Setting up the Banner Travel and Expense System

These set up instructions are for all Travel and Expense (T&E) users. Travelers must complete steps 1, 4, 5, 6 and 7. Approvers must complete steps 1-6. (You are considered an approver if you are a time card approver or an approver on an index.)

Go through the steps in the order listed to set up the T&E System for your use. You will only need to go through this setup process once. The T&E System will not work properly unless you follow these steps carefully.

Step 1: Create the T&E channel in BengalWeb
The first step is to add the T&E System channel to BengalWeb, using either Firefox or Chrome. (Note: The T&E System does not work properly in Internet Explorer)

1. Login to BengalWeb using your regular login and password. Click on the Content Layout link in the upper left corner.

2. On the “Manage Content/Layout Screen” click on the Employees tab. (Although you can add the channel anywhere, we recommend that you add it to the Employees tab.)

3. Click on the New Channel button that corresponds with where you want to put the new Travel and Expense channel. (You can add the channel anywhere there is a New Channel button.)

4. In the Manage Content/Layout page that appears, click on the drop down button under the Select a category step. From the list, click on Select All, and then click on the go button. Under the Select a channel step, scroll down to Travel and Expense and highlight it (or highlight the first entry and type the letters “tr” which will take you right to Travel and Expense.) In the bottom right corner, click on Add Channel.

5. Click on Back to the Home Tab in upper left corner. The Travel and Expense channel should be located on the Employees tab where you added it. You are now set up to access the Banner Travel and Expense System.

Step 2: Create the My Worklist channel in BengalWeb (Approvers only)
You will need to create this additional channel if you are a timecard approver or an approver on an index.

1-3. Follow 1-3 as listed above in Step 1. (Although you can add the channel anywhere, we recommend you add it near the Travel and Expense channel in the Employees tab.)

4. In the Manage Content/Layout page that appears, click on the drop down button under the Select a category step. From the list, click on Select All, and then click on the go button. Under the Select a channel step, scroll down to My Worklist and highlight it (or highlight the top line and type in “my” which will take you to the right section without scrolling). Then in the bottom right corner, click on Add Channel.

5. Click on Back to Home Tab in upper left corner. The My Worklist channel should be located under the Travel and Expense channel on the Employees tab (unless you added it somewhere else).
6. You are now set up to access workflow approvals. The My Worklist channel is where you will access travel authorizations and reimbursements to approve.

**Step 3: Set up a proxy to approve documents in your absence (Approvers Only)**

1. Click on **Open Workflow** in the lower right hand corner of the **My Worklist** channel.
2. Under **User Profile** on the left hand side, click on **User Information**.
3. Under **My Roles** find the approver role and click on **Add Proxy** (far right).
4. Under User add the 4x4 (first eight of their email). Use the drop down menu to find the approver.
5. Note: The individual that you choose to be your proxy must already have an approver role in T&E.
6. Choose an **Effective From** and **Effective To** date, then click the non-confidential box and **Save**. You will be redirected to the **User Information** screen and your proxy should be listed under **My Proxies**.

**Step 4: Accessing the Banner Travel & Expense System**

1. Login to **BengalWeb** using your regular login and password, then click on the **Employees** tab.
2. Click on the **Travel & Expense System** link in the **Travel and Expense** channel.
3. The **Expense Manager** tab should be displayed, with a heading of **Outstanding Advances for [Your Name]**.
4. Take a moment to familiarize yourself with the various features on the screen:
   
   A. **Tabs:** The Expense Manager tab allows you to access information about travel advances, travel authorizations and travel expense reports. The Profile tab allows you to view or edit your address, email, workflow id and approver name.
   
   B. **Links:** Some of the links here may have sub-links, which can be found by clicking on the top link. The active link is blue with an arrow pointing to the main workspace window. The first time you open the T&E System, the Authorization Reports and Expense Reports links will be empty. Once your Delegate creates a report, it will be listed in these views.

   C. **Main Window:** Where you view lists and detailed information. The toolbar at the top allows you to perform additional functions using this information. Actions not available are grayed out.

   D. **Help:** Quickly opens specific help directed at where you are in the Travel and Expense System. You can also use the link to search for more specific help on other T&E topics.

   E. **Open Items:** A list of what is open during the current session. Click on any item to view.

   F. **Buttons:** Context specific buttons appear here when applicable (i.e. Add Comment, Add Expense).
Step 5: Review your user profile in the T&E System
The Profile tab contains address, email, approver, and workflow information. Please review the Profile tab the first time you log in to the T&E System. The T&E System is integrated with Banner and the information currently entered in Banner will display on this form.

1. Login to BengalWeb using your regular login and password. Click on the Employees tab, then click on the Travel & Expense System link in the Travel and Expense channel.

2. Click on the Profile tab shown at the top of the page.

3. First, review your address information. If you need to change it, click on the Edit icon (diagonal pencil, far right), and choose a different address from the addresses listed, then click Select.

(Note: If your home address information is incorrect, you must change the information in BengalWeb. Go to the Employees tab in BengalWeb and click on Update Address and Phones in your Personal Information channel. Follow the instructions to add the correct address, then return to the T&E System and click on the Edit icon (pencil, far right). The new address should be visible. Highlight it and click Select. Campus addresses must be updated by contacting Human Resources at ext. 2517.)

4. Review your email next. The email address should be your official ISU email address. If your email is incorrect, please contact the Travel Office at 282-2511.

5. Review your Profile Approver. It should be Nancy Farrens. If it is not, please contact the Travel Office at 282-2511.

6. Review your Workflow ID, which should be the same as your BengalWeb user name. (Example, Benny Bengal would type in bengbenn.) Your workflow ID allows the workflow approval process to work correctly. If the workflow ID is not correct, please contact the Travel Office at 282-2511.
7. Ignore the Funding Default section. This will be added by the Delegate when creating your authorization.

**Step 6: Assign a Delegate**

Travelers will be able to assign Delegates who will create Authorization or Expense Reports on their behalf. Furthermore, if your regular Delegate is on vacation, you can come here to choose a different Delegate to create your Travel Authorization or Expense Reports.

1. Login to BengalWeb, then click on the Employees tab. Click on the Travel & Expense System link in the Travel and Expense channel

2. Click on the Profile tab shown at the top of the page. Click on the Assign Delegate link on the left side of the page. The current list of your Delegates is displayed.

3. To add another Delegate, click on the Add Delegate button (bottom right). An Add Delegate search window appears.

4. In the Search field at the top, type in the last name of the Delegate you wish to add to your list, then click on the blue arrow to search. (Only the names of people who have been assigned and trained as Delegates will appear.) Any matches will appear in the large box below with the headings of Last Name, First Name, and Banner ID. Highlight the Delegate you wish to choose, and then click the Select button in the bottom of the window. If you are not sure who your Delegate should be, contact your UBO. (Note: To see a list of all ISU Delegates, click on Add Delegate, then enter % in the Search by Last Name field and click on the blue arrow directly to the right of the search field. A list of all Delegates for ISU will appear. Highlight one and click Select.) Continue this step to add additional Delegates. If you are not sure who the Delegates are in your area, a list of delegates identified by department can be found under Travel and Expense Forms in the Travel and Expense channel.

5. To remove a Delegate from your list, highlight the name you wish to remove and click on the Remove checkbox (far right) for that name.

6. When you are done adding and deleting Delegates, click on save, bottom right. **Don't forget this step!** Any changes you have made will be lost if they are not saved.

**Step 7: Exiting T&E**

Once your work is completed in T&E, always click on the sign out button in the upper right corner to end your session. When you click on the sign out button a box will appear saying “Welcome Sign in to Travel and Expense Reporting.” Ignore this box. If you need to get back into the T&E System, re-enter through the T&E channel in the Employees tab, not through the pop up box.