Create a Travel Authorization

An approved Travel Authorization (TA) encumbers funds. If expenses on the TA will be paid for prior to travel (e.g., airfare charged to Procurement Card), it is important to check with the appropriate person before submitting the TA and encumbering those funds. TAs are not limited to travel purposes; they are also used as a first step in requesting a cash advance.

1. Navigate to Main Menu > Employee Self-Service > Travel and Expense Center > Travel Authorization > Create
2. Enter the EmplID for the employee associated with the Travel Authorization.
3. Click <Add>.
4. Select a business purpose from the drop-down menu.
5. In Description, enter a brief summary of the trip or reason for the TA (30-character max).
6. Enter the default location or click the lookup icon to search or select it from the list.
   Note: If the trip involves more than one location, enter the first in the Default Location field and additional destinations in the justification in the Notes field on the Summary and Submit page.
7. In Date From/To, enter the travel (or event) start and end date.
8. Click <Accounting Defaults>. The ChartField string that displays will be associated with each line in the Details section unless a separate ChartField string is entered for an individual line. At a minimum, complete the following fields:
   a. Fund
   b. Dept ID
   c. One of the following choices:
      i. Program (nonsponsored)
      ii. PCBU, Project, and Activity (sponsored)
9. Click <OK> to return to the Travel Authorization - Create page.
10. Use either the Single Line Entry, as outlined below, or the Quick-Fill feature to add expense details:
   a. Single Line Entry
      i. Enter the date associated with the expense type. If the expense occurred on multiple dates (e.g., lodging), use the initial date.
      ii. Select the expense type from the drop-down menu. Each line should represent one type (e.g., lodging) NOT multiple types (e.g., lodging, food, mileage). The expense type chosen will determine the Account value for the ChartField string.
      iii. “Out of Pocket” defaults in the Payment Type field.
      iv. Enter the amount of the expense.
Create a Travel Authorization (cont.)

b. Multiple Expenses
   i. Click the <Quick-Fill> link above the Expense Type field.
   ii. Enter the From and To dates.
   iii. Check the boxes in the One Day or the All Days column that correspond with the expense types needed.
       Note: The All Days column is only used when different ChartField strings will be associated with different days of the travel or when the expenses must be listed out per day.
   iv. Click <OK>.
   v. For each expense line that has been added to the Travel Authorization - Create page, enter the appropriate amounts.

   1. Enter the amount of the expense.
   2. “Out of Pocket” defaults in the Payment Type field.
   3. Verify the Accounting Details for each expense line; click <Expand All> to view all lines or click <Accounting Details> on each of the individual expense lines.
   4. Make corrections as needed.

11. Click any red flags which indicate information is needed.
12. Once all information is complete, click <Summary and Submit> at the top of the Travel Authorization - Create page.
13. Click the notes icon and enter a full 5 W’s (Who, What, Why, When, Where) justification for the Travel Authorization.
14. Click <Add Notes>.
15. Click <OK>.
16. Click the <Submit Travel Authorization> button to submit for approval.