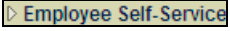
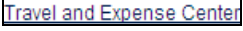


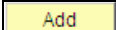


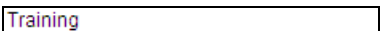

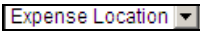
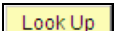



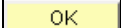

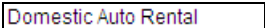

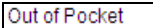
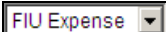


Creating Travel Authorizations

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Create link. 
5.	If you are a proxy for your supervisor or others, then enter their EmplID to create a TAR for them.. Then click the Add button.
6.	Click the Add button. 
7.	Click the GO button. 
8.	<ul style="list-style-type: none"> • A Blank Authorization: Select to start with a blank travel authorization. • A Template: Select to access the Select a Template page and select existing templates from which to copy expense lines to the new travel authorization. • An Existing Authorization: Click to access the Copy From an Existing Travel Authorization page and select existing travel authorizations to copy to the new travel authorization.
9.	Enter the desired information into the Description field. Enter a valid value e.g. " UPK Training ".
10.	Click the Business Purpose list. 
11.	Click the Training list item. 
12.	Where are you traveling to? Click the Look up Default Location (Alt+5) button. 
13.	Click the Description list item. 
14.	Enter the desired information into the begins with field. Enter a valid value e.g. " Florida ".
15.	Click the Look Up button. 

16.	Click an entry in the Description column. 
17.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " 03/27/2009 ".
18.	Enter the desired information into the Date To field. Enter a valid value e.g. " 03/30/2009 ".
19.	Click the Accounting Defaults link. 
20.	For Contracts & Grants project IDs, the following fields must be populated: Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN' Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP
21.	Click the Add ChartField Line button. 
22.	Enter the desired information into the field. Enter a valid value e.g. " 50.00 ".
23.	Enter the desired information into the field. Enter a valid value e.g. " 144000102 ".
24.	Enter the desired information into the field. Enter a valid value e.g. " 210 ".
25.	Click the OK button. 
26.	Click the Expense Type list. 
27.	Click the Domestic Auto Rental list item. 
28.	Enter the desired information into the Date field. Enter a valid value e.g. " 03/27/2009 ".
29.	Enter the desired information into the Amount field. Enter a valid value e.g. " 100 ".
30.	Click the Payment Type list. Select " Out of Pocket ". -University Credit Card is populated when it is brought in from a nightly file (done automatically) 
31.	Click the Out of Pocket list item. 
32.	Click the Billing Type list. This field will always default to FIU Expense . 

33.	Click an entry in the Detail column. Detail
34.	Here you can view the details of the expense. Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entr
35.	Click the Domestic Lodging list item. <input type="text"/>
36.	Notice that the "Detail" link has an asterisk in front of it. This is a required field and must be filled out. Click an entry in the Detail column. *Detail
37.	Click the Out of Pocket list item. <input type="text"/>
38.	You can use this field to include information such as Lodging for a non-employee (candidate) of FIU.
39.	Enter the desired information into the Nightly Rate field. Enter a valid value e.g. " 20 ".
40.	Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entr
41.	Click the Domestic Incidentals list item. <input type="text"/>
42.	Enter the desired information into the Amount field. Enter a valid value e.g. " 20 ".
43.	Click an entry in the Detail column. *Detail
44.	Click the Out of Pocket list item. <input type="text"/>
45.	Enter the desired information into the Description field. Enter a valid value e.g. " UPK Book ".
46.	Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entr
47.	You can " Save for Later " or you can " Submit " now. In this example we have chosen to Save for later. Click the Save for Later button. <input type="button" value="Save for Later"/>
48.	Click the Home link. <input type="button" value="Home"/>
49.	Congratulations. You have successfully Created a Travel Authorization. End of Procedure.