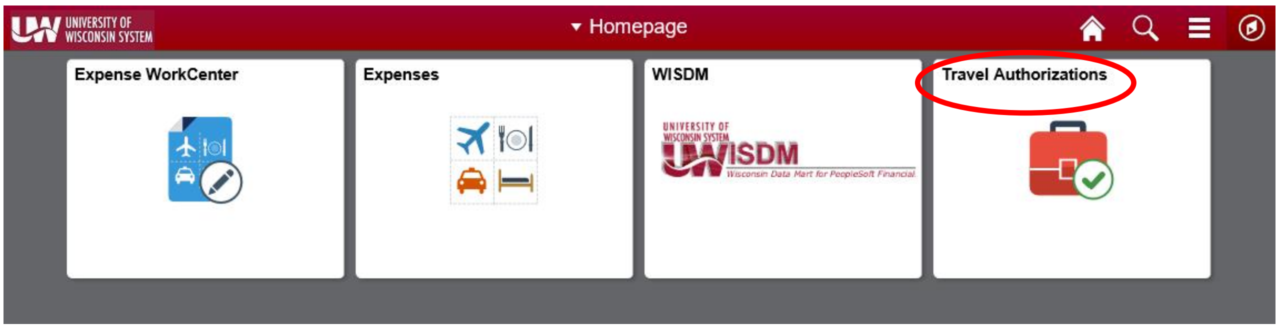
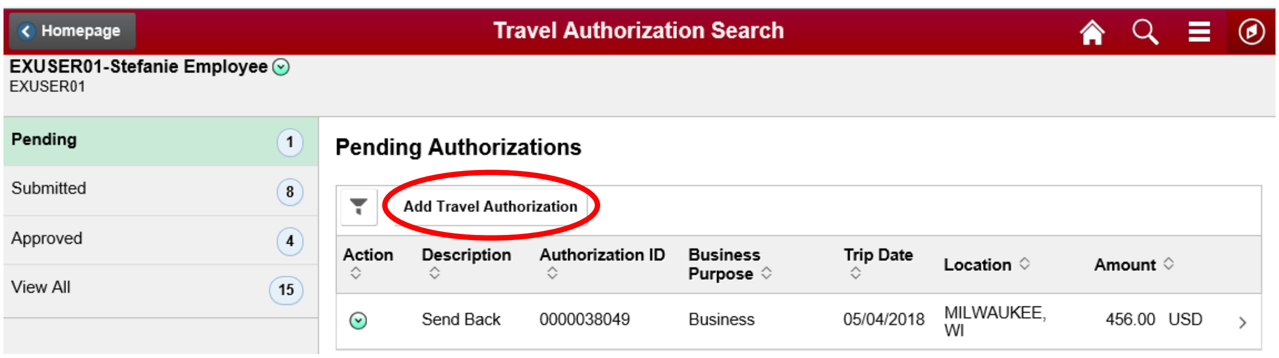
How to Work with Travel Authorizations in the Expense Module

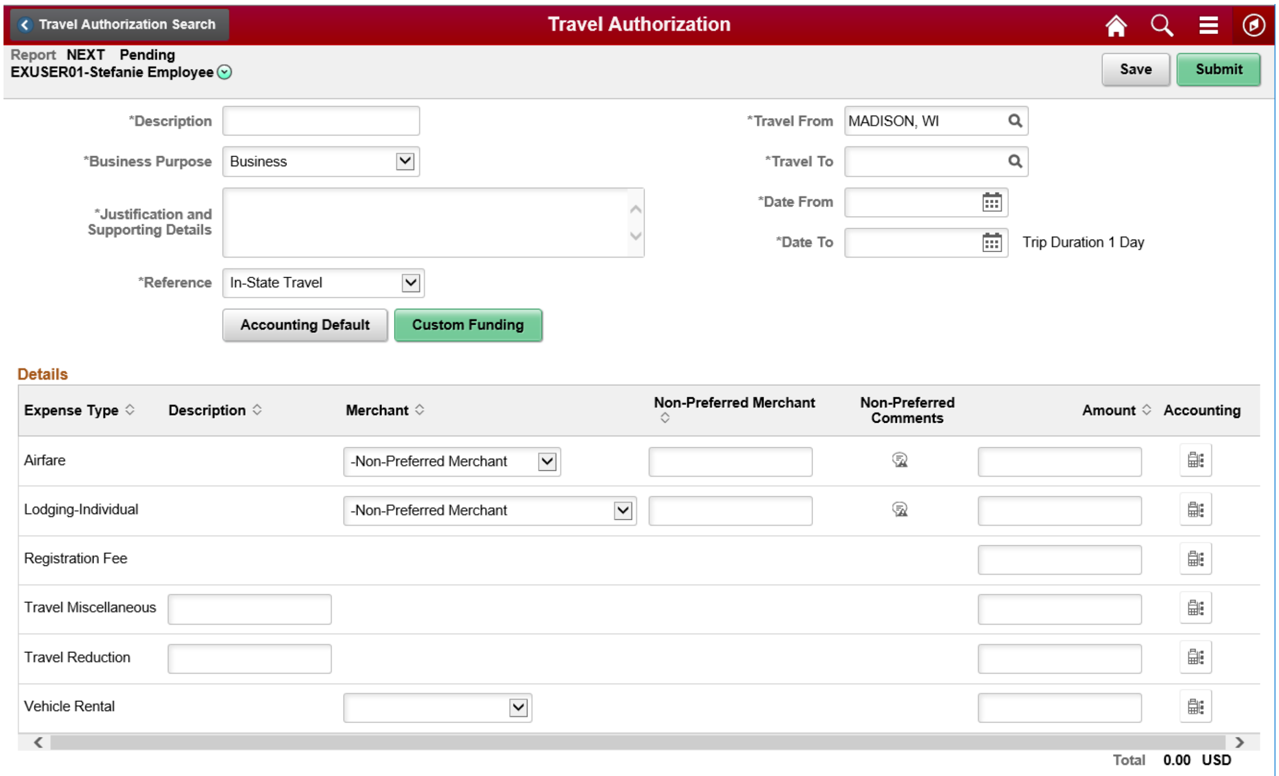
Travel Authorizations may be used to obtain departmental pre-trip approval. Travel Authorization requests include estimated expenses such as airfare, lodging, registration, etc. which can be copied to an expense report after the trip is completed.

1) Sign into the Expense Module. Click on **Travel Authorizations** tile from Home page. A Travel Authorization search page will appear.





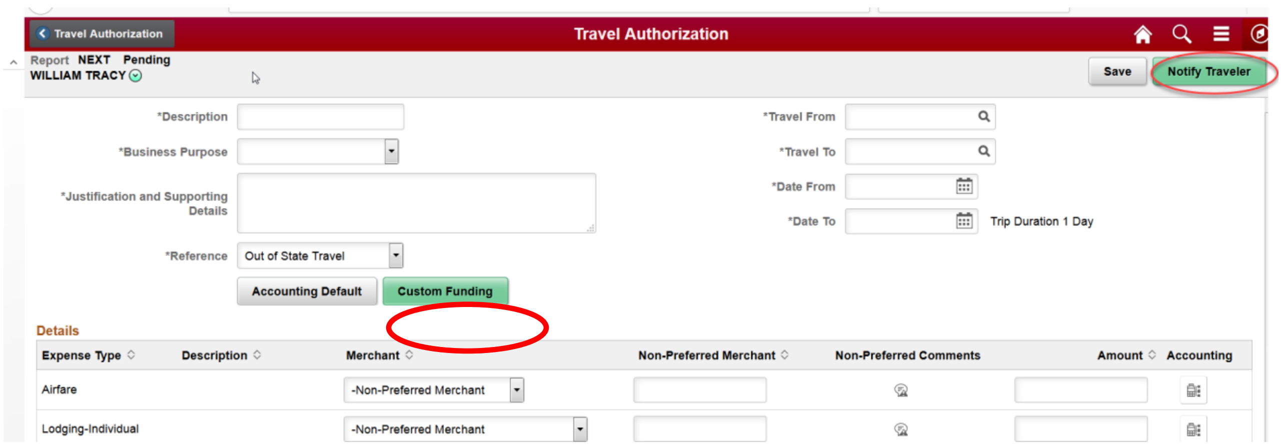
Note: *If designated as an alternate for another individual choose the down arrow next to the Traveler Name and select the appropriate traveler that this Travel Authorizations is being created for. If the desired traveler does not appear, see [How to Assign an Alternate in the Expense Module](#).*



2) Complete the *General Information Panel* with the following information:
   a. **Description:** Enter a brief description of the future trip in 30 characters or less.
   b. **Business Purpose:** Click on the drop-down arrow and select the category that best describes the official business purpose of the travel or expense. See [Business Purpose Descriptions for the Expense Module](#).
   c. **Justification and Supporting Details:** Enter a detailed description of the future trip including expense/travel justification and supporting details. This field allows an unlimited number of characters. ***Note:*** *All acronyms must be spelled out.*
   d. **Reference:** Click on the drop-down arrow and select the type of travel
   e. **Travel From/Travel To:** Enter the travel from/to location where the expenses will be incurred (e.g. San Diego, CA). To look up specific locations, enter the first three characters of the city name and click on the magnifying glass icon.

f. **Date From:** Enter a future date to reflect the departure date of the trip.
g. **Date To:** Enter a future date to reflect the return date of the trip.

3) Complete the *Details* section of the Travel Authorization request.
4) When entry is complete, proceed as follows:
   a. If entering for yourself or on behalf of a non-employee, verify the totals on the screen and click **Submit**.
   b. If entering on behalf of another employee, click **Notify Traveler.** The traveler must login to the Expense Module, click **Travel Authorization** in the Home page – locate the pending Travel Authorization, verify the totals on the screen that follows and click **Submit**.



Note:** If further entry is required, click **Save for Later. *To retrieve the existing Travel Authorization, click **Travel Authorization** in the Home page.*

After submission, the Travel Authorization is routed to the appropriate Approver. Travelers/Alternates will receive e-mail notification of Travel Authorization request approval or denial. If approved, the traveler/alternate will be able to create an expense report from the existing Travel Authorization after the completion of the trip by selecting **a Travel Authorization** from the *Approved Authorizations* using Action menu in the Travel Authorization Search.