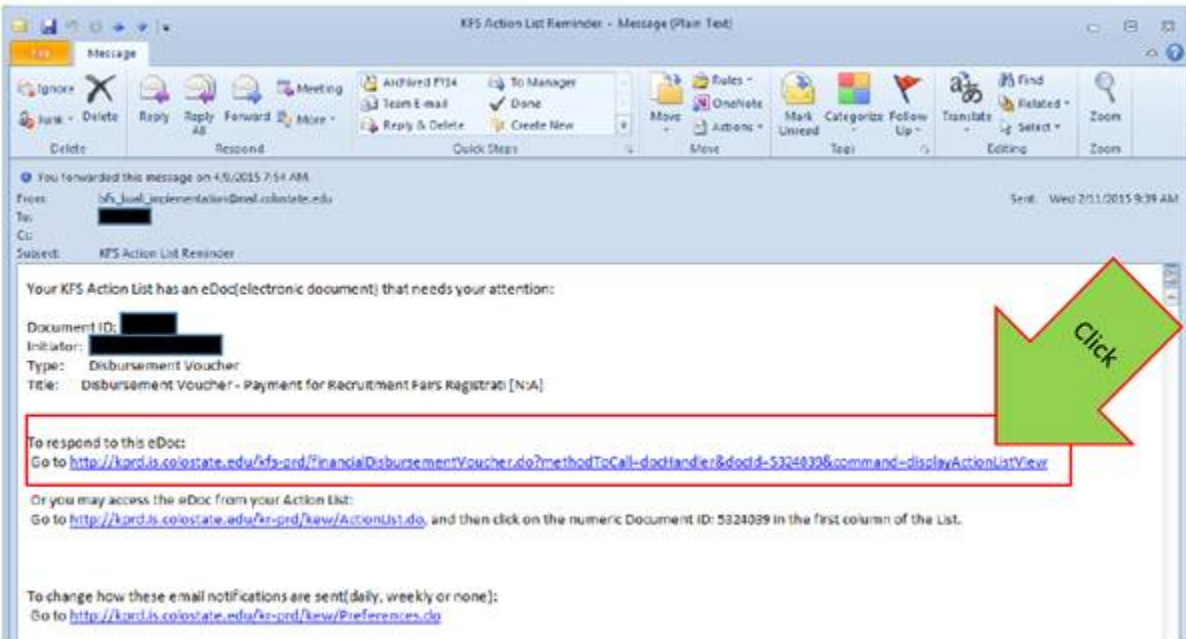


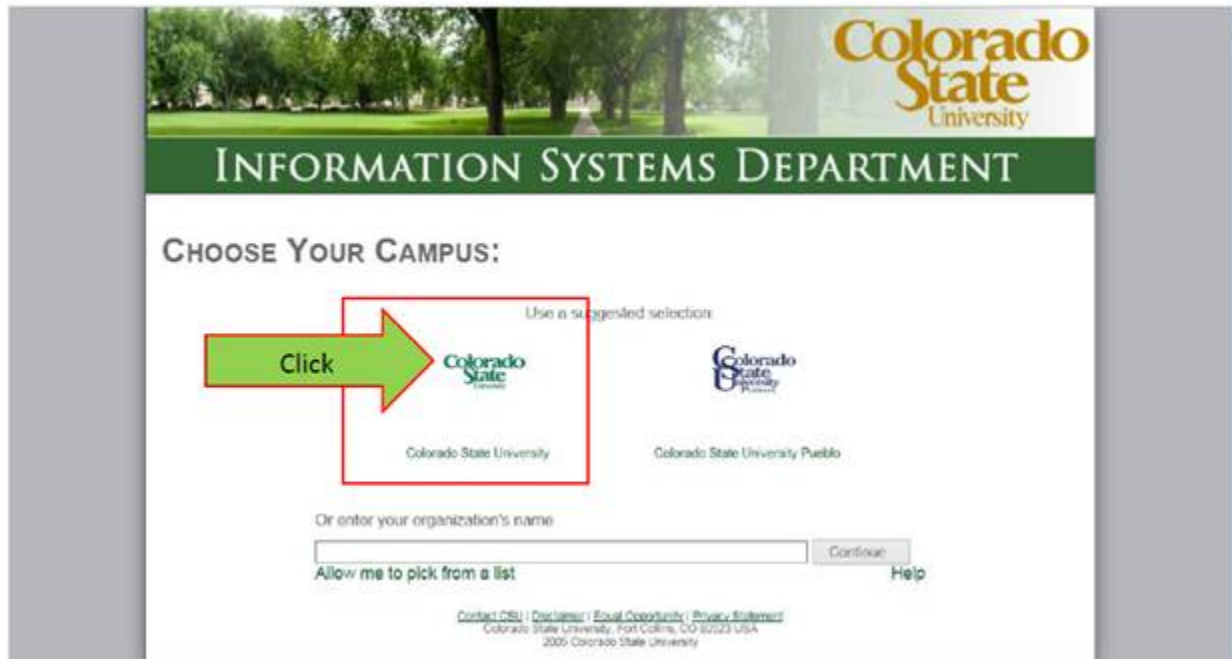
ON-CAMPUS DHA (supervisor/PI) LOG-IN AND SIGNING/APPROVING INSTRUCTIONS

You will receive an e-mail notification from bfs_kuali_implementation@mail.colostate.edu when you have a travel document to sign as approver or account holder. The email subject like will be KFS Action List Reminder.

- 1) Once you open the e-mail, follow the steps below:



- 2) Log in



Colorado State University

Authentication Required

Login

You are logging into the following service with your eID:

lprd.is.colostate.edu

eName:

ePassword:

Enter your existing log in info

Important!

Logging Out of Your Session

- This is a single sign-on authentication.
- Your CSU session remains active after log out from a service until you close your browser.
- Completely exit your web browser when finished.

Need Password Help?

Students, Faculty, Staff

- [eID Forgotten Password Help](#)
- Students contact the Registrar's Office at (970) 491-4860
- Faculty/Staff contact Human Resources at (970) 491-6947

Library Community Patrons

- [Community ID Password Recovery](#)
- Loan & Reserve Desk (970) 491-1842

3) Check the amount and account number

Travel Reimbursement Backdoor ID gpolzner@colostate.edu is in use

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

* required field

Document Overview

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

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS	Total Amount: 128.00
--	-----------------------------

Reports

Trip Overview

Traveler Section

* Traveler Type Code: Employee	Principal Name:
Principal Id: 66624	Last Name: LEAMING
First Name: SUMMER	Street Address Line2:
Street Address Line1: 6003 CAMPUS DELIVERY	

Actual Expenses hide

Actual Expenses
* All fields required if section is used

* Expense Date	* Expense Type 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:

1 hide **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 show						
Special Circumstances show						
Group Travel show						
View Reimbursement History show						
Contact Information show						
Traveler Certification show						
Summary by Object Code show						
Assign Accounts show						
Accounting Lines hide						

Accounting Lines hide detail

Source	* Chart	* Account Number	Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
1	CO	1356570					OUT OF POCKET	128.00	
Line Description									

4) 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

Notes and Attachments (1) hide

Posted Timestamp	Author	* Note Text	Attached File	Attachment Type	Notification Recipient	Actions
add:			Drive			add
1 04/21/2015 08:54 am	Ryan, David Patrick	backup	Fr201532.pdf (2 MB, application/pdf)	Receipt		add

Add New Receipts show

Event Log show

undo payment cancel all fees request renew approve disapprove close

DONE!