Training Guide – Travel & Expenses
Creating Travel Authorizations

State of Kansas

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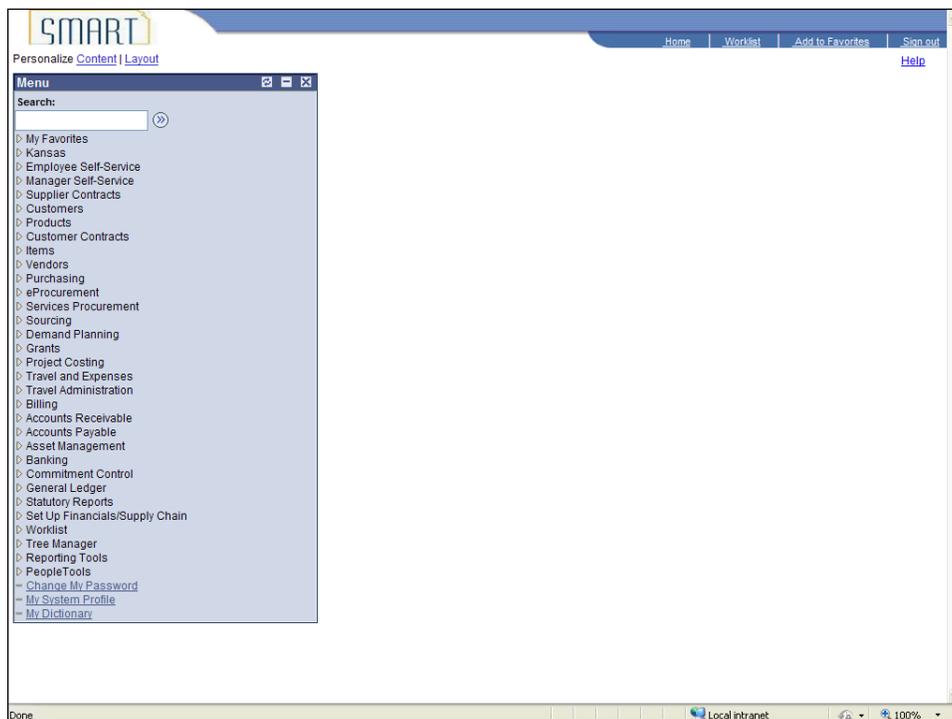
Creating Travel Authorizations: User Procedure

Procedure

Employees, or their proxies, create travel authorizations before departing on business trips. The employees' expenses may be either regular (the employee pays for them out-of-pocket and is reimbursed later) or prepaid (paid before the travel using an agency Procurement Card, or PCard).

To create a travel authorization, you need to know the traveler's **State of Kansas Employee ID** number, the dates the employee will travel, and the expenses the travel will incur.

In this simulation, you are a proxy for Anthony Smart and will create a travel authorization for him. Anthony will leave his duty station in Topeka on April 12, 2013 for training in Iowa City, Iowa. He will return on April 14, 2013. He will stay two nights at a Marriott Hotel in Iowa City, at a rate of $125/night. This stay will be prepaid on a PCard. Most meals will be provided for Anthony, either by the hotel (a complimentary breakfast buffet each morning) or as part of the training package (lunches are provided and supper is provided for April 12 and 13). Anthony will be reimbursed for supper on April 14 at up to $23.00.
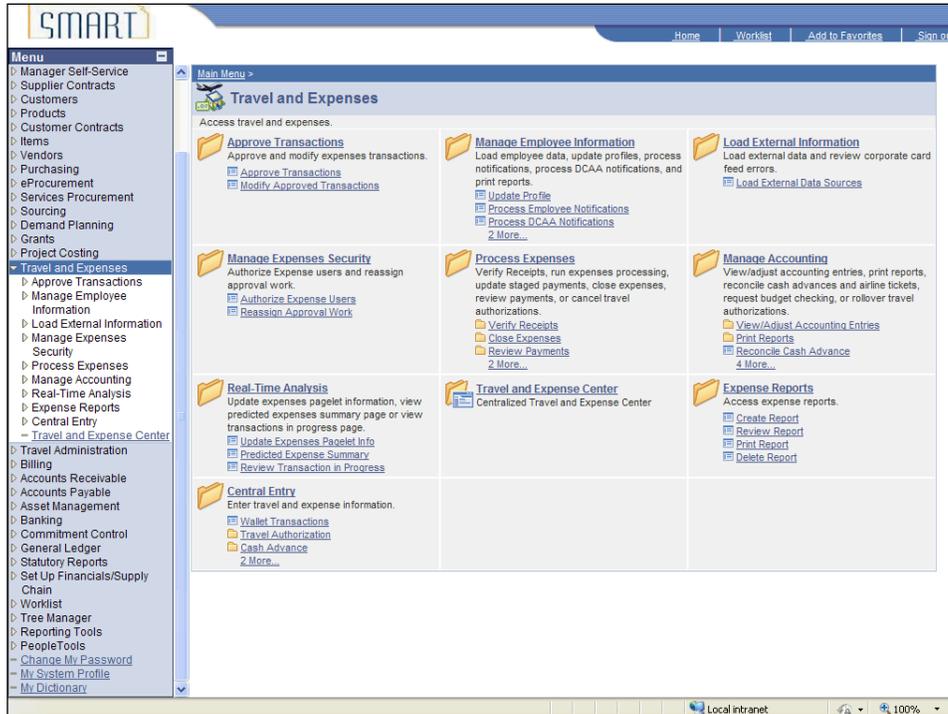
For this simulation, please pretend that today's date is 03/25/2013.

Travel & Expenses – Creating Travel Authorizations Training Guide
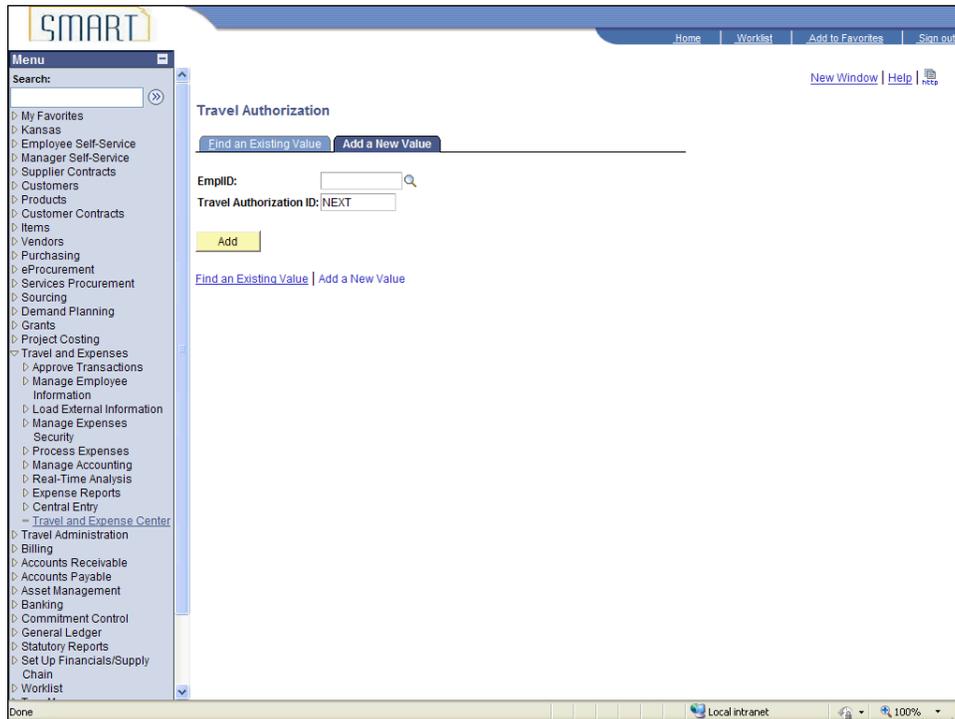## Statewide Management, Accounting and Reporting Tool

Step	Action
1.	SMART opens the **Travel and Expenses** menu. Click the **Travel and Expenses** link. ▷ Travel and Expenses

Step	Action
2.	SMART opens the **Travel and Expenses** menu. Click the **Travel and Expense Center** link. Travel and Expense Center
3.	SMART opens the **Travel and Expense Center** menu. Click the **Travel Authorization** link. Travel Authorization
4.	SMART opens the **Travel Authorization** menu. Click the **Create** link. Create

Step	Action
5.	SMART opens the **Travel Authorization** screen, if you are a proxy for at least one person. If you are not a proxy for any other person, you will not see this screen. **NOTE:** Please refer to the "Setting up Proxies" job aid for more information regarding proxies. Make sure the "**Add a New Value**" tab is highlighted. For the purposes of this simulation, you are the proxy for Anthony Smart. Click in the **EmplID** field.
6.	Enter the desired information into the **EmplID** field. For this simulation, enter "**K0000220288**".
7.	Click the **Add** button.

Step	Action
8.	SMART opens the **Travel Authorization Entry** page.
	Begin in the **General Information** section. First, you will identify the **Description** of the travel.
	Click in the **Description** field.

Step	Action
9.	Enter the desired information into the **Description** field. For this simulation, enter "**Class in Iowa City, IA**".
10.	Identify the **Business Purpose**. Click the **Business Purpose** drop-down list.

Step	Action
11.	The employee is travelling for training. Click the **Training** item from the drop-down list. `Training`
12.	Indicate whether the location is in-state/border area, out-of-state, out-of-state high cost, out-of-state special high cost, or international. Iowa City is not on the list of border cities for State of Kansas travel purposes, so it would be considered out-of-state. **NOTE**: It is important to enter this information correctly at this stage. If the information is incorrect, errors will occur in later stages that will need to be fixed. Refer to the **Travel Expense Reimbursement Handbook at http://da.ks.gov/ar/employee/travel/archive/archive.htm** for locations. Click the **Look Up Default Location** button.
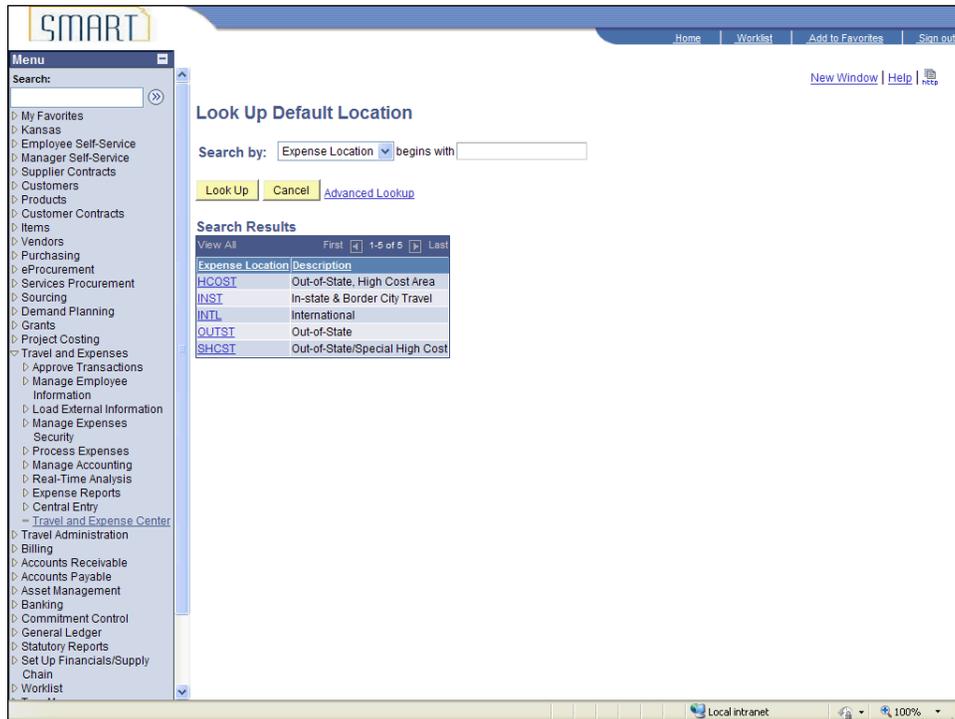
Step	Action
13.	Click the **OUTST** link. OUTST
14.	Next, enter the dates of travel. Click in the ***Date From:** field.
15.	Enter the desired information into the **Default Location** field. For this simulation, enter "**04/12/2013**".

Step	Action
16.	Click in the ***Date To:** field.

Step	Action
17.	Enter the desired information into the **Date To** field. For this simulation, enter "**04/14/2013**".

Step	Action
18.	Next, you need to enter/view information in the **Details** section. Use the right scroll bar to navigate down to the **Details** section. Click the right scrollbar.
19.	In the **Details** section, enter each expense that requires travel authorization on a separate line item. These can include airfare, hotel, per diem, rental vehicles, airport parking, etc. For this simulation, you will enter line items for: • Prepaid expense • Two nights at a Marriott Hotel • April 12 and 13, 2013 • At $125/night (this includes room and lodging/bed tax) • Regular Expense (that will be reimbursed to the employee after travel is completed) • For one dinner (4/14/2013) • Up to $23.00 **NOTE:** Refer to the Travel Expense Reimbursement Handbook at **http://da.ks.gov/ar/employee/travel/archive/archive.htm** for hotel and meal rates.
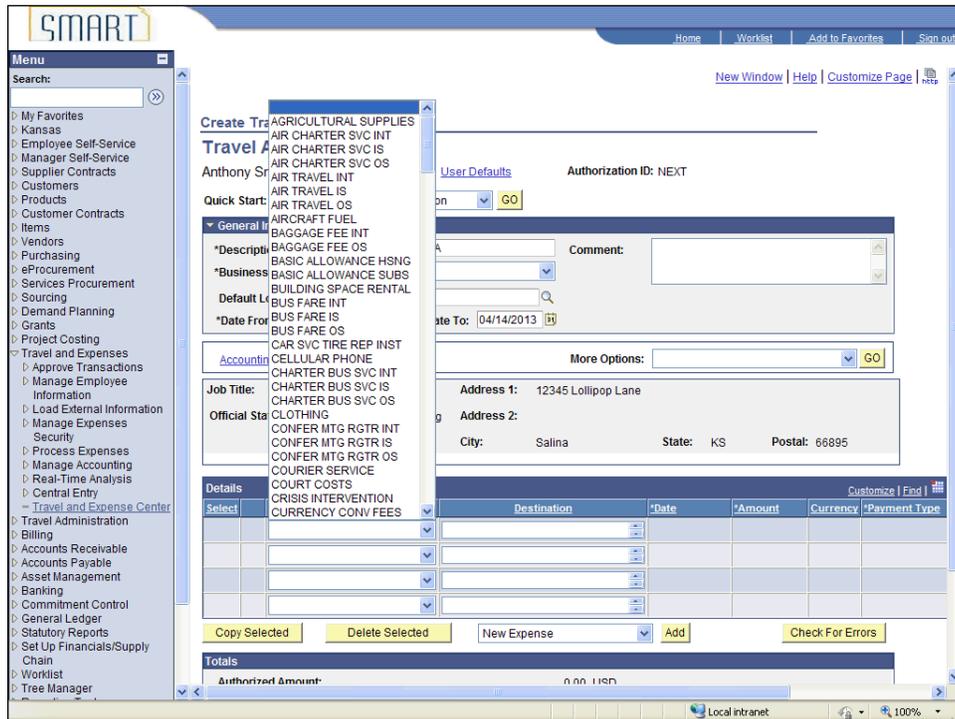
Step	Action
20.	You will enter the hotel information first and will be paying for the hotel with a PCard. This part of the simulation covers prepaid expenses using PCards. Click the **Expense Type** drop-down list.
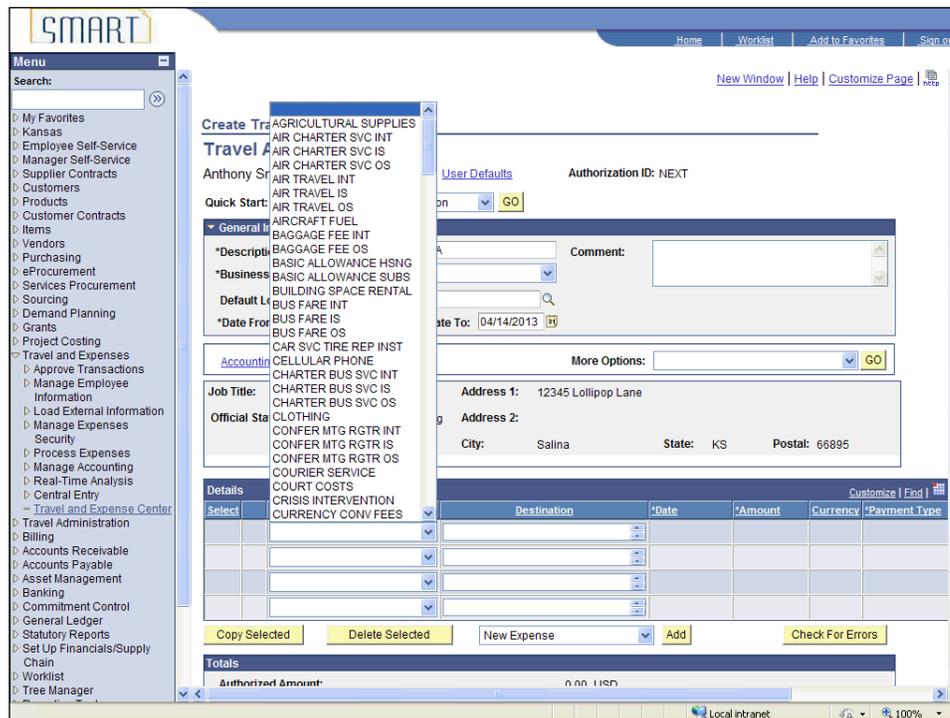
Step	Action
21.	Choose an **Expense Type** from the dropdown menu. Scroll to see the correct code. Click the right scrollbar.
22.	Click the **PRPD LODGING OS from the** drop-down list. PRPD LODGING OS

Step	Action
23.	Enter the travel destination.
	Click in the **Destination** field.

Step	Action
24.	Enter the desired information into the **Destination** field. For this simulation, enter "**Iowa City, IA**".
25.	Click in the **Date** field.
26.	Enter the first date of travel in the date column. Enter the desired information into the **Date** field. For this simulation, enter "**04/12/2013**".

Step	Action
27.	The Expense Type you selected (PRPD LODGING OS) indicates that this hotel cost line is prepaid using a P-Card.
	When selecting the Payment Type, it is important that you choose a payment type that reflects the Expense Type you selected.
	If the Expense Type and Payment Type do not correlate with each another, this creates more work for your Agency in the future (because a journal entry will need to be created later to correct the data entry error).
	Click the button to the right of the **Payment Type** field.

Step	Action
28.	Click the **PCard Lodging from the** drop-down list. PCard Lodging
29.	Scroll to the right to see entire **Details** fields. Click the bottom scrollbar.
30.	Click the **Detail** link. *Detail
31.	Currently, the Travel & Expenses module is configured to default a 'Billing Type' of "**Billable**" on ALL transaction lines. **If your agency uses the Project Costing module:** SMART uses the 'Billing Type' to identify whether it needs to create a "Billable" (BIL) row in Project Costing for the expense transaction. The 'Billing Type' field only impacts processing IF your agency uses the SMART Project Costing module, AND IF you have entered Project ChartFields on the transaction line; otherwise, this field does nothing.

Step	Action
32.	Anthony will be spending 2 nights in the hotel. Click in the **Number of Nights** field.
33.	Enter the desired information into the **Number of Nights** field. For this simulation, enter "**2**".

Step	Action
34.	Enter the **Merchant** (hotel name). **NOTE:** The Preferred merchant field is only used with certain expense types: MOVING RENTAL CAR IS MOVING RENTAL CAR OS PRPD VEHICLE RENTAL INT PRPD VEHICLE RENTAL IS PRPD VEHICLE RENTAL OS VEHICLE RENTAL INT VEHICLE RENTAL IS VEHICLE RENTAL OS On any other expense type, the end user would use the Non-Preferred field. Click in the **Non-preferred** field.

Step	Action
35.	Enter the desired information into the **Non-preferred** field. For this simulation, enter "**Marriott**".
36.	Click in the **Description** field.
37.	In this field, you will enter a brief explanation of what the expense is for. Enter the desired information into the **Description** field. For this simulation, enter "**2 nights @ Marriott**".
38.	In this simulation, we will assume the nightly rate is slightly higher than the State of Kansas rate of $107.00. This higher rate was approved for the traveler by the authorized signator of the agency. Click in the **Nightly Rate** field. 107.00
39.	Enter the desired information into the **Nightly Rate** field. For this simulation, enter "**125.00**".
40.	The ***Total Amount:** for the hotel stay is updated to reflect 2 nights at $125.00 per night.

Step	Action
41.	Because the agency is making an exception to the nightly rate, you must make a brief explanation in the **Location Amount** field of the **Exception Comments** section.
	Click in the **Location Amount** field.

Step	Action
42.	Enter the desired information into the **Location Amount** field. For this simulation, enter "**Rate approved by ABC**".

Step	Action
43.	Click the **Check Expense for Errors** button.
44.	No errors exist. Had an error existed, the field with the error in it would have been highlighted in red. Additionally, text boxes at the top of the screen would have told you what the error was.

Step	Action
45.	Click the **Return to Travel Authorization Entry** link. Return to Travel Authorization Entry

Step	Action
46.	Enter the traveler's meal expense in **Expense Types.** Click the **Expense Type** drop-down list.

Step	Action
47.	In this simulation, assume the hotel provides a full-service breakfast and the training provider is covering lunches and one dinner. The traveler will require reimbursement for the cost of one dinner during his out-of-state travel. Click the **MEAL-DINNER OS item from the** drop-down list. MEAL-DINNER OS

Step	Action
48.	Click in the **Destination** field.

Step	Action
49.	Enter the desired information into the **Destination** field. For this simulation, enter "**Iowa City, IA**".
50.	Click in the **Amount** field. 0.00
51.	Enter the desired information into the **Amount** field. For this simulation, enter "**23.00**".
52.	Click the **Payment Type** drop-down list.

Step	Action
53.	Recall that the **Payment Type** must be consistent with the **Expense Type**. Since this **Expense Type** does not use a prepaid code (PRPD), select "Cash," indicating the employee will pay for dinner out-of-pocket and later be reimbursed. Click the **Cash item from the** drop-down list. Cash
54.	As before, you may need to scroll to the right to see the entire line. Click the bottom scrollbar.

Step	Action
55.	Click the **Detail** link. *Detail

Step	Action
56.	The information on the **Create Travel Authorization** page is all correct: • The employee will pay cash for a dinner on April 14 • The dinner is reimbursable as an out-of-state travel expense at $23.00 • The meal expense is not billable to any project Because there is no exception to the reimbursement amount, you will not need to make an exception comment in the Location Amount field. Simply check for errors. Click the **Check Expense for Errors** button. Check Expense For Errors

Step	Action
57.	SMART will highlight any fields in error in red. No red field appears as there are no errors. Click the **Return to Travel Authorization Entry** link. Return to Travel Authorization Entry
58.	If there are errors, SMART will display a red flag **icon** between the '**Select**' and the '**Expense Type**' columns **in the Details section**. It will also highlight in red, the fields that are in error.

Step	Action
59.	Scroll down to **Save for Later** or **Submit**. Click the right scrollbar.
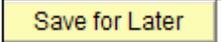
Step	Action
60.	You can save the travel authorization, even with incomplete information, without submitting it. You may need to do this if you believe you will add more expense lines later, or if you are checking on ChartField codes and may need to correct those before submitting it. Click the **Save for Later** button. ![Save for Later]
61.	To submit the travel authorization for approval, instead, you would click the **Submit** button, just to the right of the **Save for Later** button. For this simulation, do not click this button.
62.	**NOTE:** Prior to the **Travel Authorization** being approved, an approver can make a change to the **Travel Authorization** if they realize a correction is needed after it was submitted. Once the **Travel Authorization** is approved, it would have to be cancelled, refer to the job aid, **How to Cancel a Travel Authorization**; and start over, or just remember to make the correct entry when you pull the **Travel Authorization** into an **Expense Report**.
63.	**AWESOME!** You have now successfully created a travel authorization. **End of Procedure.**