
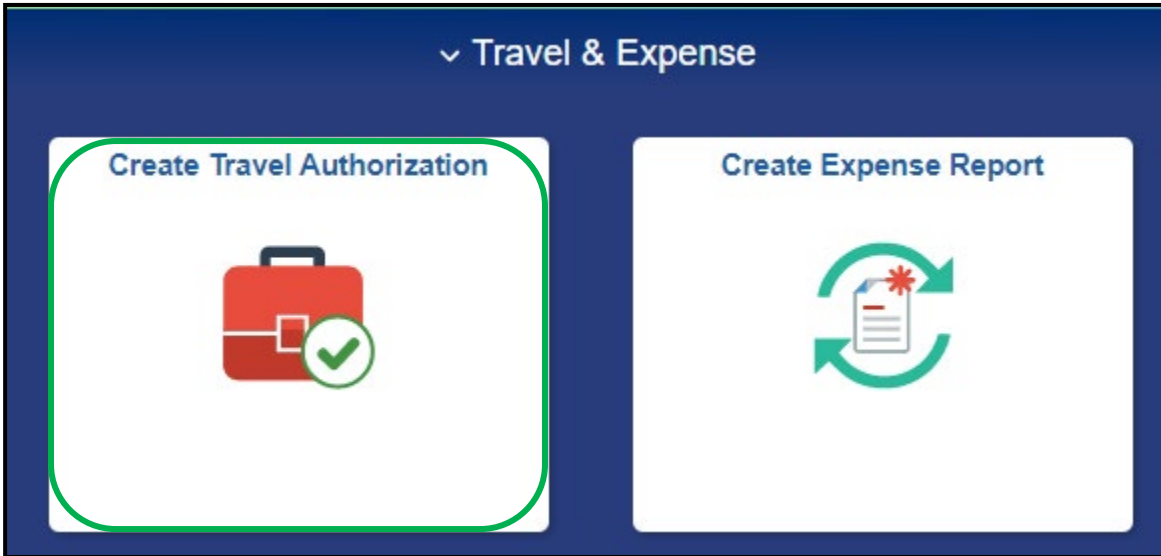


# Create a Travel Authorization

Navigate  to Navigator > Financials > Travel & Expense > Travel & Expense Center > Travel Authorization > Create/Modify

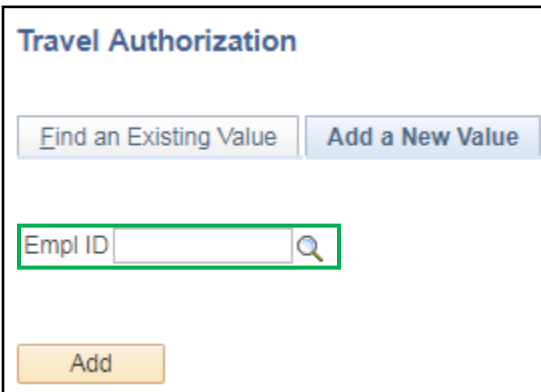
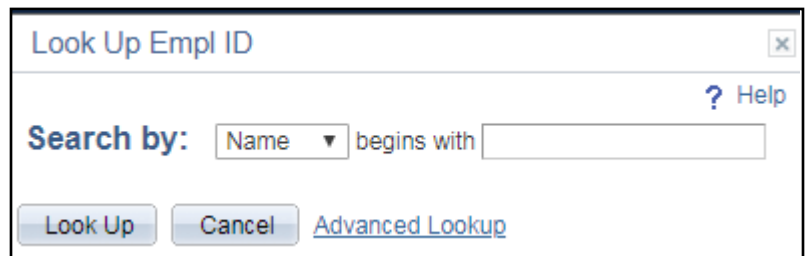
OR

Click on the center drop down and scroll to Travel & Expense then click on the Create Travel Authorization tile.



Enter the **Empl ID** – Click **Add**

OR Click on the Search icon and type in the last name and click on **Look UP** – Choose the correct Employee - Click **Add**

A screenshot of a web form titled "Travel Authorization". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a text input field labeled "Empl ID" with a magnifying glass search icon to its right. At the bottom of the form is an orange "Add" button.A screenshot of a dialog box titled "Look Up Empl ID". It has a close button (X) in the top right corner and a "? Help" link. The main area contains a "Search by:" label followed by a dropdown menu set to "Name" and a text input field with the placeholder "begins with". At the bottom, there are three buttons: "Look Up", "Cancel", and "Advanced Lookup".

On the Create Travel Authorization screen:

- Select the **Business Purpose** (drop down)
- Enter the **Description** of travel (for example: Attend Conference, or Student Recruiting)
- Select the **Default Location** (click on look up icon)
- **Comment** about the travel (you may enter a trip estimate or attach an estimate spreadsheet)
- **Reference** – (not used for Travel Authorizations)
- Select the **Date From** and **Date To** (actual dates of the trip)
- Select the **Benefit** (drop down)
- Select the **Disposition of Duties** (drop down)
- If the traveler is going to Washington DC
  - Click on the **No** drop down and select Yes
  - Click on the **Purpose** drop down and select the appropriate purpose.

Please note that UT Tyler does not use Quick Fill for a TA since we only create one Expense Type line as an encumbrance placeholder.

The screenshot shows the 'Create Travel Authorization' interface. At the top left, the user's name 'Patricia Speer' is displayed. The form is divided into several sections: 'Business Purpose' (a dropdown menu), '\*Description' (a text input field), 'Default Location' (a text input field with a search icon), 'Comment' (a large text area), 'Reference' (a text input field with a search icon), '\*Date From' and '\*Date To' (date pickers), '\*Benefit' (a dropdown menu), '\*Disposition of Duties' (a dropdown menu), and '\*Are you doing business in Washington, DC?' (a dropdown menu with 'No' selected). Below these is the 'Washington, DC Purpose' dropdown. On the right, the 'Budget Information' section shows 'Budget Status: Not Budget Checked' and 'Budget Options'. Below that is a 'Quick Start' dropdown set to 'Populate From' with a 'GO' button. At the bottom right, the 'Totals' section shows '(0 Lines) 0.00 USD'. At the bottom left, there are links for 'Expand All', 'Collapse All', 'Add', and 'Quick-Fill'. An 'Attachments' icon is also visible.

Under the Projected Expenses section of the screen:

- Enter the **Date**
- Select the **Expense Type** (scroll down to TA-Travel Auth-Encumbrance)  
\*This generates the **Accounting Details** and **Speed Chart** fields.
- Enter a **Description** (or copy **Description** from above)
- Select a **Payment Type** (drop down)
- Enter the **Amount** as .01 (unless encumbering funds for end of fiscal year travel)
- Click on the + plus sign to add more lines
- **Billing Type** auto fills and does not need to be changed.
- Enter the **Speed Chart** cost center or project number

The screenshot shows the 'Projected Expenses' form with the following fields and values:

- Date:** 05/13/2019
- Expense Type:** TA-Travel-Auth-Encumbrance-Amt
- Description:** Annual Meeting
- Payment Type:** Paid By Employee
- Amount:** 0.01
- Currency:** USD
- Billing Type:** Expense
- Accounting Details:** Expanded to show **SpeedChart** (empty field)

Totals (1 Line) 0.01 USD

To see the full Chartfield string click on the arrow ► in front of the Accounting Details.

If the Accounting Details have been set for the traveler to the correct cost center etc., then the speed chart may not be needed.

The Accounting Details section shows the following table:

Amount	GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity	Af
1.00	UTTYL	62491	3105	115300	31001387	700					

Leave the Accounting Details as is or change the funding information as directed by the Budget authority.

- Click on the **Attachments** hyperlink to add attachments (for example: cost estimate spreadsheet or conference registration information).

After all lines have been entered, click on **Save for Later** and an Authorization ID will be assigned and the document status will show “Pending”.

Modify Travel Authorization

Patricia Speer

Authorization ID 0000125275 Pending

\*Business Purpose TRV-Lecture/Teach Course

\*Description withdraw test

Default Location TX DALLAS

Comment withdraw test

Reference

\*Date From 05/28/2019 \*Date To 05/29/2019

Last Updated 05/21/2019 9:22:41AM

Save for Later

Home | Home

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action GO

\*Benefit Enhance University operations

\*Disposition of Duties Duties assumed by colleagues

\*Are you doing business in Washington, DC? No

Click on the **Budget Options** hyperlink. A Commitment Control Screen will open.

Click on the **Budget Check** button to run the process.

Commitment Control

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

Override Transaction

Budget Check

i

The screen will show a status of “Valid” or “Exception”.

If the budget check process results in a Valid status, click the **OK** button at the bottom of the page.

**Commitment Control**

**Commitment Control Details**

Source Transaction Type Travel Authorization  
Budget Checking Header Status Valid  
Commitment Control Amount Type Encumbrance  
Commitment Control Tran ID 0005136854  
Commitment Control Tran Date 05/28/2019  
 Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions      Go To Activity Log

**OK**      Cancel

If Budget Check process results in an Exception message

Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions? (18021,1091)

Selecting "Yes" will transfer you to the Transaction Exception Panel for this document while refreshing and minimizing the calling panel.

Selecting "No" will refresh the panel.

You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.

**Yes**      **No**

Determine whether the chart fields are all correct and fix, or contact the Budget team ([budget@uttyler.edu](mailto:budget@uttyler.edu)) for assistance.

After Budget Error has been resolved, rerun the Budget Checking process and when Budget Check is complete and valid, click on the **OK** button.

Click on the **Summary and Submit** hyperlink to review and submit the travel authorization.

If changes need to be made, click on the **Travel Authorization Details** hyperlink and the previous page is shown. Make the necessary changes, Save for Later, re-Budget Check, re-Submit.

When complete, click on **Submit Travel Authorization** button to finalize the report. Note there are two **Save for Later** buttons.

Click the **OK** button to complete or click the **Cancel** button to return to the Travel Authorization to make any needed changes.

If the **OK** button was clicked then the travel authorization is submitted for approval.

Click on the **Refresh Approval Status** button to see the Approval History.

**Travel Authorization** Travel Authorization Details

Patricia Speer Actions ...Choose an Action

**Your travel authorization 0000125209 has been submitted for approval.**

Business Purpose TRV-Attend Meeting, Conf, etc. Default Location TX DALLAS Authorization ID 0000125209 Submission in Process

Description attend Travel Conf Date From 05/13/2019 Date To 05/16/2019

Reference

Totals  View Printable Version  Notes  Workflow History

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Projected Expenses (1 Line) 0.01 USD Denied Expenses 0.00 USD

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**Total Authorized Amount 0.01 USD**

The Approval History shows whose workflow the report is waiting on.

Approval History			
 Submitted Patricia Speer	 Supervisor Approval Cindy Troyer	 Department Approval (Pooled)	
Action	Role	Name	Date/Time
Submitted	Employee	Patricia Speer	05/28/2019 11:46:49AM

The **Supervisor Approval** is determined by the traveler employee's HR assigned "Reports To" supervisor.

The **Department Approval** is the Budget Authority for the Department code (or codes) used in the Accounting Details.

The Reports To Supervisor may or may not be the same person as the Department Budget Authority.

Clicking the **Withdraw Travel Authorization** button will open the report back up to make any needed changes or add attachments.

Submitted Travel Authorization   **Withdraw Travel Authorization**   Submitted On 05/03/2019   Submitted By Patricia Speer

▼ **Approval History**

Action	Role	Name	Date/Time
Submitted	Employee	Patricia Speer	05/03/2019 3:20:24PM

Return to Search   Notify

Click the **Refresh Approval Status** button until you see the red “Your travel authorization ### has been withdrawn from approval queue”.

Travel Authorization

Patricia Speer   Actions ...Choose an Action   GO

**Your travel authorization 0000125275 has been withdrawn from approvers' queue.**

Business Purpose TRV-Lecture/Teach Course   Default Location TX DALLAS   Authorization ID 0000125275   Submitted for Approval

Description withdraw test   Date From 05/28/2019   Date To 05/29/2019   Created 05/21/2019   Patricia Speer

Reference   Last Updated 05/21/2019   Patricia Speer

Totals   View Printable Version   Notes   Workflow History

Projected Expenses (1 Line)	1.00 USD	Denied Expenses	0.00 USD
<b>Total Authorized Amount</b>		<b>1.00 USD</b>	

Submit Travel Authorization   Withdraw Travel Authorization   **Refresh Approval Status**

Navigate back to Travel Authorization > Create/Modify > Find an Existing Value and key in the Report ID. The report is now open for changes to be made.

Once all changes are complete, follow the same steps as were used when creating the Travel Authorization: Save for Later – Budget Options - Budget Check – OK – Summary and Submit – Submit Expense Report – OK and the Travel Authorization is once again submitted for approval.