

Creating an out-of-state travel authorization

Overview

This user guide provides steps to create a travel authorization for out-of-state travel.

Procedure

- Step 1.** Log in to PeopleSoft. From the Employee Self Service homepage, select the **Travel Authorizations** tile (Figure 1).

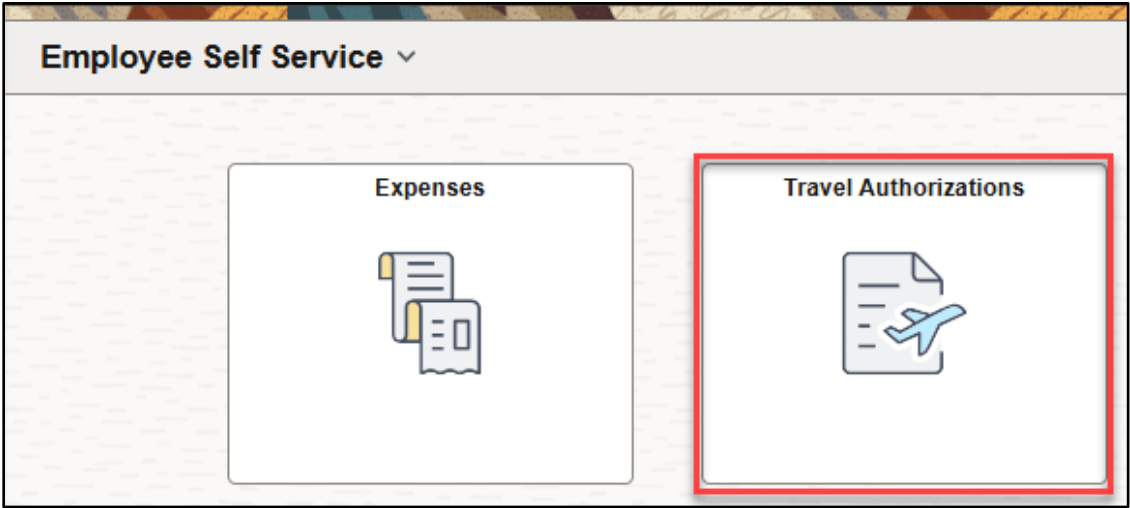


Figure 1. Employee SelfService homepage with the Travel Authorizations tile highlighted.

- Step 2.** Select **Add Travel Authorization** from any tab (Figure 2).

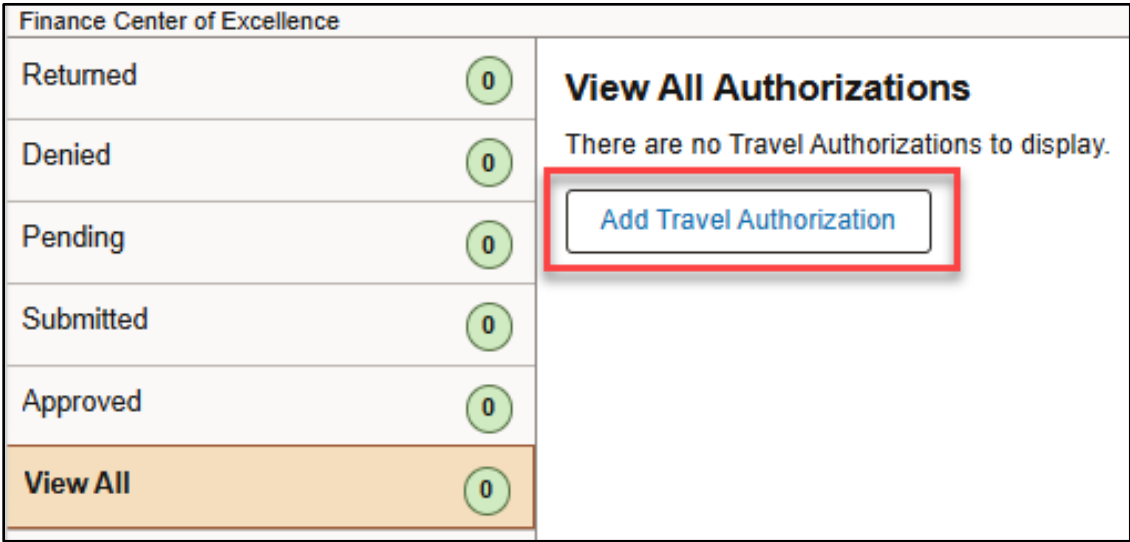


Figure 2. Add Travel Authorization button.

Step 3. To complete the travel authorization, begin by building the header. Information entered in this section will serve as the default for the expense lines added in the steps below. In the **Description** field, enter a brief description of the purpose of the travel. This acts as the 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' (a dropdown menu), 'Comments' (a text area), 'Billing Type' (a dropdown menu), 'Attachments' (a button), 'Travel From' (a search field), 'Travel To' (a search field), 'Date From' (a date picker), 'Date To' (a date picker), and 'Trip Duration' (a dropdown menu set to '1 Day'). The form also has 'Save' and 'Submit' buttons in the top right corner.

Figure 3. Travel Authorization with the Description field highlighted.

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' as the selected option. The 'Description' field still contains 'Travel to New York'. Other fields and buttons are the same as in Figure 3.

Figure 4. Travel Authorization with the Business Purpose field highlighted.

Step 5. In the **Comments** field, enter the justification for travel. From the **Billing Type** drop-down menu select **Internal** (Figure 5).

The screenshot shows the 'Travel Authorization' form. The 'Comments' text area 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' as the selected option. The 'Description' field still contains 'Travel to New York'. Other fields and buttons are the same as in Figure 3.

Figure 5. Travel Authorization with the Comments and Billing Type fields highlighted.

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 the 'Travel Authorization' form. The 'Travel From' field is highlighted with a red box and a magnifying glass icon. The field contains the text 'Oklahoma City'. Other fields include 'Description' (Travel to New York), 'Business Purpose' (Out of State Travel), 'Comments' (To attend yearly conference), 'Billing Type' (Internal), and 'Attachments'. The 'Details' section at the bottom shows a table with columns: Date, Expense Type, Description, Amount, Currency, Accounting, and Attachments. The table has one row with the following data: Date (empty), Expense Type (OoS Mileage-Airfare Cost Comp), Description (empty), Amount (empty), Currency (USD), Accounting (empty), and Attachments (empty).

Figure 6. Travel Authorization with the Travel From field highlighted.

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

The screenshot shows the 'Lookup' search results. The 'Search for:' field contains 'Travel From'. The 'Search Criteria' section is expanded. The 'Search Results' section shows a table with columns: Expense Location, Description, and Amount. The table has three rows: 32280 (OKLAHOMA CITY-OKLAHOMA COUN-OK), 32281 (OKLAHOMA COUNTY-OKLAHOMA CO-OK), and 33757 (OKLAHOMA-WESTMORELAND COUNT-PA). The first row (32280) is highlighted with a red box.

Figure 7. Lookup search results with the desired Expense Location row highlighted.

Step 8. In the **Travel To** field, enter the partial location to where 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 highlighted with a red box and a magnifying glass icon. The field contains the text 'New York'. The 'Travel From' field now contains the selected location: 'OKLAHOMA CITY-OKLAHOMA COUN-OK'. Other fields remain the same as in Figure 6. The 'Details' section at the bottom shows the same table as in Figure 6.

Figure 8. Travel Authorization with the Travel To field highlighted.

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

Cancel Lookup

Search for: Travel To

> Search Criteria

▼ Search Results

5 rows

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. Lookup search results with the desired Expense Location row highlighted.

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).

Travel Authorization

Report: NEXT Pending
Stephanie Brown

Save Submit

*Description: Travel to New York

*Business Purpose: Out of State Travel

Comments: To attend yearly conference

Billing Type: Internal

Attachments

*Travel From: OKLAHOMA CITY-OKLAH C Q

*Travel To: NEW YORK-NEW YORK C Q

*Date From: 08/05/2026

*Date To: 08/07/2026 Trip Duration 2 Days

Details

Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill

Date ↑↓	Expense Type ↑↓	Description ↑↓	Amount ↑↓	*Currency ↑↓	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp			USD		

Total Expenses 0.00 USD

Figure 10. Travel Authorization with the Date From and Date To fields highlighted.

Step 11. Select **Attachments** (Figure 11) to upload all required documentation such as flight comparison, itinerary, lodging costs, etc.

Travel Authorization

Report: NEXT Pending
Stephanie Brown

Save Submit

*Description: Travel to New York

*Business Purpose: Out of State Travel

Comments: To attend yearly conference

Billing Type: Internal

Attachments

*Travel From: OKLAHOMA CITY-OKLAH C Q

*Travel To: NEW YORK-NEW YORK C Q

*Date From: 08/05/2026

*Date To: 08/07/2026 Trip Duration 2 Days

Details

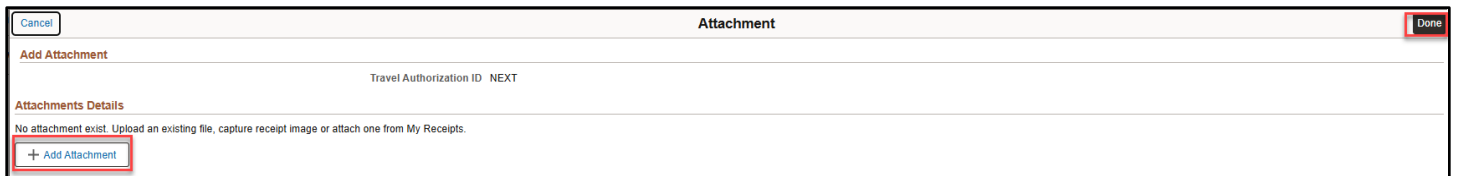
Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill

Date ↑↓	Expense Type ↑↓	Description ↑↓	Amount ↑↓	*Currency ↑↓	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp			USD		

Total Expenses 0.00 USD

Figure 11. Travel Authorization with the Attachments button highlighted.

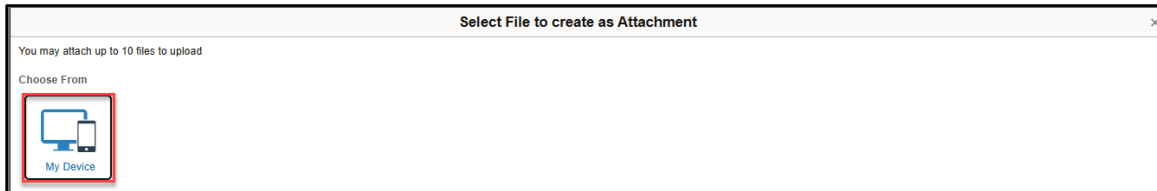
Step 12. Select Add Attachment (Figure 12).



The screenshot shows a dialog box titled "Attachment" with a "Cancel" button on the top left and a "Done" button on the top right. Below the title bar, there is a section labeled "Add Attachment" with a sub-label "Travel Authorization ID NEXT". Underneath, there is a section labeled "Attachments Details" with the text "No attachment exist. Upload an existing file, capture receipt image or attach one from My Receipts." At the bottom left of this section, the "+ Add Attachment" button is highlighted with a red box.

Figure 12. Add Attachment button.

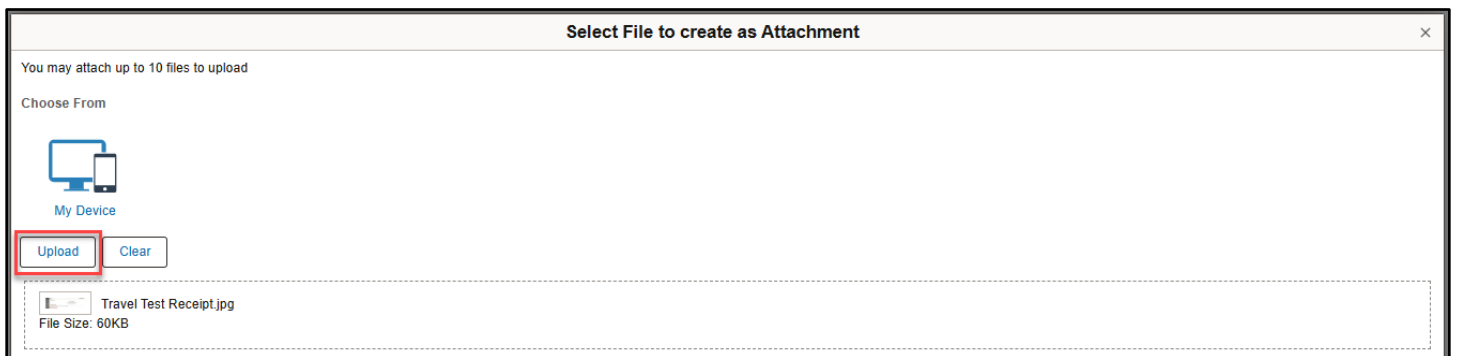
Step 13. Select My Device (Figure 13) and select your desired file to upload.



The screenshot shows a dialog box titled "Select File to create as Attachment" with a close button (X) on the top right. Below the title bar, there is a section labeled "You may attach up to 10 files to upload". Underneath, there is a section labeled "Choose From" with a button labeled "My Device" that has a red box around it. The button features an icon of a computer monitor and a smartphone.

Figure 13. My Device button.

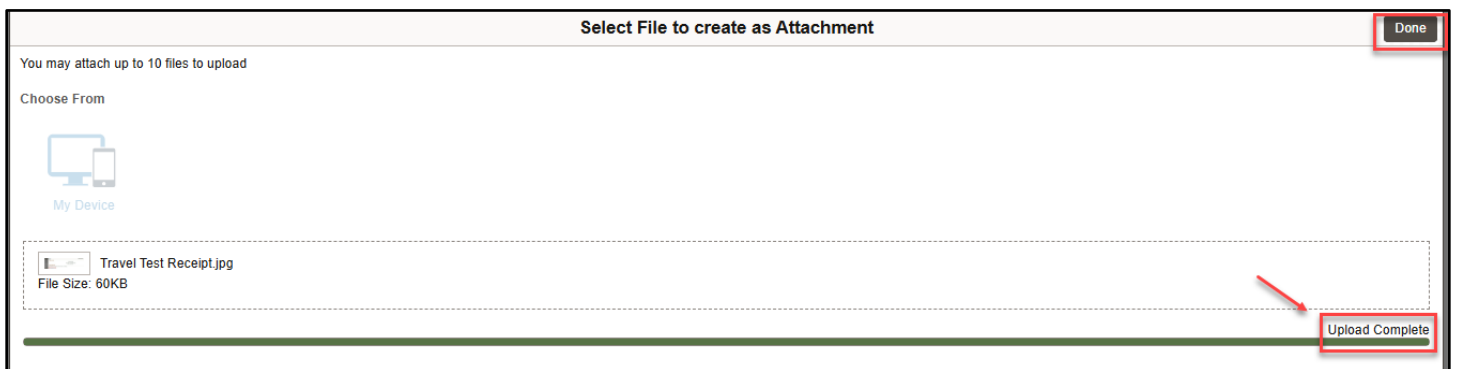
Step 14. Select Upload (Figure 14).



The screenshot shows the same dialog box as Figure 13, but now with a file "Travel Test Receipt.jpg" (File Size: 60KB) listed below the "Choose From" section. The "Upload" button, located to the left of the "Clear" button, is highlighted with a red box.

Figure 14. Upload button is highlighted.

Step 15. When you see upload complete, select Done (Figure15).



The screenshot shows the same dialog box as Figure 14, but now with a green progress bar at the bottom. The "Upload Complete" notification is highlighted with a red box, and the "Done" button in the top right corner is also highlighted with a red box. A red arrow points from the "Upload Complete" notification to the "Done" button.

Figure 15. Upload Complete notification highlighted and Done button highlighted.

Step 16. Enter a description for your attachment, then select **Done** (Figure16).

The screenshot shows the 'Attachment' form. At the top, there are 'Cancel' and 'Done' buttons. Below is the 'Add Attachment' section with a 'Travel Authorization ID' of 'NEXT'. The 'Attachments Details' section includes buttons for 'Add Attachment', 'Edit', and 'Cancel Edit'. A file named 'Travel_Test_Receipt.jpg' is listed with a description of 'NEXT' and a date of '05/28/2026 10:26:04AM'. A red box highlights the 'Description' field containing 'Test Attachments'.

Figure 16. Attachments Details with the description field highlighted.

Step 17. Under Details, select **Accounting Default** (Figure17) to add your accounting information. If defaults are not populated, you will have to add your information manually to each expense line. If you are unaware of your accounting details, contact your travel administrator.

The screenshot shows the 'Travel Authorization' form. The 'Details' section is highlighted with a red box and a red arrow. Within this section, the 'Accounting Default' button is highlighted with a red box. Other buttons include 'Populate from Travel Authorization', 'Populate from Template', and 'Quick-Fill'. Below the buttons is a table with columns for Date, Expense Type, Description, Amount, Currency, Accounting, and Attachments. The 'Total Expenses' are shown as 0.00 USD.

Figure 17. Travel Authorization with the Accounting Default button highlighted under Details.

Step 18. Under Accounting Details, select **GL ChartFields** (Figure 18) to enter information that your travel will be charged to.

The screenshot shows the 'Travel Authorization Defaults' form. The 'Accounting Details' section is highlighted with a red box and a red arrow. Within this section, the 'GL ChartFields' tab is highlighted with a red box. Other tabs include 'Project ChartFields' and 'Show All'. Below the tabs is a table with columns for % GL Unit, Oper Unit, Fund Type, Dept, Program, Class-Funding, and Bud Ref. The table contains values for each column.

Figure 18. Travel Authorization Defaults with the GL ChartFields tab highlighted under Accounting Details.

Step 19. If applicable, select **Project ChartFields** to enter your information. (Figure 19). This is not required for all agencies. Select **Done** when finished.

The screenshot shows the 'Travel Authorization Defaults' form. The 'Accounting Details' section is highlighted with a red box and a red arrow. Within this section, the 'Project ChartFields' tab is highlighted with a red box. A yellow box contains the text 'Project ChartFields tab is not required for all agencies.' Below the tabs is a table with columns for % PC Bus Unit, Project, Activity, Source Type, Category, and Subcategory. The table contains values for each column.

Figure 19. Travel Authorization Defaults with the Project ChartFields tab highlighted under Accounting Details.

Step 20. Once the header is complete, enter a description in the Description field for the auto-populated OoS Mileage-Airfare Cost Comp expense type (Figure 20).

The screenshot shows the 'Travel Authorization' form. The header includes 'Report 0000000288 Pending' and 'Stephanie Brown'. The form is divided into two main sections. The left section contains fields for '*Description' (Travel to New York), '*Business Purpose' (Out of State Travel), 'Comments' (To attend yearly conference), and 'Billing Type' (Internal). The right section contains fields for '*Travel From' (OKLAHOMA CITY-OKLAHO), '*Travel To' (NEW YORK-NEW YORK C), '*Date From' (08/05/2026), and '*Date To' (08/07/2026), with a 'Trip Duration 2 Days' label. Below these sections are links for 'Create A Cash Advance', 'View Printable Version', and 'Notes'. The 'Details' section at the bottom has tabs for 'Accounting Default', 'Populate from Travel Authorization', 'Populate from Template', and 'Quick-Fill'. A table below the tabs shows a single row with columns: 'Date' (08/05/2026), 'Expense Type' (OoS Mileage-Airfare Cost Comp), 'Description' (Airfare American Airlines to c), 'Amount' (empty), 'Currency' (USD), 'Accounting' (empty), and 'Attachments' (empty). The 'Description' field in the table is highlighted with a red box.

Figure 20. Travel Authorization Details with the expense type's Description field highlighted.

Step 21. Enter the amount for the chosen expense type (Figure 21).

This screenshot is similar to Figure 20, but the 'Amount' field in the table is now highlighted with a red box and contains the value '600.00'. The rest of the form, including the header, description fields, and other table columns, remains the same.

Figure 21. Travel Authorization Details with the Amount field highlighted.

Step 22. To review or adjust the Accounting Details, select the icon under **Accounting**. To review or adjust the line details, select the **Details** button (Figure 22).

This screenshot is similar to Figure 21, but the 'Accounting' icon (a small grid icon) and the 'Details' button in the table row are highlighted with red boxes. The rest of the form, including the header, description fields, and other table columns, remains the same.

Figure 22. Travel Authorization Details with the Accounting icon and Details buttons highlighted.

Step 23. After selecting the Details button (Figure 22), a Line Detail pop-up window appears (Figure 23). Select the appropriate options from the **Payment Type** and **Billing Type** drop-down menus. Select **Done** to return to the travel authorization screen.

Note: The line detail information mostly defaults from the header steps. For travel authorizations, most often the agency is paying for certain expenses ahead of time. If not, select **Employee Paid** from the Payment Type drop-down menu.

Figure 23. Line Detail pop-up with Payment Type and Billing Type highlighted.

Step 24. Select the add (+) button on the current line to add an additional expense line. Select **Out-of-State Lodging** from the Expense Type drop-down menu (Figure 24). Lodging expenses can be combined in one line.

Figure 24. Travel Authorization Details with an added expense type highlighted.

Step 25. Add a description for your chosen expense type (Figure 25). The amount is automatically calculated based on GSA lodging rates for the location.

The screenshot shows the 'Travel Authorization' form for Stephanie Brown, Report 0000000288, Pending. The form includes fields for Description, Business Purpose, Comments, Billing Type, Travel From, Travel To, Date From, Date To, and Trip Duration. The 'Details' section at the bottom contains a table with 2 rows. The second row, for 'Out-of-State Lodging', has the 'Description' field 'Overnight stay' highlighted with a red box.

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to c		600.00	USD		Details
08/05/2026	Out-of-State Lodging	Overnight stay	NEW YORK-NEW YORK C	237.00	USD		Details

Figure 25. Travel Authorization Details with the added expense line's Description field highlighted.

Step 26. To review or adjust the Accounting Details, select the icon under **Accounting**. To review and adjust Line Details, select the **Details** button (Figure 26).

The screenshot shows the same 'Travel Authorization' form as Figure 25. In the 'Details' table, the 'Accounting' column for the 'Overnight stay' row has a small icon highlighted with a red box. The 'Details' button in the 'Attachments' column for the same row is also highlighted with a red box.

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to c		600.00	USD		Details
08/05/2026	Out-of-State Lodging	Overnight stay	NEW YORK-NEW YORK C	237.00	USD		Details

Figure 26. Travel Authorization Details with the added expense line's Accounting icon and Details buttons highlighted.

Step 27. After selecting the Details button (Figure 27), a Line Detail pop-up window appears. Select the appropriate options from the **Payment Type** drop-down menu. Enter the number of nights for the out-of-state lodging expense type.

The image shows a 'Line Detail' pop-up window. At the top, there are 'Cancel' and 'Done' buttons. The main content area includes the following fields:

- Expense Type: Out-of-State Lodging
- Description: Overnight stay
- Amount: 237.00
- Currency: USD
- Payment Type: Agency Paid - NOT REIMBURSABLE (highlighted with a red box)
- Billing Type: Internal (highlighted with a red box)
- Number of Nights: 2 (highlighted with a red box)

In the background, a 'Travel Authorization' form is visible, showing a 'Pending' status and various input fields for description, business purpose, comments, and billing type.

Figure 27. Line Detail pop-up window with Payment Type, Billing Type and Number of Nights fields highlighted.

Step 28. Select **Save** often to avoid losing information. Select the add (+) button on the current line to add an additional expense line. Select **Out-of-State Per Diem Meal** from the Expense Type drop-down menu (Figure 28).

The image shows the 'Travel Authorization' details screen. On the left, there is a sidebar with a 'Details' section. A red arrow points to the 'Out-of-State Per Diem Meal' option in the 'Expense Type' drop-down menu. The main area displays a table of expense lines:

Description	Location	Amount	Currency	Accounting	Attachments
Airfare American Airlines to c		600.00	USD		
Overnight stay	NEW YORK-NEW YORK CC Q	237.00	USD		
Out-of-State Per Diem Meal	NEW YORK-NEW YORK CC Q	87.00	USD		

At the top right, there are 'Save' and 'Submit' buttons. The 'Save' button is highlighted with a red box. The 'Add (+)' button in the 'Attachments' column of the last row is also highlighted with a red box.

Figure 28. Travel Authorization Details with the added expense type and the Save button highlighted.

Step 29. Add a description for your chosen expense type.

The screenshot shows the 'Travel Authorization' form. The top section contains fields for Description, Business Purpose, Comments, Billing Type, Travel From, Travel To, Date From, and Date To. The 'Details' section at the bottom contains a table with columns: Date, Expense Type, Description, Location, Amount, Currency, Accounting, and Attachments. The third row of the table is highlighted, and the 'Description' field for that row is highlighted with a red box.

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to c		600.00	USD		
08/05/2026	Out-of-State Lodging	Overnight stay	NEW YORK-NEW YORK CC Q	237.00	USD		
08/05/2026	Out-of-State Per Diem Meal	Day 1	NEW YORK-NEW YORK CC Q	87.00	USD		

Figure 29. Travel Authorization Details with the added expense line's Description field highlighted.

Step 30. For **Out-of-State Per Diem Meal**, the amount is set by default and will change based on the location and meals provided by an outside source (information entered in this step). To review or adjust the **Accounting Details**, select the icon under **Accounting**. To review and adjust Line Details, select the **Details** button (Figure 30).

The screenshot shows the 'Travel Authorization' form. The top section contains fields for Description, Business Purpose, Comments, Billing Type, Travel From, Travel To, Date From, and Date To. The 'Details' section at the bottom contains a table with columns: Date, Expense Type, Description, Location, Amount, Currency, Accounting, and Attachments. The third row of the table is highlighted, and the 'Accounting' icon and 'Details' button for that row are highlighted with red boxes.

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to c		600.00	USD		
08/05/2026	Out-of-State Lodging	Overnight stay	NEW YORK-NEW YORK CC Q	237.00	USD		
08/05/2026	Out-of-State Per Diem Meal	Day 1	NEW YORK-NEW YORK CC Q	87.00	USD		

Figure 30. Travel Authorization Details with the added expense line's Accounting icon and Details buttons highlighted.

Step 31. After selecting the Details button (Figure 30), the Line Detail pop-up window appears (Figure 31). Select the appropriate options from the **Payment Type** drop-down menus. Per diem is typically the **Employee Paid** payment type. Then, select the options for **Per Diem Details**. (Refer to the Statewide Accounting Manual for further details and instructions.) Select **Done** when finished.

Figure 31. Line Detail window with Per Diem Details explained.

- **First /Last Day:** Select for Day 1 and Last Day of travel for per diem only.
- **Breakfast Provided:** If this meal is provided, move toggle to the right.
- **Lunch Provided:** If this meal is provided, move toggle to the right.
- **Dinner Provided:** If this meal is provided, move toggle to the right.

Step 32. Select **Save** often to avoid losing information. Select the add (+) button on the current line to add an additional expense line. Select **Out-of-State Local Incidental** from the Expense Type drop-down menu (Figure 32).

Figure 32. Travel Authorization Details with the added expense type and Save button highlighted.

Step 33. Add a description for the chosen expense type (Figure 33). For **Out-of-State Local Incidental**, the amount defaults. For **Expense Type**, either **Out-of-State Local Incidental** or **In-State Local Incidental Expenses** need to be added for every day of travel. Meals and incidentals are only allowed for overnight travel status. Select the **Details** button.

Travel Authorization

Report: 0000000288 Pending
Stephanie Brown

Save Submit

*Description: Travel to New York
*Business Purpose: Out of State Travel
Comments: To attend yearly conference
Billing Type: Internal
Attachments (1)

Create A Cash Advance
View Printable Version
Notes

Details

Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to c		600.00	USD		Details
08/05/2026	Out-of-State Lodging	Overnight Stay	NEW YORK-NEW YORK C	237.00	USD		Details
08/05/2026	Out-of-State Per Diem Meal	Day 1	NEW YORK-NEW YORK C	64.00	USD		Details
08/05/2026	Out-of-State Local Incidental	Day 1	NEW YORK-NEW YORK C	5.00	USD		Details

Figure 33. Travel Authorization Details with the Description field, Amount and Details button highlighted.

Step 34. The Line Detail pop-up window appears (Figure 34). Select the appropriate options from the **Payment Type** drop-down menu. Incidentals are typically the **Employee Paid** payment type. Select **Done** when finished.

Cancel Line Detail Done

Expense Type: Out-of-State Local Incidental
Description: Day 1
Amount: 5.00
Currency: USD
Payment Type: Employee Paid
Billing Type: Internal

Figure 34. Line Detail pop-up window with the Payment Type and Billing Type fields highlighted.

Step 35. Select **Save** often to avoid losing information. Select the add (+) button on the current line to add an additional expense line. Select **Out-of-State Mileage – Priv Veh** from the Expense Type drop-down menu (Figure 35).

The screenshot shows the 'Travel Authorization' form for Stephanie Brown, Report 0000000288, Pending. The 'Details' section is active, showing a list of expense lines. The 'Expense Type' dropdown is set to 'Out-of-State Mileage - Pri Veh'. The 'Amount' column shows values for each line. The 'Attachments' column has a '+' button highlighted with a red circle and arrow.

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to c		600.00	USD		Details
08/05/2026	Out-of-State Airfare	Overnight Stay	NEW YORK-NEW YORK CC Q	237.00	USD		Details
08/05/2026	Out-of-State Local Incidental	Day 1	NEW YORK-NEW YORK CC Q	64.00	USD		Details
08/05/2026	Out-of-State Lodging	Day 1	NEW YORK-NEW YORK CC Q	5.00	USD		Details
08/05/2026	Out-of-State Oth Miscellaneous						Details
08/05/2026	Out-of-State Parking Fee						Details
08/05/2026	Out-of-State Per Diem Meal						Details
08/05/2026	Out-of-State Mileage - Pri Veh				USD		Details

Figure 35. Travel Authorization Details with the added expense type highlighted.

Step 36. Add a description for the chosen expense type (Figure 36).

Step 37. For Out-of-State Mileage, describe what the mileage is for (e.g., duty station to airport). Select the **Details** button.

The screenshot shows the 'Travel Authorization' form for Stephanie Brown, Report 0000000288, Pending. The 'Details' section is active, showing a list of expense lines. The 'Expense Type' dropdown is set to 'Out-of-State Mileage - Pri Veh'. The 'Description' field for this line is highlighted with a red box. The 'Attachments' column has a 'Details' button highlighted with a red box.

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to c		600.00	USD		Details
08/05/2026	Out-of-State Lodging	Overnight Stay	NEW YORK-NEW YORK CC Q	237.00	USD		Details
08/05/2026	Out-of-State Per Diem Meal	Day 1	NEW YORK-NEW YORK CC Q	64.00	USD		Details
08/05/2026	Out-of-State Local Incidental	Day 1	NEW YORK-NEW YORK CC Q	5.00	USD		Details
08/05/2026	Out-of-State Mileage - Pri Veh	Duty Station to Airport			USD		Details

Figure 36. Travel Authorization Details with the added expense line's Description field and Details button highlighted.

Step 38. The Line Detail pop-up window appears (Figure 37.)

Step 39. Select the appropriate options from the **Payment Type** drop-down menu. Out-of-State Mileage is typically the **Employee Paid** payment type, and Billing Type and Destination Location default from the travel authorization header. The **Miles** field must be manually updated. Select **Done** when finished.

Figure 37 shows the 'Line Detail' pop-up window. The 'Payment Type' dropdown is set to 'Employee Paid' and the 'Miles' field is set to 13.5. The 'Done' button is highlighted in the top right corner.

Figure 37. Line Detail pop-up window with Payment Type and Miles fields highlighted.

Step 40. Repeat **Steps 28-37** for each day you plan to travel. Update the date on each line to reflect the date the expense is expected to be incurred. Remember that when selecting the Out-of-State Per Diem Meal expense type, the First and Last Day checkboxes found in the Line Detail pop-up window need to be selected for the first day and last day of travel only. Select **Save** and **Submit** when finished (Figure 38).

Note: Include all proposed expenses that OMES should either pay for or reimburse; for example, registration fees (generally paid for by the agency), Uber expenses, etc.

Figure 38 shows the completed 'Travel Authorization' window. The 'Save' and 'Submit' buttons are highlighted in the top right corner. The table below shows the expense details for the trip.

Date	Expense Type	Description	Location	Amount	Currency	Accounting	Attachments
08/05/2026	Out-of-State Per Diem Meal	Day 1	NEW YORK-NEW YORK C Q	64.00	USD	Q	Details
08/05/2026	Out-of-State Local Incidental	Day 1	NEW YORK-NEW YORK C Q	5.00	USD	Q	Details
08/05/2026	Out-of-State Mileage - Pri Veh	Duty Station to Airport		9.79	USD	Q	Details
08/06/2026	Out-of-State Per Diem Meal	Day 2	NEW YORK-NEW YORK C Q	38.00	USD	Q	Details
08/06/2026	Out-of-State Local Incidental	Day 2	NEW YORK-NEW YORK C Q	5.00	USD	Q	Details
08/06/2026	Out-of-State Per Diem Meal	Day 3	NEW YORK-NEW YORK C Q	41.00	USD	Q	Details
08/06/2026	Out-of-State Local Incidental	Day 3	NEW YORK-NEW YORK C Q	5.00	USD	Q	Details
08/06/2026	Out-of-State Mileage - Pri Veh	Airport to Duty Station		9.79	USD		Details

Figure 38. The completed Travel Authorization with the Save and Submit buttons highlighted.

Step 41. After submission, a confirmation pop-up message appears (Figure 39). Select **OK**.

Submission Confirmation.

CERTIFICATION: This is to certify that the data contained in this travel authorization is accurate and comply with expense policy.

OK
Cancel

Figure 39. Submission Confirmation.

Step 42. After submitting your finished authorization, errors might appear. To view errors, select the **Error Flag** (Figure 40), and the Travel Authorization Errors pop-up window appears (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 0000000288 Pending

Stephanie Brown

Save Submit

*Description

Travel to New York

*Business Purpose

Out of State Travel

Comments

To attend yearly conference

Billing Type

Internal

Attachments (1)

*Travel From

OKLAHOMA CITY-OKLAH C

*Travel To

NEW YORK-NEW YORK C Q

*Date From

08/05/2026

*Date To

08/07/2026

Trip Duration 2 Days

Create A Cash Advance

View Printable Version

Notes

Details

Accounting Default

Populate from Travel Authorization

Populate from Template

Quick-Fill

10 rows

Date

Expense Type

Description

Location

Amount

Currency

Accounting

Attachments

08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to		600.00	USD		Details		+	-
08/05/2026	Out-of-State Lodging	Overnight Stay	NEW YORK-NEW YORK C Q	237.00	USD		Details		+	-
08/05/2026	Out-of-State Per Diem Meal	Day 1	NEW YORK-NEW YORK C Q	64.00	USD		Details		+	-

Figure 40. Screenshot of error flags on the expense lines.

Travel Authorization Errors

Please enter or update the following information:

Accounting Detail -- Department is not valid for the GL business unit on distribution line 1.

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

Figure 41. Travel Authorization Errors pop-up window with error message.

Step 43. The below error example has to do with accounting information on the expense lines. If the error flag only shows on some lines, you will have to go to each line to fix them. If a flag shows on all expense lines, select the **Accounting Default** tab and fix the accounting information there (Figure 42). Select **Save**. After you save your new information, it should fix all the expense lines in error. Select **Submit** when finished.

Travel Authorization

Report 0000000288 Pending

Stephanie Brown

Save Submit

*Description

Travel to New York

*Business Purpose

Out of State Travel

Comments

To attend yearly conference

Billing Type

Internal

Attachments (1)

*Travel From

OKLAHOMA CITY-OKLAH C

*Travel To

NEW YORK-NEW YORK C Q

*Date From

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*Date To

08/07/2026

Trip Duration 2 Days

Create A Cash Advance

View Printable Version

Notes

Details

Accounting Default

Populate from Travel Authorization

Populate from Template

Quick-Fill

10 rows

Date

Expense Type

Description

Location

Amount

Currency

Accounting

Attachments

08/05/2026	OoS Mileage-Airfare Cost Comp	Airfare American Airlines to		600.00	USD		Details		+	-
08/05/2026	Out-of-State Lodging	Overnight Stay	NEW YORK-NEW YORK C Q	237.00	USD		Details		+	-
08/05/2026	Out-of-State Per Diem Meal	Day 1	NEW YORK-NEW YORK C Q	64.00	USD		Details		+	-
08/05/2026	Out-of-State Local Incidental	Day 1	NEW YORK-NEW YORK C Q	5.00	USD		Details		+	-
08/05/2026	Out-of-State Mileage - Pri Veh	Duty Station to Airport		9.79	USD		Details		+	-
08/06/2026	Out-of-State Per Diem Meal	Day 2	NEW YORK-NEW YORK C Q	38.00	USD		Details		+	-

Figure 42. Travel Authorization with the Accounting Default tab and all error flags highlighted.

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