



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.
2. Select **Add**.
3. The **Create Travel Authorization** page displays. Select **Business Purpose** from the drop-down 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**.

Create Travel Authorization

Jordan Davis

*Business Purpose: Conference

*Description: HEUG Alliance Conference

Default Location: Seattle

*Date From: 3/6/2023

*Date To: 3/8/2023

Quick Start: ...Populate From

Reference

Attachments

Projected Expenses

Expand All | Collapse All

Add: Quick-Fill

Totals (0 Lines): 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Expand All | Collapse All

Totals (0 Lines): 0.00 USD

Add Projected Expenses

- 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.)
- Enter **Description**.
- Select the **Payment Type** from the drop-down menu.
- The **Amount** field will not be available for a mileage based expense type.
- Select the **Transportation ID** from the drop-down menu.
- If appropriate, enter **Miles**.
- Select the **Calculate Gross Amount** icon (two green arrows) and note the dollar amount will populate automatically.
- Expand the **Accounting Details** drop-down arrow to view or edit the Chartfields.

Create Travel Authorization

Robyn Moore

*Business Purpose: Conference

*Description: HEUG Alliance Conference

Default Location: Seattle

*Date From: 05/15/2023

*Date To: 05/18/2023

Actions: ...Choose an Action

Reference

Attachments

Projected Expenses

Expand All | Collapse All

Add: Quick-Fill

Totals (1 Line): 39.30 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
05/15/2023	Transportation Mileage	HEUG Alliance Conference - day 1 round trip	Employee	39.30	USD

*Billing Type: Billable

Transportation ID: PRIVATE AUTO

*Miles: 60.00 x 0.6550

Accounting Details

Expand All | Collapse All

Totals (1 Line): 39.30 USD

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;
- Select the **Operating Unit** from the lookup menu.
 - Select the **Fund** from the lookup menu.
 - Optional: if applicable, add the **Appropriation Index**.
 - Select the **Department** from the lookup menu.
 - Select the **Class** from the lookup menu.
 - Select the **State Purpose** from the lookup menu.

Note: The **Transportation ID** will only populate if you have added it to your Profile.

Create Travel Authorization

Robyn Moore ?

*Business Purpose: Conference

*Description: HEUG Alliance Conference

Default: Seattle

Location: 05/15/2023

*Date From: 05/15/2023

*Date To: 05/18/2023

Reference:

Actions: ...Choose an Action GO

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 39.30 USD

*Date: 05/15/2023

*Expense Type: Transportation Mileage

*Description: HEUG Alliance Conference - day 1 round trip

*Payment Type: Employee

*Amount: 39.30

Currency: USD

*Billing Type: Billable

Transportation ID: PRIVATE AUTO

*Miles: 60.00 x 0.6550

Accounting Details ?

Amount	*GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus U
39.30	WA030	5080030	7030	149		90016	082	N	

Expand All | Collapse All


Totals (1 Line) 39.30 USD









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.







Accounting Details ?



Chartfields 

Amount	PC Bus Unit	Project	Activity	Source Type	Program	Subsidiary	Affiliate	Fund Affil
79.91								

Accounting Details ?

Chartfields 

Amount	y	Affiliate	Fund Affil	Oper Unit Affil	Subcategory	Category
79.91						

i 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.

Employee Search **Modify Travel Authorization**

Modify Travel Authorization Save for Later Summary and Submit

Jennifer Smith ? Actions Copy Authorization Lines GO



*Business Purpose Commission/Council Default Orlando Authorization ID 0000014540 Pending

*Description Heug Conference Location 02/27/2023 *Date From 03/04/2023 *Date To Reference

Attachments

Projected Expenses ? Expand All Collapse All Add: Quick-Fill Totals (10 Lines) 176.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
02/27/2023	Meal outside of WA Breakfast	breakfast first day	Employee	17.00	USD
02/27/2023	Meal outside of WA Lunch	lunch first day	Employee	19.00	USD

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.

The screenshot shows the 'Create Travel Authorization' form. At the top right, there are two buttons: 'Save for Later' and 'Summary and Submit'. The 'Summary and Submit' button is highlighted with a red rectangle. Below the buttons, there are fields for 'Business Purpose' (Conference), 'Description' (HEUG Alliance Conference), 'Location' (Seattle), 'Date From' (05/15/2023), 'Date To' (05/18/2023), and 'Reference'. Below these fields is a section titled 'Projected Expenses' which contains a table with 4 lines of expense data. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The total amount for all expenses is 167.90 USD.

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
05/15/2023	Transportation Mileage	HEUG Alliance Conference - day 1 round trip	Employee	39.30	USD
05/16/2023	Transportation Mileage	HEUG Alliance Conference - day 2 round trip	Employee	39.30	USD
05/17/2023	Transportation Mileage	HEUG Alliance Conference - day 3 round trip	Employee	39.30	USD
05/15/2023	Transportation-Parking	Conference Parking fees \$25/per day x 3	Employee	75.00	USD

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.

Create Travel Authorization

Robyn Moore

Business Purpose: Conference

Description: HEUG Alliance Conference

Default Location: Seattle

Date From: 05/15/2023

Date To: 05/18/2023

Reference:

Totals: Projected Expenses (4 Lines) 192.90 USD

Denied Expenses 0.00 USD

Total Authorized Amount 192.90 USD

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

Submit Travel Authorization

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.

Create Travel Authorization

Robyn Moore

Business Purpose: Conference

Description: HEUG Alliance Conference

Default Location: Seattle

Date From: 05/15/2023

Date To: 05/18/2023

Reference:

Attachments

Projected Expenses

Expand All | Collapse All

Add: Quick-Fill

Totals (4 Lines) 192.90 USD

Date	Expense Type	Description	Payment Type	Amount	Currency
05/15/2023	Transportation Mileage	HEUG Alliance Conference - day 1 round trip	Employee	39.30	USD

Billing Type: Billable

Transportation ID: PRIVATE AUTO

Miles: 60.00 x 0.6550

Accounting Details

Chartfields	Amount	GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus U
	39.30	WA030	5080030	7030	149		90016	082	N	

05/15/2023

0.00 USD

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.

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
05/15/2023	Transportation Mileage	* HEUG Alliance Conference - day 1 round trip	Employee	39.30	USD
05/16/2023	Transportation Mileage	* HEUG Alliance Conference - day 2 round trip	Employee	39.30	USD
05/17/2023	Transportation Mileage	* HEUG Alliance Conference - day 3 round trip	Employee	39.30	USD
05/15/2023	Transportation-Parking	* Conference Parking fees \$25/per day x 3	Employee	75.00	USD
Totals (4 Lines)				192.90	USD

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.

Create Cash Advance

Save for Later

Robyn Moore

*Business Purpose

Conference

*Advance Description

HEUG Alliance Conference

Reference

User Defaults

Import ATM Advances

Cash Advance ?

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency
System Check	HEUG Alliance Conference	200.00	USD

Accounting Details

Totals

Advance Amount

200.00 USD

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

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.