



South Puget Sound
COMMUNITY COLLEGE

Travel & Expense: Traveler Step 2 - Travel Authorizations

Training for Employees

SUCCESS
AMPLIFIED

Objectives and Outcomes

- Review the PeopleSoft terms with respect to travel
- Review the approval workflow
- How to Create a Travel Authorization
- How to View a Travel Authorization
- How to Modify, Cancel or Delete a Travel Authorization

PeopleSoft Travel and Expense Terms

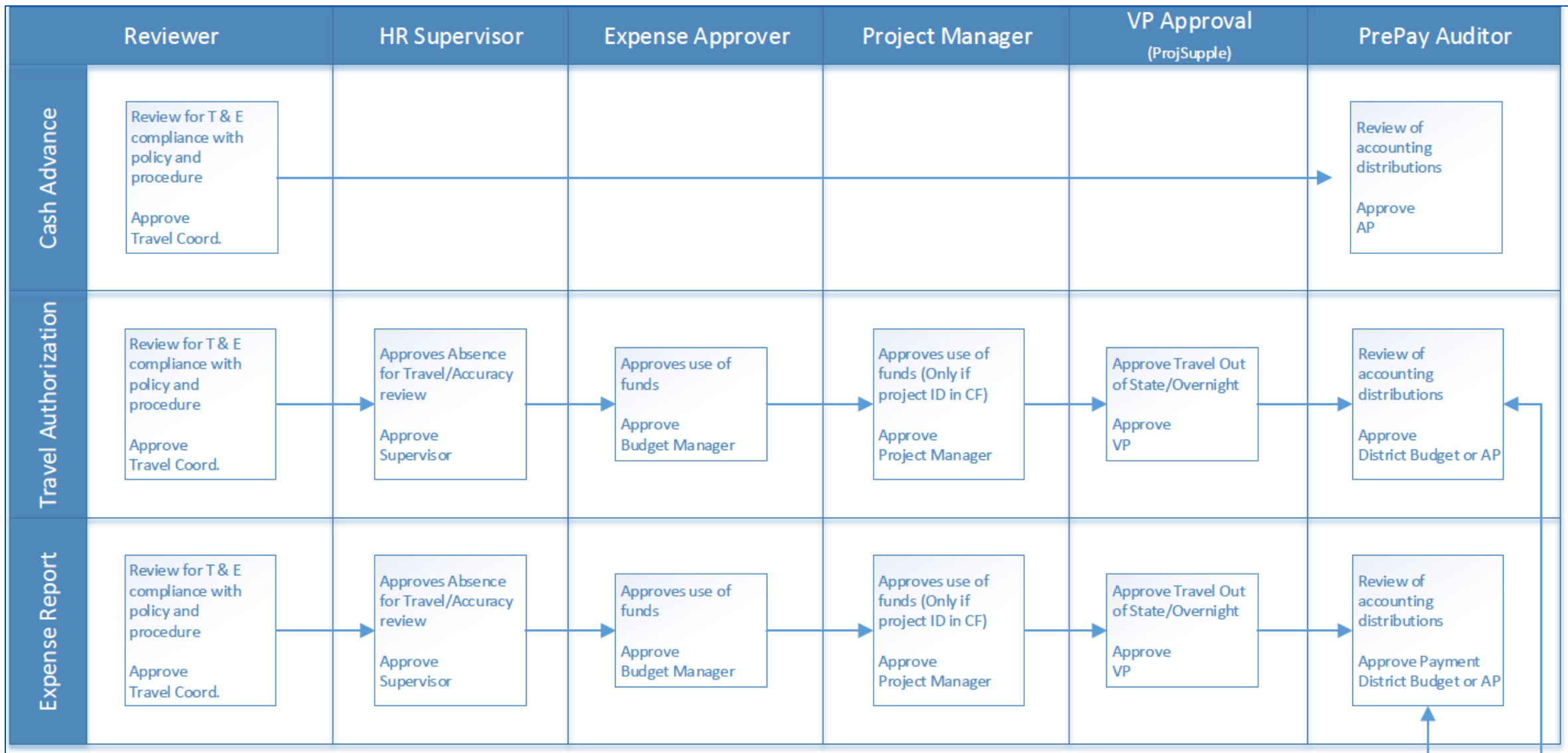
- **Expenses Module (EX)** – What is commonly referred to as “Travel and Expense” or “T&E” is really the PeopleSoft Expenses module.
- **Travel Authorization (TA)** – Travel document created prior to travel showing estimated costs for travel.
- **Cash Advance (CA)** – Travel document created to facilitate payment to the traveler in advance of travel.
- **Expense Report (ER)** – Travel document created after travel to record the actual cost of travel. May produce a reimbursement and/or be used to reconcile a cash advance.

PeopleSoft Travel and Expense Terms

- **Business Purpose** – Defines the reason for travel.
- **Expense Type** – Used to identify individual expense lines, such as hotel, airfare, personal mileage.
- **Billing Type** – Determines if an expense is billable to a project
- **Payment Type** – Identifies how an expense line will be or was paid.
- **Expense Location** – Used to drive location-based amount restrictions, such as per diem amounts for meals and lodging.

PeopleSoft Travel and Expense Terms

- **Employee Profile** – This is the PeopleSoft system entry in Travel & Expense that enables an employee to be identified on a Travel document. These are also referred to as “Traveler Profiles”.
- **Traveler** – This is the person who is traveling, whose name is associated with the travel document, and who will be getting any Cash Advance or reimbursement payments. All Travelers must have an Employee ID (EMPLID).
- **Authorized Expense User** – This is a person who can view, edit, and/or submit travel documents on behalf of themselves or a specified Traveler. These people are also referred to as “delegates”.



Note: For International Travel, the Travel Coordinator will manually add the college President to the approval workflow.

Approval Workflow

Travel Authorizations

Employee Self-Service → Travel and Expenses → Travel Authorizations →
Create/Modify

<https://ctclinkreferencecenter.ctclink.us/m/79738/c/319959>

Travel Authorizations Overview

- Use the navigation shown in this training, *not the Expenses tile*, to create your Travel Authorization documents.
- Travel Authorizations are created **prior** to travel to show its estimated costs.
 - The sooner the better! It is recommended that the TA is submitted 20 days prior to travel.
- **ALL** approvals **MUST** to be completed prior to the Travel Dates shown on the TA. This is both a state and a system requirement and therefore there are no exceptions.
- Be proactive in monitoring your TAs to ensure that approvals occur in a timely manner.
- You can use the Expenses tile to **monitor** the TAs that you have submitted as this shows their status.

Name
EMPL
ID

Expenses Travel #

Ben Pichler

10/2/2018
2018/10/02 09:00

Returned ⊕

Closed ⊕

Pending ⊕

Submitted ⊕

Approved ⊕

View All ⊕

Submitted Authorizations

Action ⊕	Description ⊕	Authorization ⊕
	Leadership Training (E56)	00000 42704
	Leadership Training (F)	00000 02790

Creating Travel Authorization Documents

Navigation from FSCM/Finance:


Menu > **Employee Self-Service** >
Travel and Expenses > Travel
Authorizations > Create/Modify

1. Add a New Value tab

- a) Enter the ID of the Traveler (Use the magnifying glass to search by name if you are creating on behalf of another traveler.)
- b) Click the **Add** button

Travel Authorization

[Find an Existing Value](#) [Add a New Value](#)

Empl ID 

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Creating Travel Authorization Documents

2. Complete the Header

- a) Business Purpose – Select from drop down
- b) Description
- c) Default Location – Place where travel mostly takes place
- d) Date From and To
- e) Attachments – Supporting documents, such as reservation confirmations

Note: You cannot save until you have entered at least one expense.

The screenshot shows a web interface for creating a travel authorization. At the top, there is a navigation bar with a back arrow and the text 'Expenses', and a title 'Create Travel Authorization'. Below this, the form has a header section with 'Create Travel Authorization' on the left and 'Save for Later' and 'Summary and Submit' on the right. The main form area contains several fields: 'Name' with a help icon, 'Business Purpose' (a dropdown menu set to 'Conference'), 'Description' (a text box containing 'NACUBO Annual Conference'), 'Default Location' (a text box with 'Denver' and a search icon), 'Date From' (a date picker set to '09/07/2022'), 'Date To' (a date picker set to '09/09/2022'), and 'Reference' (a text box with a search icon). There is also a 'Quick Start' dropdown menu set to 'Populate From' and a 'GO' button. At the bottom, there is an 'Attachments' icon.

Creating Travel Authorization Documents

3. Enter the Projected Expenses

- a) Date
- b) Expense Type – Carefully select from drop down
- c) Description – Add name of airline, hotel, etc.
- d) Payment Type – How will payment be made?
- e) Amount

Note: For domestic travel, you must enter each date and each meal separately in order for per diem amounts to be pulled in and reflected. For lodging exceptions, see end of this document.

Projected Expenses								
Expand All Collapse All Add Quick-Fill								
						Totals (9 Lines)	1,540.00	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency			
09/08/2022	Registration	Conference Fee	Employee	500.00	USD			
09/07/2022	Airline outside State of WA	Alaska Air Seattle to Denver	Employee	350.00	USD			
09/07/2022	Hotel outside State of WA	Holiday Inn	Employee	125.00	USD			
09/08/2022	Hotel outside State of WA	Holiday Inn	Employee	125.00	USD			
09/07/2022	Meal outside of WA Dinner	Dinner	Employee	35.00	USD			

Creating Travel Authorization Documents

4. Update Accounting for each Expense Line

- Account is depicted based on the Expense Type you selected. Do not change.
- The rest is depicted based on the ChartField defaulted on your profile. This needs to be updated to reflect the budget to be charged for your travel.

- First line reflects default
 - Needs to be updated
 - Can update per TA
 - (See next slide!)
- Second line reflects actual
 - Based on Traveler
 - If using Fund 145, you need
 - PC Bus Unit = WA240
 - Project
 - Activity

09/07/2022 | Airline outside State of WA | Alaska Air Seattle to Denver | Employee | 350.00 USD

*Billing Type: Billable
Ticket Number: AA123456DEN

Accounting Details

Amount	*GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus Ur
350.00	WA060	5080060	7060	841		98389	285	N	

09/07/2022 | Hotel outside State of WA | Holiday Inn | Employee | 125.00 USD

*Billing Type: Billable
*Location: Denver

Accounting Details

Amount	*GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus Ur
125.00	WA060	5080050	7060	149		12200	082	N	

Creating Travel Authorization Documents

Update Default Accounting for a Single Travel Authorization

- Defaults are set for cash advance purposes
- Use the below method to update the distribution for the document you are working on.
- This can be selected after you start entering your first expense line.

- A. Start the first expense line
- B. Go to the Actions drop down
- C. Select “Default Accounting”
- D. Click the **GO** button

The screenshot displays the 'Create Travel Authorization' interface. At the top right, there are links for 'Save for Later' and 'Summary and Submit'. A yellow highlight is placed over the 'Actions' dropdown menu, which is currently set to 'Default Accounting'. Below this, the 'GO' button is visible. The form includes fields for 'Employee Name', 'Business Purpose' (set to 'Miscellaneous'), 'Description' (set to 'TAR - Finance Retreat'), 'Default Location' (set to 'Seattle'), 'Date From' (10/30/2022), and 'Date To' (11/03/2022). A 'Reference' field is also present. The 'Projected Expenses' section shows a table with one line item:

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
10/30/2022	Transportation Mileage	Office to Walla Walla	Employee	165.00	USD

Below the table, there are additional fields for 'Billing Type' (set to 'Billable'), 'Transportation ID' (set to 'AUTO'), and 'Miles' (264.00). The 'Accounting Details' section is expanded, showing a table with columns for 'Chartfields', 'GL Unit', 'Account', 'Oper Unit', 'Fund', 'Appropriation Index', 'Dept', 'Class', 'State Purpose', and 'PC Bus L'. The data row shows: WA24, 165.00, WA080, 5080030, 7080, 841, 98389, 285, N.

Creating Travel Authorization Documents

Update Default Accounting for a Single Travel Authorization (continued)

F. Enter the distribution for the Travel Authorization

- For Fund 145, don't forget the PC Bus Unit (WA060), Project and Activity

G. Click the **OK** button

Create Travel Authorization

Accounting Defaults

Authorization ID NEXT

Accounting Summary										
%	*GL Unit	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project	Activity
100.00	WA060	WA240	060	7240		12200	082			

User Defaults

Creating Travel Authorization Documents

Update Default Accounting for a Single Travel Authorization (continued)

H. The current and each additional line you add will reflect the Default Accounting you entered.

Note: You can update the Default Accounting after you have entered all your expense lines, and it will update each line.

Projected Expenses ?
Expand All | Collapse All Add: | Quick-Fill Totals (2 Lines) 397.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency				
10/30/2022	Transportation Mileage	*Office to Walla Walla	Employee	165.00	USD				
*Billing Type: Billable									
Transportation ID: AUTO AUTO									
*Miles: 264.00 x 0.6250									
Accounting Details ?									
Chartfields									
Amount	*GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus U
165.00	WA240	5080030	7240	149		12200	082	N	

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency				
10/30/2022	Hotel in State of WA	*Motel 6	Employee	232.00	USD				
*Billing Type: Billable									
*Location: Seattle									
Accounting Details ?									
Chartfields									
Amount	*GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus U
232.00	WA240	5080010	7240	149		12200	082	N	

Expand All | Collapse All Totals (2 Lines) 397.00 USD

Creating Travel Authorization Documents

5. Save

- Click the “Save for Later” link at any point after entering the first expense line.
- This gives you an Authorization ID and allows you to come back to finish and submit at a later time.

The screenshot shows a user interface with two main options: "Save for Later" (with a floppy disk icon) and "Summary and Submit" (with a document icon). Below these is an "Actions" dropdown menu set to "...Choose an Action" and a yellow "GO" button. Underneath, the "Authorization ID" is displayed as "0000010200 Pending". At the bottom, there is a "Reference" field with a search icon.

6. Submit

- Click the “Summary and Submit” link
- Click the checkbox to certify the document.
- Click the **Submit Travel Authorization** button. (Which is not available until you click the checkbox.)
- Click **OK** to confirm submission

The screenshot shows the "Modify Travel Authorization" form. At the top right, there are links for "Save for Later" and "Travel Authorization Details". The form includes a "NAME" field, an "Actions" dropdown, and a yellow "GO" button. The "Business Purpose" is set to "Conference" and the "Description" is "NACUBO Annual Conference". The "Default Location" is "Denver", and the "Authorization ID" is "0000010200 Pending". The dates are "09/07/2022" to "09/09/2022". There is a "Reference" field with a search icon. Below the form, there is a "Totals" section with a "View Printable Version" link, "Notes", and "Attachments". The "Totals" section shows "Projected Expenses (9 Lines) 1,540.00 USD" and "Denied Expenses 0.00 USD". The "Total Authorized Amount" is "1,540.00 USD". At the bottom, there is a checkbox that is checked, with the text "By checking this box, I certify these costs are reasonable estimates and comply with expense policy." and a yellow "Submit Travel Authorization" button.

Creating Travel Authorization Documents




- After you submit, you receive a confirmation that is has been submitted for approval.
- Click the **Refresh Approval Status** button until the page refreshes.

Travel Authorization

TRAVELER NAME

Your travel authorization 0000010200 has been submitted for approval.

Business Purpose	Conference	Default Location	Denver
Description	NACUBO Annual Conference	Date From	09/07/2022
		Date To	09/09/2022
		Reference	

Totals   View Printable Version  Notes

Projected Expenses (9 Lines)	1,540.00 USD	Denied Expenses	0.00 USD
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Total Authorized Amount 1,540.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Creating Travel Authorization Documents

- Upon successful refresh, you have the option to withdraw the document by clicking the “Withdraw Travel Authorization” button.
- You can also view the Approval History, including the name of the Approvers.
 - The Reviewer is a college Travel Coordinator

Note:
within
Menu

Total Authorized Amount 1,540.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submitted On 08/04/2022 Submitted By EMPLOYEE NAME

▼ Approval History

Action	Role	Name	Date/Time
Submitted	Employee	TRAVELER NAME	08/04/2022 5:19:49PM

Viewing a Travel Authorization

View a travel authorization to see where it is in the approval workflow, to see its details, or to print it.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Travel Authorizations > View

- Search for and Select the TA that you need to view
- The Authorization ID status shows where it is in the process

Travel Authorization

TRAVELER NAME

Business Purpose Conference
Description TAR-MSSDC Fall Retreat

Default Location Anacortes
Date From 10/26/2022 Date To 10/28/2022
Reference

Authorization ID 0000011507 Submitted for Approval
Created 10/21/2022 NAME
Last Updated 10/21/2022 NAME

Totals [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

Projected Expenses (6 Lines) 359.00 USD
Denied Expenses 0.00 USD

Total Authorized Amount 359.00 USD

Viewing a Travel Authorization

- Click the Travel Authorization Details to view the expense detail, including the budget. Click the “Summary” link to go back – do not use your browser’s back button!

Travel Authorization
 Summary

TRAVELER NAME ?

Business Purpose Conference

Description TAR-MSSDC Fall Retreat

Default Location Anacortes

Date From 10/26/2022 Date To 10/28/2022

[Attachments \(1\)](#)

Actions ...Choose an Action GO

Authorization ID 0000011507 Submitted for Approval

Reference

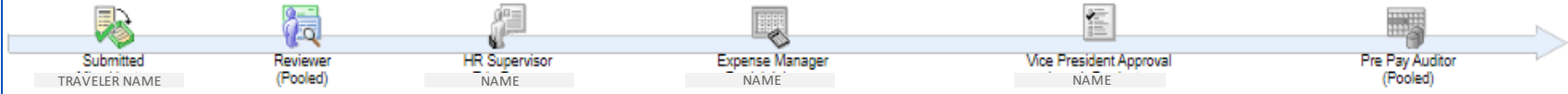
Projected Expenses ?

Expand All | Collapse All Totals (6 Lines) 359.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency																								
10/26/2022	Transportation Mileage	Kent to Anacortes ?	Employee	57.50	USD																								
<p>Billing Type Billable</p> <p>Transportation ID AUTO AUTO</p> <p>Miles 92.00 x 0.6250</p> <p>Accounting Details ?</p> <p>Chartfields ?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Oper Unit</th> <th>Fund</th> <th>Appropriation Index</th> <th>Dept</th> <th>Class</th> <th>State Purpose</th> <th>PC Bus Unit</th> <th>Project</th> <th>A</th> </tr> </thead> <tbody> <tr> <td>57.50</td> <td>WA060</td> <td>5080030</td> <td>7240</td> <td>522</td> <td></td> <td>77100</td> <td>264</td> <td>N</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Amount	GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus Unit	Project	A	57.50	WA060	5080030	7240	522		77100	264	N			
Amount	GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus Unit	Project	A																		
57.50	WA060	5080030	7240	522		77100	264	N																					

Viewing a Travel Authorization

- View the Approval History to see where it is pending
 - The icon in color is where it is at in the approval process

Approval History			
			
Action	Role	Name	Date/Time
Submitted	Employee	EMPLOYEE NAME	10/21/2022 9:55:04AM

Modifying a Travel Authorization

Modify a travel authorization if you need to edit the document before it has been submitted for approval.

- You cannot edit a travel authorization if it has been “submitted for approval” or if it has been approved. If it is waiting for approval, you will need to withdraw it first.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Travel Authorizations > Create/Modify

- Search for and Select the TA that you need to modify
- Confirm that the Authorization ID status = “Pending”
- Add lines, delete lines, or modify lines as necessary
- Click the “Save for Later” link if not ready to submit for approval.
- Click the “Summary and Submit” link if ready to submit for approval.

Modify Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

TRAVELER NAME ? Actions

*Business Purpose

*Description

Default

Location *Date From

*Date To

Authorization ID Pending

Reference

[Attachments](#)

Projected Expenses ?

[Expand All](#) | [Collapse All](#) Add: | [Quick-Fill](#)

Totals (5 Lines) 618.00 USD

Deleting a Travel Authorization

Delete if you submitted the travel authorization in error.

- The document must be in Pending status in order to be deleted. If not, it needs to be either withdrawn by the submitter or sent back by an approver.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Travel Authorizations > Delete

1. Search Criteria
2. Select the Travel Authorization in the check box
3. Click the **Delete** button
4. Click **OK**.

Travel and Expense

Delete a Travel Authorization

TRAVELER NAME

Travel Authorizations

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	NACUBO Annual Conference	0000010200	09/07/2022	09/09/2022	1,540.00	USD

Delete Selected Authorization(s)

Withdrawing a Travel Authorization

Withdraw a Travel Authorization if you need to edit or delete the document after it has been submitted for approval.

- You cannot withdraw a TA if it has been approved.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Travel Authorizations > View

1. Search for and Select the TA that you need to withdraw
2. Confirm that the Authorization ID status = “Submitted for Approval”
3. Click the **Withdraw Travel Authorization** button.

4. Confirm a message displays alerting you that your travel authorization has been withdrawn from approvers’ queue.

5. Click the **Refresh Approval Status** button.

The screenshot shows a 'Travel Authorization' form with the following details:

- TRAVELER NAME:** [Redacted]
- Business Purpose:** Miscellaneous
- Description:** TAR - Finance Retreat
- Default Location:** Walla Walla
- Date From:** 10/30/2022
- Date To:** 11/02/2022
- Authorization ID:** 0000011513 (Status: Submitted for Approval)
- Created:** 10/24/2022
- Last Updated:** 10/24/2022

Totals:

Projected Expenses (5 Lines)	618.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		618.00 USD	

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Buttons:

Submitted On: 10/24/2022 Submitted By: TRAVELER NAME

Cancelling a Travel Authorization

You may cancel your travel authorization if the travel authorization has been approved in the system but the travel itself has been cancelled.

- You cannot cancel a travel authorization if it has been assigned to an expense report.
- The cancel action will reverse the encumbrances associated with it.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel Authorizations > Cancel

1. Enter your Empl ID and click the **Search** button
2. Click the checkbox cancel
3. Click the **Cancel Selected** button
4. Click the **OK** button

Travel and Expense

Cancel Approved Travel Authorization

TRAVELER NAME

Travel Authorization Information

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Attending Recruitment Fairs	0000014009	03/05/2023	03/21/2023	14,686.95	USD

Cancel Selected Travel Authorization(s)

Lodging Exception – Per Diem Rate

There are situations where you may be approved to exceed the per diem amounts for hotel. However, the system will not allow you to go over these rates. So, use the following process to create your hotel expense lines.

1. Expense Type = Hotel Misc no per diem
2. Description = Name of Lodging Establishment
3. After you click the “Summary & Submit” link, you will have the opportunity to enter notes.
 - a) Click the Notes link.
 - b) Enter one of the reasons per SAAM Section 10.30.20.a.

Examples of exceptions include:

- Escalations of costs during special events or disasters
- Attending a meeting, conference, convention or training session where traveler is expected to interact and therefore needs to stay at the hotel where it is taking place.
- To comply with provisions of the American with Disabilities Act or where the health and safety of the traveler is at risk.

Lodging Exception – Under 50 Miles

The system doesn't know if your lodging is within 50 miles of your home, but your travel coordinator will be looking for this and may reject your travel authorization if you do not indicate the exception in the notes.

1. Expense Type = Hotel in State of WA
2. Description = Name of Lodging Establishment
3. After you click the “Summary & Submit” link, you will have the opportunity to enter notes.
 - a) Click the Notes link.
 - b) Enter one of the reasons per SAAM Section 10.30.30.b.

Example of exceptions include:

- To avoid having to drive back and forth for back-to-back late night/early morning official state business.
- When the health and safety of the traveler is of concern.
- When the traveler can demonstrate that it is more economical to stay overnight.

In Conclusion

- The biggest challenge is ensuring that your Travel Authorization is approved before the start date of your travel so be sure to monitor your submissions and reach out to your travel coordinator to escalate when needed.
- Be sure to attach all supporting documentation to **the header** of the document. Travel Coordinators are responsible for ensuring that your travel follows state and college policy so the easier you make it for them the better.
- If you have a lodging exception, be sure to review the exception links and note which exception applies to your situation in the Notes that you can enter prior to submitting your travel authorization for approval.
- Finally, for any help or assistance, please reach out to our office and be kind and have patience – we are learning too!