

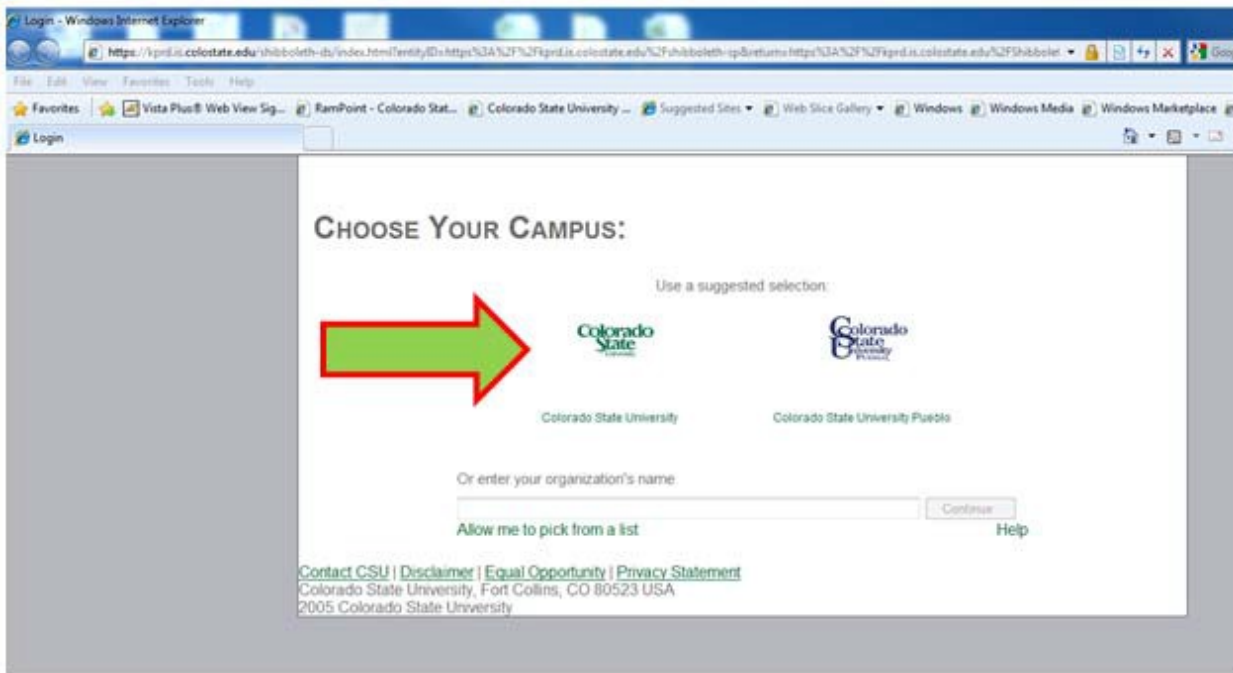
OFF-CAMPUS DHA (supervisor/PI) LOG-IN AND SIGNING/APPROVING INSTRUCTIONS

You will receive an e-mail notification from bfs_kuali_implementation@mail.colostate.edu when you have a travel document to sign. Because you are off campus the directions on the e-mail do not apply. You will need to

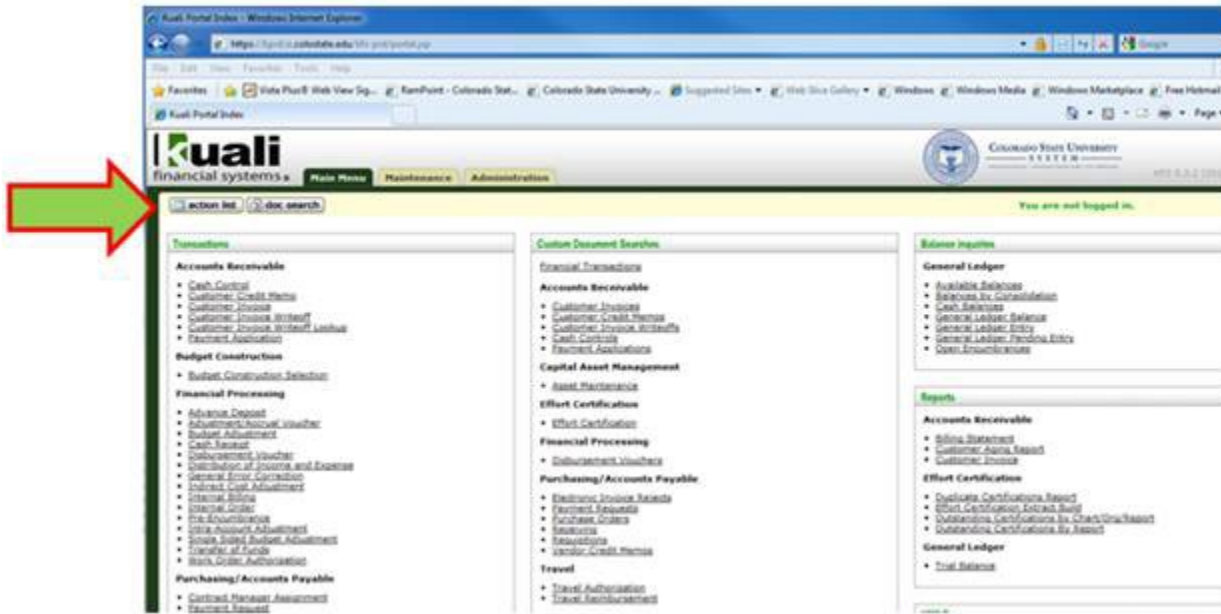
- 1) Go to <https://secure.colostate.edu>
- 2) If you get a pop-up saying “This site’s security certificate is not trusted” click on “proceed anyway”
- 3) Log in to CSU’s secure site using your CSU username and password
- 4) Go to Web Bookmarks (or your computer/phone may take you there without a prompt)
- 5) Go to Administrative Applications and Resources (AAR)
- 6) Go to Kuali Financial system (KFS) under Links on right-hand side of page

The screenshot shows the Colorado State University Administrative Applications and Resources (AAR) website. The browser address bar displays <https://aar.is.colostate.edu>. The page header includes the Colorado State University logo and a navigation bar with links for Home, Reporting, and Research. Below the header is a large image of a campus scene. The main content area is titled "Welcome to AAR" and includes a "Click to expand menus" button. A sidebar on the right lists "Application Systems" (HR System, Kuali Financial System (KFS), Time Clock), "Non-production Applications", "Resources", and "Support". A green arrow points to the "Kuali Financial System (KFS)" link.

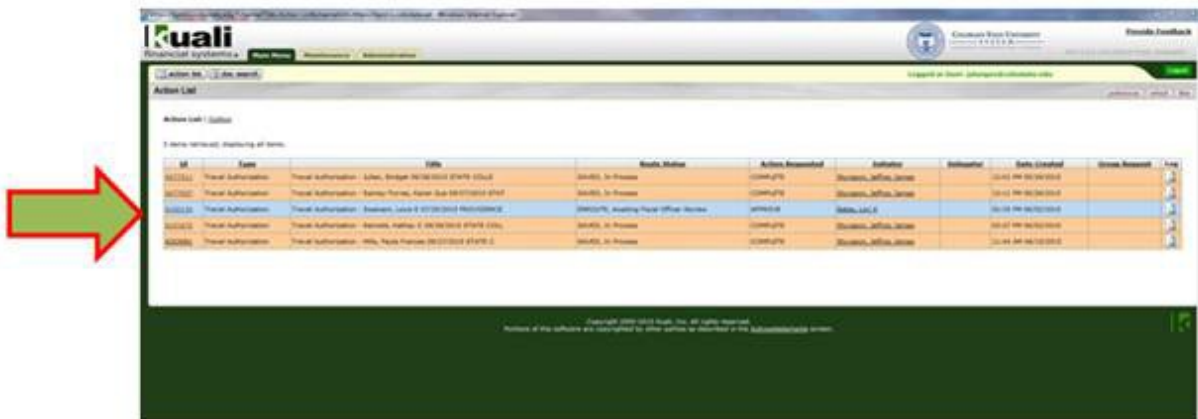
7) Click on CSU and log in (AGAIN!!) using your CSU username and password



8) Click on action list (top left corner)



9) Open your travel document by clicking on the ID number



10) Check the amount and account number

Travel Reimbursement lockdoor id gpolzer@colostate.edu is in use

Doc Nbr: 5698731 Status: EnROUTE
 Initiator: gleaming@colostate.edu Created: 03:54 PM 04/20/2015
 TEM Doc #: T-441 TR Status: In Process

[expand all](#) [collapse all](#)
 * required field

Document Overview ▼ Hide

Document Overview

* Description: Learning, Summer E 03/31/2015
 Organization Document Number: T-441 Explanation: Mileage for trip to ECRC on 3/31-3/31. 256 miles for Summer Learning.

Financial Document Detail

* Bank Code: 02 GENERAL REIMBURSEMENTS Total Amount: 128.00 

Reports ▶ Show

Trip Overview ▼ Hide

Traveler Section

* Traveler Type Code: Employee
 Principal Id: 65624 Principal Name:
 First Name: SUMMER Last Name: LEAMING
 Street Address Line1: 6003 CAMPUS DELIVERY Street Address Line2:

Actual Expenses ▶ Add

* All fields required if section is used

Expense Date	Expense Code	Company Name	Expense Amount	Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
03/31/2015	Mileage 2WD		128.00	1	No	No	No	N/A	128.00	

Notes:

▶ Actual Expenses Details - Mileage 2WD - 1

Expense Date	Expense Type Code	Miles	Expense Amount	\$US	Non Reimbursable	Taxable	Missing Receipt	Actions
03/31/2015	Mileage 2WD	256	0.5	128.00	128.00	No	No	N/A

Notes:

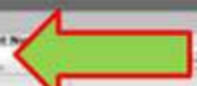
Imported Expenses
 * All fields required if section is used

Reconciled Expenses

Status	Document Number	Card Type	Expense Date	Name	Travel Company	Amount
Travel Expense Total						
Special Circumstances						
Group Travel						
View Reimbursement History						
Contact Information						
Traveler Certification						
Summary by Object Code						
Receipt Accounts						
Accounting Items						

Accounting Lines ▶ Add Detail

Source	Chart	Account No.	Object	Sub-Object	Project	Org Ref ID	Expense Source	Amount	Actions
1	02	4335570	2				OUT OF POCKET	128.00	
Line Description									



- 11) Review attachment (click on icon) for easy reading of expenses. Click on the approve button for submission. Contact Sue Sidinger prior to approving if you have questions on expenses listed on the attachment. 970-491-7950
susan.sidinger@colostate.edu



DONE!