Differences between Direct Enter Process and CSS Process

CSS Travel Form

Payee Information

![DOMESTIC TRAVEL REIMBURSEMENT CLAIM FORM](image1)

- Last, First
- E012345678
- email@berkeley.edu
- Traveler will select preferred approver
- All approvers for this org node will still have access to approve
- Selected preferred approver will receive a notification e-mail when the report is submitted

T&E System

Traveler Info

- Traveler's info is pre-populated
- Traveler will select preferred approver
- All approvers for this org node will still have access to approve
- Selected preferred approver will receive a notification e-mail when the report is submitted
CSS Travel Form

Trip

Trip Info

TRV number listed on page

Get help text for entire page

Travelers enter information about the business reason for the trip

Travelers can choose to enter information for domestic or international trips
CSS Travel Form

Private Car, Air, and Other Transportation

<table>
<thead>
<tr>
<th>Private Car</th>
<th>Personal Automobile Used? Current rate is 54 cents per mile for travel on and after Jan 1, 2016. See instructions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Drove From</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check Here If You Need Additional Car Destinations:

AIR: Air Expenses? (Attach itinerary, showing proof of payment)

- Charged to Connexxus. Don’t add to total, attach itinerary
- Paid personally, enter amount
- Paid other, enter amount

T&E System

Location Expenses

TRV number listed on page

Instructions for how the page should be used

Traveler chooses from a list of commonly used “Transportation Types” to enter flight, vehicle, or ground transportation information

When airfare is selected, system will ask if airfare was paid via

Direct Bill and if so, asks for the

Direct Bill ID number

Traveler enters other expenses into “Misc. Expense Types” by choosing from a list of commonly used misc. expense types

Get help text for entire page
Special Circumstances

TRV number listed on page

Indicate if there are no special circumstances being reported

Check either or both of the special circumstances boxes to indicate you will be reporting items from the list below the box.

If the first special circumstances box is checked, it will enable a box on the next page to enter entertainment meal expenses while on travel status.

Get help text for entire page
The option to enter entertainment meal expenses will only show up if the first of the two special circumstances boxes was checked on the previous page.

Greyed out lodging option for the final day of the trip, as that is the day of departure to the next location or to return home.

If per diem is selected, it will show a breakdown of the daily rate, the number of days in the trip, and then the total amount, including when there are partial days and any pro-ration.

For example, the $65 meal charge for entertainment now shows up in itemized list, rather than being lumped into the $200 for meals and incidentals.
The GL description field is called “Short Description for Dept Reporting”, it defaults to the TRV number and the traveler’s last name - it is editable.

Travelers will “Choose Account Type” from a drop down list:

- System will only list the Account Types that have reported expenses
- When an Account Type is selected, the value shown above will default into the “Enter an Amount” field and the GL Account will automatically populate in the chartstring below
- Both the amount and account can be edited
CSS Travel Form

Certification

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the date shown, and that I have attached original receipts for each expense of $75 or more, as required by University policy.

Traveler's Signature: Name: Title: Date:

I authorize these expenditures and approve this claim to be submitted for review of University policy compliance.

Authorizer's Signature: Name: Title: Date:

Exceptional Signature: Name: Title: Date:

5/11/2015

Submit report for approval by clicking the submit button.

The certification language highlights what the person submitting the expense report is responsible for and is certifying.

T&E System

Submit

TRV number listed on page

Upload and submit your receipts directly in the system.

Submit report for approval by clicking the submit button.

Get help text for entire page

Instructions for next steps
When travelers direct enter their information into the T&E system, they do not need to fill out a BearBuy form, so this step is no longer necessary.