


Travel & Expense Guidelines

To Access Travel and Expense go to: banner.usu.edu then click on Travel and Expense

Login Screen → login using your A# and strong password

Create and Add New Traveler and create Traveler's Profile (You will only need to do this once for each of your travelers)


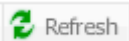
After Login, click  (You are the Delegate, meaning you will be setting up travel for another person)



[Click here to Select another Delegate](#) (choose yourself)

- Advance Search → Select Attribute → Banner ID or Last Name, First Name
 - o Go → Highlight your Name → Select

Click 

- Advance Search → Select Attribute → Banner ID, Last Name, First Name
 - o Go → Add


Click  → click  (every time you add a new traveler you must do this step in order for them to appear on your traveler list)

Under  select  (choose person for whom you are setting up travel)



Click 



- Address and Email will automatically populate from Banner
- Approver: This will always be the traveler, unless the traveler is not an employee, in that case approver would be the initiator at this point
- Workflow Login ID: This will always be the travelers A#
- Funding Default: select the index that the traveler would use for most of their travel, (this will save time later in the process) Enter “U” for Chart and Index, other information will automatically populate.

Creating an Authorization Report (TA)

Under  select (choose person for whom you are setting up travel)

Click  choose [Authorization Reports >](#)

- Click 
 - o Report Name * - Traveler's last name, first name, first day of travel MO/DA/YEAR & destination city
 - example: **Crosbie, Jeff 04/02/2011 Orlando**
 - o Purpose * (choose option from drop down)
 - o Description – (Please include a brief description of trip. eg. NACUBO Conference in Orlando)
 - o Report Type * (will default to TRAVEL)
 - o Report Date * (= date the TA is created, do not change this date)
 - o Affiliation (no need to change)
 - o Make sure **Funding Default** is filled out at this point
 - Enter “U” for Chart and Index, other information will automatically populate.
 - o Click 

- [Itinerary >](#) here is where you will enter in Dates, Times (for same day travel), City and State of departure and destination. You must click  and  before moving on.

- [Estimated Expenses >](#) Reimbursable & Non-Reimbursable
 - o Enter Date – this must match the itinerary
 - o Select “Type” of expense, by choosing the correct “Type” it will pull the correct account code
 - o Insert “Receipt Amount”
 - o Paid by * (paid personally)
 - o Provider – name of service provider (Not Needed)
 - o Location – (This is for Airfare Only) enter location, and Airport code for airfare. This will help track the University’s Carbon Footprint.

- Funding – If you have an expense that needs to be split, or charged to a different index than the default, this is where you would change it.
- Reimbursable Description – any applicable information, use at departments discretion
- Non Reimbursable Description – enter the Index and account code FIRST for approval purposes and Travel Office.

FOR ALL NON-REIMBURSABLE expenses, in the description you must include the Index and account code for approval purposes and Travel Office.

- **Comments** > Add initiators name and phone number, also add any others in party and any other pertinent information

Click 

Click 

Print documents for records

Approvals → Workflow and Travel & Expense Links

The email approval request you receive will have a summary of the trip information in the body of the email. The email will contain two links. [Workflow](#) and [Travel & Expense Page](#).

- [Workflow](#) is where you will approve Travel Authorization Reports and Travel Expense Reports. Choose from the following choices:

* Approval Status

- Approve
- Return for Correction
- Disapprove - **Caution: This action will terminate the TA, preventing it from being processed.**

- If you choose to **Return for Correction**, please make comments so your traveler/initiator will know what needs to be changed.
- If you choose to **Disapprove**, it will terminate the document from the system. **It cannot be reactivated at any time.** Please add comments as to why it was disapproved.
- If you **Approve** the document it will advance through the system.

Once you have made your selection, you need to click **Complete**. If you click **Save & Close** or **Cancel**, the TA will not advance to completion.

→ [Travel & Expense Page](#) is where you can see details for all expenses. There is also a link for the site on the approval page in Workflow. It would be appropriate to visit this link and become familiar with the detailed expenses. This link should also be used to answer any questions regarding specific expenses.

Items to watch for before approving

- Check the dates of travel, make sure all dates are not after the fact. If they are, you may want to make comments in the comment section or take the opportunity to contact your traveler about the travel policy
- Check if the index being used, is it appropriate
- Is the traveler with your department, or do you authorize this traveler to travel for your department
- Are the estimated expenses being requested in the TA what you agreed to
- Are there items in the TA that are inappropriate

Setting up a Proxy to approve

Proxy should be someone who is both knowledgeable of travel policies and has authority to approve.

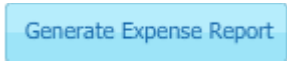

- Log in to Workflow using your A# and strong Password
- Click **User Information** under the User Profile Tab
 - o In the Box named **My Roles** click **Add Proxy**
 - o Type A# in User Box or find A# in drop down box
 - o Enter the Effective From and To dates
 - o Click Non-confidential
 - o Click **Save**

Creating an Expense Report (TR)

A TA has to be completed and approved before a TR is created.

Under  select **Act as Delegate For :**  (choose person for whom you are reimbursing travel)



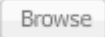

Click  choose [Authorization Reports >](#)

- Choose the TA in which you will create an Expense Report
- Click 
 - o Report Name * (copies from TA)
 - o Report Type * (copies from TA)
 - o Report Date * (= date the T is created)
 - Click 
- On the Expense Report List for the traveler, a TR has been created. Choose the TR in which you are reconciling. Double Click on the TR.
- Choose [Expenses >](#)
 - o All estimated expenses that were included with the TA will populate
 - o Check each expense and match up with receipts for actual costs
 - o Dates MUST match itinerary dates or receipt dates
 - Location – enter Airport code for airfare. This will help track the University’s Carbon Footprint
 - Funding – If you have an expense that needs to be split, or charged to a different index than the default, this is where you will change it.


FOR ALL NON-REIMBURSABLE expenses, in the description you must include the Index and account code for approval purposes and Travel Office.

- [Attachments >](#) Make sure to attach all additional supporting documentation here

When attaching multiple receipts or documents, please scan all together so it is one big file in T&E. This makes it much easier for any approvers who need to look at the attachments.

- All documentation and receipts need to be attached for processing.
- Scan any documents that you have and save in a folder on your computer. Make sure you know where you are scanning them to so you are able to find them again.
- Click 
- Click 
- Click 
- Search your files and choose the correct document and click *Open*
- Click 

Click 

Click 

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Final Approval

The email approval request you receive will have a summary of the trip information in the body of the email. The email will contain two links. [Workflow](#) and [Travel & Expense Page](#).

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*** Approval Status**

- Approve
- Return for Correction
- Disapprove - Caution: This action will terminate the TA, preventing it from being processed.

- If you choose to **Return for Correction**, please make comments so your traveler/initiator will know what needs to be changed.
- If you choose to **Disapprove**, it will terminate the document from the system. **It cannot be reactivated at any time.** Please add comments as to why it was disapproved.
- If you **Approve** the document it will advance through the system.

Once you have made your selection, you need to click . If you click or , the TA will not advance to completion.

➔ [Travel & Expense Page](#) is where you can see details for all expenses. There is also a link for the site on the approval page in Workflow. It would be appropriate to visit this link and become familiar with the detailed expenses. This link should also be used to answer any questions regarding specific expenses.

Items to watch for before approving

- Check the dates of travel, make sure all dates are not after the fact. If they are, you may want to make comments in the comment section or take the opportunity to contact your traveler about the travel policy
- Check the index being used, is it appropriate
- Is the traveler with your department or do you authorize this traveler to travel for your department
- Are the reimbursements being requested in the TR what you agreed to
- Are there items in the TR that are inappropriate

Travel Office:

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