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Travel Funds Commitment Overview

The Travel Funds Commitment (FC) and T-10 Travel Authorization Form are required to obtain prior approval to travel for non-Texas State employees. Non-Texas State employees include prospective employees, current (excluding student workers) and prospective students, contractors, consultants, guest speakers, and visiting guests. Up to 7 individual cost assignments can be entered per document.

The FC approval workflow is as follows:
1. Account Manager(s).
2. Office of Sponsored Programs (OSP) for grant accounts.
3. Cabinet Officer for Out of State/Foreign travel.
4. President for Foreign travel.

Note: If the Office of Research and Compliance (ORC) approval is needed for Foreign travel it will be obtained via email for students. Other non-employee travels do not require ORC approval. The Travel Office will obtain the approval once the workflow reaches their office.

The FC approval workflow does not exactly mirror TRAVELTracks therefore excess lodging approval (lodging in excess of the maximum GSA reimbursement rate) must be obtained on the expense reimbursement. Excess lodging approval is required for the following non-employees: student, prospective students, or prospective employees.

The FC create, change and view functions should be accessed through the SAP GUI. If you do not have SAP GUI on your Texas State-owned Windows computer, refer to SAP Resource Website at www.tr.txstate.edu/software/download/sapgui-windows.html. Download it prior to initiating the FC process.
Create T-10 Travel Authorization Form

1. Refer to the Travel Website at [http://www.txstate.edu/gao/ap/travel/forms.html](http://www.txstate.edu/gao/ap/travel/forms.html) to access the T-10 Form. The purpose of this required document is to assist in the approval process.

2. Open the T-10 Travel Authorization Form and complete all fields on this fillable pdf document.

3. Save the pdf document to your desktop or a specific folder of items to be attached.
   - Refer to Create Travel Funds Commitment, step 9, page 6 to attach the T-10 Form to the Travel FC.
   - **NOTE:** The form must be attached to the FC or it will be rejected.

Create Travel Funds Commitment

1. Log onto the SAP GUI.

2. Use Transaction Code **ZFMZ1 – Travel Funds Commitment.** Select Enter key or Green Check ✅. This information populates automatically.

3. Select Enter key or Green Check ✅. The Document number will be blank until the FC is completed by Parking or Submitting the Document.
4. Select the Travel Type from the drop down menu.
   a. The three Travel Types are: In State Travel, Out of State Travel, or Foreign Travel.
   b. The Travel Type will automatically populate as the first 3 Characters of the Doc. text field after the
document has been submitted.
   c. The pre-populated abbreviations are:
      o IS(space) for In State Travel
      o OS(space) for Out of State Travel
      o FN(space) for Foreign Travel

5. Enter up to 47 Characters in the Doc. Text field using the following structured format.

   a. Enter Traveler Type Abbreviation, Destination, and Dates of Travel. The Traveler Type Abbreviations are:
      o FACUL Faculty
      o STAFF Staff
      o STUDT Student
      o PARSU Participant Support
      o PROEM Prospective Employee
      o PSATH Prospective Student Athlete
      o CONTR Contractor
      o CONSU Consultant
      o GUSPE Guest Speaker
      o VISGU Visiting Guest

   b. Enter Destination as City,State if in the United States or City,County if outside the United States.
      NOTE: Destination entered for a person traveling to the San Marcos or Round Rock campus should be where the
      trip is originating from.

   c. Dates of Travel are to be entered as mm/dd/yy-mm/dd/yy

   d. Examples of completed Doc. Text field (including pre-populated Travel Type) follow:
      o IS CONSUL CS Dallas,TX 04/07/14-04/09/14 (Note: there is a contract in place for this traveler)
      o IS CONSUL Dallas,TX 04/07/14-04/09/14 (Note: this contractor will not be paid for services)
      o IS PARSU Galveston,TX 05/12/14-05/14/14
      o OS PROEM Atlanta,GA 05/29/14-06/06/14
      o FN STUDT Paris,FR 12/29/14-01/15/15
(5. Enter up to 47 Characters in the Doc. Text field – Continued)

f. Certain policies apply to professional services Traveler Types such as CONTR, CONSU, GUSPE, and VISGU:
   o UPPS 03.04.01 Section 08.01 states that ‘If travel or other expenses are to be reimbursed in addition to a fee, a contract is necessary’.
   o If a contract has been completed for the professional services Traveler Type, enter CS after Traveler Type Abbreviation (See 5. d. first example of a Doc. Text field).
   o If travel expense reimbursement is the only payment to the professional service traveler, then no contact is needed. (See 5. d. second example of a Doc. Text field)
   o If the contracted fee includes travel expenses, then no FC is needed.

6. Enter Line item details by using the tab key after each entry to move across line or use the scroll bar at the bottom of the Line items screen. Insert curser into the box and enter information:

   a. Original Amount – Enter dollar amount to be encumbered.

   b. Text - Enter Traveler’s full name(s) and reason for the travel up to 50 Characters in the field.
      o If travel reason data does not fit, include in an attachment.
      o If creating a blanket travel FC, enter the travelers’ names or enter Blanket Travel and attach the list of travelers.
      o Examples of travel reasons are:
        BLANKET TRAVEL TJCTC, Job #2014-76 (Position # Prospective Employee), Lecture, Conference, Meeting, Recruitment, Research, Student Group, Training.
      o See step 9 on page 6 for how to include attachments.

   c. Fund – Enter Fund number.
(6. Enter Line item details – Continued)

d. G/L - Enter Travel General Ledger (GL) number from list below:
   - 710100 Travel I/S Public Transportation Fares - for Traveler Types FACUL, STAFF, STUDT.
   - 710101 Travel I/S Public Transportation Fares Grant Participant - for Traveler Types FACUL, STAFF, STUDT, PARSU, CONTRA, CONSU, GUSPE.
   - 711100 Travel O/S Public Transportation Fares- for Traveler Types FACUL, STAFF, STUDT.
   - 711101 Travel O/S Public Transportation Fares Grant Participant- for Traveler Types FACUL, STAFF, STUDT, PARSU, CONTRA, CONSU, GUSPE.
   - 713100 Travel I/S Prospective State Employees - for Traveler Types PROEM.
   - 713101 Travel O/S Prospective State Employees- for Traveler Types PROEM.
   - 719800 Travel Bobcat Athletic Association- for Traveler Types – PSATH.
   - 725100 Professional Services - Travel Reimbursement- for Traveler Types CONTR, CONSU, GUSPE.
   - 712100 Foreign Travel – Only GL for any Foreign Travel regardless of Traveler Type.

e. Bus Area - Enter 1000 in Business Area.

f. Cost Center/Order/WBS – Enter Cost Center or Order or WBS Element.

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Order</th>
<th>WBS</th>
</tr>
</thead>
</table>


g. A warning message will display for Invalid Fund, Cost Center, Order, or WBS combinations.

h. Vendor - Enter Vendor Numbers such as:
   - Vendor number begins with a 5 if contractor, consultant, or guest speaker.
   - Generic vendor number for one time reimbursement is 700001 for student, prospective employee, prospective student athlete, or visiting guest.
   - Generic vendor number for blanket travel is 700035 for more than one traveler which could include faculty, staff, and students.

7. Continue entering line item data. Can enter up to 7 lines with individual cost assignments per document.
8. When line item entry is complete the select the Validate button.
   - Checks that each line item has a valid cost assignment.
   - Checks that there is sufficient budget available in the cost assignment(s) entered.
   - Checks that the required fields are populated.

9. To attach supporting documents, select the Park button so the system generates a document number. Then select the Attachment button.
   - Scan items to be attached in one PDF and attach.
   - Multiple attachments may be made, but having all the items on one attachment eases viewing and auditing for the Account Managers.
   - Attachments are not viewable at this point but will be after the document is accessed via the Monitor Report. (See page 9)

10. When Validation is complete, select the Submit or Park button.
    a. If Park is selected, a document number is generated, but **no** workflow process is started.
       - Parking a Travel Funds Commitment is like a “hold”.
       - Park allows the initiator to generate a document number which allows them to attach documents and make any updates or changes to the document without validating the document data.
       - An informational message is returned when Parked.

       - When the Park function is selected, the end user should select the green check and then the green arrow to exit to the Create Funds Commitment screen.

    b. View an example of a Parked FC. Note the Parked icon information at the top of the screen.

    c. If Submit is selected, a document number is generated and the workflow approval process is started.
       - An informational message is returned when Submit is selected.
       - Selecting the green check will exit back to the initial Create Funds Commitment screen.
Change Travel Funds Commitment

1. Log onto the SAP GUI.

2. Use Transaction Code Transaction Code **ZTFC_INIT** – Travel Funds Commitment Monitor –Initiator

3. Enter Selection Options or just Execute by selecting the **Execute** button. Selecting the Execute button displays information about all the Funds Commitments the Initiator has created.

4. If there is a green check mark in the Posted column, the yellow pencil will not be available to make changes as the document has completed workflow and has been posted in SAP.

5. Select the document number line and click on the yellow pencil. A message will appear prompting you to decide if you want to make changes or to cancel.

If you select **Yes**, the workflow is canceled and must be restarted by selecting the Submit button even if no changes were made to the FC.
6. Refer to step numbers 4 through 10 in the Create Funds Commitment Instructions to make changes to the selected Funds Commitment and either Submit or Park the document.
View Travel Funds Commitment

1. Log onto the Sap GUI.

2. Use Transaction Code ZTFC_INIT – Travel Funds Commitment Monitor – Initiator. Enter Selection Options or just Execute by selecting the button. Selecting the Execute button displays information about all the Funds Commitments the Initiator has created.

3. Double click on the SAP Doc. No. to view the Funds Commitment.

4. The Funds commitment: Display Overview scrn will appear.
5. Select Environment and then Object Links from the drop down list to view any attachments using the Earmkd funds doc.itm menu bar. Click on the paperclip over paper icon (second from the left) to view the attachment list.

6. Double click on the actual attachment icon to view individual items.
7. Double click on Travel Type in the Travel Funds Commitment Monitor – Initiator Report (second column) to view the status of the FC.

8. Use the green arrow to get back to the Travel Funds Commitment Monitor – Initiator screen.

9. If you green back arrow out of the report and then select the Execute icon again, the report will be refreshed with updated information.
Travel Funds Commitment Worklist Approval

1. Log onto the SAP Portal.

2. Go to Worklist Tab.

3. Select the line with the Travel Funds Commitment needing approval.

4. Once applicable line is selected the details of the Travel Funds Commitment are displayed in the lower half of screen.
5. To approve the Travel Funds Commitment task they should click on the worklist task to display Decision Step in Workflow window.

![Decision Step in Workflow](image)

6. If this screen is used, the approver can chose one of the decision alternatives:
   - **Approve** – completes the approval of work item allowing workflow to proceed to next approval level.
   - **Reject** – stops the workflow process. System sends email to initiator indicating a Rejection has occurred.
   - **Cancel and keep work item in inbox** – no action is taken. Item remains in approver’s worklist.

   **If work item is canceled, worklist will indicate the status as “In Progress”.

To return the work item to a “New” status, which allows the work item to be made available to all recipients again, the approver should select the Cancel Assignment button.

7. After a decision is selected, Close the Window by selecting the red X.
Travel Funds Commitment Display Document and Attachments

1. If the approver would like to see the Travel Funds Commitment displayed prior to approving, they should click on the worklist task [Approve Travel Funds Commitment - 2014552036 (WN02)] to display Decision Step in Workflow window.

2. Then the approver can select the Travel Funds Commitment under Objects and attachments.

4. From the Menu button, Select **Environment** and then **Object Links** from the drop down list to proceed to Funds Commitment Overview screen.

5. Click on the paperclip over paper icon (second from the left) to view the attachment list. Select an attachment to view. The T-10 Travel Authorization Form will be shown here and must be attached to the FC or it will be rejected.

6. If approver receives a pop up like this select Run.

7. If approver receives a pop up like this select Yes.

8. When through viewing the attachment close it, then close the attachment window, and the Travel Funds Commitment Display window.
Frequently Asked Questions about Travel Funds Commitment

How do I know if TRAVELTracks or the Travel Funds Commitment should be used?
If the vendor number starts with a “3”, then TRAVELTracks should be used.

Why is the T-10 Travel Authorization Form required?
The form is used to provide sufficient data on the travel authorization request and a consistent attachment format for the approvers to review when determining the action they will take (i.e. approval or reject).

How are the funds encumbered?
Travel Funds Commitment does not encumber funds until the document is posted.

Who can change the Travel Funds Commitment?
The Travel Funds Commitment can only be changed by the initiator.

How can I delete a Travel Funds Commitment?
A Posted Travel Funds Commitment can only be **Completed** by the Travel Office and **not** deleted. Send the Travel Office an email to close the Funds Commitment and it will complete the Line Item(s) so unused funds will be unencumbered. An Un-posted Travel Funds Commitment that is either Parked or Submitted may **not** be deleted. Select the change pencil and make sure the document is Parked. This Travel Funds Commitment may be used for a future trip by changing the applicable information. Then select Submit when you want it to start workflow.

How can I print a Travel Funds Commitment?
There is no PDF available to print the document. There are several ways to print the information on the document by using the Print Screen option: Hyperlink or Word Screen Clipping tool. Use the options tool at the top right of the menu bar. Select Hard Copy from the drop down menu and it will print a screen shot to your default computer.

Can I attach items when the Travel Funds Commitment has been submitted for approval and is in workflow?
Yes, but you will have to select the Change Pencil from the Workflow Monitor Report and attach the document. This will stop the workflow. Select Submit after the attachment has been added and the workflow will restart from the beginning. Make sure all the pertinent items are attached for approval purposes such as the T-4 Release of Liability and Assumption of Risk for Foreign Travel form for students.

How can someone look at a Travel Funds Commitment document if they are not the initiator?
Use T-Code FMZ3 and then enter the Travel Funds Commitment document. Approvers can look at the Travel Funds Commitment document by following instructions that begin on page 14 of this document.
If multiple funds are used, in what order do the Account Managers approve the Travel Funds Commitment?
The Account Manager approval workflow notice will be concurrent. However, if one Account Manager is approving the Travel Funds Commitment, it will momentarily disappear from the other Account Manager(s) worklist as only one Account Manager can have the document open at a time. After the Account Manager approves, it will return to the other Account Manager(s) worklist. If any Account Manager rejects, the item will be removed from all pending worklists and the workflow will be stopped.

If an Account Manager rejects the trip how is the initiator to be notified?
If any approver rejects the Travel Funds Commitment, the workflow will be stopped and the initiator will get an email to contact the rejeter.

If the Account Manager is not available to approve the Travel Funds Commitment is there Substitution/Delegation?
If you are a substitute for a TRAVELTracks approver, then you are a substitute for all travel including the Funds Commitment. Delegating travel approval in SAP now includes this Travel Funds Commitment function as well.