**Introduction**

Lesson Description:

This lesson is designed to instruct end-users on how to enter Travel Authorizations in the PSFIN v9.2 Travel and Expense module.

Objectives and Tasks:

By the end of this lesson, participants will be able to successfully enter Travel Authorization in the Travel and Expenses module in PSFIN v9.2. The tasks covered in this lesson include:

* Create Travel Authorization from a Blank Report
* Define the fields on an Expense Report
* Submit an Travel Authorization for approval
* Apply an Approved Travel Authorization to an Expense Report
* View a submitted Travel Authorization
* Modify a Travel Authorization
* Print a Travel Authorization
* Delete a Travel Authorization

Accompanying Materials:

* Travel Authorizations\_PPT
* Travel Authorizations\_Job Aids

**Creating a Travel Authorization**

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| Slide 2 | Creating a Travel authorization – Process   * Traveler enters Travel Authorization online   + Traveler can scan and attach electronic copies of supporting documentation if needed * Traveler submits Travel Authorization online   + Workflow sends submitted Travel Authorization to first approver * Approver(s) approve/deny Travel Authorization online * After travel is complete, Traveler creates an Expense Report from the approved Travel Authorization   + Releases the encumbrance and creates the expenditure |
| Slide 3 | Purpose of Travel Authorizations   * For employees to request permission for official travel * Expense types/amounts listed on Travel Authorizations are budget checked to create an encumbrance in the PSFIN system * Very little has changed with Travel Authorizations in new version of PeopleSoft |
| Slide 4 | Creating an 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** link (this link was previously named “Create” in old version) |
| Slide 5 | Travel Authorization Fields – Header   * Business Purpose: Purpose of Travel Authorization (mandatory) * Description: Free text field to enter detailed description (mandatory) * Reference: Field not used * Destination Location: Where is the traveler planning to go * Date From: Beginning date of travel (only future dates may be entered on a Travel Authorization * Date To: Ending date of travel * Attachments: Link for attaching supporting documentation * Accounting Defaults: Lists chartfield information from User Profile |
| Slide 6 | For each expense type traveler wishes to add to Travel Authorization:   * Expense Type: Identifies the expense expected * Date: Enter the applicable expense for expense type * Payment Type: how traveler expects to pay for expense * Detail link: Enter details for the expense line (details are dependent upon expense type)   After adding all lines to Travel Authorization:   * Use Check for Errors button to confirm all lines were entered correctly * Lines with errors will be marked with a red flag * To save the Travel Authorization without submitting it (to work on it later), select Save for Later * To submit the Travel Authorization for approval, select Submit |

**Applying a Travel Authorization to an Expense Report**

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| Slide 7 | Applying a Travel Authorization to an Expense Report   * When a Travel Authorization is created and approved, Traveler must apply it to their Expense Report * This releases the encumbrance created by the Travel Authorization when the Expense Report is budget checked (expenditure created) |
| Slide 8 | Working with the Travel Authorization lines in the Expense Report   * To apply a Travel Authorization to an Expense Report, traveler creates the Expense Report from the Travel Authorization through the Quick Start menu |
| Slide 9 | * This pulls in all Travel Authorization lines into Expense Report * If additional lines need to be added to the Expense Report that were not included on the Travel Authorization, they need to be added after the Travel Authorization lines   + Lines must remain in the same order on the Expense Report as on the Travel Authorization * If an approved Travel Authorization does not apply to an Expense Report, the traveler should not delete the line   + Instead, the traveler adds an additional line at the end of the Expense Report and credits the exact amount that was approved through the Travel Authorization   + Ensures that the amounts offset |
| Slide 10 | How to Apply a Travel Authorization to an Expense Report   * Log into PSFIN Self Service and select **Employee Self Service** * Select **Travel and Expenses** * Select **Expense Reports** * Select **Create/Modify** * From the **Quick Start** menu that reads “**Populate From**” in the upper right corner of the page, select **A Travel Authorization** and click **GO**. * In the window that displays, select the Travel Authorization you wish to apply. * The Travel Authorization lines are applied to the Expense Report * Make any necessary changes to the Expense Report * **Submit** the Expense Report for approval |

**Working with Travel Authorizations**

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| Slide 11 | Working with Travel Authorizations   * Travelers are able to do the following with Travel Authorizations, depending on the status:   + View   + Modify   + Print   + Delete |
| Slide 12 | Viewing Travel Authorizations   * Travelers can view Travel Authorizations as it goes through processing * The different statuses a Travel Authorization may have include:   + Pending (saved but not yet submitted)   + Submitted (for approval)   + Pending Approval (an Approver has placed it on hold for more time to review)   + Approved * Feature is helpful to verify information on a Travel Authorization or just to check on its status * Navigation: Travel and Expenses > Travel Authorization > View * Traveler enters an Travel Authorization ID or leaves the field blank and click “Search” to display all of their Travel Authorization |
| Slide 13 | Modify a Travel Authorization   * A Traveler can modify a Travel Authorization as long as it has not been submitted for approval * Travel Authorization must be in a “Pending” status in order to be modified (saved but not submitted) * Once a Travel Authorization is in Workflow, it cannot be modified * Navigation: Travel and Expenses > Travel Authorization > Create/Modify * On the Find and Existing tab, Traveler enters a Travel Authorization ID or leaves the field blank and click “Search” to display all of their Travel Authorizations that are eligible for modification * Traveler modifies Travel Authorization using same procedures as creating it |
| Slide 14 | Print a Travel Authorization   * Travelers can print a Travel Authorization at any stage in the process if needed * For the Traveler, when printing, the Travel Authorization opens as a PDF file in a new tab/window * Navigation: Travel and Expenses > Travel Authorization > Print * Traveler enters a Travel Authorization ID or leaves the field blank and click “Search” to display all of their Travel Authorization * Traveler selects the Print Travel Authorization link on the read-only view of their Travel Authorization – then use browser print function |
| Slide 15 | Delete a Travel Authorization   * Traveler may delete a Travel Authorization they have saved but not yet submitted * Only Travel Authorizations in a Pending status may be deleted * Navigation: Travel and Expenses > Travel Authorization > Delete * Traveler enters a Travel Authorization ID or leaves the field blank and click “Search” to display all of their Travel Authorizations eligible for deletion * Traveler selects the Travel Authorization to delete and clicks “Delete Selected Authorization(s) button * If a traveler has an approved Travel Authorization for a trip that was canceled and will not be applied to an Expense Report, they must contact their Expense administrator who can then cancel the Travel Authorization |