Travel and Expense System

Traveler and Approver User’s Guide
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Banner Travel and Expense Instructions: Traveler and Approver User’s Guide

The Banner Travel and Expense System is a comprehensive solution for managing travel and expense activity. It automates processes to support the full range of activity around travel and expense reporting. The Travel and Expenses System utilizes Banner WorkFlow to intelligently route reports to the appropriate individuals within Idaho State University. The Appendix for this document contains diagrams illustrating the process for both Authorizations and Reimbursements. These instructions are designed for both Travelers and Approvers. Instructions for Traveler’s only appear here in green; Approver Only instructions are in orange. Instructions that apply to both groups are in regular black.

Before you use the T&E System for the first time, you should read all instructions so you understand how the two roles work together.

System Setup

Before using the Banner Travel and Expense System, you **must** set up the system on your account. Please access the Setup instructions (either the pdf or the tutorial) and follow the steps carefully so that the system will work properly. **You cannot use the T&E system until you have done those setup steps.**

Authorization Reports (Before Traveling)

Creating and Reviewing an Authorization Report (Travelers only)

An Authorization Report presents a list of estimated expenses and a proposed itinerary for an anticipated trip which have been submitted for approval. The Traveler should fill out the Travel Information Request Form (available online in the Travel and Expense channel of BengalWeb) and give one copy to their Delegate, while keeping one for him or herself. The Delegate will then enter all the information into the T&E System and assign the expenses to the proper codes. The Traveler will receive an email notification when the Authorization Report is ready for review and submission. The Approver will receive both an email notification and a Workflow notice.

Please remember that the Delegate’s role is to PREPARE the authorization, using the T&E System. The Traveler holds the responsibility for reviewing and submitting the Authorization Report for approval in the T&E System. If the Traveler does not submit the Report, it will not be submitted for approval. Once submitted for approval, the Report enters the Workflow system, which the approvers can use to review and approve the Report.

The email the Traveler receives will have basic instructions for how to access the Report, similar to those that follow:
1. Login to BengalWeb and click on the Employees tab.

2. In the Travel and Expenses channel, click on the Travel & Expense System link.

3. Select the tab Expance Manager if it is not already selected by default, then click on Authorization Reports (left column).

4. Look for the right Travel Approval (TA)document number. The Report Name and Report ID were both included in the email.

5. Double click on the applicable Travel Approval document or click the OPEN Icon with the correct Travel Authorization highlighted.

6. Review the travel plans entered in the T&E System. Be sure to look through all pages thoroughly. (Note: In window 2, click on the Expand All button, upper right, to see all the entries for all the categories.)

7. If you find an error, click on the Edit icon (pencil, far right) for that line and change the entry.

8. If you want a printed copy, click on the Print button, and then select Summary or Detail to create a pdf of the report which you can print for your records.

Adding a Comment
You can add a comment to an Authorization Report at any time by clicking the Comment link for a particular Authorization Report. Comments are attached to the entire Authorization Report, so if you want to explain a particular expense, add enough details so that others will be able to reference your comment easily. The comment feature is generally used to explain an unusual expense or billing. And remember that everyone who sees the TA can see your comment.
Note: when adding comments, do NOT use punctuation other than periods and commas. Any unusual characters may cause errors in the Workflow notification process.

1. From an open Authorization Report, click on the Edit icon (pencil, far right) on the Comments line, or click on the Comments link (left column). The Add Comment box will appear.

2. Type your comment in the box and click the Save button.

**Submitting a Travel Authorization Report w/o an Advance (Travelers only)**

As the Traveler, you can access the Submit button from any page of the Authorization Report. When you submit a Travel Authorization Report, it is sent through the approval process using Banner Workflow. First it goes to your Timesheet Approver, and then it follows the same process as a requisition for additional approvals that may be required before going to the Finance office. For specific questions regarding routing, please contact the Office of Finance and Administration. (See Travel Authorization Process diagram in Appendix)

Please remember, a Delegate only prepares the Report in the T&E System. The Traveler is responsible for reviewing and submitting the Report in the T&E System, and for correcting any changes if the report is Returned for Correction. Once the Report is submitted, it enters the Workflow process to be approved.

1. From an open authorization report, click the Submit button. A window will appear saying Report Document Submitted. Click OK in the bottom right corner. The Authorization Report has been submitted.

2. You will receive an email notifying you that your Authorization Report has been submitted for approval.

3. As the Report moves through each stage in the approval process, you will continue to receive email notifications of its progress. You will also receive an email when it has received its final approval.

4. Once the Report has been approved by all the approvers, the account will be encumbered for the reimbursable amount of your travel expenses.

**Submitting a Travel Authorization Report w/ an Advance (Travelers Only)**

Important Travel Advance Rules:

- A maximum of $5000 will be given on any one Travel Advance.
- You can only have 5 Travel Advances outstanding.
- The total of all your outstanding advances cannot be more than $10,000.
- Advance requests can’t be processed more than 60 days in advance or less than 5 days in advance. (If you have a special situation in which you need to be reimbursed more than 60 days ahead of your travel, please note the situation in the Comment section of your Travel Advance Request and send a copy of your receipt to the Travel office.)
• You can request an advance for all of your travel expenses (100%).
• You must submit an Expense Report for the trip within 15 days or you will be blocked from requesting any additional Travel Advances.
• You have the option of signing up for direct deposit, which will allow your advance or reimbursement to be deposited directly into your bank account.
• Pick up your advance check from the Cashier’s office in Pocatello after you receive an email notifying you it is ready to pick up. Travelers not on the Pocatello campus: You can have the advance check mailed to you if you don’t use direct deposit.

1. From an open authorization report, click on Request Advance (bottom right).

2. You are now in the Travel Advance Request screen. Enter the amount of the advance you need (advance cannot exceed the total estimated expenses).

3. The estimated payment date will be visible.

4. Click on Submit.

5. A pop up screen will appear, stating that your authorization and advance requests have been forwarded for approval.

6. You will receive emails notifying you of the request’s progress through the approval system.

7. Once the Report has been approved by all the approvers, the account will be encumbered for the reimbursable amount of travel expenses. You will also then be able to pick up your advance from the Cashier’s Office.
Expense Reports (After Traveling)

Submitting an Expense Report (Travelers only)
An Expense Report must be submitted for a Traveler to be reimbursed for travel expenses. All Expense Reports will be created from previously approved Travel Authorizations. If an Authorization Report has not been submitted and approved PRIOR to the submission of an Expense Report, the Expense Report will be returned to the traveler asking them to complete the Authorization Report first. Additionally, all Travelers will have Expense Reports created on their behalf by their Delegate, so all the Traveler needs to do is review the Report and approve it.

Travelers will receive an email from the T&E System when an Expense Report is ready for review and submission. The message will be much the same as it was for the Authorization Report.

Please remember, a Delegate only prepares the Report in the T&E System. The Traveler is the one responsible for reviewing and submitting the Report in the T&E System. Once the Report is submitted, it enters the Workflow process to be approved. Therefore, Approvers will approve the Report using the Workflow system.

After the Traveler has returned from the trip, he or she should attach all receipts to a Travel Reimbursement Documentation Form (available online in the Travel and Expense channel of BengalWeb). This form provides the Delegate with the needed information to complete the Expense Report. It also contains a checklist of items that may need to be included with the documentation. This should then be given to the Delegate and the Traveler should discuss any changes that need to be made in the Travel Authorization Report to accurately reflect the travel expenses. After the Delegate has made those changes and created an Expense Report, an email will go to the Traveler saying the Expense Report is ready for their review and approval.

The Traveler is responsible for reviewing, correcting, and submitting the Expense Report. The Traveler is also responsible for correcting any errors, should the Expense Report be Returned for Corrections.

1. Login to BengalWeb and click on the Employees tab.
2. Click on the Travel & Expense System link in the Travel and Expense channel.
3. Select the Expense Manager tab if it is not already selected by default.
4. Select Expense Reports from the options listed on the left.
5. Look for the Travel Expense Report which was included in the email. This can easily be identified by the report name or Report ID.

6. Double click on the correct Travel Expense Report to open it, or highlight it and click on the Open icon.

7. Verify the accuracy of the Expense Report. (Be sure to click through all the pages to thoroughly examine what has been entered.)

8. When you are done reviewing the Report, click the Submit button.

9. A window will open asking if this is your “Final Expense Report for this Authorization”. If you reasonably believe you will have no additional expenses associated with this specific travel authorization, select Yes. Doing so will liquidate the entire encumbrance (reimbursing the traveler and removing the encumbrance on any remaining balance). (Do NOT click YES if this is part of a Blanket Travel situation. See the Blanket Travel section for more information.)

If you think there may be additional expenses to report, select No. You will still be allowed to post expenses against this authorization, and the previously approved balance of the travel amount will remain encumbered.

10. Another window will open saying the Report Document has been submitted. Click OK.

**Email Notifications Regarding Approval Status**

Travelers will continue to receive emails updating them as the Authorization or Expense Report makes its way through each step in the approval process. This includes an email indicating the report has received its final approval. Approvers will receive an email when it is their turn to approve a document.
Adding a Comment

You can add a comment to an Expense Report at any time by clicking the Comment link for a particular report. Comments are attached to the entire Expense Report, so if you want to explain a particular expense, add enough details so that others will be able to reference your comment easily. The comment feature is generally used to explain an unusual expense or billing. And remember that everyone who sees the TR can see your comment.

Note: When adding comments, please do NOT use punctuation other than periods and commas. Doing so can cause errors in the Workflow process.

1. From an open Expense Report, click on the Edit icon (pencil, far right) on the Comments line, or click on the Comments link (left column). The Add Comment box will appear.

2. Type your comment in the box and click the Save button.

Blanket Travel (Travelers only)

Blanket Travel is used by those who travel frequently and unexpectedly within Idaho. When creating Blanket Travel in this T&E system, your Delegate is setting up a “trip” that lasts from July 1 to June 30, and your various trips under this heading become legs of the journey. If the Delegate entered the overall costs for your Blanket Travel for the year, then those funds are encumbered. As you are reimbursed for the different trips you make, those amounts are liquidated and the encumbered amount decreases. Therefore, when the T&E System asks if this is the “Final Expense Report for this Authorization” (step 9, above) you should answer No. (It is not the final Expense Report of your Blanket Travel “Trip.”) This will allow you to file additional reimbursement requests against your Blanket Travel authorization in the future.

If at any time you answer Yes, the system will consider your Blanket Travel “Trip” closed, unencumber the funds, and not allow you to make additional reimbursement requests against that Blanket Travel Authorization. Your Delegate will then need to create a new Blanket Travel Authorization to cover the rest of the year.

Remember that ISU policy does not allow you to ask for an advance on Blanket Travel. If you submit an advance request against a Blanket Travel Authorization, it will be denied.

1 – 8. Follow steps listed above under Submitting An Expense Report.

9. A window will open asking if this is your “Final Expense Report for this Authorization”. Since you are submitting this request as part of a Blanket Travel authorization, select No. (Selecting Yes will close the Blanket Travel authorization to any additional reimbursement requests.)
Tracking a Report Status/Progress (Travelers only)
The Traveler can track the progress or status of a report (Travel Authorization Report or Expense Report) as it goes through the approval process using the Status History function.

1. Login to BengalWeb and click on the Employees tab.

2. Click on the Travel & Expense System link in the Travel and Expense channel.

3. Select the Expense Manager tab if it is not already selected by default.

4. Select either Authorization Reports or Expense Reports from the options listed on the left.

5. Look for the document you wish to track. This can easily be identified by the report name or report ID.

6. Double click on the correct document to open it.

7. Click on Status History link (bottom, left column).

8. You will be able to see two tabs. The left tab, Expense Report, shows you the status of the document that has been submitted, including when it was submitted and when it was approved. The right tab, Workflow Approvals, shows you not only what has happened in the approval process, but also what has yet to happen and who still needs to approve the request.
Reviewing Travel Reports in Workflow (Approvers Only)
If you are an Approver for Travel Authorizations or Expenses, you will receive emails indicating you have something waiting for your review. You will be reviewing the Reports using Workflow, which entails some steps which are different from those followed by the Traveler and the Delegate. Workflow allows you to approve, deny, or return for correction the Travel Authorization and Expense Reports which have been submitted. Workflow also allows you to view detailed information regarding the Report by clicking on a link to the Travel and Expense System at the bottom of a Workflow Activity page.

Reviewing Workflow Reports in BengalWeb (Approvers only)
Upon receiving email notification that you have something to review, you must go into Workflow to conduct the review.

1. Login to BengalWeb and go to the Employees tab.

2. Click on Travel & Expense System in the Travel and Expense channel. This will open a new tab at the top of your screen and allow you to access the traveler’s information in the T&E System. Leave this tab open and click on the ISU BengalWeb tab at the top of your screen; this will take you back to the Employee tab where you can now view the My Worklist channel. (Note: This step MUST be completed before you can properly use the Workflow system. If you don’t do this step and then try to go into the T&E System from the link in Workflow, you’ll be asked for a login that you don’t have.)

3. In the My Worklist channel, a list of Authorization and Reimbursement reports will be displayed.

4. To open a specific report, double click on the Worklist item or highlight the item you wish to review and click on Open Workflow in the bottom right corner. A general summary of the travel will appear.

5. To view more details of the Report, click on the Travel & Expense Page link, found under the Comments section. Once in the T&E System, you can examine any of the pages, but you cannot modify them. Click Exit to return to the Workflow page. (Note: If you skipped step 2 above, you will be taken to a screen that will ask for your user name and password. However, the information needed here is not
the same as your regular user name and password. You must click the x on the tab at the top to exit this screen. Then return and complete step 2 above.)

6. When you are done reviewing the Report, choose one of the following decisions from the Approval Status section in the middle of the Workflow page:

   **Approve**—this forwards the report to the next person in the Approval Queue.

   **Deny**—Select this only if you want to deny the trip entirely. Once a trip has been denied, the Traveler or Delegate can make no further changes and will not be able to submit this request for approval again.

   **Return for Correction**—Select this if you want changes made to the Report. This will return the report to the Traveler to make corrections.

7. Add any Comments in the **Comments** section. The next approver can see these comments in Workflow. Note: Any time you deny or return for correction you will need to enter an explanation in the comments section so the Traveler knows why it is being returned.

8. Click **Complete** to send the Report along to the next approver—or back to the Traveler, if you deny or return it for correction. Select **Save & Close** if you want to close this request without sending it along to the next approver, perhaps to verify some information or if you get interrupted. You will be able to access the request later by logging into Workflow.
Setting up a Workflow Proxy (Approvers Only)

If you are going to be gone or on vacation, it is very important that you choose an individual to be your proxy in the Workflow system. Workflow and the T&E System are only available off campus to those with VPN security set up. Your proxy will be able to approve travel in your absence. If a proxy is not added, the approval process will be held up until your return. The person who is your proxy will see all your approval requests in their My Worklist channel in BengalWeb, but the requests will show a small two-faced icon on the left. If your proxy opens any of these approval requests, the proxy will need to complete them, since you will no longer be able to access them.

1. Login to BengalWeb and go to the Employees tab.

2. In the My Worklist channel, click Open Workflow (bottom right).

3. Under User Profile (left column), click User Information.

4. Under My Roles, click on Add Proxy at the end of the line identified as Approver.

![My Roles Table]

5. Click on the drop down menu, then choose your designated proxy from the list. Only other Approvers will be visible.

6. Choose an effective from and to date (both must be entered).

7. Check Non-Confidential. Travel Workflow is not considered confidential.

8. Click Save. Your chosen Proxy will show in the My Proxies box.

9. You can also see if you have been designated a proxy for someone else in the I am Proxy for box. When you are the proxy for someone, their approvals will show up in your My Worklist channel in BengalWeb. (They will have a small two faces icon to their left.) If you open any of these approvals, you will need to finish the approval process for them, since the original approver will no longer be able to access them.