

EX_020_011 – Creating a Travel Auth Using a Template

Purpose	<ul style="list-style-type: none"> To identify the different ways to create a Travel Authorization. To identify the purpose of a Travel Authorization. To identify what type of Travel Authorization templates may be used. To create a travel authorization from a template.
Description	<p>If an institution requires that an employee obtain written permission to travel for the performance of official duties, 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.</p> <p>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.</p> <p>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.</p>
Security Role	BOR PeopleSoft User
Dependencies/ Constraints	None
Additional Information	None

Procedure

For this topic, create a travel authorization for an upcoming trip to Athens. Use the Standard Mileage Template to create a travel authorization for the mileage expenses.

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.	<p>This screen will display any personal templates created in addition to any public templates the institution has provided. Next, select a template from the list. User default preferences are defined to use templates for travel authorizations.</p> <p>To have different choices for creating Travel Authorizations, a user can change this to a blank report. This is done by clicking on the Return to Travel Authorization Entry link. (do not click on this link for this example)</p>
7.	Click the Select button next to the chosen template.
8.	In the Date Range section, select beginning and end travel dates for this transaction. The system defaults to the current date.
9.	<p>Dates can be entered using a variety of formats including backslashes, periods, no punctuation or by using the provided calendar button.</p> <p>WARNING: The system will not allow a date for a travel authorization that is in the past. For purposes of this exercise, make sure the date is a future date.</p> <p>Enter "05/04/24" in the From field.</p>
10.	Enter " 05/05/24 " in the To field.
11.	Add an expense type for One Day or for All Days (based upon the date range entered above)
12.	Click the All Days checkbox next to the Expense Type that is being used on this travel authorization.
13.	Click the OK button.
14.	Enter " ITS Conf in Athens " in the Description field.
15.	The Business Purpose and Default Location were populated based on the User Defaults. There is need to make any changes to these fields at this time.
16.	Notice that the selections made on the initial template page have been populated as expense rows in the Details section.

Step	Action
17.	All Mileage types should use the Payment Type of Not Applicable . Depending on what is set as the User Defaults, this field might need to be changed.
18.	Click the Payment Type list for row 1.
19.	Click the Not Applicable (e.g. Mileage) list item.
20.	Click the Detail link at the end of row 1.
21.	Enter " 150 " in the Miles field.
22.	Clicking the Cal Mileage button is optional. The benefit of clicking this button is that it displays the dollar amount near the middle of this page in the Description Amount section. Regardless, the calculated amount is displayed on the main travel page.
23.	Click the Calc Mileage button.
24.	The Originating Location and Destination Location were automatically populated based on our user defaults. If needed, these locations can be changed.
25.	Enter " v9.2 Upgrade " in the Description field.
26.	Click the Accounting Detail link.
27.	This page displays the chartfield that will be used for this expense row. Review/update the chartfield as needed.
28.	Click the OK button.
29.	If there are errors, this will place a red flag at the top of the screen for each error type encountered for the expense line. Otherwise, return to the main page and check errors on all lines. Click the Check Expense For Errors button.
30.	Click the Return to Travel Authorization Entry link.
31.	Click the Payment Type list for row 2.
32.	Click the Not Applicable (e.g. Mileage) list item.
33.	Click the Detail link at the end of row 2.
34.	Enter " 150 " in the Miles field.
35.	Click the Accounting Detail link.
36.	This page displays the chartfield that will be used for this expense row. Review/update the chartfield as needed.
37.	Click the OK button.
38.	Click the Return to Travel Authorization Entry link.

Step	Action
39.	Click the Check For Errors button.
40.	To print a copy of this report for office records, or if the institution requires a paper copy, click the printable view link to print this report.
41.	Click the Submit button.
42.	Click the OK button.