

## eTRAVEL REIMBURSEMENT APPROVER

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### INTRODUCTION

The eTravel Reimbursement module has been designed to enhance sustainability by moving paper processes and approvals online, reduce time for reimbursement and provide notifications & online status of travel authorizations and expense claims. The eTravel service will also allow users to scan and upload receipts from their mobile devices.

This guide is designed to provide information to successfully use the eTravel Reimbursement module, including the following topics:

- [Accessing the Campus Web Portal](#)
- [Assigning a Temporary Backup Approver](#)
- [Approving a Travel Authorization](#)
- [Approving a Cash Advance](#)
- [Approving an Expense Report](#)
- [Adding Attachments](#)

### APPROVERS:

1. **Initial Approvers** can be any employee designated by the Department or College. An access request form is required.
2. **Department Chair or Management Approver** access will automatically default from HR to the first MPP or Department Chair in the reporting line. A security application is not required.
3. **Financial Approver** requires an [Authorized Signature form](#) on file. A security application is required.
4. **Hotel Approver** for hotel expenses greater than \$275 a night, excluding taxes and fees, is restricted to the V.P. Offices. A security application is required.
5. **International Approver** is restricted to the V.P. Offices. A security application is required.

### APPROVERS RESPONSIBILITY:

It is the responsibility of the approver to ensure that:

- All appropriate documentation is attached
- Justification is provided for Hotels over \$275, excluding taxes and fees.
- Expense, Billing, and Payment Types are appropriate for the expenditure
- All expenditures are in accordance with CSU and CSUN policy.

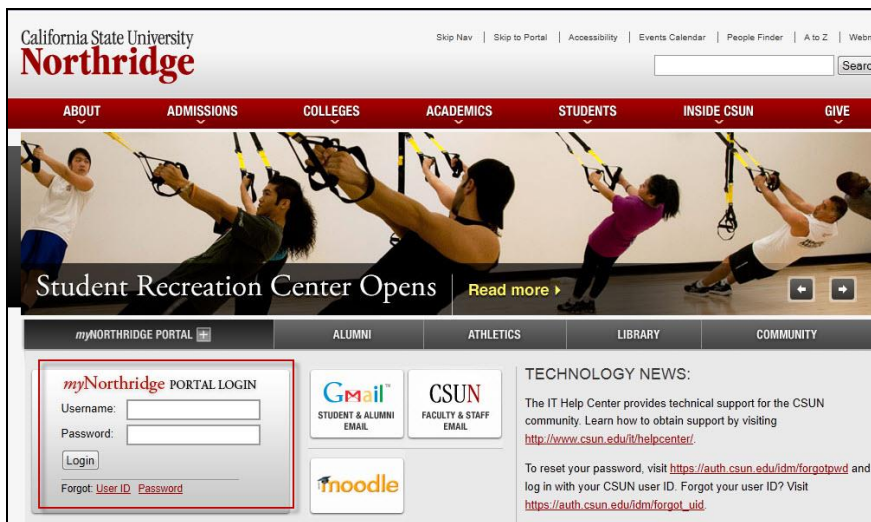
## WHO DO I CONTACT FOR HELP?

Create a [Service Request](#) to Solar Financials or email [solarfin@csun.edu](mailto:solarfin@csun.edu). For immediate assistance contact SOLAR Financials by phone (818) 677-1000, option #2 – option #1.

## ACCESSING THE CAMPUS WEB PORTAL

SOLAR applications are housed within the Campus web portal. Follow the instructions below to access the Campus web portal:

1. From an **Internet Browser**, access the **myNorthridge portal login** located on the [CSUN](#) home page.
2. Log in using your CSUN **User ID** and **Password**.
3. Select the **Login** button.



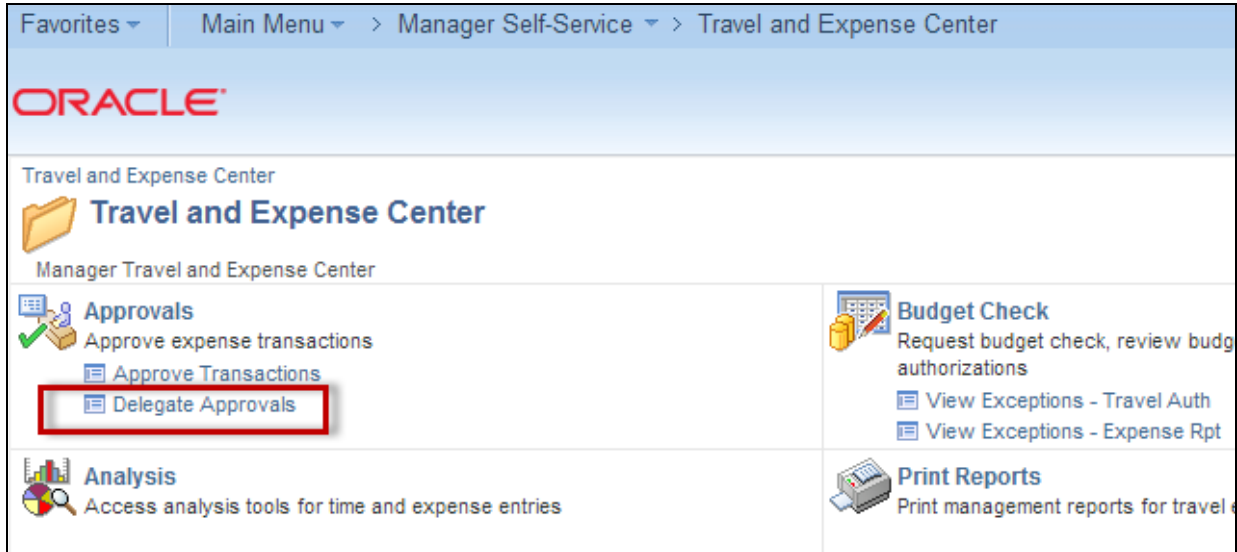
4. From the **Staff** tab, select the **Manager eTravel Center** link in the **CSUN Travel** pagelet.



## ASSIGNING A TEMPORARY BACKUP APPROVER

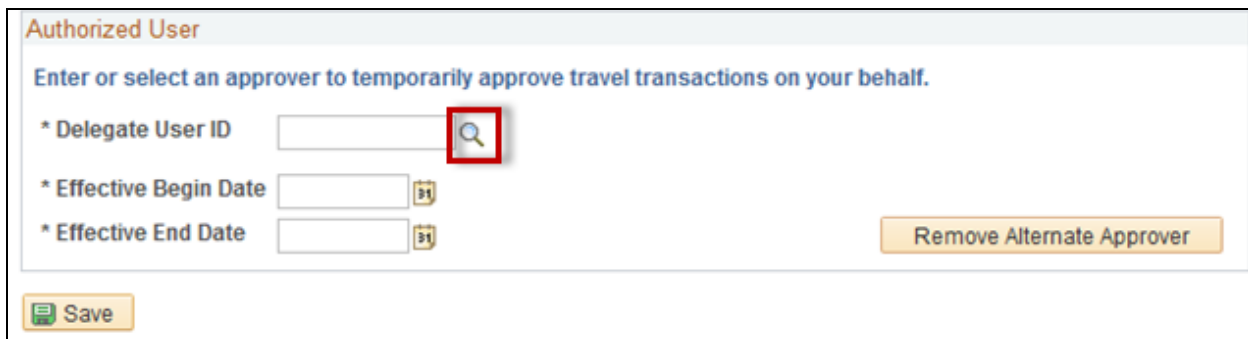
Temporary Backup Approvers can be requested for the Departments/Colleges to approve requests on behalf of the primary approvers by submitting an [eTravel Approver Request Form](#). The Primary Approver will have the ability to delegate approvals to qualifying backups.

1. From the Manager Travel and Expense Center select **Delegate Approvals**.



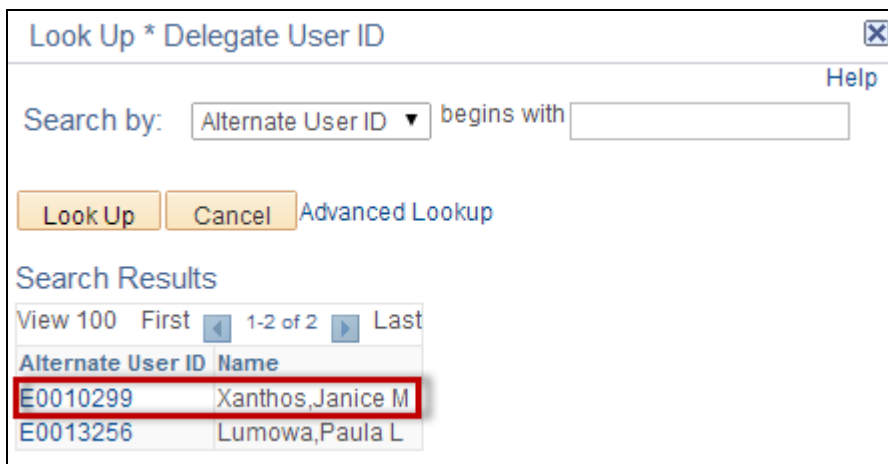
The screenshot shows the Oracle Manager Self-Service interface for the Travel and Expense Center. The breadcrumb trail is: Favorites > Main Menu > Manager Self-Service > Travel and Expense Center. The Oracle logo is at the top. Below it, the page title is 'Travel and Expense Center' and 'Manager Travel and Expense Center'. There are four main sections: 'Approvals' (with a red box around 'Delegate Approvals'), 'Budget Check', 'Analysis', and 'Print Reports'.

2. Select the magnifying glass to choose the appropriate **Delegate User ID**.



The screenshot shows the 'Authorized User' form. The title is 'Authorized User' and the instruction is 'Enter or select an approver to temporarily approve travel transactions on your behalf.' There are three fields: '\* Delegate User ID' (with a magnifying glass icon highlighted by a red box), '\* Effective Begin Date', and '\* Effective End Date'. There are 'Save' and 'Remove Alternate Approver' buttons.

3. The delegate selected must be at the same or higher Approver level as the Primary Approver.



The screenshot shows the 'Look Up \* Delegate User ID' dialog box. The search criteria are 'Alternate User ID' and 'begins with'. There are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The search results are displayed in a table:

Alternate User ID	Name
E0010299	Xanthos, Janice M
E0013256	Lumowa, Paula L

4. Input the temporary **begin and end date**.

**Authorized User**  
Enter or select an approver to temporarily approve travel transactions on your behalf.

\* Delegate User ID   Name Xanthos,Janice M

\* Effective Begin Date

\* Effective End Date

5. Select **Save**.

## NAVIGATION FOR APPROVING TRAVEL

1. From the Manager Travel and Expense Center select **Approve Transactions**.

Favorites ▾ Main Menu ▾ > Manager Self-Service ▾ > Travel and Expense Center

**ORACLE**

Travel and Expense Center

**Travel and Expense Center**

Manager Travel and Expense Center

**Approvals**  
Approve expense transactions

**Budget Check**  
Request budget check authorizations

**Analysis**  
Access analysis tools for time and expense entries

**Print Reports**  
Print management reports

2. Select the appropriate guide to approve:

- [Approving a Travel Authorization](#)
- [Approving a Cash Advance](#)
- [Approving an Expense Report](#)