Travel and Expense System

Traveler’s Guide
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Banner Travel and Expense Instructions: 
Traveler’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 Travelers—the ones doing the traveling.

**Delegates** are usually department Administrative Assistants who enter all the travel specifics into the Banner system. Once they have entered the information, the Travel Authorization or Reimbursement Request must be completely reviewed and approved by you, the Traveler.

**Approvers** are generally supervisors who must approve both the Authorization and Reimbursement requests before they move on to the Travel Office. You may have more than one Approver, depending on how your area is set up.

**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.

**Authorization Reports (Before Traveling)**

**Creating and Reviewing an Authorization Report**

An Authorization Report presents a list of estimated expenses and a proposed itinerary for an anticipated trip which have been submitted for approval. You, 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 your Delegate, while keeping one for yourself. The Delegate will then enter all the information into the T&E System and assign the expenses to the proper codes. You will receive an email notification when the Authorization Report is ready for review and submission. The Approver(s) 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. You, as the Traveler, hold the responsibility for reviewing and submitting the Authorization Report for approval in the T&E System. If you do 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.

The email you will receive 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 Expense 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 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.

Submitting a Travel Authorization Report w/o an Advance
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, then it goes to the Account Director—if that is a different person—and then your UBO, 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. You, the Traveler, are 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. Also, when it has been given Approve status, no changes can be made to the document.
Submitting a Travel Authorization Report w/ an Advance

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 10 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). More than one advance can be requested up to the total of all estimated expenses. Remember you must request an advance at least 5 days before your departure date.

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.

8. Once the Travel Advance has been processed by Accounts Payable, an email will be sent to you letting you know a check is ready for pickup, or that the direct deposit will be made to your bank account (if you set that up.)
Expense Reports (After Traveling)

Submitting an Expense Report
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 you need to do is review the Report and approve it.

You as 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.

Please remember, a Delegate only prepares the Report in the T&E System. You are 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 you return from your trip, you 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. Give this to the Delegate and 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, you will get an email saying the Expense Report is ready for your review and approval.

As the Traveler, you are responsible for reviewing, correcting, and submitting the Expense Report. You are also responsible for correcting any errors, should the Expense Report be Returned for Corrections by one of the Approvers.

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 provide a business purpose for the travel, and 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
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, below) 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.)

10. Blanket travel will not have a different numbering sequence like it did in the old travel system. The only way to identify blanket travel is in the business purpose.
Tracking a Report Status/Progress

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.

9. The status of authorizations and reimbursements can be monitored under the Expense Manager tab. When you click on Authorization or Expense Reports, the status of the document will show in the Status column.
Correcting Returned T&E Requests
After you have submitted your T&E request (either Travel Authorization or Travel Reimbursement), it electronically moves through a queue of Approvers. The Approvers have three actions they can take when they look over your request:

- **Approve** – this moves the request along to the next Approver in the queue.
- **Deny** – this kills the request completely and requires your Delegate to start over with a new request.
- **Return for Corrections** – this returns the request to YOU, the Traveler, to make corrections. The Approver who returned it should have noted in the Comments box what corrections need to be made. You will need to go in to your request and make the needed corrections, then resubmit it for approval. You are the only one who can make changes to a travel request—your Delegate CAN NOT make any changes on your behalf.

Open up the Travel request, make the changes requested, and resubmit the request. Because the possible changes are too extensive to list in this document, please contact either your Delegate or the Travel Office if you need help.