

Creating a Travel Authorization (TA)

Creating a travel authorization is completed by the travel proxy. A travel authorization goes through an approval processes based on the selected speedchart.

A travel authorization is optional and it is only required when a traveler requests and qualifies for a Cash Advance.

Create Travel Authorization:

Travel Expense Center, Create Travel Authorization

Create Travel Authorization

- Quick Start:** A creation method for your travel authorization. A Blank Authorization is defaulted.
- Description:** A description to identify the travel authorization. This field is 32 characters in length.
- Comment:** Additional information about the travel authorization. Cash Advance information is required.
- Business Purpose:** Predefined business purposes are required to be selected from the drop down menu.
- Default Location:** The location of the traveler's destination.
- Accounting Date:** Defaults to create date.
- Date From and Date To:** The beginning and end dates of trip.
- Accounting Defaults:** The accounting default of traveler.
- More Options:** A drop down menu of associated documents of the travel authorization.

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|---------------|------------|---------|----------|---------------|---------------|-------------------------|
| <input type="checkbox"/> | Lodging | 04/10/2017 | 396.00 | USD | Employee F | Out of State | *Detail |
| | | | | | | | |

- Expense Type:** A drop down menu of travel and non-travel expense types.
- Date:** Date when the transaction began or occurred.
- Amount:** The estimated amount of out of pocket expense. This field is disabled if you select the expense type Lodging or Mileage. You must click the "Detail" link to go to the Authorization Detail and enter a daily or nightly amount in conjunction with the number of days or nights. The system then displays the total amount of the expense transaction in the Amount field.
- Currency:** This field is defaulted. Not necessary to change.
- Payment Type:** This field has only one selection, "Employee Paid".
- Billing Type:** A drop down menu of travel and non-travel billing types.

Details: Select the Details link.

Two examples of the [detail page](#) are shown. Examples for Lodging details and Mileage details.

Details Lodging

| Travel Authorization | |
|---|------------------------------|
| Authorization Detail for Lodging (Line 1) | |
| Shelby Dalgai | Authorization ID: |
| About This Expense | |
| *Date: | 04/10/2017 × |
| *Payment Type: | Employee Paid ▼ |
| *Billing Type: | Out of State ▼ |
| Number of Nights: | 4 |
| *Location: | Nashville or Davidson County |
| *Description: | Wyndham Hotel- Conf Hotel |
| *Nightly Rate: | 99.00 USD |
| *Total Amount: | 396.00 USD |
| Accounting Detail | |
| <input type="button" value="Check Expense For Errors"/> | |
| Return to Travel Authorization Entry | |

Authorization Detail for Lodging

Date: Enter the beginning date for the expense type.

Payment Type: This field is defaulted. Not necessary to change.

Billing Type: If a Billing Type is selected on the Details page. It will be inferred. If not, a drop down menu of travel and non-travel billing types.

Lodging - Number of Nights: Enter number of nights.

Location: This field is defaulted. Not necessary to change.

Description: Enter Hotel name.

Check For Errors Button: Checks the expense transaction lines for missing or invalid information. The Check For Errors button can be completed on the Details page or the Travel Authorization page.

A red flag will appear if any missing or invalid information was found. You can save a travel authorization with missing or invalid information; however, you cannot submit a travel authorization for approval with missing or invalid information.

Travel Authorization

Authorization Detail for Mileage (Line 2)

Shelby Dalgai Authorization ID:

About This Expense

*Date:

*Payment Type:

*Billing Type:

Miles: x

*Destination Location:

*Description:

Amount: 50.29 USD

[Accounting Detail](#)

Check Expense For Errors

[Return to Travel Authorization Entry](#)

Authorization Detail for Mileage

Date: Enter the beginning date for the expense type.

Payment Type: This field is defaulted. Not necessary to change.

Billing Type: If a Billing Type is selected on the Details page. It will be inferred. If not, a drop down menu of travel and non-travel billing types.

Mileage - Miles: Total reimbursable miles. (Rounded to a whole number)

Location: This field is defaulted. Not necessary to change.

Description: Enter destination.

Check For Errors Button: Checks the expense transaction lines for missing or invalid information. The Check For Errors button can be completed on the Details page or the Travel Authorization page.

A red flag will appear if missing or invalid information was found. You can save a travel authorization with missing or invalid information; however, you cannot submit a travel authorization for approval with missing or invalid information.