

# TRAVEL

&



# EXPENSES

# KEY PROCESSES

## TRAVEL...Starts with a Travel Authorization

- Form is used to manage the **pre-trip approval** of **estimated** travel costs
- Form must have a **FUTURE** date for the travel
- It will require **review** and **budget checking** by the Travel & Expense Dept.
- Once the T&E Reviewer completes budget checking, **funds are encumbered** for this trip
- Form requires approval from employee's **Supervisor** and **Budget Manager**
- Must be approved **before** the date of travel
- If this form is Reviewed by the T&E staff, but not approved by your Supervisor or Budget Manager before the trip, it must be **deleted in order to release the encumbered funds**.
- A copy of the **signed leave form or signed printed Travel Authorization form** will have to be submitted to Accounts Payable in order to show the approval of the trip.

## Upon completion of travel...

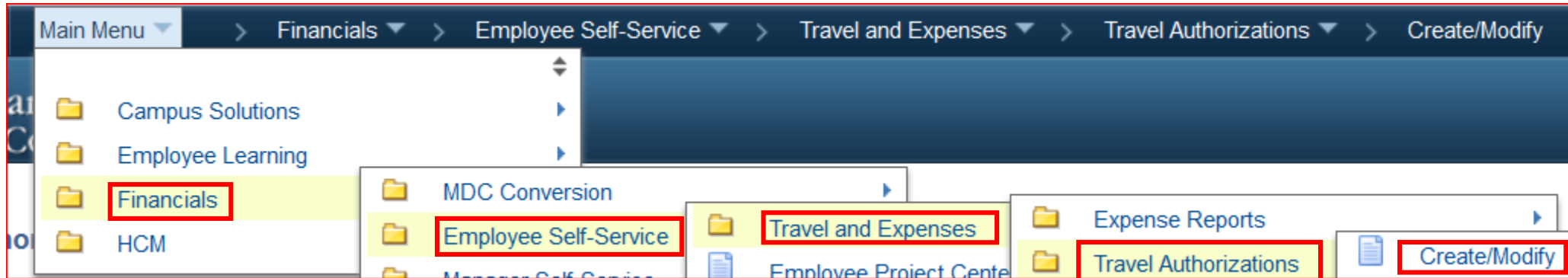
- An **Expense Report** will need to be submitted
- The Expense Report needs to be **copied** from the **Travel Authorization** in order for funds to get **de-encumbered**.
- Should detail **only** the actual expenses incurred by the employee. Expenses paid via the College P-Card or those paid directly from the College (on a Purchase Order) are **not** to be included on the Expense Report.
- It will require **review** and **budget checking** by the Travel & Expense Dept.
- Only needs **Approval** from employee's **Supervisor**
- Once it is reviewed and completely approved, the **payment** can be processed by the Accounts Payable Department and will be sent via an **ACH** to your bank account.
- All **original receipts** must be sent to the Accounts Payable department, along with a copy of the expense report, for audit purposes.

***Please send all documents to:***

***Accounts Payable Department  
Kendall Campus, Room #9254***

# Creating a Travel Authorization (TA)

**Navigation:** Main Menu > Financials > **Employee Self Service** > Travel and Expenses > Travel Authorizations > Create/Modify



## Create Travel Authorization

### Travel Authorization Entry

Sally Baudin

Quick Start

**General Information**

\*Description

\*Business Purpose

Authorization ID NEXT

Comment

Default Location

\*Date From   \*Date To

Attachments

Accounting Defaults  More Options

**Details** ? Personalize | Find | Print | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="text"/>	<input type="button" value="+"/>
	<input type="text"/>						<input type="text"/>	<input type="button" value="+"/>
	<input type="text"/>						<input type="text"/>	<input type="button" value="+"/>
	<input type="text"/>						<input type="text"/>	<input type="button" value="+"/>

**Totals**

Authorized Amount 0.00 USD

I certify that this travel authorization form is a fair estimate for necessary expenses in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College

# Travel Authorization Entry Page

A scanned document such as the Registration or Agenda must be attached (originals must be sent to AP).

The drop down menu will list all the expense types by categories.

The screenshot displays the 'Travel Authorization Entry Page' interface. At the top, there is a navigation bar with 'Details' and a help icon. Below it is a table with columns: 'Select', '\*Expense Type', '\*Date', '\*Amount', 'Currency', 'Attachments', '\*Payment Type', and '\*Billing Type'. The 'Attachments' column is highlighted with a red box. A dropdown menu is open under the '\*Expense Type' column, listing various categories such as 'ATHPNS ID CAR RENTAL', 'ATHPNS ID COACH BUS', 'ATHPNS ID FUEL', 'ATHPNS ID LOCAL PUBLIC TRANSP', 'ATHPNS ID MILEAGE', 'ATHPNS ID MISCELLANEOUS', 'ATHPNS ID PARKING', 'ATHPNS ID REGISTR FEES', 'ATHPNS ID TOLLS', 'ATHPNS OD AIR', 'ATHPNS OD BAG CHECK FEES', 'ATHPNS OD CAR RENTAL', 'ATHPNS OD COACH BUS', 'ATHPNS OD COMM / INTERNET', 'ATHPNS OD FUEL', 'ATHPNS OD HOTEL / LODGING', 'ATHPNS OD LOCAL PUBLIC TRANSP', 'ATHPNS OD MEALS', 'ATHPNS OD MILEAGE', 'ATHPNS OD MISCELLANEOUS', 'ATHPNS OD PARKING', 'ATHPNS OD PER DIEM', 'ATHPNS OD PHONE CHARGES', and 'ATHPNS OD REGISTR FEES'. A dialog box titled 'Travel Auth Attachments' is open, showing a table with columns 'Date', 'Expense Type', and 'Amount'. The dialog also includes a 'Details' section with columns 'File Name', 'Description', 'User', 'Name', and 'Date/Time Stamp'. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' and buttons for 'Add Attachment', 'OK', and 'Cancel'.

Once an expense type has been selected from the drop down menu, the account number is automatically populated; **do not** change the account number!

# Creating a Travel Authorization (continued)

**Navigation:** Main Menu> Employee Self Service> Travel and Expenses> Travel Authorizations>Create/Modify

ORACLE

Create Travel Authorization

Travel Authorization Entry

Sally Baudin User Defaults

Quick Start: A Blank Authorization GO 0000000097

**General Information**

\*Description: Test Authorization ID: NEXT

\*Business Purpose: REQUIRED BUSINESS Comment: Test

Default Location: Miami, FL

\*Date From: 10/01/2015 \*Date To: 10/08/2015

Accounting Defaults More Options GO

**Details** Personalize Find First 1 of 1 Last

Select	*Expense Type	*Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type
<input checked="" type="checkbox"/>	IN DISTRICT LOCL PUBLIC	09/28/2015	50.00	USD		SYSTEM CH	INTERNAL

Copy Selected Delete Selected Check For Errors New Expense Add

Totals Authorized Amount 0.00 USD Update Totals

certify that this travel authorization form is a fair estimate for necessary expenses in the performance of my official duties and that they will conform in every respect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College

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

Click on the checkbox to **confirm** the travel authorization is valid, then you can submit it for approval.

Click the **Save for Later** to save the Travel Authorization without submitting it for approval.

Click the **Submit** to save the Travel Authorization and submit it for approval.


Click the **View Printable Version** link to print the Travel Authorization.

## Creating Travel Authorization (*continued*)

This is a sample of the **Printable Version**.

A copy of this form can also be attached with the **P-Card Reconciliation** when a P-Card expense is incurred.

To print this report, please use your browser's print feature.

 **MDConnect**

### Travel Authorization

Nathaniel Walters **Report Date** 11/17/2015  
**Report Time** 8:30:44AM

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**Authorization ID** 0000000041 **Employee ID** 10000000430  
**Description** MEN VOLLEYBALL **Status** Pending  
**Business Purpose** ATHLETIC TOURNMENT/COMPETITION  
**Date From** 11/19/2015 **To** 11/20/2015  
**Comment** UPK - COMPARING SCREENS

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<u>Date</u>	<u>Expense Type</u>	<u>Merchant</u>	<u>Amount</u>	<u>Description</u>	
11/19/2015	OUT STATE AIR		0.00 USD	MIAMI	
				<b>Total</b>	0.00 USD
				<b>Non-Reimbursable Expenses</b>	0.00 USD
				<b>Total Authorized</b>	0.00 USD

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I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

\_\_\_\_\_  
Approved By Date

\_\_\_\_\_  
Approved By Date

\_\_\_\_\_  
Approved By Date

\_\_\_\_\_  
Approved By Date

[Return to Travel Authorization](#)






# Creating an Expense Report

Navigation: Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify


At the Quick Start, you can select to populate your Expense Report with information from the Travel Authorization


**Create Expense Report**



Sally Baudin  Quick Start Save for Later | Summary and Submit







**\*Business Purpose**  **Default Location**    Attachments

**\*Report Description**

**Reference**  

**Expenses** 

Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill

						Totals (0 Lines)	0.00	USD
<b>*Date</b>	<b>*Expense Type</b>	<b>Description</b>	<b>*Payment Type</b>	<b>*Amount</b>	<b>*Currency</b>			
<input type="text"/> 	<input type="text"/>	<input type="text"/>  254 characters remaining	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	0.00	USD  
						Totals (0 Lines)	0.00	USD

Expand All | Collapse All

A scanned receipt or supporting document for this specific expense must be attached at the expense line level (originals must be sent to AP).

A vicinity map ([Mapquest](#) or [Google map](#)) is required to be scanned onto the Expense Report unless travel is from campus-to-campus .

## Creating an Expense Report (continued)

After reviewing the information, select the **certification check box** to indicate that you agree with the certification statement.

Create Expense Report Save for Later | Expense Details

Annette aKubiak Actions ...Choose an Action

\*Business Purpose CONFERENCE  Report 0000289065 Submission in Process

\*Description Leadership

Reference BUS\_REQD

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Totals ?

Employee Expenses (2 Lines)	70.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	70.00 USD	Supplier Credits	0.00 USD

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Amount Due to Employee 0.00 USD      Amount Due to Supplier 0.00 USD

I certify that this expense report form is the actual expenses incurred in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College


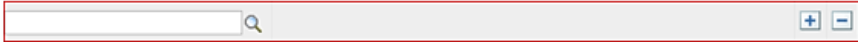






2

1. Click the **certification** option

2. **Submit Expense Report** button becomes active

## Delegating Entry Authority

Navigate to: Main Menu > Financials > Employee Self Service > Travel and Expense > User Preference > Delegate Entry Authority

Step	Action
1.	Your Employee ID and name will default first. To add preparers: Click the '+' icon. 
2.	A new row will be added. 
3.	Under the "Authorized User ID" column search  the ID of the preparer. You can search by description.
4.	Click on the selected user ID."
5.	Click Save 
6.	A Save confirmation page will display.
7.	Click OK. 
8.	You have now designated this employee to prepare Travel and Expense forms on your behalf.
9.	If you need to <b>remove</b> this person, just click on the  icon at the end of the row where the employee's name appears.
10.	A Delete Confirmation page will display.
11.	Confirm by clicking on the OK. 
12.	Click Save 

# Travel & Expense FAQs

**Q-1: I'm trying to prepare a Travel Authorization but am getting an error on the dates. What is wrong?**

Travel Authorizations need to have future dates. Remember, you are seeking approval to go on a trip in the “future”.

**Q-2: Can a Preparer create a Travel Authorization and an Expense Report for another employee?**

Yes; As a preparer, you will need to be delegated the entry authority by the employee for whom you are preparing. If you prepare for more than one person, each person has to delegate you the entry authority for you to prepare for them.

**Q-3: How much time in advance should I be submitting a Travel Authorization?**

At least 2 weeks before your trip in case revisions are needed.

**Q-4: How do I link a Travel Authorization to an Expense Report?**

As you are creating the Expense Report, use the **Quick Start** field (top right) and select **A Travel Authorization** and click on the GO icon. The information from the authorization will be populated to the Expense report. Proceed by modifying accordingly → delete the expenses that have been pre-paid by the College.

**Q-5: How will my Approvers be notified to approve the Travel Authorization and the Expense Report?**

An **e-mail notification** will be sent to each approver when a transaction is ready to be approved.

**Q-6: If additional approvals are required what do I do?**

Both the Travel Authorization and the Expense Report have a "View Printable Version". Print the form, have the additional approver(s) sign the form, and scan onto the appropriate form as an attachment. Areas such as Student Life, Athletics, any department travelling with students, International travel requiring Dr. Padron's approval, etc., will need to follow this process in order to have the additional approval signatures on file.

**Q-7: Is an Expense Report used for travel only?**

No, an Expense Report is also used for any type of **employee reimbursement**, such as Local Mileage, and reimbursements that used to be available through Petty Cash (which is no longer available at Bursar's).

**Q-8: How do I DELETE a Travel Authorization or Expense Report?**

If the form has not been approved, or has been sent back, you can delete by following this navigation:

Main Menu ▾ > Financials ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Travel Authorizations ▾ > Delete

Main Menu ▾ > Financials ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Delete

**Q-9: Are checks issued for Expense Report reimbursements?**

No, checks are not an option for employees for T&E transactions. The payment will be made via a direct deposit to the employee requesting the advance or the reimbursement. If you have deductions set up in Payroll going to an account other than where your net pay is deposited (i.e., Credit Union savings) the reimbursement from T&E will be deposited into this alternate account. It will not be deposited into your net payroll account.

**Before year-end:**

- **Do not create new TAs in the current fiscal year for travel that will occur next fiscal year**
- **Delete any PENDING Authorizations and/or Expense Reports by the beginning of June**

## Two important Procedures to Review:

- PROCEDURE 3400 –

- *Provides guidelines for the reimbursement of travel expenses incurred*

- PROCEDURE 3280 –

- *Provides a method for reimbursing College employees for College-related purchases → not exceeding \$500.00*