

Creating an out-of-state travel authorization user guide.

Overview

This guide will show how to create an out-of-state travel authorization from within PeopleSoft.

Procedure

Step 1: Log into PeopleSoft. From the Employee Service homepage, select the **Travel Authorizations** tile (Figure 1).

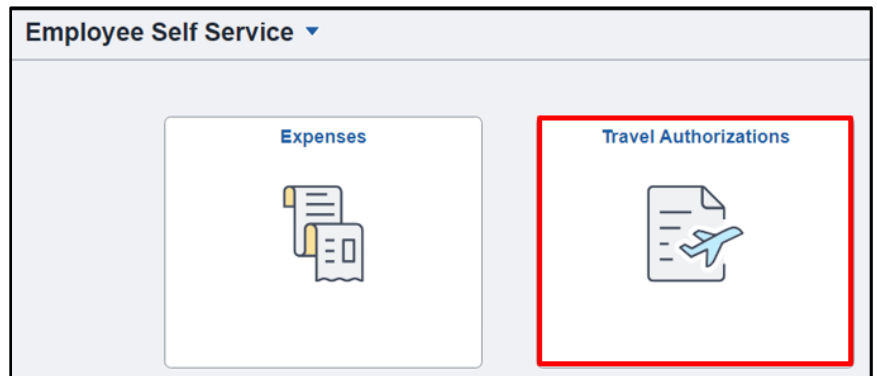


Figure 1

Step 2: Select **Add Travel Authorization** from any of the tabs (Figure 2).

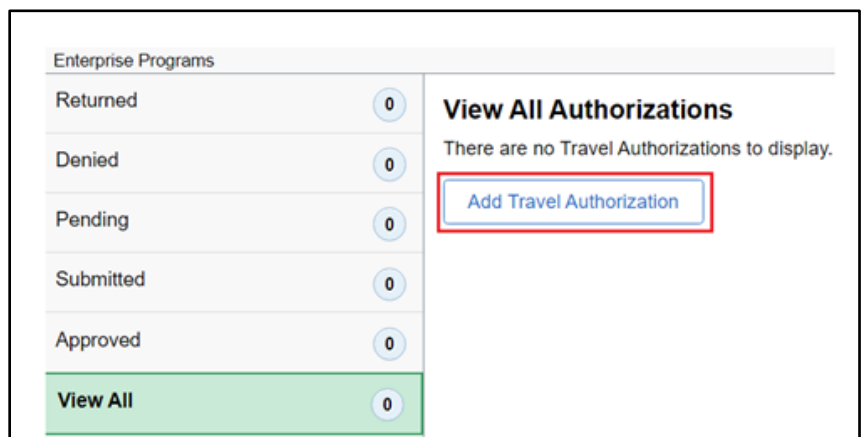


Figure 2

Step 3: In the Description field, enter a brief description of the purpose of the travel. This acts as a name of the travel authorization (Figure 3).

The screenshot shows the 'Travel Authorization' form. The 'Description' field is highlighted with a red box and contains the text 'Travel to New York'. Other fields include 'Business Purpose', 'Comments', 'Billing Type', 'Travel From', 'Travel To', 'Date From', and 'Date To'. The 'Details' section at the bottom shows an 'Expense Type' of 'Out-of-State Transportation' and a 'Currency' of 'USD'. The 'Total Expenses' are listed as 0.00 USD.

Figure 3

Step 4: Select the appropriate option from the **Business Purpose** drop-down. You can either select **In State Travel** or **Out of State Travel** (Figure 4).

The screenshot shows the 'Travel Authorization' form. The 'Business Purpose' dropdown menu is highlighted with a red box and shows 'Out of State Travel' selected. The 'Description' field contains 'Travel to New York'. The 'Details' section at the bottom shows an 'Expense Type' of 'Out-of-State Transportation' and a 'Currency' of 'USD'. The 'Total Expenses' are listed as 0.00 USD.

Figure 4

Step 5: In the **Comments** field, enter the justification for travel. Select from the drop-down for billing type. Billing type can be internal or billable (Figure 5).

The screenshot shows the 'Travel Authorization' form. The 'Comments' field is highlighted with a red box and contains the text 'To attend yearly conference.'. The 'Billing Type' dropdown menu is also highlighted with a red box and shows 'Internal' selected. The 'Description' field contains 'Travel to New York'. The 'Details' section at the bottom shows an 'Expense Type' of 'Out-of-State Transportation' and a 'Currency' of 'USD'. The 'Total Expenses' are listed as 0.00 USD.

Figure 5

Step 6: In the **Travel From** field, enter the partial location of the location where you will be traveling from and select **Lookup**. The location description is divided into three parts: City-County-State. Confirm the first part that you select represents the city name (Figure 6).

The screenshot shows a 'Travel Authorization' form. The 'Travel From' field contains 'Oklahoma City' and has a search icon. Below it, the 'Expense Location' dropdown is open, displaying a table with one row: '32280 OKLAHOMA CITY-OKLAHOMA COUN-OK'. Other form fields include 'Description: Travel to New York', 'Business Purpose: Out of State Travel', 'Comments: To attend yearly conference.', and 'Billing Type: Internal'. At the bottom right, it shows 'Total Expenses 0.00 USD'.

Figure 6

Step 7: Once you have confirmed the city you need, select anywhere on the desired **Expense Location** row (Figure 7).

The 'Lookup' dialog box shows search results for 'Travel From'. The search criteria are 'Travel From'. The search results table has three rows:

Expense Location	Description
32280	OKLAHOMA CITY-OKLAHOMA COUN-OK
32281	OKLAHOMA COUNTY-OKLAHOMA CO-OK
33757	OKLAHOMA-WESTMORELAND COUNT-PA

The first row is highlighted with a red border. The dialog also includes a 'Cancel' button and a 'Search for: Travel From' field.

Figure 7

Step 8: In the **Travel To** field, enter the partial location of the local you will be traveling and select **Lookup**. The location description is divided into three parts: city-county-state (Figure 8).

The screenshot shows the 'Travel Authorization' form. The 'Travel To' field is set to 'New York'. A dropdown menu is open, displaying a list of search results for 'NEW YORK'. The results are as follows:

Expense Location	Description
30299	NEW YORK COUNTY-NEW YORK CO-NY
23847	NEW YORK MILLS-OTTER TAIL C-MN
37117	NEW YORK-HENDERSON COUNTY-TX
30298	NEW YORK-NEW YORK COUNTY-NY
14274	NEW YORK-SANTA ROSA COUNTY-FL

Figure 8

Step 9: When the city desired is located, select anywhere on the desired **Expense Location** row. If you're unable to find the location you need for either field, contact your agency Travel Administrator (Figure 9).

The screenshot shows the 'Lookup' dialog box. The search criteria is 'Travel To'. The search results are displayed in a table with columns 'Expense Location' and 'Description'. The results are as follows:

Expense Location	Description
30299	NEW YORK COUNTY-NEW YORK CO-NY
23847	NEW YORK MILLS-OTTER TAIL C-MN
37117	NEW YORK-HENDERSON COUNTY-TX
30298	NEW YORK-NEW YORK COUNTY-NY
14274	NEW YORK-SANTA ROSA COUNTY-FL

Figure 9

Step 10: In the **Date From** field, enter or select your departure date. In the **Date To** field, enter or select your return date. (Figure 10).

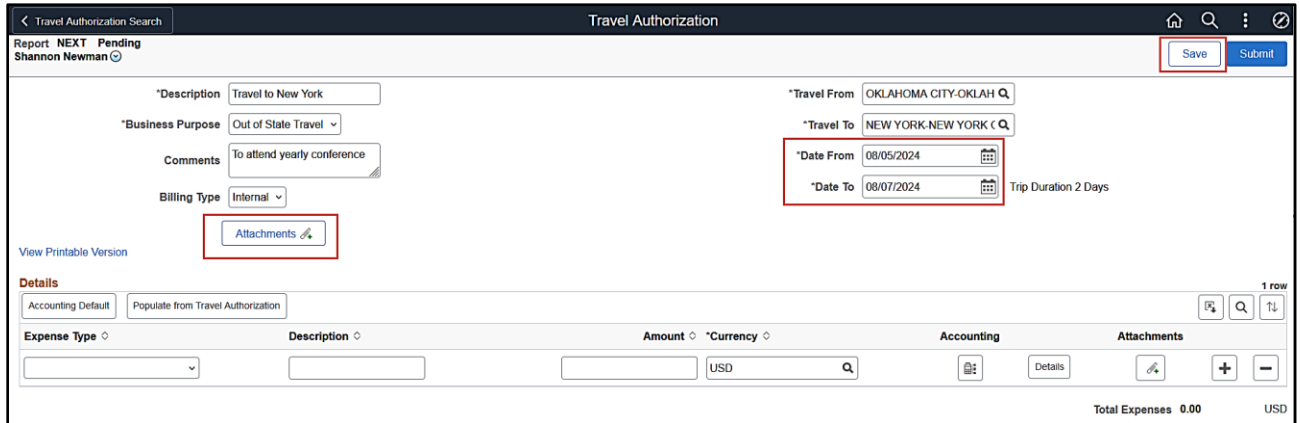


Figure 10

Step 11: Select **Attachments** (Figure 11) to upload all required documentation such as flight comparison, itinerary, lodging costs, etc. Select **Add Attachment** (Figure 12), **Select My Device** (Figure 13) and then **Upload** (Figure 14). When you see upload complete, select **Done** (Figure 15). Then, Enter a description for your attachment and select **Done** when finished (Figure 16).

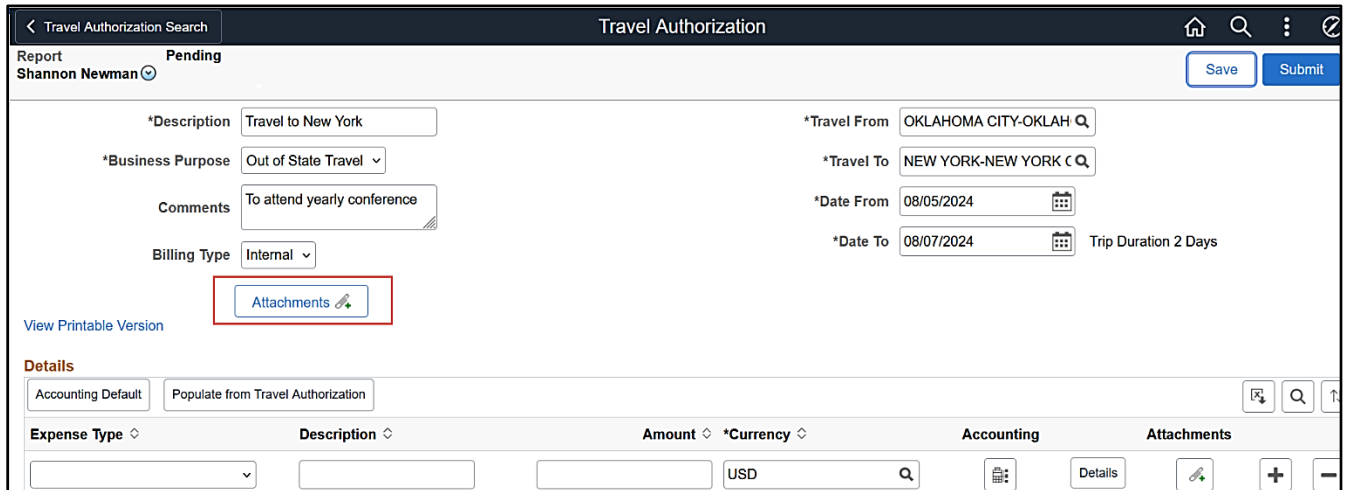


Figure 11

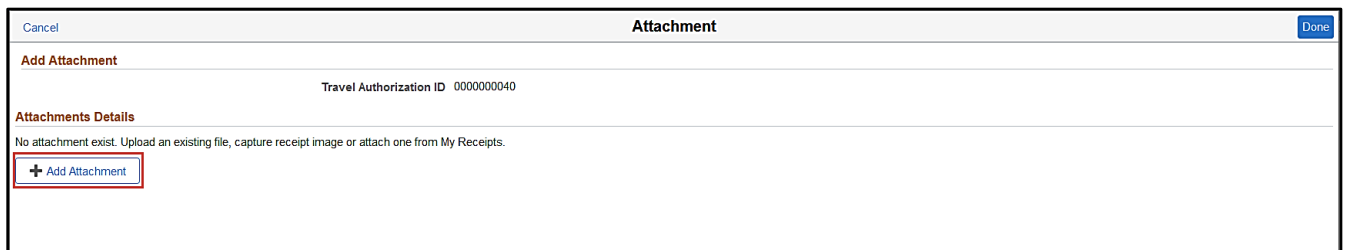


Figure 12

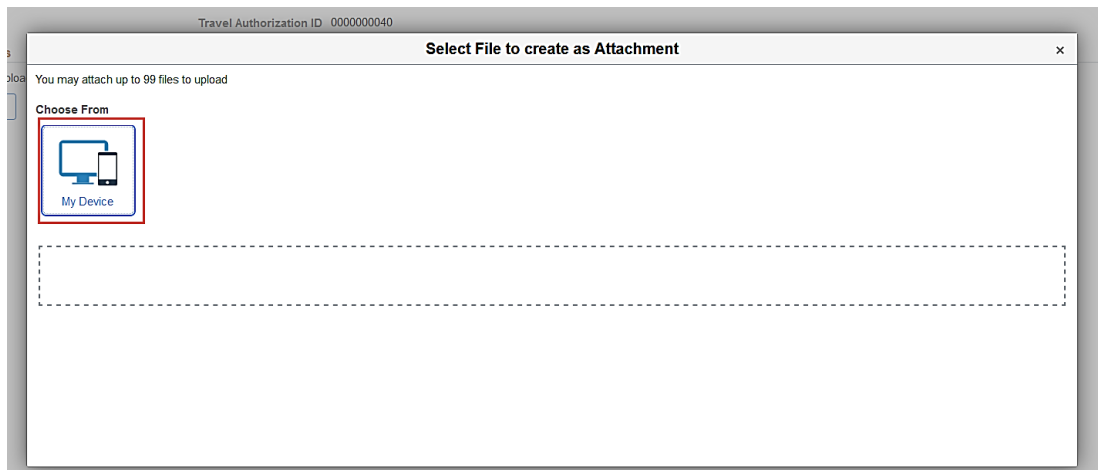


Figure 13

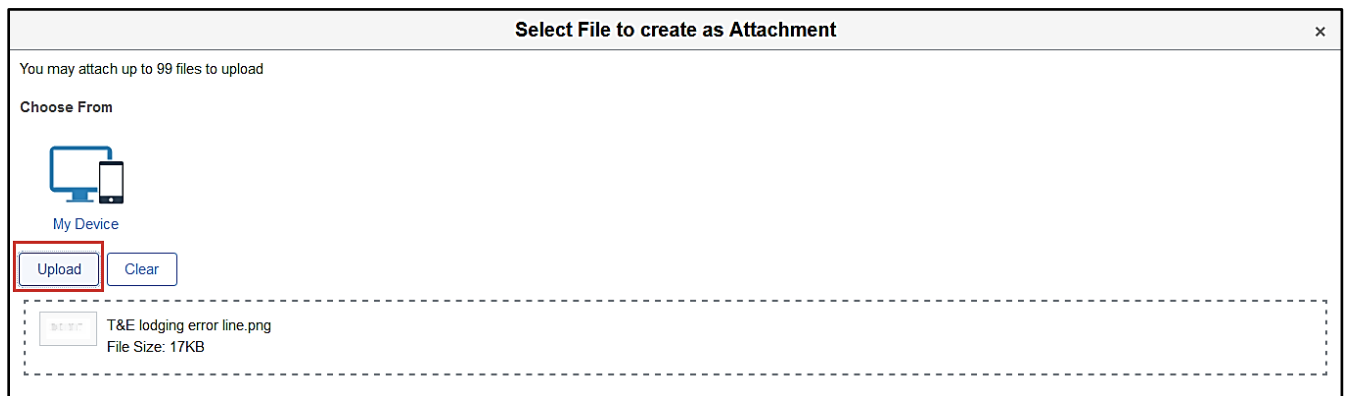


Figure 14

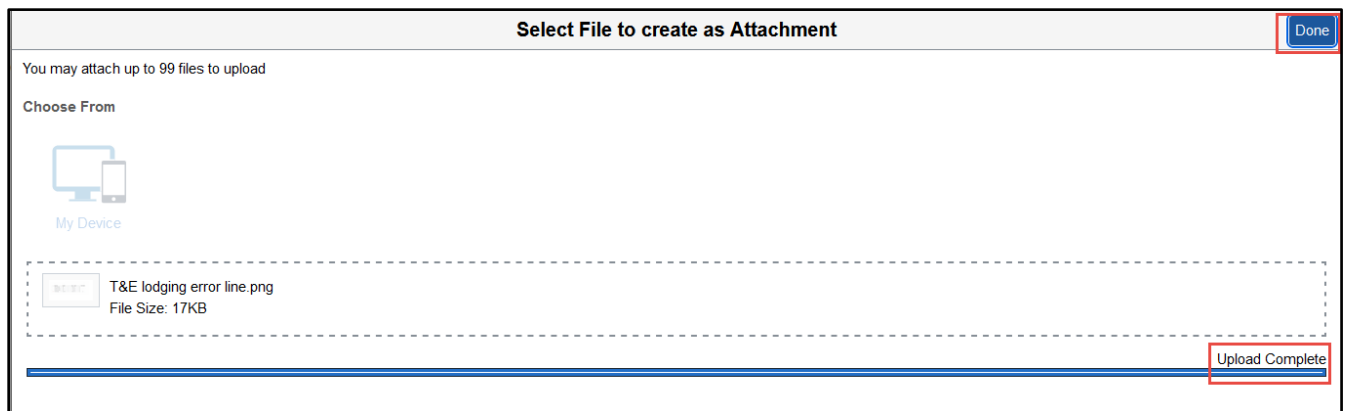


Figure 15

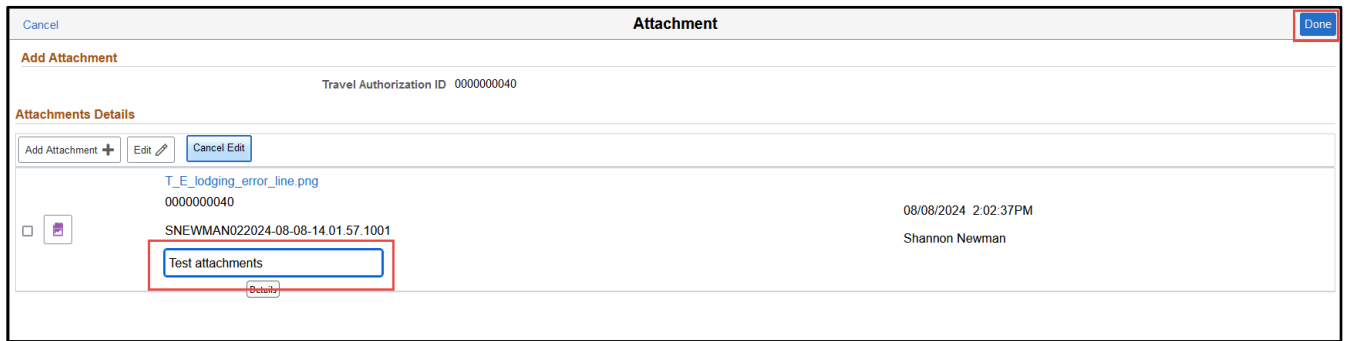


Figure 16

Step 12: Under details, select **Accounting Default** (Figure 17) to add accounting information (Figure 18, Figure 19) that your travel will be charged to. If defaults do not populate, add your information manually. If you are unaware of your accounting details, contact your Travel Administrator. Select **Done** when finished.

Note: Project Charfields may not be required, depending on the agency.

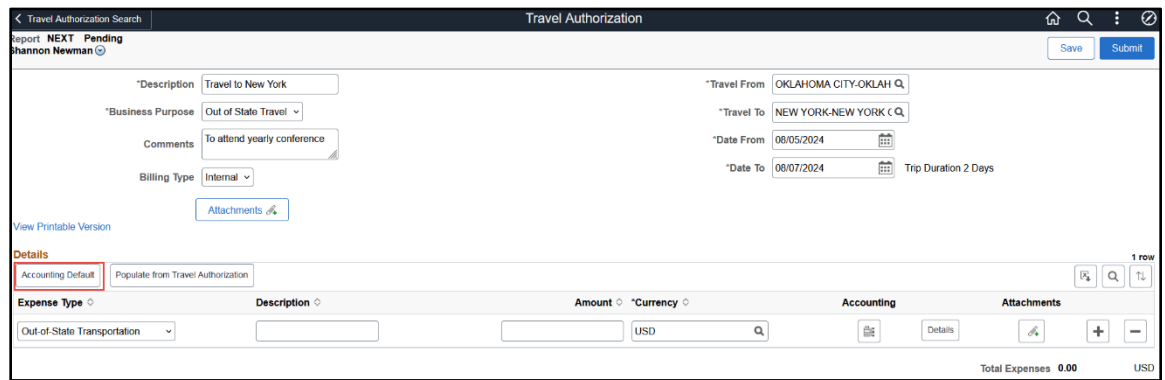


Figure 17

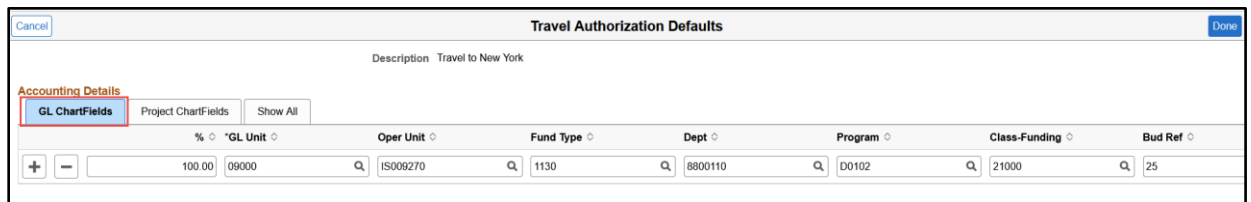


Figure 18



Figure 19

Step 13: Once the header is complete, select the **Add** icon at the end of the row to add a new expense type. From the drop-down menu, select the expense type for your expense line (Figure 20). Out-of-State Transportation is the example given. Select the type appropriate for your travel.

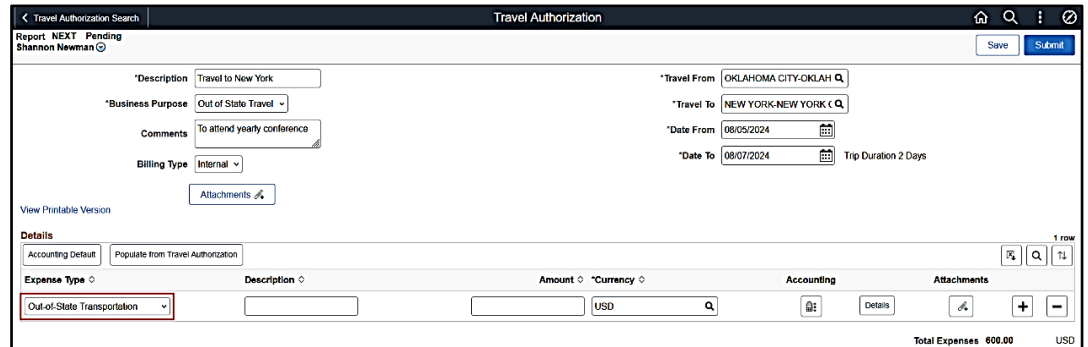


Figure 20

Step 14: Add a description of the expense type chosen (Figure 21).

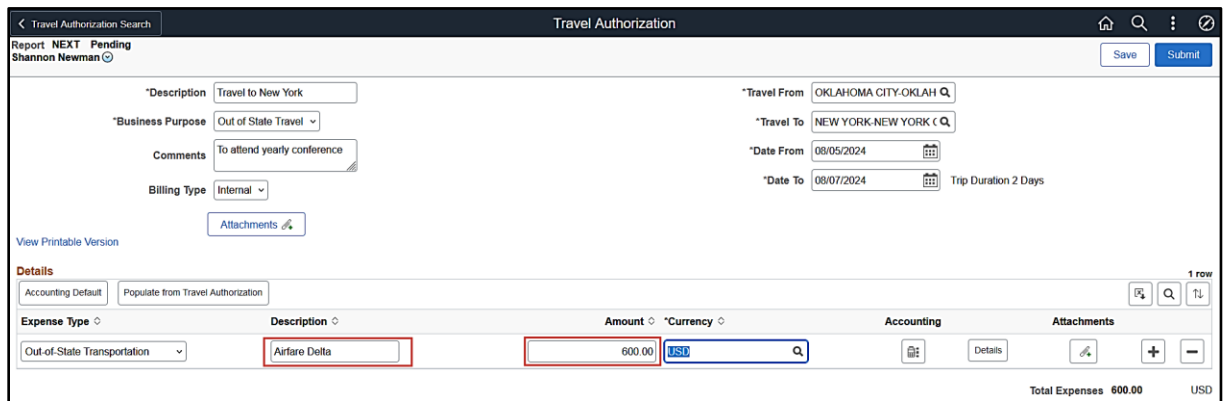


Figure 21

Step 15: To review or adjust the **Accounting Details**, select the icon under accounting. To review and adjust the **Line Details**, select **Details** (Figure 22).

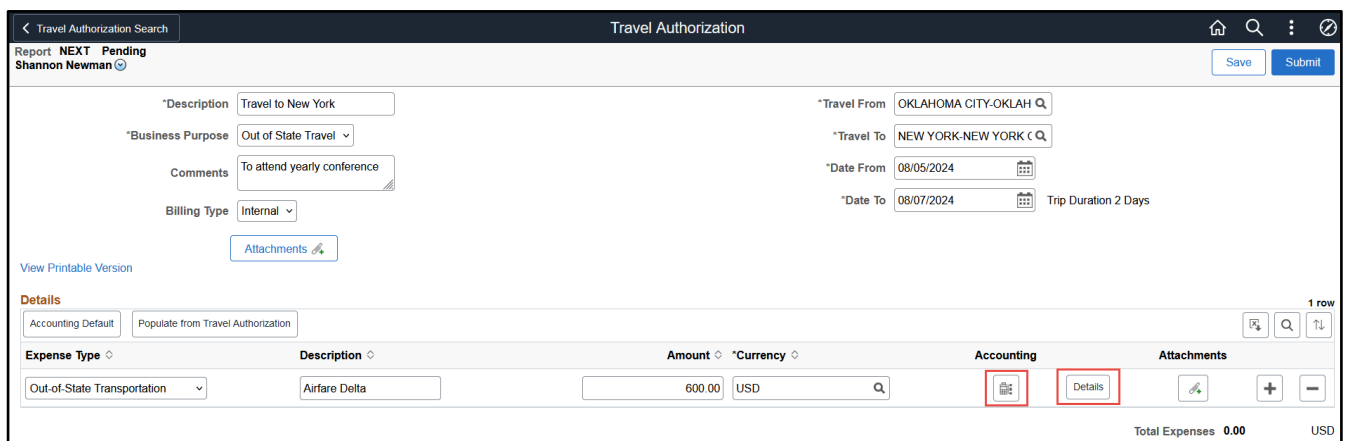


Figure 22

Step 16: Select the **Line Details** (Figure 23) box and a pop-up will appear (Figure 24). The Date will default to the first day of the trip. Update it to reflect the event start date. Select the appropriate payment type from the drop-down. This will dictate what is pulled down into the travel expense.

Note: The information in the line details is mostly defaulted from TA header steps. For a travel authorization, most often the agency is paying for the expenses ahead of time. If not, enter **Employee Paid** from the drop-down menu for the payment type.

The screenshot shows the 'Travel Authorization' interface. At the top, there are fields for 'Description' (Travel to New York), 'Business Purpose' (Out of State Travel), 'Comments' (To attend yearly conference), and 'Billing Type' (Internal). On the right, there are fields for 'Travel From' (OKLAHOMA CITY-OKLAH), 'Travel To' (NEW YORK-NEW YORK), 'Date From' (08/05/2024), and 'Date To' (08/07/2024), with a note 'Trip Duration 2 Days'. Below these fields is a table with one row: 'Out-of-State Transportation' with a description of 'Airfare Delta', an amount of '600.00', and a currency of 'USD'. A red box highlights the 'Details' button next to this row. The total expenses are shown as '600.00 USD'.

Figure 23

The 'Line Detail' pop-up window displays the following information: 'Date' (08/05/2024), 'Expense Type' (Out-of-State Transportation), 'Description' (Airfare Delta), 'Amount' (600.00), 'Currency' (USD), 'Payment Type' (Agency Paid), and 'Billing Type' (Internal). Under the 'Per Diem Details' section, there are four rows, each with a radio button set to 'No': 'First/ Last Day', 'Breakfast Provided', 'Lunch Provided', and 'Dinner Provided'. The window has 'Cancel' and 'Done' buttons at the top.

Figure 24

Step 17: Select the expense type for **Out-of-State Lodging** (Figure 25). Lodging expenses can be combined into one line.

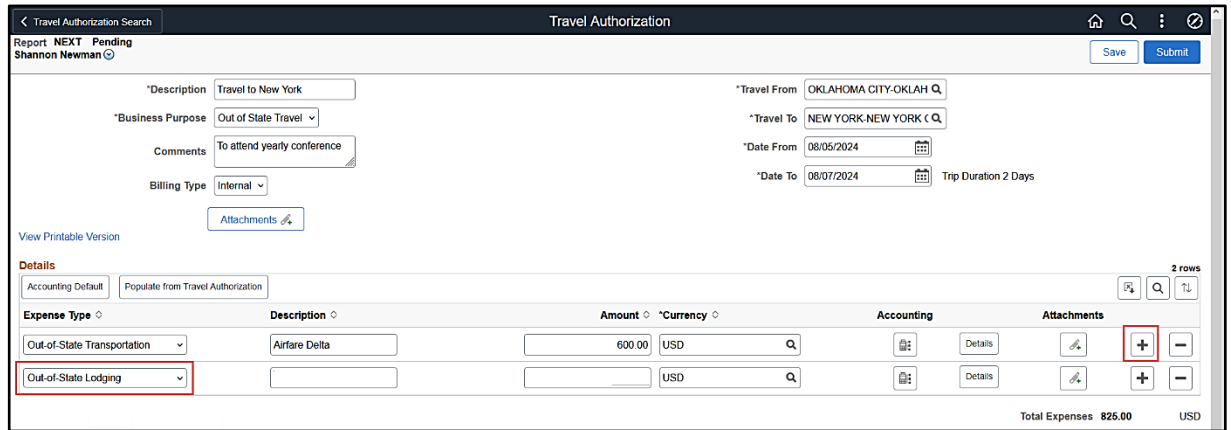


Figure 25

Step 18: Add the description of the expense type chosen (**Error! Reference source not found.**).

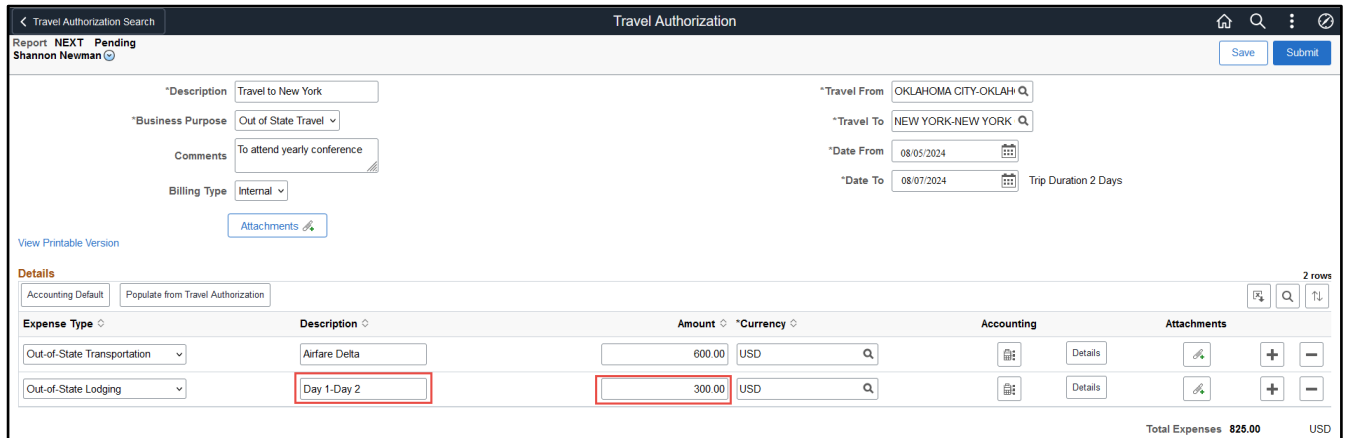


Figure 26

Step 19: To review or adjust the **Accounting Details**, select the icon under **Accounting**. To review and adjust **Line Details**, select **Details** (Figure 27).

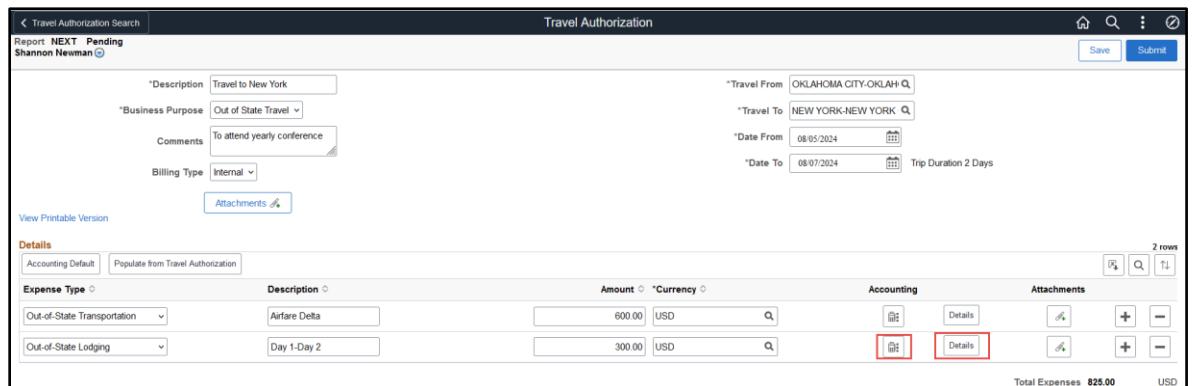


Figure 27

Step 20: Select the **Line Details** box and a pop-up will appear. The **Date** will default to the first day of the trip. Update it to reflect the expense date. Select the appropriate **Payment Type** of the drop-down. Select the appropriate **Billing Type** from the dropdown based on the **Payment Type** chosen. Enter the number of nights for out-of-state lodging expense type. Select **Done** when finished (Figure 28). Select **Save** often to avoid losing information.

Figure 28

Step 21: Select the expense type for **Out-of-State Per Diem Meal** (Figure 29).

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Transportation	Airfare Delta	600.00	USD		
Out-of-State Lodging	Day 1-Day 2	300.00	USD		
Out-of-State Per Diem Meal		74.00	USD		

Figure 29

Step 22: Add a description and amount of the expense type chosen. For **Out-of-State Per Diem Meal**, the amount is defaulted. The amount will change depending on the allowable per diem amount.

The screenshot shows the 'Travel Authorization' interface. At the top, there are fields for Description ('Travel to New York'), Business Purpose ('Out of State Travel'), Comments ('To attend yearly conference'), and Billing Type ('Internal'). It also shows travel details: From 'OKLAHOMA CITY-OKLAH', To 'NEW YORK-NEW YORK', and dates from '08/05/2024' to '08/07/2024' with a duration of 2 days. Below this is a table of expense lines:

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Transportation	Airfare Delta	600.00	USD		
Out-of-State Lodging	Day 1-Day 2	300.00	USD		
Out-of-State Per Diem Meal	Day 1	74.00	USD		

Total Expenses: 974.00 USD

Figure 30

Step 23: Select the **Line Details** box. A pop-up will appear (Figure 31). The date will default with the first day of the trip. Update it to reflect the expense date. Select the appropriate **Payment Type** from the drop-down. **Per Diem** are typically employee paid payment type. Select the appropriate **Billing Type** from the drop-down based on the Payment Type chosen. Then, select the **Per Diem details**.

Please refer to the Statewide Accounting Manual for further details and instructions.

- First day/Last day boxes need to be selected for Day 1 and Last Day of Travel for Per Diem only.
- Breakfast Provided. If this meal is provided, select **Yes**.
- Lunch Provided. If this meal is provided, select **Yes**.
- Dinner Provided. If this meal is provided, select **Yes**.

Select **Done** when finished (**Error! Reference source not found.**). Select **Save** often to prevent lost information.

The 'Line Detail' pop-up window contains the following information:

- Date:** 08/05/2024
- Expense Type:** Out-of-State Per Diem Meal
- Description:** Day 1
- Amount:** 34.25
- Currency:** USD
- Payment Type:** Employee Paid
- Billing Type:** Internal
- Per Diem Details:**
 - First/ Last Day: Yes
 - Breakfast Provided: No
 - Lunch Provided: Yes
 - Dinner Provided: No

Figure 31

Report 000000040 Pending
Shannon Newman

*Description: Travel to New York
*Business Purpose: Out of State Travel
Comments: To attend yearly conference
Billing Type: Internal

*Travel From: OKLAHOMA CITY-OKLAH
*Travel To: NEW YORK-NEW YORK
*Date From: 08/05/2024
*Date To: 08/07/2024 Trip Duration 2 Days

View Printable Version

Attachments

Details

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Transportation	Airfare Delta	600.00	USD		
Out-of-State Lodging	Day 1-Day 2	300.00	USD		
Out-of-State Per Diem Meal	Day 1	34.25	USD		

Total Expenses 934.25 USD

Figure 32

Step 24: Select the expense type for **Out-of-State Local Incidental (Error! Reference source not found.)**.

Travel Authorization

Report 000000040 Pending
Shannon Newman

*Description: Travel to New York
*Business Purpose: Out of State Travel
Comments: To attend yearly conference
Billing Type: Internal

*Travel From: OKLAHOMA CITY-OKLAH
*Travel To: NEW YORK-NEW YORK
*Date From: 08/05/2024
*Date To: 08/07/2024 Trip Duration 2 Days

View Printable Version

Attachments

Details

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Transportation	Airfare Delta	600.00	USD		
Out-of-State Lodging	Day 1-Day 2	300.00	USD		
Out-of-State Per Diem Meal	Day 1	34.25	USD		
Out of State Local Incidental		5.00	USD		

Total Expenses 939.25 USD

Figure 33

Step 25: Add a description and the amount of the expense type chosen (Figure 34). For **Out-of-State Local Incidental**, the amount is defaulted. **Expense Type, Out-of-State or In-State Local Incidental Expenses** need to be added for every day traveled. Meals and incidentals are only allowed for overnight travel status.

Travel Authorization

Report 000000040 Pending
Shannon Newman

*Description: Travel to New York
*Business Purpose: Out of State Travel
Comments: To attend yearly conference
Billing Type: Internal

*Travel From: OKLAHOMA CITY-OKLAH
*Travel To: NEW YORK-NEW YORK
*Date From: 08/05/2024
*Date To: 08/07/2024 Trip Duration 2 Days

View Printable Version

Attachments

Details

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Transportation	Airfare Delta	600.00	USD		
Out-of-State Lodging	Day 1-Day 2	300.00	USD		
Out-of-State Per Diem Meal	Day 1	34.25	USD		
Out of State Local Incidental	Day 1	5.00	USD		

Total Expenses 939.25 USD

Figure 34

Step 26: Select the **Line Details** box and a pop-up will appear (Figure 35). The **Date** will be defaulted with the first day of the trip. Update it to reflect the expense date. Select the appropriate **Payment Type** from the drop-down. Incidentals are typically always **Employee Paid** payment type. Select the appropriate **Billing Type** from the drop-down based on the payment type chosen. Select **Done** when finished. Select **Save** often to avoid losing information.

Figure 35

Step 27: Select the expense type for **Out-of-State Mileage**.

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Transportation	Airtare Delta	600.00	USD	Exp	Details
Out-of-State Lodging	Day 1- Day 2	300.00	USD	Exp	Details
In State Per Diem Meal	Day 1	34.25	USD	Exp	Details
Out of State Local Incidental	Day 1	5.00	USD	Exp	Details
Out-of-State Mileage - Pri Veh			USD	Exp	Details

Figure 36

Step 28: Add a description and the amount of expense type chosen (Figure 37). For **Out-of-State Mileage**, in the description box, add what the mileage is for. Example: duty station to airport.

The screenshot shows the 'Travel Authorization' interface. At the top, there are fields for 'Business Purpose' (Out of State Travel), 'Comments' (To attend yearly conference), 'Billing Type' (Internal), 'Travel To' (NEW YORK-NEW YORK), 'Date From' (08/05/2024), and 'Date To' (08/07/2024). Below this is a 'Details' section with a table of expense items. The table has columns for Expense Type, Description, Amount, Currency, Accounting, and Attachments. The 'Out-of-State Mileage - Pri Veh' row is highlighted, with a red box around the description 'Duty Station to Airport' and the 'Details' link.

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Transportation	Airtare Delta	600.00	USD		
Out-of-State Lodging	Day 1- Day 2	300.00	USD		
In State Per Diem Meal	Day 1	34.25	USD		
Out of State Local Incidental	Day 1	5.00	USD		
Out-of-State Mileage - Pri Veh	Duty Station to Airport	9.05	USD		

Figure 37

Step 29: Select the **Line Details** box and a pop-up will appear (Figure 38). The date will default to the first day of the trip. Update it to reflect the expense date. Select the appropriate **Payment Type** from the drop-down. **Out-of-State Mileage** is typically the **Employee Paid** payment type. For **Out-of-State Mileage**, the billing type, originating location and travel to are defaulted from the travel authorization header. The miles must be manually updated. Select **Done** when finished. Select **Save** often to avoid losing information.

The screenshot shows the 'Line Detail' pop-up window. It contains the following information: 'Date' (08/05/2024), 'Expense Type' (Out-of-State Mileage - Pri Veh), 'Description' (Duty Station to Airport), 'Amount' (9.05), 'Currency' (USD), 'Payment Type' (Employee Paid), '*Billing Type' (Internal), 'Originating Location' (32280), 'Travel To' (30298), and '*Miles' (13.5). Below this is the 'Per Diem Details' section with four radio buttons: 'First/ Last Day' (No), 'Breakfast Provided' (No), 'Lunch Provided' (No), and 'Dinner Provided' (No).

Figure 38

Step 30: Repeat steps 13-27 for each day you plan to travel. Select **Review** and **Submit** when finished. **First** and **Last Day** boxes need to be selected for the first Day and last Day of travel only (**Error! Reference source not**

Travel Authorization Search | Travel Authorization | Save | Submit

Report: 00000000 40 Pending
Shannon Newman

*Business Purpose: Out of State Travel
Comments: To attend yearly conference
Billing Type: Internal
Attachments

*Travel To: NEW YORK-NEW YORK
*Date From: 08/05/2024
*Date To: 08/07/2024 Trip Duration 2 Days

View Printable Version

Details | Accounting Default | Populate from Travel Authorization | 11 rows

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Transportation	Airfare Delta	600.00	USD	Details	+ -
Out-of-State Lodging	Day 1- Day 2	300.00	USD	Details	+ -
In State Per Diem Meal	Day 1	34.25	USD	Details	+ -
Out of State Local Incidental	Day 1	5.00	USD	Details	+ -
Out-of-State Mileage - Pri Veh	Duty Station to Airport	9.05	USD	Details	+ -
Out-of-State Per Diem Meal	Day 2	56.00	USD	Details	+ -
Out of State Local Incidental	Day 2	5.00	USD	Details	+ -
Out-of-State Per Diem Meal	Day 1	34.25	USD	Details	+ -
Out-of-State Per Diem Meal	Day 3	54.25	USD	Details	+ -
Out of State Local Incidental	Day 3	5.00	USD	Details	+ -
Out-of-State Mileage - Pri Veh	Airport to duty station	9.05	USD	Details	+ -

Figure 39

found.).

Step 31: After submitting your finished authorization, errors might appear. To view errors, select the **Error Flag** (Figure 40, Figure 41). If you are unsure of how to correct the errors or what they mean, please contact your budget analyst or travel administrator.

Travel Authorization

Report: 000000040 Pending

Shannon Newman

*Description: Travel to New York

*Business Purpose: Out of State Travel

Comments: To attend yearly conference

Billing Type: Internal

*Travel From: OKLAHOMA CITY-OKLAH Q

*Travel To: NEW YORK-NEW YORK Q

*Date From: 08/12/2024

*Date To: 08/14/2024 Trip Duration 2 Days

View Printable Version

Attachments

Accounting Default: Populate from Travel Authorization

Expense Type	Description	Amount	Currency	Accounting	Attachments
Out-of-State Lodging	Day 1-Day 2	300.00	USD		
Out-of-State Per Diem Meal	Day 1	34.25	USD		

Figure 40

Travel Authorization Errors

Please enter or update the following information:

Combo error for fields ACCOUNT/ FUND_CODE/ CLASS_FLD/ DEPTID/ PROGRAM_CODE in group INC_STMTPR

Figure 41

The below error example has to do with accounting information on the expense lines (**Error! Reference source not found.**). If the error flag only shows on a few lines, you will have to go to each line to fix them. If a flag shows on all expense lines, go to the accounting default option and fix the accounting information there (Figure 42). After you save your new information, it should fix all the expense lines in error.

Figure 42

After saving the authorization, your errors should be fixed. Resubmit the authorization and an authorization ID is generated (Figure 43).

Travel Authorization									
Description: Travel to New York					Travel From: OKLAHOMA CITY-OKLAHOMA COUN-OK				
Business Purpose: Out of State Travel					Travel To: NEW YORK-NEW YORK COUNTY-NY				
Comments: To attend yearly conference					Date From: 08/05/2024				
Billing Type: Internal					Date To: 08/07/2024 Trip Duration: 2 Days				
Your travel authorization 000000040 has been submitted for approval.									
View Printable Version									
Approvals									
Details									
Accounting Default									
Expense Type	Description	Amount	Currency	Accounting	Attachments				
Out-of-State Transportation	Airtare Delta	600.00	USD	101	Details	+	-		
Out-of-State Lodging	Day 1- Day 2	300.00	USD	101	Details	+	-		
In State Per Diem Meal	Day 1	34.25	USD	101	Details	+	-		
Out of State Local Incidental	Day 1	5.00	USD	101	Details	+	-		
Out-of-State Mileage - Pri Veh	Duty Station to Airport	9.05	USD	101	Details	+	-		
Out-of-State Per Diem Meal	Day 2	56.00	USD	101	Details	+	-		
Out of State Local Incidental	Day 2	5.00	USD	101	Details	+	-		
Out-of-State Per Diem Meal	Day 1	34.25	USD	101	Details	+	-		
Out-of-State Per Diem Meal	Day 3	54.25	USD	101	Details	+	-		
Out of State Local Incidental	Day 3	5.00	USD	101	Details	+	-		
Out-of-State Mileage - Pri Veh	Airport to duty station	9.05	USD	101	Details	+	-		

Figure 43