Division of Business and Financial Affairs

Certify Travel Program Process Guide

Basic User – Employee/Traveler

Contents

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.

A Basic User in **Certify** is defined as a user with the Employee role that creates and submits their own expense reports.

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 no 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.

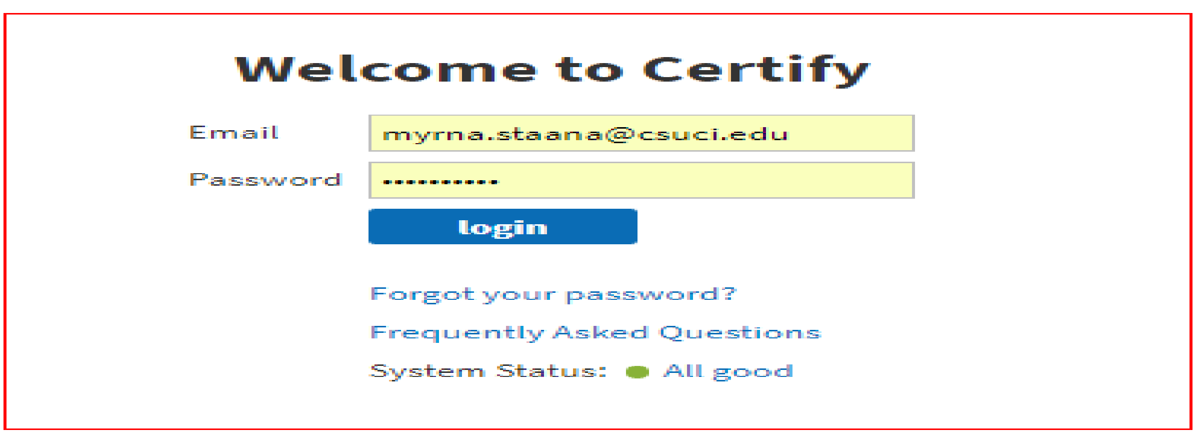
Manager should be timely in approving the expense report reimbursement or returning them to the Employee/Traveler for correction.

Approver may only approve expenses allocated to department which includes (fund/s) over which they have current delegated authority. After approval, the Manager must submit the Expense Report Reimbursement to Accounts Payable for payment processing.

Process

Log-in

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

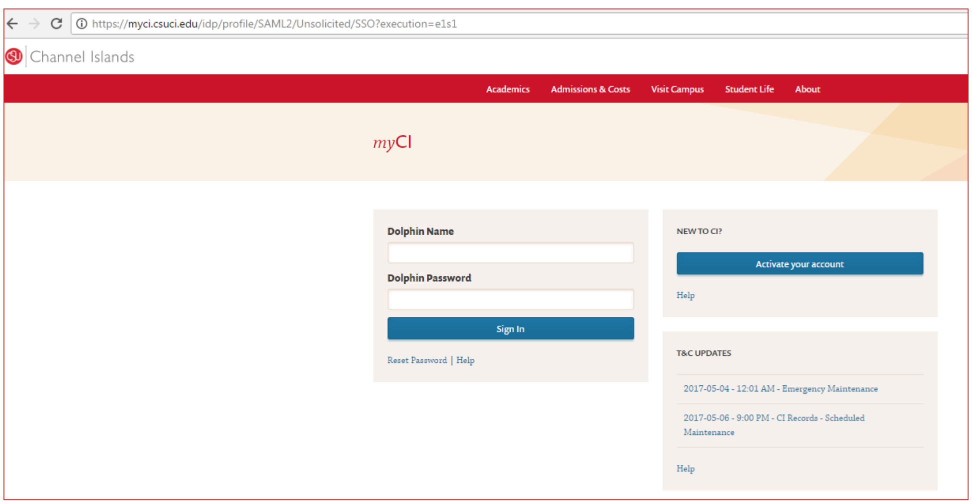


Single Sign-on

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

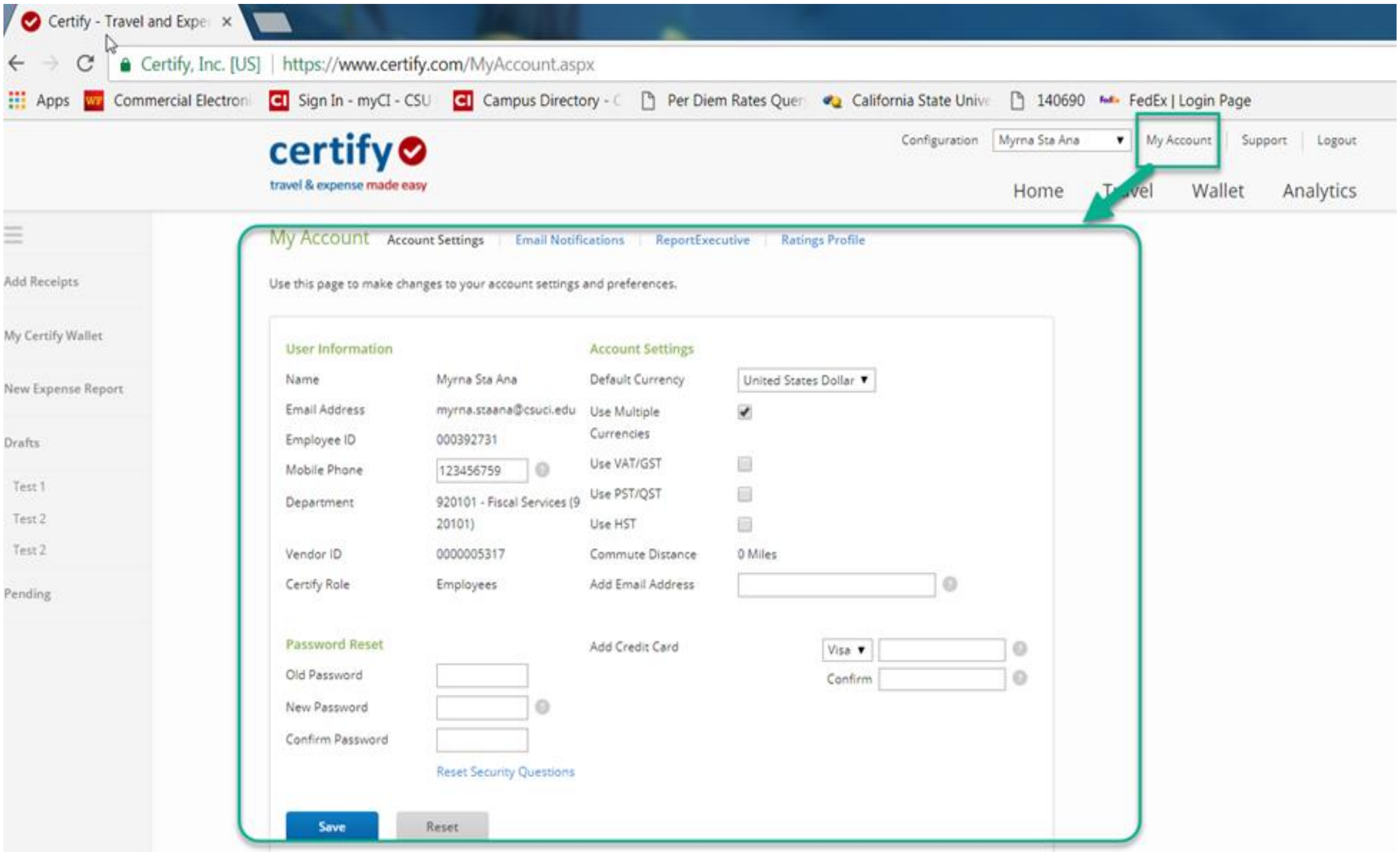
Enter your CSUCI email address and password, click Login.



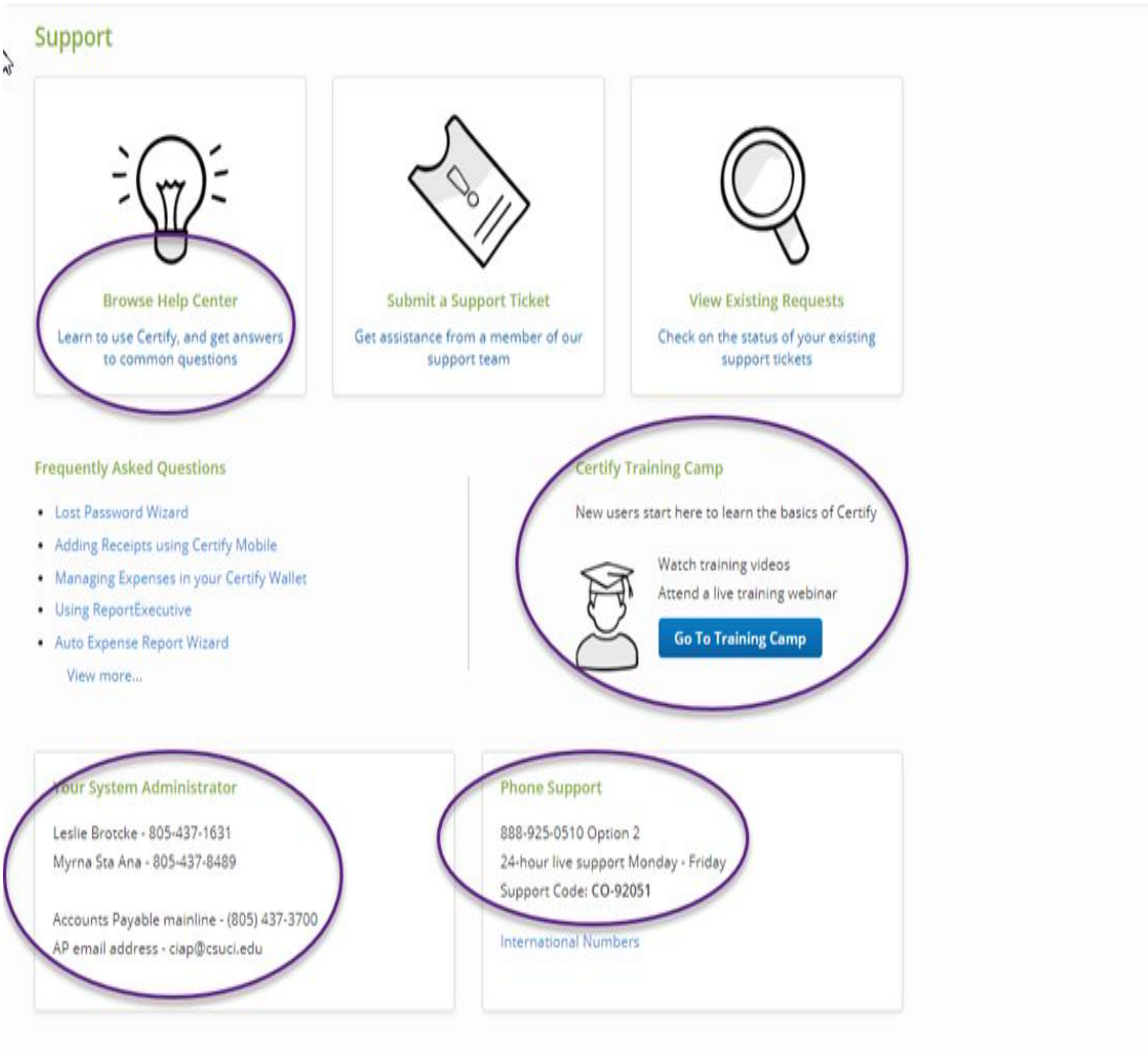
My Account Details

Your **My Account** page in Certify contains account information specific to you. This contains your department, email address, vendor ID etc. While using Certify, there might be times when this information needs to be updated. This is managed internally by CI's Certify Booking Administrator Karina Cruz and you can contact her at: karina.cruz@csuci.edu 805-437-8581.

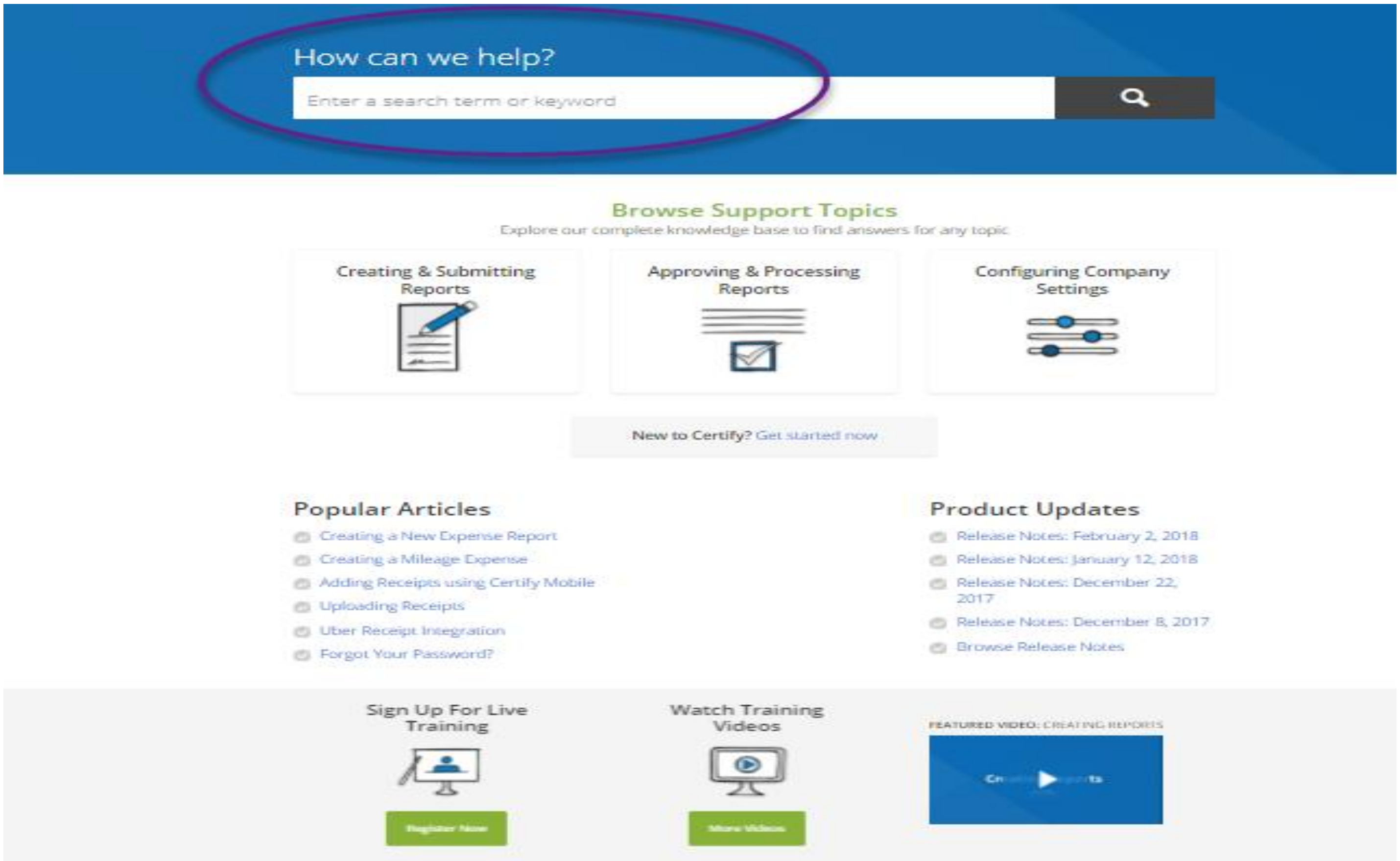
Step 1: On your homepage, click on **My Account.**



Step 2: On your homepage, click on **Support.** On the lower left section of the **Support** page, you will find the contact information for CI's Certify Administrator. On the middle section, you will find Certify **Training Camp**. **Certify Training Camp** will allow New users start to learn the basics of Certify. Watch videos and attend a live training webinar.

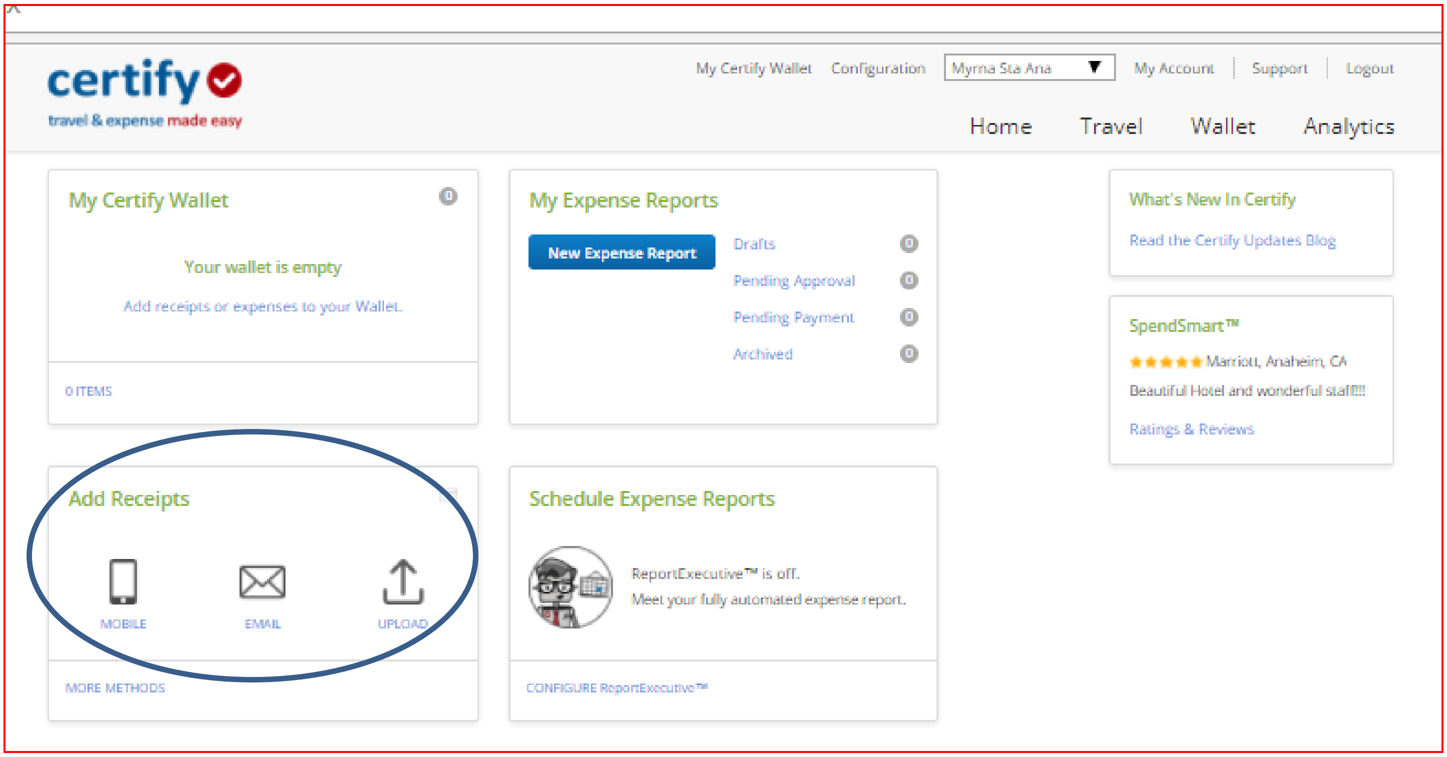

Support
Browse Help Center
Learn to use Certify, and get answers to common questions
Submit a Support Ticket
Get assistance from a member of our support team
View Existing Requests
Check on the status of your existing support tickets
Frequently Asked Questions
Lost Password Wizard
Adding Receipts using Certify Mobile
Managing Expenses in your Certify Wallet
Using ReportExecutive
Auto Expense Report Wizard
View more...
Certify Training Camp
New users start here to learn the basics of Certify
Watch training videos
Attend a live training webinar
Go To Training Camp
Your System Administrator
Leslie Brotcke - 805-437-1631
Myrna Sta Ana - 805-437-8489
Accounts Payable mainline - (805) 437-3700
AP email address - ciap@csuci.edu
Phone Support
888-925-0510 Option 2
24-hour live support Monday - Friday
Support Code: CO-92051
International Numbers

Click on **Browse Help Center,** under **How can we Help?** Enter a search term or keyword for help.



Method of Adding Receipts to your Wallet

- Uploading Receipts
- Emailing Receipts
- Adding Receipts Using Certify Mobile

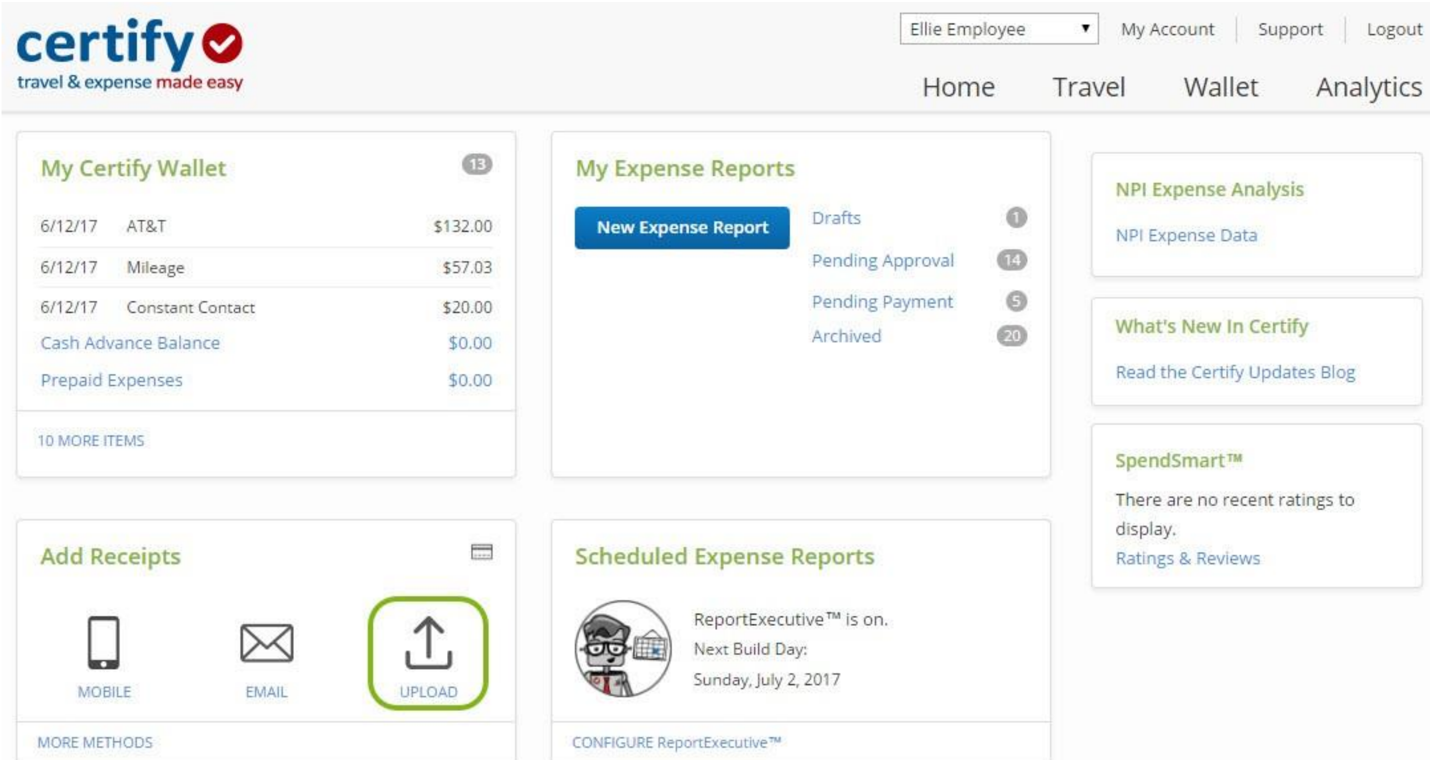


Uploading Receipts

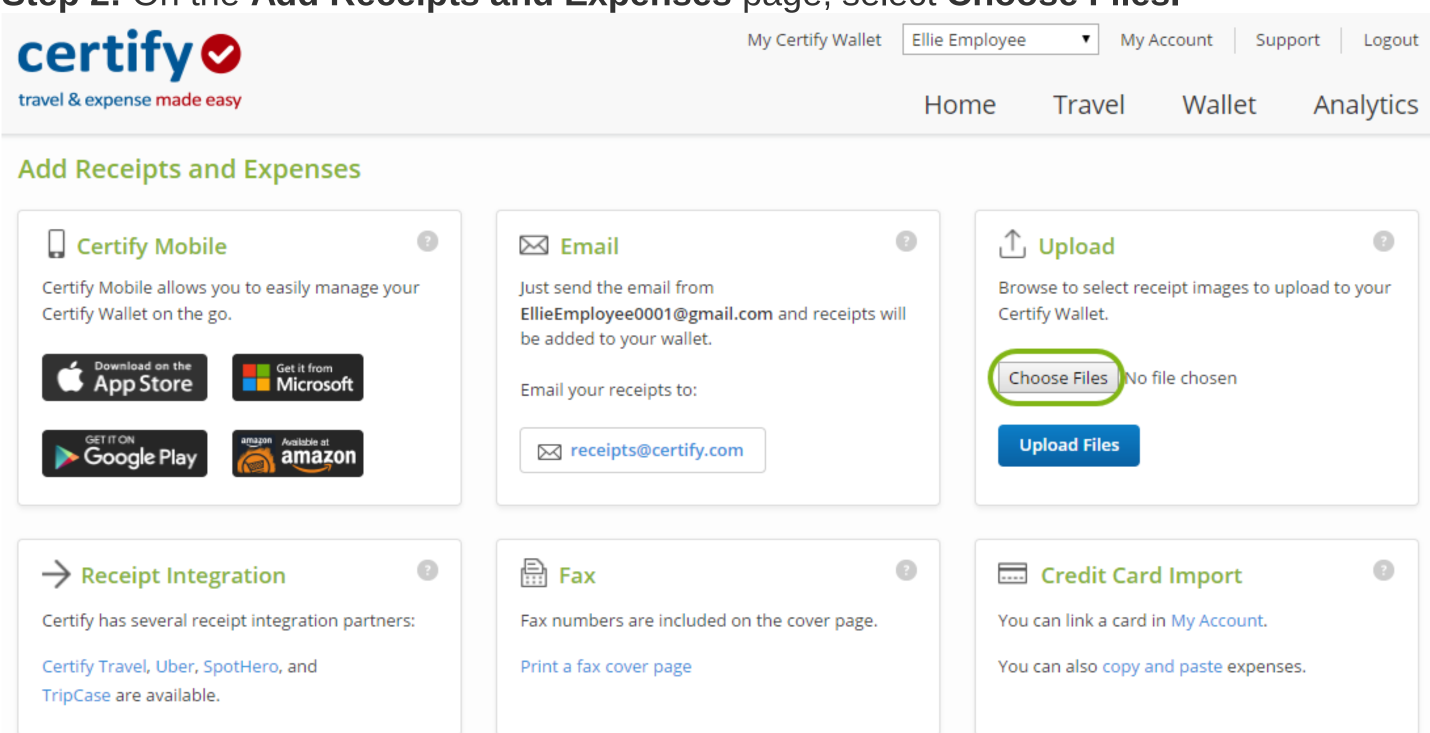
Uploading receipt images from your computer is a quick and convenient method for adding receipts to your **My Certify Wallet**. Image uploads can be up to 10 MB in size. You can choose to upload one at a time, or add multiple receipt images at once.

Steps to upload receipt from your computer

Step 1: On your account homepage, under **Add Receipts**, click **Upload.**

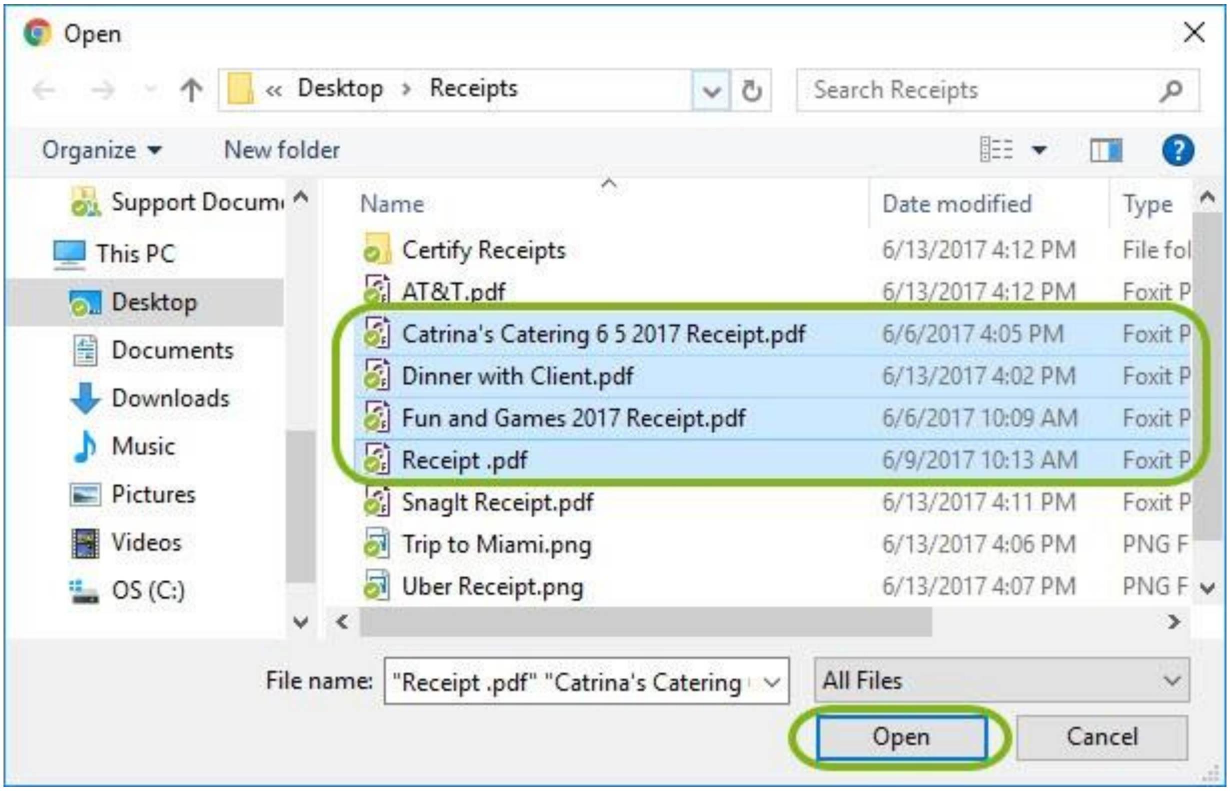


Step 2: On the **Add Receipts and Expenses** page, select **Choose Files.**

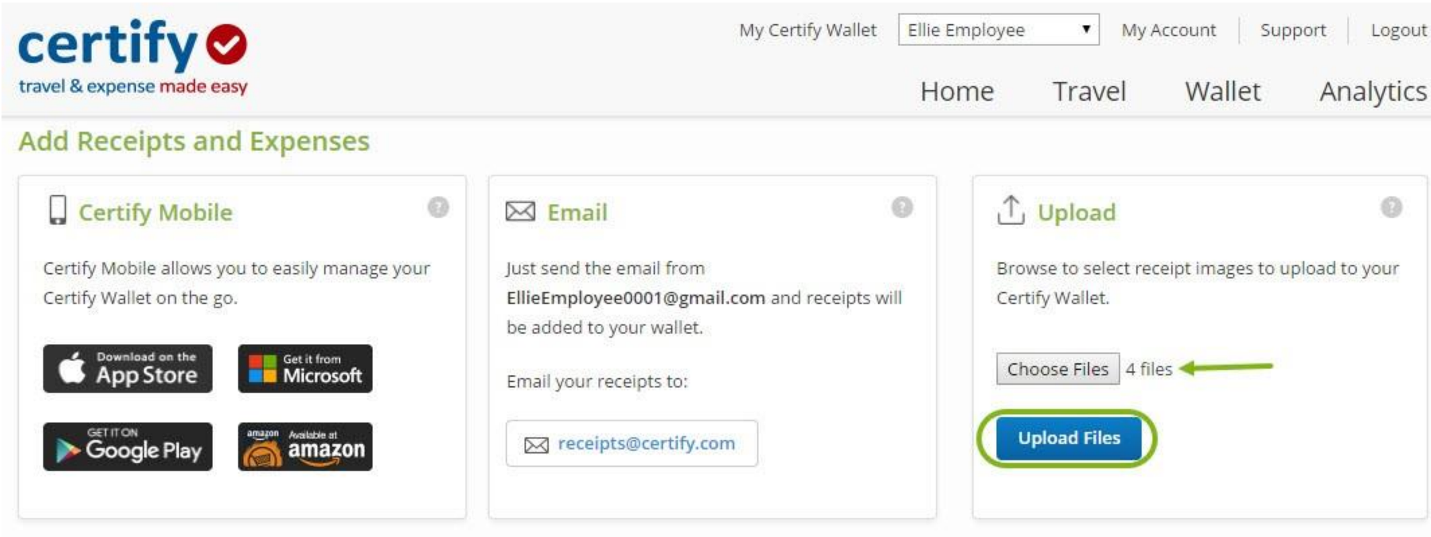


Step 3: Select the receipt images from your computer. Click **Open** once you have selected all the receipt images you want to upload.

Best Practice: *Windows users can select multiple images at once by pressing the CTRL key and selecting each file.*

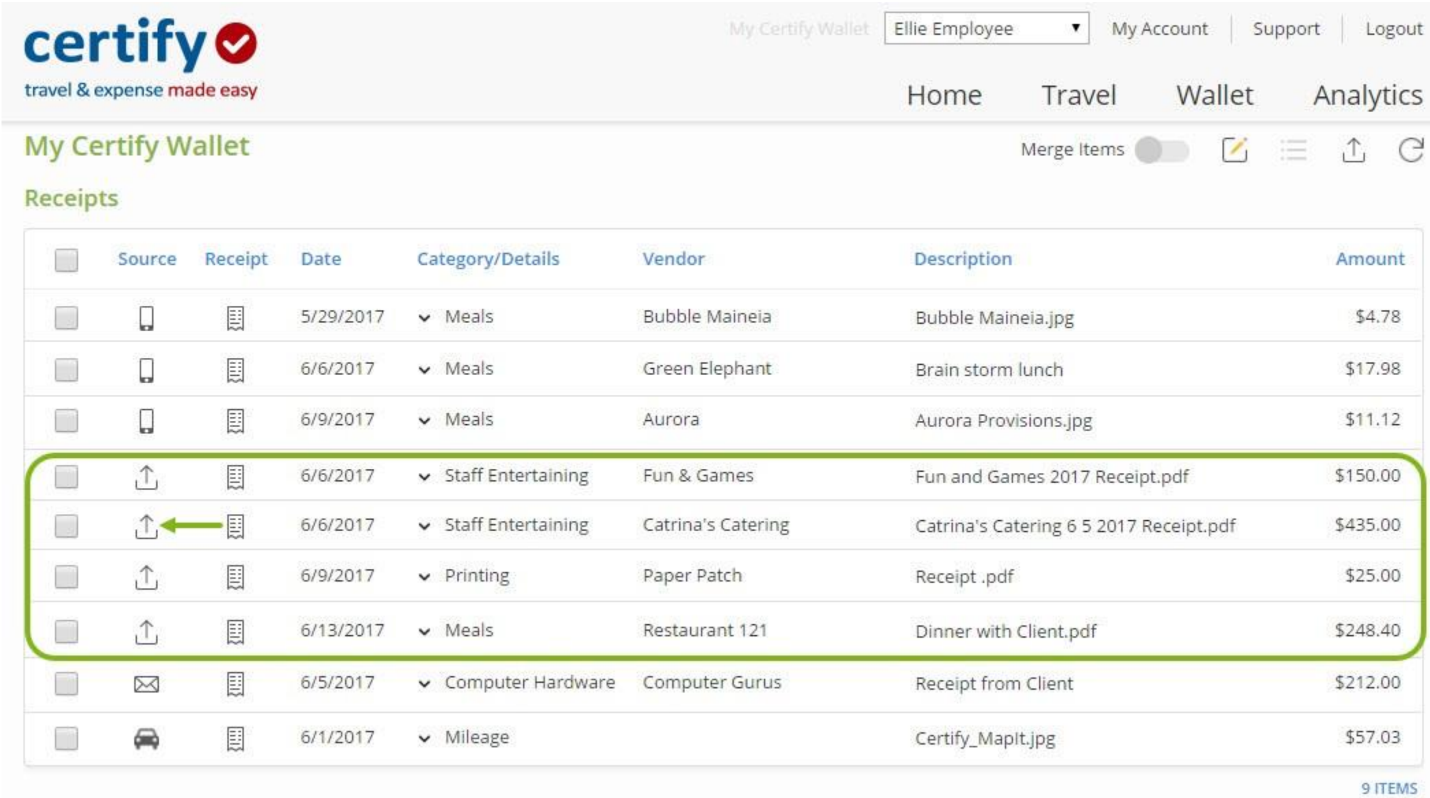


Step 4: The number of receipt images selected is indicated next to **Choose Files**. Click **Upload Files** to add the receipt images to your **My Certify Wallet**.



The receipts have now been added to your **My Certify Wallet**. Uploaded receipts display the **Upload** icon in the **Source** column.

The **Upload** feature uses **ReceiptParse**, which scans the receipt image and can **pre-populate** the **Vendor**, **Category/Details** and **Amount** fields for you in the actual expense report. If you need to make additions or edits to those fields, you can manually change them using the **Edit Item** button (see pencil).

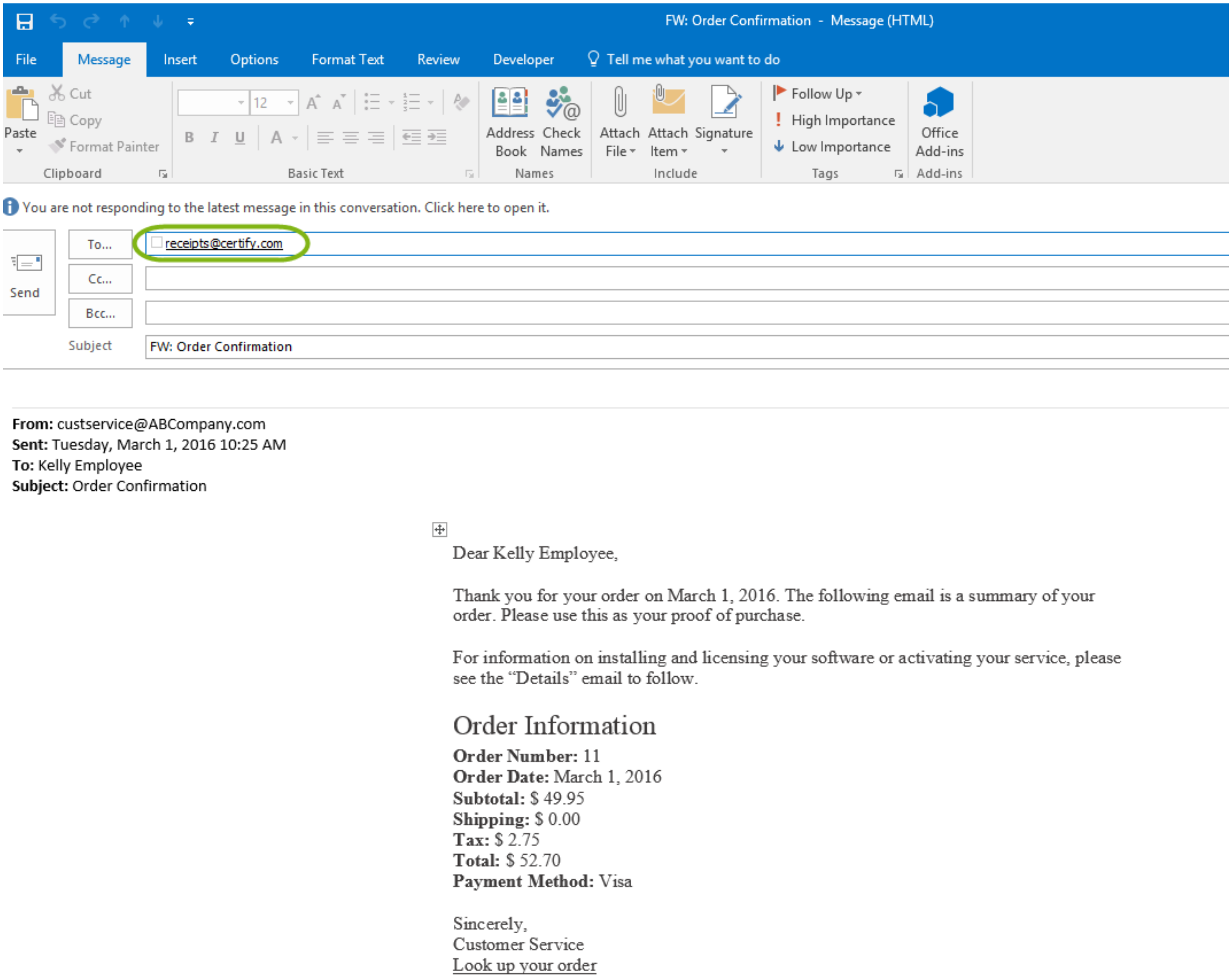


Source	Receipt	Date	Category/Details	Vendor	Description	Amount
		5/29/2017	Meals	Bubble Maineia	Bubble Maineia.jpg	$4.78
		6/6/2017	Meals	Green Elephant	Brain storm lunch	$17.98
		6/9/2017	Meals	Aurora	Aurora Provisions.jpg	$11.12
		6/6/2017	Staff Entertaining	Fun & Games	Fun and Games 2017 Receipt.pdf	$150.00
		6/6/2017	Staff Entertaining	Catrina's Catering	Catrina's Catering 6 5 2017 Receipt.pdf	$435.00
		6/9/2017	Printing	Paper Patch	Receipt .pdf	$25.00
		6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	$248.40
		6/5/2017	Computer Hardware	Computer Gurus	Receipt from Client	$212.00
		6/1/2017	Mileage		Certify_MapIt.jpg	$57.03

Emailing Receipts

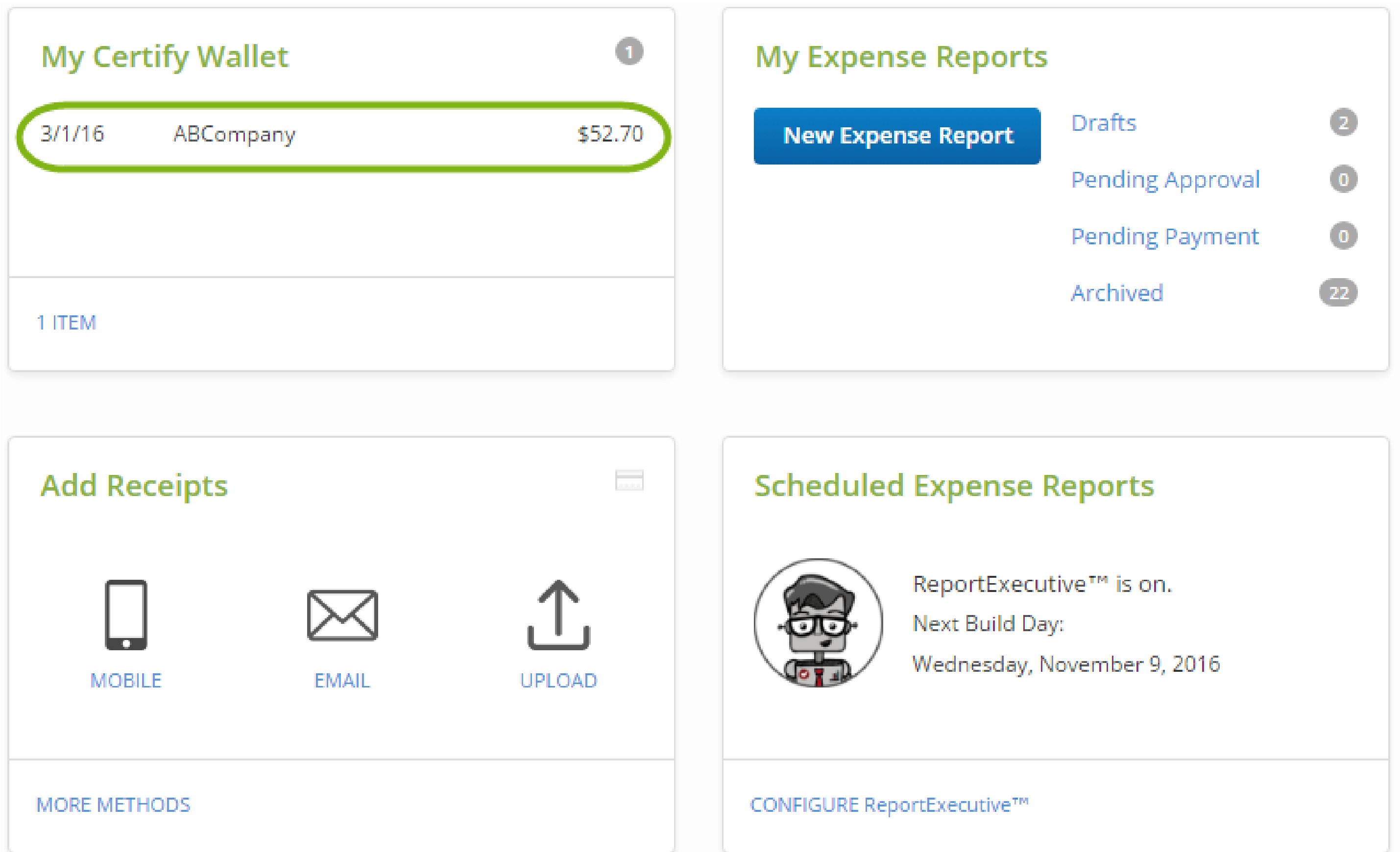
Email is a quick and convenient method for adding receipts and expenses to your Certify Wallet. Email your receipt attachments to receipts@Certify.com. The receipts or expense data will be automatically parsed and be added to your Certify Wallet. Certify Wallet knows to parse and add receipts to your Certify Wallet based on your CSUCI email address that is set up in My Account. That email address is set up by the Certify Administrator. You can then email receipts from your computer's email service, or from a mobile device with email capabilities. If you are sending receipts from alternate email addresses, you may **Add an Additional Email Address** to your Certify account. Below are the steps to email receipts and expenses to your Certify Wallet.

Step 1: Create a new email using your campus email service. In the **To** field, enter **receipts@certify.com**. In the **Subject** line, enter the receipt name. Alternatively, if a vendor has emailed you a receipt, you can forward the emailed receipt to **receipts@certify.com.**



Step 2: Attach your receipts to the email. Any number of receipts may be attached, however, the total size of the email (including any text and signatures) must be under 4 MB. Certify will accept all popular image file types such as jpg, gif, bmp, pdf, tiff, etc. Click **Send**.

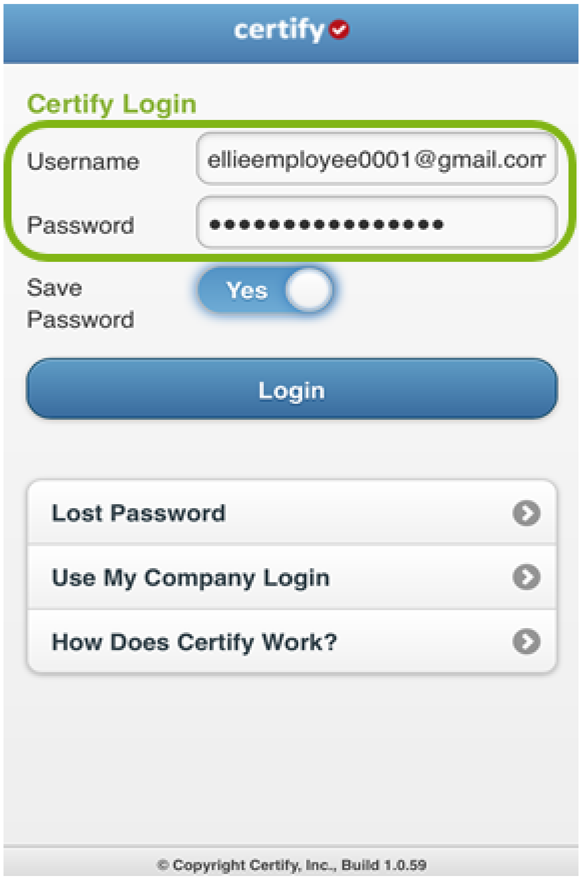
When Certify receives the email with your receipt or expense data, the data is automatically parsed and added to your Certify Wallet. If you would like to review the receipts or expenses that were added to your Certify Wallet, log into your Certify account to view your **Wallet**.



Adding Receipts using Certify Mobile

You can use the Certify Mobile app to easily upload receipts to your My Certify Wallet from your mobile device. The Certify Mobile app works with most devices including Windows Phone, Android, BlackBerry and iPhone.Below are the steps how to add receipts in the **Certify Mobile** app and sync them to your **My Certify Wallet**.

Step 1: Open the **Certify Mobile** app on your mobile device. Log in with your Certify **Username** and **Password**. Your username and password for Certify Mobile are the same as your login credentials you use to log into www.certify.com.

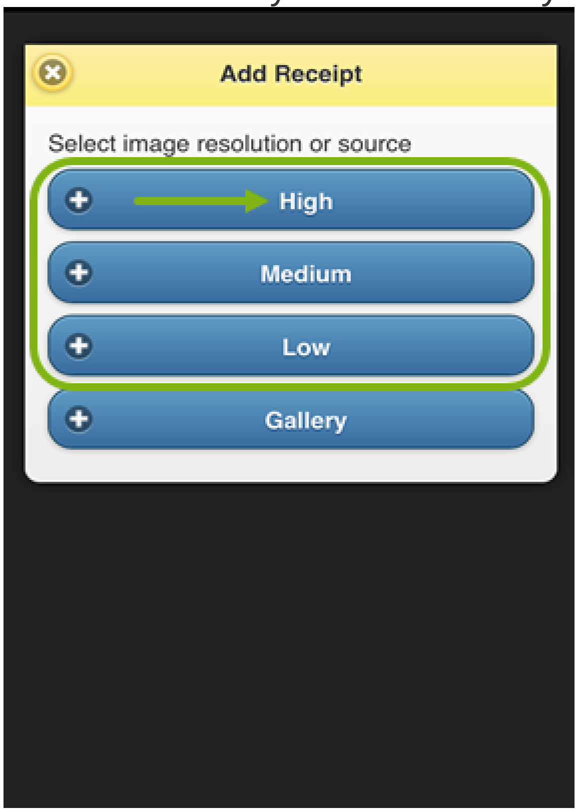

certify
Certify Login
Username
ellieemployee0001@gmail.com
Password
Save Password
Yes
Login
Lost Password
Use My Company Login
How Does Certify Work?
© Copyright Certify, Inc., Build 1.0.59

Step 2: On your **Certify Mobile** home screen, tap **Add Receipt**.

Step 3: Select a photo resolution to open the camera screen on your mobile device. Photo resolution options include:

- **High / Medium –** Recommended
- **Low –** Use only if your device is short on storage
- **Gallery –** Use to add a receipt image from your mobile device's photo gallery

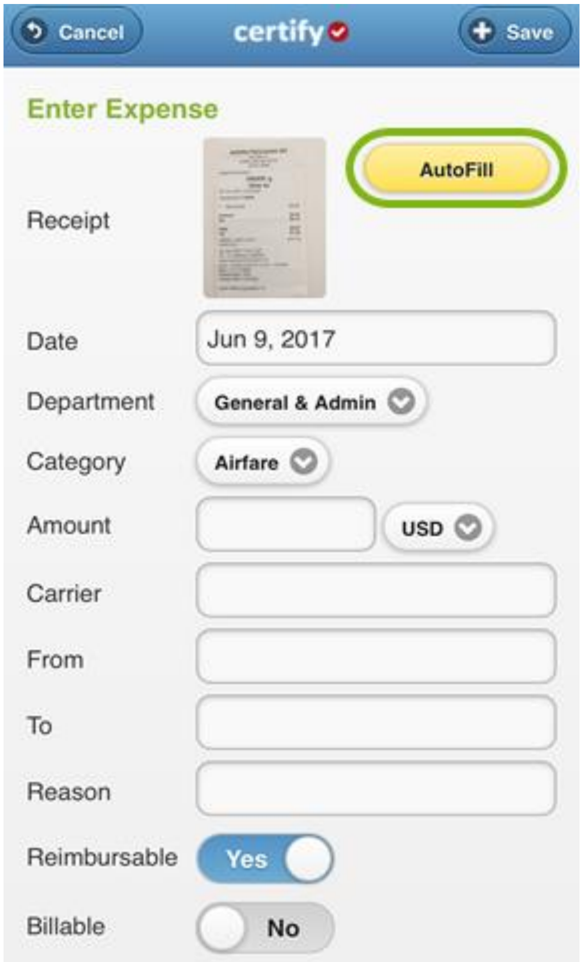
Please Note: To add *multiple* receipts at a time to your **Certify Wallet**, use the Upload or Email options available in your online Certify account at www.certify.com.



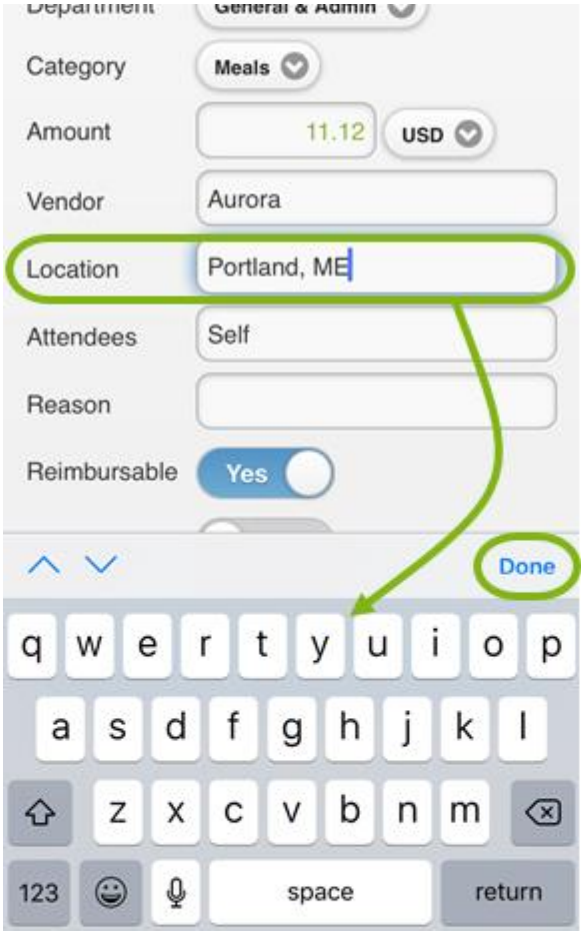
Step 4: The camera screen opens. Hold your camera 6 to 12 inches away and focus the camera screen on your receipt. Make sure the receipt fills the screen. Once the receipt looks clear and centered, tap the **Photo** button to capture the receipt image.

Step 5: On the next screen, tap **Use Photo** to save the receipt image.

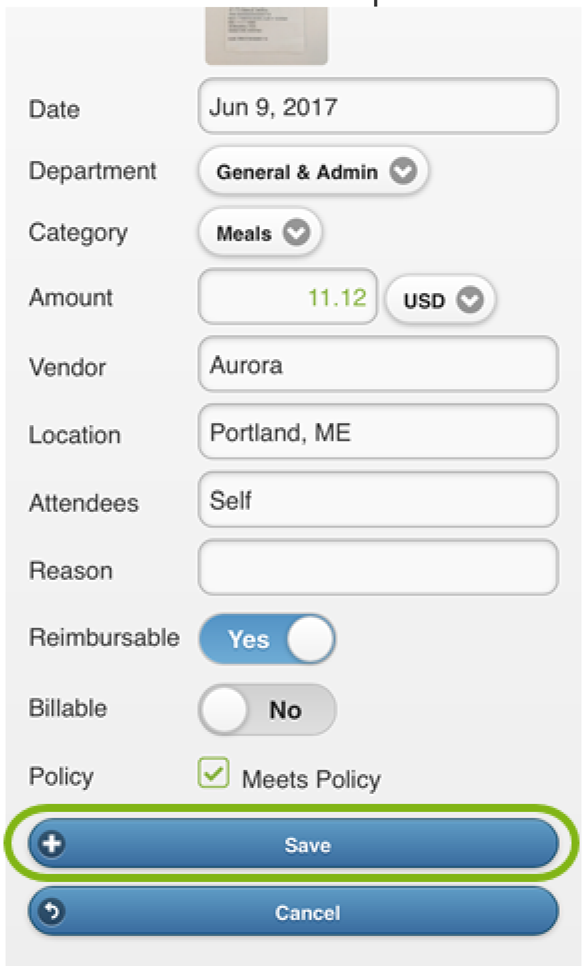
Step 6: On the next screen, tap **AutoFill** to scan the receipt image and populate the expense detail fields.



Step 7: If needed, make edits to the expense data by tapping the field you want to edit, entering the data, and tapping **Done** to save your edits.

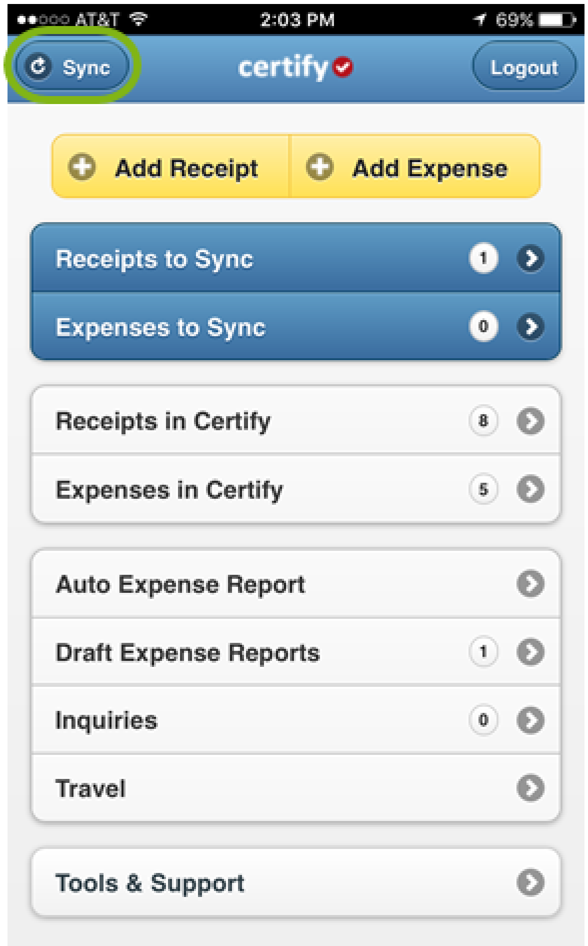


Step 7: Tap **Save** to save the receipt information.



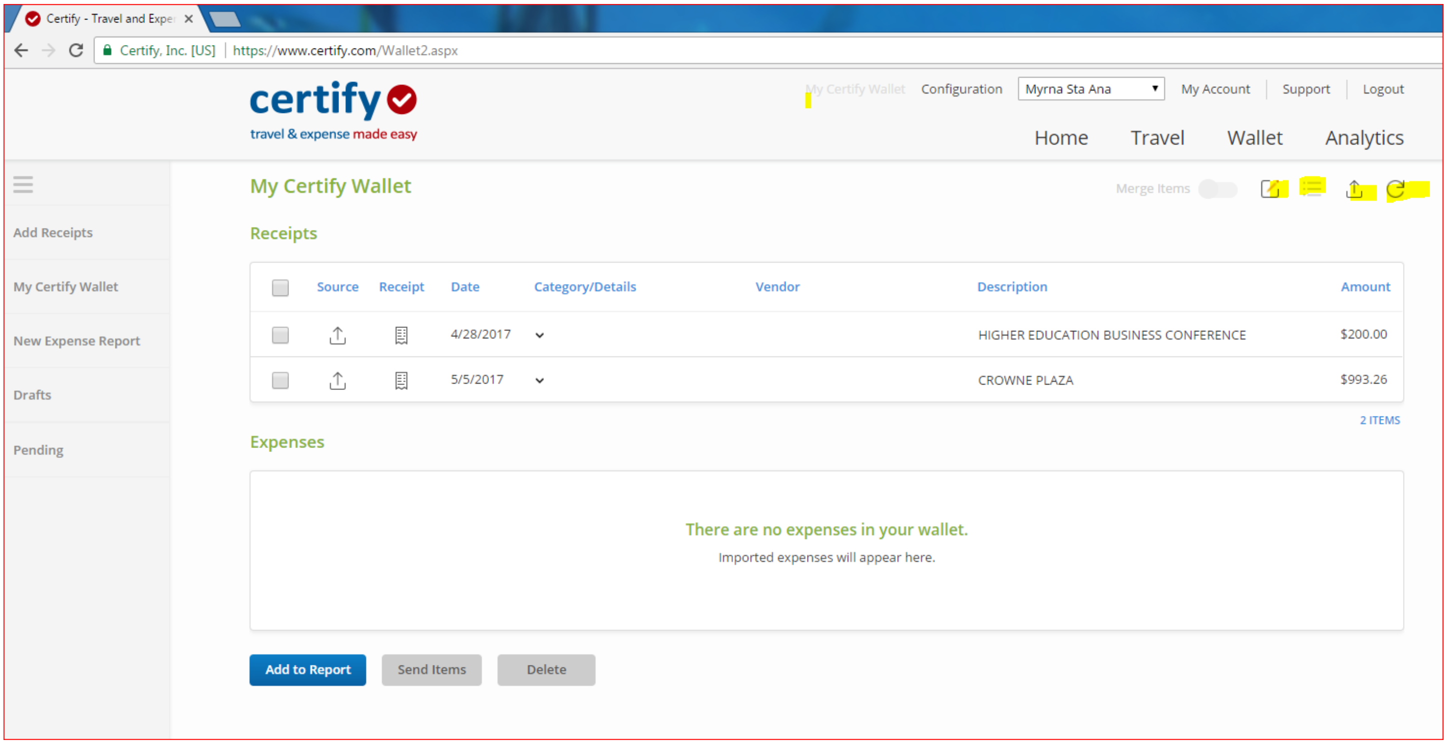
Step 8: On your **Certify Mobile** home screen, tap **Sync** to upload the receipt and add it to your **My Certify Wallet**.

Please Note: If you find you uploaded a receipt in error, you can easily delete it. See Deleting Receipts Using Certify Mobile.



If you have **ReportExecutive** enabled, receipts in your **My Certify Wallet** are automatically added to an expense report for you. Alternatively, you can use the **Certify Mobile Auto Expense Report Wizard** to create an expense report on your mobile device.

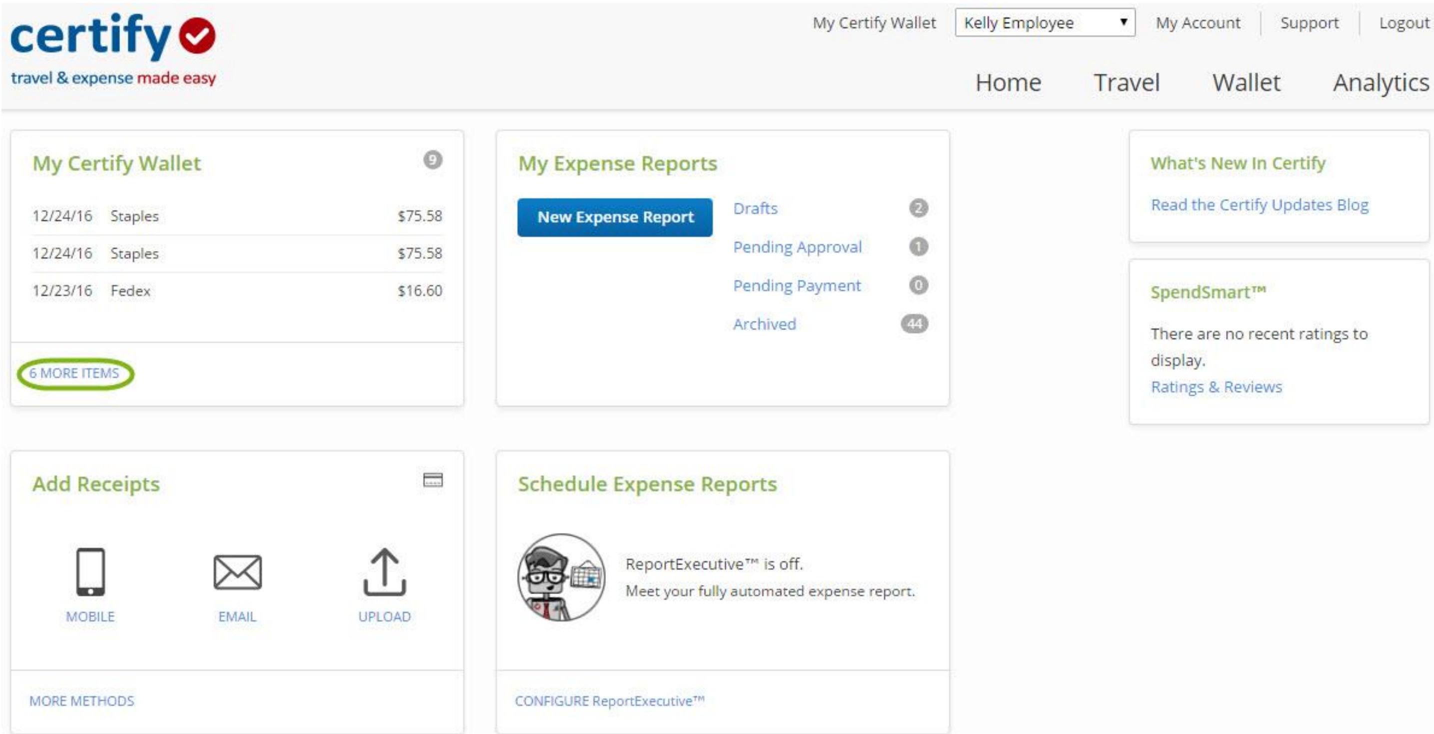
The receipt(s) will now be available in **My Certify Wallet**.



Reviewing Receipts & Expenses in Your Certify Wallet

The **Certify Wallet** is where all captured receipts and imported credit card expenses are stored before they are added to an expense report. Below are the steps that shows you how to review the items in your **Certify Wallet**.

On your account homepage, select **More Items** under **My Certify Wallet**.



Within the Wallet, you have several options:

Viewing Receipts - View a specific receipt image by clicking the view (document) icon next in the Receipt column.

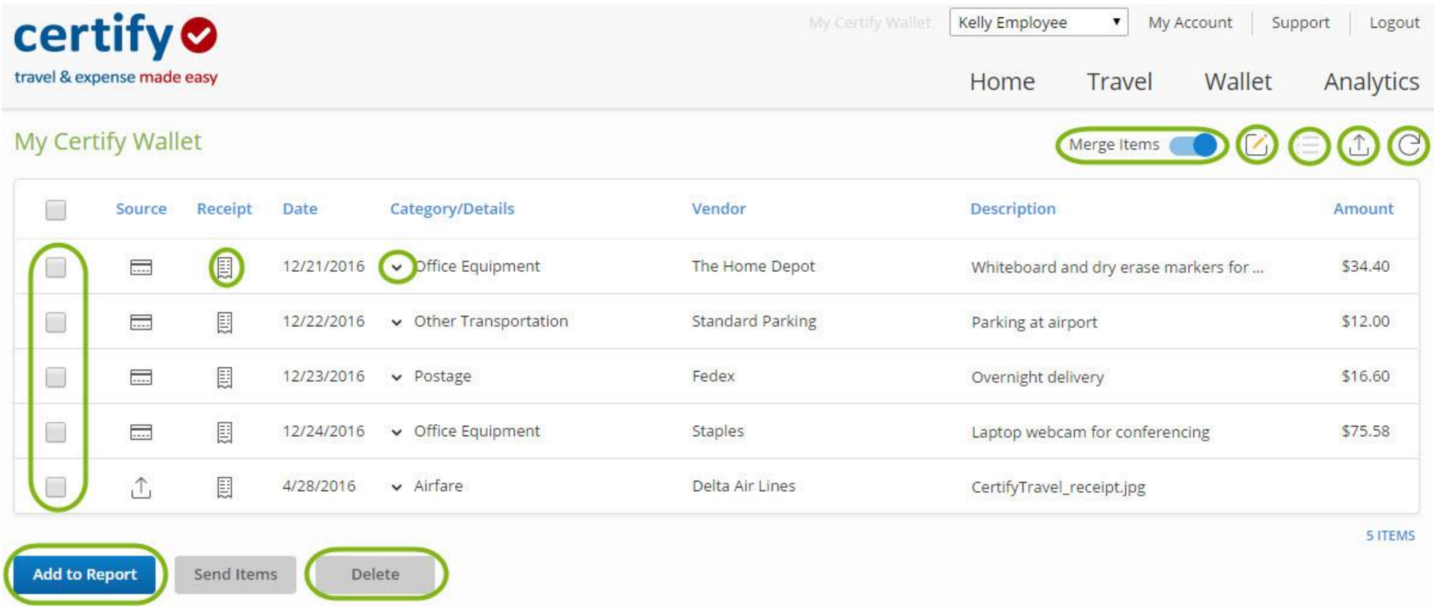
Changing a Name - Change the name of an item by clicking the edit (pencil) icon next to the **Merge** button, entering the new name in the field provided, and clicking the save (disk) icon to save your changes.

Deleting an Item- Delete an item by selecting the receipt or expense, and click **Delete** at the bottom.

Please note: If an item is deleted, it cannot be recovered.

Please Note: Karina Cruz in Purchasing is the Certify Administrator can make imported credit card expenses read-only, meaning that you will not be able to edit or delete them.

Edit Details - To make edits to the actual details, such as Vendor Name, Date, or Expense Category, open the little arrow in the Category/Details button to show the individual edit button.



Add to Report - Add receipt and expenses to an expense report by selecting the checkbox next to each item you want to add, and then selecting **Add to Report** at the bottom of the page.

View Full Image, Zoom, and Rotate - View the full receipt image in a new browser window by clicking the document icon in the **Receipt** column; you can then **Zoom In**, **Zoom Out**, or **Rotate** the receipt image.

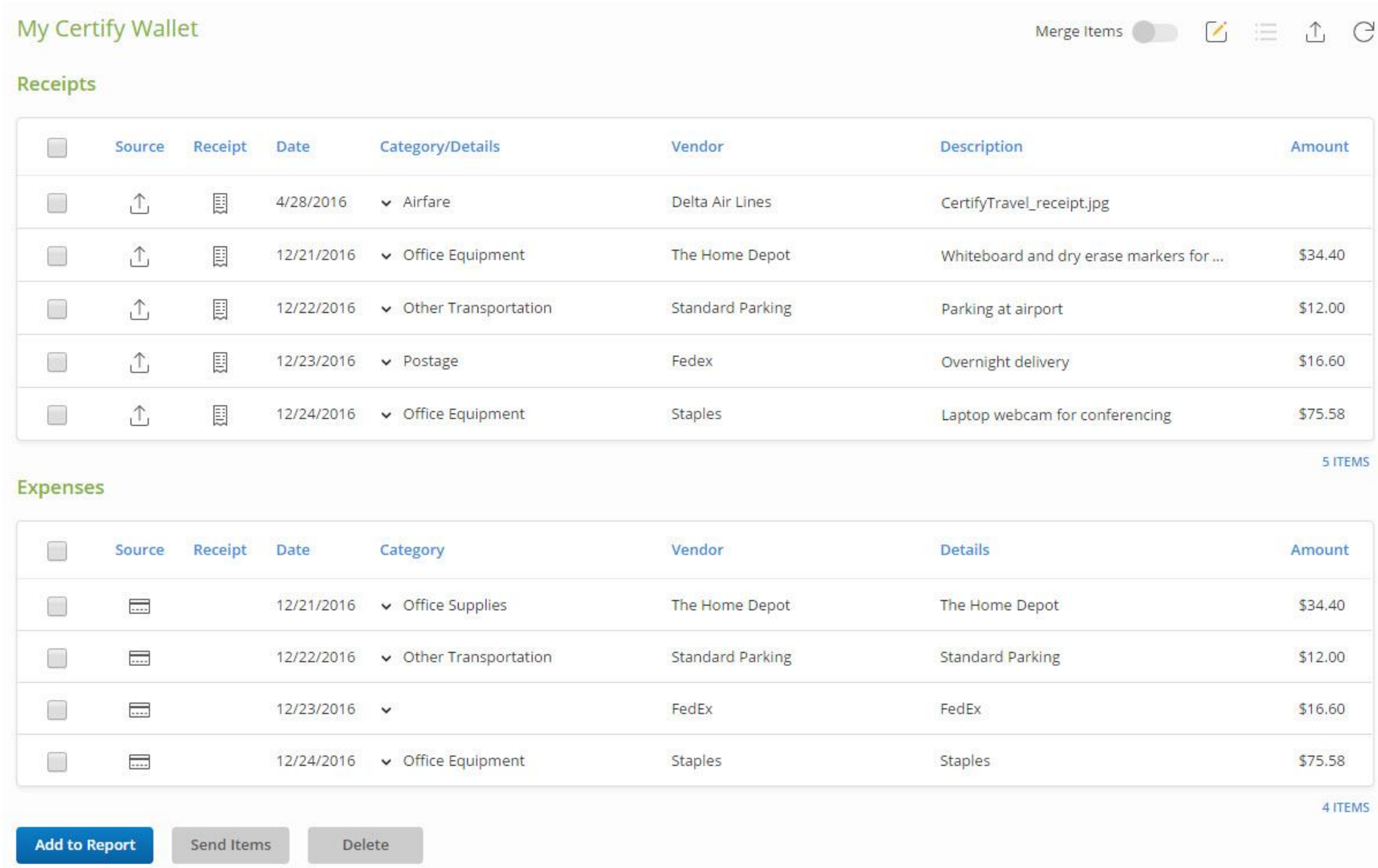
Edit Description - Edit the description for the item.

Detailed View - Expand all available details for all items in the Wallet.

Upload Receipts - Click the upload icon in the upper right-hand corner to access all methods to add more receipts to your wallet.

Refresh - Use the refresh icon in the upper right-hand corner to refresh your wallet.

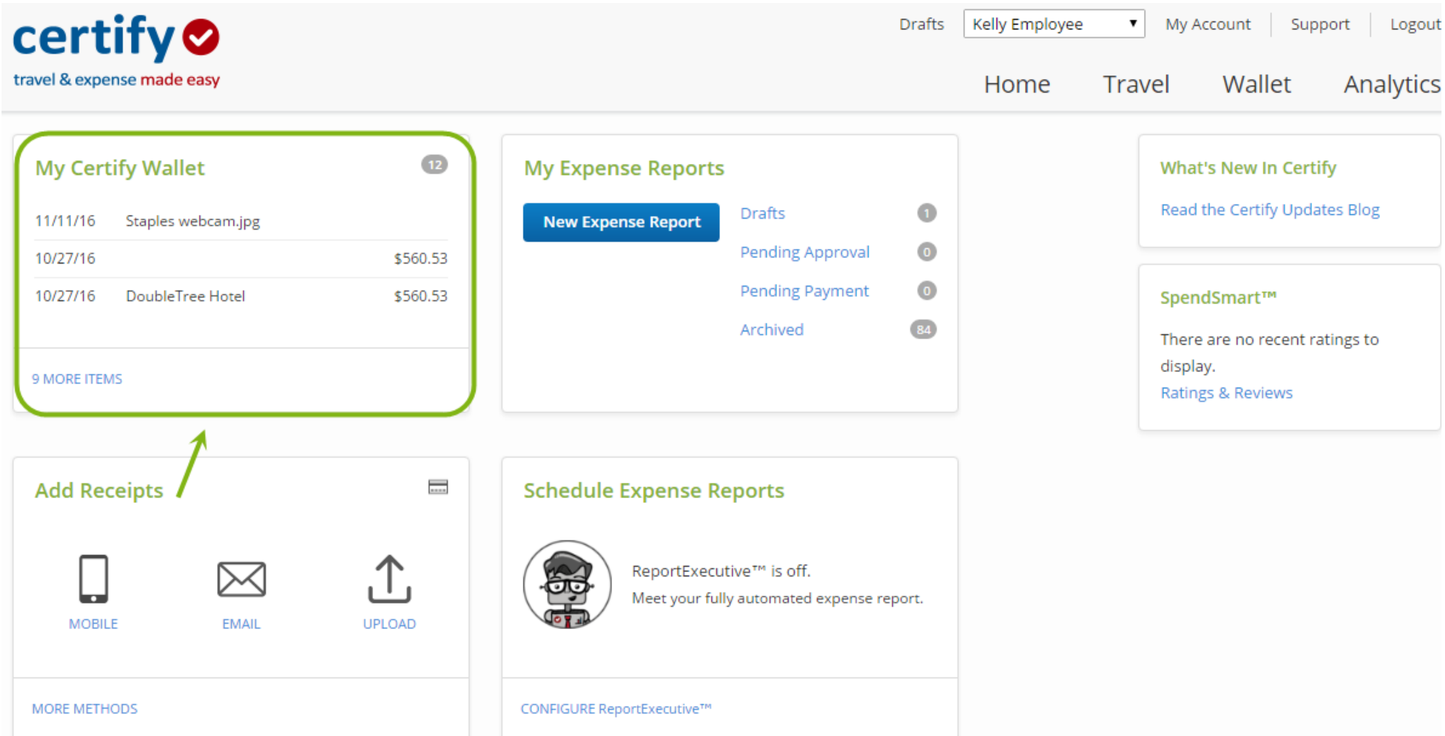
Merge - This optional view combines receipts and expenses in your Wallet together into one section. It will merge matching receipts and credit card expenses.



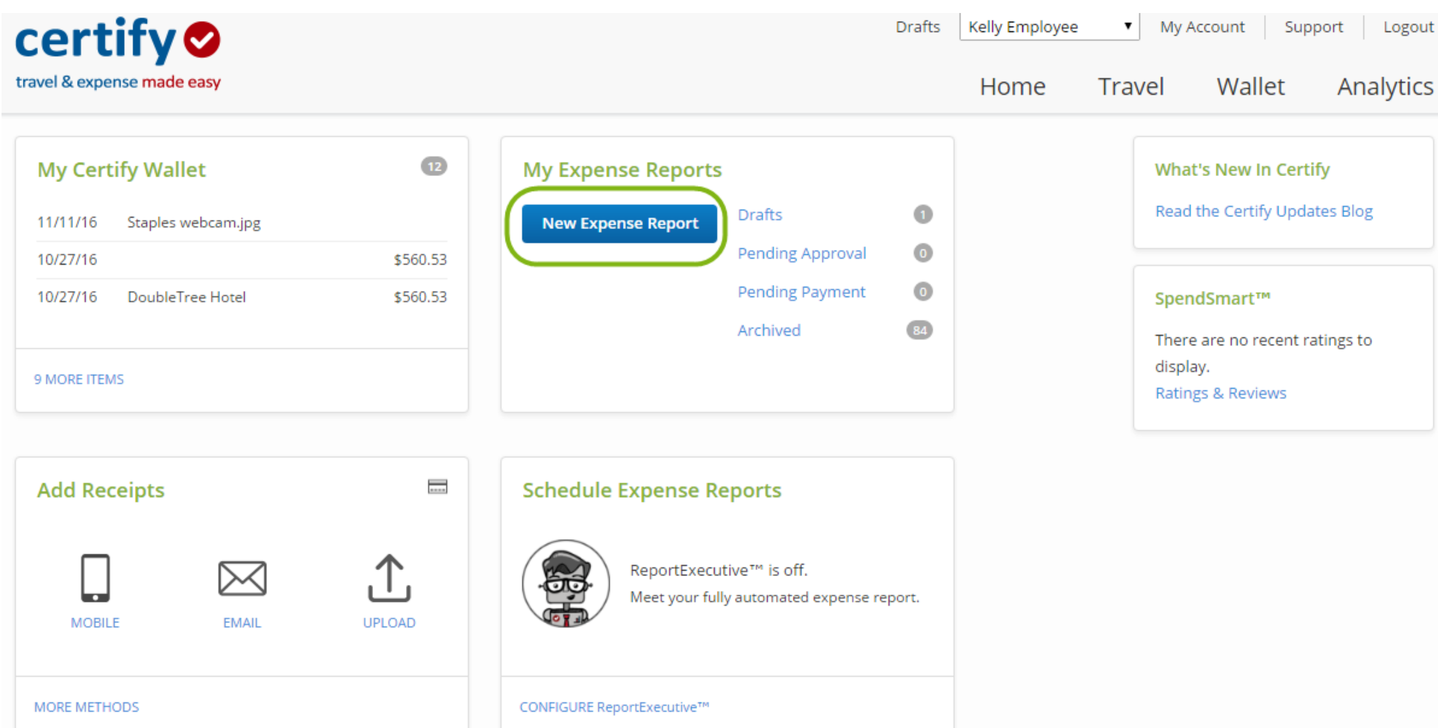
Creating a New Expense Report

The New Expense Report button will allow you to create an expense report anytime, on-demand. It automatically retrieves receipts and expenses from your Certify Wallet and adds them to a new or existing expense report, linking the receipts and expenses with matching dates and amounts. Below are the steps that shows you how to **Create a New Expense Report**.

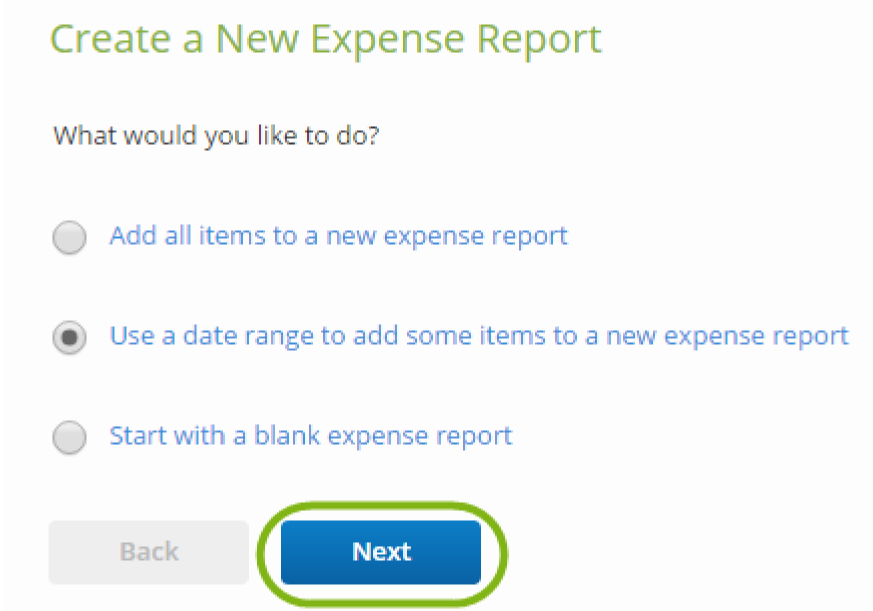
Step 1: Add receipts and expenses to your Certify Wallet.



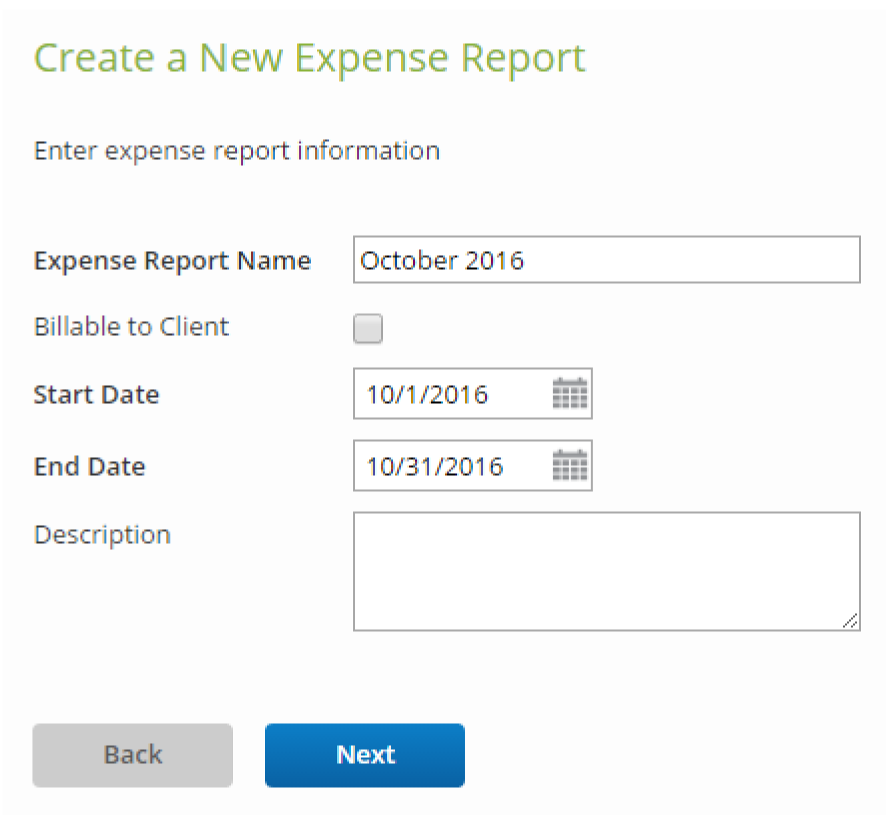
Step 2: Select **New Expense Report**



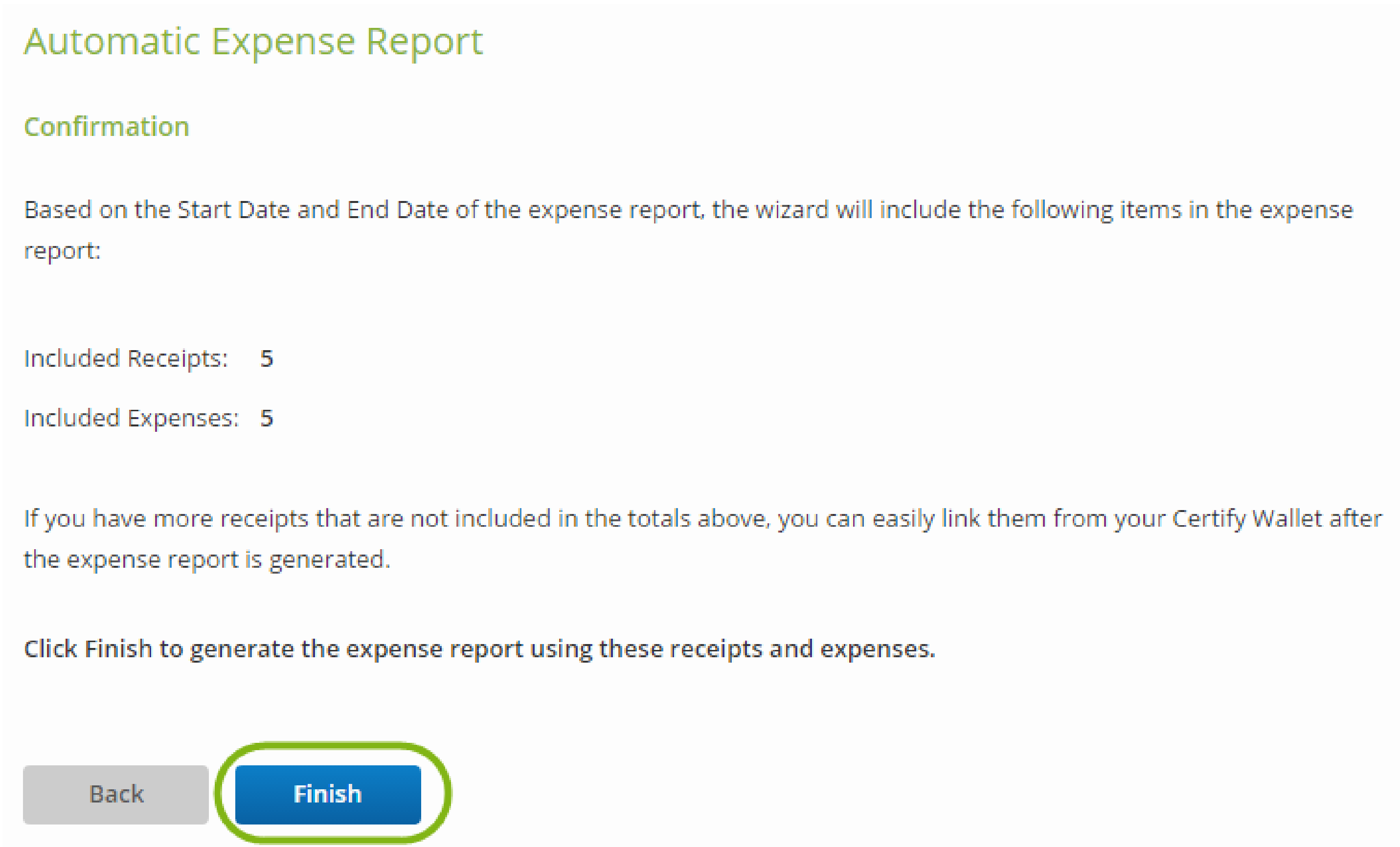
Step 3: Select one of the options provided. After selecting an option, click **Next**.



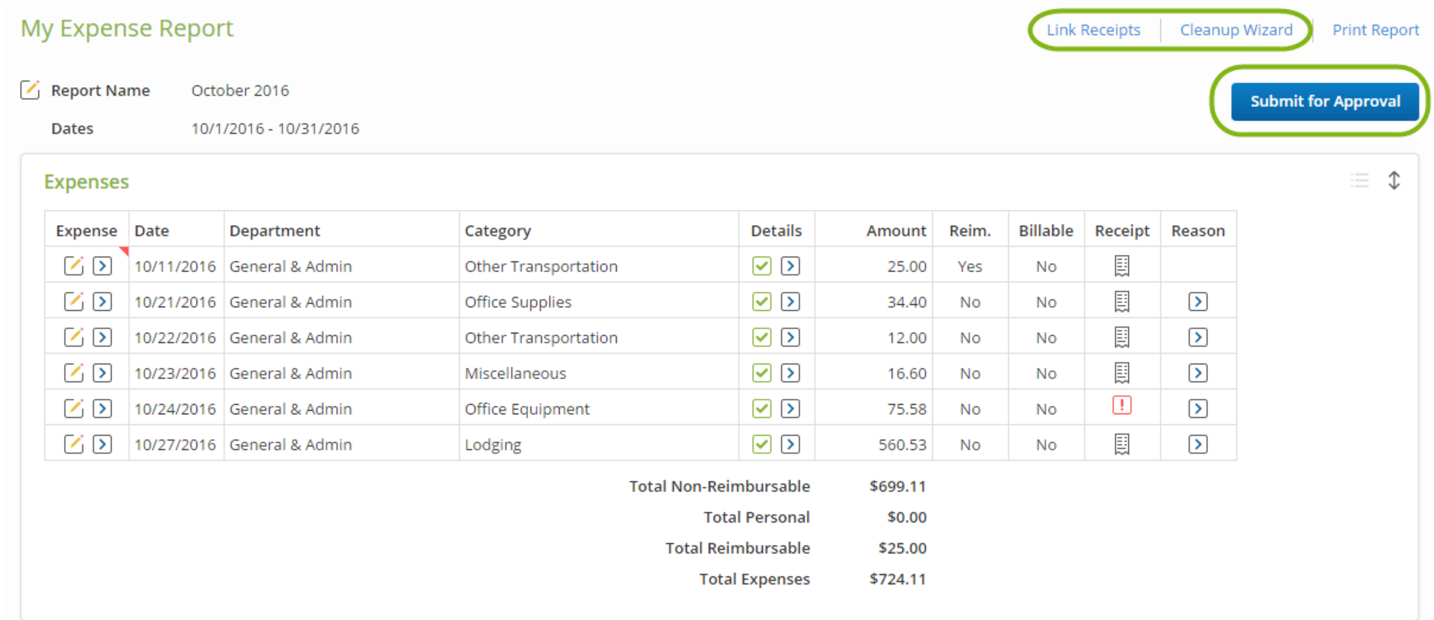
Step 4: On the next page, complete all of the bold fields. Click **Next**.



Step 5: The confirmation screen displays the number of receipts and expenses that are within the date range you provided in **Step 4**. Click **Next** to create the expense report.



Step 6: On the **My Expense Report** page, review the expense report. Use the **Link Receipts Wizard**, **Clean Up Wizard**, or add other expenses as needed. When finished, select **Submit for Approval** to complete the submission process.



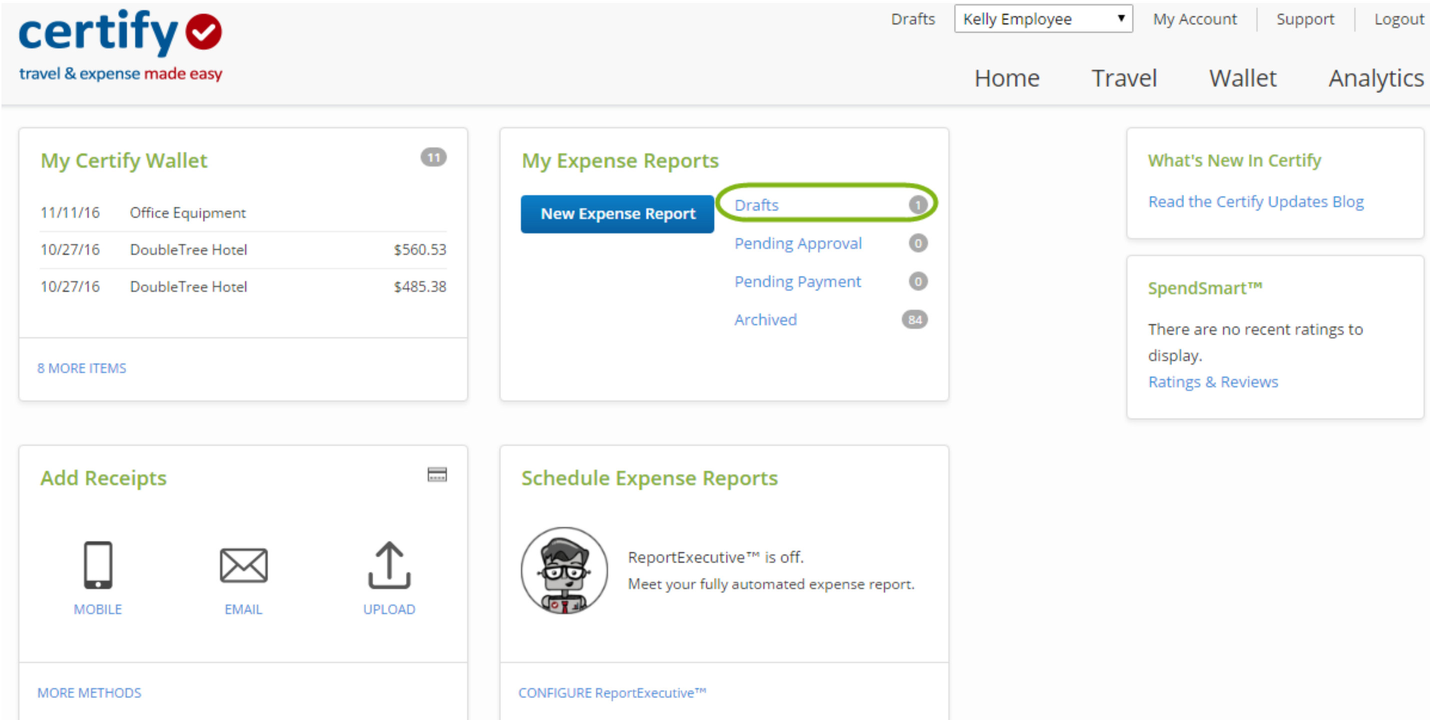
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/22/2016	General & Admin	Other Transportation		12.00	No	No		
	10/23/2016	General & Admin	Miscellaneous		16.60	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		

Total Non-Reimbursable	$699.11
Total Personal	$0.00
Total Reimbursable	$25.00
Total Expenses	$724.11

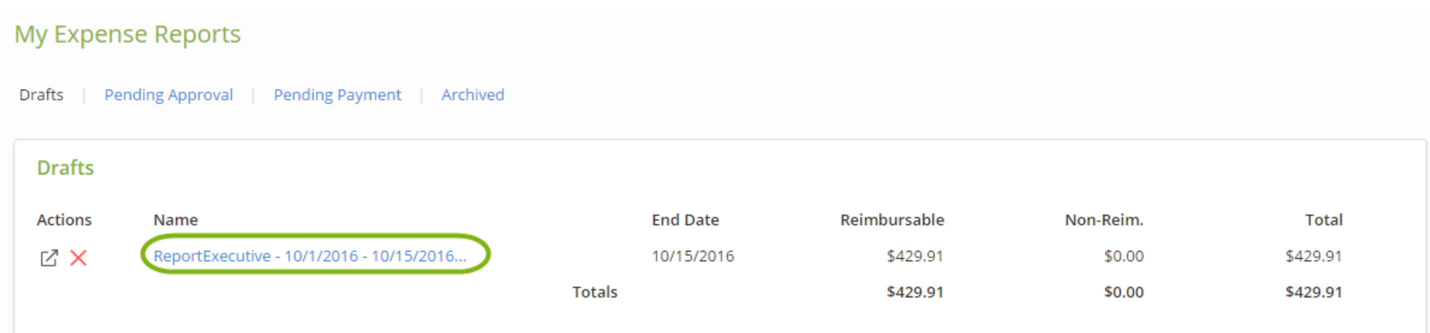
Expense Report Cleanup

Certify's **Cleanup Wizard** is a simple tool that allows you to review and edit all expenses that **Need Attention**. Below are the steps that shows you how to use the **Cleanup Wizard** tool.

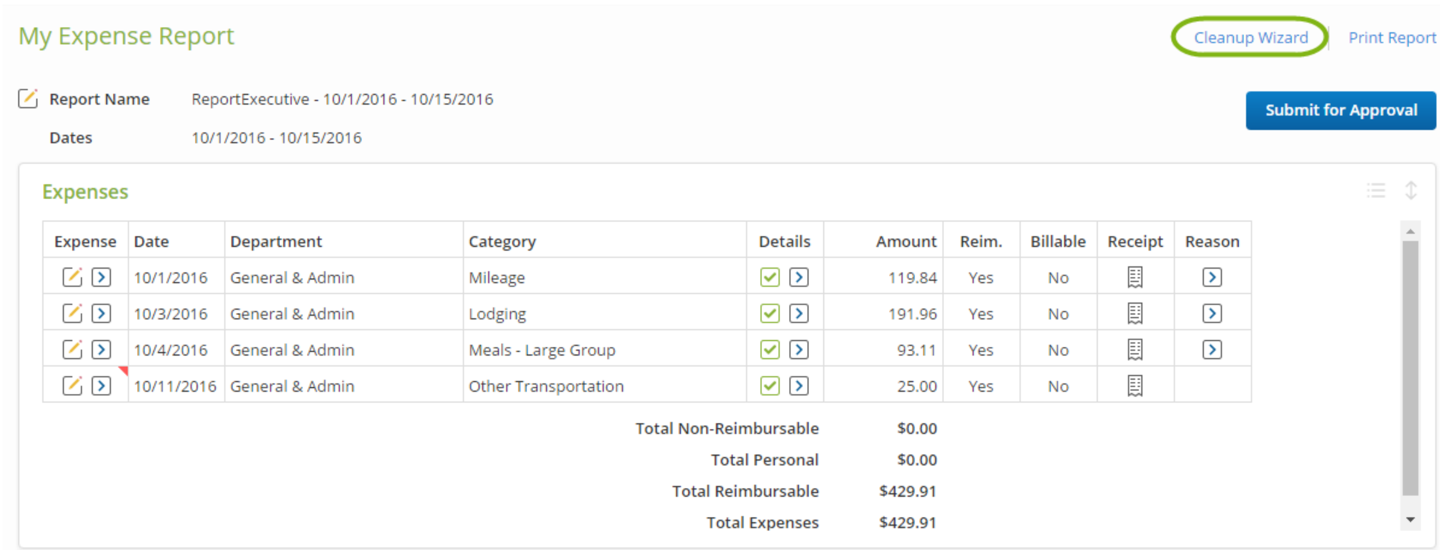
Step 1: On your account homepage, under **My Expense Reports**, select **Drafts**.



Step 2: Select the **Name** of the expense report you want to open.



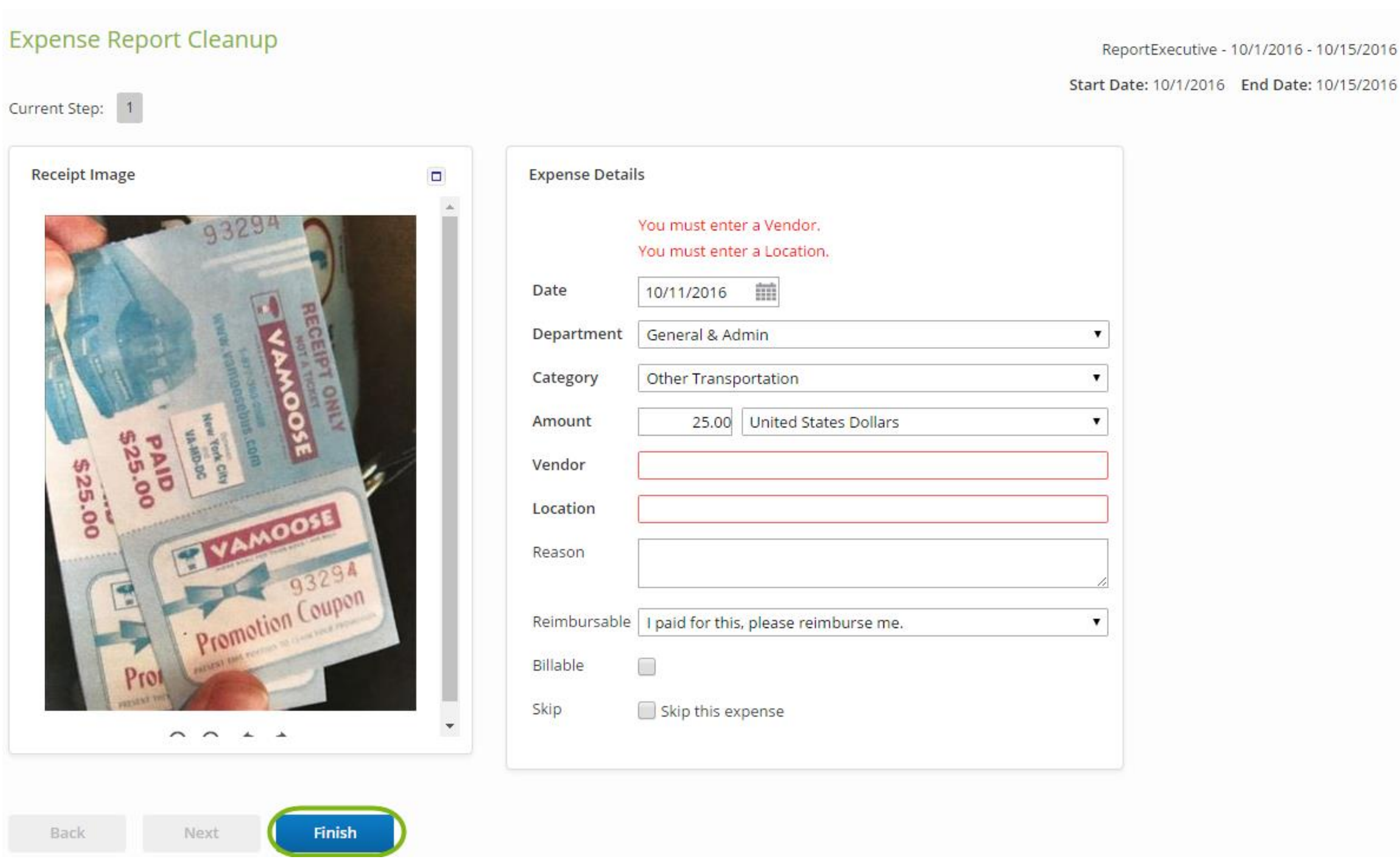
Step 3: Each expense that **Needs Attention** will have a small red flag next to the expense line in the **Expense** column. This signifies that the expense is missing some required fields or information which needs to be reviewed. Select **Cleanup Wizard**.



Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
	10/3/2016	General & Admin	Lodging		191.96	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group		93.11	Yes	No		
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		

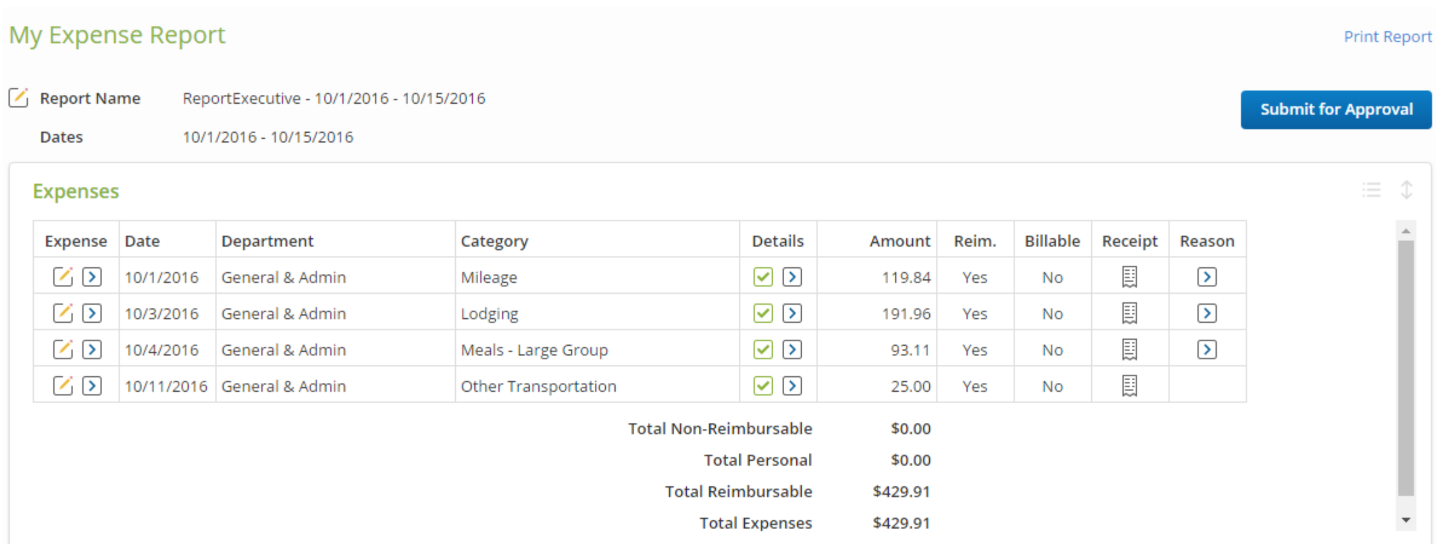
Total Non-Reimbursable	$0.00
Total Personal	$0.00
Total Reimbursable	$429.91
Total Expenses	$429.91

Step 4: A red message and a corresponding red outline will notify you which expense fields need to be reviewed and edited. If there is no red text or outline, verify that the expense data is correct. If there is another expense for review, click **Next**. To save your changes and close with wizard, click **Finish**.



Step 5: Once all of the expenses that **Need Attention** have been reviewed and edited, and the small red flags have been removed, select **Submit for Approval**.

Please Note: If expense report has a red message when submitted to the approver, the approver will then send an inquiry to the traveler as to why it was not completed. This could delay approval and then possibly payment.

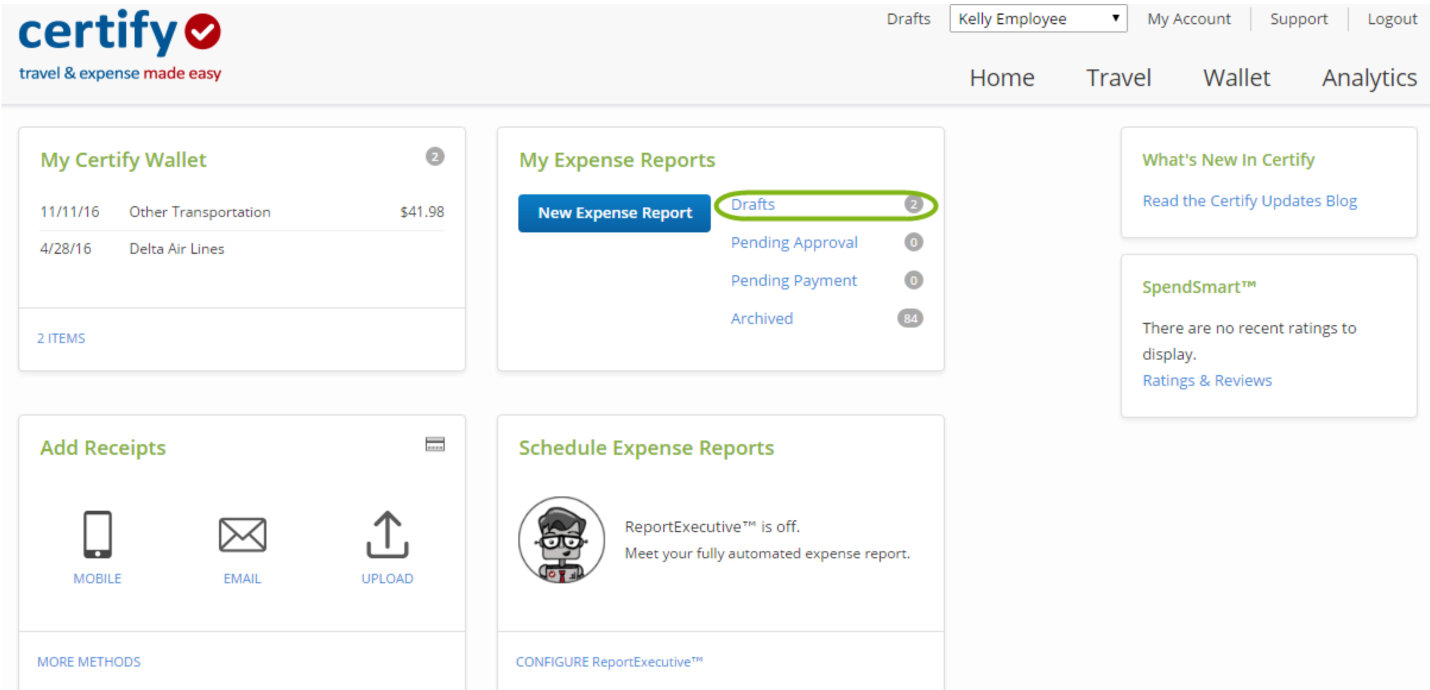


Creating a Mileage Expense

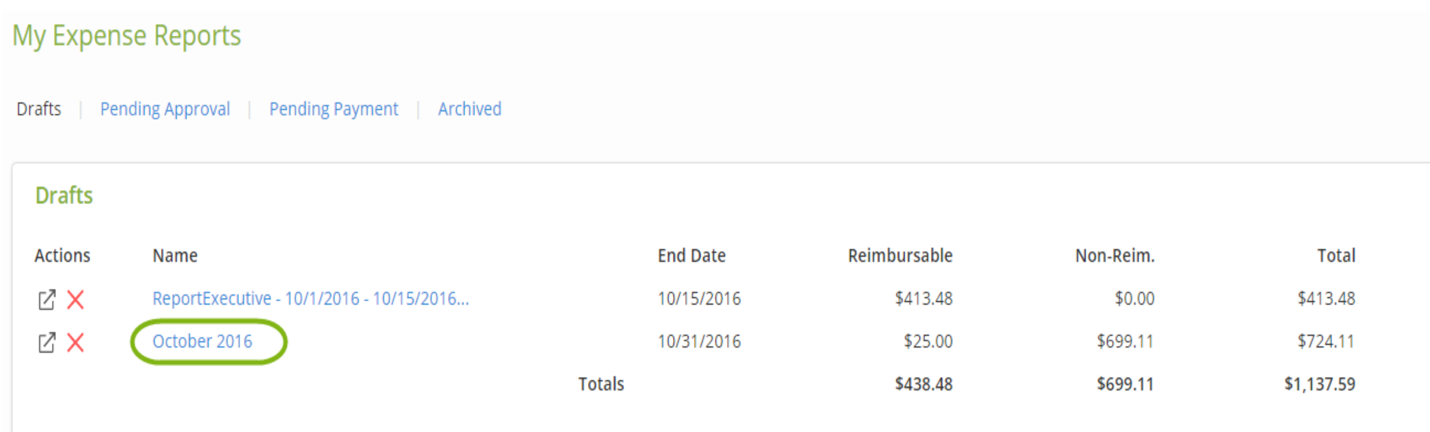
Certify allows you to enter mileage for a personal vehicle driven for university business. The IRS sets annual allowable rates for standard business mileage. Below are the steps that shows you how to create a one-way or segmented mileage expense using the **Add Expense** function within an existing draft expense report.

One-Way and Round Trips

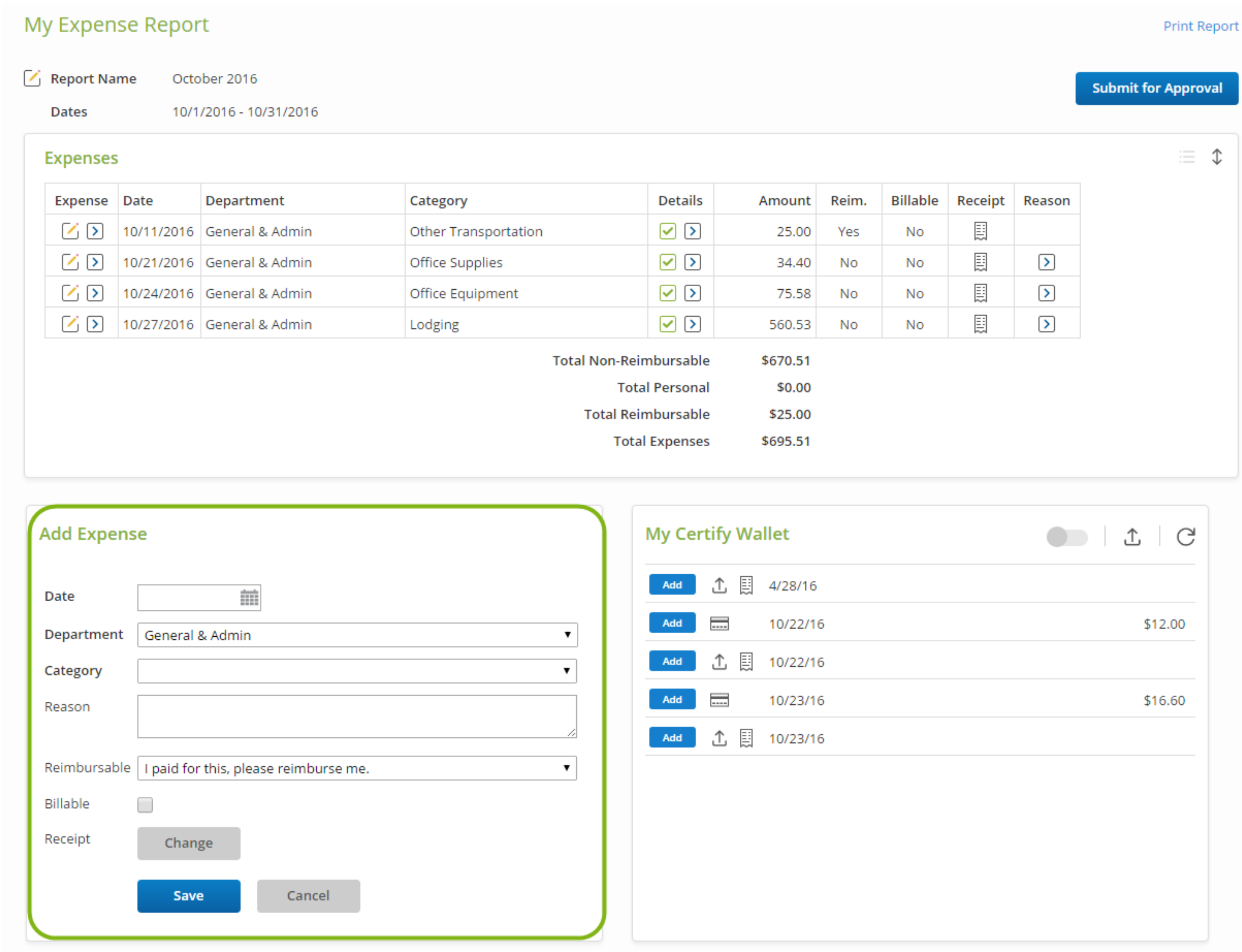
Step 1: On your account homepage, under **My Expense Reports**, select **Drafts**.



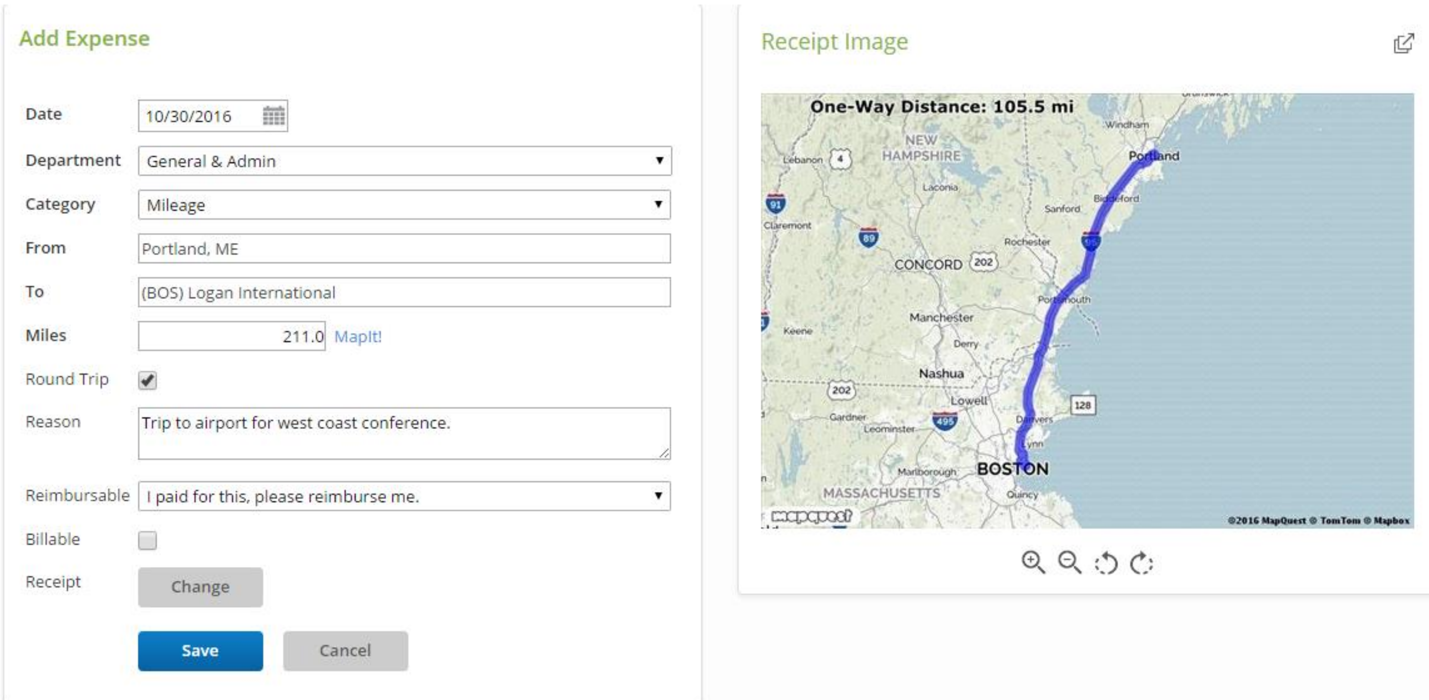
Step 2: Under **My Expense Reports**, click the **Name** of the expense report you want to open.



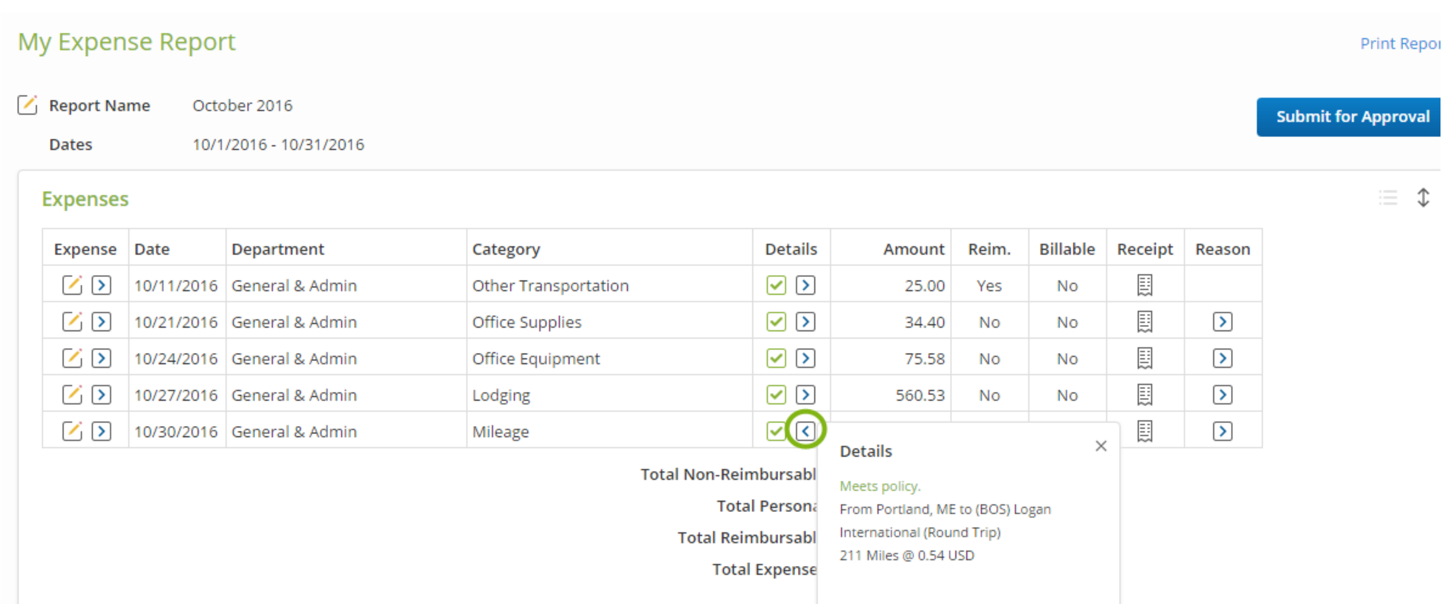
Step 3: In the **Add Expense** box below the expense report, enter the expense information and select the appropriate mileage expense **Category**.



Step 4: When a mileage expense **Category** is selected, additional information is required. Enter the departure location in the **From** field, and the destination location in the **To** field. Select **Map It!** to have the mileage automatically calculated for you. Additionally, MapQuest will create a mileage map to use as a receipt when **Map It!** is selected. Click the checkbox for **Round Trip** to calculate a two-way distance. When all mileage information has been entered, click **Save**.

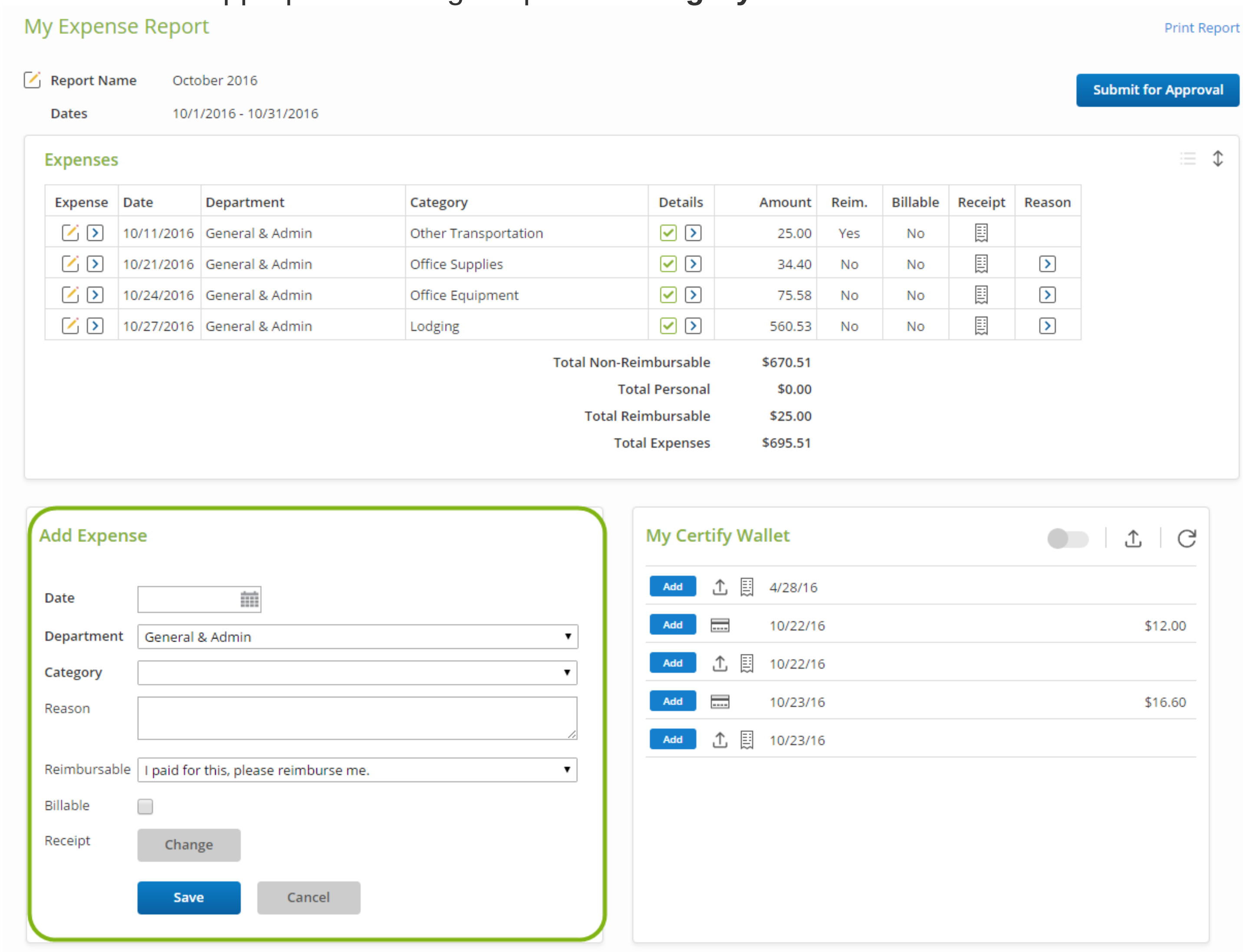


Step 5: The reimbursable amount will be automatically calculated based mileage rate stated on the CI Travel Policy. To view the rate applied to your mileage expense, click the arrow **(>)** in the **Details** column for the mileage expense line.

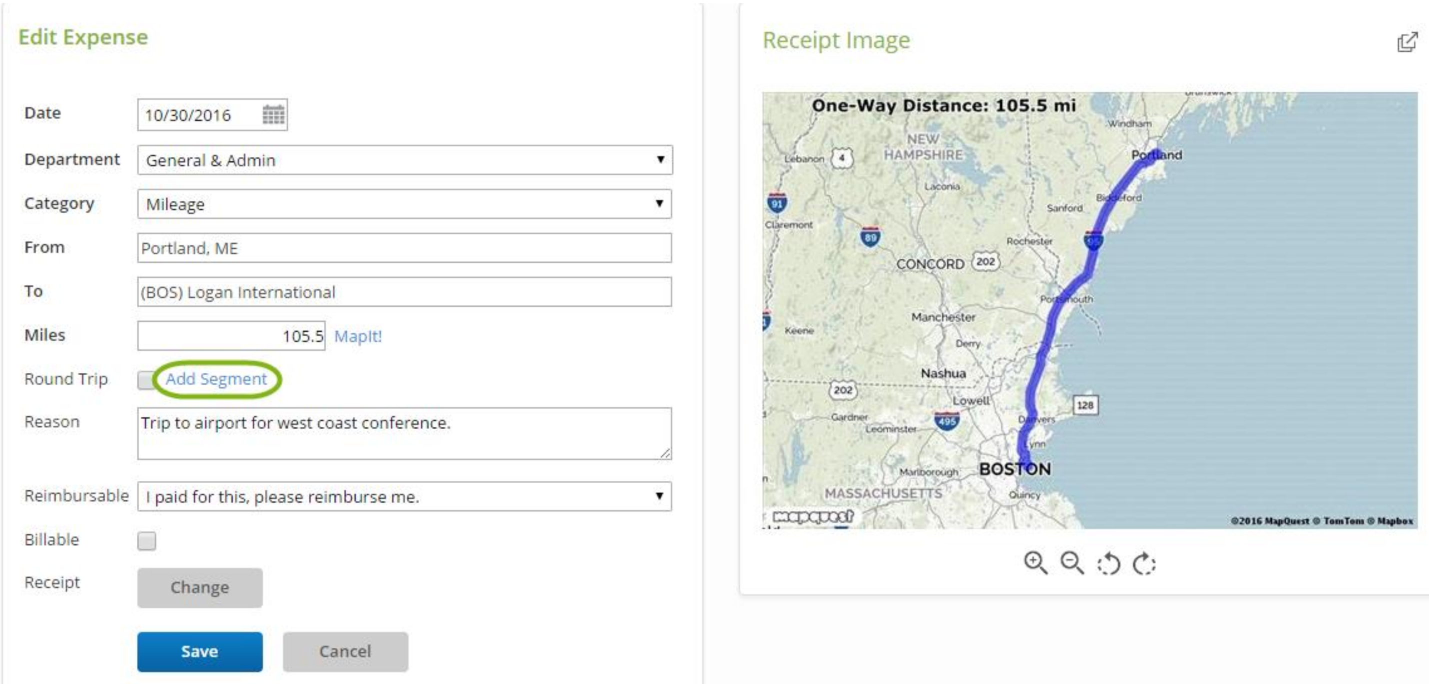


Segmented Trip – More than one destination to be added to the expense report

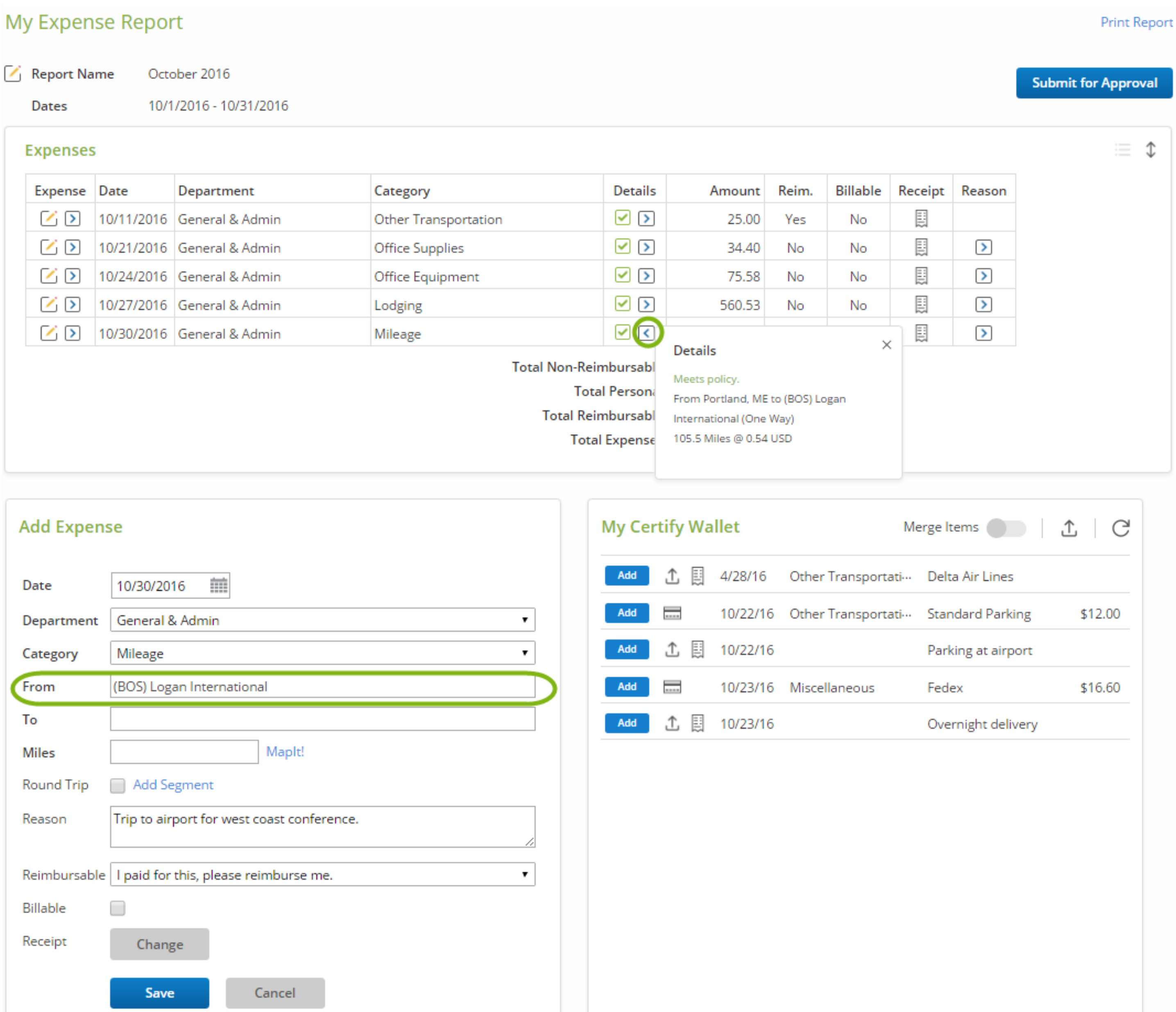
Step 1: In the **Add Expense** box below the expense report, enter the expense information and select the appropriate mileage expense **Category**.



Step 2: When a mileage expense **Category** is selected, additional information is required. Enter the departure location in the **From** field, and the destination location in the **To** field. Select **Map it!** to have the mileage automatically calculated for you. Enter all remaining information in the fields provided, deselect **Round Trip**, and select **Add Segment** for a multi-stop trip.



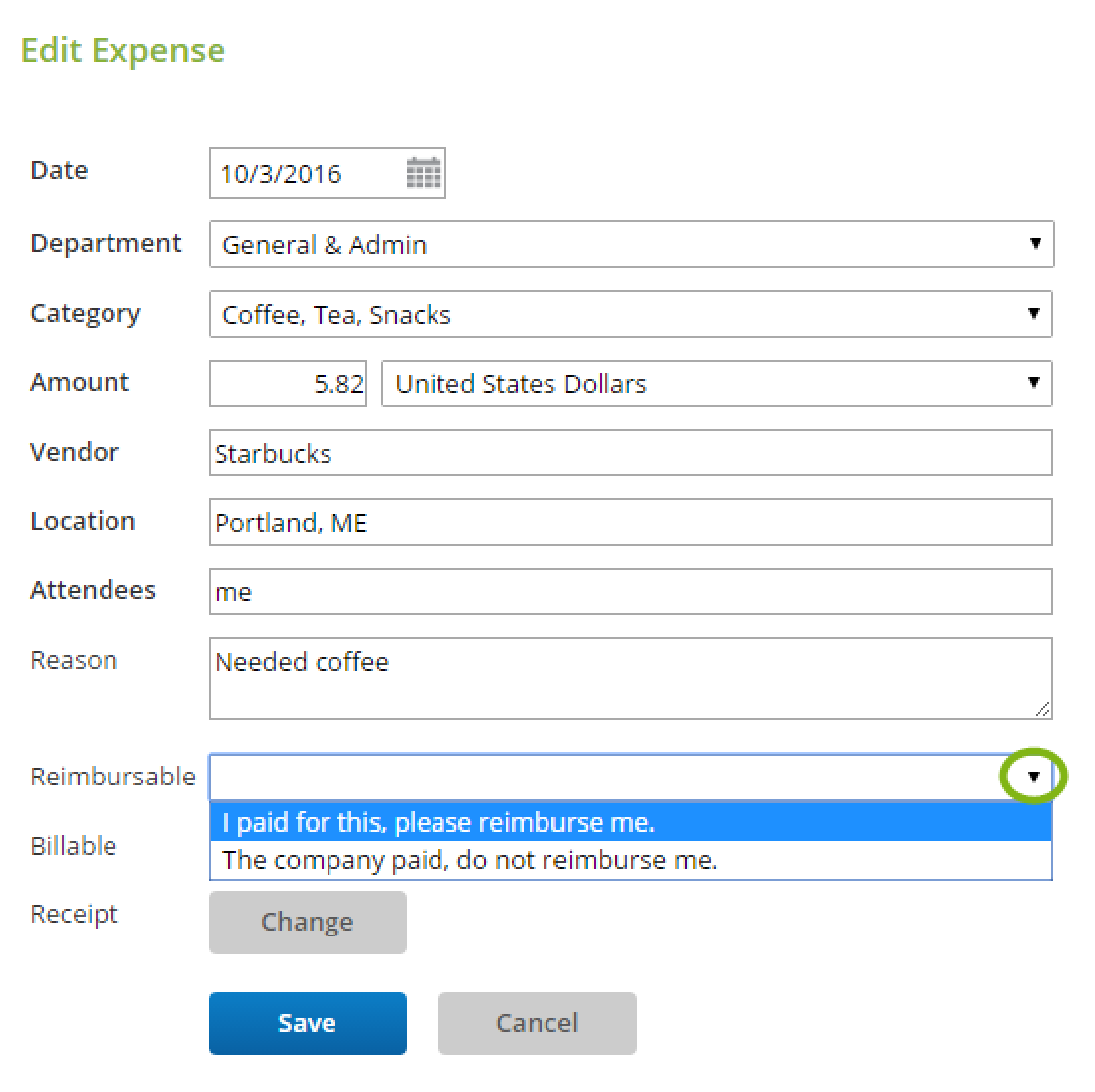
Step 3: The first segment of the trip will be added to the expense report and the expense information for the next segment of your trip will be partially completed in the **Add Expense** box. Enter the destination in the **To** field, select **Map It!**, and edit other details as needed. Select **Add Segment** to add another segment to your trip or click **Save** to complete the trip.



Reimbursable and Non-Reimbursable Status

Reimbursable - An expense should be classified as reimbursable if it is something a user paid out of pocket and needs to be reimbursed by the campus; any expenses charged to a campus credit card should be classified as reimbursable

Non-Reimbursable - An expense is classified as non-reimbursable if the user does not expect to be reimbursed; anything charged on a campus credit card should be classified as non-reimbursable

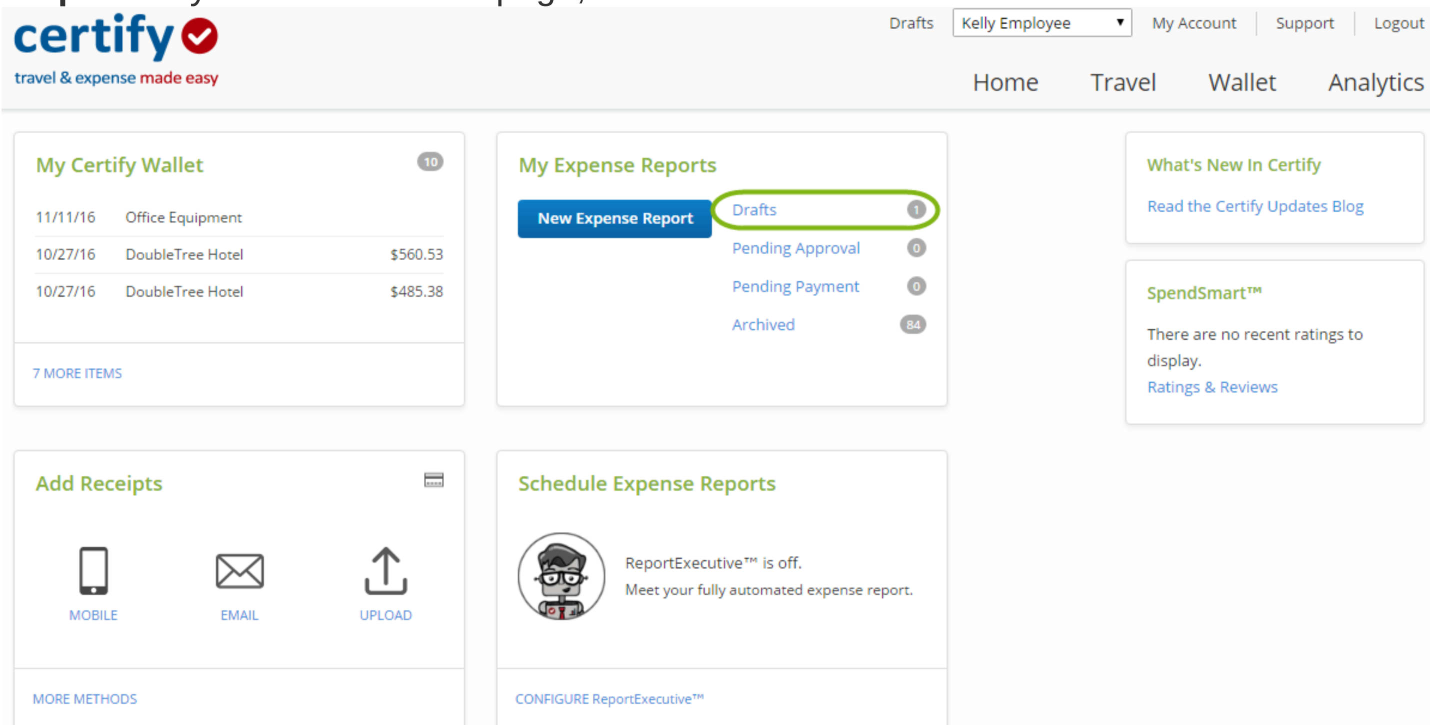


Click on the dropdown under **Reimbursable** and note whether it is "reimbursable" or "non-reimbursable". Then click **Save**.

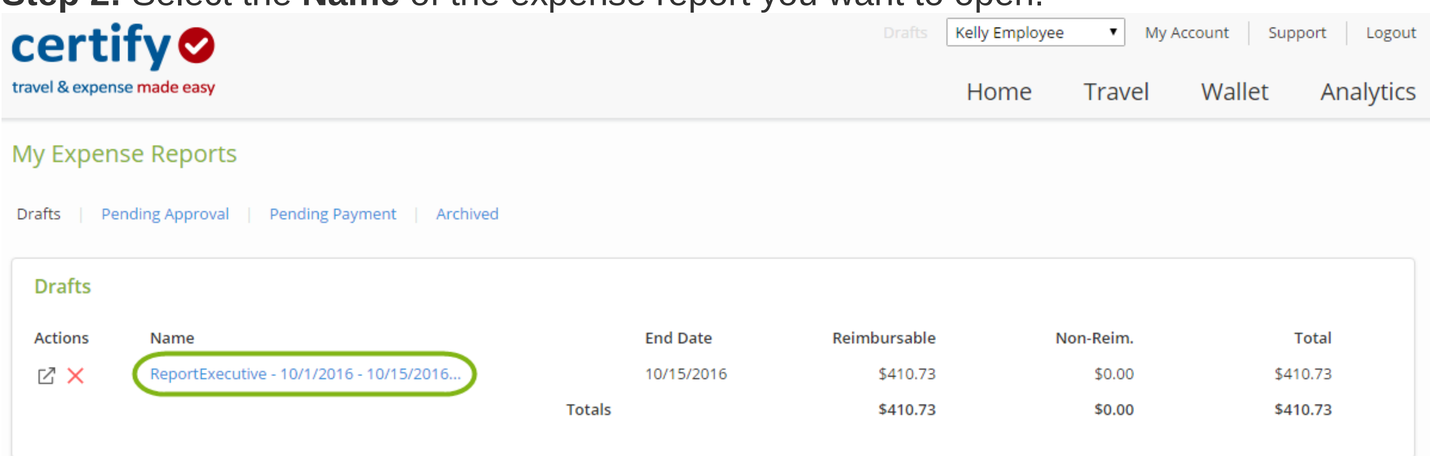
Splitting an Expense

Some expenses may need to be split into two or more categories, departments, or projects. For example, a lodging fee may also include meals or parking expenses. Below are the steps that shows you how to use the **Split Expense** function in Certify.

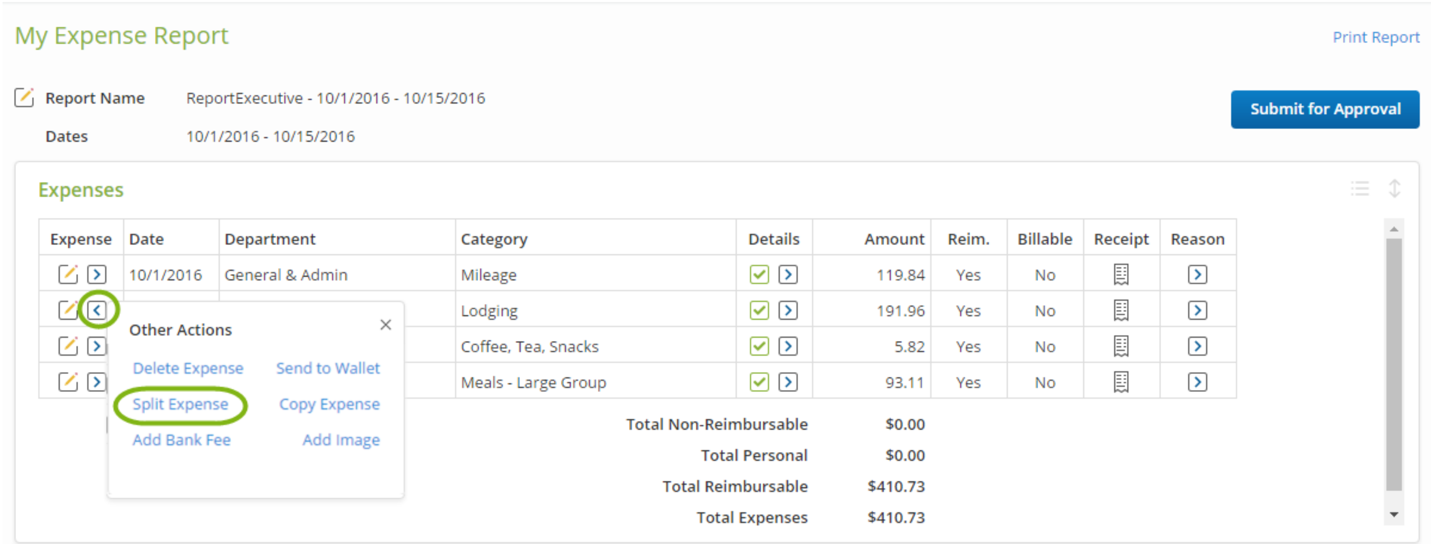
Step 1: On your account homepage, select **Drafts**.



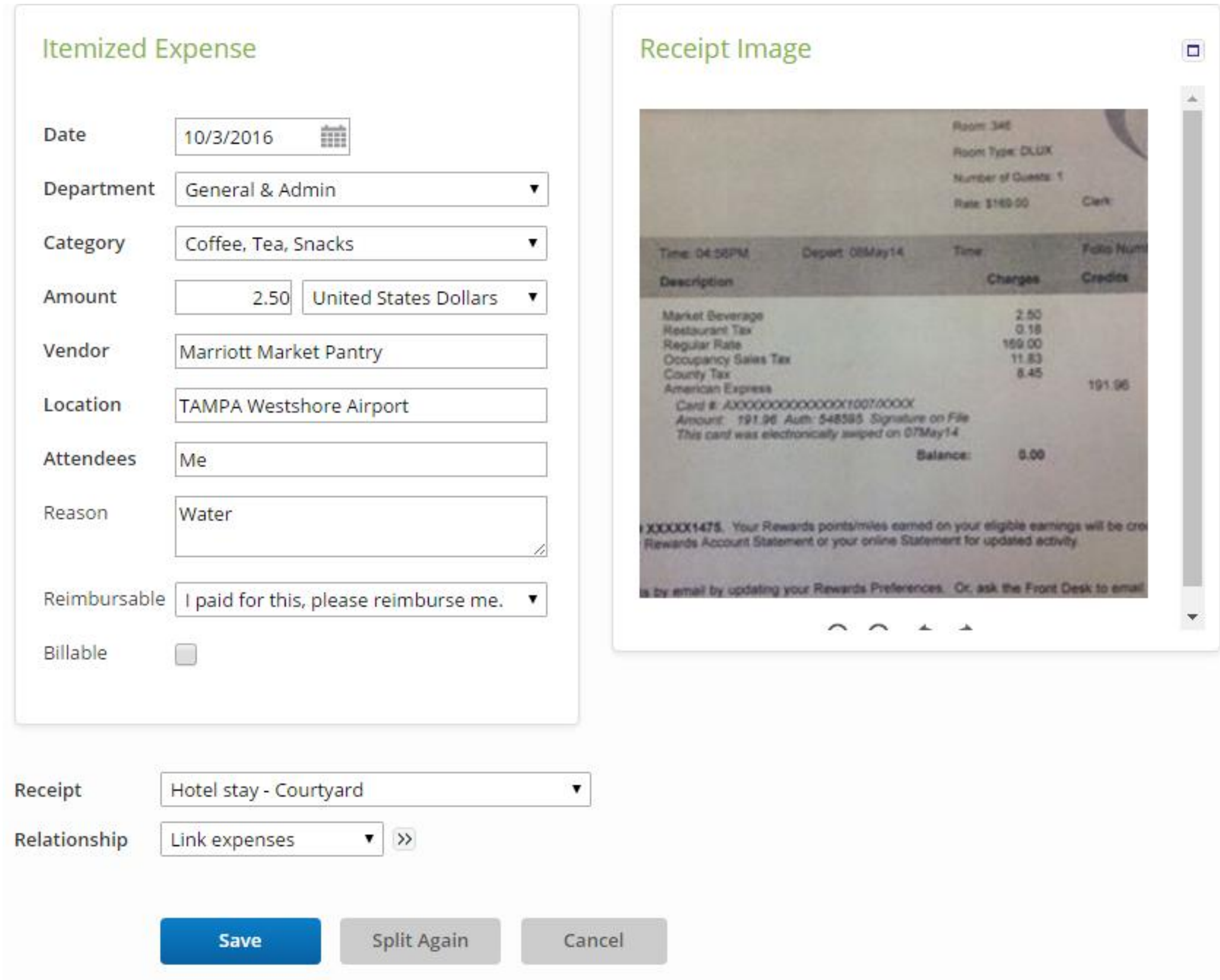
Step 2: Select the **Name** of the expense report you want to open.



Step 3: Click the arrow **(>)** next to the expense you would like to split. This will open the **Other Actions** menu. In the **Other Actions** menu, select **Split Expense**.

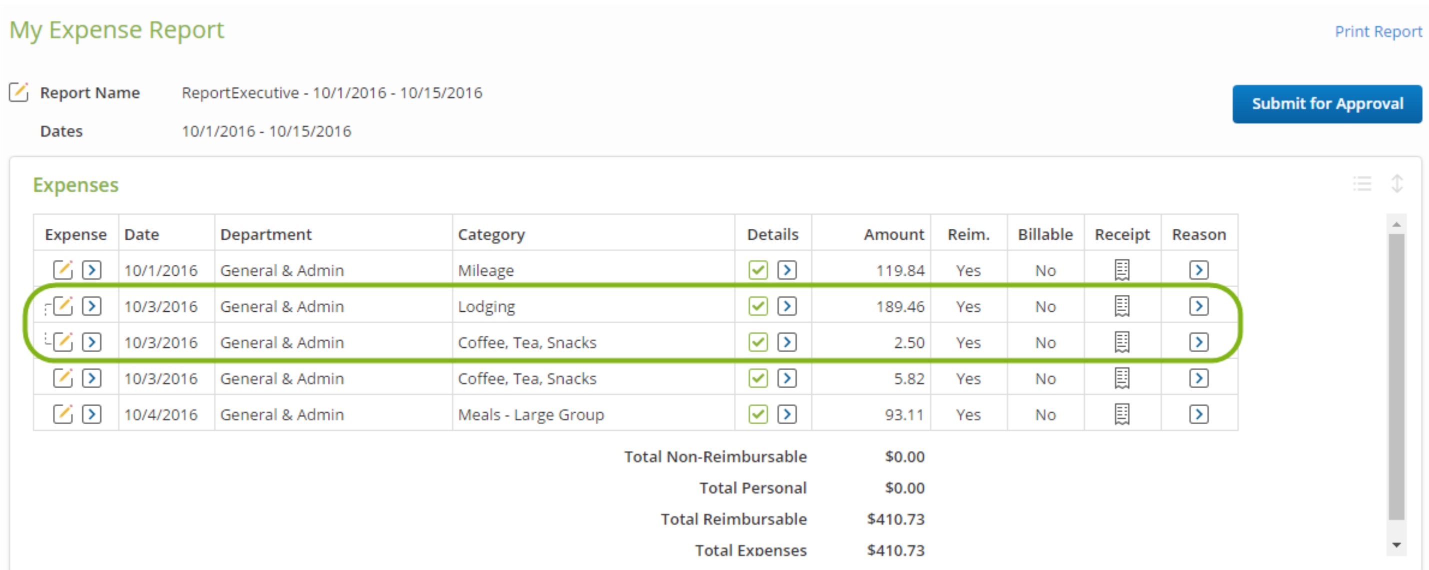


Step 4: On the next page, enter the **Amount** you would like to split. The split amount will be subtracted from the full, original expense amount. You can also make edits to the other expense fields as needed.



The receipt image attached to the original expense will also be attached to all of the split expenses. If you would like a different receipt image to be attached to a split expense, click the green checkmark under the **Receipt** column. A dropdown menu will open where you can select a different receipt image to attach to the split expense. Click **Split Again** to continue splitting the current expense. When you have completed splitting the expense, click **Save**.

Step 5: On the next page, you will see that the original expense and the split expense(s) will be linked together by a dotted line under the **Expense** column in the expense report.



My Expense Report

Print Report

Report Name ReportExecutive - 10/1/2016 - 10/15/2016

Dates 10/1/2016 - 10/15/2016

Submit for Approval

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
	10/3/2016	General & Admin	Lodging		189.46	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks		2.50	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks		5.82	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group		93.11	Yes	No		

Total Non-Reimbursable	$0.00
Total Personal	$0.00
Total Reimbursable	$410.73
Total Expenses	$410.73

International Travel

Employees planning to travel to foreign destinations must request and obtain approval from CSU Channel Islands President or her designee prior to making any travel arrangements. No exceptions will be made. International travelers should contact the campus Risk Management Office for guidance and insurance coverage at least thirty (30) days prior to departure. International travel to areas on the current State Department's Travel Warning list or those deemed high hazard risk requires advanced approval from the President (RM2014-01). The President must obtain advanced authorization from the CSU Chancellor for international travel to high hazard countries. Travel to international destinations considered a "War Risk" must be submitted to the Chancellor's office for approval after campus approvals are obtained.

Travel Authorization

A Travel Authorization is only required for international and international group travel. The Travel Authorization form approves an employee or other traveler to make purchases on behalf of CSUCI prior to and during the travel period. In the case of employees, it also documents that they are on official business for insurance purposes. The Travel Authorization documents that the traveler will be reimbursed for actual out-of pocket expenses in compliance with the limits set by the CSUCI travel procedures or any additional restrictions set by the traveler's department. The Travel Authorization form is also required to obtain bookings for airfare and rental car using Certify.

The completed and approved Travel Authorization form needs to be uploaded/attached to Certify when claiming reimbursement. Per CSU procedure/regulations, this original form must be sent to Accounts Payable Office prior to receiving reimbursement payment.

Channel Islands
CALIFORNIA STATE UNIVERSITY

[redacted]

International Travel Authorization

☒ Employee ☐ Student ☐ Student Assistant ☐ Volunteer

Full Name of Traveler: Phone: Date: 05/30/2017

Prepared by & Ext. (*if other than the traveler*):

Select Travel Type: ☒ International ☐ International Group

Travel Departure Date: Business Purpose:

Travel Return Date: Travel Details:

Will any personal days be taken during this travel? ☐ Yes ☐ No Dates/Detail:

Does the traveler have a completed CA STD 261 for the current year? *(Dept. retains originals, email copy to Risk Management each yr.)* ☐ Yes ☐ No

Approved Travel Methods & Estimated Expenses:

Campus Accounts: **Travel expenses can be prepaid through campus accounts.** Registration prepayment: CI Check Request or Pro Card.
Flights - CI TRAVEL STORE (CIT# needed), Rental Car - Enterprise, National, Zip Car (Use of Contracted vendors required for Rental Cars)
Local Shuttle - RoadRunner Shuttle,

Travel Method Costs	Amount
Airfare Cost ("Coach Class")	
Rental Car Cost	
Shuttle Cost	
Mileage, Round Trip (in miles)	
Registration/Training Fee Cost	
Misc./Other Cost-Tolls, Parking,etc.	

International Travel :
Lodging, Meals & Incidentals are limited to the per diem set by U.S. DTMO.

	Per Diem Maximum	# of Days	Total
Lodging			
Meals			
Incidentals			

International Travel - please see page 2 of this form. The Foreign Travel Insurance Request form has been provided as a convenience. Copies of this authorization and the following page will be submitted to Risk Management. Please see instructions for more details.

Comments / Supervisor Restrictions:

Estimated Trip Cost :

"Not to Exceed" budget restriction (*if applicable*):

Total Trip Cost *with "not to exceed" applied*:

Source of Funding:

Account	Fund	Department	Program	Class	Project	Amount

I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of CSU Channel Islands and agree to submit my Travel Expense claim within 30 days from the return date. In driving a vehicle for official state business I have complied with all polices regarding driving on University business and have completed defensive driving training. APPROVAL: I am authorized to approve this travel authorization, as it serves a CI business purpose, and I certify that adequate funds are available.

Print Name of Approver — Approver's Signature — Date

Print Name of Approver — Approver's Signature — Date

Print Name of Approver — Approver's Signature — Date

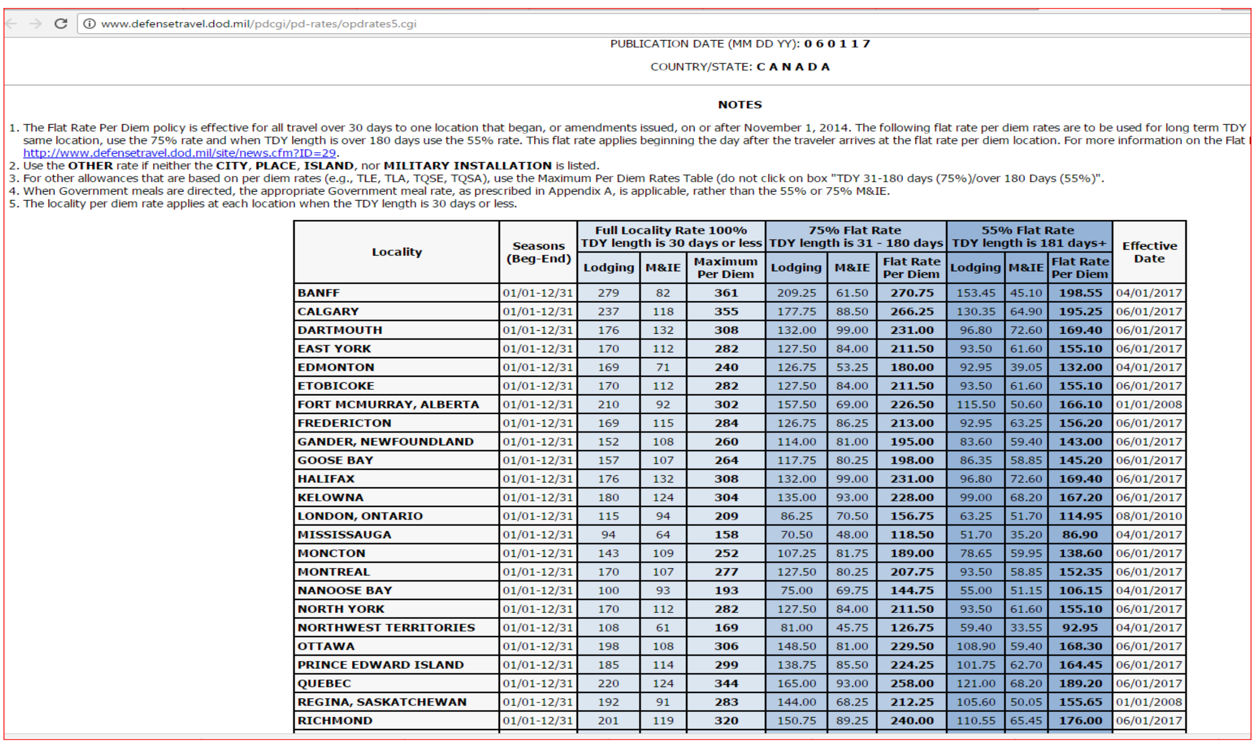
Traveler's Signature — Date

Print Name of Approver — Approver's Signature — Date

All travel outside of the United States (International) must be approved in advance by the CI President.

International Travel Approved: Approval Date:

International Travel pertaining to Lodging, Meals and Incidentals are limited to the per diem set by the U.S. Defense Travel Management Office (DTMO)


www.defensetravel.dod.mil/pdcgi/pd-rates/opdrates5.cgi

PUBLICATION DATE (MM DD YY): **0 6 0 1 1 7**

COUNTRY/STATE: **C A N A D A**

NOTES

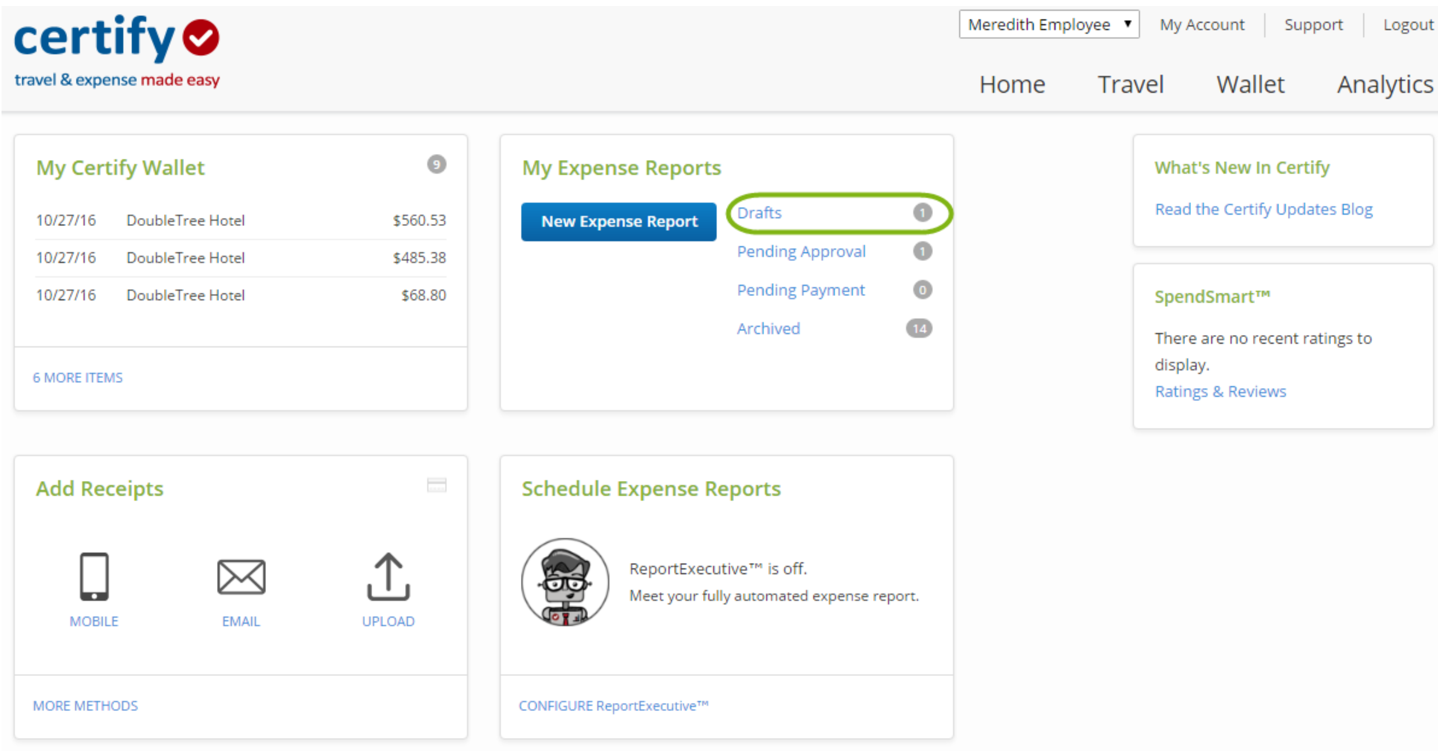
1. The Flat Rate Per Diem policy is effective for all travel over 30 days to one location that began, or amendments issued, on or after November 1, 2014. The following flat rate per diem rates are to be used for long term TDY same location, use the 75% rate and when TDY length is over 180 days use the 55% rate. This flat rate applies beginning the day after the traveler arrives at the flat rate per diem location. For more information on the Flat http://www.defensetravel.dod.mil/site/news.cfm?ID=29.
2. Use the **OTHER** rate if neither the **CITY**, **PLACE**, **ISLAND**, nor **MILITARY INSTALLATION** is listed.
3. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), use the Maximum Per Diem Rates Table (do not click on box "TDY 31-180 days (75%)/over 180 Days (55%)".
4. When Government meals are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable, rather than the 55% or 75% M&IE.
5. The locality per diem rate applies at each location when the TDY length is 30 days or less.

Locality	Seasons (Beg-End)	Full Locality Rate 100% TDY length is 30 days or less			75% Flat Rate TDY length is 31 - 180 days			55% Flat Rate TDY length is 181 days+			Effective Date
		Lodging	M&IE	Maximum Per Diem	Lodging	M&IE	Flat Rate Per Diem	Lodging	M&IE	Flat Rate Per Diem	
BANFF	01/01-12/31	279	82	361	209.25	61.50	270.75	153.45	45.10	198.55	04/01/2017
CALGARY	01/01-12/31	237	118	355	177.75	88.50	266.25	130.35	64.90	195.25	06/01/2017
DARTMOUTH	01/01-12/31	176	132	308	132.00	99.00	231.00	96.80	72.60	169.40	06/01/2017
EAST YORK	01/01-12/31	170	112	282	127.50	84.00	211.50	93.50	61.60	155.10	06/01/2017
EDMONTON	01/01-12/31	169	71	240	126.75	53.25	180.00	92.95	39.05	132.00	04/01/2017
ETOBICOKE	01/01-12/31	170	112	282	127.50	84.00	211.50	93.50	61.60	155.10	06/01/2017
FORT MCMURRAY, ALBERTA	01/01-12/31	210	92	302	157.50	69.00	226.50	115.50	50.60	166.10	01/01/2008
FREDERICTON	01/01-12/31	169	115	284	126.75	86.25	213.00	92.95	63.25	156.20	06/01/2017
GANDER, NEWFOUNDLAND	01/01-12/31	152	108	260	114.00	81.00	195.00	83.60	59.40	143.00	06/01/2017
GOOSE BAY	01/01-12/31	157	107	264	117.75	80.25	198.00	86.35	58.85	145.20	06/01/2017
HALIFAX	01/01-12/31	176	132	308	132.00	99.00	231.00	96.80	72.60	169.40	06/01/2017
KELOWNA	01/01-12/31	180	124	304	135.00	93.00	228.00	99.00	68.20	167.20	06/01/2017
LONDON, ONTARIO	01/01-12/31	115	94	209	86.25	70.50	156.75	63.25	51.70	114.95	08/01/2010
MISSISSAUGA	01/01-12/31	94	64	158	70.50	48.00	118.50	51.70	35.20	86.90	04/01/2017
MONCTON	01/01-12/31	143	109	252	107.25	81.75	189.00	78.65	59.95	138.60	06/01/2017
MONTREAL	01/01-12/31	170	107	277	127.50	80.25	207.75	93.50	58.85	152.35	06/01/2017
NANOOSE BAY	01/01-12/31	100	93	193	75.00	69.75	144.75	55.00	51.15	106.15	04/01/2017
NORTH YORK	01/01-12/31	170	112	282	127.50	84.00	211.50	93.50	61.60	155.10	06/01/2017
NORTHWEST TERRITORIES	01/01-12/31	108	61	169	81.00	45.75	126.75	59.40	33.55	92.95	04/01/2017
OTTAWA	01/01-12/31	198	108	306	148.50	81.00	229.50	108.90	59.40	168.30	06/01/2017
PRINCE EDWARD ISLAND	01/01-12/31	185	114	299	138.75	85.50	224.25	101.75	62.70	164.45	06/01/2017
QUEBEC	01/01-12/31	220	124	344	165.00	93.00	258.00	121.00	68.20	189.20	06/01/2017
REGINA, SASKATCHEWAN	01/01-12/31	192	91	283	144.00	68.25	212.25	105.60	50.05	155.65	01/01/2008
RICHMOND	01/01-12/31	201	119	320	150.75	89.25	240.00	110.55	65.45	176.00	06/01/2017

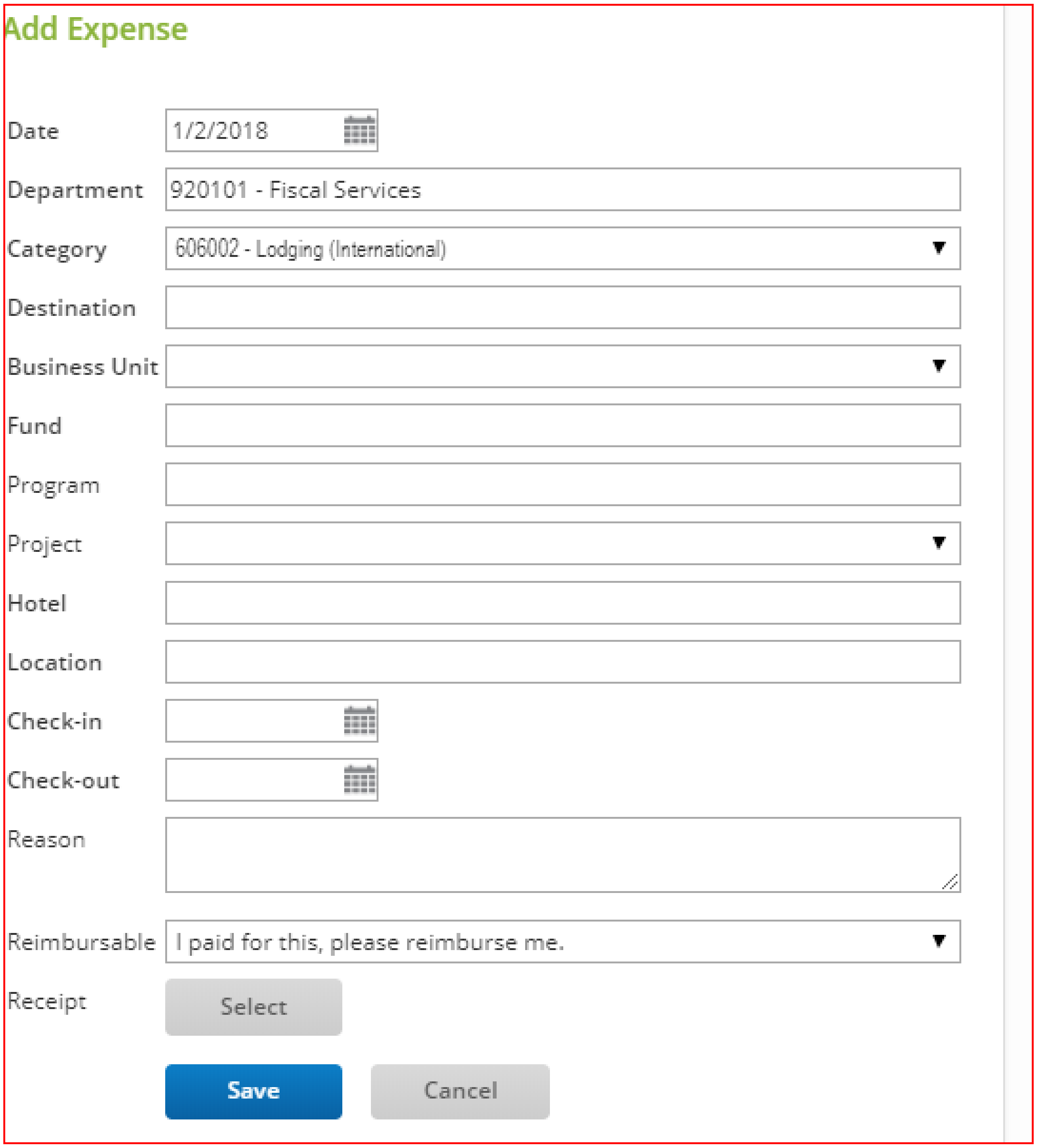
Creating a Federal Per Diem Expense

Certify has integrated the Federal Per Diem rate. Below are the steps that shows you how to create expense using the Federal Per Diem rate for international travel.

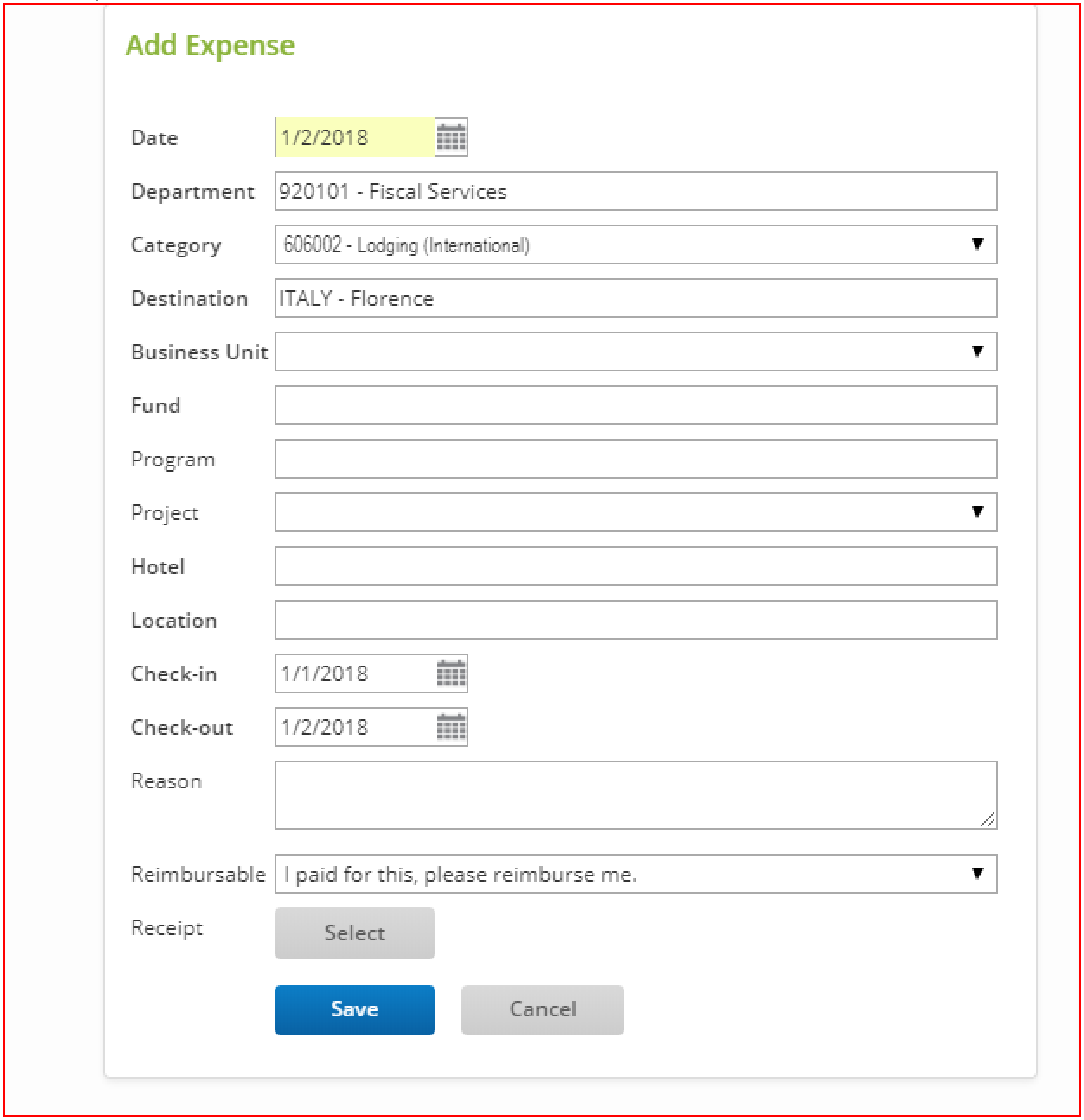
Step 1: On your account homepage, create a new expense report or open an existing **Draft** expense report.



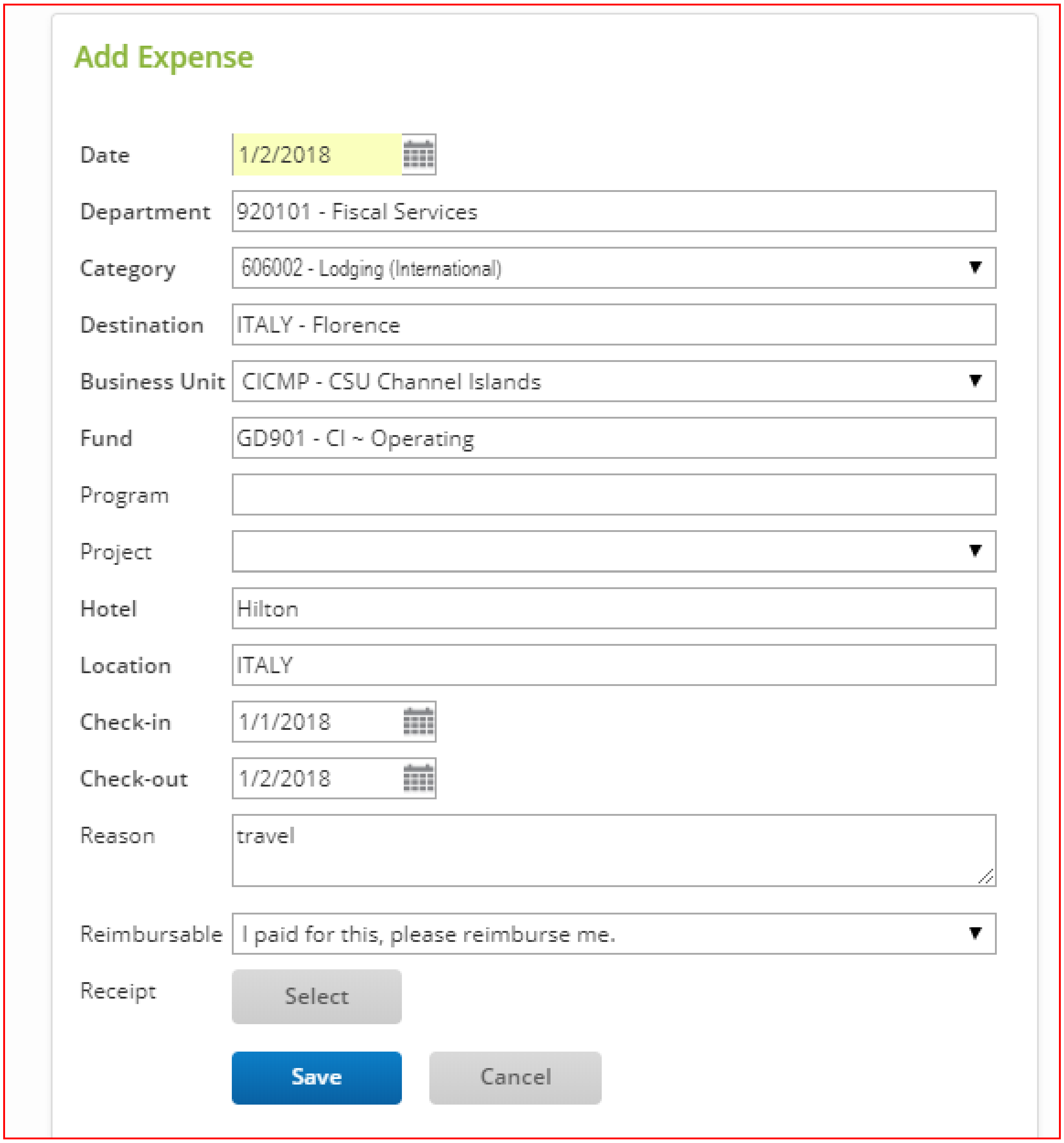
Step 2: In the **Add Expense** box, select a 606002 – (Lodging International) **Category** from the dropdown menu.



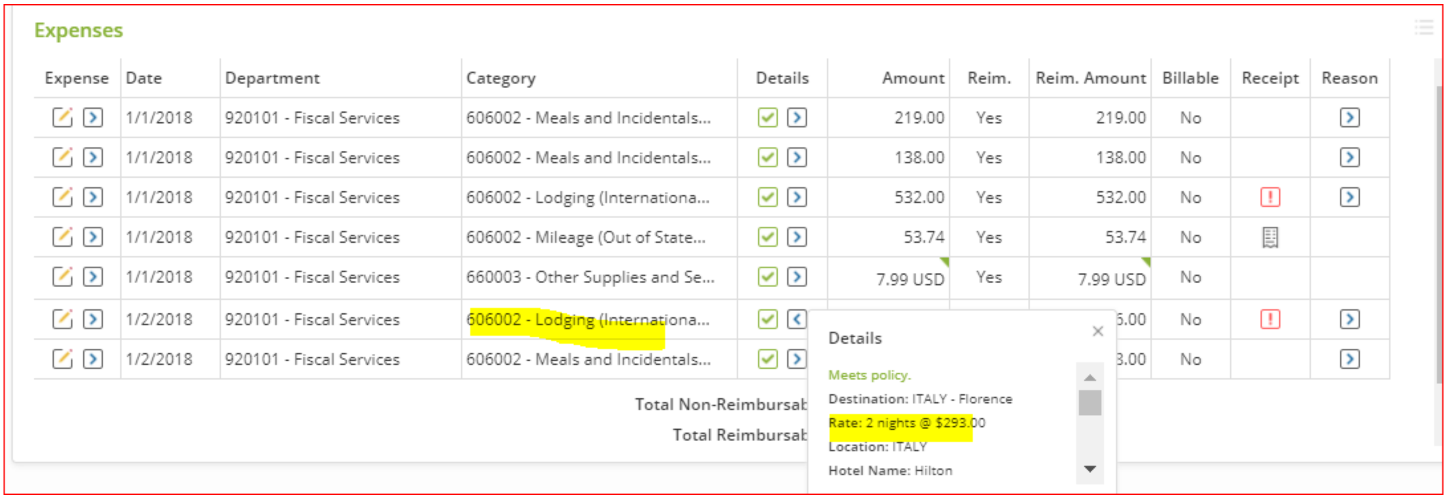
Step 3: Start typing in the **Destination** field until a list of search results are displayed; select the **Destination** from the search results list. If your destination is not displayed in the list, select **Unlisted**.



Step 4: Enter the remaining expense details. When all details have been entered and then click **Save**.

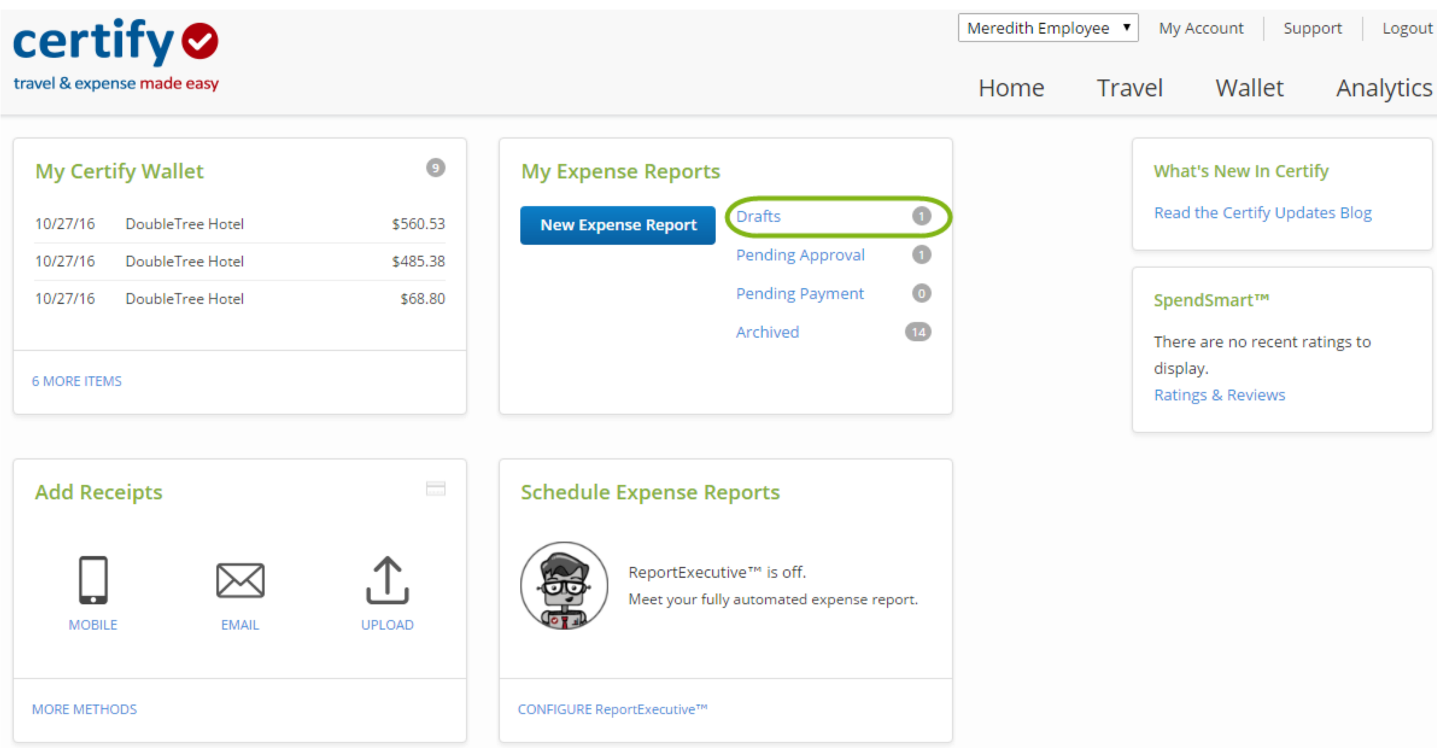


Step 5: The reimbursable amount will be automatically calculated based on the destination selected per the Federal Per Diem rate.

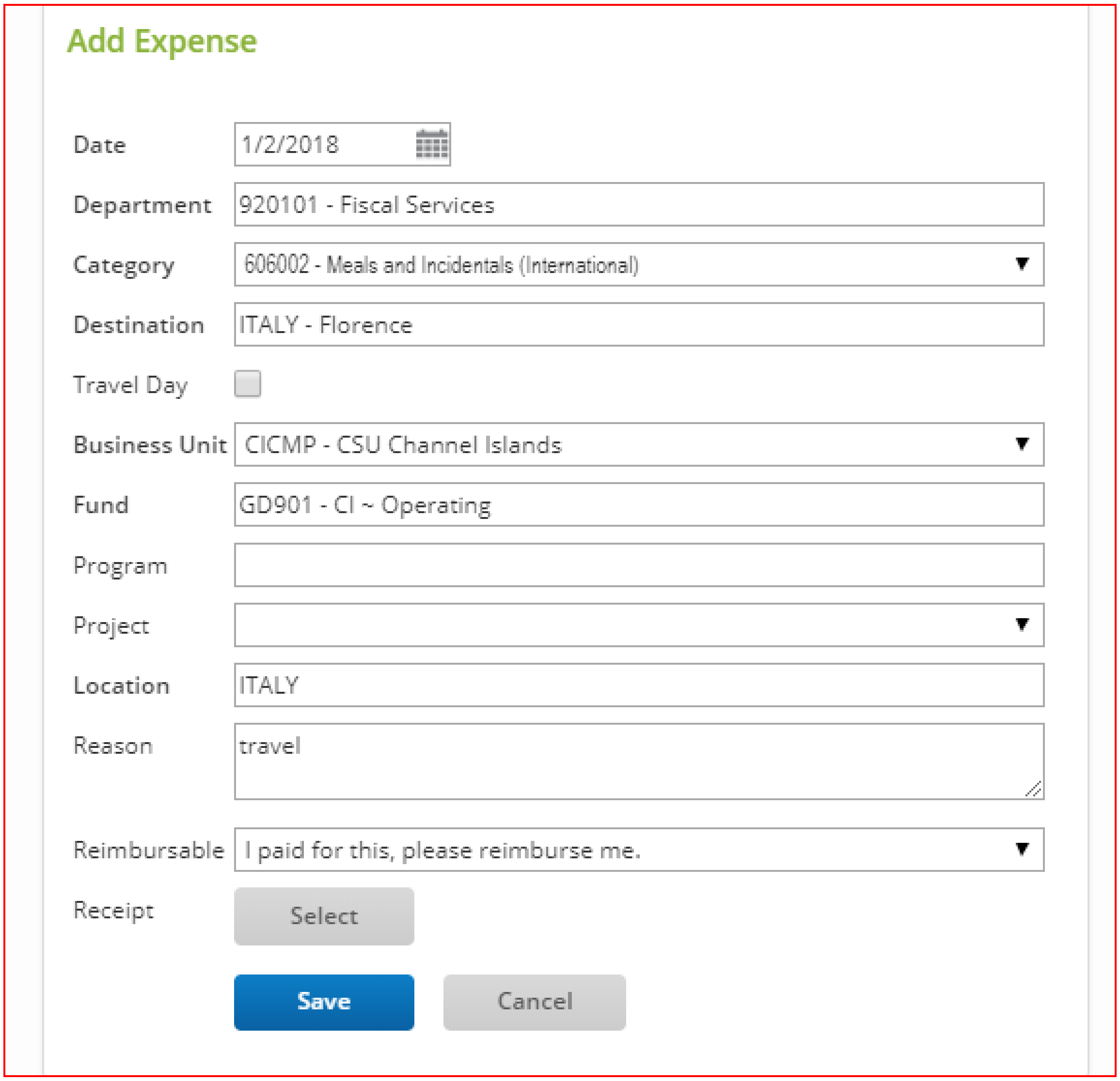


Federal Per Diem for International Meals and Incidentals

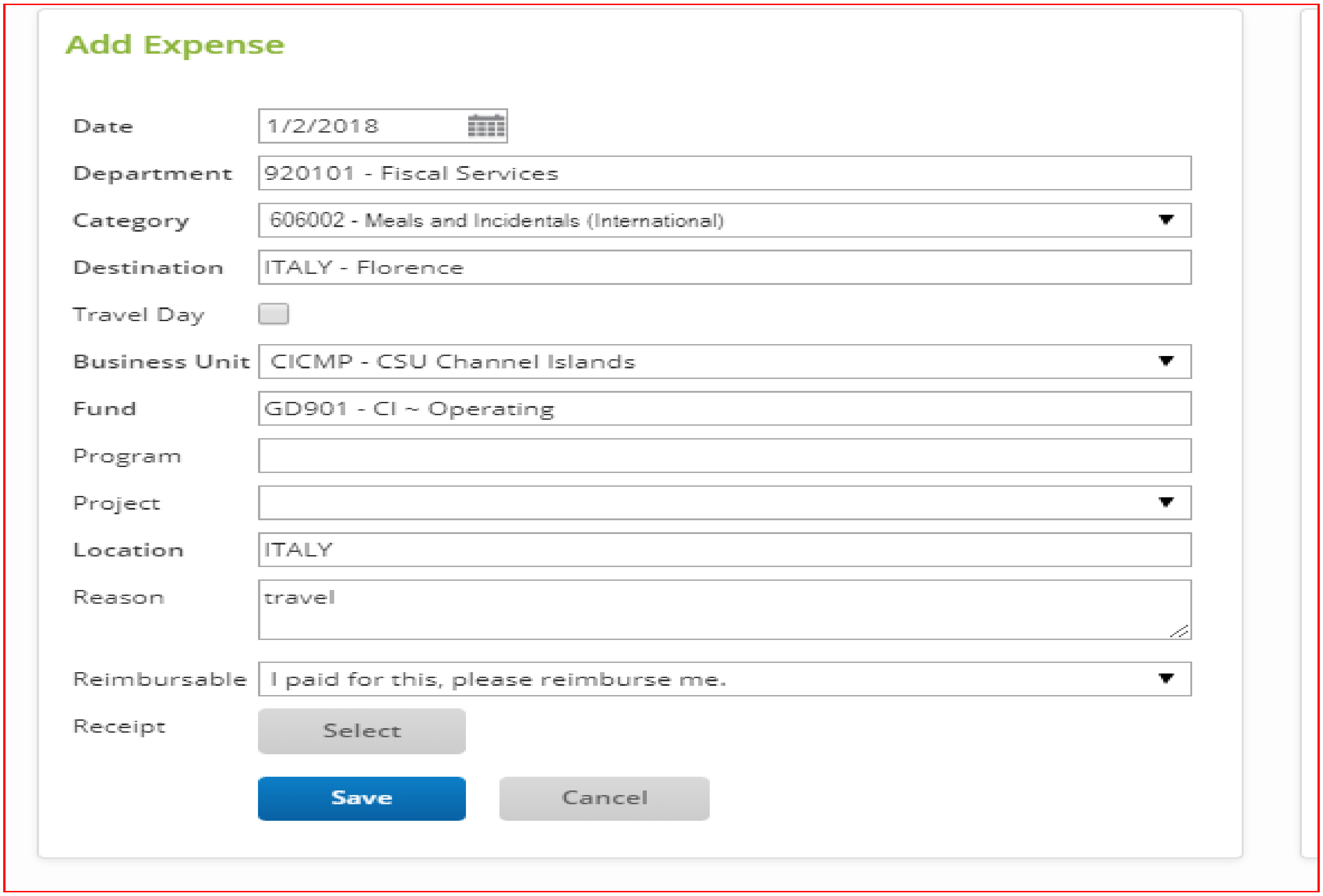
Step 1: On your account homepage, create a new expense report or open an existing **Draft** expense report.



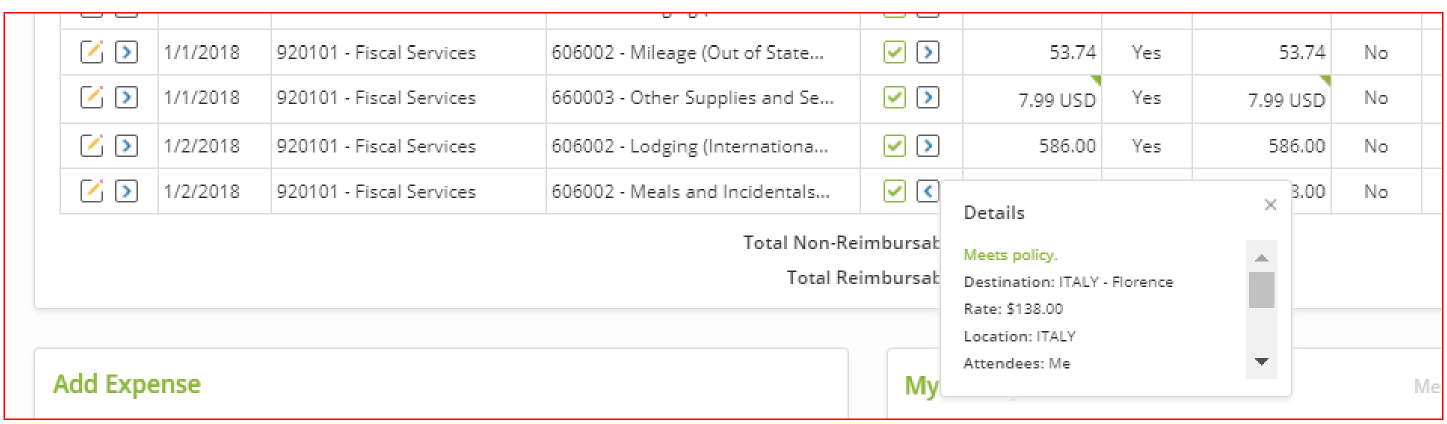
Step 2: In the **Add Expense** box, select a 606002 – (Meals and Incidentals International) **Category** from the dropdown menu.



Step 3: Enter the remaining expense details. Click the **Travel Day** checkbox if you are reporting meal expenses for a day you traveled. This checkbox will only be available for certain Federal Per Diem meals and incidentals expense categories. If not, leave **Travel Day** blank. When all details have been entered, click **Save**.



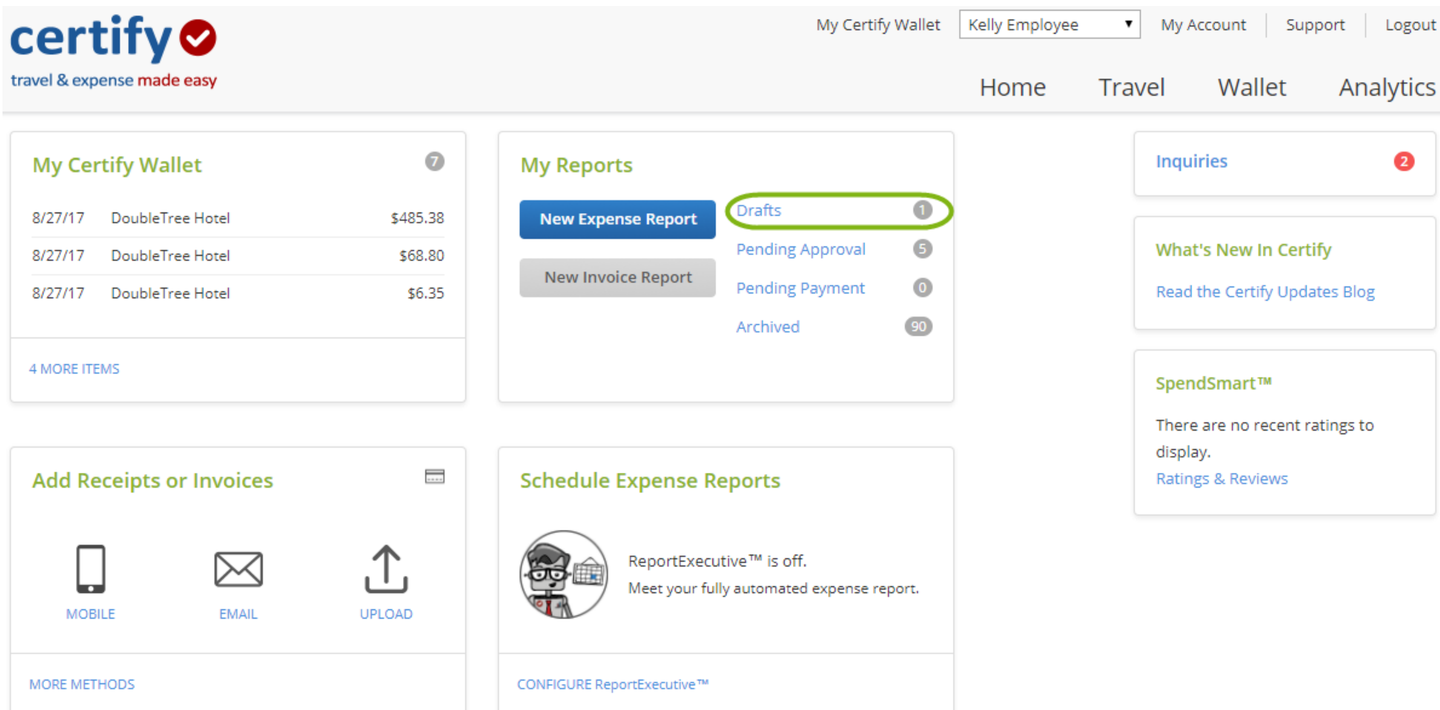
Step 4: The reimbursable amount will be automatically calculated based on the destination selected and the Federal Per Diem rate reimbursement.



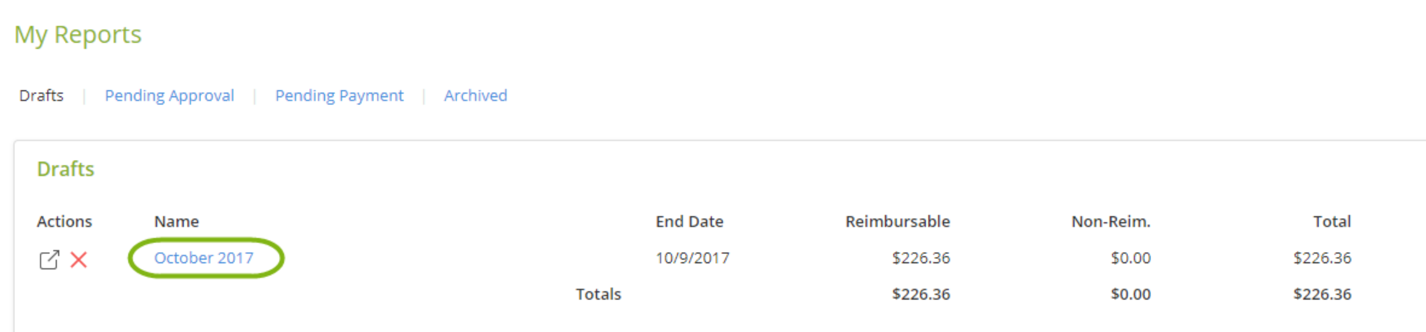
Submitting an Expense Report

After creating and editing a new expense report, it will need to be submitted for approval. Below are the steps that shows you how to submit an expense report for approval.

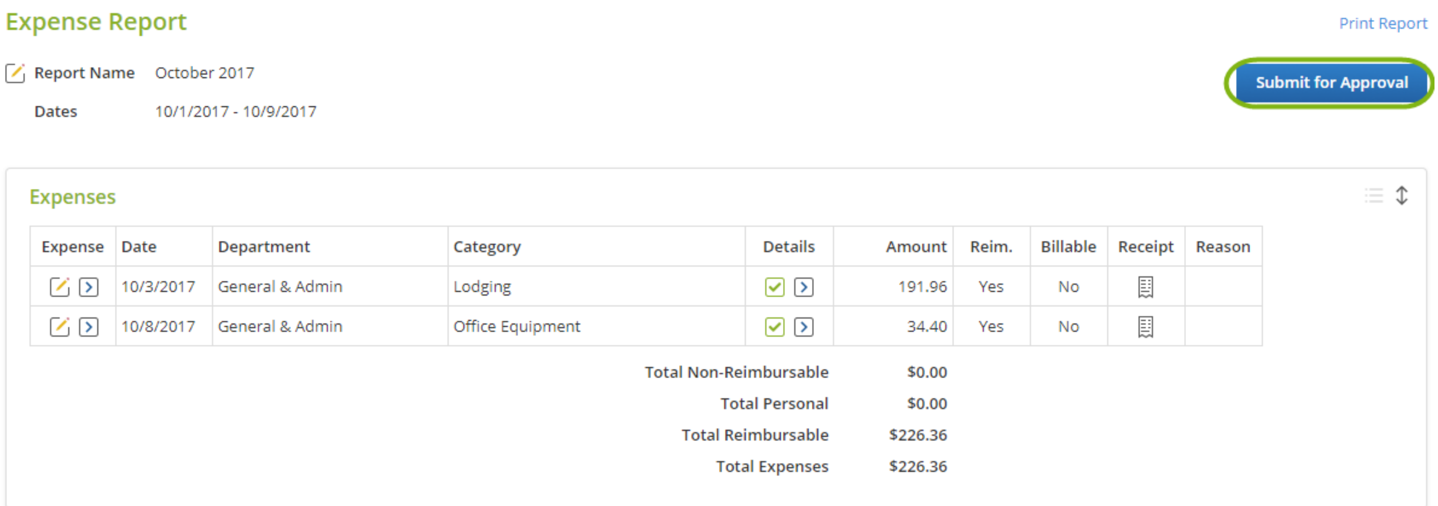
Step 1: Start with your expense report open, or, select **Drafts** on your account home page.



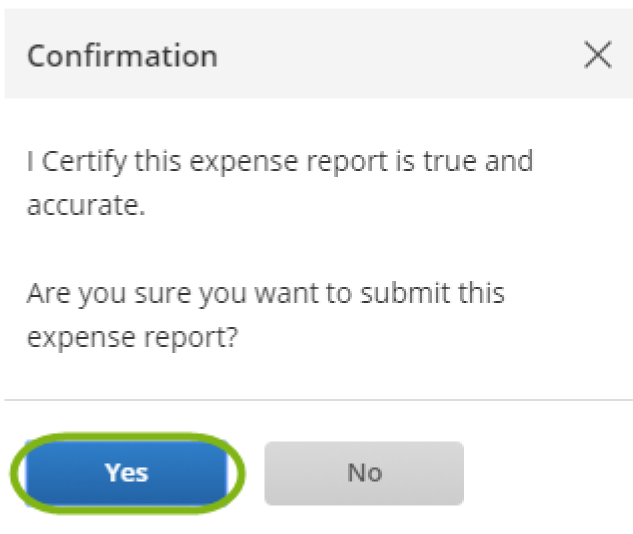
Step 2: Select the **Name** of the expense report you want to open.



Step 3: After your final review and edits, click **Submit for Approval** in the upper right-hand corner.

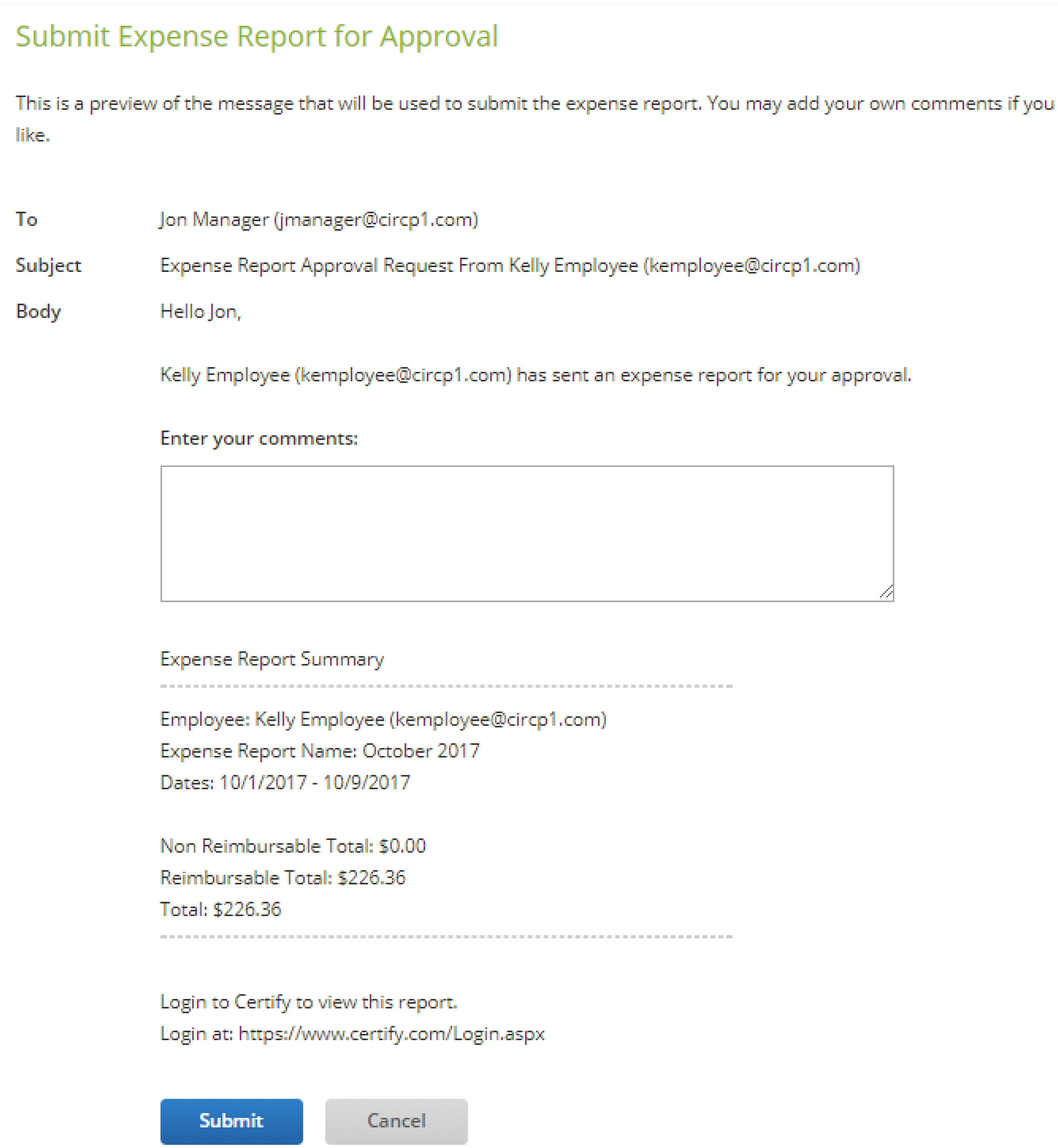


Step 4: Click **Yes** in the next window.



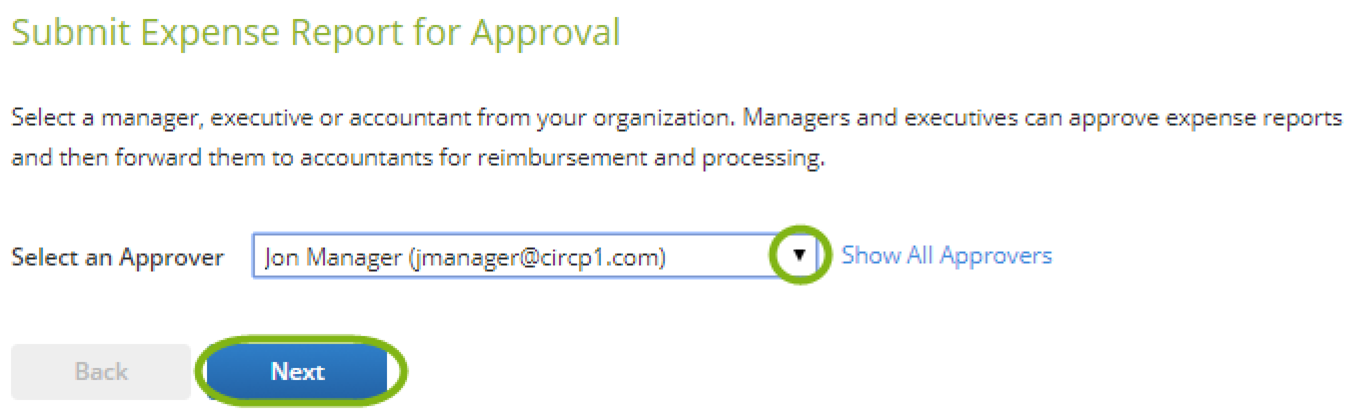
Step 5: Dependent on your department's workflow configuration, you will do one of the following:

- **Step 5a**: **View and Submit Expense Report for Approval –** you will view the approver that has been pre-assigned, and who will receive your expense report next



OR:

- **Step 5b: Enter** the approver by clicking in the search box. Click **Next**.



Step 6: Enter any extra comments, and click **Submit**.

Submit Expense Report for Approval

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 Jon Manager (jmanager@circp1.com)

Subject Expense Report Approval Request From Kelly Employee (kemployee@circp1.com)

Body Hello Jon,

Kelly Employee (kemployee@circp1.com) has sent an expense report for your approval.

Enter your comments:

Sorry a little late!

Expense Report Summary

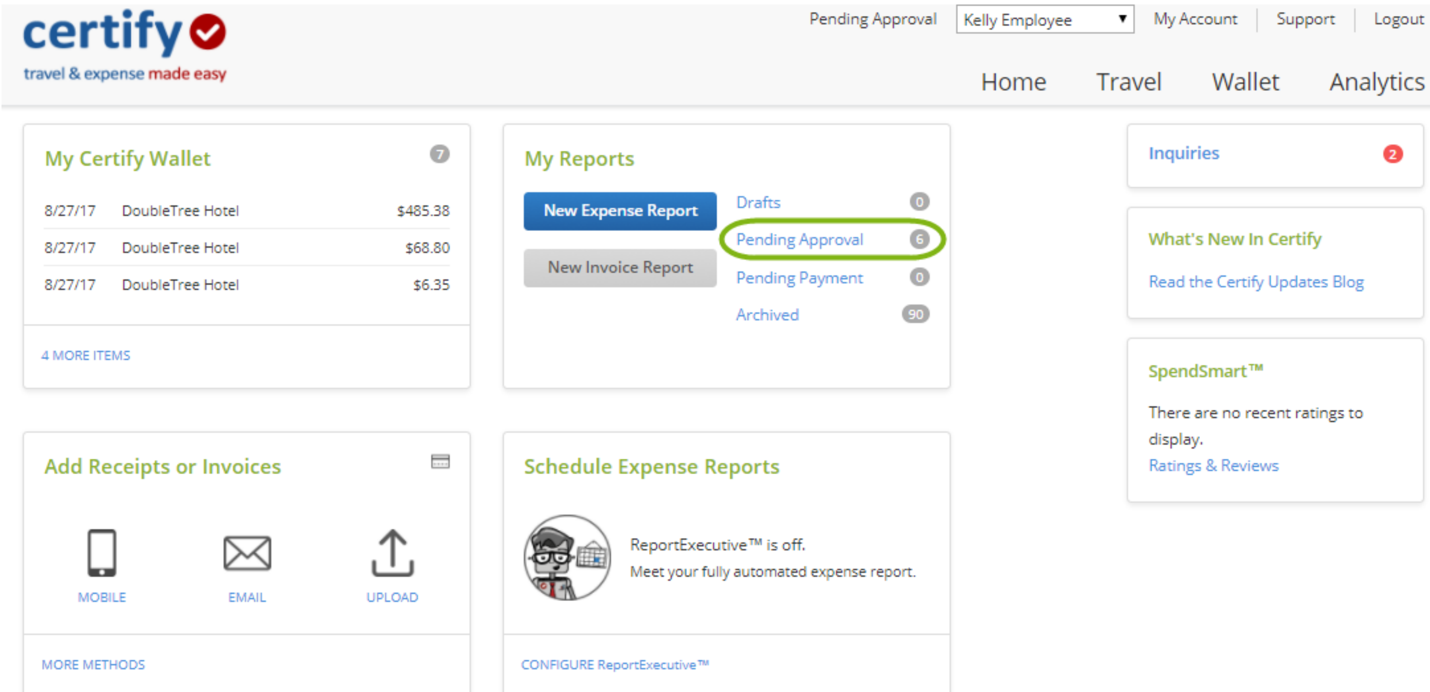
Employee: Kelly Employee (kemployee@circp1.com)
Expense Report Name: October 2017
Dates: 10/1/2017 - 10/9/2017

Non Reimbursable Total: $0.00
Reimbursable Total: $226.36
Total: $226.36

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

Submit Cancel

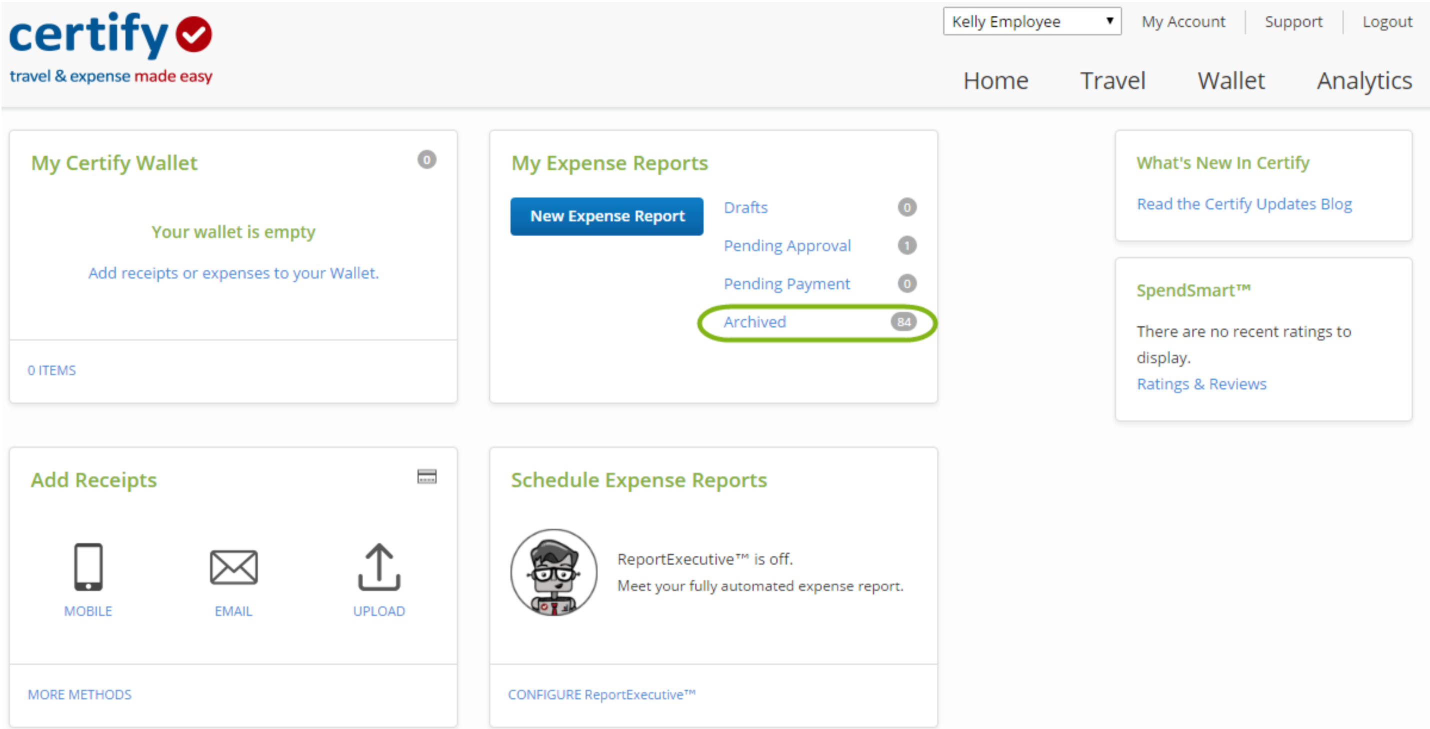
You will find expense report workflow updates within the **Pending Approval** section of your **My Reports** box.



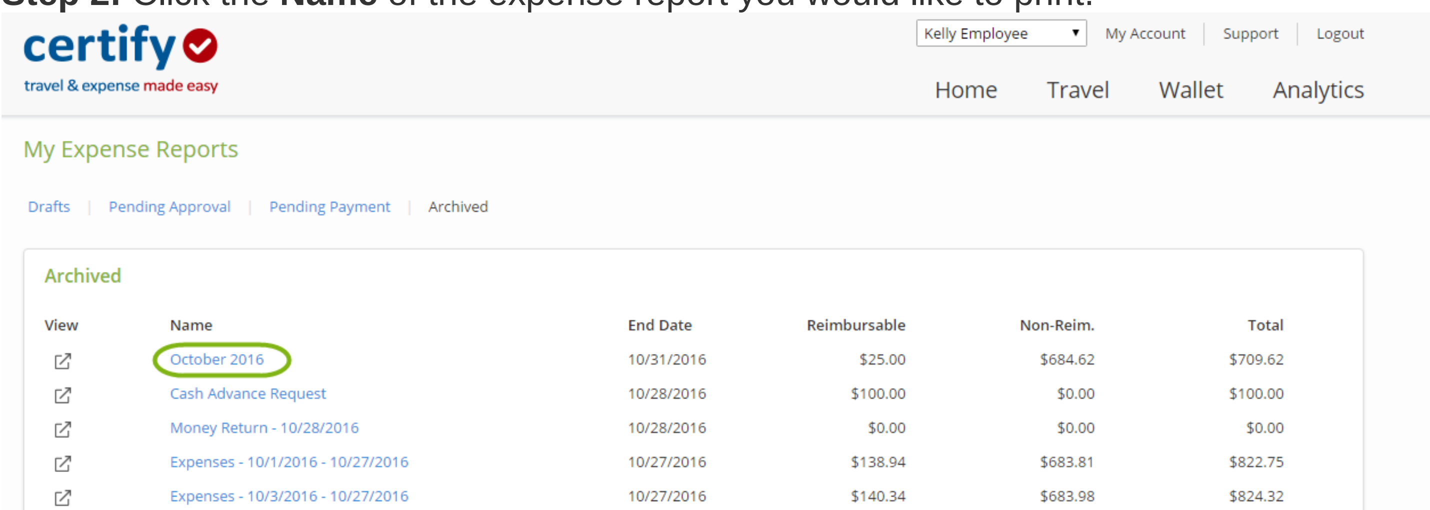
Printing an Expense Report

Certify provides a printer-friendly version of your expense reports should you prefer to keep hard copies. Below are the steps that shows you how to use the **Print Report** feature.

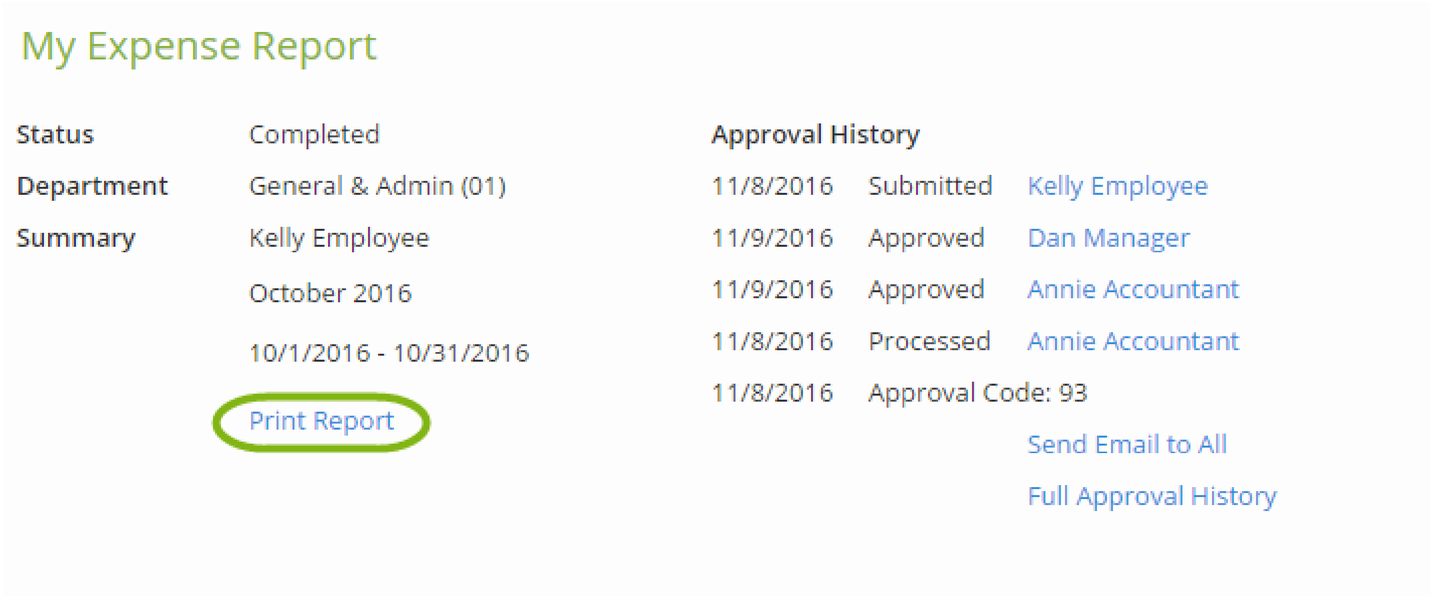
Step 1: On your account homepage, select the option under **My Expense Reports** that contains the expense report.



Step 2: Click the **Name** of the expense report you would like to print.



Step 3: Select **Print Report**, located below the **Summary** section. If the expense report is currently located in your **Drafts** folder, the **Print Report** option will be located below **Submit for Approval** link.



Step 4: You may now print the report using the browser print functionality. Click the checkboxes to **Include receipt images** and/or **Include analysis chart**. Additionally, you may select the options **Export to Excel** or **View as PDF**.

Please Note: *If the expense report contains PDF images, we recommend printing from the* ***View as PDF*** *option.*

Include receipt images
Include analysis chart

Export to Excel
View as PDF
Print Receipts

Employee Information

Name	Kelly Employee	E-mail	kemployee@circp1.com
Company	CIRCP1	Employee ID	221

Approval History

11/8/2016	Submitted	Kelly Employee
11/9/2016	Approved	Dan Manager
11/9/2016	Approved	Annie Accountant
11/8/2016	Processed	Annie Accountant
11/8/2016	Approval Code: 93	

Statement Information

Expense Report Name	October 2016	Start Date	10/1/2016
Client Billable Status	Billable Items: 0	End Date	10/31/2016
Department	General & Admin	Status	Completed
Description			

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 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 805-437-8581

Expense Reimbursement - 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.