Overview
This guide shows how to create a Travel Reimbursement in Financial Transaction Services and how to complete a system-generated Travel Reimbursement. Use Travel Reimbursement to request a reimbursement for SJSU business travel expenses.

Subject to departmental approval and SJSU policy, employees can be reimbursed for travel expenses, including lodging, meals, airline tickets, baggage fees, car rental, business phone calls and mileage. For details, visit Finance Travel Reimbursement (http://www.sjsu.edu/finance/about_us/ap/travel/).

A Requester can fill out the Travel Reimbursement for the Traveler and save it; but only the Traveler can submit his or her own Travel Reimbursement.

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Creating a Travel Reimbursement
This section shows how to create a travel reimbursement in the Financial Transaction Services (FTS).

To create a travel reimbursement:


The FTS login page displays.

2. Enter Tower ID and Password (using SJSUOne Account).

3. Click LOGIN.

The Financial Transaction Services Main Menu displays.
**The Travel Menu displays.**

4. Click the **Add [+]** icon to create a new Travel Reimbursement.

The Travel Reimbursement page has 5 sections:

- **Header**
- **One Time Charges**
- **Daily Charges**
- **Total Calculations**
- **Funding Source / Chartfields**

*Note: Asterisks and red text indicate required fields.*

**Header section:**

If you are the Traveler completing this form, the following fields default with your information:

- **Requester Name**
- **Requester Phone**
- **Requester Email**
- **Traveler’s Name**
- **Employee ID Number**
- **Address** (only visible to Traveler)

If you are the Requester completing this form:

5. Select **More** from the Traveler Name dropdown menu.
The User Preferences page displays.

6. Enter the Traveler’s Emplid or last name in the Criteria box.
7. Click the Search button.
8. Select the check icon by the Traveler’s name (or the check plus icon to select the Traveler’s name and add it to your User Preferences).

9. Select Yes or No to specify the Traveler’s citizenship.
10. Select Traveler’s University Affiliation:
    • Faculty
    • Staff
    • Student
11. Enter Destination:
    • Country
    • State
    • City
12. Enter the Purpose of Trip.
13. Select Travel Type
    • Business Related
    • Team Travel
    • Field Supervision Travel
14. Enter Additional Trip Details, if needed.
One Time Charges section:

15. Select an Expense Type from the dropdown menu:
   - Airfare
   - Lodging
   - Other
   - Registration
   - Rental Car.

For each Expense Type:

16. Enter the Amount.
17. Check whether or not the Amount was Prepaid.

A. If Prepaid, select How Prepaid:
   - GoCard
   - Other
   - ProCard.

B. If Other is selected, state how it was prepaid.
18. Click the **Add [*] icon for more Expense Types.**

**Daily Charges** section:

19. Enter **Date Of Trip** from calendar.

20. Enter **Depart / Return Time** from timetable.

21. Enter the total **Meals** amount incurred for the day.

*Note: You will be reminded that any meal over $25 requires a receipt.

22. Enter **Incidental** amount incurred (you may claim up to $7/day for all but the first day).

23. Enter **Taxi, Shuttle, or Parking** amount incurred.

24. Enter **Business Expense** amount incurred.

25. Enter **Business Expense Explanation** (example: Internet, phone).

26. Click the **Add [*] icon for more days.**
**Daily Mileage Detail** section:

27. Enter **Date** the car was driven.

28. Enter the total **Miles** driven on that day.

29. Enter location of all stops; include the words ‘and return’ if it was a round trip.

30. Click **Add [+]** icon to add more days.

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**Total Calculations** section (system calculates):

31. Enter the maximum **Amount Approved** for this trip if there’s a maximum.

*Note: If there is no maximum Amount Approved, leave it blank.*
32. Enter:
   - Account (required)
   - Fund (required)
   - DeptID (required)
   - Program (optional)
   - Class (optional)
   - Project (optional)

33. Enter Amount (required). Amount defaults to Amount Approved, but amount is editable and can be split.

34. Click the Add (+) icon to add another Funding Source/Chartfields line, if needed.

35. Click the Save button.

Once saved, the Status changes to Open and a Trip Number is assigned.
36. Click **Upload Attachments** to attach all receipts.

   ![Select file(s) window](image)

   **The Select file(s) window opens.**

37. Navigate to the file you wish to attach, and then click the **Save** (or Open) button.

38. Click the **Submit** button (only the Traveler can submit).

   ![Submit button](image)

   The **Status** changes to Pending Approval.
Traveler receives email to confirm submission.

The first-level Reviewer/Approver in the Approval Structure receives an email notification.

Once the Travel Reimbursement is approved by the last level, the Status changes to AP Processing.

Accounts Payable receives email notification.
Once the Travel Reimbursement is verified and processed by Accounts Payable, the **Status** changes to Approved.

*Note: All Approved Travel Reimbursements are loaded overnight to CFS for payment processing, and Status changes to Distributed.*

Traveler receives email notification of Accounts Payable processing.
Completing a System-Generated Travel Reimbursement

This section shows how to complete a Travel Reimbursement that was created from your approved Travel Authorization in Financial Transaction Services.

To complete a Travel Reimbursement that was created from your approved Travel Authorization:


The FTS login page displays.

2. Enter Tower ID and Password (using SJSUOne Account).

3. Click LOGIN.

The Main Menu / Open Items displays.

4. Select the Travel Reimbursements hyperlink.

A listing of your Travel Reimbursements displays.

5. Select the Trip Number you want to work on.
The Travel Reimbursement page displays.

Header information populates from the approved Travel Authorization and includes the View Travel Authorization button.

6. Follow the steps in the Creating a Travel Reimbursement section to complete the One Time Charges section, Daily Charges section, and Daily Mileage Detail section, as needed.

The system calculates expenses in the Total Calculations section. Amount Authorized populates from the approved Travel Authorization and is display only.

Note: If there is no maximum Amount Approved, you can leave this field blank.
Funding Source / Chartfields section:

Note: Account defaults based on the location of travel:
606001 for in-state, 606002 for out-of-state, 606800 for international.

7. Enter:
   - Account (required)
   - Fund (required)
   - DeptID (required)
   - Program (optional)
   - Class (optional)
   - Project (optional)

8. Enter Amount (required). Amount defaults to Amount Approved, but it is editable and can be split.

9. Click the Add (+) icon for another Funding Source/Chartfields line, if needed.

10. Click Upload Attachment(s) to attach all receipts.
The Select file(s) window opens.

11. Navigate to the file you wish to attach, and then click the Save (or Open) button.

12. Click the Submit button (only the Traveler can submit).

The Status changes to Pending Approval.

Traveler receives email to confirm the submitting.
The first-level Reviewer/Approver in the Approval Structure receives an email notification.

Once the Travel Reimbursement is approved by the last level approver, the **Status** changes to AP Processing.

Accounts Payable receives an email notification.

Once the Travel Reimbursement is verified and processed by Accounts Payable, the **Status** changes to Approved.

*Note: All Approved Travel Reimbursements are loaded overnight to CFS for payment processing, and Status changes to Distributed.*

Traveler receives an email notification of Accounts Payable processing.
Finding and Editing an Existing Travel Reimbursement
This section shows how to find an existing Travel Reimbursement and modify it. A Travel Reimbursement can only be edited if its status is Open.

Finding a Travel Reimbursement
There are three ways to find an existing Travel Reimbursement:

- Use the Items Pending Approval (if Status is Pending Approval)
- Use the Open Items (if Status is Open).
- Use a criteria search.

Main Menu / Items Pending Approval displays
1. Select the Travel Reimbursements link.

Main Menu / Open Items displays
2. Select the Travel Reimbursement link.

3. Select the Trip Number.

<table>
<thead>
<tr>
<th>Trip Number</th>
<th>CPS Voucher Number</th>
<th>Traveler</th>
<th>Creation Date</th>
<th>Status</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>T9000372</td>
<td></td>
<td>Tom</td>
<td>03/14/2012</td>
<td>Pending Approval</td>
<td>New Haven, Con</td>
</tr>
<tr>
<td>T9001084</td>
<td></td>
<td>Tom</td>
<td>03/16/2012</td>
<td>Pending Approval</td>
<td>Cedar Rapids, Ia</td>
</tr>
</tbody>
</table>
The Travel Reimbursement page displays.

4. Edit the page, as needed.
5. Click Save (as Requester) or Submit (as Traveler).

Criteria Search

6. Select the Lookup (magnifying glass) icon.

For guidance on travel policies and procedures, see the Travel Guide (Msg#27)
7. Enter one or two search criteria.
   - Enter **Trip Number** to search for a single specific Travel Authorization.
   - Enter **Traveler** to search for all Travel Authorization for a specific Traveler.
   - Enter **Status** to search for Travel Authorization based on status.

8. Click the **Go** button.

*The Travel Reimbursement page displays.*

If its **Status** is Pending Approval, it shows the routing and approval status of the Travel Reimbursement.
Cancelling a Travel Reimbursement

Note: You can cancel a Travel Reimbursement only if its Status is Open.

1. Follow the steps in the Finding and Editing an Existing Travel Reimbursement section. 
The Travel Reimbursement page displays.

2. Click the Cancel button.

A confirmation message displays.

3. Click OK to confirm.

Status changes to Cancelled.
Cloning a Travel Reimbursement

1. To find the Travel Reimbursement you want to clone, follow the steps in the Finding and Editing an Existing Travel Reimbursement.

The Travel Reimbursement page displays.

2. Click the Clone button.

A new Travel Reimbursement is created.