STEPHEN F. AUSTIN STATE UNIVERSITY

Banner

Finance

TRAVEL AND EXPENSE MANAGEMENT (TEM) SYSTEM – Group Travel
This learning guide is based upon Ellucian documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

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Controller’s Office

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1 Create a Travel Authorization (TA) for Group Travel

Begin the TA in the same manner as you would for individual travel. There will a couple of differences in the setup of the report.

Field Definitions

**Purpose:** The reason for traveling may be Field Trip, Study Abroad, or Team Travel. It could also be any of the other purposes if going as a group with one person being reimbursed for all of the expenses.

**Description:** Put in all caps GROUP TRAVEL or TEAM TRAVEL so that anyone looking at the TA will immediately know that this is for more than one person.

**Affiliation:** Athletics or Group must be chosen. This choice is important because it causes special processes to begin.

Don’t forget to click SAVE and CONTINUE!

Per Diem

The per diem question window pops up after saving the itinerary. Answer **YES** to this question.
Estimated Expenses
You will see that the individual meal amounts and lodging have been calculated. Ignore those amounts for the time being.

1. Choose one of the Lodging expense items that populated from saying Yes to per diem.

2. Change it from “1 Lodging” to “1 Lodging Group.”

3. “1 Lodging Group” is used to enter lodging for more than one room. A box will appear on the left that says “Count.” This is the total number of rooms that you anticipate needing. After you’ve entered that number you will need to click on the small calculator icon to the right of the Per Diem box. (See screen shot below.) This will calculate the number of rooms times the per diem rate for that location. The dollar amount can be lowered by manually changing the number, but it cannot be increased.

   A “description” must be entered when choosing “1 Lodging Group.”

Be sure and hit “Save” before entering the next expense.

Since the lodging has now been calculated, delete any remaining ones previously calculated for an individual room. This is simply done by clicking the X to the right of the line item.

4. Choose “group meals” (either in state or out of state). The amount allowed per day will be shown in the system calculation. Multiply this amount by the number of people in your group. This is the maximum amount allowed for meals. This can be done for each day or as a lump sum for the entire period. Again, the dollar amount can be less than this computation, but not greater.
Since the meals have now been calculated, **delete the ones previously calculated** for each individual day. This is simply done by clicking the X to the right of the line item.

5. Continue to enter other anticipated expenses as normal. Remember, if entering anything as “In State – Other” or “Out of State – Other” you need to itemize in the description area. For example: 12 museum admissions at $15.00 each.

6. Don’t forget to attach the required documentation.

7. If an advance is needed, hit “View or Submit Report” and review your entries. If correct, choose “Request Advance”.

8. You will then need to choose an Advance Rule. The two choices are “Group Meal Money” or “Team Meal Money”.
9. A new box appears with a summary of the travel. An explanation for the advance needs to be completed in the “description.” You will also need to enter the requested amount of the advance.

10. You will then see the following box with both your TA and your TV number (the TV number is the document assigned to the advance itself).
1. Any excess advance funds must be returned to the Business Office before the Expense Report is completed.
2. Before going to the Business Office stop at the Controller’s Office to get a special form from the front desk to give to the cashier with the deposit. Please have the TA number that the advance was issued on readily available.

3. IMPORTANT! If the traveler received an advance, you must begin the expense report from the Outstanding Advance document by highlighting the TA and choosing “generate expense report.”
4. If the traveler did not receive an advance, begin the expense report as normal by highlighting the TA and choosing “generate expense report.”
5. Make any necessary corrections to the itinerary.
6. The expenses should now be changed to actual amounts with additional comments entered as necessary.
7. Be sure to list any taxes on lodging separately if not done with the original TA.
8. Match any TCard transactions that are pending.
9. After reviewing everything to be sure it is complete, hit “view and submit” and then “submit.” The expense report will then go through the approval queues and then process for payment.