Go-live date for the T&E Module is August 3rd

(Check this website periodically for changes and new information)

The T&E go-live date has been moved to August 3rd. In the meantime, additional training has been scheduled in July for people who are new to the system and for those who need a refresher course before implementation. In addition, Approver Training is scheduled as the last half of each training session.

T&E Training Schedule

Date	8:30 – 9:45 A.M.	10:00 – 11:00 A.M.	Location
July 21	First Time Training	Approver Training	SMITC
July 22	First Time Training	Approver Training	SMITC
July 28	First Time Training	Approver Training	SMITC
July 29	Refresher Training	Approver Training	SMITC
August 4	First Time Training	Approver Training	SMITC
August 11	Refresher Training	Approver Training	SMITC
August 18	First Time Training	Approver Training	SMITC
August 25	Refresher Training	Approver Training	SMITC
September 1	First Time Training	Approver Training	SMITC
September 8	Refresher Training	Approver Training	SMITC
September 15	First Time Training	Approver Training	SMITC
September 22	Refresher Training	Approver Training	SMITC
September 22	Refresher Training	Approver Training	SMITC

Additional Training Sessions

Date	1:30 p.m	3:00 pm	Location
Oct. 22, 2009	T&E Training	Approver Training	SMITC 209

Date	8:30 a.m	10:00 am	Location
Nov. 4, 2009	T&E Training	Approver Training	SMITC 209

Contact Randy Tucker at 426-3434 or randytucker@boisestate.edu to sign up for these training sessions. Check back periodically for new training sessions.

FAQs…

I have travel scheduled before the go-live date; how do I process travel scheduled before the go-live date?

Continue to use paper travel forms (T590, T80, T40) through July 31st for travel that occurred or is scheduled before July 31st. In addition, if you require an early reimbursement or direct vendor pay in July for travel that will take place in August or later, you may submit paper forms until July 31st for those expenses as well.

Use the T&E module starting on August 3rd to approve **new travel** that has not been processed on the T-590 and for all travel reimbursements that were not processed prior to August 3rd.

Use Form T-590

- Travel scheduled on or before July 31st
- Early reimbursement required in July
- Direct Vendor Payment required in July
- Reimbursement for travel that can be submitted before August 1st

Use T&E Module Beginning August 3rd

- Travel Requests that were not processed on T-590 before August 3rd
- Reimbursements for travel that was not submitted before August 3rd

What is the Travel and Expense (T&E) module and how do I use it?

The T&E module is an automated expense reporting system that manages the workflow for authorizing travel requests and approving expense reimbursements to Boise State University *employees and students.* The system provides electronic forms that allow employees and students to input their travel and business expense reimbursements. The automated workflow delivers the electronic form to the designated approver. The status of a request can be tracked on line and notice of approval is routed to the requester's email.

The T&E module will streamline the payment process for expense reimbursement requests. T&E will be used for all personal expense reimbursements (travel related and non-travel) to *employees and students.*

Do I use the Travel and Expense (T&E) module to reimburse travel expenses to a candidate interviewing with the university or another non-employee?

No. T&E used only for reimbursement to Boise State University *employees and current students*. You must use the Payment Request Form when processing payments to non-employees.

Do I use the Travel and Expense (T&E) module to pay a vendor for travel related expenses?

Yes, we will process payments to vendors that you mark as "Direct Vendor Payment" on the Travel Authorization (TA) form. After your TA has been approved, complete an electronic Expense Report (ER) referencing your TA# and submit for approval through workflow. When the ER has been approved, submit a copy of the ER summary page with original vendor invoice to Travel Services for processing payment to the vendor.

What is a Travel Authorization (TA)?
A TA is an electronic form that documents the details about proposed travel and estimated costs. Each TA is specific to a planned trip with a defined location and start and end dates. A TA also serves as written permission to travel for the performance of official duties.

Important: You can submit TAs only for future travel dates. You cannot submit TAs for travel that has start and end dates in the past.

What is an Expense Report (ER)?
An ER is an electronic form that provides expense details **after** a business trip or purchase. ERs are processed to request reimbursement for all business-related expenses, both travel and non-travel.

Important: You can submit ERs only for past dates. You cannot submit ERs for future business expenses. Exceptions are direct vendor payment, early reimbursement, and cash advance requests.

Where can I obtain the paper travel forms?
Send an email to randytucker@boisestate.edu in Accounts Payable requesting T590 forms and Travel Services will send a few forms to you through campus mail. Use the following link for T80 and T40 forms:
http://finad.boisestate.edu/univforms.asp#resulttable.

Will the PeopleSoft test system be available for practice in the new T&E module?
Not at this time. Check the A/P website periodically for updates.

How do I log in to the T&E system?
When the system goes live**,** the "Travel and Expense" link will be available under the "Self Service" section of Bronco Web.

May I delegate another person to enter my travel into T&E?
Yes. The employee who wishes to delegate entry authority (i.e., the employee who will expend personal funds and be reimbursed) will log in to Bronco Web, navigate to Self Service>Travel and Expense>BSU Employee>Other Functions> Delegate Entry Authority. To add a name click ± sign, type in the BSU Bronco Web **user name** of person to be delegated, and save your changes.

If I am going to enter travel for 10 or more people, will Travel Services assign entry approval for the traveler (employee)?
Yes. You may email Travel Services, jnorthup@boisestate.edu, a list of employees, employee ID numbers, and the name and employee ID number of the person that will be entering travel for this group of people.

May I designate another person to have electronic authority to approve travel and expense reimbursements on my behalf?
Yes, you may designate someone else to exercise your authority with regard to electronically approving travel and expense reimbursement. However, it is important to note that while you may delegate this authority, the responsibility remains with the original approver. In addition, the designated approver accepts responsibility to ensure a financial document or transaction is appropriate and verifies the validity of the document or transaction.

To designate approval authority, please complete the Delegation of Approval form, http://finad.boisestate.edu/images/DesignateApprovalAuthority.pdf, and submit to Travel Services or email to Joann Northup, jnorthu@boisestate.edu.

Persons delegated approval authority may neither authorize nor approve their TAs or ERs. Workflow will route their requests to a separate approver.

What backup documentation is required to initiate reimbursement for travel and business expense reimbursement?
At this time the University requires original itemized receipts with the exception of printed web receipts that show proof of purchase. Auditors generally require original receipts showing:

- proof of payment
- what was purchased
- name and location of vendor
- date of purchase

Receipts are not required for mileage or meals but you do need to provide personal vehicle license number for mileage reimbursement and departure and return times for per diem. If a purchase was made for travel expense using a P-Card, keep the original on file at the Department and submit a copy of the P-Card purchase with your travel documentation.
Meals and refreshment purchases require a list of attendees and their affiliation to the University. All business expense purchases require a complete business purpose.

On-line tutorial link:
Training and Development is creating an on-line training tool to help with training. This tool will be available soon. Please check back for the link to this training.

TIPs Under Construction