



**Travel & Expense Management  
User Guide  
Updated 5/28/14**

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## Banner Travel & Expense Overview

What is Banner Travel & Expense Management?

Banner Travel & Expense Management is a comprehensive solution for managing travel and expense activity. It can encumber travel funds, authorize expenditures, process reimbursements, store supporting documentation electronically and receive electronic approvals all from the web. The Travel & Expense Management Module automates the entire travel process and the processing associated with it.

The screenshot displays the Banner Travel & Expense Management web application. The top navigation bar includes tabs for 'Delegate', 'Expense Manager' (selected), 'Profile', 'Delegate Control', and 'Administration'. A 'Sign Out' link and a 'Help' icon are also present. Below the navigation bar, the 'Expense Manager' section is active, showing 'Authorization Reports' and 'Expense Reports'. The main content area is titled 'Expense Report List for Jason Dudley' and features a search bar with the text 'Search by Report Name'. Below the search bar is an 'Advanced Search' dropdown. The table displays 6 rows of expense reports, with columns for Report Name, Report ID, Report Date, Status, Status Date, Reimbursable, Non-Reimbursable, and Report Total. The table is currently displaying 6 rows.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
JD-Travel 020411	TR000015	Feb 04, 2011	In Process	Feb 04, 2011	100.00	0.00	100.00
test1	TR000012	Jan 19, 2011	In Process	Jan 19, 2011	500.00	0.00	500.00
Summit	TR000010	Jan 18, 2011	Submitted	Jan 18, 2011	900.00	0.00	900.00
Orlando/Dudley100110 /	TR000006	Nov 23, 2010	Submitted	Feb 04, 2011	11.00	235.00	246.00
Orlando/Dudley100110 1	TR000001	Nov 16, 2010	Ready To Pay	Nov 16, 2010	0.00	200.00	200.00
Orlando/Dudley100110 !	TR000005	Nov 11, 2010	Pending Review	Dec 06, 2010	0.00	200.00	200.00

The bottom of the screen shows the 'SUNGARD HIGHER EDUCATION' logo and the text 'Travel and Expense Management (Release 8.3)'. The status bar at the very bottom indicates 'Done' and 'Trusted sites'.

# Travel & Expense Workflow and Approval Processing

## Workflow

The approvals for Travel & Expense are managed using Banner Workflow. This has allowed us to customize approvals at the same time as allowing flexibility. At each approval, an automatic notification will be sent to the next approver. The Traveler will also receive approval or denial notifications. We have added the ability to add comments to the document along the process as well.

Supporting documentation can be added along the way by attaching documents using the integration with Banner Document Management Suite (Xtender) providing one location for all documentation for the trip.

## About the Process

The Banner Travel & Expense Management process begins when a traveler needs to receive authorization or incurs travel expenses. The expenses are charged back to the department using Banner Indexes or FOAPAL's. The Account code is added to the expense report automatically based on the type of expense defined in the Travel & Expense Module. For instance, you would not need to know the account code for Air travel, when Air travel is added to the report the correct account code is added in for that item.

The expense report is created in the Travel & Expense Management Module. Each individual expense (such as hotel, meals, air, mileage, etc) can be added as separate line items. Receipts can be scanned and attached to the expense reports. You can also record your non-reimbursable items or advance paid items as well.

When an authorization or expense report is submitted it routes to the person's designated approver (supervisor) for approval. If that person is NOT the budget admin he or she will need to add an additional approver (see approvers guide for more information). Please note all expense reports will route to the Travel Accounting Specialist for final approval. When a form is submitted a notification is sent to the travelers designated approver via email. When the approver opens this item, a custom form appears displaying important details about the travel and provides a link to the travel document inside Travel & Expense.

The approver can do three things

- If the approver denies the report, the traveler cannot edit the authorization/expense report and receives notification.
- If the approver returns for corrections, the traveler can make edits to the authorization/expense report and re-submit.

- If the approver approves the authorization/expense report, it is forwarded to Accounts Payable for reimbursement.

Once final approval takes place an invoice is created in Banner.

## Accessing Banner Travel & Expense Management

Accessing Travel & Expense will take place through the MyFsw Portal.

- Portal
- Employee services
- Travel and Expense

Once accessed via the link in the portal, the workspace will be displayed.

The screenshot displays the Banner Travel & Expense Management interface. At the top, there are tabs for 'Delegate', 'Expense Manager', 'Profile', 'Delegate Control', and 'Administration'. The 'Expense Manager' tab is active. Below the tabs, there is a 'Sign Out' link and a 'Help' icon. The main content area is titled 'Authorization Report List for Jason Dudley'. It includes a search bar with the text 'Search by Report Name' and a search button. Below the search bar, there is a table with the following columns: Report Name, Report ID, Report Date, Status, Status Date, Reimbursable, Non-Reimbursable, and Report Total. The table displays 9 rows of data. At the bottom of the interface, there is a 'Generate Expense Report' button. The footer of the interface shows 'SUNGARD HIGHER EDUCATION' and 'Travel and Expense Management (Release 8.3)'.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
test	TA000029	Apr 21, 2011	Submitted	Apr 21, 2011	10.00	0.00	10.00
jd_20110215_test	TA000009	Feb 15, 2011	Approved	Feb 15, 2011	10.00	0.00	10.00
TEst3	TA000008	Feb 14, 2011	Submitted	Feb 04, 2011	500.00	0.00	500.00
Test	TA000007	Jan 12, 2011	Submitted	Jan 18, 2011	0.00	0.00	0.00
Orlando/Dudley100110	TA000004	Nov 24, 2010	Sent for Review	Nov 24, 2010	0.00	235.00	235.00
Orlando/Dudley100110	TA000003	Nov 23, 2010	Submitted	Nov 23, 2010	0.00	235.00	235.00
Orlando/Dudley100110	TA000005	Nov 23, 2010	Pending Review	Dec 06, 2010	0.00	235.00	235.00
Orlando/Dudley100110	TA000002	Nov 16, 2010	Approved	Nov 16, 2010	0.00	235.00	235.00
Orlando/Dudley100110	TA000001	Oct 01, 2010	Submitted	Nov 16, 2010	0.00	144.00	144.00



## Getting Started

### Tabs

- Expense Manager – allows you to access the report lists for the specified traveler as well as other types of information related to your travel reports.
  - Note there are two types of travel reports – TA Travel Authorization and TR Travel Reimbursement
- Profile – your user profile
- Delegate – allows you to input travel on a travelers behalf
- Delegate Control – Allows a delegate to manage travelers that they can act as a delegate for
- Administration – Only visible if you are an administrator

The screenshot shows the Expense Manager interface with several red boxes and arrows highlighting key components:

- Tabs:** A red box labeled "Tabs" points to the top navigation bar containing "Delegate", "Expense Manager", "Profile", and "Delegate Control".
- Links:** A red box labeled "Links" points to the left sidebar menu with options like "Authorization Report", "General Information", "Itinerary", "Estimated Expenses", "Attachments", "Comments", "Related Documents", and "Status History".
- Workspace:** A red box labeled "Workspace" points to the main content area where the "Add Expenses" form and a table of expenses are located.
- Sidebar:** A red box labeled "Sidebar" points to the right sidebar containing traveler information and a summary by type.

**Expense Manager Interface Details:**

**Authorization Report List:** test2 (TA002452 - In Process)

**Add Expenses Form:**

- Date: Aug 07, 2012
- Type: Select
- Receipt Amount: 0 USD
- Paid By: Select
- Provider:
- Location:
- Description:
- Funding:
- Buttons: Clear, Save

**Expense Table:**

	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	Aug 22, 2012	Out of District - Air Fare	testing	500.00	<input type="checkbox"/>
<input type="checkbox"/>	Aug 22, 2012	Out of District - Registratio	testing	300.00	<input type="checkbox"/>
<input type="checkbox"/>	Feb 05, 2014	Out of District - Mileage		36.49	<input type="checkbox"/>

**Summary By Type:**

- Total: 836.49 USD**
- Reimbursable:** Total: 36.49 USD
- Non-Reimbursable:** Total: 800.00 USD

**Open Items:** Authorization Reports, test2 (TA002452 - In Process)

**Buttons:** View or Submit Report

## Your Profile

The profile tab contains address, email, approver and funding information.

- The address and email fields come from Banner. Addresses will default to check payments, if you would like to receive direct deposit, you can click on the pencil to update. If you do not see a direct deposit option listed please or any other errors in your profile please contact the Travel Specialist in Financial Services.
- Click on the pencil to add the approver. The approver listed here should be the traveler's supervisor. If the approver does not come up in the search box, contact the Travel Specialist in Financial Services.
- Your workflow login should be filled in with the first half of your email address

Example: [jdudley1@fsw.edu](mailto:jdudley1@fsw.edu) = jdudley1

The screenshot shows a web application interface with a top navigation bar containing tabs: Delegate, Expense Manager, Profile (selected), Delegate Control, and Administration. A 'Sign Out' link and a 'Help' icon are on the right. Below the navigation bar is a 'Profile' section with a title bar 'Profile for Jason Dudley'. The main content area is divided into several sections, each with a pencil icon for editing:

- Address or Direct Deposit:** Travel: 4213 SW 26th Avenue, Cape Coral, FL 33914. Pay Source: Direct Deposit to Bank of America, Account 5146.
- E-Mail:** WFLW: jdudley1@edison.edu
- Approver:** ID: @00024134, Name: Jason Dudley
- Workflow Login ID:** ID: dudley1
- Funding Default:** A table with columns: Chart, Index, Fund, Organization, Program, Activity, Location.

The 'Funding Default' table contains the following data:

Chart	Index	Fund	Organization	Program	Activity	Location
100%	1	BANNER	11531	63111		

At the bottom left, there is a sidebar with 'Open Items' and a section for 'Authorization Reports' showing 'Test (TA000007 - Submitted)'. The bottom of the page features the 'SIMPLAR' logo and the text 'Travel and Expense Management (Release 8.3)'.

The funding default can be populated with the INDEX you most often use

- click on the pencil to edit
- enter chart = 1, INDEX,
- then click add and then save

**Funding Default**

**Add Funding**

Percent:

Chart:  \*\*\* Index:  \*\*\* Fund:  \*\*\* Organization:  \*\*\*

Account:  \*\*\* Program:  \*\*\* Activity:  \*\*\* Location:  \*\*\*

Project:  \*\*\*

Clear Add

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent
1	FIN8	10	1143	62120				100%

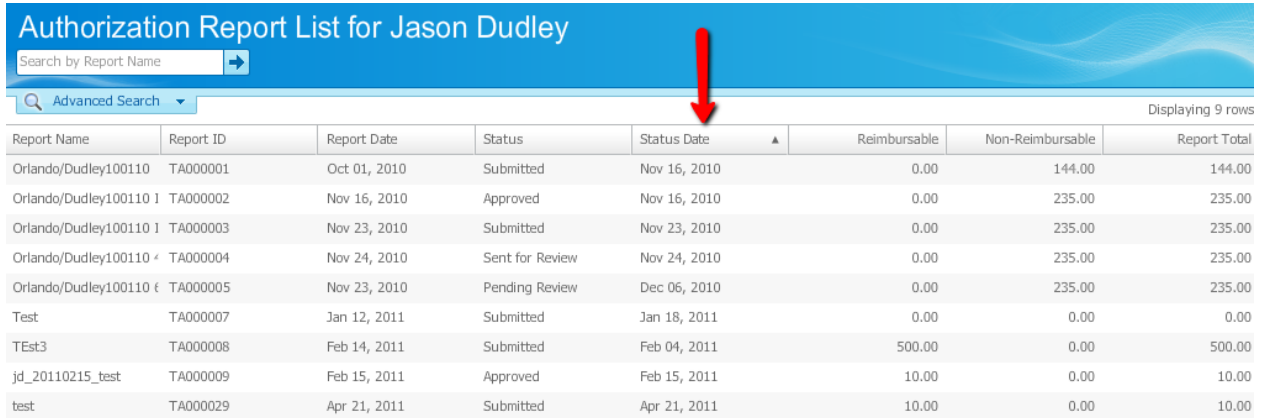
Cancel Save

\*\*Please note that you will enter the coding in the top box and you must click add to move it to the bottom then click save.

## Sorting/Reordering Columns

Banner Travel & Expense Management is built on a flexible platform that allows you to sort, change width and move columns. You can also move and re-order columns.

To Sort: Click on the column header.



Authorization Report List for Jason Dudley

Search by Report Name

Advanced Search

Displaying 9 rows

Report Name	Report ID	Report Date	Status	Status Date ▲	Reimbursable	Non-Reimbursable	Report Total
Orlando/Dudley100110	TA000001	Oct 01, 2010	Submitted	Nov 16, 2010	0.00	144.00	144.00
Orlando/Dudley100110 I	TA000002	Nov 16, 2010	Approved	Nov 16, 2010	0.00	235.00	235.00
Orlando/Dudley100110 I	TA000003	Nov 23, 2010	Submitted	Nov 23, 2010	0.00	235.00	235.00
Orlando/Dudley100110 I	TA000004	Nov 24, 2010	Sent for Review	Nov 24, 2010	0.00	235.00	235.00
Orlando/Dudley100110 I	TA000005	Nov 23, 2010	Pending Review	Dec 06, 2010	0.00	235.00	235.00
Test	TA000007	Jan 12, 2011	Submitted	Jan 18, 2011	0.00	0.00	0.00
TEst3	TA000008	Feb 14, 2011	Submitted	Feb 04, 2011	500.00	0.00	500.00
jd_20110215_test	TA000009	Feb 15, 2011	Approved	Feb 15, 2011	10.00	0.00	10.00
test	TA000029	Apr 21, 2011	Submitted	Apr 21, 2011	10.00	0.00	10.00

Reordering columns: To change the order of the columns, click and drag the column to the location you would like it to appear



Authorization Report List for Jason Dudley

Search by Report Name

Advanced Search

Displaying 9 rows.

Report Name	Status Date ▲	Report ID	Report Date	Status	Reimbursable	Non-Reimbursable	Report Total
Orlando/Dudley100110	Nov 16, 2010	TA000001	Oct 01, 2010	Submitted	0.00	144.00	144.00
Orlando/Dudley100110 I	Nov 16, 2010	TA000002	Nov 16, 2010	Approved	0.00	235.00	235.00
Orlando/Dudley100110 I	Nov 23, 2010	TA000003	Nov 23, 2010	Submitted	0.00	235.00	235.00
Orlando/Dudley100110 I	Nov 24, 2010	TA000004	Nov 24, 2010	Sent for Review	0.00	235.00	235.00
Orlando/Dudley100110 I	Dec 06, 2010	TA000005	Nov 23, 2010	Pending Review	0.00	235.00	235.00
Test	Jan 18, 2011	TA000007	Jan 12, 2011	Submitted	0.00	0.00	0.00
TEst3	Feb 04, 2011	TA000008	Feb 14, 2011	Submitted	500.00	0.00	500.00
jd_20110215_test	Feb 15, 2011	TA000009	Feb 15, 2011	Approved	10.00	0.00	10.00
test	Apr 21, 2011	TA000029	Apr 21, 2011	Submitted	10.00	0.00	10.00

## An Authorization Report (TA)

An Authorization report represents the estimated expenses the traveler will incur and is submitted for approval in the Travel & Expense Management module before the travel occurs. The module will encumber (reserve) the funds immediately in Banner Finance.

Note: A TA must be submitted first before a TR (travel reimbursement) can be created.

## Creating an Authorization Report

Click on the Expense Manager tab and choose the Authorization Reports Link.

Authorization Report List for Jason Dudley

Search by Report Name

Advanced Search

Displaying 9 rows.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
test	TA000029	Apr 21, 2011	Submitted	Apr 21, 2011	10.00	0.00	10.00
jd_20110215_test	TA000009	Feb 15, 2011	Approved	Feb 15, 2011	10.00	0.00	10.00
TEst3	TA000008	Feb 14, 2011	Submitted	Feb 04, 2011	500.00	0.00	500.00
Test	TA000007	Jan 12, 2011	Submitted	Jan 18, 2011	0.00	0.00	0.00
Orlando/Dudley100110	TA000004	Nov 24, 2010	Sent for Review	Nov 24, 2010	0.00	235.00	235.00
Orlando/Dudley100110	TA000003	Nov 23, 2010	Submitted	Nov 23, 2010	0.00	235.00	235.00
Orlando/Dudley100110	TA000005	Nov 23, 2010	Pending Review	Dec 06, 2010	0.00	235.00	235.00
Orlando/Dudley100110	TA000002	Nov 16, 2010	Approved	Nov 16, 2010	0.00	235.00	235.00
Orlando/Dudley100110	TA000001	Oct 01, 2010	Submitted	Nov 16, 2010	0.00	144.00	144.00

Generate Expense Report

SUNGARD HIGHER EDUCATION Travel and Expense Management (Release 8.3)

To create a new Authorization Report, click the new icon.

Authorization Report Actions

New Refresh Open Save Copy Delete More Actions Close

The required fields have an \*.

1. The report name should follow one of the formats listed below.
  - First initial\_Last Name\_Date of Travel/Month of Travel/Conference Name
    - A\_Hoover\_1/18/13\_BOT\_Meeting (one day Travel)
    - A\_Hoover\_January\_2013 (monthly Travel)
    - A\_Hoover\_AFC\_Conf\_April\_2013 (Conf Travel)
2. Report Type should be listed as Travel
3. Report date will default to current date  
\*\*If the date of the report falls on the last day of the month you will want to click on the calendar and change the date to the next month
4. Purpose – choose closest match
5. Description – Information in this box will appear in workflow emails

The screenshot shows a web form titled "Create New Report". It is divided into two main sections: "General Information" and "Funding Default".

**General Information**

This section contains several fields, some of which are marked with a red asterisk (\*) to indicate they are required:


- Report Name:** A text input field with a red asterisk. A red arrow labeled "1" points to this field.
- Report Type:** A dropdown menu with "TRAVEL" selected. A red arrow labeled "2" points to this field.
- Purpose:** A dropdown menu with "Select" selected. A red arrow labeled "4" points to this field.
- Report Date:** A date input field showing "Apr 27, 2011" with a calendar icon. A red arrow labeled "3" points to this field.
- Description:** A large text area for entering details.
- Affiliation:** A dropdown menu with "Select" selected.
- Relocation:** An unchecked checkbox.

**Funding Default**

This section contains a table with the following data:

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	1	BANNER	10	11531	63111		


At the bottom right of the form, there are two buttons: "Cancel" and "Save and Continue". A pencil icon is located to the right of the "Funding Default" table header.

Confirm that the default funding for this report is correct. If you would like to use a different funding for this travel ONLY, you can change it here by clicking on the pencil. 

## Adding Default Funding to Authorization Report

### Funding Default

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	1	BANNER	10	11531	63111		

To add default funding to an authorization report, click on the pencil icon . A funding default screen will open. In this form you can set up funding for the authorization report. All of the fields contain drop down menus for selecting your funding source(s). You will only need to enter the chart and INDEX.

You may also notice the account code is locked. The account code will default from the expense type you choose when creating your report. Once you enter you Chart and Index, click **ADD** to save the funding for the authorization report. Click Save and continue.

Funding Default

Add Funding

Percent:

Chart:

Index:

Fund:

Organization:

Account:

Program:

Activity:

Location:

Project:

Clear

Add

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent	
1	FIN8	10	1143	62120				100%	X

Cancel

Save

## Adding Itinerary

The next step in the process is to add an itinerary. You can enter the intended travel dates, city, state, and time. Click the **Add** button to add your itinerary. Once you have added your itinerary click the **Save** and **Continue** button to proceed.

From	To
May 28, 2014 at 12:00 AM - Fort Myers, Florida, 33912	May 28, 2014 at 11:59 PM - Fort Myers, Florida, 33912

At the bottom right of the dialog are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

You can use the [Search Location](#) look up to auto fill your location information.

City	State/Province	Nation	Zip/Postal Code
Fort Myers	Florida		33912
Fort Myers	Florida		33902
Fort Myers	Florida		33905
Fort Myers	Florida		33906
Fort Myers	Florida		33907
Fort Myers	Florida		33908
Fort Myers	Florida		33911
Fort Myers	Florida		33901
Fort Myers	Florida		33913



Examples:

One day travel

5/7 8:30am Fort Myers                      To            5/7 4:30pm Naples

Monthly Travel

5/1 8:30am Fort Myers                      To            5/31 4:30pm Fort Myers



Conference or overnight travel

5/1 (time left) Fort Myers                      To            5/1 (time arrived) Orlando

5/4 (time left) Orlando                      To            5/4 (time arrived) Fort Myers

\*\*Times for overnight travel must be accurate as they are used to determine per diem and meals.

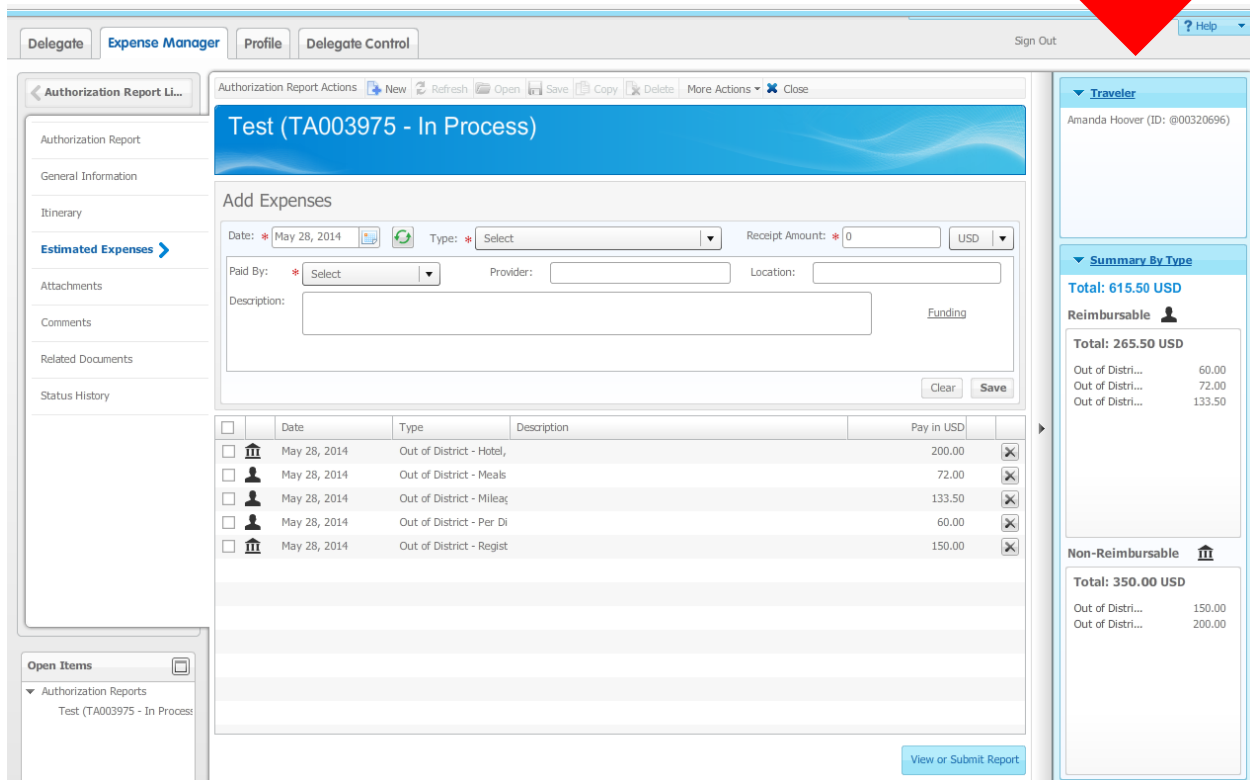
## Estimating Expenses

You will need to enter the information with the \* next to it at a minimum. The expense type will determine the account code charged. The paid by will determine if the expense is reimbursable  or non-reimbursable 



The image shows two dropdown menus. The first menu, labeled 'Type:', has a red asterisk next to it and lists several options: 'Out of District - Trills', 'Out of District - Tips', 'Out of District - Tolls', 'Out of District - Train Fare', 'Out of State - Air Fare', and 'Out of State - Car Rental'. The second menu, labeled 'Paid By:', also has a red asterisk next to it and lists options: 'Select', 'Cash', 'Check', 'Credit Card', 'Institutional Card', and 'Non-Reimbursable'.

The side screen will help you see your reimbursable and non-reimbursable items.



The image shows the 'Expense Manager' interface. At the top, there are tabs for 'Delegate', 'Expense Manager', 'Profile', and 'Delegate Control'. A red arrow points to the 'Sign Out' button in the top right corner. The main area is titled 'Test (TA003975 - In Process)'. Below this, there is an 'Add Expenses' section with fields for 'Date' (May 28, 2014), 'Type' (Select), 'Receipt Amount' (0), 'USD', 'Paid By' (Select), 'Provider', 'Location', and 'Description'. There is also a 'Funding' button. Below the 'Add Expenses' section is a table with columns: 'Date', 'Type', 'Description', 'Pay in USD', and a checkbox. The table contains five rows of data:

	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	May 28, 2014	Out of District - Hotel,		200.00	<input type="checkbox"/>
<input type="checkbox"/>	May 28, 2014	Out of District - Meals		72.00	<input type="checkbox"/>
<input type="checkbox"/>	May 28, 2014	Out of District - Mileage		133.50	<input type="checkbox"/>
<input type="checkbox"/>	May 28, 2014	Out of District - Per Di		60.00	<input type="checkbox"/>
<input type="checkbox"/>	May 28, 2014	Out of District - Regist		150.00	<input type="checkbox"/>

At the bottom right of the table area is a 'View or Submit Report' button. On the right side of the interface, there is a sidebar with a 'Traveler' section showing 'Amanda Hoover (ID: @00320696)'. Below this is a 'Summary By Type' section with a 'Total: 615.50 USD'. It is divided into 'Reimbursable' (Total: 265.50 USD) and 'Non-Reimbursable' (Total: 350.00 USD) sections, each with a list of items and their amounts.

### Funding

 Funding

**Expense Manager** | Profile | Delegate Control | Sign Out | ? Help

---

Authorization Report Li...
Authorization Report Actions: New Refresh Open Save Copy Delete More Actions Close

## Test (TA003975 - In Process)

**Traveler**  
 Amanda Hoover (ID: @00320696)

- Authorization Report
- General Information
- Itinerary
- Estimated Expenses >**
- Attachments
- Comments
- Related Documents
- Status History

### Add Expenses

Date: May 28, 2014 Type: Select

Receipt Amount: 0 USD

Paid By: Select Provider:

Location:

Funding

<input checked="" type="checkbox"/>	Date	Type	Description	Pay in USD	
<input checked="" type="checkbox"/>	May 28, 2014	Hotel	Out of District - Hotel,	200.00	X
<input checked="" type="checkbox"/>	May 28, 2014	Meals	Out of District - Meals	72.00	X
<input checked="" type="checkbox"/>	May 28, 2014	Mileage	Out of District - Mileage	133.50	X
<input checked="" type="checkbox"/>	May 28, 2014	Per Diem	Out of District - Per Diem	60.00	X
<input checked="" type="checkbox"/>	May 28, 2014	Registration	Out of District - Registration	150.00	X

**Summary By Type**  

Total: 615.50 USD

**Reimbursable**

Total: 265.50 USD
Out of Distri... 60.00
Out of Distri... 72.00
Out of Distri... 133.50

**Non-Reimbursable**

Total: 350.00 USD
Out of Distri... 150.00
Out of Distri... 200.00

**Open Items**

- ▼ Authorization Reports
  - Test (TA003975 - In Process)

Travel and Expense Management (Release 8.7.0.1)

[illegible]

Below is an example of what it will look like after you have saved an expense.

The screenshot displays the 'Expense Manager' interface. At the top, there are tabs for 'Delegate', 'Expense Manager', 'Profile', and 'Delegate Control'. The 'Expense Manager' tab is active. On the right side of the top bar, there is a 'Sign Out' link and a 'Help' icon.

The main content area is titled 'Test (TA003975 - In Process)'. Below this title, there is an 'Add Expenses' section with the following fields:

- Date: May 28, 2014 (with a calendar icon)
- Type: Select (dropdown menu)
- Receipt Amount: 0 (with a currency dropdown set to USD)
- Paid By: Select (dropdown menu)
- Provider: (text input field)
- Location: (text input field)
- Description: (text input field)
- Funding: (text input field)

Below the 'Add Expenses' section is a table with the following columns: ☐, Date, Type, Description, Pay in USD, and a delete icon (X). The table contains five rows of data:

<input type="checkbox"/>	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	May 28, 2014	Out of District - Hotel,		200.00	X
<input type="checkbox"/>	May 28, 2014	Out of District - Meals		72.00	X
<input type="checkbox"/>	May 28, 2014	Out of District - Mileage		133.50	X
<input type="checkbox"/>	May 28, 2014	Out of District - Per Di		60.00	X
<input type="checkbox"/>	May 28, 2014	Out of District - Regist		150.00	X

At the bottom right of the table area, there is a 'View or Submit Report' button.

On the left side, there is a sidebar with the following sections:

- Authorization Report
- General Information
- Itinerary
- Estimated Expenses >
- Attachments
- Comments
- Related Documents
- Status History

Below the sidebar, there is an 'Open Items' section with a dropdown menu showing 'Authorization Reports' and 'Test (TA003975 - In Process)'.

On the right side, there is a 'Traveler' section for 'Amanda Hoover (ID: @00320696)'. Below this is a 'Summary By Type' section with the following data:

**Total: 615.50 USD**

**Reimbursable**

Total:	265.50 USD
Out of Distri...	60.00
Out of Distri...	72.00
Out of Distri...	133.50

**Non-Reimbursable**

Total:	350.00 USD
Out of Distri...	150.00
Out of Distri...	200.00

Note:

The date will default to the current date, you must click on the calendar icon and update it to the actual date of travel or if entering a monthly mileage the last date traveled on mileage log.

If you receive a yellow triangle on this page next to the amount, it means that no funding was entered. You will need to update the funding using more actions.

When you choose an expense type which has a unit rate (such as mileage) you will need to choose one of the provided rates and enter the number of units, as in the example below. The rate will multiply by the number of units and calculate the expense.

The screenshot displays the 'Expense Manager' interface. On the left, a sidebar contains navigation links: 'Authorization Report', 'General Information', 'Itinerary', 'Estimated Expenses' (highlighted with a red arrow), 'Attachments', 'Comments', 'Related Documents', and 'Status History'. The main area is titled 'Test (TA003975 - In Process)' and features an 'Update Selected Expense' form. This form includes fields for 'Date' (May 28, 2014), 'Type' (Out of District - Mileage), 'Receipt Amount' (133.5), 'Unit Rate' (Mileage- Rate Per Unit: 0.4450), 'Paid By' (Reimbursable), 'Units' (300, highlighted with a red arrow), and a 'Description' field. A red arrow points to the 'Type' dropdown. Below the form is a table of expenses:

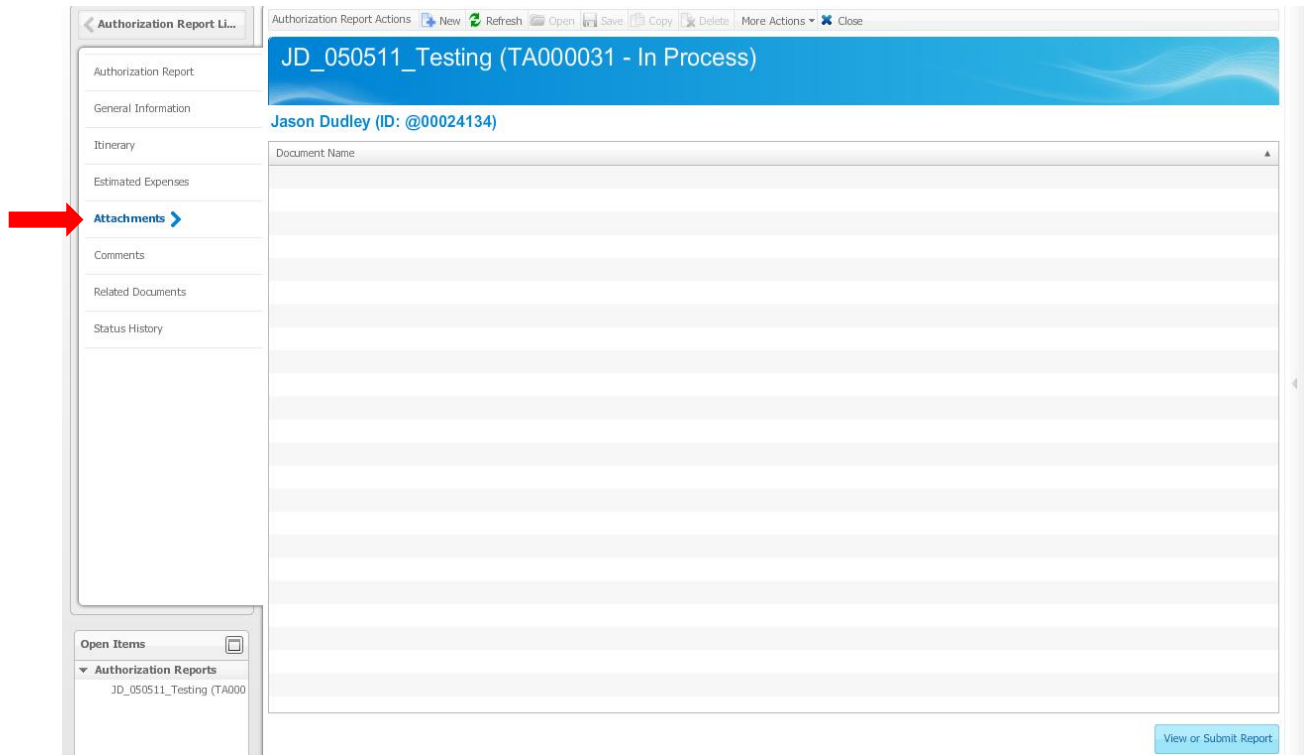
<input checked="" type="checkbox"/>	Date	Type	Description	Pay in USD
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Hotel,		200.00
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Meals		72.00
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Mileage		133.50
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Per Di		60.00
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Regist		150.00


At the bottom right of the table is a 'View or Submit Report' button. On the far right, a 'Traveler' sidebar shows 'Amanda Hoover (ID: @00320696)' and a 'Summary By Type' section. The summary includes 'Reimbursable' (Total: 265.50 USD) and 'Non-Reimbursable' (Total: 350.00 USD).

## Attaching a Document

Documents can be scanned and attached to the reports in Travel & Expense.

You can add documents by clicking on the attachments link. You can also view attachments here.



To add a new attachment click on the  icon. Click the **Browse** button and attach your documents.

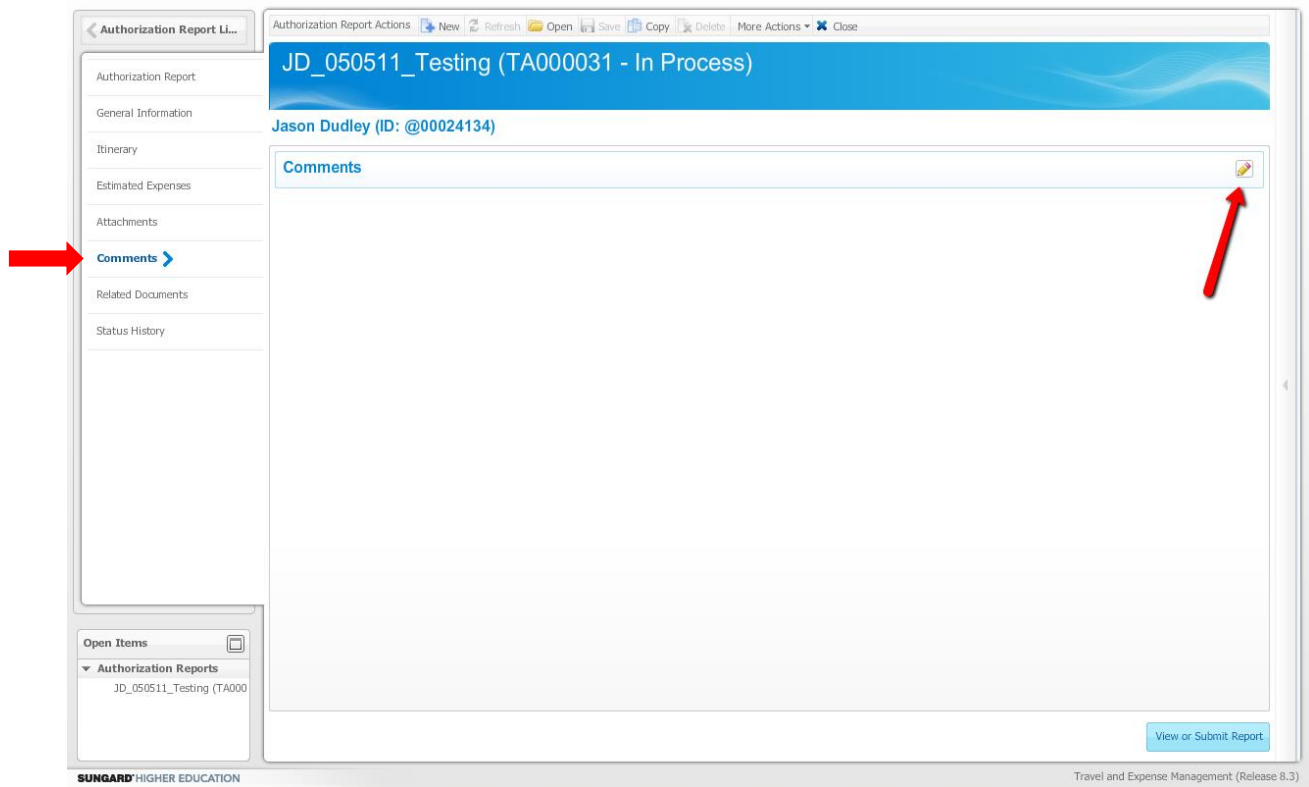




Note:

You do not need to attach documents to a Travel Authorization unless documentation is required by approver. Documents attached to a Travel Authorization will not transfer over to your Travel Reimbursement report.

## Adding Comments

You can add comments to authorization reports at any time by clicking on the comments link. Approvers, Travelers and Delegates will see these comments in workflow emails.



Click on the New Icon  or click on the Edit icon to edit . The following box will appear.

The 'Add Comment' dialog box has a blue header with the title 'Add Comment' and two window control icons. It contains a text input field with the placeholder text 'Comment: Testing Travel & Expense'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Enter your comments and click Save.



## Reviewing an Authorization Report

[View or Submit Report](#)

The authorization report must be reviewed before it can be submitted. The [View or Submit Report](#) button at the bottom of the expenses view initiates this process. Once you click on the View or Submit button the user will have a chance to scroll through the information that is to be submitted.

The screenshot shows a web application interface for reviewing an authorization report. At the top, there are tabs for 'Delegate', 'Expense Manager', 'Profile', and 'Delegate Control', along with a 'Sign Out' link and a 'Help' icon. The main content area is titled 'Authorization Report Li...' and contains a sidebar with navigation links: 'Authorization Report', 'General Information', 'Itinerary', 'Estimated Expenses', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. The main panel displays the report for 'Amanda Hoover (ID: @00320696)' with the title 'Test (TA003975 - In Process)'. The report is divided into several sections: 'General Information' (Report Type: Travel, Purpose: Conference, Description: Test, Report Date: May 28, 2014, Relocation: No, Pay Amount: 265.50 USD, Affiliation: ), 'User Activity History' (Initiated By: Amanda Hoover (ID: @00320696), Sent to traveler by: , Submitted by: ), 'E-Mail Address' (ahoover@edison.edu), 'Itinerary' (From: May 28, 2014 12:00 AM Fort Myers, Florida; To: May 28, 2014 11:59 PM Orlando, Florida; From: May 31, 2014 12:00 AM Orlando, Florida; To: May 31, 2014 11:59 PM Fort Myers, Florida), 'Attachments', and 'Comments' (Travel and Expense). At the bottom of the main panel, there is a pagination control with a red bracket highlighting the first five pages (1, 2, 3, 4, 5). To the right of the pagination control are buttons for 'Submit', 'Print', and 'View Related Documents'.

Please be sure to check each page for accuracy before submitting.

Delegate

Expense Manager

Profile

Delegate Control

Sign Out

Help

Authorization Report LI...

Authorization Report

General Information

Itinerary

Estimated Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Authorization Reports

Test (TA003975 - In Process)

Authorization Report Actions

New

Refresh

Open

Save

Copy

Delete

More Actions

Close

Test (TA003975 - In Process)

Amanda Hoover (ID: @00320696)

Reimbursable: 265.50 USD

Expand All

Date	Expense Type	Pay in USD
May 28, 2014	Out of District - Meals	72.00
May 28, 2014	Out of District - Mileage	133.50
May 28, 2014	Out of District - Per Diem	60.00

1

2

3

4

5

Submit

Print

View Related Documents

Delegate

Expense Manager

Profile

Delegate Control

Sign Out

Help

Authorization Report LI...

Authorization Report

General Information

Itinerary

Estimated Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Authorization Reports

Test (TA003975 - In Process)

Authorization Report Actions

New

Refresh

Open

Save

Copy

Delete

More Actions

Close

Test (TA003975 - In Process)

Amanda Hoover (ID: @00320696)

Reimbursable Accounting: 265.50 USD

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Project	USD Amount	NSF
1	FIN8	10	1143	60502B	62120				133.50	
1	FIN8	10	1143	60502J	62120				60.00	
1	FIN8	10	1143	60502M	62120				72.00	
Total:									265.50	

Note: Always check page 3 for NSF before submitting. Yellow triangles here means that there is not enough budget in the account to cover the expense. A budget transfer must be completed and the report date updated to the date the transfer was completed before submitting.

1

2

3

4

5

Submit

Print

View Related Documents

26

Delegate

Expense Manager

Profile

Delegate Control

Sign Out

Help

Authorization Report LI...

Authorization Report

General Information

Itinerary

Estimated Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Authorization Reports

Test (TA003975 - In Process)

Authorization Report Actions

New

Refresh

Open

Save

Copy

Delete

More Actions

Close

Test (TA003975 - In Process)

Amanda Hoover (ID: @00320696)

Non-Reimbursable: 350.00 USD

Expand All

Date	Expense Type	Amount in USD
May 28, 2014	Out of District - Hotel, Motel, BB	200.00
May 28, 2014	Out of District - Registration Fee	150.00

1

2

3

4

5

Submit

Print

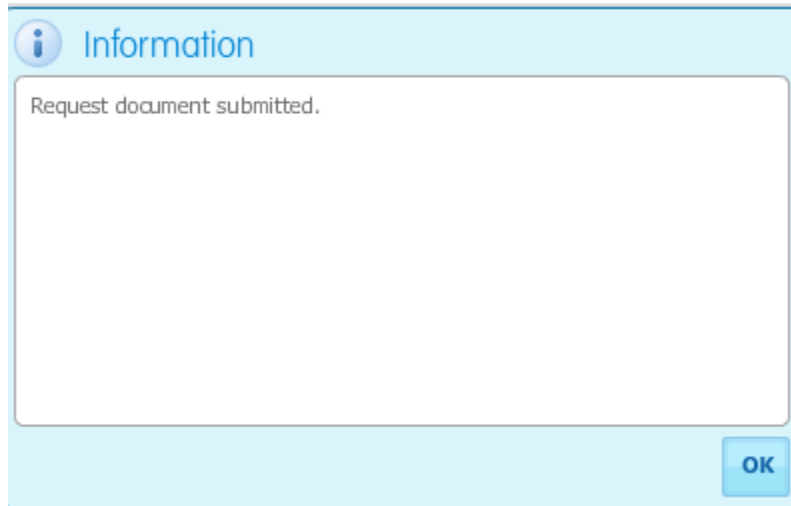
View Related Documents

The fifth page will be bank. This will be for additional features not yet implemented.

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## Submitting and Authorization Report Electronically

When the authorization is submitted, all comments and scanned attachments are forwarded electronically for approval. With authorization reports it will route to your supervisor and the budget admin (if they are not the same). Once you click on the submit button the following form will appear.



The image shows a light blue information dialog box. At the top left, there is a blue circle with a white lowercase 'i' icon, followed by the word 'Information' in blue text. Below this, the text 'Request document submitted.' is displayed in a light gray font. The dialog box has a large white rectangular area for additional information. In the bottom right corner, there is a blue button with the text 'OK' in white.

## Generating an Expense Report (TR) from an Authorization

An expense report or TR (Travel reimbursement) is what creates the reimbursement payment. An expense report can be created from an approved authorization so you will not have to re-enter your information you will only need to update and edit your estimates.

Click on the approved authorization report you want to use.

At the bottom of the screen click on “Generate Expense Report”

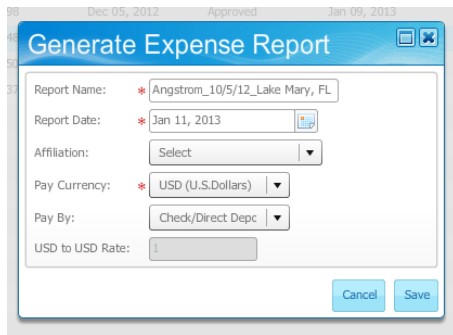
The screenshot shows the 'Authorization Report List for Anne Angstrom' interface. The table displays the following data:

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
AnneAngstrom_03/0	TA000998	Dec 05, 2012	Approved	Jan 09, 2013	1,707.00	0.00	1,707.00
Angstrom_10/5/12_L	TA000948	Nov 13, 2012	Approved	Dec 06, 2012	435.11	0.00	435.11
AnneAngstrom_10/5	TA000650	Sep 13, 2012	Approval Denied	Nov 07, 2012	435.11	0.00	435.11
AnneAngstrom_0901	TA000537	Sep 13, 2012	Approved	Oct 08, 2012	45.30	0.00	45.30

A red arrow points to the 'Generate Expense Report' button at the bottom right of the table.

A box will pop up with the report date (should be current date) and report name, click save

Note: if it is the last day of the month enter the date as the first day of the next month.



Once you click save you will be taken to the Expense Report list screen. The report you just created will have the same report name but a new report number beginning with TR##### and the status will be “in process”.

You can now open the new report and update/edit the expense to reflect the actuals from the travel.

Itinerary – updated to actual times of travel if overnight

Expense dates and amounts – updated to actual dates and amount of travel

\*\*any meals provided by a conference or hotel should be removed as they are not reimbursable

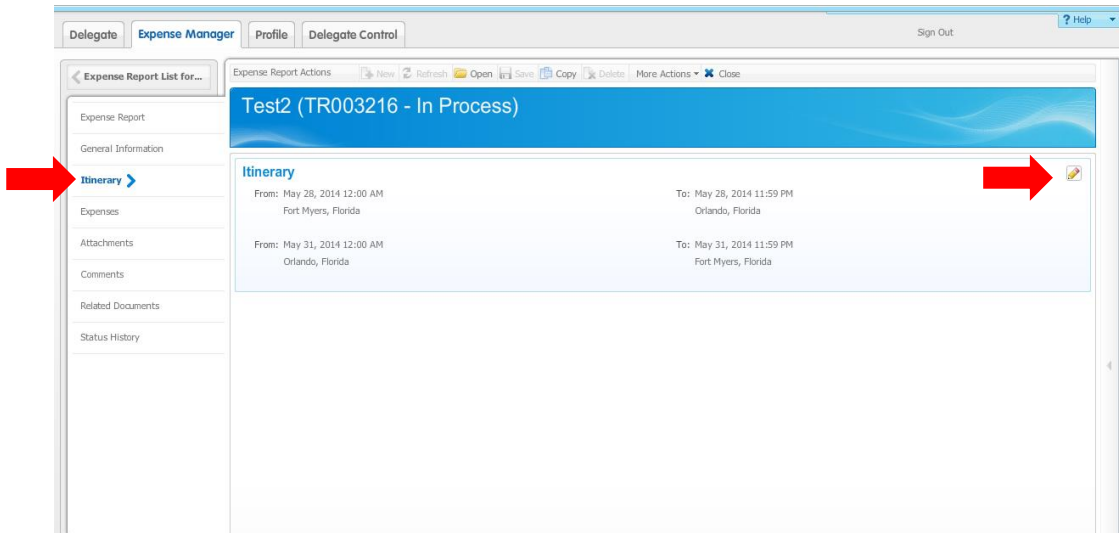
Add attachments –receipts for any expenses over \$5.00 (hotel, airfare, agenda, registration, travel log and any non-reimbursable items)

\*In district mileage – attach mileage log if entering one expense entry

\*\*Out of district mileage – attach mileage map from google or mapquest to verify mileage (should be shortest route)

## Updating Itinerary

You can enter the dates you traveled, city and state of travel as well.



Click on the pencil.

Click on the line you want to edit, you should see that information appear in the top box. Once the information is in the top box you can edit it then click **Add** and the update information will show in the bottom box.

The screenshot shows the 'Add Itinerary' dialog box. The 'FROM:' and 'TO:' sections are visible, showing date, time, and location fields. A red arrow points to the 'From' column of the table below, indicating where to click to select an itinerary entry.

From	To
May 28, 2014 at 12:00 AM - Fort Myers, Florida, 33919	May 28, 2014 at 11:59 PM - Orlando, Florida, 32833
May 31, 2014 at 12:00 AM - Orlando, Florida, 32833	May 31, 2014 at 11:59 PM - Fort Myers, Florida, 33919

Once you have updated the itinerary click the **Save** to proceed.

Note: You will need to add each portion.

## Updating Expenses

Each individual expense (such as hotel, meals, airfare, and mileage) can be added as separate line items. For multiply days of meals you can enter one line, but must specify the dates of the meals in the description.

Enter the date the expense was incurred using the Date field. Select the expense type for the particular expense you are about to enter. You can also add provider, location and description although it is not required by the system.

Click the Save button to save each expense. You can repeat these steps as needed.

The screenshot displays the 'Expense Manager' interface. The main window is titled 'Test2 (TR003216 - In Process)'. The 'Update Selected Expense' form is active, showing the following details:

- Date: May 28, 2014
- Type: Out of District - Meals
- Receipt Amount: 72 USD
- Unit Rate: Meal - Full Day - Rate Per Unit: 36.0000
- Paid By: Reimbursable
- Units: 2
- Description: (empty field)

Below the form is a table of expenses:

	Date	Type	Description	Pay in USD	Pay in USD
<input type="checkbox"/>	May 28, 2014	Out of District - H		200.00	200.00
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - M		72.00	72.00
<input type="checkbox"/>	May 28, 2014	Out of District - M		133.50	133.50
<input type="checkbox"/>	May 28, 2014	Out of District - P		60.00	60.00
<input type="checkbox"/>	May 28, 2014	Out of District - R		150.00	150.00

On the right side, there is a 'Summary By Type' section:

- Reimbursable**
  - Total: 265.50 USD
  - Out of Distri... 60.00
  - Out of Distri... 72.00
  - Out of Distri... 133.50
- Non-Reimbursable**
  - Total: 350.00 USD
  - Out of Distri... 150.00
  - Out of Distri... 200.00

The bottom right corner has a 'View or Submit Report' button.



Delegate

Expense Manager

Profile

Delegate Control

Sign Out

Help

Expense Report List for...

Expense Report Actions

New

Refresh

Open

Save

Copy

Delete

More Actions

Close

Expense Report

General Information

Itinerary

Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Expense Reports

Test2 (TR003216 - In Process)

Test2 (TR003216 - In Process)

Update Selected Expense

Date: May 28, 2014

Type: Out of District - Meals

Receipt Amount: 72 USD

Unit Rate: Meal - Full Day- Rate Per Unit: 36.0000

Paid By: Reimbursable

Units: 2

Description: full meals 5/29-5/30, no meals provided

Funding

Clear

Save

	Date	Type	Description	Pay in USD	Pay in USD	
<input type="checkbox"/>	May 28, 2014	Out of District - Hk		200.00	200.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Mi		72.00	72.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	May 28, 2014	Out of District - M		133.50	133.50	<input type="checkbox"/>
<input type="checkbox"/>	May 28, 2014	Out of District - Pc		60.00	60.00	<input type="checkbox"/>
<input type="checkbox"/>	May 28, 2014	Out of District - Re		150.00	150.00	<input type="checkbox"/>

View or Submit Report

Traveler

Amanda Hoover (ID: @00320696)

Pay Currency USD

Pay Amount 265.50

Pay By Check/Direct Deposit

Summary By Type

Total: 615.50 USD

Reimbursable

Total: 265.50 USD

Out of Distri... 60.00

Out of Distri... 72.00

Out of Distri... 133.50

Non-Reimbursable

Total: 350.00 USD

Out of Distri... 150.00

Out of Distri... 200.00

You can use the Travel & Expense module to determine Meal reimbursements as well. In the example above I chose an Expense Type for “Out of District – Meals”. The unit rate then defaulted and I have the following choices:

Meal - Dinner- Rate Per Unit: 19.0000

Meal - Full Day- Rate Per Unit: 36.0000

Meal - Lunch- Rate Per Unit: 11.0000

Mileage - Rate Per Unit: 0.4450

Per Diem - 3Qtr- Rate Per Unit: 60.0000

Per Diem - Full- Rate Per Unit: 80.0000

Per Diem - Half- Rate Per Unit: 40.0000

Per Diem - Qtr- Rate Per Unit: 20.0000

You can use full day meals to encompass breakfast, lunch & dinner or choose individually.

## Updating Funding to Expense Report

### Funding Default

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	1	BANNER	10	11531	63111		

To change funding of an expense report, go to the expense link on the left side of the report. Click on one or all of the expenses you wish to update, go to more actions, and change funding.

**Expense Report List for...**

Expense Report  
General Information  
Itinerary  
**Expenses**  
Attachments  
Comments  
Related Documents  
Status History

**Test2 (TR003216 - In Process)**

Expense Report Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

**Add Expenses**

Date: May 28, 2014 Type: Select Receipt Amount: 0 USD

Paid By: Select Provider: Location: Funding

Description:

Clear Save

	Date	Type	Description	Pay in USD	Pay in USD
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Hotel		200.00	200.00
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Meals		72.00	72.00
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Mileage		133.50	133.50
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Per Diem		60.00	60.00
<input checked="" type="checkbox"/>	May 28, 2014	Out of District - Register		150.00	150.00

View or Submit Report

**Traveler**  
Amanda Hoover (ID: @00320696)  
Pay Currency: USD  
Pay Amount: 265.50  
Pay By: Check/Direct Deposit

**Summary By Type**

**Total: 615.50 USD**

**Reimbursable**

**Total: 265.50 USD**

Out of District - Hotel: 60.00  
Out of District - Meals: 72.00  
Out of District - Mileage: 133.50

**Non-Reimbursable**

**Total: 350.00 USD**

Out of District - Per Diem: 150.00  
Out of District - Register: 200.00

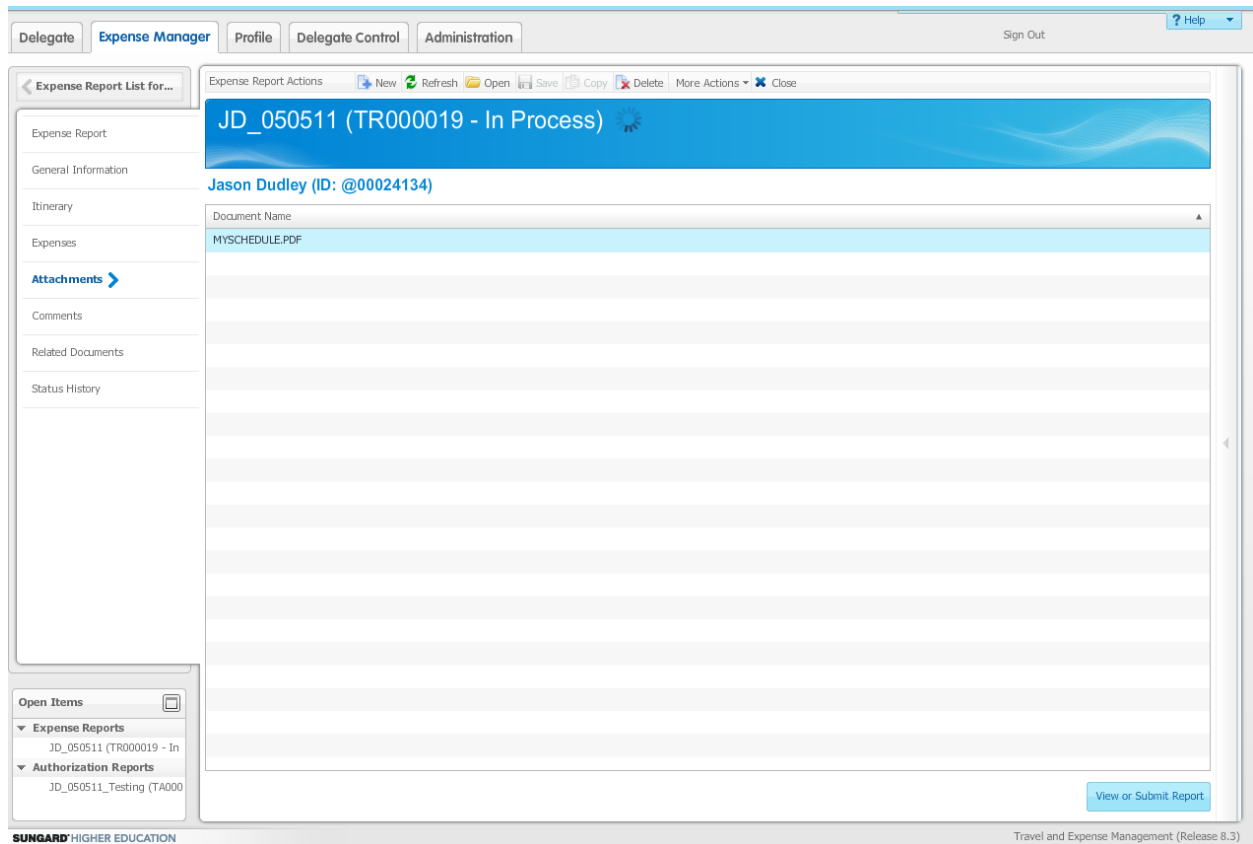
In the funding pop up add the chart and INDEX only, click add and save.


Note:

If you receive a yellow triangle on this page next to the amount, it means that no funding was entered. You will need to update the funding using more actions.

## Attaching a Document

Documents can be scanned and attached to the reports in Travel & Expense. You can add documents by clicking on the attachments link. You can also view attachments here.





To add a new attachment click on the  **New** icon. Click the **Browse** button and attach your documents.



## Adding Comments

You can add comments to your expense report at any time by clicking the comment link.

The screenshot shows a web application interface for managing expense reports. The main header displays "JD\_050511 (TR000019 - In Process)" and the user "Jason Dudley (ID: @00024134)". A left sidebar contains navigation links: Expense Report, General Information, Itinerary, Expenses, Attachments, Comments (highlighted with a blue arrow), Related Documents, and Status History. Below the sidebar is an "Open Items" section with a tree view showing "Expense Reports" (JD\_050511 (TR000019 - In Process)) and "Authorization Reports" (JD\_050511\_Testing (TA000)). The main content area is titled "Comments" and contains a large text input field. At the bottom right of the main area is a "View or Submit Report" button. The footer includes the "SUNGARD HIGHER EDUCATION" logo and the text "Travel and Expense Management (Release 8.3)".

Click on the New Icon  or click on the Edit icon to edit . The following box will appear.

The screenshot shows a modal dialog box titled "Add Comment". It has a blue header bar with a close button. The main area contains a text input field with the placeholder text "Comment:" and the text "Testing Travel & Expense". At the bottom right are two buttons: "Cancel" and "Save".

Enter your comments and click Save.

## Reviewing an Expense Report

[View or Submit Report](#)

The expense report must be reviewed before it can be submitted. The [View or Submit Report](#) at the bottom of the expenses view initiates this process. Once you click on the View or Submit button the user will have a chance to scroll through the information that is to be submitted.

The screenshot displays the 'Expense Manager' interface. At the top, there are tabs for 'Delegate', 'Expense Manager' (selected), 'Profile', and 'Delegate Control'. A 'Sign Out' link and a 'Help' dropdown are on the right. The main content area is titled 'Test2 (TR003216 - In Process)' and shows details for 'Amanda Hoover (ID: @00320696)'. The left sidebar contains a navigation menu with 'Expense Report' selected, and other options like 'General Information', 'Itinerary', 'Expenses', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. The main content area is divided into several sections: 'General Information' (Report Type: Travel, Purpose: Conference, Description: Test, Report Date: May 28, 2014, Relocation: No, Pay Amount: 265.50 USD, Affiliation: ), 'User Activity History' (Initiated By: Amanda Hoover (ID: @00320696), Sent to traveler by: , Submitted by: ), 'Remittance Address' (Mailing: 9843 Gladiolus Bulb Loop, Fort Myers, FL 33908-9702, Pay Source: Check to Mailing), 'E-Mail Address' (ahoover@edison.edu), 'Itinerary' (From: May 28, 2014 12:00 AM Fort Myers, Florida; To: May 28, 2014 11:59 PM Orlando, Florida; From: May 31, 2014 12:00 AM Orlando, Florida; To: May 31, 2014 11:59 PM Fort Myers, Florida), and 'Attachments'. At the bottom right, there are buttons for 'Submit', 'Print', and 'View Related Documents'.

Expense Report Actions: Now Refresh Open Save Copy Delete More Actions Close

### Test2 (TR003216 - In Process)

Amanda Hoover (ID: @00320696)

#### General Information

Report Type: Travel	Report Date: May 28, 2014	Pay Amount: 265.50 USD
Purpose: Conference	Relocation: No	Affiliation:
Description: Test		

#### User Activity History

Initiated By:	Amanda Hoover (ID: @00320696)
Sent to traveler by:	
Submitted by:	

#### Remittance Address

Mailing: 9843 Gladiolus Bulb Loop  
Fort Myers, FL 33908-9702  
Pay Source: Check to Mailing

#### E-Mail Address

ahoover@edison.edu

#### Itinerary

From: May 28, 2014 12:00 AM Fort Myers, Florida	To: May 28, 2014 11:59 PM Orlando, Florida
From: May 31, 2014 12:00 AM Orlando, Florida	To: May 31, 2014 11:59 PM Fort Myers, Florida

#### Attachments

1 2 3 4 5

[Submit](#) [Print](#) [View Related Documents](#)

Expense Report List for...
Expense Report Actions
New Refresh Open Save Copy Delete More Actions Close

Test2 (TR003216 - In Process)

Amanda Hoover (ID: @00320696)

Reimbursable: 265.50 USD
Expand All

Date	Expense Type	Pay in USD
May 28, 2014	Out of District - Meals	72.00
May 28, 2014	Out of District - Mileage	133.50
May 28, 2014	Out of District - Per Diem	60.00

Open Items
Expense Reports
Test2 (TR003216 - In Process)

1 2 3 4 5

Submit Print View Related Documents

Delegate Expense Manager Profile Delegate Control Sign Out

Expense Report List for...
Expense Report Actions
New Refresh Open Save Copy Delete More Actions Close

Test2 (TR003216 - In Process)

Amanda Hoover (ID: @00320696)

Reimbursable Accounting: 265.50 USD

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Project	USD Amount	NSF
1	FIN8	10	1143	60502B	62120				133.50	
1	FIN8	10	1143	60502J	62120				60.00	
1	FIN8	10	1143	60502M	62120				72.00	
Total:									265.50	

Open Items
Expense Reports
Test2 (TR003216 - In Process)

1 2 3 4 5

Submit Print View Related Documents

Note: Always check page 3 for NSF before submitting. Yellow triangles here means that there is not enough budget in the account to cover the expense. A budget transfer must be completed and the report date updated to the date the transfer was completed before submitting.

Delegate

Expense Manager

Profile

Delegate Control

Sign Out

Help

Expense Report List for...

Expense Report Actions

New

Refresh

Open

Save

Copy

Delete

More Actions

Close

Expense Report

General Information

Itinerary

Expenses

Attachments

Comments

Related Documents

Status History

Test2 (TR003216 - In Process)

Amanda Hoover (ID: @00320696)

Non-Reimbursable: 350.00 USD

Expand All

Date	Expense Type	Pay in USD
May 28, 2014	Out of District - Hotel, Motel, BB	200.00
May 28, 2014	Out of District - Registration Fee	150.00

Non-reimbursable Items would be any pre-paid items, PO's or cash advance. All non-reimbursable items need back up attached as well. For example: final hotel bill, rental receipt, and registration fee.

Open Items

Expense Reports

Test2 (TR003216 - In Proce

1

2

3

4

5

Submit

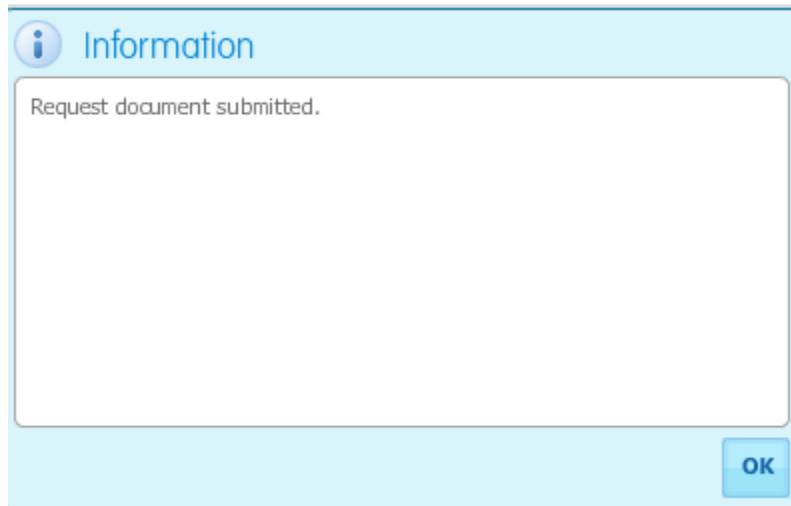
Print

View Related Documents

The fifth page will be blank for now. This will be for additional features not yet implemented.

## Submitting and Expense Report Electronically

When the expense report is submitted, all comments and scanned attachments are forwarded electronically for approval. With expense reports it will route to your travel approver and the Travel Accounting Specialist. Once you click on the submit button the following form will appear, you must wait for this conformation before closing the report.



## Modifying a Travel & Expense Report

### Opening an Existing Report


You can open an existing report to view or modify it. You can open an existing report in two ways on the Expense Manger Tab.

- You can select the report you want to open, then click the Open Icon
- You can double click the report to open it



## Copying an Existing Report

You can copy an existing report in Travel & Expense.

- Select the Authorization or Expense Report you want to copy
- Click the Copy Button 



The image shows a 'Copy Report' dialog box with a blue header. Inside, there is a 'General Information' section with several fields: 'Report Name' (text box with 'JD\_050511\_Testing'), 'Purpose' (dropdown menu with 'Conference'), 'Description' (text box with 'Attend Conference in Orlando'), 'Report Type' (dropdown menu with 'TRAVEL'), 'Report Date' (calendar icon and text 'May 06, 2011'), and 'Affiliation' (dropdown menu with 'Select'). There is also an unchecked checkbox for 'Relocation'. At the bottom right are 'Cancel' and 'Save' buttons.

- Edit fields as necessary
  - \*if you are copying a document that has been denied you will need to change the report name to avoid a duplicate report error. If copying monthly travel the report name must be updated to reflect the month of the travel.
- Click Save to save the copy or cancel to exit

Once the report is copied it will appear in the report list as “in process”, you will need to open the new report edit it as necessary and submit it.

## Editing an Existing Report

You can edit the reports by adding, deleting, or modifying the data. You can open an existing report and click on the edit icon to make changes to that report. You can also use the add funding, add itinerary or add new expense buttons

## Re-Submitting an Edited Report

You can add, remove or modify expenses. You may edit or re-submit a report that is in one of the following statuses:

- In Process – created but not submitted
- Returned for Correction – Submitted but needs correction
- Error – System was unable to process (see status history for more details)
- Pending Review – sent to traveler for review and submission

Other Status – When a report is in one of these statuses it is locked and cannot be edited

- Denied – denied by approver, report is close cannot be re-submitted or updated
- Submitted – in approval workflow (see status history for more details),
- Ready to Pay – TR approve and ready to be paid in following check/direct deposit batch
- Paid – TR process and paid as of status date listed.

## Checking Status History

To check the progress of a document, open the report and click on the Status History link on the left hand side. Then click on the Workflow approvals tab to see where the document is.

Note: You can also see any error messages or returned for correction notes here.

The screenshot shows the 'Expense Report List for...' window. On the left sidebar, the 'Status History' link is highlighted with a red arrow. The main window displays the 'E\_Shields\_April\_2013 (TR001241 - Submitted)' report. The 'Workflow Approvals' tab is selected, also indicated by a red arrow. Below the tab, a table lists the approval history for Edna Shields (ID: @00072673). A red arrow points to the 'Workflow Approvals' tab, and another red arrow points to the 'Status History' link in the sidebar.

Status	Status Date	Approver	Comments
Pending approval	Jun 06, 2013 11:24 AM	Margaret E Kruger	
Returned	Jun 03, 2013 3:49 PM	Amanda Helen Hoover	April accounting period is now closed, please
Pending approval	May 28, 2013 2:51 PM	Amanda Helen Hoover	
Approved	May 28, 2013 2:50 PM	Margaret E Kruger	
Pending approval	May 28, 2013 10:12 AM	Margaret E Kruger	
Returned	May 22, 2013 3:07 PM	Amanda Helen Hoover	The April accounting period is closed, please
Pending approval	May 21, 2013 6:33 PM	Amanda Helen Hoover	
Approved	May 21, 2013 6:33 PM	Margaret E Kruger	
Pending approval	May 07, 2013 4:04 PM	Margaret E Kruger	
Returned	May 01, 2013 3:45 PM	Amanda Helen Hoover	itinerary has two dates listed, but only one d
Pending approval	Apr 30, 2013 12:28 PM	Amanda Helen Hoover	
Approved	Apr 30, 2013 12:27 PM	Margaret E Kruger	
Pending approval	Apr 30, 2013 12:04 PM	Margaret E Kruger	

## Releasing the budget on a TA

You can release the budget of the TA by clicking on the authorization report once so that it is highlighted.

- On Authorization report actions menu bar click on more actions, release budget.
- Click the Yes button "Do you want to release the remaining budget reserved for this authorization"
- The release date will default to today's date, select save

The screenshot shows the 'Authorization Report Actions' menu bar. The 'More Actions' dropdown menu is open, and the 'Release Budget' option is highlighted.

## Delegation

### Introduction to Delegation

Delegation allows a user to enter Authorization and Expense reports on behalf of a traveler.

### Acting as a Delegate

A user who has been designated as a delegate can log into Banner Travel & Expense and act on the travelers behalf. Once you choose the user whom you are going to act as a delegate for you can perform most of the functions in Travel & Expense that the traveler would for themselves. The delegate will submit the report for the traveler for review.

A delegate can:

- View, edit, and copy authorization and expense reports for the traveler.
- Submit reports to the traveler for review

When a delegate submits a travel report for review for the traveler the traveler will receive the following email

*Dear Jason Dudley,*

*A new Travel and Expense document has been entered in your behalf. Please check the link below or log into the Travel and Expense Management System to review and submit the document.*

Use the [Travel & Expense Page](#) to review more detail of the expense

*Document Code: TA000009*

*Entered by: Phyllis Hannum*

*Document Purpose: Conference*

*Document Description: Testing Review*

*Document Comments:*

*Reimbursement Amount: 10.00 USD*

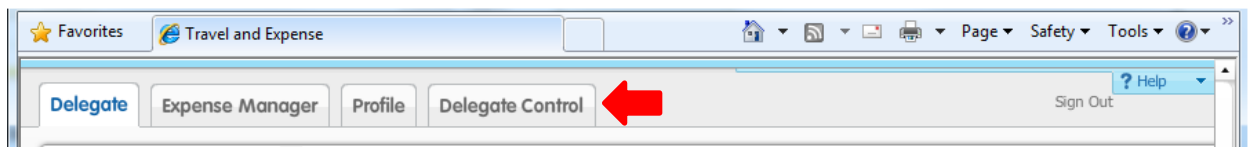
*Pay By: N/A*

*Pay Amount: N/A*

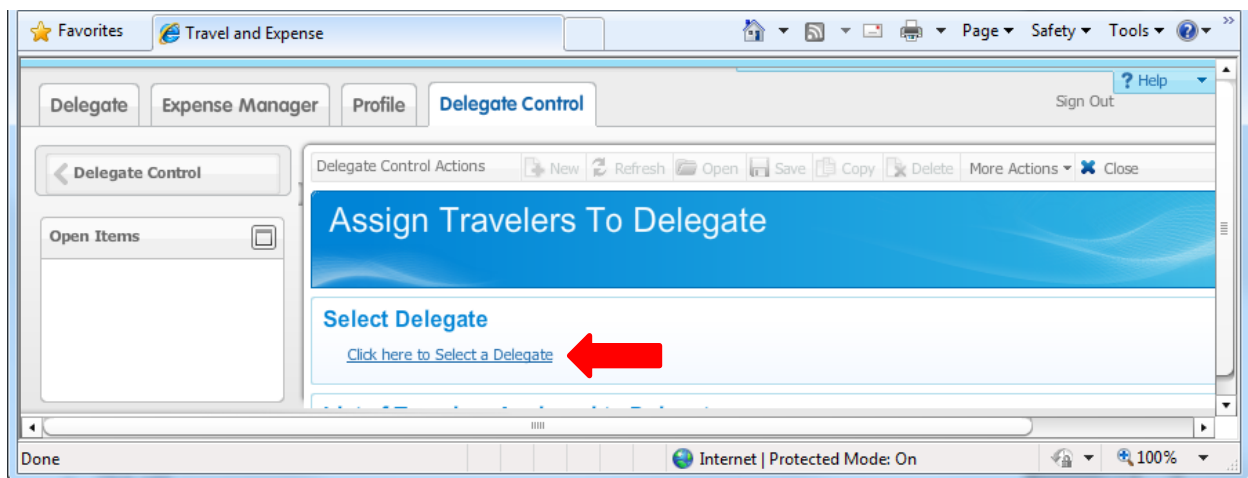
The traveler will then need to log into Workflow and review and submit the travel report for approval.

## Setting up a Traveler to Delegate for

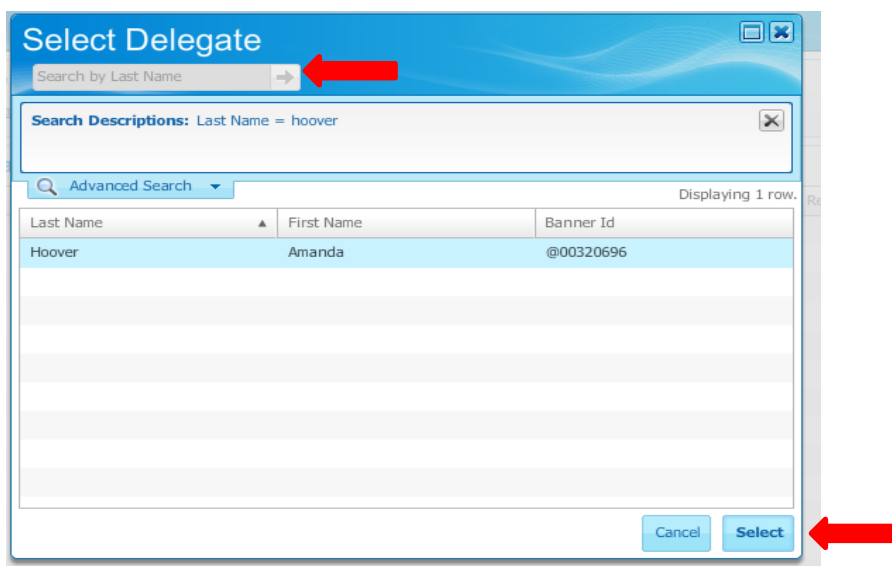
1. Log into your T&E account
2. Click on the Delegate Control Tab



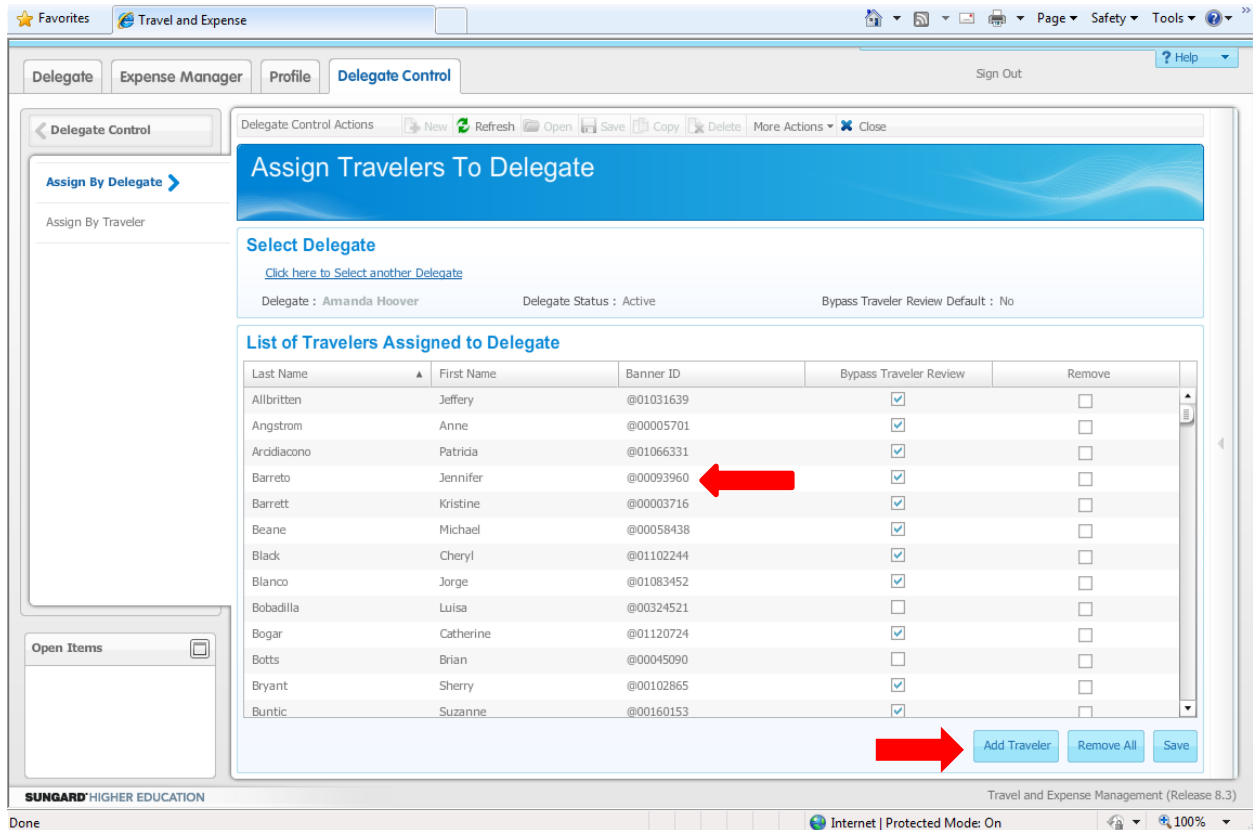
3. Click on "click here to Select a Delegate"



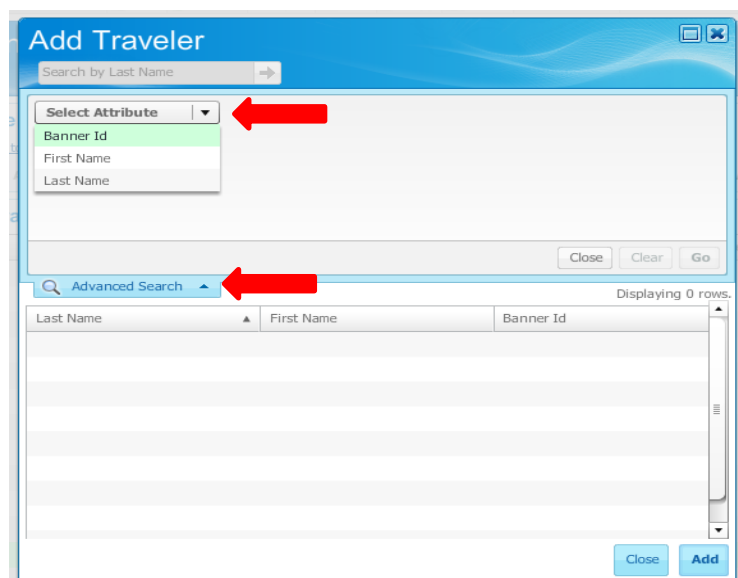
4. Type your last name as the delegate and click the arrow. Highlight your name and press select.



5. If you already have travelers assigned, you will see your list load in the box
6. Click add traveler



7. Search for your new traveler
  - by last name or click advance search by banner ID, press arrow



8. Highlight traveler and click add, click close.

**Add Traveler**

Search by Last Name

Search Descriptions: Banner Id = @00002394

Advanced Search

Displaying 1 row.

Last Name	First Name	Banner Id
Orobello	Natala	@00002394

Close Add

9. Once your traveler is loaded you can highlight the traveler and choose to have the system bypass the traveler review process for submitting reports by clicking on the Bypass Traveler Review box. If you do not choose to bypass the traveler once you complete a report it will go to the traveler for review and the traveler must login and submit the report for approval. Bypassing the traveler will send the report directly to the designated approver. You must click on the Bypass Traveler Review box and press save.

**Assign Travelers To Delegate**

Select Delegate

Click here to Select another Delegate

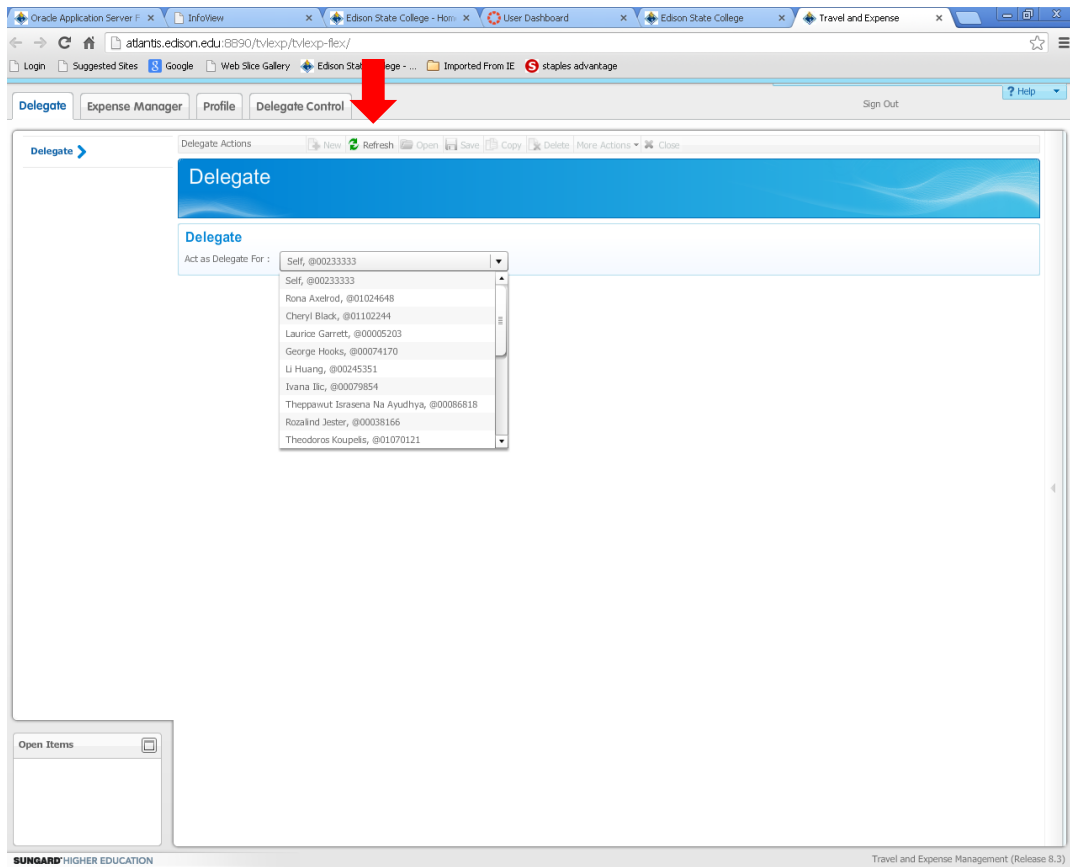
Delegate: Amanda Hoover Delegate Status: Active Bypass Traveler Review Default: No

List of Travelers Assigned to Delegate

Last Name	First Name	Banner ID	Bypass Traveler Review	Remove
Nice	Steven	@01080133	<input checked="" type="checkbox"/>	<input type="checkbox"/>
O'Leary	Andre	@00039507	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Olandin	Robert	@01029402	<input type="checkbox"/>	<input type="checkbox"/>
Orobello	Natala	@00002394	<input type="checkbox"/>	<input type="checkbox"/>
Osterling	James	@00275828	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ott	Mary	@00004018	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ottman	Christina	@00054824	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paine	Barry	@00060224	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parfitt	Shannon	@00054301	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paschall	Katie	@00004148	<input type="checkbox"/>	<input type="checkbox"/>
Pasquinelli	Mary	@00042073	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pelot	John	@00005456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pendleton	Edith	@00005457	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Traveler Remove All Save

10. Go back to the Delegate tab and refresh (under delegate actions), and begin entering reports for your selected traveler.



#### **PLEASE NOTE**

You must refresh on the delegate tab to see your new traveler in the drop down box.



## Appendix A – Expense Types

1001	In District - Car Rental
1002	In District - Mileage
1003	In District - Registration Fee
2001	Out of District - Car Rental
2002	Out of District - Mileage
2003	Out of District - Registration Fee
2004	Out of District - Air Fare
2005	Out of District - Train Fare
2006	Out of District - Public Transportation
2007	Out of District - Tolls
2008	Out of District - Gas
2009	Out of District - Tips
2010	Out of District - Per Diem
2011	Out of District - Hotel, Motel, B&B
2012	Out of District - Incidentals
2013	Out of District - Meals
3001	Out of State - Car Rental
3002	Out of State - Mileage
3003	Out of State - Registration Fee
3004	Out of State - Air Fare
3005	Out of State - Train Fare
3006	Out of State - Public Transportation
3007	Out of State - Tolls
3008	Out of State - Gas
3009	Out of State - Tips
3010	Out of State - Per Diem
3011	Out of State - Hotel, Motel, B&B
3012	Out of State - Incidentals
3013	Out of State - Meals
4001	International - Car Rental
4002	International - Mileage
4003	International - Registration Fee
4004	International - Air Fare
4005	International - Train Fare
4006	International - Public Transportation
4007	International - Tolls
4008	International - Gas
4009	International - Tips
4010	International - Per Diem
4011	International - Hotel, Motel, B&B
4012	International - Incidentals
4013	International - Meals
5001	3rd Party Reimbursable - Car Rental
5002	3rd Party Reimbursable - Mileage
5003	3rd Party Reimbursable - Registration Fee

5004	3rd Party Reimbursable - Air Fare
5005	3rd Party Reimbursable - Train Fare
5006	3rd Party Reimbursable - Public Transportation
5007	3rd Party Reimbursable - Tolls
5008	3rd Party Reimbursable - Gas
5009	3rd Party Reimbursable - Tips
5010	3rd Party Reimbursable - Per Diem
5011	3rd Party Reimbursable - Hotel, Motel, B&B
5012	3rd Party Reimbursable - Incidentals
5013	3rd Party Reimbursable - Meals
6001	Student - Car Rental
6002	Student - Mileage
6003	Student - Registration Fee
6004	Student - Air Fare
6005	Student - Train Fare
6006	Student - Public Transportation
6007	Student - Tolls
6008	Student - Gas
6009	Student - Tips
6010	Student - Per Diem
6011	Student - Hotel, Motel, B&B
6012	Student - Incidentals
6013	Student - Meals
7001	In State Travel - Lodging
7002	Non-Employee - Mileage
7003	Non-Employee - Registration Fee
7004	Non-Employee - Air Fare
7005	Non-Employee - Train Fare
7006	Non-Employee - Public Transportation
7007	Non-Employee - Tolls
7008	Non-Employee - Gas
7009	Non-Employee - Tips
7010	Non-Employee - Per Diem
7011	Non-Employee - Hotel, Motel, B&B
7012	Non-Employee - Incidentals
7013	Non-Employee - Meals
8001	Employee Recruitment - Car Rental
8002	Employee Recruitment - Mileage
8003	Employee Recruitment - Registration Fee
8004	Employee Recruitment - Air Fare
8005	Employee Recruitment - Train Fare
8006	Employee Recruitment - Public Transportation
8007	Employee Recruitment - Tolls
8008	Employee Recruitment - Gas
8009	Employee Recruitment - Tips
8010	Employee Recruitment - Per Diem
8011	Employee Recruitment - Hotel, Motel, B&B
8012	Employee Recruitment - Incidentals

8013	Employee Recruitment - Meals
9001	Relocation/Moving - Car Rental
9002	Relocation/Moving - Mileage
9003	Relocation/Moving - Registration Fee
9004	Relocation/Moving - Air Fare
9005	Relocation/Moving - Train Fare
9006	Relocation/Moving - Public Transportation
9007	Relocation/Moving - Tolls
9008	Relocation/Moving - Gas
9009	Relocation/Moving - Tips
9010	Relocation/Moving - Per Diem
9011	Relocation/Moving - Hotel, Motel, B&B
9012	Relocation/Moving Incidentals
9013	Relocation/Moving - Meals

<b>Account</b>	<b>Budget Pool</b>	<b>Description</b>
60500		Travel-Pooled Budget
<b>60501</b>	<b>60500</b>	<b>Travel-In District</b>
60501A	60500	Travel-In District Car Rental
60501B	60500	Travel-In District Mileage
60501C	60500	Travel-In District Registration Fee
60501G	60500	Travel-In District Tolls
60501L	60500	Travel-In District Incidentals
<b>60502</b>	<b>60500</b>	<b>Travel-Out of District</b>
60502A	60500	Travel-Out of District Car Rental
60502B	60500	Travel-Out of District Mileage
60502C	60500	Travel-Out of District Registration Fee
60502D	60500	Travel-Out of District Air Fare
60502E	60500	Travel-Out of District Train Fare
60502F	60500	Travel-Out of District Public Transportation
60502G	60500	Travel-Out of District Tolls
60502H	60500	Gas
60502I	60500	Tips
60502J	60500	Per Diem
60502K	60500	Hotel, Motel, BB
60502L	60500	Incidentals
60502M	60500	Meals
<b>60503</b>	<b>60500</b>	<b>Travel-Out of State</b>
60503A	60500	Car Rental
60503B	60500	Mileage
60503C	60500	Registration Fee
60503D	60500	Air Fare
60503E	60500	Train Fare
60503F	60500	Public Transportation
60503G	60500	Toll
60503H	60500	Gas
60503I	60500	Tips
60503J	60500	Per Diem
60503K	60500	Hotel, Motel, BB
60503L	60500	Incidentals
60503M	60500	Meals
<b>60504</b>	<b>60500</b>	<b>Travel-International</b>
60504A	60500	Car Rental
60504B	60500	Mileage
60504C	60500	Registration Fee

60504D	60500	Air Fare
60504E	60500	Train Fare
60504F	60500	Public Transportation
60504G	60500	Tolls
60504H	60500	Gas
60504I	60500	Tips
60504J	60500	Per Diem
60504K	60500	Hotel, Motel, BB
60504L	60500	Incidentals
60504M	60500	Meals
<b>60505</b>	<b>60500</b>	<b>Travel-3rd Party Reimbursable</b>
60505A	60500	Car Rental
60505B	60500	Mileage
60505C	60500	Registration Fee
60505D	60500	Air Fare
60505E	60500	Train Fare
60505F	60500	Public Transportation
60505G	60500	Tolls
60505H	60500	Gas
60505I	60500	Tips
60505J	60500	Per Diem
60505K	60500	Hotel, Motel, BB
60505L	60500	Incidentals
60505M	60500	Meals
<b>60506</b>	<b>60500</b>	<b>Travel-Student</b>
60506A	60500	Car Rental
60506B	60500	Mileage
60506C	60500	Registration Fee
60506D	60500	Air Fare
60506E	60500	Train Fare
60506F	60500	Public Transportation
60506G	60500	Tolls
60506H	60500	Gas
60506I	60500	Tips
60506J	60500	Per Diem
60506K	60500	Hotel, Motel, BB
60506L	60500	Incidentals
60506M	60500	Meals
<b>60507</b>	<b>60500</b>	<b>Travel - Non-Employee</b>
60507A	60500	Car Rental
60507B	60500	Mileage
60507C	60500	Registration Fee
60507D	60500	Air Fare

60507E	60500	Train Fare
60507F	60500	Public Transportation
60507G	60500	Tolls
60507H	60500	Gas
60507I	60500	Tips
60507J	60500	Per Diem
60507K	60500	Hotel, Motel, BB
60507L	60500	Incidentals
60507M	60500	Meals
<b>60508</b>	<b>60500</b>	<b>Travel - Employee Recruitment</b>
60508A	60500	Car Rental
60508B	60500	Mileage
60508C	60500	Registration Fee
60508D	60500	Air Fare
60508E	60500	Train Fare
60508F	60500	Public Transportation
60508G	60500	Tolls
60508H	60500	Gas
60508I	60500	Tips
60508J	60500	Per Diem
60508K	60500	Hotel, Motel, BB
60508L	60500	Incidentals
60508M	60500	Meals
<b>60509</b>	<b>60500</b>	<b>Travel - Relocation/Moving Expense</b>
60509A	60500	Car Rental
60509B	60500	Mileage
60509C	60500	Registration Fee
60509D	60500	Air Fare
60509E	60500	Train Fare
60509F	60500	Public Transportation
60509G	60500	Tolls
60509H	60500	Gas
60509I	60500	Tips
60509J	60500	Per Diem
60509K	60500	Hotel, Motel, BB
60509L	60500	Incidentals
60509M	60500	Meals