**Create a Travel Authorization**

1. Log into PeopleSoft Self Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel Authorization**
4. Select **Create/Modify**
5. In the **Description** field, enter a short explanation of your planned travel
6. Select the appropriate **Business Purpose** in the drop down list
7. Enter or search/select the **Destination Location**
8. In the **Date From** field, enter the starting date of travel (only future dates can be entered on travel authorizations)
9. In the **Date To** field, enter the ending date of travel
10. To add attachments to your Travel Authorization, select the **Attachments** link
11. Select the **Accounting Defaults** link
    1. Chartfield information is populated from your **User Profile**, yet it is good practice to review this information to ensure it is accurate and applicable to your current transaction
    2. To edit/update a chartfield for the entire Travel Authorization (each transaction line), update the information here under the **Accounting Defaults** link; to edit/update a chartfield just for a particular line, that is done after adding the line to the Travel Authorization
    3. After reviewing and/or editing Chartfields, click **OK**
12. For each expense type you wish to add to the Travel Authorization:
    1. Select the **Expense Type** drop down and select the Expense Type
    2. Enter the applicable date for the Expense type
    3. Select the **Payment** **type** for the Expense type to show how you will pay for the expense. If the expense type is mileage, select N/A (e.g. Mileage)
    4. Select the **Detail** link at the end of the row
    5. Enter the details for the expense line (fields are based on the expense type)
       1. For mileage, you will need to enter the miles, the originating location and the destination location
13. After adding all lines to the Travel Authorization, select the **Check for Errors** button. This confirms that all lines have been entered correctly. Lines with errors are marked with a red flag.
14. To save the Travel Authorization without submitting, select **Save for Later**
15. To submit the Travel Authorization for approval, select **Submit**

**Create an Expense Report from an Approved Travel Authorization**

1. Log into PeopleSoft Self Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Expense Reports**
4. Select **Create/Modify**
5. From the **Quick Start** menu that reads “**Populate From**” in the upper right corner of the page, select **A Travel Authorization** and click **GO**.
6. In the window that displays, select the Travel Authorization you wish to apply.
7. The Travel Authorization lines are applied to the Expense Report
   1. Make any necessary changes to the Expense Report
8. **Submit** the Expense Report for approval

**View Travel Authorization**

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Travel and Expenses**
5. Select **Travel Authorization**
6. Select **View**
7. Enter the **Travel Authorization ID** and click **Search** or click **Search** (with the ID field blank) to display all Travel Authorizations available for modification.
8. Select the **Travel Authorization ID** link to view the transaction
9. The Travel Authorization is displayed in a read-only format
10. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction
11. The **Action History** section displays any actions that have been taken on the transaction

**Modify Travel Authorization**

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel Authorization**
4. Select **Create/Modify**
5. On the **Find an Existing Value** tab, enter the **Travel Authorization ID** and click **Search** or click **Search** (with the ID field blank) to display all Travel Authorizations available for modification.
6. Select the **Travel Authorization ID** link to modify it.
7. Modify the Travel Authorization in the same fashion as you created it.

**Print Travel Authorization**

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Travel Authorization**
5. Select **Print**
6. Enter the **Travel Authorization ID** and click **Search** or click **Search** (with the ID field blank) to display all Travel Authorizations
7. Select the **Travel Authorization ID** link to view the transaction
8. A read-only view of the Travel Authorization is displayed
9. Select the **Print Travel Authorization** link
10. A new window/tab will automatically open which will display the printed travel authorization. Note that this may take several minutes
11. Use the print function on your browser to print the report after it displays
12. When you have finished viewing and/or printing the report, close the report window to return to the Travel Authorization view page

**Delete Travel Authorization**

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Travel Authorization**
5. Select **Delete**
6. Enter the **Travel Authorization ID** or click **Search** and locate the Travel Authorization needing to be deleted
7. Put a checkmark in the appropriate box to select the travel authorization you wish to delete
8. Select the **Delete Selected Authorization(s)** button
9. The Delete Confirmation message is displayed