Travel and Expense Management

Approvals

These slides provide an overview on approving documents in the Banner Travel and Expense Management module.

For more complete instructions, please refer to the TEM Approver & Proxy User Guide, available here:

www.wwu.edu/bservices/travel TEM/resources.shtml

A note at the bottom of each slide indicates the relevant page #’s in the Approver Guide

Pages X-X in Approver Guide
Travel & Expense Management (TEM)

Some features of the Banner TEM module:

- Travelers can appoint *delegates* (document data-entry)
- Both *reimbursable* and *non-reimbursable* expenses
- Automatic calculation of per diem and mileage rates
- Automatic creation of TA encumbrances
- Easy generation of expense reports from TA’s
- Approvers can appoint *proxies* (approve on their behalf when they are on vacation)
- Electronic pre-defined approvals from both supervisors and budget authorities (no ad-hoc approvals)

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Travel Documents

There are three types of travel documents. Each can be identified by the first two letters of the document number:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Doc # Starts</th>
<th>What are you approving with this type of document?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Authorization</td>
<td>TA</td>
<td>You are approving <em>the travel and estimated expenses</em>. TAs are submitted prior to start of travel.</td>
</tr>
<tr>
<td>Travel Advance</td>
<td>TV</td>
<td>You are approving an <em>advance of funds against a TA</em>. Advances are requested at the same time as the TA.</td>
</tr>
<tr>
<td>Travel Reimbursement</td>
<td>TR</td>
<td>You are approving the <em>reimbursement of actual expenses</em>. TRs can be submitted prior to or after travel has occurred.</td>
</tr>
</tbody>
</table>
Travel Authorization (TA)

TA’s and advances go through three stages of approval:

1) **Travel Services**
   - Ensures no violations of travel policy
   - Approver: Samantha Zimmerman

2) **Supervisory**
   - Approves the travel
     “I authorize this person to be away from the office, to travel to this place on this date”
   - Approvers: Traveler’s supervisor(s), identified on enrollment form

3) **Budget authority**
   - Approves estimated expenses
     “I agree to pay for these estimated travel expenses out of my budget”
   - Approvers: BAs who are set up as approvers in TEM queues
For non-grant funds, routing based on Orgn code. For grant funds, routing based on Fund code.
Grant funds require PI and RSP approval. Chart 2 requires Foundation approval.

Travel Reimbursement (TR)

TR’s go through two stages of approval:

1) **Travel Desk**
   - Ensures no violations of travel policy
   - Approver: Same as for TA’s

2) **Budget authority**
   - Approves actual expenses
     “I approve payment of these travel expenses out of my budget”
   - Approvers: Same as for TA’s

Approver listings available here: [www.wwu.edu/bservices/travel/tem/reports.shtml](http://www.wwu.edu/bservices/travel/tem/reports.shtml)
Traveler submits the TA/TR

Travelers can enter their own documents in TEM, or they can appoint a delegate to do so.

If a delegate does the data-entry, the traveler must:
• review the TA/TR
• make any necessary corrections/changes
• request an advance (optional for TA)
• submit the document for approval

When the traveler clicks “Submit”, the document is sent to approvals. Once it enters approvals, no changes can be made unless it’s returned for correction.

Here’s what the approver does...
**Approver Notification Email**

Email is automatically sent to an approver when a document is ready for their review and action.

Approvers will click on the blue **Workflow** link to start their review.

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**Workflow – Overview**

Workflow displays high-level information for the travel document:
- Document number
- Traveler name
- “Entered by” (traveler or delegate)
- Purpose
- Description
- Comments
- Expense subtotals
- Total amount
- Advance amount (if requested)

Approvers will click on the blue **Travel and Expense** link to review details in TEM.
TEM – Review Details

Approvers will review document details (itinerary, expense items, FOAPALS). They can also see previous approval actions and related documents.

Pages 11-20 in Approver Guide

Nolij – Review Attachments

Approvers will use the myWestern Nolijweb link to open Nolij, and review attachments to the travel document, e.g. scanned images of receipts, hotel bills, or other documents.

Pages 21-24 in Approver Guide
Workflow – Approval action

After reviewing details in TEM and attachments in Nolij, approvers will return to Workflow and select an action:
- Approve
- Deny
- Return for Correction

For actions “Deny” or “Return for Correction”, they will also enter explanatory comments. (If no comments are entered, a "comments are required" email goes to the approver and traveler.)

After approval action….what happens next?

**Approve**
- If this was not the last approval, email is sent to the next approver
- If this was the last approval:
  - Document status: “Approved”
  - Email sent to the traveler: “Document Approved”
  - Document posts (TA = encumbrance; TV or TR = invoice)

**Deny** ➔ Traveler cannot resubmit the document
- Approval routing ends
- Document status: “Approval Denied”
- Email sent to the traveler: "Document Denied"

**Return for Correction** ➔ Traveler can correct & resubmit the document
- Approval routing ends
- For TA with an advance, the advance is canceled (if the traveler still wants an advance, they will have to re-enter that information before resubmitting the document)
- Document status: “Returned for Correction”
- Email sent to the traveler: “Document Returned for Correction”
Links on myWestern

myWestern has links to Workflow, Nolij, and TEM under Employee, Technology Tools. Approvers/Proxies use Workflow and Nolij. Travelers/Delegates use TEM and Nolij.

TEM Resources

Website:  www.wwu.edu/bservices/travel/tem

Questions? Please call ~

General travel questions, travel policy questions, TEM data-entry, TEM training:

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