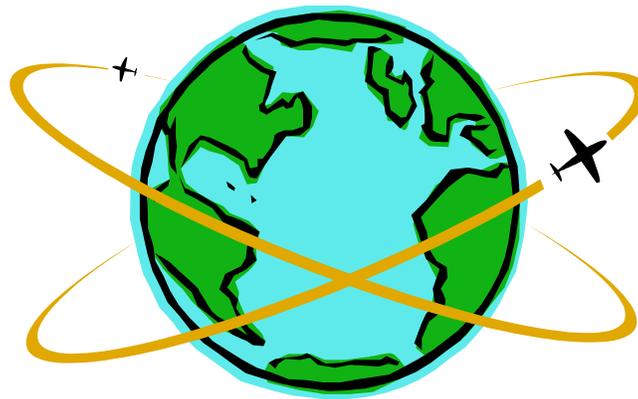


# Travel Reimbursement Entry System (TRES)

## User Manual

August 2011  
Oregon State University  
Business Affairs



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## Introduction

The Travel Reimbursement Entry System (TRES) is used to calculate reimbursement amounts for OSU employees traveling on official university business. The complete travel policy can be found in the Financial Operations (FIS) Manual, [section 411](#) and on the [Business Affairs](#) website.

## Task by Role

If you are:	Traveler	Travel Coordinator	Travel Administrator	Business Center – Invoice Approver
<b>You can:</b>				
Initiate/edit/delete/forward personal travel reimbursement	✓	✓	✓	
Initiate/edit/delete/forward a travel reimbursement for Traveler		✓	✓	
Create an Invoice			✓	
Approve an Invoice				✓

## TRES Tips



Use the Save Document in Process button frequently. TRES times out after 60 minutes of inactivity.



Use “MM/DD/YY” as the format for all date fields within the system.



Use the List Locations button to ensure proper spelling of the travel location. If the city is not spelled correctly, the per diem will not calculate accurately.



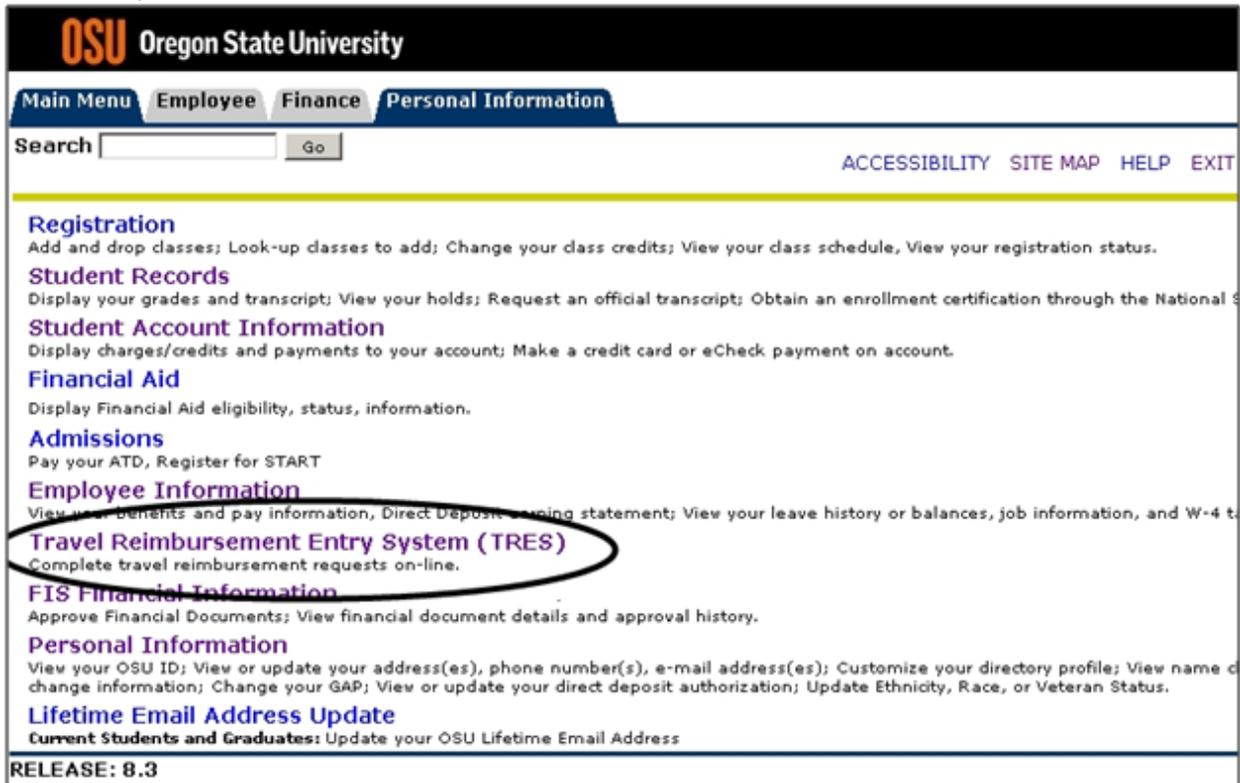
TRES will display errors and notes at the top and bottom of the form each time it is saved. Errors must be corrected before the form can be submitted; notes are informational only.



Use the Exit link when finished to close the session instead of the **X** in the browser window.

## Accessing TRES

TRES is found in the OSU Online Services menu. Log on to [Employee Online Services](#) with your ONID username and password or OSU ID and GAP.



The screenshot shows the OSU Oregon State University website. The navigation bar includes 'Main Menu', 'Employee', 'Finance', and 'Personal Information'. A search bar is present with a 'Go' button. On the right, there are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. The main content area lists various services: Registration, Student Records, Student Account Information, Financial Aid, Admissions, Employee Information, **Travel Reimbursement Entry System (TRES)** (circled in red), FIS Financial Information, Personal Information, and Lifetime Email Address Update. At the bottom, it says 'RELEASE: 8.3'.

## Travel Reimbursement Entry System (TRES)

The TRES form has 7 sections:

1. Travel Info (Required)
2. Itinerary
3. Private Auto Mileage
4. Airfare
5. Other Expenses
6. Accounting (Required)
7. Grand Total (Required)

Travel Info, Accounting, and Grand Total are always required; the other sections are necessary if you are requesting reimbursement for those items.

Note: If you are the travel coordinator or travel administrator, you must first select "Create a travel reimbursement" then enter the traveler's id to access the travel reimbursement form.

# 1. Travel Info (Required)

Itinerary	Auto Mileage	Airfare	Other Expenses	Accounting
<b>Travel Info</b>				
Claimant's Name: Beaver, Benny			Banner/ Vendor ID: 930XXXXXX	
Claimant's Address: Vendor Payment (1234 Main St...)				
Non Resident Alien: <input checked="" type="radio"/> No <input type="radio"/> Yes (Attach I-94)				
Travel certifier: Smith, Joe				
Trip Identifier: LasVgs010311 (Enter destination & date, limit to 15 alphanumeric)				
Trip Description: Training for OSU Finance Represent Conference				
Business Purpose/Notes: To train OSU finance staff on procedures and methods in field offices. This was a IRS/Federal Conference. Received a travel advance of \$400 to cover cost on I doc # IXXXXXXX				

- A. Name, ID, and Address: These sections will auto-populate from the Banner database. The address must be a vendor payment (VP) address.
- B. Non Resident Alien: The default is No. Select Yes if the traveler is a non-resident alien.
  - A Yes selection indicates the traveler is a non-resident alien, performed services for the university in the US, and is being reimbursed for travel expenses only.
    - o Be sure to get a copy of the traveler's I-94 and attach to the completed reimbursement request.
  - If the traveler is receiving an Honorarium for services, DO NOT use the TRES form. Contact your Business Center to assist you with a Personal Services Contract.
- C. Travel Certifier [Traveler/Travel Coordinator Only]: Select the department's Travel Coordinator or the Business Center's Travel Administrator from the drop down list.
- D. Trip Identifier (maximum of 15 alpha/numeric characters): Enter the destination and date.
  - The trip identifier should follow this format: Destination City Initial Date of Travel (e.g. LasVegas010311).
  - This field will be mapped to the *Banner Vendor Invoice Number*.
- E. Trip Description (maximum of 50 alpha/numeric characters): Enter a more detailed description of the trip (e.g. Training for OSU Finance Represent Conference) to further identify the expenses for reporting.
  - This field will be mapped to the *Banner Invoice Commodity Description*.
- F. Business Purpose/Notes (maximum of 250 alpha/numeric characters): Enter the business purpose for the travel in detail; include the nature/name of the research, conference, or class, and any special circumstances. Use the 5 W's (Who, What, When, Where, and Why).
  - Indicate in this field if the traveler received a travel advance; include the I-Doc number from the advance and the amount.
  - This field will be mapped to *Banner FOATEXT*.

The following categories should serve as Business Purpose guidelines:

1. Recruiting for students.
2. Recruiting for employees – teaching/research faculty as well as other employee recruiting activities.
3. Faculty presentations for P&T (Promotion and Tenure) – attendance at conferences where faculty present papers.
4. Professional development – attendance at conferences where the purpose is skills and knowledge building, not where papers are presented by the traveler.
5. Cost share – requirements of cost share agreements related to grants and contracts.
6. Instructional travel – study abroad programs or other instructional travel programs for students.
7. Development – visits to foundations, individuals, corporations, and agencies regarding philanthropic efforts.
8. Collaboration – visits to government leaders or agencies and participation in meetings of professional organization and societies that create opportunities for funded research, teaching, and service, or that strategically advance the interests of the university.
9. Contractual obligations – fulfilling the duties of national offices and boards in professional societies and the normal expectations of academic and non-academic grants and contracts.

## 2. Itinerary (Optional)

**Itinerary**

**A** Depart Time: 10:00 AM Return Time: 4:00 PM

From Date (MM/DD/YY)	To Date (MM/DD/YY)	City	State abbr/ Country	Inc. Meals?	Hotel Rate (\$)
01/03/11	01/06/11	Las Vegas	NV	<input checked="" type="checkbox"/>	
				<input checked="" type="checkbox"/>	

Add City Lines **G** Populate Itinerary List Locations **C**

Date (MM/DD/YY)	City	State abbr or Country	Break	Lunch	Dinner	Hotel	\$ Amt
01/03/11	Las Vegas	NV	0.00	13.00	26.00	108.00	147.00
01/04/11	Las Vegas	NV	13.00	13.00	26.00	108.00	160.00
01/05/11	Las Vegas	NV	13.00	13.00	26.00	108.00	160.00
01/06/11	Corvallis	OR	13.00	13.00	0.00	0.00	26.00
<b>Total:</b> \$							493.00

Add Itinerary Lines List Locations

Travel Info Itinerary Auto Mileage Airfare Accounting

**H** Calculate Total Save Document In Process Print Preview Create Invoice

This section will be filled in when "Populate Itinerary" is selected. Additional changes can be made.

- A. Depart Time/Return Time: Select times from the drop down lists. Times are shown in half hour increments.
  - The times selected will determine which meals are reimbursable on the travel days.
- B. Dates: Enter the date of departure and the first destination in the first line; subsequent dates and destinations (if needed) should be entered on the following lines.
 

Note: Dates **cannot** overlap.
- C. City: Enter the destination city.
  - The List Locations button provides a list of specific cities in some states that are considered "High Locales" by the federal government.
    - o The city must be entered exactly as it is on the table for the per diem to calculate correctly (e.g. Anchorage [Incl Nav Res]).
    - o If the city traveled to is in a high rate county, but not listed as a high locale city, use the corresponding high rate city and indicating in the notes the actual city.
  - If the city is not listed, enter the city that was indicated on the traveler's documentation. The correct per diem for that city will populate according to the current rate that is indicated in [TRES Per Diem Table](#).

- D. State abbr/Country: Enter the two character state abbreviation for domestic travel; for foreign travel be sure to spell out the country names (e.g. Canada instead of BC, England instead of UK).  
Note: The state abbreviation or country spelling must match for the per diem rates to populate.
- E. Inc. Meals: If you are claiming meals, leave the box checked; if not, uncheck the box.
- If a meal is provided with a conference or seminar, delete the amount in the appropriate field for that meal in the populated itinerary section.
  - See [FIS 411-04: Meals](#) for information on claiming actual expenses for meals.
- Note: The meal and incidental (M&IE) per diem will populate for each day of travel based on the location the traveler spent the night. The per diem amount includes costs that are incidental to the traveler, such as laundry fees and gratuities.
- F. Hotel Rate: See [FIS 411-03: Lodging](#) for additional details on hotel rate.
- If claiming per diem, leave this field blank. No further action is required.
  - If claiming actual costs less than per diem, enter the total charged per night for the room in this field.
    - o Enter the lodging tax separately in the “Other Expenses” section as Lodging Tax.
  - If claiming over per diem, leave the field blank. TRES will populate the per diem amount allowed for the location selected.
    - o Taxes for lodging will be reimbursed; any other costs over per diem will not be reimbursed unless the travel was for a conference.
      - Add the lodging tax to the “Other Expenses” section as Lodging Tax.
      - If travel was for a conference, add the remainder of the overage amount in the “Other Expenses” section as Other – Explain. Be sure to add notes to the expense line.

**Note:** If needed, add additional City Lines and populate the information as described above. Only add city lines for cities the traveler spent the night in; it is not necessary to list every city visited, just the overnight city. Information about meetings, etc. should be in the business purpose field.

- G. Populate Itinerary: Click this button to populate the form below with meals and lodging. Delete out any meals or lodging you are not claiming.
- Add Itinerary Lines if needed.
- H. Calculate Total (at the bottom of the form): After completing the itinerary section, click to recalculate totals.
- Review any errors or notes displayed at the bottom of the page.
  - Zeroes will be populated automatically in the fields where amounts were deleted.
- Note: Each time you click calculate total, the form is saved.

### 3. Private Auto Mileage (Optional)

Private Auto Mileage										
From Date (MM/DD/YY)	To Date (MM/DD/YY)	From City	From State	Dest City	Dest State	Total Miles	Rnd Tp?	Notes	\$ Amt	
01/03/11	01/10/11	Corvallis	OR	Portland	OR	93	<input checked="" type="checkbox"/>	Round trip to airport	47.43	
			OR		OR		<input type="checkbox"/>			
			OR		OR		<input type="checkbox"/>			
Add Mileage Lines      List Mileages									Total: \$	47.43
Calculate Total    Save Document In Process    Print Preview    Create Invoice										

- A. From Date/To Date: Enter dates in “MM/DD/YY” format. The To Date field is optional.
- B. From City/From State: Enter the city and state of the location traveling from.
- C. Dest City/Dest State: Enter the destination city and state.
- D. Total Miles: If left blank, miles will be calculated based on the Oregon standard city mileage tables. The city and state spelling must match table values for total miles to calculate. For travel in any other state, you must enter the total miles traveled.
  - If you enter a total miles amount that exceeds the Oregon standard city mileage tables, a note will be displayed at the top of the page. Either change the amount to the table rate or provide an explanation in the notes column.
  - For mileage over the Oregon standard city mileage table amounts or travel in another state, attach documentation from an online map program for verification of distance traveled.
- E. Rnd Tp: If checked, total miles will be double the Oregon standard mileage tables.  
Note: Only use this check box in conjunction with the Oregon standard city mileage tables.
- F. Notes: Notes are optional. Notes can be used to enter destination details or to explain any excess over the Oregon standard city mileage tables.
- G. Add Mileage Lines: Click this button if additional lines are needed.
- H. Calculate Total (at the bottom of the form): Click to re-calculate totals and review any errors or notes displayed.

Note: TRES will calculate the correct amount based on the total miles and the current IRS mileage reimbursement rate for personal vehicles.

## 4. Airfare (Optional)

**Note:** This section should only be completed if the airfare was purchased by the traveler and not through one of the OSU contracted travel agents. Airfare purchased through an OSU contracted travel agent is paid directly by OSU.

Travelers that pay for airfare out of pocket will not be reimbursed until after travel is complete. If the trip is cancelled, the traveler will NOT be reimbursed. In addition, the traveler must provide a quote from the OSU contracted travel agent to prove the amount they paid out of pocket was less than the vendor cost. See [FIS 411-01 Air Transportation](#) for more information.

Airfare						
From Date (MM/DD/YY)	To Date (MM/DD/YY)	From Loc	Dest Loc	Notes	\$ Amt	
<b>A</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	
01/03/11	01/06/11	Portland	Las Vegas	PDX to Las Vegas to PDX for training	324.00	
Add Airfare Lines <b>F</b>					Total: \$ 324.00	
						
<b>G</b>						
Calculate Total		Save Document In Process		Print Preview		Create Invoice

- A. From Date/To Date: Enter dates in “MM/DD/YY” format. The To Date field is optional.
- B. From Loc: Enter the city of the location traveling from.
- C. Dest Loc: Enter the destination city.
- D. Notes: Notes are options. Notes can be used to explain unusually high airfare or additional fees such as excess baggage or change fees.
- E. Amt: Enter the amount of the airfare.
- F. Add Airfare Lines: Click to add additional lines in needed.
- G. Calculate Total (at the bottom of the form): Click to re-calculate totals and review any errors or notes displayed.

## 5. Other Expenses (Optional)

Other Expenses				
Type <b>A</b>	From Date (MM/DD/YY) <b>B</b>	To Date (MM/DD/YY) <b>C</b>	Notes <b>D</b>	Amount <b>E</b>
Parking	01/03/11	01/06/11	Parking at PDX during trip	60.00
Lodging Tax	01/03/11	01/06/11	3nights of tax in Las Vegas 10.15 x 3	30.45
Other -- Explain	01/03/11	01/06/11	Airport Baggage fee	20.00
Other -- Explain	01/03/11	01/06/11	3nights conference rate overage 50 x 3	150.00
Choose Type				
Add Expense Lines <b>F</b>				Total: \$ 260.45
				
<b>G</b> Calculate Total Save Document In Process Print Preview Create Invoice				

- A. Type: Select the type of expense from the drop down list.
- B. From Date: Enter the date the expense started or was incurred in “MM/DD/YY” format.
- C. To Date: To date is required for certain expenses, such as parking fees and lodging tax. Enter in “MM/DD/YY” format.  
Note: To date is not required for one-time expenses (e.g. Phone – Business).
- D. Notes: Notes are optional unless the type of expense indicates that an explanation is required (e.g. Other – Explain).
- E. Amount: Enter the amount for the expense.
- F. Add Expense Lines: Click to add additional lines as needed.
- G. Calculate Total (at the bottom of the form): Click to re-calculate totals and review any errors or notes displayed.

## 6. Accounting (Required)

**Note:** Always enter the accounting information last.

Accounting						
Index	Fund	Orgn	Acct	Prog	Actv	\$ Amount
<b>A</b>	QBA035	001100	410100	39515	61000	1124.88
<b>B</b>		001110		A3150		-400.00
<b>C</b>	Add Accounting Lines					724.88
			List Acct Codes	Total: \$		
				<b>D</b>	Trans Date:	02/08/11
<b>E</b>	Grand Total: 1124.88		Claiming Only Total: \$			
	Calculate Total	Save Document In Process	Print Preview	Create Invoice		

- A. Enter the index, account code (Acct), and, if needed, activity code (Actv) for the travel expenses (Amount). The fund and org codes will automatically populate when the form is saved.
  - See [OUS FASOM – Chapter 2 Account Codes](#) to find the appropriate code for the expenses.
  - If using more than one index, enter the amount for each index on separate lines. The total of the accounting amounts must add up to the total reimbursement. The total reimbursement is either the Grand Total or the Claiming Only Total if claiming less than the total expense.
- B. If applicable, enter the Fund and GL account code for travel advance settlement. Be sure to enter a negative amount for the travel advance.
  - The claiming only total field must be populated with the correct reimbursement amount (the grand total minus the travel advance) for the form to calculate correctly.
- C. Add accounting lines: Click to add additional lines as needed.
- D. Trans Date: The date displayed defaults to the date the form is created and will be the transaction date in Banner.
  - The date can be set to a past date for posting travel expenses in a previous month **if** the period is still open, otherwise the date must be in the current month.
  - The date cannot be changed to a future date.
- E. Calculate Total: Click to re-calculate the total and review any errors or notes displayed.

## 7. Grand Total (Required)

### Travelers and Travel Coordinators:

<b>A</b> Grand Total: 1124.88	<b>B</b> Claiming Only Total: \$ <input type="text"/>		
Calculate Total	Save Document In Process	Print Preview	Submit for Approval
		<b>C</b>	<b>D</b>

- A. Grand Total: This number is calculated based on the sum of the total for each section.
- B. Claiming Only Total: This field is optional. If the traveler is claiming less than the total amount, or only a portion of the trip, enter the amount in the Claiming Only field.
  - If the traveler received a travel advance, the claiming only total field must show the grand total minus the advance for the form to calculate correctly.
- C. Print Preview: Click to create a printable document for review and records. TRES will assign a unique identifier, the T-document (T-Doc) number, for the record. This number is used for tracking the document in the department.

Note: Print the T-Doc if your department procedures require approval from budgetary authority before a Banner invoice document (I-Doc) can be created. The document must be printed before submitting for approval.
- D. Submit for Approval: Click to forward the document to the Travel Administrator.
  - Once the document is submitted, the traveler is no longer able to edit the form.
  - Submitting will create the T-Doc number if print preview was not selected.

### Travel Administrators:

<b>A</b> Grand Total: 1124.88	<b>B</b> Claiming Only Total: \$ <input type="text"/>		
Calculate Total	Save Document In Process	Print Preview	Create Invoice
		<b>C</b>	<b>D</b>

- A. Grand Total: This number is calculated based on the sum of the total for each section.
- B. Claiming Only Total: This field is optional. If the traveler is claiming less than the total amount, or only a portion of the trip, enter the amount in the Claiming Only field.
- C. Print Preview: Click to review the form and print the T-Doc for your records and any necessary approvals. This can be used as a reference if the T-Doc or I-Doc is not approved.
  - Be sure the T-Doc created in TRES is correct before creating the Banner Invoice (I-Doc).
- D. Create Invoice: After reviewing the T-Doc, click to create the invoice number (I-Doc) for the travel document, and mark the Banner Invoice as complete.
  - The document can also be printed at this time.

## Final Steps

Once the invoice is created, the document in TRES cannot be edited by the Travel Administrator. The Travel Administrator may review the I-Doc by selecting “Review Completed Reimbursement Documents” in TRES.

Print out the I-Doc for your records and signatures. If you obtained signatures on the T-Doc, it is acceptable to write the Banner I-Doc on top of the T-Doc; there is no need to submit both printouts.

Note: Signatures from both the traveler and authorized personnel for travel expenditures are required on the I-Doc or T-Doc before submitting the document and all back-up documentation to the Business Center.

To correct information in the I-Doc, complete the following steps:

1. Disapprove the Banner I-Doc using FOADOCU
2. Cross out the incorrect entries on the printed TRES document (the T-Doc or I-Doc) and enter corrections.
3. Make the correcting in the Banner I-Doc to match the TRES document and recomplete the invoice in Banner.

Forward the printed Travel Reimbursement Request and all supporting receipts to the Business Center.



Questions?

Contact OSU Business Affairs

541-737-4262 or [BAFF.Accounting@oregonstate.edu](mailto:BAFF.Accounting@oregonstate.edu)

## **Appendix A: Resources**

Travel Policy – FIS Manual Section 411:

<http://oregonstate.edu/fa/manuals/fis/411>

OUS Travel Policy:

<http://www.ous.edu/dept/cont-div/fpm/trav-95-100>

Business Center Resources – Forms, Policies, Training, and Frequently Asked Questions:

<http://oregonstate.edu/fa/businessaffairs/bcr>

Business Affairs Accounts Payable and Travel Page:

<http://oregonstate.edu/fa/businessaffairs/staff/ap>

## **Appendix B: Common TRES Errors**

### *High Per Diem County*

If the traveler stayed in a city within a high per diem county, but not the actual city listed on the table, TRES will not calculate the correct per diem. The current work around it to note the actual location in the Business Purpose/Notes field and enter the city listed in the table on the Itinerary section.

### *Text Character Limit*

TRES only allows 2000 characters in the Business Purpose/Notes field. If you exceed this limit, you will not be able to submit the TRES form.

### *Unable to Print*

When you are ready to print the T-document, it will open as a new window. If you have a pop-up blocker turned on, the document will not open. Either turn off the pop-up blocker or temporarily allow pop-ups to print the T-document.