



# **eTravel Reimbursement Training**

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# Travel Authorizations

- First step in reimbursement process
- Estimates of the trip expenses
- Required to Travel
  - Exception: Mileage & Parking only - TA is not required by AP
- International/High Risk Travel
  - Must be pre-approved, create TA after approved
    - Refer to the [International/High Risk Travel Quick Guide](#)

# eTravel Reimbursement

## Expense Types:

- Air Travel – Domestic
- Air Travel – International
- Baggage Fees
- Ground Transportation Domestic
- Ground Transportation International
- Hotel/Lodging Over \$275
- Hotel/Lodging Up To \$275
- Per Diem First/Last Day Travel
- Per Diem M&IE Total
- Mileage – Private Domestic
- Mileage – Private International
- Miscellaneous
- Non-Reimbursed Amount
- Training Prof Development
- Parking
- Registration Fees
- Rental Car Domestic
- Rental Car Fuel
- Rental Car International

## Payment Types:

- CSUN Paid
- Intercampus Transfer (IFT)
- Traveler Paid

## Billing Types:

- In-State
- Out-of-State



# eTravel Reimbursement

Expense Type	Text Required in Description
Air Travel – Domestic	Destination City & State
Air Travel- International	Destination City & State
Baggage Fees	Reason baggage required
Ground Transportation Domestic	Destination City, State & Transportation Company Name
Ground Transportation International	Destination City, Country & Transportation Company Name
Hotel/Lodging Over \$275	Justification for nightly rate over \$275 & Hotel Name
Mileage- Private Domestic	Starting Point and Destination City & State
Mileage – Private International	Starting Point and Destination City & State
Miscellaneous	Description of item(s) and business purpose
Registration Fees	Conference or Workshop Name
Rental Car Domestic	Destination City & State
Rental Car International	Destination City & State
Rental Car Fuel	Destination City & State or Country

# Assigning Delegates

A delegate can create requests on behalf of the traveler once the traveler has added the delegate.

- Never delete your own ID from the delegate page

## Exercise 1: Add/ Delete a Delegate

### Navigation:

**Employee Self-Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority**

- |    |   |
|----|---|
| 1. | Add yourself as an Authorized User and select <b>Save</b> <ul style="list-style-type: none"><li>• There should now be two names</li></ul> |
| 2. | Delete your ID and select <b>Save</b>   |
| 3. | Navigate back to the <b>Travel and Expense Center</b>   |

# Travel Authorizations

Create a travel authorization using the information below:

- Travel dates will be provided during training

## Exercise 2: Create a Travel Authorization

### Navigation:

Employee Self-Service > Travel and Expense Center > Travel Authorizations > Create

1.	Business Purpose: Description:	Conference Higher Ed. Conf
2.	Final Trip Destination	Orlando, FL
3.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 1 Air Travel - Domestic Plaza Travel - United Airlines – LAX to Orlando, FL - R/T \$350.00 CSUN Paid Out of State

# Multiple Job Records

Favorites ▾Main Menu ▾>Employee Self-Service ▾>Travel and Expenses ▾>Travel Authorizations ▾>Create

ORACLE®

Create Travel Authorization

Travel Authorization Select

State Employees Available for Travel Authorization

Select Employee	Empl ID	Job Title	Dept ID	Dept Description	Status	Type	
Matador 15,Matty	100521133	FT Faculty Unit-Addtl Emplmnt	10048	Office Graduate Studies-8222	Terminated		
Matador 15,Matty	100521133	Instr Fac AY	10147	Chicano a Studies-8246	Active		

# Travel Authorizations

## Exercise 2 Continued

4.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 1 Registration Fees Higher Ed Conference \$200.00 Traveler Paid Out of State
5.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 1 Baggage Fees Round Trip \$50.00 Traveler Paid Out of State
6.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 1 & 2 Hotel/Lodging Up To \$275 Hilton, Orlando, FL – Daily Rate \$270 + tax \$350.00 Traveler Paid Out of State



# Travel Authorizations

## Exercise 2 Continued

7.	<b>Date:</b> <b>Expense Type:</b> <b>Description:</b> <b>Payment Type:</b> <b>Billing Type:</b> <b>Miles:</b>	Day 1 Mileage – Private Domestic CSUN to LAX Round Trip Traveler Paid Out of State 60 miles
8.	<b>Date:</b> <b>Expense Type:</b> <b>Description:</b> <b>Amount:</b> <b>Payment Type:</b> <b>Billing Type:</b>	Day 1 & 2 Parking LAX Economy Lot C \$50.00 Traveler Paid Out of State
9.	<b>Date:</b> <b>Expense Type:</b> <b>Description:</b> <b>Amount:</b> <b>Payment Type:</b> <b>Billing Type:</b>	Day 1 Per Diem First/Last Day Travel  Auto-generated Traveler Paid Out of State

# Travel Authorizations

## Exercise 2 Continued

8.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 2 Per Diem M&IE Total  Auto-generated Traveler Paid Out of State
9.	Date: Expense Type: Description: Amount: Payment Type: Billing Type:	Day 3 Per Diem First/Last Day Travel  Auto-generated Traveler Paid Out of State
10.	Save for Later	Double check expense type, payment type and billing type prior to saving!
11.		Navigate back to the Travel & Expense Center

# Modifying Travel Requests

The traveler or delegate can modify travel requests in pending status only.

Modification is unavailable when:

- The travel date has passed (for TA's)
- Request was Submitted or Approved

# Travel Authorizations

## Exercise 3: Modify a Travel Authorization

\*DO NOT USE BACK BUTTON

### Navigation:

Travel and Expense Center > Travel Authorizations > Modify

- |    |  |
|----|--|
| 1. | Modify the Travel Authorization              |
| 2. | <b>Remove</b> all Baggage Fees               |
| 3. | <b>Save</b>                                  |
| 4. | <b>Submit</b> the travel authorization       |
| 5. | Navigate back to the Travel & Expense Center |

# eTravel Roles & Approvers

Traveler	All CSUN employees have access
Initial Approver	Level 1: Assigned by dept
Dept Chair/MPP	Level 2: From HR database
Financial Approver	Level 3: Assigned by dept
Hotel Approver	Level 4: Provost/VP/Dean
International Approver	Level 5: Provost/VP/Dean
Travel Desk	Level 6: Accounts Payable



# Travel Authorizations

## Exercise 4: Withdraw/Delete Travel Authorization

### Navigation:

Travel and Expense Center > Travel Authorizations > View

- |    |   |
|----|---|
| 1. | Go to <b>View</b>                           |
| 2. | Select <b>Withdraw Travel Authorization</b> |
| 3. | Select <b>Refresh Approval Status</b>       |
| 4. | Go to Travel Authorization > <b>Delete</b>  |
| 5. | <b>Delete</b> the Travel Authorization      |
| 6. | Select <b>OK</b> button                     |

# Cash Advances

- Second step in the reimbursement process (if applicable)
- TA must be fully approved prior to requesting a CA
- Request for travel related expenses paid in advance by the traveler
- Delegates can create a request, but the traveler must submit the request for approval
- Advances less than \$100 per expense are not allowed

# Cash Advances

## Exercise 5: Creating a Cash Advance

\*DO NOT USE BACK BUTTON

Navigation: Employee Self Service > Travel and Expenses > Cash Advance > Create		
1.	Create a Cash Advance	
2.	Associate the <u>approved</u> TA	TA# found on the user name and password handout
3.	Business Purpose: Advance Description: Source: Description: Amount:	Conference Higher Ed Conference Paid by Traveler in Advance Higher Ed Conference fees \$200.00
4.	Select Submit	Stay on this page

# Cash Advances

## Exercise 6: Withdraw and Delete a Cash Advance

1.	Select the Refresh Approval Status button.
2.	<b>Withdraw</b> the Cash Advance.
3.	Go to Cash Advance > <b>Delete</b>
4.	<b>Delete</b> the Cash Advance

# Expense Reports

- Final step in the reimbursement process
- TA must be fully approved prior to submitting an ER
- ER is the actual cost of trip expenses
- TA must be associated to ER
  - TA not fully approved, contact Dean or VP's Office
- Cannot be submitted until after final date of travel
- Delegates can create a request, but the traveler must submit the request for approval



# Expense Reports

## Exercise 7: Creating an Expense Report

\*DO NOT USE BACK BUTTON

Create an Expense Report for Mileage and Parking as follows:

Navigation: Employee Self Service > Travel and Expenses > Expense Report > Create		
1.	Create an Expense Report:	Select the <u>Return</u> button
2.	Business Purpose:	Business Meeting
3.	Report Description:	Meeting with Chancellor
4.	Final Trip Destination:	Long Beach, CA
5.	Date: Expense Type: Miles: Description: Payment Type: Billing Type:	Day 1 Mileage – Private Domestic Use Mileage Chart – Campus to Campus CSUN to Chancellor’s Office Traveler Paid In State

# Expense Reports

## Exercise 7 Continued

6.	Date: Expense Type: Description: Payment Type: Amount: Billing Type:	Day 1 Parking 1 Day Parking Traveler Paid \$10.00 In State
7.	Date: Expense Type: Miles: Description: Payment Type: Billing Type:	Day 1 Mileage – Private Domestic Use Mileage Chart – Campus to Campus Chancellor's Office to CSUN Traveler Paid In State
8.	Save for Later	Return to Travel & Expense Center

# Expense Reports

## Exercise 8: Creating an Expense Report

Create an Expense Report as follows:

### Navigation:

Employee Self Service > Travel and Expenses > Expense Report > Create

1.	Copy from approved TA:	TA# distributed prior to class
2.	Verify TA is associated:	TA# should show in the Header section
3.	Business Purpose:	Conference
4.	Report Description:	Higher Ed Conf.
5.	Date: Expense Type: Actual Cost: Payment Type:	Day 1 Air Travel - Domestic \$345.35 CSUN Paid
6.	Date: Expense Type: Actual Cost: Payment Type: Attachment:	Day 1 Registration Fees \$200.00 Traveler Paid Already attached to TA – Not required on ER

# Expense Reports

## Exercise 8 Continued

7.	<b>Date:</b> <b>Expense Type:</b> <b>Description:</b> <b>Amount:</b> <b>Payment Type:</b>	Day 1 & 2 Select: Hotel/Lodging Up To \$275 Hilton, Orlando, FL – Daily Rate \$270 + tax \$325.55 Traveler Paid
8.	<b>Date:</b> <b>Expense Type:</b>	<b>DELETE</b> Day 1 Baggage Fees
9.	<b>Date:</b> <b>Expense Type:</b> <b>Description:</b> <b>Payment Type:</b> <b>Billing Type:</b> <b>Miles:</b>	Day 1 Mileage – Private Domestic CSUN to LAX Round Trip Traveler Paid Out of State 60 miles

# Expense Reports

## Exercise 8 Continued

10.	<b>Date:</b> <b>Expense Type:</b> <b>Description:</b> <b>Amount:</b> <b>Payment Type:</b> <b>Billing Type:</b>	Day 1 Per Diem First/Last Day Travel Lunch provided by the conference Auto-generated (deduct lunch) Traveler Paid Out of State
11.	<b>Date:</b> <b>Expense Type:</b> <b>Description:</b> <b>Amount:</b> <b>Payment Type:</b> <b>Billing Type:</b>	Day 2 Per Diem M&IE Total Breakfast & Lunch provided by the conference Auto-generated (deduct breakfast & lunch) Traveler Paid Out of State
12.	<b>Date:</b> <b>Expense Type:</b> <b>Description:</b> <b>Amount:</b> <b>Payment Type:</b> <b>Billing Type:</b>	Day 3 Per Diem First/Last Day Travel Breakfast provided by the conference Auto-generated (deduct breakfast) Traveler Paid Out of State



# Expense Reports

## Exercise 8 Continued

11.	Date: Expense Type: Description: Actual Amount: Payment Type: Billing Type: No Receipt:	Day 1 & 2 Parking LAX Economy Lot C \$75.50 each day Traveler Paid Out of State Check box
12.	Save for Later	
13.	Date: Expense Type: No Receipt justification:	Day 1 & 2 Parking Parking garage does not issue receipts
14.	Save for Later	Navigate back to the <b>Travel &amp; Expense Center</b> .

# Expense Reports

## Exercise 9: Associate Cash Advance

### Navigation:

**Employee Self Service > Travel and Expenses > Expense Report > Modify**

- |    |   |
|----|---|
| 1. | Select Apply/View Cash Advance(s) from the Actions dropdown, and click Go     |
| 2. | Look up Advance ID using the magnifying glass                                 |
| 3. | Select Cash Advance distributed at the beginning of the class, click OK       |
| 4. | Select <b>Summary and Submit</b>  |
| 5. | Verify Cash Advance reflects on the Summary Page                              |
| 6. | Check box to certify all expenses are submitted in accordance with CSU policy |
| 7. | Select <b>Submit</b>  |
| 8. | Navigate back to Travel & Expense Center                                      |

# Expense Reports

## Exercise 10: Withdraw an Expense Report

### Navigation:

Employee Self Service > Travel and Expenses > Expense Report > View

- |    |                                    |
|----|------------------------------------|
| 1. | Go to View                         |
| 2. | <b>Withdraw</b> the Expense Report |

# Expense Reports

## Exercise 11: Delete Expense Report

### Navigation:

Employee Self Service > Travel and Expenses > Expense Report > Delete

- |    |  |
|----|--|
| 1. | Go to <b>Delete</b>                    |
| 2. | Select both <b>Expense Reports</b>     |
| 3. | Select the <b>Delete</b> Button        |
| 4. | Delete Confirmation – Select <b>OK</b> |

# eTravel Queries

- Used to find information for travel requests, department approvers, and document history. These are found under Financials Inquiry in the CSUN Portal.

CSUN Employee Portal

Financial Services

- SOLAR Financials - LAD
- CSU CFS
- CFS Data Warehouse
- Business Procedures & Forms
- Chargebacks
- Financials Inquiry**

Financials Inquiry

- Chargeback Inquiry**  
View chargeback Journal table data  
Chbk Recon - All Reqs  
Chbk Recon - Open Reqs  
Run CBK Recon Queries
- GL Inquiry**  
View GL Summary Data, Run Queries and Reports  
GL Summary Data  
Run GL Queries
- eMOU Inquiry**  
Run Emou Queries  
Run MOU Recon Queries
- Purchasing Inquiry**  
Reconcile Requisitions, Purchase Orders and Vouchers  
Req Recon - All Req / PO  
Req Recon - Open Req / PO Only  
Run Req Recon Queries
- Financials Inquiry Utilities**  
Chartfield Lookup, View Trees  
ChartField Lookup  
Map Chartfield by New Value  
Map Chartfield by Old Value  
3 More...
- eTravel Inquiry**  
View eTravel Journal table data  
Run eTravel Recon Queries

Query Viewer

Find an Existing Query

Query Type

Standard Queries	Tree Queries
<input type="radio"/> All Queries	<input type="radio"/> Activity Summary
<input type="radio"/> Non Tree Queries	<input type="radio"/> Travel Auths w/Balances
<input checked="" type="radio"/> <b>Approvers</b>	
<input type="radio"/> Chartfield Lists	

Search

Search Results

Query	Personalize	Find	View All	First	1-6 of 6	Last
NR_TRVL_APP_CA_APP_QUEUE_BY_ID						
NR_TRVL_APP_DEPT						
NR_TRVL_APP_ER_APP_QUEUE_BY_ID						
NR_TRVL_APP_HISTORY						
NR_TRVL_APP_NAME						
NR_TRVL_APP_TA_APP_QUEUE_BY_ID						



# Approval Routing

- Department ID in Accounting Details determine the Initial and Financial Approvers

The screenshot shows the 'Projected Expenses' form. At the top, it says 'Expand All | Collapse All' and 'Totals (10 Lines) 1,830.04 USD'. Below this, there are fields for \*Date, \*Expense Type (Registration Fees), \*Description (with a character count of 223), \*Payment Type (Interagency Financial Transact), \*Amount (699.00), and Currency (USD). Under the 'Billing Type In State' section, there is an 'Accounting Details' section. This section contains a 'Chartfields' button and a table with the following columns: Amount, GL Unit, Account, Fund, Dept, Program, Class, Project, Affiliate, and Alt Acct. The 'Dept' column is highlighted with a red box, and the value '10355' is entered in that cell. The other values in the row are: Amount: 699.00, GL Unit: NRCMP, Account: 660009, Fund: 48501, Program: 9999.

Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Alt Acct
699.00	NRCMP	660009	48501	10355	9999				

\*eTravel does not support split funding.

- HR data determines Management Approvers
  - For example, "Reports To" on job record.
  - Employees with multiple job records will receive a prompt to select the department they are traveling for.

# TA Status Types

Status	Description
Pending	Saved for Later, still in the traveler's queue
Submitted for Approval	Submitted but not approved
Approvals in Process	Once approved by initial approver
Approved	Approved by all levels
Closed	Travel Authorization has been associated with an Expense Report and paid, or the request has been cancelled

# CA Status Types

Status	Description
Pending	Saved for Later, still in the traveler's queue
Submitted for Approval	Submitted but not approved
Approvals in Process	Once approved by initial approver
Approved	Approved by all levels
Staged	Sent over to Travel Desk
Paid	Accounts Payable reimbursed the Traveler

# ER Status Types

Status	Description
Pending	Saved for Later, still in the traveler's queue
Submitted for Approval	Submitted but not approved
Approvals in Process	Once approved by initial approver
Staged	Sent over to Travel Desk
Paid	Accounts Payable has reimbursed traveler for expenses paid
Closed	ER deleted

# Status Types

## Cancel vs. Delete

### Travel Authorizations:

- **DELETE** is only available when the TA is in **PENDING** status
- **CANCEL** is only available when the TA is in **APPROVED** status
  - Must contact Travel Desk if the TA has any of the following:
    - Any line item marked as CSUN paid
    - TA is associated to a Cash Advance

### Cash Advances & Expense Reports:

- **DELETE** is only available when the CA or ER is in **PENDING** status
  - ER cannot be deleted if it's associated to a Cash Advance
- **CANCEL** function unavailable

# International & High Risk Travel

International	<ul style="list-style-type: none"><li>• Allow 3 weeks for processing</li><li>• Foreign travel insurance and registration in myCSUNglobe required</li><li>• TA can be created after receipt of insurance confirmation</li></ul>
High Risk	<ul style="list-style-type: none"><li>• Allow 8 weeks for processing</li><li>• Foreign travel insurance and registration in myCSUNglobe required</li><li>• TA can be created after receipt of insurance confirmation</li><li>• Attachments required in PDF format on TA:<ul style="list-style-type: none"><li>• Insurance email confirmation from Risk Management</li><li>• myCSUNglobe approved application</li><li>• Related documents required by department</li></ul></li></ul>

# Resources

## eTravel Instruction:

Guides & FAQ: <https://www.csun.edu/travel/etravel-guides-and-faqs>

Quick Reference Guide: <https://www.csun.edu/sites/default/files/etravel-quick-reference-guide.pdf>

Guidelines (Policy): <http://www.csun.edu/travel/etravel-guidelines>

International/High Hazard Travel: <http://www.csun.edu/travel/risktravel>

Per Diem Quick Guide: <https://www.csun.edu/sites/default/files/etravel-per-diem-quick-guide.pdf>

## Other Resources

Sign up for e-Refund Instructions:

<https://www.csun.edu/financial/ap-employee-erefund>

CSUN Travel Coordinator: Ext. 2945

Solar Financials – eTravel: Create a SOLAR Financials General Inquiry Request: <https://csun.topdesk.net/>

▪ Immediate Assistance, email at [solarfin@csun.edu](mailto:solarfin@csun.edu) or call x6685



# Thank you!

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