

Create Travel Authorization

1

(Homepage) Travel & Expense > (Tile) Create Travel Authorization



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

Create Travel Authorization

Jaime Huerta

*Business Purpose: TRV-Attend Meeting, Conf, etc. (5)

*Description: Trip (5)

Default Location: TX Austin (5)

Comment: National Conference (5)

Reference: (5)

*Date From: 04/17/2019 (5) *Date To: 04/18/2019 (5)

*Benefit: Enhance University operations (5)

*Disposition of Duties: Duties assumed by colleagues (5)

*Are you doing business in Washington, DC?: No (5)

Washington, DC Purpose: (5)

Budget Information: Budget Status: Not Budget Checked

Actions: ...Choose an Action GO

Attachments (6)

Totals (1 Line): 100.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
04/17/2019 (7)	TA-Travel-Auth-Encumbrance-Amt (7)	*Conference (7)	Paid By Employee (7)	100.00 (7)	USD (7)

*Billing Type: Expense (7)

Accounting Details (8): SpeedChart (8)

Chartfields (9):

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program
100.00 (10)	UTEP1 (10)	62491 (10)	2100 (10)	301500 (10)	14021600 (10)	700 (10)	

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

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Budget Information

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

11 Click Start ...Populate From

Commitment Control Details

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

Override Transaction

12

Go to Transactions Exceptions Go To Activity Log

13

14

Budget Information

Budget Status Valid
[Budget Options](#)

Actions ...Choose an Action

- Under **Budget Information** select the **Budget Options** link.
- 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**.
- Click **OK** to continue.
- Click **Save for Later** to save.
- Click **Summary and Submit** to submit.
- On the next window, click **Submit Travel Authorization**.
- On the confirmation screen click **OK** to complete.

Totals

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

16

Travel Authorization

Save Confirmation

Jaime Huerta

Totals

Total Authorized Amount 100.00 USD

17