Create a Travel Authorization from a Blank Form

1.	Click the **Employee Self-Service** link. ▷ Employee Self-Service
2.	Click the **Travel and Expense Center - E** link. Travel and Expense Center - E
3.	Click the **Travel Authorization** link.
4.	Click the **Create** link. Create
5.	**IMPORTANT INFORMATION** When following the instruction outlined in this demonstration, be mindful that this presentation was designed to assist in learning the software application. Although some business process instruction is provided, not all State travel rules, policies, and regulations are addressed. Questions regarding specific information to be included, per diem rates and how they're applied, or other specific State travel requirements should be directed to the agency travel department/travel administrators. **QUICK START OPTIONS** The **Quick Start** field will default to A Blank Authorization. This is the most comment method used to create a Travel Authorization, but other options are available. If the travel request being created is similar to a previous Travel Authorization, and existing TA may be copied to a new one. The dates, amounts, and other information may then be updated as needed. (See ***Copy a Travel Authorization*** for details.) The Template option is not currently used. Select **A Blank Authorization** to create a Travel Authorization from scratch. A Blank Authorization

6.	**TRAVEL DESCRIPTION** Click inside the **Description** field. Enter a brief description of the travel request. ***Each agency may dictate what information should be entered here to suit their operation. Contact your agency Travel Administrator is you have questions.*** **Enter a detailed justification/account** of the purpose for travel in the **Comment** field to the right. Enter a valid value e.g. "**Enter Overall Descr for TA**".
7.	**BUSINESS PURPOSE** The Business Purpose simply identifies the travel as "in state" or "out-of-state." It is important to make the correct selection so that the Travel Authorization routes for approval correctly. Click the down arrow next to the **Business Purpose** field and select **Business - Out of State** Business - Out of State
8.	**DEFAULT LOCATION** The **Default Location** designates the **destination that will be tied to all expenses reported**, and it may be changed on any line where it might be different. Choosing a default for the destination is optional, and the field may be left blank. If not entered as a default, the destination location must be entered on each line individually. Click the **Look up Default Location (Alt+5)** button (magnifying glass) to search for and choose the Default Location.
9.	Click the down arrow next to the **Search by** list. Select **Description, Expense Location,** or **State** as the search option. Expense Locations are organized by zip code. If Expense Location is used as the search option, enter the zip code (or first few digits). Click the **Look Up** button. Click the zip code link in the Expense Location column to select a location. If the city or zip code needed is not found in the search results, contact the agency travel administrator to request that it be added.

10.	The **Advanced Lookup** feature offers more search options to narrow the results. Click the **Advanced Lookup** link. Advanced Lookup
11.	Click the down arrow next to the **Description** field. Each of the search options offers many different operators to assist in finding a location. For this example, select **Contains.** Enter "**Atlanta**" in the description field.
12.	Click the **Look Up** button. Look Up
13.	Select the **Expense Location** from the search results. If the city or zip code needed is not found in the search results, contact the agency travel administrator to request that it be added. 30301
14.	**DATES AND TIMES** The **Date From** and **Date To** fields should identify the dates that the trip begins and ends. Click the **Choose a date (Alt+5)** (calendar) icon next to the **Date From** field and select the date that the trip will begin.
15.	Click the **Choose a date (Alt+5)** (calendar) icon next to the **Date To** field and select the date that the trip will end. Also enter the **Departure Time** and **Return Time** in the respective fields.
16.	**ATTACHMENTS AND DOCUMENTATION** Required supporting documentation in electronic format or that has been scanned can be added in the Attachments section. Click the **Paper Clip** icon to browse file directories, locate documents, and upload them as attachments.
17.	Enter a description of the information in the attached file in the **Attached Filed Description** field. Click the "+" to add rows as needed for additional attachments.

18.	**NON-BUSINESS TIME** If adding personal time (including weekends), check Yes. If the Yes box is checked dates must be listed. If the time required is being used for official business only, do NOT select the checkbox. ☐
19.	**TRAVEL PURPOSE** **Is this trip necessary to fulfill job duties?** Check this box if the travel requested is essential to performance of job duties. **Is this for Conference attendence?** If supporting documentation indicates travel involves a conference, this box must be checked. ☐ Is this trip necessary to fulfill job duties? ☐ Is this for Conference attendence?
20.	**START DATES AND TIMES** Enter the exact date/time of departure. ***Example*:** If a flight departs at 10:00a.m., at least 1.5 hours prior to departure time is needed for check-in. 8:30a.m. should be entered as the **Meeting Start Time**. (i.e. 7/21/09 - 8:30a.m.) ***OR...*** The exact time or estimated time the travelers attendance is required in any meeting, conference, or other official business. ***Example*:** If a conference starts 7/20/09 at 8:00a.m. but the part of the traveler's attendance isn't required until 7/21/09 at noon, 7/21/09 should be entered as the Meeting Start Date, and 12:00p.m. as the Meeting Start Time.
21.	**END DATES AND TIMES** Enter the exact date and time the traveler is to return to their originating location. Specify the exact time the traveler's required attendance in any meeting, conference, or other official business ends. Meeting End Date Meeting End Time

22.	**TRANSPORTATION INFORMATION** All modes of transportation to be utilized are to be checked and the estimated costs included on the Travel Authorization. Estimated airfare can be obtained online or through the contracted travel agency and should be listed in as expense lines in the Detail section below.
23.	**ACCOUNT INFORMATION** **Fund Account Name**: Actual name of account; example: a grant name or other. **Fund Account Number:** Actual Account Number; example: 0000/000000 **Percentage breakdowns are required!** Check the box or boxes that apply and enter the percentage breakdown . If **Other Source** is marked, enter the name of other source in the line below.
24.	**HOTEL INFORMATION** Enter the name and location (city) of the hotel. The estimated per day rate must include the tax rate.
25.	**CONTACT INFORMATION** **Contact Name** Enter the name of the agency travel contact. **Contact Phone** Enter the agency travel contact's phone number.
26.	**EXPENSE TYPE - AIRFARE** Click the down arrow next to the **Expense Type** field. All expenses (exact or estimated) for a travel event should be listed on the Travel Authorization, including those to be paid for in advance or by a vendor. Select the Expense to be listed. Select **Airfare**.
27.	Enter the date of the expense in the **Date** field. Enter "

28.	Enter the cost of the airfare in the **Amount** field. Enter a valid value e.g. "**375.00**".
29.	Click the down arrow next to the **Payment Type** field. Select the option **Prepaid**. **Prepaid** should be used as the **Payment Type** for expenses to be paid for by the agency and not the employee.
30.	Click the down arrow next to the **Billing Type** field. Select the option **Prepaid**. Select **Prepaid** as the **Billing Type** when **Prepaid** is selected as the **Payment Type.**
31.	**EXPENSE DETAIL** Click the **Detail** link.
32.	The Authorization Detail page will open where all required information related to this particular expense line must be entered. Using the Look Up (magnifying glass) button, select the **Originating Location**. This should identify from where the trip began. Enter the name of the airline in the **Description** field. For this example, enter "**US Airways**". ***Description is a required field***. The **Payment Type**, **Billing Type**, and **Amount** will be populated by default from the information entered on the previous page. The **Location Amount** field is not currently used. US Airways
33.	**ENTER ACCOUNTING DETAIL** Click the **Accounting Detail** link. Accounting Detail

34.	**ACCOUNTING DETAIL** If Accounting Defaults have been set-up, the required chartfield information will be populated by default. Any of the fields may be entered manually or changed if necessary. If Accounting Defaults were NOT set-up, enter the required chartfield information. The correct accounting information should be provided by controller, accounting department, or manager/supervisor depending on the agency structure.
35.	**PROJECTS** If the agency uses Project information, The **Project**, **Activity**, **Category**, **Class**, and **Product** fields may be required. The information may be entered manually. Each field also offers a Look Up (magnifying glass) feature to search for valid selections.
36.	Click the **OK** button when the required accounting information has been entered/verified. OK
37.	**CHECK FOR ERRORS** Click the **Check Expense For Errors** button. If there are errors or warnings, a **red flag** will appear at the top of the page describing the exception. Make any necessary corrections or revisions and click the **Check Expense for Errors** again. Check Expense For Errors
38.	Click the **Return to Travel Authorization Entry** link. Return to Travel Authorization Entry
39.	Click the **SAVE FOR LATER** button after entering each expense line to eliminate the risk of losing information entered. After saving, the Travel Authorization will be assigned the next available number. It will be displayed at the top of the page. Save for Later

40.	**EXPENSE TYPE - LODGING/HOTEL** Click the down arrow next to the **Expense Type** field to add the next expense. Select **Lodging/Hote**l.
41.	Enter the date of the expense in the **Date** field.
42.	Enter the cost associated with this expense in the **Amoun**t field. Enter a valid value e.g. "**82.00**".
43.	Click the down arrow next to the **Payment Type** field. If the traveler is paying for this expense, select **Employee Paid**. ***If User Defaults have been set-up, the default settings will be displayed.*** ****FSSA users must never select the Travel Card option.***
44.	Click the down arrow next to the **Billing Type** field. Select **Out of State-Billable**. ***Billing Type Prepaid may not be used with Payment Type Employee Paid.*** ****FSSA users should never select In State-NonBillable or Out of State-NonBillable.***
45.	**EXPENSE DETAIL** Click the **Detail** link.
46.	Select the **Originating Location** (from where the trip began). Enter the name of the hotel (for Expense Type Lodging/Hotel) in the **Description** field. For this example, enter a valid value e.g. "**Radison**". ***Description is a required field.***
47.	Click the **Accounting Detail** link.

48.	**ACCOUNTING DETAIL** Enter/verify the accounting information for this expense item. Remember that each field offers the Look Up (magnifying glass) feature to search for valid entries.
49.	Click the **OK** button when the required accounting information has been entered/verified. OK
50.	**CHECK FOR ERRORS** Click the **Check Expense For Errors** button. If there are errors or warnings, a **red flag** will appear at the top of the page describing the exception. Make any necessary corrections or revisions and click the **Check Expense for Errors** again. Check Expense For Errors
51.	Click the **Return to Travel Authorization Entry**.
52.	Click the **Save For Later** button. Save for Later
53.	**COPY AN EXPENSE LINE** Expense lines that are similar and will be listed multiple times may be copied to save data entry requirements. Click the **Select** checkbox next to the expense to be copied.
54.	Click the **Copy Selected** button. Copy Selected
55.	If the expense to be copied has not been checked for errors in a previous step, a warning will be displayed. This is an alert only and will not prevent the action from continuing. Click the **OK** button. OK

56.	Using the Copy Option section choices, the expense may copied for each date in a range or a single specific date. Each day's expense must be listed with the corresponding date. For this example, select **Copy to Range of Dates**. Using the Calendar icon (or enter the dates manually), identify the date range for the expense to be copied in the **From Date** and **To Date** fields. Select June 16, 2009 as the **From Date** for this example. 16
57.	Select **June 18, 2009** as the **To Date**. 18
58.	The **Include Weekends** and/or **Include Holidays** checkboxes allow these types of days to be included in the date range specified if applicable for this trip. Do not check them if they don't apply. ☐ Include Weekends ☐ Include Holidays
59.	Click the **OK** button. OK
60.	The expense selected will be copied to the Travel Authorization for the dates specified. The information may be updated if necessary.
61.	Click the **Save for Later** button. Save for Later
62.	**ADDING ROWS** For more rows to list additonal expenses, click the **Add multiple new rows at row 5 (Alt+7)** "+" button.
63.	A pop-up message will ask for the number of rows that should be added. Enter Number of rows to add. Click the **OK** button OK

64.	**EXPENSE TYPE - PER DIEM** Click the down arrow next to the **Expense Type field** and select **Per Diem-Out of State**. Per Diem-Out of State
65.	Enter the date of the expense in the **Date** field. For this example, enter "**06/15/2009**"
66.	Enter the Per Diem dollar amount in the **Amount** field. The daily amount allowed is $32.00 multiplied by the total number of days the traveler is eligible for reimbursement (based on the State's travel policies) minus any meals provided. Amounts for portions of a day are calculated differently. Questions about per diem allowances should be directed to the travel administrator/travel department. 32.000
67.	Click the down arrow next to the **Payment Type** field and select **Employee Paid**. Employee Paid
68.	Click the down arrow next to the **Billing Type** field and select **Out of State Billable**. Out of State-Billab
69.	**EXPENSE DETAILS** Click the **Detail link**. *Detail
70.	In the **Description** field, enter Per Diem for this expense. ***The Description field is required***. Per Diem
71.	Click the **Accounting Detail** link. Accounting Detail
72.	**ACCOUNTING DETAIL** Enter/verify the accounting information for this expense item. Remember that each field offers the Look Up (magnifying glass) feature to search for valid entries.
73.	Click the **OK** button. OK

74.	**CHECK FOR ERRORS** Click the **Check Expense For Errors** button. If there are errors or warnings, a **red flag** will appear at the top of the page describing the exception. Make any necessary corrections or revisions and click the **Check Expense for Errors** again. Check Expense For Errors
75.	Click the **Return to Travel Authorization Entry** link. Return to Travel Authorization Entry
76.	Click the **Save for Later** button. Save for Later
77.	**COPY AN EXPENSE LINE** Expense lines that are similar and will be listed multiple times may be copied to save data entry requirements. Click the **Select** checkbox next to the expense to be copied.
78.	Click the **Copy Selected** button. Copy Selected
79.	If the expense to be copied has not been checked for errors in a previous step, a warning will be displayed. This is an alert only and will not prevent the action from continuing. Click the **OK** button. OK
80.	Using the Copy Option section choices, the expense may copied for each date in a range or a single specific date. Each day's expense must be listed with the corresponding date. For this example, select **Copy to Range of Dates**.
81.	Using the Calendar icon (or enter the dates manually), identify the date range for the expense to be copied in the **From Date** and **To Date** fields. For this example, select June 16, 2009 as the **From Date** and June 19, 2009 as the **To Date**.

82.	The **Include Weekends** and/or **Include Holidays** checkboxes allow these types of days to be included in the date range specified if applicable for this trip. Do not check them if they don't apply. Click the **OK** button.
83.	The expense selected will be copied to the Travel Authorization for the dates specified. The information may be updated if necessary.
84.	Click the **Save for Later** button. Save for Later
85.	**ADDING ROWS** For more rows to list additonal expenses, click the **Add multiple new rows at row 5 (Alt+7)** "+" button.
86.	A pop-up message will ask for the number of rows that should be added. Enter Number of rows to add. Click the **OK** button For this example, enter a valid value e.g. "**2**".
87.	Click the **OK** button OK
88.	**EXPENSE TYPE - MILEAGE** Click the down arrow next to the **Expense Type** field**.** Select **Mileage**.
89.	Enter the date the expense is to be incurred.
90.	Notice that the **Amount** field is inactive (grayed out). When the number of miles is entered on the Expense Details page, the dollar amount will be calculated based on the State's current mileage allowance. 0.000
91.	Click the down arrow next to the **Payment Type** field. Select **Employee Paid**.

92.	Click the down arrow next to the **Billing Type** field. Select **Out of State-Billable**. Out of State-Billab
93.	Click the **Detail** link. *Detail
94.	In the **Miles** field, enter the estimated number of miles to be driven. For this example, enter a valid value e.g. "**147**".
95.	Click the **Calc Mileage** button.
96.	The **Amount** field will populate with the dollar amount based on the number of miles to be driven multiplied by the State's current mileage allowance.
97.	Click the **Accounting Detail** link. Accounting Detail
98.	**ACCOUNTING DETAIL** Enter/verify the accounting information for this expense item. Remember that each field offers the Look Up (magnifying glass) feature to search for valid entries.
99.	Click the **OK** button. OK
100.	**CHECK FOR ERRORS** Click the **Check Expense For Errors** button. If there are errors or warnings, a **red flag** will appear at the top of the page describing the exception. Make any necessary corrections or revisions and click the **Check Expense for Errors** again. Check Expense For Errors
101.	The **Description** field was left blank, and this is a required field. For this example, enter a valid value e.g. "**Drive in Atlanta**". The **Location Amount** field is not currently used.
102.	Click the **Check Expense For Errors** button. Check Expense For Errors
103.	When all warnings are cleared, click the **Return to Travel Authorization Entry** link. Return to Travel Authorization Entry

104.	Click the **Save for Later** button. Save for Later
105.	**EXPENSE TYPE - RENTAL CAR** Click the down arrow next to the **Expense Type** field. Select **Rental Car**.
106.	Enter the date that the expense will be incurred. 06/16/2009
107.	Enter the estimated cost in the **Amount** field. for this example, enter a valid value e.g. "**87.000**".
108.	Click the down arrow next to the **Payment Type** field. Select **Employee Paid**.
109.	Click the down arrow next to the **Billing Type** field. Select **Out of State-Billiable**.
110.	Click the **Detail** link. *Detail
111.	Click the down arrow next to the **Merchant Preferred** field. If using any of the preferred merchants, select the merchant name from the list.
112.	If **NOT** using a **Preferred Merchant**, manually type the name of the merchant being used in the **Non-preferred Mechant** field.
113.	If a preferred merchant isn't used, enter a justification in the (**Exception Comments** section) **Non-Preferred Merchant** field. "Enterprise rentals not available in this area," for example.
114.	Click the **Accounting Detail** link. Accounting Detail
115.	**ACCOUNTING DETAIL** Enter/verify the accounting information for this expense item. Remember that each field offers the Look Up (magnifying glass) feature to search for valid entries.

116.	Click the **OK** button. OK
117.	Click the **Check Expense for Errors** button.
118.	The **Description** field was left blank, and this is a required field. Click in the **Description** field and enter a description for this expense. For this example, enter Go from conference to hotel
119.	Click the **Check Expense for Errors** button again to make sure all warnings have been cleared.
120.	Click the **Return to Travel Authorization Entry** link when all warnings have been cleared.
121.	Click the **Save for Later** button. When the Travel Authorization is complete, click the **Submit** button to route the document for approval.
122.	**End of Procedure.**