

Travel & Expense Guidelines

To access Travel & Expense go to: banner.usu.edu and click on Travel and Expense

You will log in using your A Number and strong password

Create & Add New Traveler/Create Traveler's Profile (you will only need to do this once for each of your travelers)


After logging in, click **Delegate Control** (You are the delegate, meaning you will be setting up travel for another person)

[Click here to Select a Delegate](#) (select yourself)

- Click Advance Search > Select Attribute > Banner ID or Last Name, First Name
- Click Go > Highlight your name > select

Click **Add Traveler**

- Click Advance Search > Select Attribute > Banner ID or Last Name, First Name
- Click Go > Add

Click **Delegate** > click  Refresh (each time you add a new traveler you must refresh in order for them to appear on your traveler list)

Under **Delegate** select the traveler (for whom you are setting up travel) from the drop down menu **Act as Delegate For :**

Click **Profile**

- Address and e-mail will automatically populate from Banner
- Approver: this will always be the traveler, unless the traveler is not an employee, in that case the approver would be the initiator at this point
- Workflow Login ID: This will always be the traveler's A number
- Funding Default: select the index number 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 **Delegate** select the traveler (for whom you are setting up travel) from the drop down menu **Act as Delegate For :**

Click **Expense Manager** and choose **Authorization Reports** >

Click  New

- Report Name*: this is the traveler's last name, first name, first day of travel (MM/DD/YYYY), & destination city
example: ***Crosbie, Jeff 04/02/2011 Orlando***
- Purpose*: choose an option from the drop down menu
- Description: please include a brief description of the trip
example: ***NACUBO Conference in Orlando***
- Report Type*: select TRAVEL
- Report Date*: this is the date the TA was created, DO NOT change this date

Creating an Authorization Report (TA) continued

- Affiliation needs to be selected
- Make sure Funding Default is filled out at this point
Enter "U" for Chart and Index, other information will automatically populate
- Click 


Itinerary > This is where you will enter in dates, times (for same day travel), city and state of departure, and destination
You must click 'Add' and 'Save' before moving on.

Estimated Expenses > Reimbursable & Non-Reimbursable

- The date will auto-populate with the first date of travel (date must match the itinerary)
- Select "type" of expense by choosing the correct "type" it will pull the correct account code
- Insert "Receipt Amount"
- Paid by*:
 - For reimbursable: select paid personally
 - For non-reimbursable: select applicable method (ex: Travel Card, EZ-Buy, SOS, etc.)
- Provider: this is the name of the service provider (not needed)
- Location: ***this is for airfare only*** enter the location and airport code. 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 that information
- Reimbursable Description: any applicable information (use at department's discretion)
- Non-Reimbursable Description: **enter the index and account code FIRST** for approval purposes

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

Comments > Add initiators name, phone number, any others in the party, and any other pertinent information.

BEFORE clicking  please take the time to review each page for the items below:

Page 1:


- Have you added an affiliation?
- Have you added the funding default under General Information?

Page 2:

- Have you added at least one reimbursable expense? (even if it's \$0.00)
- Have you listed the index number first in the description for all non-reimbursable expenses?
- Have you included SOS Insurance as a non-reimbursable expense if traveling internationally?

Page 3:

- Have you Checked to make sure all the index numbers are listed and correct?
- Note: If page three is blank, check under 'Funding Default' that each expense line on page two has funding.

Once the items above have been reviewed, Click 

Print documents for your records

Approvals > Workflow and Travel & Expense Links

The e-mail approval request you receive will contain a summary of the trip information in the body of the e-mail. The e-mail will also 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.

Approvals > Workflow and Travel & Expense Links (continued)

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

Once you have made your selection, you will 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 within [Workflow](#). It would be appropriate to visit this link to 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 a comment or take the opportunity to contact your traveler about the travel policy.
- Check if the index being used is appropriate
- Is the traveler with your department? Do you authorize this traveler to travel for your department?
- Are the estimated expenses being requested in the TA approved and appropriate?
- Are there items within the TA that are inappropriate?

Setting up a Proxy approver:

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

- Log in to [Workflow](#) using your A# and string password
- Click [User Information](#) under the User Profile Tab (on the left-hand side)
 - In the box titled 'My Roles' click 'Add Proxy'
 - Type A# in User Box or select the A# from the drop down menu
 - Enter the effective from and to dates
 - Click 'Non-Confidential' box
 - Click 'Save'

Creating an Expense Report (TR)

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

Under **Delegate** select the traveler (for whom you are setting up travel) from the drop down menu **Act as Delegate For :**

Click **Expense Manager** choose **Authorization Reports >**

- Highlight the TA for which you will create an Expense Report
- Click **Generate Expense Report**
 - Report Name *: this will copy over from the TA
 - Report Type *: this will copy over from the TA
 - Report Date *: this is the date that the TA was created
 - Affiliation/DPCODE *: you will need to enter the DPCODE
- Click 'Save'

Creating an Expense Report (TR) (continued)

On the Expense Report List for the traveler, a TR has been created. Double-click the TR in which you are reconciling.

Click **Expenses >**

- All estimated expenses that were included with the TA will populate
- Check each expense and compare to the receipts for actual costs
- Dates on receipts **MUST** match the dates on the itinerary
 - Location: enter the 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 that information.

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

Click **Attachments >** and make sure to attach all supporting documentation here

When attaching multiple receipts or documents, please merge them into one document before uploading them to T&E. This makes it easier for approvers to view supporting documentation.

- All documentation and receipts need to be attached for processing
- Scan any documents that you would like to attach and save them in a folder on your computer
- Click **More Actions ▾**
- Select 'Add Attachment' from the drop down menu
- Click 'Choose File'
- Search your files and choose the correct document(s) and click 'Open'

BEFORE clicking **View or Submit Report** please take the time to review the TR for the following items below:

On the TR:

- Have you checked the profile to make sure the remittance address is active?
- Have you made sure that the address type is NOT "work outside of Utah"?

Creating an Expense Report (TR) (continued)


On the TR (continued):

Have you included conversion rate/tool that you used for international travel?

Have you selected "this is my final TR" when submitting?

At Year End:

Have you made sure that every TA processed in the current fiscal year has been closed with a TR?

Once the items above have been reviewed, Click 

NOTE: It will ask if this is your final reimbursement, go ahead and answer 'Yes'. This releases the encumbrance.

Additional TRs can be processed if needed.

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Final Approval

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– [Workflow](#) is where you will approve Travel Authorization Reports and Travel Expense Reports.

Choose from the following choices:

* Approval Status

<input type="radio"/> Approve
<input type="radio"/> Return for Correction
<input type="radio"/> Disapprove - Caution: This action will terminate the TA, preventing it from being processed.

–If you choose to **Return for Correction**, please make a comment so your traveler/initiator knows what needs to be changed

–If you choose to **Disapprove**, it will terminate the document from the system and **it cannot be reactivated at any time.**

Make sure to add a comment as to why it was disapproved.

–If you **Approve** the document it will advance through the system.

Once you have made your selection, you will 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 within [Workflow](#). It would be appropriate to visit this link to become familiar with the detailed expenses. This link should also be used to answer any questions regarding specific expenses.

Travel Office Contacts:

Karen Mouritsen—*General Info:* 435-797-1065

Elizabeth Monaco—*Cash Advances & Encumbrance Releases:* 435-797-9490

Brittany Martineau—*Errors, SOS, & Christopherson:* 435-797-9252

Kevin Riley—*Travel Arranging:* 435-797-9177

Michelle Bair—*Manager:* 435-797-1045

Risk Management: 435-797-1951