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# Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Business and Financial Affairs

## Certify Travel Program Process Guide APPROVER - MANAGER

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## Information

[Certify](#) is CSU Channel Islands new travel expense management system. The cloud based interface mobile application will allow employees to book travel, save and submit electronic receipts, complete expense reports, and receive reimbursement quickly.

Approver in **Certify** is defined as a user with the Manager role who has expense report sent for review and approval.

Actions of the Approver:

- Approver may only **Approve** expenses allocated to the department which includes (fund/s) over which they have current delegated authority. After approval, the Manager is the one who submits the Expense Report Reimbursement to Accounts Payable for payment processing. See **Submit for Reimbursement** within this document for submitting to Accounts Payable.
- Approver may **Disapprove** the expense report and send back to the Employee due to:
  - ✓ Missing/incomplete documentations
  - ✓ Non-compliance with the CI Travel Procedures and Regulations
  - ✓ Missing justification or explanation why a certain expense item can be allowed to be reimbursed for approval

All Domestic and International Travel will need to be submitted via the Certify System.

## Timeline

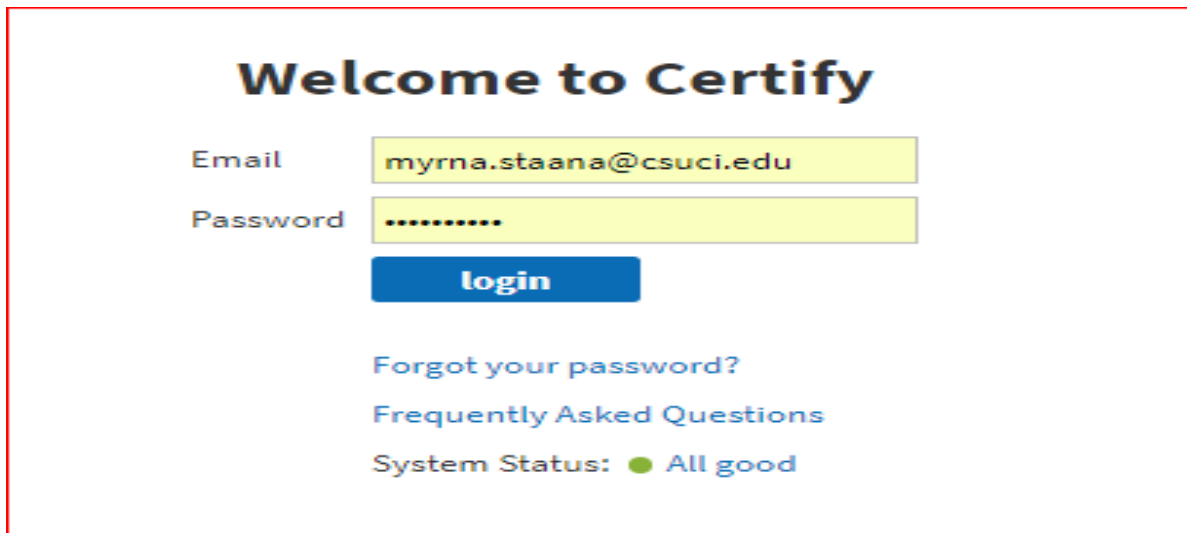
**Expense Report Reimbursement Request** must be submitted by the Employee for approval to their Manager not later than 60 days after the expenses were paid or incurred as stated on the CSU Channel Islands Travel Procedures and Regulations, item II-D, page 6.

Manager should be timely in approving the expense report reimbursement or returning them to the Employee for correction.

## Process

### Log-in

Log into Certify: <https://www.certify.com/Login.aspx>



**Welcome to Certify**

Email

Password

**login**

[Forgot your password?](#)

[Frequently Asked Questions](#)

System Status: ● All good

### Single Sign-on

When using the following link, you will be prompted to use your CSUCI credentials to sign in.

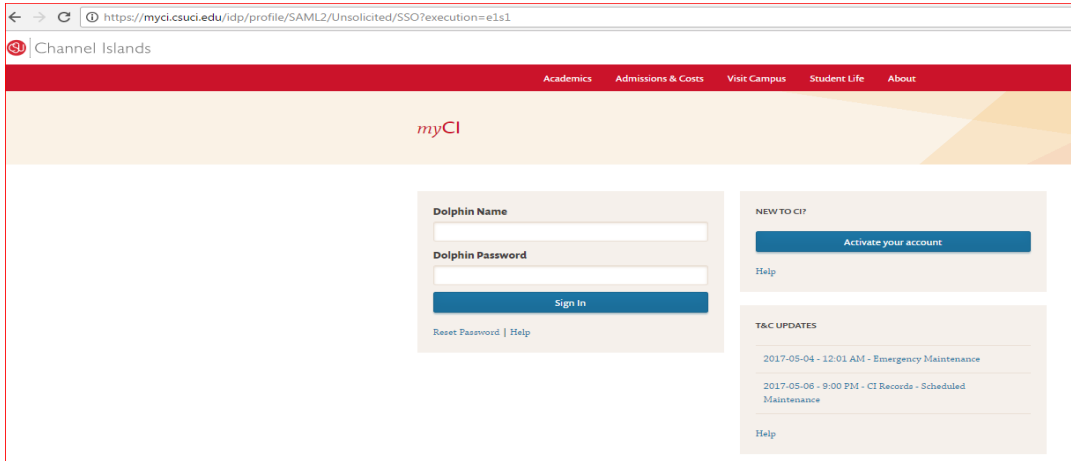
URL:

<https://myci.csuci.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https%3A%2F%2Fwww.certify.com>

Shorter version for your convenience is URL:

<http://go.csuci.edu/travel>

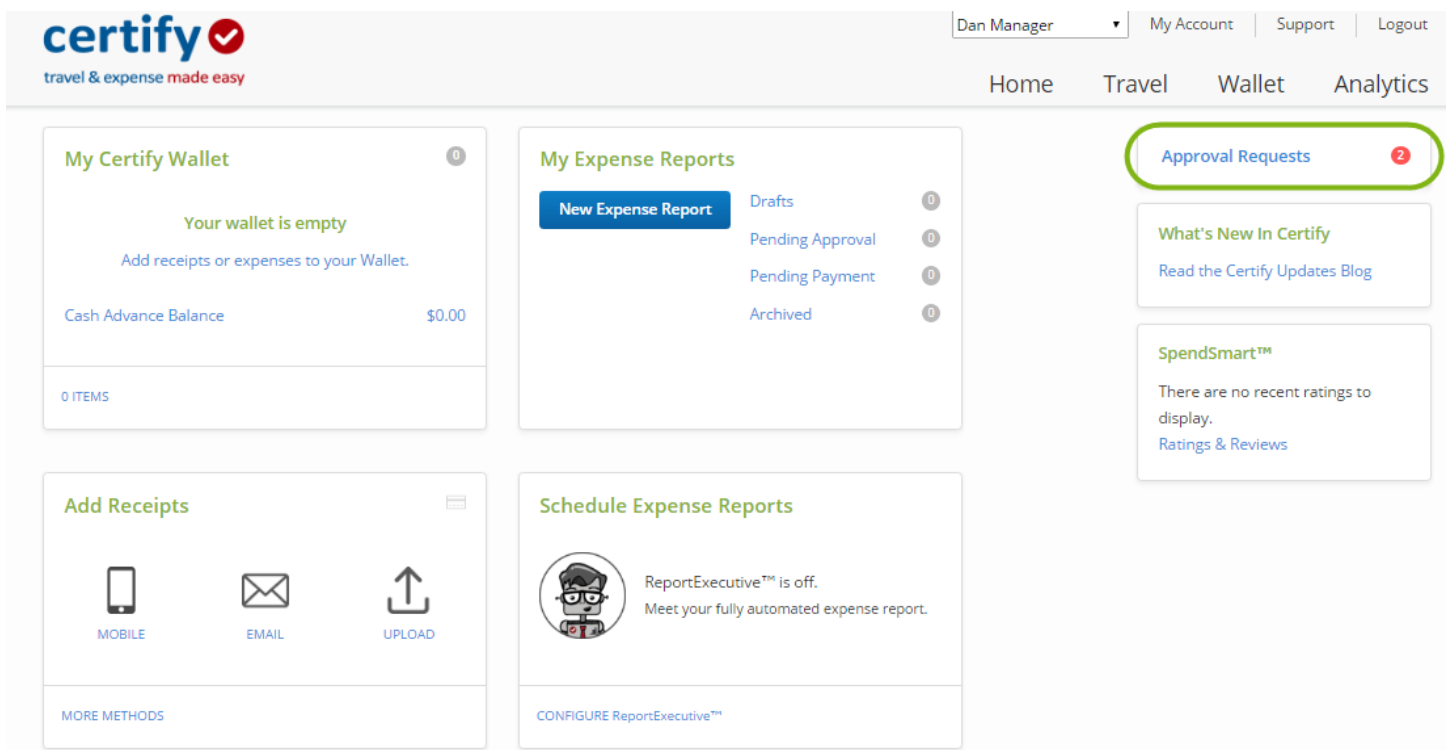
Enter your CSUCI email address and password, click Login.



## Approving an Expense Report

When an expense report is submitted for approval, the approver receives an email alerting them that an expense report is awaiting their approval. Below are the steps on how a Manager approves expense reports.

**Step 1:** On your account homepage, select **My Approval Requests**.



**Step 2:** On the next page, you will see all of the expense reports awaiting your approval. To view a specific expense report, select the **Employee** name or the view (document) icon under the **View** column to open the expense report in a new browser window.

### My Approval Requests

The following expense reports have been sent to you for approval.

View	Policy	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
		Pending	Kelly Employee	10/27/2016	9/21/2016	9/27/2016	Expenses - 9/21/2016 - 9/27/2016	\$709.55
		Pending	Meredith Employee	10/31/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
Total								\$1,123.03

**Step 3:** On the next page, you will see options for different detail views. Click the view icon to expand or collapse the expense details.

To view a receipt in an expense line, click the view (document) icon under the **Receipt** column. A red exclamation mark (!) under the **Receipt** column indicates that there is no receipt image attached to the expense line. A green checkmark in the **Receipt** column indicates that there is no receipt image attached to the expense line, however, no receipt is required for this expense according to CI Travel Procedures and Regulations.

To view vendor and location details, click the arrow (>) under the **Details** column. A red exclamation mark under the **Details** column indicates that the expense may be out of compliance with the travel policy. Out of compliance items need to be explained and have attached additional approvals.

Approve Expense Report

Status Pending Approval

Current Approver Dan Manager

Department General & Admin (01)

Summary Meredith Employee >

ReportExecutive - 10/1/2016 - 10/15/2016

10/1/2016 - 10/15/2016

Print Report

**Submit for Reimbursement**

Disapprove Report

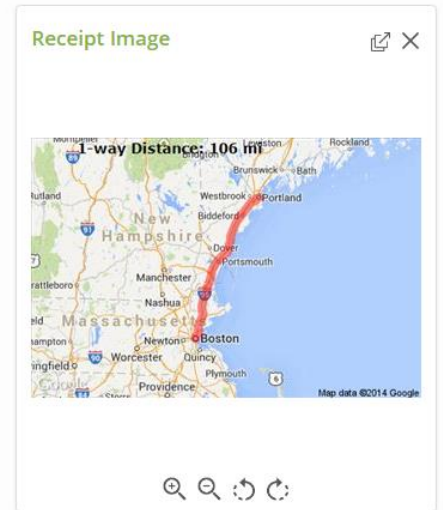
Approval History

11/10/2016 Submitted Meredith Employee

Pending Dan Manager

Send Email to All

Full Approval History



Expenses **Approve All**

Actions	Status	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
<b>Approve</b> >		10/1/2016	Mileage	✓ >	119.84	Yes	119.84	No	>	>
<b>Approve</b> >		10/3/2016	Lodging	✓ <				No	>	>
<b>Approve</b> >		10/3/2016	Coffee, Tea, Snacks	✓ >				No	>	>
<b>Approve</b> >		10/4/2016	Meals - Large Group	✓ >				No	>	>
Total Non-Reimbursable										
Total Personal										
Total Reimbursable					\$410.73					
Total Disapproved					\$0.00					
Total Company Expenses					\$410.73					

**Details**

Meets policy.

Location: TAMPA Westshore Airport

Hotel Name: Courtyard by Marriott

Check-in: 10/1/2016

Check-out: 10/3/2016

**Step 4:** If you have a question about an expense line, or about the expense report, there are several actions available under the **Other Actions** menu. To access this menu, click the arrow (>) under the **Approval** column and select the item name.

(See **Approver's Other Actions Menu on page 18-19** for a complete list of Other Actions and Steps for processing.)

Expenses Approve All

Actions	Status	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">Approve</span> >		10/1/2016	Mileage	<input checked="" type="checkbox"/> >	119.84	Yes	119.84	No		>
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">Approve</span> <				<input checked="" type="checkbox"/> >	191.96	Yes	191.96	No		>
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">Approve</span> >				<input checked="" type="checkbox"/> >	5.82	Yes	5.82	No		>
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">Approve</span> >				<input checked="" type="checkbox"/> >	93.11	Yes	93.11	No		>
<b>Total Non-Reimbursable</b>					\$0.00					
<b>Total Personal</b>					\$0.00					
<b>Total Reimbursable</b>					\$410.73					
<b>Total Disapproved</b>					\$0.00					
<b>Total Company Expenses</b>					\$410.73					

**Other Actions** ×

- Add Note
- Inquire
- Split Expense
- Disapprove
- Edit Expense
- Edit Reim. Amount
- Add Bank Fee

**Step 5:** To approve the entire expense report, select **Approve All** next to **Expenses**. To approve specific expense lines, click the green checkmark under the **Approval** column for that expense line. After approving, select **Submit for Reimbursement** to send the expense report to the next approver.

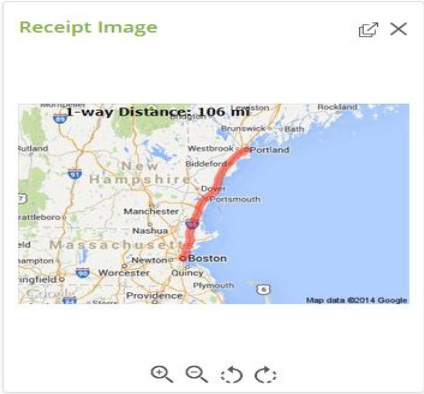
Note: Approver may only approve expenses allocated to department which includes (fund/s) over which they have current delegated authority.



Approve Expense Report

Status Pending Approval  
 Current Approver Dan Manager  
 Department General & Admin (01)  
 Summary Meredith Employee   
 ReportExecutive - 10/1/2016 - 10/15/2016  
 10/1/2016 - 10/15/2016  
 Print Report

Approval History  
 11/10/2016 Submitted Meredith Employee  
 Pending Dan Manager  
 Send Email to All  
 Full Approval History



Expenses

Actions	Status	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
<input type="button" value="Approve"/>		10/1/2016	Mileage	<input checked="" type="checkbox"/> <input type="button" value="v"/>	119.84	Yes	119.84	No	<input type="button" value="Receipt"/>	<input type="button" value="v"/>
<input type="button" value="Approve"/>		10/3/2016	Lodging	<input checked="" type="checkbox"/> <input type="button" value="v"/>	191.96	Yes	191.96	No	<input type="button" value="Receipt"/>	<input type="button" value="v"/>
<input type="button" value="Approve"/>		10/3/2016	Coffee, Tea, Snacks	<input checked="" type="checkbox"/> <input type="button" value="v"/>	5.82	Yes	5.82	No	<input type="button" value="Receipt"/>	<input type="button" value="v"/>
<input type="button" value="Approve"/>		10/4/2016	Meals - Large Group	<input checked="" type="checkbox"/> <input type="button" value="v"/>	93.11	Yes	93.11	No	<input type="button" value="Receipt"/>	<input type="button" value="v"/>
Total Non-Reimbursable					\$0.00					
Total Personal					\$0.00					
Total Reimbursable					\$410.73					
Total Disapproved					\$0.00					
Total Company Expenses					\$410.73					

**Step 6:** By clicking **Submit for Reimbursement**, an email to Accounts Payable preview will be displayed. Enter text in the **Enter your comments** field as needed for the next approver. Click **Submit** to complete the approval process.

## Submit Expense Report for Reimbursement

This is a preview of the message that will be used to submit the expense report. You may add your own comments if you like.

**To** Annie Accountant (aaccountant@circp1.com)  
**Subject** Expense Report Reimbursement Request From Dan Manager (dmanager@circp1.com)  
**Body** Hello Annie,

Dan Manager (dmanager@circp1.com) has sent an expense report for reimbursement.

Enter your comments:

Expense Report Summary

.....  
Employee: Meredith Employee (memployee@circp1.com)  
Expense Report Name: ReportExecutive - 9/1/2016 - 9/15/2016  
Dates: 9/1/2016 - 9/15/2016

Non Reimbursable Total: \$0.00  
Reimbursable Total: \$410.73  
Disapproved Total: \$0.00  
Total: \$410.73  
.....

Login to Certify to view this report.  
Login at: <https://www.certify.com/Login.aspx>

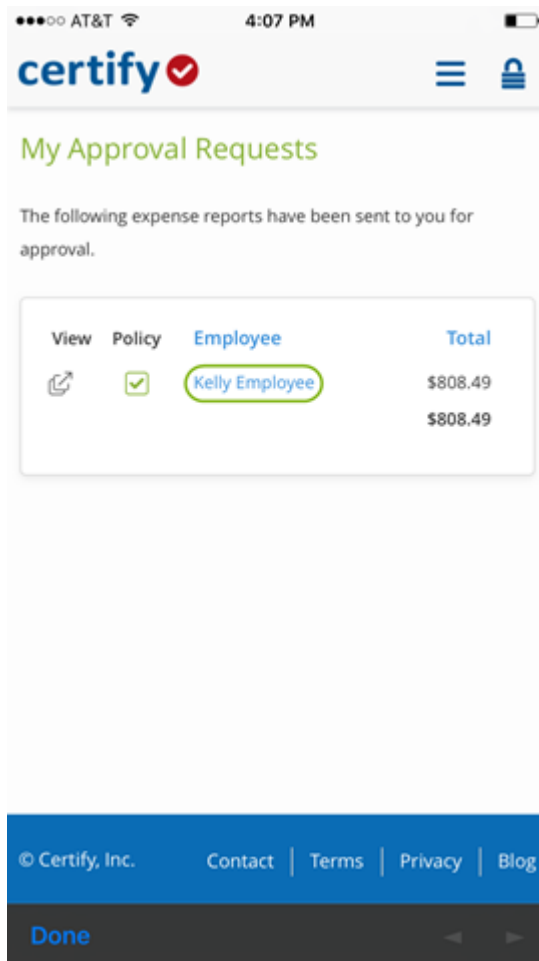
## Approving on Certify Mobile

Certify allows you to approve and process expense reports using the Certify Mobile app. Below are the steps on how to approve or process expense reports using Certify Mobile.

**Step 1:** On your Certify Mobile app Home screen, tap **Approval Requests**. If the number of approval requests is incorrect, tap **Sync** to update the data.

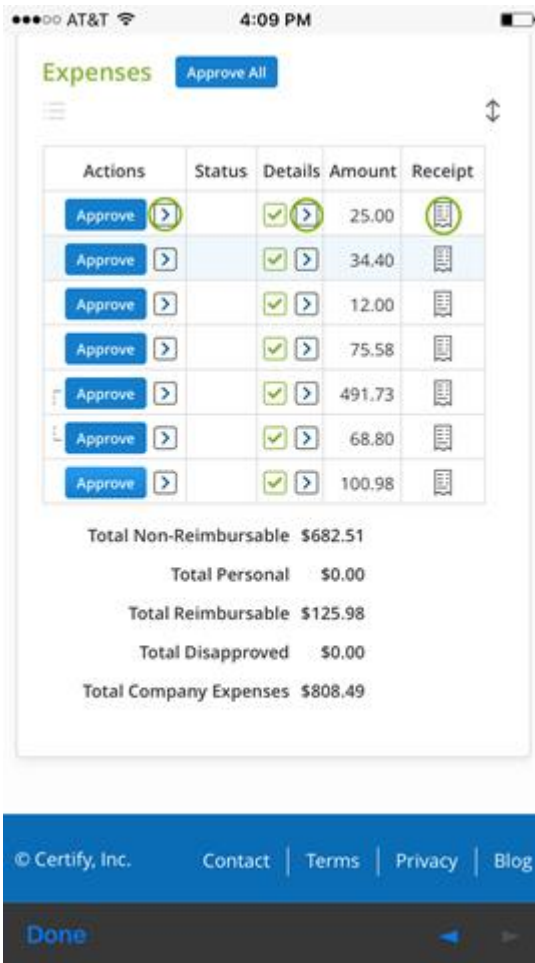


**Step 2:** To view an expense report, tap the view (document) icon under the **View** column next to the expense report you would like to open.



**Step 3:** To view a specific receipt in an expense line, click the view (document) icon under the **Receipt** column. A red exclamation mark (!) under the **Receipt** column indicates that there is no receipt image attached to the expense line. A green check mark in the **Receipt** column indicates that there is no receipt image attached to the expense line, however, no receipt is required for this expense according to the CI Travel Procedures and Regulations.

To view vendor and location details, tap the arrow (>) under the **Details** column. A red exclamation mark (!) under the **Details** column indicates that the expense may be out of campus travel policy.



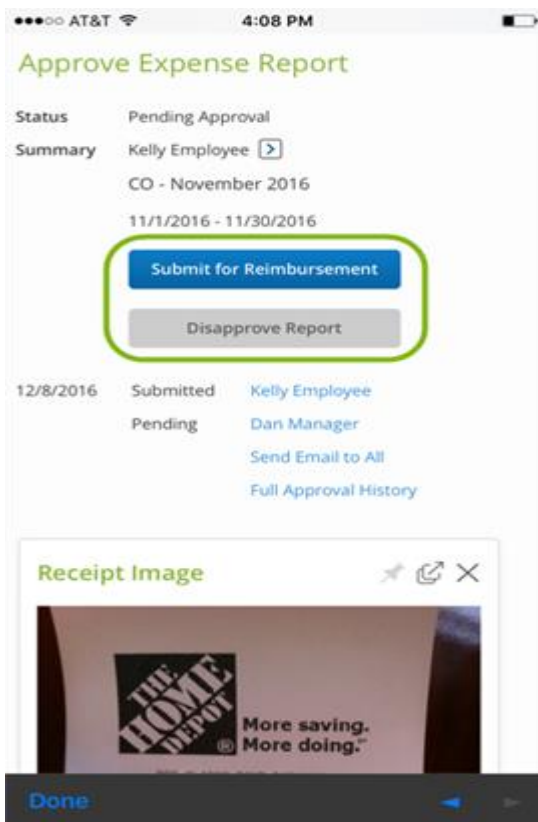
If you have a question about an expense line, or about the expense report, there are several actions available in the **Other Actions** menu. To access this menu, tap the arrow (>) under the **Approval** column. In the **Other Actions** menu, select the action name.

(See **Approver's Other Actions Menu on page 18-19** for a complete list of Other Actions and Steps for processing.)

**Other Actions** ×

- Add Note
- Inquire
- Split Expense
- Disapprove
- Edit Expense
- Edit Reim. Amount
- Add Bank Fee

**Step 4:** To approve the entire expense report, tap **Approve All** next to **Expenses**. To approve specific expense lines, tap the green check mark under the **Approval** column for that specific expense line. Tap **Submit for Reimbursement**.



## Disapproving an Expense Report

Occasionally, you may need to disapprove an expense report due to the campus travel policy violations or other issues. Below are some examples

- Missing/incomplete documentations.
- Non-compliance with the CI Travel Procedures and Regulations.
- Missing justification or explanation why a certain expense item can be allowed to be reimbursed for approval.

A disapproved expense report is sent back to the employee's **Drafts** folder where they can make edits and resubmit their expense report.

**Step 1:** On your account home page, select the number of items under **My Approval Requests**.

The screenshot displays the Certify user interface. At the top, the navigation bar includes 'My Approval Requests', a user dropdown menu for 'Dan Manager', and links for 'My Account', 'Support', and 'Logout'. Below this is a secondary navigation bar with 'Home', 'Travel', 'Wallet', and 'Analytics'. The main content area is divided into several sections: 'My Certify Wallet' (showing a balance of \$0.00), 'My Expense Reports' (with a 'New Expense Report' button and sub-sections for Drafts, Pending Approval, Pending Payment, and Archived), 'Add Receipts' (with options for MOBILE, EMAIL, and UPLOAD), and 'Schedule Expense Reports' (with a 'CONFIGURE ReportExecutive™' link). On the right side, there is a sidebar with 'Approval Requests' (highlighted with a green box and a red notification icon), 'What's New In Certify' (with a link to the Certify Updates Blog), and 'SpendSmart™' (with a link to Ratings & Reviews).

**Step 2:** On the next page, you will see all of the expense reports awaiting your approval. To view a specific expense report, click the **Employee** name or the view (document) icon under the **View** column. This will open the expense report in a new browser window.

My Approval Requests

The following expense reports have been sent to you for approval.

View	Policy	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
		Pending	Meredith Employee	10/31/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$410.73
Total								\$410.73

**Step 3:** To disapprove the entire expense report, select **Disapprove Expense Report** next to **Actions**. When you select **Disapprove Expense Report**, a popup will advise you that the expense report will be sent back to the submitter/employee, and will ask you to confirm the disapproval. Click **Yes** to continue the disapproval process.

Approve Expense Report

Status: Pending Approval

Current Approver: Dan Manager

Department: General & Admin (01)

Summary: Meredith Employee

ReportExecutive - 10/1/2016 - 10/15/2016

10/1/2016 - 10/15/2016

[Print Report](#)

[Submit for Reimbursement](#)

[Disapprove Report](#)

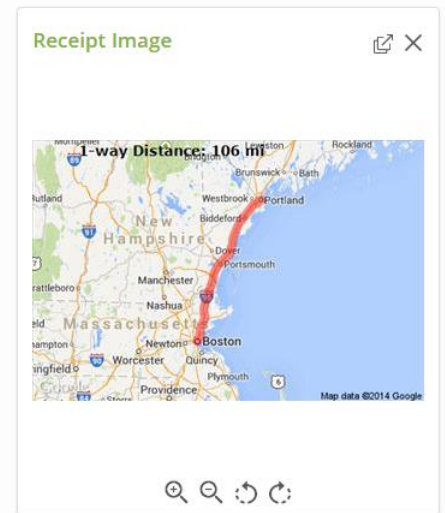
Approval History

11/10/2016 Submitted Meredith Employee

Pending Dan Manager

[Send Email to All](#)

[Full Approval History](#)



Expenses [Approve All](#)

Actions	Status	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
<a href="#">Approve</a>		10/1/2016	Mileage		119.84	Yes	119.84	No		
<a href="#">Approve</a>		10/3/2016	Lodging		191.96	Yes	191.96	No		
<a href="#">Approve</a>		10/3/2016	Coffee, Tea, Snacks		5.82	Yes	5.82	No		
<a href="#">Approve</a>		10/4/2016	Meals - Large Group		93.11	Yes	93.11	No		
Total Non-Reimbursable					\$0.00					
Total Personal					\$0.00					
Total Reimbursable					\$410.73					
Total Disapproved					\$0.00					
Total Company Expenses					\$410.73					



Confirmation
✕

Disapproving this expense report will send it back to the submitter. Notes added to expenses will be preserved.

Are you sure you wish to disapprove this expense report?

---

Yes

No

**Step 4:** By selecting **Disapprove Expense Report**, an email preview will be displayed where you can enter text for the submitter/employee in the **Enter your comments** in the field provided. Click **Next** to complete the disapproval process.

### Disapprove Expense Report

This is the message that will be sent to the expense report submitter, as well as any previous approvers of this expense report. You may add your own comments if you like. Click Next to disapprove this expense report.

**To** mememployee@circp1.com  
**CC** dmanager@circp1.com  
**Subject** Expense Report Disapproval From Dan Manager (dmanager@circp1.com)  
**Body** Hello Meredith,

Dan Manager (dmanager@circp1.com) has disapproved an expense report that you submitted.

**Enter your comments:**

Expense Report Summary

.....  
 Expense Report Name: ReportExecutive - 9/1/2016 - 9/15/2016  
 Dates: 9/1/2016 - 9/15/2016  
 Disapproved Total: \$410.73  
 .....

Login to Certify to view this report.  
 Login at: <https://www.certify.com/Login.aspx>

Back

Next

## Note: Partial Expense Approval

When manually created expenses are disapproved, the user will have the option to copy that receipt back to the wallet, and submit it once more for approval. This will need to be done on an entirely new report.

## Approver's Other Actions Menu

When you are reviewing an expense report, there are several actions you can take under the **Other Actions** menu. Below are the steps on how to use the actions available in the **Other Actions** menu.

**Step 1:** On your account homepage, select **Approval Requests**.

The screenshot displays the Certify user interface. At the top left is the Certify logo with the tagline "travel & expense made easy". The top right navigation bar includes "My Approval Requests" (with a dropdown menu showing "Dan Manager"), "My Account", "Support", and "Logout". Below this is a secondary navigation bar with "Home", "Travel", "Wallet", and "Analytics". The main content area is divided into several sections: "My Certify Wallet" (showing "Your wallet is empty" and "Cash Advance Balance \$0.00"), "My Expense Reports" (with a "New Expense Report" button and a list of categories: Drafts, Pending Approval, Pending Payment, and Archived), "Add Receipts" (with icons for MOBILE, EMAIL, and UPLOAD), and "Schedule Expense Reports" (with a "ReportExecutive™ is off" message). On the right side, there is a sidebar with "Approval Requests" (highlighted with a green border and a red notification icon), "What's New In Certify" (with a link to "Read the Certify Updates Blog"), and "SpendSmart™" (with a message "There are no recent ratings to display. Ratings & Reviews").

**Step 2:** On the next page, you will see all of the expense reports awaiting your approval. To view a specific expense report, click the **Employee** name or the view (document) icon under the **View** column. This will open the expense report in a new browser window.

My Approval Requests

The following expense reports have been sent to you for approval.

View	Policy	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
		Pending	Meredith Employee	10/31/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$410.73
Total								\$410.73

**Step 3:** There are several actions available in the **Other Actions** menu. To access this menu, click the arrow (>) under the **Approval** column. Actions in the **Other Actions** menu include:

**Add Note** - Add a note to a specific expense line

**Inquire**– Ask the submitter/employee a question about an expense and/or allow the submitter/employee to edit the expense

**Split Expense** – Split an expense report for multiple departments and funds

**Disapprove** – Disapprove the expense line

**Edit Expense** – Edit any of the expense details in an expense line

**Edit Reim. Amount** - Edit the reimbursable amount of an expense line

To access an action in the **Other Actions** menu, select the action name. Complete the fields under that action as needed and save.

Expenses Approve All

Actions	Status	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">Approve</span> >		10/1/2016	Mileage	>	119.84	Yes	119.84	No		>
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">Approve</span> <				>	191.96	Yes	191.96	No		>
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">Approve</span> >				>	5.82	Yes	5.82	No		>
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">Approve</span> >				>	93.11	Yes	93.11	No		>
<b>Total Non-Reimbursable</b>					\$0.00					
<b>Total Personal</b>					\$0.00					
<b>Total Reimbursable</b>					\$410.73					
<b>Total Disapproved</b>					\$0.00					
<b>Total Company Expenses</b>					\$410.73					

**Other Actions** ×

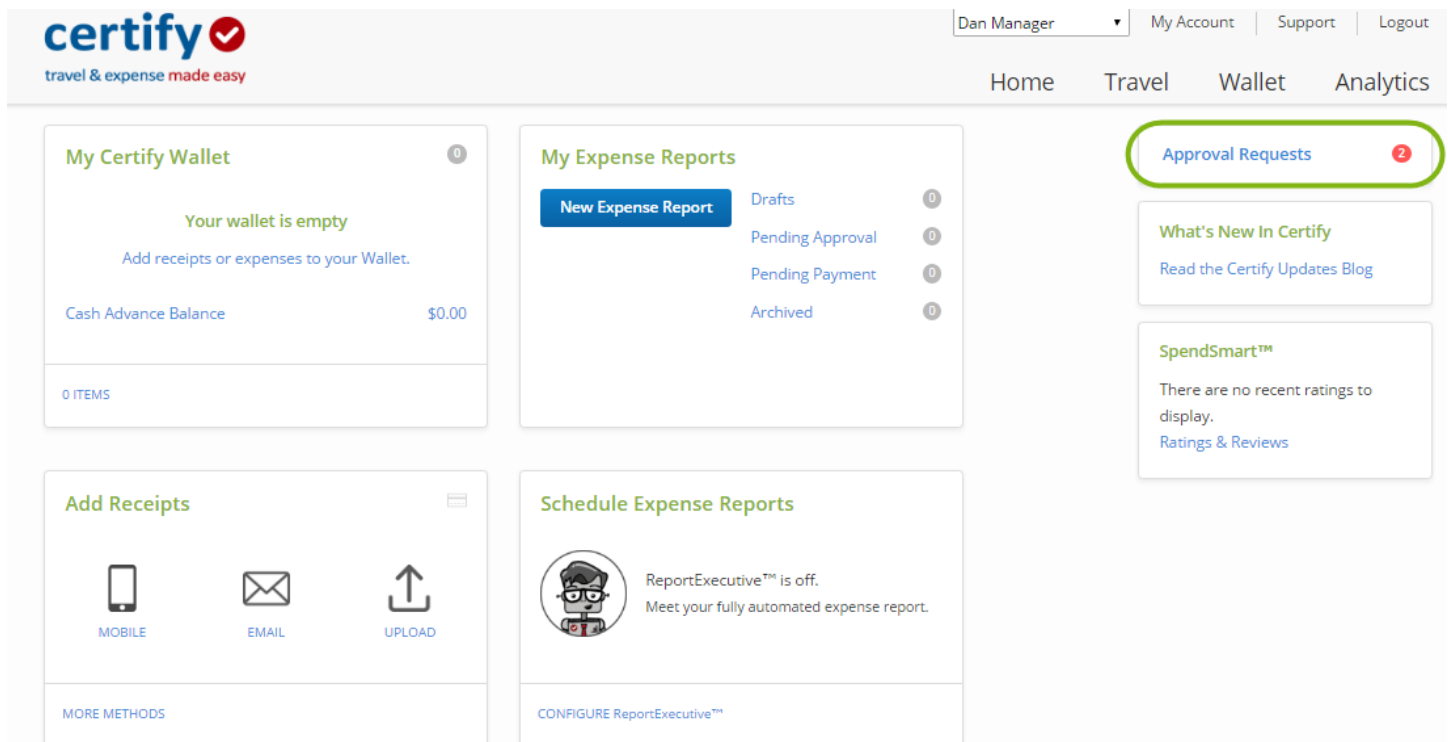
- Add Note Edit Expense
- Inquire Edit Reim. Amount
- Split Expense Add Bank Fee
- Disapprove

## Sending an Inquiry

As a manager reviewing a submitted expense report, you can send an inquiry to the submitter/employee to request specific information such as a new or different receipt, or request an edit to an expense line. This method allows the submitter/employee to make corrections to expense lines without you having to disapprove the entire expense report. Below are the steps on how to send an **Inquiry** on an expense line, as well as how to view the submitter/employee's reply.

### Creating an Inquiry

**Step 1:** On your account homepage, select **Approval Requests**.



The screenshot shows the Certify account homepage for a user named Dan Manager. The top navigation bar includes the Certify logo, the user name, and links for My Account, Support, and Logout. Below the navigation bar are tabs for Home, Travel, Wallet, and Analytics. The main content area is divided into several sections:

- My Certify Wallet:** Shows a message "Your wallet is empty" and "Add receipts or expenses to your Wallet." It also displays a "Cash Advance Balance" of \$0.00 and "0 ITEMS".
- My Expense Reports:** Features a "New Expense Report" button and a list of report statuses: Drafts (0), Pending Approval (0), Pending Payment (0), and Archived (0).
- Approval Requests:** This menu item is highlighted with a green circle and a red "2" badge, indicating two pending requests.
- What's New In Certify:** Includes a link to "Read the Certify Updates Blog".
- SpendSmart™:** Displays a message: "There are no recent ratings to display." with a link to "Ratings & Reviews".
- Add Receipts:** Offers three methods: MOBILE, EMAIL, and UPLOAD, with a "MORE METHODS" link.
- Schedule Expense Reports:** Features a cartoon character icon and a message: "ReportExecutive™ is off. Meet your fully automated expense report." with a "CONFIGURE ReportExecutive™" link.

**Step 2:** On the next page, you will see all of the expense reports awaiting your approval. To view a specific expense report, click the **Employee** name or the view (document) icon under the **View** column. This will open the expense report in a new browser window.

My Approval Requests

The following expense reports have been sent to you for approval.

View	Policy	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
		<span style="color: red;">!</span> Pending	Kelly Employee	10/27/2016	9/21/2016	9/27/2016	Expenses - 9/21/2016 - 9/27/2016	\$709.55
		<span style="color: red;">!</span> Pending	Meredith Employee	10/31/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
<b>Total</b>								<b>\$1,123.03</b>

**Step 3:** If you have a question about an expense line, or about the expense report, you will need to open the **Other Actions** menu. To access this menu, click the arrows (>) under the **Approval** column. Select **Inquire**.

Expenses Approve All

Actions	Status	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
Approve >		10/1/2016	Mileage	<input checked="" type="checkbox"/> >	119.84	Yes	119.84	No		>
Approve >		10/3/2016	Lodging	<input checked="" type="checkbox"/> >	191.96	Yes	191.96	No		>
Approve >		10/3/2016	Coffee, Tea, Snacks	<input checked="" type="checkbox"/> >	5.82	Yes	5.82	No		>
Approve >		10/4/2016	Meals - Large Group	<input checked="" type="checkbox"/> >	93.11	Yes	93.11	No		>
Approve <				<input checked="" type="checkbox"/> >	2.75	Yes	2.75	No	<span style="color: red;">!</span>	>

**Other Actions**

- Add Note
- Inquire**
- Split Expense
- Disapprove
- Edit Expense
- Edit Reim. Amount
- Add Bank Fee

Total Non-Reimbursable	\$0.00
Total Personal	\$0.00
Total Reimbursable	\$413.48
Total Disapproved	\$0.00

**Step 4:** On the next page, enter text in the **Enter Question** field. If you would like to allow the submitter/employee to make edits to the expense line, click the checkbox next to **Allow Expense Edit**. Click **Save**.

### Ask a Question About an Expense

Your question will be sent to Meredith Employee. The question and answer will be saved with this expense.

Enter Question

This is missing a receipt. Do you have one?

Allow Expense Edit

**Save** Cancel

**Step 5:** After saving your **Inquiry**, the expense report status will change from **Pending** to **Inquiry** to indicate that the expense report has been sent back to the submitter/employee.

### My Approval Requests

The following expense reports have been sent to you for approval.

View	Policy	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
		Pending	Kelly Employee	10/27/2016	9/21/2016	9/27/2016	Expenses - 9/21/2016 - 9/27/2016	\$709.55
		Inquiry	Meredith Employee	10/31/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
<b>Total</b>								<b>\$1,123.03</b>

### Viewing the Inquiry Reply

When the submitter/employee responds to your inquiry, you can view their response in the expense line. Your original inquiry and the submitter/employee’s reply are both saved in the expense line within the expense report. When you have finished reviewing the submitter/employee’s response, you can continue moving forward with the expense report approval process.

Expenses Approve All

Actions	Status	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
<span>Approve</span> >		10/1/2016	Mileage	<input checked="" type="checkbox"/> >	119.84	Yes	119.84	No		>
<span>Approve</span> >		10/3/2016	Lodging	<input checked="" type="checkbox"/> >	191.96	Yes	191.96	No		>
<span>Approve</span> >		10/3/2016	Coffee, Tea, Snacks	<input checked="" type="checkbox"/> >	5.82	Yes	5.82	No		>
<span>Approve</span> >		10/4/2016	Meals - Large Group	<input checked="" type="checkbox"/> >	93.11	Yes	93.11	No		>
<span>Approve</span> >		10/9/2016	Other Transportation	<input checked="" type="checkbox"/> >	2.75	Yes	2.75	No		>
Edit 11/10/2016, Dan Manager asks: This is missing a receipt. Do you have one? 11/10/2016, Meredith Employee answers: Sorry, I do not.										
Total Non-Reimbursable					\$0.00					
Total Personal					\$0.00					

## Reference

### CI TRAVEL PROCEDURES AND REGULATIONS

<https://www.csuci.edu/financial-services/documents/accounting/ci-travel-procedures-regulations-jan-2018.pdf>

### Direct Deposit

Direct deposit is the fastest and most convenient way of being reimbursed. Please contact [karina.cruz@csuci.edu](mailto:karina.cruz@csuci.edu) to enroll in direct deposit for travel reimbursement.

Note: Travel expense reimbursement direct deposit is not Direct Deposit for Payroll.

### Contact Information

Booking – Karina Cruz – [karina.cruz@csuci.edu](mailto:karina.cruz@csuci.edu) 805-437-8581

Expense Reimbursement - [CIAP@csuci.edu](mailto:CIAP@csuci.edu) 805-437-3700

## Glossary

**Submitter** – Refers to Employee submitting an expense report.

**Approver** – Refers to Manager, which have current delegated authority to approve the travel reimbursement expenses.

**Accounts Payable** – Refers to an Accounting Staff whom reviews/audits/approves and disapproves expense reimbursement requests.