Training Workbook

Module 2: Travel and Expense
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Learning Objectives:
Module 2: Travel & Expense

Upon completion of this training the staff will be able to:

- Describe the process flow for travel at Nova Southeastern University
- Describe the parts and functions of the Travel and Expense Home Page
- Demonstrate the procedure for creating and submitting a travel authorization
- Demonstrate the procedure for creating and submitting an expense report
- Demonstrate the use of the My Trips area
- Demonstrate the use of the Expense Report area
Travel Authorization Process

1. When an NSU employee has a requirement to travel they will log into the Ariba system and complete a Travel Authorization request. Requests should be filled out at least 30 days prior to departure.

2. The request is filled out online with estimates of all travel expenses and routed to the appropriate approval authority. If the appropriate approval authority is not listed the employee can add an approver to the request. (Exceptions to this rule for adding approvers are applicable for select centers, consult your center’s procedure for clarification)

3. The approvers will either approve or deny the request for travel. The approver should approve the request within 5 days of submission.

4. If approved, the request is routed to Universal Travel.

5. Universal Travel will research fares, consult with the traveler, and book the appropriate reservations.

6. The employee will receive an email confirming the itinerary for the travel
Travel Expense Reimbursement Process

1. After the travel is completed and expenses are incurred the traveler will log online and complete a Travel Expense Report.

2. The expense report is submitted to the appropriate supervisor who will review and approve or route back to traveler for withdrawal, edit and resubmission

3. The traveler may withdraw the expense reimbursement at any time during the approval process to cancel or modify

4. The routing flow continues depending on what the policy is within the department

5. Once final approval is obtained it is routed to the Accounts Payable office for reimbursement
Parts and functions of the Travel and Expense Home Page

To Navigate to the Travel Home Page you must click in the Create section of the Navigation Panel on the Travel and Expense link.
Create a Travel Authorization link is used to request Travel Plans for approval.

Create an Expense Report link is used to report travel expenses

Once approval is obtained, accounts payable will process.
My trips area is used to view travel authorizations that have been created

You may edit or withdraw request by clicking the links

Expense Reports area is used to view expense reports that have been created

You may edit or withdraw request by clicking the links
Procedure to Create a Travel Authorization

1. Login to Ariba
2. In the left Navigation Panel, under Create, click the Travel and Expense link
3. Click the Create a Travel Authorization link
4. Enter Title for the travel authorization in Travel Title field
5. Select purpose of trip by using the drop down menu
6. Enter description of trip
7. Enter a city, state
8. Click the radio button of the appropriate response to the question Is this any of this trip personal, if any part is personal enter the part that will be personal
9. Enter the exact name of the person traveling as it is on your ID
10. Enter a phone number for you to be contacted about your trip
11. Enter an email address for you to be contacted about your trip
12. Enter a contact person about your trip
*Note: If you type in a name other than your own you must put the full name, phone number and email address for the person
13. Check the appropriate button for traveling by air
14. Check the appropriate button if you are traveling to multiple cities on your trip
15. Check the appropriate button if you are requiring a hotel
16. Check the appropriate button if you require a rental car
17. Check the appropriate button if you require a conference registration to be attached
18. Check the appropriate button if you require a Non-NSU traveler to travel
19. Optional field for estimate of cost of trip (Some centers do not require this)
20. DO NOT ENTER ANY TRAVEL ITEMS ON THE FORM
21. Enter any comments, preferences, or explanations in the comment area
22. If you have attachments, click the attachment button, click the browse button to find the file, click on the file, click open and then click ok
23. When you are done click the submit button
24. Your travel authorization will be routed to your approver and then to Universal Travel who will contact you or your contact person for arrangements. Keep all arrangement itinerary received from Universal Travel.

**Procedure to Create an Expense Report**

1. Login to Ariba
2. In the left Navigation Panel, under Create, click the Travel and Expense link
3. Click the Create an Expense Report link
4. Enter information on the Summary Tab
   a. Enter Title for the expense report in Travel Title field
   b. Select on behalf of if required
   c. Click appropriate button for the question did you receive a cash advance
      i. If yes, place the dollar amount in the field
   d. Enter the Start Date of your travel
   e. Enter the Start Time of your travel
   f. Enter the End Date of your travel
5. Click the Create Expenses button and select Create New Items
   a. In the Line Item Details section of the Create New Expense item, enter the following for Hotel: (If Applicable)
      i. Type: Hotel
      ii. Paid by: NSU
      iii. Date: (Last day of hotel stay)
      iv. Total Amount
      v. Less Personal Amount
      vi. Number of Nights
      vii. Comments
     viii. Click the Calculate Reimbursement Amount button
      ix. Enter the Accounting line items
      x. Click the Add Expense button
      xi. Click the Back to List button to view your list
Procedure to Create an Expense Report (continued)

b. In the Line Item Details section of the Create New Expense item, enter the following for Airfare: (If Applicable)
   i. Type: Airfare
   ii. Date: (Last day of travel)
   iii. Total Amount
   iv. Less Personal Amount
   v. Click the Calculate Reimbursement Amount button
   vi. Enter the Accounting line items
   vii. Click the Add Expense button
   viii. Click the Back to List button to view your list
   ix. Click add attachment, browse to find copy of itinerary, click file, click open, click OK
   x. Attachment will appear as a link

c. In the Line Item Details section of the Create New Expense item, enter the following for Mileage: (If Applicable)
   i. Type: Mileage
   ii. Click add button located in mileage grid
      1. Enter Date
      2. Enter Origin
      3. Enter Destination
      4. Click button for round trip or one way
      5. Enter total mileage for trip
   iii. Repeat step ii until all trips are entered for mileage
   iv. Click the calculate total distance button
   v. Enter Accounting information
   vi. Click the Add Expense button
   vii. Click the Back to List button to view your list
   viii. Add any attachments by clicking the Add attachment button
Procedure to Create an Expense Report (continued)

d. In the Line Item Details section of the Create New Expense item, enter the following for Meals: (If Applicable)
   i. Type: Meals (select breakfast, lunch, or dinner)
   ii. Date:
   iii. Enter cost of meal
   iv. Enter tax for meal
   v. Enter tip for meal
   vi. Click Calculate Total Amount
   vii. Put in a purpose of meal
   viii. Add your name and any name that you paid for by clicking Add button and entering a name, title, and company
   ix. Enter accounting information
   x. Click Add expense
   xi. Click the Back to List button
   xii. Add any attachments required by your department (scan receipts)

6. When all line item details are entered click the submit button for approval

7. You have various options as follows when report submitted

8. Report will be submitted for approval and then to accounts payable for payment

*Note: Rules are in place to let you know if you exceed a set limit. A ! sign will display a violation of a rule in place for meal, tax, or tip. You may still submit claim to your supervisor for approval.
Use of the My Trips Area

The My Trips area will display all Travel Authorization requests

Click the link to the travel request you want to view

You may withdraw, edit or print request

Click a tab to view different parts of the process
Use of the Expense Reports Area

Expense Reports area is used to view expense reports that have been created.

Click the link to the travel request you want to view.

You may withdraw, edit or print request.

Click a tab to view different parts of the process.
Summary

In this module the following topics were discussed:

- The process flow for travel at Nova Southeastern University
- The parts and functions of the Travel and Expense Home Page
- The procedure for creating and submitting a travel authorization
- The procedure for creating and submitting an expense report
- The use of the My Trips area
- The use of the Expense Report area