

## EX.010.035 - Creating a Travel Authorization Template

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify the benefits of creating a travel authorization template.</li> <li>To identify who can set up travel authorization templates.</li> <li>To create a travel authorization template.</li> </ul>
<b>Description</b>	<p>To reduce time and errors in preparing travel authorizations, templates can be created with typical items that are submitted for reimbursement. Creating templates for expenses encountered on a routine basis will eliminate the need to add them each time a new travel authorization request is created.</p> <p>The Expenses Administrator sets up public templates for all employees to use. Employees can set up user templates for their own personal use.</p>
<b>Security Role</b>	<b>BOR PeopleSoft User</b> <b>BOR PeopleSoft User – No Tauth</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to create a Travel Authorization Template.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> link.
3.	Click the <b>Employee Self-Service</b> link.
4.	Click the <b>Other Expense Functions</b> link.
5.	Click the <b>Create/Update User Template</b> link.
6.	Click the <b>Add a New Value</b> tab.
7.	Enter " <b>MILEAGE</b> ", or a relevant entry in the <b>Document Template</b> field.
8.	Click the <b>Template Type</b> list pull-down menu.
9.	Click the <b>Travel Authorization</b> list item.
10.	Click the <b>Add</b> button.
11.	Enter " <b>Standard Mileage Template</b> ", or a relevant entry in the <b>Description</b> field.
12.	Enter " <b>STDMILG</b> ", or a relevant entry in the <b>Short Description</b> field.
13.	<p>There are five options available for mileage reimbursement. The state approved reimbursement rates are automatically populated depending on the mode of transportation selected.</p> <p><b>Aircraft Mileage</b> – Miles traveled for business in a private aircraft. Currently: \$1.76 per mile.</p> <p><b>Automobile Mileage</b> – The standard mileage rate for most employee reimbursements. When it is determined that a personal motor vehicle is the most advantageous form of travel. Currently \$0.67 per mile.</p> <p><b>Automobile Mileage – Tier 2</b> – If a government-owned vehicle is available, and its use is determined to be most advantageous to the state, OR if it is determined that a rental vehicle is the recommended method of travel, but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at the Tier 2 rate. Currently \$0.21 per mile.</p> <p><b>Motorcycle Mileage</b> – To be used when traveling for business by motorcycle. Currently \$0.65 per mile.</p>
14.	Click the <b>Expense Type</b> list.
15.	Click the <b>Automobile Mileage</b> list item, or a relevant entry.

Step	Action
16.	Click the <b>Add multiple new rows</b> button at the end of row 1.  Add additional mileage types that are routinely used.
17.	Enter "2", or a relevant entry in the prompted field.
18.	Click the <b>OK</b> button.
19.	Click the <b>Expense Type</b> list for row 2.
20.	Click the <b>Automobile Mileage - Tier2</b> list item, or a relevant entry.
21.	Click the <b>Expense Type</b> list for row 3.
22.	Click the <b>Automobile Mileage - Tier3</b> list item.
23.	Click the <b>Save</b> button.
24.	Click the <b>OK</b> button.