Finance

TRAVEL AND EXPENSE MANAGEMENT (TEM) SYSTEM – International 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.

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1 Create a Travel Authorization (TA) for International Travel

Begin preparing the international travel authorization (TA) in the same manner as for domestic TAs. If the primary traveler is not on the list of delegates under the Delegate tab, send an email to the Travel Office (traveldesk@sfasu.edu) with the traveler’s name and campus ID (CID) number so they can be added.

When creating the TA, note these special items:

**Initial Setup**
**Report Type:** Choose “International.”

**Description:** If a group, enter “GROUP TRAVEL” in all caps to indicate it is for more than one person.

**Affiliation:** Choose either “Employee” or “Group”. This choice is important because it causes special processes to begin.

**Itinerary**
Enter all city and country names to be visited.

**Per Diem**
The per diem question window pops up after saving the itinerary. For international travel, answer “No” to this question even if per diem will actually be claimed on the travel expense report.
Estimated Expenses
Choose each of the anticipated expenses from the dropdown menu under “Type” (e.g., International Mileage, International Meals, International Lodging, International Airfare, International Ground Transportation).

NOTE:
- Mileage to the airport is considered “International Mileage” since it pertains to an international trip.
- To estimate meal expenses, multiply the number of days by the current in-state daily per diem rate, even though the traveler may choose to be reimbursed actual meal expenses with paid itemized receipts.

Refer to the SFA International Travel Rules and Guidelines on the Travel Office website for information about reimbursable and non-reimbursable expenses.

T-Card Usage
IMPORTANT! The cardholder should call the telephone number on the back of the T-Card in advance of the trip to notify CitiCard they will be traveling out of the country. In addition, the traveler must be aware of acceptable and unacceptable purchases to prevent the card from being declined. This is found in the T-Card Program Guide on the Travel Office website.

Before Submitting the TA
1. Attach the required documentation. An agenda, trip schedule, flyer, or some sort of notice about the trip/meeting/conference is required. If this TA is for a group, include a list of travelers.

2. If this TA is for a group and an advance is needed, click “View or Submit Report” to review the entries. If correct, choose “Request Advance” at the bottom right of the screen. An advance must be requested at least seven days before the start date of the travel. The advance will be direct deposited to the traveler’s bank account on record.

   - Under “Advance Rule Name,” choose “Group Meal Money” even if the advance is for other or additional types of legitimate travel expenses.
• A new box will appear with a summary of the travel. Under the Advance Request section:
  o Enter an explanation for the advance in the “Description” field.
  o Enter the requested advance amount (minimum $100) in the “Requested amount” field.

The following box with both a TA and a TV number will appear. The TV number is the document assigned to the advance itself. Please record these numbers for future reference, as they will be needed when any excess advance funds are returned.
2 Return of Excess Advance Funds

1. Any excess advance funds must be returned to the Business Office before the travel expense report is completed.
2. Before going to the Business Office to return the excess funds, stop at the Controller’s Office to get a form from the front desk. Give this form to the Business Office teller along with the deposit. Have the TA and advance TV numbers readily available for the teller.

3 Submit the Travel Expense Report for International Travel

1. IMPORTANT!
   • If the traveler received an advance, begin the travel expense report from the Outstanding Advances option (at the top left of the screen) by highlighting the TA and choosing “Generate Expense Report.”
   • If the traveler did not receive an advance, begin the travel expense report as normal from the Authorization Reports option (at the top left of the screen) by highlighting the TA and choosing “Generate Expense Report.”
2. Make any necessary corrections to the itinerary.
3. Change the expenses to actual amounts. If the traveler chooses to be reimbursed the per diem rate for meals, enter the in-state rate times the number of days, adjusting for partial days. If the traveler chooses to be reimbursed for actual meal expenses, enter the total amount and attach itemized paid receipts. Add comments as necessary, explaining any unusual circumstances or transactions about this trip.
4. All amounts listed on the travel expense report must be in U.S. Dollars (USD). A spreadsheet detailing the expenses and the currency conversion must be attached to the travel expense report. It should include the following information for each expense receipted in a foreign currency:
   • date of the expense
   • description of the expense
   • foreign currency amount (which should match the receipt)
   • exchange rate used
   • resulting USD amount
A link to a currency exchange calculator is available on the Travel Office website.
5. Match any T-Card transactions that are pending.
6. After reviewing for accuracy and completeness, click “View and Submit” and then click “Submit.” The travel expense report will then automatically go through the approval queues and process for payment.