

The Travel Office would like to remind all Travel Assistants and Employees who process their own travel to clean up existing TRAVELTracks trips. The goal of this clean-up project is to close trips that are still open in the System.

These open trips will require one of the following actions:

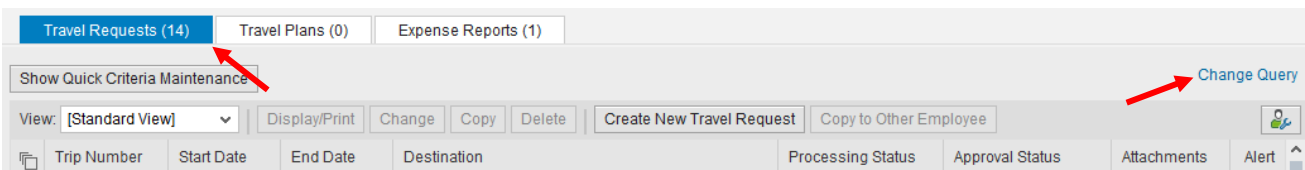
- Create and submit an Expense Report.
- Submit an Expense Report which has already been created.
- Cancel or delete the trip.
 - The trip never occurred,
 - The employee has terminated,
 - The employee has a new personnel number from the one used on the Travel Request.

General TRAVELTracks Rules:

- Any completed trip that has not had an Expense Report processed must be submitted to close the trip and release the encumbrance.
- All approvals are obtained on the Travel Request so ALL Expense Reports must be created from an approved and posted Travel Request.
- A Travel Request must be processed even if the trip has already occurred so an Expense Report can be created from the approved Travel Request.
- 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. Even a Zero Dollar Travel Request requires an Expense Report to close the trip.
- Many Travel Assistants have open trips in their listing but because the default on TRAVELTracks only displays the last twelve months, so older trips don't display. The instructions below tell you how to change that default for each employee in your listing so you can review and take the appropriate action.
- To view Travel Request, Expense Report and Travel Assistant instructions, select this Travel Website link <http://www.txstate.edu/gao/ap/travel/travel-tracks/training.html>.

1. VIEW ALL TRAVEL REQUESTS - The first step is to view all the Travel Requests created for **each employee** on your 'Employee List'. When viewing an employee's Travel Requests only the last 12 months of trips are shown. You may have to add more employees to your list if you are assuming another Travel Assistant's role. You can modify your view of an employee's trips by completing the following:

- a) Select the 'Travel Request' tab to view all the trips in that column.
- b) Select Change Query icon located at the top right of the trip data.



c) A Change Query 'Travel Requests' table will appear.

Change Query 'Travel Requests' (Object Type: Travel Requests)

d) Select the drop down box in the 'Show Trips in the Past' field and change the criteria from 'Last 12 Months' default to 'All' and select the 'Apply' button. You will be brought back to the main screen.

e) Select the 'Refresh' icon located at the bottom right of the screen. Last Refresh 01/13/2017 09:35:35 AM CST [Refresh](#)
 You will now see all the all Travel Requests created for the employee.

f) The list of Travel Requests defaults to a descending order, the most recent trip start dates are at the top. To view older trips, use the scroll bar located at the right side of the Travel Request list.

g) Once all of the older trips have been processed (cleaned up), you may choose to change the 'Show trips in the Past' to the 'Last 12 Months' again.

2. DETERMINE TRAVEL REQUEST STATUS - You may begin the clean-up process once you can view all of the employee's Travel Requests and determine the status of the trip. These procedures have been created to assist you in managing any trips with no Expense Report created. If the 'Expense Report' column says 'Change' or 'Display', then the Expense Report has been created or processed and you may go to Step 3.

Expense Report
Change
Display

a) TRAVEL REQUEST NOT SUBMITTED - The Travel Request has been created and is in a 'Saved (NOT released for Approval)' status. The 'Processing Status' column will say 'In Processing' and the 'Approval Status' column will say 'Request Open'.

Processing Status	Approval Status
In Processing	Request Open

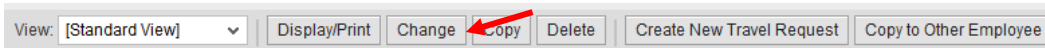
View: [Standard View] [Display/Print] [Change](#) [Copy](#) [Delete](#) [Create New Travel Request](#) [Copy to Other Employee](#)

- If the trip was not or will not be taken:
 - Select the Travel Request and the 'Delete' button to remove from the 'Travel Requests' tab.
- If the trip was taken or will be taken:
 - Select the Travel Request and the "Change' button.
 - Make any changes if applicable, proceed through any yellow warnings and go to the 'Review and Send' screen.
 - Select Save and Send for Approval button and Save and Send for Approval button to enter the Travel Request into the approval workflow. The Travel Assistant may always submit a Travel Request.

- b) TRAVEL REQUEST REJECTED - The Travel Request has been submitted and is in the approval workflow but an Approver has 'Rejected' the trip. The Traveler and Creator (Travel Assistant) will receive an email notification of the Travel Request rejection. The Travel Office receives no rejection notification. The 'Processing Status' column will say 'Released for Approval' and the 'Approval Status' column will say 'Request Recorded'.

Processing Status	Approval Status
Released for Approval	Request Recorded

- If the trip will not be taken:
 - Only the Travel Office may access this Travel Request so email travel@txstate.edu to 'Delete' the Travel Request and reference the trip number. Specify why the trip was canceled.



- If the trip was taken or will be taken:
 - Only the Travel Office may access this Travel Request so email travel@txstate.edu to 'Reset' the Travel Request so it may be modified and reference the trip number.
 - Once the Travel Office emails confirming the 'Reset' has been completed, select the Travel Request and the 'Change' button. You will be brought to the Travel Request 'General Data' screen.
 - Make changes, proceed through any yellow warnings and go to the 'Review and Send' screen.
 - Select Save and Send for Approval button and Save and Send for Approval button to enter the Travel Request into the approval workflow again.

- c) TRAVEL REQUEST APPROVED AND POSTED – The Travel Request is in an 'Approved' status, has all the approvals and is posted by the Travel Office. The 'Processing Status' column will say 'transferred to FI' and the 'Approval Status' column will say 'Request Approved'. This is when the funding on the Travel Request is officially encumbered and will remain encumbered until the Expense Report is posted or the trip is canceled.

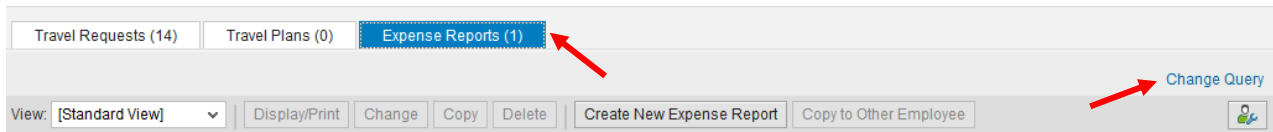
Processing Status	Approval Status
transferred to FI	Request Approved

- If the trip was not or will not be taken:
 - Only the Travel Office may access this Travel Request so email travel@txstate.edu to 'Cancel' the Travel Request and reference the trip number. Specify why the trip was canceled.
- If the trip was taken or will be taken:
 - Upon posting of the Travel Request (if the Travel Request is processed after the trip took place) or completion of the trip, create an Expense Report.
 - Select the Travel Request, in the 'Expense Report' column select the 'Create' button and process the Expense Report. Go to Step 3.

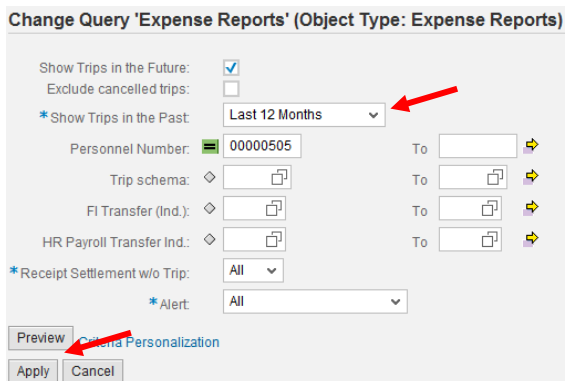


3. VIEW ALL EXPENSE REPORTS - The first step is to view all the Expense Reports created for **each employee** on your 'Employee List'. When viewing an employee's Expense Reports only the last 12 months of trips are shown. You may have to add more employees to your list if you are assuming another Travel Assistant's role. You can modify your view of an employee's trips by completing the following:

- a) Select the 'Expense Reports' tab to view all the trips in that column.
- b) Select Change Query icon located at the top right of the trip data.

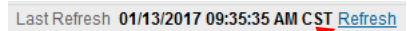


c) A Change Query 'Expense Reports' table will appear.



d) Select the drop down box in the 'Show Trips in the Past' field and change the criteria from 'Last 12 Months' default to 'All' and select the 'Apply' button. You will be brought back to the main screen.

e) Select the 'Refresh' icon located at the bottom right of the screen. You will now see all the all Expense Reports created for the employee.

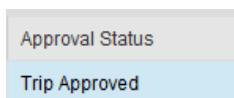


f) The list of Expense Reports defaults to a descending order, the most recent trip start dates are at the top. To view older trips, use the scroll bar located at the right side of the Expense Report list.

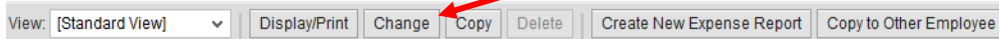
g) Once all of the older trips have been processed (cleaned up), you may choose to change the 'Show trips in the Past' to the 'Last 12 Months' again.

4. DETERMINE EXPENSE REPORT STATUS – The Trip is closed and any remaining funds released when the Travel Office posts the Expense Report for reimbursement to the Traveler. The Traveler MUST submit the Expense Report (Save and Send for Approval) when a reimbursement is due to them. Zero Dollar \$0 Travel Requests must be closed by submitting a \$0 Expense Report (Travel Assistant may complete). These procedures have been created to assist you in managing Expense Reports.

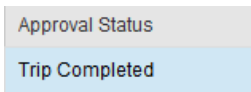
a) EXPENSE REPORT APPROVED AND POSTED (NO FURTHER ACTION IS NEEDED) – The Expense Report is in an 'Approved' status, has all the approvals and is posted by the Travel Office. The 'Approval Status' column will say 'Trip Approved'.



- b) EXPENSE REPORT REJECTED - The Expense Report has been submitted and is in the approval workflow (has new funding or is over tolerance) but an Approver has 'Rejected' the trip. The Traveler and Creator (Travel Assistant) will receive an email notification of the Expense Report rejection. The Travel Office receives no rejection notification.

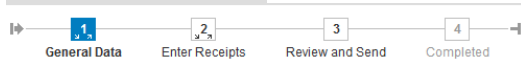



- Only the Travel Office may access the Expense Report so email travel@txstate.edu to 'Reset' the Expense Report and reference the trip number.
 - Once the Travel Office emails confirming the 'Reset' has been completed, select the Expense Report and the 'Change' button to continue processing.
- c) EXPENSE REPORT CREATED – The Expense Report has been created from the approved Travel Request but has not been submitted by the Travel Assistant (ONLY for \$0 reimbursements) or the Traveler. The 'Approval Status' column will say 'Trip Completed'.



- Select the Expense Report and the 'Change' button. Make sure it says 'Change Expense Report' at the top of the 'General Data' screen.

Change Expense Report



If not, that means you have selected to 'Change' the Travel Request by mistake and need to exit immediately by selecting the Red X  at the top right of the screen.

- Make any changes if applicable, proceed through any yellow warnings, enter receipts, attach required documentation and go to the 'Review and Send' screen.
 - Select Save and Send for Approval button and **Save and Send for Approval** button to enter the Expense Report into the approval workflow.
- d) PERSONNEL NUMBER WITHDRAWN – The Expense Report may not be created or submitted when the Traveler's personnel number becomes withdrawn.
- Email travel@txstate.edu to notify the Travel Office of the status of the withdrawn personnel number and reference the trip number. The Travel Office will 'Cancel' the Travel Request.
 - Submit an e-NPO Travel Expense Report with required documentation attached referencing the trip number.