Travel Reimbursement Quick Help Guide

The Travel Reimbursement's main purpose is to reimburse travel expenses related to official University Business. Reimbursements can be issued before, during, and/or after a trip has been completed. A Travel Reimbursement payment will be made to the traveler via a linked, auto-approved Disbursement Voucher (DV). Therefore, once a TR is fully approved, KFS generates the auto-approved DV to issue a check or direct deposit to the employee traveler or group leader.

The information summarized below and available online is a guide to understand the Travel Reimbursement eDoc, creating the Travel Reimbursement for a business expense, information about the Corporate Credit card, the CTS card, Routing & Roles, Policies, Email Notifications and FAQs. To view the information online, go to: http://www.accounting.uci.edu/support/tr/using.html

About the Travel Reimbursement

You Can Reimburse Travel Expenses Pre-Trip

One way to manage prepaid travel expenses is to process a reimbursement in advance of a trip, including airfare, registration fees, and payments to hotels requiring a deposit. All of these expenses can be included in a Travel Reimbursement (TR) document for a Pre-Trip reimbursement.

Types of Payees

Employee

An employee is someone whose employee status with the University of California Irvine is active. Some students have an active employee status and should be paid as an employee.

Vendor

A vendor is a person or company that has been entered into the Kuali Vendor Onboarding (KVO) system. Vendors can be companies such as hotels and catering services. Faculty visiting from other universities can also be vendors.

One-Time Payee or Student

Any one who is not an employee or a vendor can be paid as a One-Time Payee.

This includes faculty who are traveling and do not have access to approve electronically and employees who are disabled and cannot approve electronically. Students who are not employees should be paid using the One-Time Payee or Student feature.

Importing Corporate and CTS card charges

If the Employee Payee has used their Corporate Credit Card for expenses, Arrangers can look up the traveler's expenses and import them onto the Travel Reimbursement (TR) or the Entertainment Reimbursement (ENT) eDoc.

If the Arranger has used their CTS Card (ghost card) to pay for travel expenses for a traveler, the Arranger can look up their own CTS Card expenses and import these expenses into a TEM eDoc. Please see our TEM Imported Card Charges page for instructions to import the CTS expenses.

Who are the Processors and Approvers?

- Initiator
- Payee
- Fiscal Officer
- Accounting Reviewer
- Travel Accounting

Please see our workflow and adhoc routing page for workflow details. All employees who are in the route log of the TR will receive email notifications when the TR eDoc is in their action list.

Business Rules

- For each TR eDoc, only one Chart Code (IR-Irvine or MC-Medical Center) can be used. The Chart Code is defined in the Trip Information Section tab, and only Accounts under that Chart Code can be used in the document. For example, if the Chart Code IR is in the Trip Information section, only KFS Accounts under Chart Code IR can be used in the Accounting Lies.

After expenses have been entered and the eDoc has been saved, the Summary by Object Code tab will automatically populate with the KFS assigned object code(s) that should be used in the accounting lines. Object codes are populated based on the expense type(s) that are entered into the eDoc. Using an object code that is NOT displayed in the Summary by Object Code tab will cause an accounting lines error.

- The Image Scanning tab in the TR eDoc includes three options for handling supporting documents. You can use one or any combination of these options:
  - Option one: Send the coversheet and supporting documentation to central Scanning
  - Option two: Link to scanned information on another document
  - Option three: Upload supporting documentation from your computer

Please see Accounting's Reference Guide to Required Supporting Documents page. For TR and ENT documents, it is important to not upload documents in the Notes & Attachments tab. Documents in the Notes & Attachments tab does not allow redacting sensitive or personal information.

Exceptional Approval

Travel Accounting's Additional and Exceptional Approvals for Travel, Meetings, and Entertainment page has detailed information regarding exceptional approvals.

Getting Started with the Travel Reimbursement (TR)

Staring with the right tools helps every project run smoothly. Here are some tips to help you get started on your Travel Reimbursement (TR).

Ensure your payee is ready to receive a payment

- When a UCI employee needs to be reimbursed for an Entertainment Event or Travel expenses, the employee and the person preparing the reimbursement must each have TEM profiles. The following guides, links and FAQ's will help you create and edit TEM profiles.
    - How to create a TEM profile: This is a printable guide that can be saved and emailed to others.
    - Create your profile and add an arranger at the same time: This is a printable guide that can be saved and emailed to others.
    - Add an arranger to your existing profile : This is a printable guide that can be saved and emailed to others.
    - Understanding TEM Profiles and Arrangers: http://www.accounting.uci.edu/support/guides/tem-profile-explained.html
        - If you are reimbursing a UCI employee, ensure that you are an arranger for them. If you are not an arranger for an employee payee you will not be able to process a reimbursement for them.
    - Having trouble or getting errors? See our TEM Profile FAQ

- When a Vendor needs to be paid, ensure they have been onboarded into the Kuali Vendor Onboarding system.

- Students who are active UCI employees will need to create a TEM profile. Students who are not active employees can be paid using the One-Time Payee or Student feature in the Travel Reimbursement and Entertainment Overview tab.

Supporting Documentation

- Starting with the proper supporting documentation will ensure a quicker reimbursement process. Travel Accounting has a Supporting Document Guide to help you ensure that all required documents are included in your reimbursement request.

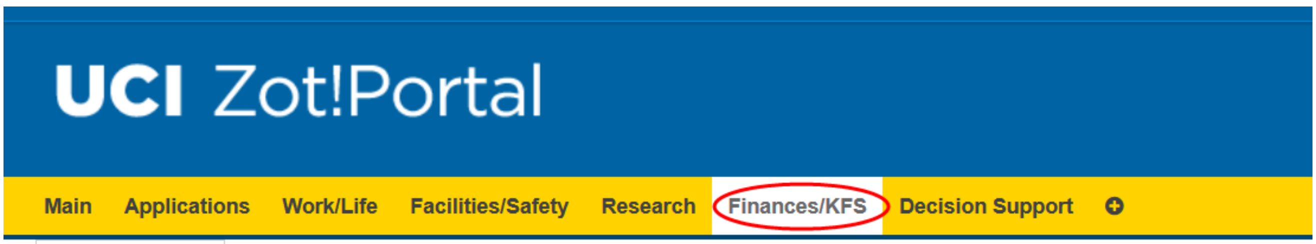
Using the Travel Reimbursement

This page briefly explains how to complete a basic Travel Reimbursement (TR) in KFS. Your department or school may have policies or procedures that pertain to processing these reimbursements, and should be followed if applicable. We recommend filling out the Trip Overview tab first, then filling out the rest. Remember to consistently save your work.

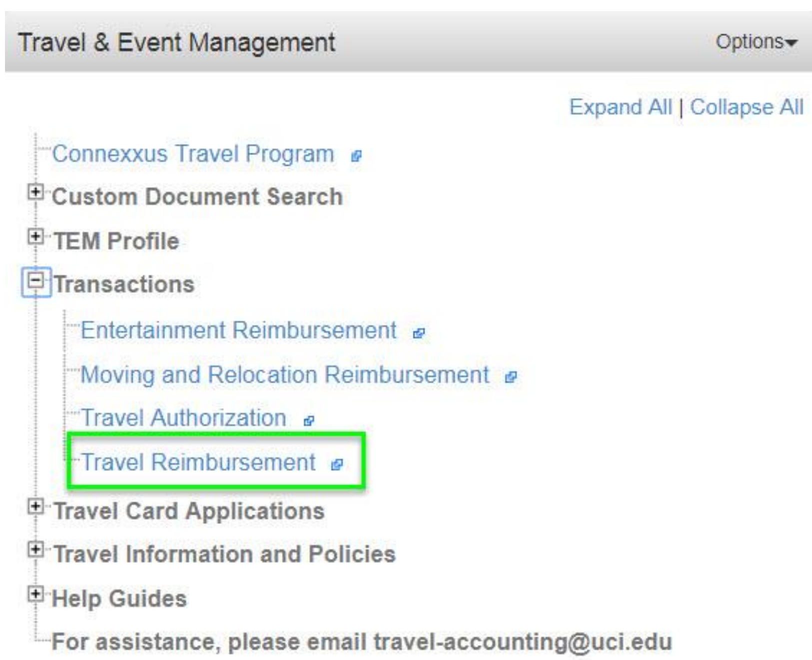
Where to Access the Travel Reimbursement (TR) Document

You can access the TR document in ZotPortal.

- You can access the TR document inZotPortal.
- Click on the Finances/KFS tab



- Under the Travel and Event Management Portlet. Expand the transactions menu by selecting the plus (+) sign.
- Click on Travel Reimbursement.
- A new TR document will open.



Trip Overview

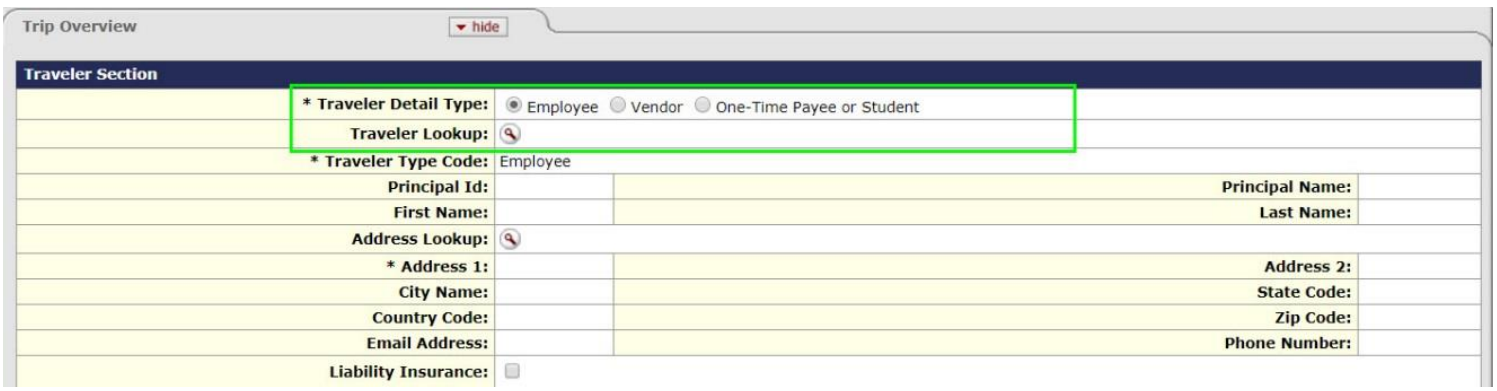
In the new TR document, scroll down to the Trip Overview tab.

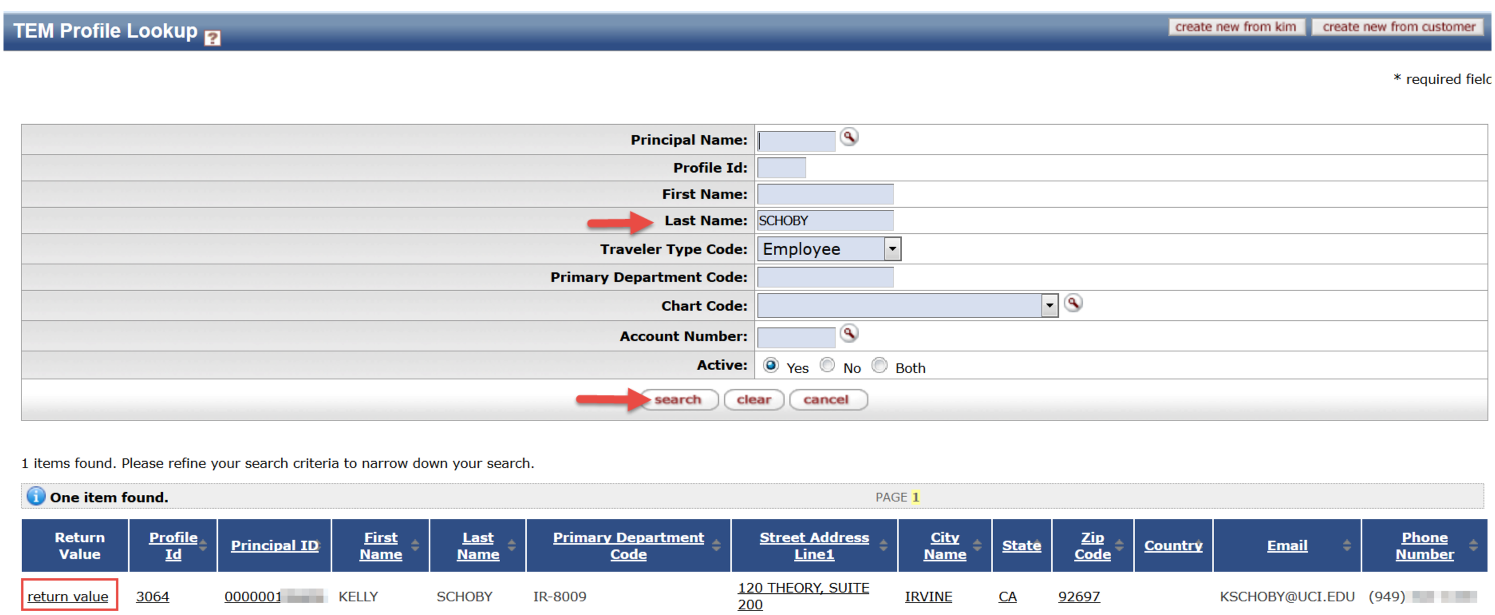
The **Traveler Detail Type** radio buttons allow you to choose the Type of payee.

- Employee
- Vendor
- One Time Payee or Student

Users can select the Traveler Lookup icon (click on the magnifying glass) to search for and choose a payee.

1) Choose the **Traveler Detail Type** radio button
2) Click on the **Traveler Lookup i**con.



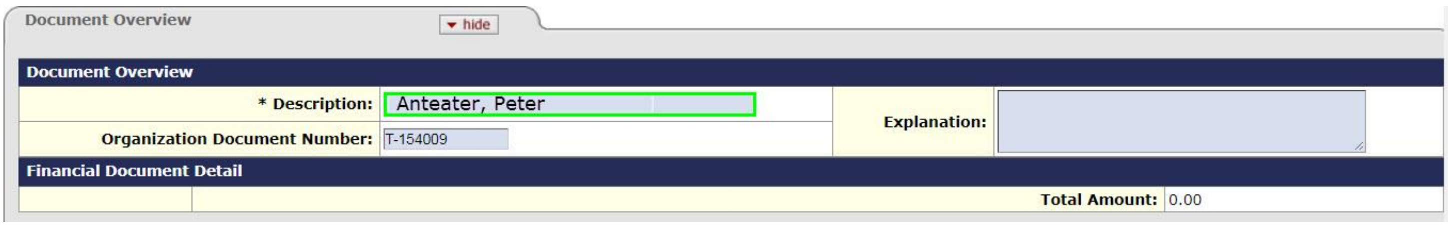


- Enter the last name of the traveler.
- Click on the 'search' button.

- The search will find all travlers with the last name entered.
- Click on the 'return value' of the correct traveler name, if more than one is listed.
- Save the document – click on 'save' button at the bottom of the TR document.

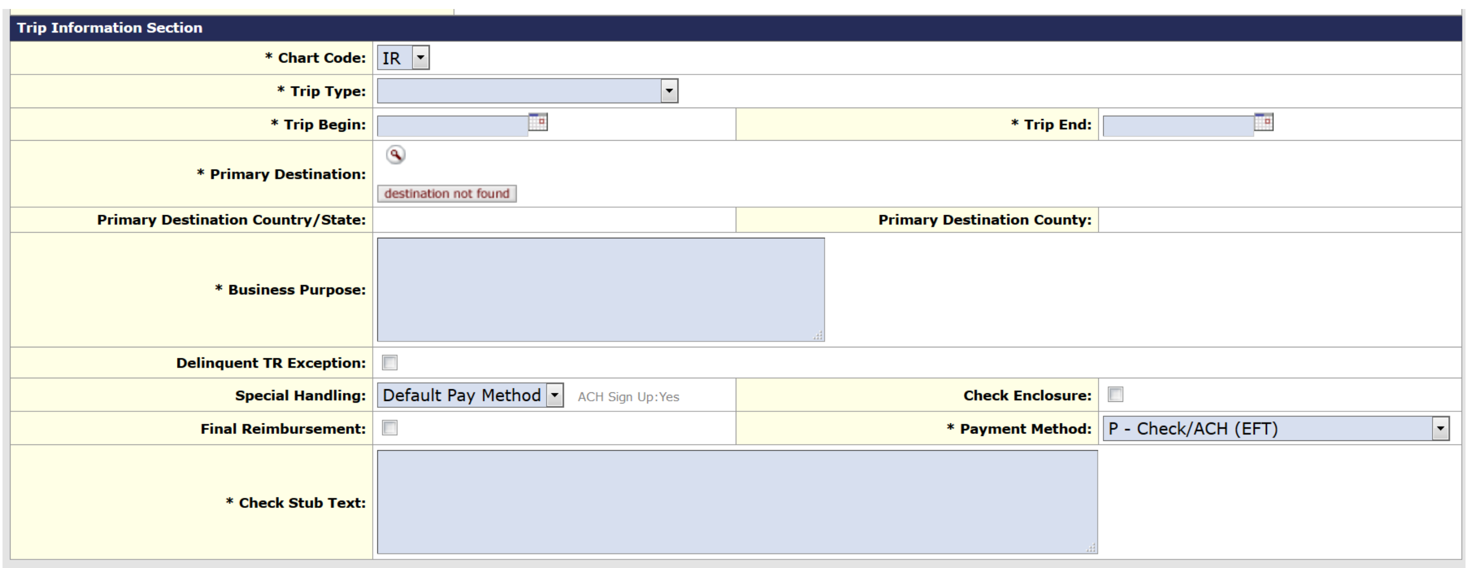
Document Overview

After the document is saved, the **Description** field will auto populate with the payee's name and the **Organization Document Number** will be automatically assigned by KFS.

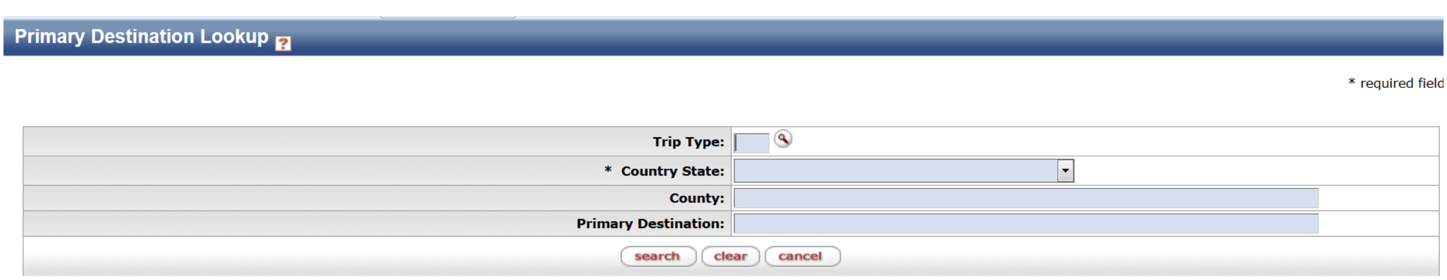


In the **Traveler Section** the traveler's information will also auto populate the traveler name, address and email address.

The **Primary Destination** lookup should be used to find the City of the traveler's destination



- Click on the magnifying glass image for the search of the destination city.

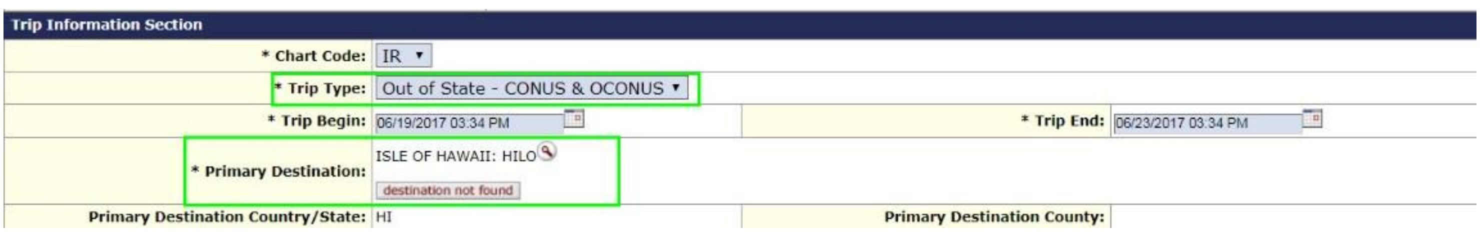


- Select the appropriate Country/State from the dropdown and type in the city the traveler went to in the "Primary Destination" field. Remember, when searching for specific words in KFS, it is recommended to enter an asterik (*) before and after the word you are searching for.

  For example when searching for Hilo, Hawaii, choose "Hawaii" from the Country State dropdown, then type in: *Hilo* and click "Search". Then click on "Return Selected" on the corresponding row that matches the correct destination.

- When selecting Hawaii, Alaska or a US Territory as the Primary Destination the Trip Type should always be Out Of State – CONUS & OCONUS. The City should be chosen in the Primary Destination lookup.

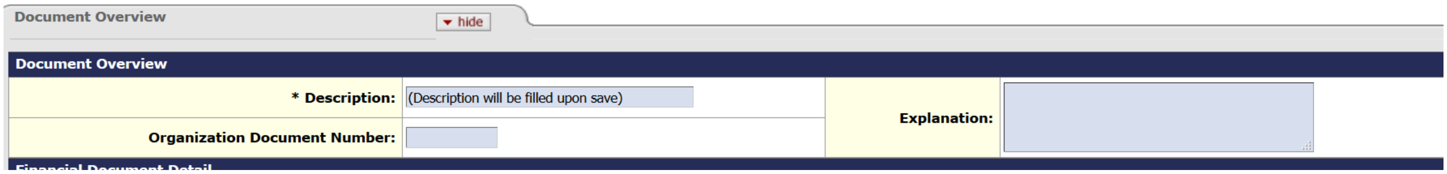
- Hawaii, Alaska and the US Territories are coded as OCONUS and will prompt the document to allow Per Diem to be added as an expense. Choosing "International" as the trip type for these destinations will cause them to show as Conus and adding Per Diem expenses will trigger an error.



The "destination not found" button can be clicked if you need to manually type in a destination and should be used <u>only</u> in following cases.

- Example: visitor from London to Irvine, California – the TR document will not recognize Irvine as an international destination. This example is considered an international trip from London to the U.S.
- When a traveler is traveling from outside the Continental United States to the United States:
  - Choose Trip Type **International**
  - Manually type in the Primary Destination, Primary Destination Country/State, and Primary Destination County.
- When a traveler is traveling from another state to California**:**
  - Choose Trip Type **Out of State**
  - Manually type in the Primary Destination, Primary Destination Country/State, and Primary Destination County.

Explanation

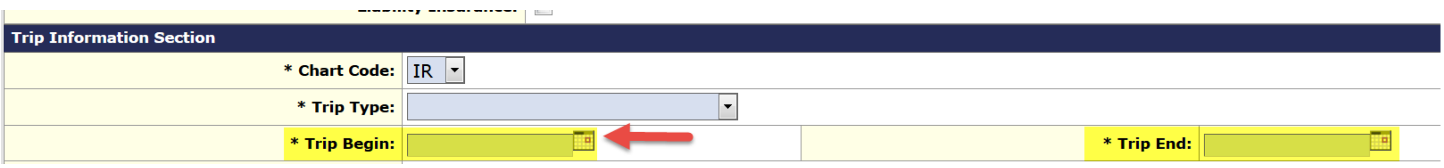


In the Explanation field, at the top of the TR document, be sure to include the Who, What, When, Where and Why details of the business trip. This is a brief description of the purpose of the business trip in two or three sentences or the initiator/arranger may list out: Who, What, When, Where, Why.

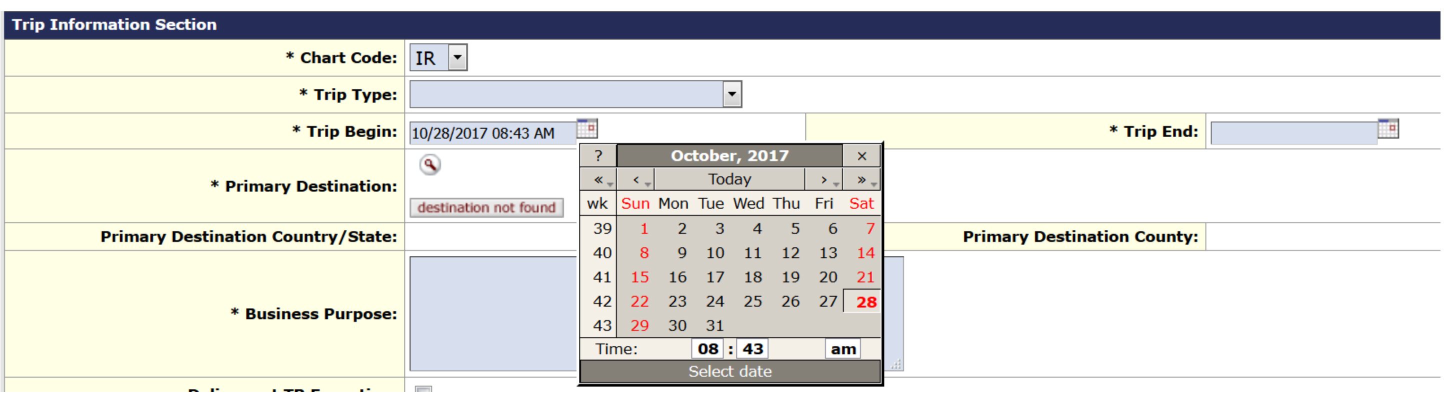
Trip Begin & End Date

Add the dates of when the UCI business trip begins and ends.

Add the date by clicking on the Calendar icon.

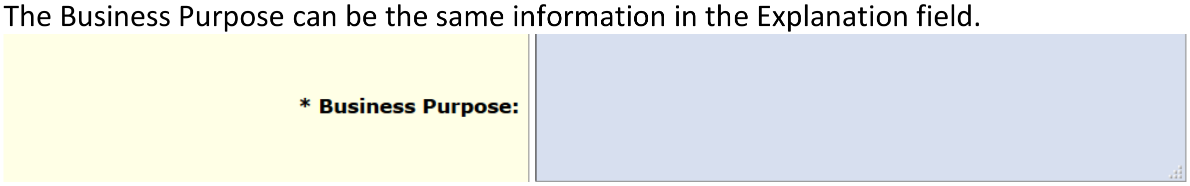


Choose the date by clicking on the day. Click on the ">" symbol to change the month and the ">>" option will change the year. The symbol "<" will change to the previous month and "<<" will change to the previous year. The "x" symbol with remove the calendar.



Business Purpose

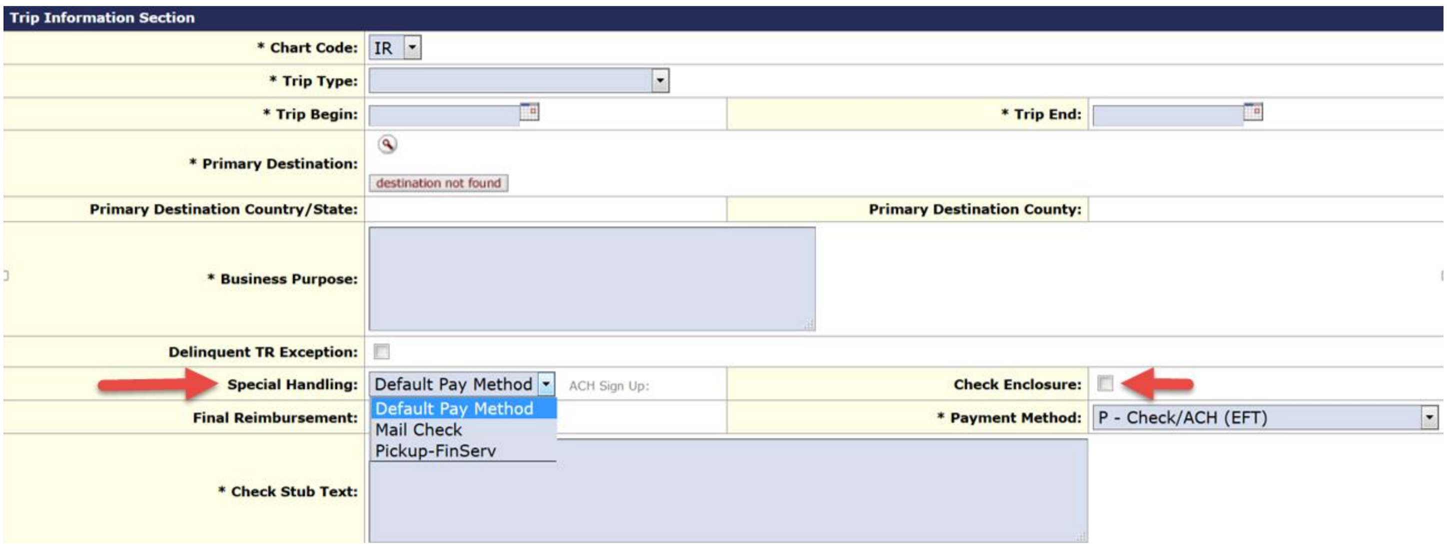
The Business Purpose can be the same information in the Explanation field.



Special Handling

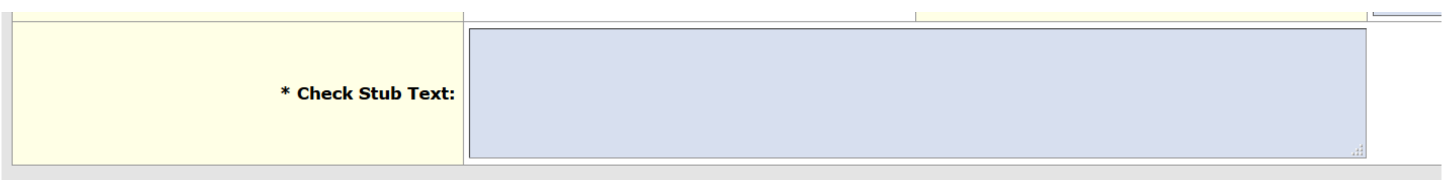
When creating a Travel Reimbursement e-document in KFS, users can select three special check handling options.

- Enclose additional documents with a check (i.e., invoice, letter).
- Print a check for pick up at Financial Services in Aldrich Hall.
- Force a check to be printed when the payee has ACH direct deposit set up.



Please see Accounts Payable's [Check Enclosures and Special Handling Guide] for details.

Check Stub Text

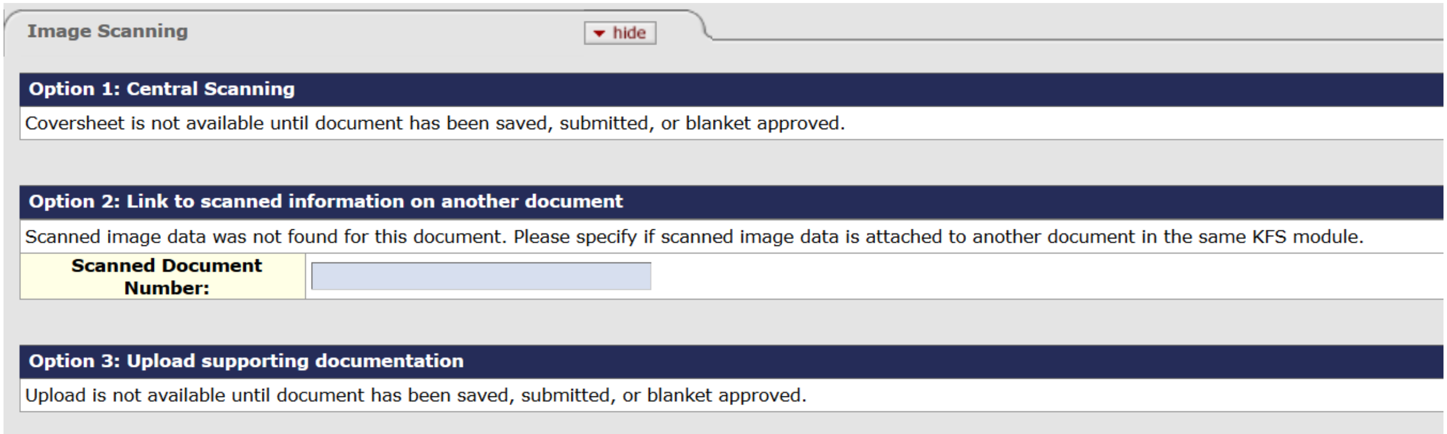


When paying a vendor, it is very important to type in details in the **Check Stub Text** field:

- Invoice number and invoice date – department will receive the vendor invoice
- Name of the event as listed on the vendor invoice or contract
- Date of the event
- Amount due
- Include vendor contact name if listed on the contract: Sales Manager, Event Coordinator, etc.

Image Scanning

There are currently three options on uploading supporting documentation relating to the reimbursement. For more information on what supporting documents are required, see the Reference Guide.



Option 1: Central Scanning

After the TR or ENT document has been saved, select the link in this section to print an automatically generated coversheet. All supporting documents should be clipped to it. Send the coversheet and supporting documents to Central Scanning. The e-document will be placed in a "scanning hold" until after documents are uploaded to FileNet by Central Scanning.

Option 2: Link to scanned information on another document

If your supporting documents were scanned into a previously completed TEM e-document that was subsequently disapproved, link that disapproved eDoc to the new one you are creating. Enter the document number of the disapproved document into the Scanned Document Number field in this section.

Option 3: Upload supporting documentation

Follow these steps to upload your supporting document images to FileNet:

- Upload is not available until document has been saved, submitted, or blanket approved.
- Before you upload any images, make sure that any sensitive or personal data is redacted. Files cannot be deleted after they are uploaded.
- Scan or photograph your documents into one of the following file formats: .pdf, .jpg, .jpeg, .bmp, .png, .tiff, or .tif.

- Go to the Image Scanning tab and click the Browse button to select the image from your computer.
- Click the Add button to upload your image to FileNet. No coversheet is needed.
- The Notes and Attachments Tab should never be used to upload supporting documentation items to a TEM or DV e-document. Sensitive or personal information cannot be redacted or removed once uploaded in the Notes & Attachments tab.

You can find more information on Image Scanning by clicking on the flowing links:

Feature Release News Article
Supporting Documentation Guide

Actual Expenses

The Actual Expenses tab is where users can provide details on the expenses relating to the travel that need to be reimbursed. Once an expense has been added, a new blank line appears. Users can further break down receipts, if desired, underneath the Expense Type/Date.

Step 1

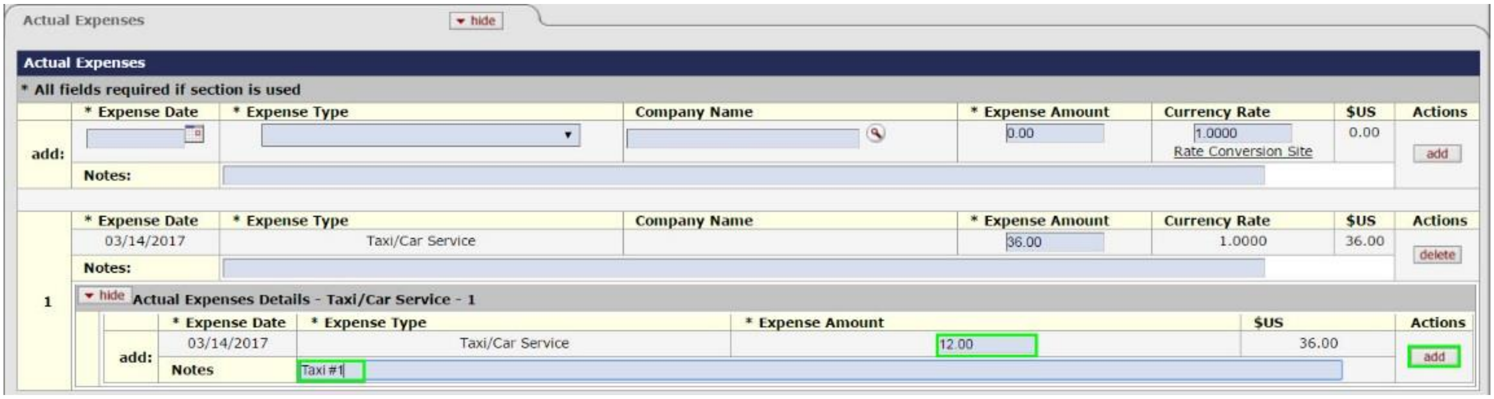
Enter the **Expense Date, Expense Type,** and the **Expense Total** amount of all three receipts. Then select the "**add**" button.

Step 2

Select the "show" button under the **N**otes field.

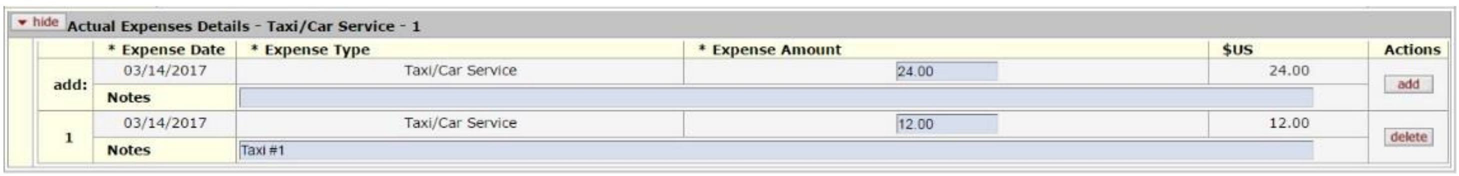
Step 3

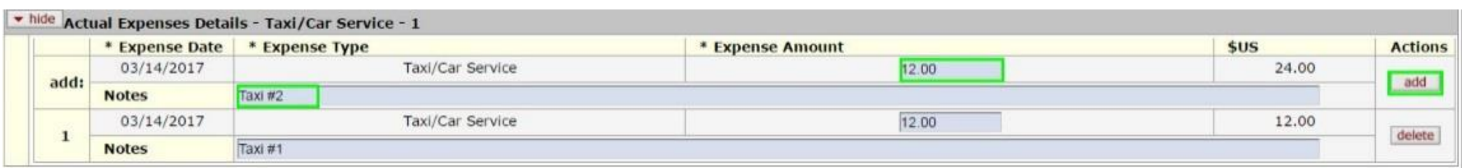
Enter the **Expense Amount** of the first receipt, then select the "add" button.



Step 4

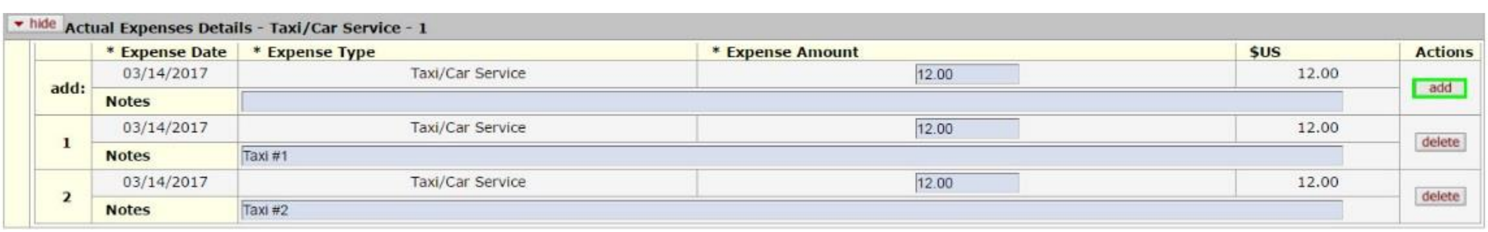
Once the first line is added a new line will appear above it with the balance of the total amount. Change the amount to the amount of the second receipt.





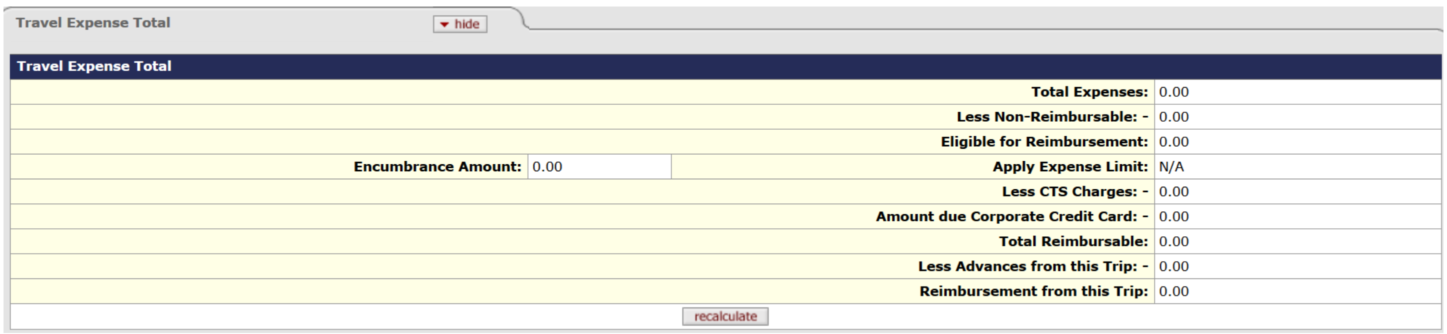
Step 5

Add the third expense and select the "add" button



CTS and Corporate Card charges can be imported and reconciled by selecting the Look Up/Add Multiple Imported Expense Lines icon.

Travel Expense Total

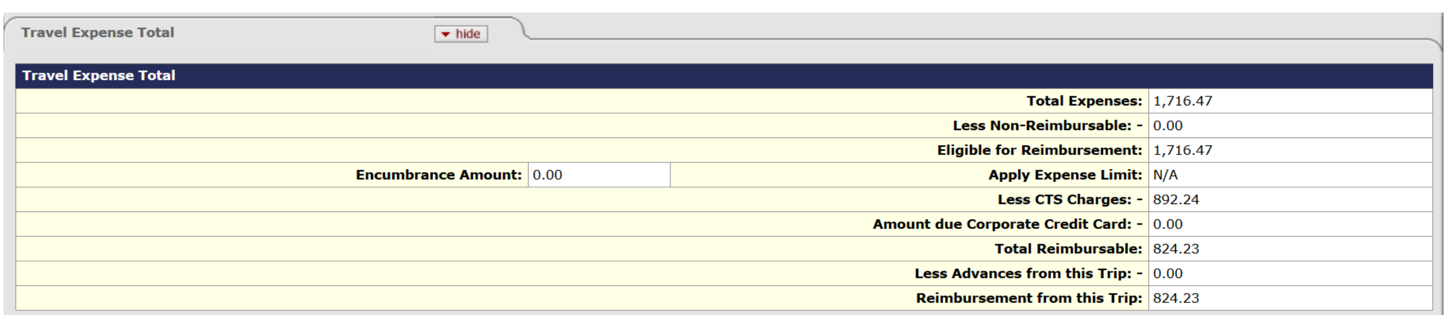

Travel Expense Total

		Total Expenses:	0.00
		Less Non-Reimbursable: -	0.00
		Eligible for Reimbursement:	0.00
Encumbrance Amount:	0.00	Apply Expense Limit:	N/A
		Less CTS Charges: -	0.00
		Amount due Corporate Credit Card: -	0.00
		Total Reimbursable:	0.00
		Less Advances from this Trip: -	0.00
		Reimbursement from this Trip:	0.00

recalculate

Summary of the example below:

- **Total Expenses**: total amount in the TR document
- **Eligible for Reimbursement**: total amount in the TR document
- **Less CTS Charges**: This expense is when a CTS card was used for air or lodging booked and charged on behalf of the traveler. This is not reimbursed to the traveler.
- **Total Reimbursable**: This amount is what will be reimbursed to the traveler for their out of pocket expenses.
- **Reimbursed from this Trip**: Total paid to the traveler.


Travel Expense Total

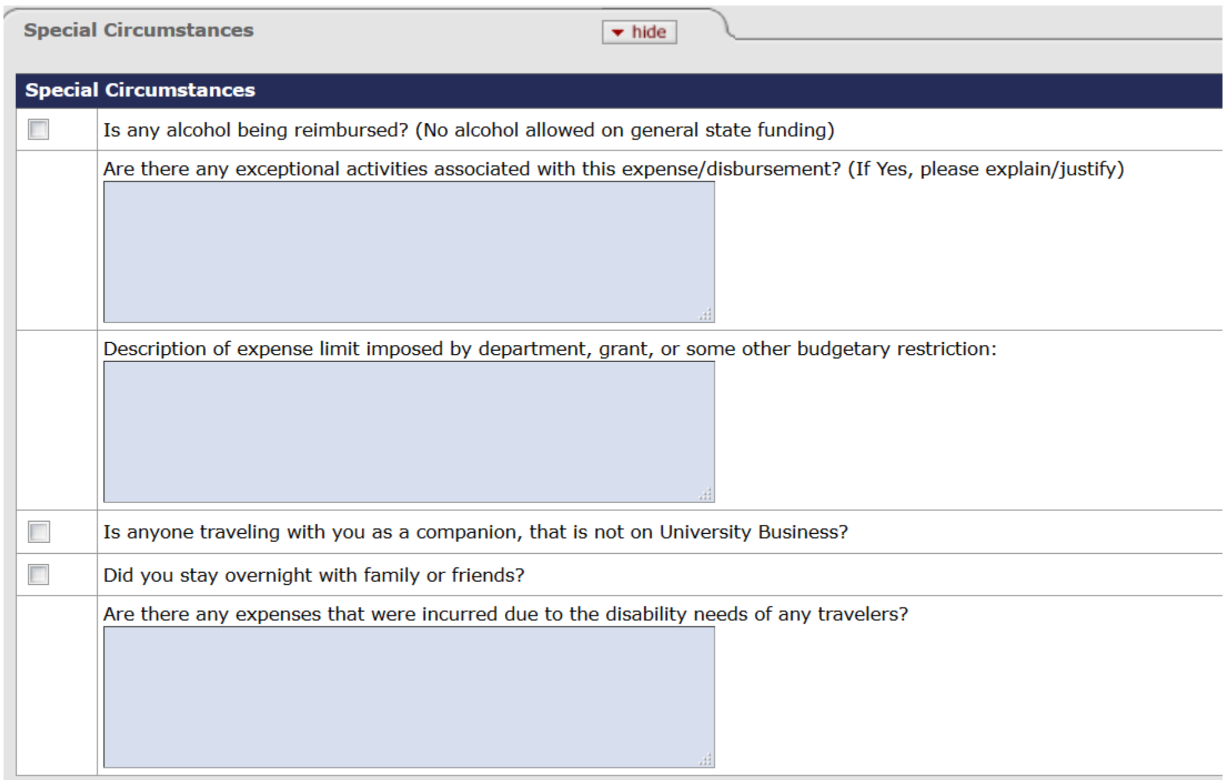
		Total Expenses:	1,716.47
		Less Non-Reimbursable: -	0.00
		Eligible for Reimbursement:	1,716.47
Encumbrance Amount:	0.00	Apply Expense Limit:	N/A
		Less CTS Charges: -	892.24
		Amount due Corporate Credit Card: -	0.00
		Total Reimbursable:	824.23
		Less Advances from this Trip: -	0.00
		Reimbursement from this Trip:	824.23

Special Circumstances

The Special Circumstances tab includes key questions that may be asked by Accounts Payable reviewers.

The question(s) should be checked ONLY if it pertains to the Travel Reimbursement. If not applicable, leave the section blank.

- Is any alcohol being reimbursed? (No alcohol allowed on general state funding)
- Description of expense limit imposed by department, grant, or some other budgetary restriction:
- Is anyone traveling with you as a companion that is not on University Business?
- Did you stay overnight with family or friends?
- Are there any expenses that were incurred due to the disability needs of any travelers?

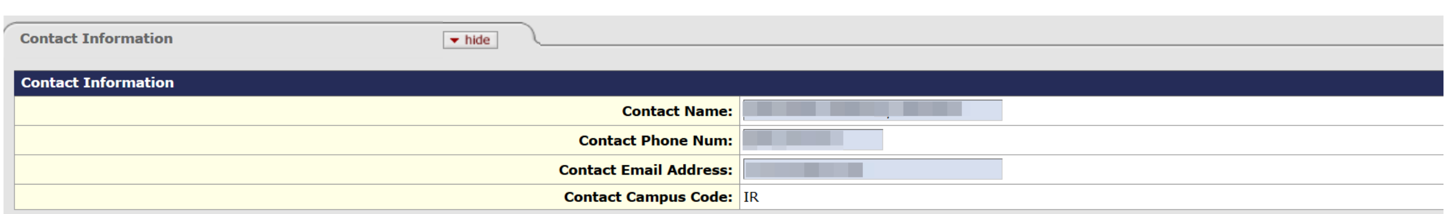

Special Circumstances ▾ hide

Special Circumstances

☐	Is any alcohol being reimbursed? (No alcohol allowed on general state funding)
	Are there any exceptional activities associated with this expense/disbursement? (If Yes, please explain/justify)
	Description of expense limit imposed by department, grant, or some other budgetary restriction:
☐	Is anyone traveling with you as a companion, that is not on University Business?
☐	Did you stay overnight with family or friends?
	Are there any expenses that were incurred due to the disability needs of any travelers?

Contact Information

Summarizes the Initiator's contact information: name, phone number, email address, Campus or Medical Center location.

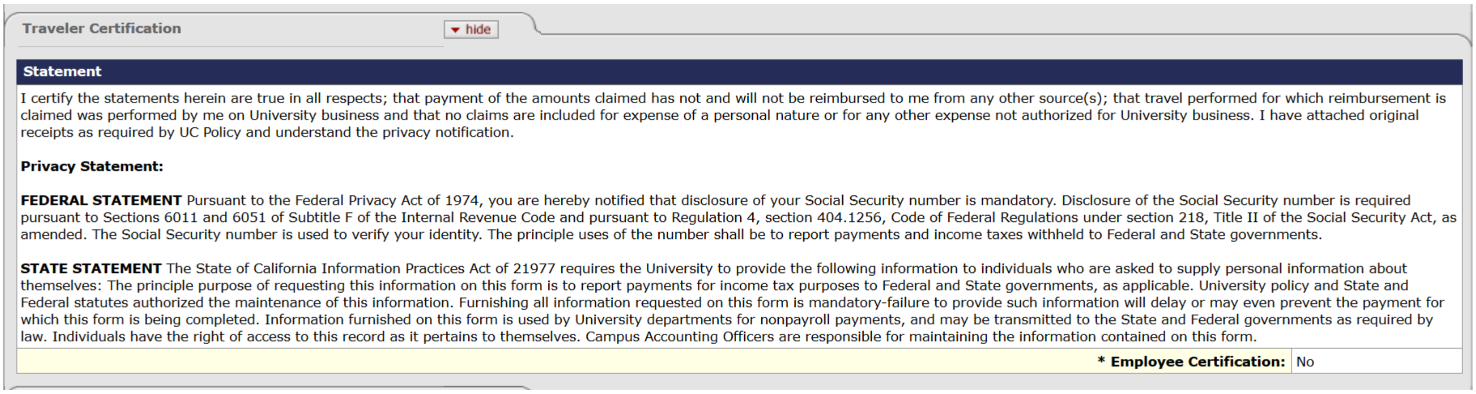

Contact Information ▾ hide

Contact Information

Contact Name:	
Contact Phone Num:	
Contact Email Address:	
Contact Campus Code:	IR

Traveler Certification

For further details, go to: http://www.accounting.uci.edu/support/tr/email.html



Traveler Certification ▾ hide

Statement

I certify the statements herein are true in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other source(s); that travel performed for which reimbursement is claimed was performed by me on University business and that no claims are included for expense of a personal nature or for any other expense not authorized for University business. I have attached original receipts as required by UC Policy and understand the privacy notification.

Privacy Statement:

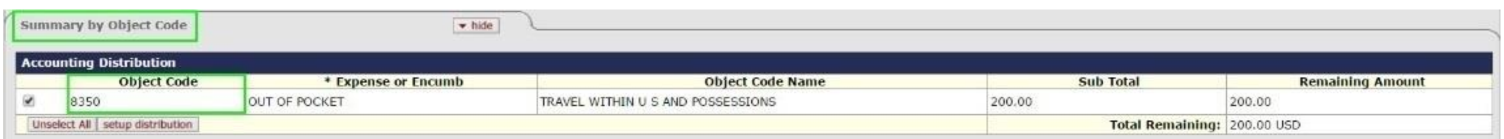
FEDERAL STATEMENT Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. Disclosure of the Social Security number is required pursuant to Sections 6011 and 6051 of Subtitle F of the Internal Revenue Code and pursuant to Regulation 4, section 404.1256, Code of Federal Regulations under section 218, Title II of the Social Security Act, as amended. The Social Security number is used to verify your identity. The principle uses of the number shall be to report payments and income taxes withheld to Federal and State governments.

STATE STATEMENT The State of California Information Practices Act of 21977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: The principle purpose of requesting this information on this form is to report payments for income tax purposes to Federal and State governments, as applicable. University policy and State and Federal statutes authorized the maintenance of this information. Furnishing all information requested on this form is mandatory-failure to provide such information will delay or may even prevent the payment for which this form is being completed. Information furnished on this form is used by University departments for nonpayroll payments, and may be transmitted to the State and Federal governments as required by law. Individuals have the right of access to this record as it pertains to themselves. Campus Accounting Officers are responsible for maintaining the information contained on this form.

*** Employee Certification:** No

Summary by Object Code

The “Summary by Object Code” tab lists the acceptable KFS Object Codes to be used for this reimbursement. These object codes were determined by the expense types identified in the Actual Expenses tab. No other Object Codes may be used on this eDoc, and users will get a warning/error if they try to input a different object code in the “Accounting Lines” tab.



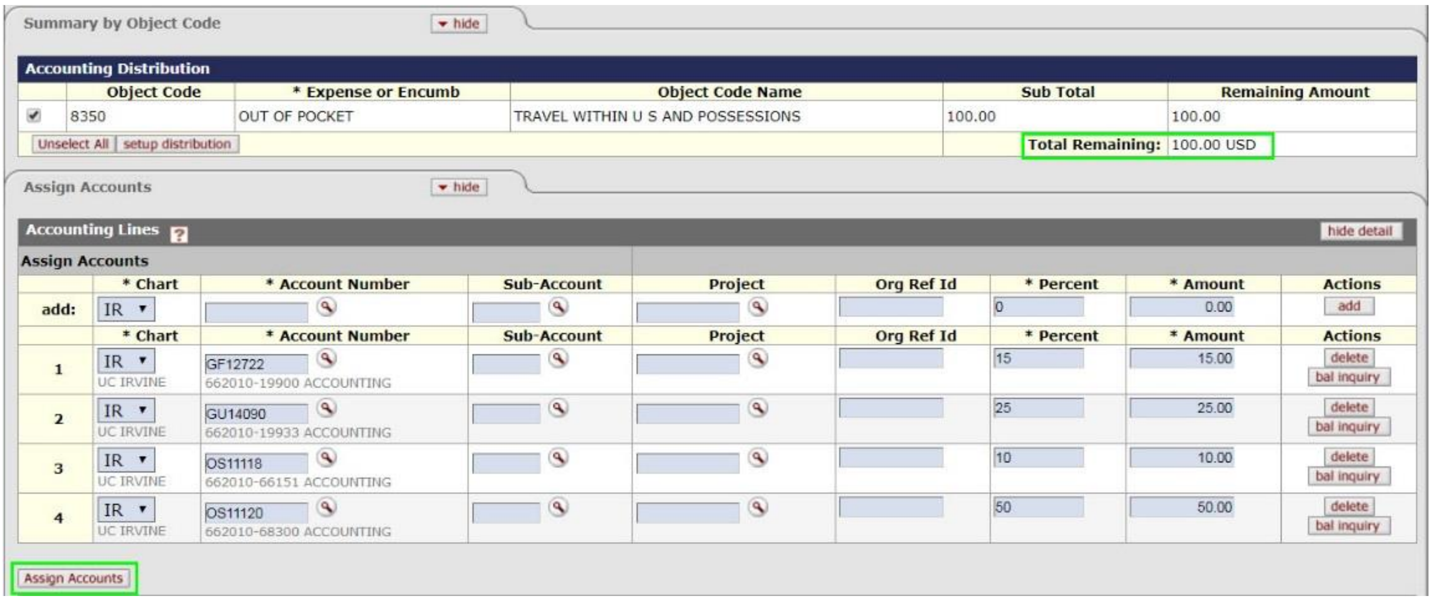
Summary by Object Code ▾ hide

Accounting Distribution

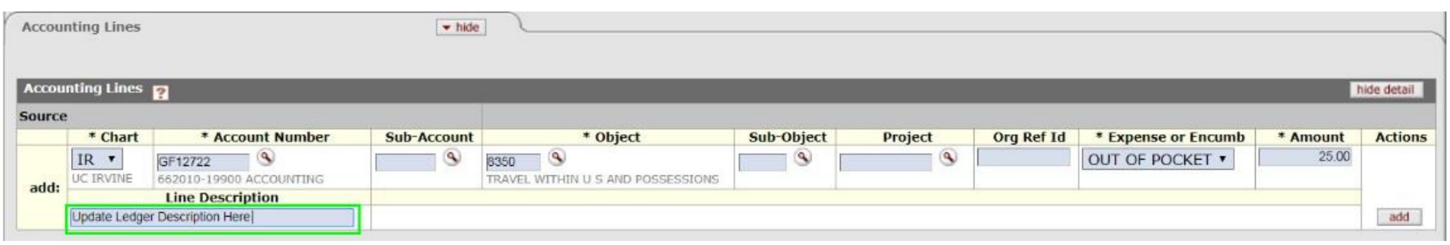
	Object Code	* Expense or Encumb	Object Code Name	Sub Total	Remaining Amount
☑	8350	OUT OF POCKET	TRAVEL WITHIN U S AND POSSESSIONS	200.00	200.00
Unselect All / setup distribution				Total Remaining:	200.00 USD

Assign Accounts

It is **not required** that the Assign Accounts be used. If multiple accounts need to be charged specific percentages of the total expenses, the Assign Accounts tab can be used. This total must equal the total expenses identified in the document. Once all lines have been entered, the Assign Accounts button is selected and the Accounting information is populated into the Accounting Lines tab.

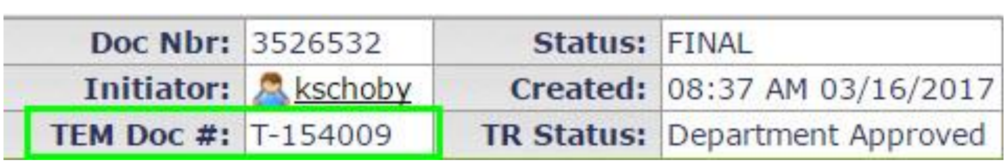


Each accounting line has a Line Description field. Information entered into the Line Description filed will show as the document description on the General Ledger. If the Line Description is left blank, the General Ledger will show the description that appears in the document overview tab.



Multiple Travel Reimbursement eDocs can be created for the same trip

The TEM Doc Number can be used to tie two or more reimbursements for the same trip together. Once a TR **Status** is **FINAL** a new TR can be created with the same **TEM Doc Number**.

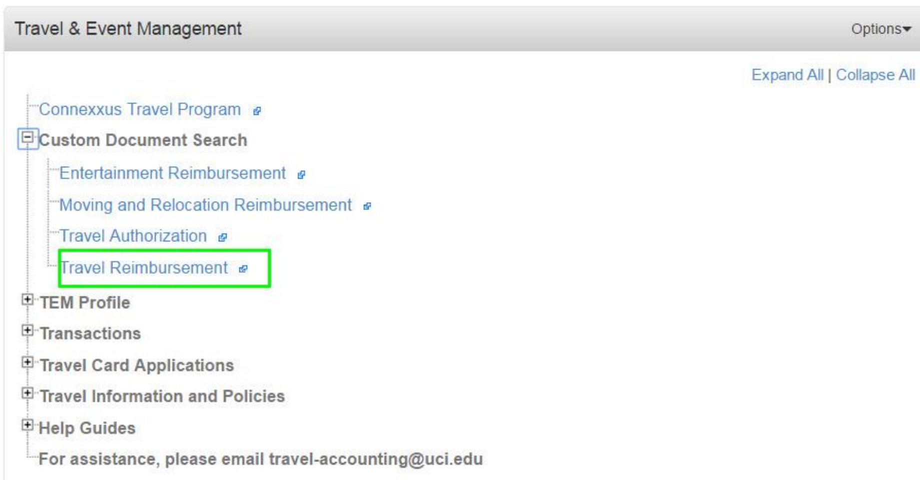


Example:

A traveler has paid for their airfare and hotel for an upcoming trip. Their Arranger can process a reimbursement prior to the trip. When the Traveler returns with meal and taxi expenses from the trip their arranger can process a second reimbursement with the same trip number as the first reimbursement as long as the first reimbursement is in **'Final'** status. If the processor needs to find all reimbursements for a particular trip, they can search using the TEM document number. *Take note of the TEM Doc #: T-154009.*

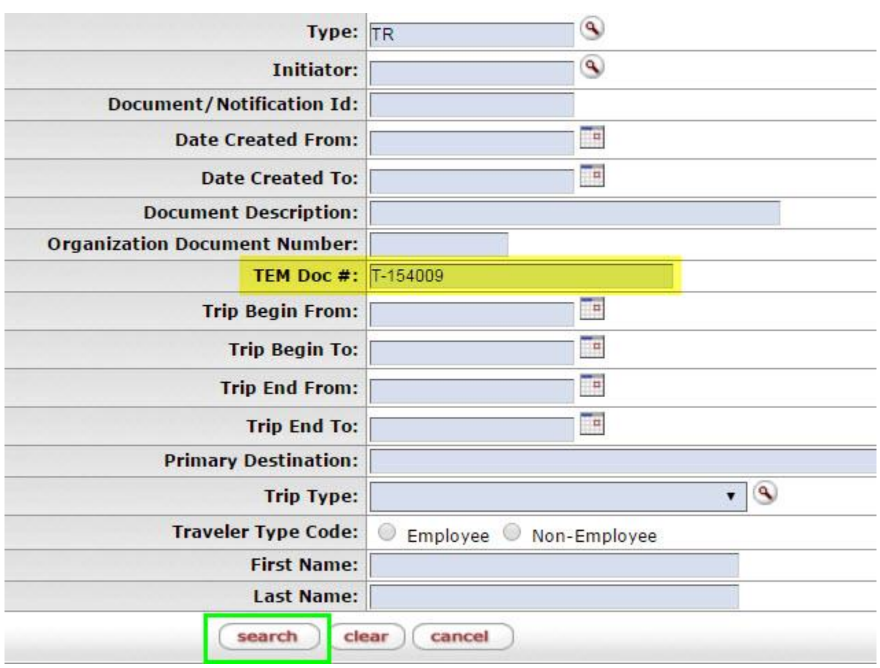
Step 1

Select the Travel Reimbursement **Custom Document Search** link in the Travel and Event Management portlet. Click on: Travel Reimbursement.



Step 2

Enter the TEM Doc Number of the first reimbursement.



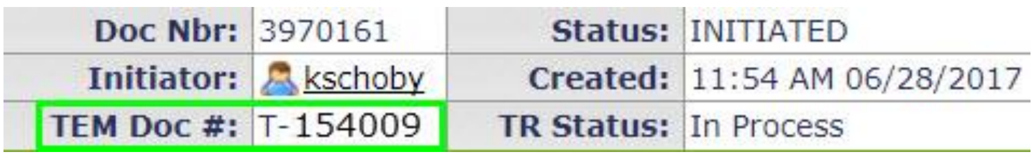
Step 3

Select the **New Reimbursement** link for the Final TR.

Actions	Document Number	Type	Title	Route Status	Document Status	Initiator	Date Created	Document Description	Organization Document Number	TEM Doc #	Object Code	Scanned?	Chart Code	Account Number	Organization Code	Ledger Document Type	Total Amount	Route Log
New Entertainment New Reimbursement	3526532	Travel Reimbursement	Travel Reimbursement -	FINAL	Department Approved		03/16/2017 08:37 AM			T-154009	8350	N	IR	OS11120	8009		50.00	

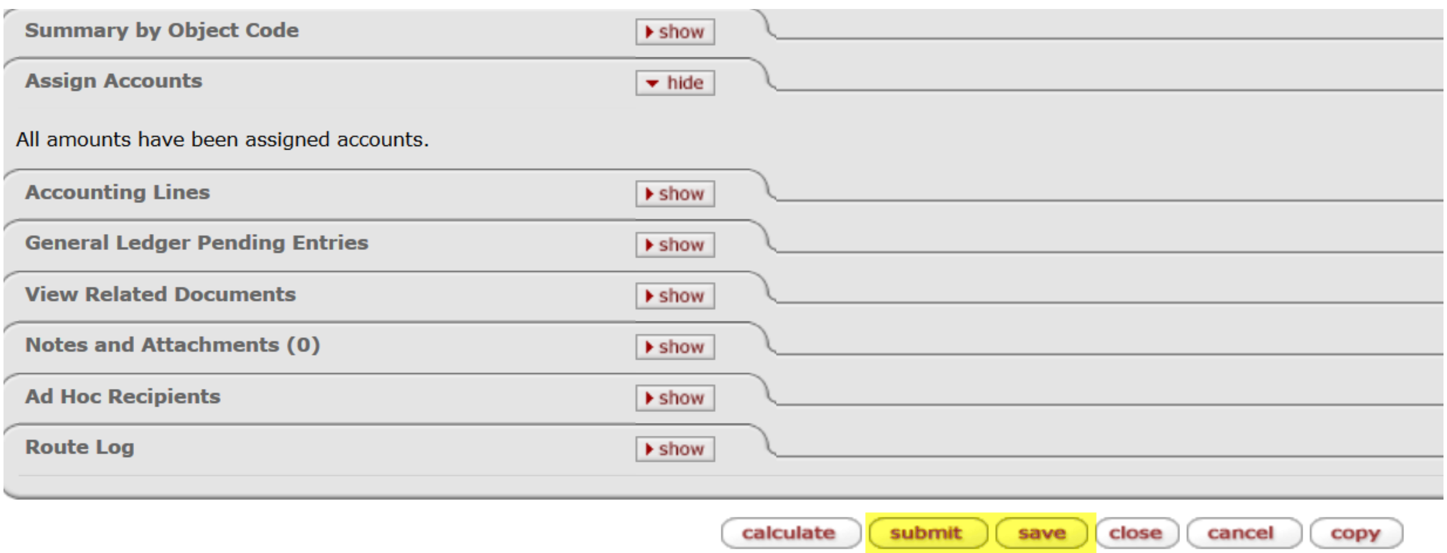
Step 4

A new document will open with the same TEM Doc Number as the first TR. Remove any expenses that were paid on the previous TR and add the remaining expenses. Once all required information has been entered, save and submit the document.



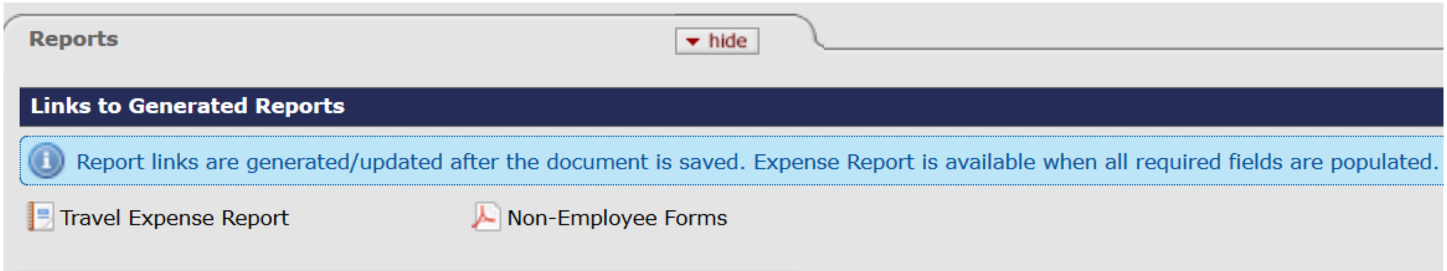
Doc Nbr:	3970161	Status:	INITIATED
Initiator:	kschoby	Created:	11:54 AM 06/28/2017
TEM Doc #:	T-154009	TR Status:	In Process

The **save** and **submit** buttons are at the bottom of the TR document.



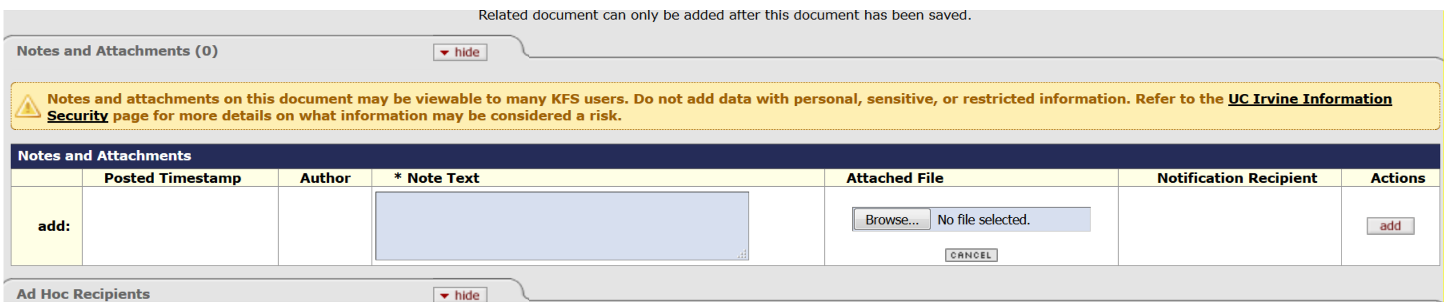
Reports

Once the document is completed and 'saved'. You will have access to the populated forms in the **Reports** tab:



- Non Employee Forms
- Travel Expense Report

Notes and Attachments



Additional information regarding the reimbursement may be added to the TR or ENT document at any time in the Notes & Attachments tab.

- Type information in the **Note Text** field
- Click on the '**add**' button

Notes and attachments on this document may be viewable to many KFS users. Do not add data with personal, sensitive, or restricted information. Refer to the UC Irvine Information Security page for more details on what information may be considered a risk.

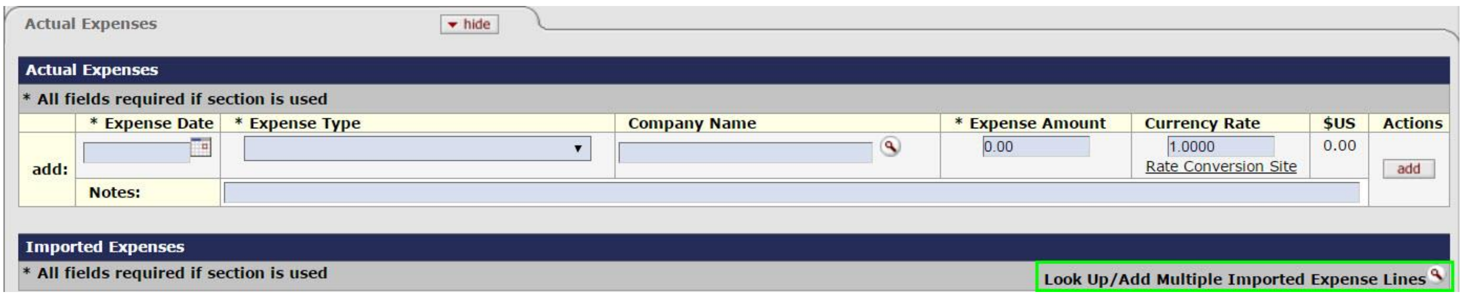
Corporate Credit Card & CTS

If the Employee Payee has used their Corporate Credit Card for expenses, Arrangers on behalf of the cardholder can look up their expenses and import them onto the TR or ENT eDoc.

If the Arranger has used their CTS Card to pay for travel expenses for a traveler, the Arranger can look up their own CTS Card expenses into a TEM eDoc.

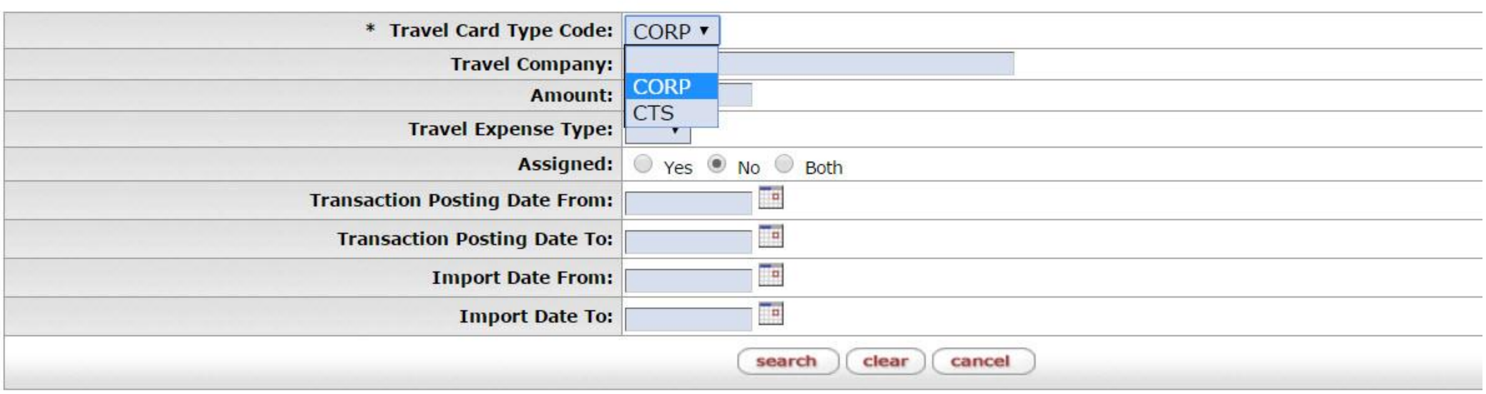
Step 1

To import expenses, Arrangers can select the magnifying glass lookup icon, to the right of the Imported Expenses section.



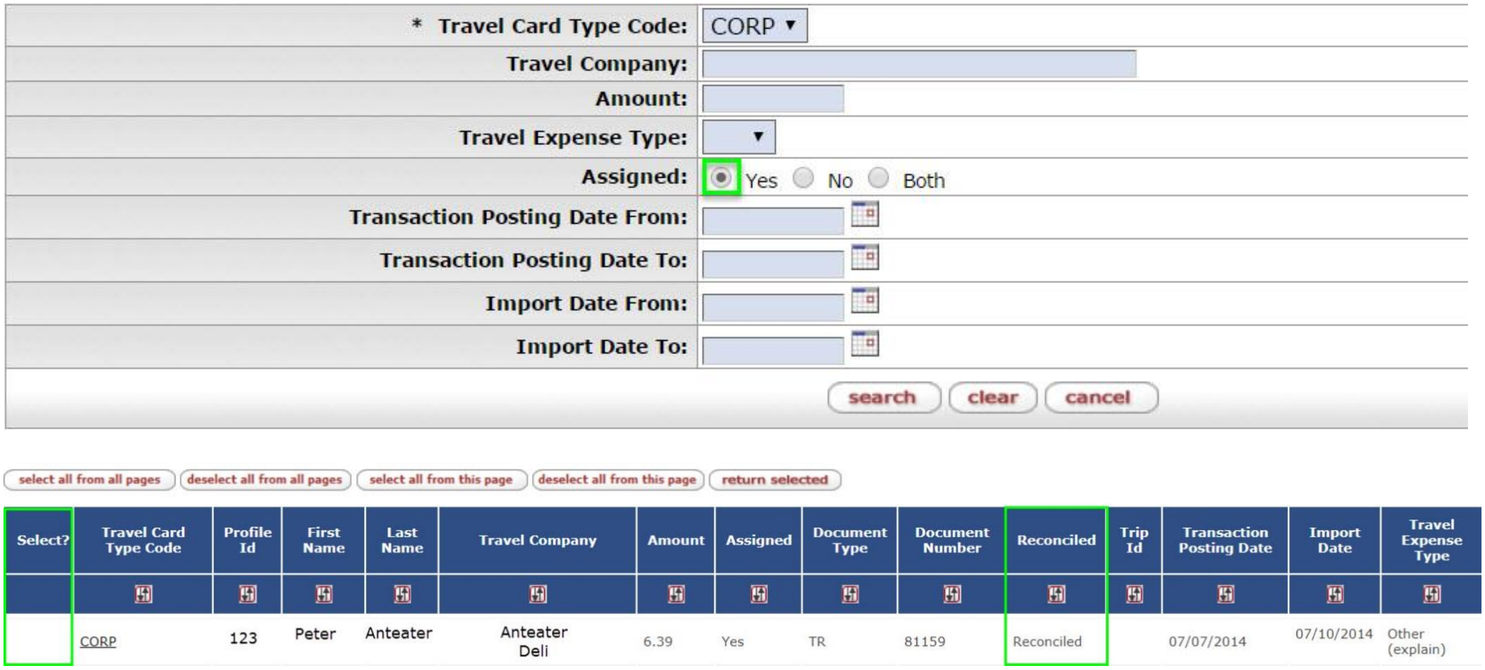
Step 2

When Importing Card Expenses, users must select the type of card they are importing. Additionally, they can narrow down their search criteria by Company, Transaction Date, etc. Searching for Corp Card expenses will bring up expenses from the *Employee Traveler's* Corp Card. Searching for CTS Card expenses will bring up expenses from the *Arranger's* CTS Card.

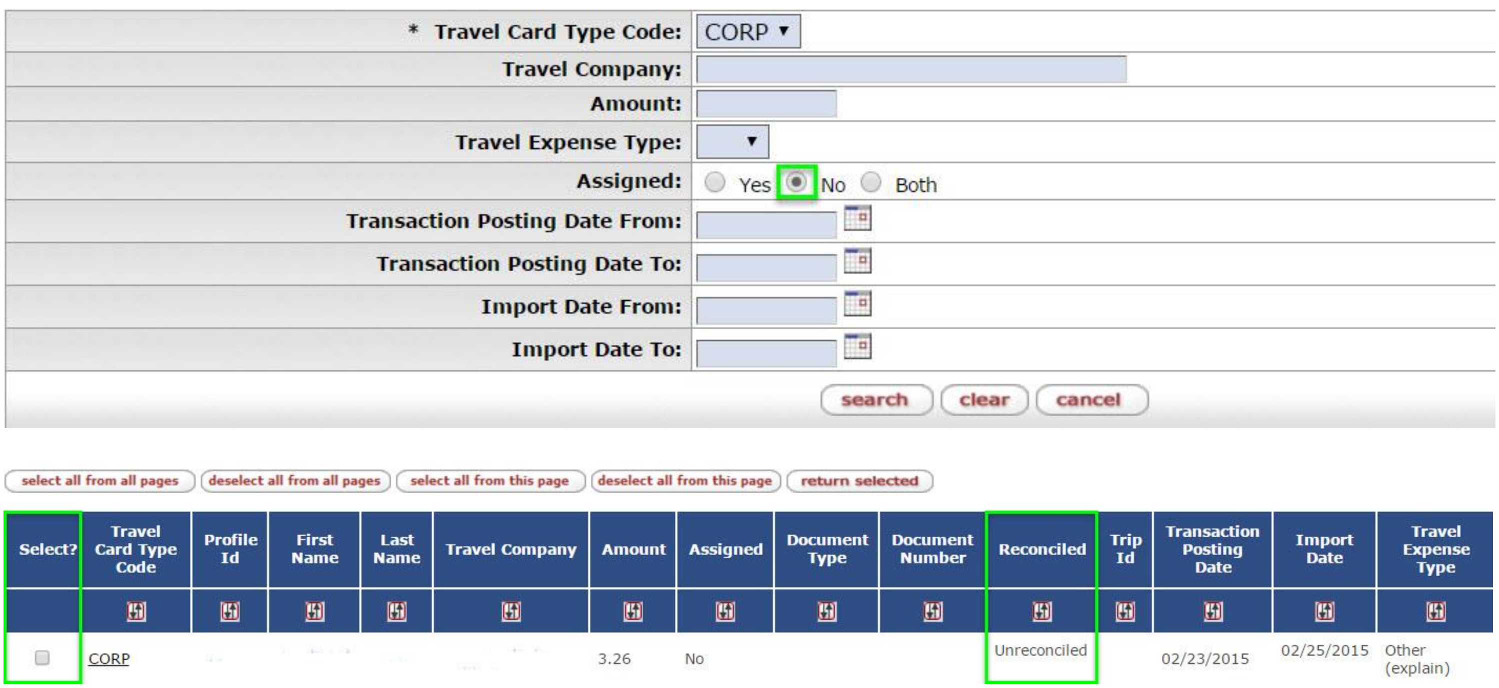


Use the Assigned radio buttons to see which card charges have been reconciled.

- When the Yes button is selected, only card charges that have already been imported into a TEM document will show. There are no check boxes to select these charges because they have already been reconciled.



- When the No button is selected, only card charges that have not been imported into a TEM document will show. Check boxes are available to select so that charges can be imported and reconciled.



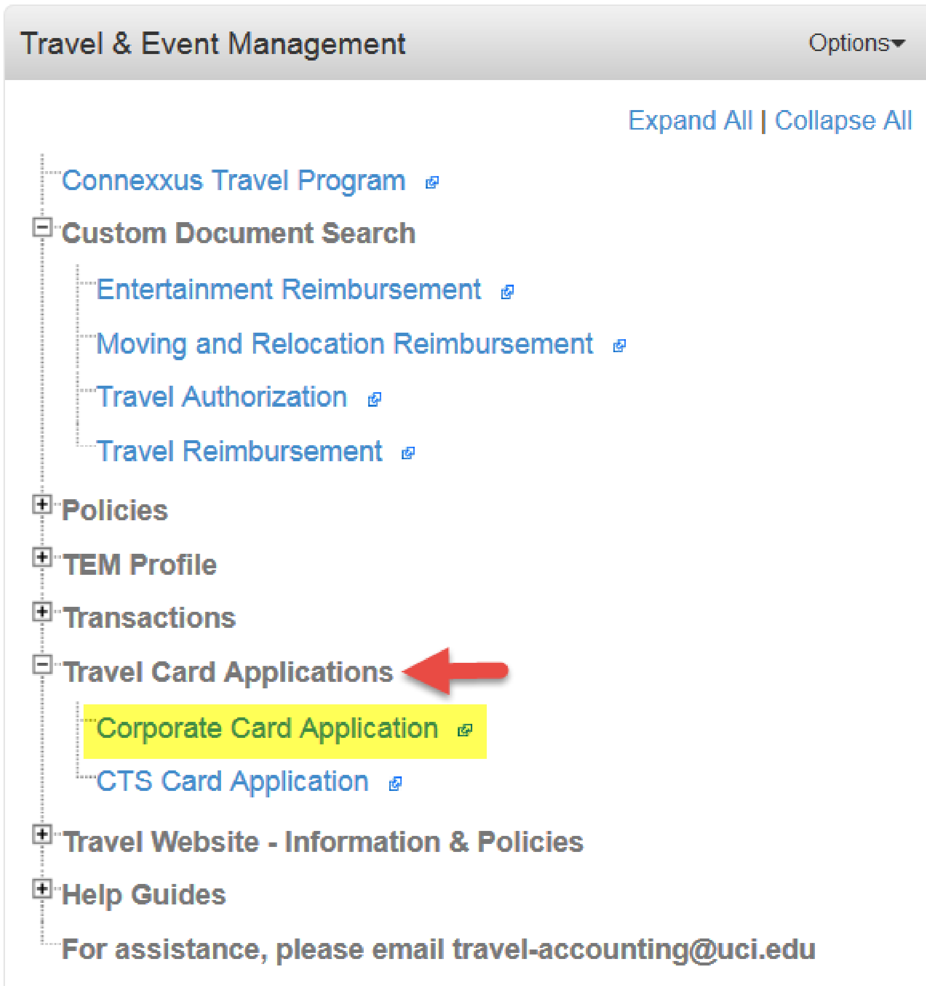
Step 3

Upon entering search qualifiers or performing a blank search, users can individually select the expense to be imported by ‘checking’ it in the “Select?” field. If the expense has already been used or identified as personal, it may still appear, but it will not be selectable.

Users must select the “return selected” button when they have identified all items to import.

Corporate Card Reference:

UCI Corporate Travel Card Program (how to apply)
Applications can be processed from the Travel and Event Management Portlet in KFS.
Click on the "+" sign next to "Travel Card Applications" to view the link to the Corporate Card Application.



Enter a description and explanation in the Document Overview tab. Please include what you intend to use this card for (i.e. business travel expenses or department meeting expenses, etc.) in the explanation field.

Review the TEM Profile tab to ensure all the information automatically populated is accurate. If changes need to be made, you will need to cancel this corporate card application, and update your TEM Profile before you initiate and submit an application.

Carefully review the User Agreement tab, as this is the cardholder agreement. If you accept this agreement, check the box to indicate acceptance.

User Agreement ▾ hide

Proper Use Agreement

-I understand that use of my U.S. Bank Corporate Card account limited to my own authorized University business entertainment and travel-related expenses only.

-My card is not to be used for personal expenses. I understand that I am personally liable for all expenses charged to this card. I understand and acknowledge that payment of the full balance is due upon receipt of each monthly statement.

Failure to comply with any of the above restrictions will be reported to the appropriate department head for further action and possible closure of my account.

I understand that the information provided on this form, as well as my Social Security number, will be provided to U.S. Bank.

Cardholder Agreement Activation

I understand that I am primarily liable for all charges on the card and that the University may be required to pay any charges that I do not pay. I agree that at such time that the University is notified of its liability for the payment of any unpaid charges, I will be liable to the University for the amount of such unpaid charges. I further agree that is this event the University may deduct the amount the amount of the unpaid charges from my salary or take other action to collect this debt obligation.

* **Accept User Agreement:** ☐

The document will automatically route to your Fiscal Officer and Department for approval before routing to Travel Accounting for approval. Once Travel Accounting approves this document, the application will be sent to US Bank for processing and your corporate card should arrive to the address listed on your application within 10 business days.

Before Applying for a Corporate Card:

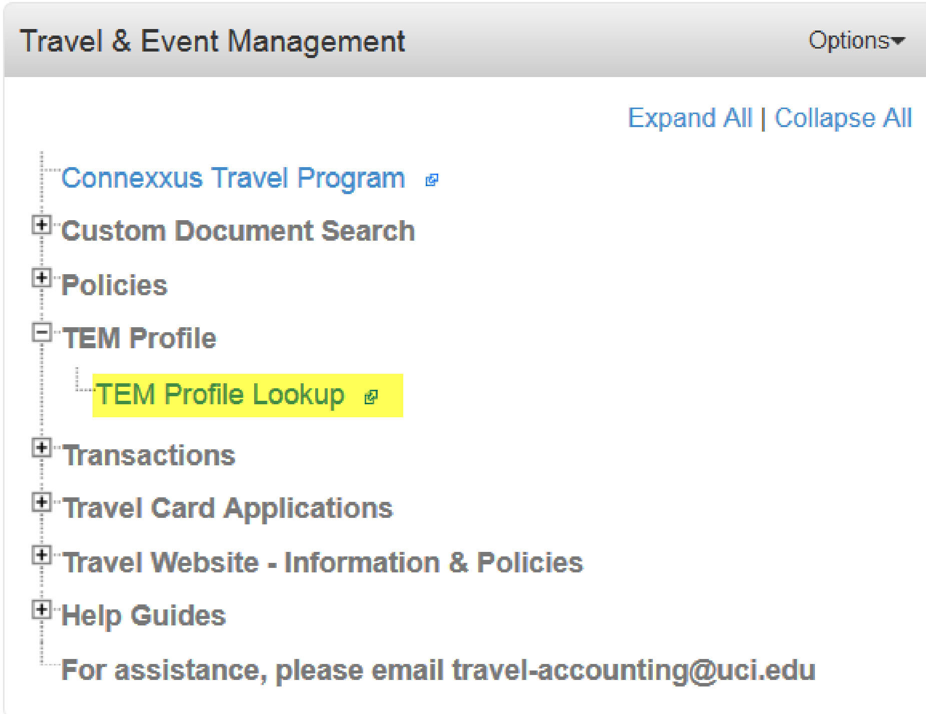
Before you can apply for a UCI Corporate Card, you will first need to have a TEM profile set up and a Default Account number will need to be entered on the TEM profile. If you get the following error message, it means that you do not have a default account number on your profile.

This user's TEM Profile doesn't have an Account associated with it. The application cannot be completed without an Account.

To set up your TEM Profile, please see instructions on our website here:
http://www.accounting.uci.edu/travel/before/tem-profile.html

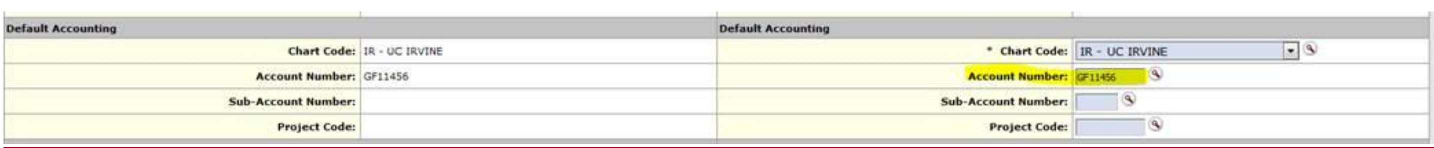
To add a default Account Number to your already existing TEM profile:

First log into KFS, then in the “Travel & Event Management” Portlet, click on the “+” sign next to “TEM Profile” to view the “TEM Profile Lookup” link, and click on this link.



From the TEM Profile Lookup screen, type in your first and last name and click "search". This should pull up a row with your name. Click on "Edit" on the far left, in the row that matches your name.

Once your TEM profile opens, Scroll down to the "Default Accounting" section of the "edit TEM Profile" tab. On the left side of the screen it shows the current default account number, and on the right side you can type in the new default account number.

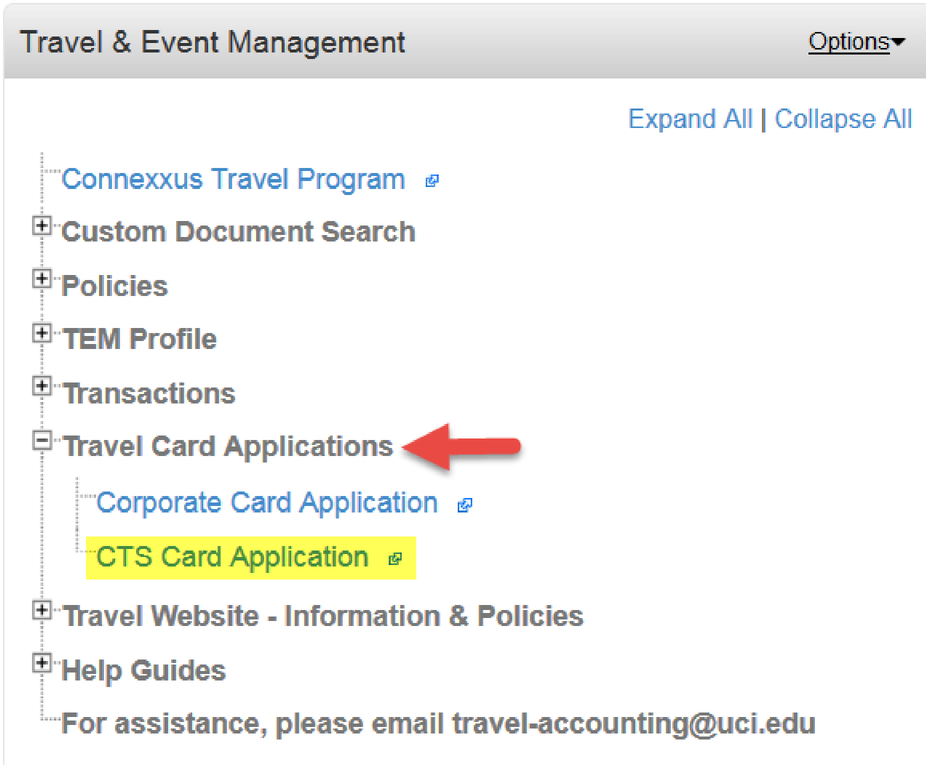


Once the new account number has been entered, you will need to add a description and explanation at the top of the document. If there are no other changes that need to be made, you can click "Submit" at the bottom. There is no approval process for this, so the change will take place immediately

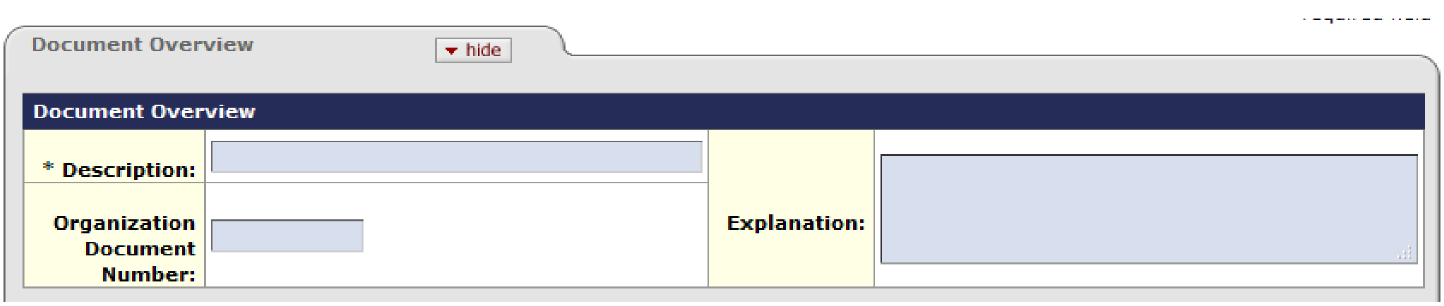
CTS Ghost Card Account:

UCI CTS Card Program (how to apply)

Applications for the CTS Account can be processed form the Travel and Event Management Portlet in KFS. Click on the "+" sign next to "Travel Card Applications" to view the link to the CTS Card Application.

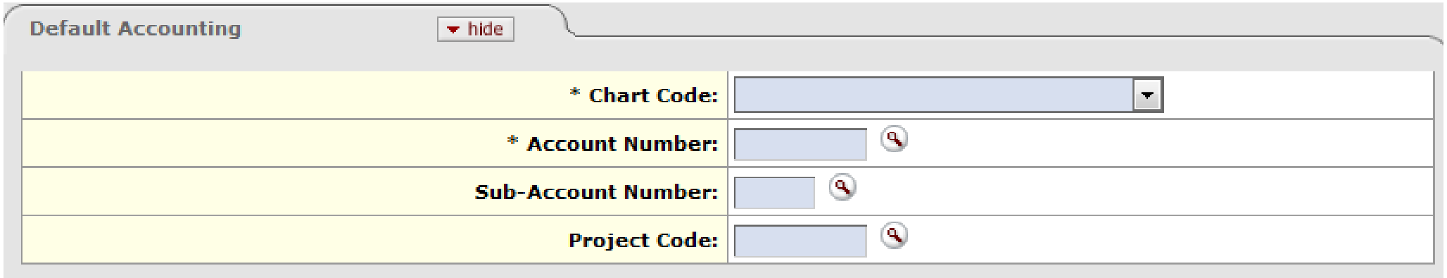


Enter a description and explanation in the Document Overview tab. Please include what you intend to use this card for (i.e. arranging travel for department guests) in the Explanation field.



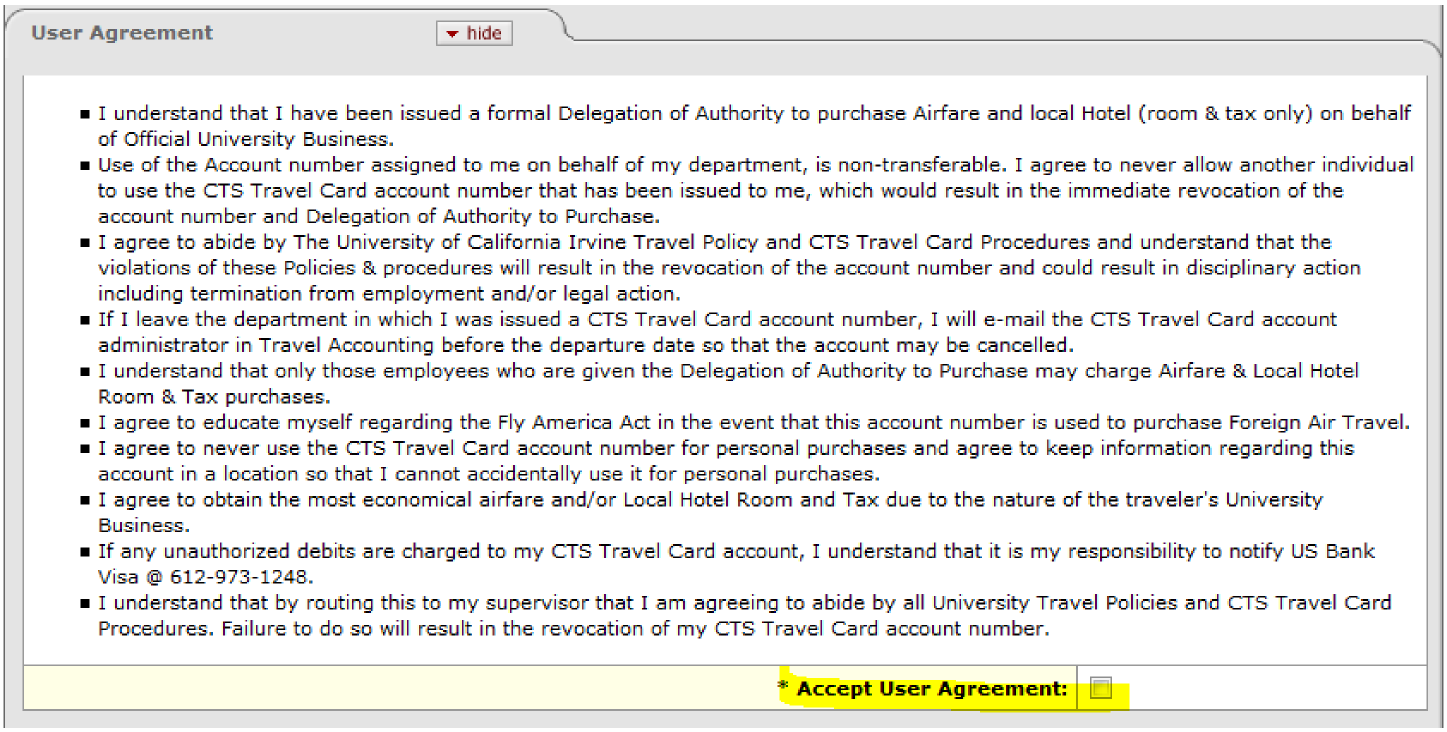
Review the TEM Profile tab to ensure all the information automatically populated is accurate. If changes need to be made, you will need to cancel this CTS card application, and update your TEM Profile before you initiate and submit an application.

Enter the Chart Code and Account Number on the "Default Accounting" tab. Since the CTS Account works like a debit card, we need to know which department KFS Account to debit whenever your CTS card is used. This Account Number can be different from the TEM Profile Default Account Number.


Default Accounting ▾ hide

* Chart Code:	
* Account Number:	
Sub-Account Number:	
Project Code:	

Carefully review the User Agreement tab, as this is the cardholder agreement. If you accept this agreement, check the box to indicate acceptance.


User Agreement ▾ hide

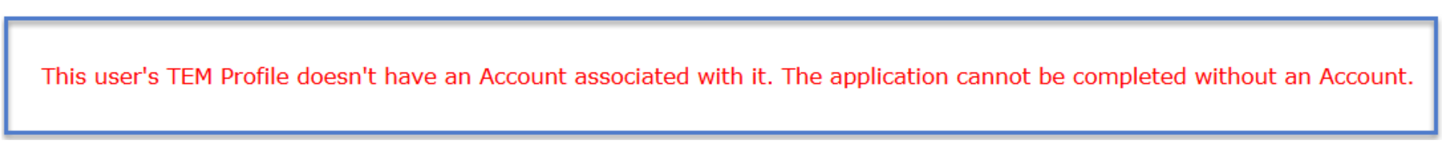
- I understand that I have been issued a formal Delegation of Authority to purchase Airfare and local Hotel (room & tax only) on behalf of Official University Business.
- Use of the Account number assigned to me on behalf of my department, is non-transferable. I agree to never allow another individual to use the CTS Travel Card account number that has been issued to me, which would result in the immediate revocation of the account number and Delegation of Authority to Purchase.
- I agree to abide by The University of California Irvine Travel Policy and CTS Travel Card Procedures and understand that the violations of these Policies & procedures will result in the revocation of the account number and could result in disciplinary action including termination from employment and/or legal action.
- If I leave the department in which I was issued a CTS Travel Card account number, I will e-mail the CTS Travel Card account administrator in Travel Accounting before the departure date so that the account may be cancelled.
- I understand that only those employees who are given the Delegation of Authority to Purchase may charge Airfare & Local Hotel Room & Tax purchases.
- I agree to educate myself regarding the Fly America Act in the event that this account number is used to purchase Foreign Air Travel.
- I agree to never use the CTS Travel Card account number for personal purchases and agree to keep information regarding this account in a location so that I cannot accidentally use it for personal purchases.
- I agree to obtain the most economical airfare and/or Local Hotel Room and Tax due to the nature of the traveler's University Business.
- If any unauthorized debits are charged to my CTS Travel Card account, I understand that it is my responsibility to notify US Bank Visa @ 612-973-1248.
- I understand that by routing this to my supervisor that I am agreeing to abide by all University Travel Policies and CTS Travel Card Procedures. Failure to do so will result in the revocation of my CTS Travel Card account number.

* Accept User Agreement: ☐

The document will automatically route to your Fiscal Officer and Department for approval before routing to Travel Accounting for approval. Once Travel Accounting approves this document the application will be sent to US Bank for processing. It takes approximately 10 business days for the Accounting office to receive the CTS Letter from US Bank. Once Accounting receives this letter we will reach out to the cardholder to schedule an issuance meeting, where we will train the cardholder on how to use their new CTS account.

Before you Apply for a CTS Card:

Before you can apply for a CTS Card, you will first need to have a TEM profile set up and a Default Account number will need to be entered on the TEM profile. If you get the following error message, it means that you do not have a default account number on your profile.


This user's TEM Profile doesn't have an Account associated with it. The application cannot be completed without an Account.

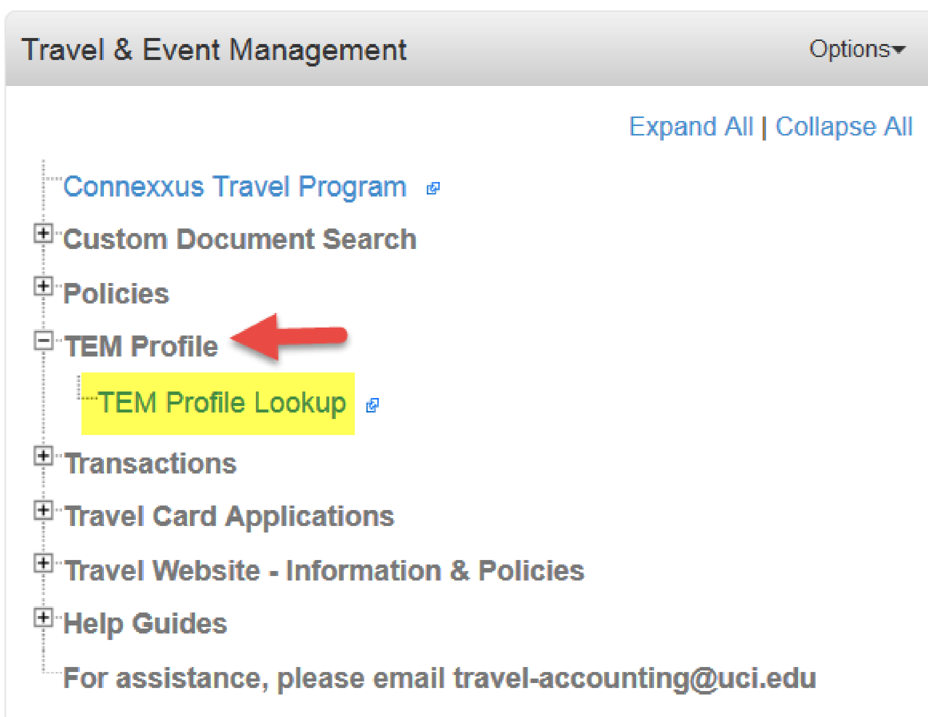
You will also need to be listed as a TEM Profile Arranger for someone else or be granted the TEM Organization Profile Arranger role in KSAMS.   If you get the following error message, it means you are not listed as an Arranger.

To become a TEM Organization Profile Arranger, please discuss this with your Department Security Administrator as they will need to grant you access.

To set up your TEM Profile, please see instructions on our website here:
http://www.accounting.uci.edu/travel/before/tem-profile.html

To add a default Account Number to your already existing TEM profile:

First log into KFS, then in the "Travel & Event Management" Portlet, click on the "+" sign next to "TEM Profile" to view the "TEM Profile Lookup" link, and click on this link.



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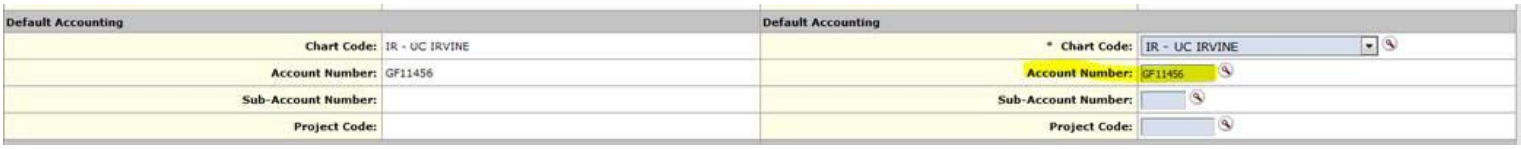
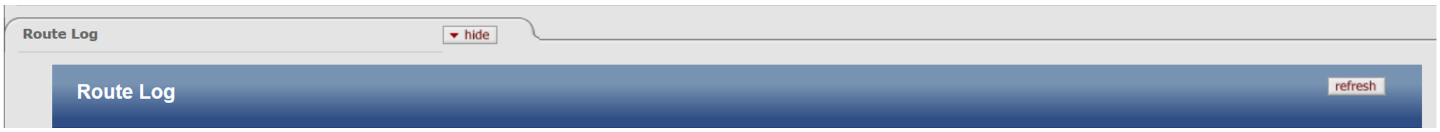


Once the new account number has been entered, you will need to add a description and explanation at the top of the document. If there are no other changes that need to be made, you can click “Submit” at the bottom. There is no approval process for this, so the change will take place immediately.

Routing and Roles

There is an expectation that all users involved in this transaction be familiar with the various UC policies governing the particular payments they are processing. Although the system and this support site attempts to guide the user in certain areas, it is the Initiator and Approver's responsibility to ensure the transaction complies with policy. Any additional **s**chool or department policies should be followed per your local Financial Management.



If the Payee is an employee, the Payee must have a TEM Profile and the Initiator must be an Arranger for the payee. See the TEM Profile guide here.

- **Initiator**
  Any active faculty or staff can initiate **a TR or ENT document**, but must be an arranger for the Payee
- **Payee (Traveler)**
  Approves and certifies the eDoc
- **Fiscal Officer**
  Approves the eDoc
- **Scanning Hold**
  Waits for supporting docs to be scanned
- **Accounting Reviewer**
  Approves or receives an FYI for document. This step is optional.

Initiator

The Initiator is the employee who creates the TR or ENT document. When a UCI employee is being reimbursed, the initiator must be an arranger for the Traveler. Initiators must have an active TEM Profile to create an TR or ENT document.

Payee (Traveler)

The “Traveler” is the person being reimbursed. If the “Traveler” is an employee, the TR or ENT will route to them electronically. If the “Traveler” is not an employee, the initiator will print the Non-Employee Form and have the “Traveler” sign it. The Non-Employee Form should be sent to scanning with the coversheet and supporting documentation.

Fiscal Officer

The Fiscal Officer is responsible for approving day-to-day activity on an account. Fiscal Officer approval is required for the TR or ENT.

System User (Kuali Financial System Us, Kuali Financial System US)

This appears in the Route Log to let approvers know that the supporting documentation and cover sheet still needs to be scanned to the document.

Accounting Reviewer

The optional Accounting Reviewer role creates an additional workflow step on an e-document after the Fiscal Officer.

Travel Manager

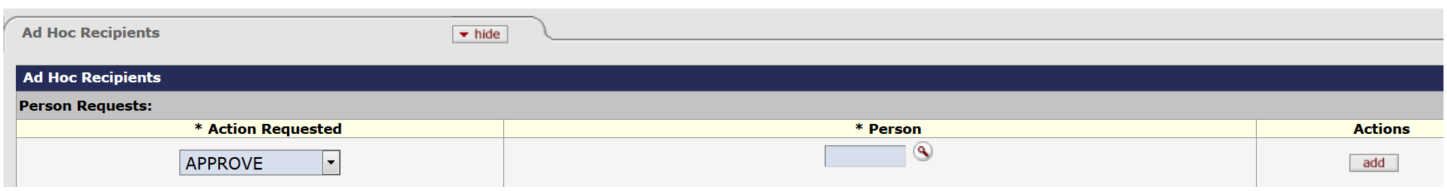
The Travel Manager is a group of Accounts Payable staff members. The Travel Manager is the last approval for the TR or ENT.

Ad-Hoc Routing and exceptional approval:

http://www.accounting.uci.edu/travel/reimbursement/approval.html

http://accounting.uci.edu/support/fiscalofficers/workflow/ad-hoc.html

Ad Hoc Recipients



The department may add additional approvals to the Route Log to review and approve the TR or ENT document. When to send the APPROVE ad-hoc request:

- Exceptional approval is required for exceptions to policy or delinquency
- Additional approval
- Appropriate approver for the traveler that does not report to the fiscal officer or accounting reviewer
- Dean expenses require additional approval from the VCABS Group.