



**Business Process Document**  
**PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a**  
**T.A. (TAR)**

---

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	FIU02-Creating a T_A_ (TAR)_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	10/2/2009
<b>Date Modified</b>	10/2/2009
<b>Last Changed by</b>	
<b>Status</b>	

**FIU02-Creating a T.A. (TAR)**

Trigger:

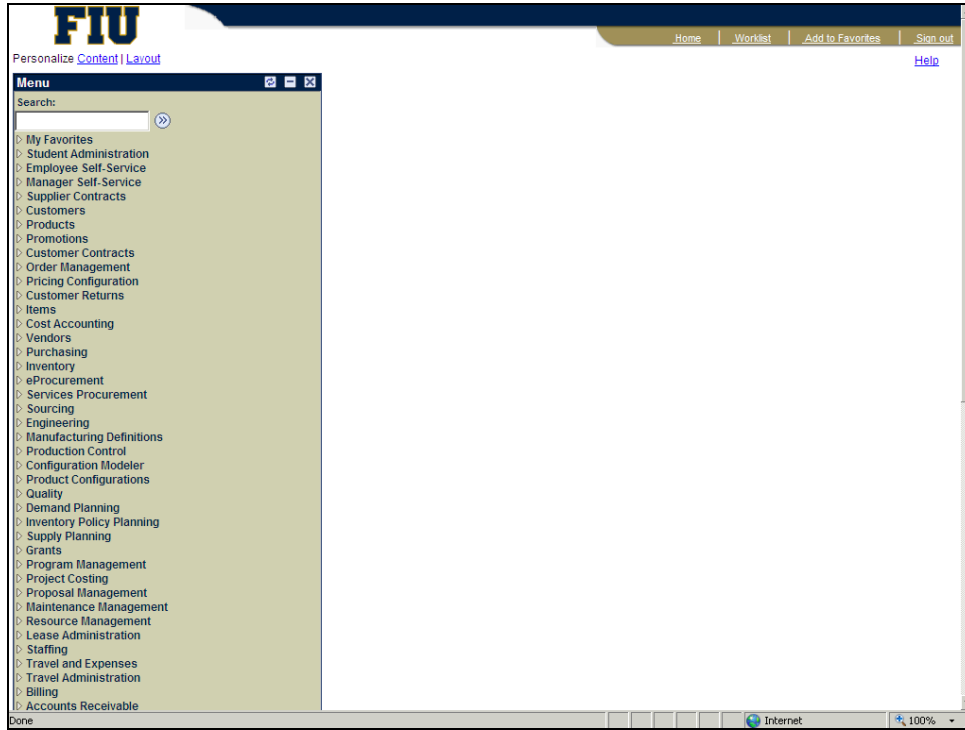
<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Results</b>	<b>Comments</b>

**Additional Information**

## Procedure

This topic will teach you how to create a T.A. (TAR).

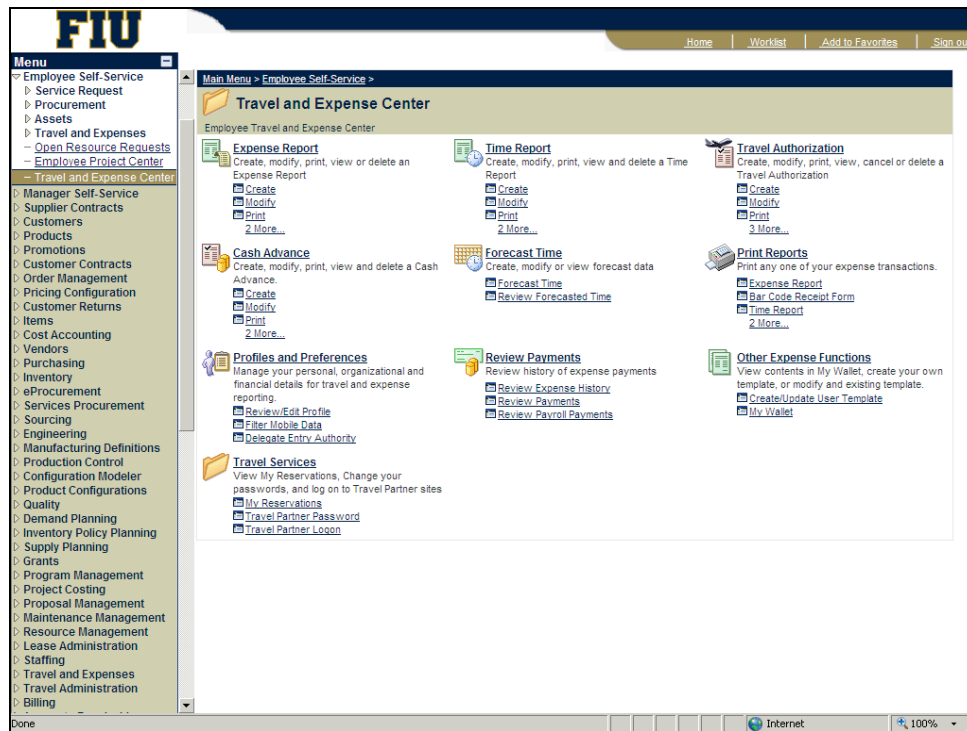


Step	Action
1.	Click the <b>Employee Self-Service</b> link. <a href="#">Employee Self-Service</a>
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



Step	Action
3.	Click the <b>Travel Authorization</b> link. <a href="#">Travel Authorization</a>
4.	Click the <b>Create</b> link. <a href="#">Create</a>

**Business Process Document**  
**PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A.**  
**(TAR)**



Step	Action
5.	Enter the desired information into the <b>Description</b> field. Enter " <b>Coll. of Bus MBA Seminar</b> ".



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

**FIU**

Home | Worksheet | Add to Favorites | Sign out

Search:

[New Window](#) | [Help](#) | [Customize Page](#) |

### Create Travel Authorization

#### Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: NEXT

Quick Start:

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

**Accounting Defaults** More Options:

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="+"/>

**Totals**

Authorized Amount: 0.00 USD

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



[Return to Travel Authorization](#)

Step	Action
6.	Click the <b>Seminar</b> list item. <input type="text"/>

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

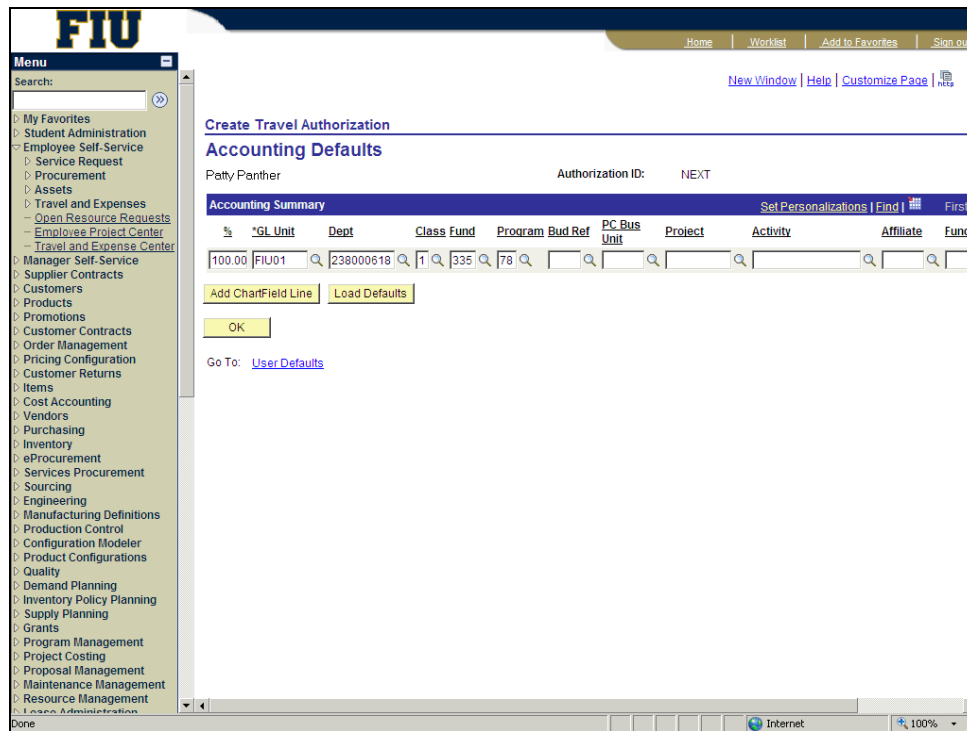




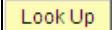

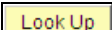
Step	Action
7.	Enter the desired information into the <b>Default Location</b> field. Enter "CA".
8.	Click the <b>Look up Default Location (Alt+5)</b> button. 
9.	Click an entry in the <b>Expense Location</b> column. 
10.	Enter the desired information into the <b>Choose a date (Alt+5)</b> field. Enter "7/1/09".
11.	Enter the desired information into the <b>Date To</b> field. Enter "7/5/09".
12.	Click the <b>Accounting Defaults</b> link. <a href="#">Accounting Defaults</a>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



Step	Action
13.	<p>Enter the desired information into the % field. Enter "50".</p> <p>In the Accounting Defaults, you can split the percentage between several Project IDs (FUNDWARE ACCOUNTS).</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: <b>FIU_DEPT_PROJ_LOOKUP</b></p>
14.	<p>Click the <b>GL Unit</b> button.</p> 
15.	<p>Click an entry in the <b>Business Unit</b> column.</p> 
16.	<p>Enter the desired information into the <b>begins with</b> field. Enter "231001000".</p>
17.	<p>Click the <b>Look Up</b> button.</p> 
18.	<p>Click an entry in the <b>Department</b> column.</p> 
19.	<p>Enter the desired information into the <b>begins with</b> field. Enter "900".</p>
20.	<p>Click the <b>Look Up</b> button.</p> 

**Business Process Document**  
**PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A.**  
**(TAR)**

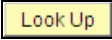



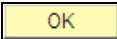


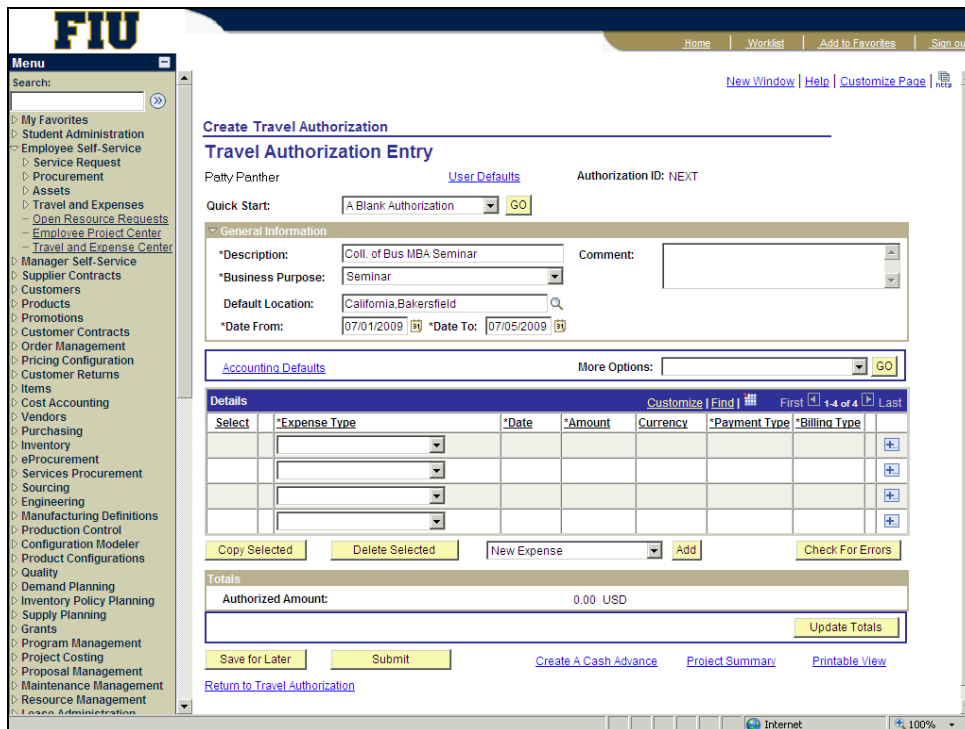
Step	Action
21.	Click an entry in the <b>Fund Code</b> column. 
22.	Click the <b>Program</b> button. 
23.	This field will always be "00" Misc. for all Direct Support Organizations (DSO) Click an entry in the <b>Program Code</b> column. 
24.	Click the <b>PC Bus Unit</b> button. 
25.	Click an entry in the <b>Business Unit</b> column. 
26.	Click the <b>Project</b> button. 
27.	Enter the desired information into the <b>begins with</b> field. Enter " <b>1200010</b> ".
28.	Click the <b>Look Up</b> button. 
29.	Click an entry in the <b>Project</b> column. 
30.	Click the <b>Activity</b> button. 
31.	Click an entry in the <b>Activity</b> column. 
32.	Click the <b>Add ChartField Line</b> button. 
33.	Enter the desired information into the <b>%</b> field. Enter " <b>5</b> ".
34.	Click the <b>GL Unit</b> button. 
35.	Click an entry in the <b>Business Unit</b> column. 
36.	You can type Or search for the Dept. number
37.	Enter the desired information into the <b>Fund</b> field. Enter " <b>900</b> ".
38.	Enter the desired information into the <b>Program</b> field. Enter " <b>00</b> ".
39.	Enter the desired information into the <b>PC Bus Unit</b> field. Enter " <b>FIU02</b> ".
40.	Click the <b>Project</b> button. 
41.	Enter the desired information into the <b>begins with</b> field. Enter " <b>1200130</b> ".




# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

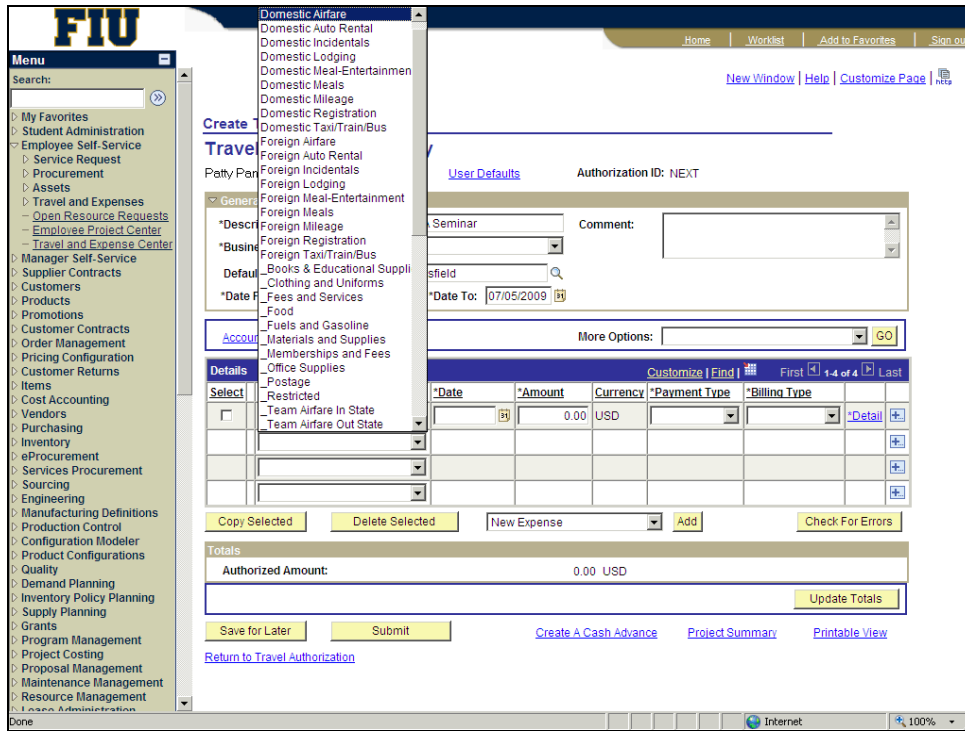
Step	Action
42.	Click the <b>Look Up</b> button. 
43.	Click an entry in the <b>Project</b> column. 
44.	Not every project ID is associated with an activity.  Click the <b>Activity</b> button. 
45.	Click an entry in the <b>Activity</b> column. 
46.	Click the <b>OK</b> button. 



Step	Action
47.	Click the <b>Expense Type</b> list. 

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



Step	Action
48.	Click the <b>Domestic Airfare</b> list item.



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

**FIU** Home | Worksheet | Add to Favorites | Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) |

### Create Travel Authorization

#### Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

**Accounting Defaults** More Options:

**Details** [Customize](#) | [Find](#) |

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>	0.00	USD	<input type="text"/>	<input type="text"/>	<a href="#">*Detail</a> <input type="button" value="+"/>
	<input type="text"/>	<input type="text"/>					<input type="button" value="+"/>
	<input type="text"/>	<input type="text"/>					<input type="button" value="+"/>
	<input type="text"/>	<input type="text"/>					<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

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

[Return to Travel Authorization](#)

Step	Action
49.	Enter the desired information into the <b>Date</b> field. Enter " <b>7/1/09</b> ".
50.	Enter the desired information into the <b>Amount</b> field. Enter " <b>420.</b> ".

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



Step	Action
51.	Click the <b>Out of Pocket</b> list item. <input type="text" value="Out of Pocket"/>
52.	Click the <b>FIU Expense</b> list item. <input type="text" value="FIU Expense"/>
53.	Click the <b>Domestic Auto Rental</b> list item. <input type="text" value="Domestic Auto Rental"/>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

**FIU**

Home | Worksheet | Add to Favorites | Sign out

New Window | Help | Customize Page

### Create Travel Authorization

#### Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description: Coll. of Bus MBA Seminar Comment:

\*Business Purpose: Seminar

Default Location: California, Bakersfield

\*Date From: 07/01/2009 \*Date To: 07/05/2009

Accounting Defaults More Options:  GO

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	420.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	0.00	USD		FIU Expense	<a href="#">Detail</a>
							<a href="#">+</a>
							<a href="#">+</a>

Copy Selected Delete Selected New Expense  Add Check For Errors

**Totals**

Authorized Amount: 420.00 USD [Update Totals](#)

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

[Return to Travel Authorization](#)

Step	Action
54.	Enter the desired information into the <b>Amount</b> field. Enter <b>"500."</b> .

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



**FIU** Home | Worksheet | Add to Favorites | Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) |

### Create Travel Authorization

#### Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

**Accounting Defaults** More Options:

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	420.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	500.	USD		FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
							<input type="button" value="H"/>
							<input type="button" value="H"/>

**Totals**

Authorized Amount: 420.00 USD

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

[Return to Travel Authorization](#)

Step	Action
55.	Click the <b>Out of Pocket</b> list item. <input type="text" value="Out of Pocket"/>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

**FIU**

Home | Worksheet | Add to Favorites | Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) |

**Create Travel Authorization**

**Travel Authorization Entry**

Patty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

**Accounting Defaults** More Options:

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	420.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	500.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a>
							<a href="#">Detail</a>

Copy Selected Delete Selected New Expense

**Totals**

Authorized Amount: 420.00 USD

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

[Return to Travel Authorization](#)

Step	Action
56.	Click the <b>Expense Type</b> list. <input type="text" value="Domestic Airfare"/>
57.	Click the <b>Payment Type</b> list. <input type="text" value="Out of Pocket"/>
58.	<input type="text" value="Out of Pocket"/>

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



**FIU** Home | Worklist | Add to Favorites | Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) |

### Create Travel Authorization

#### Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

Accounting Defaults More Options:

**Details** [Customize](#) | [Find](#) |

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009 <input type="button" value="B"/>	420.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009 <input type="button" value="B"/>	500.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	07/01/2009 <input type="button" value="B"/>	0.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>
							<input type="button" value="+"/>

Copy Selected Delete Selected New Expense  Add

**Totals**

Authorized Amount: 920.00 USD

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

[Return to Travel Authorization](#)

Step	Action
59.	Click the <b>Domestic Meals</b> list item. <input type="text"/>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

**FIU**

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Custom | Processing

### Create Travel Authorization

#### Travel Authorization Entry

Patty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description: Coll. of Bus MBA Seminar Comment:

\*Business Purpose: Seminar

Default Location: California, Bakersfield

\*Date From: 07/01/2009 \*Date To: 07/05/2009

Accounting Defaults More Options:  GO

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	420.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	500.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a>
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a>
<input type="checkbox"/>	Domestic Meals						<a href="#">Detail</a>

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 920.00 USD

Update Totals

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

[Return to Travel Authorization](#)

Waiting for https://psstage.fiu.edu:8600/psc/psfstg/EMPLOYEE/ERP/c/ADMINISTER\_EXPENSE\_FUNCTIONS.1

Step	Action
60.	Enter the desired information into the <b>Amount</b> field. Enter <b>"500"</b> .

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



**FIU** Home | Worksheet | Add to Favorites | Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) |

### Create Travel Authorization

#### Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

**Accounting Defaults** More Options:

**Details** [Customize](#) | [Find](#) |

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	420.00	USD	Out of Pocket	FIU Expense	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Auto Rental	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	500.00	USD	Out of Pocket	FIU Expense	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	0.00	USD	Out of Pocket	FIU Expense	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Meals	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	500	USD		FIU Expense	<a href="#">*Detail</a> <input type="button" value="+"/>

**Totals**

Authorized Amount: 920.00 USD

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

[Return to Travel Authorization](#)

Step	Action
61.	Click the <b>Out of Pocket</b> list item.
	<input type="text" value="Out of Pocket"/>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

**FIU**

Home | Worksheet | Add to Favorites | Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) |

**Create Travel Authorization**

**Travel Authorization Entry**

Petty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

Accounting Defaults More Options:

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	420.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Auto Rental	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	500.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	0.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Meals	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	500	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

Copy Selected Delete Selected New Expense

**Totals**

Authorized Amount: 920.00 USD

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

[Return to Travel Authorization](#)

Step	Action
62.	Select the <b>FIU Expense</b> <input type="text" value="FIU Expense"/>

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



**FIU**

Home | Worksheet | Add to Favorites | Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) |

**Create Travel Authorization**

**Travel Authorization Entry**

Patty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

Accounting Defaults More Options:

**Details** [Customize](#) | [Find](#) |

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	<input type="text" value="07/01/2009"/> <input type="text"/>	420.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Auto Rental	<input type="text" value="07/01/2009"/> <input type="text"/>	500.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text" value="07/01/2009"/> <input type="text"/>	0.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Meals	<input type="text" value="07/01/2009"/> <input type="text"/>	500	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

**Totals**

Authorized Amount: 920.00 USD

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

[Return to Travel Authorization](#)

Step	Action
63.	<p>Click the <b>Check For Errors</b> button.</p> <p>If you have any missing information, you will see red flags in next to the expense type.</p> <p><input type="button" value="Check For Errors"/></p>
64.	<p>Click the <b>Missing or invalid information was found. Click this icon to view</b> button.</p> <p></p>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)

The screenshot shows the FIU system interface. The main content area is titled "Create Travel Authorization" and "Authorization Detail for Domestic Airfare (Line 1)". The user is logged in as "Petty Panther" with an "Authorization ID: NEXT". The form prompts the user to "Please enter or update the following information:" and lists several fields:

- \*Date: 07/01/2009
- \*Payment Type: Out of Pocket
- \*Billing Type: FIU Expense
- Ticket Number: (empty)
- \*Merchant (Choose One):
  - Preferred: (empty)
  - Non-preferred: (highlighted in red)
- \*Amount: 420.00 USD

There are also sections for "Exception Comments" and "Location Amount" (both empty). Navigation links include "Accounting Detail", "Check Expense For Errors", and "Return to Travel Authorization Entry".

Step	Action
65.	Enter the desired information into the <b>Non-preferred</b> field. Enter " <b>Delta</b> ".

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



**FIU**

Home | Worksheet | Add to Favorites | Sign out

New Window | Help | Customize Page

**Create Travel Authorization**

**Authorization Detail for Domestic Airfare (Line 1)**

Petty Panther Authorization ID: NEXT

Please enter or update the following information:

▶ Merchant (Preferred or Non-Preferred)

**About This Expense**

\*Date: 07/01/2009

\*Payment Type: Out of Pocket

\*Billing Type: FIU Expense

Ticket Number:

\*Merchant (Choose One):

Preferred:

Non-preferred: **Delta**

\*Amount: 420.00 USD

Exception Comments

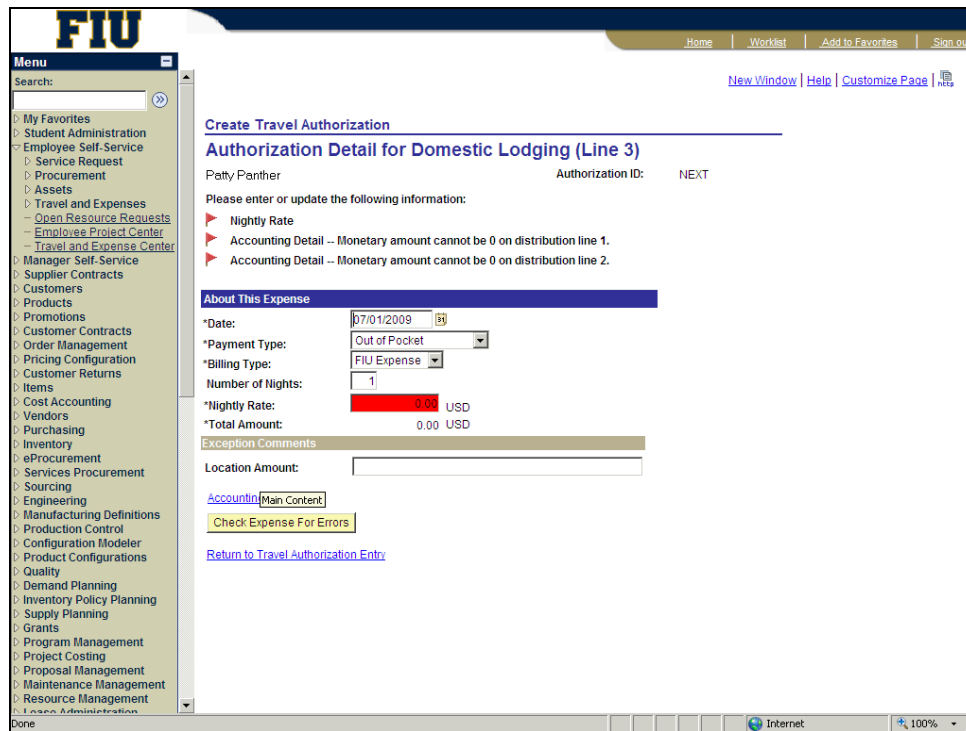
Location Amount:

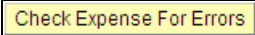
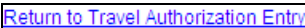
[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Travel Authorization Entry](#)

Step	Action
66.	Click the " <b>Return to Travel Authorization Entry</b> " to return to the TA page <a href="#">Return to Travel Authorization Entry</a>



Step	Action
67.	Enter the desired information into the <b>Number of Nights</b> field. Enter "5".
68.	Enter the desired information into the <b>Nightly Rate</b> field. Enter "220.".
69.	Click the <b>Check Expense For Errors</b> button. 
70.	Click the <b>Return to Travel Authorization Entry</b> link. 

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



**FIU** Home | Worksheet | Add to Favorites | Sign out

Search:  [New Window](#) | [Help](#) | [Customize Page](#) |

**Create Travel Authorization**

**Travel Authorization Entry**

Petty Panther [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

Accounting Defaults More Options:

**Details** [Customize](#) | [Find](#) |

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text" value="Domestic Airfare"/>	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	420.00	USD	<input type="text" value="Out of Pocket"/>	<input type="text" value="FIU Expense"/>	<input type="button" value="Detail"/> <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text" value="Domestic Auto Rental"/>	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	500.00	USD	<input type="text" value="Out of Pocket"/>	<input type="text" value="FIU Expense"/>	<input type="button" value="Detail"/> <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text" value="Domestic Lodging"/>	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	1,100.00	USD	<input type="text" value="Out of Pocket"/>	<input type="text" value="FIU Expense"/>	<input type="button" value="Detail"/> <input type="button" value="X"/>
<input type="checkbox"/>	<input type="text" value="Domestic Meals"/>	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	500.00	USD	<input type="text" value="Out of Pocket"/>	<input type="text" value="FIU Expense"/>	<input type="button" value="Detail"/> <input type="button" value="X"/>

**Totals**

Authorized Amount: 2,520.00 USD

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

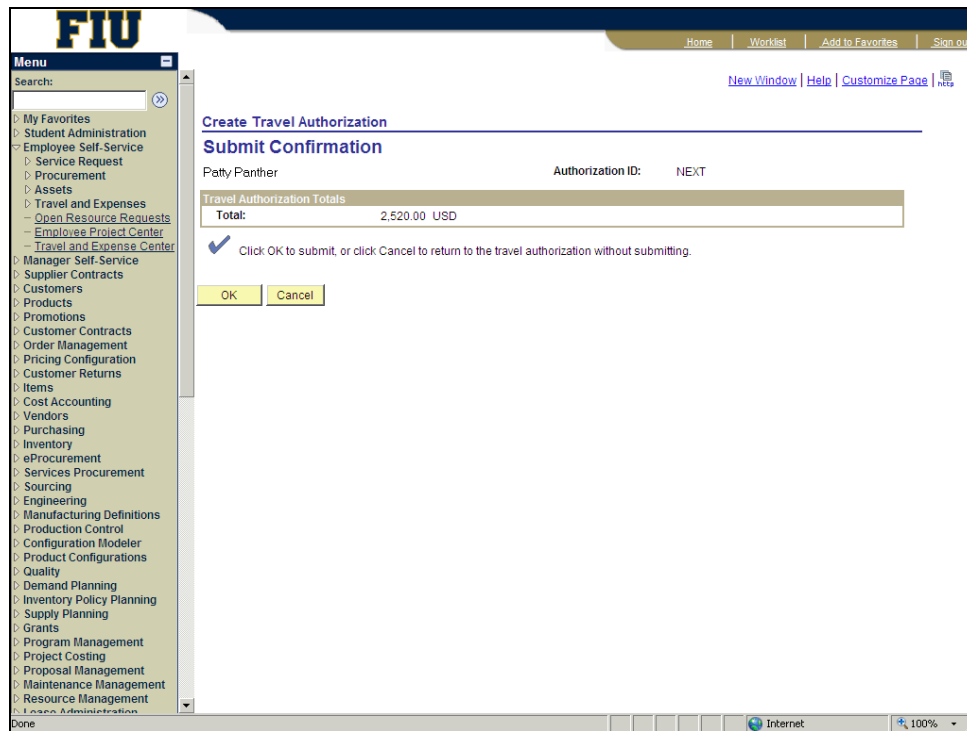
[Return to Travel Authorization](#)

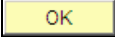
Step	Action
71.	Click the <b>Check For Errors</b> button. <input type="button" value="Check For Errors"/>
72.	Click the <b>Submit</b> button. <input type="button" value="Submit"/>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



Step	Action
73.	Click the <b>OK</b> button. 

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a T.A. (TAR)



**View Travel Authorization**

**Travel Authorization Details**

Petty Panther [User Defaults](#) Authorization ID: 0000034980

**General Information**

Description: Coll. of Bus MBA Seminar **Comment:**

Business Purpose: Seminar

Status: Submission in Process **Last Updated:** 06/17/2009 **By:** 1522181

Default Location: California Bakersfield

\*Date From: 07/01/2009 **Date To:** 07/05/2009

More Options:

*Expense Type	Date	*Amount	Currency	*Payment Type	*Billing Type
Domestic Airfare	07/01/2009	420.00	USD	Out of Pocket	FIU Expense <a href="#">*Detail</a>
Domestic Auto Rental	07/01/2009	500.00	USD	Out of Pocket	FIU Expense <a href="#">*Detail</a>
Domestic Lodging	07/01/2009	1,100.00	USD	Out of Pocket	FIU Expense <a href="#">*Detail</a>
Domestic Meals	07/01/2009	500.00	USD	Out of Pocket	FIU Expense <a href="#">*Detail</a>

**Totals**

Authorized Amount: 2,520.00 USD

Less Non-Approved: 0.00 USD

---

Due Employee: 2,520.00 USD

[Project Summary](#) [Printable View](#)

Step	Action
74.	Click the <b>Home</b> link. 
75.	Congratulations. You have successfully completed a T.A. for your travel. <b>End of Procedure.</b>