Part 1: Signing In

How to Sign In to Travel & Expense

The gateway to the Travel & Expense Reimbursement system can be found at http://te.gvsu.edu. It can be accessed at any time, from anywhere!

**If you cannot log in, you may have encountered one of the following issues:**

- The G-Number or Password you provided are invalid, either because you entered the wrong user id combination, or you have not been setup in Banner Self Service. If you are unsure whether you are setup in Self Service Banner please call the help desk at 616-331-2101.
- You do not have access to Banner & Travel Expense module. Please send an email to reimburse@gvsu.edu or call 616-331-2203.
- If your screen is blank, though you were able to log in previously, this indicates an issue with your web browser. Use the web browser refresh button to resolve this issue.
- You are trying to log in from off campus. Use the vpn connection. Go to HTTP://vpn.gvsu.edu. Enter your network Id and password. Select the network connect option. Once this has established a secure connection you will be able to use the Travel & Expense module.

To log in, you must enter your G-Number and Banner Self Service pin. Click the blue Sign In button.
Part 2: My Profile

After logging in, select the Profile tab on the top. Check to see that there is information in each section. If so, you are ready to start using the system. If you need to edit the information, click on the corresponding pencil icon at the right side of each section.

1. **Address or Direct Deposit:** This shows where reimbursements are sent.
   - For Direct Deposit: Select the address that says EFT if you wish to have your reimbursements sent automatically into your bank account on file.
   - Mailed Check: Select an address that matches where you work on campus or your home address.
     - If the address you wish to use is not listed, please contact the Human Resources to update your home address. If the department address is not correct please contact the Human Resources Office at 331-2215 to have that updated.
2. **E-Mail:** This is the email address where you wish to receive communications about your travel documents.

3. **Approver:** The approver should be the first person in your department that reviews your travel.
   - Search for your approver by Last Name. Click the Advanced Search option to search by First Name or Banner User Name. Click on their name to highlight it and press Select.
   - If your supervisor or department chair changes and the new person’s name is not in the list please send an email to reimburs@gvsu.edu.

4. **Workflow Login ID:** This is the network ID of the traveler.

5. **Funding Default:** This represents the fund, organization and program that will be used as the default funding source of the expenses.
Part 3: Travel Reimbursements

When you are ready to submit your reimbursement request, make sure that all of your receipts are in some form of electronic files and log into the Banner Travel & Expense system.

*If this report relates to an authorization or advance, refer to Part 5: Advance Requests.*

**Step 1: Create New Report**

On the Expense Manager tab, click on **Expense Reports** on the left hand menu, and then click on the **New** icon.

The ‘Create New Report’ dialogue box will appear.

**Step 2: General Information for Expense Report**

Fill out the general information for the Expense Report. Required fields are marked with an asterisk.
1. **Report Name:** Give your report a unique name. The recommended name is the Destination and Date, for example, Detroit May 2013.

2. **Purpose:** Select the business purpose from the drop down list.

3. **Description:** Elaborate on the purpose of your trip by providing a detailed description. For example, if you attended a conference, enter the name of the conference.

4. **Report Type:** Select either Travel or Non-Travel
   a. Travel - the expenses were related to a trip (i.e., you had an itinerary)
   b. Non Travel - the expenses are related to some out of pocket expenses being reimbursed.

   **If you have mileage you can choose either. The document or the attachments need to include a log of miles driven and the purpose for the meeting.**

5. **Report Date:** Today’s date is defaulted as the date the report was created. This date is used to record the actual expense into Banner, so you **cannot** use a date in a previous month.

6. **Affiliation:** This is not a required field at this time and can be left blank.

7. **Funding Default:** This displays the funding default established on your profile. This fund, organization and program codes will be the default for all expense items on your report. If you would like to change the default for this report only, you may do so when adding your expenses as outlined in Step 4b: Changing the Funding Default on page 9.

8. Click **Save and Continue.**

**Note:** If your report is not approved until the following month, the report date will be automatically updated to the first of the next month. This will also be the date of the posting.

6. **Affiliation:** This is not a required field at this time and can be left blank.

7. **Funding Default:** This displays the funding default established on your profile. This fund, organization and program codes will be the default for all expense items on your report. If you would like to change the default for this report only, you may do so when adding your expenses as outlined in Step 4b: Changing the Funding Default on page 9.

8. Click **Save and Continue.**
Step 3: Adding Itinerary Information

** If the report type you selected in Step 2 is Non-Travel, proceed to Step 4a. **

1. Enter your **From/To Dates** using the calendar and time functions. Allow two hours before your departure and after your arrival. This information will be used to calculate the meal per diems for the trip.

2. **Search Location:** This will bring up a ‘Search Location’ box where you can enter information for an advanced search.

3. **Zip/Postal Code:** If you enter the zip codes and there is a match in Banner the City and State/Province boxes will be filled in for you.

4. **City:** Enter the departure and arrival cities if you did not use the Zip/Postal Code option above. The arrival city will be used to determine if the location is a high cost city eligible for the higher meal per diems.

5. **State/Province:** Not marked required but you will not receive the higher cost meal per diems if left blank.

6. **Nation:** Only required if you travel out of the country to receive the higher cost meal per diems.

Click on the **Add** button. Repeat these steps if you have multiple legs in your travel.

Click **Save and Continue.**
Step 4a: Adding Expenses

Next, add your expenses. Required fields are marked with a red asterisk. To add a Non-Reimbursable expense, click the ‘Non-Reimbursable’ tab on the top and enter the required fields.

1. **Date:** Enter the date of your expense. *Note: For items purchased prior to your trip, enter the date paid. For hotels, enter the check-out date or the date that appears on your credit card receipt.*

2. **Type:** Select an expense type for the item. See the Notes on Expense Types chart on page 12.

✓ **For Mileage:** If you choose mileage you will be prompted to enter a unit rate. Select from the ‘Unit Rate’ drop down list. Enter the number of miles traveled in total in the ‘Units’ section. Enter in the description an explanation of the miles driven.

3. **Receipt Amount:** Enter the total amount on the receipt to be reimbursed.

4. **Receipt Currency:** Do not change this default value of USD.

5. **Paid By:** Select the payment method from the list.
6. **Provider:** Optional – List the name of the vendor where the expense occurred.
7. **Location:** Optional – Enter the place where the expense occurred.
8. **Description:** Enter who attended the meal, function or event. What is the person’s relationship to the University? Or a breakdown of the taxi, tips, tolls, etc. if the amount is $75.00 or more. Another example would be the location and purpose for mileage.

**If you do not need to change the funding default, click on Save to add the item to your expense list and proceed to Step 5: Record the Document Number on page 10.**

**Step 4b: Changing the Funding Default**
If you need to specify a different fund or organization than the default, you must do so here. Click on the Funding link to update the FOAP.

**You can update the percent or amount of an existing FOAP line, but to change a FOAP element, you must first select the existing one and delete it.**

Click on the existing FOAP that you wish to change in the bottom grid. Click on the delete button.

1. **Chart:** This will already have a ‘G’ in the field. If it does not, enter it now.
2. **Index:** Leave this field blank.
3. **Fund Number:** Enter the new number for your new default, or click on the fund search to see a list of funds available.
4. **Organization Number:** Enter this for your new default, or click on the organization search to see a list of organizations available.
5. **Program Code Number:** This will default when the Organization Number is entered.
6. Click **Add** in the bottom right corner.
7. Click the blue **Save** button.

**Repeat step 4 until all expenses have been entered into your report.**

**Step 5: Record the Document Number**
Write down your report number (see the square below). This is important to help with uploading receipts and discussing your request with your supervisor. The receipts are being stored in Onbase using this number as the Banner Document Reference. You can submit your receipts any time during the process as long as you have the report number created.

**Step 6: Submit Your Report**
Click on the View or Submit button to review your report. You will be presented with a four page report of your claim. You can easily look at each page of your report by clicking on the page link or the arrows at the bottom center of your screen.
Page 1 – General Info: This page displays the general information about your claim, and recaps your profile components in effect for the report (Address and E-Mail).

Page 2 - Reimbursable Expenses: This page displays a listing of your reimbursable expenses summarized by date and Expense Type. Click on the left arrow beside each line item to display the details, including the funding source for each expense.

Page 3 – Funding Summary: This page displays the funding summary for your entire report. If you only used your default funding source, only one line item will appear.

Page 4 – Non-Reimbursable Expenses: This page displays a listing of your non-reimbursable expenses. Non-reimbursable expenses can be entered on the non-reimbursable tab in the same manner as reimbursable expenses, but they will not be recorded into Banner nor included in your reimbursement. It is a great way to collect the entire cost of a trip.

You may update any element of your report by navigating back to the component using the left side menu, or the edit icons in the report.
You may print a copy of your report using the blue **Print** button in the bottom right corner; however, the Business Office does not require a copy of the report, and your records will remain in the system for your future reference.

Once you are ready to submit, click on the blue **Submit** button in the bottom right corner. You will be shown a dialogue box indicating that your request has been submitted. Click **OK**. If you are finished, use the **Sign Out** button to log out of the system.
Notes on Expense Types

Each expense type has certain requirements and uses. The following table is provided to guide you in the correct selection of expense types.

Reminder: Receipts uploaded are easier to view if they are not marked up in any way. Keep receipts until the reimbursement has been received, then you can destroy them.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Receipt</th>
<th>Tips and Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Y</td>
<td>Need to have the whole itinerary portion of the confirmation/receipt showing the amount paid shown and passenger name.</td>
</tr>
<tr>
<td>Airline Seat Upgrades</td>
<td>–</td>
<td>This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Y</td>
<td>Cannot be reimbursed from the General Fund and needs executive officer approval.</td>
</tr>
<tr>
<td>Baggage Fees</td>
<td>N</td>
<td>Unless $75 or more.</td>
</tr>
<tr>
<td>Bus/Train</td>
<td>N</td>
<td>Unless the cost was $75 or more.</td>
</tr>
<tr>
<td>Cell Phone and Accessories</td>
<td>Y</td>
<td>Executive Offices approval required per Cell Phone Policy. If they travel overseas then cell phone charges do not require any additional approval. This normally is a rental or a phone purchased specifically for international use.</td>
</tr>
<tr>
<td>Childcare</td>
<td>–</td>
<td>This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Clothing</td>
<td>–</td>
<td>This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Conference Fees</td>
<td>Y</td>
<td>This can be paid with a purchasing card or done via a check request. If done that way you can still record the expense using the Non-Reimbursable tab.</td>
</tr>
<tr>
<td>Gas</td>
<td>Y</td>
<td>This should only be used with rental cars. See mileage for personal car use.</td>
</tr>
<tr>
<td>Lodging Room Upgrades</td>
<td>–</td>
<td>This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>House Hunting Trips</td>
<td>–</td>
<td>This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Individual</td>
<td>–</td>
<td>Payments to people are not reimbursable. Either the payment needs to go thru the payroll process (employee or student) or it needs to be done using a requisition for a non employee.</td>
</tr>
<tr>
<td>Internet –Work Related</td>
<td>Y</td>
<td>This is used by those employees that are required by their job to be connected to the internet from home.</td>
</tr>
<tr>
<td>Invoice</td>
<td>–</td>
<td>Cannot be reimbursed. Send the invoice to the Accounts Payable office for payment.</td>
</tr>
<tr>
<td>Lawyer Fees</td>
<td>–</td>
<td>This is considered a personal expense and is not</td>
</tr>
<tr>
<td>Item</td>
<td>Y/N</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lodging Individual</td>
<td>Y</td>
<td>Use this option if you are the only one part of the trip report. Lodging folio showing breakdown of charges required if $75 or more.</td>
</tr>
<tr>
<td>Lodging Team</td>
<td>Y</td>
<td>Use this option if you are reporting for some type of group travel.</td>
</tr>
<tr>
<td>Lodging tips</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Meals over per diem</td>
<td>Y</td>
<td>This will require executive officer approval.</td>
</tr>
<tr>
<td>Meals per diem</td>
<td>N</td>
<td>Make sure that you do not claim the meals already paid for in the conference fees.</td>
</tr>
<tr>
<td>Meals under per diem</td>
<td>N</td>
<td>Use this option if grant funds are being used and they have a set amount for meals or you are claiming less than the per diem.</td>
</tr>
<tr>
<td>Meals with guests</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>N</td>
<td>Mileage reimbursement requests must include date of travel, destination, and number of miles traveled. Mileage between home and primary work location is not reimbursable.</td>
</tr>
<tr>
<td>On-Campus Mileage</td>
<td>N</td>
<td>Mileage on the same campus location traveling between buildings is not reimbursable. The downtown campus (EC, DEV, CHS, BIK) is considered all one campus.</td>
</tr>
<tr>
<td>Mileage to Consulate</td>
<td>–</td>
<td>This is considered a person expense and is not reimbursable.</td>
</tr>
<tr>
<td>Movies</td>
<td>–</td>
<td>Movie charges on a hotel folio are considered a personal expense and need to be removed.</td>
</tr>
<tr>
<td>Moving Expenses</td>
<td>Y</td>
<td>If approved with your appointment letter.</td>
</tr>
<tr>
<td>Moving Violations</td>
<td>–</td>
<td>This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Parking/Tolls/Tips</td>
<td>N</td>
<td>Unless $75 or more</td>
</tr>
<tr>
<td>Parking Tickets</td>
<td>–</td>
<td>This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Passports</td>
<td>–</td>
<td>This is considered a personal expense and is not reimbursable. See Visas for international travel.</td>
</tr>
<tr>
<td>Personal Vehicle Maintenance</td>
<td>–</td>
<td>This includes oil changes, tires, car wash or any repairs. This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Person</td>
<td>-</td>
<td>Payments to people are not reimbursable. Either the payment needs to go thru the payroll process (employee or student) or it needs to be done using a requisition for a non employee.</td>
</tr>
<tr>
<td>Pet Fees</td>
<td>-</td>
<td>This is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Phone Calls</td>
<td>Y</td>
<td>To reimburse long distant phone calls on a lodging folio, we need to know the business related purpose. If personal then it needs to be removed.</td>
</tr>
<tr>
<td>Professional Memberships</td>
<td>Y</td>
<td>Memberships that are part of your professional affiliation. These can be direct billed to the university or can be paid</td>
</tr>
</tbody>
</table>
using the check request process.

<table>
<thead>
<tr>
<th>Section</th>
<th>Receipt Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td>-</td>
<td>Receipts uploaded are easier to view if they are not marked up in any way. Keep receipts until the reimbursement has been received, then you can destroy them.</td>
</tr>
<tr>
<td>Rental Car</td>
<td>Y</td>
<td>Always list GVSU on rental agreement and decline insurance. (If you purchase insurance it is <strong>not</strong> a reimbursable expense.) Final receipt is required for reimbursement, not the agreement.</td>
</tr>
<tr>
<td>Room Service</td>
<td>Y</td>
<td>If the claimed meals plus the room service is less than the total per diem for the trip, then include. Otherwise, remove or adjust amount equal to per diem for the trip.</td>
</tr>
<tr>
<td>Services Rendered</td>
<td>-</td>
<td>Services are not reimbursable. Payments to people are not reimbursable. Either the payment needs to go thru the payroll process (employee or student) or it needs to be done using a requisition for a non employee.</td>
</tr>
<tr>
<td>Supplies</td>
<td>Y</td>
<td>This would be a good item to use a purchasing card.</td>
</tr>
<tr>
<td>Taxable Meals</td>
<td>Y</td>
<td>Caused when there is no overnight stay and you are alone for the meal. Per diems still apply.</td>
</tr>
<tr>
<td>Taxis/Shuttles</td>
<td>Y</td>
<td>Unless $75 or more. Taxi fees to church services are considered a personal expense and are not reimbursable.</td>
</tr>
<tr>
<td>Travel Advances</td>
<td>N</td>
<td>Only for employees and students. Outside people are not eligible.</td>
</tr>
<tr>
<td>Vaccines</td>
<td>Y</td>
<td>Only reimbursable if traveling overseas for university business. Otherwise, this is considered a personal expense and is not reimbursable.</td>
</tr>
<tr>
<td>Visas</td>
<td>Y</td>
<td>For international travel, this is reimbursable with receipt or proof of purchase.</td>
</tr>
</tbody>
</table>

**Receipt: Y = requires receipt, N = no receipt required, - = not reimbursable**
Part 4: Submitting Your Receipts

Use the following website to submit your receipts.
http://intranet.gvsu.edu/travelexpense
This can be done any time after you have created a report number.

1. **Vendor Name**: This should be filled with your name if you successfully logged in.

2. **Vendor Number**: This is the G-Number that is associated with your network ID.

3. **Banner Doc Reference**: This is the report number that was created in the Banner T & E system and you were requested to write down. Example: TR00010.

4. **Department**: Click on the dropdown arrow and a list of department names will display. In order to ensure that you and your approver will be able to see your documents in OnBase please verify the department name using this crosswalk:
http://www.gvsu.edu/cms3/assets/B4B7B0E9-D28E-B5F0-E1B08291994E76F1/onbase/onbase_department_list_crosswalk.pdf

5. **Uploads**: Click the browse button. This will allow you to search your computer and any locations to which you have access. Once you have found the file of the receipt click Open. Repeat this process for each receipt that you have using the Upload More button.

6. **Submit**: Once completed click the Submit button.

7. **Logoff**: This will close this window.
Notification of Submission

Once you have submitted your expense claim, your approver will automatically receive an email generated from reimburs@gvsu.edu with a subject of Travel & Expense Document Approval Requested by Your Name for TRxxxxxx. The approver will be able to follow the instructions in the email to electronically approve your document.

Once your approver has completed the review of your expense report and marked it approved and completed, you (the traveler) will receive an email similar to this:
Checking the Status of Your Request

Log in to the Travel & Expense Reimbursement system. Click the Expense Manager tab at the top, then the Expense Reports listing on the left side menu. You will see a list of your reports and can see the progress of your report in the fourth column titled Status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Denied</td>
<td>An approver has denied your request. You cannot resubmit the same report again. It will remain in your report listing for future reference.</td>
</tr>
<tr>
<td>Approved</td>
<td>Your document has been approved by all required approvers, and is waiting to be processed by Accounts Payable.</td>
</tr>
<tr>
<td>In Process</td>
<td>Your document has not been submitted yet.</td>
</tr>
<tr>
<td>Paid</td>
<td>Your request has been paid.</td>
</tr>
<tr>
<td>Ready to Pay</td>
<td>Your request has been partially processed, and is awaiting the check printing or direct deposit process.</td>
</tr>
<tr>
<td>Returned for Correction</td>
<td>Your document requires attention. It has been returned by one of your approvers or Accounts Payable.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Your document has been submitted and is awaiting approval by your approver.</td>
</tr>
</tbody>
</table>

For further details, you can open your document and review the Status History. Select the report you wish to review, and click on the Open button in the Expense Report Actions menu at the top.

There are two Status tabs: Expense Report and Workflow Approvals.

- **Expense Report**: Displays the report level status and dates (In-Process, Submitted, Approved and Paid).
- **Workflow Approvals**: Displays the history of approvers and who is the current approver.
Part 5: Authorization Requests

The Travel and Expense system has the ability to capture authorizations for travel. While this is not a policy requirement, it can be useful for planning and budget purposes as each authorization sets aside funds from the departments budget in the general ledger. If, however, you require an advance for your travel costs, you must first create an authorization at least equal to the amount of the advance.

Creating an Authorization Request

When you are ready to request your advance, log in to the Travel and Expense system using the instructions on page 2.

Step 1: Create New Report

On the Expense Manager tab, click on Authorization Reports on the left hand menu, and then click on the New icon in the Authorization Report Actions toolbar.

The ‘Create New Report’ dialogue box will appear.

Step 2: General Information

Fill out the general information for the Authorization report. Required fields are marked with a red asterisk.
1. **Report Name:** Give your report a unique name. The recommended name is the Destination and Date, for example, Detroit May 2013.

2. **Purpose:** Select the general purpose from the drop down list.

3. **Description:** Elaborate on the purpose of your trip by providing a detailed description. This is **required** for trips being charged to grant funds. For example, if you attended a conference, enter the name of the conference.

4. **Report Type:** Select **Travel** if the expenses were related to a trip (ie. you had an itinerary) or select **Non Travel** if the expenses are related to some out of pocket expenses being reimbursed. If you have mileage you can choose either.

5. **Report Date:** Today’s date is defaulted as the date the report was created. This date is used to record the actual expense into Banner, so you **cannot** use a date in a previous month.

   **Note:** If your report is not approved until the following month, the report date will be automatically updated to the first of the next month. This will also be the date of the posting.

6. **Affiliation:** This is not a required field at this time and can be left blank.

7. **Funding Default:** This displays the funding default established on your profile. This fund, organization and program codes will be the default for all expense items on your report. If you would like to change the default for this report only, you may do so now. To do so, follow the same steps as outlined in Step 4b: Changing the Funding Default on page 9.

Click **Save and Continue.**
Step 3: Itinerary Information
Add your Itinerary information. Required fields are marked with an asterisk. Click Add. Click Save and Continue.

1. **Date From**: Enter the date that you are leaving or use the calendar icon to select the date. The time does not need to be changed.
2. **Date To**: Enter the date that you are returning or use the calendar icon to select the date. The time does not need to be changed.
3. **Search Location**: In the FROM side, you can enter your starting destination zip code and the City and State/Province fields will auto populate. The same will happen in the TO side of the Search Location by entering the zip code. If you do not wish to use the Search Location option you will be required to enter the City as a required field.
4. **Clear / Add**: You will need to click the Add button for the itinerary to be saved. Click Clear if you need to start over. You can add as many itineraries as you need.
5. **Cancel / Save and Continue**: Click Save and Continue in order to move to the next step or click Cancel and start over.

Step 4a: Add Your Estimated Expenses
If you chose the Report Type Travel in step 2, you may see the following question box pop up.

This message box is indicating that your To destination is not one of the University’s high cost destinations. If you will be claiming

Need help 616-331-2203
email suberk@gvsu.edu
meals per diem, the rate will be the standard rate that is effective at the time of itinerary. If the destination is correct, click **OK**. If you need to change the destination click **Cancel**.

This message box allows you to decide whether you will be claiming the standard meal per diem rate. Click **Yes** or **No**.

This report shows all of the meal times based on your itinerary dates. Please uncheck all meals that would not apply because you will not be traveling during that time or because those meals that are being covered by the conference, other people or companies. Click **Save and Continue**.
1. **Date:** Enter the expected date of your expense.

2. **Type:** Select an expense type for the item.
   - If you choose mileage it will change so that you are prompted to enter a unit rate. Select from the drop down list. Enter the estimated number of miles traveled in total. Enter in the description an explanation of the miles driven.

3. **Receipt Amount:** Enter the expected total amount on the receipt to be reimbursed.

4. **Receipt Currency:** Do not change this default.

5. **Paid By:** Select the payment method from the drop down list.

6. **Provider:** Optional – List the name of the vendor where the expense occurred.

7. **Location:** Optional – Enter the place where the expense occurred.

8. **Description:** Enter a description if the expense type is not enough of a description of the expense. Example would be the breakdown of the taxi, tips, tolls, etc. if the amount is $75 or more. Another example would be the location and purpose for mileage.

If you do not need to change the funding default, click on **Save** to add the item to your expense list and proceed to Step 5.

** If you are using the authorizations for planning purposes, estimate the various components of your trip. If you are only using the authorization to request an advance, enter only the expense types that require funding as an advance. Consult with your Department Head as to whether they wish to make use of the authorization components for budgeting purposes before submitting an authorization without, or in excess of the advance amount. **
Step 4b: Changing the Funding Default

Update the funding for the expected expense item, if different than the default. If you need to specify a different fund or organization, you must do so here. Click on the Funding link to update the FOAP. See the location marked in the red ellipse.

You can update the percent or amount of an existing FOAP line, but to change a FOAP element, you must first select the existing one and delete it.

Click on the existing FOAP that you wish to change in the bottom grid. Click on the delete button.

1. **Chart:** This will already have a ‘G’ in the field. If it does not, enter it now.
2. **Index:** Leave this field blank.
3. **Fund Number:** Enter the new number for your new default, or click on the fund search to see a list of funds available.
4. **Organization Number:** Enter this for your new default, or click on the organization search to see a list of organizations available.
5. **Program Code Number:** This will default when the Organization Number is entered.
6. Click **Add** in the bottom right corner.
7. Click the blue **Save** button.
Repeat step 4 until all expenses have been entered into your report.

**Step 5: View or Submit Report**

Click on the View or Submit Report button to review your report. You will be presented with a four page report of your authorization. You can easily look at each page of your report by clicking on the page links at the bottom of your screen.

You may **update** any element of your report by navigating back to the component using the left side menu, or the edit icons in the report.

You may **print** a copy of your report, if you wish; however the Business Office does not require a copy of the report, and your records will remain in the system for your reference later on. The report will not include the advance component.

At this time you have two options: **Request Advance** or **Submit**.

If you choose to submit your report as an authorization, the authorization will be sent to your approver and the funds will be encumbered. At any time after the report has been approved, you may go back to the authorization, open the report, and request an advance following the steps below.
Part 6: Advance Requests

If you require an advance, click on the Request Advance button at the bottom of the authorization report. You will be prompted with a dialogue box where you must select an advance rule.

**Group Travel:** This option is for those employees who are responsible for handling cash for group travel like athletics or study abroad trips. Remember that this is a loan from the university and either the cash has to be returned or the use of the cash has to be reported on an expense report.

**Individual:** This option is for those employees who do not have access to credit on their own. Remember that this is a loan from the university and either the cash has to be returned or the use of the cash has to be reported on an expense report.

Select a rule and click **Continue.**

You will be presented with an advance request form, summarizing the estimated amounts for authorization, the remittance address, email address where notifications will be sent and any comments that have been entered on the authorization.
Under the **Advance Request** section, enter a **description** for the advance, and the **requested amount**. The requested amount cannot exceed the authorized amount.

*If you require an amount higher than the authorization, you must cancel the advance request and edit the authorization. If you have already submitted the authorization, you will need to release the authorization, (see Part 9) and submit a new one.*

Once you are ready, click the **Submit** button. A dialogue box will be displayed indicating that your submission was successful. It will include both the authorization number (TA#) and related advance number (TV#).

As when submitting an reimbursement request, you will receive notification from the system via email.

**Clearing an Authorization or Advance**
When you have returned from your travels or your event is over, you have 30 days to submit your reimbursement and clear your advance, or it will be become overdue.
From either the Outstanding Advances or Authorization Reports listings, select the appropriate line item related to your travel and click on Generate Expense Report in the bottom right corner.

You will be prompted with the ‘Generate Expense Report’ dialogue box, with suggested default values. You may update the Report Name, Report Date and Affiliation if you wish. Click Save.

The system will automatically generate a new expense report for you using the expense items detailed in the authorization report, and move you to the Expense Reports tab. Double-click the report that was just created, or select the report and click the Open folder on the Expense Report Actions menu.

Update the relevant sections of the report, if any information has changed. Include any additional expenses incurred, and update the estimated amounts, if needed. For detailed instructions on adding expenses, refer to
Step 4a: Adding Expenses on page 8.

Submit the report, and wait for the submission notification email.
Part 7: Acting as a Delegate

What is a delegate?
A delegate is someone who is given the role to create and submit a travel and expense request on behalf of a traveler. This person must have:

- The delegate role assigned by the Travel desk – send an email to reimburs@gvsu.edu to request role.
- Signature authority on the Funds and Orgns to which the traveller will charge his/her expenses.

Becoming a Delegate
Before a delegate-traveler relationship can be set up in the system, the delegate must be given the appropriate roles. To request this role send an email to reimburs@gvsu.edu. The email must include the G-Number, first and last name, email address and department. You may choose to also include the travelers you will be acting on behalf of by including their G-Number, first and last name and whether the traveler must approve your work before being submitted to the first approver.

Once this request has been processed you will receive an email notification that the additional functionality is available to act as a delegate. The next time you log into Banner Travel and Expense, a new Delegate tab will appear.

Adding travelers to your list
Click on the Delegate tab. Click on the link Click here to select traveler.
The following dialogue box will appear. You can type the last name in the search box or click on the Advanced Search tab.

The Advance Search tab allows you to select one or more attributes to use for a search. Click **Select Attributes**. Use one or a combination of all three to locate the correct traveler you will be serving as the delegate. Click **GO** to search.

The search will return the results like below.

If this is correct, click the **Select** button. If your results did not return a result, either the search terms were incorrect or the person has not been given the traveler role in Banner Travel and Expense. Please send an email to reimburse@gvsu.edu with this issue if a new search still does not work.

Repeat this process for each traveler you will be serving as their delegate.
Submitting a Request for a Traveler
To start a request on behalf of a traveler, you must select the traveler from the drop-down list.

Once you have selected that traveler, the Expense Manager and Profile tabs will change to those of the selected traveler.

The steps to create an authorization or reimbursement are the same for a delegate as they are for a traveler, except if the traveler has requested to review all documents prior to submission.

A delegate is unable to request an Advance on the traveler’s behalf. The delegate may create the authorization, but the traveler will be responsible for creating the Advance Request at the time of the submission. In this situation, the Delegate will not see a Submit button, only a Traveler Review button. Once the document is sent to the traveler, the traveler will log in and then either Submit or Request Advance.

To create a new authorization or reimbursement, follow the steps outlined in Creating an Authorization Request on page 19.
Part 8: Approving a Banner Travel and Expense Document

This is done in the Banner Workflow software. It can be located in two ways: using the menu option on the Banner log-in page, or you can click on the link located in the email that was sent requesting you to approve a document. Link to Banner Workflow Login: http://workflow.gvsu.edu:7077/wfprod/logon.jsp

If you clicked on the link from the email, you will be brought to your worklist. If you logged in from the Banner home page, then you will first click the worklist option on the left side menu and then click on the link in your worklist.
After choosing the approval from your worklist, you will be able to use the scroll bar in the report area and review the request. It will provide a detail of each item being requested as well as a summary of the costs by FOAP number. If there are receipts that should be reviewed as part of the approval you will be able to review them by clicking on the link below the report. This link will connect you to Onbase and ask you for your Onbase user name and password. Once your username and password are entered it will display a list of images that you can review. It will include a copy of the report you are viewing currently plus all of the receipts the traveler or delegate has uploaded.

**NOTE:** Review the expense listing on page 12 to make sure that the required receipts have been uploaded. If you approve the document without the receipts, the document will be returned to the traveler, they will have to upload the receipts and you will have to review again.

- Click the **Approve (Final)** button if the information is correct.
- Click the **Approve & Add Approver** button if the report has to be reviewed by another person. Remember exceptions to the policy have to be approved by our executive officer and if there is alcohol on the report it always requires executive officer approval.
- Click the **Deny** button if the report is not going to be processed any further. The authorization will not set aside funds from your budge. The advance will not be processed, and an expense will not be reimbursed. The document is closed and cannot be modified.
- Click the **Return for Correction** button if you need the traveler to add receipts or to make changes to the report. The traveler will be notified that changes need to be made.

Enter comments if necessary.

Click **Complete**. The document will be processed accordingly.

Need help 616-331-2203
e-mail suberk@gvsu.edu
Part 9: Releasing a Travel Authorization

Releasing a Travel Authorization needs to be done for two reasons. First, if the Travel Authorization has been approved and you need to increase the amount for an additional cash advance that is greater than the original Travel Authorization. Second, if the reimbursable expenses for the Travel Authorization were less than requested. The release is completed to return the unused funds back to the department’s budget.

**Step 1: Releasing budget**

On the Expense Manager tab, click on Authorization Reports on the left hand menu, and then click on the More Actions icon in the Authorization Report Actions toolbar.
Part 10: Adding a Proxy for Banner Workflow

A proxy for Banner Workflow is a person who you delegate to work on your behalf. Remember the proxy person has to have the same or more approval authority in Banner to fill this role. This is the tool that should be used to cover your workload while you are away from the office.

To setup a proxy, start by logging into Banner Workflow. If you are not sure how to do this please see Part 8 of the manual.

**Step 1: Select User Profile – User Information**
On the left side of the screen are the menu choices. Select the User Information under the User Profile.

**Step 2: Click Add Proxy**
Click on the words Add Proxy to be able to see the screen to select your proxy person.

**Step 3: Click on the dropdown arrow on the right of the User name list.**
By clicking on the drop down arrow the list of people who have the ability to act as an approver in Banner Workflow will be shown. If the person you wish to have as a proxy for you is not on the list, please send an email to reimburs@gvsu.edu.
Step 4: Enter the Date the person should start to act as your proxy.
Click on the icon to the right of the Effective From box and a calendar window will pop up to assist in the date selection.

Step 5: Enter the Date the person should no longer act as your proxy.
Click on the icon to the right of the Effective To box and a calendar window will pop up to assist in the date selection. A date is required.

Step 6: Select whether the Proxy information is confidential or not.
Click either box, one is required. If you click confidential then the travelers that you approve will not be informed that the proxy person was acting on your behalf. The non-confidential option explains that the proxy person was working on your behalf.

Step 7: Click Save.