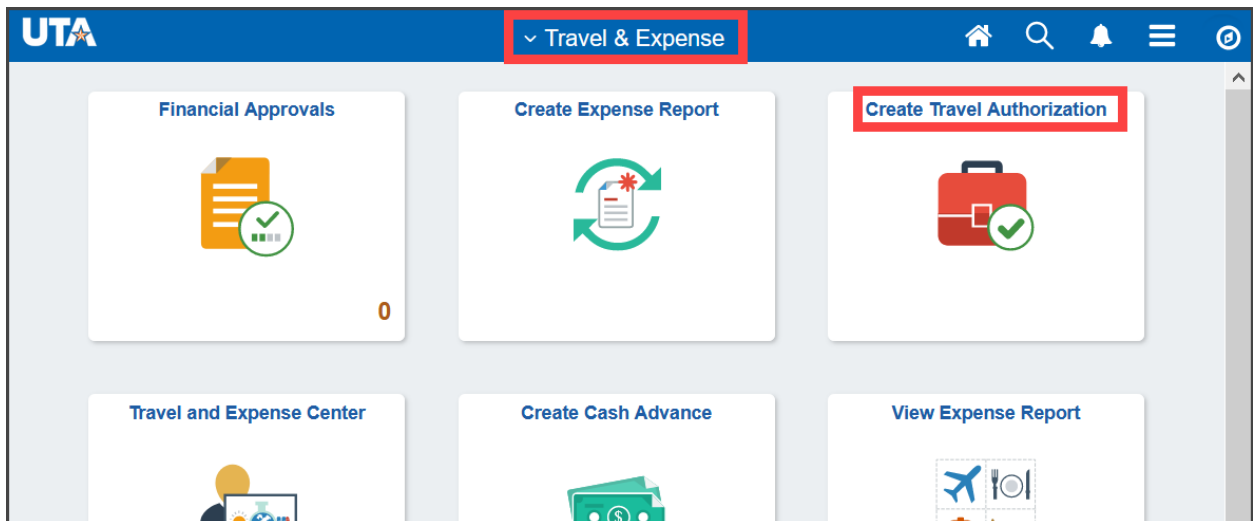


## Create Travel Authorization

The Travel Authorization Entry form is used to authorize in state, out of state, and international travel for employees, prospective employees, consultants, guest speakers, and students who are traveling for UT Arlington business. The Travel Authorization form must be completed and approved before the travel takes place.

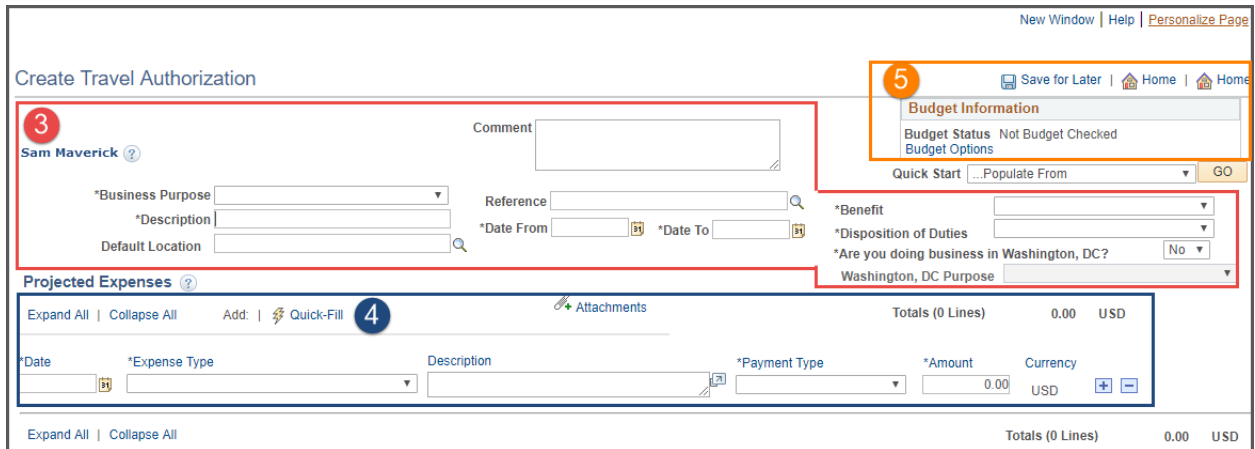
1. To create a Travel Authorization, begin by navigating to the **Travel and Expenses Homepage**, and click on the **Create Travel Authorization** tile.



Alternately, navigate to the page using the NavBar: **Navigator > Financials > Travel and Expenses > Travel Authorization > Create/Modify**.

2. The **Travel Authorization** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** and click **Add**.
3. Complete the required fields under Create Travel Authorization.
  - a. Select a **Business Purpose** that closely identifies the purpose of the trip. **TRV** will be the prefix for all Travel Authorizations.
  - b. Provide a brief (*30 characters or less*) explanation of the trip in the **Description field**.
  - c. Enter or look up the traveler's destination in the **Default Location** field.
  - d. The **Comment** field can be used to enter additional remarks for the purpose and the benefit of the travel to the University.
  - e. Enter the departure and return dates of the trip in the **Date From** and **Date To** fields.
  - f. Select a **Benefit** that most closely identifies the benefit of this trip to the University.
  - g. Select the most appropriate **Disposition of Duties**. This field indicates how the traveler's responsibilities at the university will be met while absent.
  - h. Select Yes or No if the **business will be conducted in Washington, DC**. *The default value is "No".* If you select **"Yes"** from the list, you must indicate the purpose of the visit.

**Note:** *If the traveler is traveling to Washington, DC to engage in activities related to obtaining federal funds or to impact federal policies, Texas law requires travelers to submit travel information to the Office of State and Federal Relations (OSFR). The OSFR form can be found at: <http://www.osfr.state.tx.us/>.*

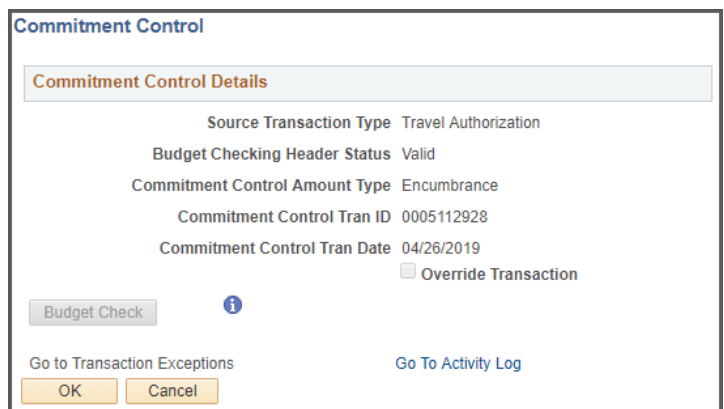


4. When creating a Travel Authorization, only one line should be filled under **Projected Expenses**.

- a. The **Date** should be set as the first day of travel.
- b. **Expense Type** should be set to one of the following:
  - i. “TA-Travel-Auth-Encumbrance-Amt” for Domestic Travel – **Employees**
  - ii. “TA-Foreign-Travel-Auth-Encum” for Foreign Travel – **Employees**
  - iii. “Trvl—Non Employee” for Domestic or Foreign Travel – **Non-Employees**
- c. **Description** should be the same as above. A brief summary of the trip.
- d. Select the **Payment Type** (e.g. Paid by Employee).
- e. Enter the anticipated cost (e.g. Airfare, Hotel, or Car Rental) of the entire trip in the **Amount** field.
- f. If necessary, click the **Accounting Detail** drop-arrow to view or modify the chartfield values for the expense line. Note, a default chartfield string will automatically populate on the TA based on the Travel Profile.

5. Once all required fields are completed:

- a. Click **Save for Later**. The Authorization ID number is assigned.
- b. Click the **Budget Options** link.
  - i. Click the **Budget Check** button.
  - ii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”.
  - iii. Click **OK** to return to the main page of the TA.



**Note:** If budget checking is unsuccessful, click **Cancel** and verify/correct the **Chartfield** information and re-run the budget checking process.

- c. Once the TA is successfully budget checked, click **Summary and Submit** in the top right corner.
- d. From the Summary and Submit page, review the information and click **Submit Travel Authorization**.  
**Note:** If changes are required, click the Travel Authorization Details link in the top right corner to return to the main page.
- e. Save Confirmation is displayed detailing the Traveler and the Total Authorized Amount. Click **Ok** to complete the TA.