T&E Department Setup and Maintenance Instructions

This document provides instructions for the T&E Department Administrator to create and maintain the workflow for their department in the Travel and Expenses system. You must have the T&E Department Administrator security role to perform these functions. If you need to request access, you may complete the T&E Department Administrator Authorization Request Form available at: http://www.procurement.gatech.edu/travel

Responsibilities

T&E Department Administrators are responsible for updating the T&E workflow for their departments anytime there are changes to their organizational structure (new hires, terminations, changes in reporting/responsibilities, etc). It is a good idea to have a backup T&E Department Administrator for your department or unit. Administrators can make changes to the setup for other units if needed.

Job Roles

Supervisor - Approves the employee going on a trip (for a Travel Authority), or that an expense was job related (for an Expense Report). Also ensures that all required documentation is submitted. Deans, Directors, and Department Heads are required to have a Supervisor defined in the system. For other employees, the department can decide which ones have Supervisors defined.

Delegates - Delegates are proxies for Supervisors. Once defined, they can act in the place of a Supervisor for the specified period of time. Each Supervisor should have a delegate defined to act on their behalf when they are unavailable.

Financial Approver - Approves or denies expenses based on the project numbers the expenses are charged against. The approver will “send back” the document if the expenses to the designated projects are denied, or if there are other issues with the document.

Pre-Pay Auditor - The Pre-Pay Auditor in the Travel and Expenses Department reviews Expense Reports and related documentation to verify the documents are correct. The auditor either approves for payment or performs a “send back” with comments.

Understanding the Workflow Process

The workflow process for T&E documents (Expense Reports and Travel Auths) is as follows: Preparer (if used) → Employee (submits) → Supervisor/Delegate → Financial Approver → Pre-Pay Auditor

The approvers will populate in the document when it is submitted. Supervisor level approval is optional for all employees except Deans, Directors, and Department Heads. Each department can decide whether or not to use Supervisor approval for their employees for whom it is optional. When Supervisor approval is not used, the document proceeds directly to the Financial Approver level.
Each Supervisor should have a delegate defined to act in their place when they are unavailable to perform approvals. A permanent delegate may be defined, if desired.

Financial Approval is required for all units/departments, therefore every department code must have approvers defined. You should define at least two Financial Approvers for each department code to ensure timely processing, and to allow approval for the primary approver’s T&E documents. No employee can approve their own document.

The document will route to all of the Financial Approvers for each department whose projects are used in the document. For example, if an Expense Report has expenses charged to Projects 150xxxx and 548xxxx, the Financial Approvers for both departments will populate in the document. The document will require approval from one Financial Approver per department.

If a person is the Supervisor or Delegate and a Financial Approver in the workflow on the document, once the Supervisor approval is done, the document will have Financial Approval also, and move on to the next approval.

Supervisors and Financial Approvers either Approve or “Send Back” the document with a comment. If they perform a Send Back, the status changes to “Pending” and the Preparer and employee receive an e-mail notification, which includes the comment entered by the approver. Once the document is corrected and re-submitted, the workflow populates again and the approval process restarts.

Performing Department Setup/Maintenance Tasks

Log onto TechWorks to access the T&E Department Setup/Maintenance pages. Then click the Main Menu link in the top left area of the page:

![Main Menu link on the TechWorks homepage](image)

In the drop-down menu, select Travel and Expenses. Then select GT Travel and Expenses. The sub-menu shows all the setup/maintenance pages you will be using (see figure 2).
Using the Setup/Maintenance Pages

Each of the sections below will describe how to use the Supervisor, Delegate, Financial Approver, and Preparer pages, which are under the GT Travel and Expenses menu, to setup and maintain your department’s workflow in Travel and Expenses.

Supervisor

Deans, Directors, and Department Heads must have a Supervisor defined in T&E. Supervisor Approval for other employees is at the discretion of the department.

Page Navigation: Main Menu > Travel and Expenses > GT Travel and Expenses > Supervisor
The page defaults to the **Find an Existing Value** tab. This tab is used to update existing Supervisors in the T&E system. You can click on the **Advanced Search** to search by name.

Whether you are updating an existing Supervisor or adding a new one, the steps to add direct reports to a Supervisor are the same. Those steps are detailed below.

To add a new Supervisor, click on the **Add a New Value** tab.

![Figure 5: Add a New Value tab on the Supervisor page](image)

Enter the User ID for the person to whom the employee reports (Supervisor) and click **Add**.

The name of the person selected will appear as the Supervisor at the top of the page.

![Figure 6: Supervisor page showing added Supervisor, before adding direct reports.](image)

**Adding Direct Reports to a Supervisor**

If there is a blank row (see figure 6), enter the User ID for the direct report in the **GT Account** field. If not, click on the plus icon (+) to add a new row, and then enter the User ID.

To remove a direct report, click the minus icon (-).

You may enter a default project here to associate it with the employee. When the employee is setup with a Preparer, the project here will default on the Preparer page. When the project exists on the Preparer page, it will automatically default on travel documents for the employee.
NOTE: Entering a Default Project on the Supervisor page will NOT cause the project to default on travel documents. To accomplish this, go to the Preparer page, setup the traveler with a Preparer, and enter a default project on the Preparer page.

Click **Save** to save your changes.

**Delegate**

Delegates are proxies for Supervisors. Once defined, they can act in the place of a Supervisor for the specified period of time. Each Supervisor should have a delegate defined to act on their behalf anytime they will be unavailable. On the Delegate page, you setup the relationship between a Supervisor and their Delegate. A Supervisor can have more than one delegate.

Page Navigation: *Main Menu > Travel and Expenses > GT Travel and Expenses > Delegate*

The page defaults to the **Find an Existing Value** tab. This tab is used to update existing Delegates in the T&E system. You can click on the **Advanced Search** to search by name.

Whether you are updating an existing Delegate or adding a new one, the steps to add a Delegate to a Supervisor are the same. Those steps are detailed below.

To add a new Delegate, click on the **Add a New Value** tab.

Enter the User ID for the **Supervisor** for whom you want to associate a delegate, and click **Add**.

The name of the Supervisor will appear at the top of the page (see figure 8 below).
Adding Delegate(s) to a Supervisor

If there is a blank row, enter the User ID for the Delegate in the **GT Account** field. If not, click on the plus icon (+) to add a new row, and then enter the User ID.

To remove a Delegate, click the minus icon (-).

The **Date From** field has the current date. You can change this to a future date to make the delegation become active in the future. The **Date To** field is the end date for the delegation. If this is blank, there is no end date and the delegation is active until you update the end date or remove the delegate.

The **Email Notification** field allows you to specify if you want the Delegate to receive e-mail notifications for the travel documents.

Click **Save** to save your changes.

**Financial Approver**

This page is used to identify people who will be responsible for financial approval for your department(s). You will setup approvers for each three digit department code in your unit.

Page Navigation:  *Main Menu > Travel and Expenses > GT Travel and Expenses > Financial Approver*
The page defaults to the **Find an Existing Value** tab. This tab is used to update existing departments, based on their three digit department code.

Whether you are updating an existing department or adding a new one, the steps to add Financial Approvers to a Department are the same. Those steps are detailed below.

To add a new department, click on the **Add a New Value** tab. Enter the three digit department code in the **Department** field and click **Add** (see figure 10 below).

---

**Figure 9:**  *Find an Existing Value* tab on the *Financial Approver* page

**Figure 10:**  *Add a New Value* tab on the *Financial Approver* page
Adding Financial Approvers to a Department

If there is a blank row, enter the User ID for the Financial Approver in the User ID field. If not, click on the plus icon (+) to add a new row, and then enter the User ID (see figure 11 below).

To remove a Financial Approver, click the minus icon (-).

![Financial Approver page showing the department, before entering approvers.](image)

Figure 11: Financial Approver page showing the department, before entering approvers.

Click Save to save your changes.

Preparer

This page allows you to identify people who will be responsible for creating and maintaining travel documents for others. A preparer can prepare travel documents for more than one person. Defining a Preparer is not required. If you want a project ID to default on an employee’s travel documents, you must create a preparer for the employee and enter the default Project ID. The employee can prepare their own documents as well.

Page Navigation: Main Menu > Travel and Expenses > GT Travel and Expenses > Preparer

![Preparer page](image)

Figure 12: Find an Existing Value tab on the Preparer page
The page defaults to the **Find an Existing Value** tab. This tab is used to update existing Preparers in the T&E system. You can click on the **Advanced Search** to search by name.

Whether you are updating an existing Preparer or adding a new one, the steps to add employees to a Preparer are the same. Those steps are detailed below.

To add a new Preparer, click on the **Add a New Value** tab.

Enter the User ID for the **Preparer**, and click **Add**.

The name of the Preparer will appear at the top of the page (see figure 13 below).

![Preparer page showing the Preparer, before adding users](image)

*Figure 13: Preparer page showing the Preparer, before adding users*

If there is a blank row, enter the User ID for the user for whom the Preparer will prepare documents in the **GT Account** field. If not, click on the plus icon (+) to add a new row, and then enter the User ID.

To remove a user, click the minus icon (-).

You may enter a default project here to associate it with the employee. When the project exists on the Preparer page, it will automatically default on travel documents for the employee.

Click **Save** to save your changes.

This completes the setup and maintenance procedures in Travel and Expenses. For more information, please visit [http://www.procurement.gatech.edu/travel](http://www.procurement.gatech.edu/travel)

*If you have any questions, please e-mail travel.ask@business.gatech.edu*