TRAVEL AND EXPENSE
Jackson State University
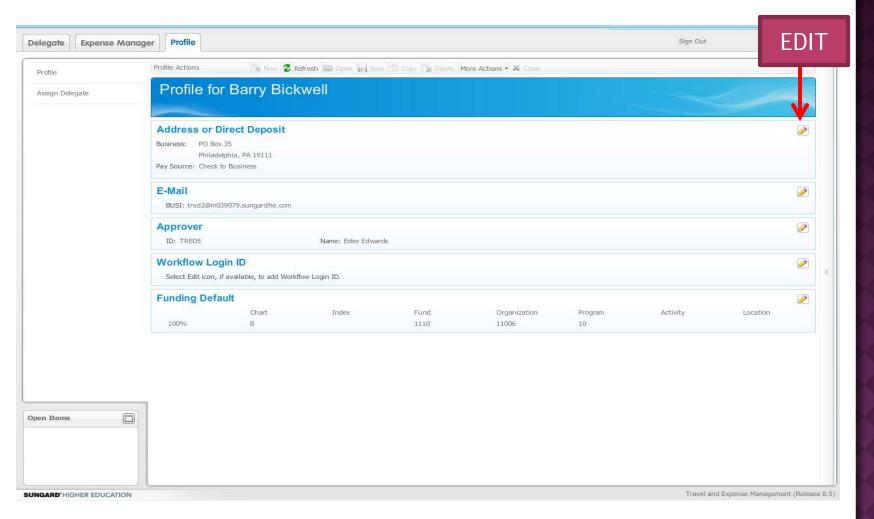
LOGGING INTO TRAVEL & EXPENSE

WWW.JSUMS.EDU/BANNER

Travel and Expense
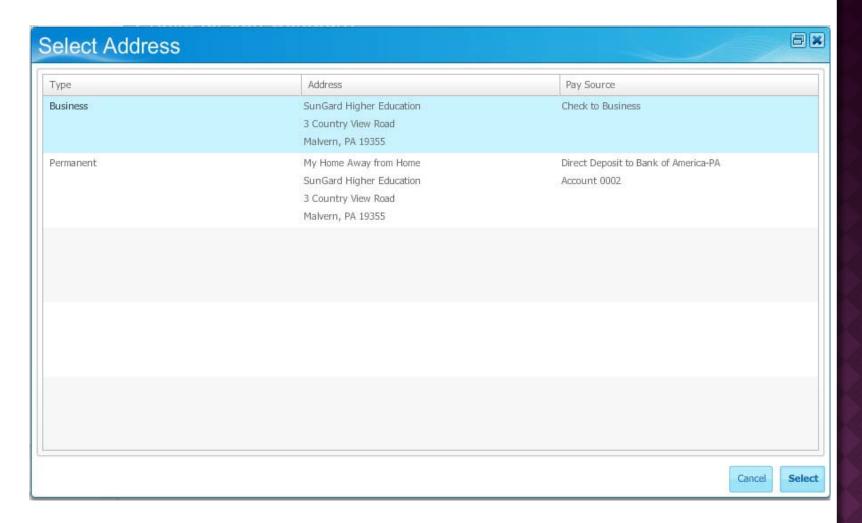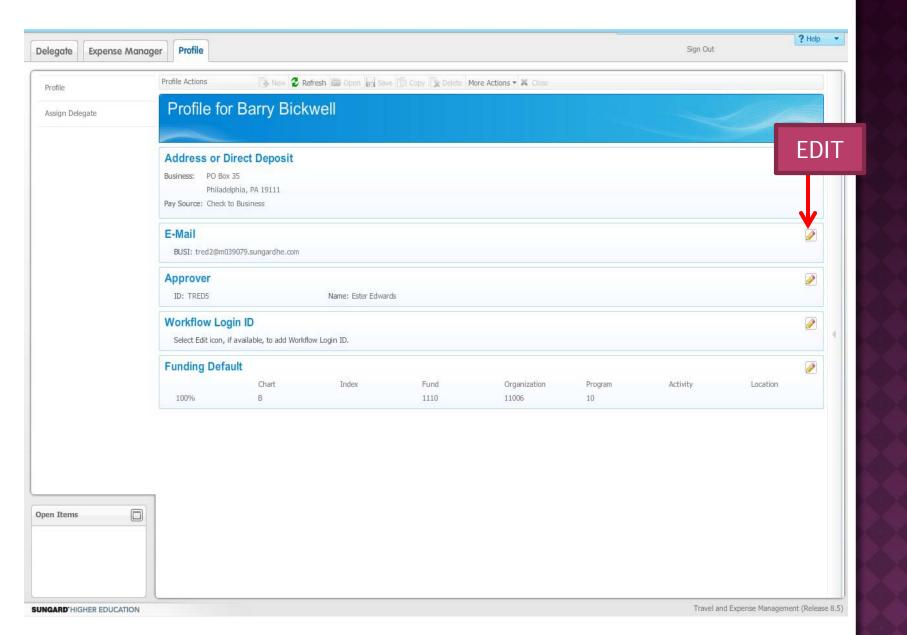
PROFILE

CREATING A PROFILE
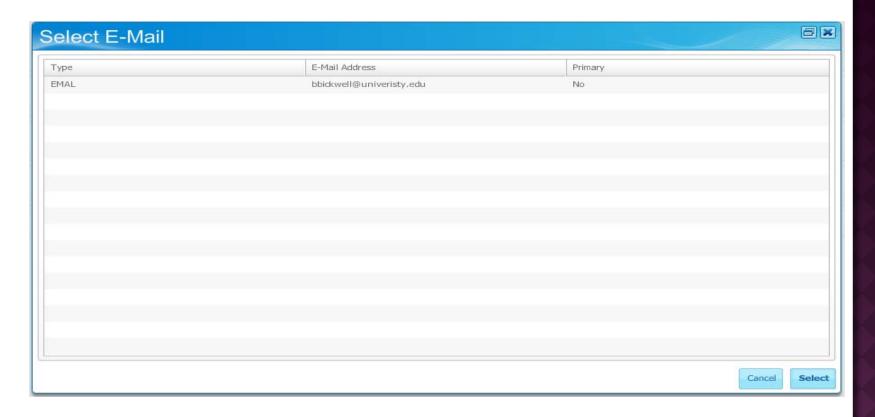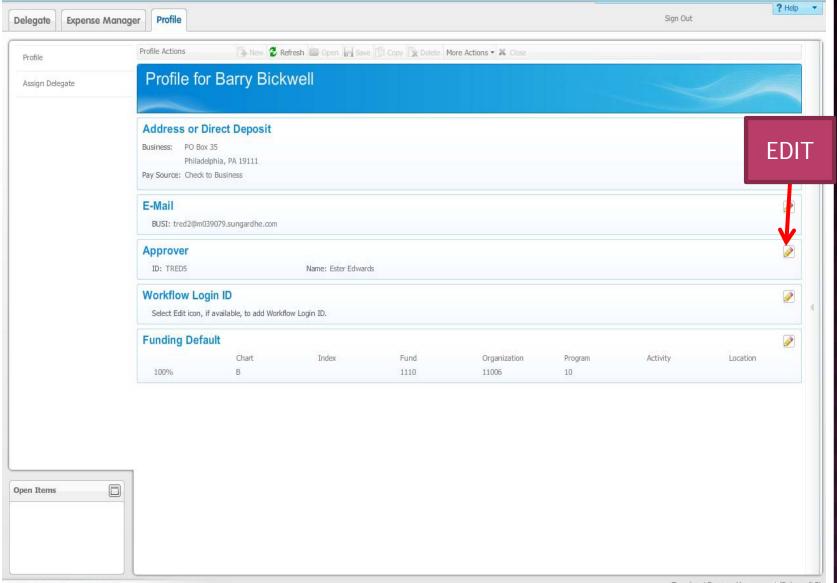
CLICK THE PROFILE TAB.
2. CLICK THE EDIT ICON FOR THE ITEM YOU WANT TO CHANGE.
3. CLICK ANY ITEM IN THE LIST TO SELECT THAT ITEM.
4. CLICK THE SELECT BUTTON.

Profile

Assign Delegate

Profile Actions   ➕ New   🔄 Refresh   📂 Open   💾 Save   📋 Copy   ✖ Delete   More Actions ▾   ✖ Close

Profile for Barry Bickwell

Address or Direct Deposit

Business: PO Box 35
           Philadelphia, PA 19111
Pay Source: Check to Business

E-Mail

BUSI: tred2@m039079.sungardhe.com

EDIT

Approver

ID: TRED5   Name: Ester Edwards

Workflow Login ID

Select Edit icon, if available, to add Workflow Login ID.

Funding Default

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	B		1110	11006	10		

Open Items

Type	E-Mail Address	Primary
EMAL	bbickwell@univeristy.edu	No

- Click the **Profile** tab.
- Click the **Edit** ( ) icon for the E-Mail
- Click any item in the list to select that item.
- Click the **Select** button.

Profile Actions   ▸ New 🔄 Refresh 📂 Open 💾 Save 📋 Copy 🗑 Delete More Actions ▼ ✖ Close

Profile

Assign Delegate

Profile for Barry Bickwell

Address or Direct Deposit

Business: PO Box 35
            Philadelphia, PA 19111
Pay Source: Check to Business

EDIT

E-Mail

BUSI: tred2@m039079.sungardhe.com

Approver

ID: TRED5   Name: Ester Edwards

Workflow Login ID

Select Edit icon, if available, to add Workflow Login ID.

Funding Default

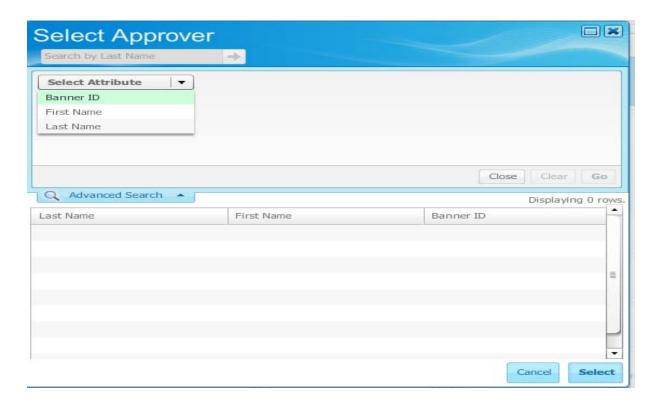|	Chart	Index	Fund	Organization	Program	Activity	Location
100%	B		1110	11006	10		

Open Items

1. CLICK THE PROFILE TAB.
2. CLICK THE EDIT ( ) ICON FOR THE APPROVER ITEM.
3. ENTER A NAME OR PARTIAL NAME IN THE SEARCH BY LAST NAME FIELD.
****NOTE: IF YOU DID NOT KNOW HOW TO SPELL THE NAME, YOU COULD ENTER THE PARTIAL
          NAME FOLLOWED BY AN ASTERISK (*) OR A PERCENT SIGN (%). THE ASTERISK (*) AND
          PERCENT SIGN (%) ARE WILDCARD CHARACTERS THAT WILL RETURN ANYTHING THAT
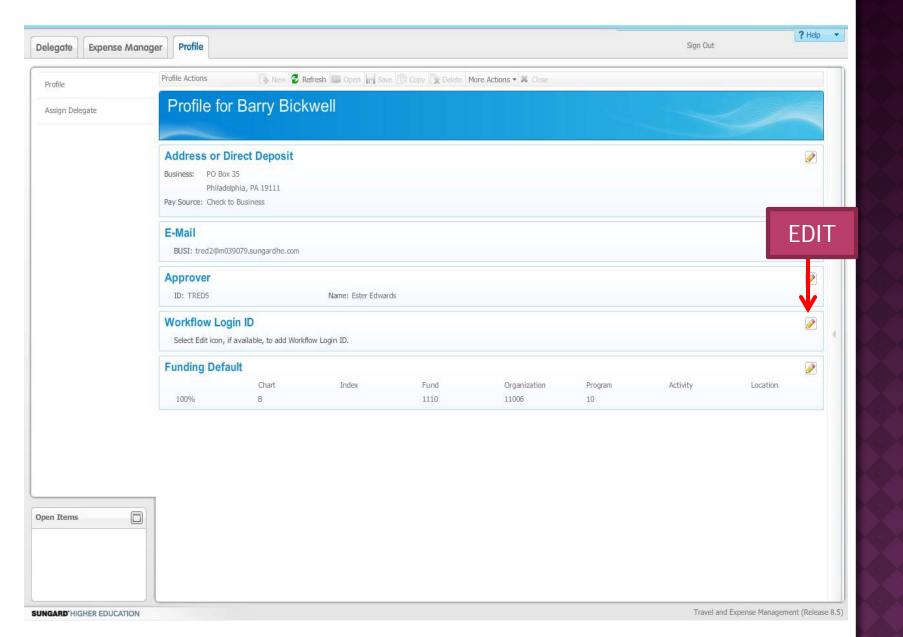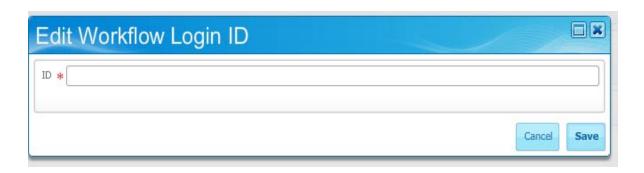BEGINS
          WITH THE LETTERS ENTERED BEFORE IT.
4. CLICK THE ARROW BUTTON TO START THE SEARCH.
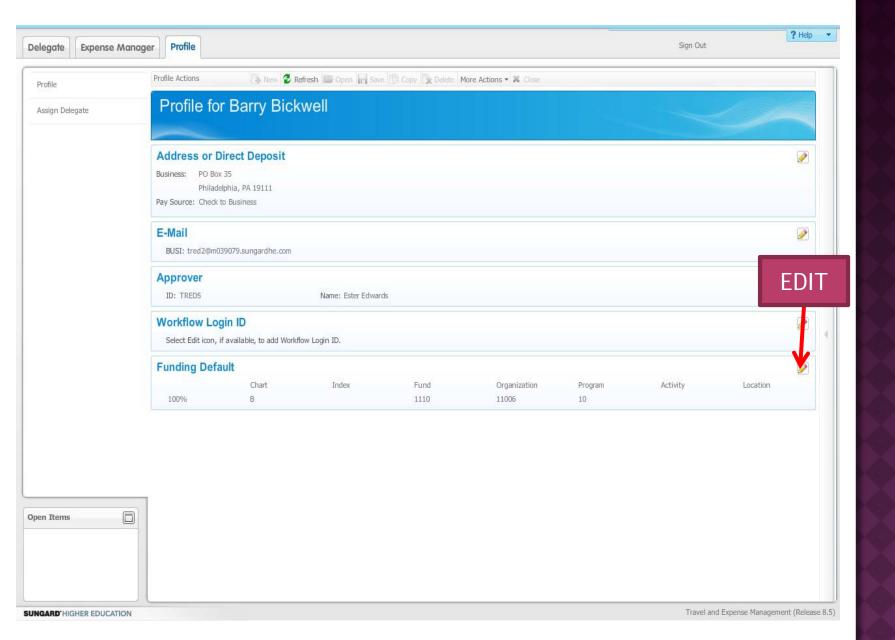5. CLICK ANY ITEM IN THE RESULTS LIST TO SELECT THAT ITEM
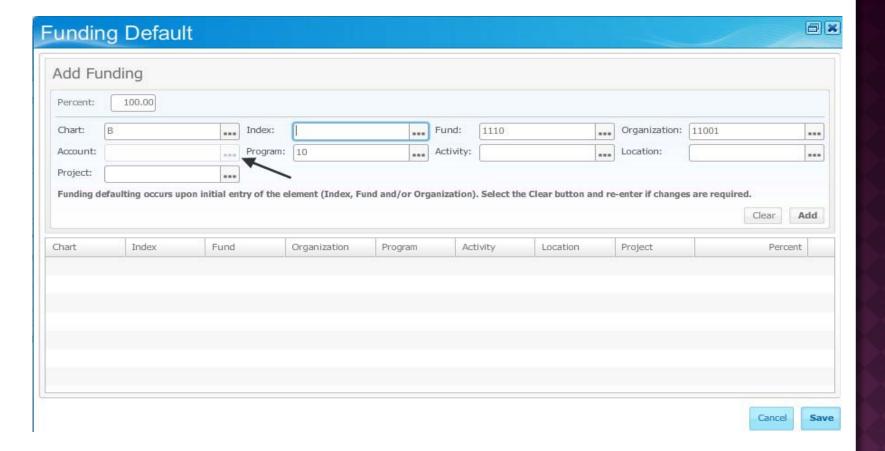6. CLICK THE SELECT BUTTON.

- Click on the **Advanced Search** tab to expand the window.
- Enter a name or partial name in the **Last Name** field.
- Click on the **Select Attribute** field.
- Select an attribute from the list.
- Repeat steps 3-4 as needed.
- Click the **Go** button.
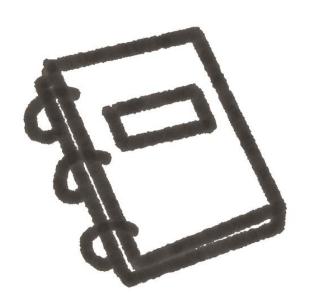- Click on the **Advanced Search** tab to close the advanced search feature.

Profile Actions | 🞧 New | ⟳ Refresh | 📂 Open | 💾 Save | 📋 Copy | 🗙 Delete | More Actions ▾ | ✖ Close

Profile

Assign Delegate

Profile for Barry Bickwell

Address or Direct Deposit ✎

Business: PO Box 35
Philadelphia, PA 19111
Pay Source: Check to Business

E-Mail

BUSI: tred2@m039079.sungardhe.com

EDIT

Approver ✎

ID: TRED5 Name: Ester Edwards

Workflow Login ID ✎

Select Edit icon, if available, to add Workflow Login ID.

Funding Default ✎

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	B		1110	11006	10		

Open Items ▢

Edit Workflow Login ID

ID *

Cancel   Save

- Click the **Profile** tab.
- Click the **Edit** ( ) icon for the Workflow Login ID item. (Workflow Login ID is your J00000000)
- Enter the Workflow ID in the **ID** field. This ID must be set up in Workflow by the Workflow Administrator. You must also be assigned the Workflow Approver role. This is not searchable or validated here but must be valid.
- Click the **Save** button.

NOTE: You will only need to add your Workflow ID to your profile if you will be approving travel authorizations or travel reimbursements.
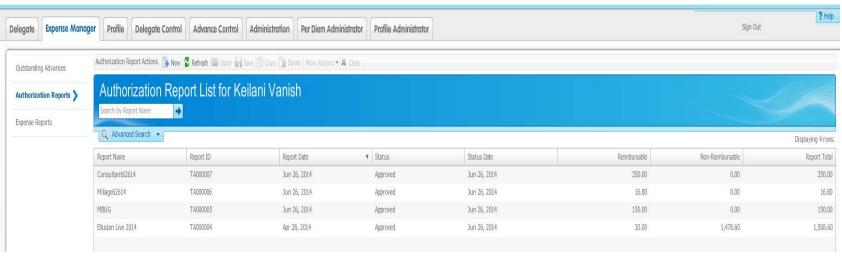
Profile

Assign Delegate

Profile Actions | New | ⟳ Refresh | Open | Save | Copy | Delete | More Actions ▼ | ✖ Close

Profile for Barry Bickwell

Address or Direct Deposit

Business: PO Box 35
Philadelphia, PA 19111
Pay Source: Check to Business

E-Mail

BUSI: tred2@m039079.sungardhe.com

Approver

ID: TRED5   Name: Ester Edwards

EDIT

Workflow Login ID

Select Edit icon, if available, to add Workflow Login ID.

Funding Default

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	B		1110	11006	10		

Open Items

Funding Default

Add Funding

Percent: 100.00

Chart: B ... Index: | ... Fund: 1110 ... Organization: 11001 ...

Account: ... Program: 10 ... Activity: ... Location: ...

Project: ...

Funding defaulting occurs upon initial entry of the element (Index, Fund and/or Organization). Select the Clear button and re-enter if changes are required.

Clear | Add

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent

Cancel | Save

1. SPECIFY THE PERCENTAGE OF THE FUNDING TO BE ADDED IN THE PERCENT FIELD. THE TOTAL PERCENTAGES SHOULD ADD UP TO 100%.
2. CHART IS ALWAYS J
3. FILL IN ADDITIONAL FIELDS (SUCH AS INDEX OR FUND, ORGANIZATION, AND PROGRAM). NOTE THAT THE ACCOUNT FIELD IS GRAYED OUT BECAUSE IT WILL BE FILLED IN BY THE EXPENSE TYPE DURING PROCESSING.
4. CLICK THE ADD BUTTON TO ADD THE FUNDING TO YOUR SELECTIONS.
5. YOU MAY NOW ADD ADDITIONAL FUNDING TO YOUR SELECTIONS BY REPEATING STEPS 1-4 AS NECESSARY.
6. IF YOU WISH TO REMOVE A FUNDING FROM YOUR SELECTIONS, CLICK THE DELETE ICON IN ITS ROW.
7. WHEN YOU ARE SATISFIED WITH YOUR SELECTIONS, CLICK SAVE TO SAVE THEM AS THE DEFAULT FUNDING OR CANCEL TO EXIT WITHOUT SAVING.
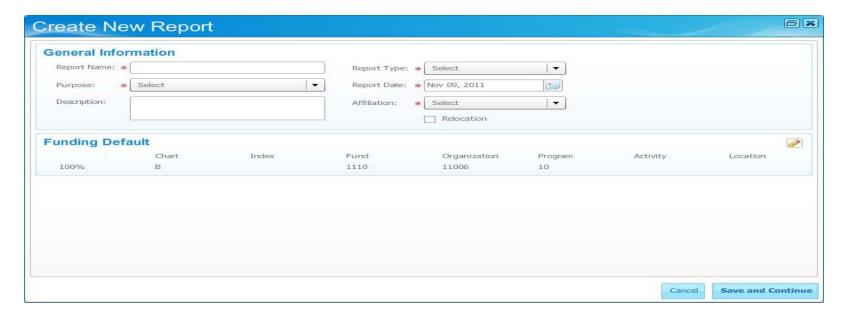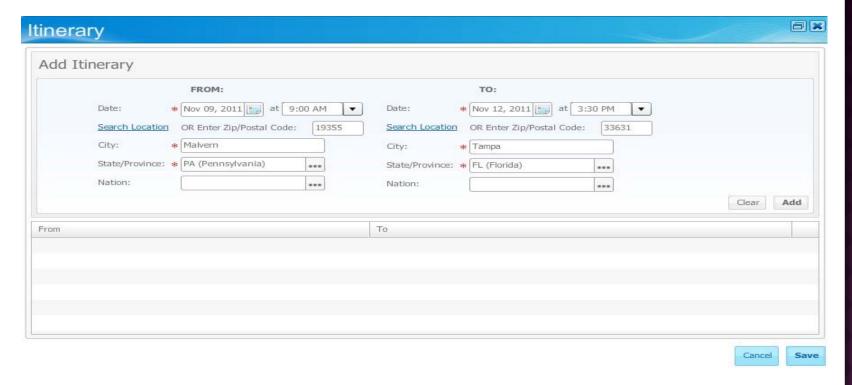
Travel and Expense

AUTHORIZATION REPORT
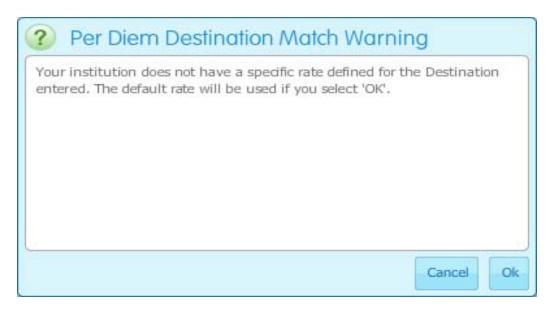
CREATING AUTHORIZATION REPORT

1. Click **on Expense Manager**
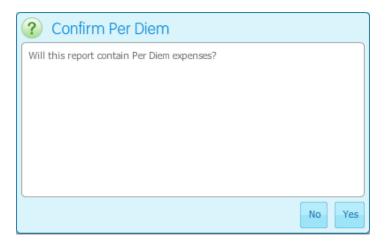2. Click **Authorization Report**
3. Click **New**

1. ENTER A UNIQUE NAME IN THE REPORT NAME FIELD.
NOTE: YOU MAY WANT TO INCLUDE A DATE IN THE REPORT NAME TO DISTINGUISH THIS REPORT FROM ANOTHER IF YOU MAKE MULTIPLE TRIPS TO THE SAME CITY OR CONFERENCE.
2. SELECT A BUSINESS PURPOSE, SUCH AS *CONFERENCE*, *IN THE PURPOSE FIELD*.
3. ENTER A DESCRIPTION OF THE AUTHORIZATION REPORT IN THE DESCRIPTION FIELD. (OPTIONAL)
4. SELECT A REPORT TYPE (SUCH AS *TRAVEL) AS THE REPORT TYPE IN THE REPORT TYPE FIELD*.
5. TODAY'S DATE WILL DEFAULT IN THE REPORT DATE FIELD.
6. SELECT AN AFFILIATION IN THE AFFILIATION FIELD.
7. NOTICE THAT THE FUNDING DEFAULT IS POPULATED FROM YOUR PROFILE TAB ENTRY, IF ONE EXISTS.
IF YOU WISH TO CHANGE THIS FUNDING, CLICK ON THE EDIT ICON, MAKE CHANGES, AND CLICK SAVE
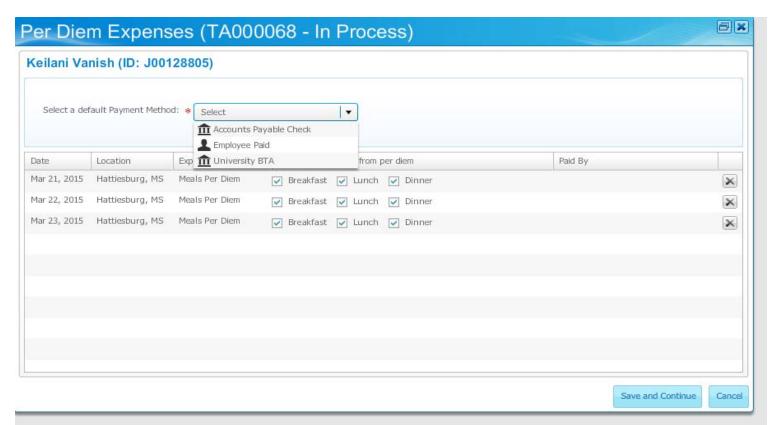8. SAVE AND CONTINUE IN THE NEXT STEP.

1. CLICK THE CALENDAR ICON IN THE FROM: DATE FIELD TO SELECT A STARTING DATE.
2. CLICK ON SELECT LOCATION ENTER THE PROPER CITY NAME. USE THE SEARCH LOCATION IF THAT HELPS.
3. CLICK THE CALENDAR ICON IN THE TO: DATE FIELD TO SELECT AN ARRIVAL DATE.
4. CLICK THE TIME FIELD DROP-DOWN ARROW TO SELECT AN ARRIVAL TIME IN HALF-HOUR INCREMENTS.
5. CLICK ON SELECT LOCATION. ENTER THE DESTINATION CITY NAME.
6. CLICK THE ADD BUTTON TO ADD THE FIRST PORTION OF THE TRIP TO THE ITINERARY.
7. CLICK THE SAVE AND CONTINUE BUTTON TO GO TO THE NEXT WINDOW.
REPEAT STEPS 1-7 FOR THE ADDITION OF OTHER CITIES THAT WILL BE VISITED ON THE SAME TRIP

Per Diem Destination Match Warning

Your institution does not have a specific rate defined for the Destination entered. The default rate will be used if you select 'OK'.
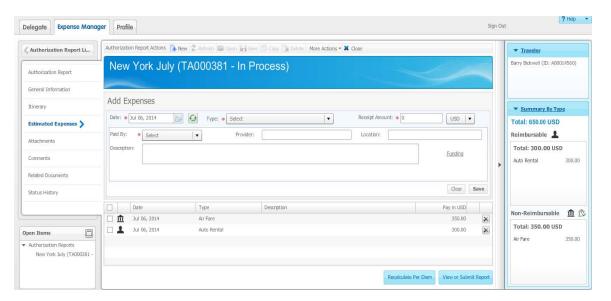
Cancel   Ok

Note: If per Diem is enabled, and Per Diem Allowance Table could be set up to notify a user if a default will be used since it does not find a city match in the per diem table, you will get the above message. Click the **Ok** button to acknowledge the per diem destination match warning.
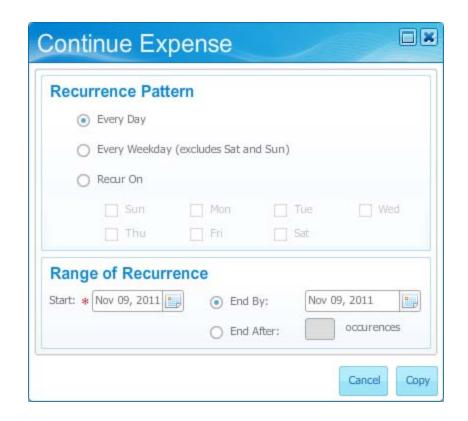
Click YES/NO if your report will contain Per Diem expenses for meals.

- Select a default Payment Method
- Deselect any meals that will be provided by the conference

- From an open authorization report, click the Estimated **Expenses** link, if needed.
- Select the date the expense is expected to occur using the **Calendar** icon in the **Date** field.
- Select the expense type in the **Type** field.
- Enter the amount of the expense in the **Receipt Amount** field.
- Note: If you selected a calculated amount type such as *Mileage* in the **Type** field, you will not be able to enter an actual amount in the **Receipt Amount** field.
- Select how the expense will be paid in the **Paid By** field.
- Make sure every field with and * is filled in
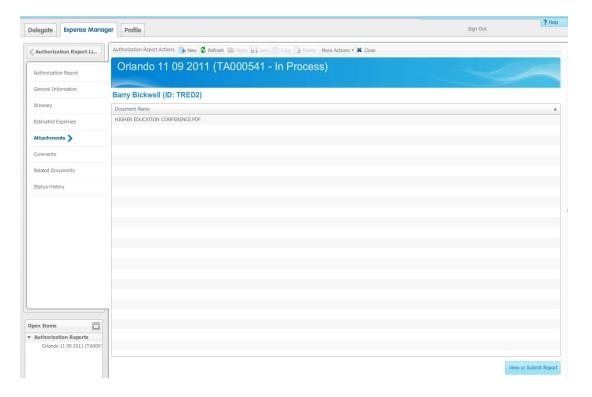- Click the **Save** button to save the expense.

- Note: For repeating expenses, you can click the **Recurring** icon before or after entering the Expense Type and Amount. The resulting window gives you several options for showing how many consecutive days a charge was made.

- Examples of repeating expenses...hotel charges, car rental fees, per diem, etc

PAID BY OPTIONS

What will happen with each "Pay By Option"

- Accounts Payable Check – a requisition MUST be completed and a PO assigned before an Accounts Payable Check can be issued
- Employee Paid – employee will pay for the expenses and get reimbursed with a completions of a travel reimbursement report
- University BTA – the travel agent will pay for the expenses with the University's credit card.
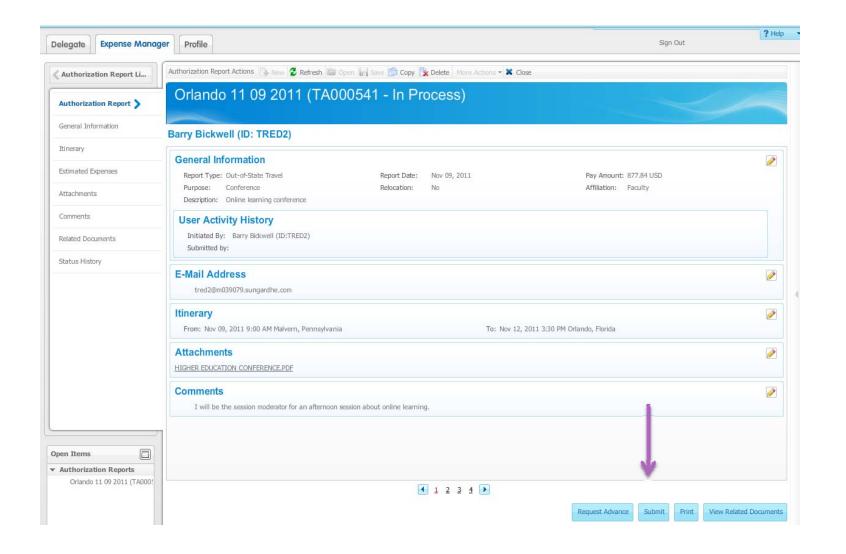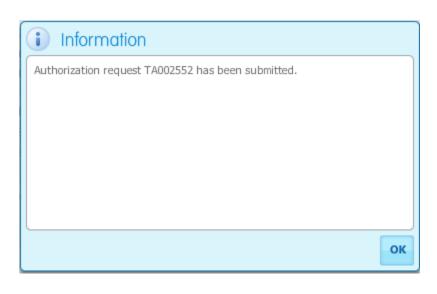
- Save the documents on your computer first
- From an open authorization report, click the **Attachments** link.
- Click the **New** icon to add an attachment.
- Click the **Browse** button to navigate to the file you want to attach.
- Click the **Attach** button. The following box will appear if the upload is successful.

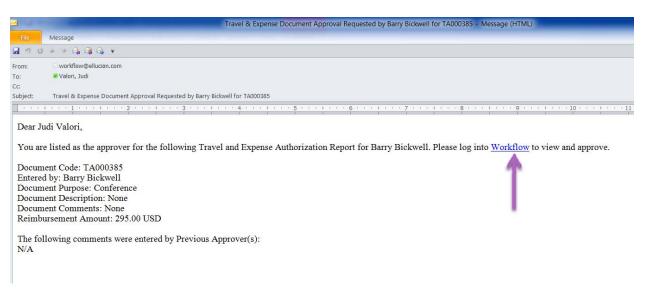Follow these steps to add a comment to an authorization report.

- From an open authorization report, click the **Comment** link.
- Click the **New** icon to add a comment.
- Enter the comment in the **Comment** field.
- Click the **Save** button.

Authorization Report Actions | 📝 New | 🔄 Refresh | 📂 Open | 💾 Save | 📋 Copy | ✖ Delete | More Actions ▼ | ✖ Close

‹ Authorization Report Li...

Orlando 11 09 2011 (TA000541 - In Process)

Authorization Report ›

General Information

Itinerary

Estimated Expenses

Attachments

Comments

Related Documents

Status History

Barry Bickwell (ID: TRED2)

General Information   🖉

Report Type: Out-of-State Travel	Report Date: Nov 09, 2011	Pay Amount: 877.84 USD
Purpose: Conference	Relocation: No	Affiliation: Faculty
Description: Online learning conference		

User Activity History

Initiated By: Barry Bickwell (ID:TRED2)

Submitted by:

E-Mail Address   🖉

tred2@m039079.sungardhe.com

Itinerary   🖉

From: Nov 09, 2011 9:00 AM Malvern, Pennsylvania   To: Nov 12, 2011 3:30 PM Orlando, Florida

Attachments   🖉

HIGHER EDUCATION CONFERENCE.PDF

Comments   🖉

I will be the session moderator for an afternoon session about online learning.

◀ **1** 2 3 4 ▶

Request Advance | Submit | Print | View Related Documents

Open Items 🔲

▼ **Authorization Reports**

Orlando 11 09 2011 (TA000!

Information

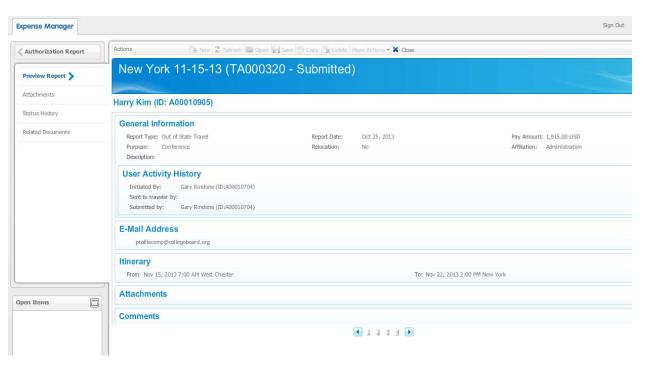Authorization request TA002552 has been submitted.

OK

Travel and Expense

APPROVING TRAVEL AUTHORIZATION

If you are the Approver for an Authorization or Expense Report, you will receive an email similar to the example above indicating you have something to Approve.

- Click on the <u>Workflow</u> link in the email to take you to the Workflow Login Page.

- Log into Workflow and you will be taken directly to the approval page.

Travel and Expense Approval

Your approval is being requested for the following Travel & Expense Authorization Report.

Traveler:	Harry Kim
Affiliation:	Administration
Entered by:	Gary Rindone
Relocation:	No
Report Type:	Out of State Travel
Document Code:	TA000320
Report Date:	25-OCT-2013
Document Purpose:	Conference
Document Description:	None
Document Comments:	None
Expense Amount:	1,617.00 USD
Per Diem Amount:	298.00 USD
Reimbursable Amount:	1,915.00 USD
Non-Reimbursable Amount:	564.65 USD
Total Amount:	2,479.65 USD
Budget Available for Reimbursable Expenses:	No
Previous Approver Comments:	N/A

Please select an approval status and enter any appropriate comments.

* Approval Status

○ Approve (Final)

○ Approve & Add Approver (Enter the approver's Workflow Login ID in the Additional Approver field below.)

○ Deny

○ Return for Correction

Approver Comments:

Additional Approver:

- Click on the <u>Travel and Expense Page</u> link on the Workflow page to take you to the report in Travel and Expense Management. You can navigate through this report just like the creator but you cannot modify it except to add attachments and comments. Exit back to your Workflow page to select your approval decision.

APPROVAL DECISIONS

- Approve (Final) – **NEVER select this option!!!!**
- Approve Authorization but Not Advance
- Approve and Add Approver (enter approver's J00000000)
- Deny
- Return for correction (If the report is returned for correction, you must enter a comment to let the traveler know what needs to be changed.)
- Click the **Complete** button to complete your approval process.

EMAIL TO THE TRAVELER

Email Indicating Document Has Been Forwarded to Another Approver

Dear Gary,

The following Travel & Expense document has been forwarded for an additional approval.

Document Code: TA000025
Document Purpose: Conference
Document Description: None
Document Comments:
Reimbursement Amount: 631.25

The following comments were entered:
This is okay by me, how about you?
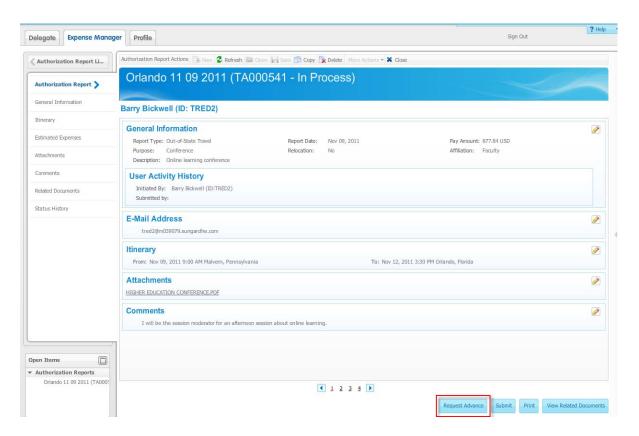
Regards,
John Miller

EMAIL TO THE TRAVELER

Email Indicating Document Had Final Approval

Dear Gary,

The following Travel & Expense document has been approved by Mark Sanders.

Document Code: TA000025
Document Purpose: City Sight
Document Description: None
Document Comments:
Reimbursement Amount: 631.25

The following comments were entered:
Good to Go!

Regards,
Mark Sanders
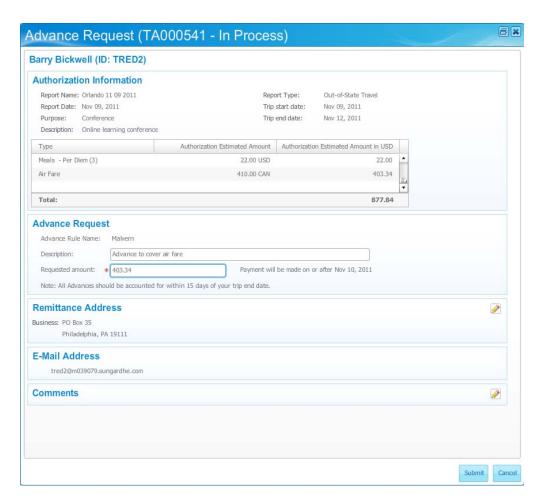
Travel and Expense
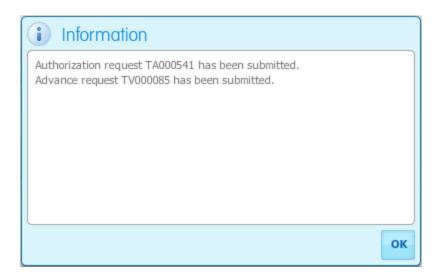
TRAVEL ADVANCE

ADVANCE RULES

- Advance is based on the Employee Paid payment option
- Advance must be requested at least 7 days prior to the schedule trip start date
- Advance will be paid within 7 days prior to the schedule trip start date
- Advance reconciliation must be no more that 14 days after the trip end
- NO advances will be allowed after the trip begin

- Note that if an advance is to accompany the authorization report it must be requested prior to submission of the authorization report. If the **Request Advance** button is clicked on a Submitted report that has not yet been approved, an error message will be displayed.

- An advance request can also be made on an authorization report after the Authorization has been approved and posted.

- Enter a description of your requested advance in the **Description** field, if desired.
- Enter an amount for your advance request in the **Requested amount** field.
- Add comments, if desired, by clicking the **Edit** icon for the Comments block.
- Click the **Submit** button to submit your authorization report and your advance request. You cannot return to the authorization after entering advance requests.
- Note: If the authorization is returned for correction, the advance is cancelled and must be requested again after correcting the authorization.
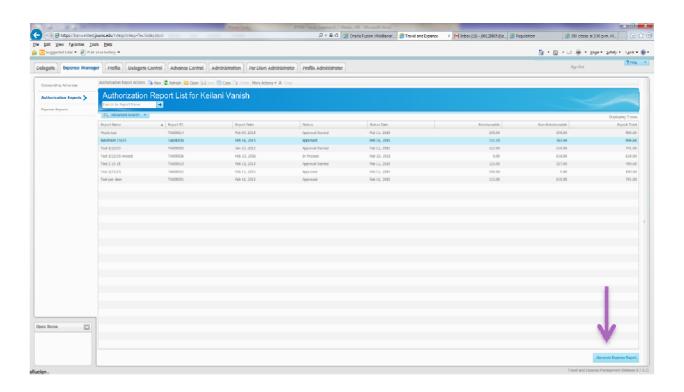
Information

Authorization request TA000541 has been submitted.
Advance request TV000085 has been submitted.

OK

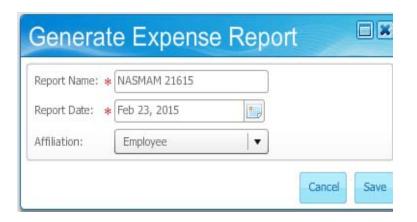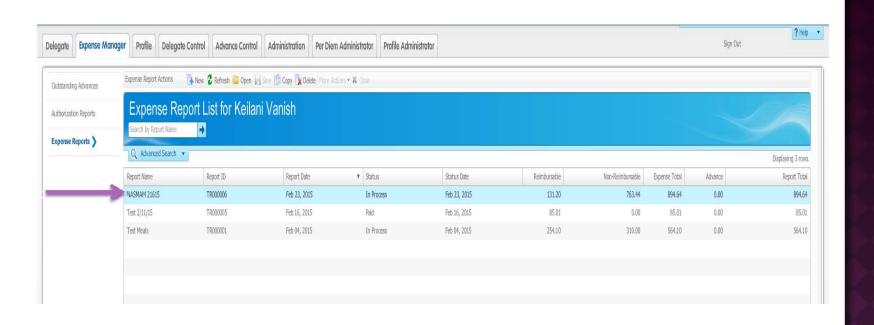- If the submission is successful, this message will display.

Travel and Expense

EXPENSE REPORT

- Go to the Authorization tab and highlight the travel authorization that you want to be reimbursed.
- Click "Generate Expense Report"

- Verify the name on the report
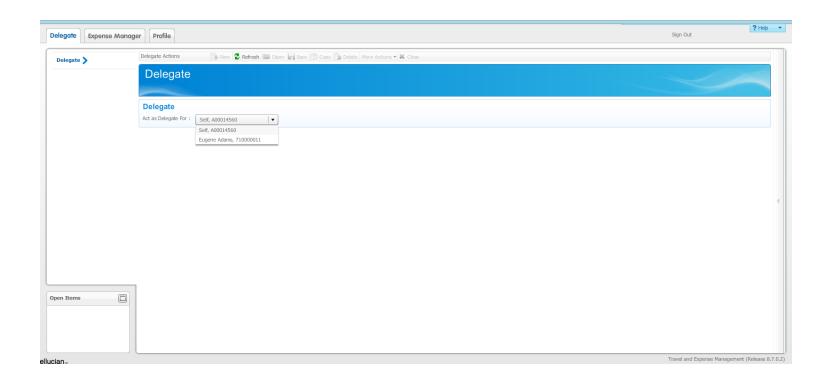- Verify the report date
- Click save

Travel and Expense

DELEGATES

ACTING AS A DELEGATE

- Indicate on the System Access Authorization for Travel and Expenses Management form (under the TEM Delegate Authorization List) include the names and J#'s of the people you will be a delegate for.

- At the "Act as Delegate For" field, select the travelers name
- Proceed with the completing the travel authorization or travel reimbursement as if you were the traveler.

TRAVEL QUICK TIPS

- Pier diem is currently $41.00/day - $56/day(high-cost areas)
  - http://www.dfa.state.ms.us/Purchasing/Travel/15convertedrates.pdf
  - Foreign Per diem rates can be obtained from the following website: http://aoprals.state.gov/web920/per_diem.asp
  - Effective immediately, for conferences and professional meetings, etc. where meals are inclusive, agendas are required to denote which meal(s) are needed for reimbursement purposes. If a traveler opts out of a planned meal(s), a statement of justification is required. Use the following breakout for daily per diem rates.
    - Breakfast   (20%)
    - Lunch   (29%)
    - Dinner   (51%)
- Mileage rate -currently, the State will reimburse mileage at a rate of 0.575 per mile
- Advances - Travel advances are only allowed for
  - Recruitment
  - Athletics
  - Student-Related Travel
  - International Travel
- Approval signatures - Travel Expense reports must have the approval signatures of the *traveler and forwarded to the immediate supervisor and funding sources for approvals*
- Airline ticket quotes – not mandatory to use state approved travel agency
  - Option 1 -get flight itinerary from Travel Agency attach
  - Option 2-obtain 2 quotes from competing airlines, choose lowest fair
- ***Note: Please review the JSU Travel Policies and Procedures manual on line at http://www.jsums.edu/finance/purchasing-and-travel/
- *****All travel reimbursement receipts must be uploaded to the Travel Expense Report using the Banner Document Management System. ****

QUESTIONS/CONCERNS

- Stephanie Weekly
  - 601-979-0699
  - Stephanie.weekly@jsums.edu or travel@jsums.edu

- Kizmet Essco
  - 601-979-0869
  - kizmet.k.davis-esco@jsums.edu or
  - travel@jsums.edu

THIS HAS CONCLUDED THE TRAVEL & EXPENSE TRAINING WORKSHOP

HAPPY TRAVELING