CGI Advantage® 4

Travel and Expense Management User Guide

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Business Area Overview

The Travel and Expense Management area in Advantage allows you to submit, approve and track travel-related transactions. The business process for travel is typically consistent and usually involves two basic business functions: the submission of a Travel Authorization and the subsequent submission of an Expense Report. Additional (optional) business functions may also be involved. The following table includes the optional and required steps in Advantage for the typical Travel business process.

Steps in Travel Business Process

Step in Business Process	Procedure within Advantage
(Optional) A pre-encumbrance or an encumbrance may be processed for estimated travel costs in order to reserve budget dollars for a traveler or group of travelers.	This blanket pre-encumbrance/encumbrance is created using a non-Travel transaction (for example, a transaction within the Accounting Based Spending (ABS) Transaction Type, such as a GAP to create the pre-encumbrance or a GAE to create the encumbrance). Refer to the *General Accounting User Guide* for more information.
(Optional) A traveler creates and submits a Travel Authorization for approval. This is often a required step, but may be done outside the system using a simple transaction and e-mails.	Create a Travel Authorization (TRAUTH) transaction to record the request for travel. A TRAUTH may be submitted even if the travel details are not yet known or booked. If the TRAUTH references a pre-encumbrance or encumbrance, the TRAUTH will liquidate that blanket pre-encumbrance/encumbrance.
(Optional) A traveler may request a Travel Advance. Depending upon site-specific rules and the type of expense, an advance may be paid to the traveler.	Create a Travel Advance (TRADV) transaction to record the request for an advance. The TRADV must always reference a TRAUTH. If going on a trip and the traveler is just requesting a general advance amount, then it is necessary to create a TRAUTH with a Trip Details line where Expense Type denotes that it is a general advance (or similar). The relationship between the TRAUTH's Trip Details line to the TRADV's Trip Details line must be 1:1. If the Allow Automatic Advance Generation flag is checked on the Travel Administration (TRADM) table, then a TRADV transaction is automatically generated from a TRAUTH transaction for Trip Details lines where an advance is requested for a traveler. Automatic generation of a TRADV is convenient as the advance request is initiated through the TRAUTH. The system can automatically trigger the TRADV to be created without any further action or review. The TRADV transaction allows multiple advances to be tracked for a single trip. Travel requests, advances, and payments are tied together through the Traveler ID and Trip ID fields.

Step in Business Process	Procedure within Advantage
	The TRADV increases an asset balance for prepaid expenses. That balance is liquidated during later steps in the overall process. Fields on the travel inquiry pages allow for the tracking of the advance amount issued, the outstanding unused advance amount, the amount billed to recover the unused advances from the traveler, and the amount collected from the traveler for any unused advances.
The traveler makes the trip.	No entry needed in Advantage.
The traveler files an Expense Report for expenses incurred for the trip.	Create a Travel Expense Report (TRER) transaction to report expenses. Advances are indirectly referenced by referencing the related TRAUTH. If the Allow Automatic Expense Report Generation flag is checked on the Travel Administration (TRADM) table, then a TRER transaction is automatically generated from a TRER transaction for Trip Details lines where the Expense Payment Method = *Direct Pay* so that the vendor can be paid automatically without waiting for the trip to be completed. The expense report records an accounting expense except in the case of items that were paid via PCard. Those line items are included in the expense report for informational/reconciliation purposes, but are expensed at the time of PCard payment generation. Where a TRAUTH is referenced, the TRER will liquidate the TRAUTH. Where a TRAUTH is not referenced but a blanket pre-encumbrance/encumbrance exists, the TRER will reference and liquidate the pre-encumbrance or encumbrance. Advances that resulted from the referenced TRAUTH are reduced by the TRER. Where the advance is greater than the amount to be expensed, the advance is partially liquidated. The remaining balance is considered outstanding and can be collected via the Accounts Receivable process or via a manually created Travel Advance Repayment (TRADVR) transaction, or it can remain outstanding and be eligible to be used towards the traveler's future trips. Where the advance is less than or equal to the amount to be expensed, the full amount of the advance will be liquidated. Expense reports exceeding the advance amounts will generate a disbursement to the traveler. Disbursement

Step in Business Process	Procedure within Advantage
	accounting entries will liquidate any payable and record the appropriate entry to cash or warrants payable. Disbursements are initiated for any expense amount in excess of the referenced advance amount, as allowed by the site's travel policy rules. Both of the following are possible, even on the same report: • If the traveler paid for expenses out of pocket, the reimbursement is made to the traveler. • If the traveler records an expense amount owed to a vendor, a payment is made to the vendor. [Note: advances are not issued to vendors.]

The Travel Authorization and Travel Expense Report transactions can be created either through the Travel and Expense Landing page or the Transaction Catalog. Employees can use the Travel and Expense Landing page, as this allows the user to create the transactions via user-friendly wizards. Transactions created or accessed via the Transaction Catalog can be used by travel administrators and other personnel that need to see more details.

Travel and Expense Landing

The Travel and Expense landing page provides carousels that allow you to perform the following functions for the selected traveler:

- View a list of upcoming trips
- View/edit/create Travel Authorizations
- View/edit/create Travel Expense Reports
- View a list of pending payments

The Travel and Expense landing page is initially filtered based on the user ID of the logged in user.

If a user has access to view information for other travelers, then the **Change Employee** icon should be selected. This action transitions you to the Search Traveler page, which allows you to search for and select a traveler to view on the Travel and Expense landing page. Select the **Employee ID** hyperlink for the traveler to return to the Travel and Expense landing page.

Upcoming Trips

The Upcoming Trips carousel tile displays any upcoming trips (that is, Travel Authorizations for which the trip's start is today or a future date) for the selected traveler.

You can perform the following functions from the row-level menu:

- **View** - Opens the Travel Authorization in view-only mode.
- **Edit** - Allows you to edit the Travel Authorization via a wizard.
- **Copy** - Creates a copy of the Travel Authorization and allows you to make changes via a three-step wizard before submitting.

Travel Authorizations

The Travel Authorizations carousel tile displays all Travel Authorizations for the selected traveler. You can enter search criteria to narrow the search results. The **Create Authorization** action allows you to create a new Travel Authorization via a three-step wizard.

You can perform the following functions from the row-level menu:

- **View** - Opens the Travel Authorization in view-only mode.
- **Edit** - Allows you to edit the Travel Authorization via a three-step wizard.
- **Copy** - Creates a copy of the Travel Authorization and allows you to make changes via a three-step wizard before submitting.
- **Create Expense Report** - Allows you to create a Travel Expense Report for the selected Travel Authorization via a three-step wizard.

Refer to the "Travel Authorization Wizard" topic for more information.

Expense Reports

The Expense Reports carousel tile displays all Expense Reports for the selected traveler. You can enter search criteria to narrow the search results. The **Create Expense Report** action allows you to create a new Travel Expense Report via a three-step wizard.

You can perform the following functions from the row-level menu:

- **View** - Opens the Travel Expense Report in view-only mode.
- **Edit** - Allows you to edit the Travel Expense Report via a three-step wizard.
- **Copy** - Creates a copy of the Travel Expense Report and allows you to make changes via a three-step wizard before submitting.

Refer to the "Travel Expense Report Wizard" topic for more information.

Pending Payments

The Pending Payments carousel tile displays any pending payments for the selected traveler.

Travel Authorization Wizard

The Travel Authorization Wizard provides a three-step process for creating/modifying/viewing a travel authorization.

- Step 1: Trip Information
- Step 2: Expenses
- Step 3: Summary

Navigation actions along the top of the wizard allow you to navigate between the three steps.

- **Continue** - Saves the current information and navigates to the next step. If errors are found, they will be listed.
- **Save** - Saves the current information.
- **Save & Close** - Saves the current information and returns you to the Travel and Expense Landing page.

You can discard a Travel Authorization with a Status of *Draft* by selecting **Discard** from the page level menu. This action discards the Travel Authorization and returns you to the Travel and Expense Landing page.

Step 1: Trip Information

The following fields are required:

- Trip Name
- Purpose of Trip

- Travel Type

The following fields are conditionally required:

- Trip Start Date and Trip End Date are required unless Travel Type is *No Travel*.
- Destination is required only if the Multi-Segment Trip flag is not checked and the other destination fields (City, State/Province, Country, and County) are all blank. Destination is not required if the Travel Type field is set to *No Travel*.
- The Travel Justification field is conditionally required if the Require Travel Justification flag is checked on the TRADM page and the Travel Type is *Out of State*, *Both In/Out of State*, or *International* on the transaction. Valid values for the Travel Justification field are established on the Travel Justification (TRJUS) page.
- For Modification or Cancellation versions of the Travel transactions, the Reason for Modification field is required if the Modification Reason Required flag is checked for the particular Transaction Code on the Transaction Control (DCTRL) page.

Step 2: Expenses

The following fields are required:

- Expense Date
- Expense Type
- Expense Payment Method
- Authorized Expenses

The following fields are conditionally required:

- The Expense Explanation is required if the Expense Explanation Required flag is checked on the applicable travel policy (as defined on the Travel Policy by Expense Type (TRPET) and Department Travel Policy by Expense Type (TRPETD) pages). It is also required if the Exceeded Expense Maximum Explanation Required flag is checked on the applicable travel policy and the expense has exceeded the expense maximum.
- Manage Per Diem/Mileage Details
    - Mileage information must be entered if the Expense Type correlates to a record on the Expense Type table that has the Mileage Related Expense flag checked. A **Mileage Records** link is provided in this column, if applicable, to enter the mileage information. For additional information about entering mileage information, refer to the "Mileage" topic under the TRVL Transaction Type.
    - Per Diem information must be entered if the Expense Type correlates to a record on the Expense Type (EXPT) table that has

a Per Diem Type value that is anything other than *Not Applicable*. A **Per Diem Records** link is provided in this column, if applicable, to enter the per diem information related to lodging, meals, or incidental expenses. When you open the Per Diem Records modal window, you have two options. Manually enter each Per Diem line, or use the **Generate Per Diem** action. When selected, the Generate Per Diem action will automatically generate and populate all Per Diem lines spanning the length of the entire trip. If the Expense Type being used is a meals expense, the action will generate multiple meals related lines; enough to span the length of the trip. If the Expense Type being used is a lodging expense, the action will generate one lodging related per diem line. All total amounts are automatically calculated and populated on the Trip Detail line when the modal window is closed. All per diem lines will automatically populate as if you are claiming all available expenses. If you are claiming all available per diem expenses, you do not need to input any additional data after the per diem lines are generated; you may save and close the modal window. If you do not wish to claim a specific per diem amount, you may use the drop down menu under each expense (that is, Breakfast, Lunch, Dinner, and Incidentals) and select *No*. Upon a save, the new total amounts will be automatically calculated. For additional information about entering per diem information, refer to the "Per Diem" topic under the TRVL Transaction Type.

- The Accounting Profile or Accounting Template field must be populated before selecting the **Generate Accounting Lines** action. If your site utilizes Advantage Financial and Advantage HRM, then both fields must be populated. If both fields are not populated then the system will attempt to find the employee's payroll accounting information in HRM to be used to record the expenses instead. If default payroll accounting is not found, then no accounting lines will be automatically generated.
- The Vendor Invoice related fields (Vendor Invoice, Vendor Invoice Line, Vendor Invoice Date, Tracking Date and Invoice Acceptance/Sign-Off Date) are required given configurations on Transaction Control (DCTRL). Please see documentation for Transaction Control for how these controls will impact any travel transaction these invoice fields have been made visible to capture this information for payment on an Expense Report (TRER, TRERC, or in mobile).

  When made visible, these invoice fields can be used to capture information whether making a direct payment to a vendor or a reimbursement payment to a traveler.

The **Generate Accounting Lines** action automatically generates child accounting lines based on the information entered. The action creates accounting lines that overwrite any existing accounting lines. You must manually make changes to the Accounting Line if there are any exceptions by selecting the **Accounting** button in the grid for the expense record. For additional information about entering accounting information, refer to the "Accounting" topic under the TRVL Transaction Type.

The **Purchase Trip** action opens up the Travel Certify application with the transaction details for the selected transaction. This action is only visible if the feature flag ssoForExternalFlag is set to *true* and the design flag Travel Certify is set to *true* in the sso.conf file.

The **Validate** action is unique to Step 2 of the wizard. This action validates all accounting information prior to submitting the authorization.

Step 3: Summary

This step provides a summary of the travel authorization. You can view/add attachments by selecting the **Attachments** button. Select **Submit** to submit the travel authorization for approval/processing. If the **Send Email Notification** check box is selected, then notifications can be sent for the approval/modification/cancellation of the travel authorization.

Travel Expense Report Wizard

The Travel Expense Report Wizard provides a three-step process for creating/modifying/viewing a travel expense report.

- Step 1: Trip Information
- Step 2: Expenses
- Step 3: Summary

Navigation actions along the top of the wizard allow you to navigate between the three steps.

- **Continue** - Saves the information and navigates to the next step. If errors are found, they will be listed.
- **Save** - Saves the current information.
- **Save & Close** - Saves the current information and returns you to the Travel and Expense Landing page.

You can discard a Travel Expense Report with a Status of *Draft* by selecting **Discard** from the page level menu. This action discards the Travel Expense Report and returns you to the Travel and Expense Landing page.

Step 1: Trip Information

The following fields are required:

- Trip Name
- Purpose of Trip
- Travel Type

The following fields are conditionally required:

- Trip Start Date and Trip End Date are required unless Travel Type is *No Travel*.
- Destination is required only if the Multi-Segment Trip flag is not checked and the other destination fields (City, State/Province, Country, and County) are all blank. Destination is not required if the Travel Type field is set to *No Travel*.

- The Travel Justification field is conditionally required if the Require Travel Justification flag is checked on the TRADM page and the Travel Type is *Out of State*, *Both In/Out of State*, or *International* on the transaction. Valid values for the Travel Justification field are established on the Travel Justification (TRJUS) page.

- For Modification or Cancellation versions of the Travel transactions, the Reason for Modification field is required if the Modification Reason Required flag is checked for the particular Transaction Code on the Transaction Control (DCTRL) page.

Step 2: Expenses

The following fields are required:

- Expense Date
- Expense Type
- Expense Payment Method
- Actual Expenses

The following fields are conditionally required:

- The Expense Explanation is required if the Expense Explanation Required flag is checked on the applicable travel policy (as defined on the Travel Policy by Expense Type (TRPET) and Department Travel Policy by Expense Type (TRPETD) pages). It is also required if the Exceeded Expense Maximum Explanation Required flag is checked on the applicable travel policy and the expense has exceeded the expense maximum.

- The Receipt Explanation is required if the Receipt Required flag is checked and there is no attachment with Attachment Type = *Receipt* for that Trip Details line.

- The Quote Explanation is required if the Quote Required flag is checked and there is no attachment with Attachment Type = *Quote* for that Trip Details line.

- Manage Per Diem/Mileage Details

    - Mileage information must be entered if the Expense Type correlates to a record on the Expense Type table that has the Mileage Related Expense flag checked. A **Mileage Records** link is provided in this column, if applicable, to enter the mileage information. For additional information about entering mileage information, refer to the "Mileage" topic under the TRVL Transaction Type.

    - Per Diem information must be entered if the Expense Type correlates to a record on the Expense Type (EXPT) table that has a Per Diem Type value that is anything other than *Not Applicable*. A **Per Diem Records** link is provided in this column, if applicable, to enter the per diem information related to lodging, meals, or incidental expenses. When you open the Per Diem Records modal window, you have two options. Manually enter each Per Diem line, or use the **Generate Per Diem** action. When selected, the Generate Per Diem action will automatically generate and populate all Per Diem lines spanning the length of the entire trip. If the Expense Type being used is a meals expense, the action will generate multiple meals related lines; enough to span the length of the trip. If the Expense Type being used is a lodging expense, the action will generate one lodging related per diem line. All total amounts are automatically calculated and populated on the Trip Detail line when the modal window is closed. All per diem lines will automatically populate as if you are claiming all available expenses. If you are claiming all available per diem expenses, you do not need to input any additional data after the per diem lines are generated; you may save and close the modal window. If you do not wish to claim a specific per diem amount, you may use the drop down menu under each expense (that is, Breakfast, Lunch, Dinner, and Incidentals) and select *No*. For additional information about entering per diem information, refer to the "Per Diem" topic under the TRVL Transaction Type.

- The Accounting Profile or Accounting Template field must be populated before selecting the **Generate Accounting Lines** action. If your site utilizes Advantage Financial and Advantage HRM, then both fields must be populated. If both fields are not populated then the system will attempt to find the employee's payroll accounting information in HRM to be used to record the expenses instead. If default payroll accounting is not found, then no accounting lines will be automatically generated.

The **Generate Accounting Lines** action automatically generates child accounting lines based on the information entered. The action creates accounting lines that overwrite any existing accounting lines. You must manually make changes to the Accounting Line if there are any exceptions by selecting the **Accounting** button in the grid for the expense record. For additional information about entering accounting information, refer to the "Accounting" topic under the TRVL Transaction Type.

The **Validate** action is unique to Step 2 of the wizard. This action validates all accounting information prior to submitting the authorization.

Step 3: Summary

This step provides a summary of the expense report. You can view/add attachments by selecting the **Attachments** button. Select **Submit** to submit the expense report for approval/processing. If the **Send Email Notification** check box is selected, then notifications can be sent for the approval/modification/cancellation of the expense report.

Common Terminology

This section contains an alphabetical list of terms that are common in the Travel and Expense Management area, and a definition for each one.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

- DOD

  DOD stands for Department of Defense.

- DOS

  DOS stands for Department of State.

- GSA

  GSA stands for General Services Administration.

- M&IE

  M&IE stands for Meals and Incidental Expenses.

- Per Diem

  The daily allowance for lodging (excluding taxes), meals, and incidental expenses that an organization allows an individual to spend when traveling for work-related purposes.

Transaction Information

This section includes detailed information regarding the transactions in the Travel and Expense Management area.

- Travel (TRVL) Transaction Type
- Accounting Based Spending (ABS) Transaction Type

Transaction Code Glossary

All Transactions Codes that can be utilized by the Travel area are listed below alphabetically by Transaction Name.

Transaction Name	Transaction Code	Transaction Type
Travel Advance	TA	ABS
Travel Advance	TRADV	TRVL
Travel Advance Repayment	TRADVR	TRVL
Travel Authorization	TRAUTH	TRVL
Travel Encumbrance	TE	ABS
Travel Expense Report	TRER	TRVL
Travel Payment	TP	ABS

TRVL Transaction Type

Transaction Codes in the Travel (TRVL) Transaction Type can perform different tasks for the purpose of creating Travel Authorizations, Travel Advances, Travel Expense Reports, and Travel Advance repayments.

The TRVL Transaction Type contains the following tabs:

- Header
- Traveler
- Trip Details
- Mileage (does not exist on TRADVR)

- Per Diem (does not exist on TRADVR)
- Accounting

TRVL Delivered Transaction Codes

The TRVL Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Transaction Name	Transaction Code	Intended Use
Travel Advance	TRADV	The Travel Advance (TRADV) transaction is used to request an advance for travel-related expenses. Once approved and if the Payment System is *Financial*, the transaction will create a request in Disbursement Request (DISRQ) so that an advance payment can be made to the traveler. If the Payment System is *HRM* the transaction updates the HRM Travel Payments (HRMTP) page so that the advance payment is made to the traveler via a third-party payroll system, not Advantage HRM at this time.
Travel Advance Repayment	TRADVR	The Travel Advance Repayment (TRADVR) transaction is used to recoup unused advances from the traveler when the Payment System is *HRM*. It is recommended to create the Travel Advance Repayment via a Copy Forward from a Travel Advance. The repayment by the traveler will not occur through Advantage HRM but through a third-party payroll system at this time. If the Payment System is *Financial,* a Receivable (RE) is entered to bill the traveler for an unused advance.
Travel Authorization	TRAUTH	The Travel Authorization (TRAUTH) transaction allows you to request pre-approval of travel-related expenses prior to taking a trip. Once approved, the transaction will encumber funds for expected travel expenses.
Travel Expense Report	TRER	The Travel Expense Report (TRER) transaction is used to report and submit for reimbursement or direct payment of travel-related expenses. Once approved and if the Payment System is *Financial*, the transaction will create a request in

Transaction Name	Transaction Code	Intended Use
		Disbursement Request (DISRQ) so that a reimbursement is made to the traveler, or a direct payment is made to a vendor. If the Payment System is *HRM*, the transaction updates the HRM Travel Payments (HRMTP) page so that the reimbursement is made to the traveler via a third party payroll system, not Advantage HRM at this time.

- Travel Advance (TRADV)

  The Travel Advance (TRADV) transaction allows you to request an advance for travel-related expenses. Once approved, the transaction will either create a request in Disbursement Request (DISRQ) if the Payment System is *Financial* or a record in HRM Travel Payments (HRMTP) if the Payment System is *HRM* in order for a payment to be made to the traveler via a third-party payroll system. The amounts allowed in the TRADV are dependent on the specified destination, the type of expense incurred, and/or the applicable travel policy. Validations within this transaction are performed against the Travel Administration table, Expense Type table, various travel policy tables, Travel Per Diem table, and M&IE Breakdown table. This transaction is an optional step in the travel business process (that is, the traveler may not have any expected out of pocket expenses). The transaction can be either created manually in Advantage Financial or automatically from the referenced Travel Authorization (TRAUTH). You can also manually create the TRADV transaction in Advantage Financial by using the Copy Forward action on the TRAUTH transaction.

  If the Payment System is *Financial*, then the TRADV transaction cannot be modified or cancelled if it would change transaction references or reduce amounts below the amounts that have already been referenced (closed) by a disbursement for the travel advance. If the Payment System is *HRM*, the TRADV cannot be cancelled once the transaction has been disbursed, meaning Processed indication is *true* on the HRM Travel Payments (HRMTP) page).

  The TRADV transaction cannot be modified or cancelled if it would change transaction references or reduce amounts below the amounts that have already been referenced (closed) by a disbursement for the travel advance.

  For Modification versions of the Travel transactions, the system will not allow lines to be deleted. If a line had previously been entered in error, the relevant amount(s) can be updated to $0 instead. For Cancellation versions of the Travel transactions, the system will not allow any information to be modified in the Trip Details or Accounting lines before submitting the transaction and will cancel the transaction.

- Travel Advance Repayment (TRADVR)

The Travel Advance Repayment (TRADVR) transaction allows you recoup unused advances from the traveler when the Payment System on the referenced Travel Advance (TRADV) transaction is *HRM*. The TRADVR can be created via the Copy Forward action on a *Final* version of a TRADV transaction that has unused advances that need to be repaid via a third party payroll system.

Note: If the Payment System is *Financial*, then you must use the Receivable (RE) and/or Cash Receipt (CR) transactions to recoup unused advances. Refer to the *CGI Advantage Financial - Accounts Receivable User Guide* for more information.

› Travel Authorization (TRAUTH)

The Travel Authorization (TRAUTH) transaction allows you to request pre-approval of travel-related expenses prior to taking a trip. Once approved, the transaction will encumber funds for expected travel expenses. The amounts allowed in the TRAUTH are dependent on the specified destination, the type of expense incurred, and/or the applicable travel policy. Validations within this transaction are performed against the Travel Administration table, Expense Type table, various travel policy tables, Travel Per Diem table, and M&IE Breakdown table. This transaction is an optional step in the travel business process (that is, the traveler may be allowed to create the expense report without having to make a travel authorization request), but it may be required procedurally.

If the Payment System is *Financial*, the TRAUTH transaction cannot be modified or cancelled if it would change transaction references or reduce amounts below the amounts that have already been referenced (closed) by a Travel Advance (TRADV) or Travel Expense Report (TRER) transaction.

If the Payment System is *HRM,* the TRAUTH cannot be cancelled once the transaction has been disbursed (that is, the Processed flag is checked on the HRM Travel Payments(HRMTP) page).

For Modification versions of the Travel transactions, the system will not allow lines to be deleted. If a line had previously been entered in error, the relevant amount(s) can be updated to $0 instead. For Cancellation versions of the Travel transactions, the system will not allow any information to be modified in the Trip Details or Accounting lines before submitting the transaction and will cancel the transaction.

If the Allow Automatic Advance Generation flag on the effective Travel Administration (TRADM) table record is checked, the system will create a TRADV transaction only for the TRAUTH's Trip Details line(s) where an advance was requested.

If there is at least one Trip Details line with an Expense Payment Method = *Direct Pay* on the TRAUTH page and the Allow Automatic Expense Report Generation flag on the effective Travel Administration table record is checked, the system will create a TRER transaction for those Trip Details line(s) with Expense Payment Method = *Direct Pay*. This is needed so that the vendor can be paid without waiting for the traveler to submit a TRER.

[Note: when the traveler does finally submit a TRER for their trip, if the vendor has already been paid via direct pay, then the traveler should not include this expense in their Trip Details lines. If it is included, the system will prevent the transaction from submitting by not allowing a reference to the TRAUTH for that line since it will have already been closed out by the TRER that had already been automatically created.]

- Travel Expense Report (TRER)

  The Travel Expense Report (TRER) transaction allows you to report and submit for reimbursement of travel-related expenses. Once approved, the transaction will create either a request in the Disbursement Request (DISRQ) table (if the Payment System is *Financial*) or in the HRM Travel Payments (HRMTP) table (if the Payment System is *HRM*) so that a reimbursement is made to the traveler for any expenses that were incurred out of pocket that were not covered by an advance. The amount allowed is dependent on the specified destination (if the expense is related to per diem), the type of expense incurred, and/or the applicable travel policy that is applicable to that traveler. Validations within this transaction are performed against the Travel Administration table, Expense Type table, various travel policy tables, Travel Per Diem table, and M&IE Breakdown table. This transaction is a required step in the travel business process. The transaction can be either created manually or created automatically from the referenced Travel Authorization (TRAUTH). You can also manually create the TRER transaction in Advantage Financial by using the Copy Forward action on the TRAUTH transaction.

  If the Payment System is *Financial* for all accounting lines on the TRER transaction that have not yet been disbursed, the system will not allow those accounting lines to be modified or cancelled if it would change transaction references or reduce amounts below the amounts that have already been referenced (closed) by a disbursement for the travel expense report. [Note: Any accounting line that has already been disbursed cannot be modified at all, and the transaction cannot be cancelled.]

  If the Payment System is *HRM*, the TRER cannot be cancelled once the transaction has been disbursed (that is, the Processed flag is checked on the HRMTP page).

  For Modification versions of the Travel transactions, the system will not allow lines to be deleted. If a line had previously been entered in error, the relevant amount(s) can be updated to $0 instead. For Cancellation versions of the Travel transactions, the system will not allow any information to be modified in the Trip Details or Accounting lines before submitting the transaction. The system will cancel the transaction.

Header

The Header tab lists general information associated with the transaction.

- Required/Conditionally Required Fields

  The following fields are required:

- Trip ID
- Trip Name
- Purpose of Trip
- Travel Start Date
- Travel End Date
- Travel Type

Note: If the Travel Type is *No Travel*, then the Travel Start Date and Travel End Date fields are not required.

The following fields are conditionally required based on site-specific setup on the Transaction Control (DCTRL) table:

- Transaction Name
- Transaction Description

The Late Expense Report Explanation is required if the Record Date is after the Travel End Date + Days Expense Report Due value from the effective Travel Administration (TRADM) table record.

Destination is required only if the Multi-Segment Trip flag is not checked and the other destination fields (City, State/Province, Country, and County) are all blank. Destination is not required if the Travel Type field is set to *No Travel*.

The Travel Justification field is conditionally required if the Require Travel Justification flag is checked on the TRADM page and the Travel Type is Out of State, Both In/Out of State, or International on the transaction. Valid values for the Travel Justification field are established on the Travel Justification (TRJUS) page.

The TRADV transaction does not contain the Late Expense Report Explanation, Auto Generate ID, or Final Trip Expense Report fields, which exist on the TRER transaction.

For Modification or Cancellation versions of the Travel transactions, the Reason for Modification field is required if the Modification Reason Required flag is checked for the particular transaction code on the Transaction Control (DCTRL) page.

Traveler

The Traveler tab is required on the Travel Expense Report (TRER) transaction. It is used to list the traveler(s) associated with a particular trip.

A traveler is specified in the Traveler ID field, which can be populated by selecting from a pick list that is populated by either the Employee Assignment table (for dual HRM/Financial sites; that is, where the DUAL_HRM_FIN_SITE parameter is set to *True* on the Application Parameter (APPCTRL) page) or the Vendor/Customer (VCUST) table (for Financial-only sites; that is, where the DUAL_HRM_FIN_SITE parameter is set to *False* on the Application Parameter (APPCTRL) page). Vendor Customer is required. In the case of Financial-only sites, it may be a Miscellaneous Vendor (with the employee's name and address manually entered) or it may be an actual employee vendor. The tab will also include disbursement details that will be needed if an advance or expense reimbursement needs to be made to the traveler.

The **Generate Accounting Lines** action automatically generates child accounting lines on the Accounting tab based on the information found within each parent Trip Details record for that particular traveler. If there are multiple travelers within a transaction, you must select the Generate Accounting Lines action within each Traveler line. The action creates accounting lines that overwrite any existing accounting lines within that transaction. You must manually make changes to the Accounting Line if there are any exceptions. You must populate either the Accounting Profile or Accounting Template field on the Trip Details tab before selecting the Generate Accounting Lines action.

› Required/Conditionally Required Fields

The following fields are required:

- Traveler ID
- Vendor Customer
- Traveler Name
- Address Line 1
- City
- State
- Zip
- Country
- Schedule Payment Date
- Disbursement Category
- Disbursement Priority
- Disbursement Type
- Disbursement Format

The system updates the Disbursement Type and Disbursement Format fields in the Travel transactions based on the following hierarchy. At this time, Financial is the only fully supported option as the HRM option is only supported with additional interface work to a third-party payroll system. The dual site is available where travelers are defined along with the employee settings in HRM, but all payments to those travelers are made through the Automatic Disbursement process of Financial.

The Email Address field is required if the Send Email Notification flag is checked. The TRADVR transaction does not contain the Send Email Notification flag, which exists on the TRADV transaction.

The TIN Number & Type for Miscellaneous Vendors setting on the Transaction Control (DCTRL) table indicates whether Taxpayer ID Number and Taxpayer ID Number Type fields are required when a miscellaneous vendor is used. If the Taxpayer ID Number is populated, then the Taxpayer ID Number Type is required.

The system updates the Disbursement Type and Disbursement Format fields in the Travel transactions based on the following hierarchy:

- If Payment System = *HRM*, the transaction's disbursement fields are left blank because the advance or expense reimbursement will be paid via HRM, where there is existing logic to determine what disbursement format/type is used.
- If Payment System = *Financial*, the transaction's disbursement fields are inferred as follows:
    - For a dual HRM/FIN site, the disbursement values in the employee's Net Pay Distribution information in HRM is used to populate the transaction's disbursement fields. If there is no Net Pay Distribution information for that employee, the Travel Administration (TRADM)'s Default Disbursement Format for Check is used to populate the transaction's disbursement fields.
    - For a FIN-only site, the disbursement values in the Vendor/Customer (VCUST) record created to set up that employee is used to populate the transaction's disbursement fields.
    - If the disbursement fields cannot be inferred, errors will be issued.

If the Generate EFT for Misc Vendor flag is checked, then the ABA Number, Account Type, and Account Number fields are required.

Trip Details

The Trip Details tab is required on the Travel Expense Report (TRER) transaction. It is used to record the details of each expense that has been incurred. Multiple records can be added to this tab. The **Attachments** action allows you to include receipts, quotes, and other information related to the expense.

› Required/Conditionally Required Fields

The following fields are required:

- Expense Date – When a Dual Site, there is an option to edit that this date an expense will/did occur against the hire date of the employee/traveler.

    A sample validation would be:

    TRVL_DOC_COMMImpl.getTrvlrsEmplHrDt(TRVLR_ID, this.getSession()) == null

    or

    TRVL_DOC_COMMImpl.getTrvlrsEmplHrDt(TRVLR_ID, this.getSession()) >= TRAN_DT

- Start Date – If the Travel Type on the Header is *No Travel*, then this date is not required.

- End Date – If the Travel Type on the Header is *No Travel*, then this date is not required.
- Expense Type
- Actual Expenses
- Expense Payment Method
- Payment System

The following fields are conditionally required:

- The Destination field is required only if the other destination address fields (City, State/Province, Country, and County) are all blank. The Destination field is not required if the Travel Type field on the Header is set to *No Travel*.
- The Receipt Explanation is required if the Receipt Required flag is checked and there is no attachment with Attachment Type = *Receipt* for that Trip Details line.
- The Quote Explanation is required if the Quote Required flag is checked and there is no attachment with Attachment Type = *Quote* for that Trip Details line.
- The Expense Explanation is required if the Expense Explanation Required flag is checked on the applicable travel policy (as defined on the Travel Policy by Expense Type (TRPET) and Department Travel Policy by Expense Type (TRPETD) pages). It is also required if the Exceeded Expense Maximum Explanation Required flag is checked on the applicable travel policy and the expense has exceeded the expense maximum.
- The Start Time and End Time fields are required if the Expense Type is set up for time restrictions (that is, the Latest Start Time and Latest End Time fields are populated on either the TRPET or TRPETD tables, whichever travel policy is applicable for that traveler for the specified Expense Type).
- Expense Payment Method controls different requirements based on the choice:
    - *Direct Pay*: Vendor Customer, Disbursement Type, and Disbursement Format fields are required. The Vendor Customer is used to indicate to whom payment is to be made if it is someone other than the traveler (for example, an outside vendor putting on a conference and a registration payment needs to be made directly).
    - *Out of Pocket*: Fields in this tab will be disabled because the disbursement information from the Traveler tab will be used to make payment to the traveler.

- If the Expense Payment Method = *Out of Pocket* or *PCard*, the system shall not allow the disbursement fields to be populated in the Payment Information tab on the Trip Details tab with the exception of (1) the Transaction ID Number field which can be populated if the Expense Payment Method = *PCard* and (2) the Schedule Payment Date which is editable only if the Payment System = *HRM* (regardless of the Expense Payment Method). (Note: For the situation in which Expense Payment Method = *Out of Pocket* and Payment System = *Financial*, populating those fields is not allowed because the disbursement information from the Traveler line will be used when generating an advance or expense reimbursement to the traveler. For Expense Payment Method = *PCard*, populating those fields is not allowed because the PRC/PRCC transaction will handle paying for the PCard expense.)

- If the Vendor Customer field is populated, then the Address Code, Address Line 1, City, State, Zip, and Country fields are required.

For the TRER transaction only, the Ref Type field is required if a TRAUTH is referenced in the other reference fields on the TRER’s Trip Details line. If the Final Trip Expense Report flag is checked on the TRER's Header, then the system sets the Ref Type to *Final* on all Trip Details lines. Otherwise, the system initially set the Ref Type to *Partial* and may automatically change it to *Final* based on common accounting line reference logic. Otherwise, the system sets the Ref Type to *Partial*. You may manually set the Ref Type to *Partial*, if needed. If the Actual Expenses is greater than Authorized Expenses on the TRER's Trip Details tab, then the system sets the Ref Type to Memo for the accounting line(s) created for the overage.

The Requested Advances field is required on the TRADV transaction. This field is protected on the TRER and TRADVR transaction.

The Authorized Expenses field is required on the TRAUTH transaction. This field is protected on the TRER transaction.

› Additional Field Information

- The TRADV transaction does not contain the following fields that exist on the TRER transaction: Actual Expenses, Paid Advances, Unused Advances, Applied Advances to Trip's Other Expenses, Applied Advances from Trip's Other Expenses, Unadvanced Expenses Paid by Traveler, Reimbursable Expenses, Un-Reimbursable Expenses, Applied Advances from Other Trips, Trip ID 1, Trip ID 2, Trip ID 3, Due to Vendor, Receipt Explanation, Quote Explanation, Lowest Fare, and Taxable Expense.

- The TRADV transaction does not contain the following fields: Address Code, Address Line 1, Address Line 2, City, State, Zip, Country, County, Phone, Email Address, Transaction ID Number, and PCard ID.

- A separate Trip Details line is needed on the TRADVR transaction for each advance and for each installment repayment.

- The TRADVR transaction does not contain the Reimbursement Percentage, Reimbursement Maximum, Due to Traveler, Registration Due Date, Receipt Required, Quote Required, Booking Tool ID, Booking Tool Number, Overnight at a Temporary Work Location, and Expense Maximum Exceeded fields which exist on the TRADV transaction.
- The TRADVR has an editable Repaid Advances field, which does not exist on the TRADV transaction. The Repaid Advances field captures the amount of the unused advance that is to be repaid via a third-party payroll system.
- The TRAUTH transaction does not contain the Late Expense Report Explanation field or the Final Trip Expense Report flag, which exist on the TRER transaction.
- The TRAUTH transaction contains a Canceled Trip flag, which does not exist on the TRER transaction.
- The TRAUTH transaction does not contain the following fields that exist on the TRER transaction: Actual Expenses, Paid Advances, Unused Advances, Applied Advances to Trip's Other Expenses, Applied Advances from Trip's Other Expenses, Unadvanced Expenses Paid by Traveler, Calculated Expense Maximum, Reimbursable Expenses, Unreimbursable Expenses, Applied Advances from Other Trips, Trip ID 1, Trip ID 2, Trip ID 3, Due to Vendor, Due to Traveler, Receipt Explanation, and Quote Explanation.
- The TRAUTH transaction does not contain the following fields: Transaction ID Number and PCard ID.
- The Ref Type field does not exist on the TRAUTH transaction.

Mileage

The Mileage tab is used to record the mileage details related to expenses incurred when a traveler uses their personal vehicle as transport during a trip. You can add multiple records within this transaction tab, if needed. If you need to record the mileage for multiple stops within a single trip (for example, point A to point B to point C to point A), you must add three different lines in the Mileage tab (one for point A to point B, one for point B to point C, and one for point C to point A). A Mileage record is only required if the parent Trip Details record’s Expense Type correlates to a record on the Expense Type table that has the Mileage Related Expense flag checked.

› Required/Conditionally Required Fields

The following fields are required, if a record is inserted on this tab:

- Date
- Start Location
- End Location
- Mileage

If the **Default Mileage Start Location** flag on the Travel Administration (TRADM) page is checked, then the Start Location field is automatically populated by inferring the address from the Traveler line. The separate values within the Traveler line' address fields (Address Line 1, City, State, Zip, and Country) are concatenated into the Start Location field. Once inferred, you are able to change the Start Location value, if needed. This inference only occurs upon the Insert action of the first Mileage line. If there are multiple Trip Details lines, the first child Mileage line under each parent Trip Details line will have this same inference. If the Default Mileage Start Location flag on TRADM is unchecked, then the Start Location must be manually entered.

If the **Mileage Explanation Required** flag is checked on the applicable travel policy (either on the Travel Policy by Expense Type table or the Department Travel Policy by Expense Type table), then an explanation is required if the Calculated Mileage and Mileage values are not the same.

Per Diem

The Per Diem tab is used to record the per diem details related to lodging, meals, and incidental expenses. You can add multiple records within this transaction tab. A Per Diem record is only required if the parent Trip Details record's Expense Type correlates to a record on the Expense Type (EXPT) table that has a Per Diem Type value that is anything other than *Not Applicable*.

- If Per Diem Type = *Lodging*, a separate Per Diem line is automatically generated by the system and is required for every day specified within the parent record's Start Date to End Date range, excluding the End Date. This is because no lodging per diem will be allowed on the End Date because the traveler is not away overnight.
- If Per Diem Type = *Meals and Incidental Expenses*, a separate Per Diem line is automatically generated by the system and is required for every day specified in the parent record's Start Date to End Date range. However, if the Allow Meals for Single Day Travel flag on the applicable travel policy is unchecked, per diem is not allowed for travel that only spans one day. In that case, a Per Diem line will not be required.
  - The system does not allow a breakfast expense on the first day of travel if the transaction Header's Travel Start Time is after the Travel Administration's (TRADM) Latest Breakfast Time, if there is a Per Diem line with a Date value equal to the Header's Travel Start Date and where the Breakfast flag is checked. If the aforementioned criteria are met, the system issues an error in the transaction.
  - The system does not allow a dinner expense on the last day of travel if the Header's Travel End Time is before the Travel Administration's (TRADM) Earliest Dinner Time, if there is a Per Diem line with a Date value equal to the Header's Travel End Date and the Dinner flag is checked. If the aforementioned criteria are met, the system issues an error in the transaction.

› Required/Conditionally Required Fields

The following fields are required if a record is inserted on this tab:

- Date
- Travel Per Diem

Accounting

The primary function of the Travel Expense Report (TRER) transaction's Accounting tab is to record the accounting details related to the trip expense. You can add multiple records within this transaction topic.

It is recommended that you select the **Generate Accounting Lines** action on the Traveler tab for a specific Traveler to generate the child accounting lines automatically. When the Generate Accounting Lines action is selected the system first evaluates whether an applicable record exists on the Travel COA Override (TRCOA) table. If a valid combination is found, it overrides the COA fields on the Travel transaction. (Note: If a BLNK value exists in any of the COA fields in the TRCOA record, then a blank value is inferred on the Travel transaction. Refer to the "Travel COA Override (TRCOA)" topic in this user guide for more information on TRCOA.) If a valid combination is not found, then no Travel COA Override exists and the system will use the Accounting Template or Accounting Profile to infer the COA values that will be used on the generated accounting lines. Before selecting the Generate Accounting Lines action, the Accounting Profile or Accounting Template field on the Trip Details tab must be populated. However, if both fields are not populated and it is a dual HRM/Financial site, the system will attempt to find the employee's payroll accounting information in HRM to be used to record the expenses instead. If default payroll accounting is not found, then no accounting lines will be automatically generated.

The system uses the information found within each parent Trip Details record for that particular traveler. If there are multiple travelers within a transaction, you must select the Generate Accounting Lines action within each Traveler line. You must populate either the Accounting Profile or Accounting Template field on the Trip Details tab before selecting the Generate Accounting Lines action.

Given the complexity of the accounting lines needed in order to correctly reflect any advance liquidations, accrued expenditures, PCard transactions, and different Payment Systems (either Financial or HRM), it is highly recommended that this action is used to create the Accounting Lines automatically. The action creates accounting lines that overwrite any existing accounting lines within that transaction. You can then manually make changes to the Accounting Line if there are any exceptions.

› Required/Conditionally Required Fields

The following field is required:

- Fund

The following fields are conditionally required based on online configuration:

- Sub Fund
- Department
- Unit
- Sub Unit
- Appr Unit
- Object
- Sub Object
- Revenue
- Sub Revenue

- BSA (Balance Sheet Account)
- Sub BSA
- OBSA (Offset Balance Sheet Account)
- Sub OBSA
- Dept Object
- Dept Revenue
- Location
- Sub Location
- Activity
- Sub Activity
- Function
- Sub Function
- Reporting
- Sub Reporting
- Task
- Sub Task
- Task Order
- Program
- Phase
- Program Period

› Additional Field Information

Chart of account elements in this tab are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- Event Type Requirements (ERQ) settings can make each element (except OBSA/Sub OBSA) as Required, Optional, or Prohibited.
- COA Required Element tables (REQELM), for example, can make certain elements Required, Optional, or Prohibited based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require the entry of all elements necessary to update all required levels of that budget structure. Of

course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the Posting Code (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

The Object and Sub Object values are inferred from the Expense Type table record based on the specified Expense Type on the parent Trip Details record. The system will not allow these values to be modified from the inferred values.

The Accounting tab of the TRAUTH transaction contains the following fields that do not exist on the TRER transaction: Reserved Funding, Roll Indication 1, Roll Indication 2, Outyear Adjustment Amount, Obligation Amt Adjusted for Outyear, and Related Accounting Line.

The Accounting tab of the TRAUTH transaction does not contain the following fields that exist on the TRER transaction: Bank Account, Check Description, and Ref Commodity Line field.

Service Dates (From/To Dates) on transactions that have them are used to identify when goods or services were received from the vendor. These fields were primarily added in an effort to track when goods/services were received to more accurately present modified accrual reports, as a payment should be accrued on the date the goods or services were provided and not necessarily when a request for payment or internal purchase was recorded.

Service To and From Dates will default to the Date of Record for a transaction code if the Service Date Severity is set to *No Error* for that transaction code on the Transaction Control table. If that severity is set to *Error*, then neither date will default, but both will be required. At a minimum the Service From date has to be entered and the Service To date will default to that same date if another is not entered.

The Travel Start Date and Travel End Date provided in the Header tab of this transaction are inferred to the Service From and To Date fields respectively.

The Line Amount is set to the Trip Details line’s Authorized Expenses amount for the TRAUTH transaction. [Note: if the Accounting Profile has multiple Accounting Templates, the Percentage associated with each Accounting Template will be multiplied by the Authorized Expenses amount to calculate the Line Amount for each Accounting line.]

The Line Amount is set to the Trip Details line’s Due to Traveler amount for the TRADV transaction. [Note: if the Accounting Profile has multiple Accounting Templates, the Percentage associated with each Accounting Template will be multiplied by the Due to Traveler amount to calculate the Line Amount for each Accounting line.]

The Line Amount is set to the Trip Details line’s Repaid Advances amount for the TRADVR transaction.[Note: if the Accounting Profile has multiple Accounting Templates, the Percentage associated with each Accounting Template will be multiplied by the Repaid Advances amount to calculate the Line Amount for each Accounting line.]

For the TRER transaction, the sum of all child Accounting lines' Line Amount values must equal the parent Trip Details line's Reimbursable Expenses amount.

If the Expense Payment Method = *Out of Pocket*, the following applies:

- One child Accounting line is created for the amount of the expense that was paid using an advance. The Event Type is inferred from either the effective Travel Administration table record's Expense Report – Advance Liquidation Event Type field (if the Payment System = *Financial*) or the HRM Payment System - Advance Liquidation Event Type field (if the Payment System = *HRM*). The Line Amount will be equal to the amount of the advance applied to the expense. That is, the Line Amount will be equal to one of the following: the Trip Details line's Paid Advances (if the Reimbursable Expenses amount is greater than or equal to the Paid Advances), the Trip Details line's Reimbursable Expenses amount (if the Reimbursable Expenses is less than the Paid Advances - Applied Advances to Trip's Other Expenses + Applied Advances from Trip's Other Expenses), the total of Paid Advances + Applied Advances From Other Trips (if an unused advance from another one of the same traveler's trips was used).

- One child Accounting line is created for the amount paid out of pocket that is to be reimbursed to the traveler. The Event Type is inferred from the effective Travel Administration table record's Expense Report – Accrued Expense Event Type field. The Line Amount is set to the Trip Details line's Due to Traveler amount.

If the Expense Payment Method = *PCard*, one child Accounting line is created for the amount of the expense that is to be reconciled with the PCard transaction. The Event Type is inferred from the effective Travel Administration table record's Expense Report – PCard Event Type field. (Note: This non-accounting event type is needed because the expense report must not record an accounting expense in the case of items that were paid via PCard. Those line items will be included in the expense report for informational/reconciliation purposes, but will be expensed at the time of PCard payment generation. For downstream referencing on the PRC/PRCC transactions generated by PCard batch process, any reference to the TRER would be memo only. The PRC/PRCC will not liquidate the TRER.) The Line Amount is set to the Trip Details line's Reimbursable Expenses amount.

If the Expense Payment Method = *Direct Pay*, one child Accounting line is created for the amount of the expense that is to be paid to a vendor. The Event Type is inferred from the effective Travel Administration (TRADM) table record's Expense Report - Accrued Expense Event Type field. The Line Amount is equal to the Trip Details line's Due to Vendor amount. Note: if the Accounting Profile has multiple Accounting Templates, the Percentage associated with each Accounting Template is multiplied by the value of the relevant field (Paid Advances, Due to Traveler, Reimbursable Expenses, or Due to Vendor) to calculate the Line Amount for each Accounting line.

ABS Transaction Type

The Accounting Based Spending (ABS) Transaction type includes Transaction Codes that can be used for entering travel information for those sites that already use them; however, the Travel (TRVL) Transaction Type should be the preferred method for entering travel information.

ABS Delivered Transaction Codes

For those sites already using the ABS Transaction Type for entering travel information, the following Transaction Codes (listed alphabetically by Transaction Name) can be utilized. Otherwise, the Travel (TRVL) Transaction Type is the preferred method for entering travel information.

Transaction Name	Transaction Code	Intended Use
Travel Advance	TA	This transaction displays all of the options and other information needed to create a Travel Advance request. This transaction allows you to submit travel advance requests to provide funds before an employee travels for business. The amount allowed for the travel advance is dependent on the type of expense incurred. Validation for this transaction is performed against the Travel Advance Expense (TAET) table. This transaction is an optional Travel step.
Travel Encumbrance	TE	This transaction allows you to encumber funds for expected travel expenses. The amount allowed for the travel encumbrance is dependent on the destination chosen on the transaction in addition to the type of expense incurred. Validation of this transaction is performed against the Travel Destination Expense table. This transaction is an optional Travel step and can be replaced with a GAE if desired.
Travel Payment	TP	This transaction allows you to submit Travel Reimbursement payment requests or the correction of Travel Advance expenditures without a request for payment by event type choice. For example, the Travel Advance was charged to a generic object code and you now want to parse it out to the actual object codes. This type of request for payment occurs after an employee travels for business and requires a refund of costs paid from personal funds. The amount allowed for the travel payment is dependent on the destination chosen on the transaction in addition to the type of expense incurred. Validation of this transaction is performed against the Travel Destination Expense table.

Determining the Applicable Travel Policy

In order to determine whether an expense is allowed and the appropriate rates to be used for allowable expenses, it is necessary to determine the Travel Policy assigned to the traveler. The Travel Policy by Expense Type (TRPET) table record allows travel administrators to define policies that can be used state-wide for specific Expense Types. In addition to defining travel policies that can be used state-wide, travel administrators may define department-level exceptions for a given Expense Type using the Department Travel Policy by Expense Type (TRPETD) table. These departmental Expense Type exceptions may be defined for an entire Department or for a Unit within a Department.

The travel administrator also sets the rates, options, and procedures for the expense type on the given travel policy (in the Travel Policy by Expense Type table and/or the Department Travel Policy by Expense Type table). For example, the administrator may specify the Mileage Rate, whether a receipt or quote is required, or the Reimbursement Percentage for a particular Expense Type. In the event that the policy changes, it is possible that in later Travel transactions an error will be issued for edits that had passed in earlier Travel transactions (for example, if the Travel Authorization (TRAUTH) was submitted to Final and the travel policy later changes, then an error is issued when the Travel Expense Report (TRER) is submitted even if it includes the same information from the related TRAUTH).

The determination of the applicable travel policy to be used in the Travel transaction edits is performed by the system as follows:

- The travel policy assigned to the traveler is determined. For dual HRM/Financial sites, this is defined in the Travel Policy field within the Employee Assignment table in Advantage HRM. For Financial-only sites, this is defined in the Travel Policy field within the Vendor/Customer table.
- A lookup to the TRPET table is performed using the traveler's assigned travel policy, the Expense Type from the Trip Details line, and the date of expense.
  - If the TRPET record is not found, the traveler is not authorized to submit the specified Expense Type for reimbursement. An error is issued.
  - If the TRPET table record is found, a lookup to the TRPETD table is performed to determine if the traveler's home Department or Department/Unit has defined a separate policy for the expense type. A look up to the TRPETD table is performed using the Expense Type from the Trip Details line, the traveler's home Department, the traveler's home Unit, and date of expense.
    - If the TRPETD record is found, the system uses the options, rates, and defaults from the TRPETD record.
    - If the TRPETD record is not found, a look up to the TRPETD table is performed again using the same combination except Unit = *ALL* is looked up instead.
      - If the TRPETD record is found, the system uses the options, rates, and defaults from the Department Travel Policy by Expense Type record.
      - If the TRPETD record is not found, the system uses the options, rates, and defaults from the TRPET record previously found. However, if the Travel Policy for that TRPET record is marked as inactive (Active flag is not checked) on the Travel Policy table, an error is issued.

Determining the Traveler's Leave Status

For dual HRM/Financial sites (DUAL_HRM_FIN_SITE parameter is set to *True* on the Application Parameter (APPCTRL) page), in order to determine the validity of a travel expense, it is necessary to determine whether or not a traveler was on leave during the travel period specified on the travel transaction.

The determination of the traveler’s leave status for the travel period specified is performed by the system as follows:

- The system evaluates the Employment Status value within the Employee Assignment records in Advantage HRM to determine if the traveler is/was on extended leave during any part of the travel period (which is specified by the Travel Start Date and Travel End Date field values in the Travel transaction’s Header). If the traveler is found to have been on extended leave, the system issues an error within the Travel transaction.
- If the traveler was not found to be on extended leave, the system then evaluates the Leave Detail table in Advantage HRM to determine if the traveler was on another type of leave during any part of the travel period. If the traveler is found to have been on another type of leave during the travel period, the system then determines if the leave is a type that allows the employee to still claim expenses while on leave. If the employee is determined to be on leave during the travel period and is eligible to claim expenses, the system does not issue an error within the Travel transaction. However, if the employee is determined to be on leave during the travel period but is ineligible to claim expenses, the system issues an error within the Travel transaction.

Note: for those dual HRM/Financial sites that do not use Advantage HRM to record time and leave (e.g. if the site uses a third-party tool like KRONOS), there is no additional logic to account for these sites. The system still performs the above edits within the Travel transactions but just does not issue an error message if there are no records found in the Leave Detail table.

Travel Transaction Updates

Upon finalization of a Travel transaction, the following occurs:

- The system updates two database tables (Trip Detail and Trip History). Travelers and travel administrators can view the travel information for travelers using the travel inquiry pages (Traveler Inquiry, Trip Summary, Trip Detail, Trip History, and Trip Audit Details). The travel inquiry pages read the Trip Detail table or Trip History table and allow you to search on travelers to see summary level information for all travel activity taken by a traveler, trip level summary information for each trip, and detailed expense information for each trip. When a Travel transaction goes to Final, the system automatically updates the Trip Detail and Trip History tables by copying some of the field values from the Travel transaction to new or existing inquiry table records. Refer to the "TRVL Transaction Type" topic for additional information about the Travel transactions.
- The system updates the Commodity Journal. When updating the journal, the system uses Line Type = *Service*.
- The Manage Email Letter Generation table is updated. The system sends an email notification if the Send Email Notification flag is checked for the traveler on the Traveler tab.
- The Taxable Expense Trigger table is updated.
- The Vendor Invoice Registry table is updated.

Trip Cancellations

There are two types of trip cancellations.

- Creating a Cancellation version of a Travel transaction should be performed when the transaction should not have been created in the first place or when there is enough incorrect data that it would justify the cancellation and creation of a new Travel transaction.
- Creating a Modification version of the Travel transaction with the Canceled Trip flag checked should occur when there is a legitimate previously approved Travel Authorization (TRAUTH) that was subsequently canceled prior to the trip taking place. This action is only allowed on a TRAUTH transaction.

When the Canceled Trip flag is checked on the TRAUTH's Header, the following validations occur before the transaction can be submitted to Final:

- The system verifies that the trip to be canceled already exists on the Trip Detail table. If the trip does not exist, the system issues an error.
- If there is an authorization that has been partially or completely closed by a Travel Expense Report (TRER), the system issues an error that the trip cannot be canceled.

If there is an authorization that has not been partially or completely closed by a TRER, once the transaction is submitted successfully, the system checks the Canceled Trip flag on the Trip Summary inquiry page for all travelers related to that Trip ID.

Once the trip is canceled using the Canceled Trip flag, the system prevent that TRAUTH from being referenced on a Travel Advance (TRADV) or TRER. The system will also not allow Modification or Cancellation versions of that TRAUTH transaction.

When a trip cancellation (either type) is performed, the following occurs:

- The system will not perform the edits that would normally be validated for New and Modification versions of that transaction (for example, validating that the Expense Type is valid, validating amount fields, and so forth).
- The system updates the Trip Detail (TRIPD) table (that is, the existing records will not be deleted).
- If the TRER transaction is canceled, the referenced TRAUTH lines are reopened.
- If the TRER transaction is canceled, the referenced VIR lines are removed.
- If a TRAUTH has been canceled and that TRAUTH had previously system-generated TRADV and/or TRER transactions, the system automatically creates and submits Cancellation versions of those related transactions. If any of the spawned TRADV or TRER transactions have been submitted to Final and the disbursement has already been created such that the travel advance or expense reimbursement has been paid to the traveler), the cancellation TRAUTH will not be allowed.
- For Modification or Cancellation versions of the Travel transactions, you may be required to enter a reason for the modification or cancellation in the Reason for Modification field on the Modification section located in the Header of the Travel transactions. This field is conditionally required. It is only required if the Modification Reason Required flag is checked for the particular transaction code on the Transaction Control (DCTRL) page.

Inquiries

This section includes all of the inquiries used in the Travel and Expense Management area. All pages are true inquiry pages in that data entry is not allowed. Only the **Attachments** link that is visible on some pages and the editable Scheduled Payment Date on the HRM Travel Payments (HRMTP) page allows for any sort of data maintenance by users. The various Travel transactions make the majority of updates to the inquiry pages. Other updates come from the processing of disbursement, receivable, cash receipt, and write-off transactions that reference a Trip ID.

When Travel and Expense Management is implemented with both Advantage Financial and Human Resource Management, it is considered a 'dual site' if the Dual HRM/Financial Site record on Application Parameters (APPCTRL) is set to *True.* In this situation, sites may want to restrict information that managers see on the inquiry pages to that of their direct reports based on the Organizational Chart functionality. In the event a manager tries to search for a traveler that is not a direct report, an error is issued. This includes travelers that were former reports but not a current report. If a user is not a manager and has access to one of these pages, there is no restriction.

The inquiry pages that use this feature have the following note ("Manager filtering is available.") in the Description column of the following table.

This filtering is configured in multiple areas:

1. The Dual HRM/Financial Site (DUAL_HRM_FIN_SITE) parameter must be set to *True* on APPCTRL.
2. Managers must be assigned using a Business Role where the Role Type Information is set to *Manager*.
3. Application Security Roles (APPROLES) has been defined for that Role Type Information setting.

Inquiry Name	Page Code	Description
HRM Travel Payments	HRMTP	The HRMTP inquiry page is automatically updated when a TRADV, TRER, or TRADVR transaction is submitted to Final, but only if the Payment System is *HRM*.
Taxable Expense Trigger	TAXET	Records are created on this page for expenses and advances that are considered taxable.
Traveler Inquiry	TRAV	The TRAV inquiry allows you to query summary information for a traveler. This page displays summary totals for all trips associated with a specific traveler. Manager filtering is available.
Trip Audit Details	TRIPAUD	The TRIPAUD inquiry allows you to browse the transaction history along with all versions of the transactions associated with a specific traveler and/or trip, regardless of the Phase or Status of the transactions. Each record contains a transaction link that opens the selected version of the

		transaction for further research or transaction actions. Manager filtering is available.
Trip Detail	TRIPD	The TRIPD inquiry allows you to query information regarding the expense lines of each trip taken by the traveler. This page displays the amounts associated with a trip's expense line. Manager filtering is available.
Trip History	TRIPHIST	The TRIPHIST inquiry allows you to query all transactions that have been processed for a specific traveler and/or trip. Manager filtering is available.
Trip Summary	TRIPS	The TRIPS inquiry allows you to query summary level information of each trip taken by the traveler. This page displays summary totals for a specific trip. Manager filtering is available.

HRM Travel Payments (HRMTP)

The HRM Travel Payments (HRMTP) page is used to record travel payments (advances, expense reimbursements, and advance repayments) that will be/has been made from a third-party payroll system, reading data from Advantage HRM. Payments of travel events is not currently supported as part of the Advantage Labor Distribution and Payroll functions. It can also be used to see the status of an employee's travel payment requests and when that payment will be/was made. This page is automatically updated when a Travel Advance (TRADV), Travel Expense Report (TRER), or Travel Advance Repayment (TRADVR) transaction is submitted to Final, but only if the Payment System is *HRM*. The Accounting line in the transaction will trigger one record to be created in the HRM Travel Payments table. The exceptions are if the accounting line is recording an advance liquidation or if the accounting line is modified on subsequent versions of the Travel transaction and the previously created HRMTP record has already been processed. In both cases, the system creates two HRMTP records instead. The records can be sorted by the following columns: Traveler ID, Line Amount, Scheduled Payment Date, and Processed flag.

The **Calculate Total** action allows authorized user to sum all rows returned from a Search action. This action is useful as there can be multiple records created by the same transaction and because the advance liquidations will be negative and there can be a number of other negative amounts (that is, if an accounting line had been modified in later transaction versions or if there is an advance repayment).

The Calculate Total action cannot be taken until a search is performed to narrow down the records. This is needed to prevent calculations for a large numbers of records. The user must first perform a search with one of the following:

- Traveler ID
- Scheduled Payment Date
- Transaction Code, Transaction Dept, and Transaction ID
- Payment Transaction Code, Payment Transaction Dept, and Payment Transaction ID

If the HRMTP record is already processed by HRM, the following rules apply to the source Travel transaction:

- Cancellation – This action is not allowed, and will issue an error.
- Modified Accounting Line – This action is allowed, and there is no update to the existing HRMTP record that has the Processed flag checked. However, two new HRMTP records will be added -- one that reverses the previous accounting line (with a negative Line Amount and the old COAs), and another for the modified accounting line (with a new Line Amount and new COAs).
- Unmodified Accounting Line – This action is allowed, but there is no update to the existing HRMTP records.
- New Accounting Line – This action is allowed, and will add a standard new HRMTP record.

If the HRMTP Record is not yet processed by HRM, the following rules apply to the source Travel transaction:

- Cancellation – This action is allowed, and will cause the existing HRMTP record(s) to be deleted.
- Modified Accounting Line – This action is allowed and will cause the existing HRMTP records to be deleted. A standard new HRMTP record will be added, however, if the Line Amount <> $0.00.
- Unmodified Accounting Line – This action is allowed, but there is no update to the existing HRMTP records.
- New Accounting Line – This action is allowed, and will add a standard new HRMTP record.

Taxable Expense Trigger (TAXET)

The Taxable Expense Trigger (TAXET) page can be automatically populated by the Travel Expense Report (TRER) transaction when a taxable expense is entered, or it can be updated manually.

Records are created in the TAXET table for expenses and advances that are considered taxable. For example, your site may consider lodging expenses to be taxable if they exceed the lodging per diem rate multiplied by the Lodging Percentage defined on the Travel Administration (TRADM) table. In that case, a separate Trip Details line should be created in your TRER transaction for the excess amount and the Taxable Expense flag should be checked within that Trip Details line. The TRER transaction updates TAXET automatically if the Trip Details line has the Taxable Expense flag checked. If entering records manually on this table (for example, there is an outstanding unused travel advance that the traveler has not paid back and this amount should now be considered as taxable income), you can populate the Traveler ID field, and then select a record from the Trip Detail Line Number pick list. All other fields are automatically inferred from the Travel Advance (TRADV) transaction, based on the Trip Detail Line Number selected.

The records added on this table are then processed by the Taxable Travel Expenses and Advances chain job in Advantage HRM. The records are automatically deleted from TAXET once they have been processed successfully by the Taxable Travel Expenses and Advances chain job.

Traveler Inquiry (TRAV)

The Traveler Inquiry (TRAV) page allows you to query summary information for a traveler. This page displays summary totals for all trips associated with a specific traveler. The totals represent the processing of Travel transactions as well as disbursement, receivable, cash receipt, and write-off transactions that reference a Trip ID.

To view additional details regarding those summary totals, the **Trip Summary** row-level Related page link on the page takes you to the Trip Summary (TRIPS) page where all of the traveler's trips are displayed.

For a history listing of all versions of transactions processed for the specified traveler, select the **Trip Audit Details** row-level Related Page link, which transitions you to the Trip Audit Details (TRIPAUD) page. When selected, the TRIPAUD page will open with an automatic search performed using the Traveler ID of the selected record on the TRAV page.

Trip Audit Details (TRIPAUD)

The Trip Audit Details (TRIPAUD) page allows you to browse the transaction history along with all versions of the transactions associated with a specific traveler and/or trip, regardless of the Phase or Status of the transactions. Each record contains a transaction link that opens the selected version of the transaction for further research or transaction actions.

The field information displayed on the TRIPAUD page is retrieved from the Trip History (TRIPHIST) table. There can be more than one record retrieved for the selected Traveler ID/Trip ID.

The **Audit** action on this page allows you to mark a selected record as audited. When a record is selected and the **Audit** action is taken, the system performs the following updates:

- The Audit Complete check box is checked.
- The Audited By field is set to the User ID of the user who selected the Audit action.
- The Audit Date field is set to the current application date.
- If the Audit Complete flag is already checked when the **Audit** action is selected, then the system issues an informational message and no further updates are made to the record.

The **Undo Audit** action on this page allows you to reverse the updates from an **Audit** action that was previously applied. For example, this action could be taken if the transaction had been marked as audited in error or if the audited transaction subsequently requires further review. When a record is selected and the **Undo Audit** action is taken, the system performs the following updates:

- The Audit Complete check box is unchecked.
- The Audited By field is cleared.
- The Audit Date field is cleared.
- If the Audit Complete flag is already unchecked when the **Undo Audit** action is selected, then the system issues an informational message and no further updates are made to the record.

Trip Detail (TRIPD)

The Trip Detail (TRIPD) page allows you to query information regarding the expense lines of each trip taken by the traveler. This page displays the amounts associated with a trip's expense line. The totals represent the processing of Travel transactions as well as disbursement, receivable, cash receipt, and write-off transactions that reference a Trip ID.

The following row-level Related Page links allow you to view additional details regarding the amounts:

- The **Trip Summary** link transitions you to the Trip Summary (TRIPS) page where the trip (that is associated with that expense line) is summarized.
- The **Trip History** link transitions you to the Trip History (TRIPHIST) page where all transactions associated with the trip (not just the expense line) are displayed.
- The **Trip Audit Details** link transitions you to the Trip Audit Details (TRIPAUD) page, which provides a history listing all versions of transactions processed for the specified trip. When selected, the TRIPAUD page will open with an automatic search performed using the Traveler ID and Trip ID of the selected record on the TRIPD page. (Note: The system will not be searching for transactions that include the same Expense Type of the TRIPD record. Even though the user is initially viewing a single Trip Detail record on TRIPD, when transitioning to TRIPAUD, the result set will include all transactions for that particular combination, even though some of the transactions may not reference the source Trip Detail record.)

To facilitate transaction creation, the TRIPD page has the following row-level actions:

- The **Create Travel Advance** link transitions you to the Create Transaction page to create a Travel Advance (TRADV) transaction based on the Travel Authorization (TRAUTH) transaction that created the expense line. All of the Trip Details lines from the Travel Authorization are copied forward (not just the Trip Details line associated with the selected expense line).
- The **Create Travel Expense Report** link transitions you to the Create Transaction page to create a Travel Expense Report (TRER) transaction based on the TRAUTH transaction that created the expense line. All of the Trip Details lines from the Travel Authorization are copied forward (not just the Trip Details line associated with the selected expense line).

Trip History (TRIPHIST)

The Trip History (TRIPHIST) page allows you to query all transactions that have been processed for a specific traveler and/or trip. Each record contains a transaction link that opens the current *Final* version of the transaction for further research or transaction action.

Trip Summary (TRIPS)

The Trip Summary (TRIPS) page allows you to query summary level information of each trip taken by the traveler. This page displays summary totals for a specific trip. The totals represent the processing of Travel transactions as well as disbursement, receivable, cash receipt, and write-off transactions that reference a Trip ID.

Use the following row-level Related Page links to view additional details regarding the summary totals:

- The **Traveler Inquiry** link transitions you to the Traveler Inquiry (TRAV) page where all of the traveler’s trips are summarized.
- The **Trip Detail** link transitions you to the Trip Detail (TRIPD) page where all of the trip’s expense lines are displayed.
- The **Trip History** link transitions you to the Trip History (TRIPHIST) page where all transactions associated with a particular traveler and/or trip are displayed.

- The **Trip Audit Details** link transitions you to the Trip Audit Details (TRIPAUD) page, which provides a history listing all versions of transactions processed for the specified trip. When selected, the TRIPAUD page will open with an automatic search performed using the Traveler ID and Trip ID of the selected record on the TRIPS page.

To facilitate transaction creation, the TRIPS page has the following row-level actions:

- The **Create Travel Advance** link transitions you to the Create Transaction page to create a Travel Advance (TRADV) transaction based on the Travel Authorization (TRAUTH) transaction that created the trip.

- The **Create Travel Expense Report** link transitions you to the Create Transaction page to create a Travel Expense Report (TRER) transaction based on the TRAUTH transaction that created the trip.

Advanced - Setup

Before the Travel and Expense Management business process can begin, several tables must be set up. Some of these tables come pre-loaded with data, while others may need to be populated manually. Some of these tables are used by multiple business areas in Advantage whereas other tables are specific to the Travel and Expense Management business area. The setup is divided into the following areas:

- System Setup Tables
- Travel and Expense Management Setup Tables

System Setup Tables

The following tables are system-wide setup tables that have setup specific to Travel and Expense Management:

- Application Parameter (APPCTRL)
- CGI Advantage Initialization Parameters
- External Email and Letter Configuration (ELGT)
- Manage Email Letter Generation (EMAIL)
- Transaction Control (DCTRL)

Application Parameter (APPCTRL)

Although officially listed as an Infrastructure table, the Application Parameter (APPCTRL) table is one that is part of general system configuration. Options on this table are set once and do not vary by year, fund, department, transaction, or other factors. The table is very generic in its design so that it can host many different types of options with the **Parameter Name** and **Parameter Value** fields. Of the controls on this table, those listed below directly relate to the Travel and Expense Management area. Each is discussed in other sections in this user guide where functionality is detailed that uses the application parameter. **Note**: Any changes to records on this table should be followed by a bounce of all servers used for CGI Advantage Financial.

Parameter	Description
Dual HRM/Financial Site (DUAL_HRM_FIN_SITE)	This parameter defines whether the site uses both Advantage HRM and Financial or uses Advantage Financial only. When the parameter value is *False*, the site has Advantage Financial only. When the parameter value is *True*, the site has both Advantage HRM and Financial. A setting of *True* is the first of a couple of locations to enable manager filtering of just direct reports on many of the travel inquiry pages.

Parameter	Description
Employee Display Name (EMP_DISPLAY_NM_CONFIG)	This parameter indicates how the employee's name should be displayed on the Travel landing page and wizards. Possible values for the parameter are: *0*, *1*, *2*, or *3*. • Parameter value = 0 will display last name, first name, and first letter of the middle name (for example, "Smith, John B"). • Parameter value = 1 will display last name and first name (for example, "Smith, John"). • Parameter value = 2 will display first name and then last name (for example, "John Smith"). • Parameter value = 3 will display first name, first letter of middle name, and then last name (for example, "John B Smith"). This parameter is found in the HRM version of Application Parameters.
Travel Inquiry Search (TRVL_INQ_SEARCH)	This parameter defines whether the blank or wildcard (*, %) search is allowed on Travel Inquiry pages (TRAV, TRIPS, TRIPD, TRIPAUD, TRIPHIST) to improve performance when row filtering security is on. When the parameter value is True and some level of actual information is not supplied in one parameter, an error is displayed. Performance testing should be done periodically when set to *False* to determine if the parameter needs to be changed.
My Travel Work Widget Transaction Code Filter (TRVL_WRK_EMP_WIDGET_DOCCD_FILTER)	The My Travel Work widget has the capability to limit what transaction codes are displayed for users in a business role where the Role Type information setting is *Employee* as users in such a role would only be expecting wizard views of the travel transactions and not the full transactions, which they are not likely to have security access to open. This parameter provides for a comma-separated list of those transaction codes. Only the primary transaction

Parameter	Description
	codes have to be listed and not the alternate page codes for the wizard transactions. If left blank, all travel transactions created by user can be viewed from the widget while in such a business role.

CGI Advantage Initialization Parameters

The CGI Advantage system initialization file, ADV30Params.ini, contains initialization parameters that are used by CGI Advantage. This topic includes details on the parameters that relate to the Travel and Expense Management area along with a brief description for each parameter.

- Map Service Parameter

Parameter	Description
MapService	Valid values are *GoogleMaps* or *MapQuest*. The default value is *GoogleMaps*. This parameter indicates whether the application should use Google Maps or MapQuest API. If MapQuest is selected, then refer to the parameters listed in the "MapQuest Parameters" section of this topic. If GoogleMaps is selected, then refer to the "Google Maps Parameters" section of this topic.

- MapQuest Parameters

The following parameters are only used if the MapService parameter is *MapQuest*.

Parameter	Description
MapQuestEnterpriseKey	This is a required parameter to capture the MapQuest license key. This parameter can also be used to specify open license keys for use with Advantage for internal testing or other less formal environments.
MapQuestGeocodingURL	This parameter captures the Geocoding URL. When using an enterprise license key, use https://www.mapquestapi.com/. See https://www.mapquestapi.com/geocoding for details. When using an open license key, use https://open.mapquestapi.com/. See https://open.mapquestapi.com/geocoding for details.
MapQuestGeocodingOptions	This is a required parameter that allows filtering addresses by how specific the address should be. The following first two

Parameter	Description
	characters of the MapQuest Quality Code describe the type of location: • P1 A specific point location • L1 A specific street address location • I1 An intersection of two or more streets • B1-B3 The center of a single street block • A1 Administrative area; for USA, a country • A3 Administrative area; for USA, a state • A4 Administrative area; for USA, a county • A5 Administrative area; for USA, a city • A6 Administrative area • Z1-Z4 Postal code Required: L1 (specific address) Recommended: I1, P1 (allows for precise distance calculation) Optional: A5, A6, B1, B2, B3, Z1, Z2, Z3, Z4 (less meaningful for distance) Not recommended: A1, A3, A4 (not meaningful for distance)
MapQuestReverseURL	This parameter captures the Reverse route request URL – searching by latitude/longitude instead of location. When using an enterprise license key, use https://www.mapquestapi.com/. See https://www.mapquestapi.com/reverse for details. When using an open license key, use https://open.mapquestapi.com/. See https://open.mapquestapi.com/reverse for details.
MapQuestRouteURL	This parameter captures the Route request URL. When using an enterprise license key, use https://www.mapquestapi.com/. See https://www.mapquestapi.com/directions for details. When using an open license key, use https://open.mapquestapi.com/. See https://open.mapquestapi.com/directions for details.
MapQuestRouteOptions	This parameter captures the Route request parameters. When using an enterprise license key, see https://www.mapquestapi.com/directions for details. When using an open license key, see

Parameter	Description
	https://open.mapquestapi.com/directions for details. Ensure this value is URL encoded (spaces are prohibited).
MapQuestProxyServerURL	This parameter is optional. If a proxy server is required for the Advantage server to connect to the Internet, then this parameter provides the URL of the proxy server to be used for access to MapQuest.
MapQuestProxyServerPort	This parameter is required if the MapQuestProxyServerURL parameter is populated.
MapQuestAutoSuggestURL	Required if your site uses the auto suggest feature of MapQuest.

› Google Maps Parameters

The following parameters are only used if the MapService parameter is *GoogleMaps*.

Parameter	Description
GoogleMapsEnterpriseKey	Captures a valid Google Maps license key.
GoogleMapsGeocodingURL	Captures the Geocoding request URL. See https://developers.google.com/maps/documentation/geocoding/overview for details.
GoogleMapsReverseURL	Reverse (by Lat/Long) Request URL See https://developers.google.com/maps/documentation/geocoding/overview for details.
GoogleMapsRouteURL	Route Request URL See https://developers.google.com/maps/documentation/geocoding/overview for details.
GoogleMAPsScriptURL	Google Map Scripts URL Required if using Google Map Service.

External Email and Letter Configuration (ELGT)

The External Email and Letter Configuration (ELGT) table is used to determine the emails or letters that can be automatically sent from the system as well as indicate the configurable text that will make up the email/letter. In addition to the client-specified text that can be indicated in the table, system-generated text will also be included in the emails/letters. The system-generated text identifies specific information intended to assist the vendor in identifying the purpose of the correspondence.

This table is used by several areas in Advantage Financial and Vendor Self Service. Refer to page help for more information. The following list includes all of the emails that are generated by the Travel Authorization (TRAUTH), Travel Advance (TRADV), and Travel Expense Report (TRER) transactions in Advantage.

- New Travel Authorization Approved (TAUAPR)
- New Travel Advance Approved (TADAPR)
- New Travel Expense Report Approved (TERAPR)
- Travel Authorization Modified (TAUCHG)
- Travel Advance Modified (TADCHG)
- Travel Expense Report Modified (TERCHG)
- Travel Authorization Canceled (TAUCAN)
- Travel Advance Canceled (TADCAN)
- Travel Expense Report Canceled (TERCAN)
- New Travel Payment Approved (DISAPR)
- Travel Payment Canceled (DISCAN)

Email/Letter Type	Email/Letter Title	Description
TAUAPR	New Travel Authorization Approved	If a new Travel Authorization transaction with Send Email Notification flag set to *Yes* (checked) is submitted to Final, the system will send an email notification to inform the traveler that the Travel Authorization has been created and approved.
TADAPR	New Travel Advance Approved	If a new Travel Advance transaction with Send Email Notification flag set to *Yes* (checked) is submitted to Final, the system will send an email notification to inform the traveler that the Travel Advance has been created and approved.

Email/Letter Type	Email/Letter Title	Description
TERAPR	New Travel Expense Report Approved	If a new Travel Expense Report transaction with Send Email Notification flag set to *Yes* (checked) is submitted to Final, the system will send an email notification to inform the traveler that the Travel Expense Report has been created and approved.
TAUCHG	Travel Authorization Modified	If the Travel Authorization transaction with Send Email Notification flag set to *Yes* (checked) is modified and submitted to Final, the system will send an email notification to inform the traveler that the Travel Authorization has been modified.
TADCHG	Travel Advance Modified	If the Travel Advance transaction with Send Email Notification flag set to *Yes* (checked) is modified and submitted to Final, the system will send an email notification to inform the traveler that the Travel Advance has been modified.
TERCHG	Travel Expense Report Modified	If the Travel Expense Report transaction with Send Email Notification flag set to *Yes* (checked) is modified and submitted to Final, the system will send an email notification to inform the traveler that the Travel Expense Report has been modified.
TAUCAN	Travel Authorization Canceled	If the Travel Authorization transaction with Send Email Notification flag set to *Yes* (checked) is canceled and submitted to Final, the system will send an email notification to inform the traveler that the Travel Authorization has been canceled.
TADCAN	Travel Advance Canceled	If the Travel Advance transaction with Send Email Notification flag set to *Yes* (checked) is canceled and submitted to Final, the system will send an email notification to inform the traveler that the Travel Advance has been canceled.

Email/Letter Type	**Email/Letter Title**	**Description**
TERCAN	Travel Expense Report Canceled	If the Travel Expense Report transaction with Send Email Notification flag set to *Yes* (checked) is canceled and submitted to Final, the system will send an email notification to inform the traveler that the Travel Expense Report has been canceled.
DISAPR	New Travel Payment Approved	If a new disbursement transaction (MD/AD/EFT) that has the Traveler ID field populated and the Send Email Notification flag set to *Yes* (checked) is submitted to Final, the system will send an email notification to inform the traveler that the travel payment (for the travel advance or expense reimbursement) has been processed.
DISCAN	Travel Payment Canceled	If a disbursement transaction (MD/AD/EFT) that has the Traveler ID field populated and the Send Email Notification flag set to *Yes* (checked) is canceled and submitted to Final, the system will send an email notification to inform the traveler that the travel payment (for the travel advance or expense reimbursement) has been canceled.

Manage Email Letter Generation (EMAIL)

The Manage Email Letter Generation page is a holding table that stores all system-generated emails and letters. Prior to running the Email Letter Generation batch job, you can view the e-mails that would be sent. This page allows the recipient details of the e-mail to be edited and also the deletion of the corresponding e-mail record from the table. The Send To field cannot be populated if the Group ID field is populated. The Group ID field is inferred from the Travel Email Group table. If the Group ID field is populated then the email is sent to all email addresses associated with the selected Group ID (as entered on EMAILGRP).

Transaction Control (DCTRL)

This page allows you to set general transaction processing rules for the transactions within the system. Along with establishing the rules and options, this page allows you to establish the allowable accounting periods, effective dates, allowable transaction actions and the allowable reference transactions for a Transaction Code. The following field is displayed within all records in the Transaction Control table, but it is only applicable to the TRVL Transaction Type.

Field Name	Field Description
Modification Reason Required	This is used to indicate whether a modification reason is required for a particular transaction code. If the flag is checked, a modification reason is required within that transaction.

Travel and Expense Management Setup Tables

Travel and Expense Management includes the following setup tables:

- Destination (DSTN)
- Department Travel Policy by Expense Type (TRPETD)
- Expense Type (EXPT)
- M&IE Breakdown (TRMIEB)
- Travel Administration (TRADM)
- Travel Advance Expense (TAET)
- Travel COA Override (TRCOA)
- Travel Destination Expense (TDET)
- Travel Email Group (EMAILGRP)
- Travel Hold (TRHLD)
- Travel Justification (TRJUS)
- Travel Per Diem (TRPDM)
- Travel Policy (TRP)
- Travel Policy by Expense Type (TRPET)

Destination (DSTN)

This page allows you to enter destinations comprising of City, County, State/Province and Country. The Destination (DSTN) table is used to predefine different locations so that the system may infer related data (for example, per diem rates) to the Travel transactions. This table comes preloaded with over 29,000 records. You may need to analyze these records to determine if additional records must be added to this table for your site.

When adding records to this table, there are a few recommended guidelines:

- The Country value in the reference file (the United States Geological Survey's Populated Places list) may not match the value in Advantage Financial's Country (CTRY) table (for example, *USA* versus *US*). Before the records are loaded to DSTN, the Country values must be fixed to match what exists in Advantage Financial. The same applies to the State/Province codes and County codes.

- The field values in the DSTN record must be consistent with the field values in the Travel Per Diem (TRPDM) table in order for the system to find a correct match during Travel transaction processing.
- The Destination Name field value should be a concatenation of “City, State/Province, Country” (in that order and comma-separated). This is needed in order to support type-ahead functionality within the Advantage Employee Self Service (ESS) application. The purpose of type-ahead input fields is to improve the user experience. When a user starts entering a value in specific fields, the system can return a list of values that begin with the same entered values. Within the Travel transactions created via ESS specifically, the type-ahead feature is found in the Destination Name field.

Department Travel Policy by Expense Type (TRPETD)

The Department Travel Policy by Expense Type (TRPETD) page allows the user to define department-level exceptions to state-wide travel policies for an entire Department or for a Unit within a Department. The TRPETD table includes all of the same controls and options that are available on the Travel Policy by Expense Type (TRPET) table, except it is not keyed by Travel Policy/Expense Type because these exceptions span across different travel policies. It should be noted that use of TRPETD is not required. If no TRPETD records are established for a Department/Unit/Expense Type combination, then the options established on TRPET for the Travel Policy/Expense Type combination will apply during Travel transaction processing.

The Department Travel Policy by Expense Type page contains the following tabs:

- **General Information** – This tab defines the attributes of the Department Travel Policy by Expense Type record. Note: More than one record can be defined for the same Department/Unit/Expense Type combination as long as the Effective From and Effective To dates do not overlap.
- **Expense Options** – This tab defines the travel policy’s defaults/restrictions for a particular expense type.
- **Advance Options** – This tab defines the travel policy’s restrictions related to advances for a particular expense type.

Expense Type (EXPT)

The Expense Type (EXPT) page allows authorized users to define allowable expense types that may be used by travelers.

The Expense Type page contains the following tab:

- **General Information** – This tab defines the attributes of the expense type.

Special Note: Travel transactions only allow for one Travel Type value on the Header tab; however, all Expense Types selected on the Trip Details tab of Travel transactions, must be allowed for the selected Travel Type. This rule should be considered when EXPT records are set up. For example, if expenses are incurred while traveling to an international destination (for example, a taxi ride to the airport), and the Travel Type selected on the Header of the Travel transaction is International, then only Expense Types that have an International or a blank value for the Travel Type field on EXPT can be selected. Scenarios like this should be considered when EXPT records are defined.

M&IE Breakdown (TRMIEB)

The M&IE Breakdown (TRMIEB) page allows authorized users to define meal and incidental rates by Source ID and M&IE Rate. This page provides the ability to define and store M&IE breakdown information that will be used for travel processing and expense reporting. The M&IE Breakdown table is used to determine the M&IE breakdown in per diem expense validations on the Travel transactions. A breakdown is needed if the entire M&IE per diem rate is not applicable because the traveler is only expensing some (but not all) of the meals and incidentals.

For GSA, the M&IE Breakdown page will store the M&IE breakdowns that are applicable to the continental United States (CONUS) per diem rates. For DOS, the M&IE Breakdown page will store the M&IE breakdowns that are applicable to the foreign per diem rates. DOD does not use M&IE breakdowns; instead their per diem download files include Proportional Meal Rate values, which are recorded on the Travel Per Diem (TRPDM) page.

The M&IE Breakdown page contains the following tab:

- **General Information** – This tab defines the breakdown of the M&IE Rate.

Travel Administration (TRADM)

The Travel Administration (TRADM) page allows authorized users to define system-wide travel options and defaults.

The Travel Administration page contains the following tabs:

- **General Information** – This tab defines the effective dates for the record as well as vendor/customer-related default values.
- **Options** – This tab defines various travel options and defaults. The Payment System field drop down options *Financial Only* and *Financial by Default* should be the only value selected unless other interface work is put in place to have a third-party payroll system make payments. The *HRM Only* and *HRM by Default options* are not fully implemented with Advantage HRM and that a third-party solution for payroll is required at this time. Payments must be made out of Financial for advances, reimbursements, PCard, and direct vendor payments. However, the option to define travelers in Advantage HRM is fully functional. **Per Diem Options** – This tab defines various per diem options and defaults.
- **Disbursement Formats** – This tab defines the default Disbursement Formats to be used when generating check/EFT payments to the traveler or vendor.
- **Event Types** – This tab defines the default event types to be used in the applicable transaction’s accounting lines.

Travel Advance Expense

The Travel Advance Expense (TAET) page is used to validate expenses on the Travel Advance (TA) transaction. The TAET is a reference table containing the percentages and amounts used to determine the amount a TA can be issued for based on the type of expenses and the type of Travel Advance being requested.

Travel COA Override (TRCOA)

The Travel COA Override (TRCOA) table allows you to define the accounting attributes that should override any existing values in the COA fields on Travel transactions. This page contains all of the standard Advantage Financial COA fields except for Object and Sub Object (because those values will be inferred from the Expense Type table) and is keyed by Fiscal Year, Department, and Unit fields. The records in the TRCOA page are displayed by default in ascending order of Fiscal Year and then by Department.

When the **Generate Accounting Lines** action is selected on the Traveler tab of the Travel transactions, the system will evaluate whether a record exists on the TRCOA table. The system evaluates the records on the TRCOA table using the following rules in the following order:

1. A record exists on TRCOA that has a Fiscal Year/Department/Unit combination that matches the current Fiscal Year, Traveler Department (from the Traveler line), and Traveler Unit (from the Traveler line) from the Travel transaction.
2. A record exists on TRCOA that has a Fiscal Year/Department/Unit combination that matches the current Fiscal Year, Traveler Department (from the Traveler line), and Unit=ALL from the Travel transaction.
3. A record exists on the Travel COA Override table that has a Fiscal Year/Department/Unit combination that matches the current Fiscal Year, Department=ALL, and Unit=ALL from the Travel transaction.

If a TRCOA record is found, the COA values specified in the TRCOA record overrides the COA fields on the Travel transaction's accounting lines (that is, the COA values that had been inferred based on the Accounting Template or Accounting Profile from the parent Trip Details line). (Note: If a BLNK value exists in any of the COA fields, then a blank value is inferred on the Travel transaction.)

If a TRCOA record is not found for any of the above combinations, then no Travel COA Override exists and the system will only use the Accounting Template or Accounting Profile to infer the COA values that will be used on the generated accounting lines.

Travel Destination Expense

The Travel Destination Expense (TDET) page is used by the Travel Encumbrance (TE) and Travel Payment (TP) transactions to set spending controls and calculates reimbursable amounts for all expenses incurred.

Travel Email Group (EMAILGRP)

The Travel Email Group (EMAILGRP) page stores the email addresses of the financial users who will be approving the TRAUTH or TRER transactions that are submitted from the Employee Self Service (ESS) application. The Group ID is a required field that provides the unique identification for each record on the EMAILGRP page.

The Group ID is a required field on the EMAILGRP table. The value in this field is inferred to the Group ID field on the Manage Email Letter Generation (EMAIL) table. When populated, all email addresses associated with the selected Group ID are sent an email notification by the Email Letter Generation batch job.

Travel Hold (TRHLD)

The Travel Hold (TRHLD) page allows Travel Administrators to restrict a traveler from performing specific actions in the Travel and Expense Management system. A traveler is specified in the Traveler ID field, which can be populated by selecting from a pick list that is populated by either the Employee Assignment table (for dual HRM/Financial sites) or the Vendor/Customer (VCUST) table (for Financial-only sites). The date that the restriction begins must be entered in the Effective From field. If the restriction should end on a specific date, then you can populate the Effective To field. You cannot have more than one record for a specific traveler with dates that overlap. The system will also not allow another record to be saved if there is already an existing record for the same Traveler ID where Effective From is populated but Effective To is blank.

If you want to restrict the traveler from performing specific actions, then select one or more of the following flags:

- Stop Travel Authorization – Stops travelers from submitting Travel Authorization (TRAUTH) transactions.
- Stop Travel Advance – Stops travelers from submitting Travel Advance (TRADV) transactions and Travel Authorization (TRAUTH) transactions where an advance has been requested.
- Stop Travel Expense Report – Stops travelers from submitting Travel Expense Report (TRER) transactions.

You must also enter the reason that the traveler has the selected restriction(s) in the Reason field.

Travel Justification (TRJUS)

The Travel Justification (TRJUS) page allows authorized users to establish the different reasons that traveling out of the state is valid. This page allows you to add, modify, or delete the predefined reasons and facilitates reporting on standardized travel justifications. The records established on this page can be selected on Travel transactions in Advantage.

If the Require Travel Justification flag is selected on the Travel Administration (TRADM) page and the Travel Type is *Out of State*, *Both In/Out of State*, or *International* on the Travel transaction, then a valid Travel Justification record must be selected on the Travel transaction.

Travel Per Diem (TRPDM)

The Travel Per Diem (TRPDM) page allows authorized users to define per diem rates. Authorized users will be able to define lodging and M&IE rates for a given location in the TRPDM page either by entering the records manually or using the existing System Maintenance Utility (SMU) offline process to load the per diem rates that can be downloaded as files from the GSA, DOD, and DOS websites. GSA sets the rates for the continental United States (CONUS). DOD sets the rates for CONUS and for areas outside of the continental US (OCONUS) like Hawaii and Alaska and for US territories. DOS sets foreign per diem rates.

The Travel Per Diem page contains the following tab:

- **General Information** – This tab defines the attributes of the per diem rate.

Travel Policy (TRP)

The Travel Policy (TRP) page allows authorized users to define different travel policies. Travel Policy records must first be established on this page before they can be used on the Travel Policy by Expense Type (TRPET) page. If an Expense Type is not established on TRPET, then a traveler associated with that travel policy is not authorized to use that Expense Type and therefore will not be able to submit a Travel transaction with that Expense Type.

The Travel Policy page contains the following tab:

- General Information – This tab defines the attributes of the travel policy.

Note: When marking a Travel Policy record as inactive (that is, the Active flag is unchecked), the system will not force the TRPET records associated with that Travel Policy to also become inactive. During Travel transaction processing, the system determines the applicable travel policy for the expense type. As part of that logic, if the applicable travel policy is a TRPET record, the system validates that the Travel Policy associated with that TRPET record is still active.

Travel Policy by Expense Type (TRPET)

The Travel Policy by Expense Type (TRPET) page allows authorized users to define (at a state-wide level) the expense types that are allowable for each travel policy. Travel Policy records must first be established on the Travel Policy (TRP) page.

The Travel Policy by Expense Type page contains the following tabs:

- **General Information** – This tab defines the attributes of the Travel Policy by Expense Type record. Note: More than one record can be defined for the same Travel Policy and Expense Type combination as long as the Effective From and Effective To dates do not overlap.
- **Expense Options** – This tab defines the travel policy's defaults/restrictions for a particular expense type.
- **Advance Options** – This tab defines the travel policy's restrictions related to advances for a particular expense type.

Advanced - Reports

Reports can be created from CGI Advantage via CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information:

- CGI infoAdvantage
- CGI Advantage Insight

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.
- Reports - The sample reports and templates can be found under the CGI Resource Library link: https://sdc.cgi.com/aal/

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.

Frequently Asked Questions

This section contains a list of frequently asked questions and answers for the Travel and Expense Management area.

- How many different types of expenses (for example, meals, hotels, airfare, taxi, and so forth) can be set up?

  You can define an unlimited number of expenses on the Expense Type (EXPT) table.

- Can an employee submit an expense report without submitting a travel authorization?

  Yes. A Travel Expense Report (TRER) transaction can be submitted without having a previously submitted Travel Authorization (TRAUTH) transaction. However, a Travel Advance (TRADV) transaction cannot be submitted without referencing a TRAUTH.

- Is it possible to have multiple travelers on the same travel authorization or expense report?

  The Travel transactions allow you to specify multiple travelers as long as it is for the same trip. This is because the trip information is stored in the Header tab of the Travel transaction and only one Trip ID (the unique identifier for a trip) is allowed per transaction. Specifying multiple travelers for the same trip is accomplished by adding multiple lines in the Traveler topic of the Travel transaction.

- Is it possible to have multiple destinations on a single expense report (for example, an employee is on a two week trip that involves travel to different cities within the state)?

  In that case, you will want to check the Multi-Segment Trip flag on the Header of the Travel transaction. This will allow you to leave the destination fields on the Header blank so that you can specify different destinations on the Trip Details lines.

- Can you specify a free-form destination instead of using the reference data defined in the Destination (DSTN) table?

  Yes. Since not every destination may be coded in the DSTN table, the Travel transaction allows for flexibility in specifying the travel location. If the Destination field is specified, the address fields (for example, Address, City, State, and so forth) are automatically populated by inferring the information from the DSTN table. If the Destination field is not specified, then the user can populate the address fields instead. This is true of the destination fields in the Travel transaction's Header and Trip Details tabs.

- How is the travel policy determined for a particular traveler?

  Please refer to the "Determining the Applicable Travel Policy" topic for information on how the system determines the travel policy that is effective for a particular traveler.

- How do department policies differ from state-wide policies?

  The department policy defined in the Department Travel Policy by Expense Type (TRPETD) table will override the state-wide policy defined in the Travel Policy by Expense Type (TRPET) table. The department policy represents exceptions that are only applicable to a particular department. These exceptions should be regularly reviewed to ensure that they are still valid.

- What happens after a Travel transaction submits to Final?

Please refer to the "Travel Transaction Updates" topic for information on the updates that take place once the Travel transaction is successfully submitted.

- Are there travel-related notifications?

  Since a Travel transaction may be routed to other parties before it can be submitted to Final (for example, routed to the accounts payable team to enter accounting-related details or routed to the traveler's supervisor for approval), it may be necessary to notify the transaction submitter or the traveler (if the transaction was submitted via a proxy). If the Send Email Notification flag is checked on certain transactions, a notification can be sent to the specified email address. Notifications can be triggered for the approval/modification/cancellation of travel authorizations, travel advances, and travel expense reports as well as for the actual disbursement of travel advances or reimbursements.

- How do I cancel a trip?

  Please refer to the "Trip Cancellations" topic for information on the two different ways that trips can be cancelled in Advantage.

- Can an advance liquidation exceed the amount of the expense report?

  Yes. If the advance is $100 and actual expenses reported is $80, the outstanding unused advance amount is $20. The system could apply the $20 to a future expense report or the traveler could be billed. It is a manual process to bill the traveler using a Receivable (RE) transaction. After that, it would go through the normal Accounts Receivable process of billing and collections. If subsequently deemed uncollectible, the outstanding unused advance could be written off.

- When uncollectible advances are written off, will it create a taxable event?

  The Taxable Expense Trigger (TAXET) table is only updated automatically by the Travel Expense Report (TRER) transaction when the Taxable Expense flag is selected on the TRER's Trip Details line. In the case of unused advances that are deemed to be taxable, a user can also manually add entries to the TAXET table.

