

## Introduction

All university travel must be approved by the appropriate personnel before the trip begins, and reviewed again after the trip has concluded so that the traveler can be reimbursed for out of pocket expenses.

Super Users help to maintain the travel approval structure in FTS by identifying Reviewers, Approvers, Backups, and Alternate Approvers for each department in their respective areas.

## Responsibilities

Super Users are responsible for:

- Having an in-depth understanding of the [SJSU Travel Guide](#).
- Having an in-depth understanding of the review/approval process in [FTS](#).
- Knowing who, in each department, is identified as an Approving Official. For details on who can be an Approving Official, please see the [Delegation of Authority for the Approval of Financial Expenditures Guidelines](#).

## Approval Structures

The Super User manages the travel approval process for their department(s) by maintaining approval structures in FTS for Travel Authorizations and Travel Reimbursement.

## Roles Defined

- **Reviewer** - This role is optional. An individual set up as a Reviewer can:
  - Review and upload supporting documents, verifying compliance with both SJSU travel policy as well as department specific rules.
  - View the status of travel authorizations/reimbursements to determine their location in the approval process.
  - Return a travel authorization/reimbursement request if there is insufficient supporting documentation.
- **Approver** – An individual set up as an Approver can:
  - Approve, pend for clarification, return, or not authorize travel authorization/reimbursement requests.
  - Review and upload supporting documents.
  - View the status of travel authorizations/reimbursements to determine their location in the approval process.
- **Backup** – This is an optional role that can be designated for both Reviewers and Approvers. Backups would be responsible if the primary Reviewer/Approver does not take action on travel authorization/reimbursement requests after 4 calendar days, or whenever necessary.

- **Alternate Approver** – Designated for each individual in an Approver role, the Alternate Approver approves travel authorization/reimbursement requests when the traveler is the designated Approver for a specific Dept ID. Alternate Approvers must:
  - Be an MPP Manager.
  - Not report directly to the traveler (Approver).
  - Follow the hierarchy of the organization.

**Note on Approvers**

Approving Officials can only be listed as an approver once they have completed the [necessary training](#) and submitted a [Finance System Access Request](#) for Level 3 access. Until these steps are completed, the approving official will not show up in the approvers list. Additionally, approvers must also have an [Alternate Approver designee](#) before they can be added to a travel structure.

**Approval Requirements**

The following table shows different levels of approval that are required for different types of transactions and destinations.

**Table 1. Approval for Travel Authorizations and Reimbursements**

Transaction Type	Approval Process	Level of Approval	Level of Approval
Travel Authorization	Domestic <b>In-State</b>	Approved in FTS	Approving Official and Associate Vice President (except Academic Affairs, where Deans are the highest level required)
	Domestic <b>Out-of-State</b>	Approved in FTS	Approving Official and Vice President (except Academic Affairs, where Deans are the highest level required)
	International	Approved in FTS	Approving Official, Vice President, and President (for Academic Affairs: Approving Official, Dean, Provost, and President or his/her designee)
Travel Reimbursement	Domestic <b>and</b> International	Approved in FTS	Approving Official

## Using FTS

Super Users must be granted the Super User Role in FTS in order to maintain their departments' travel approval structures. This access can be granted using the [Finance System Access Request](#). It will require approval from your division's [Finance Advisory Council Representative](#).

ACCESS REQUESTED		
Access will be granted if the functionality is required to perform your job. FABS and the Security Office have final signoff.		
<input type="checkbox"/> <b>Level 1 (Create Access)</b>	<input type="checkbox"/> <b>Level 2 (Create+ Access)</b>	<input type="checkbox"/> <b>Level 3 (Approval Access)</b>
<b>CFS</b> Basic Access Pro/Go Card Reconciliation Receipts & Inspections  <b>CFS Data Warehouse</b>  <b>FTS (Create Access)</b> Requisition Direct Payment Voucher Reimbursement Voucher Transfers HR Expense Adjustments	<b>CFS</b> Basic Access Pro/Go Card Reconciliation Receipts & Inspections  <b>CFS Data Warehouse</b>  <b>FTS (Some Approval Access)</b> Requisition Direct Payment Voucher Reimbursement Voucher Transfers HR Expense Adjustments	<b>CFS</b> Basic Access Pro/Go Card Recon Receipts & Inspections  <b>CFS Data Warehouse</b>  <b>FTS (Approval Access)</b> Requisition Direct Payment Voucher Reimbursement Voucher Transfers HR Expense Adjustments
<input checked="" type="checkbox"/> <b>Super User Access:</b> Sets up the Approver/Reviewer structure in the FTS Travel Module.		
Department Access':		
DeptID(s):		
Additional Information:		

## FTS Navigation

Once you are granted Super User access, you will find three travel structure pages located on the FTS menu under "Setup Data."

The screenshot shows the top navigation bar of the Financial Transactions Services application. The 'Setup Data' menu item is highlighted with a red box and a red arrow. The dropdown menu is open, showing three options: 'Approval Structure Errors', 'Alternate Approvers', and 'Approval Structure'. The 'Approval Structure Errors' option is also highlighted with a red box.

**Approval Structure Errors** – This page provides a list of instances where approval structures are invalid. The list only displays errors for Dept IDs to which the Super User is granted access.

**Alternate Approvers** – This page allows you to update the designated Alternate Approver for each individual Approver. The Alternate Approver will be triggered when a traveler is requesting

approval from a department in which they are also listed as an Approver. Employees highlighted in yellow are no longer valid approvers and need to be replaced with a new Alternate Approver.

**Approval Structure** – This page allows you to setup and maintain Travel Authorizations and Reimbursements.

## Managing Alternate Approvers

1. Login to [FTS](#).
2. Go to Menu > Setup Data > Alternate Approvers.
3. Review the Approver List (presented in alphabetical order.)
4. If there is a missing Approver, you can add them as follows:
  - a. Click on the magnifying glass for Approvers.
    - i. Select an approver.
  - b. Click on the magnifying glass for Alternate.
    - i. Select an alternate.
  - c. Click on the “+” sign to add these employees to the list.
  - d. Click on “Save” at the bottom of the page.

The screenshot shows the 'Alternate Approvers' configuration page. It features a search interface for both approvers and alternates. The 'Approver' list includes names like Aaron Klemm, Abby Queale, Alan Kong, Wendy Dunn, Wendy Quach, Xiao Su, and Yasser Dessouky. The 'Alternate' list includes Danielle Wallace, Marc D'Alarcao, Sara Bonakdar, Sheryl Ehrman, Audrey Shillington, Sheryl Ehrman, and Nicole Okamoto. A 'Save' button is located at the bottom left of the form area.

5. If the incorrect Alternate Approver is displayed:
  - a. Click on the magnifying glass next to the incorrect Alternate.
    - i. Select a new alternate.
  - b. Click on “Save” at the bottom of the page.

Main Menu Profile Preferences Setup Data ▾ Exit

### Alternate Approvers

Enter Approver  🔍

Enter Alternate  🔍 +

Approver	Alternate	
<input type="text"/> Aaron Klemm	<input type="text"/> Danielle Wallace	🔍
<input type="text"/> Abby Queale	<input type="text"/> Marc D'Alarcao	🔍
<input type="text"/> Alan Kong	<input type="text"/> Sara Bonakdar	🔍
<input type="text"/> Wendy Dunn	<input type="text"/> Sheryl Ehrman	🔍
<input type="text"/> Wendy Quach	<input type="text"/> Audrey Shillington	🔍
<input type="text"/> Xiao Su	<input type="text"/> Sheryl Ehrman	🔍
<input type="text"/> Yasser Dessouky	<input type="text"/> Nicole Okamoto	🔍

Save **B**

## Modifying Approval Structures

1. Login to [FTS](#).
2. Go to Menu > Setup Data > Approval Structure.
3. Enter a Dept ID [0000].
4. Select a Transaction Type [Authorization/Reimbursement].

### Approval Structure

DeptID:  Transaction Type

5. Select an Approval Type [Reviewer/Approver].
6. Click on the magnifying glass to select a primary Reviewer/Approver.
7. Click on the magnifying glass to select a backup Reviewer/Approver.
8. Click on the “+” sign to add more rows of Reviewers/Approvers.

### Approval Structure

DeptID:  SJSU Online Public Health Transaction Type  Travel Authorization

**Department Approval Routing**

**Approval Routing for Faculty/Staff/Students**

Approval Type:  Primary:  🔍 Backup:  🔍 + -

**Out of California Approval Routing**

**For travel in USA, but outside California**

Approval Type:  Primary:  🔍 Backup:  🔍 + -

9. Consider how you want to structure your reviewers and approvers.
  - a. **Department Approval Routing** – This section is used for all travel destinations. You can consider it to be the baseline department approval structure for *all travel* within your department. Depending on your division, the last row in this section should end with an AVP or Dean approver.
  - b. **Out of California Approval Routing** – This section will *add on* additional reviewers and approvers for all domestic travel outside of California. Depending on your division, the last row in this section should end with a VP or Dean approver.
  - c. **Dept International Approval Routing** – This section will *add on* additional reviewers and approvers for international travel. Depending on your division, the last row in this section should end with a VP approver.
    - i. **Note:** You don't need to include the President's Office reviewer and approver because all international travel will automatically be routed to the President's Office.
10. Click Save once you've finished making changes.

### **Note on Backup Approvers**

Although departments are not required to have Backup Reviewers/Approvers, we highly recommend specifying a backup for each row. The Backup Reviewer/Approver will be notified by email if the Primary Reviewer/Approver doesn't take action within 4 calendar days. It ensures that a second person is notified of any delays in the approval process and allows them to take action, when necessary.

### **Pending Travel Requests**

When modifying approval structures, Super Users should keep in mind:

- Any travel authorization/reimbursement requests that are in the approval process (status of Pending Approval) are sent back to Open status and prior approvals are lost. Once sent to Open status, the traveler will need to log in to FTS to re-submit the request. No email notification is sent to the traveler to inform them of the change.
- If the structure you are trying to modify has requests Pending Approval, a warning message will display indicating the trip number(s) that will be impacted. It is highly recommended to review any items pending approval before making the change to the approval structure and make note of the trip numbers so the traveler(s) can be identified and notified.