



# TRAVEL AUTHORIZATIONS

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## Overview

This user guide contains detailed instructions on how to create and process Travel Authorizations. This document applies to UVM employees who handle their own Travel and Expense forms, as well as their delegates.

## Responsibilities

- The traveler or delegate is responsible for creating and submitting a Travel Authorization if obtaining a cash advance, if traveling internationally outside of the United States or Canada, or if required by the department.
- The traveler or delegate is responsible for confirming that the chartstring on the Travel Authorization is correct, since this transaction will create an encumbrance on the chartstring used.
- The traveler or delegate is responsible for ensuring that the Travel Authorization is used when creating the corresponding Expense Report.
- The traveler or delegate is responsible for canceling or deleting any unused Travel Authorizations by the end of the fiscal year to clear the encumbrance from the chartstring.

## Delegate Entry Authority to Other Users

Delegating Entry Authority enables an employee to authorize another employee to take action on PeopleSoft Travel and Expense forms on their behalf.

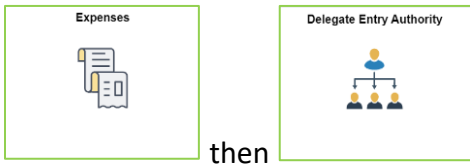
Be aware that colleges or departments within the University may have specific directives on this matter. Check with your departmental business manager if you have questions on Travel and Expenses for your area.






**NOTE:** Although a traveler may delegate authority to another user to enter Travel and Expense forms, the traveler is still responsible for understanding the Travel Policy, and for the accuracy, timeliness, and completion of their reports.

To set up a delegate for Travel and Expense forms:

1. Log in to [PeopleSoft](#) through the **Financials** login.
2. Click the **Expenses** Tile then the **Delegate Entry Authority** tile.





then

3. The **Authorize Users** page displays a list of users authorized to take action on your behalf in the PeopleSoft Travel and Expense module. If you have not authorized any delegates, the only User ID listed will be your own.
4. Click the **Add**  icon to add a row.
5. Type in the user ID of the person whom you are authorizing as a delegate. If you do not know their User ID, click the **Look Up**  icon to search for it.
6. The User ID is equivalent to the UVM netID. The netID can be found in the [UVM Directory](#). It is often, but not always, the first initial of a person’s first name, followed by the first several letters of their last name.
7. If you are unable to find the User ID, click **Advanced Lookup**. The Description field contains the employee’s name. Enter the person’s name in this format: **first name%last name**. For example, **Rally%Cat**. Click **Search**. If there are multiple people with the same name and you are unsure of the correct User ID to select, check with the employee to confirm their PeopleSoft User ID.
8. Select the **Authorization Level** from the dropdown list. Assign your delegate **Edit**, **Edit & Submit**, or **View** access.
9. Click **Save**.
10. Repeat **Steps 4-9** to add more delegates if needed.
11. To delete an authorized user, click the **Delete**  icon at the end of the appropriate line and the user will be removed from the list upon saving.

## Travel Authorization Tips & Reminders

- When creating a Travel Authorization, the screen will display **Create Travel Authorization**. Once you save, it will change to **Modify Travel Authorization**.
- Click **Save for Later** after entering each Projected Expense line. A unique **Authorization ID** will be assigned to this Travel Authorization the first time you click **Save for Later**.

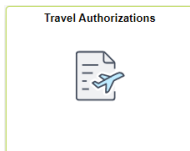


- To delete a projected expense line on a Travel Authorization, click the **Delete**  icon to the right of the expense line you wish to delete.
- To add a projected expense line on a Travel Authorization, click the **Add**  icon to the right of any expense line. [Create and Manage Travel Authorizations](#)


## Create a Travel Authorization from a Blank Form

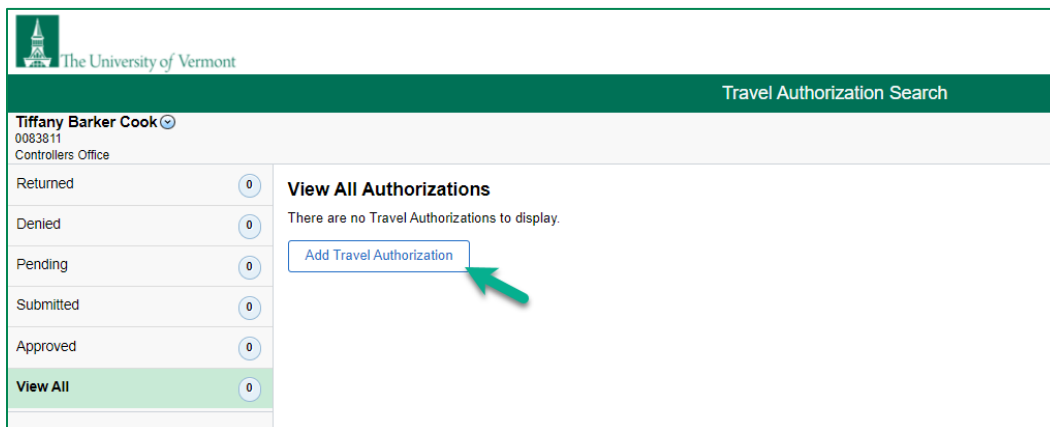
A Travel Authorization **must** be created in order to receive a cash advance, or to travel internationally outside of the United States or Canada. Some departments may require a Travel Authorization for some or all travel. Be sure to check with the appropriate business manager.

1. Log in to PeopleSoft through the [Financials login](#).
2. On the **UVM Employee Homepage** click the **Travel Authorization** tile.



**Note:** If you are an authorized delegate for another employee, and are entering this Travel Authorization for that individual, please see [Create Travel Authorizations for Other Employees](#).

3. If you are creating the Travel Authorization for yourself skip to **Step 4**. If entering the Travel Authorization as the authorized delegate of another employee click the **Action**  icon next to your name and select **Change Employee**. Click the **Empl ID** or **Name** of the person for whom you are entering the Expense Report. If you are a delegate for a large number of people you can also search by the Employee ID or Employee Name. The Employee Name will be displayed at the top left of the screen.
4. On the **Travel Authorization Search** screen click **Add Travel Authorization**.





- The **Create Travel Authorization** screen will default to a blank form. In the middle of the page under **Details** there is two options. Accounting Default and Populate from Travel Authorization. The **Accounting Default** allows you to set the accounting default for the entire document. **Populate from Travel Authorization** allows you to populate the form details from an existing authorization. Use those if desired, or proceed to step 5 to continue with the blank authorization.

| Expense Type                | Amount | Currency | Accounting |
|-----------------------------|--------|----------|------------|
| Encumbrance - Domestic Trip |        | USD      |            |
| Encumbrance-Foreign Trip    |        | USD      |            |
| (Invalid Value)             |        | USD      |            |

- Type a short, meaningful description of the expense in the **Description** field (e.g., 2018 Recruiting Trip to Boston). This description is largely for personal benefit, as it will help to find this Travel Authorization in the future.
- Click the **Business Purpose** dropdown list. Select the entry in the list that most closely identifies the purpose of the trip. Scroll down in the list to find additional values.

- Click in the **Comments** field and describe the particulars of this travel authorization. The actual destination(s) **MUST** be entered along with whatever other details seem pertinent.
- Click on the **look up** icon for the **US State / Country From** field and select one of the following:



- Country – if for an international location
- State – if for a state other than Vermont
- County – if for a location in Vermont

10. Click on the **look up**  icon for the **US State / Country To** field and select one of the following:

- Country – if for an international location
- State – if for a state other than Vermont
- County – if for a location in Vermont

**NOTE:** If traveling to multiple destinations, select the first destination in the **US State/Country** field, and enter subsequent destinations in the **Comments** box.

11. Enter the beginning and end dates of the trip in the **Begin Trip Date** and the **End Trip Date** fields, or select the dates by clicking on the **Calendar** icons.


**NOTE:** These must be dates in the future.



\*Begin Trip Date  

\*End Trip Date   Trip Duration 1 Day

12. In the **Details** section select either **Encumbrance-Domestic Trip** or **Encumbrance-Foreign Trip** and enter the anticipated amount, in US Dollars, in the **Amount** field.

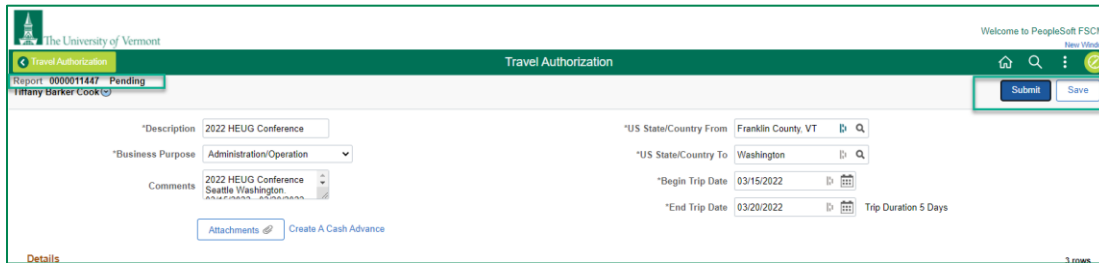
- Selecting and including all anticipated expenses together on one line will simplify the travel authorization. Some departments may require that anticipated expenditures be itemized on multiple lines. Ask the department business manager if uncertain.
- It is not necessary to delete lines that are initially unused. If you only enter an amount for one of the encumbrance lines the additional lines will be cleared upon submitting.
- If itemizing expenses, add lines by clicking the **Add**  icon and select an appropriate expense type instead of one of the two Encumbrance choices above.
- Required fields are denoted by an asterisk at the beginning of the column headings. Required fields vary by Expense Type.
- Mileage rate calculations can change at any time; **do not choose Mileage** as an Expense Type for a Travel Authorization. If mileage is chosen, it will produce an error message preventing the form from being saved or submitted. In lieu of mileage, choose **Ground Transportation**.

13. When using one of the Encumbrance expense types there is no need to adjust any of the details. If you choose to itemize your expenses you may need to add additional information by clicking the **Details** icon.

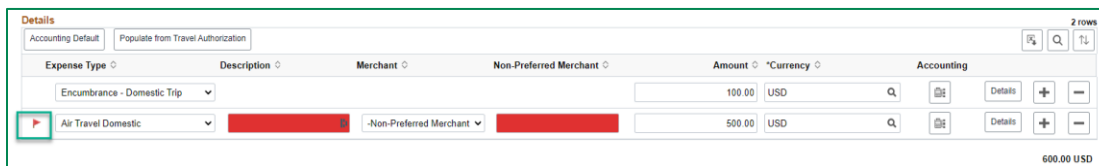
- Leave the **Billing Type** as **UVM Internal**.
- Select a **Payment Type** from the dropdown list. This represents the anticipated payment method for the projected expense (credit card or cash).




14. Click **Save**. This will generate a unique **Authorization ID**, with a status of **Pending**. The screen will change from **Create Travel Authorization** to **Modify Travel Authorization**.





15. When submitting, the system will check the projected expense lines for errors. A red flag will appear to the left of lines that contain errors. Any fields that need your attention are highlighted **red**. Correct errors before copying lines, saving, or submitting the Travel Authorization.



16. To correct errors, populate, or fix any fields highlighted red. Click the red flag to read the error message to determine which additional fields require attention. If the message states that there is a combo error for chartfields, it means that the chartstring used in the Travel Authorization is not valid in PeopleSoft.

17. Click the **Accounting Details**  icon to correct the problem. For guidance, speak with the departmental business manager for chartstrings related to operational expenses. For chartstrings related to grants, contact Sponsored Project Administration.

- To update chartfield values, enter the correct value, or click the **Look up**  icon to select the correct value from the **Search Results**. Adjust the entire chartstring as required.
- Never change the **Account** field. This automatically populates based on the Expense Type chosen.
- Valid chartstrings will contain, at a minimum, values in the Operating Unit, Department, Fund, Source and Function fields. If there are no values for the Program, Purpose and Property fields, these fields must contain zeros. Other fields not specifically mentioned here may be left blank, but these fields are required.
- If you have changed chartfield values and wish to restore your accounting defaults, click the **Delete**  icon on the line. The chartfield values will be set to your default chartstring.



The screenshot shows the 'Travel Authorization Distribution' window. At the top, it displays 'Expense Type' and 'Amount 500.00 USD'. Below this, there are 'Accounting Details' and a 'GL ChartFields' section with a 'Show All' button. A table lists accounting details with columns: Amount, Account, Oper Unit, Dept, Fund, Source, Function, and PC Bus Unit. The first row contains: 500.00, 60501, 01, 11011, 100, 000100, 000. A red box highlights the '+' icon in the Amount column.

18. To split this expense into two or more chartstrings, click the **Add** icon. This will insert an accounting line, populated with your default chartstring. Adjust the amounts and chartfield values on each line as needed, to reflect the portion of the expense that will be charged to each chartstring. The sum of the amounts in the split lines must equal the total for the projected expense.

This screenshot is identical to the previous one, but now the table contains two rows of accounting details. The first row remains: 500.00, 60501, 01, 11011, 100, 000100, 000. The second row is empty, with only the '+' icon in the Amount column highlighted by a red box.

19. To attach supporting documentation to the Travel Authorization, see the [Attach Documents](#) section.

20. A Cash Advance cannot be created until the Travel Authorization has been saved. The **Authorization ID** number is needed in order to fill out the **Cash Advance**.

To begin the creation of a Cash Advance at this time, click the **Create A Cash Advance** hyperlink in the middle of the page, just below the comments. When creating the Cash Advance from this point, it copies the Description and Business Purpose from the Travel Authorization. See the [Cash Advance User Guide](#) for more information.

21. When the Travel Authorization is complete, click **Submit**.

## Attach Documents to a Travel Authorization

The Attachment functionality is useful for receipts, scanned conference agendas, and additional supporting documentation. **SUGGESTION:** *It is best practice to first **Save** on the Travel Authorization, so that a number is assigned, before a document is attached.*

1. Click **Attachments**.

The screenshot shows the 'Travel Authorization' details page. It includes fields for Description (2022 HEUG Conference), Business Purpose (Administration/Operation), Comments (2022 HEUG Conference Seattle Washington), and various dates and locations. At the bottom, there are two buttons: 'Attachments' and 'Create A Cash Advance'. The 'Attachments' button is highlighted with a red box.

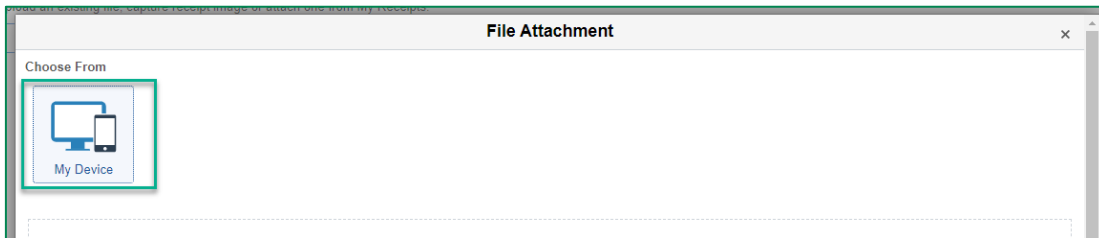




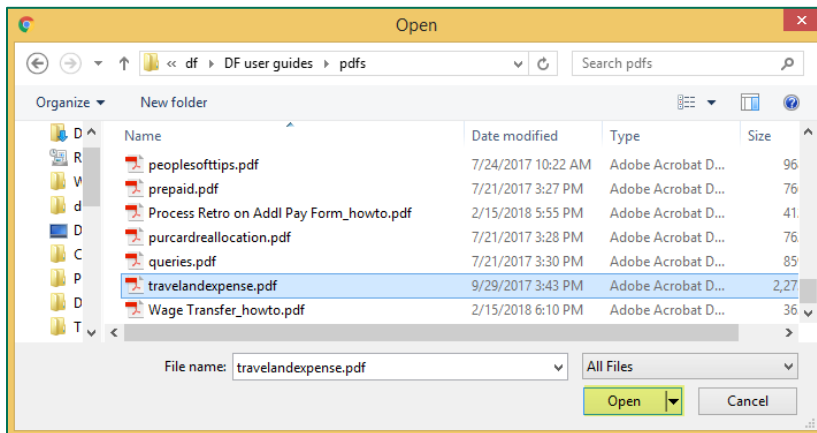
2. Click the **Add Attachment** button.



3. Click **My Device** to search for a file.



4. Navigate to the desired file. Press **Open**

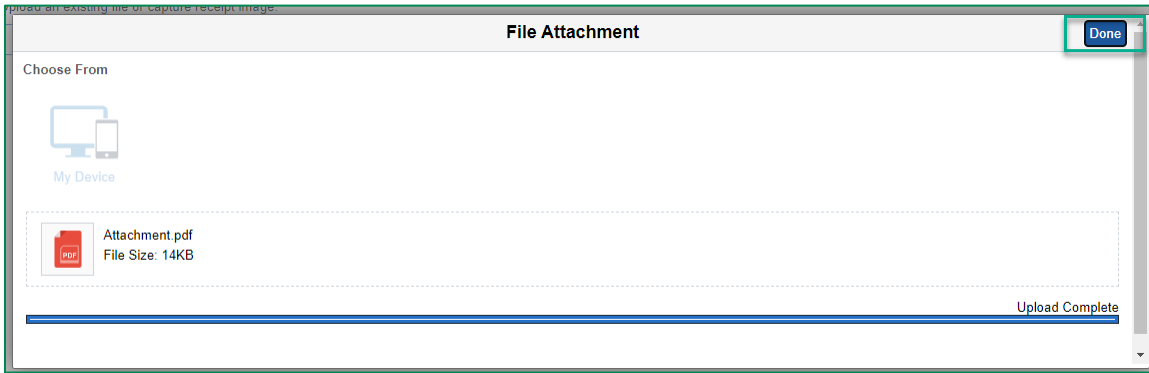


5. Click **Upload**.

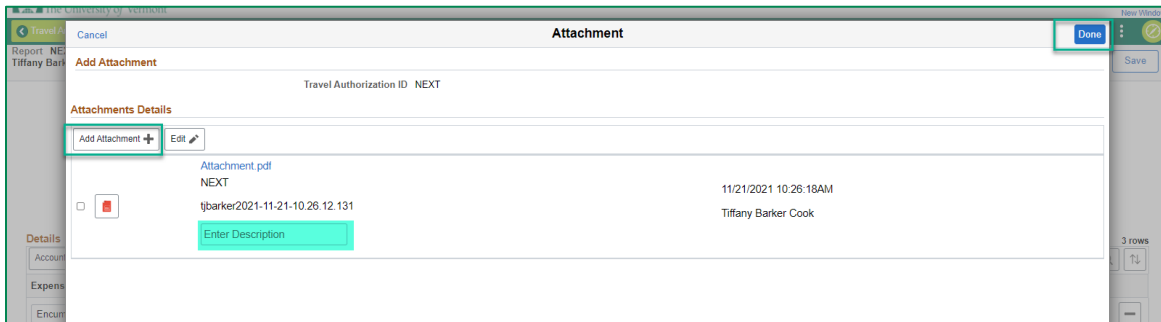




6. Click **Done**.



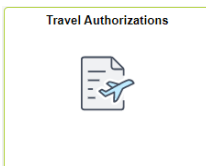
7. An additional **Description** can be added if desired. Click **Add Attachment** again if there are more documents to attach. When finished attaching documents, click **Done**.



### Modify a Travel Authorization

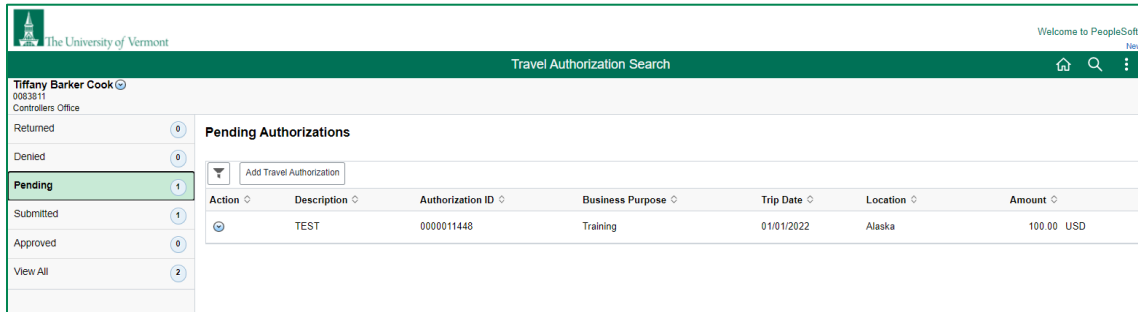
If a Travel Authorization has been either (1) created and saved, but not submitted, or (2) sent back by an approver, follow the instructions below to find it for modification and submission.

1. Log in to PeopleSoft through the [Financials login](#).
2. On the **UVM Employee Homepage** click the **Travel Authorizations** tile.





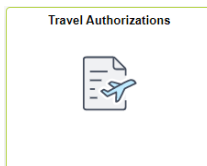
3. Choose one of the status options from the menu on the left that accurately describes the status of the authorization you are looking for.



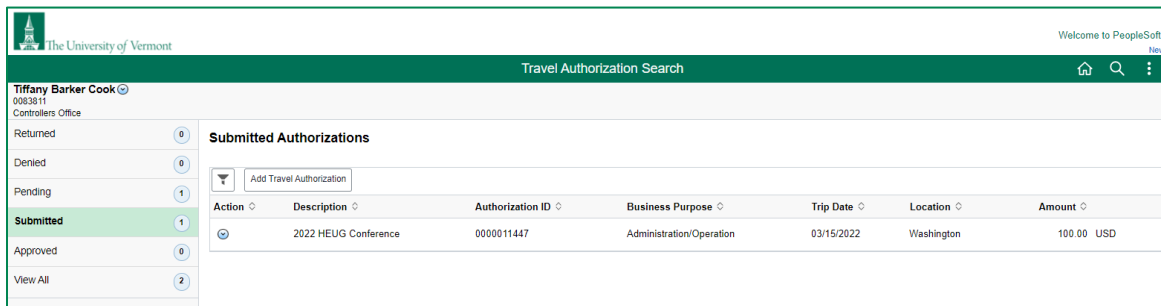
4. Click the **Authorization ID** of the report you wish to modify.
5. **Modify** the authorization (add, delete, or modify projected expenses) as appropriate. Reference the **Steps 6-21** in [Create a Travel Authorization from a Blank Form](#) if needed, making sure to submit the Authorization when complete.

## View a Travel Authorization

1. Log in to PeopleSoft through the [Financials login](#).
2. On the **UVM Employee Homepage** click the **Travel Authorizations** tile.



3. Choose one of the status options from the menu on the left that accurately describes the status of the authorization you are looking for.



4. Click the **Authorization ID** of the report you wish to view.





## Cancel an Approved Travel Authorization

The two most typical reasons for canceling a Travel Authorization are:

1. The trip was canceled, or
2. The expense report was created from a blank form or a template rather than from the travel authorization.
  - To cancel a Travel Authorization, the report must be approved. It may be canceled either before or after the departure date, but only while it is in **Approved** status.
  - The traveler or the traveler’s delegate(s) may cancel a Travel Authorization.

### Instructions to Cancel an Approved Travel Authorization

1. Log in to PeopleSoft through the [Financials login](#).
2. Use the navigator  to access the path: **Employee Self Service > Travel and Expenses > Travel Authorizations > Cancel**
  - **If the user is the traveler**, the page that opens will be titled, “**Cancel Approved Travel Authorization**,” and will list all of the travel authorizations that are in **Approved** status.
  - **If the user is the person who has been delegated entry authority for another individual**, select the appropriate name from the list.

- Click the **Look up**  icon to the right of the Employee ID field to bring up a list of employees for whom delegate entry authority is available. Choose the appropriate name from the list.
- Click the **Search** button to bring up all the Travel Authorizations under that employee’s name which are in **Approved** status.



- Place a checkmark in the **Select** box beside the Travel Authorization(s) to cancel.

| Select                              | Description | Authorization ID | Date From  | Date To    | Amount | Currency |
|-------------------------------------|-------------|------------------|------------|------------|--------|----------|
| <input checked="" type="checkbox"/> | BYE!        | 0000010052       | 11/05/2020 | 11/07/2020 | 1.00   | USD      |

- Click the **Cancel Selected Travel Authorization(s)** button. **NOTE:** Once the button has been clicked, it cannot be changed.
- A confirmation that the selected Travel Authorization has been canceled will appear. **NOTE:** Although the Travel Authorization was canceled, the message will say **Save Confirmation**.

The selected transaction(s) have been cancelled.

OK

- Click **OK** to confirm acknowledgment of the cancellation.

## Delete a Travel Authorization

In the following two situations, a Travel Authorization can be deleted:

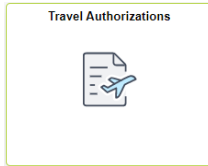
- If the Travel Authorization has been created but not yet submitted, or
- If the Travel Authorization has been submitted and withdrawn or sent back by the approver. In other words, if the creator has access to modify it, then they also have access to delete it.

The traveler or the traveler's delegate can delete a Travel Authorization.

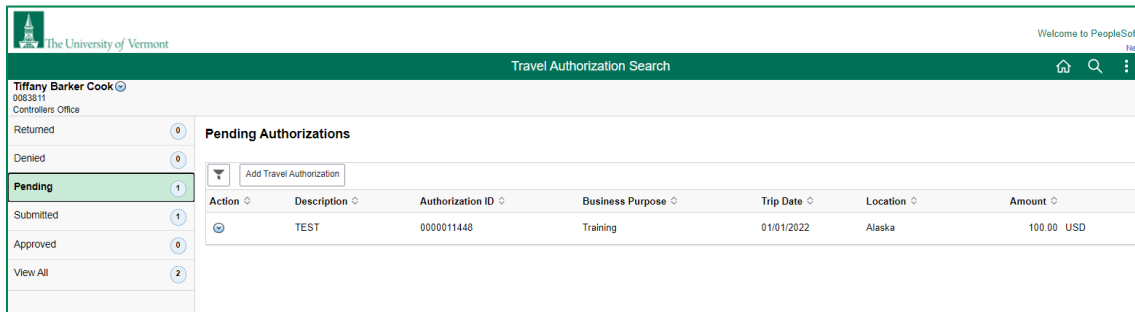
- Log in to PeopleSoft through the [Financials login](#).



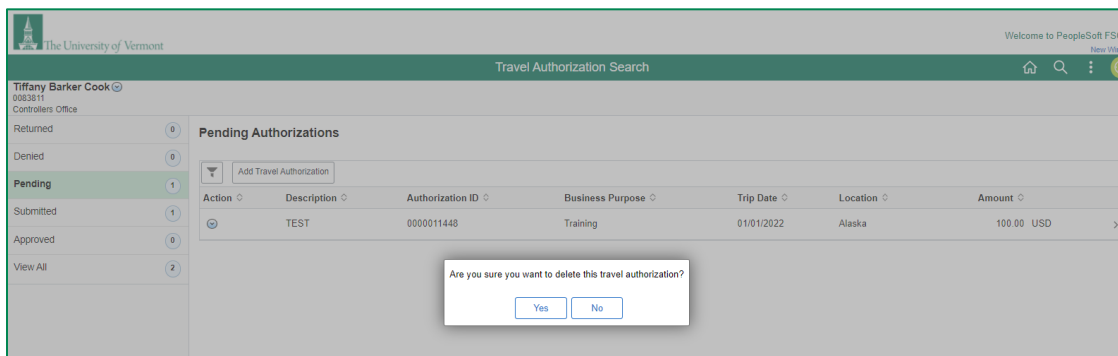
- On the **UVM Employee Homepage** click the **Travel Authorizations** tile.



- Choose one of the status options from the menu on the left that accurately describes the status of the authorization you are looking for.



- Click the **Action** icon next to the travel authorization you want to delete.
- Click **Delete Travel Authorization** from the action menu.
- A confirmation window will appear asking to confirm the deletion. Click Yes to delete or No to cancel.



## Frequently Asked Questions

### Travel and Expense Forms

#### How do I get reimbursed for work/travel-related expenses?

All reimbursable expenses incurred by employees must be submitted through the Travel and Expense Center in PeopleSoft. If trying to reimburse someone who is not a UVM employee, see [the Purchasing & Payment Methods Reference Guide \(PDF\)](#) for guidance.



### How do I know which form to use?

There are three forms in the Travel and Expense Center:

1. **Travel Authorization:** required to receive a cash advance, or to travel internationally outside of the United States or Canada. (**NOTE:** Some departments require a Travel Authorization prior to any travel, even if a cash advance is not needed—ask a business manager in the department if unsure.)
2. **Cash Advance:** required if traveling and need to take University money along for planned expenses.
3. **Expense Report:** required when there are expenses (travel or non-travel related) for which reimbursement is being requested.

### What if I don't seem to have access to Travel and Expense forms?

All University employees should have access to create Travel and Expense forms in PeopleSoft. Follow the instructions carefully, and ensure that the navigation is done precisely. It is particularly easy to think that the right item in the menu has been clicked, when it actually has not been.

Travel and Expense forms are available in the **PeopleSoft Financials** system, and the menu navigation is **Employee Self Service > Travel and Expense Center**. Enter a [Footprint](#) if issues are encountered.

## Travel Authorizations

### Why must one cancel a Travel Authorization that will not be used?

As soon as it is budget-checked, a Travel Authorization places an encumbrance against the budget that must somehow be removed. Typically, it is removed when the Travel Authorization is used as the basis for creating an expense report. However, when the typical process is not followed (an expense report is not created from the Travel Authorization, or the trip is canceled), the Travel Authorization must be removed from the system in order to remove the encumbrance from the budget.

### Can a Travel Authorization be canceled BEFORE it has been approved?

**No**, before it has been approved, a Travel Authorization cannot be canceled, but it can be deleted by the traveler or the traveler's delegate. See the section [Delete a Travel Authorization](#) of this guide.

**NOTE:** If a Travel Authorization was canceled due to the trip not taken, and there is an **approved** Cash Advance, then the **Cash Advance** needs to be either **canceled** (if funds were not received) or



**reconciled** (if funds were received - either by applying the funds to an expense report, or by returning them to Treasury Services).

Approved Cash Advances may only be **canceled** by the Disbursement Center. Contact them to cancel the Cash Advance if the money was not picked up. If the money was picked up, return the full amount to Treasury Services and the Disbursement Center will then **reconcile** the Cash Advance.

The Travel Authorization will still need to be canceled.

### **Can the Approver delete a Travel Authorization?**

**No**, but they have two choices:

- a. The approver can effectively close out a Travel Authorization by denying it. Open the Travel Authorization from the worklist and use the **Deny** button at the bottom of the page.
- b. The approver can return the Travel Authorization to the traveler so that the traveler or traveler's delegate can delete it. Open the Travel Authorization from the worklist and use the **Send Back** button at the bottom of the page. Using the Send Back button will NOT send a notification to the traveler or delegate who entered the report. The traveler or delegate will have to navigate through Employee Self Service.

### **Why is it necessary to delete or deny a Travel Authorization that will not be used?**

As soon as it is budget-checked, a Travel Authorization places an encumbrance against the budget which must somehow be removed. Typically, it is removed when the Travel Authorization is used as the basis for creating an expense report. However, when this process is not followed (an expense report is not created from the Travel Authorization), the Travel Authorization must be removed from the system in order to remove the encumbrance from the budget.

### **Can a Travel Authorization be deleted AFTER it has been approved?**

**No**, after it has been approved, a Travel Authorization cannot be deleted, but it can be canceled. See the section entitled [Cancel an Approved Travel Authorization](#) in this guide.

**NOTE:** The workflow for the approval of Travel Authorizations (like expense reports) is based on the department(s) being used in the chartstring. For example, if someone is traveling on another department's budget, that department's approver must approve their Travel Authorization.

### **Do I need a Travel Authorization?**

A travel authorization is needed if a department requires it, if planning to request a cash advance, or to travel internationally outside of the United States or Canada.





### **What if I create a Travel Authorization and decide not to use it?**

A Travel Authorization creates an encumbrance against the budget, which must be removed. (It is normally removed through the creation of an expense report.) In the case where a travel authorization is not used, it must be deleted by the creator prior to approval, or canceled by the Disbursement Center travel team after it has been approved. See [Cancel an Approved Travel Authorization](#). For more information, email the [Disbursement Center](#) or submit a [Footprint](#) ticket.

Apply the cash advance (the page is titled: Apply Cash Advance(s)). Take this page, along with the funds that are being returned, to Treasury Services. The page that is required to be printed displays all of the information that the cashiers will need in order to properly process these funds.

## **Resources/Help**

### **Help/Footprints**

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in [Footprints](#).

### **Helpful Links**

- [Cash Advances User Guide \(PDF\)](#)
- [Expense Reports User Guide \(PDF\)](#)
- [Travel Approvals User Guide \(PDF\)](#)
- [Purchasing & Payment Methods Reference Guide \(PDF\)](#)
- [Petty Cash User Guide \(PDF\)](#)
- [UFS Roadshow Training Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

### **Training**

- [UFS Roadshow Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

### **Relevant UVM Departments**

- [Disbursement Center Travel & Expense](#)



- [Purchasing Services](#)
- [Sponsored Project Administration](#)

### **Related Policies & Procedures**

- [Automobile Rental \(PDF\)](#)
- [Business Meal, Hospitality, and Amenity \(PDF\)](#)
- [Travel Accident Insurance \(PDF\)](#)
- [Travel \(PDF\)](#)

### **Suggestions? Updates?**

Send an email to [PS9-1Upgrade@uvm.edu](mailto:PS9-1Upgrade@uvm.edu).