STEPHEN F. AUSTIN STATE UNIVERSITY

Banner

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; the information contained is considered confidential.

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Controller’s Office

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Create a Travel Authorization (TA) for International Travel

Begin the TA in the same manner as you would for individual travel. If the primary traveler is not on your list of delegates send an email to the Travel Office with their name and CID and they will add them to your list. There will a couple of differences in the setup of the report.

Field Selections

Report Type: Be sure and choose “International Travel.”

Description: If a group, be sure and put in all caps GROUP TRAVEL so that anyone looking at the TA will immediately know that this is for more than one person.

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

Don’t forget to click SAVE and CONTINUE!

Itinerary

It is not required to put a State, but you will need to put a City and a Country.

Per Diem

The per diem question window pops up after saving the itinerary. For international travel answer NO to this question.
**Estimated Expenses**

Choose one of the International expense items from the dropdown box under “Type” and begin to list all of your expenses.

Remember that travel to the airport here in Texas is still considered International Travel and International Mileage would be chosen. Be sure and hit “Save” before entering the next expense.

For meals you can estimate the number of days times the $36 per day allowed even though you will be reimbursed actual expenses if you submit the receipts.

Be sure and estimate the amount for lodging, airfare, trains, buses, taxis, museum entry fees, etc.

Remember that visa fees can be reimbursed, but not passport fees.

Money conversion fees as well as ATM fees are allowable, but you are encouraged to use the most cost effective way of converting funds.

SFA will reimburse the traveler for up to $60.00 for an international telephone plan, but will only reimburse for calls if each call is detailed with the business purpose of each call.

**TCard Usage**

It is very important that the card holder notify CitiCard that they will be traveling out of the country. CitiCard will need to document which countries will be visited and the dates of the travel. Make sure the traveler is aware of the allowed uses of the card because if used improperly, the card will be locked out and won’t be able to be used again until we are able to contact CitiCard and explain the problem.

**Before Submitting the TA**

1. Don’t forget to attach the required documentation. An agenda, trip schedule, flyer or some sort of notice about the trip is required. If this is for a group, be sure and include a list of travelers.

2. If this is for a group and an advance is needed, hit “View or Submit Report” and review your entries. If correct, choose “Request Advance”. Please note that an advance has to be requested at least 7 days before the start date of the travel. All advances will be direct deposited to the traveler’s bank account on record.

3. You will then need to choose an Advance Rule. The two choices are “Group Meal Money” or “Team Meal Money”. Be sure and choose “Group Meal Money.”
4. 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.

5. 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).
2 Advance Return Funds

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 Submitting the Expense Report for International Travel

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. Please be sure and explain any unusual circumstances or transactions that are involved with this trip. You can never add too many comments!
7. A spreadsheet detailing the expenses and the currency conversion must be attached to the Expense Report. A copy of an example to use will be provided and posted on the travel website.
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.