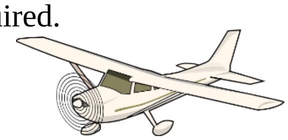
Kodiak College/UAA
Business Travel for Staff & Faculty

Instructions for Travel Authorizations (AT's) & Expense Reports (ER's)

To expedite travel requests and to comply with the Board of Regents travel regulations, a summary of how to begin and end business travel, for Kodiak College, is outlined below, for staff and faculty. The travel and relocation regulations are available at:
http://www.alaska.edu/bor/policy-regulations/
http://www.uaa.alaska.edu/budfin/aptravel/upload/Travel-Regs-Final.pdf

As of January 1, 2015, all travel documents for Kodiak College will be submitted through the Travel Expense Management System (TEMS). TEMS can be accessed through your UAOnline account in the *Finance* tab (or *Financial Information* link) and then the *Finance Travel* link. Training and additional information about TEMS can be found at: http://alaska.edu/travel/

AT's must be submitted at least two weeks prior to traveling. Grant funded travel needs to be submitted at least three weeks prior, as extra approvals are required.



Travel Authorizations

A Travel Authorization form needs to be completed prior to *any* and *all* travel arrangements. Complete an AT in TEMS by following the attached instructions. Below is information needed before an AT can be completed, these are not optional and must be attached to the AT in TEMS *before* the AT is submitted. Please contact your travel coordinator at any time for help.

1. Funding information – fund and organization codes
2. Travel to and from: including date and time
3. Backup documentation (agenda, invitation, email correspondence, letter, etc.)
4. Travel estimated costs
    - Go to Alaska Air (or other travel site) and find desired business travel itinerary. *Cost comparison is not necessary for village travel or trips to Anchorage*
    - If personal time is requested see step #5
    - Go to preferred hotel and use that lodging quote. Hotel costs exceeding 1.5% of Per Diem rate need to have additional justification and Director approval *prior to document submission*
    - Meal projections depend upon location, and TEMS will automatically help calculate the correct rate. These can be confirmed here: http://www.alaska.edu/files/travel/Per_Diem.pdf
    - Registration fees; be sure to include conference registration information in the backup documentation
    - Estimate taxi and shuttles fees. *Rental cars cannot be requested unless traveler has completed the UAA safe driver test, and even then,*

additional justification and Director approval is required prior to travel

5. Dates of personal leave; **cost comparison must be included in travel documents,** the University will only pay for an airline ticket upfront if the dates of personal time included do not increase the fare to exceed the cost of the business dates, in which case a reimbursement will be made upon completion of travel, for the *business portion of the airfare*.

The information above can then be entered in to TEMS, but *please do not submit!* Attach all supporting documentation to the AT in TEMS. **Saving is not required! TEMS is automatically saving the information being entered. The submission button does not "save" it finalizes and forwards the document on to the approver! Once AT's are submitted, they cannot be changed.** If there is a typo or other error, the AT must be canceled and restarted. After travel coordinator reviews the AT, it can be submitted for approvals.

Upon receipt of the approved AT, the travel coordinator will book flights and pay registration fees. A copy of the flight itinerary and registration confirmation will be sent to the traveler. It is the traveler's responsibility to obtain lodging. If there are changes to the travel arrangements at the time of travel, or a cancellation of travel, it is also the responsibility of the traveler to cancel and make appropriate notifications to the airlines, hotels *and* the travel coordinator.

Change or cancelation fees that occur for any reason, other than strictly business related or out of anyone control, are the traveler's responsibility. They are not reimbursable unless permitted, in writing, by the Director of Kodiak College.

Travel Expense Reports

Upon return from travel, complete an Expense Report (ER) within 15 days, following the attached instructions. When filling out the ER, the costs should be inserted as daily expenses. The paperwork that must accompany an ER is as follows:

1. Copy of approved travel authorization
2. Copy of airline itinerary with boarding passes
3. Hotel receipt/s
4. Deduct ¼ of the daily meal per diem for each meal provided at hotel, meeting, conference etc. TEMS has made this super easy, where a calculation isn't even necessary. *Even if meal was not utilized, if one was proved a deduction has to be made, unless dietary needs are a factor*
5. Attach any other receipts (i.e. taxi, shuttle, parking, rental car, etc)
6. If there are additional expenditures, not previously noted on the AT, they should be noted on the ER (example; weather delays)
7. *Please note an ER must be completed even with a $0.00 reimbursement*

Do not submit the ER! Same rule as above, all data is being automatically saved. Attach supporting documentation/receipts to the ER for review. Again, once a document is submitted in TEMS it cannot be changed. If there is an error, the ER would have to be canceled and recreated. Once reviewed by the travel coordinator the ER can be submitted for approval. Expense reports will be reviewed and processed within five (5) business days of submission. If the traveler has direct deposit they will be sent an email indicating the date of the reimbursement. Check payments will take an additional two weeks for processing, as Statewide is now processing all travel reimbursement checks.

The Travel Office is always available to help during this process!

Step 4: *Creating Expense Report*

GENERATE EXPENSE REPORT	Click the TA that is associated with the travel and click the <*Generate Expense Report*> button. The **Generate Expense Report** window will populate. **Report Name**, **Report Date** and **Affiliation** are required. Click the <*Save*> button.
REPORT ID NUMBER	The **Expense Report** has now been generated and assigned a **Report ID** number. Highlight the **Report ID** and click <*Open*> to display the **Expense Report. Expense Report** changes can be made to **General Information, Remittance Address, E-Mail Address, Itinerary** and **Comments**.
SUBMIT	Once all **Expenses** and **Comments** have been entered, click the <*View or Submit Report*> button. Click <*Submit*>.
CONFIRM FINAL	**Confirm Final** window is displayed. Click the <*Yes*> button. The **Information** window will populate informing that Document TR completed and forwarded to the posting process. Click <*OK*>.

Step 5: *Advances*

CREATE A TA ***(See Creating a TA)***	When creating an Advance a new TA will need to be created. Click the **Authorization Reports** then click **NEW** in the toolbar to create a new TA.
REQUEST FOR ADVANCE	Once the TA has been created, click the **Request for Advance**.
ADVANCE RULE	Choose the **Advance Rule** from the scroll down bar. Enter the **Requested Amount**. This is a required field and is only allowable for 80% of per diem.

Step 6: *Approval Process*

TA/TR CREATED	Once the TA or TR is submitted, an email is generated and sent to the approver.
WORKFLOW	An email is generated and sent to the approver or grant technician. The approver or grant technician will need to log into *Workflow* by clicking on the link. Once logged into Workflow, the approver may select an option from the following list: • Approve (Final) this completes the TA or TR and generates an email to the Traveler • Approve & Add Approver • Deny sends back to traveler • Return for Corrections sends back for updates and corrections Once approval has been completed an email is generated.

Links and Contacts

TEM:
https://cas.alaska.edu/cas/login?service=https%3A%2F%2Ftems.alaska.edu%3A9043%2Ftvlexp%2Ftvlexp-flex%2Findex.html

WorkFlow:
https://workflowprod.alaska.edu:9044/workflow/logon.jsp

UA Travel:
http://www.alaska.edu/travel/

TEM Training Videos:
http://www.alaska.edu/travel/

Board of Regents Regulations (05.02.060):
http://www.alaska.edu/bor/policy-regulations/

Per Diem:
http://www.alaska.edu/files/travel/Per_Diem.pdf

Questions or need help?

Statewide: Rita Murphy 450-8050
UAA: Sara Braniff 786-1491
UAF: Geoff Jacobs 474-6170
UAS: Wendy Cole 796-6491
Or email: ua-tem-questions@alaska.edu

All links are available on the UA Travel website.

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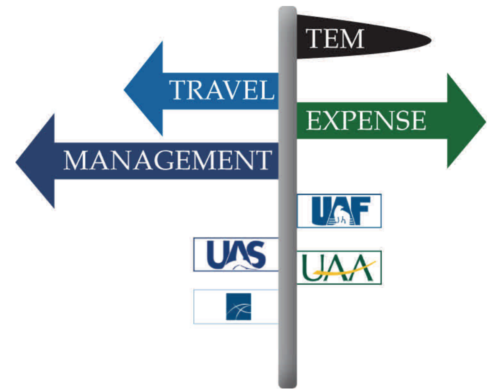

TRAVEL AND EXPENSE MANAGEMENT (TEM) AT A GLANCE

Step 1: Profile

ADDRESS or DIRECT DEPOSIT	Click the **Pencil** icon and a list of addresses is displayed. Choose from the list of addresses and click <*Select*>.
E-MAIL	Click the **Pencil** icon and select an email and click <*Select*>.
APPROVER	To add or change an Approver, click the **Pencil** icon. Choose a search by Last Name or Select Attributes to search by Banner ID, First Name or Last Name. Click <*Go*>.
WORKFLOW LOGIN ID	To add or change *Workflow Login ID*, click the **Pencil** icon. *Enter Workflow ID* and click <*Save*>.
FUNDING DEFAULT	To add or remove funding, click the **Pencil** icon. To add funding, enter **B** in *Chart*, enter *Fund* or choose from the scroll down menu. Enter *Organization* or choose from the scroll down menu. Accept the *Program* default. *Account, Location* and *Project* are not used. Click the <*Add*> button. To remove *Funding Default*, click the <*X*>.

Step 2: Assign Delegate

ADD DELEGATE	Click the <*Add Delegate*> button.
CHOOSE A DELEGATE	Search by Last Name or Select Attributes to search by Banner ID, First Name or Last Name. Click <*Go*>.
SELECTION	Highlight the Delegate and click <*Select*>.
REMOVING A DELEGATE	Click the <*Remove*> button and then select <*Removal All*>.

Step 3: Creating a TA

EXPENSE MANAGER	Enter the *Expense Manager* tab and choose *Authorization Reports* to create a new TA. Click the <*New*> icon on the toolbar.
CREATE NEW REPORT	The Create New Report window displays. Fields with a red asterisk are required.
REPORT NAME	Enter a unique name in the TA *Report Name* to distinguish this report from another if the traveler makes multiple trips to the same city or conference. Enter the traveler's **last name**, **first name or initial, dates of travel**, **airport code** or **city names**.
PURPOSE	This is the reason for travel. Select the **purpose** category appropriate for this travel authorization from the drop down menu. Use the scroll bar to view all available purposes.
DESCRIPTION	Enter additional information to describe the purpose of the travel.
REPORT TYPE	Select the TA **report type** appropriate for this travel authorization from the drop down menu. Use the scroll bar to view all report types.
REPORT DATE	Accept the default of the current **date**.
AFFILIATION	The *Affiliation* field indicates the user's association with the institution. Select the affiliation appropriate for this traveler from the drop down menu.
RELOCATION	Leave the default unchecked. Relocations are processed through Human Resources.
FUNDING DEFAULT	Click the edit **Pencil** icon to enter funding information to be applied to each line item on this TA.
ITINERARY	The itinerary begins on the date and time the traveler leaves their place of residence or workplace.
FROM AND TO DATE	This is the Date and Time the traveler departs and returns to home or workplace. It is critical to enter the time of departure to calculate the correct per diem rate.
FROM AND TO ZIP/POSTAL CODE	Enter the zip/postal code for departing city. If unknown, use the Search Location and enter city name to Locate all zip/postal codes for that city. Choose the zip/postal code and click <*Select*>.
ADD	Once the Itinerary is completed and checked for accuracy, select the <*Add*> button. The Itinerary is now added. It can also be deleted by clicking on the <*X*> and start over or click on the <*Save and Continue*> button.
CONFIRM PER DIEM	The Confirm Per Diem dialog box will display. Click the <*Yes*> button to continue.
ESTIMATED EXPENSES	To add expenses reimbursable to the traveler, select **Type** using the drop down bar and select the appropriate expense type. Use the scroll bar to view the complete available list. Select **Paid By** using the drop down bar.
NON REIMBURSABLE	Click the <*Non-Reimbursable*> tab to add Non-Reimbursable expenses to the TA. Select Type using the drop down bar . Select the appropriate **Paid By** method. Enter the estimated **Receipt Amount** and click <*Save*>.
ATTACHMENTS	Currently not available.
COMMENTS	Enter comments by clicking the **Pencil** icon. The Add Comment will display. Enter comments and click on the <*Save*> button.
RELATED DOCUMENTS	This displays any documents related to this TA.
STATUS HISTORY	Displays if the TA is in process or has been approved.
SUBMIT	To submit for approval, click the <*Submit*> button. The **Information** window will populate and display "Document TA has been completed and forwarded to the approval process." Click the <*OK*> button.