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). This change replaces the T-11 or T-11M Paper Expense Reports for travel reimbursements. The entire travel process for both TRAVELTracks and Funds Commitments can be done electronically within SAP. This should save the traveler and travel assistant time and aid in expense tracking. The goal is to eliminate the paper process and the Travel Office appreciates your support in making this a reality. If you need assistance on this change, please don’t hesitate to contact the Travel Office at travel@txstate.edu or Ext 5-2775. For specific e-NPO “how to” questions, select the following link for the e-NPO Procedures.

Remember, all travel must be pre-approved and expense reports are due 30 days after the trip end date. These requirements have not changed for any travel sponsored by Texas State University, whether for an employee, student or third party.

The following quick reference guide has been created to assist you.

Summary of the TRAVELTracks process:
- TRAVELTracks may only be used for Texas State Employees.
- Each trip is given a 10-digit trip number that begins with a 73. This is the same trip number for both the Travel Request and the Expense Report.
- Traveler submits an Expense Report for expense reimbursement and company paid expenses upon completion of the trip. 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. 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 (see the next page for this verbiage) must be attached. Reference the trip number in this certification.
- Documentation must be attached for each reimbursement expense.
- e-NPO validates available budget and routes for approval.

Summary of Travel Funds Commitment process:
- The Travel Funds Commitment is used by Employees (Blanket Travel) and non-employees (Students, Grant Participants, Prospective Employees, Prospective Student Athletes, Contractors, Consultants, Guest Speakers, and Visiting Guests).
- Each Funds Commitment is given a 10-digit trip number that starts with 2014.
- Only include Company Paid Expenses (airfare, lodging and/or rental vehicle) on the initial Travel FC. This will encumber funds for those expenses.
- If no Company Paid/Direct Billed items, then encumber $0.01. (SAP will not allow for $0)
- When the company paid expenses are posted by the Travel Office, they consume the encumbered funds and do not need to be processed through an expense report.
- Traveler (Travel Assistant must submit for non-employees) submits an e-NPO Travel Expense Report for expense reimbursement. Find the correct Travel General Ledger numbers at this link Travel GL Numbers.
- The Trip Number must be included on the e-NPO and the Traveler's Certification Statement must be attached. Reference the trip number in this certification. (See the next page for this verbiage.)
- Documentation must be attached for all reimbursement expenses.
- Multiple e-NPO Travel Expense Reports may be processed for each trip, but you will probably only do one when the traveler provides all of the receipts for reimbursement.
- e-NPO process validates available budget and routes for approval. The reimbursable expenses (non-company paid) do not need to be encumbered on the Travel Funds Commitment.
Summary of Blanket Travel Funds Commitment process:

- Blanket Travel involves frequent and routine (planned and recurring) round trips to similar destinations and/or similar purposes during an extended period of time.
- The Funds Commitment time period may not cross fiscal years. You may list multiple travelers and should encumber $0.01 for travel pre-approval workflow purposes only. There are generally no company billed expenses on a blanket Travel FC.
- All expenses will be encumbered via the e-NPO request.
- Traveler (Travel Assistant must submit for non-employees) submits an e-NPO Travel Expense Report for expense reimbursement. Find the correct Travel General Ledger numbers at this link [Travel GL Numbers](#).
- The Trip Number must be included on the e-NPO and the Traveler's Certification Statement (see verbiage below) must be attached. Reference the trip number in this certification.
- Multiple e-NPO Travel Expense Reports may be processed for each FC since recurring travel is planned.
- e-NPO validates available budget and routes for approval. The reimbursable expenses (non-company paid) do not need to be encumbered on the Travel Funds Commitment.

Summary of Grant Participant Travel process:

- Grant Participant travel is always done using the Travel Funds Commitment process.
- The same processes defined above can be used for participant reimbursements. Find the correct Grant Participant Travel General Ledger numbers at this link [Travel GL Numbers](#).

Summary of e-NPO Traveler Certification Statement:

- When reimbursing 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.
- The e-NPO Traveler Certification Statement is the electronic traveler’s signature for the e-NPO Travel Expense Report.
- The following Traveler 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:
Amount of Reimbursement:
Destination:

Expenses: $0.00 MEALS
$0.00 LODGING
$0.00 REGISTRATION
$0.00 TAXI, UBER, SHUTTLE
$0.00 (break out by expense type)

- The Travel Assistant may prepare this statement and email to the traveler who can respond “Agree.”
- The email approval is acceptable as the consent from the traveler and must be attached to the e-NPO once the document has been created.