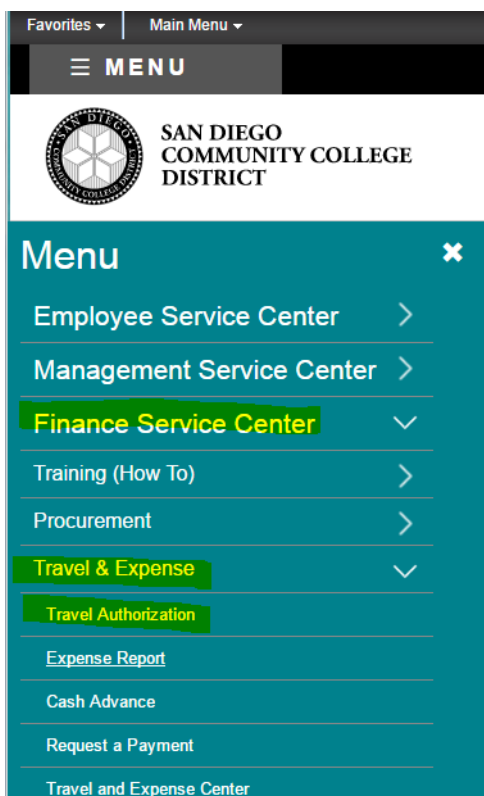


# Travel Authorization Procedure

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.

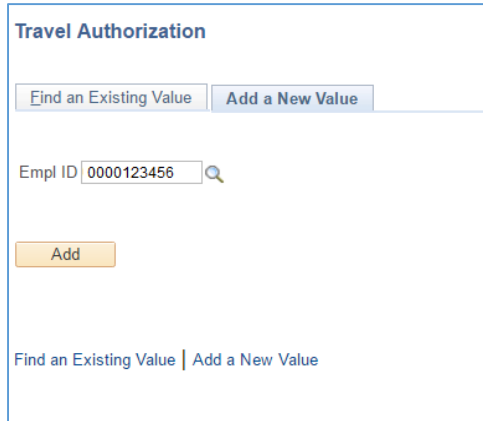
There are three options available when completing a travel authorization form in PeopleSoft. These are a blank authorization form, a previously completed authorization form, and a simplified authorization form identified as an 'EZ' authorization. Because of the ease of use most users will probably prefer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



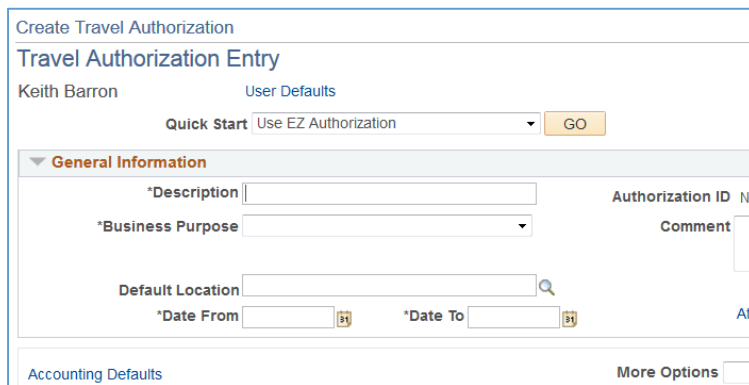
The Empl. ID field will default to your Employee ID from your PeopleSoft profile.

Click on “Add” to choose your TA creation option.



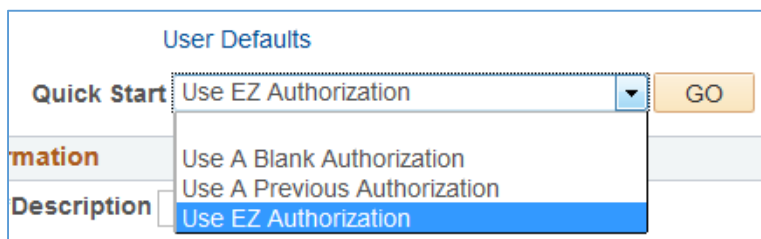
The screenshot shows a form titled "Travel Authorization". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these, there is a text input field for "Empl ID" containing the value "0000123456" and a search icon. A yellow "Add" button is positioned below the input field. At the bottom of the form, the text "Find an Existing Value | Add a New Value" is displayed.

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



The screenshot shows the "Create Travel Authorization" form. The title is "Travel Authorization Entry". The user name "Keith Barron" and "User Defaults" are displayed. Below this, there is a "Quick Start" dropdown menu set to "Use EZ Authorization" and a yellow "GO" button. The form is divided into sections: "General Information" (with fields for \*Description, \*Business Purpose, Default Location, \*Date From, and \*Date To), "Accounting Defaults", and "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.



This is a close-up of the "Quick Start" dropdown menu. The menu is open, showing four options: "Use EZ Authorization", "Use A Blank Authorization", "Use A Previous Authorization", and "Use EZ Authorization". The second "Use EZ Authorization" option is highlighted in blue. The "GO" button is visible to the right of the dropdown.

## Click on “Select” to choose the EZ Travel Authorization

Create Travel Authorization

### Select a Template

Keith Barron Authorization ID NEXT

Template	Description	Template Type
<input type="button" value="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%.

Listed immediately below is an example with updated fields highlighted in yellow.

Template EZ TA                      Description EZ Travel Authorization

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**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
<input checked="" type="checkbox"/>	Air Travel	200.000	Prepaid Airfare-Balboa Travel
<input type="checkbox"/>	Automobile Rental		
<input type="checkbox"/>	Gasoline Charges		
<input checked="" type="checkbox"/>	Hotel / Lodging	300.000	Prepaid Hotel & Conference Fee
<input type="checkbox"/>	Internet Charges		
<input type="checkbox"/>	Meals & Incidental Expenses		
<input type="checkbox"/>	Meetings & Conferences		
<input checked="" type="checkbox"/>	Miscellaneous	50.000	Employee Paid

**Amt Authorized**    **Remaining Amt**  
550.000    0.000

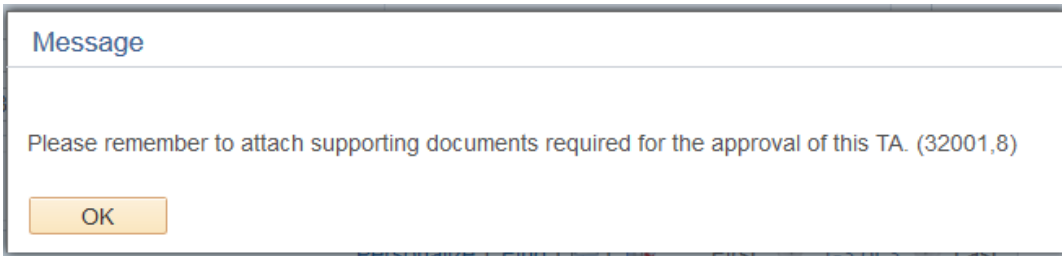
**Accounting Summary**

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.



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.

Create Travel Authorization

Travel Authorization Entry

Keith Barron User Defaults

**General Information**

\*Description: KBARRON\_2016-08-31 Authorization ID: NEXT

\*Business Purpose: Professional Development Comment: [text area]

Default Location: [text field]

\*Date From: 08/31/2016 \*Date To: 09/02/2016 Attachments: [link]

Accounting Defaults More Options: [dropdown] GO

**Details** Personalize | Find | First 1-3 of 3 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input checked="" type="checkbox"/>	Air Travel	08/31/2016	200.00	USD	Prepaid Airf.	Internal Distri	*Detail
<input checked="" type="checkbox"/>	Hotel / Lodging	08/31/2016	300.00	USD	Prepaid Hot	Internal Distri	*Detail
<input checked="" type="checkbox"/>	Miscellaneous	08/31/2016	50.00	USD	Employee P	Internal Distri	*Detail

Copy Selected Delete Selected Check For Errors New Expense: [dropdown] Add

**Totals**

Authorized Amount	550.00 USD
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Update Totals

Save for Later Submit Create A Cash Advance Project Summary View Printable Version

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

Save Confirmation

Create Travel Authorization

Submit Confirmation

Keith Barron Authorization ID: NEXT

**Travel Authorization Totals**

Total	550.00 USD
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Click OK to submit, or click Cancel to return to the travel authorization without submitting.

OK Cancel

Authorized Amount 550.00 USD

Update Totals

Submit Create A Cash Advance Project Summary View Printable Version

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**

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

Accounting Defaults More Options

**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	<a href="#">*Detail</a>
Hotel / Lodging	08/31/2016	300.00	USD	Prepaid Hotel & Conference Fee	Internal District Expense	<a href="#">*Detail</a>

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:  Authorization ID: NEXT

\*Business Purpose:  Comment:

Default Location:

\*Date From:  \*Date To:  Attachments:

**Accounting Defaults** More Options:  GO

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input checked="" type="checkbox"/>	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:  To:  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](#)

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  Authorization ID NEXT

\*Business Purpose  Comment

Default Location

\*Date From  \*Date To  Attachments

Accounting Defaults More Options

**Details** Personalize | Find |   First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Meetings & Conferences	07/26/2016	0.00	USD	Prepaid Hot	Internal Distri	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Hotel / Lodging	07/26/2016	205.00	USD	Prepaid Hot	Internal Distri	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Meals & Incidental Expens	07/26/2016	46.00	USD	Employee P	Internal Distri	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Automobile Mileage	07/26/2016	36.16	USD	Employee P	Internal Distri	*Detail <input type="button" value="+"/>

**Totals**

Authorized Amount 287.16 USD