Florida Statewide Travel Management System (STMS) Train-the-Trainer Instructor Notes

March 2019
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Navigating in STMS

Learning Objectives

- Explain how to access STMS.
- Discuss the home page set-up and features.
- Review features that help simplify the user’s experience.

<table>
<thead>
<tr>
<th>Slide #</th>
<th>Instructor Script</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Statewide Travel Management System (STMS) provides users with the ability to electronically enter and track State of Florida travel. Within each agency, the chain of approval will flow based on an agency’s current approval process. Before a user can gain access to STMS, the user and their supervisor will need to sign a User Agreement and send to the Agency Administrator. <strong>Instructor Note</strong> Specific User Agreements are available based on a user’s profile in STMS, such as Traveler and Preparer, Approver, Fiscal Accountant, Agency Administrator, User Administrator, Reporter, and Auditor.</td>
</tr>
<tr>
<td>2</td>
<td>STMS is built on the Salesforce platform. This platform is cloud-based, which means that a user can log in from any computer using their credentials. The URL for STMS is <a href="https://flstms.my.salesforce.com/">https://flstms.my.salesforce.com/</a>. The system allows Travelers to seek authorization to travel and track the status of the request through the system and 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 spending through this cloud-based system.</td>
</tr>
</tbody>
</table>
When a user first navigates to STMS (https://flstms.my.salesforce.com) the login screen displays, with additional options below. The buttons are labeled by agency and their respective active directory (Azure or Centrify tenant). The user will click on their respective Logon button and they will be redirected to their respective logon page (Azure or Centrify tenant).

Depending on how the active directory is set up, this screen may look different.

Instructor Note

It is strongly recommended to use Google Chrome when accessing STMS. Other compatible browsers include Microsoft Edge, Safari, or Firefox. STMS is not compatible with Internet Explorer.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **4** | The user will enter their email address or username and click on the Next button.  

**Instructor Note**  
Most agencies will likely use email addresses to login. |
<p>| <strong>5</strong> | Enter the password used to log into their computer or Office 365, and click on the Sign In button. |</p>
<table>
<thead>
<tr>
<th></th>
<th>The user will be prompted if they would like to stay signed in.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Instructor Note</strong>&lt;br&gt;Agency policy will determine whether a user should remain signed in to STMS. If the user is on a public computer, then they will need to click on the No button.</td>
</tr>
<tr>
<td>7</td>
<td>After following the prompts to login, the user will be logged into STMS.</td>
</tr>
</tbody>
</table>
The next time the user accesses STMS, the last login information is selected. The user will click on their agency button to log directly into STMS.

STMS recognizes a user’s profile in the system and takes into consideration the needs of each user. The home page recognizes that a Traveler will need quick access to their trip forms and the ability to check the status of those submitted.

STMS will default to the user’s home page each time it opens. This screen, for example, is customized for a Traveler. An Approver or Preparer will see additional information relevant to their job functions.

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

The Search Bar at the top allows for quick searches of previous entries. Any record a user has access to can be searched for within STMS.

The search feature will allow use of wildcards (*) to improve results, and a user can search records based on any field, like type of travel or mode of transportation.

Clicking in the Search bar will immediately display Recent Items viewed.
The search results will display grouped by different objects (e.g., Reports, Cases). Clicking on a hyperlink will navigate to the record.

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’s profile.

**Instructor Note**
The “Home” tab is available on all pages in STMS and will return a user to their home page from anywhere in the system.

The “Trip Forms” tab contains a drop-down list that is accessed by clicking the down arrow and provides a user with the ability to quickly create a new trip form or navigate to the user’s “Recent Records”, “Recent Lists”, and “Trip Forms”.

Clicking on the “Trip Form” tab will also take the user to an expanded view of their trip forms.
The other tabs available are “Cases”, “Knowledge”, and “Reports”. Information on Cases, Knowledge, and Reports can be found on the STMS Resources page at www.dms.myflorida.com/stms.

On the “Home” page, the “My Trip Forms” section displays relevant information about all trips.

Fields

1. **Trip Form ID column**
   This column displays a link to the trip form.

2. **Destination column**
   This column displays the destination of the trip.

3. **Form Creation Date column**
   This column displays the date the trip form was created.

4. **Type of Form column**
   This column displays the type of trip form, such as Authorization, Advance, Reimbursement, or Reimbursement with General Authorization.

5. **Status column**
   This column displays the status of the trip form.

6. **Purpose of Travel column**
   This column displays the purpose of travel selected on the trip form.
16 From the “Home” page, a user has a quick way to find the status for any of their trips. The columns in a section can be sorted by clicking on any column header, allowing a user to group items, such as grouping trips by form type or destination.

17 The “My Trip Forms” section also allows a user to create a new trip form by clicking the New button. Clicking any of the Form ID links in this section will allow a user to quickly navigate directly to the selected form.

18 Clicking the My Trip Forms link at the top of the section will navigate to the expanded view of a user’s trip forms.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>19</strong></td>
<td>The down arrow beside the “My Trip Forms” title displays a drop-down menu for easy access to travel information. Selecting <em>Recent Records</em> or one of the entries under <em>All Other Lists</em> will take a user directly to the relevant information for that selection.</td>
</tr>
<tr>
<td><img src="image1.png" alt="" /></td>
<td></td>
</tr>
<tr>
<td><strong>20</strong></td>
<td>To access Reports, look on the left of the navigation tabs at the top of the screen for a set of nine dots. This is the app launcher is a different way for users to access Reports.</td>
</tr>
<tr>
<td><img src="image2.png" alt="" /></td>
<td></td>
</tr>
</tbody>
</table>
| **21** | Clicking the app launcher will open a pop-up window which displays all of a user’s available apps.  
Clicking the Reports link under the “All Items” section will take a user to their available reports.  
A user can also view Reports from the Reports tab. |
| ![](image3.png) |   |
To log out of STMS, click on the User/View Profile icon (which contains the user's picture if added) at the top right of the STMS window. From the drop-down box click the *Log Out* link.

**Instructor Note**
Consider setting guidance on what images can be used in profile images.
### Creating Trip Forms

#### Learning Objectives
- Define Traveler, Preparer, and Proxy Traveler profiles within STMS.
- Create an Authorization, Advance, Reimbursement, and Reimbursement with General Authorization within STMS.
- Describe the cancellation process.

#### Instructor Script

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<th>Slide #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The information provided in this training does not supersede department policy. This training is intended to provide trainers with the capabilities of the system and is intended to be implemented by each agency.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Creating Trip Forms</td>
<td></td>
</tr>
</tbody>
</table>

**Slide 2**

**Creating Trip Forms**

Trip forms are the digital format in which the travel documentation process is initiated, including Authorizations, Reimbursements, and submitting for payment using a dynamic approval process. Forms that are available in the system include Authorizations, Advances, Reimbursements, and Reimbursements with General Authorization.

**Instructor Note**

Only discuss the forms your agency uses.

STMS recognizes that each agency has different processes and that not all agencies require an Authorization form or allow Advances. This system is designed to...
<table>
<thead>
<tr>
<th>Slide #</th>
<th>Instructor Script</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>accommodate the individuality of each agency and takes into consideration the needs of different users.</td>
</tr>
<tr>
<td></td>
<td>There are two paths that are available to Travelers in STMS – Authorization or Reimbursement with General Authorization.</td>
</tr>
<tr>
<td></td>
<td>The first path – <strong>Authorization</strong> – allows an agency to require Travelers to have their trips approved through STMS prior to travel. Once the Authorization is approved, Travelers can create and submit an Advance and/or Reimbursement form.</td>
</tr>
<tr>
<td></td>
<td>o An <strong>Advance</strong> form is created from the Authorization and is used to provide Travelers a percentage of their Reimbursement prior to their travel date. An Advance is available only if the Traveler’s agency allows Advances and the Authorization has been approved. An Advance would provide the Traveler with 80% of the trip Authorization costs unless there is a FEMA emergency or a governor-declared emergency, in which case 100% of the Advance could be available.</td>
</tr>
<tr>
<td></td>
<td>o A <strong>Reimbursement</strong> is created from the Authorization and is used to receive a Reimbursement after a trip has occurred. This option is available only if the Traveler has completed and received approval for an Authorization.</td>
</tr>
<tr>
<td></td>
<td>The second path – <strong>Reimbursement with General Authorization</strong> – is used for Reimbursement when an Authorization form is not required by an agency or if there is a blanket authorization on file.</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| 3    | **Authorization Form**  
In most cases, an Authorization form will be required and will be processed first. Once the Authorization is approved, the optional Advance form may be created if this is an option for an agency. Finally, once travel is complete, a Reimbursement form may be created. |
| 4    | To create and submit an Authorization trip form, from the “Home” page, click on the New button on the right side of the “My Trip Forms” section. |
| 5    | Select the Authorization radio button and then click the Next button. |
From the blank Authorization form, four sections display – “Form Details”, “Trip Details”, “Estimated Costs from Expense Line Items”, and “System Information”.

**Form Details**

**Fields**

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 for a trip will all have the same Master Trip Invoice number. This field populates once the form is saved.

2. **Form Type**
   This field displays the type of form a user is creating and is pre-populated to Authorization.

3. **Form ID**
   This is a system-generated unique identifying number for a trip form. This field populates once the form is saved.

4. **Traveler’s 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.

   **Instructor Note**
   The Traveler Agency Link field is editable, but Travelers should not change the information.

6. **Traveler Organization Code**
   This field displays the Organization Code of the organization who is funding the trip and is pre-populated.

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. This field populates once the form is saved.
<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>8. Status</strong></td>
<td>This field displays the status of the trip form and is auto-populated by the system. Once the trip form is submitted for approval, the status displays “Trip Draft.”</td>
</tr>
<tr>
<td><strong>9. Secured Record</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>10. Headquarters City</strong></td>
<td>This field displays the Traveler’s residence city and is pre-populated from the Traveler’s profile once the form is saved.</td>
</tr>
<tr>
<td><strong>11. Headquarters State</strong></td>
<td>This field displays the headquarters location of the Traveler’s workplace and is pre-populated by the system once the form is saved.</td>
</tr>
<tr>
<td><strong>12. Home is Headquarters</strong></td>
<td>This field displays as Yes or No, if the Traveler uses their residence as their headquarters.</td>
</tr>
<tr>
<td><strong>13. Type of Employee</strong></td>
<td>This field displays what type of employee the Traveler is and is pre-populated.</td>
</tr>
<tr>
<td><strong>14. Supervisor Name</strong></td>
<td>This field displays the name of the Traveler’s direct Supervisor and is pre-populated by the system once the form is saved.</td>
</tr>
</tbody>
</table>

None of the fields within this section are editable. The information is pre-populated from the user’s profile.

If working in the Preparer profile, the Preparer’s name will appear in the Preparer Name field of the form, and the Preparer will be able to choose the Traveler’s Name and Agency Link.
Trip Details

All required fields are shown in red.

Fields
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.

   **Instructor Note**
   Provide guidance to Travelers regarding the use of abbreviations in fields. Using a standard naming convention will help when users pull reports.

2. Destination
   This required field is where the Traveler or Preparer will enter where the trip will be traveling to. 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.

   **Instructor Note**
   Time is available in 15-minute increments. If a Traveler leaves at 6 a.m., they are eligible to receive breakfast for meals.

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. Type of Travel
This field displays the trip’s type of travel, such as In State, Out of State, and Foreign.

### 7. Mission Critical Statement
This required field provides a drop-down list of the 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 accommodate up to 255 characters.

#### Instructor Note
*Mission Critical Statements* will be provided by each agency and if an agency requires more than one mission critical statement, there are options to provide the secondary mission critical statement in the *Comment* field or as an attachment.

### 8. 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. If attending a conference or convention or training, then the *Benefit to the State* must be entered.

### 9. Benefit to the State
This optional field is where additional details can be entered about the trip.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10. Comment</strong></td>
<td>This field is available for any comments that the Traveler may need to include about the trip.</td>
</tr>
<tr>
<td><strong>Instructor Note</strong></td>
<td>If attending a conference or convention or training, then the Benefit to the State must be entered. Additionally, an authorized Authorization form must be completed prior to travel. If an Authorization is received outside STMS, the Authorization memo must be attached if the Reimbursement with General Authorization form is used.</td>
</tr>
<tr>
<td><strong>11. Trip Includes Off Duty Time</strong></td>
<td>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—.”</td>
</tr>
<tr>
<td><strong>Instructor Note</strong></td>
<td>If a user is traveling with a group, they should list who they are traveling with and the trip form numbers, so the trips can be audited together.</td>
</tr>
<tr>
<td><strong>12. Off Duty Time Begins</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>13. Off Duty Time Ends</strong></td>
<td>This field is where the Traveler can capture when their off duty time is scheduled to end.</td>
</tr>
<tr>
<td><strong>14. Total Days</strong></td>
<td>This field auto calculates the number of days a Traveler is on duty and updates when the trip form is saved.</td>
</tr>
</tbody>
</table>
15. **Was Telecommunication Considered?**
   This field is required for all forms and Travelers must select “Yes”, indicating that they considered telecommunication prior to every trip.

16. **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.

17. **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.

18. **Case #, Circuit #, Project ID, and Unit #**
   These fields are available for agencies to use as they deem appropriate.

**Instructor Note**
Discuss how your agency wants to use these fields. These are free text fields and can be used to pull reports like all travel related to a specific project or case.

Additionally, the *Project ID* field does tie to FLAIR.
The “Estimated Costs from Expense Line Items” section provides Travelers with a summary of their Expense Line Items. This is NOT where Travelers enter their expenses, but rather where they see a roll-up of all their Expense Line Items.

Fields

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.

Instructor Note
Emphasize that Travelers will enter Expense Line Items on the “Expense Line Items” tab and not in the Expense Line Items Summary section.
The “System Information” section provides a log of who created the form and who last updated the form. This information is generated by the system.

**Fields**

1. **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.

2. **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.

**Save the form by clicking the Save button at the top or bottom of the screen. Once the details of the trip are saved, the fields in the “Trip Details” section will populate. The Master Trip Invoice Number and Trip Form ID have now been generated. The Master Trip Invoice Number is the number that is used to reference for P-Card Works reconciliation, and ties together the Authorization, Advance (if applicable), and Reimbursement trip forms.**

**The next step is to enter the Expense Line Items for the trip, if needed. Expense Line Items are all the trip expenses – per diem, hotel, rental car, etc.**

To enter the Expense Line Items for the trip, click on the Expense Line Items tab at the top of the page.
To add a new Expense Line Item, click on the New button.

There are four sections in each Expense Line Item—“Details”, specific record details section, “Payment”, and “System Information”.

**Instructor Note**

The specific details section is not the name of the field; this section is dependent upon the selection of the *Record Type*. 
**Expense Line Item - Details**

The required fields display in red.

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 for a trip will all have the same Master Trip Invoice number. This field populates once the form is saved.

2. **Form ID**
   This is a system-generated unique identifying number for a trip form.

3. **Record Type ID**
   This required field is a drop-down list where the type of expense is selected.

   **Instructor Note**
   The Record Type ID must be selected before entering in any other details. If any other information in this section is completed before choosing the Record Type, the form will reset to the default user profile information.

4. **Organization Code**
   This field is pre-populated to the Organization Code on the Traveler’s user profile.

   **Instructor Note**
   The Organization Code can be changed by typing in the correct organization code. After you have entered the first few digits, a list of available Organization Codes will display.

5. **Expansion Option**
   This field is tied to the Organization Code and will only display valid Expansion Options for the selected Organization Code. The Traveler can change the Organization Code and Expansion Option for each Expense Line
1. **Item.** All Organization Codes allowed within the Traveler’s agency structure will be available.

6. **Reporting Only**
   This check box is selected if the Traveler has already been paid for the trip, but needs to document the trip in STMS.

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

7. **Reporting Only Comment**
   This field is used if the Traveler has already been paid for the trip, but needs to document the trip in STMS.

8. **Expense Date**
   This required field displays as calendar to select the date the expense occurred (or is anticipated to occur if the expense has not been incurred).

9. **Merchant Name**
   This field is a free-form field that indicates the vendor where the good or service was purchased. This is a required field.

   **Instructor Note**
   Based on agency, a Traveler could enter TBD or generic names, such as hotel if the *Merchant Name* is not known.

10. **Total Amount**
    This required field is where the estimated cost for an expense line item is entered.

11. **Unallowable Amount**
    This field is where Travelers deduct unallowable charges which may have been included in the total amount field.
12. **Total Allowable Amount**
   This field is auto calculated by subtracting the *Unallowable Amount* from the *Total Amount*. This field is not editable.

13. **Comment**
   This field is used by Travelers to make any notes about the trip.

14. **Instructor Note**
   Unallowable expenses may not be known at the time an Authorization form is completed. The Traveler can enter the “Unallowable Amount” for an expense on the Reimbursement.

   **Instructor Note**
   STMS allows flexibility for many expense line items to be entered either daily or as a total amount for the trip (e.g.: hotel, vicinity mileage). Provide guidance for how these expenses must be entered by Travelers.

   **Instructor Note**
   After clicking on the Save button for an expense line item, if an error displays for an invalid object code, then advise Travelers to contact a Fiscal Accountant. The Fiscal Accountant will determine if 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.
Expense Line Items - Airfare

When a Traveler selects “Airfare” as the Record Type ID, then the “Flight Details” section will display.

Fields

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 flight 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 flight return.

5. *Departing Flight #*
   This optional field is used to capture departing flight number.

6. *Arriving Flight #*
   This optional field is used to capture arriving flight number.

---

**Instructor Note**

The Departure Date and Time and Return Date and Time entered must be within the trip travel dates.
**Expense Line Items – Baggage Fees**

When a Traveler selects “Baggage Fees” as the Record Type ID, the “Baggage Details” section displays.

**Fields**

1. *Number of Bags*
   
   This field is where the number of bags the Traveler brought will be entered, if an expense is expected to be incurred.

**Instructor Note**

The *Number of Bags* field is a required field.

**Expense Line Items – Hotel**

When a Traveler selects “Hotel” as the Record Type ID, the “Lodging Information” section displays.

**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 optional drop-down list is used to select “Yes”, if the travel is for a state-sponsored event that is over $150 per night. The default option is set to “No”.

4. *Night is Over $150*
   
   This optional drop-down list is used to identify if a hotel night expense exceeds $150. If “Yes” is selected, then the *Justification Comment* is required. The default option is set to “–None–”.

5. *Justification Comment*
   
   This optional comment field is used to enter a justification if the hotel expense is over $150 a night.
### Expense Line Items – Meals Class A&B

When a Traveler selects “Meals Class A&B” as the **Record Type ID**, the “Meals Details” section displays.

#### Fields

1. **Reimbursement Rate Type**
   
   This drop-down field defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must select “GSA”. If “GSA” is selected, then the GSA Rate button will display, and the Traveler or Preparer can enter the eligible rates for each meal.

2. **Breakfast, Lunch, Dinner**
   
   These checkboxes are available only to check, if the Traveler is eligible to claim that meal. If the box is greyed out, STMS has run validation and the Traveler is not eligible to claim certain meals for that day based on the arrival and departure date and time. If the Traveler will receive breakfast, lunch, and/or dinner as part of conference fees during the trip, the Traveler would ensure that the check boxes are unchecked for the meal(s) that were provided.

Once the trip has been saved, the system will auto calculate the total and once the Traveler clicks the Save button the total will appear in the **Total Cost** field.

---

**Instructor Note**

The hotel check-in and check-out dates must be within the trip travel dates and justification is required if the Traveler selects that the hotel is over $150/night at a state-sponsored event.

**Instructor Note**

Based on agency policy, generic names or TBD can be entered, such as hotel if the *Merchant Name* is not known.
Expense Line Items – Mileage Map

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

Fields

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. **Mileage**
   This required field is where the number of miles claimed are entered.

**Instructor Note**
If a 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.
4. **Reimbursement Rate Type**
   This drop-down list defaults to Florida. If the Traveler will be reimbursed at the GSA rate, then they must 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 locked at the current state reimbursement rate. If “GSA” is chosen, the Mileage Reimbursement Rate is locked at 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://fdotwp1.dot.state.fl.us/CityToCityMileage/viewer.aspx.

   **Instructor Note**
   Some agencies may require the DOT screenshot as an Attachment for their expense.

---

**Expense Line Items – Per Diem**

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**

4. **GSA Rate Details**
   This optional 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*.

**Instructor Note**
Per Diem and Hotel cannot be claimed on the same day of a trip. Per Diem and Meals Class A&B cannot be claimed for the same day.

<table>
<thead>
<tr>
<th>20</th>
<th><strong>Expense Line Items – Registration Fee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When a Traveler selects “Registration Fee” as the <em>Record Type ID</em>, there is no specific record details section. The Traveler would only need to fill out the “Details” section of the Expense Line Item.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>21</th>
<th><strong>Expense Line Items – Rental Car</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When a Traveler selects “Rental Car” as the <em>Record Type ID</em>, the “Rental Car Details” section displays.</td>
</tr>
</tbody>
</table>
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” are selected.

**Instructor Note**

DFS Guidance:
If the Agency Head determines the POV is the most economical means of travel, the mileage ELI (and object code) should be used. The cost for fuel would not be included. If the Agency Head determines the rental car is the most economical means of travel, the charge for the rental car and the cost of fuel should be coded to the rental car ELI (and object code).

Instructor Note

The rental car class of “Economy” or “Compact” do not require justification, but all of the other rental car categories require the Traveler to enter a justification for the rental car upgrade in the Justification field.

**Expense Line Items – Vicinity Mileage**

When a Traveler selects “Vicinity Mileage” as the *Record Type ID*, the “Travel Details” section displays.
### 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 the trip destination. This is an open text field and multiple cities can be entered, if necessary.

   **Instructor Note**
   *Point of Origin and Destination are optional 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.*

3. **Mileage**
   This required field is where the number of miles claimed are entered.

   **Instructor Note**
   *If a 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.*

4. **Reimbursement Rate Type**
   This drop-down list defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must 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 locked at the current state reimbursement rate. If
“GSA” is chosen, the *Mileage Reimbursement Rate* is locked at the current GSA reimbursement rate.

6. **View Vicinity Calculator**
   Clicking on this button will open a new window to [www.maps.google.com](http://www.maps.google.com).

### Expense Line Items - Payment Details

For an Authorization the “Payment Details” are not required. For an Advance or Reimbursement, “Payment Details” will be required. This will be covered in the Advance and Reimbursement sections.

**Fields**

1. **Expense Paid By**
   This drop-down list displays how the expense is being paid.

2. **Last 4 Digits of CC Number**
   This field displays the last 4 digits of the credit card number. This field is required if the Expense Paid By is “State Credit Card”.

3. **3rd Party Payment**
   This optional field provides ability to select whether a third party will be paying for this expense.

4. **3rd Party Payor**
   This field is where the name of the 3rd Party Payor is entered. This field is required if 3rd Party Payment is “Yes”.

5. **Payor Details**
   This optional field is a text field where additional details can be entered about the Payor.

### Expense Line Items – Clone

Once an expense line item is saved, the screen refreshes and displays buttons at the top of the screen. If an expense was incurred on multiple days, there is an option to clone the expense line item.
Clicking on the Clone button will duplicate the data of that expense line items. For a cloned Expense Line Item, edit the date and ensure all of the information is correct for the expense.

**Instructor Note**
For Meals Class A&B, cloning the first day may not allow all meals to be claimed based on the time the Traveler departed. To claim additional meals on the second day, go into the Expense Line Item and claim the meals that were not allotted on the first day.

<table>
<thead>
<tr>
<th>Expense Line Items – Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once all expense line items have been entered, click on the Return to Trip Form button. From the “Details” tab, click on the “Expense Line Items” tab to view all the expense line items. The Traveler can double check to see that Expense Line Items have been entered.</td>
</tr>
</tbody>
</table>

**Fields**
1. *Expense ID column*
   - This column displays the link with the system-generated expense identifying number. Clicking on the link will navigate to the “Details” screen for that expense line item.
2. *Expense Date column*
   - This column displays the expense date for the expense line item.
3. *Record Type column*
   - This column displays the type of expense.
4. *Object Code column*
   - This column displays the object code for the expense line item.
5. *Organization Code column*
   - This column displays the Organization Code selected for the expense line item.
6. *Expansion Option column*
   This column displays the expansion option selected for the expense line item.

7. *Expansion Option Version column*
   This column displays the most recent expansion option version for the expense line item.

8. *Expense Paid By column*
   This column displays the method of payment for the expense line item.

9. *Total Allowable Amount column*
   This column displays the allowable amount for the expense line item. The unallowable amount has been subtracted from the total expense amount.

Additionally, when the Traveler clicks on the “Details” tab and scrolls down to the “Estimated Costs from Expense Line Items” section, all Expense Line Items have been auto calculated and rolled up into this summary view.

---

**Instructor Note**

STMS does not currently allow for deletion of an expense line item. To remove an expense line item that has been saved, click on the Edit button for the expense and enter “0” for the Total Amount field. This will zero out the expense for the trip.

For expenses like Meals Class A&B and Per Diem that auto calculate, then change the *Record Type ID* field to a different expense type not being used such as Fax Service and enter $0 in the *Total Amount* field.

---

**Instructor Note**

The Organization Code can be changed by typing in the correct organization code. After you have entered the first few digits, a list of available Organization Codes will display.
Attachments

If the Traveler is attending a conference or needs to include an attachment for other reasons, an attachment can be included with an Authorization form.

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

**Instructor Note**

When a Traveler saves an attachment to their computer, it will be helpful to save using a standard naming convention. Example: Hotel Receipts or Gas Receipt.

---

Attachments – Creating New

**Fields**

1. *Related Trip Form*
   This field displays the Trip Form ID.

2. *Travelers Agency*
   This field displays the Traveler’s agency and Organization Code.

3. *Attachment Type*
   This required drop-down field provides a list of the types of attachment.

4. *Comments*
   This field is available to enter any additional comments related to the attachment.

5. *Files Attached*
   This field displays the number of files associated with this attachment record.

Click on the Save button to save the “Attachment Details”.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Once the “Attachment Details” have been added, click on the “Files” tab within the “Attachments” section.</td>
</tr>
</tbody>
</table>

### 29 Attachments – Upload Files

Click on the Upload Files button to attach the Traveler’s documentation to the trip.

**Instructor Note**

Travelers are responsible for redacting personal information such as address and account information, while preserving the original documentation for audit purposes, prior to scanning and uploading a file to STMS. Users should follow agency policy regarding document retention.

### 30 Attachments – Select File

Select the file to be uploaded to the form and wait for the file to load. Once the file is loaded, “Done” will show on the screen. Click on the Close button to return to the “Attachment Detail” page.

**Instructor Note**

One or more files can be selected and uploaded at one time.
| 31 | **Final Validation**  
Once all Expense Line Items and Attachments have been entered, return to the “Details” tab and click on the Validate button to validate the information entered. When a Traveler clicks on the Validate button, STMS runs validation across tabs to ensure that Expense Line Items and Attachments are included, when necessary. |
| 32 | **Submit for Approval**  
Once validated, a certification statement will appear at the top of the page. To certify that the travel shown is correct, check the box and click on the Submit button to send the form for approval. At this point, the Traveler’s Supervisor will receive a notification email with a link referencing the Trip Form ID.  

**Instructor Note**  
The Submit for Approval button is disabled (greyed out) until the check box is checked.
**Advance Form**

Advance forms are available in STMS for agencies that allow for advance payment of travel expenses established in their policies. Some agencies issue state credit cards for Travelers and therefore do not issue Advances for travel. For those agencies, Travelers will not see Advance forms as an option in STMS. If an agency allows for Advances, this option will be available once an Authorization form has been authorized. The system has several validations that occur based on rules regarding the use of Advances.

**Instructor Note**
A Traveler can initiate the details of an Advance earlier and leave it in draft form, but it cannot be submitted for approval more than 14 days prior to a trip.

Additionally, it is important to note that a Traveler can only have one outstanding Advance at a time.

**Instructor Note**
STMS will not allow for multiple Advances to be submitted simultaneously.

---

From the “Home” page or the “My Trip Forms” page and click on the Authorized Trip Form ID Number that associated with the trip and click the “Trip Forms” tab within the Authorized Trip Form.
Click on the New Advance button.

When the trip form opens, all the information captured in the “Details” section of the Authorization will be pre-populated. If modifications to any of the fields are needed, make the modifications and click on the Save button.

The Justification for Advance field is required.

**Instructor Note**
Provide guidance on what information should be included as justification. An example is “Traveler has not been issued a P Card.”

Once the details of the trip are saved, the next step is to enter the Expense Line Items for the Advance.

**Instructor Note**
On each individual Expense Line Item, the total displayed is the full cost of the Expense Line Item. For Advances, the amount due to the Traveler will be 80% of the travel expenses, unless the Traveler has indicated “significantly discounted airfare” or a FEMA or Governor-declared emergency, in which case those expenses will be paid at 100% of the amount.

To add an Expense Line Item, click on the “Expense Line Items” tab at the top of the page and click “New” to add new Expense Line Items.

**Instructor Note**
The expense line items entered on the Authorization form do not carry over to the Advance form.
Below are some common Expense Line Items for Travelers and information about each Expense Line Item.

**Instructor Note**
The *Reporting Only* checkbox does not display for expenses on Advance forms.

**Instructor Note**
STMS allows flexibility for many expense line items to be entered either daily or as a total amount for the trip (e.g.: hotel, vicinity mileage). Provide guidance for how these expenses must be entered by Travelers.

**Instructor Note**
After clicking on the Save button for an expense line item, if an error displays for an invalid object code, then advise Travelers to contact a Fiscal Accountant. The Fiscal Accountant will determine if 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.
Expense Line Items - Airfare

When a Traveler selects “Airfare” as the Record Type ID, then the “Flight Details” section will display.

Fields

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 the trip destination. 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 flight 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 flight return.

5. **Departing Flight #**
   This optional field is used to capture departing flight number.

6. **Arriving Flight #**
   This optional field is used to capture arriving flight number.

---

**Instructor Note**

The **Departure Date and Time** and **Return Date and Time** entered must be within the trip travel dates.
Expense Line Items – Baggage Fees

When a Traveler selects “Baggage Fees” as the Record Type ID, the “Baggage Details” section displays.

Fields
1. Number of Bags
   This field is where the number of bags the traveler brought will be entered, if an expense is expected to be incurred.

Instructor Note
The Number of Bags field is a required field.

Expense Line Items – Hotel

When a Traveler selects “Hotel” as the Record Type ID, the “Lodging Information” section displays.

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 optional drop-down list is used to select “Yes”, if the travel is for a state sponsored event is over $150 per night. The default option is set to “No”.
4. Night is Over $150
   This optional drop-down list is used to identify if a hotel night expense exceeds $150. If “Yes” is selected, then the Justification Comment is required. The default option is set to “–None–”.
5. Justification Comment
   This optional comment field is used to enter a justification if the hotel expense is over $150 a night.
### Expense Line Items – Meals Class A&B

When a Traveler selects “Meals Class A&B” as the Record Type ID, the “Meals Details” section displays.

#### Fields

1. **Reimbursement Rate Type**
   - This drop-down field defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must select “GSA”. If “GSA” is selected, then the GSA Rate button will display, and the Traveler or Preparer can enter the eligible rates for each meal.

2. **Breakfast, Lunch, Dinner**
   - These checkboxes are available only to check, if the Traveler is eligible to claim that meal. If the box is greyed out, STMS has run validation and the Traveler is not eligible to claim certain meals for that day based on the arrival and departure date and time. If the Traveler will receive breakfast, lunch, and/or dinner as part of conference fees during the trip, the Traveler would ensure that the check boxes are unchecked for the meal(s) that were provided.

### Instructor Note

- The hotel check-in and check-out dates must be within the trip travel dates and justification is required if the Traveler selects that the hotel is over $150/night at a state-sponsored event.

- Based on agency policy, generic names or TBD can be entered, such as hotel if the Merchant Name is not known.
Once the trip has been saved, the system will auto calculate the total and once the Traveler clicks the Save button the total will appear in the *Total Cost* field.

<table>
<thead>
<tr>
<th>Instructor Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>The expense date for Meals Class A&amp;B must be within the travel dates. Enter Meals Class A&amp;B for each day as individual Expense Line Items. Per Diem is not allowed on days Meals Class A&amp;B is claimed.</td>
</tr>
</tbody>
</table>

### Expense Line Items – Mileage Map

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

**Fields**

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 the trip destination. This is an open text field and multiple cities can be entered, if necessary.

3. **Mileage**

   This required field is where the number of miles claimed are entered.

<table>
<thead>
<tr>
<th>Instructor Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a 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.</td>
</tr>
</tbody>
</table>
4. **Reimbursement Rate Type**  
   This drop-down list defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must 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 locked at the current state reimbursement rate. If “GSA” is chosen, the Mileage Reimbursement Rate is locked at 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](http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx).

**Instructor Note**  
Some agencies may require the DOT screenshot as an Attachment for their expense.

---

### Expense Line Items – Per Diem

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”. If the Traveler will be reimbursed at the GSA rate, then they must select “GSA”.  
   When “Florida” is selected, STMS auto calculates the total amount eligible to claim based on the arrival and departure date and time.  
   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**

4. **GSA Rate Details**
   This optional 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*.

   **Instructor Note**
   Per Diem and Hotel cannot be claimed on the same day of a trip. Per Diem and Meals Class A&B cannot be claimed for the same day.

<table>
<thead>
<tr>
<th>43</th>
<th><strong>Expense Line Items – Registration Fee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When a Traveler selects “Registration Fee” as the <em>Record Type ID</em>, there is no specific record details section. The Traveler would only need to fill out the “Details” section of the Expense Line Item.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>44</th>
<th><strong>Expense Line Items – Rental Car</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When a Traveler selects “Rental Car” as the <em>Record Type ID</em>, the “Rental Car Details” section displays.</td>
</tr>
</tbody>
</table>
Instructor Note

DFS Guidance:
If the Agency Head determines the POV is the most economical means of travel, the mileage ELI (and object code) should be used. The cost for fuel would not be included. If the Agency Head determines the rental car is the most economical means of travel, the charge for the rental car and the cost of fuel should be coded to the rental car ELI (and object code).

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” are selected.

Instructor Note

The rental car class of “Economy” or “Compact” do not require justification, but all the other rental car categories require the Traveler to enter a justification for the rental car upgrade in the Justification field.

Expense Line Items – Vicinity Mileage

When a Traveler selects “Vicinity Mileage” as the Record Type ID, the “Travel Details” section displays.
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 the trip destination. This is an open text field and multiple cities can be entered, if necessary.

   **Instructor Note**
   *Point of Origin and Destination* are optional 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.

3. **Mileage**
   This required field is where the number of miles claimed are entered.

   **Instructor Note**
   If a 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.

4. **Reimbursement Rate Type**
   This drop-down list defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must 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**

---

**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 the trip destination. This is an open text field and multiple cities can be entered, if necessary.

   **Instructor Note**
   *Point of Origin and Destination* are optional 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.

3. **Mileage**
   This required field is where the number of miles claimed are entered.

   **Instructor Note**
   If a 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.

4. **Reimbursement Rate Type**
   This drop-down list defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must 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 locked at the current state reimbursement rate. If “GSA” is chosen, the Mileage Reimbursement Rate is locked at the current GSA reimbursement rate.

6. **View Vicinity Calculator**
   Clicking on this button will open a new window to [www.maps.google.com](http://www.maps.google.com).

<table>
<thead>
<tr>
<th>46</th>
<th>Expense Line Items - Payment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The “Payment Details” section within each Expense Line Item is required. The Traveler will need to select each Expense Line Item as paid by Personal Payment.</td>
</tr>
<tr>
<td></td>
<td><strong>Fields</strong></td>
</tr>
</tbody>
</table>
|    | 1. *Expense Paid By*
|    | *Personal Payment* is required to be selected on an Advance Form. |

<table>
<thead>
<tr>
<th>47</th>
<th>Expense Line Items – Clone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Once an expense line item is saved, the screen refreshes and displays buttons at the top of the screen. If an expense was incurred on multiple days, there is an option to clone the expense line item.</td>
</tr>
<tr>
<td></td>
<td>Clicking on the Clone button will duplicate the data of that expense line items. For a cloned Expense Line Item, edit the date and ensure all of the information is correct for the expense.</td>
</tr>
</tbody>
</table>

**Instructor Note**

For Meals Class A&B, cloning the first day may not allow all meals to be claimed based on the time the Traveler departed. To claim additional meals on the second day, go into the Expense Line Item and claim the meals that were not allotted on the first day.
Expense Line Items – Summary

Once all expense line items have been entered, click on the Return to Trip Form button. From the “Details” tab, click on the “Expense Line Items” tab to view all the expense line items. The Traveler can double check to see that Expense Line Items have been entered.

Fields

1. Expense ID column
   This column displays the link with the system-generated expense identifying number. Clicking on the link will navigate to the “Details” screen for that expense line item.

2. Expense Date column
   This column displays the expense date for the expense line item.

3. Record Type column
   This column displays the type of expense.

4. Object Code column
   This column displays the object code for the expense line item.

5. Organization Code column
   This column displays the Organization Code selected for the expense line item.

   **Instructor Note**
   The Organization Code can be changed by typing in the correct organization code. After you have entered the first few digits, a list of available Organization Codes will display.

6. Expansion Option column
   This column displays the expansion option selected for the expense line item.

7. Expansion Option Version column
   This column displays the most recent expansion option version for the expense line item.
8. **Total Allowable Amount column**
   This column displays the allowable amount for the expense line item. The unallowable amount has been subtracted from the total expense amount.

9. **Advance Amount column**
   This column displays the advance amount that the Traveler will be paid based on the allowable amount. In most circumstances, the Traveler will be paid 80% of the Allowable Amount, unless there is a Governor declared or FEMA declared emergency, at which time they will receive 100% of the Allowable Amount.

**Instructor Note**
STMS does not currently allow for deletion of an expense line item. To remove an expense line item that has been saved, click on the Edit button for the expense and enter “0” for the Total Amount field. This will zero out the expense for the trip.

For expenses like Meals Class A&B and Per Diem that auto calculate, then change the Record Type ID field to a different expense type not being used such as Fax Service and enter $0 in the Total Amount field.

---

**Attachments**
To add an attachment, click on the “Attachments” tab and click on the New Attachment button.

**Instructor Note**
Travelers are not required to submit attachments for an Advance.
Attachments – Creating New

Fields

1. Related Trip Form
   This field displays the Trip Form ID.

2. Travelers Agency
   This field displays the Traveler’s agency and Organization Code.

3. Attachment Type
   This required drop-down field provides a list of the types of attachment.

4. Comments
   This field is available to enter any additional comments related to the attachment.

5. Files Attached
   This field displays the number of files associated with this attachment record.

---

Instructor Note
Based on preliminary meetings with agencies, required attachment types have been defined.

Click on the Save button to save the “Attachment Details”.

---

Once the “Attachment Details” have been added, click on the “Files” tab within the “Attachments” section.
Click on the Upload Files button to attach the Traveler’s documentation to the trip.

**Instructor Note**
Travelers are responsible for redacting personal information such as address and account information, while preserving the original documentation for audit purposes, prior to scanning and uploading a file to STMS. Users should follow agency policy regarding document retention.

Select the file to be uploaded to the form and wait for the file to load. Once the file is loaded, “Done” will show on the screen. Click on the Close button to return to the “Attachment Detail” page.

**Instructor Note**
One or more files can be selected and uploaded at one time.

Once all Expense Line Items and attachments have been entered, return to the “Details” tab and review the Estimated Costs from Expense Line Items and ensure the Total Trip Cost, Less Unallowable State CC, Less Total Allowable Direct Pay, Less Total Unallowable State Credit Card fields are correct so that the Amount Due to Traveler field is correct.
**Final Validation**

If the information is correct, click on the Validate button for validation of the information entered. When a Traveler clicks on the Validate button, the STMS runs validation across tabs to ensure that Expense Line Items and Receipts are included, when necessary.

**Submit for Approval**

Once validated, a certification statement will appear at the top of the page. To certify that the travel shown is correct, check the box and click on the Submit button to send the form for approval. At this point, the Traveler’s Supervisor will receive a notification email with a link referencing the Trip Form ID.

**Instructor Note**

The Submit for Approval button is disabled (greyed out) until the check box is checked.
| 57 | **Reimbursement Form**  
The purpose of the Reimbursement form is to document expenses and request payment for expenses incurred by the Traveler. If no expenses were incurred, then a Reimbursement would not need to be completed.  
To create a Reimbursement form, the Traveler must have an approved Authorization Trip Form. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>From the “Home” page or the “My Trip Forms” page, click on the <strong>Authorized Trip Form ID Number</strong> that is associated with the trip and click on the “Trip Form” tab within the Authorized Trip Form.</td>
</tr>
</tbody>
</table>
| 59 | Click on the New Reimbursement button.  
When the trip form opens, all the information captured in the Details section of the Authorization are carried over. If modifications to any of the fields are needed, do so and then click on the Save button. |
| 60 | Once the trip details are saved, the next step is to enter the Expense Line Items for the Reimbursement. To add Expense Line Items, click on the “Expense Line Items” tab at the top of the page and click on the New button to add new Expense Line Items. |
Below are some common Expense Line Items for Travelers and information about each Expense Line Item.

<table>
<thead>
<tr>
<th>Instructor Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>The expense line items entered on the Authorization form do not carry over to the Reimbursement form.</td>
</tr>
<tr>
<td>The expense line items for a Reimbursement are all trip actual costs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Line Item – Airfare</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a Traveler selects “Airfare” as the Record Type ID, then the “Flight Details” section will display.</td>
</tr>
</tbody>
</table>
### Fields

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 the trip destination. 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 flight 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 flight return.

5. **Departing Flight #**
   This optional field is used to capture departing flight number.

6. **Arriving Flight #**
   This optional field is used to capture arriving flight number.

**Instructor Note**

The Departure Date and Time and Return Date and Time must be within the trip travel dates.

---

**Expense Line Items – Baggage Fees**

When a Traveler selects “Baggage Fees” as the Record Type ID, the “Baggage Details” section displays.
| Fields |  
|---|---|
| **1. Number of Bags**  
This field is where the number of bags the Traveler brought will be entered, if an expense is expected to be incurred. | **Instructor Note**  
The *Number of Bags* field is a required field. |

### Expense Line Items – Hotel

When a Traveler selects “Hotel” as the *Record Type ID*, the “Lodging Information” section displays.

| 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 optional drop-down list is used to select “Yes”, if the travel is for a state sponsored event. The default option is set to “No”. |  
**4. Night is Over $150**  
This optional drop-down list is used to identify if a hotel night expense exceeds $150. If “Yes” is selected, then the *Justification Comment* is required. The default option is set to “–None–”. |
| **5. Justification Comment**  
This optional comment field is used to enter a justification if the hotel expense is over $150 a night. |
**Expense Line Items – Meals Class A&B**

When a Traveler selects “Meals Class A&B” as the *Record Type ID*, the “Meals Details” section displays.

**Fields**

1. **Reimbursement Rate Type**
   This drop-down field defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must select “GSA”. If “GSA” is selected, then the GSA Rate button will display, and the Traveler or Preparer can enter the eligible rates for each meal.

2. **Breakfast, Lunch, Dinner**
   These checkboxes are available only to check, if the Traveler is eligible to claim that meal. If the box is greyed out, STMS has run validation and the Traveler is not eligible to claim certain meals for that day based on the arrival and departure date and time. If the Traveler will receive breakfast, lunch, and/or dinner as part of conference fees during the trip, the Traveler would ensure that the check boxes are unchecked for the meal(s) that were provided.

Once the trip has been saved, the system will auto calculate the total and once the Traveler clicks the Save button the total will appear in the *Total Cost* field.
Expense Line Items – Mileage Map

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

Fields

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 the trip destination. This is an open text field and multiple cities can be entered, if necessary.

3. **Mileage**
   This required field is where the number of miles claimed are entered.

4. **Reimbursement Rate Type**
   This drop-down list defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must select “GSA”.

**Instructor Note**

- The Expense Date for Meals Class A&B must be within the travel dates.
- Enter Meals Class A&B for each day as individual Expense Line Items.
- Per Diem is not allowed on days Meals Class A&B is claimed.

**Instructor Note**

If a 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.
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 locked at the current state reimbursement rate. If “GSA” is chosen, the Mileage Reimbursement Rate is locked at 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://fdotwp1.dot.state.fl.us/CityToCityMileage/viewer.aspx](http://fdotwp1.dot.state.fl.us/CityToCityMileage/viewer.aspx).

<table>
<thead>
<tr>
<th>Instructor Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some agencies may require the DOT screenshot as an Attachment for their expense.</td>
</tr>
</tbody>
</table>

### Expense Line Items – Per Diem

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**

4. **GSA Rate Details**
   This optional field is where any additional details can be entered about the GSA rate.

If meals were provided, to deduct the meal expense from 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*.

---

**Instructor Note**
Per Diem and Hotel cannot be claimed on the same day of a trip. Per Diem and Meals Class A&B cannot be claimed on for the same day.

---

### Expense Line Items – Registration Fee

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.

---

### Expense Line Items – Rental Car

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” are selected.

**Instructor Note**

The rental car class of “Economy” or “Compact” do not require justification, but all of the other rental car categories require the Traveler to enter a justification for the rental car upgrade in the **Justification** field.

**Instructor Note**

DFS Guidance:
If the Agency Head determines the POV is the most economical means of travel, the mileage ELI (and object code) should be used. The cost for fuel would not be included. If the Agency Head determines the rental car is the most economical means of travel, the charge for the rental car and the cost of fuel should be coded to the rental car ELI (and object code).

**Expense Line Items – Vicinity Mileage**

When a Traveler selects “Vicinity Mileage” as the **Record Type ID**, the “Travel Details” section displays.
### 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 the trip destination. This is an open text field and multiple cities can be entered, if necessary.

   **Instructor Note**
   *Point of Origin and Destination* are optional 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.

3. **Mileage**
   This required field is where the number of miles claimed are entered.

   **Instructor Note**
   If a 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.

4. **Reimbursement Rate Type**
   This drop-down list defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must 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 locked at the current state reimbursement rate. If
“GSA” is chosen, the Mileage Reimbursement Rate is locked at the current GSA reimbursement rate.

6. **View Vicinity Calculator**
   Clicking on this button will open a new window to [www.maps.google.com](http://www.maps.google.com).

### Expense Line Items - Payment Details

The “Payment Details” section within each Expense Line Item is required. 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.

**Fields**

1. **Expense Paid By**
   This required field displays how the expense is being paid.

2. **Last 4 Digits of CC Number**
   This field displays the last 4 digits of the credit card number. This field is required if the *Expense Paid By* is “State Credit Card”.

3. **3rd Party Payment**
   This optional field provides ability to select whether a third party will be paying for this expense.

4. **3rd Party Payor**
   This field is where the name of the 3rd Party Payor is entered. This field is required if 3rd Party Payment is “Yes”.

5. **Payor Details**
   This optional field is a text field where additional details can be entered about the Payor.

---

**Instructor Note**

If the Traveler pays by “State Credit Card” the last 4 digits of the State Credit card are required.
Expense Line Items – Clone

Once an expense line item is saved, the screen refreshes and displays buttons at the top of the screen. If an expense was incurred on multiple days, there is an option to clone the expense line item.

Clicking on the Clone button will duplicate the data of that expense line items. For a cloned Expense Line Item, edit the date and ensure all of the information is correct for the expense.

Instructor Note

For Meals Class A&B, cloning the first day may not allow all meals to be claimed based on the time the Traveler departed. To claim additional meals on the second day, go into the Expense Line Item and claim the meals that were not allotted on the first day.

Expense Line Items – Summary

Once all expense line items have been entered, click on the Return to Trip Form button. From the “Details” tab, click on the “Expense Line Items” tab to view all the expense line items. The Traveler can double check to see that Expense Line Items have been entered.

Fields

1. Expense ID column
   This column displays the link with the system-generated expense identifying number. Clicking on the link will navigate to the “Details” screen for that expense line item.
2. Expense Date column
   This column displays the expense date for the expense line item.
3. Record Type column
   This column displays the type of expense.
4. Object Code column
   This column displays the object code for the expense line item.
5. **Organization Code column**  
   This column displays the Organization Code selected for the expense line item.

   **Instructor Note**  
   The Organization Code can be changed by typing in the correct organization code. After you have entered the first few digits, a list of available Organization Codes will display.

6. **Expansion Option column**  
   This column displays the expansion option selected for the expense line item.

7. **Expansion Option Version column**  
   This column displays the most recent expansion option version for the expense line item.

8. **Total Allowable Amount column**  
   This column displays the allowable amount for the expense line item. The unallowable amount has been subtracted from the total expense amount.

9. **Advance Amount column**  
   This column displays the advance amount that the Traveler will be paid based on the allowable amount. In most circumstances, the Traveler will be paid 80% of the Allowable Amount, unless there is a Governor declared or FEMA declared emergency, at which time they will receive 100% of the Allowable Amount.

   **Instructor Note**  
   STMS does not currently allow for deletion of an expense line item. To remove an expense line item that has been saved, click on the Edit button for the expense and enter “0” for the Total Amount field. This will zero out the expense for the trip.

   For expenses like Meals Class A&B and Per Diem that auto calculate, then change the Record Type ID field to a different expense type not being used such as Fax Service and enter $0 in the Total Amount field.
To include receipts or other attachments to the Reimbursement, click on the “Attachments” tab and click on the New Attachment button.

**Instructor Note**

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.

**Attachments – Creating New**

**Fields**

1. *Related Trip Form*
   This field displays the Trip Form ID.
2. *Travelers Agency*
   This field displays the Traveler’s agency and Organization Code.
3. *Attachment Type*
   This required drop-down field provides a list of the types of attachment.
4. *Comments*
   This field is available to enter any additional comments related to the attachment.
<table>
<thead>
<tr>
<th>5. <strong>Files Attached</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This field displays the number of files associated with this attachment record.</td>
</tr>
</tbody>
</table>

**Instructor Note**
- Based on preliminary meetings with agencies, required attachment types have been defined.

Click on the Save button to save the “Attachment Details”.

<table>
<thead>
<tr>
<th>75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once the “Attachment Details” have been added, click on the “Files” tab within the “Attachments” section.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>76</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attachments – Upload Files</strong></td>
</tr>
<tr>
<td>Click on the Upload Files button to attach the Traveler’s documentation to the trip.</td>
</tr>
</tbody>
</table>

**Instructor Note**
- Travelers are responsible for redacting personal information such as address and account information, while preserving the original documentation for audit purposes, prior to scanning and uploading a file to STMS. Users should follow agency policy regarding document retention.
Select the file to be uploaded to the reimbursement and wait for the file to load. Once the file is loaded, “Done” with a check mark will show on the screen. Click on the Close button to return to the “Attachment Detail” page.

**Instructor Note**
One or more files can be selected and uploaded at one time.

**Instructor Note**
For Reimbursements, at least one receipt attachment must be included.

Once all Expense Line Items and attachments have been entered, return to the “Details” tab and review the Estimated Costs from Expense Line Items and ensure the Total Trip Cost, Less Unallowable State CC, Less Total Allowable Direct Pay, Less Total Unallowable State Credit Card fields are correct so that the Amount Due to Traveler field is correct.

**Final Validation**
If the information is correct, click on the Validate button for validation of the information entered. When a Traveler clicks on the Validate button, the STMS runs validation across tabs to ensure that Expense Line Items and Receipts are included, when necessary.
Submit for Approval

Once validated, a certification statement will appear at the top of the page. To certify that the travel shown is correct, check the box and click on the Submit button to send the form for approval. At this point, the Traveler’s Supervisor will receive a notification email with a link referencing the trip form ID.

Instructor Note

The Submit for Approval button is disabled (greyed out) until the check box is checked.
The Reimbursement with General Authorization is a stand-alone form that does not require or connect to any other form in the system. It is the option for reimbursement when an Authorization already exists outside of STMS, which may be based on a blanket authorization, memo, or other documentation the Traveler can attach within the system. This form is calculating actual expenses that have already occurred. For this reason, it does require receipts be attached for all expenses incurred.

To submit a Reimbursement with General Authorization form, click on the New button on the right side of the “Home” page.

Select “Reimbursement with General Authorization” form type, then click on the Next button.
From the blank Reimbursement with General Authorization form, four sections display – “Form Details”, “Trip Details”, “Estimated Costs from Expense Line Items”, and “System Information”. All the required fields are in red – note that some fields are pre-populated with data provided by the state agency.

**Form Details Fields**

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 for a trip will all have the same Master Trip Invoice number. This field populates once the form is saved.

2. **Form Type**  
   This field displays the type of form a user is creating, it is pre-populated to Reimbursement with General Authorization.

3. **Form ID**  
   This is a system-generated unique identifying number for a trip form. This field populates once the form is saved.

4. **Traveler’s 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.

   **Instructor Note**  
   The *Traveler Agency Link* field is editable, but Travelers should not change the information.

6. **Traveler Organization Code**  
   This field displays the Organization Code of the organization who is funding the trip, and is pre-populated.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 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. This field populates once the form is saved. |
| 8. | **Status**  
This field displays the status of the trip form and is auto-populated by the system. Once the trip form is submitted for approval, the status displays “Trip Draft.” |
| 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. |
| 10. | **Headquarters City**  
This field displays the Traveler’s residence city and is pre-populated from the Traveler’s profile, once the form is saved. |
| 11. | **Headquarters State**  
This field displays the Headquarters location of the Traveler’s workplace and is pre-populated by the system, once the form is saved. |
| 12. | **Home is Headquarters**  
This field displays as Yes or No, if the Traveler uses their residence as their headquarters. |
| 13. | **Type of Employee**  
This field displays what type of employee the Traveler is and is pre-populated. |
| 14. | **Supervisor Name**  
This field displays the name of the Traveler’s direct Supervisor and is pre-populated by the system, once the form is saved. |

None of the fields within this section are editable. The information is pre-populated from the user’s profile – a feature of the system to assist users.

If working in the Preparer profile, the Preparer’s name will appear in the Preparer Name field of the form and will be able to choose the Traveler’s Name and Agency Link.
Trip Details

All required fields are shown in red.

Fields

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.

   **Instructor Note**
   Provide guidance to Travelers regarding the use of abbreviations in fields. Using a standard naming convention will help when users pull reports.

2. **Destination**
   This required field is where the Traveler or Preparer will enter the trip destination. 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.

   **Instructor Note**
   Time is available in 15-minute increments. If a Traveler leaves at 6 a.m., they are eligible to receive breakfast.

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. **Type of Travel**  
This field displays the trip’s type of travel, such as In State, Out of State, and Foreign.

7. **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.

**Instructor Note**  
Mission Critical Statements will be provided by each agency and if an agency requires more than one Mission Critical Statement, there are options to provide the secondary Mission Critical Statement in the Comment field or as an attachment.

8. **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.

9. **Comment**  
This field is available for any comments that the Traveler 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 “—None—.”

11. **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.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12. Off Duty Time Ends</strong></td>
<td>This field is where the Traveler can capture when their off duty time is scheduled to end.</td>
<td></td>
</tr>
<tr>
<td><strong>13. Total Days</strong></td>
<td>This field auto calculates the number of days a Traveler is on duty and updates upon saving the trip form.</td>
<td></td>
</tr>
<tr>
<td><strong>14. Was Telecommunication Considered?</strong></td>
<td>This field is required for all forms and Travelers must select Yes that they considered telecommunication prior to every trip.</td>
<td></td>
</tr>
<tr>
<td><strong>15. Governor Declared Emergency?</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>16. FEMA Emergency?</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>17. Case #, Circuit #, Project ID, and Unit #</strong></td>
<td>These fields are available for agencies to use as they deem appropriate.</td>
<td></td>
</tr>
</tbody>
</table>

**Instructor Note**
Discuss how your agency wants to use these fields. Case #, Circuit #, Project ID, and Unit # are free text fields and can be used to pull reports like all travel related to a specific project or case.

Additionally, the *Project ID* field does tie to FLAIR.
The “Estimated Costs from Expense Line Items” section provides Travelers with a summary of their Expense Line Items. This is NOT where Travelers enter their expenses, but rather where they see a roll up of all their Expense Line Items.

**Fields**

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.
11. **Less Total Allowable State CC**  
    This field displays the sum of the allowable expenses paid by state credit card.
12. **Less Total Allowable Direct Pay**  
    This field displays the sum of the allowable expenses paid by direct pay.
13. **Less Total Unallowable State Credit Card**  
    This field displays the sum of the unallowable expenses paid by state credit card.
### 14. Amount Due to State
This field displays the amount the Traveler owes the state.

### 15. Amount Due to Traveler
This field displays the amount the Traveler will be paid.

**Instructor Note**
- Emphasize that Travelers will enter Expense Line Items on the “Expense Line Items” tab and not in the Expense Line Items Summary section.

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The “System Information” section provides a log of who created the form and who last updated the form. This information is generated by the system.

**Fields**
- 1. *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.
- 2. *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.

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Save the form by clicking the Save button at the top or bottom of the screen. Once the details of the trip are saved, the fields in the “Trip Details” section will populate. The *Master Trip Invoice Number* and *Trip Form ID* have now been created. The *Master Trip Invoice Number* is the number used to reference for P-Card Works reconciliation.
The next step is to enter the Expense Line Items for the trip. Expense Line Items are all the trip expenses – per diem, hotel, rental car, etc.

To enter Expense Line Items for the trip, click on the “Expense Line Items” tab at the top of the page.

Instructor Note
The system requires at least one expense line item for a Reimbursement.

To add a new Expense Line Item, click on the New button.

There are four sections in each Expense Line Item – “Details”, specific record details section, “Payment”, and “stat”.

Instructor Note
The Specific Details section is not the name of the field; this section is dependent upon the selection of the Record Type ID.

Expense Line Item - Details

The required fields display in red.

Fields
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 for a trip will all have the same Master Trip Invoice number. This field populates once the form is saved.

2. Form ID
   This is a system-generated unique identifying number for a trip form.
3. *Record Type ID*
   This required field is a drop-down list where the type of expense is selected.

   **Instructor Note**
   The *Record Type ID* must be selected before entering in any other details. If any other information in this section is completed before choosing the *Record Type*, the form will reset to the default user profile information.

4. *Organization Code*
   This field is pre-populated to the Organization Code on the Traveler’s user profile.

   **Instructor Note**
   The *Organization Code* can be changed by typing in the correct organization code. After you have entered the first few digits, a list of available *Organization Codes* will display.

5. *Expansion Option*
   This field is tied to the Organization Code and will only display valid Expansion Options for the selected Organization Code. The Traveler can change the Organization Code and Expansion Option for each Expense Line Item. All Organization Codes allowed within the Traveler’s agency structure will be available.

6. *Reporting Only*
   This check box is selected if the Traveler has already been paid for the trip, but needs to document the trip in STMS.

   **Instructor Note**
   A Traveler should only check the *Reporting Only* box when their trip (or individual expense) has been processed for payment through FLAIR outside of STMS.
7. **Reporting Only Comment**  
   This field is used if the Traveler has already been paid for the trip, but needs to document the trip in STMS.

8. **Expense Date**  
   This required field displays a calendar to select the date the expense occurred (or is anticipated to occur if the expense has not been incurred).

9. **Merchant Name**  
   This required field is a free-form field that indicates the vendor where the good or service was purchased.

   **Instructor Note**  
   Based on agency, you could enter TBD or generic names, such as hotel if the Merchant Name is not known.

10. **Total Amount**  
    This required field is where the estimated cost for an expense line item is entered.

11. **Unallowable Amount**  
    This field allows Travelers to deduct unallowable charges which may have been included in the total amount field.

   **Instructor Note**  
   Unallowable expenses may not be known at the time an Authorization form is completed. The Traveler can enter the unallowable amount for an expense on the Reimbursement.

12. **Total Allowable Amount**  
    This field is auto calculated by subtracting the Unallowable Amount from the Total Amount. This field is not editable.

13. **Comment**  
    This field is used by Travelers to make any notes about the trip.
Below are some common Expense Line Items for Travelers and information about each Expense Line Item.

**Instructor Note**
STMS allows flexibility for many expense line items to be entered either daily or as a total amount for the trip (e.g.: hotel, vicinity mileage). Provide guidance for how these expenses must be entered by Travelers.

**Instructor Note**
After clicking on the Save button for an expense line item, if an error displays for an invalid object code, then advise Travelers to contact a Fiscal Accountant. The Fiscal Accountant will determine if 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.

*Expense Line Item – Airfare*
When a Traveler selects “Airfare” as the *Record Type ID*, then the “Flight Details” section will display.

**Fields**
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 the trip destination. 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 flight 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 flight return.

5. **Departing Flight #**
   This optional field is used to capture departing flight number.

6. **Arriving Flight #**
   This optional field is used to capture arriving flight number.

---

**Instructor Note**

The *Departure Date and Time* and *Return Date and Time* must be within the trip travel dates.
Expense Line Items – Baggage Fees

When a Traveler selects “Baggage Fees” as the Record Type ID, the “Baggage Details” section displays.

Fields

1. Number of Bags
   This field is where the number of bags the Traveler brought will be entered, if an expense is expected to be incurred.

Instructor Note

The Number of Bags field is a required field.

Expense Line Items – Hotel

When a Traveler selects “Hotel” as the Record Type ID, the “Lodging Information” section displays.

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 optional drop-down list is used to select “Yes”, if the travel is for a state sponsored event. The default option is set to “No”.
4. Night is Over $150
   This optional drop-down list is used to identify if a hotel night expense exceeds $150. If “Yes” is selected, then the Justification Comment is required. The default option is set to “–None–”.
5. Justification Comment
   This optional comment field is used to enter a justification if the hotel expense is over $150 a night.
Expense Line Items – Meals Class A&B

When a Traveler selects “Meals Class A&B” as the Record Type ID, the “Meals Details” section displays.

Fields

1. Reimbursement Rate Type
   This drop-down field defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must select “GSA”. If “GSA” is selected, then the GSA Rate button will display, and the Traveler or Preparer can enter the eligible rates for each meal.

2. Breakfast, Lunch, Dinner
   These checkboxes are available only to check, if the Traveler is eligible to claim that meal. If the box is greyed out, STMS has run validation and the Traveler is not eligible to claim certain meals for that day based on the arrival and departure date and time. If the Traveler will receive breakfast, lunch, and/or dinner as part of conference fees during the trip, the Traveler would ensure that the check boxes are unchecked for the meal(s) that were provided.

Once the trip has been saved, the system will auto calculate the total and once the Traveler clicks the Save button the total will appear in the Total Cost field.
### Expense Line Items – Mileage Map

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

**Fields**

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 the trip destination. This is an open text field and multiple cities can be entered, if necessary.

3. **Mileage**
   - This required field is where the number of miles claimed are entered.

**Instructor Note**

If a 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.

4. **Reimbursement Rate Type**
   - This drop-down list defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must select “GSA”.

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<table>
<thead>
<tr>
<th>Instructor Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>The expense date for Meals Class A&amp;B must be within the travel dates. Enter Meals Class A&amp;B for each day as individual Expense Line Items. Per Diem is not allowed on days Meals Class A&amp;B is claimed.</td>
</tr>
</tbody>
</table>

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</tr>
</tbody>
</table>
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 locked at the current state reimbursement rate. If 
   “GSA” is chosen, the Mileage Reimbursement Rate is locked at 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://fdotwp1.dot.state.fl.us/ 
   CityToCityMileage/viewer.aspx](http://fdotwp1.dot.state.fl.us/CityToCityMileage/viewer.aspx).

---

**Instructor Note**
Some agencies may require the DOT screenshot as an Attachment for 
their expense.

---

96 **Expense Line Items – Per Diem**

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

### 4. GSA Rate Details
This optional 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*.

#### Instructor Note
Per Diem and Hotel cannot be claimed on the same day of a trip. Per Diem and Meals Class A&B cannot be claimed on for the same day.

<table>
<thead>
<tr>
<th>Expense Line Items – Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a Traveler selects “Registration Fee” as the <em>Record Type ID</em>, there is no specific record details section. The Traveler would only need to fill out the “Details” section of the Expense Line Item.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Line Items – Rental Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a Traveler selects “Rental Car” as the <em>Record Type ID</em>, the “Rental Car Details” section displays.</td>
</tr>
</tbody>
</table>
**Instructor Note**

DFS Guidance:
If the Agency Head determines the POV is the most economical means of travel, the mileage ELI (and object code) should be used. The cost for fuel would not be included. If the Agency Head determines the rental car is the most economical means of travel, the charge for the rental car and the cost of fuel should be coded to the rental car ELI (and object code).

**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” are selected.

**Instructor Note**

The rental car class of “Economy” or “Compact” do not require justification, but all of the other rental car categories require the Traveler to enter a justification for the rental car upgrade in the Justification field.

**Expense Line Items – Vicinity Mileage**

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

**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 the trip destination. This is an open text field and multiple cities can be entered, if necessary.

**Instructor Note**
*Point of Origin* and *Destination* are optional 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.

### 3. Mileage
This required field is where the number of miles claimed are entered.

**Instructor Note**
If a 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.

### 4. Reimbursement Rate Type
This drop-down list defaults to “Florida”. If the Traveler will be reimbursed at the GSA rate, then they must 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 locked at the current state reimbursement rate. If “GSA” is chosen, the *Mileage Reimbursement Rate* is locked at the current GSA reimbursement rate.

### 6. View Vicinity Calculator
Clicking on this button will open a new window to [www.maps.google.com](http://www.maps.google.com).
The “Payment Details” section within each Expense Line Item is required. 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.

**Fields**

1. **Expense Paid By**
   - This required field displays how the expense is being paid.

2. **Last 4 Digits of CC Number**
   - This field displays the last 4 digits of the credit card number. This field is required if the Expense Paid By is “State Credit Card”.

3. **3rd Party Payment**
   - This optional field provides ability to select whether a third party will be paying for this expense.

4. **3rd Party Payor**
   - This field is where the name of the 3rd Party Payor is entered. This field is required if 3rd Party Payment is “Yes”.

5. **Payor Details**
   - This optional field is a text field where additional details can be entered about the Payor.

**Instructor Note**

If the Traveler pays by State Credit Card the last 4 digits of the State Credit Card are required.

---

Once an expense line item is saved, the screen refreshes and displays buttons at the top of the screen. If an expense was incurred on multiple days, there is an option to clone the expense line item.
Clicking on the Clone button will duplicate the data of that expense line items. For a cloned Expense Line Item, edit the date and ensure all of the information is correct for the expense.

Instructor Note
For Meals Class A&B, cloning the first day may not allow all meals to be claimed based on the time the Traveler departed. To claim additional meals on the second day, go into the Expense Line Item and claim the meals that were not allotted on the first day.

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Expense Line Items – Summary

Once all expense line items have been entered, click on the Return to Trip Form button. From the “Details” tab, click on the “Expense Line Items” tab to view all the expense line items. The Traveler can double check to see that Expense Line Items have been entered.

Fields
1. Expense ID column
   This column displays the link with the system-generated expense identifying number. Clicking on the link will navigate to the details screen for that expense line item.

2. Expense Date column
   This column displays the expense date for the expense line item.

3. Record Type column
   This column displays the type of expense.

4. Object Code column
   This column displays the object code for the expense line item.

5. Organization Code column
   This column displays the Organization Code selected for the expense line item.

6. Expansion Option column
   This column displays the expansion option selected for the expense line item.
7. **Expansion Option Version column**  
   This column displays the most recent expansion option version for the expense line item.

8. **Expense Paid By column**  
   This column displays the method of payment for the expense line item.

9. **Total Allowable Amount column**  
   This column displays the allowable amount for the expense line item. The unallowable amount has been subtracted from the total expense amount.

Additionally, when the Traveler clicks on the “Details” tab and scrolls down to the Estimated Costs from Expense Line Items section, all Expense Line Items have been auto calculated and rolled up into this summary view.

---

### Instructor Note

STMS does not currently allow for deletion of an expense line item. To remove an expense line item that has been saved, click on the Edit button for the expense and enter “0” for the Total Amount field. This will zero out the expense for the trip.

For expenses like Meals Class A&B and Per Diem that auto calculate, then change the Record Type ID field to a different expense type not being used such as Fax Service and enter $0 in the Total Amount field.

---

### Attachments

If the Traveler is attending a conference or needs to include an attachment for other reasons, an attachment can be included with an Authorization form.

To add an attachment, click on the “Attachments” tab and click on the New Attachment button.
Instructor Note
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.

Instructor Note
When a Traveler saves an attachment to their computer, it will be helpful to save using a standard naming convention. Example: Hotel Receipts or Gas Receipt.

Fields
1. Related Trip Form
   This field displays the Trip Form ID.
2. Travelers Agency
   This field displays the Traveler’s agency and Organization Code.
3. Attachment Type
   This required drop-down field provides a list of the types of attachment.
4. **Comments**
   This field is available to enter any additional comments related to the attachment.

5. **Files Attached**
   This field displays the number of files associated with this attachment record.

   **Instructor Note**
   Based on preliminary meetings with agencies, required attachment types have been defined.

Click on the Save button to save the Attachment Details.

---

105 Once the Attachment Details have been added, click on the “Files” tab within the Attachments section.

---

106 **Attachments – Upload Files**

Click on the Upload Files button to attach the Traveler’s documentation to the trip.

   **Instructor Note**
   Travelers are responsible for redacting personal information such as address and account information, while preserving the original documentation for audit purposes, prior to scanning and uploading a file to STMS. Users should follow agency policy regarding document retention.
Attachments – Select File
Select the file to be uploaded to the form and wait for the file to load. Once the file is loaded, “Done” will show on the screen. Click on the Close button to return to the “Attachment Detail” page.

Instructor Note
One or more files can be selected and uploaded at one time.

Final Validation
Once all Expense Line Items and Attachments have been entered, return to the “Details” tab and click on the Validate button to validate the information entered. When a Traveler clicks on the Validate button, STMS runs validation across tabs to ensure that Expense Line Items and Attachments are included, when necessary.

Submit for Approval
Once validated, a certification statement will appear at the top of the page. To certify that the travel shown is correct, check the box and click on the Submit button to send the form for approval. At this point, the Traveler’s Supervisor will receive a notification email with a link referencing the trip form ID.

Instructor Note
The Submit for Approval button is disabled (greyed out) until the check box is checked.
Preparer

The Preparer profile was created for agency staff who prepare travel on behalf of another person. After trip forms are prepared, the forms are sent to the Traveler for review and submission into the approval process. Preparers may also view trip forms they have prepared for themselves.

The Preparer may also complete trip forms on behalf of Proxy Travelers. Proxy Travelers are those who travel on behalf of the state but will not log into the system. This process works just as the Preparer process with the exception that the Proxy Traveler will not approve the form prior to submitting the form to their supervisor. An example of a Proxy Traveler is someone who is serving on a committee.

Preparer’s Home page

The home page of the Preparer is very similar to the Traveler’s.

A column can be sorted by clicking on the column header.

In the “My Preparer Forms” section displays the forms the Preparer has created.

Fields

1. **Form ID column**
   This column displays the unique ID assigned by STMS for a trip form. Clicking on the Form ID link will allow for quick navigation directly to the selected form.

2. **Traveler Name column**
   This column displays the name of the person traveling.

3. **Created Date column**
   This column displays the date the trip form was created.

4. **Departure Date and Time column**
   This column displays the date and time of departure that was entered on a trip form.

5. **Return Date and Time column**
   This column displays the date and time of return that was entered on a trip form.
### Creating a Trip Form

To create a trip form as a Preparer for another Traveler, log in as a Preparer.

Click on the “Trip Forms” tab and click on the New button on the right side.

1. **Select either “Authorization” or “Reimbursement with General Authorization” and click the Next button.**

2. **Traveler’s Name**

   On the new trip form, click on the lookup icon, search for a Traveler, because a Preparer may have to select a Traveler within the agency. From the search results list click on the Traveler’s Name, or do a typeahead in the search field. After clicking on the Traveler’s name, click on the Ok button.

3. **Traveler Agency Link**

   After the “Traveler’s Name” has been selected, click on the lookup icon for the Traveler Agency Link field. From the search results list click on the “Traveler’s Name”, or do a typeahead in the search field. After clicking on the Traveler’s Name, click on the Ok button.
<table>
<thead>
<tr>
<th>Completing the Trip Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the trip form and click on the Save button.</td>
</tr>
</tbody>
</table>

**Instructor Note**

The *Mission Critical Statement* drop-down list will not populate until the *Traveler’s Name* and *Traveler’s Agency Link* fields are set.

To add the Expense Line Items and Attachments follow the same process as a Traveler and submit the trip form.

Within an Expense Line Item for a Reimbursement or Reimbursement with General Authorization form, if the payment method of a State Credit Card (P-card) is selected within STMS, the system requires an entry into the field label *Last four digits of CC Number*. (This is designed to allow auditors to compare with attached receipts)

**Instructor Note**

Do Preparers know the Traveler’s P-Card Number? If not, what should the Preparer enter in this required field?
### Editing a Trip Form

Travelers, Preparers and Fiscal Accountants can edit Trip Forms or Expense Line Items, provided the records are not locked.

#### Instructor Note

A Fiscal Accountant can only edit accounting information on a trip form. They cannot edit trip details.

When a record is available for editing, an Edit button will display at the top of the screen. By clicking on the Edit button, the trip form will be editable, allowing the user to edit fields as needed. Once all edits are made, the user will need to press Save to capture all changes to the record.

---

Trip Form records will become locked to Travelers and Preparers once the Trip Form has been submitted for Approval. Fiscal Accountants will be able to edit Trip Forms and Expense Line Items up until a transaction(s) is/are created for the Trip Form.

The lock symbol displays at the top of the screen, if the trip form is locked.
Cancelling a Trip Form

If a trip is cancelled the Traveler has the option to cancel the trip in STMS by clicking on the Cancel Form button on the “Trip Details” page.

Below are the limits in the system for cancelling a trip.

An Authorization can be cancelled at any time. If an Advance and/or Reimbursement has been created, the Traveler must cancel these related trip forms before trying to cancel the Authorization.

An Advance can be cancelled up until the time that the Fiscal Auditor creates transactions for payment. Only one Advance can be open per Traveler.

A Reimbursement can be cancelled up until the time that the Fiscal Auditor creates transactions for payment. Another Reimbursement can be created associated to an Authorization, as long as all prior Reimbursements have been cancelled.

A Reimbursement with General Authorization can be cancelled up until the time that the Fiscal Auditor creates transactions for payment.
Amendments

STMS does not currently allow for amendments. If an amendment is needed, such as adding an expense after the trip has been submitted for reimbursement, then a new Reimbursement with General Authorization trip form should be created.

Example

A Traveler receives a receipt for a toll from a trip after it has been paid.

The Traveler will create a new trip form and include this one expense with receipt.

Set the trip’s departure date and time to begin 15 minutes after the end of the original trip, and to only last for 15 minutes. This new form will still go through the approval process.

Instructor Note

In a comment field, note the Master Trip Invoice Number on the new trip form.
**Chatter**

**Learning Objectives**
- Explain how to use Chatter.

<table>
<thead>
<tr>
<th>Slide #</th>
<th>Instructor Script</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chatter is a way to collaborate about a trip form. Users can send messages to each other and add notes about the trip. The Chatter Feed shows all the actions taken on this form. The Chatter Feed is considered public record, just like emails sent from a state employee.</td>
</tr>
</tbody>
</table>
| 2       | **Chatter – Action History**  
The Chatter Feed shows all the actions taken on this form. The comments on a trip form are visible to anyone who has access to that form. |
### Chatter – Choosing a Message Recipient
To direct message someone in a chatter, type the @firstnamelastname. Their name will show in a list and the user will click to select the correct name.

### Chatter – Sending the Chatter Message
Chatter is convenient because it ties communications to the trip form and can be used instead of emails.

To communicate to the next Approver just type in their name and the message.

In this example, we entered “@Approver1 DMS @Traveler1 DMS did not get a receipt for gas.” and clicked on the Share button.

### Chatter – Comment Log
The message is now displayed in the Chatter Feed.
**Chatter – Email Notifications**

The person tagged in a post will receive a notification email that shows they have been mentioned in Chatter for that day.

**Instructor Note**

When the user logs into STMS, review the Notification icon in the upper-right portion of the screen. The icon will display a number indicating the number of times the person has been mentioned in Chatter. Clicking on the Notification icon will display all the Chatter feeds they have been tagged in.
### Approval Process

#### Learning Objectives

1. Develop a familiarity with the STMS dynamic approval process.
2. Understand how to Approve and Reject a trip form.
3. Learn about how a Delegated Approver functions.
4. Understand how the approval process works to agency staff.

<table>
<thead>
<tr>
<th>Slide #</th>
<th>Instructor Script</th>
</tr>
</thead>
</table>
| 1       | **Approver’s Home Page**  
The Statewide Travel Management System (STMS) provides a dynamic approval process for agencies and offers state employees the ability to seek travel reimbursement approvals electronically. All forms are submitted and tracked within the system. Approvers receive email notifications through the system if they have forms to edit, approve or act on.  
Once a Traveler submits a form, it enters a dynamic approval process. The Supervisor or Approver receives an email notification from STMS.  
When an Approver logs into STMS, the Approver’s “Home” Page will display the following sections:  
  - My Trip Forms  
  - Trip Forms to Approve  
  - My Delegated Approval Forms  
Clicking on the Form ID link for any of the trips, will navigate to the selected trip form. |
| 2       | **My Trip Forms**  
The “My Trip Forms” section displays the trip forms the Traveler created for their travel events. |
### 3. Trip Forms to Approve

The “Trip Forms to Approve” section displays the trip forms that need the user’s review and approval.

### 4. My Delegated Approval Forms

The “My Delegated Approval Forms” section displays any trip forms where the user is the delegate for an Approver. If the Approver is unavailable to approve the trip form, the user will be able to approve the trip form on their behalf.

### 5. Reviewing a Trip Form – Securing a Record

Once a trip form has been opened, the Secure Record button displays. Clicking on the Secure Record button will remove the details of the trip from reports.

Once a trip has been secured, the system will display an Unsecure Record button in the place of the Secure Record button. When ready to unsecure the trip details, the Approver can click the Unsecure Record button.

**Instructor Note**

Discuss scenarios when a trip should be secured and when it should be unsecured.
Reviewing a Trip Form - Form Details
The “Form Details” section displays information about the trip and the Traveler.

Fields

1. **Master Trip Invoice #**
   This field displays a system-generated number. It is the number that ties all the forms related to the trip together. For example, the Authorization, Advance, and Reimbursement for the trip will all have the same Master Trip Invoice number.

2. **Form Type**
   This field displays the type of form being viewed: Authorization, Advance, Reimbursement, or Reimbursement with General Authorization.

3. **Form ID**
   This is a system-generated unique identifying number for the trip form.

4. **Traveler’s Name**
   This field displays the Traveler’s name.

5. **Traveler Agency Link**
   This field displays the Traveler’s name, their agency, and default Organization Code.

6. **Traveler Organization Code**
   This field displays the Organization Code of the organization who is funding the trip.

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.

8. **Status**
   This field displays the status of the trip form and is auto-populated by the system. Once the trip form is submitted for approval, the status displays “Trip Pending Approval.”

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.

10. **Headquarters City**
    This field displays the Traveler’s residence city and is auto-populated from the Traveler’s profile.
11. **Headquarters State**  
   This field displays the Headquarters location of the Traveler’s workplace and is auto-populated by the system.

18. **Home is Headquarters**  
   This field displays as Yes or No, if the Traveler uses their residence as their headquarters.

12. **Type of Employee**  
   This field displays what type of employee the Traveler is and is auto-populated by the system.

13. **Supervisor Name**  
   This field displays the name of the Traveler’s direct Supervisor and is auto-populated by the system.

---

**Instructor Note**  
An Approver cannot change any information in these fields.

---

7

**Reviewing a Trip Form - Trip Details**  
The *Trip Details* section displays information related to the trip.

**Fields**

1. **Point of Origin**  
   This field displays the city of origin for the trip.

2. **Destination**  
   This field displays the destination city for the trip.

3. **Departure Date and Time**  
   This field displays the trip’s departure date and time.

4. **Return Date and Time**  
   This field displays the trip’s return date and time.

5. **Primary Mode of Transportation**  
   This field displays the transportation for the trip.

6. **Type of Travel**  
   This field displays the trip’s type of travel, such as In State, Out of State, and Foreign.
7. **Purpose of Travel**
   This field displays the trip’s purpose or type of travel.

   **Instructor Note**
   When a Traveler selects “Continuous” as the Purpose of Travel, the system will not prohibit Meals Class A&B, Hotel, and Per Diem. In most instances, Continuous Travel will involve day trips where mileage would be the suitable expense type and meals, per diem and lodging would not be approved. In some rare instances where an overnight stay is included, these expenses would need to be claimed.

8. **Mission Critical Statement**
   This field displays the agency’s mission critical statement selected for this trip.

9. **Benefit to State**
   This is an optional field that displays the way in which the trip will provide benefit to the State of Florida, except for conventions and conference, in which case, this is a required field.

10. **Comment**
    This is an optional field that displays any comments the Traveler has entered to provide additional information on the trip for review.

11. **Trip Includes Off Duty**
    This field indicates whether the Traveler has Off Duty time factored into their travel period.

12. **Off Duty Time Begins**
    This field displays the time the Traveler’s off duty period began.

13. **Off Duty Time Ends**
    This field displays the time the Traveler’s off duty period began.

14. **Total Days**
    This field displays the total number of days, the Traveler is on duty for the trip.
<table>
<thead>
<tr>
<th>15. <strong>Was Telecommunication Considered?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a required field that indicates that Telecommunication alternatives were considered for the trip. It is necessary to click “Yes” for the trip form to validate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. <strong>Governor Declared Emergency?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a required field that indicates whether the trip was related to a state of emergency declaration from the governor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. <strong>FEMA Emergency?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a required field that indicates whether the trip was related to a state of emergency declaration from FEMA.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. <strong>Case #, Circuit #, Project ID, and Unit #</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>These fields are available for agencies to use as they deem appropriate.</td>
</tr>
</tbody>
</table>

**Instructor Note**
An Approver cannot change any information on the trip form.

---

**Reviewing a Trip Form - Estimated Costs From Expense Line Items**

The estimated costs from expense line items show summary totals from all the expense line items for the trip and displays the total estimated cost for the travel, for Authorization and Advance forms.

**Instructor Note**
The Total displayed is the full cost of the expense line item. For Advances, the amount due to the Traveler will be 80% of the travel expenses, unless the Traveler has indicated “significantly discounted airfare” or FEMA or Governor-Declared emergency, in which case those expenses will be paid at 100% of the amount.

When reviewing and approving a Reimbursement form, the actual costs will be displayed in this section of the form.
Approval History

The “Approval History” section displays a historical record of all actions taken on this form.

Fields

1. **Action column**
   This column provides details of preceding actions taken on the form as well as links to Approve or Reject the form.

2. **View Details**
   Clicking on this link displays additional information related to an action.

3. **Approve/Reject**
   Clicking on this link allows the Approver to begin the approval or rejection process.

4. **Date column**
   This column displays the date an action was taken.

5. **Status column**
   This column displays the status of current and previous actions, such as Submitted, Approved, Rejected, or Pending.

6. **Assigned User column**
   This column displays the primary assignee for the trip form.

7. **Acting User column**
   This field displays the secondary assignee for the trip form, such as a Preparer’s or Delegated Approver’s name. If the Delegated Approver acted on the Approver’s behalf, the Approver’s name will still be displayed in the Assignee column, but the Delegated Approver’s name will be displayed in the Acting User column.

8. **Title column**
   This column displays the title of the person who acted on the trip form.

9. **Comments column**
   This column displays comments related to an action and provides helpful information to the next recipient.

---

**Instructor Note**

An Approver can only appear in the Approval History once, unless a trip has been rejected.
Review Expense Line Items – Summary
Clicking on the “Expense Line Items” tab, navigates to the summary of all expense line items entered.

Fields
1. Expense ID column
   This column displays the system-generated expense identifying number.
2. Expense Date column
   This column displays the expense date for the expense line item.
3. Record Type column
   This column displays the type of expense.
4. Object Code column
   This column displays the object code for the expense line item.
5. Organization Code column
   This column displays the Organization Code selected for the expense line item.
6. Expansion Option column
   This column displays the expansion option selected for the expense line item.
7. Expansion Option Version column
   This column displays the most recent expansion option version for the expense line item.
8. Expense Paid By column
   This column displays the method of payment for the expense line item.
9. Total Allowable Amount column
   This column displays the allowable amount for the expense line item. The unallowable amount has been subtracted from the total expense amount.
Review Expense Line Items – Detail
From the summary, clicking on the ID number link will display the details related to the selected expense line item.

Fields
1. *Return to Trip Form button*
   Clicking the Return to Trip Form button will return the Approver to the trip form.
2. *Form ID*
   This field displays the unique system-generated form ID number.
3. *Record Type ID*
   This displays the type of travel expense, such as Airfare, Hotel, Per Diem, etc.
4. *Organization Code*
   This field displays the Organization Code related to the travel expense.

   If different organizations are covering a portion of the expense, the Traveler may enter separate expense line items with the amount being covered by each organization using different Organization Codes.

Example
An example of this would be where the Traveler is traveling on behalf of Division A on Monday and Division B on Tuesday.

The Traveler would enter an expense line item for the hotel on Monday by using Division A’s Organization Code and the hotel on Tuesday by entering a separate expense line item using Division B’s Organization Code.

5. *Expansion Option*
   This field displays the expansion option for this travel expense.
6. *Expansion Option Version*
   This field displays the most current Expansion Option Version.
7. *Reporting Only*
   This field is used when an expense needs to be entered into STMS for reporting purposes, but no transaction needs to be created in FLAIR.
Example
An example for this would be when a conference fee is paid in advance by the state. No charges would be paid through FLAIR, but a record of the expense needs to be captured to ensure that travel expenses are properly reported.

Instructor Note
The Reporting Only box should only be selected when a trip (or individual expense) has been processed for payment through FLAIR outside of STMS.

8. Reporting Only Comment
This field allows the Traveler to enter any relevant expense related details to provide more information for Approvers, Accountants and Auditors.

9. Expense Date
This field displays the date the expense occurred.

10. Merchant Name
This field displays the name of the merchant tied to the expense.

11. Amount
This field displays the costs for the expense.

12. Comment
This field allows the Traveler to enter any additional information they determine needs to be considered for approval or reimbursement.

12 Review Expense Line Items – ELI Details
Expense line item details are determined by the selection made by the Traveler in the Record Type ID field in the “Details” section.

Instructor Note
If Hotel is the Record Type, the Justification Comment is not required by STMS, if the nightly rate is over $150. Refer to agency policy if Justification is required.
In this case, since “Airfare” was selected, the form displays the “Flight Details” section. For example, if hotel or per diem were selected, the fields displayed here would be related to those expense types.

<table>
<thead>
<tr>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Flight Details</strong></td>
</tr>
<tr>
<td>1. <strong>Point of Origin</strong></td>
</tr>
<tr>
<td>This field displays the flight’s origin location.</td>
</tr>
<tr>
<td>2. <strong>Departure Date and Time</strong></td>
</tr>
<tr>
<td>This field displays the date and time of the flight departure.</td>
</tr>
<tr>
<td>3. <strong>Return Date and Time</strong></td>
</tr>
<tr>
<td>This field displays the date and time of the flight return.</td>
</tr>
<tr>
<td>4. <strong>Destination</strong></td>
</tr>
<tr>
<td>This field displays the flight’s destination.</td>
</tr>
<tr>
<td>5. <strong>Departing Flight Number</strong></td>
</tr>
<tr>
<td>This optional field displays the flight number for the departure flight, if entered.</td>
</tr>
<tr>
<td>6. <strong>Returning Flight Number</strong></td>
</tr>
<tr>
<td>This optional field displays the flight number for the return flight, if entered.</td>
</tr>
</tbody>
</table>

**Instructor Note**

If a 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.
13 **Review Expense Line Items – Payment Details**
The “Payment Details” display for expense line items.

**Fields**
1. **Expense Paid By**
   This field displays how the expense is being paid. For an Authorization form, some fields are not required.
2. **Last 4 Digits of CC Number**
   This field displays the last 4 digits of the credit card number. This field is required if the Expense Paid By is “State Credit Card”.
3. **3rd Party Payment**
   This optional field displays whether a third party will be paying for this expense.
4. **3rd Party Payor**
   This field displays the name of the 3rd Party Payor. This field is required if 3rd Party Payment is “Yes”.
5. **Payor Details**
   This optional field displays any Payor Details entered by the Traveler.

To continue the review of expense line items, click the Return to Trip Form button. From the “Details” page, click the “Expense Line Items” tab. On the “Expense Line Items” summary page, click the next Expense ID link to review.

14 **Review Attachments – Summary**
From the “Trip Details” screen, the “Attachments” tab allows the Approver to review any attachments added to the trip form. For example, a Traveler might attach a conference agenda to the Authorization form, or a hotel receipt to the Reimbursement form.

To view any of these attachments, the Approver will click on one of the links in the Attachment Name column.

**Fields**
1. **Attachment Name column**
   This column displays links to the attachments added to this form.
   Clicking the link will allow the Approver to view the list of files uploaded for this attachment.
2. **Attachment Type column**  
   This column displays the type of attachments added to the trip form, e.g. *Receipts, 3 Hotel Quotes with Authorization, Most Economical Mode of Travel, etc.*

3. **Files Attached column**  
   This column displays the number of files uploaded for an attachment.

Clicking on the Attachment Name link will navigate to the “Attachment Details” screen.

<table>
<thead>
<tr>
<th>15</th>
<th><strong>Review Attachments – Files</strong></th>
</tr>
</thead>
</table>
| 1. | **Related Trip Form**  
   This field displays the Trip Form ID. |
| 2. | **Travelers Agency**  
   This field displays the Traveler’s agency and Organization Code. |
| 3. | **Attachment Type**  
   This field displays the type of attachment. |
| 4. | **Comments**  
   This field displays any comments that were entered about the attachment. |
| 5. | **Files Attached**  
   This field displays the number of files associated with this attachment record. |

Clicking on the “Files” tab displays the files that have been uploaded.

<table>
<thead>
<tr>
<th>16</th>
<th><strong>View Attachments – File Download</strong></th>
</tr>
</thead>
</table>
| 1. | **Action column**  
   This is a link to download the attachment. |
| 2. | **Title column**  
   This column displays the name of the file. |
| 3. | **Last Modified column**  
   This column displays the date and time the attachment was last modified. |
| 4. | **Created By column**  
   This column displays the name of the user who uploaded the attachment. |
To view the files related to the attachment, click on the **Download** link. The files will download for viewing.

**Instructor Note**

An attachment record can have more than one file uploaded.

Only a Preparer, Traveler or Fiscal Auditor can add attachments to a trip form.

To return to the trip details, click on the “Details” tab, then click on the Return to Trip Form button.

<table>
<thead>
<tr>
<th>17</th>
<th><strong>Trip Form Approval Attestation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>After reviewing the trip details, expense line items and attachments, the Approver is ready to Approve or Reject the trip form.</td>
</tr>
</tbody>
</table>

**Fields**

1. **View Details**
   - This link displays additional information related to an action.
2. **Approve/Reject**
   - Clicking on this link allows the Approver to begin the approval or rejection process.
3. **Cancel**
   - This link displays after the Approve/Reject link is clicked. This link allows the Approver to cancel their current approval or rejection action.
4. **I hereby certify...**
   - The certification statement displays after the Approve/Reject link is clicked. This checkbox is required by the system for the Approver to begin the approval or rejection process.
5. **Approve button**
   - This button is disabled until the checkbox is selected. Clicking on this button begins the approval process.
6. **Reject button**
   - This button begins the rejection process.
7. **Comment**
   The comment field displays after the **Approve** or **Reject** button is clicked. Any comments entered will display in the “Approval History” at the top of the page.

   **Instructor Note**
   If rejecting a trip form, enter in a reason for the rejection. A rejected trip will be returned to the Traveler, and the Preparer, if there is one.

   The Traveler will receive an email notification if a trip is rejected. For Proxy Travelers, the trip will be returned to the Preparer.

18. **Select Next Approver**
   The “Select Next Approver” screen allows an Approver to identify the next Approver in the process and send the trip form to them for their approval.

   **Fields**
   1. **Select Next Approver**
      This field allows an Approver to enter the name of the person to whom they would like to send the form. As they type the name, the system will begin to display names of STMS users within their organization who are also Approvers. This allows their organization to follow its internal agency policies for approving travel.
      The Approver selects the radio button next to the name of the person who will be next in the approval process.
   2. **Comments**
      The comment field allows an Approver to enter comments or notes related to the trip.
   3. **Submit Button**
      When an Approver clicks the Submit button, the system will generate a notification email to the recipient that they have a form waiting for their action and sends the form into their “Trip Forms to Approve” queue. This queue can be viewed from the Approver’s home screen.
4. **Cancel Button**
When the Approver clicks the Cancel button, the approval action will be canceled, and the screen will return to the trip form.

<table>
<thead>
<tr>
<th>19</th>
<th><strong>Final Approver</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When the Approver clicks the Approve button, the system may ask if they are the Final Approver.</td>
</tr>
</tbody>
</table>

**Fields**

1. **Yes button**
   - If the Approver clicks the Yes button, the approval process will complete and the trip for will be authorized.

2. **No button**
   - If the Approver clicks the No button, the system will navigate to the “Select Next Approver” page and allow them to send the trip form to the next Approver in the approval process. The Approver will begin typing in the name of the next Approver, and a list will display matching. After selecting the next Approver, the Approver will receive an email from the system, stating that the trip form is ready for their review.

3. **Cancel button**
   - If the Approver clicks the Cancel button, the system will return them to the trip form. The trip will remain in the Approver’s queue until the trip is approved or rejected.

---

**Instructor Note**

Once an Advance, Reimbursement, or Reimbursement with General Authorization has been final approved, or authorized, it will go to the Fiscal Accountant queue with a status of *Ready for Agency Audit*.

An Authorization Form that has been final approved, or authorized, will not go to the Fiscal Accountant queue, as no transactions are generated.
## Assigning a Delegate Approver

As an Approver, a Delegate Approver can be assigned to assist in the approval process, with the understanding that an Approver may not always be available. A Delegate is an Approver that can review and approve trip forms on behalf of an Approver. A Delegate Approver has the same permissions as the Approver.

**Instructor Note**

A Delegate Approver can be set or changed at any time. There is currently not an ability to set a timeframe when the Delegate Approver can approve on behalf of an Approver.

To assign a Delegate, click on the profile picture, then click on the Settings link.

### Instructions

1. From the Personal Information menu, click on Approver Settings in the left navigation bar.
2. In the Delegated Approver field, click on the lookup icon.
22 In the Search pop-up window, enter the name of the Delegate. Then click on the Go button. Below the Search field are the Search Results. Click on the Approver’s Name link.

23 On the Approver Settings screen, click on the Save button.
Reports

Learning Objectives

- Explain how to generate reports.
- Demonstrate how to export reports.

<table>
<thead>
<tr>
<th>Slide #</th>
<th>Instructor Script</th>
<th>Slide</th>
</tr>
</thead>
</table>
| 1      | All STMS users have access to Reports. A user will only have access to Reports for the information they have access to.  

**Navigating to Reports**

Reports can be found in the Reports tab.

Click on the Reports Tab to navigate to the Reports screen.

Depending on what you need, press on the appropriate Folder.

**Instructor Note**

Users can also access reports by clicking on the app launcher, and clicking on the Reports link.

| 2      | Click on the All Reports link in the left navigation bar, to view the reports in the folder.  

| **Instructor Note** |  

Pressing the Control key, while clicking on hyperlink report name will open the report in a new browser tab. |
| 3 | **Filtering and Saving Reports**  
All the records the user has access to in STMS will display, based on the pre-set filters.  
Click on the filter icon to filter the results.  

**Instructor Note**  
The user can save the Excel report and filter, sort or hide the rows and columns as needed.  
STMS does not currently allow for users to edit and save reports directly in the system. |

| 4 | **Exporting Reports**  
STMS allows for reports to be exported to Excel.  
Press on Export Details. |
| 5 | The Formatted Report is the default selection.  
Click on the Export button.  
The Excel report will download to the user’s computer. |
|---|---|
| 6 | **Trip Reports**  
Each trip form will have a Trip Report button. Clicking on the Trip Report button will navigate to the Generate Documents screen. |
| 7 | The Generate Documents screen displays two options:  
- **Adv Trip Report**  
  This is the report for an Advance form.  
- **Trip Reimburse**  
  This is the report for all other forms in STMS.  
  Click the checkbox for the trip report. |
<table>
<thead>
<tr>
<th></th>
<th>The Selected Documents table displays to the right of the screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Click on the Next Step button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>A user can click on the View icon or on the Document Number link to view the trip report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>The Email Selected Docs button, will open an email window. A user can email the trip report to another STMS user.</td>
</tr>
</tbody>
</table>
Advance Trip Report
The trip report will open and display information entered in the trip form in STMS.

Trip Report – Travel Information

Fields

1. Traveler/Agency Name
   This field displays the Traveler’s name, their agency, and default Organization Code, and is pre-populated.

2. People First ID
   This field displays the Traveler’s People First ID number.

3. Master Invoice No
   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 for a trip will all have the same Master Trip Invoice number. This field populates once the form is saved.

4. Departure Date & Time
   This field displays the trip’s departure date and time.

5. Return Date & Time
   This field displays the trip’s return date and time.

6. Preparer Name
   The field displays the name of the person who prepared the trip form.

7. Type of Employee
   This field displays what type of employee the Traveler is.

8. Working Title
   This field displays the title of the Traveler.

9. Headquarters City
   This field displays the Traveler’s residence city.

10. Headquarters State
    This field displays the Traveler’s state.

11. Supervisor Name
    This field displays the name of the Traveler’s direct Supervisor.
12. **Total Trip Cost**  
This field displays the sum of all allowable expenses entered.

13. **Total Advance to Traveler**  
This field displays the amount that will be paid to the Traveler.

14. **Trip Last Modified Date**  
This field displays the date the trip form was last modified.

15. **Fiscal Auditor Name**  
This field displays the name of the Fiscal Auditor, if the trip form has been assigned to an accountant for review.

---

### Trip Report – Form Details

#### Fields

1. **Purpose of Travel**  
This field displays the Purpose of Travel entered on the trip form.

2. **Form ID**  
This is a system-generated unique identifying number for a trip form.

3. **Form Type**  
This field displays the type of form a user is creating, it is pre-populated to Reimbursement with General Authorization.

4. **Origin**  
This field displays where the trip originated.

5. **Destination**  
This field displays the destination for the trip.

6. **Status**  
This field displays the status of the trip form.

7. **Current Approver**  
This field displays the name of first person to approve a trip for the Traveler.

8. **Delegated Approver**  
This field displays the name of the Current Approver’s assigned delegate.

9. **Type of Travel**  
This field displays the trip’s type of travel, such as In State, Out of State, and Foreign.

10. **Trip Created Date**  
This field displays the date the trip form was created.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11. <strong>Justification for Advance</strong></td>
<td>This field displays the justification for advance.</td>
</tr>
<tr>
<td>12. <strong>Governor Declared Emergency</strong></td>
<td>This field displays whether this trip was for an emergency.</td>
</tr>
<tr>
<td>13. <strong>FEMA Emergency</strong></td>
<td>This field displays whether this trip was for an emergency.</td>
</tr>
<tr>
<td>14. <strong>Primary Mode of Transportation</strong></td>
<td>This field displays how the Traveler will arrive at their Destination.</td>
</tr>
<tr>
<td>15. <strong>Off Duty Time</strong></td>
<td>This field displays whether the Traveler has off duty time during a work trip.</td>
</tr>
<tr>
<td>16. <strong>Off Duty Begin</strong></td>
<td>This field displays the beginning of off duty time.</td>
</tr>
<tr>
<td>17. <strong>Off Duty End</strong></td>
<td>This field displays the end of off duty time.</td>
</tr>
<tr>
<td>18. <strong>Total Days</strong></td>
<td>This field displays the number of days a Traveler is on duty.</td>
</tr>
<tr>
<td>19. <strong>Secured Record</strong></td>
<td>This field displays whether the record has been secured.</td>
</tr>
<tr>
<td>20. <strong>Telecommunications Considered</strong></td>
<td>This field displays if telecommunications was considered prior to the trip.</td>
</tr>
<tr>
<td>21. <strong>Mission Critical Statement</strong></td>
<td>This field displays the mission critical statement for the trip.</td>
</tr>
<tr>
<td>22. <strong>Trip Comments</strong></td>
<td>This field displays any comments the Traveler entered about the trip.</td>
</tr>
<tr>
<td>23. <strong>Airfare Total</strong></td>
<td>This field displays the sum of any allowable airfare expenses entered.</td>
</tr>
<tr>
<td>24. <strong>Per Diem Total</strong></td>
<td>This field displays the sum of any allowable per diem expenses entered.</td>
</tr>
<tr>
<td>25. <strong>Meals Total</strong></td>
<td>This field displays the sum of any allowable meal expenses entered.</td>
</tr>
<tr>
<td>26. <strong>General Expense Total</strong></td>
<td>This field displays the sum of any allowable general expenses entered.</td>
</tr>
<tr>
<td>27. <strong>Registration Fees Total</strong></td>
<td>This field displays the sum of any allowable registration fee expenses entered.</td>
</tr>
</tbody>
</table>
28. **Mileage Total**  
This field displays the sum of any allowable mileage expenses entered.

29. **Car Rental/Fuel Total**  
This field displays the sum of any allowable car rental and fuel expenses entered.

30. **Incidental Charge Total**  
This field displays the sum of any allowable incidental expenses entered.

31. **Lodging Total**  
This field displays the sum of any allowable hotel expenses entered.

32. **Total Cost**  
This field displays the sum of all allowable expenses entered.

### 13 Trip Report – Approval Process

#### Approval History Fields

1. **Status**  
This field displays the status of current and previous actions, such as Submitted, Approved, Rejected, or Pending.

2. **Assigned Date**  
This field displays the date the trip form was assigned to the Approver.

3. **Assigned User**  
This field displays the primary assignee for the trip form.

4. **Assigned User Title**  
This field displays the title of the person who acted on the trip form.

5. **Decision Date**  
This field displays the date and time the approval or rejection occurred.

6. **Acting User**  
This field displays the assignee that approved or rejected the trip form.

7. **Acting User Title**  
This field displays the title of the person who acted on the trip form.

8. **Approver Comments**  
This field displays comments related to an action and provides helpful information to the next recipient.
Attestation Fields

1. **Acting User**
   This field displays the assignee that approved or rejected the trip form.

2. **Attestation**
   This field displays the attestation the assignee completed.

**Trip Report – Related Expense Line Items**

Each expense line item will appear in all tables. Refer to the Expense ID to see the complete information related to the expense.

Expense Information Columns

1. **Expense ID**
   This column displays the link with the system-generated expense identifying number.

2. **Expense Date**
   This column displays the expense date for the expense line item.

3. **Expense Type**
   This column displays the type of expense.

4. **Merchant Name**
   This column displays the vendor where the good or service was purchased.

5. **Total Allowable Amount**
   This column displays the allowable amount for the expense line item.

6. **Advance Amount**
   This column displays the percentage of the total allowable amount, the Traveler will be paid.

7. **Expense Paid By**
   This column displays how the expense was paid. For Advance forms, this will be Personal Payment.

8. **Mileage**
   This column displays the mileage, if claimed.

9. **Mileage Rate**
   This column displays the Florida mileage reimbursement rate.
Trip Report – Related Expense Line Items

Payment Information

Columns

1. Expense ID
   This column displays the link with the system-generated expense identifying number.

2. Expense Type
   This column displays the type of expense.

3. Object Code
   This column displays the object code for the expense line item.

4. Organization Code
   This column displays the Organization Code selected for the expense line item.

5. EO
   This column displays the expansion option selected for the expense line item.

6. EO Version
   This column displays the most recent expansion option version for the expense line item.

7. Last 4 Digit CC
   This column displays the last four digits of the credit card, if entered.

8. PCard SWDN
   This column displays the PCard statewide document number that has been entered by the fiscal accountant.

9. Expense Paid By
   This column displays the method of payment for the expense line item.

10. ELI Last Modified
    This column displays the last date the expense line item was modified.

Trip Report – Related Expense Line Items

Rental Car and Hotel Information

Columns

1. Expense ID
   This column displays the link with the system-generated expense identifying number.

2. Expense Type
   This column displays the type of expense.
3. **Rental Car**  
   This column displays the rental car class.

4. **Rental Car Justification**  
   This column displays the rental car justification if an economy or compact car are not used.

5. **Hotel Check-In**  
   This column displays the hotel check-in date for a hotel expense.

6. **Hotel Check-Out**  
   This column displays the hotel check-out date for a hotel expense.

7. **Night Over $150**  
   This column displays whether the hotel amount exceeded $150 per night.

8. **Number of Nights**  
   This column displays the number of nights for a hotel expense.

9. **State Sponsored Event**  
   This column displays whether the hotel was part of a state sponsored event.

10. **Hotel Justification**  
    This column displays the justification if the hotel night exceeded $150.

### Trip Report – Related Expense Line Items

**Airfare Related Information and Expense Comments**

**Columns**

1. **Expense ID**  
   This column displays the link with the system-generated expense identifying number.

2. **Expense Type**  
   This column displays the type of expense.

3. **Airfare Departure Date**  
   This column displays the departure date for an airfare expense.

4. **Airfare Return Date**  
   This column displays the return date for an airfare expense.

5. **Airfare Boarding**  
   This column displays the point of origin for an airfare expense.

6. **Airfare Destination**  
   This column displays the destination for an airfare expense.
### Columns

1. **FLAIR Transaction #**
   - This column displays the unique transaction number assigned by STMS.
2. **Transaction Date**
   - This column displays the date of the transaction.
3. **Organization Code**
   - This column displays the Organization Code selected for the expense line item.
4. **EO**
   - This column displays the expansion option selected for the expense line item.
5. **Object Code**
   - This column displays the object code for the expense line item.
6. **Transaction Status**
   - This column displays the status of the transaction.
7. **Transaction Type**
   - This column displays the type of transaction.
8. **Posting Status**
   - This column displays the posting status of the transaction.
9. **Posting Date**
   - This column displays the date the transaction was paid.
10. **Account Code**
    - This column displays the FLAIR account code.

### Substantially Discounted

This column indicates whether the airfare ticket was substantially discounted.

### Number of Bags

This column displays the number of bags for a baggage fee expense.

### Expense Comments

This column displays any comments entered about an expense line item.
Trip Report – FLAIR Transaction Details

FLAIR Information

Columns

1. **Record Type**
   This column displays the record type of transaction.

2. **CFO Received Date**
   This column displays the CFO received date.

3. **CFO Auditor Name**
   This column displays the CFO auditor’s name.

4. **CFO Audit Date**
   This column displays the date the transaction was audited.

5. **CFO Approver Name**
   This column displays the approver’s name.

6. **Warrant Date Issued**
   This column displays the date the warrant was issued.

7. **Warrant Number**
   This column displays the warrant number.

8. **Voucher Number**
   This column displays the voucher number.

9. **Statewide Document Number**
   This column displays the statewide document number.

10. **Date Paid**
    This column displays the date the transaction was paid.

Trip Report – Chatter Details

Columns

1. **Created Date**
   This column displays the date the chatter was created.

2. **Body Message**
   This column displays the chat message.

3. **Created by Name**
   This column displays the name of the user that created the chat.

4. **Type**
   This column displays the chatter type.
5. **Last Modified Date**  
   This column displays the date the chatter was last modified.

6. **Is Deleted Chat**  
   This column displays whether the chat was deleted.

7. **Like Count**  
   This column displays the like count for the chat.

---

21. **Trip Report – Attachment Details**

   **Columns**

   1. **Created Date**  
      This column displays the date the attachment record was created.

   2. **Attached By**  
      This column displays the name of the user who created the attachment.

   3. **Attachment Type**  
      This column displays the type of attachment.

   4. **Attachment Name**  
      This column displays the name of the attachment.

   5. **Files Attached**  
      This column displays the number of files attached.

   6. **Attachment Comments**  
      This column displays any comments entered with the attachment.

   7. **Attachment Modified By**  
      This column displays the name of the user that modified the attachment.
Authorization/Reimbursement Trip Report

The trip report will open and display information entered in the trip form in STMS.

**Trip Report – Travel Information**

**Fields**

1. *Traveler/Agency Name*
   - This field displays the Traveler’s name, their agency, and default Organization Code, and is pre-populated.

2. *People First ID*
   - This field displays the Traveler’s People First ID number.

3. *Master Invoice No*
   - 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 for a trip will all have the same Master Trip Invoice number. This field populates once the form is saved.

4. *Departure Date & Time*
   - This field displays the trip’s departure date and time.

5. *Return Date & Time*
   - This field displays the trip’s return date and time.

6. *Preparer Name*
   - The field displays the name of the person who prepared the trip form.

7. *Working Title*
   - This field displays the title of the Traveler.

8. *Type of Employee*
   - This field displays what type of employee the Traveler is.

9. *Headquarters City*
   - This field displays the Traveler’s residence city.

10. *Headquarters State*
    - This field displays the Traveler’s state.

11. *Supervisor Name*
    - This field displays the name of the Traveler’s direct Supervisor.
12. **Fiscal Auditor Name**
This field displays the name of the Fiscal Auditor, if the trip form has been assigned to an accountant for review.

13. **Total Trip Cost**
This field displays the sum of all allowable expenses entered.

14. **Less Total Allowable State CC**
This field displays the sum of the allowable expenses paid by state credit card.

15. **Less Total Allowable Direct Pay**
This field displays the sum of the allowable expenses paid by direct pay.

16. **Less Total Unallowable State Credit Card**
This field displays the sum of the unallowable expenses paid by state credit card.

17. **Less Advance Amount**
This field displays the amount that has been paid to the Traveler by an Advance.

18. **Amount Due to State**
This field displays the amount the Traveler owes the state.

19. **Amount Due to Traveler**
This field displays the amount the Traveler will be paid.

---

**Trip Report – Form Details Fields**

1. **Purpose of Travel**
   This field displays the Purpose of Travel entered on the trip form.

2. **Form ID**
   This is a system-generated unique identifying number for a trip form.

3. **Form Type**
   This field displays the type of form a user is creating, it is pre-populated to Reimbursement with General Authorization.

4. **Origin**
   This field displays where the trip originated.

5. **Destination**
   This field displays the destination for the trip.

6. **Status**
   This field displays the status of the trip form.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 7. | **Current Approver**  
This field displays the name of first person to approve a trip for the Traveler. |
| 8. | **Delegated Approver**  
This field displays the name of the Current Approver’s assigned delegate. |
| 9. | **Type of Travel**  
This field displays the trip’s type of travel, such as In State, Out of State, and Foreign. |
| 10. | **Trip Created Date**  
This field displays the date the trip form was created. |
| 11. | **Primary Mode of Transportation**  
This field displays how the Traveler will arrive at their Destination. |
| 12. | **Governor Declared Emergency**  
This field displays whether this trip was for an emergency. |
| 13. | **FEMA Emergency**  
This field displays whether this trip was for an emergency. |
| 14. | **Telecommunications Considered**  
This field displays if telecommunications was considered prior to the trip. |
| 15. | **Off Duty Time**  
This field displays whether the Traveler has off duty time during a work trip. |
| 16. | **Off Duty Begin**  
This field displays the beginning of off duty time. |
| 17. | **Off Duty End**  
This field displays the end of off duty time. |
| 18. | **Total Days**  
This field displays the number of days a Traveler is on duty. |
| 19. | **Secured Record**  
This field displays whether the record has been secured. |
| 20. | **Trip Last Modified Date**  
This field displays the date the trip form was last modified. |
| 21. | **Mission Critical Statement**  
This field displays the mission critical statement for the trip. |
| 22. | **Benefit to the State**  
This field displays additional details about the trip. |
| 23. | **Trip Comments**  
This field displays any comments the Traveler entered about the trip. |
24. **Airfare Total**
   This field displays the sum of any allowable airfare expenses entered.

25. **Per Diem Total**
   This field displays the sum of any allowable per diem expenses entered.

26. **Meals Total**
   This field displays the sum of any allowable meal expenses entered.

27. **General Expense Total**
   This field displays the sum of any allowable general expenses entered.

28. **Registration Fees Total**
   This field displays the sum of any allowable registration fee expenses entered.

29. **Mileage Total**
   This field displays the sum of any allowable mileage expenses entered.

30. **Car Rental/Fuel Total**
   This field displays the sum of any allowable car rental and fuel expenses entered.

31. **Incidental Charge Total**
   This field displays the sum of any allowable incidental expenses entered.

32. **Lodging Total**
   This field displays the sum of any allowable hotel expenses entered.

33. **Total Cost**
   This field displays the sum of all allowable expenses entered.

---

### Trip Report – Approval Process

**Approval History**

**Fields**

1. **Status**
   This field displays the status of current and previous actions, such as Submitted, Approved, Rejected, or Pending.

2. **Assigned Date**
   This field displays the date the trip form was assigned to the Approver.

3. **Assigned User**
   This field displays the primary assignee for the trip form.

4. **Assigned User Title**
   This field displays the title of the person who acted on the trip form.
5. **Decision Date**
   This field displays the date and time the approval or rejection occurred.

6. **Acting User**
   This field displays the assignee that approved or rejected the trip form.

7. **Acting User Title**
   This field displays the title of the person who acted on the trip form.

8. **Approver Comments**
   This field displays comments related to an action and provides helpful information to the next recipient.

**Attestation Fields**

1. **Acting User**
   This field displays the assignee that approved or rejected the trip form.

2. **Attestation**
   This field displays the attestation the assignee completed.

### Trip Report – Related Expense Line Items

Each expense line item will appear in all tables. Refer to the Expense ID to see the complete information related to the expense.

**Expense Information Columns**

1. **Expense ID**
   This column displays the link with the system-generated expense identifying number.

2. **Expense Type**
   This column displays the type of expense.

3. **Expense Date**
   This column displays the expense date for the expense line item.

4. **Merchant Name**
   This column displays the vendor where the good or service was purchased.

5. **Total Amount**
   This column displays the cost of the expense line item.
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. <em>Unallowable Amount</em></td>
<td>This column displays the unallowable amount for the expense line item.</td>
</tr>
<tr>
<td>7. <em>Total Allowable Amount</em></td>
<td>This column displays the allowable amount for the expense line item.</td>
</tr>
<tr>
<td>8. <em>Reimbursable Amount</em></td>
<td>This column displays the amount the Traveler will be reimbursed.</td>
</tr>
<tr>
<td>9. <em>ELI Last Modified</em></td>
<td>This column displays the last date the expense line item was modified.</td>
</tr>
</tbody>
</table>

**Trip Report – Related Expense Line Items**

**Payment Information Columns**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <em>Expense ID</em></td>
<td>This column displays the link with the system-generated expense identifying number.</td>
</tr>
<tr>
<td>2. <em>Expense Type</em></td>
<td>This column displays the type of expense.</td>
</tr>
<tr>
<td>3. <em>Object Code</em></td>
<td>This column displays the object code for the expense line item.</td>
</tr>
<tr>
<td>4. <em>Organization Code</em></td>
<td>This column displays the Organization Code selected for the expense line item.</td>
</tr>
<tr>
<td>5. <em>Expansion Option</em></td>
<td>This column displays the expansion option selected for the expense line item.</td>
</tr>
<tr>
<td>6. <em>Expansion Option Version</em></td>
<td>This column displays the most recent expansion option version for the expense line item.</td>
</tr>
<tr>
<td>7. <em>Expense Paid By</em></td>
<td>This column displays the method of payment for the expense line item.</td>
</tr>
<tr>
<td>8. <em>Last 4 Digit CC</em></td>
<td>This column displays the last four digits of the credit card, if entered.</td>
</tr>
<tr>
<td>9. <em>3rd Party Payor</em></td>
<td>This column displays the name of the 3rd <em>Party Payor</em>, if entered.</td>
</tr>
<tr>
<td>10. <em>Payor Details</em></td>
<td>This column displays additional details about the Payor.</td>
</tr>
</tbody>
</table>
Trip Report – Related Expense Line Items

Mileage, Rental Car and Reporting Information

Columns

1. **Expense ID**
   This column displays the link with the system-generated expense identifying number.

2. **Expense Type**
   This column displays the type of expense.

3. **Mileage Rate**
   This column displays the Florida mileage reimbursement rate.

4. **Mileage**
   This column displays the mileage, if claimed.

5. **Rental Car**
   This column displays the rental car class.

6. **Rental Car Justification**
   This column displays the rental car justification if an economy or compact car are not used.

7. **Reporting Only**
   This column displays whether the expense line item is for reporting only.

8. **Reporting Only Comment**
   This column displays if a comment is entered for a reporting only expense line item.

9. **PCard SWDN**
   This column displays the PCard statewide document number that has been entered by the fiscal accountant.

Trip Report – Related Expense Line Items

Hotel Information

Columns

1. **Expense ID**
   This column displays the link with the system-generated expense identifying number.

2. **Expense Type**
   This column displays the type of expense.

3. **Hotel Check-In**
   This column displays the hotel check-in date for a hotel expense.
4. **Hotel Check-Out**
   This column displays the hotel check-out date for a hotel expense.

5. **Night Over $150**
   This column displays whether the hotel amount exceeded $150 per night.

6. **Number of Nights**
   This column displays the number of nights for a hotel expense.

7. **State Sponsored Event**
   This column displays whether the hotel was part of a state sponsored event.

8. **Hotel Justification**
   This column displays the justification if the hotel night exceeded $150.

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**Trip Report – Related Expense Line Items**

**Airfare Related Information and Expense Comments**

**Columns**

1. **Expense ID**
   This column displays the link with the system-generated expense identifying number.

2. **Expense Type**
   This column displays the type of expense.

3. **Airfare Departure Date**
   This column displays the departure date for an airfare expense.

4. **Airfare Return Date**
   This column displays the return date for an airfare expense.

5. **Airfare Boarding**
   This column displays the point of origin for an airfare expense.

6. **Airfare Destination**
   This column displays the destination for an airfare expense.

7. **Number of Bags**
   This column displays the number of bags for a baggage fee expense.

8. **Expense Comments**
   This column displays any comments entered about an expense line item.
Trip Report – FLAIR Transaction Details

Transaction Information

**Columns**

1. FLAIR Transaction #
   This column displays the unique transaction number assigned by STMS.
2. Transaction Date
   This column displays the date of the transaction.
3. Organization Code
   This column displays the Organization Code selected for the expense line item.
4. EO
   This column displays the expansion option selected for the expense line item.
5. Object Code
   This column displays the object code for the expense line item.
6. Transaction Status
   This column displays the status of the transaction.
7. Transaction Type
   This column displays the type of transaction.
8. Posting Status
   This column displays the posting status of the transaction.
9. Posting Date
   This column displays the date the transaction was paid.
10. Account Code
    This column displays the FLAIR account code.
Trip Report – FLAIR Transaction Details

**FLAIR Information**

**Columns**

1. **FLAIR Transaction #**
   This column displays the unique transaction number assigned by STMS.

2. **CFO Received Date**
   This column displays the CFO received date.

3. **CFO Auditor Name**
   This column displays the CFO auditor’s name.

4. **CFO Audit Date**
   This column displays the date the transaction was audited.

5. **CFO Approver Name**
   This column displays the approver’s name.

6. **Warrant Date Issued**
   This column displays the date the warrant was issued.

7. **Warrant Number**
   This column displays the warrant number.

8. **Voucher Number**
   This column displays the voucher number.

9. **Statewide Document Number**
   This column displays the statewide document number.

10. **Date Paid**
    This column displays the date the transaction was paid.

Trip Report – Chatter Details

**Columns**

1. **Created Date**
   This column displays the date the chatter was created.

2. **Body Message**
   This column displays the chat message.

3. **Created by Name**
   This column displays the name of the user that created the chat.

4. **Type**
   This column displays the chatter type.
### Trip Report – Attachment Details

<table>
<thead>
<tr>
<th>Columns</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Created Date</strong></td>
<td>This column displays the date the attachment record was created.</td>
</tr>
<tr>
<td>2. <strong>Attached By</strong></td>
<td>This column displays the name of the user who created the attachment.</td>
</tr>
<tr>
<td>3. <strong>Attachment Type</strong></td>
<td>This column displays the type of attachment.</td>
</tr>
<tr>
<td>4. <strong>Attachment Name</strong></td>
<td>This column displays the name of the attachment.</td>
</tr>
<tr>
<td>5. <strong>Files Attached</strong></td>
<td>This column displays the number of files attached.</td>
</tr>
<tr>
<td>6. <strong>Attachment Comments</strong></td>
<td>This column displays any comments entered with the attachment.</td>
</tr>
<tr>
<td>7. <strong>Attachment Modified By</strong></td>
<td>This column displays the name of the user that modified the attachment.</td>
</tr>
</tbody>
</table>
Cases

Learning Objectives

- Explain how to create a case.

<table>
<thead>
<tr>
<th>Slide #</th>
<th>Instructor Script</th>
<th>Slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Case Management enables STMS users to communicate issues, suggestions, and questions relating to system functionality. <strong>Starting a Case</strong> Case Management navigation begins by clicking on the Cases tab found at the top of the STMS “Home” page.</td>
<td>![Image]</td>
</tr>
<tr>
<td></td>
<td><strong>Instructor Note</strong> A user can also access Cases by clicking on the app launcher. From the app launcher pop-up window, click on the Cases link.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Case Record Display</strong> The system will default to the most recently viewed list of Case records, which may be changed by clicking on the “Recently Viewed” tab to select another list view.</td>
<td>![Image]</td>
</tr>
</tbody>
</table>
Creating Cases

To create a new Case record, click the New button found on the right side of the page.

**Fields**

1. **Case Owner**
   This field is auto-populated with the name of the user creating the case record.
2. **Reporter**
   This field captures the user who reported the issue/question/suggestion.
3. **Case Number**
   This field is a system-generated number associated with tracking case.
4. **Status**
   This required field identifies status of case in lifecycle. Defaults to new upon creation.
5. **Severity**
   This required field identifies immediacy/urgency of the case.
6. **Type**
   This required field identifies the purpose of the case.
7. **Case Reason**
   This required field categorizes cases by functional area.
8. **Case Origin**
   This required field captures how the issue was communicated to person entering the case.
9. **Trip Form**
   This field is where the Trip Form ID associated with the case is entered.
10. **Subject**
    This required field is the descriptive title of case.
11. **Description**
    This required field is the background summary of the case.
12. **Steps to Reproduce**
    This field is where the steps to reiterate the issue are entered.
13. **Contact Name**
    This field is the name of person to contact for case information.

Enter the information and click on the “Save” button.
### Viewing Saved Cases

Saved cases may be opened by clicking on the Case Number link 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 and a Related tab. On the right side, you can Post an update.

**Instructor Note**

To receive email notifications of activity or changes to the case, click on the Follow button in the upper right corner of the screen.

### Cases – Details tab

The Details tab includes all of the information the user entered when creating the case, including additional agency and system information.

On the Case Activity tab, a user can:
- Post an update.
- View recent activity on the case.

### Cases – Related tab

On the Related tab, a user can:
- View the Activity History.
- View any related Knowledge Articles.
- View the Case History.