Hostos Community College

CUNYfirst

Fully Integrated Resources & Services Tool

Travel & Expense Module

Table of Content

Travel Authorization/Travel Request

- Travel Authorizations ensure travel requests meet business purposes and budget is available and set aside for your trip.
- Travel Authorizations are required for all out-of-town travel by CUNY employees *prior to the first date of travel.*
- Travel Authorizaion is needed to encumber money for the travel
- Travel Authorization must be created in CUNYFirst by the employee or their proxy
- Prepare and attach support documentation which includes:
  - **File Name**: Give each document a meaningful name
  - **Dates**: include travel dates
  - **Amount details** (e.g. conference registration, air/train tickets, hotel, etc.)
- Travel Authorizations must be created in advance of travel, approved and budget checked.
- Approval has three levels:
  - **Supervisor:** Traveler's immediate Supervisor (**For Faculty, the Department's Chairperson**)
  - **Department Approver Level 1**
  - **Department Approval Level 2**: ensures department budget is encumbered (set aside) for the anticipated travel
- No self-approval of a Travel Authorization is permitted.
- Expense users are set up in the City Vendor file so Employee paid expenses may be reimbursed.
- Separate Travel Authorizations are required when a trip is being paid for by more than one institution.
- There can be only one destination per Travel Authorization.
- Foreign Travel must submit proof of exchange rate information for the date of the travel.

CREATE A TRAVEL AUTHORIZATION

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>

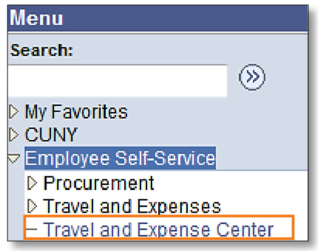
Enter **https://home.cunyfirst.cuny.edu** in your browser's address bar:

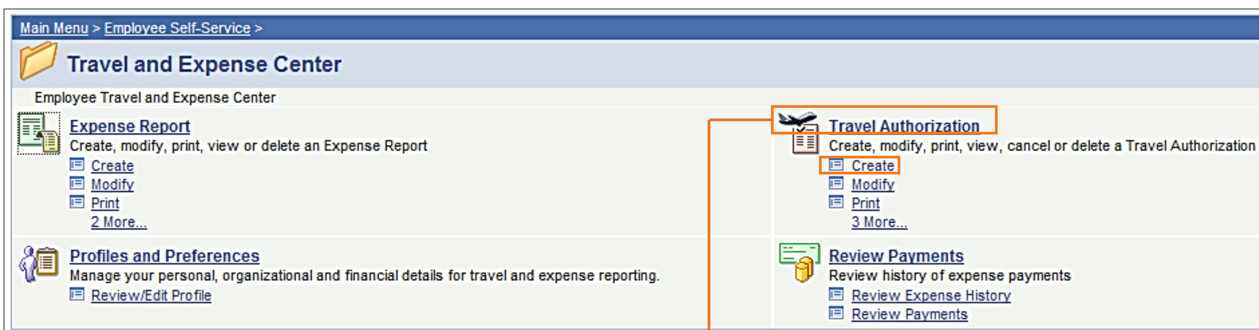
- Enter your Username and Password and click the **Log In** button.

- From the ***Enterprise Menu,*** select the ***Financials Supply Chain*** link.

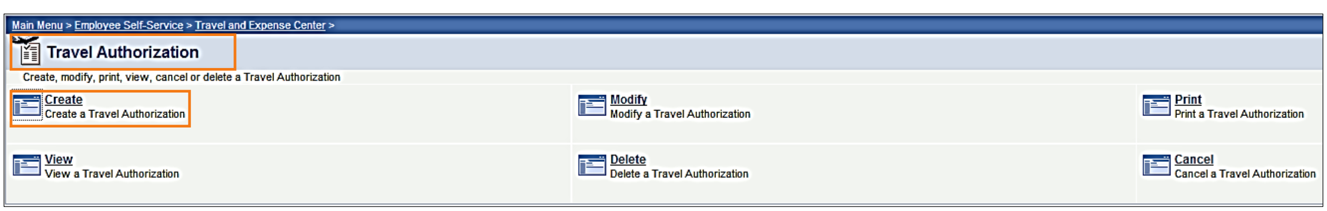
</td></tr>
</table>

Step	Action
2.	➢ Navigate to: ***Employee Self-Service > Travel and Expense Center > Travel Authorization > Create***





The Travel Authorization Link will take you to the window below:



In the ***Travel Authorization Center,*** the traveler or proxy can find the components they will use conveniently grouped.

Create- Allows the user to create a New Travel Authorization

Modify- This action is only available when the Travel Authorization is saved but not submitted for approval. Also, when the Travel Authorization is sent back by an approver for revision the Authorization should be modified in this component.

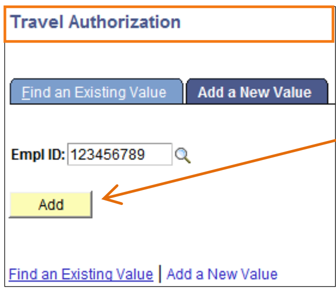
View- Displays a submitted or approved Travel Authorization

Delete- User can only delete a Travel Authorization when it is in a saved or pending status

Cancel- Only Approved Travel Authorizations that will not be used can be deleted

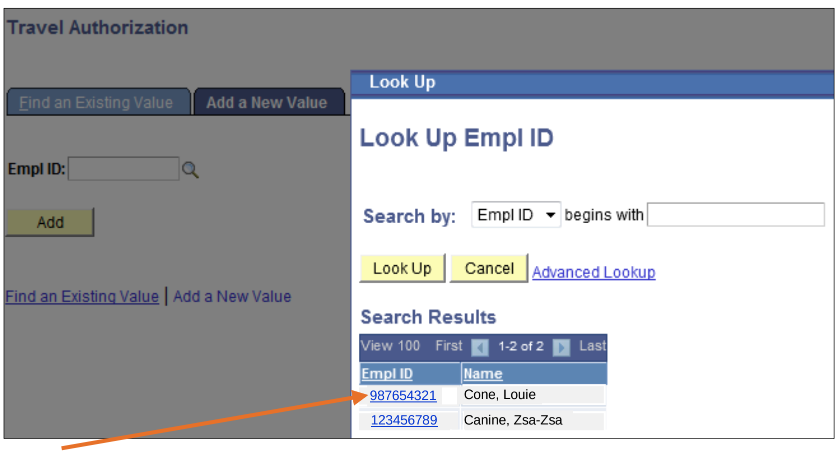
Step	Action
3.	➢ After Clicking on the Create link, the ***Travel Authorization*** page will display, containing by default the user's Employee ID.

Note: *If you are creating a Travel Authorization for yourself, just click the* ***Add*** *button*.



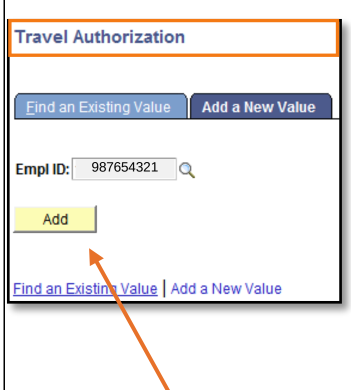
****Proxies**, when creating a Travel Authorization on behalf another person; **click on the** magnifying glass icon

The **Look Up Empl ID** page will display containing a list of **Empl ID's** and the **Names** of all the users that you are able to create a Travel Authorization for.



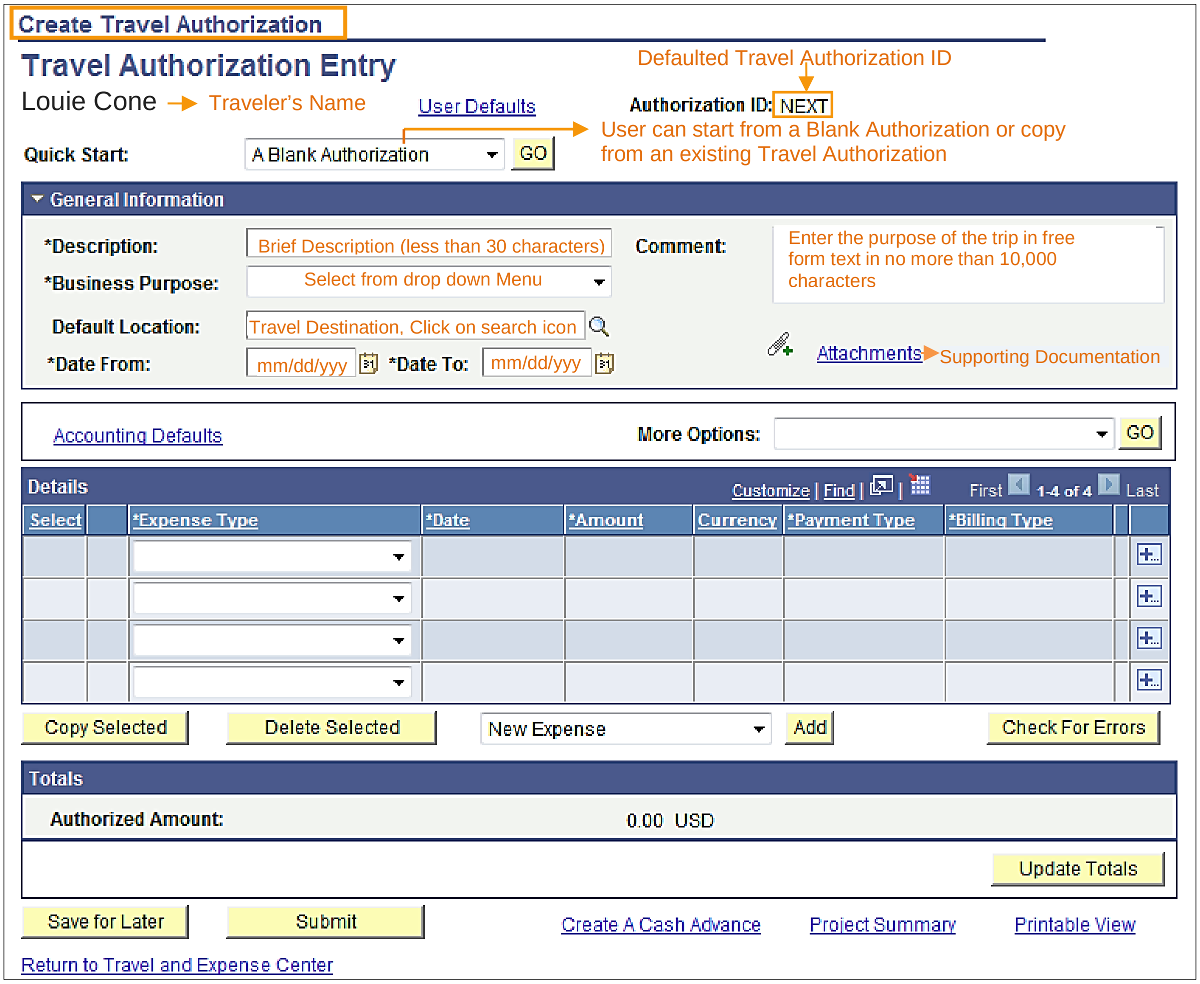
Click on the Empl ID of the person that you are creating the Travel Authorization for.

After clicking on the Empl ID of the Traveler, The **Travel Authorization** Page displays again showing the Traveler's Empl ID.



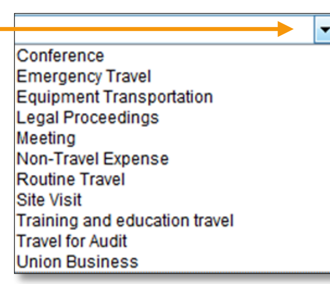
Step	Action
4.	Click on the **Add** button.

Step	Action
5.	➢ The **Create Travel Authorization Entry** page display



Required Fields (*):

* **Description:** Identify travel (Conference, Meeting, etc.)
* **Business Purpose:** Select correct list item from ***dropdown menu***
* **Location:** One destination per Travel Authorization
* **Travel Dates**
* **Attachments Link**: Supporting Documentation to Justify the Expenditure



The **Travel Authorization ID** value defaults to "**NEXT**" indicating that the Travel Authorization is new and has not yet been saved.
When saved, the system assigns a 10-digit number.

Location

National Travel: search by typing the two (2) letter code for a given state (e.g. WA for Washington, NY for New York, etc.)
International Traveler (Outside U.S.) search by typing three (3) letter code for the countries' state or city.

Accounting Defaults apply to every expense line.
All Travel Authorizations must be future dated.

Note: *Save your work frequently as you enter the projected expenses and attach the required supporting documentation.*

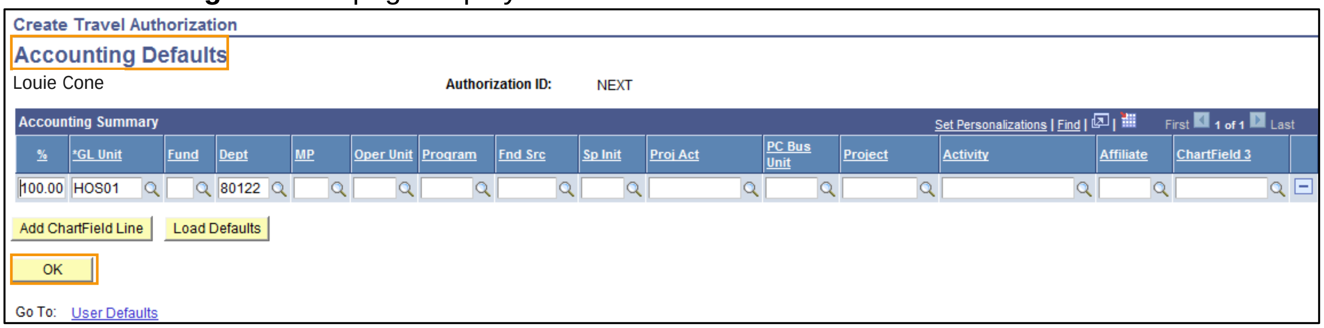
Step	Action

Accounting Defaults:

6.

➢ Click the **Accounting Defaults** link Accounting Defaults to view the ChartField string to be applied to every expense line of the Travel Authorization.

The **Accounting Defaults** page display.



As needed, modify only these default accounting ChartFields:

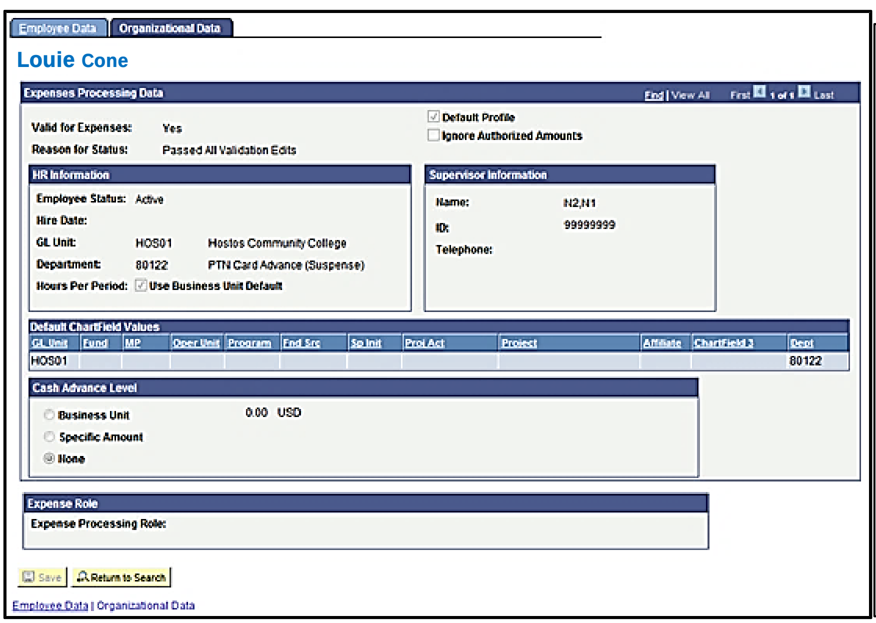
- **GL Unit (HOS01-Hostos Default)**
- **Dep**t (Department)

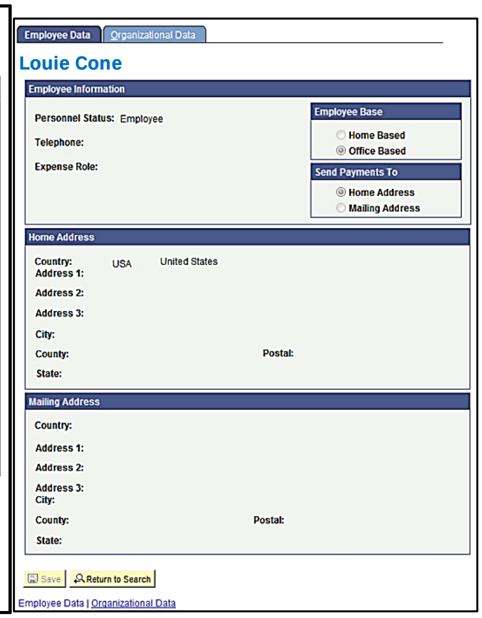
Note: Separate expense lines are needed when travel expenses are split among departments.

7.

➢ Click the **OK** button.

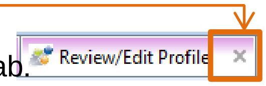
By clicking on the User Defaults Link, a new Tab opens up (Review**/Edit Profile**) displaying the Traveler's **Employee Data** and the **Organizational Data** (see below)**.**





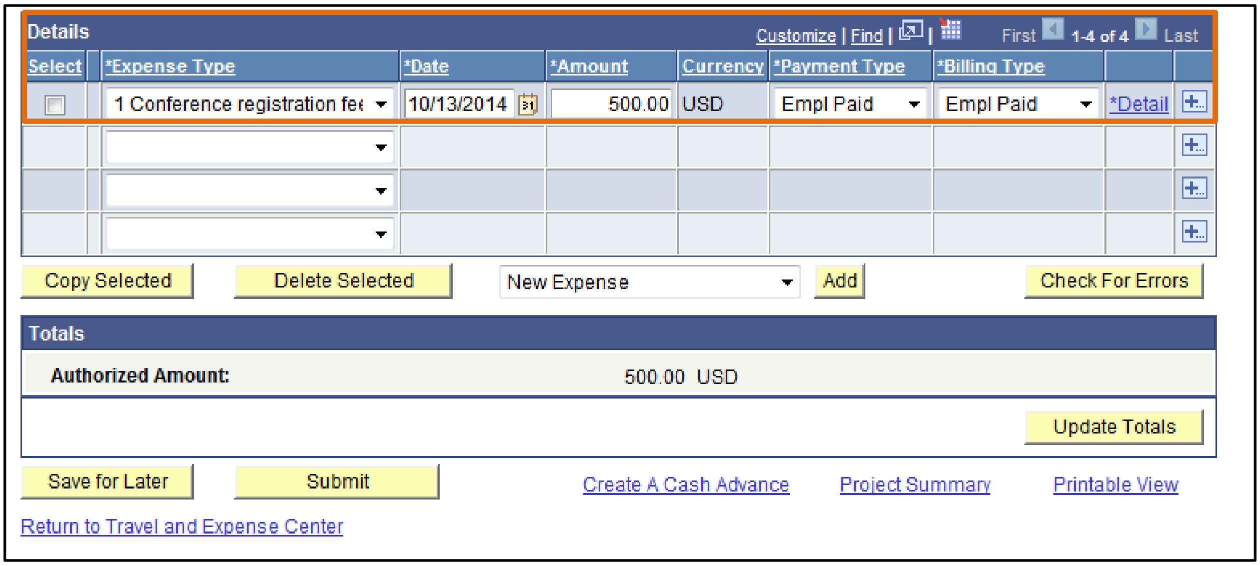
Note:

To return to the previous page, just click on the **X** next to the Review/Edit Profile Tab.



Don't click on Return to Search button because you are going to be directed to the Employee Profile page.

Step	Action
8.	➢ Complete the **Travel Authorization: Details Section**



<u>*Required fields</u>:

*__Expense Type:__ select most appropriate list item from dropdown menu**.** (List of items provided at the back of guide)

Note: If the employee is a member of PSC, then select only PSC Expense Types.

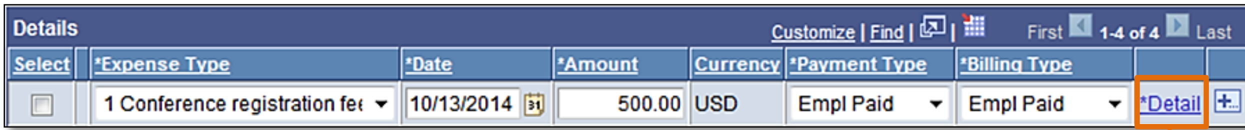
* **Date** field: enter future date the expense is expected to be incurred in the mm/dd/yyyy format.

*__Amount__ field: enter total expense estimate in whole dollars (no cents).

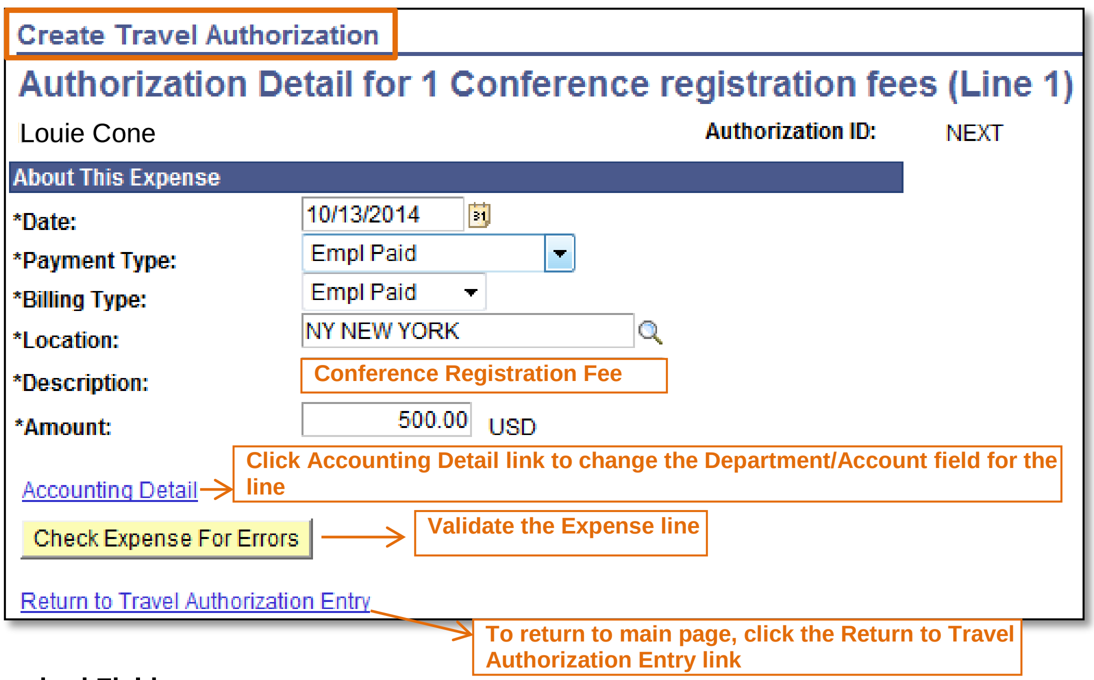
On the* **Payment Type** and ***Billing Type** dropdowns, select matching:

Payment Type	Billing Type	Action
CUNY Card	CUNY Paid	Payment processed with college card
EMPL Paid	EMPL Paid	Employee anticipates using their own funds for an expense e.g. Mileage
Non -reimbursable	Non -reimbursable	When employee anticipates incurring expenses that are non-reimbursable (expenses not covered by the college)

Step	Action



9. ➢ Click the **Detail** link to display the **Authorization Detail** page for the **Expense Type**.
The **Create Travel Authorization** page displays



<u>***Required Fields:**</u>

*__Date:__ Prepopulated from information entered in the previous page.

*__Payment Type and *Billing Type:__ Prepopulated from previous page.

*__Location:__ Prepopulated from previous page.

* **Description:** Enter a description of no more than 250 characters.

10. ➢ Click Return to Travel Authorization Entry link

> ***Note:***
> If the Expense Type is either PSC or Non PSC Mileage, then three additional fields display being: Miles, Originating Location, and Destination Location. After these three fields are entered, click the Calc Mileage button to update the Amount field based on the entered data.

Hostos Community College

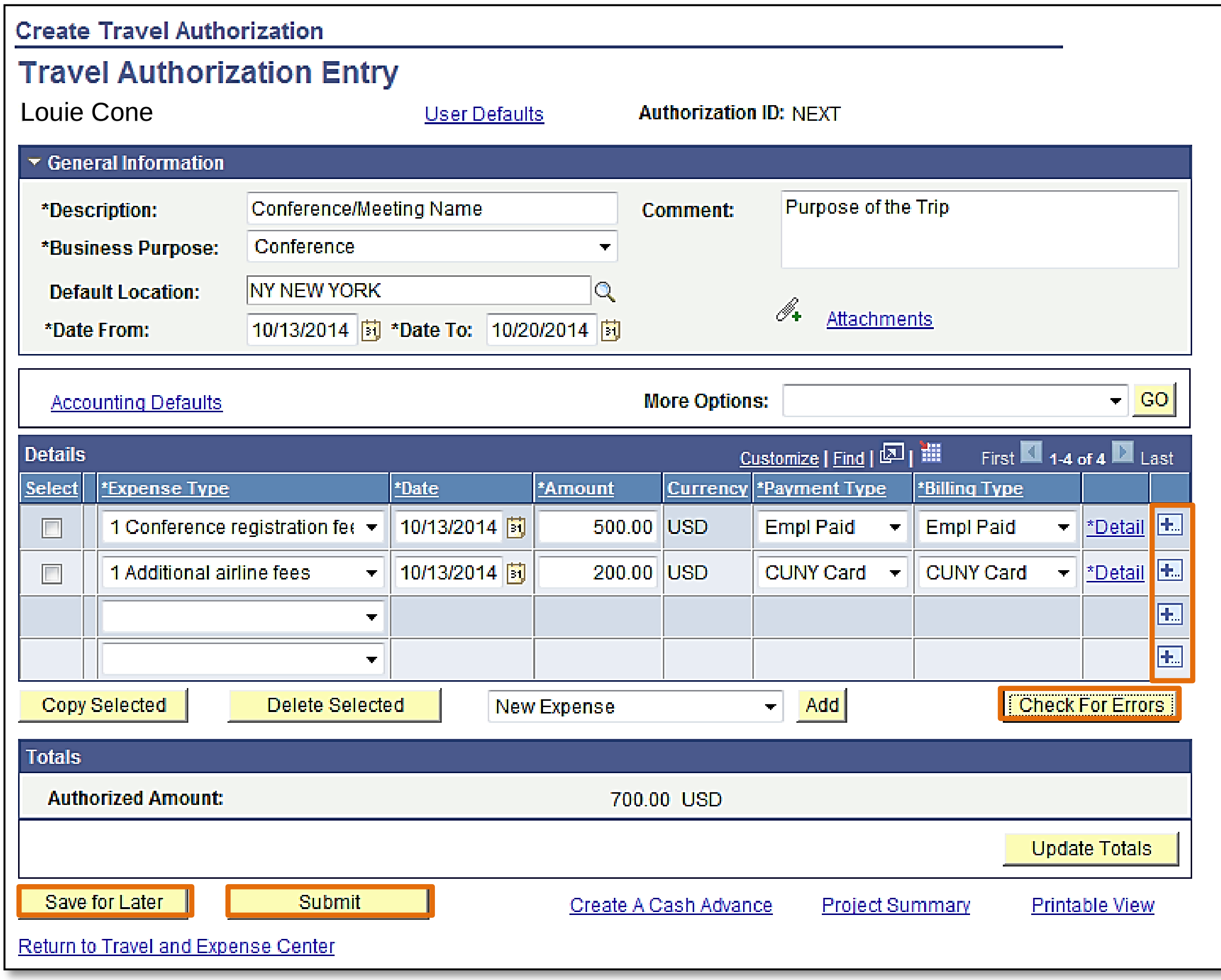
Step	Action

11.

The system takes you back to the **Create Travel Authorization /Travel Authorization Entry page.**

- Continue adding **Expense Type** lines.

As needed, click the **Add a row** icon to enter more expense lines.



12.

Before Submitting the Travel Authorization,

- Please click on **Check For Errors** button to validate all Expense lines. If no errors are found please choose one of the options below:

Save for Later button: works as a draft. This action will allow adding or changing lines later on the Travel Authorization.

Submit button: Begins Approval Route. Travel Authorization will go to your Supervisor for approval.

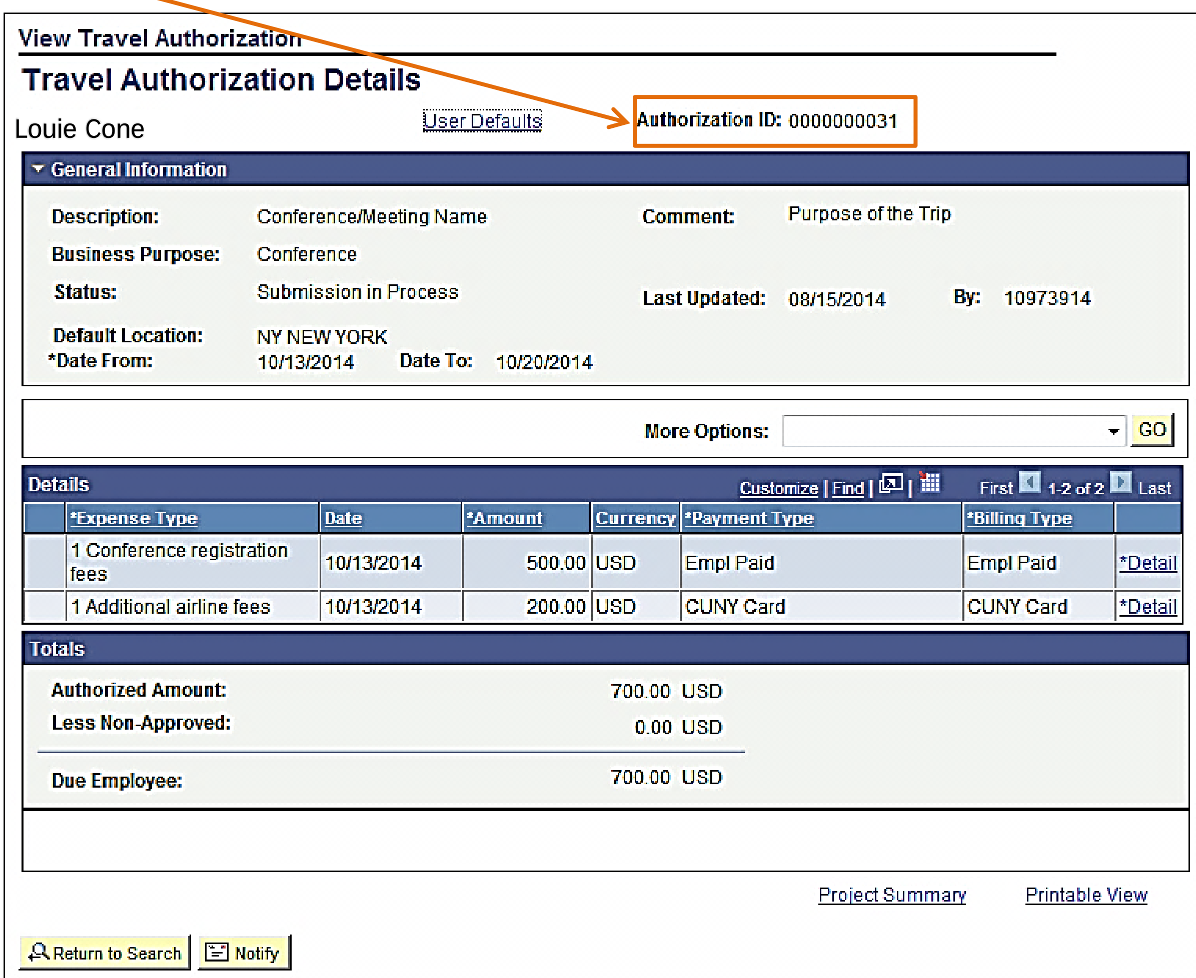
> **Note:**
> Expense lines are checked for errors.
> The Travel Authorization cannot be saved or submitted until all errors are corrected.
> After submission, the Travel Authorization cannot be changed by the Employee or Proxy.
> The only action available will be View Travel Authorization

Step	Action
13.	➢ Click **Submit** button.

Submit Confirmation page displays.

➢ Click **OK** button to submit your travel authorization

The system takes you back to **View Travel Authorization /Travel Authorization Details page** displaying the **Authorization ID** Number (10 digits) all the information you have Submitted



End of Procedure

Expense Type List From the Drop Down Menu

1 Additional airline fees
1 Agent fee
1 Conference registration fees
1 Cost of supplies/materials
1 Fuel for non personal auto
1 Hospitality Costs
1 Internet/phone fees
1 Membership costs
1 Moving expenses
1 Postage Costs
1 Subscriptions
1 Training/Education
Misc Travel Expenses- (not recommended)
Non PSC Commercial air travel
Non PSC Mass Transit
Non PSC Mileage-City Auto
Non PSC Mileage-State Auto
Non PSC Mileage-State Mcycle
Non PSC Parking Fees
Non PSC Per Diem Breakfast
Non PSC Per Diem Dinner
Non PSC Per Diem Local Bkfast
Non PSC Per Diem Local Dinner
Non PSC Per Diem Lunch (City)
Non PSC Per Diem Unrcpt Overnt
Non PSC Receipted Lodging
Non PSC Taxi/Car Service
Non PSC Tolls
Non PSC Train Ticket
Non PSC Vehicle Rental
PSC Commercial air travel
PSC Mass Transit
PSC Mileage-State Auto
PSC Mileage-State Mcycle
PSC Parking Fees
PSC Per Diem Breakfast
PSC Per Diem Dinner
PSC Per Diem Local Bkfast
PSC Per Diem Local Dinner
PSC Per Diem Lunch (City)
PSC Per Diem Unrcpt Overnt
PSC Receipted Lodging
PSC Taxi/Car Service
PSC Tolls
PSC Train Ticket
PSC Vehicle Rental

Create Expense Report

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

An employee or their Proxy may create an Expense Report directly in CUNYfirst. Both the Expense User and the Proxy who entered the Expense Report are notified by email when an Expense Report is sent back by an approver.
Approval Route: **Supervisor** (Employee's Supervisor) & **PrePay Auditor** (Accounts Payable)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>

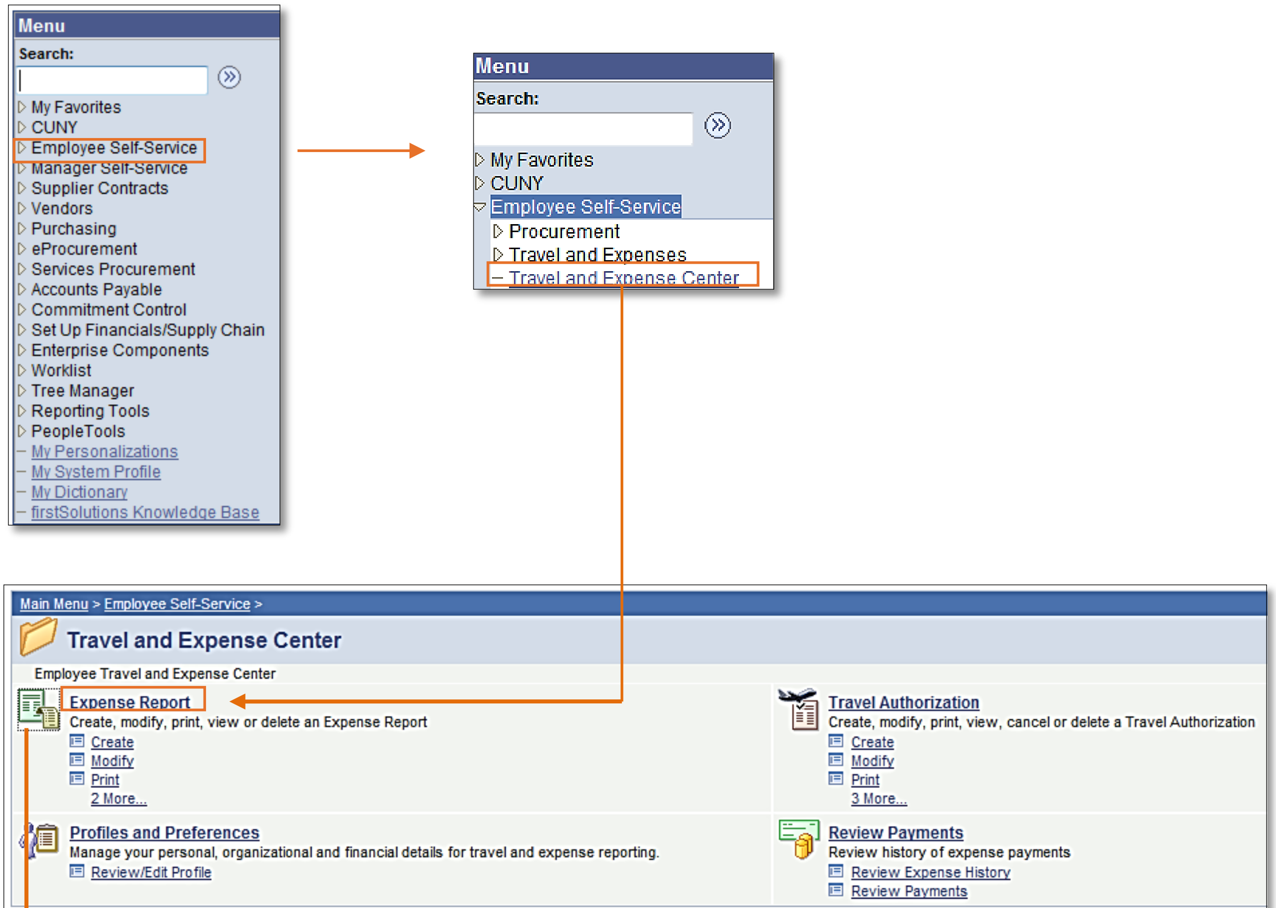
Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar:

- Enter your Username and Password and click the **Log In** button.

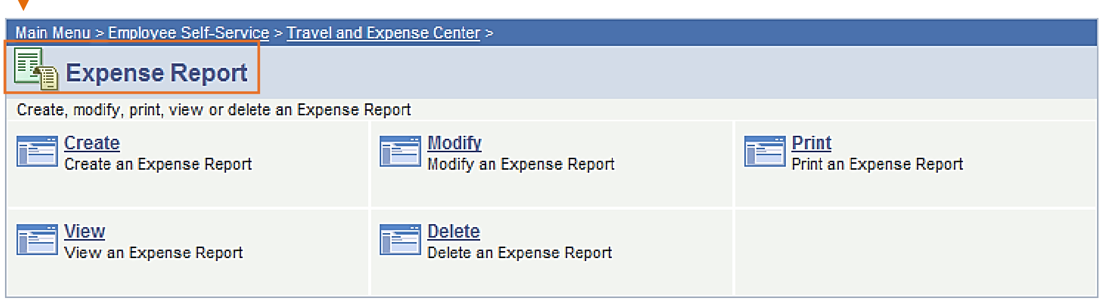
- From the ***Enterprise Menu,*** select the ***Financials Supply Chain*** link

</td></tr>
</table>

Step	Action
2.	➢ Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > Create***.



The Expense Report Link will take you to the window below:



In the ***Expense Report Center*** the traveler or Proxy can find the components they will use conveniently grouped.

Create- Allows the user to create a New Expense Report. (**After travel has been completed**)

Modify- This action is only available when the Expense Report is saved but not submitted for approval or when the Expense Report is sent back by an approver for revision.

View- Displays a submitted or approved Expense Report.

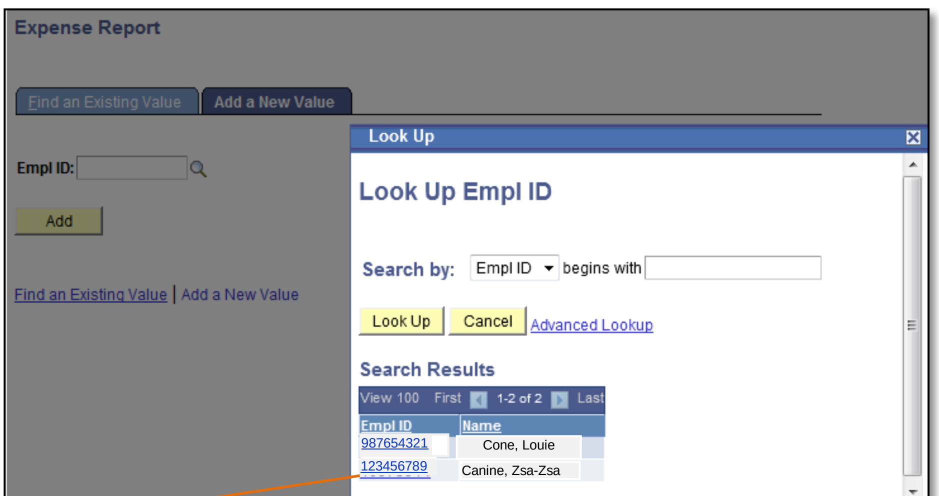
Delete- User can only delete an Expense Report when it is in a **Saved** or **Pending** status

Hostos Community College

Step	Action
3.	➢ After Clicking on the Create link, the ***Expense Report*** page will display, containing by default the user's Employee ID. **Note:** *If you are creating an Expense Report for yourself, just click the* ***Add*** *button*.

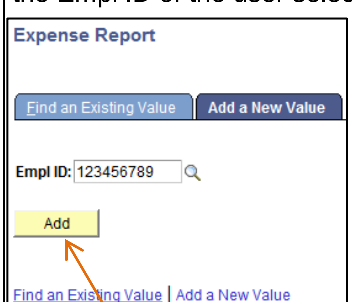
****Proxies**, when creating an Expense Report on behalf another person; **click on the** magnifying glass icon

The **Look Up Empl ID** page will display containing a list of **Empl ID's** and the **Names** of all the users that you are able to create an Expense Report for.



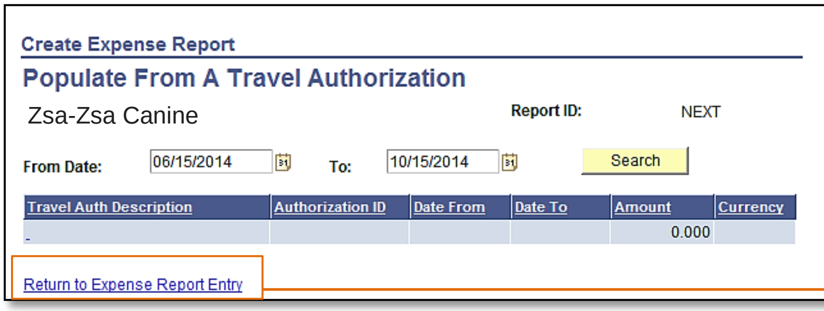
Click on the Empl ID of the person that you are creating the Expense Report for.

After selecting the Empl ID of the Expense Report user, The **Expense Report** page displays again showing the Empl ID of the user selected.



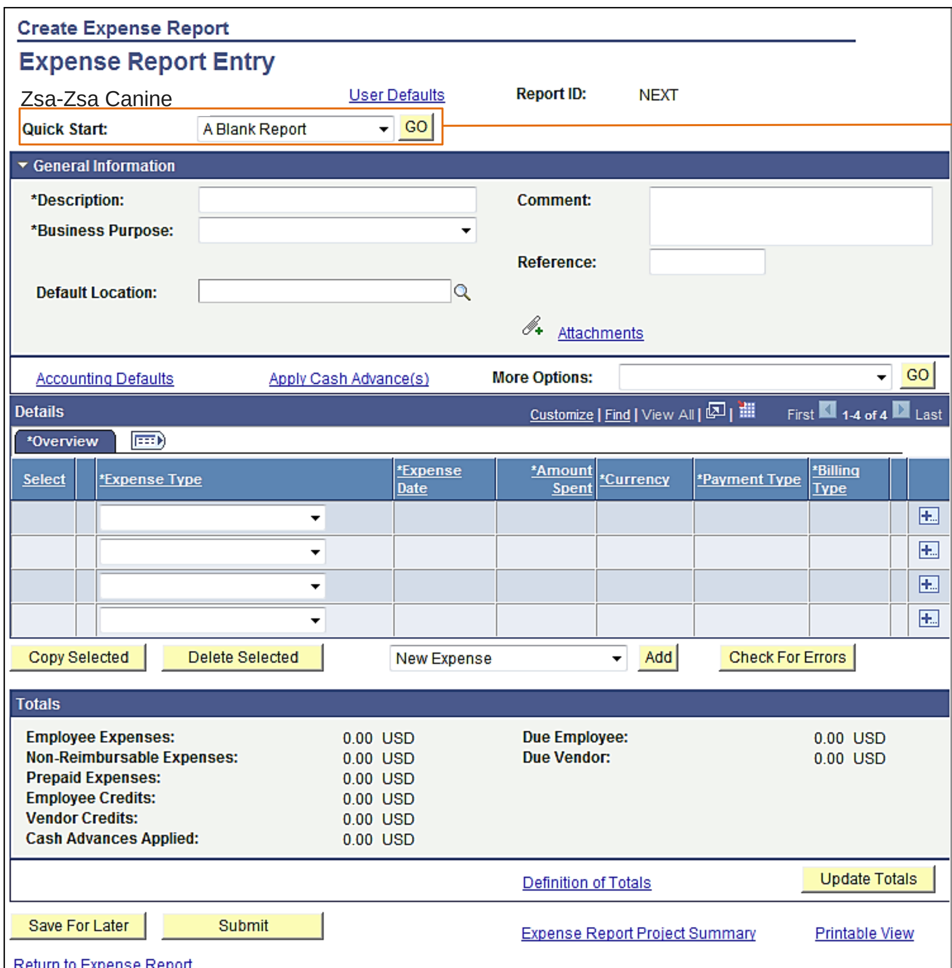
Step	Action
4.	Click on the **Add** button

Step	Action
	A Travel Authorization may be associated with ***only one*** Expense Report. Only **one travel authorization can be linked to an expense** report, **the same Travel Authorization cannot be copied or linked to another Expense Report.**
5.	➢ The **Create Expense Report** page display. This page only displays when the expense user has a **Travel Authorization** already in the system. If there are multiple Travel Authorizations, select the one you will be creating for the expense report. The user below has a Pending Travel Authorization **From Date**: 06/15/2014 **To** 10/15/2014.

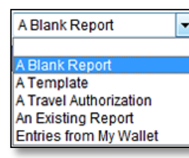


Click Return to Expense Report Entry to go to the Create an Expense Report page

Step	Action
6.	The **Expense Report Entry** page displays. From the Quick Start Drop down menu, select an item from the list and click GO



Click the **Quick Start** dropdown.



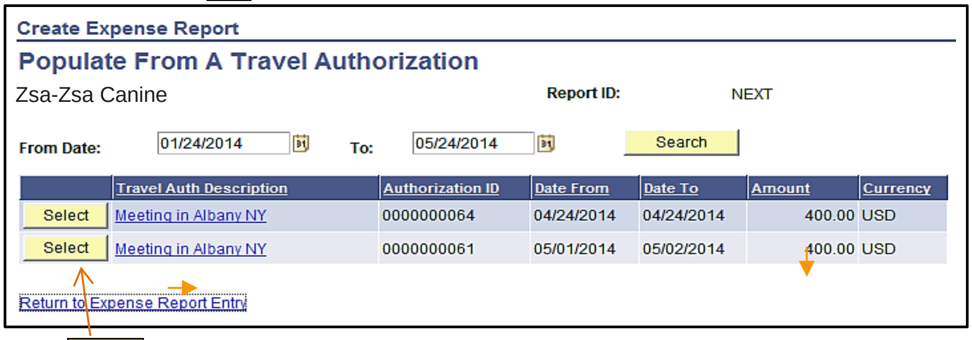
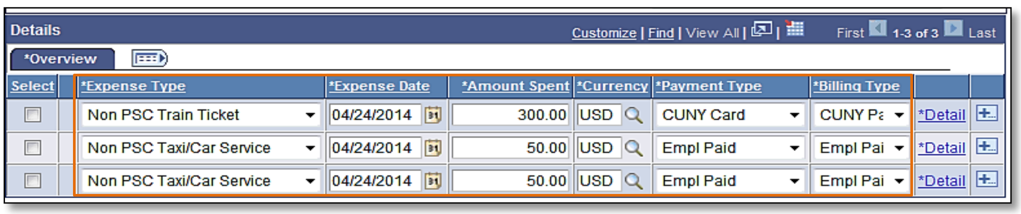
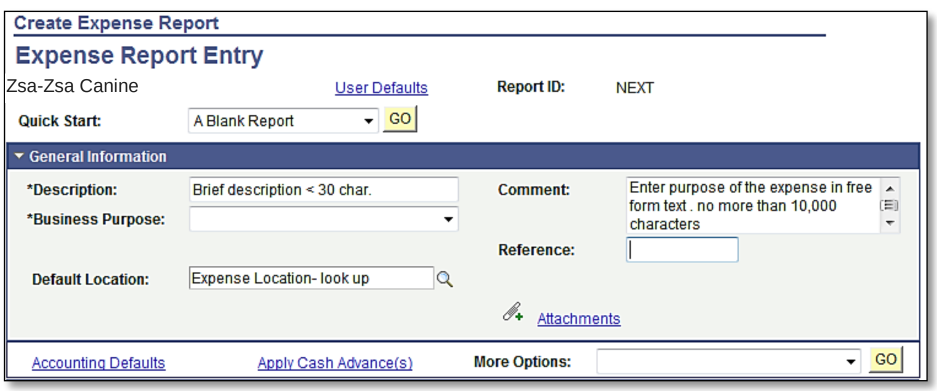
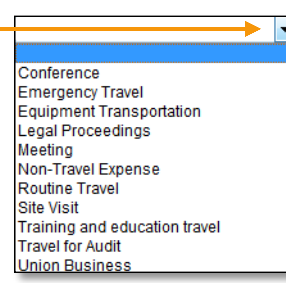
A Blank Report: for non-travel-related expenses

A Template: when user has created a template from previous Expense Report.

A Travel Authorization: to copy An **approved** Travel Authorization into an Expense Report.

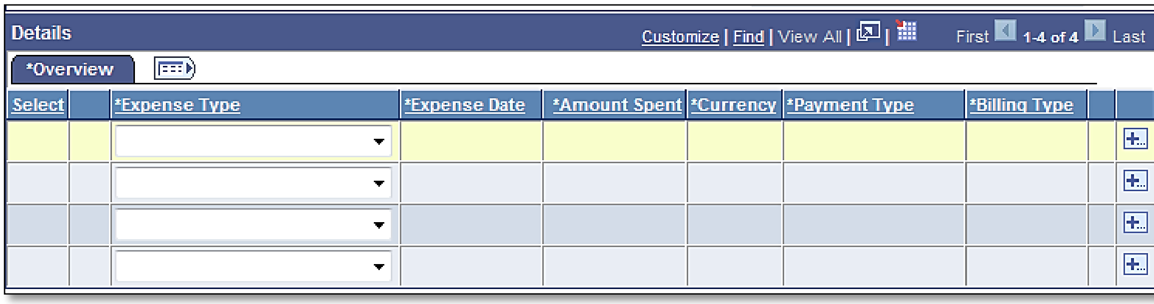
An Existing Report: to copy information for an existing Expense Report.

Entries from My Wallet: not to be used.

Step	Action
6.a	When creating an **Expense Report from <u>A Travel Authorization</u>**: After clicking on the GO button, The **Populate From A Travel Authorization** page display. 
6.b	Click the Select button of the Travel Authorization to be copied
6.c	The system takes you back to the **Expense Report Entry** page. Note that the Expense Report copied the information from the Travel Authorization Selected. In the ***Details** section, as needed, for each expense line, update the **Expense Type**, **Date**, **Amount**, **Payment Type**, and **Billing Type** fields 
7.	When **Creating an Expense Report from <u>A Blank Report</u>:**  ***Note: Save your work frequently as you enter your expenses (use the attachment link) and attach all scanned receipts.*** *****Layout all your original receipts on a page and send them to the Accounts Payable Office with an Expense cover page ***** **<u>General Information Required Fields (*):</u>** ***Note:*** ***These fields will auto populate from the Travel Authorization and may be overwritten as needed.*** * **Description:** Identify Expense (Conference, Meeting, etc.) * **Business Purpose:** Select correct list item from ***dropdown menu***  * **Default Location:** One destination per Expense Report. * **Attachments:** Supporting Documentation to Justify the Expenditure (e.g. receipts conference or meeting information, etc.) The **Report ID** value defaults to “**NEXT**” indicating that the Expense Report is **new** and has not yet been saved. When saved, the system assigns a 10-digit number. **<u>Default Location</u>:** search by typing the two (2) letter code for a given state (e.g. NY for New York, etc.). Outside U.S. search by typing three (3) letter code for the countries’ state or city. **Accounting Defaults** apply to every expense line.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8.</td><td>

Complete the **Details** section.



***Required fields**:

***Expense Type:** select most appropriate list item from dropdown menu. (List items provided at the back of guide)

Note: If the employee is a member of PSC, then select only PSC Expense Types.

* **Expense Date** field: enter the date the expense was incurred in the mm/dd/yyyy format.

***Amount Spent** field: enter the actual expense in dollars and cents as displayed on the receipt.

***Currency**: defaulted to USD. If expense is related to foreign currency, must attach exchange rate information.

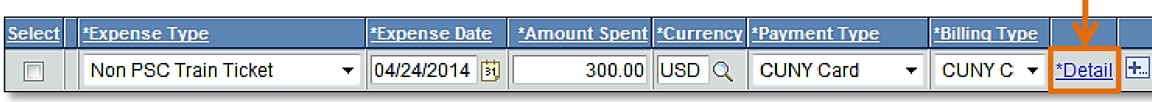
On the* **Payment Type** and ***Billing Type** dropdowns, select matching:

<table>
<tr><th>Payment Type</th><th>Billing Type</th><th>Action</th></tr>
<tr><td>CUNY Card</td><td>CUNY Paid</td><td>Expenses charged to college credit card</td></tr>
<tr><td>EMPL Paid</td><td>EMPL Paid</td><td>When an employee used their own funds for an expense</td></tr>
<tr><td>Non -reimbursable</td><td>Non -reimbursable</td><td>When an expense is the responsibility of the employee</td></tr>
</table>

Note: As needed, click the **Add a row** icon to enter more expense lines.

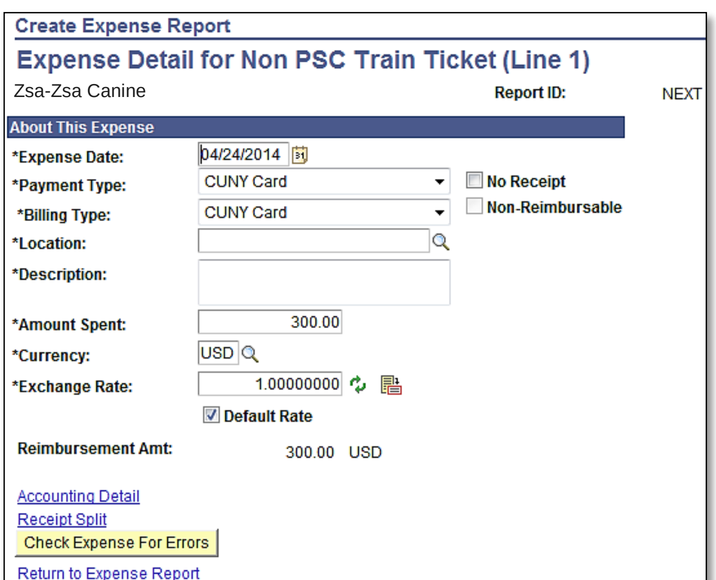
</td></tr>
<tr><td>9.</td><td>

Click the **Detail** link to display the **Authorization Detail** page for that particular line.



</td></tr>
<tr><td>10.</td><td>

The **Expense Detail** page display



***Required fields**

Look up the **Default Location** field which is the destination State and City for your travel.

Description field, enter a description of no more than 250 characters.

For each Expense Type, additional fields may display. e.g. Air Travel, then an additional field displays being: Air Ticket Number

To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify defaulted accounting ChartFields:

- **GL Unit**
- **Dept** (department)

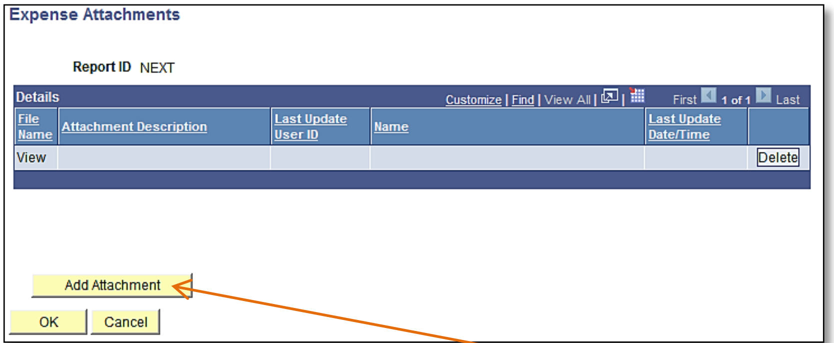
Click the **OK** button.

Click **Check Expense for Errors to check that particular line.

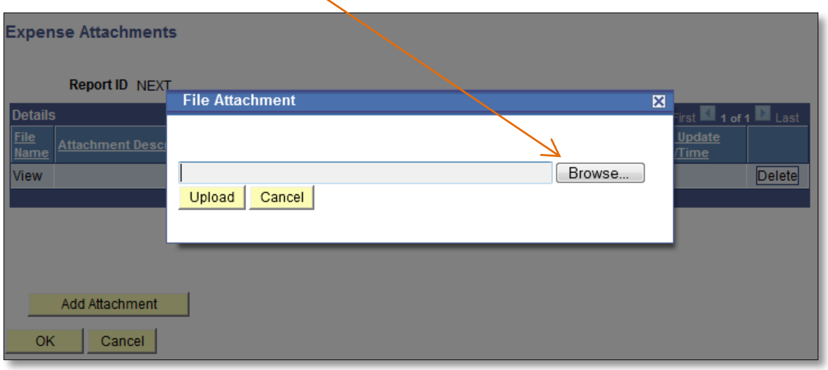
Click Return to Expense Report to return to previous page

</td></tr>
</table>

Step	Action
11.	Click the **Attachments** link to upload the Expense Report supporting documentation and scanned receipts.



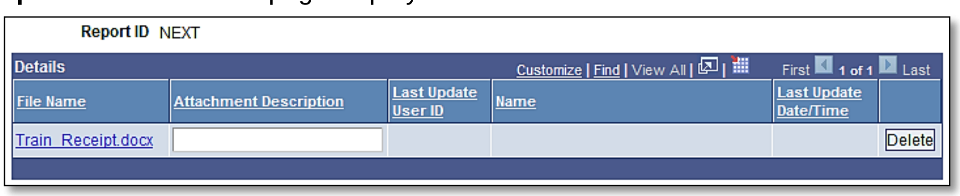
The **Expense Attachments** page displays. Click the **Add Attachment** button. The **File Attachment** pop up displays. Click the **Browse** button.



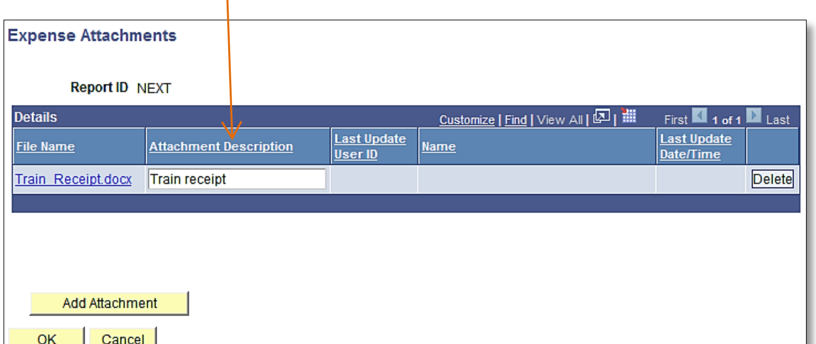
Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst.
Click the **Open** button.
Click the **Upload** button.

Note: Documents may be uploaded into a variety of file formats including: .jpg,.pdf, .docx, etc.

The **Expense Attachments** page displays.



In the **Attachment Description** field, enter a brief description of the attachment.

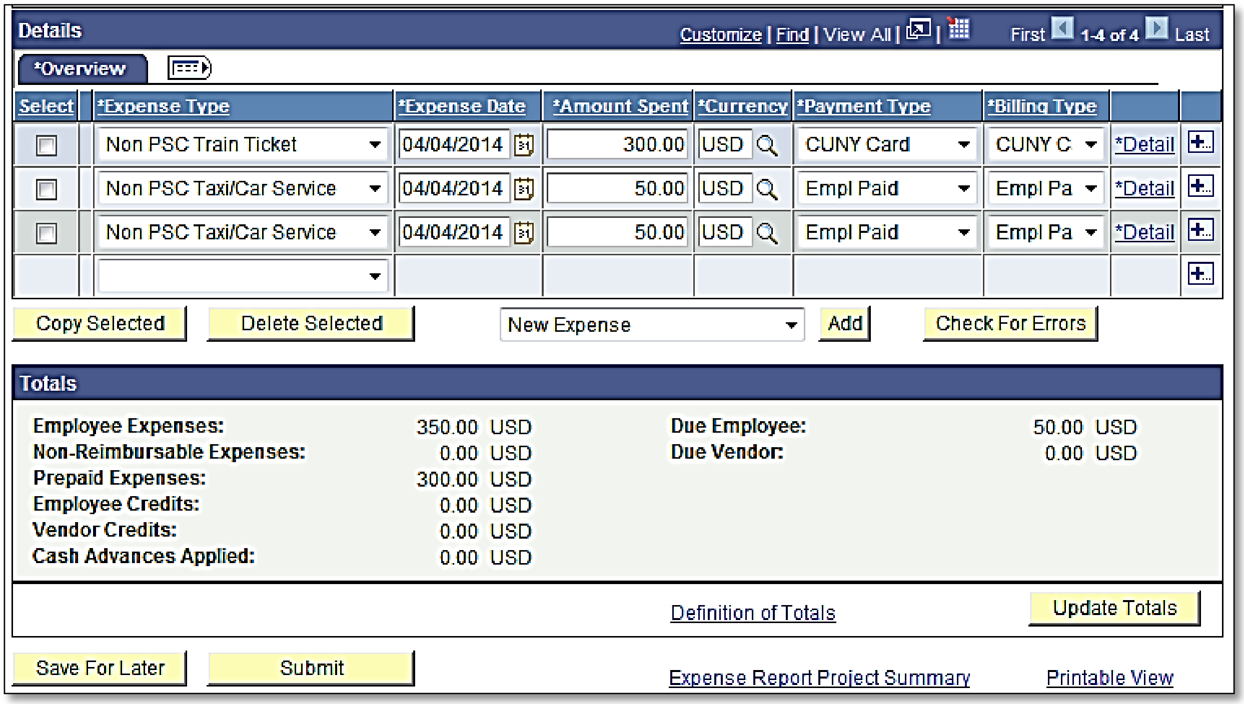


To **delete** an attachment, on the **Expense Report Entry** page, click the **Attachments** link.
On the **Expense Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**.
Click that row's **Delete** button.
The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved."

Click the **OK** button

Click the **OK** button.

Hostos Community College

Step	Action
12.	The system takes you back to the **Expense Report Entry** Page. When finish adding all your expenses, click the **Check For Errors** button.  ***Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:*** • ***Identifies any missing required fields.*** • ***ChartField strings are checked to ensure that combination of values is valid.*** If there are errors, then the **Missing or Invalid Information** button displays on each line that contains an error. Click the **Missing or Invalid Information** button for an expense line. The **Expense Detail for [expense type]** page displays with an explanation of problems for every expense line. Correct each error as indicated.
13.	Click the **Save For Later** button when there are additional expenses to enter or an expense line needs to have a receipt attached at the Attachments link. Click the **Submit** button when every expense is entered with an attached receipt at the Attachments link. When the **Submit** button is selected, then the **Save Confirmation** page displays. Click the **OK** button. ***Note:*** **After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.**
	End of Procedure

Expense Type List From the Drop down Menu

1 Additional airline fees
1 Agent fee
1 Conference registration fees
1 Cost of supplies/materials
1 Fuel for non personal auto
1 Hospitality Costs
1 Internet/phone fees
1 Membership costs
1 Moving expenses
1 Postage Costs
1 Subscriptions
1 Training/Education
Misc Travel Expenses- (not recommended)
Non PSC Commercial air travel
Non PSC Mass Transit
Non PSC Mileage-City Auto
Non PSC Mileage-State Auto
Non PSC Mileage-State Mcycle
Non PSC Parking Fees
Non PSC Per Diem Breakfast
Non PSC Per Diem Dinner
Non PSC Per Diem Local Bkfast
Non PSC Per Diem Local Dinner
Non PSC Per Diem Lunch (City)
Non PSC Per Diem Unrcpt Overnt
Non PSC Receipted Lodging
Non PSC Taxi/Car Service
Non PSC Tolls
Non PSC Train Ticket
Non PSC Vehicle Rental
PSC Commercial air travel
PSC Mass Transit
PSC Mileage-State Auto
PSC Mileage-State Mcycle
PSC Parking Fees
PSC Per Diem Breakfast
PSC Per Diem Dinner
PSC Per Diem Local Bkfast
PSC Per Diem Local Dinner
PSC Per Diem Lunch (City)
PSC Per Diem Unrcpt Overnt
PSC Receipted Lodging
PSC Taxi/Car Service
PSC Tolls
PSC Train Ticket
PSC Vehicle Rental

Hostos Community College