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Overview

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

For more details on Travel Policies/Guidelines, please refer to SJSU’s Travel Guide.

If there are any questions, please contact Finance Support at financeconnect@sjsu.edu or (408) 924-1558.

FTS Access

All active university employees have access to the Travel module in FTS. However, students who travel on university business may not be listed in the FTS database and are to complete the Travel Approval Request paper form instead.

Approving Officials

The approval structure in the Travel module is maintained by a Super User in a college or division. In order for a Super User to designate individuals as Approvers in travel, they have to be eligible approvers (must have completed the necessary training). If the individual is not eligible, they will not show up in a search for potential approvers. Refer to Finance Training for training information.

Requestor and Traveler

A Travel Authorization can be created by the Traveler or a Requestor (e.g. administrative staff person) who is completing the form on behalf of the Traveler. Only the Traveler can submit the authorization for approval.

A Travel Reimbursement is automatically created by FTS once the authorization approval process is completed. The Requestor (non-traveler) who initiates the authorization or the Traveler will be able to modify the Travel Reimbursement after the trip. Only the Traveler will be able to submit the reimbursement for approval.

Support Backup Documentation

Backup documentation associated to the trip can be uploaded to the authorization in FTS at any point in the process, even after it has been approved. Examples of support documentation are:

- Conference brochure or agenda
- A quote/estimate from Fell Travel
- Webpage page from airline or hotel with costs
- Project/research proposal
- Email correspondence
Log into FTS

1. Go to one.SJSU.edu.
2. Enter FTS in the Search field and click on the magnifying glass.
3. Click on Financial Transaction Services (FTS) tile under Tasks.
4. The SJSU login page displays.
5. Enter your SJSU ID Number and Password.
6. Click Sign In button.

The Main Menu displays.

The Main Menu page displays a list of all Open Items for the DeptIDs the user has access to.

The Main Menu page also displays the other menus:

- **Travel** (All SJSU employees have access this module.)
- **Purchasing/Payments** (Depending on your system access.)
- **Transfers** (Depending on your system access.)
- **Other** (Depending on your system access.)
- **Expense Adjustments** (Depending on your system access.)
Create a Travel Authorization

This section demonstrates how to create a Travel Authorization in Financial Transaction Services (FTS). A Travel Authorization should be completed prior to making travel arrangements.

Travel Authorization

1. From the Main Menu, click the button to add a new Travel Authorization.

The Request for Authorization to Travel page displays.

Request for Authorization to Travel

Travel Restrictions at SJU
Travel restrictions due to COVID-19 have been lifted as of 5/1/21. Please review our Announcements from 05/12/21 for details.

Header Information

Note: Fields preceded by asterisks indicate required fields.

<table>
<thead>
<tr>
<th>Status</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Number</td>
<td>New</td>
</tr>
<tr>
<td>Requestor Name</td>
<td>Thao Leung</td>
</tr>
<tr>
<td>Requestor Phone</td>
<td>12345</td>
</tr>
<tr>
<td>Requestor Email</td>
<td><a href="mailto:fts-notification@fts.sjsu.edu">fts-notification@fts.sjsu.edu</a></td>
</tr>
<tr>
<td>* Traveler Home Dept/ID</td>
<td></td>
</tr>
<tr>
<td>Note: Approval is based on traveler's Dept/O.</td>
<td></td>
</tr>
<tr>
<td>* Traveler Name</td>
<td>Thao Leung</td>
</tr>
<tr>
<td>Employee ID Number</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>123 San Fernando Street</td>
</tr>
<tr>
<td></td>
<td>Clark Hall</td>
</tr>
<tr>
<td></td>
<td>Ninth Floor</td>
</tr>
<tr>
<td></td>
<td>San Jose, CA 95192</td>
</tr>
<tr>
<td>* Traveler's Designation</td>
<td>Faculty ○ Staff ○ Student Employee</td>
</tr>
</tbody>
</table>

SAN JOSE STATE UNIVERSITY
Financial Transactions Services

Open Items
You have 29 Requisitions

Travel
For guidance on travel policies and procedures, see the Travel Guide. Notice: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

Travel Authorization
Travel Reimbursement
2. This section displays the following information:

- Requestor Name
- Requestor Phone
- Requestor Email
- Traveler Name
- Employee ID Number
- Address (only visible to the Traveler)

3. Select Traveler Home DeptID from the drop down menu.

*Note: The Home DeptID is the department the Traveler reports to. This DeptID will drive the approval routing for the authorization.*
4. In the **Traveler Name** field, the default name displayed is the Requestor.

   **Note:** If you are the Requestor completing this form for the Traveler, then select **More** option in dropdown to select the Traveler’s name.

   If **More** was selected, the **User Preferences** search window opens.

   **Important:** Turn off web browser’s pop-up blocker if window does not open.

5. In **Criteria**, search for Traveler either by entering the Employee ID Number or by name.

   If searching by name, enter name as Last name, first name (no space between comma and first name). For example: Chan,Amy

6. Click **Search**.
The search result(s) display.

7. 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 (dropdown menu for field).

User Preferences window closes after selection is made.

Traveler Name selected.

**Employee ID Number** and **Address** defaults to the Traveler.

*Note:* The address is only visible to the Traveler.

8. Select **Traveler's University Affiliation**.
If Faculty was selected, new field How will your classes/duties be handled in your absence? appears in the Trip Information section.

9. Enter explanation to the question in the text box.
Trip Information

10. Select **Departure Date** from the calendar.

11. Select **Return Date** from the calendar.

12. Enter **Destination**:
   - Country
   - State
   - City

   **Important:** Refer to Appendix E. Out of State Domestic Travel Restriction in the SJSU Travel Guide for information regarding states on the restricted travel list.

   **Note:** For international travel, the Advance Requested section will display on page.

13. Enter the **Purpose of the Trip**. Information should include:
   - a clear business purpose.
   - inclusive trip date range.
   - if business meeting, identify who with and for what purpose.

14. Select a **Travel Type**:
   - Business Related
   - Team Travel
   - Field Supervision Travel
   - Travel Paid by Non-University Funds (If selected, Funding Source/Chartfields section will not display on form and Travel Reimbursement will not be created by FTS.)
15. If any, enter **Additional Trip Detail**. Information can include:

- personal time, if it is part of the trip.
- Special travel arrangements such as carpooling to the destination with a colleague.

**Estimated Expenses**

16. Enter the estimated expense totals for the following:

- Transportation
- Registration/Tuition
- Lodging
- Meals
- Other
Advance Requested

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

17. Enter Advance Requested Amount.

   Note: Amount cannot be greater than the Total of Estimated Expenses.

18. Enter the following chartfield string.
   - Account (defaults to 107001; cannot be changed)
   - Fund (required)
   - DeptID (required)
   - Program (optional)
   - Class (optional)
   - Project (optional)

   Note: System will automatically populate Amount for line and calculate Percent.

19. If there are more than one chartfield string funding the advance request, click the ^ to add a new distribution line.

   Amount will need to be adjusted to reflect portion the line is responsible for. The distribution line amounts must total to the Amount of the Advance Requested.
Funding Source/Chartfields

20. By default, the dropdown menus for the fields are hidden. To display menu click the button.

21. Enter/select Chartfields:
   - **Account** (required):
     Defaults based on the location of travel:
     - 606001 for in-state
     - 606002 for out-of-state
     - 606800 for international
   - **Fund** (required)
   - **DeptID** (required)
   - **Program** (optional)
   - **Class** (optional)
   - **Project** (optional)

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

23. If there are more than one chartfield string funding the advance request, click the to add a new distribution line.

   The amount will need to be adjusted to reflect portion the line is responsible for. The total for the distribution line amounts must equal the Total of the Estimated Expenses.
24. Click **Save**.

The Status changes from **New** to **Open** and a Trip Number is assigned.
File Upload

Section appears after authorization is saved.

To upload backup documentation:

1. Select **Document Type** from dropdown menu.

   **Note:** Users are not required to save travel documents in separate files but the option to identify the document will be useful for future reference when searching for and reviewing files. The generic, “Backup Documents”, can be used for files that include various document types.

2. Click **Choose File** button.

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

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

4. If there are more than one file to upload, click + and repeat steps to choose file.
5. After file(s) are selected, click the **Upload Attachment(s)** button

or

click **−** to delete selected file.

---

### Related Files

This section displays the attached file(s).

**Note:** The Trip Number is automatically added to the file name.

1. Repeat the **File Upload** steps to attach as many files as needed.

2. If needed, click **−** to delete the attached file(s) in this section.

---

### Submit for Approval

Only the Traveler can submit authorization for approval.

1. When ready, click the **Submit** button to submit request for approval.

or

if needed, **Cancel**. Cancel makes the page read-only and status becomes Cancelled.
The Status changes to Pending Approval if Submit was selected.

Authorization will remain in Pending Approval status until final approval is completed or if a Reviewer/Approver at a level decides to cancel or return the request.

Email Notifications

The Traveler will receive email notifications when the Travel Authorization is submitted for approval and when each level of Reviewer/Approver in the Home DeptID approval structure completes their part of the approval process.

The primary Reviewer/Approver will receive an email to review and approve the Travel Authorization as it moves to each level for approval. The Backup Reviewer/Approver will be notified to approve only if the primary Reviewer/Approver does not take action after four calendar days.

Note: If the request is urgent and the primary Reviewer/Approver is not available, then it is recommended that the Traveler contacts the backup Reviewer/Approver to complete necessary action.

Refer to Approval Routing and Activity History section for instructions on how to monitor the status of the authorization.
Sample 1: Email Notification to Traveler when authorization is submitted for approval.

[FTS] - Your Travel Reimbursement (TR059124) Has Been Submitted

sjsuttravel@gmail.com
03/07/23

Dear Amy Chan

Your Travel Reimbursement (TR059124) was submitted on 03/07/2023. To review the approval status of your request, please log in to Financial Transaction Services (FTS).

Thank you,
Financial Transaction Services

Sample 2: Email Notification to a Reviewer/Approver to review and approve a Travel Authorization.

[FTS] - Request for Authorization to Travel (TR059124) Submitted for Your Review/Approval - FTS-TRN

sjsuttravel@gmail.com
03/07/23

Dear Shauna Rios

A Request for Authorization to Travel (TR059124) for Amy M A Chan was submitted on 03/07/2023 and is waiting your review and approval. Please log in to Financial Transaction Services (FTS) to review and approve the request.

Thank you,
Financial Transaction Services

Sample 3: Email notification to the Traveler when a Travel Authorization has been approved. Notification will also be sent to Traveler for ones that are returned (for adjustment) or not approved by the Reviewer/Approver.

[FTS] - Request for Authorization to Travel (TR059124) Has Been Approved - FTS-TRN

sjsuttravel@gmail.com
03/07/2023

Dear Amy Chan

Your Request for Authorization to Travel, trip number TR059124, was approved on 03/07/2023 by Shauna Rios. To review your request, please log in to Financial Transaction Services (FTS).

Upon your return, please log in to FTS where a Travel Reimbursement TR059124, under Open Items, is already available for you to complete and submit.

Thank you,
Financial Transaction Services
Approval Routing and Activity History

Traveler/Requestor can monitor the approval status of a Travel Authorization in the Routing and Approval Status and Activity History sections of the form.

The Routing and Approval Status section displays at top of the Travel Authorization.

Refer to Find a Travel Authorization for instructions to locating an authorization.

The Routing and Approval Status section displays the primary and backup Reviewer/Approver for each level in the structure for the Traveler’s Home DeptID.

The Reviewer's/Approver's action will be recorded in this section.

Activity History

1. Click the ☑️ next to Activity History header to display section.
Activity History section displays.

Approval activity and if any, comments made by Reviewer/Approver will be recorded in this area.

Once the Travel Authorization is approved by the final level of Reviewer/Approver, the Status changes to Approved.

Traveler will receive email confirmation that request has been approved.

**Note:** A Travel Authorization with an advance requested requires final approval from Payment Services and Status will display **AP Processing.** When Payment Services approves the advance, Status will change to **Approved W/Adv.**

Travel Authorization completed.

After the approval process is completed for the authorization, FTS will automatically create a Travel Reimbursement and assign the same Trip Number.

It is recommended for the Traveler to complete the Travel Reimbursement created by FTS since it is associated to the authorization. Completing the Travel Reimbursement will close out the trip and remove it from Traveler's Open Items list. Refer to the [Finance Tutorials](#) for instructions on completing a Travel Reimbursement.
Find a Travel Authorization

There are three ways to find an existing Travel Authorization:

- In FTS Main Menu, use the Items Pending Approval link (if Status is Pending Approval)
- In FTS Main Menu, use the Open Items link (if Status is Open)
- Use the criteria search feature.

Option 1 - Items Pending Approval link:
Locate authorizations that are waiting for approval.
1. Select the Travel Authorization link in the Item

Option 2 - Open Items link:
Locate an authorization that has been created, but not yet submitted for approval.
1. Select the Travel Authorization link.
A list of Travel Authorizations display.

2. Select the **Trip Number** you want to modify.

**Option 3- Search feature**

Use Search feature to locate the authorization.

1. Click ![Search icon]

2. Enter or select one or more values to locate authorization:
   - **Trip Number**
   - **Traveler**: Traveler's Name
   - **Status**: The status of the Travel Authorization.
Edit a Travel Authorization

An authorization can be edited by a Requestor/Traveler while it is in Open status only.

Once submitted for approval, the Reviewer/Approver will be limited to editing the authorized amount field, the Funding Source/Chartfields section, and uploading additional backup to the authorization. In order to edit other fields on the authorization, the Reviewer/Approver will need to return the request to the Requestor/Traveler to modify.

Travel Authorization page displays.

1. If in **Open** status, edit the page, as needed
2. At bottom of page, click the **Save** button to maintain changes.
3. Click **Submit** button (only Traveler can submit request for approval).

---

**Request for Authorization to Travel**

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Number</td>
<td>TR069125</td>
</tr>
<tr>
<td>Requestor Name</td>
<td>Amy Chan</td>
</tr>
<tr>
<td>Requestor Phone</td>
<td>12345</td>
</tr>
<tr>
<td>Traveler’s University Affiliation</td>
<td>Staff</td>
</tr>
</tbody>
</table>

**Header Information**

**Note:** Fields preceded by asterisks indicate required fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler Name</td>
<td>Amy Chan</td>
</tr>
<tr>
<td>Funding Source/Chartfields</td>
<td>1006 - Finance Support &amp; Innovation</td>
</tr>
<tr>
<td>Traveler’s Department</td>
<td>000033242</td>
</tr>
</tbody>
</table>

---

*Traveler’s Name:* Amy Chan
*Employee ID Number:* 000033242
*Address:* 12345
*Traveler’s University Affiliation:* Faculty, Staff, Student, Employee
Additional Features

Cancel a Travel Authorization

An authorization can be cancelled by a Requestor/Traveler while it is in Open status only.

Once submitted for approval, the Reviewer/Approver will have to cancel the request by selecting the Action: Not Authorized.

Travel Authorization page displays.

1. At bottom of page, click the Cancel button to maintain changes.

Travel Authorization status changes to Cancelled.

Page becomes read-only.
Forms

Travel Approval Request [https://www.sjsu.edu/fabs/docs/travel_approval.pdf]

References

Finance Training and Tutorials [https://www.sjsu.edu/fabs/connect/training-and-tutorials.php]

Travel Guide [https://www.sjsu.edu/fabs/docs/travel_guide.pdf]