Overview

This guide shows how to create a Travel Authorization in Financial Transaction Services. Use Travel Authorizations to request approval for domestic or international travel.

Requesters can fill out the Travel Authorization for the Traveler and save it; but only Travelers can submit their own Travel Authorization.

For more details on Travel Policies/Guidelines, view the Travel Guide (http://www.sjsu.edu/finance/policies_guidelines/travel_guide/).

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Creating a Travel Authorization
This section shows how to create a Travel Authorization in Financial Transaction Services (FTS).

Login to FTS.

2. At the SSO Login page, use your SJSUOne ID and password to login.

The Financial Transaction Services Main Menu displays.
3. Click the Create New [+]
icon next to Travel
Authorization to create a
new Travel Authorization.

The Travel Authorization page displays.

The Travel Authorization page has four sections:

- Header Information
- Trip Information
- Estimated Expenses
- Funding Source / Chartfields

Note: Asterisks (*) indicate required fields.
Header Information

The Header Information section displays.

1. Enter Traveler Home DeptID.

   If you are the Traveler completing this form, the following fields default with your information:
   - Requester Name
   - Requester Phone
   - Requester Email
   - Traveler Name
   - Employee ID Number
   - Address (only visible to Traveler)

2. If you are the Requester completing this form for a Traveler, select the More option.

   Note: Select the More option at any drop-down menu to search for User Preferences.

   The User Preferences search window opens.

3. Enter traveler’s last name in the criteria field, and then click the Search button.
4. Click the appropriate icon to select traveler’s name:
   - Use the traveler’s name for this transaction only.
   - Use the traveler’s name for this transaction and add it to your User Preferences List.

5. Select Yes or No to specify the Traveler’s citizenship.

6. Select Traveler’s University Affiliation:
   - Faculty
   - Staff
   - Student

   If Faculty was selected:
   * How will classes/duties be handled in your absence? box displays.

7. Enter your answer to the question in the text box.
Trip Information

The Trip Information section displays.

1. Select Departure Date from the calendar.
2. Select the Return Date from the calendar.
3. Enter Destination:
   - Country
   - State
   - City
4. Enter the Purpose of Trip.
5. Select a Travel Type:
   - Business Related
   - Team Travel
   - Field Supervision Travel
   - Travel Paid By Non-University Funds
     (If selected, Travel Reimbursement will not be created.)
6. Enter Additional Trip Details, if necessary.

Estimated Expenses

The Estimated Expenses section displays.

1. (Optional) Estimate the following expenses:
   - Transportation
   - Registration/Tuition
   - Lodging
   - Meals
   - Other

   Transportation 0.00
   Registration/Tuition 0.00
   Lodging 0.00
   Meals 0.00
   Other 0.00
   Total 0.00
Advance Requested

The Advance Requested section displays.

Notes: This section only appears if country selected is other than United States and the checkbox for Paid by Non-University Funds is not checked. Account defaults to 107001.

1. Enter Advance Requested Amount.

2. Enter Fund (required), DeptID (required), Program (optional), Class (optional), and Project (optional).

Note: System will calculate Percent.
Funding Source/Chartfields

The Funding Source / Chartfields section displays.

Note: Account defaults based on the location of travel: 606001 for in-state, 606002 for out-of-state, 606800 for international, but codes are editable.

1. Enter Chartfields: **Account** (required), **Fund** (required), **DeptID** (required), **Program** (optional), **Class** (optional), and **Project** (optional).

   Note: System will calculate Percent.

2. Enter **Amount** (required). Amount defaults to Total Estimated Expenses, but it is editable and can be split.

3. Click the **Add (+)** icon for another chartfield line, if needed.

4. Click the **Save** button.

   The Status changes to Open and a Trip Number is assigned.

Request for Authorization to Travel

<table>
<thead>
<tr>
<th>Header Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Fields preceded by asterisks indicate required fields.</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Trip Number</td>
</tr>
</tbody>
</table>
Attachments

1. Scroll to the bottom of the Travel Authorization page.

2. To attach documents (if needed); click the **Upload Attachment(s)** button.

   **The Select file(s) window opens.**

3. Navigate to the file you wish to attach, and then click the **Save** (or Open) button.

   **The Related Files section displays the attached file(s).**

   *Note: The voucher number is automatically added to the file name.*

4. Repeat this step to attach as many files as needed.
Submit for Approval

The saved voucher displays.

1. When ready, scroll to the bottom of the Travel Authorization page, and then click the Submit button

The Status changes to Pending Approval.

Traveler receives email confirmation.

The first level of Reviewer/Approver in the Approval Structure receives an email notification.
Once the Travel Authorization is approved by the final level of Approver, the Status changes to Distributed.

Traveler receives email notification of approval and of the Travel Reimbursement to be completed upon return.
Finding and Editing an Existing Travel Authorization
This section shows how to find an existing Travel Authorization and modify it. The Travel Authorization can only be edited if its status is **Open**.

Finding a Travel Authorization
There are three ways to find an existing Travel Authorization:

- Use the Items Pending Approval link (if Status is Pending Approval)
- Use the Open Items link (if Status is Open).
- Use a criteria search.

**Items Pending Approval link:**

1. Select the **Travel Authorization** link.

**Open Items link:**

2. Alternatively, select the **Travel Authorization** link.

A list of Travel Authorizations display.

3. Select the **Trip Number** of the trip you want to modify.
4. Edit the page, as needed.

5. Click the **Save** button (as Requester) or the **Submit** button (as Traveler).

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**Criteria Search:**

1. Select the **Search** (magnifying glass) icon.
2. Enter one or two search criteria.
   - Enter **Trip Number** to search for a single specific Travel Authorization.
   - Enter **Traveler** to search for all Travel Authorization for a specific Traveler.
   - Enter **Status** to search for Travel Authorization based on status.

3. Click the **Go** button.

**The Request for Authorization to Travel page displays.**

4. If Status is **Open**, edit the page, as needed, and then click the **Save** button (as Requester) or the **Submit** button (as Traveler).

If its **Status** is **Pending Approval**, it shows the routing and approval status of the Travel Authorization.
Cancelling a Travel Authorization

Note: You can cancel a travel authorization only if its Status is Open.

1. Follow the steps in the Finding and Editing an Existing Travel Authorization section.
2. Click the Cancel button.

A confirmation message displays.

3. Click the OK button to confirm.

The Status changes to Cancelled.
Cloning a Travel Authorization

1. To find the Travel Authorization you want to clone, follow the steps in **Finding and Editing an Existing Travel Authorization**.

2. Click the **Clone** button.

A new Travel Authorization is created.

Request for Authorization to Travel

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Number</td>
<td>TR014586</td>
</tr>
<tr>
<td>Requester Name</td>
<td>[redacted]</td>
</tr>
<tr>
<td>Requester Phone</td>
<td>[redacted]</td>
</tr>
<tr>
<td>Requester Email</td>
<td><a href="mailto:sjsustravel@gmail.com">sjsustravel@gmail.com</a></td>
</tr>
<tr>
<td><em>Traveler Home DeptID</em></td>
<td>[redacted]</td>
</tr>
</tbody>
</table>

*Note: Approval is based on traveler's DeptID.*