

EX.020.010 - Creating a Travel Auth from a Blank Report

Purpose	- To identify the different ways to create a Travel Authorization. - To identify the purpose of a Travel Authorization. - To create a Travel Authorization from a blank report.
Description	Some institutions require that employees obtain written permission to travel for the performance of official duties. In this case, make sure to submit a travel authorization. Travel Authorizations within PeopleSoft are specific to a planned trip with defined start and end dates and locations. For institutions using Standing Authorizations, these must be handled outside of the PeopleSoft application. Travel Authorizations submitted within the Expenses Module can only be entered for future travel dates. Travel Authorization cannot be created for a trip that has start and end dates in the past. Institutions have specific guidelines as to how far in advance of a planned trip travel authorizations should be submitted. When a travel authorization is created, there are options to start from a blank report, copy an existing travel authorization, or create a travel authorization using a template.
Security Role	BOR PeopleSoft User
Dependencies/ Constraints	None
Additional Information	None

Procedure

For this topic, create a Travel Authorization for a campus visit to Augusta. Include meals, mileage and lodging expenses on the travel authorization.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Employee Self-Service link.
4.	Click the Travel Authorization link.
5.	Click the Create link.
6.	Depending on how User Defaults are setup, this page might say to select from a travel authorization template. If User Defaults are set to open to a blank report when creating a travel authorization, disregard the next frame.
7.	Select from a template list (if user defaults are defined to use templates for travel authorizations). For this example, select to use a blank report. Click the Return to Travel Authorization Entry link.
8.	Click in the Description field. This field should provide a short explanation of the planned travel.
9.	Enter " Visit Augusta Campus " in the Description field.
10.	Click the Business Purpose list.
11.	Click the Campus Visits / Satellite Locs list item.
12.	The default location may be automatically populated from the value on the employee profile/User Defaults page. Click the Look up Default Location (Alt+5) button. 
13.	Search by Expense Location (which is the city/county code). Enter "GA" in the begins with field. Since all Georgia city/county codes begin with "GA" this search will return all options for the state of Georgia. Enter " GA " in the begins with field.
14.	Click the Look Up button.

Step	Action
15.	Click an entry in the Expense Location column.
16.	Reminder: Only future dates can be entered for travel authorizations. Click the Choose a date (Alt+5) button.
17.	Click the 12 link in the month of May 2024 (or select a different start date for the planned travel)
18.	Click the Choose a date (Alt+5) button.
19.	Click the 13 link in the month of May 2024, or select a different end date for the planned travel.
20.	Click the Accounting Defaults link.
21.	The chartfield information is automatically populated based on the user profile. It is a good business practice, however, to review this information to ensure it is both accurate and applicable to the current transaction. Within a transaction, there are two options to modify/view the chartfield. The simple method is to view the chartfield for the entire authorization at once using the Accounting Defaults link. If changes are made to the chartfield using this link, they will automatically be populated to the expense lines within the transaction (*see below for exception). As an alternative, individual expense lines can be modified by clicking on the Accounting Detail link within the Details section of each line. *To use a combination of both of these procedures, be aware that changes made specifically to a single line will trump the Accounting Defaults set for the overall transaction. For this exercise, all proposed travel expenses should be charged to the same chartfield. To accomplish this, change the Accounting Defaults, which will then populate the selected amounts for all expense lines within this authorization.
22.	Review the chartfields for accuracy and make corrections if necessary. Click the OK button.
23.	Click the Expense Type list for Row 1.
24.	Click the Automobile Mileage - Tier2 list item.
25.	Enter " 05/12/24 " in the Date field.
26.	Click the Payment Type list.

Step	Action
27.	The values in this list represent how the expense will be paid for. This is a required field even though it is not applicable to mileage expense types. Click the Not Applicable object.
28.	Click the Detail button at the end of the first row.
29.	Enter " 80 " in the Miles field.
30.	Press the Calc Mileage button.
31.	Click the Return to Travel Authorization Entry link.
32.	Click the Expense Type drop down box for Row 2.
33.	Click the Breakfast list item.
34.	Click the Detail button at the end of the second row.
35.	Meal Per Diem amounts are loaded into the PeopleSoft system based on location. Georgia per diem amounts are either regular or high cost as defined in the Georgia State Travel Regulations. Non-Georgia location amounts are set by Federal GSA guidelines.
36.	The system will allow a Per Diem amount to be exceeded, however, an explanation must be provided in the Location Amount field.
37.	Click the Refresh Per Diem Amounts button to retrieve the current Per Diem rate for the Location.
38.	Click the Return to Travel Authorization Entry link.
39.	Click the Expense Type list for the 3rd row.
40.	Click the Lunch list item.
41.	The lunch per diem amount should have automatically populated the Amount field. Adjust this amount if needed.
42.	Click the Expense Type list for the 4th row.
43.	Click the Dinner list item.
44.	Click the Add multiple new rows button at the end of row 4.
45.	Click the Lodging list item.
46.	Click the Detail button at the end of the 5th row.
47.	Click in the Non-preferred field.
48.	Enter " Comfort Inn " in the Non-preferred field.
49.	Enter " 95.00 " in the Nightly Rate field.
50.	Click the Return to Travel Authorization Entry link.

Step	Action
51.	Click the Expense Type list for row 6.
52.	Click the Automobile Mileage - Tier2 list item.
53.	Click the Date button.
54.	Click the 13 link to indicate that the return trip mileage occurred on May 13, 2024, or select an appropriate ending date.
55.	Click the Payment Type list.
56.	Click the Not Applicable (e.g. Mileage) list item.
57.	Click the Detail button at the end of the last row.
58.	Enter " 80 " in the Miles field.
59.	For the return trip, the mileage will be from Augusta, GA to Atlanta, GA.
60.	Enter " Augusta, GA " in the Originating Location field.
61.	Enter " Atlanta, GA " in the Destination Location field.
62.	Click the Return to Travel Authorization Entry link.
63.	Click the Check For Errors button. Check for errors before saving or submitting the travel authorization. Checking for errors confirms that all lines have been entered correctly. Lines in error will be marked with a red flag.
64.	To print the transaction, click the Printable View link near the bottom of the page.
65.	Click the Save for Later button.