Travel and Expense Management Training Manual

TEM Team

Colorado School of Mines

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Overview

- TEM is the new way to record the school's credit card, reimburse for miscellaneous out of pocket expenses and to request authorization and reimbursement for all employee travel

- This is a paperless system. All reports will be completed in TEM and sent to the approvers through the electronic routing system called Workflow.

- All Faculty, Staff and Graduate Students that are also considered Employees, are required to use TEM for all of the above purposes, including reimbursements previously handled through Petty Cash funds.

Cheat Sheet

Report Naming Convention:

T-Travel
P-Procurement
V-Voucher
Username

Date of Travel or Date of Transaction

Any other defining characteristics that you may want, but this part is not required

Example

Travel:

Tkboster11/27/14 Alamosa

Procurement:

Pkboster12/4/14 or Pkboster-May 2015

Voucher:

Vkboster1/15/15

Per Diem Lookup:

On the itinerary section you must do the steps exactly in order for the per diem to pull-up correctly.

Domestic Travel:

Enter your Destination City then tab and enter the 2 letter state abbreviation. Then click on Search Location to lookup a zip code. Enter the City, hit Enter, and then double click on a zip code

International Travel:

Enter your Destination City then tab to the nation and populate with the correct country. State should not be populated and a zip code is not required

Routing:

If Travel, the final document needs to be routed to the travel desk; if Voucher, the final document needs to be routed to the A/P Manager

Make sure to hit Add and Save in the system every time a change is made in order to record properly

One Card:

No meals can be charged to the One Card unless they are part of an Official Function

Open Accounting Periods:

The Report Date (not the date in the report name) must be a date that is in an open accounting period in the finance system. If you are submitting a report at the end of the month, please change to the 1st of the following month in order to ensure the document processes correctly in the finance system. Keep in mind Yearend.

Changing the Default:

Unfortunately if you have a report returned in TEM and a new index needs to be put in for the expenses, changing it on the General Information Screen won't retroactively change it for all the expenses on the report. It will if you need to add more expenses, but you have to change the funding on each type separately. Remember, this is only if it is returned.

Cash Advances:

If a report is returned in TEM and you requested a cash advance, it will cancel out and you must re-request the cash advance when you re-submit.

Logging in to TEM:

Use only Internet Explorer or Firefox. Chrome is not recommended and Safari doesn't work at all.

Go to the TEM page from the Travel Website and login to **TEM Production** using your username and multi-pass password (typically your Adit Password).

https://cas.mines.edu/cas/login?service=https%3A%2F%2Ftravel.mines.edu%2Ftvlexp-prod%2Ftvlexp-flex%2Findex.html

How to Create a Travel Authorization Report in TEM:

Click on the **Expense Manager** tab at the top of TEM

Click on **Authorization Reports** tab on the left hand side of the screen

Click **New** at the top to open the General Information Screen

Report Name:

Name the report based on the required naming convention (T for travel, username, date of first day of travel-format doesn't matter for the date)

Purpose:

Select a Purpose from the dropdown menu.

Description:

Put in a description. Remember this is why you are incurring your expenses or the purpose of your travel, not what the expenses are

Report Type:

Select **Travel** from the Report Type

Report Date:

Make sure to double check the Report Date. It will automatically default to a current date, but if the report is to be submitted towards the end of the month and it won't be approved before that month's accounting period is closed (3rd business day of the next month), postdate to the next. Please refer to the Year End policy if this is travel in June

Affiliation:

Select Affiliation from dropdown menu

Changing the Default Index:

Click on the pencil to bring up the edit screen. If an entirely new index needs to be put in, click the "X" next to the current index to delete. Change the **percentage**, if needed (will default to 100%), the **Chart** needs to be a capital **O**, tab over to **Index** and put in your new Index, and hit tab to populate the Fund, Org and Program. Notice the account code does not populate because this is driven by the expense type when you get into the actual report. Do no try to enter an account code. Click **Add** to save your changes. The new index will appear below the line where it was entered. Keep adding indexes if additional ones are needed, and verify that it equals 100%. Click **Save**

If the default funding is correct but needs to be split with more indexes, do not hit the "X," instead highlight the index to bring it up into the top to edit. Correct the percentage and hit **Add** then continue to add more indexes until it equals 100%. Click **Save**

Click **Save and Continue** on the General Information screen to go to the next screen.

Itinerary Screen:

Change the **From** date to when you leave and change the **To** date to when you are returning. Times do not matter because Per Diems are not calculated based on this. Put your curser in the **City** under **From** and type in your departure city (Golden, your home, etc). Tab down and put in your State. Nation is not required unless it is international travel. If this is int'l travel, do not put in State.

Put your curser in the **City** under **To** and type in your destination city. Tab down and put in the State. Again Nation is not required unless it is international. After you populate the city and state, hit **Search Location** under **To** and retype your destination city and then hit enter to bring up a list of Zip Codes. Please find the most appropriate zip code based on your location, likely your hotel receipt. Double click to bring the zip code into the Itinerary screen. Hit **Add** to bring the itinerary down to the bottom. If multiple locations are involved on multiple days, keep adding itineraries until the entire trip is accounted for down below. Remember that the last day assumes you are coming home; do not put in another itinerary from your destination back to CO. Hit **Save**

Required Order:

City, state and then zip code. It is important that you follow this order. If you just try to type in the zip code, you may not get the correct per diem rate.

Estimated Expenses:

Type:

Select the most appropriate expense type from the Expense Type dropdown list. Be mindful of the different expense types, i.e. Out of State vs International.

Receipt Amount:

Put in your estimated expense

Paid By:

Select how the expense is expected to be paid. Out of Pocket, One Card, or 3rd Party Pay/Event Card

Hit Save after every expense type to bring it onto the expense report section of the report

Note:

Per Diems will need to be done by day, while other expenses (lodging, rental car, etc) should be put in as a lump sum on one day. Provider, Location and Description are not required fields and it is entirely optional if you decide to populate.

View or Submit (button exists on all left-hand tab screens):

If you are finished, hit the View or Submit Report button to bring you back to the home screen, where you actually submit the report to your Profile supervisor. If you need to add any attachments, please do so before you hit Submit

Attachments:

Click on the Attachment tab on the left-hand side then click **New** at the top and browse any previously scanned receipts. Remember that attachments do not automatically come over to the expense report. If you need an attachment on that report too, you will need to re-attach at that point. You must also add each file individually.

If you need to edit or add any other information, you can click on the left hand tabs at any point. **Authorization Report** is the home screen. **General Information** is basic information about the travel. **Itinerary** is your expected itinerary for the travel. **Estimated Expenses** are all of your expected costs for the trip. **Attachments** are for anything you may need to attach to the TA, though attachments are not required on the TA. **Comments** should be used for any comments you wish to place on the report i.e. "Please approve immediately," "This is on John Smith's account and needs to be routed to him for approval" etc. **Related Documents** just shows whether or not there are other documents connected to this report. As this is a TA, this will only show a cash advance if one has been requested. **Status History** shows the document moving through the approval chains. Once the TA has been submitted and moved to the next person, this will populate.

Submitting the finalized Authorization Report:

Once you are on the home screen you must make a decision about the next step. **Submit** (if it is your own TA), send for **Traveler Review** if you are a Delegate, or **Request Advance** if you are the traveler and wish to request a cash advance.

Requesting a Cash Advance:

Click Request Advance to bring up the Advance Rule screen where you must select the most appropriate rule from the dropdown. In most cases this will be an Individual Cash Advance. Hit **Continue** and put in your requested amount in the **Requested Amount** field. Once you hit **Submit** the TA and requested advance are sent to your Profile Supervisor for review.

Your Travel TA is now complete.

Tips and Tricks for Travel TAs:

- Be sure to hit Add and Save whenever possible
- Remember these are only estimated expenses and there will be ways to change the amounts if needed
- Make sure that when you are filling out the itinerary section, you have a zip code populated
- You can hit a letter on your keyboard to bring it up in the expense list, but it is only a 1 letter shortcut
- If an Authorization is returned for any reason and a cash advance was requested, it will cancel out and the cash advance must be re-requested at time of submission

How to Create a Travel Expense Report in TEM:

Click on the **Expense Manager Tab** at the top of TEM

Click on **Authorization Reports** on the left hand side of the screen

Highlight the TA that you wish to turn into an Expense Report (do not double click). Remember that the TA must say **Approved** before a TR can be generated. Hit **Generate Expense Report** on the bottom right of the screen

 The confirmation screen will pop up in case you need to change any of the information. Be mindful of the **Report Date** which must be in an open accounting period in the finance system**.** Click **Save**

You will be taken directly into the Expense Report Screen.

Find your Expense Report which will say **In Process**, notice that the Report Name is the same as what was on the related Travel Authorization. Double click on the report to get into the report itself. This will bring you directly into the home screen.

Click on **Expenses** on the left-hand side to go into your expense report to convert the estimated expenses to you actual expenses. You can also bring in any credit card transactions that you may have had.

Deleting and Adding an Expense:

Click on the "X" next to any expense to delete it. Select a new expense from the **Type** dropdown to add a new expense. If you need to edit any amounts, descriptions, dates, etc. on any expense, highlight it to bring it up into the top, do your edit and hit **Save**

Bringing in a Credit Card Charge:

If you estimated an expense on your TA, click **Access Card Charges** on the bottom right. This will bring you into your credit card screen. Check box the expense(s) you wish to add to this report and click **Assign Report**.

A screen will pop up with your charge on the left and your estimated expense(s) on the right. Highlight the charge on the left and hit **Match**. Confirm which estimate you want to change by checking the box next to it and hit **OK**. This will change the estimated expense to the actual charge from the credit card. There will be a green check mark showing that it is a reconciled credit card charge. Continue to match any existing estimated expenses with the actual credit card charge and hit **Save** after you are done.

If you paid for something on the school's credit card that was not estimated on your Authorization, simply hit **Access Card Charges** again, check the box of the charge you would like to add to the report, hit **Assign Report** and now the assign Charges screen will look a little different. The charge is on the left, but there is no estimate on the right.

Highlight the charge, hit **Add** and then **Save**.

The charge will be on the report but it now says **Pcard,** which is not a valid expense type. Highlight the charge to edit it (do not check box it or double click) and assign it an **Expense Type**. You will also need to change the **Paid By** to **One Card**

Hit **Save**.

It should now say the expense type you picked, which means it now has an account code assigned to it. You can add, delete, or edit any charges on this report now to make it a finalized report. Pay attention to the symbols. The Person symbol means **Out of Pocket** and the building symbol means **One Card** or **3rd Party Pay**.

Changing the Funding on a Specific Expense:

If you need to change the funding on a specific charge, highlight the charge in the expense report and hit **Funding** at the top right (mid screen). Change the funding as needed and make sure to hit **Save** in order to make the change.

Once the report is complete, hit **View or Submit Report** and double check that every charge is where you expect it to be by using the pages at the bottom. You can also double check the accounting if you need to. Make sure to add your **attachments** before you submit. Once finalized, hit **Submit** to send to the Profile supervisor or **Traveler Review** to submit to the traveler if you are acting as a delegate.

Your Travel TR is now complete.

Tips and Tricks for Travel TR:

- The Exceeds Authorized Amount warning is not a true error. It is only telling you the expense report is for more than what was estimated for. It will allow you to continue.
- Once you become more familiar with the credit card screen you can add and match all the credit card charges at one time instead of hitting Access Card Charges in between
- Do not double click on any of the expenses in the report itself or the credit card charges

How to Create a Voucher Expense Report in TEM:

Click on the **Expense Manager Tab** at the top of TEM

Click on **Expense Reports** on the left hand side of the screen

Click **New** at the top to open the General Information Screen

Report Name:

Name the report based on the required naming convention (V for Voucher, username, date of expense or current date-date format doesn't matter)

Purpose:

Select a Purpose from the dropdown menu.

Description:

Put in a description. Remember this is why you are incurring your expenses, not what the expenses are.

Report Type:

Select **Voucher** from the Report Type

Report Date:

Make sure to double check the Report Date. It will automatically default to a current date, but if the report is to be submitted towards the end of the month and it won't be approved before that month's accounting period is closed (3rd business day of the next month), postdate to the next. Please refer to the Year End policy if this is travel in June

Affiliation:

Select Affiliation from dropdown menu

Changing the Default Index:

Click on the pencil to bring up the edit screen. If an entirely new index needs to be put in, click the "X" next to the current index to delete. Change the **percentage**, if needed (will default to 100%), the **Chart** needs to be a capital **O**, tab over to **Index** and put in your new Index, and hit tab to populate the Fund, Org and Program. Notice the account code does not populate because this is driven by the expense type when you get into the actual report. Do no try to enter an account code. Click **Add** to save your changes. The new index will appear below the line where it was entered. Keep adding indexes if additional ones are needed, and verify that it equals 100%. Click **Save**

If the default funding is correct but needs to be split with more indexes, do not hit the "X," instead highlight the index to bring it up into the top to edit. Correct the percentage and hit **Add** then continue to add more indexes until it equals 100%. Click **Save**

Click **Save and Continue** to go to next screen.

Expenses:

Type:

Select the most appropriate expense type from the Expense Type dropdown list. Be mindful of the different expense types, i.e. Out of State vs International.

Receipt Amount:

Put in how much the item was

Paid By:

Select **Out of Pocket** as this is a Voucher

Hit Save after every expense type to bring it onto the expense report down below

Changing the Funding on a Specific Expense:

If you need to change the funding on a specific charge, highlight the charge in the expense report and hit **Funding** at the top right (mid screen). Change the funding as necessary and make sure to hit **Save** in order to make the change.

View or Submit (button exists on all left-hand tabs):

If you are finished, hit the View or Submit Report button to bring you back to the home screen, where you actually submit the report to your Profile supervisor. If you need to add any attachments, please do so before you hit Submit

Attachments:

Click on the Attachment tab on the left-hand side then click **New** at the top and browse any previously scanned receipts. You must add each file individually.

If you need to edit or add any other information, you can click on the left hand tabs at any point. **Authorization Report** is the home screen. **General Information** is basic information about the travel. **Itinerary** is your expected itinerary for the travel. **Estimated Expenses** are all of your expected costs for the trip. **Attachments** are for anything you may need to attach to the TA, though attachments are not required on the TA. **Comments** should be used for any comments you wish to place on the report i.e. "Please approve immediately," "This is on John Smith's account and needs to be routed to him for

approval" etc. **Related Documents** just shows whether or not there are other documents connected to this report. As this is a TA, this will only show a cash advance if one has been requested. **Status History** shows the document moving through the approval chains. Once the TA has been submitted and moved to the next person, this will populate.

Once finalized, hit **Submit** to submit to the Profile Supervisor or **Traveler Review** to submit to the user for review if you are acting as a Delegate

Your Voucher TR is now complete.

Tips and Tricks for Voucher Report:

- Make sure all of your expenses are listed as **Out of Pocket** as a Voucher is only for out of pocket expenses.

How to Create a Procurement Expense Report in TEM:

Click on the **Expense Manager Tab** at the top of TEM

Click on **Expense Reports** on the left hand side of the screen

Click **New** at the top to open the General Information Screen

Report Name:

Name the report based on the required naming convention (P for Procurement, username, date of expense or current date-date format doesn't matter)

Purpose:

Select a Purpose from the dropdown menu.

Description:

Put in a description. Remember this is why you are incurring your expenses, not what the expenses are.

Report Type:

Select **Procurement** from the Report Type

Report Date:

Make sure to double check the Report Date. It will automatically default to a current date, but if the report is to be submitted towards the end of the month and it won't be approved before that month's accounting period is closed (3rd business day of the next month), postdate to the next. Please refer to the Year End policy if this is travel in June

Affiliation:

Select Affiliation from dropdown menu

Changing the Default Index:

Click on the pencil to bring up the edit screen. If an entirely new index needs to be put in, click the "X" next to the current index to delete. Change the **percentage**, if needed (will default to 100%), the **Chart** needs to be a capital **O**, tab over to **Index** and put in your new Index, and hit tab to populate the Fund, Org and Program. Notice the account code does not populate because this is driven by the expense type when you get into the actual report. Do no try to enter an account code. Click **Add** to save your changes. The new index will appear below the line where it was entered. Keep adding indexes if additional ones are needed, and verify that it equals 100%. Click **Save**

If the default funding is correct but needs to be split with more indexes, do not hit the "X," instead highlight the index to bring it up into the top to edit. Correct the percentage and hit **Add** then continue to add more indexes until it equals 100%. Click **Save**

Click **Save and Continue** to go to next screen.

Bringing in a Credit Card Charge:

Click **Access Card Charges** on the bottom right. This will bring you into your credit card screen. Check box the expense(s) you wish to add to this report and click **Assign Report**.

A screen will pop up with your charge on the left side. Highlight the charge, hit **Add**. This charge will now have a green check mark showing that it is a reconciled credit card charge. Continue to add as many credit card charges as you want and hit **Save** after you are done.

The credit card charge will be on the report but they now say **Pcard** as the expense type which is not a valid expense type. Highlight the expense to edit it (do not check the box or double click) and assign it an appropriate **Expense Type**. You will also need to change the **Paid By** to **One Card**

Hit **Save**.

It should now indicate the expense type you picked, which means it now has an account code assigned to it. You can add, delete, or edit any charge on this report now to make it a finalized report. Pay attention to the symbols. There should be no Out of Pocket expenses on the Procurement Report.

Changing the Funding on a Specific Expense:

If you need to change the funding on a specific charge, highlight the charge in the expense report and hit **Funding** at the top right (mid screen). Change the funding as needed and make sure to hit **Save** in order to make the change.

View or Submit (button exists on all left-hand tabs):

If you are finished, hit the View or Submit Report button to bring you back to the home screen, where you actually submit the report to your Profile supervisor. If you need to add any attachments, please do so before you hit Submit

Attachments:

Click **New** at the top and browse any previously scanned receipts.

If you need to edit or add any other information, you can click on the left hand tabs at any point. **Authorization Report** is the home screen. **General Information** is basic information about the travel. **Itinerary** is your expected itinerary for the travel. **Estimated Expenses** are all of your expected costs for the trip. **Attachments** are for anything you may need to attach to the TA, though attachments are not required on the TA. **Comments** should be used for any comments you wish to place on the report i.e.

"Please approve immediately," "This is on John Smith's account and needs to be routed to him for approval" etc. **Related Documents** just shows whether or not there are other documents connected to this report. As this is a TA, this will only show a cash advance if one has been requested. **Status History** shows the document moving through the approval chains. Once the TR has been submitted and moved to the next person, this will populate.

Once finalized, hit **Submit** to submit to the Profile Supervisor or **Traveler Review** to submit to the user for review if you are acting as a Delegate

Tips and Tricks

- Make sure all symbols are a greyed out building symbol with a green check mark showing that the charge is reconciled
- Make sure the word **Pcard** does not exist on the report anywhere otherwise and error will occur and the report will not process.

How to act as a Delegate:

You will first need the Delegate role. Please contact the Controller's Office if you need this ability. They will also need to know who you will need to be a delegate for in order to load them to you

Click on the **Delegate** tab at the top of TEM

Pick the person you wish to act as a delegate for from the dropdown list

You are now acting on their behalf. Follow the steps above for any type of report you need to do for them.

Once you have completed a report on their behalf, you will hit **Traveler Review** in order to send them an email so they know you have completed something. They will then need to log in and submit it to their Profile Supervisor
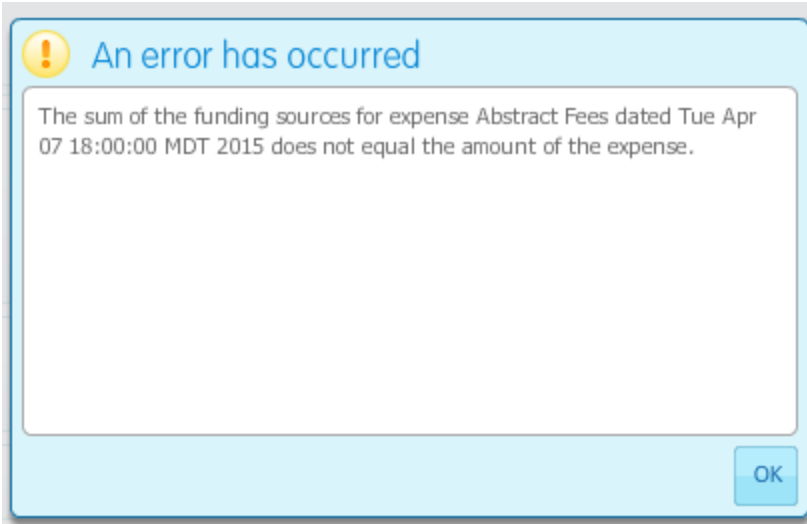
Common Errors:
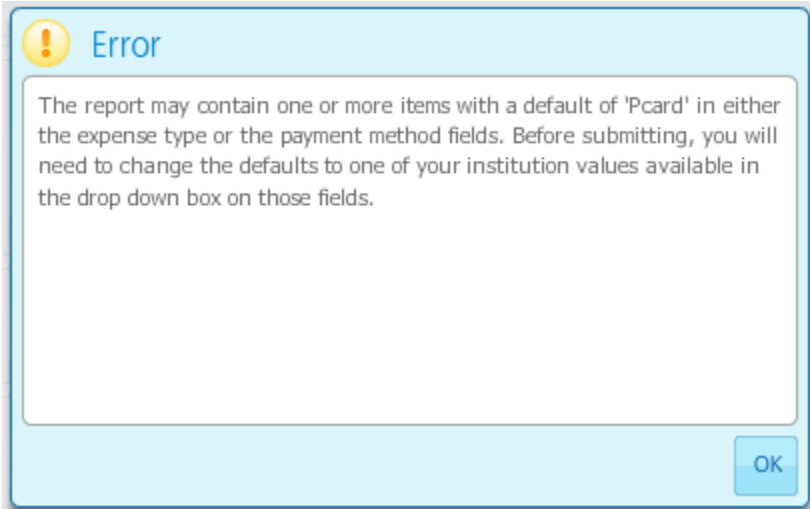
This error exists when the expense report still has an unallocated credit card. Either **Pcard** still exists in the Expense **Type** or the **Paid By** or there is a black institutional symbol waiting for a credit card charge to be reconciled against it
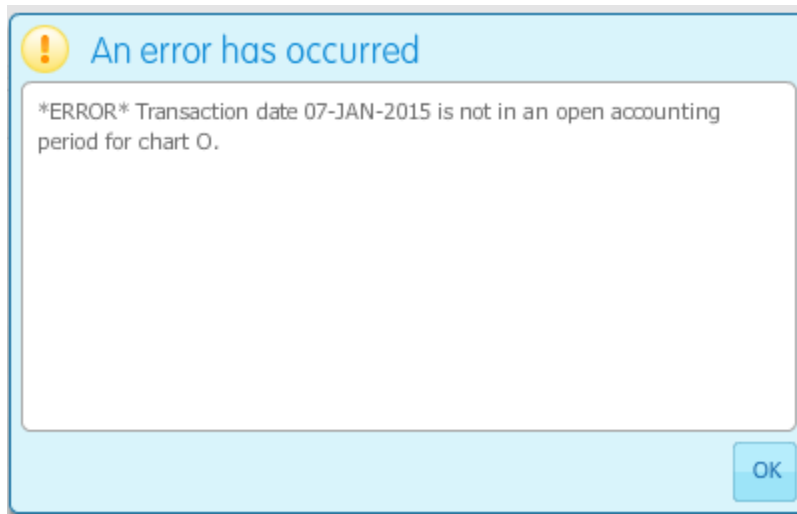
This occurs when an accounting period is closed. You need to go into the **General Information** screen and change the **Report Date** to a date that is in an open accounting period in the finance system.

An error has occurred

The sum of the funding sources for expense Abstract Fees dated Tue Apr 07 18:00:00 MDT 2015 does not equal the amount of the expense.

OK

This occurs when you are changing the funding on a certain expense type and the funding put in does not equal 100%. You need to go back into the funding screen for that expense and make sure the index(es) equal(s) 100%

Error

Cannot assign negative charges to the report.

OK
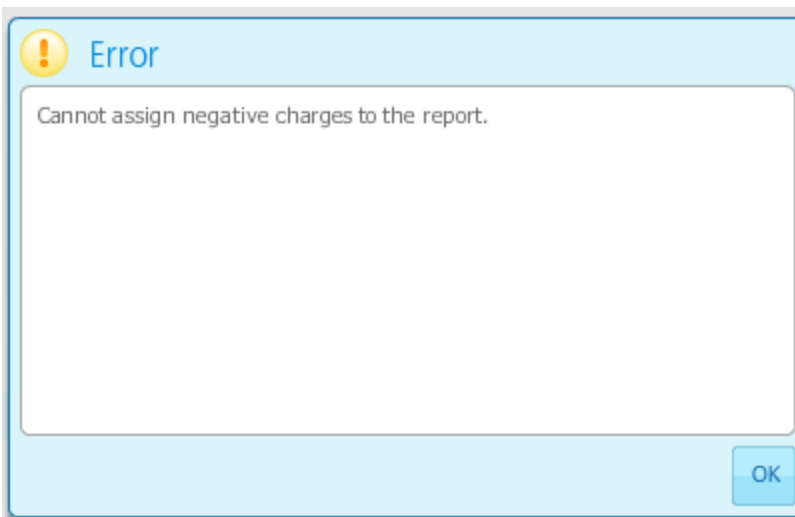
Credits need to be processed a very specific way. Please see the Processing Credits section on the TEM website