

## Create Travel Authorization Request for Yourself

Scenario:

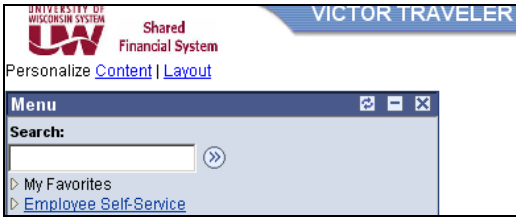

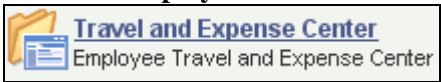



In this scenario, Victor Traveler will create his own travel authorization request for a planned three-day trip at a future date (October 12-14, 2009).

The travel authorization request will include estimated expenses for: lodging, meals, personal phone calls, and other incidental travel-related expenses.

We will also demonstrate how to:

- a) check for errors and correct errors, if applicable;
- b) copy expenses for multiple days;
- c) add/delete expense lines.







See also: [Travel Authorization Policy](#)




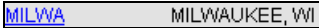
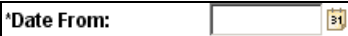

1.	<p>From the main Menu</p>  <p>Click the <b>Employee Self-Service</b> link. </p>
2.	<p>From the <b>Employee Self-Service</b> menu, <b>Employee Travel and Expense Center</b> area:</p>  <p>Click the <b>Travel and Expense Center</b> link. </p>
3.	<p>From the <i>Employee Travel and Expense Center</i> menu,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

# Job Aid

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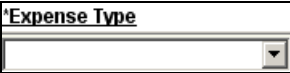

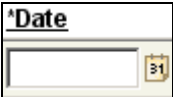
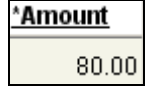

4.	<p>The <b>Create Travel Authorization, Travel Authorization Entry</b> screen displays with your name (e.g. Victor Traveler).</p> <div data-bbox="381 310 873 451" style="border: 1px solid black; padding: 5px;"> <p>Create Travel Authorization  <b>Travel Authorization Entry</b>  VICTOR TRAVELER</p> </div> <p>Required fields for data entry are marked with an asterisk character (e.g. *Description).</p> <p>Fields marked with a magnifying glass icon  (e.g. Default Location) allow you to do a data lookup.</p>
5.	<p>You can gain more viewing area on the screen by collapsing the main Menu on the left.</p> <div data-bbox="381 709 657 739" style="border: 1px solid black; padding: 2px;"> Menu  </div> <p>Click the <b>Collapse Menu</b> button  or press <b>(Ctrl+Y)</b>.</p>
6.	<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 <b>(Ctrl + Y)</b>.</p> <p>For our example, we will not show the main Menu.</p>
7.	<p>Click the <b>Quick Start</b> list.</p> <div data-bbox="381 1045 863 1081" style="border: 1px solid black; padding: 2px;"> <b>Quick Start:</b> A Blank Authorization  </div> <p>Unless you have changed your user default settings, the <b>Quick Start</b> field defaults to <i>A Blank Authorization</i>.</p> <p>In our example, we will create a travel authorization request from a blank one.</p>
8.	<p>Click in the <b>Description</b> field. Enter a brief description of the future trip in 30 characters or less.</p>
9.	<p>Click in the <b>Comment</b> field. Enter a detailed description of the future trip. Spell out unfamiliar acronyms.</p> <p><b>Note:</b> The <b>Comment</b> field allows an unlimited number of characters.</p>
10.	<p>Click in the <b>Business Purpose</b> field. <b>Business Purpose:</b> </p> <p>Click on the drop-down arrow, and select the entry that best describes the official business purpose of the travel or expense.</p> <p><b>Note:</b> Only one business purpose is allowed.</p> <p>For a detailed description of the 12 Business Purposes used at UW-Madison, click <a href="#">here</a>.</p>


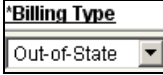


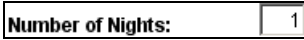
11.	<p>For our business purpose example of <i>Research Assignment</i>, click the <b>Research Assignment</b> list item.</p> 
12.	<p>Click in the <b>Default Location</b> field. </p> <p>The <i>Default Location</i> refers to the location (<i>e.g.</i> city, county, state, country) where the expense(s) will be incurred.</p> <p>If most of your expenses will occur in the same location, we recommend using the <b>Default Location</b> 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>
13.	<p>In our scenario, the majority of the expenses will occur in Milwaukee, WI, so we will do a data lookup for the city name in the <b>Default Location</b> field.</p> <p>In the <b>Default Location</b> field:</p> <p>Type the first few letters of the city name (<i>e.g.</i> MIL), but <u>do not press the Enter key</u>.</p>
14.	<p>To look up the database name of the default location you entered (<i>e.g.</i> MIL):</p> <p>Click the <b>Look up Default Location</b> icon  or press <b>(Alt+5)</b>.</p>
15.	<p>The <b>Look Up Default Location</b> window, <i>Search Results</i> area, displays a list of all locations meeting your search criteria.</p> <p>Click on the desired <b>Expense Location</b> hyperlink to choose the default location.</p>  <p><b>Note:</b> If no results display, try searching by <i>Description</i>, rather than by <i>Expense Location</i>; alternatively, you can also try clicking on the <i>Advanced Lookup</i> hyperlink.</p>
16.	<p>The <b>Travel Authorization Entry</b> screen displays the selected <b>Default Location</b> (<i>e.g.</i> Milwaukee, WI).</p>
17.	<p>Click in the <b>Date From</b> field. </p> <p>Enter a <u>future date</u> to reflect the <b>departure date</b> of the trip.</p>
18.	<p>Click in the <b>Date To</b> field. </p> <p>Enter a <u>future date</u> to reflect the <b>return date</b> of the trip.</p>

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19.	<p>Click in the <b>Expense Type</b> field.</p>  <p>Click on the drop-down arrow, and choose an item that best describes the first expense you (<i>e.g.</i> the traveler) expect to incur.</p> <p><b>Reference:</b> For a brief description of the 29 expense types used at UW-Madison, click <a href="#">here</a>.</p>
20.	<p>In our example, we will choose an expense type of <i>Lodging</i>.</p> <p>Click the <b>Lodging</b> list item.</p> 
21.	<p>Click in the <b>Date</b> field.</p>  <p>Enter a <u>future date</u> for the estimated Lodging expense.</p> <p><b>Note:</b> The expense date must fall within the date range listed in the <i>General Information</i> section.</p>
22.	<p>Look in the <b>Amount</b> field.</p>  <p>The system automatically entered \$80 for the <i>Lodging</i> expense.</p> <p><b>Reference:</b> UW-Madison travel policy allows up to \$80 per day for lodging in Milwaukee County, Wisconsin.</p> <p>To learn more about travel policy for Lodging, click <a href="#">here</a>.</p>
23.	<p>Look in the <b>Currency</b> field. Verify that <b>USD</b> (for U.S. Dollars) is listed.</p>
24.	<p>Click in the <b>Payment Type</b> field.</p>  <p>Click the drop-down arrow, and select the estimated method of payment from the list of available choices.</p> <p><b>Corporate Card</b> = US Bank Corporate Travel credit card.</p> <p><b>Personal Funds</b> = personal credit card, cash or check.</p> <p><b>University Prepaid</b> = charged to Procurement credit card (also known as P-card) or paid directly by the University.</p>







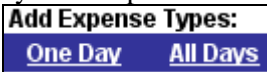

25.	<p>In our example, the <i>Lodging</i> expense will be paid with a Procurement credit card, so we will choose the <b>University Prepaid</b> payment type.</p> <p>Click the <b>University Prepaid</b> list item.</p> 
26.	<p>Click in the <b>Billing Type</b> field.</p>  <p>Click on the drop-down arrow, and select the appropriate type for the future trip.</p> <p><b>In-State</b> = within State of Wisconsin  <b>Out-of-State</b> = outside State of Wisconsin, but within United States  <b>Foreign</b> = outside the 50 United States</p> <p><b>Note:</b> The system automatically determines the e-Reimbursement <a href="#">accounting code</a> based on what combination of Billing Type and Expense Type you choose.</p>
27.	<p>In our example, the <i>Lodging</i> expense will be incurred for an in-state trip, so we will choose a billing type of <b>In-State</b>.</p> <p>Click the <b>In-State</b> list item. </p>
28.	<p>To continue to the next screen for the line 1 Lodging expense, click the <b>*Detail</b> link.</p> 
29.	<p>In the <i>Authorization Detail for Lodging (Line 1)</i> screen:</p> <p>All required fields are displayed with an asterisk character (*). Previously entered values from the first screen are carried over (<i>e.g.</i> Payment Type).</p> <p>For the <i>Lodging</i> expense example, two additional fields are displayed which require data entry:</p> <p><b>Number of Nights</b> (defaults to 1)  <b>Merchant</b></p>
30.	<p>Click in the <b>Number of Nights</b> field. </p> <p>Enter the total number of nights for the estimated <i>Lodging</i> expense.</p> <p><b>Note:</b> For our example, we will leave at 1 night to illustrate in a later step how to copy the Lodging expense line to multiple dates.</p>

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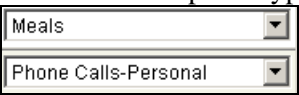

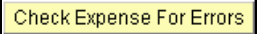


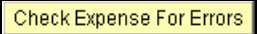

31.	<p>In the <b>Merchant, Preferred</b> field.</p> <div data-bbox="380 279 1065 396" style="border: 1px solid black; padding: 5px;"> <p><b>*Merchant (Choose One):</b></p> <p><b>Preferred:</b> <input type="text"/></p> <p><b>Non-preferred:</b> <input type="text"/></p> </div> <p>Click on the drop-down arrow, and select the lodging vendor from the list of available choices (e.g. Hyatt).</p> <p><b>Note:</b> If not found in the <i>Preferred</i> field, type the name of the lodging vendor in the <b>Non-preferred</b> field (e.g. Bob's Campground). You are limited to 40 characters.</p>
32.	<p>For our example, we will choose the <b>Hyatt Hotels</b>.</p> <p>Double-click the <b>HYATT HOTELS</b> list item. <span style="border: 1px solid black; padding: 2px;">HYATT HOTELS</span></p>
33.	<p>If applicable, read the <b>receipt requirements message</b>, located at the bottom of the screen.</p> <p><b>Note:</b> Receipts will be required for all expenses over \$25.</p>
34.	<p>To check the Lodging expense line for errors, click the <b>Check Expense For Errors</b> button. <span style="border: 1px solid black; padding: 2px;">Check Expense For Errors</span></p>
35.	<p><u>Example with Errors Found</u></p> <p>If errors are found due to missing data or travel policy:</p> <div data-bbox="380 1098 878 1144" style="border: 1px solid black; padding: 5px;"> <p> <b>Merchant (Preferred or Non-Preferred)</b></p> </div> <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>
36.	<p>To return to the previous screen, click the <b>Return to Travel Authorization Entry</b> link.</p> <p><a href="#">Return to Travel Authorization Entry</a></p>
37.	<p>In the <b>Travel Authorization Entry</b> 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 <b>Authorization ID</b> is labeled <i>NEXT</i>, indicating the next sequential number will be assigned.</p> <div data-bbox="380 1709 656 1747" style="border: 1px solid black; padding: 2px;"> <p><b>Authorization ID:</b> NEXT</p> </div> <p><b>Note:</b> The system allows you to save the document if it contains errors.</p>

38.	<p><u>Save for Later</u></p> <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 <b>Save for Later</b> button. </p>
39.	<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> <p></p> <p>In our example, the Travel Authorization ID is 0000000068.</p>
40.	<p><u>Add Multiple Expenses</u></p> <p>In our example, we will add multiple expenses for two more expenses we expect to incur: <b>meals</b> and <b>personal phone calls</b>.</p> <p>To add one or more expense types, click in the <b>New Expense</b> field.</p> <p></p>
41.	<p>In the <b>New Expense</b> field, click on the drop-down arrow and choose <b>Multiple Expenses...</b> </p>
42.	<p>To add the multiple expenses types, click the <b>Add</b> button. </p>
43.	<p>In the <b>Add Multiple Expenses</b> window:</p> <p></p> <p>The <b>Add Expense Types</b> section allows you to copy expense types for one day or all days of a trip.</p> <p></p> <p>For our example, we will:</p> <ol style="list-style-type: none"> <li>a) add expense types for one day;</li> <li>b) fill in the required information;</li> <li>c) check for errors,</li> <li>d) copy expense types for multiple days.</li> </ol> <p>As a result, overall data entry time is saved.</p> <p><b>Note:</b> We recommend that you always choose the <b>One Day</b> option.</p>
44.	<p>In the <i>Add Expense Types</i> section, <b>One Day</b> column: </p> <p>Select one or more expense types so that a checkmark displays. <input checked="" type="checkbox"/></p>

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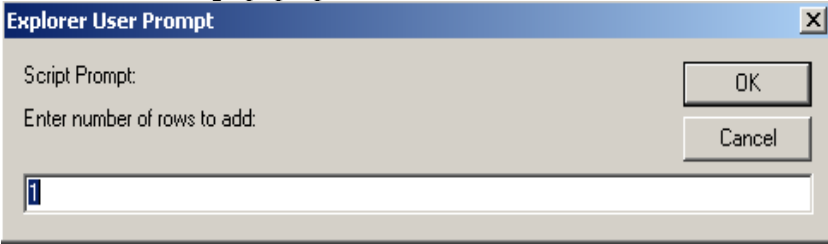






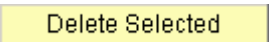
45.	<p>For our example, we chose One Day expenses for:</p> <p><b>Meals</b> <b>Phone Calls - Personal</b></p> <p>When finished, click the <b>Continue</b> button. </p>
46.	<p>In the <b>Travel Authorization Entry</b> screen:</p> <p>The two new expense types for <b>Meals</b> and <b>Phone Calls-Personal</b> are now listed.</p>  <p>Complete the required information for the new expense types.</p>
47.	<p>For the line 2, <i>Meals</i> expense, click the <b>*Detail</b> link. </p>
48.	<p>In the <b>Authorization Detail for Meals (Line 2)</b> screen:</p> <p>a. Verify information carried over from the <i>Travel Authorization Entry</i> screen. Modify, if necessary (e.g. Billing Type).</p> <p>b. In the <b>Amount</b> field, enter the estimated U.S. dollar amount for the <i>Meals</i> expense.</p>
49.	<p>To check the <i>Meals</i> expense line for errors, click the <b>Check Expense For Errors</b> button. </p>
50.	<p>If no errors are found, click the <b>Return to Travel Authorization Entry</b> link. </p>
51.	<p>In the <b>Travel Authorization Entry</b> screen, for the <b>Phone Calls-Personal</b> expense type:</p> <p>Click the <b>*Detail</b> link. </p>
52.	<p>In the <b>Authorization Detail for Phone Calls-Personal (Line 3)</b> screen:</p> <p>a. Verify information carried over from the <i>Travel Authorization Entry</i> screen. Modify, if necessary (e. g. Billing Type).</p> <p>b. In the <b>Amount</b> field, enter the estimated U.S. dollar amount for the <b>Phone Calls-Personal</b> expense.</p>
53.	<p>To check the <b>Phone Calls-Personal</b> expense line for errors:</p> <p>Click the <b>Check Expense For Errors</b> button. </p>
54.	<p>If no errors are found, click the <b>Return to Travel Authorization Entry</b> link. </p>
55.	<p>In the <b>Travel Authorization Entry</b> screen, to save your updates:</p> <p>Click the <b>Save for Later</b> button. </p>


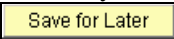
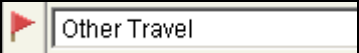


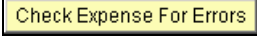



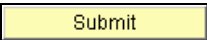
56.	<p>We recommend checking for errors before copying expense lines. Otherwise, the errors will be copied over as well.</p> <p>Click the <b>Check For Errors</b> button. <input type="button" value="Check For Errors"/></p>
57.	<p><u>Copy Expense Lines</u></p> <p>Because our lodging, meals, and phone calls-personal expenses will cover multiple dates, we will select these lines to copy.</p> <p>In the <b>Select</b> column, choose the expense(s) you wish to copy so that a checkmark displays. <input checked="" type="checkbox"/></p> <p>Click the <b>Copy Selected</b> button. <input type="button" value="Copy Selected"/></p>
58.	<p>In the <b>Copy Selected Expenses</b> window:</p> <p>The <i>Copy Option</i> section allows you to copy the expense line(s) for one date or multiple dates (e.g. date range).</p> <p>For our example, we will copy to a date range.</p> <p>Click the <b>Copy to Range of Dates</b> option. <input type="radio"/> <b>Copy to Range of Dates</b></p>
59.	<p>Click in the <b>From Date</b> field. <input type="text" value="From Date:"/> <input type="button" value="B1"/></p> <p>Enter the second, future trip date (e.g. 10/13/2009) since the first, future trip date was already entered.</p>
60.	<p>Click in the <b>To Date</b> field. <input type="text" value="To Date:"/> <input type="button" value="B1"/></p> <p>Enter the last, future date of the trip (e.g. 10/14/2009).</p>
61.	<p>To copy the lodging, meals, and phone calls-personal expenses to multiple dates:</p> <p>Click the <b>Return to Authorization Entry</b> button. <input type="button" value="Return to Au"/></p>
62.	<p>In the <b>Travel Authorization Entry</b> screen:</p> <p>The <i>Lodging, Meals, and Phone Calls-Personal</i> expenses are copied to the specified future dates.</p>
63.	<p><u>Sort Column Heading</u></p> <p>You can sort any column heading in ascending or descending order.</p> <p>To sort the <b>Date</b> column in ascending or descending order:</p> <p>Click the <b>Date</b> column header. <input type="text" value="*Date"/></p>

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64.	<p><u>Add Blank Rows</u></p> <p>To add one or more blank rows, place the cursor where you want the new row(s).</p> <p>Click the <b>Add multiple new rows</b> icon  or press <b>(Alt+7)</b>.</p>
65.	<p>In the <b>User Prompt</b> pop-up window, enter the desired number of rows to add.</p>  <p>In our example, we will enter 1 row.</p>
66.	<p>To add the specified number of rows, click the <b>OK</b> button.</p> 
67.	<p><u>Add Other Travel expense type</u></p> <p>In our example, we will add an expense type of <b>Other Travel</b>, to cover any incidental travel-related expenses we may incur.</p> <p>Click in the <b>Expense Type</b> field.</p> 
68.	<p>In the <b>Expense Type</b> drop-down menu, click the <b>Other Travel</b> list item.</p> 
69.	<p>Click in the <b>Amount</b> field. </p> <p>Enter the estimated U.S. dollar amount of the incidental travel expenses you expect to incur.</p>
70.	<p>In the <b>Billing Type</b> field for the <i>Other Travel</i> expense:</p> <p>For our Milwaukee, WI example, click the <b>In-State</b> list item.</p> 
71.	<p><b>Review</b> the <i>Travel Authorization</i> request for any additional items that may need to be added or deleted.</p> <p>For our example, we will delete the <i>Lodging</i> expense for 10/14/2009, our return date.</p>
72.	<p><u>Delete Expense Lines</u></p> <p>In the <b>Select</b> column, choose the expense(s) you wish to delete so that a checkmark displays. </p> <p>Click the <b>Delete Selected</b> button. </p>

73.	<p>In the <b>Delete Confirmation</b> window, click the <b>OK</b> button. </p>
74.	<p>In the <b>Travel Authorization Entry</b> screen:</p> <p>The expense line you deleted (<i>e.g.</i> Lodging for 10/14/2009) no longer displays on the screen.</p>
75.	<p>To save your updates, click the <b>Save for Later</b> button.</p> 
76.	<p><u>Example of Missing or Invalid Information</u></p> <p>If errors are found on the <i>Travel Authorization Entry</i> screen, a red flag icon displays next to the expense line in error.</p>  <p>To view details about the error, click the <b>Flag</b> icon. </p>
77.	<p>In the <b>Authorization Detail for Other Travel (Line 7)</b> screen:</p>  <p>The system is showing a flagged error for the <b>*Description</b> field because it is a required field and contains no data.</p>
78.	<p>Correct the error by entering data in the <b>*Description</b> field.</p> <p>When finished, click the <b>Check Expense For Errors</b> button. </p>
79.	<p>If no errors are found for the <b>Other Travel</b> expense:</p> <p>Click the <b>Return to Travel Authorization Entry</b> link.</p> 
80.	<p>In the <b>Travel Authorization Entry</b> screen:</p> <p>Check for errors before submitting the travel authorization for approval.</p> <p>Click the <b>Check For Errors</b> button. </p>
81.	<p>To move to the bottom of the screen, click the vertical scrollbar.</p>
82.	<p>The <b>Totals</b> section displays the total dollar amount of the Travel Authorization request.</p>  <p>Verify the estimated dollar amount for your future trip.</p>
83.	<p>To submit your Travel Authorization request for approval:</p> <p>Click the <b>Submit</b> button.</p> 

# Job Aid

## Create Travel Authorization Request for Yourself



84.	<p>In the <b>Submit Confirmation</b> window, the <i>Travel Authorization Totals</i> are displayed.</p> <div data-bbox="380 281 927 359" style="border: 1px solid black; padding: 5px;"> <p><b>Travel Authorization Totals</b></p> <p><b>Total:</b> 246.00 USD</p> </div> <p>Verify the dollar amounts.</p> <p>If incorrect, click <b>Cancel</b> to return to the <i>Travel Authorization Entry</i> screen.</p> <p><b>Note:</b> This is your <u>final opportunity</u> to Cancel.</p> <p>To submit the Travel Authorization request, click the <b>OK</b> button. <span data-bbox="1159 596 1276 636" style="border: 1px solid black; padding: 2px 5px;">OK</span></p>
85.	<p>In the <i>View Travel Authorization, Travel Authorization Details</i> screen:</p> <div data-bbox="380 684 904 829" style="border: 1px solid black; padding: 5px;"> <p><a href="#">View Travel Authorization</a></p> <p><b>Travel Authorization Details</b></p> <p>VICTOR TRAVELER</p> </div> <p>The <b>Status</b> field reads, <i>Submission in Process</i>, to indicate the travel authorization request has been submitted for approval.</p> <div data-bbox="380 961 911 999" style="border: 1px solid black; padding: 5px;"> <p><b>Status:</b> Submission in Process</p> </div> <p><b><u>Record Travel Authorization ID</u></b></p> <p>Make a note of the Travel Authorization ID number; it will be needed if you are submitting supporting documentation with the request.</p>
86.	<p>To return to the main Menu, click the <b>Home</b> link. <span data-bbox="976 1150 1027 1178" style="border: 1px solid black; padding: 2px 5px;">Home</span></p>
87.	<p>You have successfully created a Travel Authorization request with multiple expenses, copied/deleted expense lines, checked for errors, and submitted it for approval.</p> <p><b>Note:</b> You will receive an email notification when your travel authorization is approved.</p> <p><b>End of Procedure.</b></p>