FLORIDA
STMS
STATEWIDE TRAVEL MANAGEMENT SYSTEM

User Manual
September 2018

FLORIDA DEPARTMENT of management SERVICES
We serve those who serve Florida

The Department of Management Services (DMS) introduced the Statewide Travel Management System, also known as STMS, in the summer of 2018. This system is the State of Florida's first cloud-based travel management solution designed to support the more than 115,000 government travelers and managers located in our state's Executive and Cabinet agencies, as well as the Judiciary.

DMS is allowing sister agency staff the opportunity to train on the new STMS over time to allow for successful integration into the system. DMS is providing initial training materials so users have the opportunity to become familiar with system function in advance of formal training.

The system allows travelers to seek authorization to travel and track the status of the request through the system. It alerts users when actions are needed or approvals are granted. The system will also alert travelers when they are paid for travel costs. Supervisors are alerted via email when they must attend to forms and accountants are able to fully track agency travel spend through this cloud-based system.

This user manual is one of many training materials designed to assist State of Florida employees with integration into the STMS. DMS will continue adding materials to the STMS website (www.dms.myflorida.com/stms) to assist users.

CONTENTS

LOGIN TO THE STATEWIDE TRAVEL MANAGEMENT SYSTEM

The Statewide Travel Management System (STMS) is built on the Salesforce platform. Salesforce is cloud-based, so the information contained within it is accessible from any computer. To log into STMS, navigate to https://www.flstms.my.salesforce.com. Use one of the following two methods to log in.

> NOTE: STMS is optimized for Google Chrome; however, the system is also compatible with Firefox, Safari, and Microsoft Edge. STMS is not compatible with Internet Explorer.

Login Method 1 - "Log In Using"

If logging in with the "Log In Using" method, click the button that reflects the name of your agency, located under the words, "Log In Using." (Figure 1)

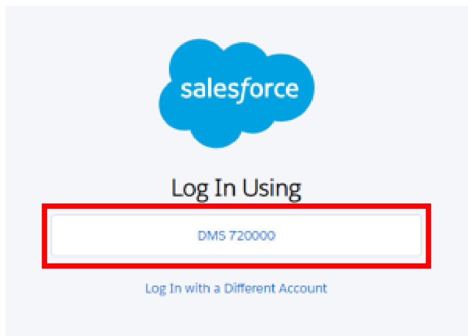


Figure 1 – Salesforce Log In Screen – "Log In Using" Method

Upon clicking, you will be redirected to your agency's Azure or Centrify login page. Complete the login process, using the credentials you use to log in to your computer or Office 365 account. (Figure 2)

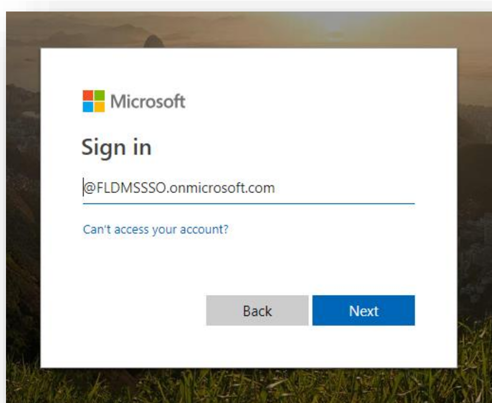


Figure 2 – Agency Login Page (Azure version shown; the Centrify version has a different appearance)

You will be asked whether you would like to stay signed in. After responding, STMS will open to the "Home" page.

Login Method 2 – Username and Password

If logging in with the Username and Password method, enter your Username (email address) and Password and click the Log In button. (Figure 3)

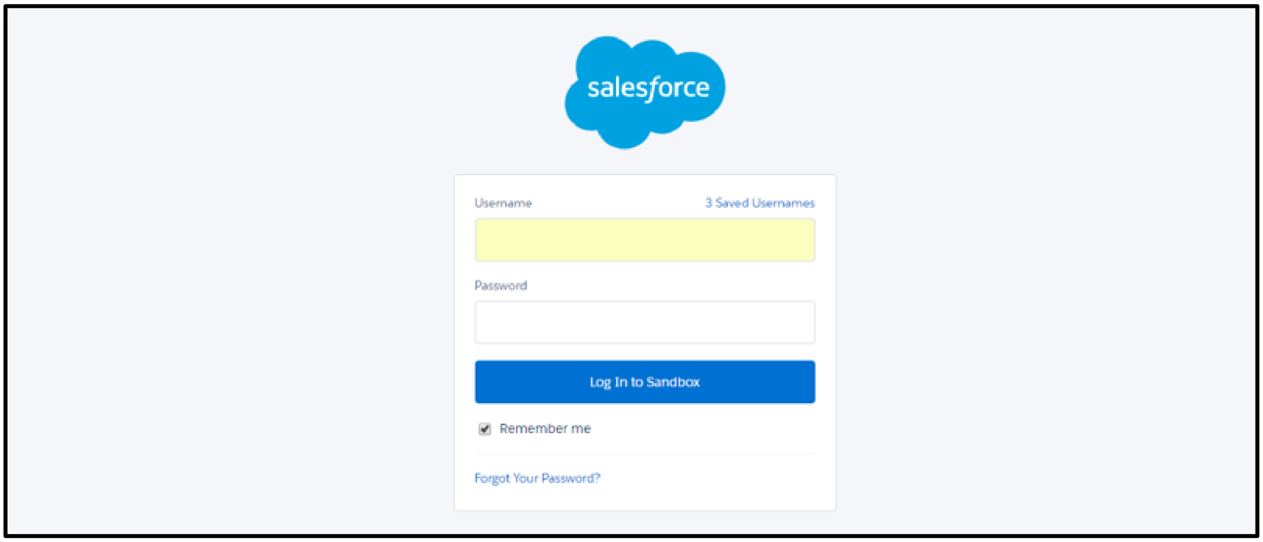


Figure 3 – Salesforce Log In Screen – Username and Password Method

Introduction to the Profiles in STMS

The Statewide Travel Management System (STMS) provides you with the ability to electronically enter and track State of Florida travel.[1] Within each Agency, the chain of approval will be based on your agency's current approval process. Before we get started, there are several terms that should be defined.

Profiles

In Salesforce, a **profile** determines what a user can do. Profile names match the duties performed by the user with that profile. There are 2 types of profiles: Functional and Administrative. Each user can have only one Functional Profile. Certain users may have additional Administrative Profiles.

Functional Profiles

Traveler

A Traveler is a person who travels on behalf of the State of Florida and submits forms for themselves. Traveler is the default profile. People with this profile:

- Can create trip forms for themselves
- Cannot function as a Preparer, Approver, or Fiscal Accountant

Proxy Traveler

A Proxy Traveler is any person who travels on behalf of the State of Florida but requires a preparer to submit travel forms on their behalf. People with this profile will not have access to the system.

Preparer

A Preparer can draft trip forms for others. People with this profile:

- Can create trip forms for others
- Can function as a Traveler
- Cannot function as an Approver or Fiscal Accountant

Approver

An Approver reviews submitted trip forms for submission to Fiscal Accountants for processing. People with this profile:

- Can approve forms for others
- Can function as a Traveler
- Can function as a Supervisor or Delegate (these attributes are not profiles)
- Cannot function as a Preparer or Fiscal Accountant

There are four types of approvers:

Reviewer

- Cannot provide final approval for Authorizations
- Cannot provide final approval for Advances/Reimbursements

[1] Travel expenses paid via vendor contract are not processed using STMS.

Payment Approver

- Cannot provide final approval for Authorizations
- Can provide final approval for Advances/Reimbursements

Agency Head or Delegate

- Can provide final approval for Authorizations
- Can provide final approval for Advances/Reimbursements

Self-Approver

- Can approve their own forms
- Can final approve Authorizations
- Can final approve Advances/Reimbursements

Fiscal Accountant

A Fiscal Accountant processes authorized Advances, Reimbursements, and Reimbursements with General Authorizations for payment. People with this profile:

- Process trip forms for payment
- Process transactions to FLAIR
- Can function as a Traveler
- Cannot function as a Preparer or Approver

Administrative Profiles

Auditor

An Auditor has access to trip forms within an Agency. People with this profile:

- Can view all trip forms in a read-only mode
- Cannot function as a Preparer, Traveler, Approver, or Fiscal Accountant

Reporter

A Reporter can run reports within an agency. People with this profile:

- Can run reports in the STMS
- Cannot view trip forms
- Cannot function as a Preparer, Traveler, Approver, or Fiscal Accountant

Agency STMS Administrator

The Agency STMS Administrator is the primary point of contact for an Agency. There can only be one Agency STMS Administrator per agency. People with this profile:

- Manage agency Users in both the STMS and the User Management Client (UMC)
- Manage agency User Administrators
- Manage cases within the agency
- Manage knowledge articles within the agency
- Can view trip forms in a read-only mode
- Can run reports
- Cannot function as a Preparer, Traveler, Approver, or Fiscal Accountant

User Administrator

There can be multiple User Administrators per agency. They do not access the STMS directly. People forming these duties:

- Manage users with the User Management Client (UMC) only
- Cannot function as a Preparer, Traveler, Approver, or Fiscal Accountant

NAVIGATION

STMS recognizes your profile in the system and has tailored the “Home” page to best meet your needs.

Home

STMS will default to the “Home” page each time it opens. This page, for example, is customized for a Traveler. An Approver, Preparer, or Fiscal Accountant will see additional information relevant to their job functions. (Figure 4)

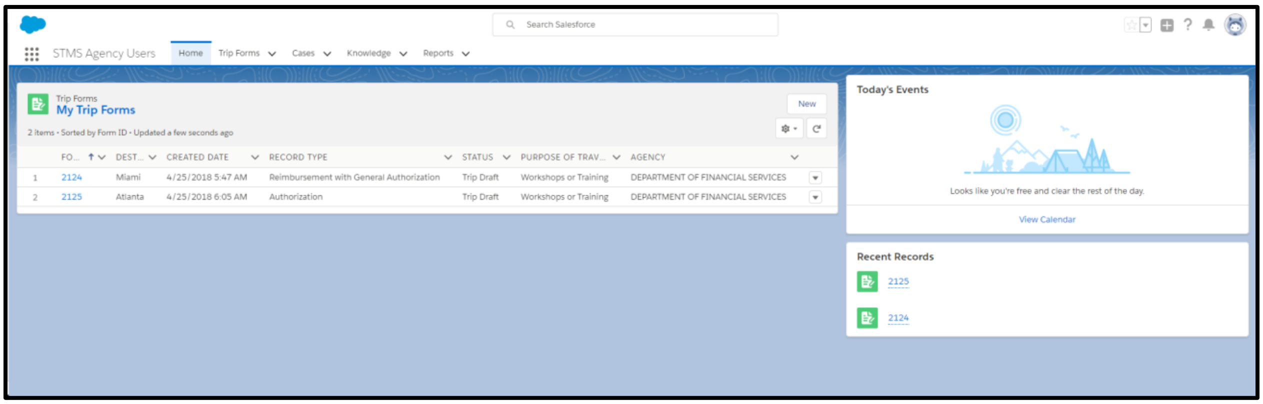


Figure 4 – Home Page – Traveler Perspective

My Trip Forms

From the “Home” page, several options have been provided for ease of navigating the system.

In the center of your “Home” page, the “My Trip Forms” section displays relevant information about all your trips, including *Form ID, Destination, Form Creation Date, Type of Form, Trip Form Status, Purpose of Travel*, and *Agency*.

You may sort the information in the “My Trip Forms” section by clicking on any column header allowing you to group items; for instance, all the Reimbursement forms or trip destinations. (Figure 5)

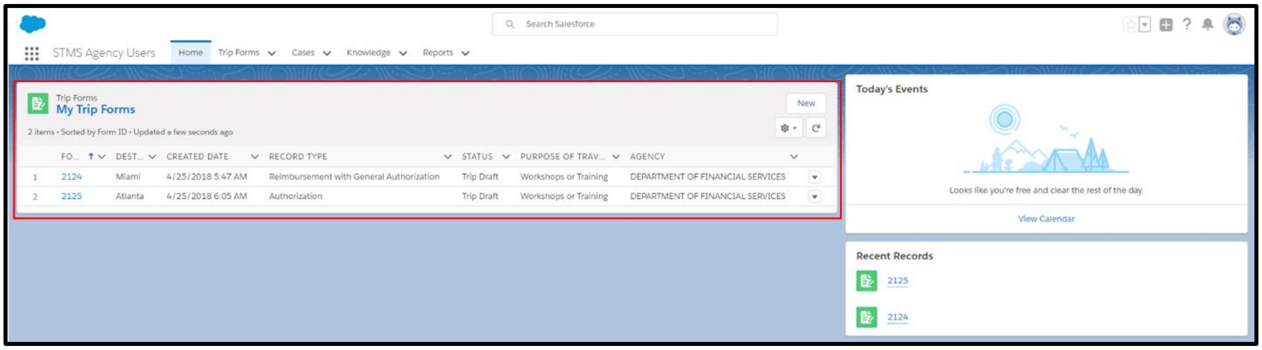


Figure 5 – My Trip Forms, Sorted by Form ID

From the "Home" page, the status for any of the trips displays. (Figure 6)

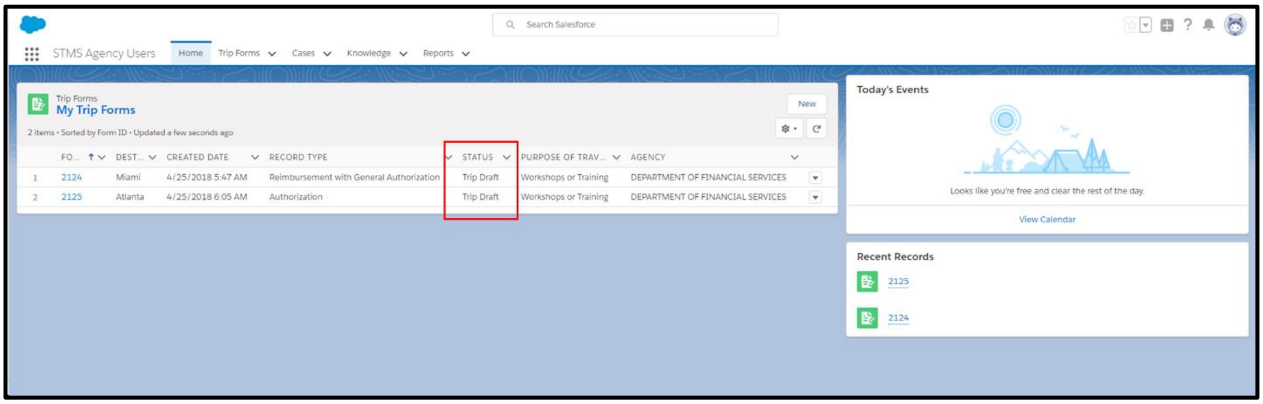


Figure 6 – Trip Status on Home Page

Clicking the "My Trip Forms" link at the top of the box will navigate to the expanded view of the trip forms. (Figure 7)

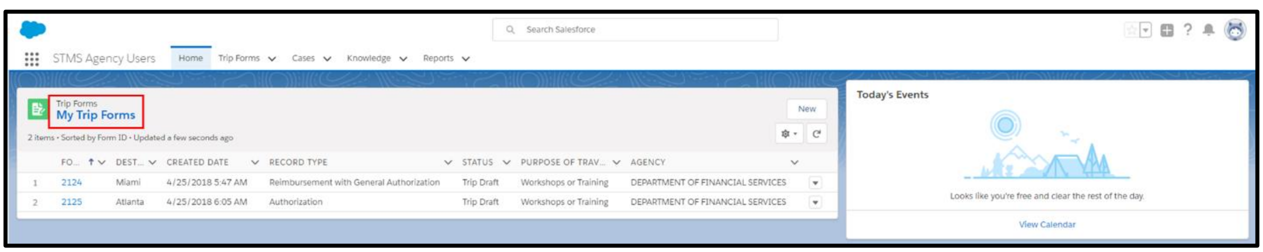


Figure 7 – My Trip Forms link on Home Page

Search

The Search Bar at the top allows for quick searches of previous entries. (Figure 8)

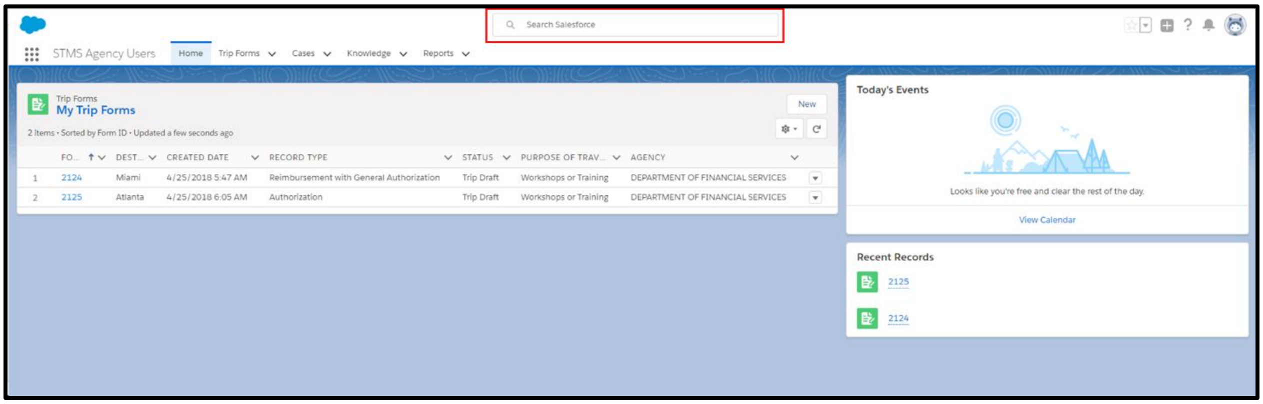


Figure 8 – Search Bar on Home Page

Tab Navigation

The Tabs that are provided on the menu bar on the top left of the screen are the navigational tools for processing travel. Tabs display based on the user profile.

The “Home” tab is available on all pages in STMS and will return you to your “Home” page from anywhere in the system. (Figure 9)

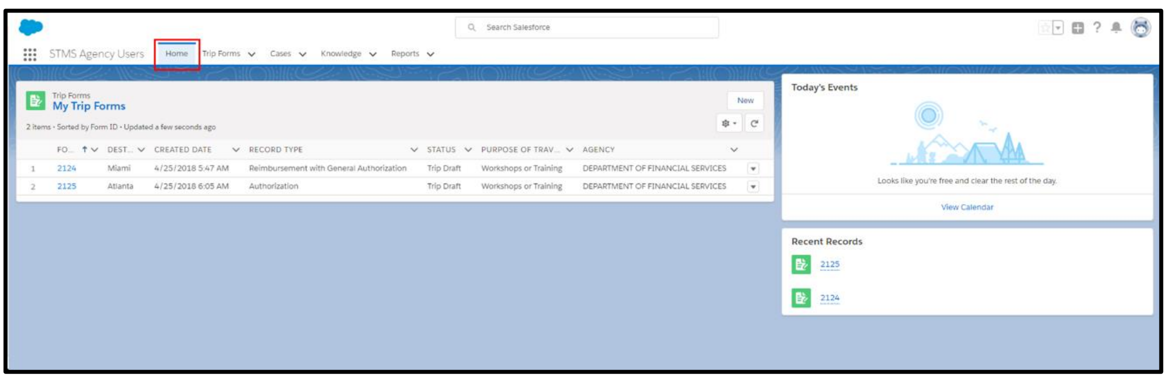


Figure 9 – Home Tab on Home Page

The “Trip Forms” tab contains a dropdown menu that is accessed by clicking the down arrow and provides you with the ability to quickly create a new trip form, or navigate to your Recent Records, Recent Lists, and Trip Forms.

The “Trip Forms” tab will also take you to an expanded view of your trip forms if you click on the words, “Trip Forms.” (Figure 10)

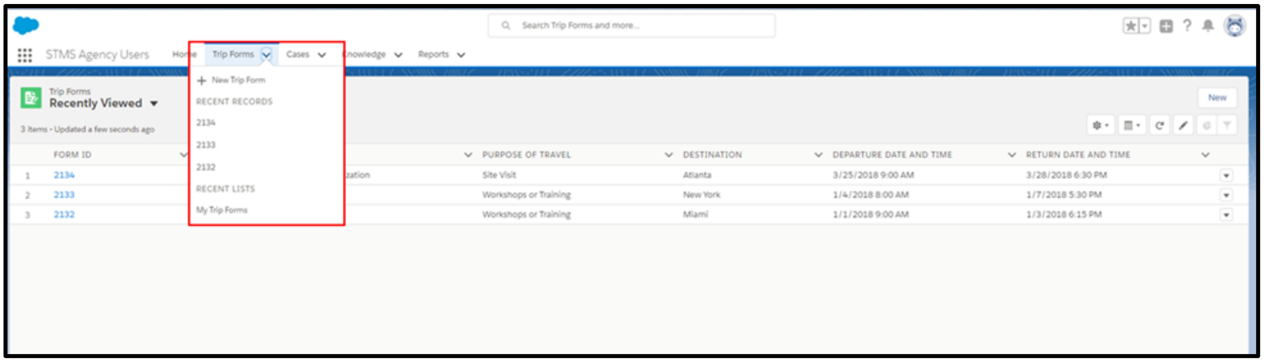


Figure 10 – Trip Forms Tab on Home Page

New Trip Form

You can create a new trip form by clicking on the "New" button:

1. On the right side of the "My Trip Forms" section of the "Home" page (Figure 11)
2. On the "Trip Forms" tab, dropdown
3. On the "Trip Forms" page, on the right side

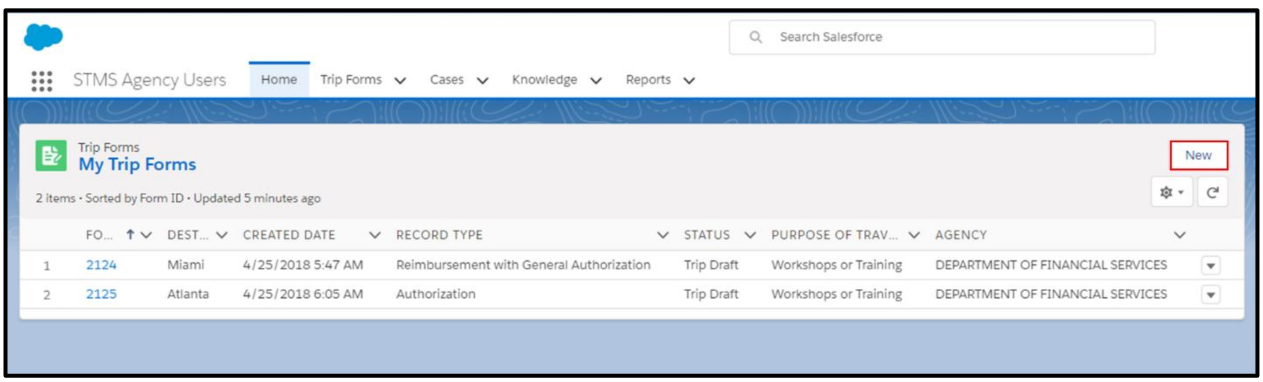


Figure 11 – New Button on Home Page

App Launcher

To the left of the navigation tabs at the top of your "Home" screen is a set of nine dots. This is your app launcher which allows you to view Reports. (Figure 12)

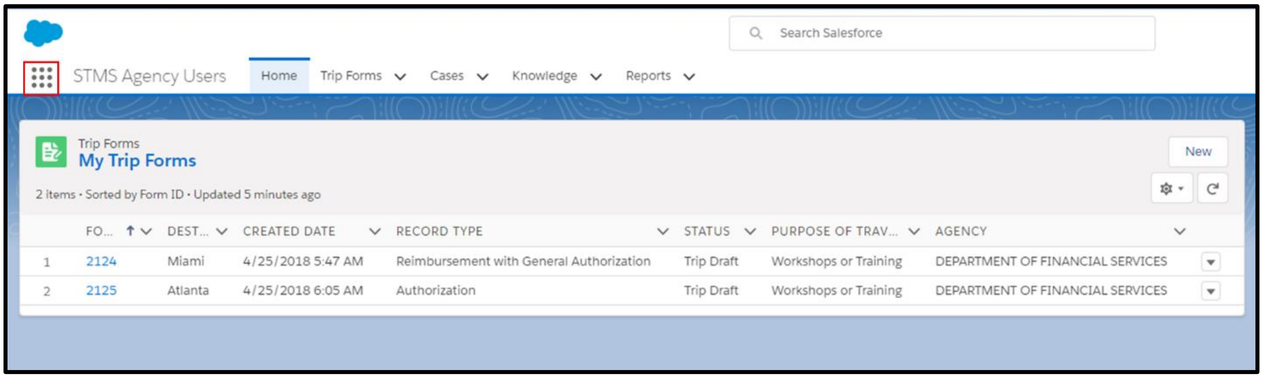


Figure 12 – App Launcher on Home Page

Clicking the app launcher will launch a pop-up window which displays all your available apps.

Clicking the *Reports* link under the "All Items" section will take you to your available reports. (Figure 13)

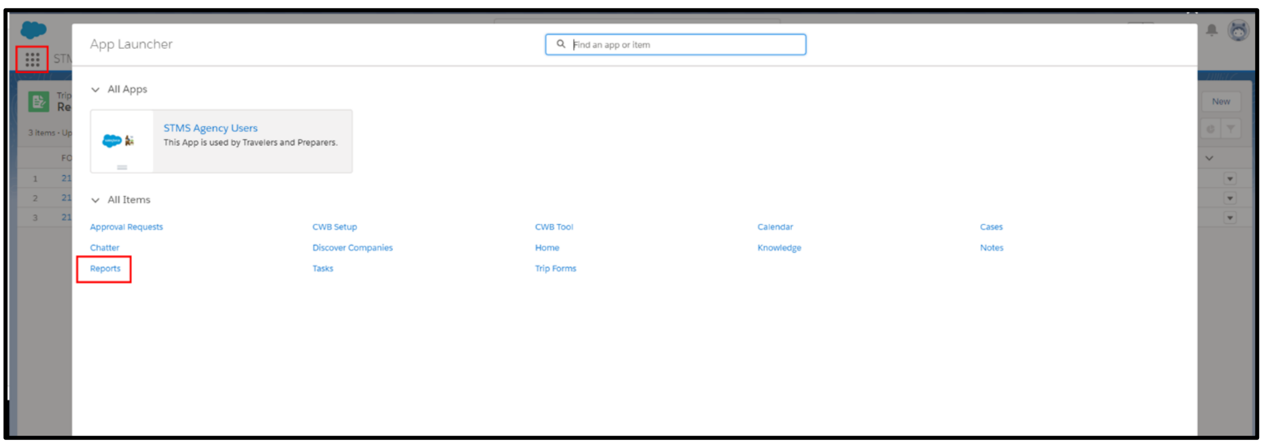


Figure 13 – Reports Link on App Launcher Pop-Up

Log Out

If you need to log out of STMS, click on the User/View Profile icon (which contains your picture, if you've added one) at the top right of your STMS window. From the dropdown box, click on the *Log Out* link. (Figure 14)

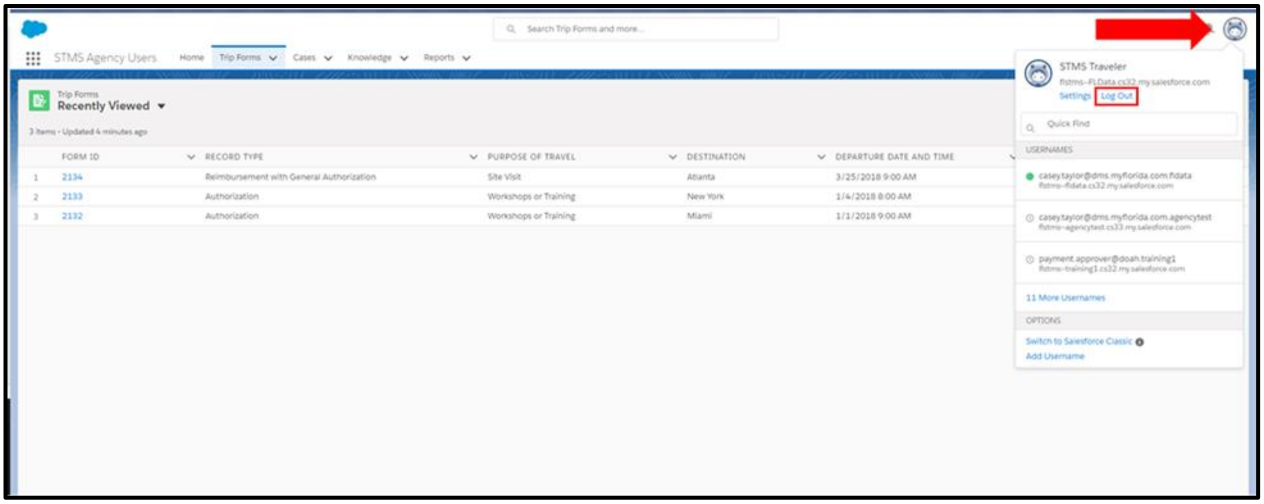


Figure 14 – Log Out Link on User/View Profile Dropdown

TRAVELER AND PROXY TRAVELER

Traveler

Travelers can create and submit trip forms for themselves. Refer to subsequent sections of this manual for details on creating and submitting the four types of trip forms.

It is possible for Preparers to prepare trip forms for Travelers. When the Preparer has finished preparing such a form, it is sent to the Traveler for attestation and submission.

Proxy Traveler

Proxy Travelers travel on behalf of the State of Florida, but require a Preparer to submit travel forms on their behalf. Proxy Travelers do not have access to STMS. See the Preparer section of this manual for more information on processing travel for Proxy Travelers.

When the preparer has finished preparing a form on behalf of a proxy traveler, the form is sent directly to the Proxy Traveler's supervisor on record in STMS to initiate the approval process.

TRIP FORMS

Trip forms are the digital format where STMS users will be able to process travel. STMS makes the following trip form types available to agencies.

- **Authorization** – This form is used by agencies for Travelers to have their trips approved prior to travel.
- **Advance** – This form is used to provide Travelers a portion of their Reimbursement prior to travel. This option is only available if the Traveler has completed and received approval of an Authorization form. An approved Advance will provide the Traveler with up to 80% of the authorized trip costs unless there is a FEMA emergency or a governor declared emergency, in which case 100% of the Advance could be approved. An advance amount of 100% may be approved specifically for Airfare expenses in order to take advantage of a substantially discounted common carrier ticket.
- **Reimbursement** – This form is used to receive reimbursement after a trip has occurred. This option is available only if the Traveler has completed and received approval of an Authorization form.
- **Reimbursement with General Authorization** – This form is used for Reimbursement when an Authorization form is not required by your agency, or if there is a blanket authorization on file.

STMS recognizes that each agency has different processes. The system is designed to accommodate the individual needs of each agency. Your agency may or may not use all of these form types.

Additional information on each type of trip form can be found in subsequent sections of this manual.

AUTHORIZATION

All STMS users can prepare Authorization trip forms for themselves, but only Preparers can prepare forms on behalf of others.

To submit an Authorization, you must complete a new trip form.

From the “Home” page, click on the “New” button on the right side of the “My Trip Forms” section. (Figure 15)

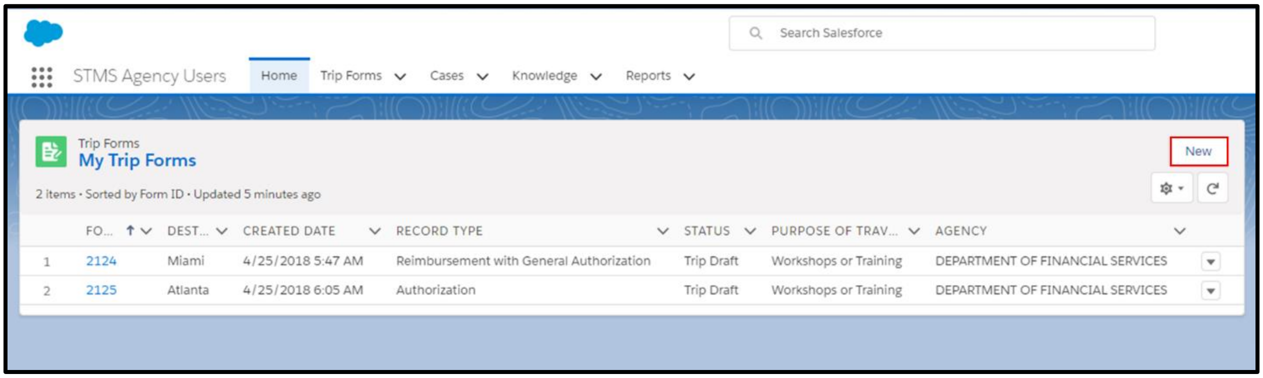


Figure 15 – New Button on Home Page

Select “Authorization” and click on the “Next” button located in the lower-right corner of the pop-up window. (Figure 16)

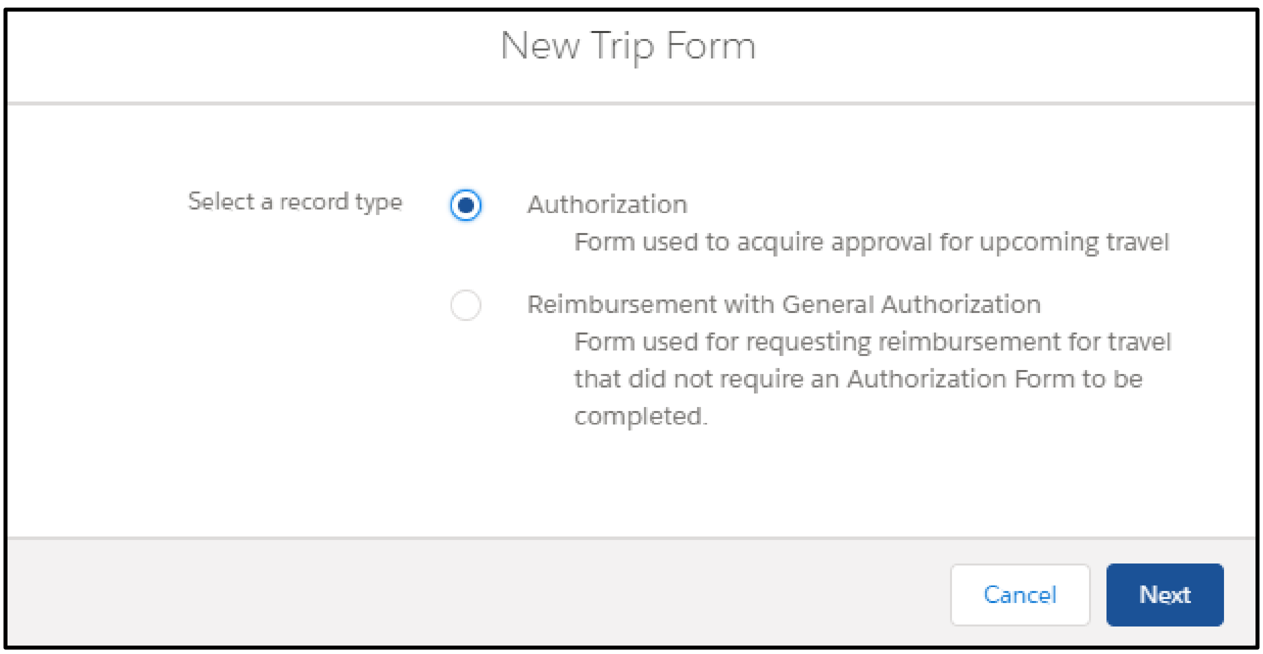


Figure 16 – New Trip Form Pop Up

Details Tab

The form opens to the Details tab. On this tab, you will see four sections – “Form Details,” “Trip Details,” “Estimated Costs from Expense Line Items,” and “System Information.”

In the “Form Details” section, you will see several fields pre-populated, including *Form Type, Traveler Name,* and *Status*. The *Traveler Agency Link* is editable, but Travelers should not change the information. STMS will provide information for additional fields from your profile when you save the form. (Figure 17)

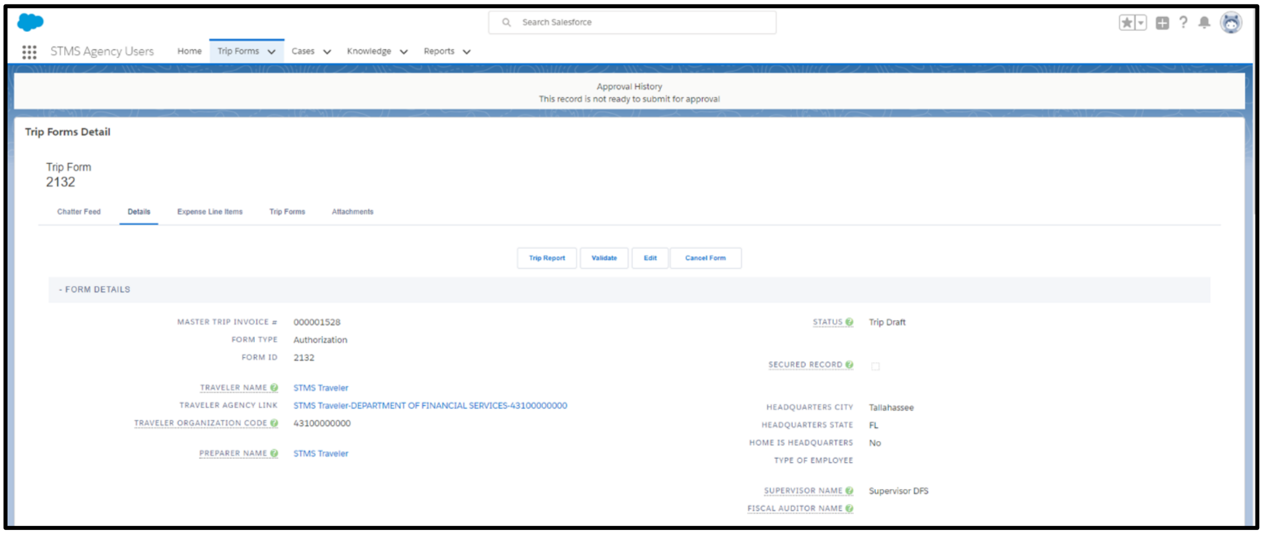


Figure 17 – Trip Form > Form Details Tab > Form Details Section

<u>Fields</u>

1. Master Trip Invoice #
   This field displays a system generated number. It is the number that ties all the forms related to a trip together. For example, the Authorization, Advance, and Reimbursement forms for a trip will share the same *Master Trip Invoice Number*. STMS populates this field when the form is first saved.
2. Form Type
   This field displays the type of form a user is creating, and is pre-populated.
3. Form ID
   This is a system-generated unique identifying number for a trip form. STMS populates this field when the form is first saved.
4. Traveler Name
   This field displays the Traveler’s name, and is pre-populated.
5. Traveler Agency Link
   This field displays the Traveler’s name, their agency, and default organization code, and is pre-populated.
6. Traveler Organization Code
   This field displays the Organization Code of the organization that is funding the trip, and is system-populated when the trip form is saved.
7. Preparer Name
   If the form was prepared by someone on behalf of the Traveler, this field will display the Preparer’s name. If the form is prepared by the Traveler, it will display the Traveler’s name. STMS populates this field when the form is first saved.
8. Status
   This field displays the status of the trip form and is auto-populated by the system.
9. Secured Record

This checkbox displays whether the record has been secured. If there is no check in the checkbox, the trip has not been secured. The *Secured Record* field is one of the security features within STMS. The Traveler's Supervisor or Approver is the only person who can secure a trip form. More details can be found in the Approver: Securing a Record section of this manual.

10. Residence City
    This field displays the Traveler's residence city. STMS populates this field from the Traveler's profile when the form is first saved.
11. Headquarters
    This field displays the Headquarters location of the Traveler's workplace. STMS populates this field when the form is first saved.
12. Type of Employee
    This field displays what type of employee the Traveler is and is system-populated when the trip is saved.
13. *Supervisor Name*
    This field displays the name of the Traveler's direct Supervisor. STMS populates this field when the form is first saved.

In the next section "Trip Details", enter the *Point of Origin, Destination, Dates and Times, Purpose of Travel,* and other information about the trip. Required fields are indicated in red. *Mission Critical Statements* are pre-populated in a drop-down menu and are customizable by agency. (Figure 18)

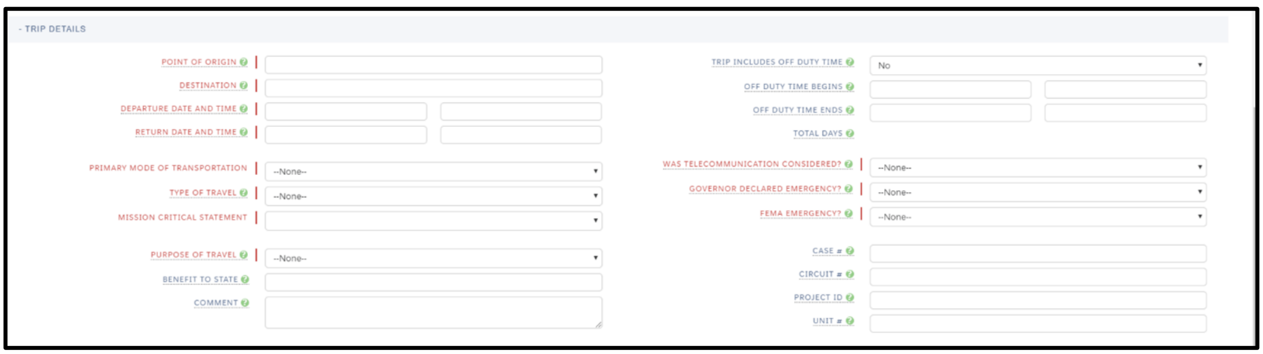


Figure 18 – Trip Form > Form Details Tab > Trip Details Section

<u>Fields</u>

1. Point of Origin
   This required field indicates the geographic starting place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
2. Destination
   This required field indicates the geographic ending place of the trip. This is an open text field. Multiple destinations can be entered, if necessary.
3. Departure Date and Time
   These two required fields provide Travelers or Preparers with a calendar view to select the date and a drop-down list to select the time of the Traveler's departure.
4. Return Date and Time
   These two required fields provide Travelers or Preparers with a calendar view to select the date and a drop-down list to select the time of the Traveler's return.
5. Primary Mode of Transportation
   This required field provides a drop-down list to select the Traveler's primary means of transport.

6. Mission Critical Statement
   This required field provides a drop-down list of the Traveler's Agency's Mission Critical Statements. The drop-down options may display only a condensed version of the Mission Critical Statement, since only up to 255 characters can be displayed. After the form is saved, the entire statement will display.
7. Purpose of Travel
   This required field is a drop-down list that provides reasons that state of Florida employees travel. Select the *purpose of travel* that relates best to the reason for traveling
   Note: If the purpose of travel indicated is "Conference or Convention" or "Workshops or Training", then the *Benefit to the State* must also be entered.
8. Benefit to the State
   This field is optional unless "Conference or Convention" or "Workshops or Training" is selected for *Purpose of Travel*.
9. Comment
   This field is available for any comments that the Traveler or Preparer needs to include about the trip.
10. Trip Includes Off Duty Time
   This field provides the Traveler with the ability to document off-duty time during a work trip. If the Traveler was on personal time during the trip, the Traveler would select "Yes" from the drop-down list. This is not a required field and it defaults to "No."
11. Off Duty Time Begins
   This field is where the Traveler can capture the beginning of their off-duty time. The off-duty time must be within the travel period.
12. Off Duty Time Ends
   This field is where the Traveler can capture the end of their off-duty time. The off-duty time must be within the travel period.
13. Total Days
   This field auto-calculates the number of days a traveler is on duty and updates upon saving the trip form.
14. Was Telecommunication Considered?
   This field is required for all forms. Forms cannot be submitted if "No" is indicated.
15. Governor Declared Emergency?
   This required field is a drop-down list that captures data to support reporting on emergency travel.
16. FEMA Emergency?
   This required field is a drop-down list that captures data to support reporting on emergency travel.
17. Case #, Circuit #, Project ID, and Unit #
   These fields are available for agencies to use as they deem appropriate.

The "Estimated Costs from Expense Line Items" section provides Travelers with a summary of their Expense Line Items. (Figure 19) This is NOT where Travelers enter their expenses, but rather where they see a roll up of all their Expense Line Items.

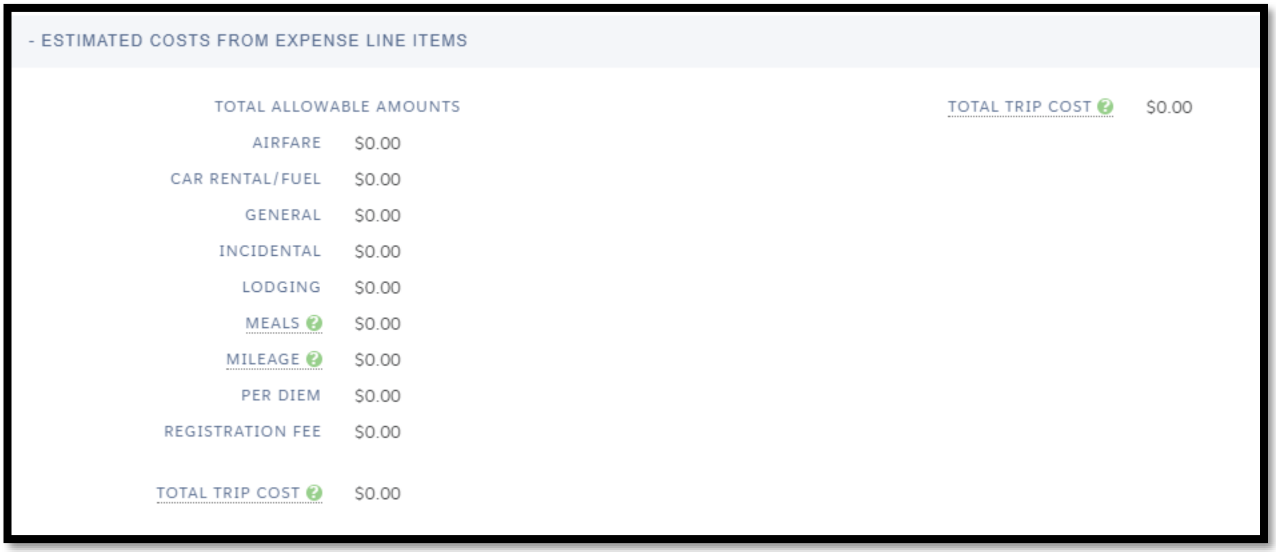


Figure 19 – Trip Form > Details Tab > Estimated Costs from Expense Line Items Section

<u>Fields</u>

1. Airfare
   This field displays the sum of any allowable airfare expenses entered.
2. Car Rental/Fuel
   This field displays the sum of any allowable car rental and fuel expenses entered.
3. General
   This field displays the sum of any allowable general expenses entered.
4. Incidental
   This field displays the sum of any allowable incidental expenses entered.
5. Lodging
   This field displays the sum of any allowable hotel expenses entered.
6. Meals
   This field displays the sum of any allowable meal expenses entered.
7. Mileage
   This field displays the sum of any allowable mileage expenses entered.
8. Per Diem
   This field displays the sum of any allowable per diem expenses entered.
9. Registration Fee
   This field displays the sum of any allowable registration fee expenses entered.
10. Total Trip Cost
    This field displays the sum of all allowable expenses entered.

The "System Information" section provides a log of who created the form and who last updated the form. (Figure 20) This information is generated by the system.

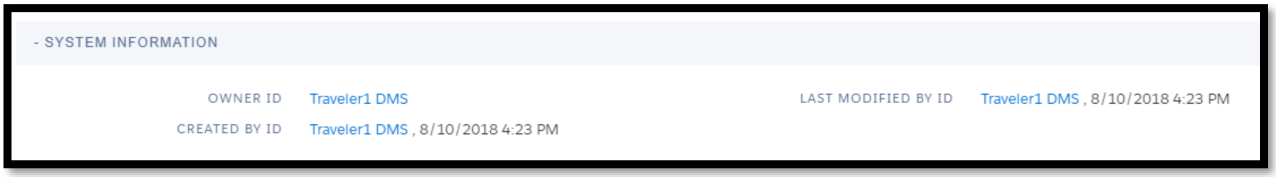


Figure 20 – Trip Form > Details Tab > System Information

<u>Fields</u>

1. Owner ID
   This field displays the Traveler's ID. This information will display when the form is saved.
2. Created By ID
   This field displays the name of the user who created the trip form. This information will display when the form is saved.
3. Last Modified By ID
   This field displays the name of the user who last saved the trip form. This information will display when the form is saved.

After entering the trip details, click the "Save" button. Once the details of your trip are saved, the system generates the *Master Trip Invoice Number* and the *Trip Form ID Number*. The *Master Trip Invoice Number* will tie related trip forms together (Authorization, Advance, and Reimbursement). Each form type will receive a unique *Trip Form ID*. The *Master Trip Invoice Number* should be referenced when reconciling your P-card charges. (Figure 21)

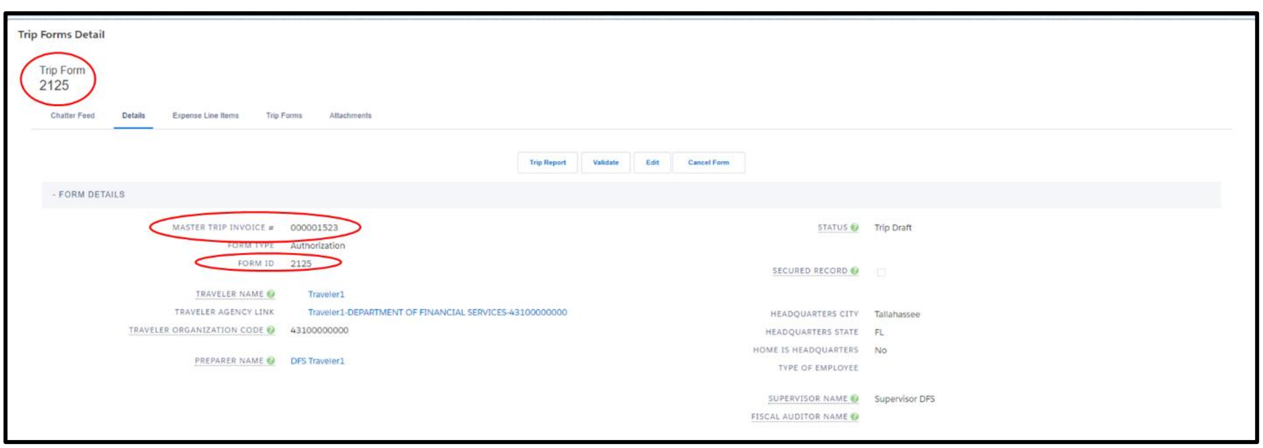


Figure 21 – Master Trip Invoice Number and Form ID on Trip Form Home Page

Expense Line Items Tab

Once the details of your trip are saved, the next step is to enter the Expense Line Items for the trip. Expense Line Items record expenses associated with the trip – some examples are per diem, hotel, and rental car. It is important to note that agency policy will determine how Expense Line Items should be entered. (Example: Hotel expenses can be entered for the entire trip in one Expense Line Item or daily in separate Expense Line Items.) To start, click on the “Expense Line Items” tab. (Figure 22)

Note: If you enter an Expense Line Item and receive an invalid object code error, reach out to your Fiscal Accountant for guidance. The Fiscal Accountant will determine if you need to use a different Organization Code or Expansion Option or if the Object Code needs to be added to the Organization Code and Expansion Option in FLAIR. It may take 24 hours for the change to be available in STMS.

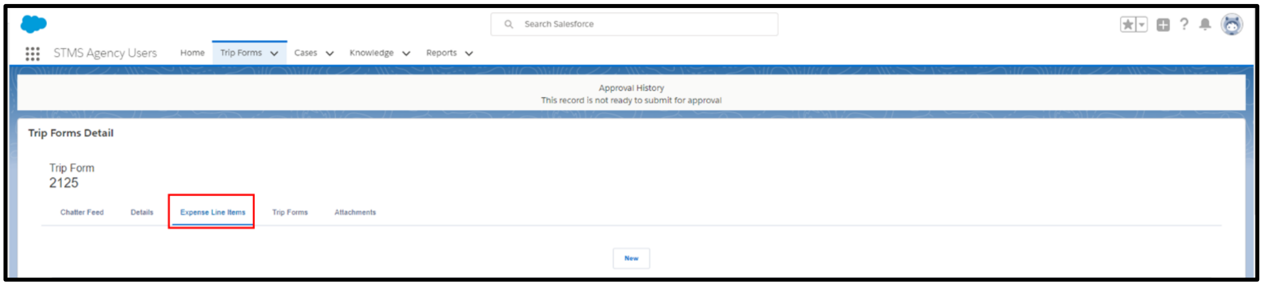


Figure 22 – Expense Line Items Tab on Trip Form

To add an Expense Line Item, click on the “New” button. (Figure 23)

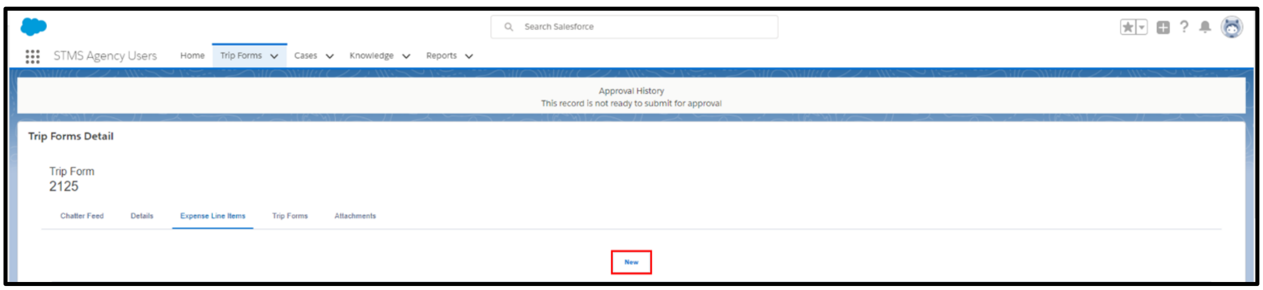


Figure 23 – New Buton on Trip Form > Expense Line Items Tab

There are three or four sections of Expense Line Item details, depending on the Record Type ID selected by the user (the type of Expense Line Item being recorded).

1) “Details” (general details),
2) A specialized details section that displays for some types of expenses,
3) “Payment Details”, and
4) “FLAIR Transaction Details.”

The Expense Line Item details sections are followed by the “System Information” section.

You must select a *Record Type ID* before providing any other information on the “Details” tab. Each time you select a different *Record Type ID*, the page will refresh as if you are creating a new Expense Line Item. (Figure 24)

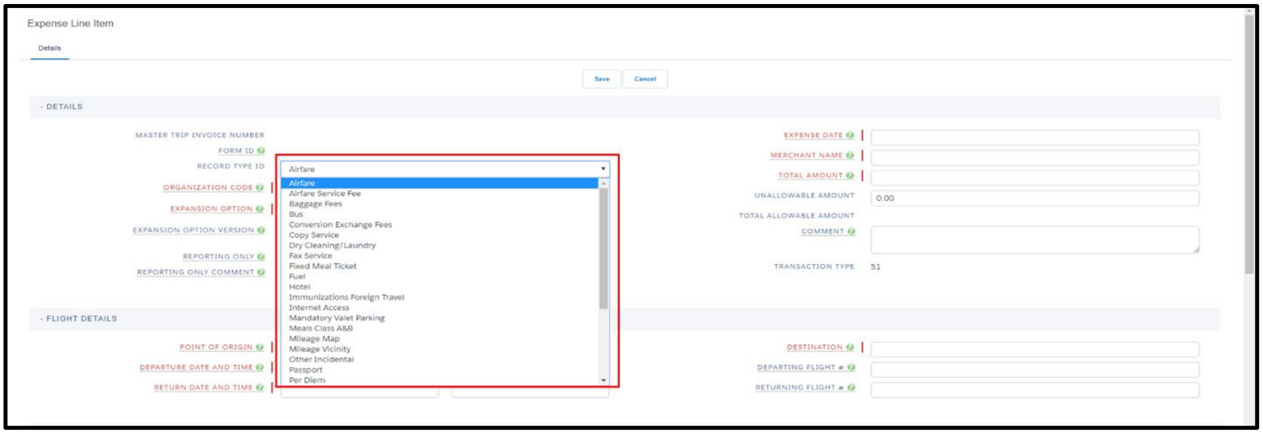


Figure 24 – Record Type ID on Trip Form > Expense Line Item Page

Enter your Expense Line Item details, noting that the required fields are in red. (Figure 25) The *Organization Code* field is pre-populated to the Organization Code in your user profile, but can be changed using the dropdown menu. All Organization Codes within your Agency are available to you. The *Expansion Option* field is tied to the Organization Code and will only display available Expansion Options for that Organization Code.

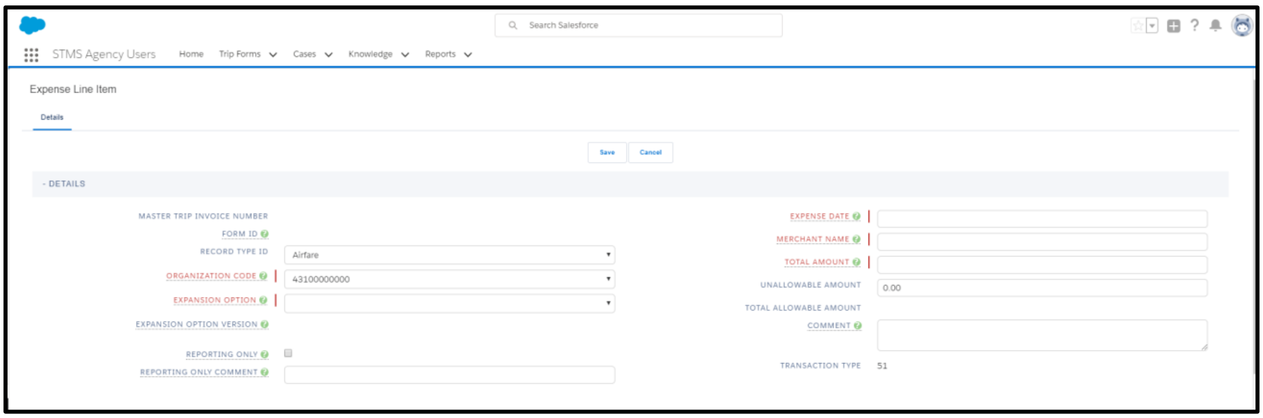


Figure 25 – Expense Line Item Page > Details Section

Reporting Only: Travelers should **only** check the *Reporting Only* box when their trip (or individual expense) has already been processed for payment through FLAIR outside of STMS.

When you enter your total for an expense line item, you will notice there is also a field to enter an *Unallowable Amount*. This field is used to report unallowable charges (e.g., the cost of movie rental at the hotel or the cost of your meals on a day you are claiming per diem.) (Figure 26)

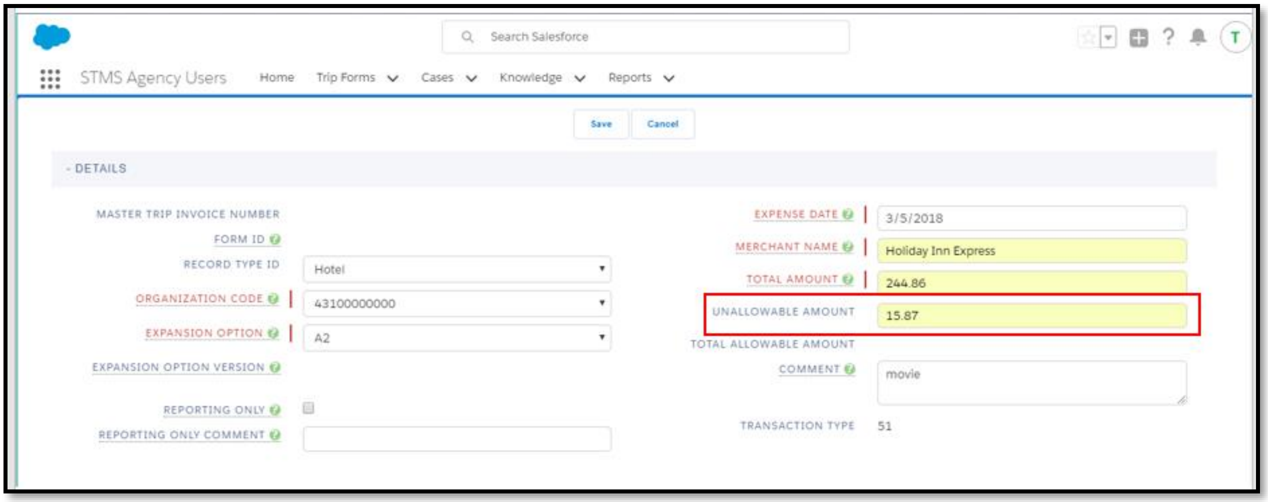


Figure 26 – Unallowable Amount on Trip Form > Expense Line Item Page

Expense Line Item Details by Record Type

Airfare (Flight Details Section)

When a Traveler selects “Airfare” as the *Record Type ID*, the “Flight Details” section will display the following fields:

1. Point of Origin
   This required field is used to indicate the geographic starting place of the flight. This is an open text field.
2. Destination
   This required field is used to indicate the geographic ending place(s) of the flight. This is an open text field and multiple destinations can be entered, though generally a single destination is most fitting.
3. Departure Date and Time
   These two required fields provide a calendar view to select the date and a drop-down list to select the time of the Traveler’s flight departure. The date selected must be within the travel period.
4. Return Date and Time
   These two required fields provide a calendar view to select the date and a drop-down list to select the time of the Traveler’s flight return. The data selected Date must be within the travel period.
5. Departing Flight #
   This optional field is used to indicate departing flight number.
6. Arriving Flight #
   This optional field is used to indicate returning flight number.

Baggage Fees (Baggage Details Section)

When a Traveler selects “Baggage Fees” as the *Record Type ID*, the “Baggage Details” section will display the following fields:

1. Number of Bags

This field is used to indicate the number of bags the traveler brought, if an expense is expected to be incurred.

Hotel (Lodging Details Section)

When a Traveler selects "Hotel" as the *Record Type ID*, the "Lodging Details" section will display the following fields:

1. Check-In Date
   This required field provides a calendar view to select the check-in date.
2. Check-Out Date
   This required field provides a calendar view to select the check-out date.
3. State Sponsored Event
   This field is used to indicate whether the travel is for a state sponsored event. The default selection is "No."
4. Night is Over $150
   This field is used to indicate whether a hotel night expense exceeds $150. If "Yes" is selected, then the *Justification Comment* is required. The default selection is "–None–."
5. Justification Comment
   This open text field is used to record a justification if the hotel expense is over $150 a night.

Meals Class A&B (Meals Details Section)

When a Traveler selects "Meals Class A&B" as the *Record Type ID*, the "Meals Details" section will display the following fields:

1. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, select "GSA." If "GSA" is selected, the "GSA Rate Details" field and the "View GSA Website" button will display and the Traveler or Preparer can enter the eligible rates for each meal.
2. Breakfast, Lunch, and Dinner Checkboxes
   Each of these checkboxes is available to check only if the Traveler is eligible to claim the associated meal. If a box is greyed out, the Traveler is not eligible to claim that meals for that day based on the previously entered departure and return dates and times. If the Traveler receives breakfast, lunch, and/or dinner as part of conference fees during the trip, ensure that the check boxes are not checked for those meal(s).

Mileage Map (Travel Details Section)

When a Traveler selects "Mileage Map" as the *Record Type ID*, the "Travel Details" section displays.

If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler should only claim mileage for what was incurred using the non-state vehicle.

<u>Fields</u>

1. Point of Origin
   This required field indicates the geographic starting place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
2. Destination
   This required field indicates the geographic ending place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
3. Mileage

This required field is used to record the number of miles claimed.

4. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, then select "GSA."
5. Mileage Reimbursement Rate
   This read-only field displays the reimbursement rate, based on the *Reimbursement Rate Type* selected. If "Florida" is selected, the *Mileage Reimbursement Rate* is set to the current state reimbursement rate. If "GSA" is chosen, the *Mileage Reimbursement Rate* is set to the current GSA reimbursement rate.
6. View Map Calculator
   Clicking on this button will open a new window to the Florida Department of Transportation Map Calculator http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx.

Mileage Vicinity (Travel Details Section)

When a Traveler selects "Vicinity Mileage" as the *Record Type ID*, the "Travel Details" section displays.

Point of Origin and Destination are optional open-text fields, as travelers may need to document multiple locations over the trip period. Travelers may enter the overall mileage amount and attach additional documentation to support the vicinity mileage.

If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler should only claim mileage for what was incurred using the non-state vehicle.

Fields

1. Point of Origin
   This optional field is where the Traveler or Preparer will enter where the trip originated. This is an open text field and multiple cities can be entered, if necessary.
2. Destination
   This optional field is where the Traveler or Preparer will enter where the trip will be ending. This is an open text field and multiple cities can be entered, if necessary.
3. Mileage
   This required field is used to record the number of miles claimed.
4. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, select "GSA."
5. Mileage Reimbursement Rate
   This read-only field displays the reimbursement rate, based on the *Reimbursement Rate Type* selected. If "Florida" is selected, the *Mileage Reimbursement Rate* is set to the current state reimbursement rate. If "GSA" is chosen, the *Mileage Reimbursement Rate* is set to the current GSA reimbursement rate.
6. View Vicinity Calculator
   Clicking on this button will open a new window to www.maps.google.com.

Per Diem (Per Diem Details Section)

When a Traveler selects "Per Diem" as the *Record Type ID*, the "Per Diem Details" section displays.

Fields

1. Reimbursement Rate Type
   This drop-down list defaults to "Florida." When "Florida" is selected, STMS auto calculates the total amount eligible to claim based on the arrival and departure date and time.

If the Traveler will be reimbursed at the GSA rate, then they must select “GSA.” When “GSA” is selected, additional fields display.

2. Per Diem Allowance
   This field is required if “GSA” is selected, and is where the amount to be reimbursed will be entered. When the expense line item is saved, the *Total Amount* will auto-calculate.
3. View GSA Website
   Clicking on this button navigates to https://www.gsa.gov/travel/plan-book/per-diem-rates, to search for the appropriate rate allowed based on the destination.
4. GSA Rate Details
   This field is where any additional details can be entered about the GSA rate.
   If meals were provided, to deduct the meal expense from the Per Diem, enter the amount for the provided meal in the *Unallowable Amount* field. This will deduct the meal cost from the *Per Diem Amount*.

Registration Fees

When a Traveler selects “Registration Fee” as the *Record Type ID*, there is no Specific Record Details section. The Traveler would only need to fill out the “Details” section of the Expense Line Item.

Rental Car (Rental Car Details Section)

When a Traveler selects “Rental Car” as the *Record Type ID*, the “Rental Car Details” section displays.

<u>Fields</u>

1. Rental Car Class
   This required field provides a drop-down list of the available rental car classes available.
2. Justification for Rental Car Upgrade
   This comment field is required if any rental car class other than “Economy” or “Compact” is selected.

Data is not required in the “Payment Details” section for Expense Line Items on an Authorization form. On an Advance or Reimbursement form, the “Payment Details” section is required. (Figure 27)

Figure 27 – Trip Form > Expense Line Item Page > Payment Details Section

After entering all information related to an Expense Line Item, click on the “Save” button. When the Expense Line Item is saved, the system will calculate a Total Allowable Amount for the Expense Line Item and update the *Total Trip Cost* field of the Trip Form. (Figure 28)

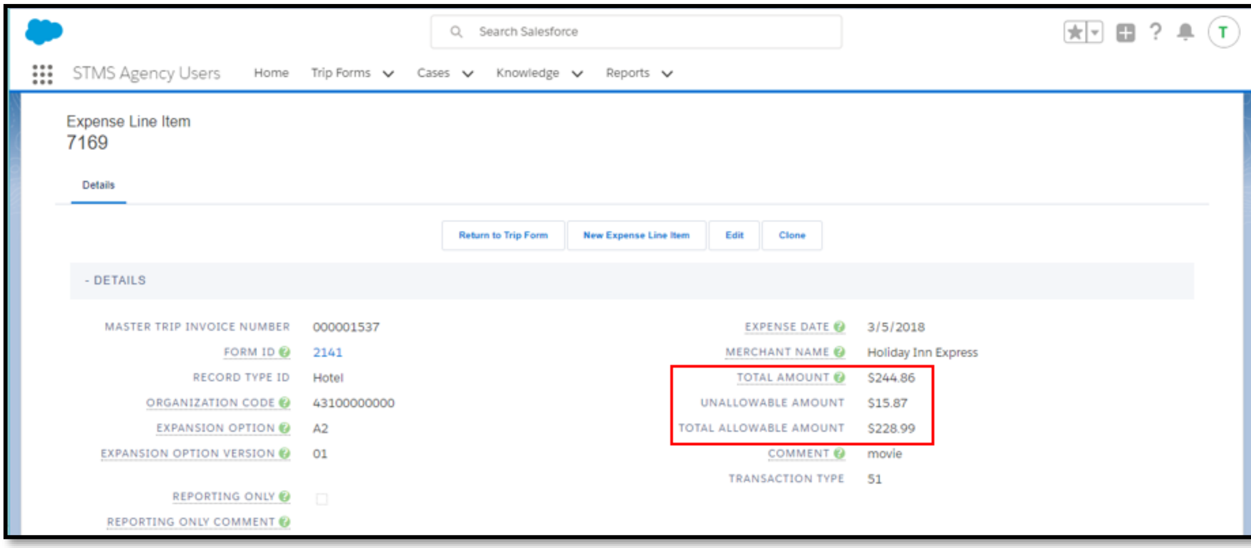


Figure 28 – Total Allowable Amount on Trip Form > Expense Line Item Page

With your Expense Line Item information saved, several options are available to you. To return to the trip details, click the "Return to Trip Form" button; to enter a new Expense Line Item, click on the "New Expense Line Item" button; to edit your current Expense Line Item, click on the "Edit" button.

The last option is the "Clone" button. Click the "Clone" button to copy the information in the displayed Expense Line Item into a new Expense Line Item. (Figure 29) After cloning, review the information displayed to ensure it is correct. Edit as desired before saving. (Note: For Meals Class A&B, change the *Expense Date* field on the clone record and claim the meals you are allotted for the associated day).

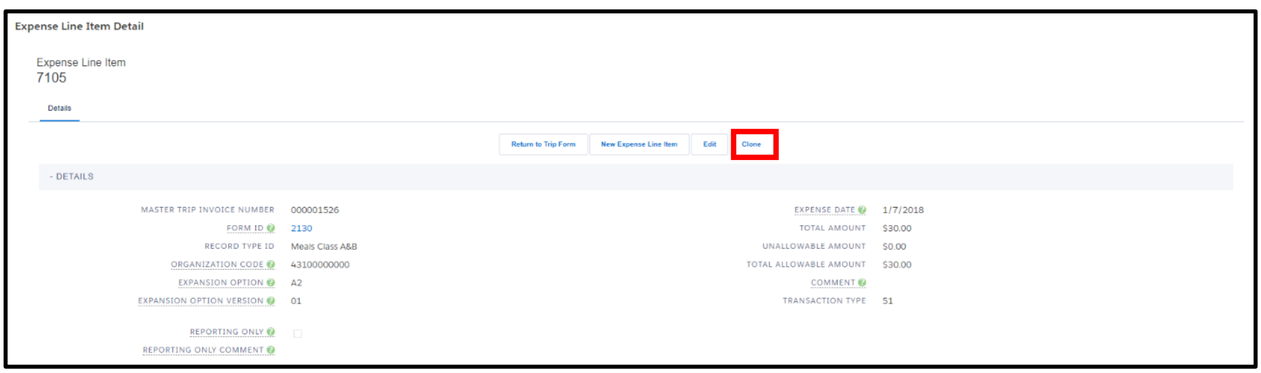


Figure 29 – Clone Button on Trip Form > Expense Line Item Page

Deleting an Expense Line Item

Currently, the Statewide Travel Management System does not have the functionality to delete an Expense Line Item. The STMS team is working with the vendor to add this functionality. Until the ability to delete an expense line item is available, the following strategies can be used if an expense was entered in error.

If an Expense Line Item has been entered but not yet saved, you can simply click on the "Cancel" button to discard the expense entry.

For most expense types, if the expense line item has been saved and needs to be “removed” from the trip calculation, you can click on the “Edit” button and enter “0” (zero) in the *Total Amount* field to zero out the Expense Line Item. However, for expenses that auto-calculate, such as Meals Class A&B and Per Diem, you will need to use another approach.

In these cases, if you have not yet entered all the Expense Line Items for the trip, you can change the *Record Type ID* of the item to a type of expense you have not yet entered and complete the details for that expense. If, however, you have already entered all Expense Line Items applicable to the trip, you should first change the *Record Type ID* to one that does not auto-calculate, such as fax service, and then enter $0 in the *Total Amount* field.

Reviewing Expense Line Items

You can view Expense Line Items on the “Expense Line Items” tab. This is where you can double check that you have entered all Expense Line Items associated with the trip. (Figure 30) Additionally, if you return to the “Details” tab and scroll down to the “Estimated Costs from Expense Line Items” section, you can see a summary of your Expense Line Item costs.

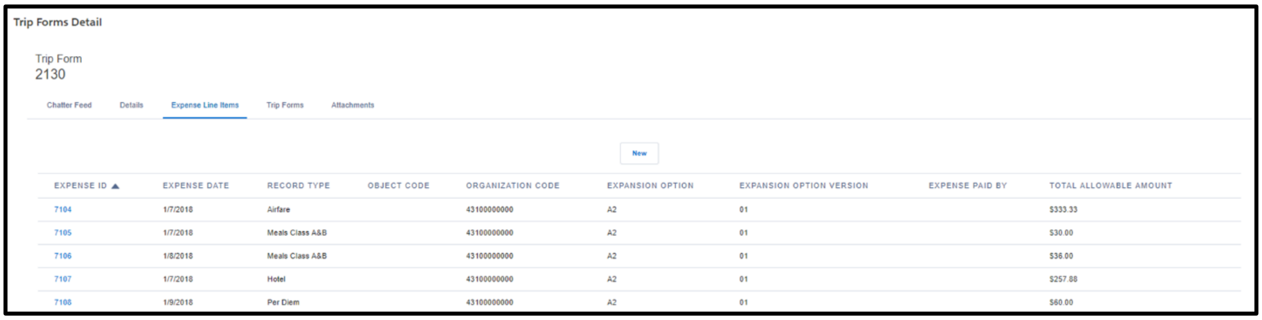


Figure 30 – Trip Form > Expense Line Item Page

Attachments Tab

To add an attachment, click on the “Attachments” tab and then click on the “New Attachment” button. (Figure 31)

Figure 31 – Attachments Tab and New Attachment Button on Attachment Details Page > Details Section

On the attachment “Details” page, select the type of attachment from the “Attachment Type” dropdown menu. Click on the “Save” button to save the Attachment Details. (Figure 32)

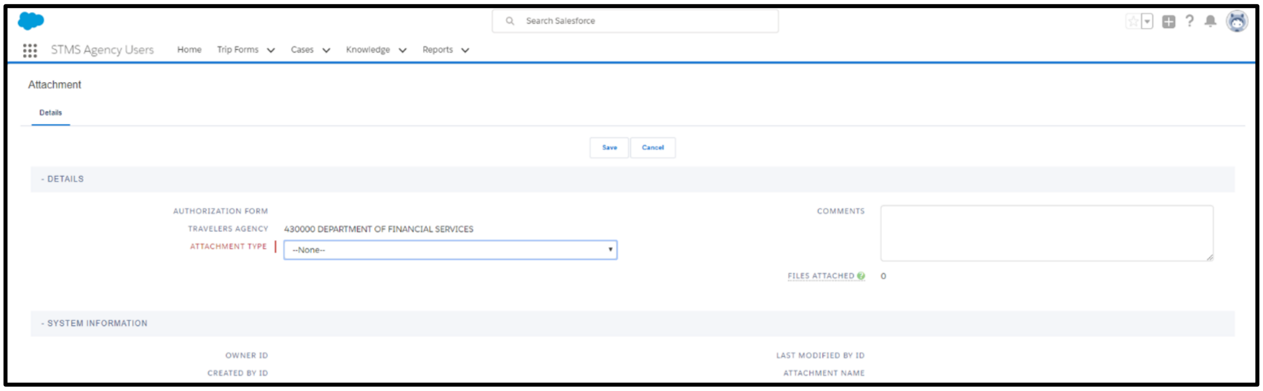


Figure 32 – Attachment Details Page > Details Section

Fields

1. Travelers Agency
   This field is auto-populated with the traveler’s agency.
2. Attachment Type
   This field provides a dropdown of available attachment types. Required attachments vary by agency. If you select the “Other” type, the Other Attachment Type open text field will be displayed as a required field.
3. Comments
   This field is an open text field.
4. Files Attached
   This field indicates the number of files attached to the record.

Once the Attachment Details have been saved, the attachment must be uploaded. Click on the “Files” tab in the upper-left corner. (Figure 33)

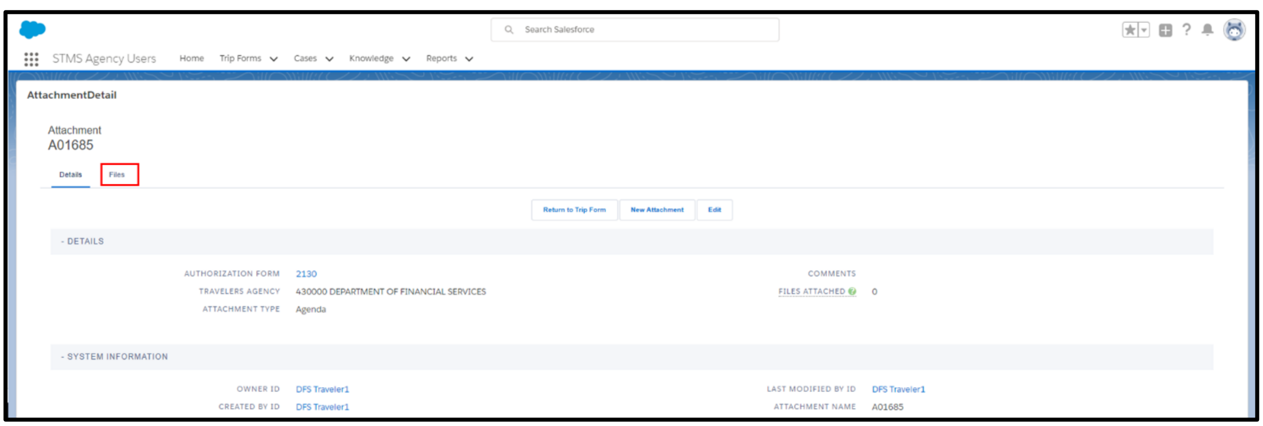


Figure 33 – Files Tab on Attachment Page

To attach files to the record, click on the “Upload Files” button. (Figure 34)

Figure 34 – Upload Files Button on Attachment Page > Files Tab

Select the file(s) to be uploaded from your computer and click on the "Open" button. (Figure 35)

Note: Receipts and other documentation added as an attachment should have personal or sensitive information redacted while preserving the original documentation for audit purposes. Users should follow agency policy regarding document retention and whether or not to group receipts when attaching.

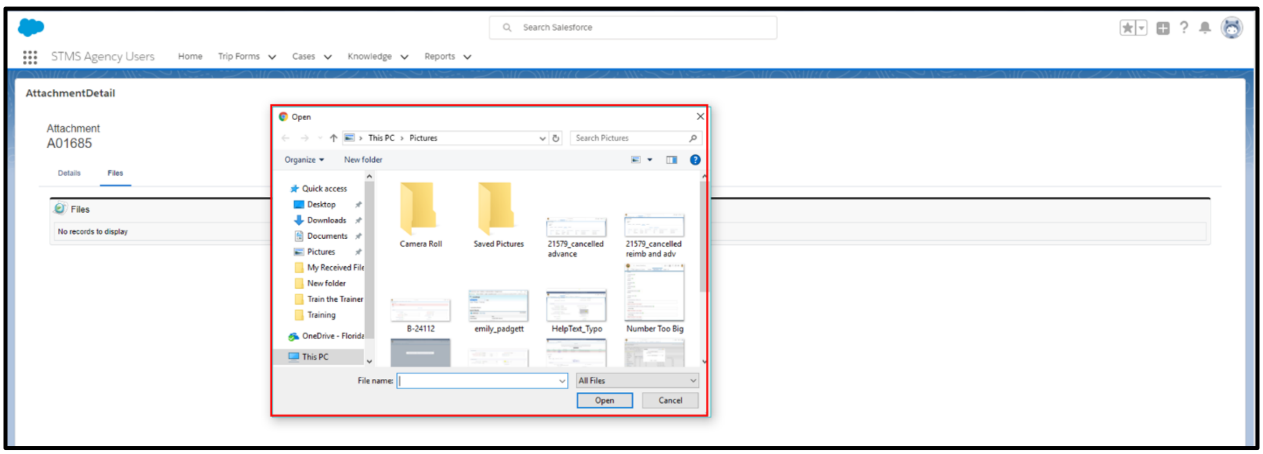


Figure 35 – File Selection Dialog Box

Once the file(s) is loaded, "Done" will appear on the screen. Click on the "Close" button to return to the Attachment Detail page. (Figure 36)

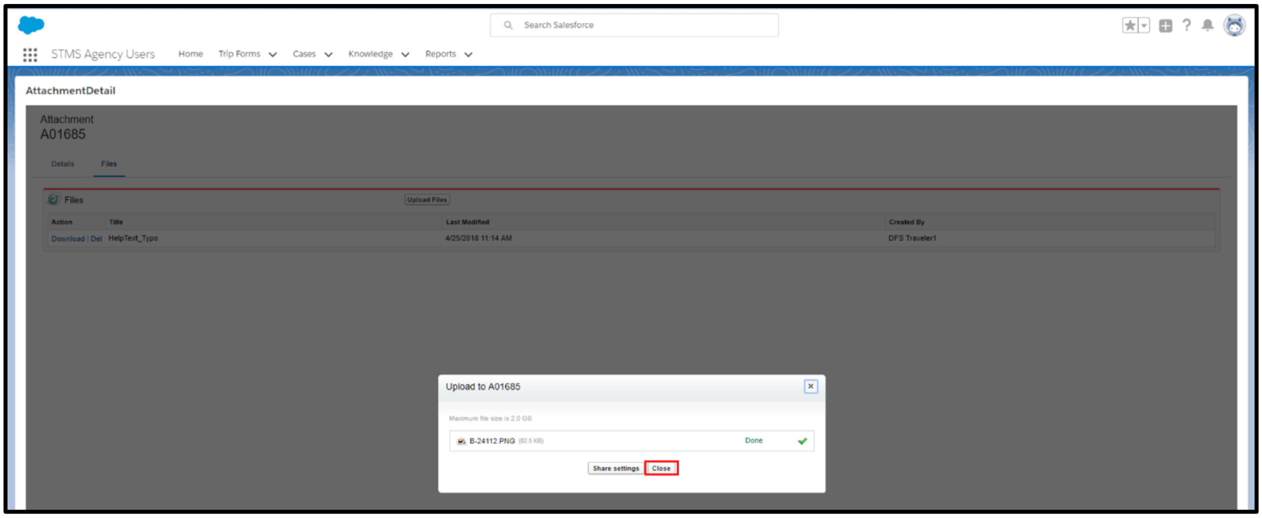


Figure 36 – Close Button on Upload Progress Pop Up

Attachments are required for Authorizations when the Purpose of Travel is Conference or Convention. Select Agenda as the attachment type in this case.

Validation and Submission

Once all Attachments have been uploaded and Expense Line Items have been entered, return to the "Details" tab and click on the "Validate" button to validate the information entered. When you click the "Validate" button, STMS runs a final validation across all tabs to ensure the form is within system requirements. (Figure 37)

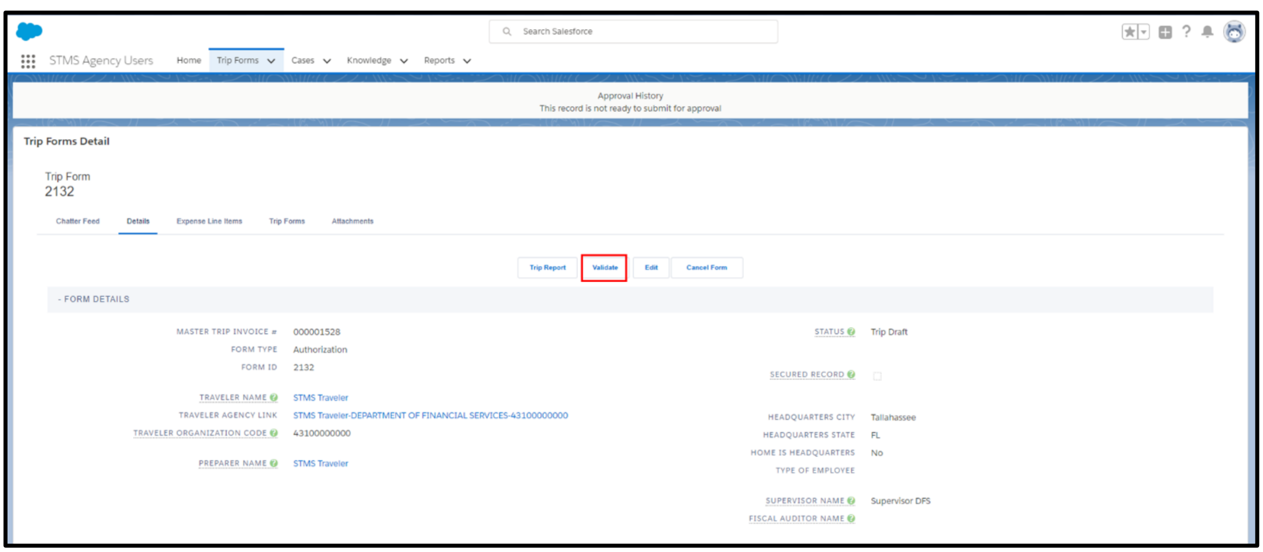


Figure 37 – Validate Button on Trip Form > Details Tab

Once validated, a certification statement appears. To indicate your agreement with the certification statement, check the box and click the “Submit for Approval” button. This submits the form for approval and emails your supervisor a notification email with a link referencing your trip. (Figure *38*)

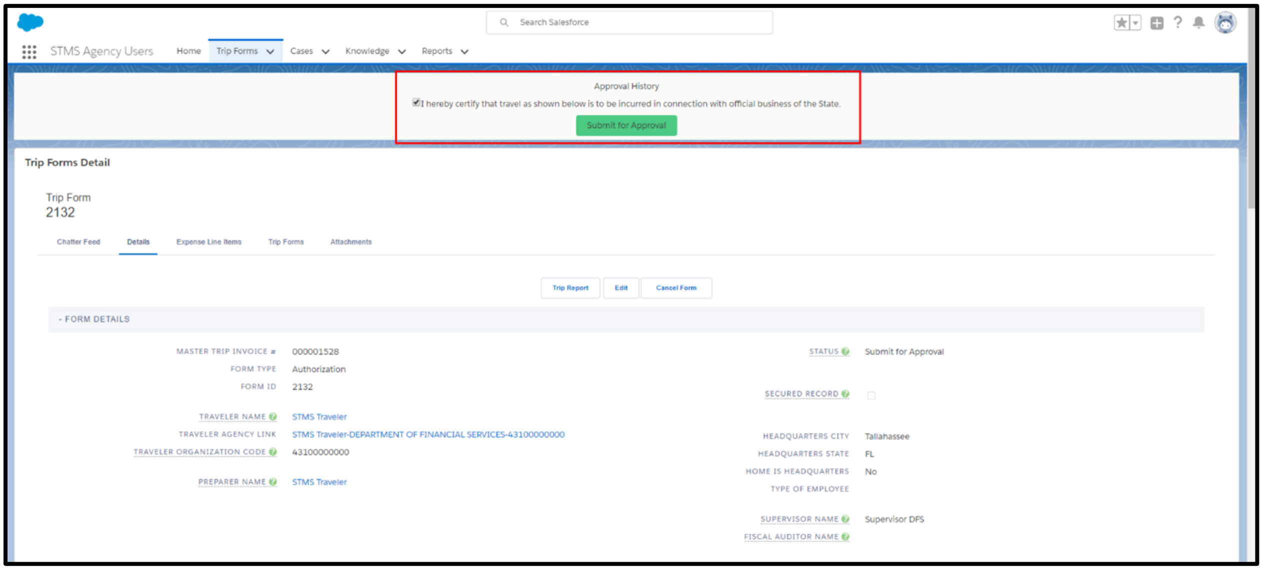


Figure 38 – Certfication Check Box and Submit for Approval Button on Trip Form

ADVANCE

Advance forms are only available to you if your agency allows them. If allowed by your agency, all STMS users can prepare Advance trip forms for themselves, but only Preparers can prepare forms on behalf of others.

In order to submit an Advance form, an Authorization Trip Form must have already been approved for the trip. To request an Advance, open the associated authorized Authorization Trip Form.

Click on the “Trip Forms” tab within the Authorization trip form.

Click on the “New Advance” button. (Figure 39)

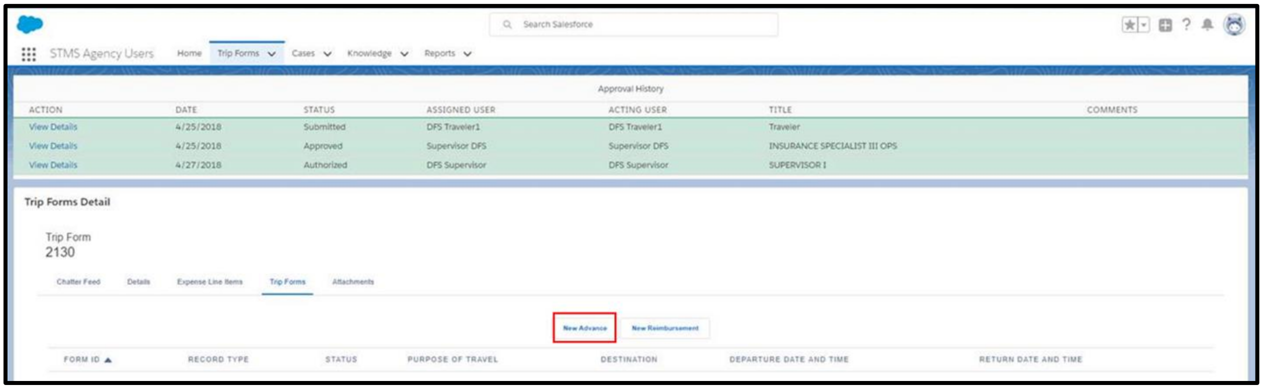


Figure 39 – New Advance Button on Trip Form Tab

Details Tab

The form opens to the Details tab. The same four sections that are displayed on the Authorization form are displayed here: “Form Details,” “Trip Details,” “Estimated Costs from Expense Line Items,” and “System Information.”

When the trip form opens, you will notice that information captured in the Details tab of the Authorization form associated with the trip has been carried over. If needed, modify the information in the fields. You will need to enter a justification statement in the “Justification for Advance” field. An example justification could be “Traveler has not been issued a Pcard.” Check with your agency for recommendations for this field. Once all information is entered, click on the “Save” button. (Figure 40)

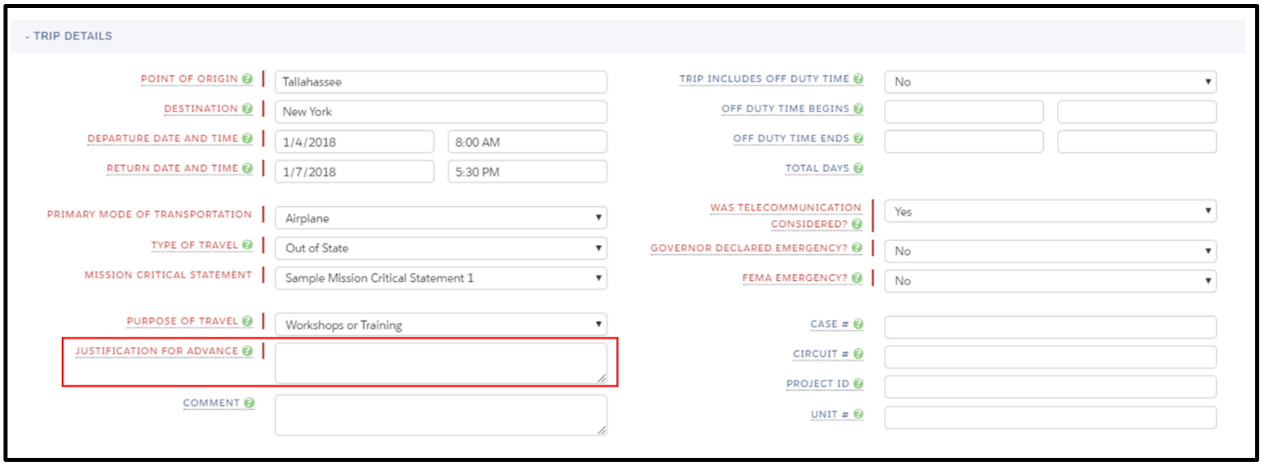


Figure 40 – Justification for Advance Field on Trip Form > Form Details Tab – Trip Details Section

Expense Line Items

Once the details of your trip are saved, the next step is to enter the Expense Line Items for the Advance. Expense Line Items do not transfer over from the associated Authorization Form.

Expense Line Items record expenses associated with the trip – some examples are per diem, hotel, and rental car. It is important to note that agency policy will determine how Expense Line Items should be entered. (Example: Hotel expenses can be entered for the entire trip in one Expense Line Item or daily in separate Expense Line Items.) To start, click on the “Expense Line Items” tab. (Figure 41)

Note: On each individual Expense Line Item, the Total Amount represents the full cost incurred by the traveler for the item. The Total Allowable Amount is the Total Amount less any Unallowable Amount. For Advances, the Advance Amount (the amount due to the traveler) will be 80% of the Total Allowable Amount, unless the traveler has indicated “significantly discounted airfare” or FEMA or Governor-declared emergency, in which case the Advance Amount will be 100% of the Total Allowable Amount.

Note: If you enter an Expense Line Item and receive an invalid object code error, reach out to your Fiscal Accountant for guidance. The Fiscal Accountant will determine if you need to use a different Organization Code or Expansion Option or if the Object Code needs to be added to the Organization Code and Expansion Option in FLAIR. It may take 24 hours for the change to be available in STMS.

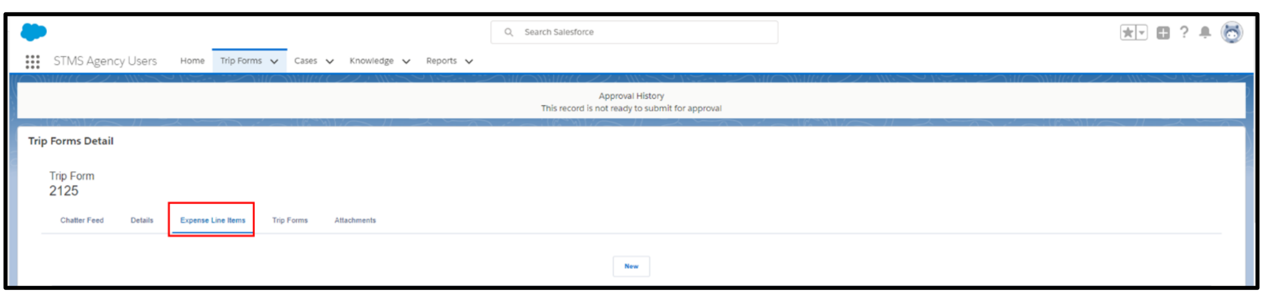


Figure 41 – Expense Line Items Tab on Trip Form

To add an Expense Line Item, click on the “New” button. (Figure 42)

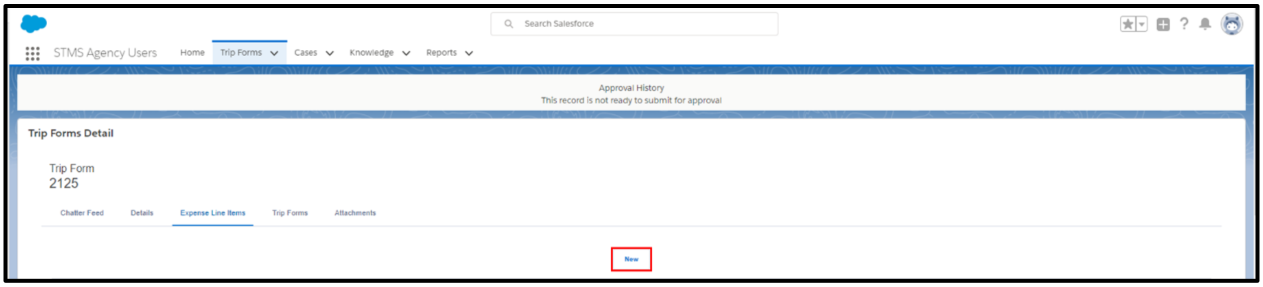


Figure 42 – New Button on Trip Form > Expense Line Items Tab

There are three or four sections of Expense Line Item details, depending on the Record Type ID selected by the user (the type of Expense Line Item being recorded). These are: 1) "Details" (general details), 2) a specialized Details section that displays only for certain types of expenses, 3) "Payment Details", and 4) "FLAIR Transaction Details." These are followed by the "System Information" section.

You must select a *Record Type ID* before providing any other information on the "Details" tab. Each time you select a different *Record Type ID*, the page will refresh as if you are creating a new Expense Line Item. (Figure 43)

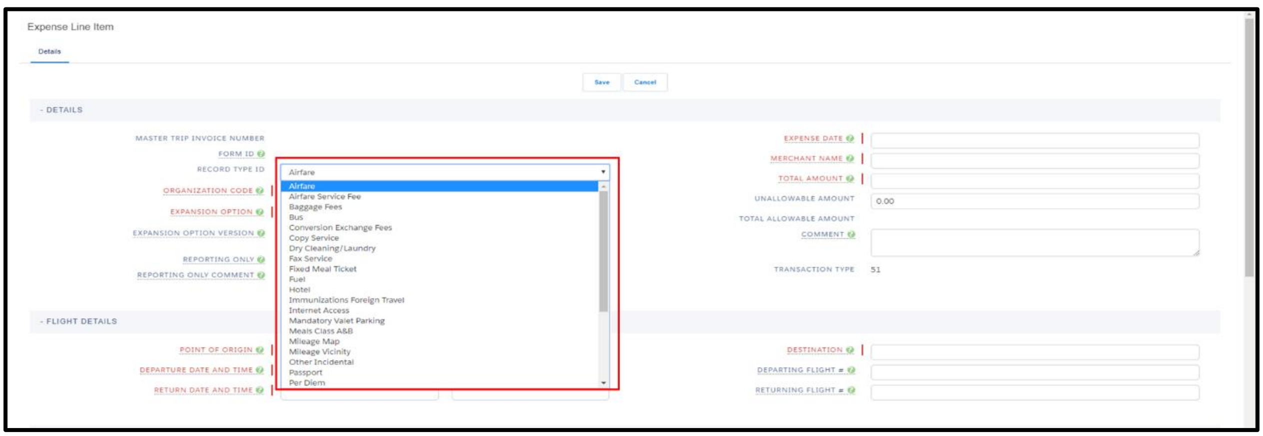


Figure 43 – Record Type ID Field on Trip Form > Expense Line Item Page

Enter your Expense Line Items, noting that the required fields are in red. (Figure 44) The Organization Code field is pre-populated to the Organization Code in your user profile, but can be changed using the dropdown menu. All Organization Codes within your Agency will be available to you. The Expansion Option field is tied to the Organization Code and will only display available Expansion Options for that Organization Code.

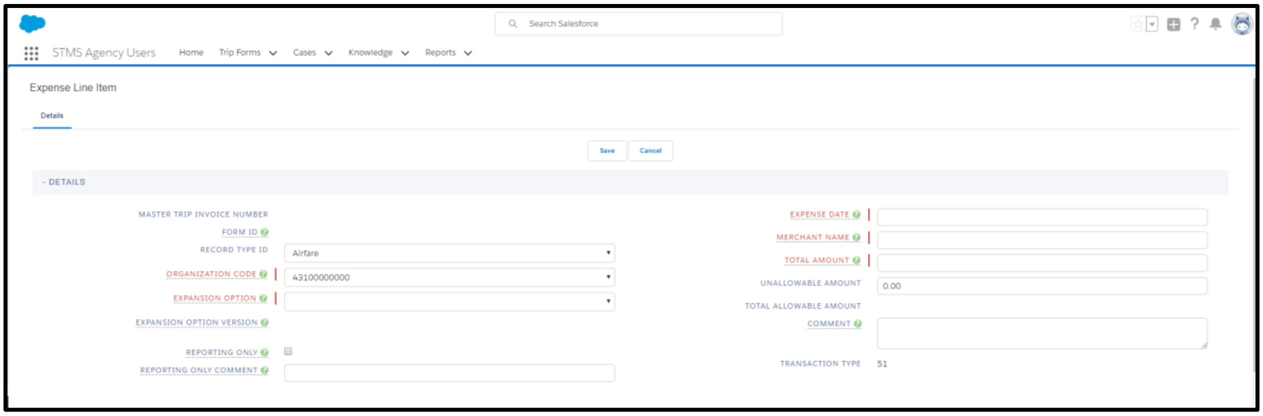


Figure 44 – Trip Form > Expense Line Item Page > Organization Code and Expansion Option

Reporting Only: Travelers should **only** check the *Reporting Only* box when their trip (or individual expense) has been processed for payment through FLAIR outside of STMS.

Expense Line Item Details by Record Type

Airfare (Flight Details Section)

When a Traveler selects "Airfare" as the *Record Type ID*, the "Flight Details" section will display the following fields:

1. Point of Origin
   This required field is used to indicate the geographic starting place of the flight. This is an open text field.
2. Destination
   This required field is used to indicate the geographic ending place(s) of the flight. This is an open text field and multiple destinations can be entered, though generally a single destination is most fitting.
3. Departure Date and Time
   These two required fields provide a calendar view to select the date and a drop-down list to select the time of the Traveler's flight departure. The date selected must be within the travel period.
4. Return Date and Time
   These two required fields provide a calendar view to select the date and a drop-down list to select the time of the Traveler's flight return. The data selected Date must be within the travel period.
5. Departing Flight #
   This optional field is used to indicate departing flight number.
6. Arriving Flight #
   This optional field is used to indicate returning flight number.

Baggage Fees (Baggage Details Section)

When a Traveler selects "Baggage Fees" as the *Record Type ID*, the "Baggage Details" section will display the following fields:

1. Number of Bags

This field is used to indicate the number of bags the traveler brought, if an expense is expected to be incurred.

Hotel (Lodging Details Section)

When a Traveler selects "Hotel" as the *Record Type ID*, the "Lodging Details" section will display the following fields:

1. Check-In Date
   This required field provides a calendar view to select the check-in date.
2. Check-Out Date
   This required field provides a calendar view to select the check-out date.
3. State Sponsored Event
   This field is used to indicate whether the travel is for a state sponsored event. The default selection is "No."
4. Night is Over $150
   This field is used to indicate whether a hotel night expense exceeds $150. If "Yes" is selected, then the *Justification Comment* is required. The default selection is "–None–."
5. Justification Comment
   This open text field is used to record a justification if the hotel expense is over $150 a night.

Meals Class A&B (Meals Details Section)

When a Traveler selects "Meals Class A&B" as the *Record Type ID*, the "Meals Details" section will display the following fields:

1. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, select "GSA." If "GSA" is selected, the "GSA Rate Details" field and the "View GSA Website" button will display and the Traveler or Preparer can enter the eligible rates for each meal.
2. Breakfast, Lunch, and Dinner Checkboxes
   Each of these checkboxes is available to check only if the Traveler is eligible to claim the associated meal. If a box is greyed out, the Traveler is not eligible to claim that meals for that day based on the previously entered departure and return dates and times. If the Traveler receives breakfast, lunch, and/or dinner as part of conference fees during the trip, ensure that the check boxes are not checked for those meal(s).

Mileage Map (Travel Details Section)

When a Traveler selects "Mileage Map" as the *Record Type ID*, the "Travel Details" section displays.

If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler should only claim mileage for what was incurred using the non-state vehicle.

<u>Fields</u>

1. Point of Origin
   This required field indicates the geographic starting place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
2. Destination
   This required field indicates the geographic ending place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
3. Mileage

This required field is used to record the number of miles claimed.

4. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, then select "GSA."
5. Mileage Reimbursement Rate
   This read-only field displays the reimbursement rate, based on the *Reimbursement Rate Type* selected. If "Florida" is selected, the *Mileage Reimbursement Rate* is set to the current state reimbursement rate. If "GSA" is chosen, the *Mileage Reimbursement Rate* is set to the current GSA reimbursement rate.
6. View Map Calculator
   Clicking on this button will open a new window to the Florida Department of Transportation Map Calculator http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx.

Mileage Vicinity (Travel Details Section)

When a Traveler selects "Vicinity Mileage" as the *Record Type ID*, the "Travel Details" section displays.

Point of Origin and Destination are optional open-text fields, as travelers may need to document multiple locations over the trip period. Travelers may enter the overall mileage amount and attach additional documentation to support the vicinity mileage.

If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler should only claim mileage for what was incurred using the non-state vehicle.

Fields

1. Point of Origin
   This optional field is where the Traveler or Preparer will enter where the trip originated. This is an open text field and multiple cities can be entered, if necessary.
2. Destination
   This optional field is where the Traveler or Preparer will enter where the trip will be ending. This is an open text field and multiple cities can be entered, if necessary.
3. Mileage
   This required field is used to record the number of miles claimed.
4. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, select "GSA."
5. Mileage Reimbursement Rate
   This read-only field displays the reimbursement rate, based on the *Reimbursement Rate Type* selected. If "Florida" is selected, the *Mileage Reimbursement Rate* is set to the current state reimbursement rate. If "GSA" is chosen, the *Mileage Reimbursement Rate* is set to the current GSA reimbursement rate.
6. View Vicinity Calculator

Clicking on this button will open a new window to www.maps.google.com.

Per Diem (Per Diem Details Section)

When a Traveler selects "Per Diem" as the *Record Type ID*, the "Per Diem Details" section displays.

Fields

1. Reimbursement Rate Type

This drop-down list defaults to "Florida." When "Florida" is selected, STMS auto calculates the total amount eligible to claim based on the arrival and departure date and time.
If the Traveler will be reimbursed at the GSA rate, then they must select "GSA." When "GSA" is selected, additional fields display.

2. Per Diem Allowance
   This field is required if "GSA" is selected, and is where the amount to be reimbursed will be entered. When the expense line item is saved, the *Total Amount* will auto-calculate.
3. View GSA Website
   Clicking on this button navigates to https://www.gsa.gov/travel/plan-book/per-diem-rates, to search for the appropriate rate allowed based on the destination.
4. GSA Rate Details
   This field is where any additional details can be entered about the GSA rate.
   If meals were provided, to deduct the meal expense from the Per Diem, enter the amount for the provided meal in the *Unallowable Amount* field. This will deduct the meal cost from the *Per Diem Amount*.

Registration Fees

When a Traveler selects "Registration Fee" as the *Record Type ID*, there is no Specific Record Details section. The Traveler would only need to fill out the "Details" section of the Expense Line Item.

Rental Car (Rental Car Details Section)

When a Traveler selects "Rental Car" as the *Record Type ID*, the "Rental Car Details" section displays.

<u>Fields</u>

1. Rental Car Class
   This required field provides a drop-down list of the available rental car classes available.
2. Justification for Rental Car Upgrade
   This comment field is required if any rental car class other than "Economy" or "Compact" is selected.

Now that you are requesting funds for an Advance, you will notice that data is required in the Payment Details Section within each Expense Line Item. For an advance, select Personal Payment for the "Expense Paid By" value on each Expense Line Item added. (Figure 45)

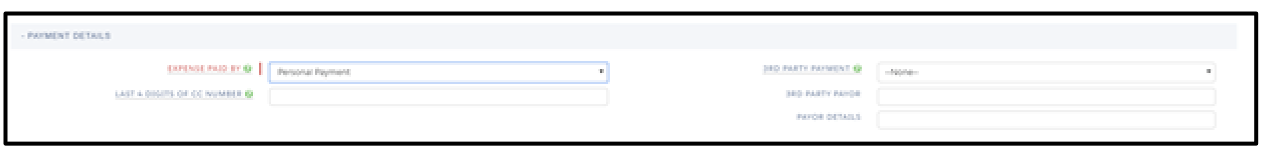


Figure 45 – Trip Form > Expense Line Item Page > Payment Details Section

After entering all information related to an Expense Line Item, click on the "Save" button. When the Expense Line Item is saved, the system will calculate a Total Allowable Amount for the Expense Line Item and update the *Total Trip Cost* field of the Trip Form.

With your Expense Line Item information saved, several options are available to you. To return to the trip details, click the "Return to Trip Form" button; to enter a new Expense Line Item, click on the "New Expense Line Item" button; to edit your current Expense Line Item, click on the "Edit" button.

The last option is the "Clone" button. Click the "Clone" button to copy the information in the displayed Expense Line Item into a new Expense Line Item. (Figure 46) After cloning, review the information displayed to ensure it is correct. Edit as desired before saving. (Note: For Meals Class A&B, change the *Expense Date* field on the clone record and claim the meals you are allotted for the associated day).

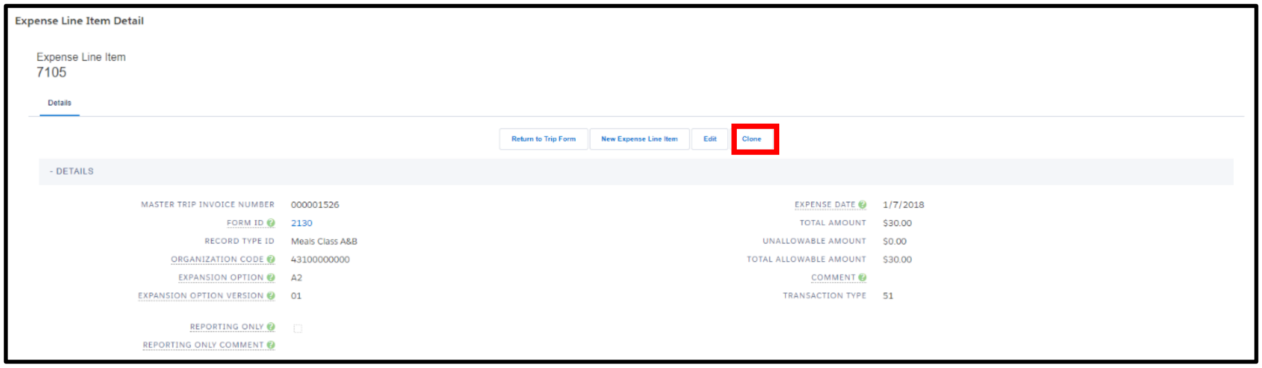


Figure 46 – Clone Button on Trip Form > Expense Line Item Page

Deleting an Expense Line Item

Currently, the Statewide Travel Management System does not have the functionality to delete an Expense Line Item. The STMS team is working with the vendor to add this functionality. Until the ability to delete an expense line item is available, the following strategies can be used if an expense was entered in error.

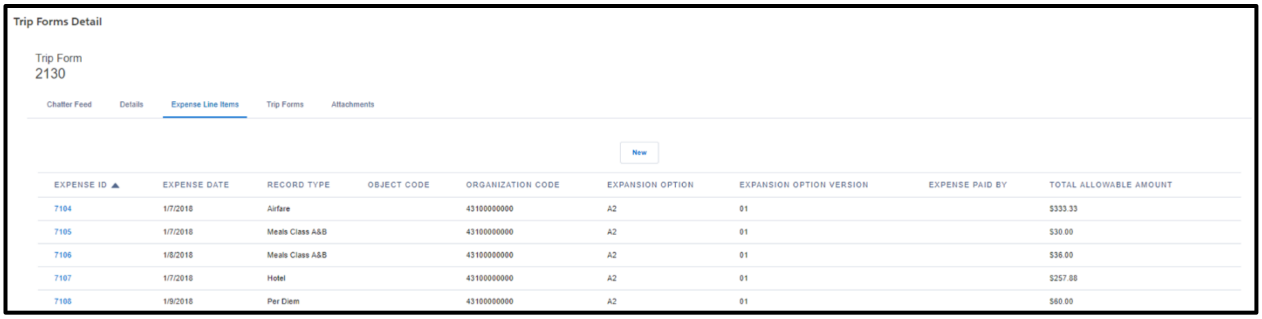
If an Expense Line Item has been entered but not yet saved, you can simply click on the "Cancel" button to discard the expense entry.

For most expense types, if the expense line item has been saved and needs to be "removed" from the trip calculation, you can click on the "Edit" button and enter "0" (zero) in the *Total Amount* field to zero out the Expense Line Item. However, for expenses that auto-calculate, such as Meals Class A&B and Per Diem, you will need to use another approach.

In these cases, if you have not yet entered all the Expense Line Items for the trip, you can change the *Record Type ID* of the item to a type of expense you have not yet entered and complete the details for that expense. If, however, you have already entered all Expense Line Items applicable to the trip, you should first change the *Record Type ID* to one that does not auto-calculate, such as fax service, and then and enter $0 in the *Total Amount* field.

Reviewing Expense Line Items

You can view Expense Line Items on the "Expense Line Items" tab. This is where you can double check that you have entered all Expense Line Items associated with the trip. (Figure 47) Additionally, if you return to the "Details" tab and scroll down to the "Estimated Costs from Expense Line Items" section, you can see a summary of your Expense Line Item costs.


Trip Forms Detail

Trip Form
2130

Chatter Feed | Details | Expense Line Items | Trip Forms | Attachments

New

EXPENSE ID	EXPENSE DATE	RECORD TYPE	OBJECT CODE	ORGANIZATION CODE	EXPANSION OPTION	EXPANSION OPTION VERSION	EXPENSE PAID BY	TOTAL ALLOWABLE AMOUNT
7104	1/7/2018	Airfare		43100000000	A2	01		$333.33
7105	1/7/2018	Meals Class A&B		43100000000	A2	01		$30.00
7106	1/8/2018	Meals Class A&B		43100000000	A2	01		$36.00
7107	1/7/2018	Hotel		43100000000	A2	01		$257.88
7108	1/9/2018	Per Diem		43100000000	A2	01		$60.00

Figure 47 – Trip Form > Expense Line Items Page

Attachments Tab

To add an attachment, click on the “Attachments” tab and click on the “New Attachment” button. (Figure 48)

Figure 48 – Attachments Tab and New Attachment Button on Attachment Details Page > Details Section

On the attachment “Details” page, select the type of attachment from the “Attachment Type” dropdown menu. Click on the “Save” button to save the Attachment Details. (Figure 49)

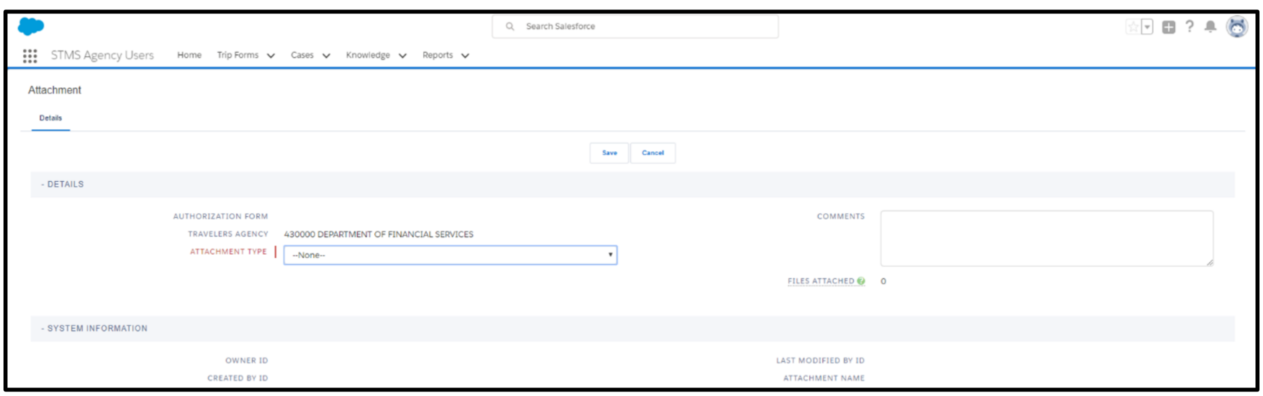


Figure 49 – Attachment Details Page > Details Section

<u>Fields</u>

1. Travelers Agency
   This field is auto populated with the traveler’s agency.
2. Attachment Type

3. This field provides a dropdown of available attachment types. Required attachments vary by agency. If you select the "Other" type, the Other Attachment Type open text field will be displayed as a required field.
4. Comments
   This field is an open text field.
5. Files Attached
   This field indicates the number of files attached to the record.

Once the Attachment Details have been saved, the attachment must be uploaded. Click on the "Files" tab in the upper-left corner. (Figure 50)

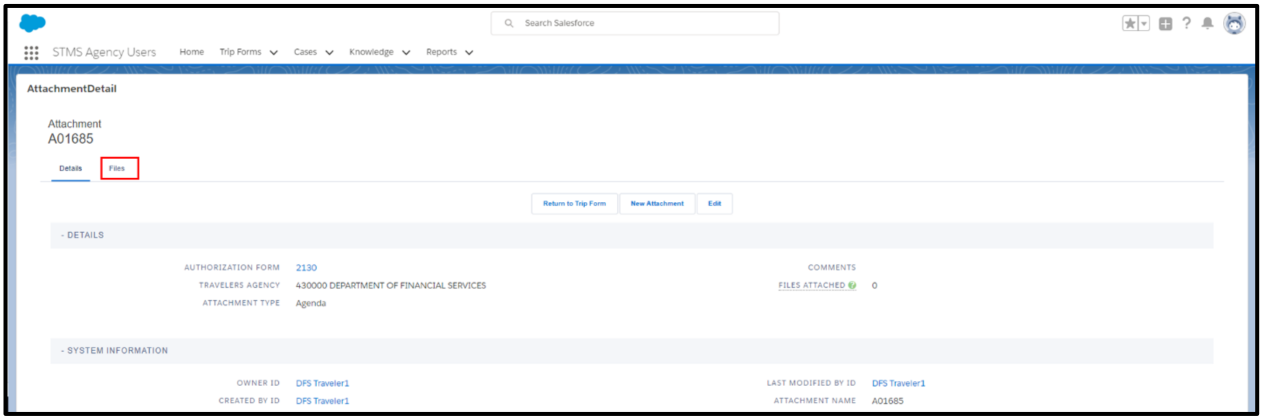


Figure 50 – Files Tab on Attachment Page

To attach files to the record, click on the "Upload Files" button. (Figure 51)

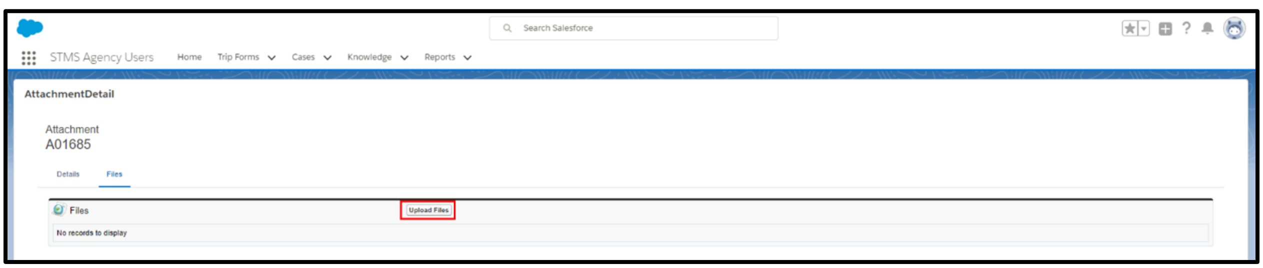


Figure 51 – Upload Files Button on Attachment Page > Files Tab

Select the file(s) to be uploaded from your computer and click on the "Open" button. (Figure 52)

Note: Receipts and other documentation added as an attachment should have personal or sensitive information redacted while preserving the original documentation for audit purposes. Users should follow agency policy regarding document retention and whether or not to group receipts when attaching.

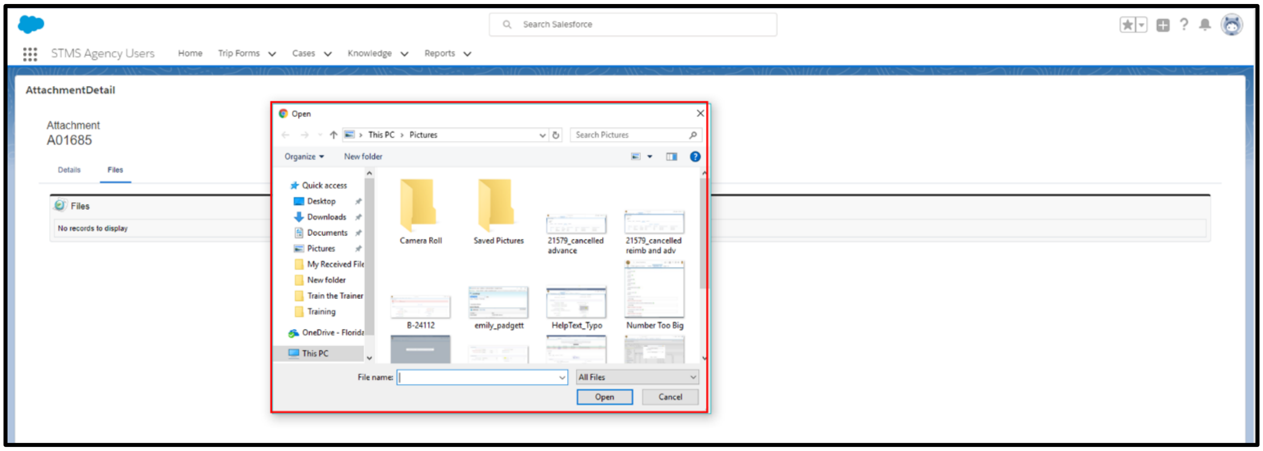


Figure 52 – File Selection Dialog Box

Once the file(s) is loaded, "Done" will appear on the screen. Click on the "Close" button to return to the Attachment Detail page. (Figure 53)

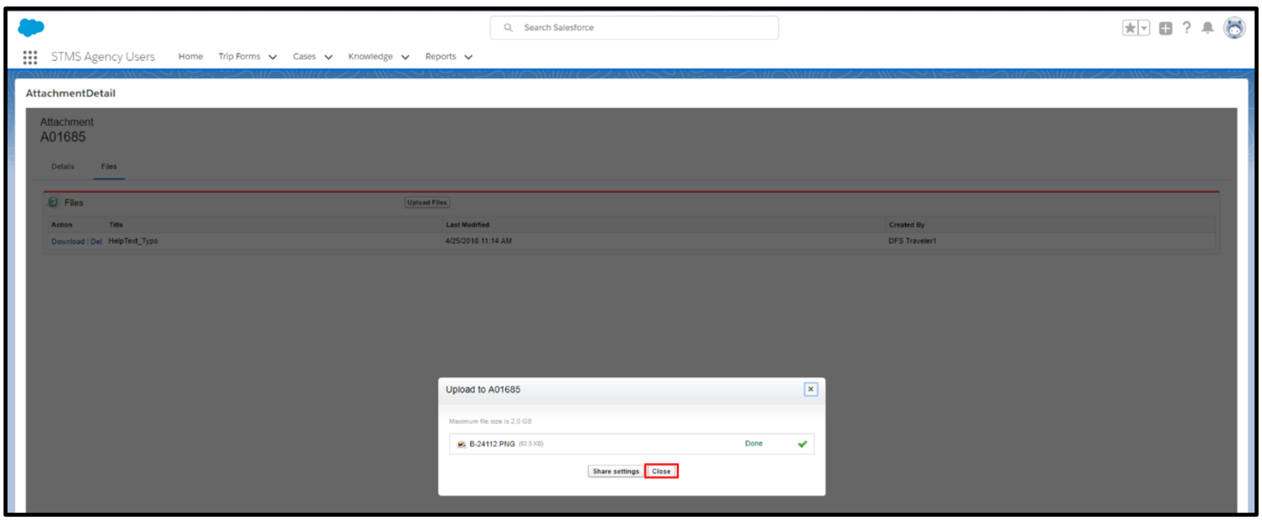


Figure 53 – Close Button on Upload Progress Pop Up

Validation and Submission

Once all Attachments have been uploaded and Expense Line Items have been entered, return to the "Details" tab and click on the "Validate" button to validate the information entered. When you click the "Validate" button, STMS runs a final validation across all tabs to ensure the form is within system requirements. (Figure 54)

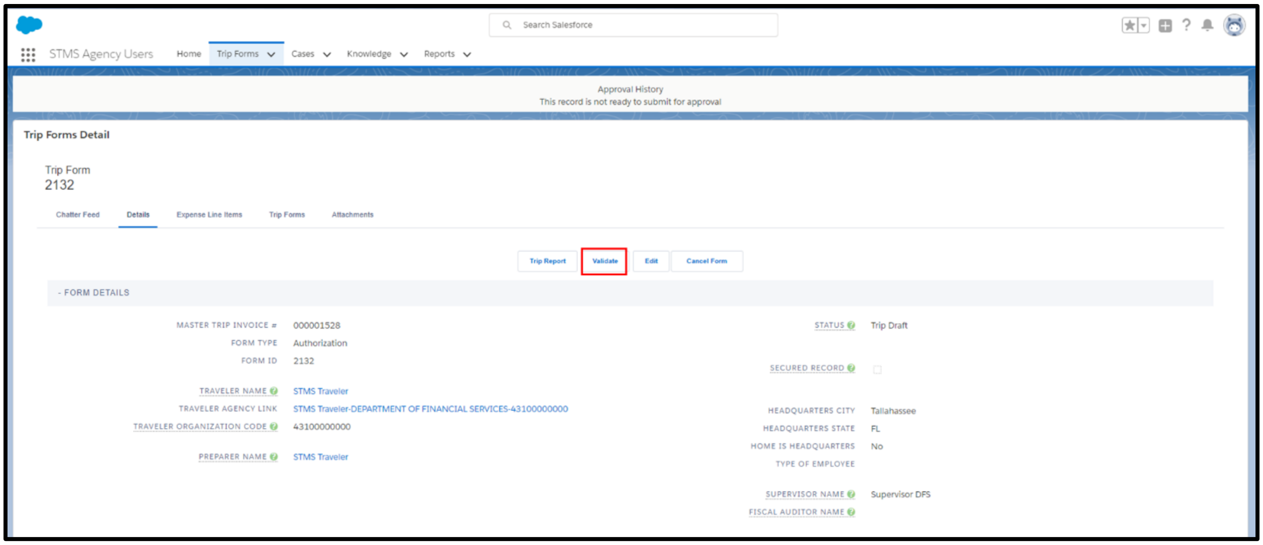


Figure 54 – Validate Button on Trip Form > Details Tab

Once validated, a certification statement appears. To indicate your agreement with the certification statement, check the box and click the "Submit for Approval" button. This submits the form for approval and emails your supervisor a notification email with a link referencing your trip. (Figure 55)

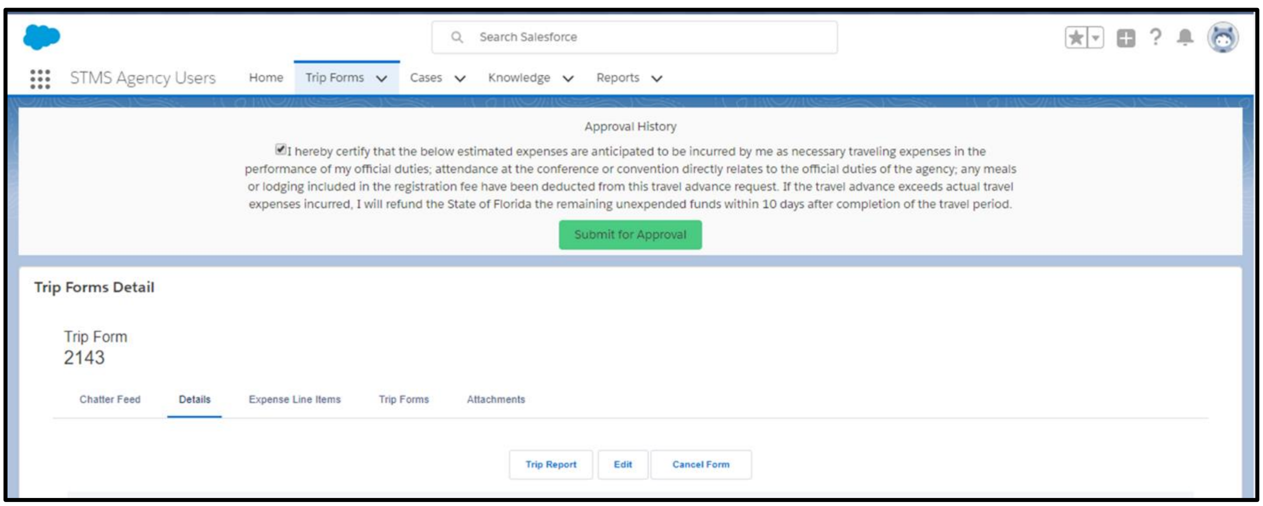


Figure 55 – Certfication Check Box and Submit for Approval Button on Trip Form

Reimbursement

All STMS users can prepare Reimbursement trip forms for themselves, but only Preparers can prepare forms on behalf of others.

Select an Authorization or Advance Trip Form associated with the Traveler's trip.

Click on the "Trip Forms" tab within the trip form.

Click on the "New Reimbursement" button to start your Reimbursement. (Figure 56)

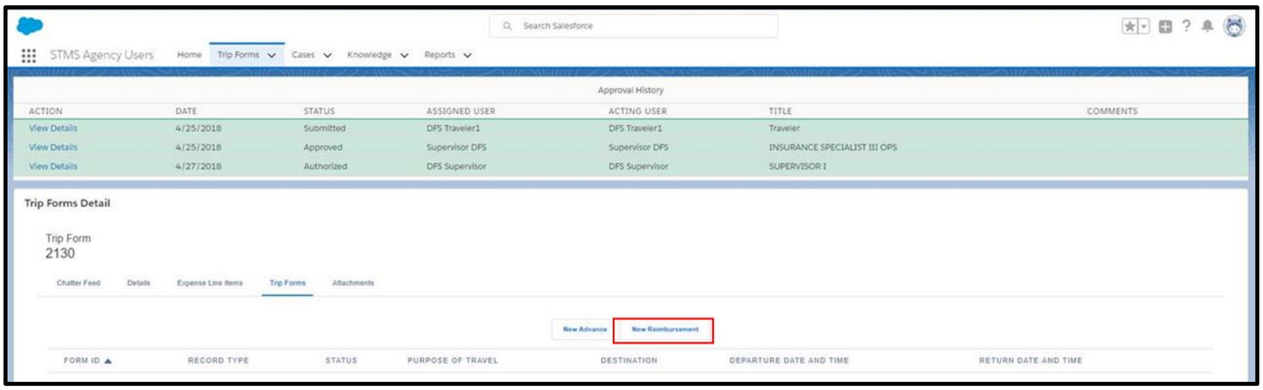


Figure 56 – New Reimbursement Button on Trip Form > Trip Forms Tab

Details Tab

The form opens to the Details tab. The same four sections that are displayed on the Authorization form are displayed here: "Form Details," "Trip Details," "Estimated Costs from Expense Line Items," and "System Information."

When the trip form opens, you will notice that information captured in the Details section of the Authorization form associated with the trip has carried over. If you need to modify any of the fields, do so and then click on the "Save" button.

Expense Line Items

Once the details of your trip are saved, the next step is to enter the Expense Line Items for the Reimbursement. Expense Line Items for a Reimbursement are all trip actual costs. Expense Line Items do not transfer over from the associated Authorization Form. To start, click on the "Expense Line Items" tab. (Figure *57*)

Note: If you enter an Expense Line Item and receive an invalid object code error, reach out to your Fiscal Accountant for guidance. The Fiscal Accountant will determine if you need to use a different Organization Code or Expansion Option or if the Object Code needs to be added to the Organization Code and Expansion Option in FLAIR. It may take 24 hours for the change to be available in STMS.

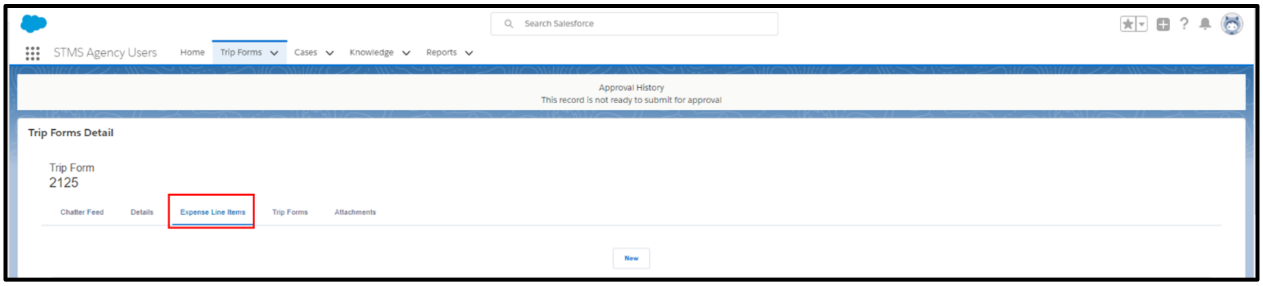


Figure 57 – Expense Line Items Tab on Trip Form

To add an Expense Line Item, click on the "New" button. (Figure 58)

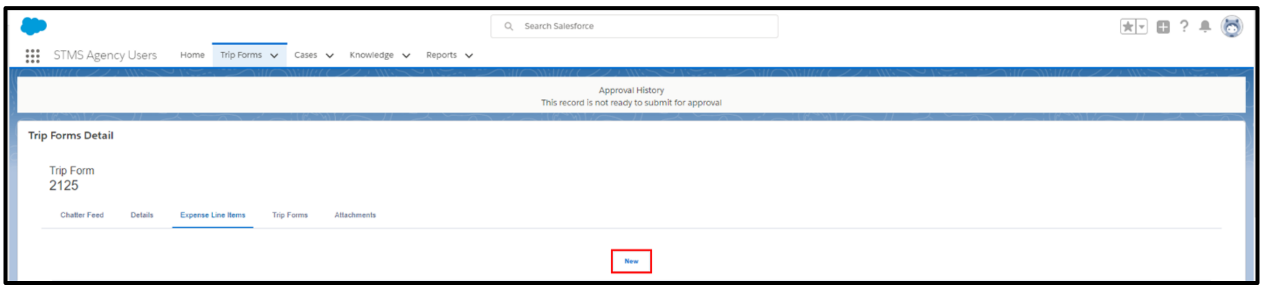


Figure 58 – New Button on Trip Form > Expense Line Items Tab

There are three or four sections of Expense Line Item details, depending on the Record Type ID selected by the user (the type of Expense Line Item being recorded). These are: 1) "Details" (general details), 2) a specialized Details section that displays for some types of expenses, 3) "Payment Details", and 4) "FLAIR Transaction Details." These are followed by the "System Information" section.

You must select a *Record Type ID* before providing any other information on the "Details" tab. Each time you select a different *Record Type ID*, the page will refresh as if you are creating a new Expense Line Item. (Figure 59)

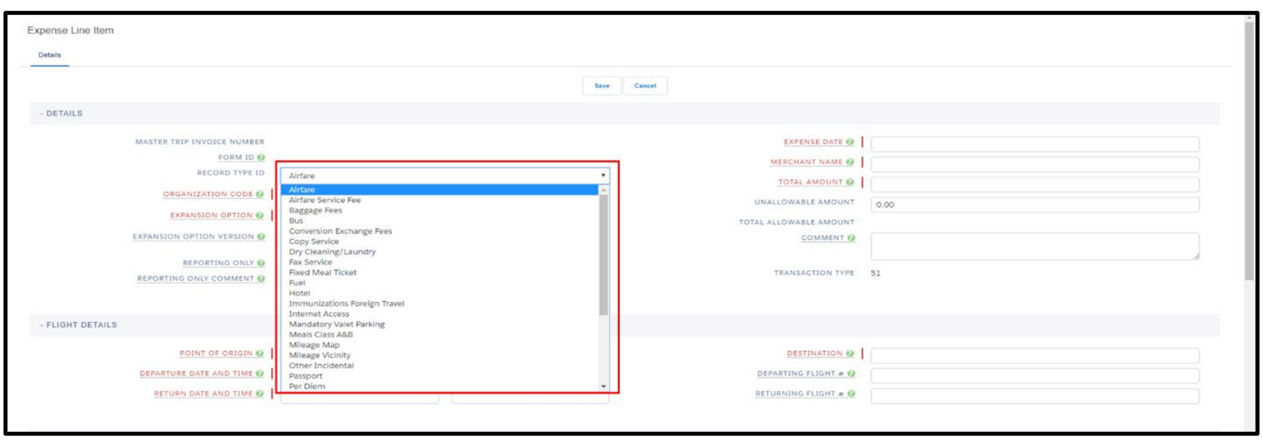


Figure 59 – Record Type ID on Trip Form > Expense Line Item Page

Enter your Expense Line Items, noting that the required fields are in red. The *Organization Code* field is pre-populated to the Organization Code in your user profile, but can be changed using the dropdown menu. All Organization Codes within your Agency are available to you. The *Expansion Option* field is tied to the Organization Code and will only display available Expansion Options for that Organization Code. (Figure 60)

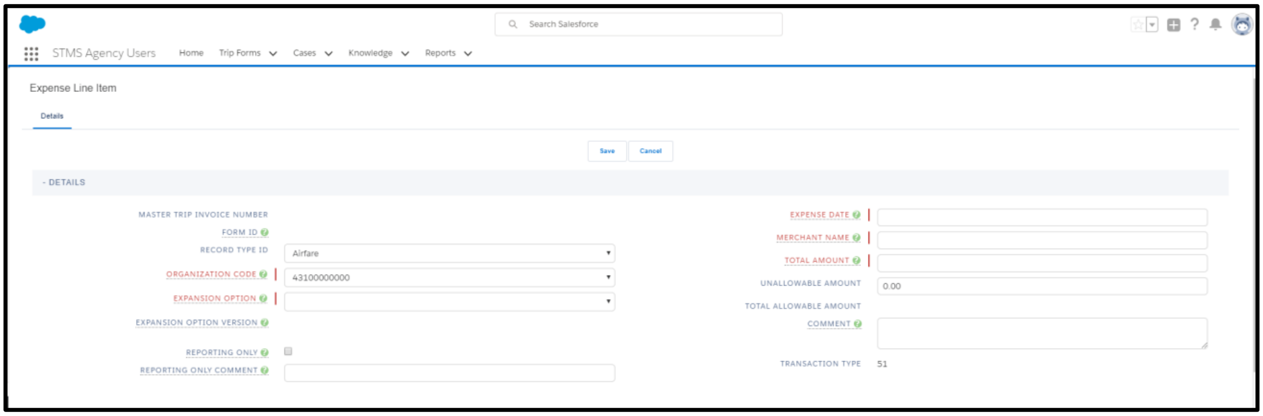


Figure 60 – Organization Code and Expansion Option on Trip Form > Expense Line Item Page > Details Section

Reporting Only: Travelers should **only** check the *Reporting Only* box when their trip (or individual expense) has been processed for payment through FLAIR outside of STMS.

When you enter your total for each expense line item, you will notice there is also a field to enter an *Unallowable Amount*. This field is used to report unallowable charges (i.e., the cost of movie rental at the hotel or the cost of your meals on a day you are claiming per diem.) (Figure 61)

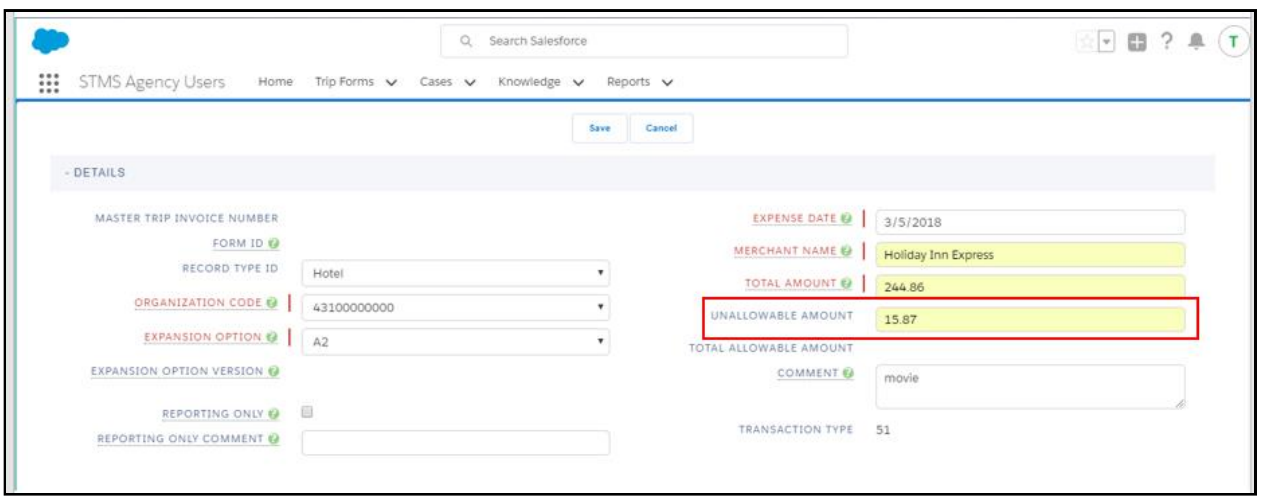


Figure 61 – Unallowable Amount on Trip Form > Expense Line Item Page

Expense Line Item Details by Record Type

Airfare (Flight Details Section)

When a Traveler selects "Airfare" as the *Record Type ID*, the "Flight Details" section will display the following fields:

1. Point of Origin
   This required field is used to indicate the geographic starting place of the flight. This is an open text field.
2. Destination

This required field is used to indicate the geographic ending place(s) of the flight. This is an open text field and multiple destinations can be entered, though generally a single destination is most fitting.

3. Departure Date and Time
   These two required fields provide a calendar view to select the date and a drop-down list to select the time of the Traveler's flight departure. The date selected must be within the travel period.
4. Return Date and Time
   These two required fields provide a calendar view to select the date and a drop-down list to select the time of the Traveler's flight return. The data selected Date must be within the travel period.
5. Departing Flight #
   This optional field is used to indicate departing flight number.
6. Arriving Flight #
   This optional field is used to indicate returning flight number.

Baggage Fees (Baggage Details Section)

When a Traveler selects "Baggage Fees" as the *Record Type ID*, the "Baggage Details" section will display the following fields:

1. Number of Bags
   This field is used to indicate the number of bags the traveler brought, if an expense is expected to be incurred.

Hotel (Lodging Details Section)

When a Traveler selects "Hotel" as the *Record Type ID*, the "Lodging Details" section will display the following fields:

1. Check-In Date
   This required field provides a calendar view to select the check-in date.
2. Check-Out Date
   This required field provides a calendar view to select the check-out date.
3. State Sponsored Event
   This field is used to indicate whether the travel is for a state sponsored event. The default selection is "No."
4. Night is Over $150
   This field is used to indicate whether a hotel night expense exceeds $150. If "Yes" is selected, then the *Justification Comment* is required. The default selection is "–None–."
5. Justification Comment
   This open text field is used to record a justification if the hotel expense is over $150 a night.

Meals Class A&B (Meals Details Section)

When a Traveler selects "Meals Class A&B" as the *Record Type ID*, the "Meals Details" section will display the following fields:

1. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, select "GSA." If "GSA" is selected, the "GSA Rate Details" field and the "View GSA Website" button will display and the Traveler or Preparer can enter the eligible rates for each meal.
2. Breakfast, Lunch, and Dinner Checkboxes

Each of these checkboxes is available to check only if the Traveler is eligible to claim the associated meal. If a box is greyed out, the Traveler is not eligible to claim that meals for that day based on the previously entered departure and return dates and times. If the Traveler receives breakfast, lunch, and/or dinner as part of conference fees during the trip, ensure that the check boxes are not checked for those meal(s).

Mileage Map (Travel Details Section)

When a Traveler selects "Mileage Map" as the *Record Type ID*, the "Travel Details" section displays.

If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler should only claim mileage for what was incurred using the non-state vehicle.

Fields

1. Point of Origin
   This required field indicates the geographic starting place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
2. Destination
   This required field indicates the geographic ending place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
3. Mileage
   This required field is used to record the number of miles claimed.
4. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, then select "GSA."
5. Mileage Reimbursement Rate
   This read-only field displays the reimbursement rate, based on the *Reimbursement Rate Type* selected. If "Florida" is selected, the *Mileage Reimbursement Rate* is set to the current state reimbursement rate. If "GSA" is chosen, the *Mileage Reimbursement Rate* is set to the current GSA reimbursement rate.
6. View Map Calculator
   Clicking on this button will open a new window to the Florida Department of Transportation Map Calculator http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx.

Mileage Vicinity (Travel Details Section)

When a Traveler selects "Vicinity Mileage" as the *Record Type ID*, the "Travel Details" section displays.

Point of Origin and Destination are optional open-text fields, as travelers may need to document multiple locations over the trip period. Travelers may enter the overall mileage amount and attach additional documentation to support the vicinity mileage.

If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler should only claim mileage for what was incurred using the non-state vehicle.

Fields

1. Point of Origin
   This optional field is where the Traveler or Preparer will enter where the trip originated. This is an open text field and multiple cities can be entered, if necessary.

2. Destination
   This optional field is where the Traveler or Preparer will enter where the trip will be ending. This is an open text field and multiple cities can be entered, if necessary.
3. Mileage
   This required field is used to record the number of miles claimed.
4. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, select "GSA."
5. Mileage Reimbursement Rate
   This read-only field displays the reimbursement rate, based on the *Reimbursement Rate Type* selected. If "Florida" is selected, the *Mileage Reimbursement Rate* is set to the current state reimbursement rate. If "GSA" is chosen, the *Mileage Reimbursement Rate* is set to the current GSA reimbursement rate.
6. View Vicinity Calculator
   Clicking on this button will open a new window to www.maps.google.com.

Per Diem (Per Diem Details Section)

When a Traveler selects "Per Diem" as the *Record Type ID*, the "Per Diem Details" section displays.

Fields

1. Reimbursement Rate Type
   This drop-down list defaults to "Florida." When "Florida" is selected, STMS auto calculates the total amount eligible to claim based on the arrival and departure date and time.
   If the Traveler will be reimbursed at the GSA rate, then they must select "GSA." When "GSA" is selected, additional fields display.
2. Per Diem Allowance
   This field is required if "GSA" is selected, and is where the amount to be reimbursed will be entered. When the expense line item is saved, the *Total Amount* will auto-calculate.
3. View GSA Website
   Clicking on this button navigates to https://www.gsa.gov/travel/plan-book/per-diem-rates, to search for the appropriate rate allowed based on the destination.
4. GSA Rate Details
   This field is where any additional details can be entered about the GSA rate.
   If meals were provided, to deduct the meal expense from the Per Diem, enter the amount for the provided meal in the *Unallowable Amount* field. This will deduct the meal cost from the *Per Diem Amount*.

Registration Fees

When a Traveler selects "Registration Fee" as the *Record Type ID*, there is no Specific Record Details section. The Traveler would only need to fill out the "Details" section of the Expense Line Item.

Rental Car (Rental Car Details Section)

When a Traveler selects "Rental Car" as the *Record Type ID*, the "Rental Car Details" section displays.

Fields

1. Rental Car Class
   This required field provides a drop-down list of the available rental car classes available.
2. Justification for Rental Car Upgrade

This comment field is required if any rental car class other than “Economy” or “Compact” is selected.

Now that you are requesting funds for a Reimbursement, you will notice that data is required in the Payment Details Section within each Expense Line Item. Indicate whether each Expense Line Item was paid by personal payment, state credit card (P-Card), or Direct Pay. If the Traveler paid by State Credit Card the last 4 digits of the State Credit Card are required.

STMS also allows for the Traveler to enter Third Party payment information, to include the Payor(s) and any Payor Details. (Figure 62)

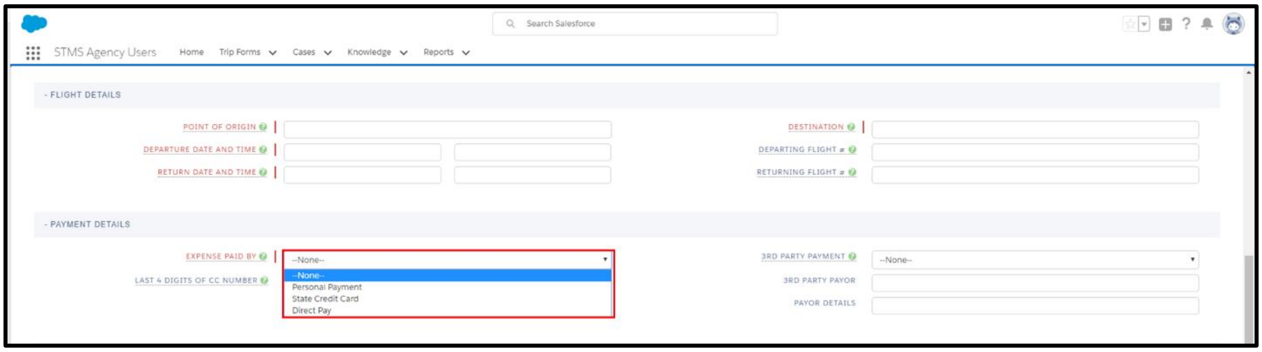


Figure 62 – Trip Form > Expense Line Item Page > Payment Details Section

After entering all information related to an Expense Line Item, click on the “Save” button. When the Expense Line Item is saved, the system will calculate a Total Allowable Amount for the Expense Line Item and update the *Total Trip Cost* field of the Trip Form.

With your Expense Line Item information saved, several options are available to you. To return to your trip details, click the “Return to Trip Form” button; to enter a new Expense Line Item, click on the “New Expense Line Item” button; to edit your current Expense Line Item, click on the “Edit” button.

The last option is the “Clone” button Click the “Clone” button to copy the information in the displayed Expense Line Item into a new Expense Line Item. (Figure 63) After cloning, review the information displayed to ensure it is correct. Edit as desired before saving. (Note: For Meals Class A&B, change the *Expense Date* field on the clone record and claim the meals you are allotted for the associated day).

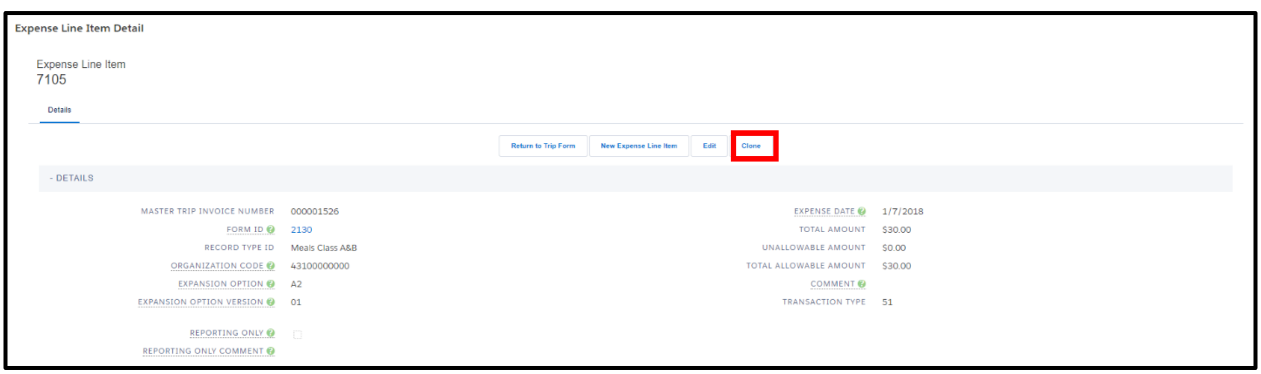


Figure 63 – Clone Button on Trip Form > Expense Line Item Page

Deleting an Expense Line Item

Currently, the Statewide Travel Management System does not have the functionality to delete an Expense Line Item. The STMS team is working with the vendor to add this functionality. Until the ability to delete an expense line item is available, the following strategies can be used if an expense was entered in error.

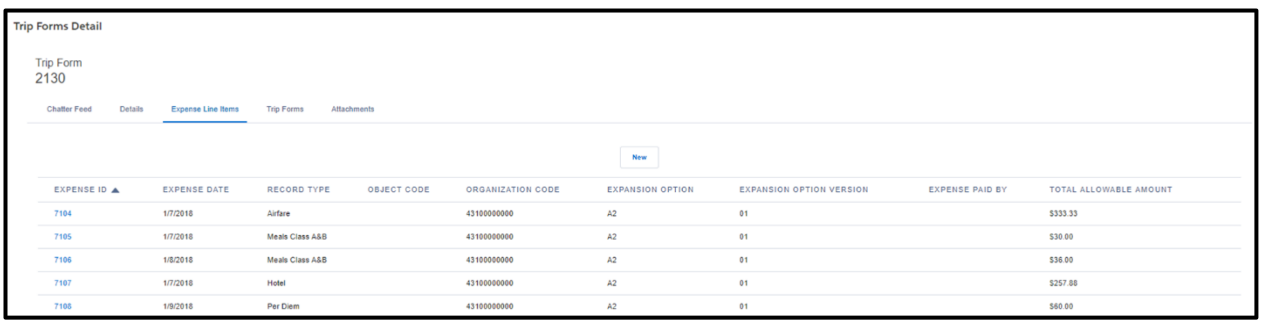
If an Expense Line Item has been entered but not yet saved, you can simply click on the “Cancel” button to discard the expense entry.

For most expense types, if the expense line item has been saved and needs to be “removed” from the trip calculation, you can click on the “Edit” button and enter “0” (zero) in the *Total Amount* field to zero out the Expense Line Item. However, for expenses that auto-calculate, such as Meals Class A&B and Per Diem, you will need to use another approach.

In these cases, if you have not yet entered all the Expense Line Items for the trip, you can change the *Record Type ID* of the item to a type of expense you have not yet entered and complete the details for that expense. If, however, you have already entered all Expense Line Items applicable to the trip, you should first change the *Record Type ID* to one that does not auto-calculate, such as fax service, and then and enter $0 in the *Total Amount* field.

Reviewing Expense Line Items

You can view Expense Line Items on the “Expense Line Items” tab. This is where you can double check that you have entered all Expense Line Items associated with the trip. (Figure 64) Additionally, if you return to the “Details” tab and scroll down to the “Estimated Costs from Expense Line Items” section, you can see a summary of your Expense Line Item costs.



EXPENSE ID ▲	EXPENSE DATE	RECORD TYPE	OBJECT CODE	ORGANIZATION CODE	EXPANSION OPTION	EXPANSION OPTION VERSION	EXPENSE PAID BY	TOTAL ALLOWABLE AMOUNT
7104	1/7/2018	Airfare		43100000000	A2	01		$333.33
7105	1/7/2018	Meals Class A&B		43100000000	A2	01		$30.00
7106	1/8/2018	Meals Class A&B		43100000000	A2	01		$36.00
7107	1/7/2018	Hotel		43100000000	A2	01		$257.88
7108	1/9/2018	Per Diem		43100000000	A2	01		$60.00

Figure 64 – Trip Form > Expense Line Items Page

Attachments Tab

To add an attachment, click on the “Attachments” tab and click on the “New Attachment” button. (Figure 65)

For Reimbursements, a receipt attachment type is required when:

- The Expense Type is “Taxi/Uber/Lyft” and the amount is greater than $15
- The Expense Type is “Self-Parking” and the amount is greater than $3
- The Expense Type is “Shuttle Ride” and the amount is greater than $15
- The Expense Type is “Tolls” and the amount is greater than $3
- The Expense Type is “Airfare,” “Airfare Service Fee,” “Baggage Fees,” “Bus,” “Conversion Exchange Fees,” “Copy Services,” “Dry Cleaning/Laundry,” “Fax Services,” “Fuel,” “Hotel,” “Immunizations –

Foreign Travel," "Internet Access," "Mandatory Valet Parking," "Passport," "Reciprocity Fee," "Registration Fees," "Rental Car," "Train," "Visa," or "Storage."

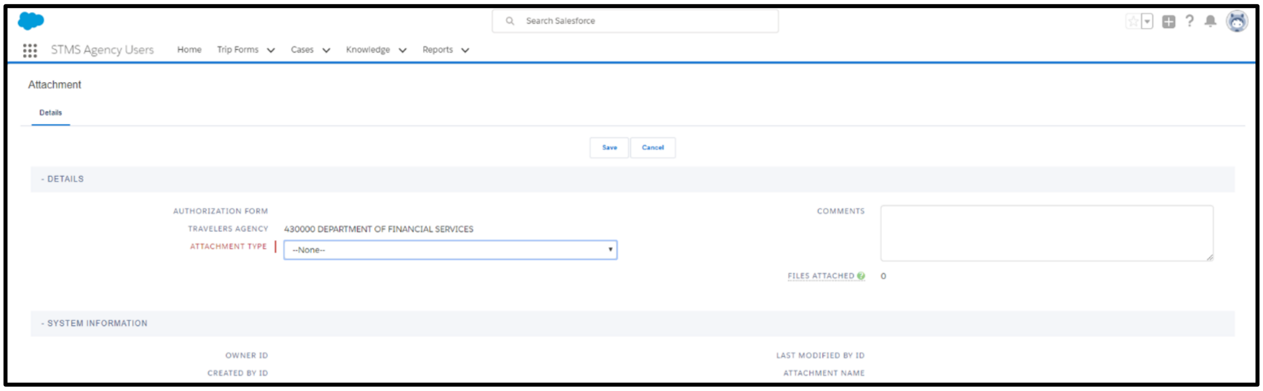


Figure 65 – Attachment > Details Section

On the attachment "Details" page, select the type of attachment from the "Attachment Type" dropdown menu. Click on the "Save" button to save the Attachment Details. (Figure 66)

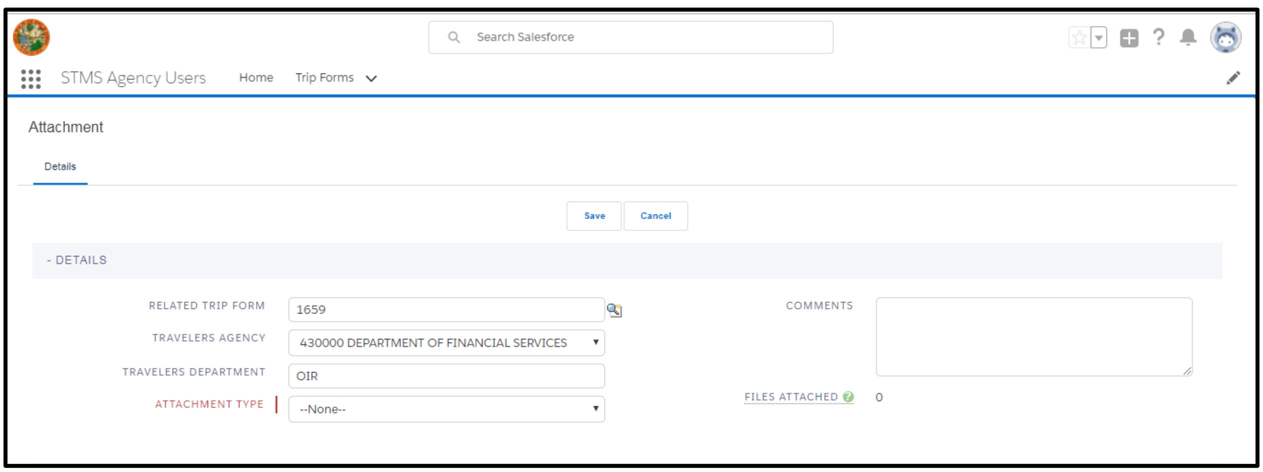


Figure 66 – Attachment > Details Section

<u>Fields</u>

1. Travelers Agency
   This field is auto-populated with the traveler's agency.
2. Attachment Type
   This field provides a dropdown of available attachment types. Required attachments vary by agency. If you select the "Other" type, the Other Attachment Type open text field will be displayed as a required field.
3. Comments
   This field is an open text field.
4. Files Attached
   This field indicates the number of files attached to the record.

Once the Attachment Details have been saved, the attachment must be uploaded. Click on the "Files" tab in the upper-left corner. (Figure 67)

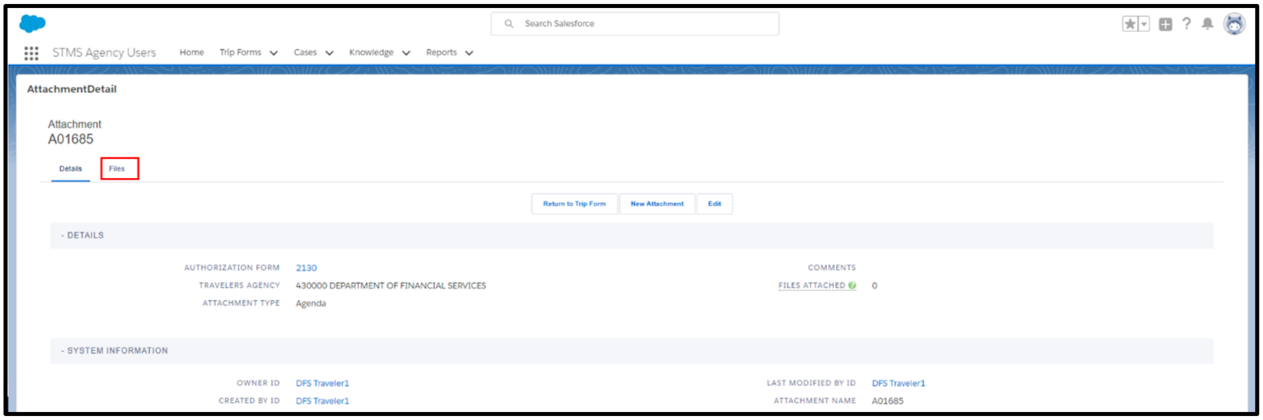


Figure 67 – Files Tab on Attachment Page

To attach files to the record, click on the “Upload Files” button. (Figure 68)

Figure 68 – Upload Files Button on Attachment Page > Files Tab

Select the file(s) to be uploaded from your computer and click on the “Open” button. (Figure 69)

Note: Receipts and other documentation added as an attachment should have personal or sensitive information redacted while preserving the original documentation for audit purposes. Users should follow agency policy regarding document retention and whether or not to group receipts when attaching.

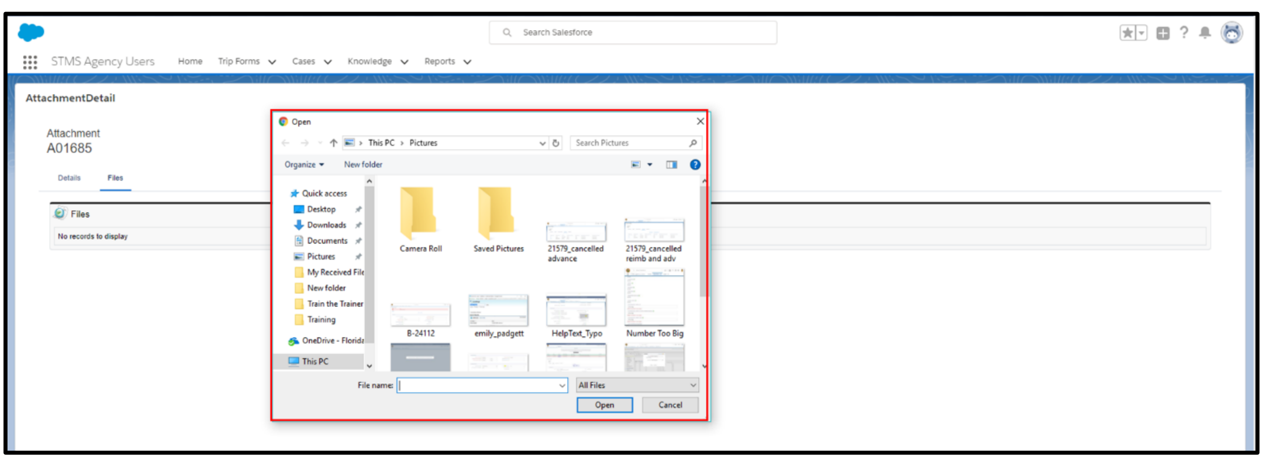


Figure 69 – File Selection Dialog Box

Once the file(s) is loaded, “Done” will appear on the screen. Click on the “Close” button to return to the Attachment Detail page. (Figure 70)

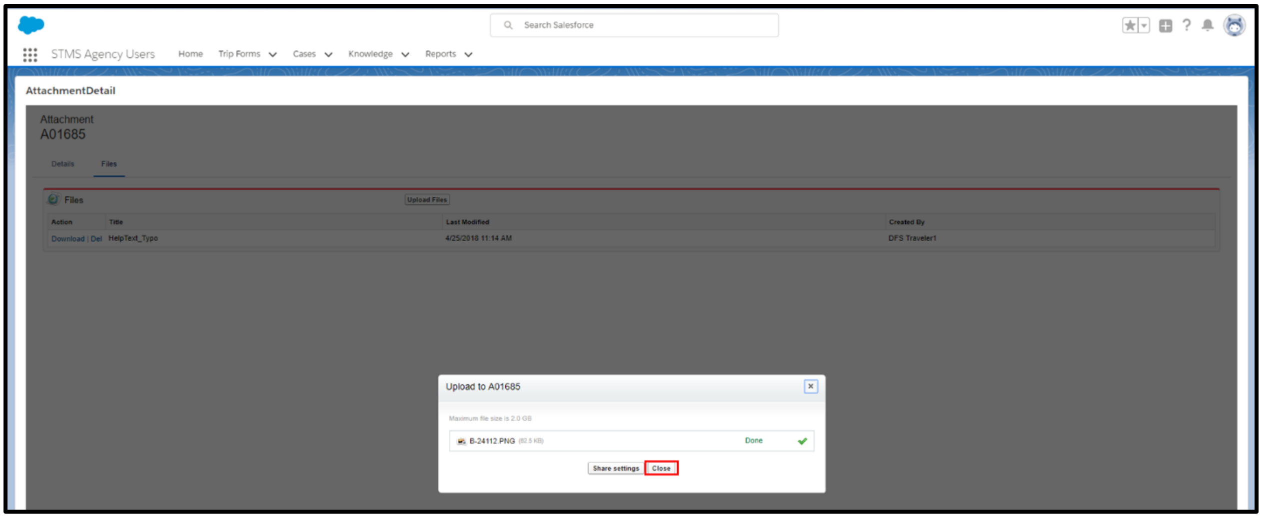


Figure 70 – Close Button on Upload Progress Pop Up

Validation and Submission

Once all Attachments have been uploaded and Expense Line Items have been entered, return to the "Details" tab and click on the "Validate" button to validate the information entered. When you click the "Validate" button, STMS runs a final validation across all tabs to ensure the form is within system requirements. (Figure 71)

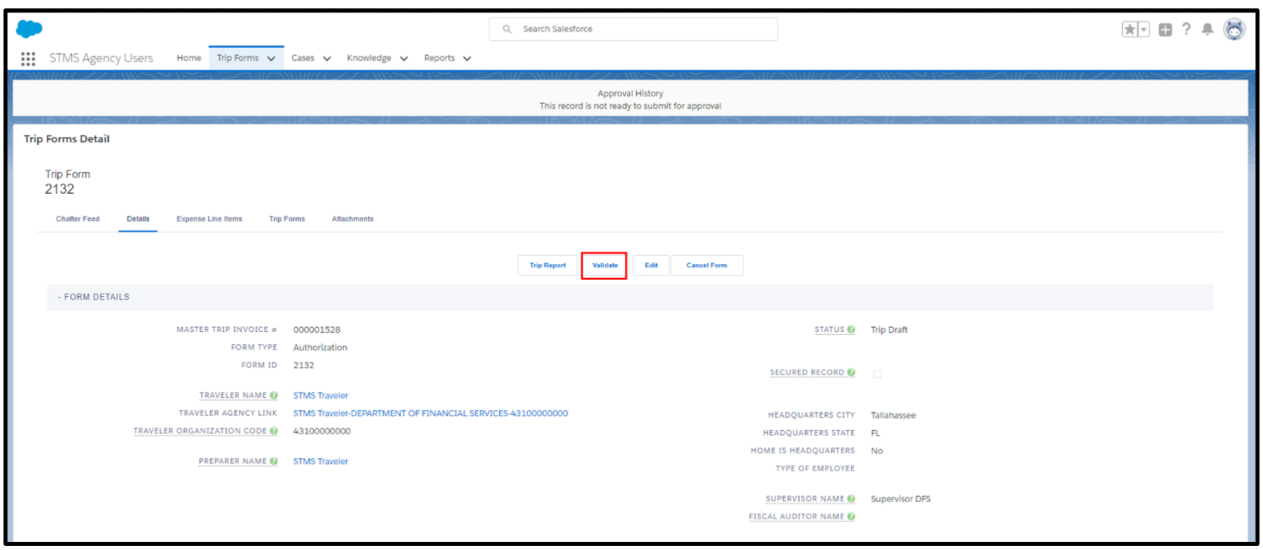


Figure 71 – Validate Button on Trip Form > Details Tab

Once validated, a certification statement appears. To indicate your agreement with the certification statement, check the box and click the "Submit for Approval" button. This submits the form for approval and emails your supervisor a notification email with a link referencing your trip. (Figure 72)

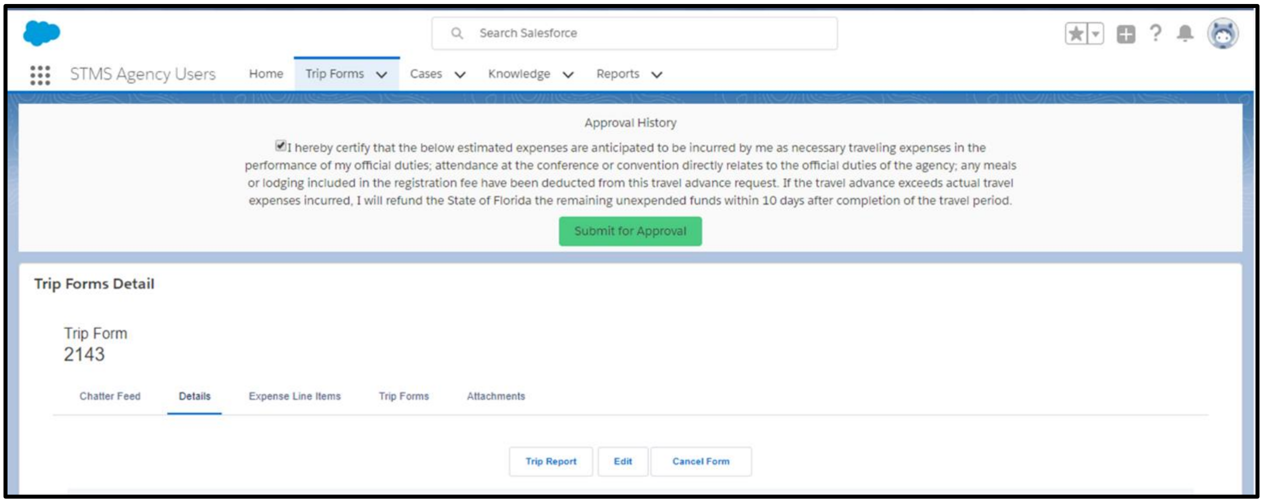


Figure 72 – Certification Check Box and Submit for Approval Button on Trip Form

REIMBURSEMENTS WITH GENERAL AUTHORIZATION

A Reimbursement with General Authorization is used when an agency does not require that an Authorization be filled out within STMS prior to a trip.

From the “Home” tab, click on the “New” button on the right side of “My Trip Forms” section. (Figure 73)

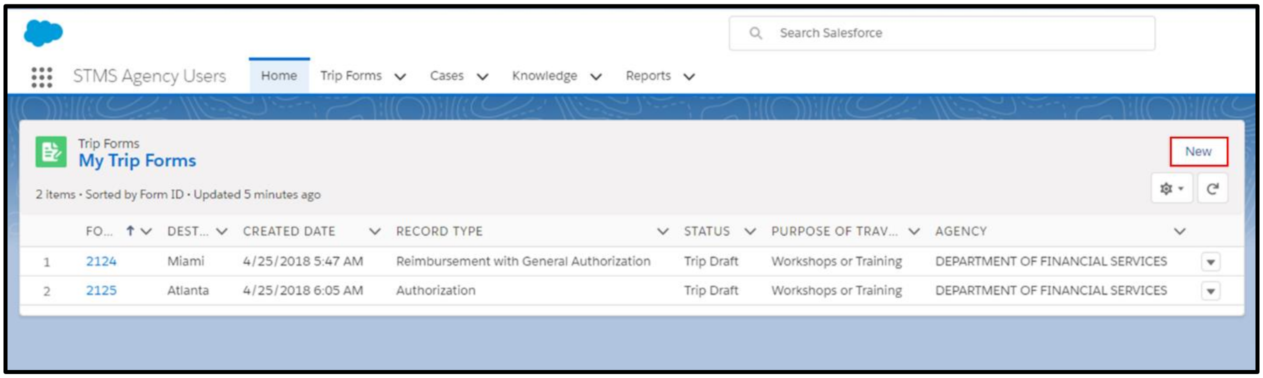


Figure 73 – New Button on Home Page

Select “Reimbursement with General Authorization” and click on the “Next” button located in the lower-right corner of the pop-up window. (Figure 74)

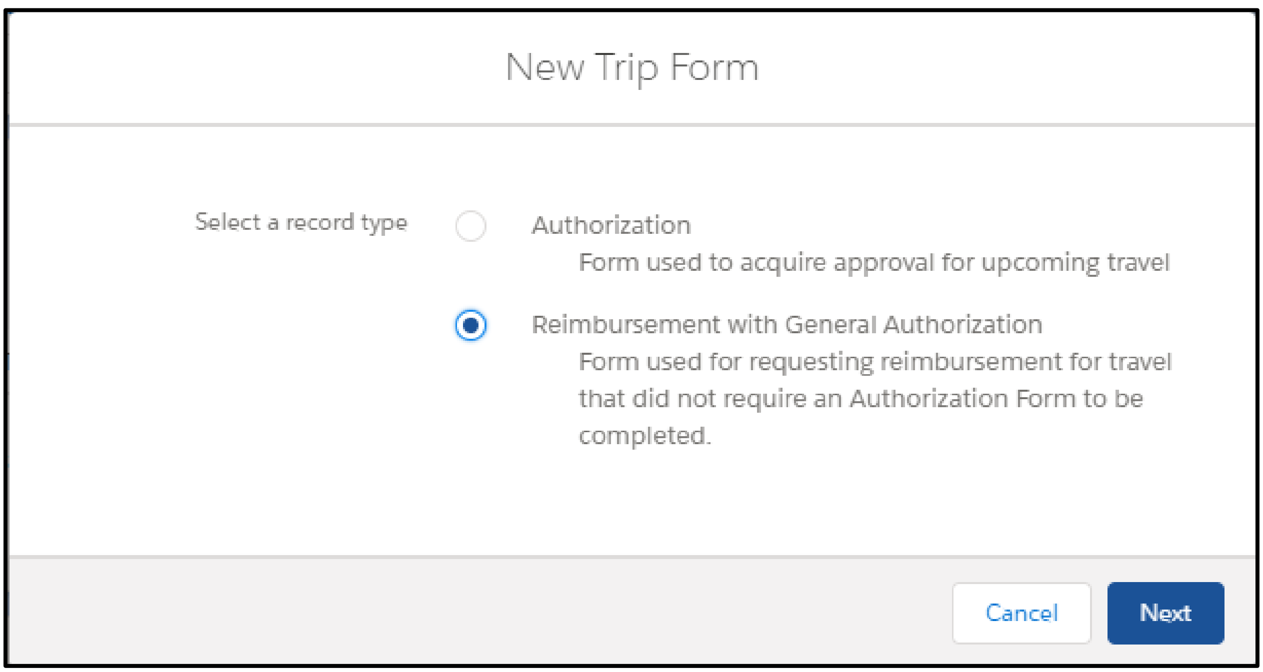


Figure 74 – New Trip Form Pop Up

Details Tab

The form opens to the Details tab. On this tab you will see four sections – “Form Details,” “Trip Details,” “Estimated Costs from Expense Line Items,” and “System Information.”

In the "Form Details" section, you will see several fields pre-populated, including *Form Type, Traveler Name,* and *Status*. The *Traveler Agency Link* is editable, but Travelers should not change the information. STMS will provide information for additional fields from your profile when you save the form. (Figure 75)

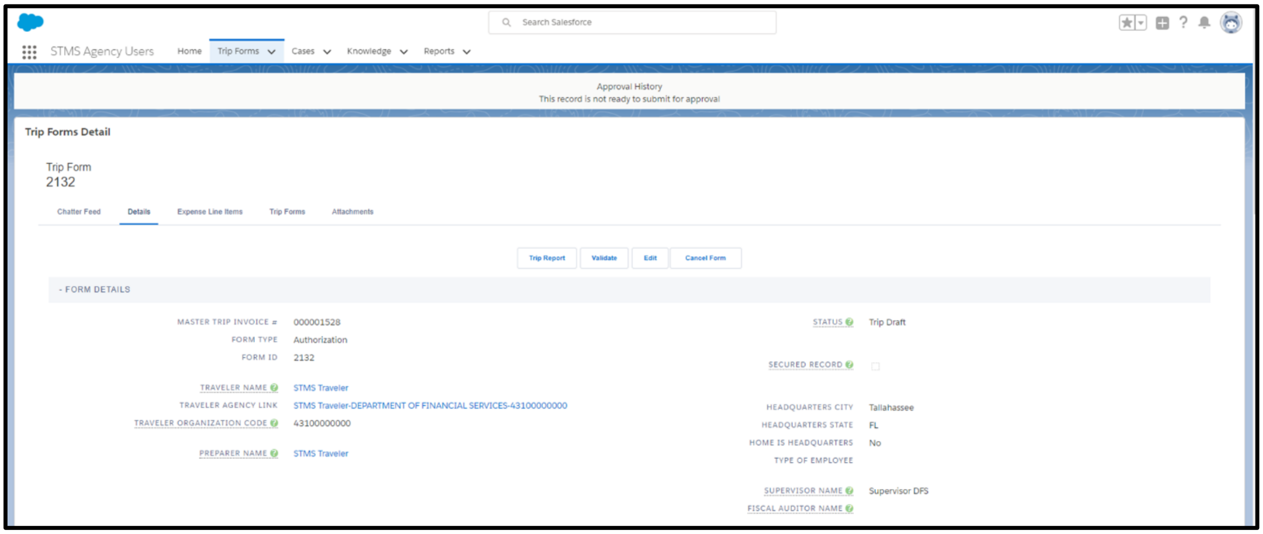


Figure 75 – Trip Form > Form Details Tab > Form Details Section

<u>Fields</u>

1. Master Trip Invoice #
   This field displays a system generated number. It is the number that ties all the forms related to a trip together. For example, the Authorization, Advance, and Reimbursement forms for a trip will share the same *Master Trip Invoice Number*. STMS populates this field when the form is first saved.
2. Form Type
   This field displays the type of form a user is creating, and is pre-populated.
3. Form ID
   This is a system-generated unique identifying number for a trip form. STMS populates this field when the form is first saved.
4. Traveler Name
   This field displays the Traveler's name, and is pre-populated.
5. Traveler Agency Link
   This field displays the Traveler's name, their agency, and default organization code, and is pre-populated.
6. Traveler Organization Code
   This field displays the Organization Code of the organization that is funding the trip, and is system-populated when the trip form is saved.
7. Preparer Name
   If the form was prepared by someone on behalf of the Traveler, this field will display the Preparer's name. If the form is prepared by the Traveler, it will display the Traveler's name. STMS populates this field when the form is first saved.
8. Status
   This field displays the status of the trip form and is auto-populated by the system.
9. Secured Record

This checkbox displays whether the record has been secured. If there is no check in the checkbox, the trip has not been secured. The *Secured Record* field is one of the security features within STMS. The Traveler's Supervisor or Approver is the only person who can secure a trip form. More details can be found in the Approver: Securing a Record section of this manual.

10. Residence City
    This field displays the Traveler's residence city. STMS populates this field from the Traveler's profile when the form is first saved.
11. Headquarters
    This field displays the Headquarters location of the Traveler's workplace. STMS populates this field when the form is first saved.
12. Type of Employee
    This field displays what type of employee the Traveler is and is system-populated when the trip form is saved.
13. *Supervisor Name*
    This field displays the name of the Traveler's direct Supervisor. STMS populates this field when the form is first saved.

In the next section Trip Details, enter your *Trip Origin, Destination, Dates and Times, Purpose of Travel,* and other related information and click the "Save" button. Required fields are indicated in red. Mission Critical Statements are pre-populated in a drop-down menu and are customizable by agency. (Figure 76)

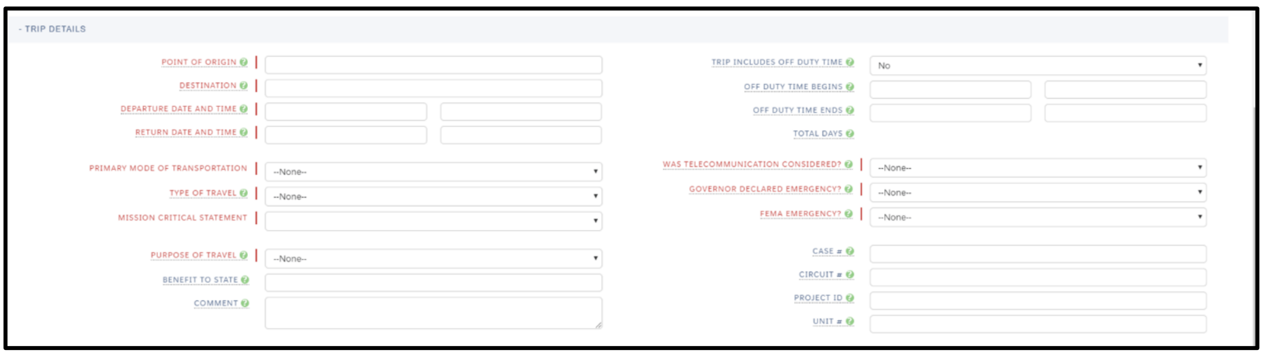


Figure 76 – Trip Form > Form Details Tab > Trip Details Section

<u>Fields</u>

1. Point of Origin
   This required field is where the Traveler or Preparer will enter where the trip originated. This is an open text field and multiple cities can be entered, if necessary.
2. Destination
   This required field is where the Traveler or Preparer will enter where the trip will be ending. This is an open text field and multiple cities can be entered, if necessary.
3. Departure Date and Time
   These are two required fields that provide Travelers or Preparers with a calendar view to select the date and a drop-down list to select the time of the Traveler's departure.
4. Return Date and Time
   These are two required fields that provide Travelers or Preparers with a calendar view to select the date and a drop-down list to select the time of the Traveler's return.
5. Primary Mode of Transportation

This required field provides a drop-down list to select how the Traveler will arrive at their destination.

6. Mission Critical Statement
   This required field provides a drop-down list of the Traveler's Agency's Mission Critical Statements. The drop-down options may contain a condensed version of the Mission Critical Statement. When the form is saved, the entire statement will display. The drop-down list can only accommodate up to 255 characters.
7. Purpose of Travel
   This required field is a drop-down list that provides reasons that state of Florida employees travel. Select the *purpose of travel* that relates best to the reason for traveling.
   Note: If the purpose of travel indicated is "Conference or Convention" or "Workshops or Training", then the *Benefit to the State* must also be entered.

18. Benefit to the State
    This field is optional unless "Conference or Convention" or "Workshops or Training" is selected for *Purpose of Travel*.

8. Comment
   This field is available for any comments that the Traveler needs to include about the trip.
9. Trip Includes Off Duty Time
   This field provides the Traveler with the ability to document off-duty time during a work trip. If the Traveler was on personal time during the trip, the Traveler would select "Yes" from the drop-down list. This is not a required field and it defaults to "—None—."
10. Off Duty Time Begins
    This field is where the Traveler can capture when their off-duty time is scheduled to begin. The off-duty time must be within the travel period.
11. Off Duty Time Ends
    This field is where the Traveler can capture when their off-duty time is scheduled to end.
12. Total Days
    This field auto calculates the number of days a traveler is on duty and updates upon saving the trip form.
13. Was Telecommunication Considered?
    This field is required for all forms and Travelers must select "Yes," that they considered telecommunication prior to every trip.
14. Governor Declared Emergency?
    This required field is a drop-down list that allows statewide and agency Reporters to pull reports on the number of Travelers per agency who traveled for an emergency and the total costs.
15. FEMA Emergency?
    This required field is a drop-down list that allows statewide and agency Reporters to pull reports on the number of Travelers per agency who traveled for an emergency and the total costs.
16. Case #, Circuit #, Project ID, and Unit #
    These fields are available for agencies to use as they deem appropriate.

Once the details of your trip are entered and saved, the system generates the Master Trip Invoice Number and the Trip Form ID Number. The Master Trip Invoice Number will tie related trip forms together (Authorization, Advance, and Reimbursement) and each form type will receive a unique Trip Form ID. The Master Trip Invoice Number should be referenced when reconciling your P-card charges. (Figure 77)

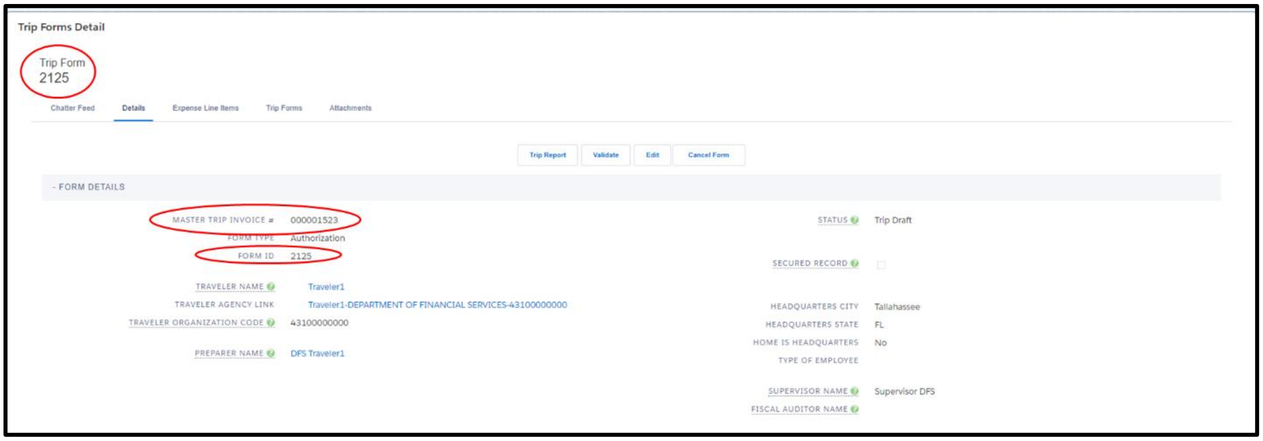


Figure 77 – Master Trip Invoice Number and Form ID on Trip Form Home Page

Expense Line Items

Once the details of your trip are saved, the next step is to enter the Expense Line Items for the Reimbursement. Expense Line Items record expenses associated with the trip – some examples are per diem, hotel, and rental car. It is important to note that agency policy will determine how Expense Line Items should be entered. (Example: Hotel expenses can be entered for the entire trip in one Expense Line Item or daily in separate Expense Line Items.) To start, click on the "Expense Line Items" tab. (Figure 78)

Note: If you enter an Expense Line Item and receive an invalid object code error, reach out to your Fiscal Accountant for guidance. The Fiscal Accountant will determine if you need to use a different Organization Code or Expansion Option or if the Object Code needs to be added to the Organization Code and Expansion Option in FLAIR. It may take 24 hours for the change to be available in STMS.

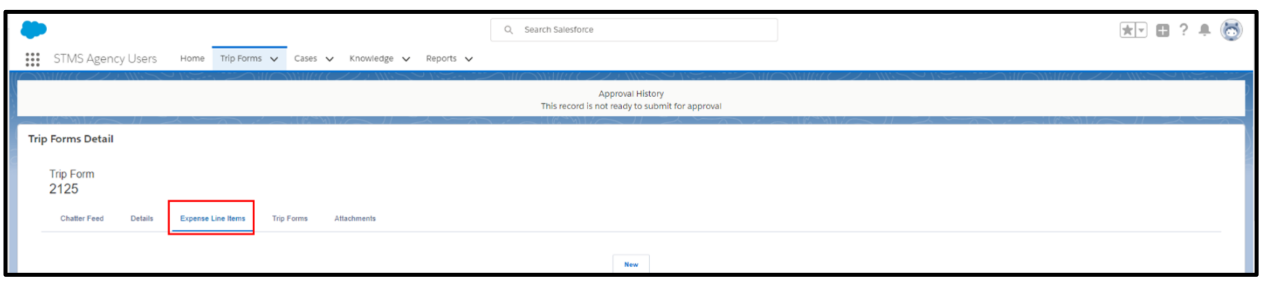


Figure 78 – Expense Line Items Tab on Trip Form

To add an Expense Line Item, click on the “New” button. (Figure 79)

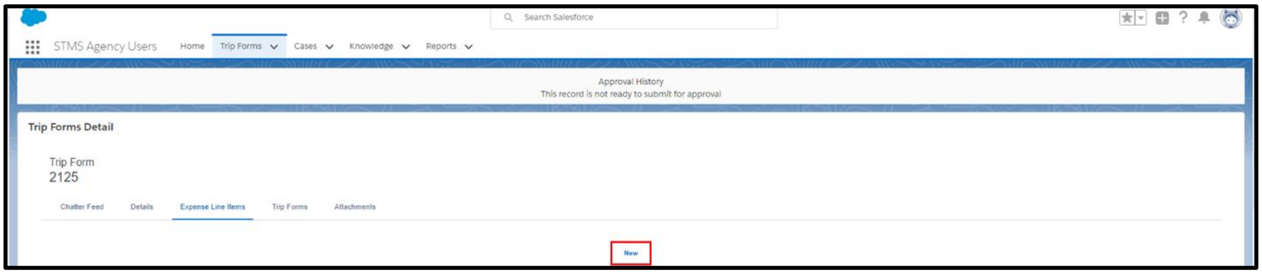


Figure 79 – New Button on Trip Form > Expense Line Items Tab

There are three or four sections of Expense Line Item details, depending on the Record Type ID selected by the user (the type of Expense Line Item being recorded). These are: 1) “Details” (general details), 2) a specialized Details section that displays for some types of expenses, 3) “Payment Details”, and 4) “FLAIR Transaction Details.” These are followed by the “System Information” section.

You must select a *Record Type ID* before providing any other information on the “Details” tab. Each time you select a different Record Type ID, the page will refresh as if you are creating a new Expense Line Item. (Figure 80)

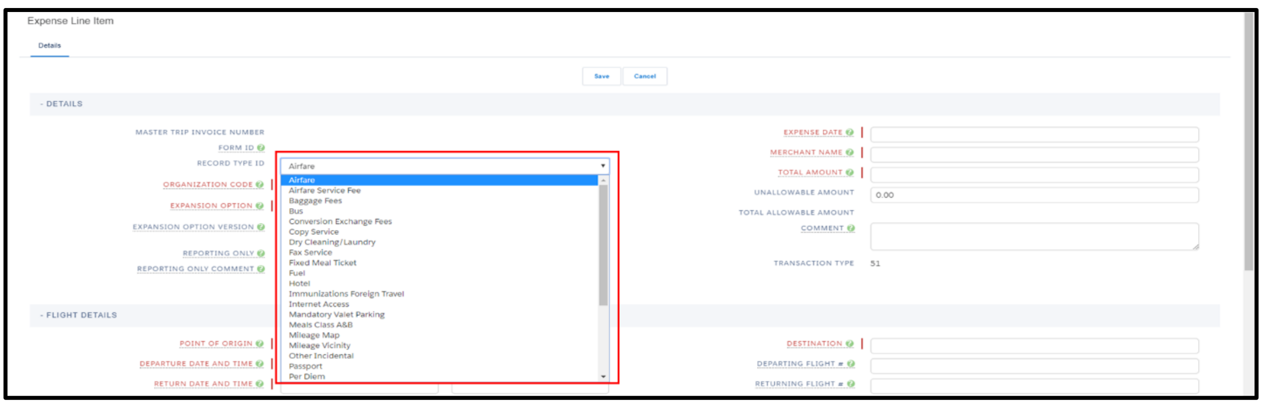


Figure 80 – Record Type ID on Trip Form > Expense Line Item Page

Enter your Expense Line Items, noting that the required fields are in red. (Figure 81) The *Organization Code* field is pre-populated to the Organization Code in your user profile, but can be changed using the dropdown menu. All Organization Codes within your Agency are available to you. The *Expansion Option* field is tied to the Organization Code and will only display available Expansion Options for that Organization Code.

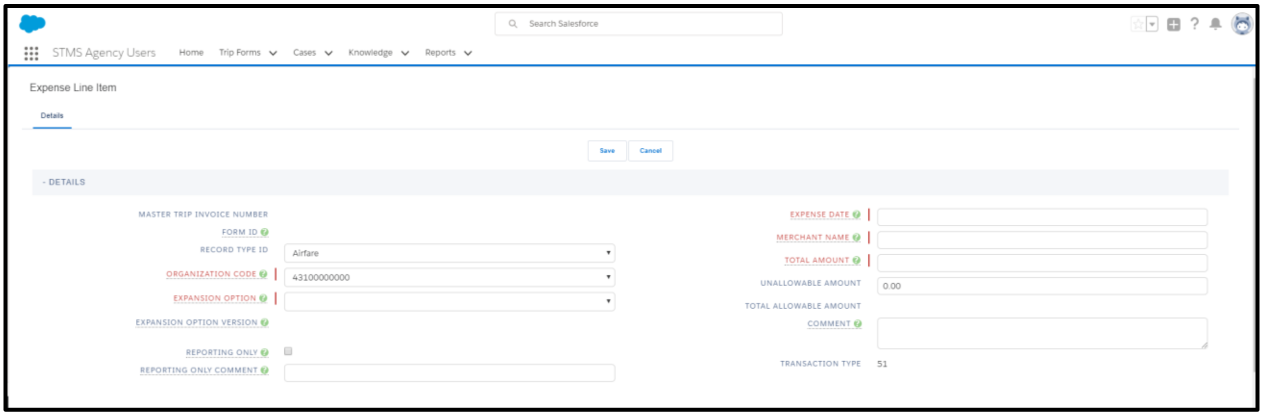


Figure 81 – Expense Line Item Page > Details Section

Reporting Only: Travelers should **only** check the *Reporting Only* box when their trip (or individual expense) has been processed for payment through FLAIR outside of STMS.

When you enter your total for an expense line item, you will notice there is also a field to enter an *Unallowable Amount*. This field is used to report unallowable charges (e.g., the cost of movie rental at the hotel or the cost of your meals on a day you are claiming per diem.) (Figure 82)

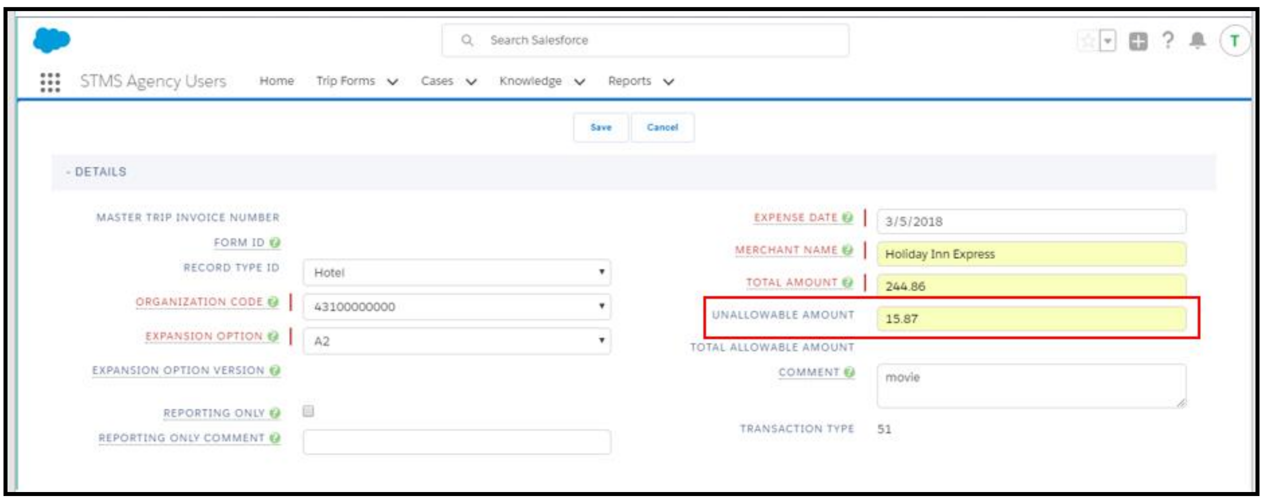


Figure 82 – Unallowable Amount on Trip Form > Expense Line Item Page

Expense Line Item Details by Record Type

Airfare (Flight Details Section)

When a Traveler selects "Airfare" as the *Record Type ID*, the "Flight Details" section will display the following fields:

7. Point of Origin
   This required field is used to indicate the geographic starting place of the flight. This is an open text field.
8. Destination
   This required field is used to indicate the geographic ending place(s) of the flight. This is an open text field and multiple destinations can be entered, though generally a single destination is most fitting.

9. Departure Date and Time
   These two required fields provide a calendar view to select the date and a drop-down list to select the time of the Traveler's flight departure. The date selected must be within the travel period.
10. Return Date and Time
    These two required fields provide a calendar view to select the date and a drop-down list to select the time of the Traveler's flight return. The data selected Date must be within the travel period.
11. Departing Flight #
    This optional field is used to indicate departing flight number.
12. Arriving Flight #
    This optional field is used to indicate returning flight number.

Baggage Fees (Baggage Details Section)

When a Traveler selects "Baggage Fees" as the *Record Type ID*, the "Baggage Details" section will display the following fields:

1. Number of Bags
   This field is used to indicate the number of bags the traveler brought, if an expense is expected to be incurred.

Hotel (Lodging Details Section)

When a Traveler selects "Hotel" as the *Record Type ID*, the "Lodging Details" section will display the following fields:

6. Check-In Date
   This required field provides a calendar view to select the check-in date.
7. Check-Out Date
   This required field provides a calendar view to select the check-out date.
8. State Sponsored Event
   This field is used to indicate whether the travel is for a state sponsored event. The default selection is "No."
9. Night is Over $150
   This field is used to indicate whether a hotel night expense exceeds $150. If "Yes" is selected, then the *Justification Comment* is required. The default selection is "–None–."
10. Justification Comment
    This open text field is used to record a justification if the hotel expense is over $150 a night.

Meals Class A&B (Meals Details Section)

When a Traveler selects "Meals Class A&B" as the *Record Type ID*, the "Meals Details" section will display the following fields:

7. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, select "GSA." If "GSA" is selected, the "GSA Rate Details" field and the "View GSA Website" button will display and the Traveler or Preparer can enter the eligible rates for each meal.
8. Breakfast, Lunch, and Dinner Checkboxes
   Each of these checkboxes is available to check only if the Traveler is eligible to claim the associated meal. If a box is greyed out, the Traveler is not eligible to claim that meals for that day based on the previously entered departure and return dates and times. If the Traveler

receives breakfast, lunch, and/or dinner as part of conference fees during the trip, ensure that the check boxes are not checked for those meal(s).

Mileage Map (Travel Details Section)

When a Traveler selects "Mileage Map" as the *Record Type ID*, the "Travel Details" section displays.

If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler should only claim mileage for what was incurred using the non-state vehicle.

<u>Fields</u>

3. Point of Origin
   This required field indicates the geographic starting place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
4. Destination
   This required field indicates the geographic ending place of the trip. This is an open text field. Multiple points of origin can be entered, if necessary.
9. Mileage
   This required field is used to record the number of miles claimed.
10. Reimbursement Rate Type
    This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, then select "GSA."
11. Mileage Reimbursement Rate
    This read-only field displays the reimbursement rate, based on the *Reimbursement Rate Type* selected. If "Florida" is selected, the *Mileage Reimbursement Rate* is set to the current state reimbursement rate. If "GSA" is chosen, the *Mileage Reimbursement Rate* is set to the current GSA reimbursement rate.
12. View Map Calculator
    Clicking on this button will open a new window to the Florida Department of Transportation Map Calculator http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx.

Mileage Vicinity (Travel Details Section)

When a Traveler selects "Vicinity Mileage" as the *Record Type ID*, the "Travel Details" section displays.

Point of Origin and Destination are optional open-text fields, as travelers may need to document multiple locations over the trip period. Travelers may enter the overall mileage amount and attach additional documentation to support the vicinity mileage.

If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler should only claim mileage for what was incurred using the non-state vehicle.

<u>Fields</u>

1. Point of Origin
   This optional field is where the Traveler or Preparer will enter where the trip originated. This is an open text field and multiple cities can be entered, if necessary.
2. Destination
   This optional field is where the Traveler or Preparer will enter where the trip will be ending. This is an open text field and multiple cities can be entered, if necessary.

3. Mileage
   This required field is used to record the number of miles claimed.
4. Reimbursement Rate Type
   This field defaults to "Florida." If the Traveler will be reimbursed at the GSA rate, select "GSA."
5. Mileage Reimbursement Rate
   This read-only field displays the reimbursement rate, based on the *Reimbursement Rate Type* selected. If "Florida" is selected, the *Mileage Reimbursement Rate* is set to the current state reimbursement rate. If "GSA" is chosen, the *Mileage Reimbursement Rate* is set to the current GSA reimbursement rate.
6. View Vicinity Calculator
   Clicking on this button will open a new window to www.maps.google.com.

Per Diem (Per Diem Details Section)

When a Traveler selects "Per Diem" as the *Record Type ID*, the "Per Diem Details" section displays.

Fields

5. Reimbursement Rate Type
   This drop-down list defaults to "Florida." When "Florida" is selected, STMS auto calculates the total amount eligible to claim based on the arrival and departure date and time.
   If the Traveler will be reimbursed at the GSA rate, then they must select "GSA." When "GSA" is selected, additional fields display.
6. Per Diem Allowance
   This field is required if "GSA" is selected, and is where the amount to be reimbursed will be entered. When the expense line item is saved, the *Total Amount* will auto-calculate.
7. View GSA Website
   Clicking on this button navigates to https://www.gsa.gov/travel/plan-book/per-diem-rates, to search for the appropriate rate allowed based on the destination.
8. GSA Rate Details
   This field is where any additional details can be entered about the GSA rate.
   If meals were provided, to deduct the meal expense from the Per Diem, enter the amount for the provided meal in the *Unallowable Amount* field. This will deduct the meal cost from the *Per Diem Amount*.

Registration Fees

When a Traveler selects "Registration Fee" as the *Record Type ID*, there is no Specific Record Details section. The Traveler would only need to fill out the "Details" section of the Expense Line Item.

Rental Car (Rental Car Details Section)

When a Traveler selects "Rental Car" as the *Record Type ID*, the "Rental Car Details" section displays.

Fields

3. Rental Car Class
   This required field provides a drop-down list of the available rental car classes available.
4. Justification for Rental Car Upgrade
   This comment field is required if any rental car class other than "Economy" or "Compact" is selected.

For a Reimbursement with General Authorization form, data is required in the Payment Details Section within each Expense Line Item. The Traveler will need to select whether each Expense Line Item will be paid by personal payment, state credit card (P-Card), or Direct Pay. If the Traveler pays by State Credit Card, the last 4 digits of the State Credit card are required. STMS also allows for the Traveler to enter Third Party payment information to include the Payor(s) and any Payor Details. (Figure 83)

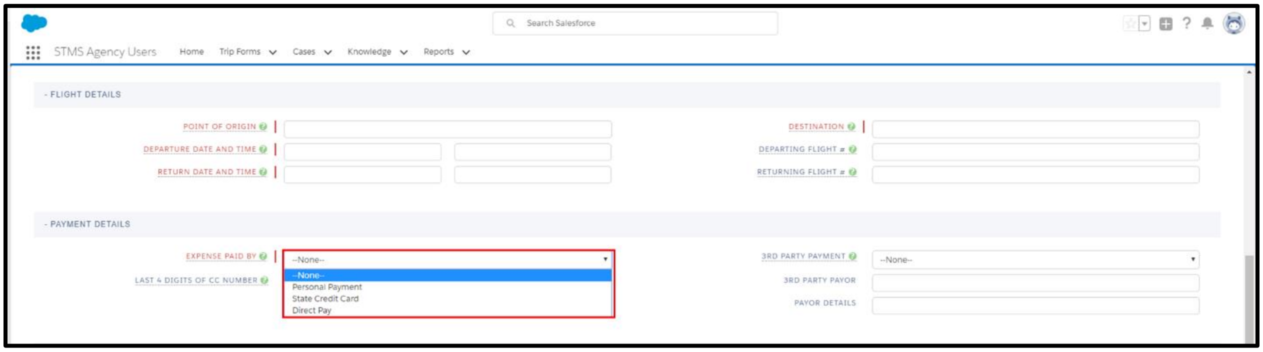


Figure 83 – Expense Paid By on Expense Line Item Page > Payment Details Section

After entering all information related to an Expense Line Item, click on the "Save" button. When the Expense Line Item is saved, the system will calculate a Total Allowable Amount for the Expense Line Item and update the *Total Trip Cost* field of the Trip Form. (Figure 84)

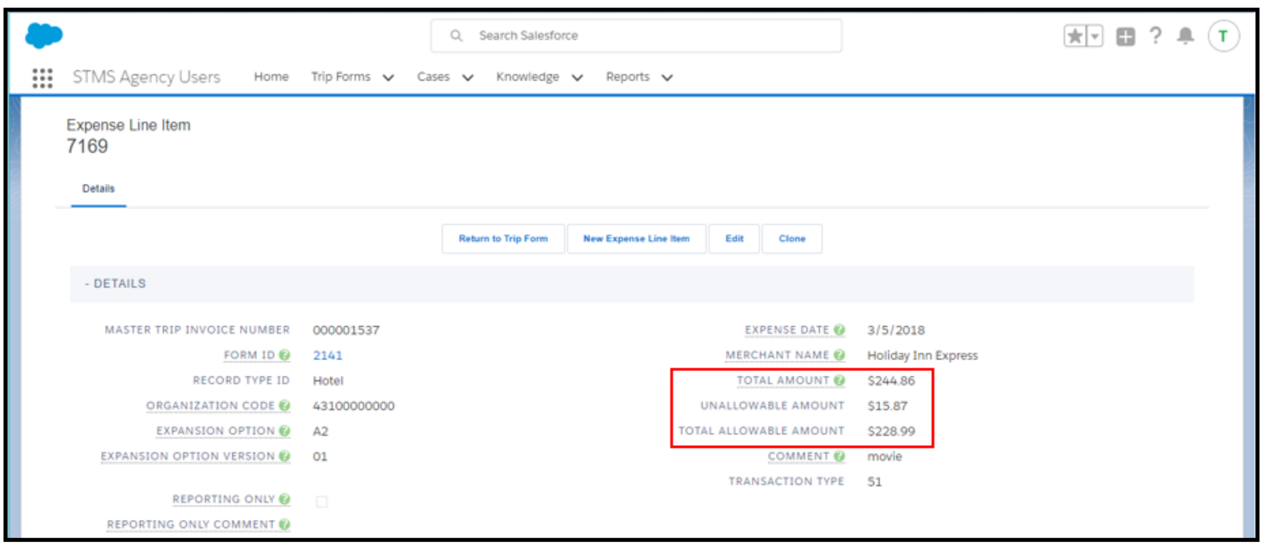


Figure 84 – Total Allowable Amount on Trip Form > Expense Line Item Page

With your Expense Line Item information saved, several options are available to you. To return to the trip details, click the "Return to Trip Form" button; to enter a new Expense Line Item, click on the "New Expense Line Item" button; to edit your current Expense Line Item, click on the "Edit" button.

The last option is the "Clone" button. Click the "Clone" button to copy the information in the displayed Expense Line Item into a new Expense Line Item. (Figure 85) After cloning, review the information displayed to ensure it is correct. Edit as desired before saving. (Note: For Meals Class A&B, change the *Expense Date* field on the clone record and claim the meals you are allotted for the associated day).

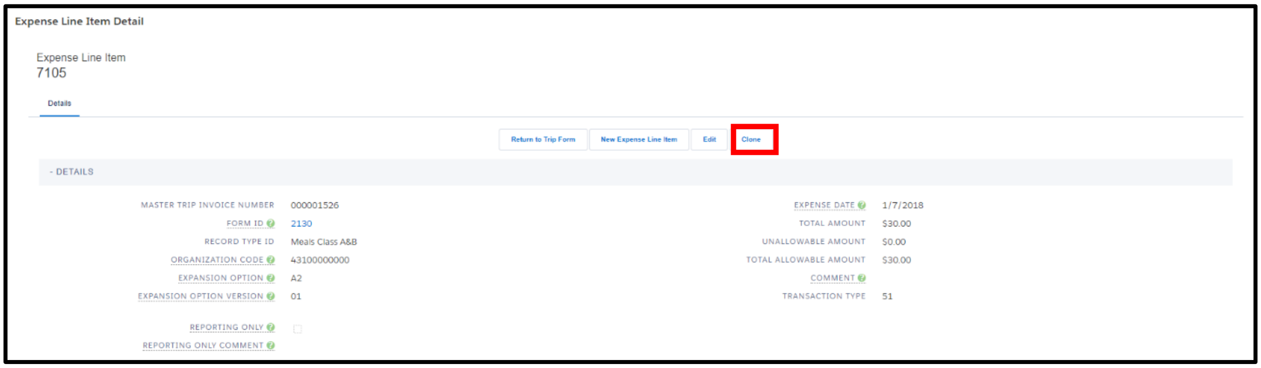


Figure 85 – Clone Button on Trip Form > Expense Line Item Page

Deleting an Expense Line Item

Currently, the Statewide Travel Management System does not have the functionality to delete an Expense Line Item. The STMS team is working with the vendor to add this functionality. Until the ability to delete an expense line item is available, the following strategies can be used if an expense was entered in error.

If an Expense Line Item has been entered but not yet saved, you can simply click on the “Cancel” button to discard the expense entry.

For most expense types, if the expense line item has been saved and needs to be “removed” from the trip calculation, you can click on the “Edit” button and enter “0” (zero) in the *Total Amount* field to zero out the Expense Line Item. However, for expenses that auto-calculate, such as Meals Class A&B and Per Diem, you will need to use another approach.

In these cases, if you have not yet entered all the Expense Line Items for the trip, you can change the *Record Type ID* of the item to a type of expense you have not yet entered and complete the details for that expense. If, however, you have already entered all Expense Line Items applicable to the trip, you should first change the *Record Type ID* to one that does not auto-calculate, such as fax service, and then and enter $0 in the *Total Amount* field.

Reviewing Expense Line Items

You can view Expense Line Items on the “Expense Line Items” tab. This is where you can double check that you have entered all Expense Line Items associated with the trip. (Figure 86) Additionally, if you return to the “Details” tab and scroll down to the “Estimated Costs from Expense Line Items” section, you can see a summary of your Expense Line Item costs.

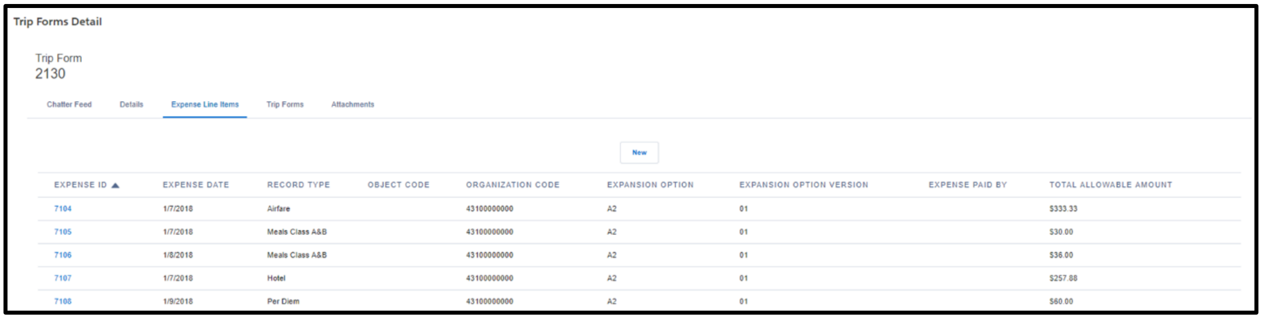


Figure 86 – Trip Form > Expense Line Item Page

Attachments Tab

To add an attachment, click on the “Attachments” tab and then click on the “New Attachment” button. (Figure 87)

For Reimbursements, a receipt attachment type is required when:

- The Expense Type is “Taxi/Uber/Lyft” and the amount is greater than $15
- The Expense Type is “Self-Parking” and the amount is greater than $3
- The Expense Type is “Shuttle Ride” and the amount is greater than $15
- The Expense Type is “Tolls” and the amount is greater than $3
- The Expense Type is “Airfare,” “Airfare Service Fee,” “Baggage Fees,” “Bus,” “Conversion Exchange Fees,” “Copy Services,” “Dry Cleaning/Laundry,” “Fax Services,” “Fuel,” “Hotel,” “Immunizations – Foreign Travel,” “Internet Access,” “Mandatory Valet Parking,” “Passport,” “Reciprocity Fee,” “Registration Fees,” “Rental Car,” “Train,” “Visa,” or “Storage.”

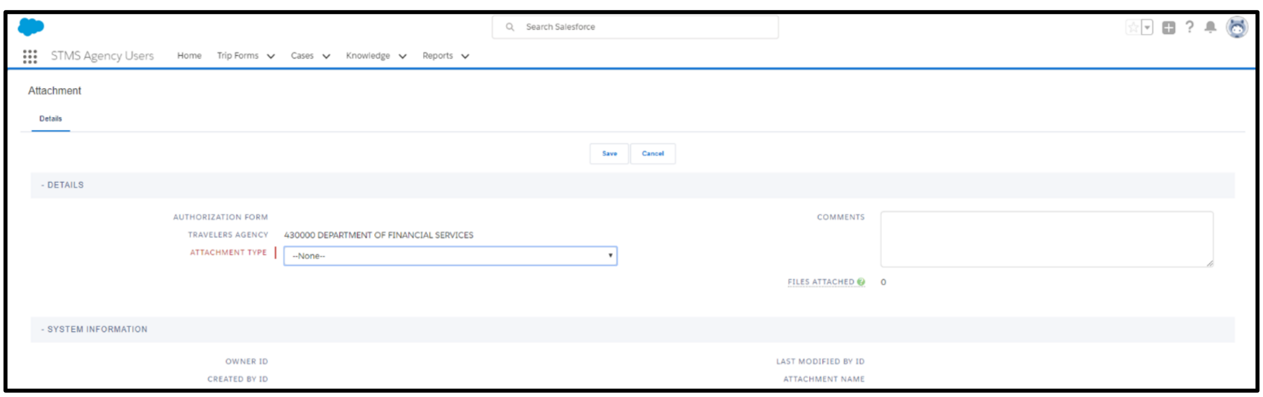


Figure 87 – Attachment Details Page > Details Section

On the attachment “Details” page, select the type of attachment from the “Attachment Type” dropdown menu. Click on the “Save” button to save the Attachment Details. (Figure 88)

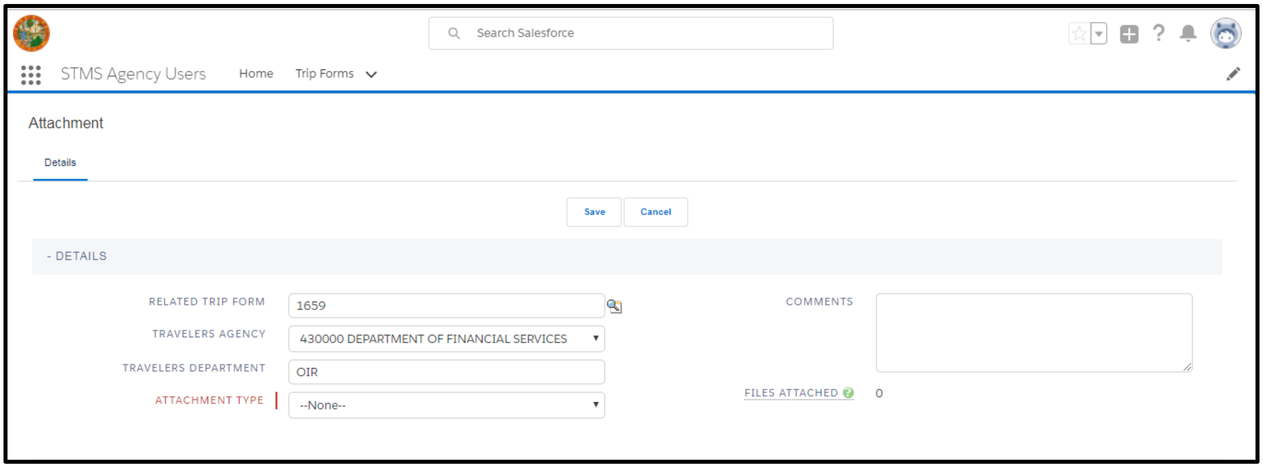


Figure 88 – Attachment Details Page > Details Section

<u>Fields</u>

1. Travelers Agency
   This field is auto populated with the traveler's agency.
2. Attachment Type
   This field provides a dropdown of available attachment types. Required attachments vary by agency. If you select the "Other" type, the Other Attachment Type open text field will be displayed as a required field.
3. Comments
   This field is an open text field.
4. Files Attached
   This field auto calculates the number of files attached to the record.

Once the Attachment Details have been saved, click on the "Files" tab in the upper-left corner. (Figure 89)

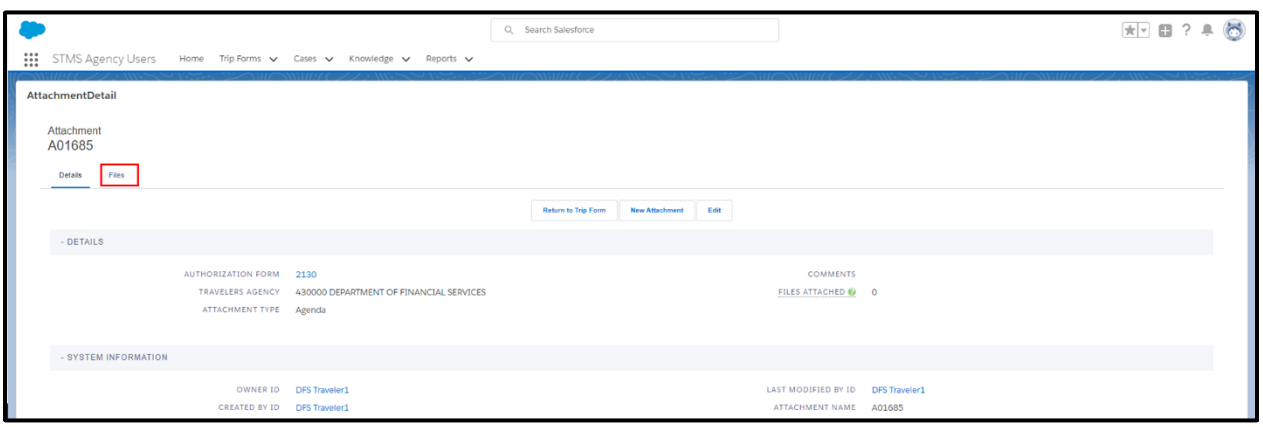


Figure 89 – Files Tab on Attachment Page

To attach files to the record, click on the "Upload Files" button. (Figure 90)

Figure 90 – Upload Files Button on Attachment Page > Files Tab

Select the file(s) to be uploaded from your computer and click on the “Open” button. (Figure 91)

Note: Receipts and other documentation added as an attachment should have personal or sensitive information redacted while preserving the original documentation for audit purposes. Users should follow agency policy regarding document retention and whether or not to group receipts when attaching.

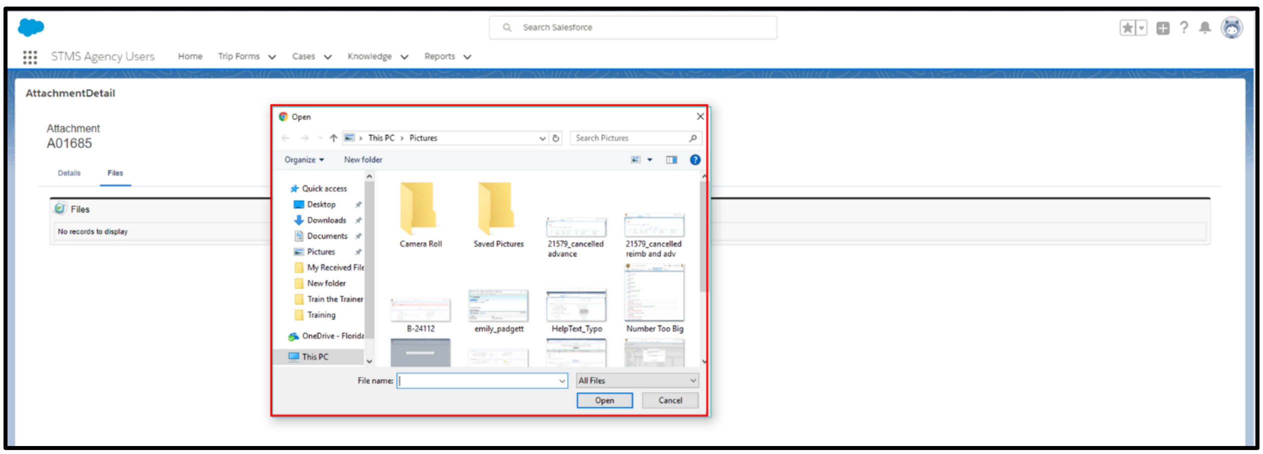


Figure 91 – File Selection Dialog Box

Once the file(s) is loaded, “Done” will appear on the screen. Click on the “Close” button to return to the Attachment Detail page. (Figure 92)

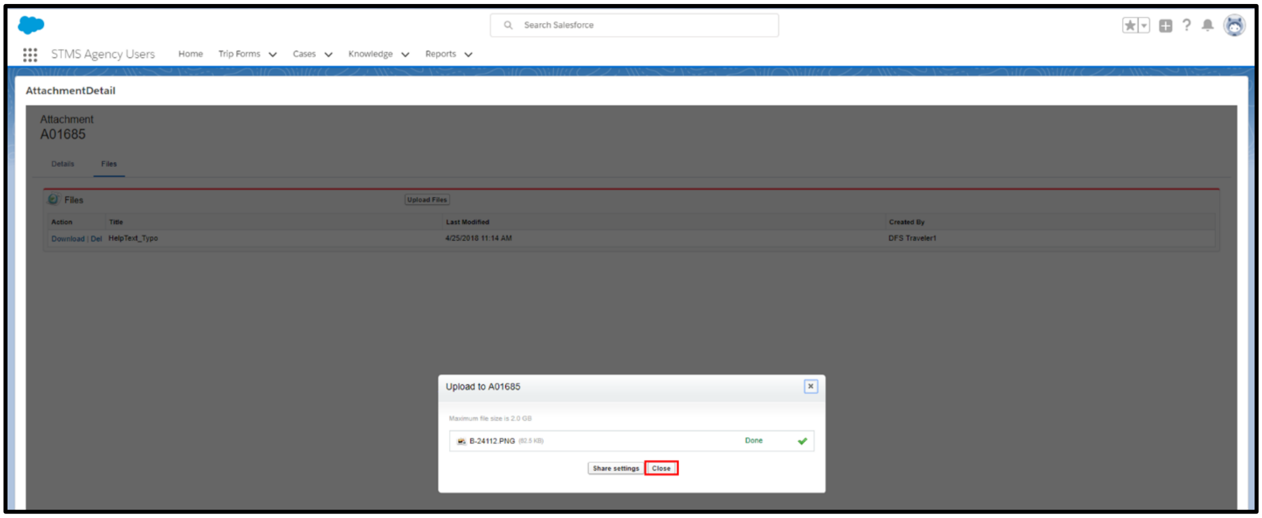


Figure 92 – Close Button on Upload Progress Pop Up

Validation and Submission

Once all Attachments have been uploaded and Expense Line Items have been entered, return to the "Details" tab and click on the "Validate" button for validation of the information entered. When you click Validate, STMS runs a final validation across all tabs to ensure the form is within system requirements. (Figure 93)

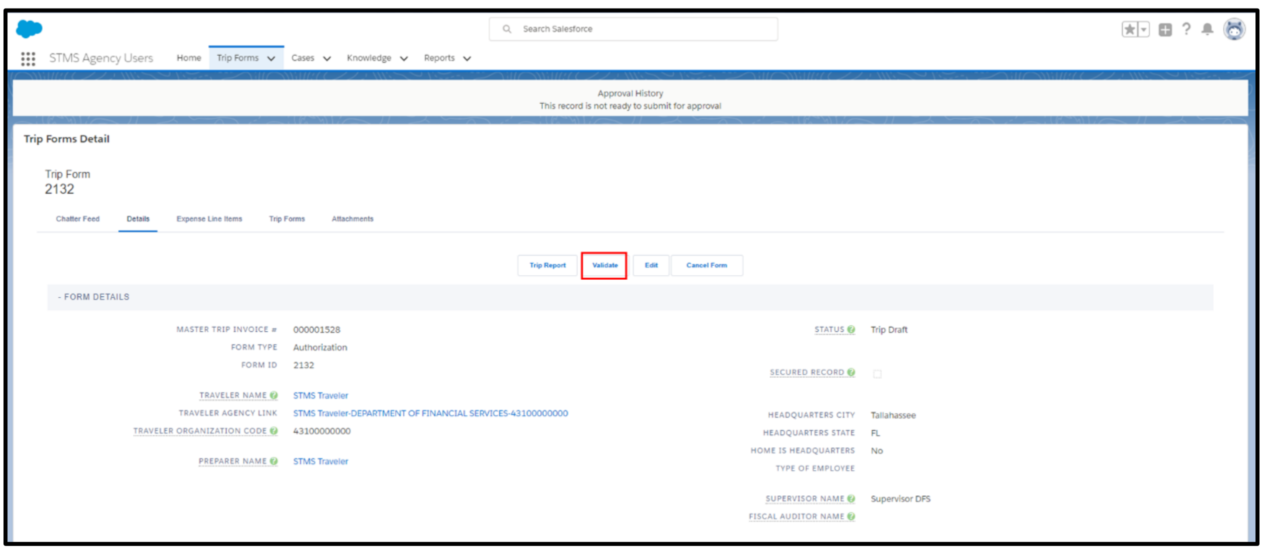


Figure 93 – Validate Button on Trip Form > Details Tab

Once validated, a certification statement appears. To indicate your agreement with the certification statement, check the box and click the “Submit for Approval” button. This submits the form for approval and sends the supervisor a notification email with a link referencing your trip. (Figure 94)

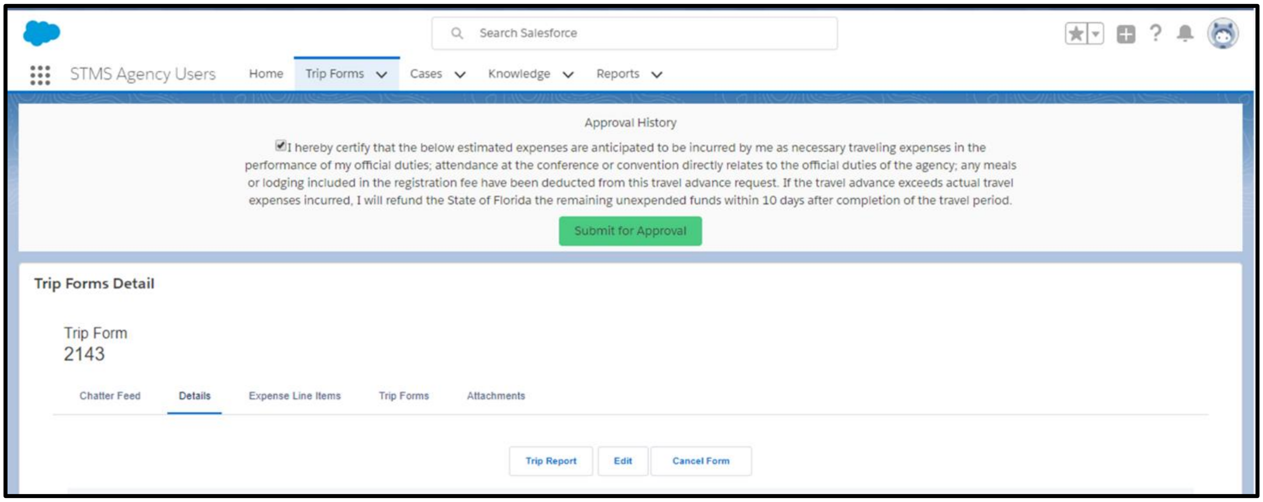


Figure 94 – Certification Check Box and Submit for Approval Button on Trip Form

PREPARER

A Preparer has the ability to create trip forms on behalf of others. Once the form has been completed, the Traveler will be prompted to certify that the information on the trip form is correct before the form is submitted to the Traveler's Supervisor.

The Preparer may also complete trip forms on behalf of Proxy Travelers. This process is identical to that used when preparing for a Traveler, except that because Proxy Travelers do not log into the system, their forms will not be submitted to them to certify, but will go directly to the Proxy Traveler's supervisor instead.

While creating a trip form as a Preparer is similar in process to creating one as a Traveler, it is important to note a few differences.

From the "Home" page, click on the "New" button on the right side of the "My Preparer Forms" section or the right side of the "My Trip Forms" section. (Figure 95)

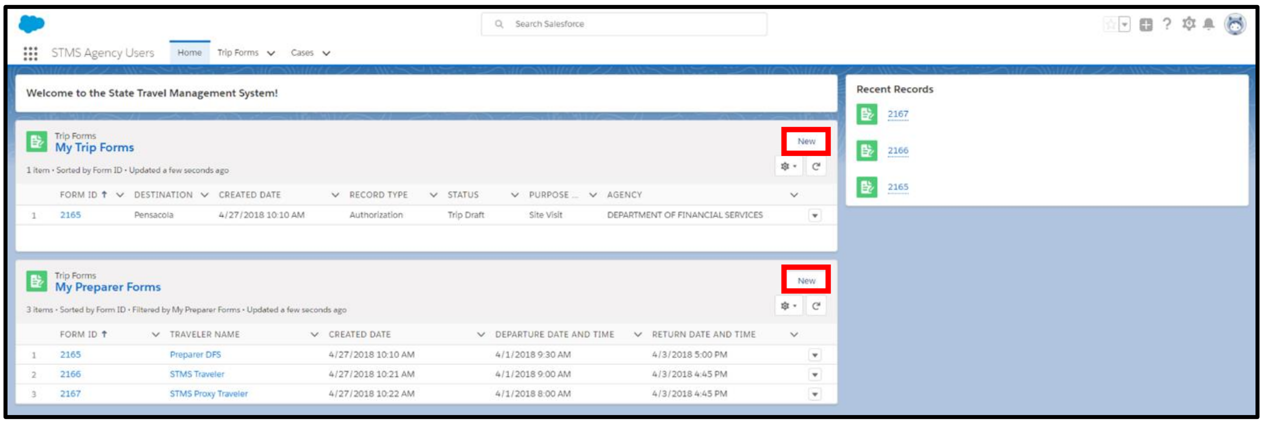


Figure 95 – New Button on Home Page

Next, select "Authorization" or "Reimbursement with General Authorization" and click on the "Next" button located in the lower-right corner of the pop-up window. (

Figure 96)

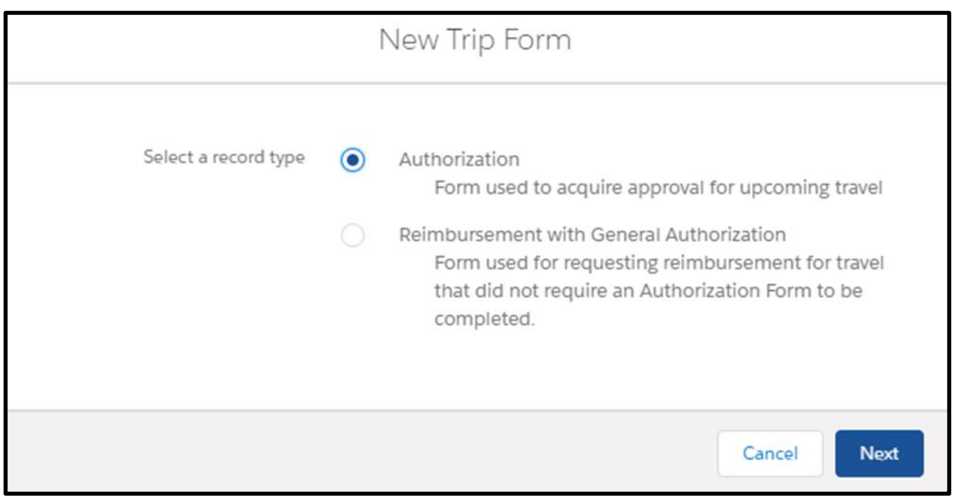


Figure 96 – New Trip Form Pop Up

Details Tab

The form opens to the Details tab. On this tab, you will see four sections – "Form Details," "Trip Details," "Estimated Costs from Expense Line Items," and "System Information."

Choose the Travelers Name by clicking on the lookup icon. As a Preparer you have the ability to prepare for multiple people in your agency so you must select a traveler. To do this, click on the traveler Lookup icon. (Figure 97)

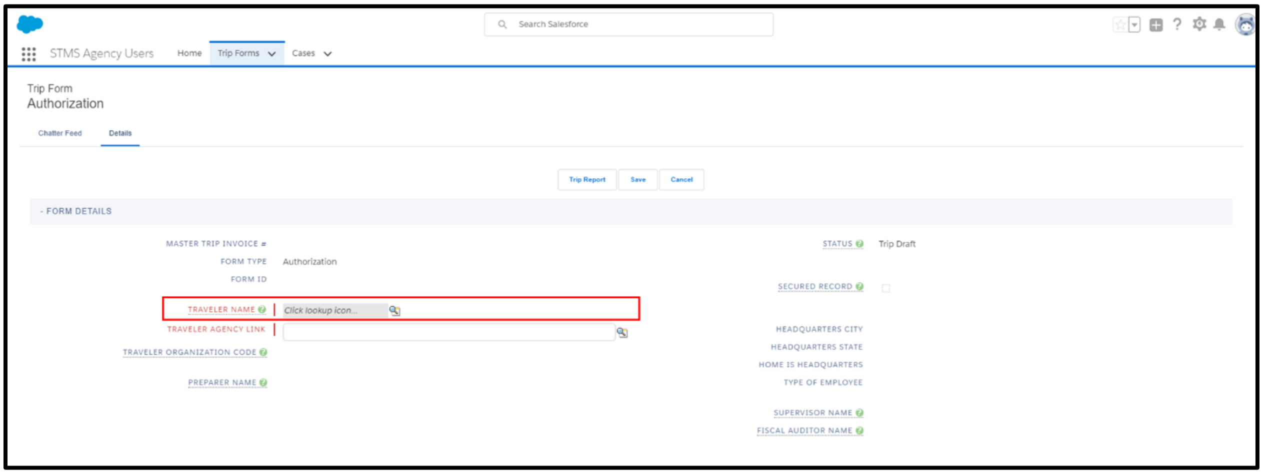


Figure 97 – Travel Lookup on Authorization Trip Form > Form Details Section

Search for the Traveler's Name from the list. If no names appear, begin typing in the field and click on the "Go" button. A list will populate below. Select the Traveler's Name. (Figure 98)

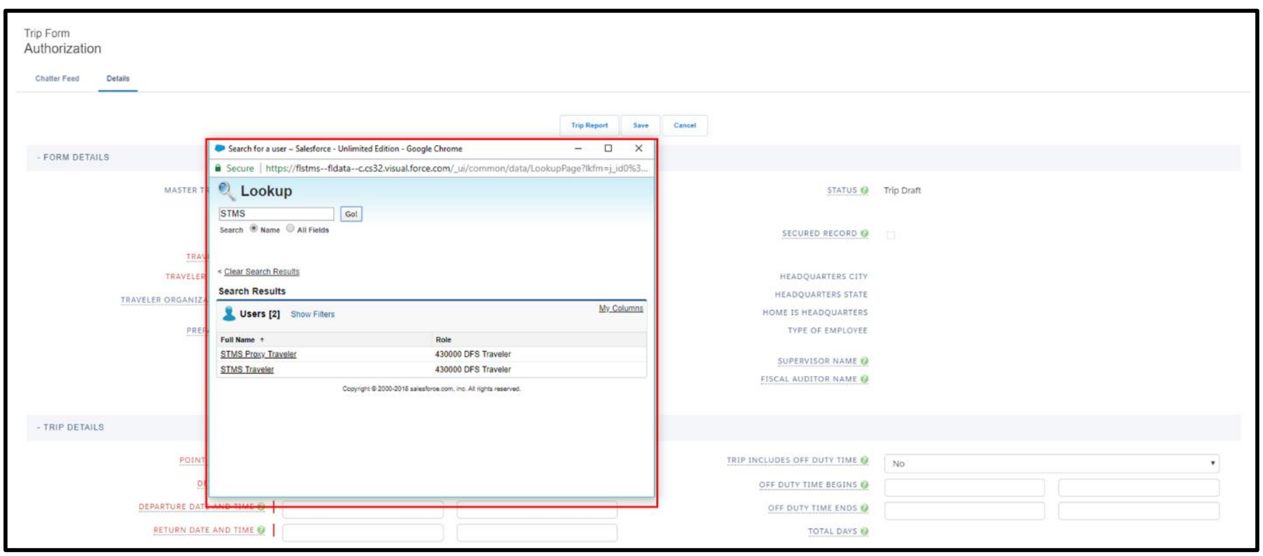


Figure 98 – User Lookup Pop Up

Next, click on the Traveler Agency Link lookup icon and search for the traveler's name that was selected in the previous step. (Figure 99)

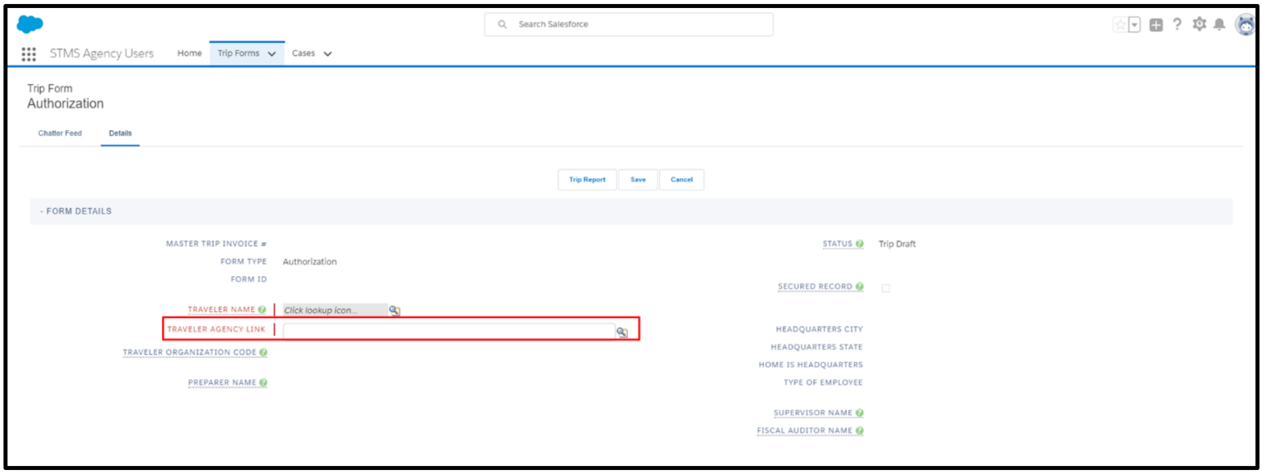


Figure 99 – Traveler Agency Link on Authorization Trip Form > Form Details Section

This field operates the same as the Traveler Name lookup. Type in the field and the list will populate once you click on the "Go" button. Select the Traveler's Agency Link. (Figure 100)

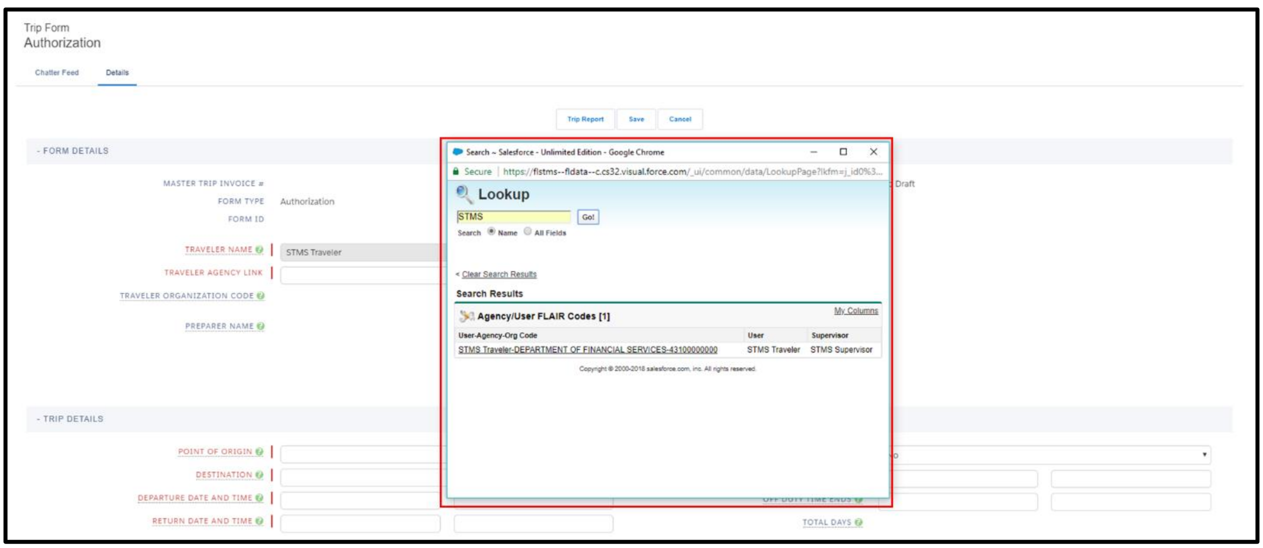


Figure 100 – Agency/User FLAIR Codes Lookup Pop Up

Once Traveler Agency Link has been selected, you will be able to select the Mission Critical Statement in the Trip Details section. (Figure 101)

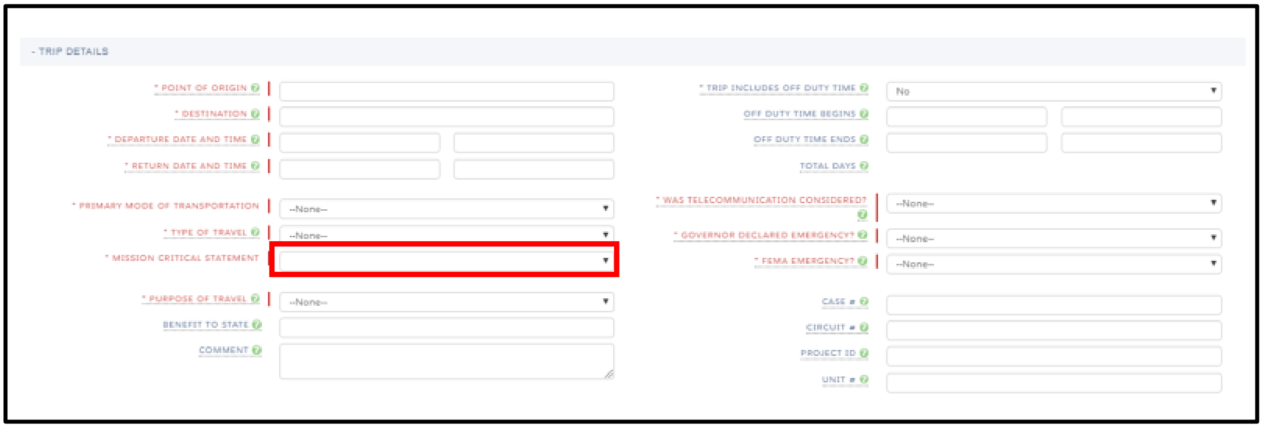


Figure 101 – Mission Critical Statement on Trip Form Page > Trip Details Section

Fill out all other necessary information just as a Traveler would, then click on the "Save" button. After STMS creates the Trip Form, add any required ELIs and Attachments. When you have finished, click Validate.

Immediately upon successful validation, the trip form will be forwarded to the Traveler for attestation and submission, unless the Traveler is a Proxy Traveler. Proxy Travelers do not access STMS and therefore cannot submit their own forms. When preparing for Proxy Travelers, complete the attestation using the check box and then click Submit to initiate the approval process. STMS will forward the form to the person listed as the traveler's supervisor in STMS.

EDITING YOUR TRIP FORMS

Up to 10 Personal Trip Forms are displayed in the “My Trip Forms” section of the “Home” page. You may access additional forms by clicking on the “My Trip Forms” link. This will navigate to the My Trip Forms page where all your Trip Forms will be displayed. To find a specific Trip Form from the “Home” page, enter the Trip Form ID Number in the search bar at the top of the page. After you open the Trip Form by clicking the link in the Form ID column, click on the “Edit” button. (Figure 102)

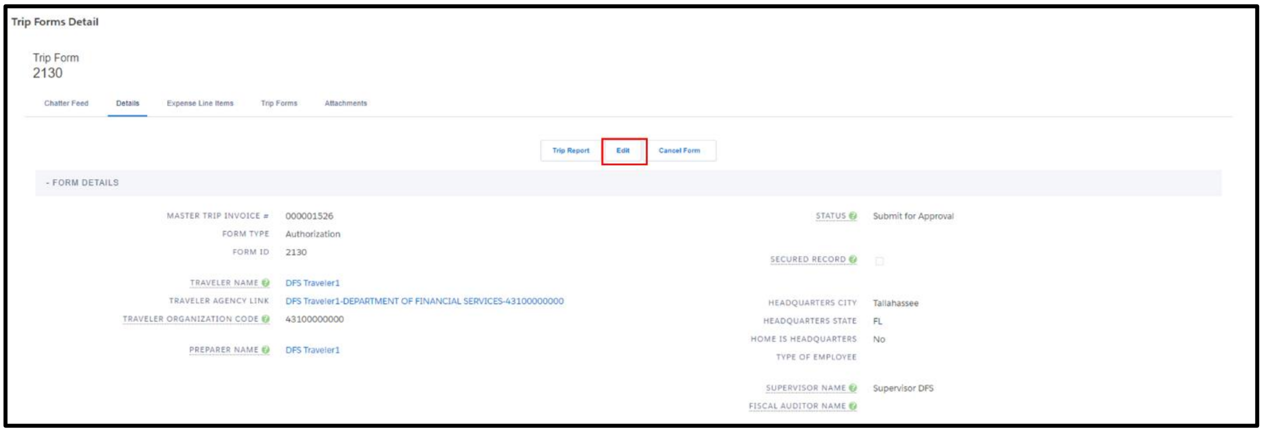


Figure 102 – Edit Button on Trip Form Page > Details Section

CANCELLING A TRIP FORM

In the event that your trip is cancelled you have the option to cancel your trip in STMS by clicking on the "Cancel Form" button on the "Details" tab within the trip form. (Figure 103)

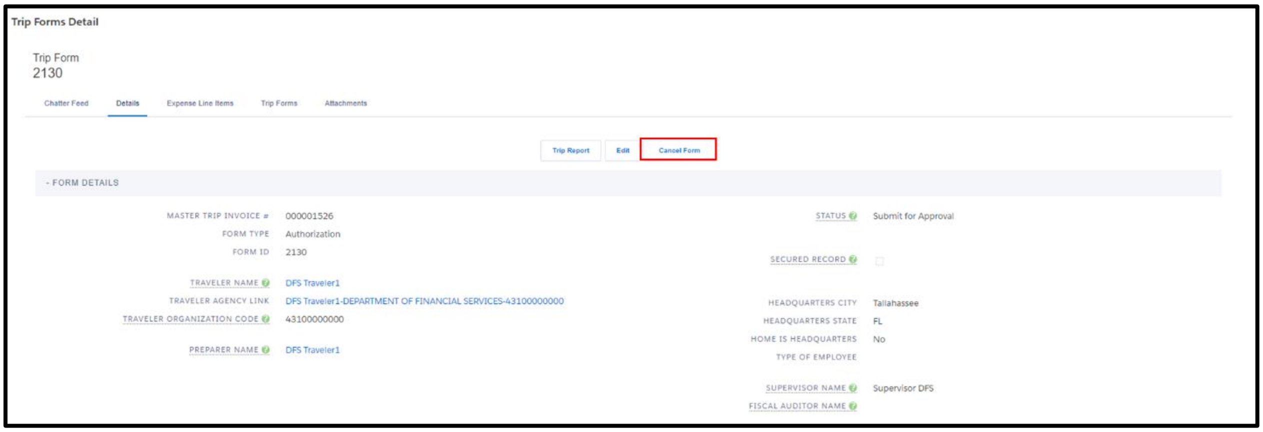


Figure 103 – Cancel Form Button on Trip Form Page > Details Section

Below are the system-enforced parameters governing Trip Form cancellation.

Trip Form	Can Be Cancelled	Notes
Authorization	At any time, provided that an Advance or Reimbursement has not been created related to Authorization.	If an Advance and/or Reimbursement has been created, the traveler must cancel these related trip forms before trying to cancel the Authorization.
Advance	Up until transactions have been created for the Advance.	Another Advance can be created on an Authorization as long as all prior Advances associated to the Authorization have been cancelled and the traveler does not have any open advances.
Reimbursement	Up until transactions have been created for the Reimbursement.	Another Reimbursement can be created associated on an Authorization as long as all prior Reimbursement have been cancelled.
Reimbursement with General Authorization	Up until transactions have been created for the Reimbursement with General Authorization.	

Approver

The STMS approval process has been developed to provide travel approvers with a powerful tool for reviewing, approving, and tracking trip forms while maintaining the flexibility to accommodate each agency's internal procedures.

Each submitted Trip Form enters a dynamic approval process. The traveler's immediate Supervisor or the Supervisor's Delegate will always be the first Approver in the approval process. Each Approver in the process will route the Trip Form to the next Approver required by agency policy or procedure until final approval is obtained, at which time the form is considered Authorized. Each time an Approver is assigned a Trip Form, STMS will send that person a notification email stating that there is a form awaiting action.

Reviewing Trip Forms

When you log into STMS as a person with authority to approve others' Trip Forms, you will see the "My Trip Forms" section, which displays your personal Trip Forms, and the "Trip Forms to Approve" section, which displays Trip Forms in your queue for approval or rejection. Additionally, if you have been designated as a Delegate Approver, you will see the "My Delegated Approval Forms" section, which displays any trip forms for which you are a delegated approver. (Figure 104)

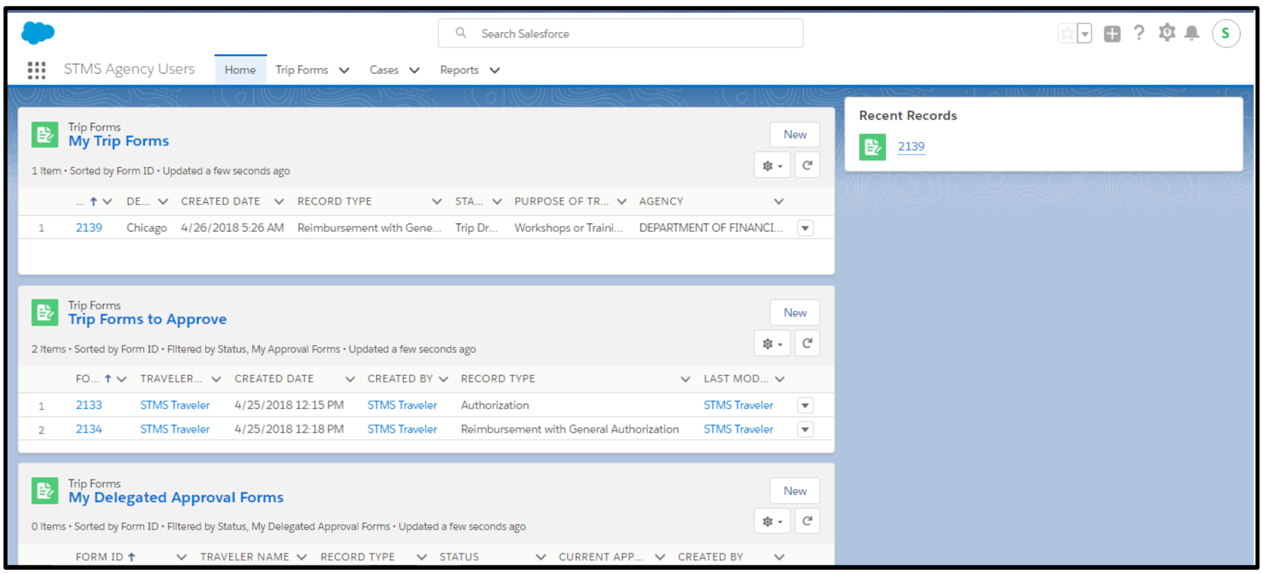


Figure 104 – Approver with Delegate Approver Assignment Home Page

As an Approver or Delegate Approver, you will be able to review all the details of the Traveler's Trip Form. To review a Trip Form, review the information in the "Details," "Expense Line Items," and "Attachments" tabs. You will review the information just as you would a printed copy, reviewing the Expense Line Items and ensuring that proper documentation is attached and legible.

Notes:

- Justification is not required in STMS for "Night over $150." Refer to agency policy if Justification is required.
- If the Traveler uses a state vehicle as the primary mode of transportation but the trip also includes a segment in which a vehicle other than the state-issued vehicle is used, the traveler

should only claim mileage for what was incurred using a vehicle other than the state-issued vehicle.

- When a traveler selects Continuous as the Purpose of Travel, the system will not prohibit Meals A&B, Hotel, and Per Diem. In most instances, Continuous travel will be selected for day trips where mileage would be a suitable expense type but meals, per diem, and lodging would not be suitable. However, in some rare instances where an overnight stay is part of the trip, meals, per diem, and lodging may need to be claimed. Approvers and Fiscal Auditors should therefore carefully review all trip details and expenses to ensure they are in compliance with state travel guidelines and agency policies.
- On each individual Expense Line Item, the Total Amount represents the full cost incurred by the traveler for the item. The Total Allowable Amount is the Total Amount less any Unallowable Amount. For Advances, the Advance Amount (the amount due to the traveler) will be 80% of the Total Allowable Amount, unless the traveler has indicated “significantly discounted airfare” or FEMA or Governor-declared emergency, in which case the Advance Amount will be 100% of the Total Allowable Amount.

Securing a Record

Each agency specifies the effects that securing a record has on its reports. Agencies can opt to have details of secured Trip Forms removed from certain single-trip reports. This might be desired, for example, if the trip relates to a witness involved in a legal case or other confidential matter. Regardless of agency settings for single-trip reports, reports that aggregate data will include data from secured records in aggregated form.

Only a user with an Approver profile can secure a trip form. A user with the Preparer, Traveler or Fiscal Accountant profile cannot secure a trip form.

The Secure Record button displays to the right of the Trip Report button. (Figure 105) Click on the Secure Record button to mark the record as secured.

Do not confuse the Secure Record function with the lock icon displayed to the left of the Trip Report button. The lock icon simply indicates that trip details are not currently editable.

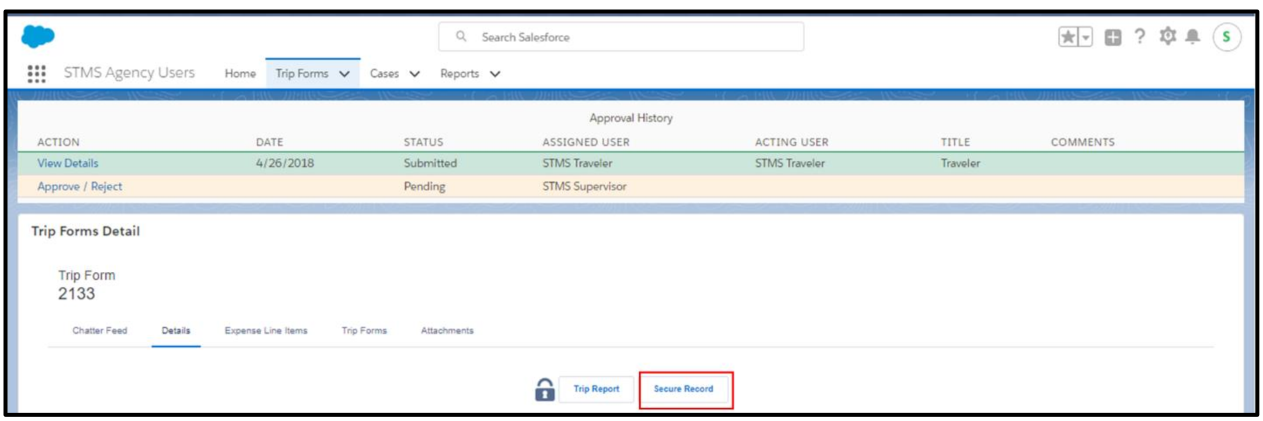


Figure 105 – Secure Record Button on Trip Form > Details Section

Approving Trip Forms

As an Approver, if your review of the Trip Form has verified that the information stated on the form is correct and receipts are attached, click on the “Approve/Reject” link in the Approval History section. (Figure 106)

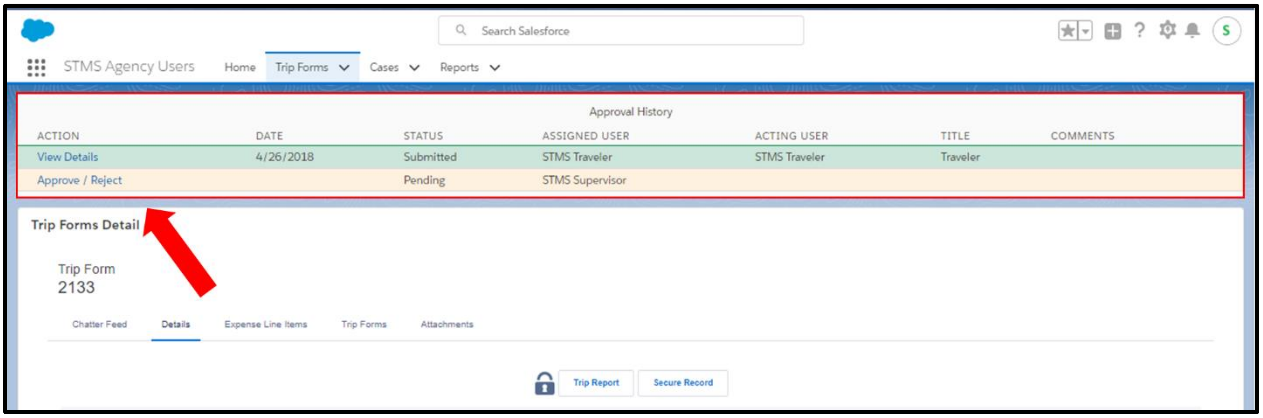


Figure 106 – Approval History Section on Trip Form

Click the check box to agree with the certification statement and click the “Approve” button. (Figure 107)

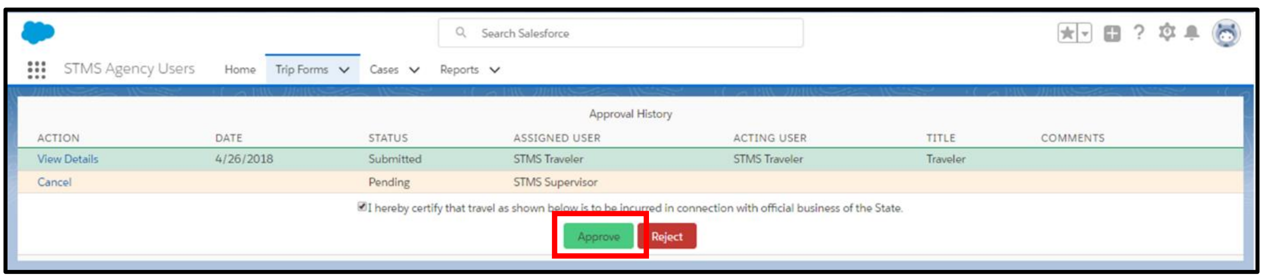


Figure 107 – Approve Button on Approval History Section of Trip Form

With limited exceptions, the system will ask if you are the final approver. Use your knowledge of your agency’s approval process to answer the question. (Figure 108)

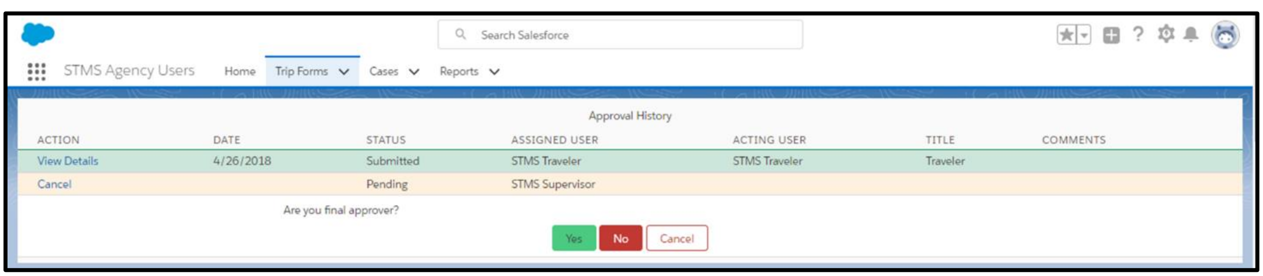


Figure 108 – Approval History Section Showing Final Approver Prompt and Associated Buttons

If you have indicated that there is another approver in the process, a box will appear asking for you to “Select Next Approver.” Type the name of the next approver. As you type, any names containing the letters you have typed will appear below the “Select Next Approver” box. Click the name of the next approver and then click the “Submit” button. (Figure 109)

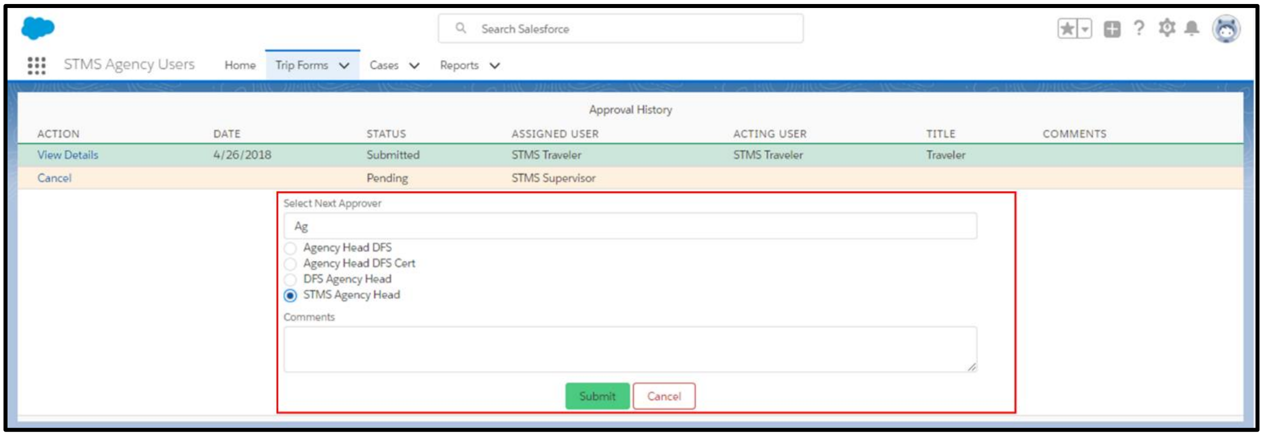


Figure 109 – Select Next Approver Control on Trip Form Page > Approval History Section

The Approval History will update and the next approver will be notified. This process will continue until the Trip Form is approved by the Final Approver. After approval by the final approver, the Trip Form is considered Authorized and will proceed to Fiscal Accountant review.

Rejecting Trip Forms

If in your review of the Trip Form you determine that information is missing or incorrect, you can "Reject" the Trip Form and add comments for the Traveler to update their information. To Reject a trip form, click the "Approve/Reject" link in the Approval History section. (Figure 110)

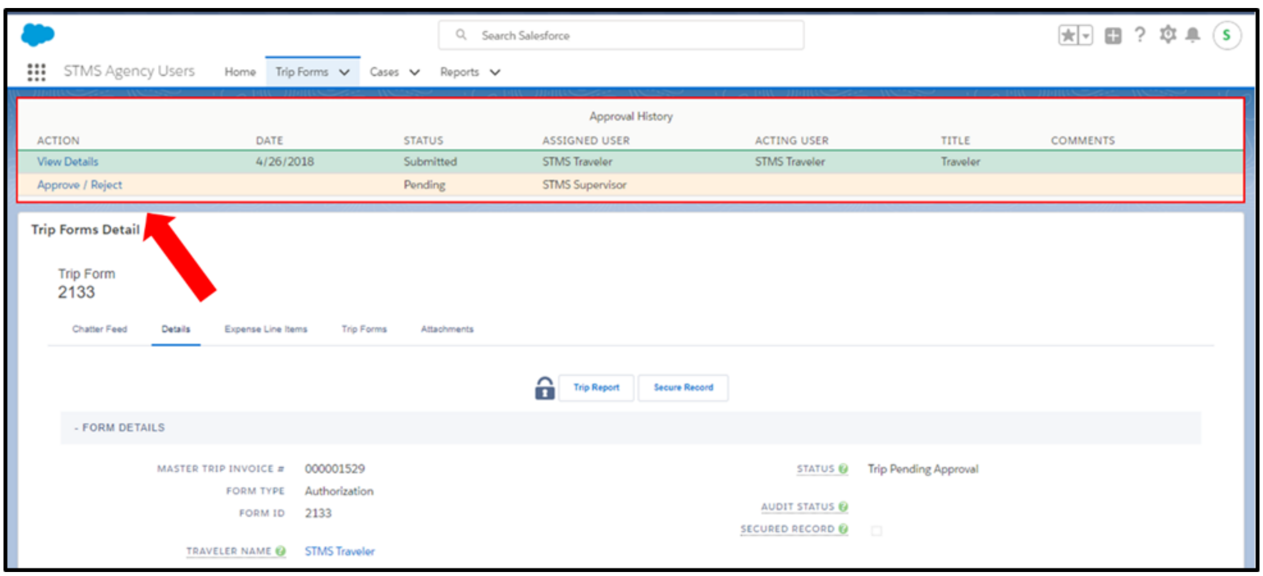


Figure 110 – Approval History Section on Trip Form

Click on the “Reject” button. (Figure 111)

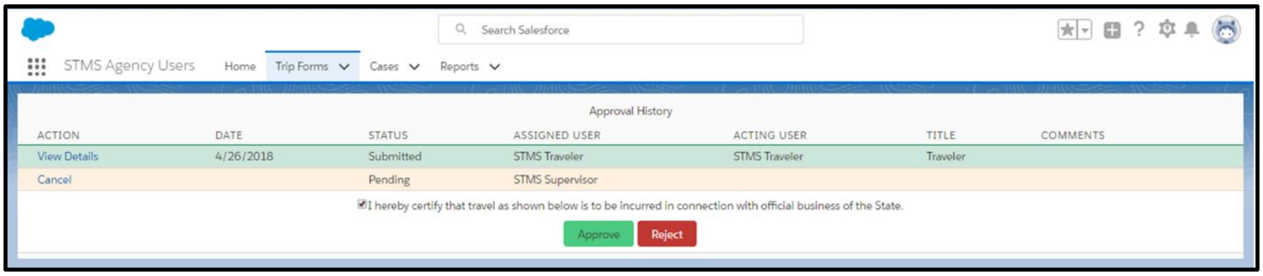


Figure 111 – Reject Button in Approval History Section of Trip Form

At this point you may add a comment informing the Traveler about what must be updated or added in order for the Trip Form to be approved. Enter the comment in the “Comments” box and click the “Submit” button. (Figure 112) To finalize the rejection without a comment, simply click the “Submit” Button.

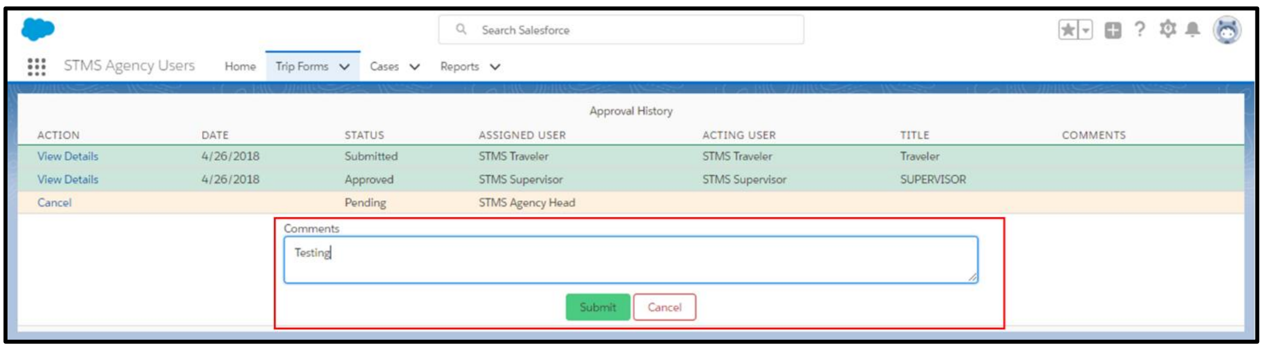


Figure 112 – Comments Box in Approval History Section of Trip Form

After submission, STMS will notify the Traveler that the Trip Form has been rejected and will display the comment in the Comments column of the Approval History section. The Traveler will be able to access the Trip Form on their “Home” page to revise and re-submit.

Assigning a Delegate Approver

As an Approver, you can assign a Delegate to assist in the approval process. A Delegate is an Approver who can review and approve trip forms on your behalf. A Delegate Approver has the same permissions as the Approver.

Delegates do not receive STMS notifications, but will see delegated Trip Forms that are awaiting action on their “Home” page. Therefore, be sure to communicate with your delegate about when to monitor their “Home” page for Trip Forms to review.

To assign a Delegate, click on the profile picture in the upper-right corner of the screen. Click on the Settings link. (Figure 113)

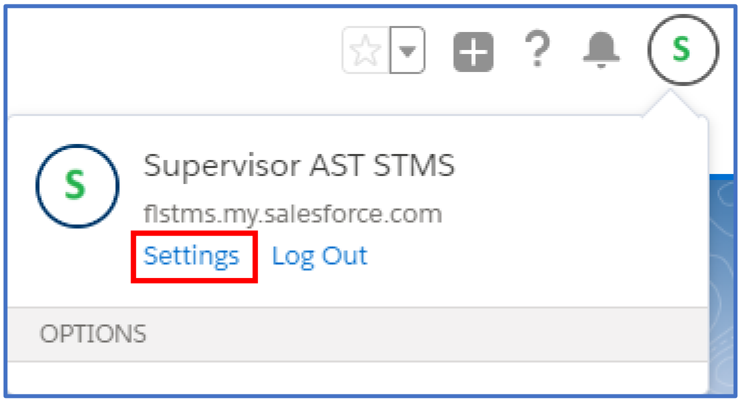


Figure 113 – Settings Link Accessed via Profile Picture

From the Personal Information menu on the left, click on “Approver Settings,” in the left navigation bar. (Figure 114)

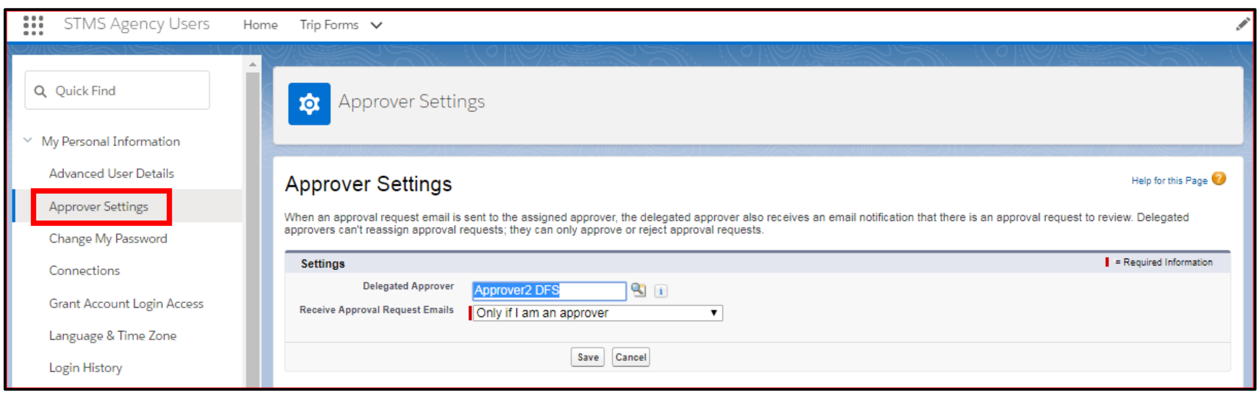


Figure 114 – Approver Settings Link on Settings Page

In the Delegated Approver field, click on the magnifying glass lookup icon.

In the Search pop-up window, enter the name of the person you want to assign as your delegate. Then click on the “Go” button.

STMS displays search results below the Search field. Click on the Approver’s name link in the Full Name column. (Figure 115)

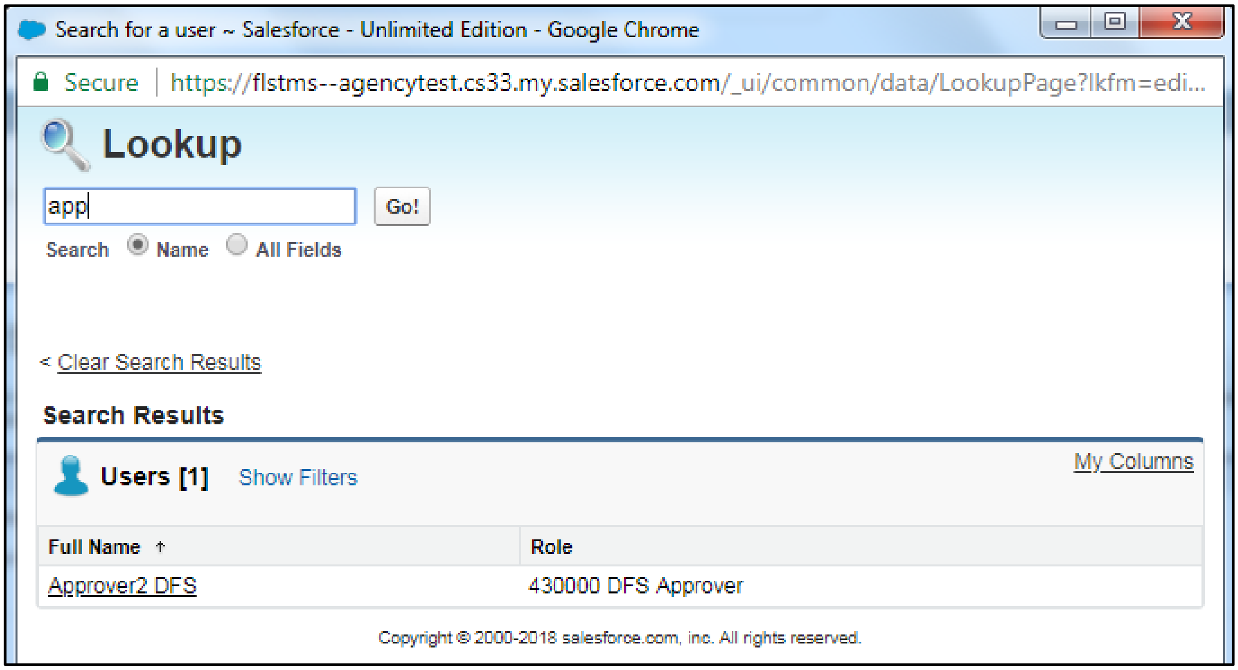


Figure 115 – Approver's Name Link on the Search

Then, on the Approver Settings screen, click the "Save" button.

You can change the Delegate Approver at any time.

FISCAL ACCOUNTANT

A Fiscal Accountant is any Agency user who reviews a trip form after it has been authorized. A Fiscal Accountant can create transactions and mark them ready for processing by FLAIR. Fiscal Accountants include Agency accountants, auditors, and fiscal assistants. At a high level, Fiscal Accountants will perform the following actions in relation to authorized Advances, Reimbursements, and Reimbursements with General Authorization:

- Auditing Trip Forms
  - Select unassigned Trip Form from the queue of available forms and assign to self
  - Make trip form selections that will later set a transaction type when the audit process is marked complete (and supply other details as necessary)
  - Review Expense Line Items
    - Set the Organization Code, the Expansion Option, and Expansion Option Version
    - View/add attachments as necessary
  - Update audit status (note: when you save a status that indicates the audit is complete, STMS will proceed to create potential FLAIR transactions)
- Processing FLAIR Transactions
  - Edit details of potential FLAIR transactions
  - Mark FLAIR transactions ready for FLAIR submission
  - Process any returned transactions and resubmit if applicable

Please refer to the Summary of the Fiscal Accountant Process section of this document to see where Fiscal Accountant activity falls within the broader context of STMS travel processing.

Fiscal Accountant Home Page

When you log into STMS as a Fiscal Accountant, you will be on the Fiscal Accountant's "Home" page. On the "Home" page, you will see the sections "Ready for Agency Audit," "FLAIR Trans Status Review," and "My Trip Forms." (Figure 116)

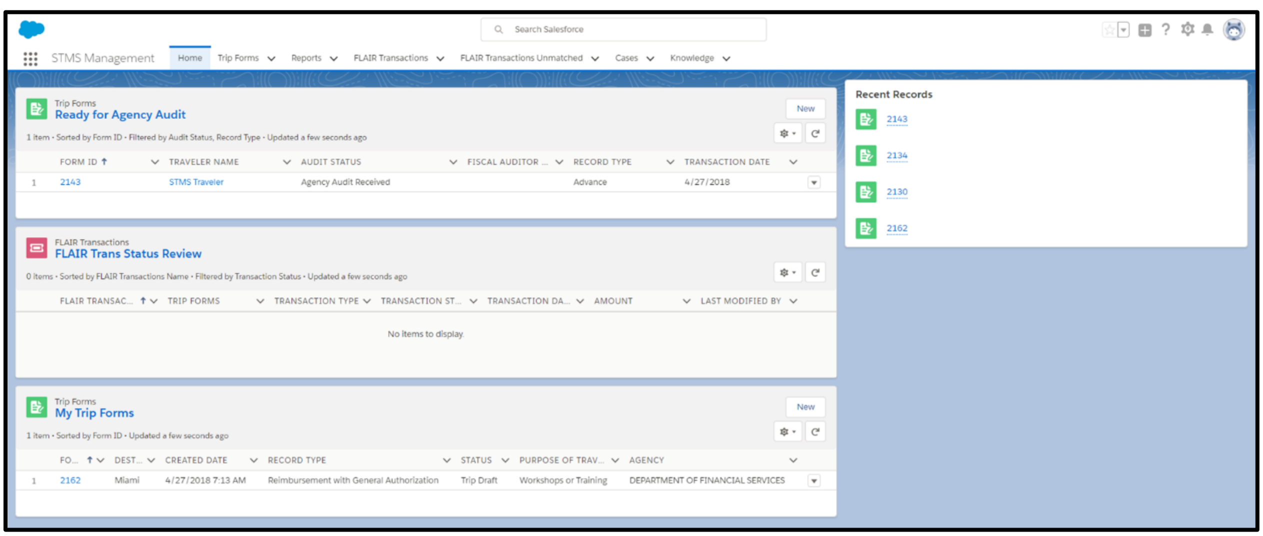


Figure 116 – Home Page – Fiscal Accountant Perspective

Auditing a Trip Form

Selecting/Assigning a Trip Form for Audit

To find a trip to be audited, view the Ready for Agency Audit section of your “Home” page. Clicking the “Ready for Agency Audit” link at the top of the box will navigate to the expanded view of this section.

The “Ready for Agency Audit” section displays information about trip forms in your agency that have been authorized by a Final Approver and still require auditing by your agency. After the Form ID, Traveler Name, and Audit Status columns, the Fiscal Auditor Name column displays the last Fiscal Accountant to save the trip form. If the “Fiscal Auditor Name” field is blank, that indicates a Fiscal Accountant is not yet actively auditing the trip form.

Additional fields displayed in this section are Record Type (“Advance,” “Reimbursement,” or “Reimbursement with General Authorization”) and Transaction Date – the date that the form was approved by the Final Approver prior to audit.

Click on the Trip Form ID to open the trip details. The first action to take when auditing a trip form is to add your name to the trip form in the Fiscal Auditor Name field. Note: you are not allowed to serve as the Fiscal Accountant for trips where you are listed as the Traveler.

To add your name in the Fiscal Auditor Name field, click on the “Edit” button near the top of the Trip “Details” page. (Figure 117)

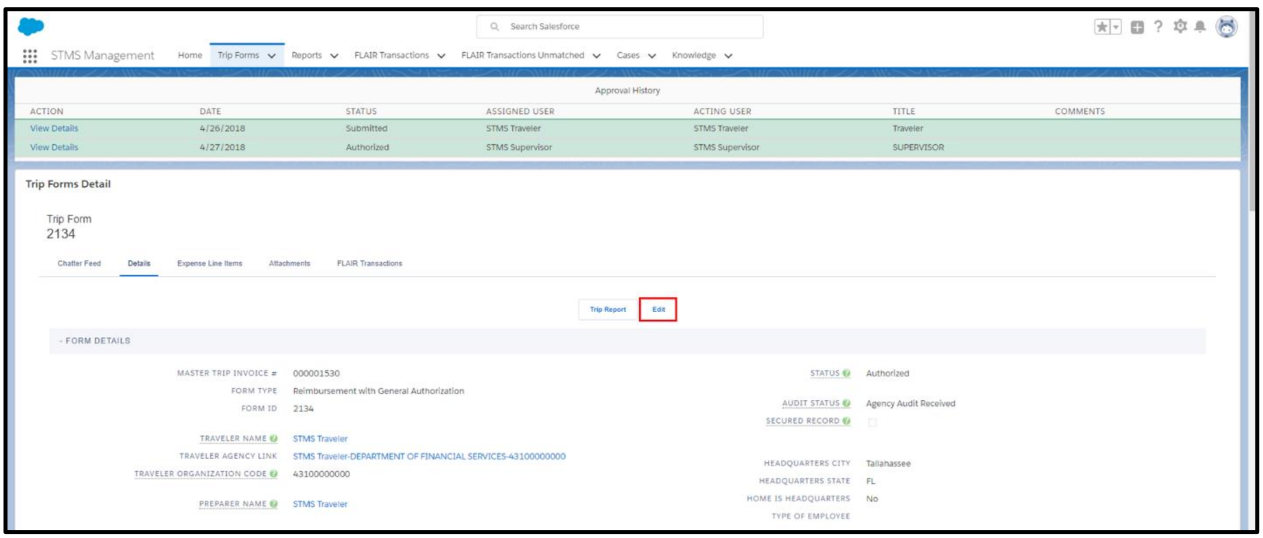


Figure 117 – Edit Button on Trip Form Page

Find the “Fiscal Auditor Name” field in the “Form Details” section. (Figure 118)

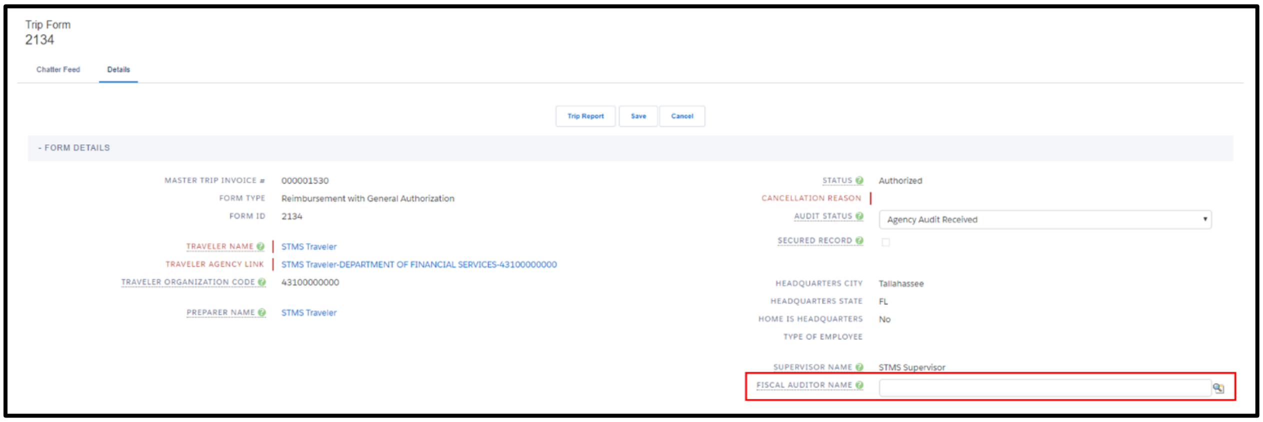


Figure 118 – Fiscal Auditor Name Field on Trip Form > Details Tab > Form Details Section

Click on the lookup icon to the right of the field, then type your first or last name into the “Search” bar and click on the “Go” button. Select your name. (Figure 119)

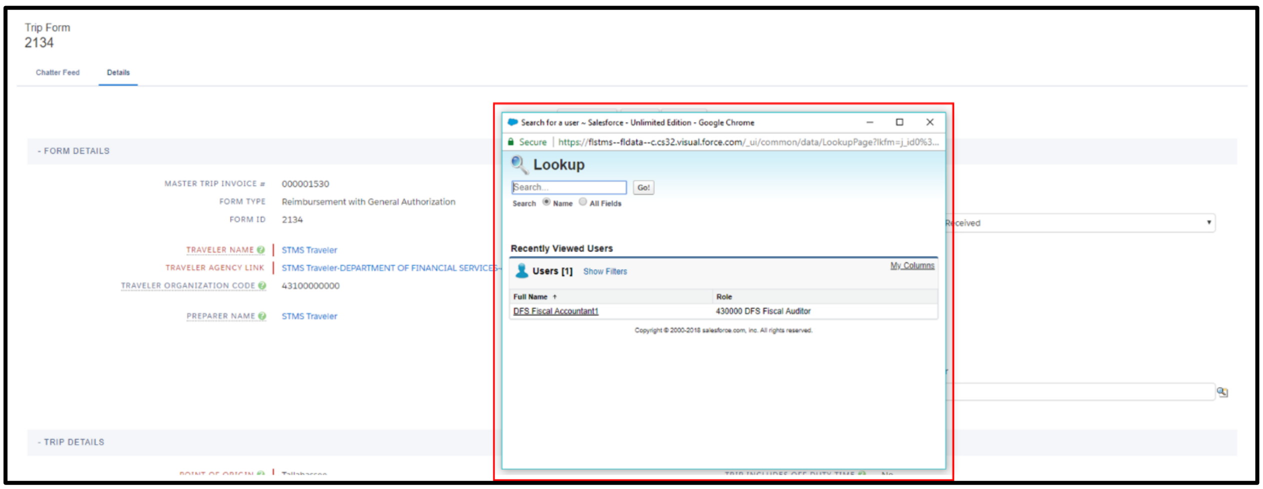


Figure 119 – User Lookup Pop Up

The next time that you open this window, your name should appear in the bottom portion of this window under the title “Recently Viewed Users” without you needing to type your name into the search bar. Click the “Save” button on the Trip Form at this time to add your name as the auditor for this trip. (Figure 120)

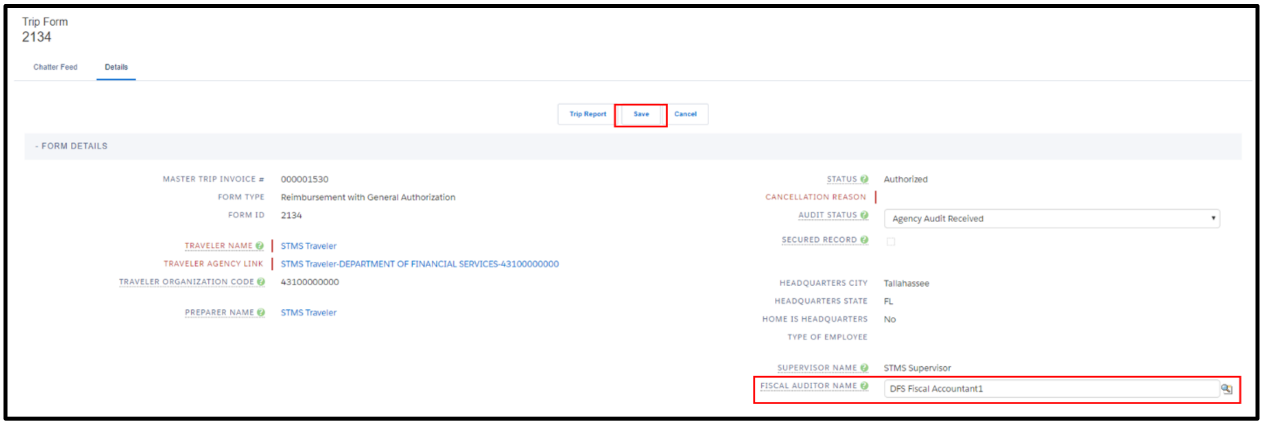


Figure 120 – Save Button and Fiscal Auditor Name Field on Trip Form > Details Tab > Form Details Section

Making Selections that Will Set the Transaction Type

Next, you will make trip form selections that will later set a transaction type when the audit process is marked complete. Within the "Details" tab on the Trip Form, click on the "Edit" button. (Figure 121)

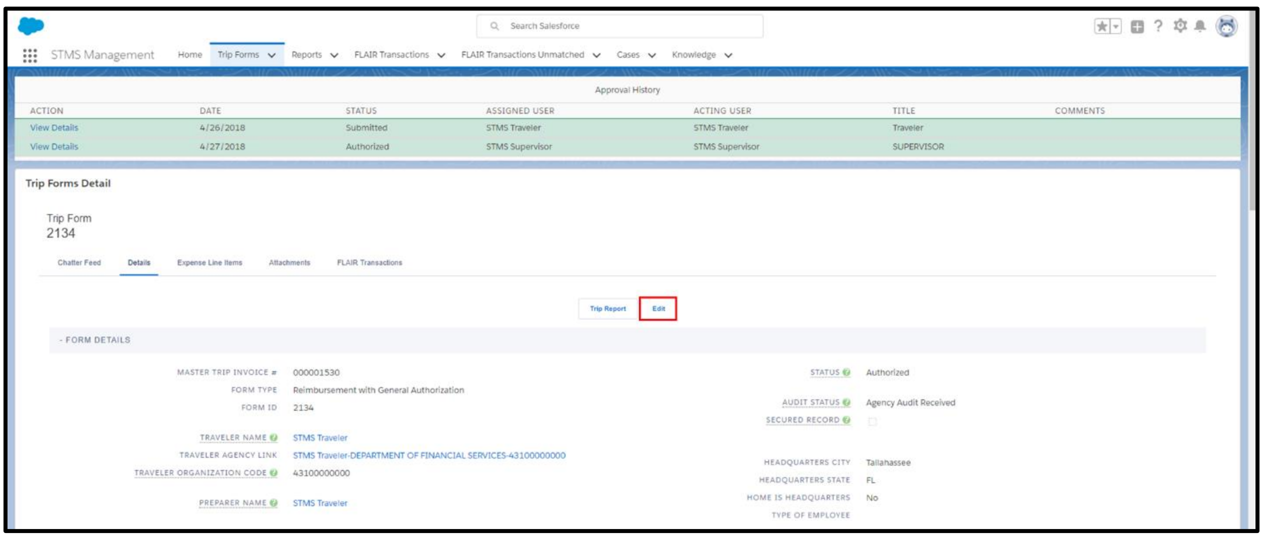


Figure 121 – Edit Button on Trip Form > Details Tab > From Details Section

Revolving Fund – Transaction Type 52

Go to the "Accounting Details" section. If this trip is being paid from a revolving fund, set the value of the "Paid from Revolving Fund" field to "Yes." By making this change, the transactions that STMS creates when we later indicate that audit of the trip form is complete will be "52" Transactions instead of "51" Transactions. (Figure 122) See the Documenting Revolving Fund Transactions in STMS section of this manual, which details the process of documenting the use of revolving funds in STMS. (Page 107)

Figure 122 – Revolving Fund-Related Fields on Trip Form > Details Tab > Accounting Details Section

Other Details

If the traveler owes the State, the columns on the right side of the "Accounting Details" section can be used to record the amount of the payment made and additional details. (Figure 123) See the Traveler Owes State audit status section for additional details. (Page 100)

Figure 123 – Traveler Payment and Payment Details Fields on Trip Form > Details Tab > Accounting Details Section

You will now save any changes that were made to the transaction type by clicking on the "Save" button at the top or bottom of the screen.

Reviewing Expense Line Items

To view all the Expense Line Items for a trip, click on the "Expense Line Item" tab. All the Expense Line Items for that trip will then appear on the screen. Commonly viewed fields, including the *Record Type*, *Organization Code*, and *Expansion Option* are displayed on this screen. To view additional details about a specific Expense Line Item, click on that Expense Line Item's "Expense ID" number. (Figure 124)

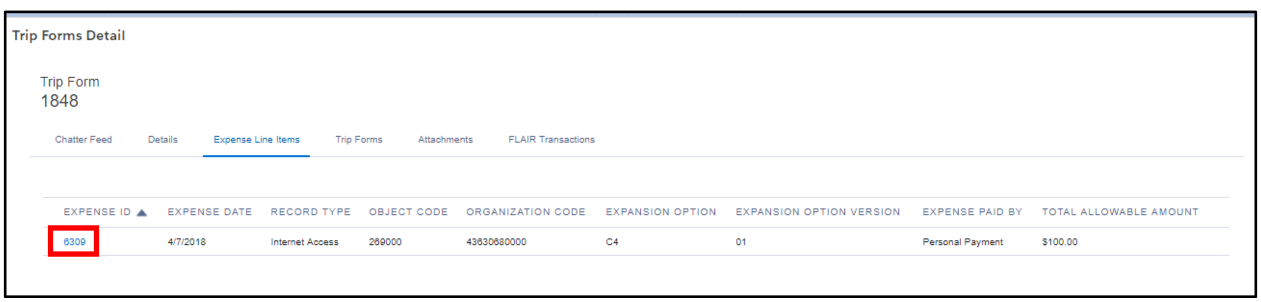


Figure 124 – Expense ID Link on Trip Form > Expense Line Items Tab

With the complete Expense Line Item displayed, the system will permit you to make edits to three fields, all within the "Details" section: *Organization Code*, *Expansion Option*, and *Expansion Option Version*.

To edit any of these fields, click on the "Edit" Button within the Expense Line Item "Details" page. (Figure 125)

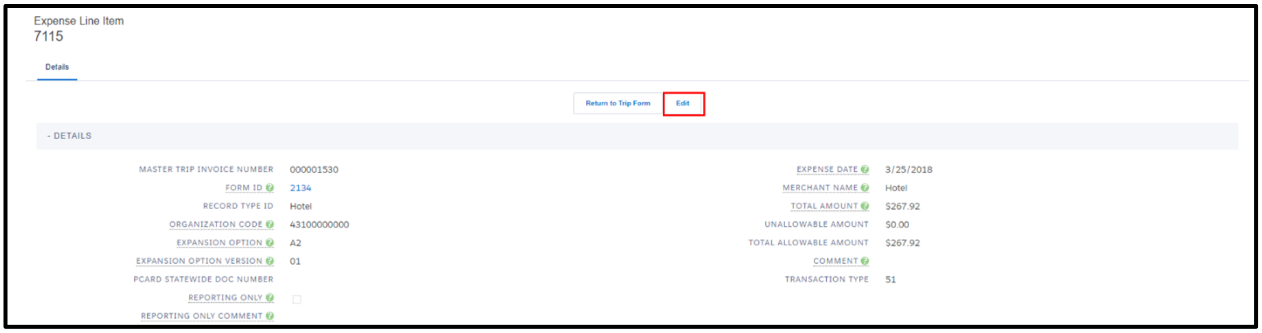


Figure 125 – Edit Button on Trip Form > Expense Line Items Tab > Details Section

All available Organization Codes and Expansion Options that have been provided by FLAIR are available in the type-ahead field. If you change the Organizational Code and Expansion Option, you will need to delete the Expansion Option Version and the system will populate the latest version. (Figure 126) All the other fields on this screen are locked.

Any changes you make to an Expense Line Item should be saved. To save the changes, click on the "Save" button at the top or bottom of the page.

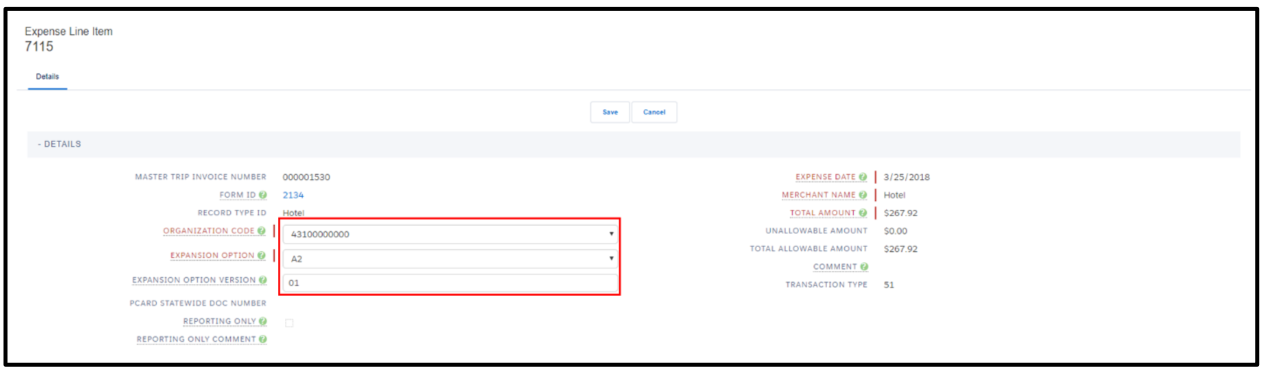


Figure 126 – Auditor-Editable Fields on Trip Form > Expense Line Items Tab > Details Section

This process should be repeated for each Expense Line Item, by clicking on the "Return to Trip Form" button, then on the "Expense Line Item" tab, and then selecting the next Expense Line Item.

Once the transactions associated with this trip are submitted to FLAIR, FLAIR will populate the appropriate values within the FLAIR Transaction Details section.

Note: Travelers entering an Expense Line Item and receiving an invalid object code error may reach out to their Fiscal Accountant for guidance. The Fiscal Accountant will determine if the traveler needs to use a different Organization Code or Expansion Option or if the Object Code needs to be added to the Organization Code and Expansion Option in FLAIR. If the update needs to occur in FLAIR, it may take 24 hours for the change to be available in STMS.

Note: On each individual Expense Line Item, the Total Amount represents the full cost incurred by the traveler for the item. The Total Allowable Amount is the Total Amount less any Unallowable Amount. For Advances, the Advance Amount (the amount due to the traveler) will be 80% of the Total Allowable Amount, unless the traveler has indicated "significantly discounted airfare" or FEMA or Governor-declared emergency, in which case the Advance Amount will be 100% of the Total Allowable Amount.

Reviewing Attachments

In many instances, it will be necessary to view the associated attachments for each trip as the Expense Line Items are being reviewed. To view the attachments for a trip, click on the “Attachments” tab found on the Trip Form “Details” page. (Figure 127)

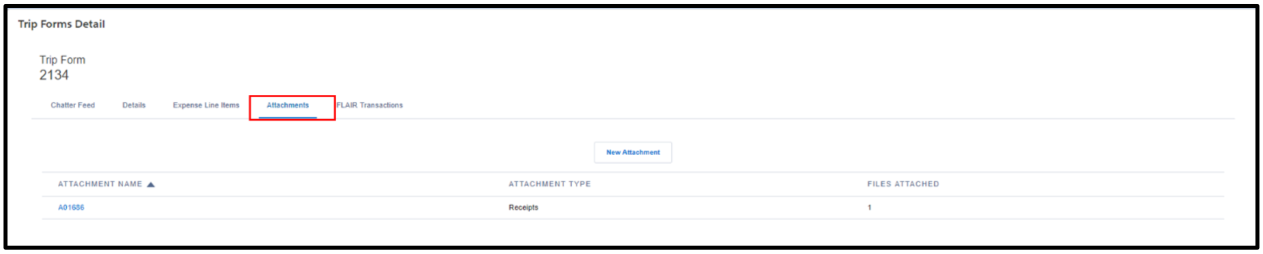


Figure 127 – Attachments Tab on Trip Form Page

To view the details and files associated with each attachment, click on one of the attachment names. STMS will display the Attachment Details tab of the Attachment Page. (Figure 128)

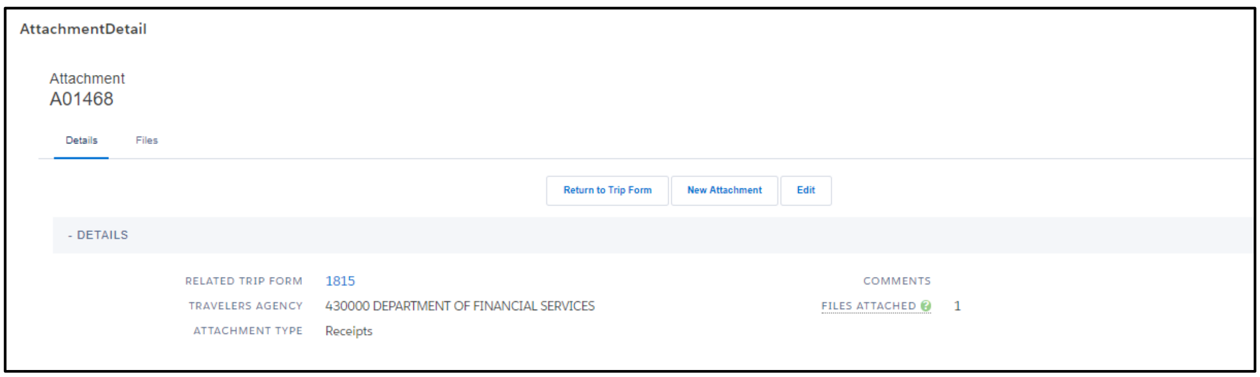


Figure 128 – Attachment Page > Details Tab

Click on the “Files” tab within that attachment to view the files associated with the attachment. (Figure 129) Each file can be downloaded by clicking on the associated “Download” link.

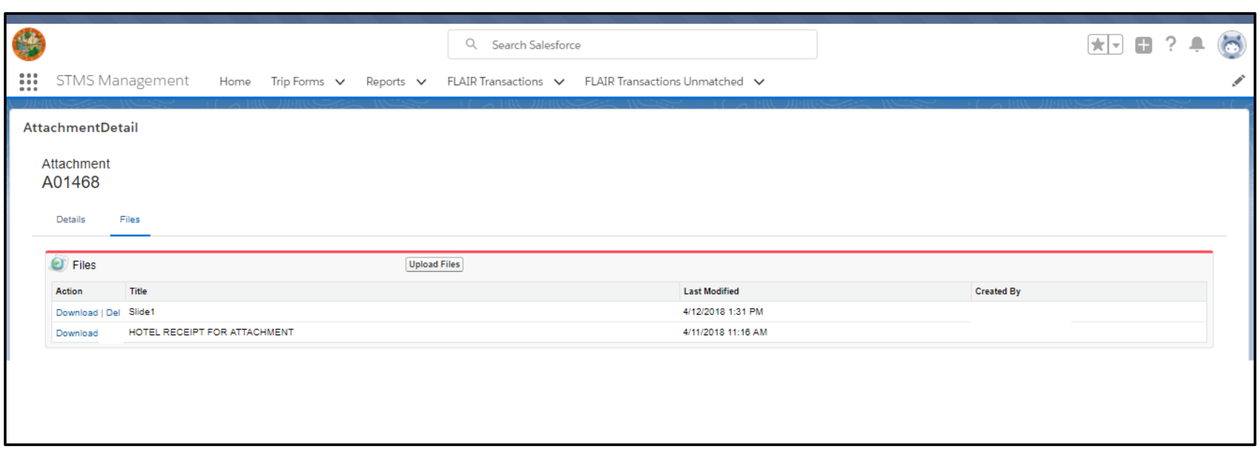


Figure 129 – Attachment Page > Files Tab

As a Fiscal Accountant, you have the ability to upload attachment files on behalf of the traveler or attach other documentation that you need to include with the trip form. To add an attachment, click on the "Attachments" tab of the Trip Form and click the "New Attachment" button. The Details Tab of the Attachment page will be displayed in edit mode. (Figure 130)

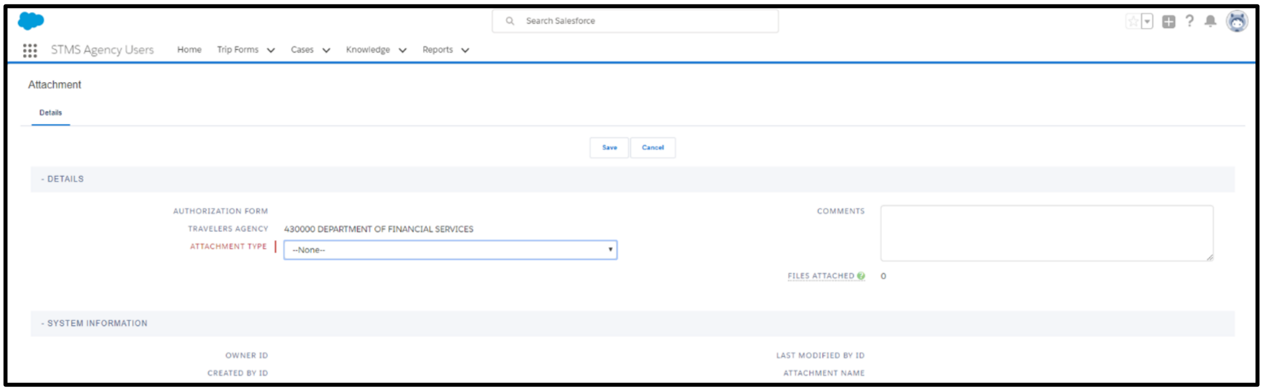


Figure 130 – Attachment Page > Details Tab

On the attachment "Details" page, select the type of attachment from the "Attachment Type" dropdown menu. Click on the "Save" button to save the Attachment Details. Once the Attachment Details have been saved, click on the "Files" tab that is now displayed in the upper-left. (Figure 131)

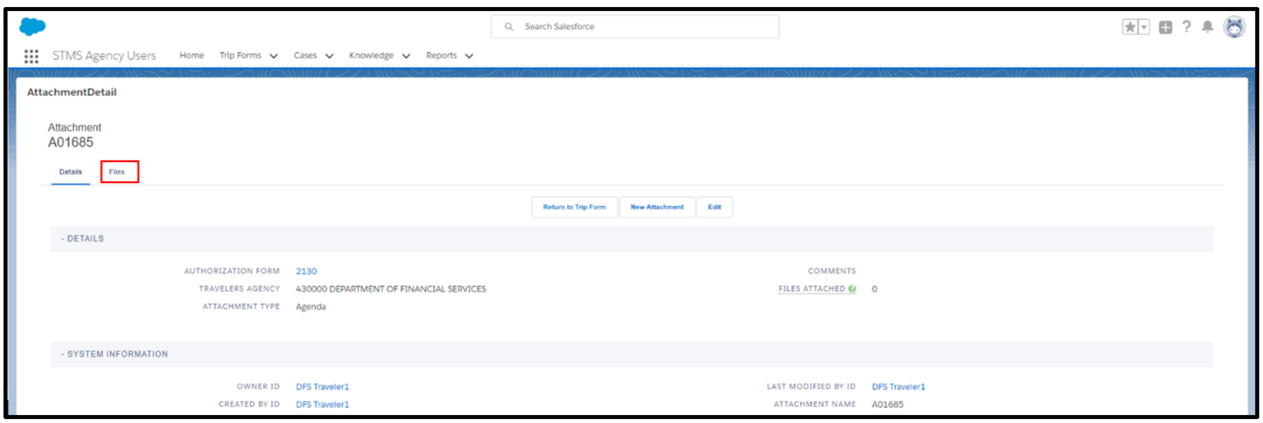


Figure 131 – Files Tab on Attachment Page

To attach files to the record, click on the "Upload Files" button. (Figure 132)

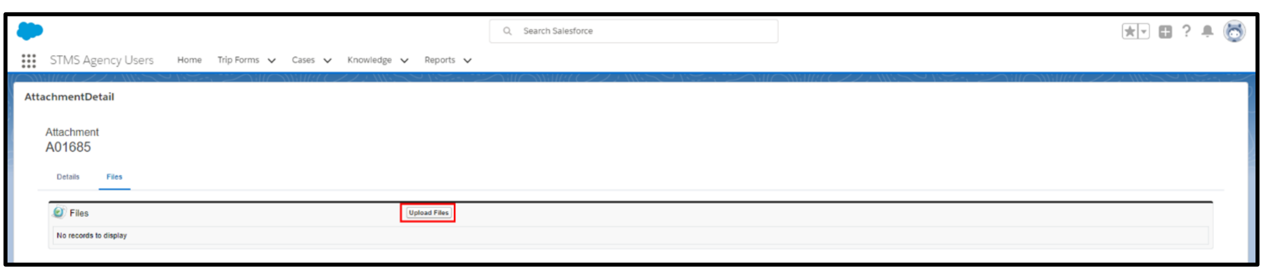


Figure 132 – Upload Files Button on Attachment Page > Files Tab

Select the file(s) to be uploaded from your computer and click on the “Open” button. (Figure 133)

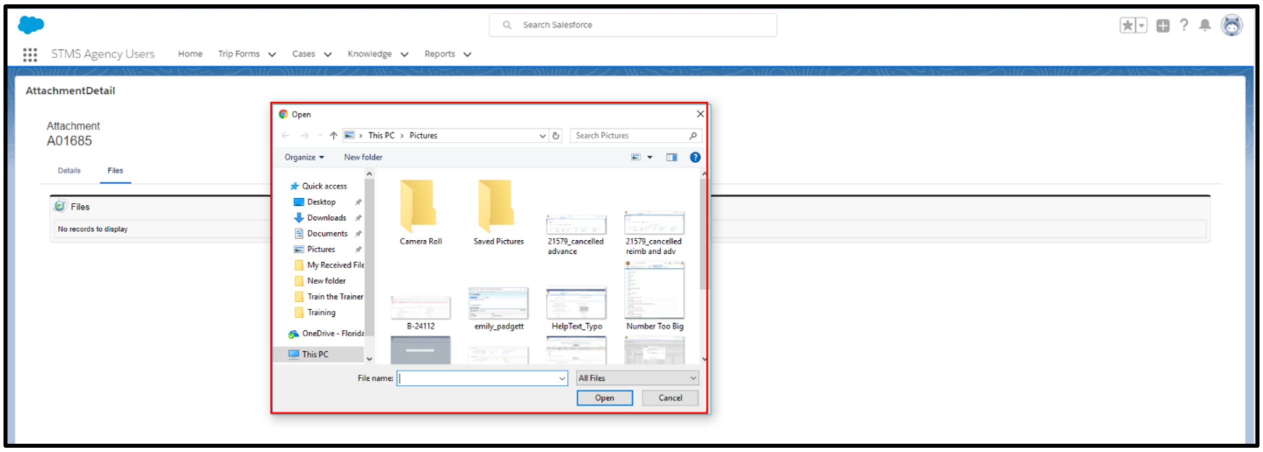


Figure 133 – File Selection Dialog Box

Once the file(s) are loaded, “Done” will appear on the screen. Click on the “Close” button to return to the Attachment Detail page. (Figure 134)

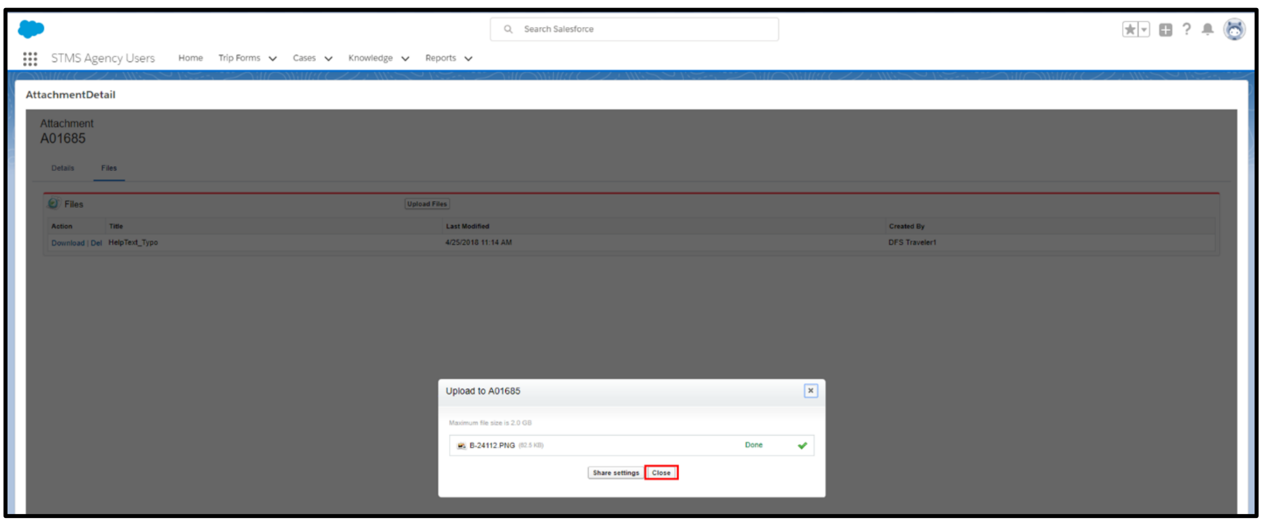


Figure 134 – Close Button on Upload Progress Pop Up

Updating Trip Form Audit Status

When your review of the information associated with a trip is complete, it is time to update the trip form Audit Status. In the “Details” tab of a trip form, click on the “Edit” button.

The Audit Status field can be found in the right column of the Form Details section. This field has a drop-down menu and you can choose from the following options: Agency Audit Received (default), Agency Audit Rejected, Agency Audit Complete, Audit Complete Reporting Only, Traveler Owes State, and Traveler Paid. (Figure 135)

Note: Make *and save* all desired edits to the Trip Form **prior to** saving the Audit Status field with any status other than Agency Audit Received. Once you save a different trip form Audit Status, you will not have access to make further changes.

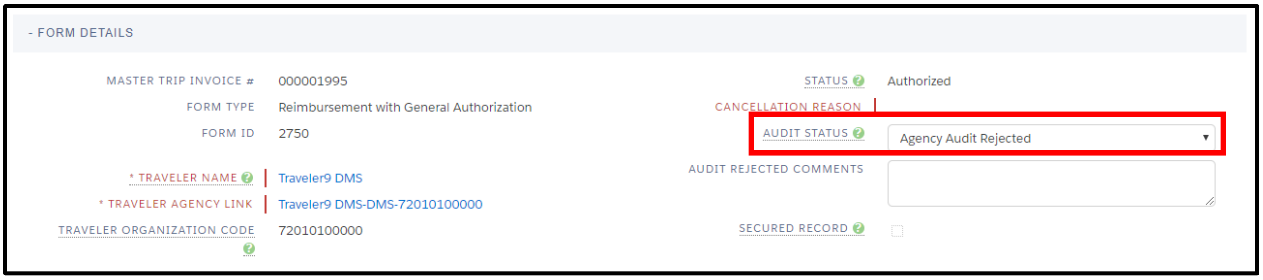
- FORM DETAILS

MASTER TRIP INVOICE # 000001995
FORM TYPE Reimbursement with General Authorization
FORM ID 2750
* TRAVELER NAME Traveler9 DMS
* TRAVELER AGENCY LINK Traveler9 DMS-DMS-72010100000
STATUS Authorized
CANCELLATION REASON
AUDIT STATUS Agency Audit Received
SECURED RECORD

Figure 135 – Trip Form > Form Details Section

Agency Audit Rejected

If there are errors or additional information needs to be provided by the traveler, you can select "Agency Audit Rejected" then click on the "Save" Button. This will return the trip to the traveler after providing you the opportunity to add a comment. (Figure 136)



- FORM DETAILS

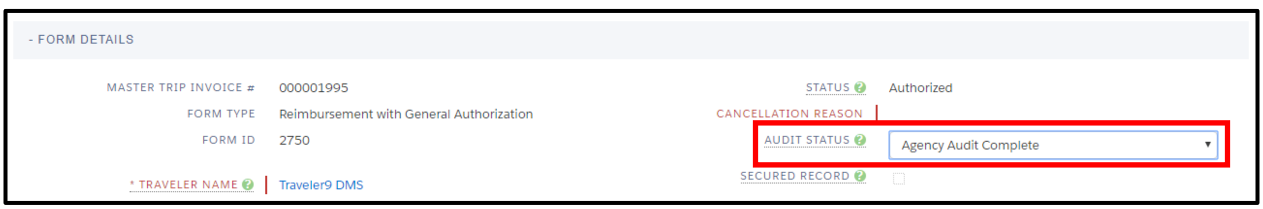
MASTER TRIP INVOICE # 000001995
FORM TYPE Reimbursement with General Authorization
FORM ID 2750
* TRAVELER NAME Traveler9 DMS
* TRAVELER AGENCY LINK Traveler9 DMS-DMS-72010100000
TRAVELER ORGANIZATION CODE 72010100000
STATUS Authorized
CANCELLATION REASON
AUDIT STATUS Agency Audit Rejected
AUDIT REJECTED COMMENTS
SECURED RECORD

Figure 136 – Audit Status on Trip Form > Form Details Section

Agency Audit Complete

If there are no errors or omissions on the trip form and the State owes the traveler , you can select "Agency Audit Complete," then click the "Save" Button. (Figure 137) STMS will proceed to prepare transactions that you will need to process before the transactions will be sent to FLAIR. Please see the Processing FLAIR Transactions section, below.

Figure 137 – Audit Status on Trip Form > Form Details Section



- FORM DETAILS

MASTER TRIP INVOICE # 000001995
FORM TYPE Reimbursement with General Authorization
FORM ID 2750
* TRAVELER NAME Traveler9 DMS
STATUS Authorized
CANCELLATION REASON
AUDIT STATUS Agency Audit Complete
SECURED RECORD

When you save this option, STMS will set the Trip Form status to "Trip Audit Complete" and will lock the Trip Form, preventing additional edits from being made to the "Expense Line Items" or the Trip "Details" tabs. A lock icon will be displayed. This action will also create transactions on the "Form Transactions" tab. (Figure 138)

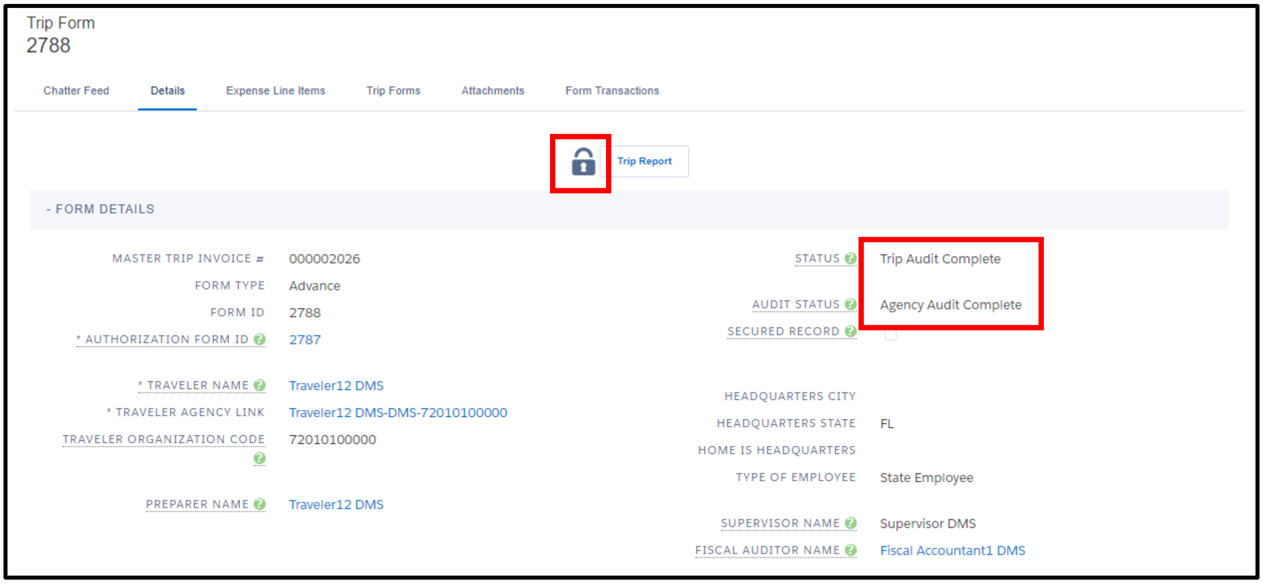


Figure 138 – Form and Audit Statuses and Lock Icon on Trip Form > Details Tab > Form Details Section

Audit Complete – Reporting Only

The option to select “Audit Complete – Reporting ONLY” should be used if details about this trip are being entered into STMS for reporting purposes only, but transactions should not be created and sent to FLAIR because the traveler has already been paid. Once this option is saved, no additional actions are needed on the trip from and a lock icon will be displayed. (Figure 139)

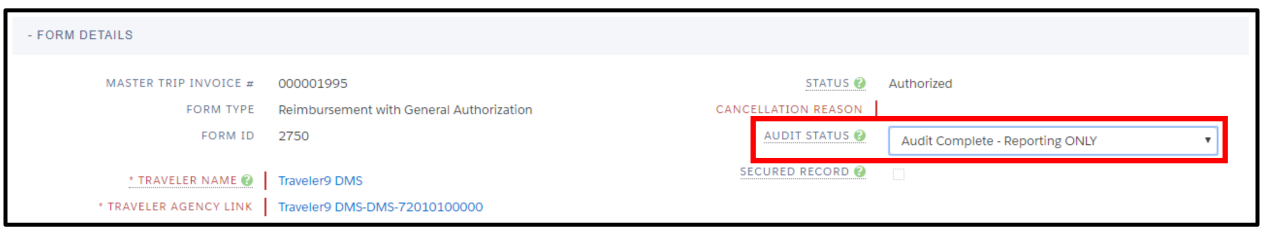


Figure 139 – Audit Status on Trip Form > Form Details Section

Traveler Owes State

If your audit is complete and the traveler owes money to the State related to the trip that you are auditing, select “Traveler Owes State.” (Figure 140) Saving this status will lock most Trip Form fields, preventing further edits from being made to expense line items and trip detail information. No transactions will be created. This would be the appropriate status, for example, when a traveler was provided an advance and the trip expenses were less than expected. When this is the case, an Amount Due to State will be reflected in the Costs from Expense Line Items section of the Details tab of the trip form.

Note: While the form indicates “Traveler Owes State”, a lock icon will not be displayed. Once the traveler has paid the state, enter details about the payment amount and other information in the Accounting Details section of this page and update the Audit Status. See the Traveler Paid section, below.

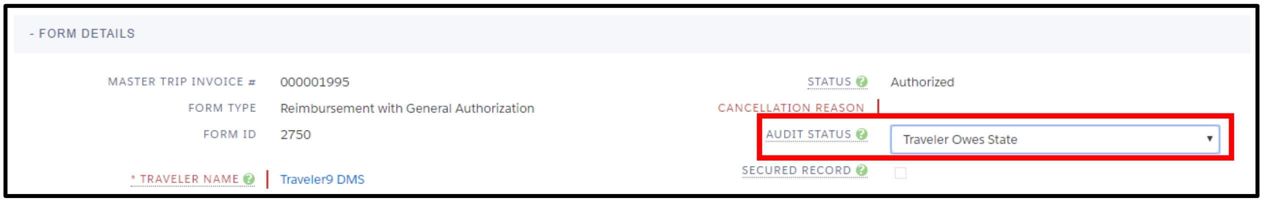


Figure 140 – Audit Status on Trip Form > Form Details Section

Traveler Paid

If the traveler owed money to the State related to the trip but has paid the full amount owed, enter details about the payment amount and other information in the Accounting Details section of this page and update the Audit Status to "Traveler Paid." (Figure 141) Saving this status will lock the Trip Form, preventing additional edits from being made to the "Expense Line Items" or the Trip "Details" tabs. This will also change the trip form status to "Traveler Paid" and will display a lock icon.

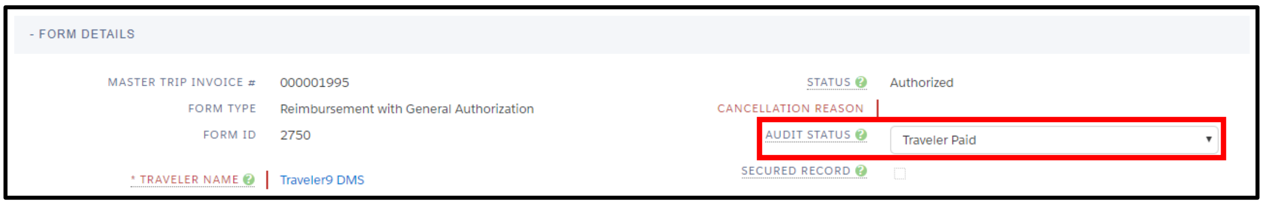


Figure 141 – Audit Status on Trip Form > Form Details Section

Processing FLAIR Transactions

When you have saved the "Agency Audit Complete" Audit Status on a trip form and STMS has prepared the associated transactions, you will proceed to further process the transactions. Transactions will not be sent to FLAIR without further processing.

To view the list of transactions associated with a Trip Form's Expense Line Items, click the "Form Transactions" tab. (Figure 142) In many cases, you will see that STMS has consolidated multiple Expense Line Items into a single transaction based on the associated Object Codes, Organization Codes, Expansion Options, and Expansion Option Versions.

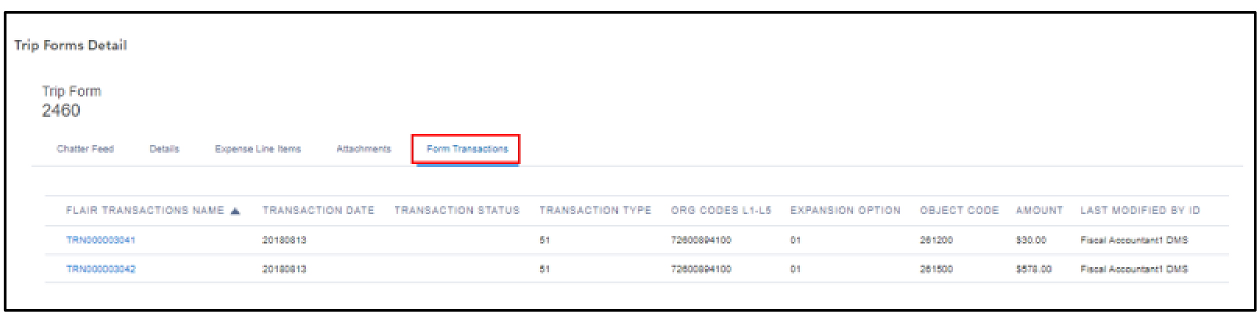


Figure 142 – Form Transactions Tab on Trip Form

To access an individual transaction, click on a FLAIR Transaction Name link. (Figure 143)

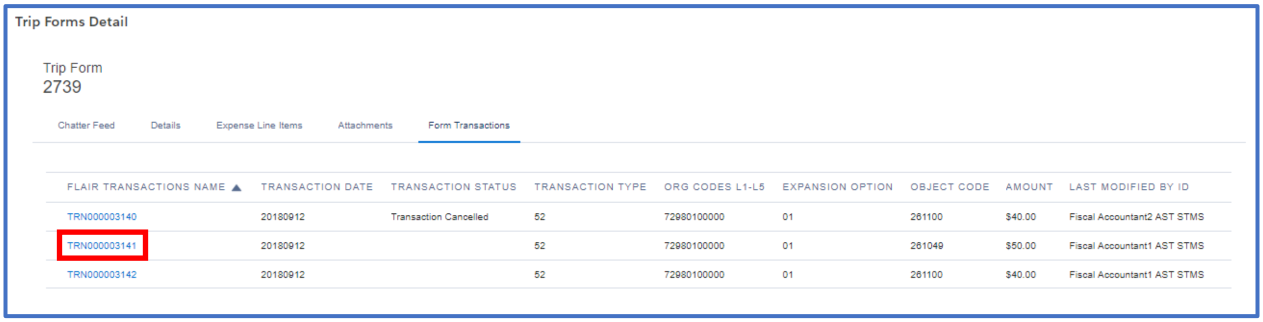


Figure 143 – FLAIR Transaction Name Link on Trip Form > FLAIR Transactions Page

Next, on the FLAIR Transaction page, Details tab, click on the "Edit" button. (Figure 144)

NOTE: Recording transaction and override details and setting a Transaction Audit Status (TR Audit Status) must be executed separately. **You must save any updates to transaction information and click Save *prior to* changing the transaction's TR Audit Status and clicking Save.**

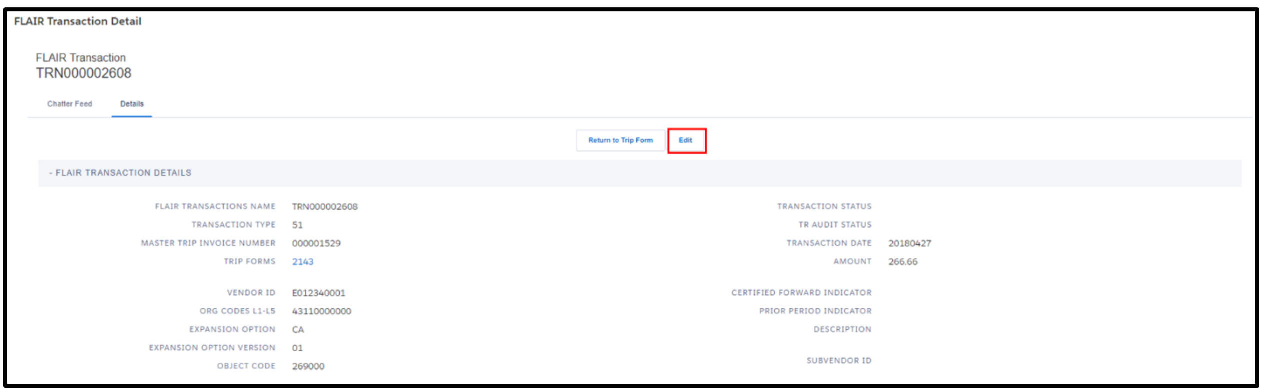


Figure 144 – Edit Button on FLAIR Transaction Page > Details Tab

Editing Transaction Information

On the FLAIR Transaction page, Fiscal Accountants will see fields that are identical to the fields found in FLAIR today. In the FLAIR Transaction Details section, you will see the Master Trip Invoice Number and Trip Form ID Number that the transaction is associated with, as well as other fields that capture payment information. (Figure 145)

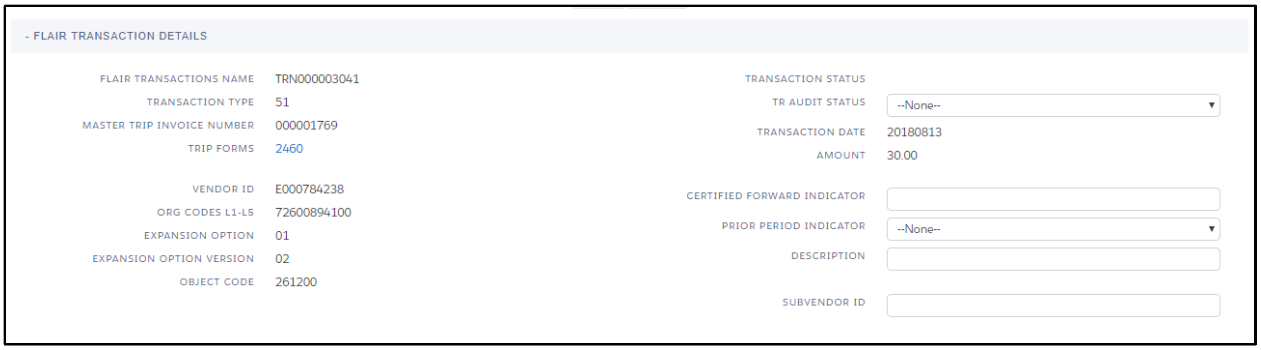


Figure 145 – FLAIR Transaction Details Section on FLAIR Transactions Page > Details Tab

The Overrides section allows you to enter any overrides you may have, including the Project ID field. (Figure 146)

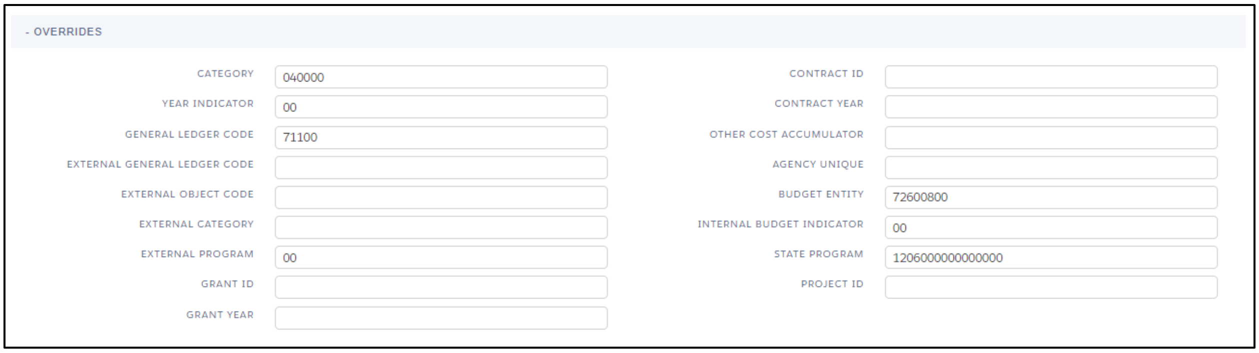


Figure 146 – Overrides Section on FLAIR Transactions Page > Details Tab

The Other Details section is where you can enter your Grouping and Batch Characters, as well as the Available Balance Override Indicator. (Figure 147)

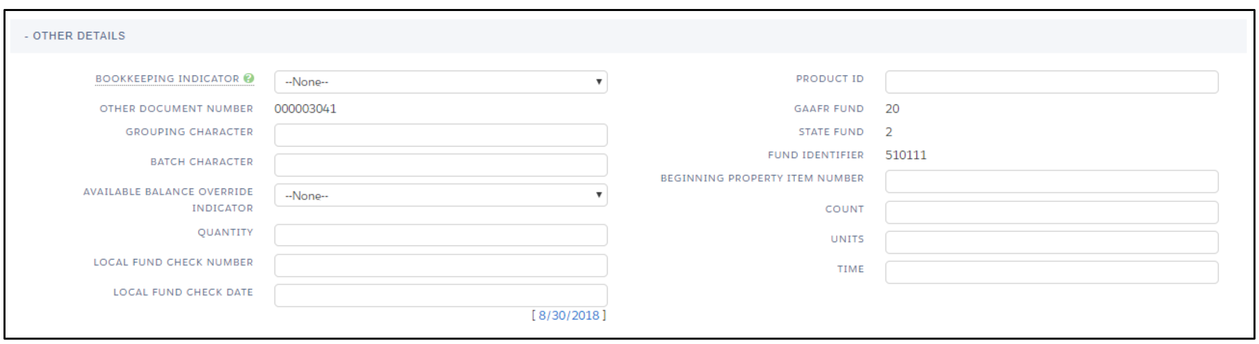


Figure 147 – Other Details Section on FLAIR Transactions Page > Details Tab

Note: For all Pilot agencies, the Bookkeeping Indicator will default to “A” to be audited by the Department of Financial Service’s Division of Accounting and Auditing.

The History Details section will be populated once the transaction returns from FLAIR with the Transaction Status of FLAIR Posted. (Figure 148)

Figure 148 – History Details Section on FLAIR Transactions Page > Details Tab

The Batch File Info section contains your credentials for FLAIR. This allows STMS to submit your transactions under your credentials in FLAIR. Any permissions you currently have in FLAIR will be extended through STMS. If you attempt to use features that you currently do not have access to in FLAIR, such as Available Balance Override Indicator, your transactions will be returned on the Batch Error Report in FLAIR. (Figure 149)

Figure 149 – Batch File Info Section on FLAIR Transactions Page > Details Tab

Setting TR Audit Status

REMINDER: Recording transaction and override details and setting a Transaction Audit Status (TR Audit Status) must be executed separately. **You must save any updates to transaction information and click Save *prior to* changing the transaction's TR Audit Status and clicking Save.**

"FLAIR Ready"

After reviewing a transaction and making any necessary edits, if you are ready to submit that transaction to FLAIR, select the TR Audit Status "FLAIR Ready" and click on the "Save" button. (Figure 150)

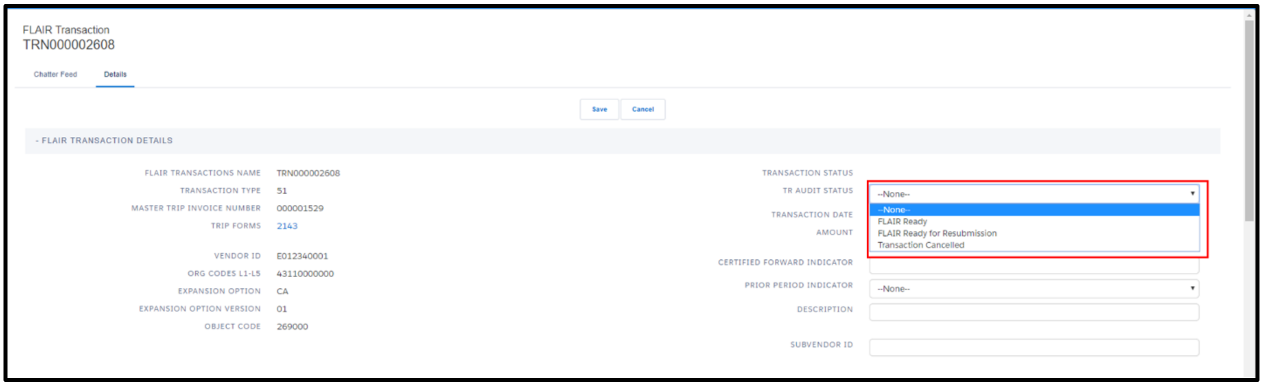


Figure 150 – TR Audit Status Field on FLAIR Transactions Page > Details Tab > FLAIR Transaction Details Section

"Transaction Cancelled"

Saving this TR Audit Status will permanently lock the TR Audit Status to "Transaction Cancelled" and will update the trip form's Audit Status to "Agency Audit Received."

Expense Line Items associated with the cancelled transaction can now be edited further by the Fiscal Accountant. Once the edits to the Expense Line Items have been saved, the Audit Status must be changed back to "Agency Audit Complete" for new Transactions to be created.

If the Fiscal Accountant is cancelling a transaction with the intent to return the trip form to the traveler, all of the transactions must be marked with a TR Audit Status of "Transaction Cancelled." After all of the transactions have been cancelled, the Fiscal Accountant can set the trip form Audit Status to "Agency Audit Rejected."

Resubmitting a Transaction

After edits are made to a transaction that has been submitted and returned, or if no changes are being made to the transaction and you want to submit it again, the TR Audit Status must reflect one of two statuses for FLAIR to pick it up again. The TR Audit Status must be set to either "FLAIR Ready" or "FLAIR Ready for Resubmission" for the transaction to be sent to FLAIR.

Summary of TR Audit Statuses Available for Selection

TR Audit Statuses (Accountant Controlled)	**Action**	**Notes**
FLAIR Ready	When selected this will validate the data entries made and update the Raw Data that will be sent to FLAIR. It will also update the Transaction Status to "FLAIR Ready" noting the transaction is ready to be sent to FLAIR.	In the odd situation where a transaction does not get returned on the D-Tran File and the Transaction is in a Status of "FLAIR Ready for Resubmission," the Fiscal Accountant will need to select the "FLAIR Ready" status to make the updates and have the transaction re-submitted to FLAIR.
FLAIR Ready for Resubmission	See the Notes for the FLAIR Ready TR Audit Status.	See the Notes for the FLAIR Ready TR Audit Status.

Transaction Cancelled	This status will be selected when the Fiscal Accountant realizes there is a problem with the transaction that needs to be corrected through the Expense Line Item on the Trip Form.	When selected this will permanently lock the transaction record and unlock the Trip Form and all related Expense Line Items, so that the transaction(s) can be recreated.

Transmission to FLAIR

Each afternoon at approximately 3:00 p.m., any transaction with a "FLAIR Ready" or "FLAIR Ready for Resubmission" TR Audit Status will be transmitted to FLAIR. At that time, the field "Transaction Status" will update to "FLAIR Submitted", the transaction will be locked, and you will not be able to make additional edits. Each transaction will first be submitted to FLAIR Departmental.

Audit Status "FLAIR Batch Error"

Transactions that are not successfully written to FLAIR Departmental will be displayed with a Transaction Status of "FLAIR Batch Error." The Fiscal Accountant will need to run a Batch Error Report in FLAIR to view the exact error.

Audit Status "Dept Accepted"

The Transaction Status of items that are successfully written to FLAIR Departmental will be changed to "FLAIR Dept Accepted."

If a transaction is successfully written into FLAIR Departmental, the transaction will then be forwarded to FLAIR Central. FLAIR will return status updates as the transaction proceeds through FLAIR.

Summary of Transaction Statuses from FLAIR Central

Transaction Status	Definition/Action
FLAIR Audit	Default Status when the transaction is received in FLAIR Central.
FLAIR Rejected	Update Transaction Status only. Fiscal Auditors should contact DFS for additional information.
FLAIR Invalid Account Code	Update Transaction Status only. Fiscal Auditors should contact DFS for additional information.
FLAIR Negative Balance	Update Transaction Status only. Fiscal Auditors should contact DFS for additional information.
FLAIR Posted	STMS will be updated to mark the Transaction Status as "FLAIR Posted" within the Transaction. Once all of the transactions for a trip have been marked as "FLAIR Posted", STMS changes the Transaction Status and TR Audit Status fields on the FLAIR Transaction Details Tab to "FLAIR Paid."
FLAIR Deleted	If the Transaction is not accepted and marked "FLAIR Deleted," (D), by Central it unlocks that transaction

	and shows as “FLAIR Deleted” in the transaction status. This allows the Fiscal Accountant to change the status and resubmit.
Unknown FLAIR Posting Status	Update Transaction Status only. Fiscal Auditors should contact DFS for additional information.

Documenting Revolving Fund Transactions in STMS

As a fiscal accountant, when you audit an Advance, Reimbursement, or Reimbursement with General Authorization, you can choose to note that trip expenses were paid from a revolving fund. For trips you indicate are paid from a revolving fund, you should first review the Trip Details, Expense Line Items, and Attachments for these trips, as documented in preceding User Manual sections.

To document that trip expenses were paid from a revolving fund, you must set the “Paid from Revolving Fund” field to “Yes” *prior to* setting the TR Audit Status and saving. Observe the “Accounting Details” section on the Trip Details page. If the trip is being paid from a revolving fund, select “Yes” in the “Paid from Revolving Fund” field. By making this change, the transactions that STMS creates when we later indicate that audit of the trip form is complete will be “52” Transactions instead of “51” Transactions. Additionally, details about the revolving fund must be entered into STMS by completing the “Revolving Fund Check Number” and “Revolving Fund Check Date” fields in this section. After adding all this information, save your changes.

The following three scenarios illustrate revolving fund processes in more detail.

Advances Paid from a Revolving Fund

In this scenario, you are processing an Advance that is to be paid from a revolving fund.

With the “Paid from Revolving Fund” field set to “Yes” and your Audit Complete, the TR Audit Status of the trip form can be updated.

If there are errors or additional information needs to be provided by the traveler, you can set the TR Audit Status to “Agency Audit Rejected” and then click on the “Save” Button. This will return the trip to the traveler after providing you the opportunity to add a comment.

If there are no errors or omissions on the trip form, you can set the TR Audit Status to “Agency Audit Complete” and then click the “Save” Button. This action will update the overall Status of the trip to “FLAIR Paid”. While no FLAIR transactions are created as a result, the status of “FLAIR Paid” is required for the traveler to create the reimbursement form associated with this trip. You will not be able to make additional edits to the form after the trip status is updated to “FLAIR Paid.”

If an Advance is marked as being paid from a Revolving Fund in STMS, the corresponding Reimbursement form will be required to be marked as being paid from a Revolving Fund, as well.

You cannot save an Advance that has been paid from a revolving fund with a TR Audit Status of “Agency Audit Complete – Reporting Only.”

Reimbursements with an Advance Paid from a Revolving Fund

In this scenario, an Advance for the trip is marked as paid from a revolving fund and you are now processing a Reimbursement paid from a revolving fund for the same trip.

If any Advance is marked as being paid from a Revolving Fund in STMS, the corresponding Reimbursement form will be required to be marked as being paid from a Revolving Fund as well. When auditing the trip form, you will not have the option to change the value of the field "Paid from Revolving Fund" – it will be set by STMS to "Yes."

If there are errors or additional information needs to be provided by the traveler, you can set the TR Audit Status to "Agency Audit Rejected" and then click on the "Save" Button. This will return the trip to the traveler after providing you the opportunity to add a comment.

If there are no errors or omissions on the trip form and the State owes the traveler, you can select "Agency Audit Complete" and then click the "Save" Button. This action generates the appropriate FLAIR Transactions which you can then review as you would for trips not paid from a revolving fund. Please note that the amount of the Advance will display on the Trip Form Details, but a reversal transaction for that amount will not appear in the list of transactions.

If your audit is complete and the traveler owes the State, set the TR Audit Status to "Traveler Owes State." Saving this status will lock most Trip Form fields, preventing further edits from being made to expense line items and trip detail information. No transactions will be created. This would be the appropriate status, for example, when a traveler was provided an advance and the trip expenses were less than expected. When this is the case, an Amount Due to State will be reflected in the Costs from Expense Line Items section of the Details tab of the trip form.

Note: While the form indicates "Traveler Owes State", a lock icon will not be displayed. Once the traveler has paid the state, enter details about the payment amount and other information in the Accounting Details section of this page and update the Audit Status.

Reimbursements with General Authorizations and Reimbursements without an Advance Paid from a Revolving Fund

In this scenario, there is not an Advance associated with the trip and you are now processing a Reimbursement for that trip that to be paid from a revolving fund.

If there are errors or additional information needs to be provided by the traveler, you can set the TR Audit Status to "Agency Audit Rejected" and then click on the "Save" Button. This will return the trip to the traveler after providing you the opportunity to add a comment.

If there are no errors or omissions on the trip form and the State owes the traveler, you can select "Agency Audit Complete" and then click the "Save" Button. This action generates the appropriate FLAIR Transactions which you can then review as you would for trips not paid from a revolving fund. All the transactions will be marked as Type 52 Transactions.

If your audit is complete and the traveler owes the State, set the TR Audit Status to "Traveler Owes State." Saving this status will lock most Trip Form fields, preventing further edits from being made to expense line items and trip detail information. No transactions will be created. This would be the appropriate status, for example, when a traveler was provided an advance and the trip expenses were less than expected. When this is the case, an Amount Due to State will be reflected in the Costs from Expense Line Items section of the Details tab of the trip form.

Note: While the form indicates "Traveler Owes State", a lock icon will not be displayed. Once the traveler has paid the state, enter details about the payment amount and other information in the Accounting Details section of this page and update the Audit Status.

Summary of the Fiscal Accountant Process

Figure 151 shows the general steps that must be completed to be fully process a trip form, including the actions to move a step forward or backwards in the process, the items that are locked or unlocked at each step, and the person responsible to take the action. Although not depicted in this graphic, Authorization Forms need not be processed by Fiscal Accountants (i.e., nothing to the “right” of the Approver step in this graphic takes place for Authorization Forms).

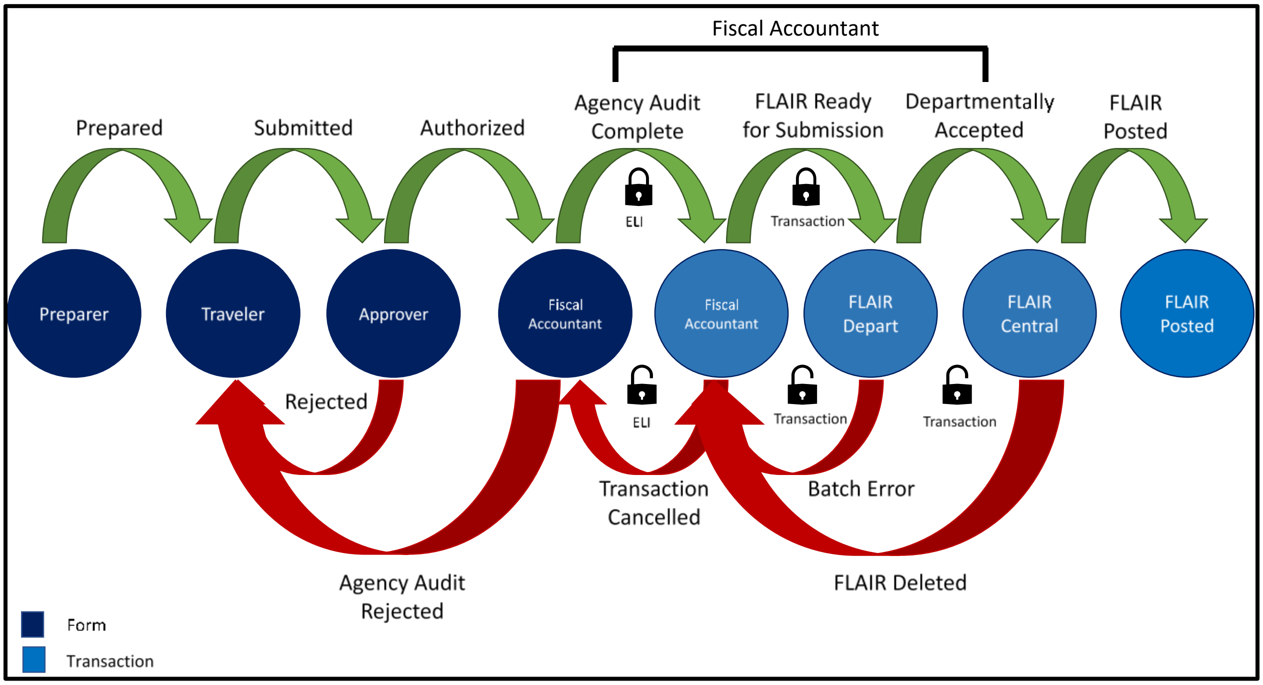


Figure 151 – Fiscal Accountant Process Summary Graphic

CHATTER

Chatter is a feature of Salesforce that allows for collaboration directly in STMS on a Trip Form.

The Chatter Feed shows a history of all the actions taken on the form. The comments on a form are visible to anyone who has access to that form. The Chatter Feed is public record, so users should treat the function as they do other activity that produces public records.

Chatter is a convenient way to communicate with other users about details of a specific trip. It ties communications to the form and can be used instead of external emails.

To access chatter, log in to STMS, select a trip form, and click on the Chatter Feed tab. (Figure 152)

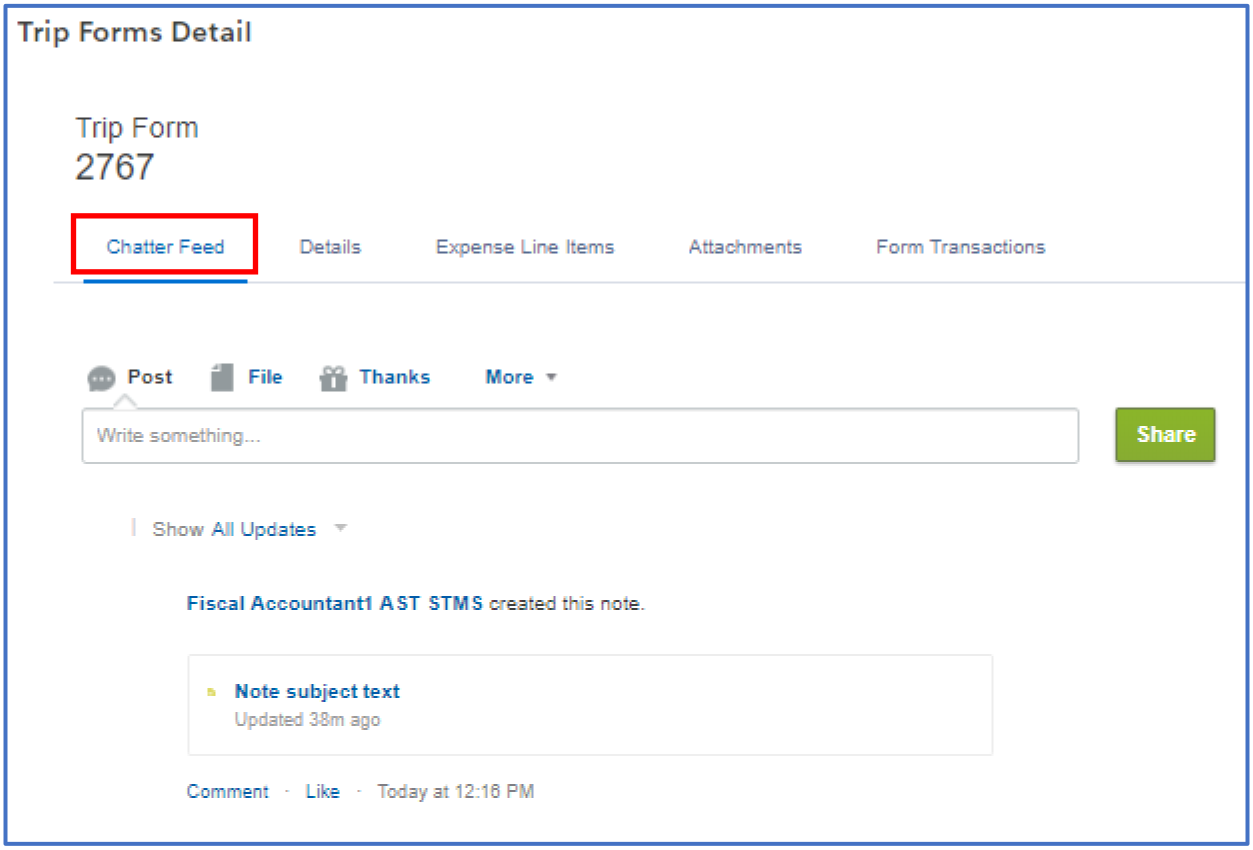


Figure 152 – Chatter Feed Tab on Trip Form

There are two main parts to the Chatter Feed tab: a box for adding new posts, and the feed listing itself. The box for adding new posts has four tabs: Post, File, Thanks, and More. The commonly used functionality is found on the Post and File tabs and is addressed in this manual.

Add Post

To add a new post to the chatter feed, click the Post tab. Write your message in the text box below the tab. To direct your message to a particular user and ensure the user is notified, you must “tag” the user in the message box by typing the “@” character in the box and beginning to type the recipient’s name. A list of names will appear. Click to select the correct name. Multiple users can be tagged in one post.

Click the Share button to add the post to the trip form's Chatter Feed. Everyone with access to this trip form will now be able to view the post.

Persons tagged in a post will receive a notification email that shows they have been mentioned in Chatter. The person may log into STMS and observe the Notification icon located in the upper-right portion of the screen to. The icon will include a number indicating the number of times the person has been mentioned in Chatter. Clicking the notification icon will display all the Chatter feeds the user has been tagged in.

If you have been tagged in a Chatter post, you can respond by typing the user's name in the text box. For example, "@Approver2, I have updated the information" and clicking on the Share button.

Add File

To add a file to the chatter feed, click the File tab. Choose a file to attach by clicking the Choose File button and using the pop-up dialog box to select a file. You may also use the text box displayed below the Choose File button to write a message and tag STMS users in the same manner described above in the Add Post section.

REPORTS

You can access reports from the App Launcher or Reports tab on the “Home” page. The reports that are available to you are based on your profile settings.

Trip Report

A Trip Report is available in a printable PDF format. Each trip report will have a Trip Report button. Clicking the Trip Report button will navigate to the Generate Documents screen. The screen displays two options, “Trip Report – Advance” and “Trip Report – Authorization/Reimbursements.” (Figure 153)

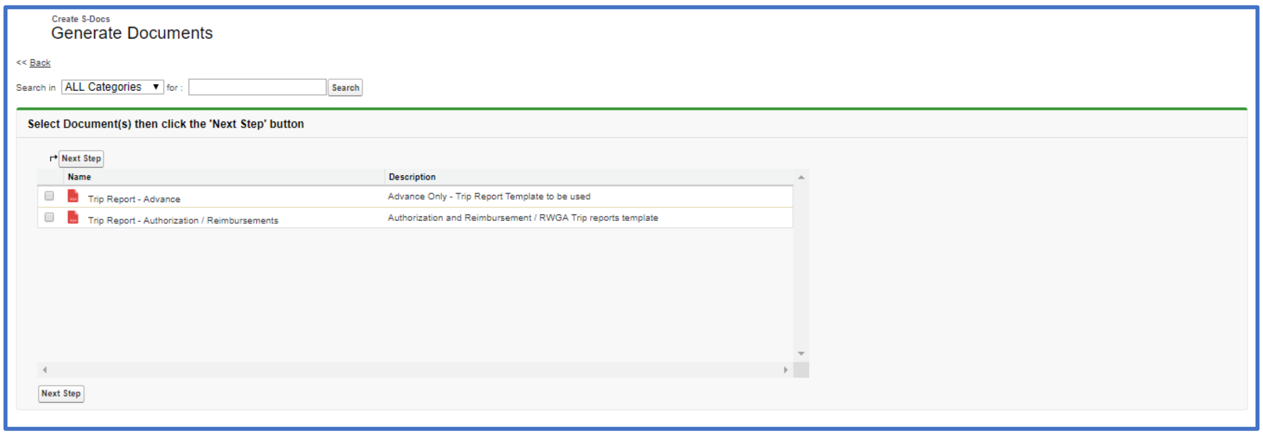


Figure 153 – Generate Documents Screen

Click the checkbox for the desired report and click Next Step. (Figure 154)

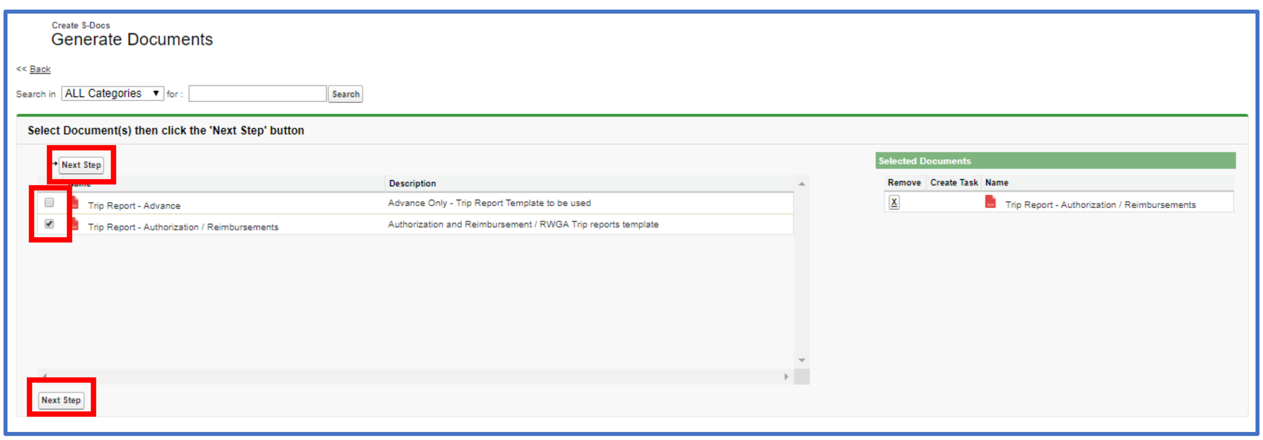


Figure 154 – Report Checkboxes and Next Step Buttons on Generate Documents Screen

STMS will display the View Documents screen. Click on the View icon or on the Document Number link to view the trip report. The Email Selected Docs button will open the Send Email – Email Documents window. A PDF format document of the trip report is attached. STMS will send the email to the address(es) entered in the To:, CC:, or BCC: fields. The user's email address must be in the To:, CC:, or BCC: fields for the user to receive a personal copy of the email sent. (Figure 155)

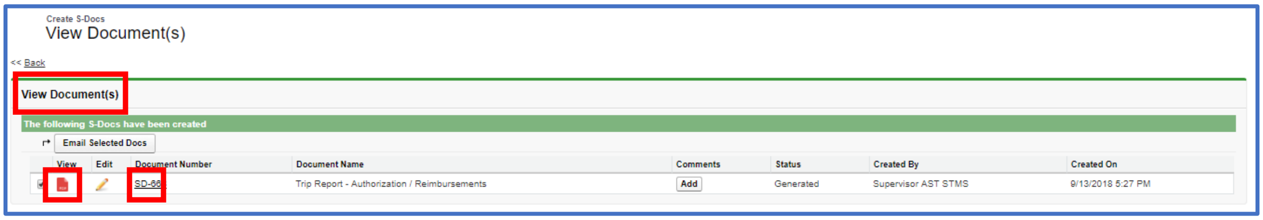


Figure 155 – View Icon, Document Number Link, and Email Selected Docs Button on View Documents Screen

KNOWLEDGE

Salesforce Knowledge is a centralized knowledge base where users can quickly find and view relevant content, known as Articles. A Knowledge Article can originate with a User, Agency Administrator, or Enterprise Administrator and can pertain to any topic relevant to travel.

Starting Knowledge Management

Access Knowledge by clicking on the Knowledge tab found at the top of the STMS "Home" page. If this tab is not available, the user can click on the App Launcher, which is a set of nine dots found on the left side of the screen near the top. Clicking the App Launcher will launch a pop-up window which displays all your available apps. Click the Knowledge link under the All Items section to access the Knowledge page.

Knowledge Article Display

The system will default to the most recently viewed list of Knowledge Articles, which may be changed by clicking on the "Recently Viewed" dropdown selector to select another list view. Records available for viewing are controlled by the agency visibility options set by the Agency or Enterprise Administrator.

Users can search for Knowledge Articles using the search bar at the top of the screen. For example, if a user types "forgot password", Knowledge Articles with the terms "forgot" and "password" are displayed. This tool helps users find all information related to the topic quickly.

Creating Articles

Articles may be added to the Knowledge database only by Agency and Enterprise Administrators. Non-administrative users may propose Articles via the STMS Case Management system, email, phone, or in-person discussions. Agency Administrators will have access to Salesforce Knowledge to view, approve, and create Knowledge records.

When a suggestion is received, it will be reviewed or, where applicable, written by an Agency or Enterprise Administrator. Once review is finalized, an Enterprise Administrator will approve and publish the Knowledge Article record in the STMS. Enterprise Administrators may publish articles for a specific agency, multiple agencies, or enterprise-wide.

Viewing Articles

Articles may be opened by clicking on the blue Article Title from the display of records on the Knowledge home page. Basic Article information can be found at the top of the screen, while Article Summary and System Information can be found below.

On the right side of the page, the user can click a "thumbs-up" or "thumbs-down" to provide feedback on the helpfulness of the Article. Categories, Files associated with the Article, and Article Versioning are also found on the right side of the page.

CASES

Case Management enables STMS users to communicate issues, suggestions, and questions relating to system functionality. All non-administrative users will be able to create cases, but only Agency and Enterprise Administrators, and Vertiba OnDemand (VOD) Support – the software vendor's support personnel – will have access to edit, escalate, and close cases.

Starting Case Management

Access Case Management by clicking on the Cases tab found at the top of the STMS "Home" page. If this tab is not available, the user can click on the App Launcher, which is a set of nine dots found on the left side of the screen. Click the App Launcher to launch a pop-up window which displays all your available apps. Then click on the Cases link under the All Items section to access the Cases page.

Case Record Display

The system will default to the most recently viewed list of Case records, which may be changed by clicking on the "Recently Viewed" dropdown selector to select another list view. Records available for viewing are limited by the user's Profile.

Creating Cases

To create a new Case record, click the 'New' button found on the right side of the page near the top. Start entering the Case information in each field as necessary. Required fields are marked with a red asterisk (*). Fields in the 'New Case' template are as follows:

- Case Number – System-generated number associated with tracking case (displayed after the record is saved).
- *Case Type – Identifies the purpose of the case.
- *Status – Identifies status of case in lifecycle. Defaults to new upon creation.
- *Severity – Identifies immediacy/urgency of the case.
- *Case Origin – How the issue was communicated to person entering the case.
- *Parent Case – Indicates a higher-level case that includes this case.
- *Area Affected – Indicates a category for the case.
- Case Owner – This field is auto-populated with the name of the user creating the case record.
- Trip Form – Trip Form ID associated with the case.
- *Subject – Descriptive title of case.
- *Description – Background summary of the case.
- Steps to Reproduce – Steps to reiterate the issue.
- *Reporter Name – User who reported the issue/question/suggestion.
- *Reporter's Phone – Phone number of user who reported the issue/question/suggestion.

Enter the information and click on the "Save" button.

Viewing Saved Cases

Saved cases may be opened by clicking on the blue Case Number from the display of records on the Case home page. After opening a Case, basic information can be found at the top of the screen. On the left side there will be a Details Tab, Activity Tab, a Related Tab, and an Knowledge Tab. On the right side, you can Post an update, Log a Call, create a New Task, and create a New Child Case. (Figure 156)

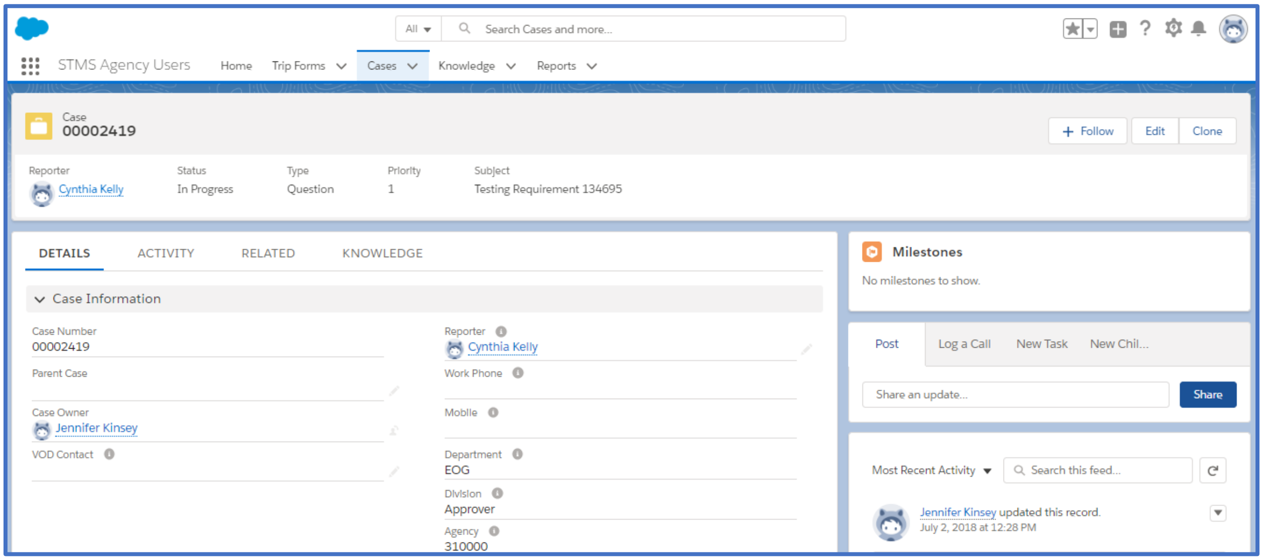


Figure 156 – Case Page with Details Tab Selected

The Details tab includes all the information the user entered when creating the case, including additional agency and system information. Depending on your STMS system permissions, you can do the following on the indicated tabs:

On the Case Activity tab:

- Post an update, Log a Call, create a New Task, or create a New Child Case.
- View the Next Steps for the Case.
- View the Past Activities for the Case.

On the Case Related tab:

- Add Teams or Members to the Case Team.
- Add Related cases.
- Create a New Task or New Event under Open Activities.
- View the Activity History.
- View the related Knowledge Articles.
- Add Files associated with the case.
- View the Case History.

On the Case Knowledge Tab:

- Search for Knowledge Articles using the "Search Knowledge" search box.
- Attach Knowledge Articles by selecting the Attach Article menu item on the Knowledge Article. (Figure 157)

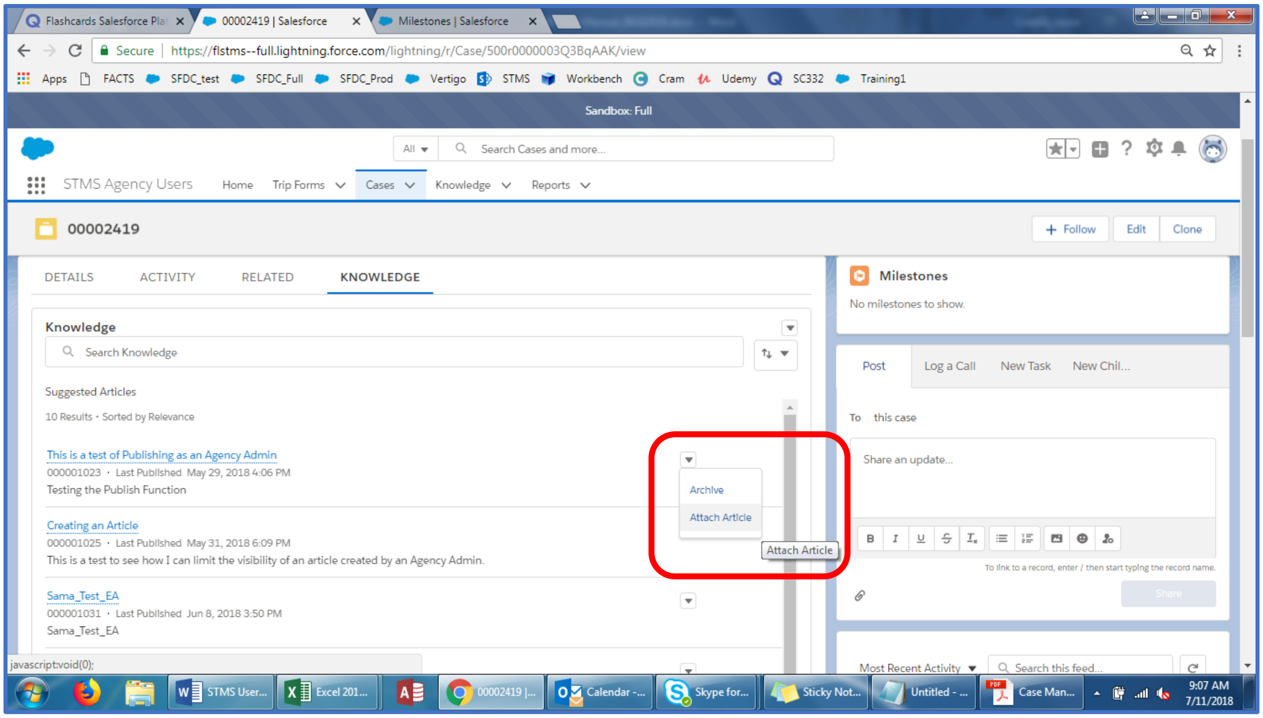


Figure 157 – Active/Attach Article Dropdown on Case Page with Knowledge Tab Selected

TROUBLESHOOTING

As you are working in the STMS, if you encounter any system issues or bugs please email the STMS Team at stms.support@dms.myflorida.com.

To report a bug, please note "STMS Bug" in the email subject line and include the following information:

1. The profile / userID being used at the time the issue was identified
2. The browser being used to access STMS
3. A screenshot of the bug/issue
4. The trip form ID associated with the issue
5. A description of the problem encountered (i.e. error message)
6. A description of the action in progress when the problem occurred (i.e., completing Authorization and Expense Line Item for Hotel)
7. Contact information for the individual who encountered the issue (email and phone number)

GLOSSARY

Advance – trip form that is a request to receive payment before travel occurs

Agency Administrator – user that manages agency user set up and is the initial recipient of cases created by agency users

Agency Fiscal Accountant – user that audits travel forms and creates transactions for submission to FLAIR

Agency Head – user that is permitted to provide Final Approval on all forms except their own

Amount Due to State – the calculated amount that is owed to the state by the traveler

Amount Due to Traveler – the calculated amount that is owed to the traveler for travel expenses

Approver – user that can approve forms for travelers other than themselves

Attachments – documents that can be uploaded as an artifact of expenses to a trip form

Auditor – user that can be at a statewide level or agency level; will have read-only access to forms and transactions

Authorization – trip form that is an authorization to incur expenses

Chatter – is a way to collaborate about a trip within STMS

Delegate Approver – an approver that can approve trip forms on behalf of another approver

Destination – location of traveler's destination

Enterprise Administrator – member of DMS team that supports entire STMS

EO – expansion option that is used in combination with other data to indicate a funding source

Expense Line Item (ELI) – expense item added to a trip form

Expense Date – date that an expense was incurred

Fiscal Accountant – accountant, fiscal assistant, auditor that will audit a trip form and create transactions for FLAIR

Master Trip Invoice # - invoice number which is unique to a travel event. It links an Authorization, Advance, and Reimbursement to a single travel event

Mode of Transportation – primary method of transportation from point of origin to destination for a trip

Off Duty Time – time during a travel event when the traveler is considered off duty

Org Code – organization code used in combination with other data to indicate a funding source

Payment Approver – user that is permitted to provide Final Approval on Advance and Reimbursement forms

Per Diem – amount a traveler can receive per day when hotel and meals are not claimed

Point of Origin – originating location for trip

Preparer – user that can create travel forms for themselves and others

Purpose of Travel – reason for the travel event, such as conference, site visit, board meetings, etc.

Record Type - type of trip form (Authorization, Advance, Reimbursement, or Reimbursement with General Authorization)

Reimbursement – trip form to enter expenses that have been incurred

Reimbursement with General Authorization – trip form that can be submitted when the Traveler has been given a blanket authorization to travel

Reporter – user that will only have access to the Reports in STMS

Reviewer – user that is permitted to review forms process but cannot provide final approval on any form

Self-Approver – user that is permitted to provide Final Approval on all forms including their own

Statewide Travel Management System (STMS) – cloud-based system for Executive and Cabinet agencies to enter trip forms

Status – identifies the state of a form or field in a process

Supervisor – in STMS, the user who is the always the first approver for a particular traveler's trip forms

Transactions – FLAIR transactions that are created after a trip form has been audited

Traveler – user that can create and submit trip forms for themselves

Trip Form ID – unique number that is auto assigned to each trip form. Multiple Trip Form IDs can be linked to Master Trip Invoice #

Unallowable Expense – an expense that will not be reimbursed, such as a personal expense