

Travel and Expense-Travel Authorization with Cash Advance Option

A Travel Authorization is used to provide an estimate of travel related expenses and manage the pre-trip approval process. A Travel Authorization can be created, printed, submitted for approval, viewed (withdrawn), cancelled (to reverse an encumbrance) or deleted.

Note: International travel must be approved by the International Center. Please see [International Travel](#) for additional information.

Travel Authorization Creation

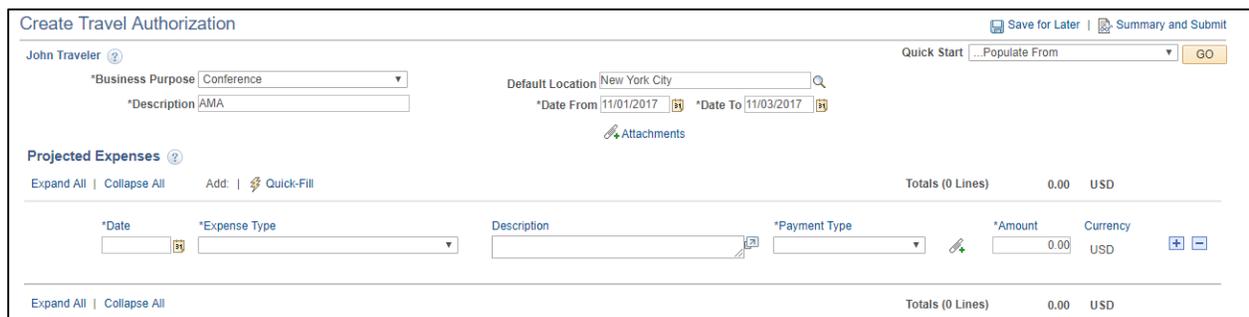
To create a Travel Authorization navigate to **Nav Bar > Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Request Travel Authorization**



The screenshot shows a search interface for Travel Authorizations. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a search field labeled "Empl ID" with the value "700001" entered and a magnifying glass icon to its right. At the bottom of the search area is an "Add" button.

Step 1. Enter the Empl ID of the person for whom the Travel Authorization is being created. Then select **Add**.

Tip: Proxies can select the magnifying glass icon to view those employees for who they have been granted access to per department Business/Expense Manager or Lead Fiscal Officer.



The screenshot shows the "Create Travel Authorization" form. At the top right, there are links for "Save for Later" and "Summary and Submit". The form includes a "John Traveler" dropdown, a "Business Purpose" dropdown (set to "Conference"), a "Description" text field (set to "AMA"), a "Default Location" dropdown (set to "New York City"), and "Date From" and "Date To" date pickers (set to "11/01/2017" and "11/03/2017" respectively). There is also an "Attachments" link. Below this is a "Projected Expenses" section with "Expand All" and "Collapse All" options, an "Add" button, and a "Quick-Fill" button. A table with columns for "Date", "Expense Type", "Description", "Payment Type", "Amount", and "Currency" is shown, with a total of 0.00 USD. At the bottom, there are "Expand All" and "Collapse All" options and another total of 0.00 USD.

Step 2. Enter Business Purpose, Description, Default Location (leave default location blank if traveling to multiple destinations), and From and To Dates of the trip.

Step 3. Populating the Travel Authorization - the Travel Authorization may be populated by using the **Quick Start** menu or continue by entering the detail line information manually.

Tip: Standard templates have been created for Out of State, International and Student International, grouping commonly used Expense Types to provide efficient data entry. To populate the Travel Authorization select a template, enter date range of trip and select Expense Types for one or all days, then select OK.



The screenshot shows a "Quick Start" dropdown menu with the option "A Template" selected and a "GO" button to its right.

Travel and Expense-Travel Authorization with Cash Advance Option

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

John Traveler Actions: [Choose an Action](#) [GO](#)

*Business Purpose: Conference
*Description: AMA
Default Location: New York City
Authorization ID: 0000001708 Pending
*Date From: 11/01/2017 *Date To: 11/03/2017
[Attachments](#)

Projected Expenses Totals (5 Lines) 567.00 USD

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

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
11/01/2017	Out of State Airfare		Central Billing Card	320.00	USD	+ -
*Billing Type: Billable						
*Travel To: New York City						
Confirmation Number: D8523						
Merchant Description: Delta						<input checked="" type="checkbox"/> Non-Reimbursable
Accounting Details						
11/01/2017	Out-of-State Travel Meals/PerD		Employee - Out of Pocket	74.00	USD	+ -
*Billing Type: Billable						
*Location: New York City						
<input type="checkbox"/> Non-Reimbursable						
Accounting Details						
11/02/2017	Out-of-State Travel Meals/PerD		Employee - Out of Pocket	74.00	USD	+ -
*Billing Type: Billable						
*Location: New York City						
<input type="checkbox"/> Non-Reimbursable						
Accounting Details						

For each line of the Travel Authorization the Date, Expense Type, Payment Type and Amount are required. Other fields that may be required base on the Expense Type are: Description, Location (if not the default location), Confirmation Number (Airlines), Merchant Description and Mileage. To add or delete lines to the Travel Authorization select the [+](#) [-](#) signs at the right of each line. Select the attachments icon [+](#) to add supporting documentation or receipts as required.

Expenses Types are categories of spend which are associated to specific general ledger account numbers. The **Payment Types** of Central Billing Card, University Paid (Procurement Card or Purchase Order), Wex Virtual Card or Pay Only will populate a check in the **Non-Reimbursable** check box.

To view the Accounting Details select the arrow to expand. Speedtypes will generally default from the employee/student profile but may be updated in the Accounting Details section as needed.

Travel and Expense-Travel Authorization with Cash Advance Option

Cash Advance Creation (optional step)

To apply for a Cash Advance the traveler must be traveling internationally or with a sponsored group.

Actions Create Cash Advance GO

Select the Actions menu item of **Create Cash Advance** from the Travel Authorization and then GO to populate the Cash Advance. A second window/page will be displayed (if not check for pop up blocker).

Create Cash Advance Save for Later

John Traveler

*Business Purpose Conference Reference 0000001708 Search

*Advance Description AMA User Defaults
Import ATM Advances

*Due Date 10/31/2017 Calendar

Cash Advance ? View Printable Version Notes Attachments

*Source	Description	*Amount	Currency		
ACH/Check Advance	Leadership Meeting	250.00	USD	+	-
Totals					
Advance Amount		250.00	USD		

By checking this box, I acknowledge that I have read and understood, and consent to be legally bound by, the University's Travel Advance Requirements and Rules (the 'Policy'), a copy of which is available at <http://louisville.edu/finance/controller/acctops/travel/traveladvrulesandrest>, and that the information submitted herewith is accurate and complies with the Policy.

Submit Cash Advance

The required fields for Cash Advance are Business Purpose, Advance Description, Reference (Travel Authorization Number), Due Date, Source of ACH/Check Advance, Description and Amount. Select the attachments icon  to add supporting documentation as required.

By checking the box and selecting "Submit Cash Advance", the employee acknowledges that they have read the requirements and rules and agrees to comply with the policy.

Travel and Expense-Travel Authorization with Cash Advance Option

Step 4. Upon completion of the Travel Authorization, select **Summary and Submit**.

Note: If a **Proxy** is creating the Travel Authorization on behalf of the employee, they will need to click the **“Notify”** button at the bottom of the page to notify the employee to submit the Travel Authorization. The notification will contain a link. The employee selects the link to sign into PeopleSoft Financials, reviews and submits the Travel Authorization.

Modify Travel Authorization Save for Later Travel Authorization Details

John Traveler Actions Choose an Action GO

*Business Purpose Conference Default Location New York City Authorization ID 0000001708 Pending

*Description AMA *Date From 11/01/2017 *Date To 11/03/2017

Totals View Printable Version Notes Attachments

Projected Expenses (5 Lines) 567.00 USD Denied Expenses 0.00 USD

Total Authorized Amount 567.00 USD

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

Submit Travel Authorization

By checking the box and selecting “Submit Travel Authorization”, the employee certifies that the costs are a reasonable estimate that comply with the University’s expenses policy.

Travel Authorization Travel Authorization Details

John Traveler Actions Choose an Action GO

Your travel authorization 0000001708 has been submitted for approval.

Business Purpose Conference Default Location New York City Authorization ID 0000001708 Submission in Process

Description AMA Date From 11/01/2017 Date To 11/03/2017

Totals View Printable Version Notes

Projected Expenses (5 Lines) 567.00 USD Denied Expenses 320.00 USD

Total Authorized Amount 247.00 USD

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

Submit Travel Authorization Refresh Approval Status

The employee will receive a Confirmation that identifies those projected expenses both reimbursable and non-reimbursable.

Common Travel Authorization Errors to Note:

-Not submitting the Travel Authorization in advance of the travel dates.

-Non-reimbursable flag not being checked for Payment Types of Central Billing Card, University Paid, Pay Only or Wex Virtual Card (which encumbers the budget when not checked).