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Travel Glossary

- Business Meal - Reimbursement of a business meal is 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 participant to the University.

- Company Paid Airfare - Airfare charged directly to the University airfare credit card by one of the contracted travel agencies which are currently Ascot Travel and Corporate Travel Planners (CTP) (test pilot only with certain departments).

- Company Paid Car – Vehicle rental invoice sent to the University upon vehicle drop off at one of the State of Texas contracted rental vehicle agencies which are currently Avis and Enterprise (includes National).

- Company Paid Lodging - Lodging charged directly to the University hotel credit card. Included as estimated lodging cost on the Travel Request.

- Direct Bill – Lodging invoice sent to the University upon traveler check out to be paid by an e-NPO or applied to a Purchase Order. Use an e-NPO when there is no contract with the hotel and/or the lodging bill is under $15,000. Do not include estimated lodging cost on the Travel Request if paid through a PO invoice as an e-NPO payment.

- Encumbrance – Funds that have been reserved when a Travel Request has been posted. Those funds are no longer available to use in other transactions but have not been included in the actual expense GL balances because an Expense Report has not been generated yet.

- e-NPO Lodging Payment – SAP GUI transaction for payments made directly to a commercial lodging establishment. A lodging pre-payment may be processed to pay for the lodging before or upon traveler check in. Also used to pay for the lodging which has already occurred with an invoice (folio) generated upon traveler check out. Do not include estimated lodging cost on the Travel Request or Expense Report.
e-NPO Travel Expense Report – SAP GUI transaction which processes an Expense Report to reimburse travel expenses which are not administered through TRAVELTracks (e.g. a missed expense not included on the TRAVELTracks expense report). A TRAVELTracks trip number is required to process this payment.

e-NPO Traveler’s Certification Statement - When reimbursing an individual for travel expenses using the e-NPO process, the traveler must certify the validity of the expenses and that they have not been reimbursed by any other means. This is meant to mirror the TRAVELTracks Electronic Traveler’s Signature on the e-NPO Travel Expense Report. An email from the traveler with their agreement to the certification statement is acceptable as the consent from the traveler and must be attached to the e-NPO once the document has been created. The following certification statement must be attached to the e-NPO.

- “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, and Amount of Reimbursement.”
- The Travel Assistant may prepare this statement and email to the traveler who can respond “Agree.”

GSA Per Diems – The General Service Administration meal and lodging allowance rates established every October for approved official University travel.

Grant Participant – Grant related activities involving non-Texas State employees. Participant travel may be for any traveler type and uses a single general ledger number for all expense dependent on the destination. The GL numbers are: 710101 for in-state travel, 711101 for out-of-state travel, or 712101 for foreign travel. All Grant Participant Travel should be done on a SAP Funds Commitment.

Personnel Number – Work assignment number allocated to an employee upon hire by the Human Resources Office for the duration of the job position.

T-4 Release of Liability and Assumption of Risk for Foreign Travel – All Texas State current students, employees and guests of employees must complete one of the appropriate forms for university sanctioned foreign trips. The T-4 must be completed for current students and employees. The T-4G must be completed for employee’s dependents, family members or guests. The T-4M must be completed for students, dependents, family members or guests if they are under 18 years of age. All forms must be completed in their entirety and must match the information on the Travel Request.

Travel Advance - Money advanced 14 calendar days before trip start date that may be requested for Student Group Travel, Foreign Travel or Research Travel lasting over 5 days. Only employees may request a travel advance and it may not be greater than the total estimated costs of the trip.

Travel Assistant – Employee authorized to process travel for others specifically for employees using TRAVELTracks. A score of 100% on the TRAVELTracks test and submitting a completed SAP Financial – Departmental Services Security Authorization Form is required along with the approvals for the SAP role.
☐ **Travel General Ledger Number (GL#)** – Specific travel account numbers used to classify encumbered funds and expense payments referencing the trip scenario and traveler type also referred to as a chart of accounts. View the travel website link [Travel GL Matrix](#) to use the proper travel general ledger numbers for an e-NPO Travel Expense Report.

☐ **TRAVELTracks** – SAP Portal transaction to process travel approval and encumber funds for Texas State employees via a Travel Request. An Expense Report is created from an approved Travel Request and is submitted for travel expense reimbursement.

☐ **TRAVELTracks Electronic Traveler’s Signature** - The Electronic Traveler’s Signature is obtained when the employee selects the “Save and Send for Approval” option on their TRAVELTracks Expense Report.

**TRAVELTracks Overview Summary**

☐ 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.

☐ Any Texas State University employee traveler should complete a TRAVELTracks Travel Request for travel pre-approval. Log in to the SAP Portal on the Texas State main website or use this link [https://ibis.sap.txstate.edu/irj/portal](https://ibis.sap.txstate.edu/irj/portal).

☐ The TRAVELTracks Trip Number is assigned once the Travel Request is ‘Saved’ and is the same number for the Expense Report. It is 10 digits and starts with 7300XXXXXX.

☐ Traveler submits an Expense Report created from the approved Travel Request for expense reimbursement and company paid expenses upon completion of the trip.

☐ All Expense Reports are due 30 days after the trip end date.

☐ The Expense Report automatically populates the correct Travel General Ledger numbers.

☐ 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 Travel Expense Report. These would be expenses not already included on the TRAVELTracks Expense Report.
Traveler or Travel Assistant submits an e-NPO Travel Expense Report for expense reimbursement.

- The Trip Number must be included on the e-NPO and the Traveler’s Certification Statement must be attached. Reference the trip number in this certification. e-NPOs need the correct travel general ledger number entered at the time of submission.

- Documentation must be attached for each reimbursement expense.

- e-NPO checks for available budget and routes for approval.

TRAVELTracks Travel Request Approval Process and General Rules

- All business travel outside of the employee’s designated headquarters (San Marcos or Round Rock, TX) requires pre-approval. 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.

- Any Texas State University employee traveler should complete a TRAVELTracks Travel Request for travel pre-approval. Log in to the SAP Portal on the Texas State main website or use this link https://ibis.sap.txstate.edu/irj/portal.

- An employee may always process their own travel. A Travel Assistant has authorization to process travel for employees designated to them.

- The trip purpose should be descriptive enough to clearly answer any questions regarding the necessity of the travel and the benefit to Texas State. It must have enough information that someone with no prior knowledge of the trip can determine the business reason for the trip. This detail benefits those in the approval workflow and helps avoid delays.

- Approvals are obtained at the Travel Request stage and are electronically assigned in a workflow originating from the traveler’s Personnel Number, the fund account(s) used and the trip schema. Up to six different cost assignments may be used; calculated by the percentage of the total estimated trip cost. 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 Office of Student Services requires Out-of-state and Excess Lodging (regardless of what destination) approvals. The fund accounts for these divisions have the appropriate workflow to process correctly for these requirements.
- 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 Sponsored Programs.

The Travel Request is an estimate of expected travel costs and can include:
- Airfare – Personally paid or company paid airfare for individual or student group.
- Meals – Overnight stay GSA Meal Per Diem for individual or student group.
- Lodging – Personally paid or company paid GSA Lodging Per Diem for individual or student group.
- Excess Lodging - Personally paid or company paid lodging above the Per Diem rate for individual or student group.
- Transportation – Personally paid 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% other).

The Meals and Lodging Per Diems populate automatically except for single day travel and the Group or Student Group and Study Abroad Activity types. The entire Travel Request amount posts to either In-state 710098, Out-of-state 710097, or Foreign 710096 Estimated Travel Costs depending on the trip schema selected.
- Trip schemas may be combined for multiple-stop trips.
- 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 and then to London for a meeting, list the London segment first even though it is the last stop).

The maximum meal Per Diem automatically populates if an overnight trip and includes the calculation of 75% for the first and last day of travel.
- Whatever GSA Meal Per Diem is approved on the Travel Request transfers to the Expense Report and cannot be increased.
- Do not decrease the full Meal Per Diem that is calculated unless it includes personal travel.

The ‘Activity Type’ of ‘Student Group’ and ‘Study Abroad’ will not populate GSA Meal or Lodging Per Diems.
- The creator must manually enter the meals and lodging by calculating the number of travelers by the daily 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 list is kept at the Study Abroad Office.

If you are combining official University business travel with personal travel, include all the dates of travel because the first and last day of travel are business no matter how many days are designated personal travel.
- Reduce the appropriate amount of meal and lodging Per Diem if applicable.
- Remember to consider adding an extra day to the start and end date of the trip to allow for any time differences or delays if travel to a foreign destination.

A Travel Advance must be applied for on the Travel Request at the time of submission for Student Group Travel (minimum $200), Foreign Travel (minimum $500) or Research Travel (minimum $500) exceeding 5 calendar days.

- The advance cannot be greater than the total estimated travel costs encumbered.
- The advance will be paid to the employee up 14 days prior to the trip start date. Cabinet Officer approval is required for an advance payment released earlier than 14 business days.

A zero-dollar $0 Travel Request should be processed even if there are no company paid or reimbursable expenses that need to be encumbered. This process ensures the traveler’s Account Manager (and others in the work flow) is aware of the time out of the office and approves the business need for the travel. A zero-dollar Expense Report must be completed to close the trip.

**TRAVELTracks Travel Request and Expense Report Relationship**

- When the 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 even if the trip has already occurred you need to create a Travel Request before you can reimburse the traveler. Trip Information transfers to the Expense Report.

- General Ledger Numbers populate automatically when an expense type is selected.

- Only reimbursements require traveler’s electronic signature. Select ‘Save and Send for Approval’ on the Expense Report. The Travel Assistant may submit the Expense Report on their behalf if:
  - The traveler is not seeking reimbursement for the trip and a zero-dollar Expense Report will be submitted. This also applies when only Company Paid expenses are processed with no reimbursement to the traveler.
  - The traveler is unable to access the SAP Portal. An approval email from the traveler must be attached as a substitute for their electronic signature. Email from the traveler must contain: traveler’s name; Travel Request number; dates of travel; amount of reimbursement requested; and this statement from the traveler “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 remains the same.

- No additional approval is needed if the reimbursement is equal to or within Tolerance of encumbrance. You may always claim less than the receipt amounts to stay within Tolerance. Tolerances are defined as:
  - 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.

☐ An Expense Report submitted in TRAVELTracks will automatically workflow to the correct approver(s) if over Tolerance or a change in Account Assignment(s).

☐ There is one Expense Report per Travel Request so when the Expense Report is processed it closes the trip and releases any remaining encumbrance. Missing expenses not claimed on the closed trip may be reimbursed using an e-NPO Travel Expense Report.
  • Travel e-NPO Process
  • Make sure to reference the trip number, attach required receipts and the Traveler Certification Statement.
  • e-NPOs need the correct travel general ledger number and funding account entered at the time of submission.

☐ To view the status of a Travel Request or Expense Report log into the SAP Portal and select SAP Employee Self-Service, TRAVELTracks then My Trips and Expenses.
  • Select the ‘All My Travel Requests’ or ‘All My Expense Reports’ tab and select/highlight the trip.
  • Select the ‘Display/Print’ button to see a pdf of your Travel Request or Expense Report.
  • The status for the request or expense report maybe either ‘Saved NOT Sent for Approval’, ‘Released for Approval’ or ‘Approved’.

TRAVELTracks Travel Request Instructions

Log onto the SAP Portal. Select the SAP Portal on the Texas State main website. Log on with your Texas State User ID and Password. Click on the Employee Self Service tab and then on TRAVELTracks.

1. Select My Trips and Expenses and then Create New Travel Request, or

Select Create Travel Request.
2. Trip General Data information overview.

- Select the Calendar of Trips button to see Travel Requests in green and Expense Reports in red that have already been saved.
- If you have multiple Travel Requests with different dates of travel, they may overlap. The Expense Report dates of travel may NOT overlap.
- One Expense Report may be processed per approved Travel Request. This process closes the trip and encumbrance.
- Select the Cancel button to cancel all the information that has not been saved.
- The fields marked with a red asterisk * are required fields.
- All the required fields must be completed before you may Save Draft, Save and Send for Approval, or Attach documents.
Once the General Data screen is completed the Navigation Bar at the top of the Create Travel Request may be used to toggle between the General Data screen and the Review and Send screen.

- There are three messages you may receive when entering information.
  - A Green message is informing you that an action was taken and was successful.
    - ![Travel request 7300015388 was saved and sent for approval](image)
    - ![Document check - no errors: TRAVL 730001538800033383 RP1CLNT100 - Display Help](image)
  - A Yellow message is giving you information that you may proceed through. It is a warning but does not stop the processing if not corrected.
  - ![Warning](image)
    - A Red message is a hard stop. The information must be corrected before you can go any further.
    - ![Overall budget exceeded by 4,970.31 USD (FM PB Availability Control) for document item 00010 - Display Help](image)
    - ![Error in document: TRAVL 730001538800033383 RP1CLNT100 - Display Help](image)

3. Enter your General Data information.

   a. Enter the trip Start Date and End Date.

   ![Calendar](image)

   - Use the cursor to access the drop-down menu calendar to select your trip date information.
   - Record the entire trip date range and all the destinations including any personal time that may be taken along with business travel.
   - For blanket travel (primarily for mileage), record the entire month or semester in the date range. Do not cross fiscal year dates. This information may be edited on the Expense Report so it does not 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 you will need to adjust your dates on your monthly mileage Expense Report to either 06/01-06/13 or 06/17-06/30 in order to process. Please be sure to notate in the comment section 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).

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

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

- The first destination entered into the ‘Trip/Region’ 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 County 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 correct Trip/Region.

- Use the square to access the drop-down menu to select your Trip/Region.
- Click Show Search Criteria
- This field populates your per diems according to your accommodations 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. Select the Search button.

![Search: Trip Region](image)

- 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 rate if using blanket travel for mileage.

- Select the applicable Trip Region line. You will be brought back to the General Data screen.

- All of the available Trip Regions will automatically be presented for selection if a foreign county is selected as the Trip Country. Select the Search button and then the applicable Trip/Region. You will be brought back to the General Data screen.
The TRAVELTracks per diem tables mirror the GSA.gov tables.

- The September rate is used for the per diems for October – December (GSA next fiscal year).
- The updated per diems are entered into TRAVELTracks from the GSA.gov tables for January through September.
- The GSA.gov maximum lodging per diem rate may increase for the period 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 x number of nights).

d. Enter the Duty Point information.

- **Duty Point (Destination):** Dallas, TX
- **Duty Point (Destination):** June 2018 Mileage
- This is a text box where the trip location or business activity may be entered.
- Enter the Destination of the trip; or
- Select the square drop-down menu to select from prior entries if applicable.

Select the Destination line to automatically populate the previously used data.

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

- ADVANCEMENT TO UNIVERSITY – General Catch all
- 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 list of the students as PDF or notate in the comment section.
- MEETING
- PARTICIPANT SUPPORT – For grant related activities involving non-Texas State employees. All Participant support travel must be done on an SAP Travel Funds Commitment.
- RECRUITMENT
- RESEARCH
STUDY ABROAD – 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 number 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.

TRAINING

f. Enter the Benefit to University (Reason).

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

Select the Reason line to automatically populate the previous data used.

g. Enter data in the Comment section.

- This is a text box has no character entry limit.
- Continue the Benefit to University statement or add any other trip information that 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.
  - 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 level). If a physical or medical condition requires an upgrade fair, attach that along with the cabinet officer approval for that situation.
h. Enter Additional Destinations if applicable.

- Select the Enter Additional Destinations button.
- Add additional destination(s) only if your lodging accommodation Trip/Region changes.
- Use the cursor to access the drop-down menu calendar to select your trip date information.
- Use the same method of selecting Trip/Region as when first creating the Travel Request.

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

i. Enter the Estimated Trip Cost information.

- Select the Enter Estimated Costs button to enter your estimated costs per the Travel Mediums.
- The Meal and Lodging per diems will automatically be populated if certain activity types and trip dates are selected.

- Enter any applicable estimated Airfare, Excess Lodging, Transportation or Other costs.
  - AIRFARE – Enter estimated cost for direct bill or personally paid airfare for individual or student group.
  - MEALS – This field may already be populated from the information selected 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.
    - 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 daily per diem is allotted to each
traveler rather than the GSA rate).

- **LODGING** – This field may already be populated from the information on the General Data screen.
  - The maximum GSA amount may not be increased. Use Excess Lodging if actual lodging room rate is greater than the per diem.
  - If no company paid lodging or lodging reimbursement, reduce to $0.
  - If 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 at the event, baggage fees, lodging taxes (estimate 10% of the room rate in Texas and 20% of the room rate outside of Texas), lodging resort fees and business meals.

- Select the Calculate button to view total sum.

- Select the Accept or Save Draft button to return to the General Data screen.

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</table>
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j. Enter the Travel Advance required.

- Select the Enter Advances button to enter the advance amount required.
  - Trip criteria must contain student group travel, foreign travel and/or research travel which must exceed calendar 5 days.
  - 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 the 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 date that the Travel Request is created. Do not change the date because it has no correlation to the date that 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 (e.g. first entry was $750 and only $500 is required, enter negative $250 to net to $500 desired).
k. Change the Cost Assignment.

- Select the Change Cost Assignment button to enter the fund(s) paying for the travel, even if zero-dollars is encumbered. This is used to determine the approval workflow.

- 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 (sponsored program) or a 9 and the Fund. The TRAVELTracks default cost center must be deleted. The Internal Order Number will populate the correct Cost Center.
  - a Cost Center, Internal Order Number that starts with a 5 (statistical) and Fund.

- Up to six different cost assignments may be used which are allocated by percentage.
- Select the Check button 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.
- Select the Accept button to return to the General Data screen.
4. Go to the Review and Send screen.

- Select the Review and Send #2 box.
- Review and process through any Yellow Warnings.
- The request may not be saved if there are Red Warnings such as an over budget message. Correct any Red Warnings to proceed.
- Save the Travel Request as a draft OR Save and Send for Approval to submit the Travel Request into workflow for processing.

**SAVE REQUEST**
- Select the Save Draft radio dial and rectangle to save the Travel Request to save the document and have a trip number assigned.
- You may need to return to the Travel Request at a later time to review or modify the Travel Request before submission into workflow for processing.

**SUBMIT REQUEST**
- Select the Save and Send for Approval radio dial and rectangle to submit into workflow for processing and have a trip number assigned.
- The Travel Request does NOT require the traveler’s signature. The Travel Assistant may Save & Send for Approval.
- A notification message will appear stating that your trip has been saved. The Completed box will be highlighted and the encumbrance and fund information will be displayed.

- Close the window by selecting the X at the top right of the screen to return to the My Trips and Expenses screen.
5. To change a Saved Travel Request and/or submit for approval, click on All My Travel Requests, select the trip and choose the Change button.

- You will return to the General Data screen to make changes, if applicable.
- Go to the Review and Send screen.
- Select the Save and Send for Approval radio dial and rectangle to begin the approval workflow process.
- Click on the Exit button to return to the My Trips and Expenses screen.

6. 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 and use the Display/Print button or Attachments icon.
7. “Trip Templates” may be set up for frequently used trip scenarios to aid in Travel Request initiation. Use the Copy button to copy a trip’s data, change the trip start date and modify any trip information if applicable.
8. Things to consider about the status of a Travel Request.
   - Do not open a Travel Request that is in workflow (Save & Send for Approval) or it will be taken out of the workflow and the approval process will have to start from the beginning.
   - If you need to make changes to a submitted or approved Travel Request email the Travel Office to have it reset.
   - Do not open a Travel Request that has been posted or it will disrupt the approved status of the request.
   - 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.
   - If the Travel Request has NOT been ‘Save and Send for Approval’ and the trip was not taken, the request may be deleted.
   - 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 was 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 the Expense Report.
     - 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.
   - 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.

**TRAVELTracks Expense Report Instructions**

Log onto the SAP Portal. Select the SAP Portal on the Texas State main website. Log on with your Texas State User ID and Password. Click on the Employee Self Service tab and then click on TRAVELTracks.

1. Select the Quick Link of TRAVELTracks or directly to My Trips and Expenses. Create the Expense Report from an approved Travel Request.
   - Select on Create Travel Expense Report from the Recommended Actions Column
Select the Trip Schema from the drop-down menu 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 based on Travel Request may be used to toggle between the General Data screen, the Enter Receipts screen, and the Review and Send screen.

   If all the trip information must be entered, the expense report has not been created from the approved Travel Request.

   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.
5. If no lodging expense was incurred, uncheck the Per Diem for Accommodations checkbox at the bottom of the General Data Screen. If the checkbox is left checked, the lodging per diem will be applied on the Review and Send screen as Total Accommodations.

6. Audit the actual lodging paid to the per diem as follows:
   - Audit 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.
   - If the room rate equals the GSA maximum per diem rate, then no entry is required.
   - If the room rate is greater than the GSA maximum per diem rate, enter the difference as Excess Lodging.
   - If the room rate is less than the GSA maximum per diem rate, enter the difference as a negative amount in 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 audited to your receipts.
   - The Meals approved 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.
- 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 continue entering more receipts.

Select from the available Expense Types listed in alphabetical order:

- ADVANCE RETURN – Return advance monies if reimbursable receipts are less than total money advanced.
- AIRFARE – Amount paid by traveler for airfare not to include baggage fees, early bird check in, flight insurance, or preferred seating.
- BUSINESS MEAL – See Business Meals for the requirements. The per diem amount for breakfast, lunch, or dinner must be deducted from total meal per diem for the meal the business meal replaced. See GSA meal-by-meal chart.
- 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. A vehicle rental invoice from Enterprise (National) or Avis is attached to the trip by the Travel Office, enter that amount in the expense type.
- COMPANY PAID EXCESS LODGING - Lodging directly paid by the Travel Office Hotel credit card or CTP over the GSA maximum lodging per diem rate.
- COMPANY PAID INCID EXPENSES – Expenses directly paid by the 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 a Purchase Order or e-NPO.
- EXCESS LODGING – Room rate paid by traveler over the GSA maximum lodging per diem rate.
- GRANT PARTIC AIRFARE – See NOTE above.
- GRANT PARTIC INCID FUEL – See NOTE above.
- GRANT PARTIC INCID OTHER – See NOTE above.
- GRANT PARTIC INCID PARKING – See NOTE above.
- GRANT PARTIC INCID TAXES – See NOTE above.
- GRANT PARTIC INCID TELE FAX – See NOTE above.
- GRANT PARTIC LODGING – See NOTE above.
o GRANT PARTIC MEALS – See NOTE above.
o GRANT PARTIC MILEAGE – See NOTE above.
o GRANT PARTIC PUBLIC TRANS BUS – See NOTE above.
o GRANT PARTIC PUBLIC TRANS CAR – See NOTE above.
o GRANT PARTIC PUBLIC TRANS RAIL – See NOTE above.
o GRANT PARTIC PUBLIC TRANS TAXI – See NOTE above.
o GRANT PARTIC REGISTRATION FEES – See NOTE above.
o GROUP OR STUDENT GROUP TRAVEL – Related costs such as meals or lodging paid by the traveler for a student group.
o INCID FUEL – Amount paid by traveler for fuel put in rental vehicle.
o INCID INTERNET – Amount paid by traveler for internet charges to conduct University business.
o INCID OTHER – Amount paid by traveler for baggage fees, tolls, and other charges not listed. Must have explanation of expense in the comment section.
o INCID PARKING – Amount paid by traveler to park vehicle.
o INCID TAXES – Amount paid by traveler for lodging not to include State of Texas Occupancy tax.
o INCID TELE FAX – Amount paid by traveler for phone or fax charges to conduct University business.
o LODGING REDUCTION – Room rate paid by traveler under the GSA maximum lodging per diem rate. This is the only expense type that must have a negative entered in front of the amount.
o MEALS – Daily per diem meal amount as dictated by the GSA.
o MEMBERSHIPS – Membership amount paid by traveler that is required to register for activity.
o MILEAGE – Amount of miles calculated from MapQuest, MapQuest Chart, or odometer readings times the mileage rate. The derived total amount must be entered.
o PUBLIC TRANS BUS – Amount paid by traveler for bus or shuttle used
o PUBLIC TRANS CAR – Amount paid by traveler for rental vehicle not to include insurance.
o PUBLIC TRANS RAIL – Amount paid by traveler for train use.
o PUBLIC TRANS TAXI – Amount paid by traveler for taxi used
o REGISTRATION FEES – Amount paid by traveler to register for activity such as a conference.

8. Go to the General Data screen and attach supporting receipts and/or documents. Receipts should be grouped together by expense type then date.
   ▪ All of the receipts should be scanned into one document in the order listed above.
   ▪ Select the Attachments button and the Browse… button to select the attachment.
   ▪ Look for the File scanned to your computer, a Link, or a Note (whatever support needed for the expenses on the expense report) and select the Upload button.
9. Go to the Review and Send screen.

- Review and process through any Yellow Warnings.
- The expense report may not be saved if there are Red Warnings such as an over budget message.
- Select the Save Draft radio dial and rectangle to save the expense report so you may return to the expense report at a later time. The Travel Assistant may create the expense report so the traveler can Save and Send for Approval as this is their electronic signature.

- Click on the Save and Send for Approval button and rectangle to begin the approval workflow process. The Travel Assistant may Save and Send for Approval if the traveler will have $0 reimbursement.
A message will appear after Save Draft or Save and Send for Approval buttons have been selected.

10. Viewing the status of an Expense Report or attaching any items can be done by using the tools on the All My Expense Reports or All My Trips tabs. Select the trip and use the Display/Print button or Attachments icon.
### Planned Approvers

<table>
<thead>
<tr>
<th>Acct Mgr #</th>
<th>Approval Scenario</th>
<th>Planned Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Office</td>
<td></td>
<td>Administrator</td>
</tr>
</tbody>
</table>

### Actual Approvers

<table>
<thead>
<tr>
<th>Status</th>
<th>Approval Scenario</th>
<th>Planned Approver</th>
<th>Actual Approver</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Travel Office</td>
<td>Administrator</td>
<td>Ms. Maria Isabel Valdez</td>
<td>Jan 6, 2017</td>
<td>8:15:23 AM</td>
</tr>
</tbody>
</table>

### All My Expense Reports (3)

<table>
<thead>
<tr>
<th>Location</th>
<th>Reason</th>
<th>Reimbursmt</th>
<th>Advance</th>
<th>Processing Status</th>
<th>Approval Status</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Cox TX</td>
<td>Picking up mail, running errands</td>
<td>0.00</td>
<td>0.00</td>
<td>transferred to FI</td>
<td>Trip Approved</td>
<td><img src="attachment" alt="2" /></td>
</tr>
<tr>
<td>Mrs. Cox TX</td>
<td>Picking up mail, running errands</td>
<td>0.00</td>
<td>0.00</td>
<td>Canc. posted in FI</td>
<td>Trip Approved</td>
<td><img src="attachment" alt="1" /></td>
</tr>
<tr>
<td>TX</td>
<td>To stay abreast of changing regulations regarding fin aid</td>
<td>29.69</td>
<td>0.00</td>
<td>transferred to FI</td>
<td>Trip Approved</td>
<td><img src="attachment" alt="3" /></td>
</tr>
</tbody>
</table>

### Attachments

#### Delete Attachment

<table>
<thead>
<tr>
<th>Title</th>
<th>Added By</th>
<th>Added On</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="attachment" alt="Expense Report processed by the Travel Office" /></td>
<td>Ms. Maria Isabel Valdez</td>
<td>01/05/2017</td>
</tr>
<tr>
<td><img src="attachment" alt="RE Zero Dollar Travel Request" /></td>
<td>Ms. Maria Isabel Valdez</td>
<td>09/07/2016</td>
</tr>
</tbody>
</table>

#### Add Attachment

Type:  
- File  
- Link  
- Note

File Path: [Browse...](attachment)  

[Upload]  

[Close]
TRAVELTracks Travel Assistant Instructions

Log onto the SAP Portal. Select the SAP Portal on the Texas State main website. Log on with your Texas State User ID and Password. Click on the Employee Self Service tab, then on TRAVELTracks and then on My Employees.

If your screen says Personalization instead of Add/Remove Employees; click Travel Assistant Instructions for instructions and see page 3.
Click Add Employee to add an employee so you can create a Travel Request or Expense Report. Once your employee has been added, you may click Create New Travel Request and begin the process of creating a Travel Request. (Instructions above)

When toggling between the Travel Requests tab and Expense Reports tab or employees, be sure to click the refresh button at the bottom right hand corner of the table each time.

As a Travel Assistant, you are able to copy Travel Requests from one employee to another. Be sure you have both the employee you want to copy from and the employee you want to copy to in your My Employees list.
Select the employee you want to copy from, highlight the Travel Request you want to copy and click copy to Other Employee.

It will ask you which employee you would like to copy to, select the employee and click OK.

You will be prompted to verify the trip information and click Start.
How To Become a Travel Assistant in SAP

Request the TRAVELTracks test from the TRAVEL OFFICE travel@txstate.edu. Complete the test (100% required) using this document for reference during the test. Submit the completed test back to travel@txstate.edu along with the signed Employee Confidentiality Agreement.

Once this process is complete and the Travel Office has advised you of your test score, you will next complete and obtain the necessary approval for the SAP security form to have the Travel Assistant Role added to your SAP profile. That form is located at SAP Financial - Department Services Security Authorization Form. You will select the SAP FI Dept Security Form at the link. Email the form to the Travel Office for the final approval and they will submit it to ITAC for processing. ITAC will notify you when the role has been added.