EX_020_011 – Creating a Travel Auth Using a Template

Purpose	• 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	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. 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. Travelers can set up templates for their own personal use. See Business Process EX.010.030, Creating a Travel Authorization Template, for instructions on creating a private template. Travelers can also select from public templates, which are created and maintained by the Expenses Administrator.
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 **NavBa**r 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.	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 list. User default preferences are defined to use templates for travel authorizations. 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)
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.	Dates can be entered using a variety of formats including backslashes, periods, no punctuation or by using the provided calendar button. **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. Enter "**05/04/24**" in the **From** field.
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 for 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.