

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.

In Authorization:

[View Travel Authorization](#)

Travel Authorization Summary

Anil More

Employee ID: 622705

Travel Auth ID: 000020556

General Information

Trip Name:	CFO next steps	LBNL Trip #:	000060821
Begin Date:	12/30/2008	End Date:	01/07/2009
Business Purpose:	Conference	Trip Type:	Domestic
DOE Subcontractor	<input type="checkbox"/>	DOE Subcontract #	
		Status:	Approved

Trip Description and Benefit

assessment of current LBNL travel systems

Trip Comments

hey, i may be an admin wonk, but i'm a happenin' guy; conference will pay partial meals

Project Information

Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code
1 300302	<input checked="" type="checkbox"/>	70.00	YN0100000	LD	OPEXP
2 307311	<input type="checkbox"/>	30.00	YN0100000	EH	OPEXP

Itinerary Legs

Primary Information	Per-Diem Information	Host Information	Conference		
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days
1 12/30/2008	BERKELEY, CA	12/30/2008	WASHINGTON, DC	2	1
2 01/01/2009	WASHINGTON, DC	01/01/2009	PHILADELPHIA, PA	6	
3 01/07/2009	PHILADELPHIA, PA	01/07/2009	BERKELEY, CA		

Travel Authorization Estimate

M&IE	480.00	+ Lodging	1,468.00	+ Misc	2,020.00	= Total Non-Air	3,968.00	
						Total Air	625.00	
Paid By Others (Informational Only)						150.00	Total Amount	4,593.00
Total Travel Authorization:						4,593.00	USD	

Travel Authorization Status

Routing	Name	Approval Status	Date
Originator	Garbis, Carla H	Submitted	09/04/2008
Division Approver 1	Garbis, Carla H	Approved	09/04/2008

Approval Detail

Name:	Garbis, Carla H
Comment:	

In Expense Report:

[View Expense Report](#)

Expense Report Detail

Anil More

Employee ID: 622705

Report ID: 000010405

Enter Report Information

Trip Name:	LB Foreign record	LBNL Trip #:	000060028	Trip Type	Foreign
Business Purpose:	Seminar / Symposium	Trip Comments:			
Business Location (first):	PARIS, FRA	Report Status:	Pending	Travel Auth ID:	000020016
Begin Date:	04/27/2008	End Date:	04/27/2008	Supplemental Exp. Report	<input type="checkbox"/>
Created On:	09/05/2008	By:	CHGARBS	Last Updated:	09/05/2008
Post Status:	Not Applied	Accounting Date:	09/05/2008		

Trip Description and Benefit

Visit Eiffel tower for Lab

Project Information

Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code
1 UC1648	<input checked="" type="checkbox"/>	100.00	KB0402030	NS	OPEXP

Itinerary Legs

Primary Information	Per-Diem Information	Host Information	Foreign		
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days
1 04/27/2008	SACRAMENTO, CA	04/27/2008	PARIS, FRA		
2 04/27/2008	PARIS, FRA	04/27/2008	SACRAMENTO, CA		

Enter Expense Lines

*Receipt Required	*Expense Type	Expense Date	*Amount Spent	Location	*Payment Type
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	04/27/2008	52.50	PARIS, FRA	Cash
<input checked="" type="checkbox"/>	Airfare: Lab-Purchased	04/27/2008	1,200.00	PARIS, FRA	Lab Travel Agency
<input checked="" type="checkbox"/>	Miscellaneous Other Expenses	04/27/2008	500.00	PARIS, FRA	Cash

Expense Report Totals

Employee Expenses:	1,752.50	USD	Due Employee:	552.50	USD
Non-Reimbursable Expenses:	0.00	USD	Definition of Totals		
Prepaid Expenses:	1,200.00	USD			
Cash Advances Applied:	0.00	USD			

Current Approval Status

Routing	Name	Status	Date
Originator	Garbis, Carla H	In Process	
Pre-Pay Auditor			

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, 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 TA's can be canceled even if they have an approved status. TA's must be in Created or Returned Status to be available for cancellation.

II. TREX Statuses: Status/Report Status

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

III. TREX Statuses: Travel Authorization/Current Approval Status

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