SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Business and Financial Affairs Operating Procedure
Travel & Mileage – ESM Process

Scope

This procedure documents how employees can request pre-payments or reimbursement for Travel, vendor payments for travel pre-payments, or reimbursement for Mileage claims.

Responsibilities

It is the responsibility of each staff or faculty member to process any requested reimbursement for business-related travel and/or mileage on the District's procurement system (ESM). The process steps are listed below.

Process for Requesting Travel or Mileage Payments or Reimbursements

Responsibility	Action
Staff or Faculty member requesting a reimbursement	1. Refer to the Travel claim or Mileage claim procedure. Complete your claim form and route to your Supervisor for approval. 2. To request reimbursement based on the claim – go to MySWC, Campus Apps, ***eProcurement***.

Staff or Faculty	1. Enter your Claim in ESM for reimbursement. If you are requesting any advance payments, enter an ESM requisition for each payee (such as yourself, the registration, the hotel, etc.).
	
	Begin in upper left corner – Choose **Shop**.
	Then go to **Non-Catalog Items** (dark blue section).
	
	   1st screen – Enter Supplier – Enter your name or vendor from the pick list
	     – click **SELECT**
	
	   Check to see if the supplier is in ESM.
	       If the advance is going to you – enter your name as supplier
	           If your name isn't listed, email Purchasing at Purchasing@swccd.edu.
	           Subject line – **New Supplier**
	           Detail message – **I am an employee. My ID # is XXXXXXX.**
	           I would like to submit a claim on ESM. Please add me as a supplier.
	
	       If the payment is going to a hotel or conference provider – enter the vendor
	
	           If the vendor isn't listed, email Purchasing at Purchasing@swccd.edu.
	           Subject line – **New Vendor**
	           Detail message – **Please add a new vendor.**
	           Include the vendor's name, address, and phone #.
	           I would like to enter an advance travel payment on ESM.

Purchasing will email you once you and/or the vendor are added.

2nd screen – Add Item
Item/Service:
Enter the total Advance, payment or Claim as 1 item:
For Travel (including related mileage)
Enter **Travel Claim & travel dates**,
For routine Local Business-Related Mileage & related expense
Enter **Mileage Claim for month/year**
UOM (Unit of Measure) – Enter **EA**
Qty – **1**
List Price – **$$** Enter the total amount requested
If this is for an advance plus reimbursement of attached receipts,
please note the details on the Travel Claim form – the total ESM
request must match the amount noted on the Travel form.
If you are requesting reimbursement for a mileage related expense,
such as parking, note on your Mileage Claim form and attach receipts
in Internal Notes (see below). Enter total Claim as one item.
The remaining categories can be left blank.
Click **Add to Cart**
Click on **Cart** (top right corner of screen)

3rd screen – Cart
Item summary – Review
If ok, click **Checkout**.

4th screen – General Details
Order Type - Select **Travel & Mileage** from the drop-down menu
Use this for a Travel Claim or Mileage Claim.
Do not use Order Type - Administrator Reimbursement
Buyer's Name – Select **Direct to Finance**
Restricted – **Yes or No** (depending on budget #)
Accountant – **Leave blank**
Budget Code -- **Enter your budget #.** Use Object 55220 for Travel.
If you are entering for a Mileage Claim for routine business-related
mileage (not related to travel) use 55210.
This budget entry is for reference. It is not encumbering the account yet.
Click **Continue**.

5th screen – Delivery Details – this will list your name
Click **Continue.**

6th screen – Billing Details – this lists SWC AP
Click **Continue.**

7th screen -- GL Details
Enter **Budget #** again (this charges the account)
If this is the 1st time this number has been used, ESM will ask you to enter the
details. Confirm you are using the same number as you did on the 4th screen.

	Click **Continue.**
	8th screen – Line-Item Details – Review
	This will show the total claim amount.
	Attach your Claim & all related receipts to the Internal Notes.
	Go to **Notes and Attachments**.
	Click the paperclip next to **Internal Notes**.
	Attach an electronic file.
	Click **Update**, then click X in upper right corner to close.
	Go To Transaction Name – Enter **last name, Travel Claim & date** – this will be used in the email notifications for approval routing. Click **Update**
	9th screen – View Workflow Details – Review. If ok, click **Request Approval**.
	2. Request Approval
	This will now route for approval per the Workflow Details.
	Following approval, this will route to Finance for review then payment.
	Note: This will check available budget in this budget #. If no budget is available, it will not let you continue. You will need to process a *Budget Transfer* then return to complete this requisition. To save the transaction until you are ready to submit it, click on **Hold** (looks like a pause key – two parallel lines towards top of page, next to Transaction Summary). It will save your transaction until you return. If you are using someone else's budget #, it will route to them for approval in the workflow.
Financial Services	1. Accountant – review ESM transaction and attachments.
	Confirm budget # uses correct object code:
	Object 55220 should be used for staff and faculty travel, including travel related mileage.
	Object 55210 should be used on Mileage Claims for routine local business-related mileage.
	Confirm the calculation.
	Confirm approvals
	Initial Authorization must be signed by requester and approved by Supervisor, and Vice President or President. Following Travel, the claim must be signed by requester and Supervisor, it only routes to Vice President/President again if it exceeds the initial total cost authorization.
	If all is complete, click **Approve**.
	If there is a need for corrections, the Accountant may make minor corrections or click **Reject** – it will then route back to the initiator.
	Once approved, it will electronically forward to the AP Team.
	2. Accounts Payable Team – Finalize in ESM and process the payment
	Approve in ESM to begin payment process
	Download the PO & attachments – open & save as pdf
	Save to H drive under the Alpha of the Payee
	Voucher for payment
	Process for payment
	Mail check to Traveler (or notify employee for pick-up if requested).

SWC Policy & Administrative Procedures References:

BP/AP 7400 Travel   BP/AP 6250 Budget Management
BFA OP – Mileage   BFA OP - Travel

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Reviewed & Approved by VP BFA _____