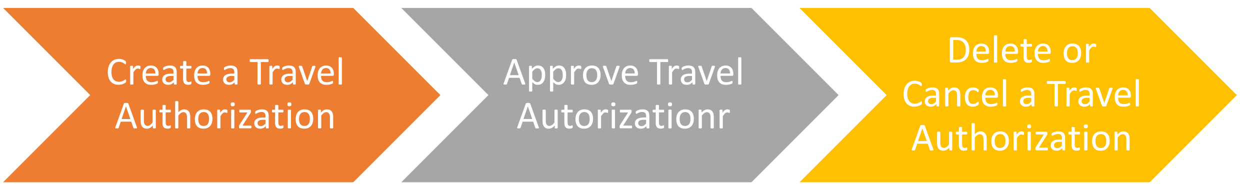
Non-Tax Levy
Travel & Expense Process



Basic Processes

1 – Create a Travel Authorization	2 – Approve a Travel Authorization

Additional Processes

A – Delete a Travel Authorization	B – Cancel a Travel Authorization

1- Create a Travel Authorization

BUSINESS OBJECTIVE: All Non-Tax-Levy employees who travel on CUNY business must observe CUNY's process for authorizing and approving upcoming travel events. When CUNY employees anticipate upcoming travel, they are required to submit a Travel Authorization. Travel Authorizations must include all known and estimated expenses, ***be submitted and approved in advance of the business travel***, and must be approved by both the employee's Supervisor and by a Department Approver.

This approval process validates the need for the travel and the availability of funds for the anticipated expenses. Once a Travel Authorization is completely approved, an encumbrance for the total anticipated expense is created. This ensures that funds will be available when the corresponding Expense Report is submitted.

Only employees who have the Expense User role in CUNYfirst are eligible to submit a Travel Authorization. Every employee who is an Expense User has been set up with a default set of chartfields that will be populated onto the Travel Authorization.

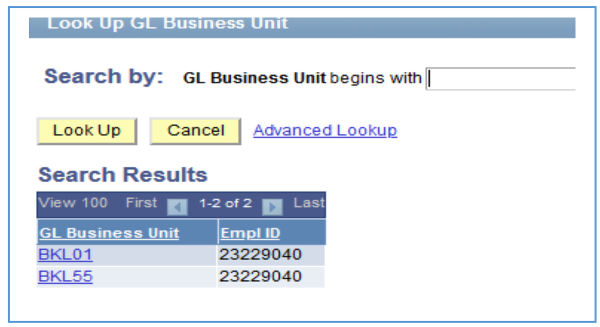
An employee who is not configured in CUNYfirst as an Expense User should work with the Travel and Expense Administrator for their business unit who will complete that process based on data provided on the T&E Security Access form.

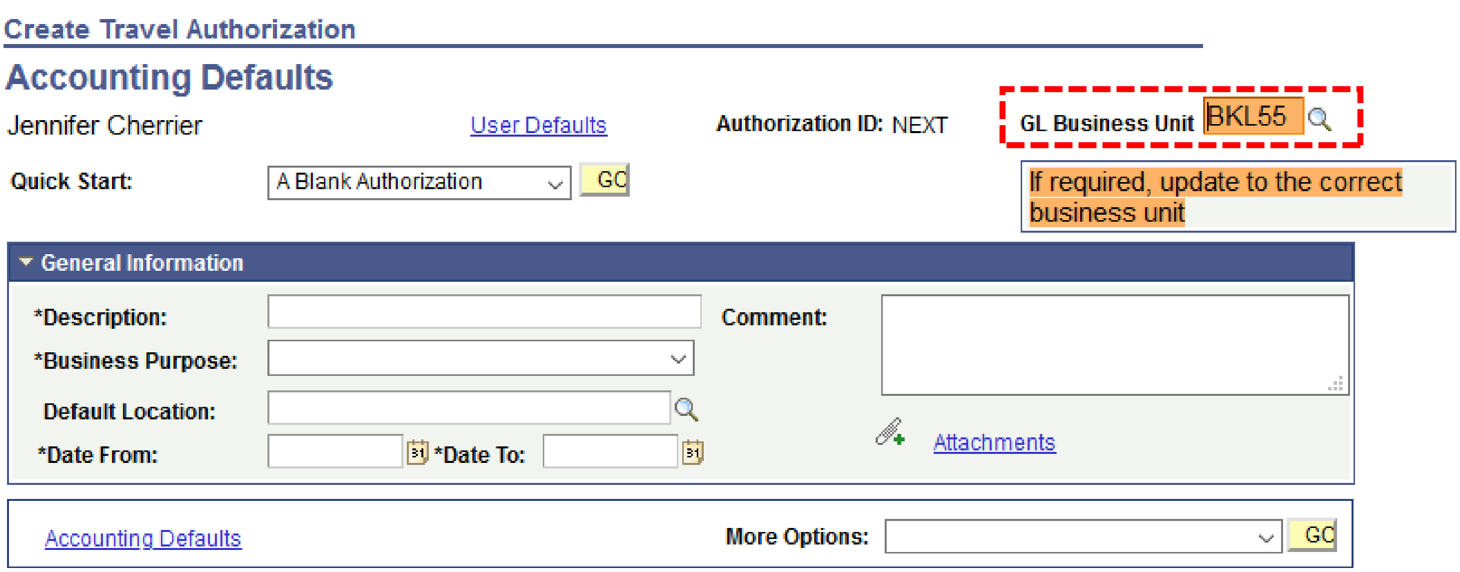
NOTE: Once travel has been completed, the Travel Authorization can be copied into the Expense Report. There is a one to one relationship between a Travel Authorization and an Expense Report. Therefore, a Travel Authorization can be used for only one Expense Report.

Expense User

STEP#1: From the Enterprise Menu, click on the ***Financials Supply Chain*** link. Navigate to Employee Self-Service > Travel and Expense Center > Travel Authorization > Create

STEP#2: You MUST choose your appropriate GL Business Unit as the first step before entering any other data element.

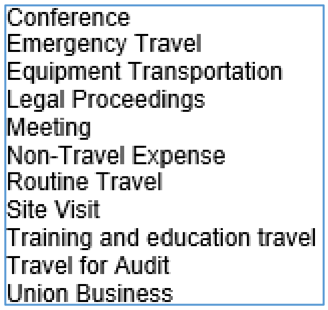




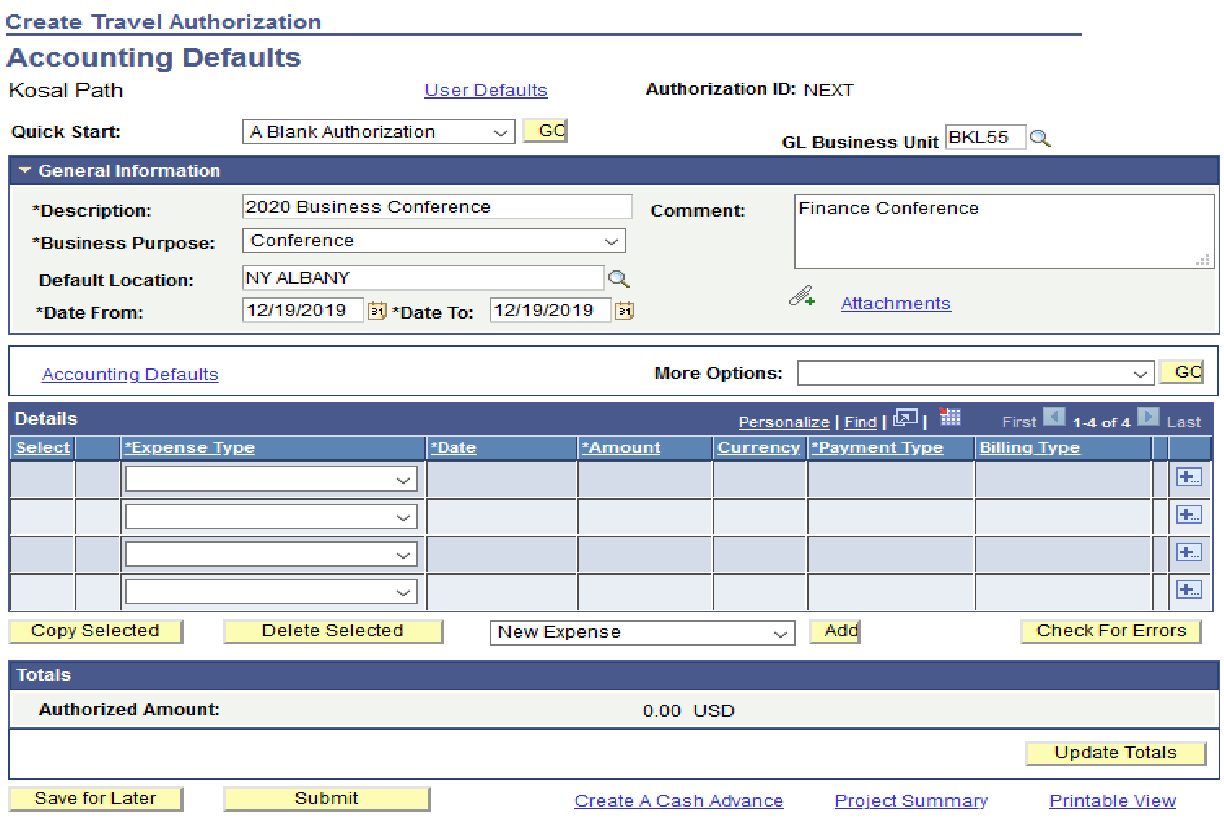
STEP#3: Complete the General Information section:

- Description: Enter a brief description to identify this travel event. Up to 30 characters.
- Comment: Enter any additional clarifying information about the travel event.

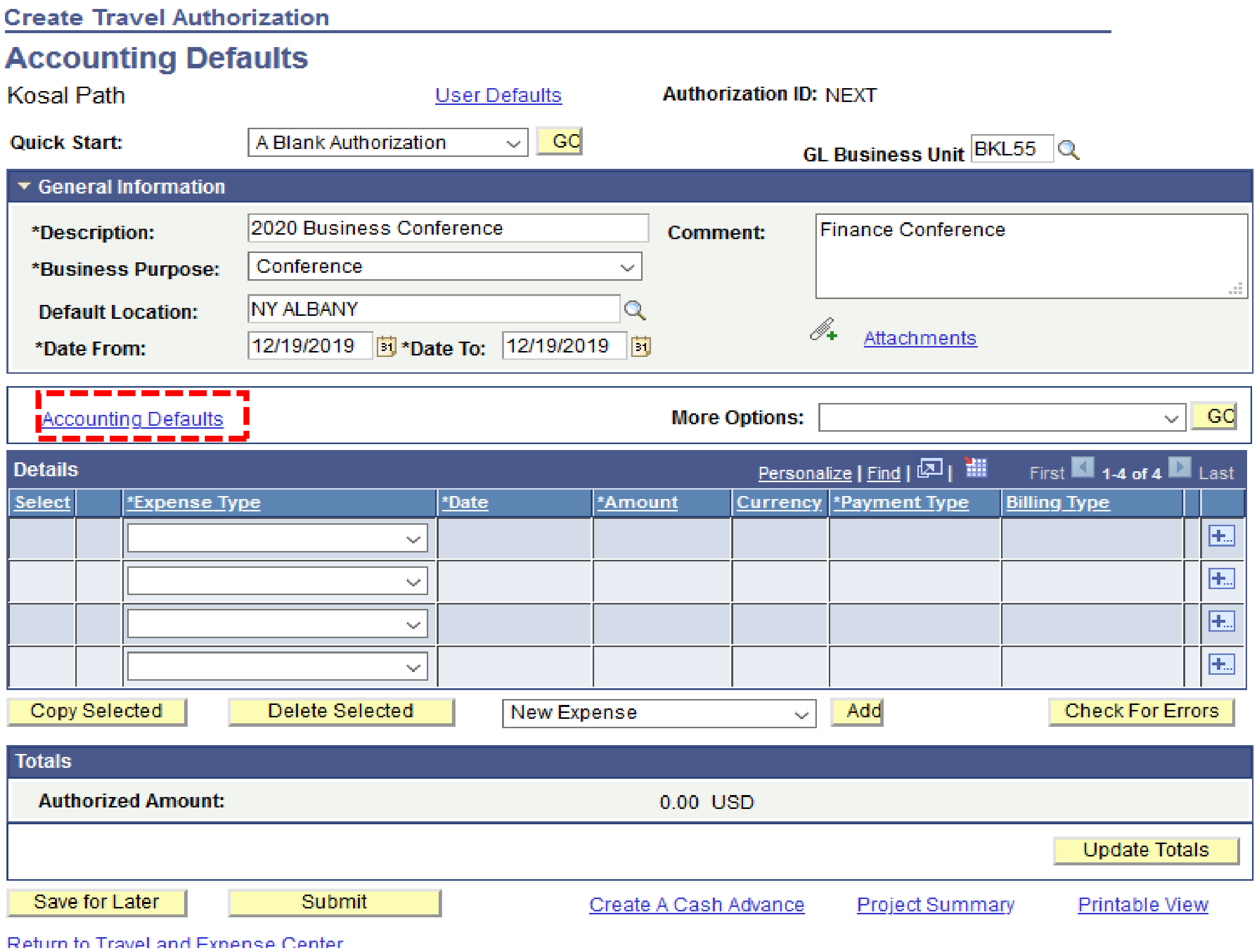
- Business Purpose: Select the most appropriate reason for the travel event.

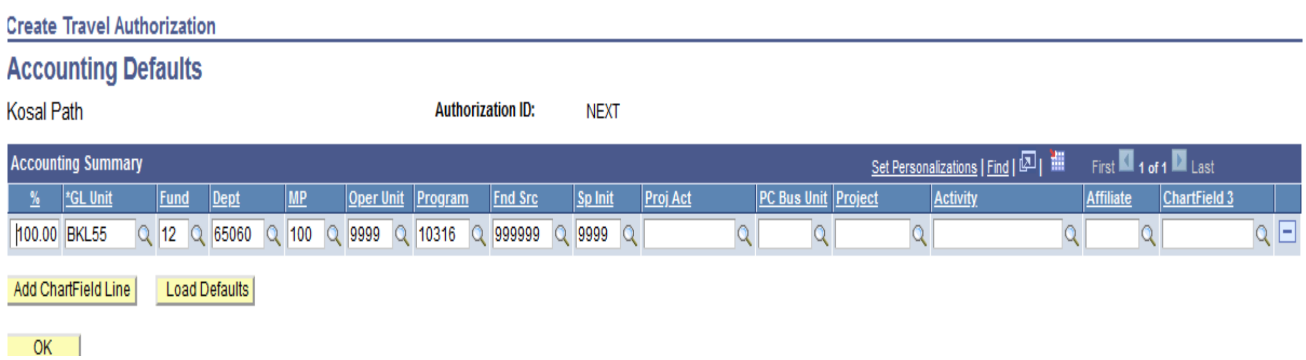


- Default Location: Search for the location code for the travel event. Use the magnifier glass and click on Advanced Lookup hyperlink and change the Description dropdown to ‘Contains’ and enter the City or State name. Click Look up.
- Date From and Date To: All Travel Authorizations MUST be future dated. Enter the Start and End date of the travel event.



STEP#4: Optional – you may review your NTL Travel & Expenses default chartfields by clicking on the Accounting Defaults hyperlink. Once reviewed, click OK to return to the Travel Authorization create page. The default chartfields may be changed for a specific TA. You many do not use Fund code 10 or 11 for a non-tax levy TA.

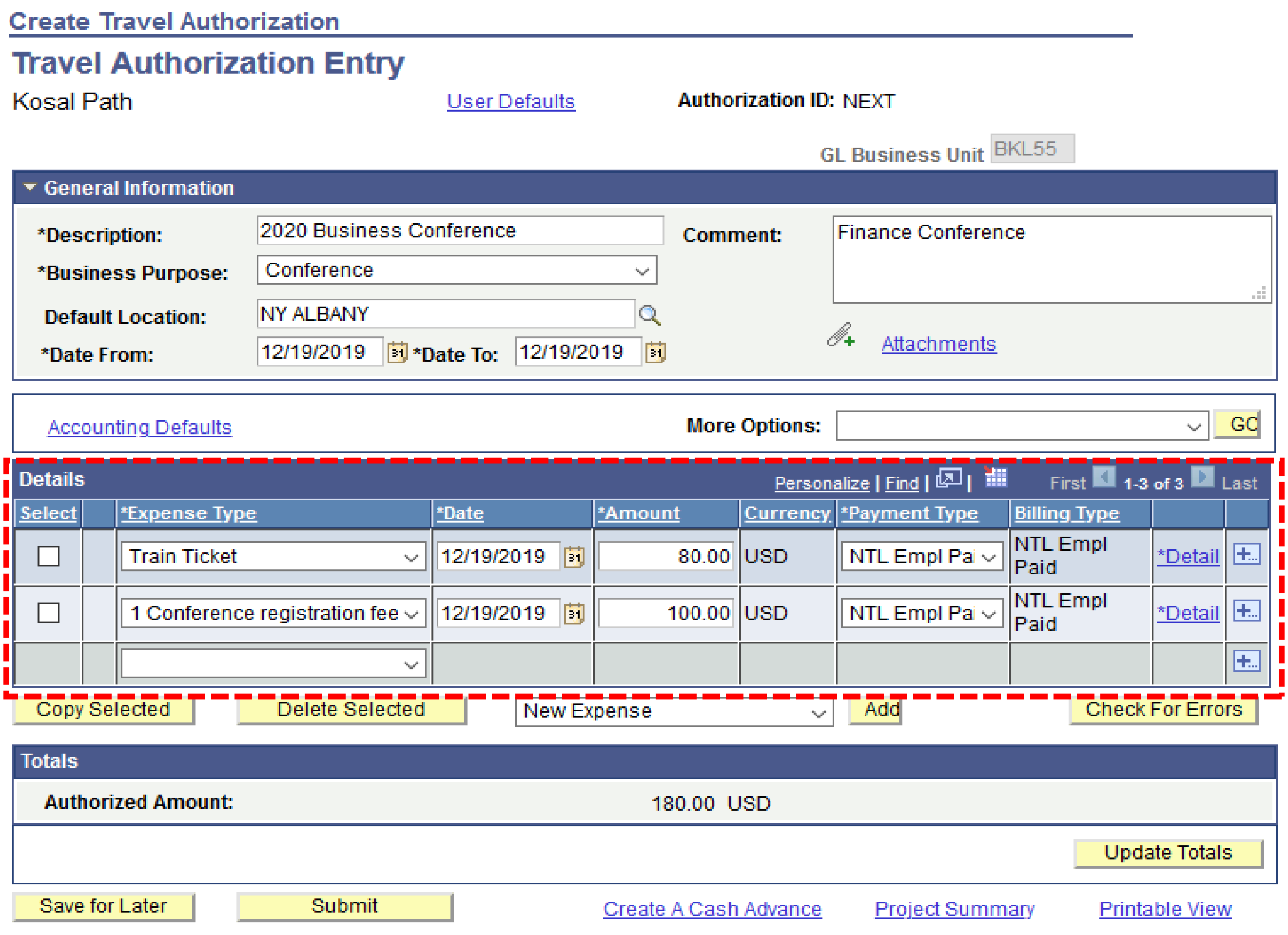




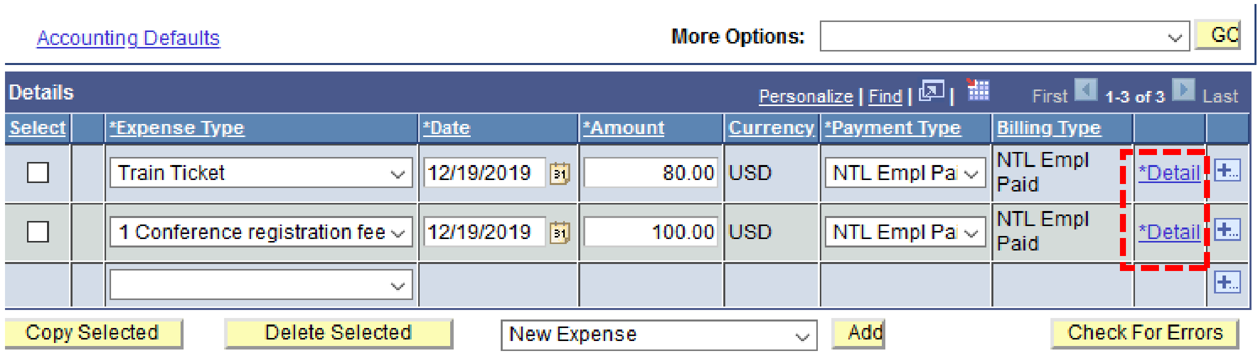
STEP#5: Enter the Travel Details.

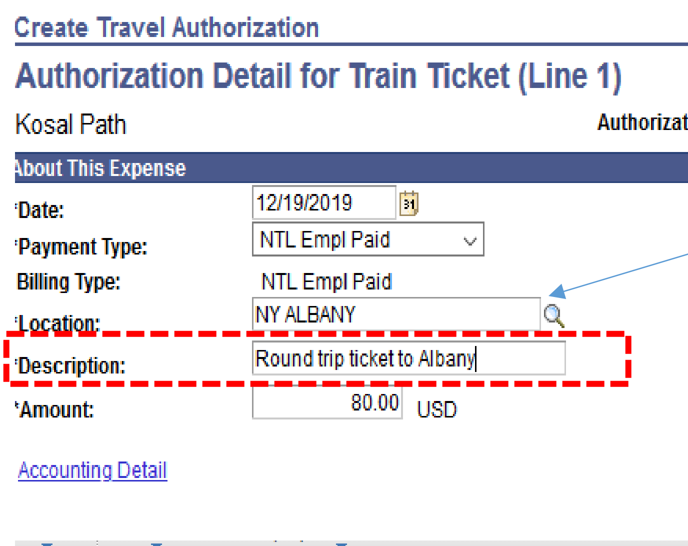
- Expense Type: Select the most appropriate Expense Type from the dropdown list to categorize each expense. Each travel expense must be listed on a separate line.
- Date: Enter the anticipated date that the expense will be incurred.
- Amount: Enter the total expected expenditure.

- <u>Payment Type:</u> Select from the dropdown as follows:
  - o ***NTL CUNY Card*** – Expense will be charged to an NTL CUNY credit card and will not be reimbursed through an Expense Report.
  - o ***NTL Empl Paid*** – Expense paid by the employee and will be reimbursed through an Expense Report.
  - o ***NTL Non-reimbursable*** – Expense that will not be reimbursed by CUNY per CUNY's Travel Policy.
- ***If additional rows are required, click on***

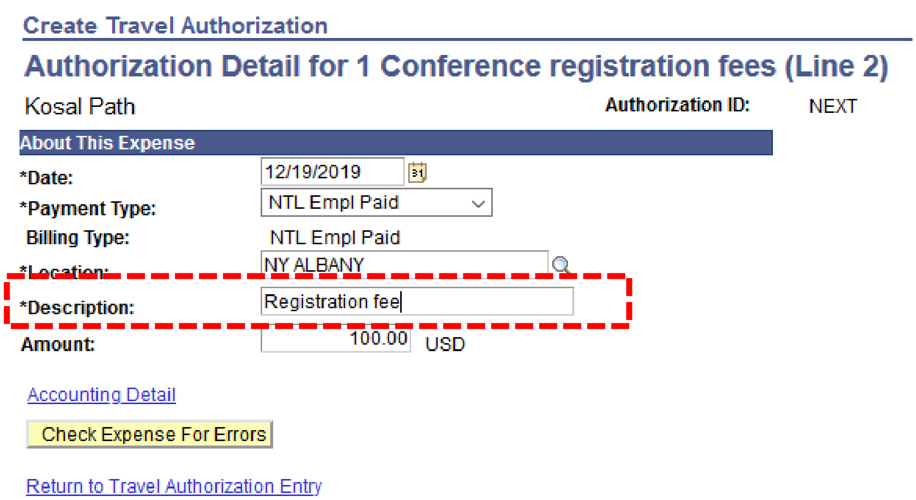


STEP#6: Click the hyperlink called 'detail' for each expense line and enter the required data. Once completed, click OK to return to the Travel Authorization Entry hyperlink.

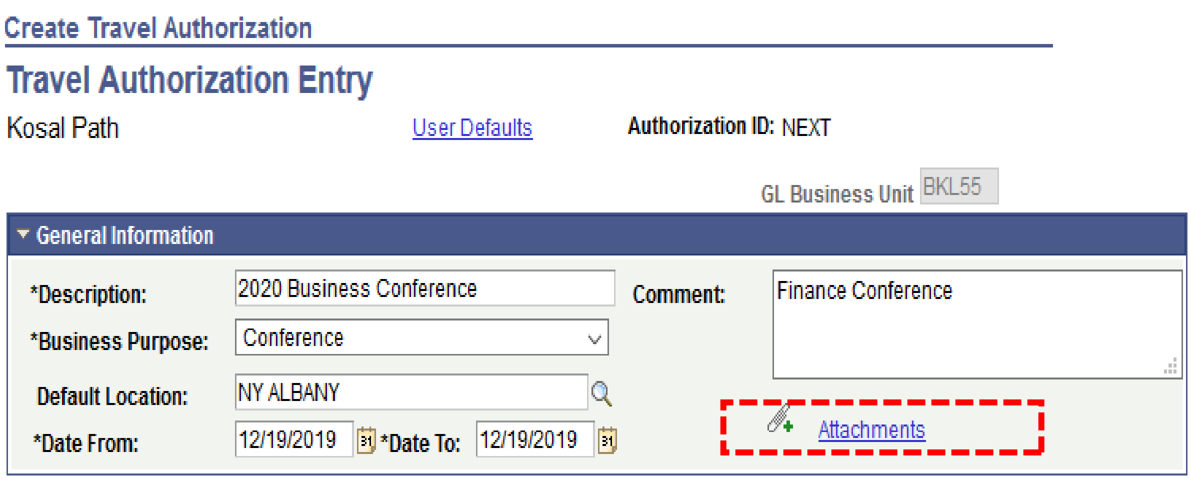


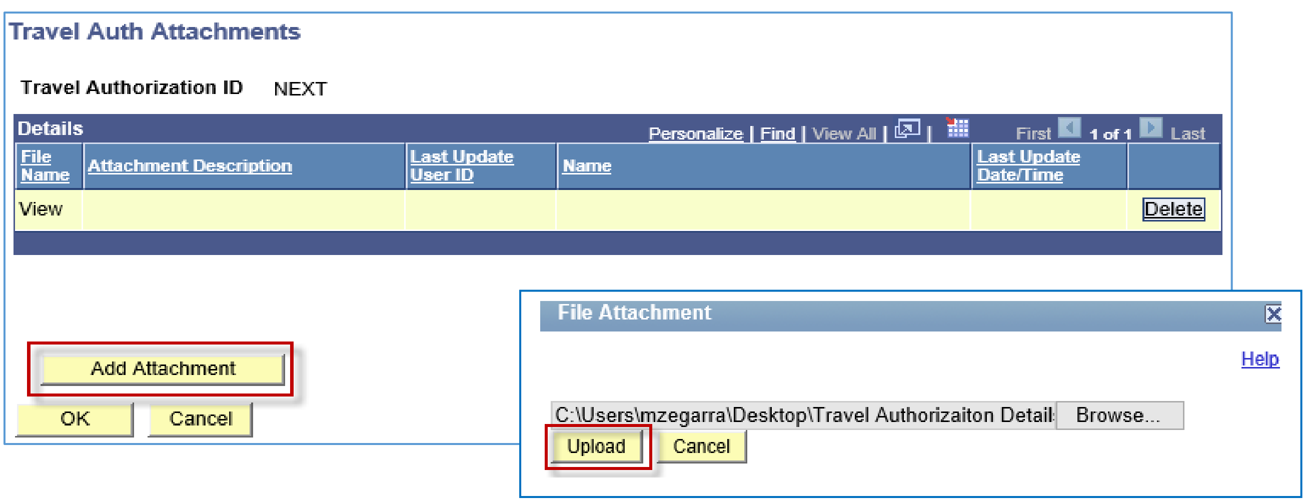


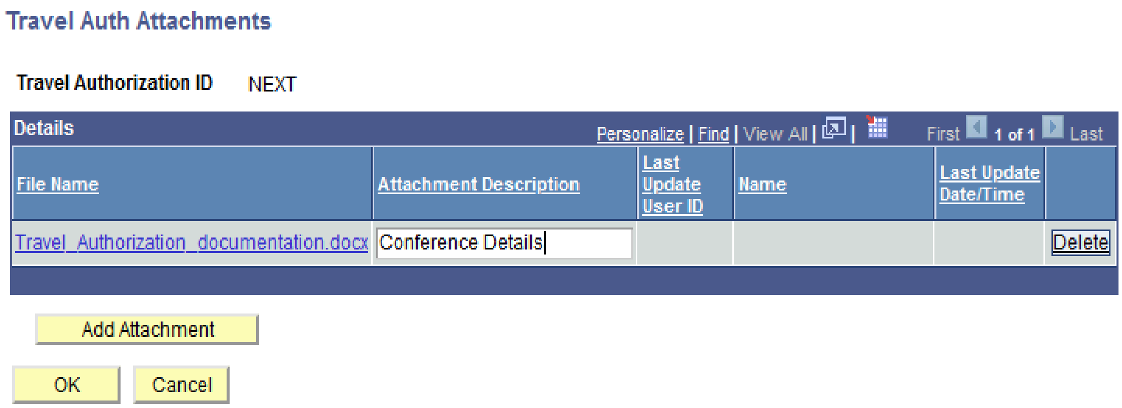
If a Default Location was not entered on the header, the location is required on each line of the TA

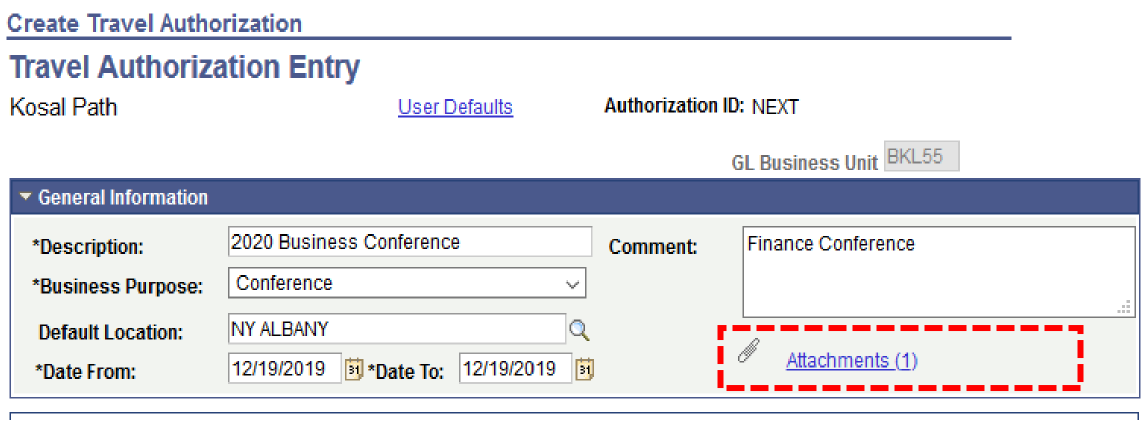


STEP#7: Supporting documentation is required to verify the business purpose and justify the travel related expenditures. For example, conference information, airline and hotel cost, etc. Click on the Attachments hyperlink to attach the supporting documentation and click on Add Attachment. When all the attachments are added, Click OK. The attachments hyperlink will show the number of attachments to the Expense Report.

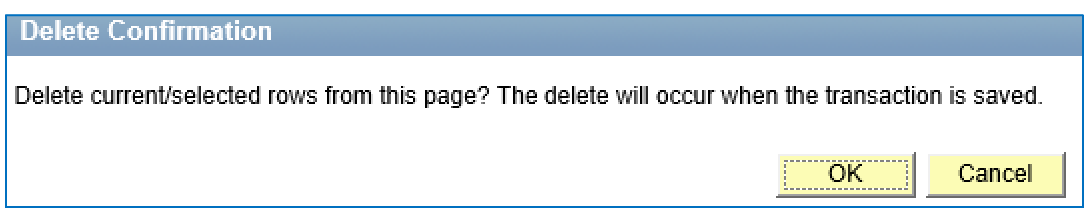








NOTE: To delete an attachment, click on the attachment hyperlink, identify the row to be deleted and click on the Delete option for the applicable row. Click OK to agree to the step.



STEP#8: If all the anticipated expenditures are entered and the supporting documentation is attached, click on Submit. If more work is required, click on Save for Later.

NOTE: Once the Travel Authorization has been submitted, CUNYfirst assigns it a transaction ID.

Create Travel Authorization

Travel Authorization Entry

Kosal Path   User Defaults   **Authorization ID:** NEXT

GL Business Unit BKL55

General Information

***Description:** 2020 Business Conference   **Comment:** Finance Conference
***Business Purpose:** Conference
Default Location: NY ALBANY
***Date From:** 12/19/2019 ***Date To:** 12/19/2019   Attachments (1)

Accounting Defaults   **More Options:**   GO

Details   Personalize | Find | First 1-3 of 3 Last

Select		*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type		
☐		Train Ticket	12/19/2019	80.00	USD	NTL Empl Pa	NTL Empl Paid	*Detail	+
☐		1 Conference registration fee	12/19/2019	100.00	USD	NTL Empl Pa	NTL Empl Paid	*Detail	+
									+

Copy Selected   Delete Selected   New Expense   Add   Check For Errors

Totals

Authorized Amount: 180.00 USD

Update Totals

Save for Later   Submit   Create A Cash Advance   Project Summary   Printable View

Create Travel Authorization

Submit Confirmation

Kosal Path   **Authorization ID:** NEXT

Travel Authorization Totals

Total: 180.00 USD

Click OK to submit, or click Cancel to return to the travel authorization without submitting.

OK   Cancel

View Travel Authorization

Travel Authorization Details

Kosal Path   User Defaults   **Authorization ID:** 0000019042

GL Business Unit BKL55

General Information

Description: 2020 Business Conference   **Comment:** Finance Conference
Business Purpose: Conference
Status: Submission in Process   **Last Updated:** 12/19/2019   **By:** 23229040
Default Location: NY ALBANY
***Date From:** 12/19/2019   **Date To:** 12/19/2019   Attachments (1)

2- Approve a Travel Authorization

BUSINESS OBJECTIVE: The employee's Supervisor and the Department Approver must approve all Non-Tax-Levy Travel Authorizations (TA). The TA is automatically routed to the Supervisor for approval and an email is sent to each level approver.
The approval workflow is shown below.
Note: The Travel Authorization must have a valid budget check before it can be approved.

Employee or Proxy Enters Travel Authorization → Travel Authorization is Budget Checked → Employee Supervisor Approves → Department Approver Approves → Travel Authorization is Approved

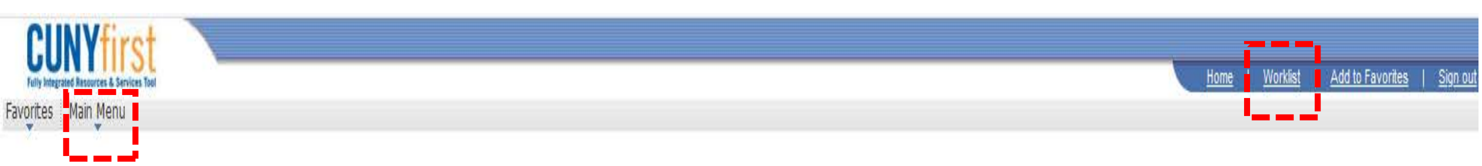
Supervisor

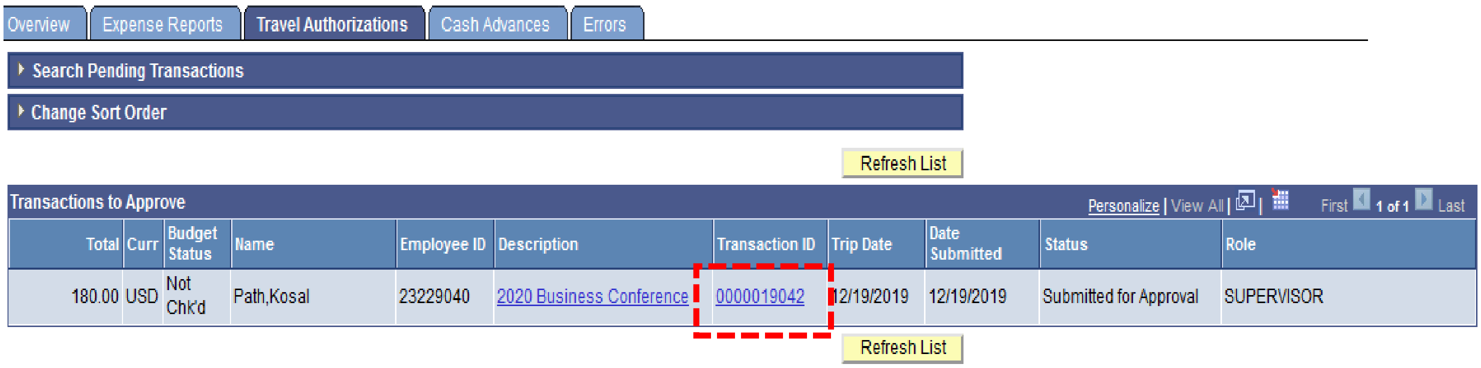
NOTE: The steps below show an approver approving from the Approve Transactions menu. Approvers can also go to their worklist to find the transaction to approve by clicking on the link.

STEP#1: From the Enterprise Menu, click on the ***Financials Supply Chain*** link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

The overview tab shows all Expense Reports and Travel Authorizations to be approved by the Supervisor. If the Supervisor clicks on the Expense Report or Travel Authorization tabs, only those transactions will display. The Supervisor will select the appropriate TA to approve by clicking on the Transaction ID hyperlink.

The Supervisor can also see Travel Authorizations that are ready to be approved by clicking on the Financials Supply Chain link. From the Main Menu, the Supervisor's Worklist is available. Clicking on the Worklist link will provide the Supervisor with a list of all documents awaiting approval. The Supervisor can then select the correct document to be approved.





Overview | Expense Reports | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

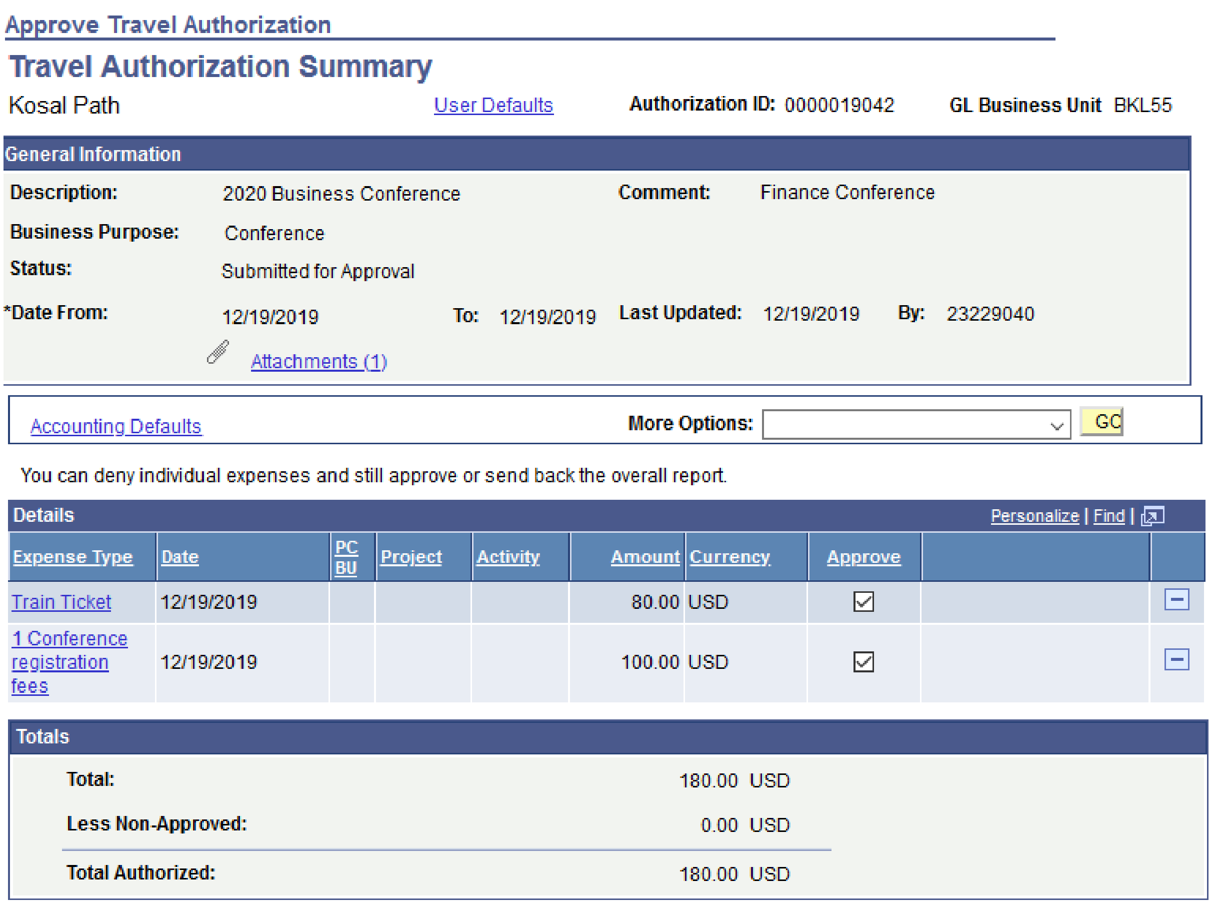
Refresh List

Transactions to Approve — Personalize | View All | First 1 of 1 Last

Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role
180.00	USD	Not Chk'd	Path,Kosal	23229040	2020 Business Conference	0000019042	12/19/2019	12/19/2019	Submitted for Approval	SUPERVISOR

Refresh List

STEP#2: TAs must be successfully budget checked before they can be approved. In CUNYfirst, budget checking runs hourly. If the TA to be approved, has a Budget Status of Not Chk'd, then the Supervisor can initiate the budget check process manually by clicking on the Budget Options hyperlink or wait for the budget check to run.



Approve Travel Authorization

Travel Authorization Summary

Kosal Path | User Defaults | **Authorization ID:** 0000019042 | **GL Business Unit** BKL55

General Information

Description: 2020 Business Conference | **Comment:** Finance Conference

Business Purpose: Conference

Status: Submitted for Approval

***Date From:** 12/19/2019 **To:** 12/19/2019 **Last Updated:** 12/19/2019 **By:** 23229040

Attachments (1)

Accounting Defaults | **More Options:** GO

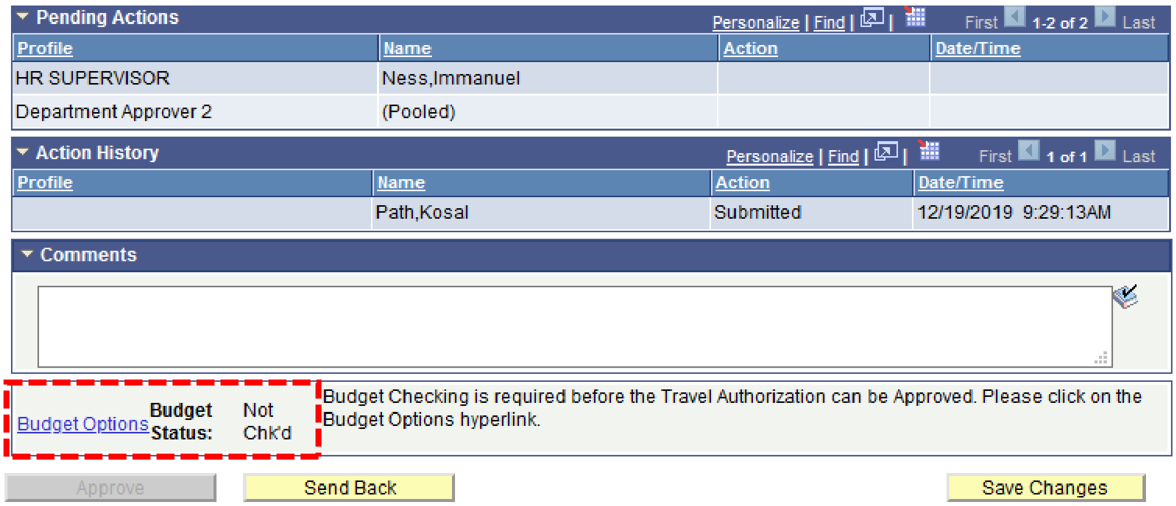
You can deny individual expenses and still approve or send back the overall report.

Details — Personalize | Find

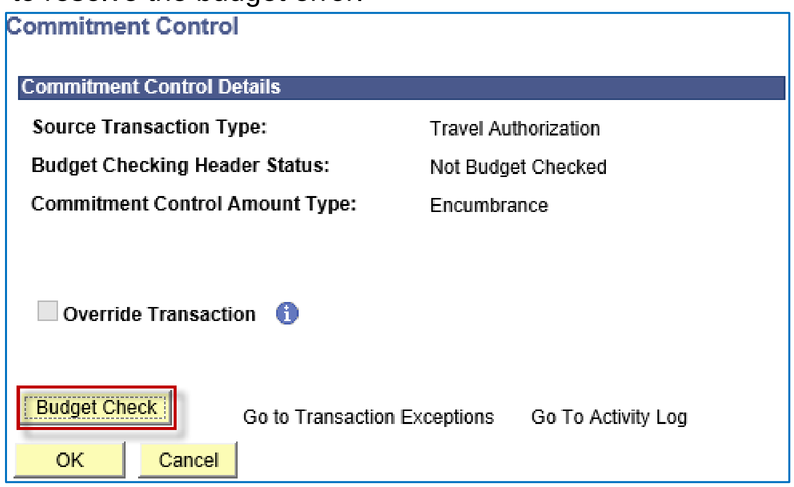
Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve
Train Ticket	12/19/2019				80.00	USD	☑
1 Conference registration fees	12/19/2019				100.00	USD	☑

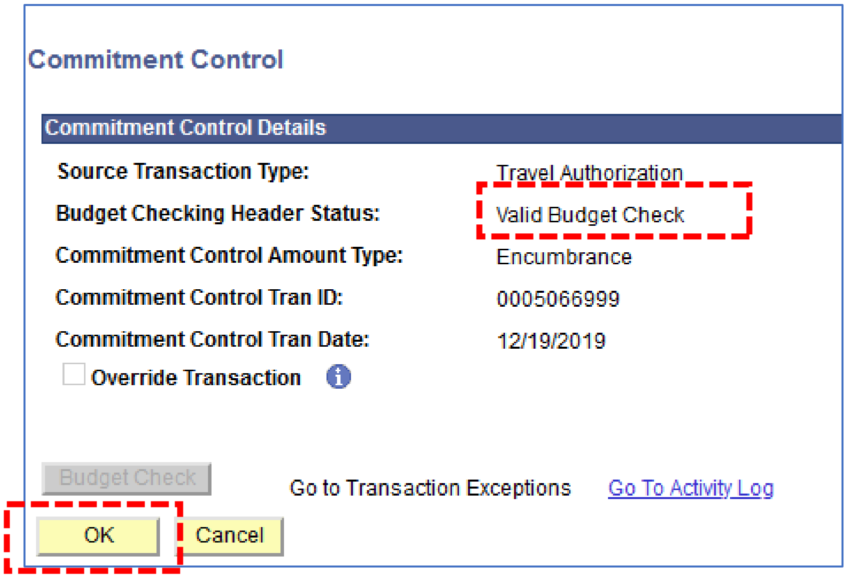
Totals

Total:	180.00	USD
Less Non-Approved:	0.00	USD
Total Authorized:	180.00	USD



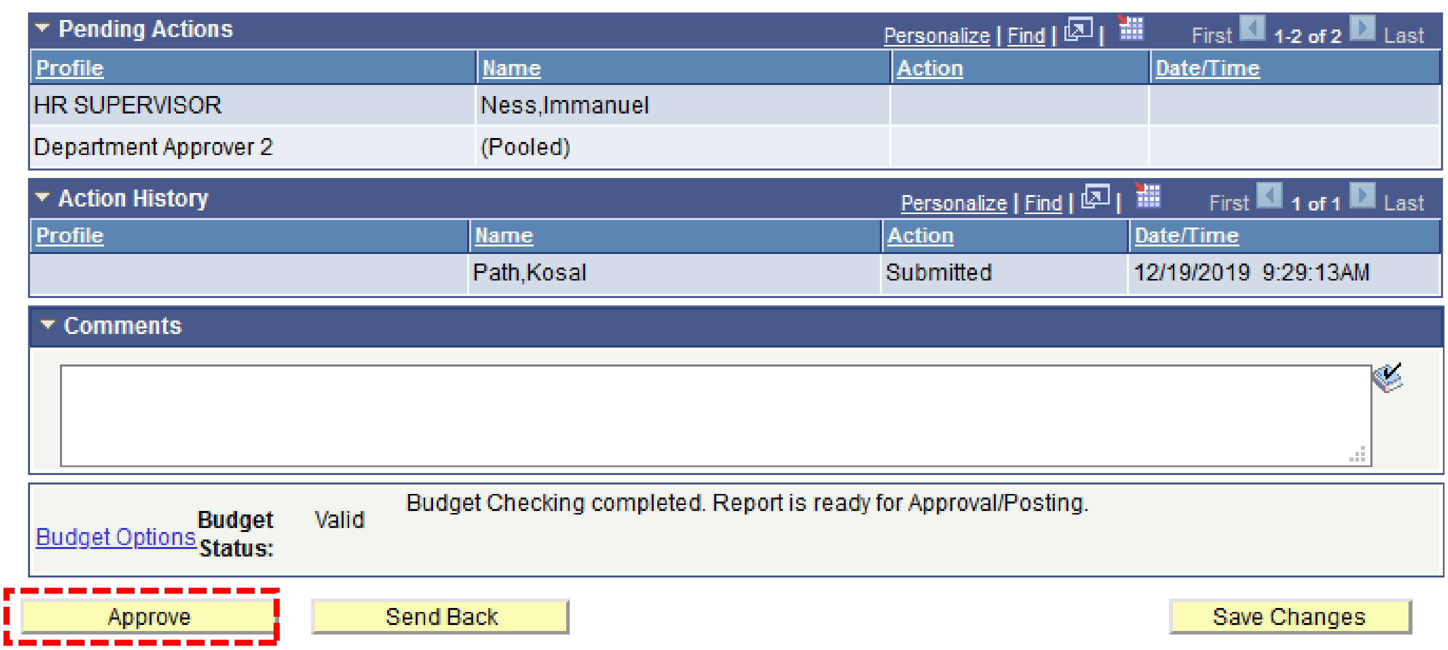
STEP#3: Click on Budget Check icon. The Budget Checking process may take a few moments. If there is sufficient budget, the Budget Checking Header Status will display as Valid Budget Check. If there is insufficient budget, contact your Budget Office to resolve the budget error.

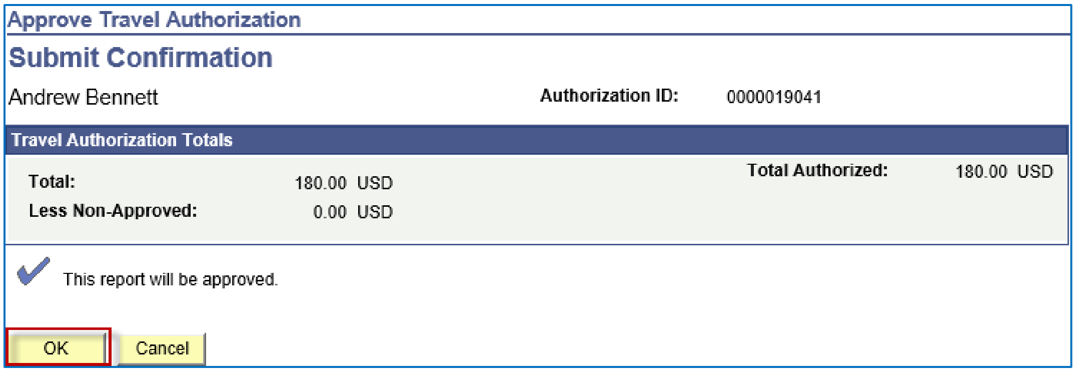




STEP#4: Click on OK. This action returns the Supervisor to the Approve Travel Authorization page. If Budget Status is valid, the Supervisor can now approve the TA. Click on the Approve button. If the Supervisor requires clarification or changes to the TA, the Supervisor can click on the Send Back button.

STEP#5: Click on OK to finalize the approval process. The TA will no longer appear on the Supervisor's list of transactions to be approved.





The next step in the approval process for a Travel Authorization is the Department Approver. The Department Approver must validate the expenditure of department funds for the travel activity reflected on the Travel Authorization.

Once approved by the Department Approver, the Travel Authorization will encumber funds for the TA.

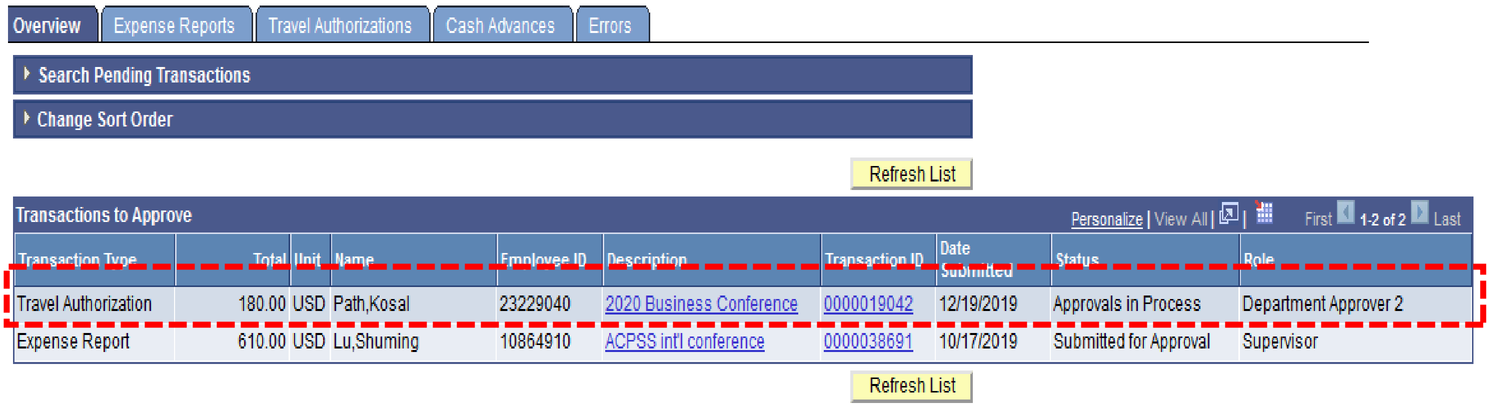
Department Approver

STEP#1: From the Enterprise Menu, click on the ***Financials Supply Chain*** link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

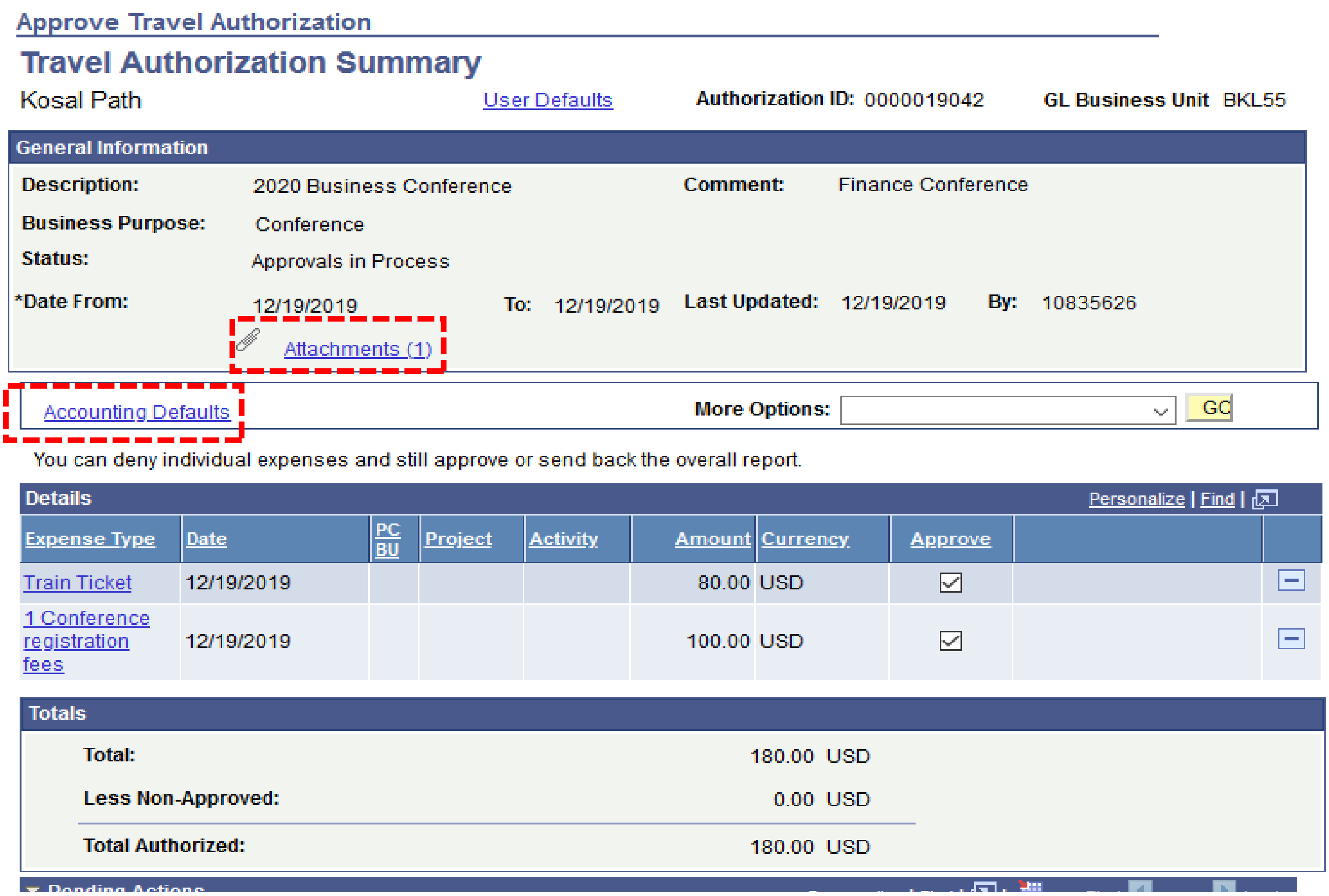
The department approver will follow the same steps as the supervisor to approve the Travel Authorization. However, the department approver will only approve transactions that are successfully budget checked and approved by the supervisor.

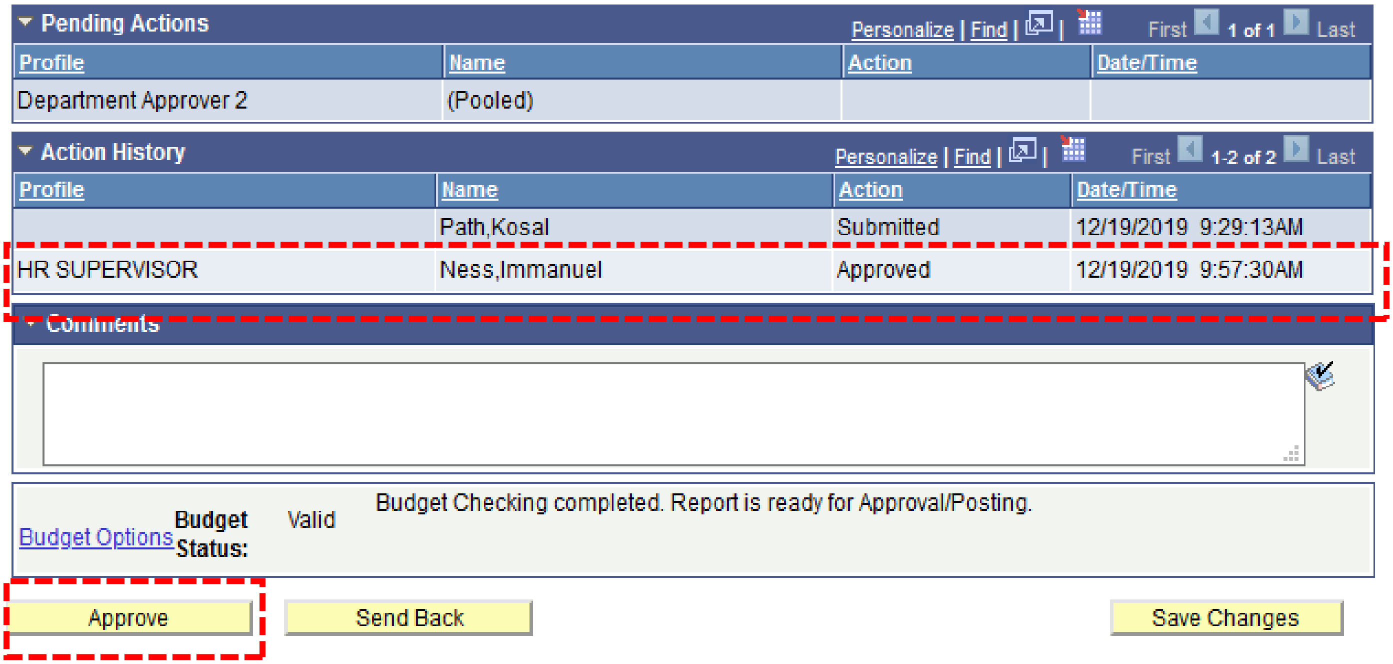
Note: If the Supervisor and the Department Approver are the same employee, the Travel Authorization will only be approved once.

The Department Approver will select the appropriate Travel Authorization from the list for approval. The image below shows the Overview Tab that the Department Approver may see. In this instance there are two transactions to approve – an Expense Report and the selected Travel Authorization.



STEP#2: Click on the Transaction ID for the transaction to be approved. The TA details are available for review.





Note: The Department Approver should review the accompanying documentation by clicking on the Attachments hyperlink and can review the Accounting Details by clicking on that hyperlink before approving the Travel Authorization.
The Supervisor approval is noted on the TA Action History informing the Department Approver of the employee who has already approved this TA.

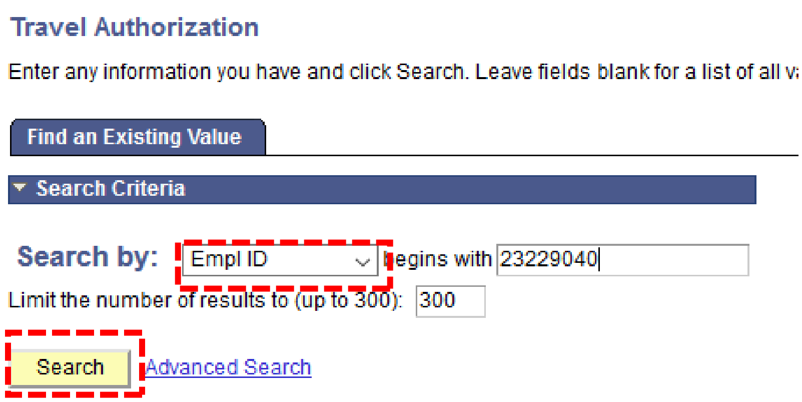
When the Department Approver is ready to approve the Travel Authorization, click on the Approve Button. The Submit Confirmation Page will appear. Be sure to click OK to complete the approval.

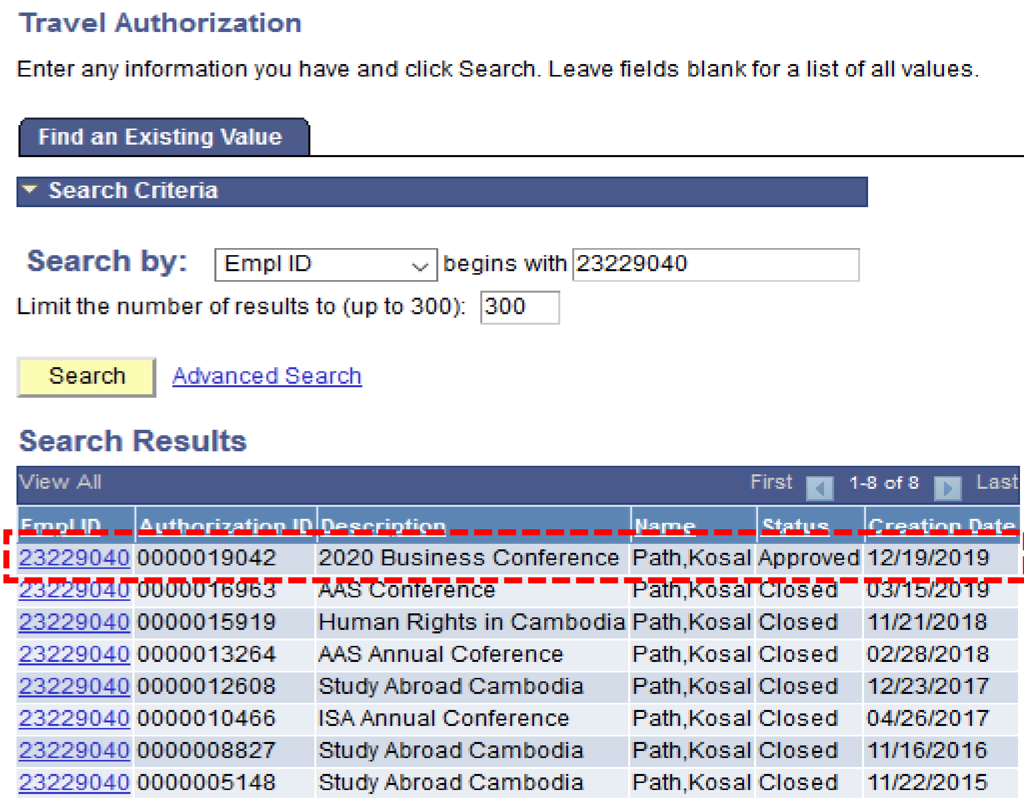
If additional information is required or the employee needs to make changes to the Travel Authorization, the Department Approver should click the Send Back button to return the TA to the employee for changes.

Employee

The employee can check on the status of a Travel Authorization by navigating to Employee Self Service >Travel and Expense Center > Travel Authorization > View

The employee can search for an existing Travel Authorization on the Search page by entering either the Travel Authorization ID or the employee ID. In this example, the Employee ID is selected from the drop-down list and entered.
Click Search to see all the Travel Authorizations for the employee.





Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Empl ID begins with 23229040

Limit the number of results to (up to 300): 300

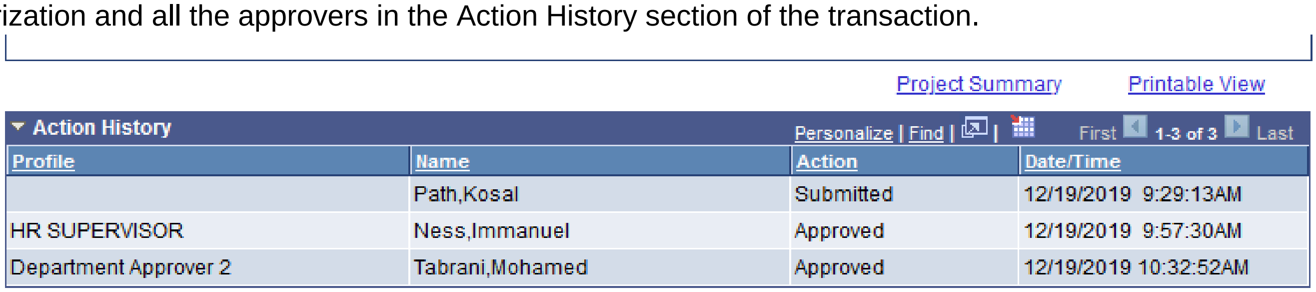
Search | Advanced Search

Search Results

View All | First 1-8 of 8 Last

Empl ID	Authorization ID	Description	Name	Status	Creation Date
23229040	0000019042	2020 Business Conference	Path,Kosal	Approved	12/19/2019
23229040	0000016963	AAS Conference	Path,Kosal	Closed	03/15/2019
23229040	0000015919	Human Rights in Cambodia	Path,Kosal	Closed	11/21/2018
23229040	0000013264	AAS Annual Coference	Path,Kosal	Closed	02/28/2018
23229040	0000012608	Study Abroad Cambodia	Path,Kosal	Closed	12/23/2017
23229040	0000010466	ISA Annual Conference	Path,Kosal	Closed	04/26/2017
23229040	0000008827	Study Abroad Cambodia	Path,Kosal	Closed	11/16/2016
23229040	0000005148	Study Abroad Cambodia	Path,Kosal	Closed	11/22/2015

The Travel Authorization has been approved. Clicking on the appropriate line will display the details of the Travel Authorization and all the approvers in the Action History section of the transaction.



Project Summary | Printable View

Action History | Personalize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time
	Path,Kosal	Submitted	12/19/2019 9:29:13AM
HR SUPERVISOR	Ness,Immanuel	Approved	12/19/2019 9:57:30AM
Department Approver 2	Tabrani,Mohamed	Approved	12/19/2019 10:32:52AM

3- Delete a Travel Authorization

BUSINESS OBJECTIVE: If an employee has determined that a Travel Authorization is no longer needed and it has been submitted for approval, but not fully approved, the employee can delete the Travel Authorization. The Travel Authorization must have been Sent back by the Supervisor or the Department approver before it can be deleted by the employee.

Expense User

STEP#1: From the Enterprise Menu, click on the ***Financials Supply Chain*** link. Navigate to Employee Self-Service > Travel and Expense Center > Travel Authorization > Delete

This is applicable only if the Travel Authorization is not in approved status.

Travel and Expense

Delete a Travel Authorization

James Gatheral

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☐	conference	0000019044	01/09/2020	01/09/2020	175.00	USD
☐	OSC conference	0000019043	01/09/2020	01/09/2020	175.00	USD

Delete Selected Authorization(s)

Return to Travel Authorization

In this example, two Travel Authorizations have been sent back to the Expense User. The Expense User can either delete the Travel Authorization or update it to provide any additional information required.

STEP#2: Check the TA to be deleted and click on the Delete Selected Authorization.

Travel and Expense

Delete a Travel Authorization

James Gatheral

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☑	conference	0000019044	01/09/2020	01/09/2020	175.00	USD
☐	OSC conference	0000019043	01/09/2020	01/09/2020	175.00	USD

Delete Selected Authorization(s)

Return to Travel Authorization

The Delete Confirmation page will be displayed to confirm that the TA has been deleted.

Travel and Expense

Delete Confirmation

James Gatheral

✔ The selected transaction(s) have been deleted.

OK

4- Cancel a Travel Authorization

BUSINESS OBJECTIVE: If an employee has determined that a Travel Authorization has been approved but not paid and is no longer needed. These TAs have not been copied to an Expense Report. When the travel authorization is canceled the budget process will run to put the money back in to the budget and create the appropriate accounting entries.

Expense User

STEP#1: From the Enterprise Menu, click on the ***Financials Supply Chain*** link. Navigate to Employee Self-Service > Travel and Expense Center > Travel Authorization > Cancel

The page displays any Travel Authorizations that are able to be cancelled since they are approved but not yet copied to an Expense Report.

In this example, there is only one TA that meets the criteria.

Travel and Expense

Cancel Approved Travel Authorization

James Gatheral

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☐	OSC conference	0000019043	01/09/2020	01/09/2020	175.00	USD

Cancel Selected Travel Authorization(s)

STEP#2: Check the selected Travel Authorization and click on Cancel Selected Travel Authorizations.

Favorites | Main Menu > Employee Self-Service

Travel and Expense

Cancel Approved Travel Authorization

James Gatheral

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☑	OSC conference	0000019043	01/09/2020	01/09/2020	175.00	USD

Cancel Selected Travel Authorization(s)

Return to Travel Authorization

Travel and Expense

Save Confirmation

James Gatheral

✔ The Save was successful.

OK