

Electronic Annual Travel Certification Form

As has been the policy and practice for many years, all University travelers must complete an Annual Travel Certification form **prior** to travel and it must be completed on a fiscal year basis.

A new electronic version of the **Annual Travel Certification** form is available starting **June 14, 2018**. For Fiscal Year 2019 (7/1/18 – 6/30/19), travelers can elect to use **either** the electronic or paper version of the form.

The new form infers most information for the traveler, leaving minimal interaction required on the part of the traveler. Generally, a traveler will only have to:

- Acknowledge the Traveler Responsibilities section
- Select the Fiscal Year (if completed in June)
- Update the Supervisor section (if in a pool position or if completing the form as a student or affiliate)
- Select the appropriate Authorized Driver box
- Check the Traveler Certification checkbox

Upon submission, the form will be routed to the traveler's supervisor for review and approval.

Below are instructions on how to submit the form as the traveler and how to approve the form as a supervisor.

Form Instructions

1. Click link to open form
 - a. Upon opening the form, you will be taken to an Introduction page which provides a list of Traveler Responsibilities and useful websites.
2. Click the checkbox acknowledging that you've read the **Traveler Responsibilities** section.
3. Click **Continue** button to be taken to form.
4. Verify the **Fiscal Year** for which you are submitting the form.
 - a. If you are completing the form between July and May, the fiscal year will default to the current fiscal year.
 - b. If you are completing the form in June, you'll have the option to select the current or following fiscal year.
5. Your **Traveler information** will automatically default.
6. Verify **Supervisor information**
 - a. As an employee, your Reports-To supervisor from PeopleSoft will populate automatically from your primary position.
 - i. If you are in a pool position (like a student or temp employee), you will be able to modify your supervisor by clicking the **Change Supervisor** button and

- entering your supervisor's name. This is permitted because the actual supervisor for a pool position can vary from the Reports-To Supervisor in PeopleSoft.
- b. As a **non-employed** Student or Affiliate, you'll have the option to search for a supervisor by entering their name.
 - i. **NOTE:** Please work with the department you are travelling for to identify who you should enter as your supervisor.
 7. Review the **Traveler Agreement** section.
 8. Select the appropriate **Authorized Driver** checkbox to indicate whether you are registered as an Authorized Driver or not.
 9. Click the **Traveler Certification** checkbox to indicate that you've read the form and agree to abide by all University and departmental travel policies and procedures.
 - a. This will activate the Submit button.
 10. Click **Submit** to submit the form and be taken to a generic submission verification page.
 - a. The form will then be routed to your supervisor for acknowledgement/approval.
 - b. You will also receive a confirmation email verifying your submission.

Supervisor Approval Instructions

1. You will receive an email once your employee has submitted an Annual Travel Certification form.
 - a. This email notifies you that you have a form to review.
2. Click the link in the email to be taken to the workflow/approval interface.
 - a. Most recent versions of Internet Explorer, Chrome, or Firefox can be used to access the workflow/form. Safari **is not** supported at this time.
3. Login with your CAS credentials if you haven't already done so.
4. You will be taken to the OnBase Workflow interface. See **Screenshot # 3** for a breakdown of the interface.
5. Review the form submitted by your employee.
6. You have 2 options in the workflow: Approve and Deny. Click the appropriate task button.
 - a. **Approve** –
 - i. Click the **"Certify and Approve"** button to approve the form.
 - ii. A pop-up message will appear asking you to certify the form.
 - iii. Click **Submit** to finalize your approval or **Cancel** to cancel your approval.
 - iv. A confirmation message will then appear indicating that you've approved the form. Click OK.
 - v. The form will exit the workflow and you and the traveler will receive a message indicating that the form has been approved.
 - b. **Deny** –
 - i. Click the **"Deny"** button if the form needs to be denied.
 - ii. A pop-up message will appear asking you to confirm that you want to deny the form.
 - iii. Click **Submit** to finalize your denial.
 - iv. A confirmation message will then appear indicating that you've denied the form. Click OK.
 - v. The form will exit the workflow and You and the traveler will receive a confirmation that the form has been denied.
 - vi. A new form will need to be submitted if the traveler wishes to travel.

Screenshot # 1 – Form Introduction Page

NORTHERN ARIZONA UNIVERSITY

Annual Travel Certification (ATC)

Introduction

This Annual Travel Certification form must be completed by a traveler on a fiscal year basis prior to travel to certify the traveler agrees to terms and conditions required for traveling on university business.

Traveler Responsibilities

- Comply with university and departmental travel policy and procedures.
- Secure prior authorization for both absence and travel expenses when required.
- Select travel options that are the most economical to the University.
- Exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.
- Prepare justification for exception to policies as appropriate.
- Provide all available information and documentation to the travel specialist prior to travel.
- Verify that all travel arrangements are confirmed prior to departure.
- Pay any excess costs and any additional expenses incurred for personal preference or convenience.
- Return as promptly as possible to either the official duty post or personal residence when the state business is completed.
- Ensure the Exhibit J is prepared in a timely manner and provide appropriate receipts and documentations as required.
- Ensure the Travel Certification is submitted on a fiscal year basis.
- Register as an Authorized Driver prior to travel if driving **ANY** vehicle on NAU business.
This includes:
 1. Complete an online defensive drivers training (and take refresher training every four years).
 2. Register your driver's license in the PeopleSoft self-service module.
 3. Maintain an adequate driving record (and notify supervisor if there is a change in status).
 4. Maintain statutorily required liability insurance (applicable to a personal vehicle seeking reimbursement or rental car used on NAU business).
 5. Secure prior written approval from your Departmental Leadership to drive your personal vehicle on NAU business.

Websites That Provide Assistance

- [NAU Travel Policy](#)
- [Online Travel Forms](#)
- [State Rate Manual](#)
- [Authorized Driver Policy](#)

Click here to activate
continue button

Traveler

* I confirm that I have read the Traveler Responsibilities section above.

Continue

Click Continue button
to go to the form

Screenshot # 2 – Form

NORTHERN ARIZONA UNIVERSITY

Annual Travel Certification (ATC)

Introduction

Annual Travel Certification

This certification shall be completed on a fiscal year basis prior to traveling on university business.

Between 6/1/2018 – 6/30/2018, please select 2018 or 2019 for the Fiscal Year.

Fiscal Year*

2018

July through May - Infers to Current Fiscal Year
June - User can select Current or Following Fiscal Year

Show Help

Traveler Information

Empl Name

John Doe

Empl ID

1234567

HR Department Name

This Department

Inferred by System

Traveler's Supervisor

Enter the Supervisor's full Last Name followed by a "," and a full First Name or a partial first name which will give a lookup to select the desired name.

Supervisor Name

Jane Doe

Supervisor Empl ID

7654321

Supervisor HR Department Name

This Department

Inferred by System but
editable in some cases

Traveler Agreement

As a traveler of Northern Arizona University, I agree to the following terms and conditions required for university business travel.

1. All travel shall be properly approved according to university travel and authorized driver policy and procedures prior to incurring travel expenses.
2. In order to receive reimbursement of travel expenses, all required travel documentation shall be submitted to the appropriate travel representative within five (5) working days of returning from travel status.
3. I understand that excess travel advances are due within 30 days of trip return date. If I fail to settle my account in full within 60 days of returning from travel status, I authorize Northern Arizona University to deduct the balance against my wages (A.R.S. §35-192.02B and CMP 420-01: Faculty and Staff Reimbursements – Accountable Plan Rules). I shall be notified in advance of any action taken against my wages. In addition, if unpaid balances due the university are outstanding at the time of my termination of employment, I authorize the university to deduct such balances from my final paycheck. If final wages are insufficient to cover my travel expenses and it becomes necessary to pursue collection of this debt through Student and Departmental Account Services, you shall be authorized to charge 18% interest (1.5% per month) on the unpaid balance and, if necessary, reasonable collection costs and/or attorney fees until my account is paid in full.

Authorized Driver

Please check one of the following:

* Yes, I am registered as an Authorized Driver.

If driving a vehicle on NAU business, I certify I am a NAU registered Authorized Driver and have completed the on-line defensive driver training and registered my driver's license in PeopleSoft. I certify that I shall maintain a valid Arizona driver's license (A.R.S. § 28-3151). I understand that I must notify my supervisor if and when these conditions fail to exist, and I am requested to travel on university business.

* I have minimum liability insurance coverage as required by the State of Arizona (A.R.S. § 28-4131), if using my personal or any other vehicle and requesting reimbursement.

No, I choose not to register as an Authorized Driver.

I understand that I may not (1) drive any university vehicles, (2) receive mileage reimbursement for my personal or any other vehicle used on university business, (3) rent a vehicle to be used on university business. I understand that I am personally liable for the vehicle I am driving as well as for all other damages and injuries that I cause that may occur in the event of an accident and that the state/university will not supplement my personal vehicle insurance.

User must select either
Yes or No

Traveler Certification

* I have read the information above, agree to abide by all University and departmental travel policies and procedures.

Certified By

John Doe

Certified Date

06/06/2018 03:50:04 PM

Click box to populate Certification
Boxes and activate Submit button

Submit

Click here to submit form

Screenshot # 3 – Supervisor Workflow/Approval Interface

OnBase

LIFE CYCLE VIEW WORK FOLDER

TRA - Annual Travel Certification (ATC)

ATC - Supervisor - Approval (1)

Life Cycle (Workflow) and Queue

Inbox

Drag a column header here to group by that column.

NAME	ENTRY DATE
TRA - Annual Travel Certification - Doe, John	6/5/2018 11:27:07 AM

List of Forms awaiting approval

Items: 1

Certify and Approve Deny

User Task Buttons
- Approve
- Deny

NORTHERN ARIZONA UNIVERSITY

Annual Travel Certification (ATC)

Annual Travel Certification Form
(No Form interaction required beyond reviewing it) All action occurs with Task Buttons above

Introduction **Annual Travel Certification**

This certification shall be completed on a fiscal year basis prior to traveling on university business.

Annual Travel Certification ID*	Fiscal Year	Approval Status	Status Date
107	2018	Pending – Supervisor Approval	