

## Overview

This guide shows how to create a Travel Reimbursement in Financial Transaction Services and how to complete a system-generated Travel Reimbursement. Use Travel Reimbursement to request a reimbursement for SJSU business travel expenses.

Subject to departmental approval and SJSU policy, employees can be reimbursed for travel expenses, including lodging, meals, airline tickets, baggage fees, car rental, business phone calls and mileage. For details, visit [Finance Travel Reimbursement](http://www.sjsu.edu/finance/about_us/ap/travel/) ([http://www.sjsu.edu/finance/about\\_us/ap/travel/](http://www.sjsu.edu/finance/about_us/ap/travel/)).

A Requester can fill out the Travel Reimbursement for the Traveler and save it; but only the Traveler can submit his or her own Travel Reimbursement.

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## Creating a Travel Reimbursement

This section shows how to create a travel reimbursement in the Financial Transaction Services (FTS).

To create a travel reimbursement:

1. Navigate to the [Financial Transaction Services](https://fts.sjsu.edu) database (https://fts.sjsu.edu).

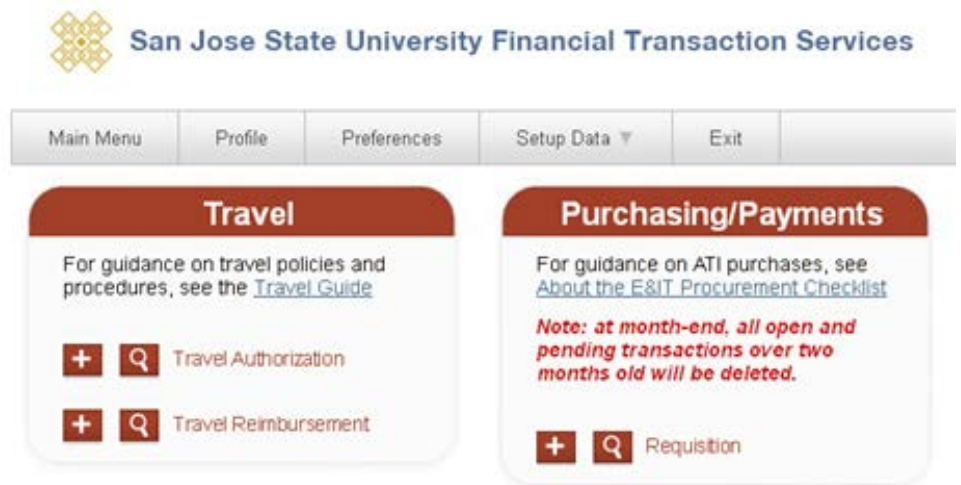
**The FTS login page displays.**

2. Enter **Tower ID** and **Password** (using SJSUOne Account).
3. Click **LOGIN**.

### SJSUOne Shibboleth Login



**The Financial Transaction Services Main Menu displays.**



**The Travel Menu displays.**

4. Click the **Add [+]** icon to create a new Travel Reimbursement.

The Travel Reimbursement page has 5 sections:

- **Header**
- **One Time Charges**
- **Daily Charges**
- **Total Calculations**
- **Funding Source / Chartfields**

*Note: Asterisks and red text indicate required fields.*

**Header section:**

If you are the Traveler completing this form, the following fields default with your information:

- **Requester Name**
- **Requester Phone**
- **Requester Email**
- **Traveler's Name**
- **Employee ID Number**
- **Address** (only visible to Traveler)

If you are the Requester completing this form:

5. Select **More** from the Traveler Name dropdown menu.



**The User Preferences page displays.**

6. Enter the Traveler's Emplid or last name in the Criteria box.
7. Click the **Search** button.
8. Select the **check** icon by the Traveler's name (or the **check plus** icon to select the Traveler's name and add it to your User Preferences).
  
9. Select **Yes** or **No** to specify the Traveler's citizenship.
10. Select **Traveler's University Affiliation:**
  - Faculty
  - Staff
  - Student
11. Enter **Destination:**
  - Country
  - State
  - City
12. Enter the **Purpose of Trip.**
13. Select **Travel Type**
  - Business Related
  - Team Travel
  - Field Supervision Travel
14. Enter **Additional Trip Details**, if needed.

### User Preferences

Field:  Criteria:

Select	Name	ID
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Traveler, Tom	100000001

\* Is traveler a US citizen or lawful permanent resident? Yes  No

\* Traveler's University Affiliation  Faculty  Staff  Student

\* Destination

Country

State

City

\* Purpose of Trip:

\* Travel Type  Business Related  Team Travel  Field Supervision Travel

Additional Trip Details

**One Time Charges** section:

**One Time Charges**

*Note: Supporting documentation is required for any expense of \$25.00 or greater. (Msg#1006)*

Expense Type	Amount	Prepaid?	How Prepaid	
<input type="text"/>	0.00	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

15. Select an **Expense Type** from the dropdown menu:

- Airfare
- Lodging
- Other
- Registration
- Rental Car.

**Expense Type**

- Airfare
- Lodging
- Other
- Registration
- Rental Car

For each Expense Type:

16. Enter the **Amount**.

17. Check whether or not the Amount was **Prepaid**.

Expense Type	Amount	Prepaid?	How Prepaid	
Airfare	0.00	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

A. If Prepaid, select How Prepaid:

- **GoCard**
- **Other**
- **ProCard**.

Expense Type	Amount	Prepaid?	How Prepaid	
Airfare	150.00	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
			GoCard	
			Other	
			ProCard	

B. If **Other** is selected, state how it was prepaid.

Expense Type	Amount	Prepaid?	How Prepaid	
Airfare	150.00	<input checked="" type="checkbox"/>	Other	<input type="button" value="+"/> <input type="button" value="-"/>
			Travel Agency	













Once the Travel Reimbursement is verified and processed by Accounts Payable, the **Status** changes to Approved.

*Note: All Approved Travel Reimbursements are loaded overnight to CFS for payment processing, and Status changes to Distributed.*

Traveler receives email notification of Accounts Payable processing.

Header		
<b>Status</b>	Approved	<b>Travel</b>
<b>Submitted Date</b>	03/27/2012	<b>Emplo</b>
<b>Trip Number</b>	TR009325	<b>Purpo</b>

DoNotReplyToFTS@sjsu.edu

4:56 PM (10 minutes ago) ☆ ↶

to me ▾

Dear Tom Traveler,

Your Travel Reimbursement for Trip Number TR009503 was approved by Gail Finney on 3/28/2012 and has been submitted to Accounts Payable for processing. To review your request, please log into [Financial Transaction Services \(FTS\)](#).

Thank you,  
Financial Transaction Services (Msg#13)

## Completing a System-Generated Travel Reimbursement

This section shows how to complete a Travel Reimbursement that was created from your approved Travel Authorization in Financial Transaction Services.

To complete a Travel Reimbursement that was created from your approved Travel Authorization:

1. Navigate to [Financial Transaction Services](https://fts.sjsu.edu) (https://fts.sjsu.edu) database.

**The FTS login page displays.**

2. Enter **Tower ID** and **Password** (using SJSUOne Account).
3. Click **LOGIN**.

**The Main Menu / Open Items displays.**

4. Select the **Travel Reimbursements** hyperlink.

**A listing of your Travel Reimbursements displays.**

5. Select the Trip Number you want to work on.

### SJSUOne Shibboleth Login



## Open Items

You have 2 Travel Authorizations

You have 7 Travel Reimbursements

Trip Number	CFS Voucher Number	Traveler	Creation Date	Status	Destination
<a href="#">TR009396</a>		Tom Traveler	03/19/2012	Open	Santa Clara, California, United States
<a href="#">TR009397</a>		Tom Traveler	03/20/2012	Open	Tumwater, Washington, United States
<a href="#">TR009403</a>		Tom Traveler	03/20/2012	Open	San Francisco, California, United States

**The Travel Reimbursement page displays.**

**Header** information populates from the approved Travel Authorization and includes the **View Travel Authorization** button.

6. Follow the steps in the **Creating a Travel Reimbursement** section to complete the **One Time Charges** section, **Daily Charges** section, and **Daily Mileage Detail** section, as needed.

## Travel Reimbursement

**Header**

*NOTE: Fields preceded by asterisks indicate required fields.*

Status	Open	<input type="button" value="View Travel Authorization"/>
Submitted Date		
Trip Number	TR009317	
Requester Name	Tom Traveler	
Requester Phone	4-1111	
Requester Email	sjsutravel@gmail.com	
* Traveler Name	Tom Traveler	
Employee ID Number	10000001	
Address	1 Washington Square San Jose CA 95112	
* Is traveler a US citizen or lawful permanent resident?	Yes <input checked="" type="radio"/> No <input type="radio"/>	
* Traveler's University Affiliation	<input type="radio"/> Faculty <input checked="" type="radio"/> Staff <input type="radio"/> Student	
* Destination	Country	United States
	State	California
	City	SLO
* Purpose of Trip:	Training	
* Travel Type	<input checked="" type="radio"/> Business Related <input type="radio"/> Team Travel <input type="radio"/> Field Supervision Travel	
Additional Trip Details		

The system calculates expenses in the **Total Calculations** section. Amount Authorized populates from the approved Travel Authorization and is display only.

*Note: If there is no maximum Amount Approved, you can leave this field blank.*

**Total Calculations**

Total Expenses:	790.00
Amount Authorized:	700.00
Prepaid Expenses:	0.00
Advance Received:	0.00
Amount Due:	790.00
Amount Approved:	790.00

**Funding Source / Chartfields** section:

*Note: Account defaults based on the location of travel: 606001 for in-state, 606002 for out-of-state, 606800 for international.*

7. Enter:

- **Account** (required)
- **Fund** (required)
- **DeptID** (required)
- **Program** (optional)
- **Class** (optional)
- **Project** (optional)

8. Enter **Amount** (required). Amount defaults to **Amount Approved**, but it is editable and can be split.

9. Click the **Add (+)** icon for another Funding Source/Chartfields line, if needed.

10. Click Upload Attachment(s) to attach all receipts.

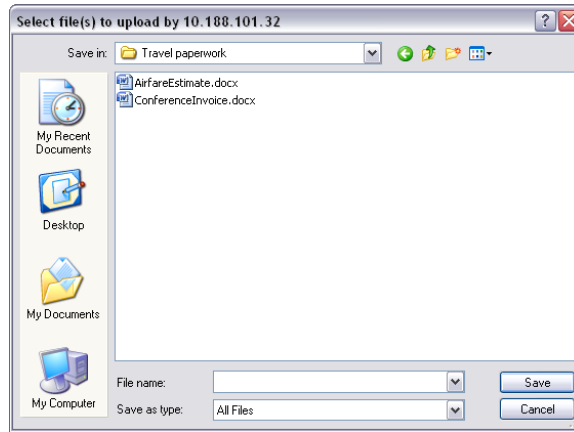
Line #	Account	Fund	DeptID	Program	Class	Project	Amount	Percent
1	606001	70000	1207				790.00	100.00

Line #	Account	Fund	DeptID	Program	Class
1	606001	70000	1207		

Save Submit Cancel Print Upload Attachment(s)

**The Select file(s) window opens.**

11. Navigate to the file you wish to attach, and then click the **Save** (or Open) button.



12. Click the **Submit** button (only the Traveler can submit).

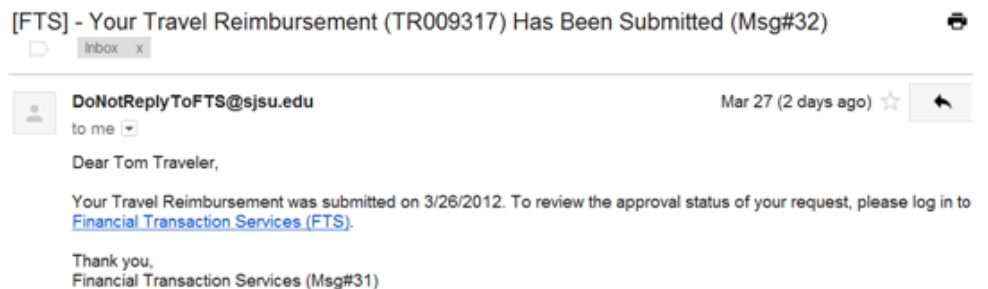
Funding Source					
Line #	Account	Fund	DeptID	Program	Class
1	606001	70000	1207		

Save Submit Cancel Print Upload Attachment(s)

**The Status changes to Pending Approval.**

Header	
Status	Pending Approval
Submitted Date	03/27/2012
Trip Number	TR009317
Traveler Name	
Employee ID	
Address	

Traveler receives email to confirm the submitting.



The first-level Reviewer/Approver in the Approval Structure receives an email notification.

Once the Travel Reimbursement is approved by the last level approver, the **Status** changes to AP Processing.

Accounts Payable receives an email notification.

Once the Travel Reimbursement is verified and processed by Accounts Payable, the **Status** changes to Approved.

*Note: All Approved Travel Reimbursements are loaded overnight to CFS for payment processing, and Status changes to Distributed.*

Traveler receives an email notification of Accounts Payable processing.

FTS Email Inbox x

DoNotReplyToFTS@sjsu.edu Mar 27 (2 days ago) ☆ ↶

to me ▾

Dear Dan A DeptReviewer,

A Travel Reimbursement (TR009317) for Tom Traveler was submitted on 3/26/2012 and is waiting your review and approval. Please log in to [Financial Transaction Services \(FTS\)](#) to review and approve the request.

Thank you,  
Financial Transaction Services (Msg#5)

Header		
Status	AP Processing	Traveler Name
Submitted Date	03/27/2012	Employee ID
Trip Number	TR009317	Purpose Code

FTS Email Inbox x

DoNotReplyToFTS@sjsu.edu Mar 27 (2 days ago) ☆ ↶

to me ▾

Dear Gail Finney,

A Travel Reimbursement (TR009317) for Tom Traveler was submitted on 3/26/2012 and is waiting your review and approval. Please log in to [Financial Transaction Services \(FTS\)](#) to review and approve the request.

Thank you,  
Financial Transaction Services (Msg#5)

Header		
Status	Approved	Traveler Name
Submitted Date	03/27/2012	Employee ID
Trip Number	TR009317	Purpose Code

DoNotReplyToFTS@sjsu.edu 4:56 PM (10 minutes ago) ☆ ↶

to me ▾

Dear Tom Traveler,

Your Travel Reimbursement for Trip Number TR009503 was approved by Gail Finney on 3/28/2012 and has been submitted to Accounts Payable for processing. To review your request, please log into [Financial Transaction Services \(FTS\)](#).

Thank you,  
Financial Transaction Services (Msg#13)



## Finding and Editing an Existing Travel Reimbursement

This section shows how to find an existing Travel Reimbursement and modify it. A Travel Reimbursement can only be edited if its status is **Open**.

### Finding a Travel Reimbursement

There are three ways to find an existing Travel Reimbursement:

- Use the Items Pending Approval (if Status is Pending Approval)
- Use the Open Items (if Status is Open).
- Use a criteria search.

#### *Main Menu / Items Pending Approval displays*

1. Select the **Travel Reimbursements** link.

#### *Main Menu / Open Items displays*

2. Select the **Travel Reimbursement** link.

3. Select the **Trip Number**.

## Items Pending Approval

You have 1 Travel Authorization

You have 2 Travel Reimbursements

## Open Items

You have 1 Travel Authorization

You have 1 Travel Reimbursement

Trip Number	CFS Voucher Number	Traveler	Creation Date	Status	Destination
<a href="#">TR009377</a>		Tom Traveler	03/14/2012	Pending Approval	New Haven, Conn States
<a href="#">TR009384</a>		Tom Traveler	03/16/2012	Pending Approval	Cedar Rapids, Iowa

**The Travel Reimbursement page displays.**

- 4. Edit the page, as needed.
- 5. Click **Save** (as Requester) or **Submit** (as Traveler).

### Travel Reimbursement

Header

*NOTE: Fields preceded by asterisks indicate required fields.*

Status: **Open** No system pre-authorization available

Submitted Date: \_\_\_\_\_

Trip Number: **TR009536**

Requester Name: **Doris A DeptApprover**

Requester Phone: **4-1111**

Requester Email: **sjsutrave@gmail.com**

\* Traveler Name:

Employee ID Number:

\* Is traveler a US citizen or lawful permanent resident? Yes  No

\* Traveler's University Affiliation:  Faculty  Staff  Student

\* Destination: Country:    
State:    
City:

\* Purpose of Trip:

\* Travel Type:  Business Related  
 Team Travel  
 Field Supervision Travel

Additional Trip Details:

One Time Charges

*Note: Supporting documentation is required for any expense of \$25.00 or greater. (Msg#1006)*

Expense Type	Amount	Prepaid?	How Prepaid
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

### Criteria Search

- 6. Select the **Lookup** (magnifying glass) icon.

## Travel

For guidance on travel policies and procedures, see the [Travel Guide](#) (Msg#27)

Travel Authorization

Travel Reimbursement

7. Enter one or two search criteria.
  - Enter **Trip Number** to search for a single specific Travel Authorization.
  - Enter **Traveler** to search for all Travel Authorization for a specific Traveler.
  - Enter **Status** to search for Travel Authorization based on status.
8. Click the **Go** button.

***The Travel Reimbursement page displays.***

If its **Status** is Pending Approval, it shows the routing and approval status of the Travel Reimbursement.

### Travel Reimbursement

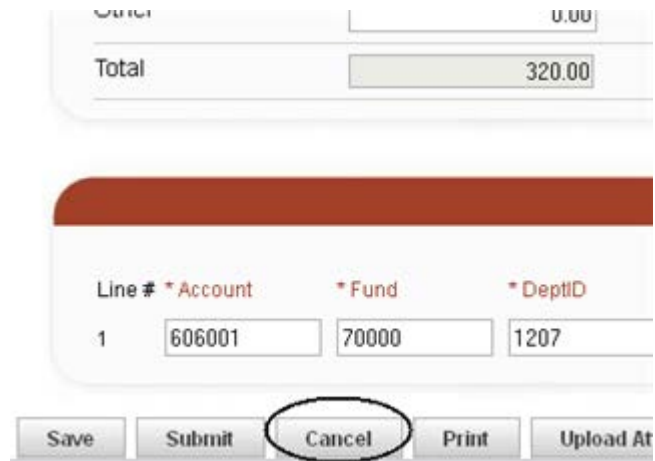
## Canceling a Travel Reimbursement

Note: You can cancel a Travel Reimbursement only if its Status is Open.

1. Follow the steps in the **Finding and Editing an Existing Travel Reimbursement** section.

*The Travel Reimbursement page displays.*

2. Click the **Cancel** button.



The screenshot shows a web form for a travel reimbursement. At the top, there is a 'Total' field with the value '320.00'. Below this is a table with columns for 'Line #', '\*Account', '\*Fund', and '\*DeptID'. The first row contains the values '1', '606001', '70000', and '1207'. At the bottom of the form, there are several buttons: 'Save', 'Submit', 'Cancel', 'Print', and 'Upload At'. The 'Cancel' button is circled in red.

*A confirmation message displays.*

3. Click **OK** to confirm.

If you cancel this voucher it will be permanently read-only. Continue?



The screenshot shows a confirmation dialog box with a light gray background. It contains two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

**Status** changes to Cancelled.

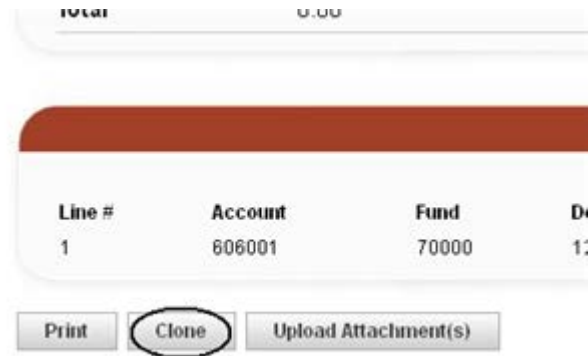
Header Information		
<b>Status</b>	Cancelled	<b>Traveler Dept</b>
<b>Trip Number</b>	TR009318	<b>Traveler Name</b>
<b>Requester Name</b>	Tom Traveler	<b>Employee ID Number</b>
<b>Requester Phone</b>	4-1111	<b>Address</b>
<b>Citizenship Status</b>	Citizen	

## Cloning a Travel Reimbursement

1. To find the Travel Reimbursement you want to clone, follow the steps in the **Finding and Editing an Existing Travel Reimbursement**.

*The Travel Reimbursement page displays.*

2. Click the **Clone** button.



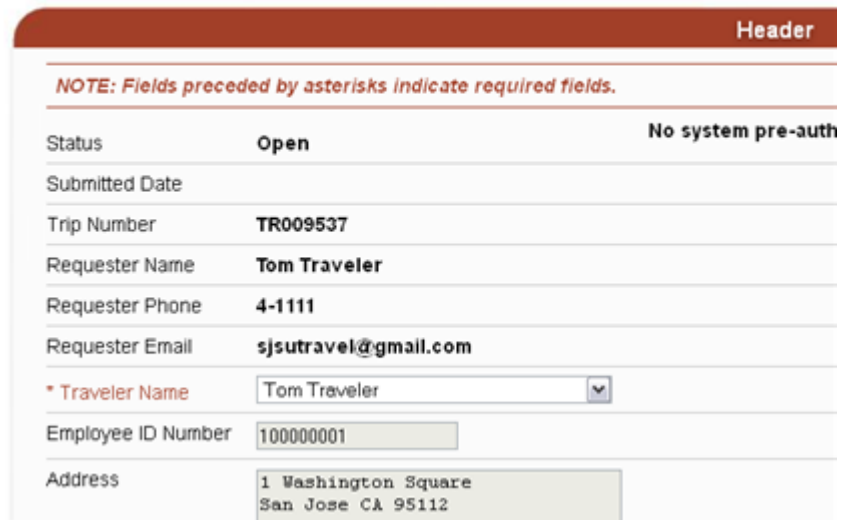
The screenshot shows a table with the following data:

Line #	Account	Fund	Dr
1	606001	70000	1:

Below the table are three buttons: "Print", "Clone" (circled in red), and "Upload Attachment(s)".

*A new Travel Reimbursement is created.*

## Travel Reimbursement



The screenshot shows a form titled "Travel Reimbursement" with a "Header" section. A note states: "NOTE: Fields preceded by asterisks indicate required fields." The form contains the following fields:

Status	Open	No system pre-auth
Submitted Date		
Trip Number	TR009537	
Requester Name	Tom Traveler	
Requester Phone	4-1111	
Requester Email	sjsuttravel@gmail.com	
* Traveler Name	Tom Traveler	
Employee ID Number	100000001	
Address	1 Washington Square San Jose CA 95112	