TRAVEL EXPRESS USER MANUAL

ADMINISTRATION

INTRODUCTION

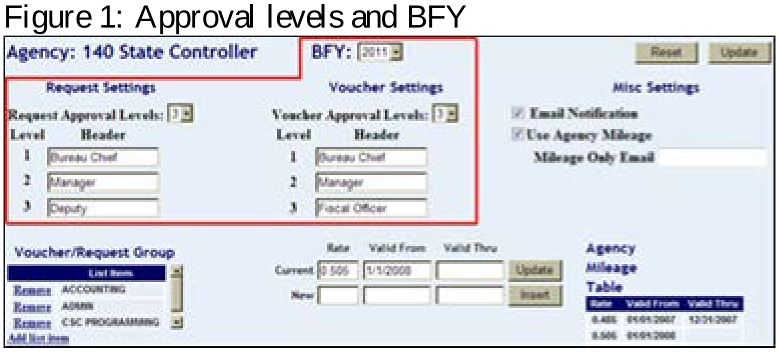
The Travel Express administrator is responsible for **Agency** maintenance and **User Maintenance**. First, **Agency Maintenance** should be done to set up the Request and Voucher approval levels, set agency mileage reimbursement rates, etc. Then **User Maintenance** should be done to add new users, assign role to users, assign approval PCAs or Indexes to approvers, and mark users as active or inactive in the application

AGENCY MAINTENANCE

Set up the Agency section first so that approvers can be assigned to the appropriate approval levels in the User Maintenance section.

1. From the Travel Express main menu, select **Administration**, and then click the **Agency** tab.
2. Click the **BFY** drop down menu to select the current budget fiscal year. The BFY determines the ability of the application to look up and validate fiscal codes such as the TC, PCA, Index, etc.
3. Click the drop down menus for **Request Approval Levels** and **Voucher Approval Levels** to create the number of approval levels needed by your agency for both travel requests and for travel vouchers. Up to three levels can be created for each. The levels are organized in a hierarchy, so that a request or voucher must be approved by the first level before it can be approved by the second.
4. To remove the ability of users to create Requests, set the number of **Request Approval Levels** to **0**. Then, users would only have the option to create vouchers. However, if you have had requests available and requests are disabled while requests are in process, those requests will no longer be seen in Travel Express. Users would have to resubmit a voucher instead.

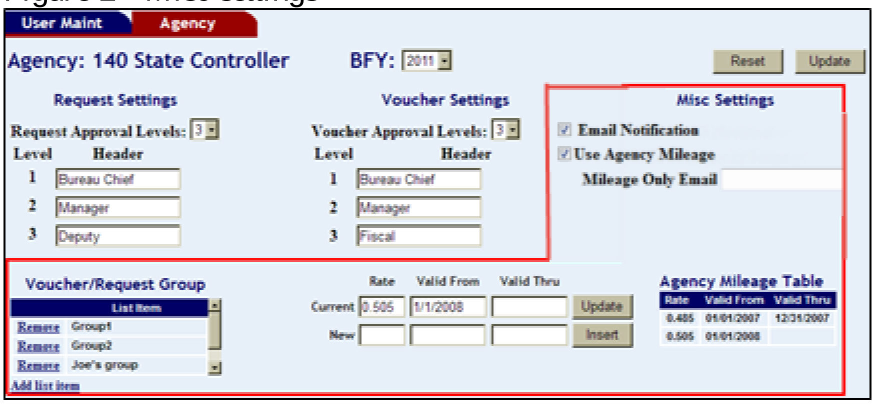
Figure 1: Approval levels and BFY



5. Type names for the request and voucher approval levels in the **Header** fields. These will be the names of the approval levels that users will see on the Travel Express screens and the names of the approval levels in Travel Express reports. Do not use special characters or symbols, including **&**, ', **“**, <, and \.

   Be sure not to change the approval levels after requests or vouchers have been submitted.

Figure 2 - Misc settings



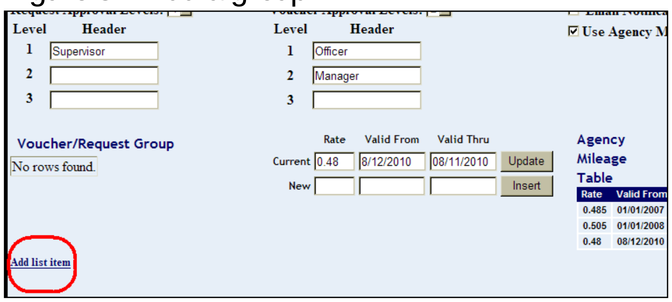
6. Check the **Email Notification** checkbox if you want to enable e-mail notifications. The <u>Approvers</u> will get notification when a request or voucher is ready for approval, and the creator of the document (actual traveler or proxy) will receive notifications when a request or voucher is ‘final approved’, disapproved, or routed to them for further action. This e-mail notification is not related to the **Mileage Only Email**.
7. If your agency will be using Mileage Only Vouchers, you can enter an e-mail address of the <u>Fiscal Coder</u> in the **Mileage Only Email** field. The Fiscal Coder will receive e-mail notification when a voucher is ready for them.
   - You can use a group e-mail address or an individual person’s e-mail address. The e-mail will include “Mileage Only Travel Voucher” in the body, so, depending on your mail client, you could create a mail rule to forward these notifications.
   - You do not need to check the **Email Notification** checkbox to use **Mileage Only Email** notification. However, you can use both.
8. By default, the Board of Examiner’s mileage reimbursement rate will be used. See the State Travel Policy for details. To use your agency-determined mileage rate, check the **Use Agency Mileage** checkbox. The rate will be displayed in the **Agency Mileage Table**.
   a. To stop using the current rate on a specific date, enter the date in the **Valid Thru** field of the **Current** rate and then click **Update**.
   b. The **Valid Thru** field on the **New** rate will then be populated with the next day’s date.

c. Enter the desired rate in the **Rate** field of the **New** rate, and then click **Insert**. If the agency rate is greater than the Board of Examiner's rate, Travel Express will still use the Board of Examiner's rate.

9. If desired, create a **Group** or groups which can be applied to requests or vouchers when they are created. **Group** is simply an optional tag to help categorize the requests or vouchers so they can be searched for, or used for creating reports. For example, fiscal coders or approvers may want to find documents by a PCA code, a specific region, or a department name.

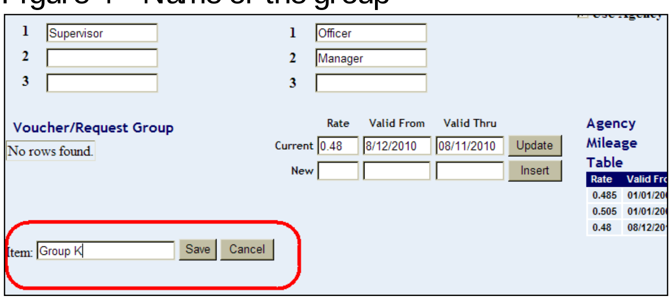
a. Click **Add list item**.

Figure 3 - Add a group



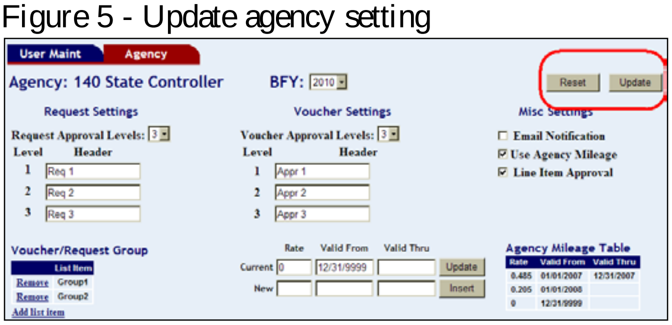
b. Type the name of the group (do not use special characters or symbols, including **&**, ', **"**, <, and \), and then click **Save**.

Figure 4 - Name of the group



10. Click **Update**. Click **Remove** to delete a group.

Figure 5 - Update agency setting



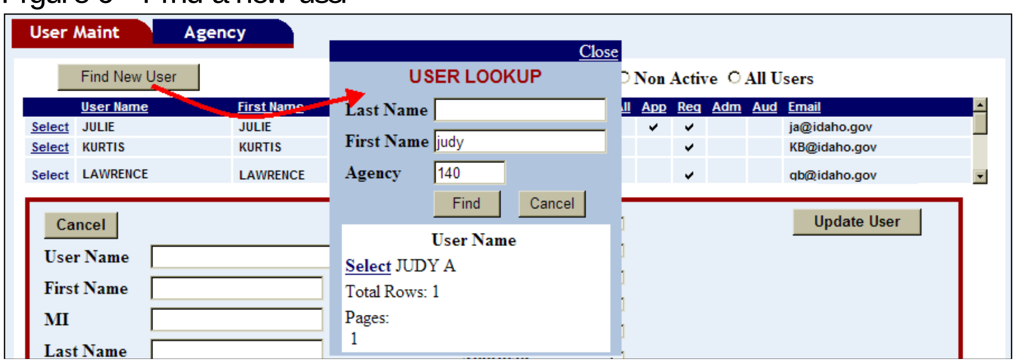
11. Click the **User Maint** tab to continue with setting up users.

USER MAINTENANCE

ADD AND SET UP NEW USERS

1. Select **Administration** from the Travel Express main menu, and then click the **User Maint** tab.
2. Click **Find New User**.
3. Type the last name or first name of the user, or the first few letters of either name, in the **Last Name** or **First Name** field.
   - To add an employee from another agency, type the last and/or first name and enter their agency number in the **Agency** field. Do not add an employee from your agency to another agency number.
   - If the user is a non-state employee, provide the user's name and e-mail address to dsahelpline@sco.idaho.gov
   - If the user's last name is hyphenated or has an apostrophe, try using just the first name in the lookup.
4. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the user has been added to state payroll records.
5. Click **Select** next to the user's name to add and then click **OK** to confirm adding the user.

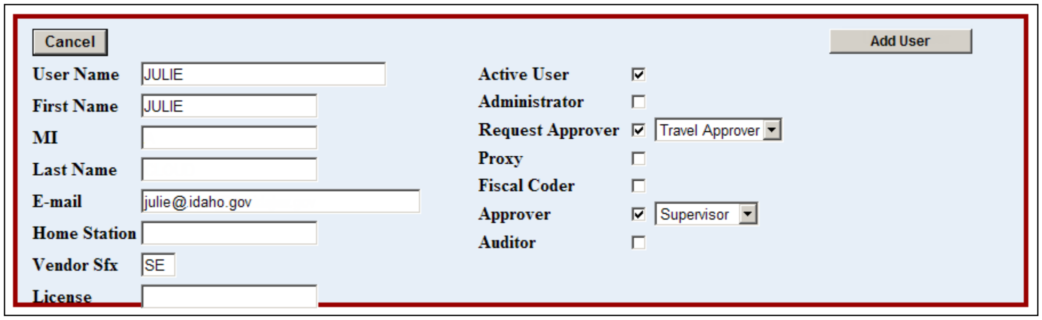
Figure 6 - Find a new user



6. Click the appropriate roles to assign to the user:
   - **Administrator**. Full administrative functions. It is recommended to have at least two users added for this role so that one can serve as a backup.
   - **Request Approver** - Select the request approver level to assign to the user.
   - **Proxy** (the user can create requests and vouchers for other people. See below.)
   - **Fiscal Coder** – Adds fiscal coding to vouchers.
   - **Approver** - Select the voucher approver level to assign to the user. (You must then either assign specific PCAs or Indexes to approve, or select **Approves for all PCA/Index codes**. See below.)

- **Auditor** (an Auditor added from another agency will only see the View/Edit Request and View/Edit Voucher menus, even if you add them as Approver, Coder, etc.)

Figure 7 - User settings



7. Change the Vendor suffix in the **Vendor Sfx** field, if necessary. The Vendor suffix will default to SE if that is the suffix for the user on the Vendor Edit Table. If the vendor suffix for the user is not SE, then the lowest numeric value will be used (e.g., 01).
8. Add the user's **License** plate number, if needed. This will be added automatically to the **Personal Vehicle** field on a request or voucher when one is created.
9. Click **Add User**.
10. If the user is an **Approver** for vouchers, you must assign all or specific PCAs or Indexes for which they will be authorized to approve or assign the approver to approve all PCA/Indexes.

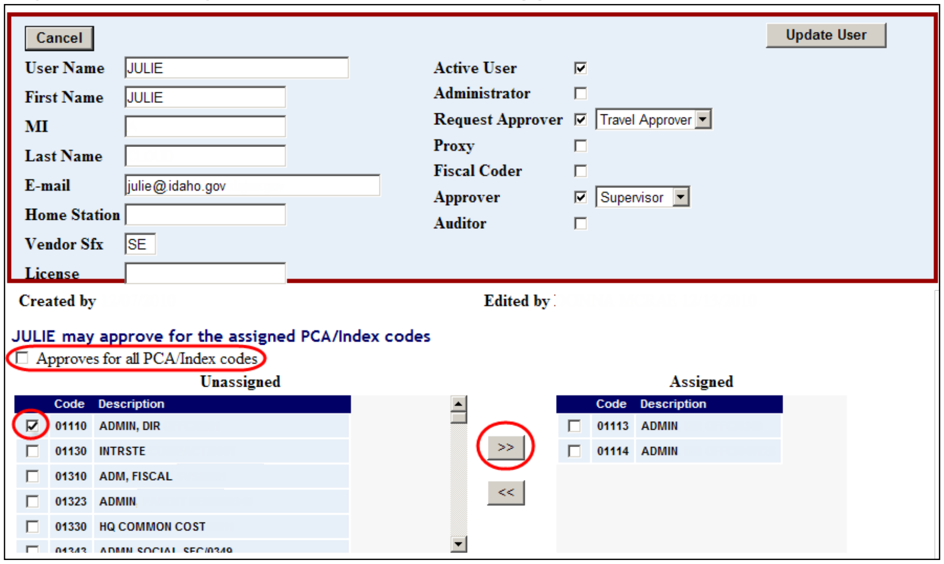
    To assign *all* PCAs or Indexes:

    a. Check **Approver** and then select the Approval level (depending on the number of levels you have defined.)
    b. Check the **Approves for all PCA/Index codes** check box.
    c. Click **Update User**.

    To assign *specific* PCAs or Indexes:

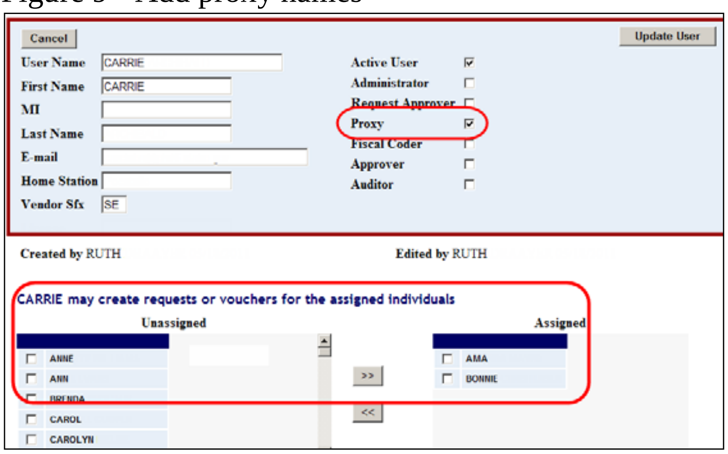
    a. Check **Approver** and then select the Approval level (depending on the number of levels you have defined.)
    b. Click **Update User**.
    c. Check the check boxes next to the PCAs or Indexes to be assigned.
    d. Click the right arrow to assign the PCAs or Indexes to the user.
    e. Click **Update User**.

Figure 8 - Assign PCAs or Indexes to approver



11. A **Proxy** can create requests or vouchers for other people and will have access to their requests and vouchers in Travel Express.
    a. Click the check box next to **Proxy**.
    b. Click the check box next to a name in the list of unassigned users.
    c. Click the arrow to assign the user(s) to the proxy.
    d. Click **Update User**.

Figure 9 - Add proxy names

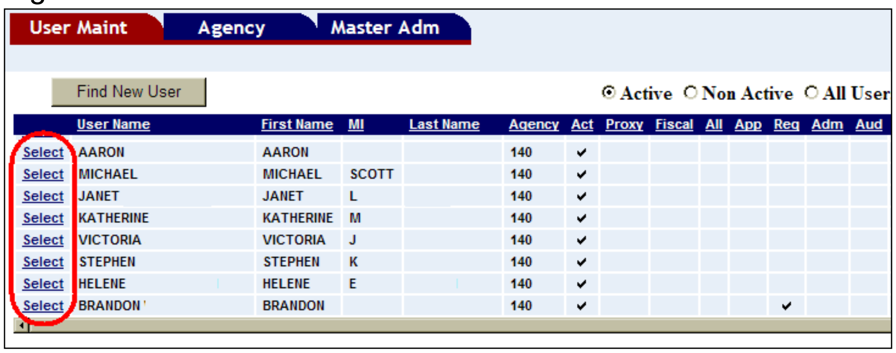


12. Continue adding users. When finished, click **Travel Express Menu** or **Logoff**.

UPDATE EXISTING USERS

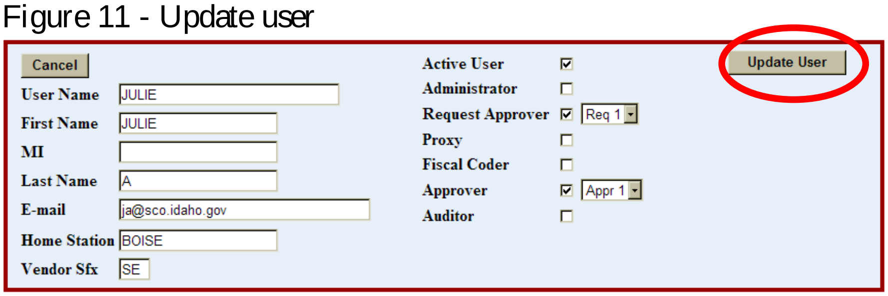
1. Select **Administration** from the Travel Express main menu, and then click the **User Maint** tab.
2. Click **Select** next to a user's name. Users from another agency (e.g., a legislative auditor) have their agency number displayed in the **Agency** column.)

Figure 10 - Select user



3. Make changes to the user's roles or approval levels, and then click **Update User**. A user's name is automatically entered from their Payroll file. If it is incorrect, contact your Payroll administrator or the SCO's Payroll help desk - dsphelpdesk@sco.idaho.gov.

Figure 11 - Update user



4. If a user happens to be logged in when you make changes, they may need to log off and log back in to see the changes.
5. Click **Update User**.