# Travel and Entertainment

## Introduction

The Kuali Financials Travel and Entertainment (TEM) module provides electronic document processes for travel authorizations and reimbursements, relocation and moving expense reimbursements and reimbursement of entertainment expenses. This module is integrated with Pre-Disbursement Processing (PDP) and Accounts Receivable (AR). When a Travel Advance is requested via a Travel Authorization, an Invoice is generated in Accounts Receivable and the payment is extracted into PDP. When the Travel Reimbursement is processed, an AR credit memo is generated to clear the advance and the amount due the traveler is extracted to PDP. If the advance exceeds the actual expense, the traveler will need to reimburse the institution and the payment is processed in the AR system with a Cash Control so that the payment can be applied to the outstanding invoice.

TEM consists of four major documents and collectively they are called the TEM documents. Individually, they are the Travel Authorization (TA), Travel Reimbursement (TR), Entertainment Reimbursement (ENT) and Relocation and Moving Reimbursement (RELO). The TA can be used to encumber funds and request an advance. It can also be amended (TAA) and closed (TAC). The TR, ENT and RELO are strictly reimbursement documents. If the TR is associated with a TA, encumbrances will be liquidated appropriately. Each document is covered in detail later in the guide.

Description: go-arrow-red.gif In order to work efficiently in the Kuali Financials screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see see Overview|document=WordDocuments\FIN Overview Source.docx;topic=Overview. “Overview” in the Overview and Introduction *to the User Interface*. This and other user guides are available for download from the [Kuali Financials User Documentation](https://kualico.atlassian.net/wiki/display/FINDOC/User+Documentation).

## Notes for Implementers

When implementing the Travel and Entertainment module, other modules will need to be configured to ensure that TEM will work correctly.

### Chart of Accounts

Offset Definition, add the following for each Chart

|  |  |  |  |
| --- | --- | --- | --- |
| Document Type | Balance Type Code | Object Code | Function |
| TA | EX | <Fund Balance> | Encumbers the Travel Authorization. |
| TAA | EX | <Fund Balance> | Adjusts the Travel Authorization encumbrance. |
| TACA | AC | <Liability> | Creates the Liability due the Traveler when an advance is requested with the Travel Authorization and will be paid Check/ACH. |
| TAWF | AC | <Cash> | Records the cash disbursement when the traveler receives an advance via Wire Transfer or Foreign Draft |
| TR | EX | <Fund Balance> | Reduces the encumbrance. |
| TRCA | AC | <Liability> | Creates the liability due the traveler when a Travel Reimbursement will be paid with Check/ACH. |
| TRWF | AC | <Cash> | Records the cash disbursement when the traveler receives reimbursement via Wire Transfer or Foreign Draft. |
| TRTA | AC | <Cash> | Clears the Advance. |
| TAC | EX | <Fund Balance> | Releases any remaining encumbrance. |
| ENCA | AC | <Liability> | Establishes liability due the payee when an Entertainment Reimbursement will be paid with Check/ACH. |
| ENWF | AC | <Cash> | Records the cash disbursement when the Entertainment Reimbursement payee receives a reimbursement via Wire Transfer or Foreign draft. |
| RECA | AC | <Liability> | Establishes liability due the payee when a Moving and Relocation Reimbursement will be paid with Check/ACH. |
| REWF | AC | <Cash> | Records the cash disbursement when the Moving and Relocation Reimbursement payee receives a reimbursement via Wire Transfer or Foreign draft. |
| RCCA | AC | <Liability> | Establishes the Liability to the Corporate Card Bank when imported Corporate card expenses are reconciled. |

Description: go-arrow-red.gif For information about Offset Definition, see Offset Definition|document=WordDocuments\FIN COA Source.docx;topic=Offset Definition “Offset Definition” in the Guide to the Chart of Accounts Module.

### Financial Processing

If you create a new Disbursement Voucher Payment Reason code for Vendor Payments that are initiated by clicking the Vendor Payment button on the TEM documents, the new Disbursement Voucher Payment Reason code will need to be added to VALID\_PAYEE\_TYPES\_BY\_PAYMENT\_REASON and VALID\_OBJECT\_LEVELS\_BY\_PAYMENT\_REASON.

Description: go-arrow-red.gif VENDOR\_PAYMENT\_REASON\_CODE will also need to be updated with this value.

Description: go-arrow-red.gif For information about Disbursement Voucher Payment Reason|document=WordDocuments\FIN FP Source.docx;topic=Disbursement Voucher Payment Reason “Disbursement Voucher Payment Reason” in the Guide to the Financial Processing Module.

### Pre-Disbursement Processor

Customer Profile - Add a record for each chart and update parameters KFS-TEM PRE\_DISBURSEMENT\_EXTRACT\_ORGANIZATION and KFS-TEM PRE\_DISBURSEMENT\_EXTRACT\_SUB\_UNIT.

Description: Description: go-arrow-red.gif For information about the Customer Profile, see Customer Profile|document=WordDocuments\FIN PDP Source.docx;topic=Customer Profile see “Customer Profile” in the Guide to the Pre-Disbursement Module.

## Travel and Entertainment Batch Processes

* This section provides a brief introduction to the batch processes that allows your institution to import transactions from corporate credit card banks and travel agencies, import federal per diem rates, create new year encumbrances before the new year is created, extract profiles for travel agencies, send taxable ramification notices for past due advances and extract payments into PDP.
* TEM supports two methods of importing expenses – By TRP (Automatic Reconciliation) and By TRV (Manual Reconciliation). The type of reconciliation is identified in the file. Both methods use the same jobs for processing.
* The Travel Agency Audit and Correction|document=WordDocuments\FIN TEM Source.docx;topic=Travel Agency Audit and Correction document can be used to correct errors discovered in the travel agency files. Credit Card file errors will require that new credit card file be processed.

Travel and Entertainment Batch Processes

|  |  |
| --- | --- |
| Job Name | Description |
| agencyDataImportJob|linktag=agencyDataImportJob | This job processes files received from travel agencies. If you are doing automatic reconciliation (By TRP method) then this job must be run after the creditCardImportJob.  When using the By TRP method, the job looks for a matching credit card transaction (invoice number, amount and service fee number) and validates the TEM document number and account number. If the TEM document is fully approved and the TEM document number and account number matches, the expense automatically hangs on the TEM document and GLPEs are created.  When using the manual reconciliation process (By TRV), the job makes transactions available for manual reconciliation if the employee ID associated with the expense matches the traveler’s employee ID. |
| creditCardDataImportJob|linktag=creditCardDataImportJob | When using the By TRP method (automatic reconciliation), this job must be run before the agencyDataImportJob. It prepares credit card transactions for matching with travel agency files.  When using the By TRV method (manual reconciliation), the job makes transactions available for reconciling if the credit card number associated with the expense matches a credit card number on the traveler or arranger profile.   * If using a Corporate card, payment to the bank will be extracted after the traveler reconciles an expense and the TEM document is fully approved. |
| perDiemLoadJob | This job updates the Per Diem table with CONUS and OCONUS per diem rates by setting the “effective to” date based on dates in the file and in conjunction with parameter DEFAULT\_EFFECTIVE\_TO\_DATE. The job will process both txt and xml files.   * Txt files have been thoroughly tested, xml files can be used at your own risk. * Files can be downloaded from <http://www.defensetravel.dod.mil/site/perdiemFiles.cfm>. Use the Relational Files. The .txt file format is the preferred and more reliable format. * For more information see Per Diem Batch Processing|topic=Per Diem Batch Processing |
| taxableRamificationNotification|linktag=taxableRamificationNotification | This job creates Taxable Ramification documents and sends notices to travelers when Travel Advances are past due as specified in parameter NOTIFICATION\_DAYS.   * Fiscal Officers can receive FYIs if desired by setting parameter SEND\_FYI\_TO\_FISCAL\_OFFICER\_IND |
| temProfileExportJob | This job exports TEM Profiles that can be used by Travel Agency websites to verify travelers. |
| temReleaseHeldEncumbranceJob | This job releases held encumbrances that are created for future year trips before the new fiscal year is created. Once the new fiscal year is created, this job can be run to post those encumbrances to the new year.   * Parameter HOLD\_NEW\_FISCAL\_YEAR\_ENCUMBRANCES\_IND controls whether or not encumbrances are held. |
| travelImportedExpenseNotificationJob | This job notifies travelers that they either have expenses to reconcile (By TRV) or that expenses have been reconciled (By TRP). |
| travelPreDisbursementProcessorExtractJob | This job extracts fully approved payments into PDP for processing. Once the payments have been extracted into PDP, they are processed like all extracted payments.   * Corporate card payments can also be set up to extract into PDP by setting the Payment Indicator flag in the Credit Card or Agency table for Corporate card type Credit Cards. A valid vendor and bank code will also be required. |

### Per Diem Batch Processing

The following rules apply regardless of the type of the file that is loaded.

* Per Diem files should only be loaded when a new per diem file has been issued by the federal government. The batch process will prevent duplicate uploads and old records will have the Effective To Date set to end the rate with a date earlier than the new Effective From Date. Parameter DEFAULT\_EFFECTIVE\_TO\_DATE is used when a valid effective to date does not exist.
* Although the federal data includes both Season End Date and Expiration Date, this data is not loaded into the Per Diem tables. Instead, the system assumes that each Season Begin Date is effective unless there is a record with a newer Season Begin Date and the Expiration Date is not used in favor of an Effective To date.
* When loading CONUS data, the system breaks down local\_meals value into breakfast, lunch, dinner, and incidentals according to the percentages specified in the Per Diem Meals and Incidentals Breakdown table for the applicable total. If there isn’t a match in the table to the total specified in the CONUS record, the system uses the value specified in your institution’s CONUS\_MEAL\_BREAKDOWN parameter to obtain the percentages applied to breakfast, lunch and dinner. The remaining amount is entered in the incidentals field.
* When loading OCONUS data the system uses the local\_meals value to determine breakfast, lunch and dinner based on the values stored in your institution’s OCONUS\_MEALS\_BREAKDOWN parameter (for example, B=15;L=25;D=40, which represent the percentages for breakfast, lunch and dinner, respectively). The remaining amount is entered in the incidentals field.
* The country\_code is compared to the State Abbreviation in the State Code table:
  + If the Country Code is not US, the system loads the OCONUS rate as International trip type.
  + If the Country Code is US, the system loads it as either in-state or out-of-state depending on the setting of your institution’s INSTITUTION\_STATE parameter.

Description: Description: pencil-small.gif Parameters IN\_STATE\_TRIP\_TYPE\_CODE, INTERNATIONAL\_TRIP\_TYPE\_CODE and OUT\_OF\_STATE\_TRIP\_TYPE\_CODE are used to update the trip type field in the per diem table.

### Importing Expenses from Travel Agencies and Credit Cards

The Travel and Entertainment module allows you to import travel related expenses from Travel Agencies, such as orbitz.com and travel expenses charged to Credit Cards. There are two methods, By TRP and By TRV.

* By TRP is an automatic reconciliation process and requires that both an Agency File and Credit Card File are processed together. If there is a match between the two and the TEM document is final, then the expenses will automatically hang.
* By TRV can also be used with Agency and Credit Card files, but the processes are separate and the files are not matched. This is also a manual reconciliation process and the traveler or payee must claim or add expenses to their TEM document.

#### Importing Expenses using the By TRP Method

1. Traveler creates a Travel Authorization and it’s approved to Final.
2. Traveler contacts the Travel Agency and provides the TEM Doc #, the departmental account number and uses the Agency link to make reservations.
3. The Agency charges the CTS Credit Card (Ghost card associated with an institutional clearing account).
4. The Credit Card company invoices the institution for charges made by the Agency (for example, orbitz, hotels.com).
5. Accounts Payable pays the Agency via their clearing account.
6. The Agency sends the institution a cxml file to the institution with the trip and traveler details.

Description: go-arrow-red For the file layout, see Travel Agency Data Upload Format|topic=Travel Agency Data Upload Format.

1. The Credit Card company sends a cxml file to the institution with the trip details.

Description: go-arrow-red For the file layout, see Credit Card Data Upload Format|topic=Credit Card Data Upload Format.

1. The creditCardDataImportJob|tag=creditCardDataImportJob and agencyDataImportJob|tag=agencyDataImportJob and are run in this order. These jobs match the agency records to the credit card records.
   * TEM Doc # and account and sub-account must match.
   * Airline Record:
     + trip Invoice Number must be unique and match Credit Card ticket Number.
     + trip Expense Amount must match Credit Card transaction Amount.
     + air Ticket Number must be unique and match Credit Card ticket Number
     + air Service Fee Number must be unique and match Credit Card
   * OR Lodging Record:
     + trip Invoice Number must be unique and match Credit Card ticket Number
     + trip Expense Amount must be unique and match Credit Card transaction Amount
     + lodging Itinerary Number must be unique and match Credit Card itinerary Number
   * OR Car Rental Record:
     + trip Invoice Number must be unique and match Credit Card ticket Number
     + trip Expense Amount must be unique and match Credit Card transaction Amount
     + rental Car Itinerary Number must be unique and match Credit Card itinerary Number
2. If the match is successful:
   * Expenses are imported into the TEM Document and display in the Imported Expenses section of the Actual Expenses or Expenses tab.
   * General Ledger Pending Entries are generated to transfer the expense from the institutional clearing account to the departmental account.
   * An email will be sent to the payee or traveler notifying them that an expense has been reconciled to their TEM Document.
3. Agency Data errors can be corrected using the Travel Agency Audit and Correction|document=WordDocuments\FIN TEM Source.docx;topic=Travel Agency Audit and Correction document. Credit Card errors will need to be corrected by the Credit Card company and retransmitted.

#### Importing Expenses using the By TRV Method

1. The By TRV method also accepts both Agency and Credit Card files. However, they are independent of each other and do not do the same kind of matching that occurs in the By TRP method. Following is a brief description of how the traveler and institution interacts with the Travel Agencies and Bank for this method.

* **Travel Agency (CTS):** The Traveler contacts the Travel Agency and makes reservations. Each agency has a Bank Card. The bank pays the Agency. The institution pays the bank. When the traveler requests reimbursement the expense is transferred to the department.
* **Corporate Credit Card (CORP):** Traveler has a corporate credit card and their TEM Profile is updated with this number. When the traveler requests reimbursement payment is sent to the bank.

1. The Agency sends the institution a cxml file with the traveler Network ID which is the Employee ID associated with their Person record.

Description: go-arrow-red For the file layout, see Travel Agency Data Upload Format|topic=Travel Agency Data Upload Format.

1. The Corporate Credit Card company sends a cxml file to the institution with the trip details.

Description: go-arrow-red For the file layout, see Credit Card Data Upload Format.|topic=Credit Card Data Upload Format.

1. The creditCardDataImportJob|tag=creditCardDataImportJob and agencyDataImportJob|tag=agencyDataImportJob are run in no particular order and the traveler or payee are derived by:

* **Corporate Credit Card (CORP):** Matches the credit card number in the file with the Credit Card Number associated with the TEM Profile.
* **Travel Agency (CTS)** Matches the traveler Network ID with the TEM Profile’s Person record.

1. The Traveler, Payee or Arranger then imports the expenses into the appropriate TEM document.

Description: go-arrow-red For more information, see Working in the Imported Expenses Section|topic=Working in the Imported Expenses Section.

* **Travel Agency (CTS):** Charges appear in the Accounting Lines tab and generate General Ledger Pending Entries to transfer the expense from the institutional account to the departmental account.
* **Corporate Credit Card (CORP):** Charges appear in the Accounting Lines and generate General Ledger Pending Entries to record the expense and create a liability to the bank. The payment is extracted into PDP and processed for payment.

## Travel and Entertainment Transaction Documents

TEM documents

|  |  |
| --- | --- |
| Document | Description |
| Corporate Card Application|tag=Corporate\_Card\_Application\_Document | Allows users with TEM Profiles and default accounts to request a Corporate Card. |
| CTS Card Application|tag=CTS\_Card\_Application\_Document | Allows TEM Profile Arrangers with TEM Profiles and default accounting to request CTS Cards. |
| Entertainment Reimbursement|tag=Entertainment\_Reimbursement (ENT) | Allows you to request reimbursements or group expenses together for a particular entertainment event. |
| Moving and Relocation Reimbursement|tag=Moving\_and\_Relocation\_Reimbursement (RELO) | Allows you to request reimbursement for moving and relocation expenses and group expenses for a moving and relocation event together. |
| Taxable Ramification|tag=Taxable\_Ramification | Used to notify travelers that a travel advance is past due by the number of days in parameter NOTIFICATION\_DAYS. This document is created by the taxableRamificationNotificationJob|tag=taxableRamificationNotification. |
| Travel Arranger|tag=Travel\_Arranger(TTA) | Used to request authorization to make travel arrangements for another person or to resign from being an arranger for someone. |
| Travel Authorization|tag=Travel\_Authorization (TA) | Used to request travel authorization and travel advances. |
| Travel Authorization Amendment|tag=Travel\_Authorization\_Amendment (TAA) | Used to amend travel authorizations. |
| Travel Authorization Close|tag=Travel\_Authorization\_Close (TAC) | Used to close a trip and release any remaining encumbrance. |
| Travel Reimbursement|tag=Travel\_Reimbursement (TR) | Used to claim travel reimbursement based on the Travel Authorization (TA) document or initiate reimbursement without travel authorization. |

### Common Tabs in TEM Transaction documents

While each of the TEM transaction documents is uniquely suited to a particular function, four documents —Entertainment Reimbursement, Moving and Relocation Reimbursement, Travel Authorization, and Travel Reimbursement — also have a lot in common. For example, two or more of these documents allow you to:

* Generate forms and summaries pertaining to your reimbursement request.
* Identify Group Travelers.
* Create Per Diem tables from established rates or manually.
* Enter expenses one at a time, import expenses from credit card companies and travel agencies and/or review reconciled imported expenses.
* Enter information about special circumstances affecting reimbursement.
* Assign accounts to expenses.
* Specify Payment Information to be used by Pre-Disbursement Processor to process payment.
* Verify and obtain information about the payment.
* Identify and view other Kuali Financial documents related to the one you are working on.
* Access Travel Agency links.

Each of the capabilities noted above is available via a tab or tabs that are used in multiple types of TEM documents. This section covers all of the tabs that are common to two or more doc types.

##### Reports Tab|linktag=Reports\_Tab\_TEM

The Reimbursement documents—Entertainment Reimbursement, Moving and Relocation Reimbursement, and Travel Reimbursement—contain a **Reports** tab. Using this tab, you may view and print travel summaries and forms for a trip or event. The example below shows the **Reports** tab for a Travel Reimbursement document.

go-arrow-red For more information about accessing these summaries and forms, see Accessing Travel Summaries and Forms|topic=Accessing Travel Summaries and Forms.

##### Group Travel Tab|linktag=Group\_Travel\_Tab\_TEM

This tab is found in both the Travel Authorization and Travel Reimbursement documents. It identifies members of a group of people who are traveling together for athletic team travel, conferences, student activities, and so forth.

You may enter or import data for any number of travelers in this tab. The system uses the number of rows in the tab to calculate the limit for meals for the group as established in the Expense Type Object Code table. The rest of the information about the tab is for information purposes only.

Group Travel tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Group Traveler Id | Using the lookup icon opens Group Traveler Lookup which searches both KIM and AR Customer. The Traveler Type Code will be updated based on the selected traveler. |
| Name | Required. The name of the traveler. If the Traveler is selected from the Group Traveler ID, this field will be populated. If the Traveler Type Code = Other, the name can be entered and will not be validated. |
| Traveler Type Code | Required. The type of traveler (employee, student, customer or other). Select the type of traveler from the list. |

After entering data for a member of the group, click **Add**. Repeat for each member of the group.

###### Importing Traveler Information

If a group includes a number of travelers, you may create a csv file containing the travelers’ information and click **Import Lines** button to import it into the fields on this tab.

Description: go-arrow-red To access a template showing the required layout of the csv file, see Group\_Import.xlxs|document=WordDocuments\FIN Overview Source.docx;topic=Group\_Import.xlxs“[Group\_Import.xlxs](https://kualico.atlassian.net/wiki/pages/viewpageattachments.action?pageId=1179698)in the Overview and Introduction to the User Interface.

Description: go-arrow-red For information about using the template to import traveler information, see Data Import Templates|document=WordDocuments\FIN Overview Source.docx;topic=Data Import Templates“Data Import Templates” in the Overview and Introduction to the User Interface.

##### Per Diem Expenses Tab|linktag=Per\_Diem\_Tab\_TEM

The **Per Diem Expenses tab** is used in both the Travel Authorization and Travel Reimbursement documents. It is called **Estimated Per Diem Expenses** in the Travel Authorization, but the layout is the same. It allows you to calculate allowable expenses for meals, incidentals, lodging, and mileage when per diem or set rates are used for trip expenses. Use of this tab is optional in both documents.

 The **Per Diem Expenses** tab appears after you specify a destination in the **Trip Information Section** of the **Trip Overview** tab. When the tab is first displayed and per diem is allowed for the selected Trip Type, the **Create Per Diem Table** button displays. To create a per diem table showing allowable expenses for each day of the trip, click the button. If the Trip Type does not allow Per Diem, message "Per Diem entry is not allowed for this Trip Type” displays instead of the button.

 For detailed information about displaying and working with the per diem table for a trip, see Working in the Per Diem Tab|tag=Working\_in\_the\_Per\_Diem\_Tab\_TR.

This tab contains two subsections, **Per Diem Expenses** and **Grand Totals**.

##### Per Diem Expenses Section

The **Per Diem Expenses** section contains one row of data for each day of the trip. The date is displayed in the upper left corner of each row. Both the dates and the number of rows are based on the trip begin and end dates specified in the **Trip Information Section** in the **Trip Overview** tab.

Description: Description: pencil-small.gif If a Travel Reimbursement is created from a Travel Authorization that had estimated Per Diem and per diem was not already claimed on a previous Travel Reimbursement, the system copies data from the **Per Diem** tab in the source document and pastes it into this tab.

Description: Description: pencil-small.gif Parameter PER\_DIEM\_CATEGORIES control the display of the columns and the Trip Type table determines for what Trip Types the Per Diem table should display. Additionally, International Trips will display Accommodation information for each day. Whether or not this information is required is controlled by parameter INTERNATIONAL\_TRIP\_REQUIRES\_ACCOMMODATION\_IND

Description: Description: pencil-small.gif The first and last day of the trip will be calculated based on the per diem calculation specified in the Trip Type table and Lodging = 0.00 on the last day. Two methods are supported for Per Diem Calculation: Percentage and Quarter, they are used in conjunction with parameters FIRST\_AND\_LAST\_DAY\_PER\_DIEM\_PERCENTAGE and QUARTER\_DAY\_TIME\_TABLE respectively.

 Lodging, Meals and Mileage will be grayed out if claimed for the same date in the **Actual Expenses** tab.

 If PER\_DIEM\_EDITABLE\_IND = Y, the individual meal amounts display and can be decreased but not increased. If the parameter is set to N, individual meal amounts do not display.

Description: exclaim.gif You may not enter a negative amount in any amount field.

Per Diem Expenses tab, Per Diem Expenses section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Accommodation Type | Displays only for International Trips. Select the type from the list. Required if parameter INTERNATIONAL\_TRIP\_REQUIRES\_ACCOMMODATION\_IND = Y. |
| Address | Displays only for International Trips. Enter the address of the accommodation. Required if parameter INTERNATIONAL\_TRIP\_REQUIRES\_ACCOMMODATION\_IND = Y. |
| Breakfast | The per diem or standard rate for breakfast on this day. The system enters an amount based on the primary destination for the day. You may change this value if PER\_DIEM\_AMOUNT\_EDITABLE\_IND = Y. |
| Country State | Optional: Can be completed if you have clicked the **Destination Not Found** button; otherwise display only. The country or state in which the primary destination for the day is located. |
| County | Optional: Can be completed if you have clicked the **Destination Not Found** button; otherwise display only. The county in which the primary destination for the day is located. |
| Daily Total | Display only. The total of the expenses above. |
| Dinner | The per diem or standard rate for dinner on this day. The system enters an amount based on the primary destination for the day. You may change this value if PER\_DIEM\_AMOUNT\_EDITABLE\_IND = Y. |
| Incidentals | The per diem or standard rate for incidentals on this day. The system enters an amount based on the primary destination for the day. You may change this value if PER\_DIEM\_AMOUNT\_EDITABLE\_IND = Y. |
| Lodging | The day’s per diem or standard rate for lodging. The system enters an amount based on the primary destination for the day. You may change this value if PER\_DIEM\_AMOUNT\_EDITABLE\_IND  Description: pencil-small.gif This field is displayed only if LODGING =Y in the PER\_DIEM\_CATEGORIES parameter. |
| Lunch | The per diem or standard rate for lunch on this day. The system enters an amount based on the primary destination for the day. You may change this value if PER\_DIEM\_AMOUNT\_EDITABLE\_IND = Y. |
| Meals and Incidentals | Display only. The total per diem for the day’s meals and other incidentals. This amount is the sum of the amounts in the **Breakfast**, **Lunch**, **Dinner** and **Incidentals** fields. |
| Mileage Rate | The appropriate reimbursement rate per mile. Select the rate from the list.  Description: pencil-small.gif This field is displayed only if MILEAGE =Y in the PER\_DIEM\_CATEGORIES parameter.  Description: pencil-small.gif Mileage rates reflect the rate effective as of the trip begin date. |
| Mileage Total | Display only. The total expense for mileage driven.  Description: pencil-small.gif This field is displayed only if MILEAGE =Y in the PER\_DIEM\_CATEGORIES parameter. |
| Miles | The number of miles driven on this day.  Description: pencil-small.gif This field is displayed only if MILEAGE =Y in the PER\_DIEM\_CATEGORIES parameter. |
| Name (i.e. Hotel Name, Campsite) | Displays only for International Trips. Enter the name or description of the accommodation. Required if parameter INTERNATIONAL\_TRIP\_REQUIRES\_ACCOMMODATION\_IND = Y. |
| Personal | Indicates that this part of the trip is personal and the cost is to be borne by the traveler. To designate the day’s expenses as personal, check the box.  Description: pencil-small.gif When you check this box, the system enters 0 (zero) into **Meals and Incidentals** and **Daily Total** fields. |
| Phone (if applicable) | Displays only for International Trips. Optional. Enter a phone number if available. |
| Primary Destination | Required: The traveler’s primary destination on this date. The entry in this field defaults to the primary destination specified in the **Trip Overview** tab. To enter another primary destination for this day, use the lookup icon to find it. If the destination is not listed in the lookup search results, cancel the search to return to this screen, click the **Destination Not Found** button, and type the name of the destination into the subsequently displayed field.  Description: pencil-small.gif Changing the primary destination will cause the system to change the country/state and county names in this section and update the per diem rates. Clicking the Destination Not Found buttion will zero out the per diem rates. |

##### Grand Totals Section

This section presents per diem totals for the trip.

Per Diem Expenses tab, Grand Totals section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Daily Total | Display only. The per diem grand total for the trip. |
| Lodging | Display only. The per diem total of all lodging for the trip. |
| Meals & Incidentals | Display only. The per diem total of all meals and incidentals for the trip. |
| Mileage Total | Display only. The per diem total for all miles driven on the trip. |
| Miles | Display only. The total number of miles driven on the trip. |

###### Working in the Per Diem Tab|linktag=Working\_in\_the\_Per\_Diem\_Tab\_TR

* To display per diem fields for each day of the trip, enter a trip type, select a destination and enter trip start and end dates and times in the **Trip Information Section** of the **Trip Overview** tab and then click the **Create Per Diem Table** button at the bottom of this tab.
* To copy all entries from one row into all rows below it, click the **Copy Down** button.
* After changing the destination or dates, you must update the per diem totals. To do so, click the **Update Per Diem Table** button at the bottom of the tab.
* To delete all per diem information for the trip, click the **Remove Per Diem Table** button at the bottom of the tab.

##### Actual Expenses Tab|linktag=Actual\_Expenses\_Tab\_TEM

Three transaction documents—Entertainment, Moving and Relocation, and Travel Reimbursement—contain the **Actual Expenses** tab. The Travel Authorization calls this tab **Expenses**, but the layout is the same. Using this tab, you enter actual expenses for a trip or event and/or manually reconcile imported expenses.

The tab contains three sections.

* The **Actual Expenses** section allows you to enter data for one expense at a time.
* The **Imported Expenses** section allows you to search for, select, and add expenses imported into Kuali Financials from corporate credit card companies and travel agencies, if your imported expenses are not automatically reconciled.
* The **Reconciled Expenses** section displays the status (reconciled or unreconciled) of each imported expense in the document. You may drill down into any expense to display details. If the imported expenses are automatically reconciled, their status will be Reconciled. If an expense is manually imported, it will become Reconciled after the document is fully approved.

###### Actual Expenses Section

This section allows you to manually enter data for expenses that have not yet been recorded.

Actual Expenses section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Company Name | Optional. The name of the company used. Enter the name or use the lookup icon to find one. This field is not validated. |
| Currency Rate | The currency conversion rate to be applied to the amount entered.  To view conversion rates, click the **Rate Conversion Site** link.  Description: pencil-small.gif The FOREIGN\_CURRENCY\_URL parameter contains the destination URL for the link.  Description: pencil-small.gif You are not constrained by the standard rate, you may enter the rate in effect on the trip date, the rate used by the credit company, or another rate you know to be valid for this receipt. |
| Expense Amount | Required if this section is used. The monetary amount for this expense.  Description: pencil-small.gif Permissions control who can edit the TEM documents after submission. |
| Expense Date | Required if this section is used. The date the expense was incurred. Enter the date or select it from the calendar tool.  Description: pencil-small.gif The same expense cannot be claimed on the same day. You can use the Detail Expense tab to further breakout expenses. |
| Expense Type Code | Required if this section is used. The type of expense incurred. Select the appropriate type from the list.  Description: pencil-small.gif Expenses that can also be claimed in the Per Diem Expense tab cannot also be claimed in the Actual Expenses tab. |
| Missing Receipt | If a receipt is required for this expense, a check box will display so that you can indicate if the receipt is missing. You will also need to add a note. If the receipt is not available, check the box. If no receipt is required for the expense, the field defaults to “N/A”.  Description: pencil-small.gif If you check this box, you must enter an explanation in the **Notes** field. |
| Non-Reimbursable | Indicates whether the amount is reimbursable. If this amount is not reimbursable, check the box.  Description: pencil-small.gif If the expense type is defined as a Pre-Paid Expense in the Expense Type table, the expense is non-reimbursable and will be excluded from the amount due the payee.  Description: pencil-small.gif Non-reimbursable amounts are not included in the accounting line distribution, but they are included in the **Total Expenses** tab. |
| Notes | Required if the **Missing Receipt** box is checked or as defined in the Expense Type Object Code table. Further explanation pertaining to this expense.  Description: pencil-small.gif If notes are required, you can enter the note in either the summary or detail row of the expense. |
| Receipt Required | Display only. Indicates whether a receipt is required for reimbursement as defined in the Expense Type Object Code Table.  Description: pencil-small.gif Receipts may also be required if the expense exceeds a certain amount. In the event an amount is defined, the receipt required will always show yes, even though it may not be required if the expense is below the allowable amount. |
| Taxable | Indicates whether the expense is taxable as defined by the Expense Type Object Code table.  Description: pencil-small.gif Only users in the Tax Manager, Travel, Entertainment or Relocation and Moving Manager roles may change the entry in this box. If this box is checked, the document will route to the tax manager. |
| $US | Display only. Indicates the amount in US dollars. |

Working in the Actual Expenses Section

To enter actual expenses:

1. Enter summary information about a receipt in the “**add:**” row near the top of the tab.
2. Click the **Add** button in the **Actions** column. The system adds the summary for the receipt.
3. At the top of the tab, a blank summary row in which you may enter another receipt.

* Indented beneath the summary you have added, an **Actual Expense Detail** row in which you may enter individual expenses listed on the receipt.

Description: pencil-small.gif If the expense requires that a Detail row be added, the row will be open.

1. To enter detail about expenses listed on the receipt:
2. Enter detail for an individual expense into the **Actual Expense Details** row.
3. Click the **Add** button in the **Actions** column in the row. The system adds the expense and displays a new **Actual Expense Details** row below the summary row so you can enter another expense to the receipt record.
4. Repeat steps a and b for the remaining expenses on the receipt.
5. To remove an expense from the receipt record, click the **Delete** button in the **Actions** column in the detail row.

 As you enter detail rows for a receipt record, the **Expense Amount** entry in each new row defaults to the receipt total minus any detail amounts already entered. You may change the entry to specify a lesser amount for any expense item.

1. To enter another receipt, repeat all steps.
2. To remove a receipt from this document, click the **Delete** button in the **Actions** column in the summary row.

###### Imported Expenses Section

This section allows you to search for, select and add imported payments to the document if your institution uses the manual reconciliation (By TRV) import method.

 If parameter INCLUDE\_ARRANGER\_EXPENSE\_IN\_IMPORTED\_EXPENSE\_IND = Yes, then the Arranger can import their own expenses in addition to the Payee/Traveler.

Imported Expenses section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Company Name | Required if this section is used. The name of the vendor. |
| Currency Rate | Optional. The currency conversion rate applied. |
| Expense Amount | Display only. The amount on the receipt. This field cannot be changed. |
| Expense Date | Display only. The date the expense was incurred or the receipt was issued. |
| Expense Type | Required if this section is used. The type of expense incurred. You may change the expense type shown by selecting from the list. |
| Non-Reimbursable | Indicates whether this expense is reimbursable. Check the box to indicate that it is non-reimbursable.  Description: pencil-small.gif Non-reimbursable amounts are not included in the accounting line distribution, but they are included in the **Total Expenses** tab. |
| Notes | Explanatory note. |
| Receipt Required? | Indicates whether a receipt is required for reimbursement. |
| Travel Card Type | Display only. The type of card used. |
| Taxable | Display only. Indicates whether this amount is taxable.  Description: pencil-small.gif Only users in the Tax Manager, Travel, Entertainment or Relocation and Moving Manager roles may change the entry in this box. If this box is checked, the document will route to the tax manager. |
| $US | Display only. The U.S. dollar equivalent of the amount on the receipt. |

Working in the Imported Expenses Section

To add imported expenses charged to corporate credit cards or obtained electronically from external travel agencies. The following only applies if your institution uses the manual reconciliation (By TRV) method:

1. Click the **New Expenses Lookup/Multiple Expenses** lookup icon in the upper right corner of the **Imported Expense Detail** section.
2. The **Historical Travel Expense Lookup** opens. This lookup allows you to search for expenses that have been imported into Kuali Financials. You may search based on the expense posting date, the date expenses were imported into the system, expenses from a particular travel company, the location in which the expense was incurred, and/or a trip ID (that is, a TEM document number). You may also search based on whether or not the desired expenses are reimbursable and whether or not they have already been assigned to accounts.
3. Enter search criteria and click the **Search** button.A list of matching records in table format is returned.

Description: pencil-small.gif If you are an arranger, payment records for all users who have delegated authority to you to create their TEM documents are listed.

1. Choose expenses to add to your document by checking boxes in the **Select?** column.

Description: pencil-small.gif Check boxes are displayed in the **Select?** column only for unassigned payments.

1. Click the **Return Selected** button.

The selected expense(s) is returned to the **Imported Expenses** tab**. Once the document is fully approved, the expense will also display in the Reconciled Expenses** sections of the **Actual Expenses** tab.

Description: pencil-small.gif If your institution is using the automatic reconciliation (By TRP) method, the imported expenses will display only in the Reconciled Expenses tab. Expenses will be automatically reconciled, if there is a match between the Credit Card File and the Travel Agency File and the TEM (TA, ENT, RELO or TR without TA) document is fully approved and the accounts in the file match the accounts on the document.

A summary row for each imported expense is listed in the **Imported Expenses** section,.

1. To remove an imported receipt from this document, click the **Delete** button

###### Reconciled Expenses Section

This section displays imported expenses that have been reconciled. If your institution is using the automatic reconciliation process (By TRP) imported expenses will be listed in this section when there is a match between TEM Document number, credit card and travel agency files and account number. If your institution is using the manual reconciliation process (By TRV) claimed imported expenses will be listed here once the document is fully approved.

You may display detailed information about any expense listed in this section by clicking the View Details link.

Actual Expenses tab, Reconciled Expenses section field definitions

|  |  |
| --- | --- |
| Title | Description |
|  | **View Detail**: Click to view detailed information about this expense. |
| Amount | Display only. The amount of the expense. |
| Card Type | Display only. The kind of corporate card or agency to which the expense is charged. |
| Document Number | Display only. The Kuali Financials document number for the document in which the expense is being claimed.  Description: pencil-small.gif This will be the ENT, RELO, TA or TR if created without a TA. |
| Expense Date | Display only. The date of the expense. |
| Name | Display only. The type of expense. |
| Status | Display only. Reconciled. |
| Travel Company | Display only. The name of the vendor that issued the receipt. |

Viewing Detail in the Reconciled Expenses Section

When you click the **View Detail** link for an expense, the **Travel Agency Audit Inquiry** opens which provides details about the reconciled expense.

##### Special Circumstances Tab|linktag=Special\_Circumstances\_Tab\_TEM

Four TEM documents —Entertainment, Moving and Relocation, Travel Authorization, and Travel Reimbursement —contain the **Special Circumstances** tab. This tab contains check boxes and data entry fields pertaining to special circumstances that may affect authorization or reimbursement. Ordinarily, this tab is closed when the system initially displays a document. However, if an expense limit is specified or any special circumstances question has been checked in the tab, the system opens the tab for display to approvers.

What displays in this tab is controlled by the Special Circumstances Question table, with the following two exceptions:

* **If there is an expense limit imposed by department or grant or some other budgetary restrictions on this trip, please enter the expense limit here** displays for all TEM documents. If a funding limit applies, enter the maximum dollar amount permitted. Estimated expenses and reimbursements will be capped by this amount. The limit is applied by document.
* **Justification for meals without lodging** will appear on the Travel Authorization or Travel Reimbursement if meals are claimed without lodging, unless it’s the last day of a multi-day trip, then lodging without meals does not need to be justified**.**

Description: go-arrow-red.gif For information about this table, see Special Circumstances Question|tag=Special Circumstances Question.

Respond to questions and enter other information as required by your institution.

##### Summary by Object Code Tab|linktag=Summary\_By\_Object\_Code\_Tab\_TEM

Three TEM documents —Entertainment, Moving and Relocation and Travel Reimbursement —contain the **Summary by Object Code** tab.

Description: go-arrow-red.gif You can hide the display of this tab with the DISPLAY\_ACCOUNTING\_DISTRIBUTION\_TAB\_IND parameters (each type of document has a parameter). The **Assign Accounts** tab will continue to display and should be used to assign the correct object codes to the **Accounting Lines tab**.

The tab lists the expense subtotal for each object code and expense source (out of pocket, Corporate card or CTS) and allows you to select object codes for which to distribute expenses as specified in the **Assign Accounts** tab. The system automatically updates the object codes as you enter expenses in the **Per Diem Expenses** or **Actual Expenses** tab.

Description: go-arrow-red.gif To deselect all object codes listed (that is, to remove the check mark from all of the check boxes), click the **Unselect All** button.

Description: go-arrow-red.gif When you access a new TEM document, the message, “No expenses to show” shows in this tab. Data shows in this tab after you have entered the first expense.

All entries in this tab are display only, except the checkboxes in the leftmost column.

Summary by Object Code tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Expense Source | Identifies where the expense originated from, out of pocket, credit card or travel agency. |
| Object Code | An object code specified on one or more expenses itemized on this document. To the left of the object code is a checkbox. Check the box to include this object code in the distribution of expenses as indicated in the **Assign Accounts** tab.  Description: pencil-small.gif Object codes are assigned to expense types via the Expense Type Object Code table. |
| Object Code Name | The descriptive name of the object code. |
| Remaining Amount | The expense amount that has not yet been distributed to accounts. The system updates this entry each time you click **add** in the **Accounting Lines** tab. |
| Sub-Total | The total of all expenses on the document that need to be assigned to this object code. |

Description: go-arrow-red.gif For information about the distributing expenses for one or more object codes across one or more accounts, see Distributing Expenses to Accounts|tag=Distributing Expenses to Accounts.

##### Assign Accounts Tab|linktag=Assign\_Accounts\_Tab\_TEM

This tab allows you to specify the accounts to which expenses should be distributed. You may distribute the expenses by amount or by percent.

Description: go-arrow-red.gif When you have added a default accounting string to your profile, it will populate the fields on this tab.

Description: go-arrow-red.gif When you access a new TEM document, the message “All amounts have been assigned accounts” shows in this tab. Fields show in this tab after you have entered the first expense or, if you have already distributed some but not all expenses. After you distribute expenses for all object codes, the message appears again.

Assign Accounts tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Chart | Required. The chart for the account. Select the chart from the list. |
| Account Number | Required. The account number to which expenses are to be distributed. Enter the number or use the lookup icon to find it. |
| Sub-Account | The sub-account number. Enter the number or use the lookup icon to find it. |
| Project | The project code to be charged. Enter the code use the lookup icon to find it. |
| Org Ref Id | An organizational document number used for reference. |
| Percent | Required unless an amount is specified, in which case the system generates this entry automatically. The percentage of the total to be assigned to this account.  The system automatically adjusts the percent for each account to make the total across all accounts equal 100 percent. |
| Amount | Required unless a percentage is specified in the preceding field, in which case the system generates this entry automatically. The amount to be assigned to this account.  The system automatically adjusts the amount for each account to make the total across all accounts equal to the total for the object codes selected in the **Summary by Object Code** tab. |

Buttons on this tab offer the following options.

* To add an account to the distribution list, click the **Add** button.
* To remove an account from the list, click the **Delete** button
* After entering account and distribution information, click the **Assign Accounts** button to distribute the expenses according to your specifications in the Accounting Lines Tab.

##### Accounting Lines Tab|linktag=Accounting\_Lines\_Tab\_TEM

The **Accounting Lines** tab is identical to the standard Kuali Financials **Accounting Lines** tab except that it contains an additional field, **Expense Source**. This field is required.

Description: go-arrow-red.gif When you have added a default accounting string to your TEM Profile, it will populate the fields on this tab.

Description: go-arrow-red.gif If you use the Assign Accounts tab, the Accounting Lines tab will updated with the specified accounts, object codes and expense source. If you have more than one object code or expense source, you should use the Assign Accounts tab to populate the Accounting Lines tab.

Description: go-arrow-red.gif The object code on the add line will be populated with the first selected object code in the Object by Summary when creating a TR, the object code will automatically update when the full amount on the first object code is assigned. ENT and RELOs require that you also enter the object code, unless you use the **Assign Accounts** tab.

For detailed information about using this tab to distribute expenses to accounts, see Distributing Expenses to Accounts|topic=Distributing Expenses to Accounts.

##### Payment Information Tab|linktag=Payment\_Information\_Tab\_TEM

Four TEM documents —Entertainment, Moving and Relocation, Travel Authorization and Travel Reimbursement —contain the **Payment Information** tab. The **Payment Information** tab contains information related to the payment such as the due date, payment method, attachments. It also contains 3 sub tabs to provide additional information related to **Special Handling**, **Wire Transfer** and **Foreign Draft.**

Payment Information tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Check Amount | Display Only. This will update with the amount due the payee based on reimbursable expenses entered into the document. |
| Check Stub Text | Display only. The description will be generated on save or submit and cannot be changed. |
| Documentation Location | Display Only. The value in this field is controlled by parameter DOCUMENTATION\_LOCATION\_CODE. |
| Due Date | Required: Defaults to tomorrow and can be changed, but must be today or later. |
| Other Considerations | Optional. Select these check boxes as necessary to reflect special circumstances or special requests that are needed for the payment:  **Check Enclosure:** Refers to any documents related to the TEM document that must accompany the check when it is mailed to the payee. Selecting the check box indicates that there is a form or other attachment that must accompany the check.  **Special Handling:** Indicates that the payment should be mailed to a person other than the payee. For example, a check needs to be returned to the document initiator so it can be express mailed or picked up by the payee. When selected, a message asking you to add a note explaining the need for special handling is displayed.  **W9/W-8BEN Completed:** Indicates if the payee has a W-9 (or W-8BEN for nonresident aliens) on file. For nonemployees this is generally completed as part of processing of the Payee document.  **Exception Attached**: Indicates that you are requesting an exception to policy on this TEM document. For instance, your institution may require that all Travel Reimbursements have supporting documentation, but in this case you do not have such documentation. When this option is selected, a message prompting you to add a note of explanation is displayed.  **Immediate Payment Indicator:** Indicates that a check is needed on the same day. This indicator allows for an approved TEM Document to be extracted for payment when the Immediates Extract job is run. Only the Disbursement Manager may select this option. |
| Payment Method | Required. Select the method in which the payment should be made from the Payment Method list.  **Check/ACH:** This selection generates a check or, if ACH information exists in the disbursement processing system for this payee, an Automated Clearing House direct deposit is initiated.  **Foreign Draft:** This selection indicates that the payment is to be made in a foreign currency. When you select Foreign Draft as the payment method you are prompted to complete the Foreign Draft tab. In this section, you indicate whether the DV is stated in foreign currency or US dollars, and what currency the payment is to be made in. For example, the DV could be stated in Euros and paid in Euros, or the DV could be stated in US Dollars converted to Euros for payment.  **Wire Transfer:** This selection indicates you wish to have the disbursement wired to the recipient. To do so you are required to provide additional banking information on the Wire Transfer tab. Some institutions may charge a fee to the initiating department for processing a wire transfer. Wire transfers may be made in US Dollars or foreign currency, similar to Foreign Drafts as described above. |
| Payment Type | Display Only. If the TEM Profile indicates that the Traveler/Payee is a Non-Resident Alien this field will be Yes; otherwise it will be No. |

##### Special Handling Tab|linktag=Special\_Handling\_Tab\_TEM

All TEM documents —Entertainment, Moving and Relocation and Travel Reimbursement and Travel Authorization —contain the **Special Handling** tab. This tab is located within the **Payment Information** (TR, ENT, and RELO) and **Payment Information for Travel Advances** (TA) tabs.

The **Special Handling** tab is used only when a check is to be sent to someone other than the payee. For example, a department needs a check for a guest speaker sent to the Department Chair to present the check after the event. To request Special Handling for the payment, select the **Special Handling** check box in the **Payment Information** tab and complete the fields on this tab.

Special Handling tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Special Handling Address 1 | Required: Enter the first line of address where the check should be mailed. |
| Special Handling Address 2 | Optional. Enter the second line of address where the check should be mailed. |
| Special Handling City | Optional. Enter the city where the check should be mailed. |
| Special Handling Country | Optional. Select the country where the check should be mailed. |
| Special Handling Name | Required. Enter the name of the person or entity where the check should be mailed. |
| Special Handling Postal Code | Optional. Enter the postal code where the check should be mailed. |
| Special Handling State | Optional. Enter the state where the check should be mailed. |

##### Wire Transfer Tab|linktag=Wire\_Transfer\_Tab\_TEM

All TEM documents —Entertainment, Moving and Relocation and Travel Reimbursement and Travel Authorization —contain the **Wire Transfer** tab. This tab is located within the **Payment Information** (TR, ENT, and RELO) and **Payment Information for Travel Advances** (TA) tabs.

When you select Wire Transfer as the payment method you are prompted to complete the **Wire Transfer** tab as seen below.

Wire Transfer tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Addenda | Optional. Enter any further information about the payment itself, similar to **Additional Wire Information**. |
| Additional Wire Information | Optional. Enter additional information that you would like to send to the financial institution regarding this wire transfer. |
| Bank Name | Required. Enter the name of the financial institution to which the funds are to be wired. |
| Bank ABA Routing # | Required for U.S. banks. Enter the nine digit code that identifies the U.S. bank to which the funds are to be wired. Not required if the wire is made to a foreign bank. |
| Bank City | Required. Enter the city location of the bank to which funds are to be wired. |
| Bank State | Required for U.S. Bank. Enter the state location of the bank to which funds are to be wired. Not required if the wire is made to a foreign bank. |
| Bank Country | Required. Select the country location of the bank to which funds are to be wired from **Bank Country** list. |
| Bank Account # | Required. Enter the specific account number to which the funds are to be wired. |
| Bank Account in the Name of | Required. Enter the name on the account indicated above in the **Bank Account #** field. |
| Currency Type | Required. Enter the type or unit of currency for the payment. |
| DV Amount Stated In | Select the currency type from the DV Amount Stated in list. The choices are “U.S. Dollars,” “DV amount is stated in U.S. dollars; convert to foreign currency,” or “DV amount is stated in foreign currency.” |
| Recurring Profile No | Optional. Enter the user established code which quickly identifies the wire transfer profile for a payee to which frequent wire transfer payments are made. |
| Waive wire transfer fee? | Display only. When institutions charge departments a wire transfer fee it is possible for the fee to be waived in particular situations. Authorized users have permission to waive the fee for a wire transfer. |

##### Foreign Draft Tab|linktag=Foreign\_Draft\_Tab\_TEM

All TEM documents —Entertainment, Moving and Relocation and Travel Reimbursement and Travel Authorization —contain the **Foreign Draft** tab. This tab is located within the **Payment Information** (TR, ENT, and RELO) and **Payment Information for Travel Advances** (TA) tabs.

When you select Foreign Draft as the payment method you are prompted to complete the **Foreign Draft** tab as seen below.

Foreign Draft tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Currency Type | Required. Enter the type of currency for the payment. |
| DV amount is stated in foreign currency | Optional. Select this option if the payee amount is stated in a foreign currency. |
| Payment amount is stated in U.S. dollars; convert to foreign currency | Optional. Select this option if the payee amount is stated in U.S. Dollars and needs to be converted to a foreign currency. |

##### Pre-Disbursement Processor Status Tab|linktag=Pre-Disbursement\_Processor\_Status\_Tab\_TEM

All TEM documents —Entertainment, Moving and Relocation and Travel Reimbursement and Travel Authorization —contain the **Pre-Disbursement Processor Status** tab. The Pre-Disbursement Processor Status tab displays information from the Pre-Disbursement Processor (PDP) so you can track the payment status and the status date.

Description: go-arrow-red.gif If a Corporate card Payment is made via PDP, the PDP information related to Corporate card Payments will also display on this tab.

Pre-Disbursement Processor Status tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| PDP Cancelation Date | Display only. The date when the payment was cancelled within PDP. |
| PDP Extraction Date | Display only. Displays the date when the payment was extracted for payment processing by PDP. |
| PDP Paid Date | Display only. The date when the payment was disbursed by PDP.  Clicking the **Disbursement Info** button takes you to the Search for Payment Inquiry screen which provides additional details on the payment. |
| Pre-Disbursement Processor Status | Display only. Displays the payment processing from the Pre-Disbursement Processor (PDP). |

##### View Related Documents Tab|linktag=View\_Related\_Documents\_Tab\_TEM

In four of the TEM transaction documents—Entertainment, Moving and Relocation, Travel Authorization, and Travel Reimbursement—the **View Related Documents** tab lists other documents that are related to the document you are viewing. You may also use this tab to establish a relationship between two previously unrelated documents.

Description: go-arrow-red.gif If the DV was not created via the **Vendor Payment** button, it and any PREQs will need to be manually related before they are reflected in the Expense Totals tab.

View Related Documents tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Description | Required. A description of the document or relationship. |
| Related Document Number | Required. The document number of the document you are relating to the document you are viewing. |

To establish a relationship between two documents:

1. Documents must be Saved in order to be linked.
2. Click the **Show** button at the top of the **View Related Documents** tab.
3. Enter the document number that you want to link to this document into the **Related Document Number** field. It must be a valid document number.
4. Enter a description of the relationship if desired.
5. Click the **Add** button. The related document is added below the data entry line and enters the relationship in the View Related Documents tab of the other document as well.
6. To associate another document with this one, repeat all steps.
7. To sever a relationship between the documents you are viewing and a related document, click **delete** on the line for the related document.

##### Agency Links Tab|linktag=Agency\_Links\_Tab\_TEM

In four of the TEM transaction documents—Entertainment, Moving and Relocation, Travel Authorization, and Travel Reimbursement—the **Agency Links** tab lists Travel Agency URLs that your institution uses for travel and receives imported expenses from.

Agency Links tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Agency Links | Travel Agency Links.  The link will contain the TEM document number once the TEM document is fully approved. |

### Performing Common Activities

While each of the transaction documents is uniquely suited to a particular function, a few activities, such as distributing expenses and accessing forms, are common to most of them.

##### Distributing Expenses to Accounts

Travel and Entertainment documents offer three methods of distributing expenses to accounts. You may:

* Distribute the expenses across the accounts you specify without regard to object code. When you use this method, you identify the accounts and amounts in the **Assign Accounts** tab, and the system distributes the expenses for all object codes used in the document to all of the accounts in the **Accounting Lines** tab.
* Distribute the expenses by object code. To do so, you select object codes to which a particular distribution applies in the **Summary by Object Codes** tab and then you identify the accounts and amounts or percentages to apply in the **Assign Accounts** tab. This method allows you to distribute the expenses for different object codes to different accounts using different distributions.
* Assign accounts, object codes, expense source and amounts directly into the Accounting Lines tab. As you add accounting lines for the specified object codes and expense sources, the remaining amount in the **Summary by Object Code** tab is updated.

###### 

###### Distributing All Expenses at Once

Distributing expenses by account requires the use of the **Assign Accounts tab**. Display of the **Summary by Object Code** tab is controlled by the DISPLAY\_ACCOUNTING\_DISTRIBUTION\_TAB\_IND parameter that has been defined for each document type. In any given TEM document, you will see the **Summary by Object Code** tab only if your institution has set the parameter to Y for the appropriate document type.

Description: go-arrow-red.gif You can use Assign Accounts tab even if you cannot see the Summary by Object Code tab.

To distribute expenses by account:

1. In the **Assign Accounts** tab, the system displays the fields for a new accounting line. When you are adding the first account, the **Percent** entry defaults to 100 and the **Amount** entry defaults to the total amount for the object codes you selected.

Description: go-arrow-red.gif When you have added a default accounting string to your TEM Profile, it will populate the fields on this tab.

1. In the **Assign Accounts** tab, set up the distribution of expenses as follows:
2. In the new accounting line, enter the chart and account number for an account from which reimbursement is to be made.
3. Enter data in the **Sub-Account**, **Project**, and **Org Ref Id** fields according to institutional guidelines.
4. Click the **Add** button to add the account information and display a new accounting line.
5. If more than one account should be charged, change the percent or amount as needed. When you tab out of the field, the system calculates the remaining percent and amount and displays them in the new accounting line.
6. Repeat steps a - d until you have added all accounts and specified the percent or amount for which they are responsible.
7. Click the **Assign Accounts** button. The **Accounting Lines** tab is updated with the object codes associated with the expenses in the document and the accounts, percents and amounts specified in the **Assign Accounts** tab.
8. When all expenses for all object codes have been distributed, the message “All amounts have been assigned accounts” displays in the **Assign Accounts** tab and displays the value 0.00 in the **Total Remaining** field in the **Summary by Object Code** tab.

Description: go-arrow-red.gif If you have specified an expense limit in the Special Circumstances tab and have more than one object code, you will need to manually create the accounting lines.

###### Distributing Expenses by Object Code

Distributing expenses by object codes requires the use of both the **Summary by Object Code** and **Assign Accounts** tabs.

Description: go-arrow-red.gif You will not be able to use this method if your institution has set DISPLAY\_ACCOUNTING\_DISTRIBUTION\_TAB\_IND= N.

To distribute expenses by object code:

1. When you begin working in the **Summary by Object Code** tab, the box to the left of each object code is checked by default. Choose one of these options:
   1. To remove an object code from the group to which the distribution is to apply, uncheck the associated box.
   2. If desired, click the **Unselect All** button to clear all check marks before checking one or more boxes to include in the distribution.
2. In the **Assign Accounts** tab, the system displays the fields for a new accounting line. When you are adding the first account, the **Percent** entry defaults to 100 and the **Amount** entry defaults to the total amount for the object codes you selected.

Description: go-arrow-red.gif When you have added a default accounting string to your TEM Profile, it will populate the fields on this tab.

1. In the **Assign Accounts** tab, set up the distribution of expenses for the selected object codes as follows:
2. In the new accounting line, enter the chart and account number for an account from which reimbursement is to be made.
3. Enter data in the **Sub-Account**, **Project**, and **Org Ref Id** fields according to institutional guidelines.
4. Click the **Add** button to add the account information and add a new accounting line.
5. If more than one account is responsible for these expenses, in the line you just added, change the percent or amount as needed. When you tab out of the field, the system calculates the remaining percent and amount and displays them in the new accounting line.
6. If more than one account is responsible for these expenses, repeat steps a - d until you have added all accounts and specified the percent or amount for which they are responsible.
7. Click the **Assign Accounts** button. The **Accounting Lines** tab is updated with the object codes selected in the **Summary by Object Code** tab and the accounts, percents and amounts specified in the **Assign Accounts** tab.
8. To select additional object codes and set up distributions for them, repeat all steps. Be sure to check all applicable boxes to select object codes in step 1.
9. When all expenses for all object codes have been distributed, the system displays the message “All amounts have been assigned accounts” in the **Assign Accounts** tab and displays the value 0.00 in the **Total Remaining** field in the **Summary by Object Code** tab.

###### Manually Assigning Accounting Lines

Manually assigning expenses for all object codes and expense sources requires the use of a single tab, **Accounting Lines**. To distribute expenses in this manner:

1. In the blank accounting line at the top of the **Accounting Lines** tab, enter the chart, account number and object code (listed in Summary by Object code) from which reimbursement is to be made. The amount field will contain the full amount to be distributed.

Description: go-arrow-red.gif The TR will display the first object code and amount available for distribution.

1. Enter data into the remaining fields of the accounting lines as needed. Be sure to change the **Amount** entry if this account is not responsible for the entire amount shown.
2. Click the **Add** button to add the account information and add a new accounting line.
3. If more than one account is responsible for these expenses, repeat steps 1 - 3 until you have added all accounts and specified the amount for which each is responsible.

Description: go-arrow-red.gif If the total amount shown in the lower right corner of the tab does not equal the total of all reimbursable expenses, the system will not permit you to submit the document.

##### Accessing Travel Summaries and Forms

After you have saved an Entertainment, Moving and Relocation or Travel Reimbursement document, the **Reports** tab is populated with links to various summary reports and forms.

Links in TEM documents’ Reports tabs

|  |  |  |
| --- | --- | --- |
| Link | Displayed in | Description |
| Coversheet | Entertainment Reimbursement  Moving and Relocation Reimbursement  Travel Reimbursement | Opens a pdf of a fax coversheet for the document.  pencil-small Instructions printed on TEM coversheets are derived from your institution’s TRAVEL\_COVERSHEET\_INSTRUCTIONS parameter. |
| Expense Summary | Moving and Relocation Reimbursement  Travel Reimbursement | Opens a pdf summarizing expenses in this document.  pencil-small The institution name printed on the report header is derived from the value in your institution’s INSTITUTION\_NAME for the specific document type. |
| Expense Summary by Day | Moving and Relocation Reimbursement  Travel Reimbursement | Opens a pdf showing subtotals by day for expenses in this document.  pencil-small The institution name printed on the report header is derived from the value in your institution’s TRAVEL\_REPORT\_INSTITUTION\_NAME for the specific document type. |
| Non-Employee Forms | Entertainment Reimbursement  Moving and Relocation Reimbursement  Travel Reimbursement | Opens a pdf of an expense certification form to be signed by a non-employee who is requesting reimbursement and attached to the document in the **Notes and Attachments** tab with attachment type Non Employee Form.  pencil-small The statement included at the bottom of the form comes from a property file. You will need technical assistance to update. |
| TEM Host Certification | Entertainment Reimbursement | Opens a pdf of an expense certification form to be signed by the host of an event and attached to the document in the **Notes and Attachments** tab with attachment type Entertainment Host Certification. |

##### Viewing Payment History

The **All Advances** tab on the Travel Authorization documents and the **Travel Advances** tab on the Travel Reimbursement document provide a link to the AR Customer History report. Following are instructions for accessing an aging for a particular traveler’s advances.

1. Click the **customer report** link in the top right corner of the tab.
2. The system displays the standard Customer Lookup screen. Customer Number and Customer Type will be selected.
3. Click the **Search** button. The Customer displays.
4. Click the **report** link in the **Actions** column.
5. The **Customer History Report** opens and lists the Invoices (INV) and Credit Memos (CRM) created when Travel Advances have been processed and reimbursed.

### Corporate Card Application|linktag=Corporate\_Card\_Application\_Document

The Corporate Card Application document allows a user with a TEM Profile and default account to request a Corporate Credit Card.

Description: pencil-small You must have a TEM Profile with default accounting before you can create this document.

The Corporate Card Application document has four specific tabs: **TEM Profile**, **User Agreement**, **Department Head Agreement** and **Banking Information** (appears after the Travel Manager clicks the **Apply To Bank** button).

#### Document Layout

##### Document Header

The document header for the Corporate Card Application document contains one travel-specific field in addition to the fields found in the standard document header.

 For more information about the standard document header, see Document Header|document=WordDocuments\FIN Overview Source.docx;topic=Document Header “Document Header” in the Overview and Introduction to the User Interface.

Additional fields on document header

|  |  |
| --- | --- |
| Title | Description |
| Status | Display only. Indicates the status of the document in workflow. See Corporate Card Application statuses table below. |

Corporate Card Application status indicators

|  |  |
| --- | --- |
| Status | Description |
| Application | The initiator has initiated and/or saved the document but has not submitted it. |
| Fiscal Officer Review | Routes to the fiscal officer associated with the default account. |
| Pending Bank Application | Routes to the Travel Manager role who will click the **Apply to Bank** button to signify that a Corporate Card Application has been submitted to the bank.  Description: pencil-small A pseudo number is assigned if the GENERATE\_CREDIT\_CARD\_NUMBER\_IND = Y and displays in the **Banking Information** tab. |
| Applied to Bank | Status of the document after the **Apply to Bank** button has been clicked. |
| Approved by Bank | Status after the Travel Manager approves the document. The TEM Profile is updated with the corporate card information. |

##### TEM Profile Tab

The **TEM Profile** tab contains information about the traveler, default accounting and his or her address.

Description: pencil-small.gif This tab is display only. The information defaults from the initiators TEM Profile.

TEM Profile tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | The initiator’s default account number. |
| Chart Code | The initiator’s default chart code. |
| City Name | Display only. The initiator’s city. |
| Country Code | Display only. The initiator’s country code. |
| Date of Birth | Display only. The initiator’s birth date. The system masks this entry for display to members of all roles except the roles of Arranger, Profile Administrator, and Travel Manager. |
| Email | The initiator’s email address. |
| Employee ID | Display only. The initiator’s employee ID. |
| First Name | Display only. The initiator’s first name. |
| Last Name | Display only. The initiator’s last name. |
| Last Update | Display only. The date on which the initiator’s TEM Profile was last updated. |
| Middle Name | Display only. The initiator’s middle name. |
| Phone Number | Display only. The initiator’s telephone number. |
| Primary Department Code | Display only. The chart code and org code of the initiator’s primary department. |
| Project Code | The initiator’s default project code. |
| State | Display only. The initiator’s state. |
| Street Address Line 1 | Display only. The first line of the initiator’s street address. |
| Street Address Line 2 | Display only. The second line of the initiator’s street address. |
| Sub-Account Number | The initiator’s default sub-account number. |
| Traveler Type Code | Display only. The initiator’s university affiliation (employee or non-employee).  Description: pencil-small.gif Non-employees cannot initiate this document. |
| Updated By | Display only. The principal name the last person who updated the initiator’s TEM Profile. |
| Zip Code | Display only. The initiator’s zip. |

##### User Agreement Tab

The **User Agreement** tab allows the initiator to signify their agreement with the responsibilities that come with having a corporate card issued to them.

The tab has two components:

* The agreements related to the having a corporate card issued to the initiator.
* An **Accept User Agreement** check box. In order to submit this document, this box must be checked.

##### Department Head Agreement Tab

The **Department Head Agreement** tab allows the Fiscal Officer to signify their agreement with the responsibilities that come with having a corporate card issued to a person in their department.

The tab has two components:

* The agreements related to the having a corporate card issued to a person in the Fiscal Officer’s department.
* An **Accept Department Head Agreement** check box. In order to approve this document, this box must be checked.

##### Banking Information Tab

The **Banking Information** tab displays after the Travel Manager clicks the **Apply To Bank** button.

Banking Information tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Corporate Card Pseudo Number | Display only. A system generated number to identify the corporate card.  Description: Description: pencil-small.gif Number generated only if GENERATE\_CREDIT\_CARD\_NUMBER\_IND = Y. |

#### Process Overview

##### Business Rules

* Only users with a TEM Profile and default accounting can initiate this document.
* Accept User Agreement must be checked before the document can be submitted.
* Accept Department Head Agreement must be checked before the document can be approved.

##### Routing

* The document routes to the fiscal officer associated with the default account used on the Corporate Card Application.
* After the Fiscal Officer approves, it routes to the Travel Manager.
* Acknowledge requests are sent to the initiator when the Travel Manager clicks the **Apply To Bank** button and when the Corporate Card Application is approved.

##### Post-Processing

After the Travel Manager approves the Corporate Card Application, the **Administrator** tab on the initiator’s TEM Profile is updated:

* The **Credit Card or Agency Code** field is updated with the value specified in parameter CORPORATE\_CARD\_CODE,
* The **Account Number** field is updated with the generated pseudo card number if GENERATE\_CREDIT\_CARD\_NUMBER\_IND = Y,
* The **Effective Date** field is updated with the date the Corporate Card Application was approved and
* The **Note** field is updated with “Card application approved on <date approved>, Document Number: <corporate card application document number>.”

### CTS Card Application|linktag=CTS\_Card\_Application\_Document

The CTS Card Application document allows TEM Profile Arrangers with TEM Profiles and default accounting to request CTS Cards.

The CTS Card Application document has three specific tabs: **TEM Profile**, **User Agreement** and **Banking Information.**

#### Document Layout

##### Document Header

The document header for the CTS Card Application document contains one travel-specific field in addition to the fields found in the standard document header.

 For more information about the standard document header, see Document Header|document=WordDocuments\FIN Overview Source.docx;topic=Document Header “Document Header” in the Overview and Introduction to the User Interface.

Additional fields on document header

|  |  |
| --- | --- |
| Title | Description |
| Status | Display only. Indicates the status of the document in workflow. See CTS Card Application statuses table below. |

CTS Card Application status indicators

|  |  |
| --- | --- |
| Status | Description |
| Application | The initiator has initiated and/or saved the document but has not submitted it. |
| Account Review | Routes to the fiscal officer associated with the default account. |
| Travel Office Review | Routes to the Travel Manager role who will click the **Submit** button to initiate the application process. |
| Pending Bank Application | Status after the Travel Manager submits the CTS Application document, he or she will click the **Apply To Bank** button to signify that a corporate card application has been submitted to the bank.  Description: pencil-small The **Bank Applied Date** field in the **Banking Information** tab will be updated with the date this action was taken. |
| Applied to Bank | Status of the document after the **Apply To Bank** button has been clicked. |
| Approved by Bank | Status after the Travel Manager approves the document.  Description: Description: pencil-small The **Bank Applied Date** field in the **Banking Information** tab will be updated with the date this action was taken.  Description: pencil-small The **TEM Profile** is updated with the CTS Card information. |

##### TEM Profile Tab

The **TEM Profile** tab contains information about the traveler, default accounting and his or her address.

Description: pencil-small.gif This tab is display only. The information defaults from the initiators TEM Profile.

TEM Profile tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | The initiator’s default account number. |
| Chart Code | The initiator’s default chart code. |
| City Name | Display only. The initiator’s city. |
| Country Code | Display only. The initiator’s country code. |
| Date of Birth | Display only. The initiator’s birth date. The system masks this entry for display to members of all roles except the roles of Arranger, Profile Administrator, and Travel Manager. |
| Email | The initiator’s email address. |
| Employee ID | Display only. The initiator’s employee ID. |
| First Name | Display only. The initiator’s first name. |
| Last Name | Display only. The initiator’s last name. |
| Last Update | Display only. The date on which the initiator’s TEM Profile was last updated. |
| Middle Name | Display only. The initiator’s middle name. |
| Phone Number | Display only. The initiator’s telephone number. |
| Primary Department Code | Display only. The chart code and org code of the initiator’s primary department. |
| Project Code | The initiator’s default project code. |
| Street Address Line 1 | Display only. The first line of the initiator’s street address. |
| Street Address Line 2 | Display only. The second line of the initiator’s street address. |
| State | Display only. The initiator’s state. |
| Sub-Account Number | The initiator’s default sub-account number. |
| Traveler Type Code | Display only. The initiator’s university affiliation (employee or non-employee).  Description: pencil-small.gif Non-employees cannot initiate this document. |
| Updated By | Display only. The principal name the last person who updated the initiator’s TEM Profile. |
| Zip Code | Display only. The initiator’s zip. |

##### User Agreement Tab

The **User Agreement** tab allows the initiator to signify their agreement with the responsibilities that come with having a CTS Card issued to them.

The tab has two components:

* The agreements related to the having a CTS card issued to the initiator.
* An **Accept User Agreement** check box. In order to submit this document, this box must be checked.

##### Banking Information Tab

Banking Information tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Bank Applied Date | Display only. Updated when the Travel Manager clicks the **Apply To Bank** button with the date the button is clicked. This will normally be the date the Travel Manager submits the application to the bank for approval. |
| Bank Approved Date | Display only. Updated when the Travel Manager approves the CTS Application with the date the document was approved. This will normally be the CTS Card is available for use by the initiator. |

#### Process Overview

##### Business Rules

* Only Arrangers with a TEM Profile and default accounting can initiate this document.
* Accept User Agreement must be checked before the document can be submitted.

##### Routing

* The document routes to the fiscal officer associated with the default account used on the CTS Card Application.
* After the Fiscal Officer approves, it routes to the Travel Manager.
* Acknowledge requests are sent to the initiator when the Travel Manager clicks the **Apply To Bank** button and when the CTS Card Application is approved.

##### Post-Processing

After the Travel Manager approves the CTS Card Application, the **Administrator** tab on the initiator’s TEM Profile is updated:

* The **Account Number** field is updated with the initiator’s Employee ID,
* The **Effective Date** field is updated with the date the CTS Card Application was approved and
* The **Note** field is updated with “Card application approved on <date approved>, Document Number: <CTS card application document number>.”

### Entertainment Reimbursement|linktag=Entertainment\_Reimbursement

The Entertainment Reimbursement (ENT) document allows you to request reimbursements for a particular entertainment event and/or to group expenses together for an event. The document tracks information regarding the hosted event and authorizes you to create vendor payments, new reimbursements, and corporate card payments.

The document does not have to be approved before you initiate vendor payments.

The Entertainment Reimbursement document does not include cash advances and does not encumber funds. Payee ACH and Check payments and Corporate Credit Card payments are extracted to PDP for payment

You may use this document to record your own expenses or, if you are an arranger, you may create the document on behalf of other people for which you are authorized.

#### Document Layout

When you select **Entertainment Reimbursement**, the system displays a blank Entertainment Reimbursement document.

If you are an arranger you will be able to look up and return payees for which you are an arranger, if you are not an arranger, then your KIM information will populate the **Payee** section.

The document contains an expanded **Document Header** and several entertainment-related tabs—**Reports, Entertainment Overview, Attendees, Actual Expenses, Expense Totals, Special Circumstances, Summary by Object Code, Assign Accounts, Payment Information, Pre-Disbursement Processor Status, View Related Documents** and **Agency Links**—in addition to the standard Kuali Financials transaction tabs.

For more information about the standard transaction tabs, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs “Standard Tabs” in the Overview and Introduction to the User Interface.



##### Document Header

The document header for the Entertainment Reimbursement document contains two TEM-specific fields in addition to the fields found in the standard **document header**.

 For more information about the standard document header, see Document Header|document=WordDocuments\FIN Overview Source.docx;topic=Document Header “Document Header” in the Overview and Introduction to the User Interface.

Additional fields on document header

|  |  |
| --- | --- |
| Title | Description |
| ENT Status | Display only. Indicates the status of the document in workflow. See the ENT status indicators table below. |
| TEM Doc # | Display only. A unique number that identifies this document; automatically assigned by the system after you submit the document.  Description: pencil-small.gif If parameter INCLUDE\_TRAVELER\_TYPE\_IN\_TRIP\_ID\_IND = Y, then the TEM Doc # will include the Traveler Type Code. |

ENT status indicators

|  |  |
| --- | --- |
| Status | Description |
| In process | The user has initiated and saved the document but has not submitted it. |
| Canceled | The document has been canceled by the initiator prior to being submitted. |
| Awaiting Traveler Review | If the initiator is not the payee, routes to the payee for approval. |
| Awaiting Fiscal Officer Review | Routes to Fiscal Officer based on the accounts used on the document.   * In the event that no General Ledger Pending Entries will be generated, the document will route to the Fiscal Officer associated with the default account on the payee’s TEM Profile. |
| Awaiting Organization Review | Optionally routes to Organization Review if Accounting Reviewer has been set up for the Organization associated with the account. |
| Awaiting Special Request Review | Optionally routes to Special Request Review if required in the Expense Type Object Code table, the Entertainment Purpose table, the Class of Service table or if the Spouse/Partner Expenses checkbox is checked. |
| Awaiting Sub-Fund Review | Optionally routes to Sub-Fund Review, if the sub-fund associated with the account requires sub-fund review. |
| Awaiting Award Review | Optionally routes to Award Review if the account used on the document has a CnG ID that has been set up to route for approval. |
| Awaiting Budget Review | Optionally routes to Budget Review if Sufficient Funds Checking has been turned on for the account and there aren’t sufficient funds to cover the expense. |
| Awaiting Entertainment Manager Review | Entertainment Manager approves all Entertainment Reimbursement documents. |
| Awaiting Tax Manager Review | Optionally routes to Tax Manager Review if required in the Expense Type Object Code table or if the Entertainment Manager has checked any expenses Taxable. |
| Awaiting Separation of Duties Review | Used in conjunction with SEPARATION\_OF\_DUTIES\_ROUTING\_CHOICE parameter. If parameter = F, then Payee and Fiscal Officer cannot be the same; if parameter = D, then Payee and Division Approver cannot be the same. |
| Awaiting Disbursement Payment Review | Optionally routes to Disbursement Payment Review if the payment method used on the document requires Disbursement Method review. |
| Disapproved - Traveler | The payee has disapproved the document. |
| Disapproved – Fiscal Officer | A user in the Fiscal Officer role has disapproved the document. |
| Disapproved – Organization | A user in the Org Reviewer role has disapproved the document. |
| Disapproved – Special Request | A user in the Special Request Reviewer role has disapproved the document. |
| Disapproved – Sub-Fund | A user in the Sub-Fund Reviewer role has disapproved the document. |
| Disapproved – Award | A user in the Award Reviewer role has disapproved the document. |
| Disapproved – Budget | A user in the Budget Reviewer role has disapproved the document. |
| Disapproved – Tax Manager | A user in the Tax Manager role has disapproved the document. |
| Disapproved – Separation of Duties | A user in the Separation of Duties role has disapproved the document. |
| Disapproved – Disbursement Method | A user in the Disbursement Method Reviewer role has disapproved the document. |
| Disapproved – Entertainment Manager | A user in the Entertainment Manager Reviewer role has disapproved the document. |
| Entertainment Manager Approved | A user in the Entertainment Manger Reviewer role has approved the document. The Workflow status is FINAL and Entertainment Reimbursements can be created from this Entertainment Reimbursement. |

##### Reports Tab

This tab allows you to access forms related to reimbursement for event expenses.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Reports Tab|tag=Reports\_Tab\_TEM.

##### Entertainment Overview Tab

This tab provides information about the person who is to be reimbursed and the event for which expenses were incurred. When you create a new Entertainment Reimbursement document from an existing Entertainment Reimbursement, the system copies the **Entertainment Overview** tab of the previous Entertainment Reimbursement document.

This tab contains two sections, **Payee** and **Entertainment Information**.

###### Payee Section

This section provides information about the person requesting reimbursement.

Payee section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Address Lookup | If the person uses more than one address, use the lookup icon to find the appropriate mailing address for payment. |
| City Name | Display only. The city of the payee or the address selected. |
| Country Code | Display only. The country of residence of the payee or the address selected. |
| Email Address | Display only. The email address of the payee selected. |
| Event Host Name | The name of the person who hosted the event. |
| Event host same as payee | If the event host and payee are the same, check this box and the Event Host Name will be populated with the Payee Name. |
| Event Title | The name of the event. |
| First Name | Display only. The first name of the payee selected. |
| Last Name | Display only. The last name of the payee selected. |
| Liability Insurance | Indicates whether this person carries liability insurance. Check the box to indicate that the person has insurance; otherwise, leave the box blank. |
| Payee Lookup | The name of the person requesting reimbursement (that is, the person to whom reimbursement is to be sent). Use the lookup icon to find the person’s name.  Description: pencil-small.gif If the initiator is an Arranger, they will need to look up and return a TEM Profile. If the initiator is not an Arranger, the information displayed in this tab is derived from their KIM Person record.  Description: pencil-small.gif If the payee and event host are not the same user, you must attach the TEM Host Certification available in the Reports tab after the document is saved or submitted. |
| Payee Type Code | Display only. Employee or Non-Employee depending on the TEM Profile selected. |
| Phone Number | Display only. The telephone number of the payee selected. |
| State Code | Display only. The state of the payee or the address selected. |
| Street Address Line 1 | Display only. The first line of the street address of the payee or the address selected. |
| Street Address Line 2 | Display only. The second line of the street address of the payee or the address selected. |
| Zip Code | Display only. The zip code of the payee or the address selected. |

###### Entertainment Information Section

This section provides information about the event for which reimbursement is being requested.

Entertainment Information section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Purpose | Required. The purpose of the event. Select the purpose from the list.  Description: pencil-small.gif If you specify a purpose for which review is required (indicated in the appropriate Entertainment Purpose table), routing for this document will include Special Request review and approval. |
| Event Begin | Required. The start date for the event. Enter the date or select it from the calendar tool. |
| Event End | Required. The end date for the event. Enter the date or select it from the calendar tool. |
| Partner/Spouse Expense Included | Indicates whether the expenses claimed include expenses for the requester’s spouse or partner. Check the box to indicate that these expenses are included.  Description: pencil-small.gif Checking this box causes the system to route the document for Special Request review and approval. |
| Description/Justification Comments | Optional. Additional description of, or justification for, the event. |

##### Attendees Tab

This tab allows you to list all persons who attended the event for which expenses are claimed. You may enter information about the attendees individually, import the information, or attach a list to the **Notes and Attachments** tab.

Attendees tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Attendee List Attached | Indicates that an attachment in the **Notes and Attachments** tab provides the list of attendees. Check the box to indicate the presence of the attachment. |
| Attendee Type | The type of attendee (employee, business guest, etc.). Select the type from the list. |
| Company | The name of the company the attendee was representing. |
| Name | The attendee’s name. Use the lookup icon to look up a TEM Profile. |
| Number of Attendees | The total number of attendees. |
| Title | The attendee’s title at the company. |

###### Working in the Edit Attendees Tab

You have three options for adding attendees.

* To add a single employee, enter information for the person and then click the **Add** button. The system adds the information to the list and opens another line so you can add another attendee.
* To attach a list of attendees, check the **Attendee List Attached** box in this tab and use the **Notes and Attachments** tab with Attachment Type “Attendee List” to attach the file containing the list.
* If you have a number of attendees to enter, you may create a csv file containing the information and click the Import Lines tab to import the data into the fields on this tab.

Description: go-arrow-red For more information about the layout of the required csv file, see Attendee\_List\_Import.xlxs|document=WordDocuments\FIN Overview Source.docx;topic=Attendee\_List\_Import.xlxs“[Attendees\_List\_Import.xlxs](https://kualico.atlassian.net/wiki/pages/viewpageattachments.action?pageId=1179698)” in the Overview and Introduction to the User Interface.

Description: go-arrow-red For information about using the template to import data, see Data Import Templates|document=WordDocuments\FIN Overview Source.docx;topic=Data Import Templates“Data Import Templates” in the Overview and Introduction to the User Interface.

##### Actual Expenses Tab

This tab allows you to enter information about expenses for the event.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Actual Expenses Tab|tag=Actual\_Expenses\_Tab\_TEM.

##### Expense Totals Tab

This tab summarizes the expenses that make up the total of this document and amount that will be paid to the Payee.

Expense Total tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Total Expenses | Display only. The total expenses reported in the **Actual Expenses** tab on this document. |
| Less Non-Reimbursable | Display only. The total of all amounts indicated as non-reimbursable. |
| Approved Amount | Display only. The total expenses less the non-reimbursable amount. |
| Less CTS Charges | Display only. The total amount of imported CTS charges listed in the **Imported Expenses** tab. |
| Amount due Corporate Credit Card | Display only. The total amount paid through the corporate credit card listed in the **Imported Expenses** tab.  Description: pencil-small.gif If your institution has set the AMOUNT\_DUE\_CORPORATE\_CARD\_TOTAL\_LINE\_IND parameter to N, this field does not display. |
| Reimbursement for this Entertainment | Display only. The lesser of the Approved Amount less the CTS Charges, less the Amount due Corporate Credit Card or the Expense Limit indicated in the **Special Circumstances** tab. |
| Apply Expense Limit | Display only. The dollar limit that has been set in the Special Circumstances tab. |
| Total Amount Paid to Vendor (DV) | Display only. The total net amount of all disbursement vouchers in which the **Organization Document Number** field contains the TEM Doc # of this document.  Description: pencil-small.gif If the DV was not created using the **Vendor Payment** button on the ENT document then the DV will need to be manually associated with the ENT document in the **View Related Documents** tab. |
| Total Amount Paid from Payment Requests (PREQ) | Display only. The total of all payment request amounts on TEM documents in which the **Organization Document Number** field contains the TEM Document Number of this Entertainment Reimbursement document and that have been manually related in the **View Related Documents** tab. |
| Grand Total | Display only. Total Expenses plus Total Amount paid to Vendor (DV) plus Total Amount paid from Payment Requests (PREQ). |

##### Special Circumstances Tab

This tab allows you to provide information regarding any special circumstances that may pertain to reimbursement of entertainment expenses.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Special Circumstances Tab|tag=Special\_Circumstances\_Tab\_TEM.

##### Summary by Object Code Tab

This tab allows you to distribute expenses to accounts by object codes.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Summary by Object Code Tab|tag=Summary\_By\_Object\_Code\_Tab\_TEM.

##### Assign Accounts Tab

This tab allows you to specify the distribution of expenses for the object codes selected in the **Summary by Object Code** tab.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Assign Accounts Tab|tag=Assign\_Accounts\_Tab\_TEM.

##### Payment Information Tab

This tab allows you to specify information related to the payment such as the due date, payment method, attachments.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Payment Information Tab|tag=Payment\_Information\_Tab\_TEM.

##### Pre-Disbursement Processor Status Tab

This tab displays information from the Pre-Disbursement Processor (PDP) so you can track the payment status and the status date and access detailed information about the payment.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Pre-Disbursement Processor Status Tab|tag=Pre-Disbursement\_Processor\_Status\_Tab\_TEM.

##### View Related Documents Tab

This tab displays information about related documents automatically added by the system and allows you to associate other documents that may be related to the event.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: View Related Documents Tab|tag=View\_Related\_Documents\_Tab\_TEM.

##### Agency Links Tab

This tab lists links to travel agencies.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Agency Links Tab|tag=Agency\_Links\_Tab\_TEM.

##### Notes about Standard Kuali Financials Tabs

* In the **Document Overview** tab, the system automatically generates an entry in the **Description** field after you save or submit the document. The description reflects the name of the person requesting reimbursement, the event begin date and the event title, truncated to 40 characters.
* The **Accounting Lines** tab contains an additional field called **Expense Source** which is used to determine how and when to create GLPEs. Values are Out of Pocket, CTS and Corporate card and will be listed for each expense in the **Summary by Object Code** tab.
* The **Notes and Attachments** tab includes the option to select an **Attachment Type** which is used by the system to validate that the appropriate attachments have been attached.

##### Workflow Action Buttons

At the bottom of the Entertainment Reimbursement document, the system displays several standard workflow action buttons.

go-arrow-red For information about the standard workflow action buttons, see Workflow Action Buttons|document=WordDocuments\FIN Overview Source.docx;topic=Workflow Action Buttons “Workflow Action Buttons” in the Overview and Introduction to the User Interface.

Depending on your role, you may also see one or more of the following buttons.

Workflow action buttons

|  |  |
| --- | --- |
| Button | Description |
| Calculate | Updates the **Expense Totals** and **Summary by Object Code** tabs and the amount fields in **Assign Accounts** and **Accounting Lines** tabs. |
| Vendor Payment | Allows you to initiate a Disbursement Voucher with this document’s TEM Document Number in the **Organization Document Number** field. The system also lists the DV in the **View Related Documents** tab of this Entertainment Reimbursement document. |
| New Entertainment | Allows you to create another Entertainment Reimbursement document for this TEM Doc #. |

#### Process Overview

##### Business Rules

The following business rules apply to entertainment transactions:

* Initiation
* Arrangers and users with TEM Profiles can initiate Moving and Relocation Reimbursements.
* Arrangers do not need to have a TEM Profile.
* TEM Profiles can be created by, and for, any Active Faculty or Staff.
* If the Attendee List Attached box is checked and there is no Attachment Type of “Attendee List” attached to the **Notes and Attachments** tab, the system displays a warning message: “Attendee List attached checkbox is selected and there is no attendee list attachment. Do you want to proceed? (Y/N)” To return to the Entertainment Expense document and attach an Attendee List, click No. Otherwise, click Yes to continue without the list.
* If you enter one or more expenses for which a receipt is required, the system verifies that an Attachment Type of “Receipt” is attached to the **Notes and Attachments** tab. The document cannot be submitted until the Receipt type Attachment is attached.
* If the Event Host is different from the Payee, an Entertainment Host Certification must be attached.
* If the Payee is a non-employee and parameter NON\_EMPLOYEE\_CERTIFICATION\_REQUIRED\_IND = Y, then you will need to attach the Non-Employee Form available from the Reports Tab to the Notes and Attachments tab with Attachment Type “Non Employee Form.”
* Only the initiator, Entertainment Manager, approvers and arrangers are authorized to open Entertainment Reimbursement documents from Document Searches.
* Entertainment Reimbursement documents cannot be created from TA and TRs.
* Entertainment Reimbursement documents can be created from existing Entertainment Reimbursement documents as long as the original Entertainment Reimbursement Document was created from scratch.
* Expense date must be earlier than today or event end date.
* When Payee Type is non-employee, the document does not route to the payee for approval.

##### Routing

In addition to the approvals that exist on most all transaction documents (Fiscal Officer, Organization Review, Sub-Fund, Award, Tax Manager and Disbursement Method Reviewer), the following approvals may also be required.

* If an Entertainment Reimbursement document is prepared by an arranger on behalf of a payee identified in KIM, the document routes to the payee.
* If Spouse/Partner is checked or Entertainment Purpose, Expense Type Object Code and/or Class of Service require special approval, the Entertainment Reimbursement routes to Special Request Reviewer.
* If the Sufficient Funds Checking is turned on for an Account and the Account does not have sufficient funds, the Entertainment Reimbursement will route to Budget Office Review.
* If parameter SEPARATION\_OF\_DUTIES\_ROUTING\_OPTION is set to F and the traveler and Fiscal Officer are the same, the Entertainment Reimbursement will route to Separation of Duties Reviewer.
* The Entertainment Reimbursement will route to the Entertainment Manager.

##### Post-Processing

* If a CTS credit card has been used for expenses, the system generates a distribution of income and expense (DI) transaction to reallocate expenses from the central departmental accounting line to the specified accounting lines in the Imported Expense tab.
* If a corporate credit card has been used for expenses, the system extracts transaction to PDP for payment to the bank when the Entertainment document is extracted for payment.
* If payment method is ACH/Check, the Entertainment document is extracted to PDP for payment.

##### Initiating an Entertainment Reimbursement

1. Select Entertainment Reimbursement.
2. Log into Kuali Financials as necessary.
3. The Entertainment Reimbursement will open with a new document ID. The TEM Doc # will be blank. **Description** contains text: (Description will be filled upon submit) and upon submit will be populated with payee’s name and entertainment begin date up to 40 characters.
4. Complete the **Entertainment Overview** tab, **Payee Section**:
   1. Enter an event Title.
   2. If the Event Host is the same as the Payee, click Event host same as payee, if not, enter the Event Host Name.
   3. If you are an Arranger, click the lookup icon to search for and return a TEM Profile.
   4. If you are not an Arranger and have a TEM Profile, the Entertainment Overview will have your TEM Profile information.
5. Complete the **Entertainment Overview tab, Entertainment Information Section**:
6. Select the Purpose.
7. Enter Event begin and end dates.
8. Complete the **Actual Expenses** tab.
9. Enter the expense date.
10. Select the Expense Type Code.
11. Enter the amount.
12. Click the **Add** button.
13. Complete additional fields if required based on the expense type code selected.
14. Summary by Object Code will update with the object code to be used for each expense entered on the document.
15. Complete the **Assign Accounts** tab.
16. If the TEM Profile has default accounting associated with it, the fields on the Assign Accounts tab Accounting Lines section will be prefilled. Change them if necessary.
17. Enter a Percent or Amount if you will be split funding. Depending on what you enter, the other field will update appropriately.
18. Click the **Add** button. If the full amount was not charged to the first account, the balance will display in the Amount field on the add line. Continue until the full amount has been allocated.
19. Click the **Assign Accounts** button to complete the **Accounting Lines** tab with the object codes from **Summary by Object Code** tab and the accounts and amounts from the **Assign Accounts** tab.
20. Complete the **Payment Information** tab
21. Select a Due Date or accept the default.
22. Select a Payment Method.
23. Click the **Submit** button to send the Moving and Relocation Reimbursement into workflow.

### Moving and Relocation Reimbursement|linktag=Moving\_and\_Relocation\_Reimbursement

The Moving and Relocation Reimbursement (RELO)document allows you to record and track moving and relocation expenses for a particular move. The document tracks information regarding the relocation and authorizes you to create vendor payments, new reimbursements and corporate card payments.

The Moving and Relocation document does not include cash advances and does not encumber funds.. Payee ACH and Check payments and Corporate Credit Card payments are extracted to PDP for payment.

You may use this document to record your own expenses or, if you are an arranger, you may create the document on behalf of other people for which you are authorized.

#### Document Layout

When you select **Moving and Relocation Reimbursement**, the system displays a blank Moving and Relocation Reimbursement document.

If you are an arranger you will be able to look up and return payees for which you are an arranger, if you are not an arranger, then your KIM information will populate the **Payee** section.

The Moving and Relocation Reimbursement document contains an expanded **Document Header** plus several travel-related tabs —**Reports** (not displayed until you have saved the document), **Moving and Relocation Overview, Special Circumstances, Actual Expenses, Expense Totals**, **Summary by Object Code, Assign Accounts, Payment Information, Pre-Disbursement Processor Status, View Related Documents** and **Agency Links** —in addition to the standard Kuali Financials transaction tabs.

 For more information about the standard transaction tabs, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs “Standard Tabs” in the Overview and Introduction to the User Interface.

##### Document Header

The document header for the Moving and Relocation Reimbursement document contains two TEM-specific fields in addition to the fields found in the standard document header.

 For more information about the standard document header, see Document Header|document=WordDocuments\FIN Overview Source.docx;topic=Document Header “Document Header” in the Overview and Introduction to the User Interface.

Additional fields on document header

|  |  |
| --- | --- |
| Title | Description |
| RELO Status | Display only. Indicates the status of the document in workflow. See the RELO status indicators table below. |
| TEM Doc # | Display only. A unique number that identifies this document; automatically assigned by the system after you submit the document.  Description: pencil-small.gif If parameter INCLUDE\_TRAVELER\_TYPE\_IN\_TRIP\_ID\_IND = Y, then the TEM Doc # will include the Traveler Type Code. |

RELO status indicators

|  |  |
| --- | --- |
| Status | Description |
| In process | The user has initiated and saved the document but has not submitted it. |
| Canceled | The document has been canceled by the initiator prior to being submitted. |
| Awaiting Traveler Review | If the initiator is not the payee, routes to the payee for approval. |
| Awaiting Fiscal Officer review | Routes to Fiscal Officer based on the accounts used on the document.   * In the event that no General Ledger Pending Entries will be generated, the document will route to the Fiscal Officer associated with the default account on the payee’s TEM Profile. |
| Awaiting Organization Review | Optionally routes to Organization Review if Accounting Reviewer has been set up for the Organization associated with the account.. |
| Awaiting Special Request Review | Optionally routes to Special Request Review if required in the Expense Type Object Code table or the Class of Service table. |
| Awaiting Executive Review | Optionally routes to Executive Approver role if the Job Classification Code selected requires additional approval. |
| Awaiting Sub-Fund Review | Optionally routes to Sub-Fund Review, if the sub-fund associated with the account requires sub-fund review. |
| Awaiting Award Review | Optionally routes to Award Review if the account used on the document has a CnG ID that has been set up to route for approval. |
| Awaiting Budget Review | Optionally routes to Budget Review if Sufficient Funds Checking has been turned on for the account and there aren’t sufficient funds to cover the expense. |
| Awaiting Tax Manager Review | Optionally routes to Tax Manager Review if required in the Expense Type Object Code table or if the Moving and Relocation Manager has checked any expenses Taxable. |
| Awaiting Separation of Duties review | Used in conjunction with SEPARATION\_OF\_DUTIES\_ROUTING\_CHOICE parameter. If parameter = F, then Payee and Fiscal Officer cannot be the same; if parameter = D, then Payee and Division Approver cannot be the same. |
| Awaiting Disbursement Method Review | Optionally routes to Disbursement Payment Review if the payment method used on the document requires Disbursement Method review. |
| Awaiting Moving and Relocation Manager Review | Moving and Relocation Manager approves all Moving and Relocation Reimbursement documents. |
| Disapproved – Traveler | The payee has disapproved the document. |
| Disapproved – Fiscal Officer | A user in the Fiscal Officer role has disapproved the document. |
| Disapproved – Organization | A user in the Org Reviewer role has disapproved the document. |
| Disapproved – Special Request | A user in the Special Request Reviewer role has disapproved the special request. |
| Disapproved – Executive | A user in the Executive Approver role has disapproved the international travel. |
| Disapproved – Sub-Fund | A user in the Sub-Fund Reviewer role has disapproved the document. |
| Disapproved – Award | A user in the Award Reviewer role has disapproved the document. |
| Disapproved – Budget | A user in the Budget Reviewer role has disapproved the document. |
| Disapproved – Tax Manager | A user in the Tax Manager Reviewer role has disapproved the document. |
| Disapproved – Separation of Duties | A user in the Separation of Duties Reviewer role has disapproved the document. |
| Disapproved – Disbursement Method | A user in the Disbursement Method Reviewer role has disapproved the document. |
| Disapproved – Moving and Relocation Manager | A user in the Moving and Relocation Manager role has disapproved the document. |
| Moving and Relocation Manager Approved | A user in the Moving and Relocation Manger Reviewer role has approved the document. The Workflow status is FINAL and Entertainment Reimbursements can be created from this Entertainment Reimbursement. |

##### Reports Tab

This tab allows you to access forms and summaries related to reimbursement for moving expenses and displays after you have submitted the document.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Reports Tab|tag=Reports\_Tab\_TEM.

##### Moving and Relocation Overview Tab

This tab collects information about the person requesting reimbursement and the move for which reimbursement is being requested.

The tab contains two sections, **Payee** and **Moving and Relocation Information**.

###### Payee Section

This section contains information about the person requesting reimbursement for moving or relocation expenses.

Payee section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Address Lookup | If the person uses more than one address, use the lookup icon to find the appropriate mailing address for payment. |
| City Name | Display only. The city of the payee or the address selected. |
| Country Code | Display only. The country of residence of the payee or the address selected. |
| Email Address | The email address of the person requesting reimbursement. The system generates the default entry from the user’s TEM Profile record. |
| First Name | Display only. The first name of the person requesting reimbursement. The system generates this entry from the user’s TEM Profile record. |
| Last Name | Display only. The last name of the person requesting reimbursement. The system generates this entry from the user’s TEM Profile record. |
| Payee Id | Display only. KIM Principal Name assigned to the TEM Profile Person record.  Description: pencil-small.gif This will be blank if the Payee is a non-employee |
| Payee Lookup | The name of the person requesting reimbursement (that is, the person to whom reimbursement is to be sent). Use the lookup icon to find the person’s name.  Description: pencil-small.gif If the initiator is an Arranger, they will need to look up and return a TEM Profile. If the initiator is not an Arranger, the information displayed in this tab is derived from their KIM Person record. |
| Payee Type | Display only. Employee or Non-Employee depending on the TEM Profile selected. |
| Phone Number | The telephone number of the person requesting reimbursement. The system generates the default entry from the user’s TEM Profile record. |
| Preparer | Display only. The user who created this document. |
| Principal Id | Display only. KIM Principal ID assigned to the TEM Profile Person record.  Description: pencil-small.gif This will be blank if the Payee is a non-employee |
| State Code | Display only. The state of the payee or the address selected. |
| Street Address Line 1 | Display only. The first line of the street address of the payee or the address selected. |
| Street Address Line 2 | Display only. The second line of the street address of the payee or the address selected. |
| Zip Code | Display only. The zip code of the payee or the address selected. |

###### Moving and Relocation Information Section

This section contains information about the person requesting reimbursement for moving or relocation expenses.

Moving and Relocation Information section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Comments | Additional information about this move. |
| Job Class Code | Required. The code representing the person’s job classification. Select the appropriate code from the list. |
| Moving Begin | Required. The start date for the relocation. Enter the date or select it from the calendar tool. |
| Moving End | Required. The end date for the relocation. Enter the date or select it from the calendar tool. |
| Moving from City | The city from which the person moved. |
| Moving to City | The city to which the person moved. |
| Moving from Country | The country from which the person moved. Select the country from the list. |
| Moving to Country | The country to which the person moved. Select the country from the list. |
| Moving from State | Required if the moving-from country is the United States. The state from which the person moved. Select the state from the list. |
| Moving to State | Required if the moving-to country is the United States. The state to which the person moved. Select the state from the list. |
| Reason Code | Required. The reason for this move. Select the reason from the list. |
| Title Code | The code for the person’s job title. |

##### Special Circumstances Tab

This tab allows you to provide information regarding any special circumstances that may pertain to reimbursement of moving and relocation expenses.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Special Circumstances Tab|tag=Special\_Circumstances\_Tab\_TEM.

##### Actual Expenses Tab

This tab allows you to enter detailed information about expenses for the relocation.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Actual Expenses Tab|tag=Actual\_Expenses\_Tab\_TEM.

##### Expense Totals Tab

This tab summarizes the expenses that make up the total of this document and amount that will be paid to the Payee.

Expense Totals tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Total Expenses | Display only. The total expenses reported in the **Actual Expenses tab** on this document. |
| Less Non-Reimbursable | Display only. The total of all amounts indicated as non-reimbursable. |
| Approved Amount | Display only. The total expenses less the non-reimbursable amount. |
| Less CTS Charges | Display only. The total amount imported from the CTS in the **Imported Expenses** tab. |
| Amount due Corporate Credit Card | Display only. The total amount paid through the corporate credit card listed in the **Imported Expenses** tab.  Description: pencil-small.gif If your institution has set the AMOUNT\_DUE\_CORPORATE\_CARD\_TOTAL\_LINE\_IND parameter to N, this field does not display. |
| Apply Expense Limit | Display only. The dollar limit that has been set in the Special Circumstances tab. |
| Reimbursement for this Moving and Relocation | Display only. The lesser of the Approved Amount less the CTS Charges, less the Amount due Corporate Credit Card or the Expense Limit indicated in the **Special Circumstances** tab. |
| Total Amount Paid to Vendor (DV) | Display only. The total net amount of all disbursement vouchers in which the **Organization Document Number** field contains the TEM Doc # of this document.  Description: pencil-small.gif If the DV was not created using the **Vendor Payment** button on the RELO document then the DV will need to be manually associated with the ENT document in the **View Related Documents** tab. |
| Total Amount Paid from Payment Requests (PREQ) | Display only. The total of all payment request amounts on TEM documents in which the **Organization Document Number** field contains the TEM Document Number of this Moving and Relocation Reimbursement document and that have been manually related in the **View Related Documents** tab. |
| Grand Total | Display only. Total Expenses plus Total Amount paid to Vendor (DV) plus Total Amount paid from Payment Requests (PREQ). |

##### Summary by Object Code Tab

This tab allows you to distribute expenses to accounts by object codes.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Summary by Object Code Tab|tag=Summary\_By\_Object\_Code\_Tab\_TEM.

##### Assign Accounts Tab

This tab allows you to specify the distribution of expenses for the object codes selected in the **Summary by Object Code** tab.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Assign Accounts Tab|tag=Assign\_Accounts\_Tab\_TEM.

##### Payment Information Tab

This tab allows you to specify information related to the payment such as the due date, payment method, attachments.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Payment Information Tab|tag=Payment\_Information\_Tab\_TEM.

##### Pre-Disbursement Processor Status Tab

This tab displays information from the Pre-Disbursement Processor (PDP) so you can track the payment status and the status date and access detailed information about the payment.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Pre-Disbursement Processor Status Tab|tag=Pre-Disbursement\_Processor\_Status\_Tab\_TEM.

##### View Related Documents Tab

This tab displays information about related documents automatically added by the system and allows you to associate other documents that may be related to the event.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: View Related Documents Tab|tag=View\_Related\_Documents\_Tab\_TEM.

##### Agency Links Tab

This tab lists links to travel agencies.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Agency Links Tab|tag=Agency\_Links\_Tab\_TEM.

##### Notes about Standard Kuali Financials Tabs

* In the **Document Overview** tab, the system automatically generates an entry in the **Description** field after you save or submit the document. The description, which reflects the last name, first name, moving begin date and moving from city specified on the document, is truncated to 40 characters.
* The **Accounting Lines** tab contains an additional field called **Expense Source** which is used to determine how and when to create GLPEs. Values are Out of Pocket, CTS and Corporate card and will be listed for each expense in the **Summary by Object Code** tab.
* The **Notes and Attachments** tab includes the option to select an **Attachment Type** which is used by the system to validate that the appropriate attachments have been attached.

##### Workflow Action Buttons

At the bottom of the Moving and Relocation document, the system displays several standard workflow action buttons.

Depending on your roles and responsibilities, you may also see one or more of the following buttons.

Workflow action buttons definitions

|  |  |
| --- | --- |
| Action | Description |
| Calculate | Updates the **Expense Totals** and **Summary by Object Code** tabs and the amount fields in **Assign Accounts** and **Accounting Lines** tabs. |
| Vendor Payment | Allows you to initiate a Disbursement Voucher with this document’s TEM Document Number in the **Organization Document Number** field. The system also lists the DV in the **View Related Documents** tab of this Entertainment Reimbursement document. |
| New Relocation | Allows you to create another Moving and Relocation Reimbursement document for this TEM Doc #. |

#### Process Overview

##### Business Rules

The following business rules apply to Moving and Relocation transactions:

* Initiation
* Arrangers and users with TEM Profiles can initiate Moving and Relocation Reimbursements.
* Arrangers do not need to have a TEM Profile.
* TEM Profiles can be created by, and for, any Active Faculty or Staff.
* If you enter one or more expenses for which a receipt is required, the system verifies that an Attachment Type of “Receipt” is attached to the **Notes and Attachments** tab. The document cannot be submitted until the Receipt type Attachment is attached.
* Only initiator, Moving and Relocation Manager, approvers and arrangers are authorized to open Moving and Relocation Reimbursement documents from Document Searches.
* Moving and Relocation Reimbursement documents cannot be created from TA and TRs.
* Moving and Relocation Reimbursement documents can be created from existing Moving and Relocation Reimbursement documents as long as the original Moving and Relocation Reimbursement Document was created from scratch.
* Expense date must be earlier than today or moving end date.
* When Payee Type is non-employee, the document does not route to the payee for approval.

##### Routing

In addition to the approvals that exist on most all transaction documents (Fiscal Officer, Organization Review, Sub-Fund, Award, Tax Manager and Disbursement Method Reviewer), the following approvals may also be required.

* If a Moving and Relocation Reimbursement document is prepared by an arranger on behalf of a payee identified in KIM, the document routes to the payee.
* If the Expense Type Object Code or Class of Service requires special approval, the Moving and Relocation Reimbursement routes to Special Request Reviewer.
* If the Sufficient Funds Checking is turned on for an Account and the Account does not have sufficient funds, the Moving and Relocation Reimbursement will route to Budget Office Review.
* If parameter SEPARATION\_OF\_DUTIES\_ROUTING\_OPTION is set to F and the traveler and Fiscal Officer are the same, the Moving and Relocation Reimbursement will route to Separation of Duties Reviewer.
* The Moving and Relocation Reimbursement will route to the Moving and Relocation Manager.

##### Post-Processing

* If a CTS credit card has been used for expenses, the system generates a distribution of income and expense (DI) transaction to reallocate expenses from the central departmental accounting line to the specified accounting lines in the Imported Expense tab.
* If a corporate credit card has been used for expenses, the system extracts transaction to PDP for payment to the bank when the Entertainment document is extracted for payment.
* If payment method is ACH/Check, the Moving Relocation Reimbursement document is extracted to PDP for payment.

##### Initiating a Moving and Relocation Reimbursement

1. Select Moving and Relocation Reimbursement
2. Log into the Kuali Financials as necessary.
3. The Moving and Relocation Reimbursement will open with a new document ID. The TEM Doc # will be blank. **Description** contains text: (Description will be filled upon submit) and upon submit will be populated with payee’s name and moving begin date up to 40 characters.
4. Complete the **Moving and Relocation Overview** tab, **Payee** **Section**:
5. If you are an Arranger, the **Moving and Relocation Overview** tab will be empty, click the lookup icon to search for and return a TEM Profile.
6. If you are not an Arranger and have a TEM Profile, the **Moving and Relocation Overview** tab will fill in with your TEM Profile information.
7. Complete the **Moving and Relocation** **Overview** tab**, Moving and Relocation** **Information Section**:
8. Select the Reason Code.
9. Enter Moving begin and end dates.
10. Select the Job Classification Code.
11. Complete the **Actual Expenses** tab.
12. Enter the expense date.
13. Select the Expense Type Code.
14. Enter the amount.
15. Click the **Add** button.
16. Complete additional fields if required based on the expense type code selected.
17. The **Summary by Object Code** tab will update with the object code to be used for each expense entered on the document.
18. Complete the **Assign Accounts** tab.
19. If the TEM Profile has default accounting associated with it, the fields on the **Assign Accounts** tab **Accounting Lines** section will be prefilled. Change them if necessary.
20. Enter a Percent or Amount if you will be split funding. Depending on what you enter, the other field will update appropriately.
21. Click the **Add** button. If the full amount was not charged to the first account, the balance will display in the Amount field on the add line. Continue until the full amount has been allocated.
22. Click the **Assign Accounts** button to complete the **Accounting Lines** tab with the object codes from **Summary by Object Code** tab and the accounts and amounts from the **Assign Accounts** tab.
23. Complete the Payment Information tab
24. Select a Due Date or accept the default.
25. Select a Payment Method.
26. Click the **Submit** button to send the Moving and Relocation Reimbursement into workflow.

### Taxable Ramification

The Taxable Ramification Document (TXRF) document is used to notify travelers that a travel advance is past due by the number of days in parameter NOTIFICATION\_DAYS.

Unlike other transaction documents, the Taxable Ramification document is generated automatically by the system in a batch mode. The Taxable Ramification document is routed to the traveler and if parameter SEND\_FYI\_TO\_FISCAL\_OFFICER\_IND = Y, then an FYI will be sent to the fiscal officer of the advance account. An email is also sent to the Traveler.

#### Document Layout

When you select **Taxable Ramification** from the Action List, the system opens a Taxable Ramification Document. The document cannot be edited.

##### Document Overview Tab

The **Document Overview** tab for the Taxable Ramification document is completed by the system when the batch is run.

Taxable Ramification Document Overview, Field Definitions

|  |  |
| --- | --- |
| Title | Description |
| Description | Display only. Displays text: Notice for <Traveler’s Principal Name>. |

##### Taxable Ramification Notice Tab

The **Taxable Ramification Notice** tab contains information about the travel advance issued to the traveler and a notification of the consequences for not repaying the advance in a timely fashion.

Description: pencil-small.gif This tab is display only. The notification text comes from parameter NOTIFICATION\_TEXT.

Taxable Ramification Notice tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| AR Invoice Document Number | Display only. The AR invoice number that was created when the Travel Authorization that requested the advance was approved.. |
| Due Date | Display only. The date the advance was due. |
| Invoice Amount | Display only. The original amount of the advance. |
| Open Amount | Display only. The amount of the advance that is currently outstanding. |
| Notice | Display only. The notice to the traveler. |

### Travel Arranger

A travel arranger is a user who is authorized to access and create travel documents for others. Arrangers are also permitted to access and change the TEM profile record for any person to whom he or she is assigned. Arrangers can also initiate Entertainment Reimbursement and Moving and Relocation Reimbursement documents on behalf of users with TEM Profiles where they are an arranger.

The Travel Arranger (TTA) document allows you to become a travel arranger for someone else. It also allows you to end this relationship.

Your institution may or may not use this document, depending on how it assigns arrangers.

* If your institution assigns arrangers by organization only, the system automatically assigns a default arranger to each traveler based on the organization to which a traveler belongs. In this case, the Travel Arranger document serves no purpose and is not used.
* If your organization assigns arrangers by traveler only, any user may become a travel arranger for any other user, regardless of organizational boundaries and hierarchy. In this case, travel arrangers use this document to request arranger authorization. When they submit the document, the system routes it to the traveler for approval.
* If your institution assigns arrangers by organization and by traveler, a default arranger is assigned base on organization and any user may become a travel arranger for any other user, regardless of organizational boundaries and hierarchy. Any arranger(s) assigned via the Travel Arranger document override the default arranger assigned based on your organization.

Description: exclaim.gif Travelers do not use this document to assign arrangers. Instead, they use the **Arrangers** tab in their TEM Profile|tag=TEM\_Profile to make these assignments.

#### Document Layout

The document contains two unique tabs—**Traveler Section** and **Edit Request**—in addition to the standard **Ad Hoc Recipients** and **Route Log** tabs.

 For more information about the two standard tabs, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs “Standard Tabs” in the Overview and Introduction to the User Interface.

##### Traveler Section Tab

This tab provides information about the person for whom the arranger will be asking to become an arranger.

This tab contains a single field, **Traveler Lookup**. Use the lookup icon to find the name of the person for whom you are to become an arranger

##### Edit Request Tab

This section provides details about this request or notification.

Edit Request tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Notification to resign from arranger | A check box indicating whether you are resigning from the position of arranger for this person. To choose this option, check the box. |
| Please delegate authority to initiate the travel authorization for your trip. | A check box indicating that you are requesting authority to create and submit Travel Authorization documents for this person. To choose this option, check the box. |
| Please delegate authority to initiate the travel Reimbursement, Entertainment and Relocation documents for your trip. | A check box indicating that you are requesting authority to create and submit TEM Reimbursement documents for this person. To choose this option, check the box. |
| Primary Arranger | A check box indicating that you would like to become the Primary Arranger.  Description: pencil-small.gif There can only be one person assigned as the Primary Arranger. |

#### Process Overview

##### Business Rules

* The traveler and the arranger cannot be the same user.
* The system permits each traveler to assign multiple arrangers, but only one may be designated as the traveler’s primary arranger.
* If **Notification to resign from arranger** is checked, you cannot also request to be an arranger.
* The person must have a TEM Profile in order for someone to request that they become their arranger.

##### Routing

* When you use this document to become a travel arranger for someone, the system routes it to the traveler for approval. After approval, the status of the document becomes Final and the system adds the arranger to the **Arranger** tab in the traveler’s TEM Profile record.
* When you use this document to resign from this relationship with a traveler, the status of the document becomes Final immediately. The system sends an FYI to the traveler and marks your Arranger record as inactive on the TEM Profile.

### Travel Authorization

The Travel Authorization (TA) document allows you to prepare for a trip by requesting travel authorizations and/or travel advances as needed and by encumbering funds for the trip. You may use this document to record your own travel plans or, if you are an arranger, you may create or complete a Travel Authorization document on behalf of someone else. In either case, this document allows you to document estimated costs for the purposes of approving travel, limiting expenditures, and requesting travel advances. Additionally, this document enables you to specify all pertinent information about the trip, the individual traveler and/or traveling group, and the traveler’s emergency contact(s).

Description: pencil-small.gif When you use this document to request travel authorization and the status of the document has become Final, the system generates the encumbrance.

Description: Description: pencil-small.gif When you use this document to request a travel advance and the status of the document has become Final, the system generates an AR Invoice document to track the advance as a receivable. Payment of the advance is extracted into PDP and processed like other payments extracted into PDP.

#### Document Layout|linktag=TA\_Document\_Layout

When you select **Travel Authorization**, the system displays a blank Travel Authorization document.

If you are an arranger you will be able to look up and return travelers for which you are an arranger, if you are not an arranger, then your KIM information will populate the **Traveler** section.

The Travel Authorization document contains an expanded **Document Header** section plus several travel-related tabs—**Trip Overview, Travel Advance**, **All Advances (only displays if advance requested and TA has been approved or is copied), Emergency Contact Information**, **Special Circumstances**, **Group Travel**, **Per Diem Expenses** (not displayed until you specify a destination), **Expenses**, and **Trip Detail Estimate Total, View Related Documents, Agency Links**—in addition to the standard Kuali Financials transaction tabs.

 For more information about the standard transaction tabs, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs “Standard Tabs” in the Overview and Introduction to the User Interface.

##### Document Header

The document header for the Travel Authorization document contains two travel-specific fields in addition to the fields found in the standard document header.

 For more information about the standard document header, see Document Header|document=WordDocuments\FIN Overview Source.docx;topic=Document Header “Document Header” in the Overview and Introduction to the User Interface.

Additional fields on document header

|  |  |
| --- | --- |
| Title | Description |
| TA Status | Display only. Indicates the status of the document in workflow. See the TA status indicators table below. |
| TEM Doc # | Display only. A unique number that identifies this document; automatically assigned by the system after you submit the document.   * The TEM Doc # will be masked until the TA is approved if parameter VENDOR\_PAYMENT\_ALLOWED\_BEFORE\_FINAL\_APPROVAL\_IND = N. * If parameter INCLUDE\_TRAVELER\_TYPE\_IN\_TRIP\_ID\_IND = Y, then the TEM Doc # will include the Traveler Type Code. |

TA status indicators

|  |  |
| --- | --- |
| Status | Description |
| In Process | The user has initiated and saved the document but has not submitted it. |
| Canceled | The document has been canceled by the initiator prior to being submitted. |
| Awaiting Traveler Review | If the initiator is not the traveler, routes to the traveler for approval. |
| Awaiting Fiscal Officer Review | Routes to Fiscal Officer based on the accounts used on the document.  Description: pencil-small.gif In the event that no General Ledger Pending Entries will be generated, the document will route to the Fiscal Officer associated with the default account on the payee’s TEM Profile. |
| Awaiting Organization Review | The Fiscal Officer has approved the document and organization review is needed. |
| Awaiting Division Review | Used in conjunction with parameter CUMULATIVE\_REIMBURSABLE\_AMOUNT\_WITHOUT\_DIVISION\_APPROVAL. If the TA exceeds the amount listed in this parameter, the TA will route to the Division Reviewer. |
| Awaiting Special Request Review | Optionally routes to Special Request Review if required in the Expense Type Object Code table or the Class of Service table. |
| Awaiting International Travel review | Optionally routes to International Travel Reviewer if the Trip Type is International. |
| Awaiting Risk Management Review | Optionally routes to Risk Management Review if the Trip Type is International, Liability Insurance is checked or Car Rental Insurance is checked. |
| Awaiting Sub-Fund Review | Optionally routes to Sub-Fund Review, if the sub-fund associated with the account requires sub-fund review. |
| Awaiting Award Review | Optionally routes to Award Review if the account used on the document has a CnG ID that has been set up to route for approval. |
| Awaiting Budget Review | Optionally routes to Budget Review if Sufficient Funds Checking has been turned on for the account and there aren’t sufficient funds to cover the expense. |
| Awaiting Separation of Duties review | Used in conjunction with SEPARATION\_OF\_DUTIES\_ROUTING\_CHOICE parameter. If parameter = F, then Payee and Fiscal Officer cannot be the same; if parameter = D, then Payee and Division Approver cannot be the same. |
| Awaiting Disbursement Method Review | Optionally routes to Disbursement Payment Review if an advance is requested and the payment method used on the document requires Disbursement Method review. |
| Awaiting Travel Manager Review | Optionally routes to the Travel Manager if a Travel Advance has been requested. |
| Reimbursement on Hold | A Travel Reimbursement associated with this Travel Authorization has been placed on Hold. |
| Closed | The Travel Authorization has been closed, either with a Final Travel Reimbursement or by using the Close TA button. |
| Disapproved – Traveler | The payee has disapproved the document. |
| Disapproved – Fiscal Officer | A user in the Fiscal Officer role has disapproved the document. |
| Disapproved – Organization | A user in the Org Reviewer role has disapproved the document. |
| Disapproved – Division | A user in the Division approver role has disapproved the document. |
| Disapproved – Special Request | A user in the Special Request Reviewer role has disapproved the special request. |
| Disapproved – International Travel | A user in the International Travel Approver role has disapproved the document. |
| Disapproved – Risk Management | A user in the Risk Management role has disapproved the document. |
| Disapproved – Sub-Fund | A user in the Sub-Fund Reviewer role has disapproved the document. |
| Disapproved – Award | A user in the Award Reviewer role has disapproved the document. |
| Disapproved – Budget | A user in the Budget Reviewer role has disapproved the document. |
| Disapproved – Separation of Duties | A user in the Separation of Duties Reviewer role has disapproved the document. |
| Disapproved – Disbursement Method | A user in the Disbursement Method Reviewer role has disapproved the document. |
| Disapproved – Travel | A user in the Travel Manager role has disapproved the document. |
| Open for Reimbursement | The document has been fully approved and the user may now request a Travel Reimbursement. |
| Pending Amendment | An associated Travel Authorization Amendment document has been initiated but is not fully approved. |
| Retired Version | The document has been retired because it has been amended or closed. |

##### Trip Overview Tab

This tab contains basic information about the traveler and his or her trip. It is made up of two sections—**Traveler** and **Trip Information**.

###### Traveler Section

Traveler section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Address Lookup | If the person uses more than one address, use the lookup icon to find the appropriate mailing address for payment. |
| City Name | Display only. The city of the payee or the address selected. |
| Country Code | Display only. The country of residence of the payee or the address selected. |
| Email Address | Display only. The traveler’s email address. |
| First Name | Display only. The first name from the traveler’s TEM Profile record. |
| Last Name | Display only. The last name from the traveler’s TEM Profile record. |
| Liability Insurance | Indicates whether the traveler carries liability insurance. Check the box to indicate that the traveler has liability insurance. |
| Phone Number | Display only. The traveler’s telephone number. |
| State Code | Display only. The state of the payee or the address selected. |
| Street Address Line 1 | Display only. The first line of the street address of the payee or the address selected. |
| Street Address Line 2 | Display only. The second line of the street address of the payee or the address selected. |
| Traveler Lookup | A lookup icon allows you to retrieve the TEM Profile ID for the traveler. After you retrieve this ID, the system enters default values into many of the other fields on this tab.  Description: pencil-small.gif If the initiator is an Arranger, they will need to look up and return a TEM Profile. If the initiator is not an Arranger, the information displayed in this tab is derived from their KIM Person record. |
| Traveler Type Code | Display only. Employee or Non-Employee depending on the TEM Profile selected. |
| Zip Code | Display only. The zip code of the payee or the address selected. |

###### Trip Information Section

Trip Information section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Blanket Travel | This field will display if the Trip Type selected allows for Blanket Travel. To indicate that this is a Blanket Travel Authorization, check the box.  Description: Description: pencil-small.gif In order to submit a Blanket Travel Authorization, the traveler’s TEM Profile must have a default account.  Description: Description: pencil-small.gif Expenses and Accounting Lines cannot be added to Blanket Travel Authorizations. |
| Business Purpose | Required. The purpose of the trip. |
| Delinquent TR Exception | Displays only for the Travel Manager if the Trip is delinquent. The trip is delinquent when the system date is greater than the trip end date plus the lowest value in NUMBER\_OF\_DAYS\_DELINQUENT parameter. Once the Traveler Manager clicks this box, they would save the Travel Authorization. The box remains editable and they can check/uncheck the box to control Travel Reimbursement routing.  Description: pencil-small.gif If the Travel Authorization is delinquent, the Travel Manager can check the Delinquent TR Exception, if they do that then the Travel Reimbursement will not route to Special Request Reviewer for approval prior to going to the Fiscal Officer.  Description: pencil-small.gif The parameter NUMBER\_OF\_DAYS\_DELINQUENT can also control Travel Reimbursement initiation, if the number of days delinquent is associated with a W (Warning) then the Travel Reimbursement can be initiated without Travel Manager intervention, however, the Travel Reimbursement will route to Special Request Approval prior to the Fiscal Officer. If the day’s delinquent is associated with an S (Stop), the Travel Reimbursement cannot be initiated until the Travel Manager marks the Delinquent TR Exception on the TA. |
| Primary Destination | Required. The traveler’s primary destination. Use the lookup icon to find the appropriate destination.  Description: pencil-small.gif If your institution has set the OVERRIDE\_PRIMARY\_DESTINATION\_IND parameter to Y, the Destination Not Found button will display and you can use it to manually enter the primary destination.  Description: Description: pencil-small.gif If your institution has set the DISPLAY\_PER\_DIEM\_URL\_IND parameter to Y, the **Per Diem Links** link will display. Click this link to open the Disbursement Voucher Travel Per Diem Lookup to access URLs to travel per diem sites.  If you change the destination and are applying per diems to this trip, you must click either the **Update Per Diem Table** button in the **Per Diem Expenses** tab or the **Recalculate** button in the **Expenses** tab to force the system to display the appropriate amounts in the **Per Diem Expenses** tab. |
| Primary Destination – County | Display only, unless you have clicked the **Destination Not Found** button. The county of the primary destination when one exists. Optional if editable.  Description: pencil-small.gif If your institution has set the OVERRIDE\_PRIMARY\_DESTINATION\_IND parameter to Y, the **Destination Not Found** button will display and you can use it to manually enter the primary destination. |
| Primary Destination – Country/State | Display only, unless you have clicked the **Destination Not Found** button. The country or state of the primary destination. Required if editable.  Description: pencil-small.gif If your institution has set the OVERRIDE\_PRIMARY\_DESTINATION\_IND parameter to Y, the **Destination Not Found** button will display and you can use it to manually enter the primary destination. |
| Trip Begin | Required. The starting date and time for the trip. Use the default date (today), type the date and time in mm/dd/yyyy hh:mm format, or select it from the calendar tool.  If you change the dates and are applying per diems to this trip, you must click either the **Update Per Diem Table** button in the **Per Diem Expenses** tab or the **Recalculate** button in the **Expenses** tab to force the system to display the appropriate number of rows (one for each day of the trip) in the **Per Diem Expenses** tab. |
| Trip End | Required. The ending date for the trip. Use the default date (two days from today), type the date and time in mm/dd/yyyy hh:mm format, or select it from the calendar tool.  If you change the dates and are applying per diems to this trip, you must click either the **Update Per Diem Table** button in the **Per Diem Expenses** tab or the **Recalculate** button in the **Expenses** tab to force the system to display the appropriate number of rows (one for each day of the trip) in the **Per Diem Expenses** tab. |
| Trip Type Code | Required. The type of trip (in state, out of state, international, etc.) Select the appropriate type from the list. |

##### Travel Advance Tab

Travel Advance can be requested using this tab. It has two tabs within it to record the accounting lines of the advance and the payment information.

Description: go-arrow-red.gif To request additional advances, you would need to Amend the Travel Authorization.

Travel Advances tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Additional Justification | Further justification for requesting this advance. Enter text as needed. |
| Amount Requested | The dollar amount of the advance. |
| AR Customer ID | Display only. The AR Customer ID for the person to whom the advance is to be paid. This field is updated after the document has been fully approved. |
| AR Invoice Document Number | Display only. The document number of the invoice. This field is updated after the document has been fully approved and the invoice has been automatically created in the AR module. |
| Payment Due Date | The date the advance check is to be issued. This date must be before the end date specified in the **Trip Overview** tab and today or later. The system passes this date to the Pre-Disbursement Processor. |
| Reason for Advance | The reason for requesting this advance. Select the appropriate reason from the list. |
| Travel Advance Policy | Required. Indicates that the traveler agrees to your institution’s travel advance policy. Check the box to signify agreement.  Description: exclaim.gif If this document is prepared by an arranger on behalf of a traveler identified in KIM, the arranger cannot check this box. When the document is submitted, the system routes it to the traveler, who must check this box before routing continues. If this document is prepared by an arranger on behalf of a traveler who is not identified in KIM, the arranger must check this box.  Description: pencil-small.gif To review your institution’s travel advance policy, click the **travel advance policy** link. |

##### Travel Advance Accounting Lines Tab

This tab assigns accounting line information to the Travel Advance. The following parameters are used to control how the Travel Advance Accounting Lines will be completed:

* TRAVEL\_ADVANCE\_CHART
* TRAVEL\_ADVANCE\_ACCOUNT
* TRAVEL\_ADVANCE\_OBJECT\_CODE

The TRAVEL\_ADVANCE\_OBJECT\_CODE must always be completed. If TRAVEL\_ADVANCE\_CHART and TRAVEL\_ADVANCE\_ACCOUNT are completed, the values in these parameters will default into the Travel Advance Accounting Lines and cannot be changed. If these parameters are left empty, the account and chart will default to the chart and account with the largest amount. Fiscal officers can change the accounts on the Travel Advance Accounting Line to other accounts that belong to them.

Description: go-arrow-red.gif Travel Advance Accounting Lines do not route for additional approvals.

 For more information about the fields in the Travel Advance Accounting tab, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs “Standard Tabs” in the Overview and Introduction to the User Interface.

##### Payment Information for Travel Advance Tab

This tab allows you to provide information regarding payment of the Travel Advance.

 The tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Payment Information Tab|tag=Payment\_Information\_Tab\_TEM.

##### All Advances Tab

This tab displays information about all the advances associated with this TEM Doc #.

Description: Description: pencil-small.gif This tab will only display if a Travel Advance has been processed.

All Advances tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Amount Due | Display only. Amount traveler owes related to the Advance. When the advance is repaid this will be 0.00. |
| Amount Requested | Display only. The amount of the advance. |
| AR Invoice Document Number | Display only. The document number of the invoice generated with the Travel Advance was fully approved. |
| Customer Report link | Opens AR Customer Lookup with the AR Customer number created for the traveler. Click Search and there will be a report link that will open an Aging Report for this traveler.  See Viewing Payment History for additional details. |
| Payment Due Date | Display only. The date the payment is due. |

##### Emergency Contact Information Tab

This tab provides information regarding the traveler’s emergency contact(s) and modes of transportation for this trip. It will open automatically when International Trip Type is selected in the Trip Overview.

Description: go-arrow-red.gif This tab does not display if the DISPLAY\_EMERGENCY\_CONTACT\_IND parameter is set to N.

Description: go-arrow-red.gif Except for the **Mode of Transportation** checkbox and the **Region Familiarity** entry, all data in this tab is masked to everyone except the traveler, arranger, and users in the Contact Reviewer role.

Description: go-arrow-red.gif You can indicate if Emergency Contact is required via the Trip Type table.

Emergency Contact Information tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Citizenship | Display only. The traveler’s citizenship specified on the traveler’s TEM Profile record. |
| Contact Name | Required when adding an emergency contact into the **Emergency Contact(s) for Travelers** subsection. The contact person’s name. |
| Contact Phone Number | Required when adding an emergency contact into the **Emergency Contact(s) for Travelers** subsection. The contact person’s phone number. The default entry is the contact phone number specified for the emergency contact on the traveler’s TEM Profile record. |
| Email Address | The contact person’s email address. |
| Modes of Transportation while out-of-country | Required for international trips. The mode(s) of transportation the traveler plans to use. Check all applicable boxes. |
| Primary | Indicates whether this record is for the traveler’s primary emergency contact person. One and only one emergency contact for traveler’s record must be primary. Check the box to indicate that this person is the traveler’s primary contact for this trip. |
| Region Familiarity | Required for international trips. An explanation of the traveler’s familiarity with the region in which he or she is traveling. |
| Relationship | Required (select from the list) when adding an emergency contact into the **Emergency Contact(s) for Travelers** subsection. The contact person’s relationship to the traveler. |
| Traveler’s Cell or Other Contact Number During Trip | Required if the trip type specified in the **Trip Overview** tab requires an emergency contact. The traveler’s phone number during the trip. The default entry is the number from the traveler’s TEM Profile record. |

After entering data into the **Emergency Contact(s) for Travelers** fields, click the **Add** button to add the contact information record.

Description: Description: pencil-small.gif If Emergency Contacts exist on the TEM Profile, they will be automatically added to this tab and can be deleted, edited and/or marked as Primary.

##### Special Circumstances Tab

This tab allows you to provide information regarding any special circumstances that may pertain to reimbursement of travel expenses.

 The tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Special Circumstances Tab|tag=Special\_Circumstances\_Tab\_TEM.

##### Group Tab

This tab allows you to list travelers who should be considered as part of a group travel.

 The tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Special Circumstances Tab|tag=Special\_Circumstances\_Tab\_TEM.

##### Estimated Per Diem Expenses Tab

This tab allows you to calculate allowable expenses for meals, incidentals, lodging, and meals when per diems or set rates are used for reimbursement of trip expenses.

 The Per Diem Expenses tab is also used by the Travel Reimbursement transaction document. For detailed information about it, see Common Tabs in Transaction Documents: Per Diem Expenses Tab|tag=Per\_Diem\_Tab\_TEM.

##### Expenses Tab

This tab allows you to enter expenses for airfare and other predicted and prepaid expenses that are not based on per diems or other set rates. Use of this tab is optional.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Actual Expenses Tab|tag=Actual\_Expenses\_Tab\_TEM.

##### Trip Detail Estimate Total Tab

This tab keeps a running total of estimated trip expenses and allows you to manually adjust the per diem for the trip.

Trip Detail Estimate Total tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Total Estimated | Display only. The total of all estimated expenses less Personal expenses. |
| Less Manual Per Diem Adjustment | The amount by which the per diem is to be reduced. If the anticipated per diem reimbursement amount will be less than the usual and customary per diem amount, enter the adjustment amount. |
| Less CTS Charges | Display only. The total amount imported from CTS. |
| Amount due Corporate Credit Card | Display only. The total amount imported from the corporate card (reimbursable only).  Description: pencil-small.gif If your institution has set the AMOUNT\_DUE\_CORPORATE\_CARD\_TOTAL\_LINE\_IND parameter to N, this field does not display. |
| Less Non-Reimbursable | Display only. The total expenses marked non-reimbursable. |
| Travel Expense Limit | Display only. If an expense limit is specified in the **Special Circumstances** tab, the system copies the limit specified. If no expense limit has been specified, the system displays “N/A”. |
| Actual Encumbrance | Display only. The amount encumbered. This amount is the lesser of the total estimated less the manual per diem adjustment, CTS charges, amount due corporate credit card and non-reimbursable expenses; and the travel expense limit specified in the **Special Circumstances** tab. |

To recalculate the totals after changing expenses within the document click the **Recalculate** button.

##### Pre-Disbursement Processor Status Tab

This tab displays information from the Pre-Disbursement Processor (PDP) so you can track the payment status and the status date and access detailed information about the payment.

Description: Description: pencil-small.gif This tab will only display if a Travel Advance has been processed.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Pre-Disbursement Processor Status Tab|tag=Pre-Disbursement\_Processor\_Status\_Tab\_TEM.

##### View Related Documents Tab

This tab displays information about related documents automatically added by the system and allows you to associate other documents that may be related to the event.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: View Related Documents Tab|tag=View\_Related\_Documents\_Tab\_TEM.

##### Agency Links Tab

This tab lists links to travel agencies.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Agency Links Tab|tag=Agency\_Links\_Tab\_TEM.

##### Notes about Standard Kuali Financials Tabs

* The **Document Overview** tab contains the standard fields with the following differences:
* After you save or submit the document, the system generates a **Description** entry containing the first 40 characters of the combined principal name, trip begin date and primary destination.

Description: go-arrow-red.gif If the Travel Authorization is delinquent when it’s created, “(Delinquent)” will be added to the document description.

* A TEM Doc # is generated on save or submit.

Description: go-arrow-red.gif If VENDOR\_PAYMENT\_ALLOWED\_BEFORE\_FINAL\_APPROVAL\_IND = N, then this number will be masked until the document is fully approved. Once it’s approved, the TEM Doc number will also display in the **Organization Document Number** field to facilitate searching for all documents related to a TEM Doc #, since this number can be added to this field in other documents.

Description: go-arrow-red.gif If VENDOR\_PAYMENT\_ALLOWED\_BEFORE\_FINAL\_APPROVAL\_IND = Y, then the TEM Doc # will not be masked and will display in the **Organization Document Number** field.

* The **View Related Documents** tab automatically lists all related Travel Authorization Amendments, Travel Authorization Close, Travel Reimbursements and Disbursement Vouchers created via the **Vendor Payment** button and any valid document that is manually added to this tab.
* The **Accounting Lines** tab object code will default based on the object code assigned to the Trip Type and cannot be changed.

Description: go-arrow-red.gif A default Chart Code, Account Number, Sub-Account Number and Project Code can be added to the TEM Profile and will pre fill the accounting line if used and can be changed if desired.

Description: go-arrow-red.gif **Accounting Lines** tab will not display if Generate Encumbrance is not checked on Trip Type.

##### Workflow Action Buttons

At the bottom of the Travel Authorization document, the system displays several standard workflow action buttons. Depending on your roles and responsibilities and the status of the document, you may also see one or more of the following buttons.

Workflow action buttons

|  |  |
| --- | --- |
| Action | Description |
| Calculate | Updates the Trip Detail Estimates tab when changes have been to the Per Diem or Estimated expenses. The amount on the accounting line will also be updated. |
| Return to Fiscal Officer | Routes the document back to the fiscal officer instead of disapproving the document when the accounting lines need to be changed but the rest of the information is acceptable. When you choose this option, the system prompts you to enter the reason and attach an explanatory note. The system notes the action the user took and starts the routing over from the Fiscal Officer.  Description: pencil-small.gif This button is available to all approvers after the Fiscal Officer. |
| Vendor Payment | Allows you to initiate a Disbursement Voucher from the Travel Authorization.  Description: pencil-small.gif This button will not display until the TA is fully approved if VENDOR\_PAYMENT\_ALLOWED\_BEFORE\_FINAL\_APPROVAL\_IND =N. |
| Close TA | Travel Authorizations can be closed if the Travel Authorization is Open for Reimbursement and at least one Travel Reimbursement has been initiated. Close TA spawns a TA Close Document (TAC).  Description: pencil-small.gif Travel Authorizations can also be closed by checking Final Reimbursement on the Travel Reimbursement. |
| Hold | Travel Authorizations can be placed on hold by the Fiscal Officer, Organization Reviewer and Travel Manager when the Travel Authorization is Open for Reimbursement. While the Travel Authorization is on hold, they can't be closed and reimbursements can't be initiated. The initiator and traveler will receive an FYI. |
| Amend | Travel Authorizations can be amended when they are Open for Reimbursement and a Travel Reimbursement has not been initiated. A Travel Authorization Amendment is created and follows the same rules and routing as a Travel Authorization. Disapproving a Travel Authorization Amendment returns the original Travel Authorization to Open for Reimbursement. Travelers and Arrangers can amend. |
| Cancel TA | TAs can be cancelled when the Document Status is FINAL and TA Status is Open, there are no TRs on this TA. Document status becomes CANCEL. Remaining encumbrances dis-encumbered. AR transactions are not affected. Initiator and employee receive FYI. |
| New Reimbursement | Reimbursements can be initiated against Travel Authorizations or Amendments that are Open for Reimbursement. |

#### Process Overview

##### Business Rules|linktag=TA\_Business\_Rules

The following business rules apply to the Travel Authorization document:

Initiation

* Arrangers and users with TEM Profiles can initiate Travel Authorizations.
* Arrangers do not need to have a TEM Profile.
* TEM Profiles can be created by, and for, any Active Faculty or Staff.

**Trip Overview** tab, Trip Information section:

* If the Trip Type allows Blanket Approval and the Blanket Approval checkbox is checked, expenses cannot be estimated on the TA and the TEM Profile must have a default account.
* If the Trip Type is set to Generate Encumbrance, encumbrances will be generated upon save or submit.
* If DISPLAY\_PER\_DIEM\_URL\_IND = Y, a link will display that opens the Disbursement Voucher Travel Per Diem Lookup which provides links to websites that provide per diem information.
* If OVERRIDE\_PRIMARY\_DESTINATION\_IND = Y, then the Destination Not Found button will display and the user can enter a destination that does not exist in the per diem tables.
* If PER\_DIEM\_AMOUNT\_EDITABLE\_IND = Y, the per diem fields will be editable and the user can enter a lower amount, but cannot exceed the total per diem allowed. If N, then columns will not display for breakfast, lunch, dinner and incidentals and one column will display for Meals and Incidentals and not be editable.

**Travel Advances** tab:

* Travel advances payment due date must be today or later, but prior to the travel end date.
* Travel advances cannot exceed the amount of the trip.
* Parameters TRAVEL\_ADVANCE\_CHART, TRAVEL\_ADVANCE\_ACCOUNT AND TRAVEL\_ADVANCE\_OBJECT\_CODE determine how to generate the accounting line to record the advance.
* TRAVEL\_ADVANCE\_OBJECT\_CODE must always contain a value and the object code cannot be changed on the Travel Advance Accounting Lines.
* If TRAVEL\_ADVANCE\_CHART and TRAVEL\_ADVANCE\_ACCOUNT have values, those values will be used in the Travel Advance Accounting Lines and cannot be changed.
* If TRAVEL\_ADVANCE\_CHART and TRAVEL\_ADVANCE\_ACCOUNT do not have values, then the account with the largest encumbrance will be used in the Travel Advance Accounting Lines tab and can be edited.
* Travel Advance Accounting Lines do not route. Routing is determined by the accounts used to allocate the encumbrance or the account assigned to the TEM Profile.

**Emergency Contact Information** tab:

* If the Trip Type requires that Emergency Contact Information be provided, the document cannot be submitted unless it is provided.
* If the TEM Profile has Emergency Contacts, they will default into the Travel Authorization.
* Emergency Contacts will be masked to all users except traveler, arranger and Contact Reviewer role.
* This tab will not display if DISPLAY\_EMERGENCY\_CONTACT\_IND = N.

**Special Circumstances** tab:

* If an amount is entered in the expense limit field, the encumbrance cannot exceed that amount.
* If meals have been claimed without lodging and it’s not the last day of a multi-day trip, justification for meals without lodging will be required.

**Group** tab:

* The number of travelers listed in this tab will be used to determine the allowable maximums by the multiplying the allowable amount by the number of travelers when Group Expense types are chosen.

**Estimated Per Diem Expenses** tab:

* If the Trip Type is set to Display Per Diem Table, the Create Per Diem button will display and Per Diem can be estimated for each day of the trip.
* If Trip Type is International and Per Diem Table is created, Accommodation fields will display. If parameter INTERNATIONAL\_TRIP\_REQUIRES\_ACCOMMODATION\_IND = Y, fields marked required must be completed before the document can be submitted.
* The Per Diem Calculation Method for the first and last day of the trip is set by Trip Type. If set to Percentage, the first and last days will be calculated based on the percentage identified in parameter FIRST\_AND\_LAST\_DAY\_PER\_DIEM\_PERCENTAGE. If set to Quarter, the day is divided based on the values in parameter QUARTER\_DAY\_TIME\_TABLE, where the start and end times fall within the defined quarters determines the amount of allowed per diem.
* Lodging will be set to 0.00 on the last day.
* If Lodging is not claimed on a day where meals are claimed, justification will be required to be entered in the Special Circumstances tab, unless it’s the last day of a multi-day trip.
* If per diem, lodging or mileage is claimed in the Estimated Per Diem tab, the same expense cannot be claimed for the same day in the Expenses tab.
* If INCIDENTALS\_WITH\_MEALS\_IND = Y, incidentals can only be claimed if at least one meal (breakfast, lunch or dinner) is claimed. If N, then the incidentals can be claimed regardless.
* PER\_DIEM\_CATEGORIES parameter determines which columns will display.
* PER\_DIEM\_MILEAGE\_RATE\_EXPENSE\_TYPE\_CODE specifies the default mileage rate type.
* If VALIDATE\_DAILY\_PER\_DIEM\_AND\_INCIDENTALS\_IND= Y, validate per diem against daily total versus each individual meal and incidental.

**Expenses** tab

* If Lodging Allowance is selected, the amount entered must be equal to or less than the amount specified in the Expense Type Object Code table for this expense type.
* If Lodging is claimed in the Estimated Per Diem tab and Lodging Allowance is claimed for the same day, a warning displays that Lodging is also being claimed.
* The Expense Type Object Code table determines for what expenses receipts and notes are required and maximum amounts and if there are amount restrictions by day or by occurrence.
* Meta Categories have been established for Expense types that have special rules, such as, Breakfast, Lunch, Dinner, Incidentals, Lodging, Lodging Allowance, Airline, Rental Car and Mileage. These Meta Categories control requirements such as disallowing meals to be claimed in both the per diem and the Expenses tab, to require that Class of Service and Airfare Source be completed for Airline and Class of Service be completed for Rental Car.
  + If a Per Diem or Lodging expense is claimed in Expenses for the same day as claimed in the Per Diem tab, the value in the **Estimated Per Diem** tab will be grayed out.
  + If a Hosted Meal is claimed in the **Expenses** tab for the same day as a meal in the **Estimated Per Diem Expenses** tab, the value in the **Estimated Per Diem Expenses** tab will be grayed out.
* If “Group” type expenses are entered, maximum amounts will be determined based on the number of travelers listed in the **Group** tab.

**Accounting Lines** Tab:

* Default Chart, Account, Sub-Account and Project Code can be defined in the TEM Profile and if completed, the Accounting Lines fields will be updated with these values.
* Object codes are read only and are determined by the Trip Type.
* If Foreign Travel Company as defined in the Disbursement Voucher Travel Company is selected in the **Expenses** tab and a Contracts and Grants account is used, a message will display re: the Fly America act and you will need to attach the Fly America Waiver Checklist in the **Notes and Attachments** tab.
* Accounting lines total must equal encumbrance amount.

##### Routing|linktag=TA\_Routing

In addition to the approvals that exist on most all transaction documents (Fiscal Officer, Organization Review, Sub-Fund, Award, Tax Manager and Disbursement Method Reviewer), the following approvals may also be required.

* If a Travel Authorization document is prepared by an arranger on behalf of a traveler identified in KIM and is requesting an advance, the document routes to the traveler. The traveler must check the **By checking this box, the traveler agrees to the travel advance policy of university** box before routing continues.
* If the Travel Authorization exceeds the amount specified in CUMULATIVE\_REIMBURSABLE\_AMOUNT\_WITHOUT\_DIVISION\_APPROVAL it routes to the Division Reviewer.
* If the Expense Type Object Code or Class of Service requires special approval, the Travel Authorization routes to Special Request Reviewer.
* If International Trip Type or Liability Insurance or Car Rental Insurance is checked, the Travel Authorization routes to Risk Management.
* If International Trip Type, the Travel Authorization will route to the International Travel Reviewer.
* If Sufficient Funds Checking is turned on for an Account and the Account does not have sufficient funds, the Travel Authorization will route to Budget Office Review.
* If parameter SEPARATION\_OF\_DUTIES\_ROUTING\_OPTION is set to F and the traveler and Fiscal Officer are the same, the Travel Authorization will route to Separation of Duties Reviewer. If the parameter is set to D and the traveler and Division Approver are the same user, the Travel Authorization routes to Separation of Duties Reviewer.
* If an advance is requested, the Travel Authorization will route to the Travel Manager.

##### Post-Processing|linktag=TA\_Post-Processing

* If the trip type generates encumbrances, the system uses the information in the **Accounting Lines** tab to generate General Ledger pending entries after you save or submit the document.
* If HOLD\_NEW\_FISCAL\_YEAR\_ENCUMBRANCES\_IND = Y and FiscalYearMakerJob has not been run to create the next fiscal year and the trip end date is in the next fiscal year, the encumbrance will be held in a separate table. Once FiscalYearMakerJob has been run, Travel Authorizations with trip end dates in the new fiscal year will create encumbrances in the new year, period one. The temReleaseHeldEncumbranceJob will need to be run to release encumbrances created prior to running FiscalYearMakerJob so they can post into the new fiscal year, period 1.
* SEND\_NOTIFICATION\_DOCUMENT\_TYPES determines for which Travel Authorization document type notifications will be sends when Travel Authorization documents change status or become final. Available Travel Authorization document types are Travel Authorization (TA), Travel Authorization Amendment (TAA) and Travel Authorization Close (TAC).
* If the TEM Profile indicates that the user wants to receive email notifications when the Travel Authorization changes status or becomes final, an email will be sent with the subject line specified in CHANGE\_NOTIFICATION\_SUBJECT, component Travel Authorization.
* If VENDOR\_PAYMENT\_ALLOWED\_BEFORE\_FINAL\_APPROVAL\_IND = N, then the TEM Doc # will be masked until the Travel Authorization is fully approved, the Organization Document Number will be updated with the TEM Doc # and the Vendor Payment button will be available to initiate a Disbursement Voucher for a payment related to the trip. If Y, then the TEM Doc # will not be masked, the Organization Document Number will be populated with the TEM Doc # and the Vendor Payment button will display on save or submit.
* VENDOR\_PAYMENT\_REASON\_CODE specifies the Payment Reason Code that will be used on the DV when initiated with the Vendor Payment button.
* If INCLUDE\_TRAVELER\_TYPE\_IN\_TRIP\_ID\_IND = Y, the traveler type will be listed as part of the TEM Doc #.
* Duplicate Trip warnings will be provided for Travel Authorizations for the same traveler and date ranges, if there is a Travel Authorization that matches, it will check to see if any Travel Reimbursements have been processed against the existing Travel Authorization.
* If Travel Reimbursements exist, it will compare the dates on the Travel Reimbursement against the new Travel Authorization.
* If Travel Reimbursements do not exist, it will compare the dates on the Travel Authorization.
* If there are multiple Travel Reimbursements and the trip date was changed on a Travel Reimbursement, new Travel Authorizations will validate against the earliest and latest trip date.
* If the dates match, or are within the range as determined by the DUPLICATE\_TRIP\_DATE\_RANGE\_DAYS parameter, a warning will be provided on submit and approval.
* When the Travel Authorization is fully approved:
* If an advance has been requested and the payment method is Check/ACH, the payment will be extracted into Pre-Disbursement Processing (PDP).
* If an advance has been requested and GENERATE\_INVOICE\_INV\_FOR\_TRAVL\_ADVANCE\_IND = Y:
* An AR Invoice document will be created and blanket approved and added to the **View Related Documents** tab. The Billing Chart and Org, invoice item code, and number of days that will be added to the trip end date to determine the invoice due is controlled by the settings in TRAVEL\_ADVANCE\_BILLING\_CHART\_CODE, TRAVEL\_ADVANCE\_BILLING\_ORG\_CODE, TRAVEL\_ADVANCE\_INVOICE\_ITEM\_CODE, and DUE\_DATE\_DAYS, respectively.
* If a Customer does not already exist for the Traveler, a Customer document will be created and blanket approved with the Customer Type specified in parameter CUSTOMER\_TYPE\_CODE
* The system updates the **Invoice Document Number** field on the Travel Authorization document.
* The receivable posts to the same account from which the advance was disbursed.

##### Initiating a Travel Authorization Request

1. Select **Travel Authorization**.
2. Log into the Kuali Financials as necessary.
3. The Travel Authorization will open with a new document ID. The TEM Doc # will be blank. **Description** contains text: (Description will be filled upon submit) and upon submit will be populated with traveler’s name, trip begin and destination up to 40 characters.
4. Complete the Trip Overview tab, Traveler Section:
   1. If you are an Arranger, the Trip Overview will be empty, click the lookup icon to search for and return a TEM Profile.
   2. If you are not an Arranger and have a TEM Profile, the Trip Overview will fill in with your TEM Profile information.
5. Complete the **Trip Overview tab, Trip Information Section**:
6. Select the Trip Type.
7. Enter trip begin and end dates.
8. Use the lookup icon to search for and return the primary destination of the trip.
9. Enter the Business Purpose.
10. Complete the **Estimated Per Diem** tab.
11. Click the **Create Per Diem Table** button. The tab will populate with a row of expenses for each day.
12. Complete the **Expenses** tab.
13. Enter the expense date.
14. Select the Expense Type Code.
15. Enter the amount.
16. Click the **Add** button.
17. Complete additional fields if required based on the expense type code selected.
18. Complete the **Accounting Lines** tab.
19. If the TEM Profile has default accounting associated with it, the fields on the Accounting Line will be prefilled. Change them if necessary.
20. The **Object Code** will default based on the selected Trip Type and cannot be changed.
21. The amount will fill in with the total encumbrance. Enter the amount to be charged to this account if split funding.
22. Click the **Add** button. If the full amount was not charged to the first account, the balance will display in the Amount field on the add line. Continue assigning accounts and amounts until the full encumbrance has been allocated.
23. Click the **Submit** button to send the Travel Authorization into workflow.

### Travel Authorization Amendment

When you change a Travel Authorization document, the system retires the original Travel Authorization document and creates a Travel Authorization Amendment (TAA) document with the same TEM Doc #.

#### Amending a Travel Authorization

Given proper authorization, you may change a final Travel Authorization or Travel Authorization Amendment any time before a Travel Reimbursement is created.

To amend a Travel Authorization:

1. Open the Travel Authorization document.
2. Click the **Amend** button. “Are you sure you want to Amend this Travel Authorization?” message is returned and you are prompted to enter a reason.
3. Enter the reason for changing the document and click the **OK** button. The system displays the Travel Authorization Amendment document.
4. In the new document, the TAA Status is Change in Process. The **Notes and Attachments** tab includes the note you entered to provide justification for changing the travel authorization and a system generated note: “Warning: There is a pending action on this Travel Authorization”.
5. Make changes as needed.

Description: pencil-small.gif You may not amend the initial advance amount, but you may request another advance.

1. Click the **Submit** button to send the document into workflow.

Description: pencil-small.gif The original Travel Authorization status becomes Retired Version and is listed in the **View Related Documents** tab. The amended Travel Authorization displays this message: “Warning: This is not the current version of this Travel Authorization” at the top of the page.

#### Document Layout

The layout of the Travel Authorization Amend document is identical to that of the Travel Authorization document.

Description: go-arrow-red For information about the fields on this document, see Travel Authorization, Document Layout|tag=TA\_Document\_Layout.

#### Process Overview

##### Business Rules

The business rules that apply to a Travel Authorization document apply to the Travel Authorization Amendment document as well.

Description: go-arrow-red For information about the business rules on this document, see Travel Authorization, Business Rules|tag=TA\_Business\_Rules.

Additionally, these rules apply:

* Travelers, Arrangers and the Travel Manager can amend Travel Authorizations.
* Travel Authorizations can be amended if it is Open for Reimbursement and a Travel Reimbursement has not been processed against the Travel Authorization.
* Any advance amount specified in the TA and any advances added with the Travel Authorization Amendment are listed in the **All Advances** tab.
* If the Total Encumbrance amount for a specific account or object code is changed, the system calculates the difference between the original total encumbrance amount and the amended encumbrance amount and generates General Ledger pending entries.

##### Routing

The Travel Authorization Amendment document follows the same routing as the Travel Authorization document.

Description: go-arrow-red.gif For more information about routing, see Travel Authorization, Routing|tag=TA\_Routing.

##### Post Processing

The Travel Authorization Amendment document has the same post processing as the Travel Authorization document.

Description: go-arrow-red.gif For more information about post processing, see Travel Authorization, Post Processing|tag=TA\_Post\_Processing.

### Travel Authorization Close

When you close a travel authorization document, the system creates a Travel Authorization Close (TAC) document with the same TEM Doc #.

#### Closing a Travel Authorization

To close a Travel Authorization:

1. Open the Travel Authorization document.

Description: exclaim.gif If the Travel Authorization has been amended, open the Travel Authorization Amendment whose status is Open for Reimbursement.”

1. Click the **Close TA** button. The system displays the message, “When you close this Travel Authorization, remaining encumbrance will be liquidated~~”~~.
2. To accept the message, click the **OK** button. The system displays the Travel Authorization Close document.

Description: exclaim.gif The Travel Authorization Close document Status is Final, the TAC Status is Closed. The **Notes and Attachments** tab includes the note, “This Travel Authorization was closed by [your name]” in addition to any other notes from related TAs and TAAs.

Description: exclaim.gif If Travel Authorization/Travel Authorization Amendment status becomes Retired Version and this warning displays in the upper left corner: “Warning: This is not the current version of this Travel Authorization”. The **Notes and Attachments** tab includes the note, “This Travel Authorization was closed by [your name]” in addition to any other notes from related TAs and TAAs.

#### Document Layout

The layout of the Travel Authorization Close document is identical to that of the Travel Authorization document.

Description: go-arrow-red For more information about the fields on this document, see Travel Authorization Document Layout|tag=TA\_Document\_Layout.

#### Process Overview

##### Business Rules

* Travelers, arrangers and the Travel Manager may close a Travel Authorization that is Open for Reimbursement as long as one Travel Reimbursement has been generated against the Travel Authorization.
* A Travel Authorization cannot be closed if its status is Held.
* Travel Reimbursements can be processed against closed Travel Authorizations.

##### Routing

The Travel Authorization Close document does not route.

##### Post Processing

* When the close document is generated, encumbrance entries are created to reverse out any remaining encumbrance. The entries displays in the **General Ledger Pending Entries** tab.
* The Travel Authorization Close document is added to the **View Related Documents** tab.

### Travel Reimbursement

The Travel Reimbursement (TR) document allows you to initiate a travel reimbursement without a Travel Authorization if allowed to do so by Trip Type.

You may use this document to record your own expenses or, if you are an arranger, you may create Travel Reimbursements on behalf of another person.

Description: exclaim.gif If a Travel Authorization exists or the Trip Type requires that a Travel Authorization be completed prior to requesting reimbursement or the reimbursement is related to a previously created Travel Reimbursement, then the Travel Reimbursement will need to be completed from the Travel Authorization. See Creating a Travel Reimbursement Document from another Travel Document.|tag=Creating a Travel Reimbursement Document from another Travel Document

#### Document Layout

When you select **Travel Reimbursement**, the system opens a new Travel Reimbursement document. If you are an arranger you will be able to look up and return travelers for which you are an arranger, if you are not an arranger, your KIM information will populate the **Traveler** section.

If you create Travel Reimbursement from a Travel Authorization, the Travel Reimbursement is completed with information from the Travel Authorization, including any expenses not claimed on previous Travel Reimbursements.

 For more information about Initiating a Travel Reimbursement from a Travel Authorization, see Creating a Travel Reimbursement Document from another Travel Document.|tag=Creating a Travel Reimbursement Document from another Travel Document

The Travel Reimbursement document contains an expanded **Document Header** and several unique tabs— **Reports** (not displayed until you save the document), **Trip Overview, Travel Advances, Per Diem Expenses** (not displayed until you specify a destination and dates for the trip)**, Actual Expenses, Travel Expense Total**, **Special Circumstances**, **Group Travel**, **View Reimbursement History**, **Contact Information, Traveler Certification, Summary by Object Code**, and **Assign Accounts, Payment Information, Pre-Disbursement Processor Status, View Related Documents and Agency Links**—in addition to the standard Kuali Financials transaction tabs.

 For more information about the standard transaction tabs, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs “Standard Tabs” in the Overview and Introduction to the User Interface.

##### Document Header

The document header for the Travel Authorization document contains two travel-specific fields in addition to the fields found in the standard document header.

 For more information about the standard document header, see Document Header|document=WordDocuments\FIN Overview Source.docx;topic=Document Header “Document Header” in the Overview and Introduction to the User Interface.

Additional fields on document header

|  |  |
| --- | --- |
| Title | Description |
| TEM Doc # | Display only. A unique number that identifies this trip. If you are starting the Travel Reimbursement from a Travel Authorization, the TEM Doc # from the Travel Authorization will display. If starting a document without a Travel Authorization a number will be automatically assigned by the system after you submit the document.   * If parameter INCLUDE\_TRAVELER\_TYPE\_IN\_TRIP\_ID\_IND = Y, then the TEM Doc # will include the Traveler Type Code. |
| TR Status | Display only. Indicates the status of the document in workflow. See Travel Reimbursement statuses table below. |

Travel Reimbursement status indicators

|  |  |
| --- | --- |
| Status | Description |
| In Process | The initiator has initiated and saved the document but has not submitted it. |
| Awaiting Traveler Review | If the initiator is not the traveler, routes to the traveler for approval. |
| Awaiting Special Request Review | Optionally routes to Special Request Review if required in the Expense Type Object Code table or the Class of Service table or if the Travel Reimbursement is delinquent. |
| Awaiting Fiscal Officer Review | Routes to Fiscal Officer based on the accounts used on the document.  Description: pencil-small.gif In the event that no General Ledger Pending Entries will be generated, the document will route to the Fiscal Officer associated with the default account on the payee’s TEM Profile. |
| Awaiting Organization Review | Optionally routes to Organization Review if Accounting Reviewer has been set up for the Organization associated with the account. |
| Awaiting Travel Accounting Review | Optionally routes to Reimbursement Organization Reviewer if the total Travel Reimbursements for the trip exceed the encumbrance by the percentage specified for the organization used on the account. |
| Awaiting Division Review | Used in conjunction with parameter CUMULATIVE\_REIMBURSABLE\_AMOUNT\_WITHOUT\_DIVISION\_APPROVAL. If the total Travel Reimbursements for the trip exceed the amount in this parameter or exceed the encumbrance by 15%, the Travel Reimbursement will route to Division Reviewer. |
| Awaiting International Travel Review | Used in conjunction with parameter CUMULATIVE\_REIMBURSABLE\_AMOUNT\_WITHOUT\_DIVISION\_APPROVAL. If the total Travel Reimbursements for the trip exceed the amount in this parameter or exceed the encumbrance by 15% and the Trip Type is International, the Travel Reimbursement will route to International Travel Reviewer. |
| Awaiting Sub-Fund Review | Optionally routes to Sub-Fund Review, if the sub-fund associated with the account requires sub-fund review. |
| Awaiting Award Review | Optionally routes to Award Review if the account used on the document has a CnG ID that has been set up to route for approval. |
| Awaiting Budget Review | Optionally routes to Budget Review if Sufficient Funds Checking has been turned on for the account and there aren’t sufficient funds to cover the expense. |
| Awaiting Tax Manager Review | Optionally routes to Tax Manager Review if required in the Expense Type Object Code table or if the Entertainment Manager has checked any expenses Taxable. |
| Awaiting Separation of Duties review | Used in conjunction with SEPARATION\_OF\_DUTIES\_ROUTING\_CHOICE parameter. If parameter = F, then Payee and Fiscal Officer cannot be the same; if parameter = D, then Payee and Division Approver cannot be the same. |
| Awaiting Disbursement Method Review | Optionally routes to Disbursement Method Review if the payment method used on the document requires Disbursement Method review. |
| Awaiting Travel Manager Review | All Travel Reimbursements route to the Travel Manager. |
| Department approved | The Travel Reimbursement has been fully approved and will be extracted into Pre-Disbursement Processor for payment if the payment method is Check/ACH. |
| Disapproved – Traveler | The traveler has disapproved the document. |
| Disapproved – Special Request | A user in the Special Request Reviewer role has disapproved the document. |
| Disapproved – Fiscal Officer | A user in the Fiscal Officer role has disapproved the document. |
| Disapproved – Travel Accounting | A user in the Reimbursement Organization Reviewer role has disapproved the document. |
| Disapproved – Division | A user in the Division Reviewer role has disapproved the document. |
| Disapproved – International Travel | A user in the International Travel Approver role has disapproved the TA document. |
| Disapproved – Sub-Fund | A user in the Sub-Fund Reviewer role has disapproved the document. |
| Disapproved – Award | A user in the Award Reviewer role has disapproved the document. |
| Disapproved – Budget | A user in the Budget Reviewer role has disapproved the document. |
| Disapproved – Tax Manager | A user in the Tax Manager role has disapproved the document. |
| Disapproved – Separation of Duties | A user in the Separation of Duties role has disapproved the document. |
| Disapproved – Disbursement Method | A user in the Disbursement Method Reviewer role has disapproved the document. |
| Disapproved – Travel | A user in the Travel Manager role has disapproved the document. |
| Canceled | The travel reimbursement document was cancelled before it was submitted. |

##### Reports Tab

This tab allows you to access forms and summaries related to reimbursement of travel expenses.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Reports Tab|tag=Reports\_Tab\_TEM.

##### Trip Overview Tab

This tab contains information about the traveler and basic information about the trip. It is made up of the **Traveler Section** and the **Trip Information Section**.

Description: go-arrow-red.gif If you are creating a Travel Reimbursement document from scratch (that is, if the document is not based on a travel authorization or another Travel Reimbursement document for the same trip), the system displays the tab with blank fields.

Description: go-arrow-red.gif If you are creating the document based on another Travel Reimbursement document for the same trip, the system copies all trip overview information from the previous Travel Reimbursement document.

Description: go-arrow-red.gif If you are creating the document based on a Travel Authorization document for the same trip, the system copies all trip overview information from the associated Travel Authorization document.

###### Traveler Section

Traveler section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Address Lookup | A lookup icon that allows you to select an alternate mailing address for this traveler if more than one address has been stored in the person’s TEM Profile ID record. |
| City Name | Display only. The city in the traveler’s mailing address. If you have used the **Traveler Lookup** (see above), the system enters the information from the traveler’s TEM Profile record. |
| Country Code | Display only. The country in the traveler’s mailing address. If you have used the **Traveler Lookup** (see above), the system enters the information from the traveler’s TEM Profile record. |
| Email Address | Display only. The traveler’s email address. If you have used the **Traveler Lookup** (see above), the system enters the information from the traveler’s TEM Profile record. |
| First Name | Display only. The first name from the traveler’s TEM Profile record. |
| Last Name | Display only. The last name from the traveler’s TEM Profile record. |
| Liability Insurance | Indicates whether this person carries liability insurance. Check the box to indicate that the person has insurance; otherwise, leave the box unchecked. |
| Phone Number | Display only. The traveler’s telephone number. If you have used the **Traveler Lookup** (see above), the system enters the information from the traveler’s TEM Profile record. |
| Principal Id | Display only. The principal ID from the traveler’s TEM Profile record. |
| Principal Name | Display only. The principal name from the traveler’s TEM Profile record. |
| State Code | Display only. The state or province in the traveler’s mailing address. If you have used the **Traveler Lookup** (see above), the system enters the information from the traveler’s TEM Profile record. |
| Street Address Line 1 | Display only. The first line of street information in the traveler’s mailing address. If you have used the **Traveler Lookup** (see above), the system enters the information from the traveler’s TEM Profile record. |
| Street Address Line 2 | Display only. The second line in street information for the traveler’s mailing address. If you have used the **Traveler Lookup** (see above), the system enters the information from the traveler’s TEM Profile record. |
| Traveler Lookup | Display only if the Travel Reimbursement is created without a Travel Authorization.  Description: pencil-small.gif If the initiator is an Arranger, they will need to look up and return a TEM Profile. If the initiator is not an Arranger, the information displayed in this tab is derived from their KIM Person record. |
| Traveler Type Code | Display only. The traveler’s affiliation from the traveler’s TEM Profile record. |
| Zip Code | Display only. The zip code in the traveler’s mailing address. If you have used the **Traveler Lookup** (see above), the system enters the information from the traveler’s TEM Profile record. |

###### Trip Information Section

Description: pencil-small.gif Only the traveler, arranger and other authorized users may change entries in this section.

Trip Information section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Business Purpose | Required. The purpose of the trip. |
| Delinquent TR Exception | Displays only for the Travel Manager if the Trip is delinquent. The trip is delinquent when the system date is greater than the trip end date plus the lowest value in NUMBER\_OF\_DAYS\_DELINQUENT parameter.  Description: pencil-small.gif If this box was checked on the Travel Authorization it will be checked on the Travel Reimbursement. If it has been checked on the Travel Authorization, the Travel Reimbursement can be submitted if the number of days delinquent would enforce a hard stop. If this box is not checked, the system will enforce a hard stop and the initiator will need to contact the Travel Manager to request an exception.  Description: pencil-small.gif The parameter NUMBER\_OF\_DAYS\_DELINQUENT can also control Travel Reimbursement initiation, if the number of days delinquent is associated with a W (Warning) then the Travel Reimbursement can be initiated without Travel Manager intervention, however, the Travel Reimbursement will route to Special Request Approval prior to the Fiscal Officer. If the day’s delinquent is associated with an S (Stop), the Travel Reimbursement cannot be initiated until the Travel Manager marks the Delinquent TR Exception on the TA. |
| Final Reimbursement | Indicates whether this reimbursement is the final reimbursement for the trip. Check the box to indicate that this is the final reimbursement. When checked a Travel Authorization Close will be created after the TR is fully approved.  Description: pencil-small.gif This box is checkable by the Initiator and the Travel Manager. |
| Primary Destination | Required. The traveler’s primary destination. Use the lookup icon to find the appropriate destination.  Description: Description: pencil-small.gif If the Travel Reimbursement is created from a Travel Authorization or another Travel Reimbursement, this field will fill in from the other document.  Description: pencil-small.gif If your institution has set the OVERRIDE\_PRIMARY\_DESTINATION\_IND parameter to Y, the **Destination Not Found** button will display and you can use it to manually enter the primary destination.  Description: Description: pencil-small.gif If your institution has set the DISPLAY\_PER\_DIEM\_URL\_IND parameter to Y, the **Per Diem Links** link will display. Click this link to open the Disbursement Voucher Travel Per Diem Lookup to access URLs to travel per diem sites.  If you change the destination and are applying per diems to this trip, you must click either the **Update Per Diem Table** button in the **Per Diem Expenses** tab or the **Recalculate** button in the **Expenses** tab to force the system to display the appropriate amounts in the **Per Diem Expenses** tab. |
| Primary Destination – County | Display only, unless you have clicked the **Destination Not Found button**. The county of the primary destination when one exists. Optional if editable.  Description: pencil-small.gif If your institution has set the OVERRIDE\_PRIMARY\_DESTINATION\_IND parameter to Y, the **Destination Not Found** button will display and you can use it to manually enter the primary destination. |
| Primary Destination – Country/State | Display only, unless you have clicked the **Destination Not Found** button. The country or state of the primary destination. Required if editable.  Description: pencil-small.gif If your institution has set the OVERRIDE\_PRIMARY\_DESTINATION\_IND parameter to Y, the **Destination Not Found** button will display and you can use it to manually enter the primary destination. |
| Trip Begin | Required. The starting date and time for the trip. Enter the date and time in mm/dd/yyyy hh:mm format, or select it from the calendar tool.  Description: Description: pencil-small.gif If the Travel Reimbursement is created from a Travel Authorization or another Travel Reimbursement, this field will fill in from the other document.  Description: pencil-small.gif If the Travel Reimbursement is created without a Travel Authorization, the date will be empty.  If you change the dates and are applying per diems to this trip, you must click either the **Update Per Diem Table** button in the **Per Diem Expenses** tab or the **Recalculate** button in the **Expenses** tab to force the system to display the appropriate number of rows (one for each day of the trip) in the **Per Diem Expenses** tab. |
| Trip End | Required. The ending date and time for the trip. Enter the date and time in mm/dd/yyyy hh:mm format, or select it from the calendar tool.  Description: Description: pencil-small.gif If the Travel Reimbursement is created from a Travel Authorization or another Travel Reimbursement, this field will fill in from the other document.  Description: pencil-small.gif If the Travel Reimbursement is created without a Travel Authorization, the date will be empty.  If you change the dates and are applying per diems to this trip, you must click either the **Update Per Diem Table** button in the **Per Diem Expenses** tab or the **Recalculate** button in the **Expenses** tab to force the system to display the appropriate number of rows (one for each day of the trip) in the **Per Diem Expenses** tab. |
| Trip Type | Required. The type of trip (in state, out of state, international, etc.) Select the appropriate type from the list.  Description: pencil-small.gif If the Travel Reimbursement is created from a Travel Authorization or another Travel Reimbursement, this field will fill in from the other document. |

##### Travel Advances Tab

This tab displays information about all the advances associated with this TEM Doc #.

Travel Advances tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Amount Due | Display only. Amount traveler owes related to the Advance. When the advance is repaid this will be 0.00. |
| Amount Requested | Display only. The amount of the advance. |
| Customer Report link | Opens AR Customer Lookup with the AR Customer number created for the traveler. Click Search and there will be a report link that will open an Aging Report for this traveler.  See Viewing Payment History for additional details. |
| Payment Due Date | Display only. The date the payment is due. |

##### Per Diem Expenses Tab

This tab allows you to calculate allowable expenses for meals, incidentals, lodging, and meals when per diems or set rates are used for reimbursement of trip expenses.

Description: go-arrow-red.gif The Per Diem Expenses tab is used by more than one TEM transaction document. For detailed information about it, see Common Tabs in Transaction Documents: Per Diem Expenses Tab|tag=Per\_Diem\_Tab\_TEM.

##### Actual Expenses Tab

This tab allows you to enter actual expenses for airfare, cab fare, and other expenses that are not based on per diems or other set rates. Use of this tab is optional.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Actual Expenses Tab|tag=Actual\_Expenses\_Tab\_TEM.

##### Travel Expense Total Tab

This tab displays totals as you enter expenses into the **Per Diem Expenses** and **Actual Expenses** tabs. Totals displayed here include expenses entered on this Travel Reimbursement, including CTS and Corporate card charges. Typically, the system displays all totals as positive numbers.

 **Exception**: If a CTS card entry is a credit for airfare and if it is added by itself (and not with the original debit), totals may be negative.

Travel Expense Total tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Encumbrance Amount | Display only. The original amount encumbered for the Trip. This amount will not change as encumbrances are released due to Travel Reimbursements.  Description: pencil-small.gif The system displays this field only if the DISPLAY\_ENCUMBRANCE\_IND parameter is set to Y. |
| Total Expenses | Display only. The total expenses reported on this Travel Reimbursement. CTS and Corporate Card charges will display on Travel Reimbursements and Travel Authorizations that have the same TEM Doc #. General Ledger Entries will be created and associated with the first document that they are associated with. |
| Less Manual Per Diem Adjustment | The amount (if any) by which the per diem is to be reduced. If the per diem reimbursement amount is to be less than the usual and customary per diem amount, enter the adjustment amount. |
| Less Non-Reimbursable | Display only. The total of all non-reimbursable (pre-paid, personal, etc.) expenses. |
| Eligible for Reimbursement | Display only. The total expenses minus the manual adjustment and non-reimbursable amounts. |
| Apply Expense Limit | Display only. The maximum dollar amount allowed for these travel expenses. If an expense limit is specified in the **Special Circumstances** tab, the system copies the limit specified. Otherwise, the system copies the expense limit from the associated travel authorization (if any). If no expense limit has been specified, the system displays “N/A”. |
| Total Reimbursable | Display only. The lesser of the eligible for reimbursement amount and the apply expense limit amount (if any). If the **Apply Expense Limit** entry is “N/A”, the total reimbursable amount is the same as the amount in the **Eligible for Reimbursement** field. |
| Less CTS Charges | Display only. The total amount imported from the CTS. |
| Amount Due Corporate Credit Card | Display only. The total amount imported from the corporate card (reimbursable only).  Description: pencil-small.gif If your institution has set the AMOUNT\_DUE\_CORPORATE\_CARD\_TOTAL\_LINE\_IND parameter to N, this field does not display. |
| Total Reimbursable | Display only. The lesser of:  - the expense limit, and  - the amount eligible for reimbursement minus the CTS charges and the amount due the corporate credit card. |
| Less Advances from this Trip | Display only. The total of all advances for this trip.  Description: pencil-small.gif The system displays this field only if the DISPLAY\_ADVANCES\_IN\_REIMBURSEMENT\_TOTAL\_IND parameter is set to Y. |
| Reimbursement from this Trip | Display only. The total reimbursable amount minus the total advances for this trip.  Description: pencil-small.gif The system displays this field only if the DISPLAY\_ADVANCES\_IN\_REIMBURSEMENT\_TOTAL parameter is set to Y. |

To recalculate totals after changing expense fields on this document, click the **Recalculate** button.

##### Special Circumstances Tab

This tab allows you to provide information regarding any special circumstances that may pertain to reimbursement of travel expenses.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Special Circumstances Tab|tag=Special\_Circumstances\_Tab\_TEM.

##### Group Travel Tab

This tab identifies the members of a travel group (for athletic team travel, conferences, student activities, etc.).

 The Group Travel tab is used by more than one TEM transaction document. For detailed information about it, see Common Tabs in Transaction Documents: Group Travel Tab|tag=Group\_Travel\_Tab\_TEM.

##### View Reimbursement History Tab

This tab contains information about all reimbursement requests related to this TEM Doc #. All fields are display only.

View Reimbursement History tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Amount | The total expenses reported on the Travel Reimbursement, this may not reflect what is paid to the traveler. |
| Document Number | The document number of the Travel Reimbursement. |
| Hold | Not used. Functionality to place Travel Reimbursement on hold does not exist. |
| Request Cancel | Not used. Functionality to request that a Travel Reimbursement be cancelled does not exist. |
| Status | The application document status of the Travel Reimbursement. |
| Trip Begin | The start date of the trip. |

##### Contact Information Tab

This tab provides the contact information, typically it’s the initiator, but it can be someone else who can be contacted if additional information is needed related to this document.

Contact Information tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Contact Campus Code | Display only. The initiators campus code. |
| Contact Email Address | The person’s email address. |
| Contact Name | Required. This field is pre-filled with the name of the document initiator but may be edited.. |
| Contact Phone Num | Required. The person’s phone number. The default entry is the work telephone number stored in the KIM Person record. |

##### Traveler Certification Tab

This tab enables the traveler to certify the validity of this request for reimbursement. The tab has two components:

* The statement the traveler must certify. This statement varies depending on whether the traveler type is employee or a non-employee. The two statements are stored in the EMPLOYEE\_CERTIFICATION\_STATEMENT parameter and the NON\_EMPLOYEE\_CERTIFICATION\_STATEMENT parameter, respectively.
* An **Employee Certification** or **Non-Employee Certification** check box, depending on the type of traveler. Check the box to provide certification. Required. Failure to check this box prevents the system from routing the reimbursement request beyond the traveler (in the case of an employee traveler) or the initiator (in the case of a non-employee traveler). If you are an employee traveler, you must check the box before submitting the reimbursement request. Your institution may also require that you attach the Non-Employee Forms Certification to the **Notes and Attachments** tab.

##### Summary by Object Code Tab

This tab allows you to distribute expenses to accounts by object codes.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Summary by Object Code Tab|tag=Summary\_By\_Object\_Code\_Tab\_TEM.

##### Assign Accounts Tab

This tab allows you to specify the distribution of expenses for the object codes selected in the **Summary by Object Code** tab.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Assign Accounts Tab|tag=Assign\_Accounts\_Tab\_TEM.

##### Payment Information Tab

This tab allows you to specify information related to the payment such as the due date, payment method, attachments.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Payment Information Tab|tag=Payment\_Information\_Tab\_TEM.

##### Pre-Disbursement Processor Status Tab

This tab displays information from the Pre-Disbursement Processor (PDP) so you can track the payment status and the status date and access detailed information about the payment.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Pre-Disbursement Processor Status Tab|tag=Pre-Disbursement\_Processor\_Status\_Tab\_TEM.

##### View Related Documents Tab

This tab displays information about related documents automatically added by the system and allows you to associate other documents that may be related to the event.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: View Related Documents Tab|tag=View\_Related\_Documents\_Tab\_TEM.

##### Agency Links Tab

This tab lists links to travel agencies.

 This tab is used by most of the TEM transaction documents. For detailed information about it, see Common Tabs in Transaction Documents: Agency Links Tab|tag=Agency\_Links\_Tab\_TEM.

##### Notes about Standard Kuali Financials Tabs

The **Document Overview** tab contains the standard fields with the following differences:

* After you save or submit the document, the system generates a **Description** entry containing the first 40 characters of the combined principal name, trip begin date and primary destination.

Description: Description: pencil-small.gif If the Travel Authorization is delinquent when it’s created, “(Delinquent)” will be added to the document description.

Description: Description: pencil-small.gif If the trip dates are prior to the current date, “PT:” will be added to the Description to indicate this is a Pre-Trip reimbursement.

* A TEM Doc # is generated on save or submit.

Description: Description: pencil-small.gif If VENDOR\_PAYMENT\_ALLOWED\_BEFORE\_FINAL\_APPROVAL\_IND = N, then this number will be masked until the document is fully approved. Once it’s approved, the TEM Doc number will also display in the **Organization Document Number** field to facilitate searching for all documents related to a TEM Doc #, since this number can be added to this field in other documents.

Description: Description: pencil-small.gif If VENDOR\_PAYMENT\_ALLOWED\_BEFORE\_FINAL\_APPROVAL\_IND = Y, then the TEM Doc # will not be masked and will display in the **Organization Document Number** field.

* An additional section, **Financial Document Detail**, displays the Bank Code and the Total Amount of expenses claimed on this document.
* The **View Related Documents** tab automatically lists all related Travel Authorization Amendments, Travel Authorization Close, Travel Reimbursements and Disbursement Vouchers created via the **Vendor Payment** button and any valid document that is manually added to this tab.
* The **Accounting Lines** tab will pre-fill if a default Chart Code, Account Number, Sub-Account Number and Project Code are added to the TEM Profile and can be changed if desired.

##### Workflow Action Buttons

At the bottom of the Travel Reimbursement document, the system displays several standard workflow action buttons. Depending on your roles and responsibilities and the status of the document, you may also see one or more of the following buttons.

Workflow action buttons

|  |  |
| --- | --- |
| Action | Description |
| Calculate | Updates the Travel Expense Total tab when changes have been to the Per Diem or Actual Expenses. The amount on the accounting line will also be updated. |
| Return to Fiscal Officer | Routes the document back to the fiscal officer instead of disapproving the document when the accounting lines need to be changed but the rest of the information is acceptable. When you choose this option, the system prompts you to enter the reason and attach an explanatory note. The system notes the action the user took and starts the routing over from the Fiscal Officer.  Description: pencil-small.gif This button is available to all approvers after the Fiscal Officer. |
| Vendor Payment | Allows you to initiate a Disbursement Voucher from the Travel Reimbursement. |
| New Reimbursement | Reimbursements can be initiated against Travel Reimbursements that are created from a new document once the Travel Reimbursement has been fully approved and there are no pending Travel Reimbursements. |

#### Process Overview

##### Business Rules

* Initiation
* Arrangers and users with TEM Profiles can initiate Travel Reimbursement.
* Arrangers do not need to have a TEM Profile.
* TEM Profiles can be created by, and for, any Active Faculty or Staff.
* Trip Type Business Rules
* If the Trip Type is set to Display Per Diem Table, the **Create Per Diem** button will display and Per Diem can be generated for each day of the trip.
* If the Trip Type requires that a Travel Authorization is required in order to create a Travel Reimbursement, the Travel Reimbursement cannot be created until the Travel Authorization is Open for Reimbursement.
* If you are creating the Travel Reimbursement from another document for the same trip, the system copies the **Trip Overview** entries from the previous Travel Reimbursement document. If creating from a Travel Authorization, the expenses will also copy over unless they have been claimed previously on another Travel Reimbursement.
* **Trip Overview** tab, Trip Information section:
* If DISPLAY\_PER\_DIEM\_URL\_IND = Y, a link will display that opens the Disbursement Voucher Travel Per Diem Lookup which provides links to websites that provide per diem information.
* If OVERRIDE\_PRIMARY\_DESTINATION\_IND = Y, then the Destination Not Found button will display and the user can enter a destination that does not exist in the per diem tables.
* If PER\_DIEM\_AMOUNT\_EDITABLE\_IND = Y, the per diem fields will be editable and the user can enter a lower amount, but cannot exceed the total per diem allowed. If N, then checkboxes will display for breakfast, lunch, dinner. Incidentals display read only and a column will display for Meals and Incidentals and not be editable.
* **Special Circumstances** tab:
* If an amount is entered in the expense limit field, the reimbursement cannot exceed that amount.
* If meals have been claimed without lodging and it’s not the last day of a multi-day trip, justification for meals without lodging will be required.
* **Group** tab:
* The number of travelers listed in this tab will be used to determine the allowable maximums by the multiplying the allowable amount by the number of travelers when Group Expense types are chosen.
* **Per Diem Expenses** tab:
* If the Trip Type is set to Display Per Diem Table, the Create Per Diem button will display and Per Diem can be estimated for each day of the trip.
* If Trip Type is International and Per Diem Table is created, Accommodation fields will display. If parameter INTERNATIONAL\_TRIP\_REQUIRES\_ACCOMMODATION\_IND = Y, fields marked required must be completed before the document can be submitted.
* The Per Diem Calculation Method for the first and last day of the trip is set by Trip Type. If set to Percentage, the first and last days will be calculated based on the percentage identified in parameter FIRST\_AND\_LAST\_DAY\_PER\_DIEM\_PERCENTAGE. If set to Quarter, the day is divided based on the values in parameter QUARTER\_DAY\_TIME\_TABLE, where the start and end times fall within the defined quarters determines the amount of allowed per diem.
* Lodging will be set to 0.00 on the last day.
* If Lodging is not claimed on a day where meals are claimed, justification will be required to be entered in the Special Circumstances tab, unless it’s the last day of a multi-day trip.
* If per diem, lodging or mileage is claimed in the Per Diem tab, the same expense cannot be claimed for the same day in the Expenses tab.
* If INCIDENTALS\_WITH\_MEALS\_IND = Y, incidentals can only be claimed if at least one meal (breakfast, lunch or dinner) is claimed. If N, then the incidentals can be claimed regardless.
* PER\_DIEM\_CATEGORIES parameter determines which columns will display.
* PER\_DIEM\_MILEAGE\_RATE\_EXPENSE\_TYPE\_CODE specifies the default mileage rate type.
* If VALIDATE\_DAILY\_PER\_DIEM\_AND\_INCIDENTALS\_IND= Y, validate per diem against daily total versus each individual meal and incidental.
* At least one primary destination in the Per Diem table must match the Primary Destination in the **Trip Overview** tab.
* **Actual Expenses** tab
* If Lodging Allowance is selected, the amount entered must be equal to or less than the amount specified in the Expense Type Object Code table for this expense type.
* If Lodging is claimed in the Per Diem tab and Lodging Allowance is claimed for the same day, a warning displays that Lodging is also being claimed.
* The Expense Type Object Code table determines for what expenses receipts and notes are required and maximum amounts and if there are amount restrictions by day or by occurrence.
* Meta Categories have been established for Expense types that have special rules, such as, Breakfast, Lunch, Dinner, Incidentals, Lodging, Lodging Allowance, Airline, Rental Car and Mileage. These Meta Categories control requirements such as disallowing meals to be claimed in both the per diem and the Expenses tab, to require that Class of Service and Airfare Source be completed for Airline and Class of Service be completed for Rental Car.
* If a Meal or Lodging expense is claimed in the **Actual Expenses** tab for the same day as claimed in the **Per Diem Expenses** tab, the value in the **Per Diem Expenses** tab will be grayed out.
* If a Hosted Meal is claimed in the **Actual Expenses** tab for the same day as a meal in the **Per Diem Expenses** tab, the value in the **Per Diem Expenses** tab will be grayed out.
* If Receipt Required = Yes, the Missing Receipt box will be checkable. If you check Missing Receipt box you will be required to enter a note for that expense explaining why the receipt is missing.
* If “Group” type expenses are entered, maximum amounts will be determined based on the number of travelers listed in the **Group** tab.
* **Summary by Object Code** tab:
* Populated as expenses are added to the Travel Reimbursement. Object Codes are determined by Expense Type Object Code table. This tab will not display if DISPLAY\_ACCOUNTING\_DISTRIBUTION\_TAB\_IND = N.
* Expenses can be distributed one at a time or all at once depending on how you would like to allocate the different expenses.
* **Assign Accounts** tab:
* If default accounting has been added to the Traveler’s TEM Profile, the accounting fields will display those values. Percent will equal 100 and Amount will equal the Total amount from the **Summary by Object Code** tab.

 If there is an expense limit in the Special Circumstances tab, do not use Assign Accounts tab, manually enter the distribution in the **Accounting Lines** tab to ensure proper allocation.

* Percent can exceed 100%
* The Amount cannot exceed the Remaining Amount to distribute or the expense limit whichever is less.
* Percent and Amount will update automatically depending on which field is updated.
* After an Accounting Line is added, the **Assign Accounts** button can be clicked and the **Accounting Lines** tab is updated with the object codes and expense source from the **Summary by Object Code** tab and Accounts and Amounts from the **Assign Accounts** tab.

 The Assign Accounts tab can be used even if the DISPLAY\_ACCOUNTING\_DISTRIBUTION\_TAB\_IND = N and probably should always be used if this parameter = N, since the system enforces the use of specific object codes depending on the expense type and unless your institution is using the same object code for all expenses it will be difficult to know what object code is required.

* **Accounting Lines** tab
* If there is only one object code on the document, or one object code left to allocate, the object code will be updated with that value.
* The amount field will be populated with the amount remaining to be allocated.
* Each time you click **add** in the **Accounting Lines** tab, the Amount field updates with the total amount remaining to be distributed and the **Remaining Amount** updates in the **Summary by Object Code** tab for the object code and expense source added.
* Once you’ve added an accounting line either manually or with the **Assign Accounts** tab, the Restart Accounting Lines button displays. Clicking this button clears the **Accounting Lines** tab.
* If the object code totals by expense source in the **Summary by Object Code** tabs and the object code totals in the **Accounting Lines** tab do not match, the system displays the error message, “The sum of all Accounting Lines with the Object Code: <object code> and Card Type: <expense source> must equal <amount> for this document.”
* If you have changed the dates of the trip, when you submit the document, the system attaches this note in the **Notes and Attachments** tab: “The trip begin/end dates have been changed from mm/dd/yyyy –mm/dd/yyyy to mm/dd/yyyy – mm/dd/yyyy by Travel Reimbursement Doc # xxxx.”

##### Routing

In addition to the approvals that exist on most all transaction documents (Fiscal Officer, Organization Review, Sub-Fund, Award, Tax Manager and Disbursement Method Reviewer), the following approvals may also be required.

* If a Travel Reimbursement document is prepared by an arranger on behalf of a traveler identified in KIM, the document routes to the traveler. The traveler must check the box in the **Traveler Certification** tab before routing can continue.
* The Travel Reimbursement routes to Special Request Reviewer if:
* The Expense Type Object Code or Class of Service requires special approval, or
* The Travel Reimbursement is delinquent as defined in parameter NUMBER\_OF\_DAYS\_DELINQUENT and the Travel Authorization Delinquent TR Exception box has not been checked.
* Reimbursement Organization Reviewer is qualified by Organization and Percentage, if the Travel Reimbursement has accounts that report to this organization and expenses exceed the encumbrance by the percentage specified, the Travel Reimbursement will route to this role.
* The Travel Reimbursement will route to Division Reviewer if:
* Actual expenses exceed the amount specified in CUMULATIVE\_REIMBURSABLE\_AMOUNT\_WITHOUT\_DIVISION\_APPROVAL.
* Expenses exceed encumbrance by the percentage specified in REIMBURSEMENT\_PERCENT\_OVER\_ENCUMBRANCE\_AMOUNT.
* The actual expenses exceed the amount specified in Auto Travel Reimbursement Limit for the Trip Type or the Traveler is a non-employee, a receipt is required or payment method other than Check/ACH is selected.
* The Travel Reimbursement will route to the International Travel Reviewer if all of the following are true:
* International Trip Type.
* Actual expenses exceed the amount specified in CUMULATIVE\_REIMBURSABLE\_AMOUNT\_WITHOUT\_DIVISION\_APPROVAL.
* Expenses exceed encumbrance by the percentage specified in REIMBURSEMENT\_PERCENT\_OVER\_ENCUMBRANCE\_AMOUNT.
* If the Sufficient Funds Checking is turned on for an Account and the Account does not have sufficient funds, the Travel Reimbursement will route to Budget Office Review.
* If parameter SEPARATION\_OF\_DUTIES\_ROUTING\_OPTION is set to F and the traveler and Fiscal Officer are the same, the Travel Authorization will route to Separation of Duties Reviewer. If the parameter is set to D and the traveler and Division Approver are the same user, the Travel Authorization routes to Separation of Duties Reviewer.
* All Travel Reimbursements route to the Travel Manager.

##### Post-Processing

* If the TEM Profile indicates that the user wants to receive email notifications when the Travel Reimbursement changes status or becomes final, an email will be sent with the subject line specified in CHANGE\_NOTIFICATION\_SUBJECT, component Document.
* When the Travel Reimbursement is saved or submitted General Ledger Pending Entries will be created to:
* Record the expenses entered on the Travel Reimbursement from the Accounting Lines tab;
* To disencumber encumbrances for any accounts used on the Travel Reimbursement that had been encumbered up to the amount that was encumbered.
* If an advance is being repaid, entries to record the repayment of the advance to the accounts where the advance was initially recorded will be created.
* If CTS transactions have been imported into the trip, entries will be created to transfer the expense from the institutional account to the departmental account.
* If Corporate card transactions have been imported into the trip and the Credit Card or Agency Payment Indicator = Y, liability entries are created.
* If there is an Agency Service Fee associated with an imported transaction, an entry will be created to charge the departmental account the fee as defined in the Agency Service Fee table.
* When the Travel Reimbursement is submitted, the system generates four PDF reports in the **Reports** tab: Coversheet, Non-Employee Forms, Expense Summary and Expense Summary By Day. The instructions that print on the Coversheet are determined by the TRAVEL\_COVERSHEET\_INSTRUCTIONS parameter, the fax number is specified in the TEM\_FAX\_NUMBER parameter and the barcode format is derived from the TEM\_BARCODE\_STYLE parameter.
* Duplicate Trip warnings will be provided for Travel Reimbursements for the same traveler and date ranges, if a Travel Reimbursement was not created against a Travel Authorization and the dates match, or are within the range as determined by the DUPLICATE\_TRIP\_DATE\_RANGE\_DAYS parameter. Warnings will be provided on submit and approval.
* When the Travel Reimbursement is fully approved:
* If the **Final Reimbursement** box is checked in the **Trip Information** section of the **Trip Overview** tab, a Transaction Authorization Close document is created to liquidate any remaining encumbrances.
* If there is an advance associated with this trip, the amount due the traveler will be decreased by the amount of the advance and a Credit Memo will be created for the amount of the advance or the reimbursement whichever is less.
* If Corporate card transactions have been imported into the trip and the Credit Card or Agency Payment Indicator = Y, payment to the vendor indicated in the Credit Card or Agency table will be extracted to Pre-Disbursement Processor for payment.
* If an amount is due the traveler and the payment method is Check/ACH, the payment will be extracted and processed in Pre-Disbursement Processor.

##### Initiating a Reimbursement Request

If required by Trip Type, you may only be able to create a Travel Reimbursement from an existing Travel Authorization. If a Travel Authorization is not required, you can create Travel Reimbursement using the Travel Reimbursement link.

###### Creating a Travel Reimbursement Document from another Travel Document

If you have created a Travel Authorization document for your trip and if it has been approved and finalized, you may create one or more Travel Reimbursement documents from it. Similarly, if you have already created a travel reimbursement request and the document is final, you may create other reimbursement requests for the same trip on it. To create a reimbursement request from either type of document:

1. Use the appropriate custom document search to find the existing Travel Authorization or Reimbursement document for the trip.

go-arrow-red For information about using the custom document search function, see Travel Authorization|tag=Custom\_Doc\_Search\_Travel\_Authorization and Travel Reimbursement|tag=Custom\_Doc\_Search\_Travel\_Reimbursement under Custom Document Searches.

1. In the **Document Id** column of the search results table, click the Document Number link.
2. The system opens the Travel Authorization or Travel Reimbursement.
3. At the bottom of the document, click the **New Reimbursement** button. The Travel Reimbursement document opens and is completed with information from the source document.

Description: pencil-small.gif If the source document is a Travel Authorization, expenses entered on the Travel Authorization will fill in on the Travel Reimbursement unless they were previously claimed on another Travel Reimbursement.

Description: pencil-small.gif This button will not display if another Travel Reimbursement is enroute, or the Travel Authorization has been placed on hold.

1. Change, delete and add information to accurately report activities and expenses for the trip.
2. If there is more than one object code in the **Summary by Object Code** tab, use the **Assign Accounts** tab to create the accounting lines.
   1. Enter accounts and percentages or amounts in the **Assign Accounts** tab, click the **Add** button to add each accounting line.
   2. Then click the **Assign Accounts** button to update the **Accounting Lines** tab with the object codes in **Summary by Object Code** tab and the accounts and amounts in the **Assign Accounts** tab.
3. If there is only one object code in the Summary by Object Code, the object code and amount to be distributed will display in the Accounting Lines tab. Enter the account and click the **Add** button. Add additional accounts and amounts as desired.
4. Select a due date and payment method.
5. Click the Submit button to send the Travel Reimbursement into Workflow.

## Travel and Entertainment Custom Document Searches

TEM custom document searches are available by selecting Document Search, entering the Document Type and tabbing out of the field.

Some of the fields on these screens are common to all custom document search screens.

Description: go-arrow-red.gif For information about common fields, see Performing Custom Document Searches|document=WordDocuments\FIN Overview Source.docx;topic=Performing Custom Document Searches “Performing Custom Document Searches” in the Overview and Introduction to the User Interface.

The Travel Authorization, Travel Reimbursement, Entertainment Reimbursement and Moving and Relocation Reimbursement Documents can only be viewed if you have authorization to do so. Specifically, if

* You are the payee,
* You are an arranger, you may search for your own documents and those of other payees who have delegated arranger authority to you.
* You are assigned to a role that has permission to view these documents for any payee
* You are a TEM Profile Administrator or Organization Profile Arranger, you may search for documents for any payee within your organization hierarchy.

You may use any or all of the common fields and document-specific fields to limit your search. After you enter search criteria and click the **Search** button, the system displays a table listing all records that match the criteria specified.

To open the document click on the **document ID** linked in the Document Id column. Only users who have permission to view these documents will be able to open them.

TEM Custom Document Searches

|  |  |
| --- | --- |
| Custom Search | Description |
| Corporate Card Application (CCAP)|tag=Custom\_Doc\_Search\_Corporate\_Card\_Application | Allows you to search for Corporate Card Applications. |
| CTS Card Application (CTAP)|tag=Custom\_Doc\_Search\_CTS\_Card\_Application | Allows you to search for CTS Card Applications. |
| Entertainment Reimbursement(ENT)|tag=Custom\_Doc\_Search\_Entertainment\_Reimbursement | Allows you to search for Entertainment Reimbursements that you are authorized to access. |
| Moving and Relocation Reimbursement(RELO)|tag=Custom\_Doc\_Search\_Moving\_and\_Relocation\_Reimbursement | Allows you to search for Moving and Relocation Reimbursement that you are authorized to access. |
| Travel Authorization (TA)|tag=Custom\_Doc\_Search\_Travel\_Authorization | Allows you to search for Travel Authorizations that you are authorized to access. |
| Travel Reimbursement (TR)|tag=Custom\_Doc\_Search\_Travel\_Reimbursement | Allows you to search for Travel Reimbursements that you are authorized to access. |

### Corporate Card Application|linktag=Custom\_Doc\_Search\_Corporate\_Card\_Application

Following are descriptions of the fields that are specific to the Corporate Card Application.

Search fields specific to Corporate Card Application

|  |  |
| --- | --- |
| Title | Description |
| Document Type | Enter CCAP in this field to search for Corporate Card Application documents. Tab out of the field to display additional search fields related to this document type. |
| First Name | To find documents for a particular applicant, enter the person’s first name. |
| Last Name | To find documents for a particular applicant, enter the person’s last name. |
| Primary Department Code | To find documents for a particular applicant, enter the primary department code associated with their KIM record – format Chart Code-Organization, for example, BL-PSY. |
| Chart Code | To find documents for applications for a specific chart, select it from the list or use the lookup icon to find it. This value comes from the TEM Profile default chart. |
| Account Number | To find documents for applications that are routing to a particular account, enter the account number or use the lookup icon to find it. |

### CTS Card Application|linktag=Custom\_Doc\_Search\_CTS\_Card\_Application

Following are descriptions of the fields that are specific to the CTS Card Application.

Search fields specific to CTS Card Application

|  |  |
| --- | --- |
| Title | Description |
| Document Type | Enter CTAP in this field to search for CTS Card Application documents. Tab out of the field to display additional search fields related to this document type. |
| First Name | To find documents for a particular applicant, enter the person’s first name. |
| Last Name | To find documents for a particular applicant, enter the person’s last name. |
| Primary Department Code | To find documents for a particular applicant, enter the primary department code associated with their KIM record – format Chart Code-Organization, for example, BL-PSY. |
| Chart Code | To find documents for applications for a specific chart, select it from the list or use the lookup icon to find it. This value comes from the TEM Profile default chart. |
| Account Number | To find documents for applications that are routing to a particular account, enter the account number or use the lookup icon to find it. |

### Entertainment Reimbursement|linktag=Custom\_Doc\_Search\_Entertainment\_Reimbursement

Following are descriptions of the fields that are specific to the Entertainment Reimbursement documents.

Search fields specific to Entertainment Reimbursement document

|  |  |
| --- | --- |
| Title | Description |
| Document Type | Enter ENT in this field to search for Entertainment Reimbursement documents. Tab out of the field to display additional search fields related to this document type. |
| TEM Doc # | To find entertainment documents related to a particular entertainment event, enter the TEM Doc # number. |
| Event Begin From | To find documents for events that began or will begin within a particular date range, enter the earliest date in the range or use the calendar tool to find it. |
| Event Begin To | To find documents for events that began or will begin within a particular date range, enter the latest date in the range. |
| Payee Name | To find documents for events by a particular payee, enter the payee’s name. |
| Event Title | To find documents pertaining to a particular entertainment event, enter the event title. |
| Partner/Spouse Expense Included | To find document(s) that include partner or spouse expenses, click Yes. To find documents that do not include these expenses, click No. Otherwise, leave Both selected. |
| City Name | To find document(s) for events in a particular city, enter the city name. |
| State Code | To find document(s) for events I n a particular state, select the state code from the list. |
| Country Code | To find document(s) for events in a particular country, select the country code from the list. |
| Zip Code | To find document(s) for events in a particular zip code, enter the zip code. |
| Chart Code | To find documents for events billed to a particular chart, enter the chart code, select it from the list or use the lookup icon to find it. |
| Account Number | To find documents for events billed to a particular account, enter the account number or use the lookup icon to find it. |
| Organization Code | To find documents for events billed to a particular organization, enter the org code or use the lookup icon to find it. |
| Ledger Document Type | To find documents for the document type that is assigned based on payment method, enter the document type code or use the lookup icon to find it. |
| Total Amount | To find documents for a specific total expense amount, enter the amount. |

### Moving and Relocation|linktag=Custom\_Doc\_Search\_Moving\_and\_Relocation\_Reimbursement

Following are descriptions of the fields that are specific to the Moving and Relocation documents.

Search fields specific to Moving and Relocation Reimbursement document

|  |  |
| --- | --- |
| Title | Description |
| Document Type | Enter RELO in this field to search for Moving and Relocation Reimbursement documents. Tab out of the field to display additional search fields related to this document type. |
| TEM Doc # | To find moving and relocation documents related to a particular moving and relocation event, enter the TEM Doc #. |
| Payee Name | To find documents in which a particular person is requesting reimbursement, enter the person’s name. |
| Reason Code | To find documents in which a particular move/relocation reason code has been specified, enter the code, select it from the list or use the lookup to find it. |
| Moving Begin From | To find documents for moves or relocation trips that start on a particular date, enter the start date or use the calendar tool to find it. |
| Moving Begin To | To find for documents for moves or relocation trips that start on a particular date, enter the end date or use the calendar tool to find it. |
| Moving End From | To find documents for moves or relocation trips that end on a particular date, enter the start date or use the calendar tool to find it. |
| Moving End To | To find for documents for moves or relocation trips that end on a particular date, enter the end date or use the calendar tool to find it. |
| Title Code | To find for documents in which a particular job title code has been specified, enter the code. |
| Chart Code | To find documents for moves or relocation trips billed to a particular chart, enter the chart code, select it from the list or use the lookup icon to find it. |
| Organization Code | To find documents for moves or relocation trips billed to a particular organization code, enter the org code or use the lookup icon to find it. |
| Account Number | To find documents for moves or relocation trips billed to a particular account, enter the account number or use the lookup icon to find it. |
| Ledger Document Type | To find documents for the document type that is assigned based on payment method, enter the document type code or use the lookup icon to find it. |
| Total Amount | To find documents for a specific total expense amount, enter the amount. |

You may use any or all of the common fields and moving-and-relocation-specific fields to limit your search. After you enter search criteria and click the **Search** button, the system displays a table listing all records that match the criteria specified.

### Travel Authorization|linktag=Custom\_Doc\_Search\_Travel\_Authorization

Following are descriptions of the fields that are specific to Travel Authorization.

Search fields specific to Travel Authorization

|  |  |
| --- | --- |
| Title | Description |
| Document Type | Enter TA in this field to search for Travel Authorization documents. Tab out of the field to display additional search fields related to this document type. |
| TEM Doc # | To find travel authorization documents for a particular trip, enter the TEM Doc #. |
| Trip Begin From | To find documents for trips that start on a particular date, enter the trip start date. |
| Trip Begin To | To find documents for trips that start on a particular date, enter the trip end date. |
| Trip From End | To find documents for trips that end on a particular date, enter the trip start date. |
| Trip From To | To find documents for trips that end on a particular date, enter the trip end date. |
| Primary Destination | To find document(s) for trips to a particular primary destination, enter the name of the destination. |
| Trip Type | To find documents for a particular type of trip (in-state, out-of-state, etc.), select the appropriate code from the list or use the lookup icon to find it. |
| Traveler Type Code | To find documents for a particular type of traveler (employee or non-employee), click the button for the appropriate type. |
| First Name | To find documents for a particular traveler, enter the person’s first name. |
| Last Name | To find documents for a particular traveler, enter the person’s last name. |
| Primary Destination Country/State | To find document(s) for trips to a particular state or country, enter the state or country name. |
| Object Code | To find documents for trips billed to a particular object code, enter the object code or use the lookup icon to find it. |
| Chart Code | To find documents for trips billed to a particular chart, enter the chart code, select it from the list or use the lookup icon to find it. |
| Organization Code | To find documents for moves or relocation trips billed to a particular organization code, enter the org code or use the lookup icon to find it. |
| Account Number | To find documents for trips billed to a particular account, enter the account number or use the lookup icon to find it. |
| Ledger Document Type | To find documents for the document type that is assigned based on payment method, enter the document type code or use the lookup icon to find it. |
| Total Amount | To find documents for a specific total expense amount, enter the amount. |

### Travel Reimbursement|linktag=Custom\_Doc\_Search\_Travel\_Reimbursement

Following are descriptions of the fields that are specific to the Travel Reimbursement.

Search fields specific to Travel Reimbursement

|  |  |
| --- | --- |
| Title | Description |
| Document Type | Enter TR in this field to search for Travel Reimbursement documents. Tab out of the field to display additional search fields related to this document type. |
| TEM Doc # | To find reimbursement documents for a particular trip, enter the TEM Doc #. |
| Trip Begin From | To find documents for trips that start on a particular date, enter the trip start date. |
| Trip Begin To | To find documents for trips that start on a particular date, enter the trip end date. |
| Trip From End | To find documents for trips that end on a particular date, enter the trip start date. |
| Trip From To | To find documents for trips that end on a particular date, enter the trip end date. |
| Primary Destination | To find document(s) for trips to a particular primary destination, enter the name of the destination. |
| Trip Type Code | To find documents for a particular type of trip (in-state, out-of-state, etc.), select the appropriate code from the list or use the lookup icon to find it. |
| Traveler Type Code | To find documents for a particular type of traveler (employee or non-employee), click the button for the appropriate type. |
| First Name | To find documents for a particular traveler, enter the person’s first name. |
| Last Name | To find documents for a particular traveler, enter the person’s last name. |
| Primary Destination Country/State | To find document(s) for trips to a particular state or country, enter the state or country name. |
| Object Code | To find documents for trips billed to a particular object code, enter the object code or use the lookup icon to find it. |
| Chart Code | To find documents for trips billed to a particular chart, enter the chart code, select it from the list or use the lookup icon to find it. |
| Organization Code | To find documents for moves or relocation trips billed to a particular organization code, enter the org code or use the lookup icon to find it. |
| Account Number | To find documents for trips billed to a particular account, enter the account number or use the lookup icon to find it. |
| Ledger Document Type | To find documents for the document type that is assigned based on payment method, enter the document type code or use the lookup icon to find it. |
| Total Amount | To find documents for a specific total expense amount, enter the amount. |

## Travel and Entertainment Attribute Maintenance Documents

The following documents allow you to maintain valid values for the various attributes needed to support the Travel and Entertainment module.

|  |  |  |
| --- | --- | --- |
| Document | | Description |
| Accommodation Type|tag=Accommodation\_Type | | Specifies the various types of accommodations that may be referenced on Travel Authorizations and Travel Reimbursements in the **Per Diem** tab for International Trips. |
| Advance Payment Reason|tag=Advance\_Payment\_Reason | | Specifies the advance payments may be selected on the Travel Authorization in the **Travel Advances** tab. |
| Agency Service Fee|tag=Agency\_Service\_Fee | | Identifies the fee, account and object code that should be used for imported expenses when agency service fees should be applied. When this code is associated with an imported expense, a transfer is made in the amount established with the code between the account associated with the code and the departmental account. |
| Airfare Source|tag=Airfare\_Source | | Specifies from where or how an airline ticket was purchased. This field will display when Airline Expense Type Code is selected in the **Expenses** tab on the Travel Authorization and the **Actual Expenses** tab on the Travel Reimbursement, Entertainment Reimbursement and Moving and Relocation Reimbursement documents. |
| Class of Service|tag=Class\_of\_Service | | Defines different classes of airline seating and rental cars. This field will display when Airline Expense or Automobile Rental Expense Type Codes are selected in the **Expenses** tab on the Travel Authorization and the **Actual Expenses** tab on the Travel Reimbursement, Entertainment Reimbursement and Moving and Relocation Reimbursement documents. |
| Contact Relationship Type|tag=Contact\_Relationship\_Type | | Identifies the types of relationships that may be selected for emergency contacts. This field will display on the TEM Profile and the Travel Authorization in the **Emergency Contacts** tab. |
| Credit Card Imported Expense Clearing Document|tag=Credit\_Card\_Imported\_Expense\_Clearing\_Document | Allows the Travel Manager role to clear credit card expenses that have been imported. | |
| Credit Card or Agency|tag=Credit\_Card\_or\_Agency | | Identifies corporate credit cards and travel agencies that may send imported transactions for reconciling to TEM documents. |
| Credit Card Staging Data|tag=Credit\_Card\_Staging\_Data | Allows users to search for and view imported credit card expenses. | |
| Entertainment Purpose|tag=Entertainment\_Purpose | | Defines valid event purposes that may be selected on the Entertainment Reimbursement document. |
| Expense Type|tag=Expense\_Type | | Defines the expense types that may be used when establishing Expense Type Object Codes. |
| Expense Type Object Code|tag=Expense\_Type\_Object\_Code | | Defines the object codes for expense types selected in the TEM Documents **Expenses** and **Actual Expenses** tabs by expense type, document type and traveler. |
| Job Classification|tag=Job\_Classification | | Defines the various types of jobs for which moving and relocation expenses may be reimbursable. |
| Mileage Rate|tag=Mileage\_Rate | | Defines different reimbursement rates for different types of vehicles. |
| Per Diem|tag=Per\_Diem | | Specifies per diem rates for different cities, countries and states. This table is generally updated with the per diem batch upload process. |
| Per Diem Meals and Incidentals Breakdown|tag=Per\_Diem\_Meals\_and\_Incidentals\_Breakdown | | Specifies how to allocate total per diem to breakfast, lunch and dinner when the per diem tables are imported. Used in conjunction with parameters CONUS\_MEAL\_BREAKDOWN and OCONUS\_MEAL\_BREAKDOWN. If a total per diem match is found in this table, then it breaks out the meals as indicated, if a match is not found, then it uses the parameters to determine the breakdown. |
| Relocation Reason|tag=Relocation\_Reason | | Defines valid reasons that may be selected on the Moving and Relocation Reimbursement document. |
| Special Circumstances Question|tag=Special\_Circumstances\_Question | | Defines special circumstances that may need to be noted in the form of Yes/No or free form questions on TEM documents. |
| TEM Cardholder Lookup|tag=TEM\_Cardholder\_Lookup | Allows users in the Travel Manager role and Profile Administrators to look up Cardholders. | |
| TEM Profile|tag=TEM\_Profile | Allows users to create and edit TEM Profiles. Active Faculty and Staff can create and edit their own TEM Profiles. Arrangers can edit TEM Profiles for which they are arrangers, TEM Profile administrators can create new profiles and edit TEM Profiles for users within the hierarchy for which they are authorized. | |
| Transportation Mode|tag=Transportation\_Mode | | Defines valid modes of transportation that may be selected on Travel Authorizations in the Emergency Contact tab for International Travel. |
| Travel Agency Audit and Correction|tag=Travel\_Agency\_Audit\_and\_Correction | Allows you to correct agency import transactions that have failed validation checks during batch processing. If you are not importing travel agency or credit card transactions, then you will not use this screen. | |
| Travel Card Type|tag=Travel\_Card\_Type | | Defines the types of Credit Cards or Travel Agencies that may be used to when setting up Credit Card or Agencies. |
| Traveler Type|tag=Traveler\_Type | | Identifies the different types of individuals for whom TEM Profiles may be established. |
| Trip Type|tag=Trip\_Type | | Identifies the different types of trips that may be selected on the Travel Authorization and Travel Reimbursement. |

### Accommodation Type

The Accommodation Type document specifies the various types of accommodations that may be referenced on Travel Authorizations and Travel Reimbursements in the **Per Diem** tab for International Trips.

#### Document Layout

Accommodation Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Accommodation Type Code | Required. A unique code for this type of accommodation. |
| Accommodation Type Name | Required. The descriptive name assigned to this type of accommodation. |
| Active | Required. Indicates whether this Accommodation Type record is active (checked) or inactive (unchecked). |

### Advance Payment Reason

The Advance Payment Reason document specifies the advance payments may be selected on the Travel Authorization in the **Travel Advances** tab.

#### Document Layout

Advance Payment Reason field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Required. Indicates whether this Advance Payment Reason record is active (checked) or inactive (unchecked). |
| Advance Payment Reason Code | Required. A unique code for this Advance Payment Reason. |
| Advance Payment Reason Description | Required. The long description for this payment advance reason. |

### Agency Service Fee

The Agency Service Fee document identifies the fee, account and object code that should be used for imported expenses when agency service fees should be applied. When this code is associated with an imported expense, a transfer is made in the amount established with the code between the account associated with the code and the departmental account.

#### Document Layout

Agency Service Fee field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Required. Indicates whether this Agency Service Fee record is active (checked) or inactive (unchecked). |
| Account Number | Required. The institutional account number where the fee will post. |
| Agency Service Fee Code | Required. A unique code for this service fee.  Description: pencil-small.gif When this code is associated with an imported expense a transfer will be made between the departmental account and account associated with this code for the amount associated with this code. |
| Agency Service Fee Description | Description of this code. |
| Chart Code | Required. The institutional chart code where the fee will post. |
| Object Code | Required. The institutional object code where the fee will post. |
| Service Fee | The dollar amount of the fee. |

### Airfare Source

The Airfare Source document specifies from where or how an airline ticket was purchased. This field will display when Airline Expense Type Code is selected in the **Expenses** tab on the Travel Authorization and the **Actual Expenses** tab on the Travel Reimbursement, Entertainment Reimbursement and Moving and Relocation Reimbursement documents.

#### Document Layout

Airfare Source field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Indicates whether this Airfare Source record is active (checked) or inactive (unchecked). |
| Airfare Source Code | Required. A unique ID code for this airfare source code. |
| Airfare Source Name | Required. The descriptive name assigned to the airfare source code. |

### Class Of Service

The Class of Service document defines classes of airline seating and rental cars. This field will display when Airline Expense or Automobile Rental Expense Type Codes are selected in the **Expenses** tab on the Travel Authorization and the **Actual Expenses** tab on the Travel Reimbursement, Entertainment Reimbursement and Moving and Relocation Reimbursement documents.

#### Document Layout

Class of Service field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Indicates whether this Class of Service record is active (checked) or inactive (unchecked). |
| Class of Service Code | Required. A unique code identifying a class of service. |
| Class of Service Name | Required. The descriptive name assigned to this class of service. |
| Expense Type Meta Category | Required. The Expense Type Meta Category associated with this class of service.  Description: pencil-small.gif Meta Categories are hard coded values that identify expenses that have special rules when used, such as when to display the Class of Service or Airfare Source codes or zeroing out breakfast in the Per Diem table if used in the Expenses tab. Adding new meta categories requires coding. The Meta Categories represent traditional travel expenses, such as Airfare, Rental Car, Breakfast, Lunch, Dinner, etc. |
| Special Request Review Required | Check the box to indicate that TEM Documents that use this class of service must route to the Special Request Review role. |

### Contact Relationship Type

The Contact Relationship document identifies the types of relationships that may be selected for emergency contacts. This field will display on the TEM Profile and the Travel Authorization in the **Emergency Contacts** tab.

#### Document Layout

Contact Relationship Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Relationship Code | Required. A unique ID code for this relationship. |
| Relationship Description | Required. The descriptive name of this relationship |
| Active | Required. Indicates whether this Contact Relationship record is active (checked) or inactive (unchecked). |

### Credit Card Imported Expense Clearing Document|linktag=Credit\_Card\_Imported\_Expense\_Clearing\_Document

The Credit Card Imported Expense Clearing document allows Travel Managers to delete imported Credit Card Expenses that may have been imported in error or cannot be reconciled for some reason.

#### Document Layout

##### Expenses to Clear Tab

The only way to populate this tab is with the multiple value lookup called the **Look Up / Add Credit Card Staging Data Lines** icon. This look up takes you to the Credit Card Staging Data Lookup.

go-arrow-red For more information about the multiple value lookup, see Multiple Value Lookup|document=WordDocuments\FIN Overview Source.docx;topic=Multiple Value Lookup “Multiple Value Lookup” in the Overview and Introduction *to the User Interface*.

#### Business Rules

Only Credit Card expenses that have not been reconciled or claimed can be cleared.

#### Initiating a Credit Card Imported Expense Clearing Document

1. Select **Credit Card Imported Expense Clearing Document**.
2. Log into the Kuali Financials as necessary.
3. The Credit Card Imported Expense Clearing Document will open.
4. Complete the Document Overview tab, Description.
5. Click the **Look Up / Add Multiple Credit Card Staging Data Lines** lookup iconin the **Expenses to Clear** tab.
6. Enter the desired search criteria to search for the expenses you want to include and click the **Search** button.
7. After the result is returned, select check boxes to make your account selection and click the **Return Selected** button.
8. The selected expenses are returned to the **Expenses to Clear** tab.
9. Click the **Submit** button.

### Credit Card or Agency

The Credit Card or Agency document identifies corporate credit cards and travel agencies that may send imported transactions for reconciling to TEM documents.

#### Document Layout

Credit Card or Agency field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Required. Indicates whether this Credit Card and Agency record is active (checked) or inactive (unchecked). |
| Address1 | Optional. First line of the Credit Card or Agency’s address.  Description: pencil-small.gif This field was intended to populate the Disbursement Voucher, however, payment is extracted into Pre-Disbursement Processor, and so this field no longer has any functionality. |
| Address2 | Optional. Second line of the Credit Card or Agency’s address.  Description: pencil-small.gif This field was intended to populate the Disbursement Voucher, however, payment is extracted into Pre-Disbursement Processor, and so this field no longer has any functionality. |
| Bank Code | Required when Payment Indicator checked. The bank code from which the payment will be made. Enter a valid bank code or use the lookup icon to find it. |
| Contact Name | Optional. The name of a contact person for this Credit Card or Agency.  Description: pencil-small.gif This field was intended to populate the Disbursement Voucher, however, payment is extracted into Pre-Disbursement Processor, and so this field no longer has any functionality. |
| City | Optional. The city in the Credit Card or Agency’s address.  Description: pencil-small.gif This field was intended to populate the Disbursement Voucher, however, payment is extracted into Pre-Disbursement Processor, and so this field no longer has any functionality. |
| Credit Card or Agency Code | Required. Your institution’s unique ID code for this corporate credit card or CTS travel card record. |
| Credit Card Or Agency Name | Required. A descriptive name for this corporate credit card or CTS travel card. |
| Email | Optional. The email address for this Credit Card or Agency.  Description: pencil-small.gif This field was intended to populate the Disbursement Voucher, however, payment is extracted into Pre-Disbursement Processor, and so this field no longer has any functionality. |
| Enable Non Reimbursable | Optional. Indicates whether (checked) or not (unchecked) users are allowed to mark payments for this card as non-reimbursable in the Imported Expense tab. When this flag is set to N, users cannot mark payments as non-reimbursable, so all imported expenses will be considered to be reimbursable.  Description: exclaim.gif This functionality has not been developed. |
| Foreign Company | Optional. Indicates whether this Credit Card and Agency record is a foreign company (checked) or not (unchecked). |
| Payment Indicator | Can only be checked when Credit Card Type is corporate card. Indicates whether (checked) or not (unchecked) the system is to extract payment to pay the bank for a corporate credit card when the status of the TEM document is Final.  Description: pencil-small.gif When this box is checked, Vendor Number and Bank Code are required. |
| Phone | Optional. The telephone number for this Credit Card or Agency.  Description: pencil-small.gif This field was intended to populate the Disbursement Voucher, however, payment is extracted into Pre-Disbursement Processor, and so this field no longer has any functionality. |
| Pre Reconciled | Optional. Indicates whether (checked) or not (unchecked) the system will automatically reconcile the expense to a TEM Document without a matching credit card transaction.  Description: exclaim.gif This functionality has not been developed. |
| State | Optional. The state in the Credit Card or Agency’s address. Select a value from the list.  Description: pencil-small.gif This field was intended to populate the Disbursement Voucher, however, payment is extracted into Pre-Disbursement Processor, and so this field no longer has any functionality. |
| Travel Card Type Code | Required. Indicates whether this record is for a CTS travel card or a corporate credit card. |
| Vendor Number | Required when Payment Indicator checked. The vendor number for the corporate card bank to be paid. Enter a valid vendor number or use the lookup icon to find it. |
| Zip Code | Optional. The zip code in the Credit Card or Agency’s address.  Description: pencil-small.gif This field was intended to populate the Disbursement Voucher, however, payment is extracted into Pre-Disbursement Processor, and so this field no longer has any functionality. |

#### Business Rules

The following business rules apply to the Credit Card or Agency document:

* Payment indicator can only be checked when Travel Card Type Code represents a Corporate Card.
* When Payment indicator is checked, Vendor Number and Bank Code are required and payment will be extracted for processing by Pre-Disbursement Processor after the TEM document to which the imported expense was reconciled is FINAL.

### Credit Card Staging Data Lookup|linktag=Credit\_Card\_Staging\_Data

The **Credit Card Staging Data** allows users to check on the status of imported credit card expenses.

Credit Card Staging Data Lookup field definitions

|  |  |
| --- | --- |
| Title | Description |
| Credit Card or Agency Card Code | To find records for a specific travel agency or credit card, select the appropriate credit card or agency code from the list. |
| Credit Card Key | To find records for a specific Credit Card Key, enter the Credit Card Key. |
| Status Code | To find records for a specific Status Code, enter the Status Code |
| Tem Profile Id | To find records for a specific TEM Profile, enter the Tem Profile ID or use the lookup icon to find it. |
| Traveler Name | To find records for a specific traveler, enter the person’s first and last name as displayed in KIM. |
| Merchant Name | To find records for a specific merchant, enter the Merchant Name. |
| Processing Timestamp From | To find records that were imported after a specific date and time, enter the date or select from the calendar. |
| Processing Timestamp To | To find records that were imported up to a certain date and time, enter the date or select from the calendar. |
| Reference Number | To find records for a specific reference number, enter the reference number. |
| Ticket Number | To find records associated with a specific airline ticket number, enter the ticket number. |
| Service Fee Number | To find records for a specific service fee number, enter the service fee number. |
| Itinerary Number | To find records associated with a particular lodging or rental car itinerary number, enter the itinerary number. |
| Transaction Amount | To find records associated with a specific amount, enter the amount. |
| Matched Records? | To find records that have already been matched to TEM documents, click the **Yes** button. To find records that have not been matched to TEM documents yet, click the **No** button (clicked by default). To retrieve both types of records, click the **Both** button. |
| Import By | To find records by a particular import method, select the appropriate import by code from the list. |
| Staging Agency File Name | To find records that were imported in a particular file, enter the file name. |

You may use any or all of the fields to limit your search.

After you enter search criteria and click the **Search** button, the system displays a table listing all records that match the criteria specified. You will be able to view the details of records returned.

To open a record, click the **view** link in the **Actions** column. The Credit Card Imported Expense Data Inquiry will open.

Description: Description: pencil-small Most all values displayed in the lookup results and inquiry come from the imported files, with the exception of **Payment Group ID**. Payment Group ID is updated when the Corporate Card Transaction is claimed and extracted into Pre-Disbursement Processor for payment. The Payment Group ID indicates that the Credit Card company was paid for this transaction.

### Entertainment Purpose

The Entertainment Purpose document defines valid event purposes that may be selected on the Entertainment Reimbursement document.

#### Document Layout

Entertainment Purpose field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Required. Indicates whether this Entertainment Purpose record is active (checked) or inactive (unchecked). |
| Entertainment Purpose Code | Required. A unique code for this Entertainment Purpose. |
| Entertainment Purpose Description | A longer description of this Entertainment Purpose. |
| Entertainment Purpose Name | Required. A description of the code that will display in the Entertainment Purpose list on the Entertainment Reimbursement document. |
| Special Request Review Required | Check the box to indicate that TEM Documents that use this class of service must route to the Special Request Review role. |

### Expense Type

The Expense Type document defines the expense types that may be used when establishing Expense Type Object Codes.

#### Document Layout

Expense Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Required. Indicates whether this Expense Type record is active (checked) or inactive (unchecked). |
| Default for Metacategory | This field identifies which expense is the default when there are multiple expense types that use the same Meta Category. For example, Airfare, Group Airfare and Prepaid Airfare all have Meta Category Airfare, but only one can be the default meta category.  If this field is checked, the imported expense process will use the expense type that is marked as the default meta category to determine which expense type object code to use. |
| Expense Detail Required | Indicates whether or not detail lines must be added in addition to the summary lines. If this box is checked, the detail tab will open when an expense summary line is added and must be completed before the document can be submitted. |
| Expense Type Code | Required. A unique code for the expense type being defined in this document. |
| Expense Type Meta Category | If the business rules associated with different kinds of travel expenses need to be invoked, such as meals cannot be claimed for the same day in both the **Per Diem** tab and the **Expenses** tab, select the appropriate value from the list.  Description: Description: pencil-small.gif Meta Categories are hard coded values that identify expenses that have special. Adding new meta categories requires coding. The Meta Categories represent traditional travel expenses, such as Airfare, Rental Car, Breakfast, Lunch, Dinner, etc. |
| Expense Type Name | Required. A long description of the expense type. |
| Group Travel | Indicates whether this expense type object code applies to group travel. If this box is checked, rules pertaining to group travel will be invoked. |
| Hosted Meal Indicator | Indicates whether or not this expense is a hosted meal. If this box is checked, rules pertaining to hosted meals will be invoked. |
| Prepaid Expense Indicator | Indicates whether or not this expense type is a prepaid expense type. If this box is checked, the expense will not be reimbursable. |

#### Business Rules

* Only one expense type with the same Meta Category can be set as the default meta category.
* If Group Travel is checked, daily and occurrence limits defined in the Expense Type Object Code will be determined by multiplying the number of travelers in the group by the limit.
* If Expense Detail Required is checked, at least one Detail line must be added, and:
* If Meta Category = Airfare, the Detail Line will require that Airfare Source and Class of Service be completed.
* If Meta Category = Car Rental, the Detail Line will require that Class of Service be completed
* If Prepaid Expense Indicator is checked, the expense will not be reimbursable.
* If Hosted Meal Indicator is checked, per diem and meals cannot be claimed for the same meal and day as the hosted meal is claimed.
* If Expense Type Meta category = Breakfast, Lunch, Dinner, Incidentals, Lodging or Lodging Allowance:
* The corresponding per diem expense cannot be claimed if one of these is claimed in the Expenses or Actual Expenses tab.
* The same expense type (i.e. Breakfast and Hosted Breakfast) cannot be claimed for the same day in the Expenses or Actual Expenses tab.
* When an Expense Type Code with Mileage Meta category is selected, the Expense Amount is grayed out and Miles have to be entered in the Detail Lines and the Expense Amount is calculated as Miles times Mileage rate.

### Expense Type Object Code

The Expense Type Object Code document defines the object codes for expense types selected in the TEM Documents **Expenses** and **Actual Expenses** tabs by expense type, document type and traveler.

#### Document Layout

Expense Type Object Code field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Indicates whether this Expense Type Object Code record is active (checked) or inactive (unchecked). |
| Document Type | Required. The document type. Select the appropriate value from the list.  Description: Description: pencil-small.gif TT – All TEM Document Types (ENT, RELO, TA and TR)  Description: Description: pencil-small.gif TRV – All Travel Documents (TA and TR)  Description: Description: pencil-small.gif TA – Includes Travel Amendment (TAA) |
| Error Type Code | Optional. Determines if a warning or hard stop will be displayed when a rule is violated for this Expense Type Object Code. |
| Expense Type Code | Required. The expense type code that needs to have an object code and other requirements assigned. Enter a valid Expense Type Code or use the lookup icon to find it. |
| Maximum Amount | Optional. If there is an amount that cannot be exceeded for this Expense Type Object Code, enter the amount. |
| Maximum Amount Summation | Optional. Determines for what occurrence the maximum amount should be evaluated. Per Day will apply the maximum amount for each day; Per Occurrence will apply the maximum amount for the trip. Select the appropriate value from the list. |
| Note Required | Optional. Check this box if the Note field for the Expense Type is required. |
| Object Code | Required: The Object Code to be charged for this Expense Type, Trip Type, Traveler Type and Document Type. |
| Receipt Required | Optional. Check this box if a Receipt is required. If this box is checked, when this expense type is selected Receipt Required will display Yes and the Missing Receipt box will be checkable.  Description: Description: pencil-small.gif The system will validate that an attachment of type Receipt is added to the **Notes and Attachments** tab. |
| Receipt Requirement Threshold | Optional. Check this box if a receipt is required when the expense exceeds a certain limit.  Description: Description: pencil-small.gif The Receipt Required will always display Yes, even if the amount is not exceeded, however, the system will only require a Receipt Attachment Type if the amount is exceeded. |
| Special Request Review Required | Check the box to indicate that TEM Documents that use this Expense Type Object Code must route to the Special Request Review role. |
| Taxable | Optional. Check this box if the item is taxable. |
| Traveler Type | Required. The type of traveler. Select the appropriate value from the list. |
| Trip Type | Required. The type of trip. Select the appropriate value from the list. |

### Job Classification

The Job Classification document defines the various types of jobs for which moving and relocation expenses may be reimbursable.

#### Document Layout

Classification field definitions

|  |  |
| --- | --- |
| Title | Description |
| Job Classification Code | Required. A unique code (up to three characters) for this job classification. |
| Job Classification Name | Required. The descriptive name assigned to this job classification. |
| Active | Required. Indicates whether this Job Classification record is active (checked) or inactive (unchecked). |

### Mileage Rate

The Mileage Rate document defines different reimbursement rates for different types of vehicles.

#### Document Layout

Mileage Rate tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Required. Indicates whether this Mileage Rate record is active (Y) or inactive (N). |
| Active From Date | Required. The date the rate becomes effective, must be today or later. |
| Active To Date | Required. The date the rate becomes in active. |
| Expense Type Code | Required. Expense type with Mileage meta category. Enter a valid expense type code or use the lookup icon to find it. |
| Rate | Required. The amount to be paid per mile. |

#### Process Overview

##### Business Rules

* Expense Type Code must be associated with a Mileage meta category.
* Mileage rates for the same Expense Type Code cannot overlap.
* Active to date must be today or later.
* When editing a record, only the Active To Date can be changed.

### Per Diem

The Per Diem document is used to maintain per diem rates for living expenses in different countries and states. Your institution obtains this data by periodically downloading it from the U.S government’s General Services Administration web site.

Description: exclaim.gif While the Create New, Edit and Copy links currently display, this table should not be updated through the UI. It should be used only to query existing rates. If a destination is not listed in this table, the user should use the Destination Not Found button on the Travel Authorization and Travel Reimbursement documents. The create new, edit and copy features will be removed in a future release.

Per Diem Lookup definition

|  |  |
| --- | --- |
| Title | Description |
| Primary Destination | A unique id assigned to the primary destination when the file is loaded. Use the lookup icon to find it. |
| Effective From Date | The date the rate became effective. |
| Effective To Date From | The start of a date range for the Effective To date. |
| Effective To Date To | The end of a date range for the Effective To date. |

Description: Description: pencil-small.gif You should use the lookup icon to find the primary destination.

After you have selected a primary destination and click the **Search** button, the system displays a table listing all records that match the criteria specified.

Description: Description: pencil-small.gif The Season Begin Month and Day indicate when a particular rate is effective if there is more than one rate for the primary destination and effective from and to dates.

### Per Diem Meals and Incidentals Breakdown

The Per Diem Meals and Incidentals Breakdown document specifies how to allocate total per diem to breakfast, lunch and dinner when the CONUS per diem tables are imported. It is used in conjunction with parameter CONUS\_MEAL\_BREAKDOWN. If a total per diem match is found in this table, then it breaks out the meals as indicated, if a match is not found, then it uses the parameter to determine the breakdown.

#### Document Layout

Per Diem Meals and Incidentals Breakdown field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Indicates whether this record is active (checked) or inactive (unchecked). |
| Breakfast | Required. The dollar amount allowed for breakfast. |
| Dinner | Required. The dollar amount allowed for dinner. |
| Lunch | Required. The dollar amount allowed for lunch. |
| Incidentals | Required. The dollar amount allowed for incidentals. |
| Meals and Incidentals | Required. The total amount of all breakdown items. The amount entered in this field must be unique across all records. |

### Relocation Reason

The Relocation Reason document defines valid reasons that may be selected on the Moving and Relocation Reimbursement document.

#### Document Layout

Relocation Reason field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Indicates whether this Relocation Reason record is active (checked) or inactive (unchecked). |
| Relocation Reason Code | Required. A unique code for this relocation reason. |
| Relocation Reason Description | A longer description of this relocation reason. |
| Relocation Reason Name | Required. The name assigned to this relocation reason. |

### Special Circumstances Question

The Special Circumstances Question document defines special circumstances that may need to be noted in the form of Yes/No or free form questions on TEM documents.

#### Document Layout

Special Circumstances Question field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this Special Circumstances Question record is active (checked) or inactive (unchecked). |
| Document Type | Required. The document type where this question should display. Select the appropriate value from the list.  Description: Description: pencil-small.gif TT – All TEM Document Types (ENT, RELO, TA and TR)  Description: Description: pencil-small.gif TRV – All Travel Documents (TA and TR)  Description: Description: pencil-small.gif TA – Includes Travel Amendment (TAA) |
| Free Form | Indicates whether (checked) or not (unchecked) the system will display a text box instead of a Yes/No radio button. |
| Question Text | Required. The question that will display on the selected document. |

### TEM Cardholder Lookup|linktag=TEM\_Cardholder\_Lookup

The TEM Cardholder Lookup allows Profile Administrators to search for TEM Profiles that have a Credit Card or Travel Agency associated with them. From this screen, they can update the TEM Profile if they have access.

TEM Cardholder Lookup field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | To search based on the credit card or agency account number, enter the account number. |
| Active | To search based on the status of the Credit Card or Agency (active, inactive, or both) associated with the desired TEM Profile, click the appropriate button. |
| Active (Profile) | To search based on the status (active, inactive, or both) of the desired TEM Profile, click the appropriate button. |
| Chart Code | To search based on the default Chart Code, select a chart from the list. |
| Credit Card or Agency Code | To search based on the Credit Card or Agency code, enter the code or use the lookup icon to find it. |
| First Name | To find a TEM Profile with a Credit Card or Agency for a specific first name, enter the name. |
| Last Name | To find a TEM Profile with a Credit Card or Agency for a specific last name, enter the name. |
| KIM Principal Id | To find a TEM Profile with a Credit Card or Agency for a specific principal Id enter the KIM Principal Id. |
| Primary Department Code | To search based on the chart and org code of the traveler’s department, enter the chart and department code. For example, BL-PSY. |
| Profile Default Account | To search based on the traveler’s default account number, enter the number or use the lookup icon to find it. |
| Traveler Type Code | To search based on the type of traveler (employee or non-employee), select the type from the list. |

After you enter search criteria and click the **Search** button, the system displays a list of matching records at the bottom of the screen.

Description: go-arrow-red For information on the TEM Profile document, see the “Document Layout” section in TEM Profile|tag=TEM\_Profile.

### TEM Profile|linktag=TEM\_Profile

The TEM Profile (TTP) document is used to store detailed information about a traveler. The system references this information whenever a TEM Document is created for the user with this TEM Profile. Your institution may create and maintain TEM Profiles for both employees and non-employees (students, guest travelers, affiliates, etc.). Each TEM Profile for an employee is based, in part, on his or her KIM Person record. Non-employees do not usually have KIM Person records, so a typical TEM Profile for a non-employee is based on a Customer record in the Accounts Receivable module.

Description: Description: pencil-small An employee may maintain his or her own TEM Profile record. Arrangers can maintain TEM Profiles that they have been directly assigned to or via the organization hierarchy. Additionally, any user in the TEM Profile Administrator role may create and maintain a TEM Profiles for any employee or non-employee in the administrator’s organizational hierarchy.

Description: go-arrow-red.gif For information about KIM Person, see KIM Person|document=WordDocuments\FIN SYS Source.docx;topic=Person “KIM Person” in the Guide to System Administration Functions.

Description: go-arrow-red.gif For information about AR Customer, see AR Customer|document=WordDocuments\FIN AR Source.docx;topic=Customer “Customer” in the Guide to the Accounts Receivable Module.

After you have selected TEM Profile, you have three options:

* To create a new TEM Profile for yourself, click the **Create My Profile** button.

Description: Description: Description: pencil-small Once you have created your TEM Profile, this button will not display and your TEM Profile can only be edited.

* To set up a new TEM Profile record for employees or other affiliate groups within KIM, click the **Create New From KIM** button in the upper right corner of the screen. The system displays the TEM Profile document in create mode.

Description: Description: pencil-small Displays only for authorized users.

* To set up a new TEM Profile for non-employees, you will need to create an Accounts Receivable Customer first, **Customer Type** = Traveler. Once the Customer is created, click the **Create New From Customer** button. The system displays the TEM Profile document in create mode.

 For more information about creating a Customer, see Customer|document=WordDocuments\FIN AR Source.docx;topic=Customer “Customer” in the Guide to the Accounts Receivable Module.

Description: Description: pencil-small Displays only for authorized users.

* To display one or more existing records, enter search criteria as desired (see table below) and click the **Search** button.

TEM Profile Lookup field definitions

|  |  |
| --- | --- |
| Title | Description |
| KIM Principal Name | To find a TEM Profile with a specific principal name (commonly referred to as netID), enter the principal name or use the lookup icon to find it.  Description: Description: pencil-small Employees and other KIM affiliates will have a principal name. |
| AR Customer Id | To find a TEM Profile with a specific AR Customer ID, enter the AR Customer ID or use the lookup icon to find it.  Description: Description: pencil-small Non-employees will have an AR Customer ID. |
| First Name | To find a TEM Profile with a specific first name, enter the name. |
| Last Name | To find a TEM Profile with a specific last name, enter the name. |
| Traveler Type Code | To search based on the type of traveler (employee or non-employee), select the type from the list. |
| Primary Department Code | To search based on the chart and org code of the traveler’s department, enter the chart and department code. For example, BL-PSY. |
| Account Number | To search based on the traveler’s default account number, enter the number or use the lookup icon to find it. |
| Return Only my Travelers? | If you are an arranger, you can use this field to return only those TEM Profiles that you can edit. Click the yes button to return only those TEM Profiles for which you are an arranger, click No or Both to return all TEM Profiles. |
| Active Indicator | To search based on the status (active, inactive, or both) of the desired TEM Profile, click the appropriate button. |

After you enter search criteria and click the **Search** button, the system displays a list of matching records at the bottom of the screen.

The **edit** link will only display when you have access to edit a TEM Profile.

#### Document Layout

The TEM Profile document includes six unique tabs—**TEM Profile**, **Emergency Contacts**, **Payment Method**, **Arrangers**, **Email Notification Preferences**, and **Administrator**.

##### TEM Profile Tab

The **TEM Profile** tab contains information about the user and his or her address and other contact information, as well as default accounting information that will pre-fill in the TEM documents.

Description: pencil-small.gif This tab may be edited by the traveler and authorized users.

This tab contains basic information about the traveler and his or her trip. It is made up of four sections—**TEM Profile, Default Accounting, Address and Contact Info.**

###### Traveler Section

The **Traveler Type Code** determines which fields can be edited.

TEM Profile section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Citizenship | Required. Select the traveler’s citizenship from the list. |
| Date of Birth | Required. Enter the employee or non-employee’s date of birth or select it from the calendar tool.  Description: Description: pencil-smallThe system masks this field for display to members of all roles except the roles of Arranger, Profile Administrator, Risk Management, and Travel Manager. |
| Driver’s License Expiration Date | Enter the date the employee or non-employee’s driver’s license expires or select it from the calendar tool.  Description: Description: pencil-smallThe system masks this field for display to members of all roles except the roles of Arranger, Profile Administrator and Risk Management. |
| Driver’s License Number | Enter the traveler’s driver’s license number.  Description: Description: pencil-smallThe system masks this field for display to members of all roles except the roles of Arranger, Profile Administrator and Risk Management. |
| Employee ID | Display only. For an employee, the person’s employee ID. For non-employees, blank. |
| First Name | The traveler’s first name.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. |
| Gender | Required. Click the appropriate radio button to select the traveler’s gender.  Description: Description: pencil-smallThe system masks this field for display to members of all roles except the roles of Arranger, Profile Administrator, Risk Management, and Travel Manager. |
| Last Name | The traveler’s last name.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |
| Last Update | Display only. The date on which the TEM Profile was last updated. |
| Middle Name | The traveler’s middle name.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. |
| Motor Vehicle Record Check | Check the box to specify that a motor vehicle record check has been performed.  Description: Description: pencil-smallFunctionality does not yet exist for this field. |
| Non Resident Alien | Required. Click the appropriate radio button to indicate whether the traveler is a non-resident alien (yes) or not (no). |
| Primary Department Code | Display only. Traveler’s primary department code.  Description: Description: pencil-small For employees: The employee’s chart code and org code noted as the Primary Department on their KIM Person record.  Description: Description: pencil-small For non-employees: Initially this field is populated with the initiator’s primary department. When a primary arranger is added, this field is updated with the chart code and org code of the arranger’s primary department. Use the lookup icon to look up a different value. |
| Traveler Type Code | Display only. The traveler’s university affiliation (employee or non-employee). |
| Updated By | Display only. The name of the last person who updated the TEM Profile. |

###### Default Accounting Section

Default Accounting section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | Optional: Enter the account that the traveler will use most often for their travel or use the lookup icon to find it.  Description: Description: pencil-smallThe Accounting Lines on the TEM Docs will be populated with this value when a document is created for this TEM Profile and can be changed. |
| Chart Code | The traveler’s default chart code. This is the same as the chart code in the traveler’s primary department. You may select another chart code from the list.  Description: Description: pencil-smallThe Accounting Lines on the TEM Docs will be populated with this value when a document is created for this TEM Profile and can be changed. |
| Project Code | Optional. The traveler’s default project code. Enter the appropriate project code or use the lookup icon to find it.  Description: Description: pencil-smallThe Accounting Lines on the TEM Docs will be populated with this value when a document is created for this TEM Profile and can be changed. |
| Sub-Account Number | Optional. The traveler’s default sub-account number. Enter the appropriate sub-account number or use the lookup icon to find it.  Description: Description: pencil-smallThe Accounting Lines on the TEM Docs will be populated with this value when a document is created for this TEM Profile and can be changed. |

###### Address Section

Address section field definitions

|  |  |
| --- | --- |
| Title | Description |
| City Name | The city in the traveler’s mailing address.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |
| Country | The country in the traveler’s mailing address.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |
| State | The state in the traveler’s mailing address.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |
| Street Address Line 1 | The first line of the traveler’s street address.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |
| Street Address Line 2 | The second line of the traveler’s street address.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |
| Zip Code | The zip code in the traveler’s mailing address.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |

###### Contact Info Section

Contact Info section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Email Address | The traveler’s email address.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |
| Phone Number | The traveler’s telephone number.  Description: Description: pencil-smallFor employees, the entry is display only.  Description: Description: pencil-smallFor non-employees, you may change the entry in this field. Changes made here will be reflected in the traveler’s Customer record in the Accounts Receivable module. |

##### Emergency Contacts Tab

The **Emergency Contacts** tab provides information for one or more emergency contacts for this traveler. The emergency contacts listed on this tab will be added to the **Emergency Contact tab** when a Travel Authorization is initiated. Emergency Contacts can be deleted or added to the Travel Authorization as needed.

Emergency Contacts tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Contact Name | Required if any information is entered in this tab. The name of this emergency contact. |
| Contact Phone Number | Optional. The contact person’s telephone number. |
| Contact Relation Type Code | Required if any information is entered in this tab. Select from the list the code defining the person’s relationship to the traveler. |
| Email Address | Optional. The contact person’s email address. |

After entering data for an emergency contact for this traveler, click the **Add** button to add it to the document.

##### Payment Method Tab

The **Payment Method** tab displays the traveler’s ACH sign-up status.

Payment Method tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| ACH Sign Up | Display only. Indicates that this traveler is (Yes) or is not (No) signed up for ACH. |
| ACH Transaction Type | Display only. If the traveler is signed up for ACH, the Pre-Disbursement Processing type will display. Otherwise, None. |

##### Arrangers Tab

An arranger is a person who you have authorized to make travel arrangements for you. If your institution has opted to assign arrangers by traveler, you may delegate preparation of your travel documents to any number of arrangers, and you may authorize any Kuali Financials user at your institution to be your travel arranger regardless of organizational boundaries and hierarchy.

Description: pencil-small.gif Your institution can also assign Arrangers by organization, if that has been done, you do not need to assign arrangers individually.

The **Arrangers** tab lists your designated travel arrangers and allows you to add arrangers to the list. The list includes arrangers you have previously authorized via this tab and arrangers who have used the Travel Arranger document to obtain your permission to act on your behalf.

Description: pencil-small.gif Arrangers assigned to the Profile Organization Arranger role will not be listed on this tab.

Arrangers tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Check this box to indicate that this arranger record is active. |
| Allow to initiate TA document | Check the box to indicate that this person is permitted to create and complete the traveler’s Travel Authorization documents. |
| Allow to initiate TR/RELO/ENT document | Check the box to indicate that this person is permitted to create and complete Travel Reimbursement, Moving and Relocation Reimbursement and Entertainment Reimbursement documents. |
| Primary | Check the box to indicate that this record is for the traveler’s primary arranger.  Description: Description: pencil-small If this traveler has multiple Arranger records, the system allows you to check this box for only one of them. |
| Principal Name | Required if any information is entered in this tab. The arranger’s name. Use the lookup icon to find the name. |

After entering data for an arranger for this traveler, click the **Add** button to add it to the document.

##### Email Notification Preferences Tab

The **Email Notification Preferences tab** allows the traveler to specify when he or she wants to receive notifications about his or her travel documents. All travel notifications are sent to the email address displayed in the **TEM Profile Overview** tab.

Email Notification Preferences tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Travel Authorization (TA) FINAL | Check the box to indicate that the traveler is to receive email notification when the status of Travel Authorization documents is fully approved. |
| Travel Authorization (TA) Status Change | Check the box to indicate that the traveler is to receive email notification when the status of Travel Authorization documents changes in any way. |
| Travel Expense Report (TR, ENT, RELO) FINAL | Check the box to indicate that the traveler is to receive email notification when the status of Travel Reimbursement, Entertainment Reimbursement, and/or Moving and Relocation documents are fully approved. |
| Travel Expense Report (TR, ENT, RELO) Status Change | Check the box to indicate that the traveler is to receive email notification when the status of Travel Reimbursement, Entertainment Reimbursement, and/or Moving and Relocation documents changes in any way. |

##### Administrator Tab

The **Administrator** tab associates one or more corporate credit cards and/or travel agencies with the traveler and displays the AR Customer ID if the traveler has one.

Description: pencil-small.gif Only authorized users can edit information in this tab.

The tab contains two sections—**New Corporate Credit Card and External Agency Accounts** and **Profile Status**.

###### New Corporate Credit Card or External Agency Accounts Section

Description: pencil-small.gif Your Credit Cards or Travel Agencies can be manually added to a traveler’s TEM Profile by a TEM Profile Administrator or added when the CTS Card Application or Corporate card Application are completed.

New Corporate Credit Card or External Agency Accounts section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | Required if any information is entered in this tab. Enter the 16 digit credit card or agency account number. The system masks the first 12 characters for all roles except the users in the TEM Profile Administrator role and the traveler. |
| Active | Indicates whether this account information record is active (Y) or inactive (N). |
| Credit Card or Agency Name | Required if any information is entered in this tab. The code that identifies the Credit Card or Travel Agency. Use the lookup icon to find the name |
| Expiration Date | Enter the date on which the account is to expire or select it from the calendar tool. |
| Effective Date | Enter the date on which the account is to become effective or select it from the calendar tool.  Description: Description: pencil-small If this record was added as a result of a CTS Card Application or Corporate Card Application, the effective date will be the day the document was approved. |
| Note | Enter additional information as desired.  Description: Description: pencil-small If this record was added as a result of a CTS Card Application or Corporate Card Application, the note will list the day the document was approved and the document number. |

###### Profile Status Section

Profile Status section field definitions

|  |  |
| --- | --- |
| Active | Indicates whether this TEM Profile record is active (Y) or inactive (N). |
| AR Customer ID | Display only. The AR Customer ID created for this traveler.  Description: Description: pencil-small For employees, this will be completed if an advance is issued to the traveler. The AR Customer is created automatically when the Travel Authorization requesting the advance is approved.  Description: Description: pencil-small For non-employees, this will be the AR Customer number created in order to create the TEM Profile. |
| KIM Principal ID | Display only. For a traveler who is an employee, the person’s principal ID. Otherwise, blank. |

After entering data for a traveler and card or agency, click the **Add** button to add it to the document.

#### Process Overview

##### Creating a TEM Profile

Description: pencil-small Only the traveler and authorized users may create TEM Profiles.

The procedure for creating a TEM Profile varies, depending on whether you are creating your own TEM Profile or the Profile Administrator is creating a TEM Profile for an employee or a non-employee.

##### Business Rules

* Profile Arrangers can only edit TEM Profiles within their organizational hierarchy and those for which they have been identified as arrangers.
* Travelers may create and edit their own profiles.
* Profile Administrators can create and edit TEM Profiles within their organizational hierarchy.
* Only one primary arranger can be associated with a TEM Profile.
* A non-employee TEM profile can only be created if an AR Customer has been created.
* A non-employee TEM profile must have an arranger assigned and an email.
* For a non-employee traveler, whenever the AR fields are changed in the TEM Profile record, the system updates the associated fields in the AR Customer record.
* Driver’s License and Driver’s License Expiration Date are masked for everyone except the traveler, arrangers and Risk Management.
* Gender and Date of Birth are masked to everyone except the traveler, Arrangers, Profile Administrators, Risk Management and the Travel Manager.
* The first 12 digits of the Credit Card or Travel Agency Account Number are masked to everyone except the traveler and the Profile Administrator.
* Emergency contacts are masked to everyone except the traveler, Arrangers, Profile Administrators, Risk Management, Contact Reviewer and the Travel Manager.

##### Routing

* If the document is initiated by the traveler, the document does not route.
* TEM Profiles route to Central Profile Reviewer for approval. If the traveler is an employee, they will receive an FYI notification.
* If the **NRA** box is checked, the document routes to the Tax Manager role.
* If either the **NRA** box or the **Citizenship** entry is changed, the document routes to the Tax Manager role.

### Transportation Mode

The Transportation Mode document defines valid modes of transportation that may be selected on Travel Authorizations in the Emergency Contact tab for International Travel.

#### Document Layout

Transportation Mode field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Indicates whether this Transportation Mode record is active (checked) or inactive (unchecked). |
| Transportation Mode Code | Required. A unique code for this mode of transportation. |
| Transportation Mode Name | Required. The descriptive name assigned to this transportation mode. |

### Travel Agency Audit and Correction

The Travel Agency Audit and Correction document allows you to correct agency import transactions that have failed validation checks during batch processing. If you are not importing travel agency or credit card transactions, then you will not use this screen.

Travel Agency Audit and Correction Lookup field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | To find records based on the account used in the agency record, enter the account number or use the lookup icon to find it. |
| Active | To find records that are active, click the **Yes** button (clicked by default). To find inactive records, click the **No** button. To retrieve both types of records, click the **Both** button. |
| Copied from Id | To find records that were copied from another record, enter the original record’s ID. |
| Credit Card or Agency Card Code | To find records for a particular travel agency or credit card, select the appropriate credit card or agency code from the list. |
| Error Code | The code provided to the transaction that indicates why it failed or its current status. Possible values are:   * OK: The Agency Record has no errors and will be matched against a Trip if the Import By = TRP or will be available for manual reconciliation if Import By = TRV. * TRAV: Invalid traveler * TRIP: Invalid Trip ID (TEM Doc #) * ACT: Invalid Account * SACT: Invalid Sub-Account * PROJ: Invalid Project Code * OBJ: Invalid Object Code * SOBJ: Invalid Sub-Object Code * HIS: Record has move to the History table. This means it has been reconciled or matched. * CCA: Invalid Credit Card or Agency * REQ: Required fields are missing. * DUP: Duplicate data. Records with this code don't get saved, but it is used during validation. * EXP: Invalid Expense Type Object Code – valid values are A – Airline, R-Rental Car and L-Lodging. |
| Import By | To find records by a particular import method, select the appropriate import by code from the list. |
| Lodging Itinerary Number | To find records associated with a particular lodging itinerary number, enter the number. |
| Manually Created | To find records that were manually created with the Travel Agency Audit and Correction document, click the **Yes** button. To find records that were created when the agency file was imported, click the **No** button. To retrieve both types of records, click the **Both** button (clicked by default). |
| Matched Records? | To find records that have already been matched to TEM documents, click the **Yes** button. To find records that have not been matched to TEM documents yet, click the **No** button (clicked by default). To retrieve both types of records, click the **Both** button. |
| Processing Timestamp From | To find records that were imported after a specific date and time, enter the date or select from the calendar. |
| Processing Timestamp To | To find records that were imported up to a certain date and time, enter the date or select from the calendar. |
| Rental Car Itinerary Number | To find records associated with a particular rental car itinerary number, enter the number. |
| Search Chart Code | To find records based on the chart code of one or more of the accounts used in the agency record, select the chart code from the list or use the lookup icon to find it. |
| Staging Agency File Name | To find records that were imported in a particular file, enter the file name. |
| Sub-Account Number | To find records based on the sub-account used in the agency record, enter the sub-account number or use the lookup icon to find it. |
| Ticket Number | To find records associated with a particular airline ticket number, enter the ticket number. |
| Traveler Id | To find records for a particular traveler, enter the person’s employee ID. |
| Traveler Name | To find records for a particular traveler, enter the person’s first and last name as displayed in Kuali Financials. |
| Trip Id | To find records for a particular trip, enter the TEM Doc # shown in the Document Header on the document for the trip. |
| Trip Invoice Number | To find records based on the invoice number for the trip, enter the number. |

You may use any or all of the fields to limit your search.

After you enter search criteria and click the **Search** button, the system displays a table listing all records that match the criteria specified. If you are a member of the Travel Manager role, you will be able to view, edit, copy or create new records. All other users can view the search results, but cannot take any additional action.

To edit one of these records, click the edit link in the Actions column. The Travel Agency and Audit Correction Document will open and if there are any errors with the record, error messages will display at the top of the page so that you know what needs to be corrected.

The Travel Agency Audit and Correction has nine unique tabs: **Travel Agency Data, Trip Data, Traveler Data, Ticket Itinerary, Accounting Information, Airline, Lodging, Rental Car** and **Conference Registration**. These tabs correspond to the agency import file layout.

The **Airline, Lodging, Rental Car** and **Conference Registration** tabs are display only. The data contained in each tab comes from the agency import file and cannot be changed.

Following is a description of the tabs that are editable.

#### Document Layout

##### Travel Agency Data Tab

Travel Agency Data tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Checked indicates the record is active. Unchecked, inactive. |
| Agency | Display Only. Name of the Agency associated with the Credit Card or Agency code selected above. |
| Agency Data Id | Display Only. Displays if provided in the agency file. |
| Agency File Name | Display Only. Displays if provided in the agency file. |
| Billing Cycle Date | Display Only. Displays if provided in the agency file. |
| Copied from Id | Display only. If the record was copied, lists the record that was copied. |
| Credit Card or Agency Code | Required. Select the appropriate value from the list. |
| Duplicate Record Id | Display only. |
| Import By | Required. Select the appropriate method from the list. |
| Manually Created | Display only. No, if created from an imported agency file. Yes, if created from the create new button or by copying another record. |
| Merchant Name (Company Name) | Display Only. The name of the company that provided the service if provided in the agency file. |
| Other Company Name | Display Only. Displays if provided in the agency file. |
| Processing Timestamp | Display only. Date and time the file was processed. |
| Staging Agency File Name | Display Only. The name of the file that is processed by Kuali Financials, a date and time stamp will be added. |
| Transaction Posting Date | Required. Date transaction posted. |

##### Trip Data Tab

Trip Data tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Trip ID | Required if Import by = TRP. TEM Doc # for which this agency transaction should attaché. |
| Alternate Trip Id | No longer used. |
| Trip Invoice Number | Required. Invoice number of the trip, this must be unique. |
| Trip Expense Amount | Required. If Import by = TRP, must match Credit Card record amount. |
| Other Amount | Optional. Displays if provided in agency file. |
| Distribution Code | Optional. Code associated with an Agency Service Fee. Enter the Distribution Code or use the lookup icon to find it. If a Distribution Code is entered, a transfer will be made in the amount associated with the Distribution Code between the departmental account used on the TEM transaction and the account and object associated with the Distribution Code. |

##### Traveler Data Tab

Traveler Data tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| TEM Profile Id | Use this lookup to return a TEM Profile, this will populate the Traveler Name, Traveler Id, and the Traveler Network Id . |
| Traveler Id | Required if Import by = TRV. Traveler’s employee ID. Either provided by the file import, updated with TEM Profile Id lookup, or entered. |
| Traveler Network Id | Display only. Displays if provided in agency file. |
| Traveler Name | Required. Either provided by the file import, updated with TEM Profile Id lookup, or entered. |
| Trip Arranger Name | Display only. Displays if provided in agency file. |
| Trip Traveler Type Id | Display only. Displays if provided in agency file. |

##### Ticket Itinerary Tab

Ticket Itinerary tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Lodging Itinerary Number | Required if lodging transaction. If completed, Expense Type Object Code will be L when the transaction is reconciled. Only one field can be completed in this tab. |
| Rental Car Itinerary Number | Required if rental car transaction. If completed, Expense Type Object Code will be R when the transaction is reconciled. Only one field can be completed in this tab. |
| Ticket Number | Required if airline transaction. If completed, Expense Type Object Code will be A when the transaction is reconciled. Only one field can be completed in this tab. |

##### Accounting Information Tab

Accounting Line tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | Required if Import by = TRP and must match at least one accounting line on the TEM Document. Enter the Account Number or use the lookup icon to find it. |
| Chart Code | Required if Import by = TRP and must match at least one accounting line on the TEM Document. Enter the Chart Code or use the lookup icon to find it. |
| Object Code | Optional. Enter the Object Code. |
| Organization Reference | Optional. Enter the Organization Reference. |
| Project Code | Optional. Enter the Project Code or use the lookup icon to find it. |
| Sub-Account Number | Optional. Enter the Sub-Account Number or use the lookup icon to find it. |
| Sub Object Code | Optional. Enter the Sub-Object Code |

#### Process Overview

##### Business Rules

* Only members of the Travel Manager role can view record details, edit, and copy or create new.
* Ticket Itinerary: Only one of the fields in this tab can be completed.
* If Import by = TRP, Trip ID is required and Accounting Information is required.
* If Import by = TRV, Traveler ID is required.
* Duplicate records are validated on Trip ID, Credit Card or Agency, Posting Date, Trip Amount and Itinerary Number. If all of these match an existing record, the document cannot be submitted.

##### Routing

The Travel Agency Audit and Correction does not route.

##### Post-Processing

* When the Travel Agency Audit and Correction document is submitted:
* If Import by = TRP, the system will look for a matching credit card record, if it finds one, it will add the imported expense to the TEM Doc # if:
* The TEM Doc is fully approved. If there is an enroute Travel Reimbursement that was created from an approved Travel Authorization, it will consider the Travel Authorization the approved document and will reconcile to the trip.
* The expense type exists for the document.
* The accounting string matches the TEM Doc accounting string as defined in ACCOUNTING\_LINE\_VALIDATION.
* If Import by = TRV, the transaction will be available for the traveler or arranger to manually import it into a TEM Document.
* Emails will be sent to the email address on the TEM Profile when newly imported expenses have been or are ready to reconcile. Email Subject and Text is controlled by parameters: NOTIFICATION\_SUBJECT, NOTIFICATION\_TEXT\_BY\_TRP, NOTIFICATION\_TEXT\_BY\_TRV, all have component TravelImportedExpenseNotificationStep.

### Travel Card Type

The Travel Card Type defines the types of Credit Cards or Travel Agencies that may be used to when setting up Credit Card or Agencies.

Description: exclaim.gif While the Create New button and copy links are available, coding will be required if a new value is added. The ability to create new values will be removed in future releases. The existing values can be edited.

#### Document Layout

Travel Card Type tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this Travel Card Type record is active (checked) or inactive (unchecked). |
| Travel Card Type Code | Display Only. The code assigned to this Travel Card Type. |
| Travel Card Type Name | Required. The description of this Travel Card Type. |

### Traveler Type

The Traveler Type document is used to identify the various types of travelers, such as employee and non-employee travelers.

Description: Description: pencil-small.gif Values in this table can only be edited. New values will require additional coding.

#### Document Layout

Traveler Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Indicates whether this Traveler Type record is active (Y) or inactive (N). |
| Advances | Indicates whether this type of traveler can request an advance (checked) or not (unchecked).  Description: exclaim.gif This functionality has not been developed. |
| Traveler Type | Display Only. The code for this type of traveler. |
| Traveler Type Name | Required. The descriptive name assigned to this type of traveler. |

### Trip Type

The Trip Type document identifies the different types of trips that may be selected on the Travel Authorization and Travel Reimbursement.

#### Document Layout

Trip Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active | Indicates whether this Trip Type record is active (checked) or not (unchecked). |
| Auto Travel Reimbursement Limit | Optional. Specifies the limit for automatic travel reimbursement for this type of trip.  Description: exclaim.gif The intent of this field was to not require approvals past Organization Review; however, it skips Division Review, but requires all other approvals. |
| Blanket Travel | Indicates whether (checked) or not (unchecked) this type of travel can create blanket Travel Authorizations.  Description: pencil-small.gif When this box is checked, the blanket trip box will display on the Travel Authorization. |
| Display Per Diem Table | Indicates whether (checked) or not (unchecked) the Per Diem table can be created for this type of trip. |
| Emergency Contact Required | Indicates whether contact information must be specified for this type of trip. |
| Encumbrance Balance Type | The encumbrance balance type for this type of trip. Enter the balance type or use the lookup icon to find it.  Description: exclaim.gif Balance Type IE or EX will work without additional work Using other balance types may require additional coding to ensure the travel encumbrances are included in the General Ledger Balance Inquiries. |
| Encumbrance Object Code | The encumbrance object code to be used for this type of trip when encumbrance entries are created. |
| Generate Encumbrance | Indicates whether (checked) or not (unchecked) encumbrance transactions should be created for this trip type.  Description: pencil-small.gif When this box is checked, Encumbrance Balance Type and Encumbrance Object Code are required. |
| Per Diem Calculation Method | Required. Indicates whether the percentage method or quarter-day method applies to the per diem for the first and last day of the trip. |
| Travel Authorization Required | Indicates whether (checked) or not (unchecked) a Travel Authorization document is required for this type of trip. |
| Trip Type Code | Required. A unique code (up to three characters) identifying this type of trip. |
| Trip Type Name | Required. A more descriptive name (up to 40 characters) for this type of trip. |

## Travel and Entertainment Upload Functions

Description: go-arrow-red For information about procedures that apply to all Kuali Financials batch uploads, see Batch Upload Basics|document=WordDocuments\FIN Overview Source.docx;topic=Batch Upload Basics “Batch Upload Basics” in the Overview and Introduction to the User Interface.

TEM batch upload functions

|  |  |
| --- | --- |
| Batch Upload | Description |
| Credit Card Data Upload | Facilitates uploading files of CTS Card or Corporate Credit Card transactions in .xml format. |
| Per Diem XML Batch Upload | Facilitates updating the per diem tables with data from files in .xml format. |
| Per Diem TXT Batch Upload | Facilitates updating the per diem tables with data from files in .txt format. |
| Travel Agency Data Upload | Facilitates the uploading of files of travel agency data in .xml format. |

#### Credit Card Data Upload

The Credit Card Data Upload function is available to authorized users. When you select the **Credit Card Data Upload**, the Credit Card Data Upload document opens. This document allows you to import CTS Card or Corporate Credit Card transactions in XML format.

##### Credit Card Data Upload Format

In addition to the standard formatting rules that apply to all batch upload file formats, keep the following points in mind about the XML format:

* The file must begin with the standard XML version line such as:

<?xml version="1.0" encoding="UTF-8"?>

* The root (first) tag for collector files must be the <creditCardData> tag, and the file must contain only one <creditCardData></creditCardData > tag. This tag also contains attributes that identify the schema the document adheres to, such as:

<creditCardData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"

xmlns="http://www.kuali.org/kfs/tem/CreditCardData"

xsi:noNamespaceSchemaLocation="../build/project/xsd/tem/CreditCardData.xsd">

* Following the batch tag must be the <importBy> tag. This section indicates how the imported transactions will be handled. By TRV prepares the record for manual reconciliation to a TEM document and By TRP prepares the record for automatic reconciliation. Like the creditCardData tag, the file must contain only one <importBy></importBy> tag.
* Next comes a <record> tag. This tag contains other tags that represent the fields of the credit card transaction. There can be many <record></record> tags back to back.

Agency Data Upload Format

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Type | Max Size | Required? | Special Formatting |
| Air Number | Character | 3 |  |  |
| Billing Cycle Date | Date | 10 |  | YYYY-MM-DD |
| Credit Card or Agency Code | Char | 4 | Y | Must match value in Credit Card or Agency table. |
| Creation Date | Date | 10 |  | YYYY-MM-DD |
| Creation Timestamp | Timestamp | 8 |  | YYYY-MM-DD T HH:MM:SS (no spaces before and after the T) |
| Credit Card Number | Character | 16 | Y |  |
| Departure Date | Date | 10 |  | YYYY-MM-DD |
| Identifier | Char | 1 |  |  |
| Reconciliation Date | Date | 10 |  | YYYY-MM-DD |
| Reference Number (Transaction ID) | Character | 23 |  | Must be unique |
| Sequence Number | Character | 3 |  |  |
| Ticket Number | Character | 16 |  |  |
| Transaction Amount | Number | 15,4 |  | Money format (four decimal places) |
| Transaction Code | Character | 1 |  |  |
| Transaction Date | Date | 10 |  | YYYY-MM-DD |
| Traveler Name | Character | 40 |  |  |
| Type Code | Character | 1 |  |  |
| Expense Type Code | Character | 2 |  |  |
| Merchant Name | Character | 40 |  |  |
| Bank Post Date | Date | 10 |  | YYYY-MM-DD |
| Service Fee Number | Character | 20 |  |  |
| Itinerary Number | Character | 20 |  |  |
| Location | Character | 20 |  |  |

#### Per Diem XML Batch Upload

Description: go-arrow-red For information about the Per Diem TXT Batch Upload, see Per Diem TXT Batch Upload.

Description: go-arrow-red For information about the Per Diem Batch Processing, see Travel and Entertainment Batch Processes|tag=Travel and Entertainment Batch Processes.

When you select the **Per Diem XML Batch Upload**, the Per Diem XML Batch Upload document opens. This document allows you to upload relational federal per diem data into your institution’s Per Diem tables.

Description: go-arrow-red Federal per diem data is available from <http://www.defensetravel.dod.mil/site/perdiemFiles.cfm>. This web site provides access to relational input files for both CONUS and OCONUS rates. Choose the relational files which contain both .xml and .txt files. The .txt file is the preferred input file because it doesn’t take as long to run and it has been more thoroughly tested.

##### Per Diem XML Batch Upload Format

XML fields

|  |  |  |
| --- | --- | --- |
| Per Diem Table Description | CONUS XML Tag | OCONUS XML Tag |
| Region Code | state\_alpha | country\_code |
| Region Name | state\_name | country\_name |
| N/A | conus\_ind | oconus\_ind |
| Primary Destination | location\_name | location\_name |
| County | other\_location |  |
| N/A | time\_zone | time\_zone |
| N/A | linked\_to\_state | linked \_country\_code |
| N/A | linked\_location | linked\_location\_name |
| N/A | dod\_ind | dod\_ind |
| Effective From Date | eff\_date | eff\_date |
| N/A | exp\_date | exp\_date |
| Season Begin Month and Day | start\_date | start\_date |
| N/A | end\_date | end\_date |
| Lodging | lodging\_rate | lodging\_rate |
| Meals and Incidentals | local\_meals | local\_meals |
| N/A | meals\_rate\_only | meals\_rate\_only |
| N/A | proportional\_meals\_rate | proportional\_meals\_rate |
| N/A | incidentals | incidentals |
| N/A | footnote\_ref | footnote\_ref |
| N/A | footnote\_rate | footnote\_rate |
| N/A | max\_per\_diem | max\_per\_diem |

#### Per Diem TXT Batch Upload

Description: go-arrow-red For information about the Per Diem XML Batch Upload, see Per Diem XML Batch Upload.

Description: go-arrow-red For information about the Per Diem Batch Processing, see Travel and Entertainment Batch Processes|tag=Travel and Entertainment Batch Processes.

When you select the **Per Diem TXT Batch Upload**, the system displays the Per Diem TXT Batch Upload document. This document allows you to upload relational federal per diem data into your institution’s TEM Per Diem tables.

Description: pencil-small.gif Federal per diem data is available from <http://www.defensetravel.dod.mil/site/perdiemFiles.cfm>. This web site provides access to relational input files for both CONUS and OCONUS and Foreign categories. . Choose the relational files which contain both .xml and .txt files. The .txt file is the preferred input file because it doesn’t take as long to run and it has been more thoroughly tested.

##### Per Diem TXT Batch Upload Format

The TXT file fields are separated by double quotes. Following is the definition of each section within a double quote and the field it is loaded into in the Per Diem tables.

Text fields

|  |  |  |
| --- | --- | --- |
| Per Diem Table Description | CONUS field | OCONUS field |
| Region Code | State Alpha | Country Code |
| Region Name | State Name | Country Name |
| N/A | CONUS indicator | CONUS indicator |
| Primary Destination | Location Name | Location Name |
| County | Other Location |  |
| N/A | Time Zone | Time Zone |
| N/A | Linked to State | Linked Country Code |
| N/A | Linked Location | Linked Location Name |
| N/A | DOD Indicator | DOD Indicator |
| Effective From Date | Effective Date | Effective Date |
| N/A | Expiration Date | Expiration Date |
| Season Begin Month and Day | Season Start Date | Season Start Date |
| N/A | Season End Date | Season End Date |
| Lodging | Lodging Rate | Lodging Rate |
| Meals and Incidentals | Local Meals (includes incidentals) | Local Meals (includes incidentals) |
| N/A | Meals Rate Only (excludes incidentals) | Meals Rate Only (excludes incidentals) |
| N/A | Proportional Meals Rate | Proportional Meals Rate |
| N/A | Incidentals | Incidentals |
| N/A | Footnote reference | Footnote reference |
| N/A | Footnote Rate | Footnote Rate |
| N/A | Max Per Diem | Max Per Diem |

#### Travel Agency Data Upload

When you select the **Travel Agency Data Upload**, the system displays the Travel Agency Data Upload document. This document allows you to import expense data from travel agencies in XML format.

##### Travel Agency Data Upload Format

In addition to the standard formatting rules that apply to all batch upload file formats, keep the following points in mind about the XML format:

* The file must begin with the standard XML version line such as:

<?xml version="1.0" encoding="UTF-8"?>

* The root (first) tag for collector files must be the <agencyData> tag, and the file must contain only one <agencyData></agencyData > tag. This tag also contains attributes that identify the schema the document adheres to, such as:

<agencyData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"

xmlns="http://www.kuali.org/kfs/tem/AgencyData"

xsi:noNamespaceSchemaLocation="../build/project/xsd/tem/AgencyData.xsd">

* Following the batch tag must be the <importBy> tag. This section indicates how the imported transactions will be handled. By TRV prepares the record for manual reconciliation to a TEM document and By TRP prepares the record for automatic reconciliation. Like the agency Data tag, the file must contain only one <importBy></importBy> tag.
* Next comes a <record> tag. This tag contains other tags that represent the fields of the credit card transaction. There can be many <record></record> tags back to back. The <record> tag includes the following information:
* Trip Info
* Traveler Info
* Accounting Info, this is another tag <accountinginfo> and there can be up to three sets of <accountinginfo></accountinginfo> tags.
* Airline Record, Lodging Record or Car Rental Record (there will only be one of these per <record></record>
* Conference Registration
* Processing Info

Travel Agency Data Upload Format

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Type | Max Size | Required? | Special Formatting |
| **Agency Information** | | | | |
| Agency Data ID | Integer | 10 |  |  |
| Credit Card or Agency Code | Character | 4 | Yes | Validated against the Credit Card or Agency table. |
| Agency | Character | 20 |  |  |
| Other Company Name | Character | 30 |  |  |
| Agency File Name | Character | 50 |  |  |
| Merchant Name | Character | 40 |  |  |
| Billing Cycle Date | Date | 10 |  | YYYY-MM-DD |
| **Trip Information** | | | | |
| Trip ID | Character | 12 |  | Required for By TRP method must match TEM Doc Number. |
| Trip Invoice Number | Character | 20 | Yes |  |
| Trip Traveler Type ID | Character | 1 |  |  |
| Other Amount | Number | 8,2 |  | Money format (two decimal places) |
| **Traveler Information** | | | | |
| Traveler Name | Character | 50 | Yes |  |
| Traveler ID | Character | 9 |  |  |
| Traveler Network ID | Character | 9 |  | Required for by TRV method, employee ID. |
| Trip Expense Amount | Number | 8,2 |  | Money format (two decimal places) |
| Alternate Trip ID | Character | 20 |  |  |
| Trip Arranger Name | Character | 50 |  |  |
| **Accounting Information (up to three accounts can be identified)** | | | | |
| Chart Code | Character | 2 |  |  |
| Account Number | Character | 7 |  |  |
| Sub-Account Number | Character | 5 |  |  |
| Object Code | Character | 4 |  |  |
| Sub-Object Code | Character | 3 |  |  |
| Project Code | Character | 10 |  |  |
| Organization Reference | Character | 8 |  |  |
| Group Object Code | Character | 20 |  |  |
| Distribution Code | Character | 4 |  | Validated against the Agency Service Fee table. |
| **Airline Record** | | | | |
| Trip Departure Date | Date | 10 |  | YYYY-MM-DD |
| Trip Return Date | Date | 10 |  | YYYY-MM-DD |
| Fare Saver Code | Char | 1 |  |  |
| Air Book Date | Date | 10 |  | YYYY-MM-DD |
| Air Carrier Code | Character | 3 |  |  |
| Air Ticket Number | Character | 20 |  |  |
| PNR Number | Character | 20 |  |  |
| Air Ticket Class | Character | 20 |  |  |
| Air Transaction Amount | Number | 8,2 |  | Money format (two decimal places) |
| Air Base Fare Amount | Number | 8,2 |  | Money format (two decimal places) |
| Air Tax Amount | Number | 8,2 |  | Money format (two decimal places) |
| Air Low Fare Amount | Number | 8,2 |  | Money format (two decimal places) |
| Air Reason Code | Character | 1 |  |  |
| Air Segment ID | Character | 100 |  |  |
| Air Destination Code | Character | 3 |  |  |
| Air Service Fee Number | Character | 20 |  |  |
| Air Service Fee Amount | Number | 8,2 |  | Money format (two decimal places) |
| Transaction Unique ID | Character | 40 |  |  |
| **Lodging Record** | | | | |
| Itinerary Number | Character | 20 |  |  |
| Lodging Prepay Date | Date | 10 |  | YYYY-MM-DD |
| Lodging Amount | Number | 8,2 |  | Money format (two decimal places) |
| Lodging Prepay Days Number | Character | 3 |  |  |
| Lodging Property Name | Character | 30 |  |  |
| Lodging Arrival Date | Date | 10 |  | YYYY-MM-DD |
| Lodging Departure Date | Date | 10 |  | YYYY-MM-DD |
| Lodging Booking Date | Date | 10 |  | YYYY-MM-DD |
| Lodging Property City Name | Character | 40 |  |  |
| Lodging Property State Code | Character | 2 |  |  |
| Lodging Country Name | Character | 40 |  |  |
| **Rental Car Record** | | | | |
| Itinerary Number | Character | 20 |  |  |
| Rental Car Amount | Number | 8,2 |  | Money format (two decimal places) |
| Rental Car Number of Days | Character | 3 |  |  |
| Rental Car Company Name | Character | 30 |  |  |
| Rental Car Open Date | Date | 10 |  | YYYY-MM-DD |
| Rental Car Close Date | Date | 10 |  | YYYY-MM-DD |
| Rental Car Fuel Amount | Number | 8,2 |  | Money format (two decimal places) |
| Rental Car Additional Amount | Number | 8,2 |  | Money format (two decimal places) |
| Rental Car Tax Amount | Number | 8,2 |  | Money format (two decimal places) |
| Rental Car Surcharge Amount | Number | 8,2 |  | Money format (two decimal places) |
| Rental Car Government Surcharge Amount | Number | 8,2 |  | Money format (two decimal places) |
| Rental Car Bill Amount | Number | 8,2 |  | Money format (two decimal places) |
| Rental Car Detail Text | Character | 100 |  |  |
| **Conference Registration** | | | | |
| Registration Company Name | Character | 50 |  |  |
| Registration Amount | Number | 8,2 |  | Money format (two decimal places) |
| **Processing Information** | | | | |
| Transaction Posting Date | Date | 10 |  | YYYY-MM-DD |
| Creation Timestamp | Timestamp | 8 |  | HH:MM:SS |
| Processing Timestamp | Timestamp | 8 |  |  |
| Move to History Indicator | Character | 1 |  |  |