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Creating a Travel Authorization From a Blank Authorization

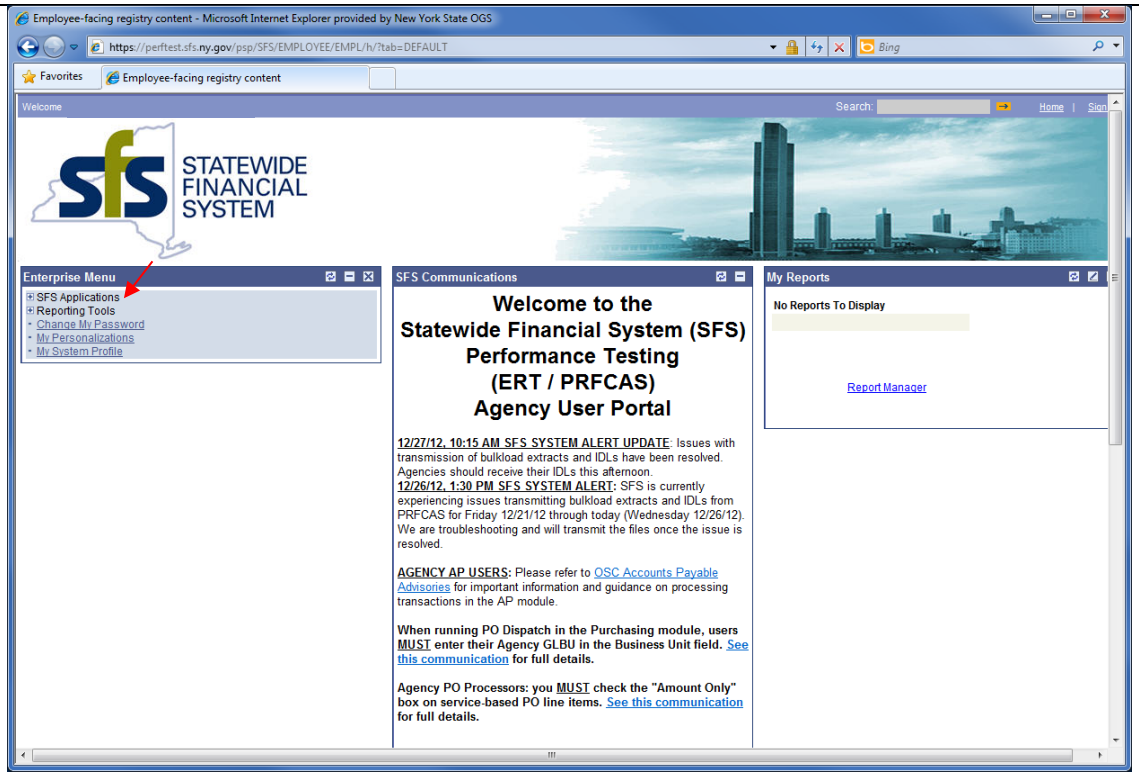
A Travel Authorization (TA) is a tool travelers use to obtain approval before a trip is taken. It allows travelers to submit a request showing an estimate of itemized travel related expenses. A TA cannot be prepared after travel has occurred.

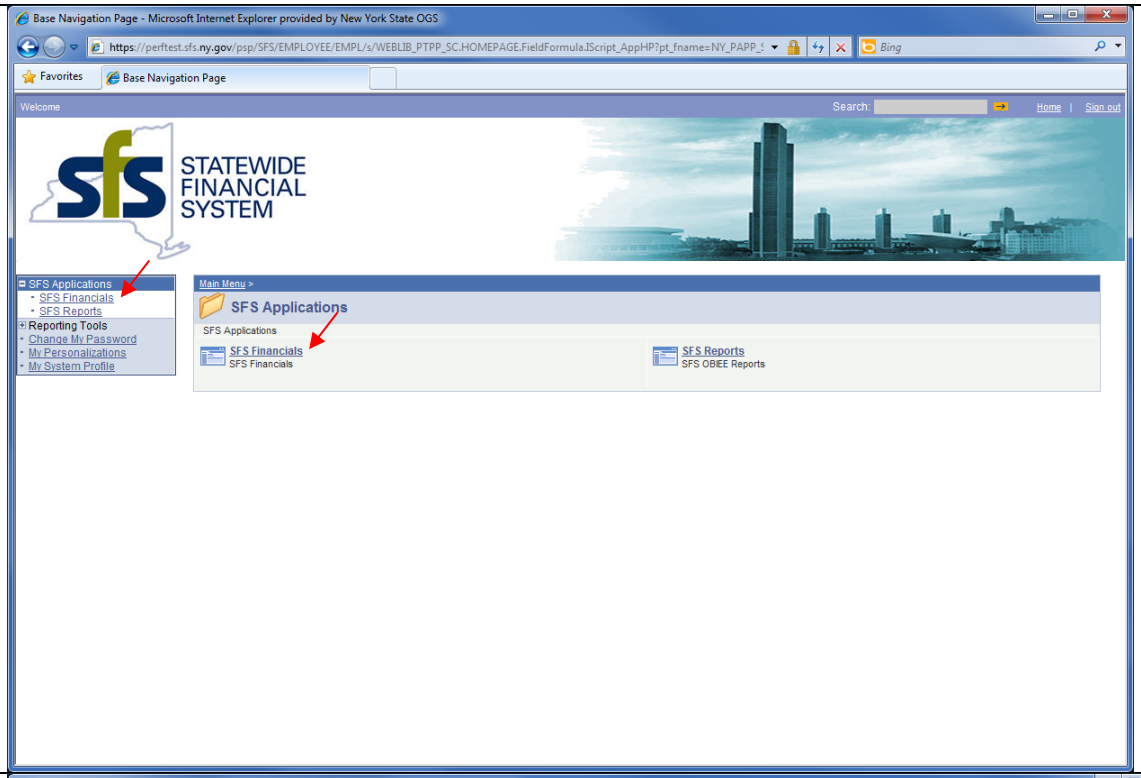
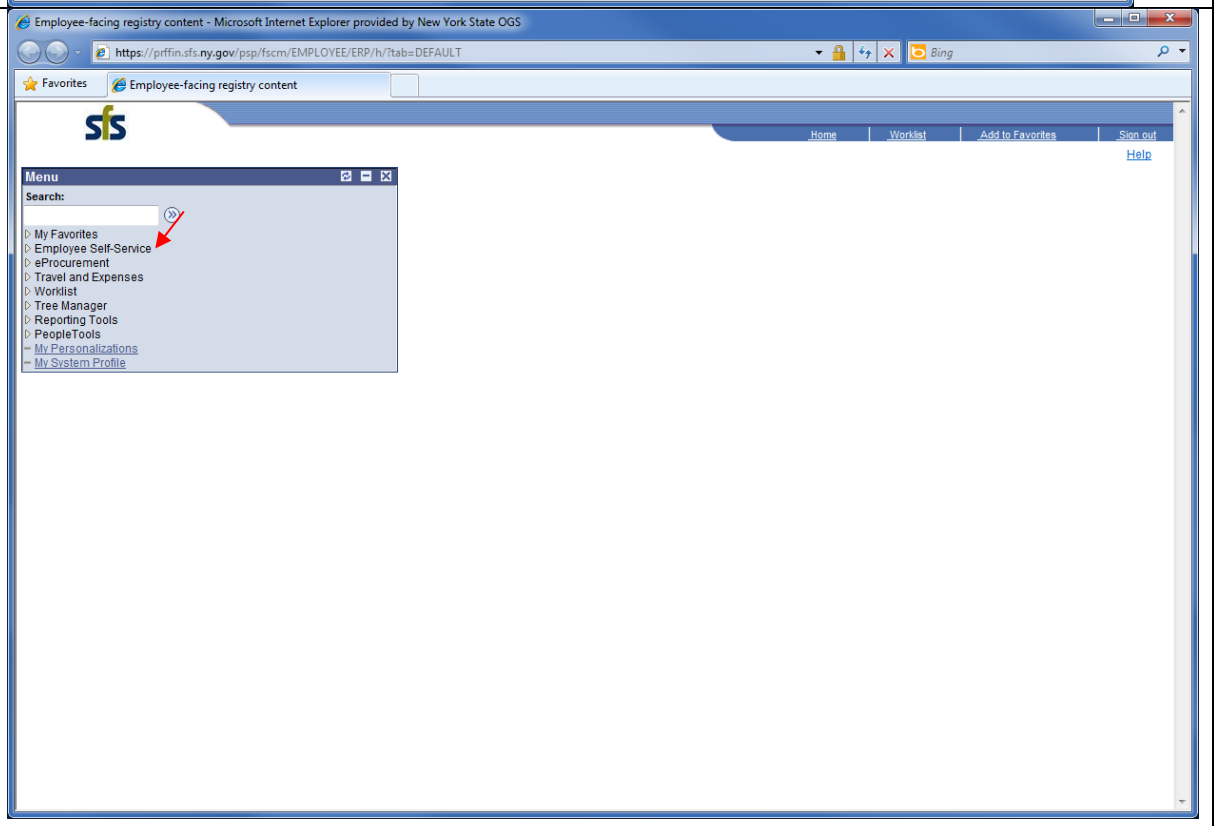
In this module, you will learn how to create a travel authorization.

Click SFS Applications.

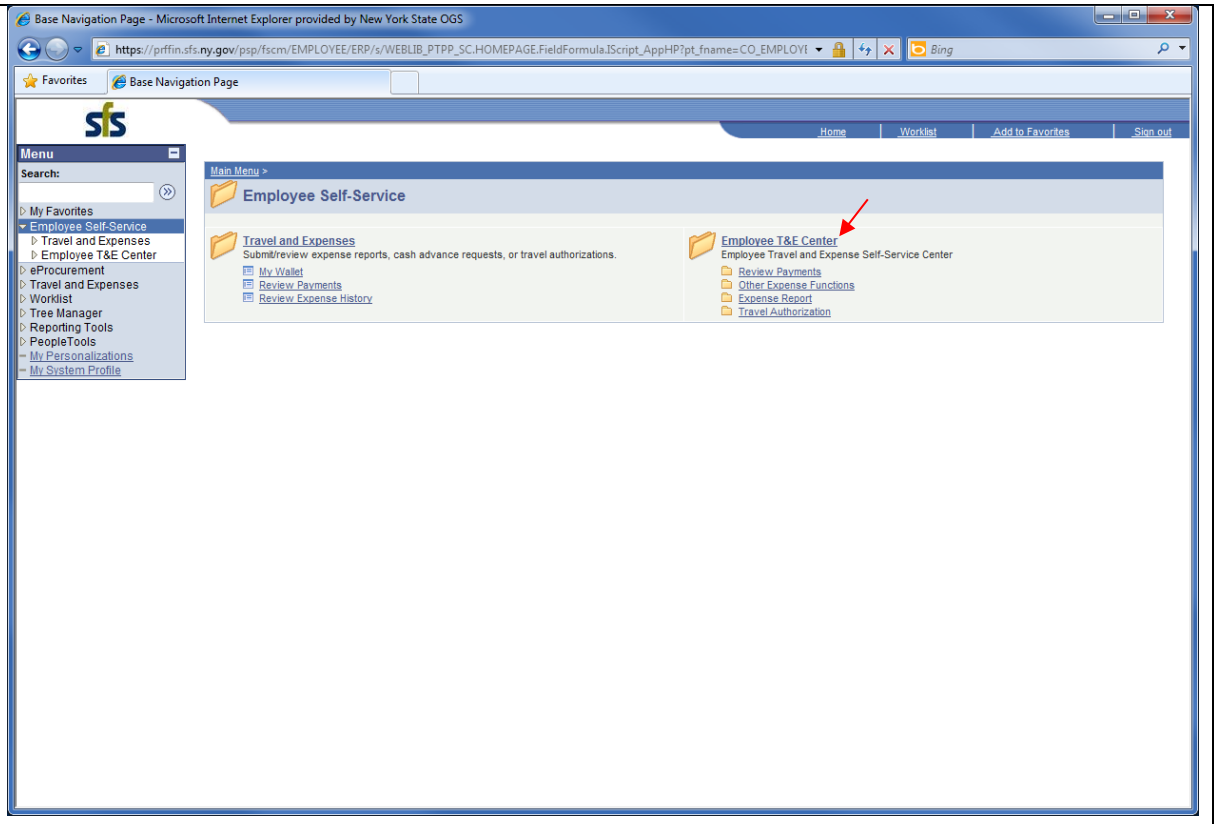
NOTE: All items marked with an * must be completed.

NOTE: Save periodically as SFS times out after 20 minutes.

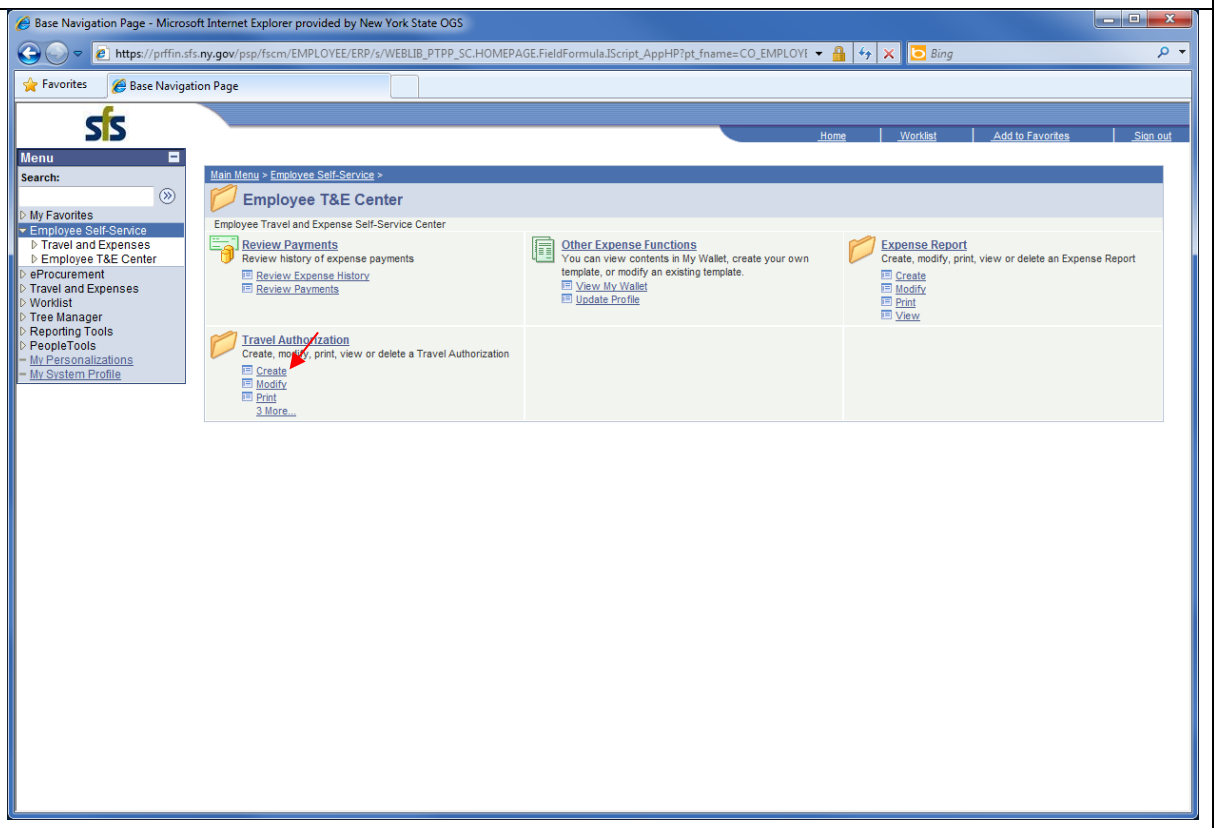


Click SFS Financials (either location).	
Click Employee Self-Service.	

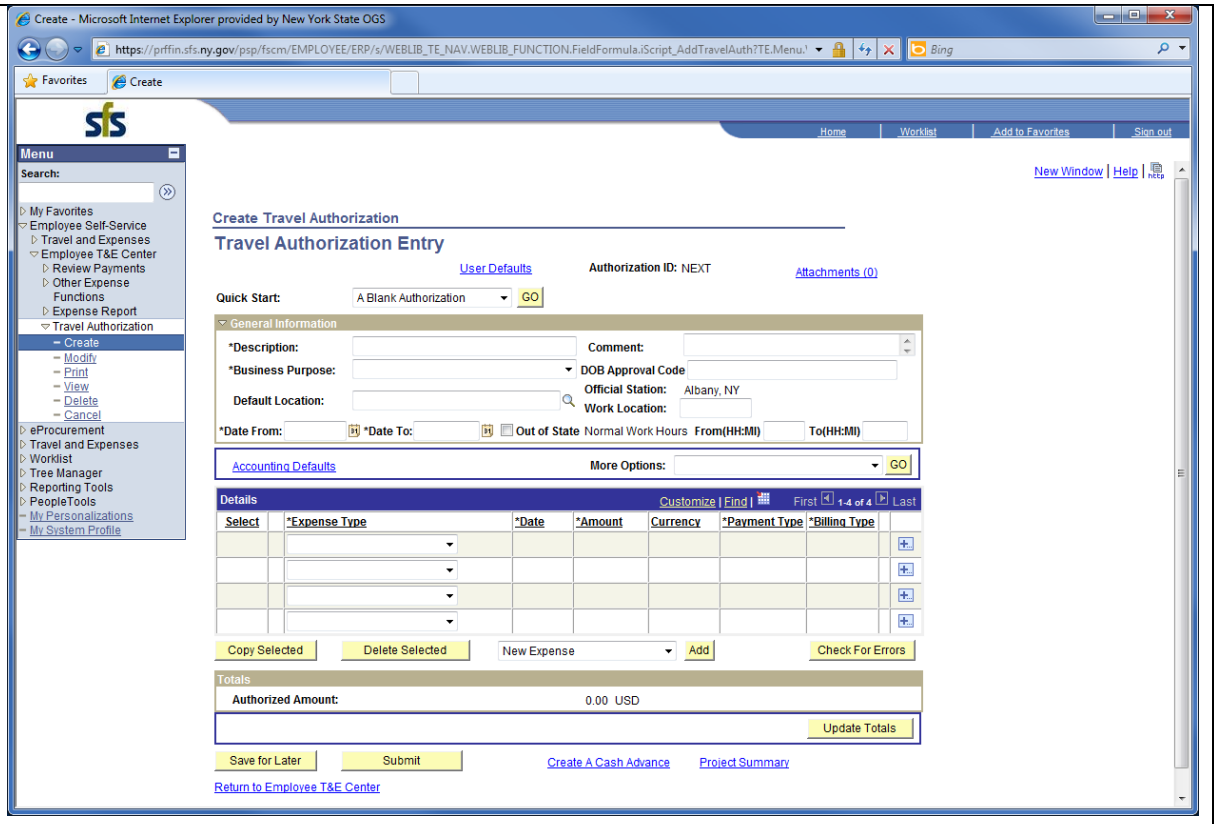
Click Employee T&E Center.



Under Travel Authorization click Create.



This is the **Travel Authorization Entry** page. It is used to create and submit TA requests.



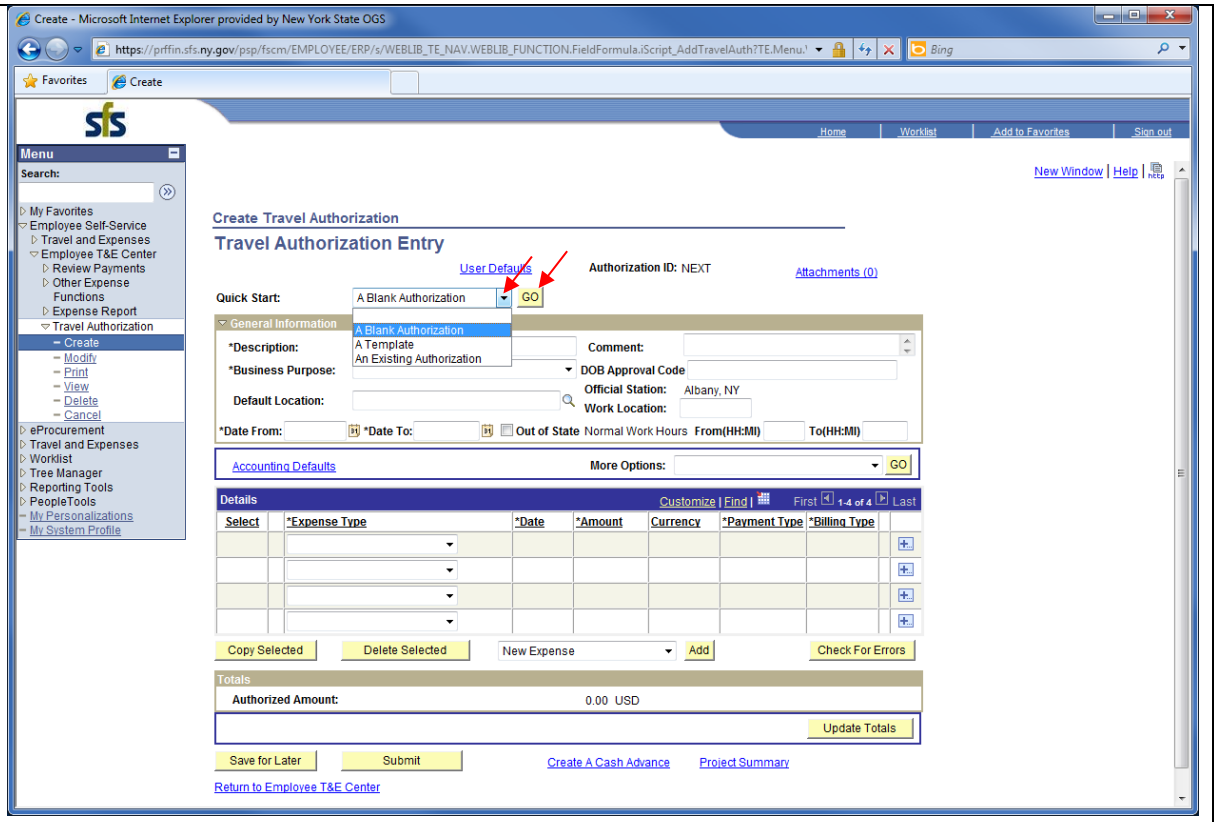
Click the Quick Start drop down arrow. This will allow you to select a particular creation method for the TA.

There are two useable creation methods:
1. **A Blank Authorization.**
2. **An Existing Authorization.** If a TA has been created in SFS from a previous trip, it can be selected here to use and modify for a new trip.

Do *not* use A Template.

Choose A Blank Authorization.

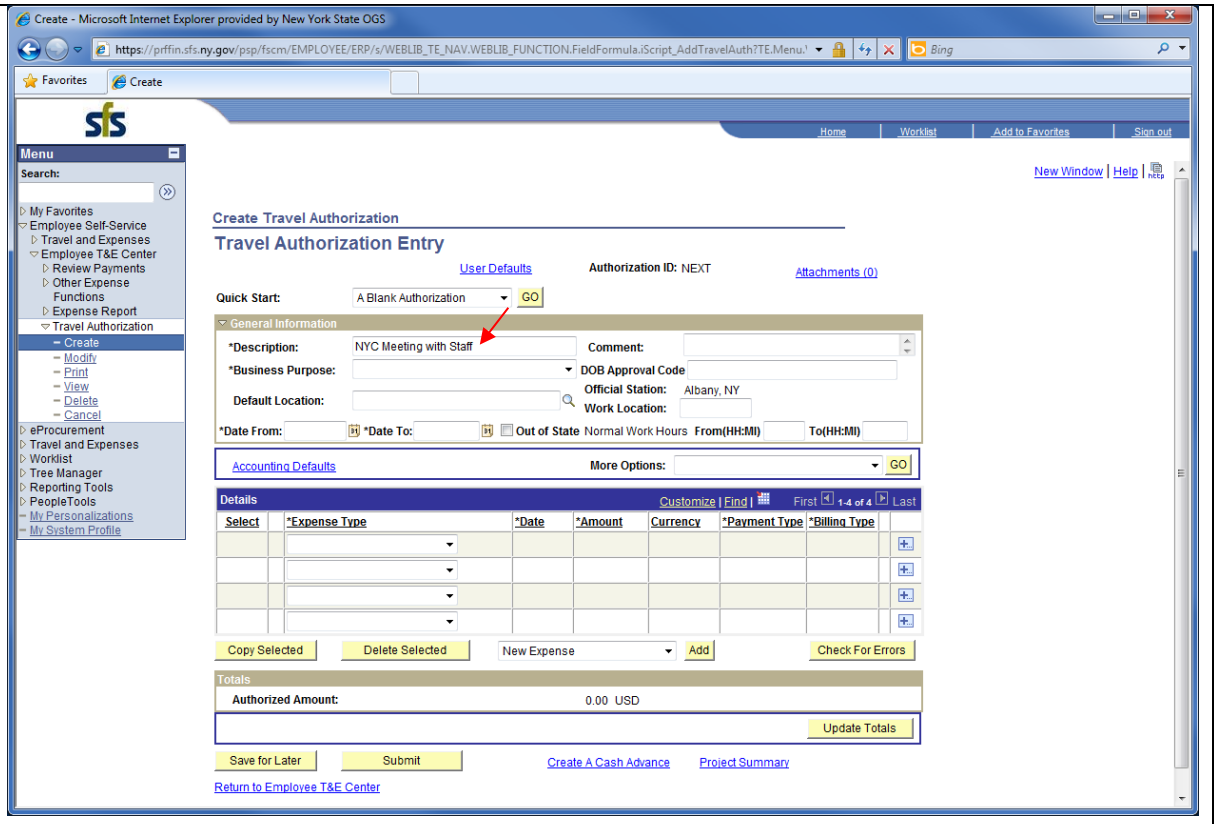
Click GO.



Click in the Description field to manually enter a brief description to identify the TA.

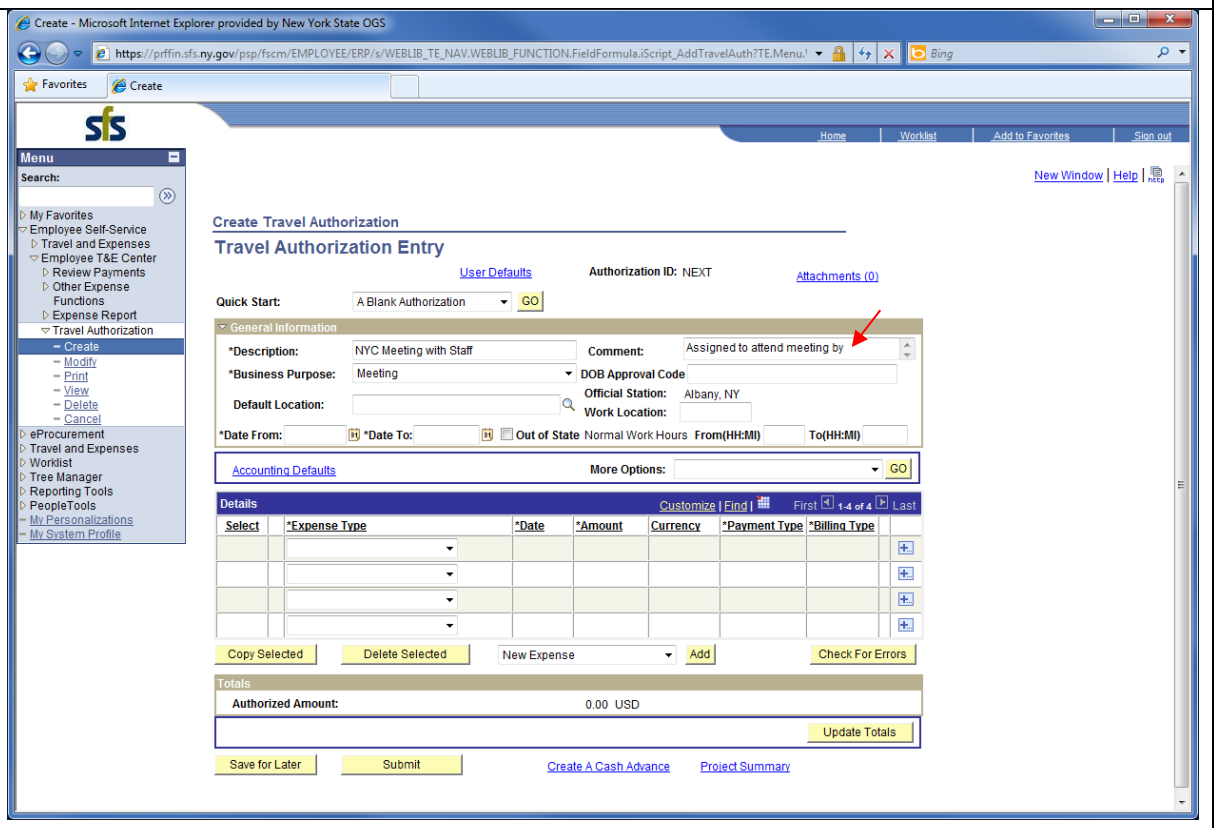
The description should be specific enough so the TA can be identified quickly. This field has a 30 character limit.

Do **NOT** use typographical characters, i.e., !@#$%^&()"?>< in any fields.

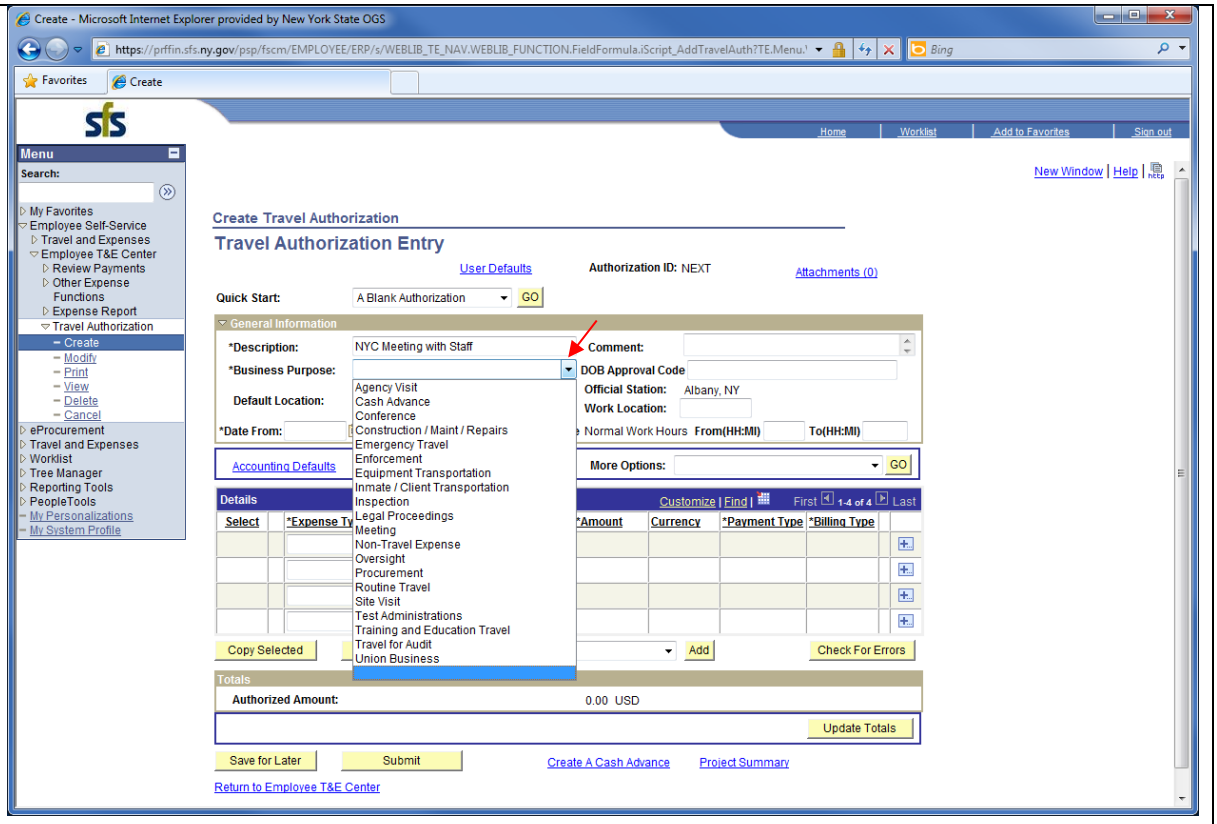


Click in the Comment field.

Enter the justification or purpose of the trip. Additional comments can be added to this field. This field has a 10,000 character limit.



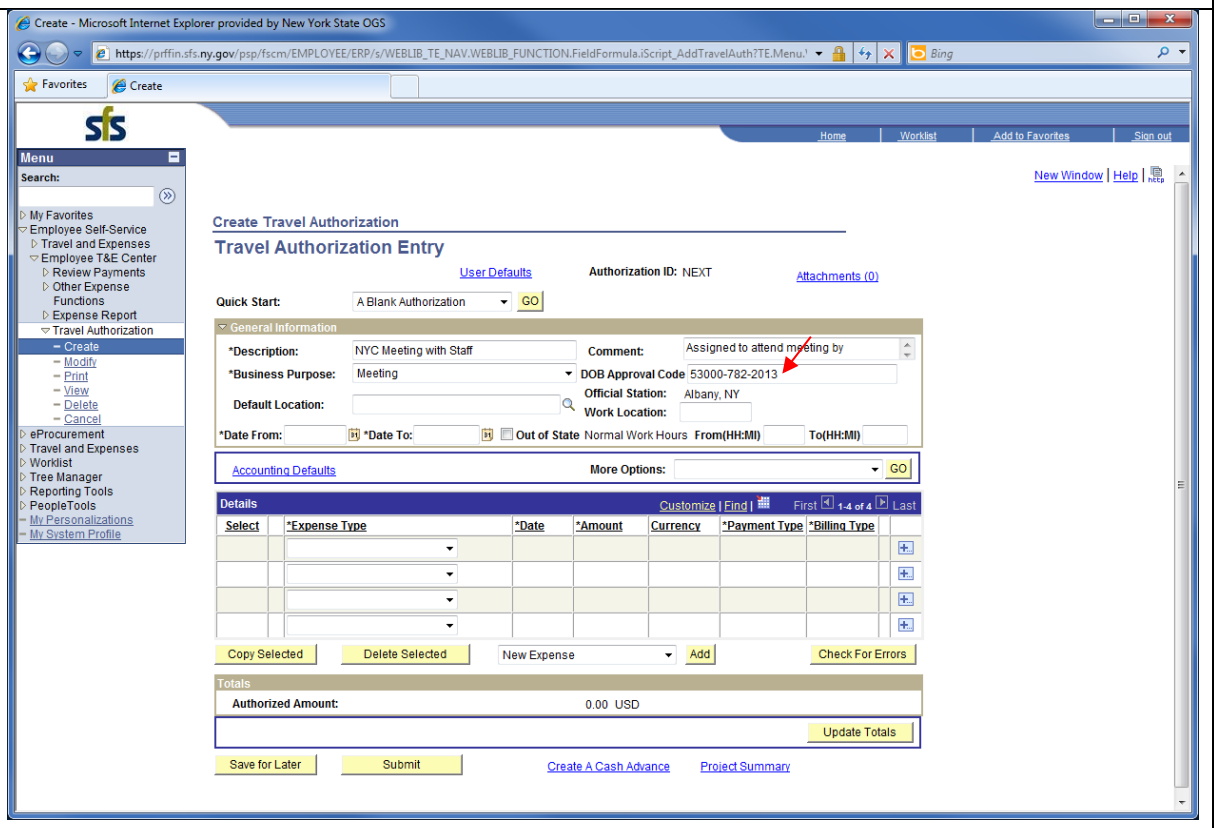
Choose your Business Purpose. Click the drop down arrow. Select the option that best describes your purpose of travel.



Click in the **DOB Approval Code** field.

If a DOB Approval Code was obtained for this trip, it must be entered in the DOB Approval Code field.

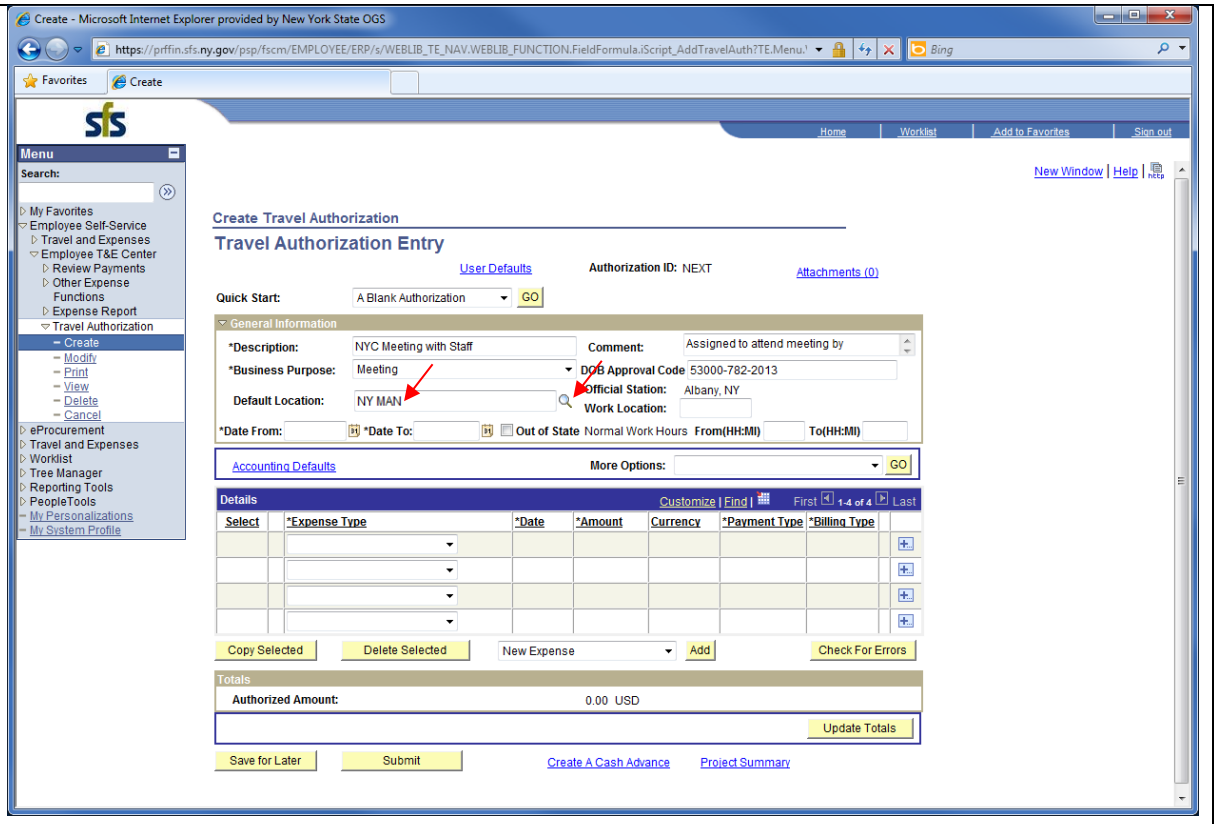
NOTE: See DOB bulletin at: http://www.budget.ny.gov/guide/bprm/bulletins/b-1184_reissue.html.



The Default Location is the travel destination.

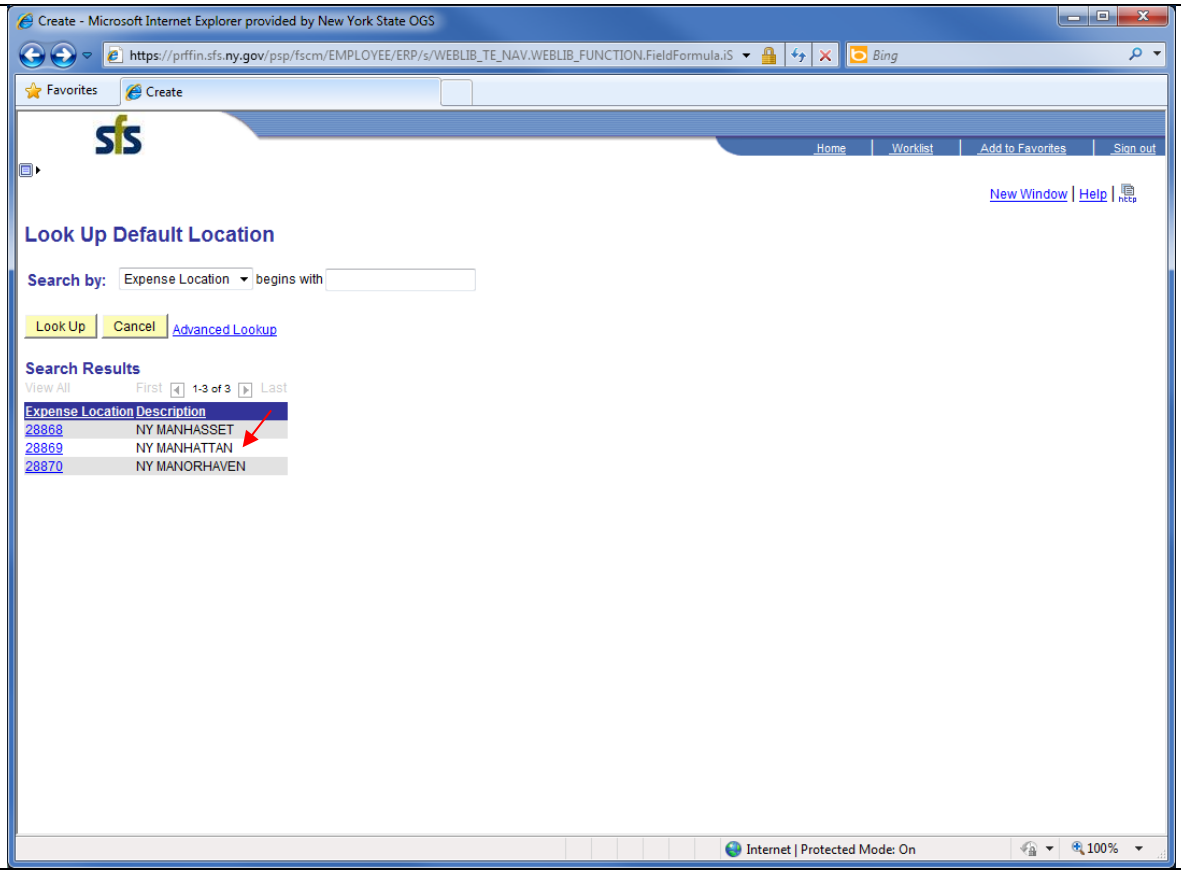
Type in the state's two letter designation and the first few letters of the city you will be visiting.

Click 🔍.



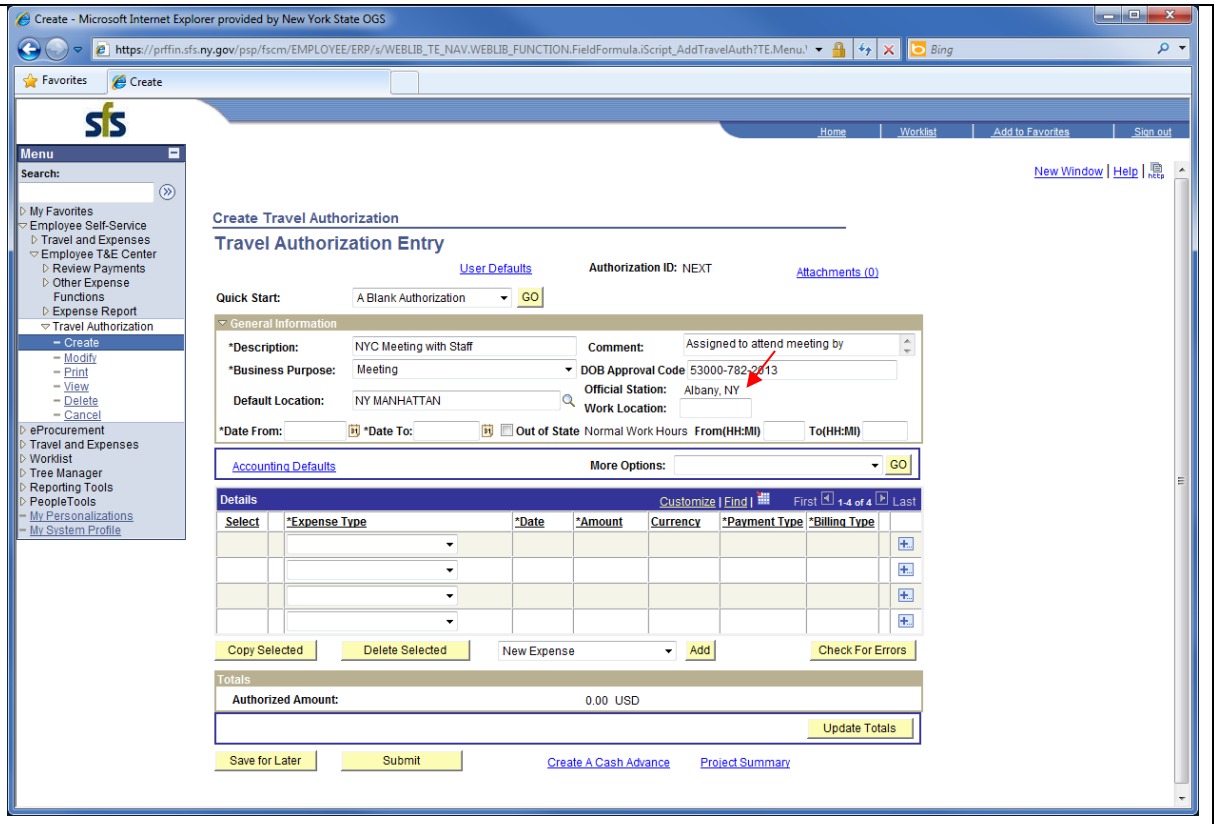
Select the correct location.

NOTE: Based on the **Default Location** selected, per diem amounts auto populate and hotel rates will be validated when entered in the **Details** section of the page.

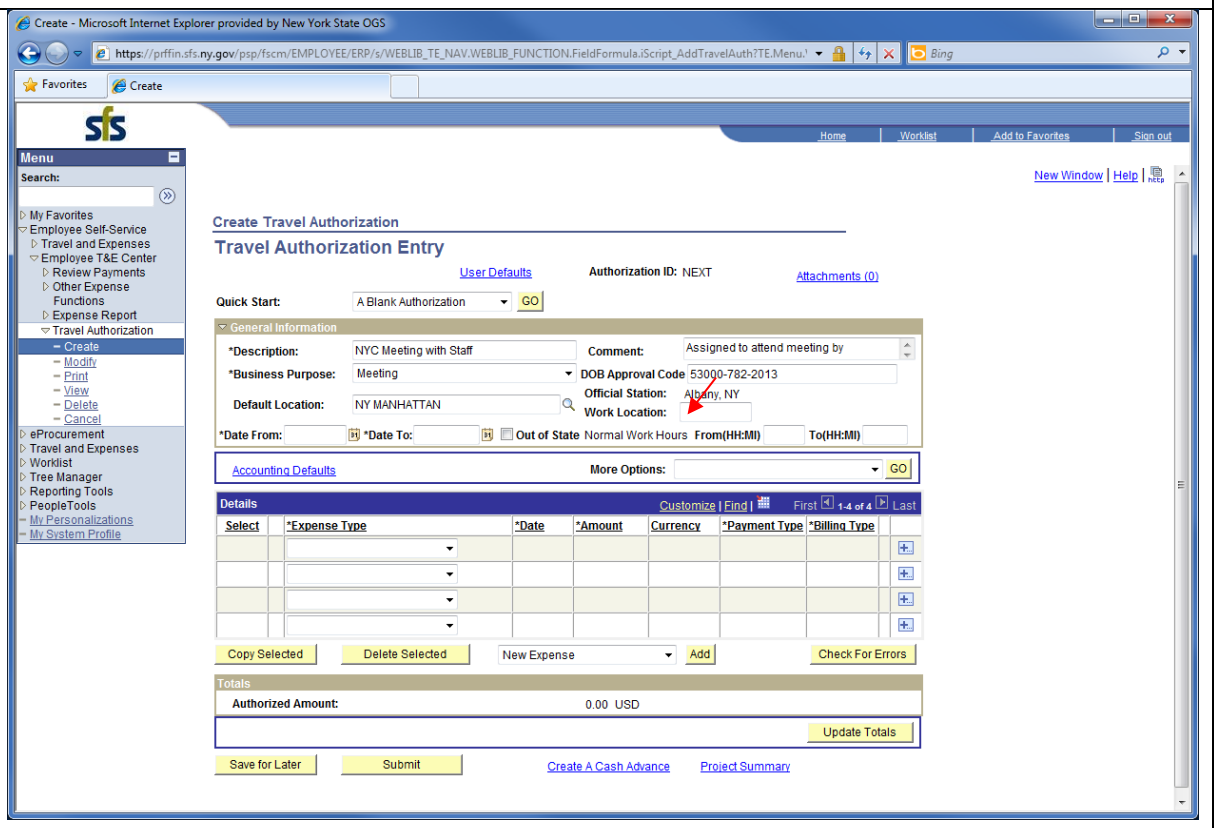


The Official Station field will be used to identify the location to which the user is officially assigned regardless of work location.

NOTE: The information in this field will auto-populate based on your Employee Profile.

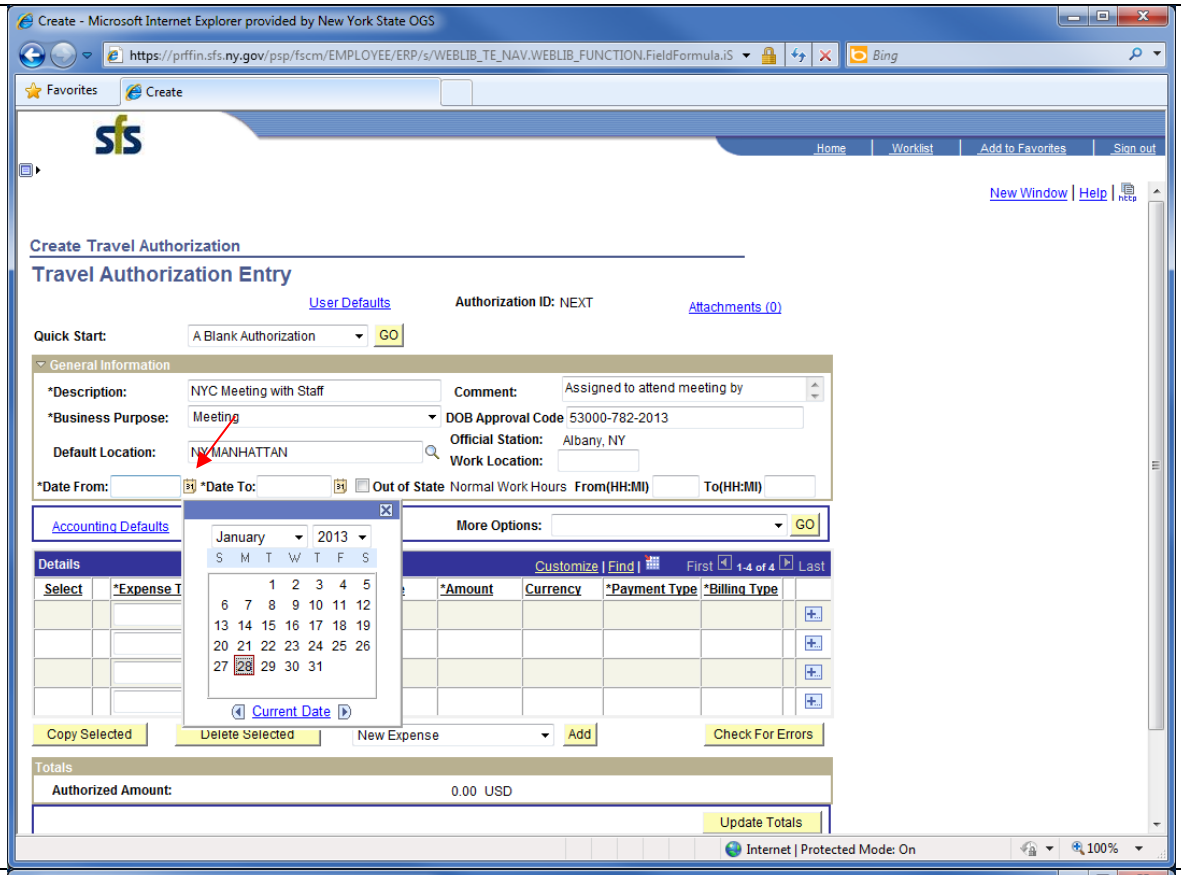


The Work Location field is used to identify an alternate work site if not working from your official station.

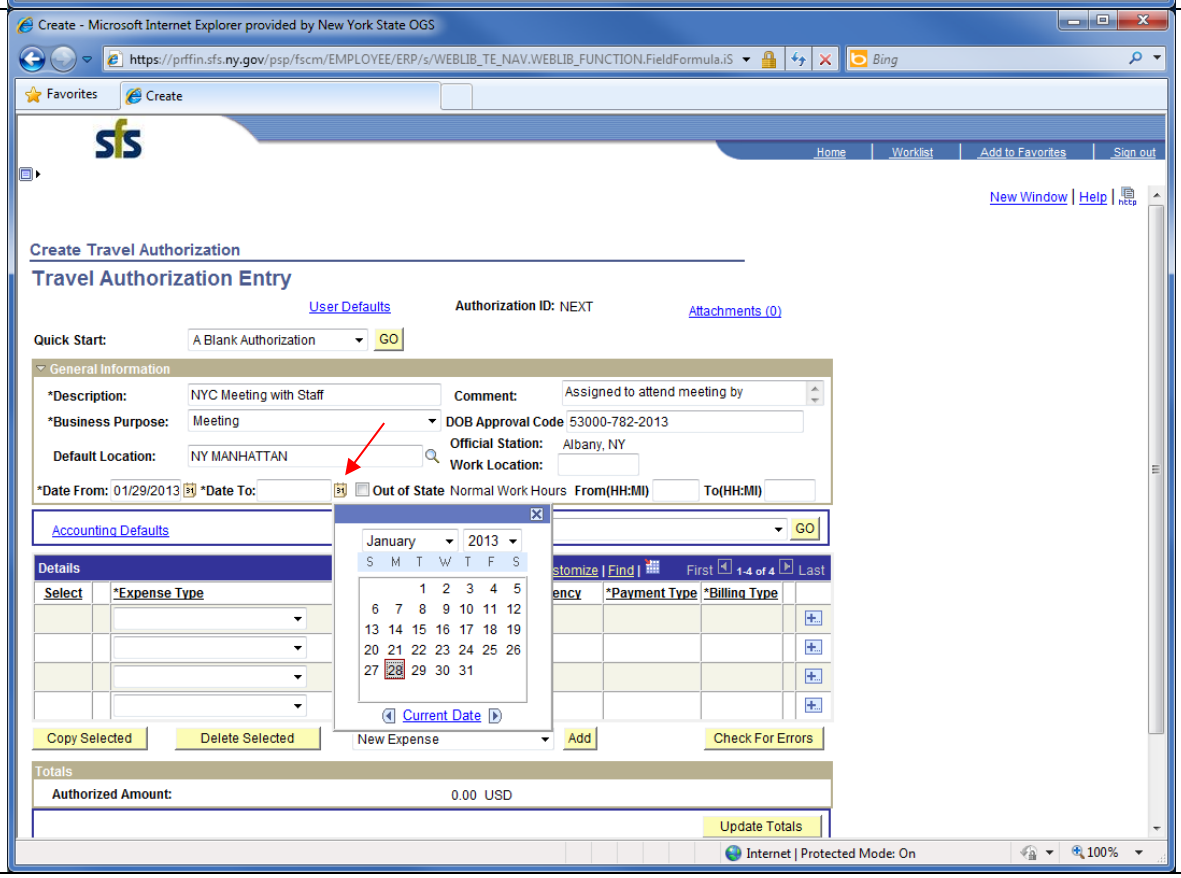


Enter your travel **Date From** (start date) by clicking on the Calendar . Clicking on the calendar will give you a pop-up box to choose your travel start dates.

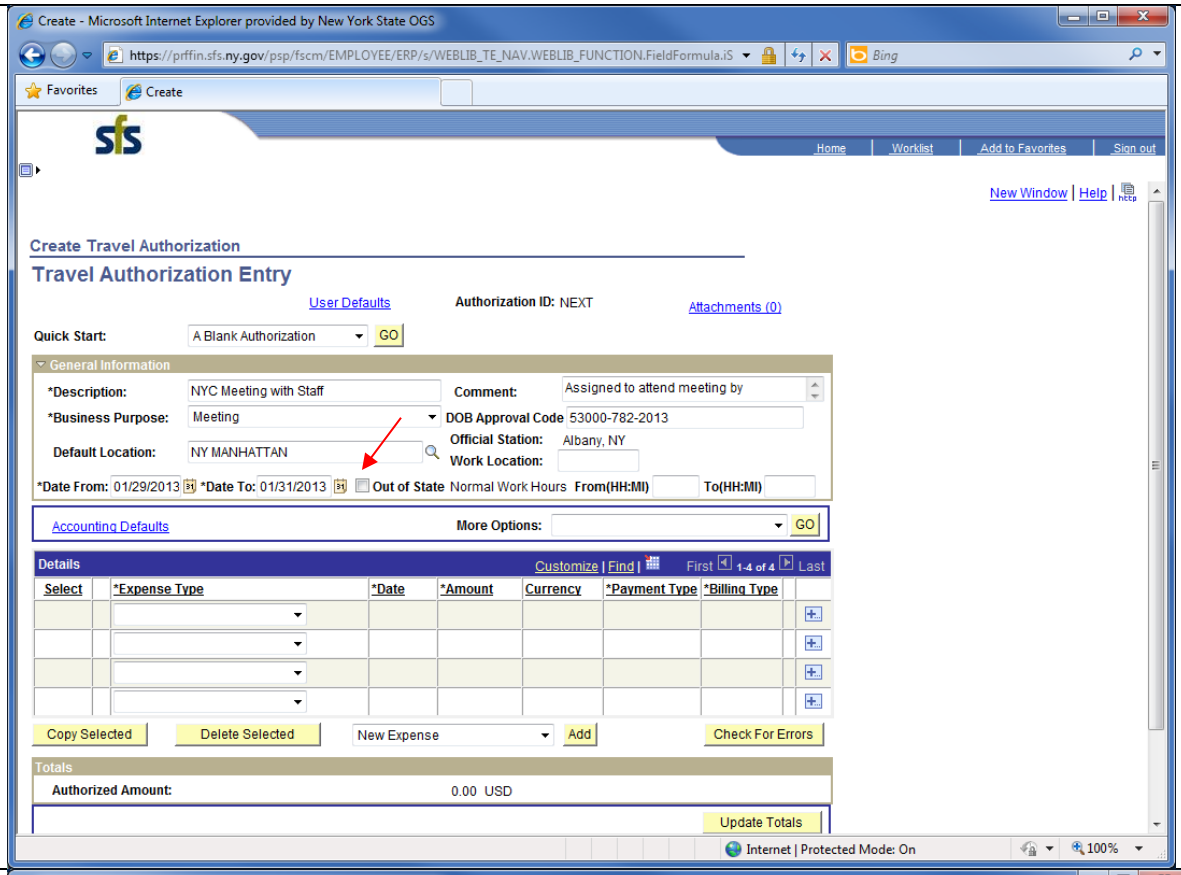
NOTE: When creating a Travel Authorization, the Date From and Date To fields must be future dates.



Enter your travel **Date To** (end date) by clicking on the Calendar . Clicking on the calendar will give you a pop-up box to choose your travel end dates.



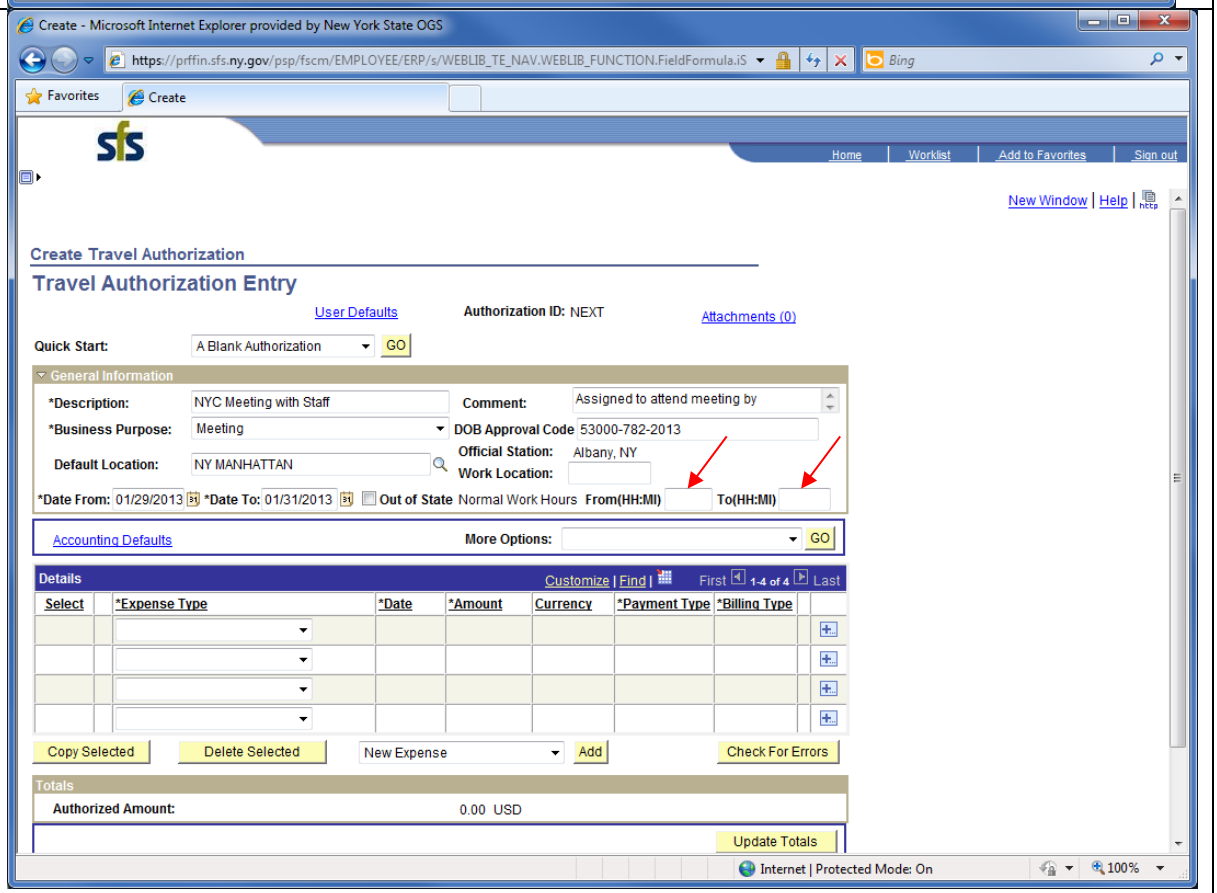
If travel is **Out of State**, click this box.



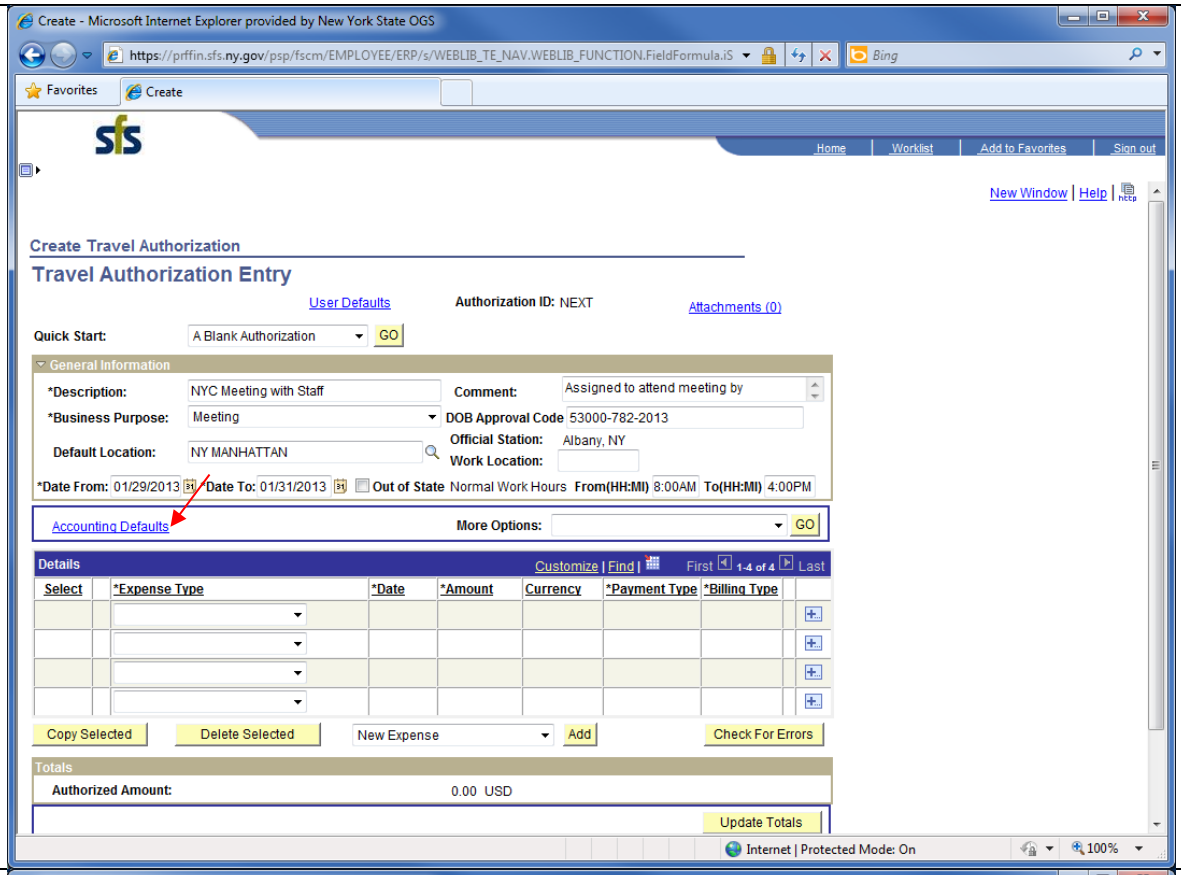
Normal Work Hours

From (HH:MI) and To (HH:MI) box to enter your Normal Work Hours.

Note: Time can be entered in 24 hour format or 12 hour format followed by AM/PM (e.g. 1400 or 02:00 PM).

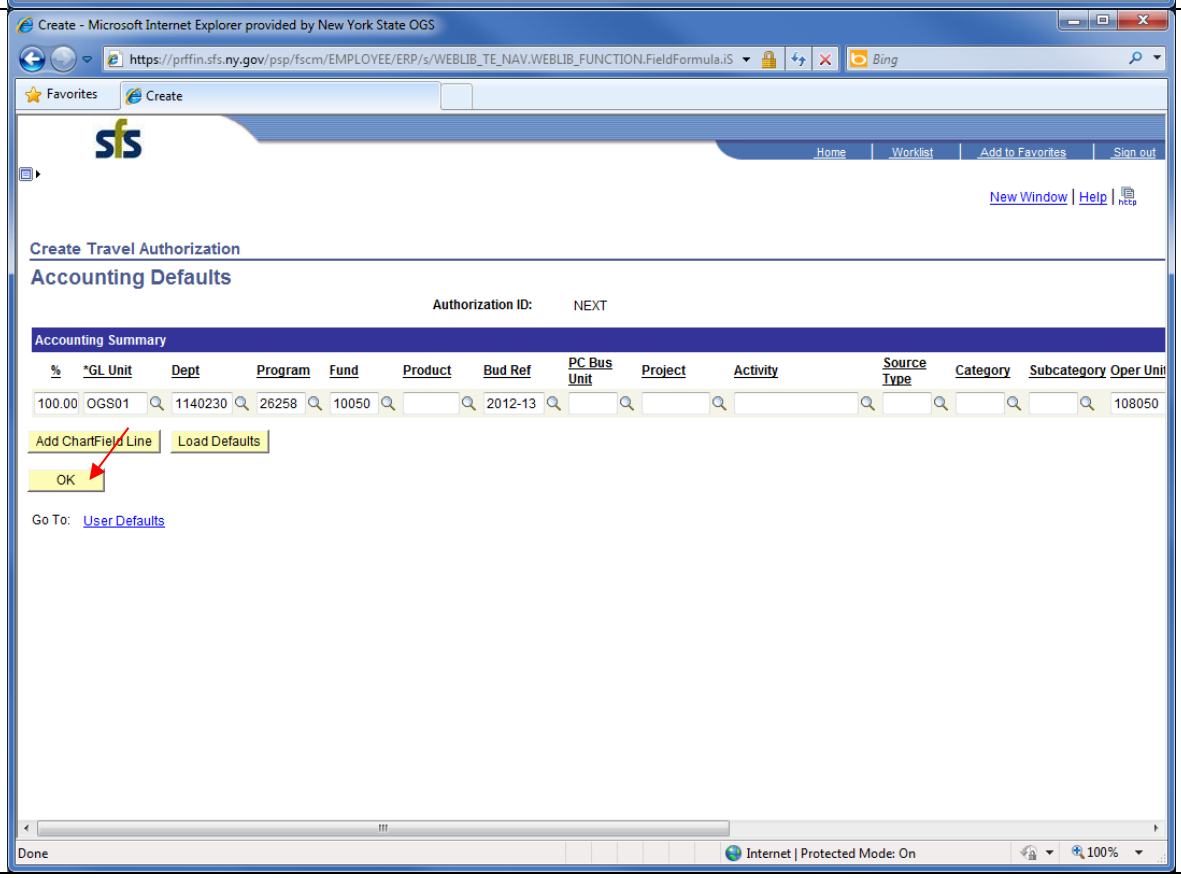


Click on Accounting Defaults.



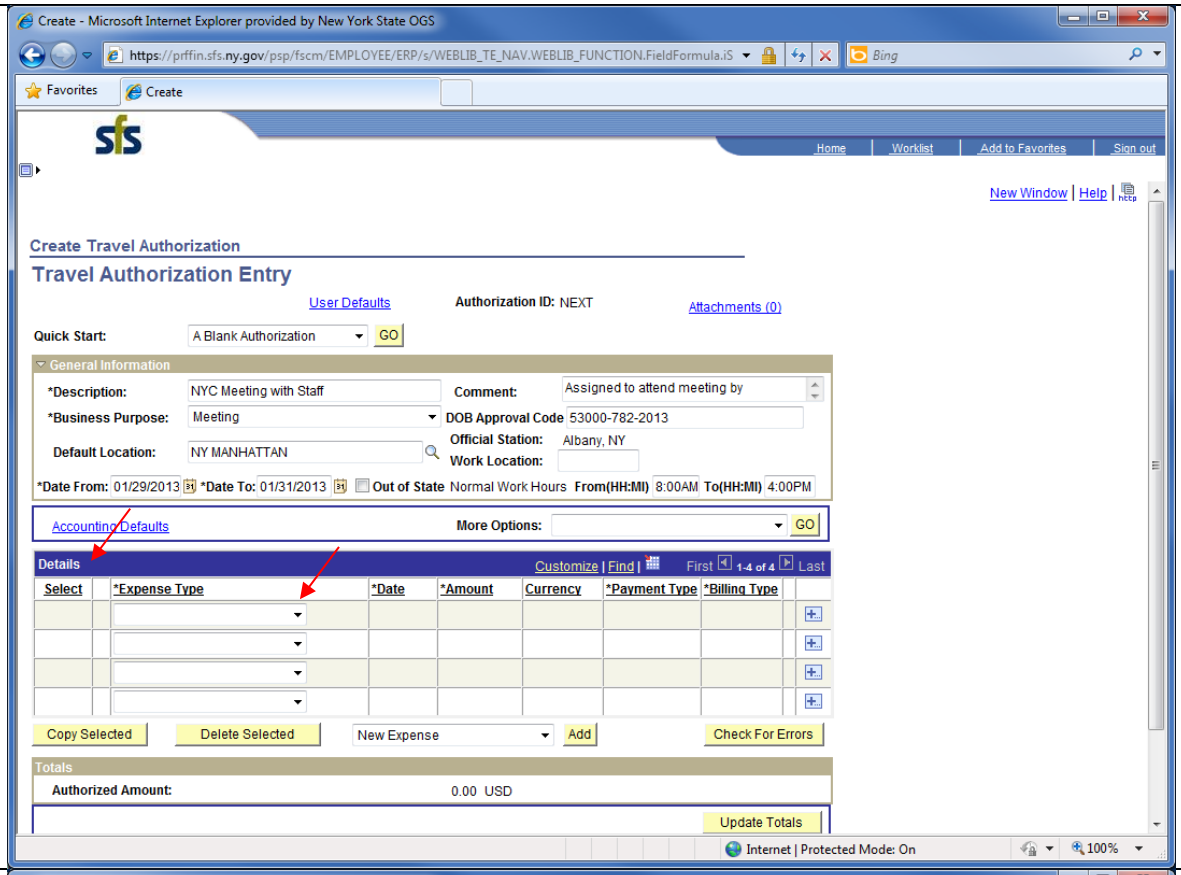
The Accounting Defaults page displays the Chartfield coding for the traveler. Some or all of the necessary fields may auto-populate. Verify the coding is correct or alter as necessary. If you are unsure of the coding check with your budget office.

Click OK.



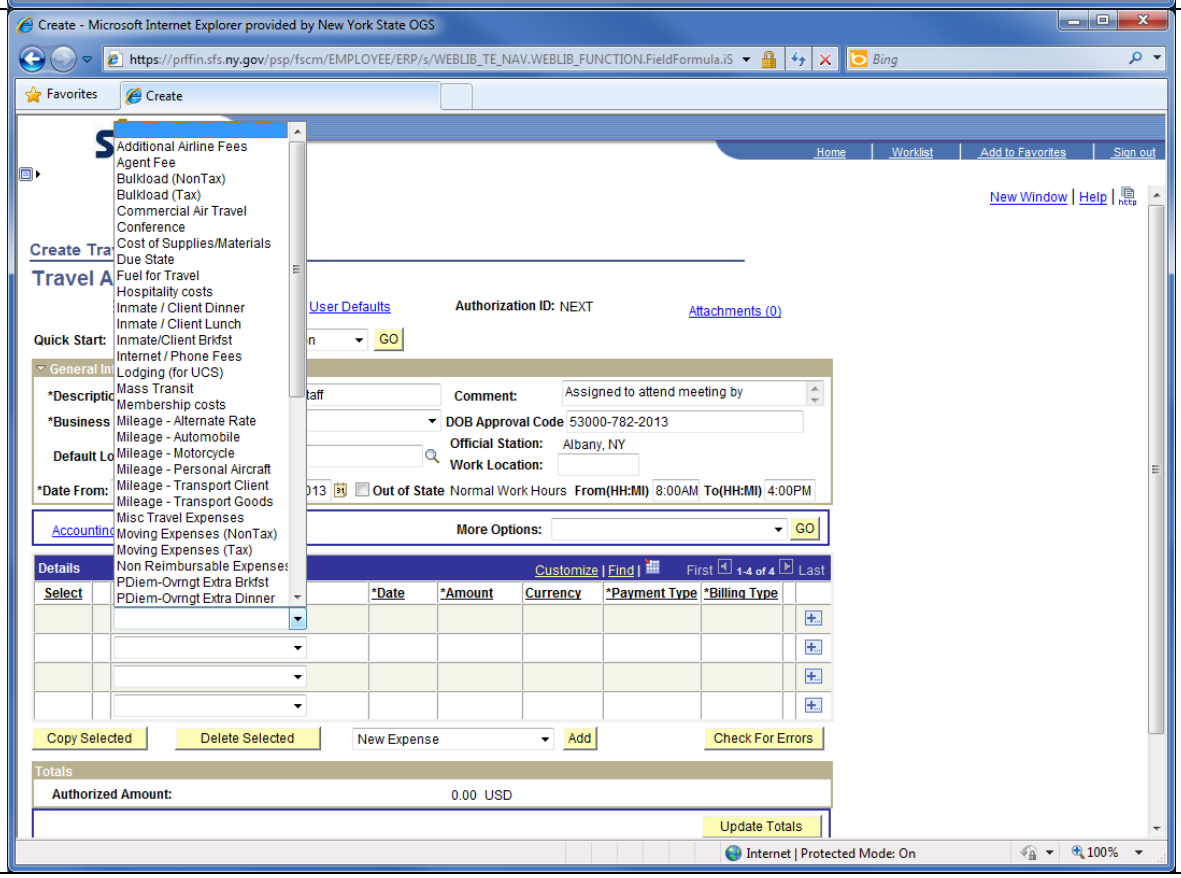
The Details section of the page is used to enter all estimated expenses for the trip. Each line is a separate expense you expect to incur on this trip.

Click the Expense Type drop down arrow corresponding to the first expense line.

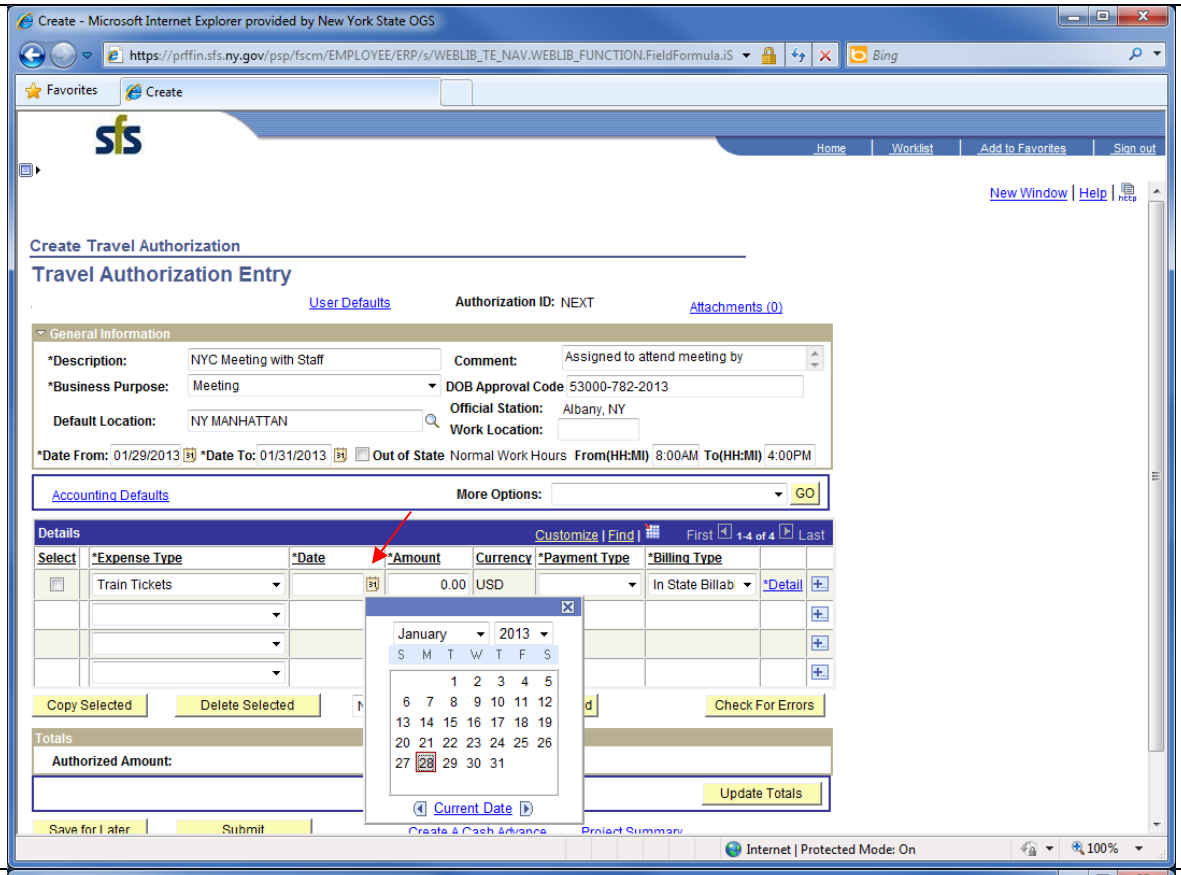


All available Expense Types are listed here. Find the appropriate selection for the line item.

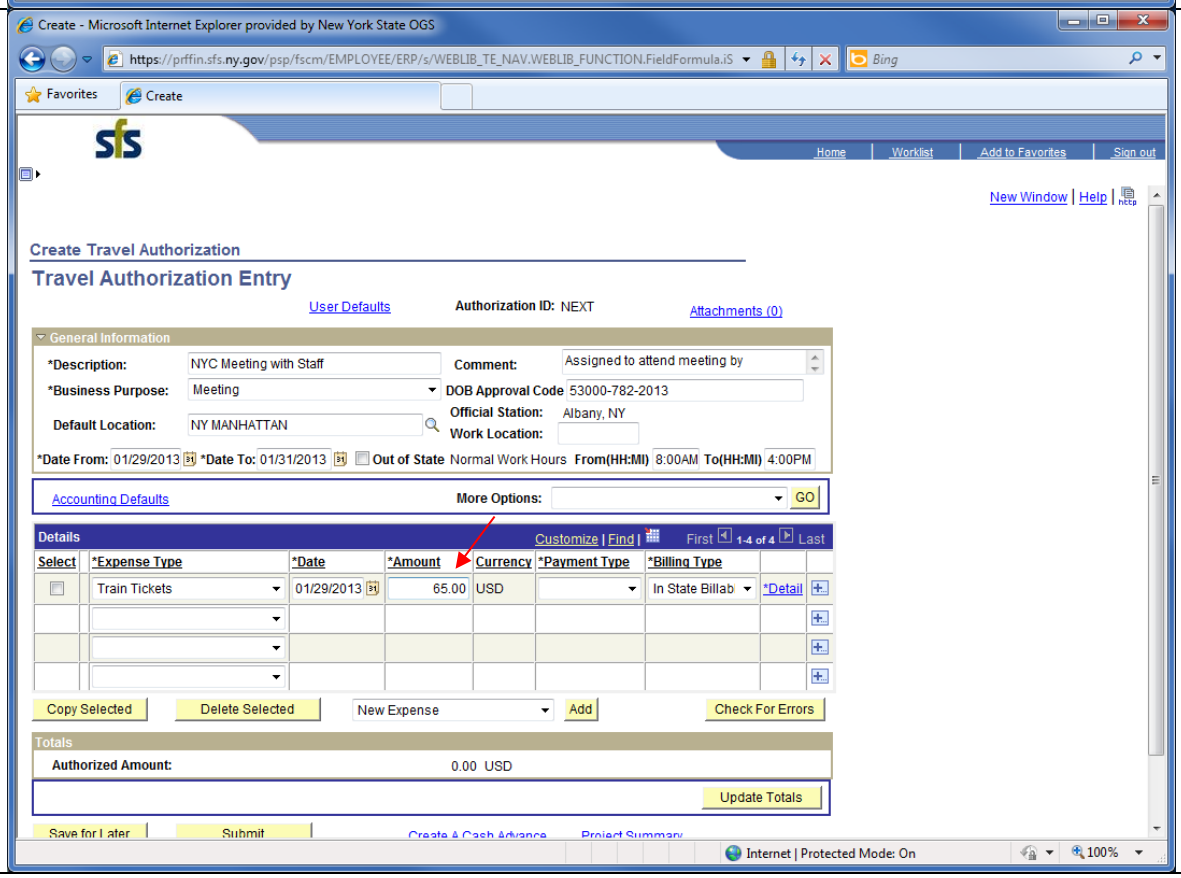
Click the item.



Click on the Calendar . Choose the Date corresponding to the first expense line and indicate what date you will be making the expense.

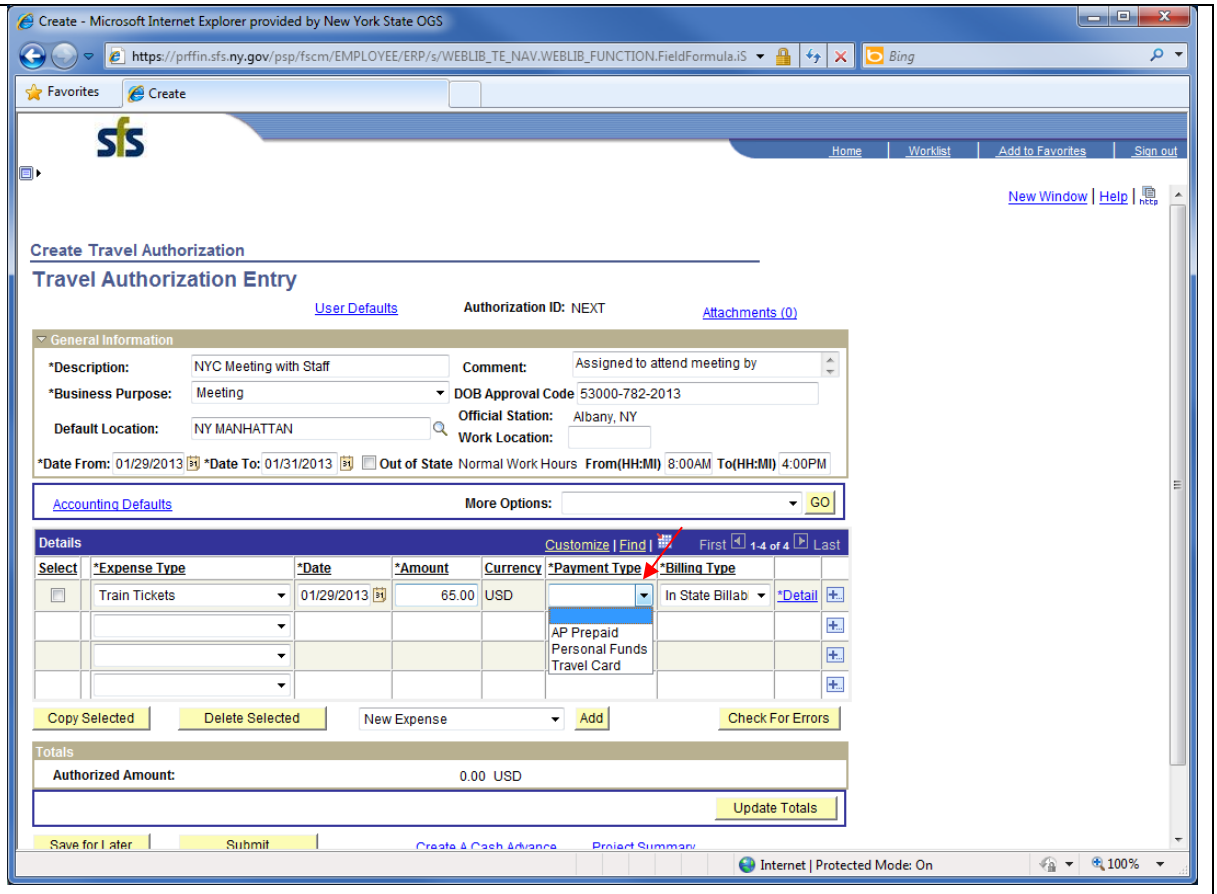


Click in the Amount field corresponding to the expense and enter the ***estimated*** amount of the expense.

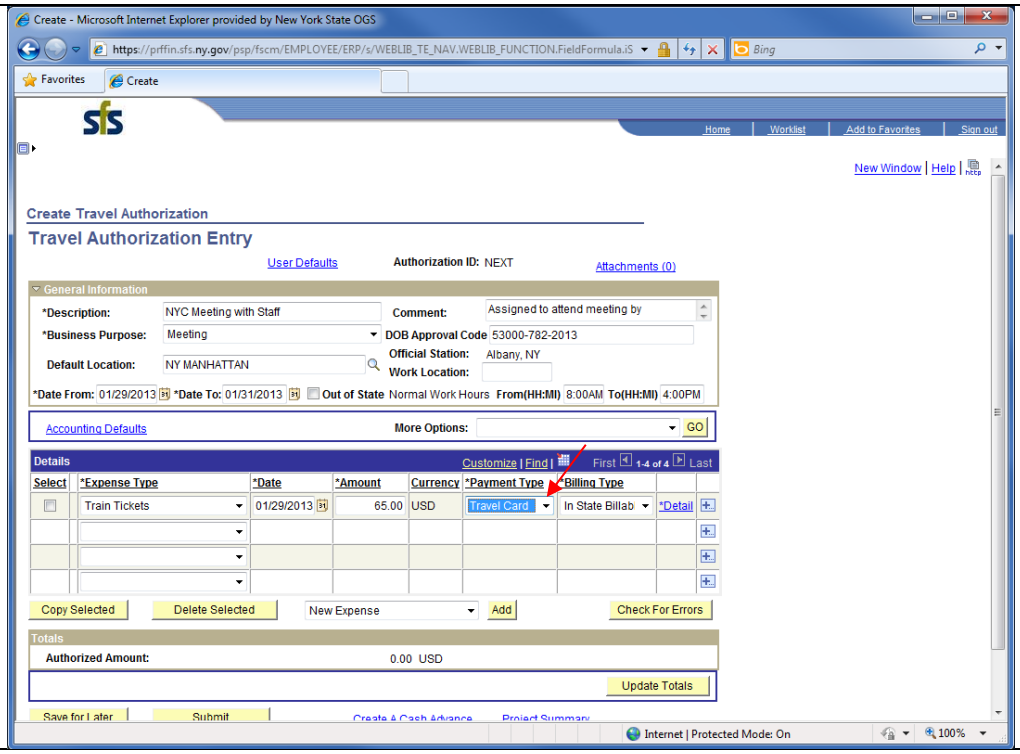


Click the Payment Type drop down arrow.

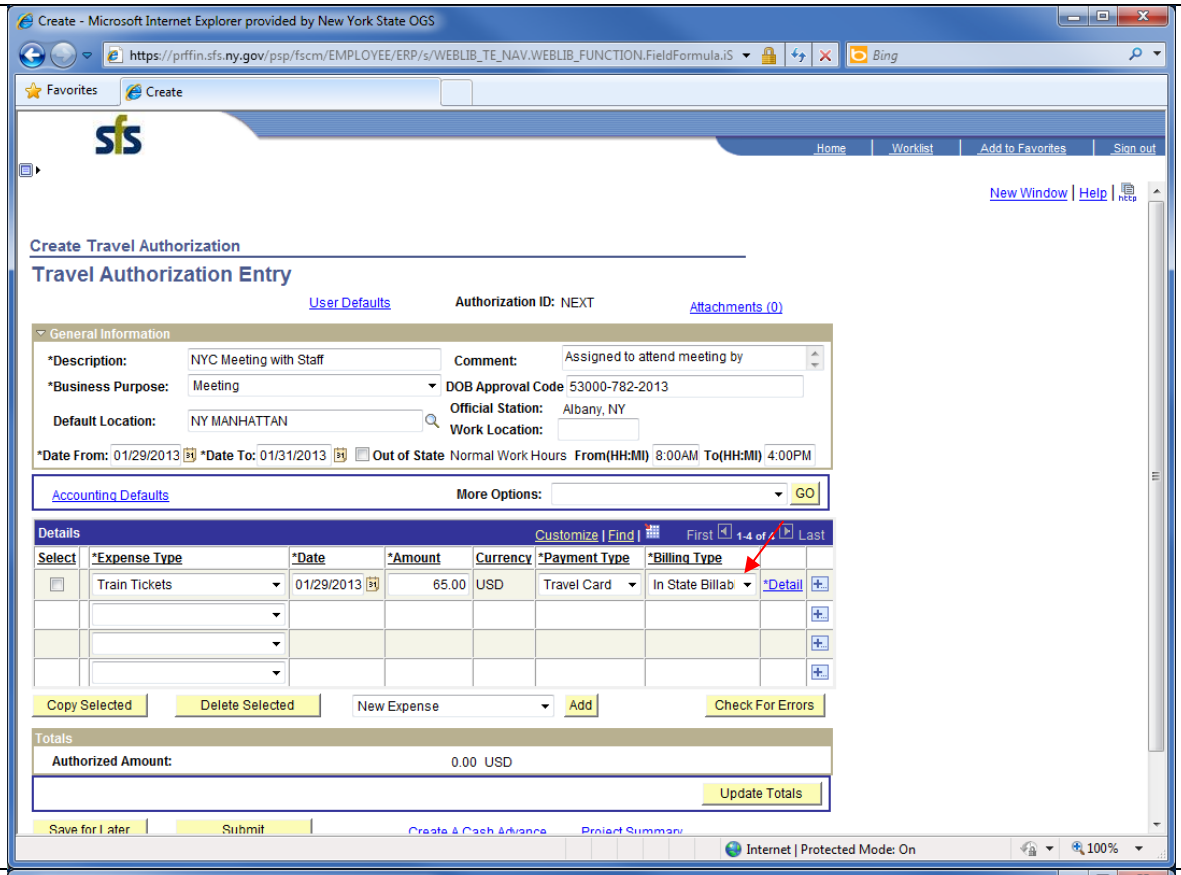
There are three Payment Types:
1. **AP Prepaid**: Indicates an Accounts Payable voucher will be used to pay the merchant.
2. **Personal Funds**: Indicates an out-of-pocket expense.
3. **Travel Card**: Indicates the planned use of an assigned Travel Card.



Select the appropriate Payment Type for the item.

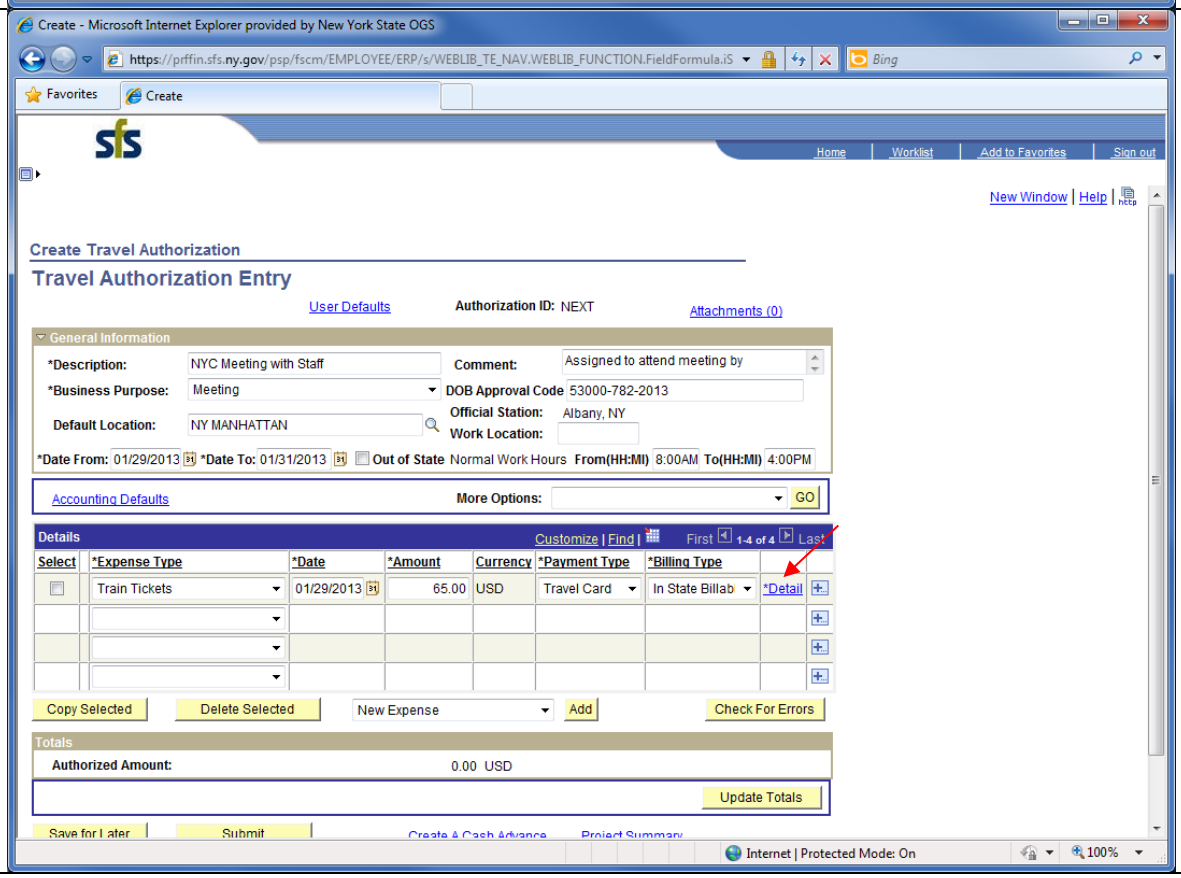


The Billing Type, while containing an *, does not have any functionality, but it still needs to be filled in.



Click the *Detail link. This opens a separate, Authorization Detail page.

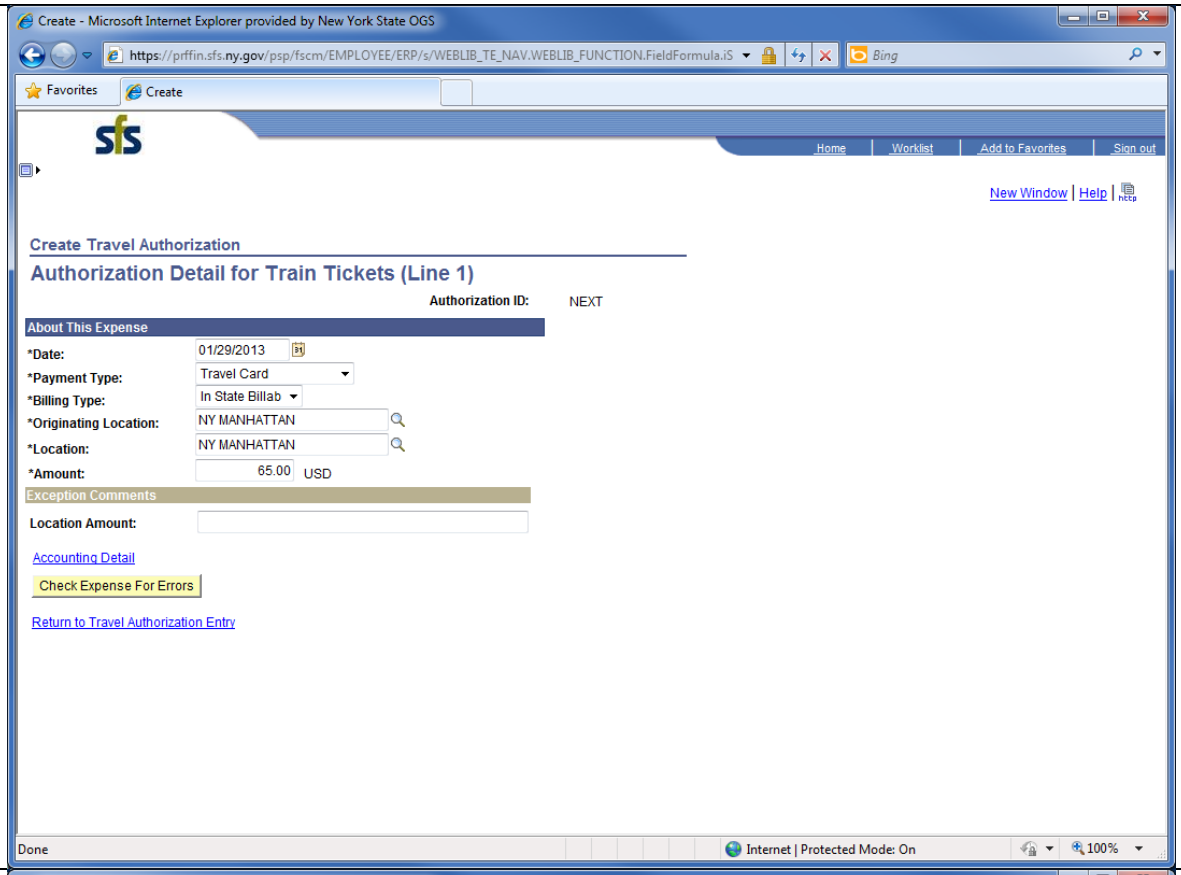
NOTE: It is recommended to click the Detail link for every expense entered. There may be additional required information for the item that can only be entered via the Detail link.



The **Authorization Detail** page allows you to enter additional information about a particular expense.

Enter the appropriate information for the * items.

NOTE: The fields that appear on this page can be different based on the Expense Type of the line item.

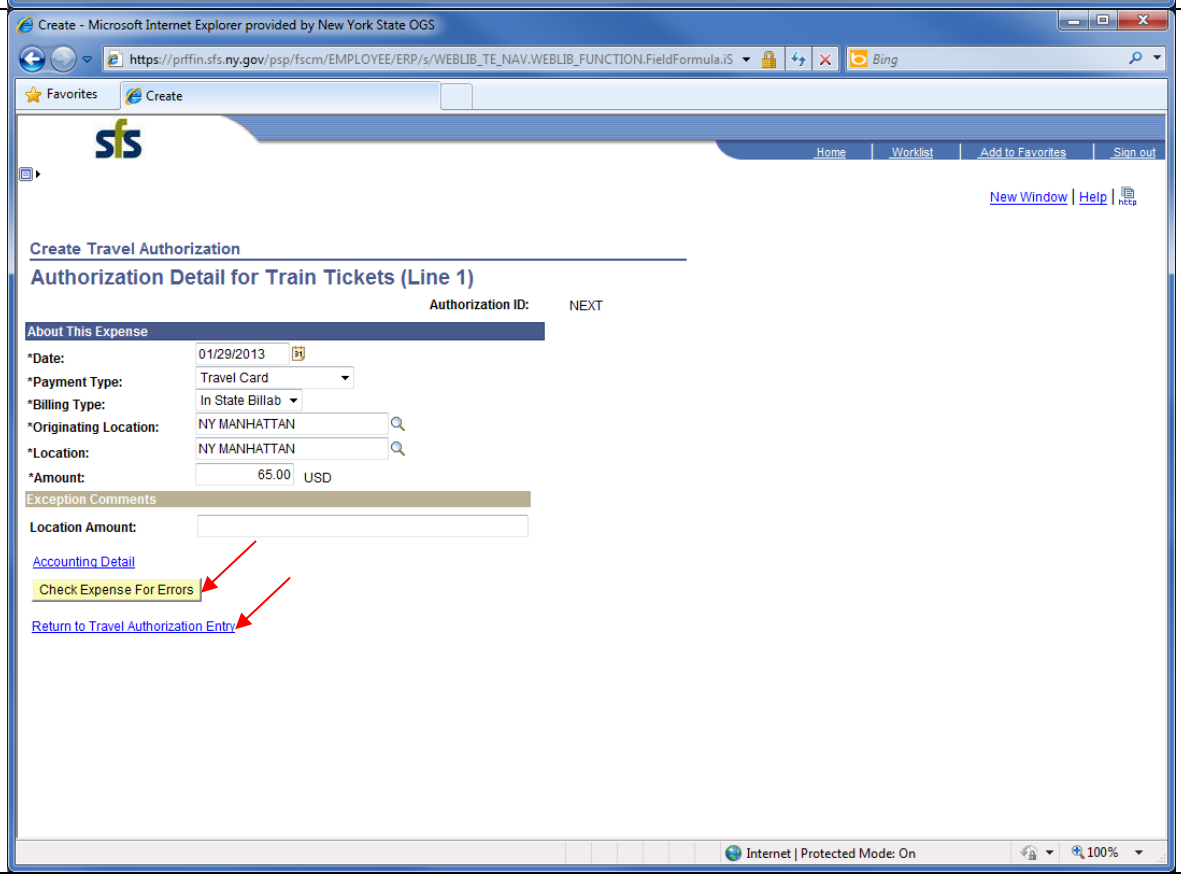


Click Check Expense For Errors.

NOTE: This Check Expense for Errors button will check only this expense for possible errors.

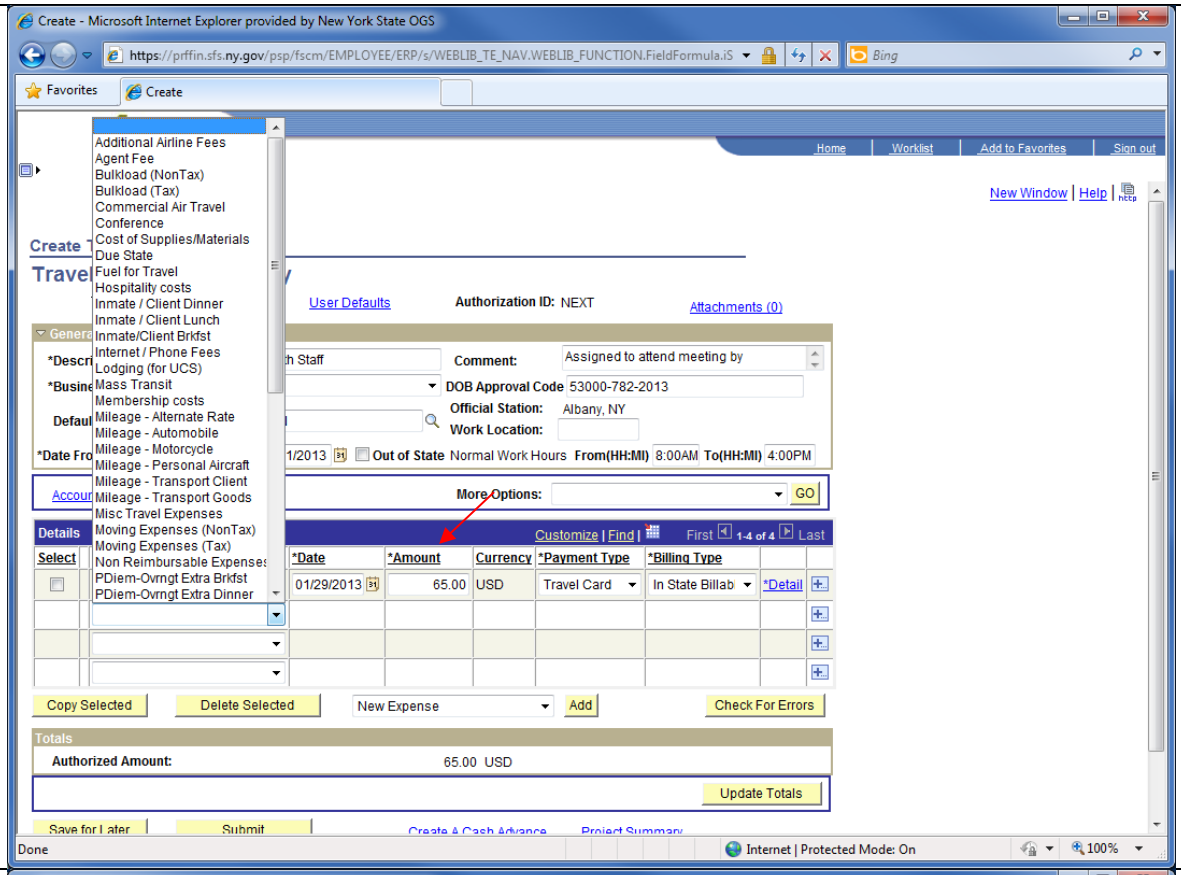
If there is an error, a red bar will appear where the error has occurred. Fix the error before proceeding.

Then click Return to Travel Authorization Entry.

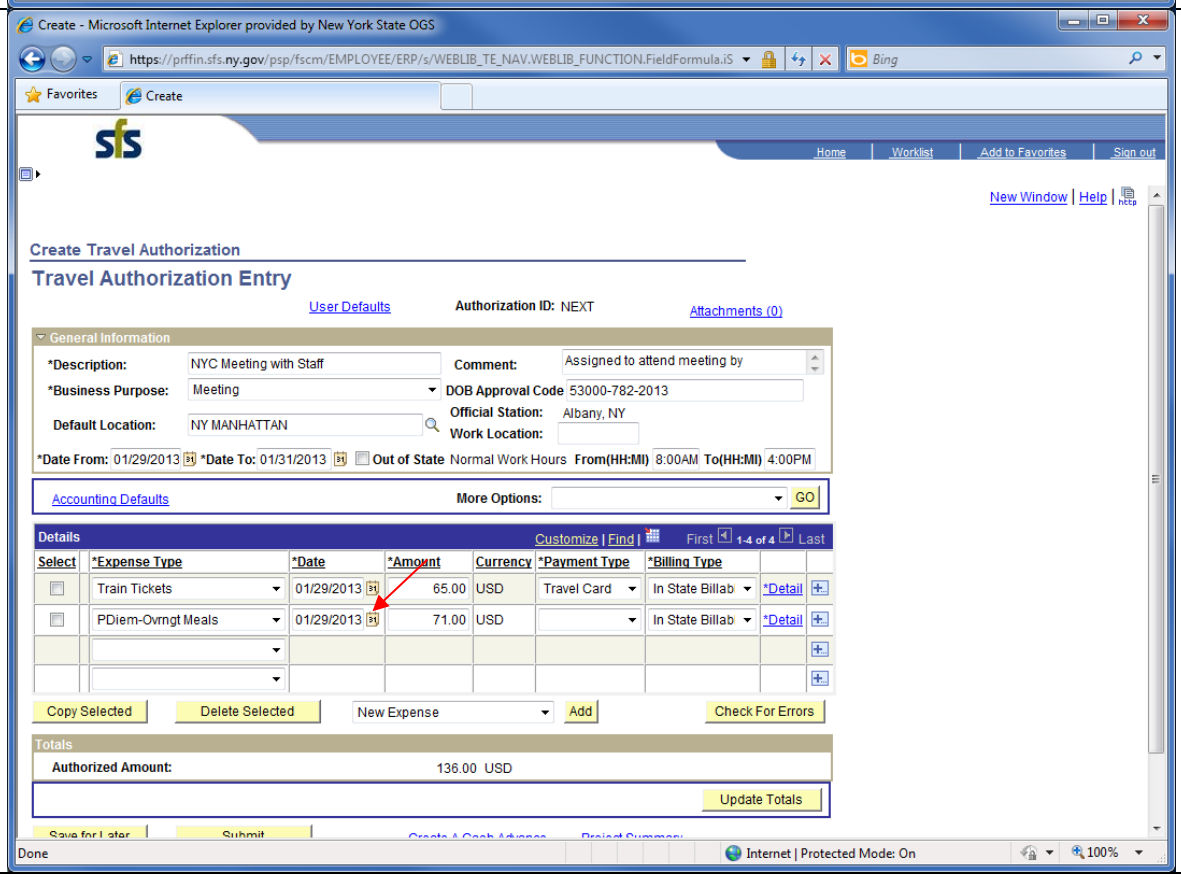


A typical travel authorization will have multiple expense lines to represent all ***estimated*** travel expenses that will be made during the travel. We will review a few typical expenses such as meals and lodging.

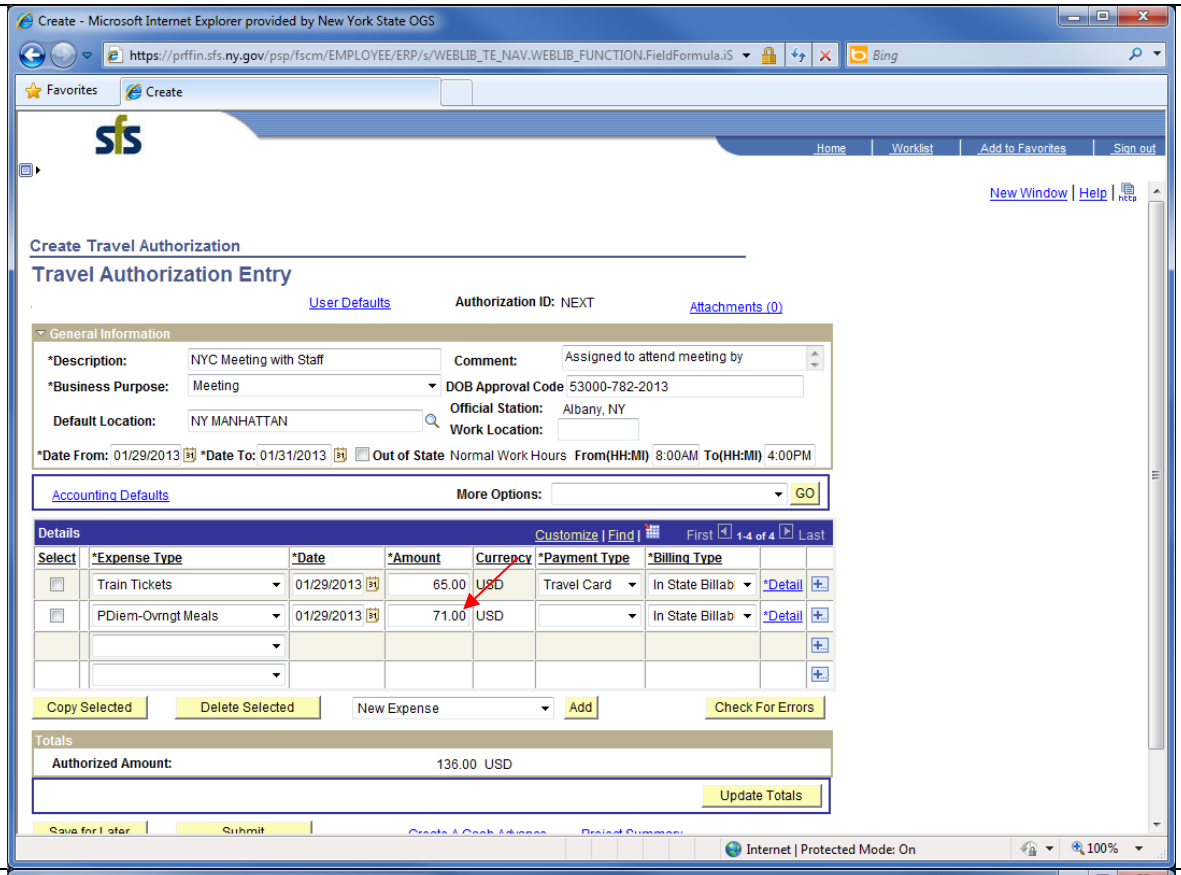
Click the Expense Type drop down arrow to choose the next expense.



If the date needs to altered, click on the Calendar 31 and choose the correct date.

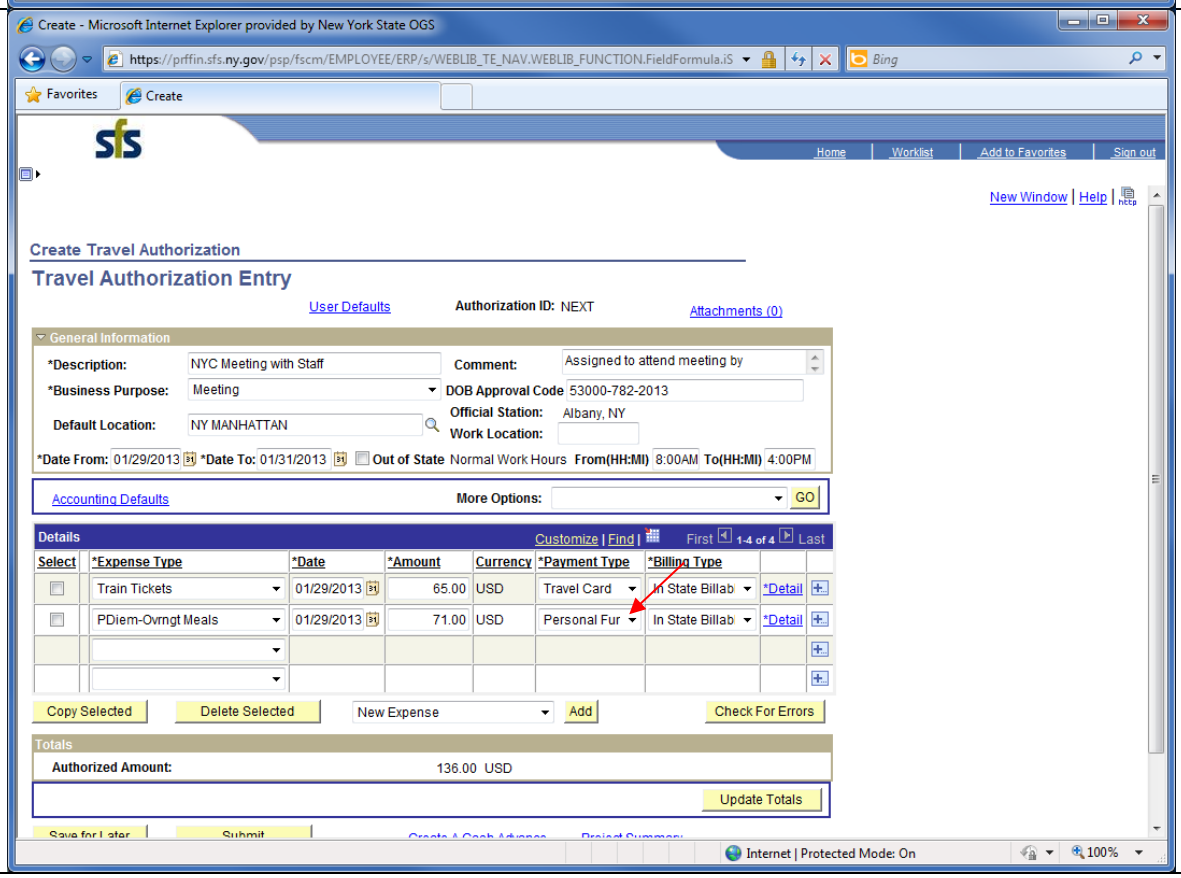


The per diem amount will auto-populate based on the Default Location selection.

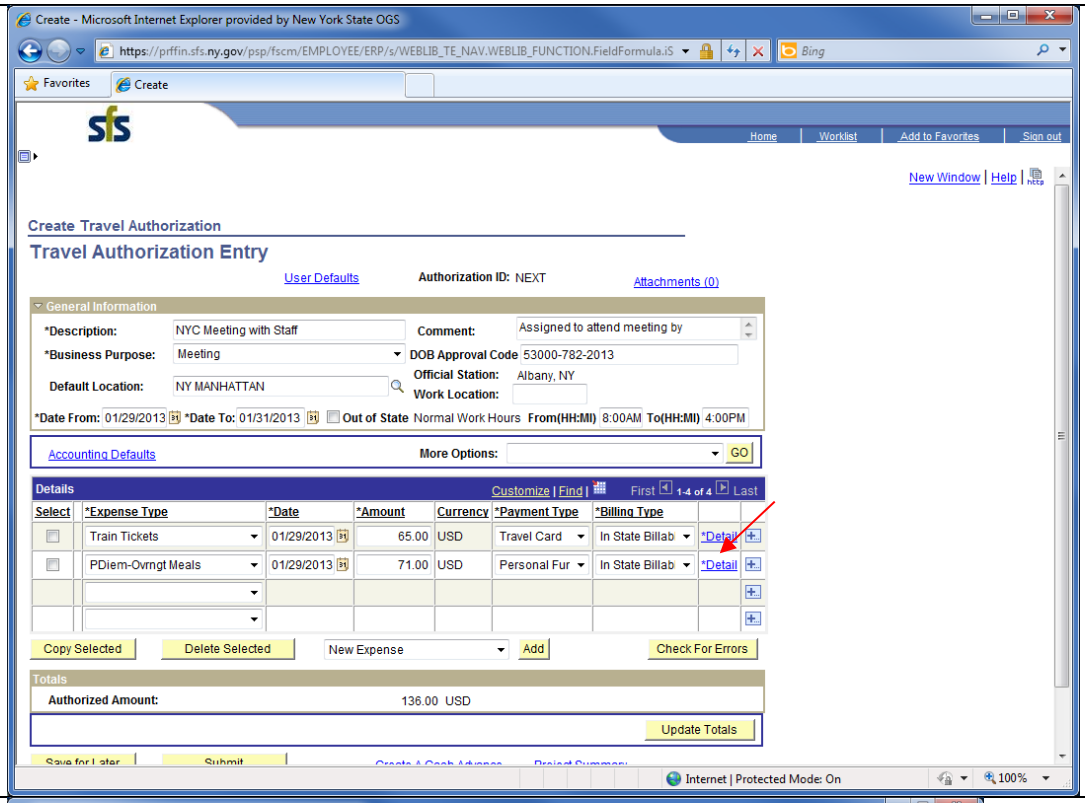


Click the Payment Type (AP Prepaid, Travel Card, or Personal Funds) list corresponding to this expense.

NOTE: Select Personal Funds as the Payment Type any time Per Diem or Personal Automobile Mileage is selected as the Expense Type.

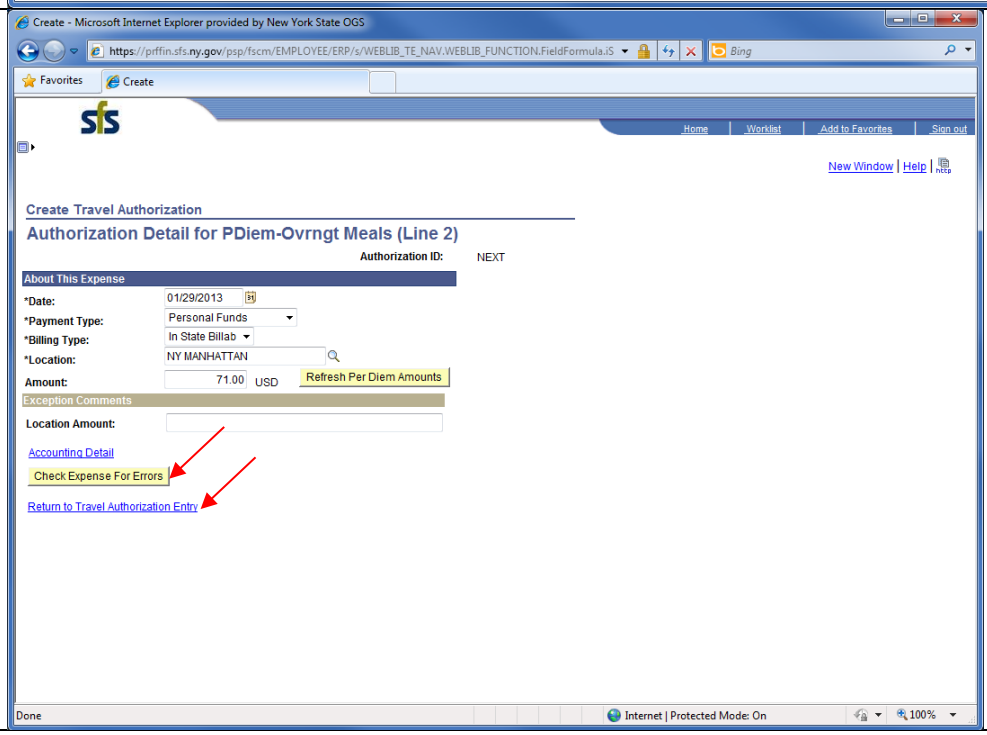


Click the * Detail link corresponding to the second expense line.



Click Check Expense for Errors.

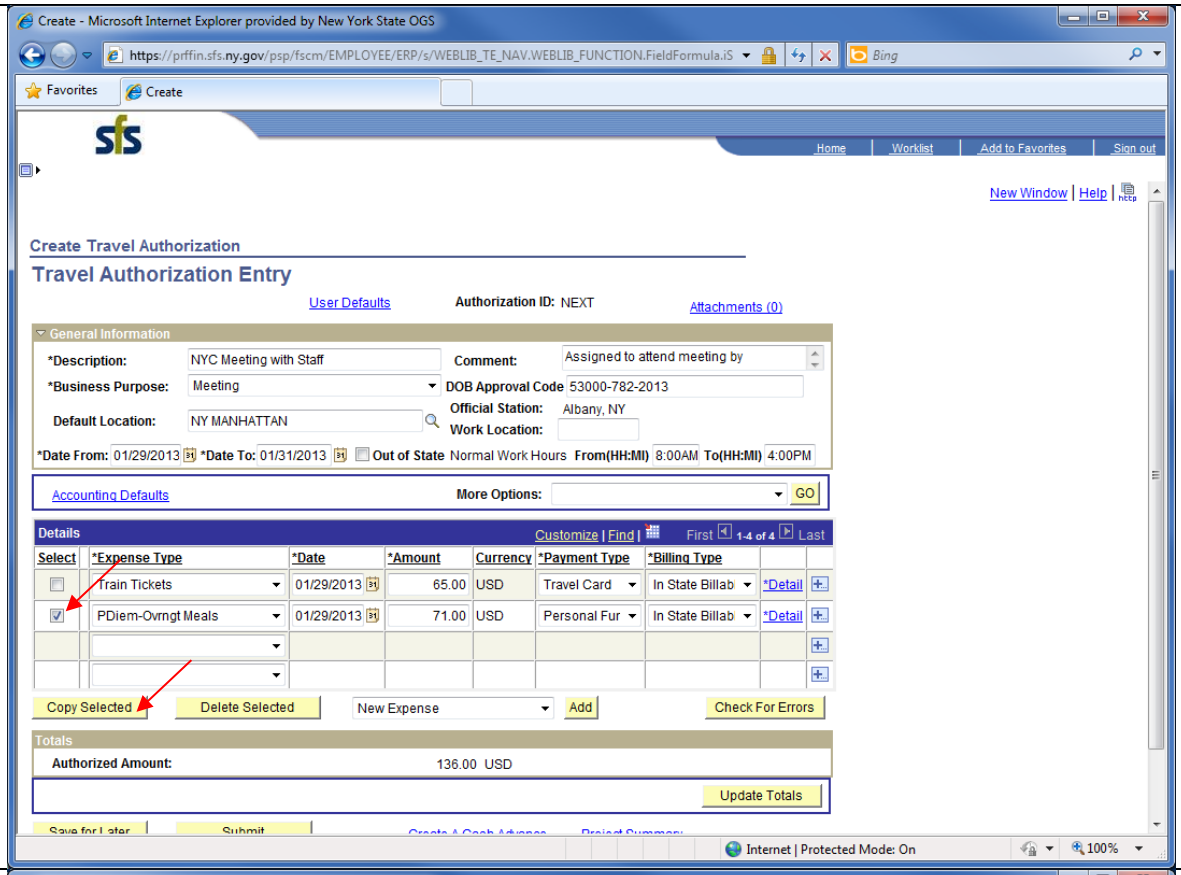
Click Return to Travel Authorization Entry.



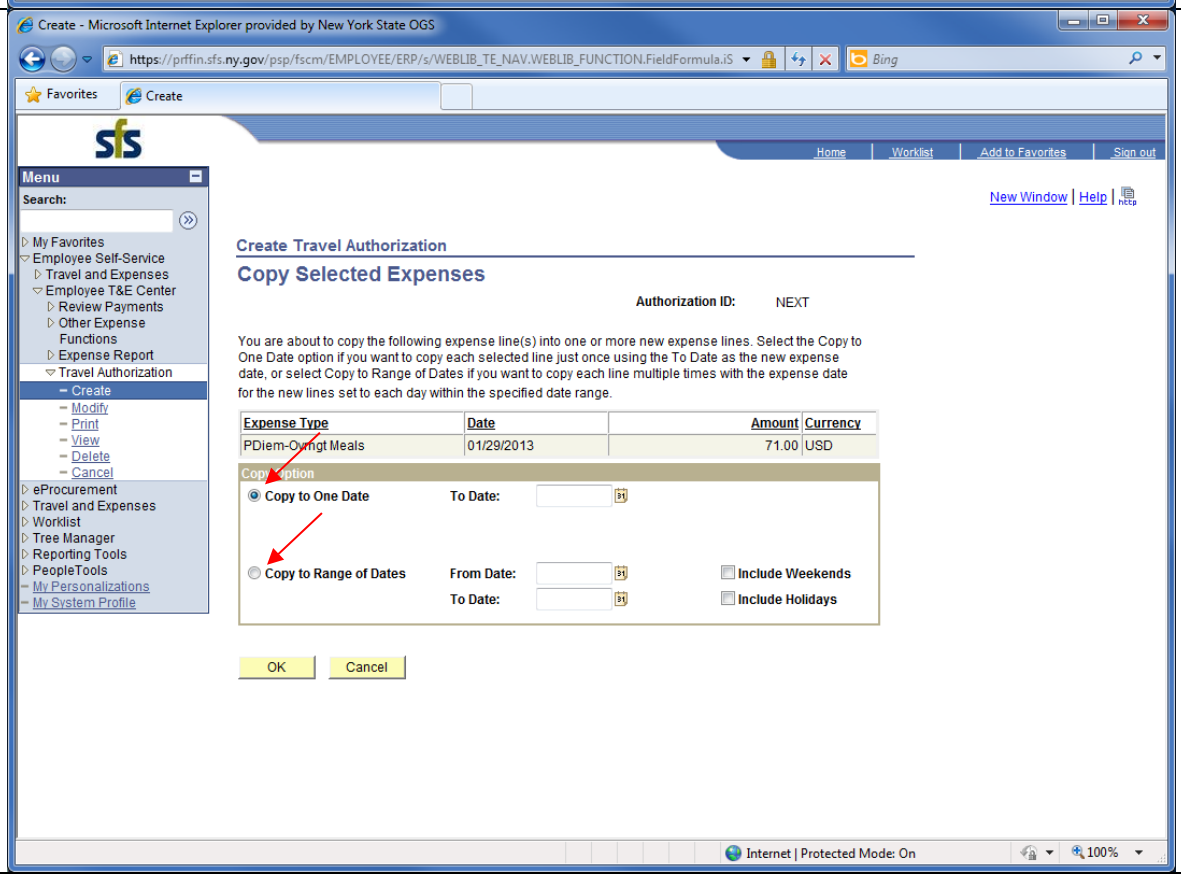
For multiple night stays use the copy function.

Click the Select option of the line you want to copy.

Click the Copy Selected button.

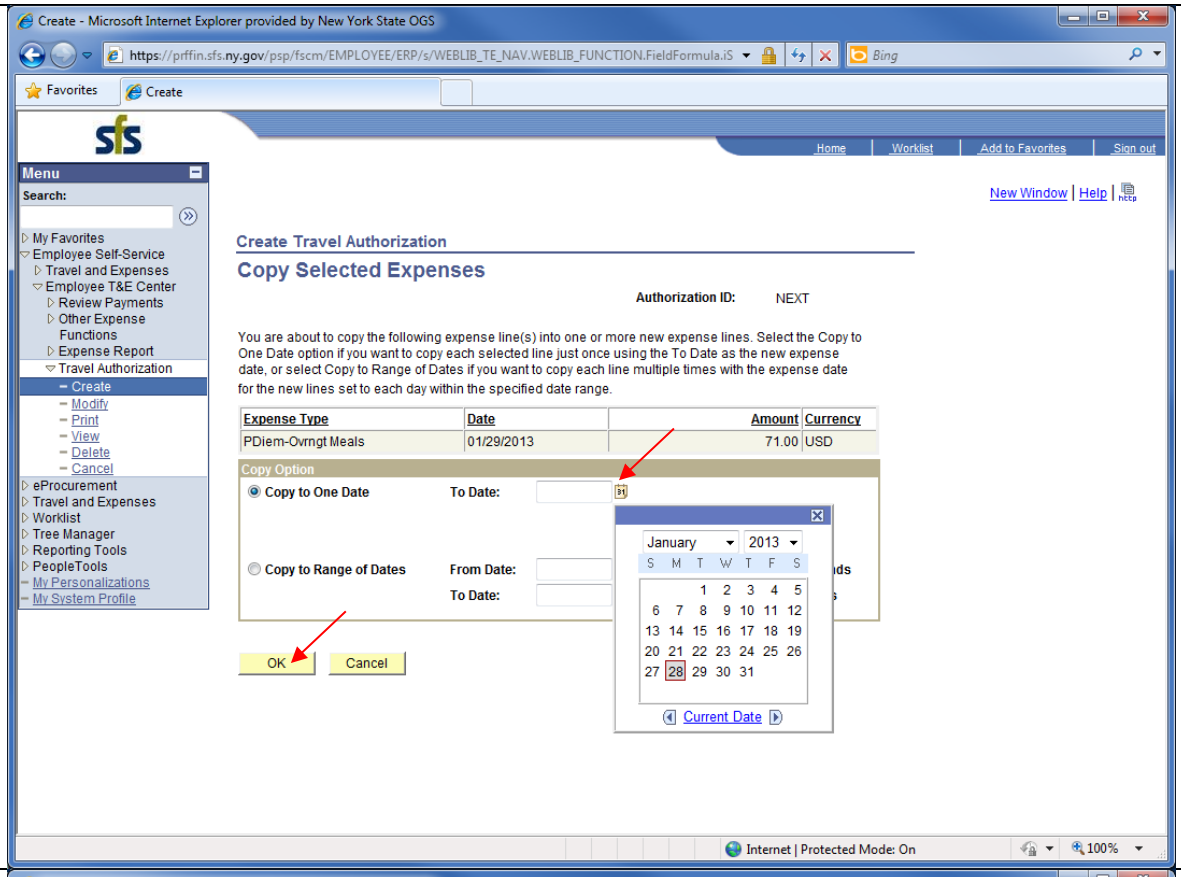


On the **Copy Selected Expenses** page choose Copy to One Date or Copy to Range of Dates based on your proposed travel.

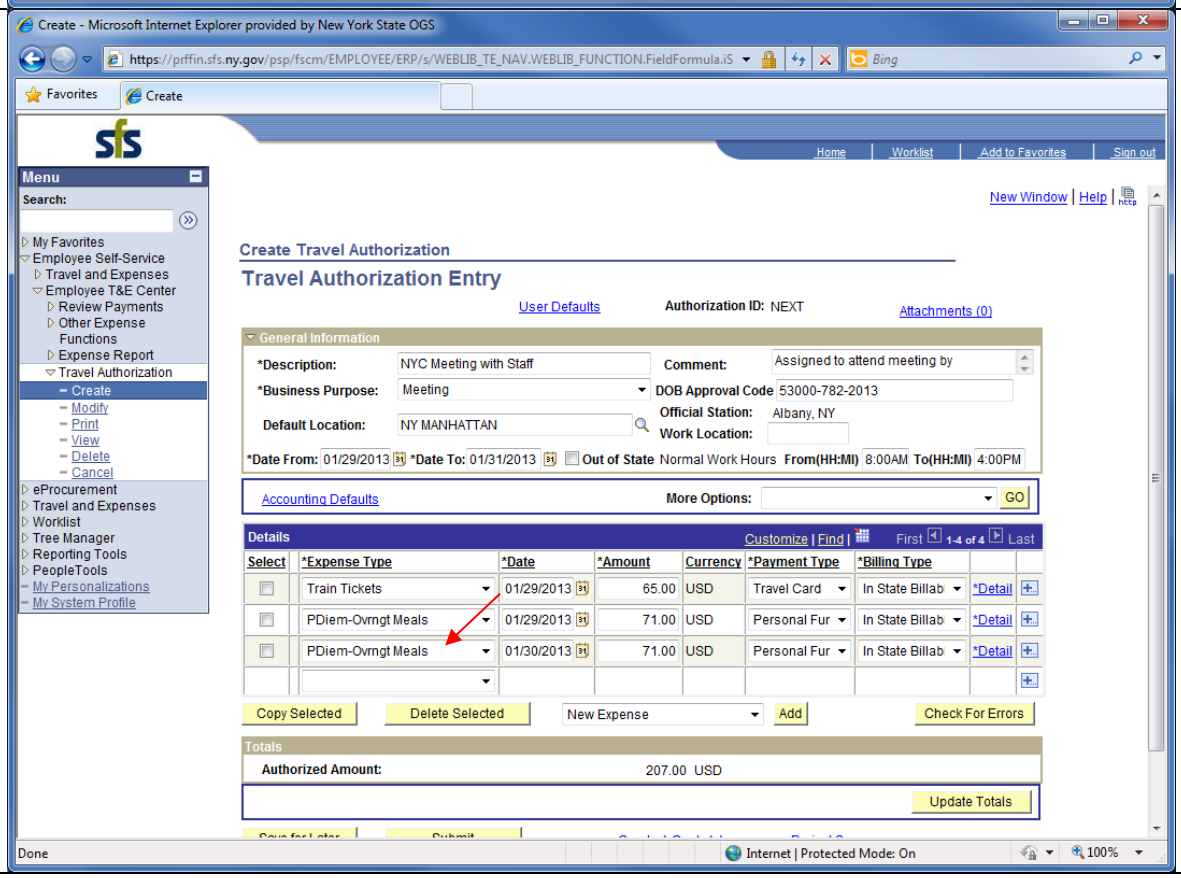


Click the calendar and add applicable date(s).

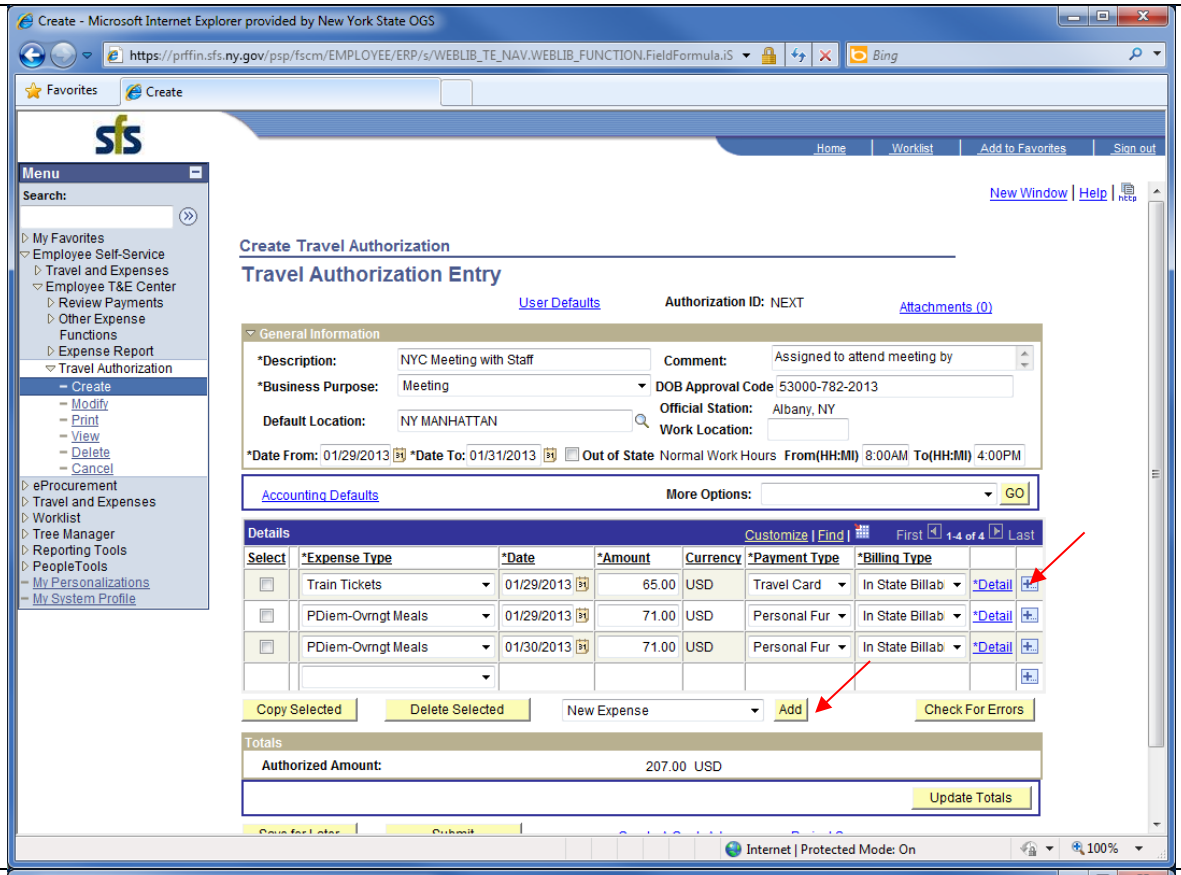
Click OK.



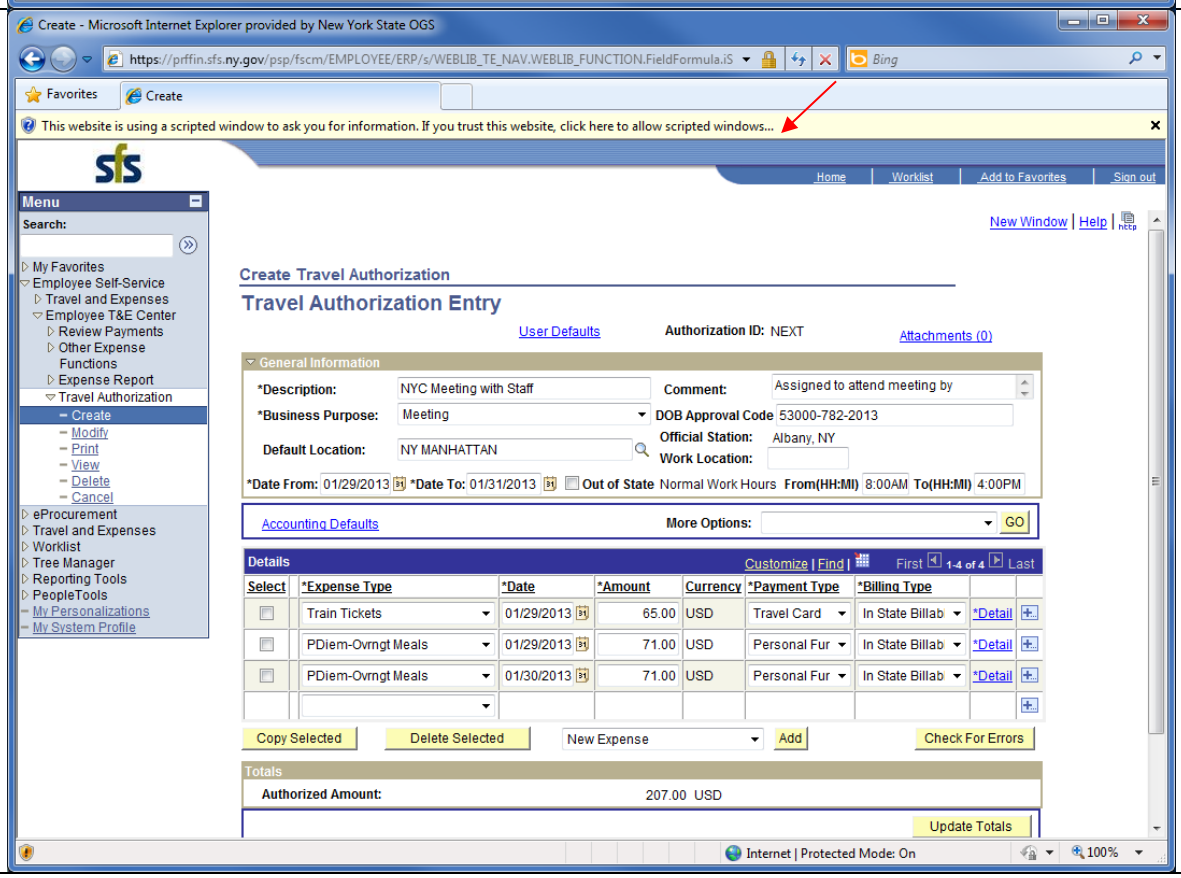
The expense line is now copied.

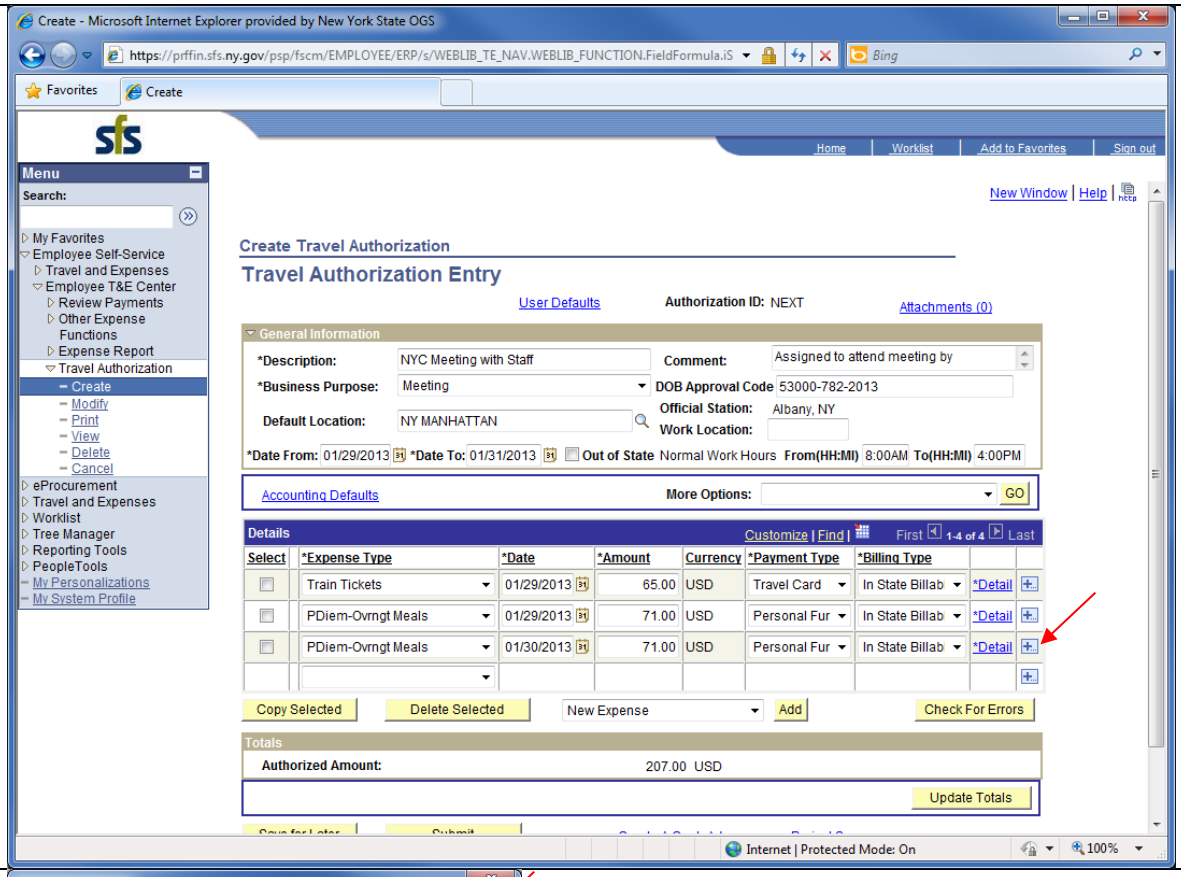
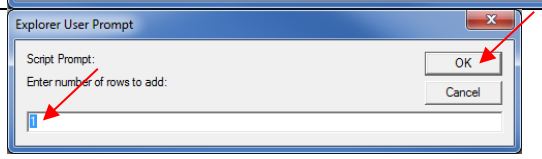


If necessary, you can add additional rows to your travel authorization by clicking the plus icon or click Add New Expense.

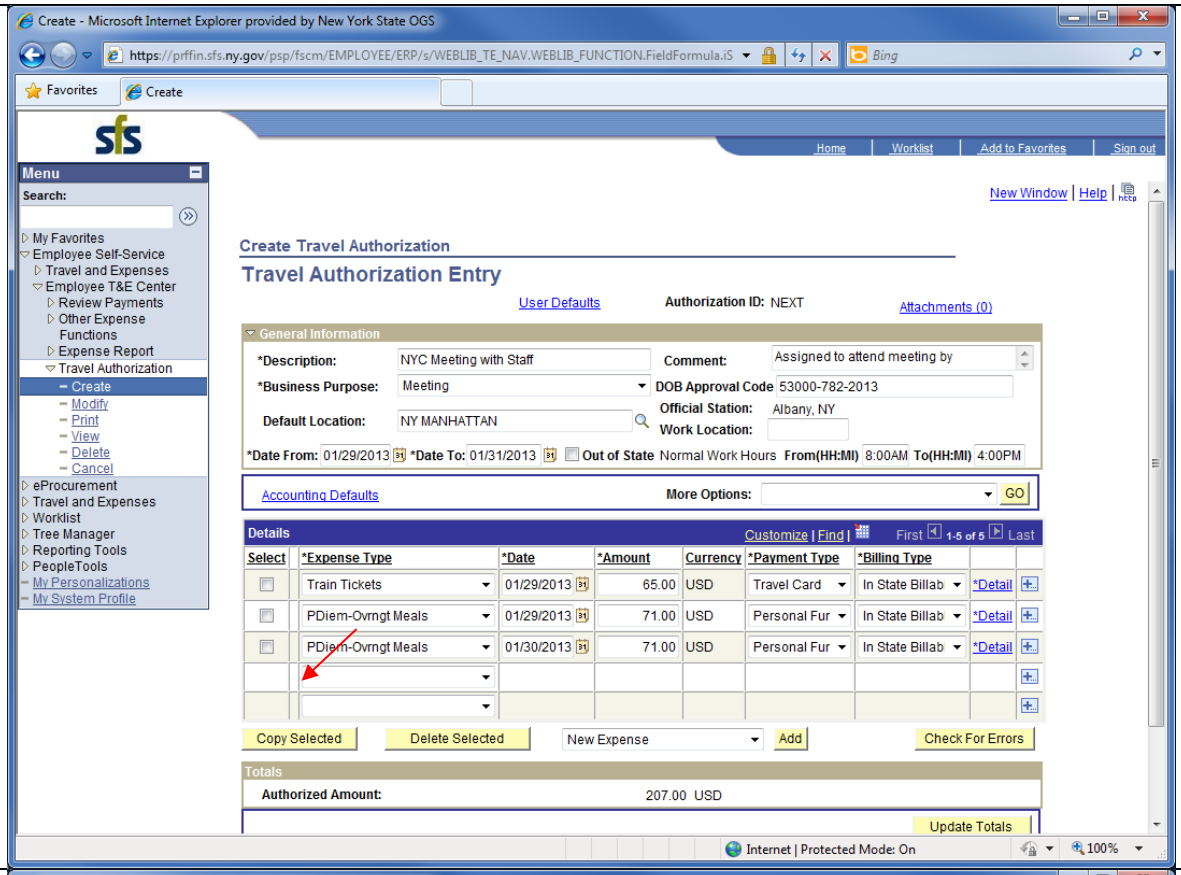


A pop up may show up on your screen. In order to allow adding additional rows, click on the yellow line. Select Temporarily Allow Scripted Windows.



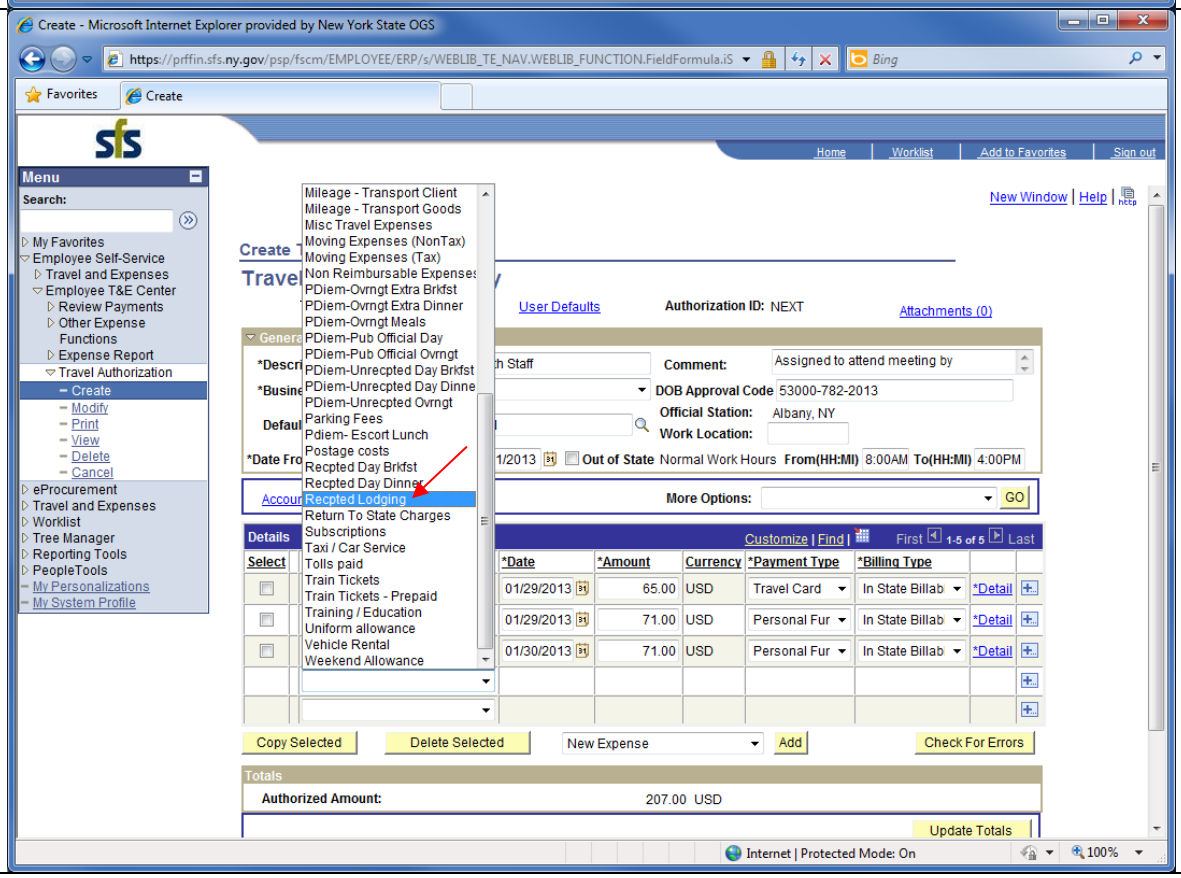
Click the plus icon again.	
Enter the desired number of blank rows into the Rows to Add field. Click OK.	

Notice one blank line has been added.

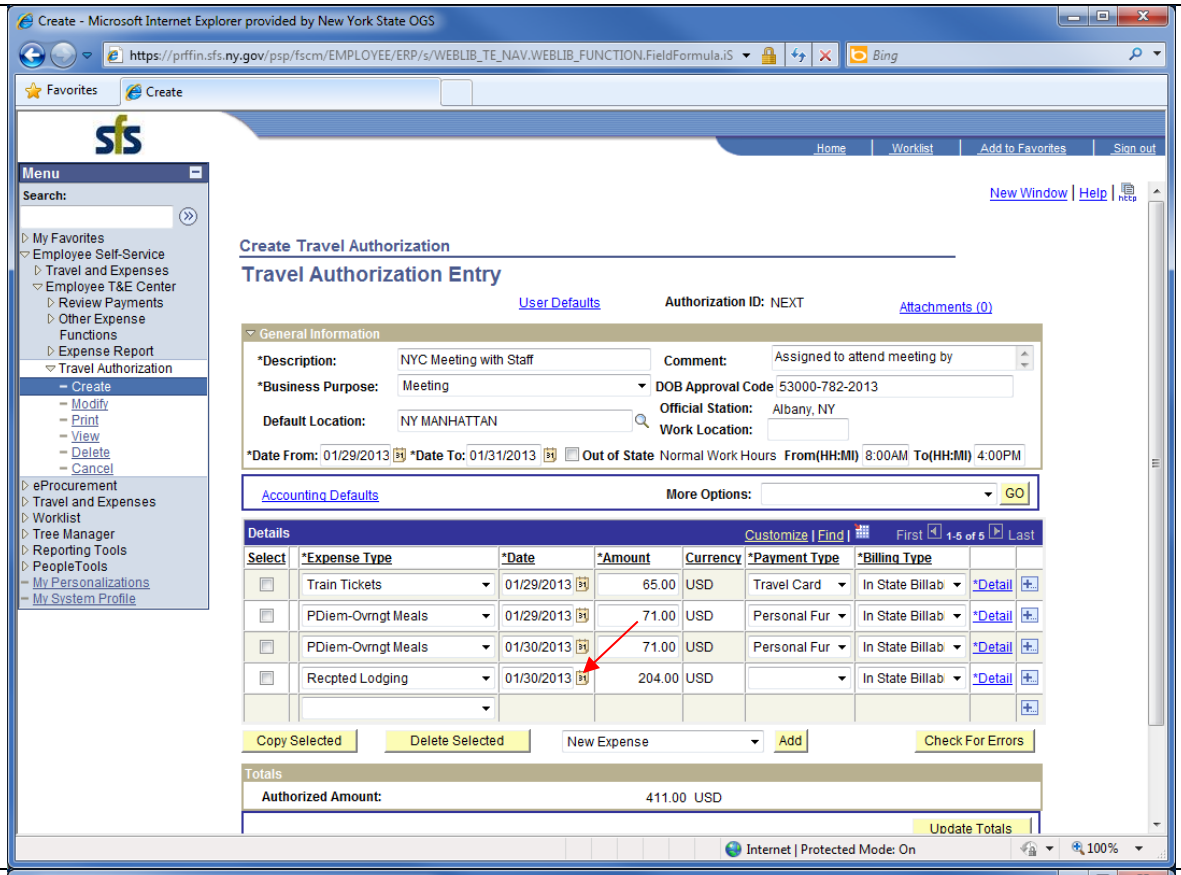


A lodging expense line will now be entered.

Click the Expense Type and choose Receipted Lodging.

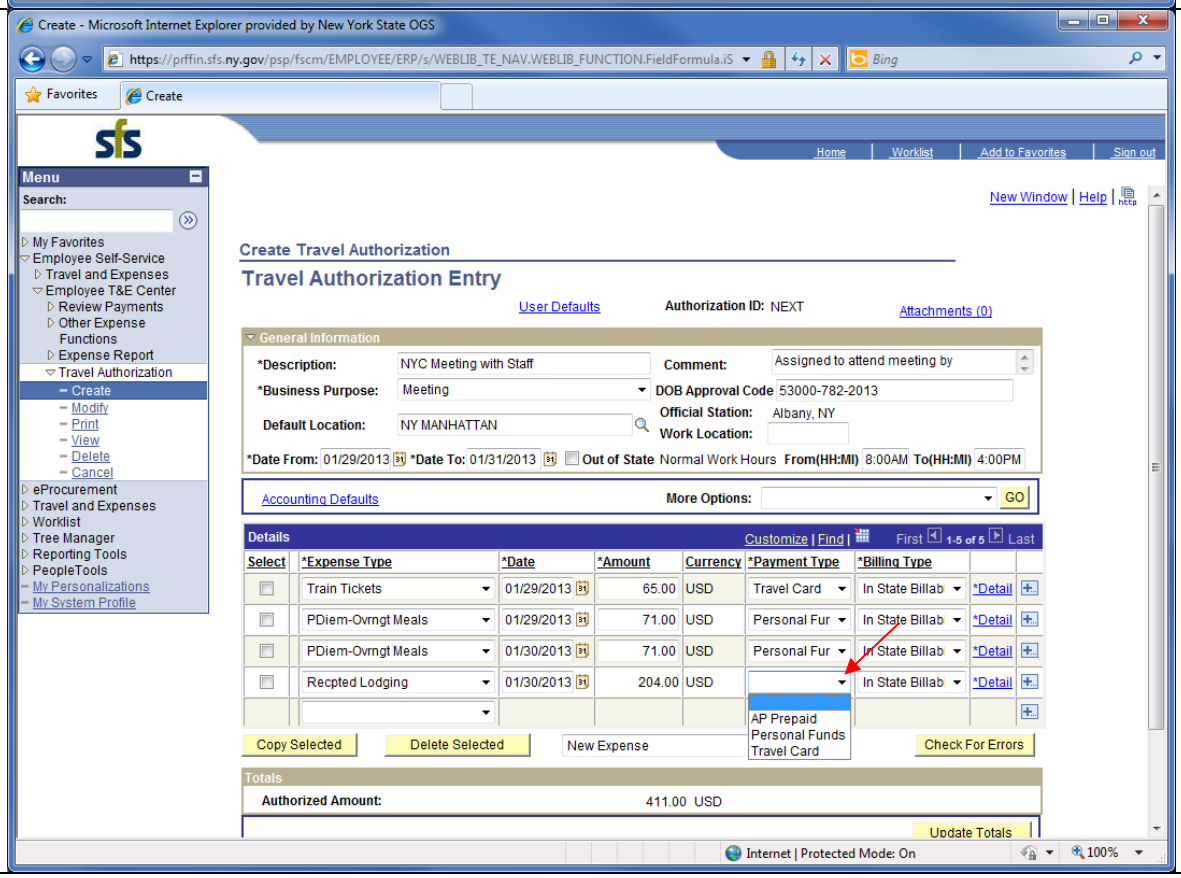


Click on the Calendar 31. Choose the Date for the overnight stay.

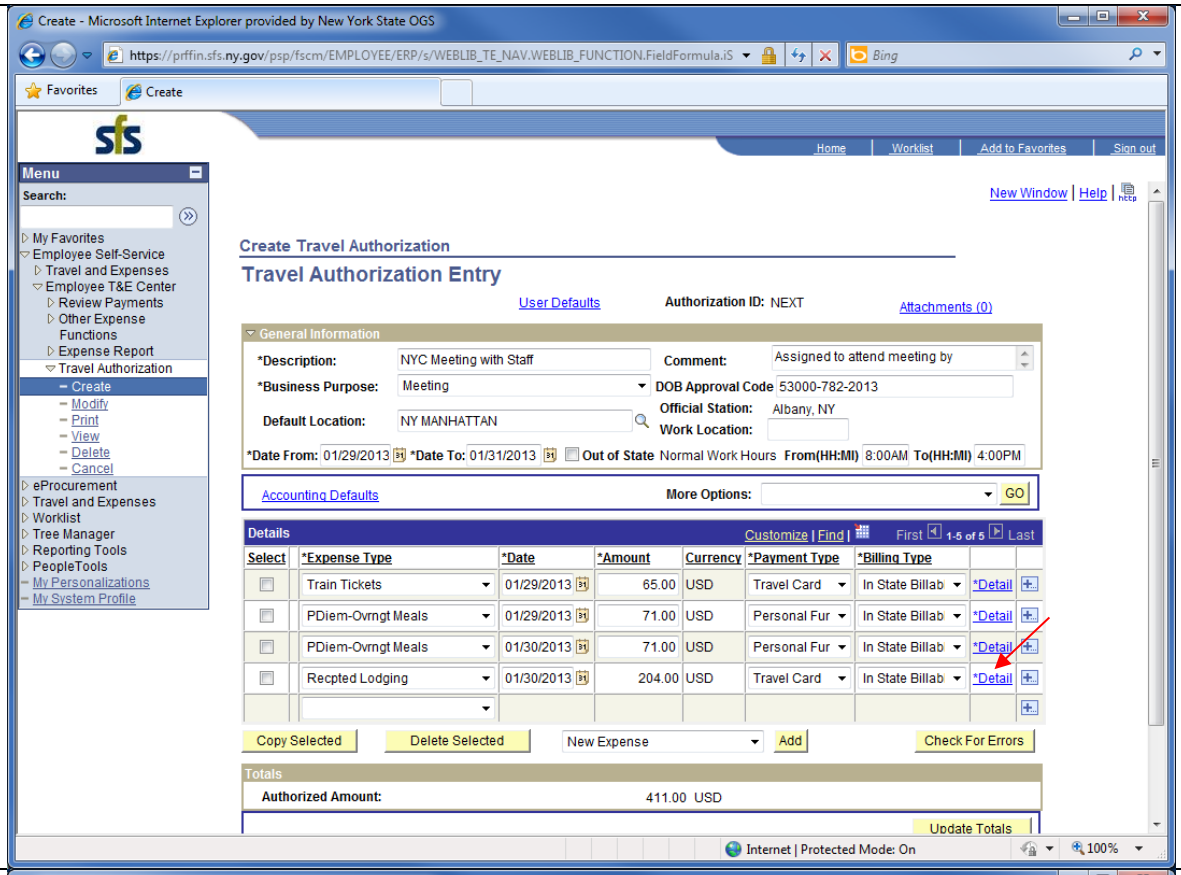


The Amount will fill in automatically.

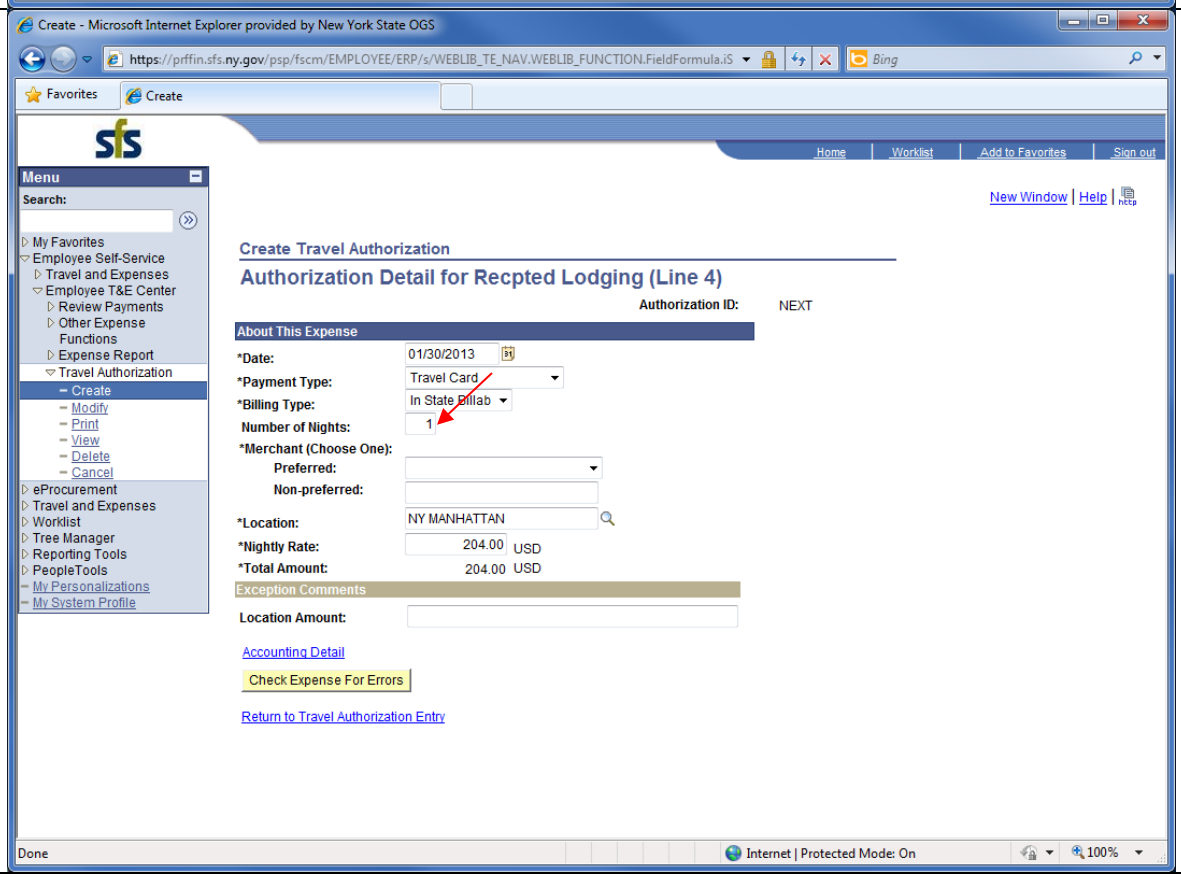
Click the Payment Type list and select the relevant payment type.



Click the *Detail link.

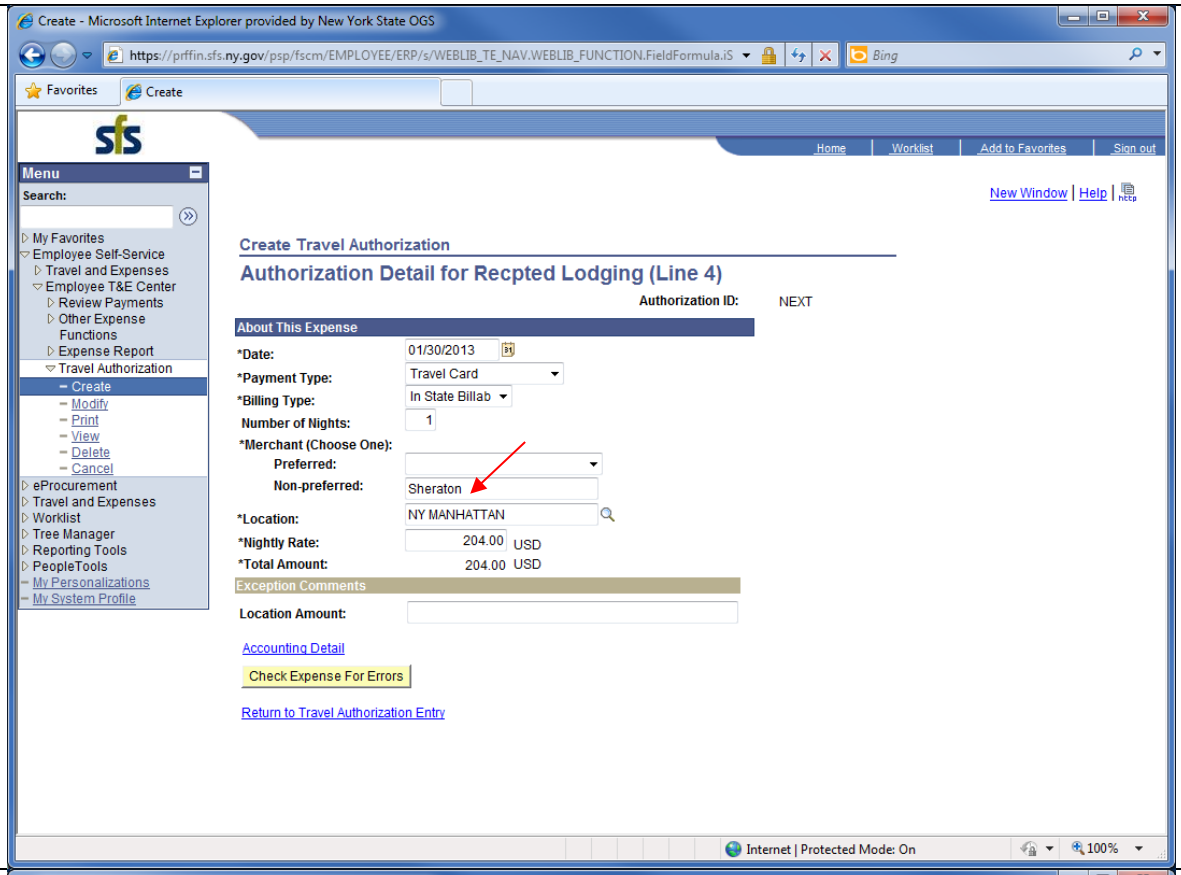


Enter the Number of Nights.



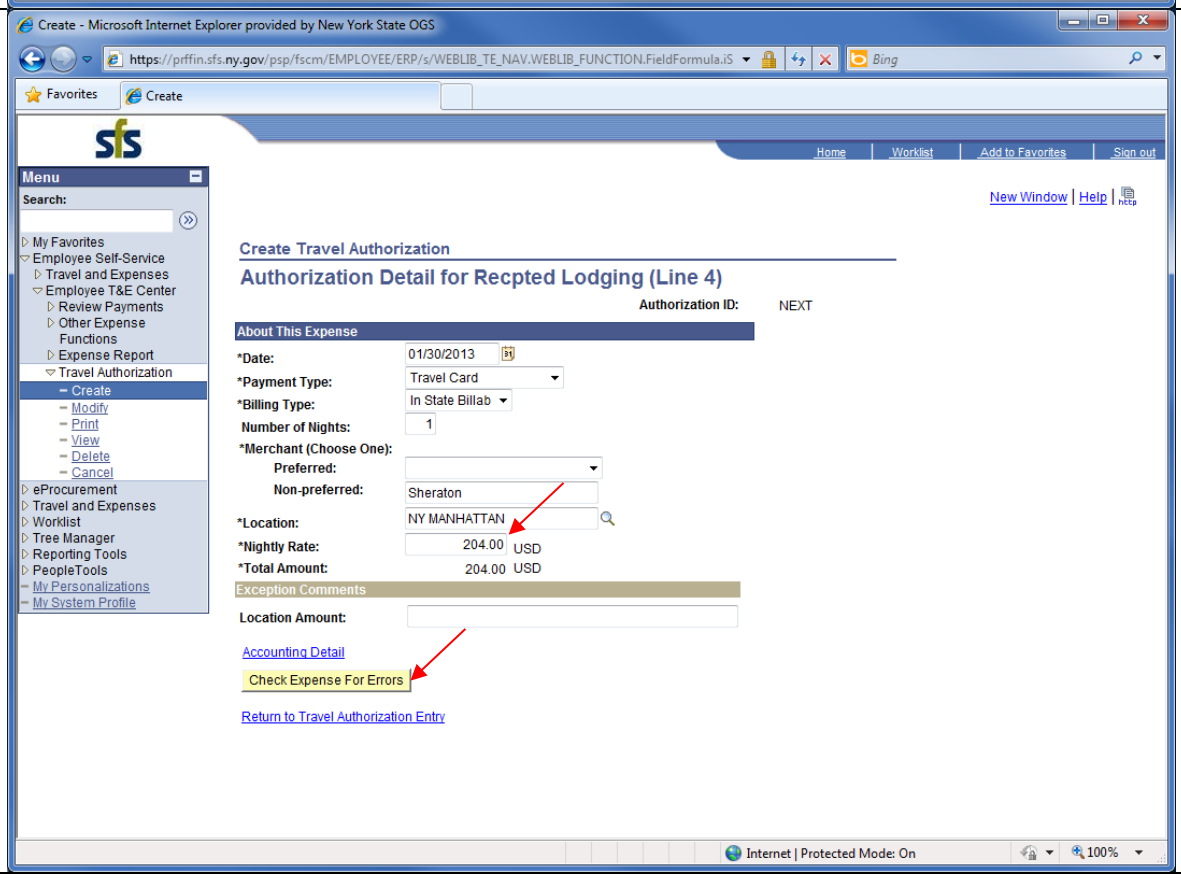
Enter the desired merchant information into the Non-preferred Merchant field.

NOTE: The Preferred Merchant field is not used in SFS.



The per diem rate is automatically populated. If the rate is different, the **Nightly Rate** must be entered by the traveler. The system will then validate the rate and give an error message if the rate entered is over the lodging per diem based on the Default Location entered earlier.

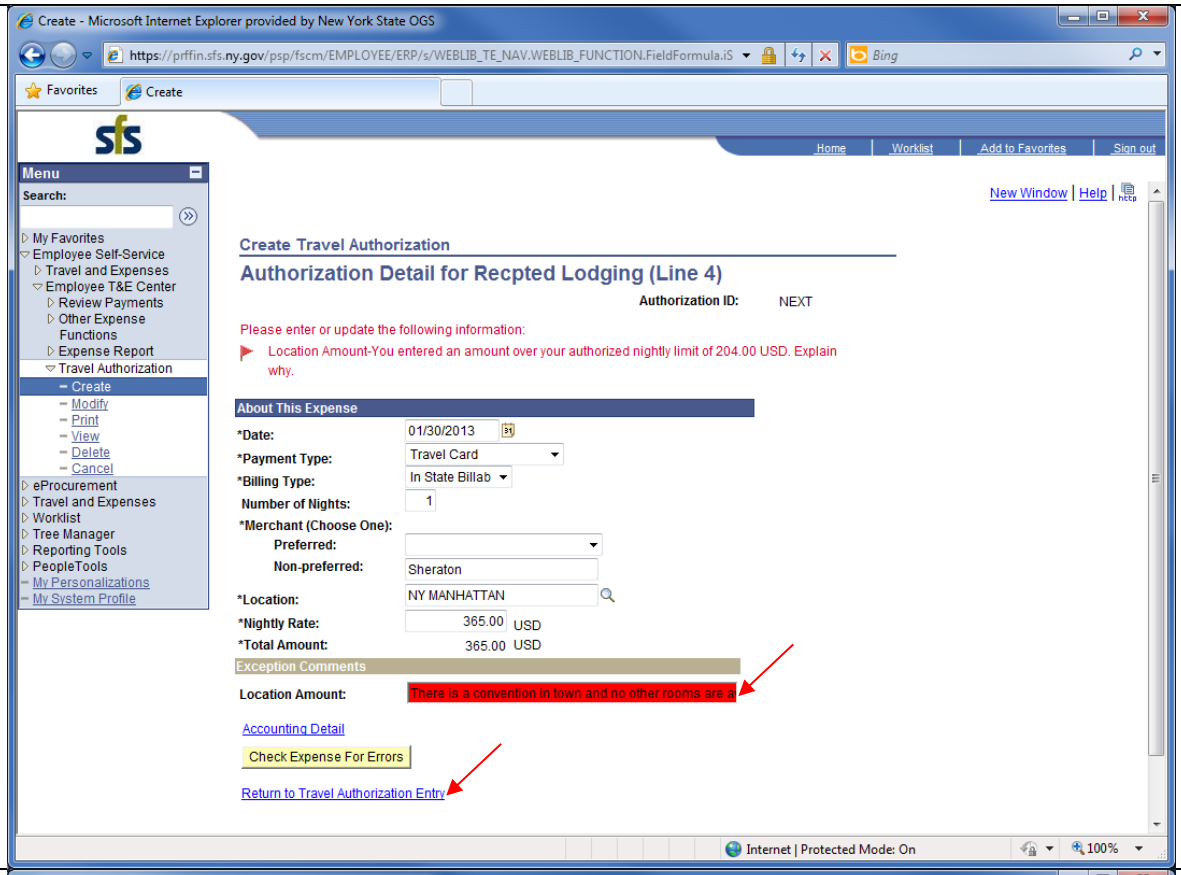
Click Check Expense for Errors.



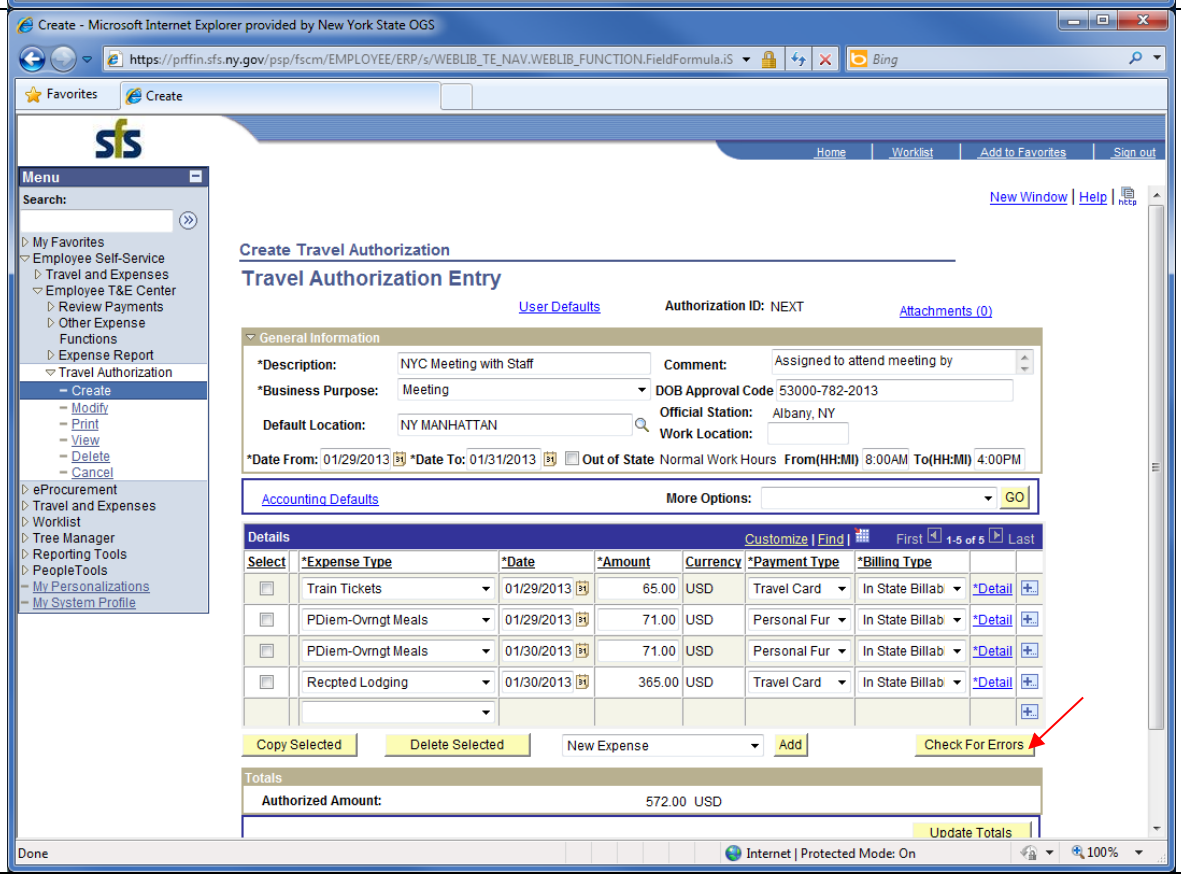
If a traveler must go over the per diem rate on a trip, SFS will require an exception comment to be entered before the travel document can be submitted.

Type an explanation in the Location Amount field.

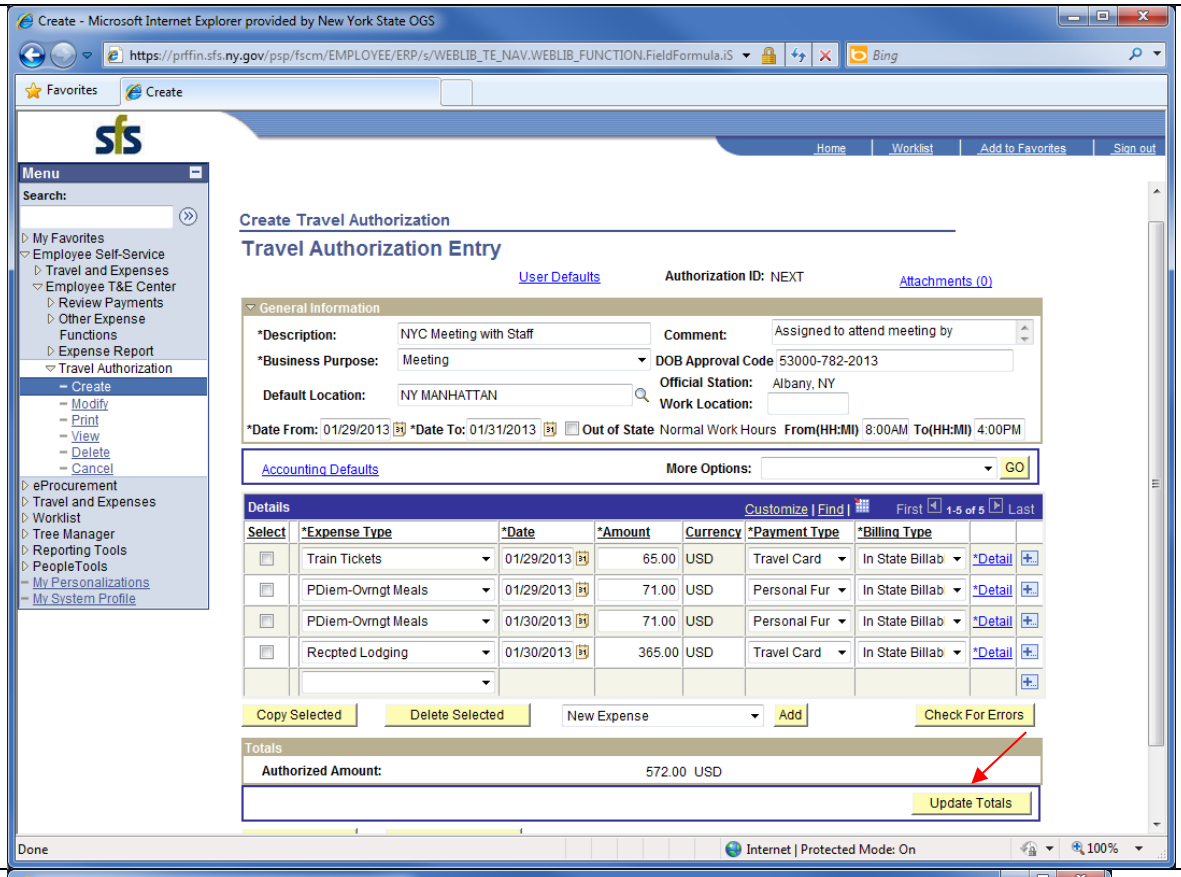
Click the Return to Travel Authorization Entry link.



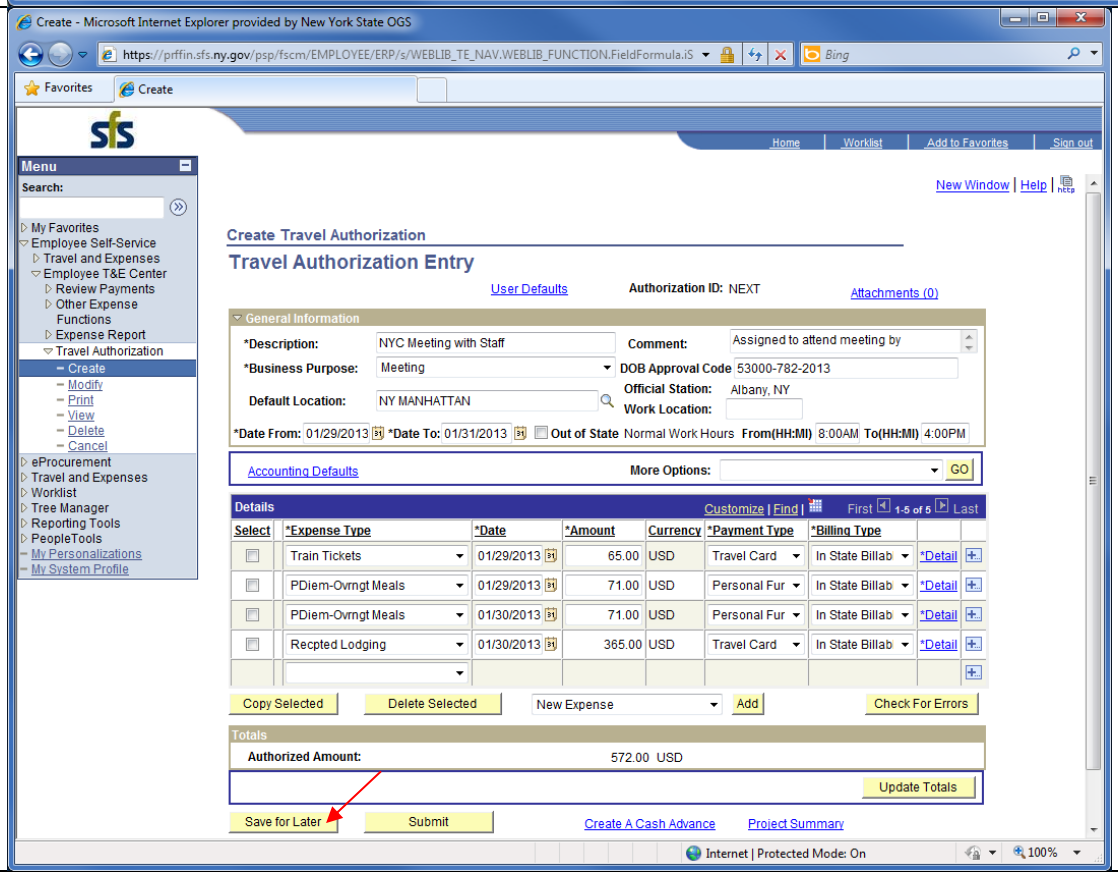
Click the Check For Errors button. This will check the entire TA for errors.



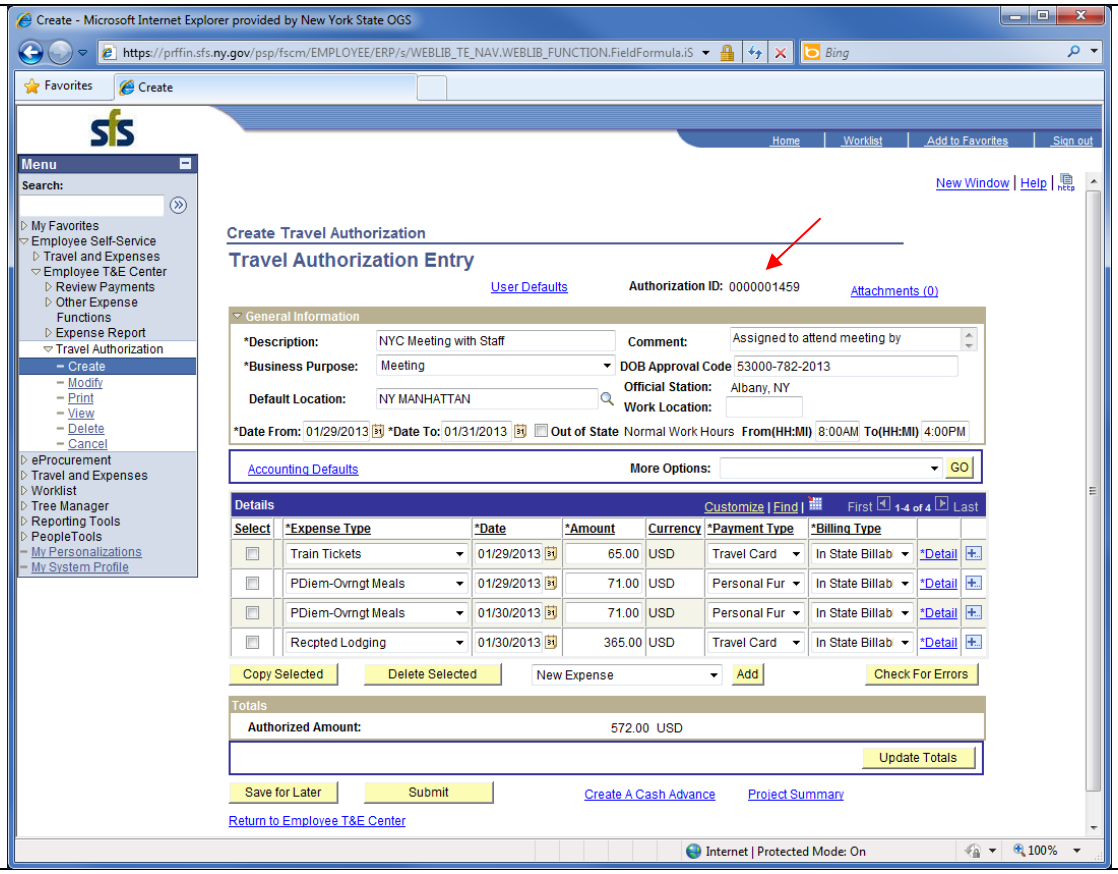
Click the Update Totals button to ensure the total amount of the TA is correct.



If you would like to save the TA and complete or update it at a different time, the Save for Later button can be used.

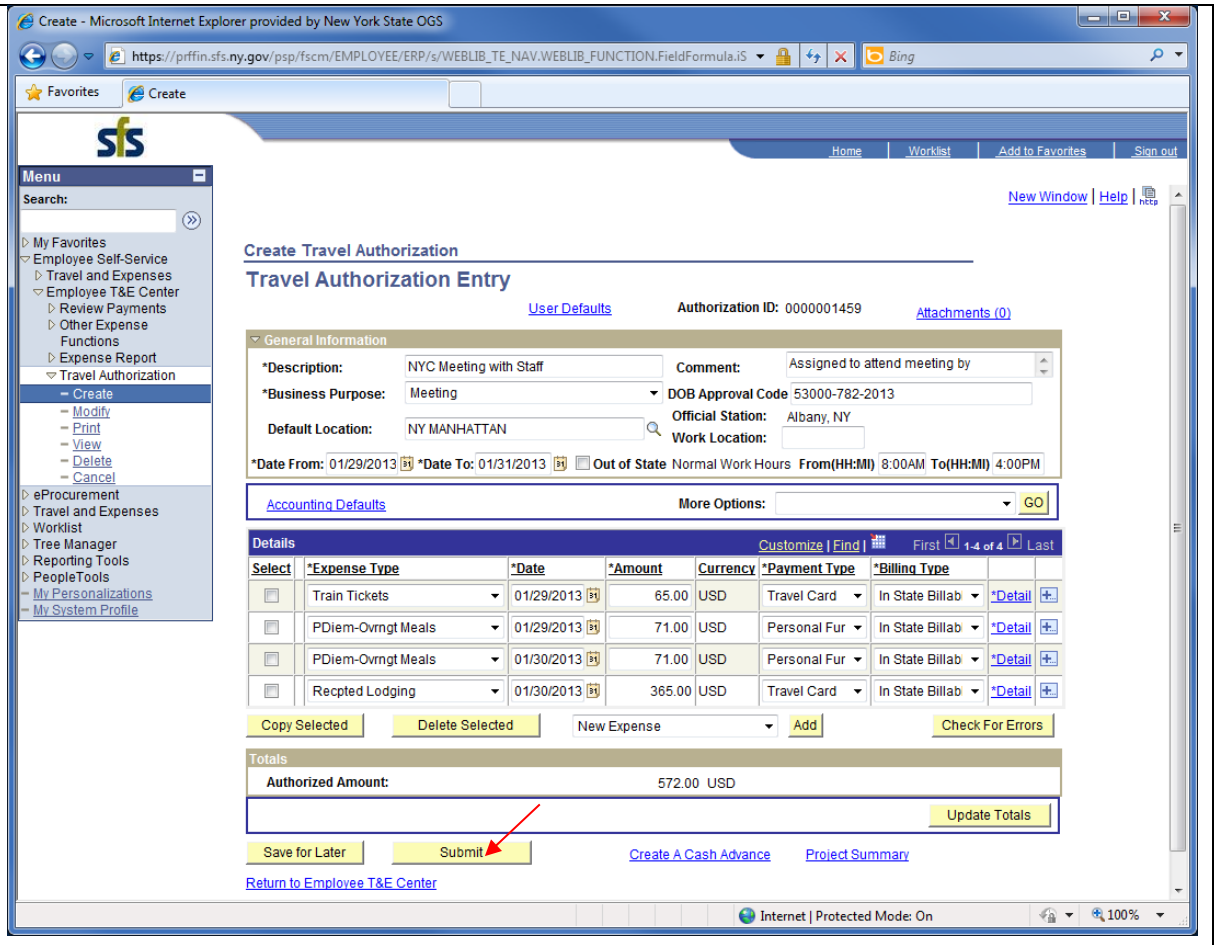


After you save your TA entry, notice the TA has been assigned its own Authorization ID.



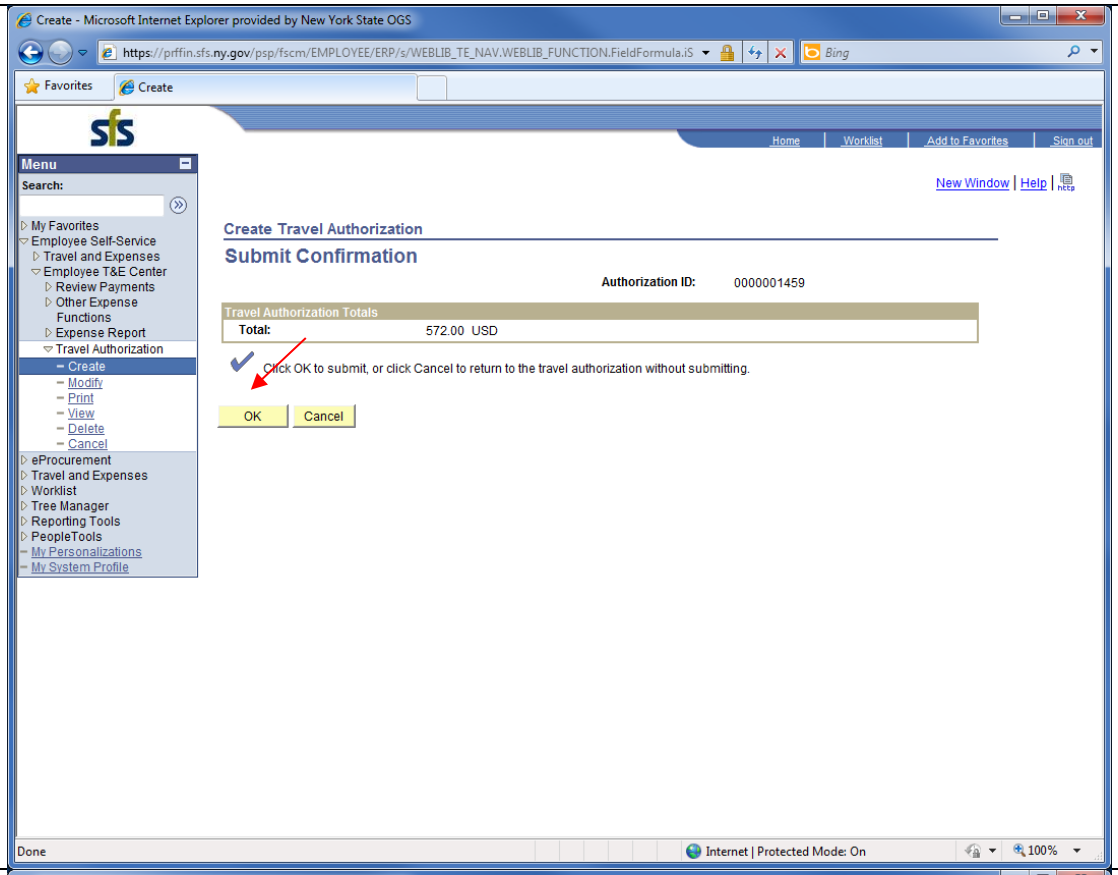
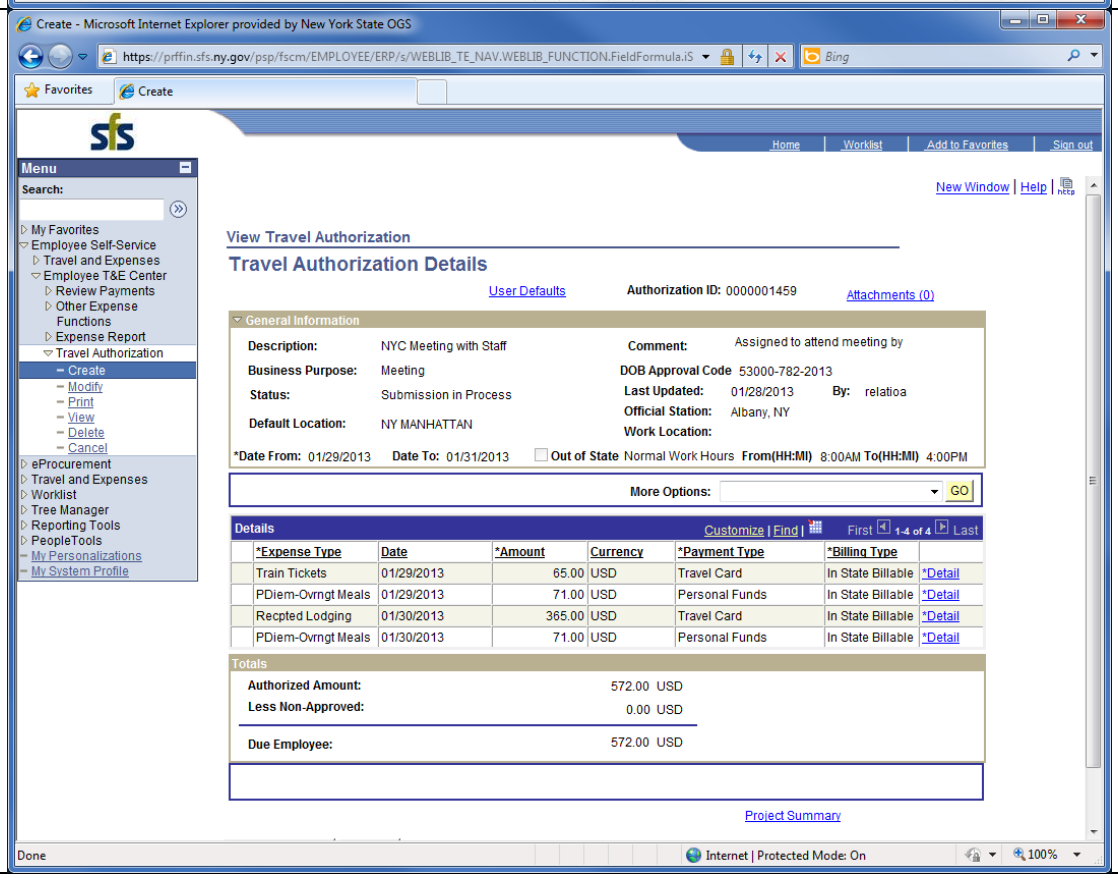
When complete, click the Submit button.

NOTE: When the Submit button is clicked, the TA is saved, sent to budget check, and submitted to your Agency for approval. If changes to the details of a Travel Authorization are needed after submission, an approver must deny the TA back to the traveler to make the changes and resubmit. The exception to this is the Budget Unit Approver can update the DOB Approval Code field and modify accounting detail on TAs in the approval workflow.



Click the OK button.

You have successfully completed "Creating Travel Authorizations From a Blank Authorization".



The last screen allows the traveler to view the expense report just submitted.