Travel Expense Payment Request Procedure

<u>Overview:</u>

Since the workflow for travel is different from one department or college to the next, it was concluded that the best way to handle the process was to have an electronic document that would be completed outside MagnusMart, then submitted through MagnusMart for reimbursement. The procedure itself has four steps: 1) Authorization to travel, 2) Make the trip and return, 3) Travel & Expense Report, and 4) Submit request for Reimbursement.

One document, the "CSU Travel and Expense Form", is used to track each trip. The form is a fillable PDF which means it is completed using the computer, saved, and sent on to the next person for review and signature(s) as needed. Signatures can be completed digitally* on the computer or the document can be printed and the signatures added. Page one is the Travel Authorization form. Page two is the Travel & Expense Report. Pages three and four show the Process Flow and provide basic instructions. To help the new or infrequent traveler navigate through the process, more detailed instructions are provided below.

* Note: Instructions to complete the one-time set up of your digital signature are at the end of this document. (See step 23)

1

Travel Authorization Form

Go to the Purchasing web site and **scroll** down the menu on the left. Near the bottom under "Training Snippets" **select** "Travel Approval and Expense Report Form".
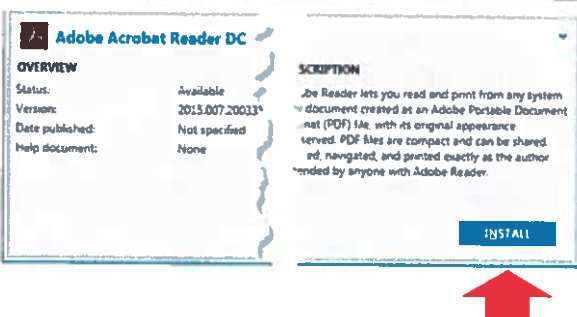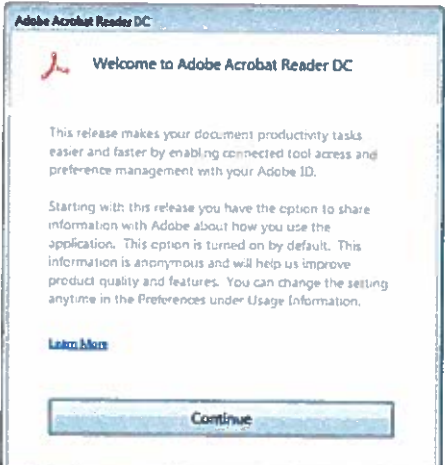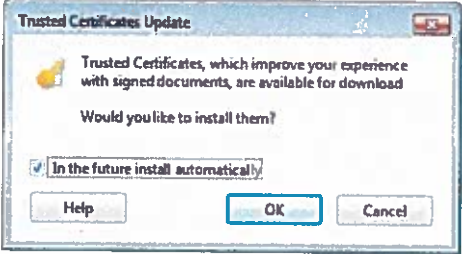
Training Snippets

Online Training Snippets

Creating a Manual Invoice

Creating a Cost Receipt

Creating an Invoice for Continuous PO's

» Travel Approval and Expense Report Form

Note regarding Pre-payments: Faculty and staff can be reimbursed for their airfare and conference registration paid for prior to the trip. They must submit the approved Travel Authorization form, the receipt from the airline, and the receipt from the conference. They cannot get reimbursed in advance for their hotel unless it is part of a travel plan such as Travelocity, Orbitz, or other such companies.

Students can be reimbursed for airfare, registration, and hotel paid for prior to their trip. They must submit the approved Travel Authorization form, the receipt from the airline, the receipt from the conference, and the paid receipt for the hotel.

4	**Travel & Expense Report** **Open** the document you saved previously for the trip and navigate to the "Travel & Expense Report" located on page two. The top of the form should be pre-populated with information from page one.	
5	**Complete** the form as needed for airfare, hotels, meals, and any other expenses related to the travel; the form will automatically calculate totals.	
6	**Include** any prepayments that were paid in advance. These should have appeared on the Travel Authorization page. Airfare should appear under Transportation – Common Carrier. Other items can be listed under Miscellaneous or where appropriate. Be sure these amounts equal the total pre-paid amount or the calculation for Balance Due will be off.	
7	**Enter** the account(s) to be charged (If known). If you do not add this, the budget manager or approver is required to do so before they approve it.	

15	**Enter** the traveler's name or id number followed by "000" and select the correct name.	Enter Traveler(Payee) in the field below: Enter Vendor or Vendor Search
16	Under Internal Attachments, Select "Add Attachments" to attach the following items: • Approved Travel Authorization form • Approved CSU Travel Expense Report • All supporting receipts (Note: To add the attachments, Click on "Select files", Open the files you want to include, then click "Save Changes.")	**Receipt Attachments and Supporting Documentaion** **Internal Attachments** Add Attachments
17	**Enter** the purpose of the trip in the Product Description box	**Business Purpose** **Product Description** 254 characters remaining　　expand | clear
18	Commodity Code will default to "TRVL" (Travel-General)	**Commodity Code** TRVL
19	In the "Reimbursement Total" box enter the total reimbursement amount ("Balance Due" from attached Travel Expense Report which is the total cost of the trip less any prepayments)	**Reimbursement Total**
20	Enter any special payment instructions if needed.	Payment Method If special payment instructions, select ATTN Special payment instructions' in the box below
21	When everything has been completed, **scroll** to the top of the page and **check** that the "Available Actions" box states, "Add and go to Cart". **Select** the blue "Go" button.	Available Actions: Add and go to Cart　　▾ Go Close
22	The cart will be populated. At the top, select "Proceed to Checkout" or "Assign Cart" to send it to a Requester to add the appropriate account numbers.	

27	Press the Install button at the lower right corner of the Software Center. The screen should automatically switch to the *Installation Status* tab. If not, you may select it yourself.	**Adobe Acrobat Reader DC** OVERVIEW	SCRIPTION INSTALL
28	The Status column on the right will first state the software is Downloading, then change to Installing, and finally state Installed. Adobe Acrobat Reader DC is now ready for use.	
29	Simply open a PDF document as you normally would. The first time you open a PDF with Adobe Acrobat Reader DC you may see a "Welcome" window pop-up Simply click Continue to dismiss the window	Adobe Acrobat Reader DC Welcome to Adobe Acrobat Reader DC Continue
30	On occasion, you may open a document that contains a "Trusted Certificates". When this occurs, a window will pop-up asking for authorization to update the certificates. If you know the providence of the file you may click OK.	Trusted Certificates Update Trusted Certificates, which improve your experience with signed documents, are available for download Would you like to install them? ☑ In the future install automatically Help OK Cancel
31	After accepting the certificates, you will receive a confirmation.	
32	Now that you have Adobe Reader DC loaded on your computer, you can move ahead with creating a digital signature.	