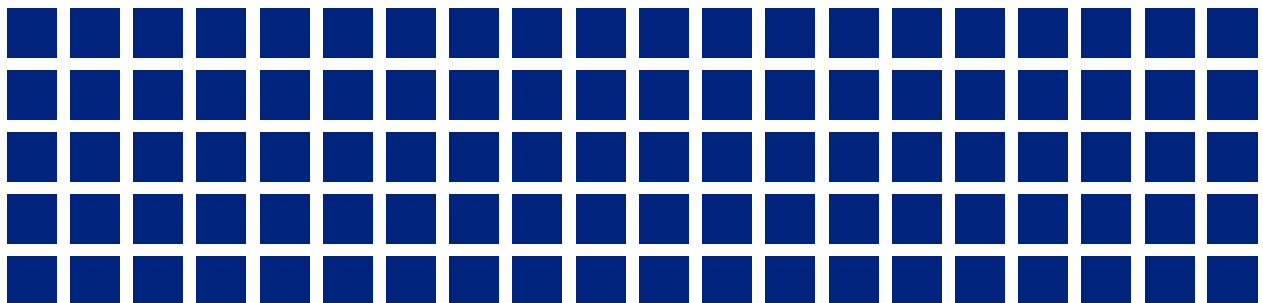


spectrum

EVERY RESOURCE. ONE SOURCE.

**Finance Self Service
Travel Purchase Orders
Quick Reference**

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Notes:

- You may choose to use the University's travel agency, Travellenium, which is located on campus. Airline tickets will be directly charged to the University if you use Travellenium, as opposed to making your own travel arrangements.
- Canadian travel requires president's approval and must be completed using the paper Travel Authorization form located on the Web at <http://bf.memphis.edu/forms/trav/trav01.htm>.
- International, Hawaii, and Alaska travel for faculty and staff requires chancellor's approval, using the Request for International Travel form located on the Web at <http://bf.memphis.edu/forms/acct/acct11.pdf>. Allow at least six weeks to obtain this approval. International, Hawaii, and Alaska travel for students requires president's approval.
- Future year travel purchase orders must be completed by the Accounting Office. Use the paper request for Travel Authorization form located online at <http://bf.memphis.edu/forms/trav/trav01.htm>, and submit it to the Accounting Office.
- Claim for Travel Reimbursements should be submitted using the online travel claims form located at <http://bf.memphis.edu/forms/finance.htm>.
- University's travel policy: <http://policies.memphis.edu/UM1309.htm>.
- University Travel Rate Schedule: <http://bf.memphis.edu/finance/accounting/travel.php>.

Before you begin:

- You must use the purchase order form within Banner. This form is required for all travel where reimbursement of funds is expected.
- When creating the travel purchase order, the available funds must be present in the account from which you intend to encumber funds. It is a good idea to have a general estimate of the amount of funds that you will need for your travel at this point. Check your available budget before you begin entering information in the travel purchase order form. When you finish entering data in the form and click on the Complete button, the system immediately checks for available funds. If the funds are not present to cover the travel, the purchase order becomes a dead document and you must transfer funds into the account and create a new travel purchase order.
- Fund/organization security is used. This means you can only view information in line with the accounts for which you have responsibility.
- Once the travel purchase order is started, it must be finished; it cannot be saved in mid-completion.

- Travel purchase orders cannot be altered after completed. Once you click on the Complete button the purchase order is automatically forwarded to the appropriate approval queue. You can e-mail accounting@memphis.edu to issue a change order to adjust the travel PO if necessary. Sending an e-mail is the recommended method for contacting the Accounting Office.

Quick Reference for Form Field

Use Template	To recall an existing template, you simply select it from the dropdown box at the top of the form and click on the Retrieve button.
Transaction Date	Current Date.
Purchase Order Date	Enter the date that travel begins.
Delivery Date	Enter the date that the travel ends. Note: Should you need to extend the travel dates either at the start or the end, please enter the true dates that travel begins and ends for auditing purposes.
Buyer Code	Enter TRAV .
Vendor ID	Enter University assigned U number. Use Code Lookup to find IDs.
Address Type	Enter AP .
Address Sequence	Enter 1 .
Requestor Name	Automatically populated with the name of the person logged into the system.
Requestor E-mail	Enter requestor e-mail address.
Contact phone and fax numbers	Enter appropriate contact numbers.
Chart of Accounts	Always U (Automatically populated).
Organization	Enter 6 digit code. Use Code Lookup or Spectrum Finance Program Guide to find codes if unknown.
Currency Code	Always USD for US Dollars.
Discount Code	Leave blank.
Ship Code	Enter TRAVEL .
Attention To	Automatically populated with the name of person logged into the system.
Comments	Enter See Document Text .
Document/Commodity Text	<p>The Accounting Office requests that you enter the following information into the Print field of Document/Commodity Text:</p> <ul style="list-style-type: none"> • Dates of travel (i.e. June 18, 2006 – June 24, 2006 (Sunday – Saturday)) • Destination (i.e. Miami, FL) • Name of conference hotel (i.e. Hyatt Regency Miami) • Mode of travel (i.e. Travel by Air) • Your status as either faculty, staff, student, or guest (i.e. Faculty) • Reason for travel (i.e. Presenting paper at the 26th Annual Anxiety Disorders Association of America Conference)

	<ul style="list-style-type: none"> Any additional information <p>Notes:</p> <ul style="list-style-type: none"> There is a 4000 character limit for each text field. You must always click on the Save button to save your Document/Commodity Text entries. If you exit Document/Commodity Text without first clicking on the Save button and receiving the message “Document Text saved,” your entry will be lost. To return to the form click on the link Exit document/item text page.
Item numbers	Enter additional descriptive information for the travel.
Commodity Codes	Leave blank.
Commodity Description	Enter the destination city for the travel.
U/M	Enter EA .
Quantity	Enter 1 (There may be are instances in which the Quantity would be more than 1; for example, an individual traveling multiple times under a blanket travel purchase order).
Unit Price	Enter the cost per each item. You should already know the approximate unit price before beginning the travel purchase order.
Discount Amount	Leave blank. If you have a question regarding a discount amount contact the Accounting Office at accounting@memphis.edu .
Additional Amount	Leave blank. If you have a question regarding an additional amount, contact the Accounting Office at accounting@memphis.edu .
Dollars or Percents	Designates the method of defining the accounting distribution. If you choose the Dollars radio button, you must enter the exact dollar amount in the Accounting field. If you choose Percents , you must enter a whole-number percentage of the total amount for each sequence number. Percents are the default and are the most commonly-used option.
Chart	Enter U .
Index	Used to automatically populate the fund, organization, and program codes. If you do not know your department’s index code, use Code Lookup to find the required codes, or use the Spectrum Finance Program Guide to lookup the index. Performing a search for your index code is the most logical approach to finding the correct fund, organization, and program codes.
Account	Enter the five-digit account from which funds will be used. If you do not know the appropriate account code perform a search using Code Lookup or you can view account codes using the Spectrum Finance Program Guide .
Activity	Leave blank.
Location	Leave blank.
Accounting	Enter either the exact dollar amount or a whole number percentage. Percentages must total 100. Multiple dollar amount entries must total the exact dollar amount.
Save as Template	Enter a name in this field if you wish to save your template. You may have as many personal templates as you wish.

Shared Checkbox	<u>Do not check this box.</u> If you check the Shared checkbox your template will be available for use and modification by everyone on campus with access to Banner Finance.
Validate buttons	Validate sections of the form when clicked.
Complete button	<p>Clicking the Complete button activates a final validation of the purchase order.</p> <p>If there are errors in the travel purchase order, error messages will appear at the top of the page indicated by the fatal error icon or a warning error icon. The warning error icon indicates that there are problems with your travel purchase order, but they will not prevent it from being completed. The fatal error icon indicates problems that must be fixed in order to continue.</p> <p>Once completed, the travel purchase order is assigned a purchase order number and is then routed to the appropriate approval queue.</p>

Additional Notes:

- Be sure to print out a copy of the completed travel purchase order for your records.
- Keep in mind that once a travel purchase order is completed and assigned a purchase order number, those funds will remain encumbered even if the travel purchase order is disapproved. You will need to contact the Accounting Office at accounting@memphis.edu with the travel purchase order number to have the disapproved purchase order removed from the system and the funds unencumbered.
- If you have funds remaining on a travel purchase order after the travel has been completed and all expenses have been reimbursed, you will need to contact the Accounting Office at accounting@memphis.edu with the travel purchase order number to have the travel purchase order closed and these additional funds unencumbered.

Contact Information

For assistance call the ITD Helpdesk at 678-8888 or enter a Helpdesk request online by accessing the Web site <http://helpdesk.memphis.edu/admin/> and selecting Banner Finance.