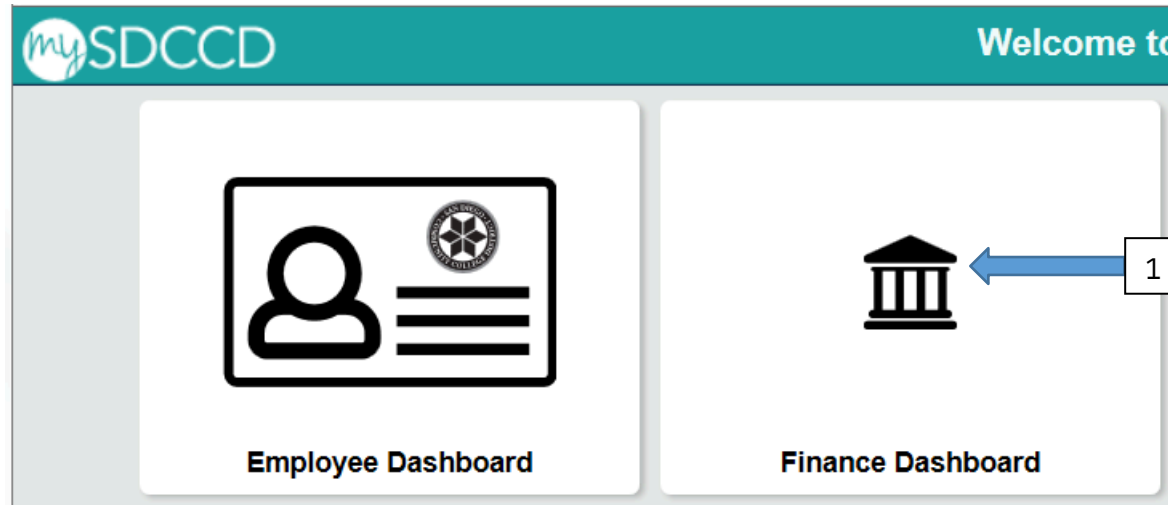


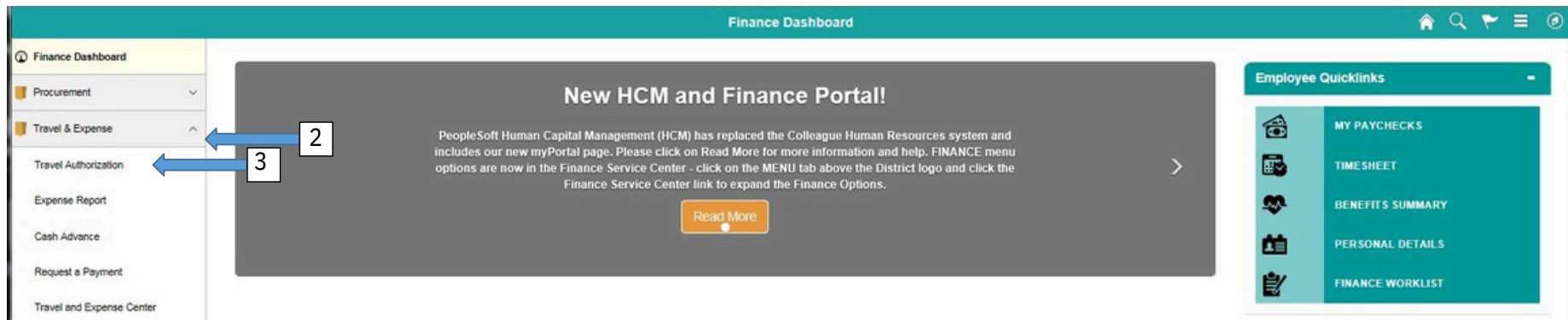
# CREATING A TRAVEL AUTHORIZATION

Log into PeopleSoft at [myportal.sdccd.edu](http://myportal.sdccd.edu) using your 10 digit Employee ID number as your User ID & password that you set up.

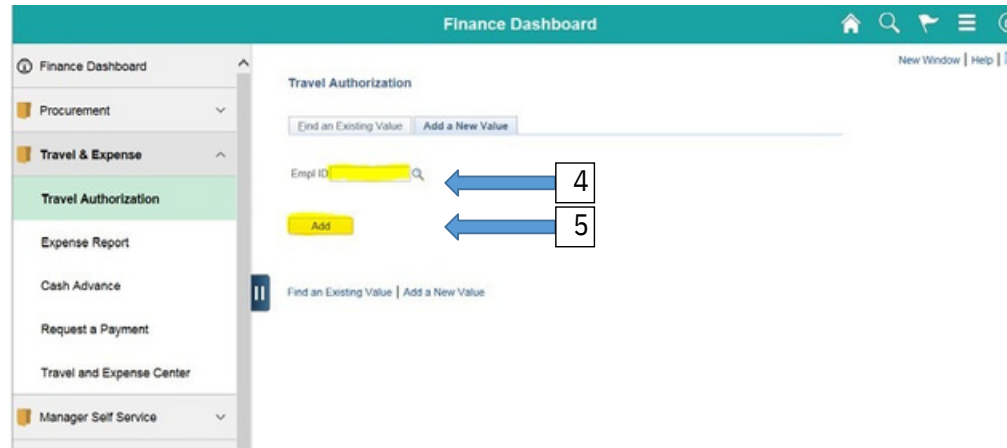
**NOTE:** This is not the same as your computer login information.



Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Travel Authorization



Be sure that the “Add a New Value” tab is highlighted. Enter your 10-digit Employee ID. NOTE: If you are inputting travel as a delegate for another person, be sure that the ID # in the Employee ID field is the ID # of the traveler. Then click “Add” button to create a Travel Authorization. \*



Select the appropriate “Business Purpose”. Enter the conference name into the “Description” field. Enter the “Default Location” with either the city or zip code of the conference location. Use the “Advanced Lookup” search feature to find the correct “Expense Location” (Zip Code) or the “Description” (City). Enter the travel dates - “Date From” & “Date To”.



## Expense Types

Air Travel  
Conference Fee  
Hotel/Lodging

Rental Car (For college business only)  
Gasoline (for Rental car)  
Internet Charges (For college business only)

Automobile Mileage (Use of personal vehicle)  
Meals and Incidentals (Not included at Conference)  
Daily Per Diem and Incidentals  
(Varies by event or conference location)

Miscellaneous (Such as):  
- Parking Fees (Airport/Hotel)  
- Shuttle/Taxi/Uber/Lyft  
- Supplies Needed

## Payment Types:

- **Employee Paid:** means you will pay the expense out of pocket using your own means such as a personal credit card, check or cash and get reimbursed after you return from travel.
- **Prepaid:** is an option for hotel, conference and/or airfare only. You will have to “Request a Payment” to have the hotel or conference fee expenses paid directly by the district. Since it takes about two weeks to generate a payment of this type, be sure to submit your TA at least three to four weeks prior to your travel departure date to ensure timely payment to the supplier. Payment by check to a hotel requires more time for processing. Steps to create a Request for Payment are located beginning on page nine.

Begin entering your projected expenses by selecting first date of the conference, the appropriate expense type, a short description of the expense type, and appropriate payment type (Employee Paid or Prepaid – See below ) and amount\*. Then click on Accounting Details to enter the budget number. Type in the Fund, Department and Product.

The screenshot shows the 'Modify Travel Authorization' form for Elizabeth Whitsett. The form includes fields for Business Purpose (Professional Development), Description (ABC Conference), Default Location (SAN JOSE), Authorization ID (0000013622), and dates (10/25/2024 to 10/27/2024). Below these are 'Projected Expenses' with a table of 3 lines totaling 697.78 USD. The first line is highlighted with callouts 10 through 15:

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
10/25/2024	Air Travel	RT to Sacramento	Employee Paid	275.00	USD

Additional fields for the first line include Billing Type (Internal D) and Ticket Number (XYZ123). A red text box below the form states: "For Air Travel: You will be required to enter the ticket #".

Once your first expense line is entered, click on “Choose an Action”. Select “Default Accounting” and click Go. Enter the budget number: Fund, Dept and Product. Click OK. This will establish the same budget number being used for each line of the Travel Authorization.

The 'Accounting Summary' table shows the following data:

%	*GL Unit	Fund	Dept	Product	Oper Unit
100.0%	MIR01	[Yellow]	[Yellow]	[Yellow]	[Search]

Buttons below the table include 'Add ChartField Line', 'Load Defaults', and 'OK'.

You will be brought back to the first page of your TA. Click on the "Save for Later". This will generate your TA ID #

To add additional expense lines, click the "+" sign at the end of the row.

Depending on the expense type, Peoplesoft will ask for supplemental information. (For Automobile Mileage, enter round trip miles to the nearest whole mile); For Hotel/Lodging you will need to enter a nightly rate). Be sure to include taxes and fees.

**Automobile mileage needs to be calculated starting from Miramar College to your destination and back to Miramar, unless the distance from your home to destination is closer.**

MAXIMUM PER DIEM AND INCIDENTALS AMOUNT FOR MEALS VARIES BY THE ESTABLISHED GSA RATES BASED ON YOUR CONFERENCE LOCATION. USE THE CITY OR ZIP CODE TO SEARCH. - <https://www.gsa.gov/>

When entering Meal and Incidentals Expenses, you may only claim meals not included as part of your conference fee. Travel days are excluded from this policy. Check your conference agenda to determine which meals are not included. Enter a separate expense line for each meal you are claiming. If your travel is for three days and you are claiming partial meals, you will enter a different line for each day and each meal and daily incidentals. Select “Employee Paid” for each line. The meal amount will auto-populate based on meal type and established GSA rates from the default location entered at the top of the TA.

**MEAL PER DIEM AND INCIDENTALS OPTIONS IN PEOPLESOFT**

- **First/Last Day of Travel**
- **Full Per Diem Rate All Meals**
- **Breakfast, Lunch and Dinner**
- **Daily Incidentals Rate**

10/22/2024	First/Last Day of Travel		Employee Paid	84.50	USD	+ -
*Billing Type Internal D						
*Location RANCHO MIRAGE						
Accounting Details ?						
10/23/2024	Dinner		Employee Paid	31.00	USD	+ -
*Billing Type Internal D						
*Location RANCHO MIRAGE						
Accounting Details ?						
10/23/2024	Daily Incidentals Rate		Employee Paid	5.00	USD	+ -
*Billing Type Internal D						
*Location RANCHO MIRAGE						
Accounting Details ?						

**Information entered on your TA does not automatically save. It is recommended that you click [Save for Later](#) regularly to ensure everything is successfully saved along the way.**

You will need to attach your support documents (Approved Travel and PDC Request Form-signed, Reservation Documents, Conference Agenda and Mileage Verification - Google Map). NOTE: Multiple attachments should be scanned first into a single document allowing you to upload just one attachment rather than numerous separate ones. You will need to browse and select the file saved on your computer, and then upload

Caroline De Moll

\*Business Purpose: Professional Development

\*Description: ABC Conference

Default Location: [Search]

\*Date From: 11/26/2018 \*Date To: 11/28/2018

Reference: [Search]

Actions: Choose an Action

Attachments

Projected Expenses

Expend All | Collapse All

*Date	*Expense Type	*Amount	Currency
11/26/2018	Air Travel	275.50	USD

Totals (1 Line): 275.50 USD

\*Billing Type: Internal Dis

Ticket Number: XYZ123456

Travel Auth Attachments

Travel Authorization ID: NEXT

Details

File Name	Description	User	Name	Date/Time Stamp
Mileage from Miramar to Airport.PNG				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

File Attachment

Mileage from Miramar to Airport.PNG

Browse...

Upload Cancel

Select from a saved document; then upload.

Travel Auth Attachments

Travel Authorization ID: NEXT

Details

File Name	Description	User	Name	Date/Time Stamp
Mileage from Miramar to Airport.PNG				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

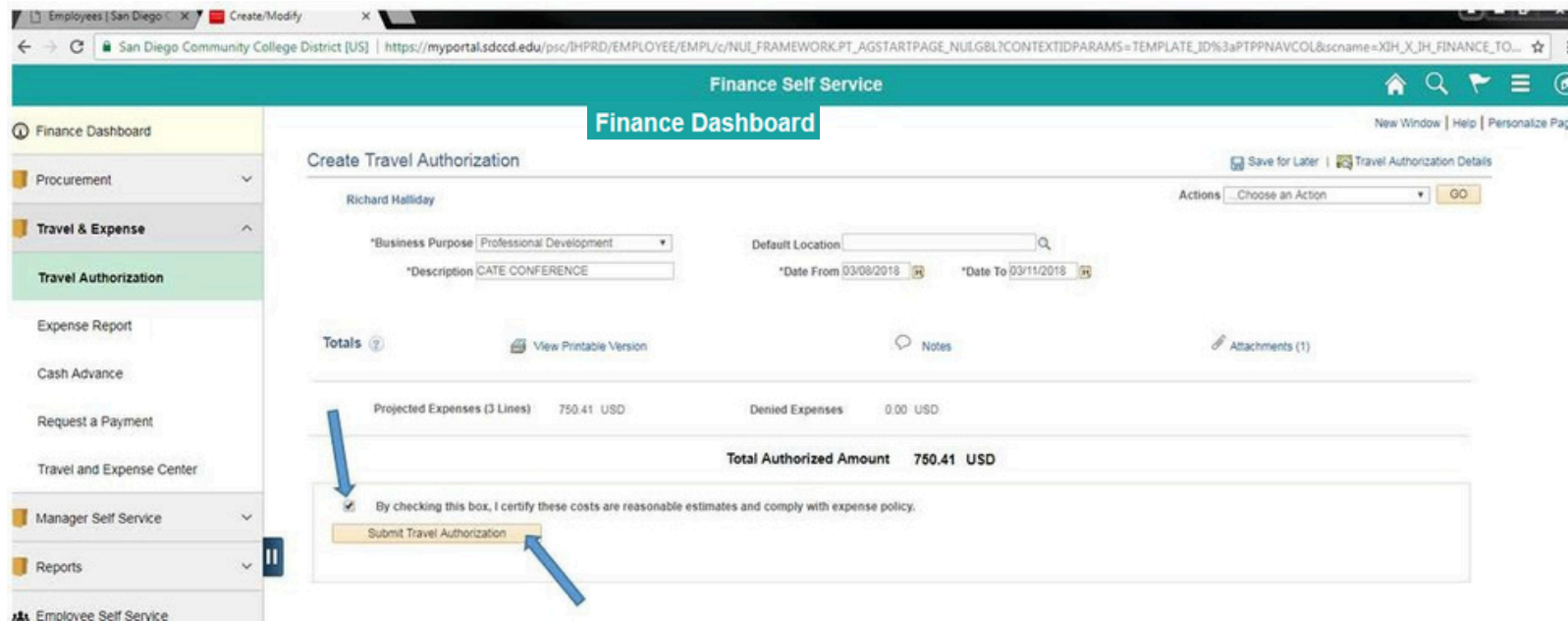
Click Save for Later | **one last time!**

You are now ready to submit your TA. Double check your work first. If everything has been saved and looks correct with no red flags, click the “Summary and Submit” button.



**NOTE: Once a TA has been submitted, you will not be able to edit it unless an approver sends it back to you for revision.**

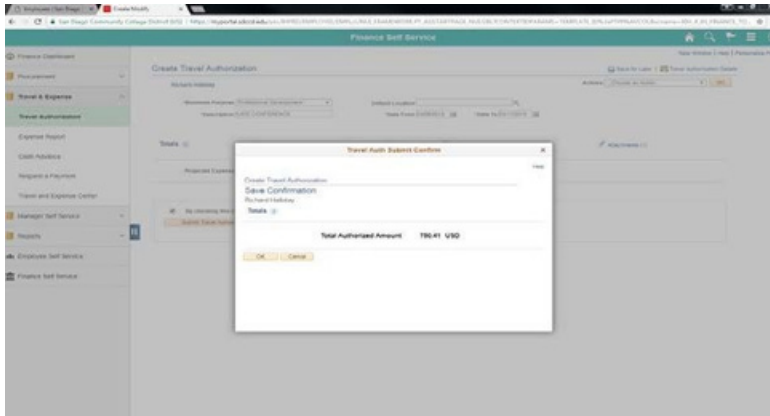
Check the gray box certifying the costs are reasonable estimates, match your Travel & Professional Development Form and comply with expense policy and then click “Submit Travel Authorization”.



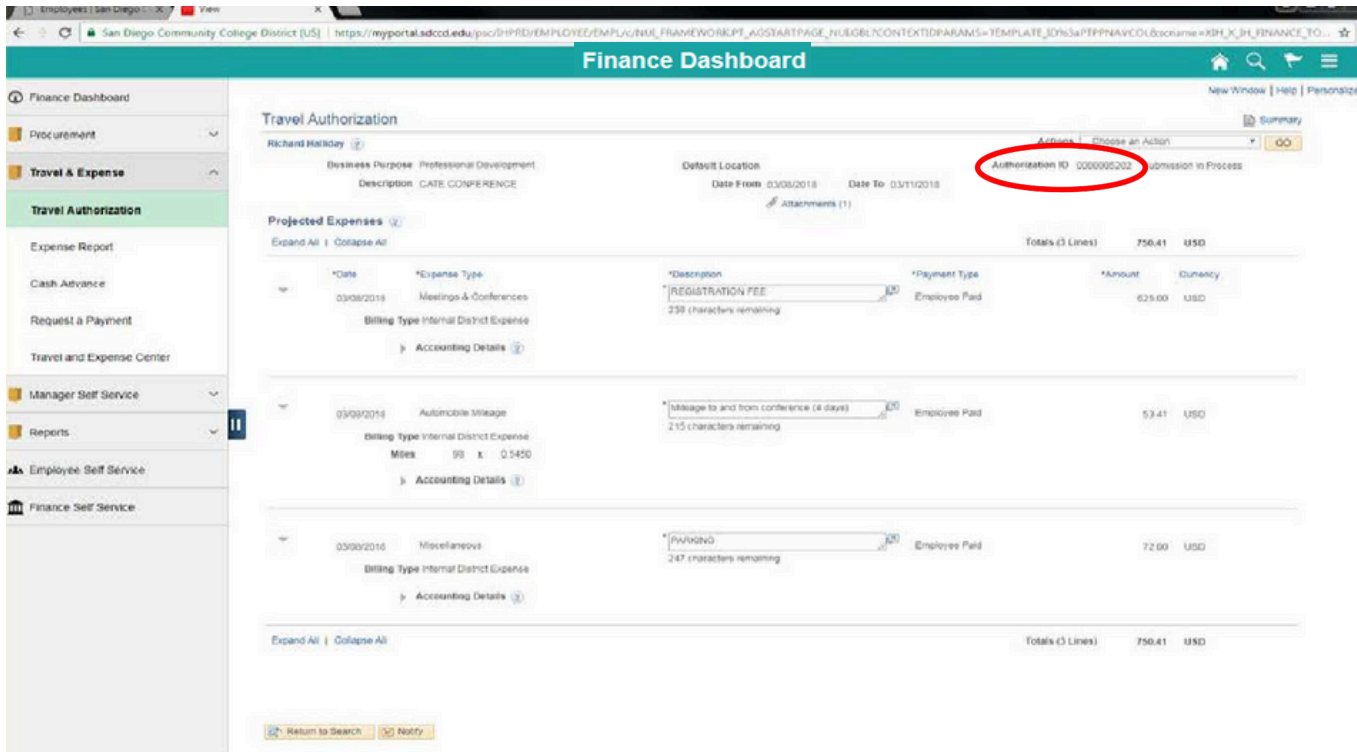
**NOTE: Your TA is NOT considered approved until you receive the system-generated email from the Campus President. Be sure to check your email. If you haven't received this email at least a day or two before your departure date, please contact the Business Office immediately.**



Click Ok.



You should be re-directed to this page. Please note your Authorization ID # for reference later.





## REQUESTING A PAYMENT

If you selected Prepaid as your Payment Type for your Hotel or Conference Fees follow these additional steps.

1. Check to see if your hotel and/or conference organizer are approved suppliers in PeopleSoft. If you do not have access to Suppliers contact the Business Office x 7815 and the Travel Liaison will check for you.
2. If the payee is an approved supplier with the correct address on file, skip steps 3 & 4.
3. If the payee is not an approved supplier, you will need to obtain a current W-9 and Supplier Intake Form from them. Forms are available at the following link: <https://sdmiramar.edu/services/budget/purchasing>
4. Once you have the completed forms, return them to the Business Office for processing. You will be notified once the supplier is approved.
5. Select Request a Payment. Click the Create button

The screenshot displays the 'Payment Request Center' interface. On the left, a navigation menu includes 'Finance Dashboard', 'Procurement', 'Travel & Expense' (with sub-items: Travel Authorization, Expense Report, Cash Advance, and 'Request a Payment' highlighted in green), 'Travel and Expense Center', 'Manager Self Service', 'Reports', 'Employee Self Service', and 'Finance Self Service'. The main area shows a 'Payment Request Center' header with a 'Welcome: Carrie De Moll' message. Below this, there are two panels: 'Request Summary' (From 03/11/2018 to 08/09/2018) and 'Recent Messages' (No Recent Messages). At the bottom, there is a 'Create' button and a table with columns: Request, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay. A red arrow points to the 'Create' button.

**NOTE: For PREPAID AIR TRAVEL – You do NOT need to complete a Payment Request. Contact BALBOA TRAVEL once your TA has been approved. Telephone: 800-315-1369 or 858-678-3742. Email: [sdcommunitycollege@balboa.com](mailto:sdcommunitycollege@balboa.com)**

**STEP 1:** The Invoice Number is to be entered as “TA” followed by the last 5 numbers of your TA. Example: **TA14567** (Do not enter any dashes or spaces). Enter a description ( i.e., Hotel/Lodging or Conference Fee) Add an attachment: Upload a document (Reservation/Registration Confirmation) clearly indicating amount to be paid including taxes.

Enter \*Cost Sub Total – Amount before tax or other charges listed. Additional charges if any should be entered on the remaining lines. The system will total these for you. Click “Save for Later” and then click next.



**Payment Request**

Summary Information      Supplier Information      Invoice Details      Review and Submit



Exit   Save for Later | Next ▶


**Summary Information - Step 1 of 4**

Instructions ?

\*Business Unit       \*Invoice Number    
Request ID      \*Invoice Date  

Entered By Carrie De Moll  
Entered Datetime 06/09/2018 8:51AM

Description        Attachments (0) 

\*Cost Sub-Total    
Misc Charge Amount   
Freight Amount   
Tax Amount

Total Amount      \*Currency

Notes/Comments   
254 characters remaining

Exit   Save for Later | Next ▶

## STEP 2: SUPPLIER INFORMATION

Enter Supplier's name, and then click Search. If more than one location pops up, select the one that applies to you. Click "Save for Later" and then "Next".


**Payment Request**

Summary Information   **Supplier Information**   Invoice Details   Review and Submit


Exit   Save for Later   Previous   Next

**Supplier Information - Step 2 of 4**

Business Unit MIR01   Invoice Number TA4567   Entered By Carrie De Moll  
Request ID   Invoice Date 06/09/2018   Entered Datetime 06/09/2018 8:51AM

Country        

Supplier ID   

Supplier Name    

Exit   Save for Later   Previous   Next

## STEP 3: Click ADD LINES

**Payment Request**

Summary Information   Supplier Information   **Invoice Details**   Review and Submit


Exit   Save for Later   Previous   Next

**Invoice Details - Step 3 of 4**

Instructions ?

Business Unit MIR01   Invoice Number TA4567   Entered By Carrie De Moll  
Request ID   Invoice Date 06/09/2018   Entered Datetime 06/09/2018 8:51AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
------	-------------	----------	------	------------	-------------



\*Cost Sub-Total   
Misc Charge Amount   
Freight Amount   
Tax Amount

Total Amount 409.50   \*Currency   

Exit   Save for Later   Previous   Next

## Step 4: UPDATE LINE

Enter description on line 1 (LODGING OR CONFERENCE FEE)

\*Line Amount = Total amount of invoice

Accounting Details: enter the Amount and ONLY the GL Business Unit, Fund Code and Account # as follows:

Quantity: 1 (\*Amount – Must match \*Line Amount)

GL Business Unit: MIR01

Fund Code: This # is the fund that your travel will be charged to. This fund # should match the fund # listed on the associated TA.

Account: Use the account code 9252 for Conference and Hotel Fee.

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	LODGING				350.00

Accounting Details								
Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit
1		350.00	MIR01	1110			9252	

OK Cancel

## Step 5: REVIEW AND SUBMIT

Review information; make any changes. Click “Save for Later” one last time. This will generate a Payment Request ID number (red arrow). Click submit. From this point it will take approximately 7-10 days for payment to go out to your Hotel or Conference. Follow up before travelling that payments have been received by these suppliers.

**Finance Dashboard**

Payment Request

Summary Information    Supplier Information    Invoice Details    **Review and Submit**

Exit    Save for Later    Previous

**Review and Submit - Step 4 of 4**

Business Unit: MIPM    Invoice Number: TA4567    Entered By: Carrie De Moll  
Request ID: [Red Arrow]    Invoice Date: 06/09/2018    Entered Datetime: 06/09/2018 8:51AM

Description: HOTEL LODGING  
Supplier: MARRIOTT LOS ANGELES BURBANK AIRPORT  
Total Amount: 409.50 USD  
Request Status: New

Click the "Review" button to review the detailed request.  
Click the "Submit" button to submit your request.

Review    Submit [Blue Arrow]

Exit    Save for Later    Previous

**NOTE: PAYMENT(S) WILL NOT BE PROCESSED UNTIL AFTER YOUR TA IS APPROVED.**