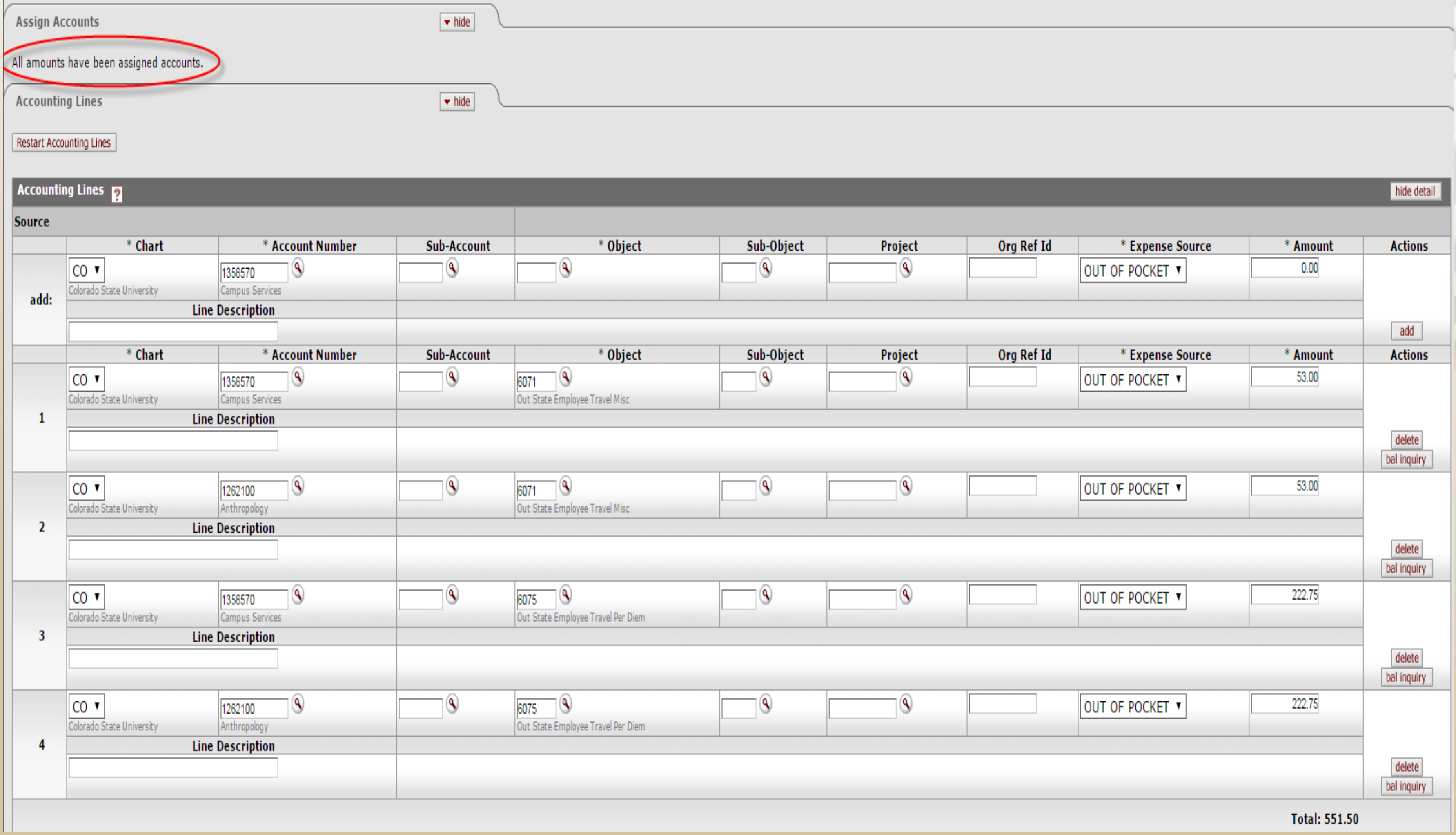
	* Chart	* Account Number	Sub-Account	Project	Org Ref Id	* Percent	* Amount	Actions
1	CO ▾ Colorado State University	1356570 Campus Services				50	275.75	delete bal inquiry
2	CO ▾ Colorado State University	1262100 Anthropology				50	275.75	delete bal inquiry

Assign Accounts
Accounting Lines
▾ hide
Accounting Lines ?
hide detail

Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO ▾ Colorado State University	1356570 Campus Services						OUT OF POCKET ▾	551.50	add

Line Description



Assign Accounts

All amounts have been assigned accounts.

Accounting Lines

Accounting Lines

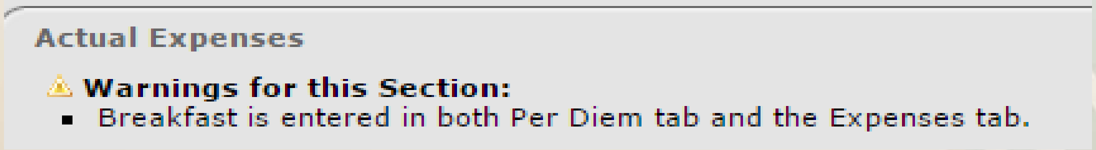
Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
add:	CO Colorado State University	1356570 Campus Services						OUT OF POCKET	0.00	add
1	CO Colorado State University	1356570 Campus Services		6071 Out State Employee Travel Misc				OUT OF POCKET	53.00	delete bal inquiry
2	CO Colorado State University	1262100 Anthropology		6071 Out State Employee Travel Misc				OUT OF POCKET	53.00	delete bal inquiry
3	CO Colorado State University	1356570 Campus Services		6075 Out State Employee Travel Per Diem				OUT OF POCKET	222.75	delete bal inquiry
4	CO Colorado State University	1262100 Anthropology		6075 Out State Employee Travel Per Diem				OUT OF POCKET	222.75	delete bal inquiry

Line Description

Total: 551.50

Per diem and Group Meals



Actual Expenses

⚠ **Warnings for this Section:**

- Breakfast is entered in both Per Diem tab and the Expenses tab.

- Error message occurs on documents with Group travel
- Per diem is claimed for traveler and GB, GN, or GD is selected as expense type for Group Meals
- To avoid this error you will leave the per diem table for traveler and then select GO – Group Other for the group meals expense on the Actual Expenses Tab

BFS TRAVEL RESOURCES

- Travel website
  - http://busfin.colostate.edu/trv.aspx
  - FAQ, forms, training guides, workflow charts, links
  - Contact Information
  - Updates on what documents currently being processed
- BFS TEM User email
  - Bfs_tem_users_questions@mail.colostate.edu
  - Central email designed to improve response time
- TEM Arranger listserv
  - Sign up on ACNS website to receive updates intended for travel arrangers