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).

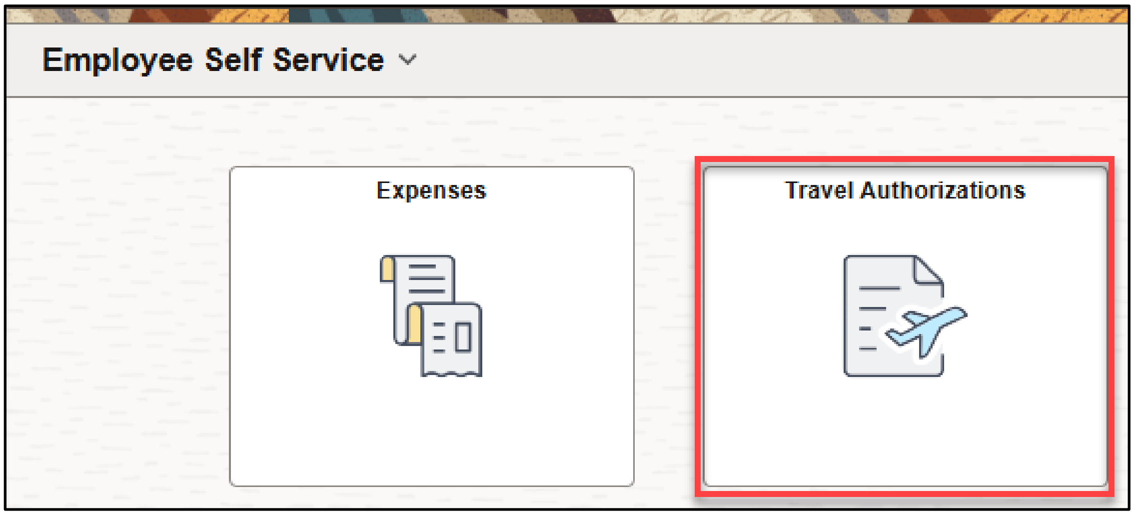


Figure 1. Employee Self Service homepage with the Travel Authorizations tile highlighted.

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

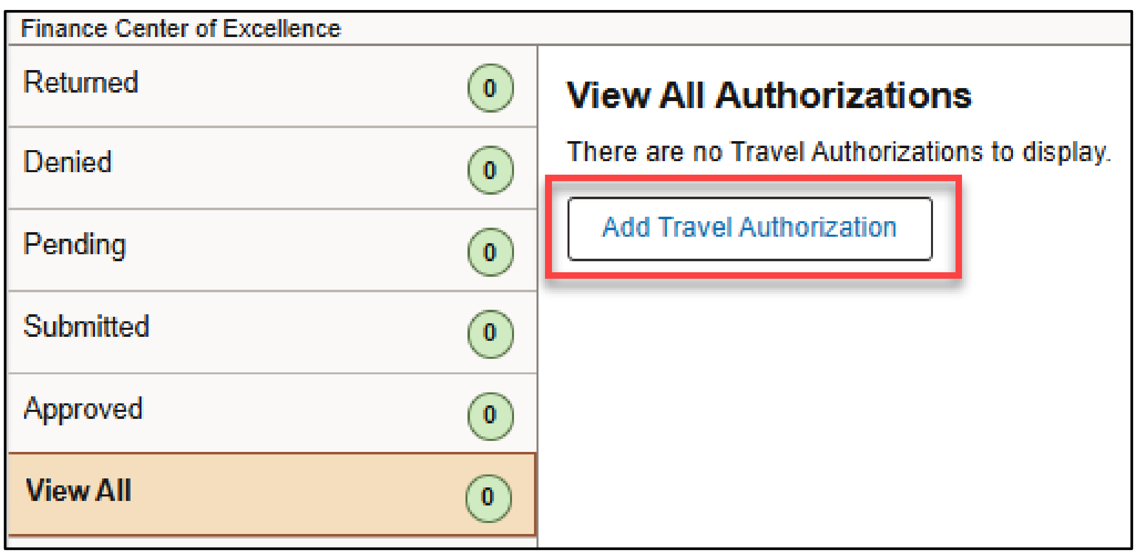


Figure 2. Add Travel Authorization button.

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).

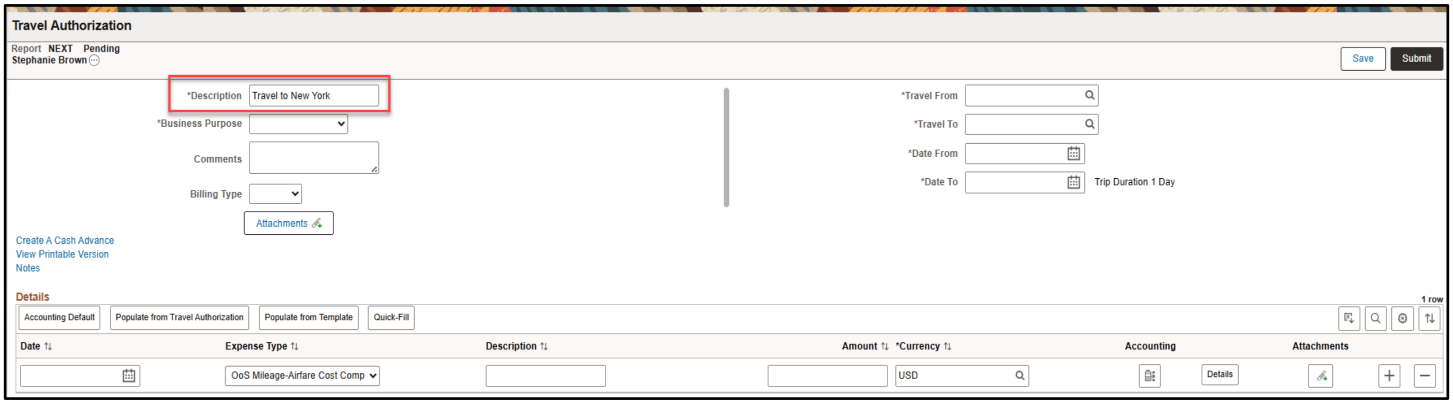


Figure 3. Travel Authorization with the Description field highlighted.

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).

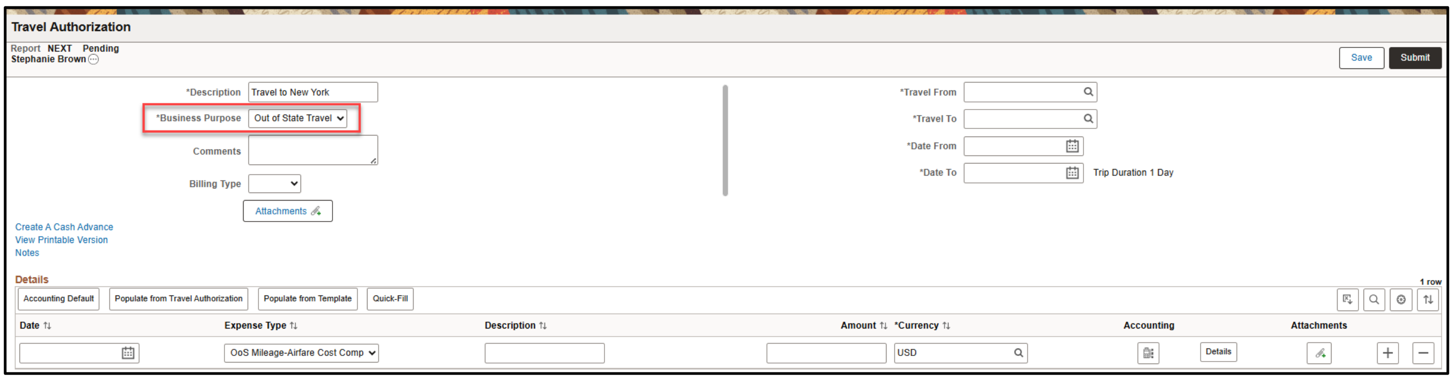


Figure 4. Travel Authorization with the Business Purpose field highlighted.

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

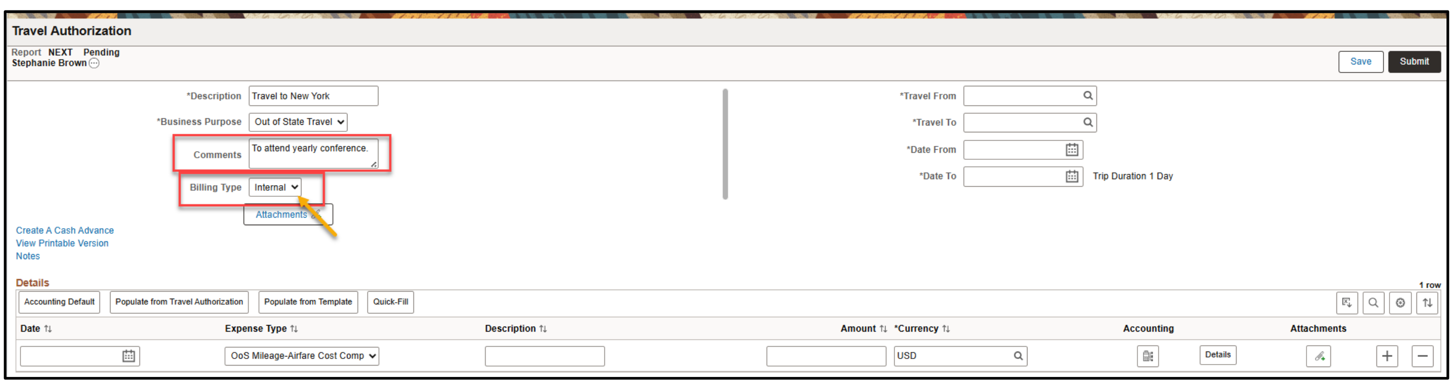


Figure 5. Travel Authorization with the Comments and Billing Type fields highlighted.

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).

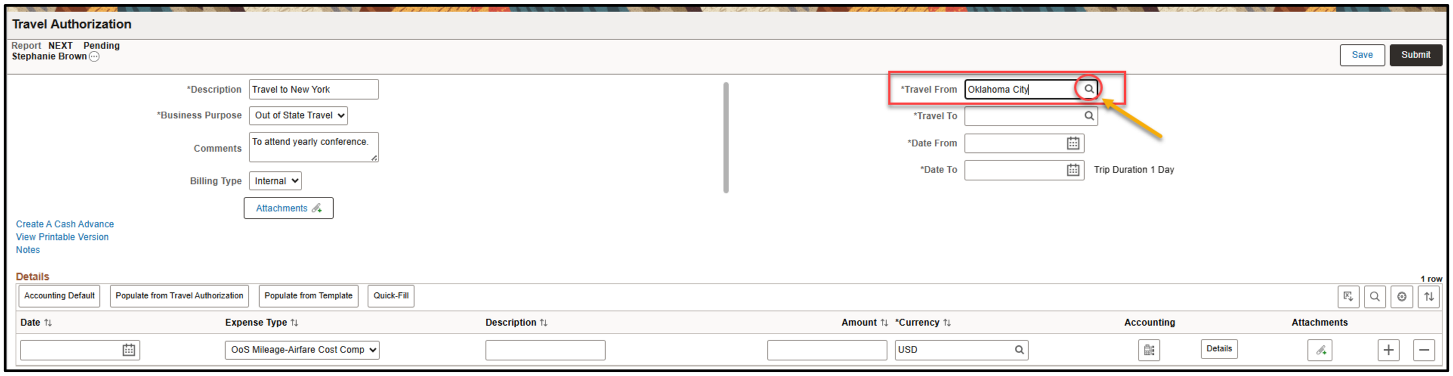


Figure 6. Travel Authorization with the Travel From field highlighted.

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

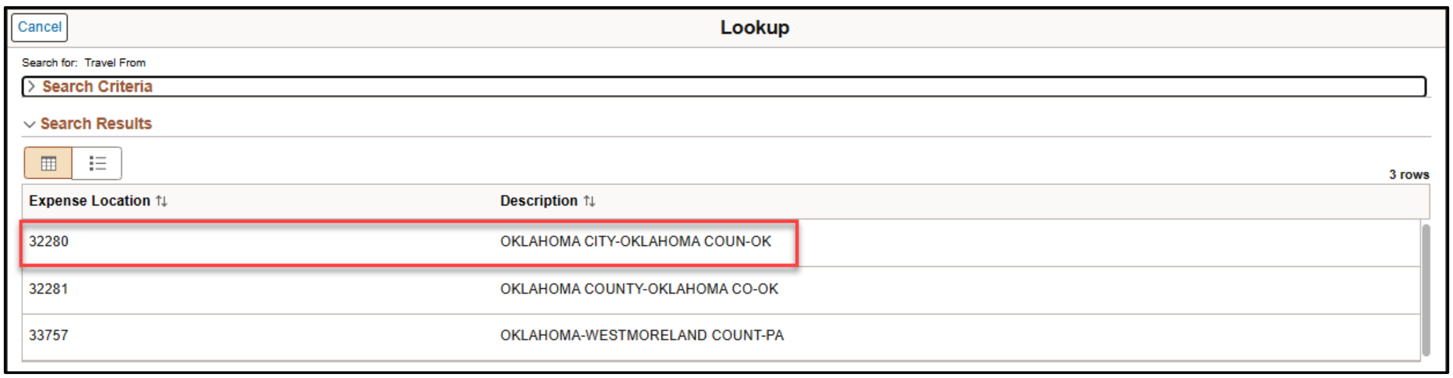


Figure 7. Lookup search results with the desired Expense Location row highlighted.

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).

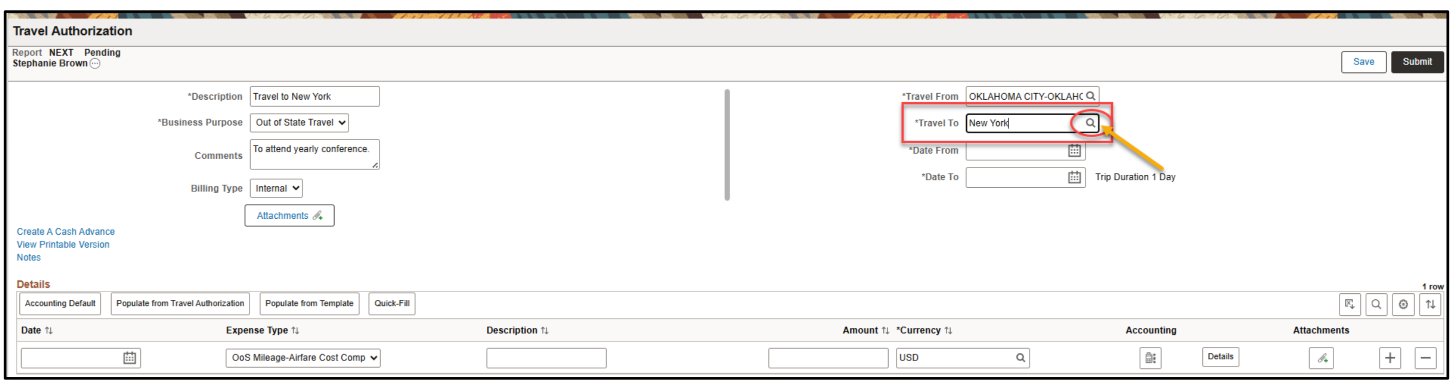


Figure 8. Travel Authorization with the Travel To field highlighted.

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).

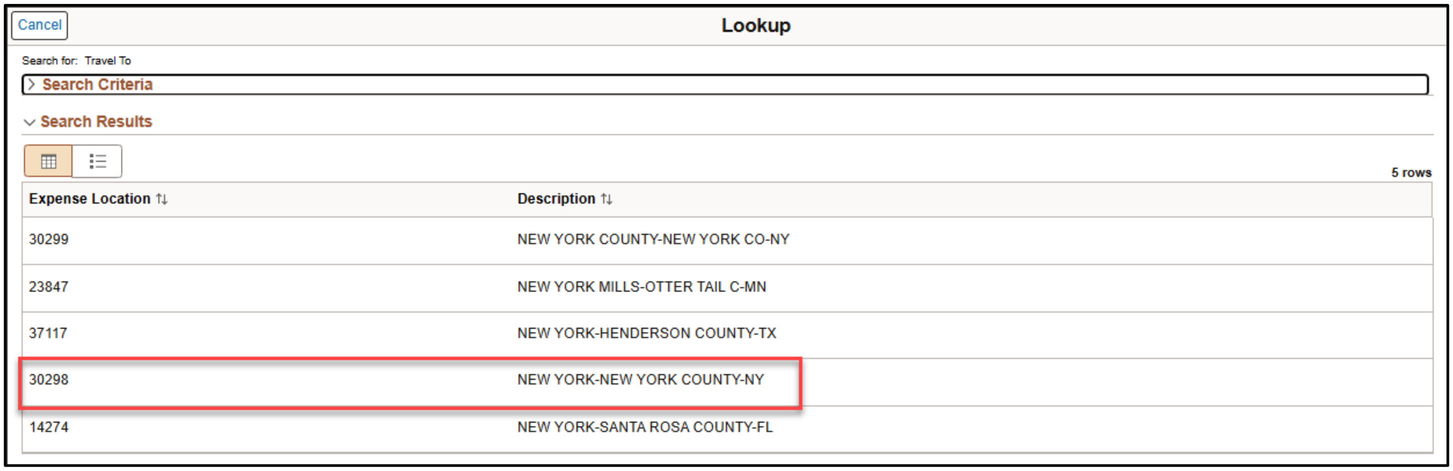


Figure 9. Lookup search results with the desired Expense Location row highlighted.

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).

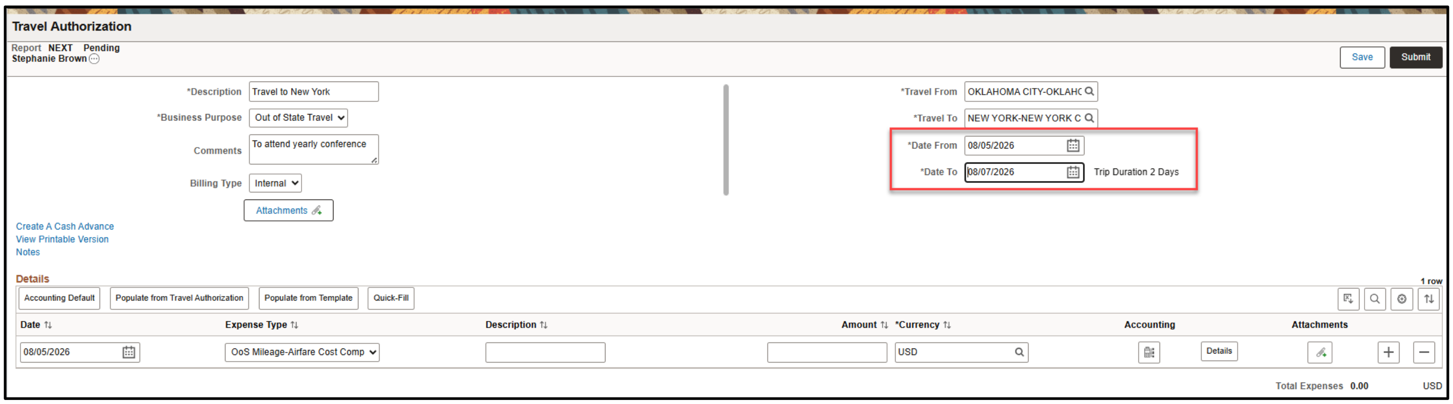


Figure 10. Travel Authorization with the Date From and Date To fields highlighted.

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

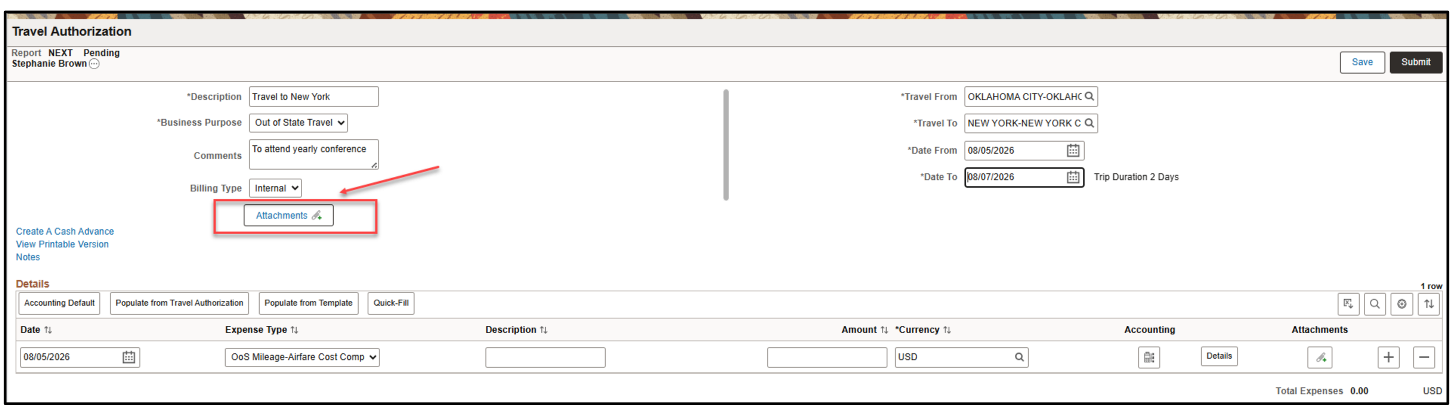


Figure 11. Travel Authorization with the Attachments button highlighted.

Step 12. Select **Add Attachment** (Figure 12).

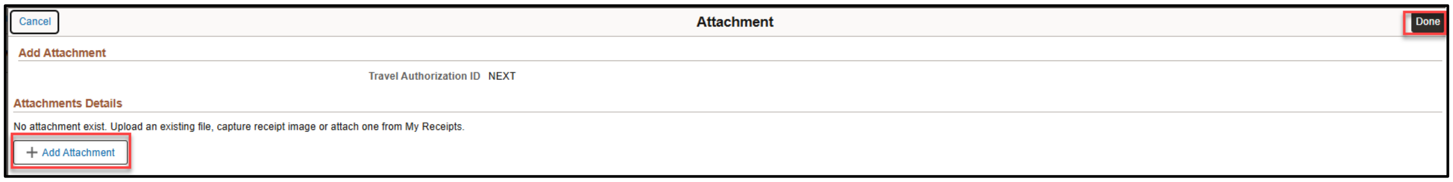


Figure 12. Add Attachment button.

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

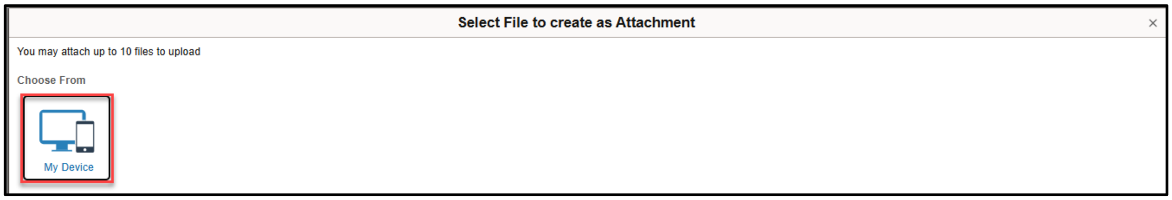


Figure 13. My Device button.

Step 14. Select **Upload** (Figure 14).

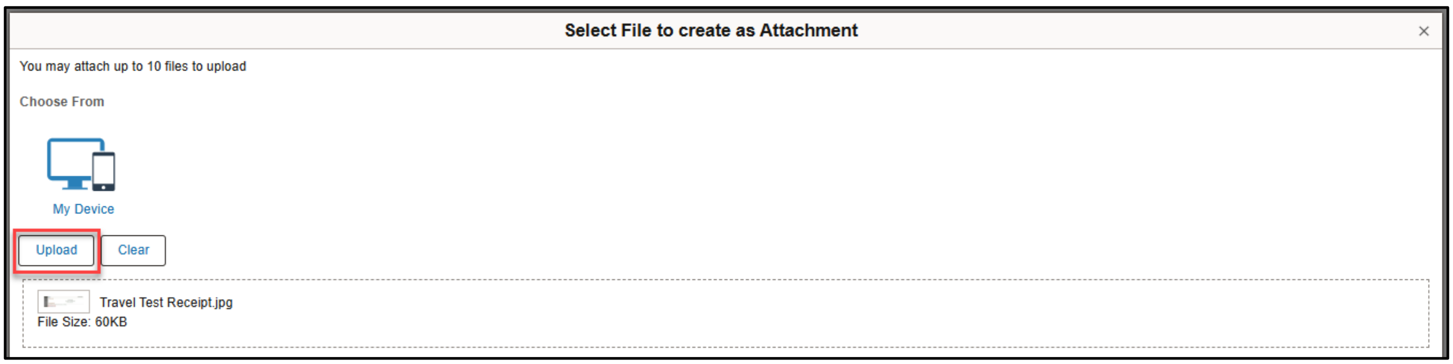


Figure 14. Upload button is highlighted.

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

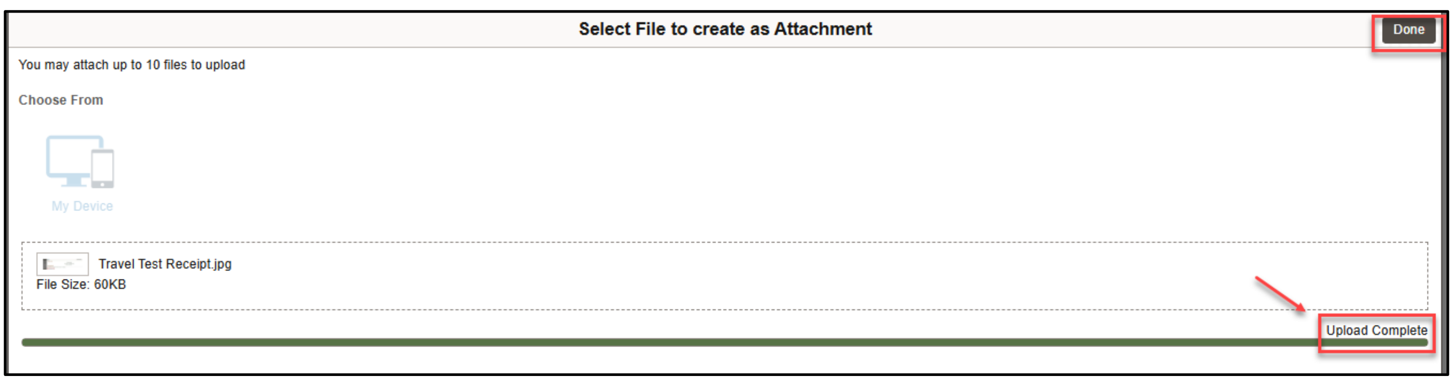


Figure 15. Upload Complete notification highlighted and Done button highlighted.

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

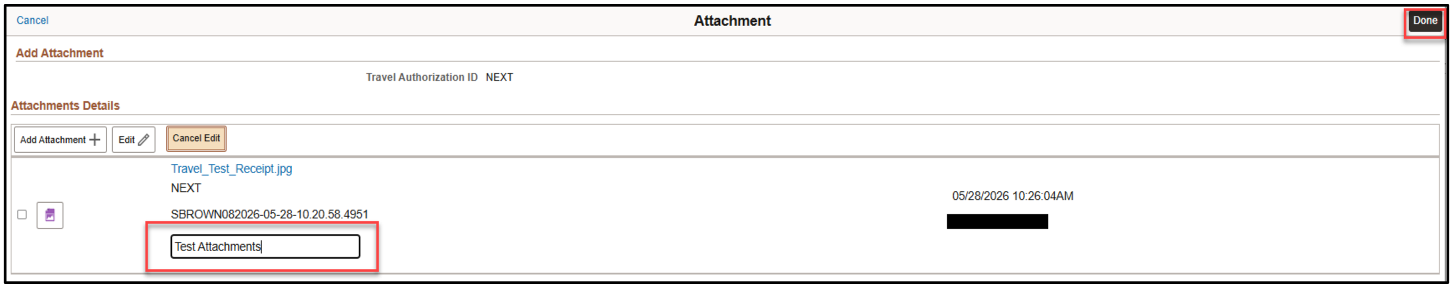


Figure 16. Attachments Details with the description field highlighted.

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.

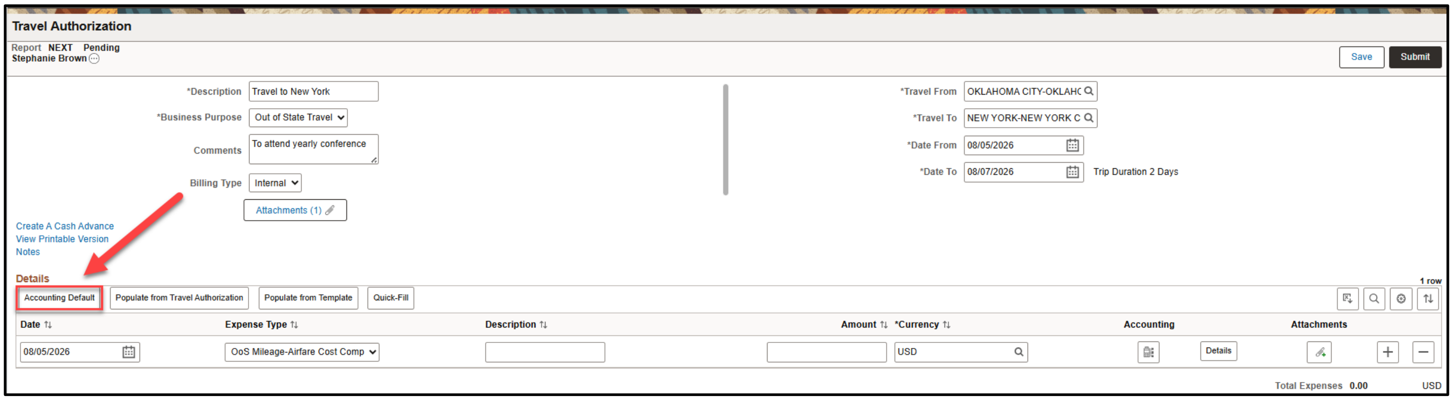


Figure 17. Travel Authorization with the Accounting Default button highlighted under Details.

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

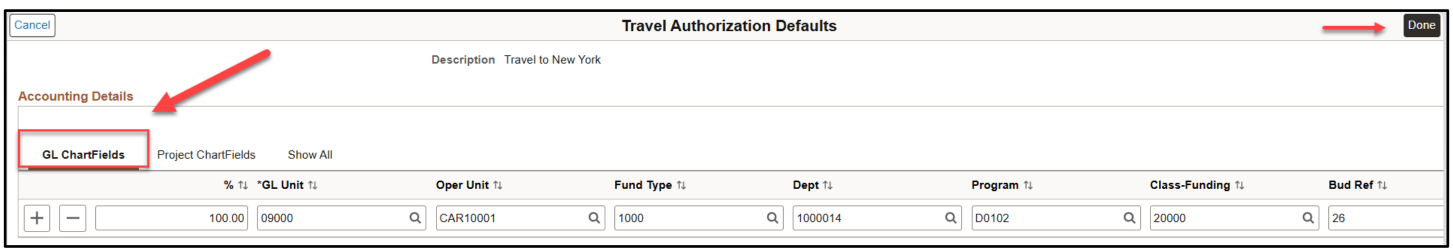


Figure 18. Travel Authorization Defaults with the GL ChartFields tab highlighted under Accounting Details.

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

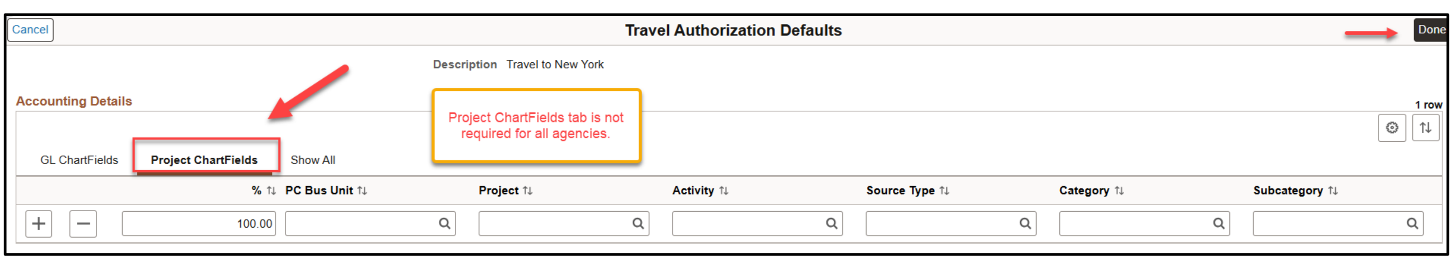


Figure 19. Travel Authorization Defaults with the Project ChartFields tab highlighted under Accounting Details.

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).

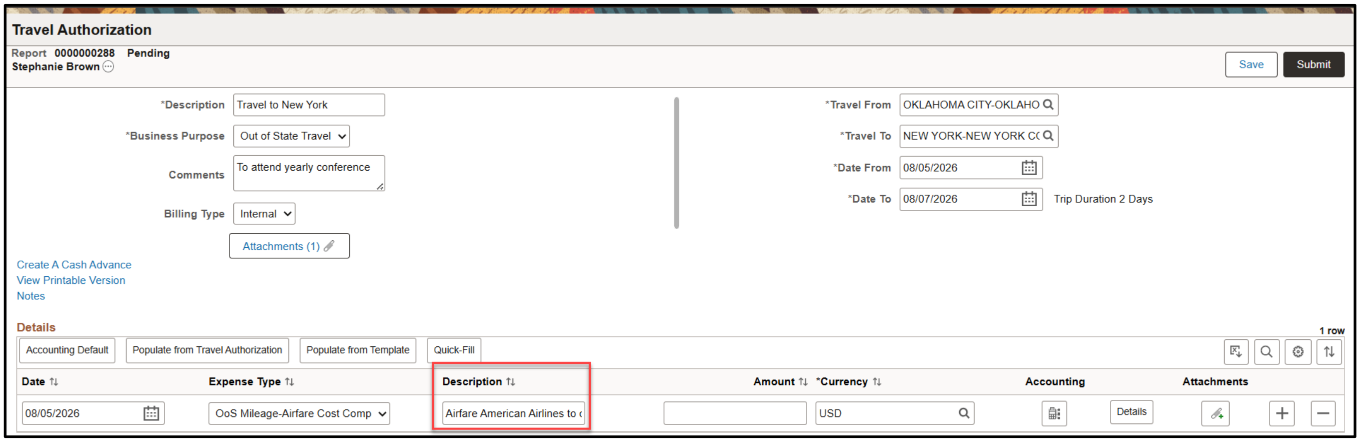


Figure 20. Travel Authorization Details with the expense type's Description field highlighted.

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

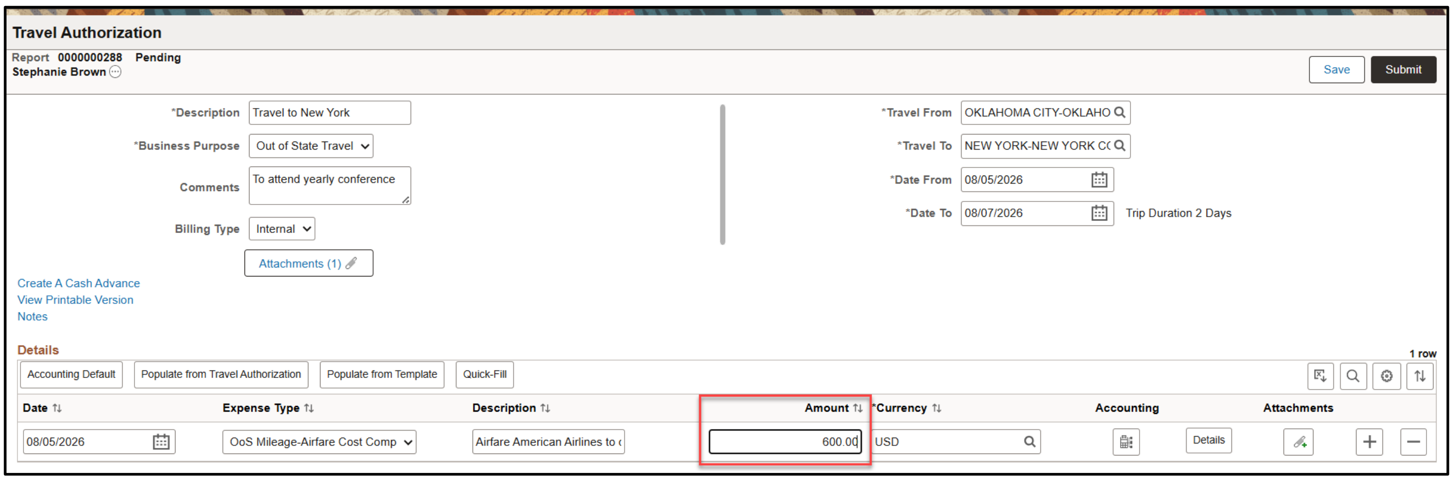


Figure 21. Travel Authorization Details with the Amount field highlighted.

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).

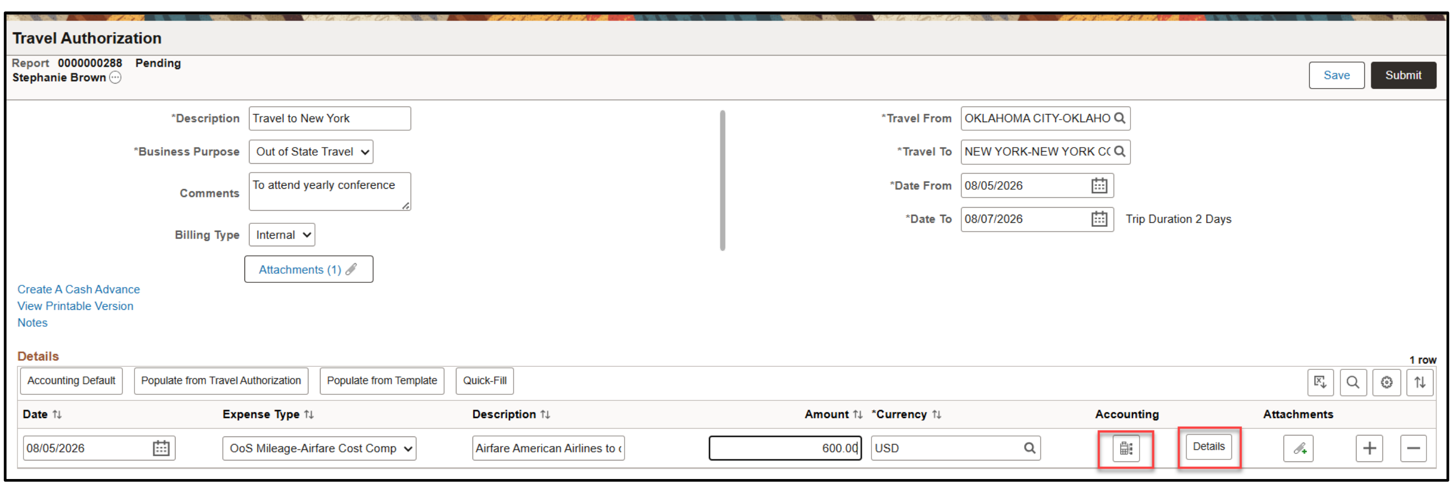
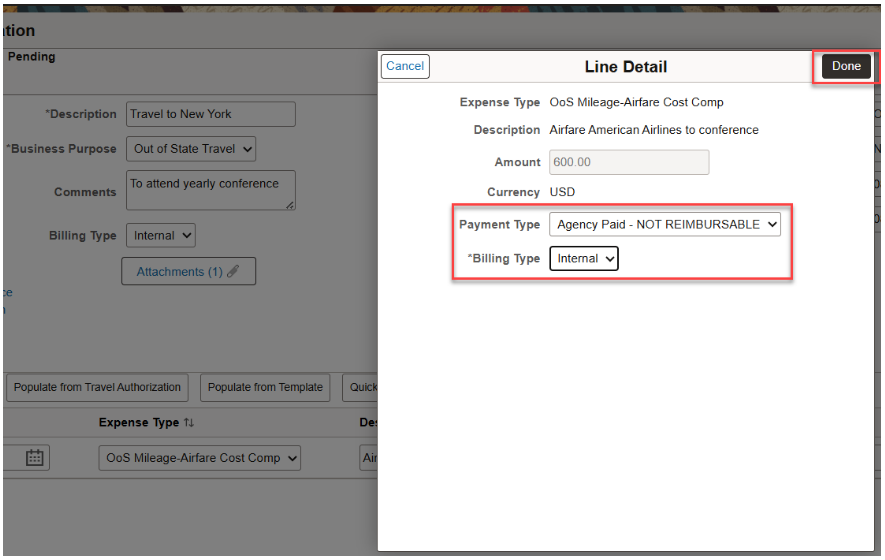


Figure 22. Travel Authorization Details with the Accounting icon and Details buttons highlighted.

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.

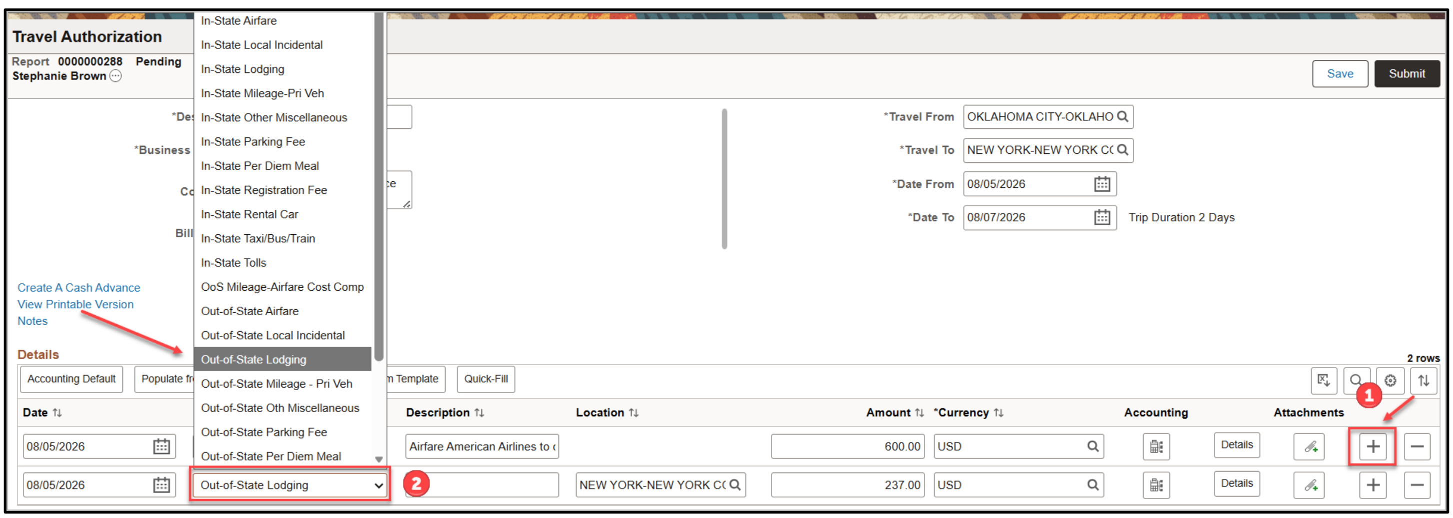


Figure 24. Travel Authorization Details with an added expense type highlighted.

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.

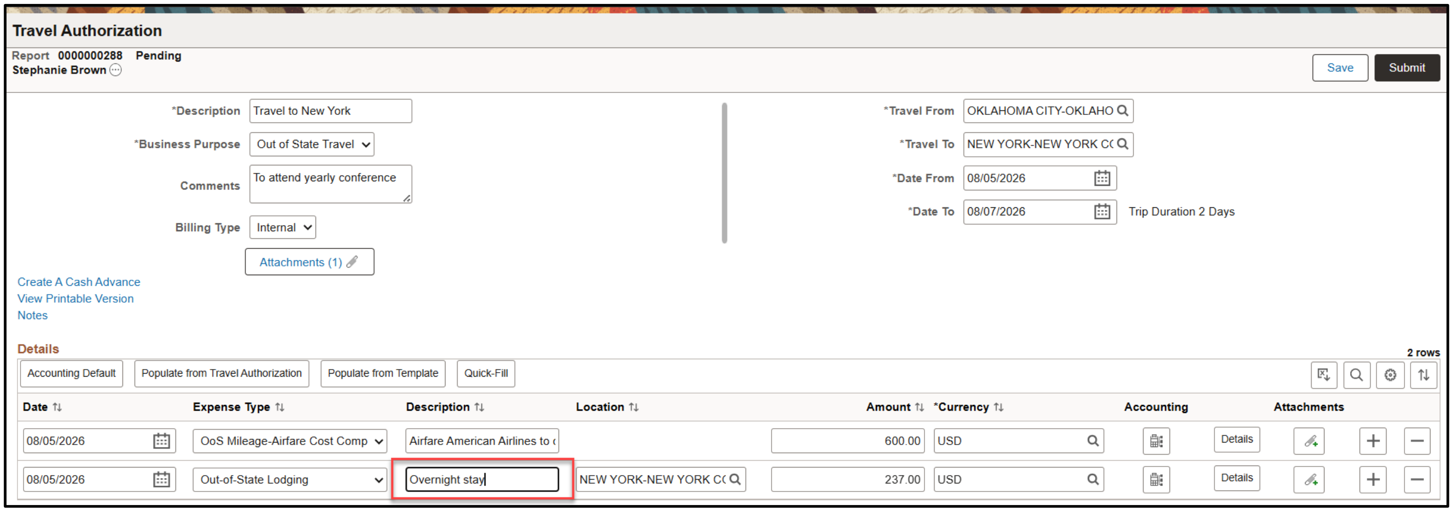


Figure 25. Travel Authorization Details with the added expense line's Description field highlighted.

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).

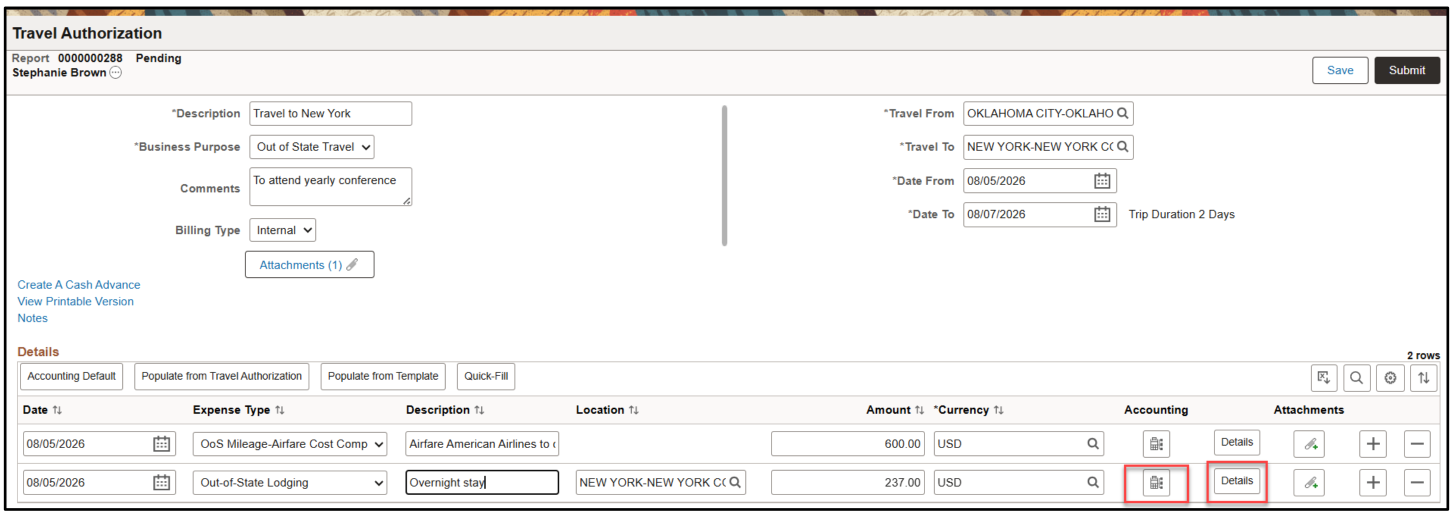


Figure 26. Travel Authorization Details with the added expense line's Accounting icon and Details buttons highlighted.

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.

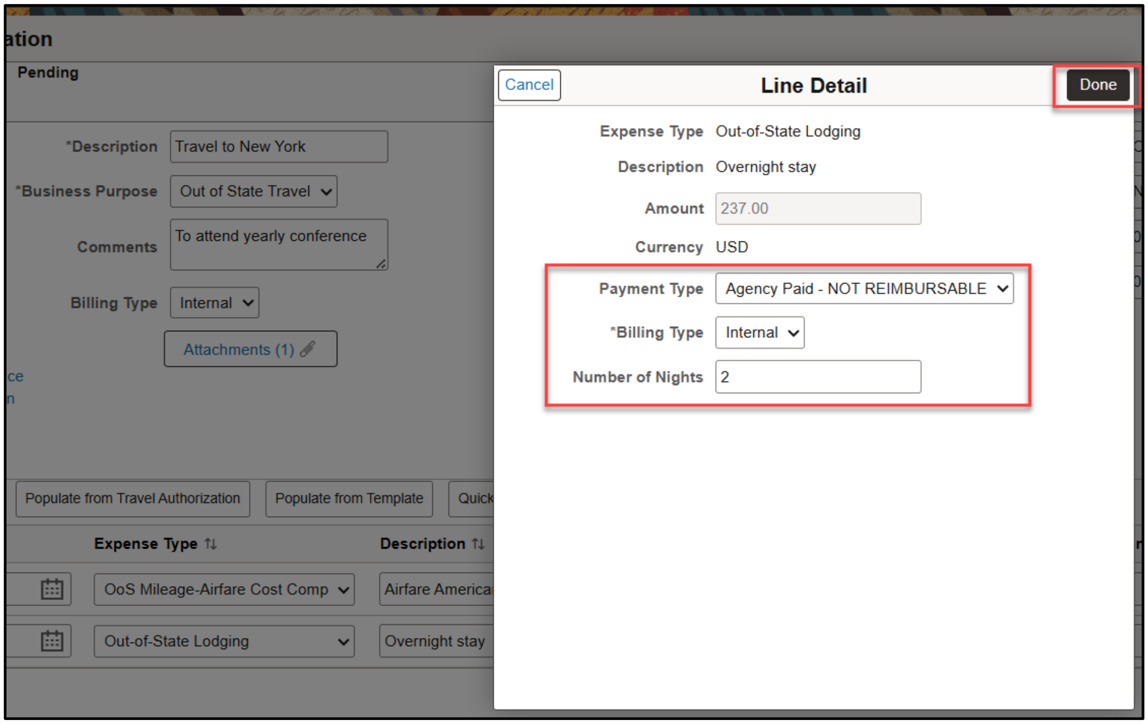


Figure 27. Line Detail pop-up window with Payment Type, Billing Type and Number of Nights fields highlighted.

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).

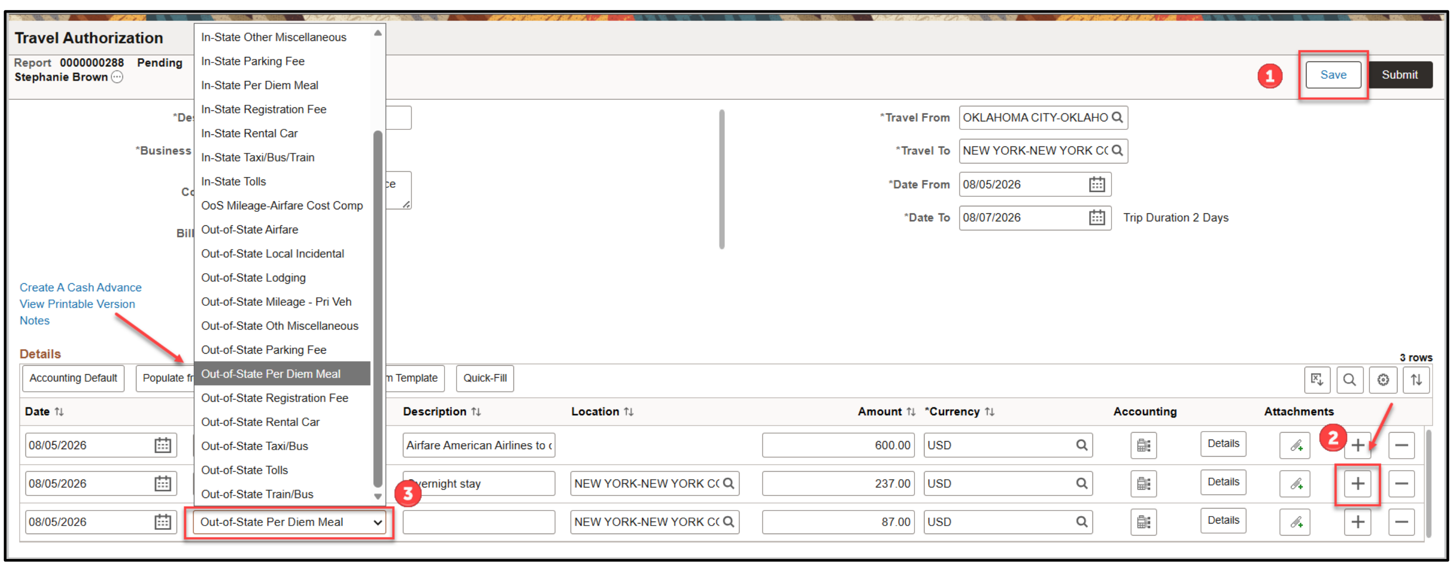


Figure 28. Travel Authorization Details with the added expense type and the Save button highlighted.

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

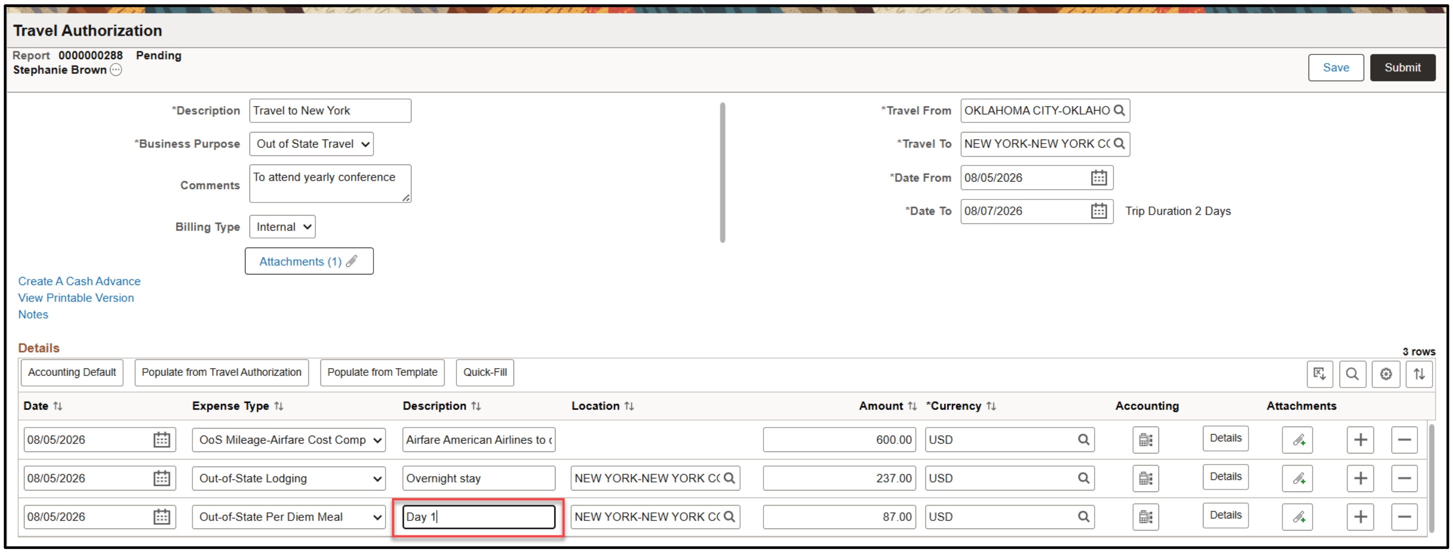


Figure 29. Travel Authorization Details with the added expense line's Description field highlighted.

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).

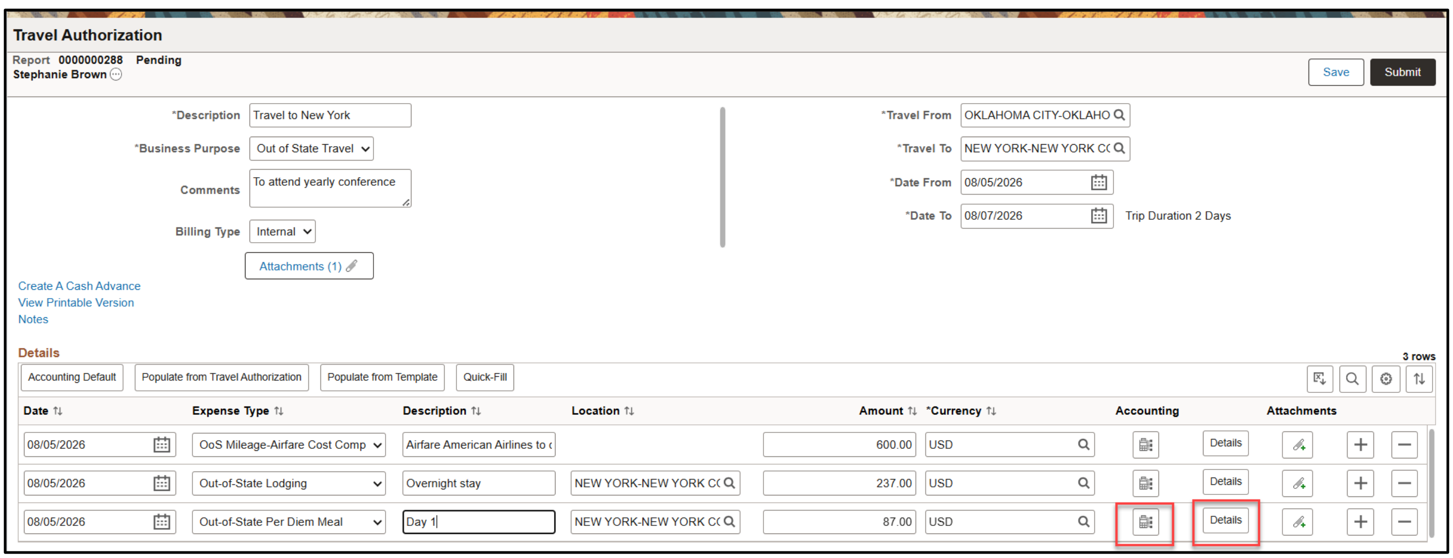


Figure 30. Travel Authorization Details with the added expense line's Accounting icon and Details buttons highlighted.

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.

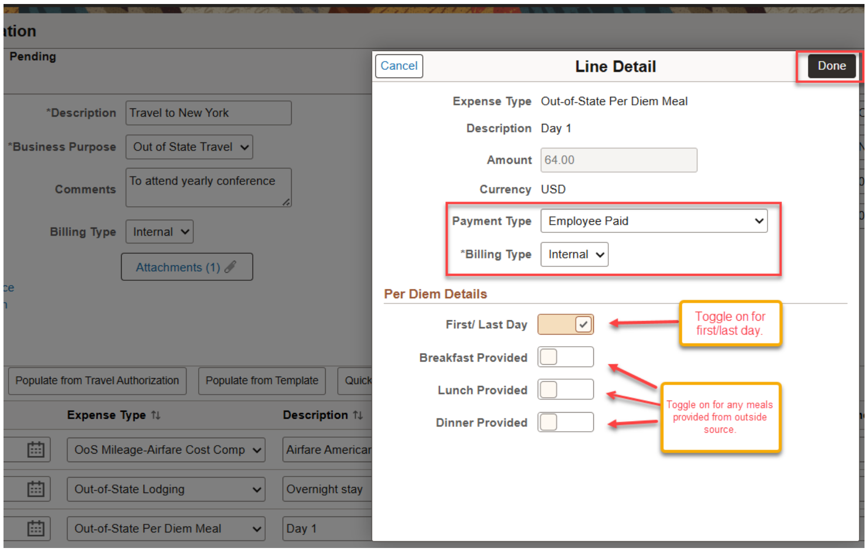


Figure 31. Line Detail window with Per Diem Details explained.

- **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).

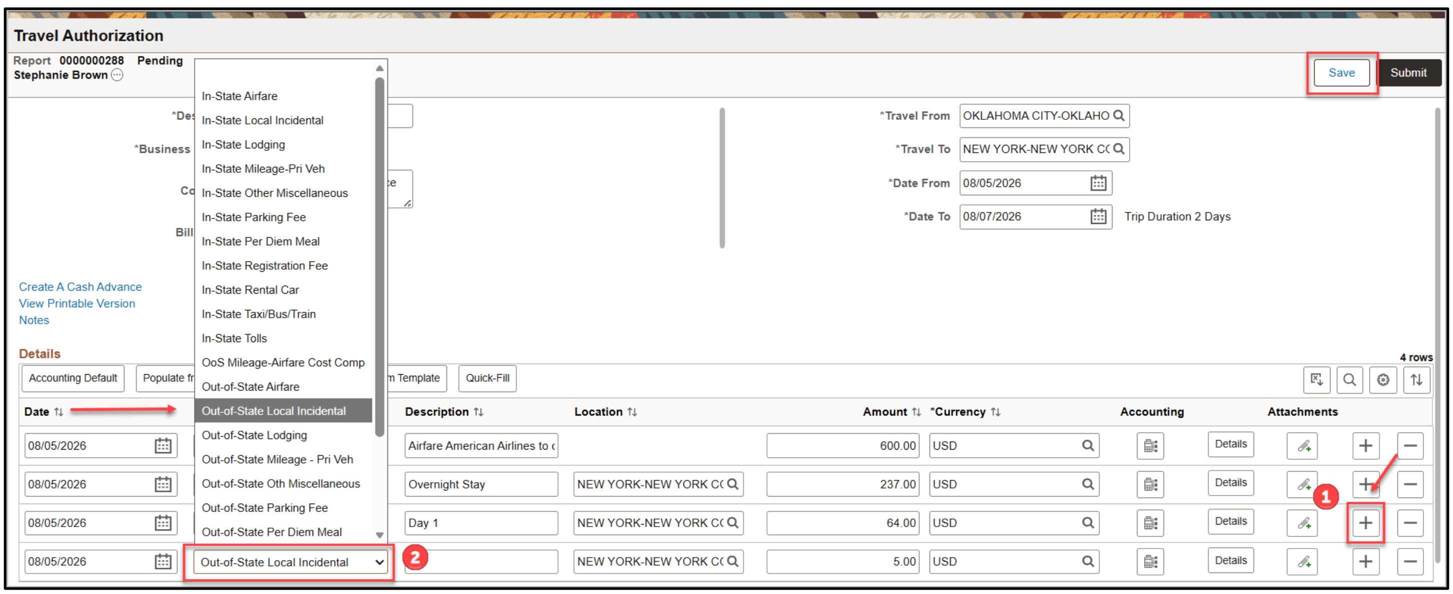


Figure 32. Travel Authorization Details with the added expense type and Save button highlighted.

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.

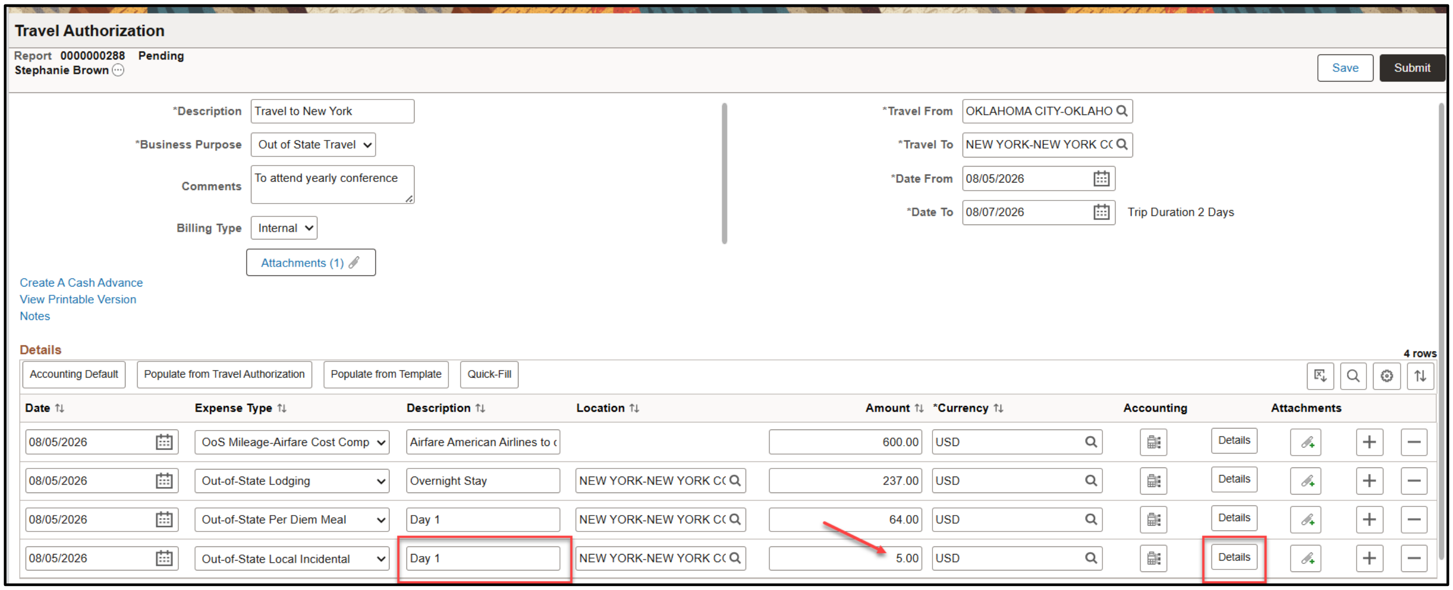


Figure 33. Travel Authorization Details with the Description field, Amount and Details button highlighted.

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.

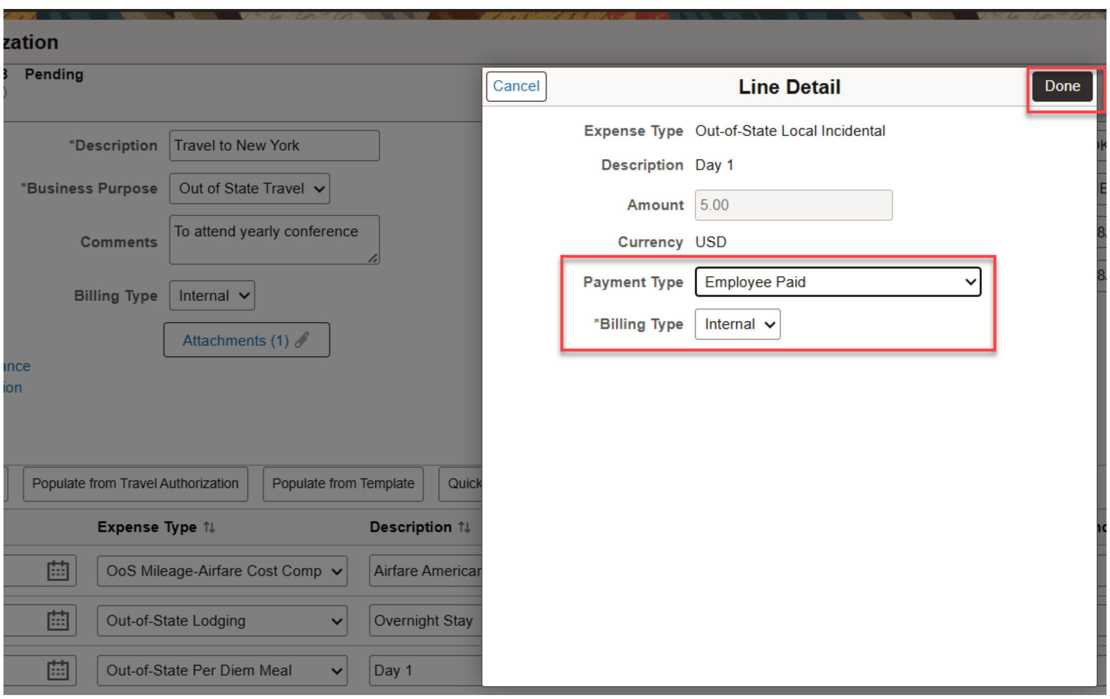


Figure 34. Line Detail pop-up window with the Payment Type and Billing Type fields highlighted.

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).

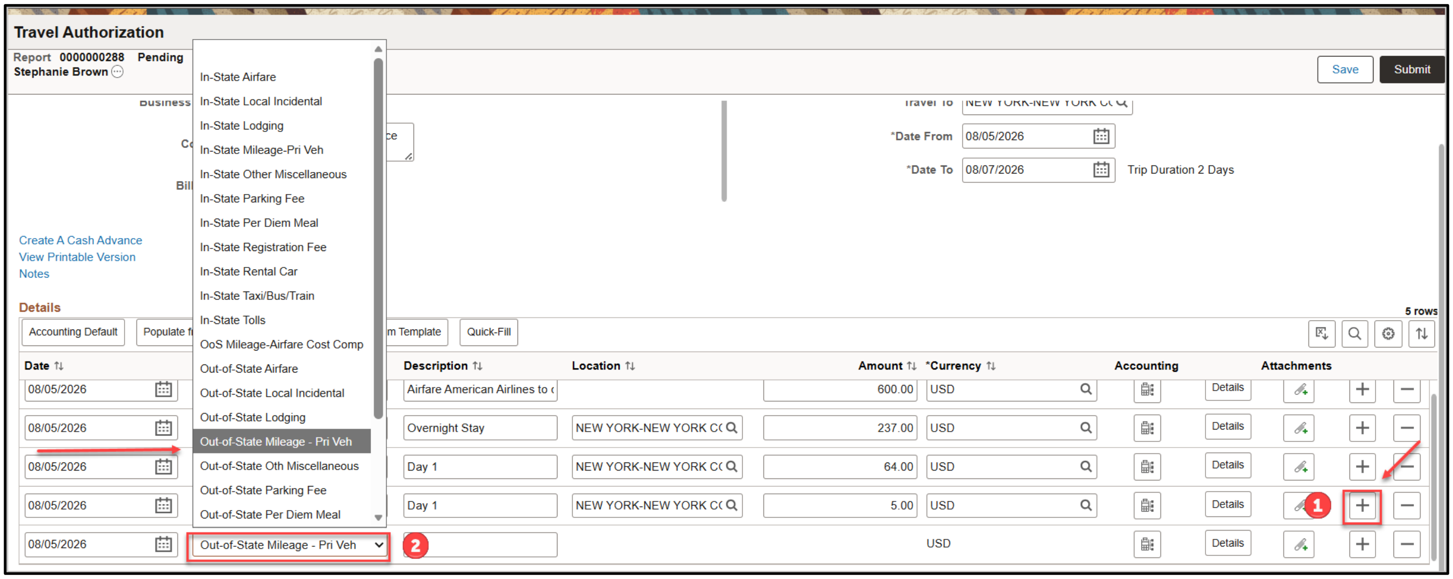


Figure 35. Travel Authorization Details with the added expense type highlighted.

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.

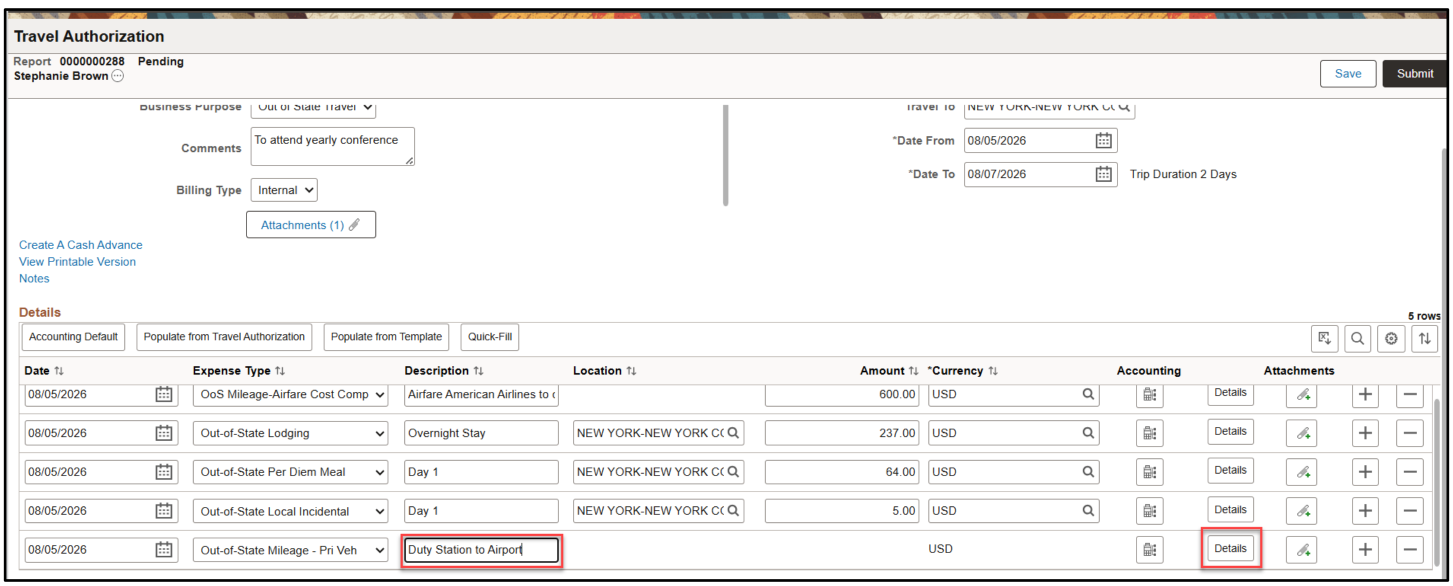


Figure 36. Travel Authorization Details with the added expense line's Description field and Details button highlighted.

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.

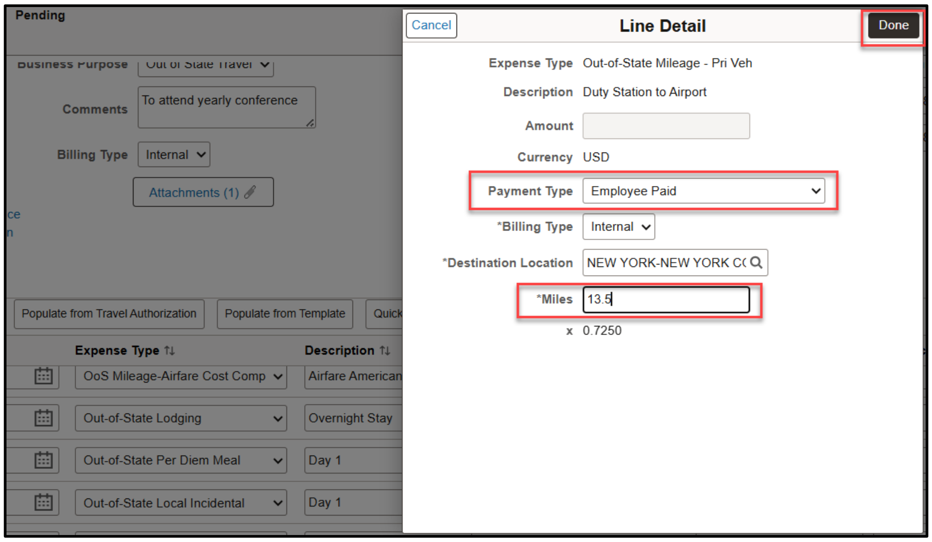


Figure 37. Line Detail pop-up window with Payment Type and Miles fields highlighted.

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.

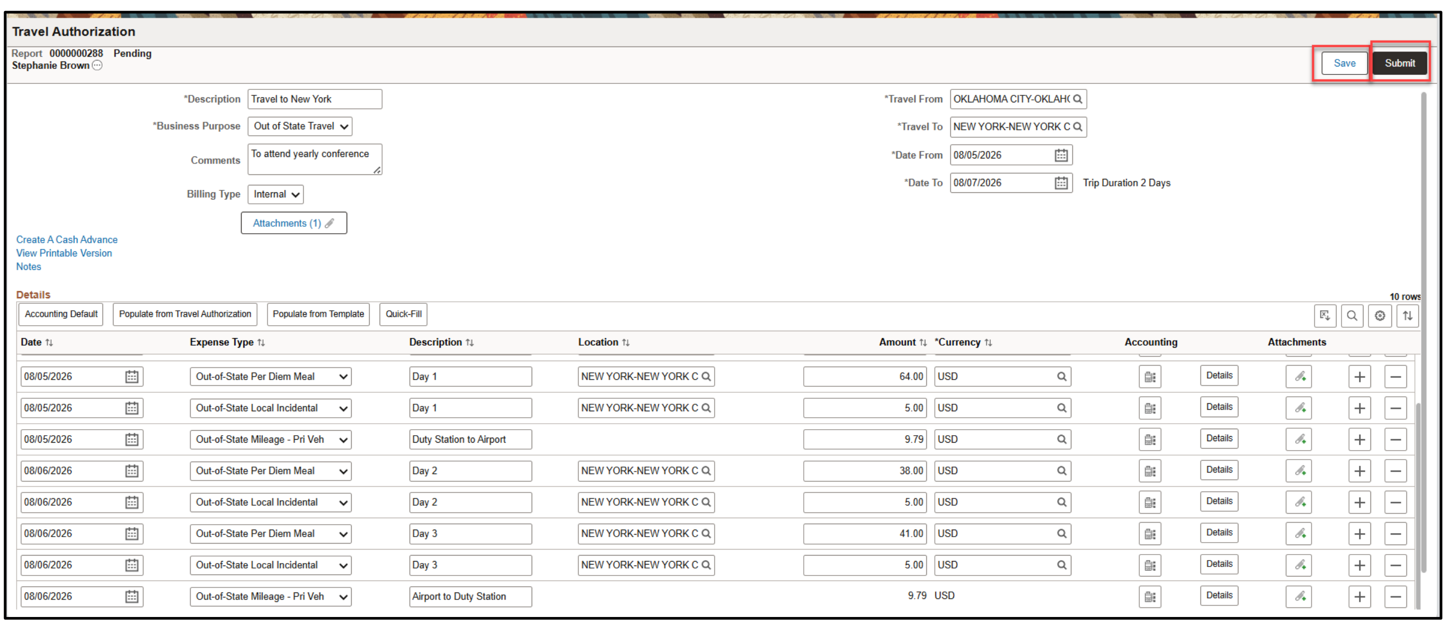


Figure 38. The completed Travel Authorization with the Save and Submit buttons highlighted.

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

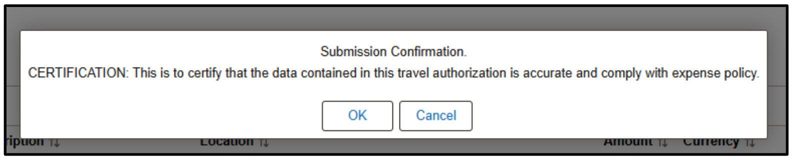


Figure 39. Submission Confirmation.

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.

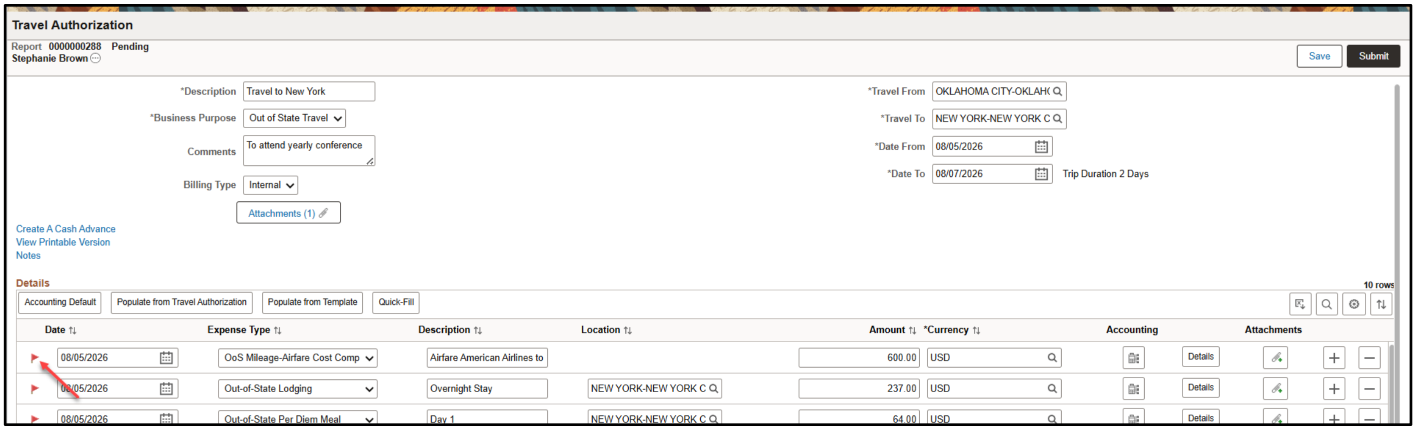


Figure 40. Screenshot of error flags on the expense lines.

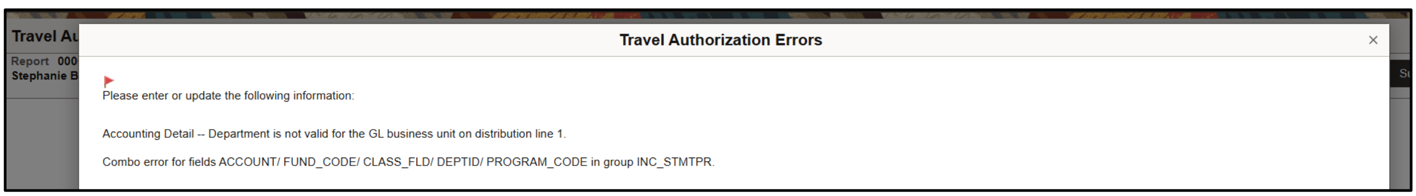


Figure 41. Travel Authorization Errors pop-up window with error message.

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.

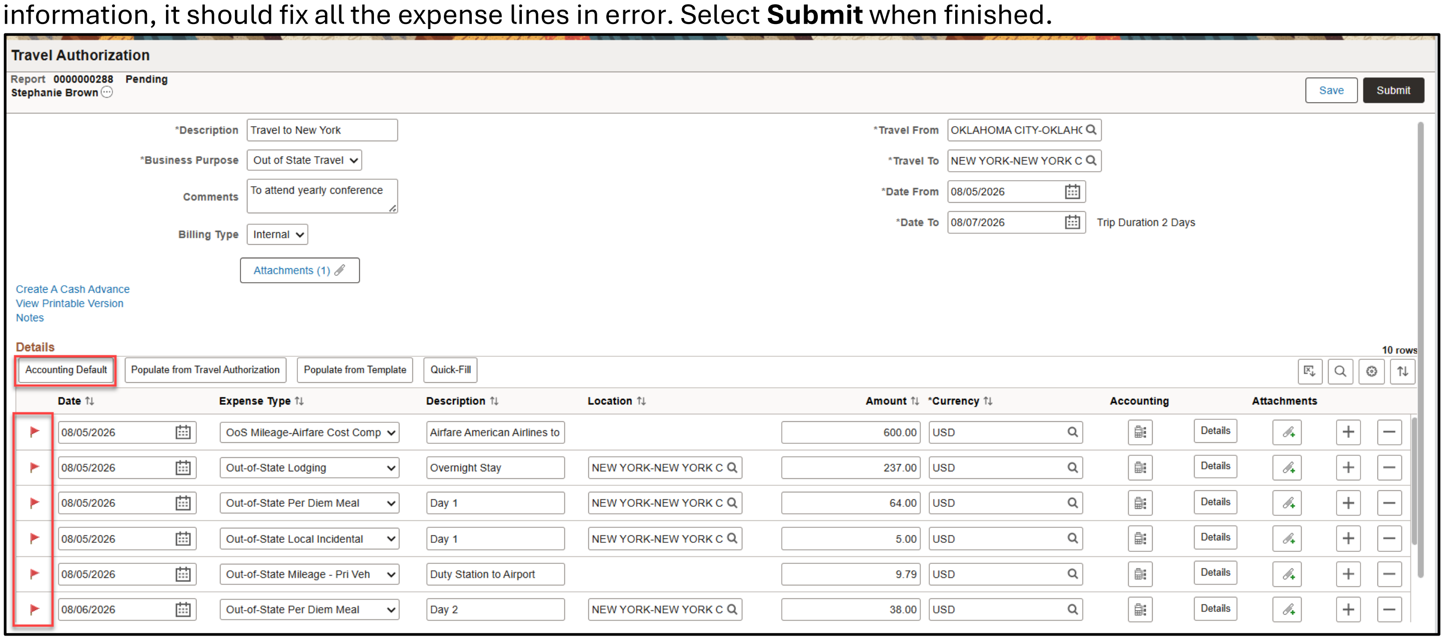


Figure 42. Travel Authorization with the Accounting Default tab and all error flags highlighted.