

- First step in reimbursement process
- Estimates of the trip expenses
- Required to Travel
 - Exception: Mileage & Parking only TA is not required by AP
- International/High Risk Travel
 - Must be pre-approved, create TA after approved
 - Refer to the <u>International/High Risk Travel Quick Guide</u>



eTravel Reimbursement

Expense Types:

- Air Travel Domestic
- Air Travel International
- Baggage Fees
- Ground Transportation Domestic
- Ground Transportation International
- Hotel/Lodging Over \$333
- Hotel/Lodging Up To \$333
- Per Diem First/Last Day Travel
- Per Diem M&IE Total

- Mileage Private Domestic
- Mileage Private International
- Miscellaneous
- Non-Reimbursed Amount
- Training Prof Development
- Parking
- Registration Fees
- Rental Car Domestic
- Rental Car Fuel
- Rental Car International

Payment Types:

- CSUN Paid
- Intercampus Transfer (IFT)
- Traveler Paid

Billing Types:

- In-State
- Out-of-State



eTravel Reimbursement

Expense Type	Text Required in Description
Air Travel – Domestic	Destination City & State
Air Travel- International	Destination City & State
Baggage Fees	Reason baggage required
Ground Transportation Domestic	Destination City, State & Transportation Company Name
Ground Transportation International	Destination City, Country & Transportation Company Name
Hotel/Lodging Over \$333	Justification for nightly rate over \$333 & Hotel Name
Mileage- Private Domestic	Starting Point and Destination City & State
Mileage – Private International	Starting Point and Destination City & State
Miscellaneous	Description of item(s) and business purpose
Registration Fees	Conference or Workshop Name
Rental Car Domestic	Destination City & State
Rental Car International	Destination City & State
Rental Car Fuel	Destination City & State or Country



Assigning Delegates

A delegate can create requests on behalf of the traveler once the traveler has added the delegate.

Never delete your own ID from the delegate page

Exercise 1: Add/ Delete a Delegate

Navigation:

Employee Self-Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority

- 1. Add yourself as an Authorized User and select **Save**
 - There should now be two names
- 2. Delete your ID and select **Save**
- 3. Navigate back to the **Travel and Expense Center**



Create a travel authorization using the information below:

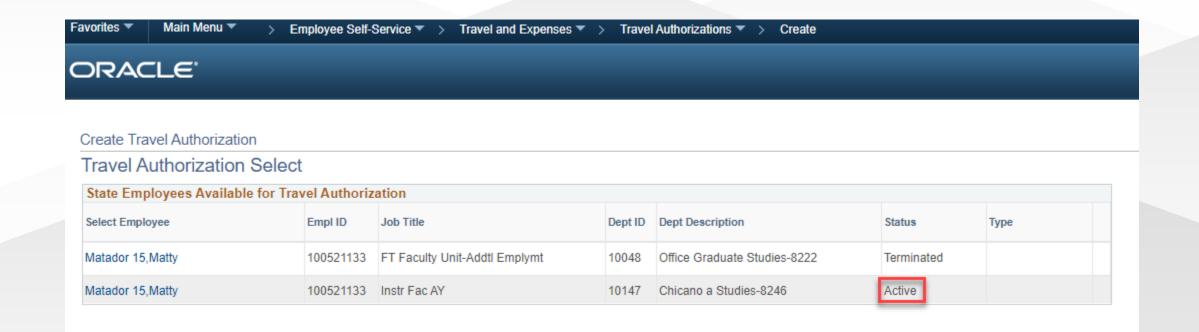
Travel dates will be provided during training

Exercise 2: Create a Travel Authorization

Mayigation:

Employee Self-Service > Travel and Expense Center > Travel Authorizations > Create		
1.	Business Purpose: Description:	Conference Higher Ed. Conf
2.	Final Trip Destination	Orlando, FL
3.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 1 Air Travel - Domestic Plaza Travel - United Airlines – LAX to Orlando, FL - R/T \$350.00 Traveler Paid Out of State

Multiple Job Records





Exercise 2 Continued

4. **Date:** Day 1

Expense Type: Registration Fees

Description: Higher Ed Conference

Amount: \$200.00

Payment Type: Traveler Paid Out of State

5. **Date:** Day 1

Expense Type:Description:
Baggage Fees
Round Trip

Amount: \$50.00

Payment Type: Traveler Paid Out of State

6. **Date:** Day 1 & 2

Expense Type: Hotel/Lodging Up To \$333

Description: Hilton, Orlando, FL – Daily Rate \$275 + tax

Amount: \$300.00

Payment Type: Traveler Paid Out of State



Exercise 2 Continued

7. **Date:** Day 1

Expense Type: Mileage – Private Domestic CSUN to LAX Round Trip

Payment Type: Traveler Paid
Billing Type: Out of State
Miles: 60 miles

8. Date: Day 1 & 2 Expense Type: Parking

Description: LAX Economy Lot C

Amount: \$50.00

Payment Type: Traveler Paid Out of State

9. **Date:** Day 1

Expense Type: Per Diem First/Last Day Travel

Description: First day meals & incidentals 75%

Amount: Auto-generated

Payment Type: Traveler Paid
Billing Type: Out of State



Exer	cise 2 Continued	
8.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 2 Per Diem M&IE Total Day 2 meals & incidentals 100% Auto-generated Traveler Paid Out of State
9.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 3 Per Diem First/Last Day Travel Last day meals & incidentals 75% Auto-generated Traveler Paid Out of State
10.	Save for Later	Double check expense type, payment type and billing type prior to saving!
11.		Navigate back to the Travel & Expense Center



Modifying Travel Requests

The traveler or delegate can modify travel requests in pending status only.

Modification is unavailable when:

- The travel date has passed (for TA's)
- Request was Submitted or Approved



Exercise 3: Modify a Travel Authorization

*DO NOT USE BACK BUTTON

Navigation: Travel and Expense Center > Travel Authorizations > Modify 1. Modify the Travel Authorization 2. Remove all Baggage Fees 3. Save 4. Submit the travel authorization 5. Navigate back to the Travel & Expense Center



eTravel Roles & Approvers

Traveler	All CSUN employees have access
Initial Approver	Level 1: Assigned by dept
Dept Chair/MPP	Level 2: From HR database
Financial Approver	Level 3: Assigned by dept
Hotel Approver	Level 4: Provost/VP/Dean
International Approver	Level 5: Provost/VP/Dean
Travel Desk	Level 6: Accounts Payable



Exercise 4: Withdraw/Delete Travel Authorization

Navigation: Travel and Expense Center > Travel Authorizations > View 1. Go to View 2. Select Withdraw Travel Authorization 3. Select Refresh Approval Status 4. Go to Travel Authorization > Delete 5. Delete the Travel Authorization 6. Select OK button



Cash Advances

- Second step in the reimbursement process (if applicable)
- TA must be fully approved prior to requesting a CA
- Request for travel related expenses paid in advance by the traveler
- Delegates can <u>create</u> a request, but the traveler <u>must</u> submit the request for approval
- Advances less than \$100 per expense are not allowed



Cash Advances

Exercise 5: Creating a Cash Advance

*DO NOT USE BACK BUTTON

	Navigation: Employee Self Service > Travel and Expenses > Cash Advance > Create		
1.	Create a Cash Advance		
2.	Associate the <u>approved</u> TA	TA# found on the user name and password handout	
3.	Business Purpose: Advance Description: Source: Description: Amount:	Conference Higher Ed Conference Paid by Traveler in Advance Higher Ed Conference fees \$200.00	
4.	Select Submit	Stay on this page	



Cash Advances

Exercise 6: Withdraw and Delete a Cash Advance

Select the Refresh Approval Status button.
 Withdraw the Cash Advance.
 Go to Cash Advance > Delete
 Delete the Cash Advance



- Final step in the reimbursement process
- TA must be fully approved <u>prior</u> to submitting an ER
- ER is the <u>actual</u> cost of trip expenses
- TA must be associated to ER
 - TA not fully approved, contact Dean or VP's Office
- Cannot be submitted until after final date of travel
- Delegates can create a request, but the traveler must submit the request for approval



Exercise 7: Creating an Expense Report

*DO NOT USE BACK BUTTON

Create an Expense Report for Mileage and Parking as follows:

	Navigation: Employee Self Service > Travel and Expenses > Expense Report > Create		
1.	Create an Expense Report:	Select the <u>Return</u> button	
2.	Business Purpose:	Business Meeting	
3.	Report Description:	Meeting with Chancellor	
4.	Final Trip Destination:	Long Beach, CA	
5.	Date: Expense Type: Miles: Description: Payment Type: Billing Type:	Day 1 Mileage – Private Domestic Use Mileage Chart – Campus to Campus CSUN to Chancellor's Office Traveler Paid In State	



Exer	Exercise 7 Continued	
6.	Date: Expense Type: Description: Payment Type: Amount: Billing Type:	Day 1 Parking 1 Day Parking Traveler Paid \$10.00 In State
7.	Date: Expense Type: Miles: Description: Payment Type: Billing Type:	Day 1 Mileage – Private Domestic Use Mileage Chart – Campus to Campus Chancellor's Office to CSUN Traveler Paid In State
8.	Save for Later	Return to Travel & Expense Center



Exercise 8: Creating an Expense Report

Create an Expense Report as follows:

	Navigation: Employee Self Service > Travel and Expenses > Expense Report > Create		
1.	Copy from approved TA:	TA# distributed prior to class	
2.	Verify TA is associated:	TA# should show in the Header section	
3.	Business Purpose:	Conference	
4.	Report Description:	Higher Ed Conf.	
5.	Date: Expense Type: Actual Cost: Payment Type:	Day 1 Air Travel - Domestic \$345.35 Traveler Paid	
6.	Date: Expense Type: Actual Cost: Payment Type: Attachment:	Day 1 Registration Fees \$200.00 Traveler Paid Already attached to TA – Not required on ER	



Exercise 8 Continued

7. **Date:** Day 1 & 2

Expense Type: Select: Hotel/Lodging Up To \$333

Description: Hilton, Orlando, FL – Daily Rate \$275 + tax

Amount: \$294.25

Payment Type: Traveler Paid

B. Date: DELETE Day 1

Expense Type: Baggage Fees

9. **Date:** Day 1

Expense Type: Mileage – Private Domestic CSUN to LAX Round Trip

Payment Type: Traveler Paid Out of State

Miles: 60 miles



Exercise 8 Continued

10. **Date:** Day 1

Expense Type: Per Diem First/Last Day Travel

Description: Lunch provided by the conference

Amount: Auto-generated (*deduct lunch*)

Payment Type: Traveler Paid Out of State

11. **Date:** Day 2

Expense Type: Per Diem M&IE Total

Description: Breakfast & Lunch provided by the conference

Amount: Auto-generated (deduct breakfast & lunch)

Payment Type: Traveler Paid Out of State

12. **Date:** Day 3

Expense Type: Per Diem First/Last Day Travel

Description: Breakfast provided by the conference

Amount: Auto-generated (*deduct breakfast*)

Payment Type: Traveler Paid Out of State



Exer	Exercise 8 Continued	
11.	Date: Expense Type: Description: Actual Amount: Payment Type: Billing Type: No Receipt:	Day 1 & 2 Parking LAX Economy Lot C \$75.50 each day Traveler Paid Out of State Check box
12.	Save for Later	
13.	Date: Expense Type: No Receipt justification:	Day 1 & 2 Parking Parking garage does not issue receipts
14.	Save for Later	Navigate back to the Travel & Expense Center .



Exercise 9: Associate Cash Advance

Navigation: Employee Self Service > Travel and Expenses > Expense Report > Modify		
1.	Select Apply/View Cash Advance(s) from the Actions dropdown, and click Go	
2.	Look up Advance ID using the magnifying glass	
3.	Select Cash Advance distributed at the beginning of the class, click OK	
4.	Select Summary and Submit	
5.	Verify Cash Advance reflects on the Summary Page	
6.	Check box to certify all expenses are submitted in accordance with CSU policy	
7.	Select Submit	
8.	Navigate back to Travel & Expense Center	



Exercise 10: Withdraw an Expense Report

Navigation:

Employee Self Service > Travel and Expenses > Expense Report > View

- 1. Go to View
- 2. **Withdraw** the Expense Report



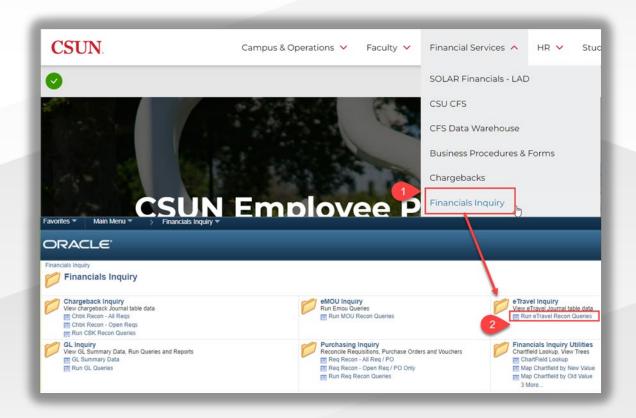
Exercise 11: Delete Expense Report

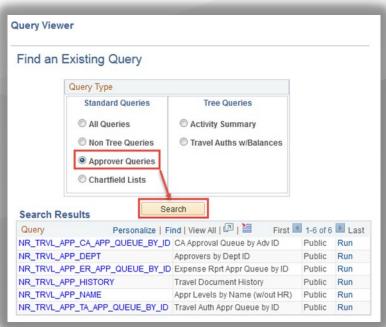
Navigation: Employee Self Service > Travel and Expenses > Expense Report > Delete 1. Go to Delete 2. Select both Expense Reports 3. Select the Delete Button 4. Delete Confirmation – Select OK



eTravel Queries

• Used to find information for travel requests, department approvers, and document history. These are found under Financials Inquiry in the CSUN Portal.

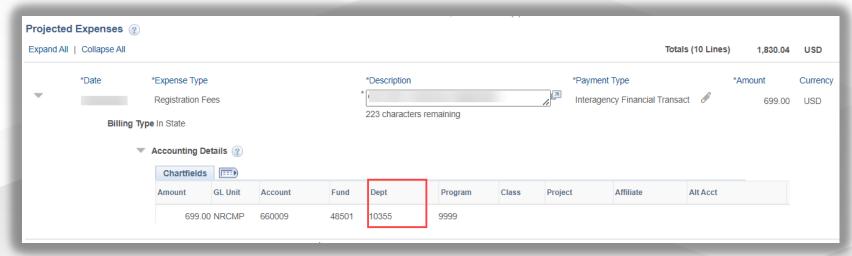






Approval Routing

Department ID in Accounting Details determine the Initial and Financial Approvers



*eTravel does not support split funding.

- HR data determines Management Approvers
 - For example, "Reports To" on job record.
 - Employees with multiple job records will receive a prompt to select the department they are traveling for.



TA Status Types

Status	Description
Pending	Saved for Later, still in the traveler's queue
Submitted for Approval	Submitted but not approved
Approvals in Process	Once approved by initial approver
Approved	Approved by all levels
Closed	Travel Authorization has been associated with an Expense Report and paid, or the request has been cancelled



CA Status Types

Status	Description
Pending	Saved for Later, still in the traveler's queue
Submitted for Approval	Submitted but not approved
Approvals in Process	Once approved by initial approver
Approved	Approved by all levels
Staged	Sent over to Travel Desk
Paid	Accounts Payable reimbursed the Traveler



ER Status Types

Status	Description
Pending	Saved for Later, still in the traveler's queue
Submitted for Approval	Submitted but not approved
Approvals in Process	Once approved by initial approver
Staged	Sent over to Travel Desk
Paid	Accounts Payable has reimbursed traveler for expenses paid
Closed	ER deleted



Status Types

Cancel vs. Delete

Travel Authorizations:

- **DELETE** is only available when the TA is in **PENDING** status
- CANCEL is only available when the TA is in APPROVED status
 - Must contact Travel Desk if the TA has any of the following:
 - Any line item marked as CSUN paid
 - TA is associated to a Cash Advance

Cash Advances & Expense Reports:

- **DELETE** is only available when the CA or ER is in **PENDING** status
 - ER cannot be deleted if it's associated to a Cash Advance
- CANCEL function unavailable



International & High Risk Travel

International	 Allow 3 weeks for processing Foreign travel insurance and registration in myCSUNglobe required TA can be created after receipt of insurance confirmation
High Risk	 Allow 8 weeks for processing Foreign travel insurance and registration in myCSUNglobe required
	TA can be created after receipt of insurance confirmation
	 Attachments required in PDF format on TA: Insurance email confirmation from Risk Management
	myCSUNglobe approved applicationRelated documents required by department



Resources

eTravel Instruction:

Guides & FAQ: https://w2.csun.edu/travel/etravel-guides-and-faqs

Quick Reference Guide: https://w2.csun.edu/travel/etravel/etravel-quick-reference-guide

International/High Hazard Travel: <a href="https://w2.csun.edu/travel/international-high-risk-travel/international-high-risk

travel

Per Diem Quick Guide: https://www.csun.edu/sites/default/files/etravel-per-diem-quick-guide.pdf

Other Resources

Sign up for e-Refund Instructions:

https://www.csun.edu/financial/ap-employee-erefund

CSUN Travel Office: Email csuntravel@csun.edu or call x5266

Solar Financials – eTravel: Create a SOLAR Financials General Inquiry Request: https://csun.topdesk.net/

■Immediate Assistance, email solarfin@csun.edu or call x6685





Thank you!

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