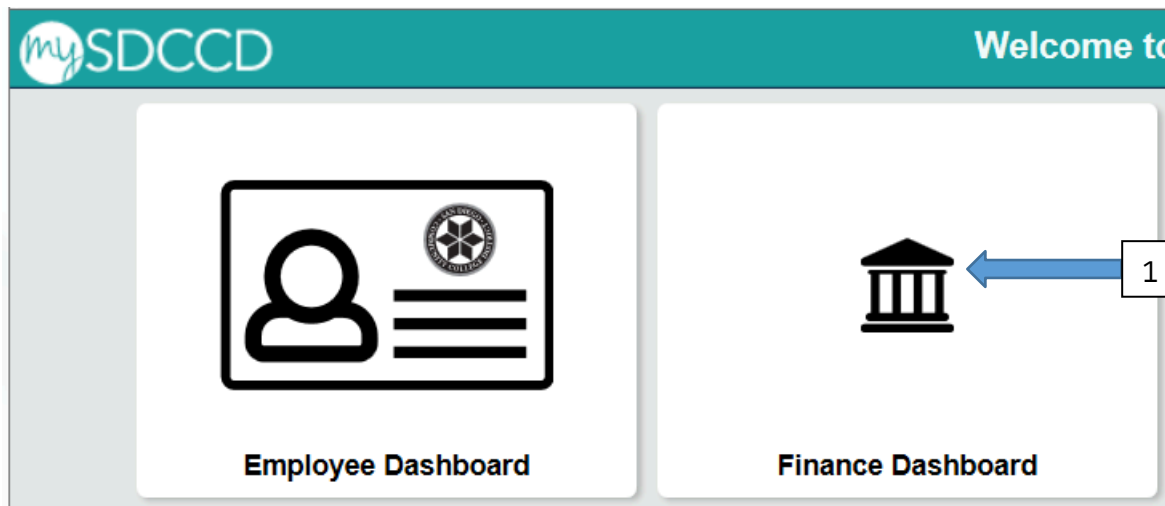


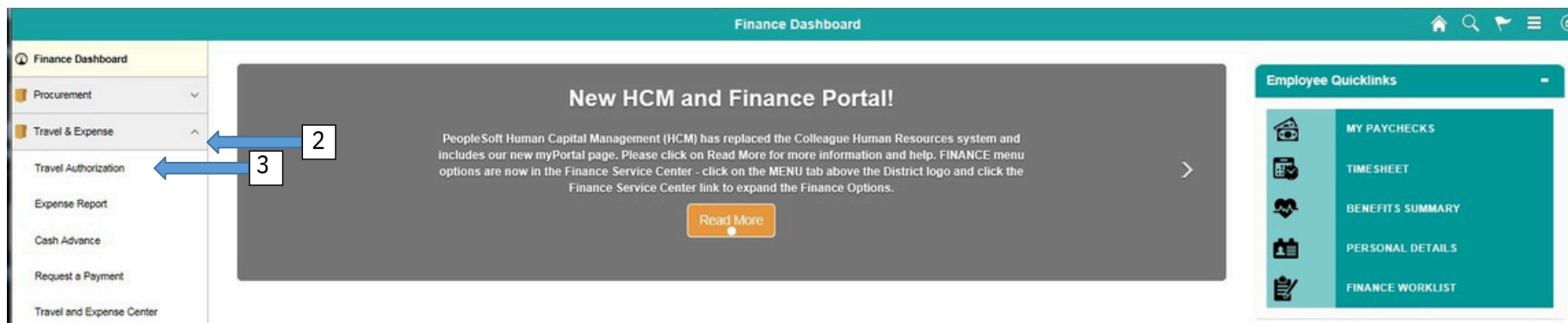
CREATING A TRAVEL AUTHORIZATION

Log into PeopleSoft at myportal.sdccd.edu using your 10 digit Employee ID number as your User ID & password that you set up.

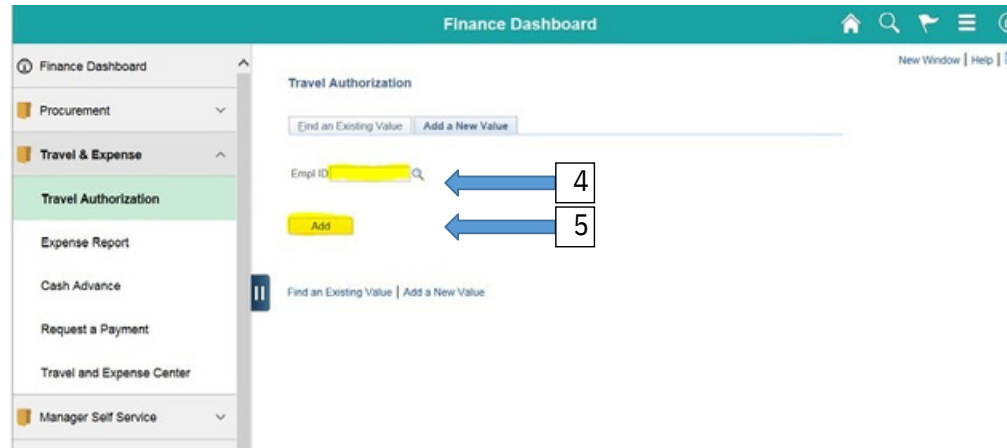
NOTE: This is not the same as your computer login information.



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 and 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 fees 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. Contact the Business Office or sdccdgeneralaccounting@sdccd.edu for guidance

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. At the top, there are fields for 'Business Purpose' (Professional Development), 'Description' (ABC Conference), 'Default Location' (SAN JOSE), 'Date From' (10/25/2024), 'Date To' (10/27/2024), 'Authorization ID' (0000013822), and 'Reference'. Below this is the 'Projected Expenses' section with a table. A blue arrow labeled '10' points to the '*Date' field (10/25/2024). A blue arrow labeled '11' points to the '*Expense Type' dropdown (Air Travel). A blue arrow labeled '12' points to the '*Description' field (RT to Sacramento). A blue arrow labeled '13' points to the '*Payment Type' dropdown (Employee Paid). A blue arrow labeled '14' points to the '*Amount' field (275.00). A blue arrow labeled '15' points to the 'Actions' dropdown menu. A red text box at the bottom states: 'For Air Travel: You will be required to enter the ticket #'. The 'Ticket Number' field contains 'XYZ123'.

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

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 screenshot shows the 'Accounting Summary' table. It has columns for '%', '*GL Unit', 'Fund', 'Dept', 'Product', and 'Oper Unit'. The first row shows 100.0% for GL Unit MIR01, with yellow highlighted search boxes for Fund, Dept, and Product. Below the table are buttons for 'Add ChartField Line' and 'Load Defaults'.

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

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

Create Travel Authorization

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: [Add]

Projected Expenses: Expend All | Collapse All

Totals (1 Line): 275.50 USD

*Amount: 275.50 Currency: USD

*Date: 11/26/2018 *Expense Type: Air Travel

*Billing Type: Internal Dis

Ticket Number: XYZ123456

Accounting F: [Dropdown]

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				

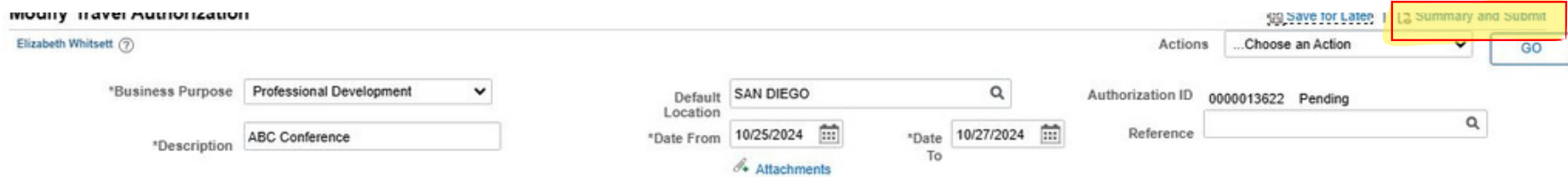
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

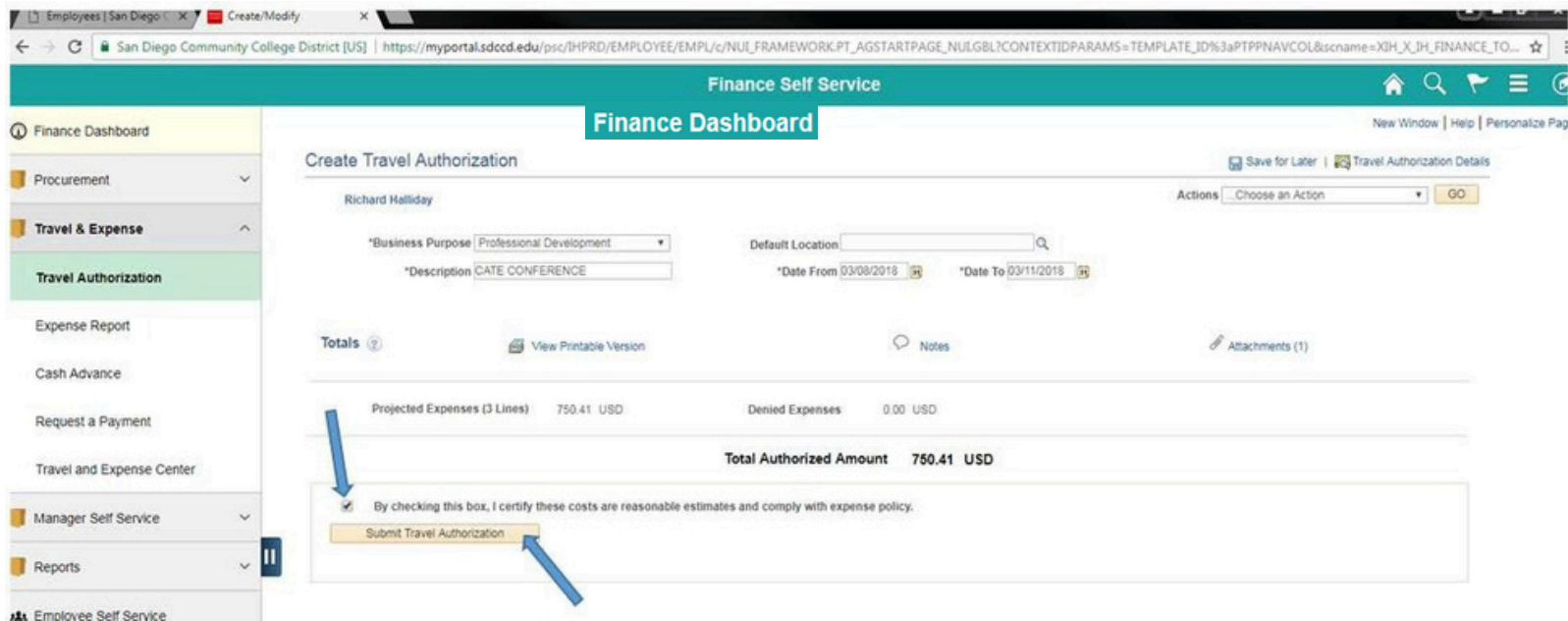
Click Save for Later | **one last time!**

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.



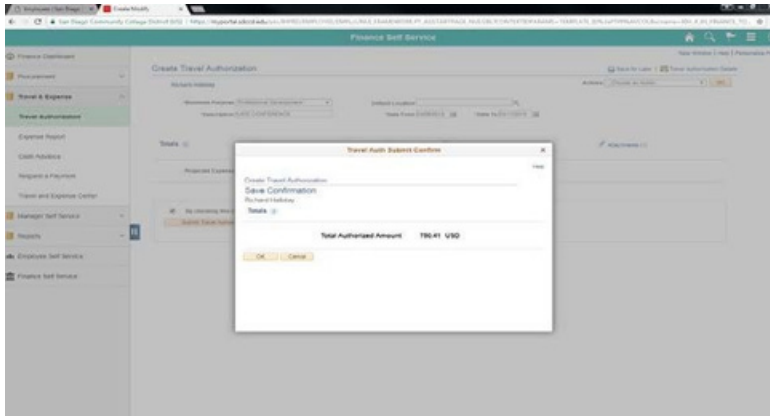
NOTE: Once a TA has been submitted, you will not be able to edit it unless an approver sends it back to you for revision.

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.

Projected Expenses								
						Totals (3 Lines)	750.41	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency			
03/08/2018	Meetings & Conferences	*REGISTRATION FEE 258 characters remaining	Employee Paid	625.00	USD			
03/09/2018	Automobile Mileage	*Mileage to and from conference (8 days) 215 characters remaining	Employee Paid	53.41	USD			
03/09/2018	Miscellaneous	*FUELING 247 characters remaining	Employee Paid	72.00	USD			
						Totals (3 Lines)	750.41	USD

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 Application 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
6. For assistance with prepaid payments and travel questions, contact the Business Office or sdccdgeneralaccounting@sdccd.edu for guidance.

The screenshot displays the 'Payment Request Center' interface. On the left, a navigation sidebar includes 'Finance Dashboard', 'Procurement', 'Travel & Expense', 'Travel Authorization', 'Expense Report', 'Cash Advance', 'Request a Payment' (highlighted with a blue arrow), 'Travel and Expense Center', 'Manager Self Service', 'Reports', 'Employee Self Service', and 'Finance Self Service'. The main area shows a 'Request Summary' table with columns for 'Display', 'Status', and 'Number of Requests'. Below this is a 'Recent Messages' section with the text 'No Recent Messages'. At the bottom, a 'Requests' table is visible 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 above the 'Requests' table.

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

STEP 1: SUMMARY INFORMATION: The Invoice Number is to be entered as “TA” followed by the last 5 numbers of your TA and your last name. Example: **TA14567Whitsett** (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: ADD A NEW 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 and should match the fund # listed on the associated TA.

Account: Use the account code **9252 for Conference and Hotel Fee. Leave the Department and Product boxes blank.**

The screenshot shows a dialog box titled "Add a New Line". It contains a table with the following data:

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

Below the table is an "Accounting Details" section with the following fields:

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

At the bottom of the dialog are "OK" and "Cancel" buttons.

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 departure that payments have been received by these suppliers. If you do not have 7-10 days before your departure, contact the Business Office or sdccdgeneralaccounting@sdccd.edu for guidance.

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: MIDD Invoice Number: TA4567 Entered By: Carrie De Moll
Request ID: 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

Exit Save for Later Previous

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