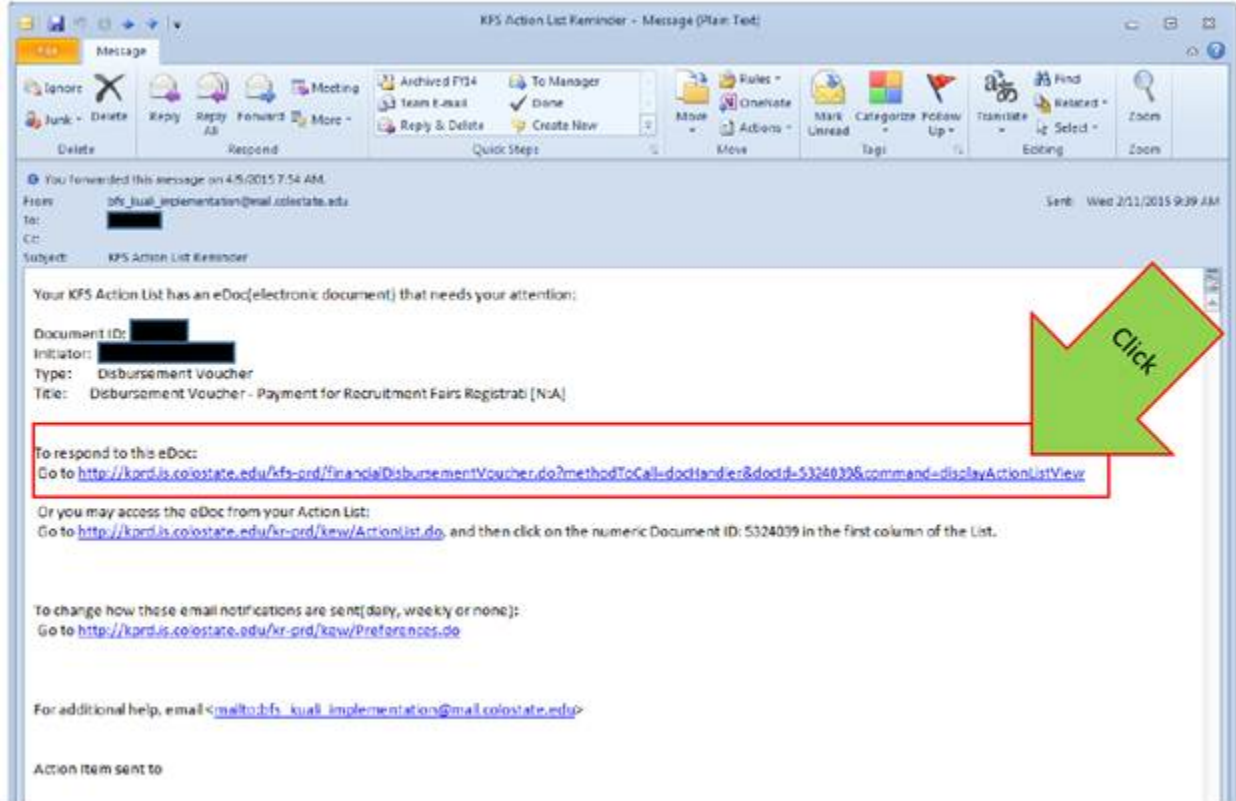


ON-CAMPUS TRAVELER LOG-IN AND SIGNING/APPROVING INSTRUCTIONS

1) When a document is ready for your approval, you will receive an e-mail notification from bfs_kuali_implementation@mail.colostate.edu with the subject line: KFS Action List Reminder.

2) Once you open the email, follow the steps below:



3) Log In

Colorado State University
INFORMATION SYSTEMS DEPARTMENT

CHOOSE YOUR CAMPUS:

Use a suggested selection:

Click → Colorado State University

Colorado State University Pueblo

Or enter your organization's name

[Help](#)

[Allow me to pick from a list](#)

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Colorado State University, Fort Collins, CO 80523 USA
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Authentication Required Colorado State University

Login

You are logging into the following service with your eID:

kpnd.is.colostate.edu

eName:

ePassword:

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

4) Check the traveler certification

Quali Financial systems

Travel Reimbursement

Document Overview

Financial Document Detail

Reports

Trip Overview

Traveler Section

Trip Information Section

Employee Certification:

Accounting Distribution

Object Code	Expense Source	Object Code Name	Sub Total	Remaining Amount
4335	OUT OF POCKET	In State Employee Travel Per Diem	712.50	0.00
Total Remaining:			0.00 USD	

5) Review the 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)

Posted Timestamp	Author	Note Text	Attached File	Attachment Type	Notification Recipient	Actions
04/21/2019 08:36 AM	Ryan, David Patrick	Backup	TY201933.pdf (2 MB, application/pdf)	Receipt		View

Approve Approve/Cancel

DONE!