

Employee Expense Process – Expense Claim Authorization for Travelers

Table of Contents

Overview of Employee Expense module in Munis	2
Entering a Claim Request (Travel Card)	3
Entering a Claim Request (Advance or Reimbursement)	8
Allocating a Claim Request	10
Reconciling Expenses After Travel	12
Difference Between Travel Card and Advance/Reimbursement Expenses	14
Understanding Expense Templates	15
Which Travel Template Should I Use?	16
Traveler With Travel Card From Saipan, Rota or Tinian Wants To Travel Off-Island	16
Traveler With Travel Card Reconciling a Travel Card Trip	16
Saipan Traveler With Travel Card Wants To Travel To Tinian or Rota.....	16
Rota Traveler With Travel Card Wants To Travel To Saipan or Tinian.....	16
Tinian Traveler With Travel Card Wants To Travel To Saipan or Rota.....	16
Saipan Mayor’s Office With Travel Card Wants To Travel To Tinian or Rota.....	16
Rota Mayor’s Office With Travel Card Wants To Travel To Saipan or Tinian.....	16
Tinian Mayor’s Office With Travel Card Wants To Travel To Saipan or Rota.....	16
Saipan Municipal Council With Travel Card Wants To Travel To Tinian or Rota.....	16
Rota Municipal Council With Travel Card Wants To Travel To Saipan or Tinian	16
Tinian Municipal Council With Travel Card Wants To Travel To Saipan or Rota.....	16
Judiciary Traveler With Travel Card Wants To Travel Inter-island	16
Legislature Traveler With Travel Card Wants To Travel Inter-island	16
Civil Service Traveler With Travel Card Wants To Travel Inter-island	16
DPS With Travel Card Wants To Transfer Detainees.....	16
Traveler Without Travel Card Wants To Travel Off-Island.....	16
Understanding Expense Codes	17
Travel Scenarios and Guidance	18
Traveler wants to travel off-island	18
Traveler wants to travel inter-island.....	18
Traveler had an unforeseen expense while traveling.....	18
Traveler’s travel dates changed while traveling	19
Traveler tried to use Travel Card but it was not accepted	19
Traveler has spent less than the allotted Per Diem.....	19
Traveler has spent more than the allotted Per Diem.....	20
Traveler wants to travel but does not have a Travel Card	20

Employee Expense Process – Expense Claim Authorization for Travelers

Overview of Employee Expense module in Munis

The Employee Expense module in Munis allows users to submit an expense claim for a variety of purposes. The most common use of the Employee Expense module is for travel authorization.

To submit a claim for authorization or approval, the user would create a new Expense Claim and select the appropriate template for their purpose.

There are two paths that could be followed in the Expense Claim process for travel authorization:

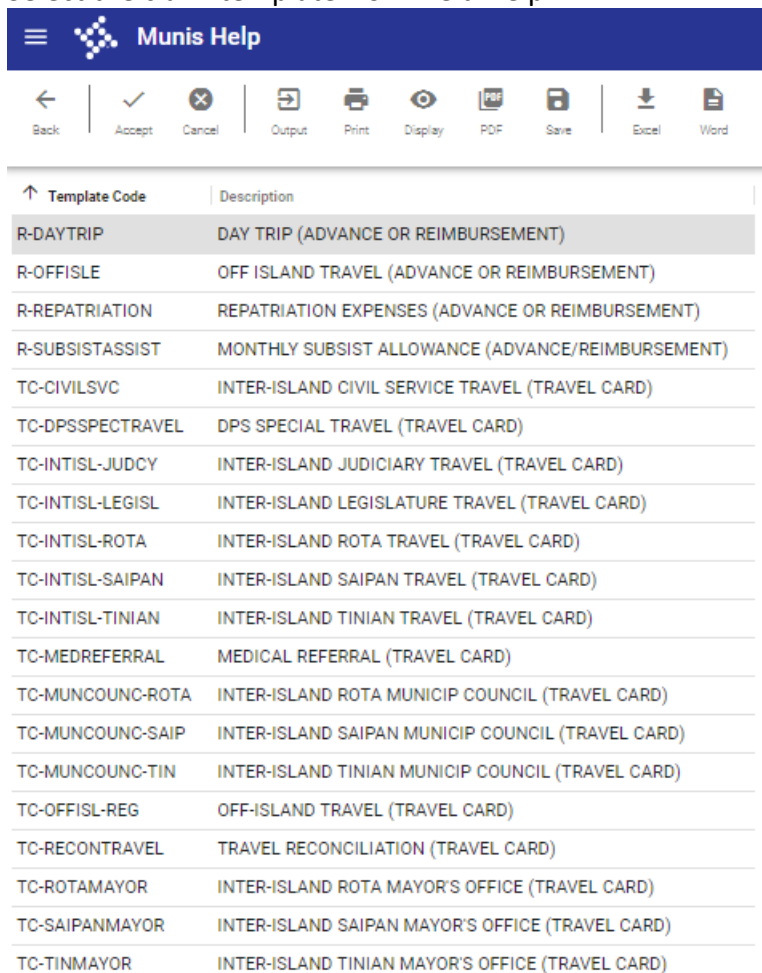
- The employee has a Travel Card and will be using it for travel expenses. In this path, all expenses entered into the Expense Claim are informational and the Expense Claim is solely for travel authorization. Once approved, the actual travel expenses are expected to be covered by using the Travel Card. Budget allocation occurs when the Travel Card (P-Card) is reconciled twice a month
- The employee does *not* have a Travel Card and will either need a cash advance for upcoming travel, or for reimbursement for travel already completed. In this path, budget allocation occurs as part of the expense claim, and the budget allocations are reviewed in workflow. Once approved, the claim is converted to an invoice which is then paid by Treasury. The traveler would receive a check, either as a cash advance or as full reimbursement for expenses.

Other uses for Employee Expense might be Medical Referral, Repatriation Expenses, or Monthly Subsistence Allowance. The process of submitting a claim for approval is the same. Only the template would change.

Employee Expense Process – Expense Claim Authorization for Travelers

Entering a Claim Request (Travel Card)

1. Navigate to the Expense Claims program
2. Click the Add (+) button in the ribbon to start a new claim
 - a. Note that the TA# is the Claim Number, the first field
 - b. Fill out all fields as required. A red * will denote required fields
3. Select the claim template from Field Help:



The screenshot shows the 'Munis Help' interface with a ribbon containing icons for Back, Accept, Cancel, Output, Print, Display, PDF, Save, Excel, and Word. Below the ribbon is a table of claim templates.

Template Code	Description
R-DAYTRIP	DAY TRIP (ADVANCE OR REIMBURSEMENT)
R-OFFISLE	OFF ISLAND TRAVEL (ADVANCE OR REIMBURSEMENT)
R-REPATRIATION	REPATRIATION EXPENSES (ADVANCE OR REIMBURSEMENT)
R-SUBSISTASSIST	MONTHLY SUBSIST ALLOWANCE (ADVANCE/REIMBURSEMENT)
TC-CIVILSVC	INTER-ISLAND CIVIL SERVICE TRAVEL (TRAVEL CARD)
TC-DPSSPECTRAVEL	DPS SPECIAL TRAVEL (TRAVEL CARD)
TC-INTISL-JUDCY	INTER-ISLAND JUDICIARY TRAVEL (TRAVEL CARD)
TC-INTISL-LEGISL	INTER-ISLAND LEGISLATURE TRAVEL (TRAVEL CARD)
TC-INTISL-ROTA	INTER-ISLAND ROTA TRAVEL (TRAVEL CARD)
TC-INTISL-Saipan	INTER-ISLAND SAIPAN TRAVEL (TRAVEL CARD)
TC-INTISL-Tinian	INTER-ISLAND TINIAN TRAVEL (TRAVEL CARD)
TC-MEDREFERRAL	MEDICAL REFERRAL (TRAVEL CARD)
TC-MUNCOUNC-ROTA	INTER-ISLAND ROTA MUNICIPAL COUNCIL (TRAVEL CARD)
TC-MUNCOUNC-Saipan	INTER-ISLAND SAIPAN MUNICIPAL COUNCIL (TRAVEL CARD)
TC-MUNCOUNC-Tinian	INTER-ISLAND TINIAN MUNICIPAL COUNCIL (TRAVEL CARD)
TC-OFFISL-REG	OFF-ISLAND TRAVEL (TRAVEL CARD)
TC-RECONTRAVEL	TRAVEL RECONCILIATION (TRAVEL CARD)
TC-ROTAMAYOR	INTER-ISLAND ROTA MAYOR'S OFFICE (TRAVEL CARD)
TC-SaipanMAYOR	INTER-ISLAND SAIPAN MAYOR'S OFFICE (TRAVEL CARD)
TC-TinianMAYOR	INTER-ISLAND TINIAN MAYOR'S OFFICE (TRAVEL CARD)

- a. Note that if you have a Travel Card, select an TC-XXXXXX template. For the purposes of this example, TC-OFFISL-REG will be used. Any other TC-XXXXXX template would follow the same process.
4. Select Claim Status from the dropdown. Choose 1-Estimated, Entering if you are entering expenses before you travel. Choose 11-Actual, Entering if you are entering actual expenses after your travel has completed.

Employee Expense Process – Expense Claim Authorization for Travelers

Claims

Claim number * 6221050

Claim template * TC-OFFISL-REG OFF-ISLAND TRAVEL (TRAVEL)

Claim status *

Employee number * 1 - Estimated, Entering

Customer 11 - Actual, Entering

5. Find your name in the Employee table to enter the Employee number
 - a. Several fields will be automatically filled when you enter the employee number, including Department Code, Default Org and Fiscal Year.
 - b. Event: This is an optional field, where an event could be selected.

Claims

Claim number * 6221050

Claim template * TC-OFFISL-REG OFF-ISLAND TRAVEL (TRAVEL)

Claim status * 1 - Estimated, Entering

Employee number * 4486 ... SHALEE M DAVIS

Customer 0 ...

Entered by munis

Dept * 1702 ...

Default org * 41170200 ...

Default project ...

Fiscal year * 2022 Current Year Next Year

Event ...

Allocation code

6. Enter travel dates and destination information. Click Accept when complete.

Details Dates Totals Payment

Start date 05/23/2022

Start time 00:00

End date 05/28/2022

End time 00:00

Destination city HONOLULU

Destination state HI

Destination country

Comment ENTER BRIEF NOTES HERE

- a. The Informational Expenses fields will open
7. Enter \$.01 in one of the fields and put N/A in Comment field.

Unit Expenses Informational Expenses

Item	Quantity	UOM	Unit Amt/Rate	Est Amt	Date	Comment
PER DIEM RECONC	1.00	DOLLARS	.010	0.01	05/14/2	N/A
MISCELLANEOUS	0.00	EACH	.000	0.00		



8. Click Accept
9. Fill in all applicable expenses. If a particular expense type is not applicable for your trip, enter "N/A" in the Comment field and leave the amount \$0.00.

Employee Expense Process – Expense Claim Authorization for Travelers

Informational Expenses

Item	Comment	Est Amt
(NR) EXCESS BAG	N/A	0.00
(NR) MISCELLANY	N/A	0.00
(NR) TAXI/RIDES	N/A	0.00
(NR) PER DIEM	6 DAYS @ \$351/DAY HONOLULU	2106.00
(NR) HOTEL	N/A	0.00
(NR) AIRFARE	UA 174 / UA 495 SHALEE DAVIS 5/23-5/28	1700.00
(NR) INCIDENTAL	PARKING	75.00
(NR) HOTEL PLUS		0.00

10. If you have more than one type of expense, for example, more than one estimated Incidental expense, click the Add Another Line button in the ribbon to add another Incidental line. The list of possible expenses will appear. Select Incidental.

  **Select an Expense**

← Back
✓ Accept
✗ Cancel
↶ Output
🖨 Print
👁 Display
📄 PDF
💾 Save
📄 Excel
📄 Word

Expense	Expense Description	UOM
(NR) AIRFARE	AIRFARE (TRAVEL CARD)	
(NR) HOTEL	HOTEL (TRAVEL CARD)	
(NR) INCIDENTAL	INCIDENTAL EXPENSES (TRAVEL CARD)	
(NR) MISCELLANY	MISCELLANEOUS EXPENSE (TRAVEL CARD)	
(NR) PER DIEM	PER DIEM EXPENSES (TRAVEL CARD)	
(NR) TAXI/RIDES	TAXI/RIDE SHARE EXPENSE (TRAVEL CARD)	

Then click Accept. A new Incidental line is created.

(NR) INCIDENTAL	PARKING	75.00
(NR) HOTEL PLUS	N/A	0.00
(NR) INCIDENTAL	REGISTRATION FEE	95.00

11. Hotel Plus: for some destinations the cost for lodging, meals and incidentals is particularly high. According to CNMI regulations, a traveler can request the Hotel Plus Per Diem rate, which is a \$500 daily Per Diem plus 25% of the standard Per Diem rate. **This expense type cannot be used without prior approval**, and there are specific restrictions associated with this expense type.

(NR) HOTEL PLUS	N/A	0.00
-----------------	-----	------

- a. You must now allocate the claim.

Allocating a Claim Request

1. If you are returning to a claim to allocate, use the Search button to find your claim.
2. Click the Allocate button in the ribbon.

Employee Expense Process – Expense Claim Authorization for Travelers



- a. The Employee Expense Claim GL Allocation screen will appear. However many individual expenses have been entered will appear as individual allocation records. You can see how many there are by looking at the bottom of the form to find “X of X” (the record you’re currently on out of the total number of records).

☰ Employee Expense Claim GL Allocation

← ✓ ✕ 🔍 ✎ ⓐ ⓐ ⓐ

Back Accept Cancel Search Update Check Budgets Allocate By Accounts Allocate By Code

Claim Detail

Claim number: 6221051

Status: 2 - Estimated, Created

Employee: SHALEE M DAVIS


Expense: PER DIEM R-PERDIEM - PER DIEM (ADVANCE/REIMBURSEMENT)

Date: 05/23/2022

Line cash advance: 351.00

Line Total: 351.00

PA T	Project Account	Org	Obj	Project	Description	Percent	Amount	GL Bud	PA Bud
		41170200	64800		TRAVEL EXPENSES	100.000	351.00		

3. Allocate your expenses. Each expense must be updated and the allocation confirmed before you can move forward.
4. There is a button in the ribbon, “Allocate By Accounts”  that will allocate all the expenses with a single account. This is extremely efficient if you do not have to allocate specific expenses differently.
 - a. To use Allocate by Accounts, press the Allocate By Accounts button in the ribbon. A dialog will appear.



Munis

All expense lines will be allocated using a single set of accounts. If a single set of accounts is used, the current allocations will be replaced.

Are you sure you want to proceed?

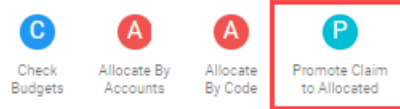
- b. Click yes if all the expenses can be allocated to a single account

PA T	Project Account	Org	Obj	Project	Description	Percent	Amount	GL Bud	PA Bud
E	1	-	-	-	...	100.000	4,501.00		

- c. Select the appropriate allocation for all expenses. Split allocations are supported. Once the allocation account(s) is input, click Accept. The expenses are allocated to the account.

Employee Expense Process – Expense Claim Authorization for Travelers

- d. Note that there is now a new button in the ribbon, “Promote Claim to Allocated”



5. Click the Promote Claim to Allocated button. The claim status is updated to 4 - Estimated, Allocated

Claims

Claim number * 6221017

Claim template * R-OVERNIGHT OVERNIGHT TRAVEL (ADVANCE)

Claim status * 4 - Estimated, Allocated

Employee number * 1739 DONALD C. CAMACHO

Customer 0

Notes

6. Add any Justification Notes by clicking on the Notes icon in the header.
7. Attach all documentation into TCM.
8. Click the Release button in the ribbon to release the claim into workflow. The status will change either to Estimated, Released or Actual, Released, depending on your situation.
9. The claim will go through workflow and when fully approved will be converted to an invoice to be paid.
10. To add a Justification note, click the Notes icon in the header.

Customer 0

Notes

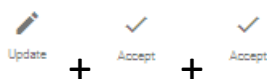
The Notes interface will open.

Notes

Back Output Display PDF Save Stamp Top Stamp Bottom Display as HTML

Add Justification information here. Click the Stamp Bottom button in the ribbon to timestamp the note, then click Save.

11. Once you have entered any Notes and uploaded all documentation to TCM, click the Update button when you are done, then click the Accept button twice to return to the dialog that allows.

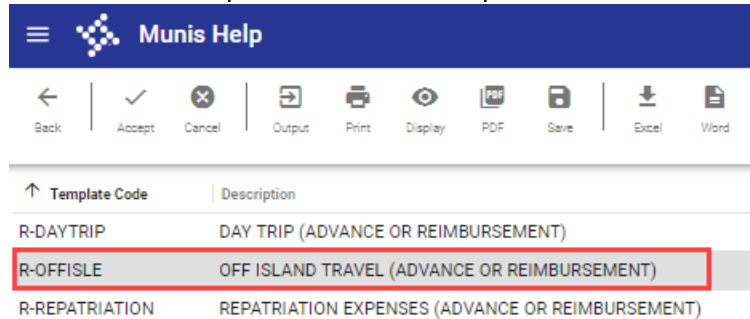


12. Click Released to release the claim into workflow.
- Once approved, use your Travel Card to book travel arrangements and to pay for all travel expenses
 - Be sure to keep receipts for all transactions

Employee Expense Process – Expense Claim Authorization for Travelers

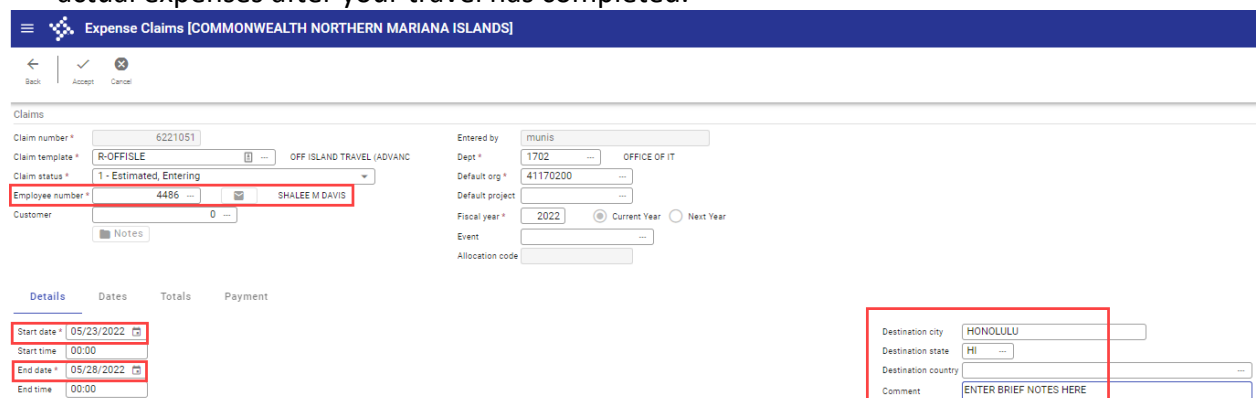
Entering a Claim Request (Advance or Reimbursement)

2. Navigate to the Expense Claims program
3. Click the Add (+) button in the ribbon to start a new claim
 - a. Fill out all fields as required. A red * will denote required fields
4. Select the claim template from Field Help:



Template Code	Description
R-DAYTRIP	DAY TRIP (ADVANCE OR REIMBURSEMENT)
R-OFFISLE	OFF ISLAND TRAVEL (ADVANCE OR REIMBURSEMENT)
R-REPATRIATION	REPATRIATION EXPENSES (ADVANCE OR REIMBURSEMENT)

- a. Note that if you do *not* have a Travel Card and need a cash advance or reimbursement, select an R-XXXXXX template. For the purposes of this example, R-OFFISLE will be used. Any other R-XXXXXX template would follow the same process.
5. Select Claim Status from the dropdown. Choose 1-Estimated, Entering if you are entering expenses before you travel. Choose 11-Actual, Entering if you are entering actual expenses after your travel has completed.



Expense Claims [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Claims

Claim number * 6221051

Claim template * R-OFFISLE OFF ISLAND TRAVEL (ADVANC

Claim status * 1 - Estimated, Entering

Employee number * 4486 SHALEE M DAVIS

Customer 0

Entered by munis

Dept * 1702 OFFICE OF IT

Default org * 41170200

Default project

Fiscal year * 2022 Current Year Next Year

Event

Allocation code

Details Dates Totals Payment

Start date * 05/23/2022

Start time 00:00

End date * 05/28/2022

End time 00:00

Destination city HONOLULU

Destination state HI

Destination country

Comment ENTER BRIEF NOTES HERE

- a. Several fields will be automatically filled when you enter the employee number, including Department Code and Default Org.
 - b. There is an optional field, Event, where an event could be selected.
7. Enter travel dates and destination information. Click Accept.
 - c. The Per Diem Expenses fields will open
8. Enter Per Diem expenses. CNMI publishes a list of Per Diem rates. Use the rates from that list.

Employee Expense Process – Expense Claim Authorization for Travelers

Per Diem Expenses		Unit Expenses		
Date	HOTELPLUS	PER DIEM	Daily Total	Message
05/23/2022	.00	351.00	351.00	
05/24/2022	.00	351.00	351.00	
05/25/2022	.00	351.00	351.00	
05/26/2022	.00	351.00	351.00	
05/27/2022	.00	351.00	351.00	
05/28/2022	.00	351.00	351.00	

- a. Click Accept when complete. The Cash Advance section will open
9. Enter Cash Advance information for Per Diem. The system automatically sums up the Per Diem expenses entered.

Totals	HOTELPLUS	PER DIEM	Per Diem Total
	.00	2,106.00	2,106.00

Cash Advances	HOTELPLUS	PER DIEM	CA Total
	.00	2,106.00	2,106.00

- d. Click Accept. The Unit Expense fields will open
10. Enter Unit expenses. These are travel expense types that are not included in Per Diem.
 - a. Note that in this template if you do not wish to use a specific Expense Code, simply tab past it. There is no need to enter “N/A” in the Comment field.

Per Diem Expenses		Unit Expenses					
Item	Quantity	UOM	Unit Amt/Rate	Est Amt	Cash Adv	Date	Comment
MISCELLANEOUS	0.00	EACH	.000	0.00	0.00		
TAXI/RIDESHARE	0.00	EACH	.000	0.00	0.00		
HOTEL	0.00	EACH	.000	0.00	0.00		
STIPEND	0.00	EACH	.000	0.00	0.00		
INCIDENTAL	1.00	EACH	75.000	75.00	75.00	05/23/2	PARKING
AIRFARE	1.00	FLIGHT	1,700.000	1,700.00	1,700.00	05/23/2	UA 174 / UA 495 SHALEE DAVIS SPN-HON 5/23-5/28
EXCESS BAGGAGE	0.00	FLIGHT	.000	0.00	0.00		
CAR RENTAL	5.00	DAYS	100.000	500.00	500.00	05/23/2	HERTZ #12345 5 DAYS @ \$100/DAY
INCIDENTAL	1.00	EACH	95.000	95.00	95.00	05/23/2	REGISTRATION FEE

Unit expenses totals Estimated Cash advance

- b. If you need another line of a particular expense type, click the Add Another Line button in the ribbon and select the appropriate expense type.
- c. Once all expenses and descriptions are entered, click Accept.
- d. A dialog will appear that allows you to update the Status to Estimated, Created. Click Yes to update the status to Created.

Employee Expense Process – Expense Claim Authorization for Travelers



All header and estimated detail fields have been populated and claim is ready for account allocation.

Do you wish to update the status to Estimated, Created?

Yes

No

- e. You must now allocate the claim.

Allocating a Claim Request

13. If you are returning to a claim to allocate, use the Search button to find your claim.

14. Click the Allocate button in the ribbon.



Allocate

- a. The Employee Expense Claim GL Allocation screen will appear. However many individual expenses have been entered will appear as individual allocation records. You can see how many there are by looking at the bottom of the form to find “X of X” (the record you’re currently on out of the total number of records).

Employee Expense Claim GL Allocation

Back
Accept
Cancel
Search
Update
Check Budgets
Allocate By Accounts
Allocate By Code

Claim Detail

Claim number: 6221051

Status: 2 - Estimated, Created

Employee: SHALEE M DAVIS

Expense: PER DIEM R-PERDIEM - PER DIEM (ADVANCE/REIMBURSEMENT)

Date: 05/23/2022

Line cash advance: 351.00

Line Total: 351.00

PA T	Project Account	Org	Obj	Project	Description	Percent	Amount	GL Bud	PA Bud
		41170200	64800		TRAVEL EXPENSES	100.000	351.00		

15. Allocate your expenses. Each expense must be updated and the allocation confirmed before you can move forward.

16. There is a button in the ribbon, “Allocate By Accounts” that will allocate all the expenses with a single account. This is extremely efficient if you do not have to allocate specific expenses differently.

- a. To use Allocate by Accounts, press the Allocate By Accounts button in the ribbon. A dialog will appear.

Employee Expense Process – Expense Claim Authorization for Travelers



All expense lines will be allocated using a single set of accounts. If a single set of accounts is used, the current allocations will be replaced.

Are you sure you want to proceed?

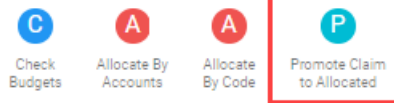
Yes No

b. Click yes if all the expenses can be allocated to a single account

PA T	Subject Account	Org	Obj	Project	Description	Percent	Amount	GL Bud	PA Bud
E						100.000	4,501.00		

c. Select the appropriate allocation for all expenses. Split allocations are supported. Once the allocation account(s) is input, click Accept. The expenses are allocated to the account.

d. Note that there is now a new button in the ribbon, “Promote Claim to Allocated”



17. Click the Promote Claim to Allocated button. The claim status is updated to 4 - Estimated, Allocated

Claims

Claim number * 6221017

Claim template * R-OVERNIGHT OVERNIGHT TRAVEL (ADVANCE)

Claim status * 4 - Estimated, Allocated

Employee number * 1739 DONALD C. CAMACHO

Customer 0

Notes

18. Add any Justification Notes by clicking on the Notes icon in the header.

19. Attach all documentation into TCM.

20. Click the Release button in the ribbon to release the claim into workflow. The status will change either to Estimated, Released or Actual, Released, depending on your situation.

21. The claim will go through workflow and when fully approved will be converted to an invoice to be paid.

Notes:

- The Allocate option is only available on the main Expense Claims screen for claims that have a status of Estimated, Created or Actual, Created.
- The Promote Claim to Allocated option is only available on the Employee Expense Claim GL Allocation screen when all expense lines are fully allocated with valid accounts.
- The amount on the allocation record must match the amount of the detail line and the percentage on the allocation record must total 100%.

Employee Expense Process – Expense Claim Authorization for Travelers

Reconciling Expenses After Travel

1. Navigate to the Expense Claims program
2. Search the original claim that was submitted. You can search by claim number or Employee Number.
 - a. Note that the TA# is the Claim Number, the first field
 - b. Fill out all fields as required. A red * will denote required fields
 - c. Note: when you return from trip you must fill out an actual claim.
3. Note: The status will change to 11-Actual, Entering is the only status. There is no other option.
4. Update any changed information on the claim
5. Hit accept.

Claims

Claim number * 6221067

Claim template * TC-OFFISL-REG OFF-ISLAND TRAVEL (TRAVEL)

Claim status * 11 - Actual, Entering

Employee number * 4486 SHALEE M DAVIS

Customer 0

Entered by s.davis

Dept * 1702 OFFICE OF IT

Default org * 41170200

Default project

Fiscal year * 2022 Current Year Next Year

Event TYLER TYLER CONNECT CONFERENCE

Allocation code

Details Dates Totals Payment

Start date 05/14/2022

Start time 00:00

End date 05/19/2022

End time 00:00

Destination city INDIANAPOLIS

Destination state IN

Destination country

Comment WILL BE GOING ON VACATION ON 5/19/2022

6. Update any reimbursement charges.

Unit Expenses Informational Expenses

Item	Quantity	UOM	Unit Amt/Rate	Est Amt	Actual Amt	Date	Comment
PER DIEM RECONC	1.00	DOLLARS	30.000	0.01	30.00	05/14/2	UNUSED PER DIEM 5/14-5/19/2022
MISCELLANEOUS	1.00	EACH	50.000	0.00	50.00	05/14/2	UBER CHARGES NOT ABLE TO CHARGE TO TRAVEL CARD

7. For the Per Diem Reconciliation field, enter the amount of reimbursement you expect, using the formula Total Per Diem Amount minus Total Hotel/Meals/Incidental expenses.
8. For the Miscellaneous reimbursement line, note the circumstances for your requesting a reimbursement. If you need additional Miscellaneous lines, click the Add Another Line button in the ribbon.
9. Once the Reconciliation lines are complete, click Accept. The Informational Expenses tab will open.
 - a. Note that at least one of the Reconciliation lines MUST have a positive amount. If you are not expecting any reimbursement, do not use this template.
10. Enter ALL actual expenses. Actual expenses could easily be different from the estimated expenses in the first authorization claim. For the Reconciliation Claim, ALL travel expenses must be entered and supported by receipts.

Employee Expense Process – Expense Claim Authorization for Travelers

Unit Expenses		Informational Expenses	
Item	Comment	Est Amt	Actual Amt
(NR) MISCELLANY	SPENT CASH WHEN VENDOR DID NOT TAKE CC	0.00	42.00
(NR) INCIDENTAL	PARKING	0.00	92.00
(NR) EXCESS BAG	N/A	0.00	0.00
(NR) CAR RENTAL	HERTZ #12345 5 DAYS @ \$122.65/DAY	0.00	613.25
(NR) TAXI/RIDES	N/A	0.00	0.00
(NR) HOTEL PLUS	N/A	0.00	0.00
(NR) AIRFARE	UA 174 / UA 495 SHALEE DAVIS SPN-HON 5/23-5/28	0.00	1700.00
(NR) HOTEL	HILTON HOTEL 5 NIGHTS @ \$167.43/NIGHT	0.00	837.15
(NR) STIPEND	N/A	0.00	0.00
(NR) PER DIEM	6 DAYS @ \$351/DAY HONOLULU	0.00	2106.00
(NR) INCIDENTAL	REGISTRATION FEE	0.00	95

Informational expenses totals Estimated Actual

11. Click Accept. A dialog will appear asking if you would like to update the status to Created, Actual. Click Yes.




All header and actual detail fields have been populated and claim is ready for account allocation.

Do you wish to update the status to Created, Actual?

a. The Claim status will update to 12 – Actual, Created. You must now Allocate the reimbursement claims.

12. Allocate your expenses. Each expense must be updated and the allocation confirmed before you can move forward.

13. There is a button in the ribbon, “Allocate By Accounts”  that will allocate all the expenses with a single account. This is extremely efficient if you do not have to allocate specific expenses differently.

a. To use Allocate by Accounts, press the Allocate By Accounts button in the ribbon. A dialog will appear.



All expense lines will be allocated using a single set of accounts. If a single set of accounts is used, the current allocations will be replaced.

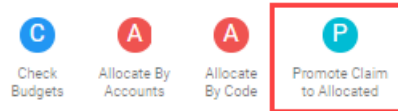
Are you sure you want to proceed?

b. Click yes if all the expenses can be allocated to a single account

Employee Expense Process – Expense Claim Authorization for Travelers

PA T	Object Account	Org	Obj	Project	Description	Percent	Amount	GL Bud	PA Bud
E	-	-	-	100.000	4,501.00	

- c. Select the appropriate allocation for all expenses. Split allocations are supported. Once the allocation account(s) is input, click Accept. The expenses are allocated to the account.
- d. Note that there is now a new button in the ribbon, “Promote Claim to Allocated”



14. Click the Promote Claim to Allocated button. You will be transferred back to the header. The claim status is updated to 4 -Estimated, Allocated
15. Add any Justification Notes by clicking on the Notes icon in the header.
16. Attach all documentation into TCM.
17. Click the Release button in the ribbon to release the claim into workflow. The status will change either to Estimated, Released or Actual, Released, depending on your situation.
18. The claim will go through workflow and when fully approved will be converted to an invoice to be paid.

Difference Between Travel Card and Advance/Reimbursement Expenses

Employee travel is expected to be expensed through the use of assigned Travel Cards. But until all eligible employees are issued cards, Employee Travel Expenses can be entered one of two ways, either Travel Card expenses, where the Expense Claim form is used to authorize travel that will be paid for with a Travel Card, or Advance / Reimbursement expenses where the traveler needs to be reimbursed, either with an advance payment or after the travel is completed.

When selecting the appropriate Template for your claim, select the appropriate template with an NR- for Non-Reimbursable (Travel Card) expenses or R- for Advance/Reimbursable expenses.

The main difference between the two types is that Travel Card expenses are not allocated until the credit card statement is reconciled, while Advance / Reimbursement expenses must be allocated prior to releasing the claim into workflow.

Employee Expense Process – Expense Claim Authorization for Travelers

Understanding Expense Templates

Expense Templates are containers of pre-formatted expense codes. For example, the TC-OFFISLE template assumes the traveler is traveling to a location for a workshop or conference or other event, and the informational expense types of Airfare, Car Rental, Excess Baggage Fees, Incidentals, and Per Diem are all built in, so all the user has to do is fill in amounts and dates. This particular template is for travelers with a Travel Card, as all the expenses are informational only.

Some of the Expense Templates available are:

Code	Description
R-DAYTRIP	DAY TRIP (ADVANCE OR REIMBURSEMENT)
R-OFFISLE	OFF ISLAND TRAVEL (ADVANCE OR REIMBURSEMENT)
R-REPATRIATION	REPATRIATION EXPENSES (ADVANCE OR REIMBURSEMENT)
R-SUBSISTASSIST	MONTHLY SUBSIST ALLOWANCE (ADVANCE/REIMBURSEMENT)
TC-CIVILSVC	INTER-ISLAND CIVIL SERVICE TRAVEL (TRAVEL CARD)
TC-DPSSPECTRAVEL	DPS SPECIAL TRAVEL (TRAVEL CARD)
TC-INTISL-JUDCY	INTER-ISLAND JUDICIARY TRAVEL (TRAVEL CARD)
TC-INTISL-LEGISL	INTER-ISLAND LEGISLATURE TRAVEL (TRAVEL CARD)
TC-INTISL-ROTA	INTER-ISLAND ROTA TRAVEL (TRAVEL CARD)
TC-INTISL-Saipan	INTER-ISLAND SAIPAN TRAVEL (TRAVEL CARD)
TC-INTISL-TINIAN	INTER-ISLAND TINIAN TRAVEL (TRAVEL CARD)
TC-MEDREFERRAL	MEDICAL REFERRAL (TRAVEL CARD)
TC-MUNCOUNC-ROTA	INTER-ISLAND ROTA MUNICIPAL COUNCIL (TRAVEL CARD)
TC-MUNCOUNC-SAIP	INTER-ISLAND SAIPAN MUNICIPAL COUNCIL (TRAVEL CARD)
TC-MUNCOUNC-TIN	INTER-ISLAND TINIAN MUNICIPAL COUNCIL (TRAVEL CARD)
TC-OFFISL-REG	OFF-ISLAND TRAVEL (TRAVEL CARD)
TC-RECONTRAVEL	TRAVEL RECONCILIATION (TRAVEL CARD)
TC-ROTAMAYOR	INTER-ISLAND ROTA MAYOR'S OFFICE (TRAVEL CARD)
TC-SaipanMAYOR	INTER-ISLAND SAIPAN MAYOR'S OFFICE (TRAVEL CARD)
TC-TINMAYOR	INTER-ISLAND TINIAN MAYOR'S OFFICE (TRAVEL CARD)

Employee Expense Process – Expense Claim Authorization for Travelers

Which Travel Template Should I Use?

Most travelers will only use two or three Claim templates. See below for which templates might apply to your situation.

Traveler With Travel Card From Saipan, Rota or Tinian Wants To Travel Off-Island

- Use TC-OFFISL-REG (OFF ISLAND TRAVEL CARD)

Traveler With Travel Card Reconciling a Travel Card Trip

- Use TC-RECONTRAVEL (TRAVEL RECONCILIATION TRAVEL CARD)

Saipan Traveler With Travel Card Wants To Travel To Tinian or Rota

- Use TC-INTISL-SAIPAN (INTER-ISLAND SAIPAN TRAVEL CARD)

Rota Traveler With Travel Card Wants To Travel To Saipan or Tinian

- Use TC-INTISL-ROTA (INTER-ISLAND ROTA TRAVEL CARD)

Tinian Traveler With Travel Card Wants To Travel To Saipan or Rota

- Use TC-INTISL-TINIAN (INTER-ISLAND TINIAN TRAVEL CARD)

Saipan Mayor's Office With Travel Card Wants To Travel To Tinian or Rota

- Use TC-SAIPANMAYOR (INTER-ISLAND SAIPAN MAYOR'S OFFICE TRAVEL CARD)

Rota Mayor's Office With Travel Card Wants To Travel To Saipan or Tinian

- Use TC-ROTAMAYOR (INTER-ISLAND ROTA MAYOR'S OFFICE TRAVEL CARD)

Tinian Mayor's Office With Travel Card Wants To Travel To Saipan or Rota

- Use TC-TINMAYOR (INTER-ISLAND TINIAN MAYOR'S OFFICE TRAVEL CARD)

Saipan Municipal Council With Travel Card Wants To Travel To Tinian or Rota

- Use TC-MUNCOUNC-SAIP (INTER-ISLAND SAIPAN MUNICIPAL COUNCIL TRAVEL CARD)

Rota Municipal Council With Travel Card Wants To Travel To Saipan or Tinian

- Use TC-MUNCOUNC-ROTA (INTER-ISLAND ROTA MUNICIPAL COUNCIL TRAVEL CARD)

Tinian Municipal Council With Travel Card Wants To Travel To Saipan or Rota

- Use TC-MUNCOUNC-TIN (INTER-ISLAND TINIAN MUNICIPAL COUNCIL TRAVEL CARD)

Judiciary Traveler With Travel Card Wants To Travel Inter-island

- Use TC-INTISL-JUDCY (INTER-ISLAND JUDICIARY TRAVEL CARD)

Legislature Traveler With Travel Card Wants To Travel Inter-island

- Use TC-INTISL-LEGISL (INTER-ISLAND LEGISLATURE TRAVEL CARD)

Civil Service Traveler With Travel Card Wants To Travel Inter-island

- Use TC-INTISL-CIVILSVC (INTER-ISLAND CIVIL SERVICE TRAVEL CARD)

DPS With Travel Card Wants To Transfer Detainees

- Use TC-DPSSPECTRAVEL (DPS SPECIAL TRAVEL TRAVEL CARD)

Traveler Without Travel Card Wants To Travel Off-Island

- Use R-OFFISL (OFF ISLAND TRAVEL ADVANCE OR REIMBURSEMENT)

Employee Expense Process – Expense Claim Authorization for Travelers

Understanding Expense Codes

Expense codes are configured in Employee Expense to cover the possible types of expenses used. These must be configured by an administrator, but then are available for all users. The main attribute of any Expense Code is whether the Expense is characterized as a Per Diem cost, a Unit cost, or an Informational cost.

- Per Diem expenses are granted to cover Hotel, Meals, and Incidentals
- Unit expenses are any non-Per Diem expenses
- Informational expenses are those expenses not eligible for reimbursement but must be tracked, either for approval or for total cost reporting. Informational expenses are used when the expense is expected to or was paid for by a Travel Card

Expense Codes are configured to be used within Expense Templates. So, for example, the template for Reimbursable Overnight travel contains expense codes like Airfare, Excess Baggage, Car Rental, Incidentals, Taxi/Rideshare built in. But they can also be used independently, for example, entering a single expense claim for Mileage within a Day Trip template.

Definitions for certain Expense Codes may be helpful in filling out the form:

- Airfare includes the cost of flight and any travel agent charges
- Car Rental includes all charges associated with renting a vehicle from a car rental agency
- Excess Baggage is a separate charge for over-weight baggage for a particular trip. Add up all Excess Baggage charges into a total. The Excess Baggage charge must be work-related
- Hotel expenses are used when a traveler is not granted a Per Diem or when reconciling. If a Per Diem is used, the Hotel expense line is not used
- Hotel Plus is a type of Per Diem for high cost destinations. Prior approval to use Hotel Plus is required. Hotel Plus grants \$500/day Per Diem plus 25% of the standard Per Diem rate.
 - Specific restrictions exist for this Expense Code. If lodging, meal and incidentals fall below the standard Per Diem rate, the traveler must reimburse CNMI for all funds authorized over the standard Per Diem rate
- Incidentals cover costs like Ground Transportation, Tolls, Parking Fees, Work-Related Internet Expense, Laundry Expenses, and Registration Fees
- Miscellaneous covers costs that are not covered by any other Expense Code
- Per Diem is the Per Diem rate for the destination. It is intended to cover Hotel, Meals, and Incidental costs
- Stipend is sometimes granted to the traveler in lieu of Per Diem. Per Diem and Stipend should not be used together

Employee Expense Process – Expense Claim Authorization for Travelers

- Taxi/Ride Share covers expenses for using taxis or rideshare services for transportation. If the traveler has rented a car, the expectation is that Taxi/Ride Share would not be used

Travel Scenarios and Guidance

Traveler wants to travel off-island

- Enter an Estimated Claim using the Off Island (Travel Card) template, unless you do not have a Travel Card
- Be sure to estimate expenses as accurately as possible
- Enter a Justification in the Claim Notes
- Attach all relevant documentation
- Release into workflow
- When approved, use the Travel Card for all expenses
- Keep receipts for all transactions

Traveler wants to travel inter-island

- Enter an Estimated Claim using the correct Inter-Island (Travel Card) template, unless you do not have a Travel Card
- Be sure to estimate expenses as accurately as possible
- Enter a Justification in the Claim Notes
- Attach all relevant documentation
- Release into workflow
- When approved, use the Travel Card for all expenses
- Keep receipts for all transactions

Traveler had an unforeseen expense while traveling

- For example, traveler rented a car and the car broke down. Traveler had to take a taxi/rideshare back to the hotel and use taxi/rideshares until the car rental agency provided a replacement car
- Use your Travel Card to cover all expenses and keep all receipts. If you are concerned you may come close to or exceed the card credit limit, contact the Purchase Card team immediately. They may be able to assist by adjusting the card limit
- When you complete travel, enter a Reconciliation Claim and be sure to capture all expenses and explain the circumstances around the unexpected expenses

Employee Expense Process – Expense Claim Authorization for Travelers

Traveler's travel dates changed while traveling

- For example, a meeting was canceled or postponed and you need to amend your travel schedule to accommodate the newly scheduled meeting
- Contact the departmental Secretary and receive guidance on next steps. Note that the Secretary only has discretion to extend up to \$500. If the amendment will be more, it must also be approved by the Governor's office.
- If the Secretary gave verbal permission to amend your travel, contact the Travel Section immediately (pcardservices@dof.gov.mp or d.camacho@dof.gov.mp or call 670-322-1201 or 670-322-1202 or 670-322-1203) so they can confirm that you have sufficient credit on your Travel Card for the extension, and will make sure that the card will continue to be Active.
- When travel is completed, be sure to note in the Notes field or in attached documentation of your Reconciliation Claim that you received direct permission from your Secretary to amend the trip
- If your travel has been *shortened* for some reason, just make sure that you enter the correct dates for actual travel in your Reconciliation Claim
- ***In all cases, make certain that your Per Diem dates and rates are correct***
 - For example, if you have a long layover in Guam, you would use the Guam rate for that day
 - Add additional Per Diem lines if you need to change the rate in your Estimated or Reconciliation claim
 - Travel Section can assist with Per Diem guidance

Traveler tried to use Travel Card but it was not accepted

- If the card was declined, contact the Travel Section immediately (pcardservices@dof.gov.mp or d.camacho@dof.gov.mp or call 670-322-1201 or 670-322-1202 or 670-322-1203). They should be able to address the issue very quickly
- If the vendor does not accept credit cards, there is only one way around this, and that is to use cash for the item or service and then enter a Miscellaneous expense in your Reconciliation Claim. The cash expenditure must be allocated for budget and then released to workflow. Once approved, a reimbursement check will be cut

Traveler has spent less than the allotted Per Diem

- Enter (or have and admin enter for you) a Reconciliation Claim at the end of travel
- Enter all actual amounts and transactions
- Enter any reimbursement amounts and allocate budget
- Release to workflow
- Tell the Custodian the TA# for your Reconciliation claim so he/she can compare Reconciliation claim to card transactions and enter appropriate descriptions

Employee Expense Process – Expense Claim Authorization for Travelers

- The reimbursement amount will be reviewed in workflow and compared to credit card transactions. Once approved, the reimbursement amount will be converted to an invoice and a check will be cut.

Traveler has spent more than the allotted Per Diem

- Contact Travel Section. The overspending amount will be deducted from your next paycheck

Traveler wants to travel but does not have a Travel Card

- Enter an Estimated Claim and select the appropriate Advance or Reimbursement template
- Once approved in workflow, the claim will be converted to an invoice and a check will be cut
- Plan your travel! Provide at least 15 working days for the approval and payment process