

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.wvu.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

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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:

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

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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.

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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.wvu.edu/bservices/travel/tem/reports.shtml

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Traveler submits the TA/TR

Executive Example (TA000004 - In Process)

Emmett Folk (ID: W00750308)

General Information

Report Type: In State Travel Report Date: Feb 05, 2013 Pay Amount: 450.00 USD
Purpose: Conference Relegation: No Affiliation: Employee
Description: Conference/trip description

User Activity History

Initiated By: Emmett Folk (E:W00750308)
Sent to traveler by:
Submitted by:

E-Mail Address

nobody@news.edu

Itinerary

From: Feb 05, 2013 12:00 AM Redding, Washington To: Feb 05, 2013 11:59 PM Seattle, Washington

Attachments

Comments

Unprinted comments

Request Advance **Submit** Print View Related Documents

Travel and Expense Management (Release 3.3.0.0)

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

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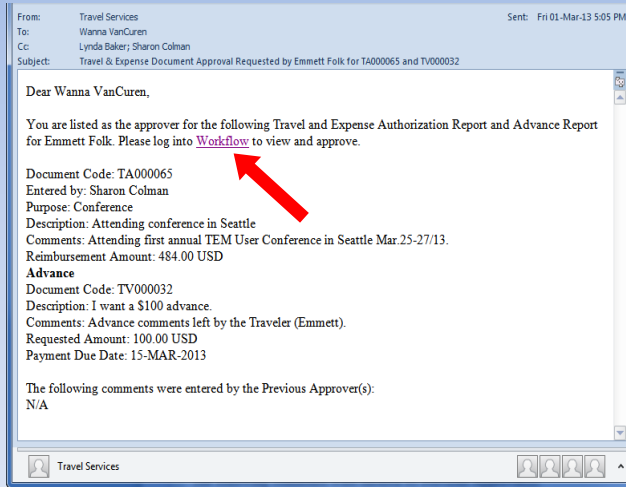
Approvals processing begins

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...

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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

Your approval is being requested for the following Travel & Expense Authorization and Advance Reports.

Traveler:	Emmett Folk
Affiliation:	Employee
Entered by:	Sharon Colman
Report Type:	In State Travel
Document Code:	TA000065
Report Date:	01-MAR-2013
Purpose:	Conference
Description:	Attending conference in Seattle
Comments:	Attending first annual TEM User Conference in Seattle Mar.25-27/13.
Expense Amount:	75.00 USD
Per Diem Amount:	409.00 USD
Reimbursable Amount:	484.00 USD
Non-Reimbursable Amount:	250.00 USD
Total Amount:	734.00 USD
Budget Available for Reimbursable Expenses:	Yes
Advance	
Document Code:	TV000032
Description:	I want a \$100 advance.
Comments:	Advance comments left by the Traveler (Emmett).
Payment Due Date:	15-MAR-2013
Requested Amount:	100.00 USD
Previous Approver Comments:	N/A

Please select an approval status and enter any appropriate comments.

* Approval Status
 Approve Authorization and Advance
 Deny
 Return Authorization for Correction (Advance will be canceled)

Approver Comments:

NOTE: The additional approver MUST be the approver's Workflow Login ID.
 Use the [Travel & Expense Page](#) to review more detail of the expense.

Workflow displays high-level information for the travel document:

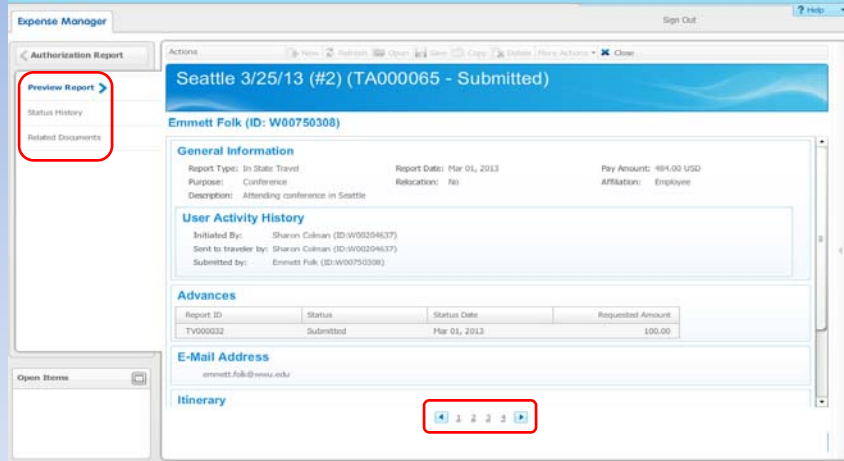
- Document number
- Traveler name
- "Entered by" (traveler or delegate)
- Purpose
- Description
- Comments
- Expense subtotals
- Total amount
- Advance amount (if requested)

Approvers will click on the blue [Travel and Expense](#) link to review details in TEM.

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TEM – Review Details

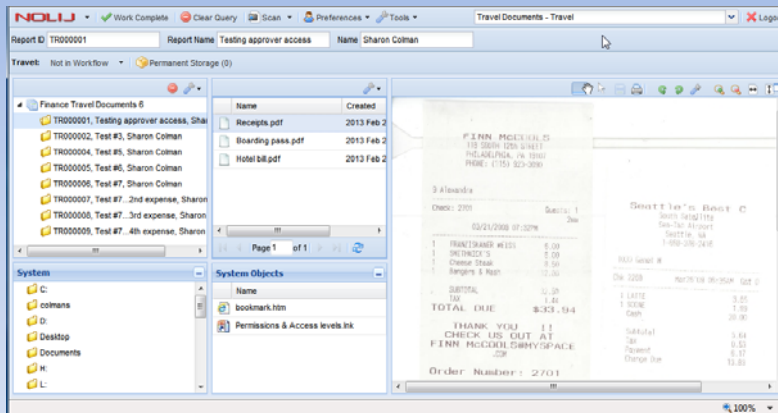


Approvers will review document details (itinerary, expense items, FOAPALS). They can also see previous approval actions and related documents.

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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.

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Workflow – Approval action

Your approval is being requested for the following Travel & Expense Authorization Report.

Traveler:	Lynda Baker
Affiliation:	Employee
Entered by:	Lynda Baker
Subaction:	No
Report Type:	In State Travel
Document Code:	TAD00003
Report Date:	05-FEB-2013
Document Purpose:	Sitevisit
Document Description:	test of post-refresh TEM TravelerReview Notification
Document Comments:	This is the third (000003) TEM document submitted after the PRND refresh of FPMGRS and FTADGRS schemes from WWS Production. Failed tested routing through Workflow Approver, including a Return-for-correction. The Budget Authority Approver may need to be reestablished in FPRD Finance Online Approvals subsystem. Profiles need to be restored.
Expense Amount:	10.50 USD
Per Item Amount:	0.00 USD
Reimbursable Amount:	10.50 USD
Non-Reimbursable Amount:	0.00 USD
Total Amount:	10.50 USD
Budget Available for Reimbursable Expenses:	Yes
Previous Approver Comments:	N/A

Please select an approval status and enter any appropriate comments.

* Approval Status

Approve

Deny

Return for Correction

Approver Comments:

NOTE: The additional approver MUST be the approver's Workflow Login ID.
Use the Travel & Expense Page to review more detail of the expense.

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.)

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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”

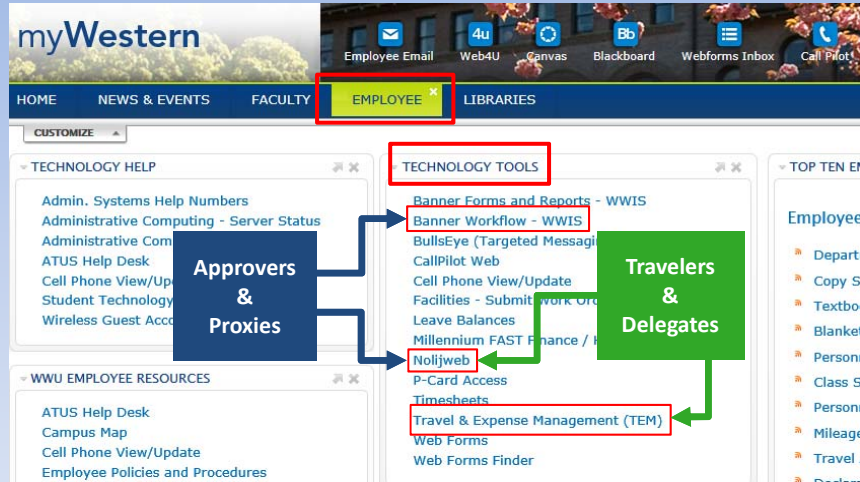
Return for Correction → **Traveler can correct & resubmit the document**

- 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”

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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.

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TEM Resources

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

Questions? Please call ~

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

Travel Services, Samantha Zimmerman

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TEM approval queues: Devlin Sweeney, x4550

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