Updated 07/29/2014

ORU Travel & Expense Management

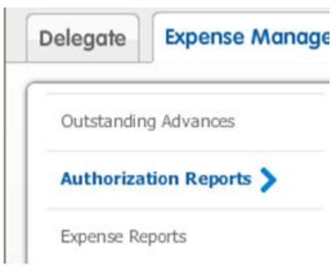
Step by Step Procedures

Creating a Travel Authorization:

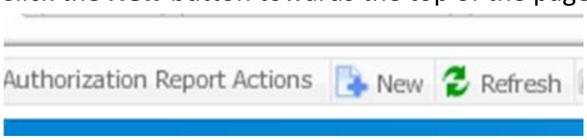
1. Log in to **travel.oru.edu** using your normal Vision log in
   Note: The Test site for practicing purposes is teprep.oru.edu

2. Click **Expense Manager** tab

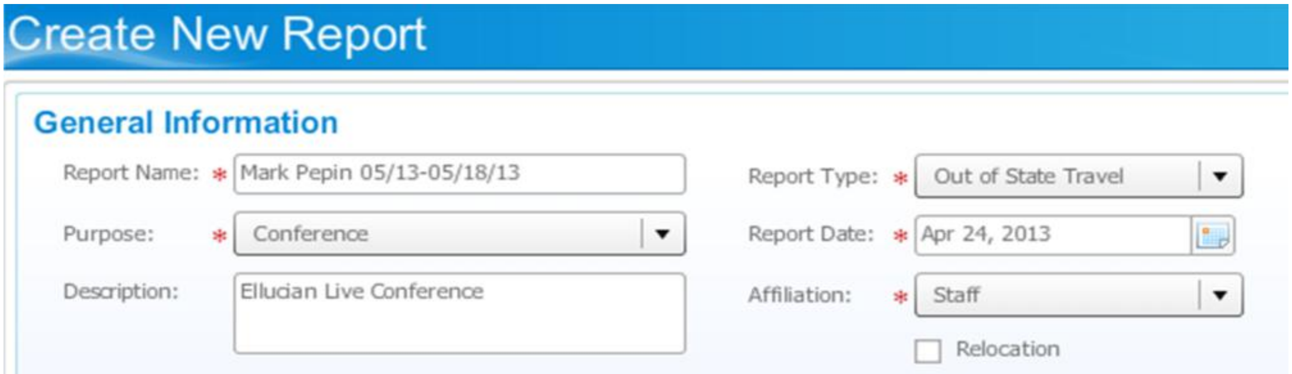
3. Click **Authorization Reports** link on the left side of the page



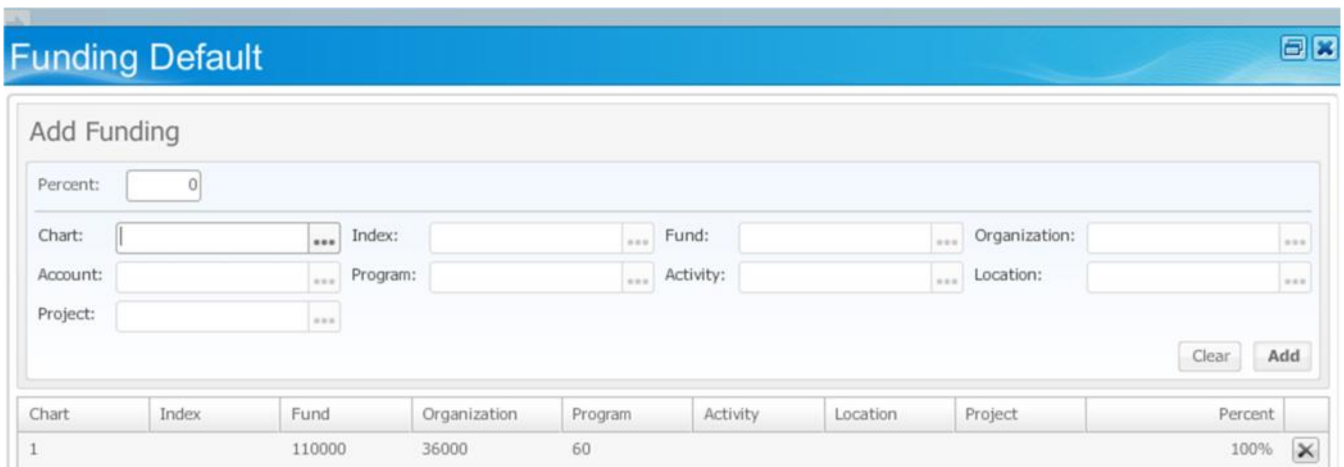
4. Click the **New** button towards the top of the page to create a new Authorization Report



5. In the **General Information** section, complete all fields
   a. Report Name: Type in Full **Name and Date range of Travel (ex. John Smith 05/30-06/05/13)**
   b. Purpose: Select appropriate choice from drop-down options
   c. Description: Type in brief description of trip
   d. Report Type: Select appropriate choice from drop-down options
   e. Report Date: Today's date
   f. Affiliation: Select appropriate choice from drop-down options
   g. Relocation box: Leave box unchecked



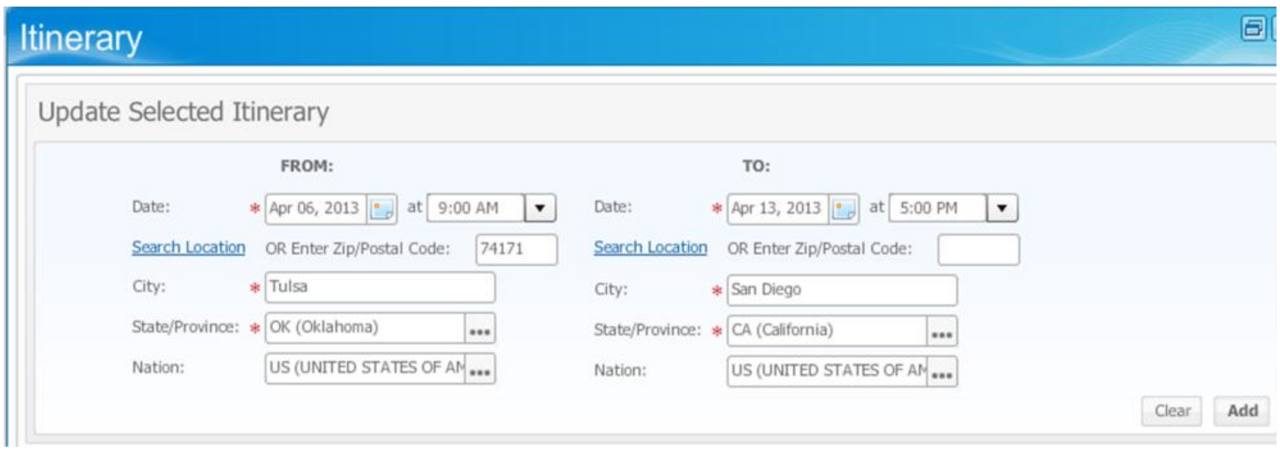
6. In the **Funding Default** section, select the pencil button *if accounting information is not correct for this particular trip*
    a. Click X button next to the defaulted Funding information
    b. Type in new Chart, Fund, Organization, and Program Code
    c. Click Add button
    d. Click Save button



7. Once satisfied with General Information and Funding Default, click **Save and Continue** button at the bottom of the page

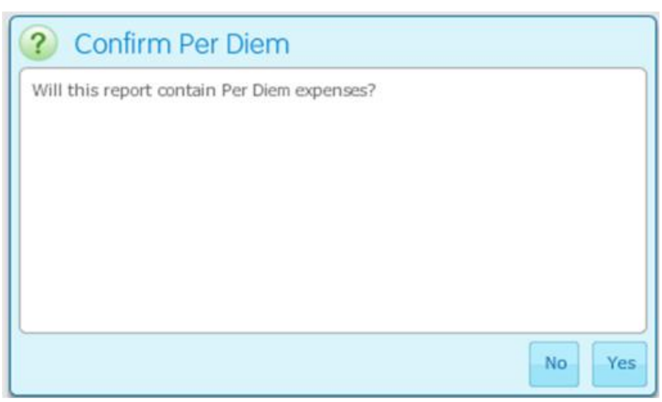
8. In the **Itinerary** section, complete all fields
    a. **From** Date and Time: Choose 1st Day and Time of Travel
    ***Note: If flying, use the exact Departure time of your flight. If driving, use the exact time of departure. The Time selection is crucial in determining proper Per Diem allocation.**
    b. **To** Date and Time: Choose Last Day and Time of Travel
    ***Note: If flying, use the exact Arrival time of your flight. If driving, use the exact time of return. The Time selection is crucial in determining proper Per Diem allocation.**
    c. **From** Zip Code: Enter Zip Code of where Travel is originating, if known (ie: 74171)
    ***If Zip is entered, the City, State, and Nation will all be auto-populated. If Zip is not known, you may manually enter the City, State, and Nation.**
    d. **To** Zip Code: Enter Zip Code of destination of Travel

9. Click **Add** button

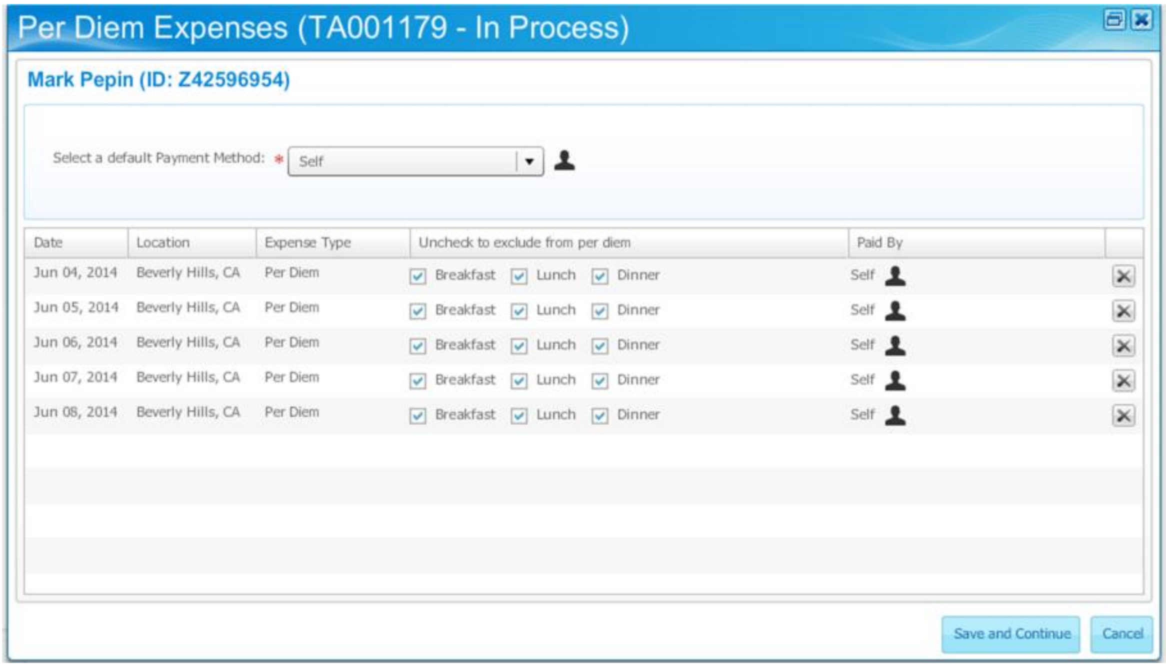


10. Click **Save and Continue** button

11. Confirm whether or not the Travel will contain Per Diem expenses



12. If you selected **Yes** to Per Diem expenses, **select 'Self' as Default Payment Method for Per Diem.** You will get a list of Per Diem that is available for the Travel (based on the Dates and Times you indicated for the trip). Uncheck to exclude Per Diem on any of the dates, otherwise select **Save and Continue** button.



13. Enter all **Estimated Expenses** for each date of Travel within the **Estimated Expenses link**. This includes all expenses that you anticipate **for your trip**. Per Diem will already be populated (if you chose to include Per Diem).

   a. Date: Enter the date of your anticipated expenses. You can enter more than one expense for more than one date.
   b. Type: Select which type of Expense you're anticipating (ie: Hotel)
   c. Receipt Amount: Enter the amount for the Expense you're currently working on (ie: $500.00 for Hotel)
   d. Paid By: Indicate who this Expense will be paid by (Self, Corporate Check, Corporate Credit Card)
   e. Provider: Enter who the provider of the Expense is (ie: Hilton for Hotel)
   f. Location: Enter where this Expense will occur (ie: San Diego for Hotel)
   g. Description: If necessary, enter a brief description of the Expense (ie: Rate is lower due to Conference)
   h. Click **Save** button after each expense is entered

14. When completed entering all anticipated expenses, click **Attachments** link on the left side of the page to add support to the Authorization (Conference information, registration form, hotel information, airfare itinerary with price on itinerary, etc.).
    a. Click **New** button at the top of the page
    b. Click **Browse** button to find your attachment(s)
    c. Click **Attach** button to attach document(s) to the Travel Authorization
    d. Receive confirmation message that "**Attachment Uploaded Successfully!**"

15. After attaching necessary support, click **View or Submit Report** button. This will take you to a final summary page.

16. If traveling with students, see **Step 18**. If complete, click **Submit** button and skip to **Step 19**.

17. If you're traveling with students and need an advance:
    a. Click the **Request Advance** button
    ***Note: You may request an Advance no less than 21 days prior to your trip Start Date**
    b. Select "**Normal"** and click the **Continue Button**
    c. Describe the reason for your advance request and how much you're requesting

    d. Click **Submit** button

18. Take note of **Travel Authorization Number** (TA) and **Travel Advance Number** (TV), if applicable

Encumbrance Note: It's vital to understand that only the reimbursable portion of your anticipated Travel expenses will be encumbered from your budget upon final approval of the Travel Authorization.

Receipt Note: Upon completion of travel, all receipts must be attached to your Travel Reimbursement. In addition, please remember to email all Corporate Credit Card receipts to **creditcards@oru.edu**. See Travel Reimbursement procedures for additional information.