

Create Travel Authorization

1. Main Menu > Travel and Expenses > Travel and Expense Center

Travel Authorization
 Create, modify, print, view or delete a Travel Authorization

Find an Existing Value **Add a New Value**

Empl ID 6001010117

Add

1. Navigate to **Travel and Expense Center**.
2. Click **Create/Modify** link under the **Travel Authorization**.
3. Click the **Add a New Value** tab.
4. Enter the travelers **Employee ID**.
5. Click the **Add** button.
6. Enter the details in the **green highlighted** fields located in the header section.

Jaime Huerta

Comment National Conference

*Business Purpose TRV-Attend Meeting, Conf, etc.

*Description Trip

Default Location TX Austin

Reference

*Date From 04/17/2019 *Date To 04/18/2019

*Benefit Enhance University operations

*Disposition of Duties Duties assumed by colleagues

*Are you doing business in Washington, DC? No

Washington, DC Purpose

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action GO

Attachments

Totals (1 Line) 100.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
04/17/2019	TA-Travel-Auth-Encumbrance-Amt	Conference	Paid By Employee	100.00	USD

*Billing Type Expense

Accounting Details

SpeedChart

Chartfields

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program
100.00	UTEP1	62491	2100	301500	14021600	700	

7. Under **Projected Expenses** enter: **Date, Expense Type, Description, Payment Type & Amount**.
8. Do not change **Billing Type**
9. Open **Accounting Details** drop down arrow.
10. Add **SpeedChart** (Cost Center or Project) and press enter key.
11. Validate the **Chartfields** values populated from the Speed Chart.

Create Travel Authorization

Budget Information

Budget Status Not Budget Checked
[Budget Options](#)

12 Click Start ...Populate From

Commitment Control Details

Source Transaction Type Travel Authorization
Budget Checking Header Status Valid
 Commitment Control Amount Type Encumbrance

13 Override Transaction

ⓘ

Go to Tran 14 Exceptions Go To Activity Log

12. Under **Budget Information** select the **Budget Options** link.
13. Click **Budget Check** to start the budget checking process and wait for the system to validate. When completed, you will see a Budget Checking Header Status of **Valid**.
14. Click **OK** to continue.
15. Click **Save for Later** to save.
16. Click **Summary and Submit** to submit.
17. On the next window, click **Submit Travel Authorization**.
18. On the confirmation screen click **OK** to complete.

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Budget Information

Budget Status Valid
[Budget Options](#)

Actions ...Choose an Action

|

Actions ...Choose an Action

It Location TX Austin

Authorization ID 0000125159 Pending

Date From 04/17/2019 *Date To 04/18/2019

Reference

Totals ⓘ Notes Attachments

Projected Expenses (1 Line)	100.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		100.00 USD	

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Travel Authorization

Save Confirmation

Jaime Huerta

Totals ⓘ

Total Authorized Amount	100.00 USD
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