[Submitting a Travel Authorization]

This guide is designed for those individuals responsible for submitting travel transactions for themselves (must have the role UF_EX_Traveler) or others (must have the role UF_EX_Originator). This is a brief explanation of the process of completing and submitting a Travel Authorization. It is recommended that all “Travelers” and “Originators” attend the “Get Up and Go: Travel and Expense” training class.

- Log on to myUFL, using your GatorLink username and password (http://my.ufl.edu)

Notes
- Travel Authorization
  - A Travel Authorization is mandatory:
    - For travel to conferences, conventions, or foreign locations
    - To request a Cash Advance
  - A Travel Authorization is strongly recommended for all travel

Completing a Travel Authorization
Getting started
- Navigation: My Self-Service> Travel and Expenses> from the Travel and Expense Home page, select Travel Authorization
- Six options: Add, Modify, View, Delete, Cancel, Print
  - **Add** to create a new Travel Authorization to Submit for Approval or Save for Later
    - This will be the most common action from this page
  - **Modify** to change an existing Travel Authorization that has a “pending” status
  - **View** the status of a Travel Authorization that has been “Submitted for Approval”
    - To check if a Travel Authorization is pending, approved, on hold, or denied
  - **Delete** a Travel Authorization that has not yet been approved
  - **Cancel** a Travel Authorization that has already been approved
    - For more information review the “How to Cancel...” instruction guide in the supplemental materials
  - **Print** a hard copy of a Travel Authorization
    - If you want a signature of the traveler on file
    - Includes statement concerning “Official Business”
- Return to Travel and Expense Home does not save your work to that point

Add
If you had created a Travel Authorization before and saved it, you could find it here at Find an Existing Value
- Select Add a New Value to begin a new Travel Authorization
- As an Originator you get the option to look up an employee for whom you are submitting the Travel Authorization
  - If you are an originator, and no option is given to select the “EmpID” from the list, check with your Departmental Security Administrator to ensure that you have been given proper security for the individuals in your area
  - Whenever you see the Search icon( ), you can click the icon to search for the information
    - All available EmplIDs for which you have security access appear
    - Select the traveler from the list by clicking on their EmplID
  - For a non-employee you must first “Add a Non-Employee” to get the employee added to your list
    - Review the instruction guide “Add a Non-Employee”
  - As a Traveler, you skip this step and do not need to select an EmplID
    - When logged in as a Traveler, all Travel Authorizations will be for your EmplID
Add a New Value

- Under Add a New Value, there are three options for creating a Travel Authorization
  - Open a Blank Travel Auth
    - To start from “scratch”
  - Copy From Existing Travel Auth
    - This will allow you to copy a prior TA that may be similar to a future trip
  - Use a Template
    - In the Other Expense Options, you can add and modify templates
      - Copy From Existing Travel Auth and Use a Template will serve those who do multiple trips with similar information dates, locations, travelers, etc.
    - In this guide, we will focus on the most common method, Open a Blank Travel Auth
      - Mastering it will lead to better understanding of the other methods
  - Select Open a Blank Travel Auth
  - Click Continue

General Information

- This will be a general who, what, where, when
  - Travelers name appears in heading
  - Be sure to complete all fields
  - *Required Field refers to those fields required by the PeopleSoft program
    - In many cases, UF practices require fields that are not marked by “*”
      - To save you time, assume all fields are required
      - If a field is not applicable, “N/A”
    - If you miss a required field, you will be unable to submit the Travel Authorization until it is completed

Description

- General description of the travel
- This field will hold up to 30 characters
- Will be used as a searchable identifier later
- Be sure to use a description that will be easily recognizable to you

Date From: To:

- Click Drop Down
- Make sure to select correct month
- Must be today’s date or a date in the future

Business Purpose

- Click drop down menu and select Business Purpose
- This list has been edited so you will not find as many here as you did in TRRIPS (The former Travel system)
- If your choice is not listed, find one that comes closest or select Miscellaneous

Default Location

- The ultimate destination of travel
- This location will default into most other pages
- Destination Search
  - Enter the first few letters of the city, and then click the Search icon
  - All cities that start with those letters will be shown
    - Review the instruction guide titled “Default Locations”
  - Select the correct city
    - It is now the Default Location
  - If your city is not listed, select the “closest” and call 392-help to have the correct city added to the list
    - This is critical, since locations must appear on the list correctly to submit an Expense Report after the travel

Benefit to Grant/Project or Benefit to UF

- A more detailed description of why the travel is necessary
- If grant funded, be sure to relate directly to any grant language concerning travel
  - Do not use abbreviations
Next, you must go to **Default Accounting For This Travel Authorization** to verify the ChartField information

- ChartField Verification
  - Modification options include:
    - Changing ChartFields as needed
  - Add rows to split cost of entire Travel Authorization
    - Note, you also have the option of splitting a single expense such as airfare
  - This step is critical because:
    - ChartField information populates based on the Traveler’s Human Resources payroll record
    - The travel is often funded by a different ChartField combination
    - Information entered here will populate the Expense Report
    - Modifications or splits at this point will apply to the entire travel transaction
  - Update the ChartFields as necessary, and then click the “OK” button
  - Check with the budget administrator in your area for the correct ChartField values, or use the FLAIR Object Code/Org Mapping tools found at the “Bridges Transition” section of my.ufl.edu
  - Be sure to review the instruction guide “Travel ChartFields”
  - If your travel is grant funded, review the “Set Personalizations” instruction guide
  - For more information review the Understanding Chartfields handout
  - Once you complete your ChartFields and click “OK”

This concludes the general information for the Travel Authorization

- Click Continue to begin adding expenses to this Travel Authorization

**Travel Authorization Summary**

- Includes an overview of the General Information for this Travel Authorization
- From here you can:
  - Add an expense to this Travel Authorization
  - Save for Later, to come back and work on a Travel Authorization at another time
    - You must have at least one expense entered before you can Save for Later or Submit for Approval
  - Submit for Approval, to send to the Manager for approval
    - Once “Submitted for Approval” changes can not be made until the manager action occurs
    - When denying the Travel Authorization, the manager must select the “Return to Employee Upon Denial” checkbox to return it to the individual
    - For further information about denying Travel Authorizations, please see the instruction guide Travel and Expense for Approvers, available at the Bridges web site

**Add Expense**

- Select an Expense Type from the drop down menu
  - Be aware of the “Scroll Wheel”
    - If a drop down menu is highlighted and you use the “Scroll Wheel” on your mouse, you may inadvertently choose a different item

**Map Mileage**

- Map Mileage is the linear distance traveled to and from a destination
  - Vicinity Mileage is within the destination
- Here you will enter specific information about this expense
  - Mileage rate has been updated to .405 for all travel after January 1, 2005
- Date
  - Populated from the General Information page
  - Modify if needed
    - Use the date the expense will be incurred
- Payment Type
  - Select “Personal Funds”
- Billing Type – depends on Payment Type
  - For “Personal Funds,” the Billing Type is based on the ultimate destination of the trip
    - In-state, Out-of-state, or Foreign
  - For all Payment Types other than “Personal Funds” the Billing Type is “PC/PP Expense”
Miles
- Number of miles for this expense
- For common mileage values refer to the Mileage Chart at www.fa.ufl.edu
  - Enter the number of miles and click the Calc Mileage action button
    - Calculates dollar amount, but leaves you on this page to modify or add other information
    - Based on mileage rate at date of expense
    - Amount is updated

Enter the Number of Passengers
- This is a required field that is not marked with “*”
- At least one passenger must be listed
- Only include those on official UF Business

Originating Location
- Location is defaults based on General Information
- Should be the city from which you are traveling
- Use the search Icon to find the Originating Location
  - Select the city
  - For more information, review the “Default Locations” instruction guide
- Update the Originating Location and Destination Location
  - There are no commas
  - Because format counts, it is best to select locations using the search function

Description
- This is a good place for names of any other passengers
- If no other passengers, type “N/A” or “No Additional Passengers”
- This expense is complete

Note: Travel Auth Total is a running total of all expenses on this Travel Authorization

Copy Current Expense
- In Current Expenses a new Map Mileage is added
- This expense is an exact copy of the first expense
  - However, for the trip back you should change your Originating and Destination locations

Airfare
- Date
  - Populated by the first date of the travel
  - Update it if you are working on an expense for a different day
- Use the drop down the menu to select the Payment Type
- Select the Billing Type
  - If your payment type is UF PCard, ACTO, or PP/Direct Payments, you must select PC/PP Expense as your billing type – Failure to do so will result in double encumbrance of funds
- Enter the Ticket Number, it is a required field
  - In most cases you will not have a ticket number yet
  - “Pending”
- The Originating Location is where the plane leaves the ground
- Enter the Merchant
  - There is no preferred merchant for airlines
    - A preferred Merchant refers to an agency that has an existing agreement with the University
  - Select non-preferred and enter the Airline
- Travel To
  - The city to which you are traveling
  - Will often be the default location from the General Information page
  - If not on list, select the closest location and call 392-HELP to have the city added
    - City must be correct on Expense Report
- Description
  - Must reflect that you traveled “Coach” or “Economy”
    - “First Class” and “Business Class” are not allowed
- Enter the expected Amount of the airfare
Be sure to always enter a dollar amount - PeopleSoft will try to correct “$0” and will cause you more work later
Click Update button to update the Current Expense list

**Lodging**

- **Date**
  - Must be within the dates of travel
  - Should be the date on the bill or receipt
  - For the expense report, it would be most convenient if you make this the checkout date
- **Select the Payment Type and Billing Type from the drop down menus**
- **Enter the Number of Nights**
  - PeopleSoft will use this number to calculate the total amount for lodging
- **Enter the Merchant**
  - There is no preferred merchant for Lodging
- **Search for the Location**
- **Enter the Amount per night**
  - PeopleSoft will use this and the Number of Nights to calculate the total lodging amount
- **Click Update**
  - The amount is calculated in the Current Expenses
- When you are finished with all expenses click “Done”

**Travel Authorization Summary**

- This is an overview of the Travel Authorization
  - If needed, you can Add Expenses, or you can edit existing expense types by clicking on the underlined link for that expense
  - Click on the minus sign at the end of the row, to delete an expense from the Travel Authorization
- **Modify Report Information**
  - To change the General Information at the beginning of the Travel Authorization
- **Save For Later**
  - Does not send to Approver
  - To complete the Travel Authorization later, retrieve by selecting Find an Existing Value
- **Submit For Approval**
  - You must confirm that travel is for official UF business
  - Once you click OK, the Travel Authorization cannot be modified until a manager action occurs
  - OK will take you back to the Travel Authorization Summary page
    - A Travel Authorization ID number has now been assigned (top right corner)
    - Travel Authorization Status in the center of the page indicates where a Travel Authorization is in the approval process

*To keep this Instruction Guide brief, Map Mileage, Airfare, and Lodging are the only Expense Types covered. For information on other Expense Type, it is recommended that you attend the Get Up and Go: Travel and Expense training class. If you have immediate needs that are not met by this Instruction Guide, please contact the Travel Office at 392-1245.*

**If you need help with...**

- Technical problems, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.
- Travel Policies and Procedures, review the Travel Handbook at [http://www.fa.ufl.edu](http://www.fa.ufl.edu) or contact the Travel Office at 392-1245.