

South Texas College

Travel & Expense Management System

Training Manual

Business Office

traveloffice@southtexascollege.edu

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

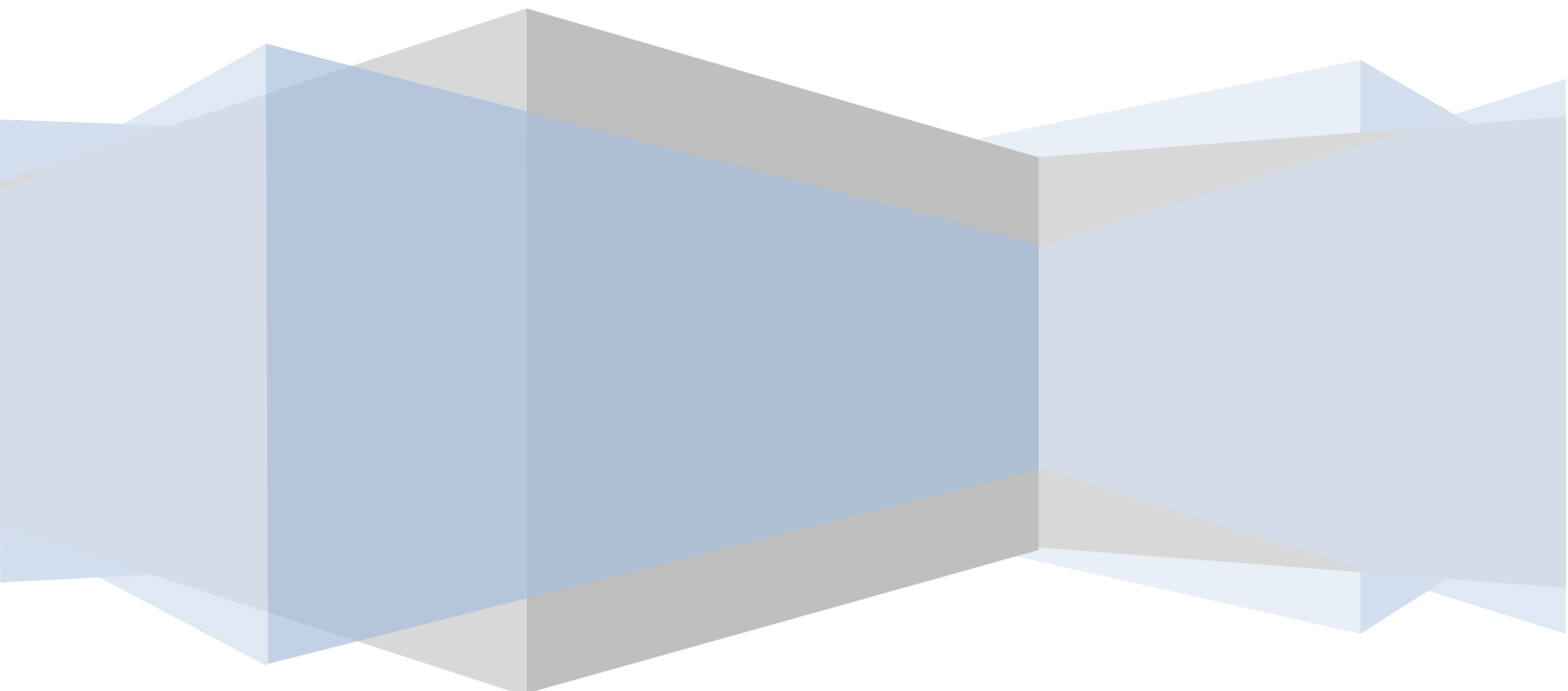


Table of Contents

A. Travel Authorization

- I. Logging into Banner Travel and Expense
- II. Profile
- III. Delegate
- IV. Creating a New Travel Authorization
- V. Requesting a Travel Advance
- VI. Reviewing Travel Transactions in Banner
- VII. Travel Encumbrances (Purchase Order) and Payments

B. Mileage Encumbrance (Authorization)

- I. Logging into Banner Travel and Expense
- II. Profile
- III. Delegate
- IV. Creating a New Mileage Encumbrance (Authorization)
- V. Reviewing Mileage Encumbrance in Banner

C. Changing Default Organization on Travel Transactions

- I. Logging into Banner Travel and Expense
- II. Profile
- III. Delegate
- IV. Creating a New Travel Authorization
- V. Reviewing Mileage Encumbrance in Banner

Table of Contents

D. Expense Report (Travel Voucher)

- I. Logging into Banner Travel and Expense
- II. Delegate
- III. Creating an Expense Report (Travel Voucher)
- IV. Reviewing Travel Transaction in Banner

E. Expense Report (Mileage Reimbursement Voucher)

- I. Logging into Banner Travel and Expense
- II. Delegate
- III. Creating an Expense Report (Mileage Reimbursement Voucher)
- IV. Reviewing Travel Transaction in Banner

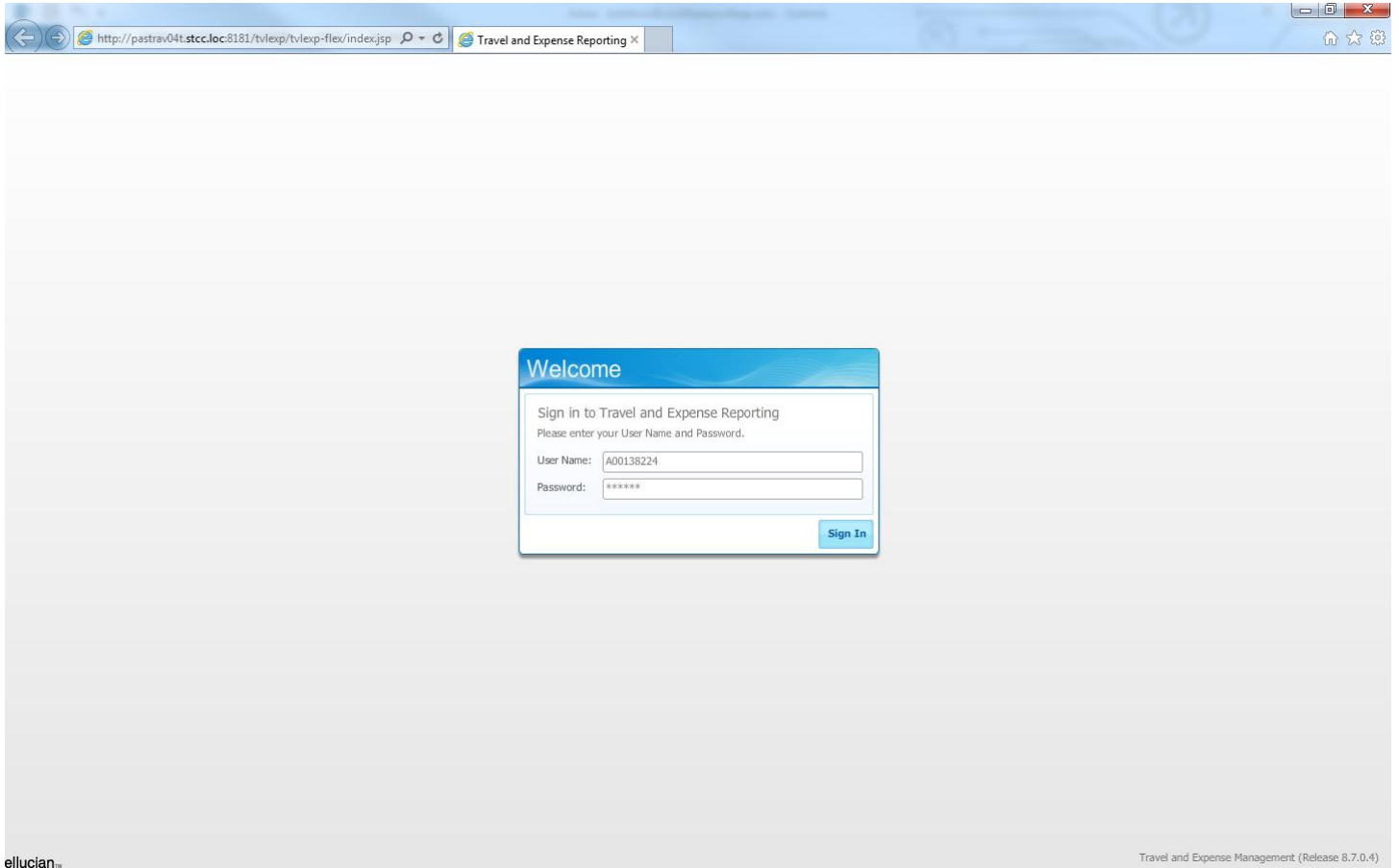
F. Reference Material

- I. Travel Office Email Address – Cover page
- II. Travel Procedures Link – Cover page
- III. Alert Notice – Best Practices Pg. 84
- IV. Work Flow Approval Process – Pg. 85

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 Banking Institution”. 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.

The screenshot shows the 'Profile' page for Dalinda Gamboa. The browser address bar shows the URL: <http://pastrav04.stcc.loc:8151/bv/expense-files/index.html>. The page title is 'Profile for Dalinda Gamboa'. The 'Address or Direct Deposit' section contains the following information:

Vendor Address -AP: 7401 N 31st St
McAllen, TX 78504
Pay Source: Direct Deposit to Account

A red banner in the center of the 'Address or Direct Deposit' section reads: "This address must match the address on Banner."

The 'E-Mail' section shows: CAMP: dgamboa@southtexascollege.edu

The 'Approver' section shows: ID: A00001645, Name: Myriam Lopez

The 'Workflow Login ID' section shows: ID: DGAMBOA

The 'Funding Default' section is a table with the following data:

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	S		110000	410013	6300		

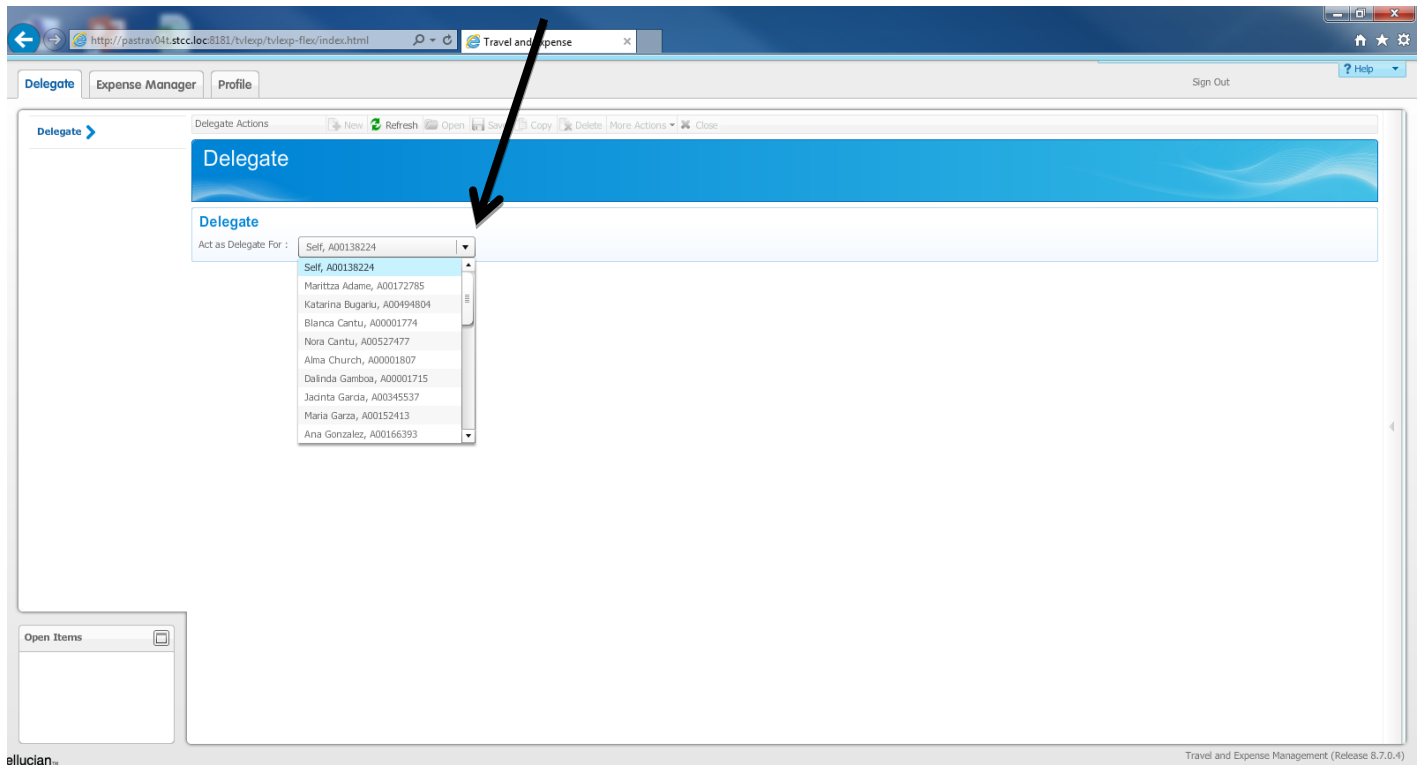
Note: If the employee updates their address with Human Resources, the travel office must be notified (traveler must send an email to traveloffice@southtexascollege.edu with his new address) because the two systems are not linked for updates.

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”).

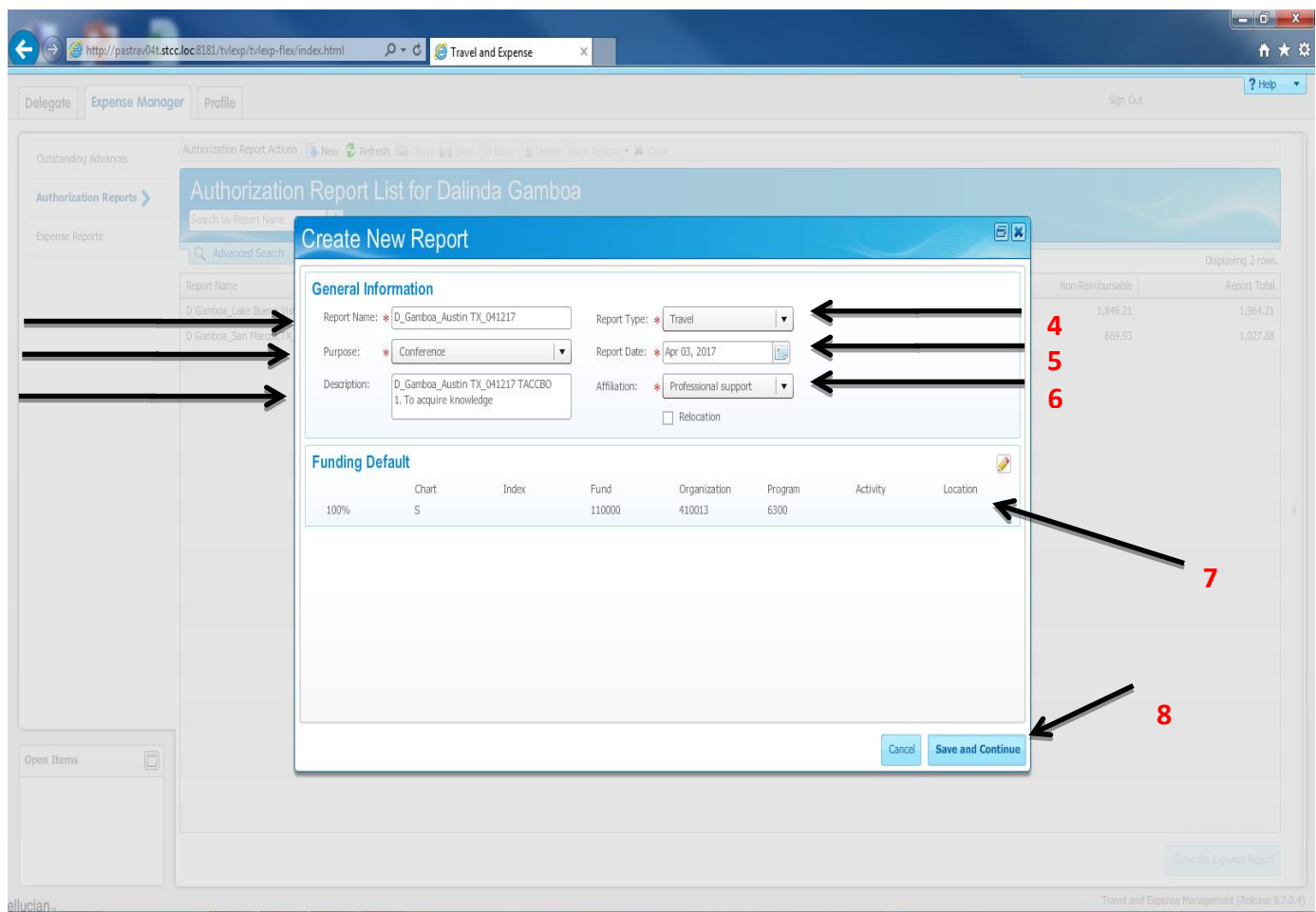


- 1) To enter a new Travel Authorization, select the **Expense Manager** tab.
- 2) Click on **Authorization Reports** on the left navigation bar.
- 3) Select **New** to start a new authorization.

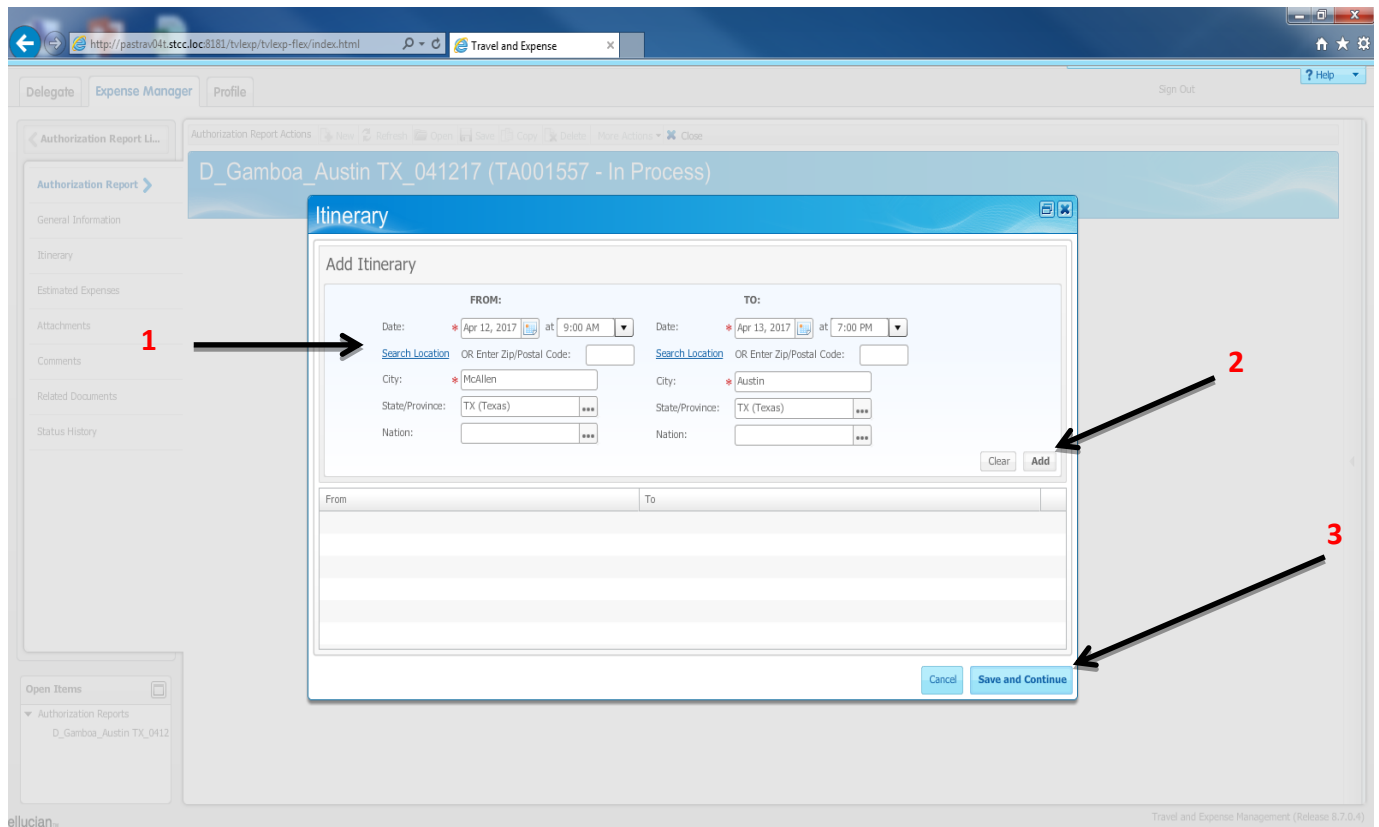
Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
D Gamboa_Lake Buena Vista FL_	TA001396	Dec 15, 2016	Approved	Jan 04, 2017	118.00	1,846.21	1,964.21
D Gamboa_San Marcos,TX_0611	TA000013	May 29, 2013	In Process	May 29, 2013	357.95	669.93	1,027.88

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**.



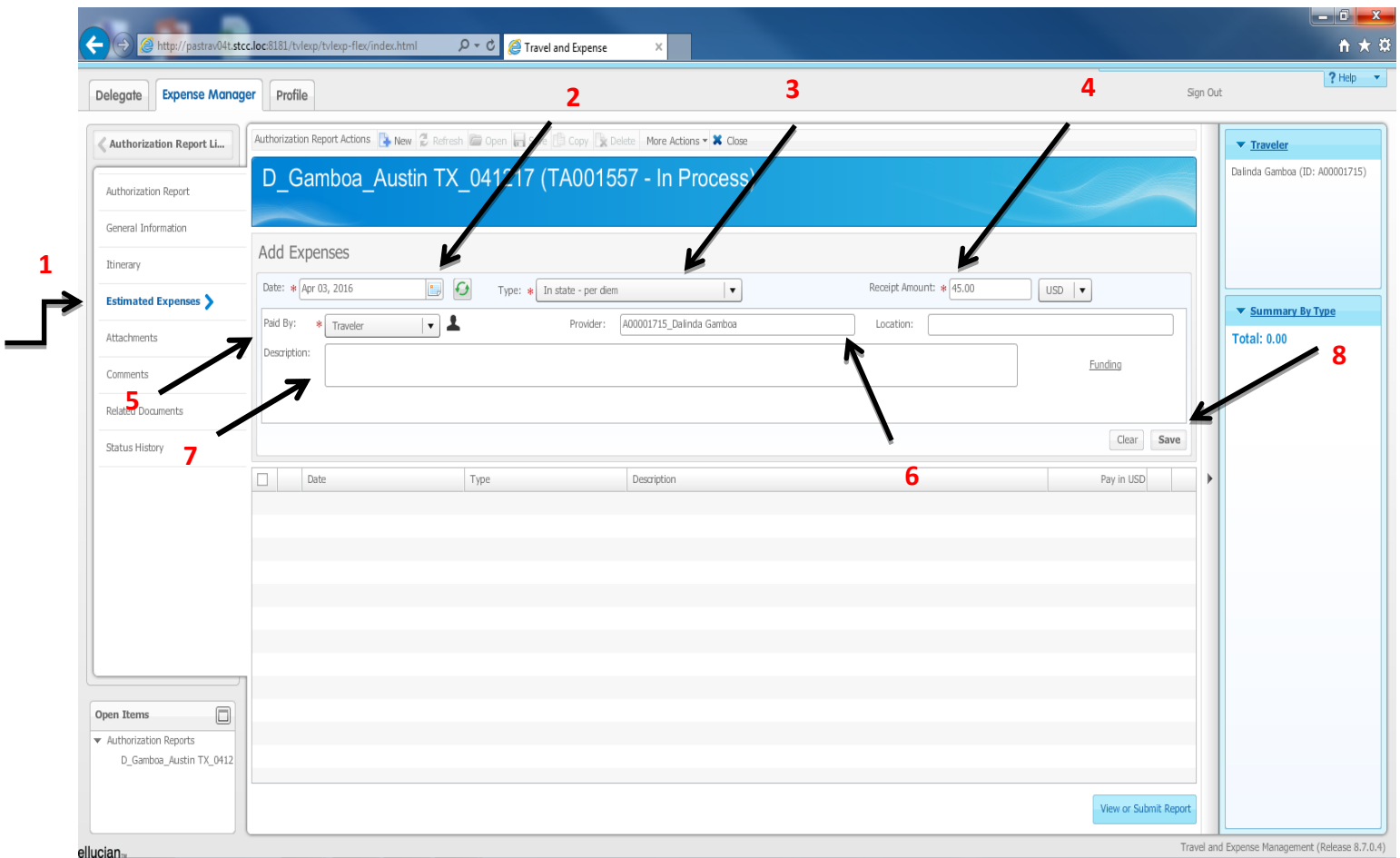
- 1) In the Estimated Expenses tab you will enter both reimbursable (Per diem 100% and mileage if driving to the destination) and non-reimbursable expenses (lodging, airfare, registration, membership fee and car rental amounts.) Each of these expenses will have to be entered separately. **If a traveler 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.

The screenshot displays a web application for Travel and Expense Management. The main content area is titled "D_Gamboa_Austin TX_041217 (TA001557 - In Process)". Below the title is an "Add Expenses" form with the following fields:

- Date: Apr 03, 2016
- Type: In state - lodging
- Receipt Amount: 107.91 USD
- Paid By: STC
- Provider: A00160444 La Quinta Inn
- Location: (empty)
- Description: (empty)

Below the form is a table of existing expenses:

<input type="checkbox"/>	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	Apr 03, 2016	In state - air fare		538.40	<input type="checkbox"/>
<input type="checkbox"/>	Apr 03, 2016	In state - per diem		45.00	<input type="checkbox"/>

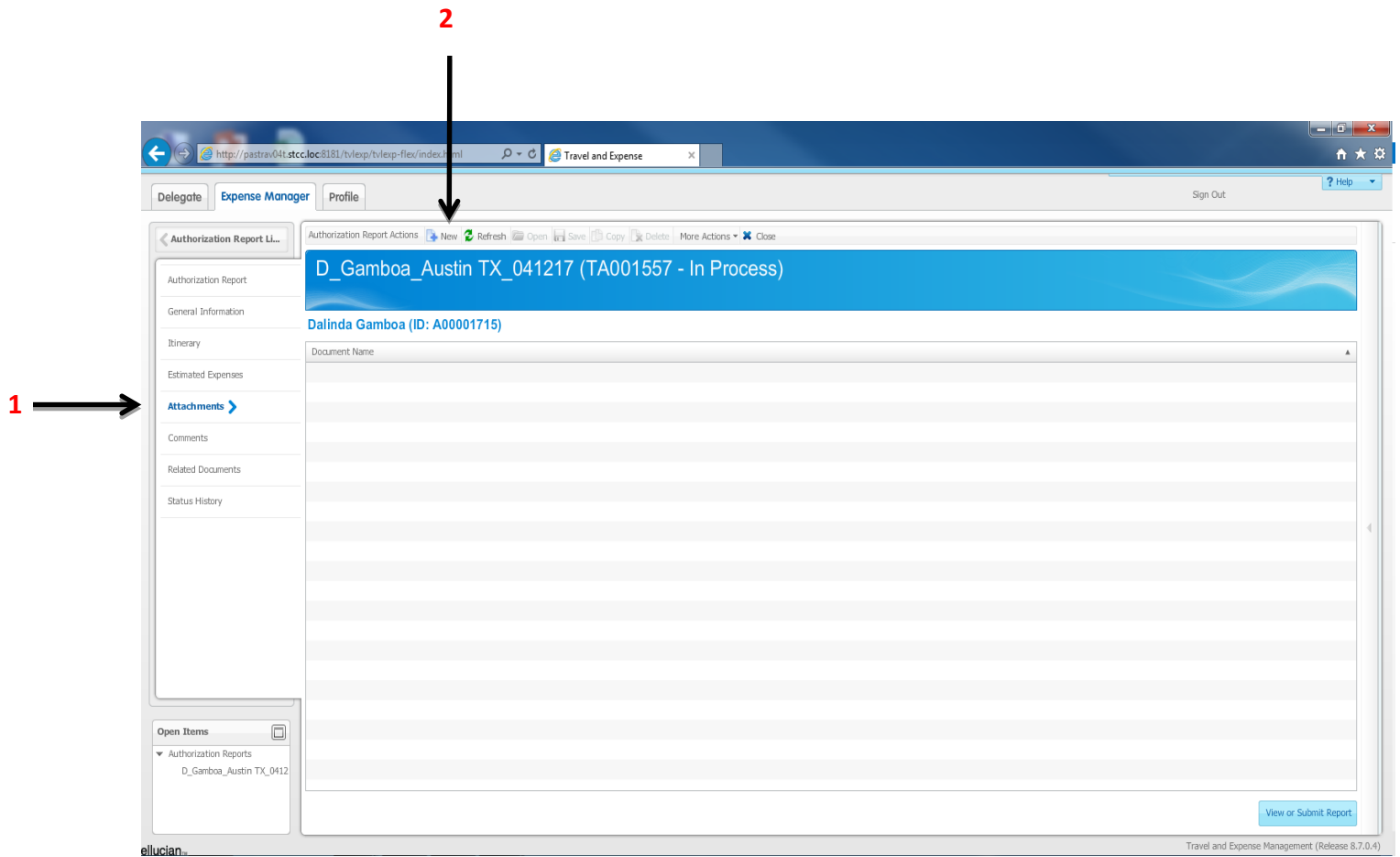
On the right side, there is a "Summary By Type" sidebar:

- Traveler:** DaInda Gamboa (ID: A00001715)
- Total: 583.40 USD**
- Reimbursable:** Total: 45.00 USD
 - In state - pe... 45.00
- Non-Reimbursable:** Total: 538.40 USD
 - In state - air... 538.40

At the bottom right, there is a "View or Submit Report" button. The footer of the page includes "elucian" on the left and "Travel and Expense Management (Release 8.7.0.4)" on the right.

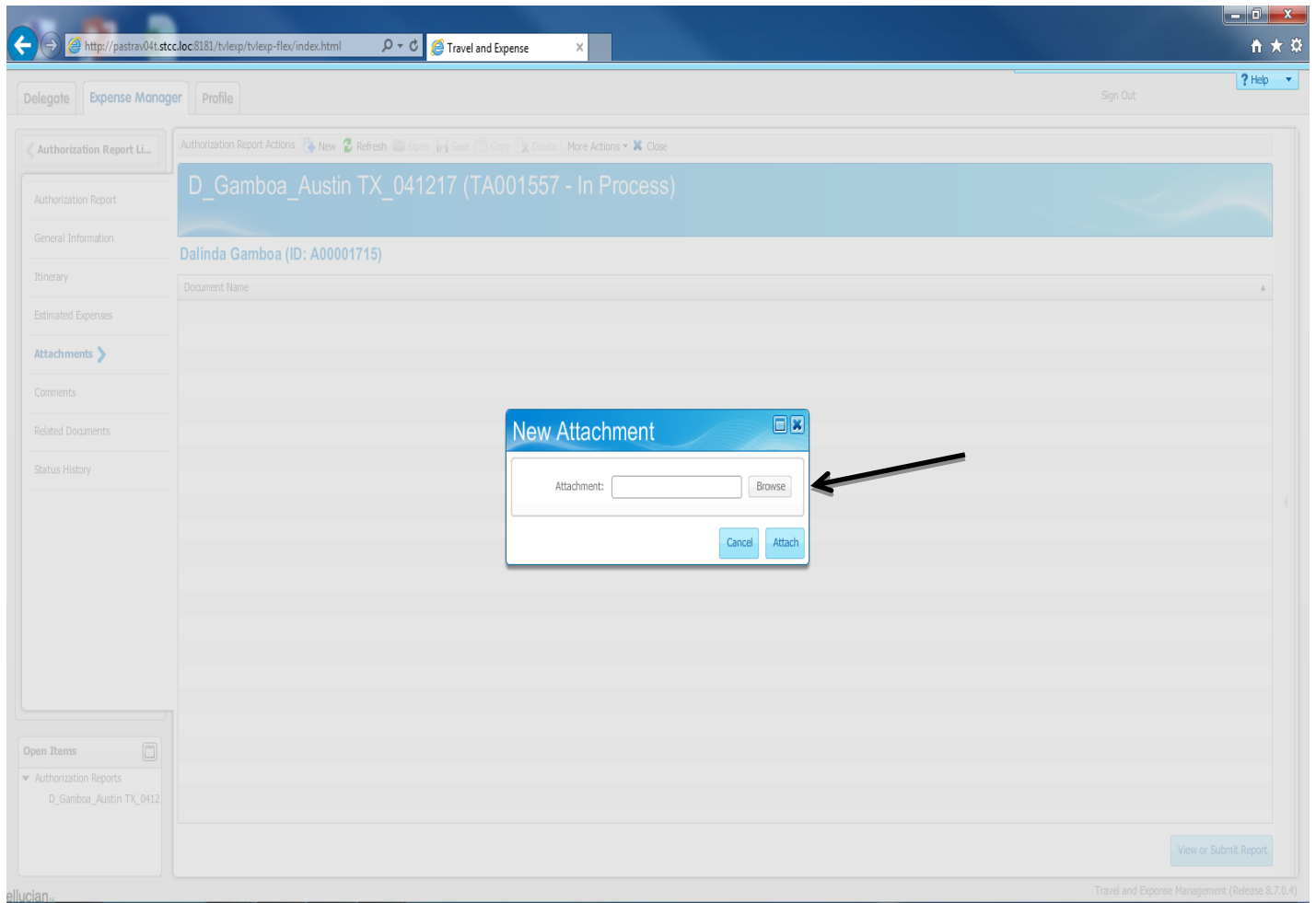
- 1) Select the **Attachments** option on the left navigation bar.
- 2) Click **New** to attach supporting documents (pdf format only) for the travel authorization. Make sure to include registration confirmation, hotel confirmation, airfare itinerary, and Conference agenda if applicable. In-state travel 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.

The screenshot displays the 'Travel and Expense' web application interface. The browser address bar shows the URL: <http://pastrav04t.stccloc8181/tvlexp/tvlexp-flex/index.htm>. The application header includes 'Delegate', 'Expense Manager', and 'Profile' tabs, along with a 'Sign Out' link and a 'Help' icon. The main content area is titled 'Authorization Report Actions' and shows the report ID 'D_Gamboa_Austin TX_041217 (TA001557 - In Process)'. Below this, the user's name 'Dalinda Gamboa (ID: A00001715)' is displayed. A table lists the document name 'DALINDA GAMBOA_APP2PCONFERENCE & EXPO 2017.PDF', which is circled in red. A 'View or Submit Report' button is located at the bottom right of the report details, with a black arrow pointing to it. The footer of the application indicates 'Travel and Expense Management (Release 8.7.0.4)'.

- 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).

The screenshot displays the 'Travel and Expense' web application interface. The main content area shows an authorization report for 'D_Gamboa_Austin TX_041217 (TA001557 - In Process)' for Dalinda Gamboa (ID: A00001715). The report includes sections for General Information, User Activity History, E-Mail Address, Itinerary, Attachments, and Comments. The left navigation bar has the 'Comments' option highlighted with a red arrow and the number '1'. At the bottom of the report, a pagination control shows page 1 selected, with a red arrow and the number '2' pointing to it. The interface also includes a top navigation bar with 'Delegate', 'Expense Manager', and 'Profile' options, and a bottom footer with 'Travel and Expense Management (Release 8.7.0.4)'.

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

Authorization Report Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

D_Gamboa_Austin TX_041217 (TA001557 - In Process)

Dalinda Gamboa (ID: A00001715)

Reimbursable: 45.00 USD [Expand All](#)

Date	Expense Type	Pay in USD
Apr 03, 2016	In state - per diem	45.00

Open Items: Authorization Reports, D_Gamboa_Austin TX_0412

Request Advance, Submit, Print, View Related Documents

Travel and Expense Management (Release 8.7.0.4)

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.

Authorization Report Actions: New Refresh Open Save Copy Delete More Actions Close

D_Gamboa_Austin TX_041217 (TA001557 - In Process)

Dalinda Gamboa (ID: A00001715)

General Information

Report Type: Travel	Report Date: Apr 03, 2017	Pay Amount: 45.00 USD
Purpose: Conference	Relocation: No	Affiliation: Professional support
Description: D_Gamboa_Austin TX_041217 TACCBO 1. To acquire knowledge		

User Activity History

Initiated By: Isabel Ramirez (ID:A00138224)
Submitted by:

E-Mail Address

dgamboa@southtexascollege.edu

Itinerary

From: Apr 12, 2017 9:00 AM McAllen, Texas To: Apr 13, 2017 7:00 PM Austin, Texas

Attachments

DALINDA GAMBOA_APP2PCONFERENCE & EXPO 2017.PDF

Comments

1 2 3 4 5

Request Advance Submit Print View Related Documents

ilucian Travel and Expense Management (Release 8.7.0.4)

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

The screenshot displays the 'Travel and Expense' web application interface. The main content area shows an 'Authorization Report' for 'D_Gamboa_Austin TX_041217 (TA001557 - In Process)' for user 'Dalinda Gamboa (ID: A00001715)'. The report details include: Report Type: Travel, Report Date: Apr 03, 2017, Pay Amount: 45.00 USD, Purpose: Conference, Relocation: No, and Affiliation: Professional support. The description is 'D_Gamboa_Austin TX_041217 TACCBO 1. To acquire knowledge'. An 'Advance Rule' dialog box is overlaid on the report, with the 'Advance Rule Name' dropdown menu open, showing 'STC Unrestricted Advances' as the selected option. A red arrow labeled '1' points to this dropdown menu. Another red arrow labeled '2' points to the 'Continue' button in the dialog box. The background report shows an itinerary for 'Apr 13, 2017 9:00 AM McAllen, Texas' to 'Apr 13, 2017 9:00 PM Austin, Texas'. At the bottom right, there are buttons for 'Request Advances', 'Submit', 'Print', and 'View Related Documents'. The footer indicates 'Travel and Expense Management (Release 8.7.0.4)'.

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.

The screenshot shows a web browser window with the URL <http://pastrav04t.stcloc8181/tvlexp/tvlexp-flex/index.html>. The page title is "Travel and Expense". The main content area is titled "Advance Request (TA001557 - In Process)" for user "Dalinda Gamboa (ID: A00001715)".

Authorization Information:

Report Name:	D_Gamboa_Austin TX_041217	Report Type:	Travel
Report Date:	Apr 03, 2017	Trip start date:	Apr 12, 2017
Purpose:	Conference	Trip end date:	Apr 13, 2017

Description: D_Gamboa_Austin TX_041217 TACCBO
1. To acquire knowledge for new procedures for the Business Office.
2. To be able to apply any updates to the Business Office.
3. To implement new procedures for the Business Office.

Type	Authorization Estimated Amount in USD
In state - per diem	45.00
Total:	45.00

Advance Request:

Advance Rule Name: STC Unrestricted Advances
Description: 80% Per diem
Requested amount: * 36.00 Payment will be made on or after Apr 05, 2017
Note: All Advances should be accounted for within 20 days of your trip end date.

Remittance Address: Vendor Address - AP: 7401 N 31st St, McAllen, TX 78504

E-Mail Address: dgamboa@southtexascollege.edu

Comments:

Buttons: Submit, Cancel

Annotations: Red arrow 1 points to the "Advance Request Description" field. Red arrow 2 points to the "Requested amount" field. Red arrow 3 points to the "Submit" button.

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 screenshot displays a web browser window with the URL <http://pastrav041.stcc.loc8181/tvexp/tvexp-flex/index.html>. The page title is "Travel and Expense". The user is logged in as "Dalinda Gamboa (ID: A00001715)". The main content area shows a report titled "D_Gamboa_Austin TX_041217 (TA001557 - Submitted)".

The report details include:

- General Information:** Report Type: Travel; Purpose: Conference; Description: D_Gamboa_Austin TX_041217 TACCBO. 1. To acquire knowledge for new procedures for the Business Office. 2. To be able to apply any updates to the Business Office. 3. To implement new procedures for the Business Office.
- User Activity History:** Initiated By: Isabel Ramirez (ID:A00138224); Submitted by: Isabel Ramirez (ID:A00138224).
- Advances:** Report ID: TV001141; Status: Submitted; Requested Amount: 35.00.
- E-Mail Address:** dgamboa@southtexascollege.edu
- Itinerary:** From: Apr 12, 2017 9:00 AM McAllen, Texas; To: Apr 13, 2017 7:00 PM Austin, Texas

A pop-up information box is overlaid on the report, containing the following text:

Information
Authorization request TA001557 has been submitted.
Advance request TV001141 has been submitted.

The pop-up box has an "OK" button at the bottom right.

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 screenshot displays the 'Travel and Expense' management interface. The main content area shows an 'Authorization Report' for 'D_Gamboa_Austin TX_041217 (TA001557 - Submitted)' by 'Dalinda Gamboa (ID: A00001715)'. The interface is divided into two main sections: 'Advance Activity' and 'Expense Activity'. Both sections contain tables with columns for Document Type, Report ID, Status, Status Date, and financial amounts. In the 'Advance Activity' table, the Report ID 'TV001141' is circled in red. In the 'Expense Activity' table, the Report ID 'TA001557' is circled in red. The left navigation bar includes options like 'Authorization Report', 'General Information', 'Itinerary', 'Estimated Expenses', 'Attachments', 'Comments', 'Related Documents' (highlighted with a blue arrow), and 'Status History'. An 'Open Items' section at the bottom left shows a list of reports, including 'D_Gamboa_Austin TX_0412'. A 'View or Submit Report' button is located at the bottom right of the main content area.

Document Type	Report ID	Status	Status Date	Estimated Pay Date	Advance Amount	Outstanding Amount
Advance	TV001141	Submitted	Apr 05, 2017		36.00	0.00

Document Type	Report ID	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total	Remaining Authorized
Authorization Report	TA001557	Submitted	Apr 05, 2017	45.00	646.31	691.31	691.31

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.

The screenshot displays the 'Travel and Expense' application interface. The main content area shows the 'Status History' for the report 'D_Gamboa_Austin TX_041217 (TA001557 - Submitted)'. The user is identified as 'Dalinda Gamboa (ID: A00001715)'. The interface is divided into two sections: 'Advance' and 'Authorization'. Both sections contain tables with columns for Report ID, Status, Date, and Message. In the 'Advance' section, the status 'Submitted' for report ID TV001141 is circled in red. In the 'Authorization' section, the status 'Submitted' for report ID TA001557 is circled in red, and the status 'In Process' for the same report ID is also circled in red. A black arrow points to the 'Status History' link in the left-hand navigation menu. The bottom of the page shows the 'ellucian' logo and the version 'Travel and Expense Management (Release 8.7.0.4)'.

Report ID	Status	Date	Message
TV001141	Submitted	Apr 05, 2017 10:26 AM	Advance request TV001141 has been submitted.

Report ID	Status	Date	Message
TA001557	Submitted	Apr 05, 2017 10:26 AM	Authorization request TA001557 has been submitted.
TA001557	In Process	Apr 03, 2017 11:36 AM	Request document created.

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).

The screenshot displays the Oracle Fusion Middleware Forms Services window for the FGITRND screen. The window title is "Oracle Fusion Middleware Forms Services: Open > FGITRND". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various navigation and editing icons. The main window displays the "Detail Transaction Activity FGITRND 8.4.0.3 (TCBM8)" screen. The top section contains a grid of input fields for transaction details. The "Fund" field (110000) is circled in red and labeled with a red "1". The "Account" field (730005) is highlighted in blue. The "Organization" field (410013) and "Program" field (6300) are also visible. Below this is a table with columns: "Account", "Organization", "Program", "Activity Date", "Type", "Document", "Field", "Amount", and "Increase (+) or Decrease (-)". The first row of data shows: Account: 730005, Organization: 410013, Program: 6300, Activity Date: 11-APR-2014, Type: E010, Document: TA000127, Field: ENC, Amount: 45.00, Increase (+) or Decrease (-): +. Arrows labeled "2" and "3" point to the "Document" and "Field" columns respectively. At the bottom right, a "Total:" field shows "45.00". The status bar at the bottom contains the text: "Press Key Dup Item for document query forms; Count Query for encumbrance detail" and "Record: 1/1".

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
730005	410013	6300	11-APR-2014	E010	TA000127	ENC	45.00	+

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.

http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.jsp

Travel and Expense Reporting

Welcome

Sign in to Travel and Expense Reporting
Please enter your User Name and Password.

User Name: A00138224

Password: *****

Sign In

ellucian

Travel and Expense Management (Release 8.7.0.4)

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.

The screenshot shows the 'Profile' page for Dalinda Gamboa. The navigation menu includes 'Delegate', 'Expense Manager', and 'Profile'. The profile details are as follows:

- Address or Direct Deposit:** Vendor Address -AP: 7401 N 31st St, McAllen, TX 78504. Pay Source: Direct Deposit to Account. A red banner states: "This address must match the address on Banner."
- E-Mail:** CAMP: dgamboa@southtexascollege.edu
- Approver:** ID: A00001645, Name: Myriam Lopez
- Workflow Login ID:** ID: DGAMBOA
- Funding Default:** A table with columns: Chart (100%), Index (S), Fund (110000), Organization (410013), Program (6300), Activity, and Location.

At the bottom left, there is an 'Open Items' section. The footer includes 'Travel and Expense Management (Release 8.7.0.4)'.

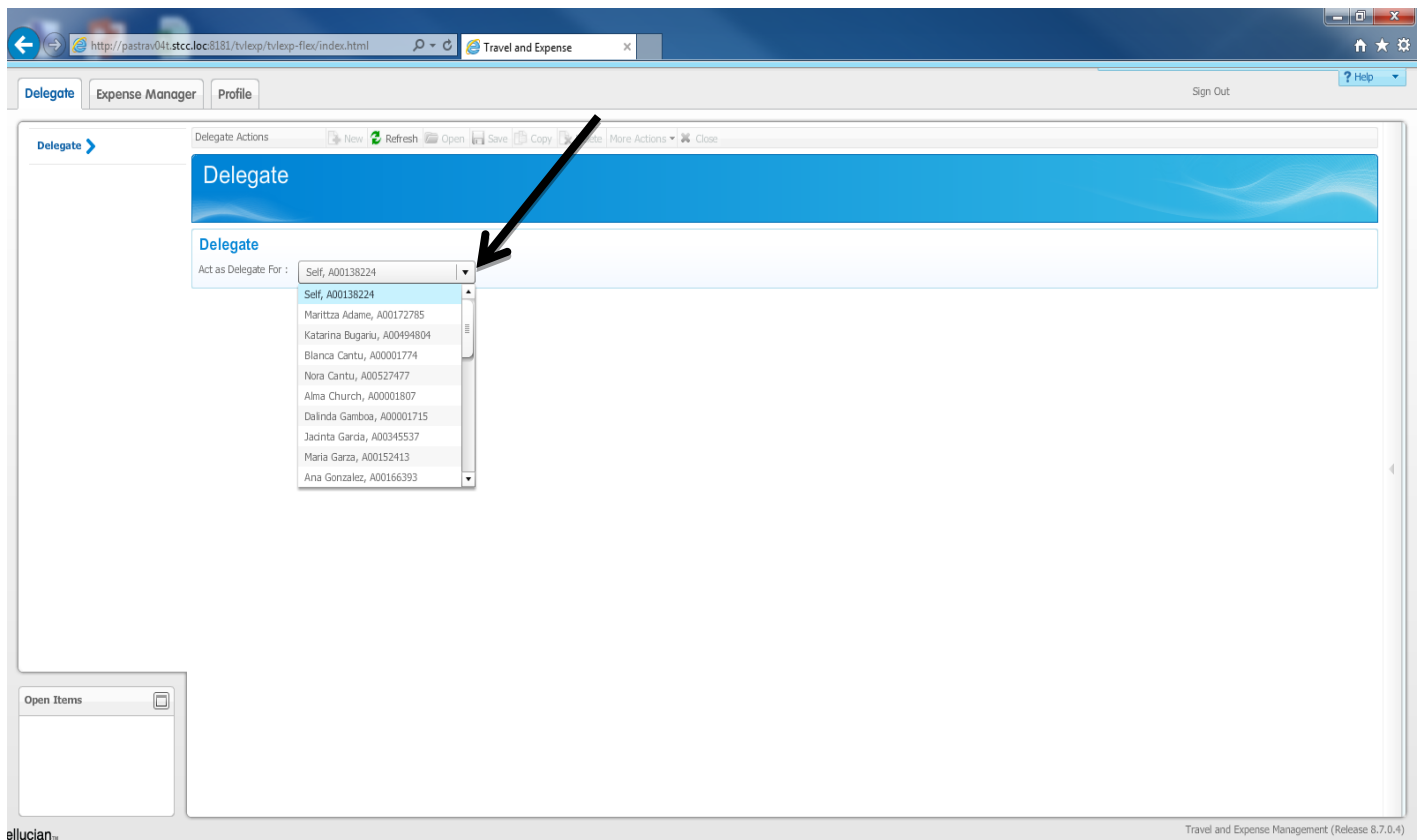
Note: If the employee updates their address with Human Resources, the travel office must be notified (traveler must send an email to traveloffice@southtexascollege.edu with his new address) because the two systems are not linked for updates.

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.

Authorization Report List for Dalinda Gamboa

Search by Report Name

Advanced Search

Displaying 3 rows.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
D_Gamboa_Austin TX_0412	TA001557	Apr 03, 2017	Submitted	Apr 05, 2017	45.00	646.31	691.31
D_Gamboa_Lake Buena Vista	TA001396	Dec 15, 2016	Approved	Jan 04, 2017	118.00	1,846.21	1,964.21
D_Gamboa_San Marcos, TX_C	TA000013	May 29, 2013	In Process	May 29, 2013	357.95	669.93	1,027.88

Generate Expense Report

ellucian... Travel and Expense Management (Release 8.7.0.4)

- 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.

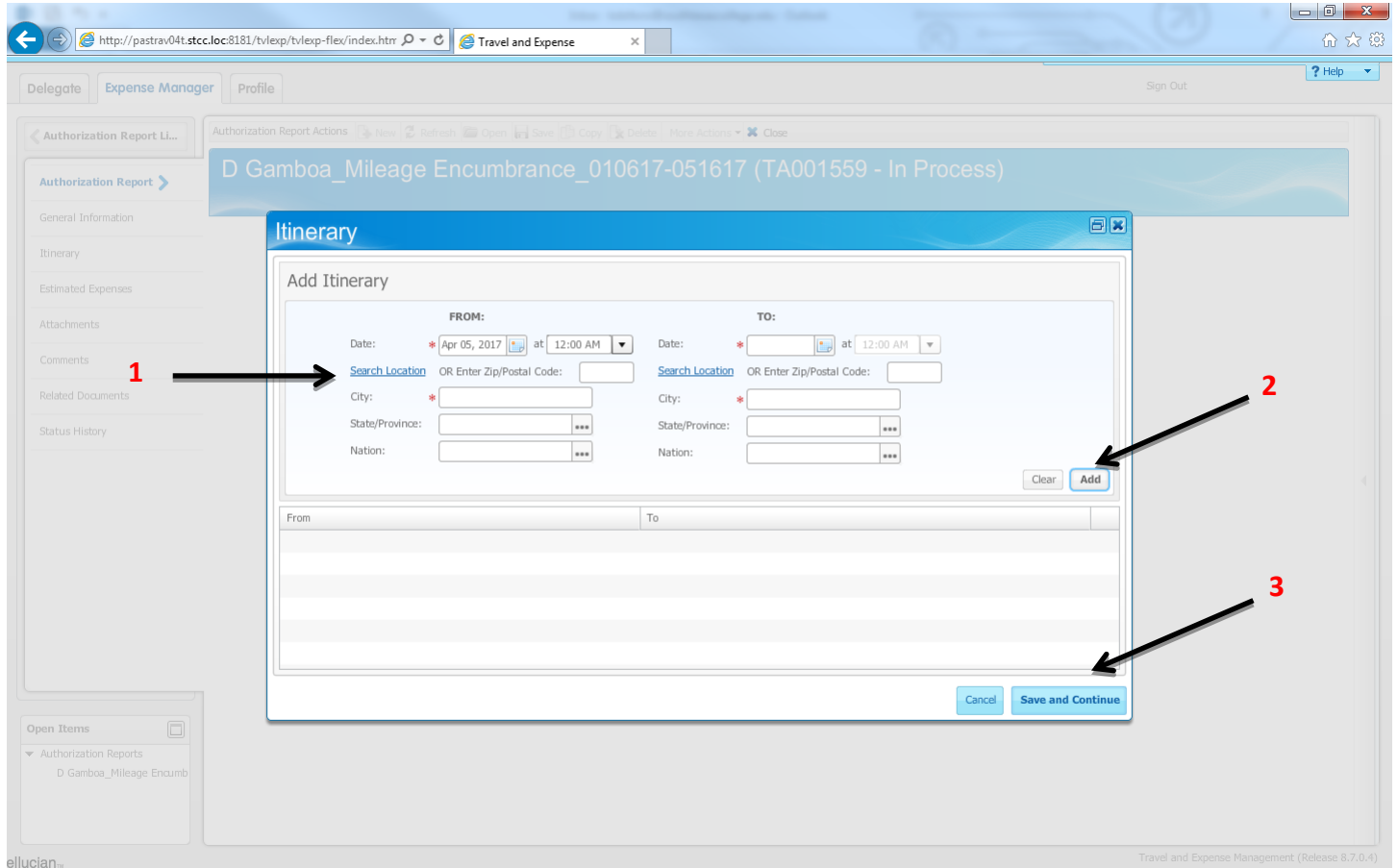
The screenshot shows the 'Create New Report' form with the following fields and values:

- Report Name:** J_Mileage Encumbrance_010617-051617
- Purpose:** In district mileage
- Report Type:** Travel
- Report Date:** Apr 05, 2017
- Affiliation:** Professional support

The **Funding Default** table contains the following data:

100%	Chart	Index	Fund	Organization	Program	Activity	Location
	S		110000	410013	6300		

- 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** 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**.

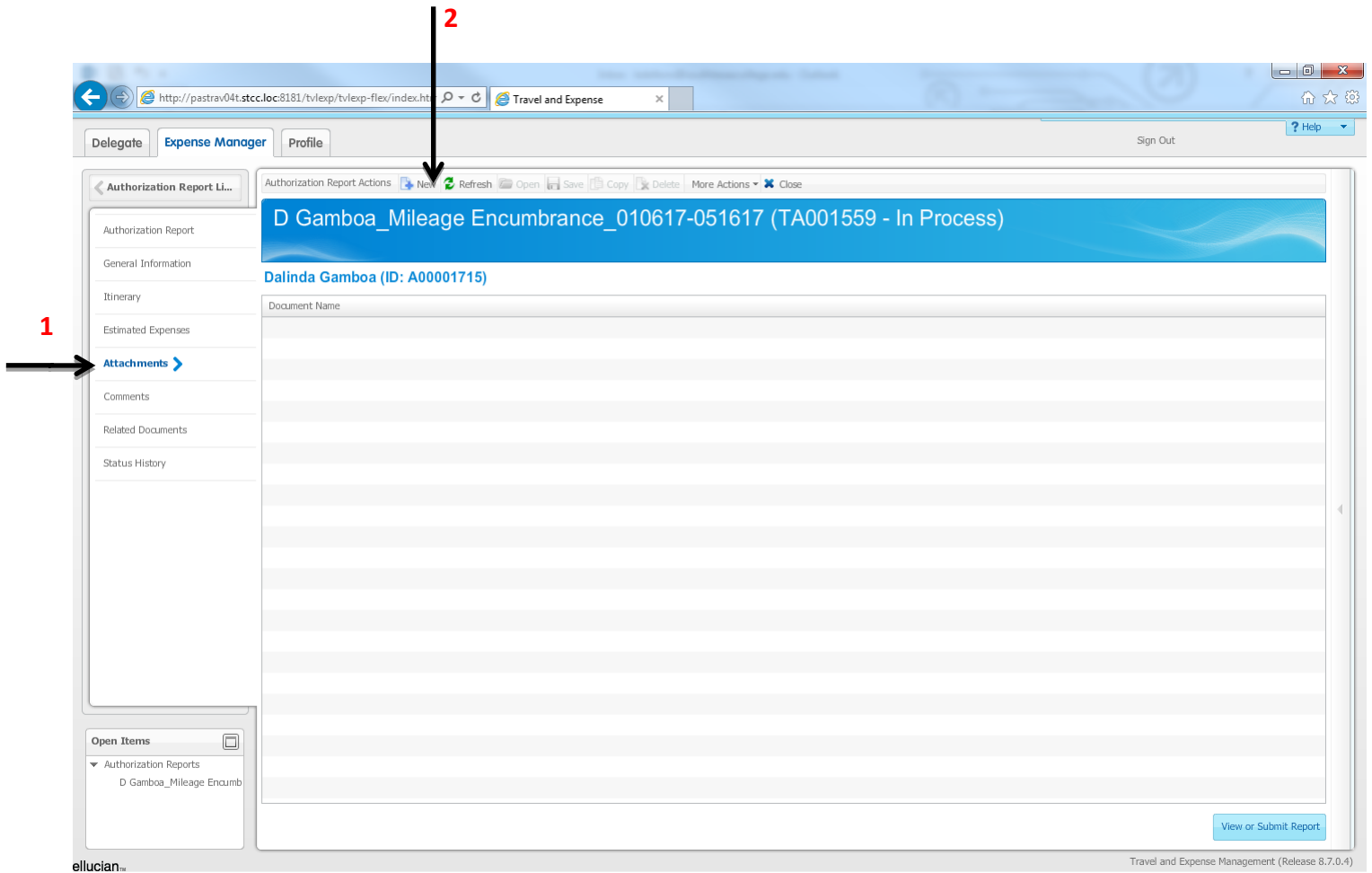
The screenshot displays the 'Add Expenses' form within the 'Travel and Expense Management' application. The form is titled 'D Gamboa_Mileage Encumbrance_010617-051617 (TA001559 - In Process)'. The form fields are as follows:

- Date:** Jan 06, 2017
- Type:** Mileage
- Receipt Amount:** \$47.75
- Unit Rate:** Mileage - College- Rate Per Unit: 0.5350
- Paid By:** Traveler
- Units:** 650.00
- Description:** (Empty text box)
- Funding:** (Empty text box)

At the bottom of the form, there are 'Clear' and 'Save' buttons. Below the form is a table with columns for 'Date', 'Type', 'Description', and 'Pay in USD'. The table is currently empty.

The interface includes a sidebar on the left with 'Estimated Expenses' selected, and a right sidebar showing 'Traveler' information (Dalinda Gamboa) and a 'Summary By Type' section with a 'Total: \$47.75'.

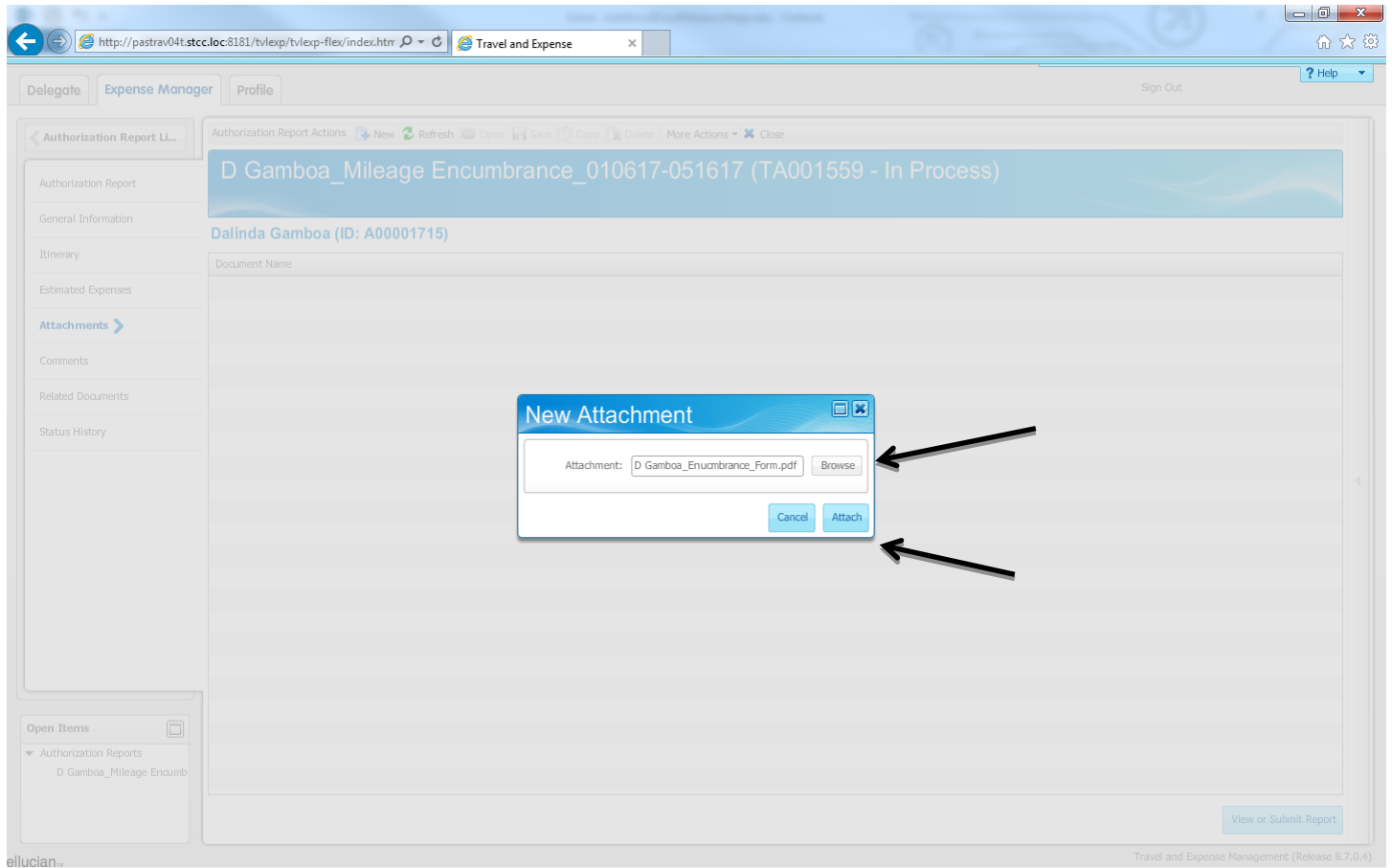
- 1) Click on the **Attachments** option on the left navigation bar.
- 2) Attachments are optional on the mileage authorization but if you choose to upload something for your records click **New** to attach supporting documents (pdf format only).



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 minimum.



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.

Authorization Report Actions: New Refresh Open Save Copy Delete More Actions Close

D Gamboa_Mileage Encumbrance_010617-051617 (TA001559 - In Process)

Dalinda Gamboa (ID: A00001715)

Document Name

D_Gamboa_Encumbrance Form.PDF

View or Submit Report

elucian Travel and Expense Management (Release 8.7.0.4)

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.

The screenshot displays a web application interface for "Travel and Expense Management". The main content area shows an "Authorization Report" for "Dalinda Gamboa (ID: A00001715)". The report is titled "D Gamboa_Mileage Encumbrance_010617-051617 (TA001559 - In Process)".

General Information

Report Type: Travel	Report Date: Apr 05, 2017	Pay Amount: 347.75 USD
Purpose: In district mileage	Relocation: No	Affiliation: Professional support
Description:		

User Activity History

Initiated By: Isabel Ramirez (ID:A00138224)
Submitted by:

E-Mail Address

dgamboa@southtexascollege.edu

Itinerary

From: Jan 06, 2017 9:00 AM McAllen, Texas To: May 16, 2017 1:00 PM McAllen, Texas

Attachments

[D Gamboa Encumbrance Form.PDF](#)

Comments

At the bottom of the report content area, there is a navigation bar with page numbers 1, 2, 3, 4, and 5. Page 1 is currently selected. An arrow points to this navigation bar.

Buttons at the bottom right: Request Advance, Submit, Print, View Related Documents

Footer: ellucian™ Travel and Expense Management (Release 8.7.0.4)

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.

The screenshot displays the 'Travel and Expense' interface. At the top, the browser address bar shows the URL: <http://pastrav04tstcc.loc:8181/tv/lexp/tv/lexp-flex/index.htm>. The page title is 'Travel and Expense'. Below the browser, there are navigation tabs: 'Delegate', 'Expense Manager', and 'Profile'. The 'Expense Manager' tab is active. The main content area shows an 'Authorization Report' for 'D Gamboa_Mileage Encumbrance_010617-051617 (TA001559 - In Process)'. The report is for 'Dalinda Gamboa (ID: A00001715)' and is 'Reimbursable: 347.75 USD'. A table lists the expenses:

Date	Expense Type	Pay in USD
Jan 06, 2017	Mileage	347.75

A pencil icon is located next to the '347.75' value in the table. Below the table, there are navigation controls: 'Request Advance', 'Submit', 'Print', and 'View Related Documents'. The 'Submit' button is highlighted with a black arrow. The footer of the page includes the 'ellucian' logo and the text 'Travel and Expense Management (Release 8.7.0.4)'.

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 screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.htm>. The page title is "Travel and Expense". The user is logged in as "Dalinda Gamboa (ID: A00001715)". The main content area displays an "Authorization Report" for "D Gamboa_Mileage Encumbrance_010617-051617 (TA001559 - Submitted)".

The report details include:

- General Information:** Report Type: Travel, Report Date: Apr 05, 2017, Pay Amount: 347.75 USD, Purpose: In district mileage, Relocation: No, Affiliation: Professional support.
- User Activity History:** Initiated By: Isabel Ramirez (ID:A00138224), Submitted by: Isabel Ramirez (ID:A00138224).
- E-Mail Address:** dgamboa@southtexascollege.edu
- Itinerary:** From: Jan 05, 2017 9:00 AM McAllen, Texas

A pop-up message box is overlaid on the report, titled "Information". The message text is "Authorization request TA001559 has been submitted." and is circled in red. The message box has an "OK" button at the bottom right.

At the bottom of the page, there are buttons for "Request Advance", "Print", and "View Related Documents". The footer text reads "Travel and Expense Management (Release 8.7.0.4)".

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

The screenshot displays the 'Travel and Expense' application interface. At the top, the browser address bar shows the URL: `http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.htm`. The application header includes navigation tabs for 'Delegate', 'Expense Manager', and 'Profile', along with a 'Sign Out' button and a 'Help' icon.

The main content area is titled 'Authorization Report List' and shows details for a report: 'D Gamboa_Mileage Encumbrance_010617-051617 (TA001559 - Submitted)'. Below this, the user's name 'Dalinda Gamboa (ID: A00001715)' is displayed.

A table lists the report details:

Document Type	Report ID	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total	Remaining Authorized
Authorization Report	TA001559	In Process	Apr 05, 2017	347.75	0.00	347.75	347.75

The 'Report ID' 'TA001559' is circled in red. A black arrow points to the 'Related Documents' link in the left-hand navigation menu. At the bottom right of the main area, there is a 'View or Submit Report' button.

The footer of the page includes the 'ellucian' logo on the left and the text 'Travel and Expense Management (Release 8.7.0.4)' on the right.

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.

The screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.htm>. The page title is "Travel and Expense". The user is logged in as "Dalinda Gamboa (ID: A00001715)". The main content area displays the "Authorization Report Actions" for "D Gamboa_Mileage Encumbrance_010617-051617 (TA001559 - Submitted)". The "Workflow Approvals" tab is selected and circled in red. The "Status History" section shows a table with the following data:

Report ID	Status	Date	Message
TA001559	Submitted	Apr 05, 2017 3:20 PM	Authorization request TA001559 has been submitted.
TA001559	In Process	Apr 05, 2017 12:29 PM	Request document created.

The "Status History" link in the left sidebar is highlighted with a blue arrow. The "Open Items" section in the bottom left shows "Authorization Reports" and "D Gamboa_Mileage Encumb". The footer of the page includes "ellucian" and "Travel and Expense Management (Release 8.7.0.4)".

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 (link to workflow is provided in the e-mail). The employee traveling will receive an email once **ALL** the approvals have gone through.

V. 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*.

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).

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the FGITRND screen. The window title is "Oracle Fusion Middleware Forms Services: Open > FGITRND". The menu bar includes "File Edit Options Block Item Record Query Tools Help". The toolbar contains various icons for navigation and actions. The main window title is "Detail Transaction Activity FGITRND 8.4.0.3 (TCBM8)".

The top section shows search criteria:

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
S	14		110000	410013	730015	6300				Both

The "Fund" field (110000) is circled in red, with a red "1" next to it. The "Account" field (730015) is highlighted in blue.

The main table displays transaction details:

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
730015	410013	6300	14-APR-2014	E010	TA000129	D Gamboa_Mileage Env	ENC	360.75

Arrows point from red numbers "2" and "3" to the "Document" and "Field" columns respectively. A "Total:" row at the bottom right shows an amount of 360.75.

At the bottom, a footer bar contains the text: "Press Key Dup Item for document query forms; Count Query for encumbrance detail", "Record: 1/1", and "<OSC>".

C. Changing Default Organization on Travel Transactions

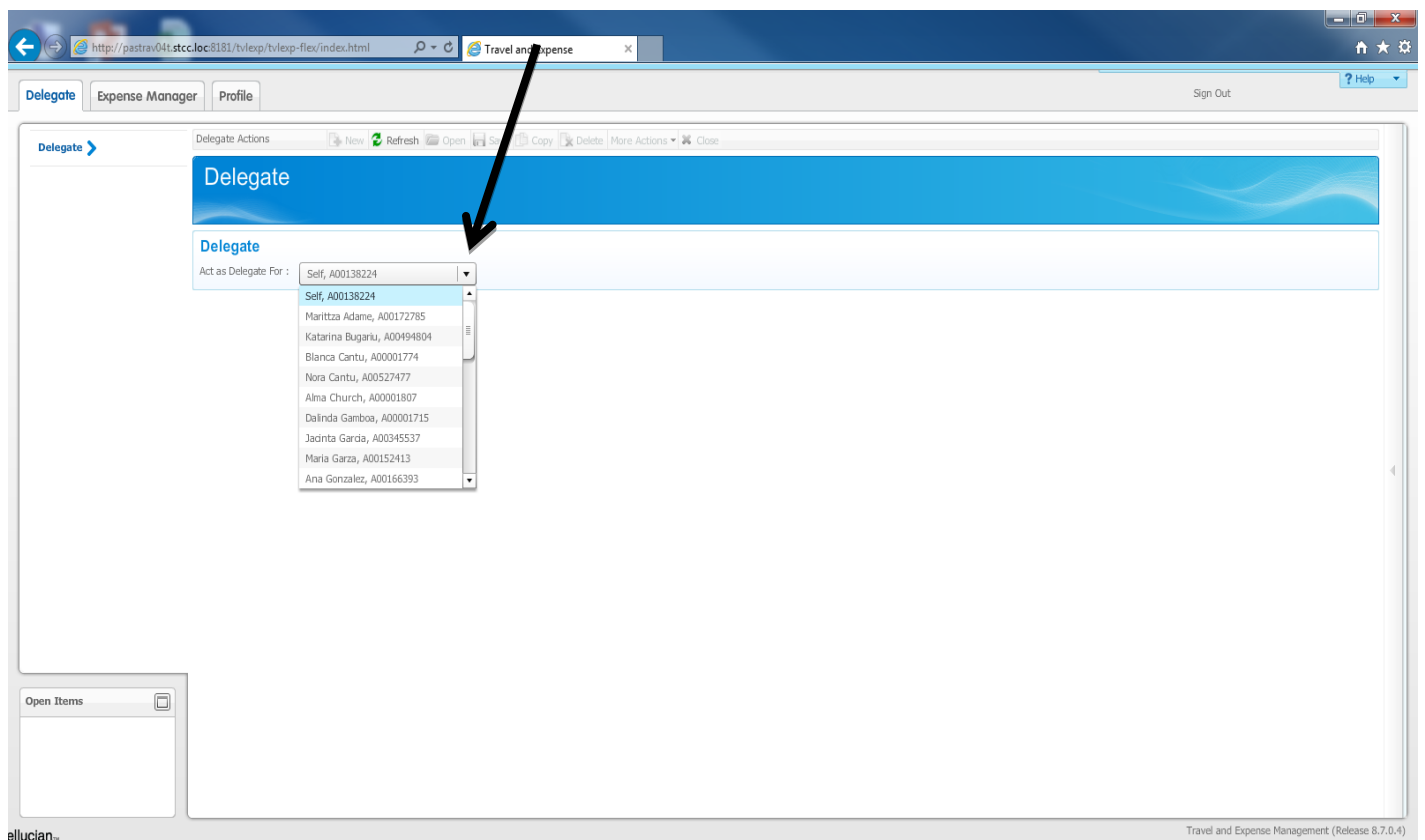
***Note: The only time a FOAP should be changed is when the mileage reimbursement is using the Dean's travel budget pool.

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. Select "Self" when entering your own travel document (default setting is "Self").



- 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 screenshot displays the 'Travel and Expense' application interface. The browser address bar shows the URL: <http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.htm>. The user is logged in as 'Dalinda Gamboa (ID: A00001715)'. The main content area shows an 'Authorization Report' for 'D Gamboa_Mileage Encumbrance_05/01/14 -05/31/14 (TA001561 - In Process)'. The left navigation pane has 'General Information' selected, indicated by a red arrow labeled '1'. The 'General Information' section contains fields for Report Type (Travel), Purpose (In district mileage), Report Date (Apr 07, 2017), Relocation (No), Pay Amount (0.00 USD), and Affiliation (Professional support). Below this is the 'Funding Default' table:

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	S		110000	410013	6300		

A red arrow labeled '2' points to a pencil icon in the top right corner of the 'General Information' section, indicating the edit function. The bottom of the page shows the 'ellucian' logo and the text 'Travel and Expense Management (Release 8.7.0.4)'. A 'View or Submit Report' button is located at the bottom right of the main content area.

The following screen below will appear.

1) Click the pencil in the funding default section.

The screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.htm>. The page title is "Travel and Expense". The user is logged in as "Dalinda". The main content area displays "D Gamboa_Mileage Encumbrance_05/01/14 -05/31/14 (TA001561 - In Process)". A modal dialog box titled "Edit General Information" is open. It contains the following information:

General Information

Report Name: Mileage Encumbrance_05/01/14 -05/31/14
Report Type: Travel
Purpose: In district mileage
Report Date: Apr 07, 2017
Description:
Affiliation: Professional support
 Relocation

Funding Default

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	S		110000	410013	6300		

A red arrow points to a pencil icon in the top right corner of the table. The dialog box has "Cancel" and "Save" buttons at the bottom right.

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**

The screenshot shows the 'Funding Default' dialog box in Banner. The dialog is titled 'Update Selected Funding' and contains the following fields:

- Percent: 100
- Chart: S
- Index: [empty]
- Fund: 110000
- Organization: 410013
- Program: 6300
- Activity: [empty]
- Location: [empty]

Below the fields is a table with the following data:

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent
S		110000	410013	6300				100%

Red circles highlight the Fund, Organization, and Program fields. Red arrows point to the 'Add' button (4), the 'Save' button (5), and the table row (2). A red arrow also points to the 'Funding Default' dialog title (3).

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

The screenshot displays a web application interface for "Travel and Expense Management". The main content area shows an "Authorization Report" for "Dalinda Gamboa (ID: A00001715)". The report title is "D Gamboa_Mileage Encumbrance_05/01/14 -05/31/14 (TA001561 - In Process)".

General Information

Report Type:	Travel	Report Date:	Apr 07, 2017	Pay Amount:	0.00 USD
Purpose:	In district mileage	Relocation:	No	Affiliation:	Professional support
Description:					

User Activity History

Initiated By: Isabel Ramirez (ID:A00138224)
Submitted by:

E-Mail Address

dgamboa@southtexascollege.edu

Itinerary

From: May 01, 2014 9:00 AM McAllen, Texas To: May 31, 2014 12:00 PM McAllen, Texas

Attachments

D GAMBOA_ENCUMBRANCE FORM.PDF

Comments

At the bottom of the report, there is a pagination control with buttons for pages 1, 2, 3, 4, and 5. Page 1 is currently selected. An arrow points to this pagination control.

Buttons at the bottom right: Request Advance, Submit, Print, View Related Documents.

Page number: 46 of 88

Version: Travel and Expense Management (Release 8.7.0.4)

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

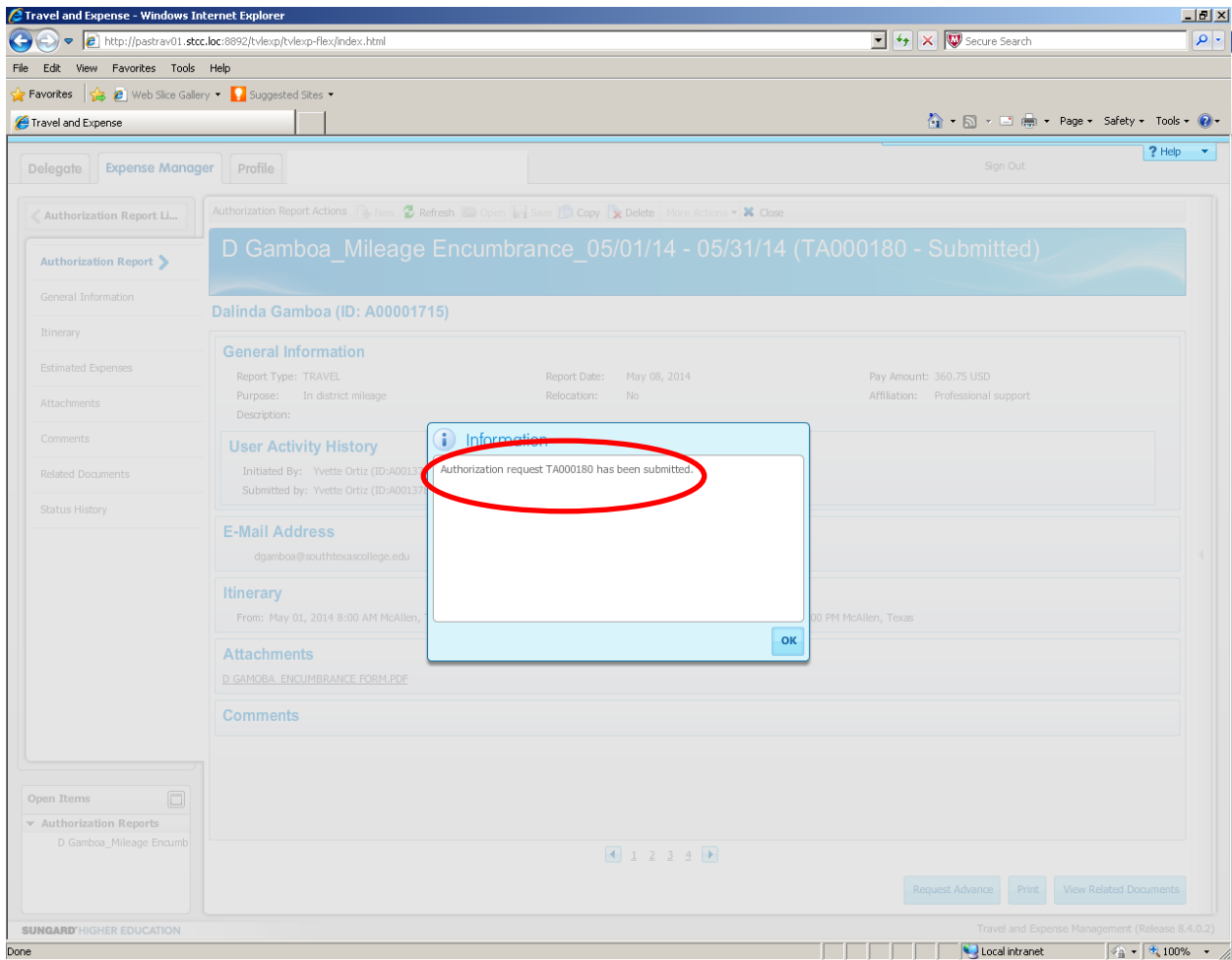
Click **Submit** to continue.

The screenshot displays the 'Travel and Expense' application interface. At the top, there are navigation tabs for 'Delegate', 'Expense Manager', and 'Profile'. The main content area is titled 'Authorization Report Li...' and shows details for 'D Gamboa_Mileage Encumbrance_05/01/14 - 05/31/14 (TA000180 - In Process)'. The user is identified as 'Dalinda Gamboa (ID: A00001715)' with a 'Reimbursable: 360.75 USD'. A table lists the expense: 'May 08, 2014' for 'Mileage' with a 'Pay in USD' of '360.75'. A pencil icon is located to the right of the '360.75' value. Below the table, there are buttons for 'Request Advance', 'Submit', 'Print', and 'View Related Documents'. A 'Submit' button is highlighted with a black arrow. Another black arrow points to the pencil icon.

Date	Expense Type	Pay in USD
May 08, 2014	Mileage	360.75

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 screenshot displays the 'Travel and Expense' application interface. The main content area shows an 'Authorization Report' for 'D Gamboa_Mileage Encumbrance_05/01/14 - 05/31/14 (TA000180 - Submitted)'. The user is identified as 'Dalinda Gamboa (ID: A00001715)'. A table below lists the report details:

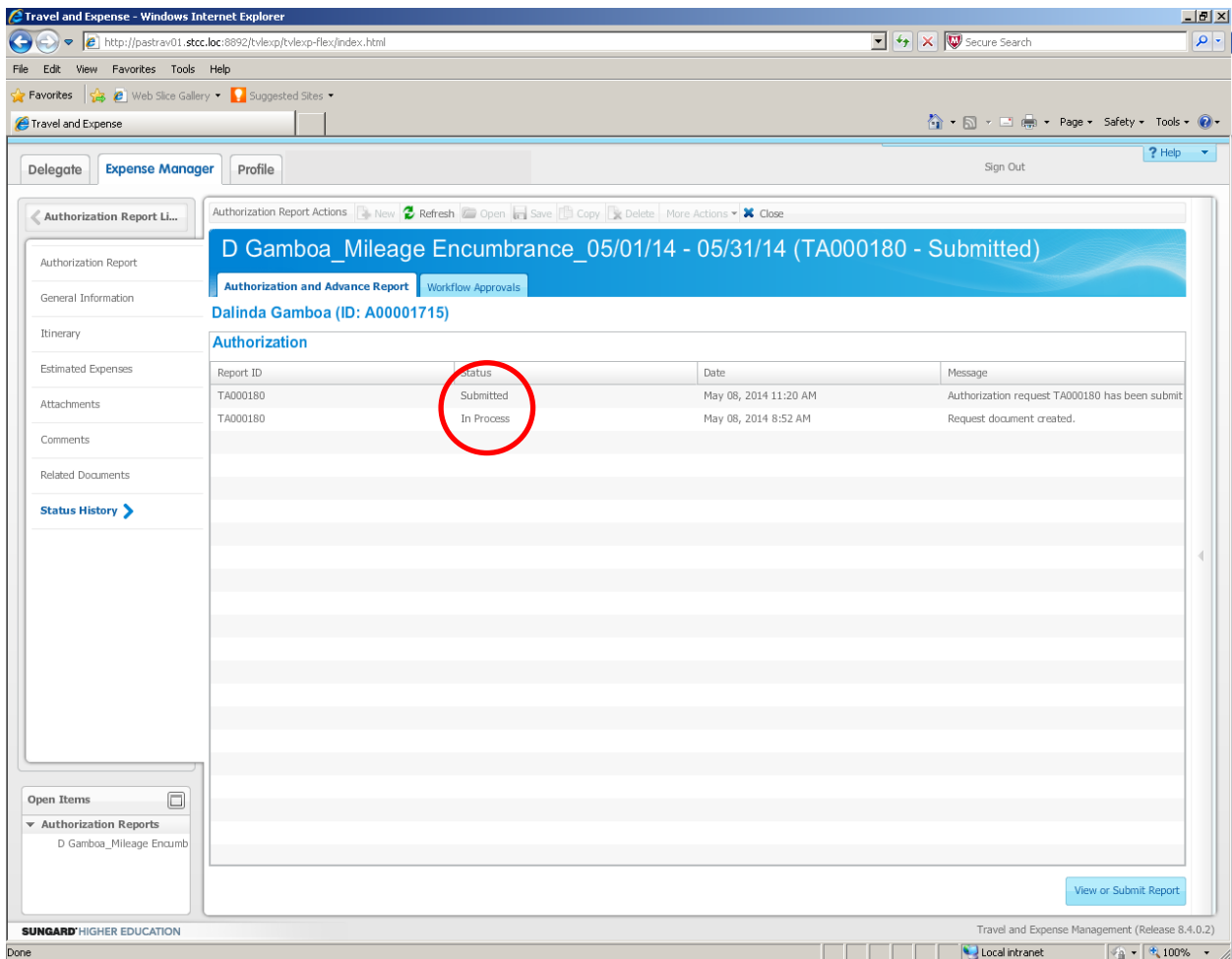
Document Type	Report ID	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total	Remaining Authorized
Authorization Report	TA000180	Submitted	May 08, 2014	360.75	0.00	360.75	360.75

The 'Report ID' 'TA000180' is circled in red. In the left navigation bar, the 'Related Documents' link is also circled in red, with a black arrow pointing to it from the left side of the page.

At the bottom of the interface, the text 'SUNGARD HIGHER EDUCATION' and 'Travel and Expense Management (Release 8.4.0.2)' are visible. The status bar at the very bottom shows 'Done' and 'Local intranet'.

The **Status History** will allow 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.

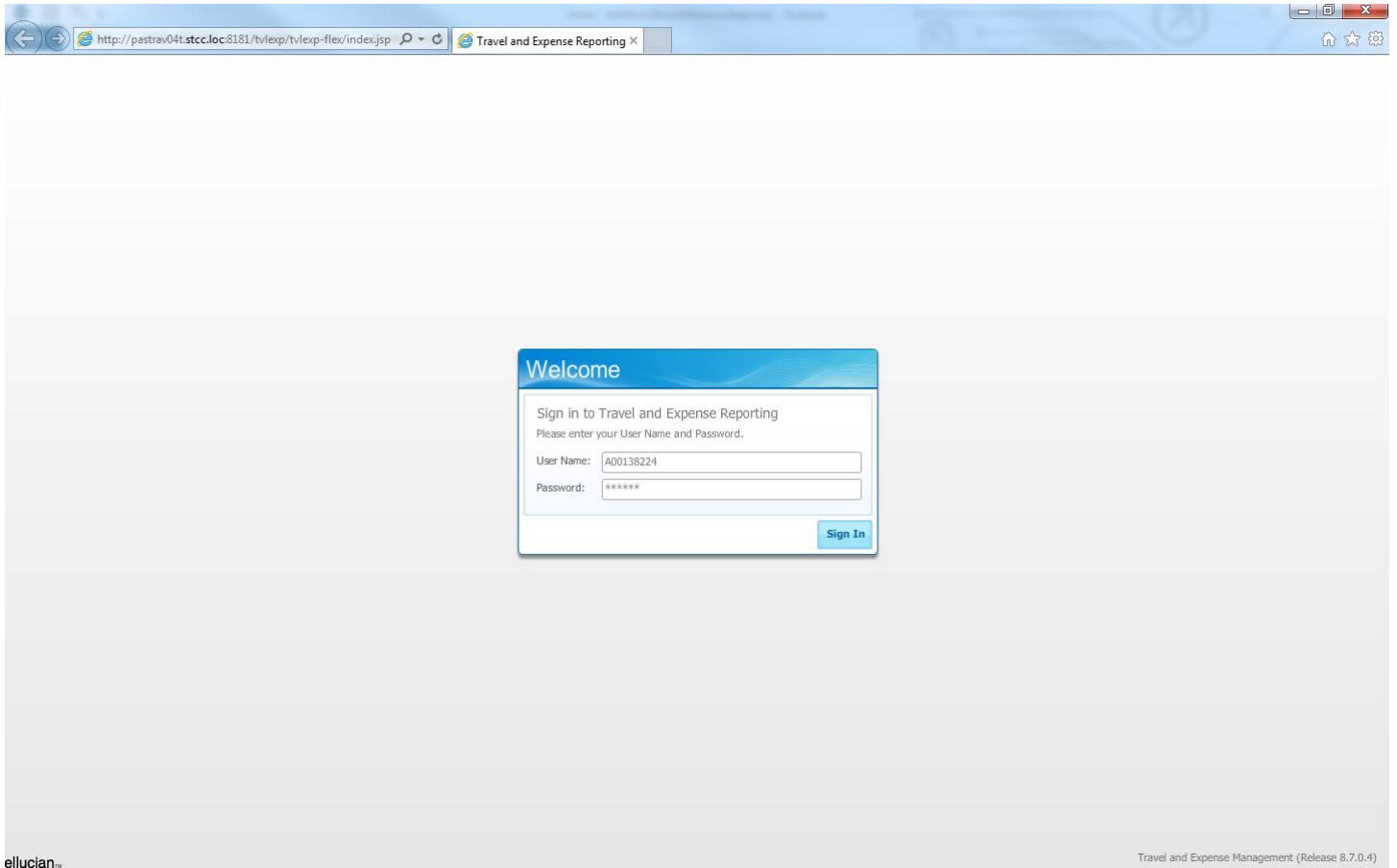


Note: Once the mileage reimbursement voucher has been submitted, an email is sent to the approver informing them that the expense report is ready to be approved in Workflow (link to workflow is provided in the e-mail). The employee will receive an email once **ALL** the approvals have been finalized.

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.

The screenshot shows the 'Profile' page for Dalinda Gamboa. The navigation menu includes 'Delegate', 'Expense Manager', and 'Profile'. The profile details are as follows:

- Address or Direct Deposit:** Vendor Address -AP: 7401 N 31st St, McAllen, TX 78504. Pay Source: Direct Deposit to Account. A red banner reads: "This address must match the address on Banner."
- E-Mail:** CAMP: dgamboa@southtexascollege.edu
- Approver:** ID: A00001645, Name: Myriam Lopez
- Workflow Login ID:** ID: DGAMBOA
- Funding Default:** A table with columns: 100%, Chart (S), Index, Fund (110000), Organization (410013), Program (6300), Activity, and Location.

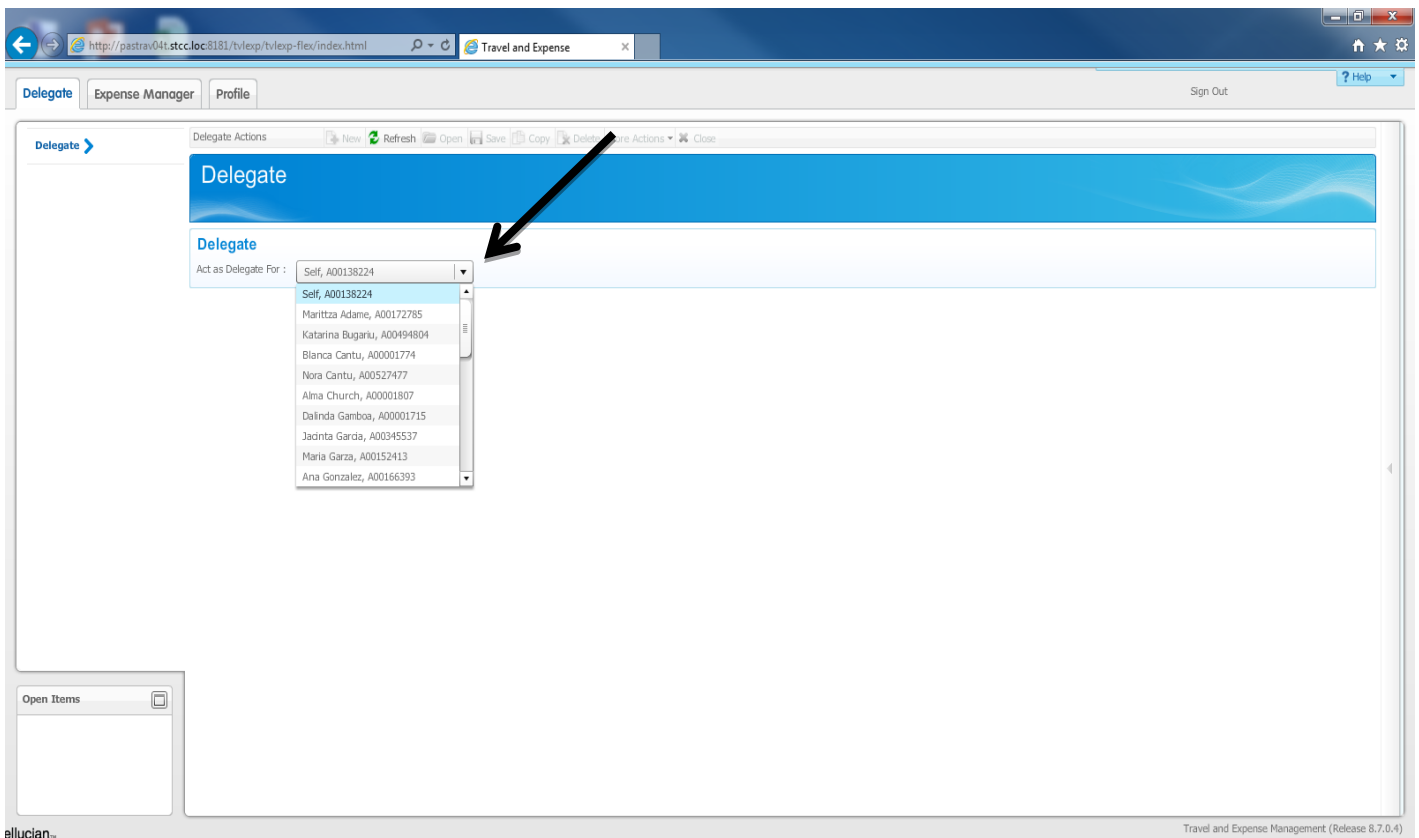
Note: If the employee updates their address with Human Resources, the travel office must be notified (traveler must send an email to traveloffice@southtexascollege.edu with his new address) because the two systems are not linked for updates.

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 own 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.

The screenshot displays the 'Expense Manager' interface. The top navigation bar shows 'Expense Manager' as the active tab. The main content area is titled 'Authorization Report List for Dalinda Gamboa'. It features a search bar and a table with the following data:

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
D Gamboa_Mileage Encumb	TA001559	Apr 05, 2017	Approved	Apr 06, 2017	347.75	0.00	347.75
D_Gamboa_Austin TX_0412	TA001557	Apr 03, 2017	Approved	Apr 06, 2017	45.00	646.31	691.31
D Gamboa_Lake Buena Vista	TA001396	Dec 15, 2016	Approved	Jan 04, 2017	118.00	1,846.21	1,964.21
D Gamboa_San Marcos,TX_	TA000013	May 29, 2013	In Process	May 29, 2013	357.95	669.93	1,027.88

At the bottom right of the main content area, there is a button labeled 'Generate Expense Report'. The interface also includes a left navigation bar with 'Authorization Reports' selected, and a top toolbar with various action icons like 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', and 'More Actions'.

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

Click **Save** to continue.

The screenshot displays the 'Travel and Expense Management' interface. The main content area shows an 'Authorization Report List for Dalinda Gamboa' with a table of reports. A 'Generate Expense Report' dialog box is open, prompting for the following information:

- Report Name: D_Gamboa_Austin TX_041217
- Report Date: Apr 06, 2017
- Affiliation: Professional support

The dialog includes 'Cancel' and 'Save' buttons. A black arrow points to the 'Save' button. The background table lists the following reports:

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
D Gamboa_Mileage Encumb	TA001559	Apr 05, 2017	Approved	Apr 06, 2017	347.75	0.00	347.75
D_Gamboa_Austin TX_0412	TA001557	Apr 03, 2017	Approved	Apr 06, 2017	45.00	646.31	691.31
D Gamboa_Lake Buena Vist	TA001396	Dec 15, 2016	Approved	Jan 04, 2017	118.00	1,846.21	1,964.21
D Gamboa_Sani Marcos, TX	TA000013	May 29, 2013	In Process	May 29, 2013	357.95	669.93	1,027.88

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.

Expense Report List for Dalinda Gamboa

Search by Report Name

Advanced Search

Displaying 1 row.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Expense Total	Advance	Report Total
D_Gamboa_Austin TX_C	TR001311	Apr 06, 2017	In Process	Apr 06, 2017	45.00	646.31	691.31	-36.00	655.31
D Gamboa_Mileage Enc	TR001310	Apr 06, 2017	Approved	Apr 06, 2017	68.79	0.00	68.79	0.00	68.79

Open Items

- Authorization Reports
 - D_Gamboa_Austin TX_0412
- Expense Reports
 - D Gamboa_Mileage Encumb

ellucian

Travel and Expense Management (Release 8.7.0.4)

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

The screenshot displays the 'Expense Manager' interface in a web browser. The browser's address bar shows the URL: <http://pastrav04tstcc.loc:8181/tvexp/tvexp-flex/index.htm>. The application header includes 'Delegate', 'Expense Manager', and 'Profile' tabs, along with a 'Sign Out' link and a 'Help' icon.

The main content area is titled 'Expense Report List for...' and shows the selected report: 'D_Gamboa_Austin TX_041217 (TR001311 - In Process)'. The user's name is 'Dalinda Gamboa (ID: A00001715)'. The report details are as follows:

- General Information:**
 - Report Type: Travel
 - Purpose: Conference
 - Report Date: Apr 06, 2017
 - Relocation: No
 - Pay Amount: 9.00 USD
 - Affiliation: Professional support
 - Description: D_Gamboa_Austin TX_041217 TACCB0
 - 1. To acquire knowledge for new procedures for the Business Office.
 - 2. To be able to apply any updates to the Business Office.
 - 3. To implement new procedures for the Business Office.
- Advance Information:**

Outstanding Advance	Advance Cleared	Remaining Advance
36.00 USD	-36.00 USD	0.00 USD
- User Activity History:**
 - Initiated By: Isabel Ramirez (ID:A00138224)
 - Submitted by:
- Remittance Address:**
 - Vendor Address -AP: 7401 N 31st St
 - McAllen, TX 78504
 - Pay Source: Direct Deposit
- E-Mail Address:**
 - dgamboa@southtexascollege.edu
- Itinerary:**
 - From: Apr 12, 2017 9:00 AM McAllen, Texas
 - To: Apr 13, 2017 7:00 PM Austin, Texas

At the bottom of the report details, there are navigation buttons: 'Submit', 'Print', and 'View Related Documents'. The footer of the application shows 'ellucian' on the left and 'Travel and Expense Management (Release 8.7.0.4)' on the right.

- 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 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**.

The screenshot shows the 'Add Expenses' form within the 'Expense Manager' section. The form is titled 'D_Gamboa_Austin TX_041217 (TR001311 - In Process)'. The 'Date' field is set to 'Apr 06, 2017'. The 'Type' dropdown is set to 'Incidentals'. The 'Receipt Amount' is '50.00'. The 'Paid By' dropdown is set to 'Traveler'. The 'Provider' field contains 'A00001715_Dalinda Gamboa'. The 'Description' field contains 'Baggage'. The 'Save' button is visible at the bottom right of the form.

	Date	Type	Description	Pay in USD	Pay in USD
<input type="checkbox"/>	Apr 06, 2017	Advance	Reduction to Outstanding Advance of 36.00	-36.00	-36.00
<input type="checkbox"/>	Apr 03, 2016	In state - air fare		538.40	538.40
<input type="checkbox"/>	Apr 03, 2016	In state - lodging		107.91	107.91
<input type="checkbox"/>	Apr 03, 2016	In state - per diem		45.00	45.00

Summary By Type

Total: 655.31 USD

Reimbursable

Total: 9.00 USD

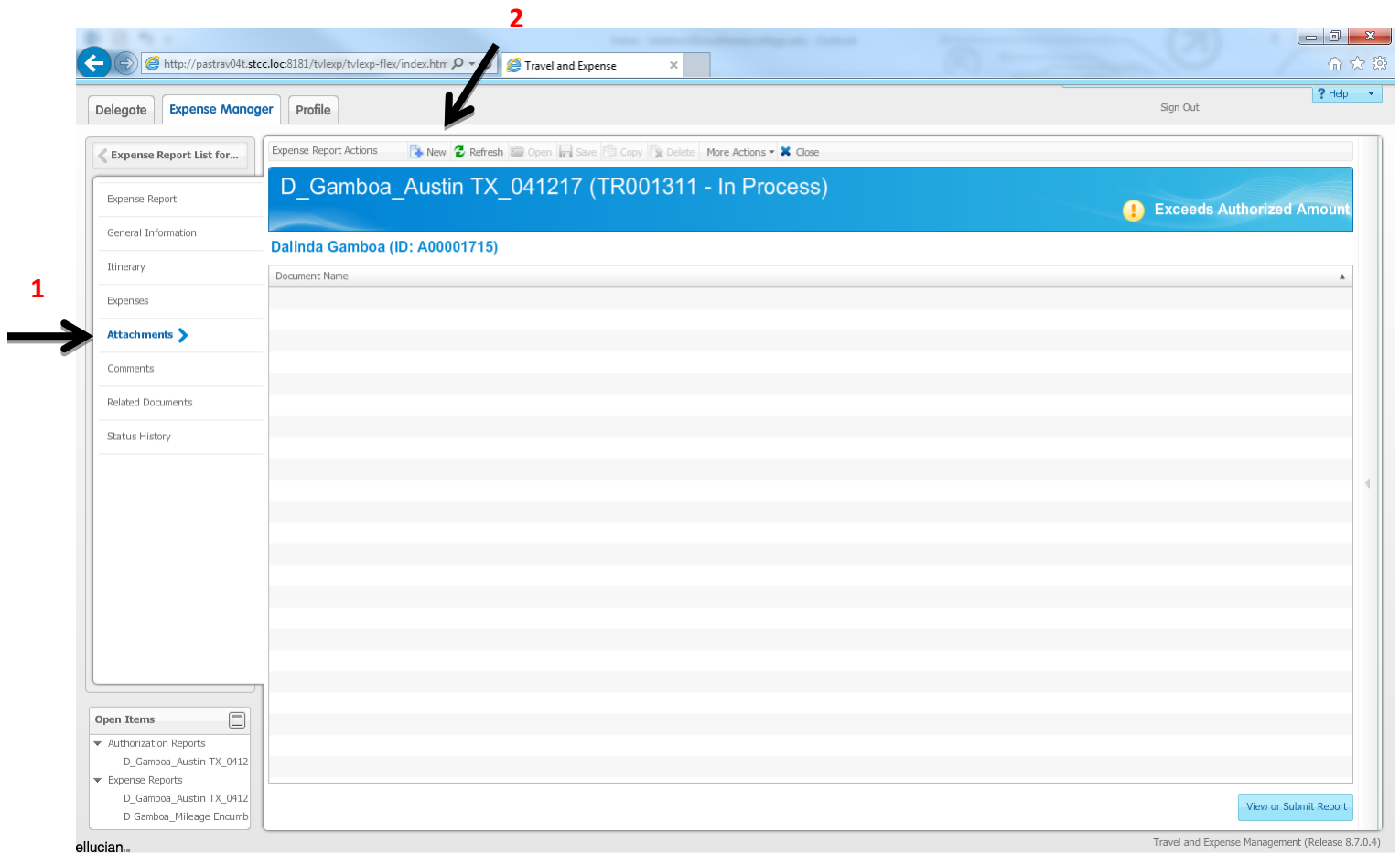
Advance -36.00
In state - pe... 45.00

Non-Reimbursable

Total: 646.31 USD

In state - air... 538.40
In state - lo... 107.91

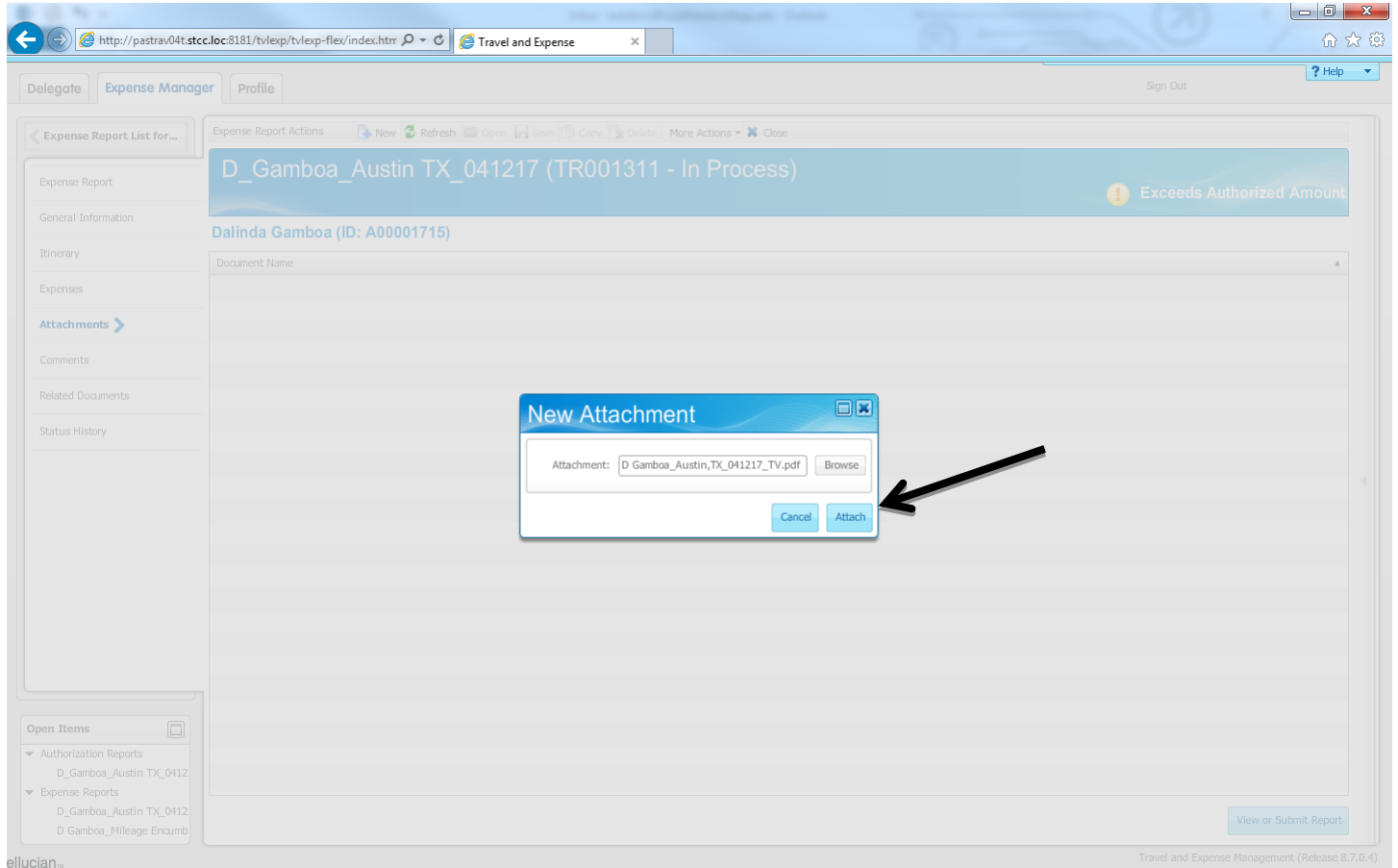
- 1) Select the **Attachments** option on the left navigation bar.
- 2) Click **New** to attach supporting documents (pdf format only) for the travel voucher (Example: registration, receipt, hotel itemized receipt, airfare boarding passes (round trip), incidental expense receipts, etc.)



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.

Expense Report List for...

Expense Report Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

D_Gamboa_Austin TX_041217 (TR001311 - In Process) Exceeds Authorized Amount

Dalinda Gamboa (ID: A00001715)

Document Name
D_GAMBOA_AUSTIN, TX_041217_TV.PDF

[View or Submit Report](#)

Travel and Expense Management (Release 8.7.0.4)

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

Click **Submit** to continue.

The screenshot displays the 'Travel and Expense' management interface. The main content area shows an expense report for 'D_Gamboa_Austin TX_041217 (TR001311 - In Process)' by Dalinda Gamboa (ID: A00001715). A warning banner at the top right indicates 'Exceeds Authorized Amount'. The report details include:

- General Information:** Report Type: Travel; Purpose: Conference; Report Date: Apr 05, 2017; Pay Amount: 59.00 USD; Description: D_Gamboa_Austin TX_041217 TACCBO. The description lists three points: 1. To acquire knowledge for new procedures for the Business Office, 2. To be able to apply any updates to the Business Office, and 3. To implement new procedures for the Business Office.
- Advance Status:** Outstanding Advance: 36.00 USD; Advance Cleared: -36.00 USD; Remaining Advance: 0.00 USD.
- User Activity History:** Initiated By: Isabel Ramirez (ID:A00138224); Submitted by: (blank).
- Remittance Address:** Vendor Address -AP: 7401 N 31st St, McAllen, TX 78504; Pay Source: Direct Deposit.
- E-Mail Address:** dgamboa@southtexascollege.edu.
- Itinerary:** From: Apr 12, 2017 9:00 AM McAllen, Texas; To: Apr 13, 2017 7:00 PM Austin, Texas.

The interface includes a left-hand navigation menu with options like 'Expense Report List for...', 'General Information', 'Itinerary', 'Expenses', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. At the bottom, there are 'Submit', 'Print', and 'View Related Documents' buttons. The footer shows 'ellucian' and 'Travel and Expense Management (Release 8.7.0.4)'.

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

Expense Report List for...

Expense Report Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

D_Gamboa_Austin TX_041217 (TR001311 - In Process)

Exceeds Authorized Amount

Dalinda Gamboa (ID: A00001715)

Reimbursable: 59.00 USD

[Expand All](#)

Date	Expense Type	Pay in USD
Apr 03, 2016	In state - per diem	45.00
Apr 06, 2017	Incidentals	50.00
Apr 06, 2017	Advance	-36.00

Open Items

- Authorization Reports
 - D_Gamboa_Austin TX_0412
- Expense Reports
 - D_Gamboa_Austin TX_0412
 - D_Gamboa_Mileage Encumb

Submit Print View Related Documents

Travel and Expense Management (Release 8.7.0.4)

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.

The screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvexp/tvexp-flex/index.htm>. The page title is "Travel and Expense". The user is logged in as "Dalinda Gamboa (ID: A00001715)". The main content area displays an expense report for "D_Gamboa_Austin TX_041217 (TR001311 - In Process)". A warning message "Exceeds Authorized Amount" is visible. The report shows three expense entries:

Date	Expense Type	Pay in USD
Apr 03, 2016	In state - per diem	45.00
Apr 06, 2017		50.00
Apr 06, 2017		-36.00

A "Confirm Final" dialog box is overlaid on the report, asking "Is this your final Expense Report for this Authorization?". The dialog has "No" and "Yes" buttons. A black arrow points to the "Yes" button. The "Open Items" sidebar on the left shows a tree view with "Authorization Reports" and "Expense Reports" under "D_Gamboa_Austin TX_0412". The footer of the page includes "ellucian" and "Travel and Expense Management (Release 8.7.0.4)".

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.

The screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvexp/tvexp-flex/index.htm>. The application is titled "Travel and Expense" and has tabs for "Delegate", "Expense Manager", and "Profile". The main content area displays an expense report for "D_Gamboa_Austin TX_041217 (TR001311 - Submitted)". A red circle highlights a blue information pop-up box that says "Reimbursement request TR001311 has been submitted." The background shows various report details like "General Information", "User Activity History", "Remittance Address", "E-Mail Address", and "Itinerary". A navigation sidebar is on the left, and a footer contains "ellucian" and "Travel and Expense Management (Release 8.7.0.4)".

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 screenshot displays the 'Expense Manager' interface in a web browser. The main content area shows details for an expense report titled 'D_Gamboa_Austin TX_041217 (TR001311 - Ready To Pay)'. A yellow warning icon indicates that the report 'Exceeds Authorized Amount'. The user is identified as 'Dalinda Gamboa (ID: A00001715)'. The report status is '0.00 Reconciled as of Apr 06, 2017'.

Advance Activity:

Document Type	Report ID	Status	Status Date	Estimated Pay Date	Advance Amount	Outstanding Amount
Advance	TV001141	Paid	Apr 06, 2017		36.00	36.00
Expense Report	TR001311	Ready To Pay	Apr 06, 2017		-36.00	0.00

Expense Activity:

Document Type	Report ID	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total	Remaining Authorized
Authorization Report	TA001557	Approved	Apr 06, 2017	45.00	646.31	691.31	691.31
Expense Report	TR001311	Ready To Pay	Apr 06, 2017	95.00	646.31	741.31	-50.00

The left navigation bar includes options for 'Expense Report', 'General Information', 'Itinerary', 'Expenses', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. The 'Related Documents' option is highlighted with a blue arrow. Below the navigation bar is an 'Open Items' section showing a tree view of 'Expense Reports' with 'D_Gamboa_Austin TX_0412' selected.

At the bottom right of the main content area, there is a button labeled 'View or Submit 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.

The screenshot displays the 'Travel and Expense' web application. The main content area shows an expense report titled 'D_Gamboa_Austin TX_041217 (TR001311 - Ready To Pay)'. A yellow warning icon indicates 'Exceeds Authorized Amount'. The user is identified as 'Dalinda Gamboa (ID: A00001715)'. Below this, there is an 'Expense' table with the following data:

Report ID	Status	Date	Message
TR001311	Ready To Pay	Apr 06, 2017 4:58 PM	Invoice TR001311 was created and posted.
TR001311	Approved	Apr 06, 2017 4:45 PM	Approved
TR001311	Submitted	Apr 06, 2017 4:40 PM	Reimbursement request TR001311 has been submitted.
TR001311	In Process	Apr 06, 2017 4:25 PM	Request document created.

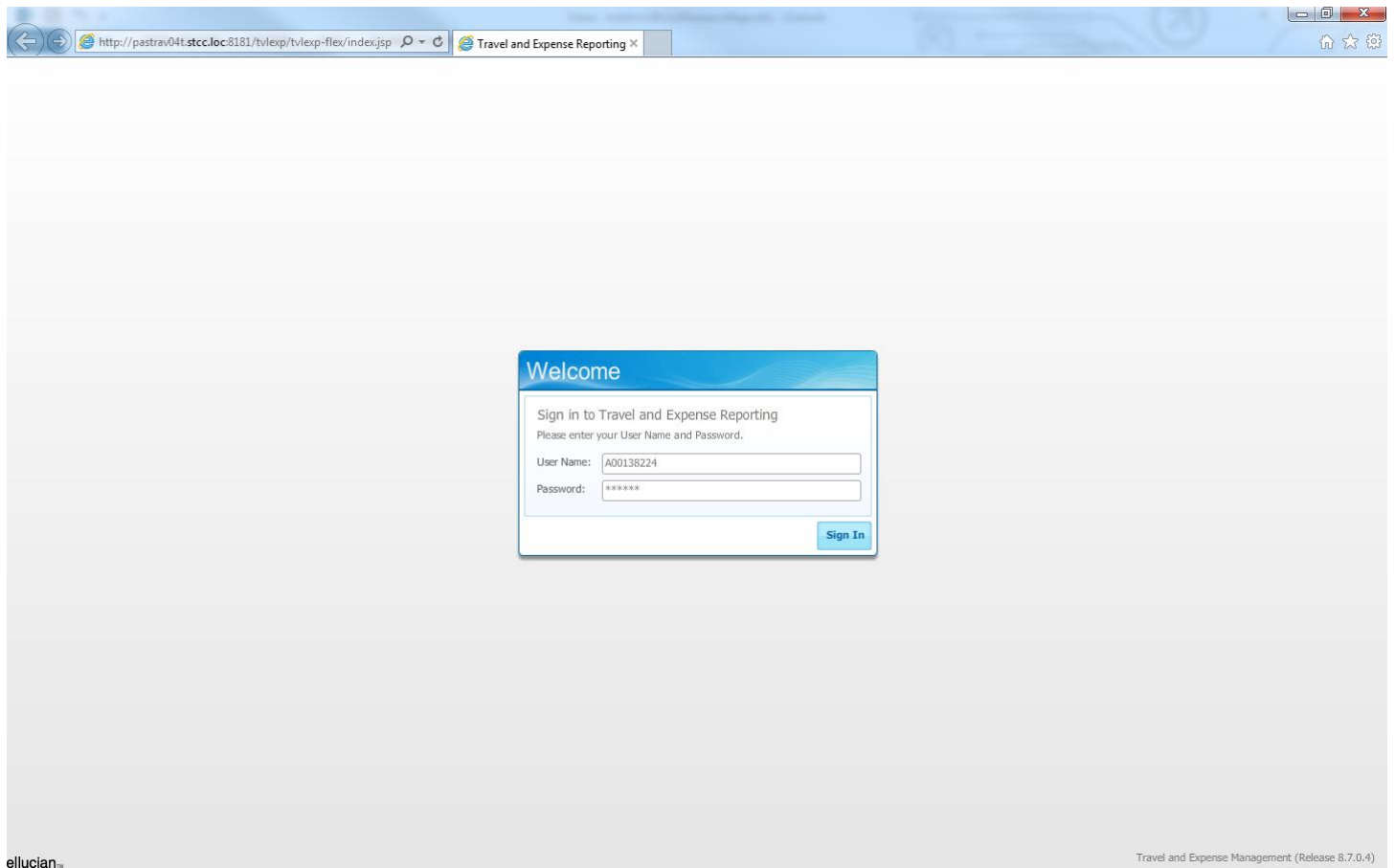
The interface includes a left-hand navigation menu with options like 'Expense Report List for...', 'Expense Report', 'General Information', 'Itinerary', 'Expenses', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. At the bottom right, there is a 'View or Submit Report' button. The footer of the application reads 'ellucian' and 'Travel and Expense Management (Release 8.7.0.4)'.

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.

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.



The screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.jsp> and a tab titled "Travel and Expense Reporting". The main content area displays a "Welcome" dialog box with the following text:

Sign in to Travel and Expense Reporting
Please enter your User Name and Password.

User Name:

Password:

[Sign In](#)

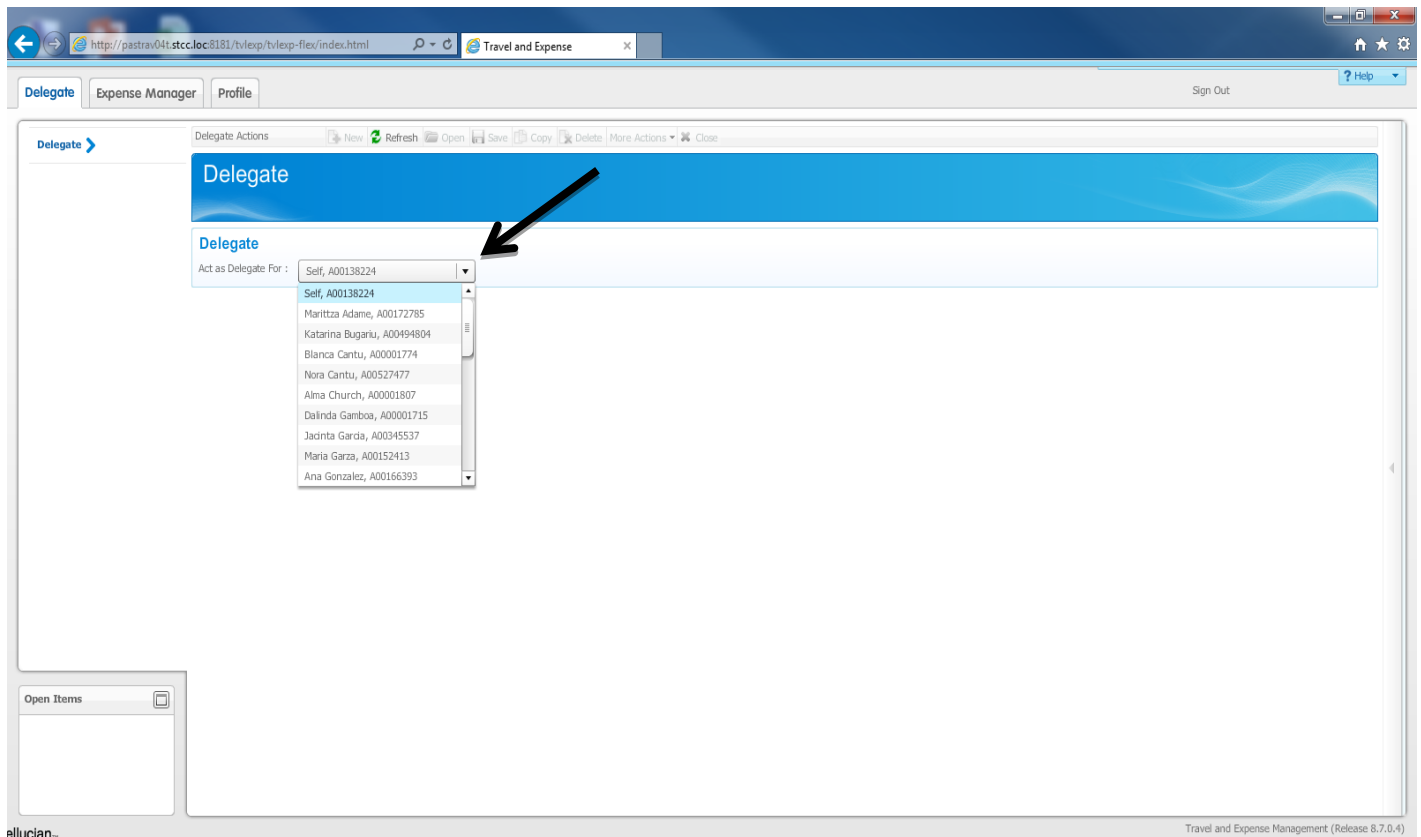
At the bottom left of the page is the "ellucian" logo, and at the bottom right is the text "Travel and Expense Management (Release 8.7.0.4)".

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.

The screenshot displays the 'Expense Manager' interface. The left navigation pane shows 'Authorization Reports' selected. The main area is titled 'Authorization Report List for Dalinda Gamboa' and contains a table with the following data:

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
D Gamboa_Mileage Encumb	TA001559	Apr 05, 2017	Approved	Apr 06, 2017	347.75	0.00	347.75
D_Gamboa_Austin TX_0412	TA001557	Apr 03, 2017	Approved	Apr 06, 2017	45.00	646.31	691.31
D Gamboa_Lake Buena Vist	TA001396	Dec 15, 2016	Approved	Jan 04, 2017	118.00	1,846.21	1,964.21
D Gamboa_Sani Marcos,TX_I	TA000013	May 29, 2013	In Process	May 29, 2013	357.95	669.93	1,027.88

At the bottom right of the table area, there is a blue button labeled 'Generate Expense Report'.

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.

The screenshot shows a web application interface for 'Travel and Expense Management'. The main window displays an 'Authorization Report List for Dalinda Gamboa' with a table of reports. A modal dialog box titled 'Generate Expense Report' is overlaid on the table. The dialog box contains the following fields:

- Report Name: * D Gamboa_Mileage Encumbrance_010617-051617
- Report Date: * Apr 06, 2017
- Affiliation: * Professional support
- Pay Currency: * USD (United State)
- Pay By: Check/Direct Debit
- USD to USD Rate: 1

At the bottom of the dialog box are 'Cancel' and 'Save' buttons. A black arrow points to the 'Save' button. The background table shows the following data:

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
D Gamboa_Mileage Encumb	TA001559	Apr 05, 2017	Approved	Apr 06, 2017	347.75	0.00	347.75
D_Gamboa_Austin TX_0412	TA001557	Apr 03, 2017	Approved	Apr 06, 2017	45.00	646.31	691.31
D Gamboa_Lake Buena Vist	TA001396	Dec 15, 2016	Approved	Jan 04, 2017	118.00	1,846.21	1,964.21
D Gamboa_San Marcos,TX_	TA000013				357.95	669.93	1,027.88

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.

The screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvexp/tvexp-flex/index.htm>. The browser tab is titled "Travel and Expense". The page has a navigation bar with "Delegate", "Expense Manager", and "Profile" tabs. The main content area is titled "Expense Report List for Dalinda Gamboa" and includes a search bar and an "Advanced Search" dropdown. Below the search bar is a table with the following data:

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Expense Total	Advance	Report Total
D Gamboa_Mileage Enc	TR001310	Apr 06, 2017	In Process	Apr 06, 2017	347.75	0.00	347.75	0.00	347.75

The table indicates "Displaying 1 row." On the left side, there is a sidebar with "Open Items" and a list of "Authorization Reports" including "D_Gamboa_Austin TX_0412". The footer of the page includes the "ellucian" logo and the text "Travel and Expense Management (Release 8.7.0.4)".

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

The screenshot displays a web application interface for "Travel and Expense Management". The browser address bar shows the URL: <http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.htm>. The application has a navigation bar with "Delegate", "Expense Manager", and "Profile" tabs, and a "Sign Out" link. The main content area is titled "Expense Report List for..." and shows a selected report: "D Gamboa_Mileage Encumbrance_010617-051617 (TR001310 - In Process)". The user is identified as "Dalinda Gamboa (ID: A00001715)".

The report details are as follows:

- General Information:** Report Type: Travel; Report Date: Apr 06, 2017; Pay Amount: 347.75 USD; Purpose: In district mileage; Relocation: No; Affiliation: Professional support.
- User Activity History:** Initiated By: Isabel Ramirez (ID:A00138224); Submitted by: (blank).
- Remittance Address:** Vendor Address -AP: 7401 N 31st St, McAllen, TX 78504; Pay Source: Direct Deposit.
- E-Mail Address:** dgamboa@southtexascollege.edu.
- Itinerary:** From: Jan 06, 2017 9:00 AM McAllen, Texas; To: May 16, 2017 1:00 PM McAllen, Texas.
- Attachments:** (None listed)
- Comments:** (None listed)

At the bottom of the report view, there are "Submit", "Print", and "View Related Documents" buttons. A pagination control shows "1 2 3 4 5". The footer includes the "ellucian" logo and the text "Travel and Expense Management (Release 8.7.0.4)".

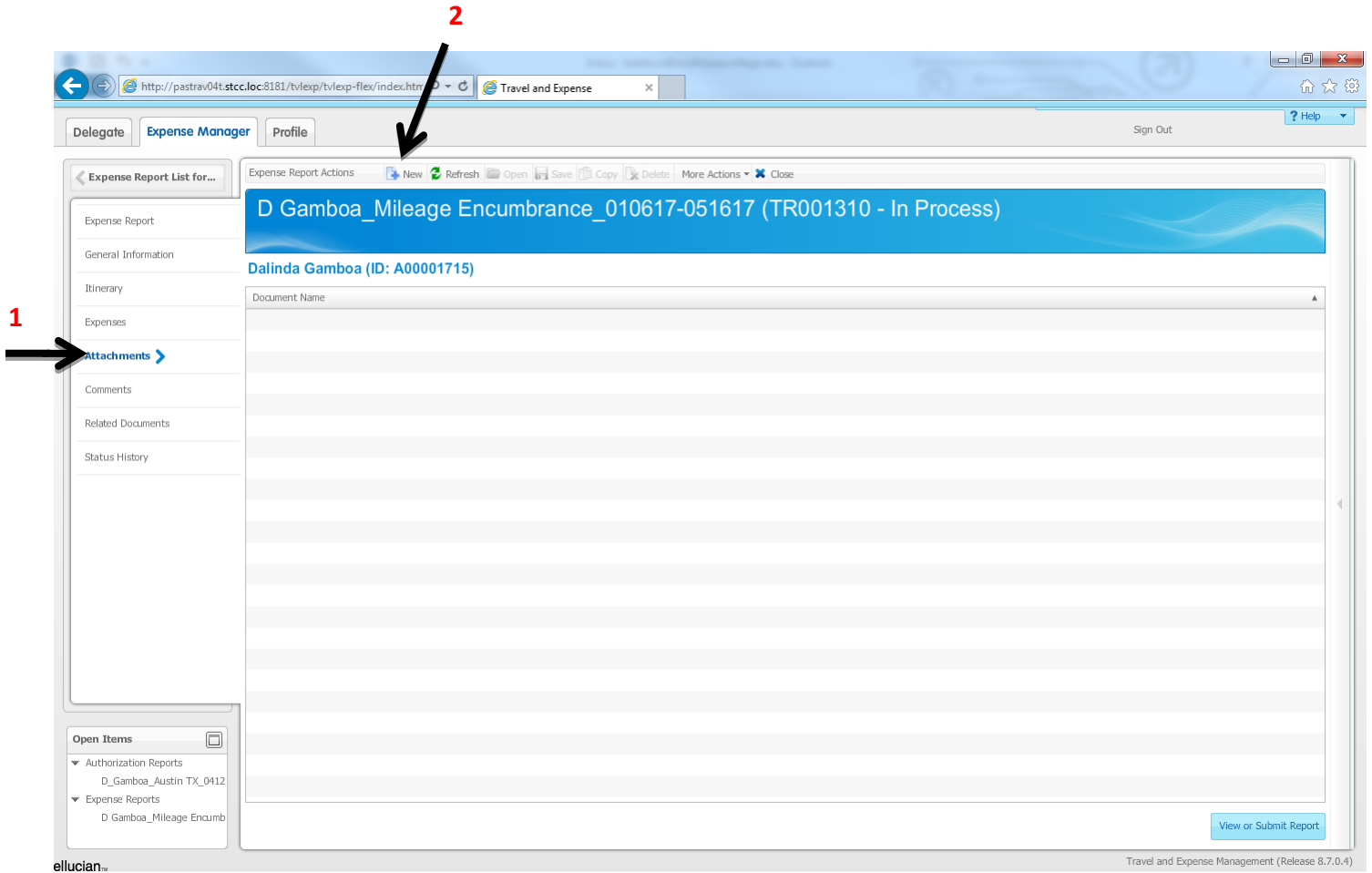
- 1) Select the **Expenses** option on the left navigation bar.
- 2) Highlight the encumbrance from the middle section and double click.
- 3) The **Paid By** field must show "Traveler".
- 4) Change the units to the number of miles traveled by employee.
- 5) Click **Save**.

The screenshot shows the 'Travel and Expense' web application. On the left, a navigation menu has 'Expenses' highlighted with a red '1' and an arrow. The main area displays an 'Update Selected Expense' form for a 'Mileage Encumbrance'. The form fields include: Date (Jan 06, 2017), Type (Mileage), Receipt Amount (68.79), Unit Rate (Mileage - College- Rate Per Unit: 0.5350), Paid By (Traveler), and Units (128.58). A table below the form shows a single entry for 'Mileage' on 'Jan 06, 2017' with a total of 347.75 USD. A red '2' with an arrow points to this table row. On the right, a 'Summary By Type' panel shows 'Total: 347.75 USD' for 'Mileage', with a red '5' and arrow pointing to the 'Mileage' label. A red '4' with an arrow points to the 'Traveler' dropdown in the 'Paid By' field. A red '3' with an arrow points to the 'Save' button at the bottom right of the form.

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.)

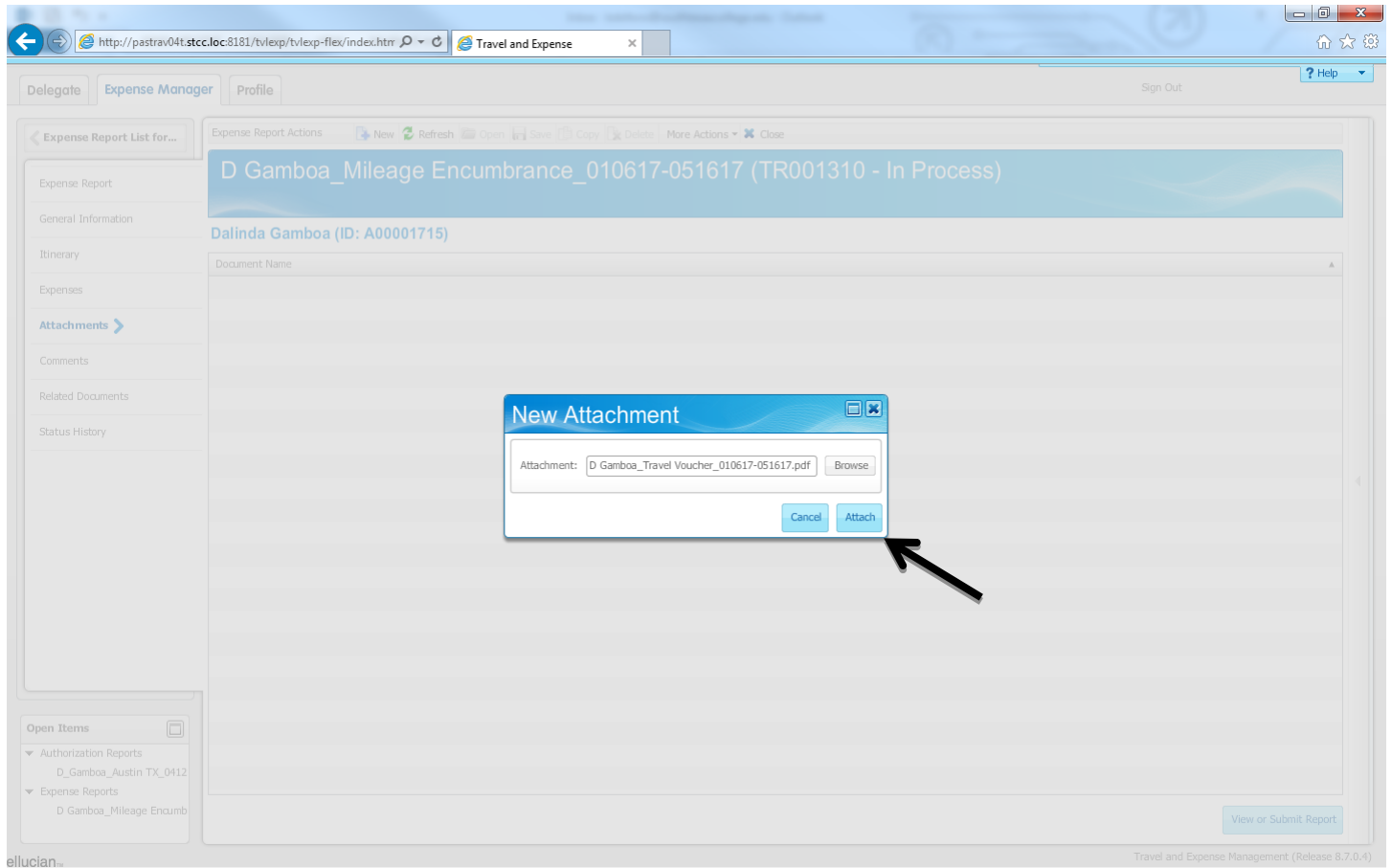
***The course schedule must have the location and must be from Jagnet or Banner. The Travel office does not accept schedules that are in an excel format or do not have a location.



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.

Expense Report List for...

Expense Report Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

D Gamboa_Mileage Encumbrance_010617-051617 (TR001310 - In Process)

Dalinda Gamboa (ID: A00001715)

Document Name
D GAMBOA_TRAVEL VOUCHER_010617-051617.PDF

View or Submit Report

elucian Travel and Expense Management (Release 8.7.0.4)

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

The screenshot displays a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.htm>. The application interface includes a top navigation bar with 'Delegate', 'Expense Manager', and 'Profile' tabs, and a 'Sign Out' link. The main content area is titled 'Expense Report List for...' and shows a report for 'D Gamboa_Mileage Encumbrance_010617-051617 (TR001310 - In Process)' for user 'Dalinda Gamboa (ID: A00001715)'. The report details include:

- General Information:** Report Type: Travel; Report Date: Apr 06, 2017; Pay Amount: 68.79 USD; Purpose: In district mileage; Relocation: No; Affiliation: Professional support.
- User Activity History:** Initiated By: Isabel Ramirez (ID:A00138224); Submitted by:
- Remittance Address:** Vendor Address -AP: 7401 N 31st St, McAllen, TX 78504; Pay Source: Direct Deposit.
- E-Mail Address:** dgamboa@southtexascollege.edu
- Itinerary:** From: Jan 06, 2017 9:00 AM McAllen, Texas; To: May 16, 2017 1:00 PM McAllen, Texas.
- Attachments:** D_GAMBOA_TRAVEL_VOUCHER_010617-051617.PDF
- Comments:**

At the bottom of the report area, there is a pagination control with buttons for pages 1, 2, 3, 4, and 5. Page 1 is currently selected. An arrow points to this pagination control.

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 reimbursement 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.

The screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvlexp/tvlexp-flex/index.htm>. The page title is "Travel and Expense". The user is logged in as "Dalinda Gamboa (ID: A0001715)". The main content area displays an "Expense Report" for "D Gamboa_Mileage Encumbrance_010617-051617 (TR001310 - In Process)". The report details include: Report Type: Travel, Report Date: Apr 06, 2017, Purpose: In district mileage, Relocation: No, Pay Amount: 68.79 USD, and Affiliation: Professional support. A "Confirm Final" dialog box is overlaid on the report, asking "Is this your final Expense Report for this Authorization?". The dialog box has "No" and "Yes" buttons. A black arrow points to the "Yes" button. The "Open Items" list on the left shows "D_Gamboa_Mileage Encumb". The footer of the page includes "ellucian" and "Travel and Expense Management (Release 8.7.0.4)".

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 screenshot shows a web browser window with the URL <http://pastrav04t.stcc.loc:8181/tvexp/tvexp-flex/index.htm>. The application is titled "Travel and Expense" and shows an "Expense Report" for "D Gamboa_Mileage Encumbrance_010617-051617 (TR001310 - Submitted)". The user is identified as "Dalinda Gamboa (ID: A00001715)".

The report details include:

- General Information:** Report Type: Travel, Report Date: Apr 06, 2017, Pay Amount: 68.79 USD, Purpose: In district mileage, Relocation: No, Affiliation: Professional support.
- User Activity History:** Initiated By: Isabel Ramirez (ID:A00138224), Submitted by: Isabel Ramirez (ID:A00138224).
- Remittance Address:** Vendor Address -AP: 7401 N 31st St, McAllen, TX 78504, Pay Source: Direct Deposit.
- E-Mail Address:** dgamboa@southtexascollege.edu
- Itinerary:** From: Jan 06, 2017 9:00 AM McAllen, Texas; To: May 16, 2017 1:00 PM McAllen, Texas.
- Attachments:** D_GAMBOA_TRAVEL_VOUCHER_010617-051617.PDF
- Comments:** (Empty)

A pop-up message is displayed over the "User Activity History" section, containing the text "Reimbursement request TR001310 has been submitted." The message is circled in red, and an arrow points to the "OK" button in the bottom right corner of the pop-up.

At the bottom of the page, there is a "Print" button and a "View Related Documents" button. The footer includes the text "ellucian" and "Travel and Expense Management (Release 8.7.0.4)".

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 screenshot displays the 'Travel and Expense' web application. The main content area shows an 'Expense Report List for...' for 'D Gamboa_Mileage Encumbrance_010617-051617 (TR001310 - Submitted)'. The user is identified as 'Dalinda Gamboa (ID: A00001715)'. A table lists the documents associated with this encumbrance:

Document Type	Report ID	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total	Remaining Authorized
Authorization Report	TA001559	Approved	Apr 06, 2017	347.75	0.00	347.75	347.75
Expense Report	TR001310	Submitted	Apr 06, 2017	68.79	0.00	68.79	278.96

Red circles highlight the 'Report ID' column for both rows and the 'Remaining Authorized' column for the second row. The left navigation bar includes options like 'Expense Report', 'General Information', 'Itinerary', 'Expenses', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. The 'Open Items' section at the bottom left shows a tree view with 'Authorization Reports' and 'Expense Reports'.

The **Status History** will allow 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.

The screenshot displays the 'Travel and Expense' web application. The main content area shows an expense report titled 'D Gamboa_Mileage Encumbrance_010617-051617 (TR001310 - Submitted)'. The user is identified as 'Dalinda Gamboa (ID: A00001715)'. A table lists the report's status and date:

Report ID	Status	Date	Message
TR001310	Submitted	Apr 06, 2017 3:48 PM	Reimbursement request TR001310 has been submitted.
TR001310	In Process	Apr 06, 2017 3:34 PM	Request document created.

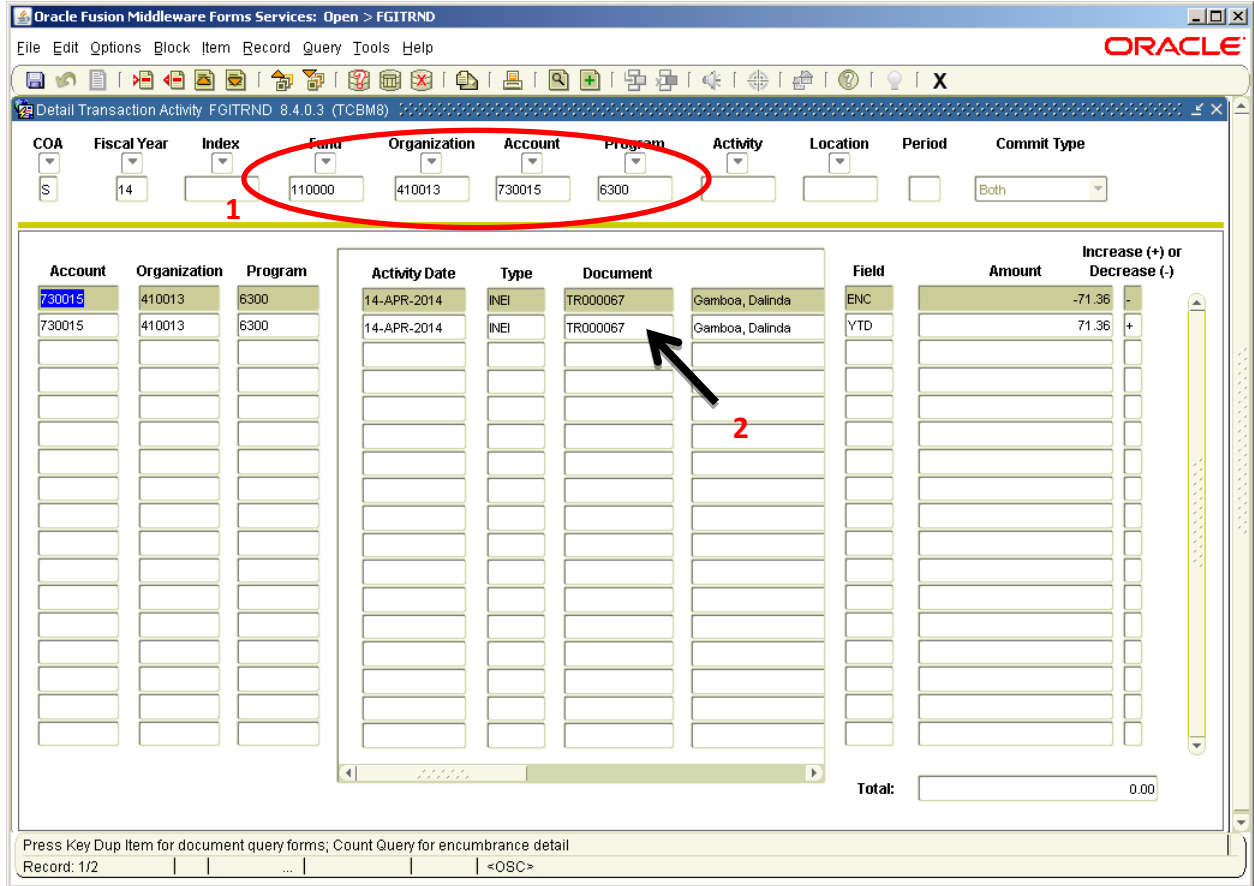
The interface includes a left-hand navigation menu with options like 'Expense Report List for...', 'Expense Report', 'General Information', 'Itinerary', 'Expenses', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. A bottom-left pane shows 'Open Items' with a tree view of reports. The bottom right corner has a 'View or Submit Report' button. The footer indicates 'Travel and Expense Management (Release 8.7.0.4)'.

Once the mileage reimbursement 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).





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:

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

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.

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.**