

**TRAVELTracks:**

**Travel Request &  
Expense Report Guide**

Use this guide to help you submit  
Travel Requests and Expense  
Reports via the SAP Portal.

**Accounts Payable & Travel**

*Reviewed: September 2019*



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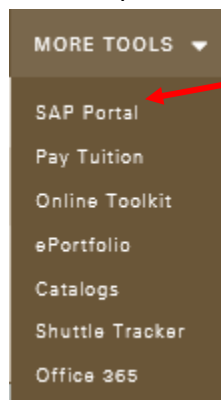
## Overview

- TRAVELTracks may only be used for Texas State Employees with an active personnel number.
- All business travel outside of the employee’s designated headquarters (San Marcos or Round Rock, TX) requires pre-approval, even if there will be no reimbursement to the traveler.
- When business travel has been authorized in advance, Texas State travelers are entitled to reimbursement for authorized allowable expenses incurred in accordance with Texas State policy and procedures during performance of official duties.
- If travel is not authorized in advance, the traveler may assume the risk that reimbursement may not be approved and may personally assume all liability for incidents occurring during their travel status.
- A Texas State University employee traveler must complete a TRAVELTracks Travel Request for travel pre-approval.
- The TRAVELTracks Trip Number is assigned once the Travel Request is ‘Saved’ and is the same number used for the Expense Report. It is 10 digits and starts with 7300#####.
- Traveler submits an Expense Report upon completion of the trip created from the approved Travel Request for expense reimbursement and company paid expenses.
- TRAVELTracks allows one Expense Report per Travel Request so once the Expense Report is processed the trip is closed and any unused encumbrance is released.
- If, at a later date, “missed” expenses related to the trip are identified for reimbursement, the traveler or Travel Assistant may submit an e-NPO Travel Expense Report. These would be expenses not already included on the TRAVELTracks Expense Report.
- Documentation must be attached for each reimbursement expense.

## How to Submit a Travel Request

All Texas State University employees traveling for business must complete a Travel Request for pre-approval.

1. Select **SAP Portal** from the MORE TOOLS drop-down list on the Texas State main website.



- Enter your Texas State NetID and Password and complete the NetID 2Step authentication process.



**TEXAS STATE**®

**NetID**

> [Forgot your password?](#)

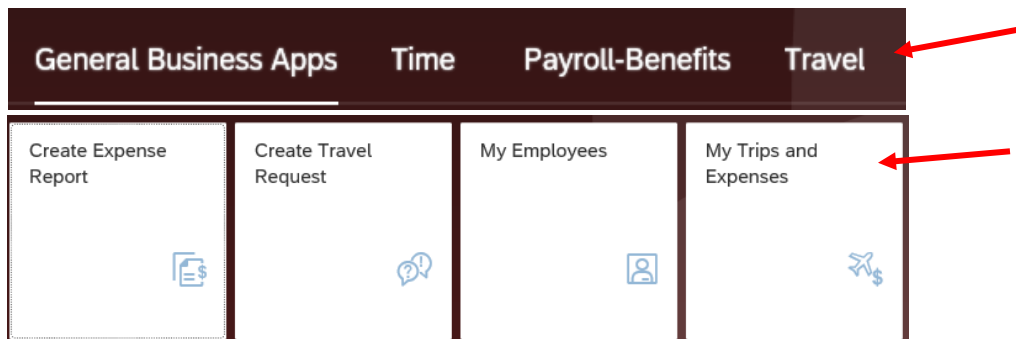
**Password**

> [Activate your NetID](#)

**Login**

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

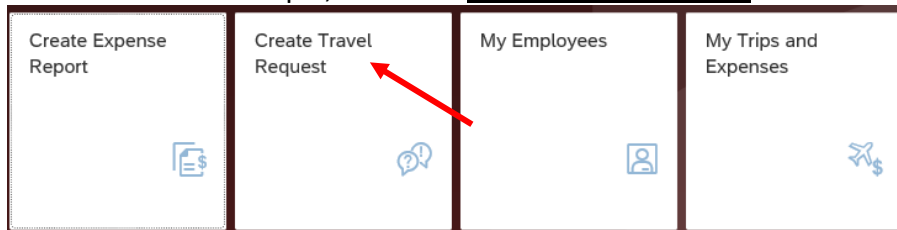
- Click the TRAVEL tab, then click the My Trips and Expenses quick link.



General Business Apps   Time   Payroll-Benefits   **Travel**

Create Expense Report	Create Travel Request	My Employees	<b>My Trips and Expenses</b>
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- If you select *TRAVELTracks* in Step 3, next click Create Travel Request.



Create Expense Report	<b>Create Travel Request</b>	My Employees	My Trips and Expenses
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- Or, if you select *My Trips and Expenses* in Step 2, next click **Create New Travel Request**.

### Trip General Data



SAP   Create Travel Request

1   2   3

**General Data**   Review and Send   Completed

Review > | Save Draft

Calendar of Trips | Attachments (0)

### General Data

\* Start Date:  12:00 AM

\* End Date:  12:00 AM

### Where are you going?

\* Trip Country: UNITED STATES  Trip Region:

\* Duty Point (Destination):

Additional Destinations:

### Additional Information

\* Activity Type (Request):

\* Benefit to University (Reason):

Estimated Trip Costs:  0.00 USD

Comment:

Advance (if eligible):

Cost Assignment:

- If you have multiple Travel Requests with different travel dates, they may overlap. Expense Report travel dates may NOT overlap.
- Select the Back arrow to cancel all unsaved information.

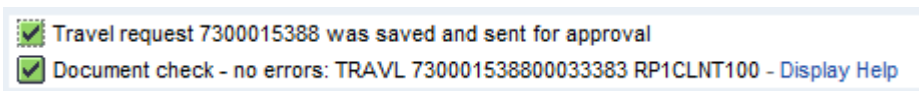


- Fields marked with a red asterisk \* are required. See Start Date above as an example.
- All required fields must be completed before you may:
  - (1) Save Draft,
  - (2) Save and Send for Approval, or
  - (3) Attach documents.
- Once the General Data screen is completed, the navigation bar at the top of the page may be used to toggle between the 'General Data' and 'Review and Send' screens.



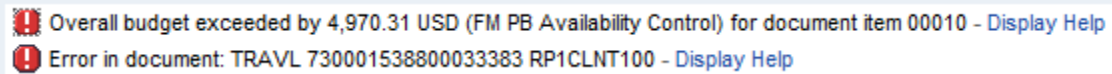
## Alert Messages Explained

There are three different messages you may receive when entering information. A **green** message informs you that an action was taken and was successful.



A **yellow** message gives you warning information which you may proceed past; it does not stop the process if not corrected.

A **red** message is a hard stop that a correction must be made before you may proceed.



1. Enter your General Data information.

a. Enter the trip Start Date and End Date.

* Start Date:	<input type="text"/>	12:00 AM	Departure from First Workplace
* End Date:	<input type="text"/>	12:00 AM	Arrival at First Workplace
* Start Date:	07/09/2018	6:00 AM	Departure from First Workplace
* End Date:	07/12/2018	7:00 PM	Arrival at First Workplace

- Use the cursor to access the drop-down menu calendar to select your trip date information.
- Record the entire trip date range and all destinations, including any personal time which may be taken along with business travel.
- For blanket travel (primarily for mileage), record the entire month/semester in the date range. Do not cross fiscal year dates. These dates may be edited on the Expense Report so as not to conflict with other travel. For example, if you have mileage from 06/01-06/30 and you have a conference from 06/14-06/16, your monthly mileage Expense Report dates will need to be adjusted to either 06/01-06/13 or 06/17-06/30 in order to process. Please be sure to notate in the comments that the dates have been adjusted and why. Remember, the Expense Report may not be submitted until the trip is complete (last mileage expense incurred).

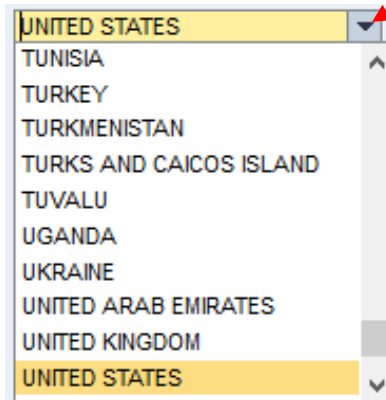
* Start Date:	06/01/2018
* End Date:	06/30/2018

- If foreign travel, consider adding an extra day to the start and end date of the trip to allow for any time differences or flight delays.

b. Select the Trip Country. The Trip Country defaults to the UNITED STATES.

Trip Region:  UNITED STATES

- The first destination in the 'Trip/Region' field defines the trip schema and will workflow the Travel Request to additional approver(s) if out-of-state or foreign travel.
- It is preferable to keep different trip schemas separate because the entire trip's expenses will be processed with the corresponding general ledger numbers. The trip is either in-state, out-of-state or foreign. If traveling to a U.S. territory, keep the United States as the Trip Country and select the territory in the Trip/Region.
- Use the arrow to access the drop-down menu and select another country if applicable.



- The available countries are in alphabetical order.

c. Select the appropriate Trip/Region.

Country/Group/Regi...:  

- Use the double squares to access the drop-down menu to select your Trip/Region. Scroll down the list to the correct listing for the state and city, click the button on the left side of the line, and select 'Go' at the top right.

Select: Trip Region

Trip Country/Group:  Country/Group/Regi...:

Name of Trip Country:

Items (More than 500)

Trip Country	Trip Region	Country
<input type="radio"/> US	AK/AD	AK Adak
<input type="radio"/> US	AK/AN	AK Anchorage
<input type="radio"/> US	AK/BA	AK Barrow
<input type="radio"/> US	AK/BE	AK Bethel
<input type="radio"/> US	AK/BT	AK Bettles
<input type="radio"/> US	AK/CB	AK Cold Bay
<input type="radio"/> US	AK/CO	AK Coldfoot
<input type="radio"/> US	AK/CC	AK Copper Center
<input type="radio"/> US	AK/CD	AK Cordova

Go

Cancel

- This field populates your per diems according to your accommodation's location.
- Only one Trip/Region needs to be selected per night.
- If you change accommodation locations, but are still in the same Trip/Region, only one Trip/Region needs to be selected.
- Enter the state or territory abbreviation and an asterisk in the Country/Group/Region field.

Define Conditions: Country/Group/Region

Country/Group/Region is

Select: Trip Region

[Go](#)

Trip Country/Group:  Country/Group/Regi...:

Name of Trip Country:

- Click 'Go.'

Select: Trip Region

[Go](#)

Trip Country/Group:  Country/Group/Regi...:

Name of Trip Country:

Items (43)

	Trip Country	Trip Region	Country
<input type="radio"/>	US	TX/AN	TX Andrews County
<input type="radio"/>	US	TX/AR	TX Arlington
<input type="radio"/>	US	TX/AU	TX Austin
<input type="radio"/>	US	TX/BX	TX Bexar County
<input type="radio"/>	US	TX/BI	TX Big Spring
<input type="radio"/>	US	TX/BR	TX Brazos County
<input type="radio"/>	US	TX/CA	TX Cameron County
<input type="radio"/>	US	TX/CS	TX College Station
<input type="radio"/>	US	TX/CO	TX Collin County

- Scroll down to view all the available Trip Regions for the designated state. Use the Other rate if the destination is not found. The Trip Region selections mirror the GSA rate table. Use the Other/Standard rate for cities not listed on GSA if using blanket travel for mileage.


<input type="radio"/>	US	TX/OT	TX Other
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- Selecting the applicable Trip Region line will bring you back to the General Data screen.
- All available Trip Regions will automatically be presented for selection if the Trip Country is a foreign country. Select Search, then the applicable Trip/Region. You will be brought back to the General Data screen.

<input type="radio"/>	GB	GB/OT	Other
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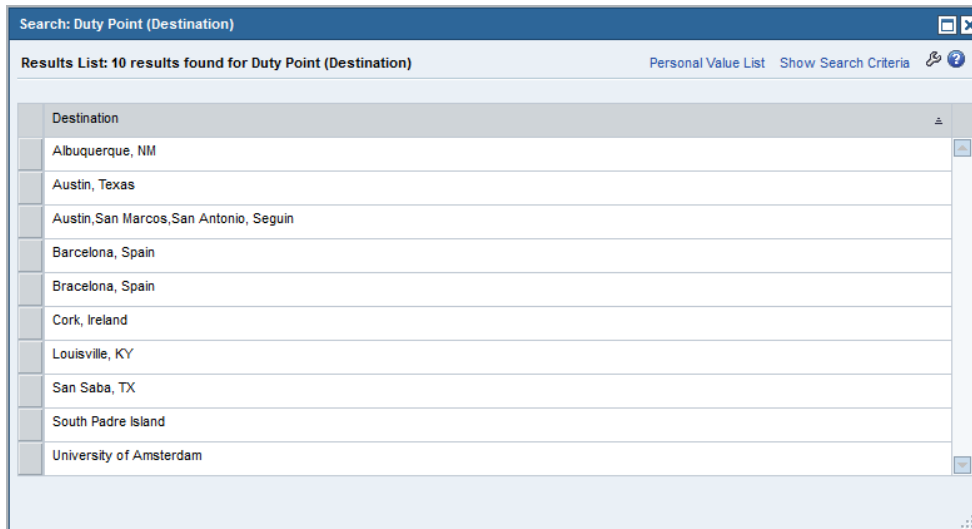
- The TRAVELTracks per diem tables mirror the GSA.gov tables for January – September.
  - Note: The September rate is used for October–December per diems (GSA next fiscal year).
  - When available, the updated January–September per diems are loaded into TRAVELTracks from the GSA.gov tables.
  - The GSA.gov maximum lodging per diem rate may increase for the period of October–December, but the TRAVELTracks rates will not reflect the changes.
  - If the GSA.gov rates changes from the TRAVELTracks rates from October–December, note the difference of the lodging per diem rates in the 'Comment' section of the request and attach a copy of the GSA.gov rate. Add the difference between the amounts to the 'Estimated Costs' travel type 'Other' (GSA.gov rate – TRAVELTracks rate times the number of nights).

d. Enter the Duty Point information in the text box.

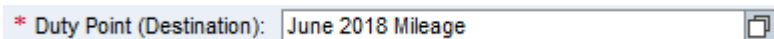
\* Duty Point (Destination):  



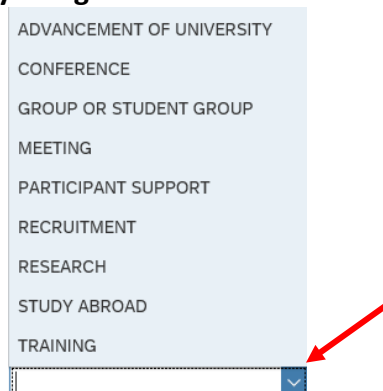
- You can either manually **enter the Destination of the trip** or select the square drop-down menu to select from prior trip destination entries.



- You can also use the text box to enter the mileage period if the trip is for blanket mileage.



**Select the Activity Type by using the arrow to access the drop-down menu.**



- ADVANCEMENT TO UNIVERSITY – General catch-all used if none of the other types apply.
- CONFERENCE
- GROUP OR STUDENT GROUP – This activity type will not populate the meal or lodging per diems. Those per diems must be added manually according to the overnight destination, dates of travel, and amount of people and/or rooms from the GSA maximum per diem rates. Manually add the airfare for the entire group into the ‘Airfare’ line of the estimated costs. Must attach a PDF document list of the students or notate their names in the comment section.
- MEETING
- PARTICIPANT SUPPORT – NO LONGER USED. All Grant Participant support travel must be done on an SAP Travel Funds Commitment.
- RECRUITMENT
- RESEARCH
- STUDY ABROAD – The formal name for this is Education Abroad but TRAVELTracks will continue to refer to it as Study Abroad until systemic changes are made in SAP. This activity type may only be used if the travel is being funded by the Education Abroad department and will not populate

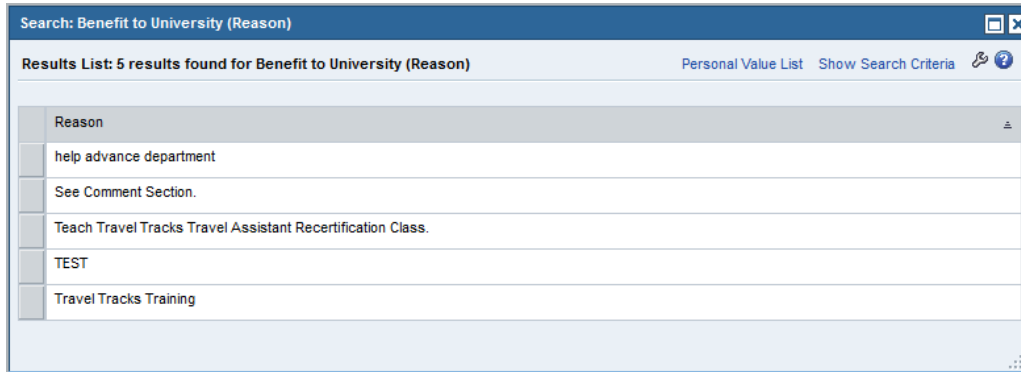
the meal or lodging per diems. Those per diems must be added manually according to the overnight destination, dates of travel, and number of people and/or rooms from the GSA maximum per diem rates. Manually add the entire group's airfare into the estimated cost 'Airfare' line.

- TRAINING

e. Enter the Benefit to University (Reason).

\* Benefit to University (Reason): TRAVELTracks annual training required for certification. 

- Select the square drop-down menu to select from prior entries if applicable.



- This is a text box where the trip reason or business activity may be entered.
- The trip purpose should be descriptive enough to clearly answer any questions regarding the necessity of the travel and the benefit to Texas State.
- This text box has a character entry limit. Use the Comment section if more space is needed.
- Enter in the Benefit to University (Reason) for the trip; or

f. Enter data in the Comment section.

Comment:

- This is a text box and has no character entry limit.
- Continue the Benefit to University statement or add any other trip information which may be important to the Account Manager or the Travel Office.
- Important trip information may include such statements as:
  - Staying with relative and not seeking lodging reimbursement.
  - Lodging paid with check (through Purchase Order or e-NPO).
  - Staying an extra five days for personal time. Provide actual dates of personal travel.
  - Airfare and rental car will be directly billed.
    - Rationale for other than coach airfare. Attach Cabinet Officer approval (unless the trip is foreign which will route to that approval level). If a physical or medical condition requires an upgraded fare, attach summary statement along with the Cabinet Officer approval.

g. Enter Additional Destinations if applicable.

Additional Destinations: No destinations entered 

- Select the Enter Additional Destinations button.
- Add additional destination(s) only if your lodging accommodation Trip/Region changes.
- Use the same method of selecting Trip/Region as when first creating the Travel Request.

- Add an Additional Destination or select 'Accept' to return to the General Data screen.

### Enter Estimated Trip Cost Information

Estimated Trip Costs:  USD

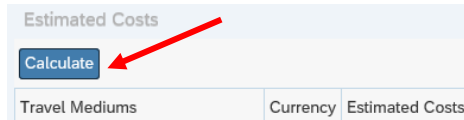
- Select the Enter Estimated Costs button to enter your estimated costs for the Travel Mediums.
- The Meal and Lodging per diems will automatically be populated if certain activity types and trip dates are selected.
- The Meal and Lodging per diems will automatically be populated for overnight trips for all activity types (except for Group or Student Group and Education Abroad).

Estimated Costs		
<input type="button" value="Calculate"/>		
Travel Mediums	Currency	Estimated Costs
AIRFARE	USD	0.00
MEALS	USD	215.25
LODGING	USD	386.00
EXCESS LODGING	USD	0.00
TRANSPORTATION	USD	0.00
OTHER	USD	0.00
<b>Sum</b>	<b>USD</b>	<b>601.25</b>

- Enter any applicable estimated Airfare, Excess Lodging, Transportation, or Other costs.
  - AIRFARE – Enter direct bill or personally paid airfare estimate for individual or student group.
  - MEALS – This field may already be populated from the entries on the General Data screen.
    - The maximum GSA amount may not be increased. The amount approved on the request transfers to the Expense Report.
    - Reduce the meal per diem on the Expense Report if applicable. This would occur when meals are provided by other sources, such as included with the event registration fee or anticipated business meals with third parties.
    - If the trip is for a student group, manually enter the calculated meal per diem for the entire group, if applicable (i.e. a different per diem is allotted to each traveler lower than the GSA rate). The total meals cannot exceed GSA rate per person of the group.
  - LODGING – This field may already be populated from the entries on the General Data screen.
    - The maximum GSA amount may not be increased. Use Excess Lodging if the actual rate is greater than the per diem.
    - If there is no company paid lodging or lodging reimbursement, reduce to \$0.

Note: You will still need to uncheck the per diem accommodations box on the General Data screen when creating the Expense Report.

- For a student group, manually enter the calculated lodging for the entire group, if required (i.e. Student Affairs).
- Excess Lodging may not be applicable since students share rooms.
- EXCESS LODGING – If the room rate is greater than the GSA maximum lodging per diem rate, enter the difference. The Request automatically workflows to the appropriate approver, if applicable.
- TRANSPORTATION – Enter estimated costs for company paid or personally paid expenses such as rental cars, fuel for rental vehicles, mileage for personal vehicles, bus, shuttle, taxi, road tolls, and parking.
- OTHER – Enter estimated costs for personally paid expenses such as registration fees, membership fees (if required to register and pay at the event), baggage fees, lodging taxes (estimate taxes at 10% of the room rate in Texas and 20% of the room rate out-of-state), lodging resort fees, and business meals.
- Select the Calculate box to view total sum.

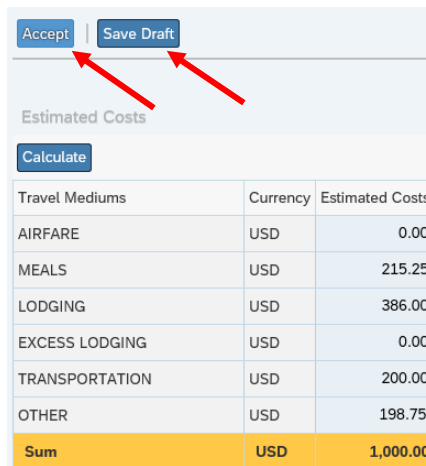


Estimated Costs

Calculate

Travel Mediums	Currency	Estimated Costs
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- Select 'Accept' or 'Save Draft' to return to the General Data screen.



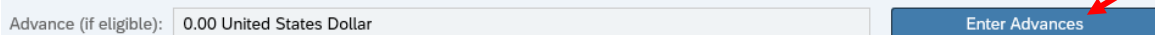
Accept | Save Draft

Estimated Costs

Calculate

Travel Mediums	Currency	Estimated Costs
AIRFARE	USD	0.00
MEALS	USD	215.25
LODGING	USD	386.00
EXCESS LODGING	USD	0.00
TRANSPORTATION	USD	200.00
OTHER	USD	198.75
<b>Sum</b>	<b>USD</b>	<b>1,000.00</b>

h. Enter the Travel Advance required.



Advance (if eligible): 0.00 United States Dollar

Enter Advances

- Select 'Enter Advances' to enter the requested advance amount.
  - Per [UPPS 05.06.04 Travel Advances](#), trip criteria must be for student group travel, foreign travel, and/or research travel. Research travel must exceed 5 calendar days to receive a travel advance.
  - Total advance requested may not be more than the total estimated costs of the trip.
  - Money will be advanced no less than 14 calendar days prior to the trip start date if the approvals are obtained prior to the 14 calendar days. The advance may be issued in fewer than 14 calendar days if trip approvals were obtained within 14 calendar days of the trip start date.

- Payment of the travel advance more than 14 calendar days prior to the trip start date requires Cabinet Officer approval. As a rule, the university does not issue advances that early without that approval since it could be construed as a loan by the IRS.
- The Desired Payment Date field automatically populates to the Travel Request creation date. Do not change the date. It has no correlation to the date the travel advance will be paid to the employee.

- Enter the travel advance amount in the Amount field.
- Select the Accept button to return to the General Data screen.

If the travel advance amount entered and accepted must be modified, an adjusting entry must be entered to obtain the desired net amount of the travel advance. The first entry may not be deleted, but you will have to enter a negative amount to reduce it (e.g. if first entry was \$750 and only \$500 is required, enter negative \$250 to net the desired \$500).

i. Change the Cost Assignment.

- The Cost Assignment is set at the TRAVELTracks default funding. The cost assignment must be changed to either:
  - a Cost Center and Fund.
  - an Internal Order Number that starts with an 8 (grant) or a 9 (sponsored program) and the Fund. The TRAVELTracks default cost center must be deleted. The Internal Order Number will populate the correct Fund Center in that field on the screen. The Cost Center field will be blank.
  - a Cost Center, an Internal Order Number that starts with a 5 (statistical), and Fund.

- Select the Change Cost Assignment box to enter the correct account combination that is paying for the travel, even if zero dollars are encumbered. This is used to determine the approval workflow.

- Up to six different cost assignments may be entered which are allocated by percentage. The system defaults the first cost assignment to 100% and you will have to manually enter the correct percentage based on your funding from the department(s) funding the trip and the total trip cost (i.e. \$3,000 Total trip cost and one department is giving you \$1,000, which equals 33%).
- Select the check box at the bottom of the screen after every entry to ensure that the Cost Center/Internal Order and the Fund are available and compatible. This does not ensure that there are funds in the travel budget covering the total estimated costs, but rather that the combination is valid. Note the “successful” message that displays when the account combination is valid.

- Select the Accept box at the top of the screen to return to the General Data screen.

2. You are now able to attach items required by the university or department before submission into workflow for processing (i.e. student list if group travel, T-4 forms for Foreign Travel).

a. Click 'Attachments'

b. Browse for the desired documentation needed and click the upload box.

Calendar of Trips **Attachments (0)**

Delete Attachment

	Title	Added By	Added On
<input type="radio"/>	The table does not contain any data		

**Add Attachment**

Type:  File  Link  Note

File Path:

3. Go to the Review and Send screen by selecting the #2 circle.



- Review and process through any Yellow Warnings.
- The request may not be saved until Red Warnings, such as an over budget message, are corrected.
  - NOTE: If you do not receive the green message confirming the request was saved as a draft or saved and sent for approval, check the General Data screen for red warnings.
- Save the Travel Request as a draft OR Save and Send for Approval to submit it for processing.

### Save Travel Request

1. Select the Save Draft button and the Save Draft box to save the Travel Request to save the document and have a trip number assigned.

All  1 ✕

Travel request 7300079460 was saved

**Final Action**

Save Draft I only want to save my travel request and send it later

2. You may need to return to the Travel Request to review or modify it before submitting for processing.

### Submit Travel Request

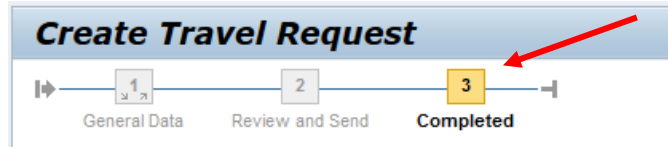
1. Select the Save and Send for Approval button and Save Draft box to submit into workflow for processing and have a trip number assigned.
2. The Travel Request does NOT require the traveler's signature. The Travel Assistant complete the save and Save and Send for Approval step.

Save and Send for Approval I want to save my travel request and send it now for further processing

Save Draft I only want to save my travel request and send it later

**I confirm that I have entered all data to the best of my knowledge**

- A notification message will appear stating that your trip has been saved. The Completed #3 box will be highlighted and the encumbrance and Cost Assignment information will be displayed.



Below is an example of the notification message.

**Save Draft**

**Final Action**

Save Draft I only want to save my travel request and send it later

Save and Send for Approval I want to save my travel request and send it now for further processing  
I confirm that I have entered all data to the best of my knowledge

**Estimated Costs Summary**

Estimated Travel Expenses	1,000.00 USD
<b>Total Estimated Costs</b>	<b>1,000.00 USD</b>

**Cost Assignment**

1,000.00 USD Company Code 754 (Texas State University), Business Area 1000 (Texas State University), Cost Center 1212000000 (Tech Resources Admin), Funds center 1212000000 (Tech Resources Admin), Fund 2000011018 (Des Method), Functional Area 1700 (Institutional)

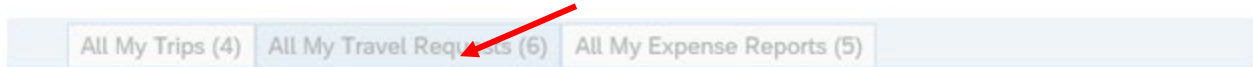
**Display Request Form**

- Close the window by clicking the back arrow to return to the My Trips and Expenses screen.



### Changing a Saved Travel Request

- To change a Saved Travel Request and/or submit for approval, click on All My Travel Requests, find and select the trip number by checking the box to the left of the trip number and select 'Change.'



View: [Standard View]

<input type="checkbox"/>	Trip Number	Start Date	End Date	Destination	Reason
<input checked="" type="checkbox"/>	7300015388	04/24/2013	04/24/2013	Austin, TX	To stay abrea
<input type="checkbox"/>	7300025423	06/25/2014	12/18/2014	San Marcos Tx	Picking up me

- You will return to the General Data screen to make changes, if necessary.
- Go to the Review and Send screen.
- Select the Save and Send for Approval box to begin the approval workflow process.
- Click on the Home icon to return to the My Trips and Expenses screen.





## Viewing the Status of a Travel Request

1. Viewing the status of a Travel Request or attaching any items can be done by using the tools on the All My Travel Requests or All My Trips tabs. Select the trip, then Display/Print or the Attachments paperclip.

All My Trips (4)				All My Travel Requests (6)		All My Expense Reports (3)			
View: [Standard View]				Display/Print	Change	Copy	Delete	Create New Travel Request	
Trip Number	Start Date	End Date	Destination	Processing Status	Approval Status	Attachments			
<input type="checkbox"/>	7300058761	09/01/2017	08/31/2018	San Marcos Tx	transferred to FI	Request Approved	(4)		
<input checked="" type="checkbox"/>	7300047057	08/31/2017	08/31/2017	San Marcos Tx	transferred to FI	Request Approved	(1)		
<input type="checkbox"/>	7300043895	04/22/2016	04/22/2016	ALERRT Training Facility/1285 William F	Canc.posted in FI	Request Approved	(1)		
<input type="checkbox"/>	7300041351	09/01/2015	08/31/2016	San Marcos Tx	transferred to FI	Request Approved	(2)		
<input type="checkbox"/>	7300025423	06/25/2014	12/18/2014	San Marcos Tx	Canc.posted in FI	Request Approved	(1)		
<input type="checkbox"/>	7300015388	04/24/2013	04/24/2013	Austin, TX	transferred to FI	Request Recorded	(3)		

2. After clicking the paperclip icon, browse for the desired documentation and click the upload box.

**Attachments** 🔗 ×

Delete Attachment

	Title	Added By	Added On
<input type="checkbox"/>	Texas State University to Texas State University D	Ms Sydney Rae Vogel	12/05/2018

**Add Attachment**

Type:  File  Link  Note

File Path:  Browse...

Upload

Close

3. "Trip Templates" may be set up for frequently used trip scenarios to aide in Travel Request initiation. Select the box to the left of the trip you want to copy. Select 'Copy' to replicate a prior trip's data. Change the trip start date and modify any other trip information as needed.

View: [Standard View]				Display/Print	Change	Copy	Delete	Create New Travel Request	Copy to Other Employee	
Trip Number	Start Date	End Date	Destination							
<input type="checkbox"/>	7300058761	09/01/2017	08/31/2018	San Marcos Tx						
<input checked="" type="checkbox"/>	7300047057	08/31/2017	08/31/2017	San Marcos Tx						
<input type="checkbox"/>	7300043895	04/22/2016	04/22/2016	ALERRT Training Facility/1285 William Pettus Road,						
<input type="checkbox"/>	7300041351	09/01/2015	08/31/2016	San Marcos Tx						
<input type="checkbox"/>	7300025423	06/25/2014	12/18/2014	San Marcos Tx						
<input type="checkbox"/>	7300015388	04/24/2013	04/24/2013	Austin, TX						

**Copy Travel Request**

Employee Ms Maria Isabel Valdez ( 50018727 00033383 ( Active ) Accountant I - Accounting C

Start

The system displays the data that identifies the travel request or expense report you want to copy the data of the new travel request or expense report.

**Copy From**

\* Personnel No.:

\* Trip Number:

**Information**

Start Date:  End Date:

Location:

Country:

Reason:

**Copy To**

\* New Start Date:

## Things to Consider About the Status of a Travel Request

- a. Do not open a Travel Request in workflow (i.e. the Save and Send for Approval step has been done) or workflow will stop, and the approval process will start over from the beginning.
- b. Do not open a Travel Request that has been posted or it will disrupt the approved status.
- c. If you need to make changes to a submitted or approved Travel Request, email the Travel Office to have it reset. Once done, you may enter the changes.
- d. Most changes to the trip data can be altered on the Expense Report and may workflow for additional approval(s) depending on what data has been adjusted.
- e. If the Travel Request 'Save and Send for Approval' step **has NOT been done and the trip was not taken, the request may be deleted by the Travel Office.** If a Travel Request is posted and 'Transferred to FI' and the trip was not taken, notify the Travel Office via email to cancel the trip.
  - If company paid airfare is purchased, an Expense Report must be processed, recording the 'Company Paid Airfare' expense amount. The traveler will not be reimbursed, but the airfare billed to the university must be processed through an Expense Report since the university paid for the airfare.
  - If the company paid airfare purchase was voided or the total amount credited in time, the 'Company Paid Airfare' expense does not need to be processed through the Expense Report.
  - If the company paid airfare was canceled and the traveler will receive a residual value to use at a future date, record the entire 'Company Paid Airfare' expense on the Expense Report.
- f. If the traveler is not seeking reimbursement for the trip, the Travel Assistant can submit a zero-dollar (\$0) Expense Report to the Travel Office to close the trip and encumbrance.

# Travel Request Workflow Approval Process

Approvals are obtained at the Travel Request stage and are electronically assigned in a workflow originating from the traveler's Personnel Number, cost assignment(s) used, and trip schema. Up to six different cost assignments may be used on the Travel Request and you will need to assign a percentage of the total estimated trip cost to each assignment line. You will need to calculate the percentage according to the amount that will be encumbered by each cost assignment.

- The Travel Request approval workflow is:
  - **In-state Travel** - Traveler's Account Manager(s)
  - **Out-of-state Travel** - Traveler's Account Manager(s)
  - The VP Office of Student Affairs approval is required for Out-of-state and Excess Lodging (regardless of the destination). The cost assignments for these divisions have the appropriate workflow to process correctly for the required approvals.
  - **Foreign Travel (Outside the United States or its Territories)** – Traveler's Account Manager(s), Dean or Vice President, Provost/Cabinet Officer, President or President's Designee (currently delegated to the Cabinet Officers), and Office of Research Integrity and Compliance (ORIC).
  - **Grant funded** travel requires additional approval from the Office of Research and Sponsored Programs (ORSP).

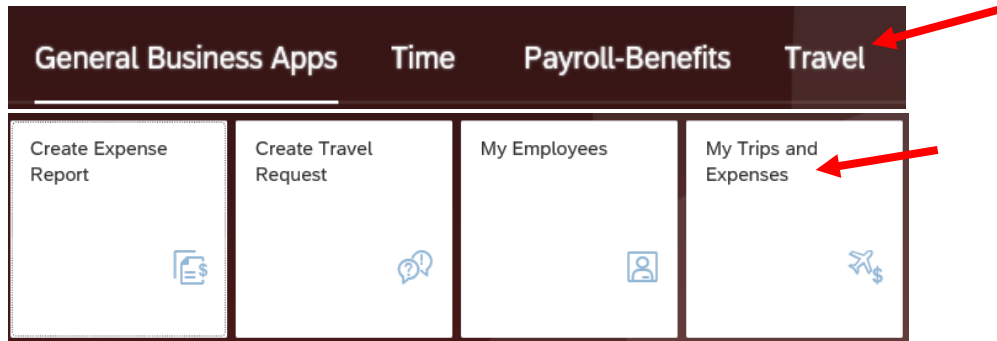
## Travel Request & Expense Report Relationship

- When a trip is complete, submit a TRAVELTracks Expense Report with required receipts. Process Company Paid Airfare, Lodging, or Car as 'COMPANY PAID' on the TRAVELTracks Expense Report.
- All electronic Expense Reports must be created from an approved Travel Request. If the trip has concluded and there is no approved Travel Request, one must be created before the traveler may be reimbursed. Without it, there is no data to create an Expense Report. Trip Information from the Travel Request's General Data screen automatically transfers to the Expense Report.
- Reimbursements require the traveler's electronic signature, obtained by selecting 'Save and Send for Approval' on the Expense Report. Travel Assistants may only submit these on the traveler's behalf if:
  - The traveler is not seeking reimbursement and will submit a zero-dollar Expense Report.
  - The traveler only has Company Paid expenses and there is no traveler reimbursement.
  - The traveler is unable to access SAP Portal. To substitute for an electronic signature, the traveler must send an approval email to be attached to the Expense Report containing the traveler's name, Travel Request number, travel dates, reimbursement amount requested, expense type breakdown, and the following traveler statement:
    - "This email will serve as my signature and approval that I certify that the attached travel reimbursement expense request is correct and unpaid."
- No additional approval is needed if the Account Assignment is the same and the trip amount does not exceed the allowed travel tolerances.

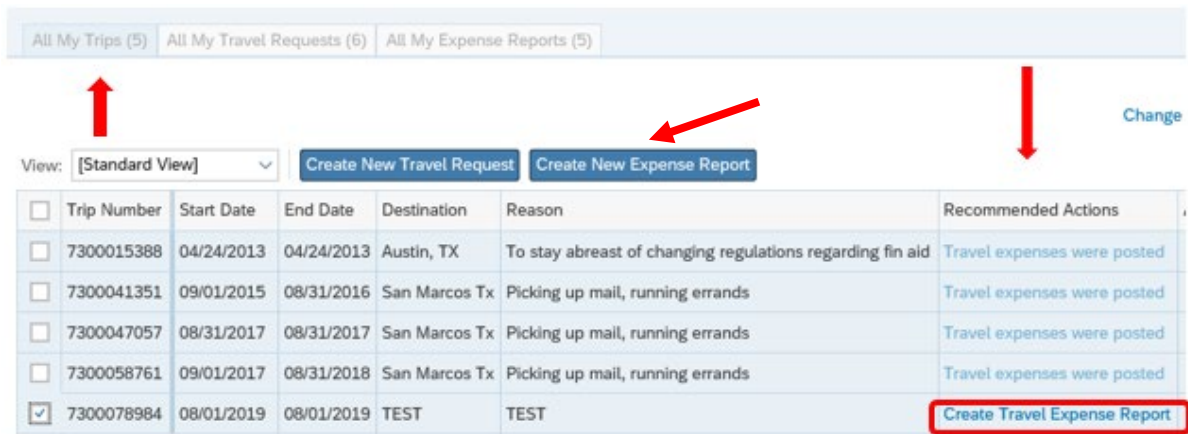
- No additional approval is needed if the reimbursement is equal to or within the encumbrance tolerance. You may always claim less than receipt amounts to stay within the tolerances, which are:
  - The greater of \$50 or 10%, but no greater than \$200 for in state and out-of-state trips.
  - The greater of \$100 or 10%, but no greater than \$500 for foreign trips.
  - *Note: Expense Reports will automatically workflow to the correct approver(s) if over Tolerance or a change in Account Assignment(s).*

## How to Submit a Travel Expense Report

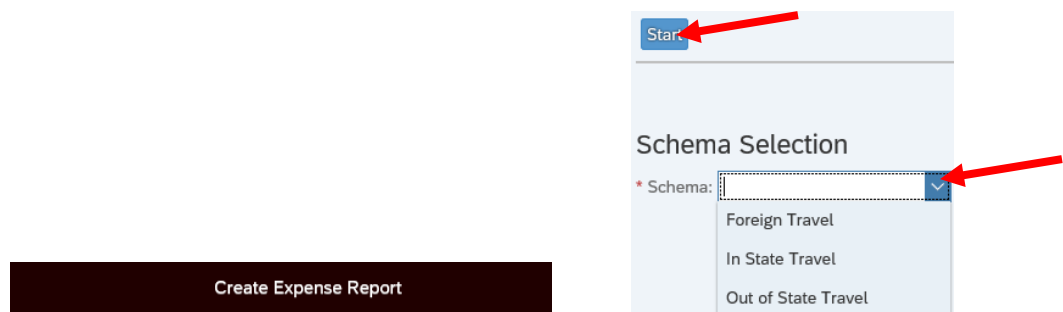
Log into SAP Portal as defined, starting on page 3. Select 'SAP Portal' on the Texas State main website. Log on with your Texas State NetID and Password. Select 'Travel,' then 'My Trips and Expenses.'



1. Select TRAVEL, then the My Trips and Expenses quick tile.
  - Select Create Travel Expense Report from the Recommended Actions Column.

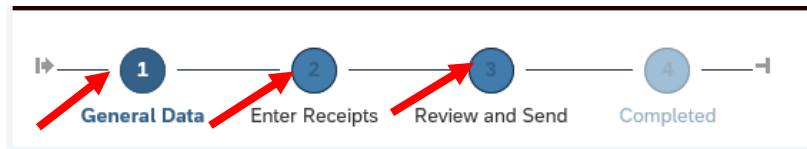


- Select the Trip Schema, based on the trip location, from the drop-down menu under Schema Selection and click on the Start button.



2. Review the General Data screen information and modify if applicable.

3. If creating a blanket mileage Expense Report for a month or semester, change the Start and End dates to the last day of travel for the period. This will avoid any overlapping Expense Reports.
4. The Navigation Bar at the top of the Create Expense Report screen based on Travel Request data may be used to move between the General Data, Enter Receipts, and Review and Send screens.



- If all trip information must be entered, it has not been created from the approved Travel Request. You will need to create the Travel Request before the Expense Report can be completed.
5. If no lodging expense was incurred, uncheck the 'Per Diem for Accommodations' checkbox at the bottom of the General Data Screen. If the box is left checked, the lodging per diem will be applied on the 'Review and Send' screen under 'Total Accommodations.'

Per Diems for Accommodations	Per Diem Reimbursement for Accommodations: <input checked="" type="checkbox"/>	<b>Summary</b> Total Accommodations 93.00 USD Total Travel Expenses 93.00 USD Amount Reimbursed 93.00 USD Amount Paid Out 93.00 USD
Per Diems for Accommodations	Per Diem Reimbursement for Accommodations: <input type="checkbox"/>	<b>Summary</b> Total Travel Expenses 0.00 USD Amount Reimbursed 0.00 USD Amount Paid Out 0.00 USD

6. Verify the actual lodging paid to the per diem rate as follows:
  - Verify the nightly room rate to the GSA maximum per diem rate as you can have a Lodging Reduction and Excess Lodging in the same Expense Report.
    - For example, this situation would occur when paying a different nightly rate in one stay.
  - If the rate equals the GSA per diem rate, no entry is required.
  - If the rate is greater than the GSA per diem rate, enter the difference as Excess Lodging.
  - If the rate is less than the GSA per diem rate, enter the difference as a negative Lodging Reduction.
  - Enter Out-of-state, City, or County hotel occupancy tax and required fees as Incid Taxes.
7. Go to the Enter Receipts screen and select the correct Expense Types based on your receipts.
  - The Meals approved amount on the Travel Request automatically transfer to the Expense Report.
  - The Receipt Date automatically populates from the original trip start date.
  - The Expense Type(s) selected will post to the correct General Ledger number(s).
  - Click on New Entry and select the correct Expense Type for the expense receipts.

- Comments and Cost Assignment changes may be entered for each Expense Type.
- You can change the Cost Assignment by percentage or absolute dollar amount by clicking on Change Cost Assignment for the expense item.

- Select the Accept button if finished or select Accept and New Entry button to enter more receipts.

- Select from the available Expense Types listed in alphabetical order below.  
**Remember:** A Grant Participant is a non-Texas State employee brought in as a participant on a Grant Funded activity. Any expenses for Grant Participants must be done through an e-NPO.

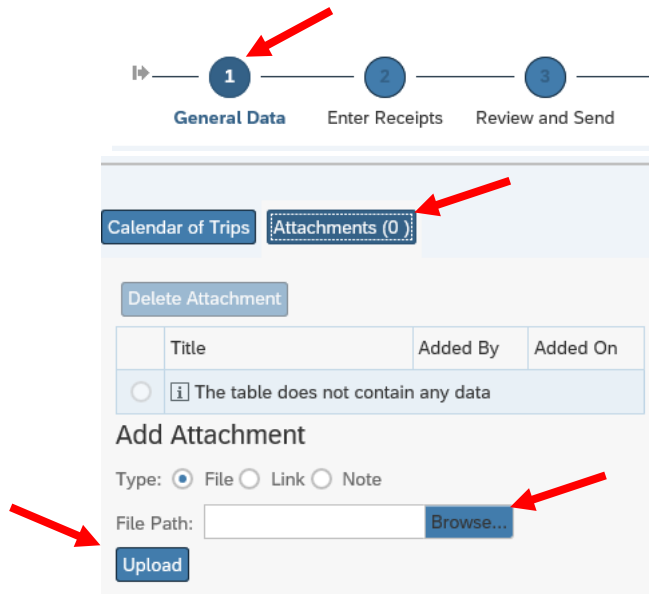
### Expense Type Categories and Tips

- ADVANCE RETURN – Return advance monies if reimbursable receipts are less than advance total.
- AIRFARE – Amount traveler paid for airfare not to include baggage fees, early bird check-in, flight insurance, or preferred seating.
- BUSINESS MEAL – See [Business Meals](#) for requirements. The per diem for breakfast, lunch, or dinner must be deducted from total meals per diem for the meal which a business meal replaced. See GSA [meal-by-meal chart](#). This must be done on each employee traveler who was at the business meal, not just the employee paying for the meal.

- COMPANY PAID AIRFARE – Airfare billed directly to the university. An airfare invoice from Ascot or CTP agencies is attached to the trip by the Travel Office. Enter that amount in the expense type.
- COMPANY PAID CAR – Rental vehicle billed directly to the university.
- COMPANY PAID EXCESS LODGING - Lodging over the GSA maximum lodging per diem rate paid directly by Travel Office hotel credit card or CTP.
- COMPANY PAID INCID EXPENSES – Expenses paid directly by Travel Office hotel credit card or CTP.
- COMPANY PAID LODGING – Lodging directly paid by the Travel Office hotel credit card or CTP, not including lodging paid by Purchase Order or e-NPO.
- EXCESS LODGING – Room rate paid by traveler over the GSA maximum lodging per diem rate.
- GRANT PARTIC\* CATEGORIES – These are not used.
- GROUP OR STUDENT GROUP TRAVEL – Trip costs, such as meals, lodging, or taxes paid by the traveler for a student group.
- INCID FUEL – Amount traveler paid for rental vehicle fuel.
- INCID INTERNET – Amount traveler paid for internet charges to conduct university business.
- INCID OTHER – Amount traveler paid for baggage fees, tolls, and other charges not listed. Must have explanation of expense in the comment section.
- INCID PARKING – Amount traveler paid to park vehicle.
- INCID TAXES – Amount traveler paid for lodging, not to include State of Texas Occupancy tax.
- INCID TELE FAX – Amount traveler paid for phone or fax charges to conduct university business.
- LODGING REDUCTION – Room rate traveler paid under the GSA maximum lodging per diem rate. This is the only expense type which must have a negative (-) entered in front of the amount.
- MEALS – Daily per diem meal amount as dictated by the GSA.
- MEMEBERSHIPS – Membership amount traveler paid when required to register for activity.
- MILEAGE – Number of miles calculated from MapQuest or Google maps, MapQuest Chart, or odometer readings multiplied by the mileage rate. The derived total amount must be entered.
- PUBLIC TRANS BUS – Amount paid for bus or shuttle services (includes tips up to 20% before taxes).
- PUBLIC TRANS CAR – Amount traveler paid for rental vehicle. If a non-contracted rental agency is used, include the insurance paid.
- PUBLIC TRANS RAIL – Amount traveler paid for train service.
- PUBLIC TRANS TAXI – Amount traveler paid for taxi service (includes tips up to 20% before taxes).
- REGISTRATION FEES – Amount traveler paid to register for activity such as a conference.

#### Attaching Documentation to the Expense Report

1. Go to the General Data screen and attach supporting receipts and/or documents. Receipts should be grouped together by expense type, then date order.
2. All receipts should be scanned into one document in the order listed above.
3. Select 'Attachments,' then 'Browse...' to find the attachment.
4. Look for the PDF File scanned to your computer (whatever support needed for the expenses on the Expense Report) and select 'Upload.'



### Review and Send Expense Report for Approval

1. Review and process through any Yellow Warnings.
2. The Expense Report may not be saved if there are Red Warnings such as an over budget message.  
NOTE: If you do not receive the green message confirming the report was saved as a draft or saved and sent for approval, check the General Data screen for red warnings.
3. Select the 'Save Draft' radio dial and rectangle to save the Expense Report so you may return to it later. The Travel Assistant may only create the Expense Report, and the traveler must 'Save and Send for Approval' as this is their electronic signature.

#### Final Action

Save Draft I only want to save my travel request and send it later

4. Once the Expense Report is final, click 'Save and Send for Approval' to begin the approval workflow. The Travel Assistant may only 'Save and Send for Approval' if the traveler has a \$0 reimbursement.

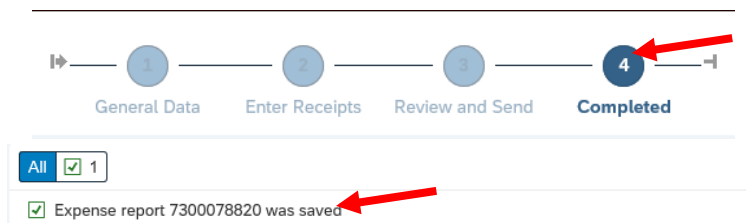
#### Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing

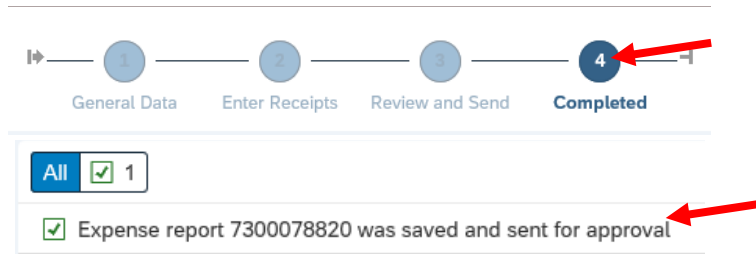
**I confirm that all expenses were incurred by and on behalf of the company**

5. A message will appear after 'Save Draft' has been selected.



6. A message will appear after 'Save and Send for Approval' has been selected.





Using the All My Trips Tab

1. Viewing the status of an Expense Report or attaching items may be done by using the tools on the All My Expense Reports or All My Trips tabs.
2. Select the trip by checking the trip number box, then Display/Print or the Attachments paperclip.

View: [Standard View] Display/Print Change Copy Delete Create New Expense Report Copy to Other Employee

<input type="checkbox"/>	Trip Number	Start Date	End Date	Destination	Reason
<input type="checkbox"/>	7300058761	09/01/2017	08/31/2018	San Marcos Tx	Picking up mail, running errands
<input type="checkbox"/>	7300047057	08/31/2017	08/31/2017	San Marcos Tx	Picking up mail, running errands
<input checked="" type="checkbox"/>	7300041351	09/01/2015	08/31/2016	San Marcos Tx	Picking up mail, running errands

- a. When you select 'Display/Print,' you will be able to see the Expense Report in its entirety.
  - i. Check the Expense Report status at the top of the page to see if it has been approved.

**Travel Expense Status: APPROVED**  
**Workflow Approval Status: Complete**

- ii. When you scroll to the bottom of the Expense Report, you will see the planned approvers and the actual timestamp of the final approval.

**Planned Approvers**

Acct Mgr #	Approval Scenario	Planned Approver
	Travel Office	Administrator

**Actual Approvers**

Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
Approved	Travel Office	Administrator	Ms Maria Isabel Valdez	Jan 6, 2017	8:15:23 AM

- b. You will be able to attach the desired trip documentation when you select the paperclip icon.

View: [Standard View] Display/Print Change Copy Delete Create New Expense Report Copy to Other Employee

<input type="checkbox"/>	Trip Number	Start Date	End Date	Destination	Reason
<input type="checkbox"/>	7300058761	09/01/2017	08/31/2018	San Marcos Tx	Picking up mail, running errands
<input type="checkbox"/>	7300047057	08/31/2017	08/31/2017	San Marcos Tx	Picking up mail, running errands
<input checked="" type="checkbox"/>	7300041351	09/01/2015	08/31/2016	San Marcos Tx	Picking up mail, running errands

Reason	Reimbursmt	Approval Status	Attachments
Picking up mail, running errands	0.00	Trip Approved	(4)
Picking up mail, running errands	0.00	Trip Approved	(1)
Picking up mail, running errands	0.00	Trip Approved	(2)
Picking up mail, running errands	0.00	Trip Approved	(1)
To stay abreast of changing regulations regarding fin aid	29.69	Trip Approved	(3)

- i. A pop-up will appear for you to find the necessary documentation, then select upload.

Attachments

---

Delete Attachment

	Title	Added By	Added On
<input type="radio"/>	Expense Report processed by the Travel Office.	Ms Maria Isabel Valdez	01/05/2017
<input type="radio"/>	RE Zero Dollar Travel Request	Ms Maria Isabel Valdez	06/07/2016

Add Attachment

Type:  File  Link  Note

File Path:  Browse...

Upload

Close

## General Tips

The Travel Request is an estimate of expected travel costs and can include:

- **Airfare** – Personally or company paid airfare for an individual/student group.
  - **Meals** – Overnight stay GSA Meal Per Diem for an individual/student group.
  - **Lodging** – Personally or company paid GSA Lodging Per Diem for individual/student group.
  - **Excess Lodging** – Personally or company paid lodging over individual/student group Per Diems.
  - **Transportation** – Personally or company paid rental vehicles, fuel for rental vehicles, mileage for personal vehicles, bus, shuttle, taxi, parking, and tolls.
  - **Miscellaneous** – Registration and baggage fees, lodging tax (estimate 10% in Texas, 20% other).  
*Meals and Lodging Per Diems populate automatically, except for single day travel and Group or Student Group and Study Abroad activity types. May combine trip schemas for multi-stop trips.*
- When selecting the trip destination in SAP, the trip destination requiring the highest approval must be the first destination selected (e.g. if first going to Dallas for a meeting, then to Washington DC for a meeting, then to London for a meeting, list the London segment first even though it is the last stop).
  - ‘Student Group’ and ‘Study Abroad’ activity types will not populate GSA Meal or Lodging Per Diems.
    - Creators must manually calculate meals and lodging by multiplying the number of travelers by the GSA Per Diem rates.
  - When using the ‘Student Group’ activity type, a student list must be entered in the ‘Comment’ section or attached to the Travel Request. Note in the ‘Comment’ section if the final student list will not be determined until the trip occurs. Attach the final student list before the trip starts.
  - Study Abroad should only be used for the actual Study Abroad programs. These requests do not require a student list since the student traveler list is kept at the Study Abroad Office.
  - If combining official university business and personal travel, include all travel dates. The first and last days are business days regardless of the number of personal days during the trip.
  - Reduce the appropriate amount of meal and lodging Per Diem, if applicable.
  - Consider adding a day to the start and end date of foreign trips to allow for time differences or delays.
  - A zero-dollar (\$0) Travel Request should be processed, even if there are no company paid or reimbursable expenses which need to be encumbered. This ensures the traveler’s Account Manager and others in the workflow are aware of the time out of the office and approves the business purpose for the travel. A zero-dollar Expense Report must be completed to close the trip.