

Travel Advance Process

This document provides Help Desk staff an overview of Travel Advance forms. Forms processing and tasks specific to the Employee/Submitter, Approver and Accounting Office are explained.

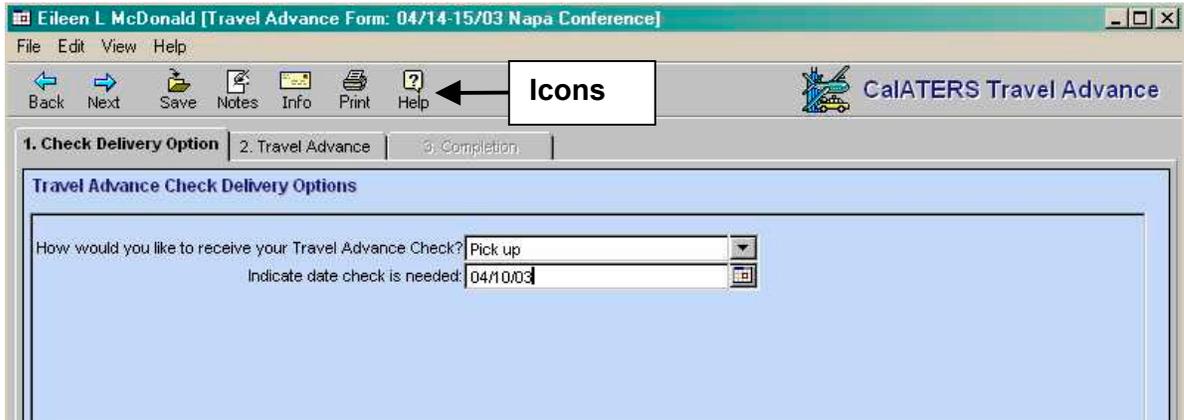
NOTE: Throughout these instructions there are references to other sets of instructions (e.g., [Update Your Profile](#)). To access these instructions, go to the CalATERS web site, click [Travel Advance & Expense Reimbursement](#), then select a role (e.g., [Employee](#), [Preparer](#), [Submitter](#), [Approver](#), [Accounting](#) or [Help Desk](#)). Then select specific instructions.

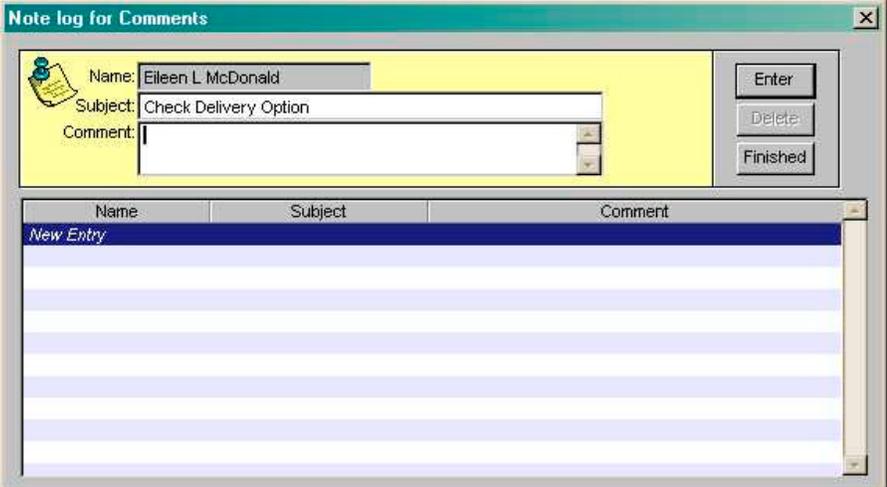
Help Desk staff can use the “Logon As” privilege to access Travel Advance forms that need problem resolution. Refer to instructions for [Sign In and Access Problems](#).

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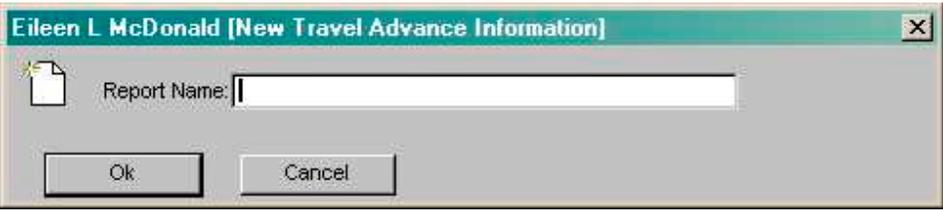
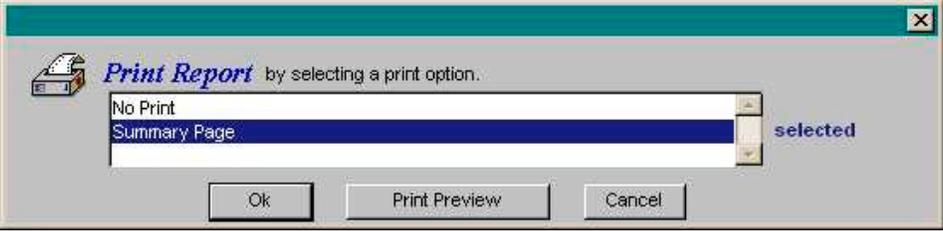
I. Overview of Icons

Icons are available on most screens within CalATERS. The following section explains the purpose and use of icons available on the Travel Advance form.



ICONS - Are used to perform the following functions:	
	<p>Moves backward to the previous tab.</p>
	<p>Moves forward to the next tab.</p>
	<p>Saves the form. Note: The Save icon only displays when the form has a Draft status for the employee or an Action status for the approver.</p>
	<p>Opens the Note Log. Displays any Notes that were added by the employee/submitter, approver(s), or the accounting office. Notes can be added during the processing of the form. Also, the system will automatically generate a note in the Note Log with information regarding the reason a form was returned or disapproved by an approver.</p>
	

I. **Overview of Icons** (continued)

ICONS - Are used to perform the following functions:	
	<p>Displays the Report Name.</p> 
	<p>Displays the Print Report screen.</p>  <p>The employee can select no print or print a summary page.</p>
	<p>Provides help information and access to other areas within the CalATERS web site, such as Definitions, Instructions, etc.</p>

II. From Draft to Submission – Employee to Approver

Refer to Create Travel Advance instructions for detailed information on how to complete a Travel Advance form.

The following pages outline issues the employee may encounter when processing Travel Advance forms from draft to submission.

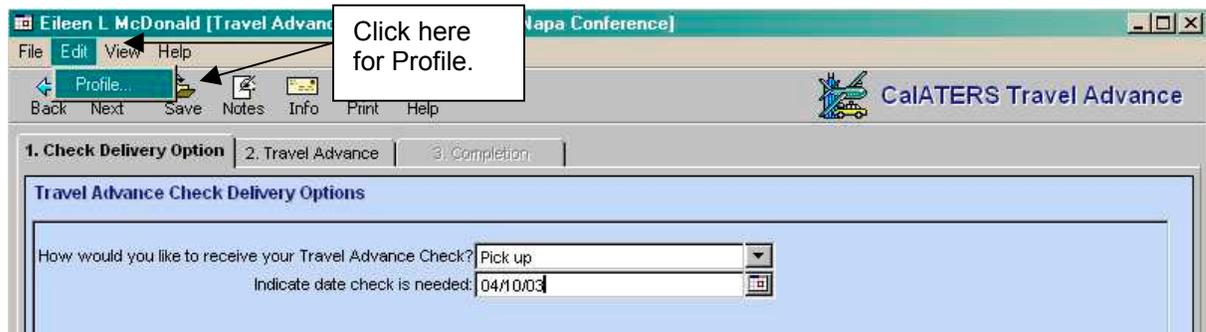
Profile Information

Before creating a new Travel Advance the employee should verify that their **Profile** information has not changed. When a submitter or preparer is creating a form for an employee, they should verify with the employee that Profile information is correct. Changes may include appointment to a new classification, changing your approver, appointed to supervisory from rank & file, name or address change, etc. Refer to Update Your Profile instructions.

Profile information used for a specific Travel Advance is viewable from any screen within the Travel Advance request. The system will take a “snap shot” image of the Profile at the time the Travel Advance is created. The system uses the information on the “snap shot” image to audit the form. Updates to the Profile will not change the “snap shot” image attached to the form.

If Profile information that impacts the auditing of the form is inaccurate, the form should be returned. A new form must then be created with updated Profile information.

To access the employee Profile that is attached to the form, click Edit from the Menu Bar, and then click Profile. The Profile screen will display.



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II. From Draft to Submission – Employee to First Approver

1. Check Delivery Option Tab

The **Check Delivery Option** tab is used to select the method of check delivery - Pick up, Mail, or Call for pick up. The date check is needed by can also be entered. The 3 methods of delivery are illustrated below.

The screenshot shows the 'Check Delivery Option' tab selected. The form title is 'Eileen L McDonald [Travel Advance Form: 04/14-15/03 Napa Conference]'. The menu bar includes File, Edit, View, and Help. The toolbar contains Back, Next, Save, Notes, Info, Print, and Help icons. The main content area is titled 'Travel Advance Check Delivery Options'. It contains two fields: 'How would you like to receive your Travel Advance Check?' with a dropdown menu set to 'Pick up', and 'Indicate date check is needed:' with a date field set to '04/10/03'.

The screenshot shows the 'Check Delivery Option' tab selected. The form title is 'Eileen L McDonald [Travel Advance Form: 04/14-15/03 Napa Conference]'. The menu bar includes File, Edit, View, and Help. The toolbar contains Back, Next, Save, Notes, Info, Print, and Help icons. The main content area is titled 'Travel Advance Check Delivery Options'. It contains several fields: 'How would you like to receive your Travel Advance Check?' with a dropdown menu set to 'Mail', 'Indicate date check is needed:' with a date field set to '04/10/03', 'Choose a Mailing Option' with a dropdown menu set to 'Profile', 'Street Address:' with the text '500 Main Street', 'City:' with 'Roseville', 'State:' with 'CA', and 'Zip Code:' with '95661-'. A callout box with an arrow pointing to the 'Choose a Mailing Option' dropdown contains the text: 'Click [dropdown arrow] select Profile for address in Profile or Other to key in desired address.'

The screenshot shows the 'Check Delivery Option' tab selected. The form title is 'Eileen L McDonald [Travel Advance Form: 04/14-15/03 Napa Conference]'. The menu bar includes File, Edit, View, and Help. The toolbar contains Back, Next, Save, Notes, Info, Print, and Help icons. The main content area is titled 'Travel Advance Check Delivery Options'. It contains three fields: 'How would you like to receive your Travel Advance Check?' with a dropdown menu set to 'Call for pick up', 'Indicate date check is needed:' with a date field set to '04/10/03', and 'Indicate Phone Number:' with a text field set to '322-1234'. A callout box with an arrow pointing to the 'Indicate Phone Number' field contains the text: 'Employee should indicate their telephone number or extension here.'

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II. From Draft to Submission – Employee to First Approver (continued)

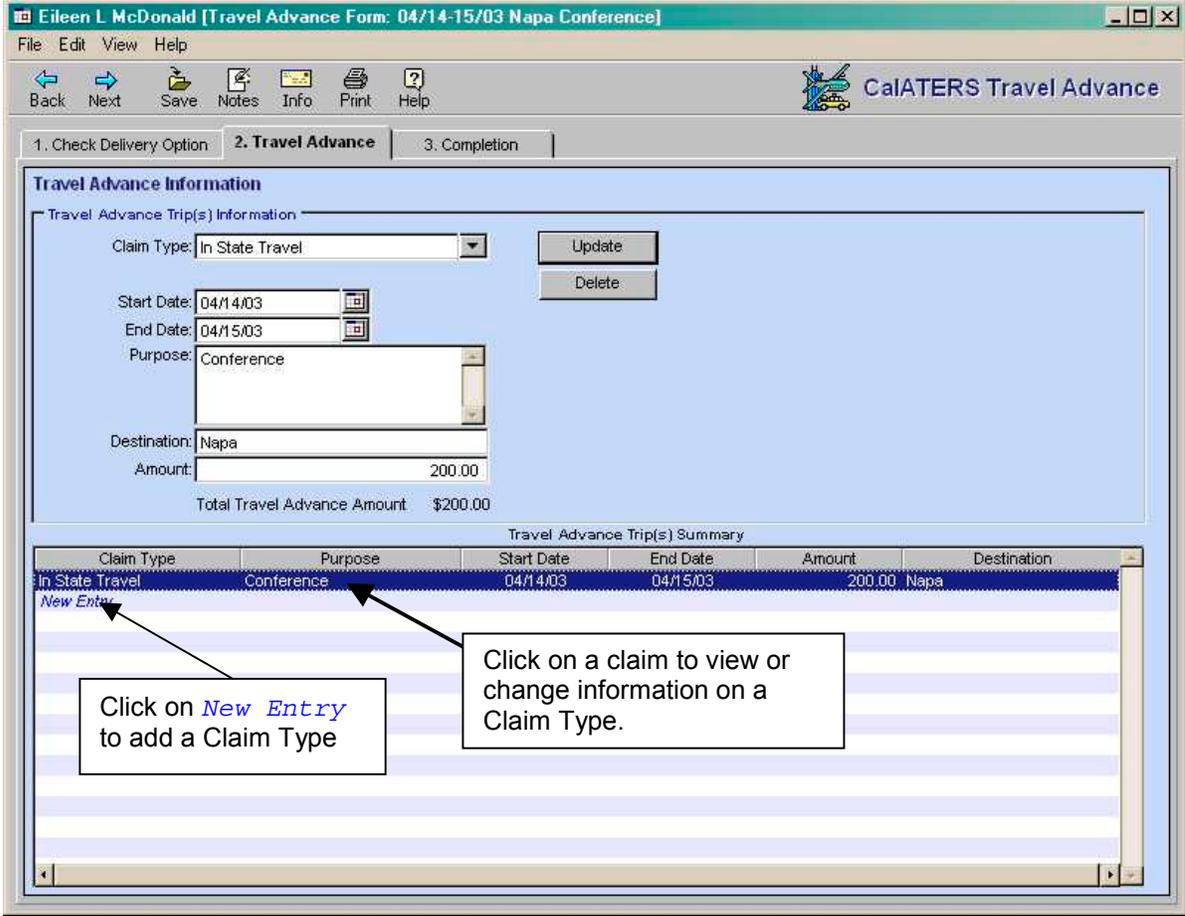
2. Travel Advance Tab

The **Travel Advance** tab is used to select Claim Types and identify trip information.

To add a second Claim Type, click on [New Entry](#) and key required information.

Click on the  button. (For definitions of Claim Types, click **Definitions** from the CalATERS web site.)

The  button must be used when changing information on this screen.



Travel Advance Information

Travel Advance Trip(s) Information

Claim Type: In State Travel

Start Date: 04/14/03

End Date: 04/15/03

Purpose: Conference

Destination: Napa

Amount: 200.00

Total Travel Advance Amount: \$200.00

Travel Advance Trip(s) Summary

Claim Type	Purpose	Start Date	End Date	Amount	Destination
In State Travel	Conference	04/14/03	04/15/03	200.00	Napa

[New Entry](#)

Click on [New Entry](#) to add a Claim Type

Click on a claim to view or change information on a Claim Type.

Continued on next page.

II. From Draft to Submission – Employee to First Approver (continued)

3. Completion (continued)

Summary Tab

The **Summary** tab is used to review the total travel advance amount requested for all Claim Types and the check delivery option. Information on this screen cannot be changed. If changes are needed, the employee/submitter must go back to tab **1. Check Delivery Option** or tab **2. Travel Advance**.

The screenshot displays the 'CalATERS Travel Advance' application window. The title bar reads 'Eileen L. McDonald [Travel Advance Form: 04/14-15/03 Napa Conference]'. The menu bar includes 'File', 'Edit', 'View', and 'Help'. The toolbar contains icons for 'Back', 'Next', 'Save', 'Notes', 'Info', 'Print', and 'Help'. The main interface has three tabs: '1. Check Delivery Option', '2. Travel Advance', and '3. Completion', with '3. Completion' being the active tab. Under '3. Completion', there are two sub-tabs: 'Summary' and 'Travel Advance Submission', with 'Summary' selected. The 'Summary' sub-tab shows a 'Travel Advance Summary' section with two fields: 'Total Travel Advance Amount Requested' set to '\$200.00' and 'Check Delivery Option Selected' set to 'Pick up'. Below this is a 'Travel Advance Trip(s) Summary' table with the following data:

Claim Type	Purpose	Start Date	End Date	Amount	Destination
In State Travel	Conference	04/14/03	04/15/03	200.00	Napa

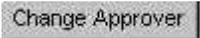
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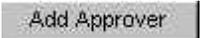
II. From Draft to Submission – Employee to First Approver (continued)

3. Completion (continued)

Travel Advance Submission Tab

The Travel Advance Submission tab displays on draft forms, prior to being submitted by the employee. The name of the employee's first level approver is displayed. The first level approver (default approver) is specified in the employee's Profile. Refer to Update Your Profile instructions.

The  button is used by employees/submitters to select an alternate approver or to assign a first level approver when an approver is not displayed.

The  button is used to add another level of approval.

To submit the form, the employee/submitter enters their password and clicks the  button. An e-mail is sent to the first level approver.



Submission Routing

When the form is submitted, it will go to the employee's first level approver (default approver) or an alternate approver (with a copy to the default approver) if the employee/submitter changed the approver. An e-mail notification will be sent to the approver and the form will be available for review in the approver's Work Queue with a status of **Action**. The form has a status of **Submitted** on the employee's Work Queue.

To check the status of a form after it has been submitted, use the Form Status  button from the Work Queue.

III. Review Form – Approver to Accounting Office

Refer to [Approve Travel Advance](#) from the Approver role for detailed instructions on how to approve a Travel Advance. For Accounting staff refer to [Approve Travel Advance](#) from the Accounting role.

When a first level approver, additional approver or Accounting Office staff opens a Travel Advance form for review (status of **Action**), the view of the form is arranged the same as for the employee, except that approvers may have a **Review Items** tab, under **3. Completion**, if the form has exceptions to rules. Approvers also have an **Approve/Return** tab versus a **Submission** tab.

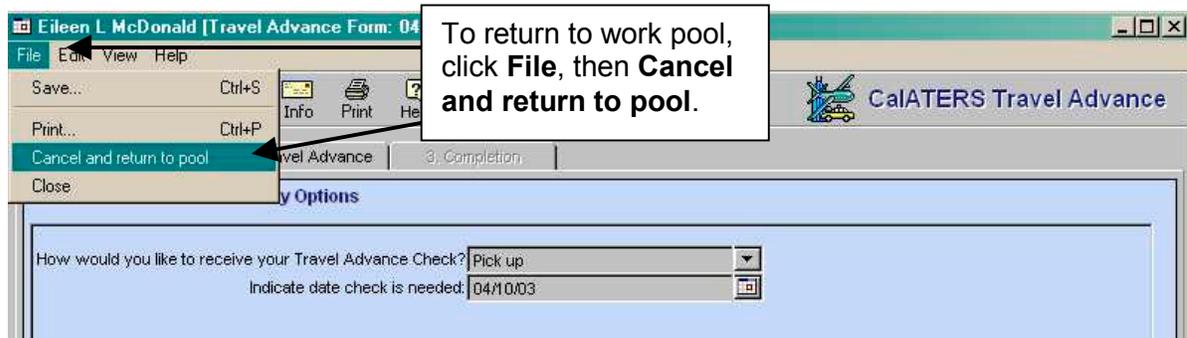
Accounting Staff Work Pool

After a Travel Advance is approved by supervisors/managers, the form will be forwarded to the "Department Technician Group" (work pool). Access to the work pool is requested through your department and is administered by the State Controller's Office.

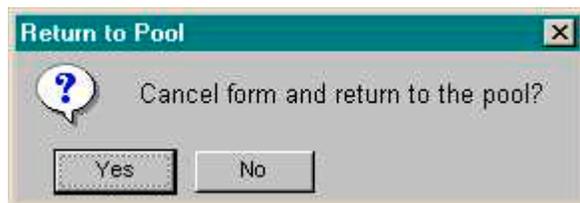
All "work pool" forms will be included on the accounting staff's Work Queue along with any forms that they have created/submitted. Forms requiring accounting office approval are identified with a **Status of Action**.

IMPORTANT: When accounting staff open a Travel Advance form for review, they must either act on the form or return the form to the work pool using the **Cancel and return to pool** function. If the form is not exited via the **Cancel and return to pool** method, the form will not be available for review by other accounting staff.

Cancel and return to pool



The **Return to Pool** confirmation box appears, click **Yes**.



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III. Review Form – Approver to Accounting Office (continued)

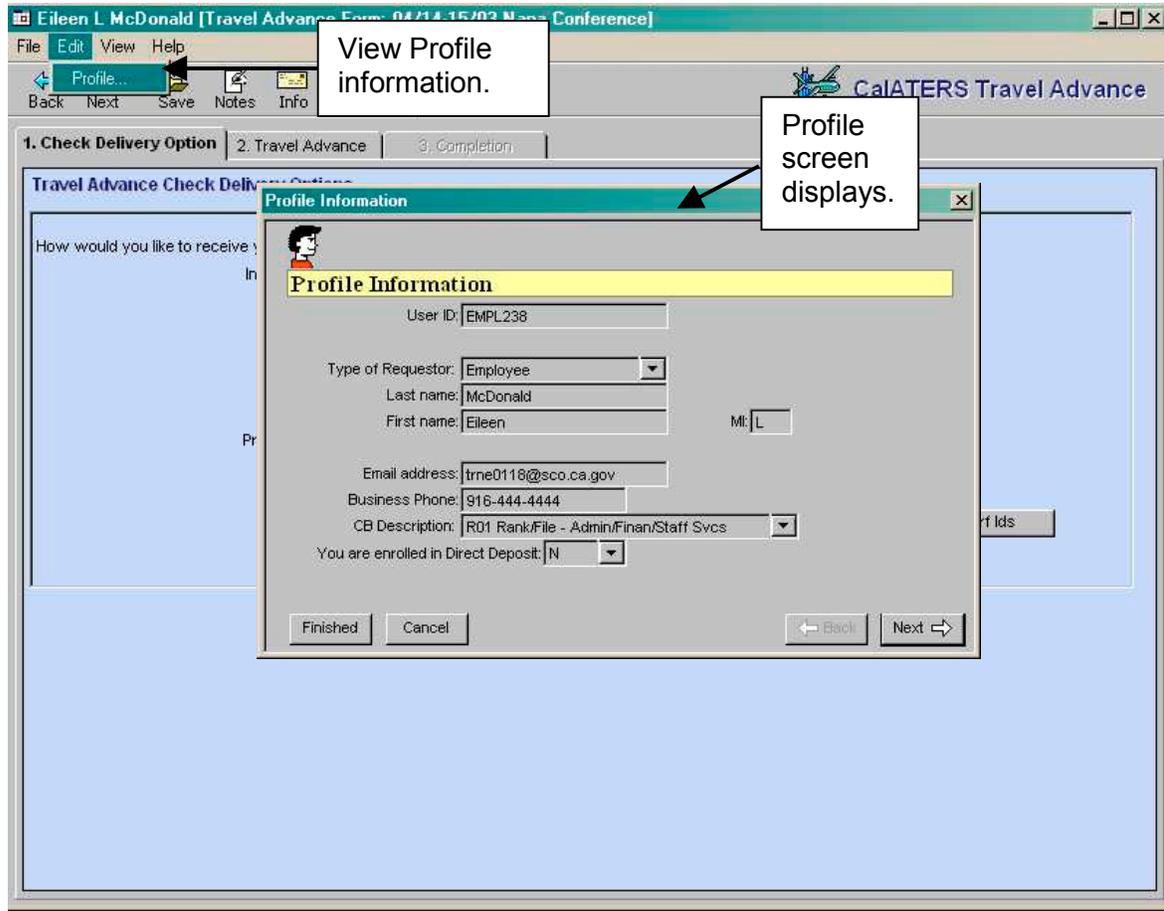
View Profile Information

When the form is opened, the approver can view the employee's Profile that is associated with the Travel Advance request by clicking **Edit**, then **Profile**.

The Profile screen will display. To exit the Profile, click the  button or the .

Note: The Profile can be accessed from any tab within the Travel Advance form.

For more information, refer to View User's Profile instructions.



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III. Review Form – Approver to Accounting Office (continued)

1. Check Delivery Option Tab

For approvers and accounting staff, this tab displays the employee's **Check Delivery Option**, which allows the employee to select - Pick up, Mail, or Call for pick up. This information cannot be changed.

For accounting staff the screen also displays five additional fields that indicate how CalATERS and the department accounting system will process the Travel Advance check. For information on these fields, refer to [Approve Travel Advance](#) from the Accounting role on the CalATERS web site.

2. Travel Advance Tab

This tab is the same as the employee's **Travel Advance** tab. It is used to select Claim Types and identify trip information. Approvers and accounting staff can adjust the **Amount** field to a lower amount (amount must be greater than zero). They must click the



button to update adjustment.

III. Review Form – Approver to Accounting Office (continued)

3. Completion

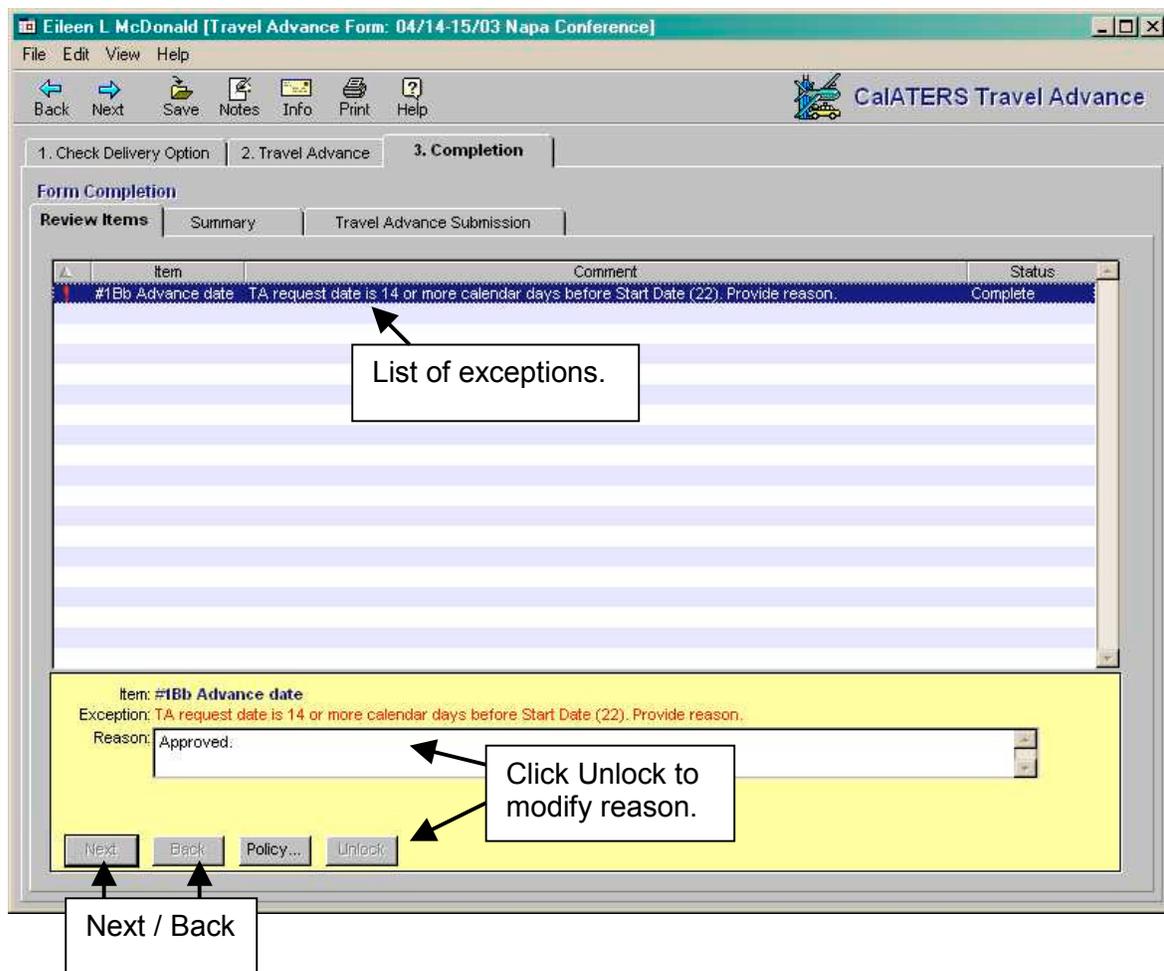
Review Items Tab

This tab displays when the form has exceptions to rules or department policies.

When one or more exceptions is displayed in the list, the **Next** and **Back** buttons can be used to view the reason.

The approver and accounting staff can use the **Unlock** button to modify the **Reason** field.

The **Policy...** button displays the policy associated with the exception. Policy information is not available at this time.



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III. Review Form – Approver to Accounting Office (continued)

3. Completion Tab (continued)

Summary Tab

The **Summary** tab is the same as for the employee/submitter. This tab is used to review the total travel advance amount requested for all Claim Types and the check delivery option. Information on this screen cannot be changed.

Approve/Return Tab

The **Approve/Return** tab only displays for approvers and accounting staff. This tab is used to add an additional approver and to Approve, Return for More Information, or Disapprove a form.

Approve

If the form is approved, it will be forwarded to any additional approvers or to the Accounting Office. Once the Accounting Office has approved the form, it will be forwarded for "final approval" and payment. When the form is approved, the accounting office's pooled Work Queue will display a status of **Approved**. The approver's Work Queue will continue to display a status of **Approved**. The employee/submitter's Work Queue will continue to display a status of **Submitted**, until the system gives final approval, then the status will change to **Completed**.

Return for more information

A form can be returned to the employee/submitter or any approver who approved the form. A reason for return will be required. When a form is returned to the employee the status of the form on the Accounting Office Work Queue and Employee/Submitter's Work Queue will display **Returned**. **Note:** The Approver's Work Queue will not change to **Returned**. Once the form is corrected, it can be resubmitted for approval.

Disapprove

When a form is disapproved it will be returned to the employee/submitter's Work Queue with a Status of **Disapproved**. Approver's Work Queue will also display a Status of **Disapproved**. Disapproved forms cannot be resubmitted.

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III. Review Form – Approver to Accounting Office (continued)

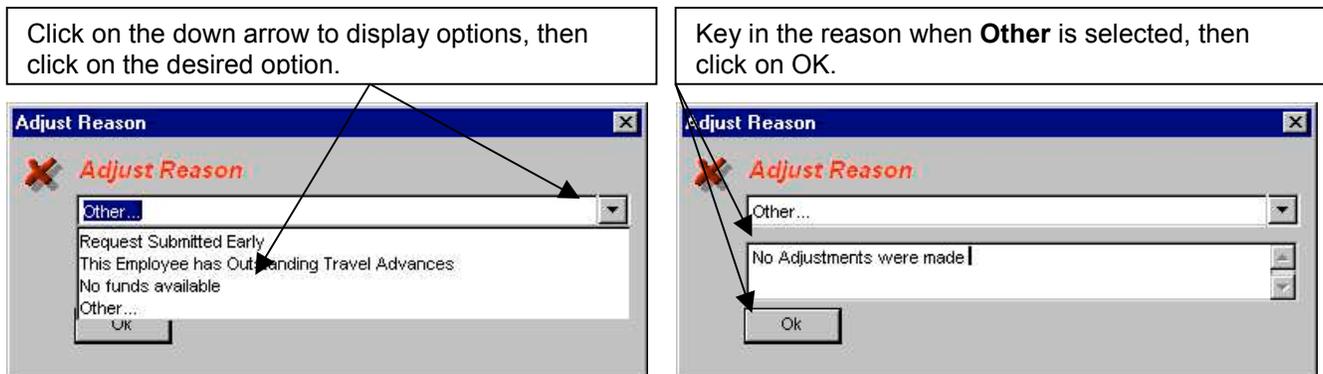
3. Completion Tab (continued)

Adjustment Screen

If an approver has made an adjustment to the Travel Advance, the Adjustment screen will appear after the form is Approved, Returned for More Information or Disapproved.

The Adjustment screen may also display if an amount was adjusted, then changed back to the original amount. If this is the case, **Other** may be selected and “No adjustments made” can be indicated.

- 1) Click the down arrow . Click on one of the options, then click .
- 2) When **Other** is selected key reason (limited to 50 characters).
- 3) Click the  button.



Once the Adjustment screen is complete, the action requested for the Travel Advance (i.e., approved, returned or disapproved) will be performed and an e-mail notification will be sent to the employee/submitter regarding the adjustment.

To check the status of a form after it has been submitted, use the Form Status  button from the Work Queue.