Finance

TRAVEL AND EXPENSE MANAGEMENT (TEM) SYSTEM – Individual 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.

Prepared By:  
Stephen F. Austin State University  
Controller’s Office

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Welcome to TEM!

This is a guide for users of the Travel & Expense Management (TEM) system. TEM is used by SFA faculty, staff, and students for obtaining approval for travel as well as seeking reimbursement for certain travel-related expenses.

This guide provides basic instruction on accessing and navigating the TEM system, including step-by-step breakdowns of tasks that can be performed through TEM (e.g. creating and submitting a Travel Authorization).

A separate guide will be published for student group travel.

Learning Guide Icons

**Watch for these icons to highlight important information.**

- Indicates an important trap to avoid.
- Indicates a shortcut or tip.
- Indicates an important warning regarding the form or data entry.
- Indicates hands-on exercise or activity.

For any questions, corrections, or suggestions regarding this piece of documentation, contact Lynnette Honea at ext. 2462 or via email at traveldesk@sfasu.edu. Please don’t hesitate to contact the travel office with general questions about TEM or processes related to TEM.

Find helpful Travel Information on the Travel website - [http://www.sfasu.edu/controller/travel/](http://www.sfasu.edu/controller/travel/).
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1 Getting Started

Terms & Abbreviations

TEM: Acronym for Travel & Expense Management

Traveler: The person traveling including faculty, staff, students, student employees, or prospective employees.

Delegate: A designated person acting on behalf of a Traveler.

TA: Acronym for Travel Authorization. A form to request travel approval.


Icon Definitions - Look for these action icons throughout the software.

- Edit
- Delete
- * Required Field
- Calendar Selection

Accessing TEM

Select the tab through mySFA => myServices => Self-Service Banner.

Navigating TEM

Content is divided into a series of tabs at the top of the screen and menu buttons located on the left. The tabs displayed depend on assigned security user roles.

Delegate Tab

Delegate users manage one or more Travelers. Delegates select the traveler to manage using the ‘Act as a Delegate For:’ drop-down list.
Expense Manager Tab

The Expense Manager Tab is where 99% of the work in TEM occurs.

Profile Tab

The Profile tab displays Traveler information and allows setting a default funding string(s) to save time with data entry.

Funding Default in profile allows users to set a single default funding string or split funding based on a percentage amount.

**Add a Funding Default:**
Select the pencil edit icon in the Funding Default box.
Fill out the Chart (always S), Fund, Organization, and Program boxes.
Click the Add button.

**Modify the Funding String:**
Select the entry to edit.
Change the percentage and any other fields.
Add button updates the entry.
Save button holds changes / Cancel button ignores changes.

**Do not use indexes with TEM!**
Navigating an Open TA or TR

An open TA or TR displays action items in selectable tabs on the left-hand side of the screen.

The button directly above these tabs will return to the list of TAs/TRs.

Jump to a previously opened item by using the Open Items box.

Documents opened during a TEM session appear in the open items box organized by document type. Clicking on an item pulls a summary page for that document, used to view information or make edits (if the document hasn’t been submitted yet).

2 Acting as a Delegate

Delegates work on behalf of a Traveler to create and perform data entry in Travel Authorizations and Expense Reimbursements.

Selecting a Traveler

Select the Traveler from a drop-down list under the Delegate tab.

The list contains all Travelers available to manage including the Delegate listed as “Self”.

Delegate Navigation

Once a Traveler is selected, the Delegate essentially becomes that Traveler. Selecting the Outstanding Advances, Authorization Reports, and Expense Reports sections display results for the selected Traveler. Also visible are Credit Card Charges Travel and Credit Card Charges Non Travel if the Delegate is designated as a credit card manager. To maintain which traveler is being managed, the name in the title of the section reflects the selected Traveler name.
Change Selected Traveler
Change the selected Traveler at any time by navigating to the Delegate tab and selecting the new user from the drop-down list.

Person Not Found
If the Traveler needed is not on the Delegate drop-down list, contact the Travel Office to request assignment of that Traveler.

3 Create a Travel Authorization (TA)

The majority of travel scenarios require an approved TA be in place before incurring any trip-related expenses.

If unsure whether a Travel Authorization is needed for a particular travel situation, consult SFASU’s travel policy or contact the Travel Office directly.

Starting the TA

Delegates begin at the Delegate Tab by selecting the traveler and then following the same steps as a traveler.

Traveler TA Creation
Click the Expense Manager tab.
Select the Authorization Reports section.
Click the New button.

Create a copy of an existing TA by selecting the TA to copy and clicking the Copy button. Useful if performing similar or identical trips on a frequent basis.
Create New Report Screen

Field Definitions

**Report Name:** TA Authorization Report listed name.

 стандарт naming Convention Required:

[Destination City, State (2 letter abbreviation) or Nation] + [Trip Start Date (mm/dd/yyyy format)]

Example: traveling from Nacogdoches to Los Angeles on March 20th, 2015.

Report name = Los Angeles, CA 03/20/2015.

**Multiple destinations:** name using primary destination city
or the first destination city if no primary destination.

**Purpose:** The reason for traveling including conference, research, meeting, team travel, etc.

**Multiple purposes travel:** select a primary purpose and
add additional details using the Description box.

**Description:** A free form comment field with a limit of 255 characters. Use to include additional
details on the trip such as the name of the conference or the research information.

Consult the department manager or administrator
for any department-specific information approvers want included.

Example: ORSP requires entry of the grant number and the name of the grant.

**Report Type:** The type of travel including in-state, out-of-state, and international.

The final destination determines in-state vs out-of-state.

**Report Date:** TA creation date. Current date is defaulted in and can be changed but is not
recommended or necessary.

**Affiliation:** How the travel is affiliated with SFA. Travel associated with a position at SFA uses
Employee. If traveling with Athletics or a group, select the appropriate category. For clarification or
assistance, contact the Travel Office at x2462.

**Funding Default:** The funding string(s) used for each of the estimated trip expenses.

Setup a single default funding string or split funding based on a percentage amount.
Select the edit icon and fill in the funding screen fields.
Chart is always S.

The account number will automatically populate as expense items are chosen.
Click the Add button.
Required and non-required fields provide useful information to approvers. Fill out both!

Don’t forget to click SAVE and CONTINUE!

The TA is saved to the Authorization Report list and available to view or re-open for completion.
Itinerary Screen
The Itinerary screen is divided into two parts; the top half for entering itinerary information and the bottom half displays entered itinerary items.

**Itinerary Item Actions**

**Add:** complete the required boxes (those marked with a red asterisk) and click the Add button. Added itinerary items appear in the bottom screen.

**Return trip is not a required addition to the itinerary (similar to flight itineraries).**

**Delete:** click the X icon at the far right of the item you want to delete.

**Edit:** select the item to edit from the bottom half of the screen. The information will then populate into the top half of the screen.

**Multiple itinerary items:** for travelling to multiple cities during a single trip, add each itinerary item separately.

Click “clear” before adding a new itinerary item.

**Change the dates to match the trip dates!**
The system populates current date instead of trip dates.

![Itinerary Screen](image)
Entering Estimated Expenses
Enter estimates of travel-related expenses expected to be part of the trip.

Any estimate put on a TA can be changed to reflect actual amounts when creating the Expense Report.

Travel Expense Distinctions

Reimbursable Expenses - Travel expenses paid for and expected to be reimbursed.

Non-Reimbursable Expenses - Expenses that will not be reimbursed to the traveler.
- Paid by the University (ex: airfare or conference registration paid by department TCard).
- Paid by a third party (ex: registration being paid by a different university or group).
- Not expected to be reimbursed (ex: additional travel costs incurred due to tacking on vacation time to the end of a business trip).

Per Diem
The per diem question window pops up after saving the itinerary. These are allowances for meals or lodging while in travel status.

Default Payment Method is required but can be changed for each line item as expenses are entered using the drop down to select applicable options.

Default Payment Method Options

Traveler: Optional payment by cash, check, personal credit card, or the Travel Card (that is paid by the employee). Expenses paid by the traveler would be reimbursable if they met SFA’s travel guidelines.

IDT: Vehicles used from SFA Grounds and Transportation.

Purchase Voucher: An expense paid directly from Accounts Payable. Invoice information must be sent to A/P with a Purchase Voucher to be paid and TA information.

TCard: A card issued to the department and paid directly by SFA similar to the PCard.

Direct Bill Auto Rental: If renting a vehicle from Enterprise and billing directly to SFA.
Entering/Adjusting Additional Estimated Expenses

Estimated expenses calculated by per diem selections are displayed with the rate based on destination.

Edit by clicking on the expense, making the necessary changes, and selecting the Save button. Continue to add expense items until everything has been included.

On this page it is only necessary to select a default payment method. The next process will allow meal adjustment or removal of any meals that are outside SFA’s policy for reimbursement based on the departure and return times.

Use the summary by type window displayed on the right of the screen to track the full cost with a summary of reimbursable and non-reimbursable expenses separated out.
Helpful Hints

* Authorization includes lodging:
  - select the appropriate Lodging Tax.
  - add as a separate line item.
  - Calculate by individual day or as a lump sum.

* Lodging exceeds allowable per diem:
  - choose the appropriate ‘Exceeds Lodging ‘type.
  - change the FOAP to the correct account
  - Group exceeding lodging and exceeding lodging tax as one entry.

* Renting a vehicle:
  - add Auto Rental Fuel.

* Flying:
  - add Bag Fees if applicable.

There is no longer a category called “Incidentals”. Each type of expense is listed individually. If there is an expense that is not listed, choose In State Other, Out of State Other, or International Other.

Change funding for individual expense items using the Funding link. A window pops up for editing the default funding source(s) used for the item. Add or adjust splits by percentage or by dollar amount.

Adding Mileage Expense

Total mileage amount = rate * mileage. Calculation adds an expense item for that amount.
**Adding Additional Per Diem**

Per Diem is automatically calculated when daily expense items are added (i.e. meals or lodging). Add each item using the appropriate type and saving at completion.

After adding the correct expense type for each date, click the **Recalculate Per Diem** button at the bottom of the screen. Repeat for each type of per diem.

**Recurring Expense Feature**

Enter the date and type then select the recurrence icon.

Lodging per diem is not allowed if the itinerary does not have an overnight stay.

**Reviewing Per Diem Expenses:**

After the per diem amounts are calculated, “uncheck” anything not applicable *(Example: a meal provided at the conference)*.

**Adding Comments**

The 4000 characters comment section is useful for travel justifications, extra conference information, or a roster of travelers for group travel situations. When responding to Workflow emails that are “return for correction” be sure and go back to TEM and make the corrections or add the comment. Do not respond to the email.
Attaching Documents Travel Authorizations

All attachments must now be scanned and attached to the TA. The only document the Travel Office requires with the TA is an agenda or information about the meeting attending. Attaching other documents is welcomed but not required.

Attachments
Select Attachments in the navigation menu.
Select “More Actions” in the upper tool bar.
Choose “Add Attachment” from the list.
Browse and select the file to attach.
Once attached; click on items to display a preview.
Selecting “delete” in the tool bar removes the item.

Document Naming – traveler last name, destination, and start date of travel.
Additional documents name the same with a number 2 or 3 on the end.
Example: Smith_Houston TX_101814.pdf.

Submitting the TA
Prior to submission is a good time to run through the various sections of the TA to check the information is correct and see if there are any additional notes or documentation to include.

Submission occurs on the summary screen. Find in the lower-right corner one of these sets of buttons:
The “Request Advance” button is only to be used for Team Meal Money Advances and Group Meal Money Advances. Individuals are not allowed advances.

To print reports specific to a TR, select the Print button on the summary screen, select the Summary Report or Detail Report, and click OK. The chosen report will open in PDF format.

Submit the TA
Click the Submit button and an automated confirmation notice goes out stating the TA has been submitted for approval.

Once submitted, a TA will be automatically routed for approval.
Approvals through Workflow

Approvals are routed through a process called Workflow. Emails are sent to the approvers, traveler and if applicable, the delegate.

If “returned for correction” be sure and go back to TEM to make the correction.

Don’t respond to the email.

4 Zero Dollar Authorizations

When an employee travels at no cost to the university, a Travel Authorization is still needed for liability purposes.

Create a new TA with a few key elements:

Select “NO” on the per diem expenses screen.
No need to do an Expense Report and no encumbrance is posted to the FOAP.

### Travel Authorizations for Blanket Travel

Create a new TA and name the report “Blanket - Traveler’s Last Name - Fyxx”.

Set itinerary from Nacogdoches to Nacogdoches with start and end dates same as General Information. The start and end dates for the full period of time will be covered.

Select “NO” on the per diem expenses screen.
Mileage is the estimated number of miles at the set rate for reimbursement.

6 “Not Greater Than” Travel Authorizations

Authorizations with specific amounts the university will reimburse.

Notes:

Select “yes” to per diem expenses
If the T-Card is used for an allowable expense, charge only the allowed amount.

Example:
A traveler is only authorized $1000.00 for reimbursement. Meals and lodging total $911.00 so only $89.00 could be charged to the T-Card.
7 Travel Authorizations for Prospective Employees

Expenses paid by SFA for prospective employee interviews require a TA for reimbursement.

If traveler is NOT set up in Banner, the delegate must complete several steps before creating the TA:

1. Prospective Employee Actions:
   a. Complete the “Substitute W-9” form located on the Accounts Payable website. The form is forwarded to either the Travel Office or the Accounts Payable Office after completion.
   b. If reimbursement by direct deposit, the “Direct Deposit Authorization Agreement for Vendors” form will need to be completed and forwarded to Accounts Payable.

2. Departmental Actions:
   a. Travel or AP forwards the W-9 form to HR for campus identification number (CID) assignment.
   b. The Travel Office assigns the prospective employee to the delegate for TA Completion.

3. Delegate:
   a. Name the Report “Prospective Employee” on the Create New Report form in TEM and select the interview date.
   b. Set the purpose of the trip as “Interview”.
   c. Set the affiliation as “Prospective Employee.”
   d. The expenses for the employee do not need to be broken down into categories as all of the expenses are recorded on one general ledger expense account. Choose the expense type “Prospective Employee.”

Notes:

Prospective employee travelers will not have access to the travel module to view the TA, only the delegate will be able to view the status.
### Expense Reports from Existing Travel Authorizations

#### Locating Approved TAs

Under the Expense Manager tab, select the Authorization Reports link.

![Authorization Report List for Dora Fuselier](image)

Find the approved TA on the list and click once to highlight it.

Click on the Generate Expense Report button to start the TR.

The Authorization Report does not show the Generate Expense Report button, only the list of TA’s displays the button.

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**Notes:**
Generate Expense Report Screen

A TR is based on an existing TA so most of the information is copied over automatically.

Options available to change the report name or update an affiliation if needed.

Do NOT change the report date.

Click the Save button.

Reviewing a TR

A TR appears on the Expense Reports list under the report name. A new TR appears on the list of Expense Reports with an ‘In Process’ status.

At this point, a TR could be submitted. However, it’s likely that some details have changed since the first requested authorization to travel (e.g. update estimated expenses to reflect actual expenses).

Notes:
If an expense amount is drastically different than the estimate, or if funding for an item is changing use COMMENTS to explain why!

**TR Navigation**

**Itinerary Button** - Double check itinerary. 
Itinerary drives a lot of the system’s automated calculations, so it’s important that travel dates and times accurately reflect actual travel schedule.

**Expenses button** - Update estimated expenses with actual expenses. 
Confirm traveler is claiming the right meals for per diem, add new expense items for those unexpected fees, and correct previously estimated amounts to actual amounts documented with receipts.

**Funding link** - update sources. 
There’s a chance the funding source or sources for the trip may have changed since the original TA. Update the funding on the TR or on individual expense items as needed.
Change an Individual Expense Item

Follow these steps to make changes to an individual expense item:

Click the expense item to select for editing.

Click on the Funding link to modify that item’s funding.

Save button locks in the changes.

Attaching Receipts and Other Necessary Documentation

Receipts are required for expense reimbursement according to SFA Travel Guidelines. Receipts and any additional justification or other documentation are attached TR using the “Attachment” function.

Documents should be attached in the following order (all in one file):

- Agenda
- List of travelers for group travel with campus id’s
- Google or Mapquest map for personal mileage
- Airfare receipts in compliance with SFA and Textravel (see Appendix A)
- Baggage fees
- Lodging receipt with zero balance due in compliance with SFA and Textravel (see Appendix B)
- Meal receipts (if actual)
- Auto rental receipt in compliance with SFA and Textravel (see Appendix C)
- Cost Comparison Calculator
- Gas receipts in compliance with SFA and Textravel (see Appendix D)
- Public transportation
- Parking
- Registration receipts
- Copy of Purchase Voucher for Third Party Payment
- All other receipts
- Conversion worksheet for international travel
- Copy of currency exchange calculator
- Any other info helpful to the Travel Office

Name the Attached file with the last name of the traveler, destination, and start date of travel. Example: Jones_Chicago IL_101214.pdf
9 Submitting TR for Approval

Submission Options
Submission occurs on the summary screen. Find in the lower-right corner one of these sets of buttons:

---

To print reports specific to a TR; select the Print button on the summary screen, select the Summary Report or Detail Report, and click OK. The chosen report will open in PDF format.

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Click the button to locate the approved TA and the TR in progress.

Depending on the travel situation, there may also be other completed or in process TRs related to the TA.

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Submit a TR using the Submit button on the summary screen.

The last TR Window asks after submission if this is the last Expense Report to file again the TA.

If requesting reimbursement for all travel-expenses at once, click Yes.

If there are separate details to add such as TCard transactions or Direct Airbill charges, click No.

The TR appears on the Expense Report list with a status change from In Process to Submitted and confirmation emails are sent confirming submission for approval.

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Notes:
Submit an Expense Report for a Blanket TA

Select the TA number and click *Generate Expense Report*.

![Generate Expense Report](image1)

Change the name of the report to the City, ST, and start date of trip.

![Change Report Name](image2)

Delete the original itinerary by clicking the X
Add the new itinerary.
Save the change.

![Edit Itinerary](image3)

Click on the pencil to change the dates and times to the actual dates and time of travel.

![Edit Dates](image4)

Answer YES to Per Diem

![Confirm Per Diem](image5)
Delete the Blanket lodging and meals as the system has now calculated per diem rates. Edit or delete mileage and edit lodging tax.

The report now reflects the expenses for the trip and is ready to submit for approval using the view or submit Report button.

Answer No when asked if this is the final report for this Authorization.

The encumbrance will be partially liquidated and the TA will remain open for future reimbursement requests.

Notes:
Submit an Expense Report for “Not Greater Than” TA

1. Select the TA.
2. Choose “Generate Expense Report”.
3. Compare estimated expenses with the actual receipts.
4. Verify the expenses for reimbursement don’t exceed the amount authorized as “Not Greater Than”.
5. Either zero out any excess amounts or delete those lines entirely.
6. The amount on the “reimbursable” section at the right of the screen should be less than or exactly the amount the traveler has been authorized.
7. Attach documentation and submit.

Submit an Expense Report for a Prospective Employee

1. Select the TA.
2. Choose “Generate Expense Report”.
3. Compare the expenses originally estimated on the TA with the actual receipts.
4. Verify that all of the expenses are entered on only one expense type, “Prospective Employee.”
   Along with documentation, attach a summary sheet showing the breakdown of expenses as well as any per diem amount for meals.
5. Submit the TR.

Notes:
10 Detailing TCard Charges

The delegate receives an email notification that TCard charges are loaded and need to be detailed.

Matching Card Holder

If the traveler and the card holder are the same follow these instructions:

1. Find the TA or TR that applies to each charge. If it is still a TA you will need to convert it to a TR to reconcile the T-Card Charge even if the trip hasn’t been completed yet.

2. On the TR, select the “Expenses” tab on the left, then select the “Access Card Charges” button at the bottom of the page.

3. Select the “Credit Card Charges Travel” tab on the left to display outstanding charges for this credit card holder.

4. Select the charge that belongs to that TR by checking off the box at the left of the record line and select the “Assign Report” button at the bottom right.

5. A pop-up box will appear showing the T-Card charges on the left and any amounts on the expense report on the right.

Notes:
6. Choose by highlighting only the expenses on the right that match the T-Card charge on the left and then click “match.” A second pop-up window appears.

7. Select “OK” on the popup window and note the reconciled item now has a check mark beside it. If this is correct, click SAVE.
8. If the travel has not occurred yet or if you haven’t received all of the T-Card charges yet, it will be necessary to **delete the other** expenses so that the current charges can be processed and paid. This is done by clicking on the X to the right of the expense. The deleted expenses will still be on the TA and can be easily processed again when the remainder of the expense report is ready to process. In the example above, the TR will now look like this:

![Expense Report Example](image)

9. Click on “View or Submit Report”, verify your information, and then click on “Submit” again. You will get a pop-up asking you if this is your final expense report.

![Confirm Final Pop-Up](image)

It is very important to answer this question with a **NO** if you will still have expenses or T-Card charges that will come through later.
Different Card Holder
If the traveler and the card holder are different (the traveler used someone else’s card) follow these instructions:

1. Go to the “Credit Card Manager” tab to view the T-Card charges that need to be detailed.

2. Select the charge that you are ready to detail by checking off the box at the left and then choosing “Assign Report” at the bottom right.

3. The following screen then appears asking you to identify which Expense Report these charges apply to. Click on “Advance Search” as shown below:

Notes:
4. Choose the drop down box “Owner” then click on the box to the right with the 3 dots.

5. A search box will appear with your list of travelers. Choose the traveler that used the card for those charges.

6. The name of your traveler now appears as the “owner”. Select GO.

7. If the Expense Report is on the list select it. If it is not on the list and is still an authorization report, change to Authorization Reports on the left menu and do the same query as above. You should now see the correct TA.

Note: If there is not a TA or a TR for this charge, stop and do the TA and wait until it has been approved before you can detail the T-Card charges.

In this example, select the TA and then click “Continue” on the bottom right of the screen.
8. Notice the next pop-up screen says “Assign Charges and Generate Expense Report for your traveler.” This process is generating the Expense Report to allow charge details.

In this example, the Per Diem rate calculated for the hotel was $83.00 per night for a total of $166.00, but the credit card charge was only $132.09 (the traveler was able to find a hotel at a cheaper rate or shared a room with someone).

Note: It will only let you select one item on the right, but they will all be available when you click on “match.”

When you select “match” and then check off both lodging entries, the amount will automatically change to the lower amount.
9. If the travel has not occurred yet or if you haven’t received all of the T-Card charges, it will be necessary to delete the other expenses so that the current charges can be processed and paid. This is done by clicking on the X to the right of the expense. The deleted expenses will still be on the TA and can be easily processed again when the remainder of the expense report is ready to process.

10. Click on “View or Submit Report”, verify your information, and then click on “Submit” again. You will get a pop-up asking you if this is your final expense report. It is very important to answer this question with a NO if you will still have expenses or T-Card charges that will come through later.

Multiple Expense Line Items / Charges
Reconciling TCard charges with more than one expense line item and more than one charge

1. Calculate the Per diem lodging, Lodging Tax, Lodging Exceeds and Lodging Exceed Tax for each separate credit card charge. Create expense lines to match the charges. Lodging exceeds and the applicable tax can be added together. Check off the expense lines that you want to match to the charges and click Access Card Charges. It is easier to detail one card charge to expense items that match at a time by clicking the boxes.
2. Assign one card charge to expense items that match at a time by checking the boxes. If you receive a matching error, uncheck your boxes and recheck. The system wants to average all of the charges as shown in the example below:

Even though the total of the charges would be the same, this is the incorrect way to do it because the amount charged to each expense is different. For example: This would charge 79.32 to parking when parking was actually 59.00. To correct this you have to move your cursor to each line item in the amount column and put it back to the original amount.

In the example below the first two items have been corrected:
3. Continue to do this same process for each of your expense items until all of your TCard items have been detailed. Be sure and delete any expense items you are not using.

Processing Credits

If you have a credit that needs to be processed, the following steps must be taken:

1. Select the Credit Card Manager Tab
2. Highlight the credit, Select the “More Actions” list, & select “Resolve”
3. Change status to: “In Review /Returned / On Hold”

Notes:
The credit should now be resolved and a journal entry created. The credit has disappeared from the Credit Card Charges listed. The next PCard feed will pick up the credit and will apply it to your FOAP.

Note: You will not see the credit on either the TA or the TR.
11 Tracking Progress of TA or TR

Track the routing status of a TA or TR submitted for approval.

Find a submitted document on either the Authorization Reports or Expense Reports lists.

Double-click the document to open it.

Select the Status History tab.

The first tab in Status History displays document history (labeled as Authorization and Advance Report for TAs and Expense Report for TRs). Various milestones for the selected document are listed such as creation date, submission for approval date, approval date, and traveler payment date.

The second tab displays the workflow approval history for both TAs and TRs. This section tracks the approver, status of approval and any comments made by an approver.

Notes:
Appendix A

Commercial Air Transportation

A state employee is entitled to be reimbursed for the actual cost of commercial air transportation incurred to conduct state business. Texas Government Code Section 660.091 The reimbursement may not exceed the cost of the lowest available airfare between the employee’s designated headquarters and the employee’s duty point. Texas Government Code Section 660.093

Receipt requirements

For a state employee to be reimbursed for a commercial air transportation expense, the employee must provide proof that the expense was incurred. A complete passenger receipt issued by a commercial airline company or an itinerary issued by the company or a travel agency serves this purpose.

The receipt or itinerary must include the following:

- The name of the employee and airline, and
- The ticket number, and
- The class of transportation, and
- The travel dates, and
- The amount of the airfare, and
- The origin and destination of each flight, and
- Proof of payment.

A passenger receipt or itinerary that has been altered by any person other than the entity issuing the receipt or itinerary is unacceptable. A receipt or itinerary to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

If the receipt and itinerary are both unavailable, the supporting documentation must include a copy of the receipt or itinerary, the canceled check or credit card slip used to pay the transportation expense, or the credit card billing on which the transportation charges appear. If any of these alternative methods are used as supporting documentation, the above information required from the receipt or itinerary must still be included in the documentation.

Excerpt from Textravel website
Appendix B

Lodging

Receipt requirements

For a state employee to be reimbursed for a lodging expense, the employee must provide proof that the lodging expense was incurred. This normally takes the form of a lodging receipt.

A lodging receipt issued by a commercial lodging establishment, a travel agency or a broker is acceptable and must include the following: Texas Government Code Section 660.115

- The name and address of the commercial lodging establishment, and
- The name of the employee, and
- The single room rate, and
- A daily itemization of the lodging charges, and
- Proof of payment.

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. A receipt to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt. The paper version of a receipt delivered through the Internet or electronic mail by a commercial lodging establishment, travel agency or broker is considered original.

If a lodging receipt is unavailable, the supporting documentation must include the canceled check or credit card slip used to pay the lodging expense, the credit card billing on which the lodging charges appear or a copy of the receipt, check, slip or billing.
Appendix C

Rental vehicles

A state employee is entitled to reimbursement for the cost of renting a vehicle to conduct state business. Texas Government Code Section 660.091. The reimbursement includes all applicable taxes and mandatory charges. It also may include a charge for a collision damage waiver or a loss damage waiver if not already included in the contracted rate for the rental. A charge for an additional driver may only be reimbursed if incurred for a business reason. A charge for a liability insurance supplement, personal accident insurance, safe trip insurance or personal effects insurance is not reimbursable.

In order to be reimbursed for the rental cost, a state employee must retain an original and complete receipt issued by the rental company.

Sharing a rental vehicle

When at least two state employees share a rental vehicle, each employee is entitled to be reimbursed for his or her share of the rental cost.

Receipt requirements

For a state employee to be reimbursed for a rental expense, the employee must provide proof that the expense was incurred. A complete receipt issued by the rental company serves this purpose.

The receipt must include the following:

- The name of the rental company, and
- The name of the employee renting the vehicle, and
- The starting and ending dates of the rental, and
- An itemization of expenses incurred, and
- Proof of payment.

If the receipt does not include all of the above listed items, the rental contract may also be included to provide that information.

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. A receipt to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

If the individual listed on the receipt is different than the state employee listed on the voucher, the supporting documentation must include proof that the employee paid the expenses for which he or she is claiming reimbursement. The proof may be in the form of a credit card slip or billing, a canceled check or a receipt from the individual listed on the receipt.

If the receipt and contract are both unavailable, the supporting documentation must include a copy of the receipt or contract, the canceled check or credit card slip used to pay the rental expense or the credit card billing on which the rental charges appear. If any of these alternative methods are used as supporting documentation, the above information required from the receipt must still be included in the documentation.

Excerpt from Textravel website
Appendix D

Motor Vehicle Rentals

If approved on the travel request, some expenses of renting a motor vehicle are reimbursable. The daily rate, applicable taxes, and other mandatory charges are reimbursable. An additional driver charge is reimbursable if it is incurred for an official state business reason. Based on the current contract with Enterprise, there is no charge for an additional driver.

Collision damage waiver and loss damage waiver expenses are reimbursable if they are not already included in the contracted rate (see next paragraph).

*The following expenses are not reimbursable: liability insurance supplement, personal accident insurance, safe trip insurance, personal effects insurance, fuel purchased from the rental car company, GPS or other extras, and prepaid fuel without an itemized receipt of the number of gallons and the rate per gallon.

Excerpt from SFA Travel Guidelines