Table of Contents

Create Travel Authorization ....................................................................................................... 2
Travel Authorization Approval Via Module............................................................................. 12
Travel Authorization Approval Via Email ............................................................................... 16
Travel Authorization Send Back Via Approval in Module ...................................................... 20
Travel Authorization Send Back Via Email ............................................................................. 24
Create Travel Authorization

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1 | Begin by Navigating to ‘Travel and Expenses’  
   b. Next Select ‘Travel and Expense Center’  
   c. Click the ‘Create’ Link under Travel Authorization |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter Employee ID in the ‘Empl ID’ field and select ‘Add’. Or click on the to view the list of employees that the user is proxy to.</td>
</tr>
</tbody>
</table>
Under ‘Quick Start’ - ‘A Blank Authorization’ option will be selected by default. ‘An Existing Report’ – additional options are explained in later steps.

a. Enter ‘Description’ – identifying information for the Expense Report such as location and date of travel, for ex: ‘San Diego, CA 7/1 – 7/4 2012’ and anything relevant to the department.
b. Select appropriate ‘Business Purpose’ from the list of values.
c. Select appropriate ‘Default Location’ from the list of valid values.
d. Enter ‘Comment’ for any additional information. For example, conference name or other reason for travel.
e. Enter Date From and Date To information.
f. Next Click on the ‘Accounting Defaults’ link.
a. ‘UKANS’ will default in GL Unit field from the employee profile. Select ‘UKANS’ or ‘KURES’ in the GL Unit field depending on which business unit will be reimbursing the travel expenses. Please note, if you choose the KURES business unit must be used to change the business unit and tab out in order to make the change.

b. ‘Dept’ will default from the employee profile. Change it as necessary.

c. Enter the fund and Bud Ref. Only if UKANS or nonproject related travel.

d. If the travel is on behalf of a project or other KURES held funds, click on SpeedChart and find appropriate project name. The Accounting Summary information will be autopopulated with the correct fund, dept, bud ref, PC Bus Unit, Project and Activity. Also, if you are splitting a project, you will need to add another Expense type line and change the amount in both lines. Then you will click on the SpeedChart of that expense line and change to the appropriate project.

e. Click on ‘OK’ to go back to the travel authorization entry page.

Next select ‘Expense Type’. Expense types starting with ‘ST’ should be used on expense reports for UKANS and the ones starting with ‘RS’ should be used on expense reports for KURES.
Enter the expense date on each ‘Expense Type’ line.

Click on ‘Detail’ on each ‘Expense Type’ line.

To Split the funding on the Accounting Detail Level, Click on Add Chartfield Line and enter the information for the splitting of the amount, the fund, department, etc in the line and Click OK.

Create Travel Authorization

Authorization Detail for ST-MILEAGE OS AUTO (Line 1)

Christine Kramps

About This Expense

- Date: 07/01/2012
- Payment Type: Reimbursements
- Billing Type: Billable
- Miles: 0.5100
- Destination Location: Out-of-state, special high cost
- Description: Special event
- Amount: 0.00 USD

Exception Comments:

Location Amount:

Accounting Detail

Check Expense For Errors

Return to Travel Authorization Entry
After clicking ‘Detail’ on the first expense line. Example; mileage.

a) Enter the number of miles for personal mileage.
b) Click the ‘Calc Mileage’ button and the amount of mileage reimbursement will be displayed.
c) Enter ‘Description’ in the description box.
d) Click ‘Check Expense for Errors’ box
e) Click ‘Return to Travel Authorization Entry’ link.

After clicking ‘Detail’ on the second expense line. Example, lodging

a) Enter ‘Number of Nights’
b) Click in ‘Non-preferred’ box and enter hotel name.
c) Enter ‘Description’ in the description box.
d) Click ‘Check Expense for Errors’ box
e) Click ‘Return to Travel Authorization Entry’ link.
After clicking 'Detail' on the third line. Example, meal.

a) Click on the ‘Per Diem Range’ box and select 0-99.
b) Click on ‘Refresh Per Diem Amounts’ box and rate should calculate to the amount corresponding to the ‘Location’.
c) Click ‘Check Expense for Errors’ box
d) Click ‘Return to Travel Authorization Entry’ link.

After clicking 'Detail' on the fourth line. Example, registration

a) Click on the ‘Description’ box and enter description of reimbursement.(Example, Name of conference, business purpose, etc.)
b) Click on ‘Amount’ box and enter the amount to be reimbursed.
c) Click ‘Check Expense for Errors’ box
d) Click ‘Return to Travel Authorization Entry’ link.
After all Expense type information has been entered and updated. Click ‘Check For Errors’.

Notice that there is a Red Flag on one Expense Line. Click on the Red Flag.

Notice the description of the error on the top of the page, ‘Please enter or update the following information: Description’ and enter a description of the reimbursement in the ‘Description’ box. Example, to/from origin or destination of mileage. Click on ‘Return to Travel Authorization Entry’ link.
As a business process, **DO NOT** click “Create a Cash Advance” while creating a travel authorization. To create a cash advance, refer to the [cash advance instruction material](#).

16

Once all expenses have been entered and no errors remain, click the ‘Submit’ button. You have successfully completed a ‘Travel Authorization’.

17

To create a Travel Authorization from an ‘Existing Authorization, complete steps 1 & 2

18

After clicking ‘Go’ the screen will take the user list of previously approved Travel Authorizations to copy. Click ‘Select’ on the existing Travel Authorization you wish to copy.

After clicking ‘Select’ on the preceding page. If user needs to make adjustments to existing Travel Authorization. Click ‘the Plus’ sign to add more lines to the Travel Authorization.

Enter the number of lines to add to the Travel Authorization. Click ‘OK’.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose the additional Expense Type(s) that are to be added to the Travel Authorization.</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Repeat steps 9-16 as needed for each expense type that is to be reimbursed.</td>
</tr>
</tbody>
</table>
## Travel Authorization Approval Via Module

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sign into PeopleSoft.</td>
</tr>
<tr>
<td>2</td>
<td>Click on Manager Self-Service and click on ‘Travel and Expense Center’</td>
</tr>
</tbody>
</table>
Click on ‘Approve Transactions’ under Approvals

The approver will have a list of all transactions that are needing approval regardless of the type of transaction. The list may be changed to reflect only those that are Expense Reports, Travel Authorizations or Cash Advances (KURES only). KU doesn’t use Time Reports, Time Adjustments or Errors in this module.

Select the transaction that is requiring approval. Please note, the blue hyperlink is clicked to enter the transaction.
Click on RS-MEAL-BREAKFAST DOMESTIC to review the accounting defaults and all listed expenses.

g. Review the Amount.
h. Review the GL Unit.
i. Review the Account.
j. Review the Fund.
k. Review the Dept.
l. Review the Bud Ref.
m. Review the PC Bus Unit (if project related).

n. Review the Project (if project related).

o. Review the Activity (if project related).

p. If all accounting detail is correct, click Return to Travel Authorization Summary.

Click on ‘Approve’ to approve the transaction and send on to the next approval level if applicable. Please note, ‘Send Back’ will be covered in a later training procedure. And Hold will not be used in this module.
Travel Authorization Approval Via Email

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

The approver, will receive an email from PeopleSoft informing them that they have a pending Travel Authorization to approve. Click on the link and the approver will be directed to the transaction to approve. Please note, if the list of approvers is pooled, each approver will receive email notification, however, it is only necessary for one approver to actually approve the transaction. Once complete, the transaction will be removed from the remaining pooled approvers’ work list.

![Email Example](image_url)
Sign into PeopleSoft. You will be directed to the transaction needing approval.

Click on RS-MEAL-BREAKFAST DOMESTIC to review the accounting details.
Review the Amount.
Review the GL Unit.
Review the Account.
Review the Fund.
Review the Dept.
Review the Bud Ref.
Review the PC Bus Unit (if project related).
Review the Project (if project related).
Review the Activity (if project related).
If all accounting detail is correct, click Return to Travel Authorization Summary.
Click on ‘Approve’ to approve the transaction and send on to the next approval level if applicable. Please note, Send Back will be covered in a later training procedure.
## Travel Authorization Send Back Via Approval in Module

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sign into PeopleSoft.</td>
</tr>
<tr>
<td>2</td>
<td>Click on Manager Self-Service and click on ‘Travel and Expense Center’</td>
</tr>
</tbody>
</table>
Click on ‘Approve Transactions’ under Approvals

The approver will have a list of all transactions that are needing approval regardless of the type of transaction. The list may be changed to reflect only those that are Expense Reports, Travel Authorizations or Cash Advances (KURES only). KU doesn’t use Time Reports, Time Adjustments or Errors in this module.

Select the transaction that is requiring approval. Please note, the blue hyperlink is clicked to enter the transaction.
Click on RS-MEAL-BREAKFAST DOMESTIC to review the accounting defaults and all listed expenses.

aa. Review the Amount.
bb. Review the GL Unit.
cc. Review the Account.
dd. Review the Fund.
ee. Review the Dept.
ff. Review the Bud Ref.
gg. Review the PC Bus Unit (if project related).

hh. Review the Project (if project related).

ii. Review the Activity (if project related).

jj. If not all accounting detail is incorrect or the travel is not approved, click Return to Travel Authorization Summary to send back to entry level person.

Enter comments in the Comment field to identify the reason for sending the transaction back to the entry level person. Please note, comments are required before the transaction may be sent back. Click on ‘Send Back’ to send back the transaction to the entry level person.
**Travel Authorization Send Back Via Email**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image" alt="Email Image" /></td>
</tr>
</tbody>
</table>

The approver, will receive an email from PeopleSoft informing them that they have a pending Travel Authorization to approve. Click on the link and the approver will be directed to the transaction to approve. Please note, if the list of approvers is pooled, each approver will receive email notification, however, it is only necessary for one approver to actually approve the transaction. Once complete, the transaction will be removed from the remaining pooled approvers’ work list.
Sign into PeopleSoft. You will be directed to the transaction needing approval.

Click on RS-MEAL-BREAKFAST DOMESTIC to review the accounting defaults and all listed expenses.
kk. Review the Amount.
ll. Review the GL Unit.
mm. Review the Account.
nn. Review the Fund.
oo. Review the Dept.
pp. Review the Bud Ref.
qq. Review the PC Bus Unit (if project related).
rr. Review the Project (if project related).
ss. Review the Activity (if project related).
tt. **If not all accounting detail is incorrect or the travel is not approved, click Return to Travel Authorization Summary to send back to entry level person.**
Enter comments in the Comment field to identify the reason for sending the transaction back to the entry level person. Please note, comments are required before the transaction may be sent back. Click on ‘Send Back’ to send back the transaction to the entry level person.