

Bloomsburg University TM – Travel Management Quick Check List

Note that items marked with a * are required fields.

Fill in required fields

General Data/Dates:

- Dates can be entered manually or by opening the calendar;
- Time must be entered in military format;
- Posting date will default to trip end date;

Destination:

- Main destination or first if multiple destinations;
- *Note that if multiple destinations applies, you must complete the “additional information” prior to adding the additional destination(s);*
- Trip country – will default to US;
- Trip region – enter manually or use search (remember to capitalize state abbreviation, PA*);
- Destination – free text, location/name of training;

Additional Information:

- Estimated costs, hotel and meals, will populate based on dates and location entered (these can be changed if necessary);
- Meals will need to be adjusted for meals provided at conference/training/meeting;
- **Note:** if traveler is not claiming hotel and/or meals, these must be reduced to \$.01;
- **“Insurance Purpose Only”** traveler enters actual expenses on Travel Approval Request and then **REDUCES** the sum to \$.01 by entering a negative amount under “Z:Unfunded Travel Cost”; see below:

Travel Mediums	Estimated Costs	Currency
Airfare	0.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	0.00	USD
Gasoline	0.00	USD
Hotel	264.00	USD
Meals/Subsistence	184.88	USD
Mileage Reimbo	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	0.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	0.00	USD
Sum	448.88	USD

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Mileage Reimbo	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	0.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	448.87-	USD
Sum	0.01	USD

Click “Accept” to save and return to main screen;

Bloomsburg University

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Quick Check List

- Cost centers to be used for *“Insurance Purpose Only”*:
 - President Travel Non-Expense – 1011450100;
 - Academic Affairs Travel Non-Expense – 1011450200;
 - Admin Travel Non-Expense – 1011450300;
 - Student Affairs Travel Non-Expense – 1011450400;
 - University Affairs Travel Non-Expense – 1011450500;
- For Enterprise Rental instructions, see page 7 of “TM – Process for Prepaid Expenses”;
- **Reminder**: initial and date all receipts and attach to your expense report. Keep originals on file in your office;
- Approvers who are also cost center managers will have to approve their own travels. Watch for an automatic email;
- Payment made to third party (excluding Enterprise):
 - Follow instructions and complete Out Service Training Form;
 - Forward for approvals along with necessary documentation.