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Overview

This guide will demonstrate how to complete a Travel Reimbursement in Financial Transaction Services (FTS). Use Travel Reimbursement to request a reimbursement of SJSU business travel expenses paid out of pocket by an employee.

FTS will create a Travel Reimbursement after the Travel Authorization is approved. Travelers should use the Travel Reimbursement created by FTS as a result of the Travel Authorization. The Travel Reimbursement will remain in Open status until the Traveler returns from trip and submits it for approval.

For more details on the university's Travel guidelines, please refer to [Travel](#) in Finance and Business Services (FABS) website. If there are any questions, please contact FinanceConnect at financeconnect@sjsu.edu or 408-924-1558.

FTS Access

All active university employees are automatically granted access to the FTS Travel module. No special access request form needs to be completed. Non-employees such as candidates or students who travel on university business do not have FTS access so they will need to complete the [Non-Employee Travel Claim Worksheet](#).

Approving Officials

The approval structure in the Travel module is maintained by a Super User in a college or division. In order for a Super User to designate individuals as Approvers in travel, they have to be eligible approvers by completing the required Finance Overview for Managers class (Course # FIN201). If the individual is not eligible, they will not appear in a search for potential approvers. Refer to FABS' [Training and Tutorials](#) for course information and to enroll in a FIN201 session.

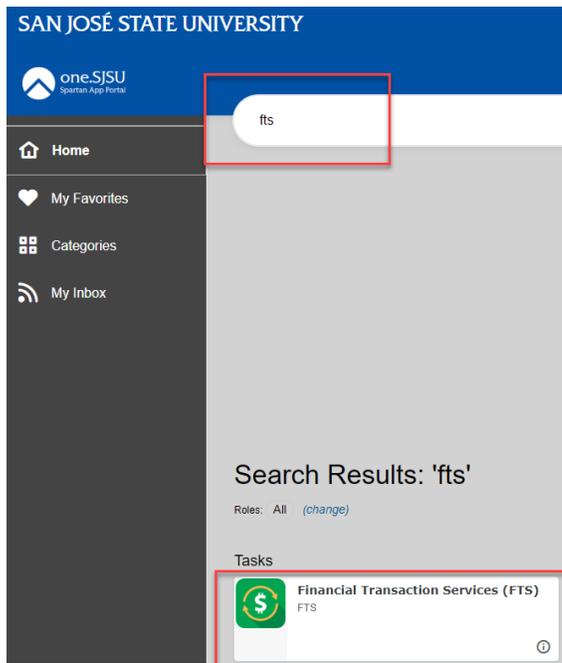
Support Backup Documentation

Backup documentation associated to the trip can be uploaded to the reimbursement in FTS at any point in the process, even after it has been approved. Examples of support documentation are:

- [Employee Travel Claim Worksheet](#) * *Required*
- Receipts * *Required for purchase total of \$75 or greater.*
- Conference brochure or agenda
- A quote/estimate from Fell Travel
- Printout of a webpage from airline or hotel with costs
- Project/research proposal
- Email correspondence

Login to FTS

Go to one.sjsu.edu and enter FTS in the search bar. Click the tile and login with your SJSUOne credentials.



FTS Main Menu

The Main Menu page displays a list of all Open Items and Items Pending Approval for requests associated to the DeptID(s) the user has access to. Each request type in the list is a hyperlink that the user can click on and drilldown to view details.

Financial Transactions Services

A screenshot of the FTS Main Menu page. At the top, there is a navigation bar with buttons for "Main Menu", "Profile", "Preferences", "Setup Data", and "Exit". Below the navigation bar is a yellow banner with the text "Important Reminder" and "PaCE funds (48xxx) may only be used for the support and development of self-support programs. Please refer to the [PaCE guidelines](#) for more information." Below the banner are two main sections: "Open Items" and "Items Pending Approval". The "Open Items" section shows "You have 4 Travel Authorizations" and "You have 26 Travel Reimbursements". The "Items Pending Approval" section shows "You have 7 Travel Reimbursements".

The **Main Menu** page also displays other menus:

- **Travel** (All SJSU employees have access to this module.)
- **Other** (All SJSU employees have access to this module.)
- **Purchasing/Payments** (Depends on user's system access.)
- **Transfers** (Depends on user's system access.)
- **HR Expense Adjustments** (Depends on user's system access.)

Important Reminder

PaCE funds (48xxx) may only be used for the support and development of self-support programs. Please refer to the [PaCE guidelines](#) for more information.

Open Items

You have 18 Requisitions
 You have 17 Vouchers
 You have 2 Travel Reimbursements
 You have 38 Journals
 You have 1 HR Expense Adjustments

Items Pending Approval

You have 14 Requisitions
 You have 16 Vouchers
 You have 10 Travel Reimbursements
 You have 19 Journals

AP Processing

You have 2 Travel Reimbursements

Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)
Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

- + Q Travel Authorization
- + Q Travel Reimbursement

Purchasing/Payments

For guidance on ATI purchases, see [About the ICT Procurement Checklist](#)
Note: at month-end, all open and pending transactions over two months old will be deleted.

- + Q Requisition
- + Q Direct Payment Voucher
- + Q Reimbursement Voucher

Transfers

For guidance on how Transfers should be used, see [Journals](#) document (prefixes WB, WE, WH, WI)

- + Q Budget Journal
- + Q Expense Journal
- + Q Hospitality Payment
- + Q Interdepartmental Expense Transfer

Other

- + ProCard/GoCard Statement Submission
- + PO Change Order Request
- + e-Invoice Submission

Expense Adjustments

- + Q HR Expense Adjustment

Complete a Travel Reimbursement

This section demonstrates how complete a Travel Reimbursement.

FTS will create a Travel Reimbursement after the Travel Authorization is approved. The Travel Reimbursement will remain in Open status until the Traveler returns from the trip and submits it for approval. Travelers should complete the Travel Reimbursement created by FTS as a result of the Travel Authorization.

The Travel Reimbursement can be completed by the Traveler or the Requestor (if other than Traveler) listed in the Travel Authorization. Only the Traveler can submit the reimbursement for approval.

Important! Turn off web browser's pop-up blocker.

A. Find the Travel Reimbursement

1. In the Main Menu of FTS, locate the Travel Reimbursement in **Open Items**.
2. Click the hyperlink for Travel Reimbursements.

The **Travel Reimbursement results** display.

3. Click on the hyperlink for a Trip Number.

Financial Transactions Services

The screenshot shows the top navigation bar with tabs: Main Menu, Profile, Preferences, Setup Data (with a dropdown arrow), and Exit. Below this is a yellow banner with the text: "Important Reminder: PaCE funds (48xxx) may only be used for the support and development of the PaCE program. Please refer to the [PaCE guidelines](#) for more information." Below the banner, there are two summary boxes: "Open Items" with the text "You have 4 Travel Authorizations" and "You have 27 Travel Reimbursements"; and "Items Pending Approval" with the text "You have 7 Travel Reimbursements". A black arrow points from the "Items Pending Approval" box towards the "Open Items" box.

Financial Transactions Services

Welcome Amy M

Trip Number	CFS Voucher Number	Traveler	Status	Destination	Submitted Date	Approved
TR065204		Amy M A Chan	Open	Honolulu, Hawaii, United States		
TR065201		Amy M A Chan	Open	FORT COLLINS, Colorado, United States		
TR065190		Amy M A Chan	Open	MULTI CITIES, California, United States		
TR065189		Amy M A Chan	Open	test, Kentucky, United States		
TR065187		Amy M A Chan	Open	INTERNATIONAL, , Austria		

The selected Travel Reimbursement displays.

Note: Red labels with asterisks indicate required fields.

Travel Reimbursement

Header

Note: Fields preceded by asterisks indicate required fields.

Status	Open	View Travel Authorization
Submitted Date		
Trip Number	TR065204	
Requestor Name	Amy M A Chan	
Requestor Phone	12345	
Requestor Email	sjstravel@gmail.com	
* Traveler Name	Amy M A Chan	
Employee ID Number	000033242	
Address	123 San Fernand o Street	
Need to update this address?		
* Traveler's University Affiliation <input type="radio"/> Faculty <input checked="" type="radio"/> Staff <input type="radio"/> Student Employee		
* Departure Date	01/01/2024	
* Return Date	01/05/2024	
* Destination	Country: United States State: Hawaii City: Honolulu	

B. Header

- To view Travel Authorization from the reimbursement, click the **View Travel Authorization** button.

Note: If a new Travel Reimbursement was created, it will not be associated to the original Travel Authorization.

Travel Reimbursement

Header

Note: Fields preceded by asterisks indicate required fields.

Status	Open	View Travel Authorization
Submitted Date		
Trip Number	TR065201	
Requestor Name	Amy M A Chan	
Requestor Phone	12345	



5. The majority of the fields in the Header section will be populated with values from the Travel Authorization, unless a new Travel Reimbursement was created.

Some of the fields can be updated, as needed, to reflect the actual trip information (e.g. Departure/Return Dates).

- **Status**
- **Submitted Date:** Date will be recorded when reimbursement is saved.
- **Trip Number:** Same number as the associated Travel Authorization.
- **Requestor Name**
- **Requestor Phone**
- **Requestor Email**
- **Traveler Name**
- **Employee ID Number**
- **Address:** Visible only to the Traveler.
- **Traveler's University Affiliation**
- **Departure Date**
- **Return Date**
- **Destination**
 - **Country**
 - **State** (if Country is United States)
 - **City**
- **Purpose of Trip** (max. 264 character limit)
- **Travel Type**
- **Additional Trip Details** (max. 264 character limit): Optional field to complete.

Travel Reimbursement

Header	
<i>Note: Fields preceded by asterisks indicate required fields.</i>	
Status	Open View Travel Authorization
Submitted Date	
Trip Number	TR065204
Requestor Name	Amy M A Chan
Requestor Phone	12345
Requestor Email	sjsuttravel@gmail.com
* Traveler Name	Amy M A Chan
Employee ID Number	<input type="text" value="000033242"/>
Address	<input type="text" value="123 San Fernando Street"/>
	Need to update this address?

* Traveler's University Affiliation	<input type="radio"/> Faculty <input checked="" type="radio"/> Staff <input type="radio"/> Student Employee
* Departure Date	<input type="text" value="01/01/2024"/>
* Return Date	<input type="text" value="01/05/2024"/>
* Destination	Country: <input type="text" value="United States"/> State: <input type="text" value="Hawaii"/> City: <input type="text" value="Honolulu"/>
* Purpose of Trip:	<input type="text" value="University Finance Business Conference 2024. This is an annual conference attended by representatives from universities world wide."/>
* Travel Type	<input checked="" type="radio"/> Business Related <input type="radio"/> Team Travel <input type="radio"/> Field Supervision Travel
Additional Trip Details	<input type="text"/>

C. One Time Charges

Use this section to enter expenses such as air, car, lodging, and registration/conference fees.

6. Enter values in the following fields:

- **Expense Type:** Select the type of expense from drop-down list.

If **Other**, then state the type of expense.

- **Amount:** Enter the total paid.
- **Paid by SJSU?** Check box if the university prepaid the expense.
- **Payment Method:** Select how expense was paid from the drop-down list.

If **Other**, then state payment method.

7. If applicable, click the + button to add next row. Repeat Step 6.

One Time Charges

Note: Supporting documentation is required for any expense \$75 or more.

Expense Type	Amount	Paid by SJSU?	Payment Method
Airfare	500.00	<input checked="" type="checkbox"/> Yes	GoCard
Lodging	600.00	<input type="checkbox"/> Yes	Other
Registration	250.00	<input checked="" type="checkbox"/> Yes	GoCard

The 'Other' payment method dropdown is circled in red with a '+' sign, and an arrow points to it from the right.

D. Daily Charges/Daily Expenses

Users will see one of two formats in this section.

Daily Charges for Departure Dates *prior* to January 1, 2024

Domestic travel with a departure date *prior to* January 1, 2024 and international travel, users will see the Daily Charges section and itemized their expenses for each day of the trip.

Daily Charges

Note: Supporting documentation is required for any expense \$75 or more.

Daily Expense Detail Lines

Date Of Trip	Depart/Return Time	Meals	Incidental	Taxi/Shuttle/Parking	Business Expense	Total Expenses for Day	
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="button" value="+"/> <input type="button" value="-"/>				

Business Expense Explanation

Daily Mileage Detail Lines

Date	Miles	Rate	Amount	Between what points was the car driven (note *and return* if round trip)	
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

8. For **Daily Charges**:

- Click the **+** button to add a row for each day of the trip.

- **Date of Trip:** Enter the date.

The first and last row represent the Departure Date and Return Date.

- **Depart/Return Time:** Enter the departure time in first row and return time in last row.

The dates in between the first and last row can be left blank **unless** Traveler went to multiple cities.

- **Meals:** Enter actual total spent on meals. The maximum is \$55 per 24 hour period.

- **Incidentals:** Enter incidentals such as tips. The maximum is \$7 per 24 hour period.

- **Taxi/Shuttle Parking**

- **Business Expenses:** Enter other business related expenses. Describe purchase in the Business Expenses Explanation.

- **Business Expense Explanation:** Required to complete if there are any Business Expenses.

Daily Mileage Details Lines (if personal vehicle was used on a trip).

- 9. Click the **+** button to add a row for each day driven.

The dates must be within the Departure/Return Date stated in the [Header](#) section.

Daily Charges

Note: Supporting documentation is required for any expense \$75 or more.

Daily Expense Detail Lines

Date Of Trip	Depart/Return Time	Meals	Incidental	Taxi/Shuttle/Parking	Business Expense	Total Expenses for Day
12/01/2023	08:00	0.00	0.00	0.00	0.00	0.00
12/02/2023		55.00	7.00	0.00	25.00	87.00
12/03/2023	21:00	38.00	7.00	0.00	0.00	45.00

Business Expense Explanation: 12/2/23 Paid to have flyers printed to handout at event.

Daily Mileage Detail Lines

Date	Miles	Rate	Amount	Between what points was the car driven (note *and return* if round trip)
12/01/2023	76.00	0.655	49.78	San Jose, Milpitas, Fremont and Return to San Jose
12/03/2023	28.00	0.655	18.34	Fremont to San Jose

Note: If you used your own vehicle for travel an Authorization to Use Privately Owned Vehicles on State Business form must be on file in your department.

Daily Expenses for Departure Date *on or after* January 1, 2024

For domestic travel with a departure date *on or after* January 1, 2024, the Daily Expenses section will display. Users will complete the [Employee Travel Claim Worksheet](#) to calculate identify their GSA per diem for meals and incidentals (M&IE) and mileage. The grand total will be entered in the Total Daily Expenses field.

Daily Expenses

Utilize the SJSU Travel Claim Worksheet to calculate per diem meals and incidental expense when there is an overnight stay, add ground transportation and business expenses for each travel day as needed. Enter the total amount for the trip in the 'Daily Expense Total' field below.

Generate a PDF copy of the completed worksheet and upload to this travel reimbursement. This documentation is **REQUIRED**.

[Download SJSU Travel Claim Worksheet](#)

Total Daily Expenses: ←

E. Funding Source/Chartfields

Specify the chartfields where trip expenses should be charged. The default values in the fields are from the Travel Authorization, but they can be updated.

Important! Please consult with your department administrative staff for guidance on the proper codes to use.

10. Enter chartfield values in the following fields:

- **Account**

(Default based on the destination):

606001 for in-state
606002 for out-of-state
606800 for international

Other Accounts in drop-down list can be selected:

660009 for Training and Professional Dev.
660042 for Recruitment & Employee Relocation

- **Fund**

- **DeptID**

- **Program** (optional)

- **Class** (optional)

- **Project** (optional)

Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	Percentage
1	606002	70000	1606				1605.89	100.00

Split distribution.

If applicable, the trip expense can be charged to more than one chartfield string.

11. Click the **+** button to add next distribution row.
12. Enter the chartfields.
13. Enter the **Amount** to charge to this chartfield string.

Note: The DeptID entered on the first distribution row in Funding Source/Chartfields will drive the approval process.

The grand distribution Amount should equal the **Amount Due**.

Amount Due:

Amount Approved:

The Approved Amount is what is due to the traveler

Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	Percentage			
1	606002	70000	1606				800.00	98.37	▲	+	-
2	660042	70000	1606		4922		13.22	1.63	▲	+	-

F. Save the Travel Reimbursement

14. Click the **Save** button to retain values entered in the reimbursement.

Funding Source/Chartfields

Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	Percentage			
1	606002	70000	1606				813.22	100.00	▲	+	-

Save

G. File Upload

The **File Upload** section appears. Upload support backup documentation to this reimbursement.

File Upload

* Document Type ▼

* Select File No file chosen

For File Upload:

- * The upload functionality works in browser IE 10 and above, Firefox and Chrome.
- * Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png and bmp.
- * The file name cannot contain characters such as ?, #, *, and %.
- * Separating files by doc type is optional; files including multiple doc types is allowed.

15. Select the **Document Type**.

Important! For departure date of **on or after** January 1, 2024, users **are required to upload the Travel Claim Worksheet** and select the Document Type: **Daily Expenses** for it.

The screenshot shows the 'File Upload' form. The 'Document Type' dropdown menu is open, displaying a list of categories: Airfare, Backup Documents, Business Expenses, Daily Expenses, Email, Lodging, Meals, Mileage, Registration, Rental Car, and Taxi/Shuttle/Parking. The 'Daily Expenses' option is highlighted. The 'Select File' section shows a 'Choose File' button and the text 'No file chosen'. A 'Save' button is visible at the bottom left. Below the dropdown, there is a note: 'For File Upload: * The upload functionality works in browser IE 10 and above, Firefox and Chrome. * Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png and bmp. * The file name cannot contain characters such as ?, #, *, and %. * Separating files by doc type is optional; files including multiple doc types is allowed.'

16. **Select File** to upload document from desktop (new window will open).

The screenshot shows the 'File Upload' form. The 'Document Type' dropdown is set to 'Airfare'. The 'Select File' section has a 'Choose File' button highlighted with a black arrow. The 'Upload Attachment(s)' button is visible below. The same note from the previous screenshot is present.

17. Click **Upload Attachment(s)**.

The screenshot shows the 'File Upload' form. The 'Document Type' dropdown is set to 'Airfare'. The 'Select File' section shows a 'Choose File' button and the text 'SKM_C...481.pdf'. The 'Upload Attachment(s)' button is highlighted with a black arrow. The same note from the previous screenshot is present.

File uploaded and displays in the **Related Files**.

18. If needed, repeat Steps 15 to 17 for next file(s).

19. Click **Save** to save the reimbursement.

The screenshot shows the 'Related Files' section. A file named 'TR065204_SKM_C759 - 24010515481.pdf' is listed with a red minus icon to its left. A black arrow points to the file name. Below this section, there is a row of buttons: 'Save', 'Submit', 'Cancel', and 'Print'. The 'Save' button is highlighted with a black box.

H. Submit Reimbursement for Approval

After the reimbursement is completed by the Requester or Traveler, the Traveler will submit it for approval.

20. Click **Submit** to start the approval process.

Note: If the reimbursement is no longer needed, then it can be cancelled by clicking the **Cancel** button. This will make page read-only and the Status will display Cancelled.

21. The reimbursement **Status** will display Pending Approval.

Routing and Approval Status and **Activity History** sections appear at the top of the Travel Reimbursement.

Note: The DeptID entered on the first distribution row in Funding Source/Chartfields will drive the approval process.



Header			
Travel Type	Business Related	Traveler Name	Amy M A Chan
Funding Source	Travel Paid By University Funds (Default)	Employee ID Number	000
Status	Pending Approval	Purpose of Trip University Finance Business Conference 2024. This is an annual conference attended by representatives from universities world wide. Attending the conference will allow me to learn how other university manages their campus finances and processes.	
Submitted Date	01/07/2024		
Trip Number	TR065204		
CFS Voucher ID			
Contact Name	Amy M A Chan		

Travel Reimbursement

Routing and Approval Status				
Traveler Name	Amy M A Chan		View Travel Authorization	
DeptID	1606			
Approval Routing				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	Shauna Rios	Kathleen Prunty		

Activity History

Routing and Approval Status and Activity History

The Requester/Traveler can monitor the approval process of a Travel Reimbursement in the **Routing and Approval Status** and **Activity History** section.

Note: If the request is urgent and the primary Approver/Reviewer is not available, then it is recommended that the Traveler notifies their backup to complete necessary action.

A. Routing and Approval Statuses

This section displays the primary and backup Approver/Reviewer for each level in the approval structure of the DeptID listed in the Funding Source/Chartfields. The Approver's/Reviewers's action and date will be recorded in this section.

Travel Reimbursement

Routing and Approval Status				
Traveler Name	Amy MA Chan		View Travel Authorization	
DeptID	1606			
Approval Routing				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	Shauna Rios	Kathleen Prunty	Approve	<i>Shauna Rios 01/07/2024</i>

There are four types of Actions the Approver/Reviewer can select:

● AP Pending Clarification

- Reimbursement placed on hold by Payment Services to get additional information from the Traveler.
- Comments from Payment Services are required to be entered.

● Approve

- Reimbursement was approved by an Approver.

● Not Authorized

- Reimbursement is not approved by the Approver/Reviewer and Status will display Cancelled.
- Comments from the Approver/Reviewer are required to be entered.

● Pending Clarification

- Reimbursement is placed on hold by the Approver/Reviewer to get additional information from Traveler.
- Comments from the Approver/Reviewer are required to be entered.

● Return

- Reimbursement is returned to Traveler by the Approver/Reviewer.
- The Traveler will correct the reimbursement and submit it again for approval.

● Verify

- The Reviewer reviewed the reimbursement Travel Guide compliance.

B. Activity History

This section displays comments made by the Approver/Reviewer for the reimbursement. Click the arrow next to **Activity History** to collapse/uncollapse the section.

Activity History ▾		
Amy M A Chan	Date: 01/07/2024	Action: Submitted
Shauna Rios	Date: 01/07/2024	Action: Approve
I reduced the Amount Approved by a \$1.		

After the approval process is completed the reimbursement will be routed to Payment Services for review and payment.

Email Notifications

Except for reimbursements with Action: Pending Clarification or AP Pending Clarification, notifications will be sent by FTS to the Traveler and Approver/Reviewer after the reimbursement is submitted for approval. All notification will reference the Trip Number, who submitted the request, and the action completed by the Approver/Reviewer.

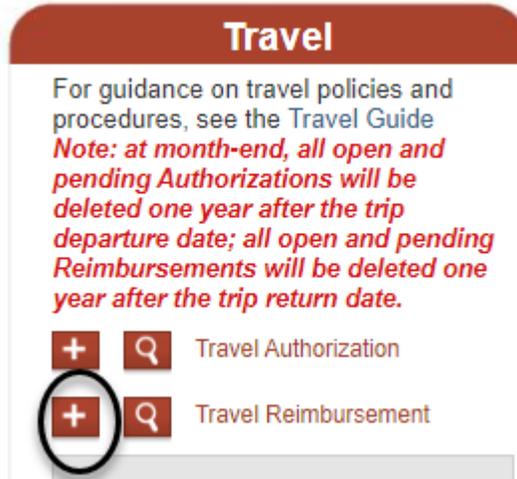
The Traveler will receive notification when the Travel Reimbursement is submitted for approval and when each level of Approver/Reviewer in the Home DeptID completes their part of the process.

The primary Approver/Reviewer will receive an email to review and approve the reimbursement as it moves to each level for approval. The Backup Approver/Reviewer will be notified to take action only if the primary one does not after four days.

Create a New Reimbursement

There may be situations where the original Travel Reimbursement cannot be used. Should this be the case, create a new Travel Reimbursement and reference the original Travel Authorization Trip Number on it.

1. Click the + icon.
2. Enter one or more values in the search fields. In this example, the Traveler's name is selected.
3. Click **Go**.



Travel Reimbursement displays.

Note: Red labels with asterisks indicate required fields.

4. This reimbursement is not associated to the original Travel Authorization; therefore, enter values in the form fields.

Refer to [Completing a Travel Reimbursement](#) for instructions.

Important! Reference the original Travel Authorization Trip Number and explain reason for creating new Travel Reimbursement in the **Additional Trip Details**.

Travel Reimbursement

A screenshot of the 'Travel Reimbursement' form. The form has a red header with the word 'Travel Reimbursement' in white. Below the header, there is a note: 'Note: Fields preceded by asterisks indicate required fields.' The form is divided into several sections. The first section is 'Status' with a value of 'New' and a note 'No system pre-authorization available'. The second section is 'Submitted Date'. The third section is 'Trip Number' with a value of 'New'. The fourth section is 'Requestor Name' with a value of 'Amy M A Chan'. The fifth section is 'Requestor Phone' with a value of '12345'. The sixth section is 'Requestor Email' with a value of 'sjsuttravel@gmail.com'. The seventh section is '* Traveler Name' with a dropdown menu showing 'Amy M A Chan'. The eighth section is 'Employee ID Number' with a value of '000033242'. The ninth section is 'Address' with a text area containing '123 San Fernando Street, Clark Hall, Room 506, San Jose CA 95192'. Below the address is a note 'Need to update this address?'. The tenth section is '* Traveler's University Affiliation' with radio buttons for 'Faculty', 'Staff', and 'Student Employee'. The eleventh section is '* Departure Date' with a date picker. The twelfth section is '* Return Date' with a date picker. The thirteenth section is '* Destination' with dropdown menus for 'Country', 'State', and 'City'.

Additional Trip Details

The Travel Reimbursement that was associated to the Travel Authorization TR065463 was accidentally cancelled so I had to create a new reimbursement.

Edit a Reimbursement

A reimbursement can be edited provided it is in New or Open status. To edit a reimbursement, [search for the reimbursement](#) in FTS, edit and save it.

Search for a Reimbursement

Users can search for a Travel Reimbursement using the search feature.

1. Click the **magnifying glass** icon to display the search fields.
2. Enter one or more values in the search fields. In this example, the Traveler's name is selected.
3. Click **Go**.

Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)
Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

+ 🔍 Travel Authorization

+ 🔍 **Travel Reimbursement**

Trip Number

CFS Voucher ID

Traveler
Amy M A Chan ▾

Status

Go

Results display.

4. Click on the hyperlink for the **Trip Number** to view trip details.

Financial Transactions Services Welcome Shauna Rios

Main Menu Profile Preferences Setup Data ▾ Exit

Trip Number	CFS Voucher Number	Traveler	Status	Destination	Submitted Date	Approved Date
TR065204		Amy M A Chan	AP Processing	Honolulu, Hawaii, United States	01/07/2024	01/07/2024
TR065196		Amy M A Chan	AP Processing	Templeville, , Algeria	01/04/2024	01/04/2024
TR065188		Amy M A Chan	AP Processing	INTERNATIONAL, , Austria	01/04/2024	01/04/2024
TR065203		Amy M A Chan	Cancelled	TEST, Alaska, United States		
TR065161		Amy M A Chan	Cancelled	MULTI CITIES, New York, United States		

Details for selected Trip displays.

Travel Reimbursement

Routing and Approval Status

Traveler Name Amy M A Chan View Travel Authorization
DeptID 1606

Approval Routing

Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	Shauna Rios	Kathleen Prunty	Approve	Shauna Rios 01/07/2024

Activity History

Header

Travel Type	Business Related	Traveler Name	Amy M A Chan
Funding Source	Travel Paid By University Funds (Default)	Employee ID Number	0000
Status	AP Processing	Purpose of Trip University Finance Business Conference 2024. This is an annual conference attended by representatives from universities world wide. Attending the conference will allow me to learn how other university manages their campus finances and processes.	
Submitted Date	01/07/2024		
Trip Number	TR065204		
CFS Voucher ID			
Contact Name	Amy M A Chan		
Contact Phone	12345		

Search and Select Values in Drop-Down List

This section demonstrates how to search for a value that does not exist in the drop-down list to select.

In this example, we are searching for a Fund to use in the Funding Source/Chartfields section.

1. In the drop-down list, select **MORE**.

Funding Source/Chartfields

Line #	* Account	* Fund	* DeptID	Program	Class	Project
1	606002					
	606002					

Save

- More...
- 64007
- 65008
- 65059
- 70000
- 80001

User Preferences panel displays.

2. Enter the code to search.

Tip: For accurate results, we recommend a search by number instead of name. A search by name is allowed, but it may result in multiple matching values.

Important! With chartfields, please consult with your department administrative staff for guidance on proper codes to use.

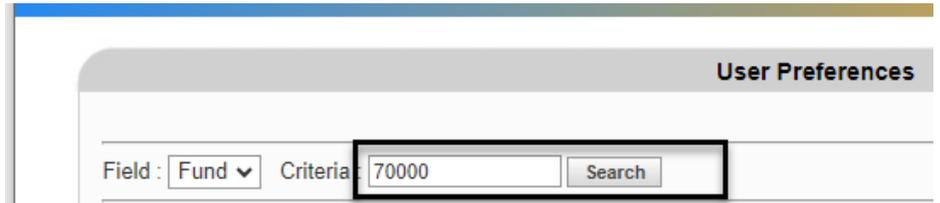
3. Click **Search**.

Matching results display.

4. Select value by clicking:

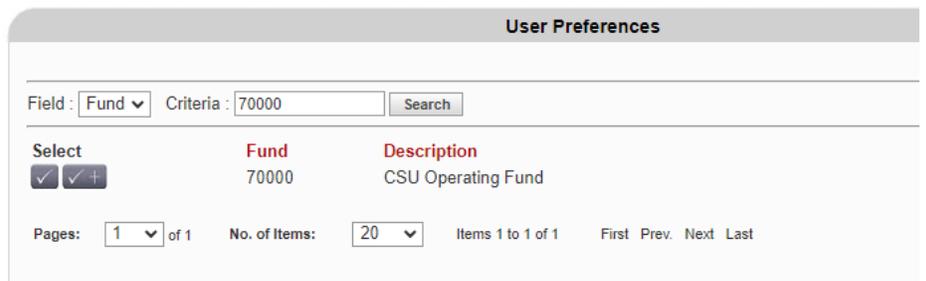
- to add value for one-time use.
- to add value to the drop-down list for future use.

Repeat Steps 1 to 4 to search and select values in next drop-down list fields.



User Preferences

Field : Fund Criteria : 70000 Search



User Preferences

Field : Fund Criteria : 70000 Search

Select	Fund	Description
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	70000	CSU Operating Fund

Pages: 1 of 1 No. of Items: 20 Items 1 to 1 of 1 First Prev. Next Last

Statuses

The Status in the Header Information section begins with New. This status will change through the course of the process. Statuses are:

- **New**
 - Reimbursement created, but not saved.
- **Open**
 - Reimbursement saved, but not submitted for approval.
- **Pending Approval**
 - Submitted by Traveler for approval.
- **Approved**
 - Approved by Payment Services and payment to be issued to Traveler.
- **AP Processing**
 - Reimbursement approved by all approvers and is pending Payment Services' review.
- **Cancelled**
 - Cancelled by the Requestor or Traveler.

Resources

FABS Training & Tutorials: Training opportunities or to request training, and finance systems tutorials. [<https://sjsu.edu/fabs/connect/training-and-tutorials.php>]

GSA Per Diems: U.S. General Services Administration website for finding per diem rates based on destination. [<https://www.gsa.gov/travel/plan-book/per-diem-rates>]

SJSU Travel: For guidelines, forms and checklist regarding SJSU business travel for employees and non-employees. [<https://sjsu.edu/fabs/services/travel/index.php>]

One.SJSU: SJSU portal to login to FTS and other applications used at SJSU. [<https://one.sjsu.edu/>]

Forms

Employee Travel Claim Worksheet: Worksheet is used by employee to determine GSA per diem for meals, incidentals and mileage. The document is uploaded to the Travel Reimbursement in FTS. [https://docs.google.com/spreadsheets/d/16AEj902j3VWrJT7lco2mfqcbHg8FarXYNOadO4Cs8T8/edit?usp=drive_link]

Non-Employee Travel Claim Worksheet: Worksheet is used for business travel by non-SJSU employees such as job candidates or students. Not FTS. [https://docs.google.com/spreadsheets/d/1GXg5WDVmV1pXw26s0azk5Wi3pml9pKY2x7hYsWqDmiA/edit?usp=drive_link]