

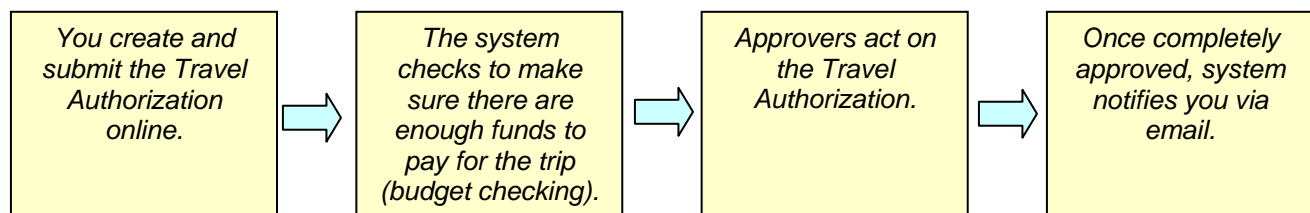
Using Travel Authorizations in the PeopleSoft Travel and Expense Module

In PeopleSoft, Travel Authorizations are specific to a planned trip with defined start and end dates, as well as locations.

You will need to include:

- Location
- Start and end dates
- Expense you anticipate on incurring during your trip

Travel Authorization Path:

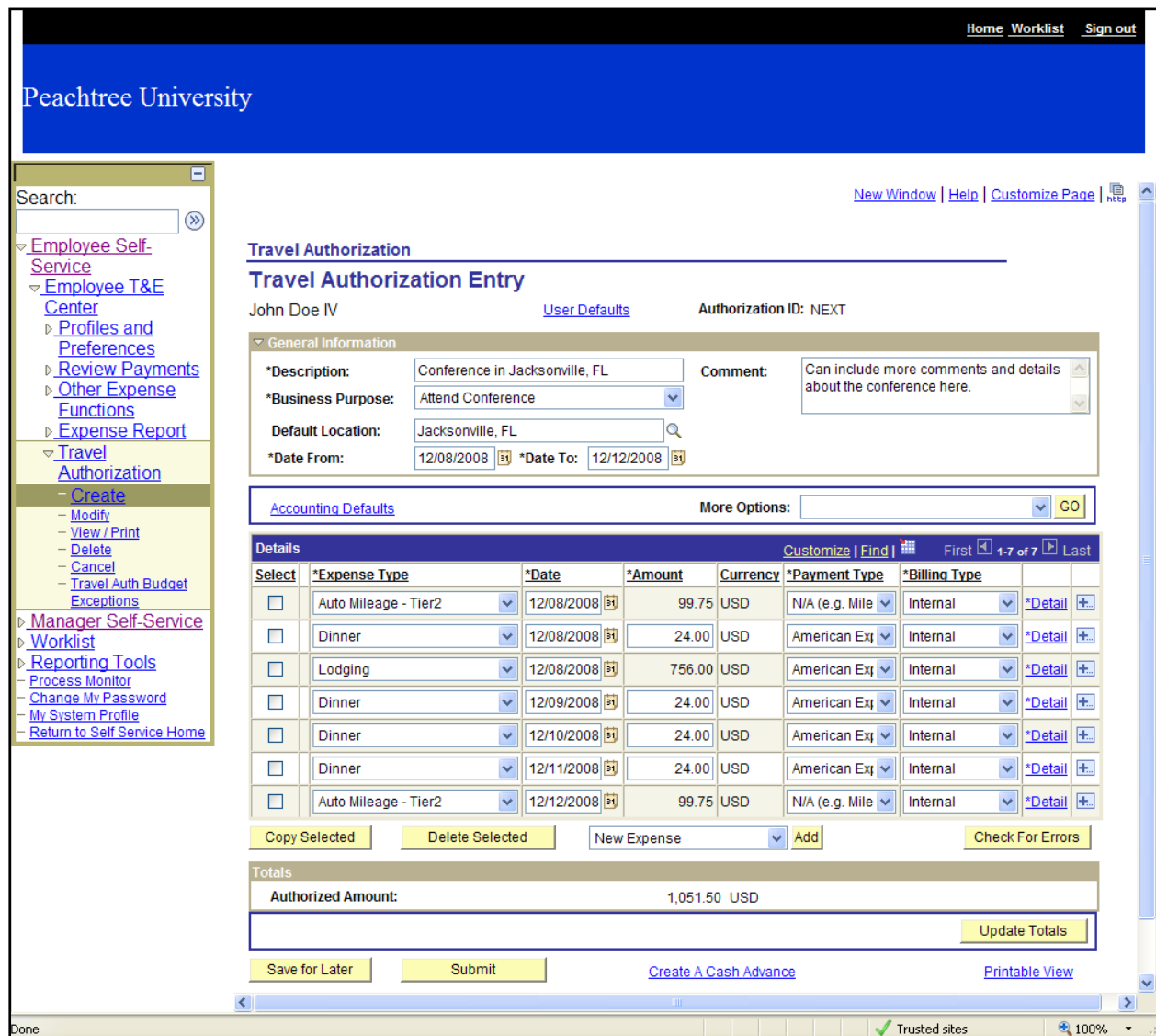


Travel Authorization Time Limits:

- Can only submit a Travel Authorization for future travel dates
- Remember to allow enough time for your Travel Authorization to work its way through all approval levels

Major Components of a Travel Authorization:

- General Information
 - Description: Short explanation of your planned travel
 - Business Purpose: Select most appropriate reason for travel
 - Default Location: Indicate where you are traveling
 - Date From/Date To: Indicate the inclusive dates of your travel
 - Comment: Can include more information that allowed in the Description field
- Accounting Defaults
 - Indicate where you want your anticipated expenses charged
 - Fund, Department, Program, Class, and Project
- Details
 - Specify the expenses you anticipate on incurring during your trip
- Totals
 - Running total of anticipated expenses



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Travel Authorization

Travel Authorization Entry

John Doe IV [User Defaults](#) Authorization ID: NEXT

General Information

*Description: Conference in Jacksonville, FL Comment: Can include more comments and details about the conference here.

*Business Purpose: Attend Conference

Default Location: Jacksonville, FL

*Date From: 12/08/2008 *Date To: 12/12/2008

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Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Auto Mileage - Tier2	12/08/2008	99.75	USD	N/A (e.g. Mile	Internal	*Detail +
<input type="checkbox"/>	Dinner	12/08/2008	24.00	USD	American Ex	Internal	*Detail +
<input type="checkbox"/>	Lodging	12/08/2008	756.00	USD	American Ex	Internal	*Detail +
<input type="checkbox"/>	Dinner	12/09/2008	24.00	USD	American Ex	Internal	*Detail +
<input type="checkbox"/>	Dinner	12/10/2008	24.00	USD	American Ex	Internal	*Detail +
<input type="checkbox"/>	Dinner	12/11/2008	24.00	USD	American Ex	Internal	*Detail +
<input type="checkbox"/>	Auto Mileage - Tier2	12/12/2008	99.75	USD	N/A (e.g. Mile	Internal	*Detail +

Copy Selected Delete Selected New Expense [Add](#) [Check For Errors](#)

Totals

Authorized Amount: 1,051.50 USD [Update Totals](#)

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