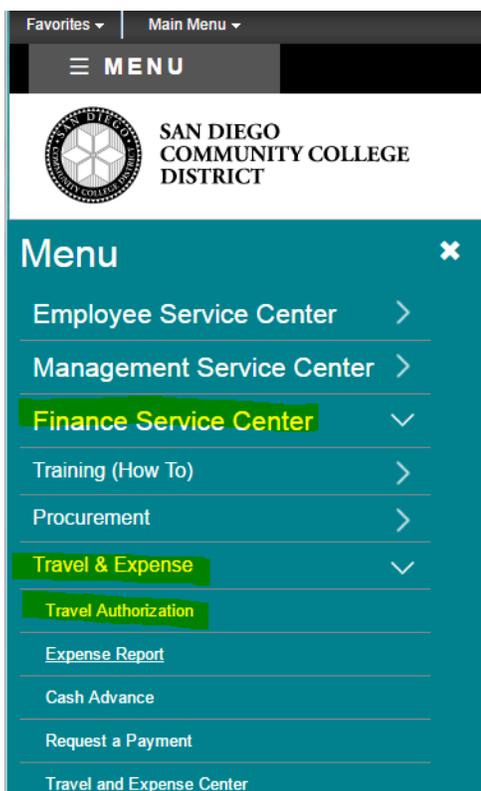# Travel Authorization Procedure

The purpose of a Travel Authorization (TA) is to estimate the total expense of a trip by specific expense categories (such as airfare, hotel, etc.), and identify the funding source(s) or budgets to be used to cover these estimated expenses. Once submitted, the TA will go through an approval process and when the travel is completed the estimated expenses by category will be moved to an Expense Report (ER) which will need to be updated by the employee with revised or actual expenses and backup documentation to receive a check for reimbursement of the employee paid expenses.

There are three options available when completing a travel authorization form in PeopleSoft. These are a blank authorization form, a previously completed authorization form, and a simplified authorization form identified as an 'EZ' authorization. Because of the ease of use most users will probably prefer the EZ TA and the option to use a previous TA.

Start out by logging into PeopleSoft and choosing the Finance Service Center from the large MENU button on the main portal page.
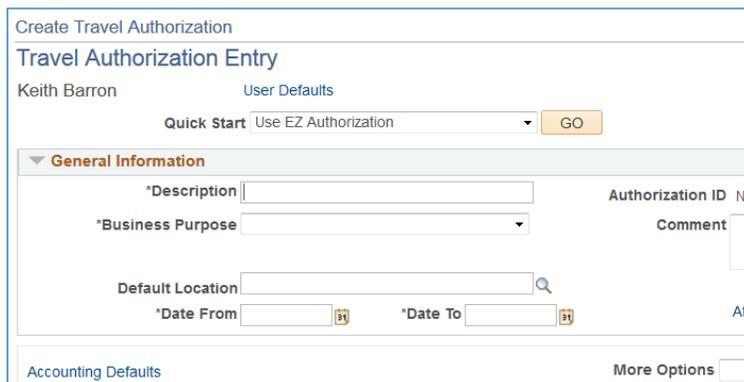
The Empl. ID field will default to your Employee ID from your PeopleSoft profile.

Click on "Add" to choose your TA creation option.
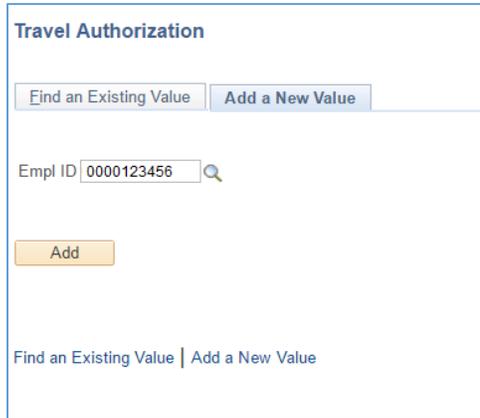
Travel Authorization

Find an Existing Value	Add a New Value

Empl ID 0000123456 🔍

[Add]

Find an Existing Value | Add a New Value

The Quick Start will automatically populate with the EZ Authorization form - simply **click on "GO".**

Create Travel Authorization
Travel Authorization Entry
Keith Barron   User Defaults
          Quick Start Use EZ Authorization   ▾ [GO]
▾ **General Information**
          *Description [   ]   Authorization ID NE
          *Business Purpose [   ] ▾   Comment

          Default Location [   ] 🔍
          *Date From [   ] 📅   *Date To [   ] 📅   Att

Accounting Defaults   More Options

If you wish to use a previously created TA choose that from the dropdown and simply edit it for the new travel form submission. You also have the option of using the standard TA form by choosing the dropdown option titled 'Use a Blank Authorization'. At the end of this document you will find more detail on these options.

                    User Defaults
Quick Start Use EZ Authorization   ▾ [GO]

mation
                    Use A Blank Authorization
Description   Use A Previous Authorization
                    Use EZ Authorization

Click on "Select" to choose the EZ Travel Authorization

Create Travel Authorization
Select a Template
Keith Barron   Authorization ID NEXT

	Template	Description	Template Type
Select	EZ TA	EZ Travel Authorization	Public Template

Return to Travel Authorization Entry

Fill in Dates, Description, choose a Business Purpose, enter the Amount for each type of expense, select Payment Type from the dropdown menu, and enter the Accounting Summary (Budget String information).

When an amount is typed in for each Expense Type the Select box will automatically be checked. Estimated mileage costs should be included on the Miscellaneous Expense line as a fixed dollar amount. When the Expense Report is created from the TA, a Mileage line may be added if needed with the actual mileage driven.

Expense Amounts are automatically added to the Accounting Summary as amounts are entered for each Expense. The Accounting Summary defaults to the employee's GL Unit and Department, but Fund and Activity fields must be added in manually. Update the TA Template as needed and add additional budget lines if expenses are to be split between multiple budgets. In this example the % of the split was determined by entering the percentages – the default is 100%.

Template EZ TA   **Description** EZ Travel Authorization

Date Range ?

From 08/31/2016   **To** ==09/03/2016==

Header Defaults

Description KBARRON_2016-08-31   ***Business Purpose** Professional Development

Expense Types

Select	Expense Type	Amount	Payment Type
☑	Air Travel	==200.000==	==Prepaid Airfare-Balboa Travel==
☐	Automobile Rental		
☐	Gasoline Charges		
☑	Hotel / Lodging	==300.000==	==Prepaid Hotel & Conference Fee==
☐	Internet Charges		
☐	Meals & Incidental Expenses		
☐	Meetings & Conferences		
☑	Miscellaneous	==50.000==	==Employee Paid==

Amt Authorized   **Remaining Amt**
550.000   0.000

Accounting Summary

Amount	%	*GL Unit	Fund	Dept	Activity	
330.00	==60.00==	DIS01	==1110==	74400	==678010==	−
220.00	==40.00==	DIS01	==1110==	74400	==678010==	−

Add ChartField Line

OK   Cancel

Once the TA form is completed, click on "OK" and a pop-up message will display reminding you to attach supporting documentation required for approval.

Message

Please remember to attach supporting documents required for the approval of this TA. (32001,8)

OK
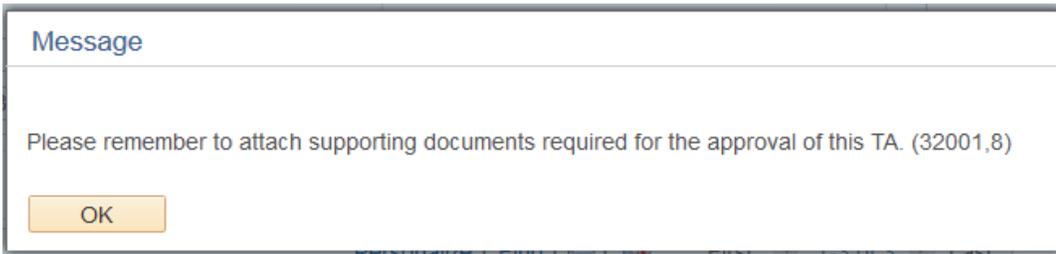
Click "OK" and everything will transfer and automatically populate as a completed Travel Authorization form ready for submission for approval.

Click on "Check for Errors" to confirm that everything has been entered correctly and make any corrections or choose the "Save for Later" or "Submit" options.

A second Submit Confirmation screen appears for final submission, press "OK" again.

An Authorization ID is created after performing either a "Save for Later" or "Submit".

View Travel Authorization

Travel Authorization Details

Keith Barron   User Defaults

▼ General Information

Description KBARRON_2016-08-31	Authorization ID 0000001934
Business Purpose Professional Development	Comment
Status Submission in Process	
Default Location	Last Update Dttm 08/31/2016 By KBARRON
	8:26:27AM
Date From 08/31/2016 Date To 09/02/2016	

Accounting Defaults   More Options [▼] GO

Details ?   Personalize | Find | 🗗 | 📊   First ◀ 1-3 of 3 ▶ Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Air Travel	08/31/2016	200.00	USD	Prepaid Airfare-Balboa Travel	Internal District Expense	*Detail
Hotel / Lodging	08/31/2016	300.00	USD	Prepaid Hotel & Conference Fee	Internal District Expense	*Detail

The EZ TA process is now complete and the TA has been successfully submitted.

The next page provides additional information on the two options for a Blank TA or using a previous TA.

If you prefer to use the standard form, choose a Blank Authorization and complete the appropriate fields. Accounting Defaults are entered on a separate screen behind the link on the left, and descriptions are required behind the Detail link on the right for each row.

Create Travel Authorization
Travel Authorization Entry

Nancy Lane   User Defaults

Quick Start [Use A Blank Authorization ▼]   [GO]

General Information

*Description NLANE_2016-08-31	Authorization ID NEXT
*Business Purpose [Professional Development ▼]	Comment [Add additional information]
Default Location [_____] 🔍	
*Date From 08/31/2016 📅 *Date To 09/02/2016 📅	Attachments

Accounting Defaults   More Options [_____ ▼] [GO]

Details ?   Personalize | Find | 📄 | 🖩   First ◀ 1-10 of 10 ▶ Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type		
☑	Meetings & Conferences ▼	08/31/2016 📅	300.00	USD	Employee P ▼	Internal Distri ▼	*Detail	+
	▼					Internal Distri ▼		+
	▼					Internal Distri ▼		+
	▼					Internal Distri ▼		+
	▼					Internal Distri ▼		+
	▼					Internal Distri ▼		+
	▼					Internal Distri ▼		+
	▼					Internal Distri ▼		+
	▼					Internal Distri ▼		+
	▼					Internal Distri ▼		+

The option 'Use a Previous Authorization' allows you to copy from a TA used for previous travel and offers a list of your previous TAs in the system.

Create Travel Authorization
Travel Authorization Entry

Nancy Lane   User Defaults

Quick Start [Use A Previous Authorization ▼]   [GO]

Create Travel Authorization
Copy From an Existing Travel Authorization

Nancy Lane   Authorization ID NEXT

From Date 05/31/2016 📅   To 09/30/2016 📅   [Search]

Travel Authorization Information

	Description	Authorization ID	Date From	Date To	Amount	Currency
[Select]	SW Alliance 2016 HEUG	0000001571	07/26/2016	07/27/2016	467.96	USD

Return to Travel Authorization Entry

7

All of the information is then pre-populated with the previous travel detail and you can make the necessary edits and updates.

Create Travel Authorization

Travel Authorization Entry

Nancy Lane   User Defaults

▼ **General Information**

*Description	SW Alliance 2016 HEUG	Authorization ID	NEXT
*Business Purpose	Professional Development ▼	Comment	To attend the SW HEUG Alliance 2016 Conference in Costa Mesa from July 26th - 27th.
Default Location			
*Date From	07/26/2016	*Date To	07/27/2016
		Attachments	

Accounting Defaults   More Options [_____] ▼   GO

Details ?   Personalize | Find | 🔲 | 📊   First ◀ 1-4 of 4 ▶ Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type		
☐	Meetings & Conferences ▼	07/26/2016	0.00	USD	Prepaid Hot ▼	Internal Distri ▼	*Detail	+
☐	Hotel / Lodging ▼	07/26/2016	205.00	USD	Prepaid Hot ▼	Internal Distri ▼	*Detail	+
☐	Meals & Incidental Expens ▼	07/26/2016	46.00	USD	Employee P ▼	Internal Distri ▼	*Detail	+
☐	Automobile Mileage ▼	07/26/2016	36.16	USD	Employee P ▼	Internal Distri ▼	*Detail	+

Copy Selected	Delete Selected	Check For Errors	New Expense ▼	Add

Totals

       Authorized Amount   287.16 USD

       Update Totals

Save for Later	Submit	Create A Cash Advance	View Printable Version