
eMARS1201

TRAVEL



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TOPIC 1 - TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT OVERVIEW

PURPOSE

The purpose of this topic is to provide an overview of the **Travel Authorization** and **Expense Reimbursement** process for the Commonwealth of Kentucky using eMARS. The following types of users are involved in the Travel Authorization and Expense Reimbursement process:

- The traveler is the person who is traveling on behalf of the Commonwealth and is incurring expenses resulting from the trip;
- The approver is the person (usually a manager or supervisor) who approves a trip or expenses for a traveler; and,
- The travel system administrator is the person who maintains the travel system based on the Commonwealth travel regulations. This is a centralized task that the Finance Cabinet, Statewide Accounting Services performs.

EXPECTATIONS

- Prerequisites: eMARS 101 Intro to eMARS (“on-line”)

TRAVEL GENERAL INFORMATION

- **TE** stands for Travel Encumbrance but the event type that the user selects is a non-encumbering event type. The **TE** document is used for both in-state (**IS**) and out-of-state (**OS**) travel.
- When seeking a travel authorization for out-of-state travel, the user must submit a **TE** document prior to the travel taking place.
- When selecting the destination on the **TE** and **TP** documents, the user should choose whether the travel is in-state or out-of-state and also select the destination code which has the correct mileage rate assigned to it. For example, **ISPOV45** is travel In-state where the current mileage rate is 45 cents per mile. The **IS** and **OS** codes are established on the Destination (**DSTN**) table. Select the destination, from the Destination (**DEST**) table pick list, that defines your mileage reimbursement rate
- Multiple employees can be entered on the same travel authorization or travel reimbursement document
- Mileage distances must be tracked by the employee and/or agency
- eMARS does not automatically calculate “allowable” per diem reimbursements or indicate whether a travel destination is a “high rate” or “low rate” destination. It will be calculated by the traveler and/or agency
- eMARS requires the user to enter an object code in the **Object** field on the **Accounting** line. Only Object Codes designated for travel documents can be used.

- Expense types in the drop down menu of the Travel document are predefined. The user cannot request or add an agency specific expense type.
- In the **TP** document under the **Document Header**, the **Purpose of Travel** is a drop down menu and cannot be edited. If an option does not fit the user's needs, the user would choose Other and further document the travel need in the **Extended Description** section.

Document Codes

Travel Functionality	eMARS Document
Registration Advance	TE
Travel Authorization (in state and out of state)	TE
Travel Reimbursement	TP
Internal Reimbursement (State Park)	IET
Internal Reimbursement (Motor Pool)	IET

OBJECTIVES

By the completion of this class you will have:

- Set up a Travel Authorization (**TE**)
- Set up a Travel Reimbursement and; (**TP**)
- Describe the Internal Resource Expense Authorization and Payment process (**IET**)

TRAVEL CONCEPTS

The eMARS Travel System supports the Travel Authorization and Expense Reimbursement processes for the Commonwealth of Kentucky. These processes include travel policy enforcement, electronic submission and approval of travel documents.

Major Concepts In The Travel System:

- **Travel Authorizations:** The user creates these documents to provide estimates to obtain approval for a business-related trip.
- **Travel Payment Vouchers:** The user creates these documents to record the expenses for the trip and to reimburse the traveler by the Commonwealth. Also, Registration Fees are paid from travel payment vouchers.
- **Travel Event Types:** There are two valid event types. **XTR1** is the default on the **TE** document and **TR04** is the default for the **TP** document.
- **Accounting Templates:** Provides easy entry of accounting data. Populates fund and detail accounting elements on documents.
- **Object Codes for Travel:** Selected Object Codes are available for use on the Travel documents. The **VDOCOBJ** table will display the selected codes for the **TE** and **TP** documents.
- **Travel Destination:** The user should choose an in-state or out-of-state destination with the current mileage rate assigned to it.
- **Internal Resources:** These are organizations within the Commonwealth of Kentucky which provide services to travelers (e.g., State Parks and Motor Pool).
- **eMARS Tables:** The Destination (**DSTN**) table allows the user to choose the In State (**ISPOV45**) or Out of State (**OSPOV45**) codes on travel documents. The Travel Destination Expense (**TDET**) will infer the chosen Travel Destination expense type for in-state or out-of-state travel.

TRAVEL AUTHORIZATION

Travelers may request approval for a business-related trip by using the **Travel Authorization (TE)** documents. It is on these documents that the traveler indicates the trip destination(s), trip purpose, trip dates, and if applicable, requests for advance registration fees. The system then records the trip information. Payments for advance registration fees are done by a Copy Forward to a **TP** from the approved **TE**.

Authorization for the use of Commonwealth resources (State Parks or Motor Pool vehicles) is handled outside of the eMARS system. Departments are charged on the **IET** document by Parks or Motor Pool for the expense. The Department's Fiscal Officer will provide the Accounting Template to the traveler or to State Parks and Motorpool.

Only one type of Travel Authorization document is used:

- **Travel Authorization – (TE):** For all in-state and out-of-state travel; the travel destination defines the approval roles required. All out-of-state travel must be approved on the **TE** document by the Office of the Controller.

Refer to the “Commonwealth of Kentucky’s Administrative Regulation on Travel Expense and Reimbursement (200 KAR 2:006)” to determine if your trip is considered in state, out of state, or out of country and confer with your agency to determine if a Travel Authorization is required for your trip.

TRAVEL PAYMENT VOUCHER

Travelers may request reimbursements for business-related expenses including mileage and per diem reimbursements by using the **Travel Payment Voucher (TP)** documents. On these documents, the traveler indicates the trip destination(s), trip purpose, trip dates, mileage and expenses. The eMARS system does not calculate the per diem reimbursement for the traveler, nor the mileage for reimbursement payments. The **TP** documents may be created without having a related **Travel Authorization (TE)** document. If a **TE** document was created, then the emars user/traveler will **COPY FORWARD** to create the **TP** document.

Only one type of Travel Reimbursement document is used:

- **Travel Reimbursement – (TP):** For all in-state and out-of-state travel.

TRAVEL EVENT TYPES

Event Types are used on the Accounting line to signify what posting codes will be used while bringing in specific rules for data entry concerning reference transactions, customer codes, vendor codes and all defined chart of account elements in the system.

The user can either enter the event type, or it defaults for a document with a stated default event type. The user can select an event type and name combination from the pick list for a particular document event code. The system will never default an event type over one entered by a user. If the data entered is not correct for the event type, error messages will be issued.

There are two valid event types. **XTR1** is the default on the **TE** document and **TR04** is the default for the **TP** document.

ACCOUNTING TEMPLATES

Accounting templates provide the ability to save frequently used chart of accounts data for use in subsequent document creation. These templates are used to populate fund and detail accounting elements on documents.

In order to reduce data entry and minimize errors, departments can establish standard accounting templates of information that can be provided when processing documents. Using these templates, the amount of time it takes to enter new documents is reduced. Templates also make it easier for those unfamiliar with the chart of accounts to process documents.

Basics of the Accounting Templates:

- Accounting template data is inferred when the document is validated
- Any accounting elements that have already been entered on the document are not overlaid with values from the accounting template that is selected. Therefore, accounting templates only default values to blank fields
- After the template is applied, the values that are replaced by the user will be maintained

Each accounting template will be determined by cabinet. The **Accounting Template** field, found in the **Accounting** section, on the **TE** and **TP** document must be populated by the user, and may be selected from a pick list.

TRAVEL OBJECT CODES:

Only selected Object Codes can be used on the **TE** and **TP** documents. The **VDOCOBJ** table will list the valid Object Code available for travel expenses. The most widely used are **E361** for In-State travel expenses, **E362** for Out-of-State Travel and **E363** for Non-State employee travel expenses.

TRAVEL DESTINATION

The travel destination will be In-State (**IS**) or Out-of-State (**OS**). The user will select the destination code which has the correct mileage rate assigned to it for the current period. The **IN** and **OS** codes are established on the Destination (**DSTN**) table.

INTERNAL RESOURCES

Internal resources are organizations within the Commonwealth which provide travel-related services to travelers and who are paid directly for those services. Examples of two internal resources are the State Parks and the Motor Pool. Commonwealth travelers may opt to stay at a State Park or to use a State Motor Pool vehicle when traveling. However, the traveler should follow the policies and procedures as defined by their agencies and the Commonwealth when using these internal resources. The estimated expense for the use of internal resources must be approved prior to taking the trip, because the cost must be directly charged to the traveler's agency (i.e., the Accounting Template must be provided by the Fiscal Officer to the state agency/traveler so that it can be relayed to State Parks or Motor Pool).

ADVANTAGE TABLES

- **DSTN:** To locate the **IS** and **OS** codes with associated mileage rates
- **TDET:** A list of valid expense types, (i.e. mileage reimbursements-you can verify the mileage reimbursement rate)
- **VDOCOBJ:** List of Commodity Codes available to be used on Travel Documents (**TE/TP**)

TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT PROCESS OVERVIEW

TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT PROCESS OVERVIEW

The agency eMARS user or traveler is responsible for determining whether a trip is in state or out of state (out of country will be processed as out of state) (as defined by the Commonwealth's Travel Regulations) and for submitting a Travel Authorization for prior approval as required. The user/traveler is also responsible for creating a Travel Payment Voucher to document their expenses. Approval of the Travel Payment Voucher then initiates reimbursement to the traveler. The approvers are responsible for reviewing and approving travel documents. The user can generate registration advances and reimburse travelers after the documents have been approved and are listed in **FINAL** status on the **DOCUMENT CATALOG**.

INTERNAL RESOURCE EXPENSE PAYMENT PROCESS OVERVIEW

Internal resources, as described earlier, are organizations within the Commonwealth that provide travel related services and are directly paid for those services. Two examples are the State Parks and the State Motor Pool.



State Park



Motor Pool

When reserving a motor pool vehicle or a room at a state park, the traveler provides Motor Pool and State Parks with an "Accounting Template". By entering an Accounting Template, Motor Pool/State Parks can capture where charges are applied. This document (**IET**) is submitted by Motor Pool/State Parks. The traveler's department does not apply an approval to the **IET** document created by Motor Pool/State Parks.

REQUEST FOR AUTHORIZATION TO INCUR TRAVEL EXPENSES

EXAMPLE: The Traveler needs to attend a four-day training conference. He contacts the State Park and Motor Pool for the availability of a room and a state vehicle. After making a reservation with the State Park and Motor Pool, the agency eMARS user or he completes a **TE** document in eMARS. After the **TE** document is approved by his agency and is listed in FINAL status on the **DOCUMENT CATALOG**, the Traveler will provide the State Park and Motor Pool with the **Accounting Template** for their department.

REQUEST FOR REIMBURSEMENT OF BUSINESS RELATED EXPENSES

EXAMPLE: After the Traveler has checked out of the State Park and returned the state vehicle, State Parks and Motor Pool will create **IET** documents to transfer funds for the authorized charges. To reimburse the Traveler for his/her out-of-pocket expenses, the agency eMARS user/traveler will need to create a **TP** document. The Traveler must submit all of his expenses for reimbursement. The user begins by creating a new **TP** document from the approved **TE** document by doing a **COPY FORWARD**. After all necessary trip information and related expenses have been accounted for, the user submits the **TP** document for approval. The system validates that the trip does not violate any organizational travel policies as defined within the system. After the **TP** document has been properly approved, the system generates the necessary accounting entries and automatically schedules the Traveler's reimbursement. If the traveler's email address is provided in the Vendor Contact Email field, an email will be sent to the employee notifying them of the date and amount of the upcoming **EFT**.

TRAVEL AUTHORIZATIONS

In eMARS, a Travel Authorization must be submitted for out-of-state travel. Travel authorizations may also be submitted for in-state travel to record employee-reimbursable expenses and registration advances to vendors. The traveler does not submit a travel authorization document for state parks and motor pool, but the expense can be approved in advance on a **TE** document.

- For the current mileage rate and the listing of high-rate destinations, refer to the Office of the Controller's website to view the following forms (see screen shot on the following page):
- - Mileage Rate
 - FAP120-17-03
 - Employees Travel Regulation

Controller's Office website:
<http://finance.ky.gov/services/statewideacct/Pages/travel.aspx>



- With eMARS, it is required that the **TE** document for out-of-state travel be submitted electronically (instead of on paper)
- All out-of-state **TE** documents must be approved by the Office of the Controller before the traveler leaves on the trip

- In order for the document to be approved, the **TE** document must contain ALL expense types. The purpose of this is to show the TOTAL cost of the trip. The total cost includes expenses for registration advance, employee reimbursement and a Business Travel Account (**BTA**), which is used when Airfare is purchased
- A “non-accounting” event type (**XTR1**) is used so funds are not encumbered
- A **TE** document can be modified, unless a Travel Payment (**TP**) document has been submitted for each vendor on the **TE** document
- Travel authorizations with both employee-reimbursable expenses and a registration advance contain at least two vendor lines: one for the employee and the other for the vendor receiving the registration advance

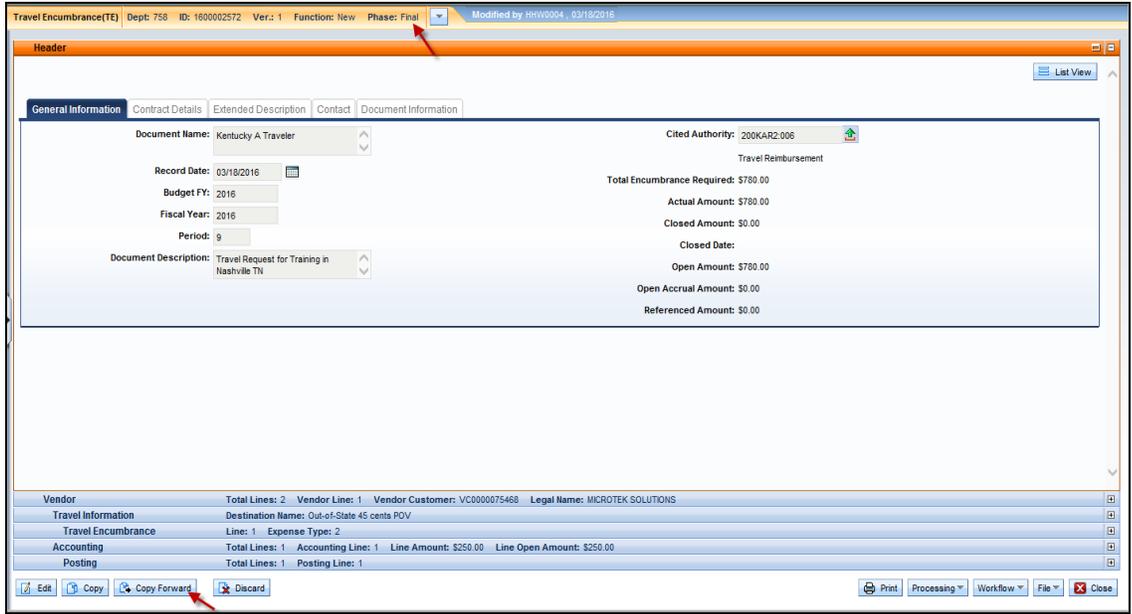
Sample Travel Authorization

EMPLOYEE REIMBURSEMENTS

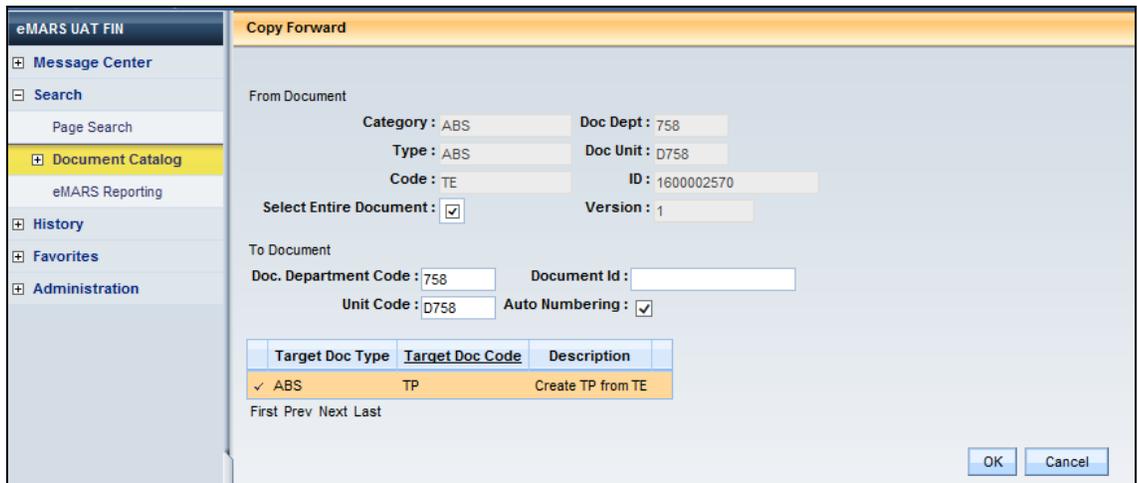
Employee reimbursements are processed on the Travel Payment (**TP**) document. This document is required for both in-state and out-of-state travel. eMARS does not automatically calculate “allowable” per diem reimbursements or indicate whether a travel destination is a “high rate” or “low rate” destination as outlined in the Commonwealth’s eMARS Travel Policy. The approver needs to review the per diem entered to ensure that they are in compliance with the policies.

- For the current mileage rate and the listing of high-rate destinations, refer to the Office of the Controller’s website to view the following forms:
 - Mileage Rate
 - Fap120-17-03
 - Employees Travel Regulation

- Only a **TP** must be submitted for in-state travel; a **TE** is not required for in-state travel, but it is recommended if the travel plans are made in advance
- The **TP** document in eMARS can be generated by using the **Copy Forward** feature on the applicable **TE** final phase document (if an authorization was prepared for the referenced trip)
 - **Copy Forward** enables the user to copy pertinent information from an existing document into a new document type whose purpose is to reference or liquidate the source document. This function expedites data entry and simplifies document referencing between documents with a large number of lines.



*This screen appears after clicking **Copy Forward** on the previous screen*



- A TP can be submitted at two different times, before the travel (i.e. vendor registration advance) and after the travel (employee reimbursement for mileage, meals, etc...)
 - Before Travel
 - If a **TP** document is created as a standalone document (Not **Copy Forward**), only one vendor line should be entered for registration advances. The employee vendor line should not be entered.
 - If the **TP** document was created by using **Copy Forward** from a previously approved **TE**, then the employee reimbursement line present on the **Vendor** line of the **TP** must be deleted before entering the registration advance information in the **Travel Expenses** and **Accounting** subsections
 - After Travel
 - If a registration advance line is present on the **Vendor** line of the **TP** (as a result of **Copy Forward**), then it must be deleted before entering the employee reimbursement information in the **Travel Expenses** and **Accounting** sections.
 - If it is a standalone **TP**, only the employee **Vendor** line (or lines if more than one employee) needs to be entered.

Create TP before travel to be reimbursed for a registration advance (Vendor 1). Click the Trash Can icon to delete the employee (Vendor 2), as you have not yet traveled and incurred the expense

The screenshot displays the 'Travel Payment (TP)' interface. At the top, the header shows 'Dept: 758 ID: 1600044262 Ver: 1 Function: New Phase: Draft' and 'Modified by JHW0004 - 03/18/2015'. Below this is a table with columns: Vendor Line, Vendor Customer, Legal Name, and Line Amount. Two lines are listed: Line 1 for 'VC0000075468 MICROTEK SOLUTIONS' with a line amount of \$250.00, and Line 2 for 'XYZ20001 Kentucky A.Traveler' with a line amount of \$530.00. A green arrow points to the trash can icon next to Line 2. Below the table is the 'General Information' section with various fields for vendor and contact details. At the bottom, there are sections for 'Travel Expenses', 'Accounting', and 'Posting', along with a row of action buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

- From a **TP**, an Automated Disbursement (**AD**) or an Electronic Fund Transfer (**EFT**) is automatically generated by the system
- A **TP** document can be modified, unless a check or **EFT** has been generated for each vendor on the **TP** document
- If the employee email is provided in the **Vendor Contact Email** field, an email will be sent to the employee notifying them of the date and amount of the upcoming **EFT**

INTERNAL BILLINGS

Authorization for the use of Commonwealth resources (State Parks and Motor Pool) is handled outside of eMARS. The IET document created by State Parks or Motor Pool is used to transfer the expense from the traveler’s department to Motor Pool or Parks.

When reserving a motor pool vehicle or a room at a state park, the traveler will provide an Accounting Template to capture the Accounting classification elements for Motor Pool and State Parks’ to charge when they create their Internal Reimbursement document (**IET**). The Agency Fiscal Officer will provide the Accounting Template to the traveler.

NOTE: The Agency Fiscal Officer is responsible for any errors on the **IET** document; the Agency Fiscal Officer will be notified if errors exist. In this case, you will correct the errors, save the document, and notify State Parks or Motor Pool that the document can then be submitted.

USEFUL INQUIRIES

Users can access these inquiries to understand the codes and how they are used on travel documents.

Page ID/Name	Suggestions for When to Use
Destination (DSTN) table	When you need to find IS and OS codes
Travel Destination Expense (TDET) table	Refers to a list of valid expense types (i.e. mileage reimbursement—you can verify the current mileage reimbursement rate)
Valid Object Codes for Travel Expenses (VDOCOBJ) table	Lists approved Object Codes to be used on the TE and TP travel documents

APPROVALS & ROUTING

Out-of-state travel authorizations (**TE**) require approval not only from the traveler's agency but also from the Office of the Controller. All approvals for travel reimbursements (**TP**) and in-state travel authorizations (**TE**) reside in each agency. Motor Pool/State Parks approve the **IET** documents.

SUMMARY OF TOPIC

Keys to Success

- When seeking a travel authorization for out-of-state travel, it is required to submit the **TE** document in the system
- The **TE** document is optionally used for in-state (**IS**) and required for out-of-state (**OS**) travel
- For any Travel document, the user does not select specific destinations
- The destination on the **TE** document represents whether the travel is in-state or out-of-state and also has the correct mileage rate assigned to it
- Access the Office of the Controller's website <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx> to view the Commonwealth's Travel Policies—mileage reimbursement rate, high/low rate destinations and allowable “per diem” meal rates

Travel Documents

- Travel Authorization (**TE**)—The agency eMARS User/traveler is **required** to submit a travel authorization document in the system for out-of-state travel. Travel authorizations may also be submitted for in-state travel to record employee-reimbursable expenses and registration advances to vendors.
- Travel Payment (**TP**)—This document is used for both in-state and out-of-state travel. A **TP** can be submitted at two different times, before the travel (i.e. vendor registration advance) and after the travel (employee reimbursement for mileage, meals, etc...).
- Internal Reimbursement (**IET**)—Used when reserving a motor pool vehicle or a room at a state park, the traveler provides Motor Pool and State Parks with an “Accounting Template”. By entering an Accounting Template, Motor Pool/State Parks can capture where charges are applied. This document is submitted by Motor Pool/State Parks.



In this topic, we have discussed:

- The major concepts in eMARS Travel: Travel Authorization; Travel Payment Voucher; Travel Event Types; Travel Object Codes; Destination Codes; Internal Resources; and Travel Tables and;
- The Travel Authorization and Expense Reimbursement process and Internal Billing between State Agencies



Are there any questions concerning the information covered in this topic?

TOPIC 2 - TRAVEL AUTHORIZATION DOCUMENTS (TE)

PURPOSE

The purpose of this topic is to describe the **Travel Authorization (TE)** document in eMARS and provide hands on experience working with the document. During this topic, we will walk through the creation and submission of a **TE** document with multiple vendors and view select tables that infer information into the fields on the **TE** document. The **TE** document is used to authorize In-State and Out-Of-State travel for the Commonwealth of Kentucky. Out-of-State travel must be authorized by the Office of the Controller before the travel takes place.

OBJECTIVES

By the completion of this topic you will be able to:

- Describe the **TE** document
- Create and process a **TE** document
- Name the tables that users pull information from in the creation and processing of a Travel Authorization document

WHEN TO PROCESS A TE DOCUMENT

1. Need Prior Approval for travel (Required for Out-of-State travel)
2. Advance Registration Fee

NOTE: A traveler can be either a state employee or non-employee traveling on behalf of the Commonwealth. Agency eMARS User/Travelers can complete and submit **TE** documents electronically using eMARS. It is the user’s/traveler’s department responsibility to initiate the Travel Authorization process per the travel policy governing the travel. Once the **TE** document is submitted, edited for compliance with travel policies, and approved and run by the staff, it will be in FINAL status in eMARS. If any Registration Fees were requested, the user/traveler will create the **TP** by doing a **COPY FORWARD** from the **TE** to pay the vendor. In order to pay the vendor for the registration fee, a separate vendor line must be included on the **TE** for the company/organization providing the training.



SCENARIO

***TE Document** – The traveler is going to attend a training course in Nashville, TN. He will use his own vehicle and have mileage expense, meals expense and lodging. There is a registration fee of \$250.00 to be paid to the vendor.*

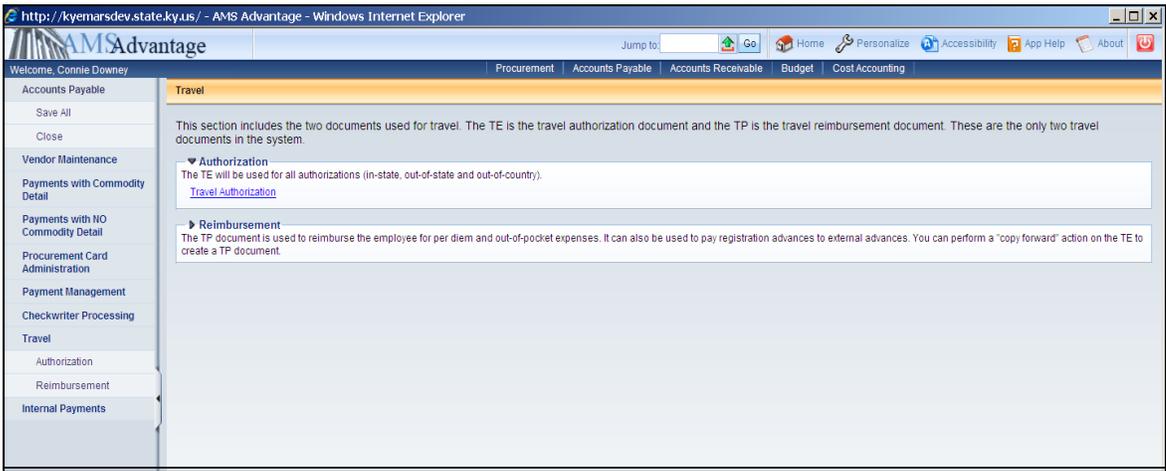
Trip Itinerary	Trip Expenses
Leave Frankfort 4:30 p.m. Day 1	Per Diem: \$91.00
Arrives in Nashville 8:30 p.m. Day 1	Lodging: \$125.00 per night x 2
Leaves Nashville 5:30 p.m. Day 3	420 POV @ \$.45: 189.00
Arrives in Frankfort 9:30 p.m. Day 3	Registration Fee: \$250.00

This **TE** will have 2 vendor lines so two payments can be initiated at two different times, before and after the travel. Multiple travelers can be authorized and paid on the same **TE** document provided separate traveler/vendor lines are set up for each traveler.

Task

Enter a new Travel Authorization (TE) document to authorize the travel expenses.

1. In the Primary Navigation panel, **click Accounts Payable**.
2. In the Secondary Navigation panel, **click Travel**. Several options open.
3. **Click on Travel Authorization (TE)**.



4. Click on the **Create** at the top of the page and **enter the following information**:

Required Fields	Values
Document	TE
Dept	Enter the Dept Number
Unit	Enter the correct Unit
Auto number	Select this option

Select **Create** again to generate your new **TE** document. The document opens on the Header section.

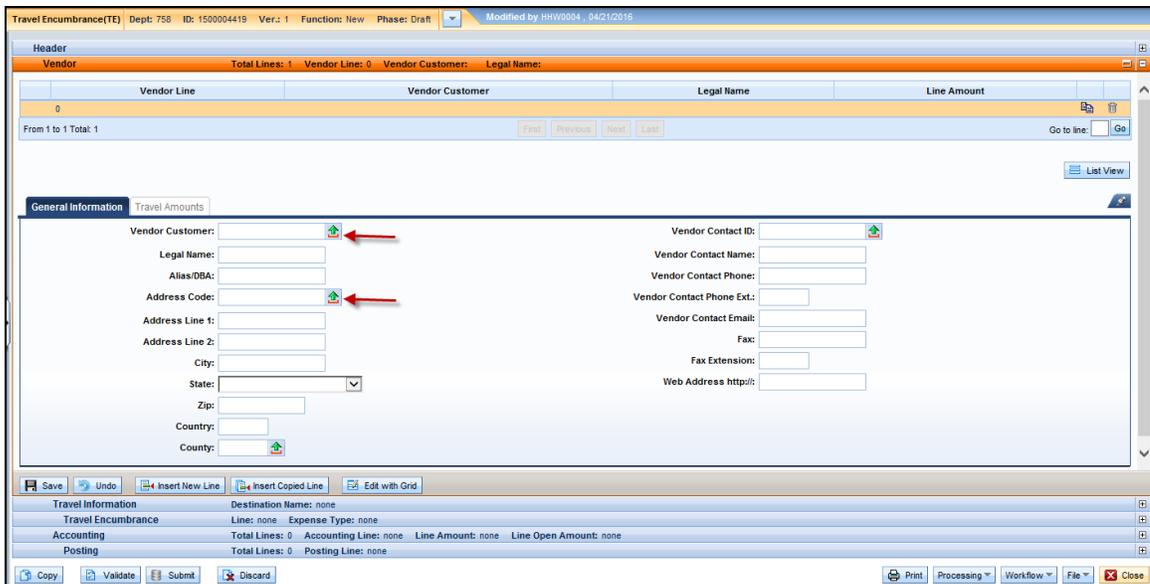
NOTE: There are 2 viewing options when working in eMARS documents, the List View and Tab View. We will use Tab View. This will allow us to see more of the screen by clicking on Tabs instead of scrolling up and down the document page.

5. Expand the **General Information** section and **enter the following data.**

Required Fields	Values
Document Name	Optional – Traveler’s Name, Purpose of Trip, etc
Document Description	Travel Request for Training in Nashville, TN
Cited Authority	Click the Pick List and select Travel Reimbursement

1st Vendor for Registration Advance

6. Click on the **Vendor** section in the Secondary Navigation Panel. Click on **Insert New Line**. Enter the following data in the **General Information** section:



Vendor Customer	Click the Pick List. Enter the vendor name (Ex: MicroTek*) to search for the vendor and select the vendor code or enter the Vendor Customer Code if you have it.
Address Code	Click the Pick List and Select the appropriate address code for your vendor or click Validate to infer the default address.

Click Save to see the vendor information inferred.

7. Click on **Travel Information** in the Secondary Navigation Panel. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Travel Start Date	Enter the Date the travel begins
Travel End Date	Enter the Date the travel ends
Purpose of Travel	Select from the Drop Down menu (Ex: Training)
Destination	Click the Pick List and Select an IS-POV or OS-POV for Out of State travel that has the current mileage rate entered for the date of travel (Ex: OS-POV 45)
Mode of Transportation	Select from the Drop Down menu (Ex: Personal Car)

8. Click the Copy Line icon  to the left of the **Travel Information** line. This will be used later in step 12.

9. Click on **Travel Encumbrance**. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Date	Enter current date
Travel Expense Type	Select from the Drop Down menu Registration
Document Description	Traveler's Name and Phone Number Computer course in Nashville, TN
Estimated Expense	250.00 (the amount of the registration fee)

10. Click on **Accounting** in the Secondary Navigation Panel. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Accounting Template	Enter the Accounting Template name for your Dept for this expense, OR enter the Accounting String for this expense (dept #, unit, function)
Line Amount	250.00 (the amount of the registration fee)

11. In the **Fund Accounting** section, Enter **E362** in the **Object** field.

12. Click Validate to check for errors. If there are errors, a Red X will appear at the top left of the screen. Correct the fields and Validate again until successful.

2nd Vendor for Employee Reimbursement

13. Go to the **Vendor** section in the Secondary Navigation panel, click **Insert New Line**. Enter the following data in the **General Information** section:

Vendor Customer	Enter the Employee ID of the Traveler . Ex: XYZ0001
Address Code	Click the Pick List and Select Address Code

14. Click **Save** at the bottom of the screen. See the Vendor information populate.

15. Click on **Travel Information**. Click on **Insert Copied Line to insert the line copied in Step 7**.

16. Click on **Travel Encumbrance**. Click on **Insert New Line**. Enter the following Mileage data:

Required Fields	Values
Date	Enter the Date the travel ends
Travel Expense Type	Select from the Drop Down menu Transportation
Description	Mileage from Frankfort to Nashville, roundtrip (420 miles X \$.45 = 189.00)
Estimated Expense	189.00

To enter multiple employee reimbursements:

17. Click on **Insert New Line**. Enter the following Lodging data:

Required Fields	Values
Date	Enter the Date the travel ends
Travel Expense Type	Select from the Drop Down menu Lodging
Description	2 nights @ \$125 per night
Estimated Expense	250.00

18. Click on **Insert New Line**. Enter the following Meal data:
Click Save to see the Line Numbers populate.

Required Fields	Values
Date	Enter the Date the travel ends
Travel Expense Type	Select from the Drop Down menu Meal Total
Description	7 meals, high rate destination in Nashville, TN (2 x \$8, 2 x \$9, 3 x \$19)
Estimated Expense	91.00

19. Click on **Accounting** in the Secondary Navigation Panel. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Accounting Template	Enter the Accounting Template name for your Dept for this expense, OR enter the Accounting String for this expense (dept #, unit, function)
Line Amount	530.00 (\$189.00 + \$250 + \$91)

20. In the **Fund Accounting** section, Enter **E362** in the **Object** field.

21. Select **Save**.

22. Select **Validate**. Go to the Header of the TE and look at the document to find the TE document total.

23. Correct any errors, and select **Validate** again.

If your document contains errors, you will need to correct them. Error messages appear at the top of the screen. Click on the **VIEW ALL** link to see the errors. Once you have corrected all errors, Validate again. When your document has validated **SUCCESSFULLY**, you can **SUBMIT** your document into Workflow for approvals.

24. Select **Submit**.

NOTE: In eMARS Production when the **TE** document is submitted, it will go into Workflow for approvals. A TE for out of state travel will also route to the Finance Controllers office for approval. WORKFLOW is set up by the agency/department. Users are assigned “approval roles”. Documents automatically route to the WORKLIST(s) for approvers to move to their individual Worklist for review and approval.

25. Click **Close** to exit the document.

Conversion Chart From Standard Time to Military Time			
Standard	Military	Standard	Military
01:00 AM	01:00	01:00 PM	13:00
02:00 AM	02:00	02:00 PM	14:00
03:00 AM	03:00	03:00 PM	15:00
04:00 AM	04:00	04:00 PM	16:00
05:00 AM	05:00	05:00 PM	17:00
06:00 AM	06:00	06:00 PM	18:00
07:00 AM	07:00	07:00 PM	19:00
08:00 AM	08:00	08:00 PM	20:00
09:00 AM	09:00	09:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00
12:00 PM	12:00	12:00 AM	00:00

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TOPIC 3 - TRAVEL PAYMENT VOUCHER (TP) VIA COPY FORWARD FROM A TE

PURPOSE

The purpose of this topic is to provide hands-on experience in submitting travel related expense information and requesting reimbursement for these expenses. Also, you will have the opportunity to prepare a **Travel Payment Voucher (TP)** document using the COPY FORWARD feature from an approved **Travel Authorization (TE)**.

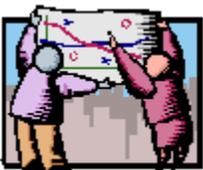
OBJECTIVES

By the completion of this topic, you will be able to:

Process the TP and describe the **TRAVEL PAYMENT VOUCHER** process via the COPY FORWARD.

TRAVEL PAYMENT VOUCHER FROM A TRAVEL AUTHORIZATION

For all Out-of-State or Out-of-Country travel, a **TE** document will be required prior to traveling in order to request authorization for the trip. In these situations, the **COPY FORWARD** must be used to create the **TP** Document. This procedure will eliminate redundant data entry work and ensures the expenses on the **TE** documents are properly accounted for on the **TP** Document.



SCENARIO

*This is a two part Scenario. We will use the same **TE** used in the previous topic.*

1st Part: *Before attending the conference, you would like to pay the vendor for your registration fee of \$250 for the computer training course. Create a **TP** document by using **Copy Forward** (from the **TE**) and **Validate** it, **Submit** it, and have it approved to create a payment to the registration vendor.*

2nd Part: *After attending the conference, the traveler will be reimbursed for lodging (\$245), meals (\$91) and mileage (205 miles each way). These are the actual expense amounts and differ from the amounts estimated on the **TE**. Create another **TP** document by using **Copy Forward** (from the **TE**) and **Validate** it, **Submit** it, and have it approved to create a payment to the Traveler.*

TASK

Enter a new Travel Payment (**TP**) document to pay the vendor for your registration fee. **Before Travel, locate the Travel Authorization in FINAL status on the Document Catalog.**

1st Part – Pay the Registration Vendor

1. Click **Home**. Click **Search**. Click **Document Catalog**. Search by the information below.
2. Click on **Browse** at the top of the page and enter the following information:

Required Fields	Values
Document Code	TE
Dept	Enter your Department Number
Unit	Enter the Unit
Document ID	Enter the Document ID that was prepared for this travel

3. The document opens on the **Header** section. Click **Copy Forward** at the bottom of the screen.
4. The **Copy Forward** page will open. Enter the following information:

Required Fields	Values
Doc Department Code	Enter the Department Number
Unit	Enter the Unit
Auto number	Check this box

The screenshot shows the 'Copy Forward' dialog box with the following details:

- From Document:**
 - Category: ABS
 - Type: ABS
 - Code: TE
 - Doc Dept: 758
 - Doc Unit: D758
 - ID: 1600002573
 - Version: 1
 - Select Entire Document:
- To Document:**
 - Doc. Department Code:
 - Document Id:
 - Unit Code:
 - Auto Numbering:
- Target Document Table:**

Target Doc Type	Target Doc Code	Description
<input checked="" type="checkbox"/> ABS	TP	Create TP from TE

5. Select the line with the **TP** option. Click **OK**.

NOTE: There are 2 viewing options when working in eMARS documents: the List View and Tab View. We will use the Tab View. This will allow us to see more of the screen by clicking on Tabs instead of scrolling up and down the document page.

6. The document opens on the **Header** section. Select **General Information** section and enter the following data.

Required Fields	Values
Document Name	OPTIONAL - Automatically defaults from the TE
Document Description	Automatically defaults from the TE
Cited Authority	Automatically defaults from the TE
Type of Payment	Select from the Drop Down menu Travel Expense
Purpose of Travel	Select from the Drop Down menu Training
Travel Departure Date	Enter the date the travel begins
Travel Departure Time	Enter the estimated time of departure (Ex: 16:00)
Travel Return Date	Enter the date the travel ends
Travel Return Time	Enter the estimated time of return (Ex: 18:00)

NOTE: Military time is used when you have to enter a time.

7. Click on the **Vendor** section. All vendors from the original **TE** document will be present. Highlight and delete Kentucky A Traveler by clicking the Trash Can icon to the right of the line (because you are paying Vendor line1 only). Click **OK**. **NOTE:** This only removes the Vendor line from the **TP** document, not the original **TE** document.

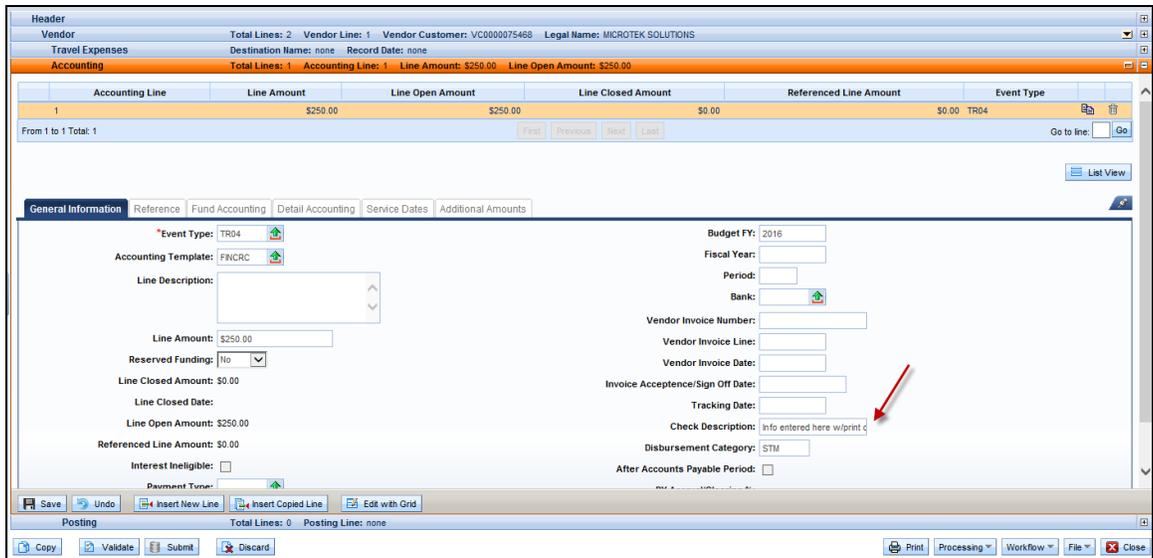
NOTE: If the Vendor is set up to receive payments via EFT, and you want a payment to the Vendor via paper check, go to the Disbursement Options section. In the Disbursement Format field, choose REG from the drop down box. This will override the EFT payment method set up on the vendor record and allow a paper check to be sent to the vendor or back to your Agency. Disbursement Category STM will infer for an EFT payment.

8. Click on **Travel Expenses**. The Travel Encumbrances do not carry over from the **TE**. Click on Insert New Line. Enter the following data:

NOTE: On a TP, you will enter a date in the Record Date field on the Travel Expenses section. The Record Date field on the Header of OTHER eMARS documents is to be left blank. On those documents, the system will infer the date the document is approved.

Required Fields	Values
Record Date	Enter the date the travel ends
Destination	Click the Pick List and Select OS-POV45
Actual Registration	250.00

- Click **Accounting**. The data is automatically populated. The accounting was carried over from the **TE**. Verify that the accounting information on the **TE** is the same for the **TP**. Data entered into the Check Description field will print on the check and some financial institutions pass along this information on the EFT email notification.



- Click **Save**. Click **Validate**. Correct any errors and validate again.
- Click **Submit**.
- Click **Close** to exit the document.

NOTE: In eMARS Production, when the **TP** document is submitted, it will go into Workflow for approvals. WORKFLOW is set up by the agency/department. Users are assigned "approval roles". Documents automatically route to the WORKLIST(s) for approvers to move to their individual Worklist for review and approval.

2nd Part – Reimburse the Traveler for Out of Pocket Expenses

After the Traveler has returned, submitted his/her receipts and has requested reimbursement, locate the Travel Authorization in FINAL status on the Document Catalog.

- 13. Click **Home**.
- 14. Click **Search**.
- 15. Click **Document Catalog**. Search by the information below.

Required Fields	Values
Document Code	TE
Dept	Enter the Department Number
Unit	Enter the Unit
Document ID	Enter the TE Document ID for this travel

- 16. Now to complete the TP for the Employee/Traveler: Enter the information below to locate the approved Travel Authorization: Click **Browse**.
- 17. The document opens on the **Header** section. Click **Copy Forward**.

NOTE: There are 2 viewing options when working in eMARS documents, the List View and Tab View. We will use Tab View. This will allow us to see more of the screen by clicking on Tabs instead of scrolling up and down the document page.

- 18. The **Copy Forward** page will open. Enter the following information:

Required Fields	Values
Doc Department Code	Enter the Department Code
Unit	Enter the Unit
Auto number	Check this box

19. Select the line with the **TP** option. Click **OK**.

20. The document opens on the **Header** section. Select **General Information** section and enter the following data:

Required Fields	Values
Document Name	OPTIONAL - Automatically defaults from the TE
Document Description	Automatically defaults from the TE
Cited Authority	Automatically defaults from the TE
Type of Payment	Select from the Drop Down menu Travel Expense
Purpose of Travel	Select from the Drop Down menu Training
Travel Departure Date	Enter the date the travel began
Travel Departure Time	16:30
Travel Return Date	Enter the date the travel ended
Travel Return Time	21:30

NOTE: Military time is used when you have to enter a time.

21. Click on the **Vendor** section in the Secondary Navigation Panel. All vendors from the original **TE** document will be present. Delete the first vendor line (MicroTek) by clicking the Trash Can icon to the right of the line (delete the first Vendor line because we are only paying the second Vendor, the employee). Click **OK**.

22. Click on **Travel Expenses**. Your Agency may allow all the expenses to be entered on one Travel Expense line. They are shown individually here. Click on **Insert New Line**. Enter the following Lodging data:

Required Fields	Values
Record Date	Enter the date the travel ended
Destination	Click the Pick List and Select OS-POV45
Actual Lodging	245.00 (Est. Expense was \$5.00 lower than TE)

23. Click on **Insert New Line**. Enter the following Meal data:
 If the traveler is being reimbursed for a dinner meal and did not have overnight lodging, the dinner reimbursement is W2 REPORTABLE.

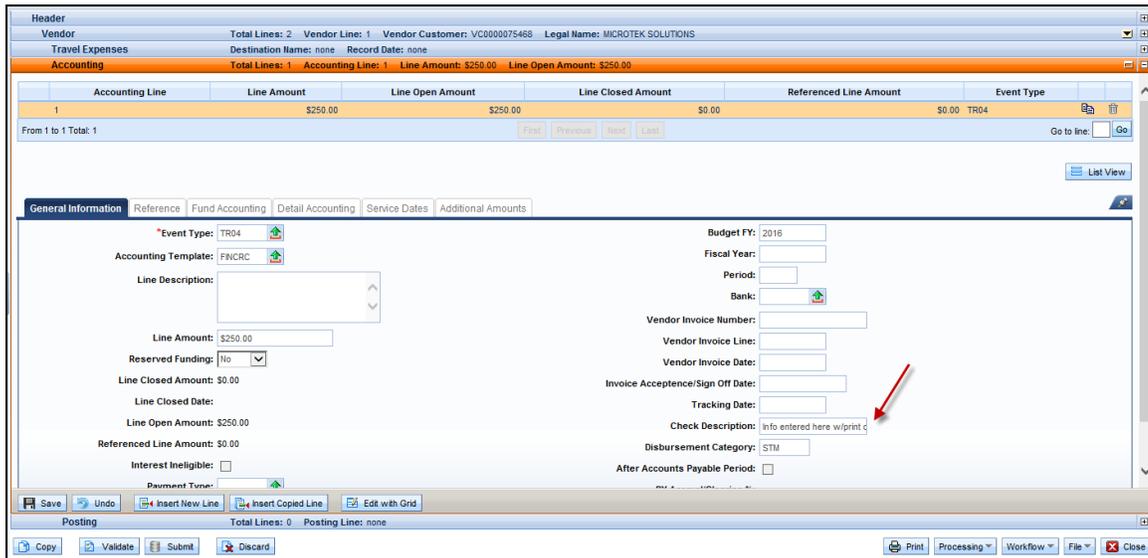
Required Fields	Values
Record Date	Enter the date the travel ended
Destination	Click the Pick List and Select OS-POV45
Breakfast	16.00 (\$8 x 2)
Lunch	18.00 (\$9 x 2)
Dinner	57.00 (\$19 x 3)

24. Click on **Insert New Line**. Enter the following Mileage data:

Required Fields	Values
Record Date	Enter the date the travel ended
Destination	Click the Pick List and Select OS-POV45
Miles	410 Miles (205 miles x 2 for round trip x \$.45= \$184.50) 10 miles less than TE

25. Click **Accounting**. Notice the **Event Type**, **Accounting Template**, **Line Amount**, **Reference** section and **Fund Accounting** section have been automatically populated from the TE document when you did the **Copy Forward**.

Information entered in the Check Description field will print on the check. Some financial institutions may pass this information on the EFT email notification.



26. Choose **Final** from the Reference drop down box to close out the line. (Since the amount was less than the Travel Encumbrance line from the **TE**, the line will remain open if Partial is inferred and left on the accounting line.)

Required Fields	Values
Line Amount	520.50 (Lower than TE amount)

NOTE: The TP was designed so the traveler could show ALL the expenses associated with the trip. The TP allows for the Travel Expenses to be shown, BUT, if any of the expenses are not reimbursable to the traveler (such as State Park and Motor Pool), that specific amount can be left off the Accounting Line. By doing this, the Traveler is only paid the amount entered on the Accounting Line(s). Always pay close attention to the accounting line amount as that will be the amount of the Traveler's check or EFT.

- Select **Save**.
- Select **Validate**.
- Correct any errors, and select **Validate** again.
- Select **Submit**. The document will be submitted into Workflow for approval(s). Congratulations! You have created a Travel Payment (**TP**) document.

NOTE: In eMARS Production, when the **TP** document is submitted, it will go into Workflow for approvals. WORKFLOW is set up by the agency/department. Users are assigned "approval roles". Documents automatically route to the WORKLIST(s) for approvers to move to their individual Worklist for review and approval.

24. Click **Close** to exit the document.

Conversion Chart From Standard Time to Military Time

<u>Standard</u>	<u>Military</u>	<u>Standard</u>	<u>Military</u>
01:00 AM	01:00	01:00 PM	13:00
02:00 AM	02:00	02:00 PM	14:00
03:00 AM	03:00	03:00 PM	15:00
04:00 AM	04:00	04:00 PM	16:00
05:00 AM	05:00	05:00 PM	17:00
06:00 AM	06:00	06:00 PM	18:00
07:00 AM	07:00	07:00 PM	19:00
08:00 AM	08:00	08:00 PM	20:00
09:00 AM	09:00	09:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00
12:00 PM	12:00	12:00 AM	00:00



In this topic, we have discussed:

Processing a new **TP** Document

The tables affected by the creation and processing of **TP** Document transactions



Are there any questions concerning the information covered in this topic?

TOPIC 4 - TRAVEL PAYMENTS VOUCHER (TP)

PURPOSE

The purpose of this topic is to describe the **Travel Payment (TP)** document in eMARS and provide hands on experience working with the document. During this topic, we will walk through the creation and submission of a **TP** document for a traveler. The **TP** document is used to reimburse travelers for In-State, Out-Of-State and Out-Of-Country travel expenses incurred while traveling for the Commonwealth of Kentucky. Out-of-State travel must have been previously authorized by the Office of the Controller before the travel took place on a Travel Authorization (**TE**).

OBJECTIVES

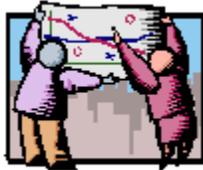
By the completion of this topic you will be able to:

- Describe the **TP** document
- Create and process a **TP** document

WHEN TO PROCESS A TP DOCUMENT

1. Traveler has returned from their trip.
2. Traveler has submitted forms/receipts for reimbursable expenses

NOTE: A traveler can be either a state employee or non-employee traveling on behalf of the Commonwealth.



SCENARIO

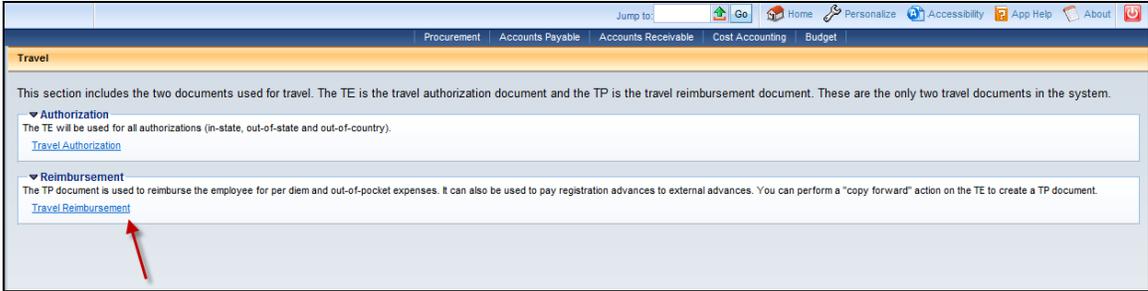
TP Document – The traveler has returned from site visits in Bowling Green, KY and Elizabethtown, KY. He used a state vehicle, has meal expenses and lodging for 1 night.

Trip Itinerary	Trip Expenses
Leave Frankfort 8:00 a.m. Day 1	Per Diem: \$38.00
Arrives in Bowling Green 10a.m. Day 1	Lodging: \$100.00 per night
Leaves Bowling Green 12:00 p.m. Day 2	Used Motor Pool Vehicle
Arrives in Elizabethtown 1:00 p.m. Day 2	
Leaves E-Town 4:00 p.m. Day 2	
Arrives in Frankfort 5:00 Day 2	

TASK

Enter a new Travel Payment (TP) document to reimburse the traveler for eligible expenses.

1. In the Primary Navigation panel, **Click Accounts Payable.**
2. In the Secondary Navigation panel, **Click Travel.** Several options open.
3. **Click on Travel Reimbursement (TP).**



4. Click on the **Create** at the top of the page and **enter the following information:**

Required Fields	Values
Document	TP
Department	Enter your Department Number
Unit	Enter the Unit
Auto number	Select the box

5. Click on **Create** to generate your new TP document. The document opens on the **Header** section.

NOTE: There are 2 viewing options when working in eMARS documents: the List View and the Tab View. We will use the Tab view. This will allow us to see more of the screen by clicking on Tabs instead of scrolling up and down the document page.

6. Expand the **General Information** section and **enter the following data.**

Required Fields	Values
Document Name	OPTIONAL – Site Visits
Document Description	Site Visits
Cited Authority	Select Travel Reimbursement
Type of Payment	Select from the Drop Down menu Travel Expense
Purpose of Travel	Select the one for this travel Ex: Field Visits
Travel Departure Date	The date the travel began
Travel Departure Time	Ex: 08:00
Travel Return Date	The date the travel ended
Travel Return Time	Ex: 17:00

7. Click on the **Vendor** section in the Secondary Navigation Screen.
8. Click **Insert New Line**. Enter the following data in the **General Information** section:

Vendor Customer	Enter the Employee ID for the Traveler Ex: XYZ0001
Address Code	Click the Pick List and Select the appropriate address or click Validate to infer the default address.

NOTE: eMARS infers the remaining Vendor specific data when the document is Saved or Validated. The **Travel Information, Travel Encumbrance** and **Accounting** sections are subsets of each **Vendor**.

9. Click on **Travel Expenses** in the Secondary Navigation Screen.
10. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Record Date	The date the travel ended
Destination	Choose IS-POV45
Meal Expense	Breakfast 7.00, Lunch 16.00, Dinner 15.00

If the traveler is being reimbursed for a dinner meal and did not have overnight lodging, the dinner reimbursement is W2 REPORTABLE.

11. Click on **Travel Expenses**. Click on **Insert New Line**. Enter the following data:

Required Fields	Values
Record Date	The date the travel ended
Destination	Choose IS-POV45
Actual Lodging	\$100.00

12. Click on **Travel Expenses**. Click on **Insert New Line**. Enter the following data:

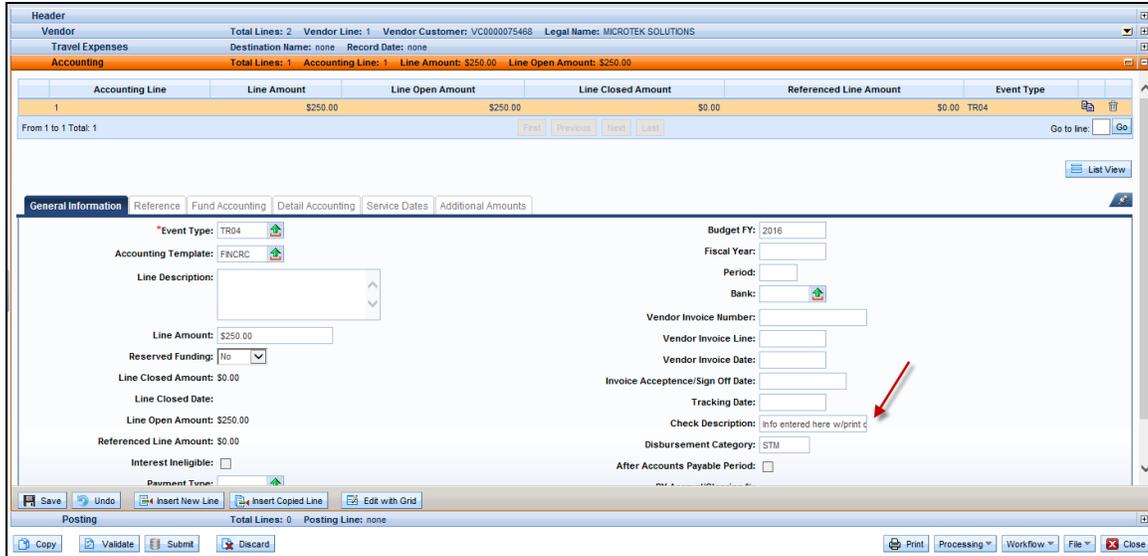
Required Fields	Values
Record Date	The date the travel ended
Destination	Choose IS-POV45
Other Transportation	48.00
Other Expenses Description	Motor Pool (To be paid by IET) NOTE: if you put information in the Other Transportation or Other Expenses fields, then you must enter a description in the Other Expenses Description field)

NOTE: We are recognizing all of the expenses associated with the trip on the Travel Expense Lines, HOWEVER, we will only reimburse the traveler for his/her out of pocket expenses by the amount we enter on the Accounting Section of the TP. The amount on the TP's accounting line will dictate the amount the traveler will be paid.

13. Click on **Accounting**. Click **Insert New Line**. Enter the following data:

Required Fields	Values
Accounting Template	Enter the Accounting Template to be used for this travel, OR enter the Accounting String (Dept, Unit, Fund, Function, etc.)
Line Amount	\$138.00 (Total of the 2 expense lines)

Information entered in the Check Description field will print on the check. Some financial institutions may pass this information on the EFT email notification.



14. Choose **Final** from the Reference drop down box to close out the line. (Since the amount was less than the Travel Encumbrance line from the **TE**, the line will remain open if Partial is inferred and left on the accounting line.)

15. In the **Fund Accounting** section. Enter **E361** in the **Object** field.

16. Select **Save**.

17. Select **Validate**.

18. Correct any errors, and select **Validate** again.

If your document contains errors, you will need to correct them. Error messages appear at the top of the screen. Click on the **VIEW ALL** link to see the errors. Once you have corrected all errors, Validate again. When your document has validated **SUCCESSFULLY**, you can **SUBMIT** your document into Workflow for approvals.

19. Select **Submit**.

NOTE: In eMARS Production, when the **TP** document is submitted, it will go into Workflow for approvals. **WORKFLOW** is set up by the agency/department. Users are assigned "approval roles". Documents automatically route to the **WORKLIST(s)** for approvers to move to their individual Worklist for review and approval.

20. Click **Close** to exit the document.

Conversion Chart From Standard Time to Military Time			
Standard	Military	Standard	Military
01:00 AM	01:00	01:00 PM	13:00
02:00 AM	02:00	02:00 PM	14:00
03:00 AM	03:00	03:00 PM	15:00
04:00 AM	04:00	04:00 PM	16:00
05:00 AM	05:00	05:00 PM	17:00
06:00 AM	06:00	06:00 PM	18:00
07:00 AM	07:00	07:00 PM	19:00
08:00 AM	08:00	08:00 PM	20:00
09:00 AM	09:00	09:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00
12:00 PM	12:00	12:00 AM	00:00

In this topic, we have discussed:

Processing a standalone **TP** Document (Does not reference a TE)

The tables affected by the creation and processing of **TP** Document transactions



Are there any questions concerning the information covered in this topic?