

Create Travel Authorization Request for Someone Else

Scenario:

Bucky Badger will create a pre-trip travel authorization request for Katrina Traveler, a UW employee.

The pre-trip travel authorization request will include four expense lines: Airfare-Coach Only, Lodging, Meals, and Registration Fee.

We will also demonstrate how to:

- a) check for errors and correct errors, if applicable
- b) copy an expense for multiple days.

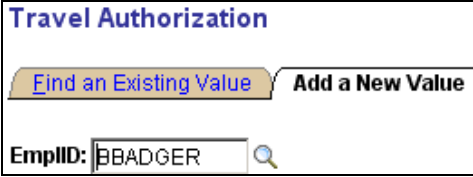

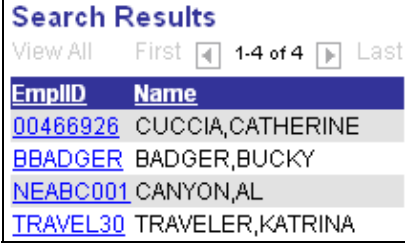



Katrina has previously authorized Bucky Badger to create Travel Authorization requests on her behalf by using the *Delegate Entry Authority* feature within e-Reimbursement.








1.	<p>From the main Menu:</p>  <p>Click the Employee Self-Service link. </p>
2.	<p>From the Employee Self-Service menu, Employee Travel and Expense Center area:</p>  <p>Click the Travel and Expense Center link. </p>
3.	<p>From the <i>Employee Travel and Expense Center</i> menu, Travel Authorization section:</p>  <p>Click the Create link. </p>

Job Aid

Create Travel Authorization Request for Someone Else







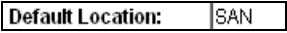


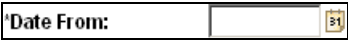
4.	<p>In the Travel Authorization screen, <i>Add a New Value</i> tab:</p>  <p>The Empl ID (employee ID) field may display your own employee ID as the prospective traveler.</p> <p>Because you will be creating a travel authorization for someone else, you need to look up the appropriate employee ID of the prospective traveler.</p>
5.	<p>To look up the employee ID of the prospective traveler:</p> <p>Click the Look up EmplID icon  or press (Alt+5).</p>
6.	<p>The Look Up Empl ID screen, <i>Search Results</i> area, displays the people for whom you are authorized to create travel authorization requests.</p>  <p>In this example, Bucky Badger is authorized to create travel authorization requests for four people, including him.</p> <p>Note: Employee IDs beginning with the letters, NE, identify non-employees of the University (e.g. NEABC001).</p>
7.	<p>In the <i>Search Results</i> area, Empl ID column:</p> <p>Click on the Empl ID hyperlink of the person for whom you will be creating the travel authorization request.</p>  <p>In our example, we will choose TRAVEL30 which is the employee ID for Katrina Traveler.</p>
8.	<p>The selected employee ID (e.g. TRAVEL30) displays in the Empl ID field on the <i>Add a New Value</i> tab.</p>  <p>Click the Add button. </p>

9.	<p>The <i>Create Travel Authorization</i>, Travel Authorization Entry screen displays the name of the prospective traveler.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">Create Travel Authorization</p> <hr style="border: 0.5px solid blue; margin: 0;"/> <p style="text-align: center; margin: 0;">Travel Authorization Entry</p> <p style="text-align: center; margin: 0;">KATRINA TRAVELER</p> </div> <p>Verify this is the correct person. If not, click the Home hyperlink  at the top right portion of the screen, and start over at Step 1.</p>
10.	<p>You can gain more viewing area on the screen by collapsing the main Menu on the left.</p> <div style="border: 1px solid black; padding: 2px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;">Menu </p> </div> <p>Click the Collapse Menu button  or press (Ctrl+Y).</p>
11.	<p>When the main Menu is collapsed, it displays as a computer screen icon. </p> <p>To display the main Menu again, click on the icon  or press (Ctrl + Y).</p> <p>For our example, we will not show the main Menu.</p>
12.	<p>In the Travel Authorization Entry screen, required data entry fields are marked with an asterisk (*) character (<i>e.g.</i> *Description).</p>
13.	<p>Click the Quick Start list. Quick Start: A Blank Authorization </p> <p>Unless the Traveler has changed their default settings, the Quick Start field defaults to <i>A Blank Authorization</i>.</p> <p>For our example, we will use <i>A Blank Authorization</i>.</p>
14.	<p>Click in the *Description field. *Description:</p> <p>Enter a brief description of the future trip in 30 characters or less.</p>
15.	<p>Click in the Comment field. Comment:</p> <p>Enter a detailed description of the future trip. Spell out unfamiliar acronyms.</p> <p>Note: The Comment field allows an unlimited number of characters.</p>
16.	<p>In the *Business Purpose field: *Business Purpose: </p> <p>Click the drop-down arrow, and select the entry that best describes the official business purpose of the trip.</p> <p>Note: Only one business purpose is allowed.</p> <p>Reference: For a brief description of the 12 Business Purpose categories used at UW-Madison, click here.</p>

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Create Travel Authorization Request for Someone Else



17.	<p>For our business purpose example of <i>Conference</i>:</p> <p>Click the Conference list item. </p>
18.	<p>When the business purpose of Conference is selected, the system displays the <i>Conference Expenses</i> window. </p> <p>After reading the reminder about conference expenses included in registration:</p> <p>Click the Return button. </p>
19.	<p>In the Travel Authorization Entry screen, <i>General Information</i> section:</p> <p>Click in the Default Location field. </p> <p>The <i>Default Location</i> refers to the location (e.g. city, county, state, country) where the expenses will be incurred.</p> <p>If most of the expenses will occur in the same location, we recommend entering that location in the Default Location field because it minimizes data entry for each expense line in the <i>Details</i> section of the screen.</p> <p>Otherwise, leave blank.</p>
20.	<p>In our scenario, the majority of the expenses will occur in San Diego, CA, so we will enter that location in the Default Location field.</p> <p>In the Default Location field, type the first few letters of the city name (e.g. SAN), but <u>do not press the Enter key</u>.</p> <p></p>
21.	<p>To look up the database name of the default location:</p> <p>Click the Look up Default Location icon  or press (Alt+5).</p>
22.	<p>The Look Up Default Location window, <i>Search Results</i> area, displays a list of all locations meeting your search criteria.</p> <p>Click on the desired Expense Location hyperlink to choose the default location.</p> <p></p> <p>Note: If no results display, try searching by <i>Description</i>, rather than by Expense Location; alternatively, you can also try an <i>Advanced Lookup</i>.</p>
23.	<p>The Travel Authorization Entry screen displays the selected Default Location (e.g. San Diego, CA).</p>
24.	<p>Click in the *Date From field. </p> <p>Enter a <u>future date</u> to reflect the departure date of the trip.</p>




25.	<p>Click in the *Date To field. <input type="text" value="Date To:"/> <input type="button" value="B1"/></p> <p>Enter a <u>future date</u> to reflect the return date of the trip.</p>
26.	<p>Click in the *Expense Type field.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>*Expense Type</p> <div style="border: 1px solid black; height: 15px; width: 100%;"></div> </div> <p>Click on the drop-down arrow, and choose an item that best describes the first expense the traveler expects to incur.</p> <p>Reference: For a brief description of the 29 expense types used at UW-Madison, click here.</p>
27.	<p>In our example, we will choose an expense type of <i>Airfare-Coach Only</i>.</p> <p>Click the Airfare-Coach Only list item. <input type="text" value="Airfare-Coach Only"/></p>
28.	<p>To go to the next screen for the Airfare-Coach Only expense, click the *Detail link.</p> <p>*Detail</p>
29.	<p>In the <i>Authorization Detail for Airfare-Coach Only (Line 1)</i> screen:</p> <p>Required fields are displayed with an asterisk character (*).</p> <p>In this projected expense example, the required fields are:</p> <ul style="list-style-type: none"> *Date *Payment Type *Billing Type *Merchant *Amount
30.	<p>Click in the *Date field. <input type="text" value="Date:"/> <input type="button" value="B1"/></p> <p>Enter a <u>future date</u> for the estimated <i>Airfare-Coach Only</i> expense.</p> <p>Note: The date must fall within the date range listed in the <i>General Information</i> section on the previous <i>Travel Authorization Entry</i> screen.</p>
31.	<p>In the *Payment Type field: <input type="text" value="Payment Type:"/> <input type="text" value="Personal Funds"/></p> <p>Click the drop-down arrow, and select the estimated method of payment from the list of available choices.</p> <p>Corporate Card = US Bank Corporate Travel credit card.</p> <p>Personal Funds = personal credit card, cash or check.</p> <p>University Prepaid = charged to Procurement credit card (also known as P-card) or paid directly by the University.</p>

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Create Travel Authorization Request for Someone Else




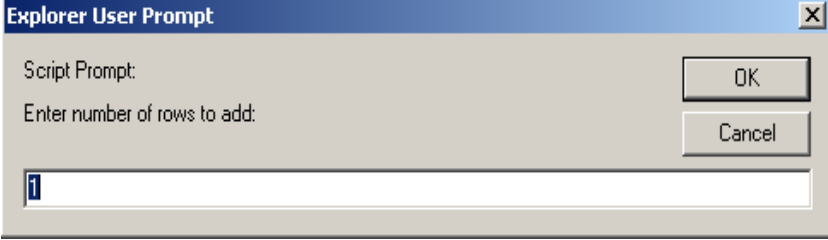

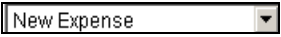


32.	<p>In the *Billing Type field: <input type="text" value="Billing Type:"/> <input type="text" value="Out-of-State"/></p> <p>Click on the drop-down arrow, and select the appropriate type for the future trip.</p> <p>In-State = within State of Wisconsin Out-of-State = outside State of Wisconsin, but within United States Foreign = outside the 50 United States</p> <p>Note: The system automatically determines the e-Reimbursement accounting code based on what combination of Billing Type and Expense Type you choose.</p>
33.	<p>Though the airline ticket number is not a required field for a pre-trip Travel Authorization, it is a required field on the post-trip Expense Report.</p> <p><input type="text" value="Ticket Number:"/></p> <p>If you already know the airline ticket number, you may enter it in the Ticket Number field; otherwise, leave blank. You are limited to 16 characters.</p>
34.	<p>In the *Merchant, Preferred field:</p> <p><input type="text" value="Merchant (Choose One):"/> Preferred: <input type="text" value="Preferred:"/> Non-preferred: <input type="text" value="Non-preferred:"/></p> <p>Click on the drop-down arrow, and select the airline carrier from the list of available choices (e.g. United).</p> <p>Note: If not found in the <i>Preferred</i> field, type the name of the airline carrier in the Non-preferred field (e.g. Buffalo Airways). You are limited to 40 characters.</p>
35.	<p>Click in the *Amount field. <input type="text" value="Amount:"/> <input type="text" value="0.00"/></p> <p>Enter the estimated U.S. dollar amount for the line 1 expense item (e.g. Airfare-Coach Only).</p> <p>Note: The dollar amount is always in U.S. Dollars.</p>
36.	<p>If applicable, read the receipt requirements message, located at the bottom of the <i>Authorization Detail</i> screen.</p> <p>Note: Receipts will be required for all expenses over \$25.</p>
37.	<p>To check the <i>Airfare Coach-Only</i> expense line for errors:</p> <p>Click the Check Expense For Errors button. <input type="button" value="Check Expense For Errors"/></p>
38.	<p>If no error messages display at the top of the screen, this means no errors have been found.</p>


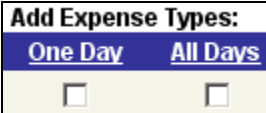


39.	<p><u>Example with Errors Found</u></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Please enter or update the following information:</p> <p> Expense Date</p> </div> <p>If errors are found due to missing data or travel policy:</p> <p>a) Flagged errors are listed at the top of the screen and preceded with a red flag icon.</p> <p>b) The background area of the field in error is shaded red.</p> <p>Correct any errors before continuing.</p>
40.	<p>To return to the previous screen, click the Return to Travel Authorization Entry link.</p> <p>Return to Travel Authorization Entry</p>
41.	<p>In the Travel Authorization Entry screen:</p> <p>You can save the travel authorization request after at least one expense type has been entered.</p> <p>Until you save the Travel Authorization, the Authorization ID is labeled <i>NEXT</i>, indicating the next sequential number will be assigned.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Authorization ID: NEXT</p> </div> <p>Note: The system allows you to save the document if it contains errors.</p>
42.	<p>To save the travel authorization request so that a document number is assigned, and you can work on it later:</p> <p>Click the Save for Later button. </p>
43.	<p>When you save for later, the system assigns a unique document ID number, located above the <i>General Information</i> section of the screen.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Authorization ID: 0000000099</p> </div> <p>In our example, the Travel Authorization ID is 0000000099.</p>
44.	<p>After you initially save the document, any blank expense lines are deleted.</p> <p>We will demonstrate three ways in which you can add more expense lines to the <i>Travel Authorization Entry</i> screen.</p>
45.	<p>To add one blank, new expense line, click the Add button. </p>
46.	<p>The system adds the blank line in which you can add another expense.</p>

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Create Travel Authorization Request for Someone Else



47.	<p>To add one or more blank expense lines, position the cursor at the end of the row where you wish to add blank lines:</p> <p>Note: For our example, we will add three blank rows in-between row 1 and row 2. We will position our cursor at the end of row 1.</p> <p>Click the Add multiple new rows icon  or press (Alt+7).</p>
48.	<p>In the User Prompt pop-up window, enter the desired number of rows to add.</p>  <p>Note: The default value is one row.</p> <p>For our example, we will enter 3 rows; change the number from 1 to 3 to enter three blank rows.</p>
49.	<p>To add the 3 blank rows, click the OK button. </p>
50.	<p>The system adds the three blank rows after row 1.</p> <p>Note: The previous blank row 2 is now blank row 5.</p>
51.	<p>The third way to add expense lines is to add multiple expense types:</p> <p>Click in the New Expense field.</p> 
52.	<p>In the New Expense field, click the drop-down arrow:</p> <p>Click the Multiple Expenses... list item. </p>
53.	<p>To add multiple expense types, click the Add button. </p>

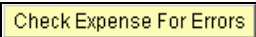

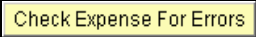


54.	<p>In the Travel Authorization, Add Multiple Expenses screen:</p>  <p>The Add Expense Types section allows you to copy expense types for one day or all days of a trip.</p>  <p>For our example, we will:</p> <ol style="list-style-type: none"> a) add expense types for one day; b) fill in the required information; c) check for errors, d) copy expenses types for multiple days. <p>As a result, overall data entry time is saved.</p> <p>Note: We recommend that you always choose the One Day option.</p>
55.	<p>In the Date Range section,</p>  <p>The From: date and To: date are carried over from the previous screen. Verify this is the correct date range for the prospective trip. If not, change accordingly.</p>
56.	<p>In the Add Expense Types section, One Day column:</p> <p>Select one or more expense types so that a checkmark displays. <input checked="" type="checkbox"/></p>
57.	<p>For our example, we chose One Day expenses for:</p> <p><i>Lodging</i> <i>Meals</i> <i>Registration Fee</i></p>
58.	<p>When finished selecting expenses, click the Continue button. </p>
59.	<p>In the Travel Authorization Entry screen:</p> <p>The three new expense types for <i>Lodging</i>, <i>Meals</i>, and <i>Registration Fee</i> are now listed.</p> <p>We will need to complete the required information for each expense type.</p>
60.	<p>For the row 2, Lodging expense line, click the *Detail link. *Detail</p>

Job Aid

Create Travel Authorization Request for Someone Else



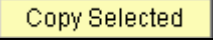






61.	<p>In the <i>Authorization Detail for Lodging (Line 2)</i> screen:</p> <p>All required fields are displayed with an asterisk character (*).</p> <p>Verify the information carried over from the previous screen, and modify, if needed:</p> <p>*Date (lodging checkout date) *Payment Type *Billing Type Number of Nights (system calculated) *Merchant, Preferred *Location *Nightly Rate (system calculated) *Total Amount (calculated as <i>Number of Nights</i> multiplied by <i>Nightly Rate</i>)</p> <p>For our <i>Lodging</i> expense example, we will:</p> <p>a) Change the *Date to represent our estimated lodging checkout date b) Enter the lodging name in the *Merchant, Preferred field.</p>
62.	<p>Click in the *Date field. <input type="text" value="Date: 01/24/2010"/></p> <p>Enter the estimated lodging checkout date for the traveler.</p>
63.	<p>In the *Merchant, Preferred field:</p> <div data-bbox="378 1018 1065 1136" style="border: 1px solid black; padding: 5px;"> <p>*Merchant (Choose One):</p> <p>Preferred: <input type="text" value=""/></p> <p>Non-preferred: <input type="text" value=""/></p> </div> <p>Click on the drop-down arrow, and select the lodging vendor from the list of available choices (<i>e.g.</i> Doubletree).</p> <p>Note: If not found in the Preferred field, type the name of the lodging vendor in the Non-preferred field (<i>e.g.</i> Bob's Campground). You are limited to 40 characters.</p>
64.	<p>To check the Lodging expense line for errors:</p> <p>Click the Check Expense For Errors button. <input type="button" value="Check Expense For Errors"/></p>
65.	<p>If no <i>Lodging</i> expense errors are found:</p> <p>Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry</p>
66.	<p>For the row 3, <i>Meals</i> expense, click the *Detail link. *Detail</p>

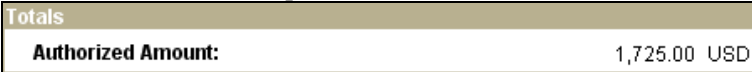



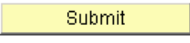

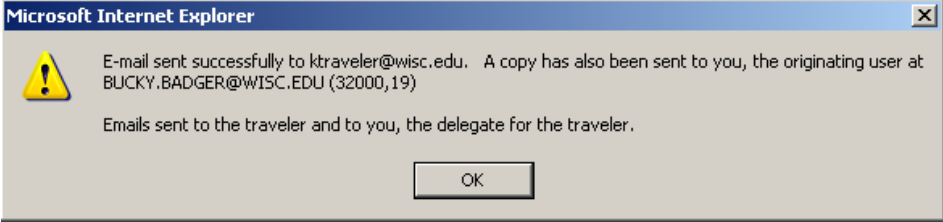

67.	<p>In the <i>Authorization Detail for Meals (Line 3)</i> screen:</p> <p>Enter information in the following fields, if not already entered:</p> <p>*Date *Payment Type *Billing Type *Location Amount</p> <p>Note: The <i>Meals</i> expense for the traveler is the total dollar amount spent per day on breakfast, lunch, dinner combined, including tax and maximum 15% tip.</p>
68.	<p>To check the Meals expense line for errors:</p> <p>Click the Check Expense For Errors button. </p>
69.	<p>If no <i>Meals</i> expense errors are found:</p> <p>Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry</p>
70.	<p>For the row 4, Registration Fee expense line, click the *Detail link. </p>
71.	<p>In the <i>Authorization Detail for Registration Fee (Line 4)</i> screen:</p> <p>Enter information in the following fields, if not already entered:</p> <p>*Date *Payment Type *Billing Type *Location Amount</p>
72.	<p>To check the Registration Fee expense line for errors:</p> <p>Click the Check Expense For Errors button. </p>
73.	<p>If no <i>Registration Fee</i> expense errors are found:</p> <p>Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry</p>
74.	<p>In the Travel Authorization Entry screen, to save your updates:</p> <p>Click the Save for Later button. </p>
75.	<p>We recommend checking for errors before copying expense lines. Otherwise, the errors will be copied over as well.</p> <p>Click the Check For Errors button. </p>

Job Aid

Create Travel Authorization Request for Someone Else



76.	<p><u>Copy Expense Lines</u></p> <p>Because the <i>Meals</i> expense for the traveler will cover multiple dates, we will select this expense line to copy.</p> <p>Select the expense(s) you wish to copy so that a checkmark displays. <input checked="" type="checkbox"/></p> <p>Click the Copy Selected button. </p>
77.	<p>In the Travel Authorization, Copy Selected Expenses window:</p>  <p>The <i>Copy Option</i> section allows you to copy the expense line(s) for one date or multiple dates (<i>e.g.</i> date range).</p> <p>For our example, we will copy to a date range that starts with Day 2 of the future trip and ends with the return date of the future trip.</p> <p>Select the Copy to Range of Dates option. </p>
78.	<p>Click in the From Date field. </p> <p>Enter Day 2 of the future trip (<i>e.g.</i> 01/25/2010) since the Day 1 future trip date was already entered.</p>
79.	<p>Click in the To Date field. </p> <p>Enter the return date of the future trip (<i>e.g.</i> 01/29/2010).</p>
80.	<p>To copy the meals expense to multiple dates:</p> <p>Click the Return to Authorization Entry or OK button. </p>
81.	<p>In the Travel Authorization Entry screen, the <i>Meals</i> expense is copied to the specified future dates.</p>
82.	<p>In the <i>Details</i> table grid section:</p> <p>You can sort any column (<i>e.g.</i> Expense Type, Date, Amount, etc.) in ascending or descending order by clicking on the column heading.</p>
83.	<p>To sort the Date column in ascending order, click the *Date column header. </p>
84.	<p>The Date column is sorted in ascending order.</p>
85.	<p>Review the travel authorization document and make further changes, if needed.</p>
86.	<p>To move to the bottom of the screen, click the vertical scrollbar.</p>

87.	<p>The Totals section, at the bottom of the screen, displays the total dollar amount of the Travel Authorization request.</p> 
88.	<p>To check the travel authorization document for errors:</p> <p>Click the Check For Errors button. </p>
89.	<p>To save any changes you have made, click the Save for Later button. </p>
90.	<p>When you have finished creating the Travel Authorization request for another employee (e.g. Katrina Traveler), the traveler needs to be notified via email.</p> <p>The Notify Traveler button  is used by e-Reimbursement to automatically send an email notification to another UW employee.</p> <p><u>If you are creating a Travel Authorization for a non-employee:</u></p> <p>You will see a  button instead of a Notify Traveler button.</p> <p>Because non-employees do not have access to e-Reimbursement, you would be submitting the travel authorization request for approval, on their behalf.</p>
91.	<p>To automatically notify the employee traveler that you have completed their Travel Authorization request:</p> <p>Click the Notify Traveler button. </p>
92.	<p>A browser pop-up window displays a message that the e-mail was sent successfully to both the traveler and you, as their delegate.</p>  <p>Click the OK button. </p>
93.	<p>You are finished entering a pre-trip Travel Authorization request for this traveler.</p> <p>Click the Return to Travel and Expense Center link. Return to Travel and Expense Center</p>
94.	<p>You have successfully created a pre-trip travel authorization request for someone else.</p> <p>End of Procedure.</p>