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Revision History Log
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<th>Publication Date</th>
<th>Summary</th>
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<tr>
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Banner Travel and Expense Management Overview

Course goal

The goal of this workbook is to provide an overview of Banner Travel and Expense Management.

Course objectives

At the end of this training workbook you will be able to

- describe Banner Travel and Expense Management
- create an expense or authorization report
- apply funding to an expense or authorization report
- add an itinerary to an expense or authorization report
- enter expenses on an expense or authorization report
- attach a receipt
- add a comment to an expense or authorization report
- review an expense or authorization report
- submit an expense or authorization report electronically
- open an existing expense or authorization report
- edit funding on an expense or authorization report
- edit expenses on an expense or authorization report
- submit an expense or authorization report electronically
Intended audience

College/University staff members who need to submit expense or authorization reports.
Banner Travel and Expense Management

Overview

What is Banner Travel and Expense Management?

SunGard Higher Education’s Banner Travel and Expense Management is a comprehensive solution for managing travel and expense activity. Fully integrated with your Banner Unified Digital Campus, Banner Travel and Expense Management automates processes to support the full range of activity around travel and expense reporting.
Automatic Workflow and Approval Processes

The complex web of approvals can be efficiently managed using Banner Travel and Expense Management in conjunction with Banner Workflow. This will allow your institution to establish an approval process no matter how complex your funding environment. If a faculty member is traveling on a specific grant, for example the travel request can be routed to the grant administrator for budget authorization. The subsequent reimbursement voucher may then be routed to the traveler's department chair for supervisory approval of the reimbursement.

At each approval point, an email can be generated automatically to alert the next person in the approval chain to take action. And with Banner Document Management System, you have an electronic paper clip for attaching travel receipts to the reimbursement request. In this way, all supporting documentation for the trip can be kept together for ease of access, review, and compliance.

Designed for the traveler, and extending the power of your Banner Unified Digital Campus, Banner Travel and Expense Management is the right choice for institutions seeking a flexible and robust expense management solution.
Banner Travel and Expense Management
Process Overview

Introduction

This process flow chart shows the overall steps in the Banner Travel and Expense Management process.

Process flow

1. Incur expenses
2. Create expense report
3. Attach receipts using BDMS
4. Submit expense report electronically
5. Approved?
   - Yes: Proceed to next step
   - No: Return or Deny?
     - Yes: Returned for corrections
     - No: Expense recorded as paid by institution
6. Reimbursable to traveler?
   - Yes: Send reimbursement funds to traveler
   - No: Expense recorded as paid by institution
About the process

The Banner Travel and Expense Management process begins when a traveler incurs expenses. The expenses can be charged back to a department or grant using the Fund, Organization, Account, Program, Activity, and Location (FOAPAL) codes to add funding to an expense report. The funding codes can also reference a project code. The Account code is added to the expense report automatically based on the type of expense defined in Banner Travel and Expense Management. For instance, travelers do not need to look up the account code for air travel. When an expense for air travel is added to the expense report, the correct account code is added for that line item.

The expense report is created in Banner Travel and Expense Management. Each individual expense (such as hotel, meals, airfare, mileage, etc...) can be added as separate line items. Receipts can be scanned into any folder accessible to the computer used by the user. The scanned receipts can then be attached to the expense report if the Banner Document Management System software is installed. Expenses paid by the institution are also recorded in the expense report but are not reimbursable to the traveler.

If Workflow Approvals are enabled, then when the report is submitted a notification is sent to the traveler's designated approver. When the approver opens this item from his/her worklist, a custom form shows some pertinent details and provides a link to the expense report within Banner Travel and Expense Management. An approver can access comments and scanned receipts electronically through Banner Travel and Expense Management for review. A traveler's designated approver can add an additional workflow approver, such as a grant administrator. Workflow will send a notice to that approver, and the process could continue for as many additional approvers as indicated.

Within Workflow Approvals, an approver can do one of four things – deny, return for correction, give final approval or approve and forward to another approver.

- If the approver denies the expense report, the traveler cannot edit the expense report. The traveler is notified that the expense report is denied.
- If the expense report is returned for corrections, the traveler can make edits to the expense report and submit it.
- If the expense report is approved, it is forwarded to accounts payable for reimbursement. The traveler will receive expenses reimbursable to the traveler based on the address selected on the Profile tab of Banner Travel and Expense Management. Approved expenses not reimbursable to the traveler, such as those on an institution card, are included in travel and expense management reports.
- If the expense report is approved and sent to another approver, that approver will get an email indicating the request for approval. The email will provide a link to Workflow which will contain a link to the expense report.

Once the final approval is achieved, the Banner Invoice is created. The next steps depend on how your institution has set up and configured Banner Travel and Expense Management.
Three things can happen based on how Banner is configured at your institution.

- If Invoice approvals are **ON** in Banner then the invoice will be routed according to baseline functionality just like any other invoice. Note that comments and attachments are only accessible through Banner Travel and Expense Management.

- If Invoice approvals are **ON** in Banner and your institution has elected to bypass Banner Approvals for Banner Travel and Expense Management expense reports only, when the invoice is created, it goes directly to posting like any other invoice.

- If Banner approvals are **OFF** for invoices, when the invoice is created, it goes directly to posting like any other invoice.
Training Scenario

Training scenario

In this training scenario you will complete the travel and expense report as a professor from a university near Philadelphia, PA. You traveled across the state to Pittsburgh for the Pennsylvania Banner User Group (PABUG) conference. All meals were included in the conference except dinner on Tuesday. You want to submit a travel and expense report for the following items:

- Hotel: 2 nights at $142.63 each
- Dinner on Tuesday: $80.00 (includes Dr. Smith and Dr. Thomas who also attended the PABUG conference from your institution.
- Dinner on Wednesday: $14.00* (dinner was included in the conference so this expense will be removed later when you modify the expense report).
- Pennsylvania turnpike tolls of $15.25 each way.
- The distance between Philadelphia and Pittsburgh is 282 miles each way.

Your role

Your role will be to complete the expense report by performing the following tasks. This training workbook will provide guided practice to complete each task.

- Create the XX-PABUG expense report where XX= your initials.
- Add funding to the expense report.
- Add an itinerary to the expense report.
- Enter expenses onto the expense report using the provided receipts.
- Add a comment to the expense report.
- Attach the receipts to the expense report.
- Review the expense report.
- Submit the expense report electronically.
Receipts

Use these receipts to complete your travel and expense report.

---

**Come Back Soon!**

---

**EXPENSE REPORT SUMMARY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Room &amp; Tax</th>
<th>Food/Bev</th>
<th>Telephone</th>
<th>Parking</th>
<th>Other</th>
<th>Total</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-AUG-08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>142.63</td>
<td>0.00</td>
</tr>
<tr>
<td>13-AUG-08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>142.63</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>285.26</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

**PENNSYLVANIA TURNPIKE COMMISION**

**PITTSBURGH INTERCHANGE**

**LANE: 2  COLLECTOR: 579**

Tue Aug 12, 2008 10:55:04
CLASS 1 TOLL PAID $15.25 Cash RECEIPT #0001017

---

**PENNSYLVANIA TURNPIKE COMMISION**

**VALLEY FORGE INTERCHANGE**

**LANE: 4  COLLECTOR: 187**

Thu Aug 14, 2008 11:43:09
CLASS 1 TOLL PAID $15.25 Cash RECEIPT #0001613
### Riverbank Cafe

1689 River Road  
Pittsburgh, PA 15211  
412-319-4926

#### STACEY  
Table 912  
Tue 08/12/08 6:15 PM  
Guests 3

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Ice Tea</td>
<td>4.50</td>
</tr>
<tr>
<td>1 Chick Parm</td>
<td>16.25</td>
</tr>
<tr>
<td>1 Caesar Salad</td>
<td>18.35</td>
</tr>
<tr>
<td>1 Sirloin</td>
<td>26.25</td>
</tr>
</tbody>
</table>

SubTotal: $65.45  
Sales Tax: $5.91

Please pay this amount  
Total: $71.36

TIP: $8.64  
TOTAL: $80.00

***************THANK YOU***************

### Riverbank Cafe

1689 River Road  
Pittsburgh, PA 15211  
412-319-4926

#### BRAD  
Table 648  
Wed 08/13/08 7:20 PM  
Guests 1

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cola</td>
<td>2.00</td>
</tr>
<tr>
<td>1 Cheeseburger</td>
<td>8.50</td>
</tr>
</tbody>
</table>

SubTotal: $10.50  
Sales Tax: .50

Please pay this amount  
Total: $11.10

TIP: $2.90  
TOTAL: $14.00

***************THANK YOU***************
Getting Started

Section goal

At the end of this section you will be able to navigate within Banner Travel and Expense Management.

Section objectives

In this section you will learn how to

- access Banner Travel and Expense Management
- describe the features of the interface
- edit your profile
- sort a column
- reorder a column
- change the width of a column
- use a **Look Up** icon.
Accessing Banner Travel and Expense Management

You can access Banner Travel and Expense Management through your institutions’ portal or through a link provided by your institution. The Expense Manager workspace is displayed unless you have the role of Delegate. In that case the Delegate workspace will appear first.
Using the Interface

The Expense Reports view shows many of the features of the web-based interface. The window is divided into three main parts – the navigation pane on the left, the main workspace in the center, and the sidebar on the right.

The numbers on the window correspond to the descriptions in the table.
Each numbered item is described below.

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tabs</td>
<td>Five main tabs at the top of the Banner Travel and Expense Management workspace allow you to access different types of information. The Expense Manager tab allows you to access information about expense reports. The Profile tab allows you to view or edit your address, e-mail or approver name. The Delegate Control tab allows you to assign a delegate to enter data for you. The Administration tab allows you to set up system wide policies and data. You will only see the tabs assigned to you via Web Tailor. Most users will not have the Administration or Delegate Control tabs.</td>
</tr>
<tr>
<td>2</td>
<td>Links</td>
<td>The left navigation pane contains a series of nested links. If you select a link that has sub-links, like the example shown here, you can click the top link with the back arrow to return to the high-level link (such as Expense Reports) or click a sub-link such as Expenses or Comments. The active link is blue with an arrow pointing to the main workspace window.</td>
</tr>
<tr>
<td>3</td>
<td>Main window</td>
<td>In this window you can view lists and detailed information. Notice the context-specific toolbar at the top of the workspace. You can create a new item or refresh the view. You can open, save, copy or delete an item. Or you can close the current view. Actions not available on a specific screen are grayed-out.</td>
</tr>
<tr>
<td>4</td>
<td>Sidebar</td>
<td>Customizable, context-specific panels. Click the sub-tabs for more information or click the arrows on the title bar to close the panel.</td>
</tr>
<tr>
<td>5</td>
<td>Help</td>
<td>Context-specific online help for the view is open.</td>
</tr>
<tr>
<td>6</td>
<td>Open Items</td>
<td>Located below the main navigation pane, Open Items is a list of what is open during the current session. You can click on any item to view it. It can act as a toggle if you are viewing multiple expense reports and want to return to a previous one.</td>
</tr>
<tr>
<td>7</td>
<td>Buttons</td>
<td>Context-specific buttons appear below the main workspace window if applicable.</td>
</tr>
<tr>
<td>8</td>
<td>Scroll bars</td>
<td>If more information is available than can be displayed in the main workspace window, horizontal and/or vertical scroll bars are available.</td>
</tr>
<tr>
<td>9</td>
<td>Expansion bar</td>
<td>The arrow on the expansion bar feature allows you to open or close the sidebar when you need to view the main workspace window in a larger view.</td>
</tr>
</tbody>
</table>
Expense Manager

When you open Banner Travel and Expense Management, either the Expense Manager tab or the Delegate tab displays.

The first time you open Banner Travel and Expense Management, the Expense Reports and Authorization Reports lists will be empty. Once you create a report, it will be listed in this view. You can use the context-specific toolbar above the Authorization Reports or Expense Reports list to create a new report or refresh the view. Once you have created a report, you will be able to use the icons on the toolbar to open, save, copy, or delete a report.

Expense Manager tab
Profile

The **Profile** tab contains address, email, approver, and workflow ID information. The information on this tab is the same information that is stored in the Banner tables.

You can view or edit your profile on the **Profile** tab using the **Edit** icon (small pencil to the right).

Profile tab
Administration

The Administration tab, which is only available to administrators, allows you to create, modify, and delete the choices that are available in the drop-down lists when creating an expense report. Click the corresponding links to create and modify:

- payment methods
- expense groups
- expense types
- business purposes
- unit rates
- institutional settings.

Note: Only individuals with Administrator access will be able to see this tab.

Administration tab

![Administration Tab]

---

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Banner Travel and Expense Management
Editing Your Profile

Introduction

The Profile tab contains address, email, and approver information. You can view or edit your profile on the Profile tab. Because Banner Travel and Expense Management is integrated with Banner, the information entered in Banner displays on this form. If you have multiple addresses in Banner (such as a mailing address or work address), you can use the Edit icon to select to which you want the reimbursement check sent.

Note: You can set the default on the Profile tab and still have the ability to change the address or e-mail selected when you create a specific report.

Profile tab

Note: The Assign Delegate link will only appear if you have been authorized to assign delegates. For more information on this and other Delegate functions, refer to the Delegation chapter later in this document.
Select Address window

Steps

Follow these steps to edit your profile.

1. Click the **Profile** tab.

2. Click the **Edit** icon for the item you want to change.

3. Click any item in the list to select that item.

4. Click the **Select** button.
Editing Your Profile – Selecting an Approver

Introduction

You can also select a default approver on the Profile tab. The default approver is generally your manager.

Note: When you submit an expense report, the approval request goes to your designated approver. The designated approver could then route the expense report to another approver such as a grant administrator by adding the grant manager’s workflow ID within the approval task in Workflow.

Select Approver window

![Select Approver window](image-url)
Steps

Follow these steps to select an approver using a basic search.

1. Click the **Profile** tab.
2. Click the **Edit** icon for the Approver item.
3. Enter a name or partial name in the **Search by Last Name** field.

   Note: If you did not know how to spell the name, you could enter the partial name followed by an asterisk (*) or a percent sign (%). The asterisk (*) and percent sign (%) are wildcard characters that will return anything that begins with the letters entered before it.

4. Click the arrow button to start the search.
5. Click any item in the results list to select that item.
6. Click the **Select** button.

Advanced search

You could perform an advance search by clicking the **Advanced Search** tab below the **Search** field. This allows you select different or multiple types of search criteria including Banner ID, First Name, and Last Name.

Each time you add a search criteria, another **Select Attribute** field appears. In this way you can search by just first name or both first and last names.

Clicking the **X** icon to the left of an attribute will remove it from the search. The **Clear** button will remove all attributes.
Steps

Follow these steps to perform an advanced search.

1. Click on the **Advanced Search** tab to expand the window.
2. Enter a name or partial name in the **Last Name** field.
3. Click on the **Select Attribute** field.
4. Select an attribute from the list.
5. Repeat steps 3-4 as needed.
6. Click the **Go** button.
7. Click on the **Advanced Search** tab to close the advanced search feature.
Editing Your Profile – Selecting a Funding Default

Introduction

You can also select a default funding on the Profile tab.

Funding Default window
Steps

Follow these steps to select a funding default.

1. Specify the percentage of the funding to be added in the Percent field. The total percentages should add up to 100%.

2. Enter a chart code in the Chart field. Click the Look Up icon to view available chart codes if desired.

3. After selecting a chart code, fill in additional fields (such as Index, Fund and Organization) as desired.

4. Click the Add button to add the funding to your selections.

5. You may now add additional fundings to your selections by repeating steps 1-4 as necessary.

6. If you wish to remove a funding from your selections, click the icon in its row.

7. When you are satisfied with your selections, click Save to save them as the default funding or Cancel to exit without saving.
Sorting a Column

Sorting a column

You can click in the header row of any column to sort the column in ascending order (numerical and alphabetical). If you click the column header again, the sort order reverses. The up or down sort arrow appears when you click the column header so that you know which way the data is being sorted. Notice the sort arrow in the Status column.

Steps

Follow these steps to sort a column.

1. Click on the column name that you want to sort.
2. Click on the column name again to reverse the sort order.
Reordering Columns

Reordering columns

You can change the order in which the columns appear by clicking on them and dragging them to the new order. For instance, if you wanted to see the **Amount** column first instead of the **Report Name** column, you can easily change the order that they appear on the screen by dragging the **Amount** column to the new position.

In this example, the column **Reimbursable** is displayed midway through being dragged to a new location.
Steps

Follow these steps to reorder a column.

1. Click on the column that you want to move.

2. While holding down the left mouse button, move the column to its new location.

3. Release the mouse.
Changing the Width of a Column

Changing the width of a column

You can change the width of a column by clicking on the left or right border of the column and adjusting the width.

Steps

Follow these steps to change the width of a column.

1. Use your mouse to point to the column border you wish to adjust.

2. When the double-sided arrow appears, hold down the left mouse key and pull the column to the desired width.

3. Release the mouse key.
Using a Look Up icon

Introduction

Many fields throughout Banner Travel and Expense Management include a Look Up icon as part of the field. Instead of entering text into the field, you click the Look Up icon and select a value from a list. This helps in reporting since all the values are standard. The Look Up icon is a button with three dots at the end of the field.

State/Province Look Up icon

State/Province: ***

Selecting a value

When you click the Look Up icon, you will be able to select a value on the list. You can click on a value to highlight it and then click the Select button or you can double-click the item you want. If a list of values is long, you can filter the list to find the value that you want.

Note: The filter is case sensitive. If you are looking up a state, use capital letters.
Creating an Authorization Report

Section goal

At the end of this section you will be able to create and manage authorization reports.

Section objectives

In this section you will learn how to

- create an authorization report
- apply funding to an authorization report
- enter expenses on an authorization report
- attach a receipt
- add a comment to an authorization report
- review an authorization report
- submit an authorization report electronically.
Creating an Authorization Report

Introduction

An authorization report presents estimated expenses and is submitted for approval of the expense. Authorization reports are optional.

An authorization may or may not encumber funds in Banner Finance. If not encumbered, they don't require any accounting data at all.

To create a new authorization report, you need to add information to four required fields. The report's name, business purpose, type (travel or non-travel) and date must be specified.

You can either save your new authorization report to finish later or click the Next button to go to the next page in the Banner Travel and Expense Management process.

Create New Report window
Training scenario

In this scenario you will create a travel and expense report as a professor from a university near Philadelphia, PA. You traveled across the state to Pittsburgh for the Pennsylvania Banner User Group (PABUG) conference. You want to name your expense report XX-PABUG Aug 08 where XX = your initials.

Steps

Follow these steps to create an authorization report.

1. Click the New icon to create a new authorization report.
2. Enter XX- PA BUG Aug 08 (XX= your initials) in the Report Name field.
3. Select a business purpose, such as Conference, in the Purpose field.
4. Enter a description of the authorization report in the Description field.
   Note: For the training scenario enter PA Banner User Group conference.
5. Select TRAVEL as the report type in the Report Type field.
6. Select today’s date in the Report Date field.
7. Notice that the Funding Default is populated from your Profile tab entry, if one exists. If you wish to change this funding, refer to the next lesson before clicking Save and Continue in the next step.
8. Click the Save and Continue button to go to the next window in the Authorization Report process.
Changing Default Funding to an Authorization Report

Introduction

The default funding can be changed for the entire Authorization from the General Information window of the Authorization Report:

This window shows which funding codes are associated with the authorization report by default from the Profile tab. Click the Edit icon at the right to change the funding for the entire Authorization. Notice that you cannot add an account code. The account code is based on the expense type and automatically added when the expense type is selected.

If you want to change the Funding for a particular expense, you can do so on that expense line by clicking on Funding:
In either case you will get a window like:

![Update Selected Funding Window](image)

in which you can change the funding, add an additional funding line or remove a funding line that is no longer needed.

Note: Index codes may be set up by your institution. Index codes are a way of selecting a single code that automatically populates the Fund, Organization, Program, and/or Activity fields. It may also include the Location and Project codes if they are being used for expenses at your institution. To use and index code populate both the Chart and Index fields and then click Add. When this record is saved the Fund, Org, and Prog will populate.
**Training scenario**

In this training scenario you want to add Chart B (or your institution's Chart) to the funding and select an Index code.

**Steps**

Follow these steps to add funding.

1. From the General Information window, click the **Edit** icon. In the window that opens up, click the Edit icon opposite Funding Default.

2. If you want to change the percent of funding you can change the value in the **Percent** field.

   Note: **100** percent is the default. If you want to split this expense report equally between two different funding sources, you could enter **50** in the **Percent** field. You could split the funding in any percentage you want.

3. Enter the Chart code or click the **Chart Look Up** icon to select a chart value from a list.

4. Enter codes or click the **Look Up** icons for the remaining funding fields as needed.

5. Click the **Add** button to add the funding codes to the list.

6. When you have finished adding funding, click the **Save** button.

   Note: The **Save** button will perform differently depending on whether you entered a Travel or Non-travel Authorization. If this is a Travel Authorization report, the **Save** button will take you to the Itinerary window. If this is a Non-travel Authorization report, the **Save** button will take you to the Add/Edit Expense window.
Adding an Itinerary to an Authorization Report

Introduction

An itinerary is optional. You can add an itinerary that shows on which day(s) you traveled. When you first view this page you see an empty list. Click the **Add Itinerary** button to add details of your trip in the **Date** and **City** fields. You can also add information to the time, **State/Province**, and **Nation** fields, however they are not required. As you complete each portion of your trip, click the **Add** button. Once you have added all portions of your itinerary, click the **Save and Continue** button.

Itinerary window
Training scenario

In this training scenario you traveled from Philadelphia to Pittsburgh, a six-hour trip on Tuesday, Aug 12th and returned to Philadelphia on Thursday, August 14th.

Steps

Follow these steps to add an itinerary to an authorization report.

1. Click the Calendar icon in the From: Date field to select a starting date.

2. Click on the hour or minute to change the time.

   Note: You can type over the hour or minute to change the time or you can use the scroll bars or up and down keyboard arrows to change the time.

3. Click on the am or pm next to the time.

4. Use the scroll bar to change the am or pm to the correct time.

5. Enter the originating city in the From: City field.

6. Click the State/Province Look Up icon to select a value from a list.

7. Click the Calendar icon in the To: Date field to select an arrival date.

8. Enter the destination in the To: City field.

9. Click the State/Province Look Up icon to select a value from a list.

10. Click the Add button to add the first portion of the trip to the itinerary.

11. Repeat steps 1-10 for the return trip if you want to show it as a separate itinerary.

12. Click the Save and Continue button to go to the next window.
Entering Estimated Expenses on an Authorization Report

Introduction

Each individual expense (such as hotel, meals, airfare, mileage, etc...) can be added as separate line items. Enter the date the expense was incurred using the Date field. Select an expense type such as meals or tolls in the Type field. You can also enter the description, amount, location, and provider information. The value you select in the Paid By field determines if the expense is reimbursable to the traveler or to the institution card. Click the Save button to save the expense. The saved expense will appear in the expense list. You can repeat these steps to add another expense.

Note: The default funding that you entered earlier will be applied to each line item as it is entered. As mentioned earlier, you can change the default for individual line items by clicking the Funding link. The Account code is added to the authorization report automatically based on the type of expense defined in Banner Travel and Expense Management. For instance, travelers do not need to look up the account code for air travel. When an expense for air travel is added to the authorization report, the correct account code is added for that line item.
Expenses view

Training scenario

In this training scenario you want to submit a travel and expense authorization report for the following items:

- Hotel: 2 nights at $142.63 each
- Dinner on Tuesday: $80.00 (includes Dr. Smith and Dr. Thomas who also attended the PABUG conference from your institution.
- Dinner on Wednesday: $14.00* (dinner was included in the conference so this expense will be removed later when you modify the authorization report).
- Pennsylvania turnpike tolls of $15.25 each way.

Note: Use the receipts in the Training Scenario lesson to enter expenses into this expense report. You will enter the distance in the next lesson.
Steps

Follow these steps to enter expenses on an authorization report.

1. From an open authorization report, click the **Estimated Expenses** link if needed.

2. Select the date the expense was incurred using the **Calendar** icon in the **Date** field.

3. Select the expense type in the **Type** field.

4. Enter a description of the expense (optional) in the **Description** field.

5. Enter the amount of the expense in the **Amount** field.

   Note: See next section for entering a calculated amount type such as **Mileage** in the **Type** field.

6. Enter the name of the provider that you paid in the **Provider** field (optional).

7. Enter the location of the provider in the **Location** field (optional).

8. Select how the expense was paid in the **Paid By** field.

9. Click the **Save** button to save the expense.

10. Repeat steps 2 - 9 as needed to enter all expenses.

Note, for repeating expenses you can click the copy icon after entering the Expense Type and Amount. The resulting window give you several options for showing during how many consecutive days a charge was made:
Entering Driving Expenses on an Authorization Report

Introduction

You can enter the number of reimbursable miles/kilometers you drove on an authorization report. Banner Travel and Expense Management will calculate the amount to be reimbursed based on the actual distance you drove.

When you select Mileage in the Type field, you will not be able to enter an actual amount in the Amount field. Instead, two additional fields - Unit Rate and Units display. You can select how the distance will be calculated in the Unit Rate field. You can enter the actual distance you drove in the Units field. The amount in the Amount field is calculated based on the unit rate and units specified.

Click the Save button to save the expense. The saved expense will appear in the expense list with any other expenses. And the top portion of the form will clear so that you can add another expense, if desired.

Expenses view for mileage
Training scenario

In this training scenario you drove between Philadelphia and Pittsburgh for a total distance of 282 miles each way. Your institution uses the US Federal 2008 rate to calculate the amount to be reimbursed. Repeat the steps to enter the distance for the return trip from Pittsburgh to Philadelphia.

Steps

Follow these steps to enter driving expenses on an authorization report.

1. From an open authorization report, click the Estimated Expenses link, if needed.
2. Select the date the expense was incurred using the Calendar icon in the Date field.
3. Select Distance in the Type field.
4. Enter the two cities you drove between in the Description field.
6. Enter the actual distance you drove in the Distance field.
7. Click the Save button to save the expense.
8. Repeat steps 2-7 as needed to enter all driving expenses.
Attaching a Receipt to an Authorization Report

Introduction

Receipts must be scanned into a folder accessible by your computer. The scanned receipts can then be attached to the authorization report.

When the authorization report is submitted, all scanned receipts are forwarded electronically for approval.

You can add an attachment to an authorization report at any time by clicking the Attachments link for a particular authorization report. You can view an existing attachment. The New icon on the top toolbar is context-specific so clicking the New icon opens the New Attachment window.

Attachments view
New Attachment window

Training scenario

In the Training Scenario lesson, you have five receipts that you can scan into the system and attach to your expense report. Repeat these steps to attach all five receipts.

Steps

Follow these steps to attach a receipt to an authorization report.

1. From an open authorization report, click the Attachments link.
2. Click the New icon to add an attachment.
3. Click the Browse button to navigate to the file you want to attach.
4. Click the Attach button. The following box will appear if the upload is successful.
Adding a Comment to an Authorization Report

Introduction

You can add a comment to an authorization report at any time by clicking the **Comment** link for a particular authorization report. You can view or edit an existing comment. The **New** icon on the top toolbar is context-specific so clicking the **New** icon opens a new Add Comment window. Comments are attached to the entire authorization report so if you want to explain a particular expense, add the details about the expense in the Add or Edit Comment window. After you have entered your comment into the **Comment** field, click the **Save** button.

Comments view

![Image of the Banner Travel and Expense Management interface with a comment field open for an authorization report.]
Add or Edit Comment window

![Edit Comment window]

Training scenario

In this training scenario you ate dinner with two professors from your institution who were attending the same conference. Add a comment to the authorization report that Dr. Smith and Dr. Thomas also attended dinner on Tuesday, Aug. 12th at the Riverbank Cafe.

Steps

Follow these steps to add a comment to an authorization report.

1. From an open authorization report, click the Comment link.
2. Click the New icon to add a comment.
3. Enter the comment in the Comment field.
4. Click the Save button.
Reviewing an Authorization Report

Introduction

You should review an authorization report before it can be submitted. The **View or Submit Report** button is located at the bottom of the Expenses view. You can return to the Expenses view at any time by clicking the **Expenses** link in an open authorization report.

When you click the **View or Submit Report** button, the Authorization Report window opens. You can scroll through the preview to see an overview of information entered in the authorization report, including profile and funding default information. At the bottom of the screen are two arrows and page numbers that let you navigate backward and forward through the web pages in the Authorization Report window.

As you move through the pages in the Authorization Report window, you can see a summary of the expenses that are reimbursable to you and to your institution. You can also see a funding summary of each account code.

Authorization Report window
### Authorization Report window – page 2

#### XX - PA BUG Dec 08 Auth (TA000962 - In Process)

**Jeff Coleburn (ID: JCTRAVEL)**

**Reimbursable 410.00**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 18, 2008</td>
<td>Airfare</td>
<td>410.00</td>
</tr>
</tbody>
</table>

### Authorization Report window – page 3

#### XX - PA BUG Dec 08 (TA000025 - In Process)

**Gary Rindone (ID: A00010704)**

**Funding Summary 345.99**

<table>
<thead>
<tr>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Amount</th>
<th>NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>1116</td>
<td>11006</td>
<td>7230</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>345.99</td>
<td>▼</td>
</tr>
</tbody>
</table>
Steps

Follow these steps to review an authorization report.

1. From an open authorization report, click the **Estimated Expenses** link.

2. Click the **View or Submit Report** button.

3. Click the two arrows or numbers at the bottom of the window that lets you navigate backward and forward through the web pages in the Authorization Report window.

4. On Window 2, click the **Expand All** link to see more details.

5. Click the **Collapse All** link to see summary information.

6. Click the **Print** button then select **Summary** or **Detail** to Create a .pdf file of the report.

Note: You can click the **Edit** icon to change an item.
Submitting an Authorization Report Electronically

Introduction

When the authorization report is submitted, all comments and scanned receipts are forwarded electronically for approval. Depending on the type of expense and the approval routing queue in place at your institution, the authorization report can be forwarded to one or multiple approvers.

You can access the Submit button from any page of the Authorization Report.

Authorization Report window
**Steps**

Follow these steps to submit an authorization report.

1. From an open authorization report, click the **Estimate Expenses** link.

2. Click the **View or Submit Report** button.

3. Click the **Submit** button.

**Result:** You will see the following message that contains the authorization report number and notification of the status.

```
Information

Document TR110647 completed and forwarded to the posting process.

OK
```

**Note:** If Workflow approvals is turned on, the message will indicate that the Authorization has be forward to Approvals rather than the Posting Process.

**Note:** Once an Authorization is approved, its entire encumbrance or remaining encumbrance can be removed by selecting More Actions/Release Budget.
Creating an Expense Report from an Authorization Report

Section goal

At the end of this section you will be able to create and manage travel and expense reports.

Section objectives

In this section you will learn how to

- create an expense report from an authorization report
- edit funding to an expense report
- edit expenses on an expense report
- attach a receipt
- add or edit a comment to an expense report
- review an expense report
- submit an expense report electronically.
Generating an Expense Report

Introduction

An expense report is what creates a reimbursement. An expense report can be created from an authorization or can be created on its own.

Section goal

At the end of this section you will be able to modify a travel and expense report.

Section objectives

In this section you will learn how to

- open an existing expense or authorization report
- edit funding on an expense or authorization report
- edit expenses on an expense or authorization report
- submit an expense or authorization report electronically.
Beginning with an Authorization Report

Introduction

You can generate and expense report and then view or modify it.

To create an expense report from an authorization report, you start in the Authorization window. Select the Authorization you wish to use and click on Generate Expense Report.

Steps

Follow these steps to generate an expense report.
1. Open Banner Travel and Expense Management.

2. Select Authorization Reports

3. Select the report you want to use from the list of reports.

4. Click Generate Expense Report.

5. View or edit date and name of the expense report.
Editing a Generated Expense Report

Introduction

You can edit a report by adding, deleting or modifying data. When you generate an expense report, the new report appears at the top of your expense report list. Select that expense report and double click or click on the Open icon.

You can click on an "Edit" icon to edit the corresponding part of the report. You can also click on one of the links in the left navigation pane, then the "Edit" icon to edit the corresponding part of the report.

When you open the window for the part of the report you want to edit, you see a list of existing items. You can click the "Add" button to add new items or click the "Delete" icon to remove items already on the list. Click on an item on the list to modify it.

Note: You can only add to, delete, or modify an existing report if its Status is In Process, Returned for Correction, or Error. You cannot make any changes when the Status is Submitted, Approved, Ready to Pay, Paid, or Canceled.
Expense Report Overview view

Example

In this example, you want to edit the itinerary. Click the Itinerary link and then the Edit icon to add a new itinerary item. If you wish to delete any existing portion of the itinerary, click the X (delete) icon to remove items already on the list. You can also click one of the items in the list to modify it.
Itinerary window

Steps

Follow these steps to edit a report.

1. From an open report, click the **Edit** icon next to the item you want to edit.

2. Click the item you want to modify from the list.

3. Edit as needed.

4. Click the **Save** button.
Editing Expenses on a Report

Introduction

You can add, remove, or modify expenses. When you click on the Expenses or Estimated Expenses link, the view shows the selected expense as a highlighted line item on the list. The details for the selected expenses are displayed above the list. You can modify any field for an expense. To remove an expense, click the Delete icon at the end of the line item row for the expense you want to remove. To add a new expense, click the Add New Expense button.

Expense window
Training scenario

In this training scenario, dinner for Wednesday night was included in the conference and therefore is not an allowable expense at your institution. You want to remove the line item for dinner on Aug. 13th for $14.00.

Steps

Follow these steps to edit expenses on a report.

1. From an open expense report, click the Expense link.

2. Click the X (delete) icon for the expense you want to remove.
Submitting an Edited Report

Expense Report window

Steps

Follow these steps to submit a report.

1. From an open report, click the Expenses link.
2. Click the View or Submit Report button.
3. Click the Submit button.
Workflow Approvals

Section goal

At the end of this section you will be able to use Workflow to Approve or Deny an Authorization or Expense Report.

Section objectives

In this section you will learn how to

- respond to an email that a document is awaiting approval
- log into Workflow and view authorization or expense report
- approve, deny, return for correction, or send for further approval
Receiving Email Notification to Approve

Introduction

If you are the Approver for an Authorization or Expense Report, you will receive an email similar to the example below indicating you have something to Approve.

From: workflow@sungardhe.com [mailto:workflow@sungardhe.com]
Sent: Thursday, October 01, 2009 3:58 PM
To: John Malton
Subject: Travel & Expense Document Approval Requested by Gary Rindone for TA000025

Dear John Malton,

You are listed as the approver for the following Travel and Expense Document for Gary Rindone. Please log into Workflow to view and approve.

Document Code: TA000025
Document Purpose: Conference
Document Description: None
Document Comments:
Reimbursement Amount: 631.25

Steps

1. Click on the Workflow link in the email to take you to the Workflow Login Page
2. Log into Workflow
Viewing your Worklist

Introduction

Your Worklist shows all the items for your attention.

Step

Click on the appropriate item in the Workflow column.
Completing your Workflow item

Introduction

The Travel and Expense Approval Workflow lets you view the Authorization or Expense Report as well as grant or deny approval.
Steps

1. Click on the Travel and Expense Page link on the Workflow page to take you to the report in Travel and Expense Management.

You can page through this report just like the creator but you cannot modify it. Use the arrow keys or numbers at the bottom of the page to view the report.

2. Exit back to your Workflow page.

3. Chose one of the following:
   a. Approve Final
   b. Approve and Add Approver (enter approver’s Workflow ID)
   c. Deny
   d. Return for correction

4. Add Comments

5. Click Complete
Receiving Email Notification Regarding Approval Status

Introduction

Secondary Approvers will get an email similar to the Primary Approvers email but adding the Prior Approvers comments.

Through each approval process the Creator will receive an email such as those below indicating the change in status. If the document is created by a Delegate, both the Delegate and the Traveler will get these emails.

Email Indicating Document Has Been Forwarded to Another Approver

Dear Gary Rindone,

The following Travel & Expense document has been forwarded for an additional approval.

Document Code: TA000025
Document Purpose: Conference
Document Description: None
Document Comments:
Reimbursement Amount: 631.25

The following comments were entered:
This is okay by me, how about you?

Regards,
John Malton
Email Indicating Document Had Final Approval

Dear Gary Rindone,

The following Travel & Expense document has been approved by Mark Sanders.

Document Code: TA000025
Document Purpose: city sight
Document Description: None
Document Comments:
Reimbursement Amount: 631.25

The following comments were entered:
Good to Go!

Regards,
Mark Sanders
Delegation

Section goal

At the end of this section you will be able to use the new Delegation functionality in Banner Travel and Expense Management.

Section objectives

In this section you will learn how to

- add and remove delegates
- view, edit, and copy reports for a traveler as a delegate
- update a traveler's profile as a delegate.
Introduction to Delegation

Introduction

Release 8.2 of Banner Travel and Expense Management incorporates Delegation, an enhancement adding the Delegate and Delegate Control workspaces for individuals with the appropriate role assignments. The workspaces appear as tabs on the user interface.

Authorization

A delegate must be assigned both the Delegate and User roles in Banner Travel and Expense Management to view and access the Delegate tab. Likewise, a delegate administrator must be assigned the Delegate Administrator role to view and access the Delegate Control tab. Users without these roles will not see their respective tabs.

In addition, administrators can enable or restrict a traveler's ability to select his or her delegates, as well as reviewing reports that were entered directly by a delegate.
Assigning a Delegate

Introduction

If an administrator has activated this functionality, users will be able to assign delegates who will act on behalf of the user with respect to authorization and expense reports. When this has been activated, a new Assign Delegate option will appear on the Profile tab.

Delegates can be added and removed on this screen.
Steps

Follow these steps to assign a delegate.

1. Click the Profile tab.

2. Click the Assign Delegate link. The current delegate list (if any) is displayed.

3. Click the Add Delegate button. The Add Delegate window is displayed.

4. Use the search functionality to locate desired individuals.
5. Click **Select** to add selected delegates.

6. To designate a delegate for removal, click the **Remove** check box for that delegate.

7. To designate all delegates for removal, click the **Remove All** button.

8. When all delegates and/or delegate removals are correct, click the **Save** button.
Acting as a Delegate

Introduction

A user who has been designated as a delegate can log into Banner Travel and Expense Management and act on the delegator's behalf.

In this example, the user has been selected as a delegate by Jeff Coleburn, and can therefore use the Delegate tab to select for whom he or she will act as a delegate at this time. The default is to act on one's own behalf.

The Act as Delegate For field will display those travelers who have designated the current user as a delegate to act on their behalf.

Once the Act as Delegate For field has been set, the delegate acts for the specified traveler and can perform most of the functions that typical Banner Travel and Expense Management users would perform for themselves. In addition, if the Delegate Administrator has allowed the delegate to bypass the traveler review of an expense or authorization report, the delegate can submit the report on behalf of the traveler without their review.
Example

Kathy Temper has been designated as a delegate for Jeff Coleburn. On the Delegate tab, she selected Jeff Coleburn in the Act as Delegate For field. When Kathy clicks the Expense Manager tab, she will see Jeff's report list rather than her own.

Notice that Jeff's name is displayed, so that the delegate does not lose track of for whom he or she is acting as a delegate.
Capabilities

When acting as a delegate for a traveler, the delegate can:

- view, edit, and copy authorization and expense reports for the traveler
- update the traveler's profile
- submit reports to the traveler for review.

Traveler Review

Click the **Traveler Review** button to forward an edited report to the traveler for review.
When the traveler next logs into the system, he or she will see the report with a status of **Pending Review**.

The traveler will receive an email similar to the following:

**From:** workflow@sungardhe.com  
**Subject:** Travel & Expense Document Review Request for TAC01179  
**Date:** Thu, 30 Jul 2009 15:47:51 -0400

---

Dear Jeff Coleburn,

A new Travel and Expense document has been entered in your behalf. Please check the link below or log into the Travel and Expense Management System to review and submit the document.

Use the [Travel & Expense Page](#) to review more detail of the expense

**Document Code:** TAC01179  
**Entered by:** Kathy Temper-Delegate  
**Document Purpose:** Conference  
**Document Description:** Scientific yearly conference  
**Document Comments:**

**Reimbursement Amount:** 500.00

---

The traveler can then click the link or log into Banner Travel and Expense Management directly to review and submit the report.
An administrator can allow individual delegates to bypass this review process and submit reports directly. In these cases, the delegate will see the **Submit** button in place of the **Traveler Review** button.

When this takes place, the traveler will receive a different email indicating that a report has been entered on his or her behalf.

**From:**  dmcgarry@m039079.sungardhe.com  
**Subject:** Travel & Expense Document Approval Request for TR112772  
**Date:**    Thu, 30 Jul 2009 16:47:51 -0400

---

Dear Jeff Coleburn,

The following Travel & Expense document has been entered on your behalf and sent to Jayne Franklin for approval.

**Document Code:**  TR112772  
**Entered by:**  Kathy Tempar  
**Document Purpose:**  Entertainment  
**Document Description:**  None  
**Document Comments:**  
**Reimbursement Amount:**  500.00