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Travel Assistant Resources

- Contact the Travel Office at travel@txstate.edu or 512-245-2775.
- For more information visit the Travel Website at www.txstate.edu/gao/ap/travel/.
- To keep up to date with new travel information sign up for Travel RSS Feeds with this link <http://www.txstate.edu/gao/ap/travel/procedures.html>
- Travel Policies and Procedures at <http://www.txstate.edu/gao/ap/travel/procedures/Travel-Policies---Procedures.html>. A Texas State NetID and password are required to access this link.

Travel Assistant Summary

- Use the e-NPO process to submit travel expense reports which are not processed through TRAVELTracks and for non-company paid expenses on the Travel Funds Commitments (FC). The entire travel process for TRAVELTracks, Funds Commitments and e-NPOs can be done electronically within SAP.
- All travel on behalf of the University to conduct business requires approval before the trip begins. 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) even if there will be no reimbursement to the traveler. Travel pre-approval covers an employee for liability purposes with worker's compensation insurance and assists in travel reporting.
- All Expense Reports are due 30 days after the trip end date via TRAVELTracks.
- The following glossary and reference guide were created to help Travel Assistants in navigating through the travel process. Please refer to these links for detailed instructions:
 - TRAVELTracks Requests and Expense Reports at <http://www.txstate.edu/gao/ap/travel/travel-tracks-project.html>;
 - Travel Funds Commitments at <http://www.txstate.edu/gao/ap/travel/procedures/sap-travel-funds-commitment.html>;
 - e-NPO Travel Expense Reports and Travel Invoices at <http://www.txstate.edu/gao/ap/resources/e-NPO.html>

- ❑ The Travel Assistant is a role in TRAVELTracks which allows a person to perform all activities required to create, change, save, and submit a Travel Request or an Expense Report for other employee travelers.
- ❑ A department or division must request security for a staff person to have the Travel Assistant role. Refer to this link for Travel Assistant details, required forms and Cabinet-level or designee signature requirements, <http://www.txstate.edu/gao/ap/travel/travel-tracks-project/travel-fags/travel-assistant.html>.
 - Attend an 'Understanding TRAVELTracks' training class offered monthly. Register by logging on to the SAP Portal; selecting Training and Development, Organizational Excellence, and 'Understanding TRAVELTracks'. This training is required before the Travel Assistant role can be requested.
 - Complete the 'SAP Financial – Departmental Services Security Authorization Form' with all the required signatures and email to travel@txstate.edu or fax to 512-245-9161.
 - Complete and sign the 'Employee Confidentiality Agreement' supplied at the 'Understanding TRAVELTracks' training class.
 - Once the required class is completed and forms are submitted, the Travel Office will arrange for your Travel Assistant role to be established by the Information Technology Center (ITAC).

Travel Assistant – Glossary

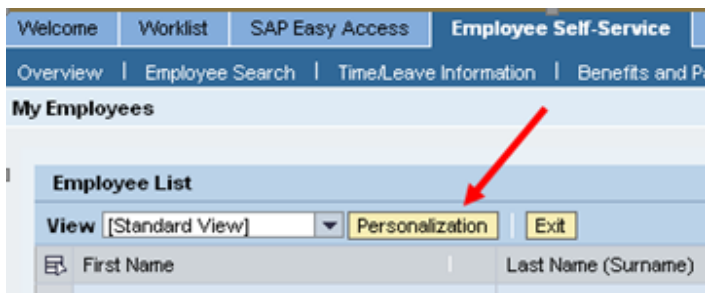
- ❑ Company Paid Airfare - Airfare charged directly to the University airfare credit card by the University contracted travel agencies which are currently Ascot Travel and National Travel.
- ❑ Company Paid Car – Vehicle rental invoice billed to the University upon vehicle drop off at one of the State 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.
- ❑ Encumbrance – Funds that have been reserved when a Travel Request or Travel Funds Commitment has been posted. Those funds are no longer available to use in other transactions.
- ❑ Personnel Assignment Number – Work assignment number allocated to an employee upon hire by the Human Resources Office for the duration of the job position.
- ❑ 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. The TRAVELTracks Trip Number is the same for the Request and Expense. It is 10 digits and starts with 7300XXXXXX.
- ❑ 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.

Employee List - One Time Set-Up

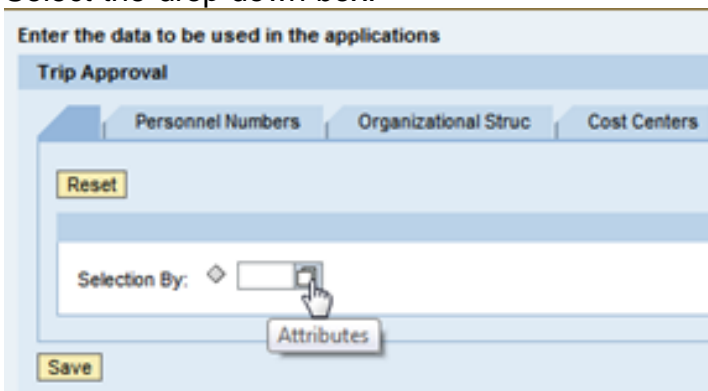
- Once your Travel Assistant role has been established, please follow these instructions to “set-up” your ‘Employee List’. The ‘Employee List’ set-up only needs to be completed one time. You may then add and remove employees to your list by using their personnel assignment number.

1. Log onto the SAP Portal, go to the Employee Self-Service tab, TRAVELTracks, then select [My Employees](#)
A list of employees for whom you are approved to create travel requests and trip expense reports.

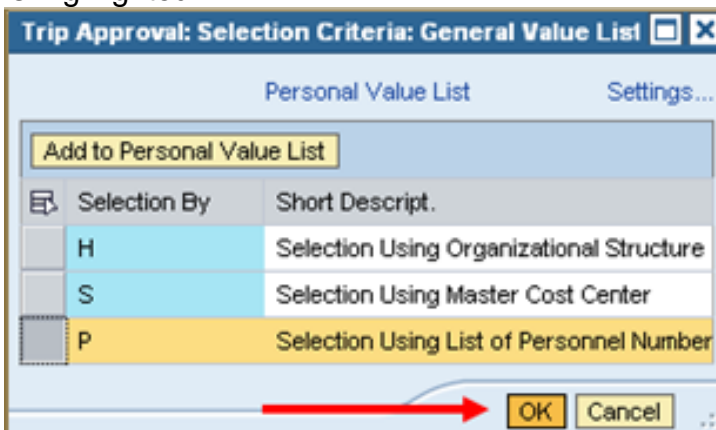
2. An ‘Employee List’ screen will appear. Select the ‘Personalization’ box.



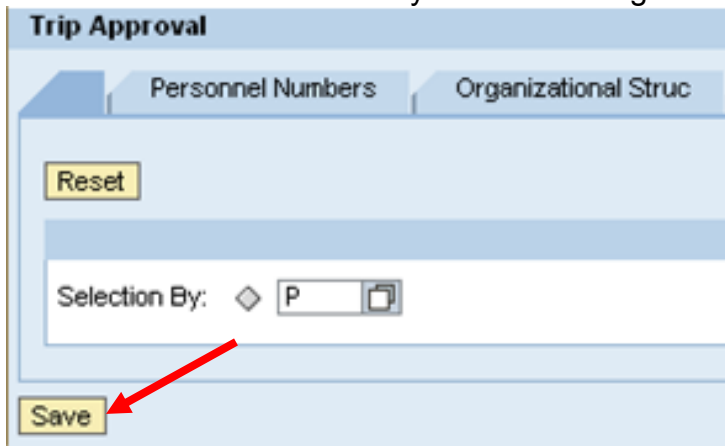
3. Select the drop down box.



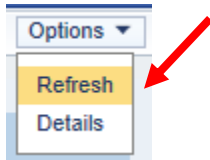
4. Choose ‘P - Selection Using List of Personnel Number’ in the ‘Selection By’ column by choosing the gray square in the left most column. Select the ‘OK’ button once the ‘P’ selection is highlighted.



5. Select the 'Save' button and you will be brought back to your "Employee List".



6. Select 'Options' drop down menu at the top right of the screen and then the 'Refresh' option to activate the changes to your 'Employee List'. Once the data is refreshed you should be able to select the 'Add Employee(s)' and 'Remove Employee(s)' options.

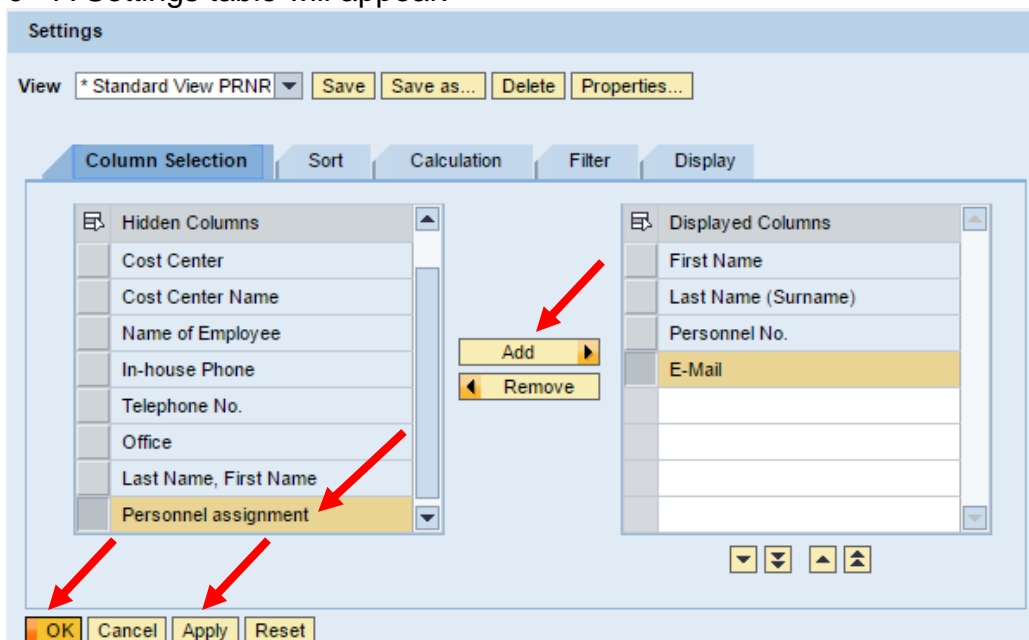


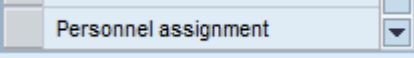
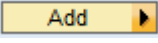


7. Add the 'Personnel assignment' column to your 'Employee List' so you can see the status of the employee's 'Personnel Assignment Number'. The status will be listed as (Active), (Inactive), or (Withdrawn).

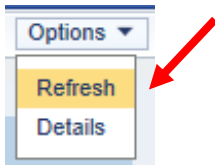
- Select the 'Open Setting Dialog' icon  at the top right of your 'Employee List'.



- A Settings table will appear.

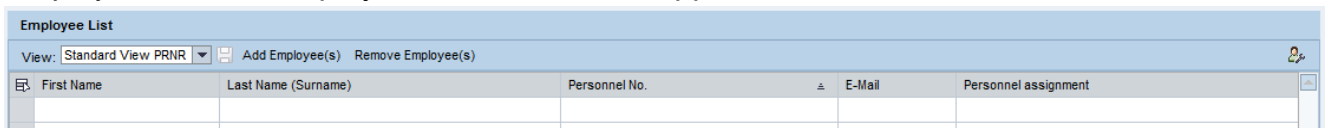


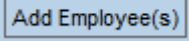
- On the 'Column Selection' tab, go to the 'Hidden Columns' table, scroll down and select the  cell.
- Select the  button.
- Select the  and then  buttons.
- You will be brought back to your 'Employee List'.
- Select 'Options' drop down menu at the top right of the screen and then the 'Refresh' option to activate the changes to your 'Employee List'. Once the data is refreshed you will be able to see the status of each personnel number added to your 'Employee List'.

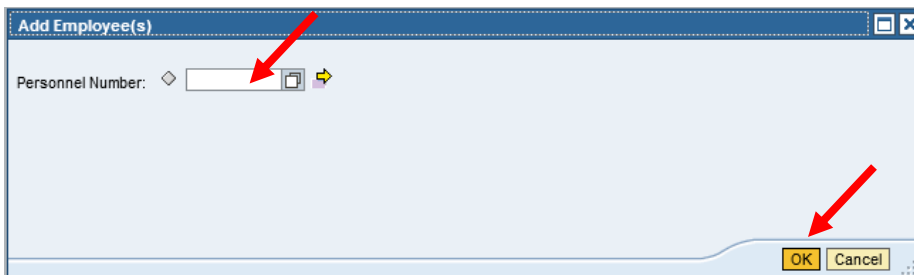


Employee List – Add Employees

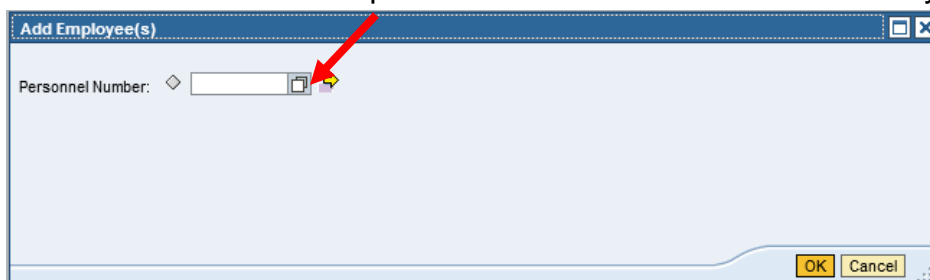
1. Log onto the SAP Portal, go to the Employee Self-Service tab, TRAVELTracks, then select 'My Employees'. Your 'Employee List' window will appear.



2. Select the  button.
3. If you know the employee's 'Personnel Assignment Number', enter it in the 'Personnel Number' cell and then select the 'OK' button.



4. If you need to look up the employee's 'Personnel Assignment Number', select the 'Personnel Number' drop down box to search for the traveler by name.



- Enter the employee’s last name followed by an * (asterisk) in the right cell next to the ‘Last name’. If you would like to narrow the search, enter the employee’s first name followed by an * (asterisk) in the right cell next to the ‘First name’. Select the “Search” button.

- Select the employee from the displayed list by choosing the gray square to the left of their Last name. If there are multiple ‘Personnel Assignment’ numbers to choose from, usually the first or the last number listed is the current job position.

Results List: 1 results found for Personnel Number

Last name	First name	Title	Personnel No.	End Date

- You will be brought back to the **Add Employee(s)** screen, select the **OK** button.

5. Repeat these steps to add all the employees you assist with travel to your “Employee List”.

Employee List – Remove Employees

- Log onto the SAP Portal, go to the Employee Self-Service tab, TRAVELTracks, then select ‘My Employees’. Your ‘Employee List’ window will appear.

- Select the employee to be removed from your list by choosing the grey square to the left of their First Name, then select the **Remove Employee(s)** button.

Employee Travel – Maintenance and Tools

1. Build Employee List – Personnel Number Rules

The Travel Assistant has to build their own 'Employee List' only adding the employees they will be assisting with travel. Review the following 'Personnel Assignment Number' (Personnel Number) rules that apply when building and maintaining your 'Employee List'.

- The Personnel Number status will be listed as (Active), (Inactive), or (Withdrawn).
- TRAVELTracks may only be used for employees with an Active Personnel Number at the time the Travel Request is created.
- When Personnel Numbers are initially assigned by the Human Resources Office, the ability to create travel is not activated.
 - The 'Create New Travel Request' Create New Travel Request button will not be visible, this is called an 'Infotype 17 Error.'
 - Email the Travel Office stating 'Infotype 17 Error' in the subject line and the name of the traveler and their Active Personnel Number in the body. You will be notified when travel ability is activated. This activation only needs to be processed once per Personnel Number.
- An employee may have two or more Active Personnel Numbers at the same time (e.g. faculty member teaches a course and is also the chair for their department).
- An employee's Personnel Number may appear as Inactive at the time you are viewing your list but that number may become Active again at a later date (e.g. faculty member's job assignment is from September to May so is listed as Inactive during the summer).
- You cannot create a Travel Request or complete a trip by processing an Expense Report if the employee's Personnel Number is Withdrawn.
- If an employee's Personnel Number becomes Withdrawn, make sure all the approved trips have been closed and encumbrances released.
 - Email the Travel Office to cancel an approved and completed Travel Request so the trip can be closed and the encumbrance returned.
 - An e-NPO Travel Expense Report may be submitted to process the travel reimbursement referencing the canceled Travel Request number.

2. Employee Travel - View All Trips Created

When viewing an employee's Travel Requests and Expense Reports, only the last 12 months of trips are shown. You can modify your view of an employee's trips by completing the following:

- Select the **Travel Requests** OR the **Expense Reports** tab to view all the trips in that column.
- Select the **Change Query** located at the top right of the trip data.
- A Change Query table will appear depending on which tab you are modifying of

Change Query 'Travel Requests' (Object Type: Travel Requests) OR Change Query 'Expense Reports' (Object Type: Expense Reports)

Show Trips in the Future:

Exclude cancelled trips:

* Show Trips in the Past: Last 12 Months

Personnel Number: 00000123 To

Trip schema: To

FI Transfer (Ind.): To

HR Payroll Transfer Ind.: To

* Receipt Settlement w/o Trip: All

* Alert: All

Preview Criteria Personalization

Apply Cancel

- Select the drop down box in the 'Show Trips in the Past' field and change the criteria from 'Last 12 Months' to 'All' * Show Trips in the Past: All . Select the **Apply** button.
- You will be brought back to the main screen and will see all the all Travel Requests or Expense Reports created for the employee.

3. Employee Travel – Status of Trips Created

To view the status of a Travel Request or Expense Report log into the SAP Portal and select SAP Employee Self-Service, TRAVELTracks, then select 'My Employees'.

- Select the employee from your 'Employee List'. Select the **Travel Requests** or **Expense Reports** tab and select/highlight the trip.
- Select the **Display/Print** button to see a pdf of the Travel Request or Expense Report in real time.
- The bottom of the document displays where the Travel Request or Expense Report will workflow for approvals (Planned Approvers) and who has approved the Travel Request or Expense Report (Actual Approvers) in real time.

Planned Approvers					
Acct Mgr #	Approval Scenario		Planned Approver		
01	Account Manager		Mr Mark A Hughes		
	Foreign		Mr Kenneth Ray Pierce		
	ORIC - Foreign		Administrator		
	Travel Office		Administrator		
Actual Approvers					
Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time

** All approvals are pending **

- Travel Requests and Expense Reports have a status as either saved as a draft, released for approval, or approved and complete. The following guide will assist in determining the status of your document:

A. Travel Request or Expense Report is created and saved as a draft.

- Employee List shows:
 - Processing Status – In Processing
 - Approval Status – Request/Expense Open
- Top of Travel Request or Expense Report pdf shows:

Travel Request Status: Saved (NOT released for Approval).	Travel Expense Status: Saved (NOT released for Approval).
Workflow Approval Status: Approval Pending	OR Workflow Approval Status: Approval Pending

B. Travel Request or Expense Report is submitted for approval and processing.

- Employee List shows:
 - Processing Status – Released for Approval
 - Approval Status – Request/Expense Recorded
- Top of Travel Request or Expense Report pdf shows:

Travel Request Status: Released for Approval	Travel Expense Status: Released for Approval
Workflow Approval Status: In Process	OR Workflow Approval Status: Workflow is Active

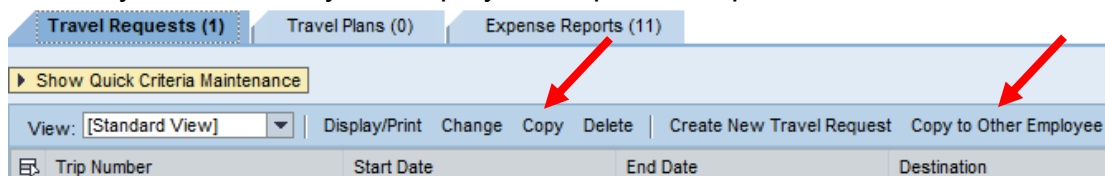
C. Travel Request or Expense Report is approved by the Travel Office.

- Employee List shows:
 - Processing Status – transferred to FI (Financial Information)
 - Approval Status – Request Approved
- Top of Travel Request or Expense Report pdf shows:

Travel Request Status: APPROVED	Travel Expense Status: APPROVED
Workflow Approval Status: Completed	OR Workflow Approval Status: Complete

4. Employee Travel – Copy Trip Information

You may use tools on your employee’s trips and expenses to create Travel Request templates.



- Select a Travel Request and the **Copy** button to copy a trip for the same employee. Change the trip start date and select the ‘Start’ button.
- Select a Travel Request and the **Copy to Other Employee** button to copy a trip to another employee on your list. Your ‘Employee List’ will appear so you can choose another employee. Change the trip start date (if applicable) then select the ‘Start’ button.

5. Travel Assistant – General Rules for TRAVELTracks Travel Requests

- The Travel Request is an estimate of expected travel costs and can include:
 - Airfare – Personally paid or company paid through Ascot or National Travel agencies.
 - 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 GSA Lodging Per Diem above the Per Diem rate for individual or student group.
 - Transportation – Personally paid or company paid through Avis or Enterprise 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).
- 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 considered business no matter how many days are designated personal travel. If foreign travel, consider adding an extra day to the start and end date of the trip to allow for any time differences or delays. Reduce the meal and lodging per diems accordingly for any for the personal travel dates.
- The Per Diems populate automatically and the Travel Request posts to either In-state 710098, Out-of-state 710097, or Foreign 710096 Estimated Travel Costs depending on the trip schema (in-state, out-of-state, or foreign) selected. Trip schemas may be combined for multiple stop trips. The trip destination requiring the highest approval must be the first destination selected.
- A Zero Dollar \$0 Travel Request should be processed for liability purposes even if there are no company paid or reimbursable expenses that need to be encumbered.
- A group of students (at least one student) travel expenses may be added on a sponsoring Texas State employee's Travel Request. Attach a complete student list or report in the comment section of the Travel Request.
- A Travel Advance must be applied for on the Travel Request at the time of submission for Student Group or Foreign Travel and cannot be more than the total estimated costs encumbered.
- Grant Participant travel (grant related activities involving non-Texas State employees) uses general ledger numbers 710101 for in-state, 711101 for out-of-state, or 712101 for foreign travel. Grant Participant Travel Requests will not post to the correct general ledger number so the TRAVELTracks process may not be the best method to use. Consider using the Travel Funds Commitment and e-NPO Travel Expense Report method.
- The Travel Assistant may create and submit (select 'Save and Send for Approval') a Travel Request for an employee on their list.

6. Travel Assistant – General Rules for TRAVELTracks Expense Reports

- Upon completion of the trip, the Travel Assistant should create an Expense Report from the approved Travel Request, even for Zero Dollar \$0 Travel Requests.
- There is one Expense Report per Travel Request so when the Expense Report is processed it closes the trip and releases any remaining encumbrance.
- An Expense Report submitted in TRAVELTracks will automatically workflow to the correct approver(s) if over tolerance or if a change in Account Assignment(s) is made.
- Reimbursements require traveler's electronic signature, the traveler MUST select 'Save and Send for Approval'.
- Expense Reports with a Travel Advance that have no reimbursement to the traveler, require the Traveler's Electronic Signature. Even though there will be no reimbursement, the expenses applied to the travel advance must be validated by the traveler.
- The Travel Assistant may submit the Expense Report on the traveler's behalf if:
 - The traveler is not seeking reimbursement for the trip and there is a Zero Dollar \$0 Expense Report. This also applies when only Company Paid expenses are processed with no reimbursement to the traveler.
 - The employee is unable to access the SAP Portal, then the following statement of consent must be attached to the Expense Report:

"This email will serve as my signature and approval that I certify that the attached travel reimbursement expense request is correct and unpaid. The summary of the travel expenses is as follows:

 - Traveler's Name;
 - Trip Number;
 - Dates of Travel;
 - Amount of Reimbursement."

The Travel Assistant may prepare this statement and email to the traveler who can respond "Agree."
- Missing expenses not claimed on the closed trip may be reimbursed using an e-NPO Travel Expense Report. Make sure to reference the trip number, attach required receipts and a Traveler Certification Statement. The Traveler Certification Statement is meant to mirror the TRAVELTracks Electronic Traveler's Signature on the e-NPO Travel Expense Report. An email approval is acceptable as the consent from the traveler. The following 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;
 - Amount of Reimbursement."

The Travel Assistant may prepare this statement and email to the traveler who can respond "Agree."