

ProMaster User Guide For Travel Expense Allocations (Reconciliations)



Paul McLeod | Account Holder Charles Sturt University

Outstanding Tasks

No Tasks found

New Actions

- [Create Out Of Pocket Expense](#)
- [Create Travel Plan](#)

Outstanding Transactions/Expenses/Travel Plans

Date	Merchant	Amount	Actions
12-12-2011	AVIS RIVERINA	145.35	
17-12-2011	QANTAS	1500.66	
15-01-2012	QANTAS	2068.53	
16-01-2012	AVIS RIVERINA	62.51	
16-01-2012	REGIONAL EXPRESS BSP	180.10	
16-01-2012	VOYAGER TRAVEL	65.00	
18-01-2012	REGIONAL EXPRESS HOLD	3.76	
19-01-2012	AVIS RIVERINA	75.08	
19-01-2012	AVIS RIVERINA	69.10	
20-01-2012	INLOGIK PTY LTD	6050.00	

(2 not displayed)

Date	Merchant	Amount	Actions
12-12-2011	AVIS RIVERINA	145.35	

Date	Purpose	Amount	Actions
03-05-2011	Attend BTTE Conference Sydney, Voyager Travel is funding the Conference fee of \$845.00 CSU costs are airfares, accom, meal, taxi. I also wish to meet with the Voyager Manager in sydney to discuss some issues whilst in Sydney.	913.20	
19-09-2011	Travel to Albury to conduct Delegations training and Travel Approver training with Darrell Martin. Darrell has organised the car.	25.00	
20-09-2011	Travel to multi campus for Delegations training and Approvals. Canberra, Goulburn, manly, Homebush, Bathurst, Orange, Dubbo	793.00	

Transaction Count for you as Account Holder

0	0	12	1	13	0	922	0	0	3	1	0	7
Disputed	Dispute Resolved	Waiting Accountholder	Waiting Accountholder	Waiting Approval	Waiting GL Post	Posted	Draft Travel	Unapproved Travel	Approved Travel	Completed Travel	Cancelled Travel	Archived Travel
		(Transactions)		(Expenses)								

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Who Do I Contact With My Questions?

For any issues with the Online Travel Planner please, in the first instance, email:

travelcard@csu.edu.au

For further information on the Travel Planner please contact:

34488 Chris Schiller

32273 Paul McLeod

Please note: *The system is only accessible for CSU Staff who are in the HR Alesco System.*

For guests and students please use the paper travel authority/order and have this approved via the appropriate Approver. To check who the appropriate Approver is, use this link:

https://cms.csu.edu.au/division/finserv/staff/policies/p_autho_signatories

How Do I Log into ProMaster?

Your ProMaster Log on and password is synchronised to your CSU Log on – that is, it is the same.



























Click on the hyperlink [<http://www.csu.edu.au/division/finserv/promaster/>] and you will be taken directly into ProMaster logon screen. Once you are on this screen click on the link and it will take you directly to ProMaster (you may have to type in your CSU log in and password again – if required)

The screenshot shows the Charles Sturt University ProMaster Expense Management page. At the top, there is a navigation bar with links for CSU HOME, CSU NEWS, LIBRARY, FOR STAFF, MY CSU, and CONTACT CSU. Below this is the Division of Finance header with the Charles Sturt University logo. The main content area is titled 'ProMaster - Expense Management' and includes a description of the software and a 'LOGIN TO PROMASTER' button. A red arrow points to this button. Below the login button is a section for 'External Network Access' which provides instructions for staff accessing ProMaster from outside the CSU network. A screenshot of a login dialog box is shown, with a red arrow pointing to the 'User name' field.

If you are trying to connect on another network {at home, motel, etc} you may need to add "CSUMAIN\" before your log in/username in the User name field E.g. CSUMAIN\username [see below]. Your password will be the same as you use to log into the CSU Network.



What Do All The Icons Mean In ProMaster?






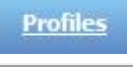

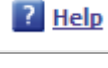

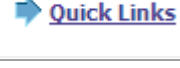
	Identifier to advise a Visa card was used for this transaction. Either Purchase Card or Travel Card.
	Saved transaction waiting to be submitted.
	Verify or Reconcile a Transaction.
	View Transaction or Expense Details in full.
	Dispute Transaction.
	Edit Transaction details.
	Delete (a Visa Card transaction cannot be deleted)
	Waiting Accountholder (Transactions) – Number of Credit Card transactions that are waiting for the Cardholder to reconcile. Waiting Accountholder (Expenses) – Number of Credit Card transactions that have been “saved” and still need to be “submitted”
	Waiting Approval – Number of Transactions that have moved onto the Approver for their review and action.
	Waiting GL Post – Number of Transactions that have been Approved but have not been exported to the Banner General Ledger.
	Posted – Number of Transactions that have been Approved and have been Posted to Banner and the expense will appear in the appropriate Budget.
	Disputed – Number of Transactions that are being disputed with the Bank.
	Dispute Resolved – Number of Disputes that have now been resolved.
	Draft Travel – Number of Travel Plans that have been created and “saved” not “submitted” or sent back from an Approver for query.
	Compliance Review – Part of the workflow into Finance (if required) e.g. Approval for Private Vehicle.
	Review Travel – Allows the Travel Coordinator/ Administrator to be alerted that travel is now Approved and ready to be booked.
	Unapproved travel – Travel that is awaiting Approval from a Supervisor.
	Management Approval – Can accommodate an additional Approval for other Supervisors, if required.
	Executive Review – For the purposes of Approving International Travel at a higher level than normal e.g. Deans etc.
	Approved Travel – Travel Plan has been Approved.
	Completed Travel – Travel has been completed and the Plan has been reconciled.
	Cancelled Travel – Travel Plan has been cancelled prior to any financial transactions being attached.
	Archived Travel – Travel plan has been fully reconciled and has now been “finalised”
	Attach all relevant documentation e.g. Tax invoices, Receipts etc.
	Additional information is required as prompted.
	Log out

What Is The Home Page?

After logging on to ProMaster, the Home Page appears. Information presented or functions available differ depending on your access rights as a user.

Menu Tabs

Displayed on the top of every page to allow single-click access to expenses, transactions, reports, authorities, profile details, the online help and logging off.

Click	To
	Open the Home Page.
	Open the Expense Search page. Visible only if the user has Accounts or is eligible to view expenses. Enterprise Controller only able to view expense details.
	Open the Transaction Search page. Account Holder able to administer transactions. Enterprise Controller only able to view transaction details.
	Open the Transactions by User report page. User able to generate several reports including exporting data to Excel.
	Open the User Authorities page. User able to change their authority or assign their authority to others.
	Open the Profile Detail page.
	Open the Document Control page. Account Holder able to manage expense documentation. (currently not in use)
	Open the help to provide even more detailed assistance.
	Log the user out of ProMaster.
	Provides quick access to any relevant forms e.g. Lost Receipt Declaration etc.

Authorities

Account Holder: Can be either an Account Holder/Traveller. You do not necessarily have to hold a Corporate Card to be an account holder or Traveller.

Travel Coordinator: Can make Travel Plans & Bookings on behalf of other Staff.

Travel Administrator: Can Make Travel Plans & Bookings on behalf of other staff, but can also Review/Submit to Supervisors as part of the workflow process.

Supervisor: Will Approve Travel Plans and other transactions in accordance with the Delegations Authorities.

Management Review: An additional Approver role within the workflow.

Executive Review: An additional Approver role within the workflow.

Scanning in ProMaster

Within the ProMaster system there are numerous ways to attach the invoices to the Trip Plans.

It is recommended that you create a folder in the **S Drive** for you to store your scanned invoices and any relevant documentation, appropriately labeled.

This allows for other personnel to undertake your reconciling should the need arise.

This also makes it easy to pick up the scanned file as an attachment.

(Please do not use Tif or Gif files)

The file needs only to be attached to the Travel Plan (TP) once. There is no need to attach the file to each expense / transaction as required in the past.

From the Home page, use the **Travel Tab** and search for your TP's or if your plans are current they may be on your home screen.

The screenshot shows the ProMaster system interface. At the top, there is a navigation bar with tabs: Home, Transactions, **Travel** (highlighted), Reports, Authorities, Profiles, and Documents. Below the navigation bar, the user's name 'Paul McLeod | Account Holder' is displayed. The main content area is divided into two sections: 'Search Parameters' and 'Status Filter'. The 'Search Parameters' section includes fields for 'Travel Date From' (13-04-2012), 'To' (13-07-2013), 'Trip Number', 'User Name', 'Reason for Travel', and 'Sort By' (Status). There are 'Create Travel Plan' and 'Search' buttons. The 'Status Filter' section has a grid of checkboxes for various travel statuses: Draft Travel, Compliance Review, Unapproved Travel, Executive Review, Cancelled Travel, Archived Travel, Review Travel, Management Approval, Approved Travel, and Completed Travel. Below these sections is a table of travel plans with columns: Type, Status, Date, Trip Number, Expense Group, Purpose, Amount, and Actions. The table contains six rows of data. The 'Actions' column for each row includes a magnifying glass icon, a document icon, and a paperclip icon. A red circle highlights the paperclip icon in the first row. A red oval highlights the 'Travel' tab in the navigation bar. Arrows point from the text in the previous paragraphs to these elements.

Type	Status	Date	Trip Number	Expense Group	Purpose	Amount	Actions
		18-05-2012	1058	General	Travel to Albury with Dallas Tout, Lesley Walker to conduct Q&A session on AP/ Purchasing and Travel Planner	25.00	
		21-07-2012	839	General	Travel to Gold Coast to attend the AUPN Conf. Fee fully funded by scholarship from AUPN for \$1000.00 to be invoiced after event. CSU providing funding for accom for three night only. All other costs are mine.	662.00	
		18-04-2012	534	General	Addition of accom in Port Macquarie for training at Campus Attend "Introduction to Procurement" training course in Melbourne. cost of training (\$1980.00) is fully funded by the AUPN. Invoice to be raised after completion of course. CSU to fund accommodation and meals. I will take my own Novated Lease at No Cost to CSU. Course is on Thu and Fri 0830 to 5.00pm both days.	2821.00	
	<input checked="" type="checkbox"/>	05-06-2012	1381	General	test Supervisor email	200.00	
	<input checked="" type="checkbox"/>	30-04-2012	774	General	test workflow for same day tvl	84.00	

5 Travel Plans found to the value of AUD 3792.00

On this screen you will notice that that a **paperclip** is sitting there on the far right hand side with the other action icons .



Click on the paper clip and it will display on screen called File Attachments

Files Attached	
Files to Upload	
Description	File
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

- Click on the Browse button
- For the first time you will need to show the system the pathway where the scanned documentation has been stored. In the future it will automatically follow the pathway directly to the S drive.
- Locate the relevant documentation to the TP and click. This will bring the file across into ProMaster.
- Description Box will need to be completed eg, tax invoices, Requisitions, e-mail.

↓

Description
<input type="text"/>
<input type="text"/>

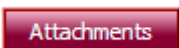
- Repeat these steps if there is more than one file.
- Click on Update and the file(s) will appear like this.

Files Attached		
Description	File	Delete?
Flight tax inv	McLeod tax inv SYD BTTB.pdf	<input type="checkbox"/>
Approval	ProMaster - Travel Plan Itinerary Report.mht	<input type="checkbox"/>
Misc receipts tax inv BTTB	Misc receipts BTTB 03May11.pdf	<input type="checkbox"/>
Mantra Hotel SYD	Mantra Hotel \$373.83.pdf	<input type="checkbox"/>

Files to Upload	
Description	File
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

- This completes the process for this particular trip.
- To exit this screen click on the Cancel Button and you are taken back to the previous screen.
- **In ProMaster Cancel is Exit to the previous screen not exit out of the system.**

As mentioned previously, you can scan at the paperclips or look for the Attachments Button



This will also take you to the same screens as outlined above.

Allocations – Reconciling Transactions Against Approved Travel Plans

Step 1

Locate the Trip either from the home screen or through the TRAVEL Tab

If your TP is on the home screen, proceed to step 2.

Click on APPROVED TRAVEL. You can only reconcile against Approved Travel

Click on the SEARCH Button

Type	Status	Date	Trip Number	Expense Group	Purpose	Amount	Actions
VISA	✓	26-09-2011	140	General	Travel to Albury to attend training	90.00	[Icons]
VISA	✓	27-09-2011	142	General	test movement order	60.00	[Icons]
VISA	✓	26-09-2011	143	General	Attending the BTTB Conference in Sydney	1753.20	[Icons]
VISA	✓	26-09-2011	144	General	Travel to Albury to conduct training	100.00	[Icons]
VISA	✓	26-09-2011	151	General	Attend BTTB Conference in Brisbane	1443.20	[Icons]

Note the Trip Numbers

Step 2

On the right hand side, locate the “Double Brackets” for the relevant approved trip you wish to reconcile to, and Click on these.

Step 3

After clicking on the double brackets, your screen should look like the screen shot below – you have in effect 2 screens in one.

On one side is your Approved Travel Plan and on the other side are your Visa transactions, your quick claims, or Klms (Mileage) Allowance Claim.

Select the transaction relevant to your Travel Plan from the right hand side by putting a 'tick' in the "Select" box. **Ensure that it is the correct and relevant charge for the Travel Plan you are reconciling.**

Select the relevant estimated cost on the left hand side corresponding to the transaction by putting a 'tick' in the "select" box. ie. an airfare transaction should be matched to the corresponding airfare estimate. For a return airfare it is possible to 'match' one transaction to both legs, therefore place a 'tick' in both airfare estimates. The system will split this into each leg.

Travel Plan Itinerary					
Trip Number	11	Travel Date	03-05-2011 10:00	Total Estimate	913.20
Status	Approved Travel	Traveller	PMCLEOD	Total Allocated	818.06
Reason for Travel	Attend BTTB Conference Sydney, Voyager Travel is funding the Conference fee of \$845.00 ! CSU costs are airfares, accom, meal, taxi. I also wish to meet with the Voyager Manager in sydney to discuss some issues whilst in Sydney.				
Expense Group	General	Type	Return		
Itinerary 1WaggaWagga New South Wales (WGA) - Sydney New South Wales (SYD)					
Date	Description	Allocated	Estimated	Attached	Select
1	Air Travel 03-05-2011 10:00 Airline: BF Class: BF	178.70	165.50 (2)	326.44	<input checked="" type="checkbox"/>
2	Hotel Stay 03-05-2011 Hotel: Mantra Room: Standard Roo	373.83	314.00	373.83	<input type="checkbox"/>
3	Incidental 03-05-2011 Incid: BREAKFAST Inc Desc: Breakfast while trav	6.80	50.00	6.80	<input type="checkbox"/>

Search Transactions/Claims				
Account	All	Merchant		
Transactions/Claims to Attach				
Select	Type	Merchant Name	Amount	Date
<input type="checkbox"/>	VISA	INLOGIK PTY LTD	6050.00	23-01-2012
<input type="checkbox"/>	VISA	TOLL TRANSPORT PL	66.00	01-02-2012
<input type="checkbox"/>	VISA	TENDERLINK COM	591.25	03-02-2012
<input type="checkbox"/>	VISA	THE BLUE POD COFFEE CO	200.00	06-02-2012
<input type="checkbox"/>	VISA	AVIS RIVERINA	145.35	14-12-2011
<input checked="" type="checkbox"/>	VISA	QANTAS	1500.66	20-12-2011
<input type="checkbox"/>	VISA	VOYAGER TRAVEL	65.00	16-01-2012
<input type="checkbox"/>	VISA	QANTAS	2068.53	17-01-2012
<input type="checkbox"/>	VISA	AVIS RIVERINA	62.51	18-01-2012

Step 4

You can only match **one transaction** at a time. Click on the "Link Expense To Travel Plan" Button located at the top on the right hand side.

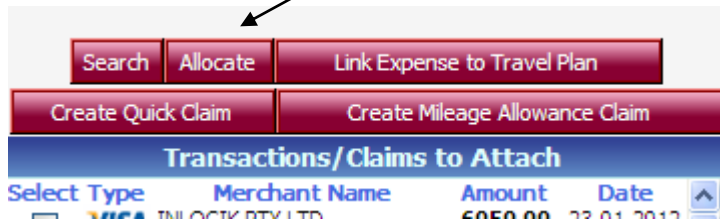
Transactions/Claims to Attach				
Select	Type	Merchant Name	Amount	Date
<input type="checkbox"/>	VISA	INLOGIK PTY LTD	6050.00	23-01-2012

Continue with Step 3 and Step 4 until you have "Attached" all of the transactions relating to the Travel Plan.

They appear to have disappeared, but you have not finished.

Step 5

Once you have completed the 'Attaching' process for **all** of the transactions relating to the Travel Plan, Click on the **ALLOCATE** Button.



Step 6

This is your last opportunity to check that the transactions are correct and ready to be processed to the Banner Finance System. You are able to 'Edit' the information by Clicking the "Edit Pencil". This is where you would update the transactions for the "Expense Type "Entertainment", for example.

If you are happy with the information then;

- Click on the **SUBMIT ALL** Button and the entries will be processed into the Banner Finance System. The status will change from Waiting Accountholder to Waiting GL Post

OR

- Submit the entries individually by clicking on the **Green Arrow**.

Account Type	Merchant Name	Date	Reference ID	Itinerary	Type	Amount	Allocated	Status	Delete	Actions
VISA Visa	QANTAS	16-08-2010	X000000000000000028848	1	AIR	119.70	119.70	Waiting Accountholder	<input type="checkbox"/>	
VISA Visa	MINT RESORTS & SPA	23-08-2010	X000000000000000028849	1	ALLOWANCE	695.00	695.00	Waiting Accountholder	<input type="checkbox"/>	

Step 7

Once you have Submitted Click "**Attach Txns/Claims**" to go back to the previous screen to do further actions if required, or Click the "**Home**" at the top of the screen to go back to your Home Page to process further transactions against other approved Travel Plans .

If you have not already done so, please attach the tax invoices/receipts to the relevant travel plan to substantiate the expenditure.

“Create Quick Claim”

For any “Out of Pocket Expenses” associated with your Travel Plan you have the facility to “Create Quick Claim” at the same time that you are processing your transactions. NB: This applies to expenses paid for out of your own pocket **NOT** those that have been charged on your Corporate Visa Card.

Step 1

The screenshot shows two main panels. The left panel is titled "Travel Plan Itinerary" and displays details for Trip Number 35, Travel Date 30-01-2012 14:00, and Total Estimate 440.00. It lists two itineraries: Itinerary 1 (Tarrawingee Victoria (TAA) - WaggaWagga New South Wales (WGA)) and Itinerary 2 (WaggaWagga New South Wales (WGA) - Tarrawingee Victoria (TAA)). The right panel is titled "Search Transactions/Claims" and shows a table of transactions to attach. The "Create Quick Claim" button is circled in red.

Travel Plan Itinerary					
Trip Number	35	Travel Date	30-01-2012 14:00	Total Estimate	440.00
Status	Approved Travel	Traveller	HTIMMA	Total Allocated	0.00
Reason for Travel	workshop and planning day in Wagga	Expense Group	General	Type	Return
Itinerary 1 Tarrawingee Victoria (TAA) - WaggaWagga New South Wales (WGA)					
Date	Description	Allocated	Estimated	Attached	Select
1 Hotel Stay	30-01-2012 Hotel: LAWSON WAGGA Room: Standar	0.00	260.00	0.00	<input type="checkbox"/>
2 Incidental	30-01-2012 Incid: BREAKFAST Inc Desc: Breakfast while trav	0.00	50.00	0.00	<input type="checkbox"/>
3 Incidental	30-01-2012 Incid: LUNCH Inc Desc: Lunch while travelling -	0.00	50.00	0.00	<input type="checkbox"/>
4 Incidental	30-01-2012 Incid: DINNER Inc Desc: Dinner while travelling	0.00	80.00	0.00	<input type="checkbox"/>
5 Vehicle Hire	30-01-2012 14:00 Rental Co: PRIVATE VEHICLE Class	0.00	0.00	0.00	<input type="checkbox"/>
Itinerary 1 Totals:		0.00	440.00	0.00	
Itinerary 2 WaggaWagga New South Wales (WGA) - Tarrawingee Victoria (TAA)					
Date	Description	Allocated	Estimated	Attached	Select
1 Vehicle Hire	01-02-2012 16:00 Rental Co: PRIVATE VEHICLE Class	0.00	0.00	0.00	<input type="checkbox"/>
Itinerary 2 Totals:		0.00	0.00	0.00	

Search Transactions/Claims					
Account	All	Merchant			
Transactions/Claims to Attach					
Select	Type	Merchant Name	Amount	Date	
<input type="checkbox"/>	VISA	CHUNHONG R & S PTY L	169.40	12-01-	
<input type="checkbox"/>	VISA	CHUNHONG R & S PTY L	85.80	12-01-	

Select the Button
“Create Quick Claim”

This is a close-up view of the "Create Quick Claim" button, which is circled in red. It is located below the "Search", "Allocate", and "Link to Travel Plan" buttons. The text "Create Quick Claim" is clearly visible on the button.

Step 2

Complete the relevant information on the “Quick Claim” screen.

Date: Defaults to current date, **do not change**.

Description: A brief description of the expense must be entered.

Merchant: The name of the merchant the expense relates to eg City Rail.

Expense Category: Choose the relevant expense category that your expense relates to.

Price: Enter the value of your claim including GST, if applicable.

Currency: Defaults to AUD. For Overseas Claims please forward to the Travel Office to process.

Tax Code: Defaults to GST. If your claim is under \$82.50, inc GST, then you can claim the GST credit, however if your claim is over \$82.50, inc GST, you **MUST** have a legitimate Tax Invoice to claim the GST credit.

Net: Defaults from the value in Price.

Tax: GST value.


Gross: Total value of your claim.



The screenshot shows a web form titled "Quick Claim" with the following fields and values:

Field	Value
Date	16-09-2011 *
Description	Taxi fare from Airport *
Merchant	Yellow Cabs *
Expense Category	TAXI -TRAIN - BUS
Price	32.00 *
Currency	AUD *
Tax Code	GST
Net	29.09
Tax	2.91
Gross	32.00

At the bottom of the form are two buttons: "Save" and "Cancel". A callout box on the right contains the text: "This is an example of a completed claim. Click on **SAVE** and the claim will appear at the bottom of the allocations list (under the Visa Transactions if you hold a Visa Card)". An arrow points from the "Save" button to the callout box.

Depending on the number of transactions you have, the claim will sit at the bottom of the “Transactions/ Claim to Attach” area on the right hand side. (You may need to scroll down) and locate the Claim which will show as an icon 

Step 3

Match the claim to the relevant expense estimate on the left hand side previously detailed in Steps 3 to 6 above.

A summary of this is below;

Match the Claim to the estimated expense,

Click on the Link Expense to Travel Plan Button,

Click on the Allocate Button

The screenshot displays a software interface with two main panels. The left panel, titled "Travel Plan Itinerary", shows trip details for trip number 11, starting on 03-05-2011. It lists a total estimate of 913.20 and a total allocated amount of 818.06. Below this, a table lists various travel expenses such as Air Travel, Hotel Stay, and incidental costs, with columns for Date, Description, Allocated, Estimated, Attached, and Select. The right panel, titled "Search Transactions/Claims", features a search bar and a list of transactions. The list includes entries from VISA and Yellow Cabs, with columns for merchant name, amount, and date. A red circle highlights the "VISA AVIS RIVERINA" entry with an amount of 78.01. Two arrows originate from the text instructions above: one points to the "Allocate" button in the top navigation bar, and the other points to the "Link Expense to Travel Plan" button.

Step 4

- Click "Submit All" or Submit the entry individually by clicking on the **Green Arrow**.



The status of the transaction will change from Waiting Accountholder to Private Remittance (for Finance to check and approve).

This will then be processed overnight to your nominated Bank Account.

Step 5

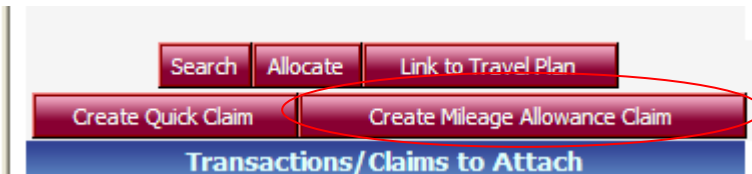
Once you have Submitted Click "**Attach Txns/Claims**" to go back to your Travel Plan on the previous screen for further processing, if required, or Click the "**Home**" at the top of the screen to go back to your Home Page.

If you have not already done so, please attach the tax invoices/receipts to the relevant travel plan to substantiate the expenditure.

“Create Mileage Allowance Claim”

Step 1

Click “**Create Mileage Allowance Claim**”



Step 2

Complete the relevant information on the “Mileage Allowance Claim” screen.

Date: Defaults to current date, **do not change.**

Description: Enter a brief description e.g. Reimburse Private Kms

Actual Distance Travelled: Enter the actual distance you have travelled as opposed to the estimate that you entered when completing the Travel Plan.

Expense Category: Defaults to Private Car, **do not change.**

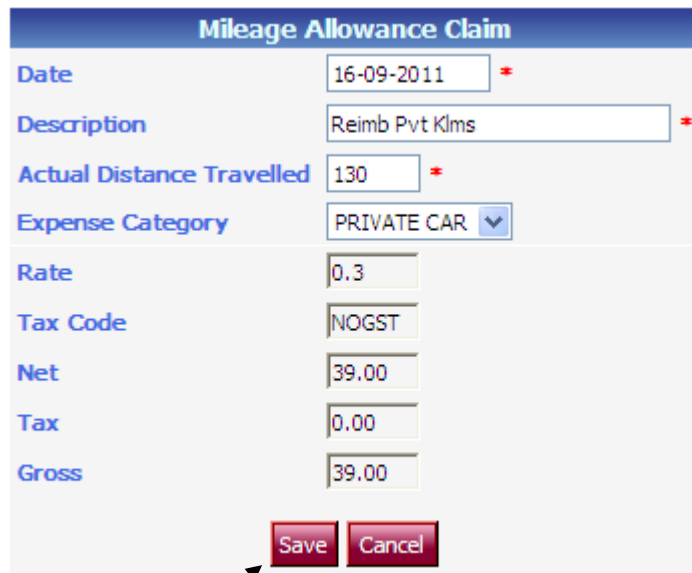
Rate: Defaults to the current CSU rate for Private Km Reimbursements, **do not change.**

Tax Code: Defaults to NOGST, **do not change.**


Net: Defaults to the value of your claim from the Kms x the Rate.

Tax: Defaults to zero, **do not change.**

Gross: total value of your claim.

A screenshot of the 'Mileage Allowance Claim' form. The form has a blue header with the title 'Mileage Allowance Claim'. Below the header are several fields with labels and values: 'Date' (16-09-2011), 'Description' (Reimb Pvt Kms), 'Actual Distance Travelled' (130), 'Expense Category' (PRIVATE CAR), 'Rate' (0.3), 'Tax Code' (NOGST), 'Net' (39.00), 'Tax' (0.00), and 'Gross' (39.00). At the bottom of the form are two buttons: 'Save' and 'Cancel'. An arrow points to the 'Save' button.

Click **SAVE**

Depending on the number of transactions you have, the claim will sit at the bottom the “Transactions/ Claim to Attach” area on the right hand side. (You may need to scroll down) and locate the Claim which will show as an icon 

Step 3

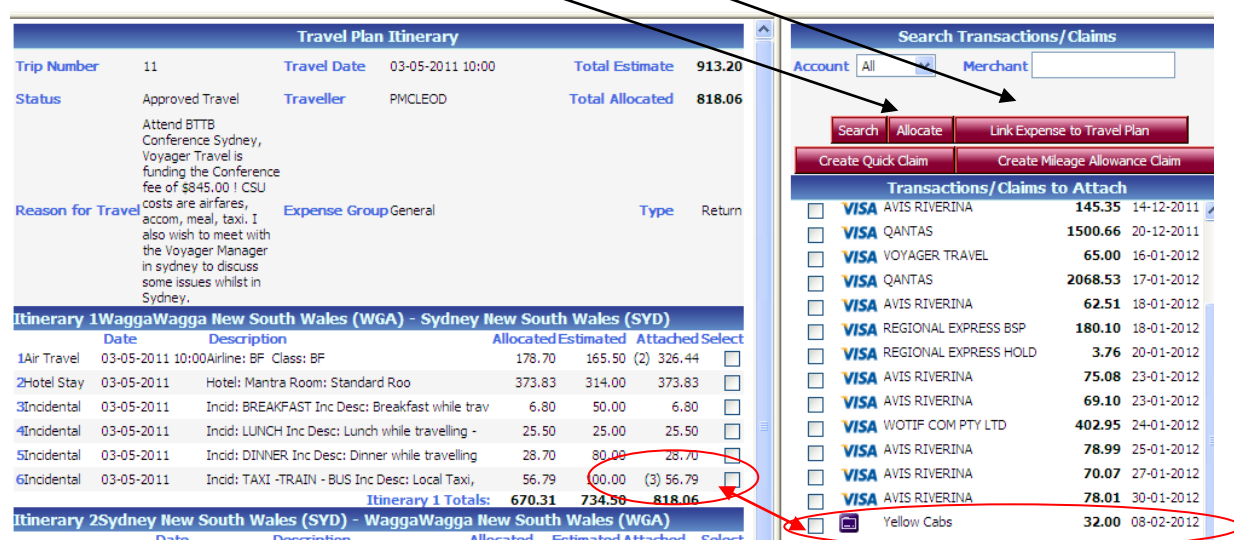
Match the claim to the relevant expense estimate on the left hand side previously detailed in Steps 3 to 6 above.

A summary of this is below;

Match the Claim to the estimated expense. With Private Klms claim you may need to select twice ie the forward leg and return leg in the Approved Travel Plan to cover the total klms claimed.

Click on the Link Expense to Travel Plan Button,

Click on the Allocate Button



Travel Plan Itinerary

Trip Number	11	Travel Date	03-05-2011 10:00	Total Estimate	913.20
Status	Approved Travel	Traveller	PMCLEOD	Total Allocated	818.06
Reason for Travel	Attend BTTB Conference Sydney, Voyager Travel is funding the Conference fee of \$845.00 ! CSU costs are airfares, accom, meal, taxi. I also wish to meet with the Voyager Manager in sydney to discuss some issues whilst in Sydney.				
Expense Group	General	Type	Return		

Itinerary 1 Wagga Wagga New South Wales (WGA) - Sydney New South Wales (SYD)

Date	Description	Allocated	Estimated	Attached	Select
1	Air Travel 03-05-2011 10:00 Airline: BF Class: BF	178.70	165.50	(2) 326.44	<input type="checkbox"/>
2	Hotel Stay 03-05-2011 Hotel: Mantra Room: Standard Roo	373.83	314.00	373.83	<input type="checkbox"/>
3	Incidental 03-05-2011 Incid: BREAKFAST Inc Desc: Breakfast while trav	6.80	50.00	6.80	<input type="checkbox"/>
4	Incidental 03-05-2011 Incid: LUNCH Inc Desc: Lunch while travelling -	25.50	25.00	25.50	<input type="checkbox"/>
5	Incidental 03-05-2011 Incid: DINNER Inc Desc: Dinner while travelling	28.70	80.00	28.70	<input type="checkbox"/>
6	Incidental 03-05-2011 Incid: TAXI -TRAIN - BUS Inc Desc: Local Taxi,	56.79	00.00	(3) 56.79	<input type="checkbox"/>
Itinerary 1 Totals:		670.31	734.50	818.06	

Search Transactions/Claims

Account: All Merchant:

Buttons: Search, Allocate, Link Expense to Travel Plan, Create Quick Claim, Create Mileage Allowance Claim

Transactions/Claims to Attach

Account	Description	Amount	Date
<input type="checkbox"/>	VISA AVIS RIVERINA	145.35	14-12-2011
<input type="checkbox"/>	VISA QANTAS	1500.66	20-12-2011
<input type="checkbox"/>	VISA VOYAGER TRAVEL	65.00	16-01-2012
<input type="checkbox"/>	VISA QANTAS	2068.53	17-01-2012
<input type="checkbox"/>	VISA AVIS RIVERINA	62.51	18-01-2012
<input type="checkbox"/>	VISA REGIONAL EXPRESS BSP	180.10	18-01-2012
<input type="checkbox"/>	VISA REGIONAL EXPRESS HOLD	3.76	20-01-2012
<input type="checkbox"/>	VISA AVIS RIVERINA	75.08	23-01-2012
<input type="checkbox"/>	VISA AVIS RIVERINA	69.10	23-01-2012
<input type="checkbox"/>	VISA WOTIF COM PTY LTD	402.95	24-01-2012
<input type="checkbox"/>	VISA AVIS RIVERINA	78.99	25-01-2012
<input type="checkbox"/>	VISA AVIS RIVERINA	70.07	27-01-2012
<input type="checkbox"/>	VISA AVIS RIVERINA	78.01	30-01-2012
<input type="checkbox"/>	Yellow Cabs	32.00	08-02-2012

Step 4

- Click “Submit All” or Submit the entry individually by clicking on the **Green Arrow**.



The status of the transaction will change from Waiting Accountholder to Private Remittance (for Finance to check and approve).

This will then be processed overnight to your nominated Bank Account.

Step 5

Once you have Submitted Click "**Attach Txns/Claims**" to go back to your Travel Plan on the previous screen for further processing, if required, or Click the "**Home**" at the top of the screen to go back to your Home Page.

If you have not already done so, please attach the tax invoices/receipts to the relevant travel plan to substantiate the expenditure.

Allocations – Editing Transactions

Prior to “Submitting All” transactions to the Banner Finance System it is possible to edit transactions, where further information is required e.g. Entertainment

Step 1

Click on the “Edit Pencil”.

Delete Actions

Travel Plan - Attached Transactions/Claims									
Trip Number	143	Travel Date	26-09-2011 08:30 to 28-09-2011 20:00		Total Estimate	1753.20 AUD			
Status	Draft Travel	Traveller	PMCLEOD Paul McLeod		Total Allocated	931.70 AUD			
Reason for Travel	Attending the BTIB Conference in Sydney		Expense Group	General	Type	Return			
Account Type	Merchant Name	Date	Reference ID	Itinerary	Type	Amount	Allocated	Status	Delete Actions
VISA Visa	QANTAS	16-08-2010	X0000000000000028848	1	AIR	119.70	119.70	Waiting Accountholder	<input type="checkbox"/>
VISA Visa	MINT RESORTS &	23-08-2010	X0000000000000028849	1	ALLOWANCE	695.00	695.00	Waiting Accountholder	<input type="checkbox"/>

Buttons: Attach Txns/Claims, Update, Submit All, Refresh

Step 2

Edit the relevant details on this screen.

This is where Entertainment is best managed as this requires further information to be added. Additionally you are able to edit the Account codes or any other information.

Expense Header

Account Type: VISA Visa
 Merchant: REGIONAL EXPRESS DIR
 Purchase Date: 10-08-2010
 Purpose: Auto Created Travel Expense (Air Leg with Travel ID: 143
 Leg: 1 Line: 1 Type: AIR)
 Reference ID: X0000000000000028852
 Merchant Number: 0
 Transaction Date: 10-08-2010
 Transaction Amount: 363.18
 Tax Receipt?
 Waiting Accountholder Transaction Attached

Item Details

Line No	Description	Delete?	Action					
1	Trip: 143, For: PMCLEOD, On: 26-09-2011	<input type="checkbox"/>						
Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
TRAVEL-DOMESTIC	AUD	1	181.59000	GST		165.08	16.51	181.59
Fund	Org	Account	Program					
E116	694	450	0000					
Line No	Description	Delete?	Action					
2	Trip: 143, For: PMCLEOD, On: 26-09-2011	<input type="checkbox"/>						
Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
ENTERTAINMENT	AUD	1	181.59000			173.34	8.25	181.59
Fund	Org	Account	Program					
Total						363.18		

Buttons: Add Item, Save, Cancel

Expense Types

Please enter part of the Expense Type Name or Description

Search

Type	Description
BANKCHARGES	Bank charges,
BOOKS - RESEARCH FUND	Books, Publicat
CARHIRE	Domestic Car H
CATERING	Catering and in
CATERING OFF CAMPUS	Catering consu
CONFERENCE	Conference Fe
CONSUMABLES	Other Consum
COURIERS	Couriers and Fr
CSU CAR	CSU Car Pool V
ENTERTAINMENT	Entertainment
ETAG	Etol for CSU Ve
FUEL	Petrol, Oil & Lu
GIFTS	Gifts
GROCERIES	Groceries for P
MEALS - DAY TRIPS	Meals Day Trip
MEALS - OVERSEAS	Meals on cards
MEALS ON CARDS	Meals on Card

Step 3

Once your editing is completed Click “Save”

Step 4

- Click “Submit All” or “Submit” the entry individually by clicking on the **Green Arrow**.



This will then be processed overnight to your nominated Bank Account.

Step 5

Once you have Submitted Click “**Attach Txns/Claims**” to go back to your Travel Plan on the previous screen for further processing, if required, or Click the “**Home**” at the top of the screen to go back to your Home Page.

If you have not already done so, please attach the tax invoices/receipts to the relevant travel plan to substantiate the expenditure.