
Overview

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

Requesters can fill out the Travel Authorization for the Traveler and save it; but only the Traveler can submit his/her Travel Authorization.

For more details on Travel Policies/Guidelines, visit [Procurement & Support Services](http://www.sjsu.edu/pass) (<http://www.sjsu.edu/pass>).

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Creating a Travel Authorization

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

To create a Travel Authorization:

1. Navigate to the [Financial Transaction Services](https://cmsweb.sjsu.edu) (<https://cmsweb.sjsu.edu>) database.

The FTS login page displays.

2. Enter **Tower ID** and **Password** (using SJSUOne Account).
3. Click **LOGIN**.

The Financial Transaction Services Main Menu displays.

SJSUOne Shibboleth Login



San Jose State University Financial Transaction Services

Main Menu	Profile	Preferences	Setup Data ▾	Exit
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Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)

- + 🔍 Travel Authorization
- + 🔍 Travel Reimbursement

Purchasing/Payments

For guidance on ATI purchases, see [About the E&IT Procurement Checklist](#)

Note: at month-end, all open and pending transactions over two months old will be deleted.

- + 🔍 Requisition

The Travel Menu displays.

4. Click the **Add [+]** icon to create a new **Travel Authorization**.

The Travel Authorization page has four sections:

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

Note: Asterisks and red text indicate required fields.



Header Information section:

5. 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)

6. If you are the Requester completing this form for a Traveler, select **More** from the Traveler Name dropdown.



The User Preferences Search page displays.

7. Enter the Traveler's first or last name in the **Criteria** box.
8. Click the **Search** button.
9. Click the **check** icon to select the Traveler's name (or the **check plus** icon to select the Traveler's name and add it to your User Preferences).
10. Select **Yes** or **No** to specify the Traveler's citizenship.
11. Select Traveler's University Affiliation:
 - **Faculty**
 - **Staff**
 - **Student**

If Faculty was selected:

How will classes/duties be handled in your absence? box displays.

12. Enter your answer to the question in the text box.

User Preferences

Field: Criteria:

Select	Name	ID
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Traveler, Tom	100000001

* Is traveler a US citizen or lawful permanent resident? Yes No

* Traveler's University Affiliation Faculty Staff Student

* How will your classes/duties be handled in your absence?

Trip Information section:

13. Select **Departure Date** from the calendar.
14. Select the **Return Date** from the calendar.
15. Enter **Destination**:
 - **Country**
 - **State**
 - **City**
16. Enter the **Purpose of Trip**.
17. 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.)
18. Enter **Additional Trip Details**, if necessary.

Estimated Expenses section (optional):

19. Estimate the following expenses:
 - **Transportation**
 - **Registration/Tuition**
 - **Lodging**
 - **Meals**
 - **Other**

Advance Requested
section:

Note: 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.

20. Enter Advance Requested **Amount**.

21. Enter:

- **Fund** (required)
- **DeptID** (required)
- **Program** (optional)
- **Class** (optional)
- **Project**(optional)
- **Amount** (required)

Note: System will calculate Percent.

Funding Source / Chartfields section:

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.

22. Enter:

- **Account** (required)
- **Fund** (required)
- **DeptID** (required)
- **Program** (optional)
- **Class** (optional)
- **Project** (optional)

Note: System will calculate Percent.

23. Enter **Amount**

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

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

25. Click the **Save** button.

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

Line #	*Account	*Fund	*DeptID	Program	Class	Project	*Amount	Percent	
1	606800		1001				0.00		▼ + -

Save

Request for Authorization to Travel

Header Information	
<i>NOTE: Fields preceded by asterisks indicate required fields.</i>	
Status	Open
Trip Number	TR009535

26. Click **Upload Attachments**, if needed.

Funding Source/Chartfields

Line #	*Account	*Fund	*DeptID	Program	Class	Project
1	606800	70000	1001			

Save Submit Cancel Print **Upload Attachment(s)**

27. **Browse** and select the file you want to upload.

28. Click **Upload**.

Upload files

File names:

File 1: **Browse**

File 2: **Browse..**

File 3: **Browse..**

File 4: **Browse..**

Upload Return to Travel Request

29. Click the **Submit** button (only the Traveler can submit) or click **Save** (as Requester).

Funding Source/Chartfields

Line #	*Account	*Fund	*DeptID	Program	Class
1	606800	70000	1001		

Related Files

[TR009400_2011_SJSU_RegtoPO Enhancements_Project Plan WBS_091](#)

Save **Submit** Cancel Print Upload Attachment(s)

The **Status** changes to Pending Approval.

Header Information

Status	Pending Approval	Traveler DeptID
Trip Number	TR009320	Traveler Name
Requester Name	Tom Traveler	Employee ID Nu
Requester Phone	4-1111	Address
Citizenship Status	Citizen	



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.

[FTS] - Your Request for Authorization to Travel (TR009320) Has Been Submitted (Msg#32) Inbox x



 **DoNotReplyToFTS@sjsu.edu** Mar 26 (3 days ago) ☆ 
to me ▾
Dear Tom Traveler,
Your Request for Authorization to Travel was submitted on 3/26/2012. To review the approval status of your request, please log in to [Financial Transaction Services \(FTS\)](#).
Thank you,
Financial Transaction Services (Msg#31)

FTS Email Inbox x

 **DoNotReplyToFTS@sjsu.edu** Mar 26 (3 days ago) ☆ 
to me ▾
Dear Dan A DeptReviewer,
A Request for Authorization to Travel (TR009320) for Tom Traveler was submitted on 3/26/2012 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 (Msg#5)

Header Information			
Status	Distributed	Traveler DeptID	
Trip Number	TR009317	Traveler Name	
Requester Name	Tom Traveler	Employee ID Nu	
Requester Phone	4-1111	Address	
Citizenship Status	Citizen		

FTS Email Inbox x

 **DoNotReplyToFTS@sjsu.edu** Mar 26 (3 days ago) ☆ 
to me ▾
Dear Tom Traveler
Your Request for Authorization to Travel, trip number TR009317, was approved on 3/26/2012 by Doris A DeptApprover. To review your request, please log in to [Financial Transaction Services \(FTS\)](#).
Upon your return, please log in to FTS where a Travel Reimbursement will be in your Open Items, ready for you to complete and submit.
Thank you,
Financial Transaction Services (Msg#2)

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

Main Menu / Items Pending Approval displays

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

Main Menu / Open Items displays

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

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

Items Pending Approval

You have 1 Travel Authorization

You have 2 Travel Reimbursements

Open Items

You have 1 Travel Authorization

You have 1 Travel Reimbursement

Main Menu	Profile	Preferences	Exit			
Trip Number	Traveler	Creation Date	Status	Destination	Start Date	End Date
TR009400	Tom Traveler	03/19/2012	Open	a, Argentina	3/26/2012	3/28/2012

The Travel Authorization page displays.

3. Edit the page, as needed.
4. Click **Save** (as Requester) or **Submit** (as Traveler).

Request for Authorization to Travel

Header Information	
<i>NOTE: Fields preceded by asterisks indicate required fields.</i>	
Status	Open
Trip Number	TR009535
Requester Name	Doris A DeptApprover
Requester Phone	4-1111
Requester Email	sjsutrave1@gmail.com
* Traveler Home DeptID	1440 - Sparten Bookstore
<i>Note: Approval is based on traveler's deptid. (Msg#1000)</i>	
* Traveler Name	Traveler Tom
Employee ID Number	10000001
* Is traveler a US citizen or lawful permanent resident?	Yes <input checked="" type="radio"/> No <input type="radio"/>
* Traveler's University Affiliation	<input type="radio"/> Faculty <input checked="" type="radio"/> Staff <input type="radio"/> Student



Trip Information	
* Departure Date	4/9/2012
* Return Date	4/11/2012
* Destination	Country: United States State: California City: Humboldt
* Purpose of Trip	Meet. Log
* Travel Type	<input checked="" type="radio"/> Business Related <input type="radio"/> Team Travel <input type="radio"/> Field Supervision Travel <input type="radio"/> Travel Paid By Non-University Funds

Criteria Search

1. Select the **Lookup** (magnifying glass) icon.

Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)

- +  Travel Authorization
- +  Travel Reimbursement

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.

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

Request for Authorization to Travel

Approval Routing				
	Primary:	Backup:	Action:	Reviewed/Approved by:
Reviewer	Dan A DeptReviewer		Verify	Dan A DeptReviewer 03/26/2012
Approver	Doris A DeptApprover			

Header Information	
Status	Pending Approval
Trip Number	TR009317
Requester Name	Tom Traveler
Traveler DeptID	1207
Traveler Name	Tom Traveler
Employee ID Number	10000001
Requester Phone	A. 5111

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 **Cancel** button.

0.00

Total 320.00

Line #	*Account	*Fund	*DeptID
1	606001	70000	1207

Save Submit **Cancel** Print Upload At

A confirmation message displays.

3. Click **OK** to confirm.

If you cancel this voucher it will be permanently read-only. Continue?

OK Cancel

Status changes to Cancelled.

Header Information		
Status	Cancelled	Traveler Dept
Trip Number	TR009318	Traveler Name
Requester Name	Tom Traveler	Employee ID N
Requester Phone	4-1111	Address
Citizenship Status	Citizen	

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.

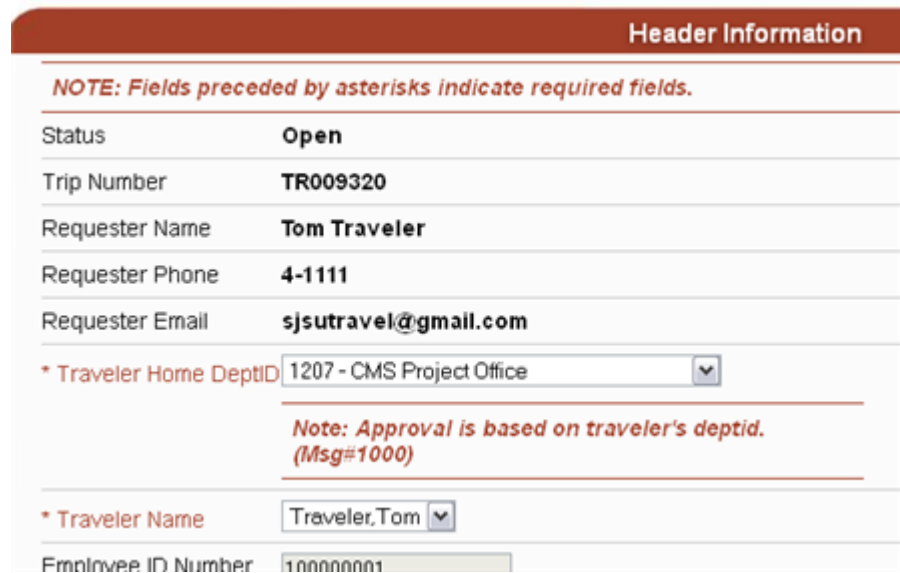


The screenshot shows a table with columns: Line #, Account, Fund, and Description. The first row contains: 1, 606001, 70000, and 1:00. Below the table are three buttons: Print, Clone (circled in red), and Upload Attachment(s).

Line #	Account	Fund	Description
1	606001	70000	1:00

Print Clone Upload Attachment(s)

A new Travel Authorization is created.



The screenshot shows the 'Header Information' section of a travel authorization form. It includes a note about required fields, followed by fields for Status, Trip Number, Requester Name, Requester Phone, Requester Email, Traveler Home DeptID, Traveler Name, and Employee ID Number.

Header Information

NOTE: Fields preceded by asterisks indicate required fields.

Status **Open**

Trip Number **TR009320**

Requester Name **Tom Traveler**

Requester Phone **4-1111**

Requester Email **sjsutravel@gmail.com**

* Traveler Home DeptID

Note: Approval is based on traveler's deptid. (Msg#1000)

* Traveler Name

Employee ID Number