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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.

Employee-facing registry content - Microsoft Internet Explorer provided by New York State OGS

https://perftest.sfs.ny.gov/psp/SFS/EMPLOYEE/EMPL/h/?tab=DEFAULT

Welcome

sfs STATEWIDE FINANCIAL SYSTEM

Enterprise Menu

- SFS Applications
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile

SFS Communications

Welcome to the Statewide Financial System (SFS) Performance Testing (ERT / PRFCAS) Agency User Portal

12/27/12, 10:15 AM SFS SYSTEM ALERT UPDATE: Issues with transmission of bulkload extracts and IDLs have been resolved. Agencies should receive their IDLs this afternoon.

12/26/12, 1:30 PM SFS SYSTEM ALERT: SFS is currently experiencing issues transmitting bulkload extracts and IDLs from PRFCAS for Friday 12/21/12 through today (Wednesday 12/26/12). We are troubleshooting and will transmit the files once the issue is resolved.

AGENCY AP USERS: Please refer to [QSC Accounts Payable Advisories](#) for important information and guidance on processing transactions in the AP module.

When running PO Dispatch in the Purchasing module, users **MUST** enter their Agency GLBU in the Business Unit field. [See this communication](#) for full details.

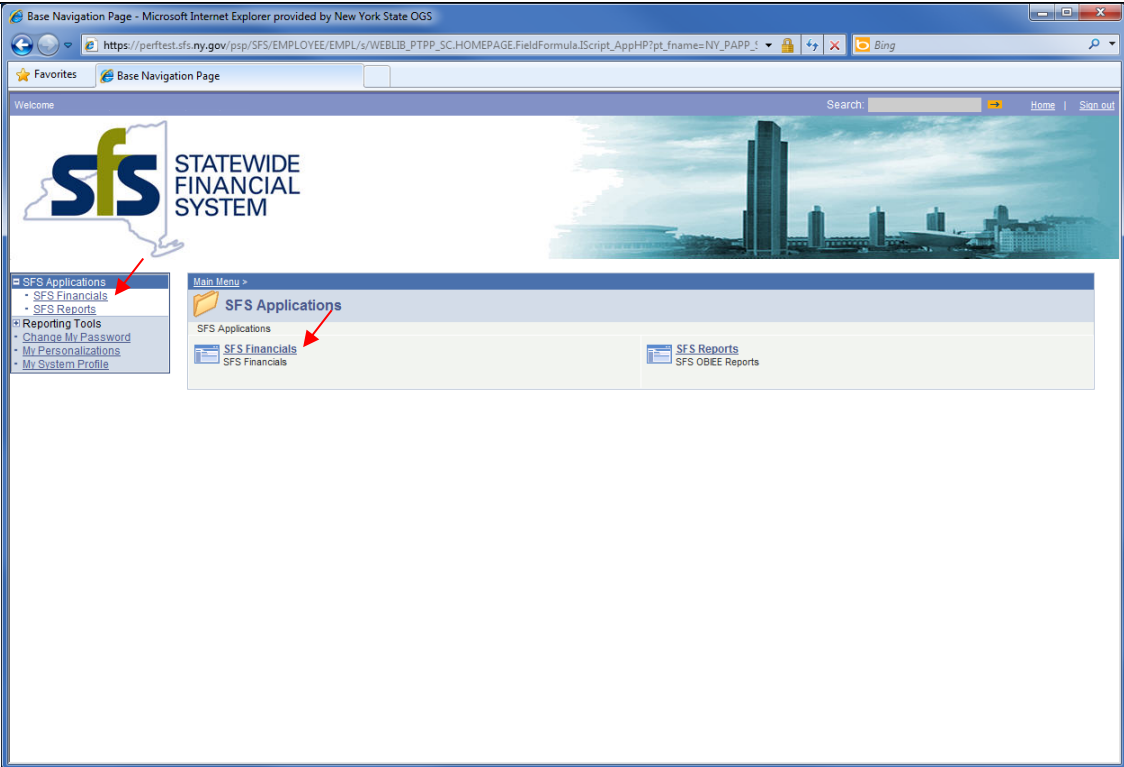
Agency PO Processors: you **MUST** check the "Amount Only" box on service-based PO line items. [See this communication](#) for full details.

My Reports

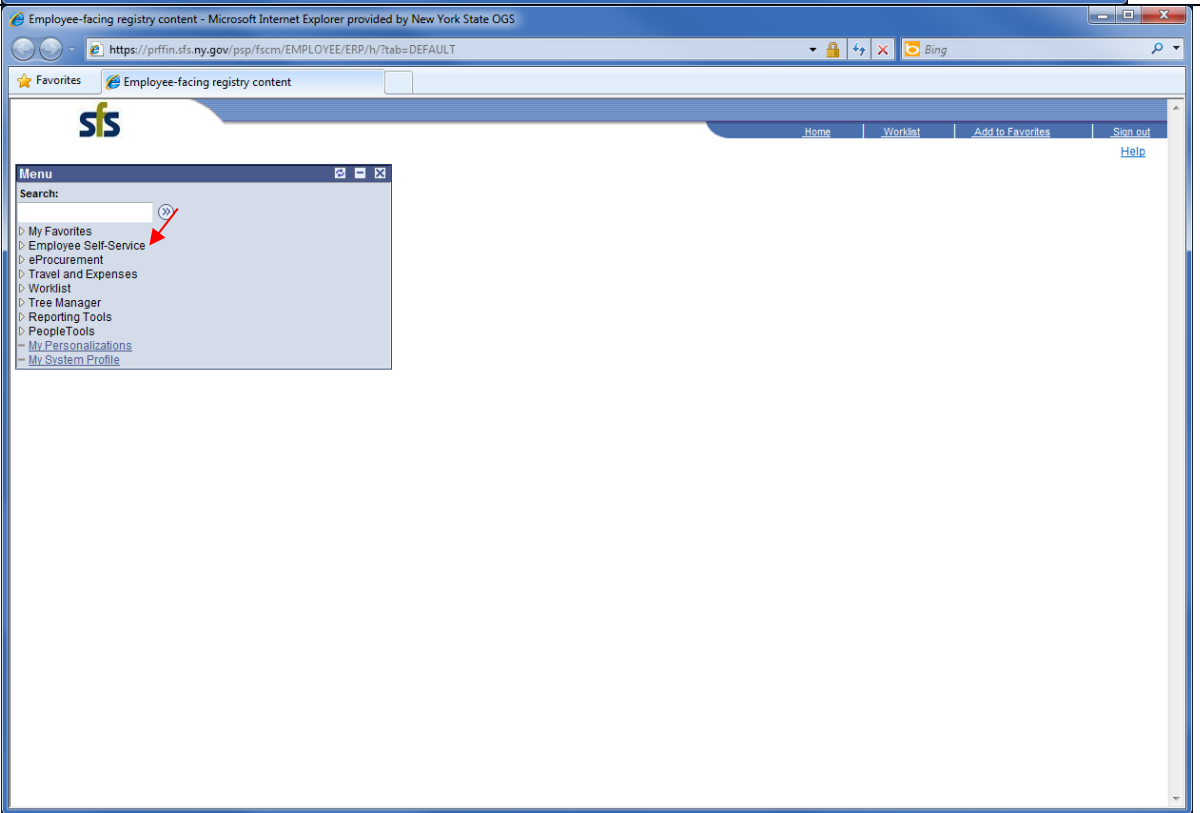
No Reports To Display

[Report Manager](#)

Click **SFS Financials** (either location).



Click **Employee Self-Service**.



Click **Employee T&E Center**.

The screenshot shows the 'Employee Self-Service' main menu. On the left is a 'Menu' sidebar with a search bar and a tree view containing 'My Favorites', 'Employee Self-Service', 'Travel and Expenses', 'Employee T&E Center', 'eProcurement', 'Travel and Expenses', 'Worklist', 'Tree Manager', 'Reporting Tools', and 'PeopleTools'. The main content area has a breadcrumb 'Main Menu >' and a title 'Employee Self-Service'. Below this are three columns of links: 'Travel and Expenses' (with sub-links for My Wallet, Review Payments, and Review Expense History), 'Employee T&E Center' (with sub-links for Review Payments, Other Expense Functions, Expense Report, and Travel Authorization), and 'Employee Travel and Expense Self-Service Center' (with sub-links for Review Payments, Other Expense Functions, Expense Report, and Travel Authorization). A red arrow points to the 'Employee T&E Center' link.

Under **Travel Authorization** click **Create**.

The screenshot shows the 'Employee T&E Center' page. The breadcrumb is 'Main Menu > Employee Self-Service >'. The title is 'Employee T&E Center' and the subtitle is 'Employee Travel and Expense Self-Service Center'. The page is divided into three main sections: 'Review Payments' (with sub-links for Review Expense History and Review Payments), 'Other Expense Functions' (with sub-links for View My Wallet and Update Profile), and 'Expense Report' (with sub-links for Create, Modify, Print, and View). Below these is a 'Travel Authorization' section with sub-links for Create, Modify, Print, and 3 More... A red arrow points to the 'Create' link under 'Travel Authorization'.

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

Create Travel Authorization
Travel Authorization Entry

Quick Start: A Blank Authorization

General Information

*Description: Comment:

*Business Purpose: DOB Approval Code:

Default Location: Official Station: Albany, NY

Work Location:

*Date From: *Date To: Out of State Normal Work Hours From(HH:MM) To(HH:MM)

Accounting Defaults: More Options:

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Copy Selected New Expense

Totals

Authorized Amount: 0.00 USD

[Create A Cash Advance](#) [Project Summary](#)

[Return to Employee T&E Center](#)

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.**

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddTravelAuth?TE.Menu

Home Worklist Add to Favorites Sign out

New Window Help

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

Quick Start: A Blank Authorization **GO**

General Information

*Description: A Template Comment:

*Business Purpose: An Existing Authorization DOB Approval Code:

Default Location: Official Station: Albany, NY Work Location:

*Date From: *Date To: Out of State Normal Work Hours From(HH:MM) To(HH:MM)

Accounting Defaults More Options: **GO**

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Copy Selected Delete Selected New Expense **Add** **Check For Errors**

Totals

Authorized Amount: 0.00 USD **Update Totals**

Save for Later **Submit** [Create A Cash Advance](#) [Project Summary](#)

[Return to Employee T&E Center](#)

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.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddTravelAuth?TE.Menu.1

Menu Search: []

My Favorites
Employee Self-Service
Travel and Expenses
Employee T&E Center
Review Payments
Other Expense
Functions
Expense Report
Travel Authorization
Create
Modify
Print
View
Delete
Cancel

eProcurement
Travel and Expenses
Worklist
Tree Manager
Reporting Tools
PeopleTools
My Personalizations
My System Profile

Create Travel Authorization
Travel Authorization Entry
User Defaults Authorization ID: NEXT Attachments (0)

Quick Start: A Blank Authorization GO

General Information
*Description: NYC Meeting with Staff Comment: []
*Business Purpose: [] DOB Approval Code []
Default Location: [] Official Station: Albany, NY
Work Location: []
*Date From: [] *Date To: [] Out of State Normal Work Hours From(HH:MM) To(HH:MM)

Accounting Defaults More Options: [] GO

Details Customize | Find | First 1-4 of 4 Last

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------|---------------|-------|---------|----------|---------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals
Authorized Amount: 0.00 USD
Update Totals

Save for Later Submit Create A Cash Advance Project Summary
Return to Employee T&E Center

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.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddTravelAuth?TE.Menu.1

Menu Search: []

My Favorites
Employee Self-Service
Travel and Expenses
Employee T&E Center
Review Payments
Other Expense
Functions
Expense Report
Travel Authorization
Create
Modify
Print
View
Delete
Cancel

eProcurement
Travel and Expenses
Worklist
Tree Manager
Reporting Tools
PeopleTools
My Personalizations
My System Profile

Create Travel Authorization
Travel Authorization Entry
User Defaults Authorization ID: NEXT Attachments (0)

Quick Start: A Blank Authorization GO

General Information
*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
*Business Purpose: Meeting DOB Approval Code []
Default Location: [] Official Station: Albany, NY
Work Location: []
*Date From: [] *Date To: [] Out of State Normal Work Hours From(HH:MM) To(HH:MM)

Accounting Defaults More Options: [] GO

Details Customize | Find | First 1-4 of 4 Last

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------|---------------|-------|---------|----------|---------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals
Authorized Amount: 0.00 USD
Update Totals

Save for Later Submit Create A Cash Advance Project Summary

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.

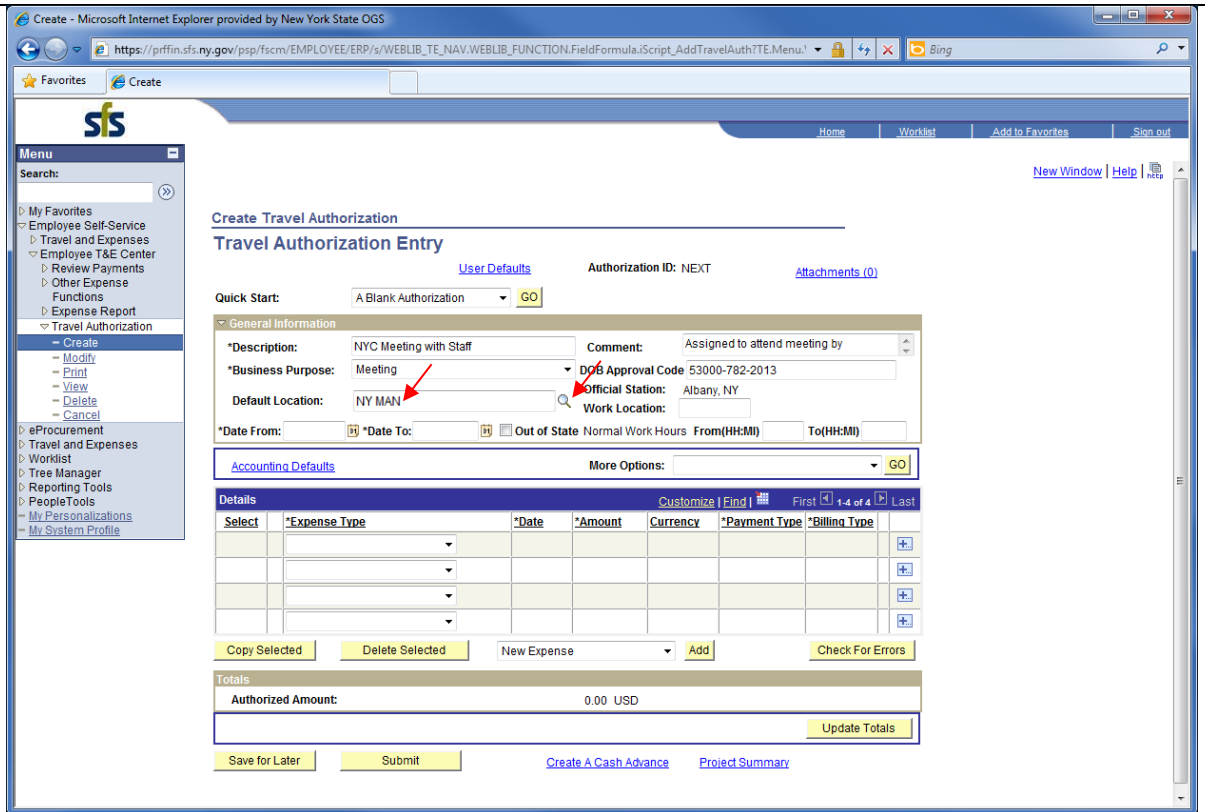
If a DOB Approval Code was obtained for this trip, it must be entered in the **DOB Approval Code** field.

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

The **Default Location** is the travel destination.

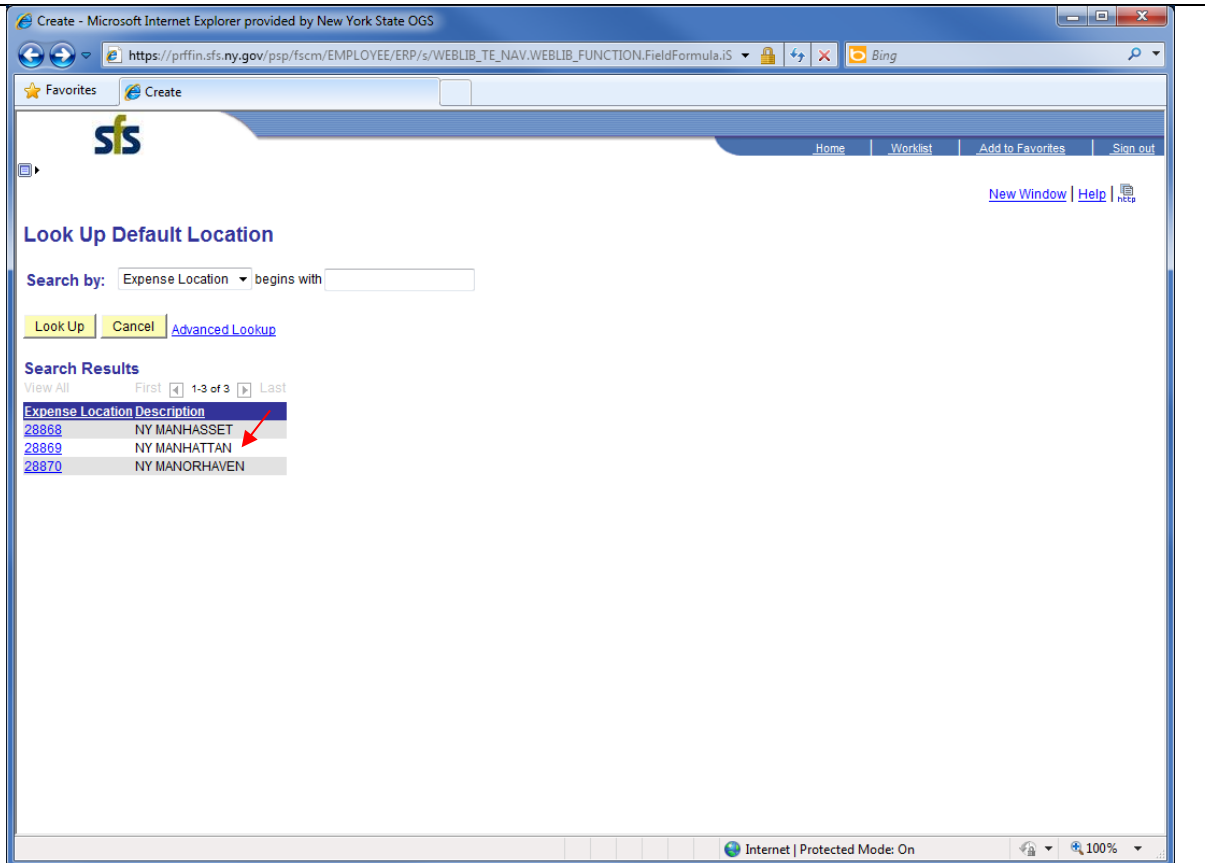
Type in the state's two letter designation and the first few letters of the city you will be visiting.

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.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddTravelAuth?TE.Menu

Menu Search: []

My Favorites

- Employee Self-Service
- Travel and Expenses
 - Employee T&E Center
 - Review Payments
 - Other Expense
 - Functions
 - Expense Report
 - Travel Authorization
 - Create
 - Modify
 - Print
 - View
 - Delete
 - Cancel
- eProcurement
- Travel and Expenses
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
 - My Personalizations
 - My System Profile

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

Quick Start: A Blank Authorization [GO]

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

Work Location: []

*Date From: [] *Date To: [] Out of State Normal Work Hours From(HH:MM) To(HH:MM)

Accounting Defaults More Options: [GO]

Details

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------|---------------|-------|---------|----------|---------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 0.00 USD

Update Totals

Save for Later Submit Create A Cash Advance Project Summary

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

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddTravelAuth?TE.Menu

Menu Search: []

My Favorites

- Employee Self-Service
- Travel and Expenses
 - Employee T&E Center
 - Review Payments
 - Other Expense
 - Functions
 - Expense Report
 - Travel Authorization
 - Create
 - Modify
 - Print
 - View
 - Delete
 - Cancel
 - eProcurement
 - Travel and Expenses
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

Quick Start: A Blank Authorization [GO]

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

Work Location: Albany, NY

*Date From: [] *Date To: [] Out of State Normal Work Hours From(HH:MM) To(HH:MM)

Accounting Defaults More Options: [GO]

Details

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------|---------------|-------|---------|----------|---------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |


Copy Selected Delete Selected New Expense Add Check For Errors

Totals

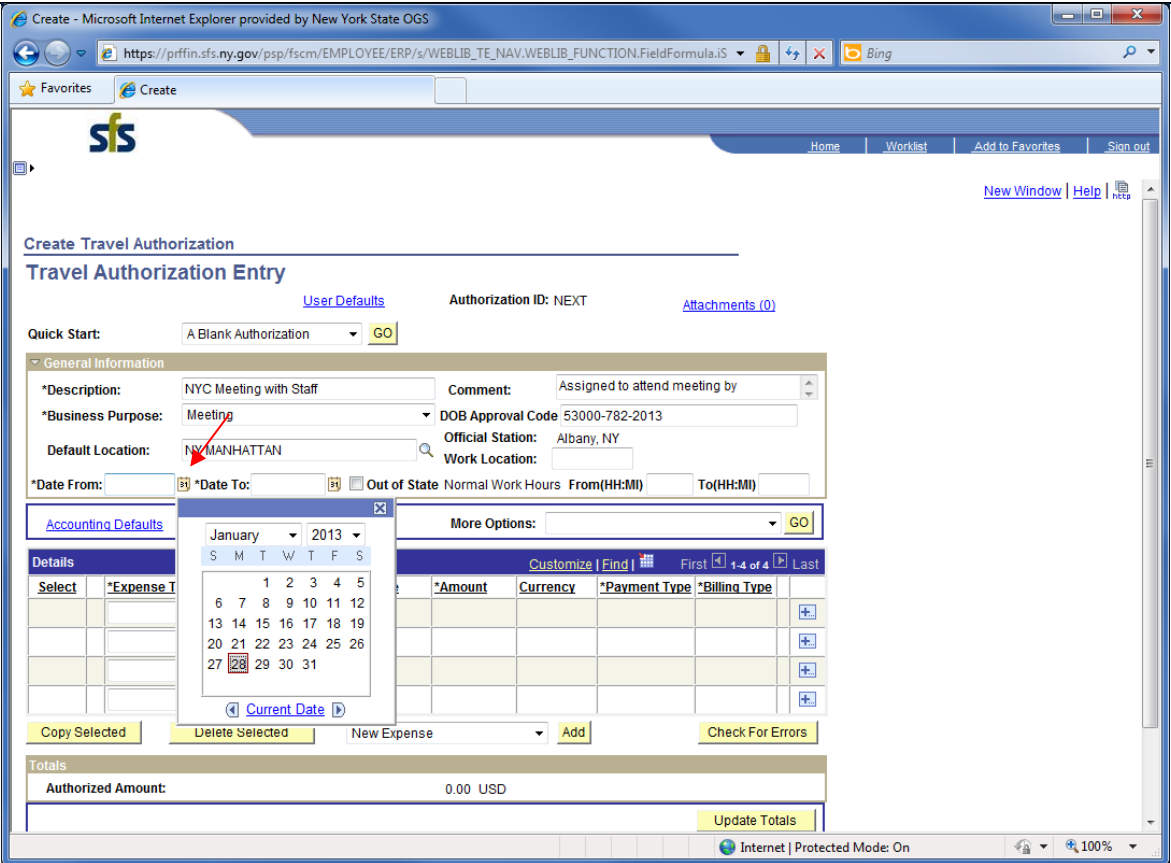
Authorized Amount: 0.00 USD


Update Totals

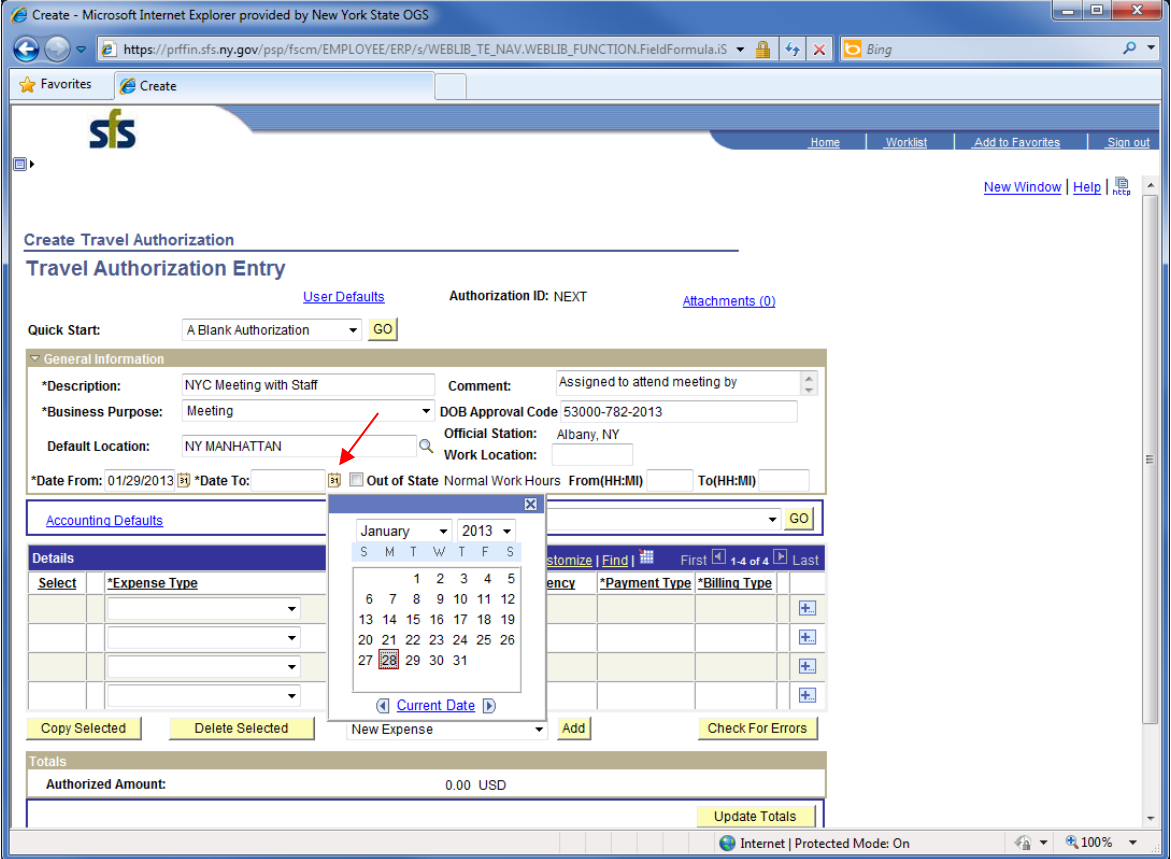
Save for Later Submit Create A Cash Advance Project Summary

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.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iS

Home | Worklist | Add to Favorites | Sign out

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

Quick Start: A Blank Authorization GO

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
*Business Purpose: Meeting DOB Approval Code: 53000-782-2013
Default Location: NY MANHATTAN Official Station: Albany, NY
*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MI) To(HH:MI)

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------|---------------|-------|---------|----------|---------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals
Authorized Amount: 0.00 USD
Update Totals

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).

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iS

Home | Worklist | Add to Favorites | Sign out

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

Quick Start: A Blank Authorization GO

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
*Business Purpose: Meeting DOB Approval Code: 53000-782-2013
Default Location: NY MANHATTAN Official Station: Albany, NY
*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MI) To(HH:MI)

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------|---------------|-------|---------|----------|---------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals
Authorized Amount: 0.00 USD
Update Totals

Click on
**Accounting
Defaults.**

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula:IS

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

Quick Start: A Blank Authorization

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

*Date From: 01/29/2013 Date To: 01/31/2013 Out of State: Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Work Location:

[Accounting Defaults](#) More Options:

Details Customize | Find | First 1-4 of 4 Last

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------|---------------|-------|---------|----------|---------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 0.00 USD

Internet | Protected Mode: On 100%

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**.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula:IS

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Create Travel Authorization

Accounting Defaults

User Defaults Authorization ID: NEXT

Accounting Summary

| % | *GL Unit | Dept | Program | Fund | Product | Bud Ref | PC Bus Unit | Project | Activity | Source Type | Category | Subcategory | Oper Unit |
|--------|----------|---------|---------|-------|---------|---------|-------------|---------|----------|-------------|----------|-------------|-----------|
| 100.00 | OGS01 | 1140230 | 26258 | 10050 | | 2012-13 | | | | | | | 108050 |

Go To: [User Defaults](#)

Done Internet | Protected Mode: On 100%

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.

Quick Start: A Blank Authorization **GO**

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State: Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: **GO**

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------|---------------|-------|---------|----------|---------------|---------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Totals

Authorized Amount: 0.00 USD

Update Totals

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

Click the item.

Additional Airline Fees

Agent Fee

Bulkload (NonTax)

Bulkload (Tax)

Commercial Air Travel

Conference

Cost of Supplies/Materials

Due State

Fuel for Travel

Hospitality costs

Inmate / Client Dinner

Inmate / Client Lunch

Inmate/Client Brkfst

Internet / Phone Fees

Lodging (for UCS)

Mass Transit

Membership costs

Mileage - Alternate Rate

Mileage - Automobile

Mileage - Motorcycle

Mileage - Personal Aircraft

Mileage - Transport Client

Mileage - Transport Goods

Misc Travel Expenses


Moving Expenses (NonTax)

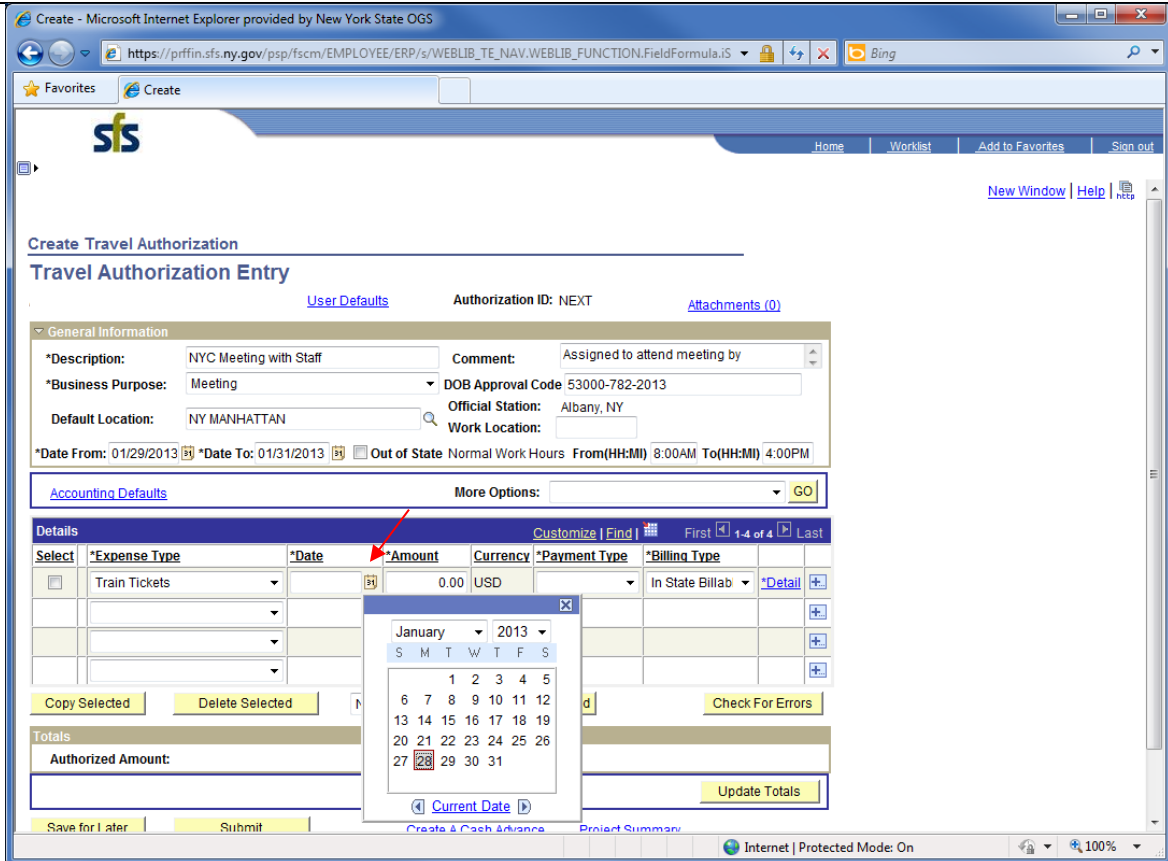
Moving Expenses (Tax)

Non Reimbursable Expenses

PDiem-Ovrngt Extra Brkfst

PDiem-Ovrngt Extra Dinner

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



General Information

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*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State: Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

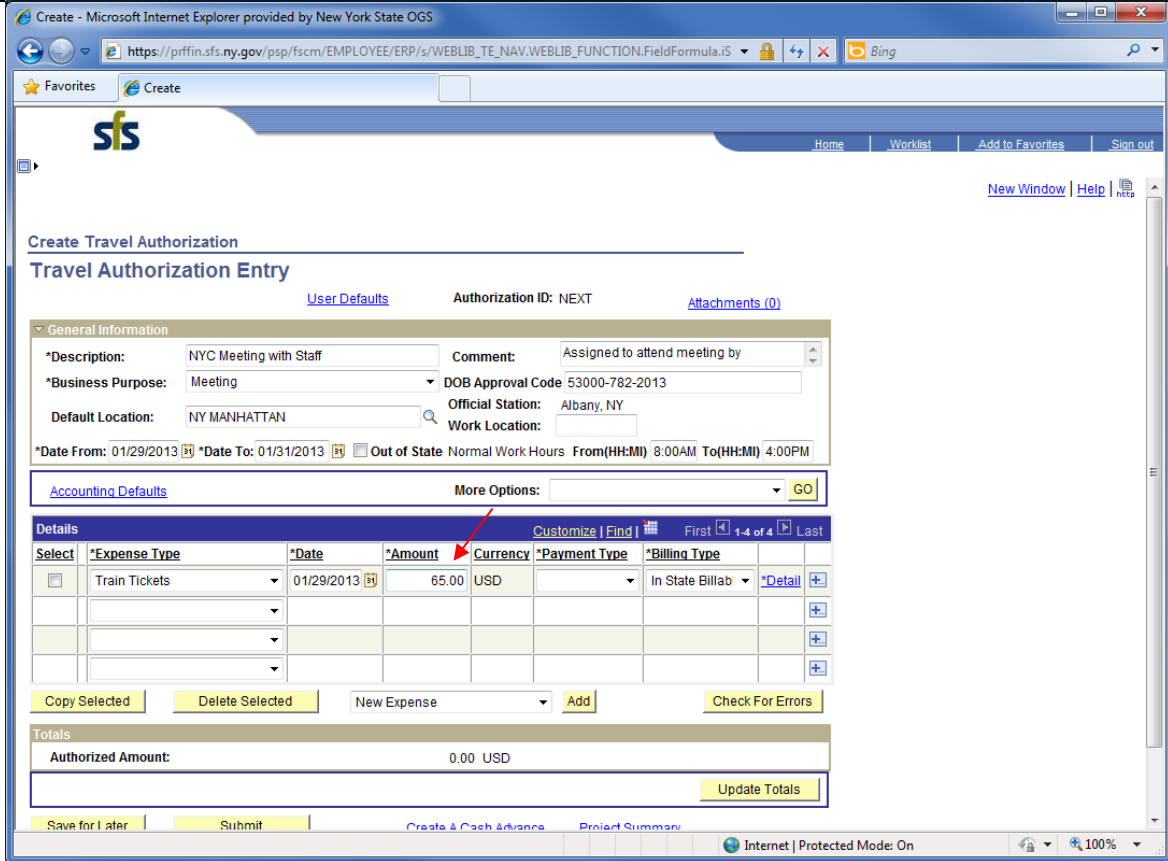
Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|---------------|-------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | | 0.00 | USD | | In State Billab |

Totals

Authorized Amount:

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



General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State: Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: GO

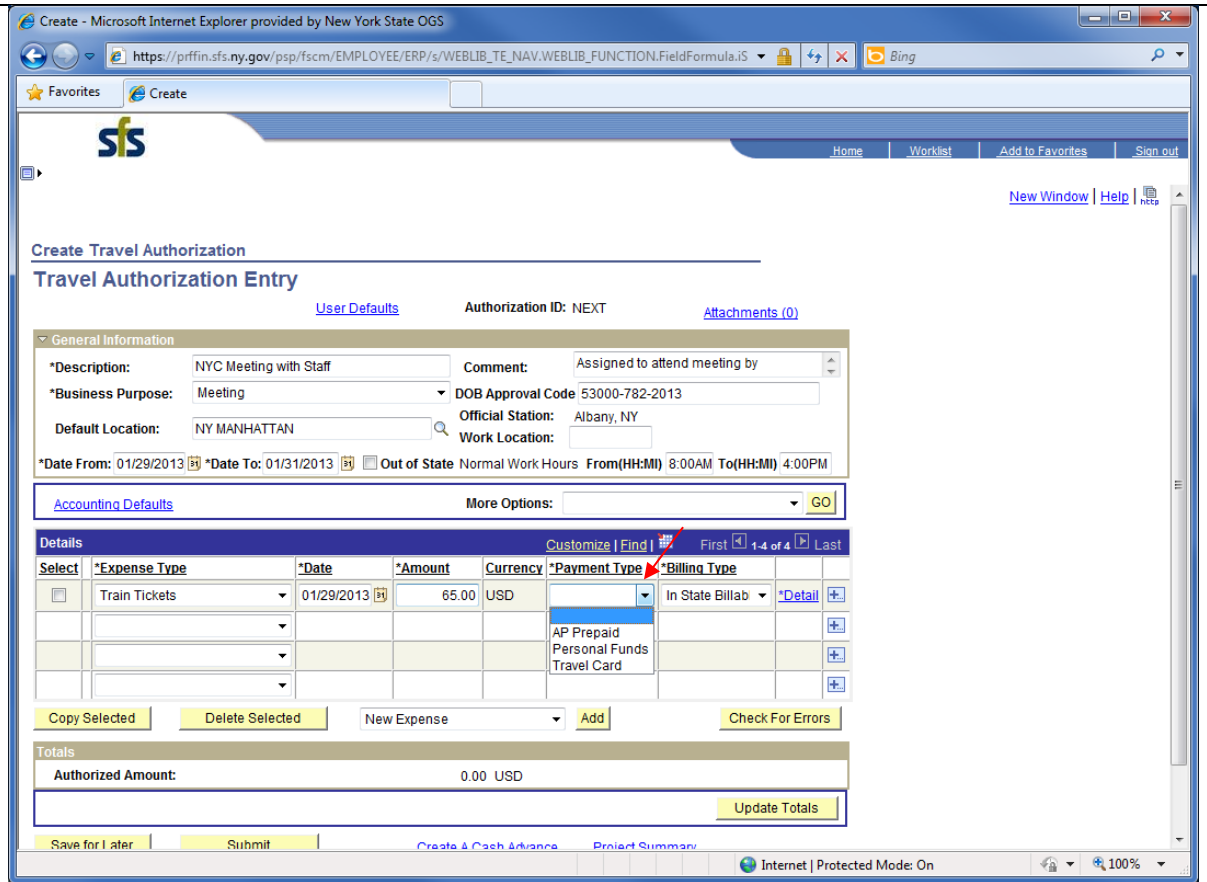
| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|---------------|------------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | | In State Billab |

Totals

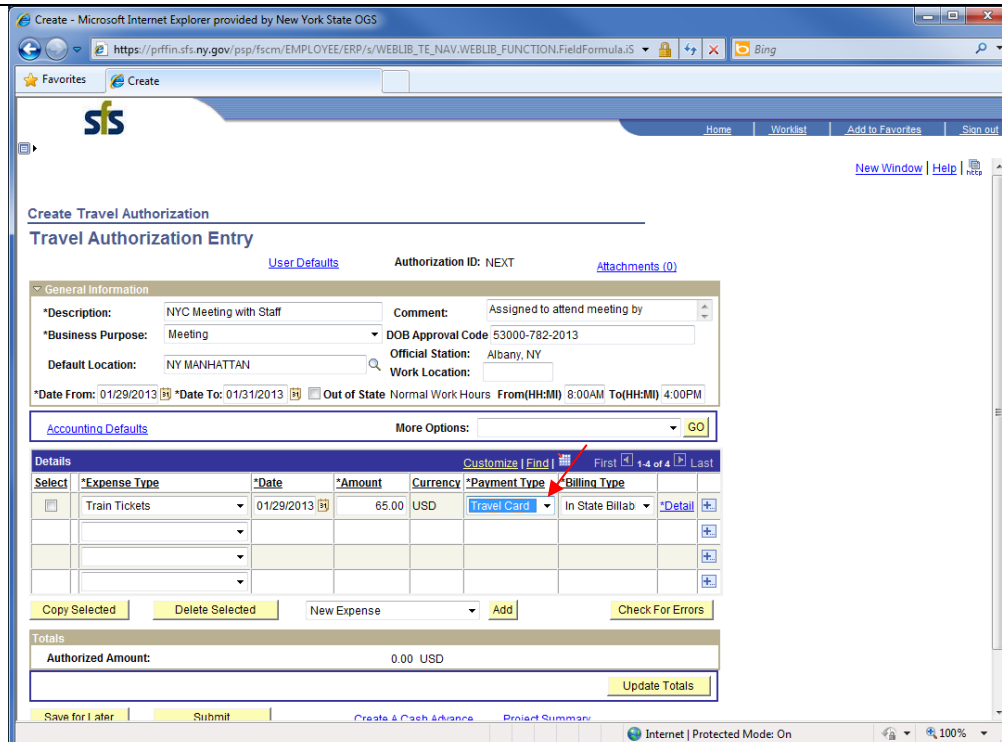
Authorized Amount: 0.00 USD

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.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iS

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

Work Location:

*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|---------------|------------|---------|----------|---------------|-----------------|-----------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail + |
| | | | | | | | + + |
| | | | | | | | + + |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 0.00 USD

Update Totals

Save for Later Submit Create & Cash Advance Print Summary

Internet | Protected Mode: On 100%

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.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iS

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

Work Location:

*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|---------------|------------|---------|----------|---------------|-----------------|-----------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail + |
| | | | | | | | + + |
| | | | | | | | + + |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 0.00 USD

Update Totals

Save for Later Submit Create & Cash Advance Print Summary

Internet | Protected Mode: On 100%

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.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV/WEBLIB_FUNCTION.FieldFormula:IS
Create

Create Travel Authorization
Authorization Detail for Train Tickets (Line 1)
Authorization ID: NEXT

About This Expense

*Date: 01/29/2013
*Payment Type: Travel Card
*Billing Type: In State Billab
*Originating Location: NY MANHATTAN
*Location: NY MANHATTAN
*Amount: 65.00 USD

Exception Comments
Location Amount:

[Accounting Detail](#)
[Check Expense For Errors](#)
[Return to Travel Authorization Entry](#)

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**.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV/WEBLIB_FUNCTION.FieldFormula:IS
Create

Create Travel Authorization
Authorization Detail for Train Tickets (Line 1)
Authorization ID: NEXT

About This Expense

*Date: 01/29/2013
*Payment Type: Travel Card
*Billing Type: In State Billab
*Originating Location: NY MANHATTAN
*Location: NY MANHATTAN
*Amount: 65.00 USD

Exception Comments
Location Amount:

[Accounting Detail](#)
[Check Expense For Errors](#)
[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.

Additional Airline Fees
Agent Fee
Bulkload (NonTax)
Bulkload (Tax)
Commercial Air Travel
Conference
Cost of Supplies/Materials
Due State
Fuel for Travel
Hospitality costs
Inmate / Client Dinner
Inmate / Client Lunch
Inmate/Client Bridst
Internet / Phone Fees
Lodging (for UCS)
Mass Transit
Membership costs
Mileage - Alternate Rate
Mileage - Automobile
Mileage - Motorcycle
Mileage - Personal Aircraft
Mileage - Transport Client
Mileage - Transport Goods
Misc Travel Expenses
Moving Expenses (NonTax)
Moving Expenses (Tax)
Non Reimbursable Expense:
PDIem-Ovrngt Extra Brfst
PDIem-Ovrngt Extra Dinner

General Information

*Description: NYC Meeting with Staff
*Business Purpose: Meeting
Default Location: NY MANHATTAN
*Date From: 01/29/2013
*Date To: 01/31/2013
Out of State: Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults

Details

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab |
| <input type="checkbox"/> | PDIem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | | In State Billab |

Totals
Authorized Amount: 65.00 USD

If the date needs to be altered, click on the **Calendar** icon and choose the correct date.

General Information

*Description: NYC Meeting with Staff
*Business Purpose: Meeting
Default Location: NY MANHATTAN
*Date From: 01/29/2013
*Date To: 01/31/2013
Out of State: Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults

Details

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab |
| <input type="checkbox"/> | PDIem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | | In State Billab |

Totals
Authorized Amount: 136.00 USD

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

Create Travel Authorization
Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
 *Business Purpose: Meeting DOB Approval Code: 53000-782-2013
 Default Location: NY MANHATTAN Official Station: Albany, NY
 Work Location:
 *Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | | In State Billab |

Totals
Authorized Amount: 136.00 USD

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.

Create Travel Authorization
Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
 *Business Purpose: Meeting DOB Approval Code: 53000-782-2013
 Default Location: NY MANHATTAN Official Station: Albany, NY
 Work Location:
 *Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab |

Totals
Authorized Amount: 136.00 USD

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

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iS

Create Travel Authorization
Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
*Business Purpose: Meeting DOB Approval Code: 53000-782-2013
Default Location: NY MANHATTAN Official Station: Albany, NY
*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MM) 8:00AM To(HH:MM) 4:00PM

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | *Detail |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|---------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals
Authorized Amount: 136.00 USD Update Totals

Save for Later Submit Create & Cook Address Print Summary

Click **Check Expense for Errors**.

Click **Return to Travel Authorization Entry**.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iS

Create Travel Authorization
Authorization Detail for PDiem-Ovrngt Meals (Line 2)

Authorization ID: NEXT

About This Expense

*Date: 01/29/2013
*Payment Type: Personal Funds
*Billing Type: In State Billab
*Location: NY MANHATTAN
Amount: 71.00 USD Refresh Per Diem Amounts

Exception Comments
Location Amount:

Accounting Detail
Check Expense For Errors
[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.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula:IS

Home | Worklist | Add to Favorites | Sign out

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

Work Location:

*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: GO

Details Customize | Find | First 1-4 of 4 | Last

| Select | Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|-------------------------------------|--------------------|------------|---------|----------|---------------|-----------------|-----------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail + |
| <input checked="" type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 136.00 USD Update Totals

Save for Later Submit Create & Cash Advance Print Summary

Internet | Protected Mode: On 100%

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

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula:IS

Home | Worklist | Add to Favorites | Sign out

Create Travel Authorization

Copy Selected Expenses

Authorization ID: NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

| Expense Type | Date | Amount | Currency |
|--------------------|------------|--------|----------|
| PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD |

Copy Option


Copy to One Date To Date:

Copy to Range of Dates From Date: Include Weekends

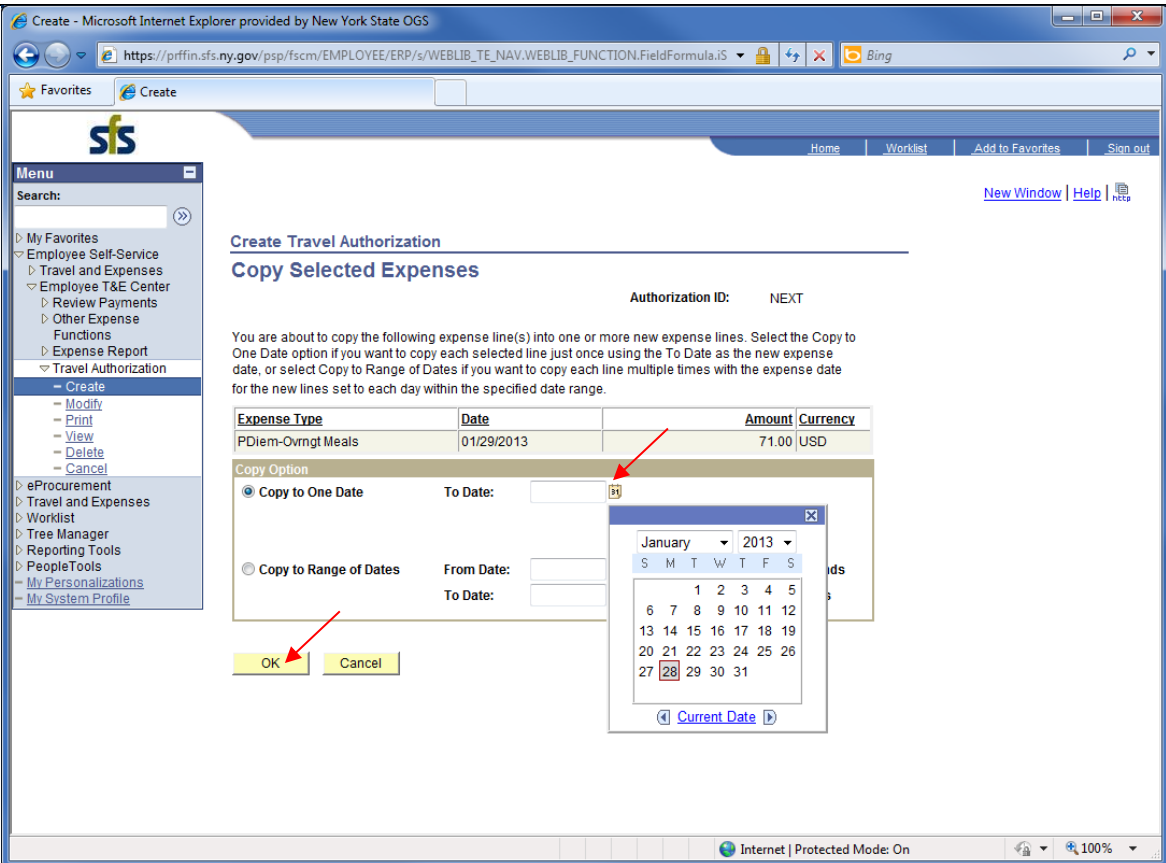
To Date: Include Holidays

OK Cancel

Internet | Protected Mode: On 100%

Click the calendar  and add applicable date(s).

Click **OK**.



Create Travel Authorization
Copy Selected Expenses

Authorization ID: NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

| Expense Type | Date | Amount | Currency |
|--------------------|------------|--------|----------|
| PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD |

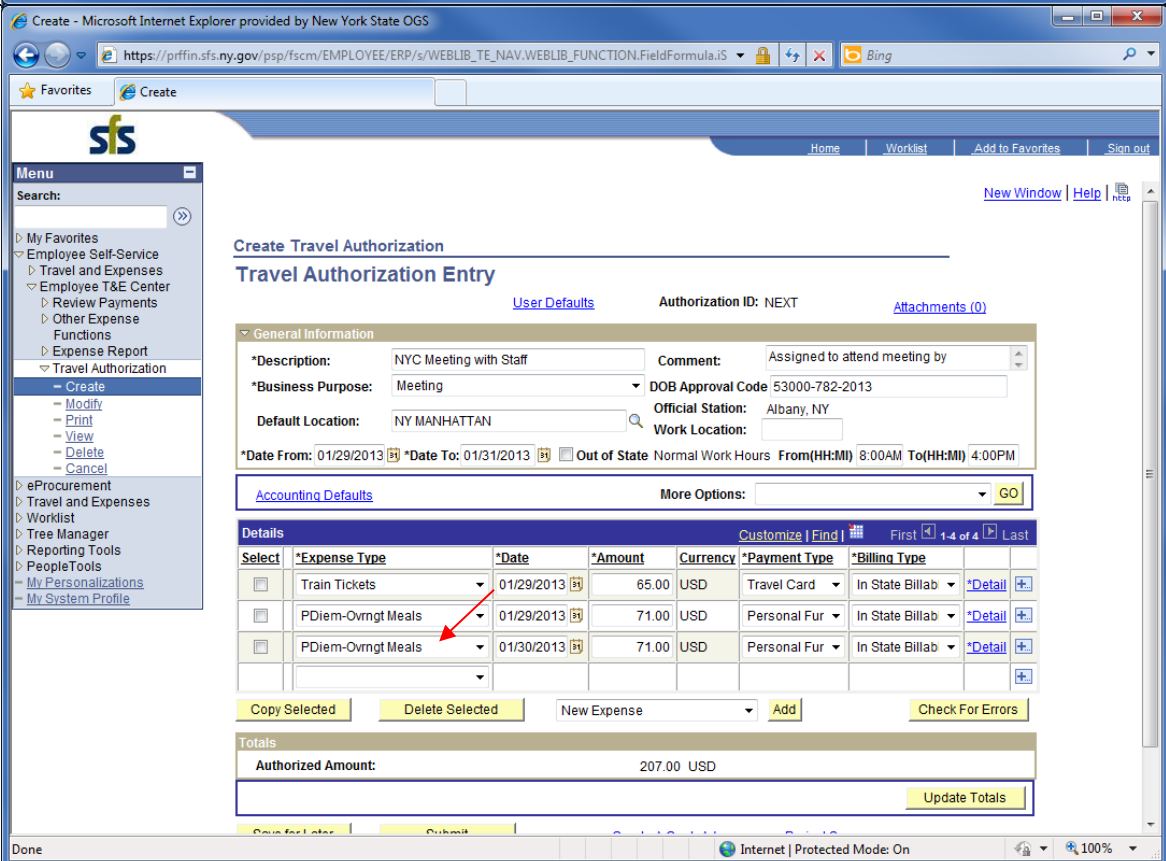
Copy Option

Copy to One Date To Date:

Copy to Range of Dates From Date: To Date:

OK **Cancel**

The expense line is now copied.



Create Travel Authorization
Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by

*Business Purpose: Meeting DOB Approval Code: 53000-782-2013

Default Location: NY MANHATTAN Official Station: Albany, NY

*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: **GO**


Details Customize | Find | First 1-4 of 4 Last

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|-----------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |

Copy Selected **Delete Selected** New Expense **Add** **Check For Errors**

Totals

Authorized Amount: 207.00 USD **Update Totals**

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

Create Travel Authorization
Travel Authorization Entry

Authorization ID: NEXT

General Information

*Description: NYC Meeting with Staff
 *Business Purpose: Meeting
 *Date From: 01/29/2013 *Date To: 01/31/2013
 Default Location: NY MANHATTAN
 Official Station: Albany, NY
 Work Location:
 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|-----------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals
 Authorized Amount: 207.00 USD
 Update Totals

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**.

This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...

Create Travel Authorization
Travel Authorization Entry

Authorization ID: NEXT

General Information

*Description: NYC Meeting with Staff
 *Business Purpose: Meeting
 *Date From: 01/29/2013 *Date To: 01/31/2013
 Default Location: NY MANHATTAN
 Official Station: Albany, NY
 Work Location:
 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|-----------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals
 Authorized Amount: 207.00 USD
 Update Totals

Click the plus icon again.

Create Travel Authorization
Travel Authorization Entry

Authorization ID: NEXT

General Information

*Description: NYC Meeting with Staff
*Business Purpose: Meeting
*Date From: 01/29/2013 *Date To: 01/31/2013
Default Location: NY MANHATTAN
Official Station: Albany, NY
Work Location:
*Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

| Select | Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|-----------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |

Totals
Authorized Amount: 207.00 USD

Enter the desired number of blank rows into the **Rows to Add** field.

Explorer User Prompt

Script Prompt:
Enter number of rows to add:

OK Cancel

Click **OK**.

Notice one blank line has been added.

Create Travel Authorization
Travel Authorization Entry

Authorization ID: NEXT

General Information

*Description: NYC Meeting with Staff
 *Business Purpose: Meeting
 *Date From: 01/29/2013 *Date To: 01/31/2013
 Default Location: NY MANHATTAN
 Official Station: Albany, NY
 Work Location:
 Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

Authorized Amount: 207.00 USD


| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab |
| | | | | | | |

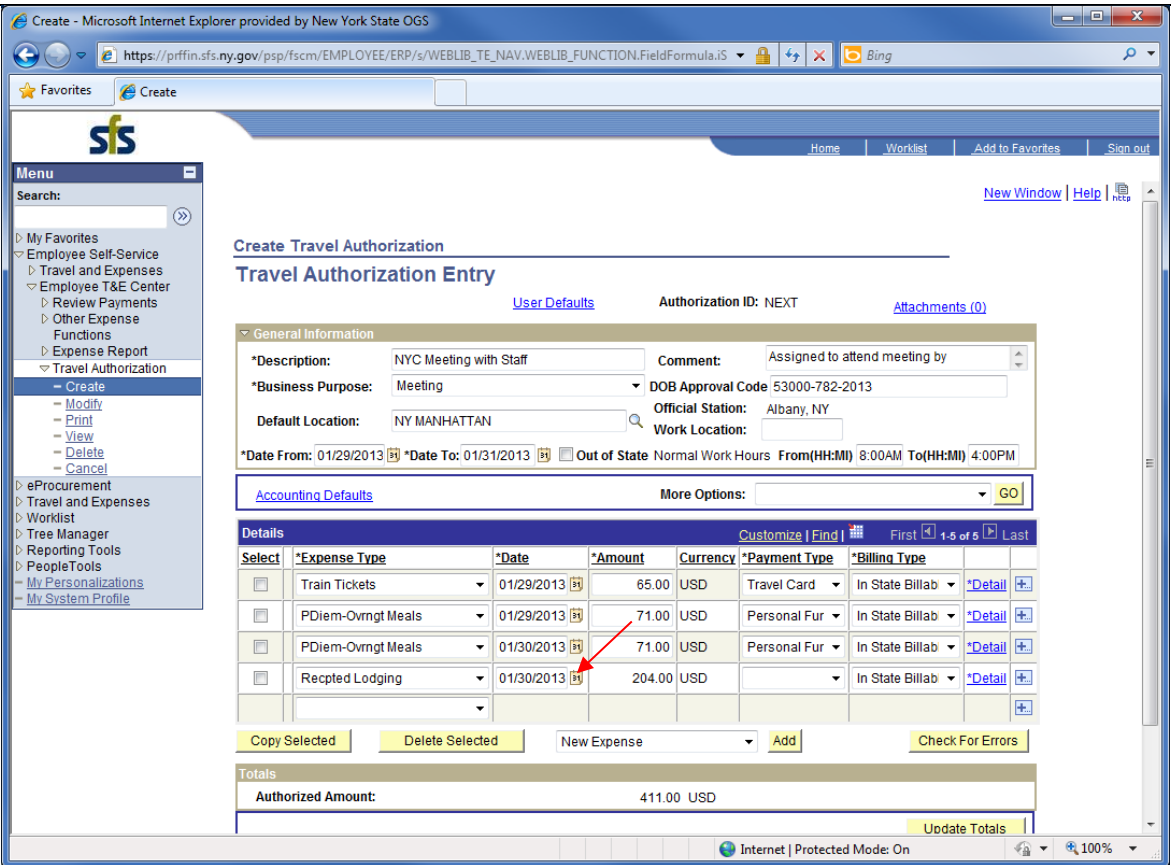
A lodging expense line will now be entered.

Click the Expense Type and choose Received Lodging.

Create Travel

- Mileage - Transport Client
- Mileage - Transport Goods
- Misc Travel Expenses
- Moving Expenses (NonTax)
- Moving Expenses (Tax)
- Non Reimbursable Expenses:
- PDiem-Ovrngt Extra Brkfst
- PDiem-Ovrngt Extra Dinner
- PDiem-Ovrngt Meals
- PDiem-Pub Official Day
- PDiem-Pub Official Ovrngt
- PDiem-Unrecpted Day Brkfst
- PDiem-Unrecpted Day Dinne
- PDiem-Unrecpted Ovrngt
- Parking Fees
- Pdiem- Escort Lunch
- Postage costs
- Recpted Day Brkfst
- Recpted Day Dinner
- Recpted Lodging
- Return To State Charges
- Subscriptions
- Taxi / Car Service
- Tolls paid
- Train Tickets
- Train Tickets - Prepaid
- Training / Education
- Uniform allowance
- Vehicle Rental
- Weekend Allowance

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



Create Travel Authorization
Travel Authorization Entry

Authorization ID: NEXT

General Information

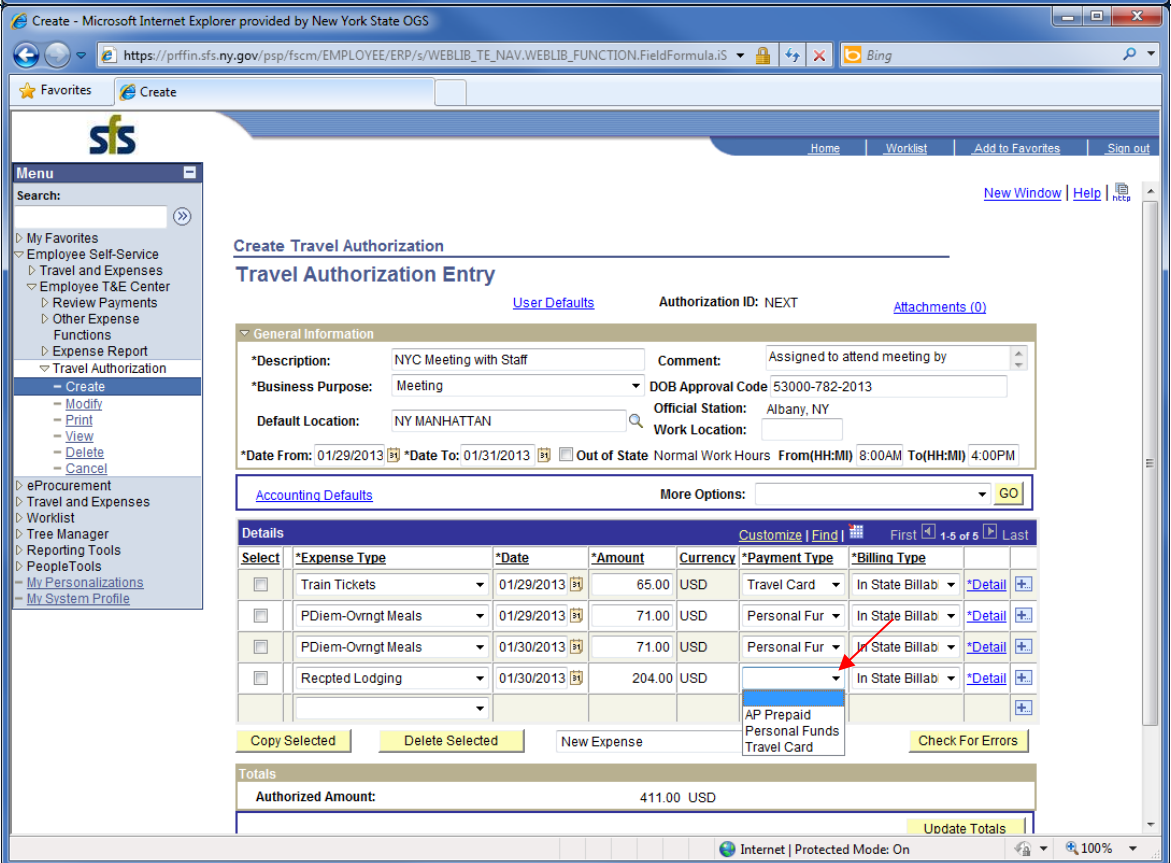
*Description: NYC Meeting with Staff
 *Business Purpose: Meeting
 Default Location: NY MANHATTAN
 *Date From: 01/29/2013 *Date To: 01/31/2013
 *Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab |
| <input type="checkbox"/> | Recpted Lodging | 01/30/2013 | 204.00 | USD | | In State Billab |

Totals
Authorized Amount: 411.00 USD

The **Amount** will fill in automatically.

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



Create Travel Authorization
Travel Authorization Entry

Authorization ID: NEXT

General Information

*Description: NYC Meeting with Staff
 *Business Purpose: Meeting
 Default Location: NY MANHATTAN
 *Date From: 01/29/2013 *Date To: 01/31/2013
 *Out of State Normal Work Hours From(HH:MI) 8:00AM To(HH:MI) 4:00PM

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab |
| <input type="checkbox"/> | Recpted Lodging | 01/30/2013 | 204.00 | USD | | In State Billab |

Totals
Authorized Amount: 411.00 USD

Click the *Detail link.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula:IS

Home | Worklist | Add to Favorites | Sign out

Create Travel Authorization

Travel Authorization Entry

User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
*Business Purpose: Meeting DOB Approval Code: 53000-782-2013
Default Location: NY MANHATTAN Official Station: Albany, NY
Work Location:
*Date From: 01/29/2013 *Date To: 01/31/2013 Out of State: Normal Work Hours From(HH:MI): 8:00AM To(HH:MI): 4:00PM

Accounting Defaults More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | *Detail |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|---------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail |
| <input type="checkbox"/> | Recpted Lodging | 01/30/2013 | 204.00 | USD | Travel Card | In State Billab | *Detail |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 411.00 USD

Update Totals

Enter the Number of Nights.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula:IS

Home | Worklist | Add to Favorites | Sign out

Create Travel Authorization

Authorization Detail for Recpted Lodging (Line 4)

Authorization ID: NEXT

About This Expense

*Date: 01/30/2013
*Payment Type: Travel Card
*Billing Type: In State Billab
Number of Nights: 1
*Merchant (Choose One):
Preferred:
Non-preferred:
*Location: NY MANHATTAN
*Nightly Rate: 204.00 USD
*Total Amount: 204.00 USD

Exception Comments

Location Amount:

Accounting Detail

Check Expense For Errors

Return to Travel Authorization Entry

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

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

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iS

Menu
Search: []
My Favorites
Employee Self-Service
Travel and Expenses
Employee T&E Center
Review Payments
Other Expense Functions
Expense Report
Travel Authorization
Create
Modify
Print
View
Delete
Cancel
eProcurement
Travel and Expenses
Worklist
Tree Manager
Reporting Tools
PeopleTools
My Personalizations
My System Profile

Create Travel Authorization
Authorization ID: NEXT

About This Expense
*Date: 01/30/2013
*Payment Type: Travel Card
*Billing Type: In State Billab
Number of Nights: 1
*Merchant (Choose One):
Preferred: []
Non-preferred: Sheraton
*Location: NY MANHATTAN
*Nightly Rate: 204.00 USD
*Total Amount: 204.00 USD

Exception Comments
Location Amount: []

[Accounting Detail](#)
[Check Expense For Errors](#)
[Return to Travel Authorization Entry](#)

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**.

Create - Microsoft Internet Explorer provided by New York State OGS
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Create Travel Authorization
Authorization ID: NEXT

About This Expense
*Date: 01/30/2013
*Payment Type: Travel Card
*Billing Type: In State Billab
Number of Nights: 1
*Merchant (Choose One):
Preferred: []
Non-preferred: Sheraton
*Location: NY MANHATTAN
*Nightly Rate: 204.00 USD
*Total Amount: 204.00 USD

Exception Comments
Location Amount: []

[Accounting Detail](#)
[Check Expense For Errors](#)
[Return to Travel Authorization Entry](#)

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.

Create Travel Authorization
Authorization Detail for Recpted Lodging (Line 4)
 Authorization ID: NEXT

Please enter or update the following information:
 Location Amount-You entered an amount over your authorized nightly limit of 204.00 USD. Explain why.

About This Expense

*Date: 01/30/2013
 *Payment Type: Travel Card
 *Billing Type: In State Billab
 Number of Nights: 1
 *Merchant (Choose One):
 Preferred:
 Non-preferred: Sheraton
 *Location: NY MANHATTAN
 *Nightly Rate: 365.00 USD
 *Total Amount: 365.00 USD

Exception Comments
 Location Amount: **There is a convention in town and no other rooms are a**

[Accounting Detail](#)
[Check Expense For Errors](#)
[Return to Travel Authorization Entry](#)

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

Create Travel Authorization
Travel Authorization Entry
 User Defaults Authorization ID: NEXT Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
 *Business Purpose: Meeting DOB Approval Code: 53000-782-2013
 Default Location: NY MANHATTAN Official Station: Albany, NY
 *Date From: 01/29/2013 *Date To: 01/31/2013 Out of State: Normal Work Hours From(HH:MI): 8:00AM To(HH:MI): 4:00PM

[Accounting Defaults](#) More Options: GO

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|------------------------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | Detail |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | Detail |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab | Detail |
| <input type="checkbox"/> | Recpted Lodging | 01/30/2013 | 365.00 | USD | Travel Card | In State Billab | Detail |

Copy Selected Delete Selected New Expense Add **Check For Errors**

Totals
 Authorized Amount: 572.00 USD
[Update Totals](#)

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

The screenshot shows the 'Create Travel Authorization' web application. The 'Totals' section at the bottom of the main form displays 'Authorized Amount: 572.00 USD'. A red arrow points to the 'Update Totals' button located at the bottom right of this section. The application interface includes a menu on the left, a search bar, and various input fields for general information and accounting defaults.

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.

The screenshot shows the same 'Create Travel Authorization' web application. In this view, the 'Save for Later' button is highlighted with a red arrow. This button is located at the bottom left of the main form, below the 'Update Totals' button. The rest of the application interface, including the menu, search bar, and form fields, remains the same as in the previous screenshot.

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

Create Travel Authorization
Travel Authorization Entry

User Defaults Authorization ID: 0000001459 Attachments (0)

General Information

*Description: NYC Meeting with Staff Comment: Assigned to attend meeting by
 *Business Purpose: Meeting DOB Approval Code: 53000-782-2013
 Default Location: NY MANHATTAN Official Station: Albany, NY
 *Date From: 01/29/2013 *Date To: 01/31/2013 Out of State: Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM

Accounting Defaults More Options: GO

Details Customize | Find | First | 1-4 of 4 | Last

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|---------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail |
| <input type="checkbox"/> | Recpted Lodging | 01/30/2013 | 365.00 | USD | Travel Card | In State Billab | *Detail |

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 572.00 USD Update Totals

Save for Later Submit Create A Cash Advance Project Summary

[Return to Employee T&E Center](#)

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.

The screenshot displays the 'Create Travel Authorization' web application. The page title is 'Travel Authorization Entry'. The user is logged in as 'User Defaults' with an Authorization ID of 0000001459. The form includes the following sections:

- General Information:** Description: NYC Meeting with Staff; Comment: Assigned to attend meeting by; Business Purpose: Meeting; DOB Approval Code: 53000-782-2013; Default Location: NY MANHATTAN; Official Station: Albany, NY; Work Location: ; Date From: 01/29/2013; Date To: 01/31/2013; Out of State: Normal Work Hours; From(HH:MI): 8:00AM; To(HH:MI): 4:00PM.
- Accounting Defaults:** More Options: ; GO
- Details Table:**

| Select | *Expense Type | *Date | *Amount | Currency | *Payment Type | *Billing Type | |
|--------------------------|--------------------|------------|---------|----------|---------------|-----------------|-----------|
| <input type="checkbox"/> | Train Tickets | 01/29/2013 | 65.00 | USD | Travel Card | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/29/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |
| <input type="checkbox"/> | PDiem-Ovrngt Meals | 01/30/2013 | 71.00 | USD | Personal Fur | In State Billab | *Detail + |
| <input type="checkbox"/> | Recpted Lodging | 01/30/2013 | 365.00 | USD | Travel Card | In State Billab | *Detail + |

Buttons: Copy Selected, Delete Selected, New Expense, Add, Check For Errors

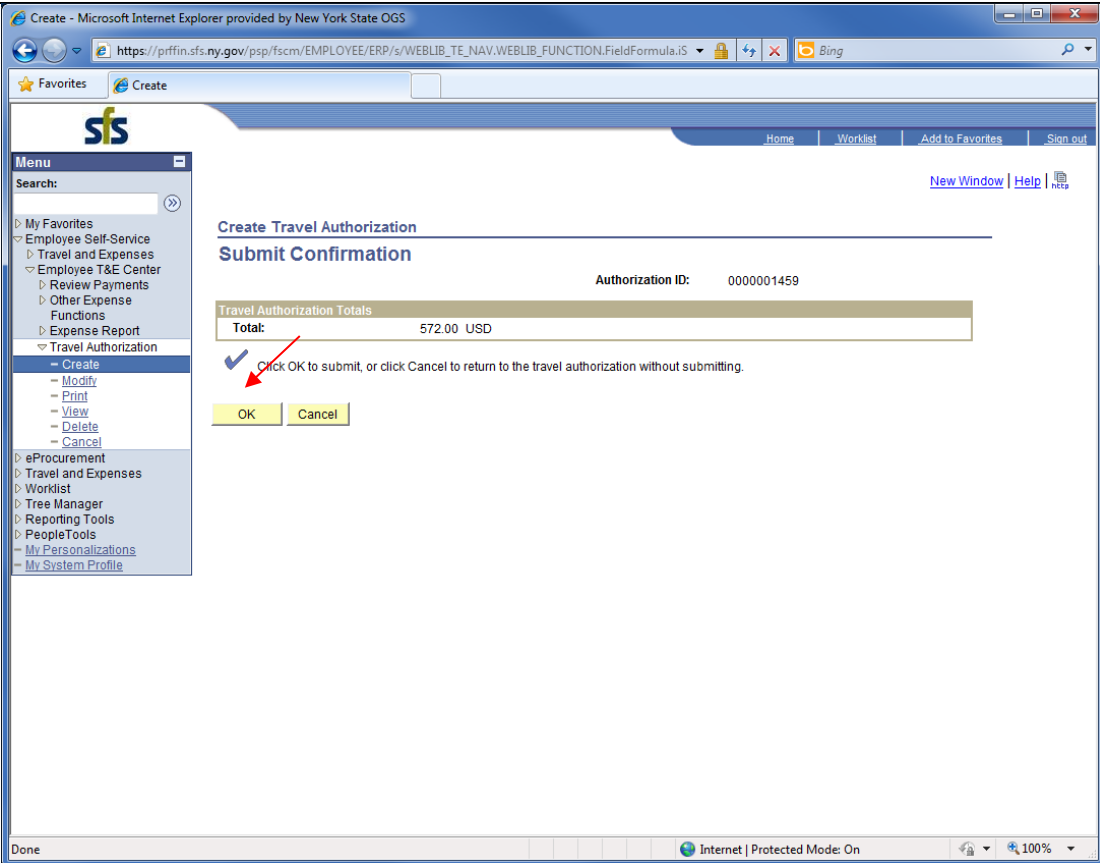
Totals: Authorized Amount: 572.00 USD; Update Totals

Buttons: Save for Later, **Submit** (highlighted with a red arrow), Create A Cash Advance, Project Summary

Return to Employee T&E Center

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.

