OVERVIEW

The entire travel process for both TRAVELTracks and Travel Funds Commitments is completed electronically within SAP. **Note:** The e-NPO Travel Expense Reimbursement process should be used to submit any travel expenses for reimbursement, which are not processed through TRAVELTracks.

All travel must be pre-approved and Expense Reports are due **30 days** after the trip end date. These requirements apply to any travel sponsored by Texas State University for a current employee, current student or third party (grant participant, prospective employee, prospective student athlete, consultant, contractor, guest speaker, or visiting guest).

Do not mix travel expenses with other reimbursement expenses on the same e-NPO. Different Accounting staff audit travel and other employee reimbursements for non-travel expenses.

GLOSSARY

Blanket Travel - Involves frequent and routine (planned and recurring) round trips to similar destinations and/or similar purposes during an extended period of time.

Business Meal – Business Meal Reimbursements are appropriate if the main focus of the activity is to support the business and educational mission of the university, and consumption of food is incidental to the purpose of the meeting. Business meals must include at least one or more external participants to the university.

Company Paid Airfare - Airfare charged directly to the university airfare credit card by the State of Texas contracted travel agencies, which are currently Ascot Travel, Corporate Travel Planners and National Travel.

Company Paid Car – Vehicle rental invoice sent to the university upon vehicle(s) drop off by the Texas State employee at the contracted vehicle rental agencies which are currently Avis and Enterprise (includes National).

Company Paid Lodging - Lodging charged directly to the university hotel credit card by a Texas State contracted travel agency. Currently this is Corporate Travel Planners (CTP).

Direct Bill Lodging – Lodging billed by the hotel via invoice to the University using the contact information given to them by a university employee.

Encumbrance – Method that allows a department to recognize future commitments of funds prior to an actual expenditure.

Prepaid Lodging – Hotel payment delivered to the traveler or hotel prior to check-in.

Travel General Ledger Number – Specific General Ledger Numbers to post travel expenses are determined by traveler type and travel origination/destination location. Accounts listed at Travel GL Numbers.

SUMMARY OF THE TRAVELTracks PROCESS

- TRAVELTracks may only be used for current Texas State Employees.
- All employee travel (with the exception of Blanket Travel) requires an approved Travel Request using TRAVELTracks.
- The approved Travel Requests indicates the employee is on official university business.
- Each trip is given a 10-digit trip number that begins with a 73. This is the same trip number for both the Travel Request and the Expense Report. The Travel Request must be submitted even if the trip has already occurred because the Expense Report can only be created from an approved Travel Request.
- Submit a $0 Travel Request (demonstrates business travel) to ensure worker's compensation coverage when no company paid or reimbursable expenses need to be encumbered.
- Submit a Travel Request encumbering funds for estimated company paid and reimbursable travel expenses such as:
  - Airfare – Personally or company paid.
  - Business Meals – may be reimbursable through an Expense Report when conducted in travel status.
  - Meals – Overnight stay required. GSA meal per diem for individual or student group.
  - 75% of GSA rate for the first and last day of travel.
  - Lodging – Personally or company paid lodging GSA per diem for individual or student group.
  - Excess Lodging - Personally paid or company paid lodging rate above the GSA per diem.
  - Transportation – Personally or company paid rental vehicles, fuel for rental vehicles, mileage for personal vehicles, bus, shuttle, taxi, parking, and tolls.
  - Miscellaneous – Registration fees, baggage fees, lodging tax (estimate 10% in Texas and 20% out of state).
- A Travel Advance must be included on the Travel Request at the time of submission. Advances allowed for student group or foreign travel. The advance must be at least $500 not to exceed the total estimated costs of the entire Travel Request.
- The Traveler will submit an Expense Report for expense reimbursement and to clear the advance and any related company paid expenses upon completion of the trip. The TRAVELTracks Expense Report automatically populates the correct Travel General Ledger numbers.
- Expense Report trip dates may not overlap.
- The Expense Report is due 30 days after trip end date.
- Business Meals purchased while traveling and Meals purchased during non-overnight travel while conducting university business are reimbursable through the Expense Report. Per diem reduction is required for the business meal.
- 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, submit an e-NPO to process a reimbursement for those travel expenses. These would be expenses not already included on the TRAVELTracks Expense Report.
- The Traveler or Travel Assistant submits an e-NPO for the missed travel expense reimbursement.
- The Trip Number must be included on the e-NPO in the Special Handling and Mailing Section in the space defined as the "Approved Travel No."

- A Traveler's Certification Statement must be attached to the e-NPO. Reference the trip number in this certification. (Format is on page 7.)
- Documentation must be attached for each reimbursement expense except for individual meal per deims.
- The e-NPO process verifies available budget, and routes for approval.

SUMMARY OF THE TRAVEL FUNDS COMMITMENT PROCESS

- The Travel Funds Commitment is used by employees for Blanket Travel, and non-employees (Students, Grant Participants, Prospective Employees, Prospective Student Athletes, Contractors, Consultants, Guest Speakers, and Visiting Guests).
- Each Funds Commitment is given a 10-digit trip number that starts with 2014.
- Only encumber Company Paid Expenses (airfare, lodging and excess lodging unless processed on a purchase order/or rental vehicle), or encumber $0.01 to obtain travel authorization for other reimbursable expenses that are non-company paid (SAP Fund Commitments cannot encumber $0.00 like a TRAVELTracks Request).
- When the company paid expenses are posted by the Travel Office, they consume the encumbered funds. These expenses do not need to be included on the Expense Report. However, lodging receipts needs to be attached to the funds commitment. (Obtain from the traveler when he returns from the trip.)
- Do not encumber reimbursable expenses on the Funds Commitment that will be processed on an e-NPO as this will cause the funds to be encumbered twice.
- The Traveler or Travel Assistant (must submit for non-employees) submits an e-NPO for an expense reimbursement. Find the correct Travel General Ledger numbers at this link Travel GL Numbers.
- The Trip Number must be included on the e-NPO in the "Approved Travel No." field.
- The **Traveler's Certification Statement** must be attached to the e-NPO.
- Documentation must be attached to the e-NPO for all reimbursement expenses. Group like expenses together so they are easily matched to the totals on the e-NPO for the GL account line.
- Multiple e-NPO Travel Expense Reports may be processed for each trip.
- The e-NPO process verifies available budget, and routes for approval.
- If this is the last expense for the trip, include "Close FC" in the "Business Purpose / Comments notes section of the e-NPO to instruct the Travel Department to close the Funds Commitment.

TRAVEL FUNDS COMMITMENTS FOR NON-EMPLOYEE TRAVEL REIMBURSEMENTS VIA e-NPO

- Enter T-Code **ZNONPOFORM** and press enter.
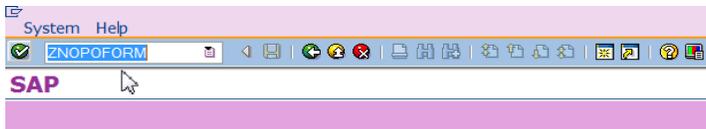
- The e-NPO "Invoice/Reimbursement Information" screen will appear. Select the search icon to begin a search for a vendor number if it is not known. Note - the vendor number will be the same as used on the related Travel Funds Commitment.
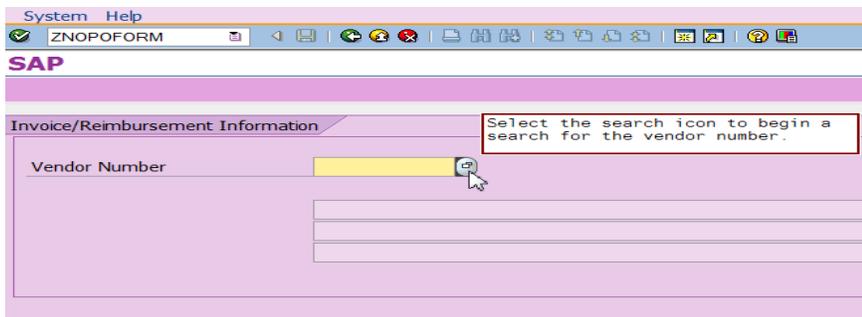
- Enter the vendor number and select the green checkmark on the top left hand side of the screen to advance to the e-NPO entry form.
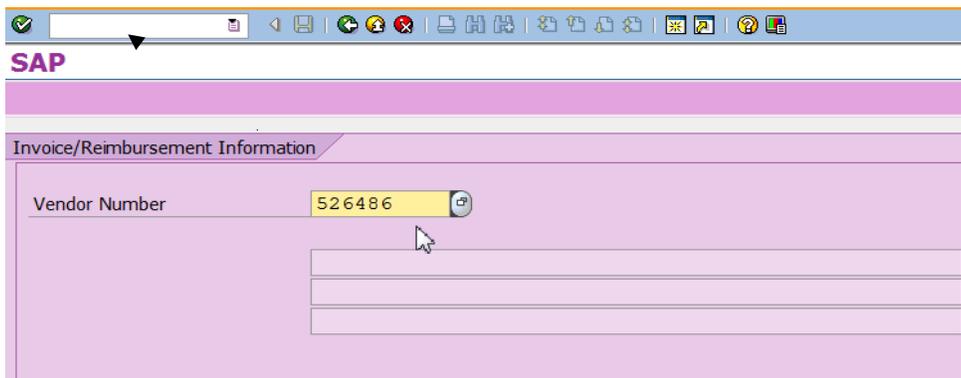
- On the e-NPO entry screen enter the following information:
  - Invoice Date — Enter the last day of travel as a two-digit month, two-digit day and four-digit year (e.g. 04/22/2016).

  - Invoice Received Date — Enter the date the e-NPO is being created and submitted.
  - Good Received Date — Enter the date the e-NPO is being created and submitted.
  - Invoice Number — Enter the first day of travel as a two-digit month, two-digit day and four-digit year (e.g. 05/23/2016).
  - Amount — Enter the total amount of reimbursement.

- o   Text Information   Enter the FC number, dates of travel, and the destination
                                E.g. 2014554471 1/12-4/22/16 VARIOUS, TX.
                                For Guests, enter where they came from (i.e. If coming from
                                New York to San Marcos, TX, enter NY/SM, TX).
                                E.g. 2014554471 1/12-4/22/16 NY/SM, TX)

Invoice Date	04/22/2016
Invoice Received Date	05/23/2016
Goods/Services received date	05/23/2016
Invoice Number	01/21/2016 *If there is not an invoice number, use the date you received the merchandise or service.
Amount	678.24
Customer/Account Number or other text information	2014554471 01/12-04/22/16 VARIOUS,TX

SPECIAL HANDLING AND MAILING APPROVED TRAVEL NO. SECTION

- ▪   When requesting a reimbursement using an e-NPO, you must enter a 10-digit Trip No. in the Approved Travel No. field in the Special Handling and Mailing section on the e-NPO.

Special Handling and Mailing
Approved Travel No.   2014554471   ◄

Mail Attachment   ☐
Pick Up   ☐   Contact Name
Special Handling   ☐   Contact Phone #

- ▪   If a Trip No. has not been entered in the Approved Travel No. field on the e-NPO the user will receive a reminder requesting the number. This number must be entered before the user will be allowed to advance to the next screen and complete the e-NPO.

Special Handling and Mailing
Approved Travel No.

Mail Attachment
Pick Up
Special Handling

Information   ⊠

ℹ   Line 1 - Approved Travel No must be 10 digits.

✓ ?

Business Purpose/Commer

BUSINESS PURPOSE/COMMENTS SECTION

- On the first line in the Business Purpose/Comments section, copy the text that was entered on the Customer/Account or other text information field. The first line of this section will show on the Budget to Actual reports.

- On the second line, enter the business purpose. The business purpose should be descriptive enough to clearly answer any questions regarding the purpose of the business expense, and the benefit to Texas State. (e.g. "Guest speak for International Modern Language events through April 2016", NOT "Reimbursement to Mr. Traveler's Name").

- There are additional lines for information, which are useful to justify why the expense should be paid which will help the approvers review during the workflow. If additional narrative is needed it can be included as an attachment. Enter a note referencing "see attachment" in the Additional Notes/Comments or any special handling instructions field.

Business Purpose/Comments

1.) Business Purpose of Payment: (Describe who, what, why, when, where) Please add attachment if needed.
2014554471 01/15-04/22/16 Various, TX
Travel expense for guest speaker for International Modern Language events through April 2016.

2.) Additional Notes/Comments or any special handling instructions:

- Enter the correct travel GL as listed on the Travel GL Numbers link, fund, and the cost center or I/O as needed in the Account Information section of the screen. Verify the GL and other payment information have been entered correctly.

- Press enter to advance to the review screen.
  - A reminder will appear indicating that the traveler must still certify the validity of the expense, and that they have not been reimbursed by any other means.
  - When reimbursing travel expenses using the e-NPO process the traveler must still certify the validity of the expenses, and that they **_have not_** been reimbursed by any other means. The Travel Assistant may prepare the following statement and email it to the traveler who can respond "Agree." An email approval is acceptable as the consent from the traveler and must be attached to the e-NPO once the document has been created. (Refer to "Attachments/Print Screen/Exit and Saving" section on the e-NPO Procedures).
    This email will serve as my signature and validation of the expenses on this e-NPO. I certify that the expenses are correct and _have not_ been reimbursed to me by any other method. The summary of the travel expenses is as follows:
           Traveler Name:
           Trip Number:
           Dates of Travel:
           Amount of Reimbursement:
           Destination:
           Expenses: $0.00 MEALS
                        $0.00 LODGING
                        $0.00 REGISRATION
                        $0.00 TAXI, UBER, SHUTTLE
                        $0.00 (break out by expense type)

- Select the green checkmark to advance.

Special Handling and Mailing
Approved Travel No.   2014554471

Mail Attachment   ☐
Pick Up

Information   ☒

ⓘ   Reminder: Attach Traveler Certification Statement

Business Purp

✓ ❓
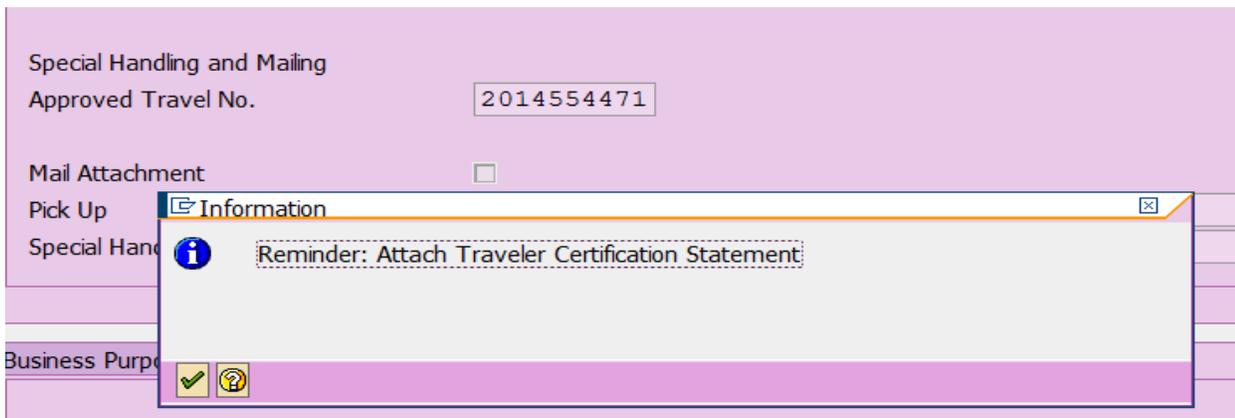
- Press "Continue" to advance to the next screen to complete the e-NPO, and obtain the document number, or select the "Back" button to return to the previous screen to make any changes or corrections.
- Once you have selected the option to "Continue" you will no longer be able to return to the original document using this format, but must access the document using the monitor report.

Account Information

Account to be charged information:

	GL Account	GL Account Name	Cost Center	Cost Center Name	Fund	Fund Nam
1.	725100	Pro Serv Trav Reimb	1212000000	Tech Resources Admin	2000011016	Des Method
2.						
3.						
4.						
5.						
6.						
7.						

Continue   Back   Total Amount of Purchase (shoul
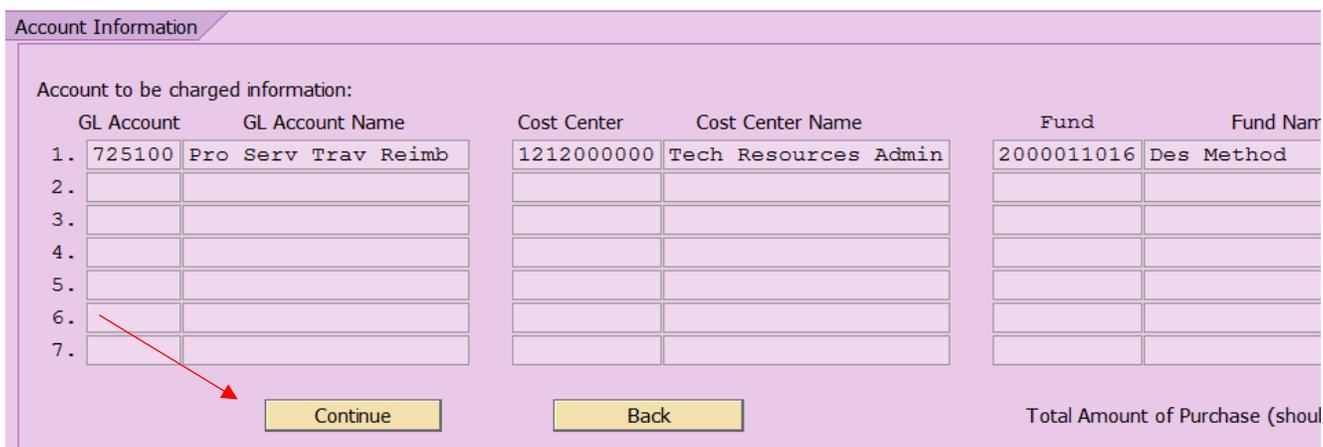
- The document number is located on the upper left hand side of Attachment/Exit screen. At this point the document has routed to workflow.
- The user will not be allowed to exit the document that has been created until at least one attachment has been added. (Refer to "Attachments/Print Screen/Exit and Saving" section on the e-NPO Procedures).
- Once the documents have been attached select "Exit" to return to SAP Main Menu.

Select Exit to return to the SAP Main Menu.   Exit

MISSED TRAVELTRACKS EXPENSES

- All Texas State University employee travelers should complete a TRAVELTracks travel request to obtain approval to travel, and create an Expense Report once the trip is complete. Whenever any expenses have been missed on the TRAVELTracks Expense Report, create an e-NPO payment request to process the missed receipts.
- Enter the Texas State employee vendor number on the e-NPO, and fill in the following information as instructed. Date format is the same as on page 4 (MM/DD/YYYY).
    - Invoice Date   Enter the date the e-NPO is being created and submitted.
    - Invoice Received Date   Enter the date the e-NPO is being created and submitted.
    - Good Received Date   Enter the date the e-NPO is being created and submitted.
    - Invoice Number   Enter the TRAVELTracks trip 10-digit number with an "A" (73000#####A).
    - Amount   Enter the total amount of reimbursement.
    - Customer/Account Number
      Or other text information – Enter the TRAVELTracks trip number, dates of travel, and the destination.

Invoice Date	06/14/2016	
Invoice Received Date	06/14/2016	
Goods/Services received date	06/14/2016	
Invoice Number	730001234A	*If there is not an invoice number, use the date you received the merchandise or service.
Amount	162.50	
Customer/Account Number or other text information	730001234 6/20-24/16 VARIOUS, TX	

- Follow the instructions on pages 4 through 7 to complete the e-NPO.

e-NPO LODGING PAYMENTS

- Some hotels require payment prior to check-in. Hotel pre-payments can be processed on an e-NPO or Purchase Order. The e-NPO process is the preferred method for hotel lodging charges. Whenever requesting a payment for lodging using an e-NPO, reference Travel Request/Funds Commitment number to pay for lodging when there is no contract with the hotel and/or the bill is under $5000.
- The hotel must be set up as a vendor to receive payment.
- When paying an invoice from a hotel within the State of Texas the vendor must provide a breakdown of any of taxes charged and document what the taxes are for. If the hotel does not provide the breakdown of the charges request a revised invoice before processing the e-NPO.
- On the e-NPO entry screen, complete the following information.
    - Invoice Date   Enter the current date as a two-digit month, date, and four-digit year.
    - Invoice Received Date   Enter the current date as a two-digit month, date, and four-digit year.
    - Good Received Date   Enter the <u>first day</u> of travel as a two-digit month, date and four-digit year.

- o   Hotel Invoice Number   Enter "**PREPAY**" plus the <u>first day</u> of travel as a two-digit month, day and year.

- o   Amount   Enter the total amount of the hotel charges (must match the hotel confirmation folio).

- o   Customer/Account Number

   Or other text information   Enter the traveler's name, dates of travel, and the confirmation number.

Invoice Date	06/14/2016
Invoice Received Date	06/14/2016
Goods/Services received date	06/24/2016
Invoice Number	PREPAY06/24/16 *If there is not an invoice number, use the date you received the merchandise or service.
Amount	120.99
Customer/Account Number or other text information	JOHN KERR 6/24-28/16 CONF#92776773

- ▪ To request a check for prepaid lodging for a hotel payment delivered to the traveler or hotel, select the box next to "Pick Up" in the e-NPO Special Handling Section. Enter the Contact Name and Phone Number of the person designated to pick up the check.

Special Handling and Mailing			
Approved Travel No.	2014554471		
Mail Attachment	☐		
Pick Up	☑	Contact Name	Tracy Clark
Special Handling	☐	Contact Phone #	ext 5-1479

- ▪ Attach the hotel confirmation with address that specifies the person(s) staying, trip date(s), and room and tax amounts. Note: Texas State University is tax exempt from the State of Texas Occupancy taxes. For in-state lodging, the Traveler must complete and present the Texas Hotel Occupancy Tax Exemption form to the hotel during the stay in order to avoid being charged for this tax. The Traveler should review their final hotel bill before they leave to verify that this tax has not been charged. The Travel Office cannot reimburse or pay this tax. The Texas Hotel Occupancy Tax form can be accessed at: Texas Hotel Occupancy Tax Exemption Form
- ▪ Attach a copy of the gsa.gov per diem table applicable to the destination.
- ▪ Complete the information indicating when the check needs to be available for pick up at the Cashier's Office in the Business Purpose/Comment section.