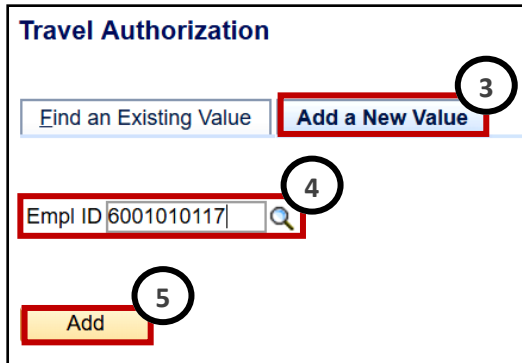
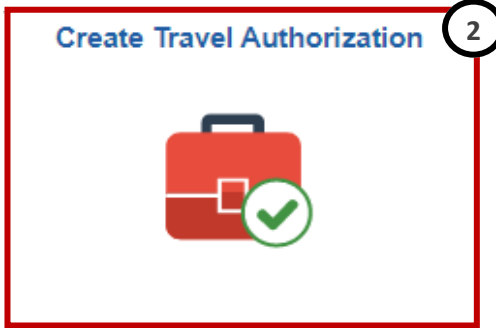


Create Travel Authorization

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



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.

Create Travel Authorization

Jaime Huerta

Comment: National Conference

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

*Description: Trip

Default Location: TX Austin

Reference: [Empty]

*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: [Empty]

Budget Information: Budget Status: Not Budget Checked

Actions: ...Choose an Action GO

Totals (1 Line): 100.00 USD

Attachments

*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

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.

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 Transactions Exceptions Go To Activity Log

14

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.

15 | 16

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 ⓘ

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

17

Travel Authorization

Save Confirmation

Jaime Huerta

Totals ⓘ

Total Authorized Amount	100.00 USD
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18