

MYFSCJ FLUID CHANGES

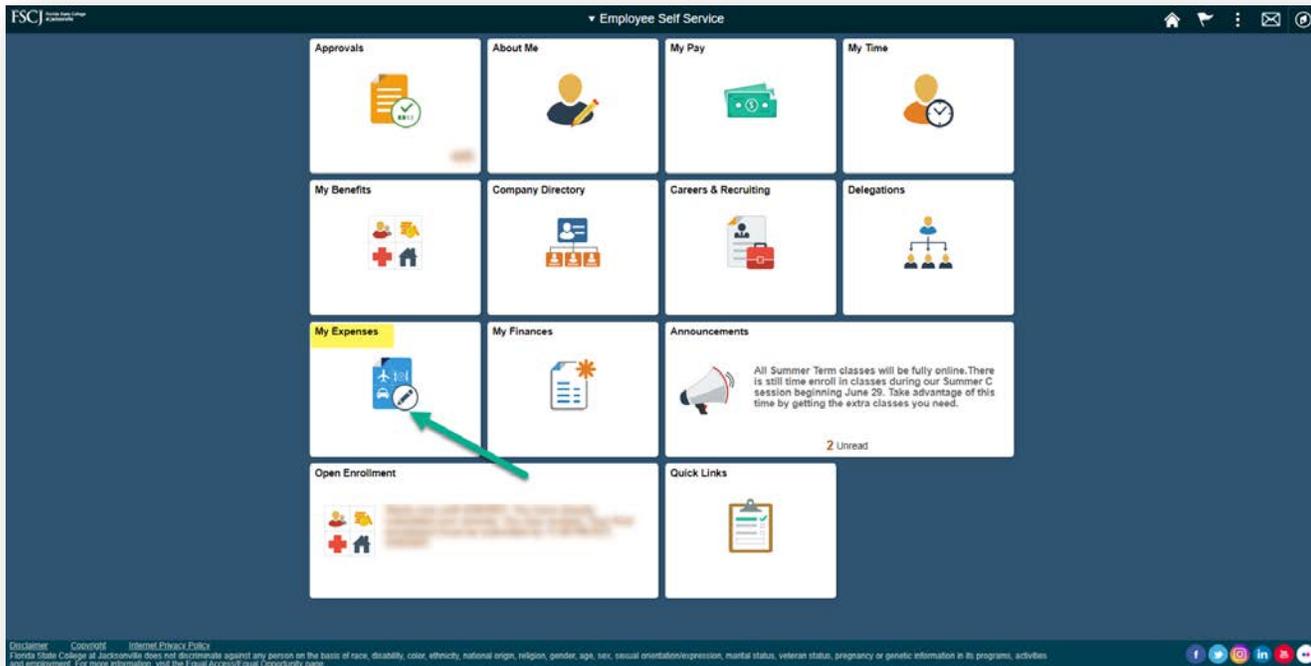
Document Creating a Travel Authorization

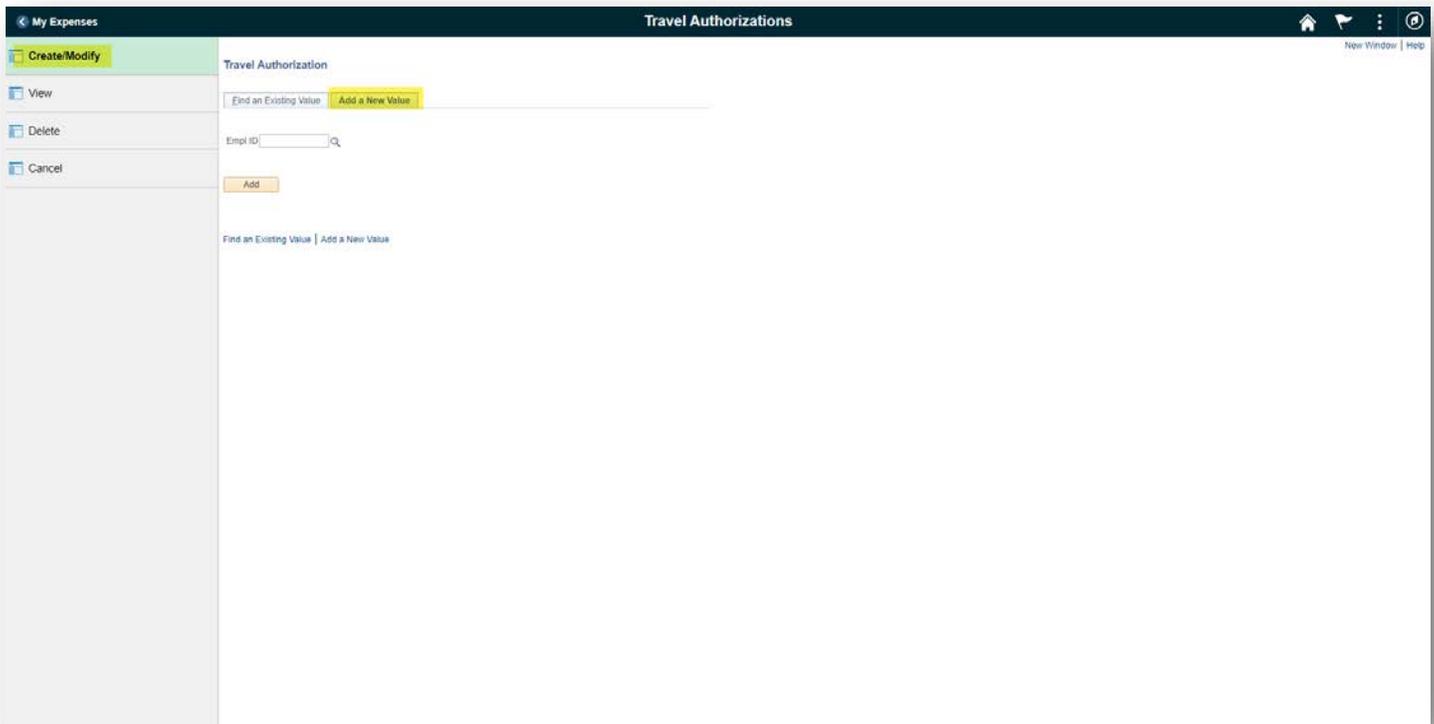
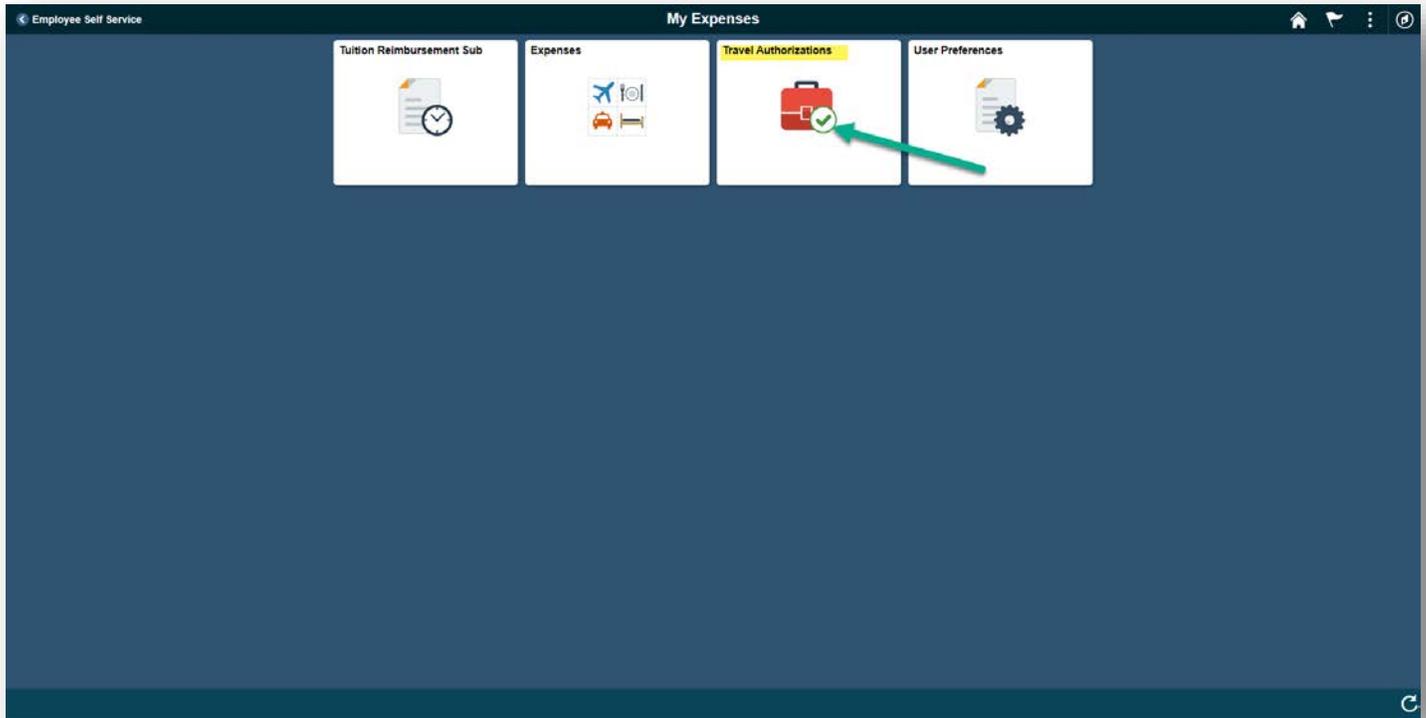
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Overview	This document will share how to Create a Travel Authorization using the Fluid Navigation in PeopleSoft.
Target Audience	Staff, Faculty, Managers
Office	Finance
Contact(s)	AccountsPayable@fscj.edu

Procedure

1. Navigation: Employee Self Services > My Expenses tile > Travel Authorizations tile

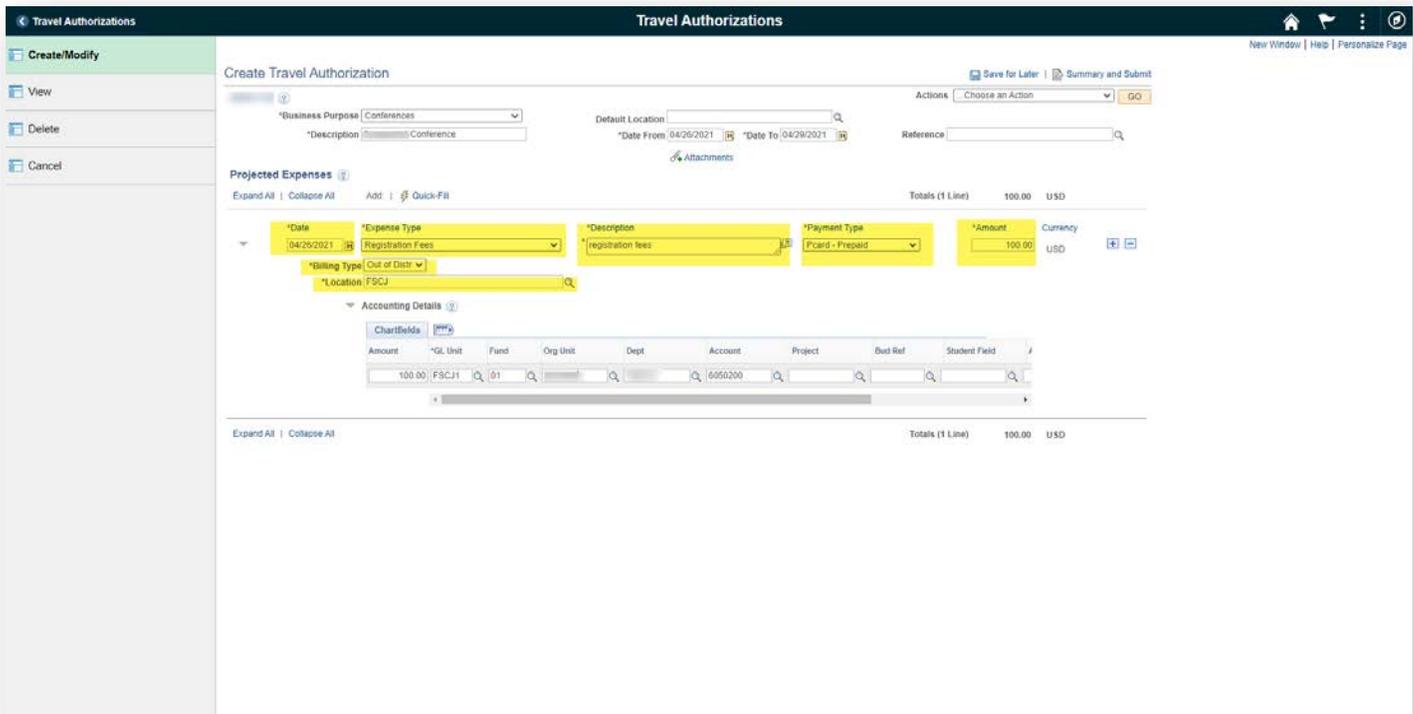




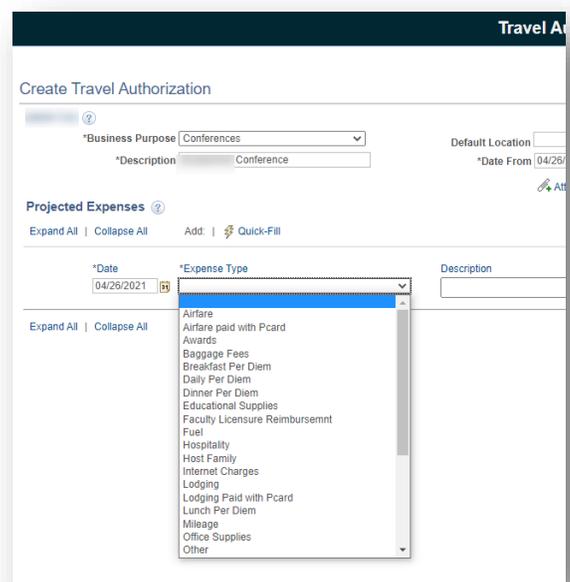
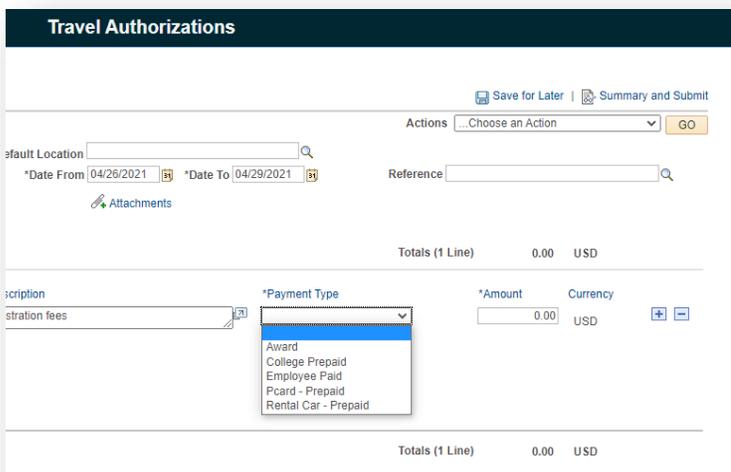
2. Click on the "Add a New Value" tab.
3. Enter in the "EMPL ID" of the employee traveling. Click "Add"

4. In the "Business Purpose" drop down, select the type of travel. In the "Description" box, add a short description of the travel. Enter the travel dates in the "Date from" and "Date to" boxes.
5. Create the line items for the estimated cost of the trip. Include airfare, lodging, per diem food costs, taxi fare or car rental, registration fees and any other cost that would be associated with the cost of the trip. After the TA is approved, and upon the return from the travel, the TA will be used to create the expense report to reimburse the employee's out of pocket cost and to create a record of the total travel cost for the college.
6. Make sure the following fields are filled out when creating the line items. "Date", "Expense Type", "Description", "Payment Type", "Amount", and "Billing Type".

The screenshot shows the 'Create Travel Authorization' form in a web application. The form is titled 'Create Travel Authorization' and includes several input fields and buttons. The 'Business Purpose' and 'Description' fields are highlighted in yellow. The 'Date From' and 'Date To' fields are also highlighted in yellow. The 'Projected Expenses' section is currently empty, showing a total of 0.00 USD for 0 lines. The interface includes a sidebar with 'Create/Modify', 'View', 'Delete', and 'Cancel' options. The top navigation bar shows 'My Expenses' and 'Travel Authorizations'.



- For "Payment Type" select from the drop down one of the following: "College Prepaid", "Pcard Prepaid", or "Employee Paid". College Prepaid and Pcard Prepaid are non-reimbursable and Employee Paid is reimbursable. If you are traveling, but all expenses will be paid by Pcard or College Prepaid, you do still need to complete a Travel Authorization, even if you will not be reimbursed any funds. Travel Authorizations must also be included when reconciling Pcard transactions related to travel. No travel purchases should be complete until after the Travel Authorization has been completed and approved.



- When you select an option from the "Expense Type" drop down, different options will appear based on the expense type. There are different requirements for each type. The example shows Registration Fees, which requires the "Destination Location". The "Destination Location" should default to FSCJ. If it does not, click the magnifying glass to select it.

Travel Authorizations

Save for Later | Summary and Submit

Actions: Choose an Action GO

*Business Purpose: Conferences
 *Description: Conference
 Default Location: [Search]
 *Date From: 04/26/2021 *Date To: 04/29/2021
 Reference: [Search]

Attachments

Projected Expenses

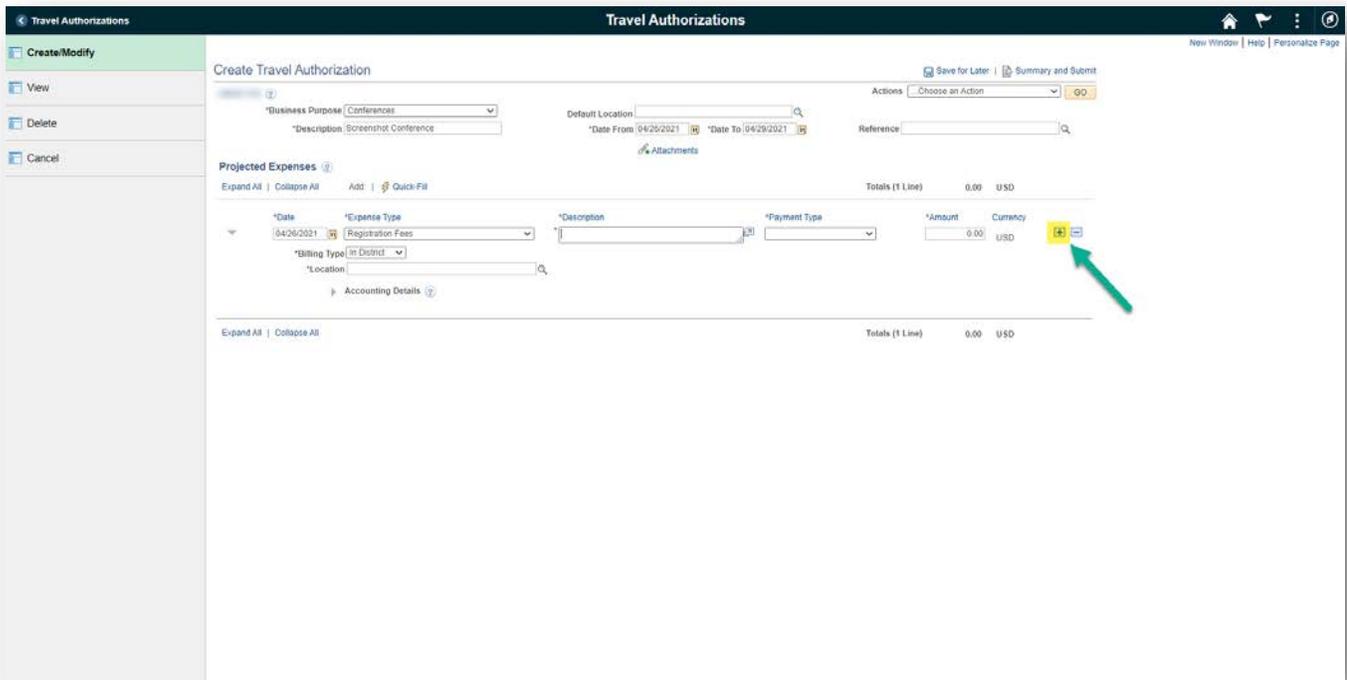
Expand All | Collapse All Add: Quick-Fill

						Totals (1 Line)	100.00	USD	
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency				
04/26/2021	Registration Fees	registration fees	Pcard - Prepaid	100.00	USD				
*Billing Type: Out of Distr		*Location: FSCJ							
Accounting Details									
Chartfields									
Amount	*GL Unit	Fund	Org Unit	Dept	Account	Project	Bud Ref	Student Field	
100.00	FSCJ1			1	6050200				

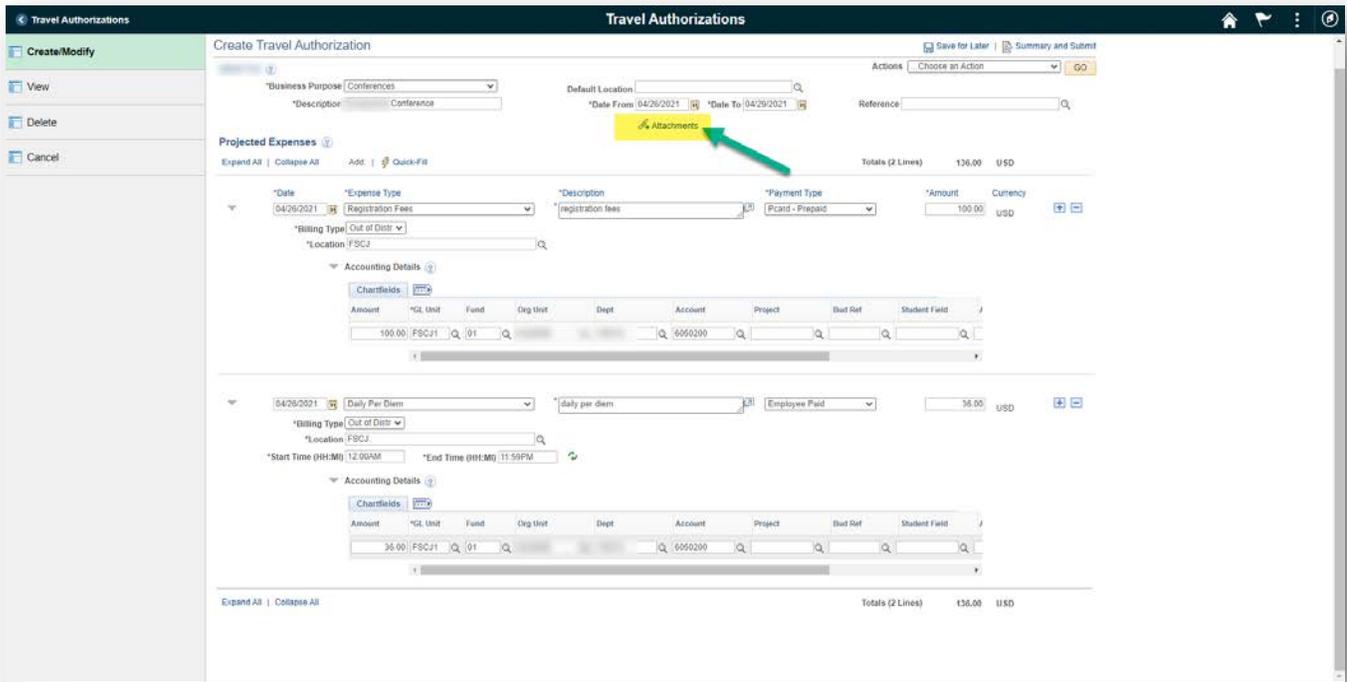
Expand All | Collapse All

Totals (1 Line) 100.00 USD

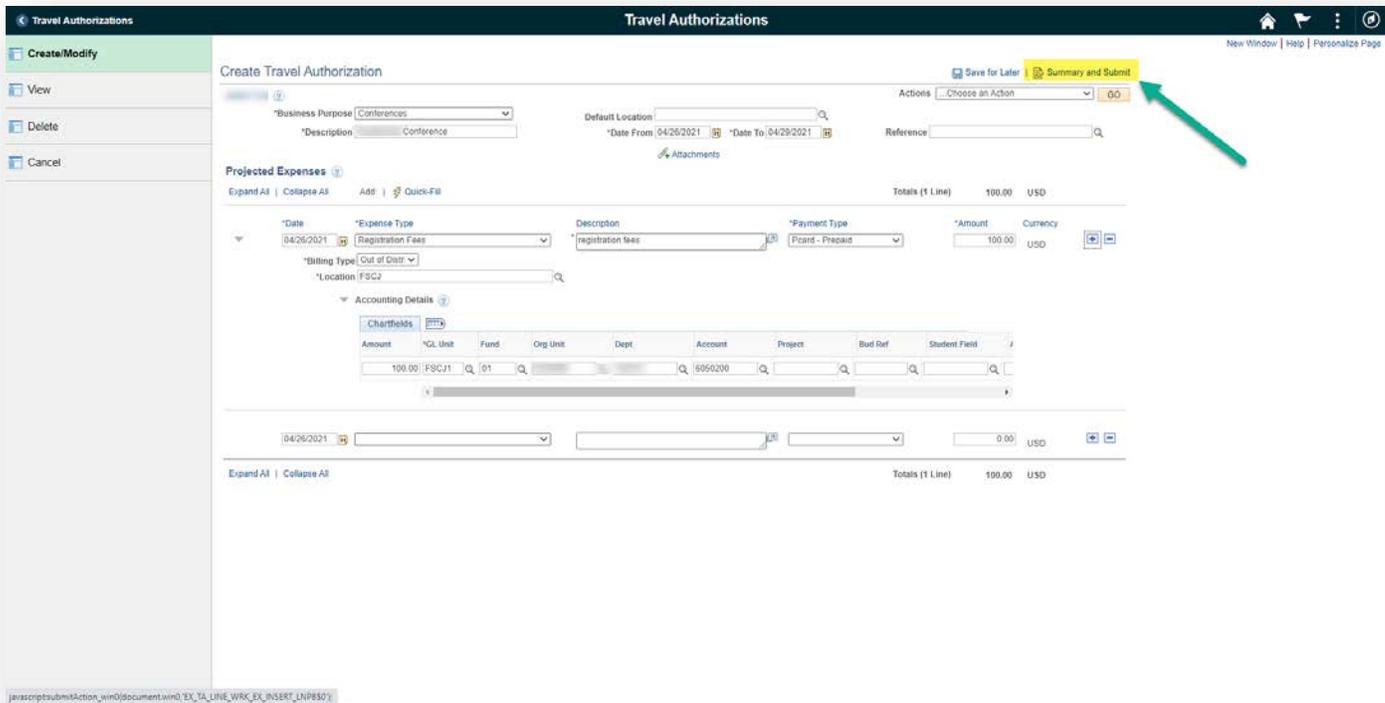
- Click the down arrow next to "Accounting Details" to expand it. Enter the amount and the chartfields for this expense. These should default to the employee's budget, but double check them. Add the "Account", and if applicable the "Project" and "Bud Ref". If the chartfield boxes turn red, use the magnifying glass to select the correct chartfield.
- To add another expense to this Travel Authorization, select the plus sign (+) to the right of the "Amount".



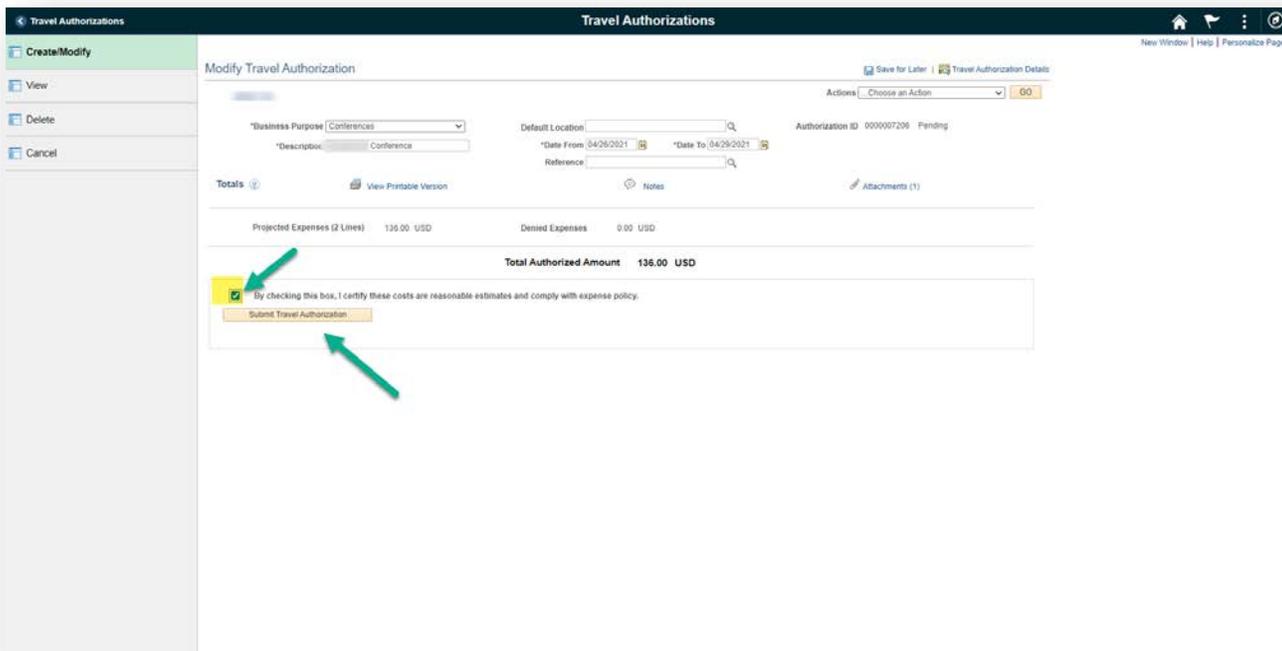
11. Add any needed documentation. Click the “Attachments” link in the center top of the page and follow the prompts to add all documents. Documents that may need to be attached include: conference information, lodging quotes, airfare quotes, rental car quotes, athletic event information, team roster, team season schedule, and other planning documents.



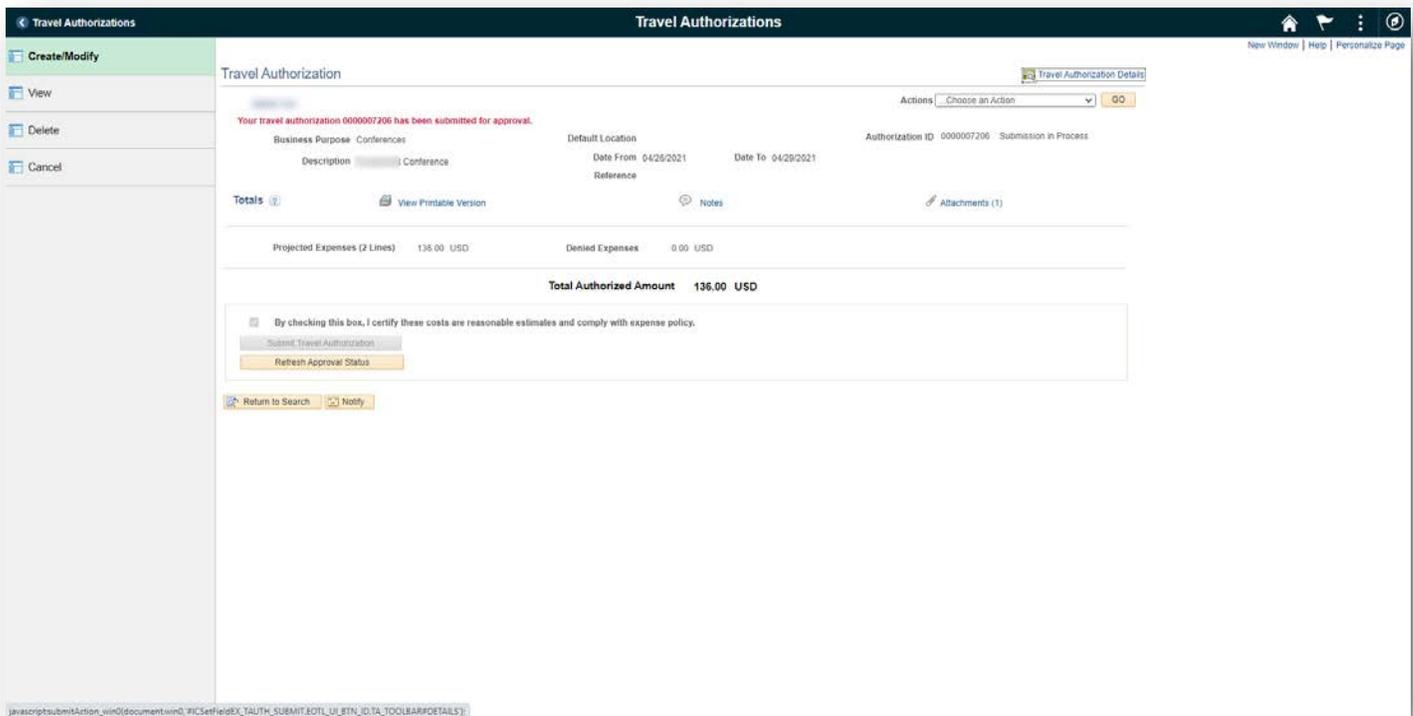
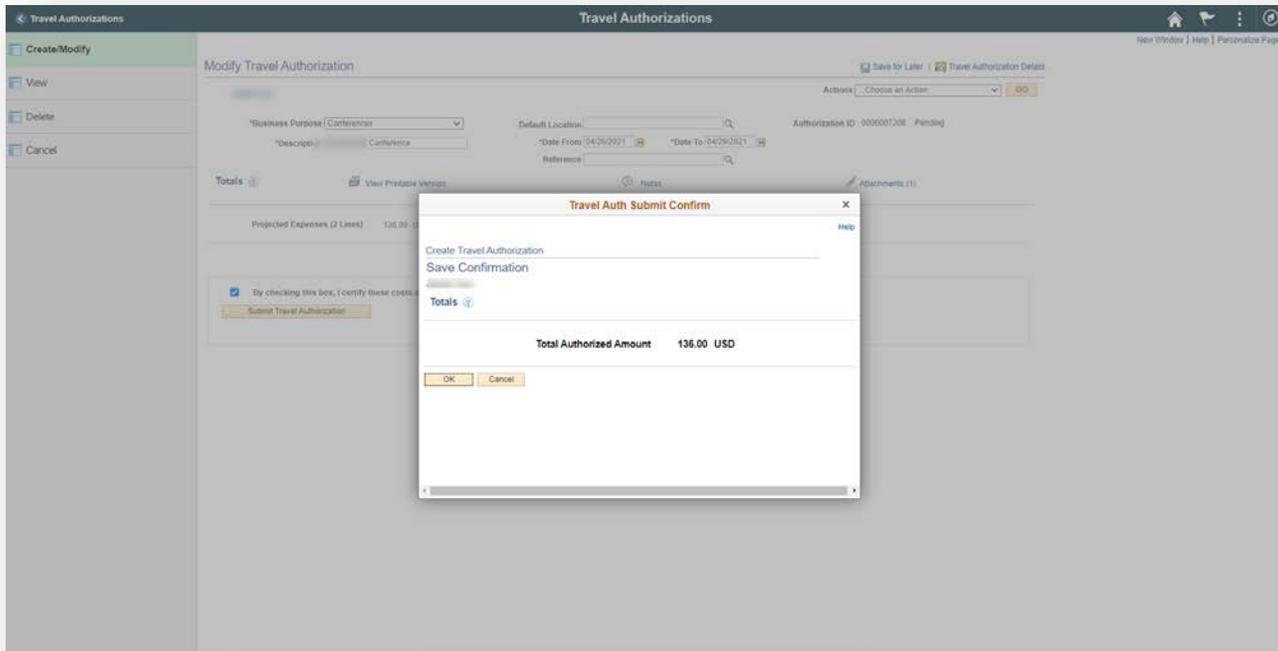
12. When all lines are added and attachments added, click "Summary and Submit" in the top right.

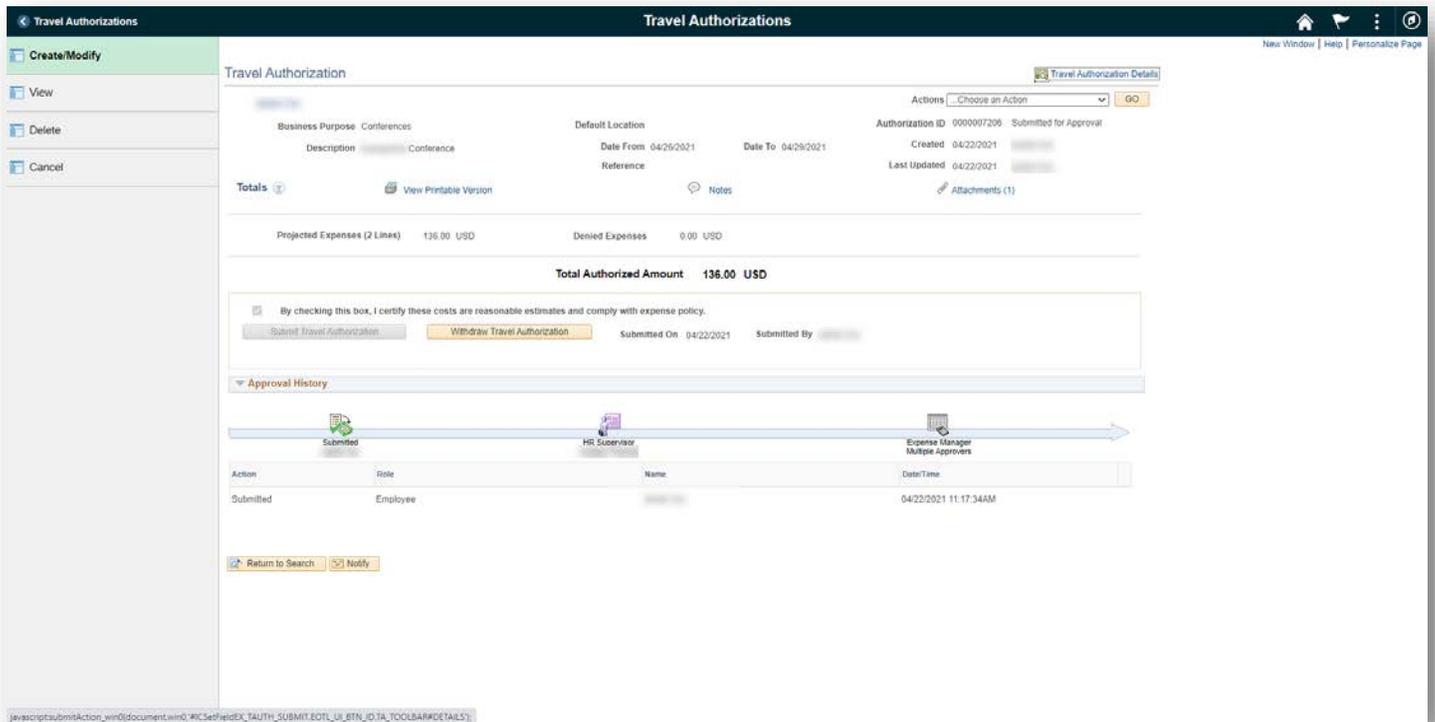


13. On the "Summary and Submit" page, review the information and when you are ready to submit, check the box at the bottom of page and click "Submit Travel Authorization".



14. A box will pop up for you to click on "OK". Click "OK". Once the travel authorization has successfully been submitted, you will receive the confirmation message in red. The submission process is only complete if you receive the red text confirmation. If you do not get the "successfully submitted" message, the Travel Authorization has **not** been submitted.





15. The travel authorization must be submitted before the trip takes place, otherwise PeopleSoft will not allow you to submit, or allow your supervisor to approve.
16. After the employee has returned from travel, an Expense Report must be completed. The Travel Authorization for that trip should be linked to the Expense Report. If the Travel Authorization is no longer needed, but the travel did not take place, the Travel Authorization should be closed or deleted.
17. Process complete.