



BANNER TRAVEL SYSTEM

BASIC HOW-TO

11/29/2010

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HOW IS THE BANNER TRAVEL SYSTEM DIFFERENT FROM WOLF?

- **No timeout period** — You are no longer limited to a short amount of time to enter the information. You can enter some information, save, and return to the TA to finish.
- You do not need to enter information in linear fashion. You can add the information as you get it from the traveler.
- Although you still must provide daily itemization of all expenses, it is less cumbersome since you are not under a timeout limit and can save as you go. You can even save, quit the application, and return to it later.
- As soon as you start and save the first part of a travel authorization it is assigned a TA number.
- You no longer enter the approvers. Fund signers/approvers are pre-assigned and supervisor approver is set up once (but can be changed as necessary).
- **Real time** — T&E is integrated with Banner so whatever you enter is immediately encumbered.
- You can make partial payments (e.g., if the traveler pays for a plane ticket with his/her credit card, the ticket can be reimbursed).
- Once you have selected the supervisor approver for a traveler, you need not do so again unless it changes.
- You cannot edit authorization once it has been submitted.
 - Much can be changed/handled in the reimbursement phase. If you want the traveler to verify what you've entered, you can save the document, e-mail to the traveler, and then submit when ready.
- When you set up the authorization document, you can select the person for supervisor approval, but other approvers (fund, grants, international, etc.) are handled by the system.
 - The system has already accounted for travel that requires, by policy/regulation, other approvers, so the authorization/reimbursement will get those approvals without your having to do anything. If your department wants additional approvers in the flow, then the department will need to define its policies and have the supervisory or fund approvers add an *ad hoc* approver.
- Although authorizations and reimbursements do not have the same number, they are easily distinguished because authorizations are labeled "TA" and reimbursements are labeled "TR."
- At this point it is not possible to split reimbursements across several funds; however, that functionality will be part of the process in the not-too-distant future.
- **Avoids incompatibility with future Banner upgrades** — As Banner matures and changes (table structures, platforms, programming language changes, etc.) we are at risk of being out of a system after an upgrade if our bolt on technology becomes mismatched to Banner.
- **24 hours a day, 7 days a week availability** — WOLF requires down time for night and weekend processing.
- **Hierarchical/ordered approval queue** — WOLF sent approval requests to supervisor, fund managers, provost, grants, and international all at the same time. The Banner Travel system sends first to the supervisor, then if approved to the fund signer, and if approved to the next level, and so on until all approvers have approved.
- **Platform stability** — The Banner Travel system shares the same server with Banner, not a separate web server. The system will be less susceptible to "going down" as WOLF often did.
- **International Travel Reimbursements** can now be completed 100% electronically. No more paper reimbursement reconciliations!

HOW IT WORKS – NUTSHELL VERSION

Note that you do not need to specify the approvers – the system determines that based on the kind of travel.

If you have never done an authorization in the Banner Travel system for the traveler, then you will first need to make yourself the traveler's delegate and set up the profile. This involves specifying the default fund to be used for the traveler's expenses (this fund can be changed as needed) and to specify who does the supervisory approval.

Pre-travel authorization

- Select traveler if traveler is not already set for you to be delegate.
 - Set yourself as delegate.
 - Set profile of traveler.
 - Default fund.
 - Supervisory approver.
- Create new report.
- Add itinerary.
- Add estimated expenses.
- Add comments as necessary.

HOW DO I GET INTO THE BANNER TRAVEL SYSTEM?

Banner Travel is available via MyFAU, on the Staff tab, in the Travel channel (it is above the Banner Instances channel).

1. Log into MyFAU.
2. Click the Staff tab.
3. The link to the Banner Travel system is at the bottom of the channel.

Travel

[Banner Travel Authorization and Reimbursement Workflow for Approvals](#)
[Request Znumber for vendor or non-FAU traveler](#)

[Travel Policy Quick Facts](#)
[Travel Policies](#)

Banner Instances

INB	SSB	INSTANCE DESCRIPTION
FAUP		Banner Production V7
DEVL	DEVL	Banner Development
TEST	TEST	Banner Test
YEND	YEND	Banner Year End
TMED	TMED	Medical School

NOTE! As part of the Banner system, the Travel system does have a time out, BUT unlike the WOLF system, you will not lose your work. You can log back into MyFAU, click the Travel system link, and continue where you left off. (If you are prompted by the login "Sign in to Travel and Expense Reporting" you can use your Znumber and PIN, but it is easier to log in through MyFAU.)

TRAVEL AUTHORIZATIONS (TA)

GETTING STARTED

When you log into the Banner Travel system, you should see a window similar to the following.

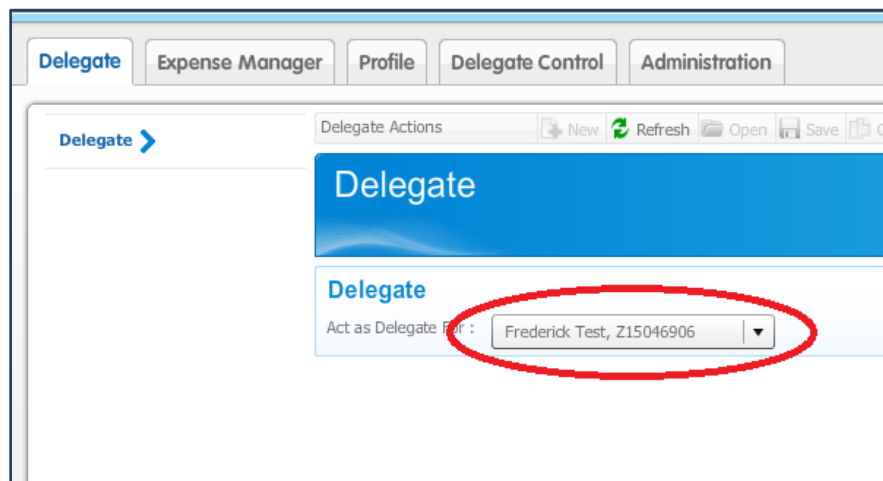
The basic steps for creating a travel document are:

1. Select traveler from the dropdown box.
2. Create a new travel report.
3. Add itinerary.
4. Add estimated expenses.
5. Add other documents as necessary.
6. Print report so traveler may review, if you wish.
7. Submit.

SELECT THE TRAVELER

“Self” will always be the default traveler showing in the “Act as Delegate For” drop-down box. Click on the arrow and select the traveler. You will see only those travelers for whom you are set as a delegate in the system.


Select the traveler’s name. From that point on, all that you do will be in regard to that traveler.

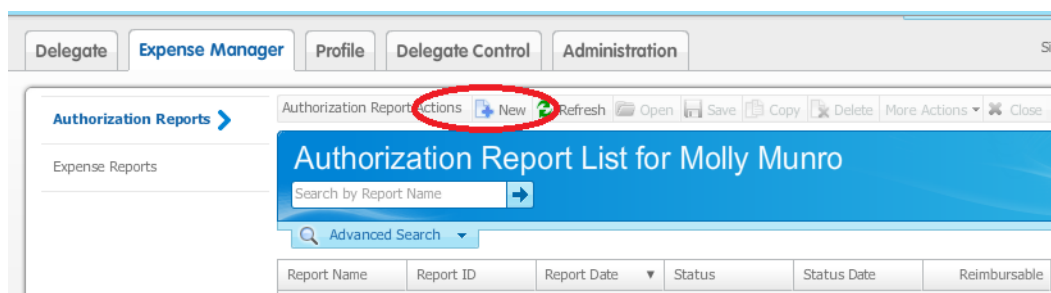


Traveler's Name Not in Your List?

You will need to make yourself a delegate for that person. See instructions in the Appendix.

CREATE A NEW TRAVEL REPORT

You now use the Expense Manager tab. Click on the tab's name. In the section labeled "Authorization Report Actions" click New ( New)




Complete all the sections in the **General Information** section that have a red asterisk:

- **Report Name** – Something that you will be able to recognize, perhaps the traveler's name, and either the date (month) of travel or destination or meeting name.
- **Purpose** – Actually refers to the "type" of travel, as in blanket, non-blanket, international, or complimentary.
- **Report Type** – This must be "Travel" (the system was developed to be used for all expenses but FAU is using it only for travel).

The 'Create New Report' form is shown. The 'General Information' section is circled in red and contains fields for Report Name, Purpose, Description, Report Type, Report Date, and Affiliation. The 'Funding Default' section is also circled in red and contains a table with columns: 100%, Chart, Index, Fund, Organization, Program, Activity, and Location. A red arrow points to the 'Edit' button (pencil icon) on the right side of the form.

FUNDING DEFAULT

The default fund (the account that was entered on the traveler's profile), but you can change the funding source. To change the fund or funds, click the **Edit** button () on the right side of the screen on the same line as the fund info. You will then see information for the default fund. If you are using the default fund for this travel, then you have nothing else to do except "Save" the report.

To use an account other than the default one:

1. Remove the default fund by clicking the “X” on the right side of the screen.
2. Enter the fund information in the Add Funding section.

Funding Default

Add Funding

Percent:

Chart: Index: Fund: Organization:

Program: Activity: Location: Project:

Clear **Add**

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent
1	F12000	GTAIDS	F12000	610000	F12000			100% X

Cancel Save

When you are satisfied that the funding information is complete, click the **Save** button in the bottom right corner of the window.


ADD THE ITINERARY

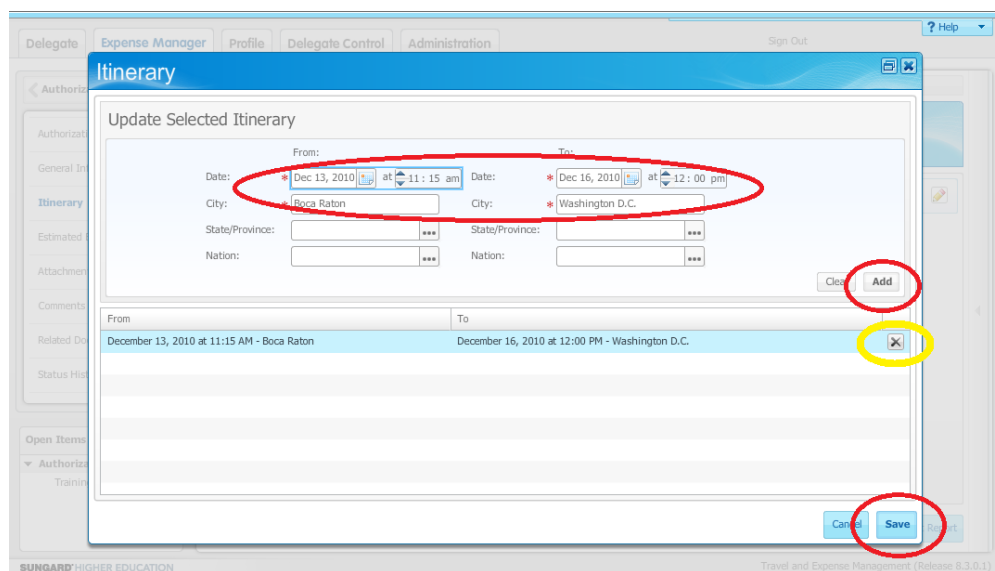
ENTER THE ITINERARY

1. Enter the cities from and to which you're traveling and the dates for the entire trip. For example, if the traveler is going from Fort Lauderdale to Denver, you would enter that and the start and end date for the trip.
2. Click the **Add** button in the bottom right corner of the **Add Itinerary** section of the window. The information you entered will now display in the bottom half of the window and the **Add Itinerary** section in the top half will be cleared. If the travel involves more than one destination, add it by repeating steps 1 and 2 above.
3. When you have completed the itinerary, click the **Save and Continue** button in the bottom right corner of the window.

TIP: Easiest way to change the “am” and “pm” in the date/time entries of an itinerary is to double-click on the **am** or **pm** and then use the up and down arrows on your keyboard.

EDIT AN ITINERARY ITEM

- **If you had not saved the itinerary yet** (you are still in the process of creating it) select the itinerary item from the list in the bottom half of the window. That itinerary information will populate the itinerary entry section at the top. Change the fields as necessary and click the **Add** button. Then click the **Save** button.
- **If you had saved the item**, select Itinerary from the left side navigation. Then click the **edit** icon () to the right of it. You can then edit the item as above.
- **Remove the item** completely by clicking the X to the right of it.



The screenshot displays the 'Update Selected Itinerary' window. At the top, there are tabs for 'Delegate', 'Expense Manager', 'Profile', 'Delegate Control', and 'Administration'. The 'Itinerary' tab is active. The window contains a form with 'From' and 'To' sections. The 'From' section has a date/time picker set to 'Dec 13, 2010 at 11:15 am' and a location field with 'Boca Raton'. The 'To' section has a date/time picker set to 'Dec 16, 2010 at 12:00 pm' and a location field with 'Washington D.C.'. Below the form is a table with one row: 'December 13, 2010 at 11:15 AM - Boca Raton' to 'December 16, 2010 at 12:00 PM - Washington D.C.'. The 'Add' button is circled in red, and the 'X' icon in the table row is circled in yellow. The 'Save' button is also circled in red.

ESTIMATED EXPENSES

The numbers in the above image correspond to the steps below.

1. Decide if the expense is reimbursable. If yes, click the **Reimbursable** tab. If not, click the **Non-Reimbursable** tab.
2. Select date by clicking on the date drop-down box that gives you a calendar from which to pick the date on which the expense was incurred.
3. The “type” of expense is also a drop-down box. *Type* refers to the travel expense in terms of destination (in or out of state or out of the country), funds (federal grant, non-federal grant, or no grant), and person’s affiliation with the university (participant support, job candidates, speakers, etc.). *Why? Because different rules apply according to these variables. The table below explains the various types.*

Travel Type	Description	Travel Type	Description
Fed Grant In State	within Florida, paid from federal grant	Out of State	out of state; no grant used
Fed Grant Out of State	out of state, paid from federal grant	In State	in state; no grant used
Fed Grant International	out of the country, paid from federal grant	International	out of U.S.; no grant used
Non Fed Grant In State	within Florida, grant money not from federal government	Participant support	traveler is not FAU faculty, staff, or student
Non Fed Grant Out of State	out of state, grant money not from federal government		
Non Fed Grant International	out of U.S.; grant money not from federal government		

4. For **Receipt Amount** enter the estimated expense if the actual expense is not known. *Remember, this information will carry over to the reimbursement form, so the more accurate you are, the easier that reimbursement will be.*
5. **Paid By** is mostly self-explanatory. Use the drop-down box to indicate if the expense is or will be paid out of pocket, by pCard, etc.
6. **Provider** would be the hotel, airline, car rental agency, etc. It is not necessary but it is useful information.
7. **Location** would be the city where the expense was incurred (in most cases, the home city or the destination). Location is most important for travel that spans several destinations.
8. **Description** gives you the chance to enter an explanation or clarifying information for the expense.

After entering the expense, click the **Save** button in the bottom right. The expense will then be displayed in the bottom section of the window. To enter another expense repeat the above steps.

NOTE! Every time you “Save” an expense, if you were to exit the Banner Travel system you could return and pick up where you left off. *You need not enter all the expense information at one time!*

Quick Points on Expenses

- What you enter as expenses will “roll over” to the reimbursement, so the more accurate you are in the authorization estimated expenses the easier the reimbursement will be for you.
- Each expense must be a separate line item and show the date when it was incurred.
- Lodging expenses must be entered for each night, not as a lump sum.
- Meals for one day may be listed as a lump sum but a description should be added stating which meals are being included.
- Air travel may be listed as a round-trip expense (in other words, you need not list the flight from home on one line and the return flight on another, but please indicate it is round trip). For example, if the traveler stayed in a hotel for 3 nights, there would be 3 line items because each night is a separate expense.
- Enter expenses that are not reimbursable – any expense for which you did not pay yourself (such as pCard purchases).

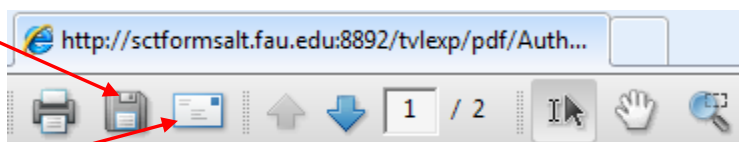
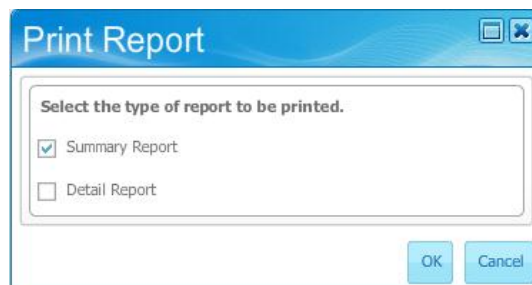
NOTE! Policies are set to comply with state and auditor regulations.

SUBMIT THE REPORT FOR APPROVALS

Once you have entered the expenses and itinerary, you are ready to submit the report. If you want the traveler to review it before you submit it (**once submitted, the authorization cannot be edited/revised**), save the report to a PDF file and e-mail that to the traveler.

HOW TO SHOW TRAVELER THE REPORT BEFORE SUBMITTING

1. When you have entered all the necessary information, click the **Print** button on the bottom right.
2. The Print Report prompt will display so you can select the type of report you want: Summary lists each expense but not all the details (such as provider or location). Detail Report lists all details that you entered for each expense.
3. Select the report type you want and click OK.
4. The file will then be generated and open via Adobe Acrobat Reader.
5. Save the document on your computer by clicking the **diskette** icon at the top of the Acrobat window. You can then also e-mail the file as you would with any document/attachment.
6. E-mail the document by clicking the **envelope** icon at the top of the Acrobat window. *This option will not save a copy to your computer.*



SUBMITTING THE REPORT

Submit the report simply by clicking the **Submit** button at the bottom of the screen. Once you click **Submit** the document will automatically be routed for the supervisor's approval and then to the fund signer. If the travel is paid by a grant or is international, the report will automatically be routed to those approvers after it is approved by the fund signer.

Remember, once the report is submitted it cannot be changed.

WHAT IF THE REPORT HAS BEEN SUBMITTED AND I NEED TO CHANGE IT?

You have several options for revising an authorization.

- If you've included all expenses but you want to change the amounts, you can do that when you process the reimbursement (reimbursements go through the fund signer approval process).
- If the changes could affect approval, you can copy the authorization to a new one, then delete the erroneous one, and start again.
- If you want to add something, perhaps a registration fee, you can also start a new authorization and add in the description that it is paired with another authorization report. Be sure to include that report's TA number.

EXPENSE REPORTS (REIMBURSEMENTS)

NAVIGATE AND EDIT THE EXPENSE REPORT

Authorization Report List for

Search by Report Name

Advanced Search

Displaying 46 rows.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursabl	Report Total
Molly approval	TA000062	Nov 26, 2010	Submitted	Nov 26, 2010	49.00	0.00	49.00
TEST DEVL v5_4	TA000061	Nov 24, 2010	Approved	Nov 24, 2010	49.00	0.00	49.00
TEST DEVL v5_3	TA000060	Nov 24, 2010	Returned for Cor	Nov 24, 2010	49.00	0.00	49.00
TEST DEVL v5_2	TA000059	Nov 24, 2010	Returned for Cor	Nov 24, 2010	50.00	0.00	50.00
Run throughs in	TA000047	Nov 21, 2010	Submitted	Nov 21, 2010	500.55	44.44	544.99
Test 3-way proxy	TA000044	Nov 18, 2010	Approved	Nov 21, 2010	88.88	0.00	88.88
Test 3-way proxy	TA000043	Nov 18, 2010	Submitted	Nov 18, 2010	88.88	0.00	88.88
Test 3-way proxy	TA000042	Nov 18, 2010	Submitted	Nov 18, 2010	88.88	0.00	88.88

Generate Expense Report

1. Log into MyFAU (<http://myfau.fau.edu>).
2. Select Staff tab → Banner Instances channel → Banner Travel System.
3. Select traveler.
4. Click the **Expense Manager** tab.
5. Select the travel report for which you want to generate a reimbursement.
6. Click the **Generate Expense Report** button in the lower right corner.
7. You will get the Generate Expense Report dialog displays the basic information for the report: the title, which by default is the same title as its accompanying authorization, date it is generated, etc. Change or accept these values.
8. When you are satisfied with the information, click the **Save** button in the bottom right.

You will then be taken to the Expense Report section of the Banner Travel system (rather

Generate Expense Report

Report Name: * TEST DEVL v5_4

Report Date: * Nov 27, 2010

Affiliation: Select

Pay Currency: * USD (United State)

Pay By: Check/Direct Depc

USD to USD Rate: 1

Cancel Save

than the Authorization Reports section).

9. Select the report you want to process by double-clicking it. The expense report will open.

Note that the newly created expense report has the same name as the authorization (if you accepted the defaults) but its TR number is different.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
TEST DEVL v5_4	TR000003	Nov 27, 2010	In Process	Nov 27, 2010	49.00	0.00	49.00
TEST_DEVIL v5_4	TR000002	Nov 08, 2010	Returned for Com	Nov 08, 2010	24.48	0.00	24.48
TEST_FOAPAL sp	TR000001	Nov 08, 2010	Submitted	Nov 08, 2010	24.48	0.00	24.48

Navigate through the expense report just as you would the authorization report: with the side menu or the page numbers at the bottom of the window.

Edit whatever information (most likely expenses). Use the edit icon (pencil) at the far right of the window for each section.

Once you have entered the expenses and itinerary, you are ready to submit the report. If you want the traveler to review it before you submit it (remember, once you submit you cannot edit/revise the authorization), you can save the report to a PDF file and e-mail that to the traveler.

TEST DEVL v5_4 (TR000003 - In Process)

Amy Cavaas (ID: Z00018673)

General Information

Report Type: TRAVEL Report Date: Nov 27, 2010 Pay Amount: 49.00 USD
 Purpose: Non-Blanket Relocation: No Affiliation:
 Description:

User Activity History

Initiated By: Molly Munro (ID: Z00007432)
 Submitted by:

Remittance Address

Home (Employee/Student Employee): 2008 SW 102nd Ter
 Gainesville, FL 32607-3253
 Pay Source: Direct Deposit

E-Mail Address

acavaas@fau.edu

Itinerary

From: Nov 22, 2010 11:25 AM 1 To: Nov 30, 2010 12:00 AM 2

Attachments

Comments

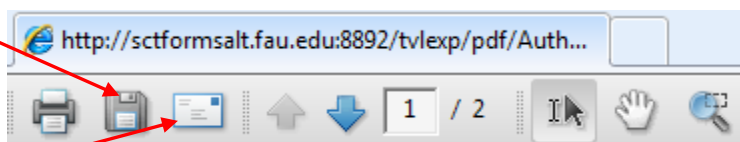
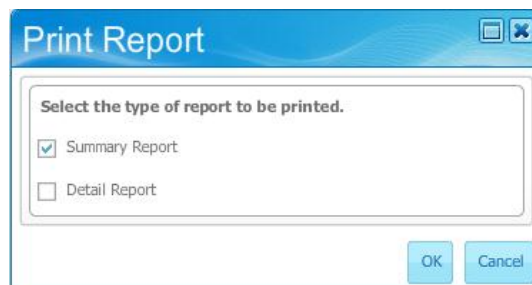
Submit Print View Related Documents

SUBMIT THE REPORT FOR APPROVALS

Once you have entered the expenses and itinerary, you are ready to submit the report. If you want the traveler to review it before you submit it (remember, once you submit you cannot edit/revise the authorization), you can save the report to a PDF file and e-mail that to the traveler.

HOW TO SHOW TRAVELER THE REPORT BEFORE SUBMITTING

1. When you have entered all the necessary information, click the **Print** button in the bottom right.
2. The Print Report prompt will display so you can select the type of report you want: Summary lists each expense but not all the details (such as provider or location). Detail Report lists all details that you entered for each expense.
3. Select the report type you want and click OK.
4. The file will then be generated and open via Adobe Acrobat Reader.
5. Save the document on your computer by clicking the **diskette** icon at the top of the Acrobat window. You can then also e-mail the file as you would with any document/attachment.
6. E-mail the document by clicking the **envelope** icon at the top of the Acrobat window. *This option will not save a copy to your computer.*



SUBMITTING THE REPORT

Submit the report simply by clicking the **Submit** button at the bottom of the screen. Once you click **Submit** the document will automatically be routed to the supervisor for approval and then to the fund signer. If the travel is paid by a grant or is international, the report will automatically be routed to those approvers after it is approved by the fund signer.

Remember that after the report has gone through all its approvals, the encumbrance is posted in Banner.

APPENDIX

TRAINING SCENARIO

TRAVEL APPROVAL

For this training scenario you will complete a travel authorization report for a person going to a conference in Pittsburgh, PA. You receive the following email from the traveler which provides the information needed to build a travel approval.

- Set the funding default as
COA = 1; Index = F12000; Fund = GTAIDS; Organization = F12000; Program = 610000; Activity = F12000.
- Select *Amy Cavasos* (acavasos) as the supervisor signer.
- The training travel module can be found at: <http://sctformsalt.fau.edu:8891/tvlexp/tvlexp-flex/index.jsp>;

Dear Travel Delegate,

I plan will travel to Pittsburgh, PA in December for the SCT Banner users' conference 2010. Please organize a travel approval and encumber needed funds for me. Below are my estimated costs:

- **Airfare:** I am departing December 13th, 2010 at 9am on Delta flight #19 out of Miami Intl and returning December 17th, 2010 at 10pm (Delta Flt. #90). This round-trip coach class airfare is \$450.00. This was paid for on my pCard.
- **Mileage:** I drive 28 miles one way to the airport from my home, and would like to claim mileage.
- **Airport parking:** I have estimated at \$60.00 for the entire trip, which I will pay out of pocket.
- **Rental car:** We have coordinated direct bill AVIS voucher, for a compact car, totaling \$150.00 in PA.
- **Portage:** I would like to give the \$5 max portage tip upon arrival.
- **Conference registration:** \$750.00, paid out of pocket, and would like to be reimbursed as soon as possible.
- **Meals:** Registration fees include a luncheon each day, but no other meals are provided. I am not sure what meal per diem is, but I will have to pay for breakfast and dinner out of my pocket each day.
- **Hotel:** \$115/night (and I am staying four nights). I will pay with my pCard on checkout.
- **Incidentals:** I imagine I will have some Internet connection, as well as some fax and copy service costs. Can we add on \$100.00 to my encumbrance for out-of-state incidentals? If so, that would be great.

Thank you.

Traveler Name

TRAVEL REIMBURSEMENT EXERCISE

Once the approval is encumbered, complete a travel reimbursement to provide partial reimbursement for registration costs.

BECOME A DELEGATE FOR A TRAVELER

Use the Delegate Control tab to assign yourself as a delegate for a traveler.

Steps to set yourself as a delegate for a traveler:

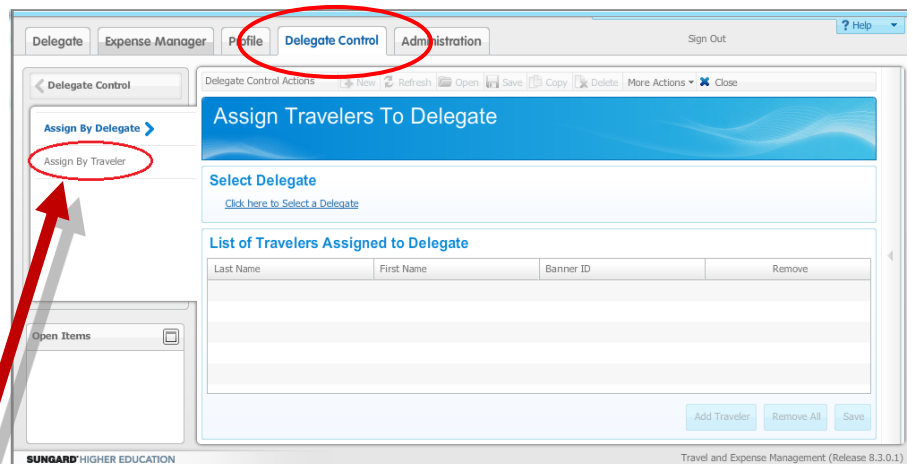
1. Click on the **Delegate Control** tab.
2. Click on **Assign by Traveler** (second item in left-side menu).
3. Search for and select the traveler.
4. Add yourself as the delegate.
5. **SAVE**.

1. GO TO DELEGATE CONTROL TAB

Delegate Control lets you make yourself a traveler's delegate using the second link, **Assign By Traveler**, in the left-side navigation. (It also lets you assign a delegate to yourself as a traveler, **Assign By Delegate**, but that option will rarely be used.)

2. CLICK ON ASSIGN BY TRAVELER

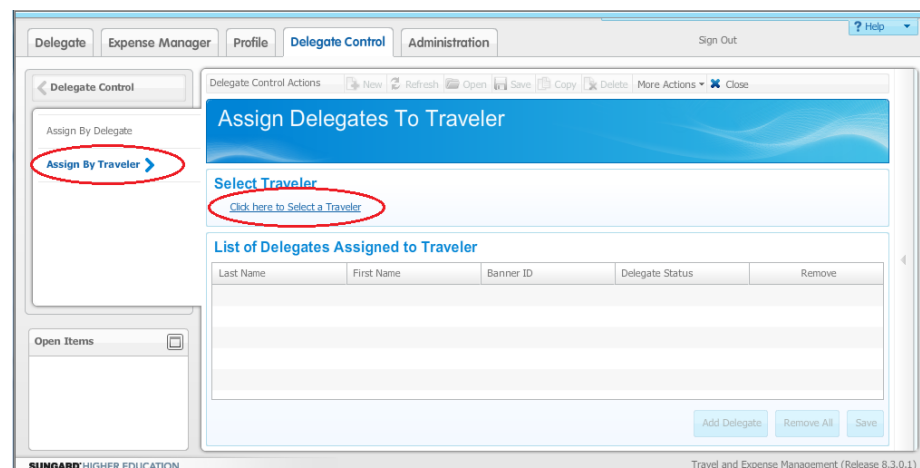
You want to use the **Assign By Traveler** option, so click that link in the left-side navigation (circled in accompanying image).



After you click **Assign By Traveler** the main part of the window will change and the new heading will be **Assign Delegates To Traveler**.

3. SEARCH FOR AND SELECT THE TRAVELER

Click the link labeled **Click here to Select a Traveler**.



You will get the **Select Traveler** window. Search for the traveler by typing the last name of the traveler in the text and then click the arrow to start the search.

Traveler's Name Not in Your List?

You will need to make yourself a delegate for that person. See instructions in the Appendix.

Narrow your search

1. Click **Advanced Search**, directly below the search box. You will then get a list of search criteria.
2. Select **Last Name** and enter the last name. Then click **First name** and type the first name.
3. Then click the **Go** button (see number 3 in the image to the right). The search results will be displayed in the bottom half of the window (number 4 in image to right).
4. **To select the traveler** click on the traveler's name in the results (number 4 in image to right).
5. Click the **Select** button in the bottom right of the window.

Once you have selected the traveler, you will be returned to the **Assign Delegates To Traveler** window. The traveler's name will now show in pale gray in the **Select Traveler** section. You are now ready to add the delegate.

4. ADD YOURSELF AS A DELEGATE FOR THE TRAVELER

To add yourself as a delegate you will use a method essentially the same as selecting the traveler: you will first search for the delegate, using the same search module, and then select the delegate:

1. Click the **Add Delegate** button in bottom right section of the window.
2. You will get the same search box as you used to search for and select the traveler, and you will use the same process, entering your name instead of the traveler. (Note that this method also lets you select someone other than yourself as a delegate.)
3. Click on your name in the search results and then click the **Select** button
4. The **Assign Delegates To Traveler** window then displays. Click the **Save** button in the bottom right corner. **If you don't click the Save button you will have to repeat the process to add the delegate.**

You will be returned again to the Assign Delegates to Traveler screen, but now the delegate you chose will be listed.

Assign Delegates To Traveler

Select Traveler
[Click here to Select another Traveler](#)
 Traveler : Frederick Test

List of Delegates Assigned to Traveler

Last Name	First Name	Banner ID	Delegate Status	Remove
Test	Vickie	Z15275692	Active	<input type="checkbox"/>

To remove a delegate from the traveler, click in the box under Remove and then click the Save button.

You can add more delegates to the traveler by clicking the Add Delegate button and repeating the delegate selection process

Add Delegate Remove All Save

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Editing Delegates

Added wrong person as delegate? Just click the **Remove** box and then click the **Save** button in the bottom right corner. Then repeat the above process for adding delegates.

Want to add another delegate? You can add another delegate to the traveler by clicking the **Add Delegate** button and repeating the above process.

Done adding delegates? Click the **Save** button in the bottom right corner. **Your selections will not be saved unless you click the Save button.** If you navigate away from the window without clicking **Save**, you will get a prompt about saving.

EDIT TRAVELER PROFILE

Go to the **Delegate** tab and select the traveler. Once the traveler is selected, everything you proceed to do will be done for/on that traveler's record.

Click the **Profile** tab to make sure the traveler has an approver and a default fund. (Address and e-mail come directly from the traveler's Banner record.)

To edit the information in the profile, click the pencil icon on the far right of the window.

In the example to the right, the traveler does not have an approver, funding default, or Workflow Login ID. All travelers need to have an approver and a funding default. Only approvers will have a Workflow Login ID.

The screenshot shows the 'Profile for Frederick Test' window. The 'Profile' tab is selected. The window contains several sections, each with a pencil icon on the right for editing:

- Address or Direct Deposit:** Permanent: 333 NE 21st Ave Apt 106, Deerfield Beach, FL 33441-3855, Pay Source: Check to Permanent.
- E-Mail:** FAU: ftest@fau.edu
- Approver:** Select Edit icon to add Approver.
- Workflow Login ID:** Select Edit icon to add Workflow Login ID.
- Funding Default:**

A red oval highlights the pencil icons for each of these sections.

ADD AN APPROVER

Click the **Edit** icon and then use the selection box as you did for the traveler and for the delegate. You will see only those people who have been set up as approvers.

ADD A FUNDING DEFAULT

1. Click the **edit** icon in the Funding Default section of the Profile window.
2. Enter the Chart (which is "1 – Florida Atlantic University," the only option), Index, Fund, and Organization.
3. Click the **Add** button in the bottom right of the Add Funding panel. The fund information will then appear in the bottom section of the panel.
4. **Be sure to click the Save button!** You will need to reenter the fund information if you leave the window without saving.

NOTE!

- This fund will be the default one – the fund that this traveler would usually use for travel. However, for any specific travel/trip, the funding source can be changed for that particular authorization, but the default would still be on the traveler's profile.

- At this point it is not possible to split reimbursements across several funds; however, that functionality will be part of the process in the not-too-distant future.

SHORTCUT TIP:

There are some shortcuts for entering fund information! The chart, index, and other fields are drop-down boxes but you can enter the beginning of any of the fields and the drop-down will open to the section that matches what you typed. You can then select it from the list. In the example above, the user typed "A7" in the Index field and the drop-down jumped to the indexes beginning with "A7."

The screenshot displays the 'Funding Default' window with the 'Add Funding' section. The 'Index' field is set to 'A7', and a dropdown menu is open, showing a list of funding codes starting with 'A7'. The list includes: A70000 (170000001 Aca), A70001 (170060001 Inf), A70002 (170060101 Soft), A70003 (170060201 CSI), A70006 (170071435 FAL), A70007 (170080608 CW), and A70010 (Instructional Ti). The background shows the main application interface with tabs like Delegate, Expense Manager, Profile, Delegate Control, and Administration.

TRAVEL POLICY QUICK FACTS

This collection of Quick Facts is not intended as a complete reference. Full policy/procedure is online:

http://www.fau.edu/controller/travel/travel_p_p.php

- **Banner travel approval requirement**
 - University employees must have a fully approved travel request to travel away from their home base campus.
 - Even if no monies are involved, a complimentary travel approval must still be completed.
- **Meal per diem allowance**
 - The meal per diem rate is a maximum of \$36.00 a day. Meals are not provided for day travel.
 - Breakfast — \$6.00
 - Lunch — \$11.00
 - Dinner — \$19.00
 - If a meal is otherwise provided in the course of travel, then such meals must be deducted.
 - Tips in addition to the \$36.00 are not allowable; \$36.00 is the all-inclusive maximum for meal costs.
- **Transportation costs**
 - **Airfare** is limited to coach class rates only.
 - **Taxi fare** is reimbursable as is a tip up to 15% of the fare.
 - **Rental cars**
 - If State contract for rental vehicles is not used, travel must submit written justification or the traveler will bear any additional cost.
 - GPS systems and toll transponders are not reimbursable.
 - Only compact cars are allowable.
 - Fuel is reimbursable on rental car; mileage is not reimbursable.
 - **Personal cars**
 - Mileage is reimbursed at \$0.445/mile.
 - Fuel cannot be reimbursed.
- **Lodging**
 - Hotel is limited to no more than \$200 a night within Florida.
 - Within Florida, state sales tax must be deducted from the bill.
 - Standard single room rate is allowable; upgraded room rates are not reimbursable.
 - Room service is not an allowable expense and must be deducted from the bill at reimbursement.
- **Important taxation considerations**
 - Cash advances must be settled within 30 days of travel to avoid tax.
 - Reimbursements must be settled within 60 days of travel to avoid tax penalties.
- **Incidentals**
 - Business-related fax, Internet, or copy services are allowable.
 - Portage tips are limited to \$5.00 for entire trip.
 - No personal costs of any kind may be reimbursed.