Contents
System Setup ................................................................................................................................................3
Reviewing Travel Reports in Workflow .......................................................................................................3
  Reviewing Workflow Reports in BengalWeb ...............................................................................................3
  Adding a Comment ......................................................................................................................................5
Authorization Reports (Before Traveling) ......................................................................................................6
  Travel Advances (FYO only) ......................................................................................................................6
Expense Reports (After Traveling) ...............................................................................................................6
  Email Notifications Regarding Approval Status ........................................................................................7
  Blanket Travel (FYO only) .........................................................................................................................7
Setting up a Workflow Proxy .........................................................................................................................8
Banner Travel and Expense Instructions: Approver’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.

These instructions are for Approvers, who fall into three general categories: Time Approvers who are concerned with how a Traveler spends his/her time; Account Approvers who are concerned with managing an Account; and UBOs who are also concerned with financial matters. Sometimes the Time Approver and the Account Approver are the same person, and sometimes these roles are done by two different people. If you have questions about what Approval Queue is set up for your area, please contact the Finance Office.

System Setup

Before using the Banner Travel and Expense System, you **MUST** set up the system on BengalWeb. Please follow the Setup instructions carefully so that the system will work properly. You cannot use the T&E system until you have done completed the setup steps.

Reviewing Travel Reports in Workflow

As 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

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
Employees 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 (see Adding a Comment, below). 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.

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 provide a business purpose for the travel and 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.
Authorization Reports (Before Traveling)
An Authorization Report presents a list of estimated expenses and a proposed itinerary for an anticipated trip which have been submitted for approval. The Delegate enters all the information into the T&E System and assigns the expenses to the proper codes. Once entered, the Traveler receives an email notification that the Authorization Report is ready for review and submission. Once the Traveler reviews and submits the Authorization Report, the Approver(s) will receive both an email notification and a Workflow notice.

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 Approver(s) can use to review and approve the Report.

Travel Advances (FYO only)
Important Travel Advance Rules:
- A maximum of $5000 will be given on any one Travel Advance.
- A Traveler can only have 5 Travel Advances outstanding.
- The total of all the Traveler’s 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 the Traveler needs to be reimbursed more than 60 days ahead of travel, the Traveler should note the situation in the Comment section of the Travel Advance Request and send a copy of the receipt to the Travel office.)
- Travelers can request an advance for all travel expenses (100%).
- Travelers must submit an Expense Report for the trip within 10 days or the Traveler will be blocked from requesting any additional Travel Advances.
- Travelers have the option of signing up for direct deposit, which will allow their advance or reimbursement to be deposited directly into their bank account.
- Travelers can pick up advance checks from the Cashier’s office in Pocatello after they receive an email notifying them it is ready to pick up. Travelers not on the Pocatello campus can have the advance check mailed to them if they don’t use direct deposit.

Expense Reports (After Traveling)
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.

The traveler 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.

A Delegate only prepares the Report in the T&E System. Travelers are 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 by the Approvers.

After a trip, the Traveler should give receipts and trip information to the Delegate to use to complete the Expense Report, including changes that need made to the Authorization to accurately reflect the travel expenses. After the Delegate has made those changes and created an Expense Report, the Traveler gets an email saying the Expense Report is ready for review and approval.

The Traveler is responsible for reviewing, correcting, and submitting the Expense Report, as well as correcting any errors, should the Expense Report be Returned for Corrections by one of the Approvers.

**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 your turn to approve a document.

**Blanket Travel  (FYO only)**

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

If at any time the Traveler answers Yes, the system will consider the Blanket Travel “Trip” closed, unencumber the funds, and not allow any additional reimbursement requests against that Blanket Travel Authorization. The 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 Travelers to ask for an advance on Blanket Travel. If a Traveler submits an advance request against a Blanket Travel Authorization, it will be denied.
Setting up a Workflow Proxy

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. (Contact the Service Desk at x4357 if you want to set up VPN access.) 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 Diagram]

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.