Creating Travel Authorizations

Purpose: Use this document as a reference for how to create a Travel Authorization in ctcLink.

Audience: Financial Staff/Employees.



Tip: A **Travel Authorization** (TA) is a Travel document created **prior** to travel showing estimated costs for travel; it produces an encumbrance that will get relieved once an Expense Report is filed against it. All approvals need to be completed prior to Travel Dates.

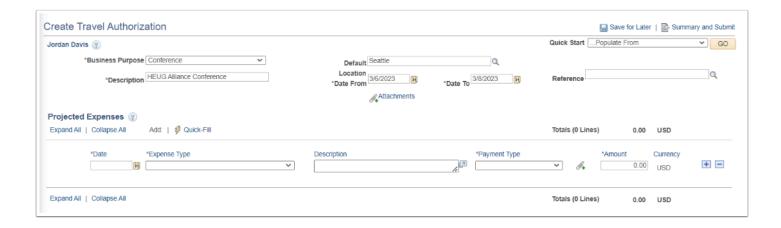


To complete a Travel Authorization, you will need to know what Budget or Chartfield values to be added in the Accounting Details section of a Travel Authorization. If unsure what values to use, please check with your supervisor.

Create Travel Authorization

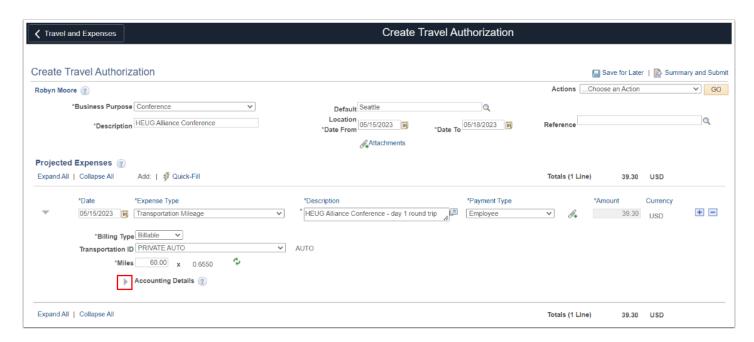
Navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

- 1. The **Create a Travel Authorization** search page displays. Depending on your role, the **Empl ID** will default into the field. If you are authorized to enter a travel authorization on behalf of someone else, then you will need to look up the Empl ID first.
- Select Add.
- 3. The Create Travel Authorization page displays. Select Business Purpose from the dropdown menu.
- 4. Enter the **Description**.
- 5. Enter or lookup the **Default Location** from the drop-down menu. The most common use will be to look up the Expense Location codes in Washington. Enter 'WA' in the field next to 'begins with'. Select Look Up.
- 6. Enter a date or use the calendar menu in the **Date From** field to select the first day of travel.
- 7. Enter a date or use the calendar menu in the **Date To** field to select the last day of travel.
- 8. Optional to enter or lookup the **Reference.**



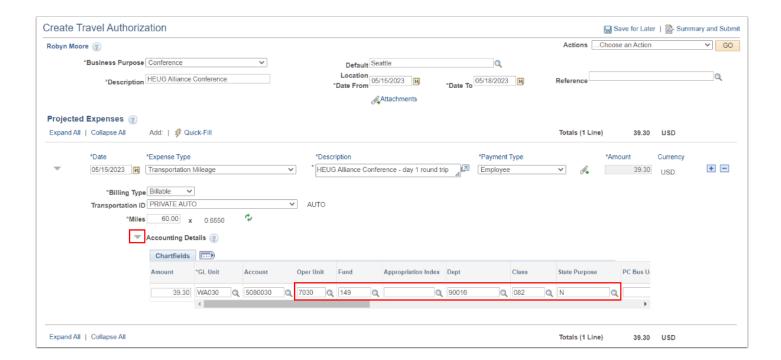
Add Projected Expenses

- 9. In the **Projected Expenses** section, enter a date or use the calendar menu to select a **Date** for the line item.
- Select the appropriate Expense Type from the drop-down menu. Follow instructions below to add a mileage based expense. (Note: If a Per Diem type is selected, Location must be entered.)
- 11. Enter **Description**.
- 12. Select the **Payment Type** from the drop-down menu.
- 13. The **Amount** field will not be available for a mileage based expense type.
- 14. Select the **Transportation ID** from the drop-down menu.
- 15. If appropriate, enter **Miles**.
- 16. Select the **Calculate Gross Amount** icon (two green arrows) and note the dollar amount will populate automatically.
- 17. Expand the **Accounting Details** drop-down arrow to view or edit the Chartfields.



Accounting Details

- 18. The Accounting Details section displays. Depending upon your college business practice, your Accounting Details may populate automatically. If not, enter in the following Chartfield values to make up a valid Chartstring;
 - a. Select the **Operating Unit** from the lookup menu.
 - b. Select the **Fund** from the lookup menu.
 - c. Optional: if applicable, add the **Appropriation Index**.
 - d. Select the **Department** from the lookup menu.
 - e. Select the **Class** from the lookup menu.
 - f. Select the **State Purpose** from the lookup menu.
 - **Note:** The **Transportation ID** will only populate if you have added it to your Profile.



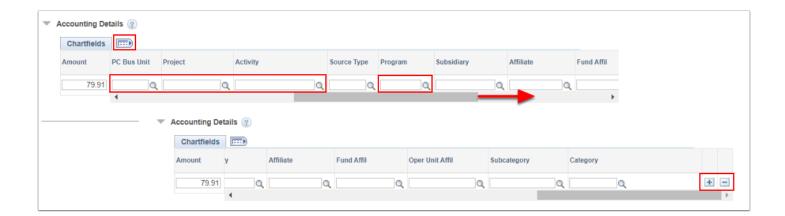
Optional Fields: Grant/Project or Program



If Project/Grant related, enter the PC Bus Unit, Project, and Activity ID.

- If applicable, add the Program Code.
- If need to Split Payment: select the Add a New Row [+] icon to add an additional accounting Chartfields line.

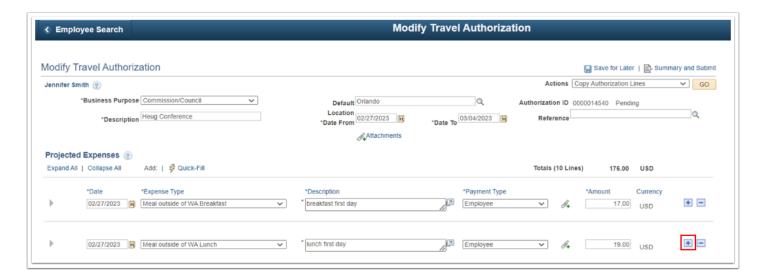
• Select the luggage tag icon to expand (and/or collapse) to view the entire Chartfield values, also known as a ChartString.



1 There are three options at this point:

Option 1: Add Items to the Travel Authorization (TA)

You can continue to add items to the Travel Authorization (TA). Select the Add a New Row [+] icon to add another projected expense.



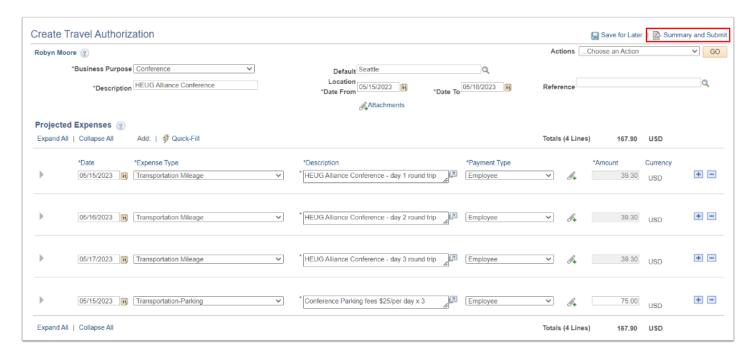
Option 2: Complete Travel Authorization (TA) by selecting Summary and Submit

You can complete the Travel Authorization now by selecting **Summary and Submit**.



Note: When you select the Submit button, Expenses displays the Submit Confirmation page to indicate that it successfully saved and submitted the travel authorization.

1. Select the **Summary and Submit** link.

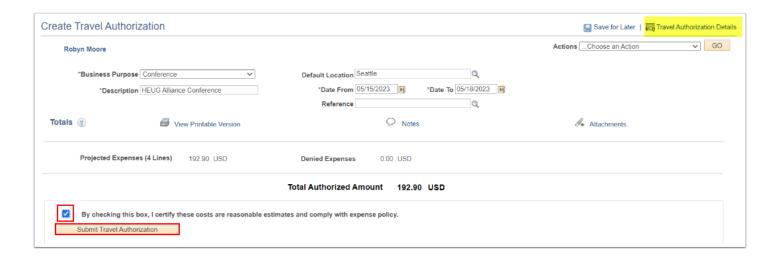


- 2. The Create Travel Authorization Summary page displays.
- 3. Select the **check box** to certify costs are reasonable estimates and comply with expense policy.
- 4. Select the **Submit Travel Authorization** button.

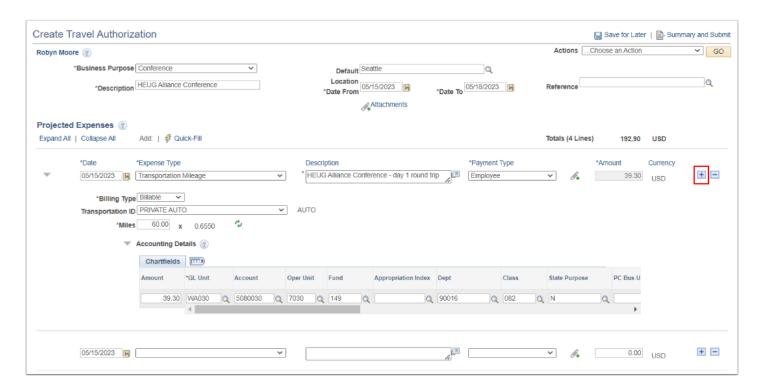


After you submit the travel authorization, you cannot modify it unless an approver returns it to you.

If need to review or make changes, select the **Travel Authorization Details** link to toggle back to the details page.



- 1. You can continue to add items to the Travel Authorization (TA). Select the **Add a New Row** [+] icon to add another projected expense.
- 2. A new Projected Expenses row displays.



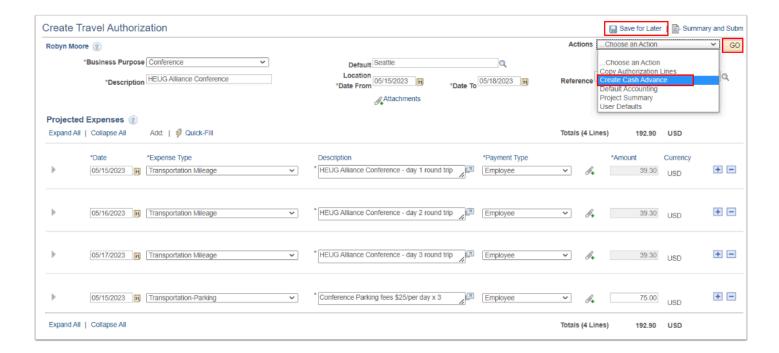
Option 3: Save for Later and/or Create Cash Advance (CA)

- 1. You can select the **Save for Later** button which will issue the TA Authorization ID.
- 2. Optional to select the Actions menu drop down arrow and select the **Create Cash Advance** link.
- 3. Then select the **GO** button.

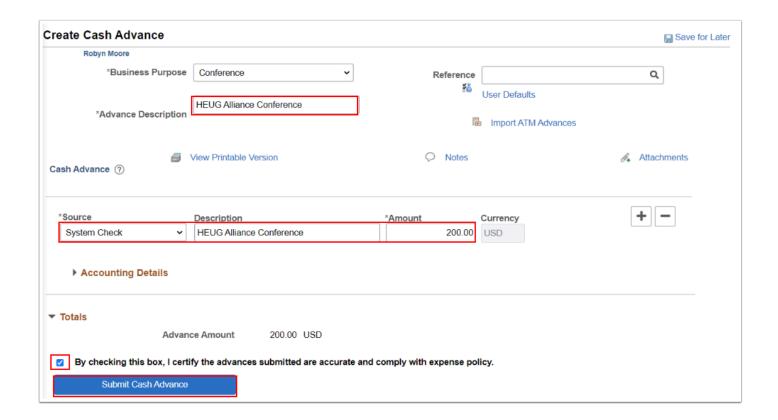


Note: By selecting the **Save for Later** button, you are able to save the travel authorization without submitting it for approval. You can save the report with or without invalid or missing information, and you can modify it later.

When you select the Save for Later button, Expenses displays the Save Confirmation page to indicate that it successfully saved the travel authorization and indicates if missing or invalid information exists.



- 4. The Create Cash Advance page displays. Enter the following information:
 - a. Advance Description.
 - b. **Source.**
 - c. **Description.**
 - d. **Amount** of Cash Advance.
- 5. Select the **box** to certify the advance submitted are accurate and comply with expense policy.
- 6. Select the **Submit Cash Advance** button.



Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to **Creating Travel Authorizations**. This link will open in a new window.