Plan your trip
Enter trip details and estimated costs into a TREX Travel Authorization:
• for foreign trips
• for domestic check your division business process

For foreign trips, submit your Travel Authorization for division and DOE approvals in TREX
Use LBNL Trip #* generated in TREX to make airline reservation with Carlson or Cliqbook
*from Authorization or Expense Report

Take your trip
Keep receipts for travel expenses

When you return to the Lab
Submit your Expense Report for division approval in TREX
If required, attach receipts to printed Expense Report and send to Travel Office
TREX submits approved Expense Report to Travel Office for pre-pay audit
Once approved by the Travel Office, reimbursement is processed
When to Create a Travel Authorization
1. For FOREIGN trips, authorizations are required in TREX for division approval and DOE approval.
2. For DOMESTIC trips, check your division’s requirements regarding authorizations in TREX.
3. Once saved or submitted, use the LBNL Trip # for Carlson or Cliqbook
4. The system does not allow authorization for local travel.

Create your Travel Authorization
1. Click on Berkeley Lab Travel Expenses.
2. Click on Manage Trips.
4. Enter data in required fields as shown in the screen shot.
5. Click on the Go button.
6. In the next screen, select the business purpose for your trip.
7. Select Foreign, Domestic or Local in the Trip Type field.
8. Enter the statement of purpose for your trip here.
9. Click on Next to enter projects, locations and expense estimates.

Expense Report - Create
Trip Information
1. Enter data in required fields as shown in the screen shot.
2. Click on the Go button.
3. In the next screen, select the business purpose for your trip.
4. Select Foreign, Domestic or Local in the Trip Type field.
5. Enter the statement of purpose here describing the impact of your trip to the Lab and DOE.
6. Enter one or more projects. To split projects, click on “+” to add additional projects.
7. If more than one project, the percentage should total 100%, and a primary project must be selected.

Log in
1. Enter TREX in your browser’s URL field
2. Enter LDAP UserID and password

Customize Find
1. Enter the departure city and the location to which you will return. You can enter the number of personal days.
   • For foreign trips the departure city is the airport city.
   • For domestic trips the departure can be the traveler’s home, work, or airport location.
2. To add trip legs, enter the number of nights then click on “+” on the right. If you need to remove a leg, click on “-”.
3. As shown below, per diems display based on business city location.
4. If you know actual estimated amounts for M&IE and/or lodging, enter the daily amount in the Actual field.
5. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
6. For foreign trips, click on the Host Information and Foreign tabs to enter required information in all fields.
7. For Conferences, enter at least the conference name.
8. At the bottom of the screen, enter estimated miscellaneous expenses in the Misc field.
9. In the Total Air field, enter your airfare estimate.
10. In the Paid by Others field, enter cost expected to be paid by a third party. This amount is only for information purposes.
11. Enter the departure city and the location to which you will return. You can enter the number of personal days.
   • For foreign trips the departure city is the airport city.
   • For domestic trips the departure can be the traveler’s home, work, or airport location.
12. To add trip legs, enter the number of nights then click on “+” on the right. If you need to remove a leg, click on “-”.
13. As shown below, per diems display based on business city location.
14. If you know actual estimated amounts for M&IE and/or lodging, enter the daily amount in the Actual field.
15. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
16. For foreign trips, click on the Host Information and Foreign tabs to enter required information in all fields.
17. For Conferences, enter at least the conference name.
18. At the bottom of the screen, enter estimated miscellaneous expenses in the Misc field.
19. In the Total Air field, enter your airfare estimate.
20. In the Paid by Others field, enter cost expected to be paid by a third party. This amount is only for information purposes.
21. Click Update Estimated Costs to display total estimated costs.
22. For Domestic trips: You see two yellow buttons at the bottom of the screen.
23. Click on Finish and Submit to complete your authorization in TREX, otherwise save for later.
24. For Foreign trips: You see three yellow buttons at the bottom of the screen.
25. Click on the 2nd button to select the Approver.
26. Click on the 3rd button to submit a Foreign Authorization for approval.
Creating an Expense Report WITHOUT an Authorization

When Does This Apply?

1. For DOMESTIC travel, create an Expense Report (ER) without Authorization, if your division does not require a Travel Authorization for domestic trips.
2. Create a future-dated DOMESTIC Expense Report and Save it for Later to generate an LBNL Trip # to be used to book flights with Carlson or in Cliqbook.
3. For LOCAL Expense Reports.

Create an Expense Report with no Authorization

1. Click on Berkeley Lab Travel Expenses.
2. Click on Manage Trips.
3. Select Expense Report—Create to display the screen below.
4. In the screen, enter or select the traveler’s name.
5. Enter or select the trip dates.
6. Enter a trip name and the first business location.
7. Click on the Go button.
8. Click on the Yes button to continue creating your ER.
9. Select your traveler’s business purpose
10. Enter your trip description and business benefit
11. Select Domestic or Local Trip Type. Click on Next.
12. At the top of the screen, enter one or more projects. To split projects, click on “+” to add additional projects.
13. Select a departure city and the location to which you will return. You can enter the number of personal days.
14. If you are claiming the actual amount for M&IE and/or lodging, enter the daily amount in the corresponding field. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
15. Click Next. You will enter other expenses in the next screen.
16. This screen is optional. You can begin by entering expenses other than M&IE and lodging here. (Or, you can click on Continue to Expense Details Screen to enter all trip expenses on one screen).
17. The Expense Details screen shows all expenses.
18. Click on OK or on the “+” to add an expense. You can select expenses to “Copy” or to “Delete”. The amount spent can be modified in this screen.
19. TREX displays expense totals at the bottom of the screen.
20. Click on Check for Errors. If there are errors, red flag error symbols will display. Click on the red flag for specific info. and to correct errors.
21. Click on Update Totals to sum all expenses entered so far.
22. Click on the link Personal Days and Meals Provided to enter specific info.
23. Click on Printable View to print the form for attaching receipts to be forwarded to the Travel Office (Save for Later first).
24. Click on the Select Approver button to identify the approver for the ER.
25. If arranging for someone, click Submit for Certification to send the ER to the traveler, otherwise click on Finish and Submit.
Creating an Expense Report BASED ON an Authorization

When Does This Apply?

- For DOMESTIC travel, create an Expense Report (ER) when your division requires travel authorization for domestic trips.
- Always for FOREIGN trips.

Create an Expense Report based on an Authorization

1. Click on Berkeley Lab Travel Expenses.
2. Click on Manage Trips.
3. Select Expense Report—Create to display the screen below.
4. In the screen, enter or select the traveler's name.
5. Enter or select exact trip dates or a range of dates.
6. Click on the Go button to display a list of existing Authorizations set up in TREX for the traveler.

7. Select the desired Travel Authorization.

8. TREX loads info contained in the Authorization record. Most data can be modified on the Expense Report. Click on Next.

9. Enter the trip report abstract for foreign trips, then click Next.

10. Select a departure city and the location to which you will return. You can enter the number of personal days.

11. If you are claiming the actual amount for M&IE and/or lodging, enter the daily amount in the corresponding field. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.

12. Click Next. You will enter other expenses in the next screen.

13. This screen is optional. You can begin by entering expenses other than M&IE and lodging here. (Or, you can click on Continue to Expense Details Screen to enter all trip expenses on one screen).

14. The Expense Details screen shows all expenses.

15. Click on OK or on the “+” to add an expense. You can select expenses to “Copy” or to “Delete”. The amount spent can be modified in this screen.

16. TREX displays expense totals at the bottom of the screen.

17. Click on Check for Errors. If there are errors, red flag error symbols will display. Click on the red flag for specific info. and to correct errors.

18. Click on Update Totals to sum all expenses entered so far.

19. Click on the link Personal Days and Meals Provided to enter specific info.

20. Click on Printable View to print the form for attaching receipts to be forwarded to the Travel Office (Save for Later first).

21. Click on the Select Approver button to identify the approver for the ER.

22. If arranging for someone, click Submit for Certification to send the ER to the traveler, otherwise click on Finish and Submit.
I. Using the Worklist to open a document

Approvers do not need to use the email link to open and approve a travel document in TREX. They can sign into TREX and click on the Worklist link at the top of the TREX page.

After clicking on Worklist, TREX displays the complete list of documents currently awaiting approval by the approver.

To open a specific document from the list in your worklist, click on the document’s blue link. TREX displays the document.

II. Using the email link to open a document

When Foreign Authorizations and Expense Reports are submitted in TREX, an email like the one below is sent to the approver.

Subject: Travel expense report is awaiting your approval.
From: fms-logmail@blt.lbl.gov
Date: Thu, 13 Jul 2009 10:31:21 -0700 (PDT)
To: APeccoraro@lbl.gov
Travel expense report is awaiting your approval.

To approve the document, you have the option to approve the document or to send it back for revision if any information is incorrect.

If you are approving the document, you have the option to enter any pertinent comments.

Note: Remember to confirm the approval by clicking the OK button.

If you are sending the document back for revision, you are required to enter your comments and instructions in the Comment box.
TREX Statuses

Trip statuses define where a travel document; (i.e., Travel Authorization or Expense Report) is, or has been, in the TRAVEL system process. These statuses appear in TREX and the travel reports (as applicable) that are available through the BLIS Reporting System (BRS).

In TREX there are three areas where you can find the status of a document. Depending on which area you look at, the status might be different. The three areas are: Report Status, Current Approval Status and Trip History. The Trip History provides more detail than the other two and consequently we recommend you refer to the hyperlinks to check the status of the documents.

I. Trip History Status
(To view the list of statuses click HERE)

To view event statuses for a specific trip in TREX, click on the “History” hyperlink in the Travel Authorization or “Trip History” hyperlink in the Expense Report and the Trip Event History panel will appear. The system retains the complete history of all statuses assigned to the documents.

II. Status/Report Status
(To view the list of statuses click HERE)

The system displays only the latest status of the documents.

III. Travel Authorization/Current Approval Status
(To view the list of statuses click HERE)

In this section, the system displays transaction submittal and approval activities showing the last status of the documents as well as the individual's name and the date when the action took place. This section is non-customizable PeopleSoft delivered functionality; therefore we recommend viewing the Trip History for details.
### I. TREX Statuses: Trip History

#### Authorization (TA) Statuses

**Created** - TA has been created, saved and is available for modification by traveler or arranger.

**Submitted**
- **For Domestic** - TA has been entered in the system and is no longer available for modification. If applicable, it is available for Division Review.
- **For Foreign** - TA has been routed for division approval and if applicable, it is available for Division Review. It is not available for modification.

*Note: If the Authorization has been returned by the Division Approver or by the Travel Office for modification, once it has been revised and routed for approval again, it will appear as Submitted.*

**Division Reviewed** - If applicable, TA has been reviewed by designated division staff. Each division establishes its own policy regarding this review. Per Lab policy it is optional.

**Returned by Division** - For Foreign Only - TA was not approved by Division Director or designee. It was sent back to be modified or canceled.

**Division Approved** - For Foreign Only - TA has been approved by Division Director or designee.

**Returned by Travel Office** – For Foreign Only – The Authorization has not been approved by the Travel Office to initiate processing in FTMS

**FTMS Setup** - For Foreign Only- Travel Office has entered required trip information into the DOE Foreign Travel Management System (FTMS) for DOE and Department of State review.

**Denied by DOE** - For Foreign Only- Trip has not been approved by DOE and/or Department of State. Traveler cannot take trip.

**DOE Approval** - For Foreign Only- Trip has been approved by DOE and Department of State. (It must first have been Division Approved.) Traveler can go on trip.

*Note: The DOE Approval and Approved statuses are triggered simultaneously in TREX therefore DOE Approval =Approved.*

**Approved**
- **For Domestic** - TA is automatically approved in TREX once it is Submitted. At this point it is no longer available to be modified. Any changes to the information should be appropriately reflected in the Expense Report. If necessary, TA can be cancelled.
- **For Foreign** - TA has been approved by DOE and Department of State. Traveler can go on trip.

*Note: The Approved and DOE Approval statuses are triggered simultaneously in TREX therefore Approved=DOE Approval.*

**Canceled** - Action taken by traveler or arranger when trip is not going to take place. Note: (1) DO NOT CANCEL a TA if an airline or train ticket was purchased through the Lab's travel agency. An ER must be submitted for the expense once the return date of the trip has passed. (2) If a trip to be canceled has an Authorization and an Expense Report associated with it, the Expense Report must be canceled first and then the associated Authorization.

#### Expense Report (ER) Statuses

**Created** - ER has been created, saved and is available for modification by traveler or arranger.

**Certification Pending** - ER has been completed by arranger and routed to the traveler for review and certification (certification is the formal confirmation that expenses claimed were incurred on official business on dates shown and are in compliance with LBNL policy) of expenses. Traveler or arranger can modify the document as necessary. If arranger has created the ER, the approver has been selected, but the traveler can change it.

**Submitted** - ER has been certified and routed for division approval. It cannot be modified at this point unless the approver returns it. Note: If ER has been returned by the Division Approver or Travel Office for modification, once it has been revised and routed for Division Approval again, it will appear as Submitted.

**Returned by Division** - The ER was not approved by the division approver and has been sent back for modification.

**Division Approved** - ER has been reviewed and approved by the Division Approver selected. The Division Approver is selected from the list of LBNL employees in the Signature Authority System that belongs to the project charged with the cost of the trip.

**Receipts Received** - Travel Office has received the required receipts. This is not considered an approval.

**Returned by Travel Office** - The ER has not been approved by the Travel Office. It has been sent back to be modified.

**FTMS Closed Out** - For Foreign Only- Travel Office has entered all required data in the DOE FTMS (Foreign Travel Management System).

**Approved for Payment** - Travel Office has approved ER to be paid.

**Canceled** - Action taken by traveler or arranger when trip is not going to take place. Note: 1) If an airline or train ticket was purchased through the Lab’s travel agency, do not cancel the TA; prepare an ER for the Lab-purchased ticket. The ER must be prepared for only one day (begin date of the trip), and must be submitted. 2) If a TA and the related ER have been created for a trip to be cancelled, the ER must be cancelled first and then the associated Authorization.

*Domestic* TAs can be canceled even if they have an approved status. TAs must be in Created or Returned Status to be available for cancellation.
## II. TREX Statuses: Status/Report Status

### Authorization (TA) Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Indicates that the Authorization has been created</td>
</tr>
<tr>
<td>Submitted</td>
<td>Same as Trip History Status from previous page</td>
</tr>
<tr>
<td>Division Approved – For Foreign Only</td>
<td>Same as Trip History Status from previous page</td>
</tr>
<tr>
<td>Returned by Travel Office – For Foreign Only</td>
<td>Same as Trip History Status from previous page</td>
</tr>
<tr>
<td>Denied by DOE – For Foreign Only</td>
<td>Same as Trip History Status from previous page</td>
</tr>
<tr>
<td>Approved</td>
<td>Same as Trip History Status from previous page</td>
</tr>
<tr>
<td>Canceled</td>
<td>Same as Trip History Status from previous page</td>
</tr>
</tbody>
</table>

### Expense Report (ER) Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Indicates that the Expense Report has been created</td>
</tr>
<tr>
<td>Submitted</td>
<td>Same as Event Status Above</td>
</tr>
<tr>
<td>Returned by Division</td>
<td>For Foreign Only - Same as Event Status Above</td>
</tr>
<tr>
<td>Division Approved</td>
<td>For Foreign Only - Same as Event Status Above</td>
</tr>
<tr>
<td>Returned by Travel Office</td>
<td>For Foreign Only –Same as Event Status Above</td>
</tr>
<tr>
<td>Returned by Division</td>
<td>The ER was not approved by the division approver and has been sent back for modification.</td>
</tr>
<tr>
<td>Division Approved</td>
<td>ER has been reviewed and approved by the selected LBNL employee listed in the Laboratory’s Signature Authorization System (SAS).</td>
</tr>
<tr>
<td>Approve Pay</td>
<td>same as Approved for Payment above</td>
</tr>
<tr>
<td>Approve for Zero Payment</td>
<td>The trip cost is being paid by an outside organization and the Expense Report needs to be closed out.</td>
</tr>
<tr>
<td>Staged</td>
<td>The Expense Report has been approved for payment and ready for payment to be issued.</td>
</tr>
<tr>
<td>Paid</td>
<td>Payment has been issued</td>
</tr>
<tr>
<td>Closed</td>
<td>This is rarely used and indicates that after Expense Report was approved for payment it was not paid or payment was cancelled</td>
</tr>
</tbody>
</table>
### Authorization (TA) Statuses

**Originator** – This is the Traveler or the Arranger

- Status: In Process
- Submitted

**Division Approver1 (*)**

For **Foreign** this is the Division Director or Designee

For **Domestic** this is the Traveler or the Arranger

(*) There is only one Division Approver in TREX

Status for both (Foreign and Domestic): Approved
- Returned by Division

Any routing performed by the Travel Office is not reflected in this section

### Expense Report (ER) Statuses

**Originator** - This is the Traveler or the Arranger

- Status: In Process
- Submitted

**Division Approver1 (*)**

This is the selected SAS approver

(*) There is only one Division Approver in TREX

Status: Approved
- Returned by Division

**Pre-pay Auditor** – This is the Travel Office

Status: Denied
- Approved
Create an Expense Report for a Local Trip

1. Enter the **Begin** and **End Dates** that will cover all expense dates.

2. Select **Local Trip**.

   - The system will create a leg per day. It takes about 2 minutes to populate legs for 3 months. Even expense will not be recorded for a day (or more) do not delete the legs here. The departure city must be populated.

3. Select the expense or expenses to be claimed.

   - Note that this screen is only for the first leg. From here it is more convenient to click the Continue to Expense Details Screen when the traveler is only claiming one expense for some of the days. (Or you can select Next Leg if there are several and different expenses for each day of the trip. This second option would give you a clearer view of the expenses you will enter for every day.)

4. Once you have the expense for one day (“mileage” in this example), select the expense that needs to be entered for other days and click the Copy Selected Expenses button.

5. Click OK.

   - The selected expense can be copied to only one day or to a range of dates, as needed. If copying to a range of dates, enter the from and to dates.

---

**Warning for Copying Expense Lines**

You have selected expenses that either have errors or have not been checked for errors. If this is not okay, press the Cancel button and correct the appropriate error(s) and/or press the Check for Errors button. If OK press OK to continue.

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5. Click OK.

   - The selected expense can be copied to only one day or to a range of dates, as needed. If copying to a range of dates, enter the from and to dates.
The copy option can be repeated as many times as needed to copy an expense to different/separate ranges of dates within the being and end dates of the trip.

6. Complete the record by selecting an approver and submitting the Expense Report.
Why Certify?

Travelers must certify their Expense Reports prior to being submitted for payment. Travelers must certify that the travel was required for business purposes and that the expenses were incurred as a result of that business.

The traveler will receive an email notification when an arranger submits an Expense Report. An example of this email notification is shown at the right. To complete Certification, click on the hyperlink at the bottom of the email.

This takes you directly to the specific Expense Report. Sign into TREX using your LDAP ID as shown at the right.

The Certification window is shown for the traveler to certify that the expenses incurred are in compliance with business that was conducted on behalf of LBNL.

At this point, you must click on the Certify and Submit button.

The Submit Confirmation window appears. To finalize the certification process, click OK.
Preparing a Supplemental Expense Report

How to Prepare a Supplemental Expense Report:

From **Action Request**, select the ‘**Supplemental Exp Rpt – Create**’ option.

Enter the LBNL Trip # with the four preceding zeros.

Click **Go**.

The report is listed for you to select. Select by clicking the ‘**Select**’ box.

The information from the original expense report is populated for you to continue preparing the Supplemental Expense Report.