Travel and Expense System

Delegate Instructions
# Table of Contents

*Acting as a Delegate for Authorization Requests*.......................... 3

Introduction..................................................................................................................3
Create an Authorization Request (TA) .................................................................3
Add an Itinerary to an Authorization Request .....................................................5
Entering Per Diems .................................................................................................5
Add Estimated Expenses to Authorization Report..............................................8
Travel Authorizations Without Reimbursement.......................................................8
Add a Comment to an Authorization Request .......................................................9
Requesting a Travel Advance (TV) (Done by Traveler; FYI Only)......................9
Review and Submit an Authorization Report .......................................................10
Copying an Authorization Request ......................................................................11
Blanket Travel Authorizations .............................................................................12

*Acting as a Delegate for Reimbursement*......................................................... 12

Generating an Expense Report (TR) ...............................................................12
Editing a Generated Expense Report ...............................................................13
Submitting an Expense Report ...........................................................................14

*Denied or Returned for Correction Reports*................................................. 14

*Using Workflow (Approvers only, FYI only)*................................................. 14

Reviewing Workflow Requests in BengalWeb (Approvers only) ......................14
Email Notifications Regarding Approval Status.................................................15
Banner Travel and Expense Instructions: Delegate 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 T&E System utilizes Banner WorkFlow to intelligently route requests to the appropriate individuals within Idaho State University.

Note: These instructions assume that the Delegate, Traveler, and Approver using the system have already completed the setup steps necessary for the T&E Systems to function properly. If these steps have not been completed, please follow the setup instructions before continuing further.

Acting as a Delegate for Authorization Requests

Introduction
A Delegate can log into the Banner Travel and Expense System and act on a Traveler’s behalf to create Travel Authorization and Travel Expense Reports, if the Traveler has set up that Delegate as explained in the setup instructions.

Once a Traveler has chosen you as their Delegate, their name appears in the “Act as a Delegate” list in the T&E System. The default is set so that you would act as the Delegate for yourself.

If you are asked to complete a Travel Authorization or Expense Report for someone who has not assigned you as their Delegate, you will need to contact that individual and ask them to assign you as their Delegate (see setup instructions) or contact the Travel Office at x2594 and ask to be assigned to a specific Traveler.

Create an Authorization Request (TA)
The Traveler should have provided you with a Travel Information Request Form (available online in the Travel and Expense channel of BengalWeb; a copy is also provided in this binder). If they have filled in and provided you with this form, you will have all the details required to create a Travel Authorization Report.

1. Login to BengalWeb, click on the Employees tab and login to the Travel and Expense System in the Travel and Expense channel.

2. Make sure you’re in the Delegate tab of the T&E System, and then find the name of the Traveler in the Act as a Delegate list. Click on their name.

3. Switch to the Expense Manager tab. To enter an Authorization Report, click on the Authorization Reports link on the left side of the screen. The middle screen should say “Authorization Report List for...” and have the Traveler’s name at the end.
4. To create a new Authorization Request, click on the **New** button at the top.

5. In the **Report Name** field, type the name of the Authorization Request. (Hint: identify the report clearly here, i.e. February Meridian Trip, rather than Trip 000234.) This name can only be used once, so if this is a recurring trip, include the date in the report name.

6. Choose the **Purpose** of the trip from the drop down list for the next field, then type a brief description in the **Description** field.

7. Choose your type of Travel: In State, Out of State, Foreign, Same Day in State, or Same Day out of State. Select today’s date for the **Report Date** field (Unless you are at the end of the fiscal year and will be traveling during the next fiscal year; then use July 1 of new fiscal year.) Choose **Employee/Staff** from the **Affiliation** drop down list.

8. In the **Funding Default** section, click on the **Edit** icon (pencil, far right) to enter the funding source. Always enter 9 as your **Chart**, then type in the Index to charge the travel expense to. Click **Add** (middle right), then **Save** (bottom right). The funding source should show in the Funding Default block.

9. Click on **Save and Continue** (bottom right of Create New Report window).

10. If the expenses are to be charged to more than one Index, use the **Percent** box under the **Add Funding** heading to designate what percentage of the expenses goes to one particular Index. You can only charge to more than one Index by percentage, not by dollar amount.
Add an Itinerary to an Authorization Request

1. In the Add Itinerary Screen, begin with the Date line. Click on the Calendar icon on the From side to select a departure date.

2. Click on the hour or minute to enter the estimated departure time. (You can type over the hour or minute, use the scroll bars, or use your keyboard up and down arrows to change the time.) Make sure you chose the right am or pm. The time you depart and return from your trip is used to calculate the meal per diem you are allowed. Estimate as accurately as possible.

3. Enter the zip code you are leaving from. The search function will allow you to look up all the zip codes for a particular city. (Note: The federal per diem table looks at the city, then the county. If the city is not listed in the table, T&E will then check based on the zip code to determine if the county for that zip code is listed in the table. If neither city nor county are in the federal table, the system will default to the standard rate for meals and lodging.)

4. City and State info should fill in based on the Zip Code you entered.

5. Click on the Nation look up icon (at end of field) to choose the correct Nation (or just enter USA 157 if traveling in the USA).

6. Fill in the correct information for the To: side of the form as well. (Note: The Zip Code of your destination should be where you are staying. Be as accurate as possible, since the per diem—meals & hotel—are calculated off this entry.) Then click on the Add (mid-right) button to add this first part of the trip to the bottom section of the Itinerary.

7. If your trip has multiple legs, you can enter more than one itinerary. For example, a faculty member traveling to Idaho Falls to teach a class can do an authorization for multiple days (legs) of the travel by adding multiple itinerary lines.

8. When the Itinerary is complete, click the Save button (bottom right).

Entering Per Diems

After step 8, above, a message will appear, “Will this report contain per diem expenses?” You will need to answer Yes or No. Please choose from the options listed below and follow the instructions for that option.

Per Diems for Overnight Travel (not part of Blanket Travel)

Answer Yes. When you answer “Yes,” T&E will calculate the meal and lodging per diem for every day the traveler is traveling. The meal calculation is based on the rate for the city or county where the traveler staying. You will see the per diem for meals and lodging for both in-state and out of state travel. This is to insure that the travel gets charged to the correct account code. You must go through the per diem calculations and click on the box at the right side to delete the expenses that do not apply. Otherwise the Index will be encumbered for both in-state and out-of-state rates and you will need to remove the erroneous amounts when you complete the Reimbursement Request for the trip.
Don’t forget to click Save when you are finished unchecking boxes.

- If meals are provided to the traveler (i.e. free breakfast at the hotel), you can click on the box to remove the checkmark and exclude that meal.

- If your department limits meals to less than the federal per diem rate, or the hotel expense is less than federal per diem plus 30%, you can change the calculated amount by clicking on the expense in the Estimated Expenses section, typing in the accepted amount, and clicking on Save. Repeat this for additional days/meals as needed. T&E will allow you to change the amount to less than the federal per diem rate, but not more than the federal per diem rate.

- If the traveler is staying at the conference hotel and the actual expense is more than federal per diem plus 30%, you will need to add an expense line for Conference Hotel Overage. On this line you will enter the amount over the federal per diem plus 30%. Be sure to include an explanation for this in the Comment section to help ensure the trip is approved.

- Hotel/Motel taxes should be entered as a separate line on the expense break down. This is reimbursed in addition to the federal per diem plus 30% or the Conference Hotel Overage.

**Per Diems for Same Day Travel**

Answer No. When you answer no, T&E will take you to the Estimated Expense section where you will enter the expense types.
From the drop down menu, choose either **Meals In State Same Day Travel** or **Meals Out of State Same Day Travel**, then click on **Save**. T&E will calculate the meal per diem based on the departure and return times. You can then complete the estimated expense section by adding any additional expenses that may be associated with the trip.

- If the traveler has multiple legs on the trip and these legs contain a same day meal per diem, enter a separate line for each meal per diem claimed. In the **Estimated Expense** section, enter the date of each day of per diem that will be claimed—which should correspond to the legs entered in the itinerary. Click on **Save**, then enter the next date if needed.

*Caution:* if you answer Yes for a Same Day Travel trip, T&E will calculate the per diem rates without using the taxable code. You will need to delete all of these calculated rates by clicking the box to the right of the expense. Then go to the top and choose Meals In-State Same Day or Meals Out of State Same Day, then click **Save**. Additional expenses can then be added, as explained in the next section.

### Per Diems for Out of Country Travel

**Answer No.** T&E will go to the **Estimated Expense** section where you will enter the expense types. From the drop down menu, choose **Out of Country Meals**, and then click **Save**. From the drop down menu, choose **Lodging out of Country**, and then click **Save**. You will need to do this for each day of the trip. To add additional days you will need to change the date at the top of the estimated expense section to correspond to the dates of the travel. T&E calculates the meal and lodging per diem based on the departure/return times and where the traveler is staying. Add any additional expenses that may be associated with the trip.

*Caution:* if you answer Yes for an Out of Country Travel trip, T&E will calculate the per diem rates under the expense codes of in state and out of state travel. To correct this, you will need to delete all of these calculated rates by clicking on the box to the right of each expense. Choose Out of Country Meals or Lodging out of Country, then click **Save**. Additional expense can then be added.

### Per Diems for Blanket Travel

**Answer No.** Anyone with Blanket Travel CANNOT use the Per Diem feature. You must click NO when the system asks. Because of how Blanket Travel works in T&E, saying Yes will result in the system calculating the per diem (meals and hotel) for the entire year: 365 days. (365 days X lodging and meals X in state and out of state = 1460 entries) This is more fully explained in the Blanket Travel section.
Add Estimated Expenses to Authorization Report

In the Estimated Expenses section, you have two tabs: Reimbursable and Non-Reimbursable. Reimbursable expenses are those that have been paid out-of-pocket by the Traveler, such as meals, lodging, and personal car mileage. Non-Reimbursable expenses are those paid by another entity or something like Motor Pool expenses. Follow these steps for all expenses in both tabs.

1. Click on the Calendar icon in the Date field and choose today’s date.
2. In the Type field, choose the type of expense (mileage, airfare, car rental) from the drop down menu.
3. Enter the estimated amount of the expense in the Receipt Amount field.
4. In the Paid By field, choose from the options in the drop down list.
5. Click on the Save button on the right to save this expense.
6. Repeat these steps for each type of expense, saving after each type of expense has been entered. **Note:** All expense types request a dollar amount, except mileage. For mileage you must enter the estimated total miles driven and then pick the payment rate.
7. If the traveler is staying at a conference hotel and the hotel expense is more than the per diem amount automatically calculated, you will need to add an expense line for hotel overage and put in the actual amount that was charged over the per diem amount allowed. You will also need to add an expense line for the motel tax, which is added separate from the per diem amount allowed.
8. Remember, if you enter any expense that is unusual or is a deviation from policy (i.e. not the least expensive or most economical), please put a justification in the comments sections or the description section of the expense. Also, any time a rental car expense is included on an authorization, you should provide justification. To add your justification to the Comment section, see “Add a Comment to an Authorization Request” below. **Note:** When adding comments please limit the punctuation to periods and commas. Other forms of punctuation can cause errors in Workflow.
9. Enter a clear business purpose for the travel in the Comment section.

Travel Authorizations Without Reimbursement

If you are creating a Travel Authorization request which either has a zero in the reimbursable tab and non-reimbursable tab (i.e. no estimated expenses) or one with only non-reimbursable expenses, you will need to follow these instructions. This situation might occur if the Traveler is traveling on university business and doesn’t want to claim the mileage but DOES want to be protected by university insurance, for example. You will be creating the TA to show that the Traveler is traveling on behalf of the university, but will not have any expenses paid by the university.
1. Even though you will not be charging anything to any Index, you must assign an Index in the Travel Authorization or the T&E system won’t work. Click on the Edit button (pencil, far right) in the General Information section to add a Funding Default for this trip. Click Save to continue.

2. Enter the itinerary for the trip in the Itinerary section, as outlined above.

3. When you get to the Estimated Expenses section, stay in the Reimbursable tab and enter today’s date the Date field. In the Type field, select Registration from the drop down list, and in the Receipt Amount field, enter 0. Then click Save. Continue on with the rest of the regular instructions for completing a Travel Authorization.

Add a Comment to an Authorization Request
You can add a comment to an Authorization Report at any time by clicking the Comment link, which also allows you to view or edit an existing comment. Comments are attached to the entire Authorization Request, so if you want to explain a particular expense, add enough details about which expense you are explaining so that it will be clear to those reviewing the request. All Approvers will be able to see these comments.

Note: When adding comments please limit the punctuation to periods and commas. Other forms of punctuation can cause errors in Workflow.

1. From an open Authorization Request, click on the Comment link, on the left.

2. Click the New icon at the top to add a new comment.

3. Enter your comment in the Comment field.

4. Click Save to save the comment and close the Comment window.

5. To edit an existing comment, click on the Edit icon (pencil, far right) to open the Add Comment window. Make your changes and then click Save to save your changes.

Requesting a Travel Advance (TV) (Done by Traveler; FYI Only)
Travelers can request a Travel Advance using the T&E System. Delegates cannot enter a request for an Advance on behalf of a Traveler. Please make sure Travelers know they will have to do this themselves.
1. The Delegate enters all the necessary information about the trip.

2. The Delegate submits the Authorization Report to the Traveler for review.

3. The Traveler reviews the information entered by the Delegate.

4. The Traveler can either click on Submit (if no advance is desired) or Request Advance. If the Traveler clicks the Request Advance button, the Traveler will be redirected to the Advance Request screen. If the Traveler clicks on the Submit button, the Travel Authorization Report will be sent through the approval process with no advance.

5. In the Advance Request screen, the Traveler will enter the amount of the advance needed, not to exceed 100% of the total estimated expenses. The estimated date of payment will be displayed.

   - Advances cannot be requested using T&E more than 60 days before a trip or less than 5 days before a trip. If the Traveler needs an expense paid more than 60 days before the trip (i.e. airfare deals) note this in the Comment section that the Traveler has already paid this expense and submit a receipt to Financial Services, who will then issue an Advance to cover the expense.

   **Note:** When adding comments please limit the punctuation to periods and commas. Other forms of punctuation can cause errors in Workflow.

   - Advances are limited to $5000 per advance.
   - Travelers can only have 5 advances outstanding.
   - Outstanding advances cannot exceed $10,000 total.
   - If a Traveler has requested an advance but is more than 10 days late filing a Reimbursement Request on a previous trip, the Traveler will not be able to receive an advance.

6. The Traveler clicks Submit. The Traveler will receive email notifications as the request makes its way through the Approval Queue, including an email notifying them that the advance has been approved. The Traveler can pick up the advance check after receiving an email notifying them the advance is ready for pick up.

Travelers have the option of signing up for direct deposit, which will allow advances and reimbursements to be deposited directly into the bank account indicated. Travelers not in Pocatello who do not sign up for direct deposit can have the advance check mailed to them.

**Review and Submit an Authorization Report**

You should review the Authorization Request before you send it to the Traveler to review and submit. When you submit the request, all comments are forwarded electronically through the Approval Queue. After the Traveler reviews the Authorization Request, it is forwarded automatically to multiple approvers determined by the Index and its Approval Queue. Approvals will be required from both the Traveler’s time approver(s) and also from the fund/org approver(s) for the Index that will be used to reimburse the expenses.
1. From an open Authorization Report, click the **Estimated Expenses** link (left column).

2. Click the **View or Submit Report** button (bottom right).

3. Navigate through the pages by clicking the two directional arrows at the bottom of the window.

4. In Window 2, click the **Expand All** link (right side) to see more detail; click **Collapse All** to go to the summary view.

5. Click the **Print** button (bottom right), then select **Summary** or **Detail** to create a pdf of the report, which you can print for your records.

6. Click the **Edit** icon (pencil, far right) to change any item. Don’t forget to save any changes.

7. When you are done reviewing the report, click the **Submit** button (bottom right). An Information window will appear that contains the authorization report number and notification status. The Traveler will continue to receive emails as the Authorization Report makes its way through the Approval Queue.

**Copying an Authorization Request**

Often a Traveler will repeat the same itinerary, so the copy feature can be a useful tool for processing Travel Authorizations. This feature copies the Travel Authorization, including all the information from a previous trip, but still allows you to make the necessary changes to the information.

1. Open the T&E System from the **BengalWeb** link and go to the **Expense Manager** tab.

2. Select **Authorization Reports** from the left column.

3. Select the *approved* Authorization Report you wish to copy. (You cannot copy an Authorization Report that was not approved.)

4. Click the **Copy** link at the top of the report.

5. Enter a new travel description or trip name in the **Report Name** field.

6. Edit the rest of the fields as necessary, then click **Save**.

7. The new Authorization Report is created. You must go into the report, however, and change any information that is different from the original report, such as dates traveled. Remember to **Save** changes as you go through your review.
8. Once the report is complete, click on **Submit** to submit the request for approval.

**Blanket Travel Authorizations**
The T&E system does not provide a good method for tracking Blanket Travel, so we have adapted our Blanket Travel procedures to fit the T&E System.

Blanket Travel in the T&E system treats all trips covered under its approval as different legs of the same trip, as it were. Every time there is a new trip to be covered under Blanket Travel, it gets entered as another set of expenses on the overall Blanket Travel “Trip.” If the Traveler, during the year covered by Blanket Travel, ever clicks the button that asks if this is the last receipt to be submitted under this “Trip”, T&E will close the Blanket Travel trip and no further expenses can be submitted for that trip. Another Blanket Travel request will need to be created. (This is covered in the Traveler’s instructions.) If that were to happen, as a Delegate you could copy the closed Blanket Travel trip and send it through the Approval Queue to set up a new Blanket Travel Authorization.

In addition, **anyone with Blanket Travel CANNOT use the Per Diem feature** and must say “No” when the system asks if you want the Per Diem feature for this trip. If you say “Yes” it will calculate the Per Diem for every day of travel...which the system sees as an entire year. **If you click Yes to calculate the per diem for a Blanket Travel trip, the system will create 1430 entries.**

When creating an Authorization that you wish to be Blanket Travel follow the steps outlined above, with these changes:

1. In the **General information** category (left side), pick **Blanket Travel** as the business purpose.
2. In the **Itinerary** category, enter the dates of July 1 to June 30. Remember to say “NO” when it asks if you want Per Diem for this trip.
3. You can enter **Estimated Expenses** if you want to encumber the funds. If you do not wish to encumber the estimated Blanket Travel expenses, you do not need to enter expenses. **(Note: you will not be able to encumber per diem expenses, but can encumber mileage, airfare, etc.)** Discuss this with your UBO to determine which way they want you to enter the expenses.

**Acting as a Delegate for Reimbursement**
An Expense Report creates a reimbursement check. You create an Expense Report after the Traveler has returned from a previously approved trip. The Traveler should provide you with a completed **Travel Reimbursement Documentation Form** (available online in the **Travel and Expense** channel of **BengalWeb**. A copy is also included in this binder). Attached to this form should be all receipts and documents needed to complete the Travel Reimbursement Report.

**Generating an Expense Report (TR)**
1. Open the T&E System.
2. Under the Delegate tab choose the Traveler you are completing the Expense Report for.

3. Go to Expense Manager tab, and then select Authorization Reports (left column).

3. Select and highlight the report you wish to use from the list of reports.

4. Click on the Generate Expense Report button (bottom right).

5. A Generate Expense report box will appear. This will pull in all the information from the Travel Authorization report previously entered and approved. All you will need to do is edit or add additional information where necessary.

6. Review the report name, report date and affiliation. Make changes if necessary. When the information is correct click on Save. This will create your Travel Reimbursement report number (TR#).

**Editing a Generated Expense Report**

You can add, delete, or modify any of the data in an Expense Report. You can only make these changes to a report if its status is In Process, Returned for Correction, or Error. You cannot make any changes when the Status is Submitted, Approved, Ready to Pay, Paid, or Canceled.

1. After generating an Expense Report, double click (or highlight and click) on the TR# you want to edit from the list.

2. Click on the part of the report you wish to edit, i.e. Itinerary, Expenses, etc. (left column).

3. Make any changes by entering new information in the various categories that appear. Changes can be made in General Information or Itinerary by clicking the Edit icon (pencil, right side). You can enter new expenses in the expense category or change existing expenses by highlighting the expense at the bottom, changing the expense amount at the top, and clicking Save.

   The expenses listed should be actual expenses from the trip, rather than the estimated expenses entered during the Authorization process. If you make changes to the itinerary that will affect the per diem calculation (meals or hotel) you will need to click on the Recalculate Per Diem button.

4. To delete an item from the report, find the item and click on the X icon (right side). Do not leave a line amount of zero dollars; this will cause an error when the amount is posted in Banner. If there was a line from the authorization that you don’t need in the Expense Report, delete the entire line.

5. If you make any changes to the itinerary of the trip, the per diem expense lines will be deleted from the expense detail. You will need to manually add these expenses back (meals and lodging) for each day of the trip.

6. Click Save to save any changes you make.
Submitting an Expense Report

Once you’ve made all the changes and updated the information, submit the Expense Report. Once submitted, the report goes through all the approval queues that the Authorization Report traveled.

1. From an open report, click on the Expenses link (left column).

2. Click the View or Submit Report button (bottom right).

3. Click the Traveler Review button (bottom right). The Traveler will need to go into the T&E system to review and submit this Expense Report, which will then go through the same Approval Queue their original request went through. The Traveler will receive emails as the Expense Report makes its way through the queue. Please make sure the Traveler understands this.

4. Submit the Travel Reimbursement Documentation Form (found in the Travel & Expense channel in BengalWeb or within this binder) with everything attached to Accounts Payable. Note: The Reimbursement Check won’t be processed until all these receipts have been received.

Denied or Returned for Correction Reports

If one of the Approvers denies or returns for correction a Travel Authorization or Expense Report, the Traveler will be notified through email. If the Traveler gets such an email, the Traveler will need to go back into the T&E System and open the Authorization or Expense Report. The Comments section should outline the problems with the Report and the changes that need to be made. If the Report has been Denied, The Traveler may ask you to create a new report, since denied reports cannot be changed.

Using Workflow (Approvers only, FYI only)

Approvers for Travel Authorizations or Reimbursements will receive emails indicating they have something waiting for review. Approvers will be reviewing the requests using Workflow, which entails some steps which are different from those followed by the Traveler and the Delegate. Workflow allows them to approve, deny, or return for correction the Travel Authorization and Reimbursement Requests which have been submitted. Workflow also allows them to access detailed information regarding the request by clicking on a link to the Travel and Expense System at the bottom of a Workflow Activity page, rather than by going into the T&E system itself. The instructions in this section are provided to Delegates as information only.

Reviewing Workflow Requests in BengalWeb (Approvers only)

Upon receiving email notification that they have something to review, Approvers must go into Workflow to conduct the review.

1. Approver logs in to BengalWeb and goes to the Employees tab.

2. Click on Travel & Expense in the Travel and Expense channel. This will open a new tab at the top of the screen and allow them 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 the screen; this will take them back to the Employee tab where they can now view the My Worklist channel.  Note: This step MUST be completed before they can properly use the Workflow system.

3. In the My Worklist channel, a list of authorization and reimbursement requests will be displayed.

4. To open a specific request, double click on the Worklist item or highlight the item to review and click on Open Workflow in the bottom right corner. A general statement about the travel will appear.

5. To view more details of the request, click on the Travel & Expense Page link, found under the Comments section. Once in the T&E System, Approvers can examine any of the pages, but they cannot modify them. Click Exit to return to the Workflow page.

6. When they are done reviewing the request, Approvers must choose one of the following decisions from the Approval Status section in the middle of the Workflow page:

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

   b. Deny—Select this only if they 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. They will have to create a new Report and begin again.

   c. Return for Correction—Select this if they want changes made to the request.

7. Add any comments in the Comments section. The next Approver can see these comments in Workflow. If Approvers deny a report or return it for correction, they must enter a comment so the Traveler will know why the report was returned.

   Note: When adding comments please limit the punctuation to periods and commas. Other forms of punctuation can cause errors in Workflow.

8. Click Complete to send the request along to the next approver—or back to the Delegate.

**Email Notifications Regarding Approval Status**
Travelers will continue to receive emails updating them as the Authorization or Reimbursement Request makes its way through each step in the approval process. This includes an email indicating the request has received its final approval. Approvers will receive emails when it is their turn to approve something.