State of Tennessee

Travel Manual: Employees (Part 2)

for the

State of Tennessee
Edison Project

May 3, 2016

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Creating an Out of State Travel Authorization

Guidelines

Travel authorizations (TAs) are completed to document approval of an employee's business travel **prior** to travel taking place. Another function the TA serves is to **encumber**, or **reserve**, a portion of the department's **budget** to pay for the employee's travel costs.

Once the TA is approved and the employee travels, the employee should submit an expense claim to be reimbursed for out-of-pocket expenses.

Sometimes a **third party** pays for all or part of an employee's business travel directly to the employee. In these situations the employee should still submit a TA for approval. When completing this type of TA, the portions that will be paid by a third party can be indicated in the applicable expense category as a **penny** or a **dollar**. The reason this is needed is because state funds do not need to be **reserved**. However, to process the approval a small amount of money has to be added to the form.

All **Executive Branch** agencies require a travel authorization before the business trip takes place.

See below for the full process that should be taken:

1. Employee creates the travel authorization (TA), attaches any necessary supporting documentation through Attachments link (see step 13 for Attachment instructions), and submits the TA through Edison.
2. HR Supervisor reviews and approves the TA.
3. Fiscal Officer reviews and approves the TA.
4. Agency Head reviews and approves the TA.
5. If applicable, F&A Travel Officer approves the TA. (Executive Level travel is still routed to the F&A Travel Officer for approval).

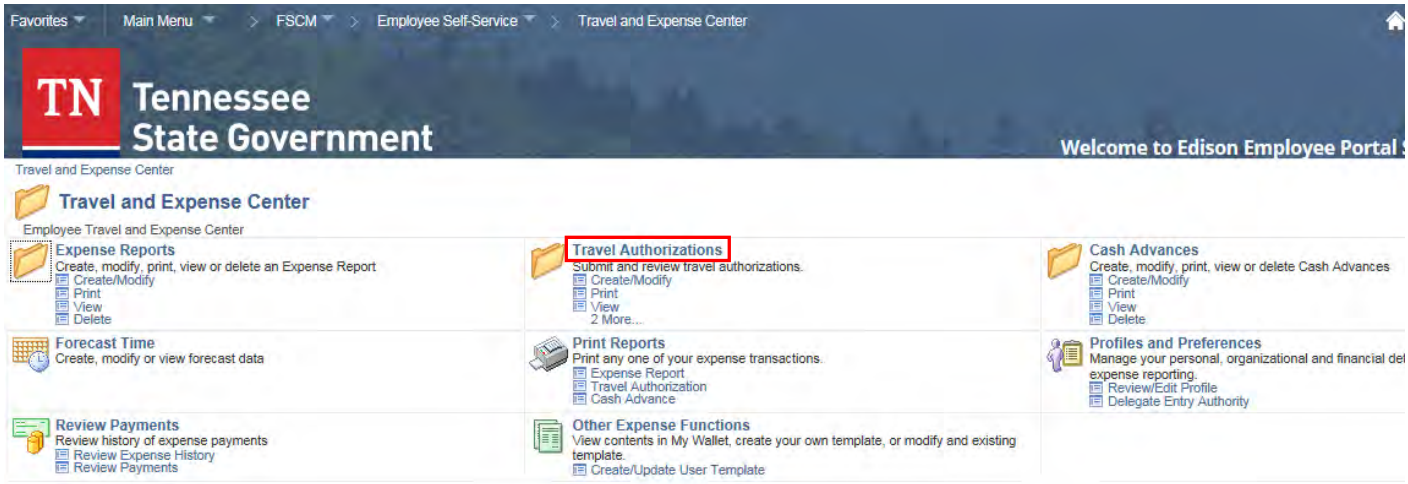
   NOTE: Executive Level is defined as Assistant Commissioners and above, Executive Directors of Boards, and all Board Members (state and non-state members). Executive Level individuals MUST ALWAYS select the 'Executive Management Functions' business purpose.

6. Approved travel takes place.
7. Upon return from approved travel, enter an expense report and associate/connect it to the original approved TA.

Creating a Travel Authorization

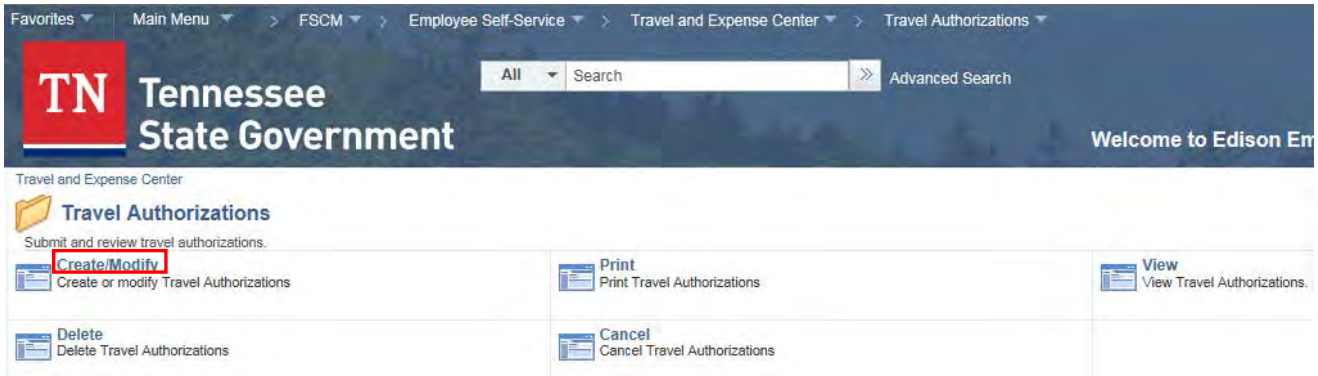
Step 1.

Click the **Travel Authorizations** link.



Step 2.

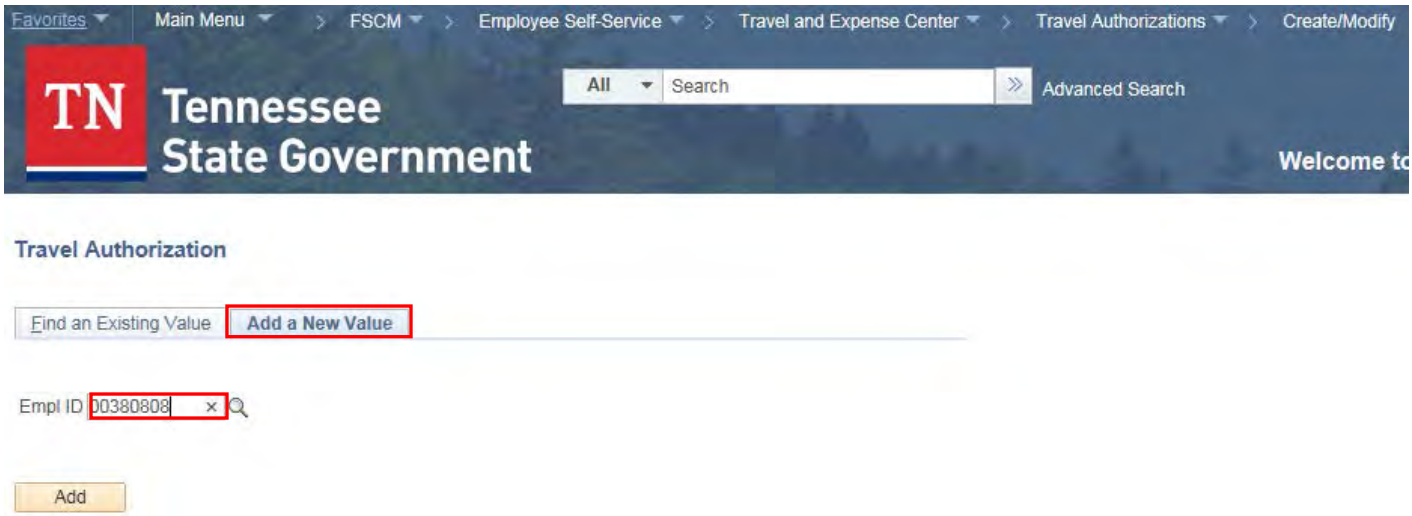
Click the **Create/Modify** link.



Step 3.

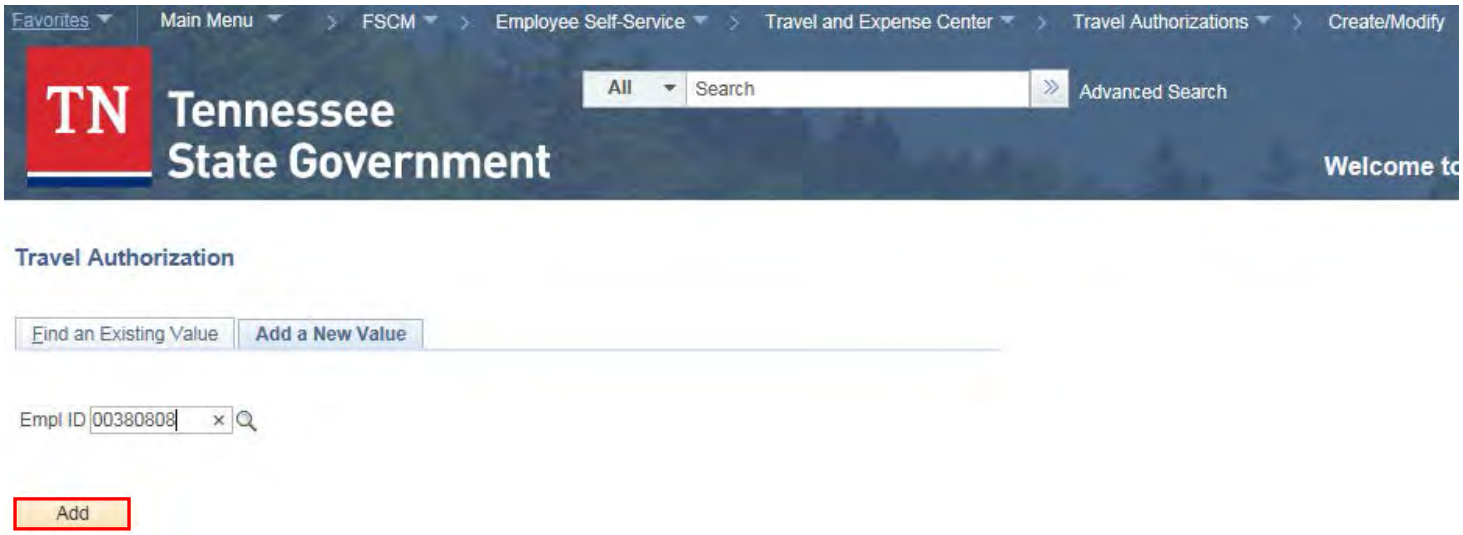
To access creating a new travel claim you must enter an **Employee ID** for who the claim is for.

Select the **Add a New Value** tab and enter the **Employee ID** in the **Empl ID** field.



Step 4.

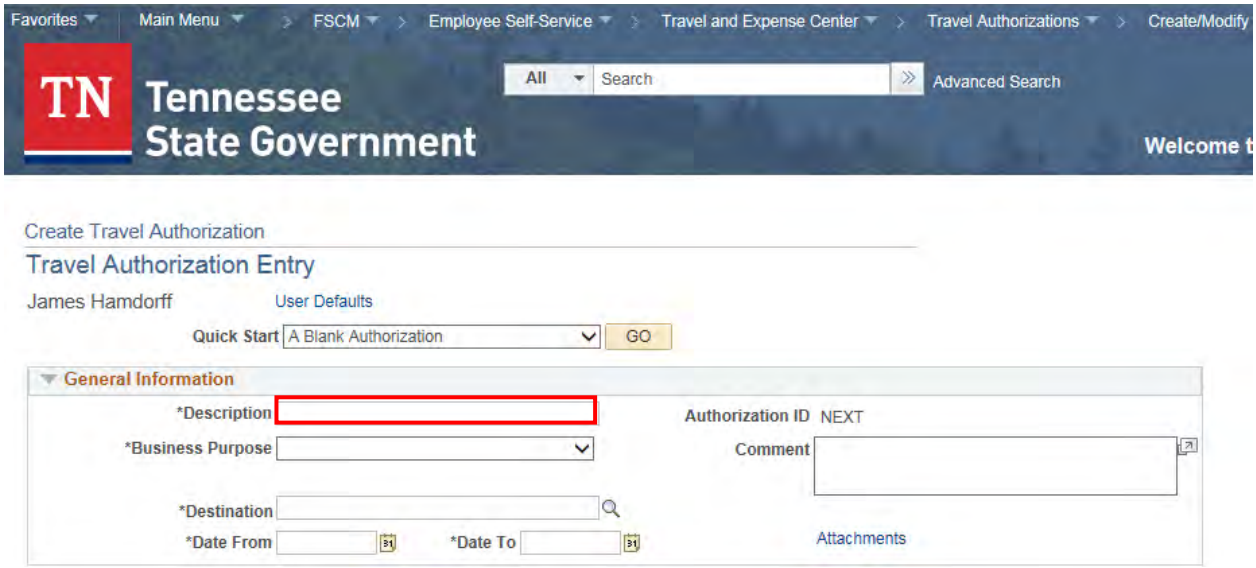
Click the **Add** button.



Step 5.

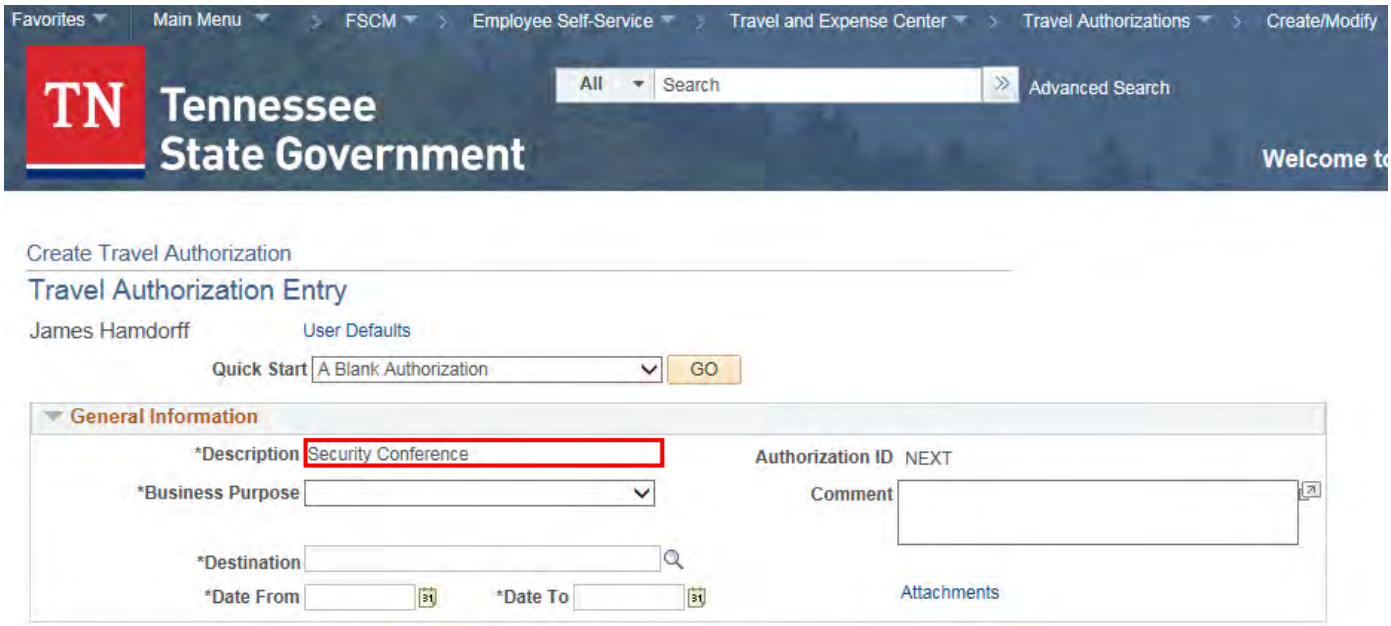
The **Description** field is a required field. Describe the reason for your travel and/or enter the specific name of event (*conference, meeting, etc.*). In this example, you went to a security conference.

Click in the **Description** field.



Step 6.

Enter "**Security Conference**" into the **Description** field.

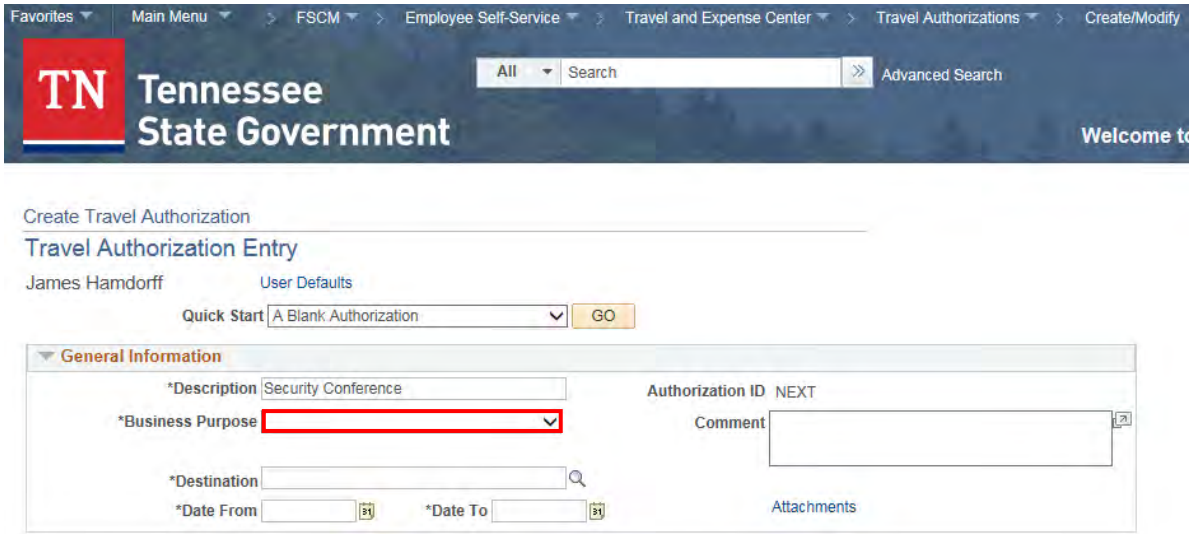


Step 7.

Business Purpose is a required field. You will select the item from the dropdown menu that closely describes the purpose of your travel.

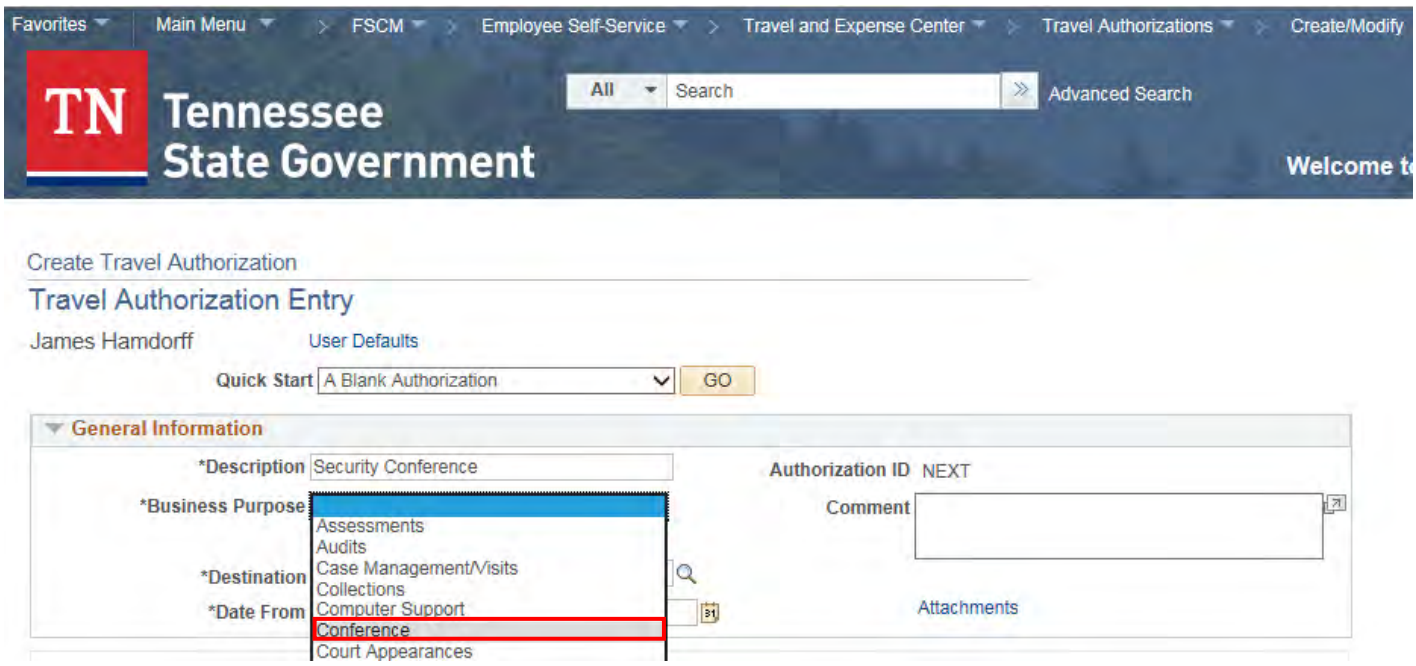
Click the **Business Purpose** dropdown menu.

NOTE: Executive Level is defined as Assistant Commissioners and above, Executive Directors of Boards, and all Board Members (state and non-state members). Executive Level individuals MUST ALWAYS select the 'Executive Management Functions' business purpose.



Step 8.

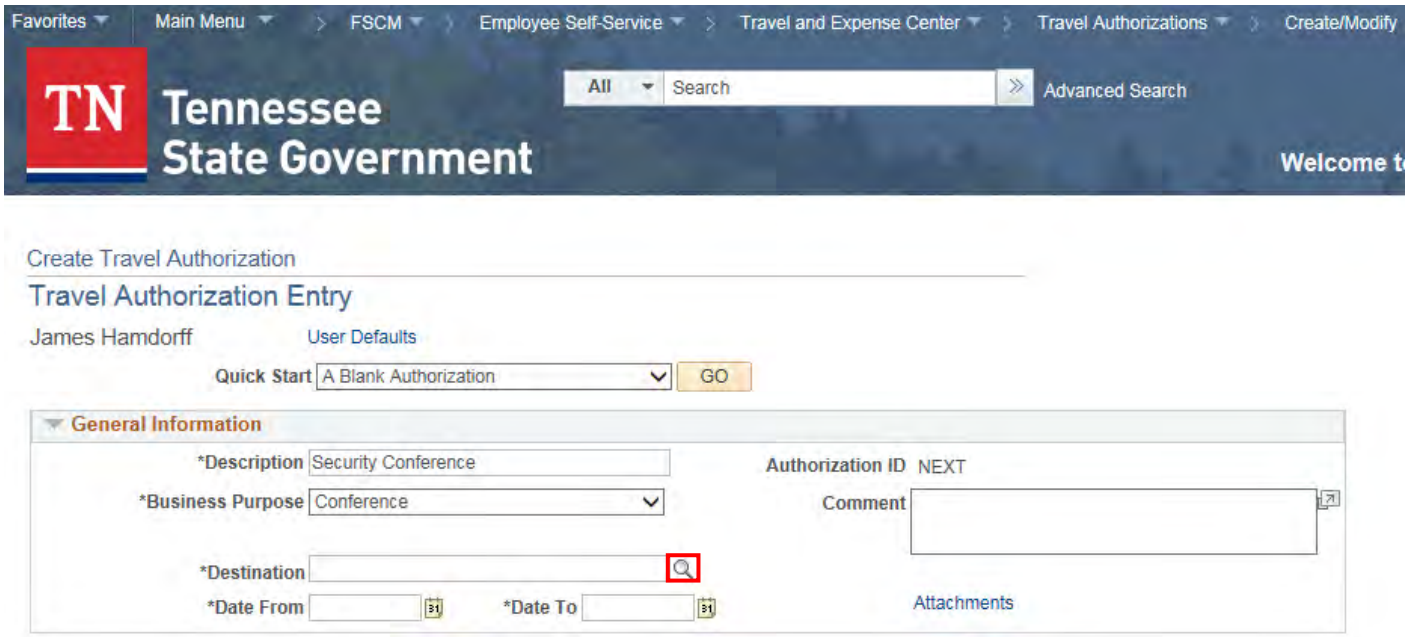
Select "**Conference**" from the dropdown menu.



Step 9.

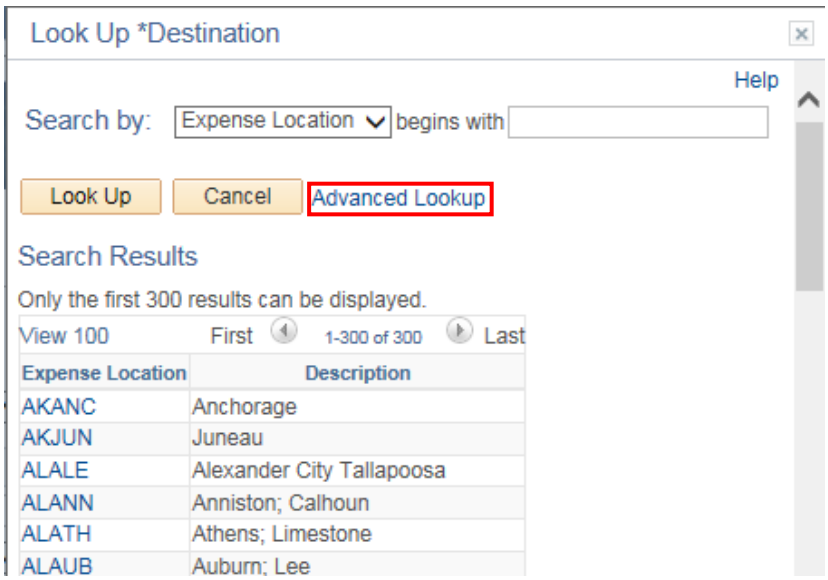
A **Destination** must be entered on a Travel Authorization. This is a **required field**.

Click the **Look Up Destination** icon.



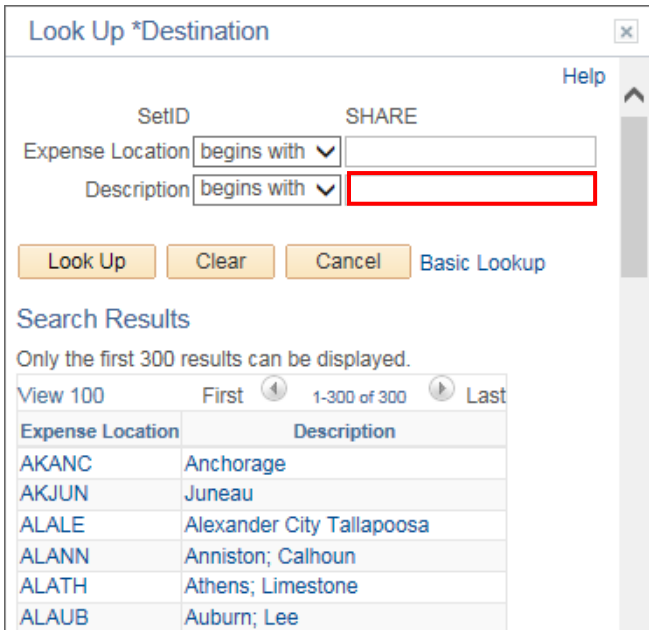
Step 10.

On the **Look Up Destination** page, click on the **Advanced Lookup** link.



Step 11.

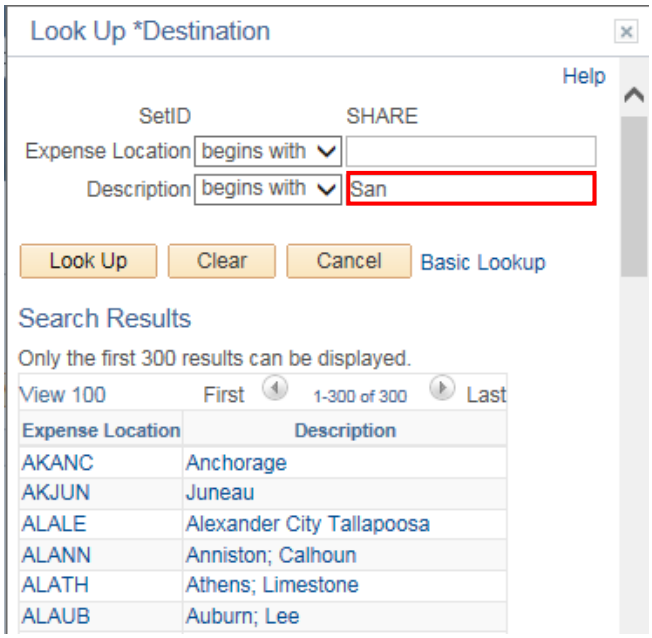
Click in the **Description begins with** field so you can search by the city name.



Step 12.

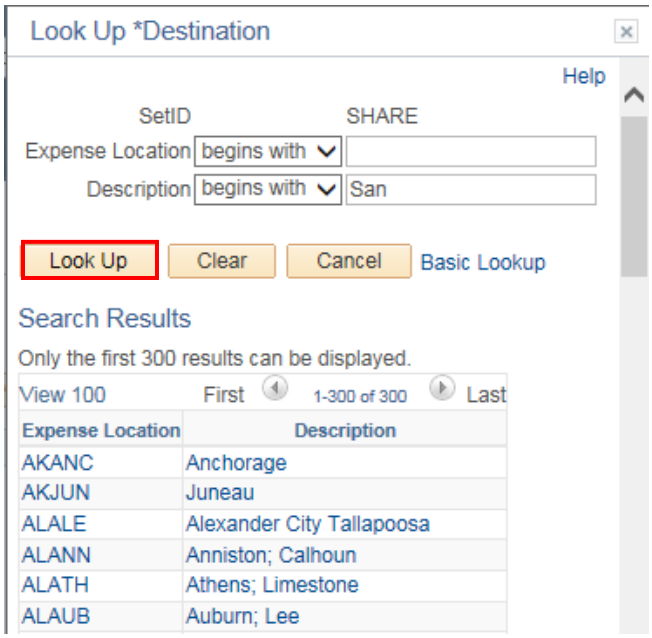
In this scenario we are traveling to San Diego, California.

Enter "**San**" into the **begins with** field.



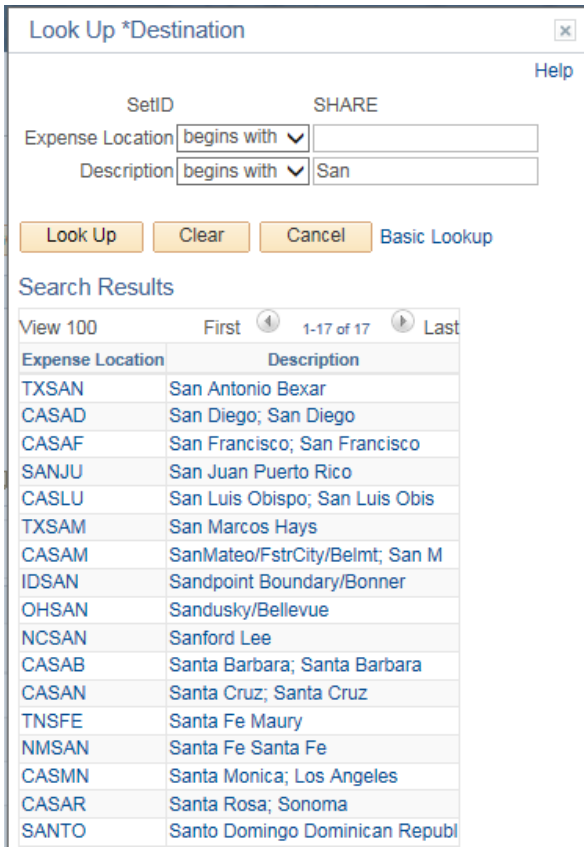
Step 13.

Click the **Look Up** button.



Step 14.

The **Search Results** for "**San**" resulted in several options. All of California's **Expense Locations** will begin with **CA**.

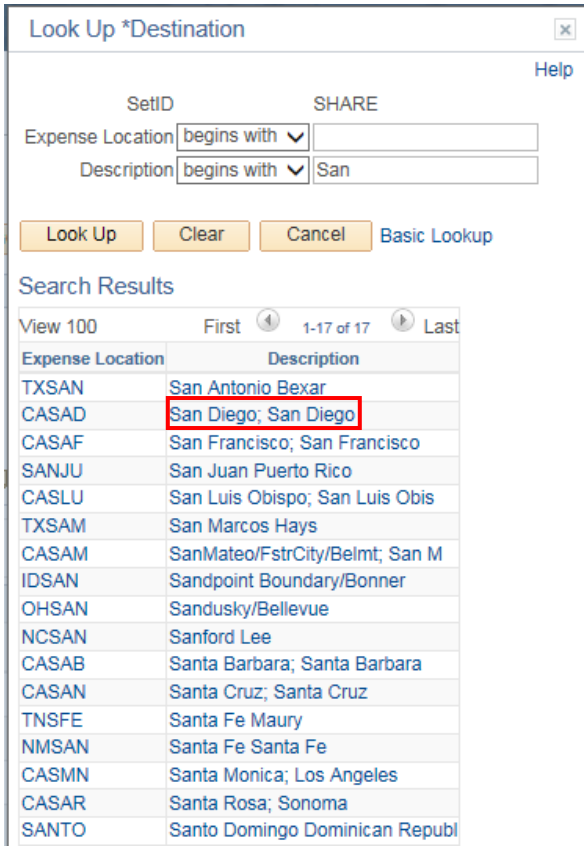


Step 15.

San Diego, California is listed in the Description column as **San Diego, San Diego** (City, County) with an Expense Location code of CASAD.

NOTE: If the desired city does not appear in the selection list, contact the Edison Help Desk, 615-741-HELP or 866-376-0104, to request the location to be added to the system as an option.

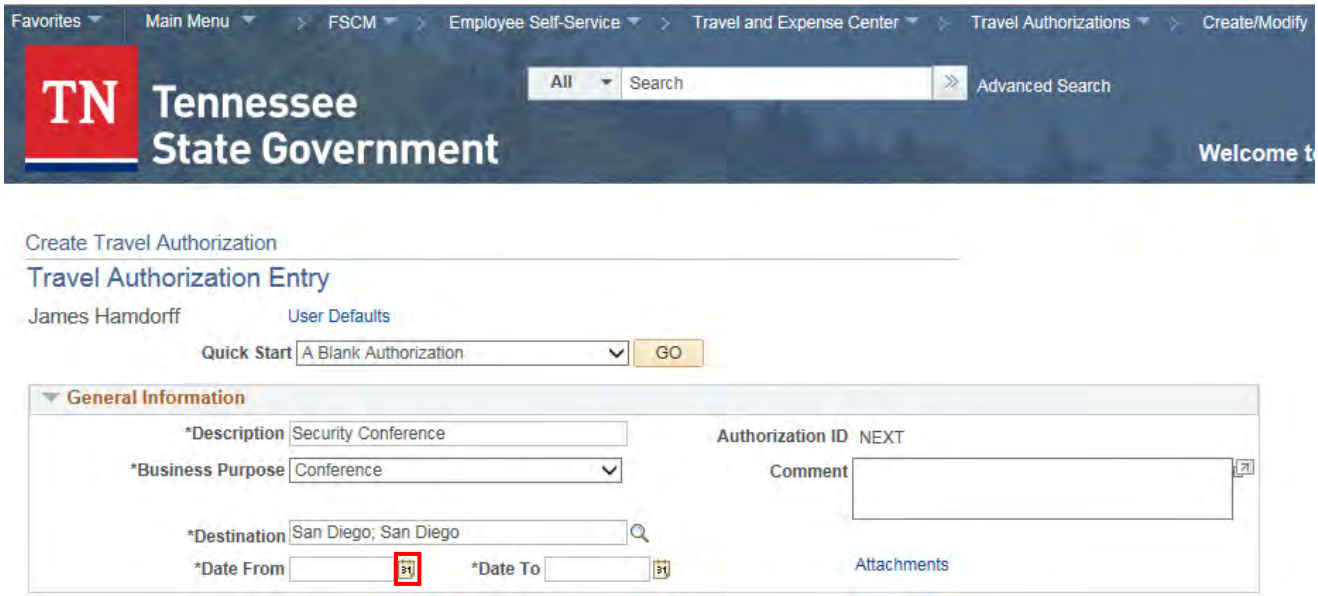
Click the **San Diego, San Diego** link.



Step 16.

Dates on a Travel Authorization **must be set in the future**.

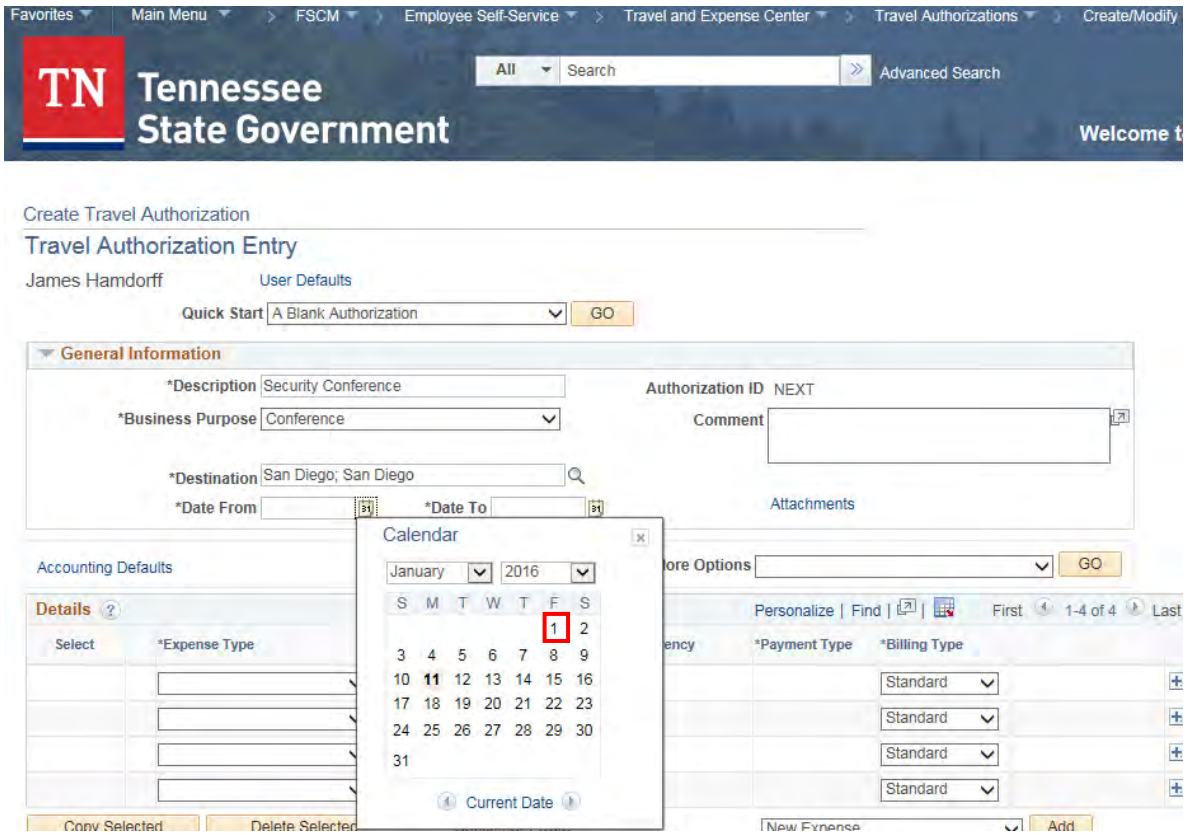
Click on the **Calendar Look Up** icon to select a date.



Step 17.

The **Date From** field is your date of departure. Your will leave for your trip on **January 1, 2016**.

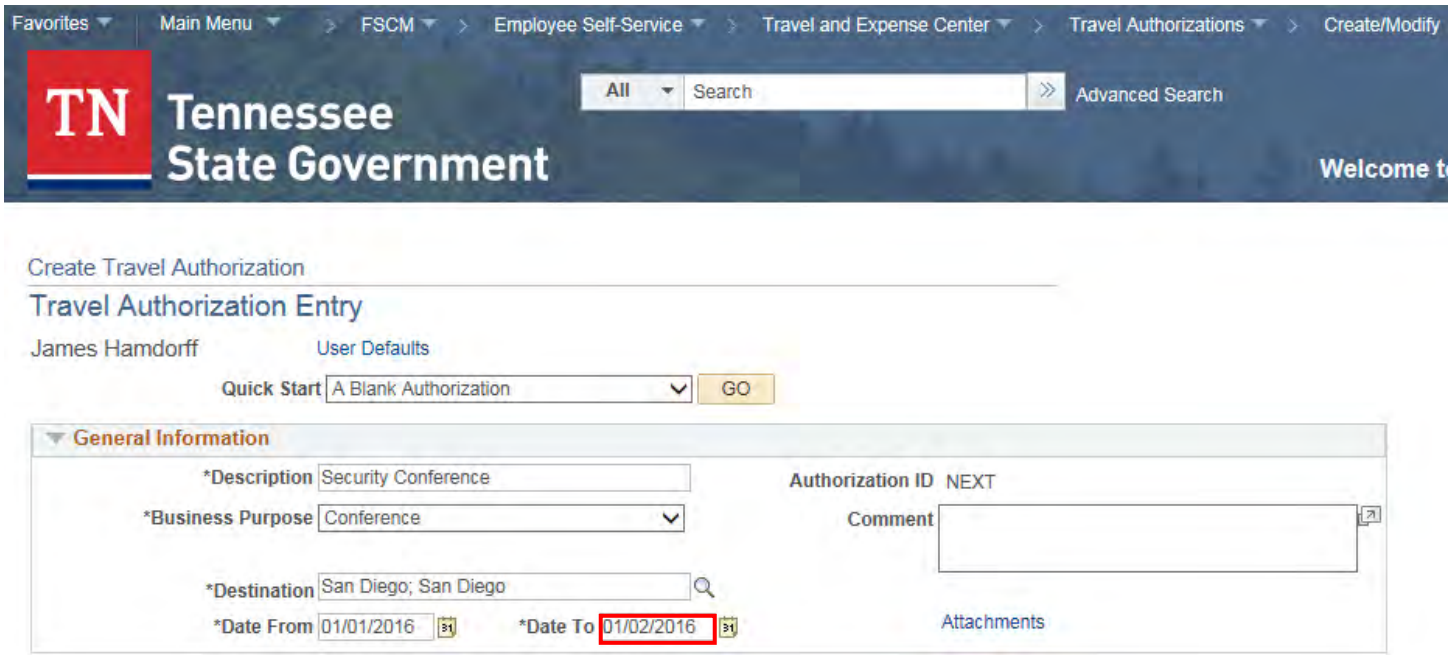
Select **January 1, 2016** as your departure date.



Step 18.

The **Date To** field is your date of return. Your will return from your trip on **January 2, 2016**.

Enter "**01/02/2016**" as your return date.

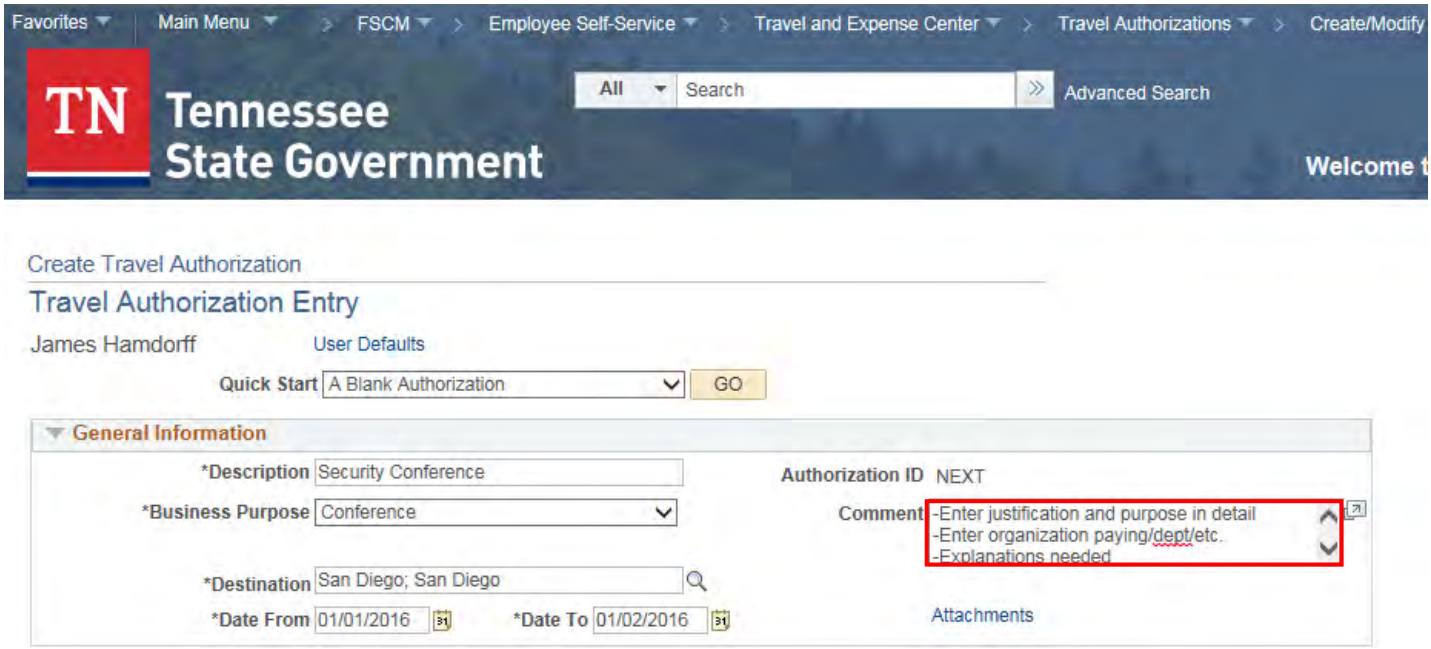


Step 19.

Comment Requirements

In the **Comment** box, at a minimum, enter the following required information:

- Justification **Statement**
  - Mandatory or Necessity of Travel
- Specify the **Funding Source**
  - State
  - Federal
  - Inter-department
  - Specific Third Party or other Agency paying for the trip
- **Explain why** lodging amount exceeds the CONUS per diem rate limit, if applicable
- Explanation of all **acronym(s) utilized** in Travel Authorization
- Any **additional data** that is pertinent to travel



Expense Type Guidelines

When selecting an **Expense Type** on a Travel Authorization, review the following **guidelines**:

Third Party Funding Source

If the entire trip will be paid for by a third party, select **Registration Fees** as the **Expense Type**, and enter **$0.01 or $1.00** for the **Amount**. No other Expense Type should be selected from the dropdown.

Meal and Incidentals Expense

Per Diem amount entered for the **First Day** and **Last Day** of travel are ALWAYS **75% of CONUS** per diem.

Per Diem is ALWAYS one day more than lodging days (*ex. If last day of Lodging is Thursday, the last day to account for Meals and Incidentals will be Friday*).

Lodging Expense

Each day of **Lodging** must be entered as a separate expense line.

Each day of **Lodging Taxes and Surcharges** must be entered as a separate expense line.

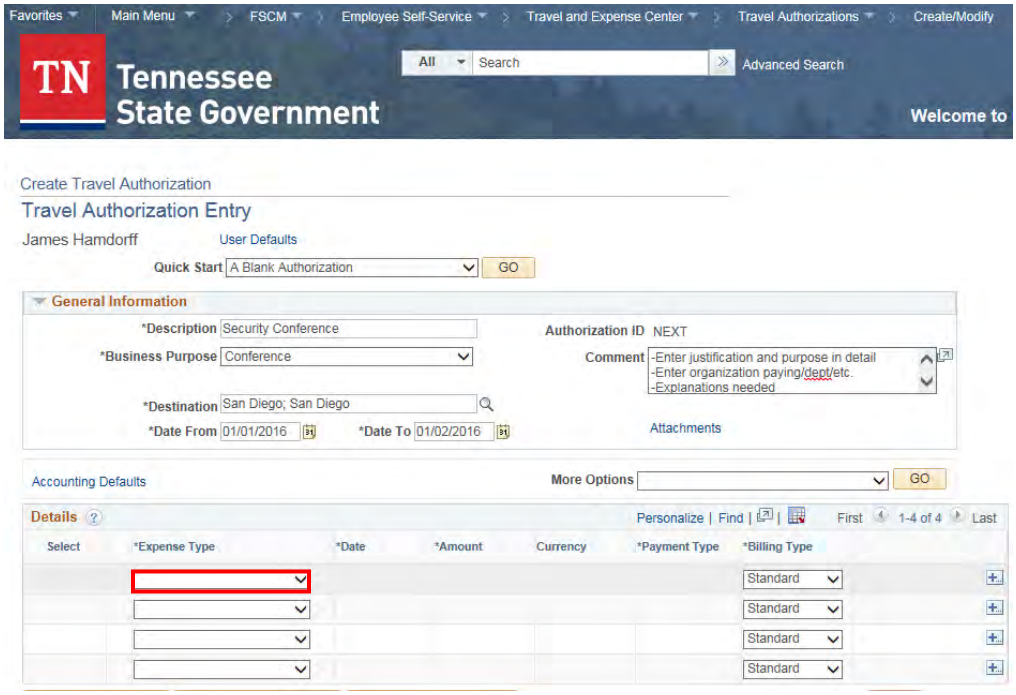
Other Expenses

Estimate of any **Parking Fees**, **Baggage Fees**, **Shuttle Fees**, **Taxi Fees** must be listed on the TA.

The number of miles must be manually keyed for **Point to Point Miles** and **Vicinity Miles** Expense Types through the **Detail** link to the right of the expense line.

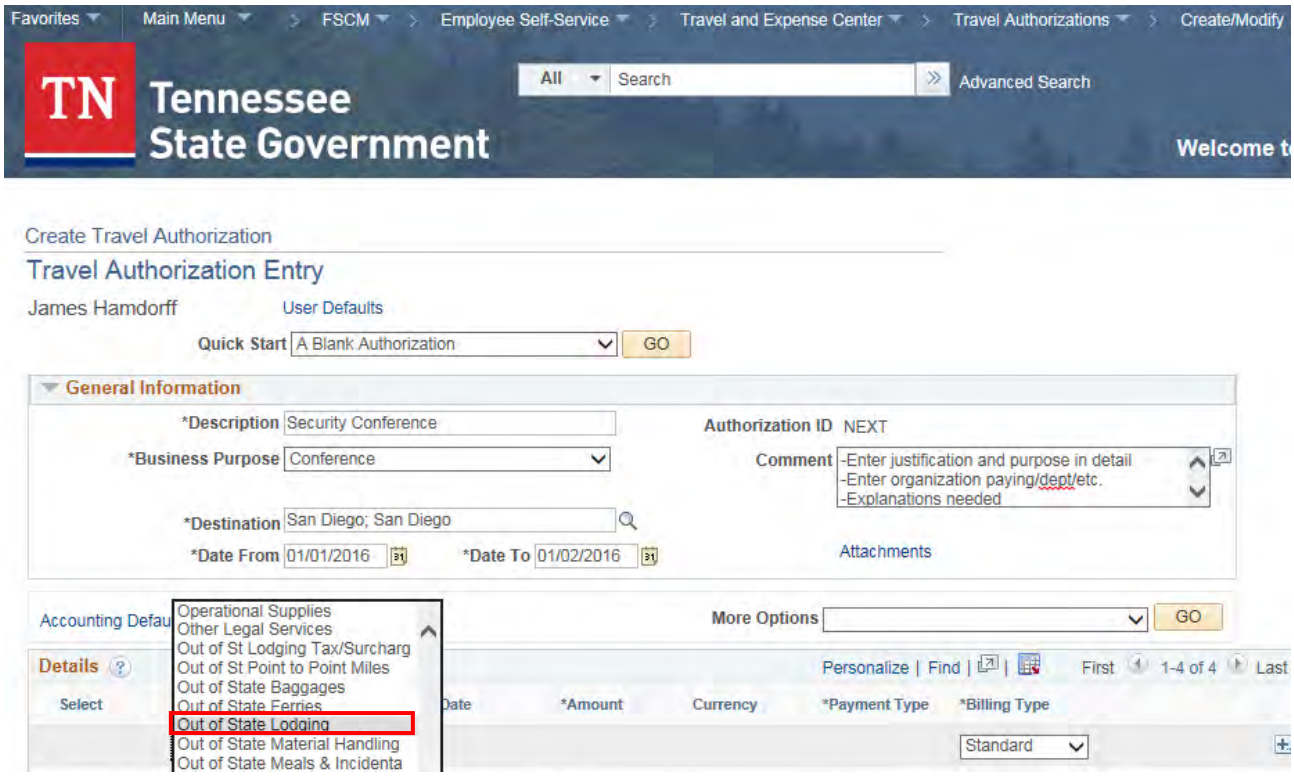
Step 20.

Click on **Expense Type** dropdown menu.



Step 21.

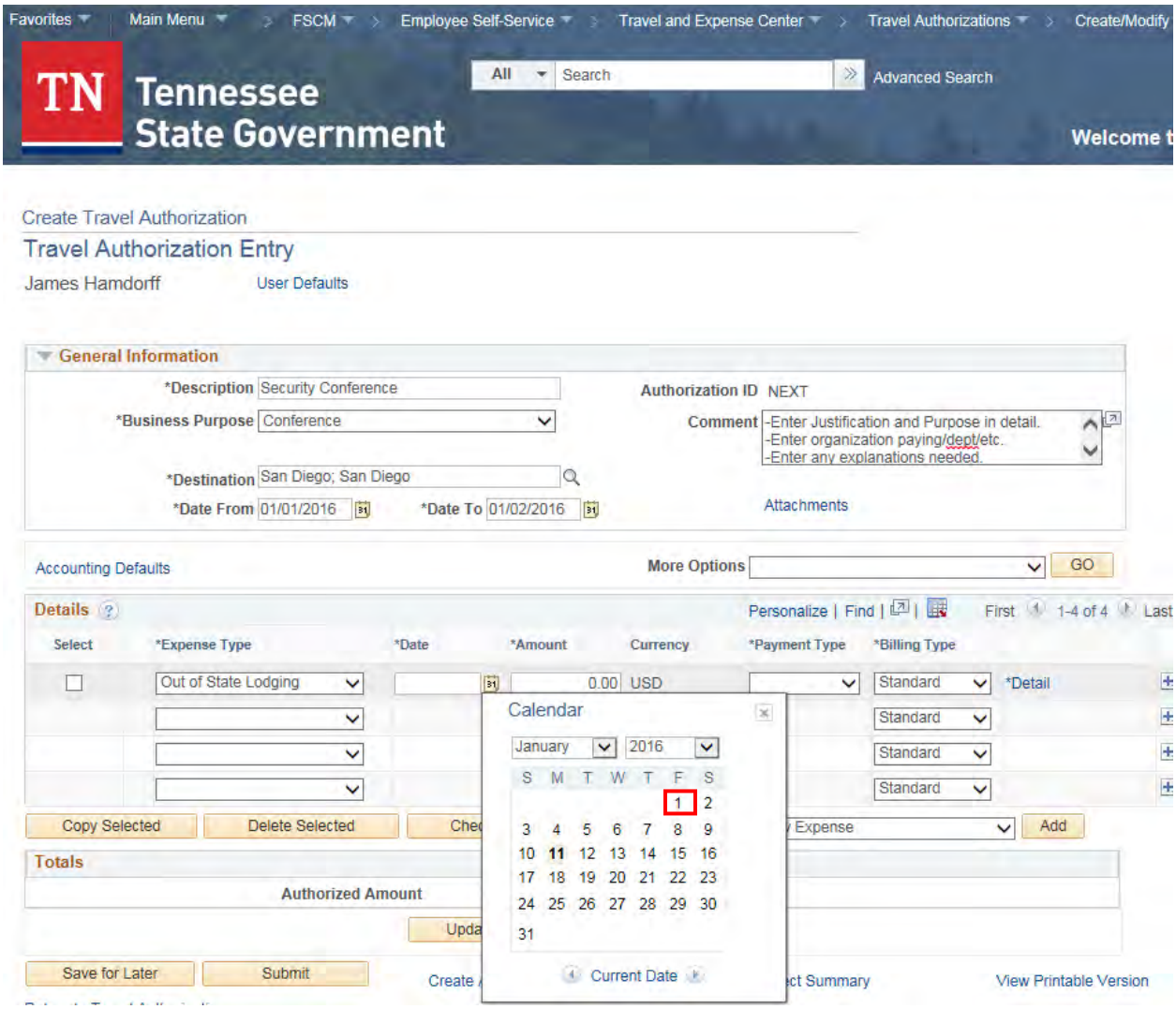
Select "**Out of State Lodging**" from the dropdown menu.



Step 22.

Select the **Date** the expense will occur from the **Calendar Look Up** icon.

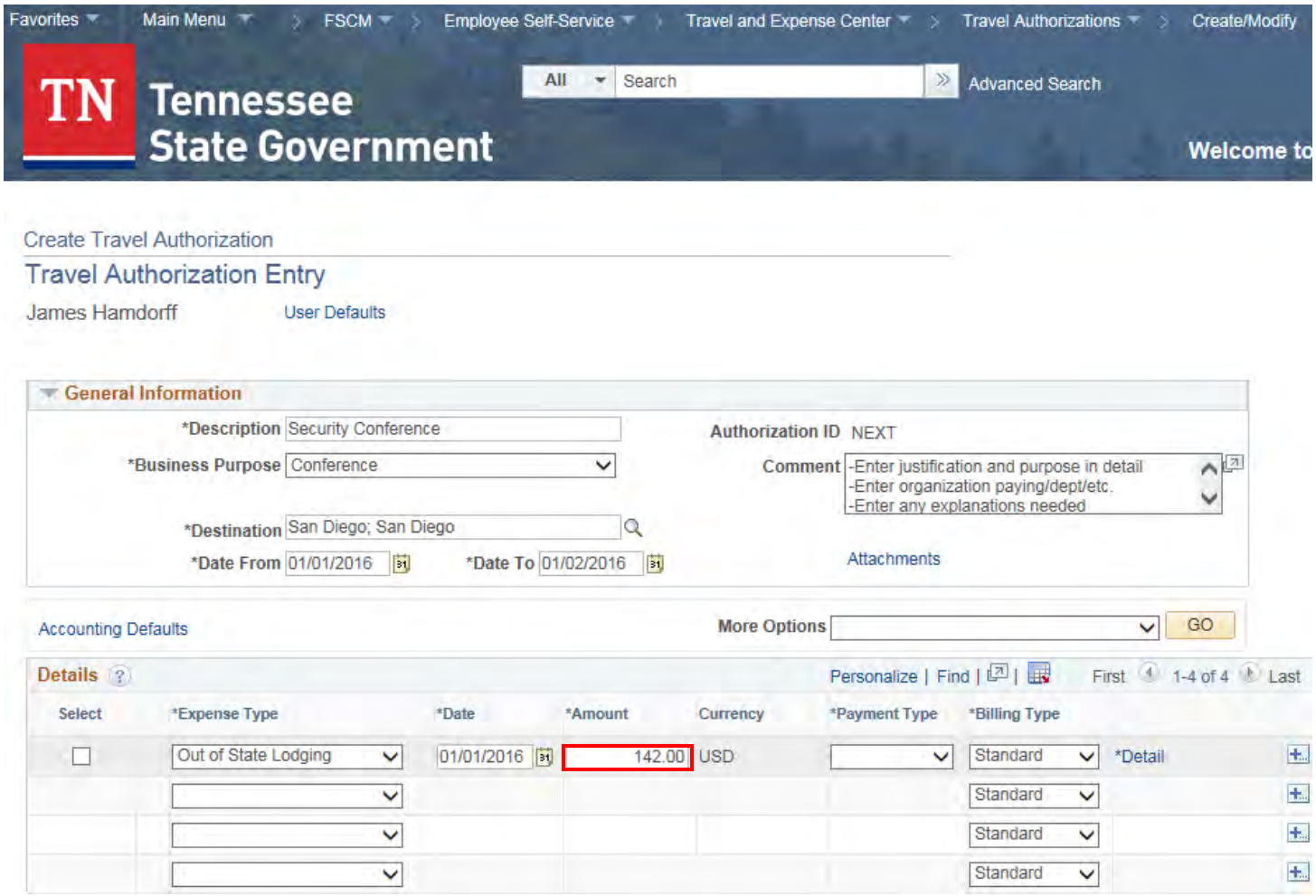
Select **January 1, 2016**.



Step 23.

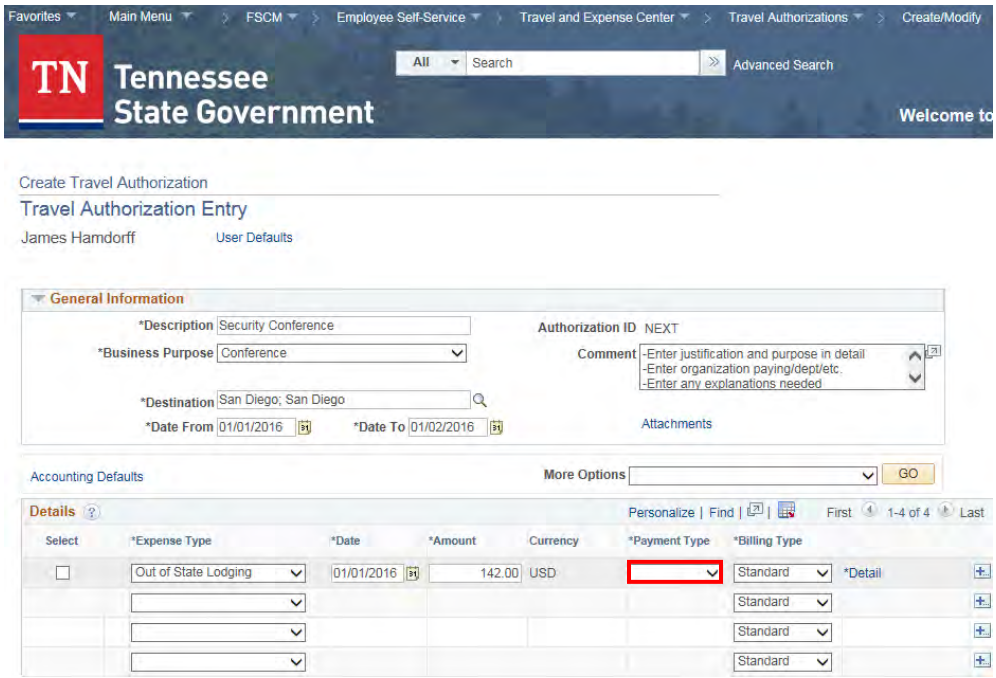
Enter the **Amount**.

Notice: the per diem amount automatically populates in for lodging.



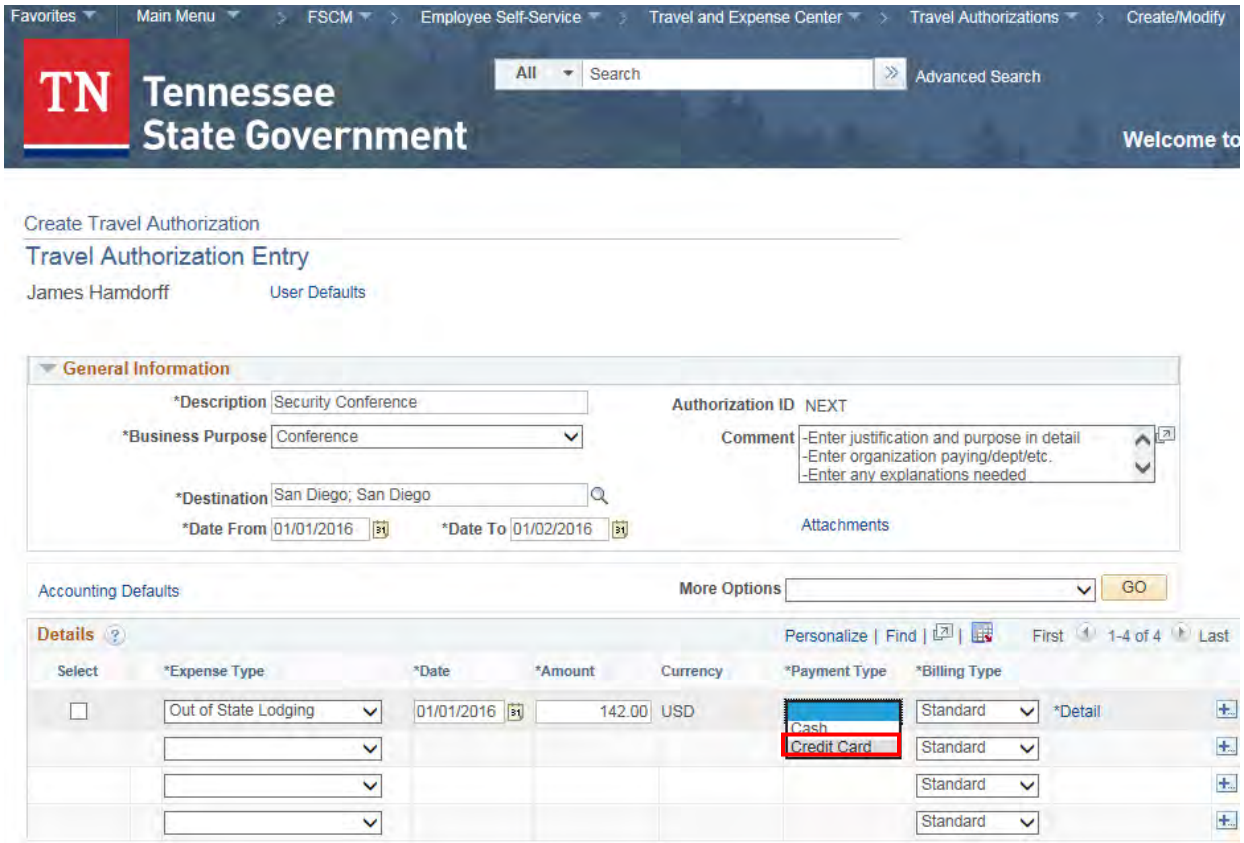
Step 24.

Click on the Payment Type dropdown menu.



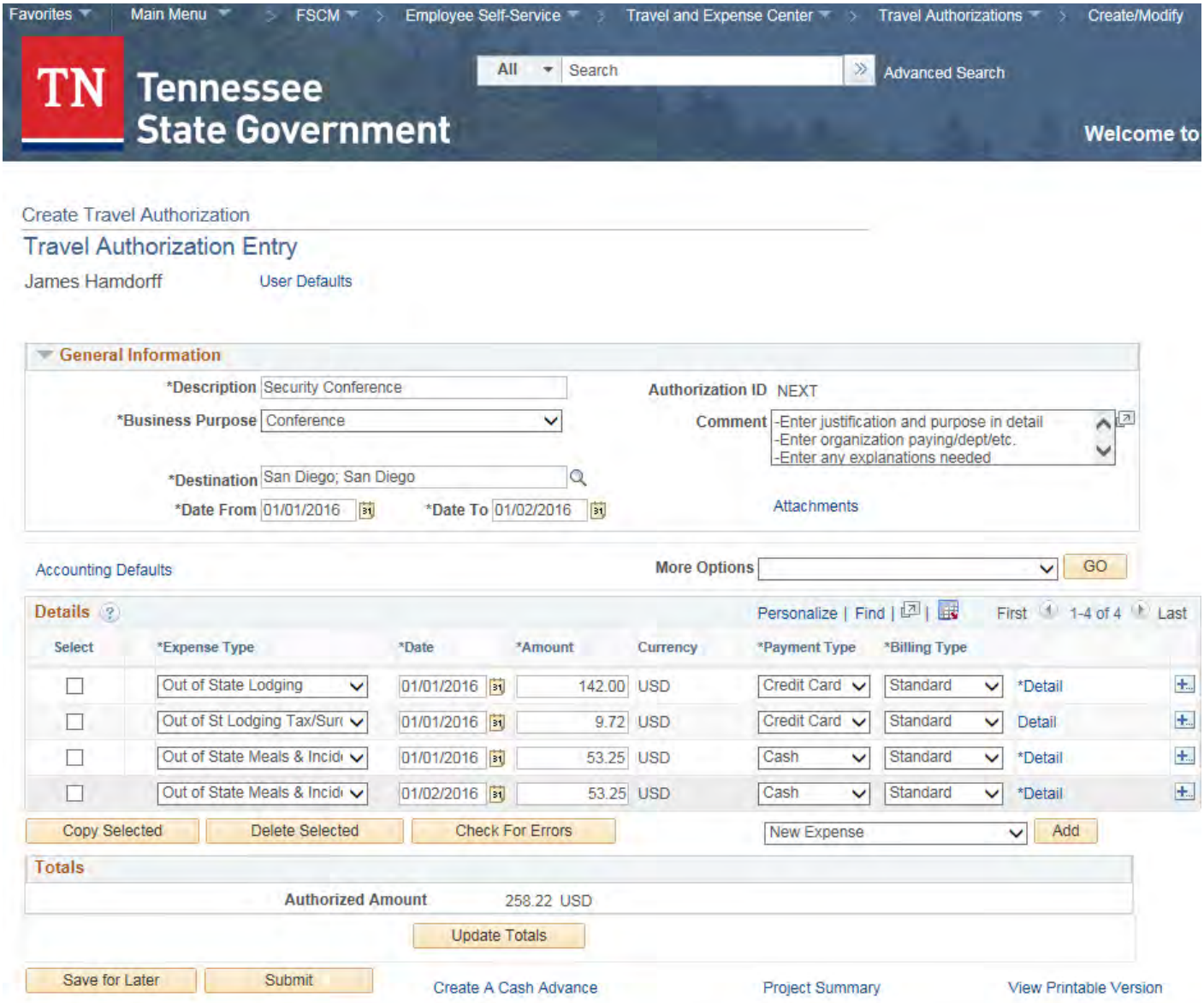
Step 25.

Select "**Credit Card**" from the dropdown menu.



Step 26.

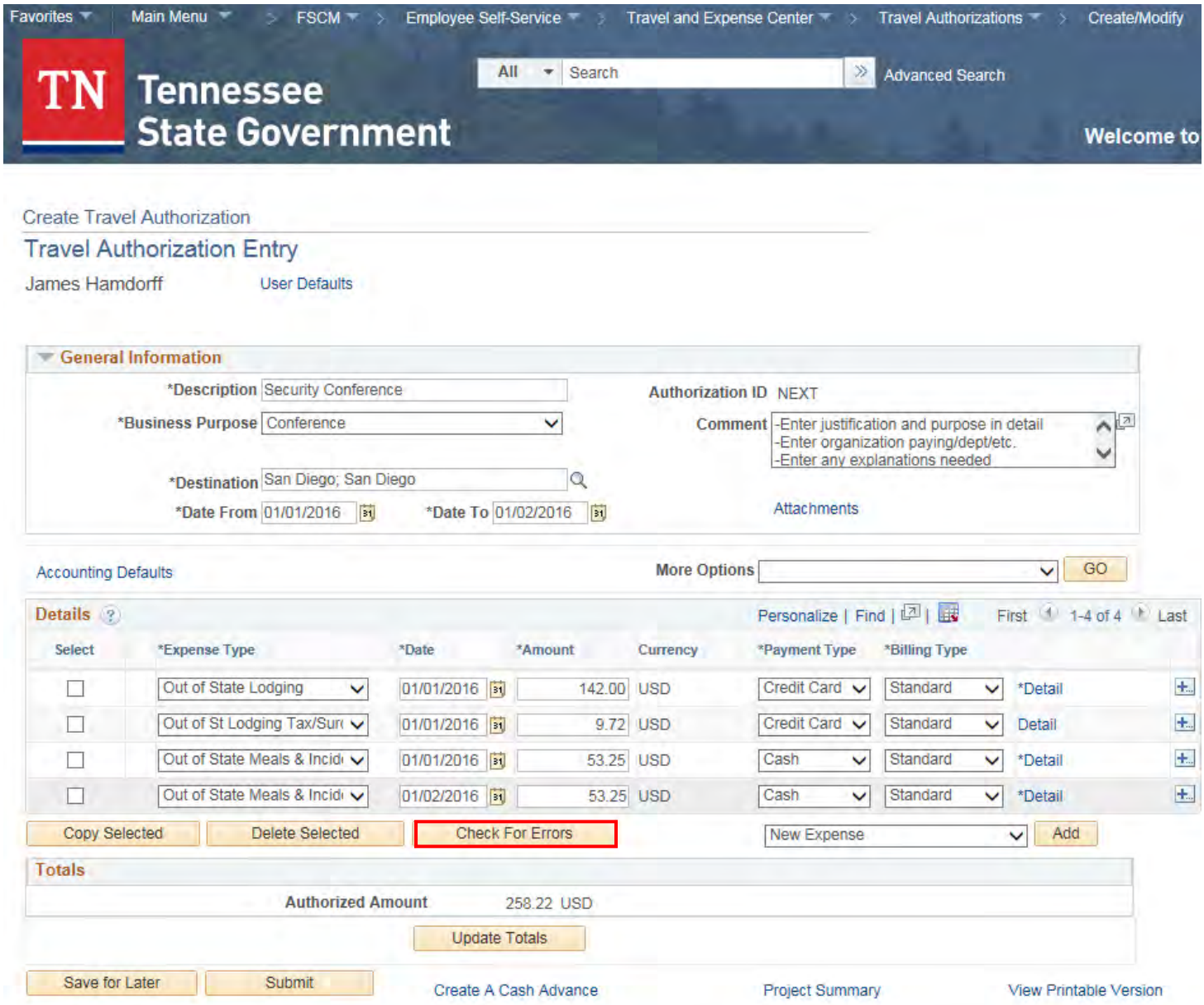
- **Repeat steps 20 – 25** until all expense lines are entered.
- If additional lines need to be entered, click the **Add** button located beside the **New Expense** option.
- Review the **Expense Type Guideline** section located right before Step 20 for assistance.



Step 27.

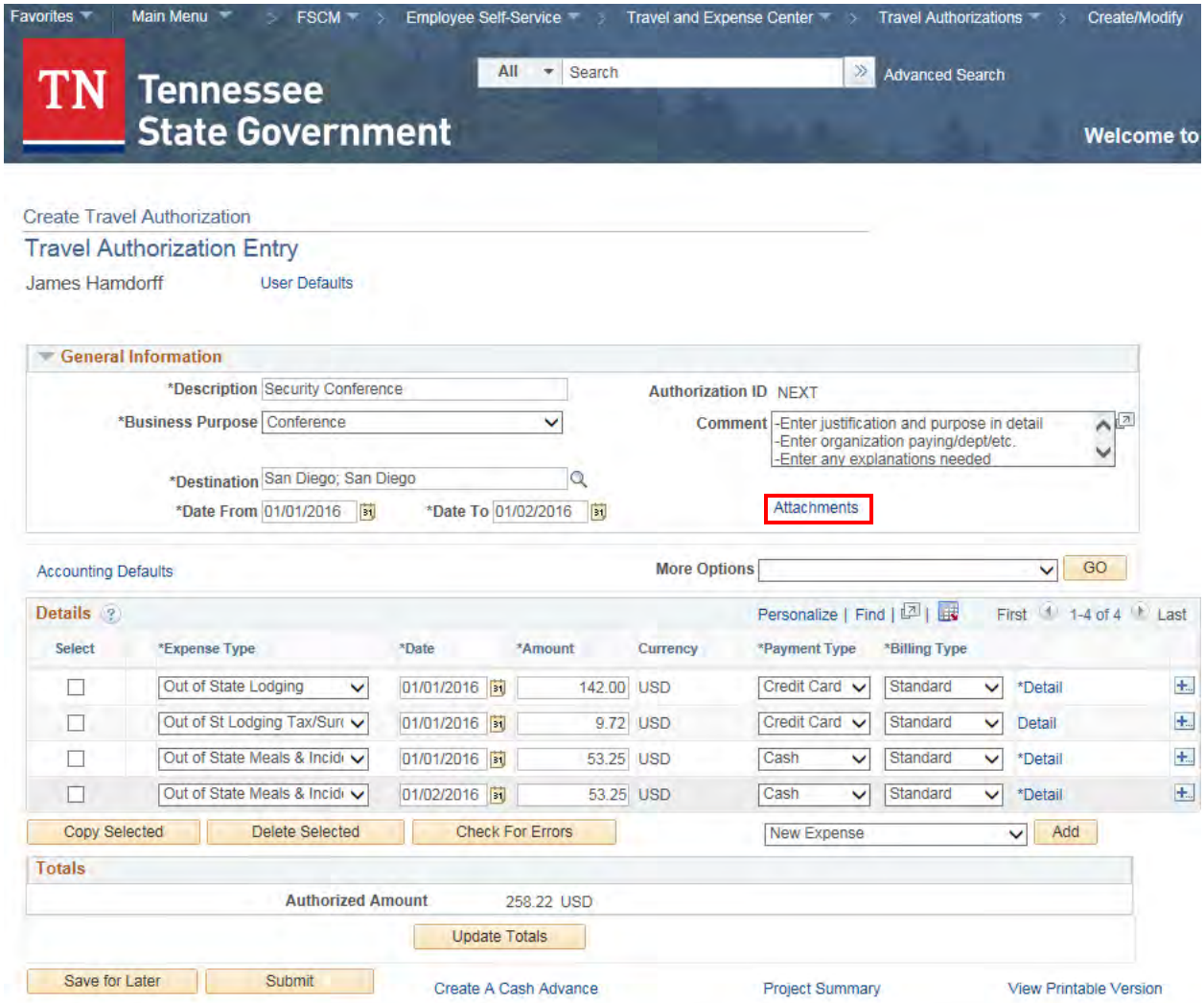
Check the authorizations for errors by clicking the **Check for Errors** button. Correct any errors (boxes will be highlighted in red and/or red flag appears) before continuing. After corrections are made, click the **Check for Errors** button again.

Note: If no red boxes or flag appear, the authorization has no errors.



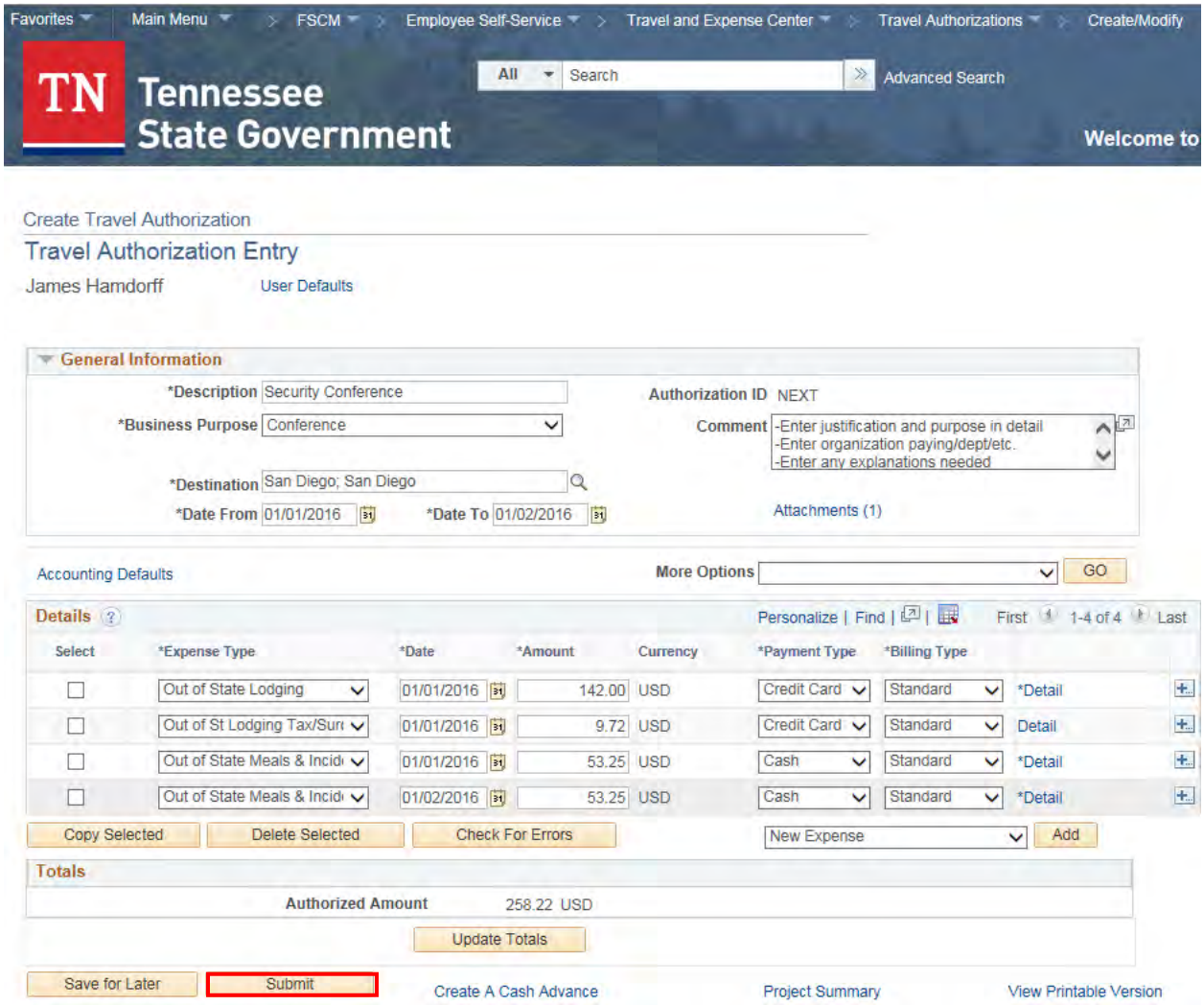
Step 28.

Click the **Attachments** link to upload documentation. See "**Adding Attachments"** section for full steps on how to add an attachment.



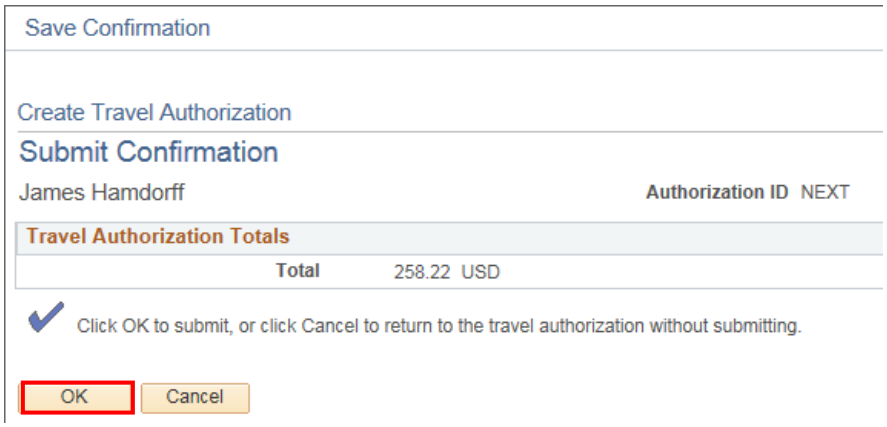
Step 29.

Click the **Submit** button.



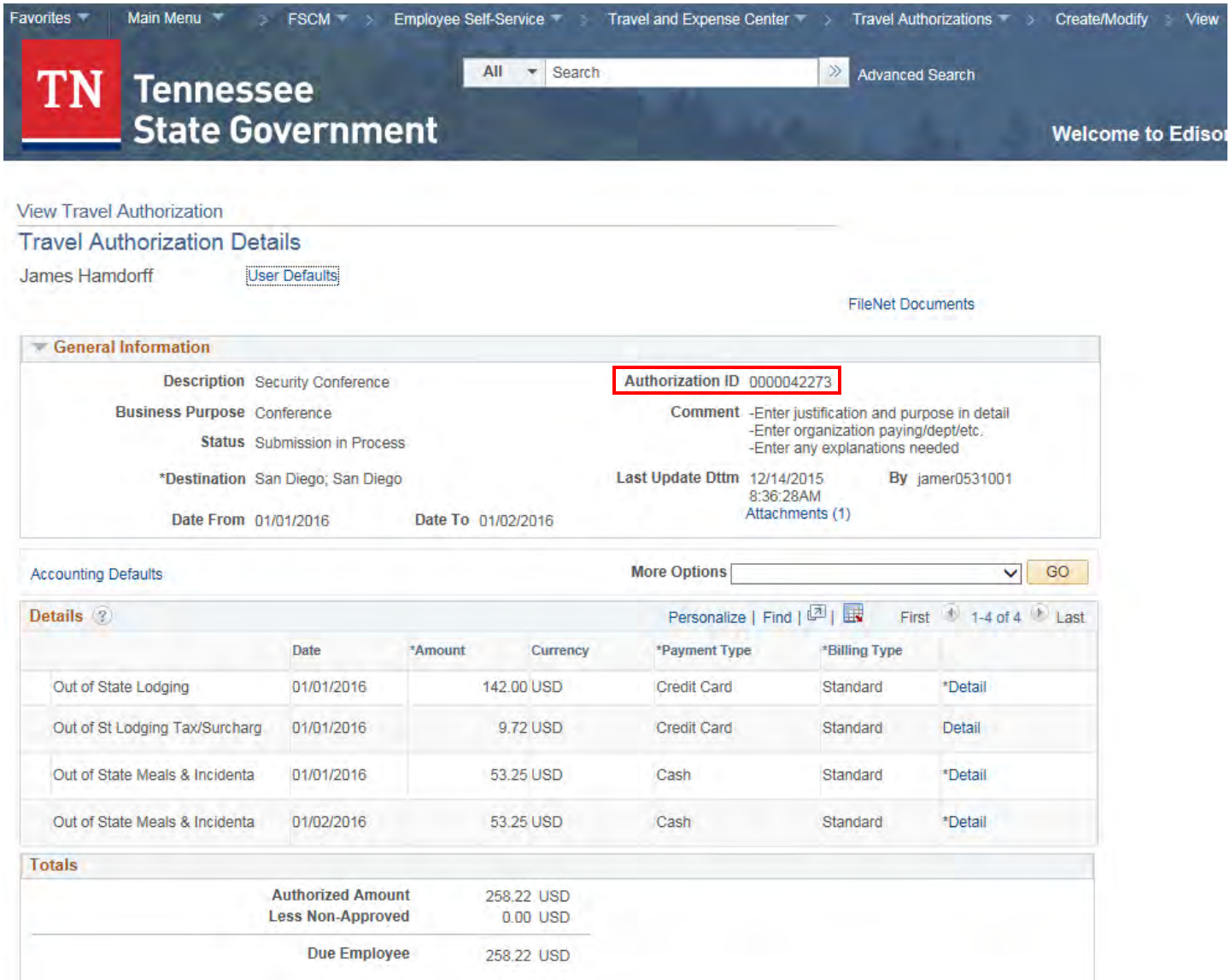
Step 30.

Click the **OK** button to confirm submission



Step 31.

The **Authorization ID** (upper right side of screen) is assigned by the system. Make a note of this ID for future reference in viewing the Travel Authorization.



Step 32.

You have successfully created an Out of State Travel Authorization.

End of Procedure.

Creating an Expense Report from a Travel Authorization with Non-Reimbursable Expenses

Sometimes a travel authorization (TA) will include expenses that will either be reimbursed through a **third party** or paid through **accounts payable** (example airfare, conference fees, etc.).

This training document will assist the employee and approver in how to handle situations like those mentioned.

Guidelines

- When a travel authorization is involved, the employee must **copy from** the travel authorization when creating an expense report in order for the system to link both the TA and report together.
- The travel authorization must be in a status of "**Approved**" in order to copy it into an expense report.
- If the employee no longer needs reimbursement for an expense that copies over from the travel authorization, then the employee must mark the line as **non-reimbursable**.
- A travel authorization cannot be copied into multiple expense reports. If the TA has already been copied into an existing report, the system will not allow the TA to be selected on a new report.
- Any **documents attached** to the travel authorization will not copy over into the expense report. The employee must upload new attachments to the expense report, if needed.
- If the travel authorization contains **Point to Point Miles** expenses, the employee must enter the starting and ending locations for these expense lines through the **Calculate Mileage Rate** Icon. *This functionality is only available on expense reports.* For more details, please see section "**Creating an Expense Report with Mileage**" within the training document.

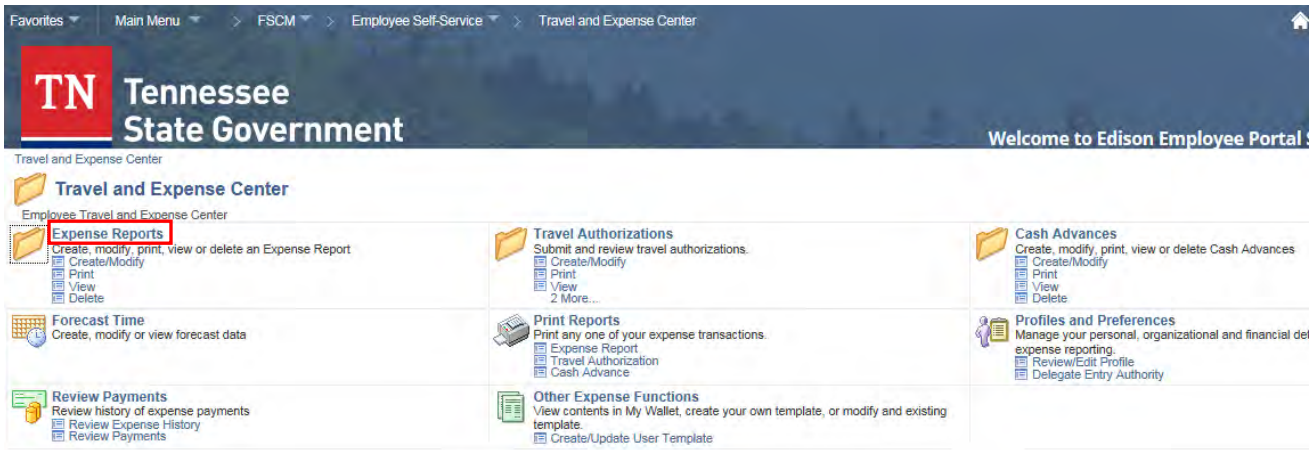
Step 1.

In this scenario a travel authorization was completed and previously approved for your out of state trip. You have now returned from your trip and must create an expense report to be reimbursed for your expenses that were incurred during travel.

Some of the estimated expenses that were originally entered on the travel authorization do not need to be reimbursed. The steps below will assist you with creating an expense report by copying from a travel authorization, and marking expenses no longer needed as **Non-Reimbursable**.

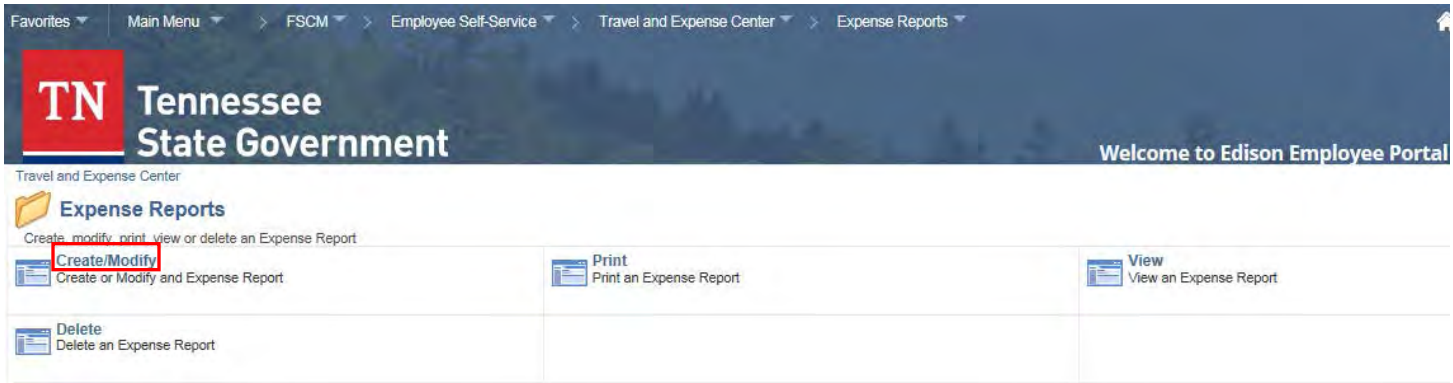
Step 2.

Click the **Expense Report** link.



Step 3.

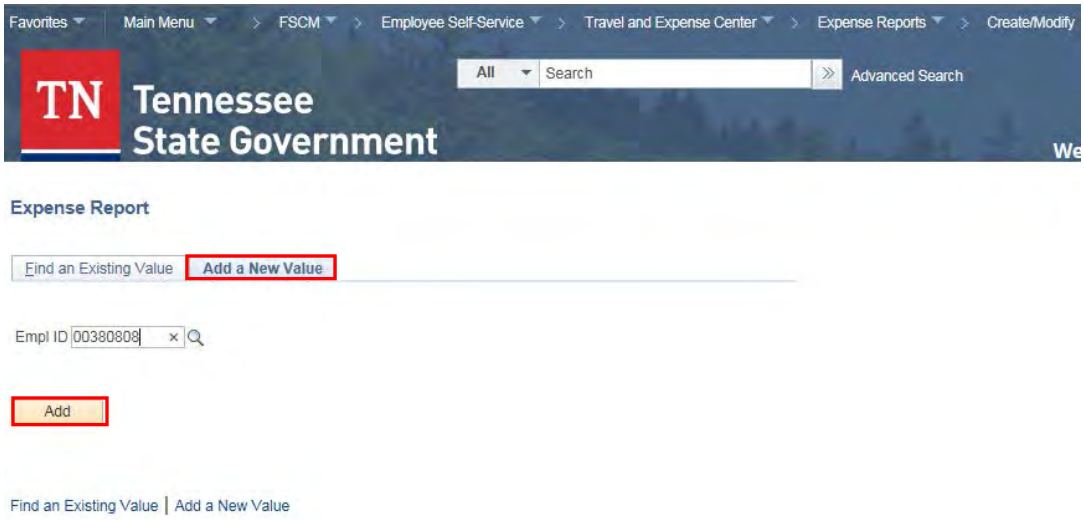
Click the **Create/Modify** link.



Step 4.

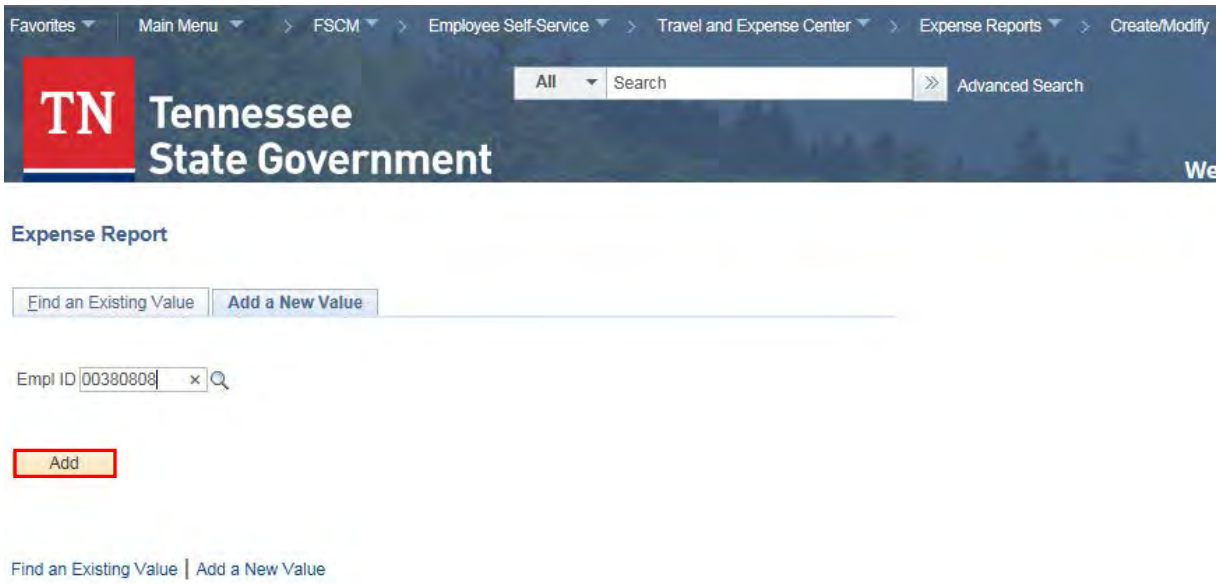
To access creating a new travel claim you must enter an **Employee ID** for who the claim is for.

Select the **Add a New Value** tab and enter the **Employee ID** in the **Empl ID** field.



Step 5.

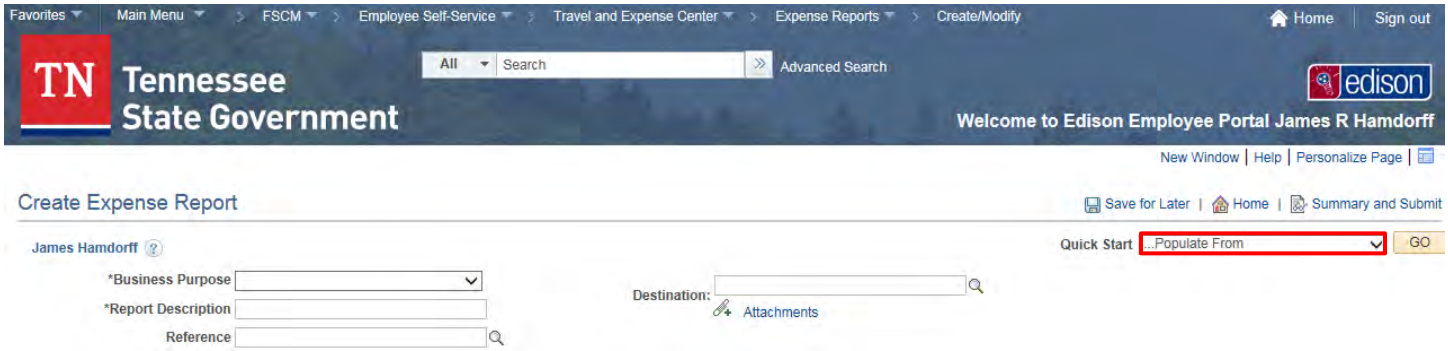
Click the **Add** button.



Step 6

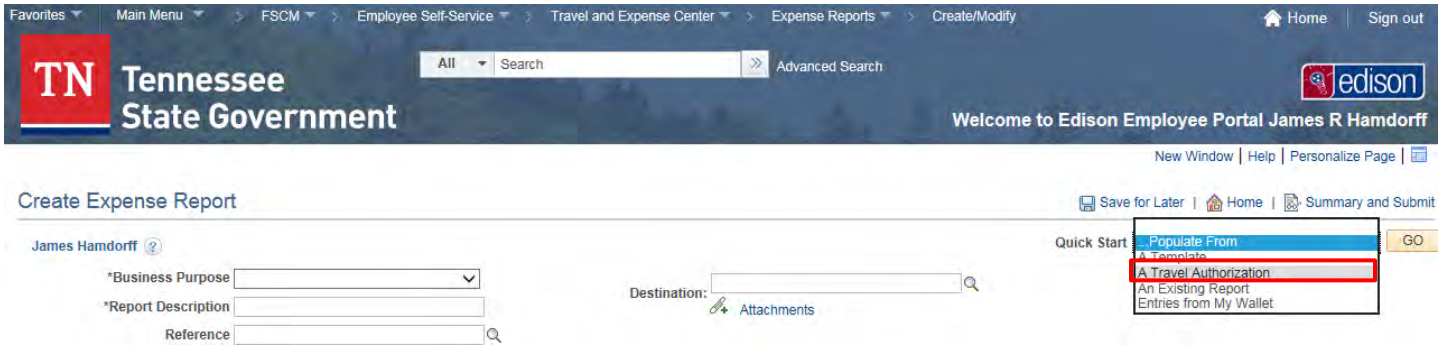
After the employee returns from their trip and is ready to create the expense report, the employee will copy the travel authorization to create the expense report. This will link the TA to the report.

Beside **Quick Start**, select the **…Populate From** dropdown menu.



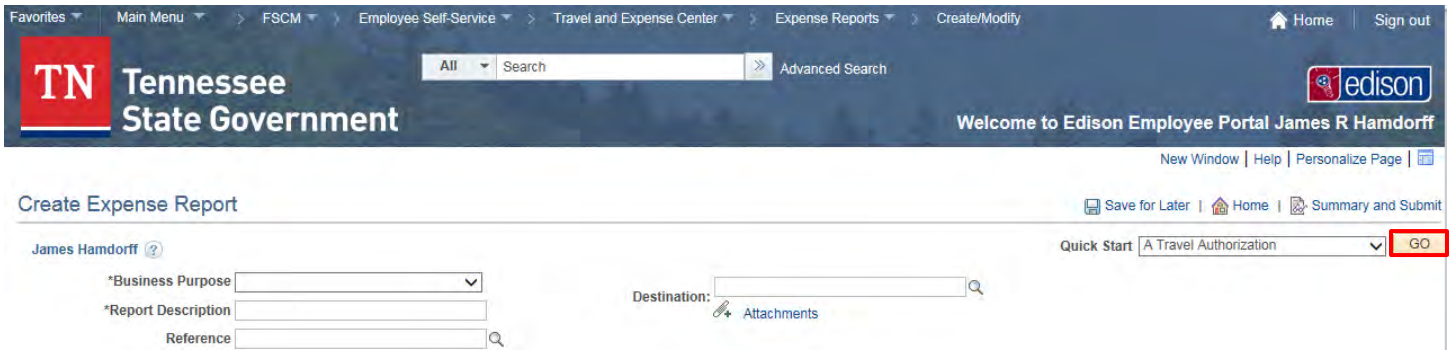
Step 7

Select "**A Travel Authorization**" from the dropdown menu.



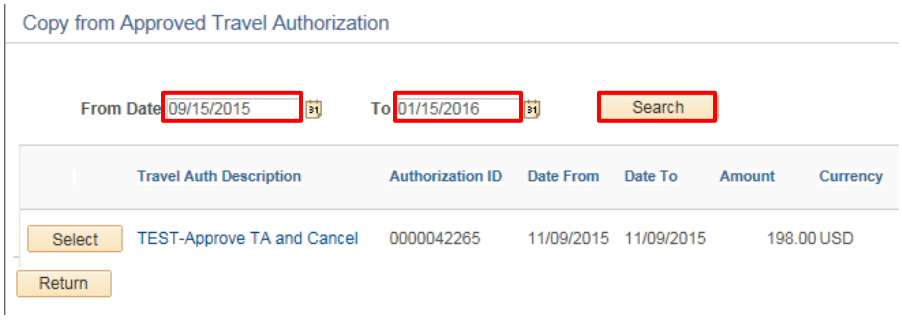
Step 8

Click the **Go** button.



Step 9.

On the **Copy from Approved Travel Authorization** page, verify the **From** and **To** dates are accurate for the travel authorization you are searching for. You may adjust the dates as needed, and then click **Search**.



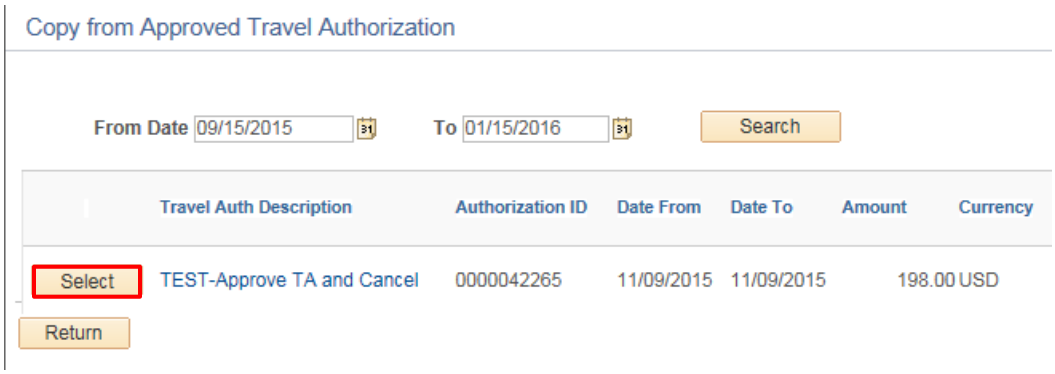
Step 10.

After selecting the travel authorization you wish to copy from, the system will copy the details from the travel authorization into the new expense report.

Click the **Select** button beside the appropriate **travel authorization** you wish to copy from.

NOTE: *The travel authorization <u>must</u> be in a status of "Approved" in order to copy from it. If the travel authorization is already copied into an existing expense report, the select button will appear grayed out. You <u>cannot</u> copy a travel authorization into multiple expense reports.*

If the select button is grayed out and assistance is needed, please contact your Agency's Fiscal Office. If additional assistance is needed, please contact the Edison Help Desk.

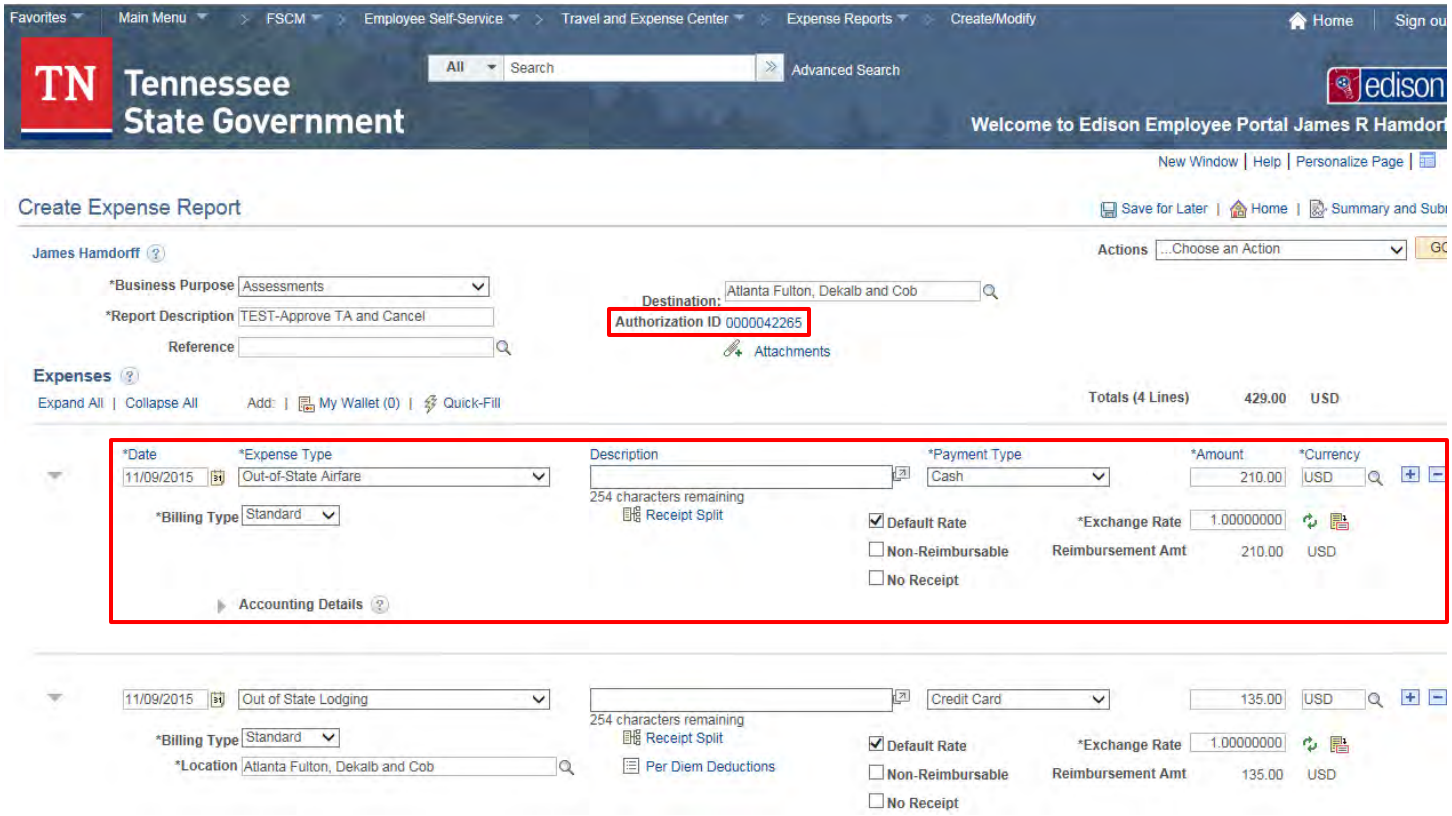


Step 11.

The expense for Airfare was paid for by a **third party** and does not need to be reimbursed. Once the lines have been copied from the travel authorization, the expense line for Airfare will need to be marked as non-reimbursable.

Notice **the Authorization ID** is now listed on the report as a link.

Locate the expense line for "**Out of State Airfare**".

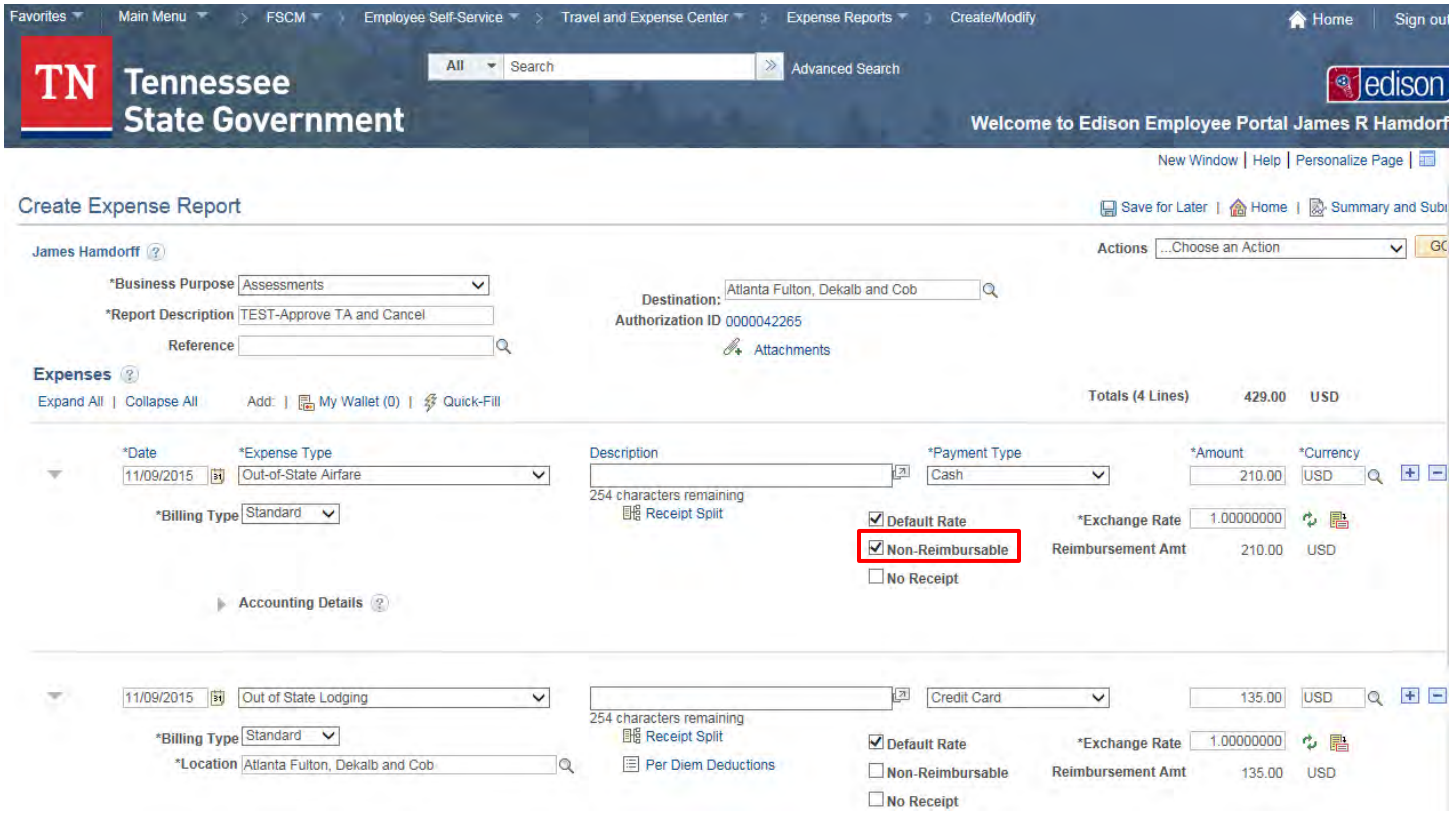


Step 12.

Select the **checkbox** beside "**Non-Reimbursable**" for the "**Out of State Airfare**" expense line to mark the line as non-reimbursable.

Note: *By checking this box, the employee will not be reimbursed for the expense AND the encumbrance will be relieved/released from the budget.*

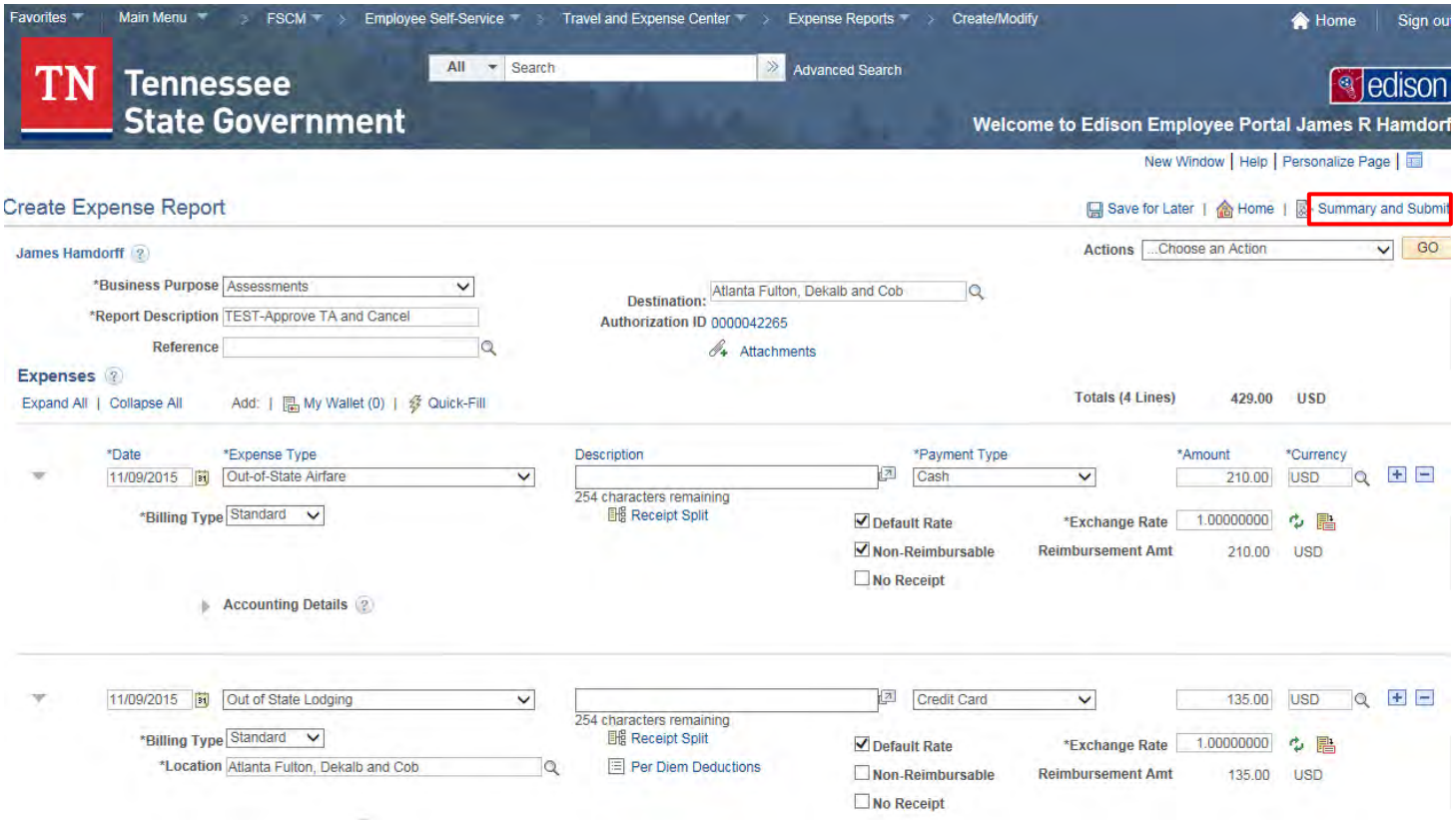
Additionally, the total amounts will not adjust on the expense details page. The employee will see the total amount adjustment on the summary page prior to submission.



Step 13.

Now that the report is complete, you will need to review the summary details prior to submission.

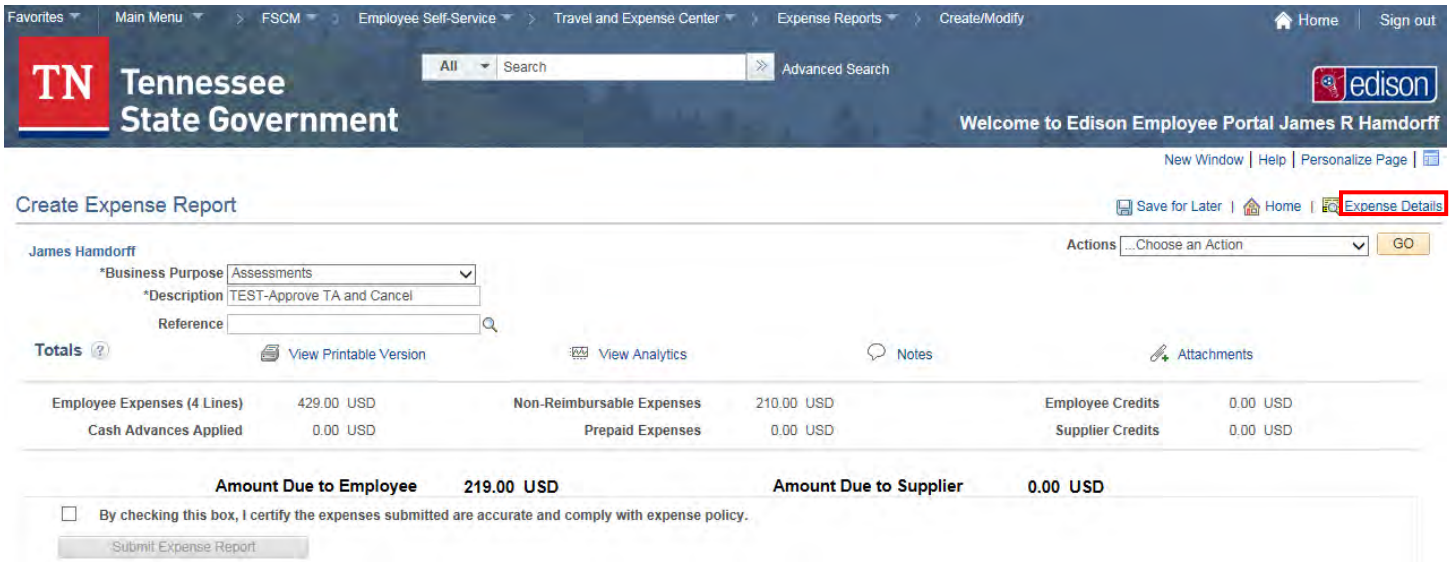
Click the **Summary and Submit** blue hyperlink once you have completed your **Expense Report** and you're ready to review the summary details before final submission.



Step 14.

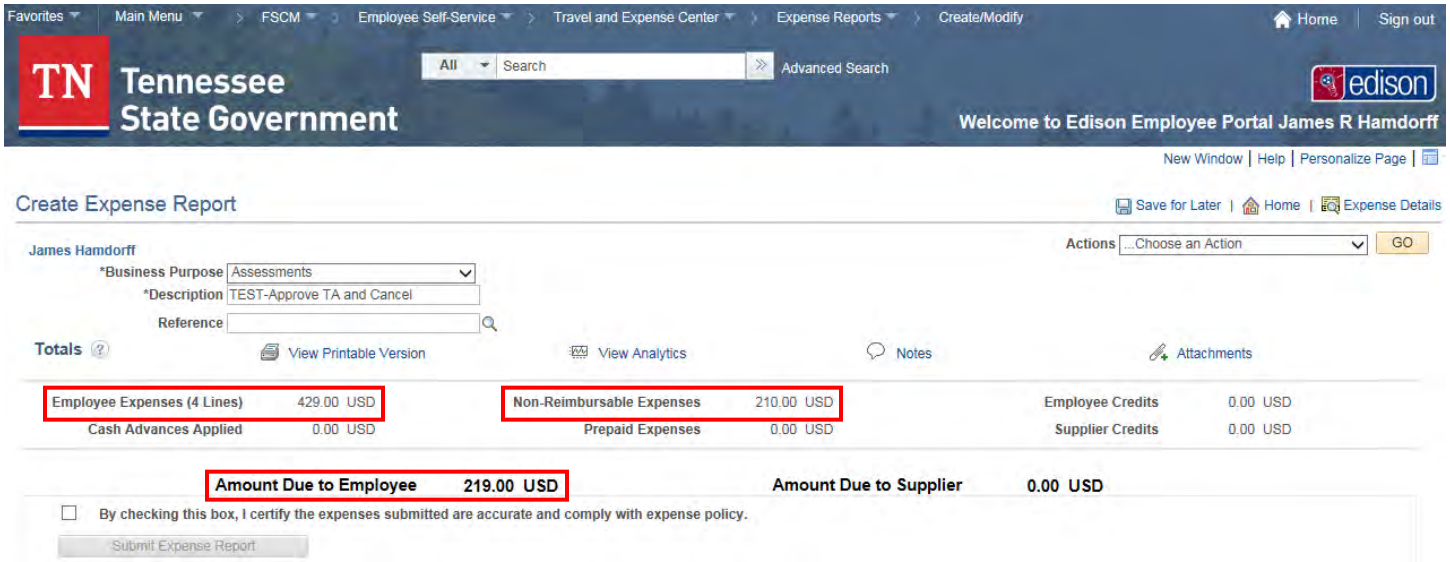
On the Create Expense Report **Summary** page, you can review the expense report totals and verify accuracy of the claim. If the report does not appear to be accurate, you may click on the **Expense Details** blue hyperlink to return to the Create Expense Report **Details** page to make any adjustments needed.

If the report appears to be accurate, **proceed to the next step.**



Step 15.

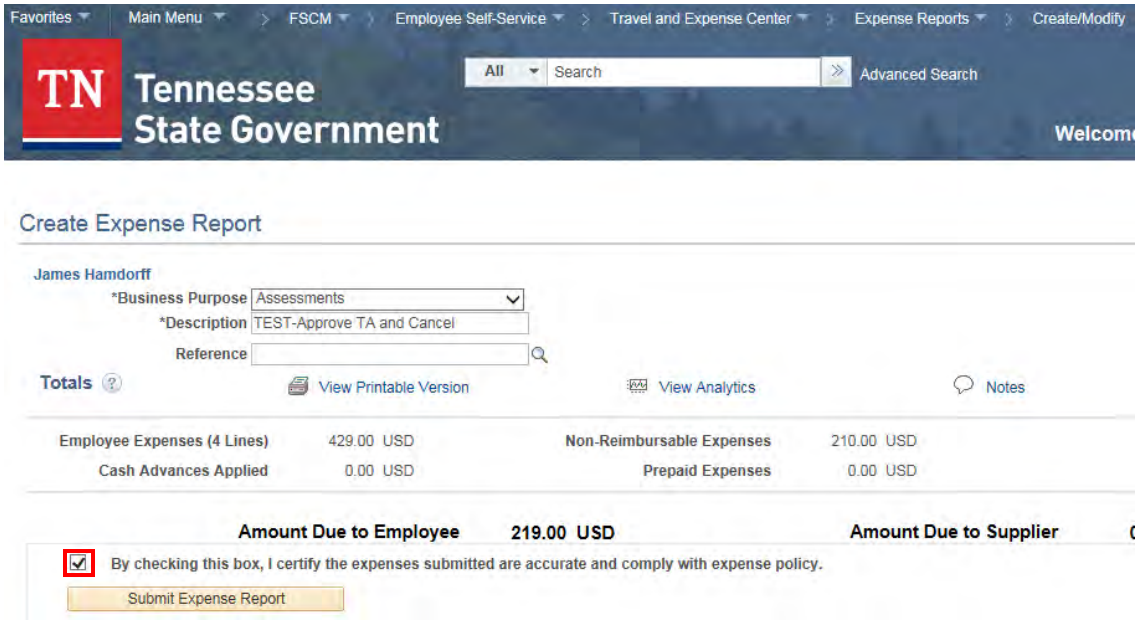
On the Create Expense Report **Summary** page, notice under the **Totals** section it displays the total amount for **Employee Expenses** and the total amount marked as **Non-Reimbursable Expenses**. The difference is shown in the **Amount Due to Employee**.



Step 16.

Once the report appears to be accurate, place a **Checkmark** in the box to confirm the report details being submitted are accurate and complies with expense policy.

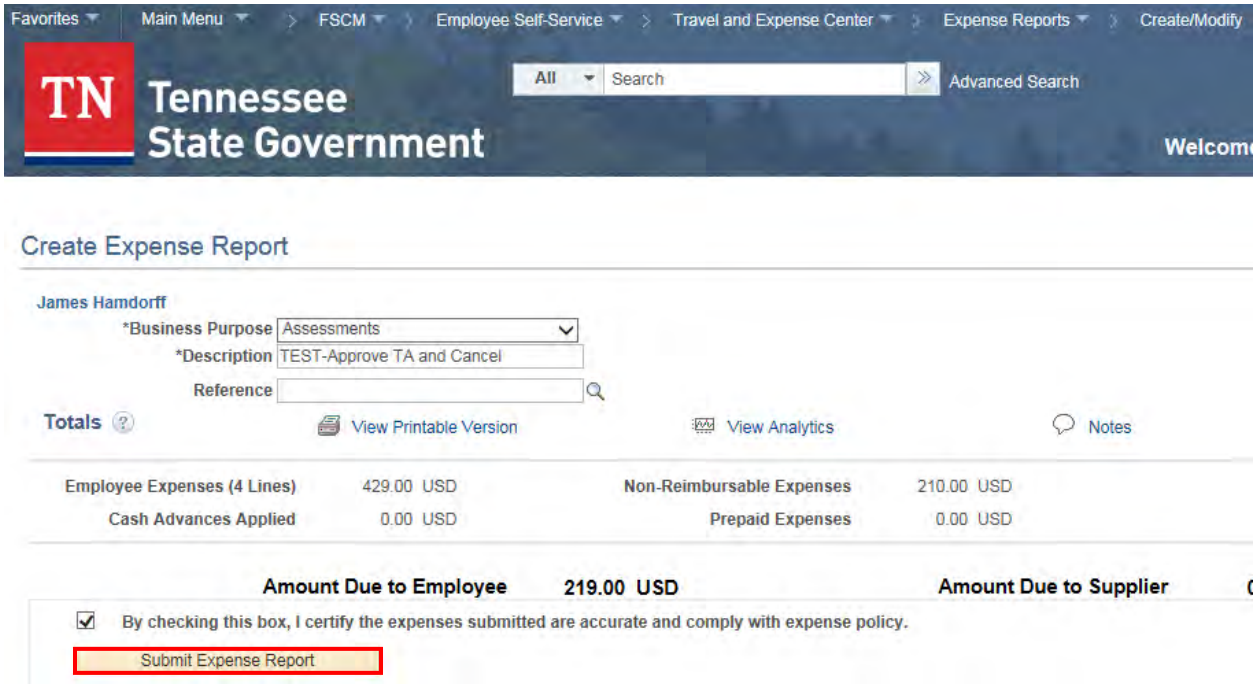
Select the **box** to place a **Checkmark** in the box.



Step 17.

Once a **Checkmark** has been placed in the box to confirm accuracy, the **Submit Expense Report** button will no longer be gray.

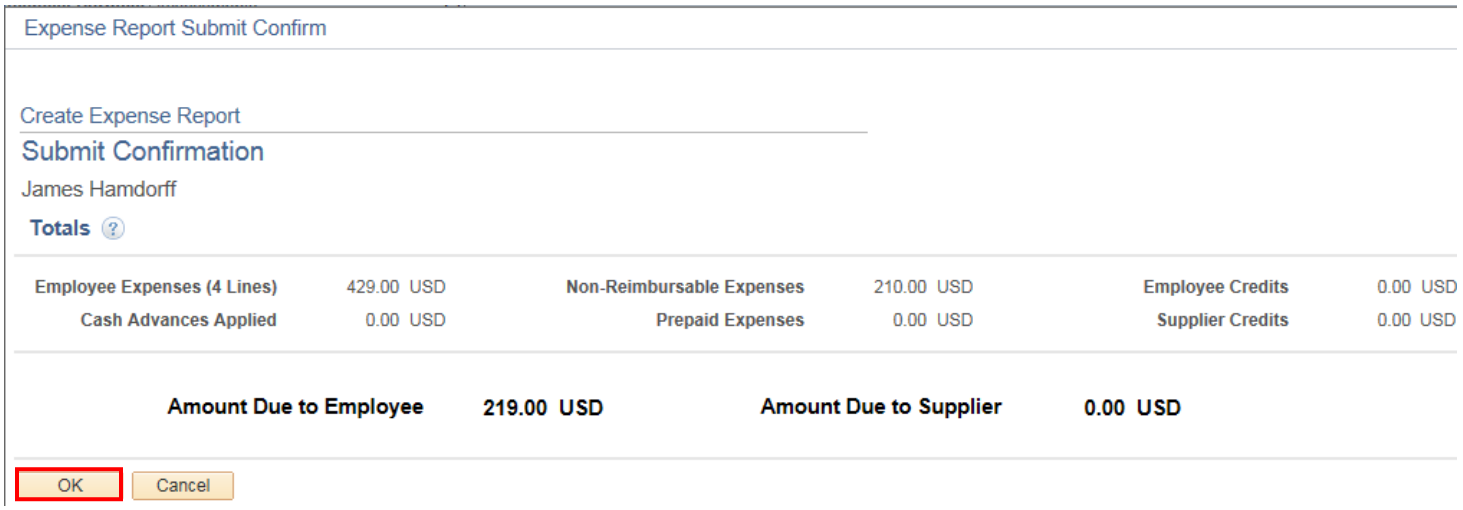
Click the **Submit Expense Report** button once you have completed your **Expense Report**.



Step 18.

Click the **OK** button to confirm submission.

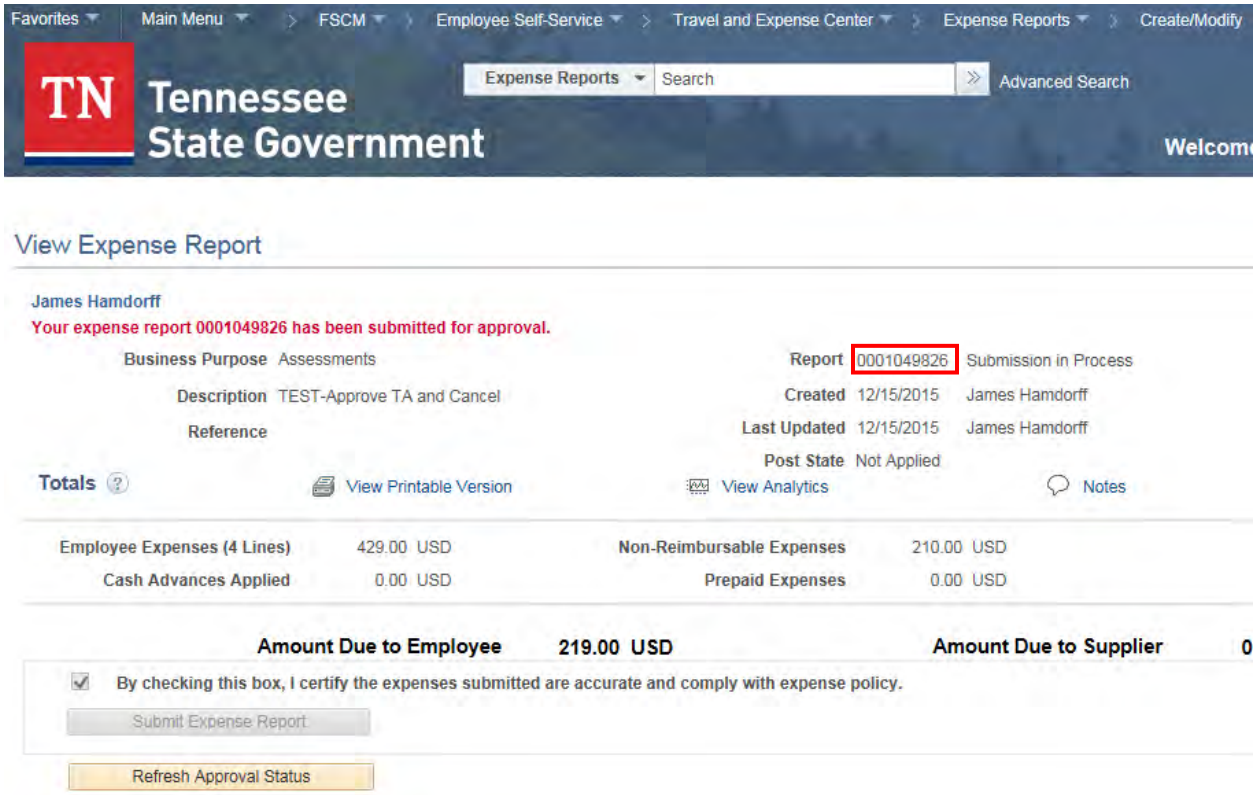
Note: If you do not click the **OK** button, your **Expense Report** will not be submitted.



Step 19.

Once you submit your **Expense Report**, Edison will assign it a **Report ID** number.

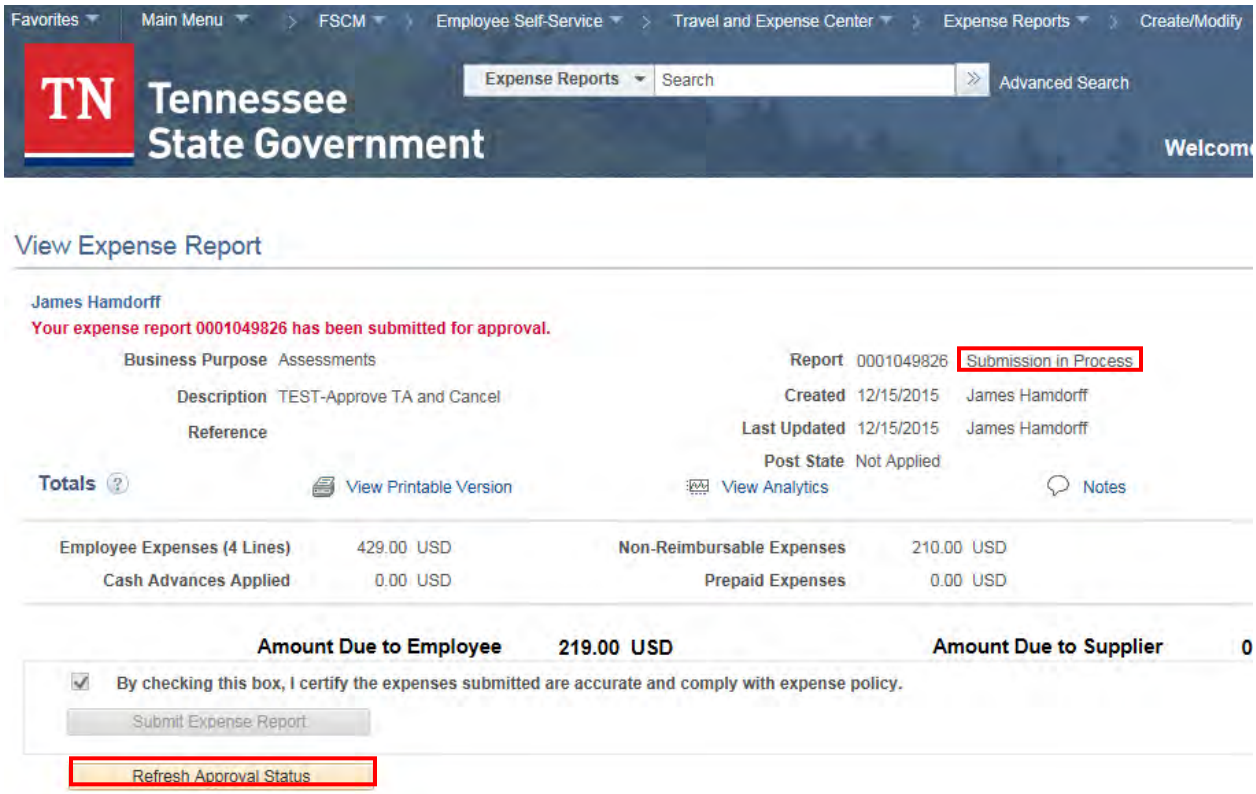
The approval workflow will also be created after you submit it. Once that workflow is created, the report will be routed to your supervisor for approval.



Step 20.

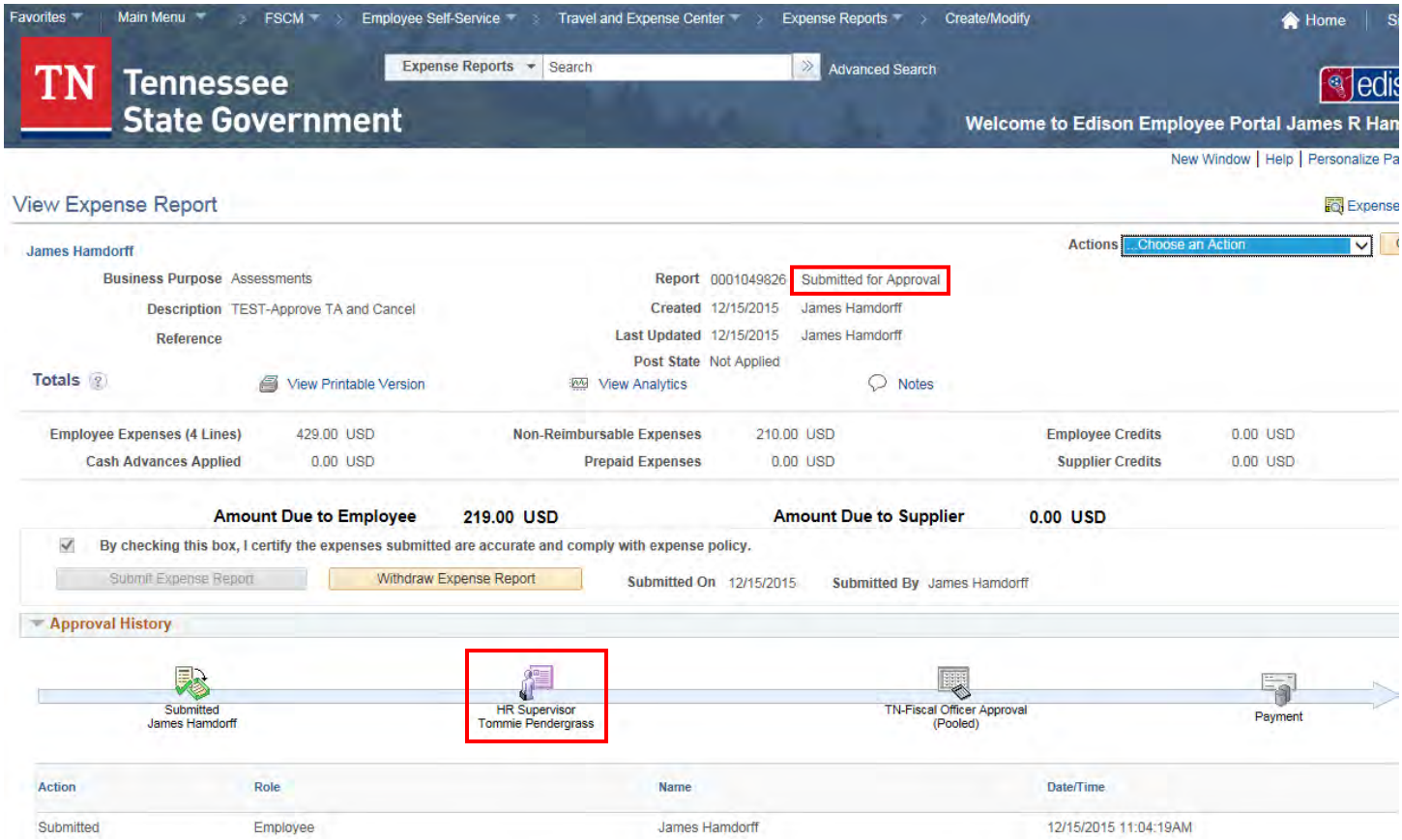
After submitting your **Expense Report** the system updates the status to "**Submission in Process**" to show the claim is in the process of routing to the approver's worklist. You may refresh the status by clicking on the **Refresh Approval Status** button.

Click on the **Refresh Approval Status** button.



Step 21.

The Expense Report status updated to "**Submitted for Approval**" to show the claim has reached the approver's worklist.



Step 22.

You have now successfully created an Expense Report by Copying from a Travel Authorization and Marking Non-Reimbursable Lines.

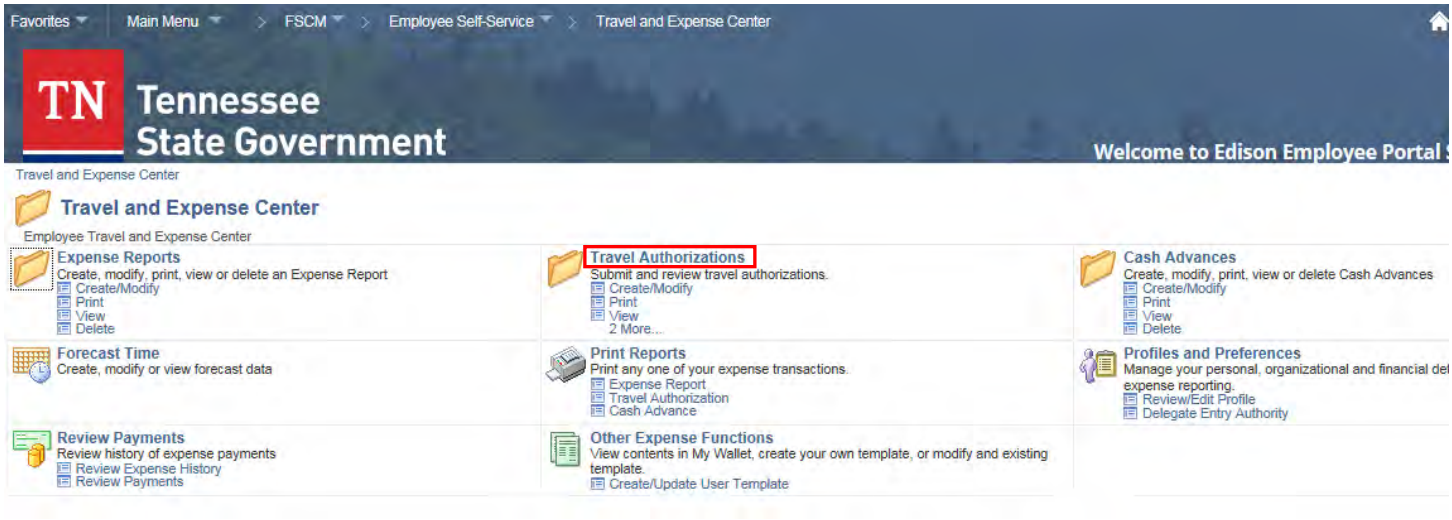
End of Procedure.

View a Travel Authorization

In this topic, we will view a submitted travel authorization to check the status and see where it is located in the approval process.

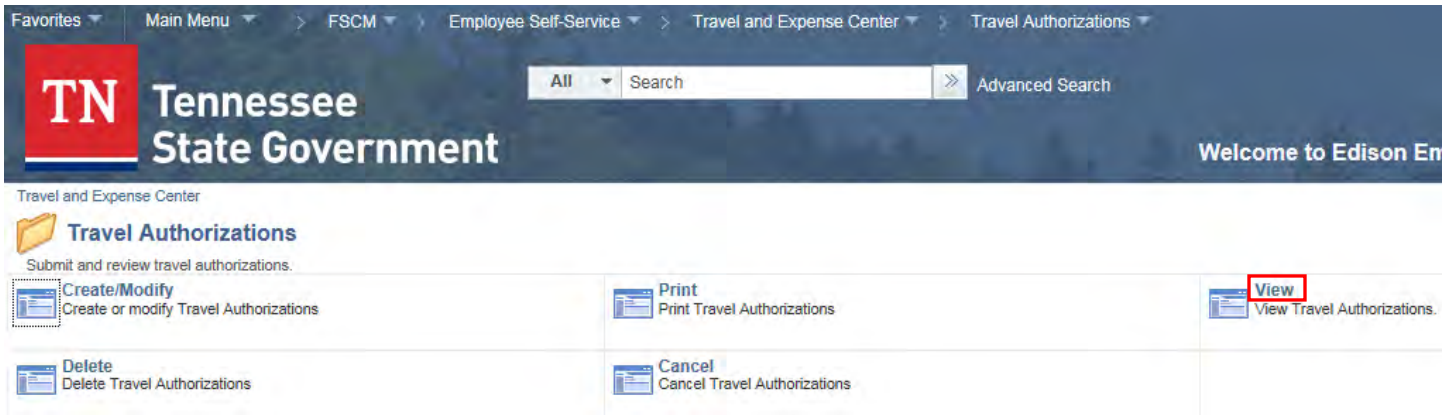
Step 1.

Click the **Travel Authorization** link.



Step 2.

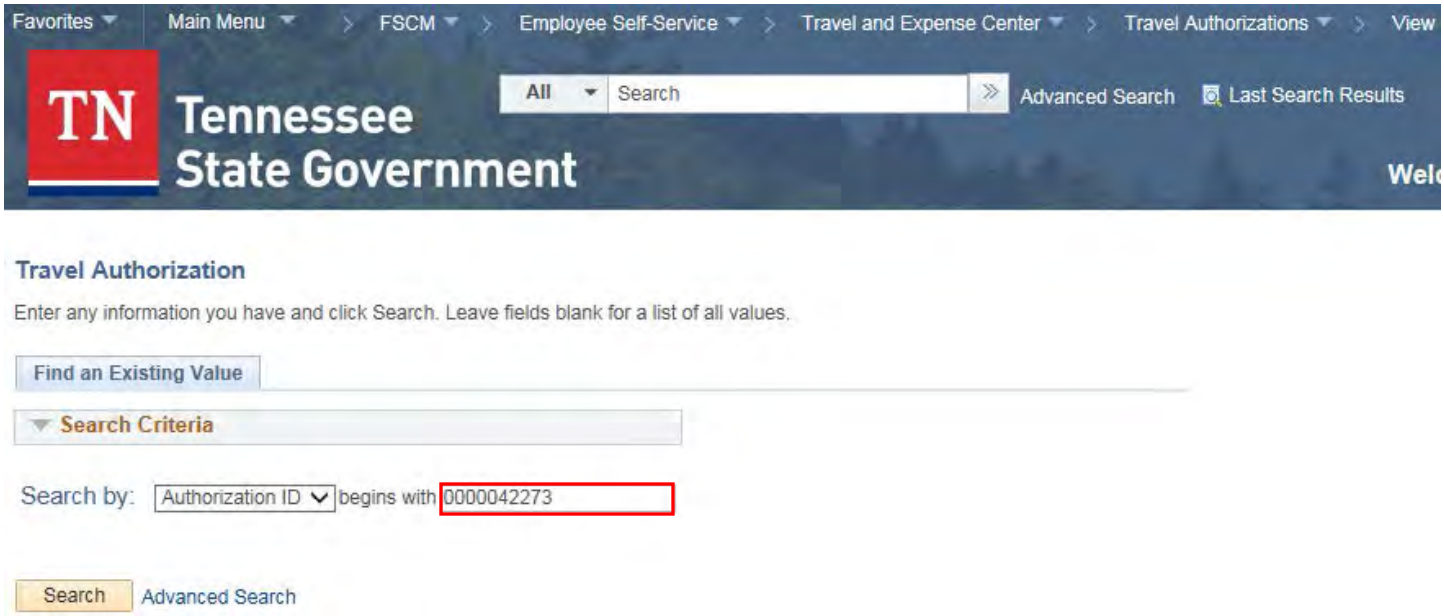
Click the **View** link.



Step 3.

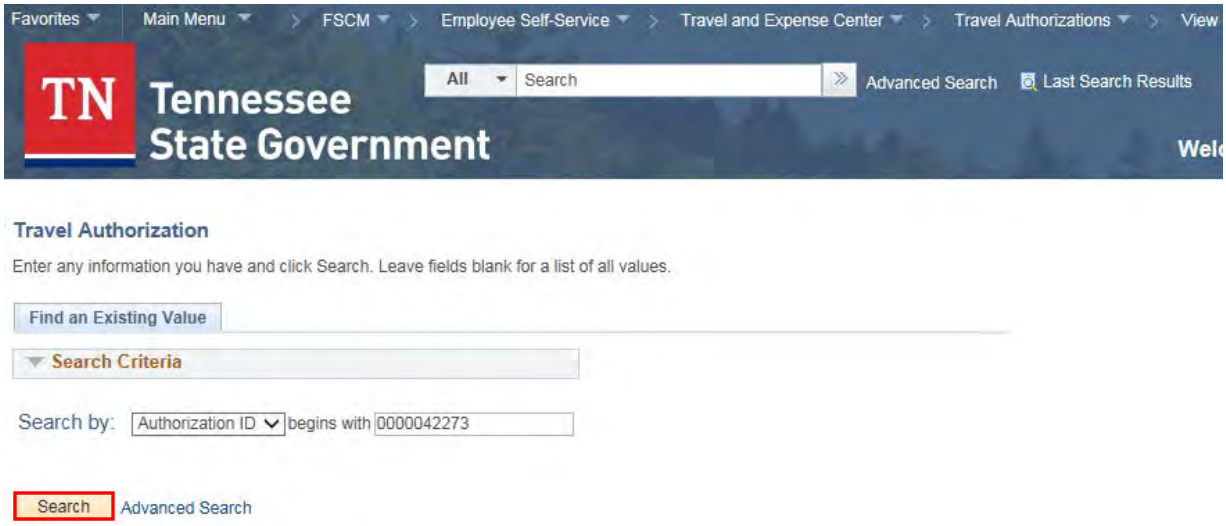
Enter the Authorization ID (if you know it) or leave it blank (to select an available authorization in the list). Search by the **Authorization ID** to locate the travel authorization you wish to view.

Enter the **Authorization ID**.



Step 4.

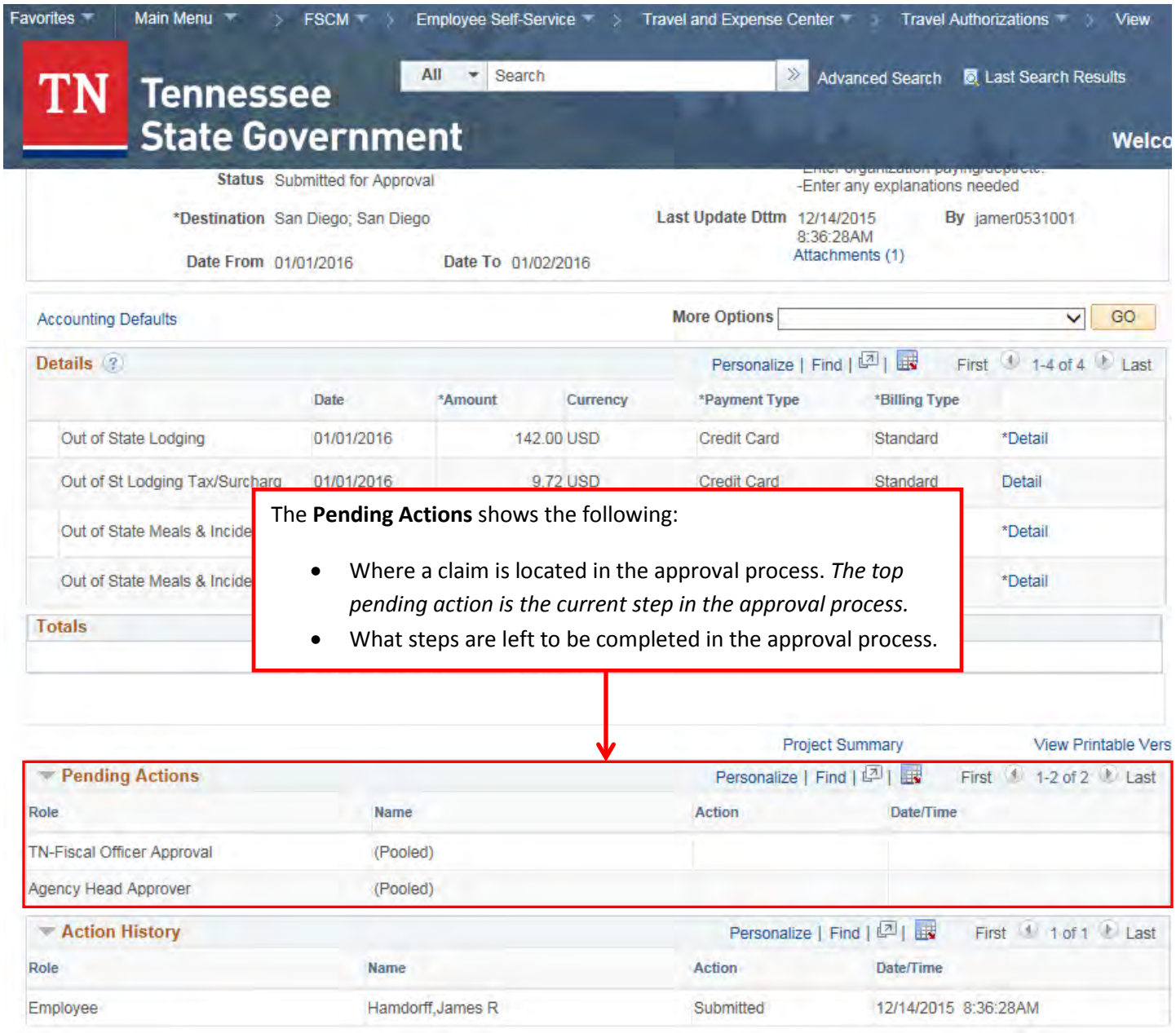
Click the **Search** button.



Step 5.

Scroll to the bottom of the page and locate the "**Pending Actions**" section. This section displays a listing of every approval level needing to approve your claim before it is fully Approved.

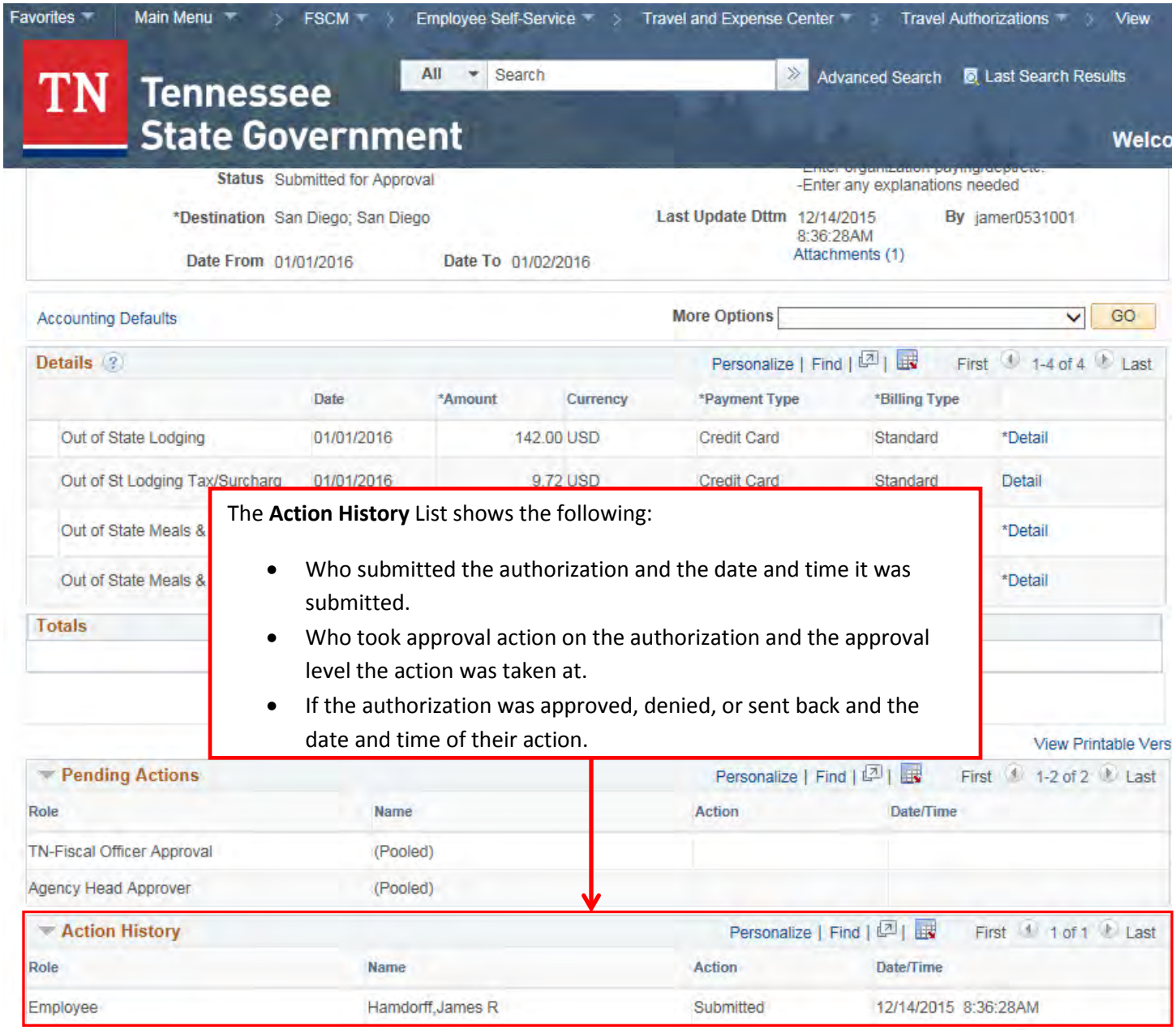
In the "**Pending Actions**" section, if the authorization lists the "**HR Supervisor**" and your Supervisor's name then the supervisor has not approved the authorization yet, but it is in their worklist awaiting approval.



If a few days have passed since you submitted your claim and it has not been approved by your supervisor, please contact your supervisor.

Step 6.

Locate the "**Action History**" section. This section lists all approval actions that have taken place on the authorization.



Step 7.

You have successfully viewed a travel authorization.

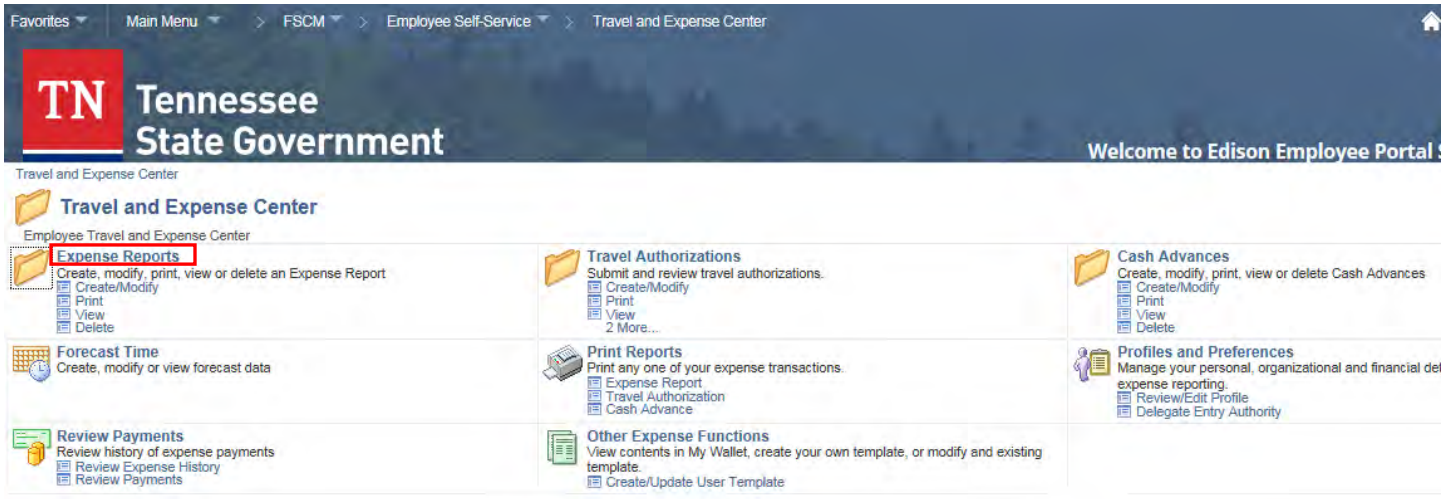
End of Procedure.

Modifying a Travel Claim

In this topic, you will learn how to modify an **expense report**. A similar process illustrated below can be used when modifying other types of travel claims.

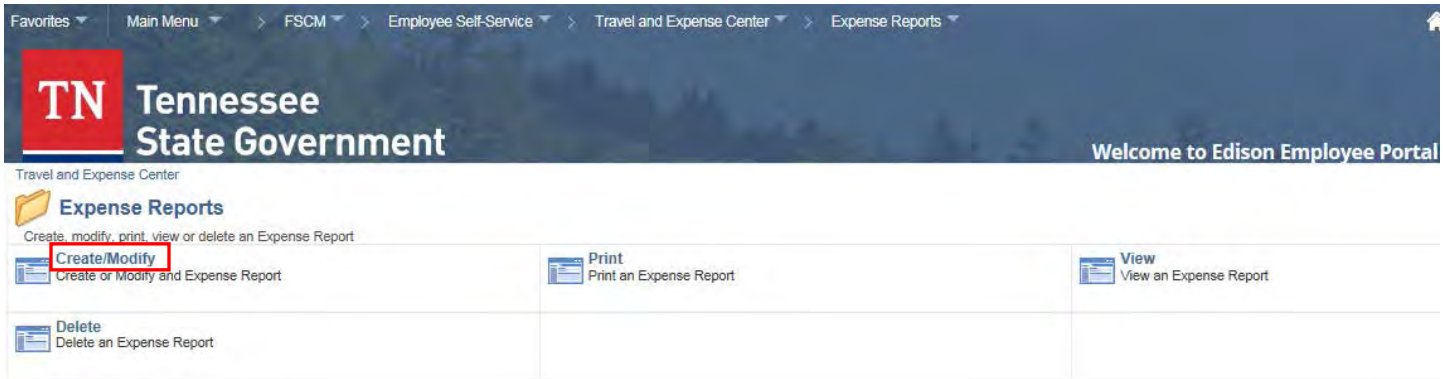
Step 1.

Click the **Expense Report** link.



Step 2.

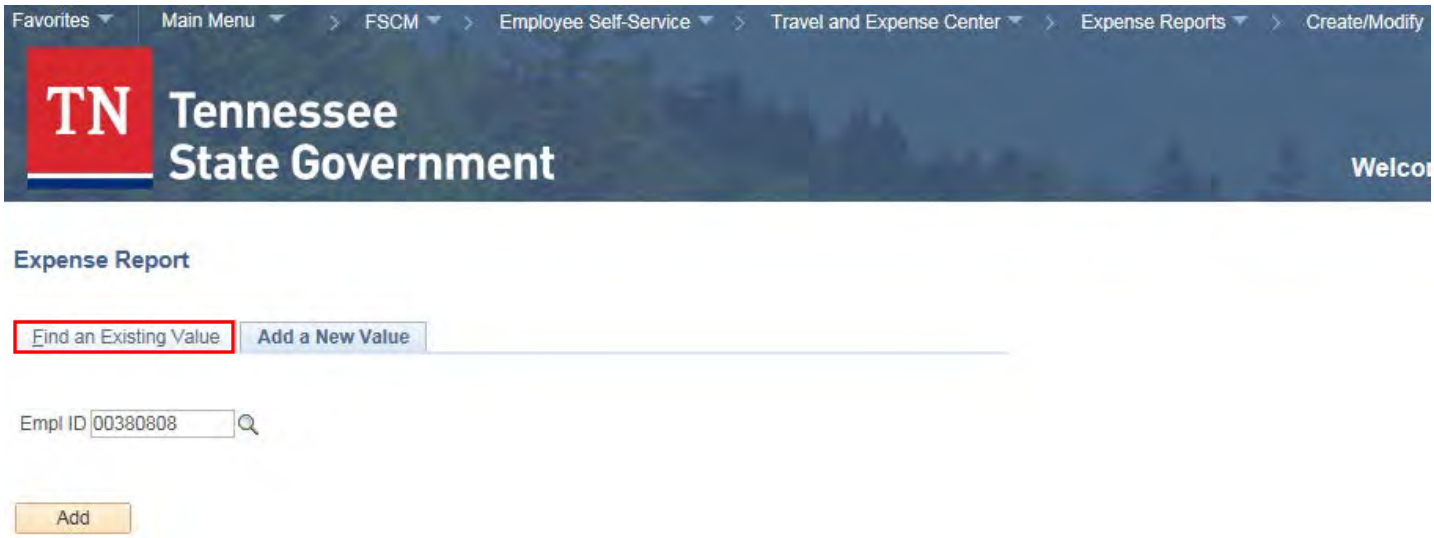
Click the **Create/Modify** link.



Step 3.

To access modifying an existing travel claim you must search for an **existing claim**.

Select the **Find an Existing Value** tab.



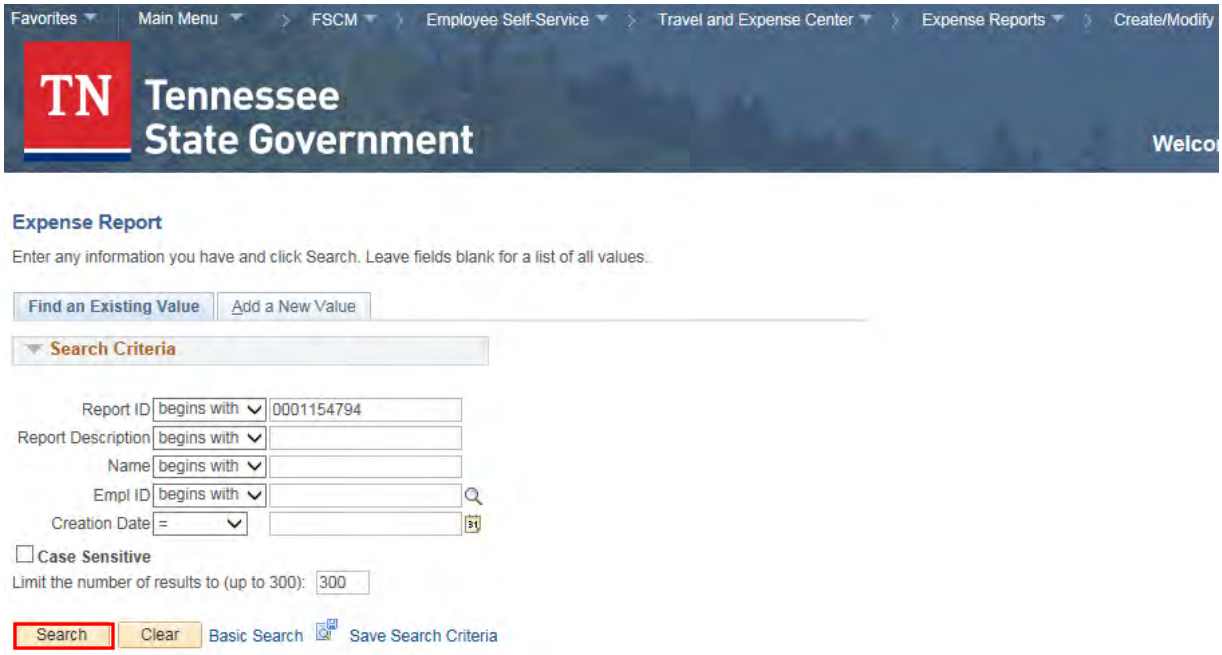
Step 4.

Enter the **Report ID** for the existing claim you wish to modify.

Note: *Only a travel claim in **Pending** status can be modified by the employee. If your claim is in an approver's worlist, they must send it back to you for revision in order for you to have access to modify the claim.*

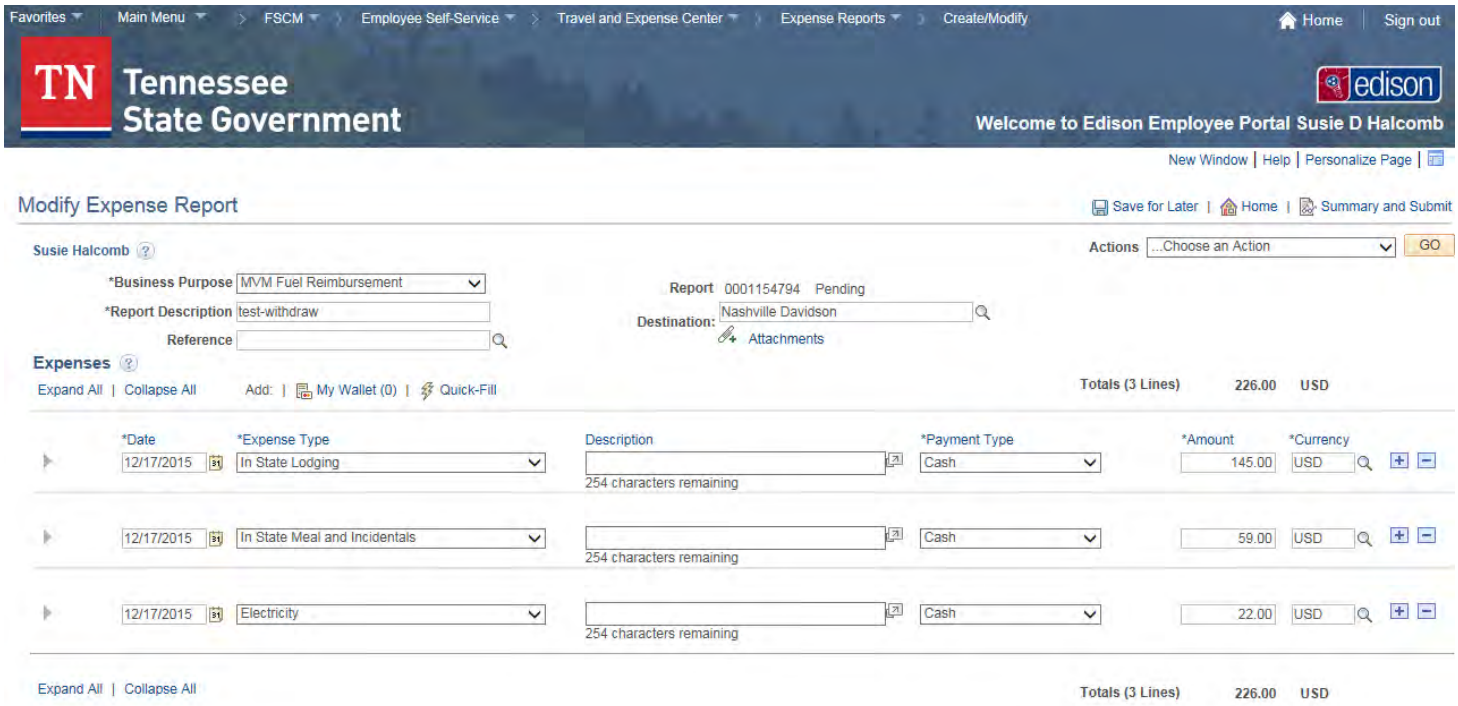
Step 5.

Click the **Search** button.



Step 6.

Proceed with making any **modifications** needed. Once completed, you may submit the report again to process through approvals.



Step 7.

You have successfully modified a travel claim.

End of Procedure.

Adding Attachments

In this topic, you will learn how to add an **attachment**.

Guidelines

- Only the **employee** or **proxy** have access to **add** and **delete** attached documents.
- An attachment cannot be **added** if the travel claim has already been **submitted** and processing through workflow. In this situation you will need to have the approver send it back to you in order to add the attachment.
- An attachment cannot be **added** after the travel claim has fully processed through approvals and remains **approved** or has been **paid**.
- The easiest way to save a document for attachment is by scanning the document and sending it to your email account. Upon opening the emailed document, save it to a folder to access later for uploading to report.
- Edison can support most document types. Common **valid filename extensions** include:
  - **.pdf** (adobe acrobat)
  - **.doc** or **.docx** (MSWord)
  - **.xls** or **.xlsx** (MSExcel)
- The filename CANNOT contain any special characters or be over 50 characters long.

Step 1.

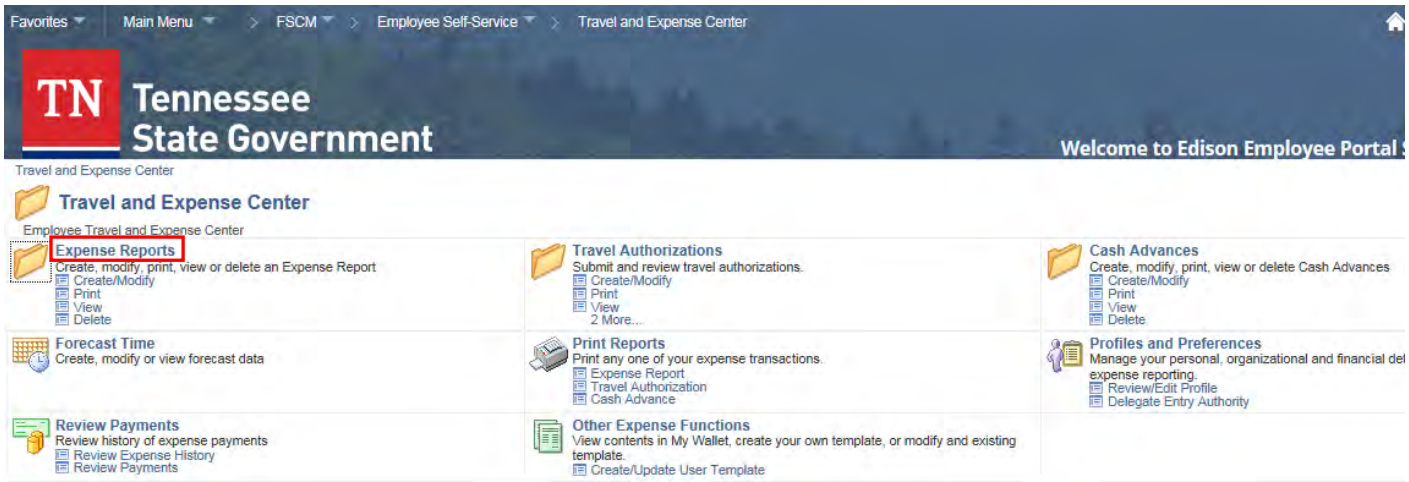
A **document** may be **attached** at the time the travel claim is being **created**, or when navigating to **modify** an existing travel claim.

In this scenario, a scanned image of your fuel receipt needs to be attached to a new expense report.

Outside of Edison, you will need access to a scanner. You will also need to know where the document is saved on your computer.

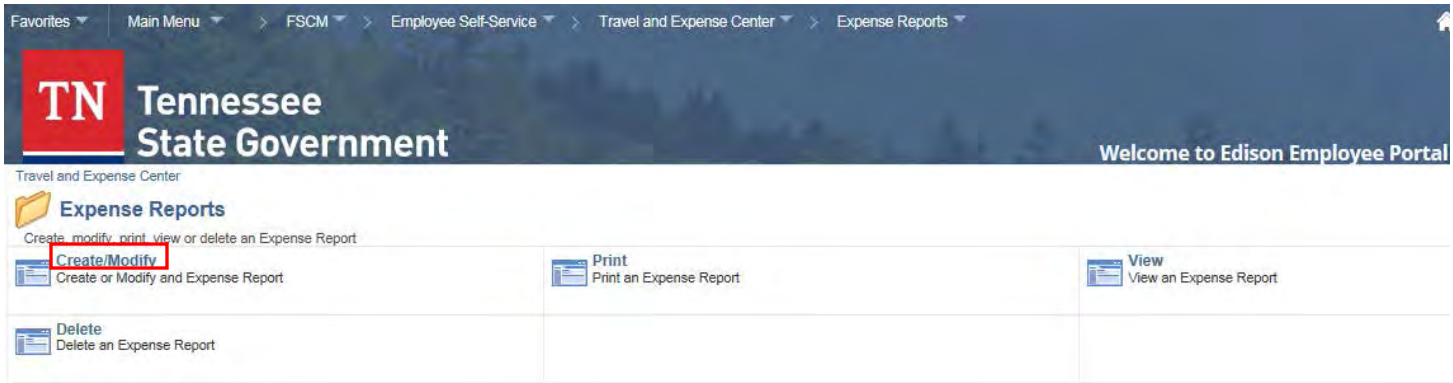
Step 2.

Click the **Expense Report** link.



Step 3.

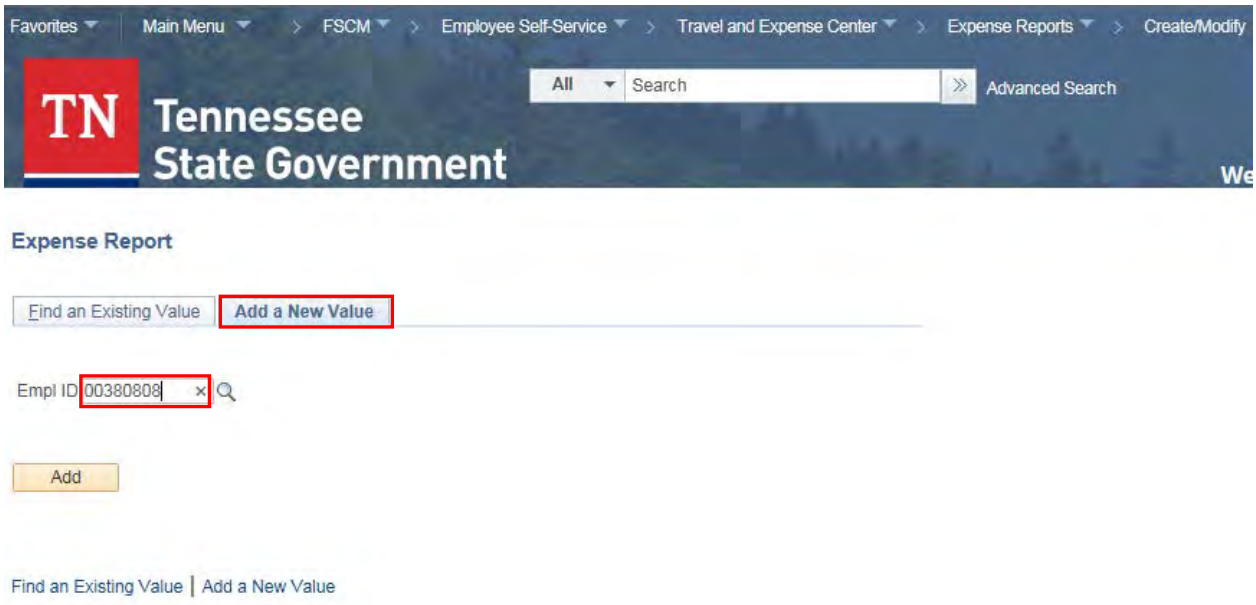
Click the **Create/Modify** link.



Step 4.

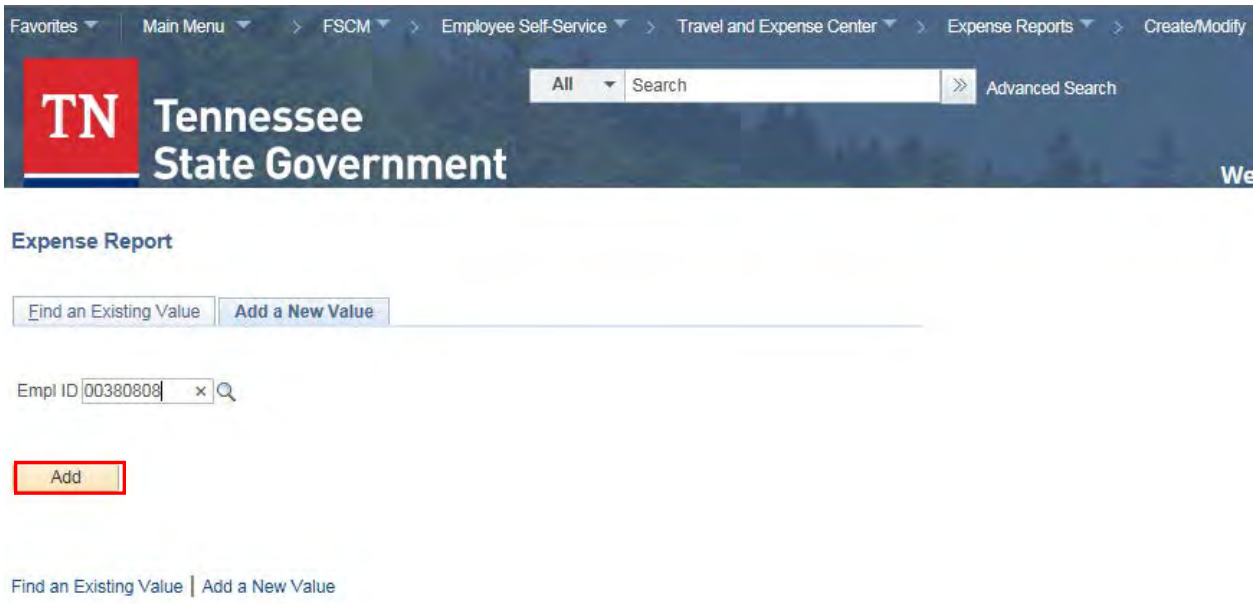
To access creating a new travel claim you must enter an Employee ID for who the claim is for.

Select the **Add a New Value** tab and enter your Employee ID in the **Empl ID** field.



Step 5.

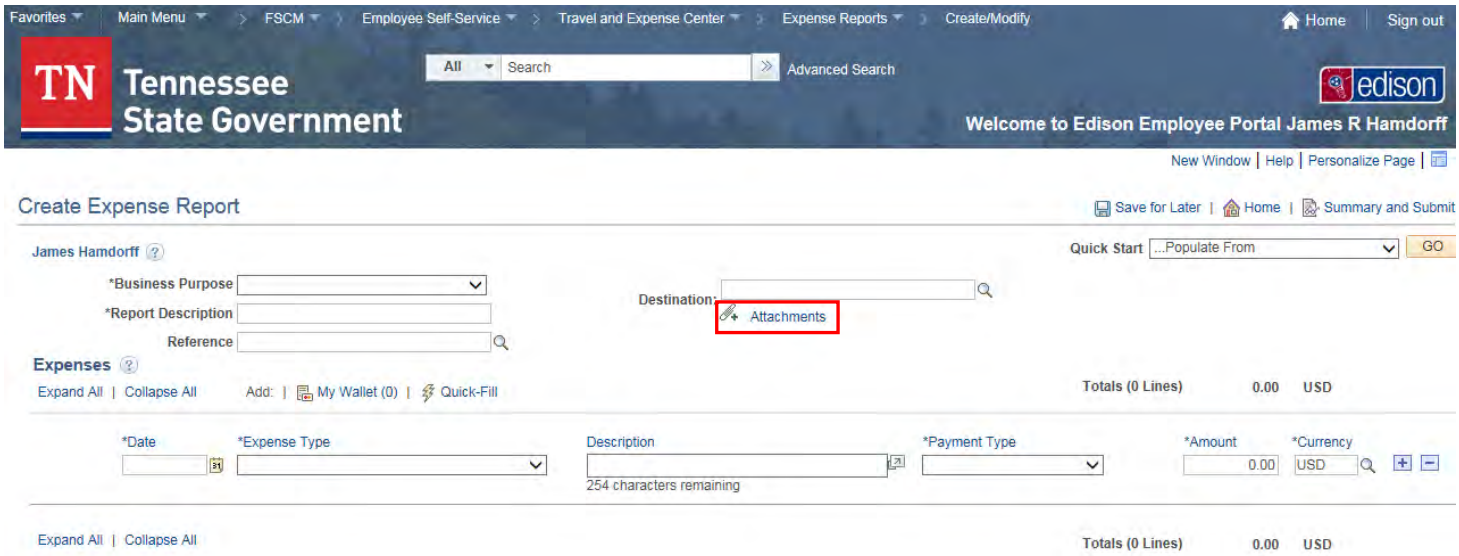
Click the **Add** button.



Step 6.

A document can be attached **before** or **after** data is entered on the expense report.

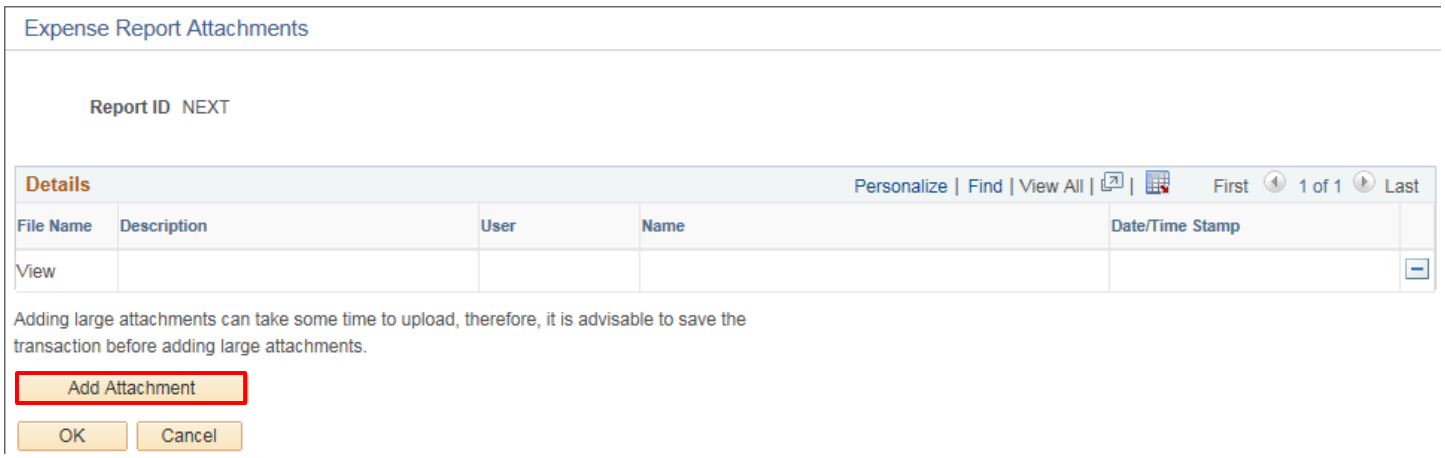
Click the **Attachments** hyperlink.



Step 7.

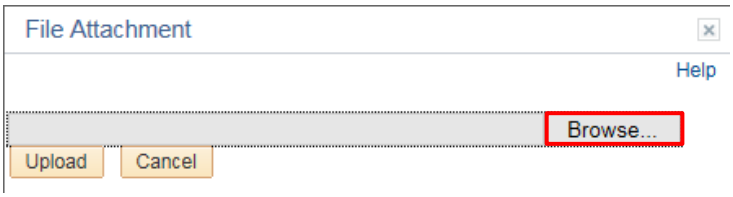
The **Expense Report Attachments** page displays all documents that have been attached to the report and allows new documents to be **added** or **deleted**. In this example, no documents have been added prior.

To attach a document to the report, click the **Add Attachment** button.



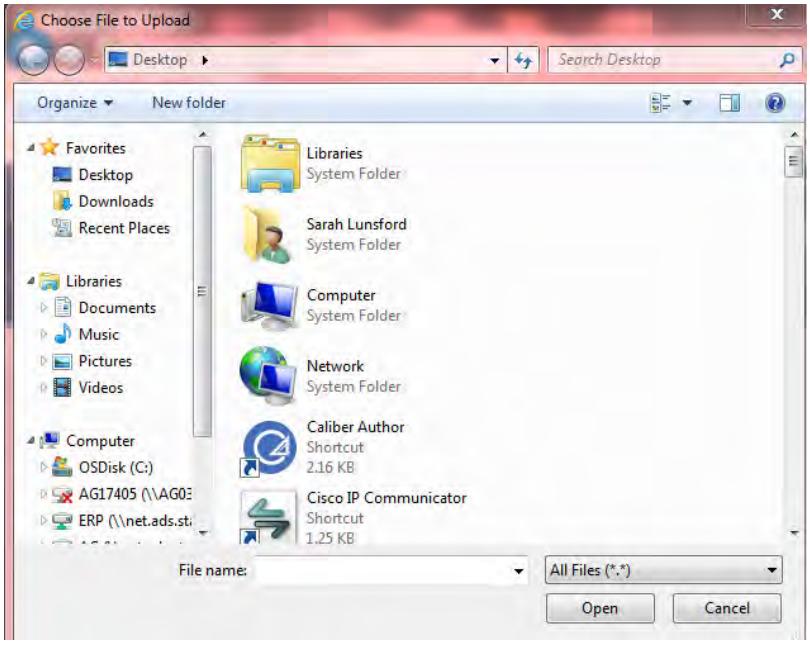
Step 8.

Click the **Browse** button.



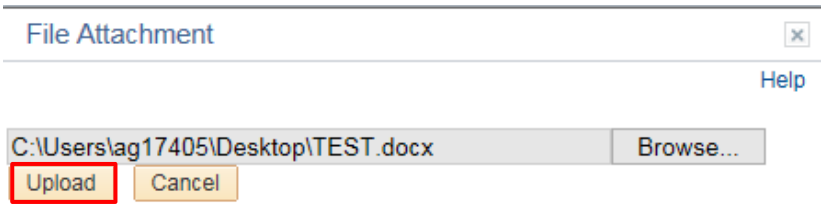
Step 9.

Navigate to the location of your desired file, **select** the file, and click **Open**.



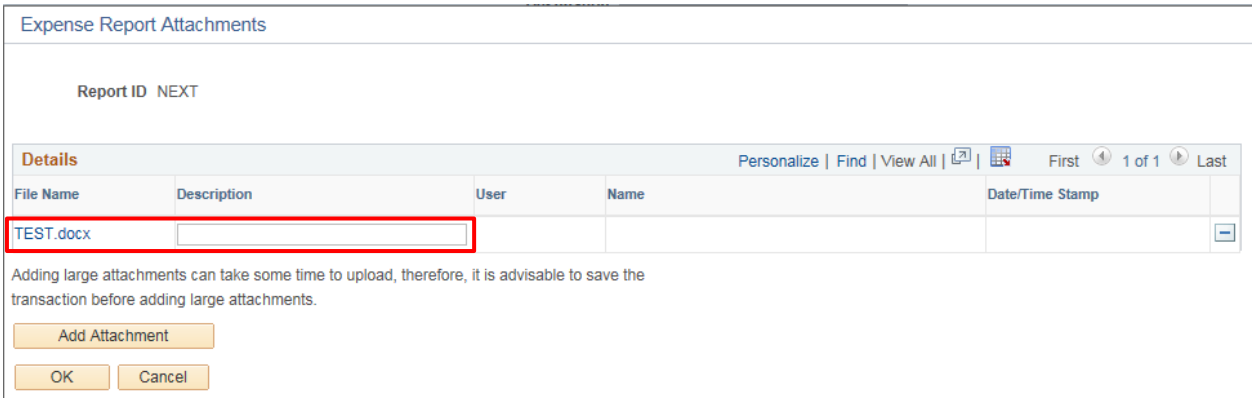
Step 10.

Click the **Upload** button.



Step 11.

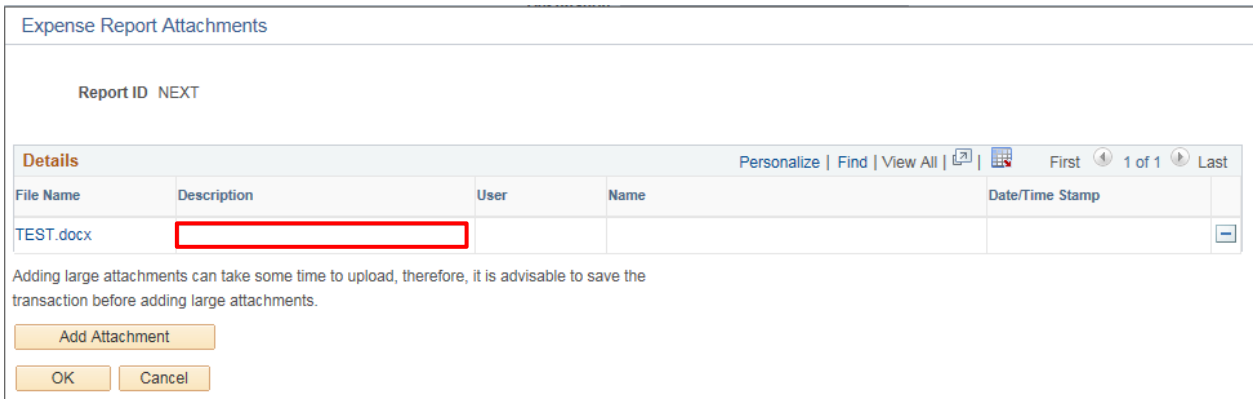
The **Expense Report Attachments** page will show the file was successfully attached when it's listed under the **Details** section.



Step 12.

In the **Description** field you may enter a comment describing the details of the attachment. Adding a description with the attachment will help you and your approver locate a particular attachment at a later time, if needed.

Enter a description in the **Description** field box.



Step 13.

If you would like to view the document that has been uploaded, click the blue hyperlink for the **name of the File**.

Click the **Link** containing the **file name**.

Step 14.

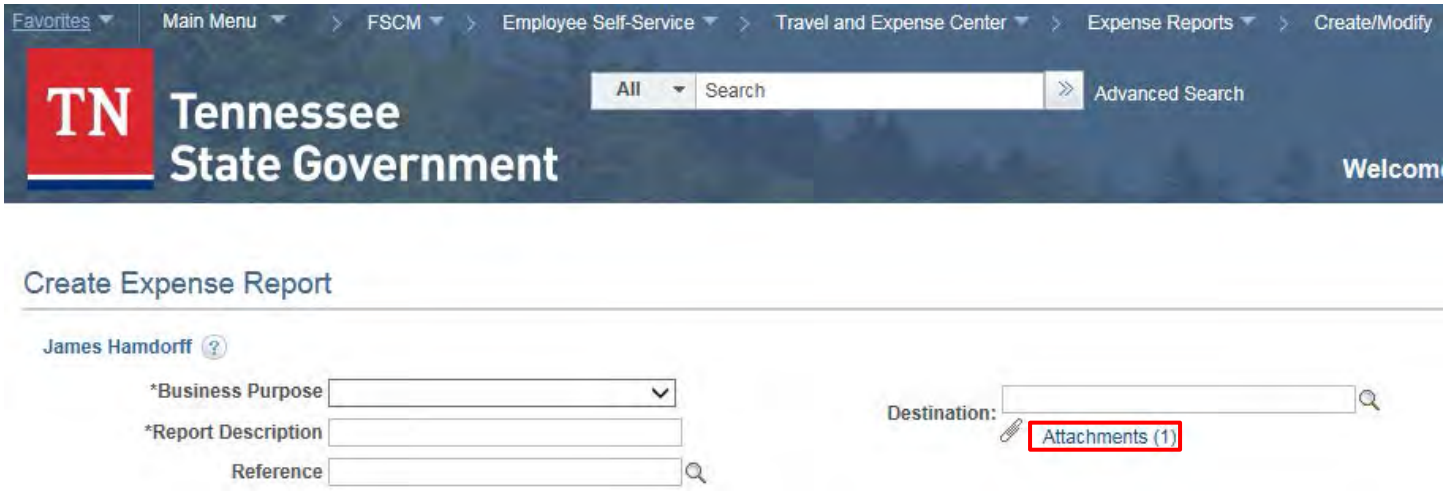
There is the option to either **Open** the file or **Save** it to your computer.

Step 15.

Click the **Ok** button to go back to your **Expense Claim**.

Step 16.

After a document is attached the **Create Expense Report** page displays the **number** of documents **attached** to the report in parentheses beside the **Attachments** link.



Step 17.

Once all required data is populated on the report you may **save the report for later**, or **submit** it for approval.

After **saving the report for later** or **submitting the report** through approvals, the system will update the remaining attachment fields with the **User ID** and **Name** of the individual who attached the document, as well as the **date and time** the document was attached.

Step 18.

You have successfully attached a document.

End of Procedure.

Deleting Attachments

In this topic, you will learn how to delete an attachment from an expense report.

Guidelines

- Only the **employee** or **proxy** have access to **add** and **delete** documents.
- An attachment cannot be **deleted** if the travel claim has already been **submitted** and processing through workflow. In this situation you will need to have the approver send it back to you in order to delete the attachment.
- An attachment cannot be **added** after the travel claim has fully processed through approvals and remains **approved** or has been **paid**.

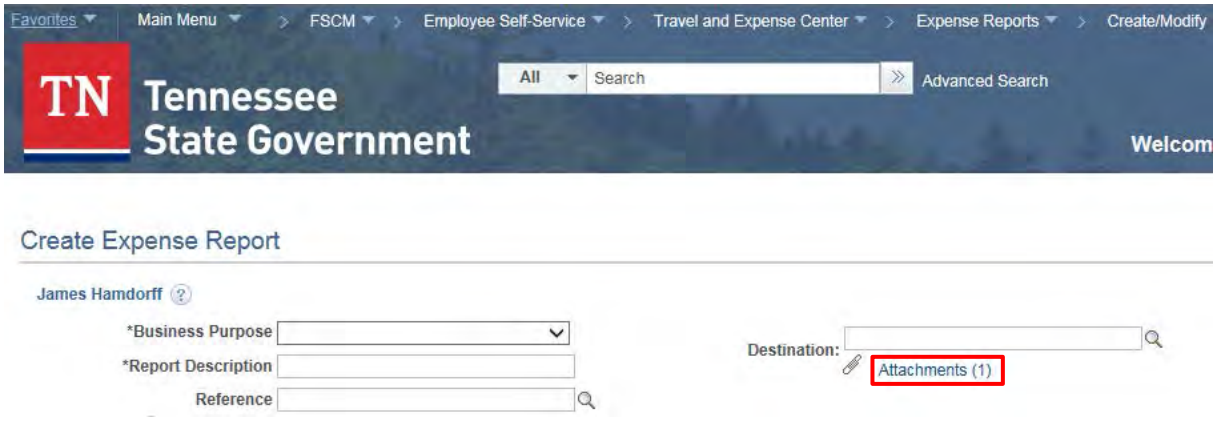
Step 1.

An attached **document** may be **deleted** at the time the travel claim is being **created**, or when navigating to **modify** an existing travel claim.

In this example, we will delete an attachment from a new expense report.

Step 2.

Click on the **Attachments** link.



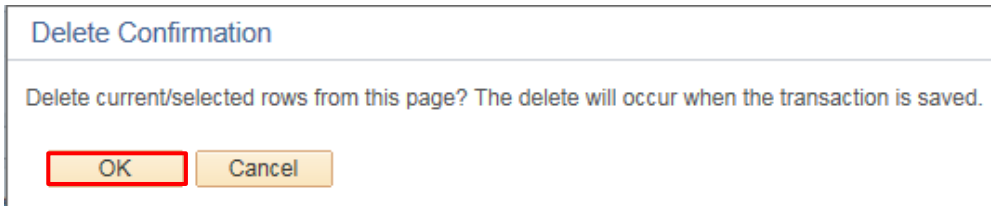
Step 3.

On the **Expense Report Attachments** page, click on the **minus (-) sign** to the right of the line containing the attachment you wish to delete.

Step 4.

A message appears stating to confirm deletion of the attachment.

Click the **OK** button to confirm and delete the attachment.



Step 5.

The document will be **removed** from the Expense Report Attachments page when it has been successfully deleted.

Step 6.

You have successfully deleted an attached document.

End of Procedure.

Viewing Attached Documents

In this topic, you will learn how to view an **existing attachment**.

Guidelines

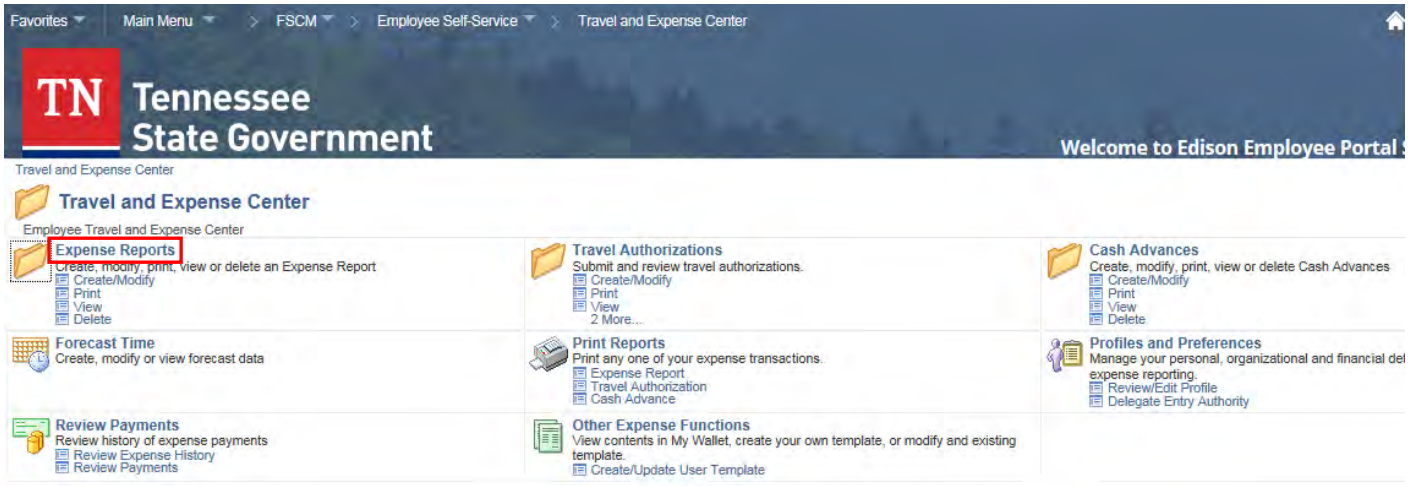
- In **9.2 version** of Edison documents can no longer be uploaded through FileNet. FileNet will strictly be used as **view only** in travel.
- In **9.2 version** of Edison documents can only be uploaded through the new Attachments link.
- If the document was previously uploaded in **9.1 version** of Edison, these documents will only be **viewable** through the **FileNet** link.
- If the document was uploaded in **9.2 version** of Edison, these documents will only be **viewable** through the **Attachments** link.

Viewing 9.1 FileNet Documents

In this scenario, we will view a **FileNet attachment** previously added to an existing expense report from **9.1 version** of Edison.

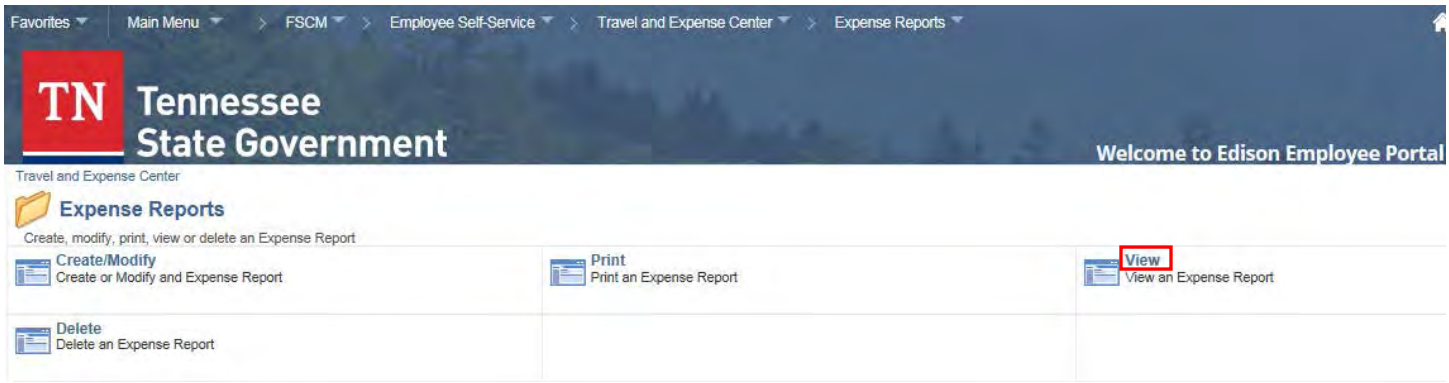
Step 1.

Click the **Expense Report** link.



Step 2.

Click the **View** link.



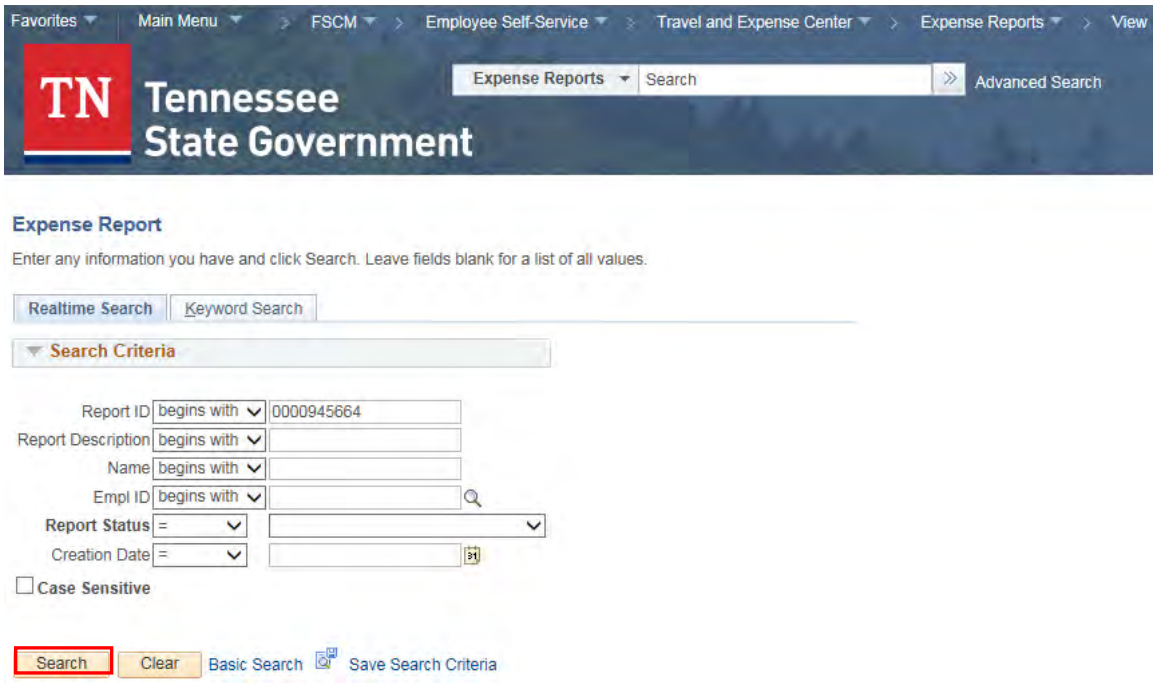
Step 3.

You will need to search for an existing report by entering a **Report ID** in the search criteria for an expense report where an attachment was **uploaded in 9.1 version** of Edison.

Enter **Report ID**.

Step 4.

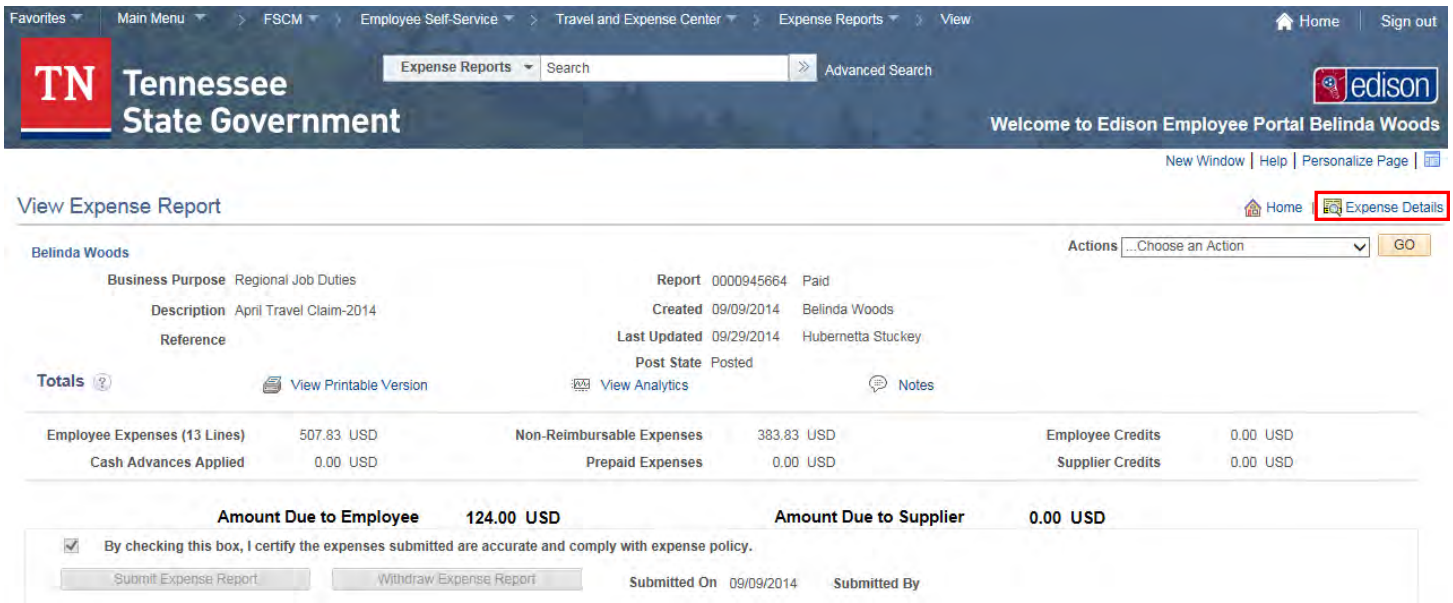
Click the **Search** button.



Step 5.

The Expense Report **Summary** page will be displayed. The **FileNet Documents** link is only available on the **Expense Details** page.

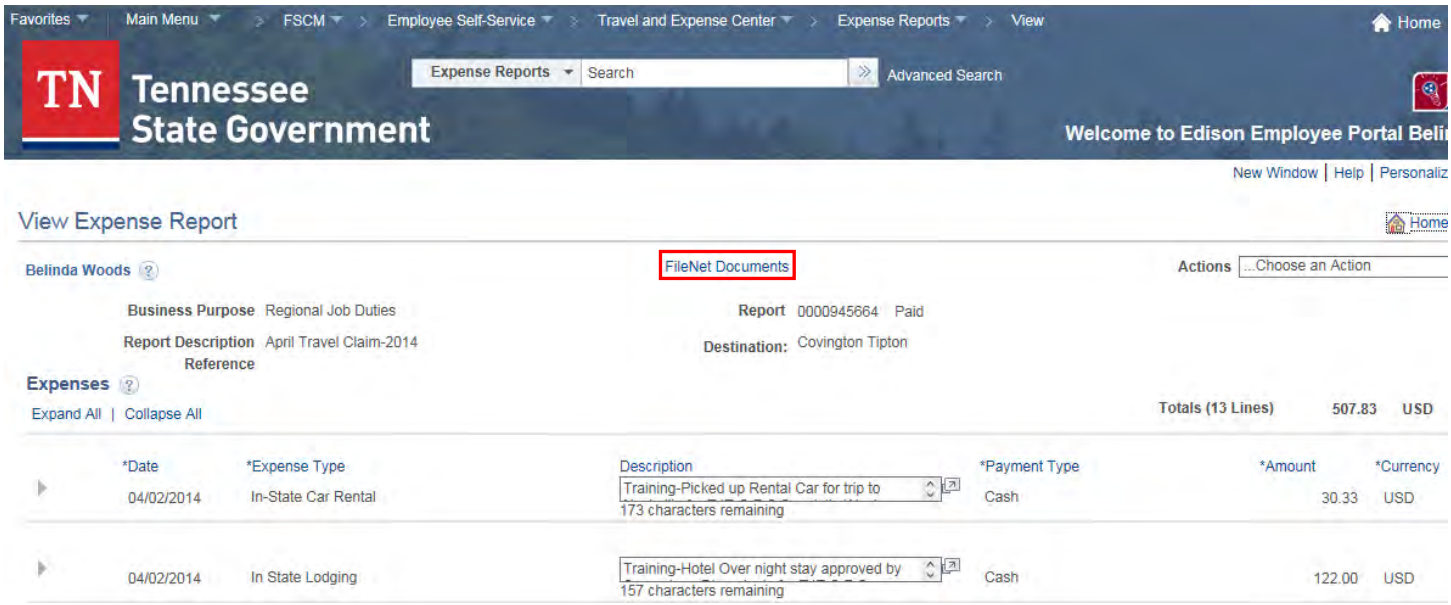
Click the **Expense Details** link.



Step 6.

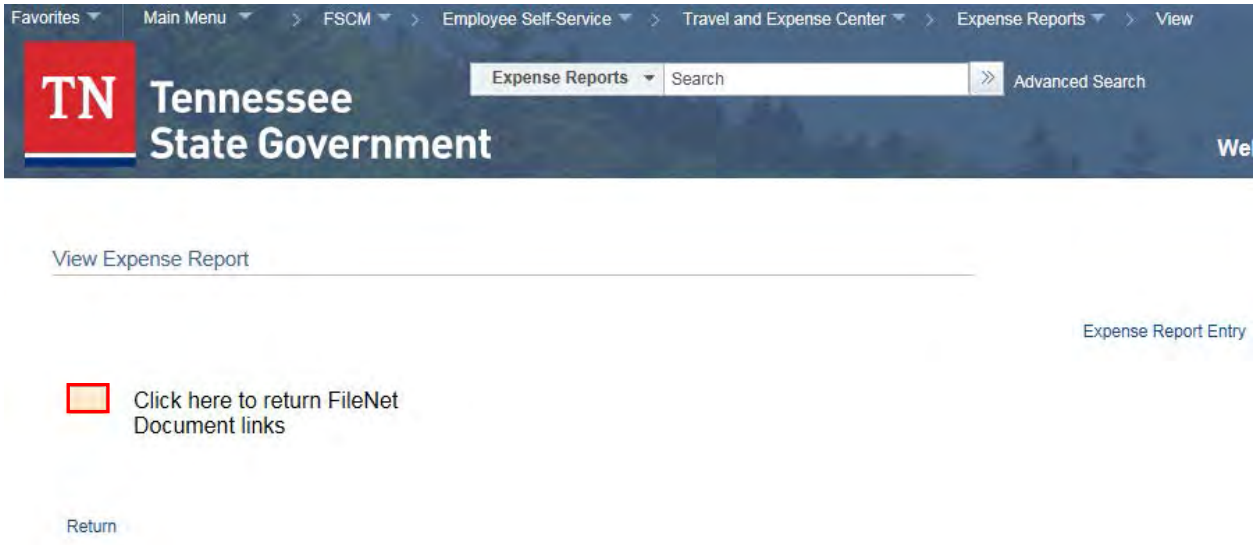
The Expense Report **Details** page will be displayed.

Click on the **FileNet Documents** link.



Step 7.

Click the box beside **Click here to return FileNet Document Links**.



Step 8.

Documents uploaded will display to the viewer and allow them to **Open** or **Download** the attached file.

Click the **Open** link to immediately open the file, or click on the **Download** link to save the document to your computer.

Step 9.

You have successfully viewed a 9.1 FileNet attachment.

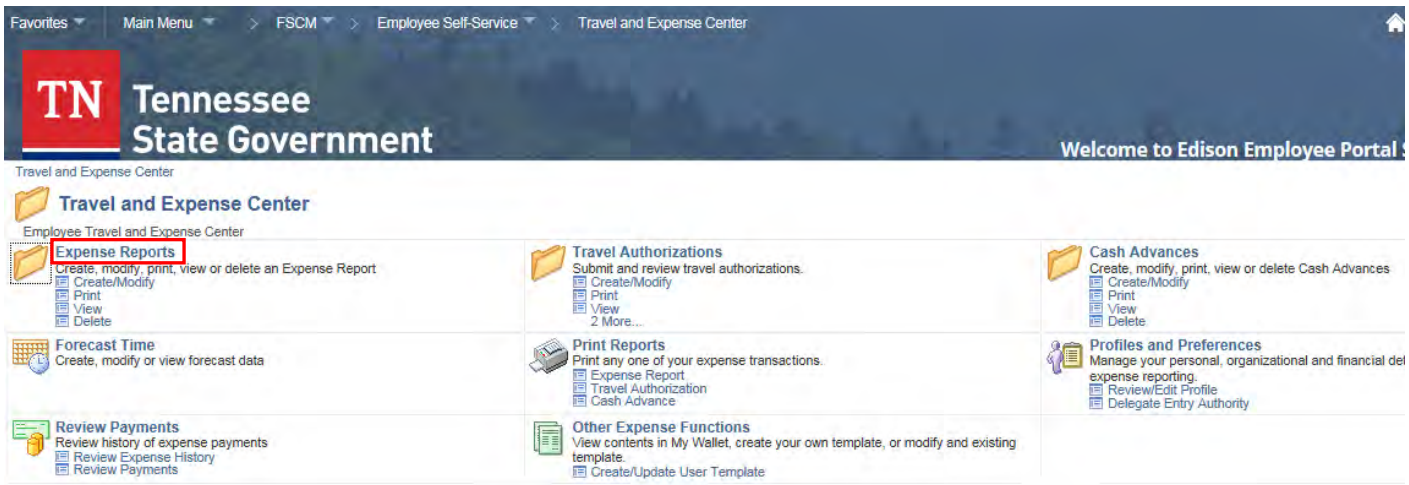
End of Procedure.

Viewing 9.2 Attachments

In this scenario, we will view an attachment previously added to an existing expense report.

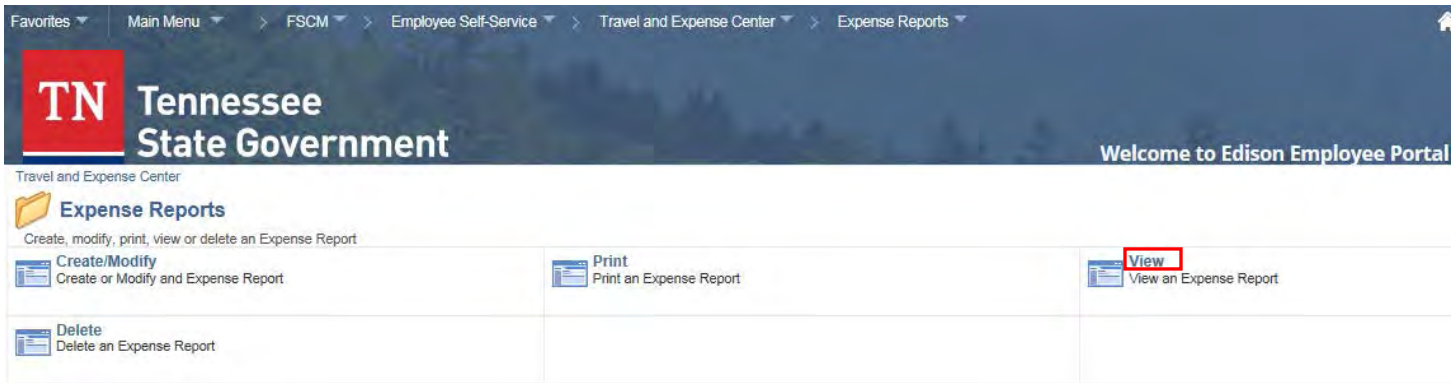
Step 1.

Click the **Expense Report** link.



Step 2.

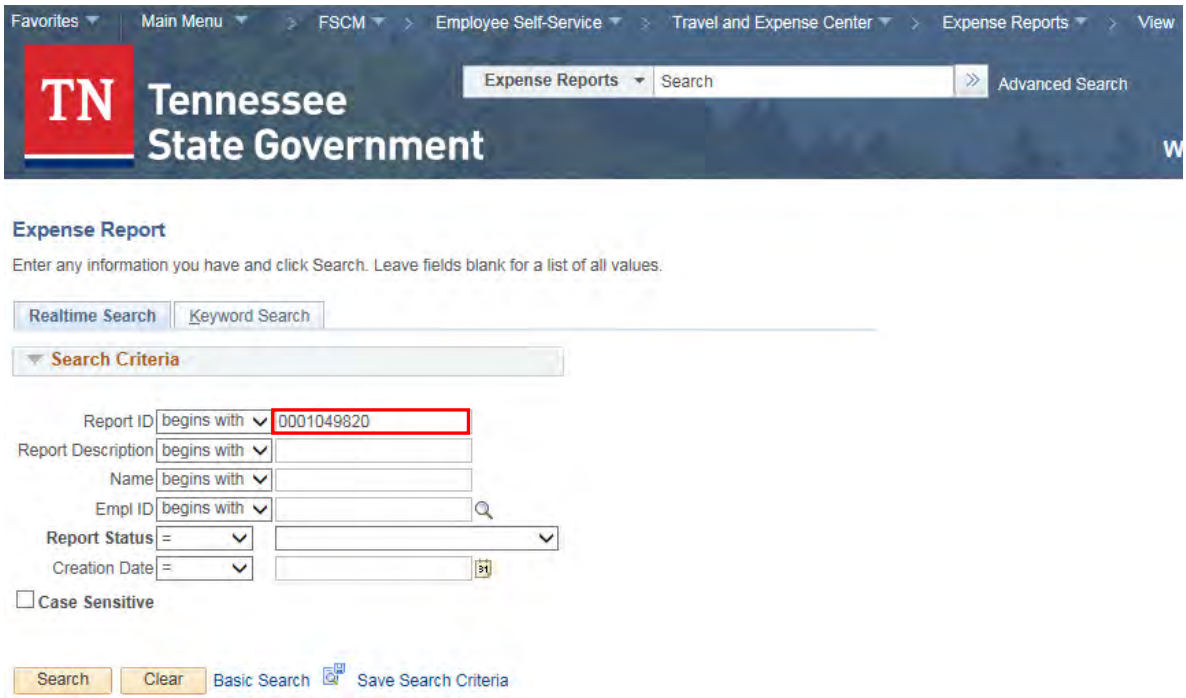
Click the **View** link.



Step 3.

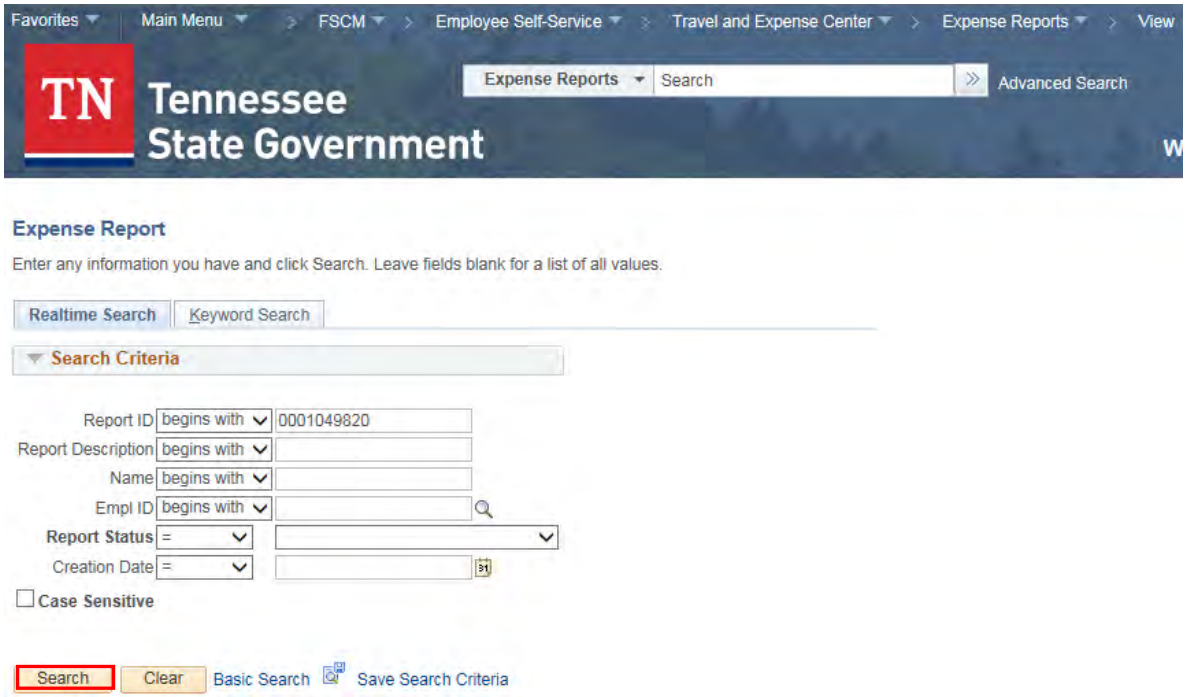
You will need to search for an existing report by entering a **Report ID** in the search criteria.

Enter **Report ID**.



Step 4.

Click the **Search** button.

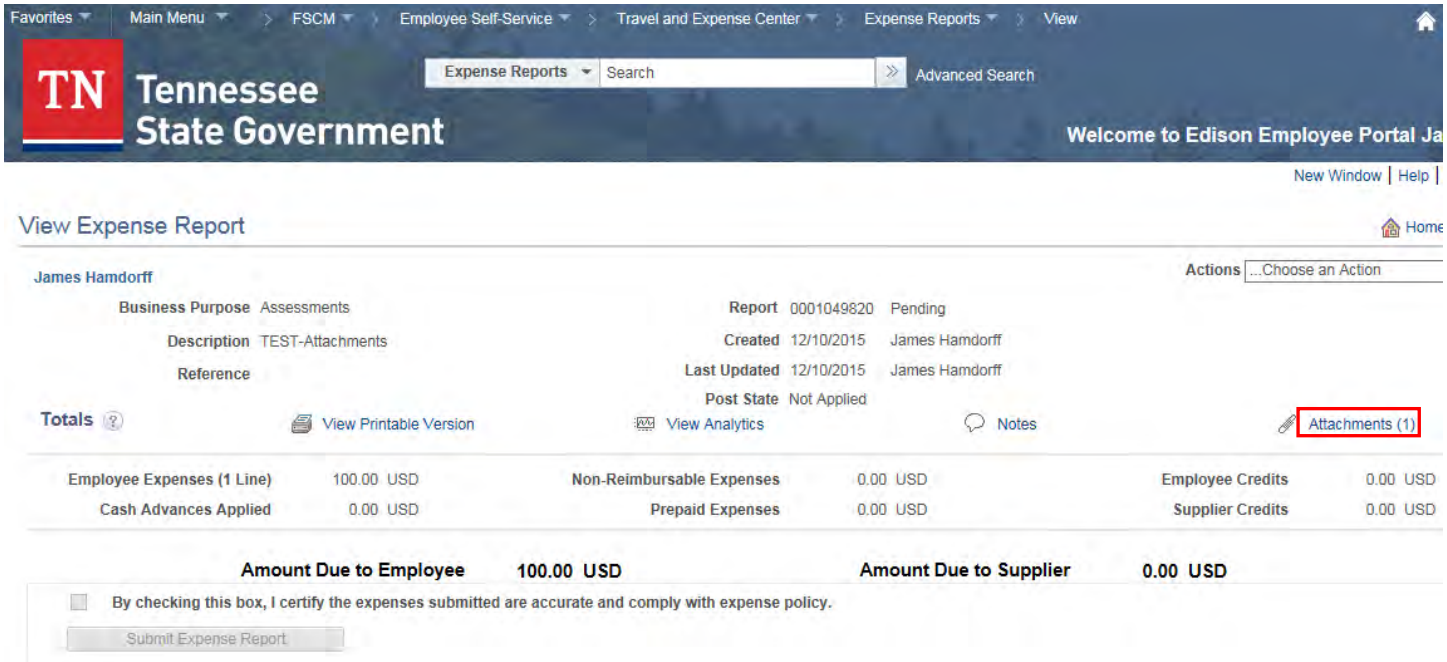


Step 5.

The Expense Report **Summary** page will be displayed. Notice beside the **Attachments** link there is a number in the parenthesis displaying how many attachments were added to the report.

The **Attachments** link will <u>only</u> be visible to the user viewing the report if there is something attached, otherwise the link will be hidden from the page.

Click on the **Attachments** link.



Step 6.

On the **Expense Report Attachments** page, the file attached will display as a link under the **File Name** column.

Notice the **Description** entered for the attachment, **User ID** and **Name** for the individual who attached the document, and the **Date** and **Time** the document was attached is displayed to the viewer.

Click on the **Link** containing the **file name**.

Step 7.

There is the option to either **Open** the file or **Save** it to your computer.

Step 8.

You have successfully viewed a 9.2 attachment.

End of Procedure.

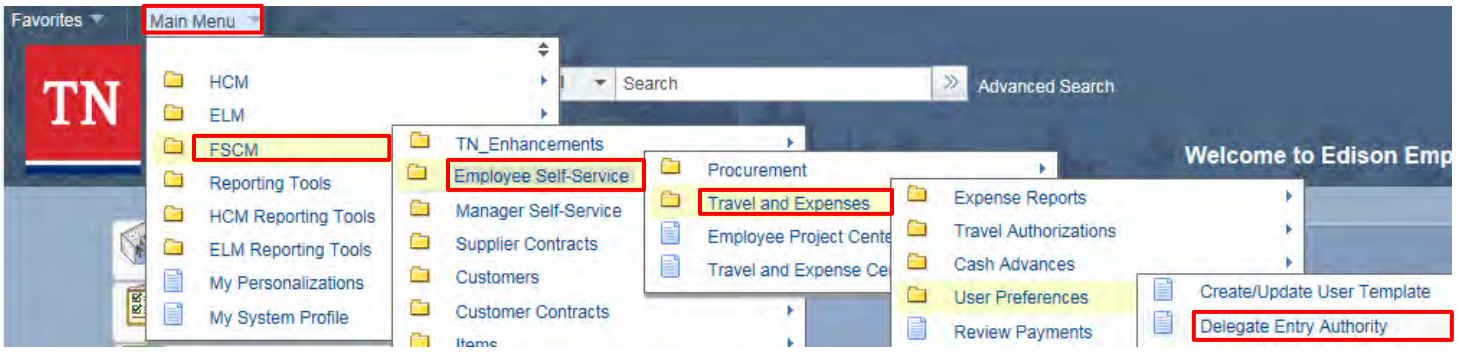
Delegating Entry Authority (Set Up Proxy)

In this topic, you will learn how to delegate authority (proxy) to another individual in order for them to create, modify, or delete claims on your behalf.

Travel proxy access does NOT provide access to approve on behalf of another user.

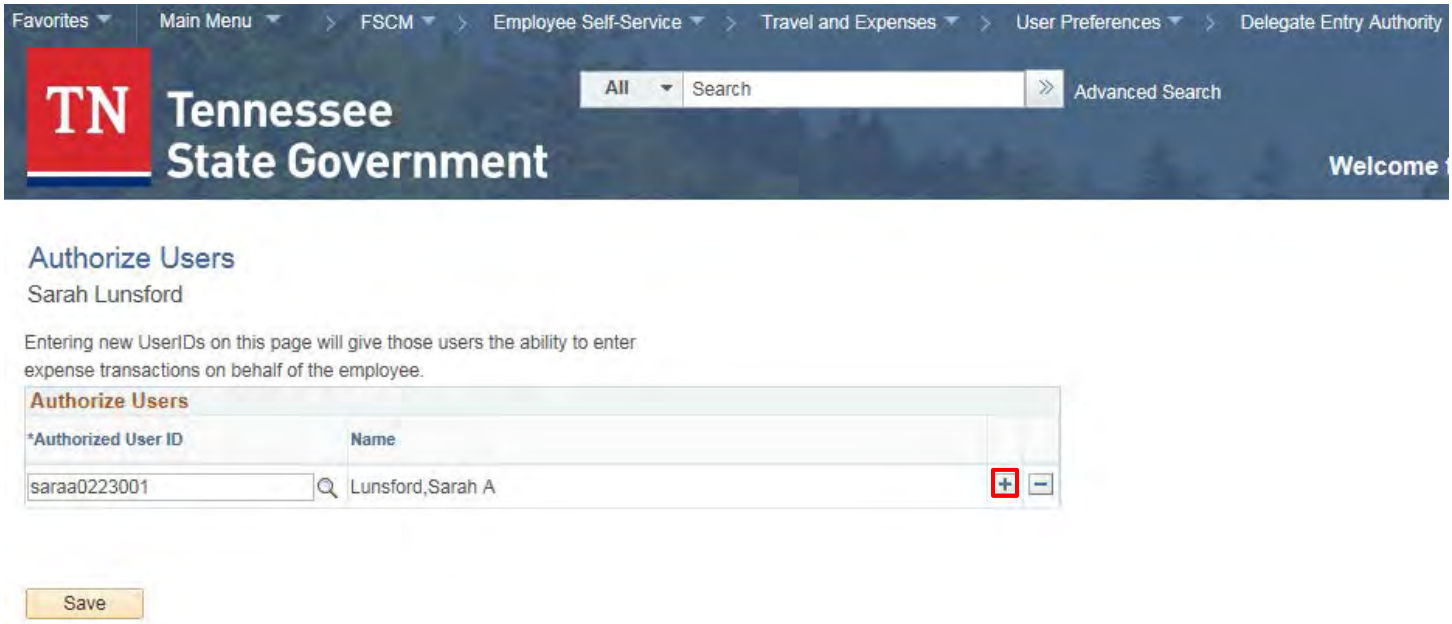
Step 1.

Navigate to **Main Menu > FSCM > Employee Self-Service > Travel and Expenses > User Preferences > Delegate Entry Authority.**



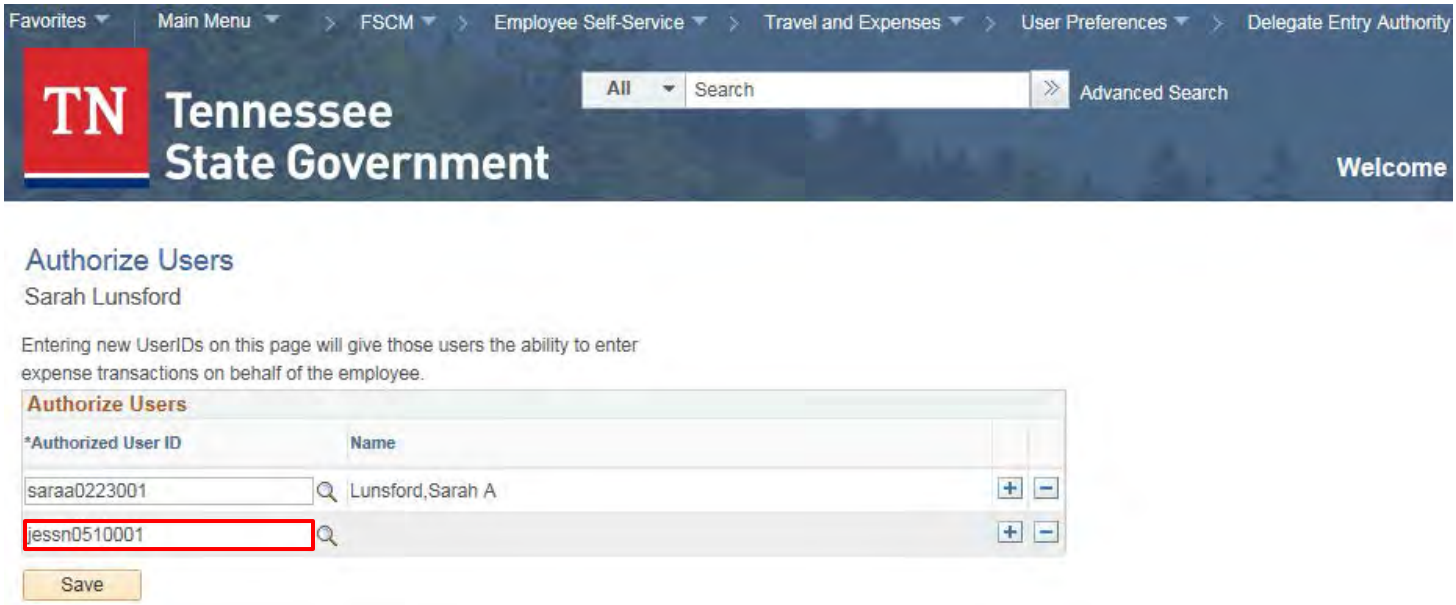
Step 2.

Click the **Plus (+) sign** to add a new user to the Authorize Users page.



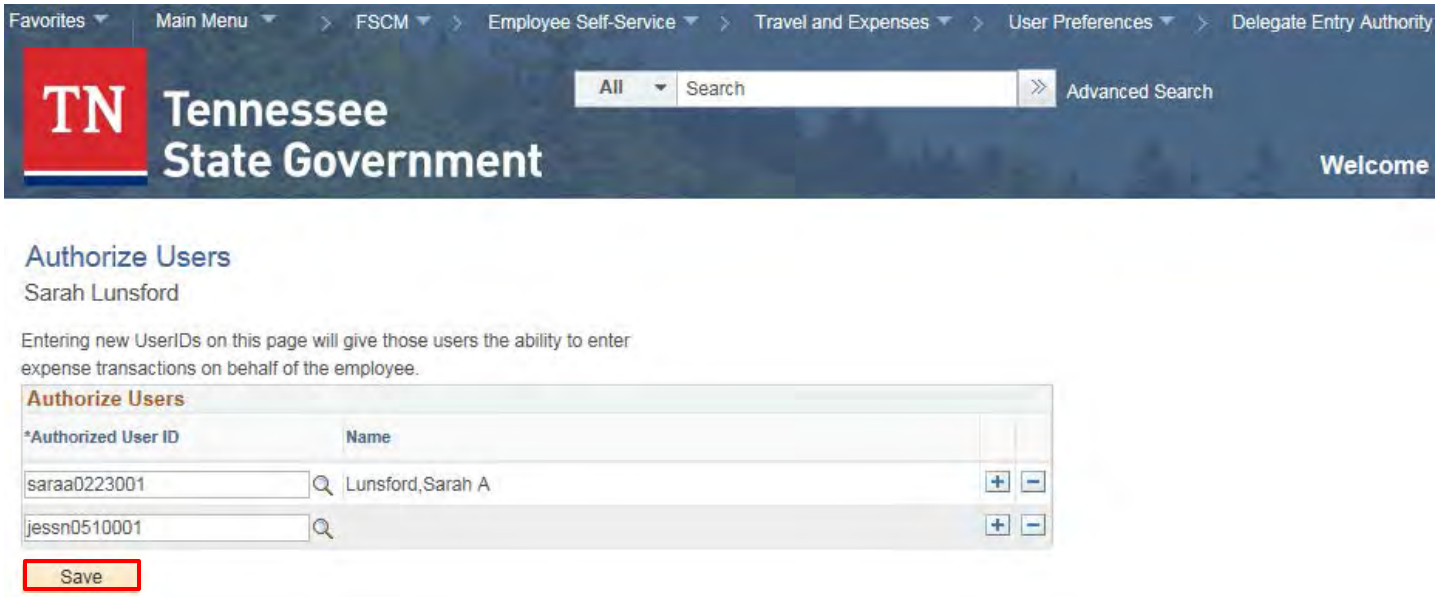
Step 3.

Enter the **Edison User ID** of the person that you are delegating authority (proxy access) to in the **Authorized User ID** field.



Step 4.

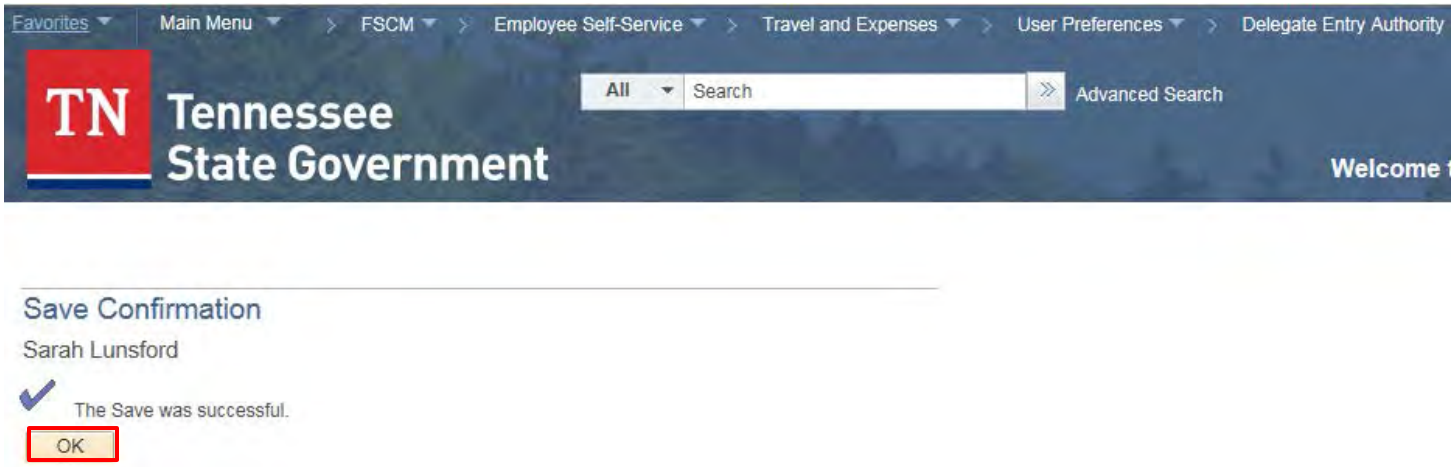
Click the **Save** button.



Step 5.

A message will display that your save was successful.

Click the **OK** button to acknowledge the message.



Step 6.

You have successfully set up a proxy (delegated authority).

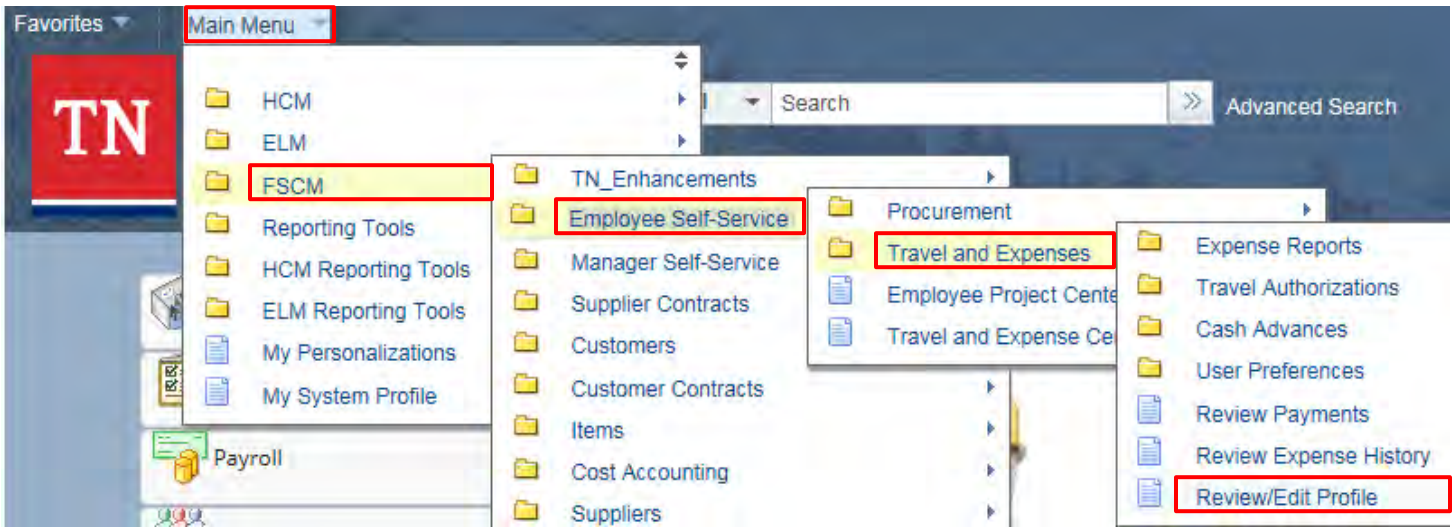
End of Procedure.

Verifying your HR Supervisor (Reports To Person)

You will need to verify who is listed as your HR Supervisor (Reports To person) if you think the claim routed incorrectly.

Step 1:.

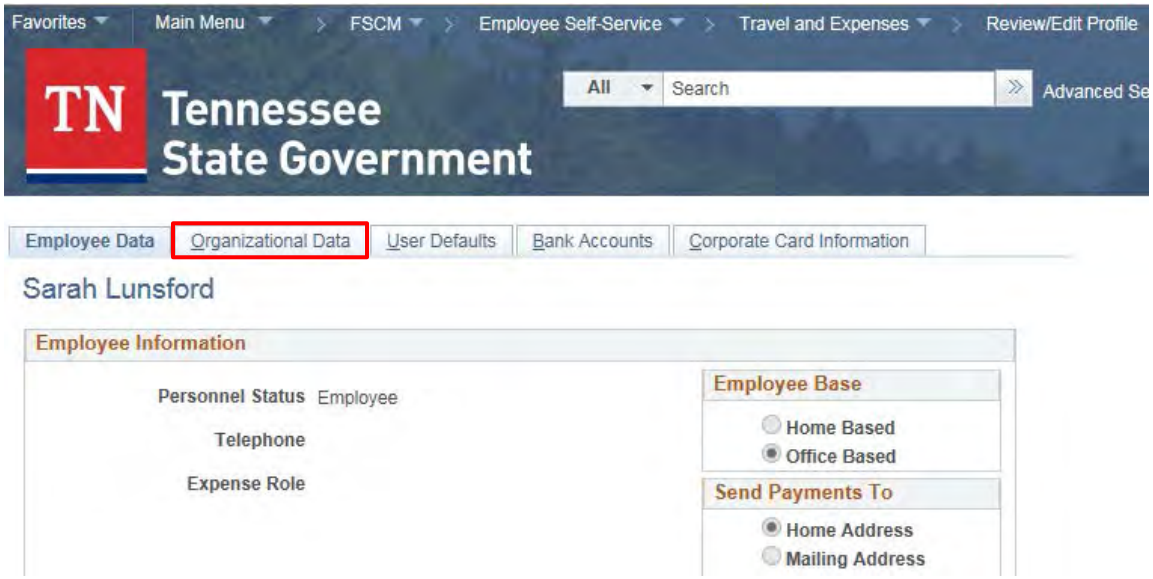
Navigate to: **Main Menu > FSCM > Employee Self Service > Travel and Expenses > Review/Edit Profile**.



Step 2.

Your reports to supervisor is listed on the **Organizational Data** tab.

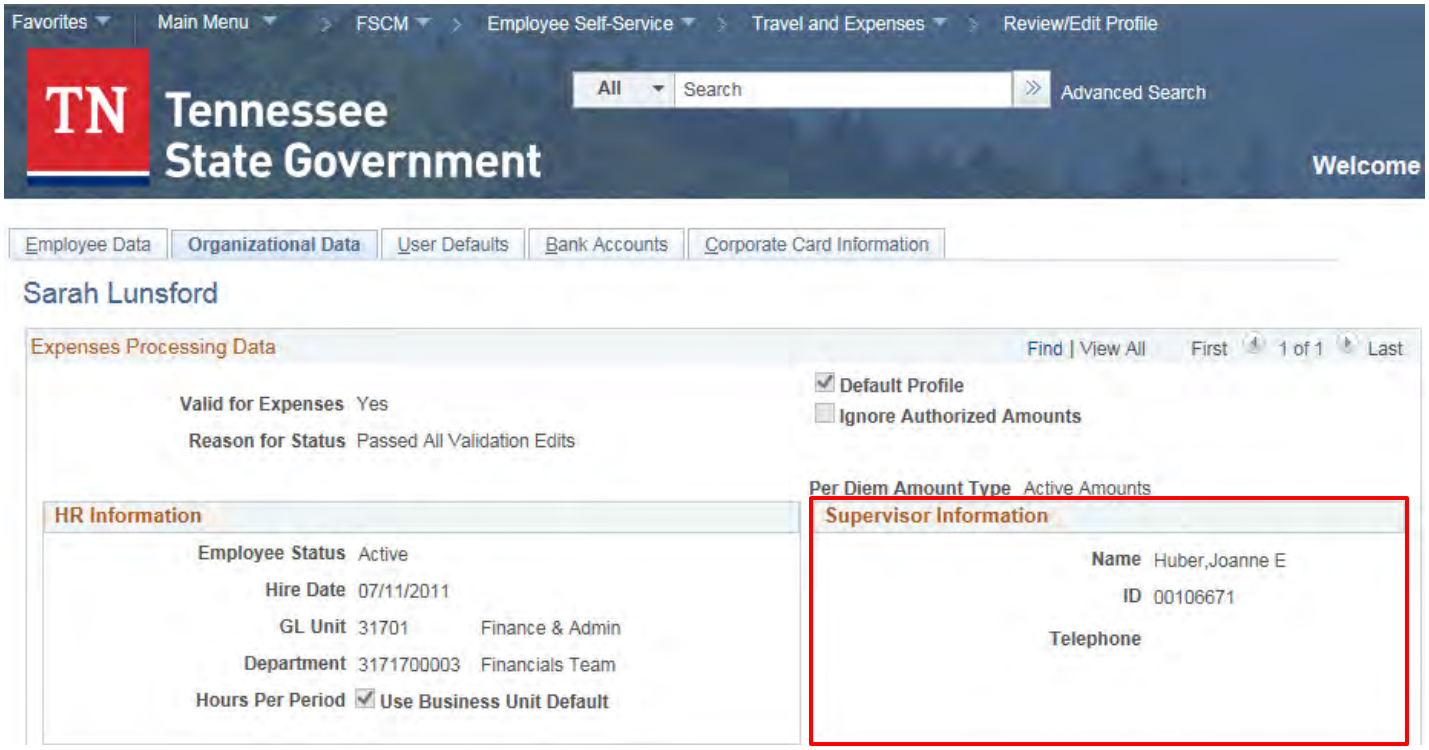
Click on the **Organizational Data** Tab.



Step 3.

Your reports to supervisor is listed under the **Supervisor Information** section. The individual listed in this section is where your travel claims will route for the first approval level.

If the supervisor displayed is incorrect or if this information is blank, please contact your Agency's **HR Department** so they can update the **Reports To** information on your job data profile in order for future claims to route correctly.



Note: *If your claim routed to Sarah Lunsford (the travel system administrator), it means either the supervisor is blank on the organizational data tab or your supervisor has a status in Edison of "on leave".*

If this applies to you, please ***contact your Agency's Fiscal Office*** *and request for the claim to be reassigned.* ***Do NOT contact Ms. Lunsford directly.*** *If further assistance is needed, please contact the Edison help desk and request the claim to be reassigned. You must tell them that the claim is in Ms. Lunsford's approval list and provide them with your acting supervisor's name and Edison User ID.*

Step 4.

You have successfully viewed your HR Supervisor (Report To Person) Information.

End of Procedure.

View Approver Comments

If a claim had been **Denied** or **Sent Back for Revision** the approver must enter a **comment** and give a reason for their action. An employee can view the approver's comments so they can make the appropriate revisions and resubmit their claim.

Approver Actions Described

Approved

The claim was approved by the approval level specified in the Action History section.

Denied

The approver denied your claim, and it cannot be revised/modified.

Sent back for Revision

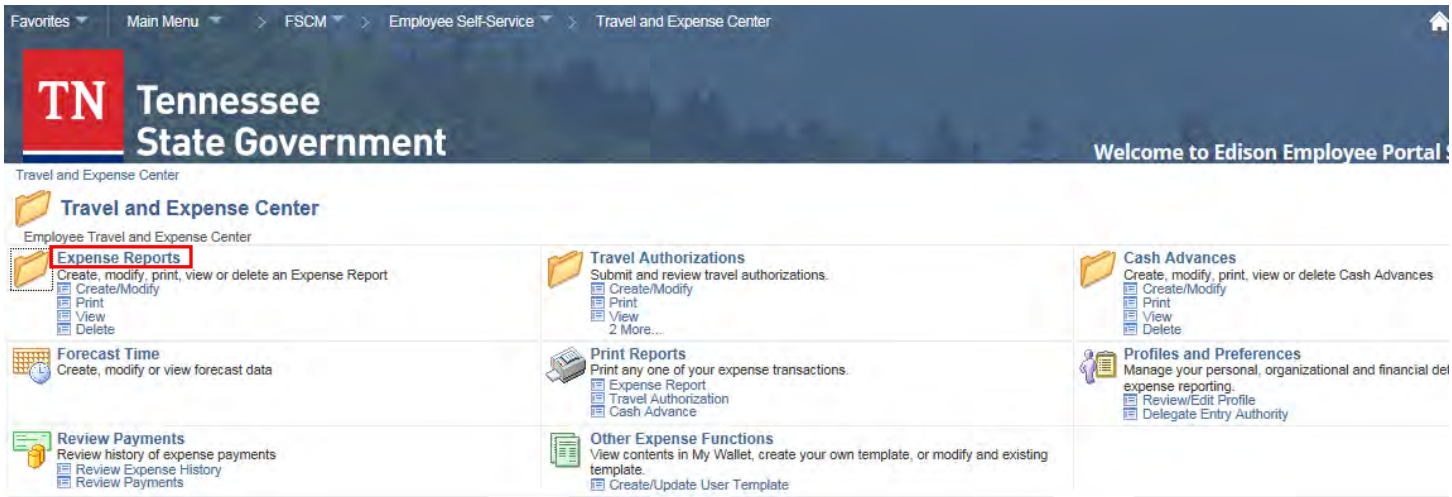
The approver sent back your claim so it can be revised/modified.

Step 1.

In this scenario you have previously submitted two expense reports, and one was denied by an approver and the other was sent back for revision. Now let's view both reports to see the approver's comments.

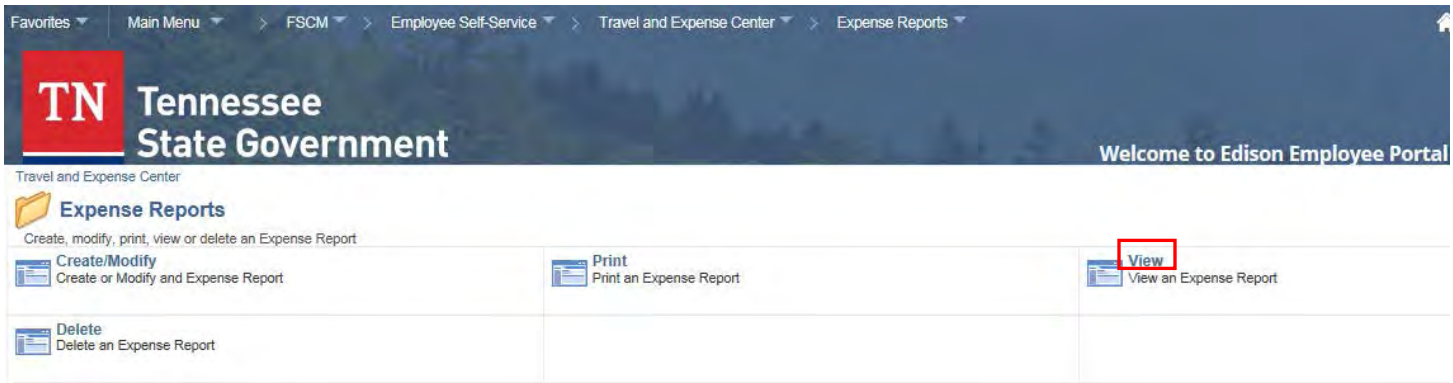
Step 2.

Click the **Expense Report** link.



Step 3.

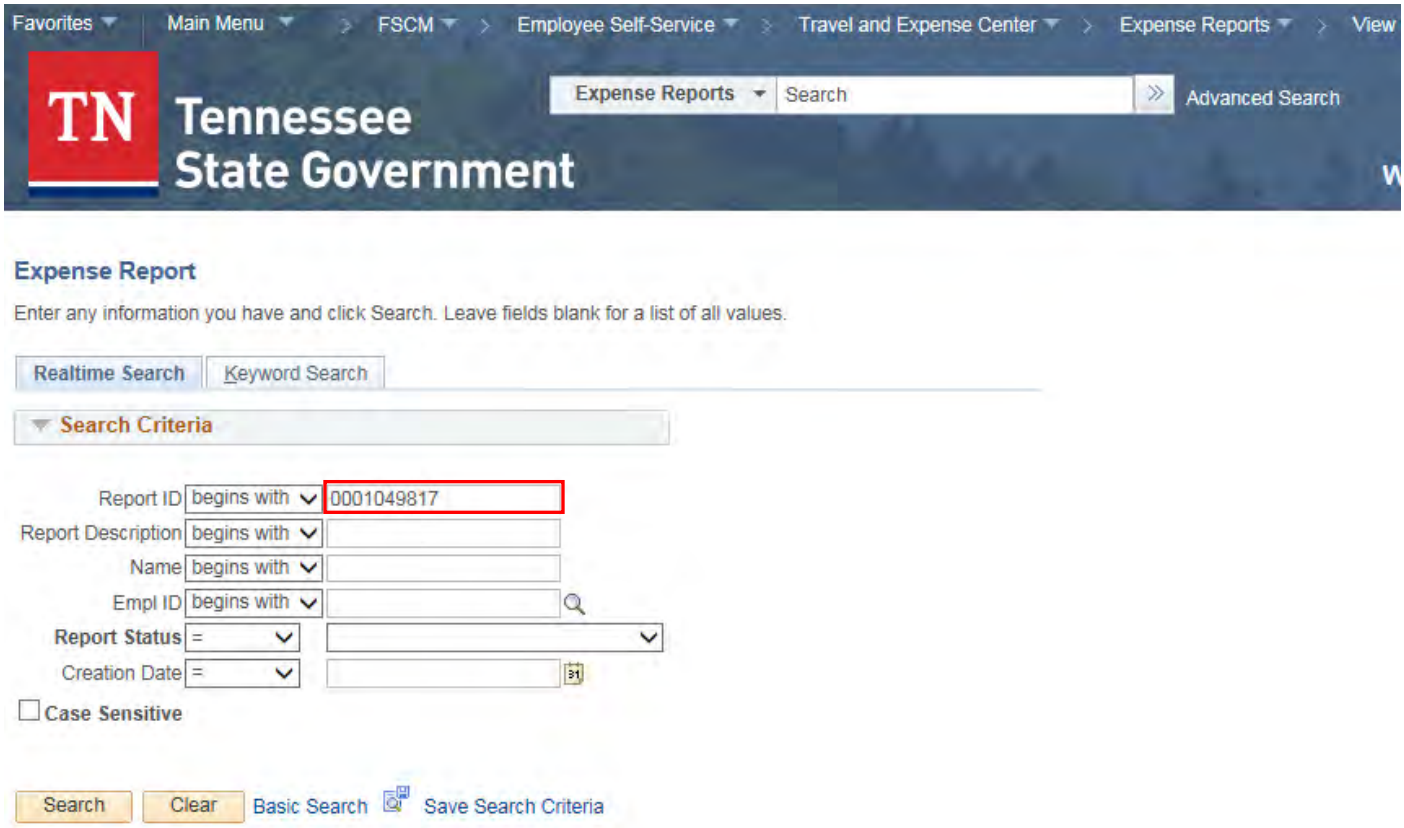
Click the **View** link.



Step 4.

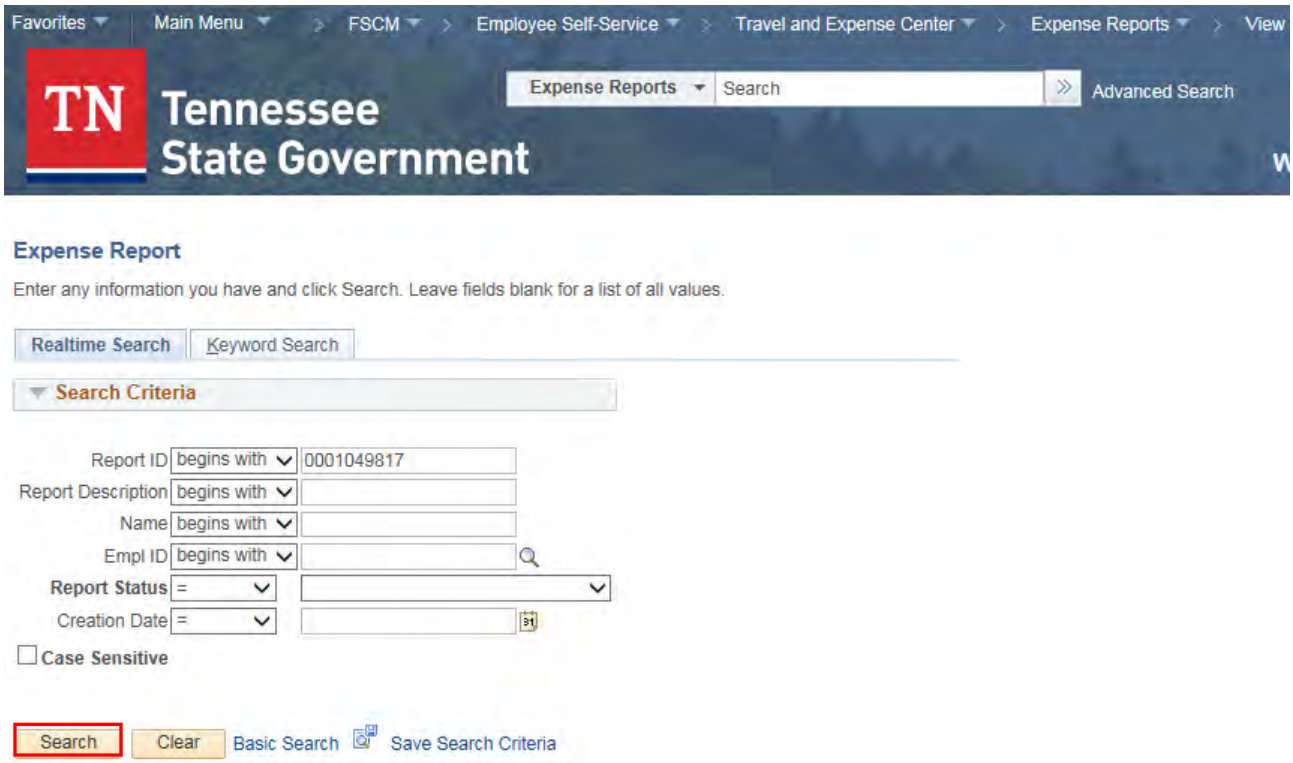
Search by the **Report ID** to locate the expense report you wish to view.

Enter the **Report ID** for the expense report that was <u>denied</u>.



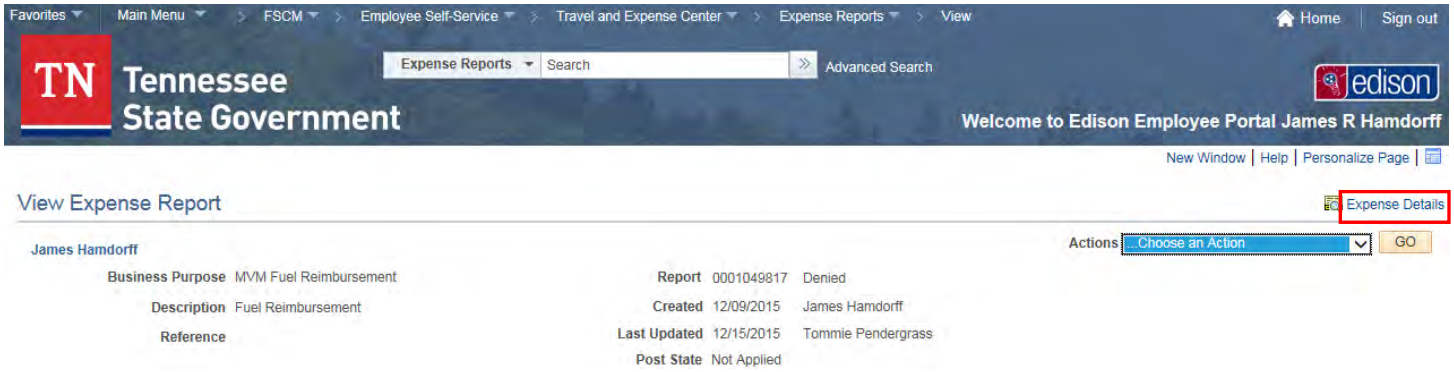
Step 5.

Click the **Search** button.



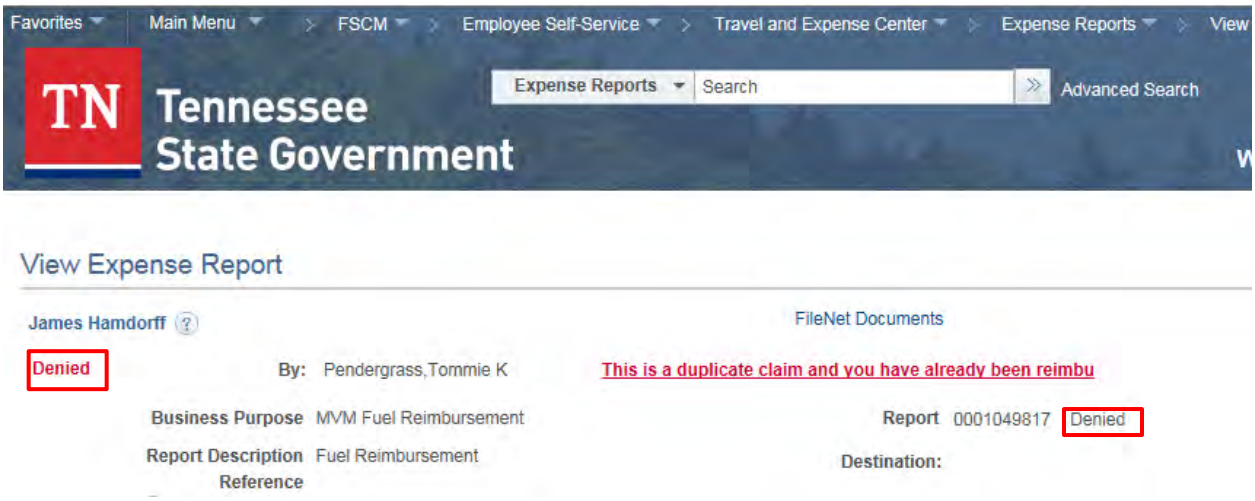
Step 6.

Click the **Expense Details** link.



Step 7.

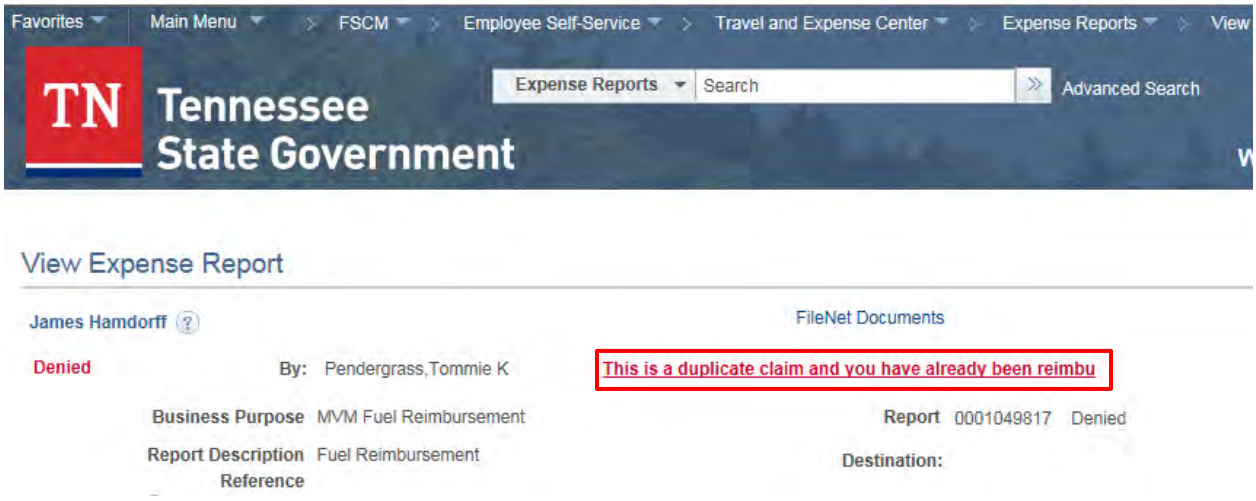
When a travel claim is **Denied** by the approver, the claim goes to a status of **Denied**. This claim cannot be revised/modified, but will remain in the system as **Denied**.



Step 8.

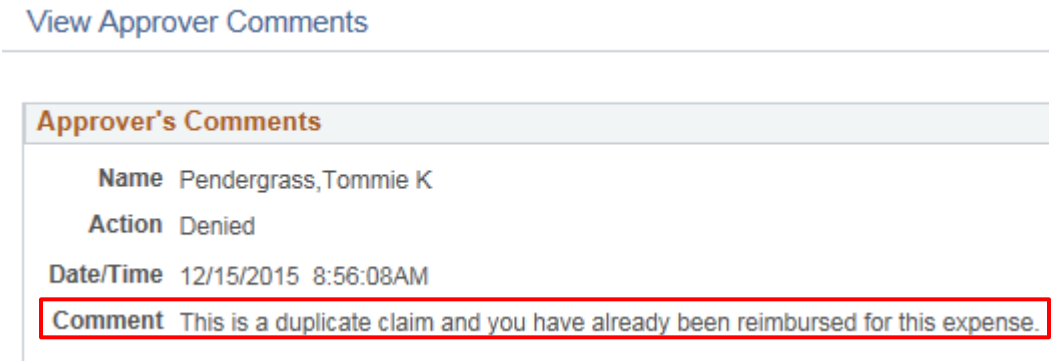
The **approver comment** is at the top right of the claim in red text, which should provide details as to why the claim was denied.

To view the full comment click on the **comment** in **red text**.



Step 9.

View Approver Comments message opens to allow you to view the full comment. Additionally, the message informs you the approver's **name**, approval **action** taken, **date** and **time** the action was taken, and approval **comment**.



Step 10.

Now let's navigate back to the **Expense Report View** search page and search for the **Report ID** of the expense report that was sent back for revision.

Repeat Steps 2-3 to return to the **Expense Report View** search page.

Step 11.

Search by the **Report ID** to locate the expense report you wish to view.

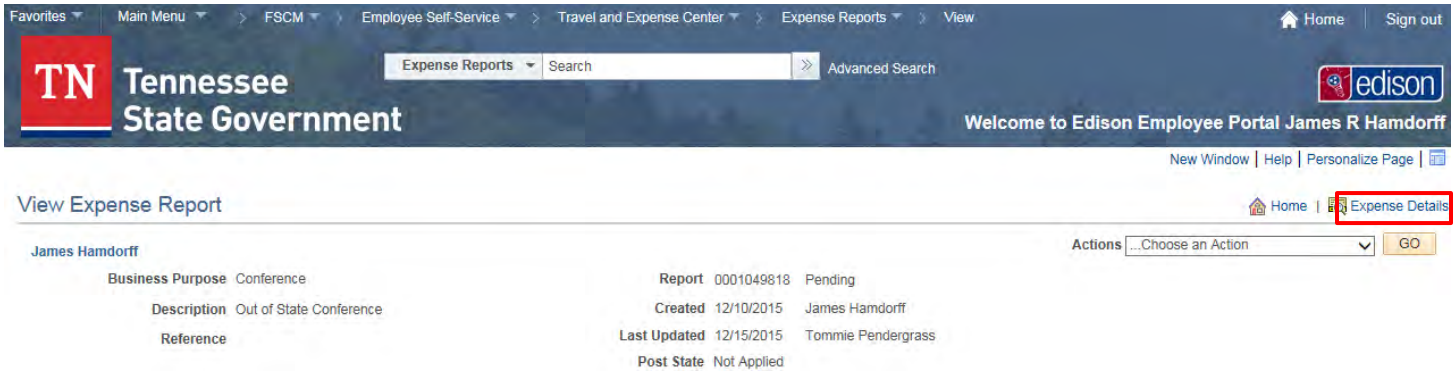
Enter the **Report ID** for the expense report that was sent back for revision.

Step 12.

Click the **Search** button.

Step 13.

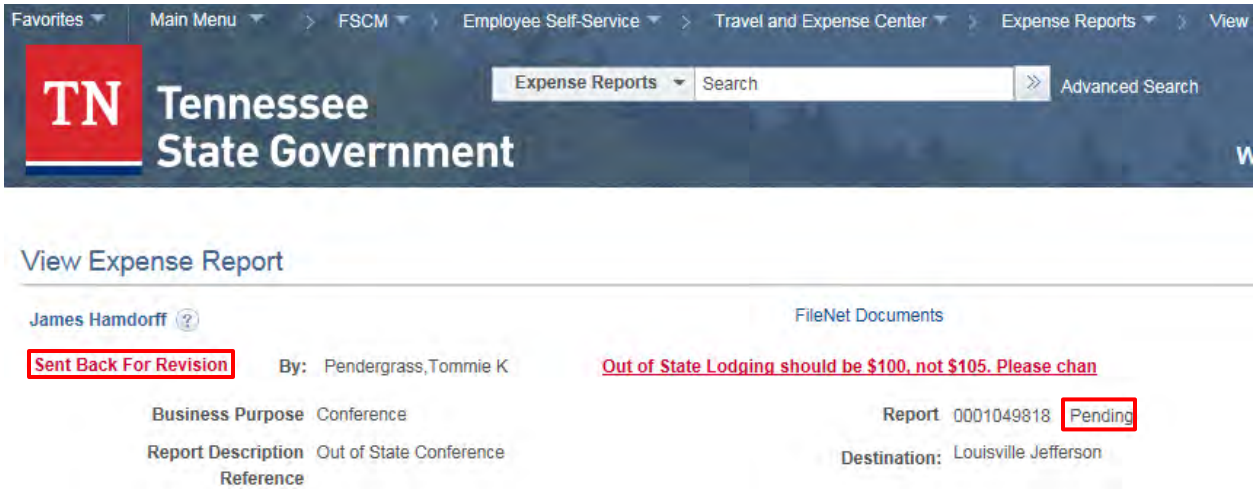
Click the **Expense Details** link.



Step 14.

When a travel claim is **sent back** to the employee by the approver, the claim goes back to a **Pending** status.

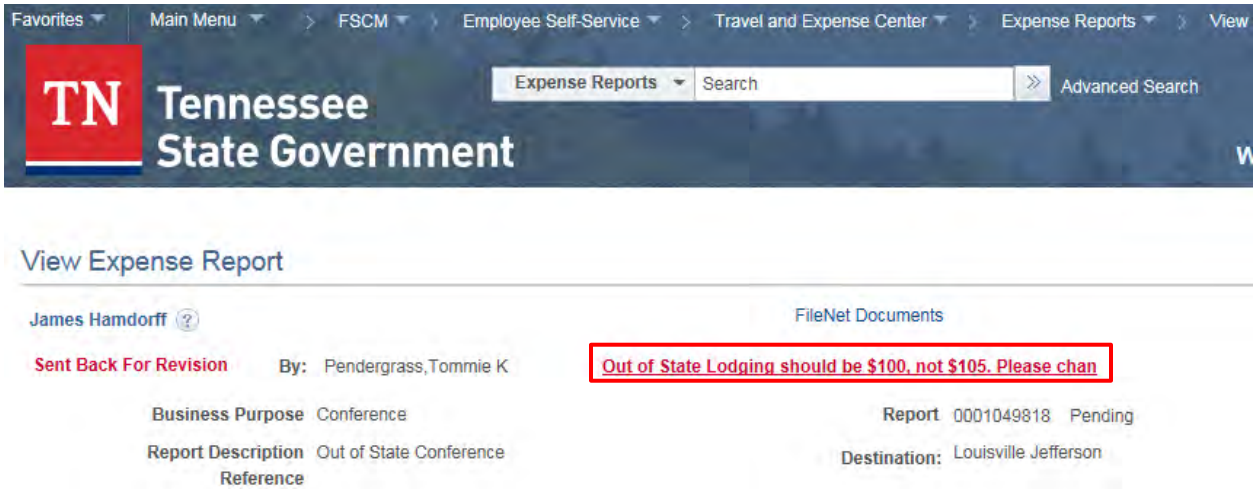
The employee can **access modifying a sent back claim** through *Main Menu > Employee Self Service > Travel and Expense Center > Expense Reports > Create/Modify*.



Step 15.

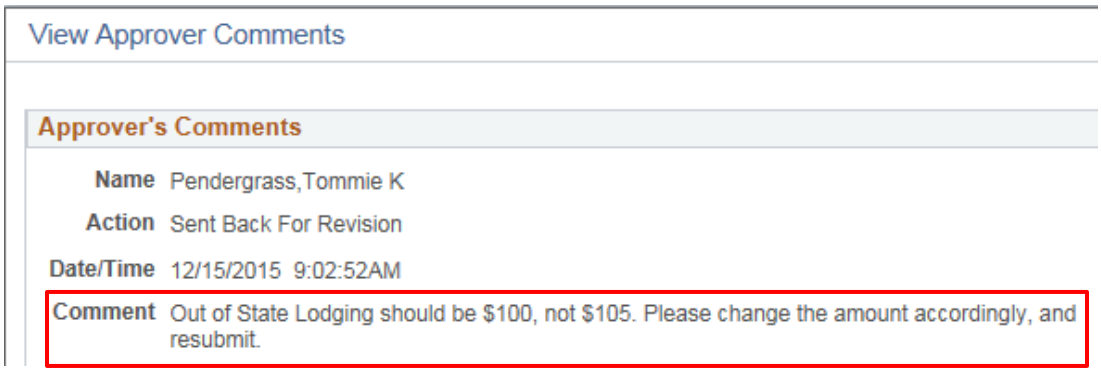
The **approver comment** is at the top right of the claim in red text, which should provide details as to why the claim was sent back for revision.

To view the full comment, click on the **comment** in **red text**.



Step 16.

View Approver Comments message opens to allow you to view the full comment. Additionally, the message informs you the approver's **name**, approval **action** taken, **date** and **time** the action was taken, and approval **comment**.



Step 17.

You have successfully viewed approver comments for Denied and Sent Back expense reports.

End of Procedure.