



BRIDGEWATER

STATE UNIVERSITY

TRAVEL REQUEST WORKFLOW MANUAL

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JANUARY 2012

Bridgewater State University

Travel Policy

The travel policy governs all authorized and approved university-related travel arrangements, expenses, and reimbursements supported by any funds under the direct or indirect control of Bridgewater State University, irrespective of their source or nature and including resources appropriated or granted from external agencies or organizations. Terms of the policy apply to anyone utilizing university resources for appropriate travel needs and are not limited to employees and students.

Responsibilities

The Traveler

The traveler is responsible for making him/herself aware of all facets of the university travel policy. The traveler is further responsible for submitting all necessary request, authorization and reimbursement documents to the requisite supervisor and the university at the appropriate time. Travelers may not authorize their own travel nor approve their own travel reimbursements.

The Supervisor

Authority and responsibility for approval and control of travel by employees rests with the supervisor. When a request is made, the supervisor is responsible for determining whether or not adequate funds are available for travel and for confirming that the intent of the trip is for bona fide university business. When approving reimbursements, the supervisor ensures that: all reported expenses were incurred while conducting university business; submitted documents are accurate and complete; and expenditures are charged to the appropriate university account.

The Institutional Travel Coordinator

The Institutional Travel Coordinator provides travelers and supervisors with the lowest-cost estimate of requested travel plans as they pertain to airlines, rail transportation, hotels and rental cars. In addition, the Institutional Travel Coordinator is responsible for booking all university travel arrangements as they pertain to airlines, rail transportation, hotels and, with the prior approval of the Vice President for Administration and Finance or his/her designee, rental cars. The Institutional Travel Coordinator has final-decision making authority in selecting the most reasonable and appropriate arrangements given the traveler's needs.

Considerations

Authorization to Travel

An authorization to travel is required for all travel on official university business, whether or not reimbursement is sought and irrespective of the scope or duration of travel. At the discretion of the

supervisor, blanket authorization to travel is permitted for those employees called upon to travel within the Commonwealth of Massachusetts on a regular basis.

Sponsored Project, Grant-Funded or Federally-Funded Travel

For travel charged to a sponsored project, grant or federal funding provision, the principal investigator must ensure that, in addition to all relevant funding agency rules and restrictions, all terms of the University's policy are met.

Non-Employee Travel

Appropriate travel expenses for non-university employees (e.g. consultants, speakers, lecturers, visiting professors, etc.) are reimbursable using the university's standard contract for services. All relevant vendor payment policies and procedures apply.

Frequent Flier Miles, Points and Other Incentive Programs

All frequent flier miles, points and benefits gained from similarly structured incentive programs normally offered to travelers shall be retained by Bridgewater State University for future institutional use.

Travel Arrangements and Reimbursements

Overview

A traveler is eligible for reimbursement of allowable expenses in the pursuit of university business. Examples of such expenses include, but are not limited to: taxis/shuttles, baggage handling fees, personal vehicle mileage, public transportation fares, parking, tolls, and actual fuel costs for rental cars. Examples of non-reimbursable expenses include, but are not limited to: dues to airline clubs, personal gifts, movie rentals, laundry service, travel insurance, valet service, personal meals not included in the daily per diem, and chartered/private airplanes.

Meals

For all travel within North America and territories/possessions of the United States, incurred meals costs shall be reimbursed at an institutional per diem rate of \$40.00 for all travel exceeding 24 hours in duration; receipts are not required. Incurred meal costs in all other countries will be reimbursed according to the U.S. Department of Defense foreign per diem rates.

Transportation

The traveler is expected to travel via the least-expensive, reasonable means possible. All air/rail travel shall be booked at the economy/coach fare.

Vehicles

Traveling employees are encouraged to use university-owned vehicles when appropriate and available. University-owned passenger vehicles may only be used for official business and must be operated by current

employees with a valid driver's license. Personal use of university-owned vehicles is prohibited except by the president of the university or his/her designee.

Employees may use their personal vehicles as a means of travel on official university business. Employees shall be reimbursed for mileage accrued between the campus and the destination or the point of origin and the campus, whichever is less, at rates allowed by the IRS. The reimbursement rate includes the cost of fuel and other operating expenses of the vehicle; reimbursements of actual costs will not be made for these expenditures.

Lodging

The traveler is expected to stay in accommodations that are suitably located to perform university business, meet reasonable standards for safety, cleanliness and comfort, and are booked at the single-room rate.

Passports, Visas and Immunizations

The traveler may be reimbursed for direct expenses pertaining to the procurement visas and immunizations provided they were a pre-requisite for travel on official university business.

INTRODUCTION TO WORKFLOW

Employees can complete a Request that will electronically route for approvals using Banner Workflow. The Request moves quickly through the approval process because workflow users are notified of work needing their attention via emails. Workflow also provides a business process map that allows users to track the Request to know where the request is in the approval process. When the approval process is complete the traveler receives an email notification that includes the encumbrance number. If additional information is required in order to complete the encumbrance, the traveler and the Purchasing Office can communicate electronically using Banner Workflow to complete the request.

<https://workflow.bridgew.edu:4446/wfBanp/logon.jsp>

Information Required to Complete a Request Form in Workflow	
<i>Note: ID is the Active Directory user name that is used to log into your computer each morning.</i>	
Windows Logon User Name and Password (to enter Workflow)	<input style="width: 100%; height: 20px;" type="text"/>
If Request is being entered on behalf of a traveler, complete the following fields: Requestor User ID User Valid ID Requestor First Name: Requestor Last Name: Email Address:	<input style="width: 100%; height: 20px;" type="text"/>
If Request is being entered by Traveler, complete the following information:	<input style="width: 100%; height: 20px;" type="text"/>
Banner User ID http://services.bridgew.edu/bannerid/index.cfm	<input style="width: 100%; height: 20px;" type="text"/>
Requestor User ID (Traveler)	<input style="width: 100%; height: 20px;" type="text"/>
Email Address	<input style="width: 100%; height: 20px;" type="text"/>
Supervisor's ID	<input style="width: 100%; height: 20px;" type="text"/>
Dean's ID (for faculty overnight travel)	<input style="width: 100%; height: 20px;" type="text"/>
Provost's ID (for faculty out-of-state travel)	<input style="width: 100%; height: 20px;" type="text"/>
Area VP's ID (for staff out-of-state and/or overnight)	<input style="width: 100%; height: 20px;" type="text"/>

FACULTY

REQUEST ROUTING

Summary –

- *No Reimbursement* – Requires Chairperson approval only. Form is forwarded to Purchasing for record-keeping purposes.
- *In-State/Not Overnight* – Requires Chairperson approval only. The form will route directly to Purchasing to be encumbered.
- *Out-of-State* – Requires Chairperson and Provost approval. Form will route directly to Purchasing to be encumbered.
- *Overnight* – Requires Chairperson and Dean Approval. Form will route directly to Purchasing to be encumbered.

Details:

Traveler – The traveler electronically completes a travel request or it is completed on behalf of the traveler. If the request is entered by an assistant on behalf of a traveler, the assistant’s user ID is used. There will be an opportunity to change the user ID, first and last names, and email address to the traveler’s at the next stage. If the traveler is completing their own request, he/she should use their ID in the assistant field. The User Indicator selected is that of the traveler.

Department Assistant – The department assistant receives an email indicating that a request is waiting for review. The department assistant reviews the information to ensure that the correct index is being charged and that the amounts are correct.

*If the request was entered on behalf of a traveler, the **user ID, first and last names, and email address** is changed to those of the traveler at this point.*

Supervisor – The traveler’s immediate supervisor receives an email indicating that a request is waiting for review. The supervisor reviews the information and selects either Recommend or Not Recommend. The traveler will receive an email indicating whether the travel was recommended or not recommended.

Recommended and No Reimbursement Requested: If no reimbursement has been requested and travel has been recommended by the supervisor, the traveler will receive the email indicating that travel has been recommended with no funding and the request will end.

Routing for requests with reimbursements:

Authorized Signatory - The authorized signatory for the index being charged receives an email indicating that a request is waiting for review. The authorized signatory reviews the information to determine whether there are sufficient funds in the index and selects either Recommend or Not Recommend. The traveler will receive an email indicating whether the travel was recommended or not recommended.

Please note: If the traveler is also the budgetary authorized signatory (chairperson), the traveler's Supervisor's ID (Dean) must be entered as the Authorized ID.

In State/Not Overnight: If the travel is in state and not overnight and is approved by the authorized signatory, the request will route directly to Purchasing to be encumbered. Once the request has been reviewed by Purchasing and is complete, the funds will be encumbered. The traveler will receive an email that will include the encumbrance number.

Out of State/Not Overnight: Out of state day trips to surrounding states are considered in state and follow the same routing as In State/Not Overnight.

Out of State/Overnight: If the travel requested is out of state and overnight and is approved by the authorized signatory, the request will route to the Dean for approval. If the travel is not approved, the traveler will receive an email that will include the reason indicated by the authorized signatory and the Request will end.

Dean – If the travel requested is overnight, the traveler's Dean receives an email indicating that a Request is waiting for review. The Dean reviews the information and selects either Recommend or Not Recommend. The traveler receives an email indicating whether the travel was recommended or not recommended. If the travel is not recommended, the email will include the reason indicated by the Dean and the Request will end.

Provost - If the requested is out of state, the Provost or his designee receives an email indicating that a request is waiting for review. The Provost or his designee reviews the information and selects either Recommend or Not Recommend. The traveler receives an email indicating whether the travel was recommended or not recommended. If the travel is not recommended, the email will include the reason indicated by the Provost or his designee and the request will end.

Purchasing – If the request is complete and accurate, Purchasing will encumber the funds. The traveler receives an email indicating that funds have been encumbered and providing an encumbrance number.

If additional non-monetary information is needed, the request will be returned to the traveler for correction. Once the correction has been made the traveler can re-complete the form which will route it directly back to Purchasing.

If funding amounts are missing (i.e. Pro-Card, direct payment, and/or reimbursable amounts) the request will be returned to the traveler for correction. Once the amounts have been added the traveler can re-complete the form which will route back to the traveler's immediate supervisor for re-approval. From the immediate supervisor the Request will route directly back to Purchasing.

If there are insufficient funds to encumber the funds, the request will route to the Budget Director.

Budget Director – If the Budget Director overrides the encumbrance, the request is completed and the traveler/assistant will receive an email with the encumbrance number. If the Budget Director does not override the encumbrance, the request will route back to the traveler/assistant.

STAFF

REQUEST ROUTING

Summary:

- *No Reimbursement* - Requires supervisor approval only. Form is forwarded to Purchasing for record-keeping purposes.
- *In-State/Not Overnight* - Requires supervisor approval only. The form will route to Purchasing to be encumbered.
- *Overnight* – Requires supervisor and area VP approval. The form will route to Purchasing to be encumbered.
- *Out-of-State and Overnight* – Requires supervisor, area VP, and President’s approval. The form will route to Purchasing to be encumbered.

Details:

Traveler – The traveler electronically completes a travel request or it is completed on behalf of the traveler. If the request is entered by an assistant on behalf of a traveler, the assistant’s user ID is used. There will be an opportunity to change the user ID, first and last names, and email address to the traveler’s at the next stage. If the traveler is completing their own request, he/she should use their ID in the assistant field. The User Indicator selected is that of the traveler.

Department Assistant – The department assistant receives an email indicating that a request is waiting for review. The department assistant reviews the information to ensure that the correct index is being charged and that the amounts are correct.

*If the request was entered on behalf of a traveler, the **user ID, first and last names, and email address must be changed to those of the traveler at this point.***

Supervisor – The traveler’s immediate supervisor receives an email indicating that a request is waiting for review. The supervisor reviews the information and selects either Recommend or Not Recommend. The traveler will receive an email indicating whether the travel was recommended or not recommended.

Recommended and No Reimbursement Requested: If no reimbursement has been requested and the travel has been recommended by the supervisor, the traveler will receive an email indicating that the travel has been recommended with no funding and the request will end.

Authorized Signatory - The authorized signatory for the index being charged receives an email indicating that a request is waiting for review. The authorized signatory reviews the information to determine whether there are sufficient funds in the index and selects either Recommend or Not Recommend. The traveler will receive an email indicating whether the travel was recommended or not recommended.

Please note: If the traveler is also the budgetary authorized signatory, the traveler's Supervisor's ID must be entered as the Authorized ID.

In State/Not Overnight: If the travel requested is in state and not overnight and is recommended by the traveler's supervisor, the request will route directly to Purchasing to be encumbered. Once the request has been reviewed by Purchasing and is complete, the funds will be encumbered. The traveler will receive an email that will include the encumbrance number.

Out of State/Not Overnight: Out of state day trips to surrounding state are considered in state and follow the same routing as In State/Not Overnight.

Out of State/Overnight: If the requested is out of state and overnight and is recommended by the traveler's supervisor, the request will route to the Area Vice President for approval. If the travel is not recommended, the traveler/assistant will receive an email that will include the reason indicated by the supervisor and the Request will end.

Area Vice President – If the travel is overnight and/or out of state the traveler's Area Vice President receives an email indicating that a request is waiting for review. The Area Vice President reviews the information and selects either Recommend or Not Recommend. The traveler receives an email indicating whether the travel was recommended or not recommended. If the travel is not recommended, the email will include the reason indicated by the Area Vice President and the request will end. If the travel is recommended, the request will route to the President.

President - If the requested is overnight and/or out of state, the President or his designee receives an email indicating that a request is waiting for review. The President or his designee reviews the information and selects either Recommend or Not Recommend. The traveler receives an email indicating whether the travel was recommended or not recommended. If the travel is recommended, the request will route to Purchasing. If the travel is not recommended, the email will include the reason indicated by the President and the Request will end.

Purchasing – If the request is complete and accurate, Purchasing will encumber the funds. The traveler receives an email indicating that funds have been encumbered and providing an encumbrance number.

If additional non-monetary information is needed, the request will be returned to the traveler for correction. Once the correction has been made the traveler can re-complete the form which will route it directly back to Purchasing.

If funding amounts are missing (i.e. Pro-Card, direct payment, and/or reimbursable amounts) the request will be returned to the traveler for correction. Once the amounts have been added the traveler can re-complete the form which will route back to the traveler's immediate supervisor for re-approval. From the immediate supervisor the Request will route directly back to Purchasing.

If there are insufficient funds to encumber the funds, the request will route to the Budget Director.

Budget Director – If the Budget Director overrides the encumbrance, the request is completed and the traveler/assistant will receive an email with the encumbrance number. If the Budget Director does not override the encumbrance, the request will route back to the traveler/assistant.

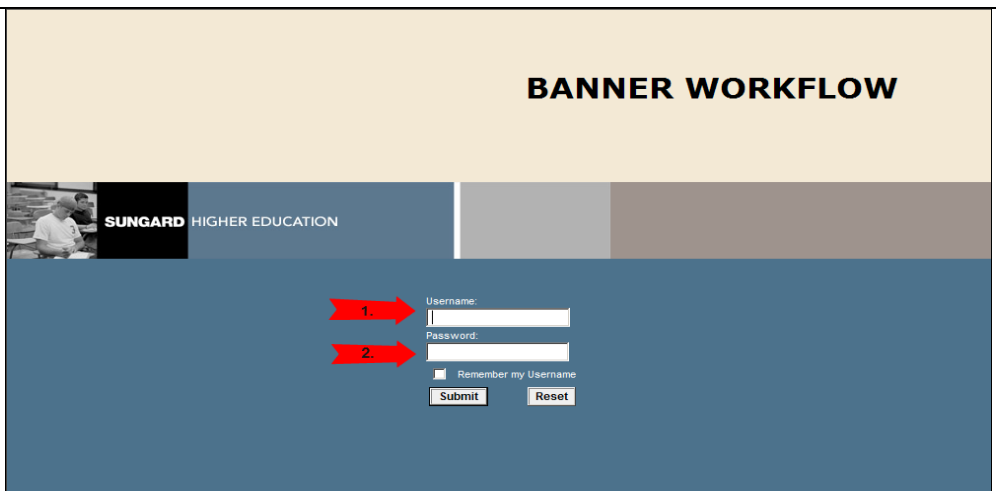
CREATING A REQUEST

Step One – Log into Banner Workflow

1. At the login screen enter your Windows user name.

2. Enter your Windows password.

This is the user name and password used to log onto your computer.



3. The user's inbox is displayed which contains the **Worklist** of any current workflow requests that require the user's attention.

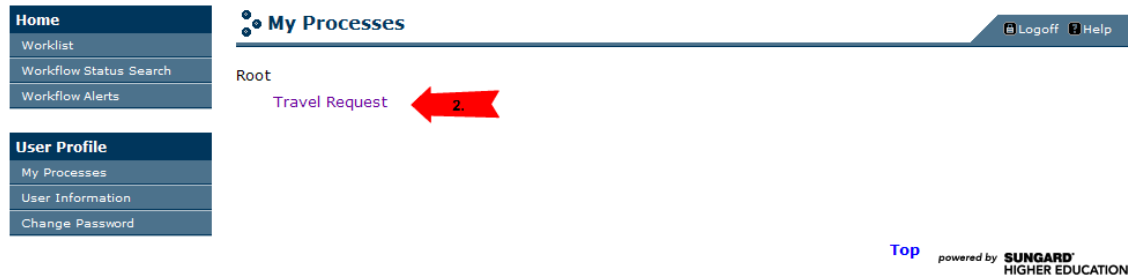


Step Two – Create and Start a Request

1. To start a Request click **My Processes** in the left hand menu under User Profile.



2. Click on **Request**.



Start Workflow will open.

3. In the box next to **Workflow Specifics Name** enter a description of the travel using the following format: *Traveler's name (last, first initial), location of travel, and dates of travel*

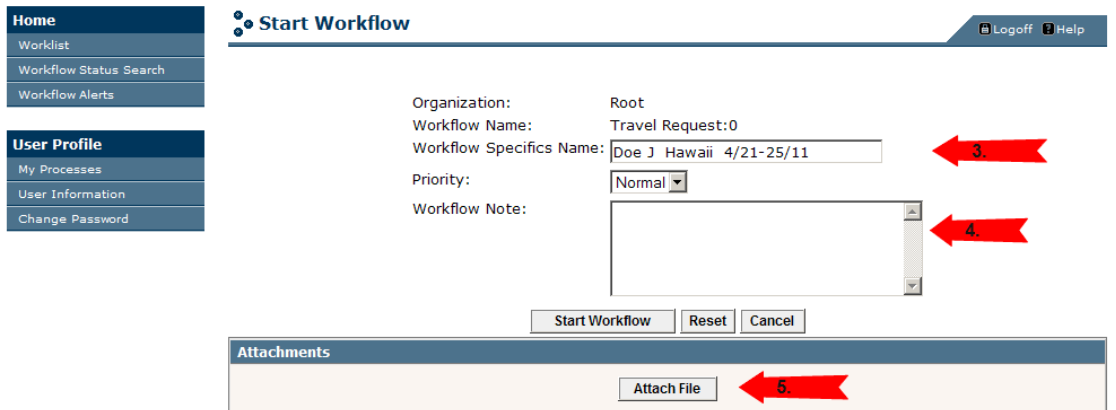
It is very important that the information is entered in the format described so that your request can be easily identified and processed.

4. The Workflow Note box can be used to enter any information relevant to the request.

5. The attachment field is used to attach documents such as email approvals for additional funding sources, registration forms, and/or mileage verifications.

Note: If using more than 1 funding source, the traveler is required to attach email approval for all funding sources when creating the request.

If there are no attachments to the request, proceed to step 6 on Page 14.



5-a. Click Attach file.

Start Workflow [Logoff] [Help]

Organization: Root
Workflow Name: Travel_Request_:0
Workflow Specifics Name: Doe J 4/21-25/11 Hawaii
Priority: Normal
Workflow Note:

[Start Workflow] [Reset] [Cancel]

Attachments

[Attach File]

5-b. Click Browse to select the attachment.

Attach File [Logoff] [Help]

File to attach: [Text Box] [Browse...] [5-b]
Name: [Text Box]
Comments: [Text Area]

[Attach] [Cancel]

5-c. Select the drive and folder containing the file to be attached.

5-d. Click the document name.

5-e. Click Open.

Choose file [?] [X]

Look in: [Test Travel Workflow FY11] [5-c]

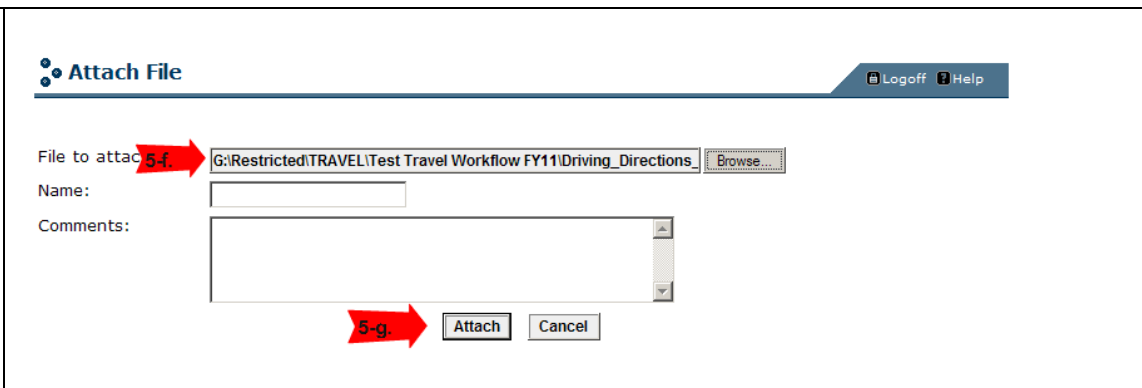
- 2-14-11 Test-1 Pure vanilla.xps
- assistant_review_-_1.png
- Chagnon D Boston 9-1-11.xps
- Doe J 4-21-25-2011 Hawaii.xps
- Driving Directions from 35 Ball Ave Bridgewater, Massachusetts to 1400 Old Pleasant St B
- Driving_Directions_from_131_Summer_St_Bridgewater, Mas... [5-d]
- to_One_Ashbur...
- Guasconi G 09-20-10 Boston.xps
- Guasconi G 11-16-10 TEST-2.xps
- Guasconi G 11-17-10 TEST-1.xps
- GUasconi G 11-17-10 TEST-3.xps
- Guasconi G 11-17-10 TEST-4.xps
- Guasconi G Hawaii 4-28-6-30-11.xps
- Guasconi G Aruba 4-30-6-30-11.xps
- Guasconi G B0ston 8-9-11.xps
- Guasconi G Boston 4-18-20-11.xps

Type: XPS document
Size: 167 KB
Date Modified: 11/17/2010 2:54 PM

File name: [Driving_Directions_from_131_Summer_St_Brid] [5-e] [Open]
Files of type: [All Files (*.*)] [Cancel]

5-f. Attach File is reopened with the file name.

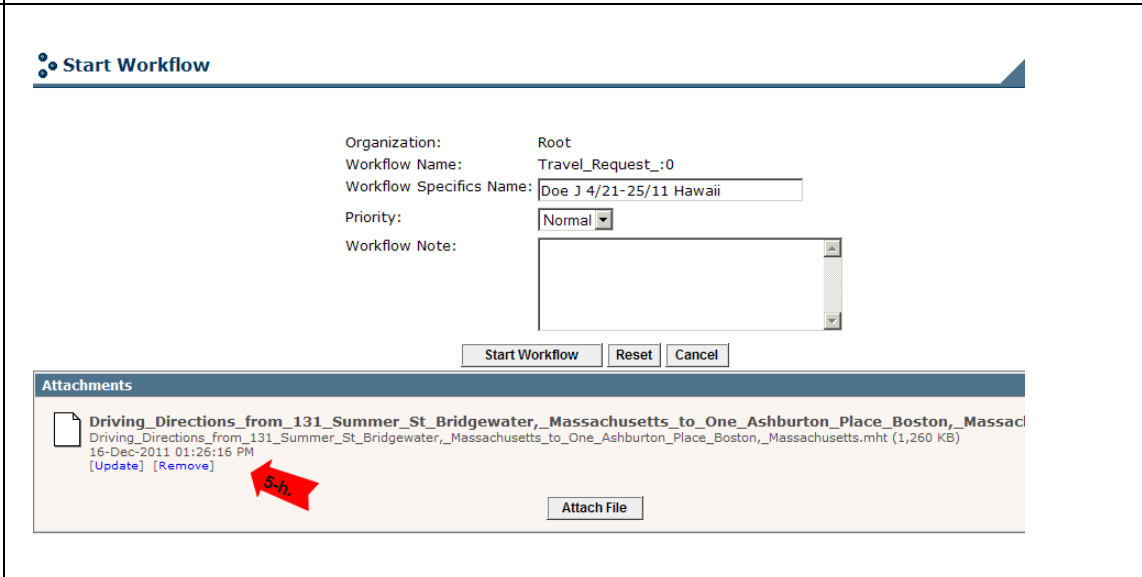
5-g. Click Attach.



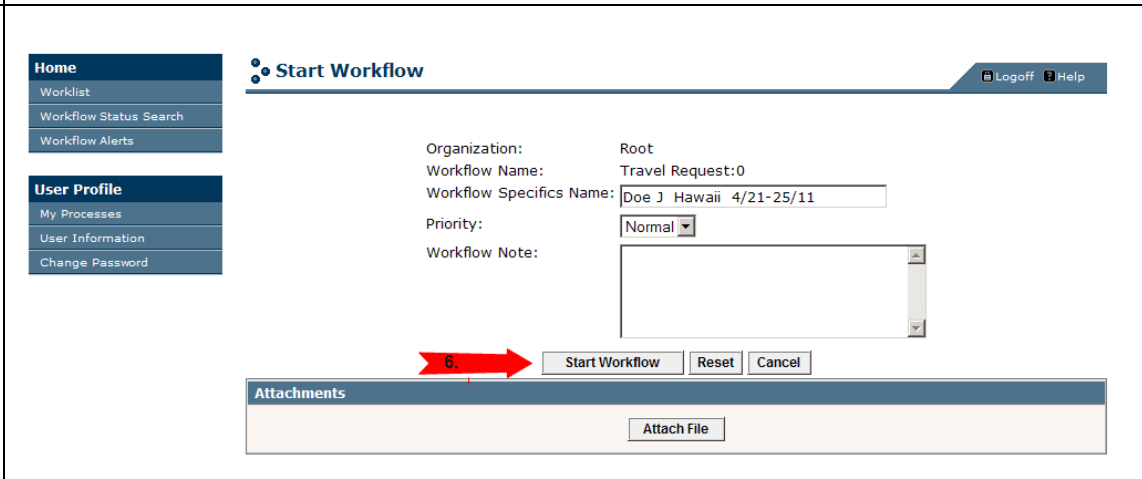
5-h. Document shows as an attachment.

Note: Attachments may be edited or deleted by clicking Update or Remove.

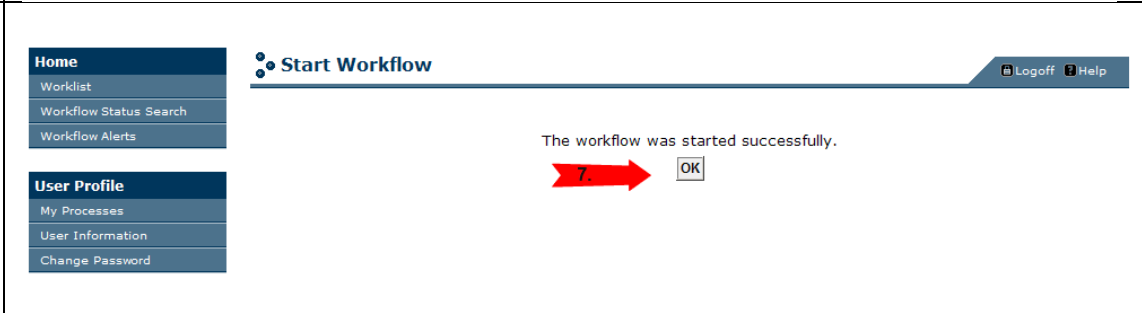
Additional files may be attached by repeating steps 5-a through 5-h.



6. Click on **Start Workflow** to continue the process.



7. Click OK.



8. The Request you named will now appear in your Worklist.

The screenshot shows the 'Worklist' page. On the left, there is a 'Home' menu with 'Worklist', 'Workflow Status Search', and 'Workflow Alerts'. The main content area has a table with columns: Organization, Workflow, Activity, Priority, and Created. A red arrow labeled '8.' points to the 'Organization' field of the first row, which contains 'Doe J Hawaii 4/21-25/11'. The 'Workflow' column shows 'Performing', 'Activity' shows 'TravelRequest Input', 'Priority' shows 'Normal', and 'Created' shows '04-Apr-2011 03:52:25 PM'. There are 'Logoff' and 'Help' links in the top right.

9. (If you do not see your Request, click on **Worklist** again.)

The screenshot shows the 'Worklist' page. A red arrow labeled '9.' points to the 'Worklist' menu item in the 'Home' menu on the left. The main content area shows the table header with columns: Organization, Workflow, Activity, Priority, and Created. Below the table, there is a pagination control showing '0 - 0 of 0' and buttons for 'First', 'Previous', 'Next', and 'Last', along with a 'Go to page:' dropdown. A 'Show Reserved Items' link is also visible. 'Logoff' and 'Help' links are in the top right.

10. Click on the link in your worklist to start the workflow which will display the data entry form.

The screenshot shows the 'Worklist' page. A red arrow labeled '10.' points to the 'Organization' field of the first row, which contains 'Doe J Hawaii 4/21-25/11'. The 'Workflow' column shows 'Performing', 'Activity' shows 'TravelRequest Input', 'Priority' shows 'Normal', and 'Created' shows '04-Apr-2011 03:52:25 PM'. There are 'Logoff' and 'Help' links in the top right.

Step Three – Complete the Request

*All fields with an * are required.*

1.*User Indicator – select the user description that corresponds to your user ID

-- If you are not the traveler and are filling out the Request for someone else you will have the opportunity to add the traveler's User ID and name at the next step in the process.

2. *Dept. Assistant ID – enter the user ID of the department assistant. You may use yourself as the assistant.

If the Request is to be funded by a **Faculty/Librarian Research Grant** enter **m3dunn** as the Department Assistant ID

If the Request is to be funded by **Undergraduate Research (UROP)** enter **kfrederick** as the Department Assistant ID

If the Request is to be funded by a **grant** enter **menright** as the Department Assistant ID

3. Supervisor's ID – enter the traveler's immediate supervisor's ID

4. Authorized Signature ID - enter the ID of the authorized signatory of the index.

5. *Encumbrance Description – enter a description of the travel using the following format: Last name, first initial/Location of travel/Dates of travel

Worklist
Travel Request

Hide Menu

1 * User Indicator: Click the Button that Corresponds to Your UserID

President Area VP Staff Faculty

2 All users please enter the Dept. Assistant ID:
* Dept. Assistant ID: *Must contain a name. Cannot be left as 'None'.*

If Staff or Faculty please enter the Supervisor's ID and the Authorized Signature ID:

3 * Supervisor's ID:

4 * Authorized Signature ID:

5 * Encumbrance Description:

6. ***Job Title** – enter the traveler’s job title

7. ***Campus Phone** – enter the traveler’s telephone extension

8. ***Department** – enter the traveler’s department name

9. ***Building** – enter the building name of the traveler’s department

10. ***Room Number** – enter the room number of the traveler’s office

11. ***Banner User ID** – enter the traveler’s Banner ID number

***12. Name of conference/meeting/event attending** – enter the name of the conference or brief description of meeting/event

***13. Location of conference**

a. Enter the location of the conference/meeting/event

b. Is Travel Out Of State? – select Yes or No for out of state travel

c. If Faculty and Out of State Travel, Please enter Provost’s ID – if the traveler is a faculty member and has selected Out of State Travel, the Provost’s ID must be entered (a1harris).

6 * Job Title:

7 * Campus Phone:

8 * Department:

9 * Building:

10 * Room Number:

11 * Banner User ID:

12 1. Name of conference / meeting / event attending:
*

13 (a) 2. Location of conference / meeting / event attending:
*

(b) * Is Travel Out Of State?
 No Yes

(c) If Faculty and Out of State Travel, Please enter Provost's ID:
Provost's ID:

***14. Inclusive dates of travel –** using the selection box, choose the beginning and ending dates of the travel (if the travel begins or ends on non-work days include that date in your selection)

***15 - a. Is Travel Overnight? –** select Yes or No for overnight travel

b. If Staff and Overnight Travel, Please enter Area Vice President's ID – if the traveler is a staff member (not a faculty member or librarian) and is traveling overnight, enter the ID for the area Vice President

c. If Faculty and Overnight Travel, Please enter Dean's ID – if the traveler is a faculty member or librarian, enter the ID for the Dean

***16. If you are an active contributor, state the nature of your participation –** enter a description of the traveler's participation in the conference or enter "N/A"

***17. If you are an active contributor, please state the title of your presentation, performance, exhibition, session, etc. –** enter the presentation title or enter "N/A"

***18. What arrangements have been made to cover classes that will be missed (Faculty Only)? –** enter description of arrangements or enter "N/A"

***19. Statement of how this event relates to your professional goals at BSC –** enter description

***20. Request usage of BSC vehicle –** select Yes or No

14 3. Inclusive dates of travel:

* From: ...

* To: ...

15 (a) * Is Travel Overnight?
 No Yes

(b) If Staff and Overnight Travel, Please enter Area Vice President's ID:

Area VP's ID:

(c) If Faculty and Overnight Travel, Please enter Dean's ID:

Dean's ID:

16 4. If you are an active contributor, please state nature of your participation. (Example: Paper Presentation, Panelist, Discussant):

*

17 5. If you are an active contributor, please state the title of your presentation, performance, exhibition, session, etc.:

*

18 6. What arrangements have been made to cover classes that will be missed (Faculty Only)?:

*

19 7. Statement of how this event relates to your professional goals at BSC: Note: If the connection between this event and your professional activities at BSC is not self-evident, it is your responsibility to explain this event to your immediate supervisor in the space provided below: Incomplete descriptions will result in rejection of this form.

*

20 8. Request usage of BSC vehicle.

* No Yes

Anticipated Total Expenses

21. Pro-Card Charges or Direct Payments – enter amounts to be charged to the Pro-Card or a Direct Payment Form, including charges incurred by the BSU travel coordinator (these amounts will not be included in any reimbursements).

Important: You must include pro-card and direct payment costs to show your supervisor the total cost of travel but do not include these costs with your reimbursable charges.

Note: If actual amounts for travel and/or accommodations are not known, include estimates from BSU travel coordinator.

22. Reimbursable Charges – enter amounts to be reimbursed to traveler

23-26. Banner Accounting Distributions – enter the index or fund/ org, account, program, and activity (if applicable) codes and the total for each funding source.

--The total reimbursable expenses can be divided among up to four lines on the Request.

Important: The total reimbursable charges must equal the totals of lines 1-4 in order for the Request workflow process to continue. The totals of 23-a through 26-a must equal Item 22 total expenses.

21 Anticipated Total Expenses -----

Pro-Card Charges or Direct Payments -----

Out of State Travel \$:

In State Travel \$:

Registration \$:

Total Expenses \$: 0.00

22 Reimbursable Charges -----

Out of State Travel \$:

In State Travel \$:

Registration \$:

Total Expenses \$: 0.00

Banner Accounting Distributions -----

23 Accounting Elements Line 1 -----

Index Code 1, or:

Fund Code 1:

Orgn Code 1:

Acct Code 1:

Prog Code 1:

Actv Code 1:

a* Line 1 Expenses \$:

24 Accounting Elements Line 2 -----

Index Code 2, or:

Fund Code 2:

Orgn Code 2:

Acct Code 2:

Prog Code 2:

Actv Code 2:

a Line 2 Expenses \$:

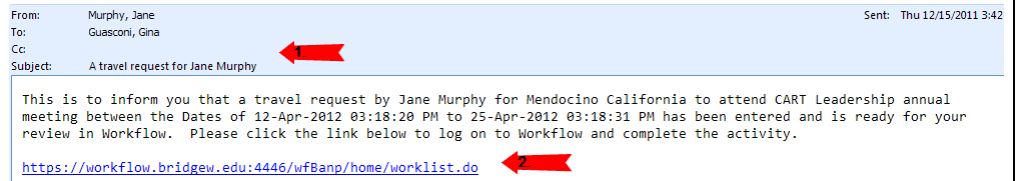
	<p>25 Accounting Elements Line 3 -----</p> <p>Index Code 3, or: <input type="text" value="None"/></p> <p>Fund Code 3: <input type="text" value="None"/></p> <p>Orgn Code 3: <input type="text" value="None"/></p> <p>Acct Code 3: <input type="text" value="None"/></p> <p>Prog Code 3: <input type="text" value="None"/></p> <p>Actv Code 3: <input type="text" value="None"/></p> <p>a Line 3 Expenses \$: <input type="text" value="0.00"/></p> <p>26 Accounting Elements Line 4 -----</p> <p>Index Code 4, or: <input type="text" value="None"/></p> <p>Fund Code 4: <input type="text" value="None"/></p> <p>Orgn Code 4: <input type="text" value="None"/></p> <p>Acct Code 4: <input type="text" value="None"/></p> <p>Prog Code 4: <input type="text" value="None"/></p> <p>Actv Code 4: <input type="text" value="None"/></p> <p>a Line 4 Expenses \$: <input type="text" value="0.00"/></p>
<p>27. *CART Fund Information – select Yes or No to indicate whether CART funds have been requested for this travel (form will default to No)</p> <p>28. Type of Grant, Semester/Year, Pending Approval \$, CART Index Code, if known, can be entered by the traveler. The Request will route to CART if Yes is selected at which time the information can be provided by CART.</p>	<p>27 CART Funds Information -----</p> <p>* Applied for CART Funds</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>28 Type of Grant: <input type="text"/></p> <p>Semester/Year: <input type="text"/></p> <p>Pending Approval \$: <input type="text" value="0.00"/></p> <p>CART Index Code: <input type="text" value="None"/></p>
<p>29. If the information is complete and the Request is ready to route to the next reviewer, click Complete.</p> <p>If additional information is needed and you would like to return to the form at a later time, click Save & Close.</p> <p>If you no longer wish to complete the Request, click Cancel.</p>	<p style="text-align: center;">-----</p> <p style="text-align: center;"> <input type="button" value="Complete"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/> </p>

Step Four – Assistant Review

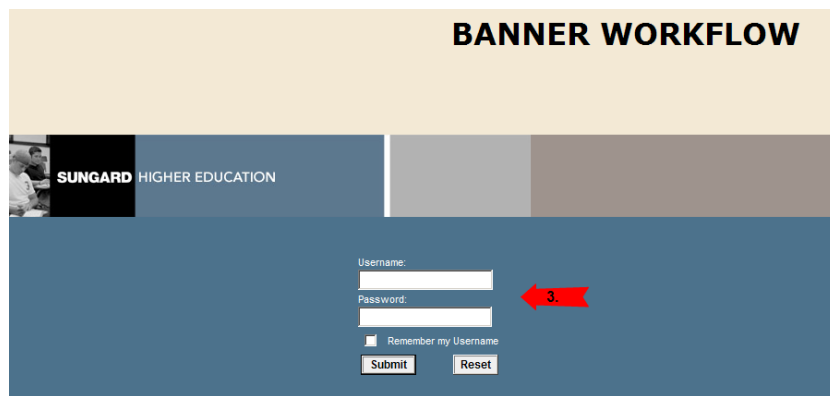
1. Once the document is completed, the assistant will receive an email that a request is waiting for their review.

2. Click the link in the email to open Workflow.

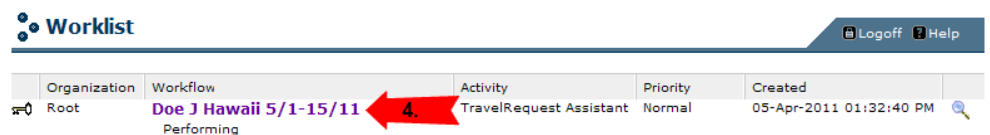
<https://workflow.bridgew.edu:4446/wfBanp/logon.jsp>



3. Log onto Workflow using your Windows user name and password



4. Click the document name in the worklist to open the request.



5. Review the information on the Request:

Traveler's name;
Location, dates, and purpose of travel;
Class coverage if applicable;
Dollar amounts including pro-card expense and reimbursable expenses;
Funding sources.

5-a. Important: If the request was entered on behalf of the traveler, the User ID and Email should be updated with the traveler's data at this point.

Encumbrance and NSF Information -----

Encumbrance#:

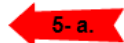
Encumbrance UserID:

NSF Override:

Override Reason:

If Travel Request is being entered on behalf of traveler, please override the following 4 fields:

Requestor User ID:
User Valid Ind:
Requestor First Name:
Requestor Last Name:
Email Address:



* User Indicator
 President Area VP Staff Faculty

Job Title:
Campus Phone:
Department:
Building:
Room Number:
Dept. Assistant ID:

Supervisor's ID: test_supervisor
Authorized Signature ID: test_supervisor

* Encumbrance Description:

* Banner User ID:

1. Name of conference / meeting / event attending:
2. Location of conference / meeting / event attending:

* Out of State Travel?
 No Yes

If Faculty and Out of State Travel, Please enter Provost's ID:

Provost's ID:

3. Inclusive dates of travel:

From:

To:

* Overnight Travel?
 No Yes

If Staff and Overnight Travel, Please enter Area Vice President's ID:

Area VP's ID:

If Faculty and Overnight Travel, Please enter Dean's ID:

Dean's ID:

Review of Information (con't)

4. If you are an active contributor, please state nature of your participation. (Example: Paper Presentation, Panelist, Discussant):

I am instructing the beginner class on entering travel W

5. If you are an active contributor, please state the title of your presentation, performance, exhibition, session, etc.:

Beginner Travel Workflow

6. What arrangements have been made to cover classes that will be missed (Faculty Only)?:

N/A

7. Statement of how this event relates to your professional goals at BSC: Note: If the connection between this event and your professional activities at BSC is not self-evident, it is your responsibility to explain this event to your immediate supervisor in the space provided below: Incomplete descriptions will result in rejection of this form.

By instructing users from the grassroots on WF Travel, requests will be completed and routed more efficiently thus streamlining the travel process.

* 8. Vehicle Request:

No

Yes

Anticipated Total Expenses -----

Pro-Card Charges or Direct Payments -----

Out of State Travel \$: 1000

In State Travel \$: 0.00

Registration \$: 0.00

Total Expenses \$: 1,000.00

Reimbursable Charges -----

Out of State Travel \$: 225

In State Travel \$: 0.00

Registration \$: 0.00

Total Expenses \$: 225.00

Banner Accounting Distributions -----

Accounting Elements Line 1 -----

Index Code 1, or: 254410

Fund Code 1: None

Orgn Code 1: None

Acct Code 1: 71102 - In State Travel

Prog Code 1: None

Actv Code 1: None

* Line 1 Expenses \$: 225

6. Click Reviewed.

7. Click Save & Close, or Cancel

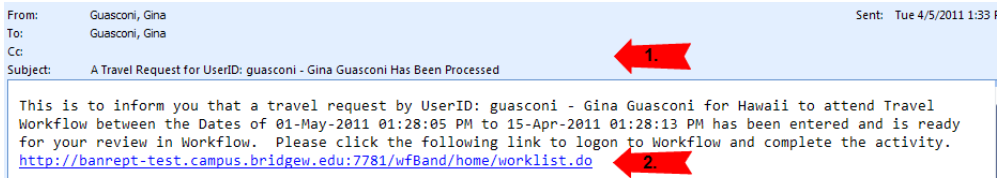
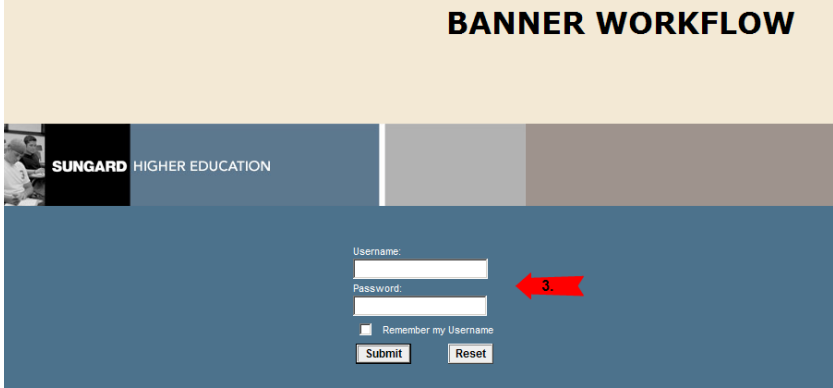
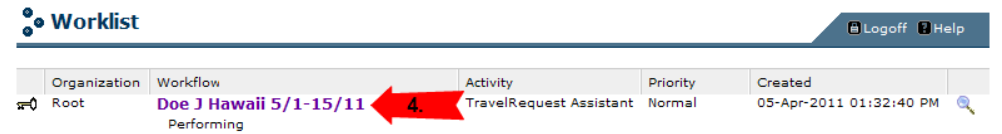

---- If clicking Save & Close, be sure to return to the document to Complete or Cancel

* Travel Request Reviewed Reviewed

Reviewed

Complete Save & Close Cancel

Step 5 – Approval Process for Supervisors, Deans, Provost, Vice Presidents, and/or President

<p>1. An email is generated from Workflow that a travel request is waiting for approval.</p> <p>2. Click the link to open Workflow.</p>	
<p>3. Log onto Workflow using your Windows user name and password</p>	
<p>4. Click the document name in the worklist to open the request.</p>	
<p>5. Review the information on the Request:</p> <p>Traveler's name; Location, dates, and purpose of travel; Class coverage if applicable; Dollar amounts including pro-card expense and reimbursable expenses; Funding sources.</p>	

Review of request (cont.)

Supervisor's ID: test_supervisor
Authorized Signature ID: test_supervisor
* Banner User ID: 00001111

1. Name of conference / meeting / event attending:

Workflow Travel Requests

2. Location of conference / meeting / event attending:

Hawaii

* Out of State Travel?

No Yes

If Faculty and Out of State Travel, Please enter Provost's ID:

Provost's ID: None

3. Inclusive dates of travel:

From: 21-Apr-2011 0 ...

To: 25-Apr-2011 0 ...

* Overnight Travel?

No Yes

If Staff and Overnight Travel, Please enter Area Vice President's ID:

Area VP ID: test_avp

If Faculty and Overnight Travel, Please enter Dean's ID:

Dean's ID: None

4. If you are an active contributor, please state nature of your participation. (Example: Paper Presentation, Panelist, Discussant):

I am the lead instructor.

5. If you are an active contributor, please state the title of your presentation, performance, exhibition, session, etc.:

Requesting Travel Using Workflow

6. What arrangements have been made to cover classes that will be missed (Faculty Only)?:

N/A

7. Statement of how this event relates to your professional goals at BSC: Note: If the connection between this event and your professional activities at BSC is not self-evident, it is your responsibility to explain this event to your immediate supervisor in the space provided below: Incomplete descriptions will result in rejection of this form.

By teaching everyone to use Banner Workflow, the travel request process will run more efficiently.

* 8. Vehicle Request:

No Yes

Anticipated Total Expenses -----

Pro-Card Charges or Direct Payments -----

Out of State Travel \$: 1000
In State Travel \$: 0.00
Registration \$: 0.00
Total Expenses \$: 1,000.00

Review of request (cont.)

Reimbursable Charges -----

Out of State Travel \$: 200
In State Travel \$: 0.00
Registration \$: 0.00
Total Expenses \$: 200.00

Banner Accounting Distributions -----

Accounting Elements Line 1 -----

Index Code 1, or: 254410
Fund Code 1: None
Orgn Code 1: None
Acct Code 1: 71101 - Out of State Travel
Prog Code 1: None
Actv Code 1: None
Line 1 Expenses \$: 200

Accounting Elements Line 2 -----

Index Code 2, or: None
Fund Code 2: None
Orgn Code 2: None
Acct Code 2: None
Prog Code 2: None
Actv Code 2: None
Line 2 Expenses \$: 0.00

Accounting Elements Line 3 -----

Index Code 3, or: None
Fund Code 3: None
Orgn Code 3: None
Acct Code 3: None
Prog Code 3: None
Actv Code 3: None
Line 3 Expenses \$: 0.00

Accounting Elements Line 4 -----

Index Code 4, or: None
Fund Code 4: None
Acct Code 4: None
Orgn Code 4: None
Prog Code 4: None
Actv Code 4: None
Line 4 Expenses \$: 0.00

Total Line Expenses \$: 200.00

CART Funds Information -----

CART Approval: NA
CART Funds: No
Type of Grant:
Semester/Year:
Pending Approval \$: 0.00
CART Index Code: None

6. Click Recommend of Not Recommended at bottom of the Request form.

7. If Not Recommended, state the reason in text box.

8. Click Complete, Save and Close, or Cancel. If clicking Save & Close, be sure to return to the document to Complete or Cancel.

* Supervisor's Approval

Recommend Not Recommended

If approval is not recommended above state reason:

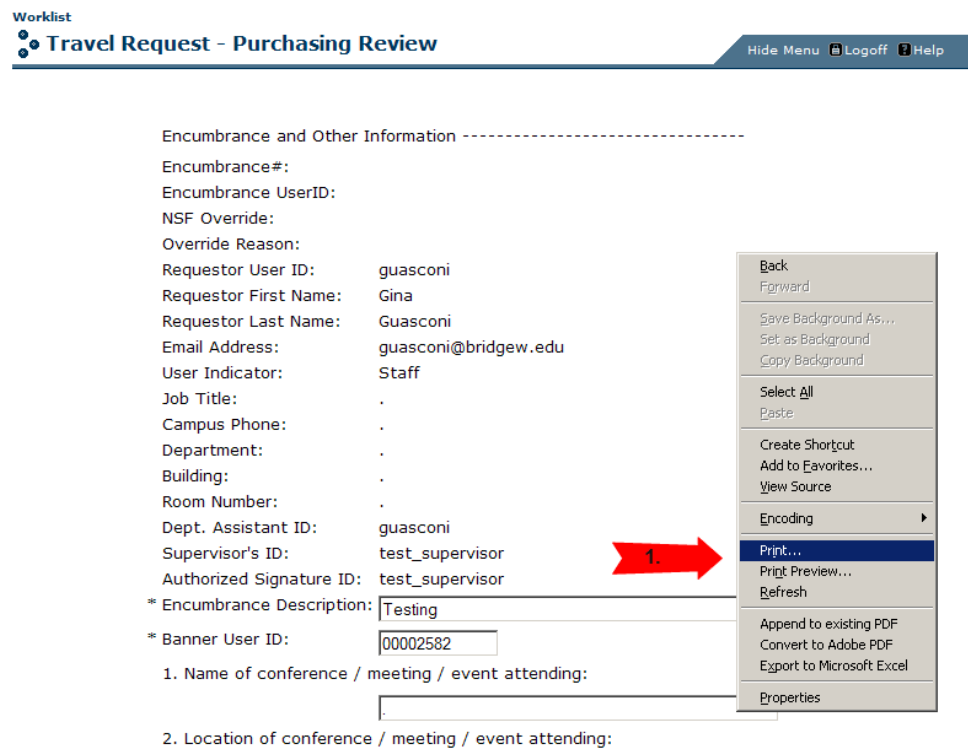
How to Electronically Copy/Print a Request

1. While in the document, right click and select Print.

Worklist
Travel Request - Purchasing Review Hide Menu Logoff Help

Encumbrance and Other Information -----
Encumbrance#:
Encumbrance UserID:
NSF Override:
Override Reason:
Requestor User ID: guasconi
Requestor First Name: Gina
Requestor Last Name: Guasconi
Email Address: guasconi@bridgew.edu
User Indicator: Staff
Job Title: .
Campus Phone: .
Department: .
Building: .
Room Number: .
Dept. Assistant ID: guasconi
Supervisor's ID: test_supervisor
Authorized Signature ID: test_supervisor
* Encumbrance Description: Testing
* Banner User ID: 00002582

1. Name of conference / meeting / event attending:
.
2. Location of conference / meeting / event attending:
.



2. Select Microsoft XPS Writer.
3. Click Print.

Print

General Options

Select Printer

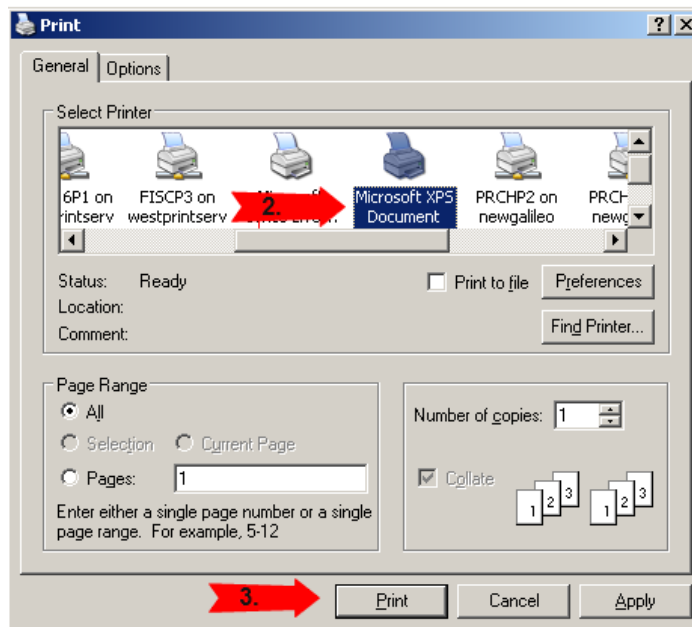
6P1 on intserv FISC3 on westprintserv Microsoft XPS Document PRCHP2 on newgalileo PRCH newg

Status: Ready Print to file Preferences
Location: Find Printer...
Comment:

Page Range
 All
 Selection Current Page
 Pages: 1
Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1
 Collate 1 2 3 1 2 3

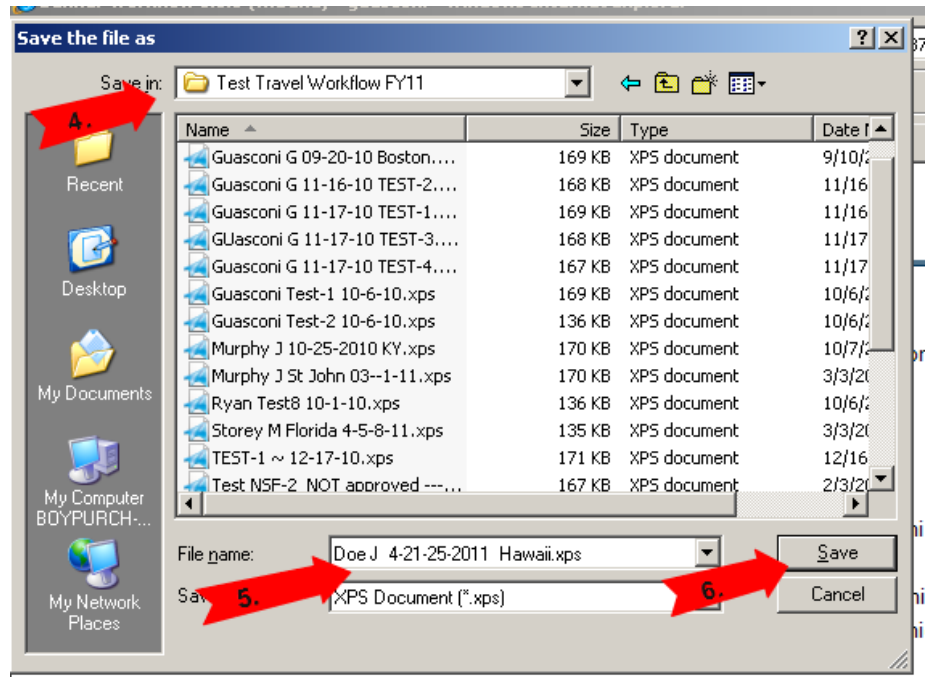
3. Print Cancel Apply



4. Select the drive and file in which to save the document.

5. Name the document. Note that the suffix is .xps.

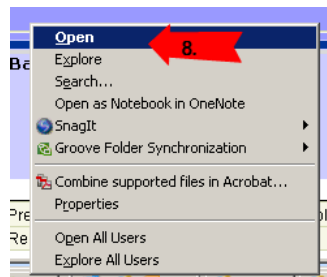
6. Click Save.



7. Right click the Start button.

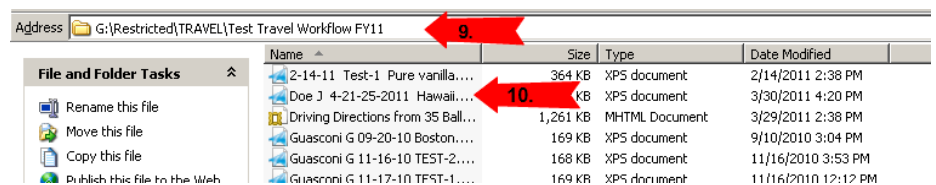


8. Select Open.

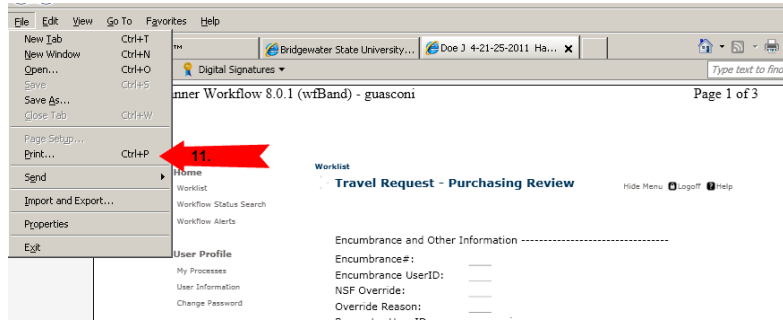


9. Select the Drive where the document was saved.

10. Double click the file name to open the file.

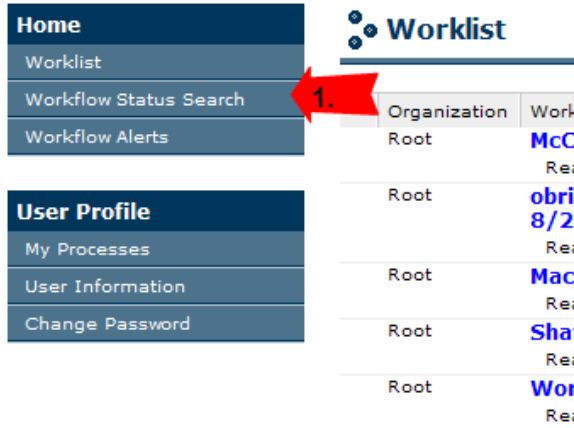


11. Select Print.



How to Monitor the Status of a Travel Request

1. Click Workflow Status Search.



2. Enter the Workflow Specifics Name of your request (last name, first initial, destination, and dates).

3. Click Search

Workflow Status Search

Search

Workflow Organization:

Workflow Specifics Name:

Business Process Name:

Definition Organization: Name and Version:

Start Date: To

End Date: To

Status:

4. Click the request to open the search..

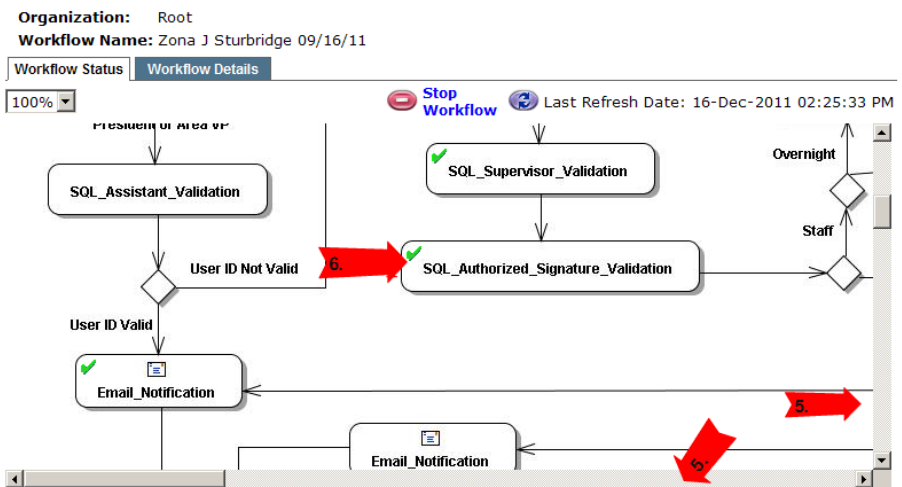
Workflow Status Search Results

Organization	Workflow Specifics Name	Business Process Name	Status	Created
Root	Doe J beavercreek co	Travel Request	Ready	29-Aug-2011 10:11:11 AM

1 - 1 of 1 | First | Previous | Next | Last | Go to page: 1

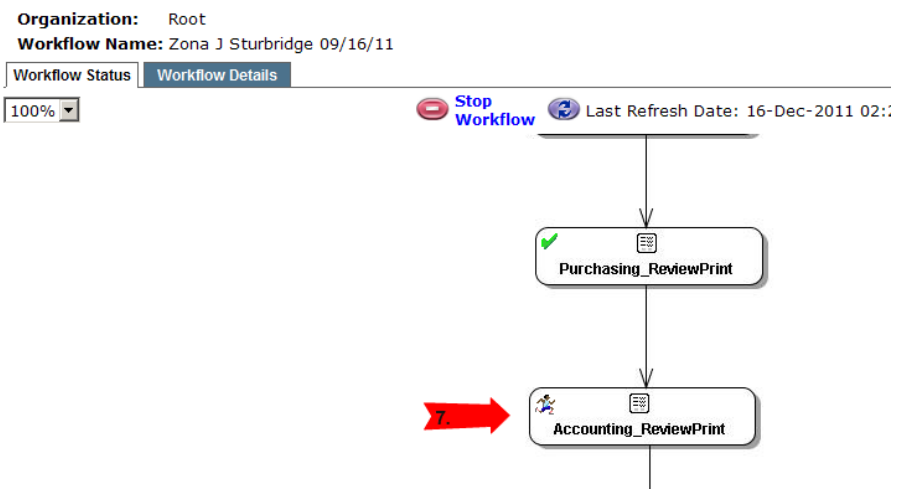
5. Follow the flowchart using the right and lower scroll bars.
6. The green checkmarks indicate a step has been completed.

Workflow Status



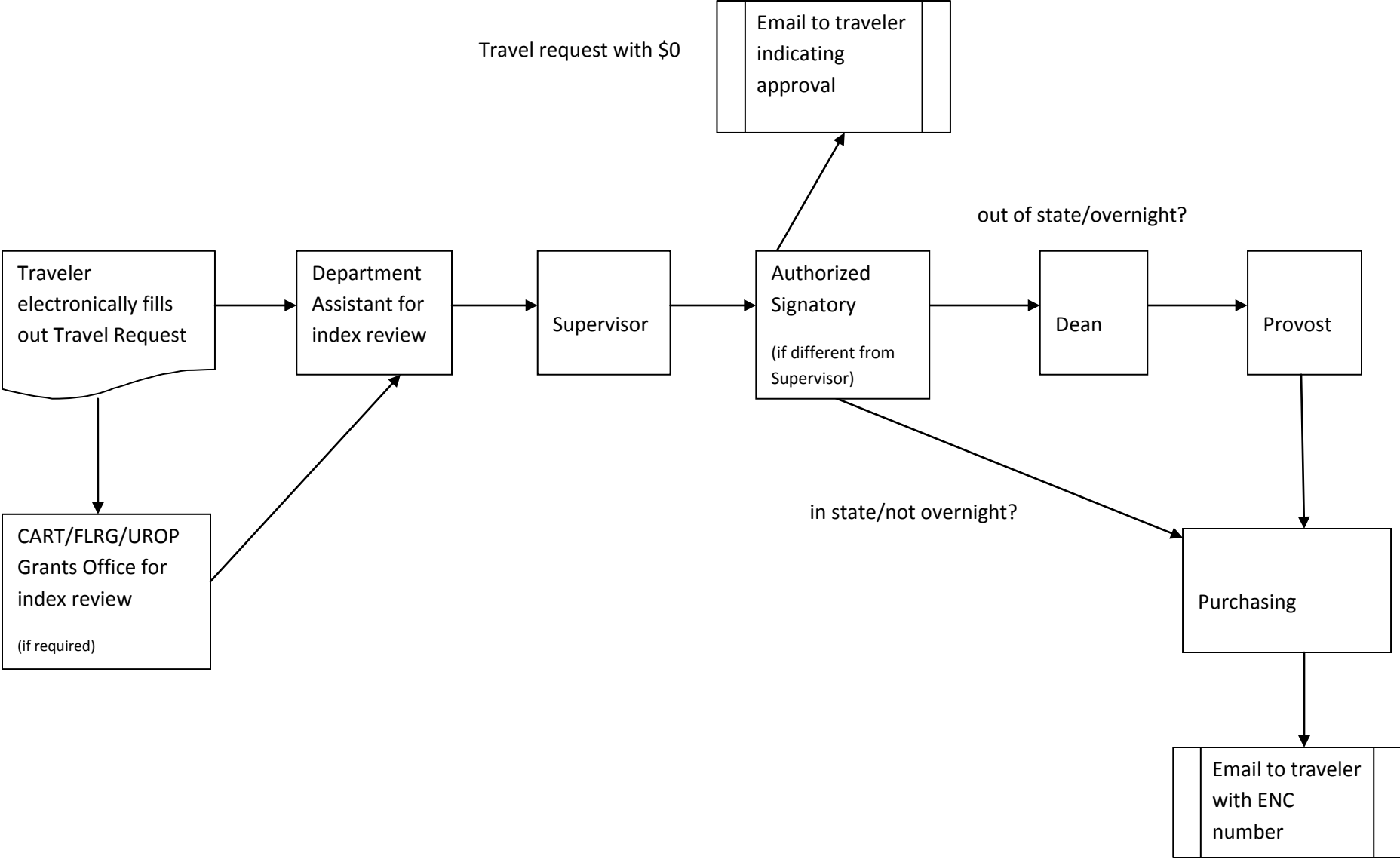
7. 'Victor the Running Man' will be at the step immediately following the last green checkmark indicating the location of the document.

Workflow Status



Page intentionally left blank.

Approved Faculty Travel Request Routing



Approved Staff Travel Request Routing

