Expense Reimbursement Report

Submitting Traveler Reimbursements for Approval

When the traveler returns from their trip use the Banner Travel and Expense Management Application to add travel expenses (parking receipts, taxi, hotel, car rental, etc) to the report and submit for approval.
# Table of Contents

- Creating a Travel Expense Report ................................................. 3
- Editing Information ................................................................ 5
- Adding Reimbursable Expenses ................................................. 6
- Submitting the Form for Approval .............................................. 7
- Approval Workflow Chart .............................................................. 8
- Traveler Approval Process ............................................................. 9
Creating the Travel Expense Report

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

Gather all the receipts and invoices from the Traveler upon their return to enter into the Travel & Expense Management system.

SELECT > the Delegate Tab
SELECT > the Traveler you received additional expense receipts and invoices from.

SELECT > the Expense Manager Tab
SELECT > the Authorization Reports in the left navigation menu.

Locate the appropriate travel report you want to add the receipts to.
The report must have an Approved Status before you can add the expenses.

CLICK > to highlight the report.
Do not double click.
Creating the Travel Expense Report

3. CLICK > on the Generate Expense Report button.

4. The Generate Expense Report screen appears. Make sure all the information is filled in correctly or make changes if necessary.

Note: if you have used this Expense Report for previous expenses you will need to modify the name. An easy solution is adding an A or B to the end of the current heading.

Report Date > defaults to current date, do not change the default date.

CLICK > the Save button.

5. This generates the Expense Report number, in this example TR000837, and opens the Expense Report screen.

The Expense Report that was just created will always appear at the top of the list and the Status will always be In Process.

Double CLICK > to open the report.

6. This opens the multi-page Expense Report summary screen.

CLICK > through the numbered screens at the bottom of the summary to verify the information in the report.
Editing Information

If information needs to be updated in a category for example in the Itinerary CLICK > on the pencil icon to the right side of the Itinerary box.

Highlight the itinerary item that needs to be updated.

The fields at the top of the Itinerary automatically populate with the current information.

EDIT > the information.

CLICK > the Add button. The Itinerary item will be updated in the list.

CLICK > the Save button.

Editing the Default Funding

The Funding Default is automatically populated from your Profile entry you set up for your traveler, usually the Department FOP.

Learn how to change the default funding for this request.
Adding Reimbursable Expenses

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

To add additional expenses from the Traveler after their return:

11 CLICK > on the Reimbursable tab.
12 CLICK > on the Expenses button in the secondary navigation menu on the left.
13 CLICK > on the Type drop down menu and select the type of expense you are adding.
14 ENTER > the Receipt Amount.
15 CLICK > on the Paid By drop down menu and select how the expense was paid.
16 CLICK > the Save button to add the expense.
17 REPEAT > Steps 11 through 15 for every expense item you need to add to the Expense Report.

Notice the summary of expenses box at the right updates as you make changes to any expense. This is the final amount the traveler will receive. If this shows a different amount than expected go back and make adjustments in the reimbursement tab.
Submitting the Form for Approval

16. **Click** > the View or Submit Report button after all the expenses have been entered.

17. Review the multiple screen summary of the Reimbursement Report. Again make sure the information is correct. If not make the appropriate changes.

18. **Click** > the Traveler Review button.

An email is generated and sent to the traveler to approve the travel arrangements.

NEW!
Print the detailed TR report, attach all original receipts, and send to the next approver. Original receipts must be received by the Accounting Office prior to payment for travel reimbursement.
Travel Reimbursement Workflow
November 2011

Delegate
Completes Travel Reimbursement

Traveler
Reviews and submits the reimbursement (May add additional cost)

Delegate
Makes necessary corrections, signs off (approves) and forwards to 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 Dept.
Forward the approval to travel@bsu.edu

Travel Department
FINAL Approval and sends document to posting

NEW! Print the detailed TR report, attach all original receipts, and send to the next approver. Original receipts must be received by the Accounting Office prior to payment for travel reimbursement.

Print the detailed TR report, attach all original receipts, and send to the next approver. Original receipts must be received by the Accounting Office prior to payment for travel reimbursement.
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

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
Enter by: Chanda Fouse
Document Purpose: Field Study (stdnt)
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.

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. After login make sure your name is displayed in the blue header box.
2. Double Click on the appropriate travel report in the list.
3. Review the multiple screens to make sure the travel information is correct.
4. If corrections are needed, SELECT the Comments button in the left navigation menu, click the pencil icon to the right and indicate the changes that need to be made.
5. CLICK the Submit button.
6. An email is generated and sent back to the delegate (person arranging travel) notifying them of the approval or if changes need to be made indicated in the comments area.

Office of Information Technology, Ball State University  V9
Banner Travel & Expense Management system, Expense Reimbursement, Oct. 2011