

## E-Travel Instructions

### **PLEASE NOTE: The App works BEST with the Firefox, Chrome or Edge Browsers**

The Business and Finance Office procured an E-Travel Solution. This solution is “live” and has taken the place of all paper documentation from Travel Request through the Travel Voucher for domestic travel.

\*\*\*\*This solution will be used for **Domestic Travel** and **Employee Reimbursement only**. International travel and non-employee reimbursement must still use the paper process.\*\*\*\*

Please note the change in terminology: “**Travel Request**” is in place of “**Travel Order**”.

ETravel consists of 4 pages – Travel Request, Trip Schedule, Coding Form, and the Travel Voucher

\*Field trips with students will only complete the Travel Request and Trip Schedule when reimbursements are NOT required. The class roster must be scanned and attached (uploaded as a .pdf) to the Travel Request.

When preparing to Travel, the Traveler must:

#### **1. To access the ETravel Request Form:**

Open a Browser – Go to the SUNY Cobleskill Home Page, and click the following:

Faculty & Staff, Business Affairs, Travel, ETravel in the Forms Section

\*This link will only work if the traveler is on a SUNY Cobleskill networked computer, or if off-campus, using a VPN connection. It is recommended to set this link as a Favorite for quick access.

#### **2. Section 1: Enter Traveler Information**

Note: Use your “Tab” button to move from cell to cell.

#### **3. Section 2: Enter Requested Travel Information**

**Origin City:** Enter the city you are leaving from.

**State:** Use the drop down or type in the first initial of the abbreviation and use arrows to select the correct state, and then tab.

**Zip:** Enter the zip code of the Origin City

**\*Destination City:** Enter the city you are traveling to.

If traveling to multiple cities, use the final destination city prior to your return as the Destination City.

**State:** Use the drop down or type in the first initial of the abbreviation and use arrows to select the correct state, and then tab.

**Zip:** Enter the zip code of the Destination City

**Departure/Return dates:** You may use the calendar feature to select your dates.

**Time:** Enter a two-digit hour, and two-digit minute, tab and type “A” or “P” for AM or PM.

**Purpose:** Describe the purpose of travel. (ie. Attending a conference, meeting, internship site, sports event, academic event, etc. Include the title of the conference, and organization name)

**Attachments:** Supporting documentation must be scanned and attached here. Supporting documentation will include: class rosters, conference agendas, the request to exceed maximum per diem rates, receipts, confirmations, and any other supporting documentation.

**Click Yes/No** boxes to answer questions.

**Fleet Vehicle:** Enter the dates and time of Pick-up and Drop-off. The Traveler is responsible for reserving a fleet vehicle through the vehicle reservation system.

#### 4. Section 3: Trip Schedule - Click the Trip Schedule Button

**The First Line:** Travel Status – Use the Drop Down and click on Departing or Day Trip. The departure date and time has been auto-filled. Enter the State, and an Autofill Cell will appear, enter your Destination City and click Submit. A new window will pop up, listing the city and county, click on the appropriate listing, and the lodging and meal per diem will auto populate on that line.

PLEASE NOTE: Some destinations are not primary destinations as listed on the GSA web site. As a result, travelers will manually type the destination and the lodging per diem on the Trip Schedule. Meals will not calculate here, and must be added on the Travel Request under “Other Expenses”.

Complete the line: Add the AM/PM of departure, add your anticipated arrival time at your destination, add the actual daily lodging amount.

Note: If the actual lodging amount exceeds the per diem, a Request to Exceed Maximum Lodging Rates must be completed and sent to the Controller for approval. Once approved, this form will be scanned and returned to the Traveler who will attach the form in Part 2 of the Travel Request.

If a Traveler is staying with relatives, the Traveler will check the “Unreceipted Overnight” box, and that will change the Lodging and Meal Per diems the Traveler is entitled to.

Continue completing the Meal portion of the line. For Breakfast and Dinner, the Traveler must specify whether the meal is included in the conference/meeting, or waiving reimbursement, or requesting the per diem. (“I” Included, “W” Waived, or “P” Per Diem)

If a Traveler has been approved to be reimbursed for personal mileage, the estimated mileage for the trip to the destination will be entered here. Note: Personal Mileage is only reimbursable if a fleet vehicle was not available.

**Line 2:** If in Travel Status for multiple days, Line 2 would begin with “Travel Con’t”, and the Traveler will complete the rest of the line and any subsequent lines as they did on the first day of travel.

**Last Line will be Travel Status of Returning:** The last line has a coding issue that conflicts with Travel reimbursement guidelines. If the Traveler is entitled to and seeking meal reimbursement on their return day, the Traveler will record the last destination they stayed as the Destination City in order to receive the correct meal per diem.

Once all lines are complete, the Traveler clicks “Travel Request” at the top of the screen to return to the Travel Request form.

5. **Section 4, Estimated Expenses.** The Traveler will add any other associated travel charges including: Rental Car, Airfare, Other Transportation, Registration, and any other anticipated and allowed incidental expenses with the appropriate estimated amounts.
6. **Section 5, Approvals.** The Traveler will add their immediate supervisor’s name using the Lookup Button. A small screen will pop up, the traveler will enter the last name of their supervisor and click Submit. A new pop up will appear with a list of the matching last names, click the appropriate supervisor, and their name and email address will auto populate.

**\*\*Due to COVID, additional approvals may be required, the Traveler must also add an “Additional Account” which is just another level of approval. This cannot be done after the form has been signed and submitted by the Traveler.\*\***

The Traveler may add the Account number, if it is known.

After choosing a supervisor and any additional approvers, the Traveler will click “Sign and Submit” next to Traveler’s Signature. A pop up will appear and the Traveler will enter their SUNY Cobleskill LAN ID and Password, and click Submit.

The Traveler’s name, date, and time of submission will appear under Traveler’s Signature. The Traveler will receive an email confirming submission of the Travel Request. Their Supervisor will receive an email of their request to travel.

## **SUPERVISOR RESPONSIBILITY**

**Supervisor Responsibility on the Travel Request.** The Supervisor identified on the Travel Request will receive an email, stating that a Travel Request has been submitted by a traveler. This email will also contain the link the Supervisor must use to Approve or Deny the Travel Request.

This link will only work on the computer on-campus or networked via the VPN.

Supervisor’s may enter the account number, if known and not previously completed, and then click the “Sign and Submit” button. The Supervisor will see the pop up for their LAN ID and Password. They’ll enter the ID and password, and click Submit. They will see their name, date and time of approval in the Signature cells.

Upon clicking Submit, an email will be sent to the Traveler notifying them their travel has been approved. The Supervisor will receive a confirmation email of their approval. The Business and Finance office will receive an email notifying them of the Travel Request.

## **IF SEEKING REIMBURSEMENT, THE TRAVELER MUST SUBMIT A TRAVEL VOUCHER**

### **Returning from a Trip and Seeking Reimbursement.**

1. The Traveler will go back to the email confirming their Travel Request was approved. The Traveler will use the link to open their travel documents.
2. **The Coding Form.** The Traveler will click “Coding Form” at the top of the screen.
  - A. If a Travel Card was used and the charges have been “Posted”, the Traveler will be able to download their charges using the CitiCard Expenses Lookup button.
  - B. If the Travel Card was used, but the charges are not “Posted”, the Traveler may manually enter those charges in the appropriate section.
  - C. If a Travel Card was not used, and the Traveler has Reimbursable Expenses, the Traveler will manually enter the reimbursable expenses in the appropriate section.Any information which autofills from Citibank must be verified by the Traveler, coded properly, and omitted if not applicable to that traveler’s trip.
3. **The Travel Voucher.** Traveler will Click “Travel Voucher” at the top of the screen.
  - A. The Traveler will complete cells 4, and 8 of the Travel Voucher.
  - B. The Traveler will verify the totals in Section 1 and 2.
  - C. The Traveler will “Sign and Submit”.
  - D. Emails will go to the Traveler and the Supervisor.

## **SUPERVISOR APPROVAL OF A TRAVEL VOUCHER**

1. The Supervisor will open the link they receive in their email to certify the claims of the Traveler. They will “Sign and Submit” to approve the Travel Voucher.
2. Emails will go to the Traveler confirming final approval by the Supervisor. The Supervisor will receive a confirmation email. The Office of Business Affairs will receive an email with a link to open the final document.

## **BUSINESS AFFAIRS REVIEW**

1. The Travel Clerk will review all documents, add coding as necessary, print and give the Travel Voucher to Accounts Payable for processing.
2. Accounts Payable will process the Travel Voucher.
3. Reimbursement to the Traveler should be received within 10 business days of processing by the Accounts Payable clerk. (NOTE: Reimbursement may be delayed at the end of the Fiscal Year due to budgetary constraints.)