Creating a Travel Authorization Report

Create a New Travel Authorization Report

Use the Banner Travel and Expense Management Application to Create a New Travel Authorization Report. This includes adding itineraries, estimating expenses, adding non-reimbursable expenses, and submitting reports for approval.
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Travel and Expense Management Application Interface

When navigating and filling out information within the Travel and Expense Application use only the application’s buttons to navigate. **Do NOT use Internet Explorer’s back or forward buttons.** This will boot you out of the program and any information entered and not saved at the time will be lost.
Travel and Expense Process - Quick Look

1. Gather travel information from the traveler
   1. Make it easy, have the Traveler fill in this excel form to give you all their travel information.
      (Form - https://sp2007.bsu.edu/sites/DigitalCampus/training/default.aspx
       look under the Finance tab > Travel > Travel Template.)

2. Log into the Travel & Expense Management System

3. Set up the Delegate and Travelers (this is a one time set up that needs to be done the first time you enter T&E)
   1. Set yourself up as the delegate and set your profile information.
   2. Then set up your travelers and their profiles - you will be their approver.

4. Select the Traveler

5. Create a New Authorization Report
   1. Fill in the General Information.
   2. Change the Funding information if necessary for current request.
      (Most of the time this will be the same information that was set up in the initial profile settings.)
   3. Add the Itinerary.
   4. Enter all the estimated expenses for the travel.

6. Submit Authorization - System sends an email notification to the Traveler for Approval

7. Traveler Approves Authorization form - System sends an email notification to the Delegate

8. Delegate sends request on to the next Approver (Travel approval)

9. Travel Approved

10. Traveler Returns - Gather all receipts/invoices

11. Log into the Travel & Expense Management System

12. Select the appropriate travel document

13. Update or add any additional information and correct funding (if necessary)

14. Submit the Expense Report for Approval (Travel Reimbursement approval)

15. Follows the same Approval procedures as the Travel Authorization approval.
Creating a New Travel Authorization Report

How to login.
Enter Banner Travel & Expense Management system using your BSU user name (without the @bsu.edu extension) and password.
(This is the same BSU user name and password you use for Outlook)

Remember: before you begin creating new Authorization reports, you must set yourself up as the delegate and assign travelers to you. This is a one time set up performed the first time you enter the Travel & Expense module or when you need to add a new traveler. If you have already done this you are good to go, if not, follow the instructions in the “Set Up Delegate and Travelers” document.

TO CREATE A NEW AUTHORIZATION REPORT

SELECT > the Delegate Tab

SELECT > the Traveler you are arranging travel for from the drop down list.

SELECT > the Expense Manager Tab

SELECT > the Authorization Reports in the left navigation menu.

CLICK > the New icon in the options links above the form to create a new report.
Enter the Report Name and Information

4. ENTER > the Report Name. NEW!
   Use the following format:
   mm/dd/yyyy Traveler’s Name City State
   (use the 2 letter abbreviation for the state) to name the report.
   (for foreign country use in place of City State)
   Do not use punctuation after the date or between the city and state.

   Example: 11/24/2011 Valerie Morris Daytona FL

5. SELECT > a business Purpose.

6. ENTER > a description of the travel purpose in the Description field.

7. SELECT > TRAVEL as the Report Type.
   (Note: Travel will always be used)

8. REPORT DATE: the Date defaults to today.
   Do not change the date.

9. SELECT > an Affiliation.

Change the Funding
If you need to change the funding for this request, it’s easier to do it at this time. Changing the funding here will not change the default funding originally setup for this traveler. It will only change the funding for this request.

See page 12 for step-by-step directions or watch the 1 minute video.

10. CLICK > the Save and Continue button
Add the Itinerary

**LEAVING**

11. Enter the departure and arrival information for each portion (leg) of the trip.

   **LEAVING**
   
   From: *(Departure)*
   - Enter > a starting date.
   - Enter > the time.
   - Enter > the City and State.

12. To: *(Arrival)*
   - Enter > an arrival date.
   - Enter > the time.
   - Enter > the destination City and State.

13. Click > the Add button.

Note: if you have multiple destinations continue adding each portion of the travel itinerary and saving.

**RETURNING**

14. Repeat > steps 11-13 for the return trip.

15. Click > the Add button to continue to the next window.

Once each leg of the travel is entered it will be displayed as a line item.

16. Click > the Save button to continue to the Estimated Expenses.
Adding Estimated Expenses

Enter the estimated **Reimbursable** and **Non-Reimbursable** expenses for the trip. Some actual cost may be known at this time. Enter those amounts where appropriate.

- **Reimbursable** - funds that are reimbursed to the traveler.
- **Non-Reimbursable** - any expenses paid directly by the university.

**CLICK** the Reimbursable or Non-Reimbursable tab depending on the type of expense you are entering.

**DATE:** defaults to today. **Do not** change the date.

**SELECT** > the Type drop-down box to select the appropriate type of expense.

**NOTE:** If you select **Per Diem** or **Mileage** you will get a **Unit Rate**. You will not need to enter a receipt amount.

**ENTER** > the Receipt Amount.

**SELECT** > the Paid By drop-down box to enter the type of payment.

**ENTER** > the Provider if known.

**ENTER** > a Description. The description is required when you select the **Miscellaneous** drop down. It can also help you remember pertinent information about arrangements made for the trip with other selections.

**CLICK** > Save.

**REPEAT** > the previous steps for each travel expense.

**CLICK** > on the **Funding** link if you need to change funding for a line item.

Yellow triangles indicate there is a problem with the funding entered. Either there isn’t money in the account, the date of the account has expired (grants), or both an index and FOP were entered. The yellow triangles will not let the paperwork flow through the system until they are corrected.

*See Page 13 for step-by-step instructions on changing funding information for individual items or watch the video.*
Submitting the Form for Approval

If you only have non-reimbursable expenses, click the reimbursable tab and choose Authorization Only from the type drop down. This will allow the FOP to print.

CLICK > the View or Submit Report button after all the expenses have been entered.

A multiple screen summary of the Authorization Report is brought up for review. Make sure the information is correct. If not make the appropriate changes.

CLICK > the Traveler Review button. An email is generated and sent to the traveler to approve the travel arrangements.
Travel Authorization Approval Process
November 2011

Delegate
Completes travel authorization

Traveler
Reviews and submits the authorization

Delegate
Makes necessary corrections, signs off (approves) and forwards to the next approver

Next approver is
Chair
Approves & Forwards

Dean
Approves & Forwards

V.P.
Approves & Forwards (if necessary)

Grants
Approves & Forwards (if necessary)

Last Approver
Approves & Forwards to the Travel Department.
Forward the approval to travel@bsu.edu

Travel Department
FINAL Approval and sends document to posting

If cash advance is needed, traveler will request advance when reviewing and submitting the authorization.
Cash advances are limited primarily to team and field trip travel.
Traveler Approval Process - Login

1. To approve the travel arrangements, CLICK on the Travel & Expenses Page link and login to the Travel & Expense Management System.

   Email sent to the Traveler for review

   Travel & Expense Document Review Request for TR000063
   TRAVELFLOW
   Sent: Wednesday, July 20, 2011 3:44 PM
   To: Morris, Valerie L.

   Dear Valerie Morris,
   A new Travel and Expense document has been entered on your behalf. Please click the link Travel & Expense Page or log into the Travel and Expense Management System to review and submit the document. Approval will not be processed until you review and submit the document.
   If requesting reimbursement for this trip, by clicking submit you agree that you are in accordance with the regulations for authorized travel as described in the Travel Regulations and Procedures Manual.
   Document Code: TR000063
   Entered by: Chanda Fouse
   Document Purpose: Field Study (stont)
   Document Description: beach research
   Document Comments: Max $2,000. University vehicle requested. Approval routing: Chair, Dean, Travel
   Reimbursement Amount: 420.00 USD
   Pay By: Check/Direct Deposit
   Pay Amount: 420.00 USD

2. Login to the Travel & Expense Management System.

   Log into Travel & Expense system

   How to login.
   Enter the Travel & Expense Management system using your BSU user name and password (without the @bsu.edu extension).
   Example: vmorris instead of vmorris@bsu.edu
   (This is the same user name and password you use for Outlook)
Traveler Approval Process - Check travel arrangements

1. **SELECT > Expense Manager** tab.

2. **SELECT > the Authorization Reports** in the left navigation menu.

3. Make sure your name is displayed in the blue header box.

4. **CLICK >** on the travel report in the list that needs approved.

5. Review the multiple screens to make sure the travel information is correct.

6. If corrections are needed, **SELECT > the Comments** button in the left navigation menu, click the pencil icon and indicate the changes that need to be made.

7. **CLICK > the Submit button.** An email is generated and sent back to the delegate (person arranging travel) notifying them of your approval or if changes need to be made.
Changing the Funding for the Entire Authorization

The Funding Default is automatically populated from your Profile entry you set up for your traveler, usually the Department FOP. Make sure the proper fund is set to be charged.

Changing the funding here will not change the default funding for this traveler. It will only change it for this request.

1. CLICK > on the pencil icon.

2. An Index Code will automatically populate from the default.

3. If you want to change the funding for this particular travel request...
   CLICK > on the Remove button (X) to clear the default funding.

4. Then fill in the FOP information and CLICK > on the Add button.

   Use either the Index Code or the FOP codes NOT both.

5. CLICK > the Save button.

   CLICK > the Save and Continue button to go to the next window.

Watch the video on Page 6.
Changing the Funding for a Specific Expense Item

The default funding for the request will automatically be set for all the individual expense items unless there is a need to change the FOP for a particular expense.

Example: if you are using a grant account to cover only the airfare for this trip you would select the airfare line item and change the funding to the grant FOP.

Highlight > the line item you want to change funding for by single clicking on the item.
Click > on the Remove button (X) to clear the default funding.

Then fill in the FOP information and click > on the Add button.
Use either the Index Code or the FOP codes NOT both.

Click > the Save button.
For more information, watch the video on page 8.

Continue adding additional expenses or click the View and Submit button to continue to the approval process.
The following is a quick overview of the reimbursement process. To reimburse a traveler for expenses they have already incurred prior to their trip, you must obtain their “paid” receipts/invoices.

   Steps 1 through 28 in this document.
   1. Fill in the General Information.
   2. Change the Funding information if necessary.
   3. Add the Itinerary.
   4. Enter the estimated expenses for the trip.
   5. Enter the pre-paid expenses paid by the university.
   (This needs to be done before the form is sent around for approvals.)

2. Submit the Travel Authorization for Approvals. (sent to Traveler and Approvers)

3. Generate an “Expense Report” for the amount the Traveler has already prepaid.
   Follow the steps in the “Expense Reimbursement Authorization” document.

   Once the traveler returns with receipts of additional expenses, generate another expense report for the balance of expenses.

5. Submit the Travel Authorization for Approvals.