South Texas College

Travel & Expense Management System

Training Manual

Business Office

traveloffice@southtexascollege.edu

https://finance.southtexascollege.edu/businessoffice/forms/travel/Travel_Procedures.pdf

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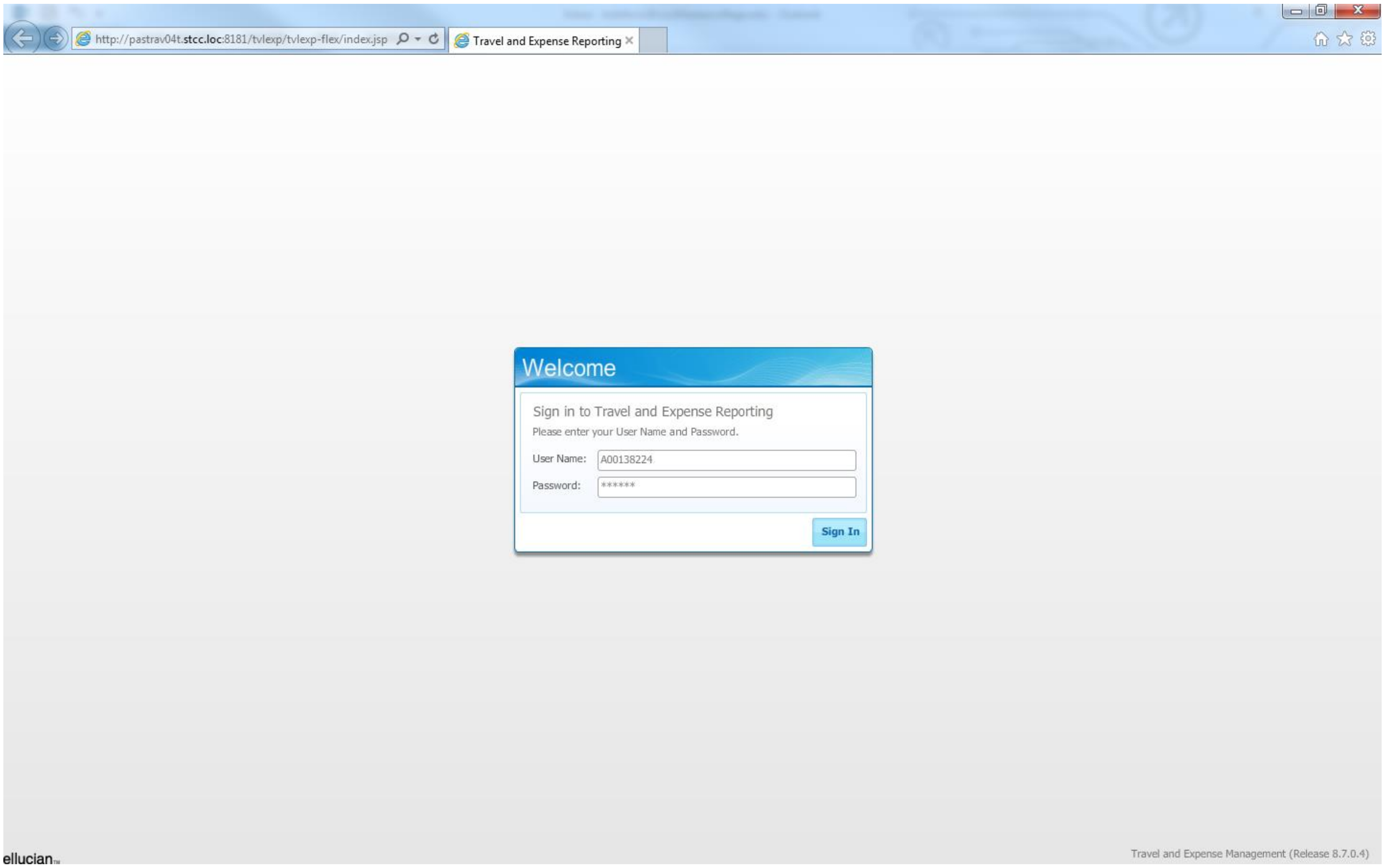
A. Travel Authorization

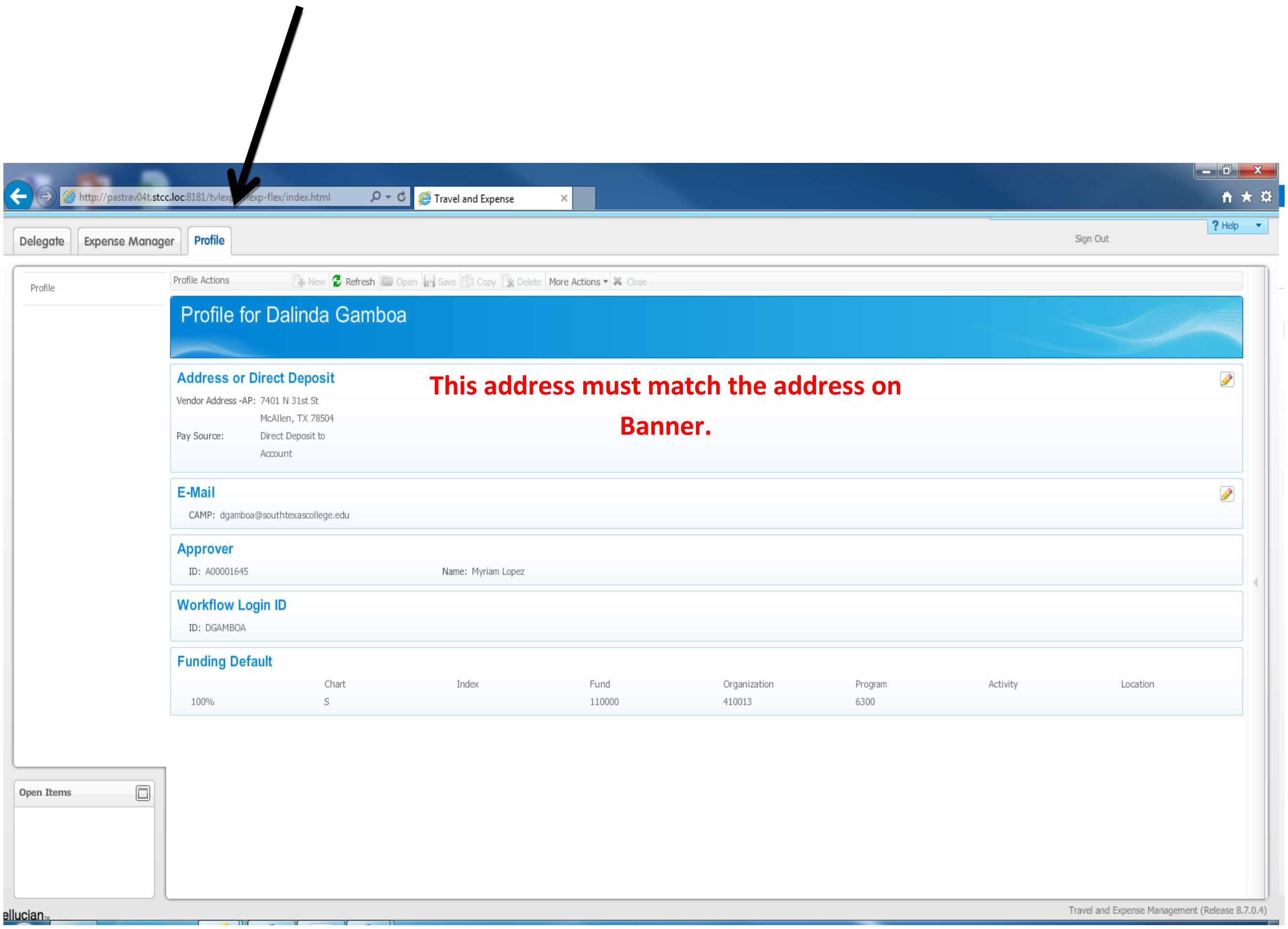
I. Logging into Banner Travel and Expense

Please enter your A# for the username and your six-digit birthdate (ex: 112275, where 11 is the month, 22 the day, and 75 is the year). Click Sign In.



II. Profile

Click on the **profile tab** and confirm that the address and the pay source are correct. If the traveler receives per diem and mileage reimbursement payment electronically, the Pay Source should read "Direct Deposit to your <u>Banking Institution</u>". Please ensure that the traveler's email address is correct, and the immediate supervisor's name and A# appear in the Approver section. Make sure that correct FOAP appears in the Funding Default section. This is the default FOAPAL for transactions processed through the Travel & Expense Management System.



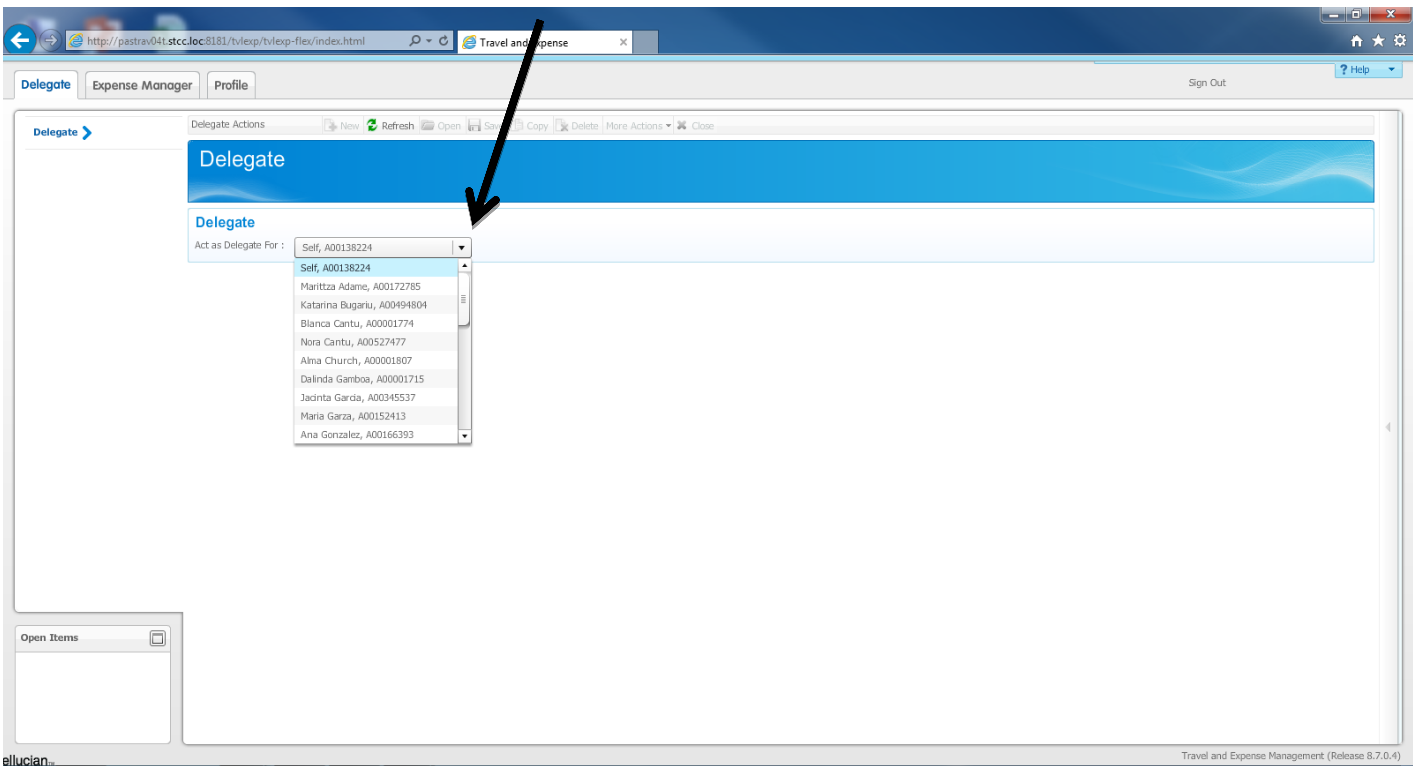
Note: If the employee updates their address with Human Resources, the travel office must be notified (traveler must send an email to traveloffice@southtexascollege.edu with his new address) because the two systems are not linked for updates.

III. Delegate

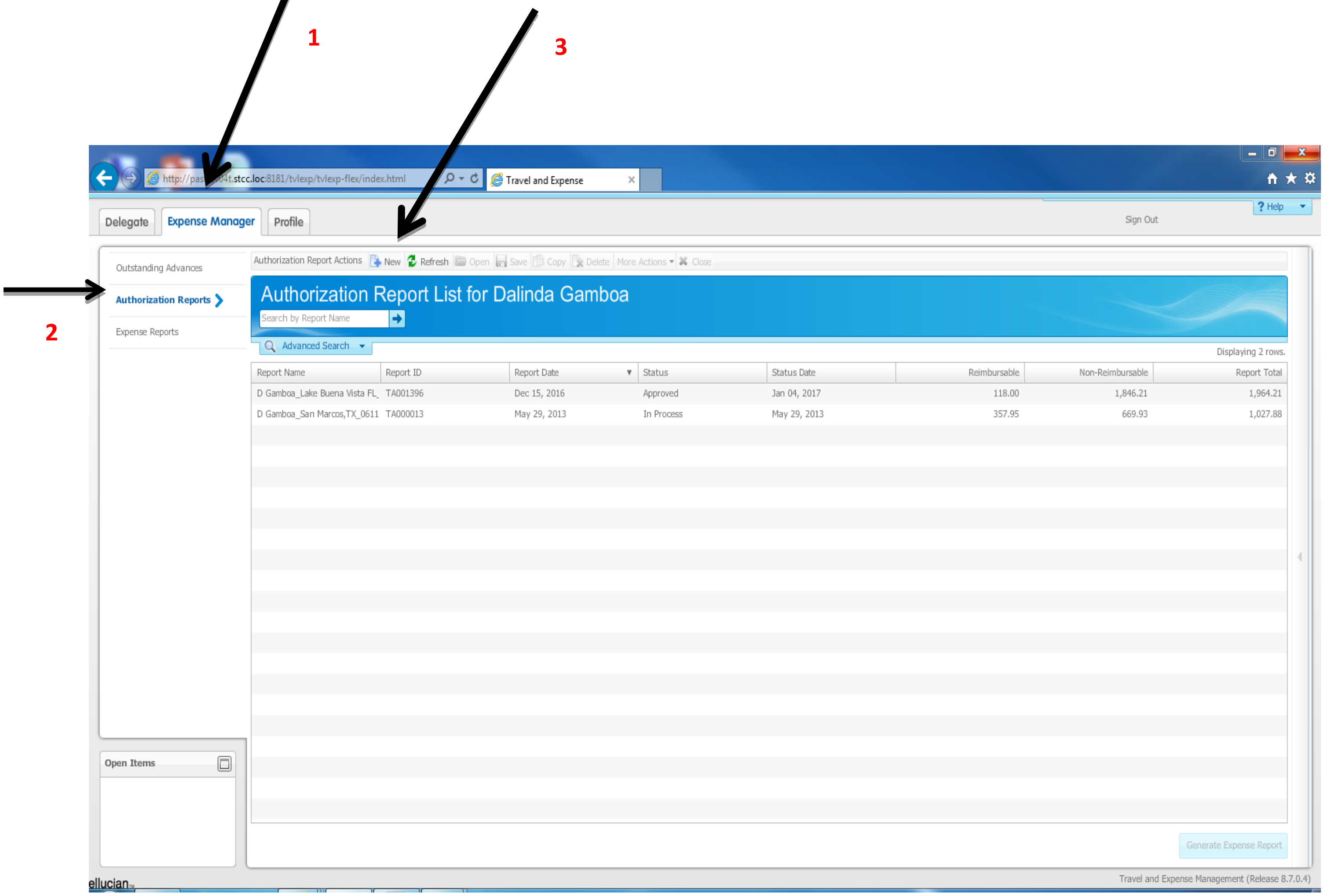
Select the **delegate tab** and verify that every employee you listed on the T&E Management System Access Form is included in the “drop down list”.

IV. Creating a New Travel Authorization

If entering a travel document for someone other than yourself, you will have to select the traveler’s name from the drop down list. When entering your own travel document Select “Self” (default setting is “Self”).



1) To enter a new Travel Authorization, select the **Expense Manager** tab.
2) Click on **Authorization Reports** on the left navigation bar.
3) Select **New** to start a new authorization.

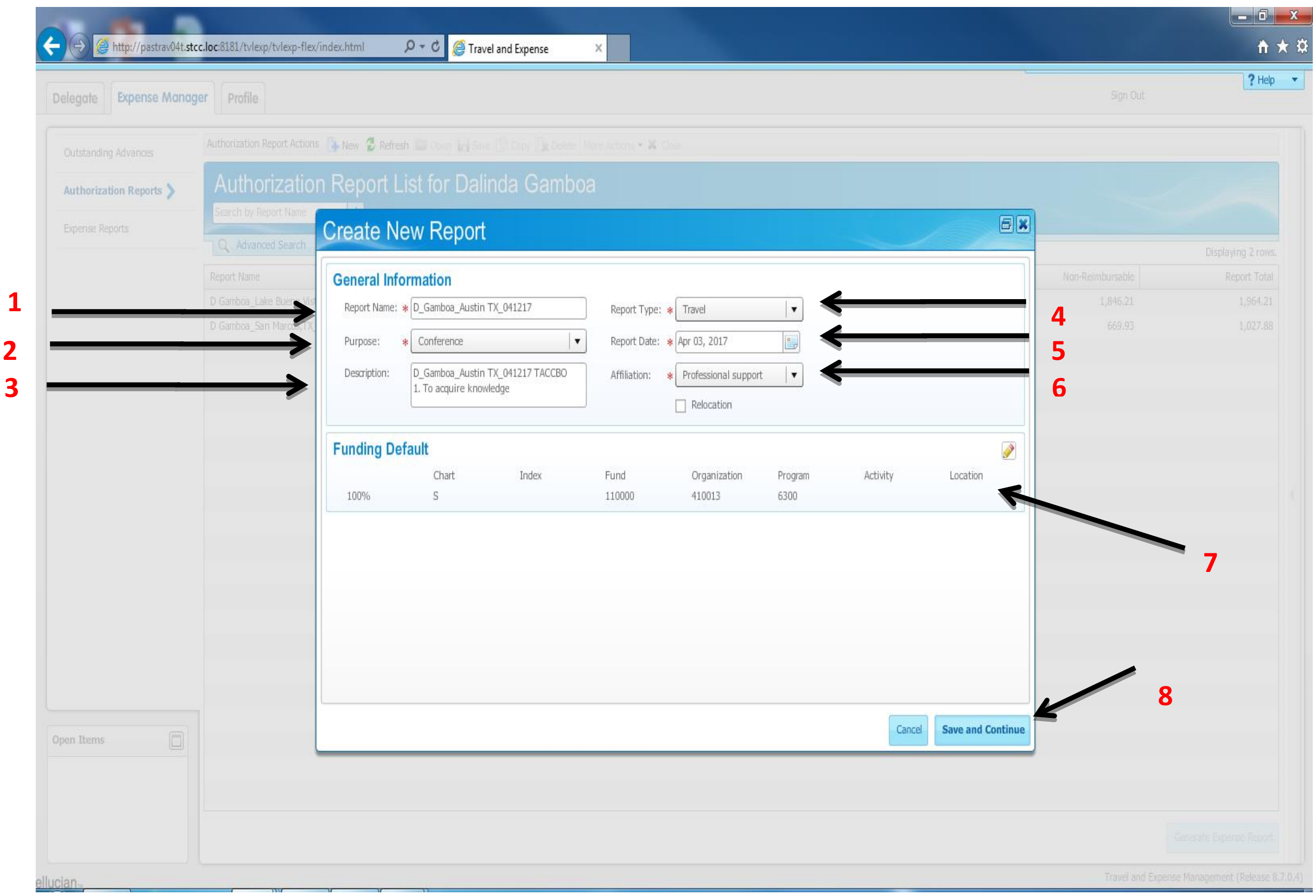


If you are only paying non-reimbursable items (IE: requesting the college to pay only a Registration fee for a monthly meeting) those items will need to be turned in on paper. The travel and expense system requires that you have a reimbursable item if entering non-reimbursable items.

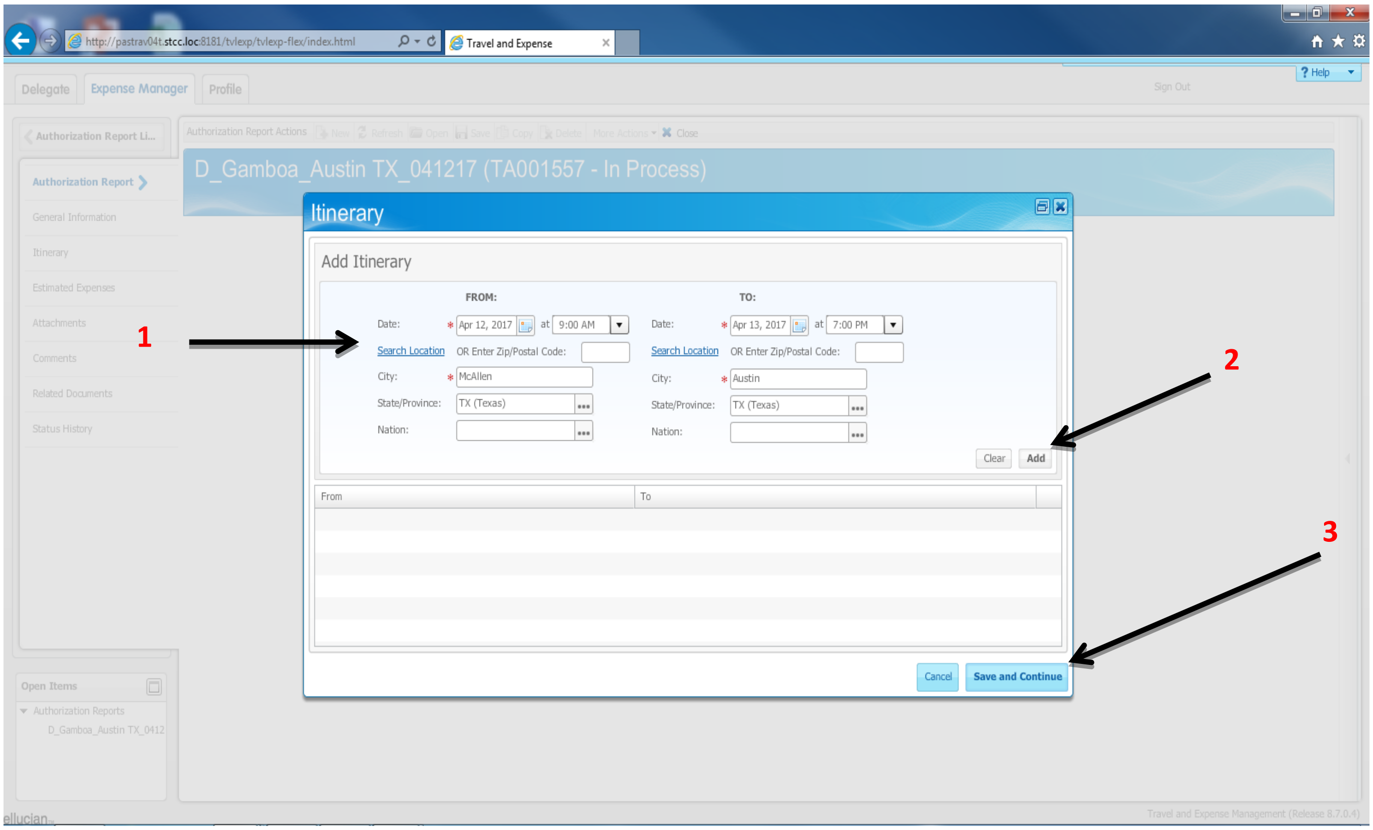
1) Enter the **Report Name** (first letter of traveler's first name (underscore) full last name (underscore) City (space) State (underscore) start travel date *(example: J Smith_Austin TX_031014)*.
2) Select **Purpose** from drop down list.
3) In the **Description** section re-enter the **Report Name** along with the Name/Title of the function. The **Description** must also include responses to the following questions:

1. What is the purpose of the travel? 2. Why is the travel necessary? 3. How does the travel benefit STC?

4) The **Report Type** should always be "Travel".
5) The **Report Date** is always the day that the travel document is entered into the T&E System.
6) Select the **Affiliation** based on the traveler's payroll classification.
7) Verify that the FOAPL appearing in the **Funding Default** section is correct.
8) Click on **Save and Continue** to proceed.

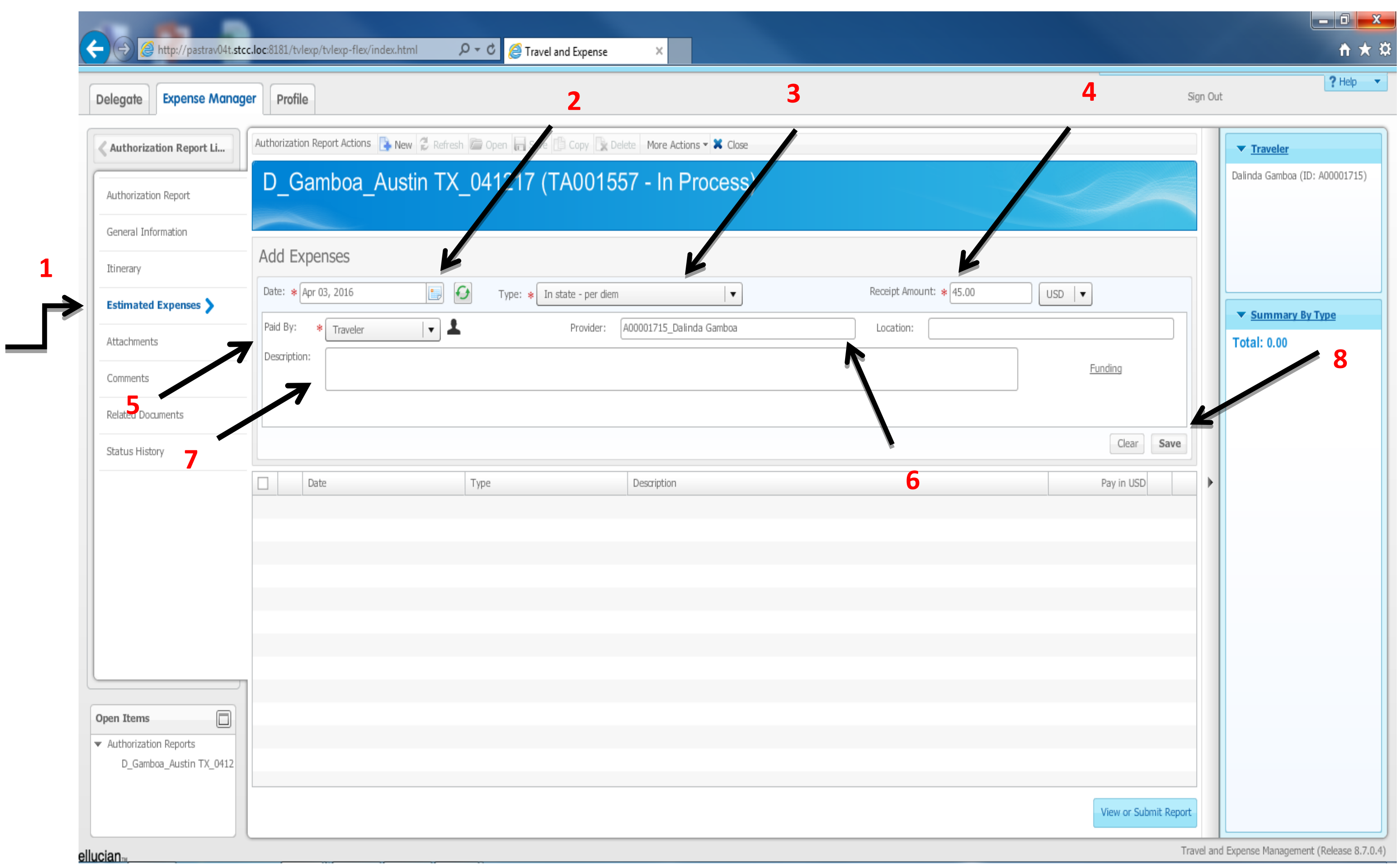


1) Enter the **From** and **To** travel dates and times, departing (from) **city** and **state**, destination (to) **city** and **state,** (**nation** is not required). Please do not enter multiple itinerary lines.
2) Click **Add**. Travel information will appear in the mid-section of the screen.
3) If it is correct click **Save and Continue**.

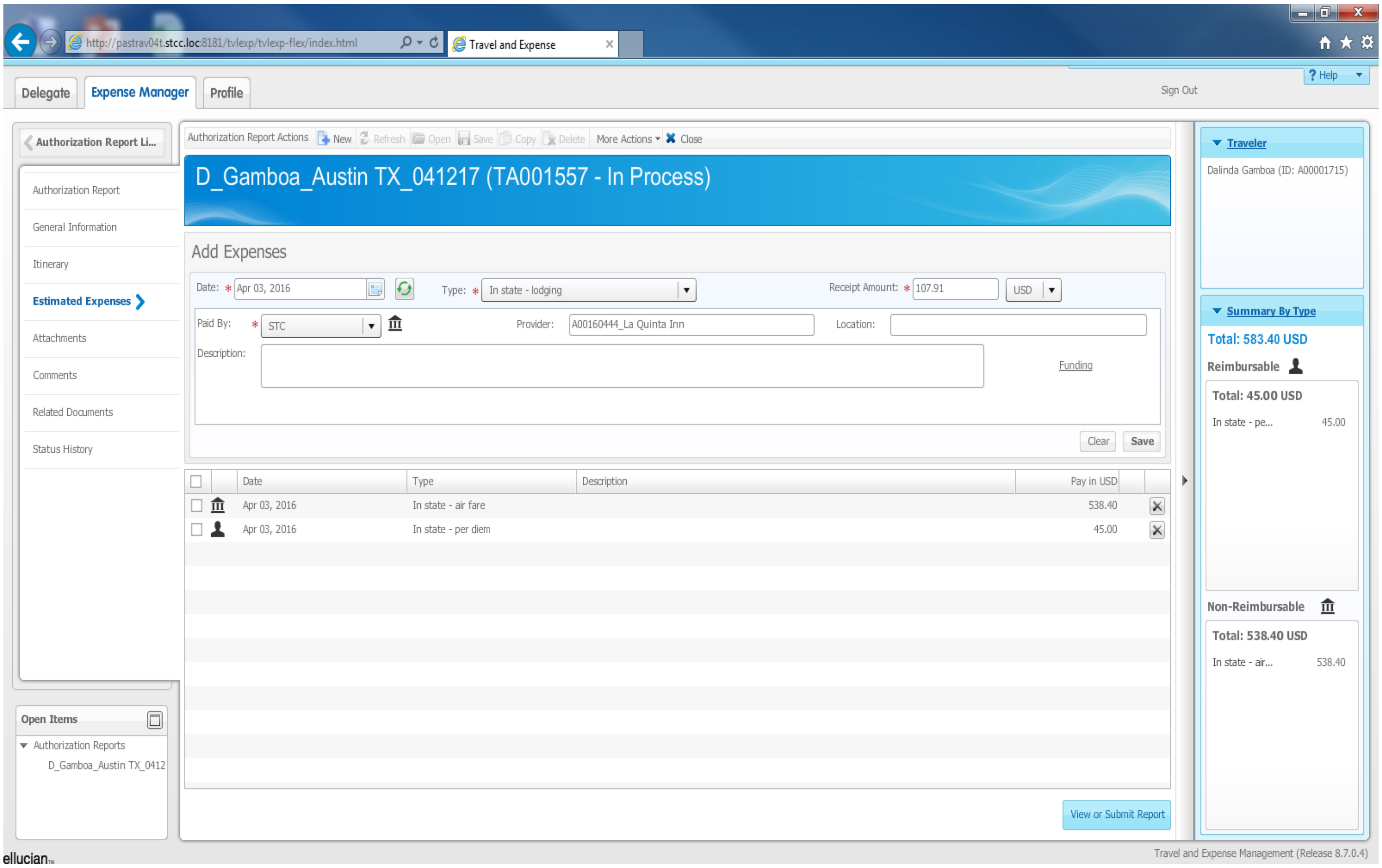


1) In the Estimated Expenses tab you will enter both reimbursable (Per diem 100% and mileage if driving to the destination) and non-reimbursable expenses (lodging, airfare, registration, membership fee and car rental amounts.) Each of these expenses will have to be entered separately. **If a traveler is driving past San Antonio a Shands airfare quote is required. If it is cheaper for them to fly to their destination, they will only receive the amount of the airfare for mileage.**
2) Make sure the current date appears on the **date** field.
3) Click **Type** and select from the drop down list, the correct option for the expense(s) the traveler will be incurring.
4) Enter the **amount.** All entries must have an amount.

Reimbursable
5) The **Paid By** field must show "Traveler".
6) Enter the traveler's A# and Full Name in the **Provider** field.
8) Click **Save**.
Non Reimbursable
5) The **Paid by** field must show "STC"
6) The **Provider** field must have the existing vendor's A# and Name. If the vendor does not exist in Banner then type "New Vendor" and the vendor's name.
7) The **Description** field must include the registration due date to ensure payments deadline is met
8) Click **Save**

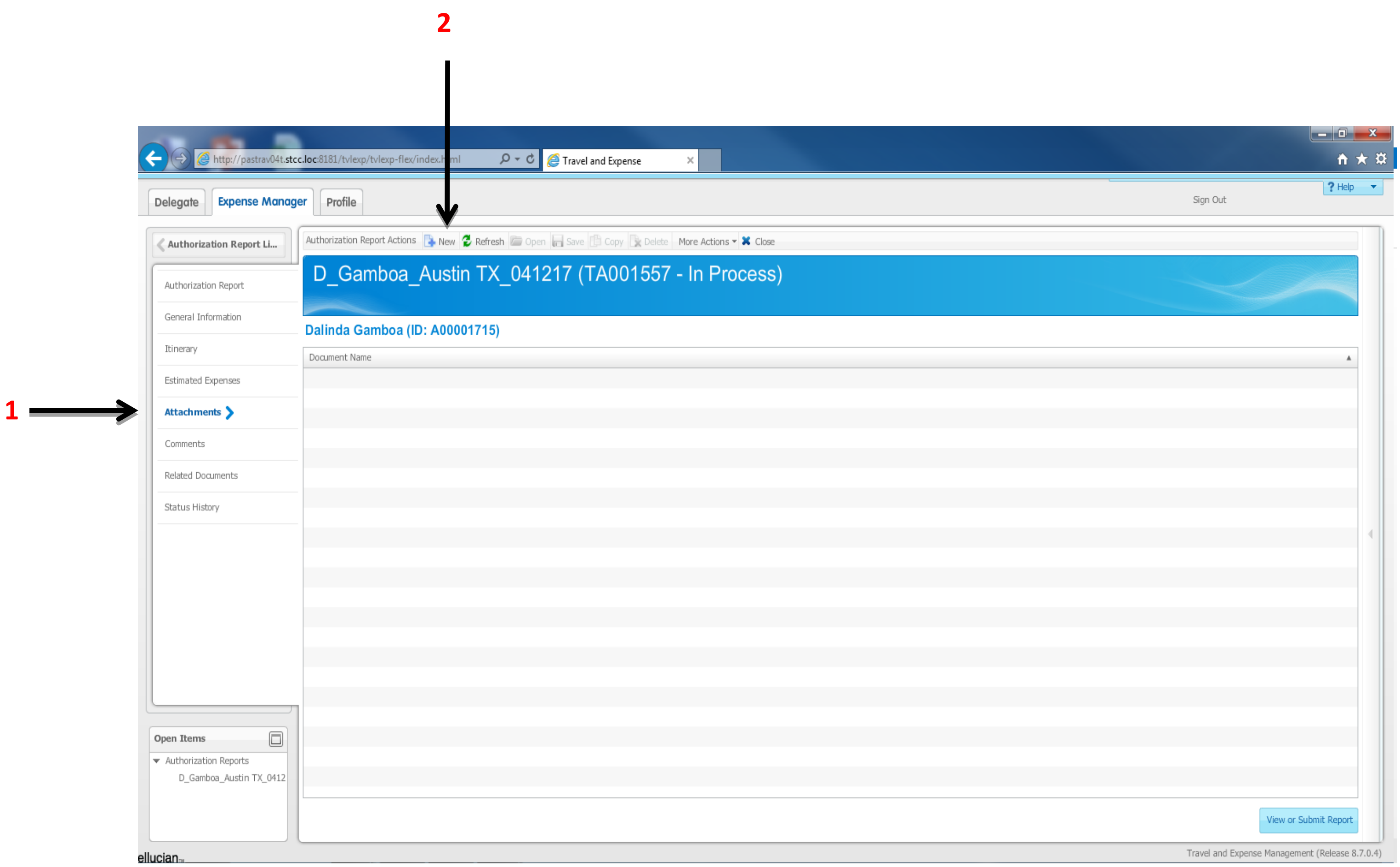


Example of a Reimbursable and Non Reimbursable item.



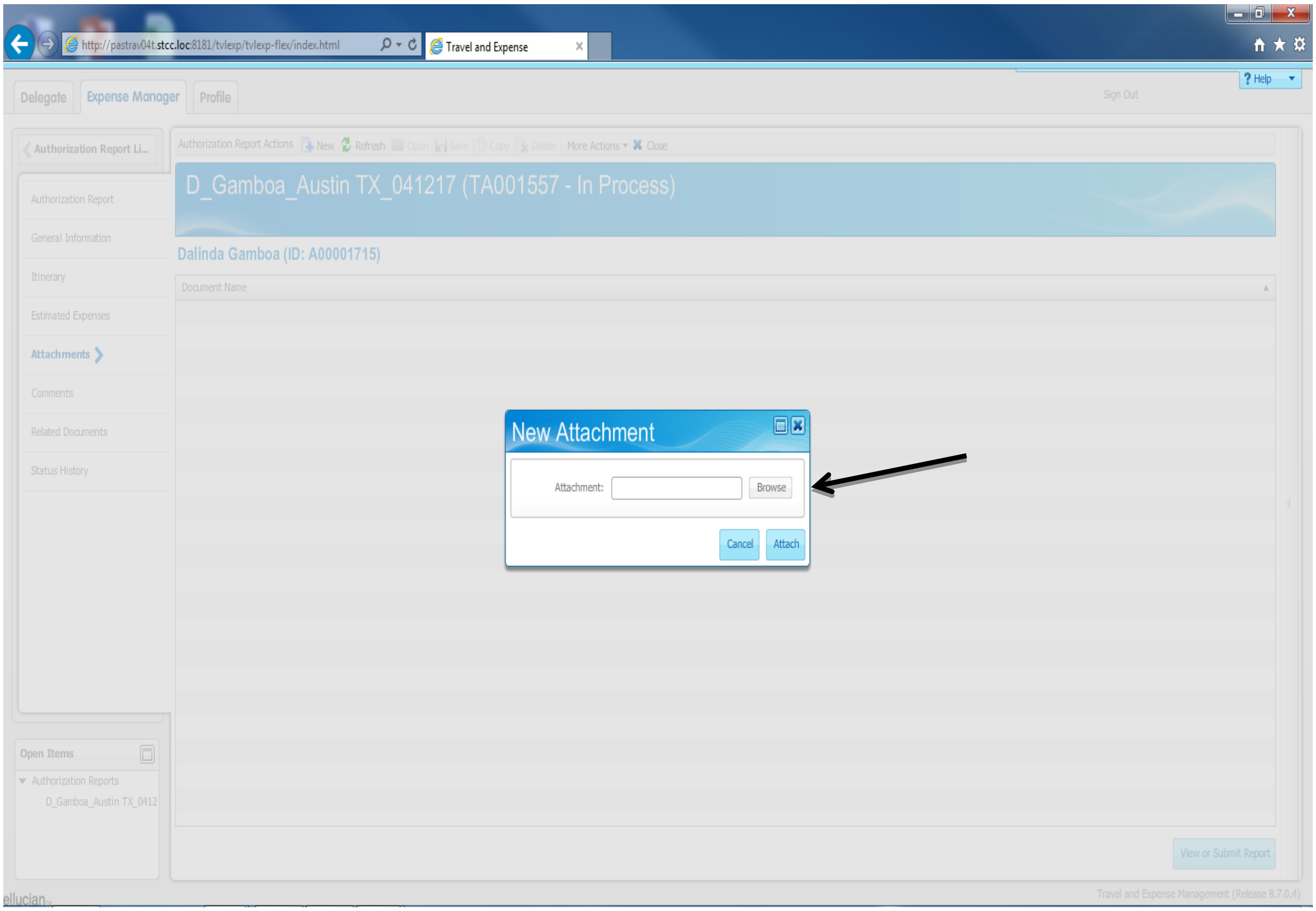
1) Select the **Attachments** option on the left navigation bar.
2) Click **New** to attach supporting documents (pdf format only) for the travel authorization. Make sure to include registration confirmation, hotel confirmation, airfare itinerary, and Conference agenda if applicable. In-state travel authorization also requires the Texas Hotel Occupancy Tax Exemption Certificate signed by the traveler and attached to the report as well.

NOTE: Please do not attached the traveler's insurance, driver license, or W9's. Please email these documents to the travel office prior to submitting for review or requesting an advance. The attachment file name must not contain any special characters.



Click **Browse** to select the file containing the travel documents that support the authorization report.

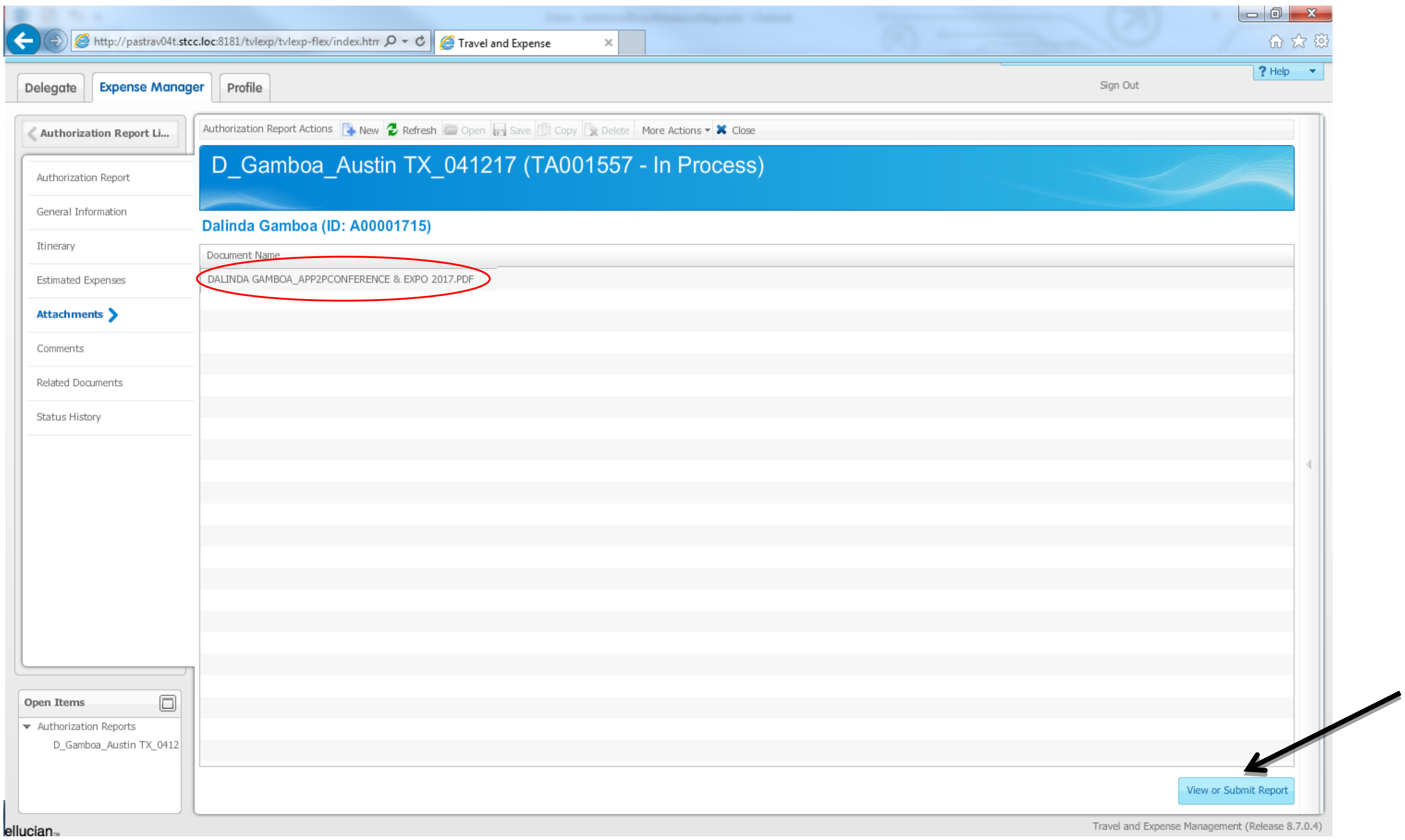
All documents must be in PDF format and not contain any special characters in the name. Please keep the attachment name as short as possible. If it has too many characters it will not allow us to open the attachment.



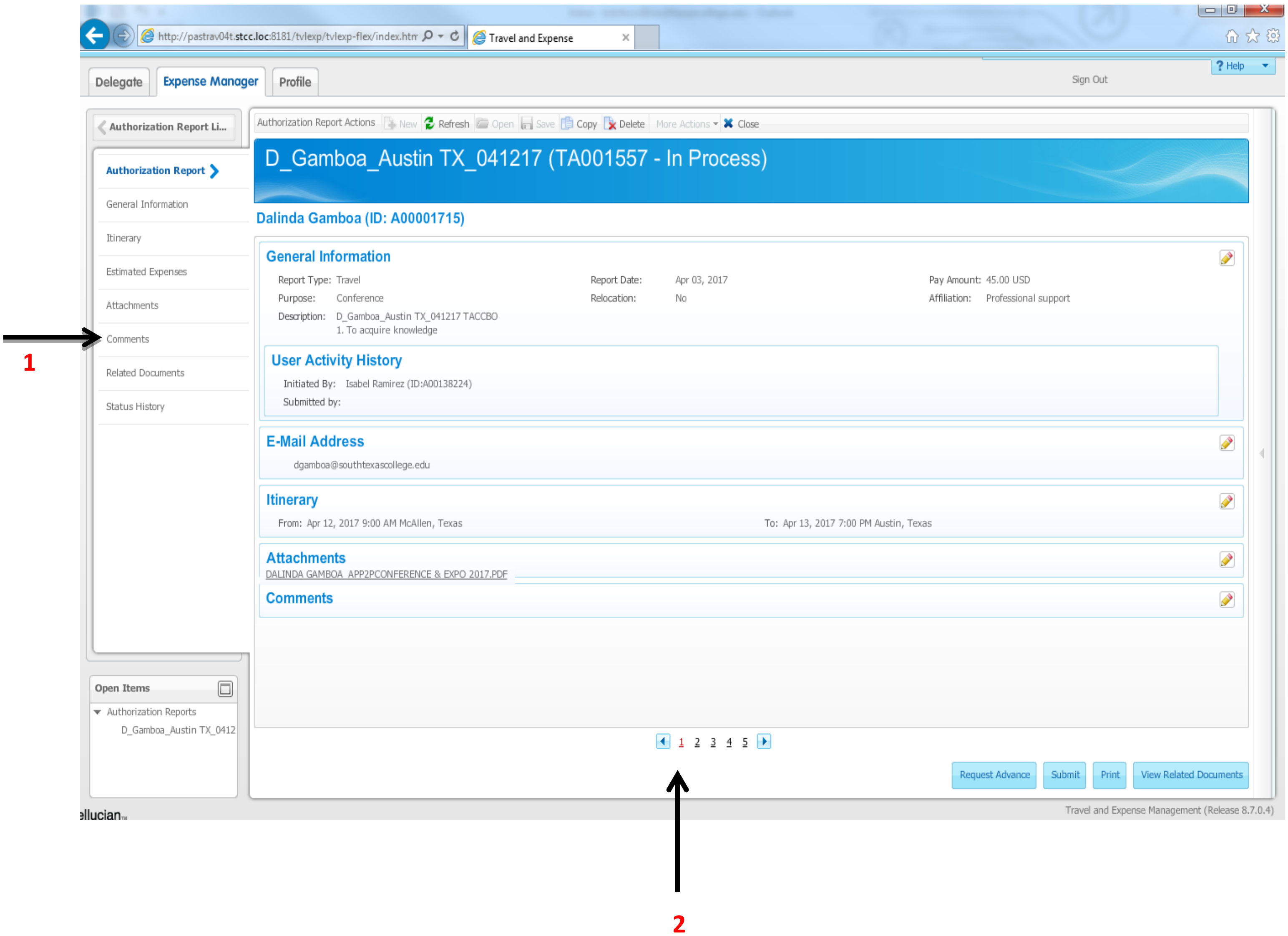
Attachment will appear in the mid-section of the screen. Double click on the document to verify it is a clear image and make sure the attachment is scanned **upright.**

(Note: It may take a couple of seconds to open up the document, depending on the size of the document)

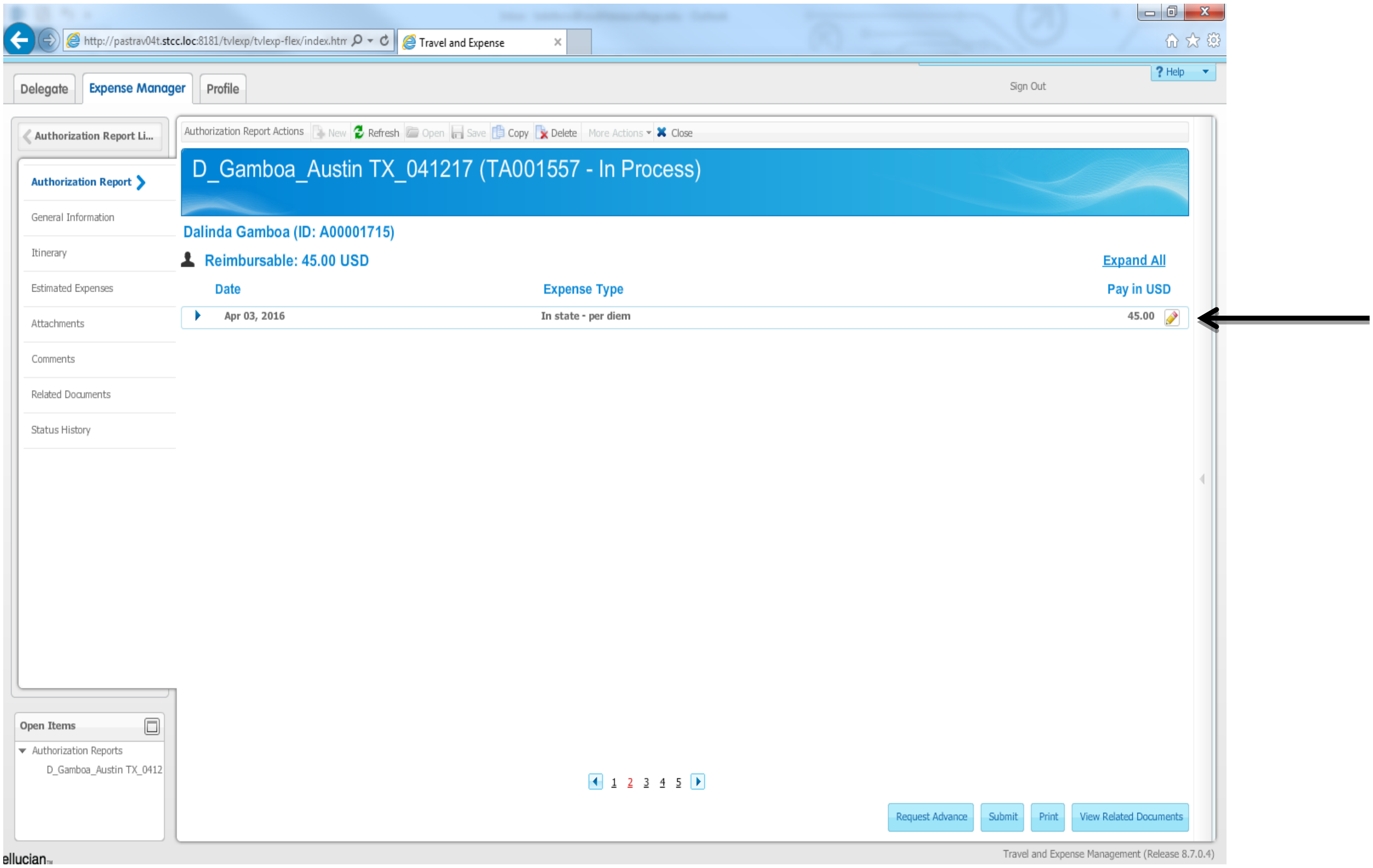
Click **View or Submit** to proceed.



1) Click the **"Comments"** option on the left navigation bar. Please include any special travel arrangements for the traveler such as, will be carpooling, sharing hotel room, etc.
2) You may now view a summary of the authorization report by selecting pages 1-4 (bottom of the page).

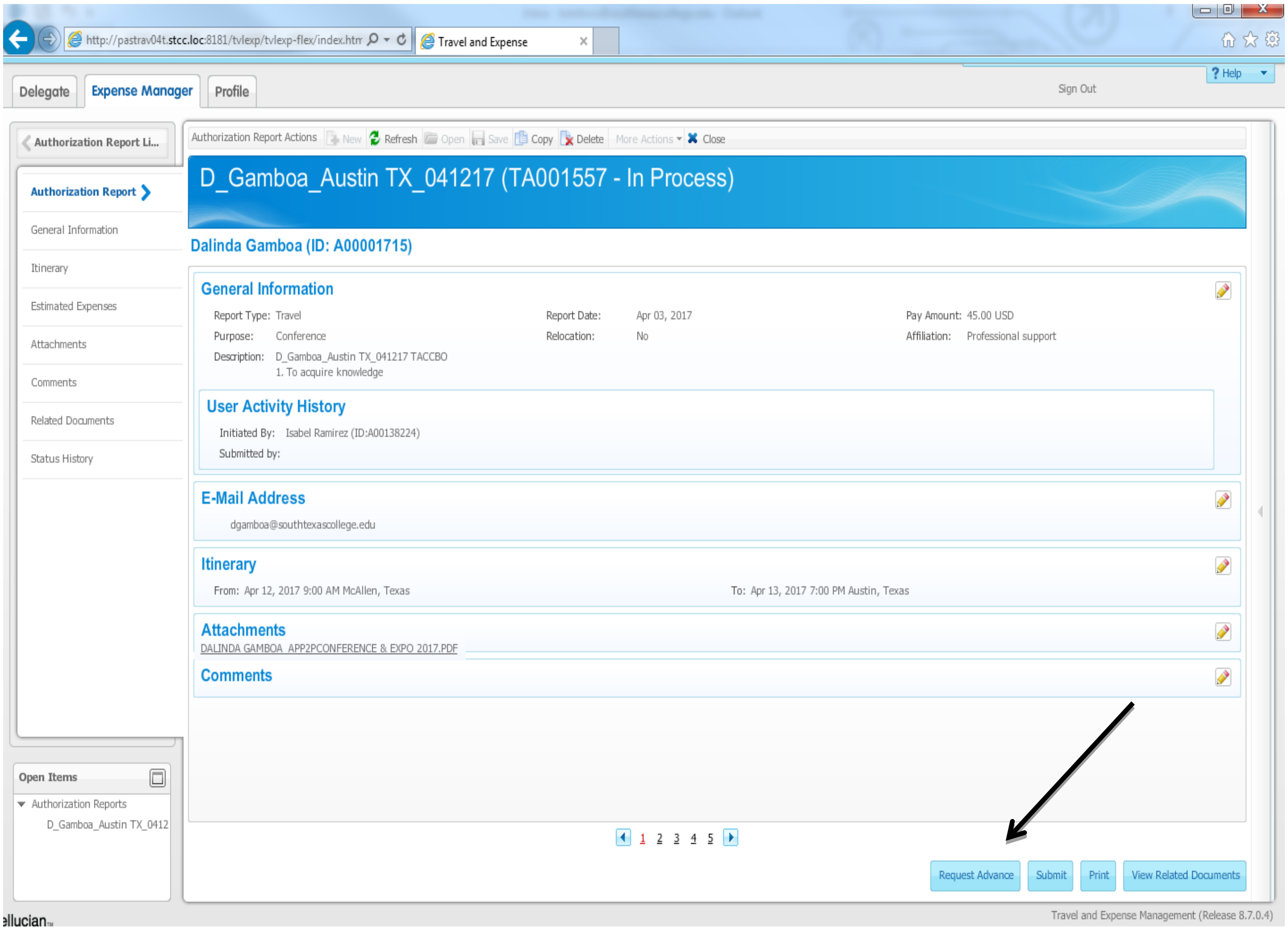


To correct an error or to make changes to any expense, you must select the pencil icon and edit the information as needed.

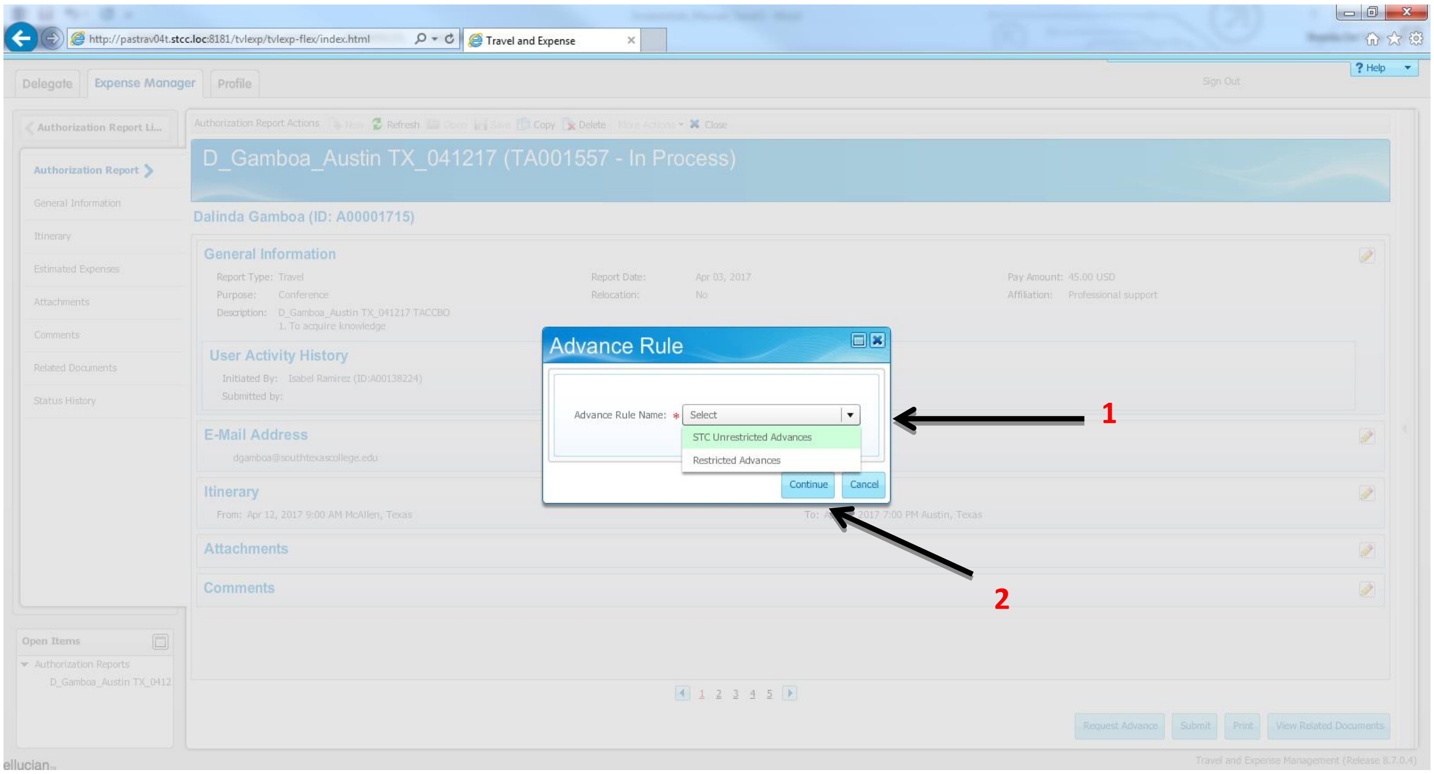


V. Requesting a Travel Advance

Normally, the traveler will request an advance. The advance includes 80% per diem and 100% mileage (if applicable). Click **on Request Advance** tab at the bottom of the screen.



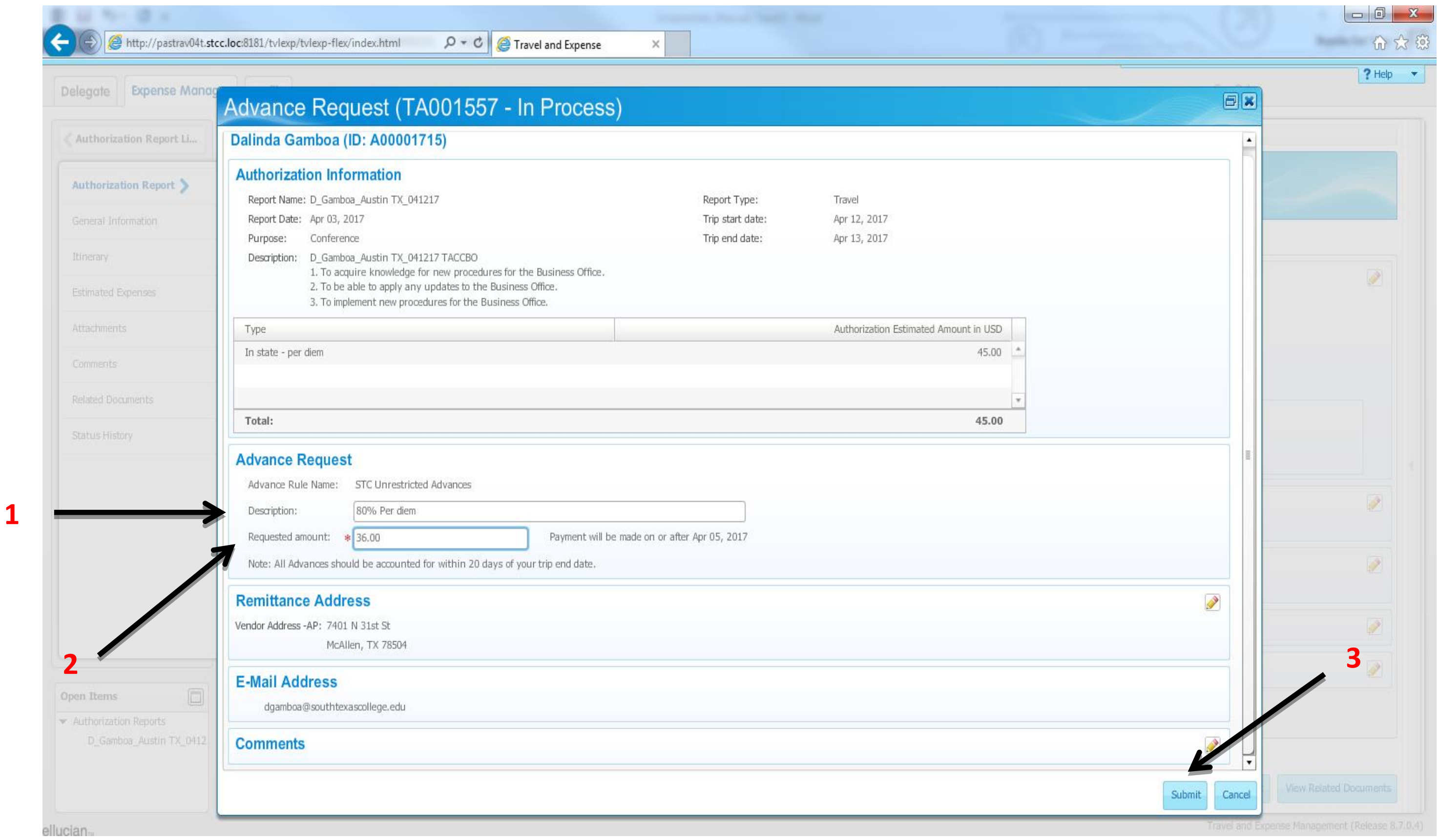
1) Under the Advance Rule Name, select **STC Unrestricted Advances**.
2) Click **Continue** to proceed.



The screen below will appear.

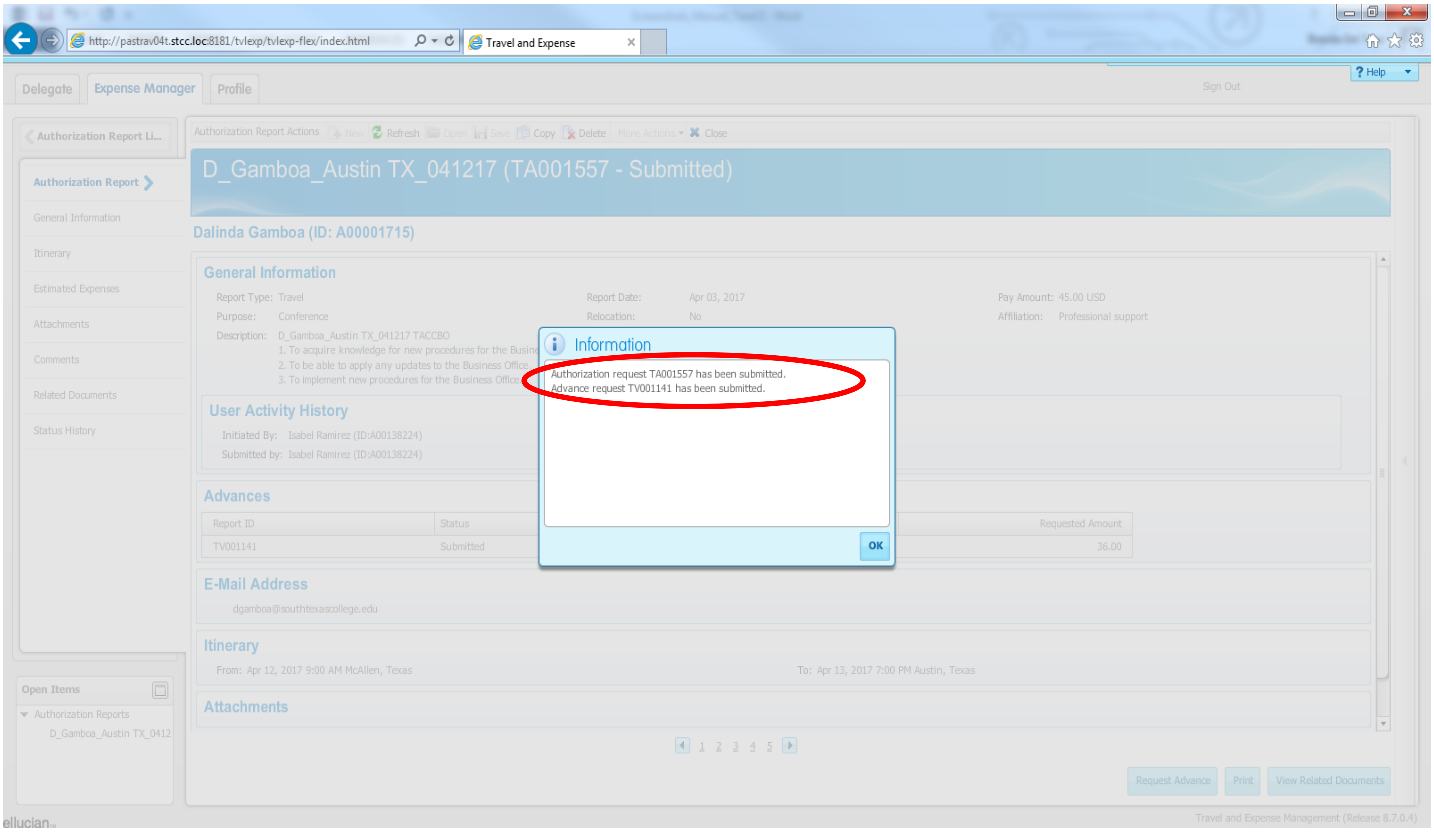
1) Under **Advance Request Description** list the type of expenses that make up the advance amount.
2) For **Request amount**, manually calculate 80% of the per diem and 100% of mileage (if applicable) then type in that amount.
3) Click **Submit** to continue.

Note: Once the item goes through final approval, the travel authorization and advance will be final and NO changes can be made.

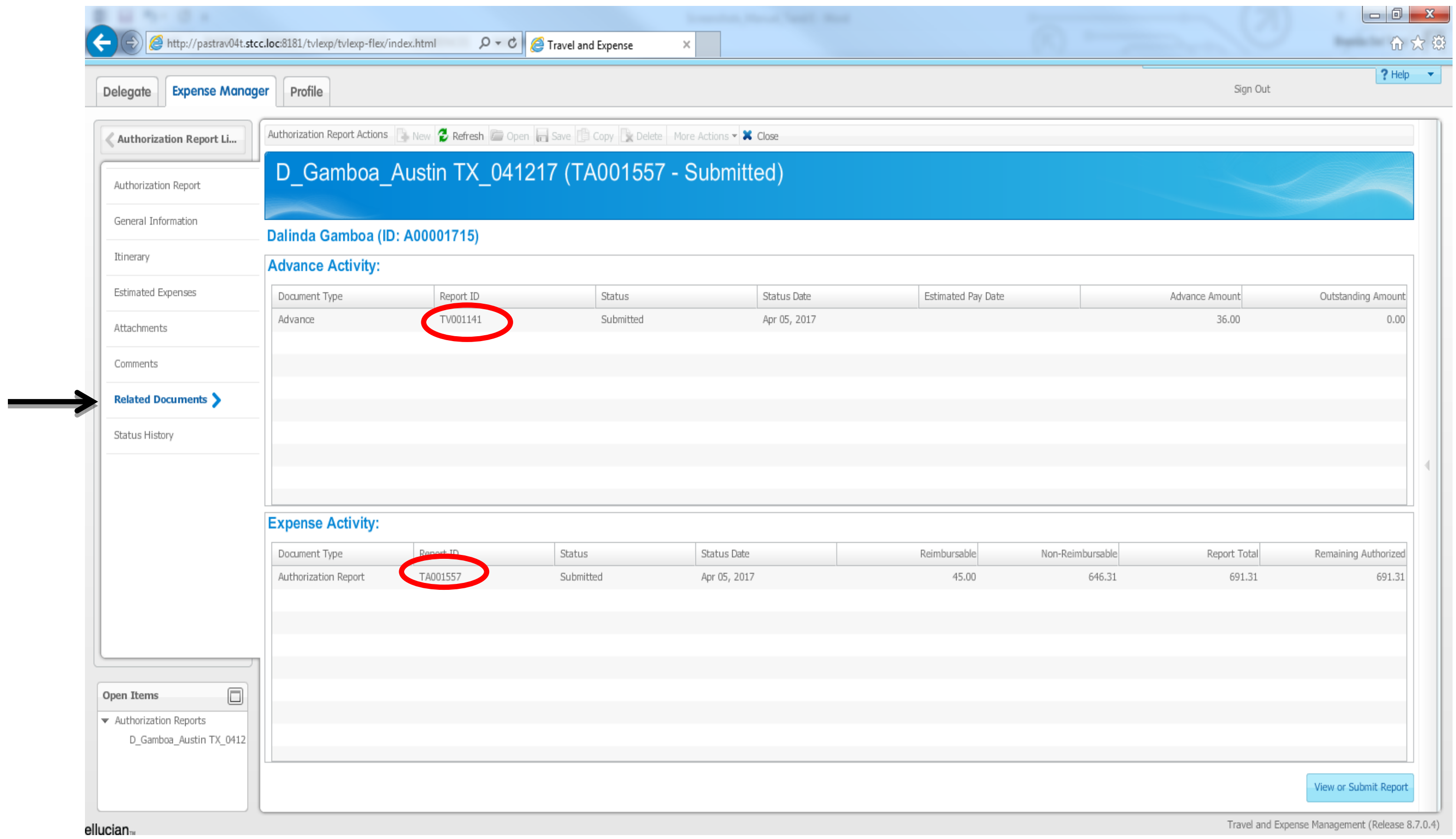


A pop-up message will appear with the designated TA (travel authorization) and TV (travel advance) numbers for the report. Make sure that you keep this information for future reference, in case of errors or delays in processing.

Click **Ok** to continue.

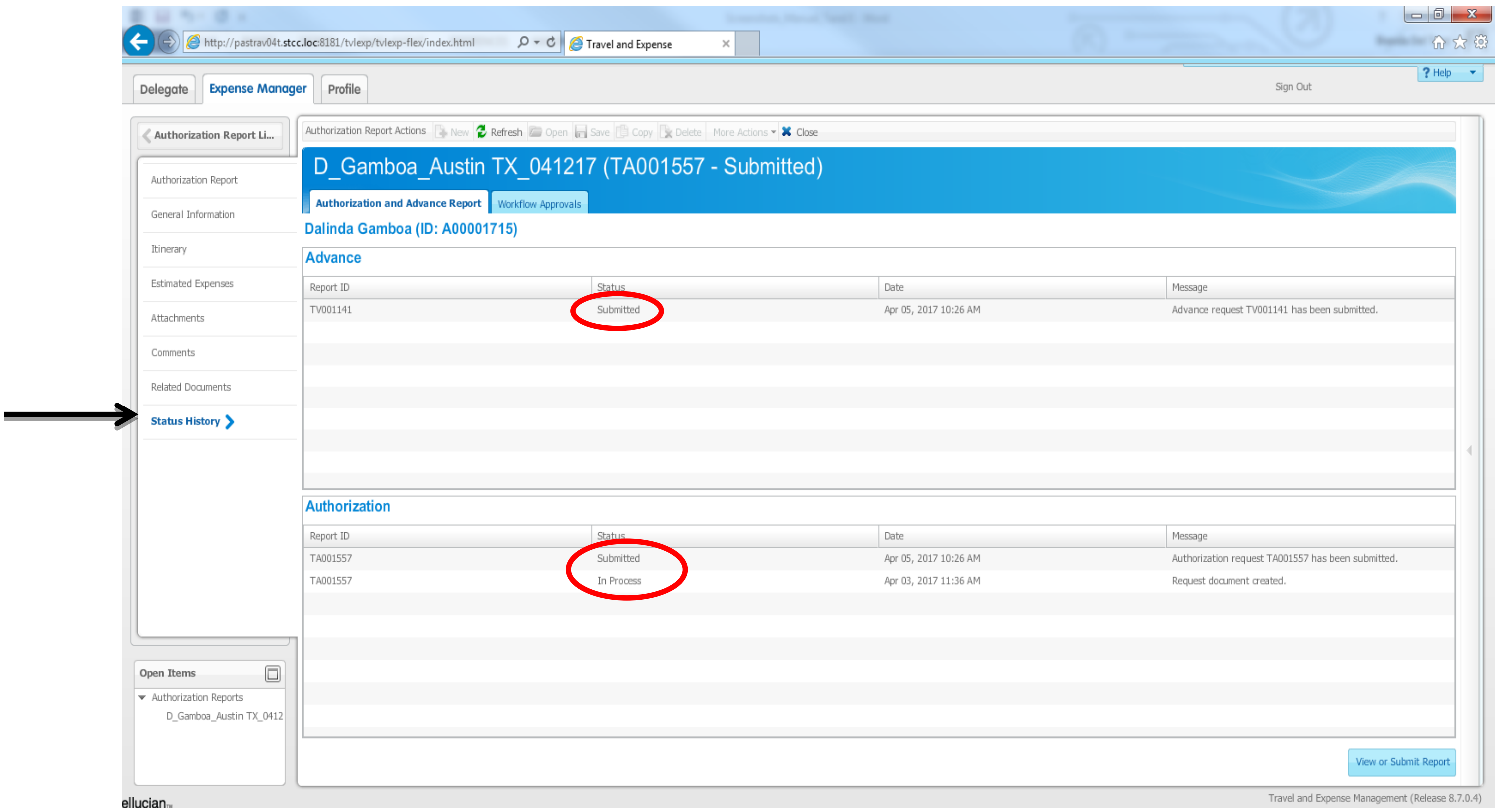


The **Related Documents** option on the left navigation bar will allow you to view both the TA travel authorization summary and TV advance summary.



The **Status History** will allow you to view the status of the authorization and/or advance submitted.

Note: It is the delegates' responsibility to monitor the status history to make sure that all items are being approved in a timely manner.

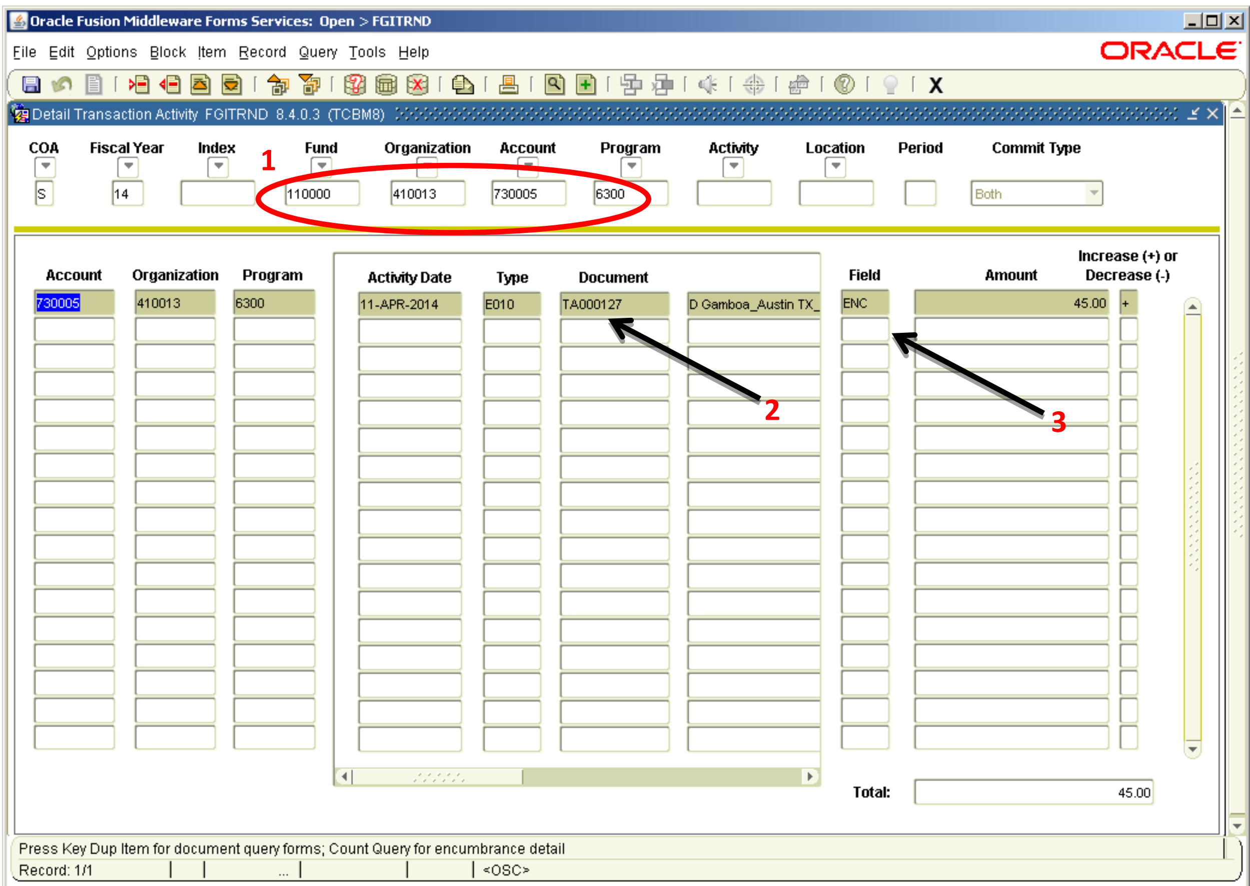


Note: Once the authorization and advance have been submitted, an email is sent to the approver informing them that the authorization is ready to be approved in Workflow (the link to workflow is provided in the e-mail). The employee traveling will receive an email once ALL the approvals have gone through.

VI. Reviewing Travel Transactions in Banner

Once the travel authorization is approved, an encumbrance equal to the travel reimbursable amount (entered in T&E) is created in Banner.

1) To view the encumbrance posting, go to **FGITRND** screen in Banner, enter the FOAP used for the travel authorization, then select *Shift + Page Down*.
2) To see the encumbrances created go to the Document field and enter the TA number and under
3) Under the **Field** section enter the authorization number and then *Ctrl + F11* (that will query the information requested).



Revised 10/12/17

VII. Travel Encumbrances (Purchase Order) and Payments

1. **The Purchasing Office will issue POs for vendors requesting to be paid by STC (with the exception of lodging and membership, a requisition must be entered for membership).**

2. **Payment for registration, airfare and car rental will be issued once the PO is approved.**

3. **Please include registration deadlines in the comment section.**

4. **If the travel documents are approved close to the registration deadline date, please have them call or email Jeanette Villarreal at 872-4673 so that she can process the payment right away.**

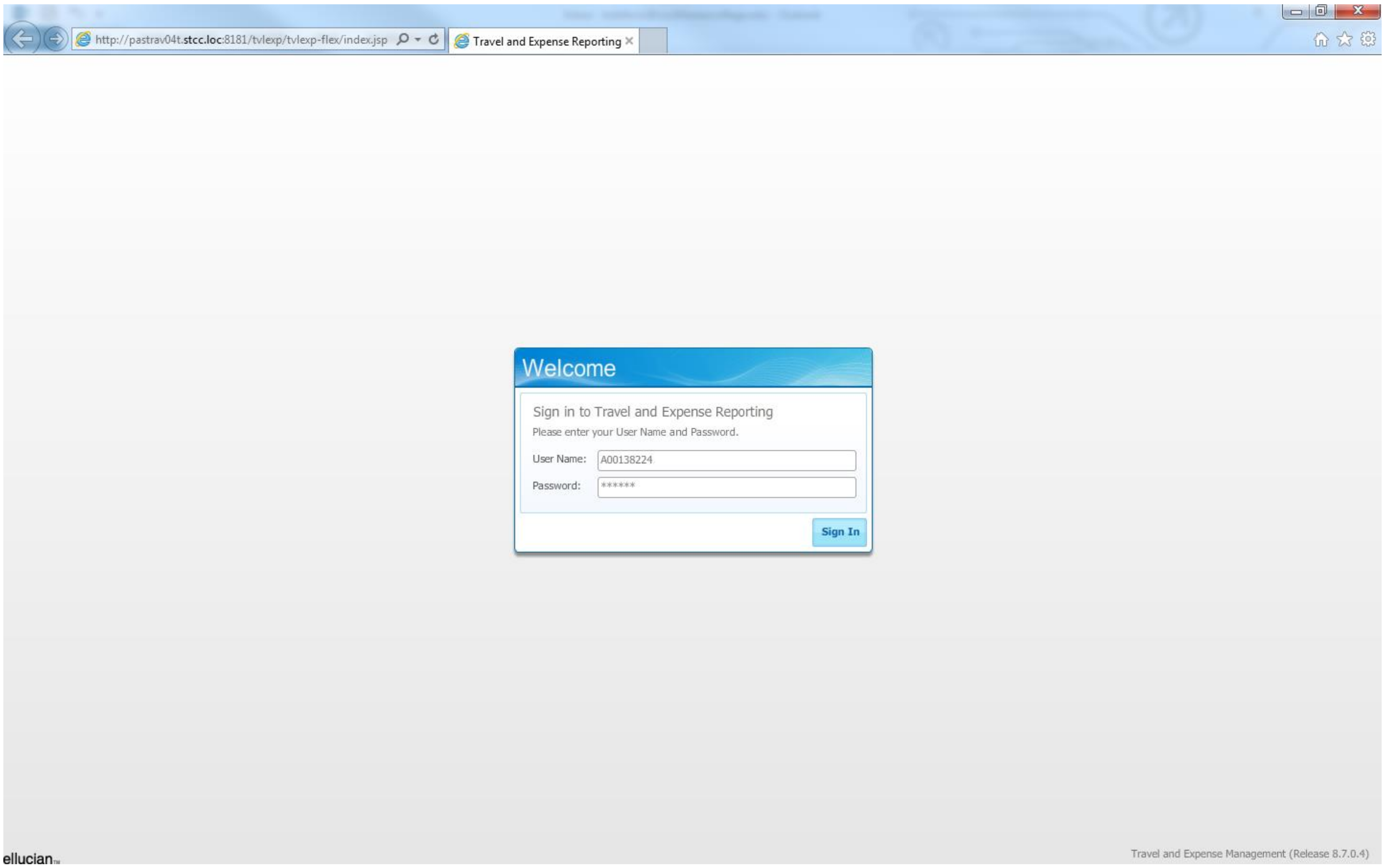
5. **Accounts Payable will pay per diem, mileage and lodging once all required parties approve the travel authorization.**

6. **The travel office email is traveloffice@southtexascollege.edu**

B. Mileage Encumbrance (Authorization)

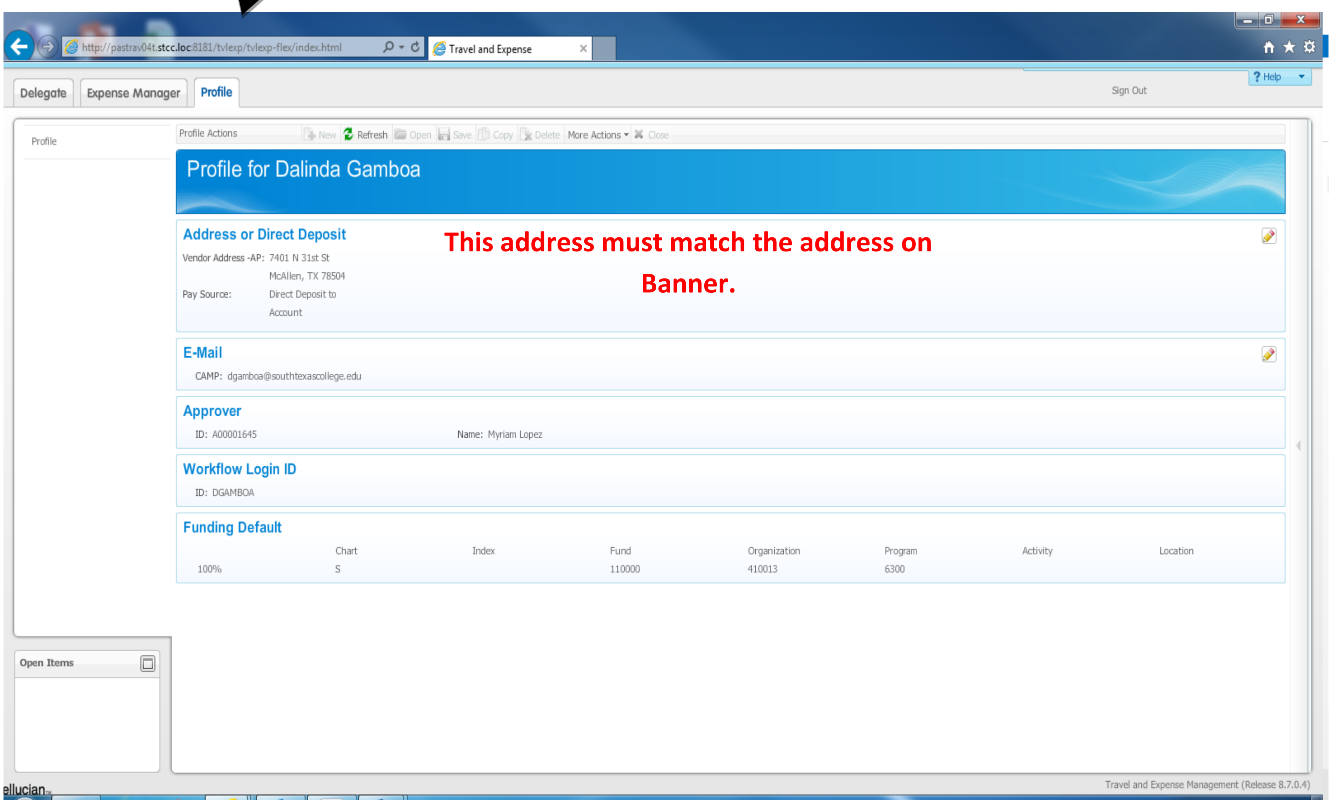
I. Logging into Banner Travel and Expense

Please enter your A# for the username and your six-digit birthdate (ex: 112275, where 11 is the month, 22 the day, and 75 is the year). Click Sign In.



II. Profile

Click on the **profile tab** and confirm that the address and the pay source are correct. If the traveler receives per diem and mileage reimbursement payment electronically, the Pay Source should read "Direct Deposit to your Banking Institution". Please ensure that the traveler's STC email address is correct, and that the immediate supervisor's name and A# appear in the Approver section. Make sure that the correct **FOAP** appears in the Funding Default section. This should be the primary FOAPL (The FOAPL that pays the travelers paycheck) for transactions processed through the Travel & Expense Management System.



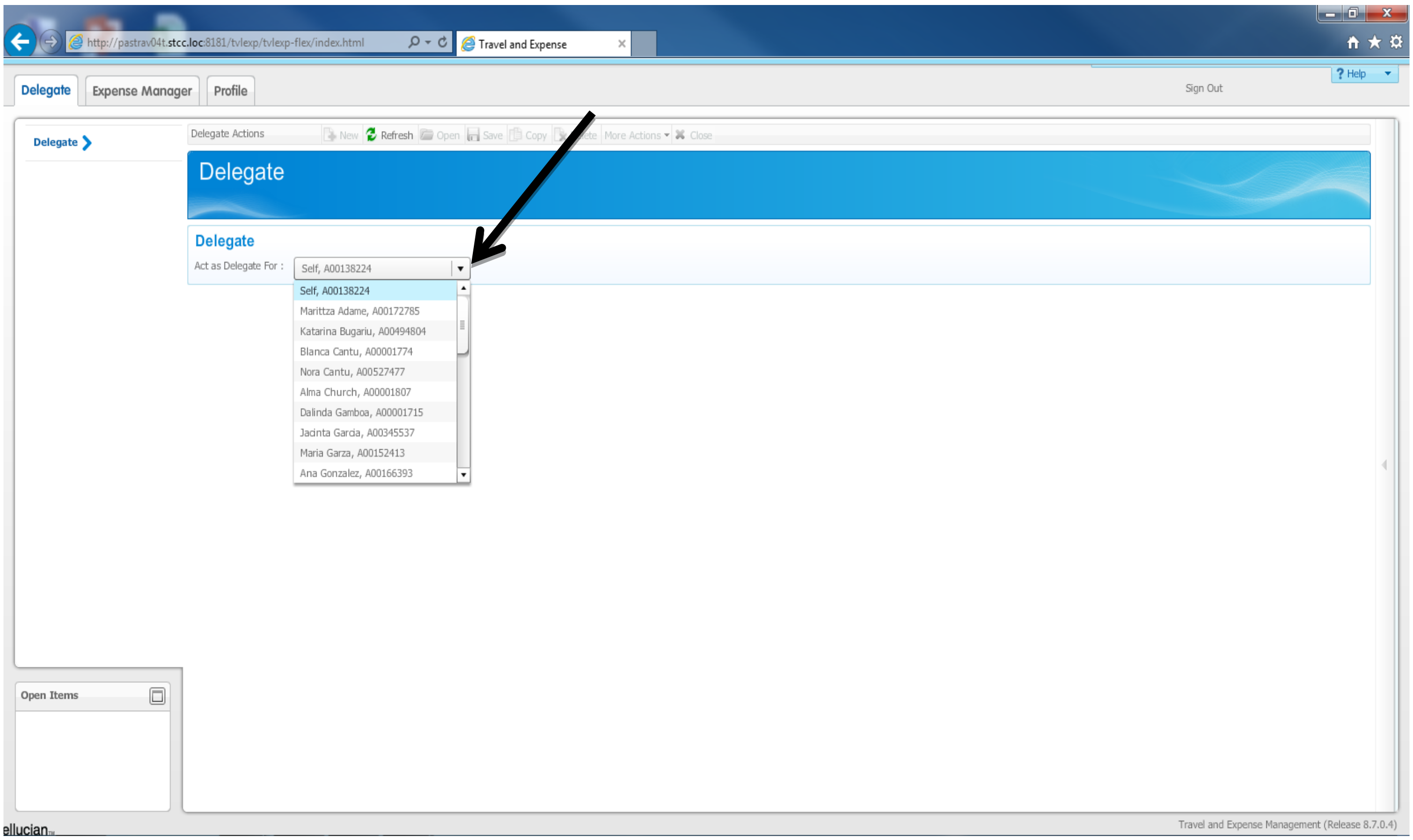
Note: If the employee updates their address with Human Resources, the travel office must be notified (traveler must send an email to traveloffice@southtexascollege.edu with his new address) because the two systems are not linked for updates.

III. Delegate

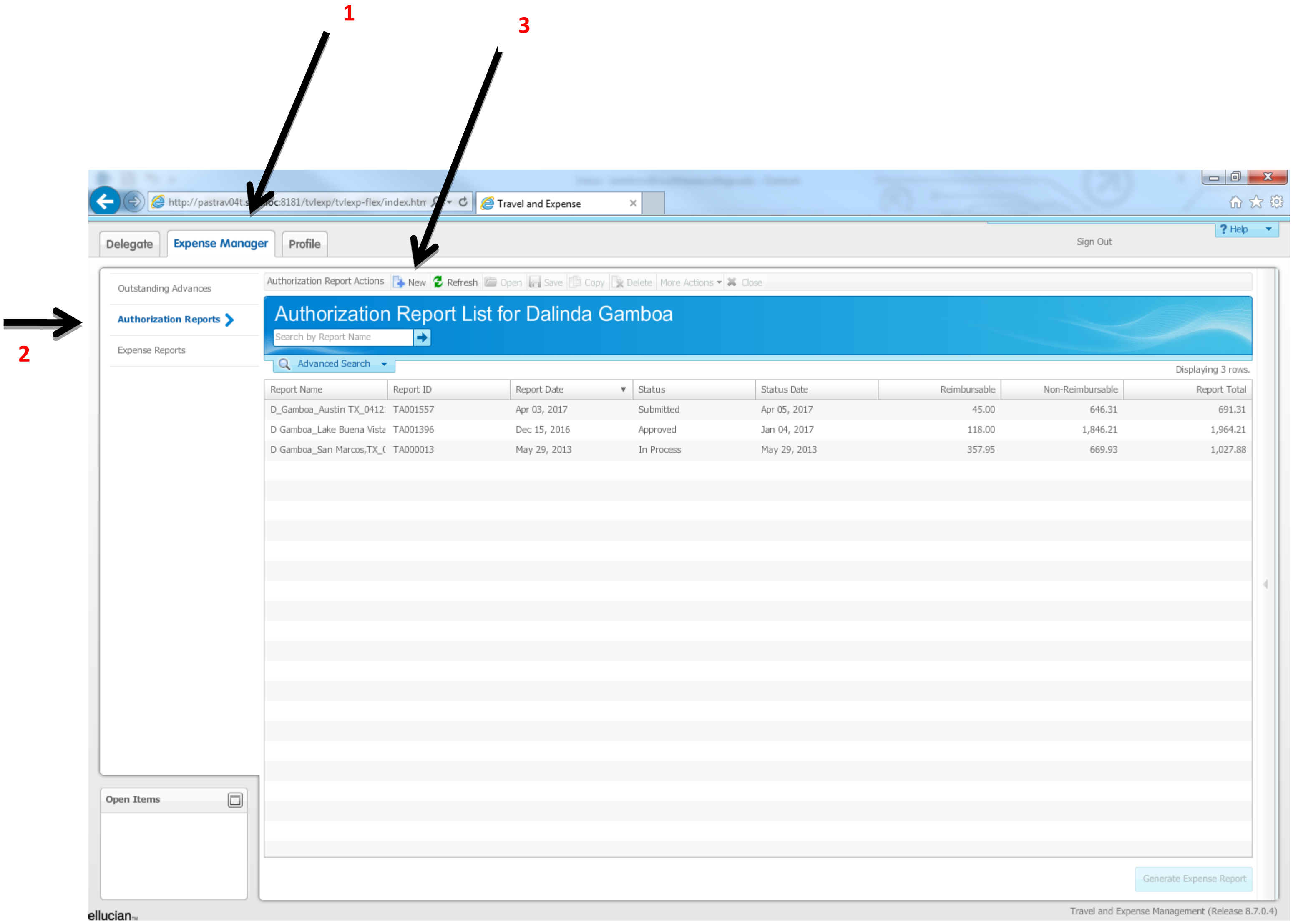
Click on the **delegate tab** and verify that every employee you listed on the T&E Management System Access Form is included in the "drop down list".

IV. Creating a New Mileage Encumbrance (Authorization)

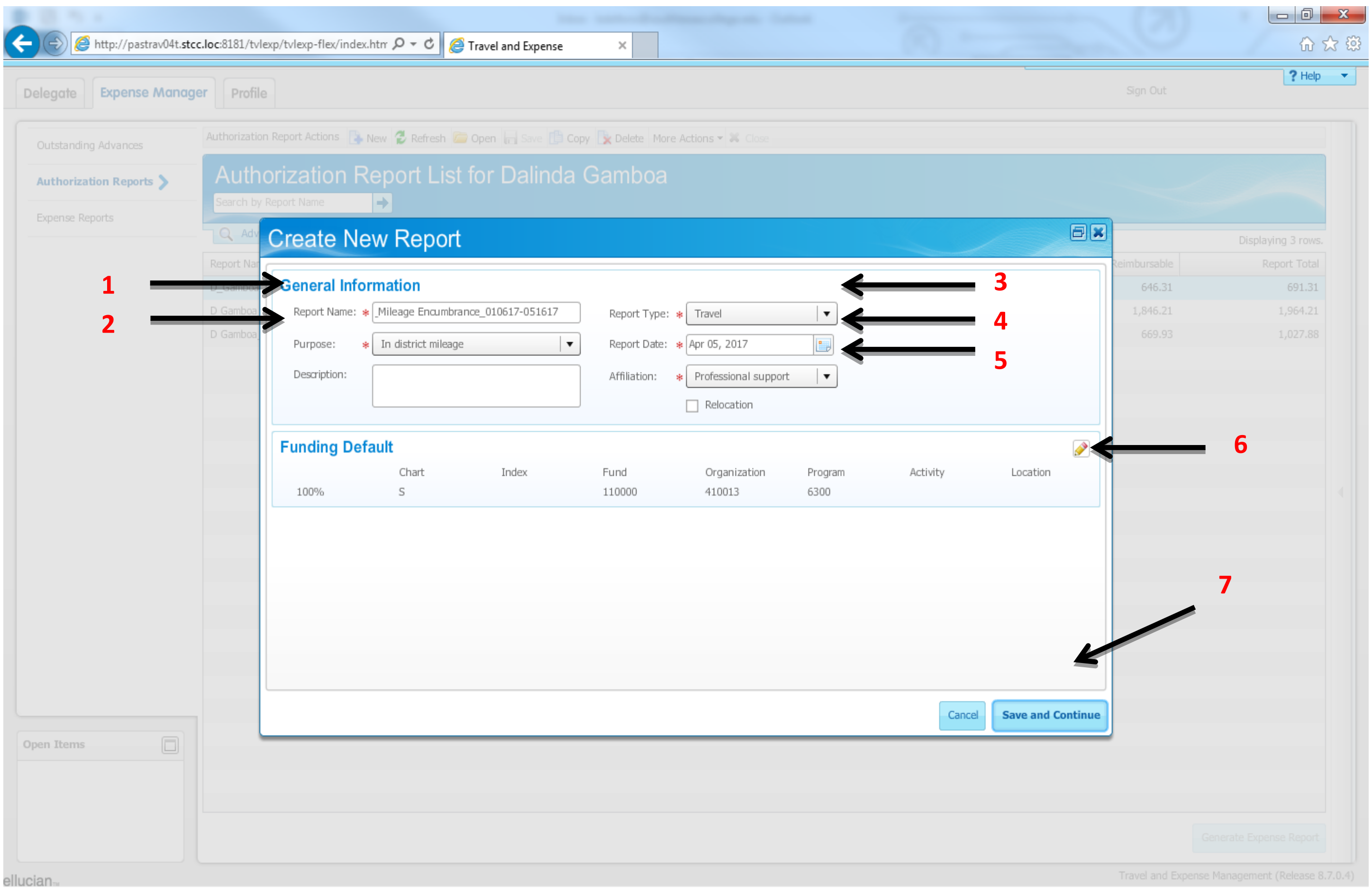
If entering a travel document for someone other than yourself, you will have to select the traveler's name from the drop down list. When entering your own travel document Select "Self" (default setting is "Self").



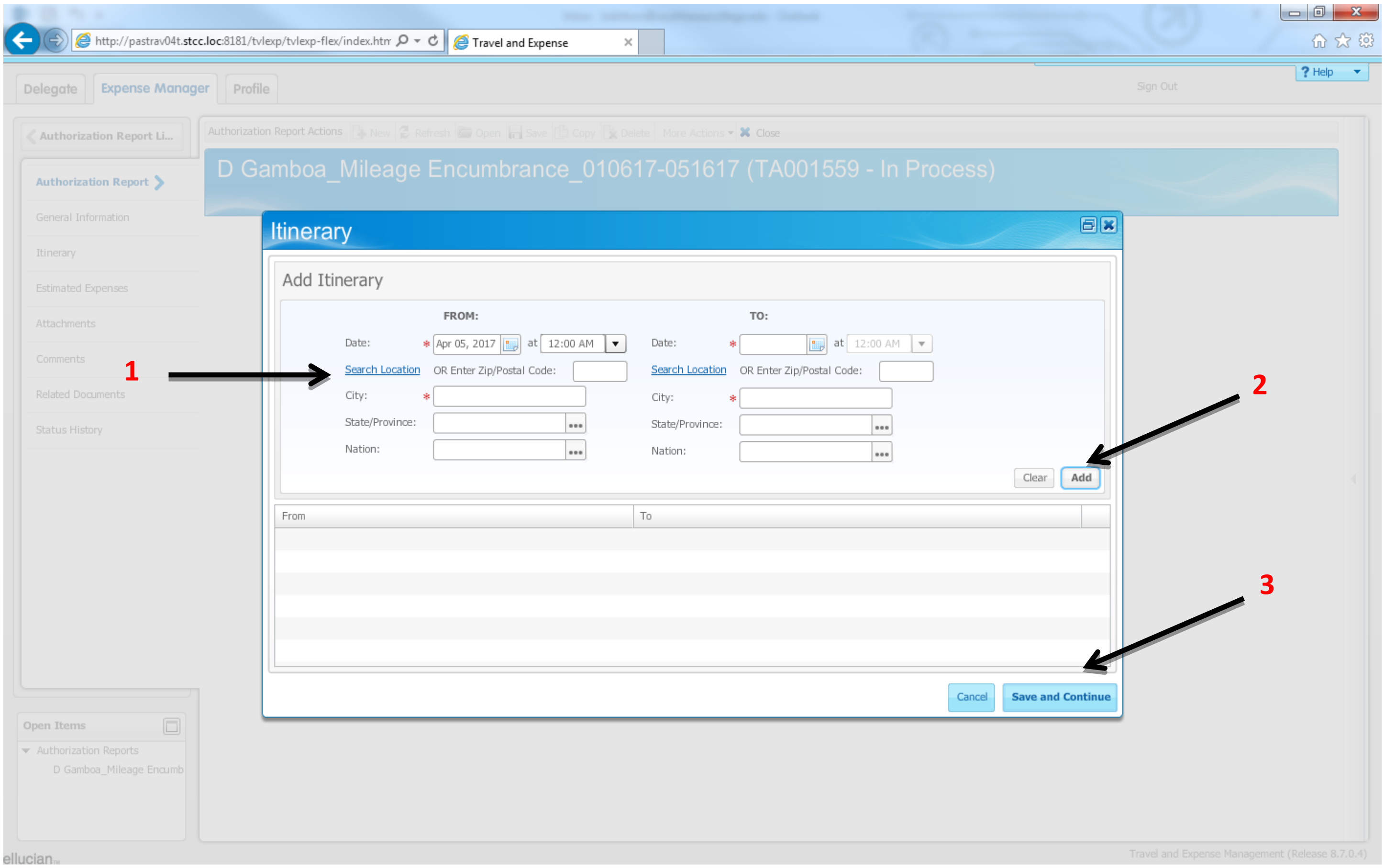
1) To enter a new Mileage Encumbrance (Authorization) go to the **Expense Manager** tab.
2) Then click on **Authorization Reports** on the left navigation bar.
3) Select **New** to start a new authorization.



1) Enter the **Report Name** (first letter of traveler's first name (underscore) full last name (underscore) Mileage Enc (underscore) travel date period (example: J_Smith_Mileage encumbrance_010614-051614)
2) Select **In district mileage** from drop down list.
3) The **Report Type** should always be "Travel"
4) The **Report Date** is always the day that the travel document is entered in the T&E System.
5) Select the **Affiliation** based on the traveler's payroll classification.
6) Verify that the FOAPAL appearing in the **Funding Default** section is correct.
7) Click on **Save and Continue** to proceed.



1) Enter the **From** and **To** travel dates and times, departing (from) **city** and **state**, destination (to) **city** and **state,** (nation is not required). Please do not enter multiple itinerary lines.
2) Click **Add**. Travel information will appear in the mid-section of the screen.
3) If it is correct click **Save and Continue**.



Revised 10/12/17

1) In the **Estimated Expenses** screen you will enter the amount to be encumbered.

2) Make sure the current date appears on the **date** field.

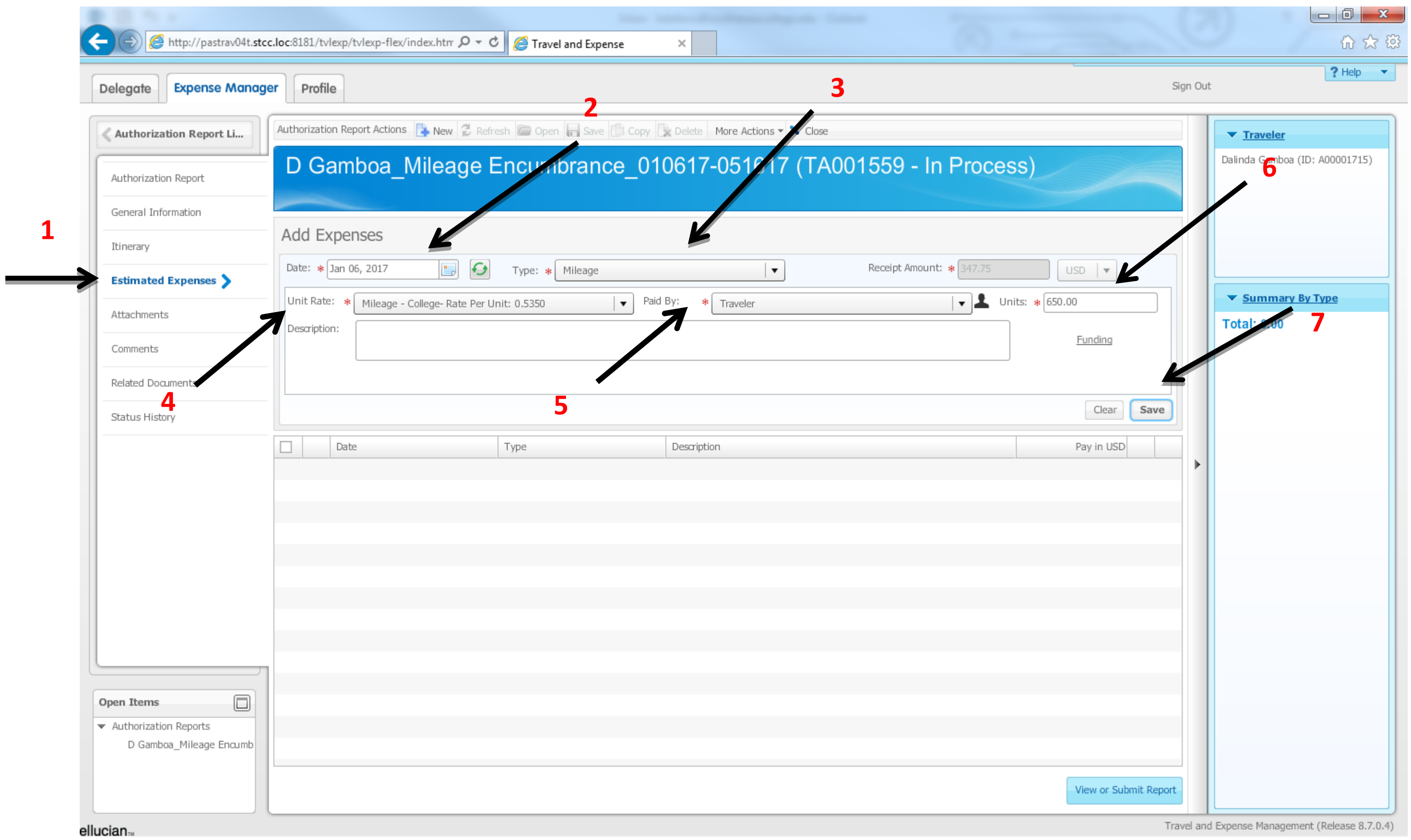
3) Click **Type** and select from the drop down list, **Mileage**.

4) Click **Unit Rate** and select from the drop down list the current rate.

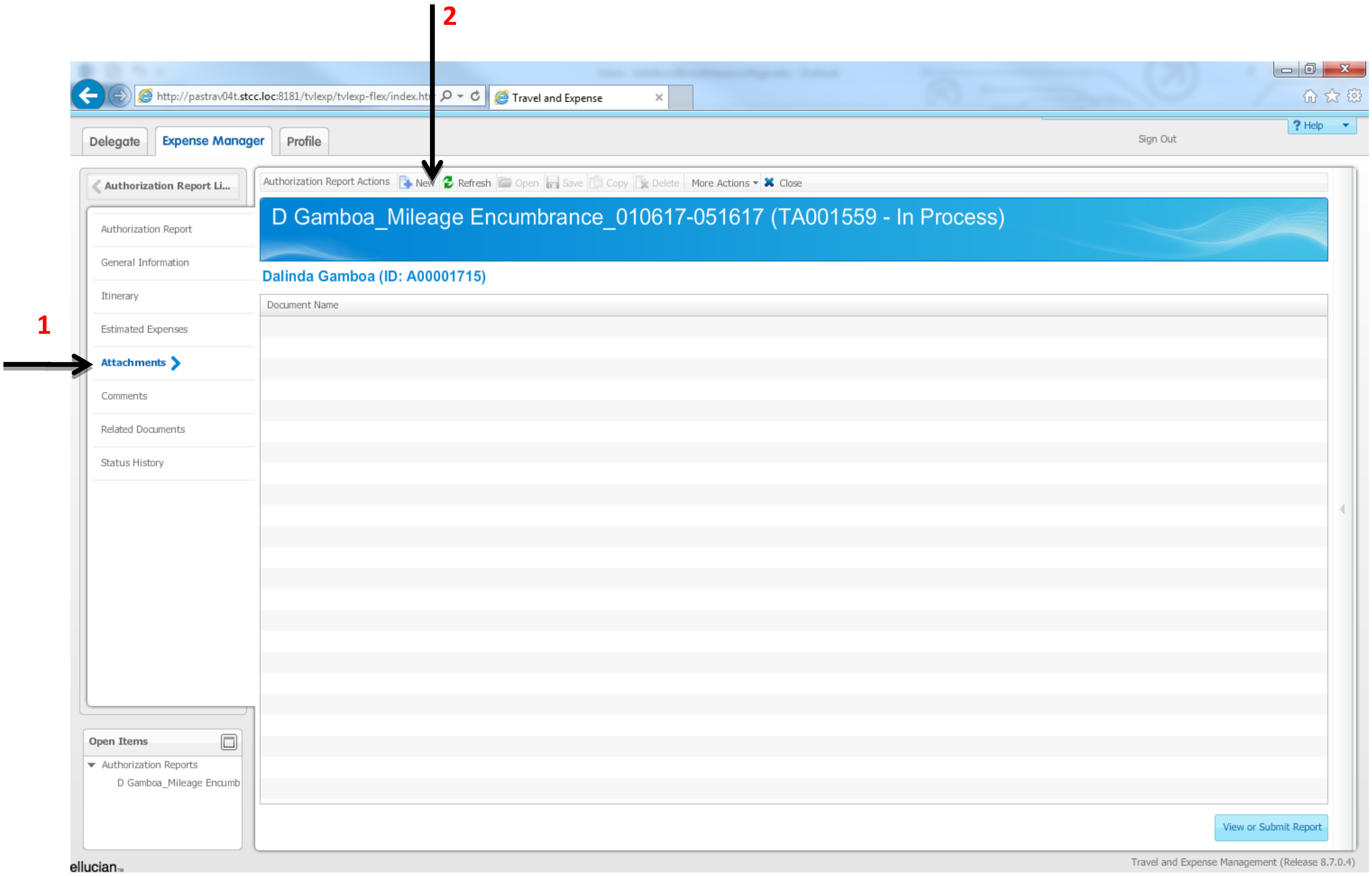
5) **Paid By** field must show "Traveler"

6) **Units** field must have the number of estimated miles that the employee will be driving.

7) Click **Save**.



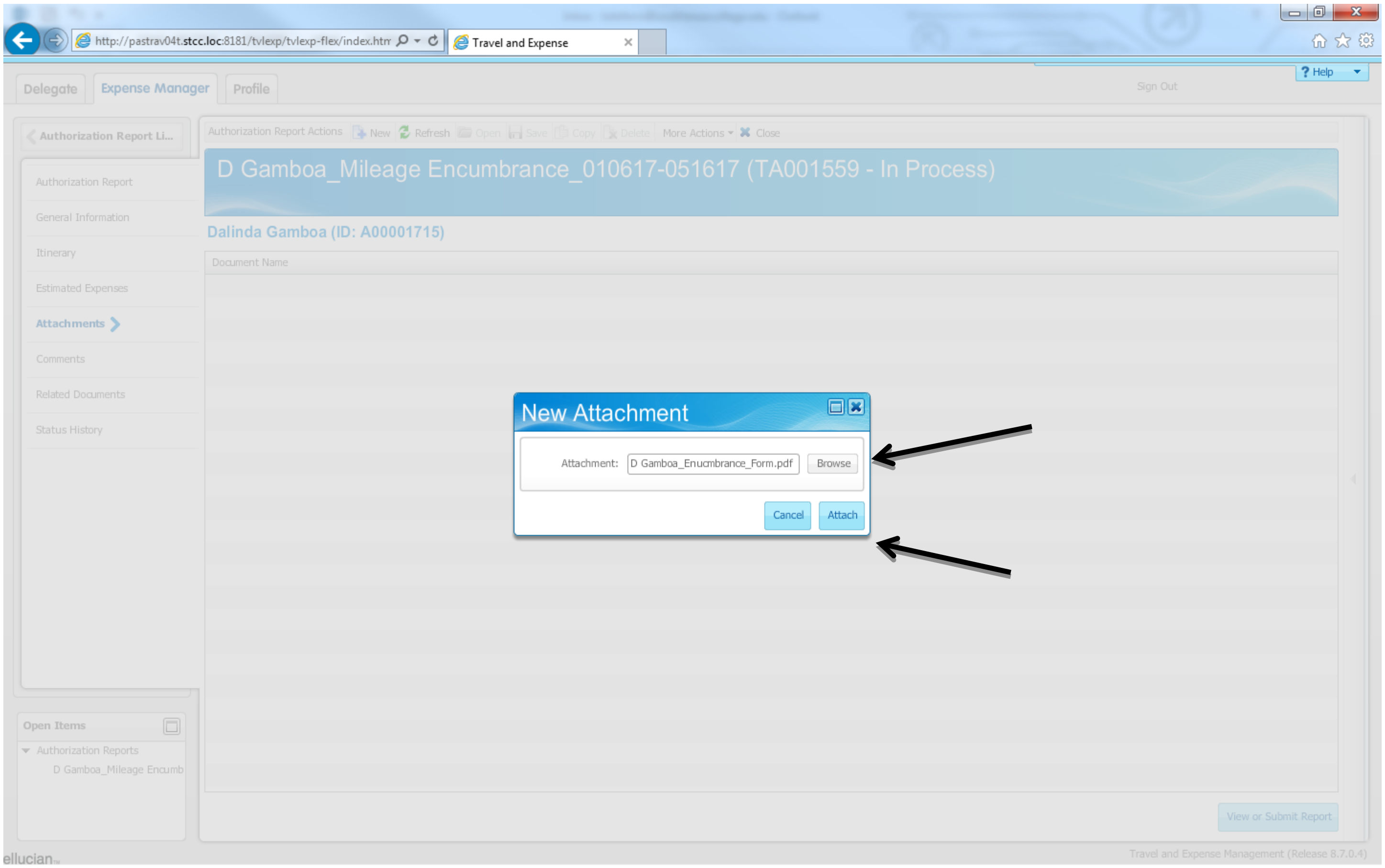
1) Click on the **Attachments** option on the left navigation bar.
2) Attachments are optional on the mileage authorization but if you choose to upload something for your records click **New** to attach supporting documents (pdf format only).



NOTE: Please do not attached the traveler's insurance, driver license, or W9's. Please email these documents to the travel office using traveloffice@southtexascollege.edu prior to submitting for review or requesting an advance. The attachment file name must not contain any special characters and the length of the name needs to be limited.

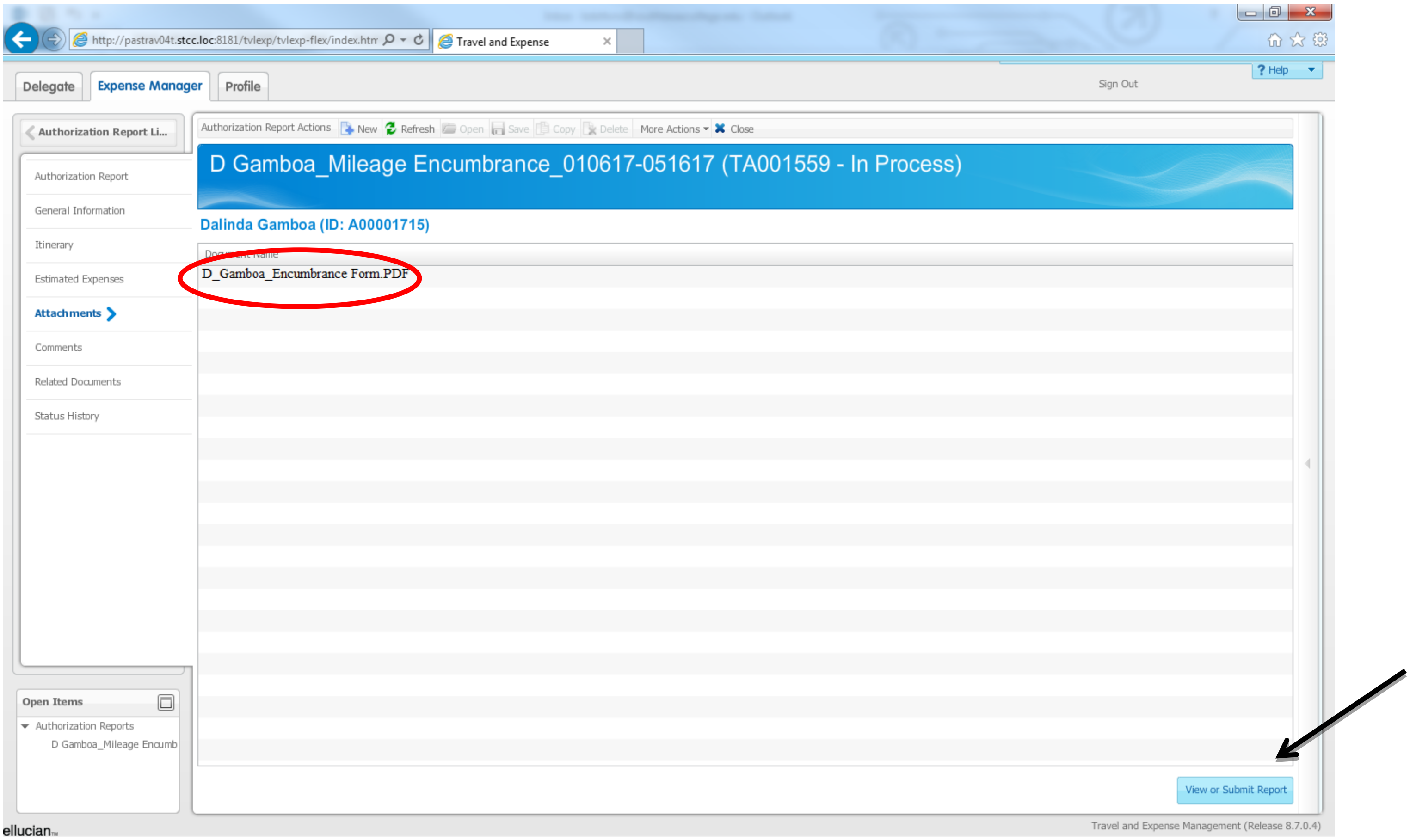
Click **Browse** to select the file containing the travel documents that support the authorization report.

All documents must be in PDF format and not contain any special characters in the name. Please keep files names to a minumum.

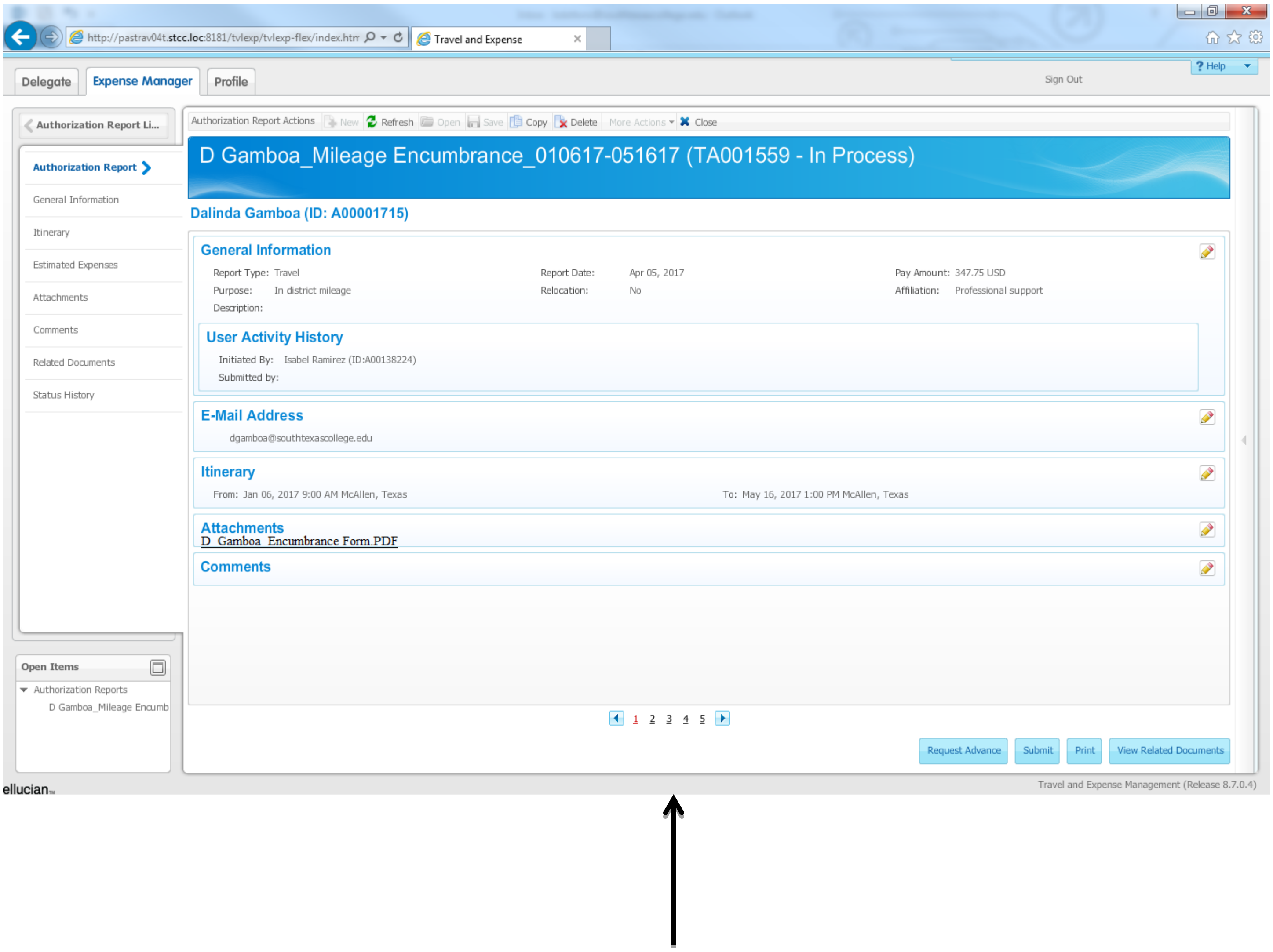


Attachment will appear in the mid-section of the screen. Double click on the document to verify it is a clear image and make sure it is scanned upright.
(Note: It may take a couple minutes to open up document, depending on the size of document)

Click **View or Submit** to proceed.

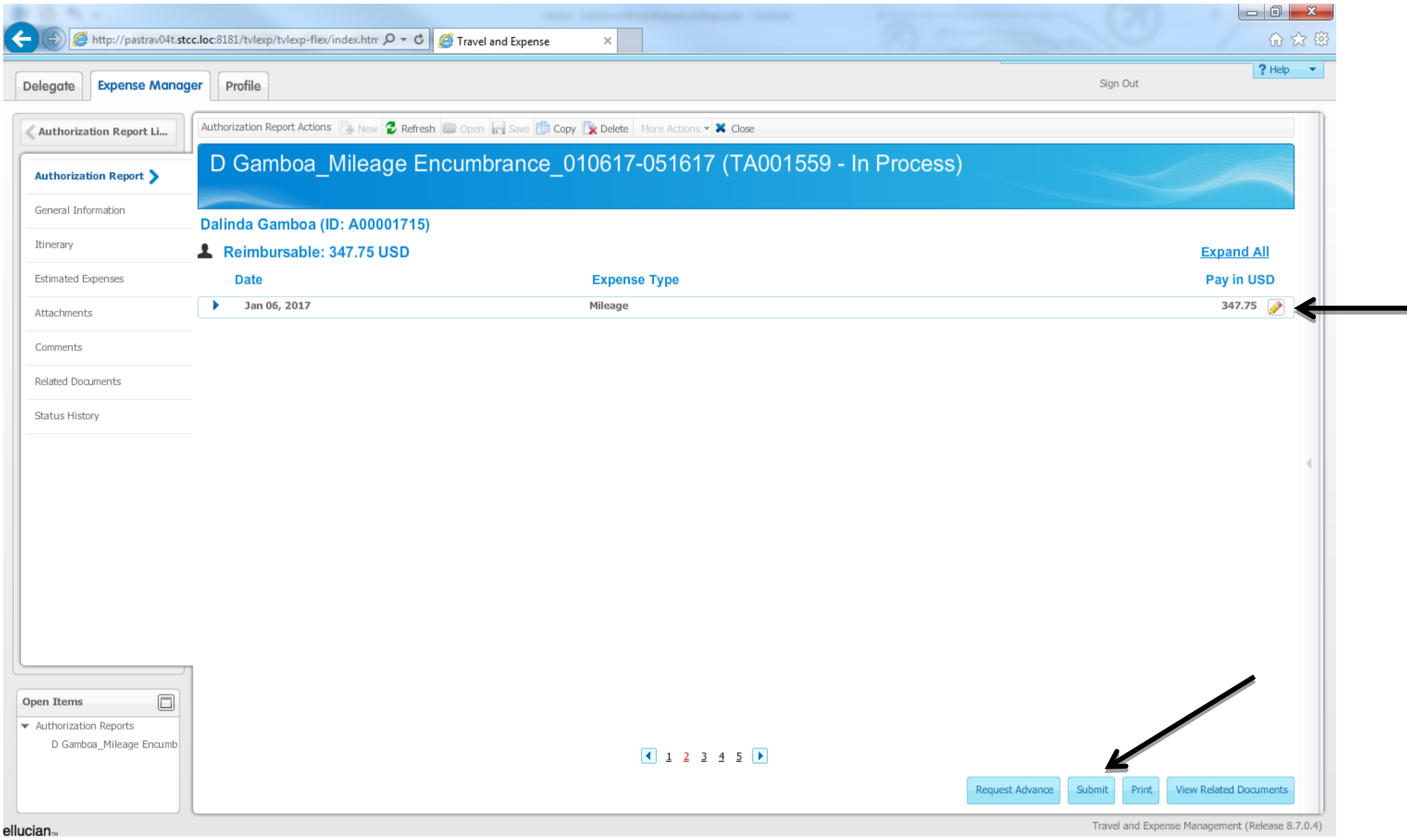


You may now view a summary of the authorization report by selecting pages 1-4 (at the bottom of the page). Page 5 is blank.



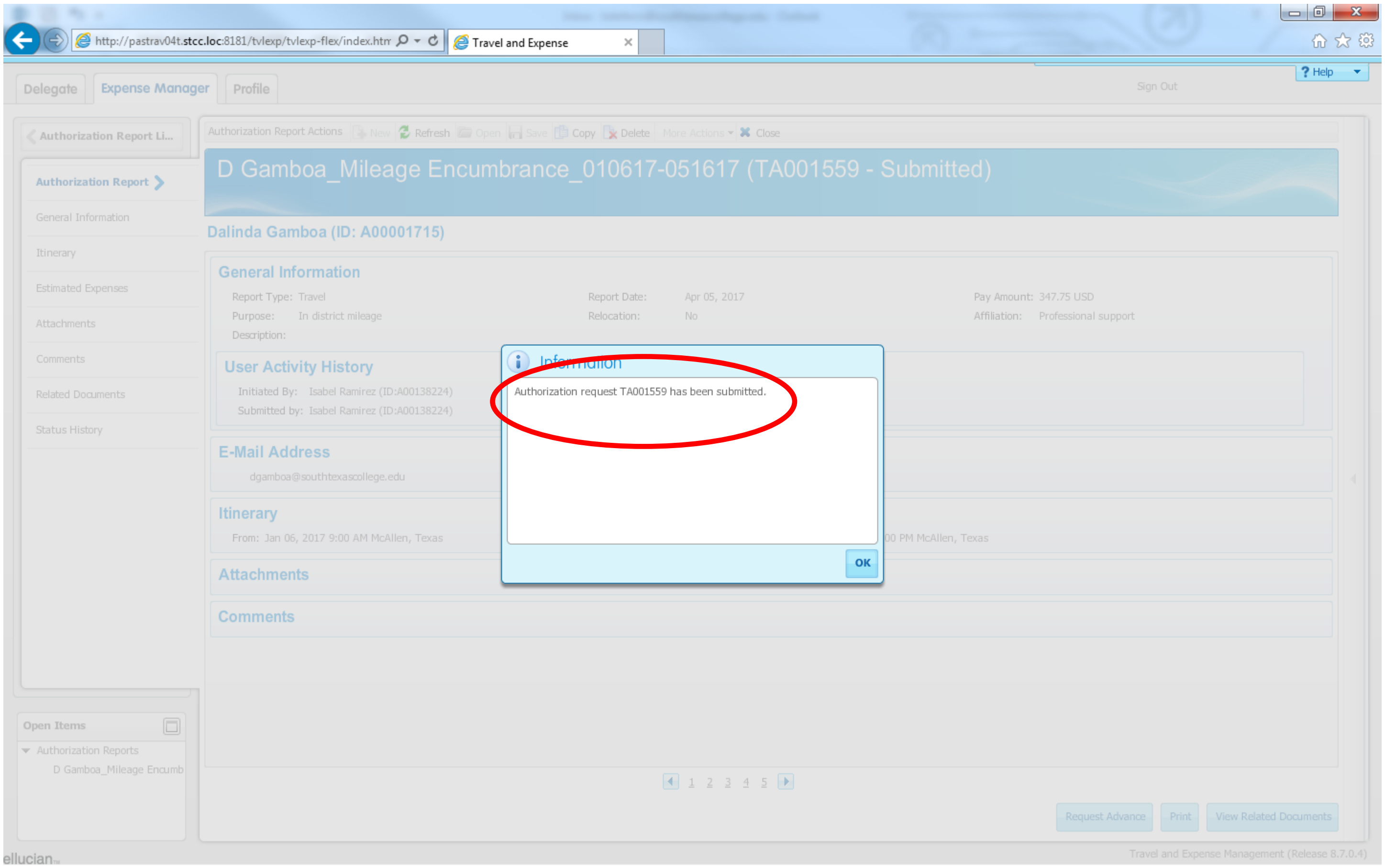
To correct an error or to make changes to any expense, you must select the pencil icon and edit the information as needed.

Click **Submit** to continue.

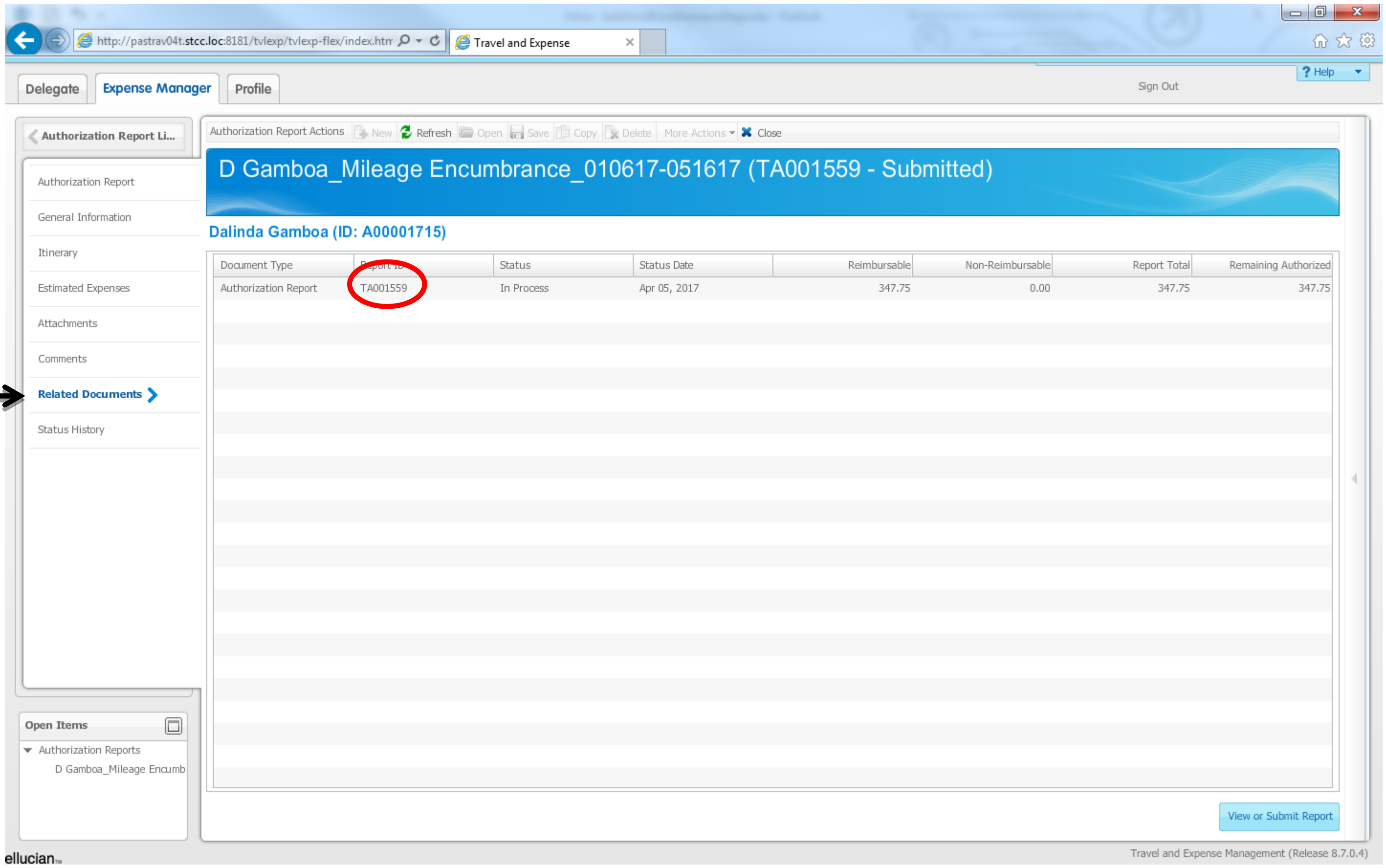


A pop-up message will appear with the designated TA number for the In-district Mileage report. Make sure that you keep this information (TA number) for future reference, in case of errors or delays in processing.

Click **Ok** to continue.

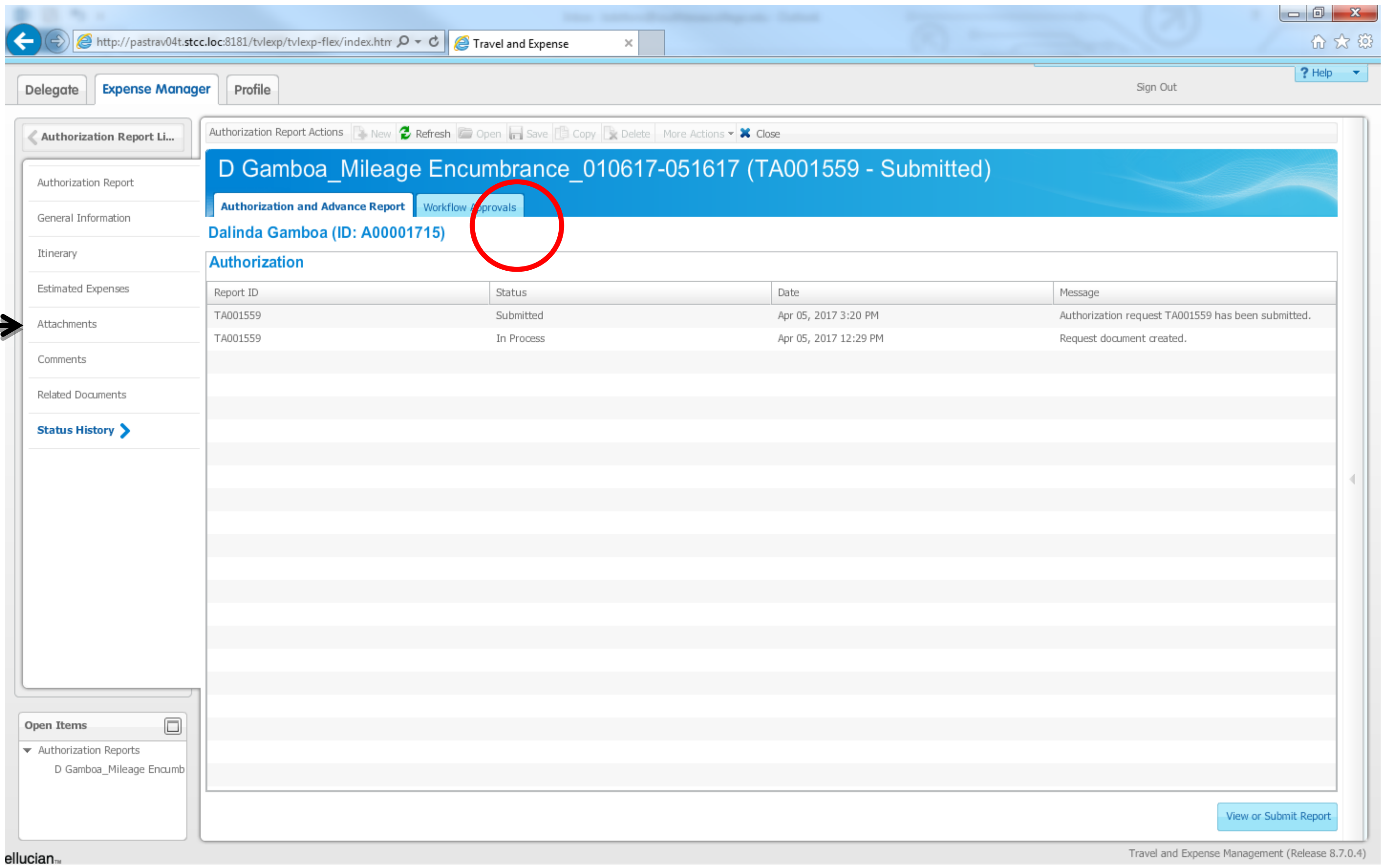


The **Related Documents** option on the left navigation bar will allow you to view the Mileage Reimbursement (Authorization).



The **Status History** will allow you to view the status of the Mileage Encumbrance (Authorization).

Note: It is the delegates' responsibility to monitor the status history to make sure that all items are being approved in a timely manner.



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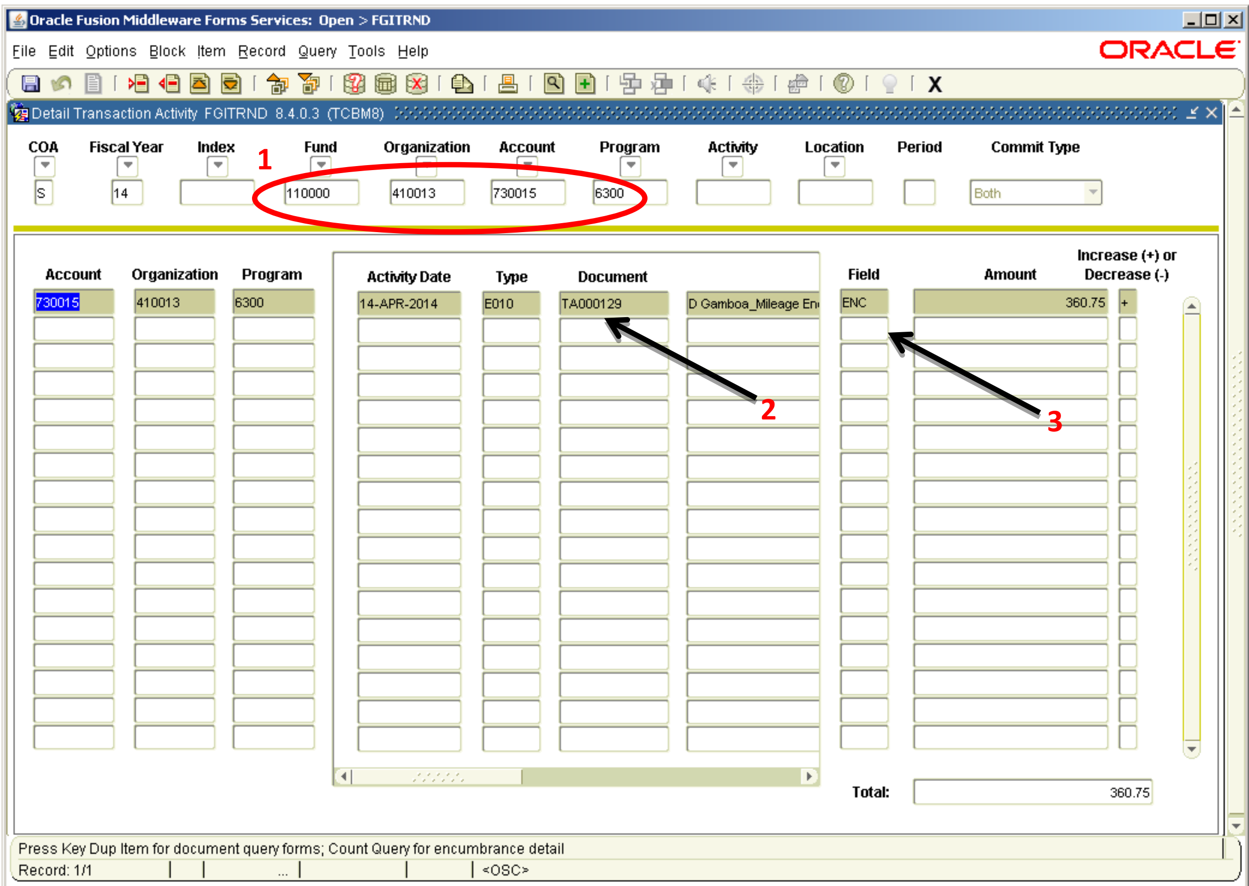
To see the encumbrances created, under
2) To see the encumbrances created under the **Document** field enter the TA number
3) Under the **field** enter authorization number and then *Ctrl + F11* (that will query the information requested).



C. Changing Default Organization on Travel Transactions

*****Note: The only time a FOAP should be changed is when the mileage reimbursement is using the Dean's travel budget pool.**

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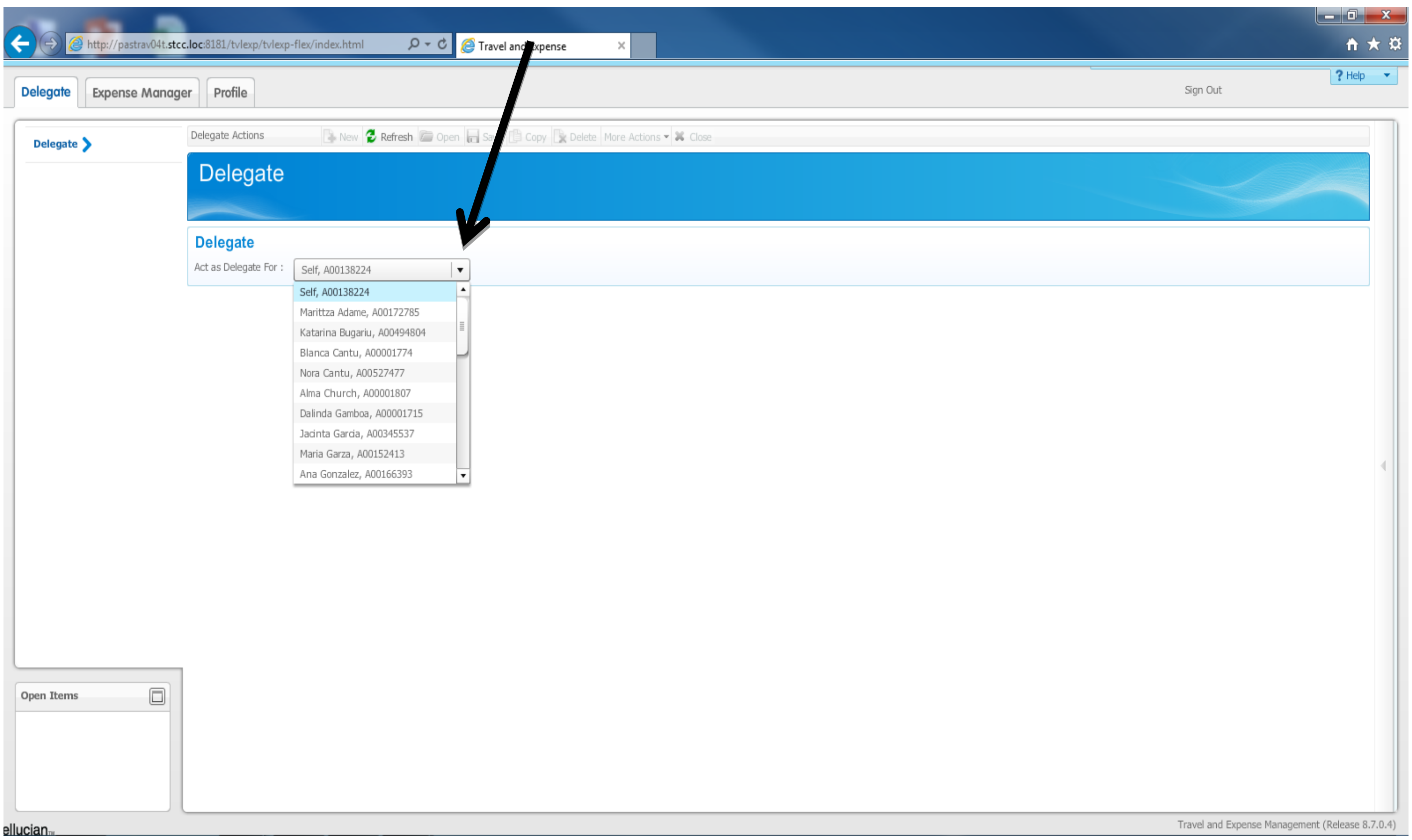
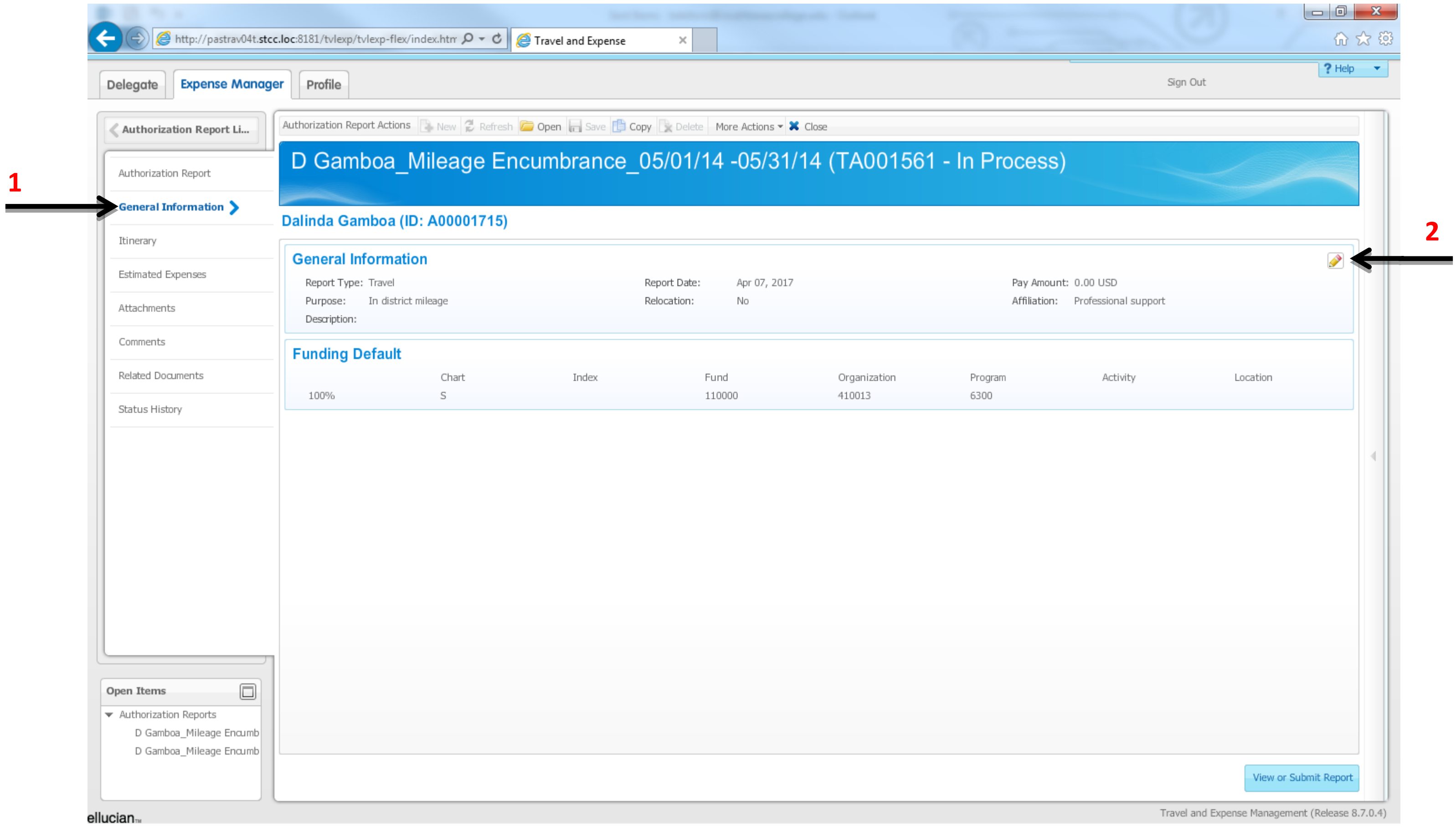
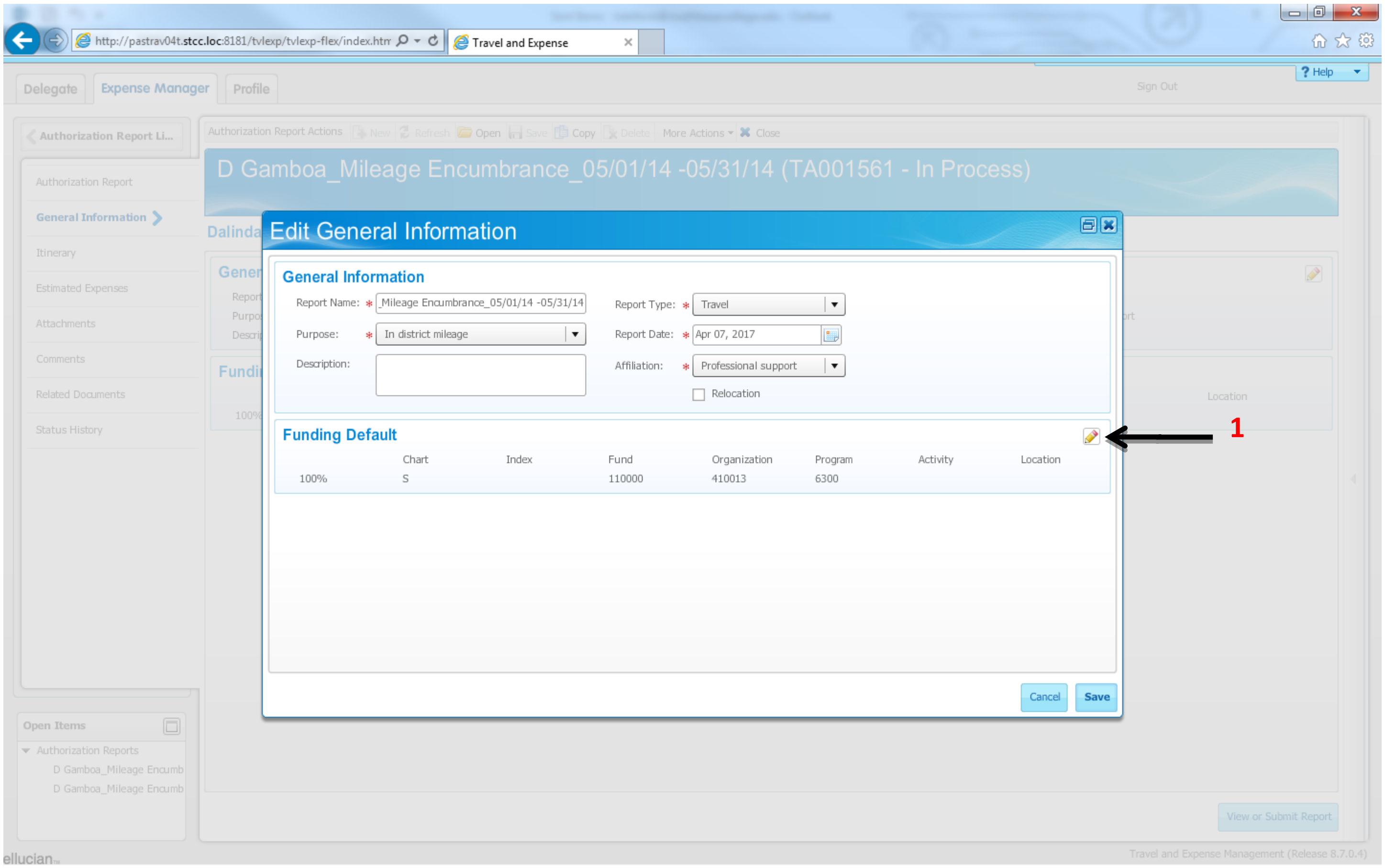


1) Double click on the item that you want to change the FOAP on
2) To change the default FOAP select the **General Information** option on the left navigation bar
3) Click on the pencil to edit or make changes to the funding default



The following screen below will appear.

1) Click the pencil in the funding default section.



The following screen will appear.

1) Click the FOAP

2) Click to delete the current FOAP

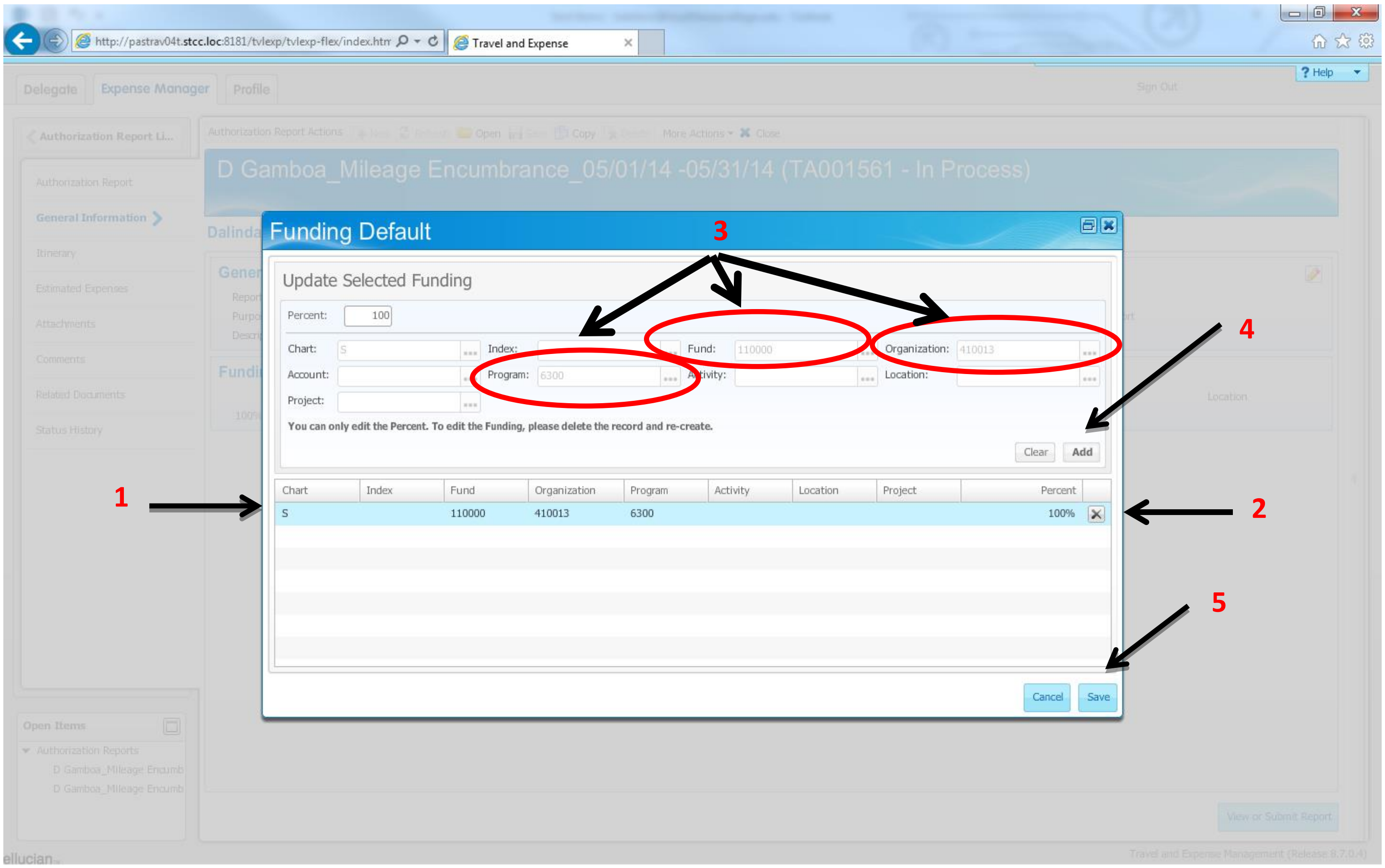
3) After deleting the current FOAP type the new FOAP

Fund, Organization, Program – once changed make sure to confirm codes in Banner.

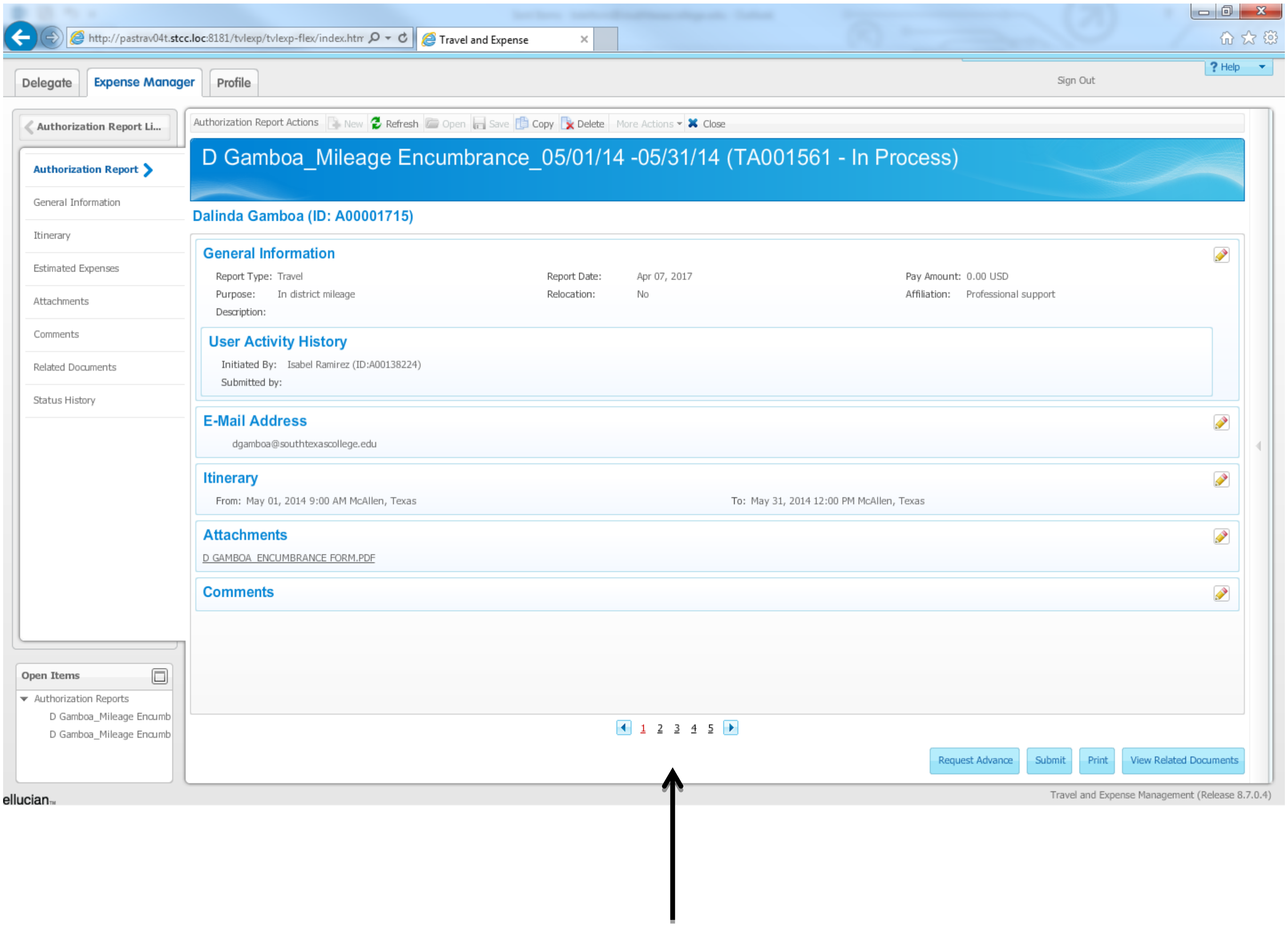
4) Click **Add** once the correct FOAP is entered

5) Click **Save**

6) On the following screen you will click **Save and Continue**

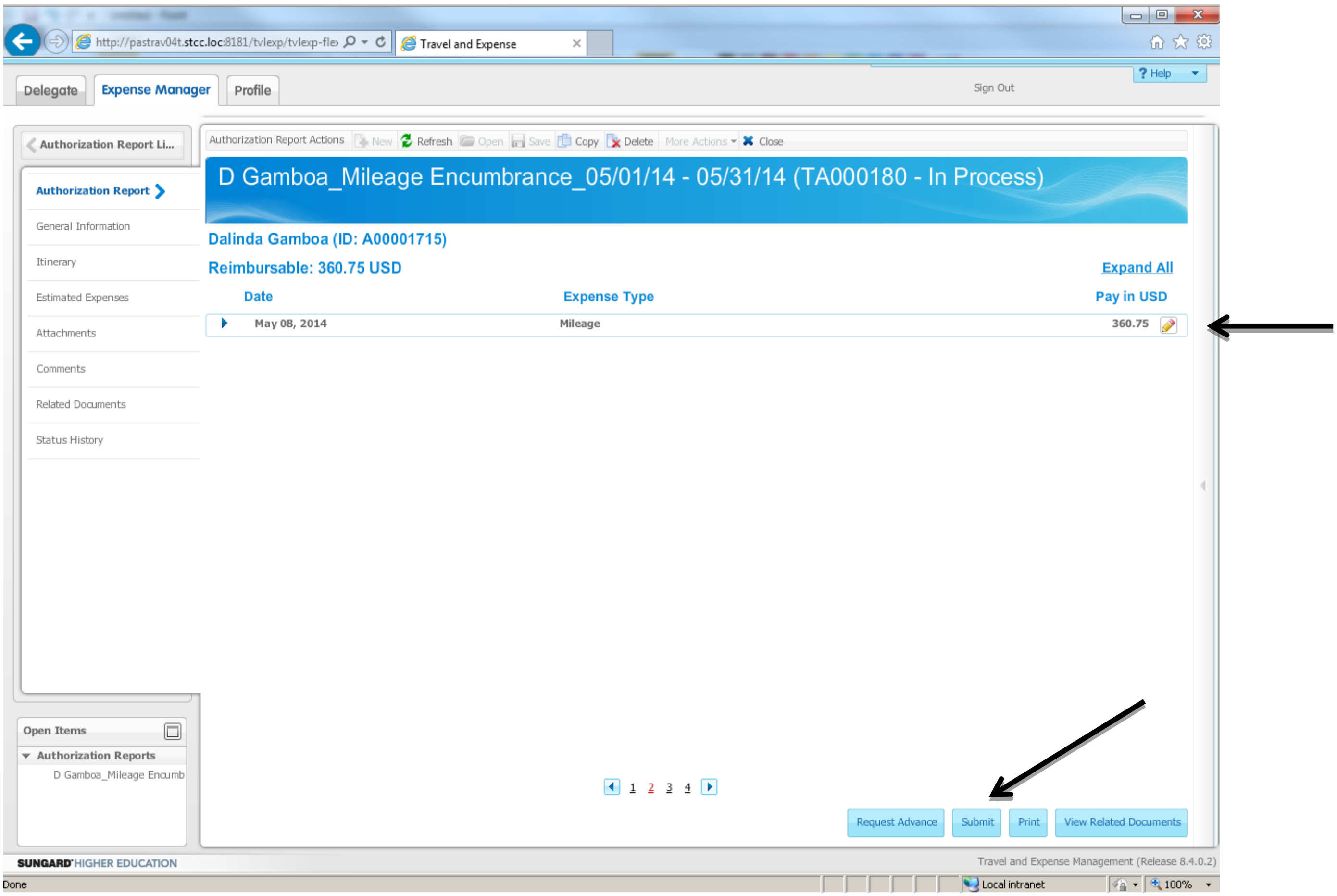


You may now view a summary of the authorization report by selecting pages 1-4 (bottom of the page). Page 5 is blank.



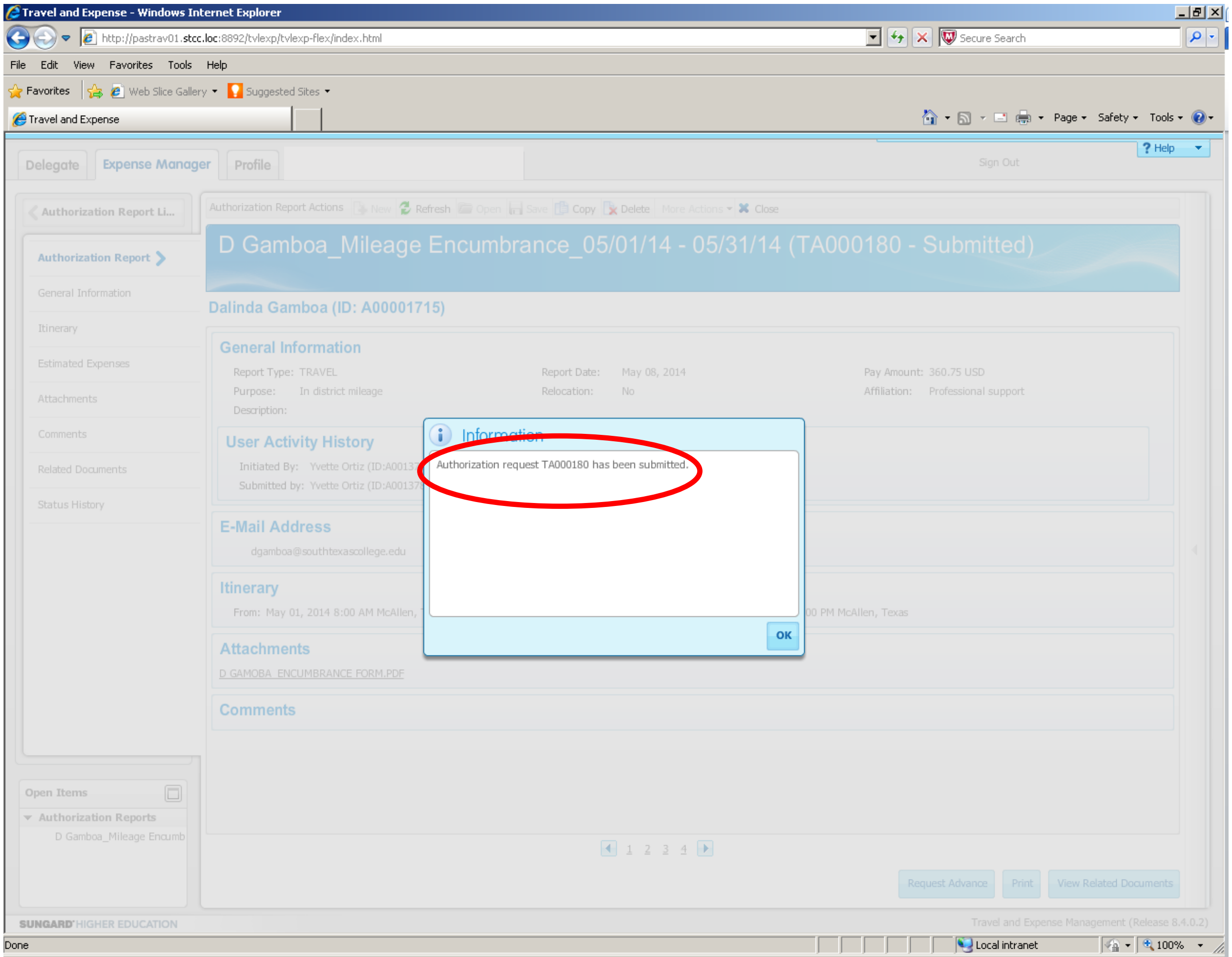
To correct an error or to make changes to any expense, you must select the pencil icon and edit the information as needed.

Click **Submit** to continue.

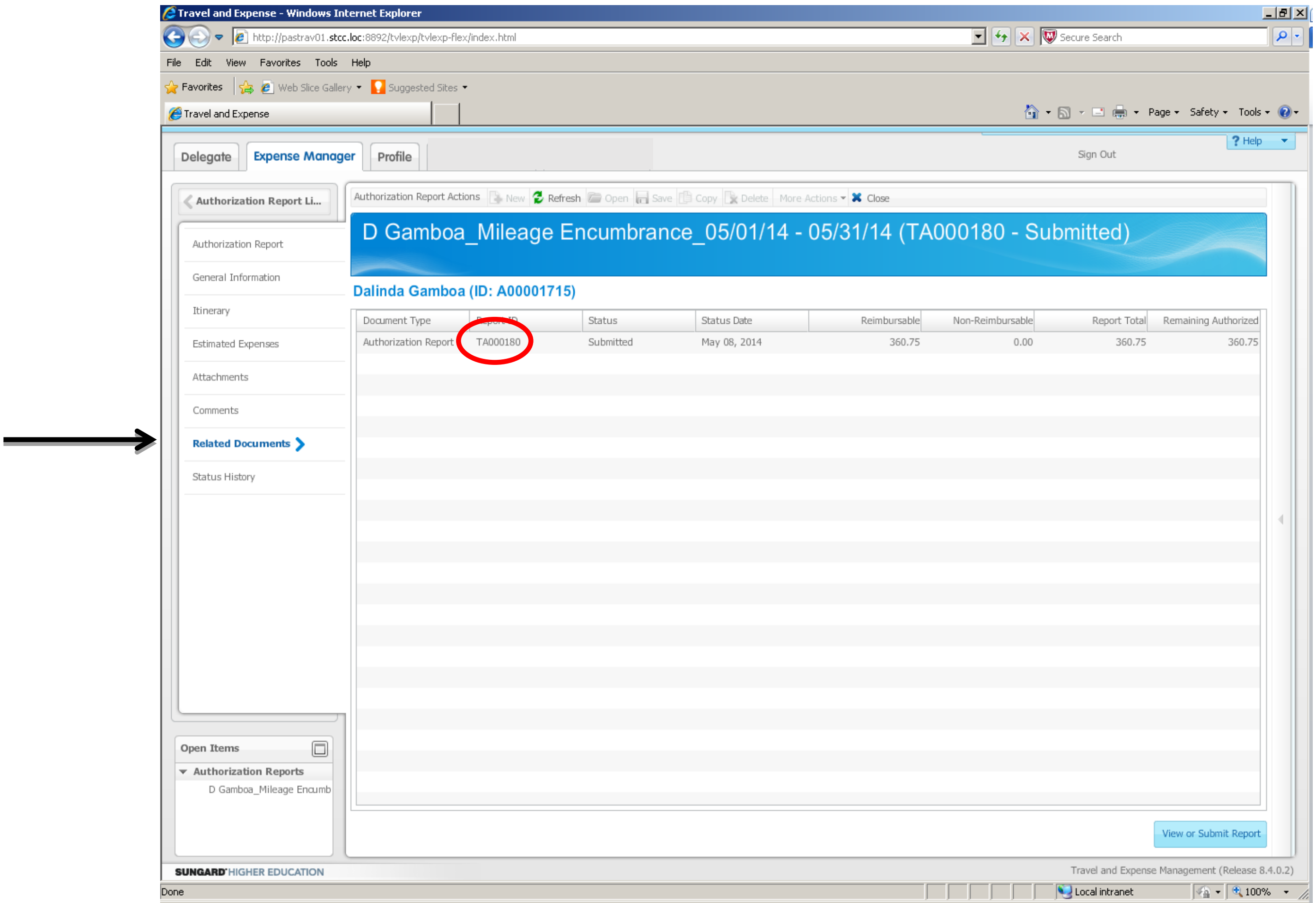


A pop-up message will appear with the designated TA number for the In-district Mileage report. Make sure that you keep this information (TA number) for future reference, in case of errors or delays in processing.

Click **Ok** to continue.

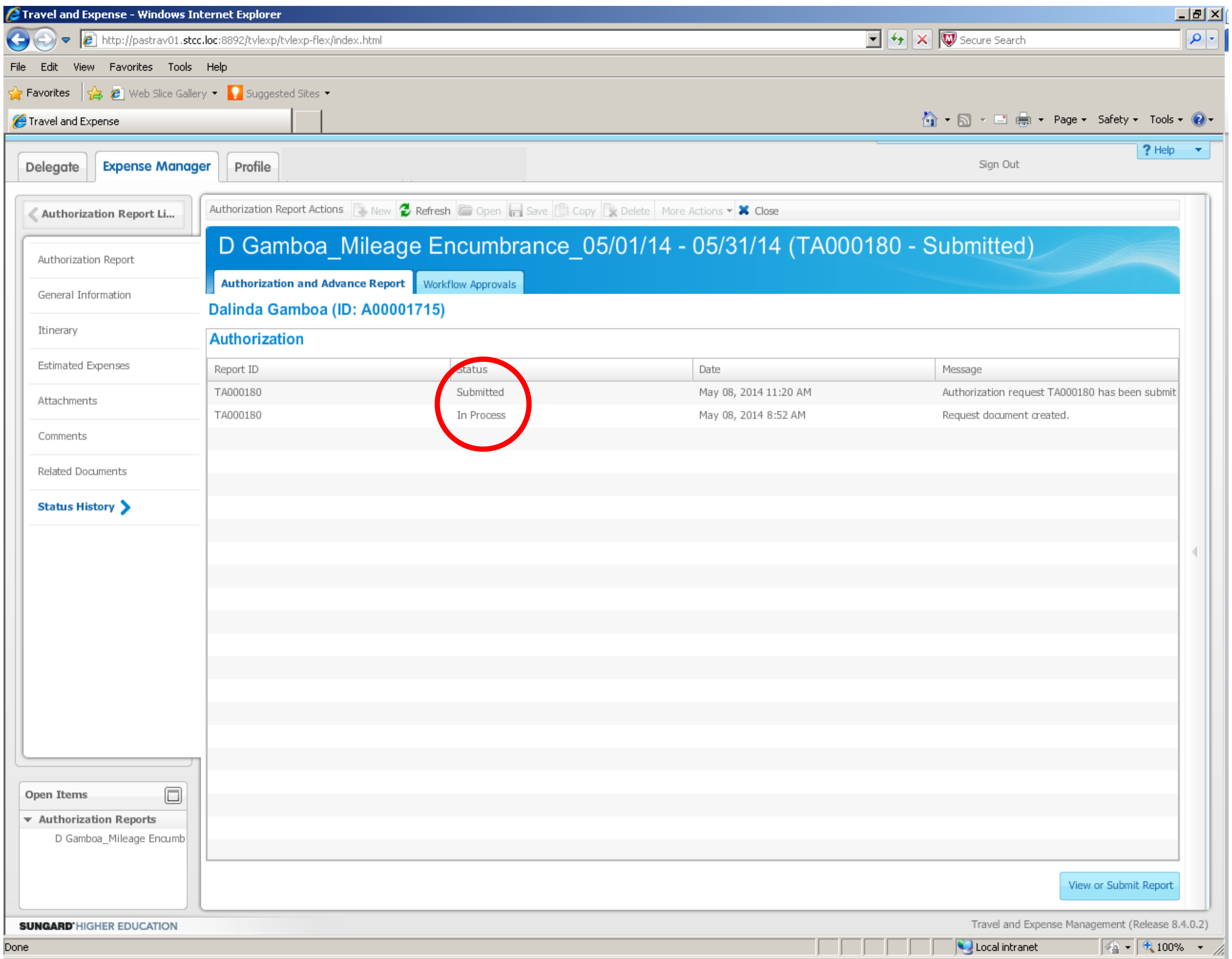


The **Related Documents** option on the left navigation bar will allow you to view the Mileage Reimbursement (Authorization).



The **Status History** will alow you to view the status of the travel voucher submitted.

Note: It is the delegates' responsibility to monitor the status history to make sure that all items are being approved in a timely manner.

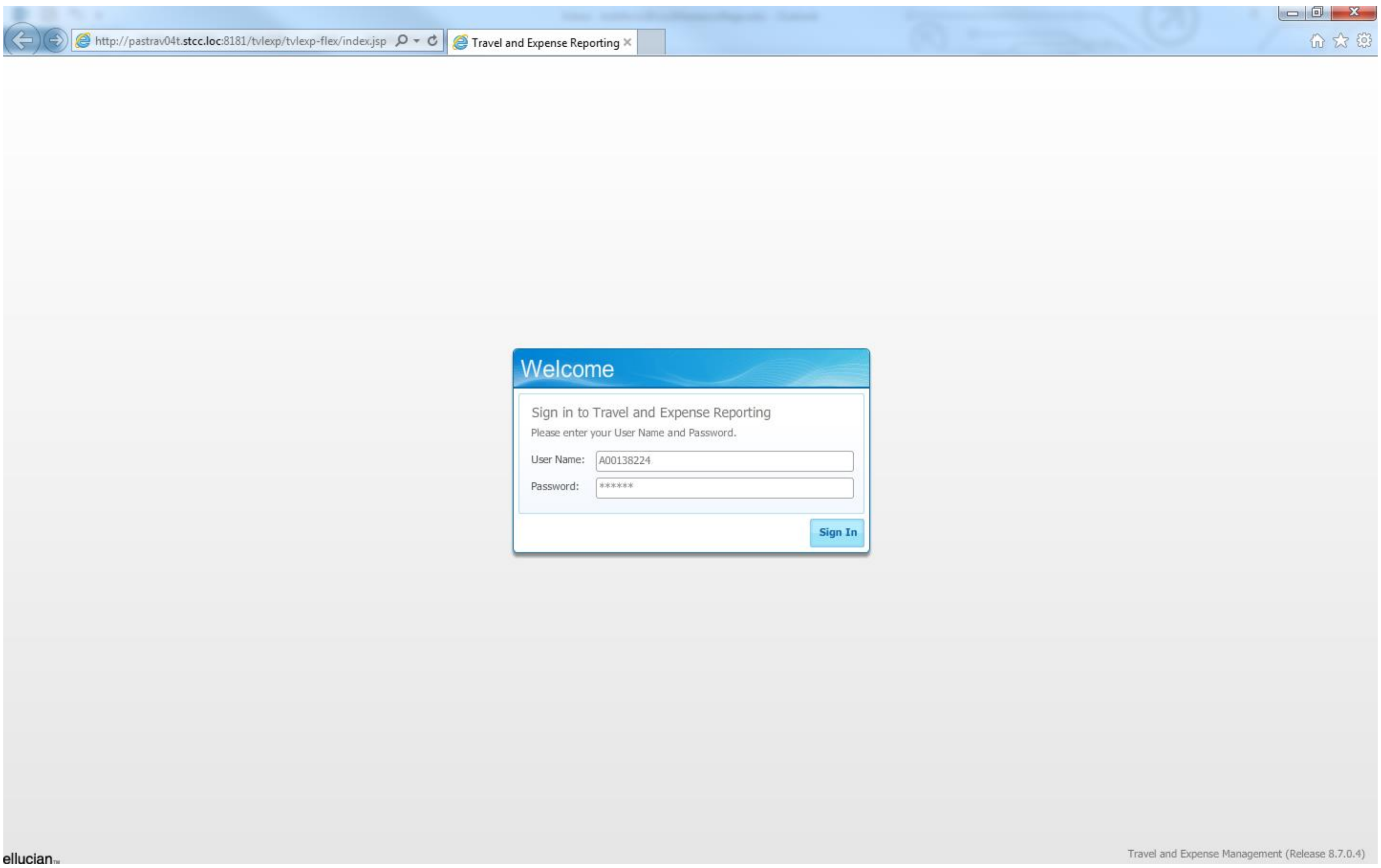


Note: Once the mileage reimbursment voucher has been submitted, an email is sent to the approver informing them that the expense report is ready to be approved in Workflow (link to workflow is provided in the e-mail). The employee will receive an email once ALL the approvals have been finalized.

D. Expense Report (Travel Voucher)

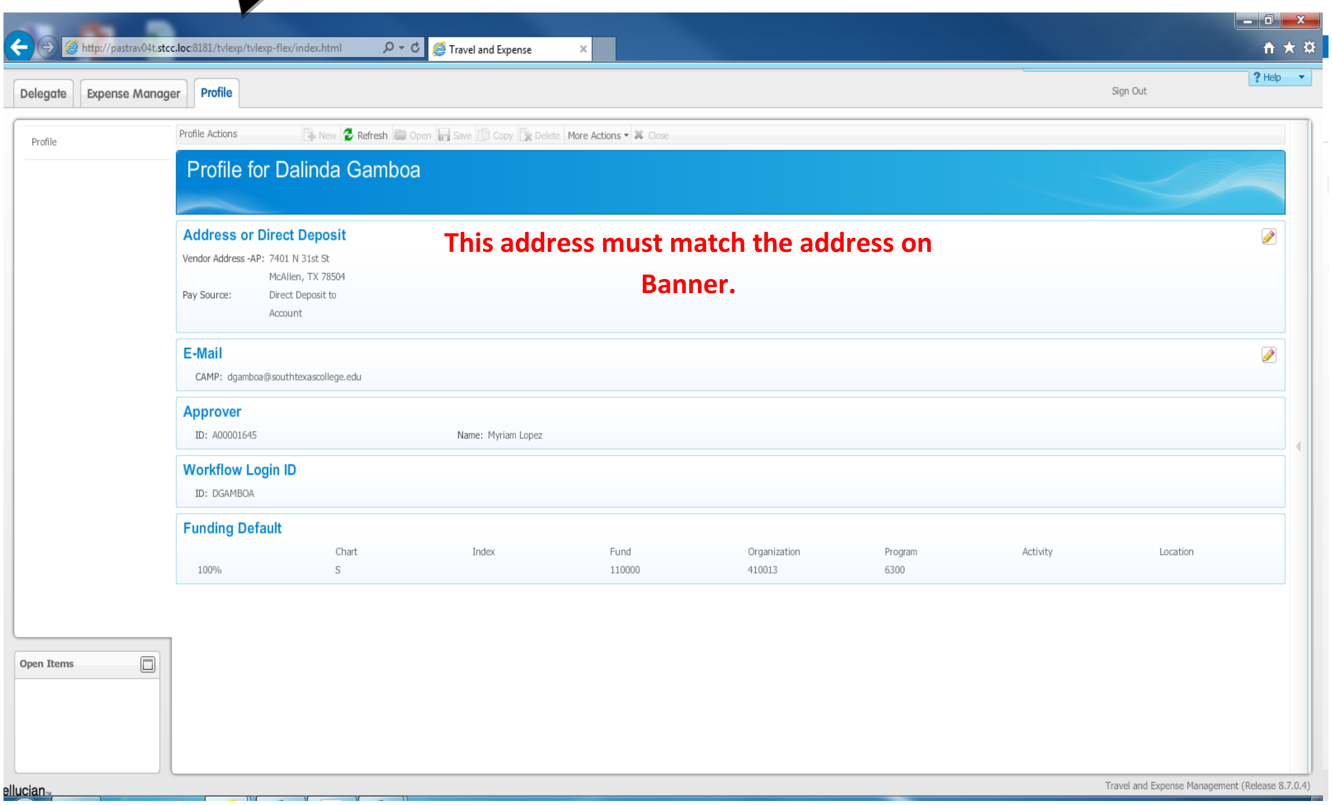
I. Logging into Banner Travel and Expense

Please enter your A# for the username and your six-digit birthdate (ex: 112275, where 11 is the month, 22 the day, and 75 is the year). Click Sign In.



II. Profile

Click on the **profile tab** and confirm that the address and the pay source are correct. If the traveler receives per diem and mileage reimbursement payment electronically, the Pay Source should read "Direct Deposit to your Banking Institution". Please ensure that the traveler's STC email address is correct, and that the immediate supervisor's name and A# appear in the Approver section. Make sure that the correct **FOAP** appears in the Funding Default section. This should be the primary FOAP (The FOAP that pays the travelers paycheck) for transactions processed through the Travel & Expense Management System.



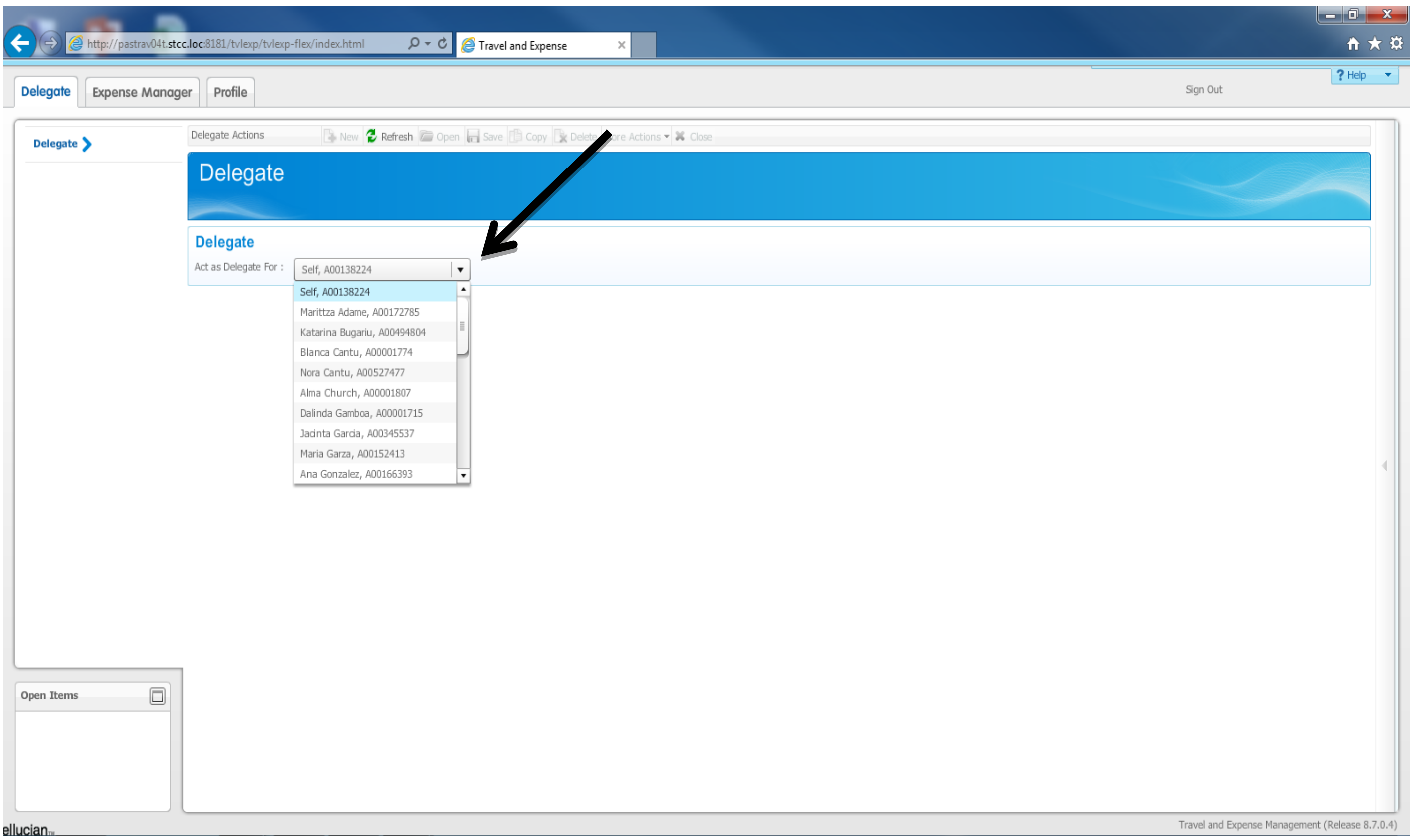
Note: If the employee updates their address with Human Resources, the travel office must be notified (traveler must send an email to traveloffice@southtexascollege.edu with his new address) because the two systems are not linked for updates.

II. Delegate

Click on the **delegate tab** and verify that every employee you listed on the T&E Management System Access Form is included in the “drop down list”.

III. Creating an Expense Report (Travel Voucher)

If entering a travel document for someone other than yourself, you will have to select the traveler’s name from the drop down list. Select “Self” when entering your won travel document (default setting is “Self).

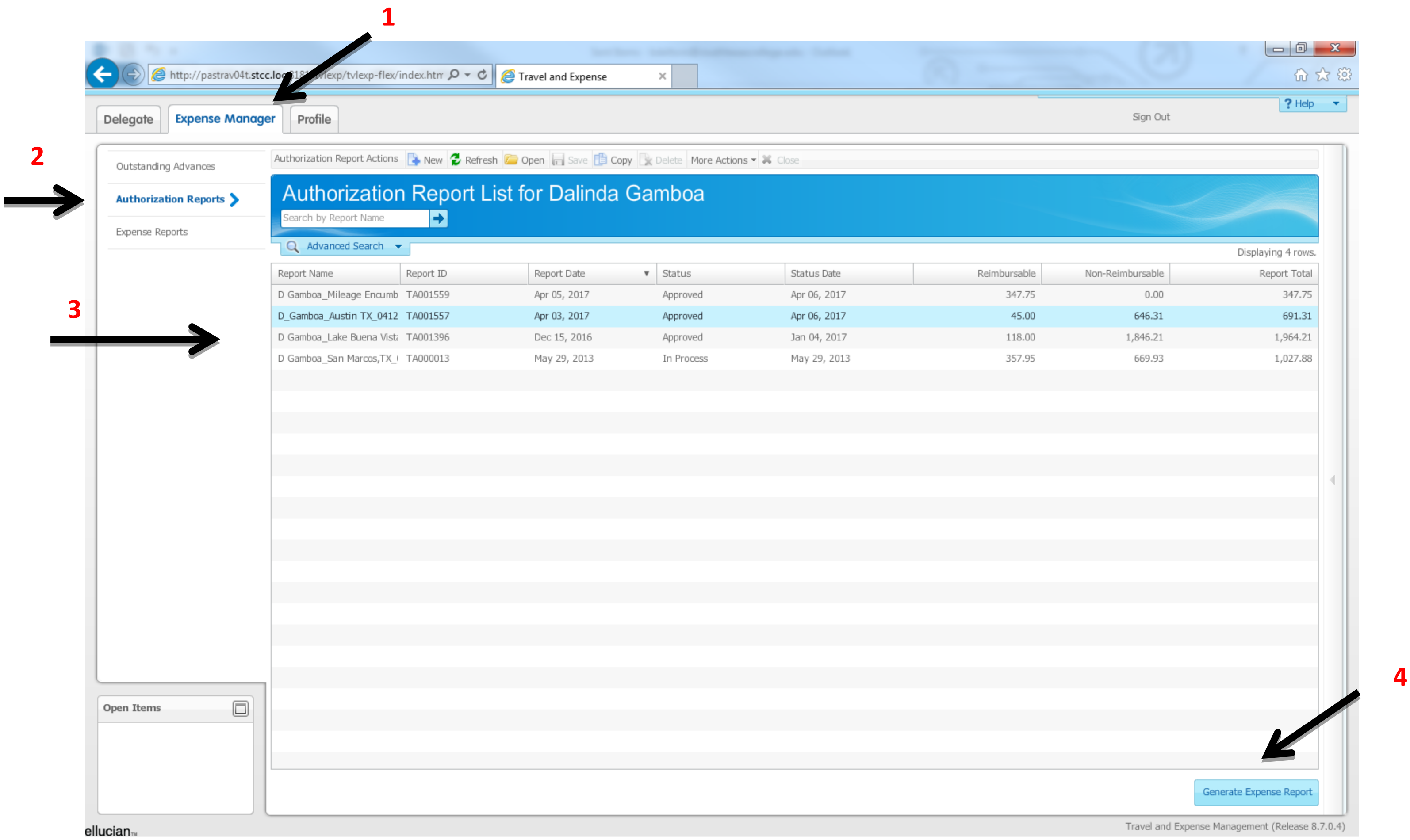


1) To enter an Expense Report, select the **Expense Manager** tab.

2) Click on **Authorization Reports** on the left navigation bar.

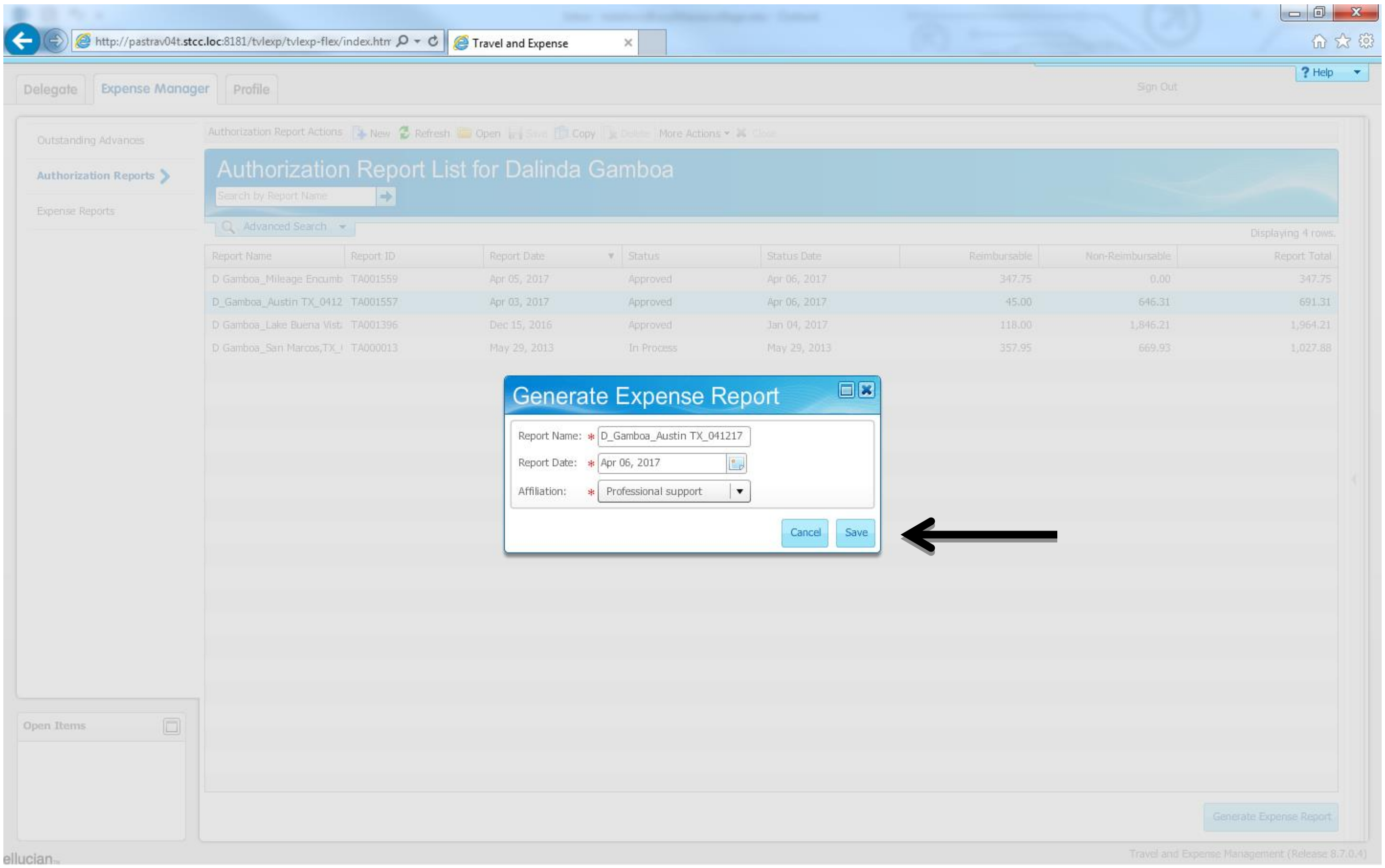
3) Select **the appropriate Travel Authorization Report (TA)** to complete the corresponding travel voucher for that trip.

4) Once the **Travel Authorization** is selected, click "**Generate Expense Report**" option at the bottom right hand corner of the screen.



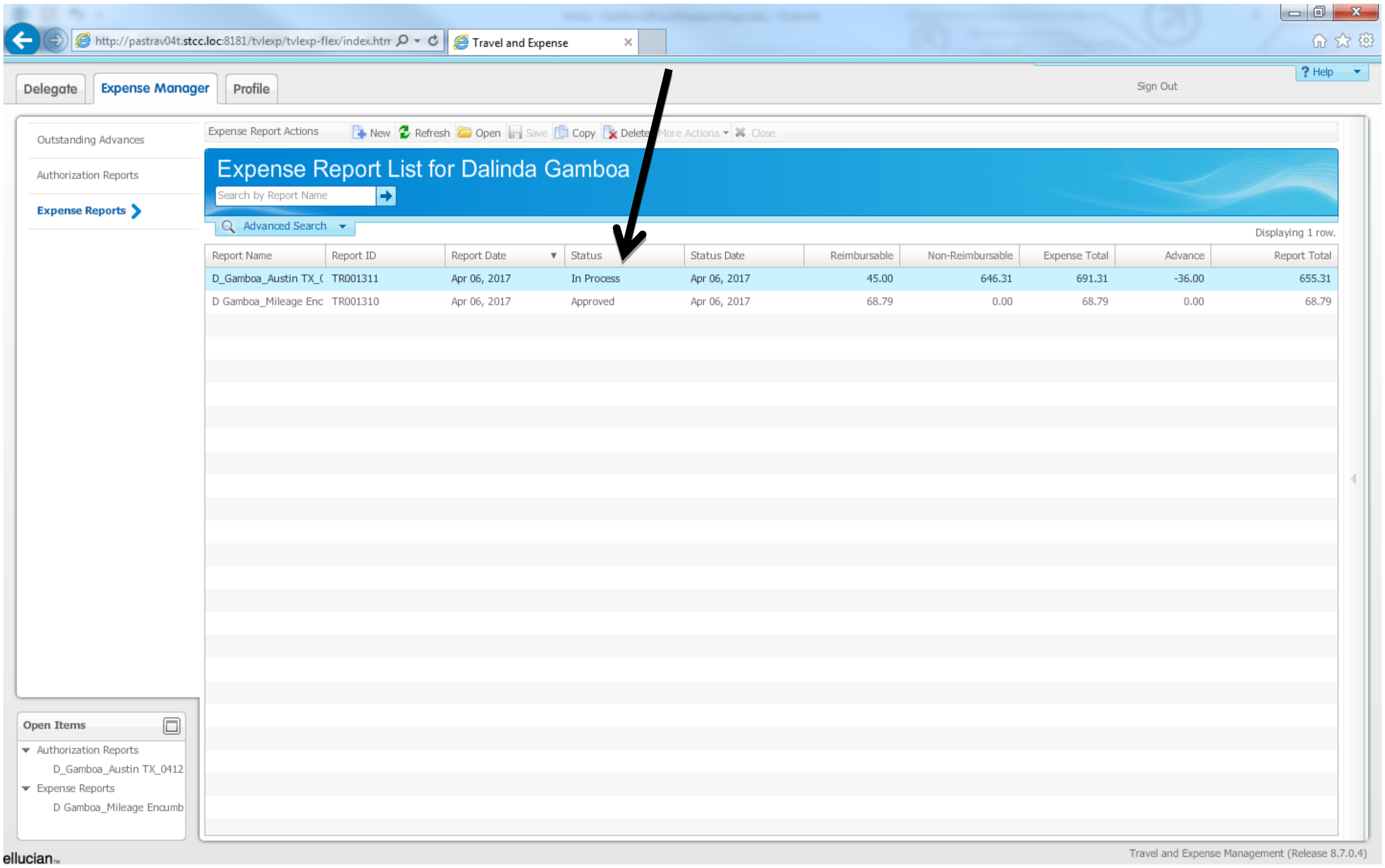
A pop-up message will appear summarizing the Expense Report. Make sure to verify all information before saving.

Click **Save** to continue.

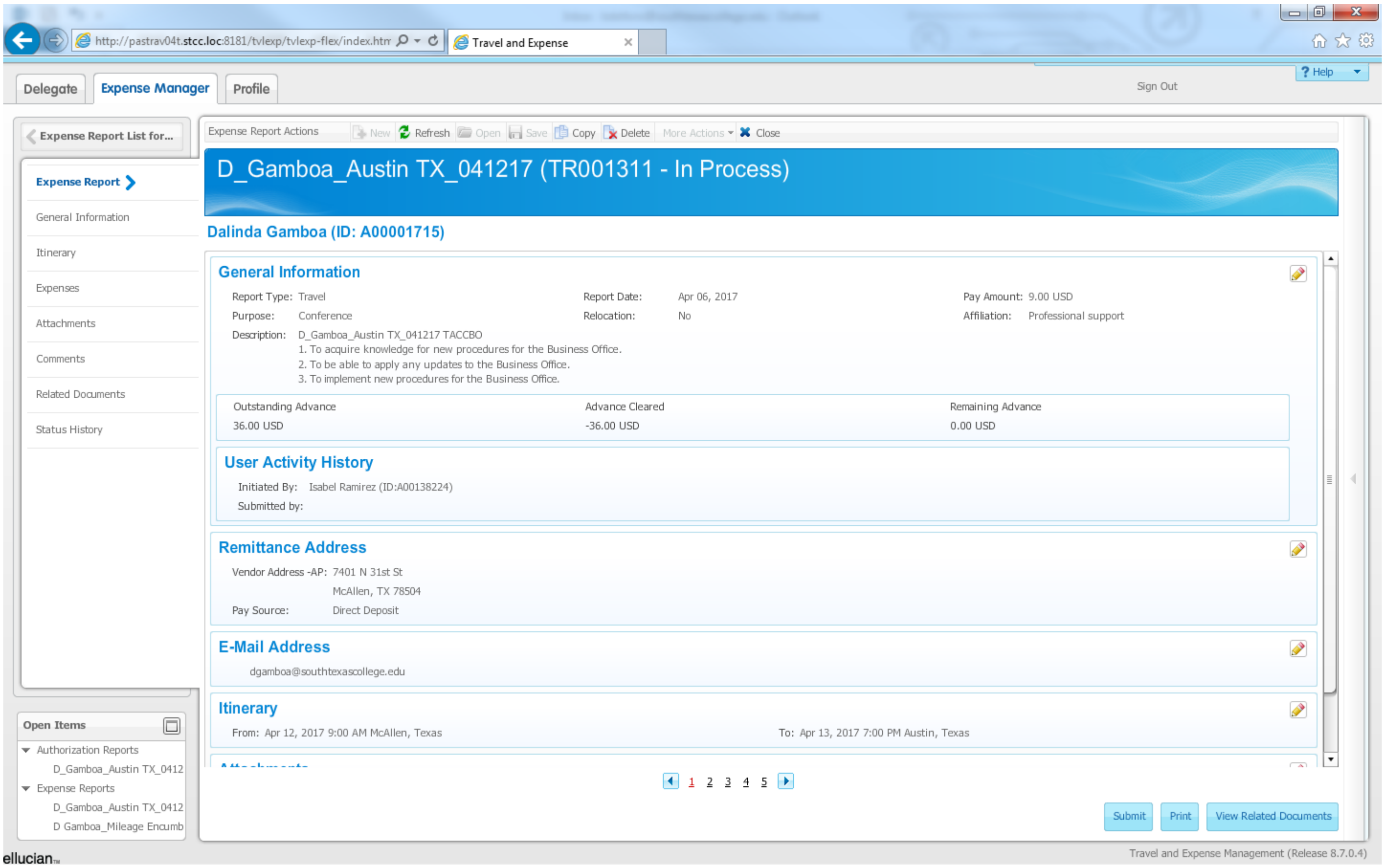


Once the report is saved the Expense Report List will appear on the screen. Highlight the Expense Report you are working on and make sure that the Travel Voucher (TR) status appears as "In Process".

Double Click the highlighted report to continue.



After selecting the correct Expense Report from the list the following screen will appear.



1) Select the **Expenses** option on the left navigation bar. Here you will enter incidentals expenses incurred by the traveler which were not included in the Authorization. (Examples: parking, baggage fees, etc.) Each of these expenses will be have to be entered separately. Each receipt must have the method of payment and the last four of the account being used to pay.

2) Make sure the current date appears on the **date** field.

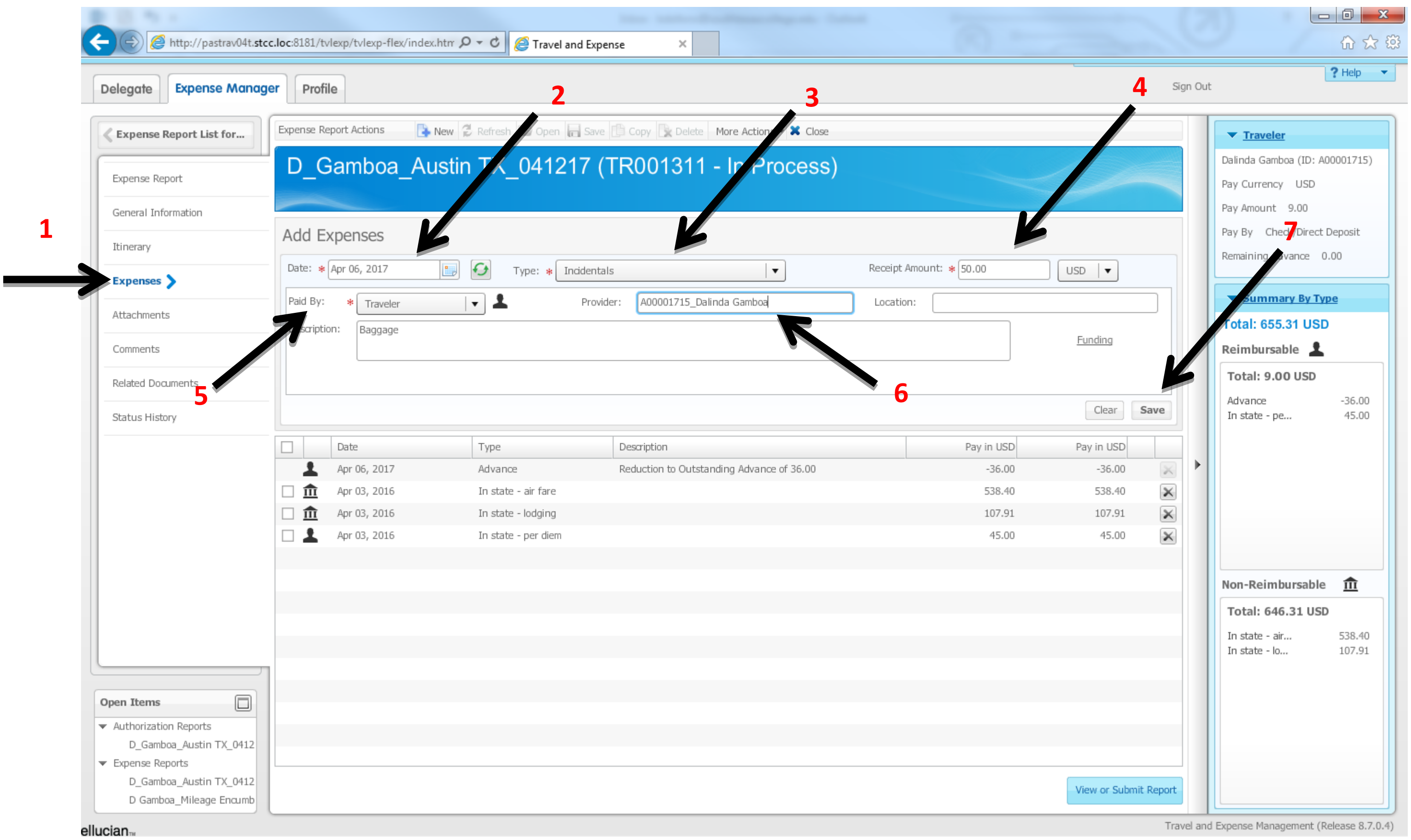
3) Click **Type** and select from the drop down list, the correct option for the expense(s) the traveler has incurred

4) Make sure an **amount** is entered for each expense.

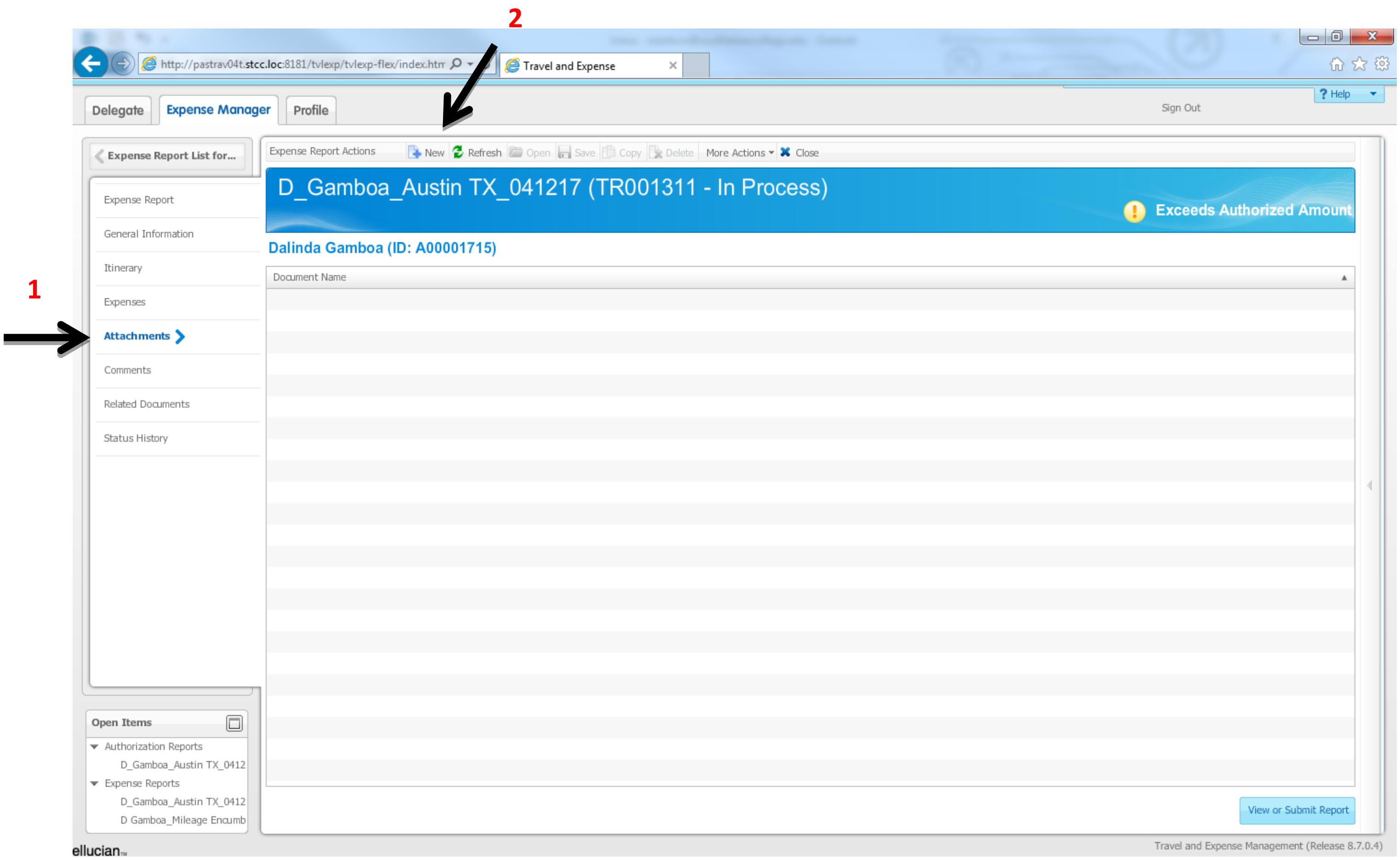
5) The **Paid By** field must show "traveler".

6) The **Provider** field must have the traveler's A# and Full Name.

7) Click **Save**.



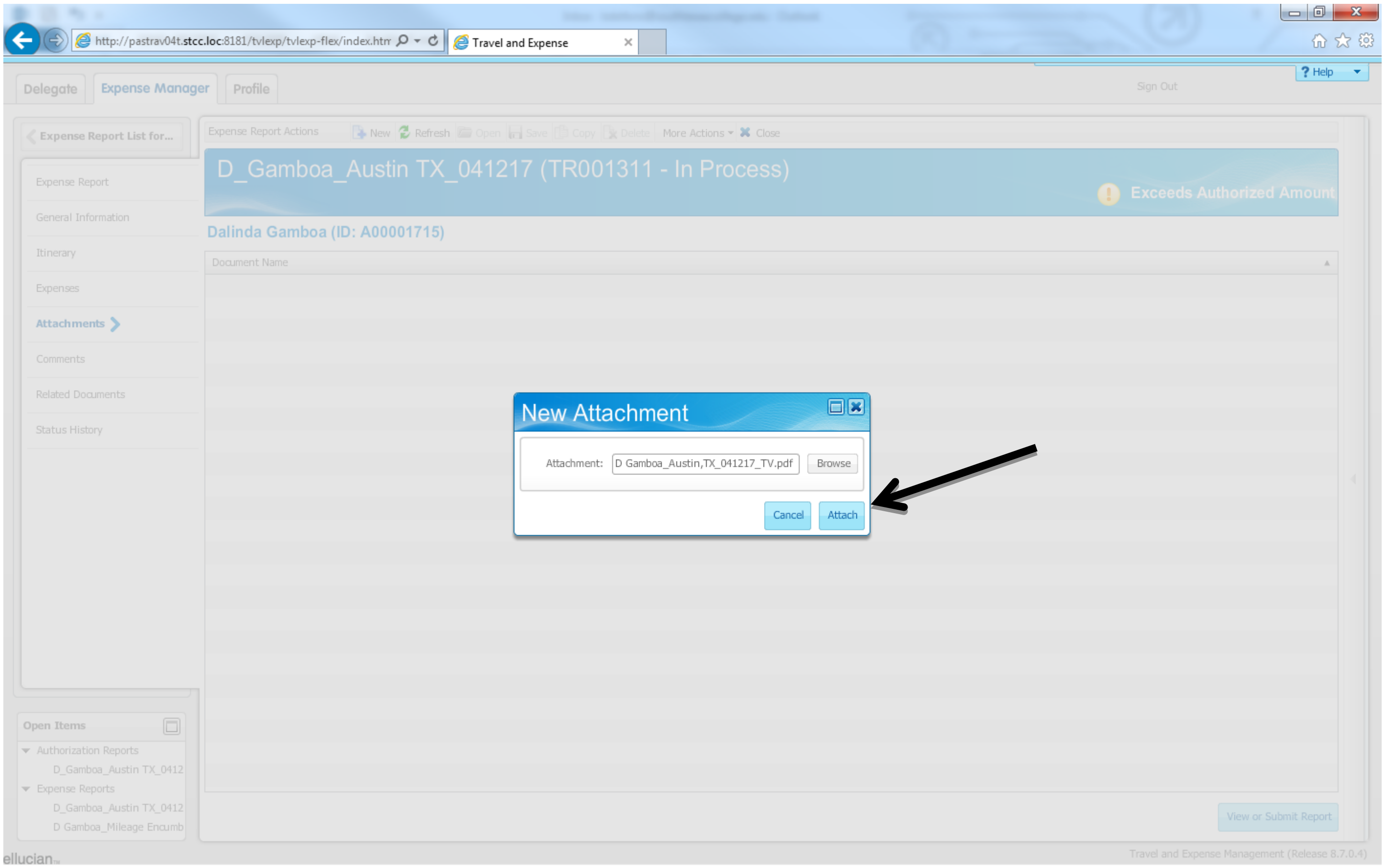
1) Select the **Attachments** option on the left navigation bar.
2) Click **New** to attach supporting documents (pdf format only) for the travel voucher (Example: registration, receipt, hotel itemized receipt, airfare boarding passes (round trip), incidental expense receipts, etc.)



NOTE: Please do not attached the traveler's insurance, driver license, or W9's. Please email these documents to the travel office prior to submitting for review or requesting an advance. The attachment file name must not contain any special characters.

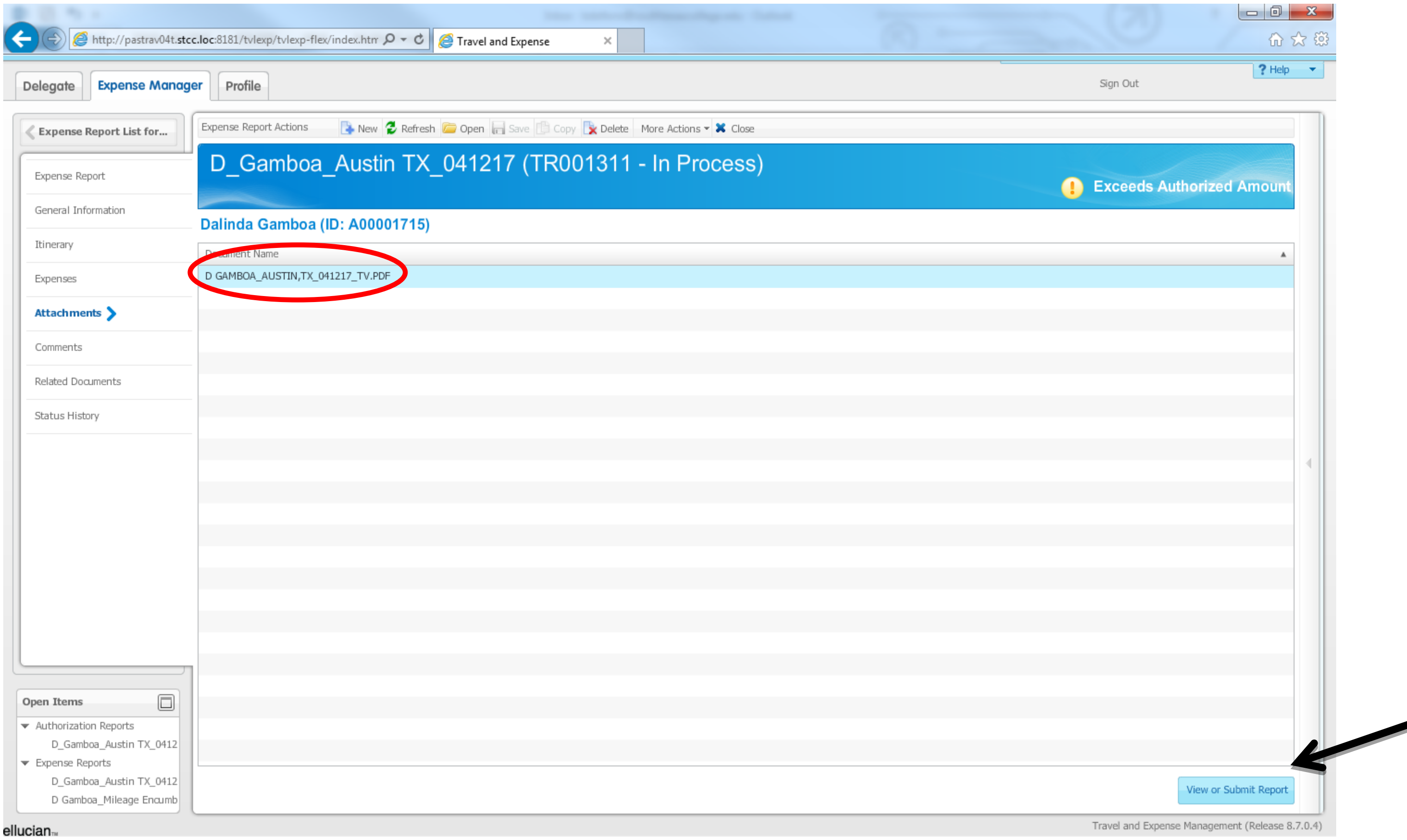
Click **Browse** to select the file containing the travel documents that support the authorization report.

Note: All documents must be PDF format and not contain any special characters in the name. The file name should be as short as possible.



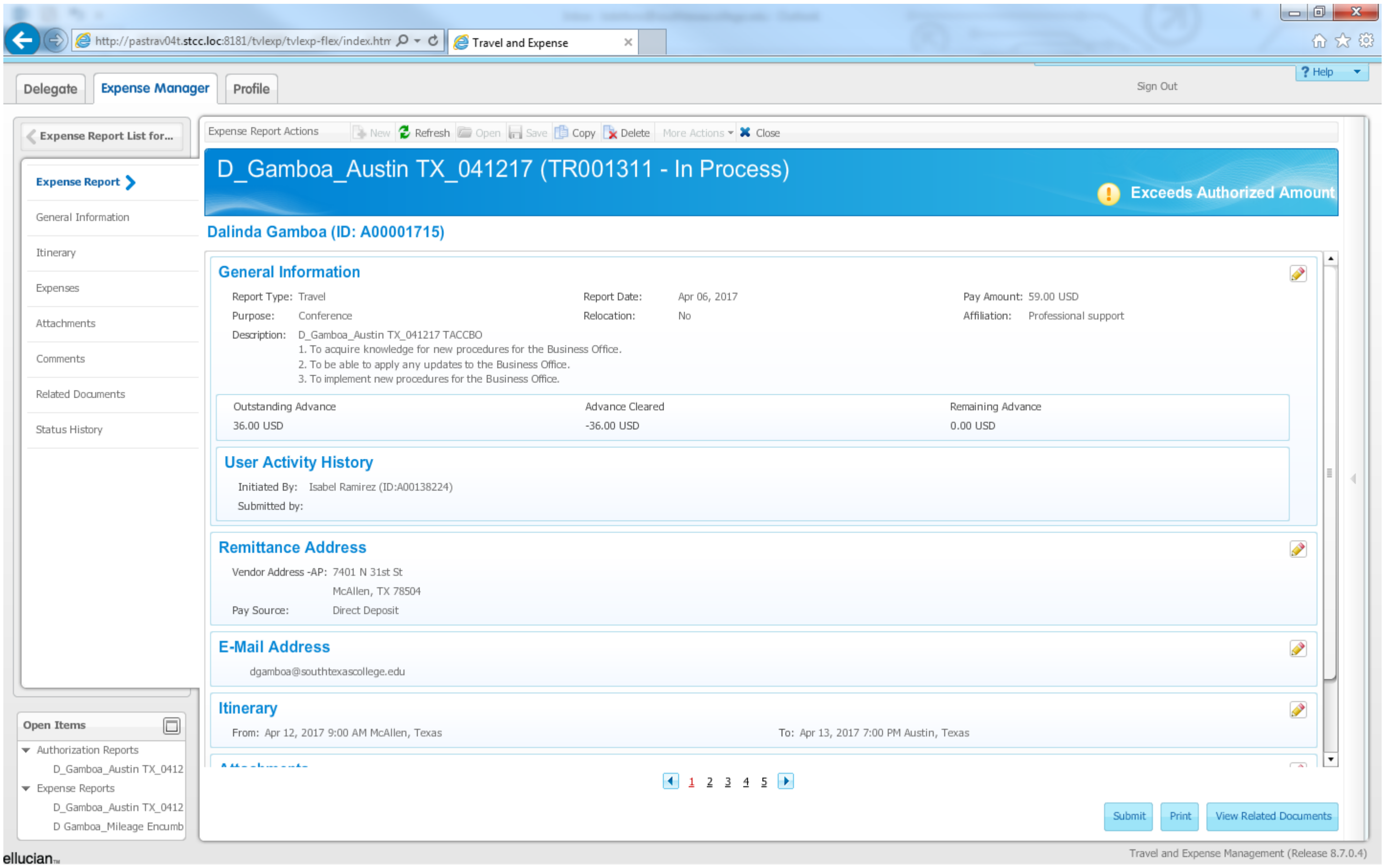
Attachment will appear in the center part of the screen. Double click on the document to verify it is a clear image and make sure it is scanned **upright**. (Note: may take a couple minutes to open up document, depending on the size of document)

Click **View or Submit** to proceed.

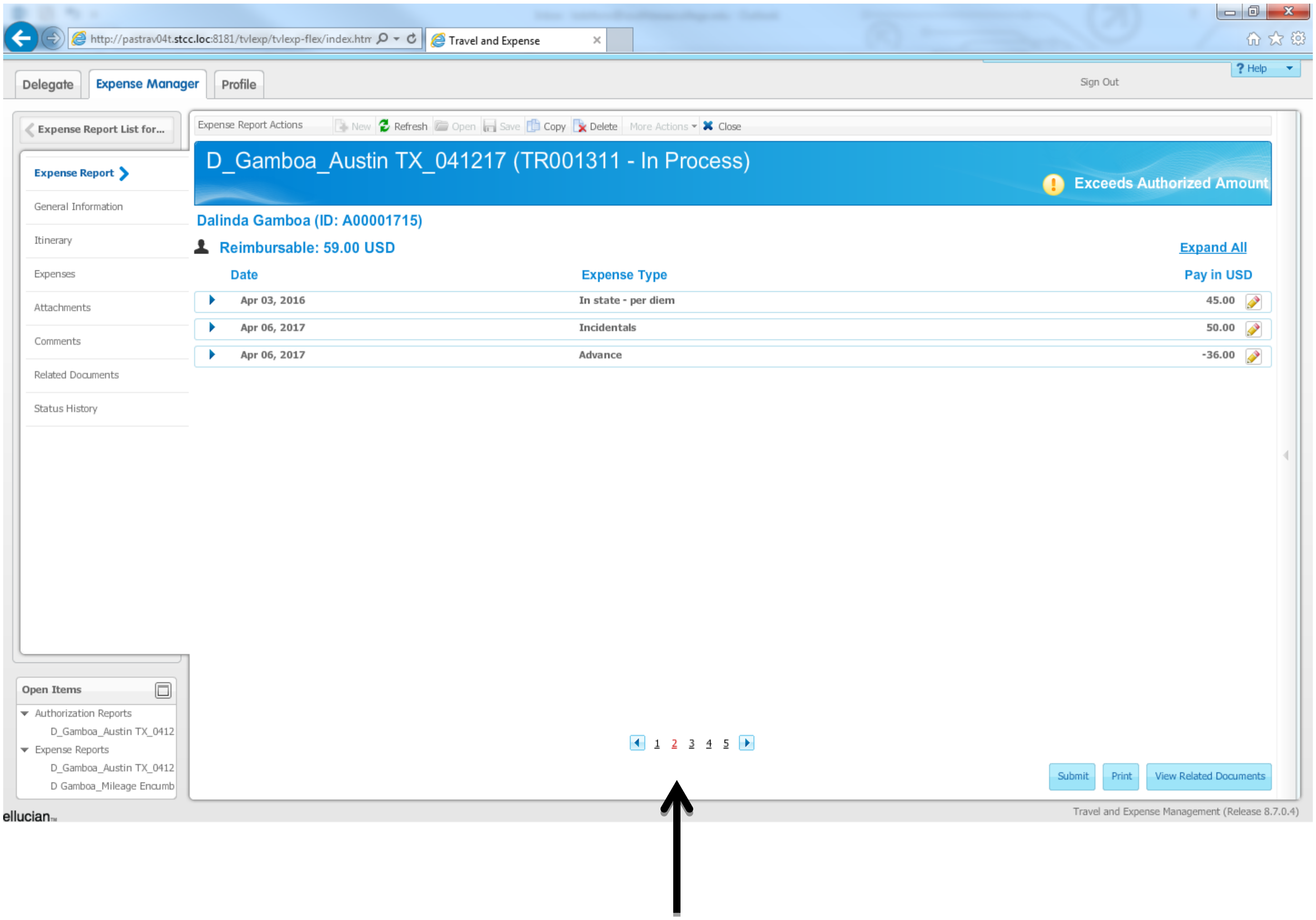


You may now view a summary of the travel voucher report by selecting pages 1-4 (bottom of the page).

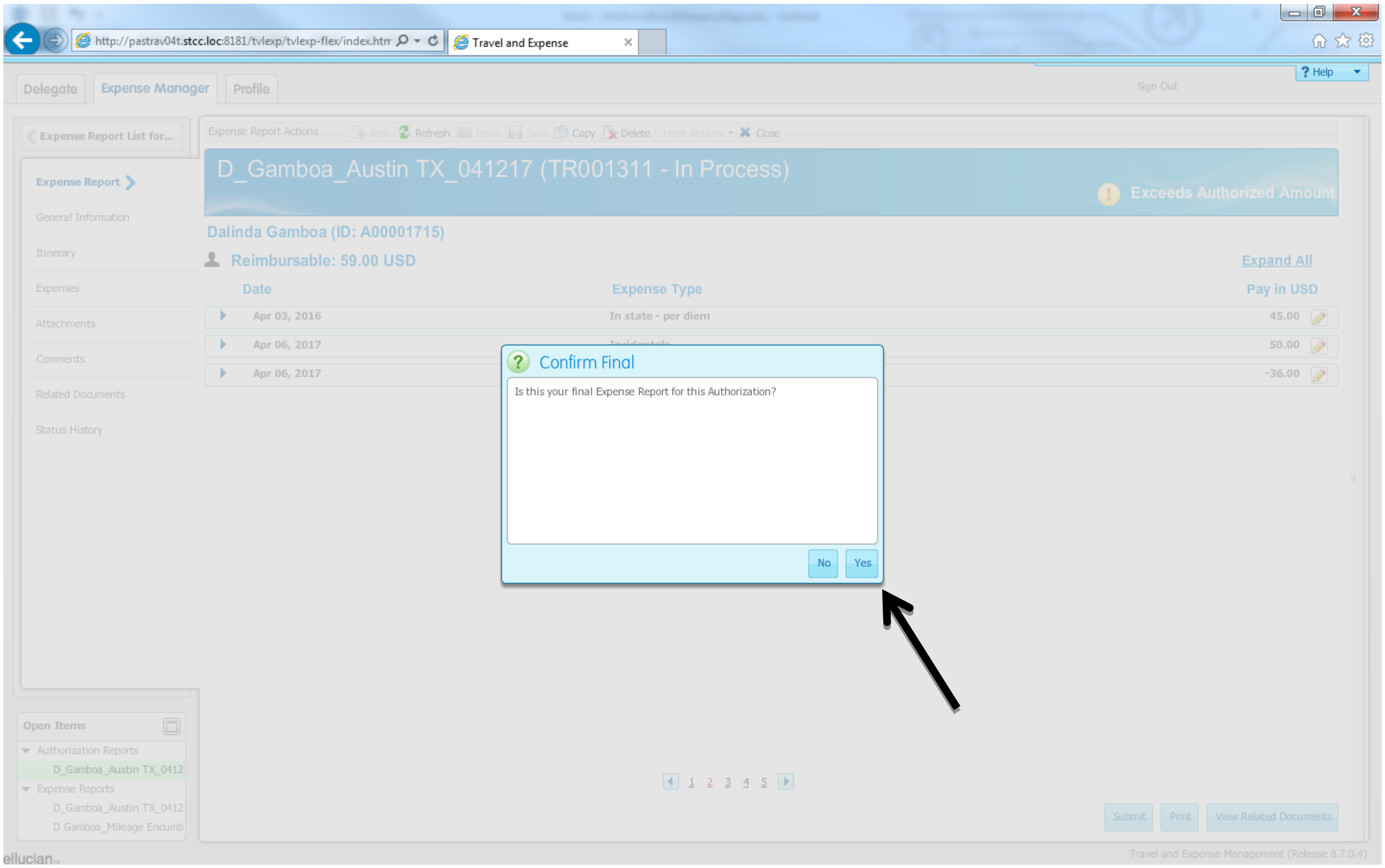
Click **Submit** to continue.



To correct an error or to make changes to any expense, you must select the pencil icon and edit the information as needed.

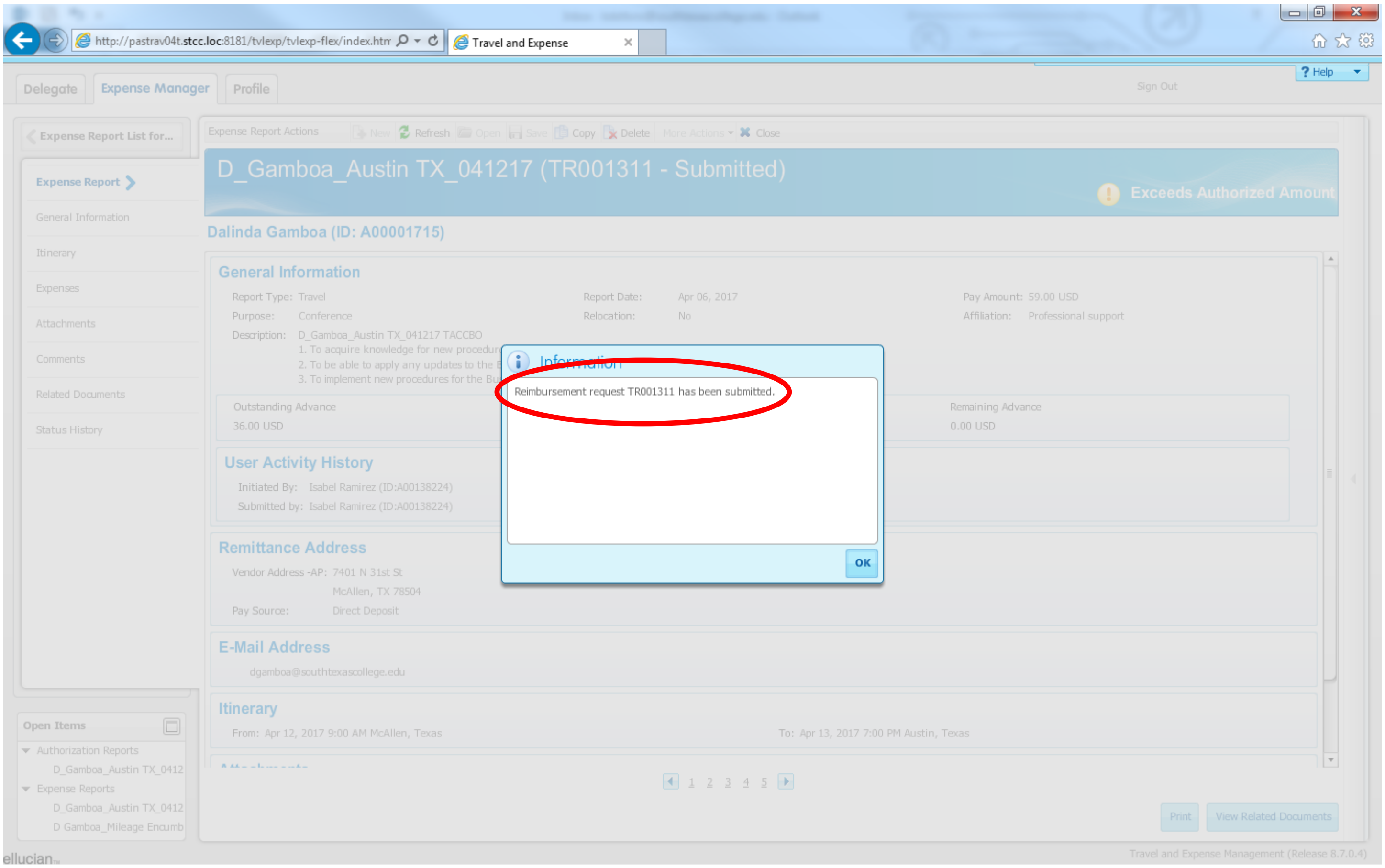


A pop-up message will appear allowing you to confirm the final Expense Report (Travel Voucher) for the trip. Selecting "yes" will close out the travel authorization/expense report and no **more** changes will be allowed.



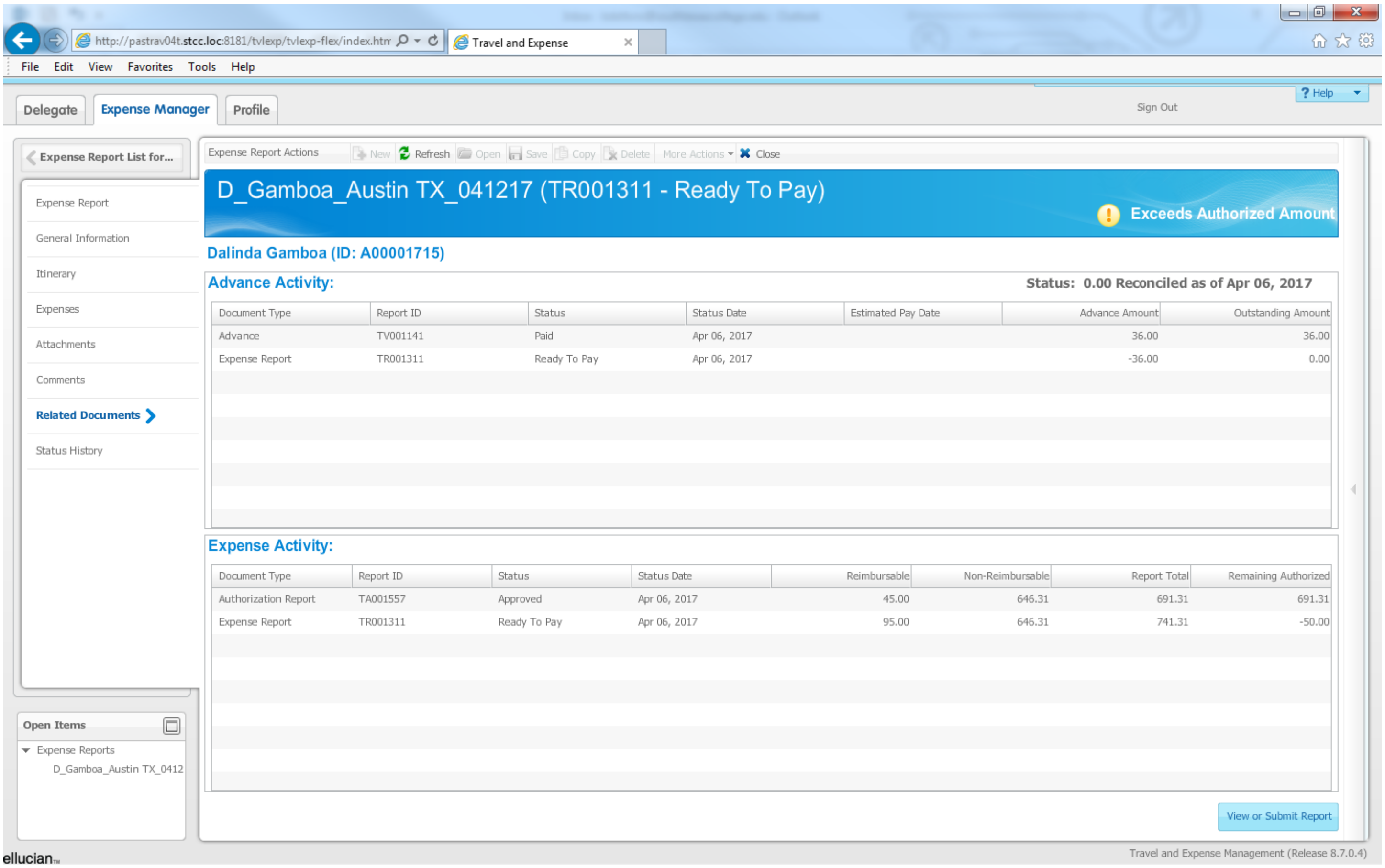
A pop-up message will appear with the designated TR (travel voucher) number for the expense report. Make sure that you keep this information for future reference, in case of errors or delays in processing.

Click **Ok** to continue.



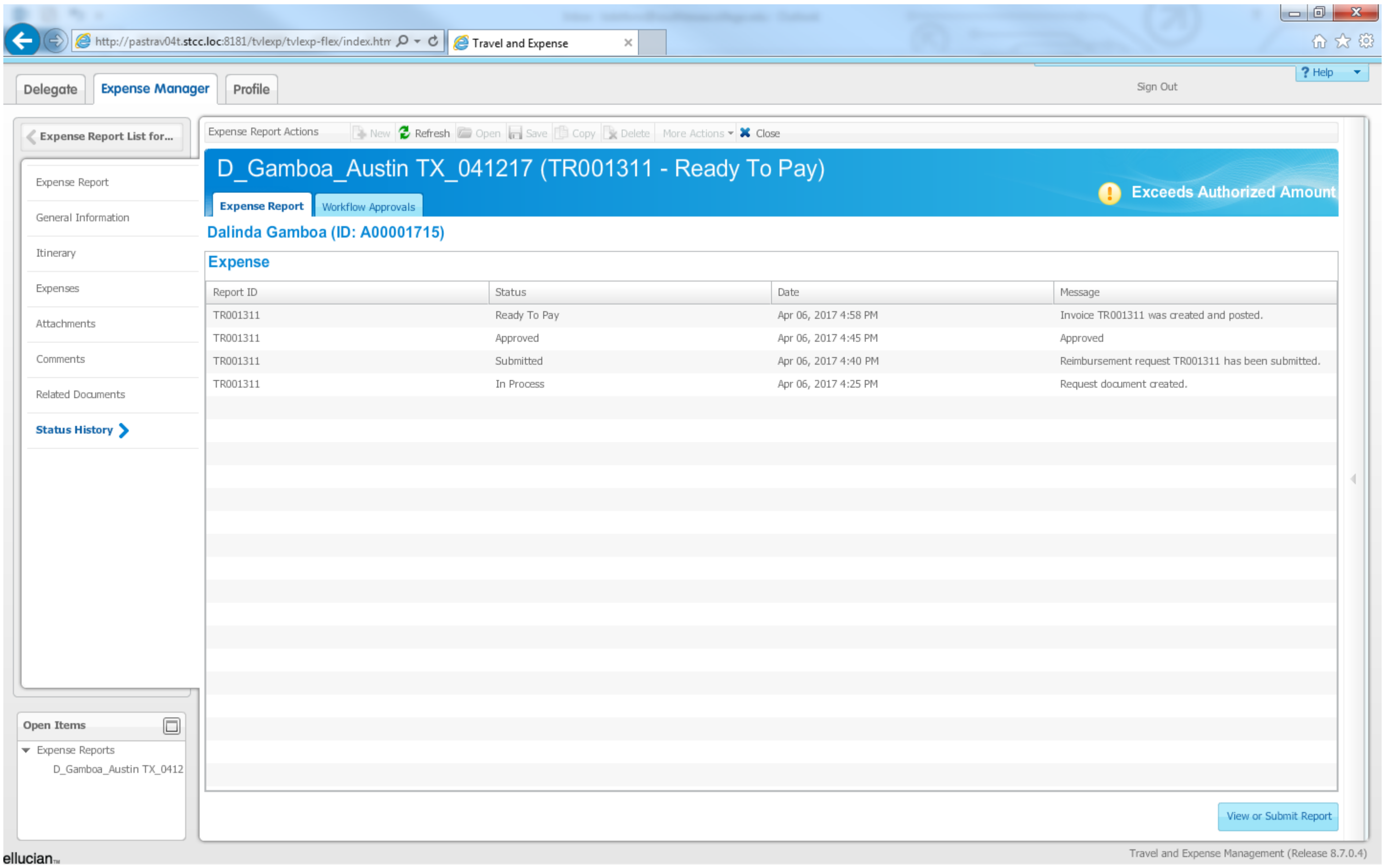
Revised 10/12/17

The **Related Documents** option on the left navigation bar will allow you to view the Expense Report (travel voucher), the travel advance, and the travel authorization associated with that expense report.



The **Status History** will allow you to view the status of the Expense Report (travel voucher).

Note: It is the delegates' responsibility to make sure that all the approvals are done in a timely manner.

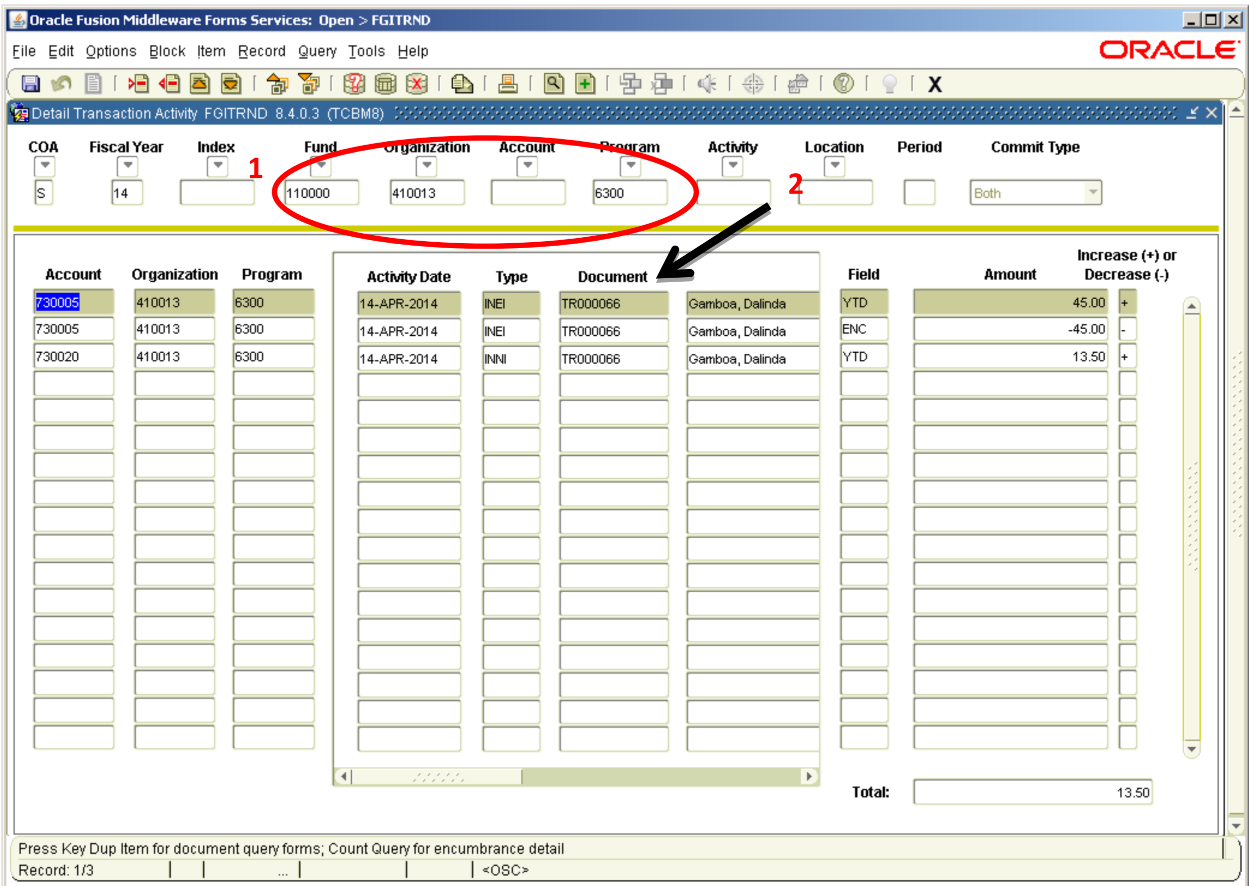


Note: Once the travel voucher has been submitted, an email is sent to the approver informing them that the expense report is ready to be approved in Workflow (link to workflow is provided in the e-mail). The employee traveling will receive an email once ALL the approvals have been finalized.

IV. Reviewing Travel Transactions in Banner

Once the travel voucher is approved, the encumbrance will liquidate and the reimbursement amount entered in (T&E) is posted in Banner as an expense.

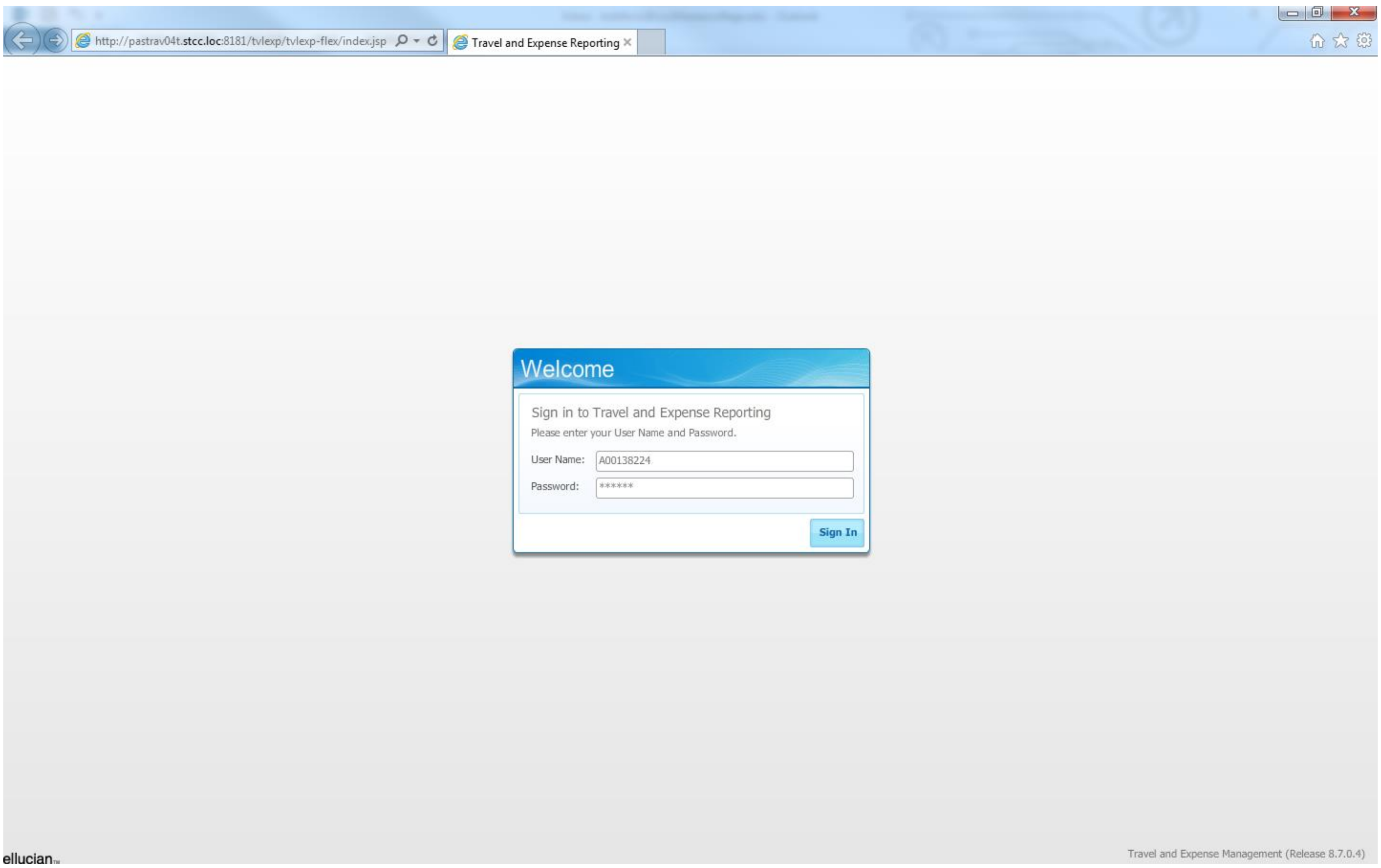
1) To view the travel voucher transaction, go to **FGITRND** screen in Banner, enter the "Organization", the Fund and Program fields will default, then select *Shift + Page Down.*
2) Enter the **TR #** in the **Document Field** and then *Ctrl + F11* (that will query the information requested).



E. Expense Report (Mileage Reimbursement Voucher)

I. Logging into Banner Travel and Expense

Please enter your A# for the username and your six-digit birthdate (ex: 112275, where 11 is the month, 22 the day, and 75 is the year). Click Sign In.

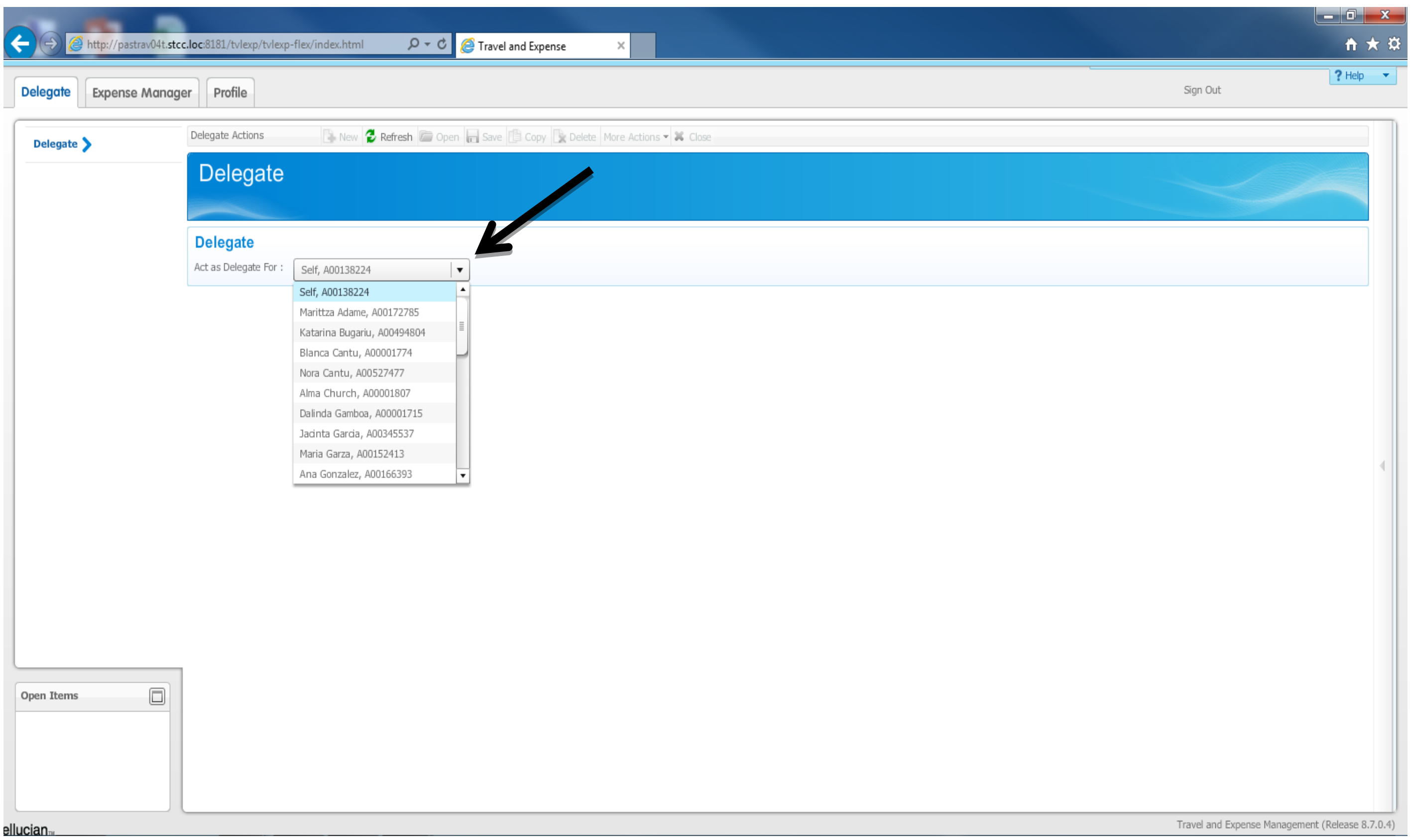


II. Delegate

Select the **delegate tab** and verify that every employee you listed on the T&E Management System Access Form is included in the "drop down list".

III. Creating an Expense Report (Mileage Reimbursement Voucher)

If entering a travel document for someone other than yourself, you will have to select the traveler's name form the drop down list. Select "Self" when entering your own travel document (default setting is "Self").



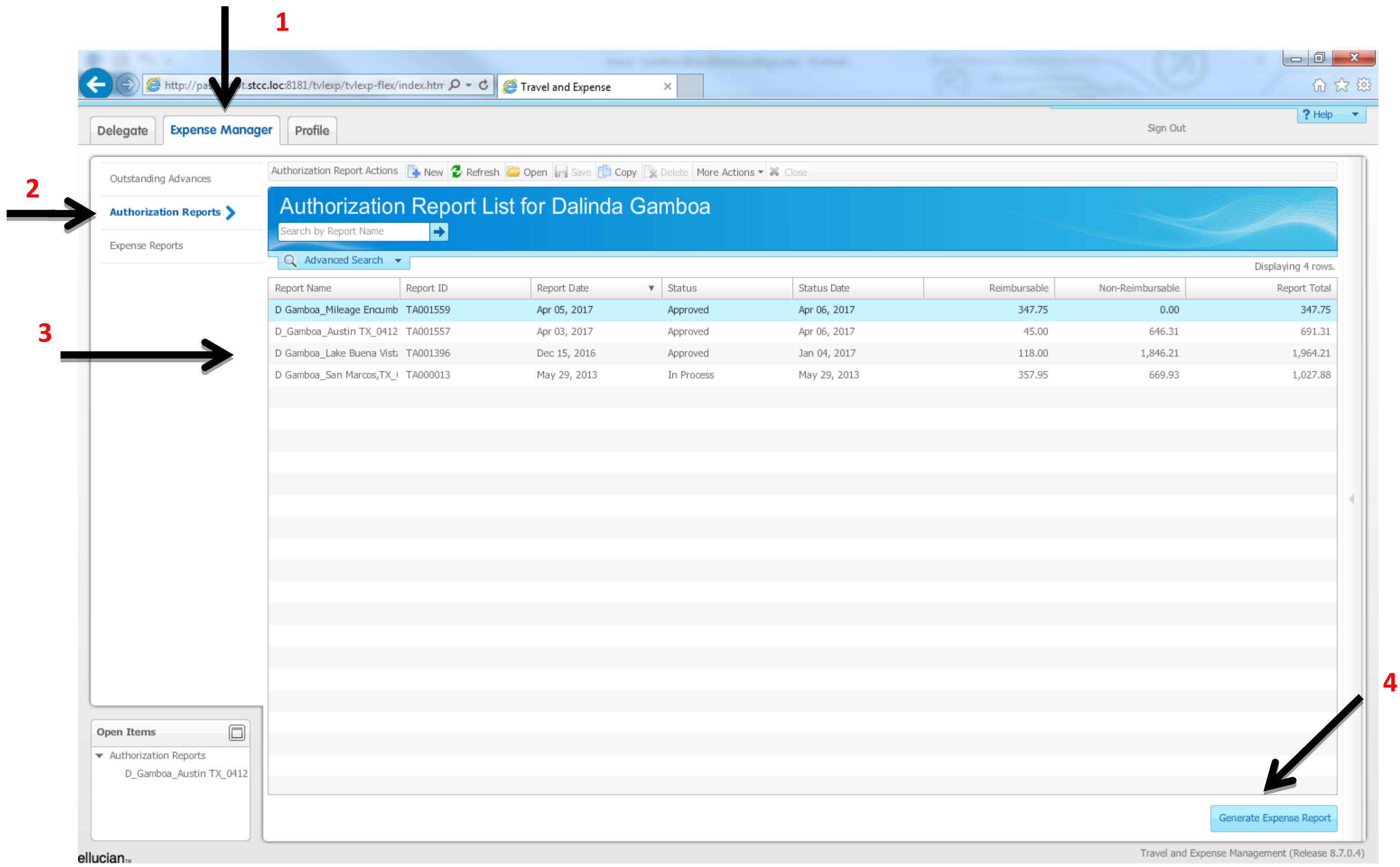
******Please see Alert Notice in your reference page 84.**

1) To enter a Mileage Reimbursement (travel voucher), select the **Expense Manager** tab.

2) Click on **Authorization Reports** on the left navigation bar.

3) Highlight **the appropriate Mileage Encumbrance Authorization (TA)** in order to complete the reimbursement request.

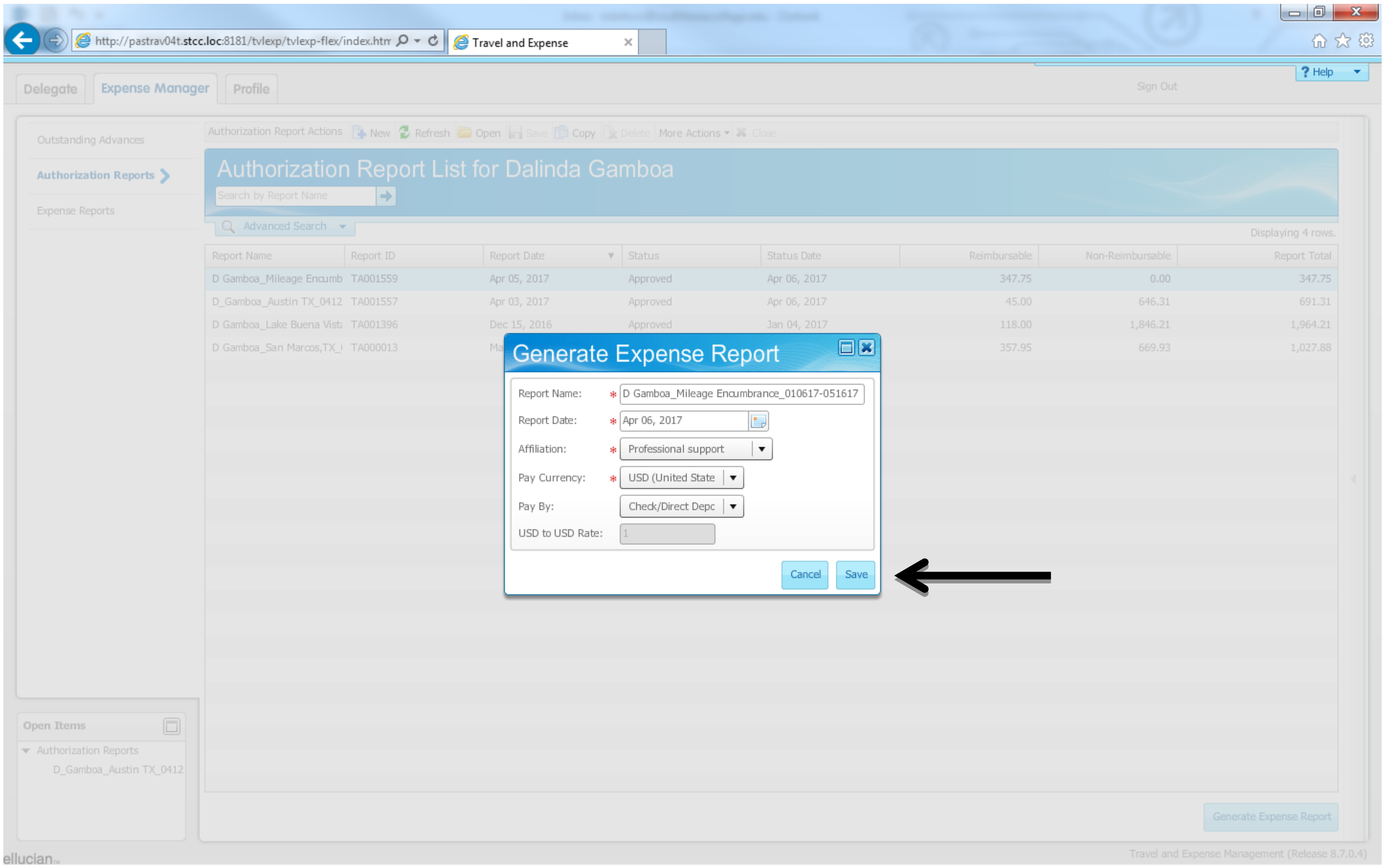
4) Once the **Mileage Encumbrance** is selected, click the **"Generate Expense Report**" option at the bottom right hand corner of the screen.



A pop-up message will appear summarizing the Expense Report. Change the dates on the report name to match the dates of travel being requested.

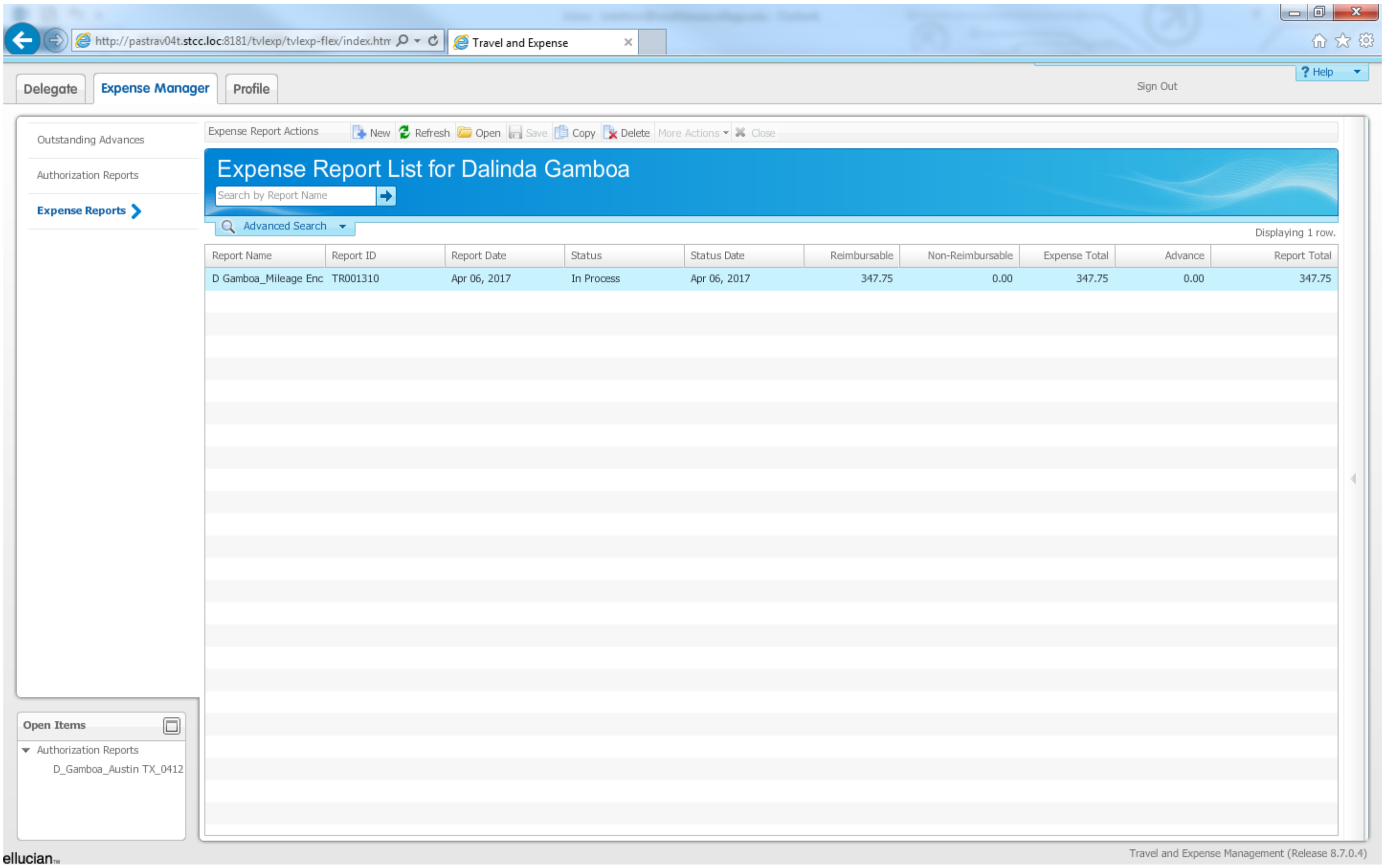
Make sure to verify all information before saving.

Click **Save** to continue.

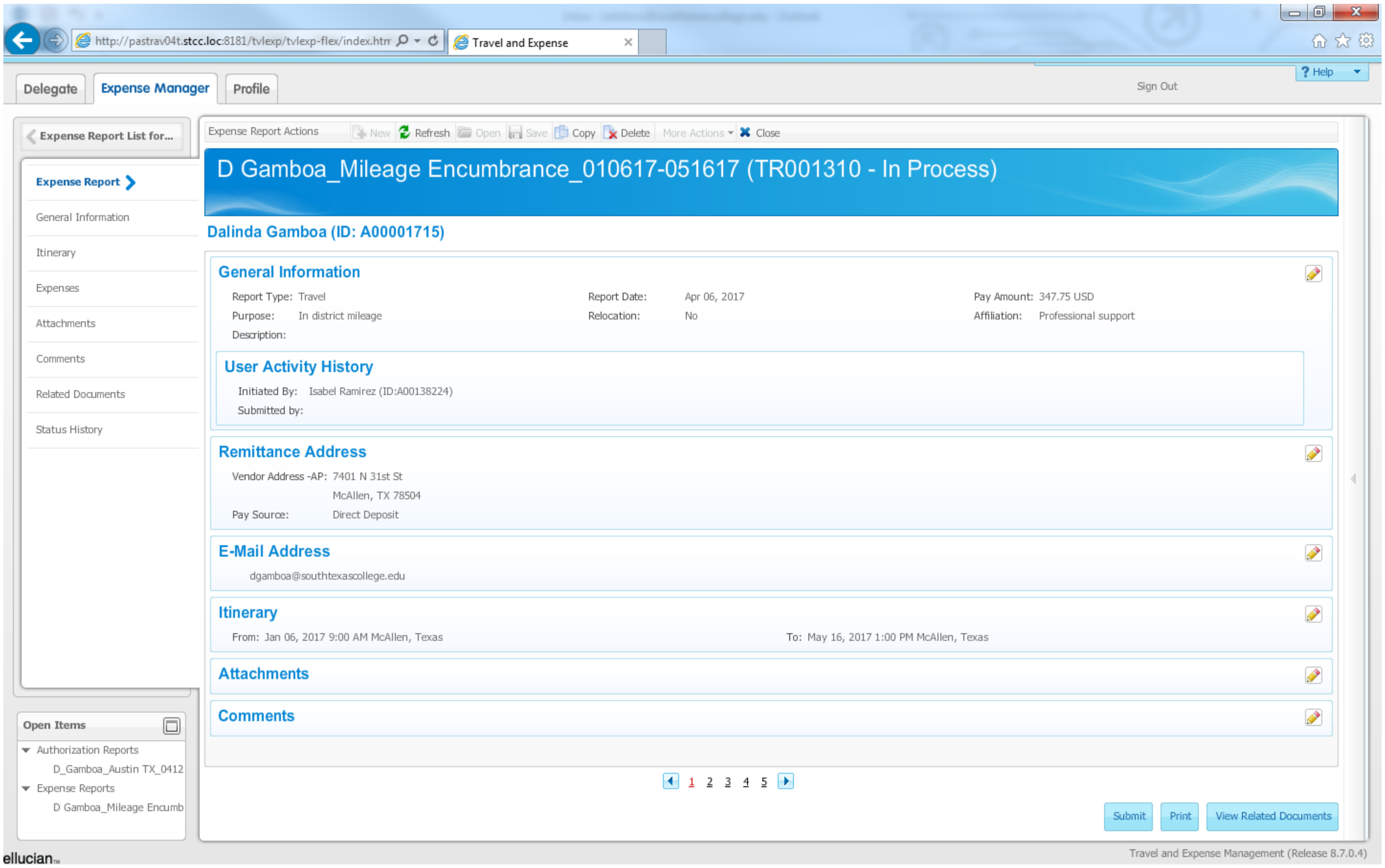


Once the report is saved, the Expense Report List will appear on the screen. Highlight the Expense Report you are working on and make sure that the Travel Voucher (TR) status appears as **"In Process".**

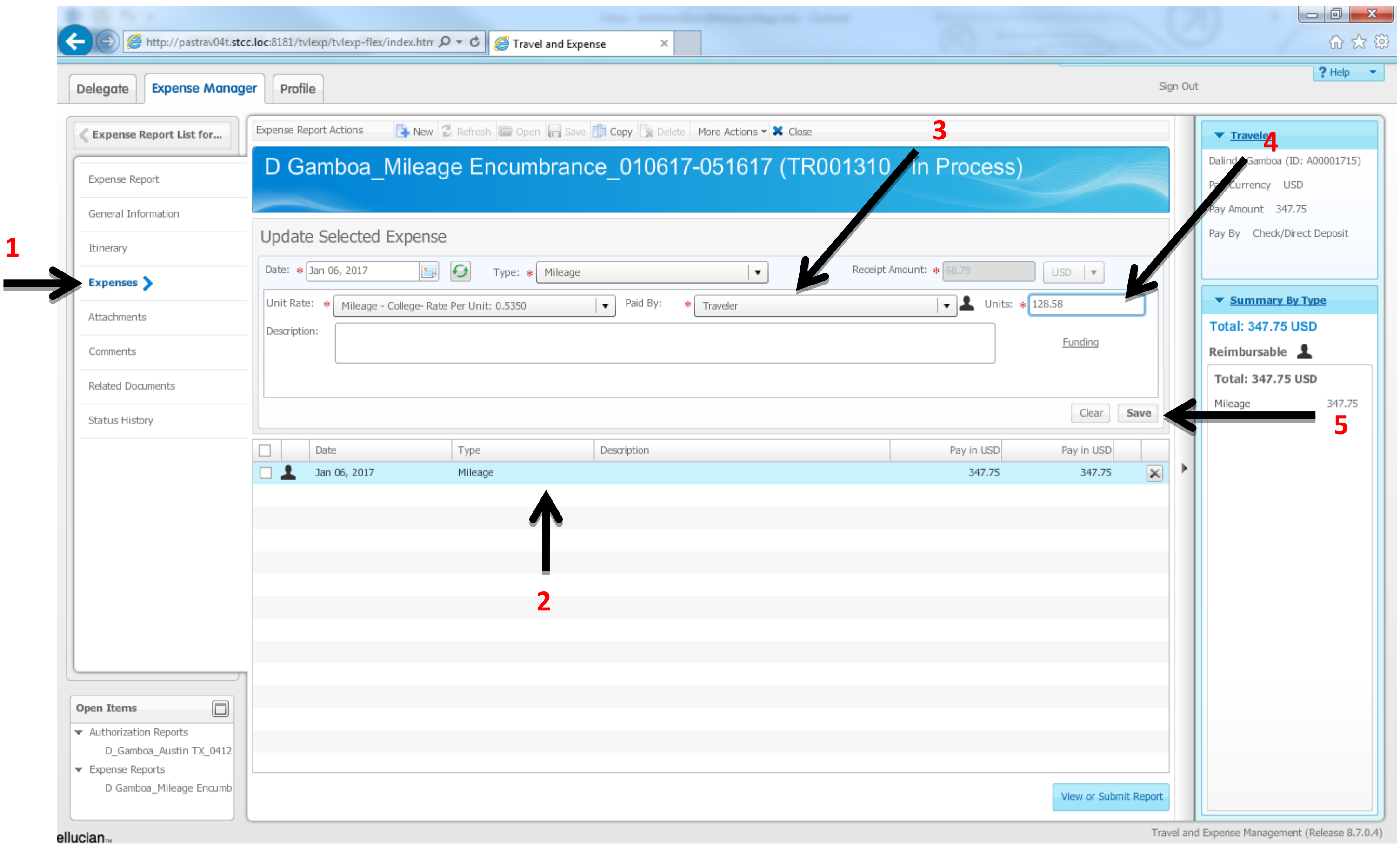
Double Click the highlighted report to continue.



After selecting the correct Expense Report from the list, the following screen will appear.



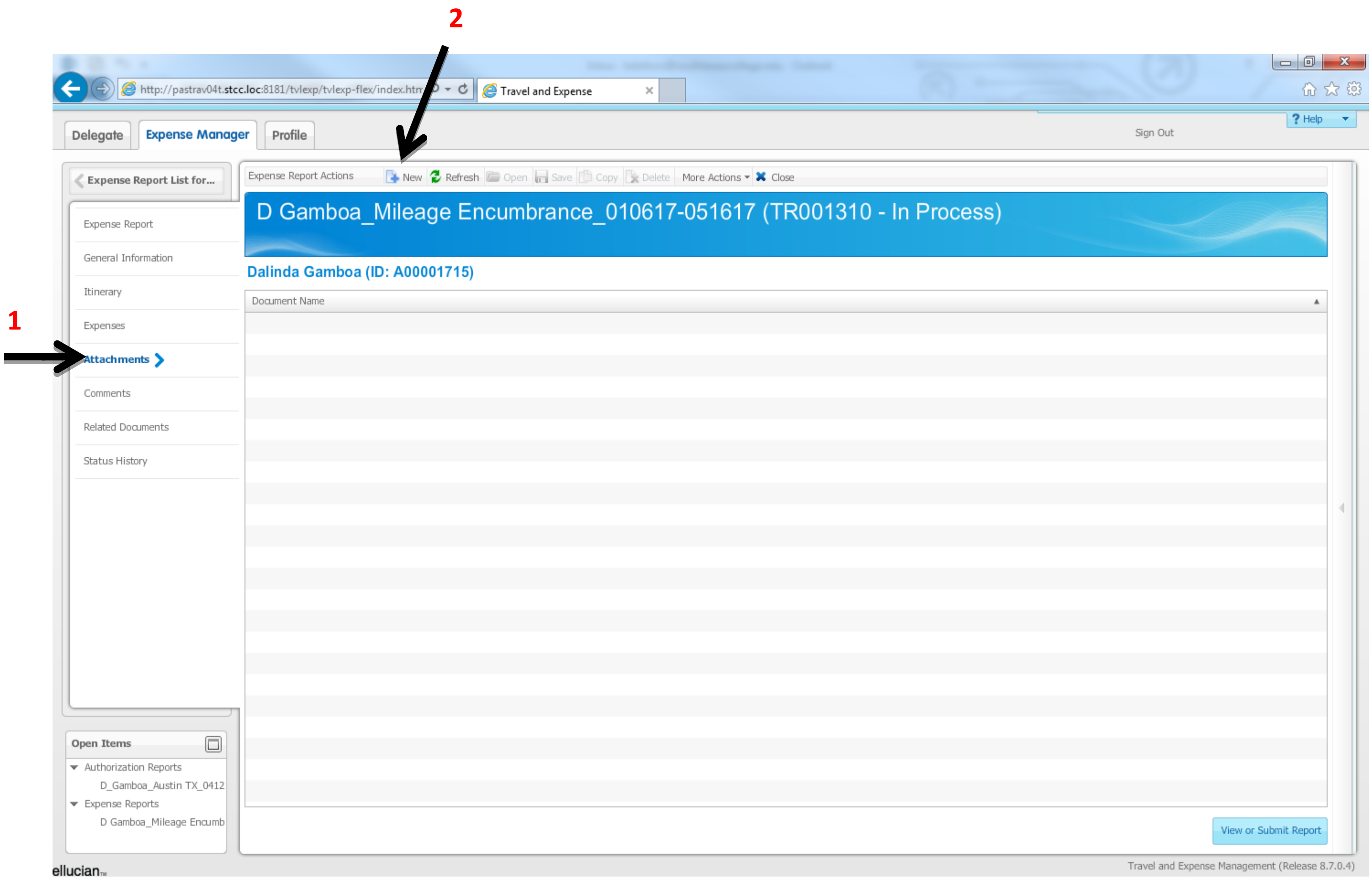
1) Select the **Expenses** option on the left navigation bar.
2) Highlight the encumbrance from the middle section and double click.
3) The **Paid By** field must show "Traveler".
4) Change the units to the number of miles traveled by employee.
5) Click **Save**.



1) Click on the **Attachments** option on the left navigation bar.

2) Click **New** to attach supporting documents (pdf format only) for the travel voucher (mileage log, standard mileage method form (if applicable), map with directions of actual route taken, course schedule (if applicable), etc.)

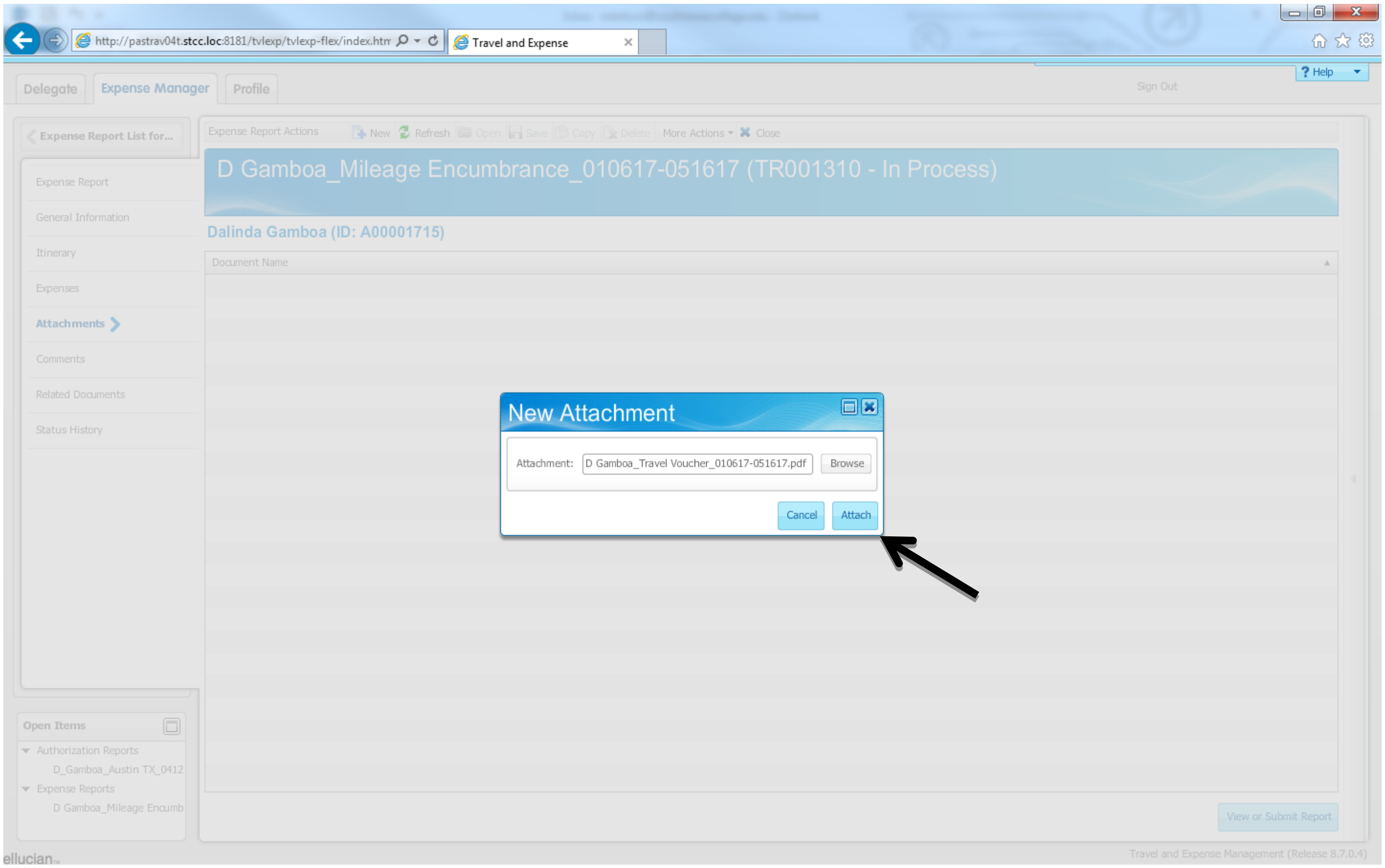
***The course schedule must have the location and must be from Jagnet or Banner. The Travel office does not accept schedules that are in an excel format or do not have a location.



NOTE: Please do not attached the traveler's insurance, driver license, or W9's. Please email these documents to the travel office email at traveloffice@southtexascollege.edu prior to submitting for review or requesting an advance. The attachment file name must not contain any special characters and must be kept to a minimum.

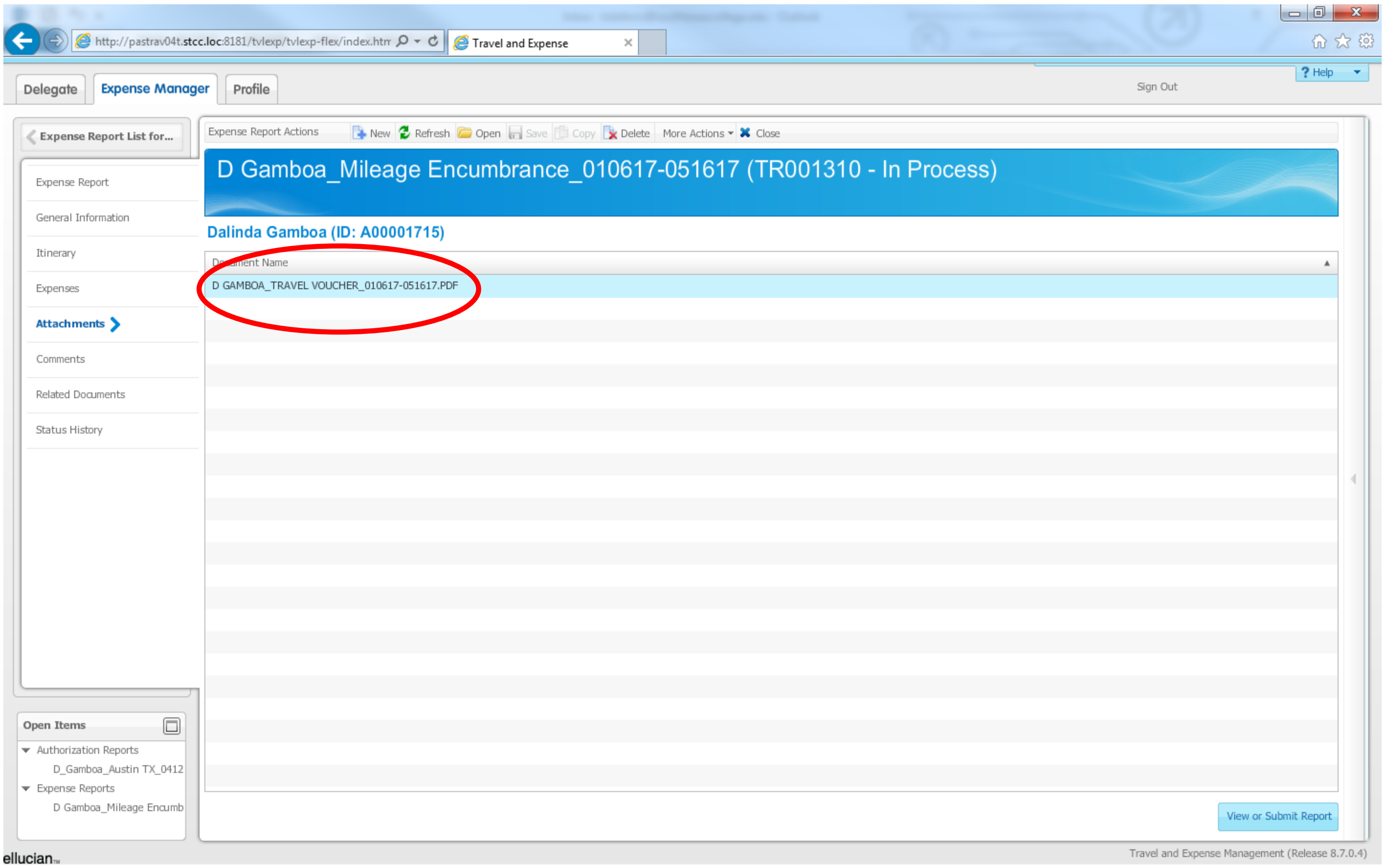
Click **Browse** to select the file containing the supporting documents (receipts) for the Expense Report (mileage reimbursement).

All documents must be PDF format.

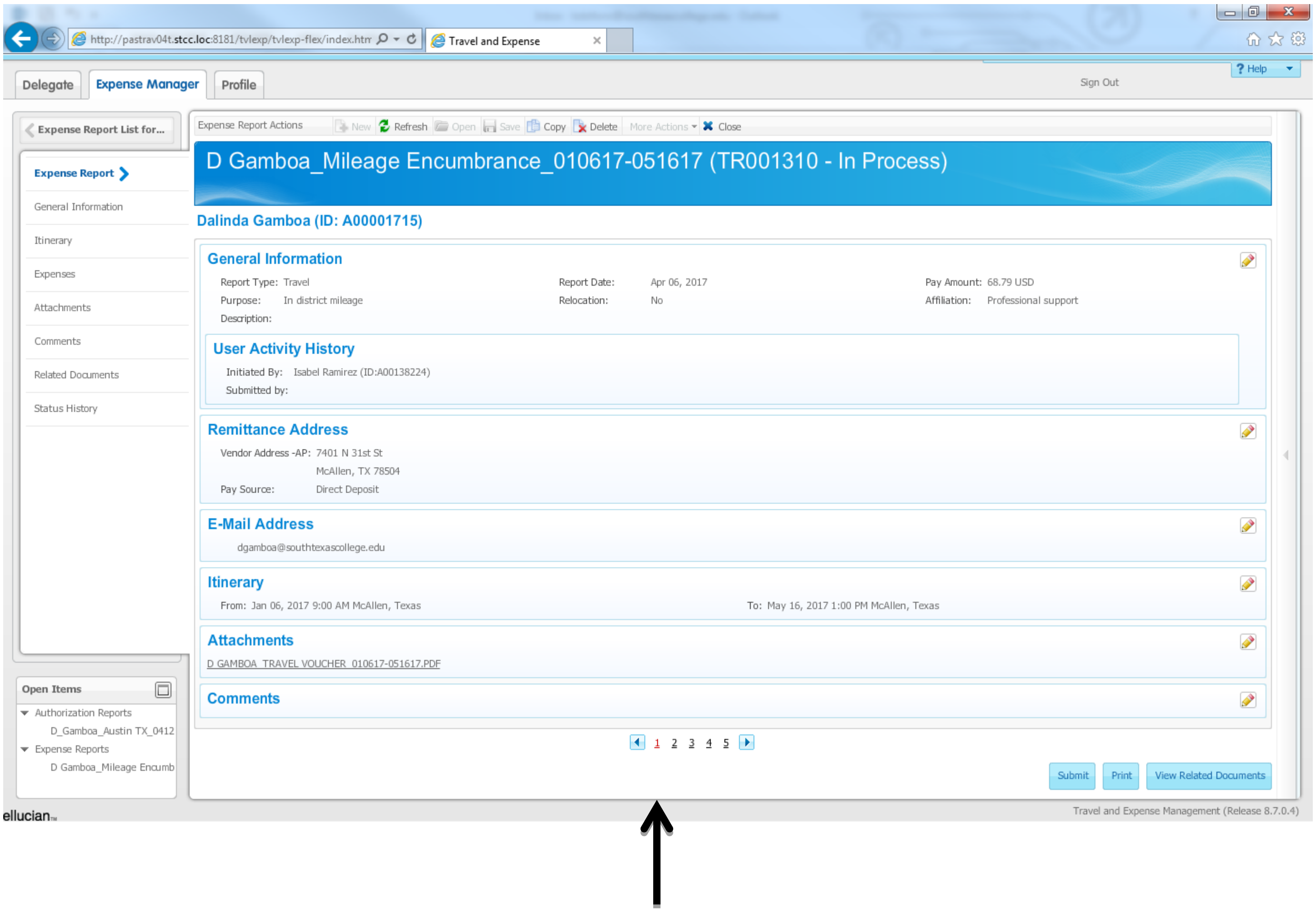


Attachment will appear in the center part of the screen. Double click on the document to verify it is a clear image and make sure that it is scanned upright. (Note: It may take a couple minutes to open up the document, depending on the size of document).

Click **View or Submit** to proceed.



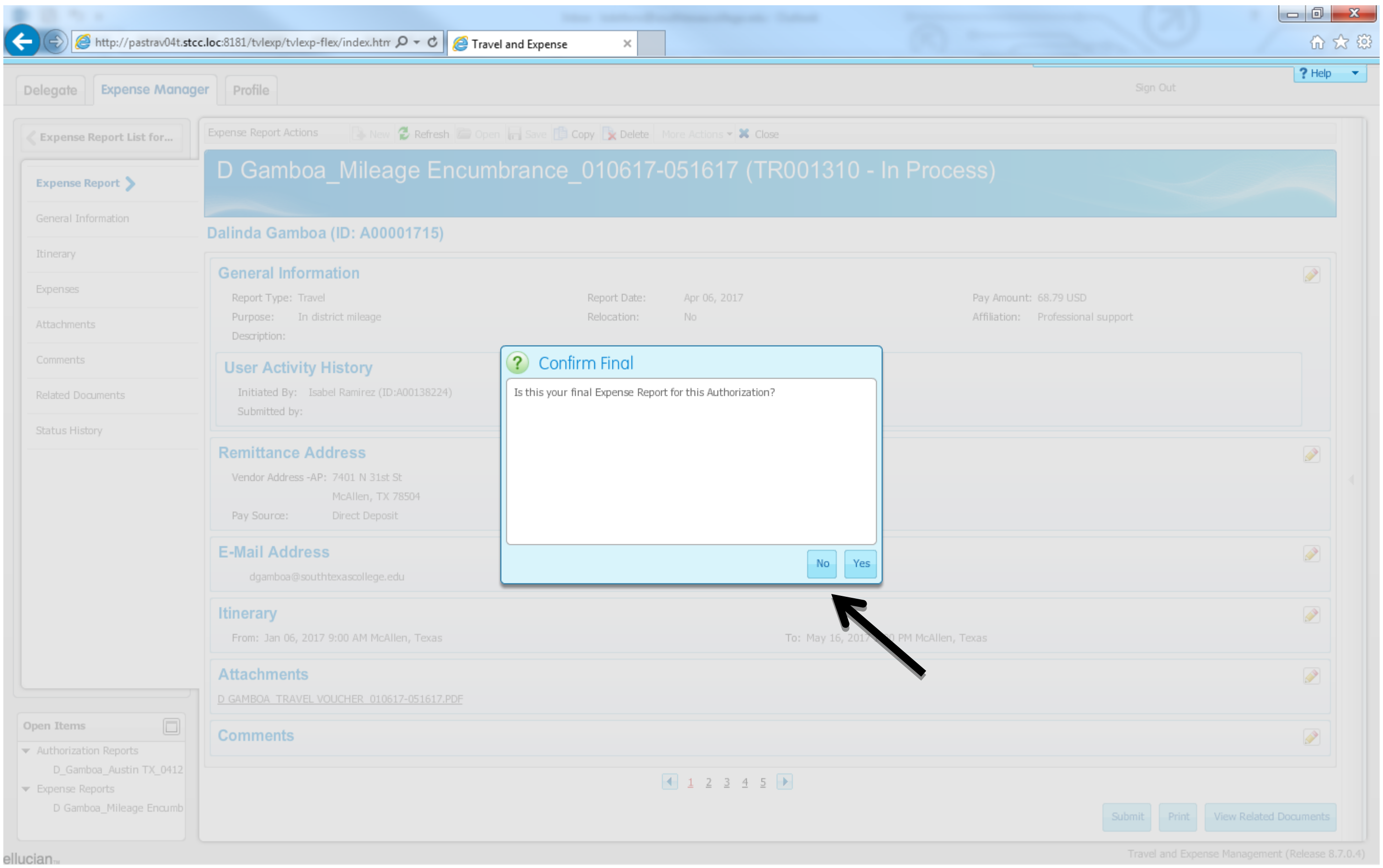
You may now view a summary of the travel voucher report by selecting pages 1-4 (bottom of the page).



A pop-up message will appear allowing you to confirm the Final Expense Report (Travel Voucher) for the mileage encumbrance.

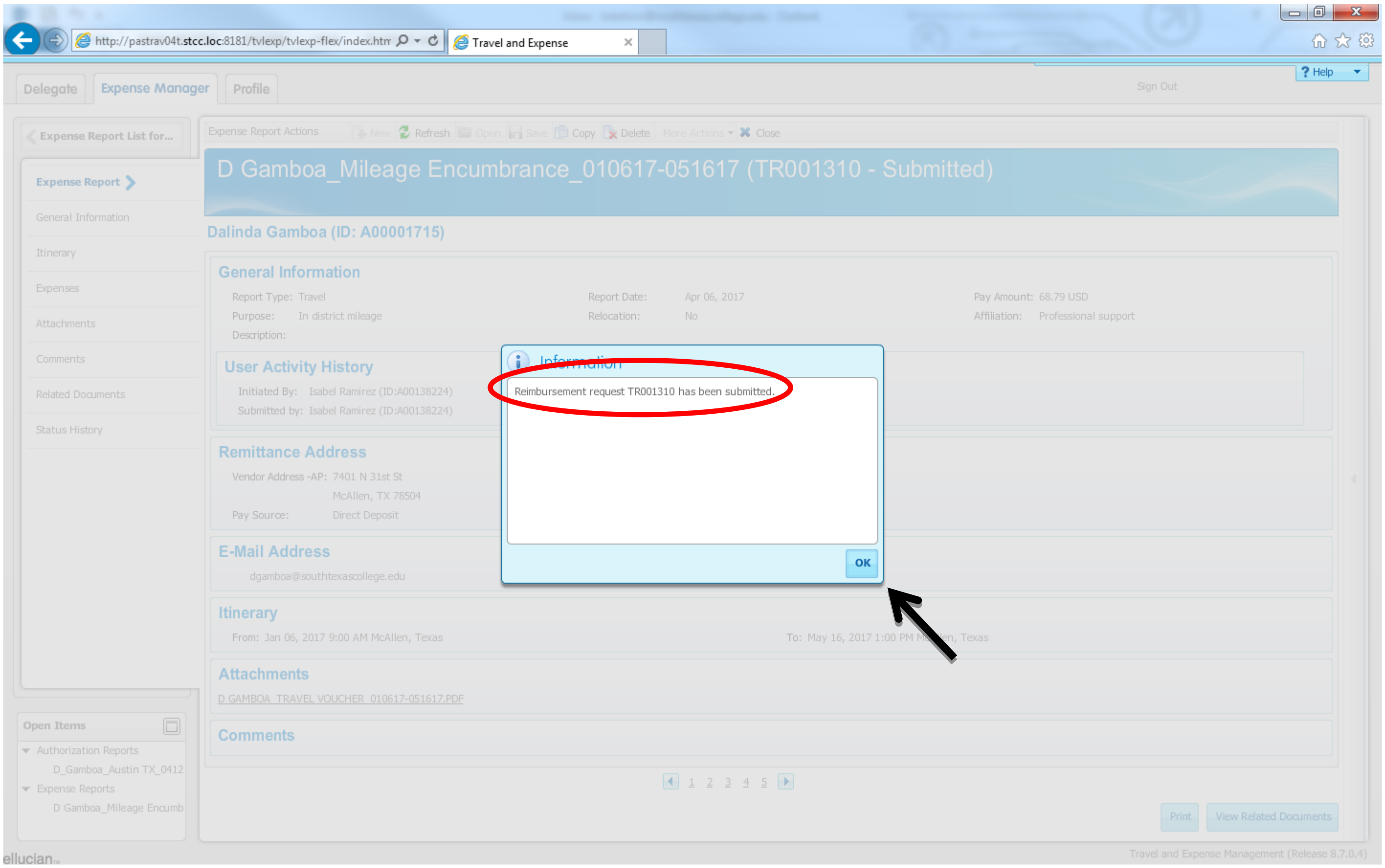
If the amount of the mileage reimbusement equals the encumbrance amount, select “**Yes”,** this will close out the encumbrance.

If the amount of the mileage reimbursement is less than the encumbrance amount select “**No”,** to keep the encumbrance open for future reimbursements.

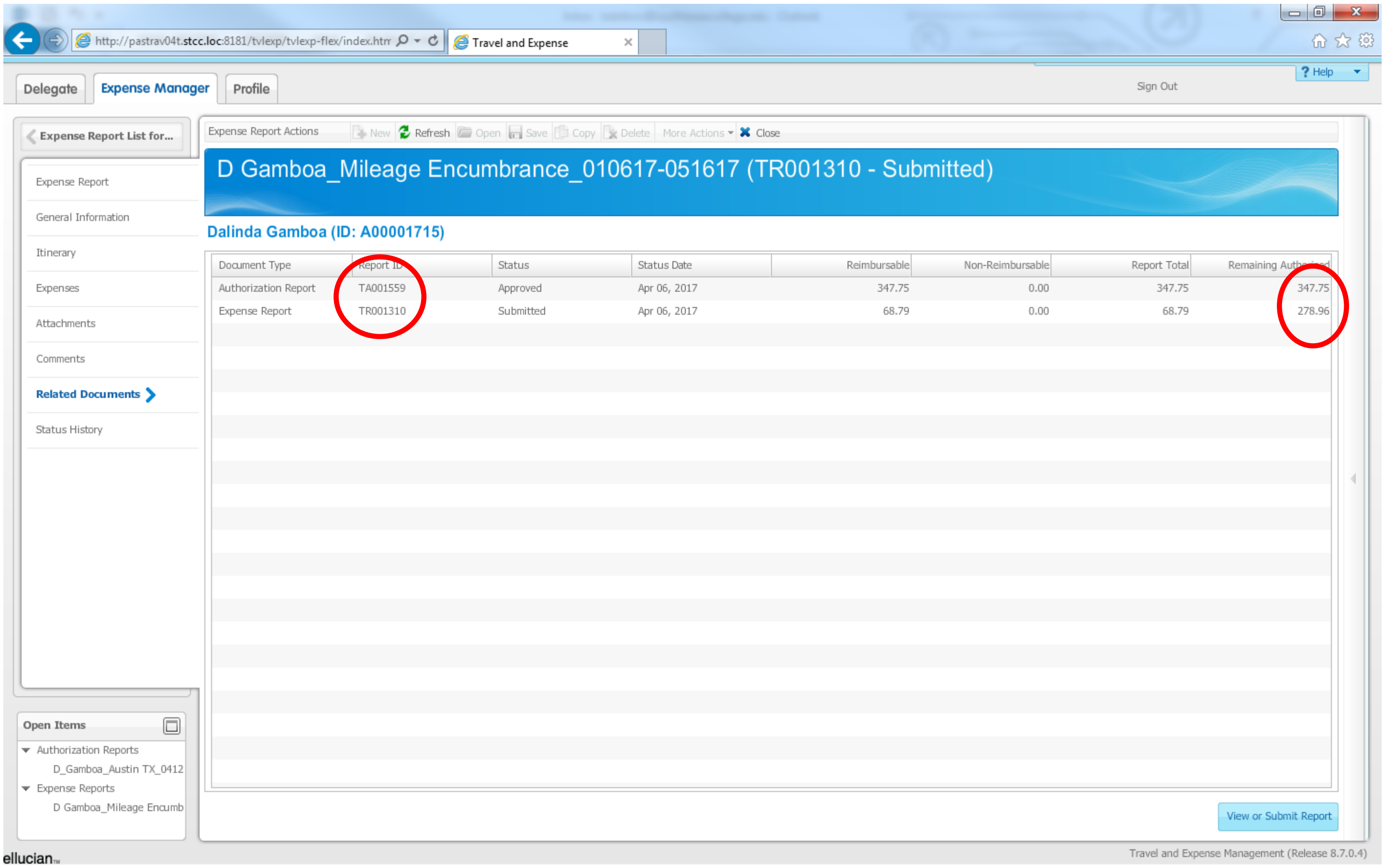


A pop-up message will appear with the assigned TR number for the expense report. Make sure that you keep this information (TR number) for future reference, in case there's delays or errors in processing.

Click **OK** to continue.

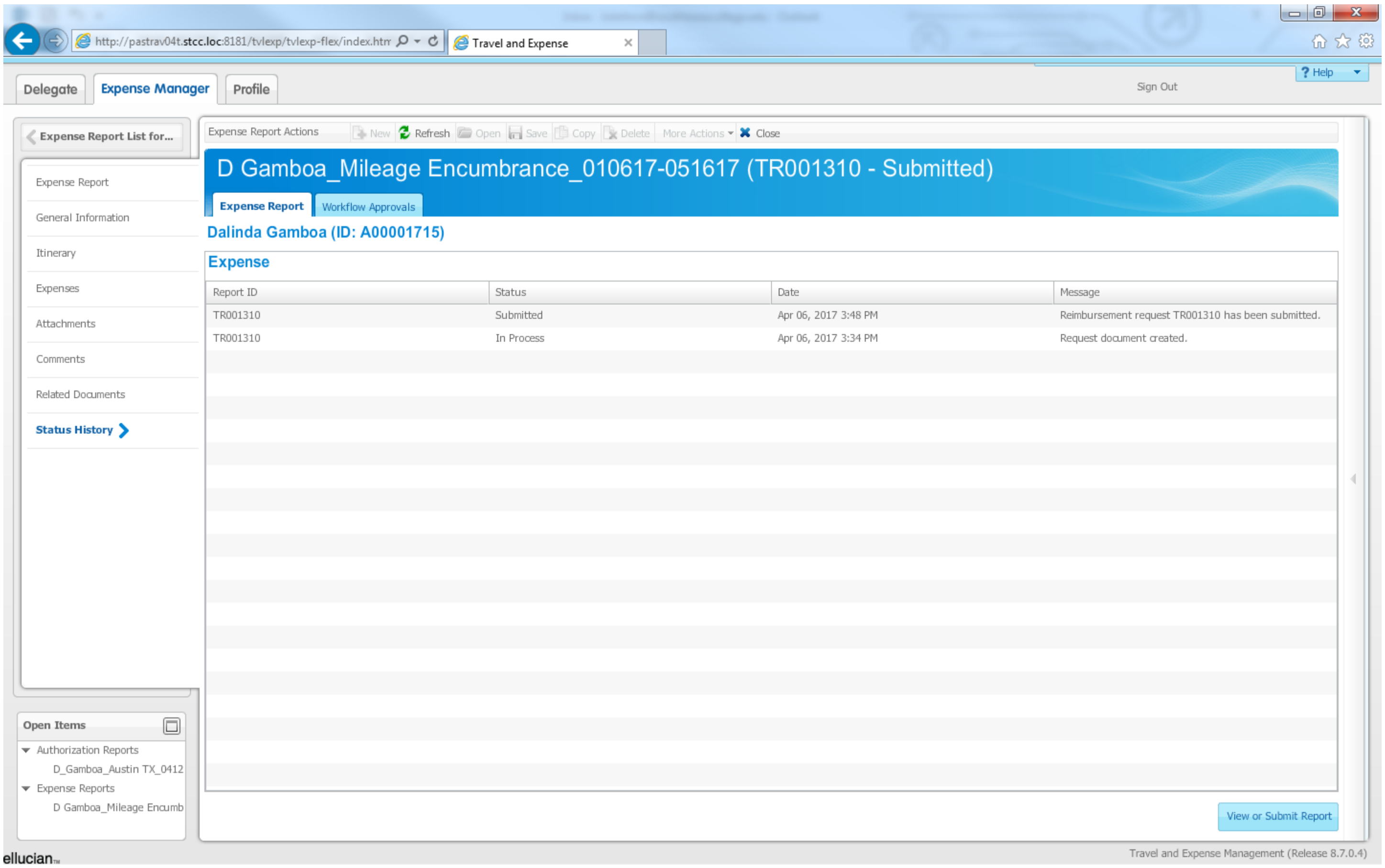


The **Related Documents** option on the left navigation bar will allow you to view the Expense Report (mileage reimbursement report) and the remaining balance on the encumbrance.



The **Status History** will alow you to view the status of the travel voucher submitted.

Note: It is the delegates' responsibility to make sure all items are approved in a timely manner.

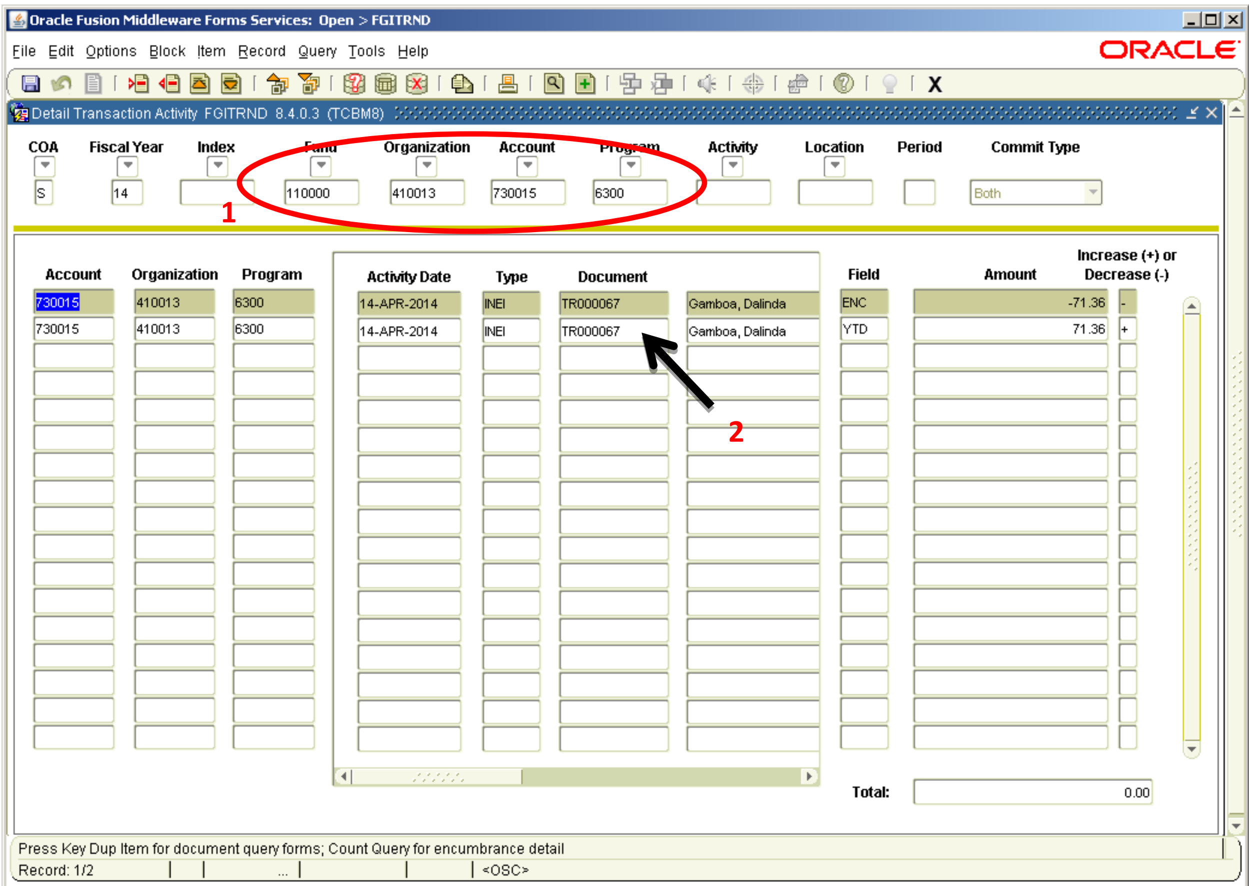


Once the mileage reimbursment voucher has been submitted, an email is sent to the approver informing them that the expense report is ready to be approved in Workflow (link to workflow is provided in the e-mail). The employee will receive an email once ALL the approvals have been finalized.

IV. Reviewing Travel Transactions in Banner

Once the mileage voucher is approved, the encumbrance will liquidate and the reimbursement amount entered in (T&E) is posted in Banner as an expense.

1) To view the mileage voucher transaction, go to **FGITRND** screen in Banner, enter the **FOAP** used for the mileage authorization, then select *Shift + Page Down.*
2) Enter the **TR #** in the **Document Field** and then *Ctrl + F11* (that will query the information requested).



SOUTH TEXAS COLLEGE

Business Office

"Count on Satisfaction"

Alert Notice

Issued: January 24, 2017 Number: 2017-27

Mileage Reimbursement Best Practices

Financial Managers and Supervisors should plan for the in-district mileage expense and ensure that authorized faculty and staff complete the necessary documentation as recommended below:

1. Complete and submit the Employee In-District Mileage Reimbursement and Authorization Form (BO-6200) at the beginning of the fiscal year (staff) or the beginning of each semester (faculty).
2. Complete and submit the Travel Voucher Form (BO-0500), Mileage Log Form (BO-0400), Standard Mileage Method Form (BO-6800), if applicable, and supporting documents on a monthly basis, to ensure prompt reimbursement and compliance with IRS guidelines.
3. Include the business purpose, clearly and specifically identifying the reason for the miles reported on the mileage log.
4. Ensure that all forms are complete, accurate and meet Travel Office deadlines, including year-end deadlines, to avoid delays in processing payment and to record amounts in the appropriate fiscal year.
5. Make sure a copy of your current driver's license and proof of insurance covering the travel period is on file with the Business Office.

It is the Financial Manager's responsibility to verify employees are eligible to travel.

If there are any questions, please call Vanessa Limon (X4618) or Brenda Aleman (X4656) in the Travel Department.

Business Office
Building N
P.O. Box 9701
McAllen, TX 78501-9500
Phone: (956) 872-4646
Fax: (956) 872-4647

Myriam Lopez, MBA
Comptroller
Phone: (956) 872-4646
Fax: (956) 872-4647
myriaml@southtexascollege.edu

Workflow approval sequence for Online Travel and Expense Items

In state trips and mileage reimbursements will flow as follows:

- **Delegate submits item**
- **Goes to Supervisor for Approval**
- **Goes to Travel Office for Review**
- **Goes to Financial Manager for approval**

******If the supervisor is also the financial manager then he/she will only approve at the supervisor level and will flow as follows:**

- **Delegate submits item**
- **Goes to Supervisor for Approval**
- **Goes to Travel Office for Review (once approved by travel it will feed to finance as ready for payment)**

Out of State trips

- **Delegate submits item**
- **Goes to Supervisor for Approval**
- **Goes to Travel Office for Review**
- **Goes to Financial Manager for approval**
- **Goes to Dean (if applicable)**
- **Goes to Vice President for Approval**

******If the supervisor is also the financial manager then he/she will only approve at the supervisor level and will flow as follows:**

- **Delegate submits item**
- **Goes to Supervisor for Approval**
- **Goes to Travel Office for Review**
- **Goes to Dean (if applicable)**
- **Goes to Vice President for approval**

******If an item is returned for correction it goes back to the delegate and after it is corrected and resubmitted the approvals begin all over again.**