



INTERNATIONAL TRAVEL – PART 1

Travel Talks

02/07/24

OVERVIEW

- Travel Authorization (TA)
- Cash Advances
- Resources



CREATE TRAVEL AUTHORIZATION

1. Log into Financials System

Menu > Employee Self-Service > Travel Expenses > Travel Authorizations > Create Travel Authorization

2. Create TA:

- Add a New Value
- Type in Employee ID
- Click Add

Travel Authorization

Find an Existing Value

Add a New Value

*Empl ID

Add

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

CREATE TRAVEL AUTHORIZATION

1. Fill in information and add estimated expenses
2. Click *Save*
3. Click *Summary and Submit*

Create Travel Authorization

Jennifer Pardon ?

Quick Start ...Populate From **GO** **Save for Later** **Summary and Submit**

*Business Purpose

*Description

Default Location

*Date From *Date To

Attachments

Reference

Projected Expenses ?

Expand All | Collapse All Add: | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	+ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD	
Totals (0 Lines)				0.00	USD	

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Save

Add Update/Display

CREATE TRAVEL AUTHORIZATION

1. Upload required documents
2. Check  the **box** to certify costs
3. Click *Submit Travel Authorization*

Projected Expenses (0 Line)	0.00 USD	Non-Reimbursable Expenses	0.00
Total Authorized Amount			
<input type="checkbox"/> By checking this box, I certify these costs are reasonable estimates and comply with expense policy.			
<input type="button" value="Submit Travel Authorization"/>			

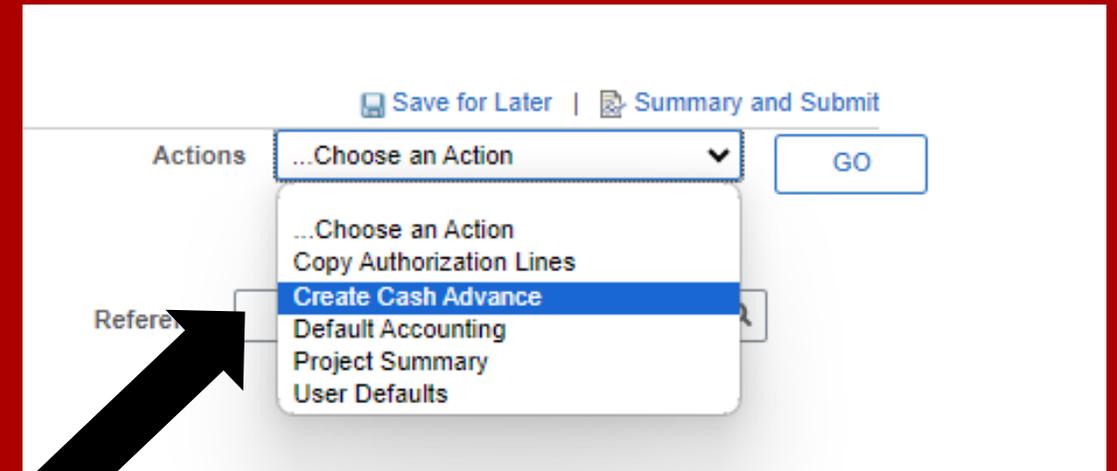
TRAVEL AUTHORIZATION QUICK FACTS



- Travel Authorizations will encumber funds from the default speedtype account on the traveler's profile
 - Make sure this information is correct and accurate!
- Proxies can submit on behalf of the traveler
- Once they are submitted, they cannot be edited
- Will only encumber Employee Out-of-Pocket expenses

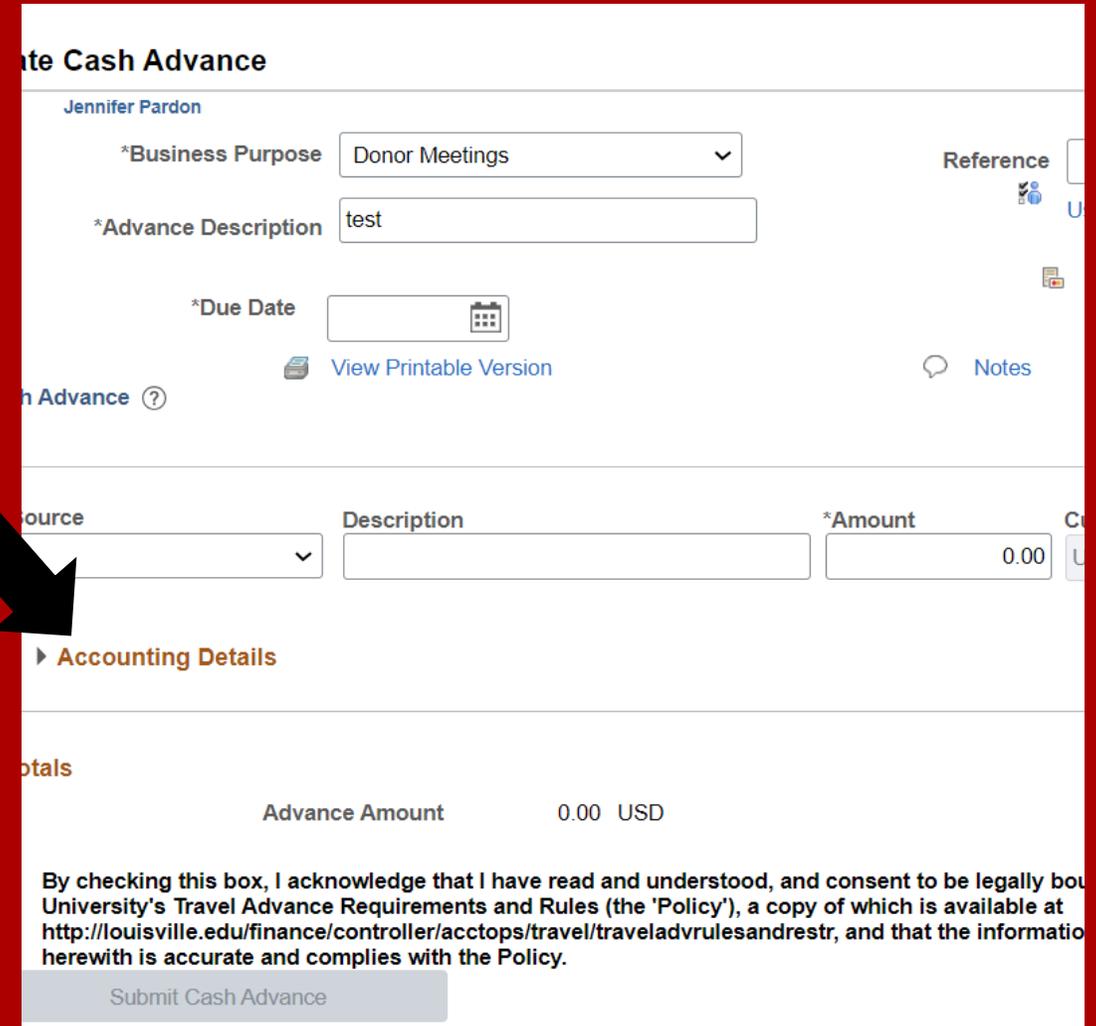
CASH ADVANCES

- To apply for a cash advance, the traveler must travel internationally or with a sponsored group
- The T&E Profile must have 'cash advance' selected
 - *You can submit a profile request to make this change*
- The cash advance is created while you are filling out the Travel Auth
- In the upper right corner, click the drop-down box and select '**Create Cash Advance**'
- Click **GO**



CREATE CASH ADVANCE

- Fill in fields
- Fill in the Accounting Details and amount of advance
- The cash advance is created while you are filling out the Travel Auth
- Check the box and click ***Submit Cash Advance***



Create Cash Advance

Jennifer Pardon

*Business Purpose Donor Meetings

*Advance Description test

*Due Date

View Printable Version

Notes

Source	Description	*Amount
		0.00

Accounting Details

Advance Amount 0.00 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/traveladvrulesandrestr>, and that the information herewith is accurate and complies with the Policy.

Submit Cash Advance

END OF TRAVEL

- Upon return from travel, create an Expense Report in financials system
- Attach Provost approval email to Expense Report!



“Remember me?” said the Expense Report, menacingly

Create Expense Report Save for Later | Summary and Submit

Joseph Connelly ?

*Business Purpose

*Report Description

Reference

*From Date *Through Date

Default Location [Attachments](#)

Quick Start

- ...Populate From
- A Template
- A Travel Authorization**
- An Existing Report
- Entries from My Wallet

Expenses ?

[Expand All](#) | [Collapse All](#) Add: |

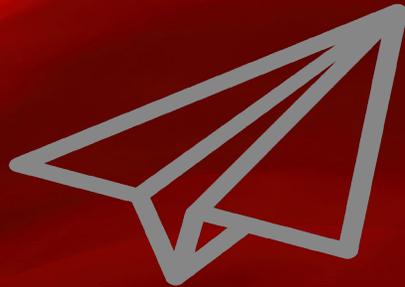
		Total	0.00	USD	
*Date	*Expense Type <input type="text"/> <input type="button" value="v"/>	Description <input type="text"/> <input type="button" value="Q"/>	*Payment Type <input type="text"/> <input type="button" value="v"/>	*Amount <input type="text" value="0.00"/>	*Currency <input type="text" value="USD"/> <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="-"/>
		254 characters remaining			
Expand All Collapse All		Total	0.00	USD	

RESOURCES

- Travel Authorization: <https://louisville.edu/finance/controller/travel/tetravelauthorization>
- International Travel: <https://louisville.edu/studyabroad/facultyandstaff>
- Travel: <https://louisville.edu/finance/controller/travel>

CONTACTS

- Travel Office: travlcrd@louisville.edu
- International Travel: fasit@louisville.edu





Questions!
Comments!
Concerns!