****

**State of Kansas**

**Travel Authorizations – Create/Modify, View, Withdraw, Delete, Cancel, Modify Approved, Populate to an Expense Report**

***Statewide Management, Accounting and Reporting Tool***

|  |  |
| --- | --- |
| **Date Created:** | 01/29/2013 |
| **Last Updated Date:** | 04/27/2021 |
| **Version:** | 2.0 |
| **Overview:** | A Travel Authorization/TA is used to both authorize an employee for business travel and to encumber the anticipated travel expenses. Best practice is to include all anticipated expenses including expenses that will not be reimbursed to the employee (those paid via direct bill, imprest advance, PCard, or State agency credit card). A TA does not create any payment to the employee.  **Table of Contents**  Create/Modify…………………………………………………………………….… Page 4  View……………………………………………………………………………….… Page 9  Withdraw……………………………………………………………………….…… Page 10  Delete…………………………………………………………………………….…..Page 11  Cancel……………………………………………………………...…………….…. Page 12  Modify Approved……………………………………………………….……….…. Page 13  Populate to an Expense Report...………….………………………………….… Page 14  **When are TAs Required?**  PM 10,300 **Statewide Encumbrance Policy** requires TAs for:   * All out-of-state travel events * All international travel events * any travel or expense obligation that will not be reimbursed to the employee prior to the fiscal year-end SMART cutoff date   While not required, best practice is to also create TAs for in-state travel.  Travel information for State employees including the **Employee Travel Expense Reimbursement Handbook** is available directly in SMART. Navigation: Expenses > Ex Utilities > Useful Links > Travel Reimbursement Handbook.  A Smart TA must be created, fully approved, and in valid budget status on or before the start date of travel. Once the TA **Date From** has passed, a TA cannot be further processed. |
| **Overview:**  (cont’d) | **TAs and Encumbrances**   * When a TA is submitted for approval and passes budget check, it creates encumbrances for the non-prepaid expenses. If a TA is returned to **Pending** status, the encumbrances are liquidated/unencumbered. * When a TA is associated to an expense report/ER, the amount encumbered by the TA is completely liquidated regardless of the actual amount of the TA associated to the ER. The encumbrance liquidation is from the same fund-budget unit used for the TA. * A TA does not create any accounting entries in the General Ledger. Instead, a TA creates encumbrance entries in Commitment Control.   If a TA was partially, but not fully approved, before the **Date From** has passed:   * Encumbrances were created but the TA cannot be associated to an ER. * In the related ER, add explanatory notes and attach a copy of the TA to show encumbrances were created in case the ER is selected for audit. * To liquidate the related TA encumbrances, enter a ManageEngine Service Desk ticket requesting assistance.   **Approval Outside SMART**  Approval outside SMART is discussed in the **Employee Travel Expense Reimbursement Handbook**. The handbookcan be accessed directly from SMART. Navigation: Expenses > Ex Utilities > Useful Links > Travel Reimbursement Handbook. Section 2101(A)/Approval Methods/2 discusses approval outside SMART.  Because approval outside SMART does not create any encumbrances, such approval may result in an audit finding if the related ER is selected for audit. Also, approval must be provided prior to the travel as untimely approval may result in an audit finding if the related ER is selected for audit.  TAs require three levels of approval: first-level/HR Supervisor, second-level/Department Expense Manager, and third-level/Agency Fiscal Office approval.  A TA can be associated to only one expense report/ER.  If travel requires both a cash advance/CA and a TA, either can be created first. However, if the TA is created first, the CA can be created from the TA **Actions** menu which auto-populates some of the CA fields.  This job aid replaces the following job aid which has been removed from SMART Web:   * Canceling Travel Authorizations * Creating Travel Authorizations |

|  |  |
| --- | --- |
| **Security:** | Users with the **Agency Expense Processor (KAP\_Agy\_Expense\_Processor)** role:   * Can create/modify, view, withdraw, delete, or modify an approved TA for themselves.   Users with the **Agency Expense Proxy (KAP\_Agy\_Expense\_Proxy)** role:   * Can create/modify, view, withdraw, delete, or modify an approved TA for themselves. * Can create/modify, view, withdraw, delete, or modify an approved TA for another employee if they are an authorized expense user/proxy to that employee.   Users with the **Agency T&E Maintainer (KAP\_Agy\_T\_E\_Maintainer)** role:   * Can cancel or modify an approved TA for themselves. * Can cancel or modify an approved TA for another employee if they are an authorized expense user/proxy to that employee.   See job aid titled **Employee Info & Security – Update Profile, Authorize Expense Users**  on SMART Web for discussion of an authorized expense user/proxy.  Users can only create/modify, view, withdraw, delete, cancel, modify approved, or populate  a TA to an ER for employees of their agency business unit. |

|  |  |  |
| --- | --- | --- |
| ***Create/Modify a TA***  *A TA must be created, fully approved, and in valid budget status on or before the start date of travel.*  *A TA can be modified only when the CA is in* ***Pending*** *status.*  *A TA is in* ***Pending*** *status when it is being created, or when it has been created but not yet submitted*  *for approval, or when it has been withdrawn or sent back for revision.* | | |
| **1** | To create a TA, click **Add a New Value**.  To modify a TA, click **Find an Existing Value**. | Navigation: Expenses > Travel Authorizations > Create/Modify |
| **2** | To create a TA, enter the **Empl ID**, click **Add**.  To modify a TA, search by any of the listed options, enter the criteria, click **Search**. | *Note: The screenshot above shows a search by* ***Empl ID****.* |
| **3** | ***Note:*** *The remaining steps are the same whether creating or modifying a TA.*  Enter or edit the highlighted fields. | Click the **+** at the end of a transaction line to insert a transaction line. Click the **–** at the end of a transaction line to delete the transaction line.  **Expense Types and Payment Types**  When adding a TA, each transaction line requires selection of an **Expense Type** and a **Payment Type**.  The correct **Account** is populated based on the **Expense Type** selected. Changing the **Account** will cause an **Expense Type**-**Payment Type** mismatch that will result in a balance in account 140300-prepaid expenses that must be corrected to a $0.00 balance.  For each line on a TA, the **Expense Type** and **Payment Type** should match:   * A line with a prepaid **Expense Type** (which literally starts with the word “prepaid”) should be matched with a prepaid **Payment Type** (which is a payment type other than **cash**). * A line with a regular **Expense Type** should be matched with a regular **Payment Type** (**cash** is the only regular payment type and should be used if the employee should be reimbursed for the expense).   See job aid titled **Expense Types and Payment Types & Account 140300 Balances** on SMART Web for additional detail.  **Populating New TA Values from an Existing TA**  To populate the new TA with values from an existing TA, click **Quick Start….Populate From**, then click **An Existing Authorization**, then click **GO**. Click **Select** for the existing TA to be copied. The copied fields can be edited as needed.  Only TAs for the employee the TA is being created for show in the existing travel authorization results. A TA can be copied multiple times.  **Default Chartfield Values**  **Default ChartField Values** can be set in the employee’s EX **Employee Profile-Organizational Data** tab. The default values auto-populate the **Accounting Details-Chartfields** in the TA transaction lines but can be edited as needed. |
| **3** | (cont’d) | **Originating Location, Location, Start Time, End Time**  **Originating Location** is the employee’s official station and typically does not change. Whether keyed directly into the field or selected from the field lookup, capitalization and spacing must be exact for the field value. For example, **KS**,[space]**TOPEKA**.  **Originating Location** is not used for CONUS calculations.  A default **Originating Location** can be set in the employee’s EX **Employee Profile-User Defaults** tab. The default value auto-populates the **Originating Location** in the TA transaction lines but can be edited as needed.  **Location** is where the official business occurred. For non-travel expenses like postage, **Location** is where the expense was incurred. Whether keyed directly into the field or selected from the field lookup, capitalization and spacing must be exact for the field value. For example, **KS**,[space]**WICHITA**.  **Location** is used for CONUS calculations—be sure it is accurate.  A default **Expense Location** can be set in the employee’s EX **Employee Profile-User Defaults** tab. The default value auto-populates the **Default Location** in the TA header and the **Location** in the TA transaction lines but can be edited as needed.  The **Default Location** in the TA header is not a required field. If populated, it auto-populates the **Location** in the TA transaction lines but can be edited as needed.  For **Location**, if using the lookup for values, first look for the city the employee traveled to. If the city does not show, look for the county. If neither the city or the county shows, use **KS** [or other state],[space]**STANDARD CONUS RATE**. Only used the standard rate when both the city and county values do not show in the lookup.  When **MEALS AND INCIDENTAL EXPENSES**/M&IE is selected for the expense type and the **Location** is entered, **Start Time** and **End Time** fields show.  SMART uses the **Date, Location**, **Start Time,** and **End Time** to calculate and auto-populate the transaction line **Amount**.The **Amount** can be edited as needed. |
| **3** | (cont’d) | **CONUS – M&IE and Lodging Reimbursement Rates**  The State’s reimbursement rates for M&IE and lodging are based on the Federal Government’s Contiguous United States/CONUS per diem rates. The State rates are updated annually on October 1 and April 1 to follow the Federal rates in effect on those dates and are the rates that should be used for expense transactions.  Use the query named **KS\_EX\_CONUS\_RATES** (navigation: Expenses > Ex Utilities > Query Viewer) to view reimbursement rates and per diem deduction amounts for CONUS locations.  The **Location** and **Date** on a transaction line determine the CONUS daily reimbursement rate.    For M&IE, the **Start Time** and **End Time** are used to calculate the number of reimbursable quarters. Reimburseable quarters include the quarter of departure and the quarter of return. If there are multiple transaction lines due to multi-city travel on a single date, times should be adjusted such that an employee is not reimbursed more than once for a quarter.  Quarterly periods are:  12:00 AM (midnight) – 5:59 AM 6:00 AM – 11:59 AM  12:00 PM (noon) – 5:59 PM 6:00 PM – 11:59 PM    The number of reimbursable quarters is used to calculate the percentage of the CONUS daily reimbursement rate that is reimburseable. That calculated rate is then reduced by any **Per Diem Deductions** resulting in the transaction line **Amount**. The **Amount** is auto-populated but can be edited as needed.  Click **Per Diem Deductions** on an M&IE transaction line and select the checkbox for any meals provided at no cost to the employee. The deductions are a percentage not a dollar amount. If there are multiple transaction lines due to multi-city travel on a single date, any deductions must be selected for each transaction line for accurate calculations. Never use the expense type **…PER DIEM DEDUCTION** as they areused only for background CONUS calculations.    For **Lodging**, the **Number of Nights** auto-populates to **1** but can be edited as needed.The **Date** and **Location** are used to auto-populate the CONUS **Nightly Rate** but can be edited as needed. The **Amount** auto-populates based on the **Number of Nights** multiplied by the **Nightly Rate**. If either or both the number or rate are changed, click **Save for Later** to force the **Amount** to recalculate.  A callout with an exclamation point  icon shows if the **Nightly Rate** exceeds the CONUS rate and an explanatory comment is required.  See the **Travel Reimbursement Handbook** (navigation: Expenses > Ex Utilities > Useful Links) for additional detail, including reimbursement rates for non-CONUS locations, same day meal reimbursement, and related informational circulars. |
| **3** | (cont’d)  Click **Save for Later**  When ready to submit for approval, click the checkbox, then click **Submit Travel Authorization**.  Click **OK**.  Click **Refresh Approval Status**. | **Mileage Reimbursement**  Use expense type **MILEAGE…PER MILE** to reimburse at the maximum authorized mileage rate. The **Amount** auto-populates based on the **Miles** entered multiplied by the mileage rate. Use expense type **MILEAGE…FLAT RATE** to reimburse at a reduced rate, the Amount must be manually calculated and entered.  **Billing Type**  **Billing Type** defaults to **Billable** and has no effect unless your agency uses the **Projects and Grants** module and **Customer Contracts**. In that case, **Billable** allows a transaction to process to a billing worksheet, **Non Billable** excludes the transaction from processing to a billing worksheet.    Saving for later populates the **Authorization ID** and sets the status to **Pending**. It also recalculates M&IE and Lodging amounts and checks for errors on the TA. TA header errors are red backfilled . TA transaction line errors are indicated with a red flag icon. If the icon is clicked, a **Authorization Line Errors** message shows which provides further detail. A TA with errors can be saved but cannot be submitted for approval.    *Note: If the screenshot above does not show, click* ***Summary and Submit****.*    The TA report status changes to **Submission in Process** and a **Your travel authorization 0000###### has been submitted for approval.** message shows.    The TA status changes to **Submitted for Approval**, a **Submitted** line and icon are added to the **Approval History.** |
| ***View a TA***  *A TA can be viewed when the TA is in any status.* | | |
| **1** | To view a TA, search by any of the listed options, enter the criteria, click **Search**. | Navigation: Expenses > Travel Authorizations > View    *Note: The screenshot above shows a search by* ***Empl ID****.* |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Withdraw a TA***  *The* ***Withdraw Cash Advance*** *button is active only if the TA is in* ***Submitted for Approval*** *status and the TA has not yet been approved by any approver.*  *To withdraw a TA for another employee, a user must be an authorized expense user/proxy to that employee. See job aid titled* ***Employee Info & Security – Update Profile, Authorize Expense Users*** *for additional detail.*  *Withdraw a TA to return it to* ***Pending*** *status so the TA can be modified, deleted, resubmitted*  *for updated approval workflow, or to add or delete notes and attachments. The TA must*  *be resubmitted for approval to return the TA to approval workflow.* | | | |
| **1** | To withdraw a TA, search by any of the listed options, enter the criteria, click **Search**. | Navigation: Expenses > Travel Authorizations > View    *Note: The screenshot above shows a search by* ***Empl ID****.* |
| **2** | Click **Withdraw** **Travel Authorization**.  Click **Refresh Approval Status**. | A **Your travel authorization 0000###### has been withdrawn from the approvers’ queue.** message shows.    The TA status changes to **Pending**, a **Withdrawn** line is added to the **Approval History,** and the approval icons no longer show. |
| ***Delete a TA***  *A TA can be deleted only when the TA is in* ***Pending*** *status.*  *The ability to delete a TA in* ***Denied*** *status was removed in 2018 because it was causing*  *transactions to get stuck in processing.*  *A deleted TA does not leave an audit trail and cannot be viewed or processed.* | | | |
| **1** | To delete a TA, enter the employee ID or the employee name, click **Search**. | Navigation: Expenses > Cash Advances > Delete |
| **2** | Select the checkbox for the TA to delete, click **Delete Selected Authorization(s)**.  To delete multiple TAs, multiple checkboxes can be selected.  Click **OK**. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Cancel a TA***  *A CA can be canceled only when the CA is in* ***Approved*** *status.*  *To cancel a CA for another employee, a user must be an authorized expense user/proxy to that employee. See job aid titled* ***Employee Info & Security – Update Profile, Authorize Expense Users*** *for additional detail.*  *A canceled TA can be viewed but cannot be processed.*  Cancel a TA to unauthorize an employee for business travel and to liquidate the related encumbrances.  If a large volume of TAs require canceling, rather than cancel each TA individually, create a ManageEngine Service Desk ticket requesting the TAs be mass/batch-canceled. | | | |
| **1** | To cancel a TA, enter the employee ID or the employee name, click **Search**. | Navigation: Expenses > Travel Authorizations > Cancel |
| **2** | Select the checkbox for the TA to cancel, click **Cancel Selected Travel Authorization(s)**.  To cancel multiple TAs, multiple checkboxes can be selected. | The TA status changes to **Closed** and the related encumbrances are liquidated. |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Modify an Approved TA***  *An approved TA can be modified only when the TA is in* ***Approved for Payment*** *status.*  Modify an approved TA to correct the chartfield values.  A user cannot modify an approved TA that they submitted for approval. | | | |
| **1** | To modify an approved TA, click the **Travel Authorizations** tab, then click the link to open the TA requiring correction.  Make the necessary corrections, click **Save**. | Navigation: Expenses > Travel Authorizations > Modify Approved Travel Auth  *Note: It may take several seconds for the following screenshot to show.*    *Note: The screenshot above shows a search by* ***Date Submitted****.* |

|  |  |  |
| --- | --- | --- |
| ***Populate a TA to an ER***  *A TA can be populated to an ER only when the ER is in* ***Pending*** *status and the TA is in*  ***Approved*** *status.* | | |
| **1** | To create an ER, click **Add a New Value**,enter the **Empl ID**, click **Add**. | Navigation: Expenses > Expense Reports > Create/Modify |
| **2** | Select **A Travel Authorization** from the **Quick Start…**  **Populate From** menu, click **GO**. |  |
| **3** | Click **Select** for the TA to populate toward the ER. |  |

|  |  |  |
| --- | --- | --- |
| **4** | Enter or edit the ER fields as needed. Add or delete transaction lines as needed.  Click **Save for Later**  When ready to submit for approval, click the checkbox, then click **Submit Expense Report**. | *Note: The above is a partial screenshot only, additional fields must be populated.*  The TA auto-populates the fields on the ER. The **Authorization ID** field shows with the TA ID.  Click the **+** at the end of a transaction line to insert a line. Click the **–** at the end of a transaction line to delete the line.      Saving for later populates the **Report** IDand sets the status to **Pending.** It also recalculates M&IE and Lodging amounts and checks for errors on the ER. ER header errors are red-backfilled . ER transaction line errors are indicated with a red flag icon. If the icon is clicked, an **Expense Report Line Errors** message shows which provides further detail. Am ER with errors can be saved but cannot be submitted for approval.    *Note: If the screenshot above does not show, click* ***Summary and Submit****.* |
| **4** | (cont’d)  Click **OK**.  Click **Refresh Approval Status**. | The ER report status changes to **Submission in Process** and a **Your expense report 0000###### has been submitted for approval.** message shows.    The ER status changes to **Submitted for Approval**, a **Submitted** line and icon are added to the **Approval History.** |