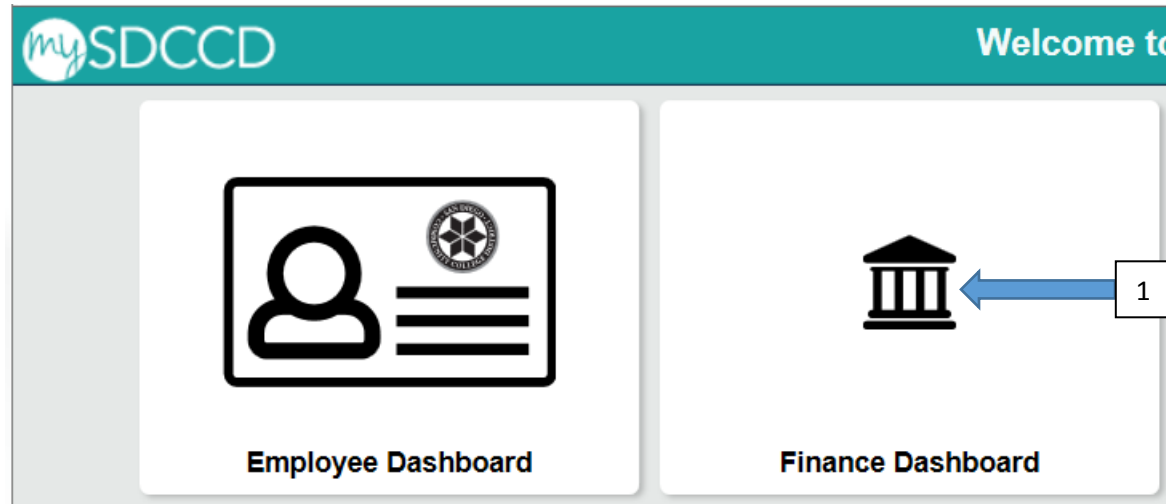
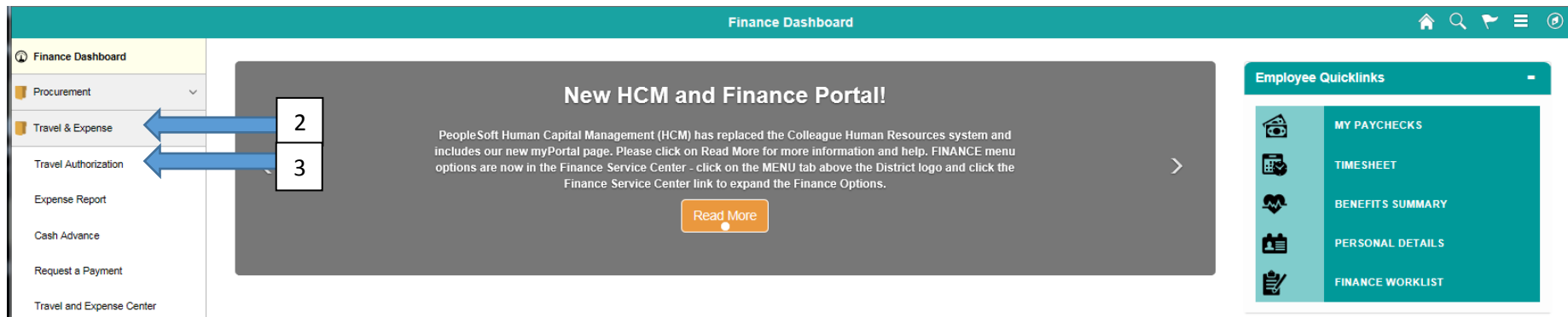


TRAVEL AUTHORIZATION - Log into PeopleSoft at myportal.sdccd.edu using your 10 digit Employee ID number as your User ID & password that you set up. **NOTE:** This is not the same as your computer login information.



Navigate to the Travel Authorization screen from the home page by selecting: Finance Self Service/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. *

Finance Dashboard

Travel Authorization

Find an Existing Value | Add a New Value

Empl ID []

Add

Find an Existing Value | Add a New Value

Select the appropriate “Business Purpose”. Put Conference Name into the “Description” field. Enter the travel dates - “Date From” & “Date To”.

Create Travel Authorization

Caroline De Moll

*Business Purpose Professional Development

*Description ABC Conference

Default Location

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

Attachments

Reference

Totals (1 Line) 275.50 USD

Expense Types:

Air Travel
Conference Fee
Hotel/Lodging

Rental Car
Gasoline (for Rental car)
Internet Charges (for College Business only)

Automobile Mileage (Use of personal vehicle)
Meals and Incidentals (not included at Conference)
Maximum Meal Allowance per day is
\$10/Breakfast; \$15 for lunch; and \$21 for Dinner

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 these expenses paid directly by the district. Since it takes about 2 weeks to generate a payment of this type, be sure to submit your TA needs at least 3-4 weeks prior to your travel date to ensure timely payment to supplier. Steps to create a Request for Payment are located beginning on page 9.

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) and amount*. Then click on Accounting Details to enter the budget number. Type in the Fund, Department and Product.

Create Travel Authorization

Caroline De Moll ?

*Business Purpose: Professional Development

*Description: Carrie De Moll_2018-11-13

Default Location: [Search]

*Date From: 11/26/2018 [Calendar] *Date To: 11/28/2018 [Calendar]

Attachments

Actions: Choose an Action [Dropdown] GO

Reference: [Search]

Projected Expenses ?

Expand All | Collapse All

Totals (1 Line) 275.50 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
10 → 11/26/2018 [Calendar]	Air Travel [Dropdown]	*RT to San Jose [Search]	Employee Paid [Dropdown]	275.50	USD
*Billing Type: Internal Dis [Dropdown] Ticket Number: XYZ123456 [Text]					
Accounting Details ? [Link]					
Expand All Collapse All					
Totals (1 Line) 275.50 USD					

15

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.

Create Travel Authorization

Accounting Defaults

Authorization ID NEXT

Accounting Summary

Set Personalizations | Find | [Search] | [Filter] | First 1 of 1 Last

%	*GL Unit	Fund	Dept	Product	Oper Unit	PC Bus Unit	Project	Activity	Affiliate	Fund Affil	Subcategory	Category	Source Type
100.00	MIR01	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]	[Search]

Add ChartField Line Load Defaults

OK

User Defaults

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

Modify Travel Authorization

Caroline De Moll

***Business Purpose** Professional Development

***Description** Carrie De Moll_2018-11-13

Default Location

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

Attachments

Actions ...Choose an Action **GO**

Authorization ID 0000006495 Pending

Reference

Save for Later **Summary and Submit**

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

Create Travel Authorization

Caroline De Moll

***Business Purpose** Professional Development

***Description** Carrie De Moll_2018-11-13

Default Location

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

Attachments

Actions ...Choose an Action **GO**

Reference

Save for Later **Summary and Submit**

Projected Expenses

Expand All | Collapse All

						Totals (1 Line)	275.50	USD
	*Date 11/26/2018	*Expense Type Air Travel	*Description RT TO SAN JOSE	*Payment Type Employee Paid	*Amount 275.50	Currency USD		
*Billing Type Internal Dis Ticket Number XYZ123456 Accounting Details								

Expand All | Collapse All

Totals (1 Line) 275.50 USD

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

Create Travel Authorization

Caroline De Moll

***Business Purpose** Professional Development

***Description** Carrie De Moll_2018-11-13

Default Location

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

Attachments

Actions ...Choose an Action **GO**

Reference

Save for Later **Summary and Submit**

Projected Expenses

Expand All | Collapse All

						Totals (2 Lines)	275.50	USD
	*Date 11/26/2018	*Expense Type Air Travel	*Description RT TO SAN JOSE	*Payment Type Employee Paid	*Amount 275.50	Currency USD		
*Billing Type Internal Dis Ticket Number XYZ123456 Accounting Details								
	*Date 11/26/2018	*Expense Type Automobile Mileage	*Description RT to airport	*Payment Type Employee Paid	*Amount 0.00	Currency USD		
*Billing Type Internal Dis *Miles 0.5450 Accounting Details								

Expand All | Collapse All

Totals (2 Lines) 275.50 USD

MAXIMUM PER DIEM AMOUNT FOR MEALS:

Breakfast \$10/Day Lunch \$15/Day Dinner \$21/Day

When entering Meal Expenses, you may only claim meals not included as part of your Conference Fee. Check your Conference Agenda to determine which meals are not included. You will need to enter a separate line for each day you are claiming meals. If your travel is for 3 days and you are claiming meals for each day, you need to enter 3 lines with different dates

Date	Category	*Lunch & Dinner	Employee Paid	Amount	Unit
11/26/2018	Meals & Incidental Expenses	*Lunch & Dinner	Employee Paid	36.00	USD
11/27/2018	Meals & Incidental Expenses	*Breakfast, Lunch & Dinner	Employee Paid	46.00	USD
11/28/2018	Meals & Incidental Expenses	*Breakfast	Employee Paid	0.00	USD

Annotations:

- Blue arrows point to the date fields (11/26/2018, 11/27/2018, 11/28/2018).
- Red arrows point to the daily amount fields (36.00, 46.00, 0.00).
- Callout box: "Enter which meals each day covers" points to the meal type dropdown.
- Callout box: "Enter total amount for the daily meals" points to the daily amount input field.

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 (GoogleMap or Mapquest etc.). **NOTE: Multiple attachments may all be scanned first into a single document allowing you to upload just one attachment rather than numerous separate ones. You need to browse, select a document and then upload.**

Create Travel Authorization

Caroline De Moll

*Business Purpose

Professional Development

*Description

ABC Conference

Default Location

*Date From

11/26/2018

*Date To

11/28/2018

Reference

Save for Later

Summary

Actions

Choose an Action

Projected Expenses

Expand All | Collapse All

*Date

11/26/2018

*Expense Type

Air Travel

*Billing Type

Internal Dis

Ticket Number

XYZ123456

Accounting Details

Totals (1 Line)

275.50

USD

*Amount

275.50

Currency

USD

Attachments

Travel Auth Attachments

Travel Authorization ID NEXT

Details

Personalize | Find | View All | 1 of 1 | Last

File Name	Description	User	Name	Date/Time Stamp
View				

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

Travel Auth Attachments

Travel Authorization ID NEXT

Details

Personalize | Find | View All | 1 of 1 | Last


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!**

6 | Page

You are now ready to Submit your TA. Double check your work first. If everything has been saved and looks correct. Click the “Summary and Submit” button.

Modify Travel Authorization

Caroline De Moll

Save for Later **Summary and Submit**

Actions ...Choose an Action **GO**

*Business Purpose Professional Development

*Description Carrie De Moll_2018-11-13

Default Location

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

Authorization ID 0000006495 Pending

Reference

Attachments

Checkmark the gray box certifying the costs are reasonable estimates and comply with expense policy and then click “Submit Travel Authorization.”

Employees | San Diego | Create/Modify

San Diego Community College District [US] | https://myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL&iscname=XIH_X_IH_FINANCE_TO...

Finance Dashboard

New Window | Help | Personalize Page

- Finance Dashboard
- Procurement
- Travel & Expense
 - Travel Authorization**
 - Expense Report
 - Cash Advance
 - Request a Payment
 - Travel and Expense Center
- Manager Self Service
- Reports
- Employee Self Service

Create Travel Authorization

Richard Halliday

Save for Later | Travel Authorization Details

Actions ...Choose an Action **GO**

*Business Purpose Professional Development

*Description CATE CONFERENCE

Default Location

*Date From 03/08/2018 *Date To 03/11/2018

Totals View Printable Version Notes Attachments (1)

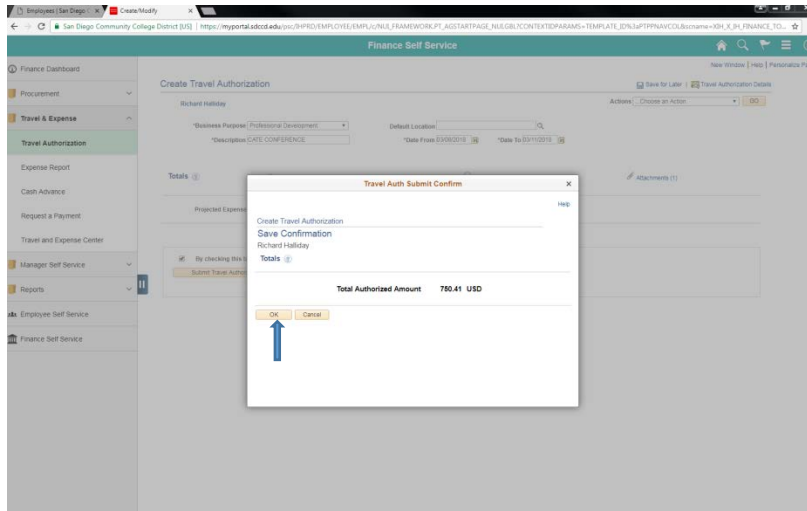
Projected Expenses (3 Lines)	750.41 USD	Denied Expenses	0.00 USD
Total Authorized Amount		750.41 USD	

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

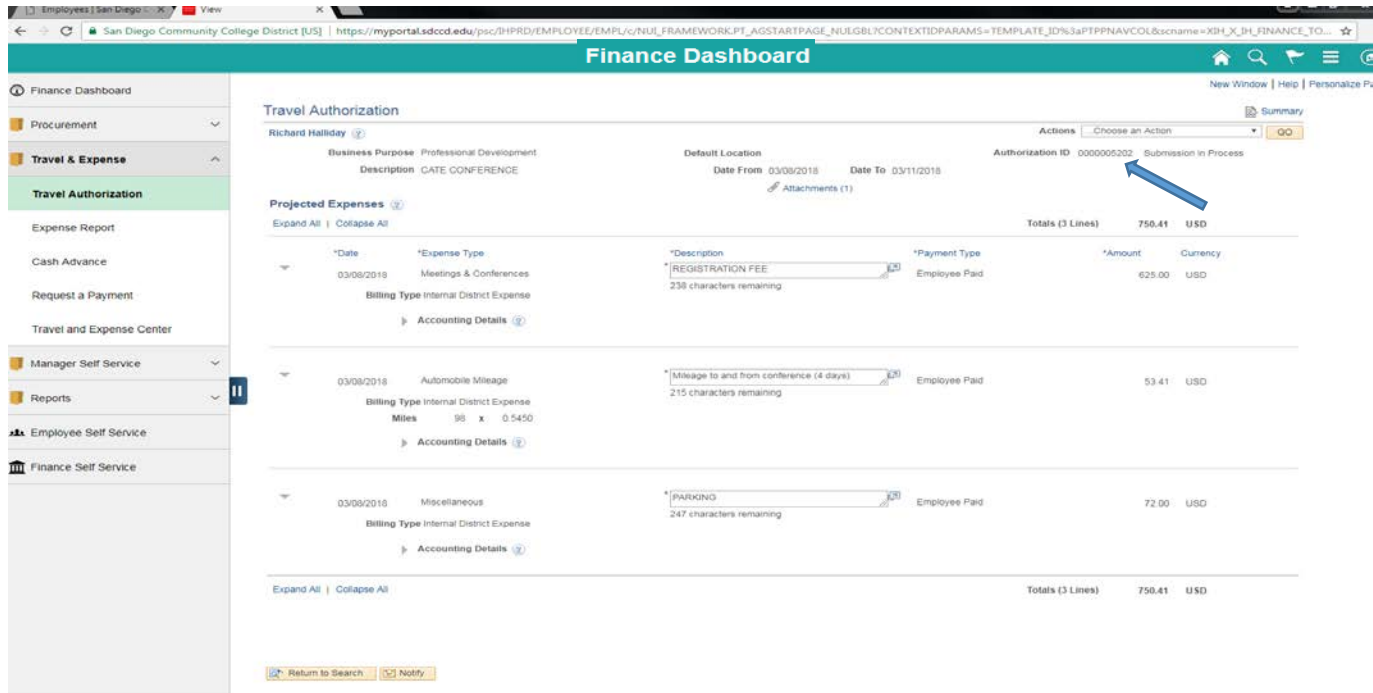
Submit Travel Authorization

Your TA is considered approved when you receive the system-generated email from the Campus President

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 7401 and the Travel Liasion will check for you.
2. If the payee is an approved supplier 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: <http://www.sdmiramar.edu/facultystaff/faculty-info>.
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

Finance Dashboard

Procurement

Travel & Expense

Travel Authorization

Expense Report

Cash Advance

Request a Payment

Travel and Expense Center

Manager Self Service

Reports

Employee Self Service

Finance Self Service

Payment Request Center

Welcome: Carrie De Moll

Request Summary From 03/11/2018 to 08/09/2018

Recent Messages

No Recent Messages

Create

Requests

Request	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
---------	------------------	----------------	-------------	----------	-------------	----------	----------------	---------------	------------	------------------

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: The Invoice Number is to be entered as “TA” followed by the last 4 numbers of your TA. Example: **TA4567** (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 UnitMIR01

Request ID

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount

Notes/Comments

254 characters remaining

*Invoice Number

*Invoice Date06/09/2018

*CurrencyUSD

Entered ByCarrie De Moll

Entered Datetime06/09/2018 8:51AM

Attachments (0)

Exit

Save for Later

Next

STEP 2: 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

ExitSave for LaterPreviousNext

Supplier Information - Step 2 of 4

Business Unit MIR01Request ID

Invoice Number TA4567Invoice Date 06/09/2018

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

Country USA

Supplier ID

Supplier Name

Search

STEP 3: CLICK ADD LINES

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

ExitSave for LaterPreviousNext

Invoice Details - Step 3 of 4

Instructions

Business Unit MIR01Request ID

Invoice Number TA4567Invoice Date 06/09/2018

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

LineDescriptionQuantityUnitUnit PriceLine Amount

Add Lines

*Cost Sub-Total350.00

Misc Charge Amount

Freight Amount

Tax Amount59.50

Total Amount409.50 *CurrencyUSD

ExitSave for LaterPreviousNext

Step 4: UPDATE LINE

Enter description on line 1.

***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 Fee and 9254 for Hotel Fee.

The screenshot shows the 'Update Line' dialog box. At the top, the title bar says 'Update Line' with a close button (X). Below the title bar, there is a table with columns: Line, Description, Quantity, Unit, Unit Price, and *Line Amount. The first row (Line 1) has 'HOTEL LODGING' in the Description field, an empty Quantity field, an empty Unit field, an empty Unit Price field, and '350.00' in the *Line Amount field. Blue arrows point to the Description and *Line Amount fields. Below this table is the 'Accounting Details' section, which contains a table with columns: Line, Quantity, *Amount, *GL Business Unit, Fund Code, Department, Product, Account, Operating Unit, and PC Business. The first row (Line 1) has '1' in the Line field, '1.0000' in the Quantity field, '350.00' in the *Amount field, 'MIR01' in the *GL Business Unit field, '1110' in the Fund Code field, an empty Department field, an empty Product field, '9254' in the Account field, an empty Operating Unit field, and an empty PC Business field. Blue arrows point to the Quantity, *Amount, *GL Business Unit, Fund Code, and Account fields. At the bottom left of the dialog box, there are two buttons: 'OK' and 'Cancel'. A blue arrow points to the 'OK' button, and the text 'Click "OK"' is written next to it.

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

Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit	PC Business
1	1.0000	350.00	MIR01	1110			9254		

OK Cancel

Click "OK"

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.

The screenshot shows the 'Finance Dashboard' with a sidebar on the left containing navigation links: Finance Dashboard, Procurement, Travel & Expense (expanded), Request a Payment (highlighted), Manager Self Service, Reports, Employee Self Service, and Finance Self Service. The main content area is titled 'Payment Request' and shows a progress bar with four steps: Summary Information, Supplier Information, Invoice Details, and Review and Submit (current step). Below the progress bar, the form displays the following information:

- Business Unit: M201
- Request ID: [Red arrow points to this field]
- Invoice Number: TA4567
- Invoice Date: 06/09/2018
- Entered By: Carrie De Moll
- Entered Datetime: 06/09/2018 8:51AM
- Description: HOTEL LODGING
- Supplier: MARRIOTT LOS ANGELES BURBANK AIRPORT
- Total Amount: 409.50 USD
- Request Status: New

Below the form fields, there are instructions: 'Click the "Review" button to review the detailed request.' and 'Click the "Submit" button to submit your request.' At the bottom of the form, there are two buttons: 'Review' and 'Submit'. A blue arrow points up to the 'Review' button, and another blue arrow points left to the 'Submit' button. At the top right of the form, there are buttons: 'Exit', 'Save for Later', and 'Previous'. At the bottom right, there are buttons: 'Exit', 'Save for Later', and 'Previous'.

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