

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



TEM Travel Documents

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, enter one expense and mark it as "non-reimbursable")
 - In State Travel where there is not a blanket authorization in place
- Travel Authorization documents are NOT required for:
 - General In State Travel (does not 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:
 - Opening 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 must 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) trav-xxxx group. This step is easy to forget!**



Department Higher Authority: Departmental travel approver

- Department Higher Authority's (DHA's) will need to be ad-hoc'd Approve to the group trav-xxxx
- To add a Department Higher Authority (DHA) approval:
 - Add DHA through the ad hoc requests tab and under ad hoc group requests using trav-xxxx Approve. FYI/Acknowledge is not acceptable
 - This needs to be done one time for each trip (unless the TA is amended):
 - If you are completing a TA ad hoc the DHA trav-xxxx on the TA
 - If the TA is amended, it needs to ad hoc to the DHA trav-xxxx again for approval



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 trav group
 - 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

Travel Policy Questions:

Terri Bedan: 491-6021

Amanda Benker: 491-1362

Chris DeMint: 491-2291

Ashley Meyer: 491-7530

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

Contact your Campus Services Representative

