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).

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Creating a Travel Authorization

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

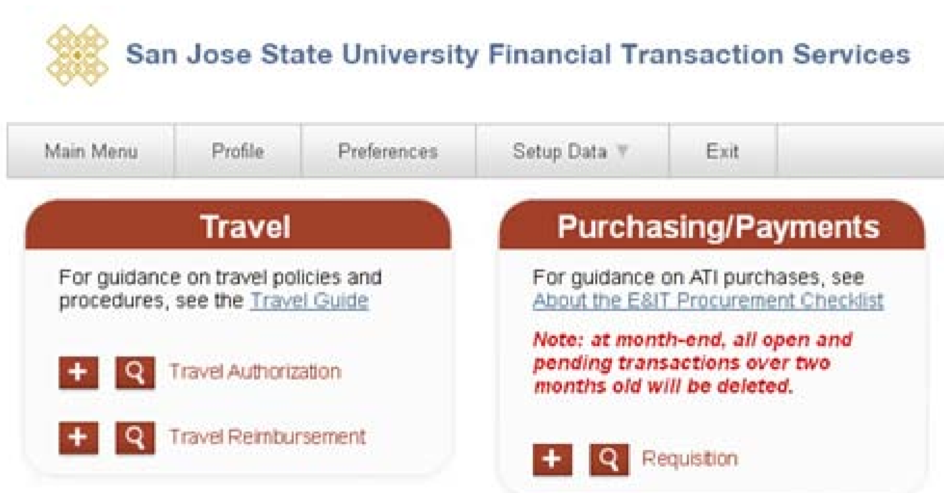
To create a Travel Authorization:

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

The FTS login page displays.

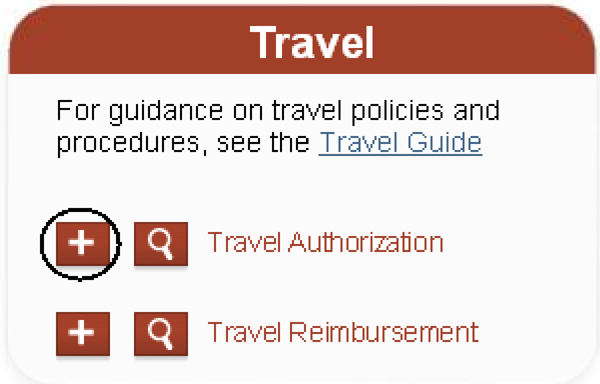
2. Enter **Tower ID** and **Password** (using SJSUOne Account).
3. Click **LOGIN**.

The Financial Transaction Services Main Menu displays.



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**.

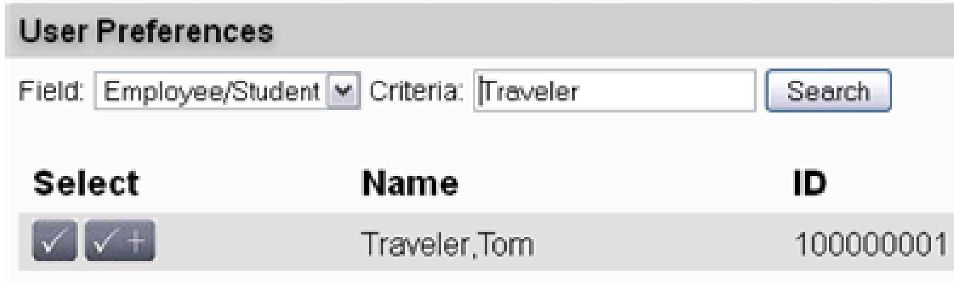
   If you are the Traveler completing this form, the following fields default with your information:

   - **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**

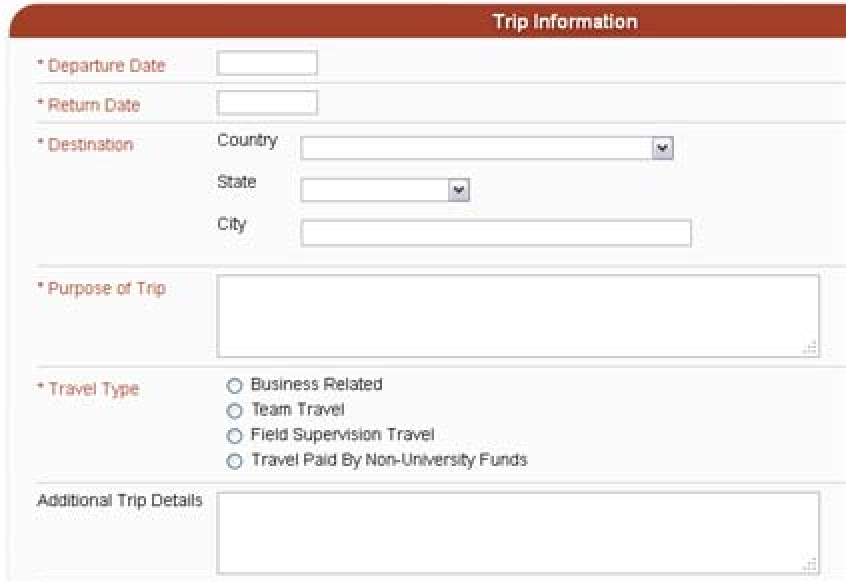
If Faculty was selected:

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

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

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**

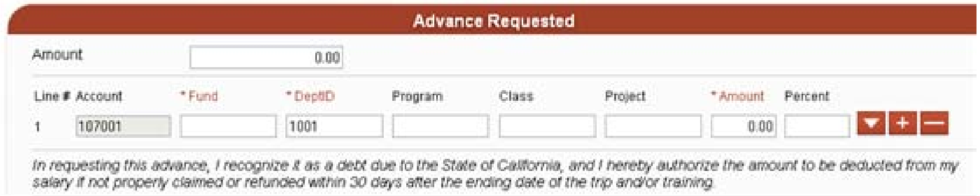
Advance Requested section:

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)

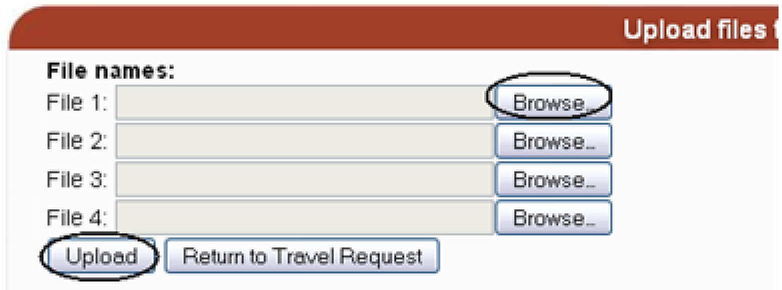
Note: System will calculate Percent.

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.

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

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



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

The **Status** changes to Pending Approval.

Traveler receives email confirmation.

[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)

The first level of Reviewer/Approver in the Approval Structure receives an email notification.

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 subbmitted 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)

Once the Travel Authorization is approved by the final level of Approver, the **Status** changes to Distributed**.**

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		

Traveler receives email notification of approval and of the Travel Reimbursement to be completed upon return.

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.

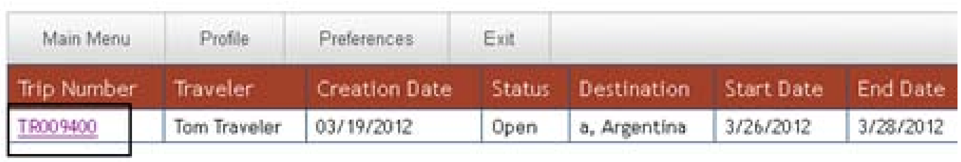
Main Menu / Items Pending Approval displays

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.

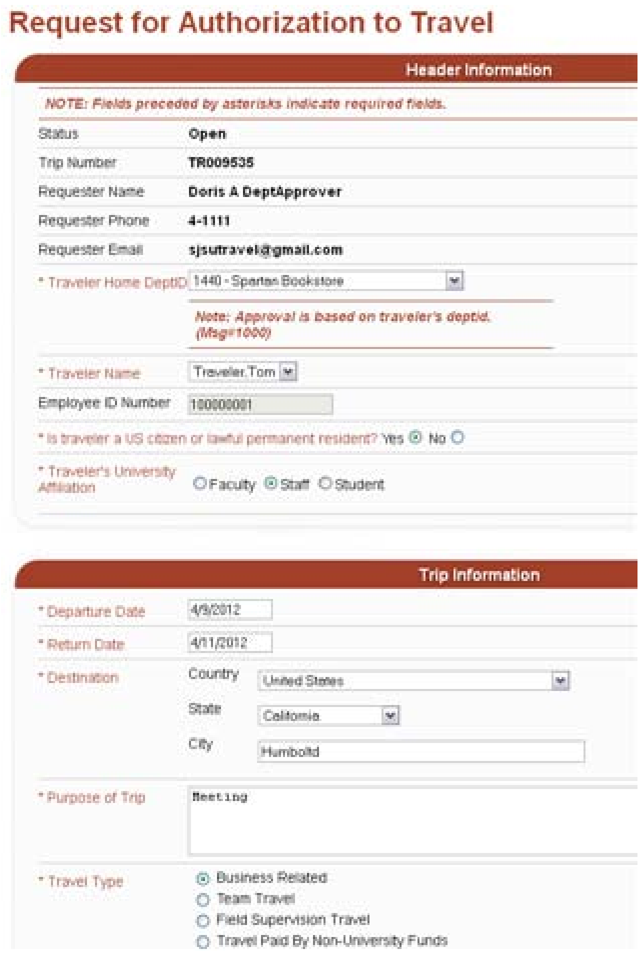


Main Menu | Profile | Preferences | Exit

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).



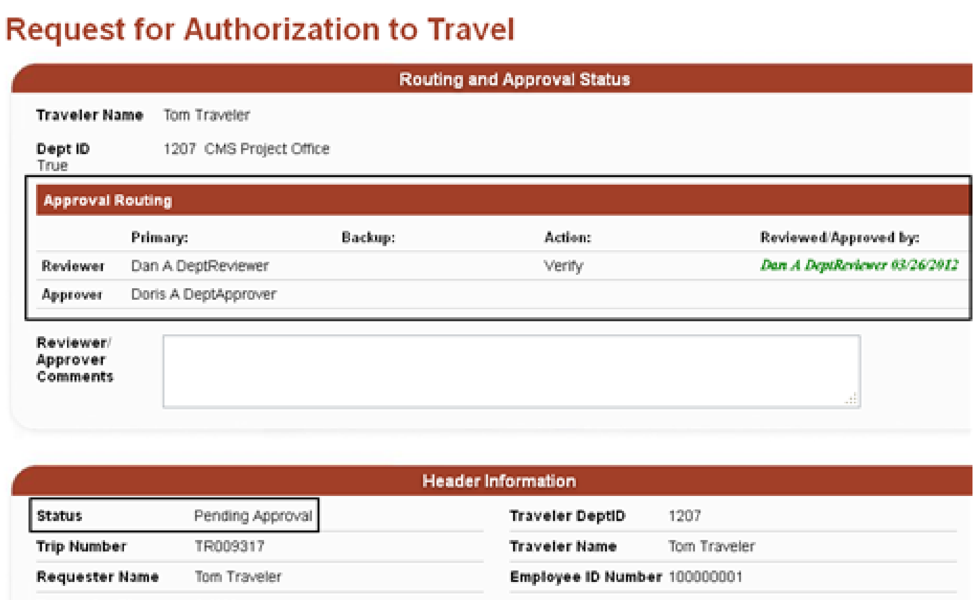
Criteria Search

1. Select the **Lookup** (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.

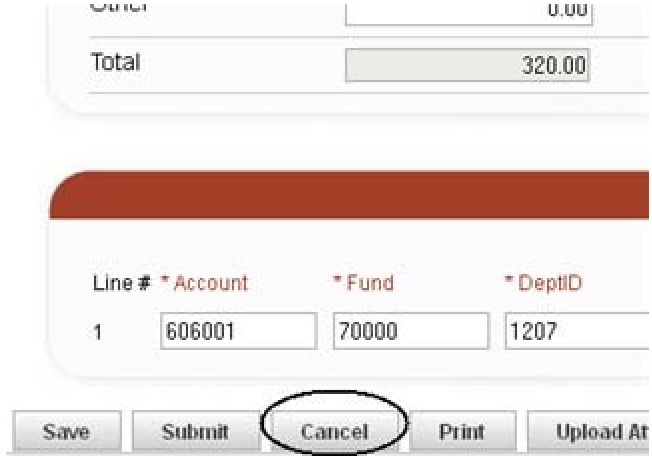
If its **Status** is Pending Approval, it shows the routing and approval status of the Travel Authorization.



Cancelling a Travel Authorization

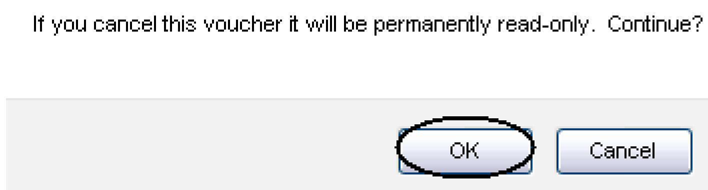
Note: You can cancel a travel authorization only if its Status is Open.

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



A confirmation message displays.

3. Click **OK** to confirm.



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.