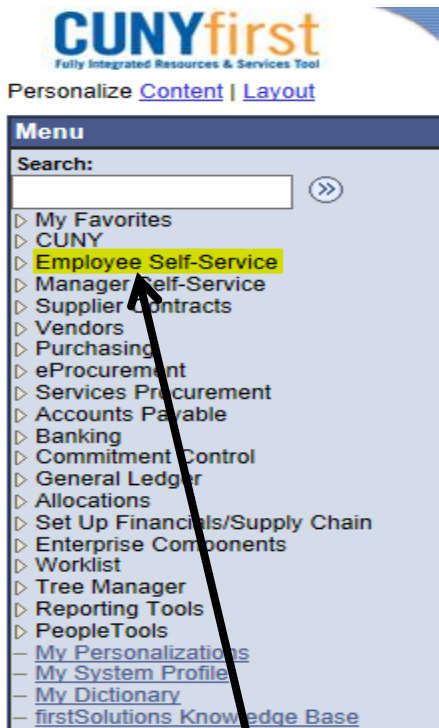


# To Create a Travel Authorization

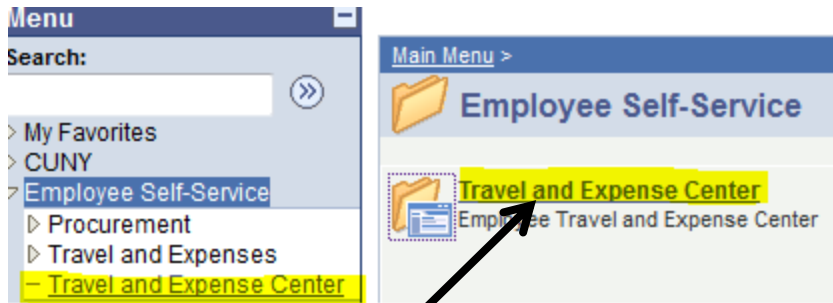
➤ Login to CUNYfirst



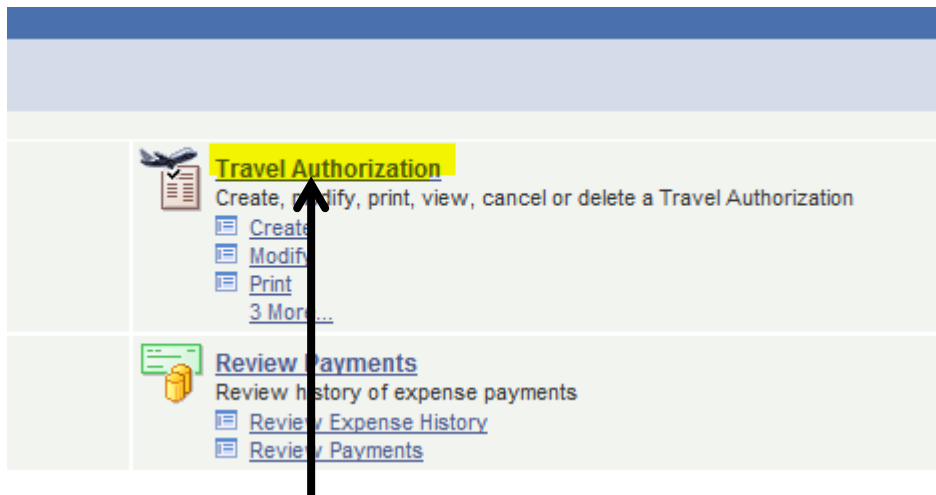
Select- **Financials Supply Chain**



Select - **Employee Self-Service**

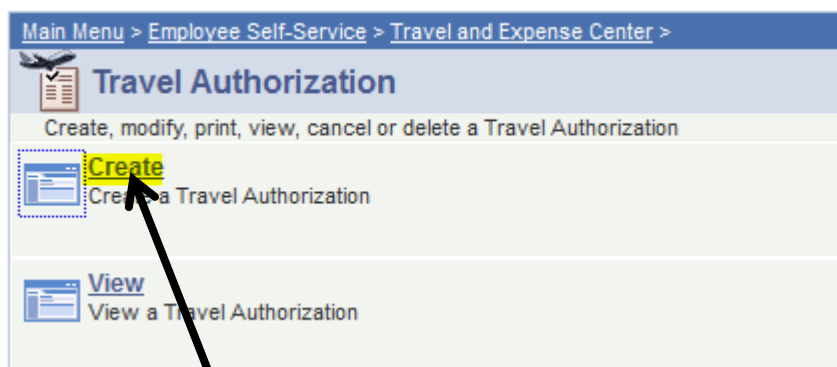


Select - **Travel and Expense Center**



Select - **Travel Authorization**

Create a Travel Authorization if you are going on official College business (**Business Purpose**). The form is required for all employees Out of Town Travel. Travel that exceeds 35 miles from your home and primary work location is considered Out of Town Travel thus a CUNYfirst Travel Authorization is necessary. For NYS Travel Guidelines go to - <http://www.osc.state.ny.us/agencies/travel/manual.pdf>



Select - **Create**

## Create Travel Authorization

### Travel Authorization Entry

Angella Bowley

[User Defaults](#)

Authorization ID: NEXT

Quick Start: A Blank Authorization GO

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

[Attachments](#)

[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"/>	<input type="text"/>						<input type="button" value="+..."/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+..."/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+..."/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+..."/>

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](#) [Printable View](#)

[Return to Travel and Expense Center](#)

**FY 2014 Per Diem Rates:** go to <http://www.gsa.gov/portal/category/104711>

**FY 2014 Foreign Per Diem Rates by Location:** go to [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

#### ➤ Complete the Travel Authorization

- **Description** – Specific Detail e.g. OSC Conference
- **Business Purpose** – e.g. Conference
- **Default Location** - -> Search By Description begins with % Albany
- **Dates** - Actual Dates of Travel
- **Comment** – Time of Departure and Arrival

## Create Travel Authorization

### Travel Authorization Entry

Angella Bowley

[User Defaults](#)

Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

[Attachments](#)

[Accounting Defaults](#) More Options:

Details Customize | Find | | First 1-6 of 6 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	1 Conference registration fe	08/04/2014	125.00	USD	Non-reimbur	Non-reimbur	*Detail +...
<input type="checkbox"/>	PSC Train Ticket	08/04/2014	50.00	USD	CUNY Card	CUNY Card	*Detail +...
<input type="checkbox"/>	PSC Receipted Lodging	10/13/2014	220.00	USD	CUNY Card	CUNY Card	*Detail +...
<input type="checkbox"/>	PSC Per Diem Breakfast	08/04/2014	15.00	USD	Empl Paid	Empl Paid	*Detail +...
<input type="checkbox"/>	PSC Per Diem Dinner	08/04/2014	56.00	USD	Empl Paid	Empl Paid	*Detail +...
<input type="checkbox"/>	PSC Per Diem Dinner	08/04/2014	56.00	USD	Empl Paid	Empl Paid	*Detail +...

Totals

Authorized Amount:	466.00 USD
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[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

- For each Expense Type or Line Item Click **Detail** to fill in required fields

View Travel Authorization

**Authorization Detail for 1 Conference registration fees (Line 1)**

Angella Bowley

Authorization ID: 0000000023

**About This Expense**

Date: 10/13/2014  
Payment Type: Non-reimbursable  
\*Billing Type: Non-reimbursable  
\*Location: NY ALBANY  
**Description:** Conference Registration  
\*Amount: 125.00 USD

[Accounting Detail](#)

Approve Authorization

[Return to Travel Authorization Details](#)

[Return to Search](#)

[Notify](#)

- Fill in 'Description'

Create Travel Authorization

**Authorization Detail for PSC Received Lodging (Line 3)**

Angella Bowley

Authorization ID: NEXT

**About This Expense**

\*Date: 10/13/2014  
\*Payment Type: CUNY Card  
\*Billing Type: CUNY Card  
**Number of Nights:** 2  
\*Location: NY ALBANY  
\*Description: Lodging  
\*Nightly Rate: 110.00 USD  
\*Total Amount: 220.00 USD

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Travel Authorization Entry](#)

- Fill in the 'Number of Nights' and 'Nightly Rate' for Lodging

[Expense Report](#)

## Expense Detail for 1 Conference registration fees (Line 1)

Angella Bowley

Report ID:

0000000077

### About This Expense

\*Expense Date: 08/08/2014

\*Payment Type: Non-reimbursable   No Receipt

\*Billing Type: Non-reimbursable   Non-Reimbursable

\*Location: NY ALBANY

\*Description: Conference

\*Amount Spent: 125.00

\*Currency: USD

\*Exchange Rate: 1.00000000   Default Rate

Reimbursement Amt: 125.00 USD

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

Review 'Accounting Detail' to ensure that the correct department will be charged

[Expense Report](#)

## Accounting Detail

Angella Bowley

Report ID:

0000000077

This is the accounting detail for expense type 1 Conference registration fees with a transaction date of 2014-08-08 in the amount of 125 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init
125.00	GRD01	125.00	USD	1.00000000	14664	10	80045	355	9999	99999	999999	9999

[Add ChartField Line](#)

[Refresh](#)

➤ Click **OK** to return to Travel Authorization

Create Travel Authorization

Travel Authorization Entry

Angella Bowley

[User Defaults](#)

Authorization ID: 0000000026

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

[Attachments](#)

[Accounting Defaults](#) More Options:

Details Customize | Find | First 1-7 of 7 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	1 Conference registration fee	10/13/2014	125.00	USD	Non-reimburs	Non-reimburs	*Detail +
<input type="checkbox"/>	Non PSC Train Ticket	10/13/2014	100.00	USD	CUNY Card	CUNY Card	*Detail +
<input type="checkbox"/>	PSC Receipted Lodging	10/13/2014	220.00	USD	CUNY Card	CUNY Card	*Detail +
<input type="checkbox"/>	PSC Per Diem Breakfast	10/13/2014	14.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Per Diem Dinner	10/13/2014	57.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Per Diem Dinner	10/13/2014	57.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Per Diem Breakfast	10/13/2014	14.00	USD	Empl Paid	Empl Paid	*Detail +

Totals

Authorized Amount:	587.00 USD
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[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel Authorization](#)

- Select - **Check Expense for Errors**
- Select **'Printable View'**. Employee and Supervisor must Sign the Form
- **'Save for Later'** or **'Submit'** Travel Authorization for Supervisor's Approval
  - Authorization ID will be Created

➤ All expenses listed on the travel authorization are an estimate of your all travel and travel related expenditures. The approved amount will be taken from your budget and set aside as an encumbrance until your trip is completed. An Expense Report is generated from your actual expenditures or receipts after the trip.

\*Non-reimbursable and CUNY Card Payment Type will not be encumbered.\*

- **Once a Travel Authorization is 'Sent Back' for Revision**
  - **A Comment will Appear to Identify Reason for Revision**
  - **Action History Displays who worked on the Travel Authorization**
  - **Apply Necessary Changes**
  - **Resubmit for Supervisor's Approval**

## Travel Authorization Entry

Angella Bowley

[User Defaults](#)

Authorization ID: 0000000023

Sent Back For Revision

By: Shor,Stuart

Are you sure about the per diem rate for NY?

▼ General Information

*Description:	Travel to OSC	Comment:	Travel between Oct 13 and Oct 15, 2014
*Business Purpose:	Conference		
Status:	Pending	Last Updated:	08/06/2014 By: 10845107
Default Location:	NY ALBANY		
*Date From:	10/13/2014	*Date To:	10/15/2014

[Attachments](#)

[Accounting Defaults](#)

More Options:

Details Customize | Find | First 1-7 of 7 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	1 Conference registration fee	10/13/2014	125.00	USD	Non-reimburs	Non-reimburs	*Detail +
<input type="checkbox"/>	PSC Train Ticket	10/13/2014	100.00	USD	CUNY Card	CUNY Card	*Detail +
<input type="checkbox"/>	PSC Receipted Lodging	10/13/2014	220.00	USD	CUNY Card	CUNY Card	*Detail +
<input type="checkbox"/>	PSC Per Diem Breakfast	10/13/2014	14.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Per Diem Dinner	10/13/2014	57.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Per Diem Dinner	10/13/2014	57.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Per Diem Breakfast	10/13/2014	14.00	USD	Empl Paid	Empl Paid	*Detail +

Copy Selected

Delete Selected

New Expense

Add

Check For Errors

### Totals

Authorized Amount: 587.00 USD

Update Totals

Save for Later

Submit

[Create A Cash Advance](#)

[Project Summary](#)

[Printable View](#)

▼ Action History Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	Bowley,Angella	Submitted	08/06/2014 9:12:31AM
Supervisor	Shor,Stuart	Sent Back For Revision	08/06/2014 1:03:37PM

[Return to Travel Authorization](#)