



# Approving Requests in the Banner Travel System

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This document explains how to approve travel authorizations and reimbursements via Workflow and the Banner Travel System.

*12/13/2010*

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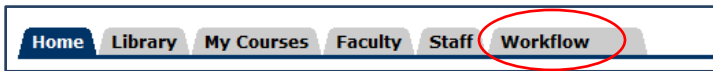
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# APPROVING TRAVEL REQUESTS

## THE APPROVAL REQUEST NOTIFICATION

You will receive an e-mail with the subject line "Travel & Expense Document Approval ..." (see below) which lets you know there is a travel authorization or reimbursement requiring your approval. The message has a summary of the request and the history of prior approvals.

**How to Get into Workflow:** Click the link labeled **MyFAU** which will take you to MyFAU so you can access Workflow. Click the tab labeled Workflow and you will automatically be logged into the application.



The workflow tab lists your Worklist, all the items that need your attention in Workflow. Authorization Approvals represent travel that has not occurred yet. Expense approvals are for reimbursements. For each item the name of the traveler and the document number will be listed.

The e-mail you receive from Workflow also lists the document number, so you can refer to that if you see more than one document requiring your attention. Double click on the document name in the Workflow column to see the approval form.

Organization	Workflow	Name	Activity
Root	Authorization Approval for	TA000162	Approval FAU
Root	Expense Approval for	TR000006	Approval FAU
Root	Expense Approval for	TR000004	Approval FAU

**Workflow Timeout** – Workflow will log you out after 30 minutes of no activity. If you are logged out and have a login screen, enter your FAUNetID and password – same as you used to log into MyFAU.

**From:** TRAVELAPPROVAL@fau.edu [mailto:TRAVELAPPROVAL@fau.edu]...  
**Sent:** Thursday, December 09, 2010 1:07 PM  
**To:** John Doe  
**Cc:** Jane Doe; John Doe  
**Subject:** TRAVEL APPROVAL NEEDED! Traveler: Adam for TA000105

Dear Jane Doe,

You are listed as the Fund Approver for the following Travel and Expense Document for Adam. Please log into [MyFAU](#), and select the Workflow Approvals tab to view and approve.

The following information describes the request:

Document Code: TA000105  
Entered by: John Doe  
Document Purpose: Non-Blanket  
Document Description:  
Document Comments:  
Index Code: F12000  
Reimbursement Amount: 9.99 USD  
Pay By: N/A  
Pay Amount: N/A

The approval requests to date for this document are as follows:  
(Please note additional approvers may be included based on nature of the travel/payment request)

Supervisor: John Doe, [john.doe@fau.edu](mailto:john.doe@fau.edu)  
Fund Signer: Jane Doe, [jane.doe@fau.edu](mailto:jane.doe@fau.edu)  
Grants Approver: ...  
International Approver: ...  
Provost: ...

The following comments were added by previous approver:  
**I have approved this as the final supervisor.**

**Approval History**  
**Be sure to check the comments section.**

## APPROVAL FORM (WORKFLOW)

After you double-click the travel document requiring approval, the approval form will open. The top part provides a summary of the request.

To see the full details of the request (itinerary and itemized expenses), click the Travel & Expense Page link which is near the bottom of the page. The link will take you to the login page of the Banner Travel System.

**Home**

- [Worklist](#)
- [Workflow Status Search](#)
- [Workflow Alerts](#)

**User Profile**

- [My Processes](#)
- [User Information](#)
- [Change Password](#)

Worklist

### Travel and Expense Approval

Your approval is being requested for the following Travel & Expense Report.

Traveler:	Name
Affiliation:	None
Entered by:	Name
Relocation:	N
Travel:	TRAVEL
Document Code:	TA000162
Report Date:	08-DEC-2010
Document Type:	85
Document Purpose:	Non-Blanket
Document Description:	Use Proxies and Adhocs
Document Comments:	
Reimbursable Amount:	33.33 USD
Non-Reimbursable Amount:	0.00 USD
Total Amount:	33.33 USD
Budget Available for all Funding Sources:	Y
Pay Amount:	N/A
Pay By:	N/A

Please select an approval status and enter any appropriate comments.

\* Approval Status

Approve (Final)

Approve & Add Approver (Enter the approver's Workflow Login ID in the Additional Approver field below.)

Deny

Return for Correction

Approver Comments:

Additional Approver:

NOTE: The additional approver MUST be the approver's Workflow Login ID.

Use the [Travel & Expense Page](#) to review more detail of the expense.

The following is for Administration use ONLY

Circulation:	129
Node:	10

Information on navigating through the travel system is available in the Viewing the Request's Full Details section (page 5).

## APPROVING OR DENYING A TRAVEL REQUEST

Approvers have four options for handling a travel request:

- Approve
- Approve & Add Approver
- Deny
- Return for Correction

**Approve (Final)** – By approving you are confirming that the document meets your approval and requires no changes. The document will then go on to the next approver in the standard queue if there is one. If you

happen to be the last approver, then the request is fully approved and the related costs will automatically be encumbered in Banner. This option does not allow you to add an additional approver.

**Approve & Add Approver** – Using this option you again are confirming that you approve the request but you also will add another approver, one who is not already in the queue, and that approver will have to approve the request before the document continues along the standard approval flow. When you use this option will need to enter the additional approver’s Banner/Workflow username (it should be the first part of the individual’s FAU e-mail address, the part preceding @fau.edu which should not be included in the Additional Approver field — e.g., for [jsmith@fau.edu](mailto:jsmith@fau.edu) the username would be **jsmith**). Please confirm with the additional approver that he or she does have a Banner username to ensure the request can be completed.

**Deny** – This option stops the request completely and notifies the delegate that you have denied the request. Use this option only if the request is invalid and wouldn’t be approved even if details/costs were changed. If the majority of the request is valid but changes are needed before approval, use the Return for Correction option.

**Return for Correction** – This option will notify the delegate that information must be changed before you can approve the request. The request can then be updated by the delegate and resubmitted again. The Approver Comments section is useful for communicating the needed updates/changes.

The screenshot shows a web form for approval. At the top, it says "Please select an approval status and enter any appropriate comments." Below this is a section for "Approval Status" with four radio button options: "Approve (Final)", "Approve & Add Approver (Enter the approver's Workflow Login ID in the Additional Approver field below.)", "Deny", and "Return for Correction". The "Approve & Add Approver" option is selected. Below the radio buttons is a text input field labeled "Additional Approver:" containing the text "jprvrid". To the right of this field is a larger text area labeled "Enter any comments here". Below the text area is a "NOTE: The additional approver MUST be the approver's Workflow Login" and a link to "Use the Travel & Expense Page to review more detail of the expense." Further down, it says "The following is for Administration use ONLY" and lists "Circulation: 142" and "Node: 10". At the bottom are three buttons: "Complete", "Save & Close", and "Cancel". In the bottom right corner, it says "Top powered by SUNGARD HIGHER EDUCATION".

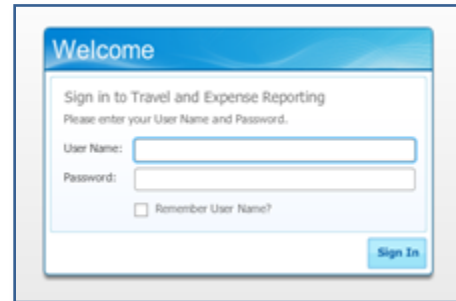
Red annotations on the form include:

- An arrow pointing to the "Approve & Add Approver" radio button with the text: "If you click Approve & Add Approver, be sure you enter the approver's ID in the Additional Approver field."
- An arrow pointing to the "Additional Approver:" text input field with the text: "Add comments as a way to communicate with the next approver if you need to."
- An arrow pointing to the "Enter any comments here" text area.

After selecting your approval or other action on the form, and entering another approver if necessary, you can either click the **Complete** button to register your approval and send the request to the next level or, if you aren’t sure about your action, you can click the **Save & Close** button which will save your selections. You will then need to log into Workflow later to complete the request.

## VIEWING THE REQUEST'S FULL DETAILS (BANNER TRAVEL SYSTEM)

In the bottom section of the approvals request, is a link to the Banner Travel System. When you click the link, you will receive a login prompt (see image to the right). On the Banner Travel System, your username is your Z-number and your password is your PIN.



A screenshot of the Banner Travel System login page. The page has a blue header with the word "Welcome". Below the header, it says "Sign in to Travel and Expense Reporting" and "Please enter your User Name and Password." There are two input fields: "User Name:" and "Password:". Below the "Password:" field is a checkbox labeled "Remember User Name?". A blue "Sign In" button is located at the bottom right of the form.

**Don't know your Znumber? PIN?** Login credentials for the Banner travel system are your Znumber and PIN. If you don't know your Znumber you can log into MyFAU where it is displayed for you. If you don't know your PIN, send a request to the help desk at <http://www.fau.edu/helpdesk> and ask that your Self-Service PIN be reset.

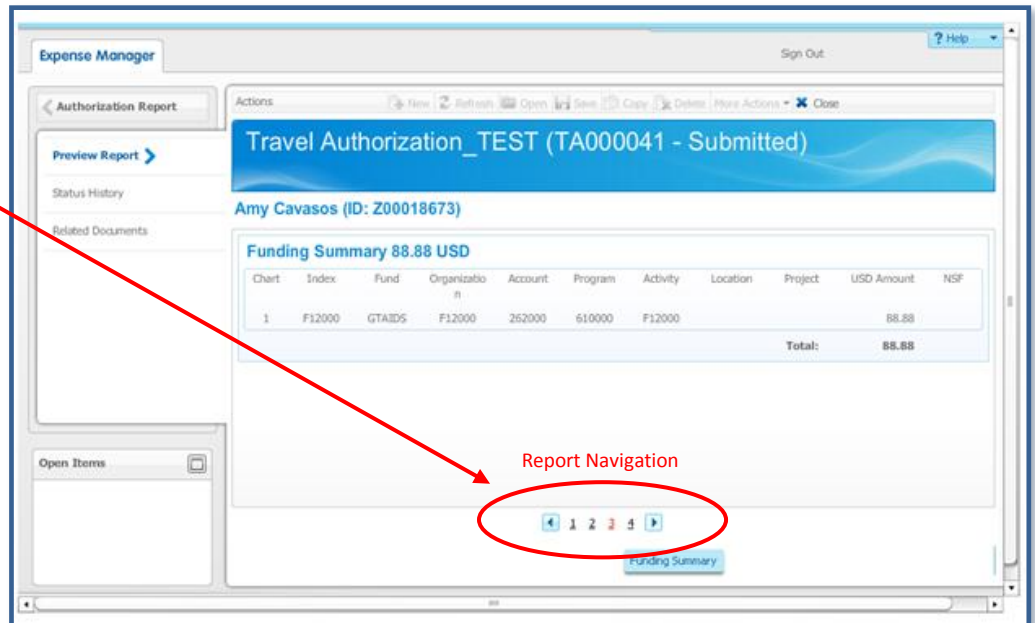
When you log in you will be taken to the report that requires your approval. All information entered by the delegate is displayed on the 4 Summary Pages. Use the page number links at the bottom of the window to jump to the page you want:

**page 1**—General Information

**page 2**—Reimbursable Expenses

**page 3**—Funding Summary

**page 4**—Non-Reimbursable Expenses



A screenshot of the Expense Manager application. The main content area displays a "Travel Authorization\_TEST (TA000041 - Submitted)" report for Amy Cavazos (ID: Z00018673). Below the report title is a "Funding Summary 88.88 USD" table. The table has columns for Chart, Index, Fund, Organization, Account, Program, Activity, Location, Project, USD Amount, and NSF. A red circle highlights the "Report Navigation" controls at the bottom of the report, which include page numbers 1, 2, 3, and 4, along with navigation arrows. A red arrow points from the text "page 3—Funding Summary" to the "3" in the navigation controls.

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Project	USD Amount	NSF
1	F12000	GTAIDS	F12000	262000	610000	F12000			88.88	
Total:									88.88	

After viewing the report, return to the Workflow window to approve, deny, or return for correction.

## SETTING A PROXY – SOMEONE TO APPROVE IN LIEU OF YOU

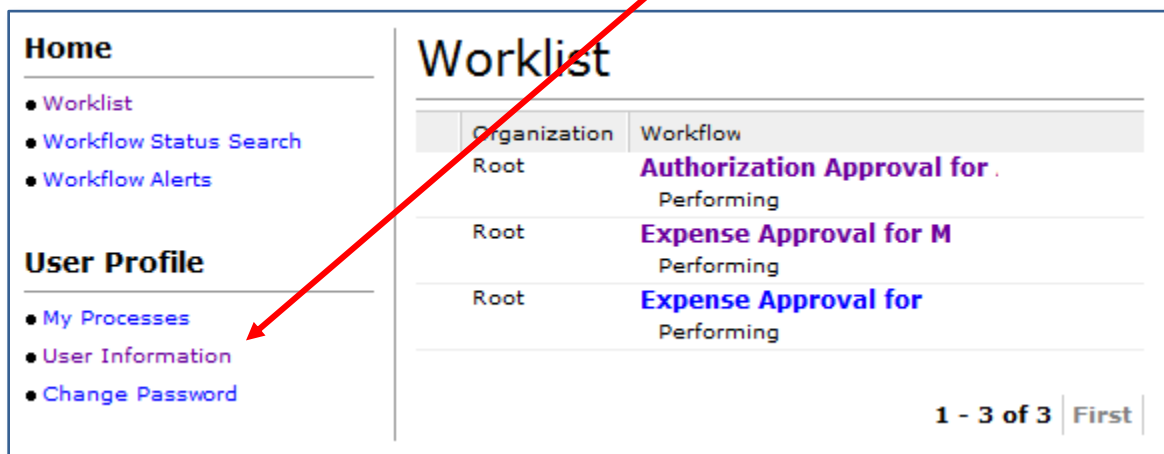
You can set someone to act as an approver for you, to be your proxy. Proxy settings are date specific, allowing you to designate an approver to cover your requests for a specified time. Because you enter a range you do not need to undo the proxy setting; it will simply expire.

### WHAT YOU SHOULD KNOW ABOUT PROXIES

1. E-mail notifications regarding approvals are sent to both you and your proxy during the proxy period.
2. The approval request will appear on both your worklist and your proxy's worklist in Workflow, so either person can approve the request.
3. The request will be removed from both worklists (yours and the proxy's) after one of you approves it, so there is no overlap.
4. There are a two different approval roles:
  - APPROVER — supervisor approvals only.
  - TEX\_U\_TRAVEL\_APPROVER — other (not supervisor) levels of approval such as fund signers, grants, international, provost, travel desk.

### HOW TO SET A PROXY

1. Proxies are set in Workflow, so the first thing you need to do is log into Workflow.
2. Once in Workflow, from the left-side menu click on **User Information**.



The screenshot displays the Workflow application interface. On the left, there is a navigation menu with sections: 'Home' containing 'Worklist', 'Workflow Status Search', and 'Workflow Alerts'; and 'User Profile' containing 'My Processes', 'User Information', and 'Change Password'. A red arrow points to the 'User Information' link. The main content area is titled 'Worklist' and shows a table with three rows of approval requests. The first row is 'Authorization Approval for .', the second is 'Expense Approval for M', and the third is 'Expense Approval for'. Each row has 'Root' in the 'Organization' column and 'Performing' in the 'Workflow' column. At the bottom right, there is a pagination control showing '1 - 3 of 3 | First'.

Organization	Workflow
Root	<b>Authorization Approval for .</b> Performing
Root	<b>Expense Approval for M</b> Performing
Root	<b>Expense Approval for</b> Performing

1 - 3 of 3 | First

- In the section labeled **My Roles** the roles you have are listed. Click the **Add Proxy** link to the right of the approver role you want to give to your proxy.

Supervisors need the role **Approver** and fund signers need the role **TEX\_U\_TRAVEL\_APPROVE R**. If someone is both a supervisor and a fund signer, he or will need both roles.

### User Information Workflow Help

Logon ID: rr  
 Last Name: M  
 First Name: M  
 Middle Name:  
 Email: mr @fau.edu  
 Effective From: 04-Nov-2010 02:21:41  
 Effective To:

[Notifications](#)  
[Launching](#)

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#### My Roles

Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
Root	Approver	04-Nov-2010 02:22:04 PM		Primary	<a href="#">Add Proxy</a>
Root	Business Analyst	04-Nov-2010 02:22:10 PM		Primary	<a href="#">Add Proxy</a>

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#### My Proxies

User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To
<input type="checkbox"/> acavasos	Approver	Root	Yes	Yes	17-Nov-2010 07:46:28 PM	24-Dec-2010 10:46:30 AM

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#### I am Proxy For

No proxied users found.

- The **Proxy Details** window will display, along with a drop-down box from which you choose the approver.

- Click on the drop-down box and select the user to act as proxy from the drop-down menu. You will not see full names but the username (first part of the FAU e-mail address).

Organization - RoleName: Root - Approver

User:

Effective From:

Effective To:

Confidential:

Non-Confidential:

**NOTE!** Only people who have already been set up as approvers will be listed. If you need to set a proxy for someone who does not already have an Approver role in Workflow, please contact [travel@fau.edu](mailto:travel@fau.edu).

- In the Effective From field, select the date when you want the person to start acting as proxy.
- In the Effective To field, select date when you want the person to no longer act as your proxy. If you enter no date, you will be prompted for it.

8. Select both confidential and non-confidential. Travel requests are non-confidential but selecting both will ensure no problems with routing.
9. Once you have entered all information, click the **Save** button.

After saving the proxy, the username of the approver you set as a proxy will display in the My Proxies section of the User Information window. In the example below, users **abcd**, **efgh**, and **ijkl** have been set as proxies.

My Roles					
Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
Root	Approver	04-Nov-2010 02:22:04 PM		Primary	<a href="#">Add Proxy</a>
Root	Business Analyst	04-Nov-2010 02:22:10 PM		Primary	<a href="#">Add Proxy</a>

My Proxies							
	User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To
<input type="checkbox"/>	<a href="#">abcd</a>	Approver	Root	Yes	Yes	17-Nov-2010 07:46:28 PM	21-Nov-2010 10:46:30 PM
<input type="checkbox"/>	<a href="#">efgh</a>	Approver	Root	Yes	Yes	17-Nov-2010 07:28:34 PM	21-Nov-2010 07:28:36 PM
<input type="checkbox"/>	<a href="#">ijkl</a>	Approver	Root	Yes	Yes	28-Nov-2010 06:53:43 AM	29-Nov-2010 06:53:56 AM

[Delete Selected Proxies](#)

I am Proxy For
No proxied users found.

**NOTE!** If you are a proxy, the usernames for whom you are a proxy are displayed in the **I am Proxy For** section. In the example above, the person is not a proxy for anyone.

## TRAVEL POLICY QUICK FACTS

This collection of Quick Facts is not intended as a complete reference. Full policy/procedure is online:

[http://www.fau.edu/controller/travel/travel\\_p\\_p.php](http://www.fau.edu/controller/travel/travel_p_p.php)

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- **Banner travel approval requirement**
  - University employees must have a fully approved travel request to travel away from their home base campus.
  - Even if no monies are involved, a complimentary travel approval must still be completed.
- **Meal per diem allowance**
  - The meal per diem rate is a maximum of \$36.00 a day. Meals are not provided for day travel.
    - Breakfast — \$6.00
    - Lunch — \$11.00
    - Dinner — \$19.00
  - If a meal is otherwise provided in the course of travel, then such meals must be deducted.
  - Tips in addition to the \$36.00 are not allowable; \$36.00 is the all-inclusive maximum for meal costs.
- **Transportation costs**
  - **Airfare** is limited to coach class rates only.
  - **Taxi fare** is reimbursable as is a tip up to 15% of the fare.
  - **Rental cars**
    - If State contract for rental vehicles is not used, travel must submit written justification or the traveler will bear any additional cost.
    - GPS systems and toll transponders are not reimbursable.
    - Only compact cars are allowable.
    - Fuel is reimbursable on rental car; mileage is not reimbursable.
  - **Personal cars**
    - Mileage is reimbursed at \$0.445/mile.
    - Fuel cannot be reimbursed.
- **Lodging**
  - Hotel is limited to no more than \$200 a night within Florida.
  - Within Florida, state sales tax must be deducted from the bill.
  - Standard single room rate is allowable; upgraded room rates are not reimbursable.
  - Room service is not an allowable expense and must be deducted from the bill at reimbursement.
- **Important taxation considerations**
  - Cash advances must be settled within 30 days of travel to avoid tax.
  - Reimbursements must be settled within 60 days of travel to avoid tax penalties.
- **Incidentals**
  - Business-related fax, Internet, or copy services are allowable.
  - Portage tips are limited to \$5.00 for entire trip.
  - No personal costs of any kind may be reimbursed.