
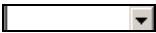

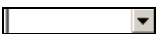

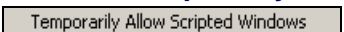

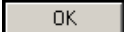

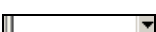
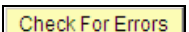

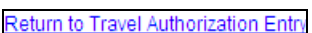
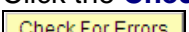
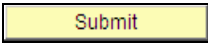
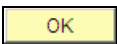



Creating a TA (TAR) with Departmental Card

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.	Enter the desired information into the Description field. Enter a valid value e.g. " Audit Convention ".
6.	Click the Convention list item. 
7.	Enter the desired information into the Default Location field. Enter a valid value e.g. " CO ".
8.	Click the Look up Default Location (Alt+5) button. 
9.	Click an entry in the Expense Location column. 
10.	Enter the desired information into the Date To field. Enter a valid value e.g. " 7/5/09 ".
11.	Click the Accounting Defaults link. 
12.	Click the OK button. 
13.	Click the Domestic Airfare list item. 
14.	Enter the desired information into the Date field. Enter a valid value e.g. " 7/1/09 ".
15.	Enter the desired information into the Amount field. Enter a valid value e.g. " 435 ".
16.	Click the University Credit Card list item. 
17.	Click the FIU Expense list item. 
18.	Click the Domestic Auto Rental list item. 
19.	Enter the desired information into the Amount field. Enter a valid value e.g. " 250 ".
20.	Click the University Credit Card list item. 

21.	Click the Domestic Lodging list item. 
22.	Click the University Credit Card list item. 
23.	Click the Domestic Meals list item. 
24.	Enter the desired information into the Amount field. Enter a valid value e.g. " 180. ".
25.	Click the Out of Pocket list item. 
26.	Click the Add multiple new rows at row 4 (Alt+7) button. 
27.	Right-click the Pop-up blocked. To see this pop-up or additional options click button.
28.	Click the Temporarily Allow Scripted Windows menu. 
29.	Click the Add multiple new rows at row 4 (Alt+7) button. 
30.	Click the OK button. 
31.	Click the Domestic Incidentals list item. 
32.	Enter the desired information into the Amount field. Enter a valid value e.g. " 50. ".
33.	Click the Out of Pocket list item. 
34.	Click the Check For Errors button. 
35.	Click the Missing or invalid information was found. Click this icon to vi button. 
36.	Enter the desired information into the Non-preferred field. Enter a valid value e.g. " Delta ".
37.	Enter the desired information into the Number of Nights field. Enter a valid value e.g. " 4 ".
38.	Enter the desired information into the Nightly Rate field. Enter a valid value e.g. " 220. ".
39.	Enter the desired information into the Description field. Enter a valid value e.g. " DVD for training ".
40.	Click the Return to Travel Authorization Entry link. 
41.	Click the Check For Errors button. 

42.	Click the Submit button. 
43.	Click the OK button. 
44.	Click the Home link. 
45.	Congratulations. You have successfully completed the a TAR with different methods of payment. End of Procedure.