Training Workbook

Module 2: Travel and Expense

NOVA SOUTHEASTERN UNIVERSITY

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Learning Objectives :

Upon completion of this training the staff will be able to:

- Describe the process flow for travel at Nova Southeastern University
- Demonstrate the procedure for creating and submitting a travel authorization
- Demonstrate the procedure for creating and submitting an expense report

Travel Authorization Process

1. When an NSU employee has a requirement to travel they will log into the Ariba system and complete a Travel Authorization request. Requests should be filled out at least 30 days prior to departure.

2. The request is filled out online with estimates of all travel expenses and routed to the appropriate approval authority. If the appropriate approval authority is not listed the employee can add an approver to the request. (Exceptions to this rule for adding approvers are applicable for select centers, consult your center's procedure for clarification)

3. The approvers will either approve or deny the request for travel. The approver should approve the request within 5 days of submission.

4. If approved, the request is routed to Universal Travel.

5. Universal Travel will research fares, consult with the traveler, and book the appropriate reservations.

6. The employee will receive an email confirming the itinerary for the travel

Travel Expense Reimbursement Process

1. After the travel is completed and expenses are incurred the traveler will log online and complete a Travel Expense Report.

2. The expense report is submitted to the appropriate supervisor who will review and approve or route back to traveler for withdrawal, edit and resubmission

3. The traveler may withdraw the expense reimbursement at any time during the approval process to cancel or modify

4. The routing flow continues depending on what the policy is within the department

5. Once final approval is obtained it is routed to the Accounts Payable office for reimbursement

Procedure for Creating a Travel Authorization

1. Login to Ariba https://ariba.nova.edu
2. Click the Travel Dashboard Tab
3. In the command bar click Create; Click Travel Authorization
4. To the left of Summary; Click the + sign
5. Enter Title for the travel authorization in Travel Title field
6. Add Item by clicking item in Add Item Tab (For details of Adding items see the itemized procedure in Procedure for Individual line item section later in workbook)
7. Add details in the Item detail Tab
8. When item details are complete; click the done button
9. When all line items are added; click the continue button on right
10. Enter description of trip
11. Enter a destination city, state
12. Click the radio button of the appropriate response to the question Is this any of this trip personal, if any part is personal enter the part that will be personal
13. Enter the exact name of the person traveling as it is on your ID
14. Enter a phone number for you to be contacted about your trip
15. Enter an email address for you to be contacted about your trip
16. Check the appropriate button for question "Is contact person other than yourself?"

*Note: If you answer yes you must put the full name, phone number and email address for the person that can be contacted

17. Check the appropriate button if you require a Non-NSU traveler to travel
18. Check the appropriate button if you require a conference registration to be attached
19. Check the appropriate button if you require a Non-NSU traveler to travel
20. Enter any comments, preferences, or explanations in the comment area for the travel office

21. If you have attachments, click the attachment button, click the browse button to find the file, click on the file, click open and then click ok
22. When you are ready; click the submit button
23. Your travel authorization will be routed to your approver and then to Universal Travel who will contact you or your contact person for arrangements. Keep all arrangement itinerary received from Universal Travel.

Procedure for Creating an Expense Report from a Travel Authorization

1. Login to Ariba https://ariba.nova.edu
2. Click the Travel Dashboard Tab
3. In the command bar click Create; Click Expense Report
4. To the left of Summary; Click the + sign
5. Enter Title for the Expense Report in the Travel Title field
6. Click the tab titled TA
7. Select the TA that corresponds to this trip
8. Click the Add Travel Authorization button
9. Your items will be added to your list
10. To edit items select the item to edit
11. Edit in the item details tab; click done when done
12. Add any items that were left out of the TA
13. Click the Continue button
14. Enter amount if you received a cash advance
15. Enter start time of your trip
16. Enter End time of your trip
17. Enter Comments
18. Add all you scanned attachments by clicking the Add Attachment button
19. Browse your computer for the file
20. Select File click open
21. Click OK
22. Click Submit

Procedure for Creating an Expense Report using the Excel Template

1. Login to Ariba https://ariba.nova.edu
2. Click the Travel Dashboard Tab
3. In the command bar click Create; Click Expense Report
4. To the left of Summary; Click the + sign
5. Enter Title for the Expense Report in the Travel Title field
6. Click the Create Expense Template button
7. Open the Template in excel and save it to your computer
8. Fill out the Excel spreadsheet and save it
9. When you are done with the excel spreadsheet close out Excel (make sure you know where the file is saved)
10. Click the upload expenses button
11. Click Browse and find your excel file
12. Select the excel file, click open
13. Click OK
14. Edit in the item details tab; click done when done
15. Add any items that were left out of the spreadsheet
16. Click the Continue button
17. Enter amount if you received a cash advance
18. Enter start time of your trip
19. Enter End time of your trip
20. Enter Comments
21. Add all you scanned attachments by clicking the Add Attachment button
22. Browse your computer for the file
23. Select File click open
24. Click OK
25. Click Submit
26. Edit the line items as necessary by selecting the item and completing the item details

Procedure to add various line items

To add various items to your Travel authorization or Expense Report you must navigate to that area first. After you are in that area you may complete the following line items if required.

Airfare

1. In the Add item area; click the Airfare link
2. In the Item Details Tab; Enter a date
3. Enter an Amount in the amount: field
4. Click the Flight Details Button
5. Enter Flight details for the 1st part of trip (origin,destination, date, Preferred Airline)
6. Click Add button to add more parts of trip
7. Edit the Accounting information (If Required)
8. Click Done when all parts of trip are done
9. In the item details area; click the done button to add to list

Car Rental

1. In the Add Item area;Click the Car Rental link
2. Enter Amount in the Amount Field
3. Enter the city you will need the rental;
4. Enter the pickup date
5. Enter the pickup time
6. Edit the Accounting information (If Required)
7. Click the done button to add item to list

Hotel

1. In the Add Item area; click Hotel
2. Enter amount
3. Enter City
4. Enter Check in date
5. Enter Check out Date
6. Edit Accounting information (If Required)
7. Click Done to add item to list

Meals

1. In the Add Item area; Click Breakfast, Lunch, or Dinner link
2. Enter Date of meal
3. Enter Amount of meal
4. Enter Purpose only if you bought someone else a meal and want reimbursed
5. (Add Attendees if this is true)
6. Edit Accounting information (If Required)
7. Click the done button to add item to list

Conference/Registration

1. In the Add Item area; click the Conference/Regiatration link
2. Enter Date
3. Enter Amount
4. Edit Accounting information (If Required)
5. Click the done button to add item to list

Entertainment

1. In the add item area; click the Entertainment Link
2. Enter Date
3. Enter Amount
4. Enter Purpose (REQUIRED)
5. Enter Attendees by clicking the attendees button
6. Enter Name, Title, company
7. To add more; click the add button
8. When done adding attendees; click the done button
9. Edit Accounting information (If Required)
10. Click the done button to add item to your list

Miscellaneous

1. In the add item area click the Miscellaneous link
2. Enter a date
3. Enter amount
4. Enter Details (REQUIRED)
5. Edit accounting information (If Required)
6. Click the Done button to add item to your list

Tips-Misc

1. In the add item area; click the Tips-Misc link
2. Enter Date
3. Enter Amount
4. Enter Details (REQUIRED)
5. Edit Accounting information (If Required)
6. Click the Done button to add to list

Fax/Copy

1. In the add item area; click the Fax/Copy link
2. Enter Date
3. Enter amount
4. Edit Accounting information (If Required)
5. Click the Done button to add to list

Shipping

1. In the add item area; click the Shipping link
2. Enter Date
3. Enter Amount
4. Edit Accounting information (If Required)
5. Click the Done button to add to list

Supplies

1. In the add item area; click the Supplies link
2. Enter Date
3. Enter Amount
4. Enter Details (REQUIRED)
5. Edit Accounting information (If Required)
6. Click the Done button to add to list

Internet

1. In the add item area; click the Internet link
2. Enter Date
3. Enter Amount
4. Edit Accounting information (If Required)
5. Click the Done button to add to list

Telephone

1. In the add item area; click the Telephone link
2. Enter Date
3. Enter Amount
4. Enter Details (REQUIRED)
5. Edit Accounting information (If Required)
6. Click the Done button to add to list

Bus

1. In the add item area; click the Bus link
2. Enter Date
3. Enter Amount
4. Enter City
5. Edit Accounting information (If Required)
6. Click the Done button to add to list

Gas

1. In the add item area; click the Gas link
2. Enter Date
3. Enter Amount
4. Edit Accounting information (If Required)
5. Click the Done button to add to list

Mileage

1. In the add item area; click the Mileage link
2. Enter Date
3. Enter Miles
4. Enter Origin
5. Enter Destination
6. Check if Round Trip Yes or NO
7. Edit Accounting information (If Required)
8. Click the Done button to add to list

Mileage-Contracts/Grants

1. In the add item area; click the Mileage-Contracts/Grants link
2. Enter Date
3. Enter Miles
4. Enter Origin
5. Enter Destination
6. Enter Contrac/Grant Reimbursement Rate
7. Check if Round Trip Yes or NO
8. Edit Accounting information (If Required)
9. Click the Done button to add to list

Parking

1. In the add item area; click the Parking link
2. Enter Date
3. Enter Amount
4. Enter Location
5. Edit Accounting information (If Required)
6. Click the Done button to add to list

Rail

1. In the add item area; click the Rail link
2. Enter City
3. Enter Date
4. Enter Amount
5. Enter Details (REQUIRED)
6. Edit Accounting information (If Required)
7. Click the Done button to add to list

Taxi/Shuttle/Limo

1. In the add item area; click the Taxi/Shuttle/Limo link
2. Enter Date
3. Enter Amount
4. Enter City
5. Edit Accounting information (If Required)
6. Click the Done button to add to list

Tolls

1. In the add item area; click the Tolls link
2. Enter Date
3. Enter Amount
4. Edit Accounting information (If Required)
5. Click the Done button to add to list