3 ~~10 EASY~~ Fairly Complicated STEPS TO...

Create a Travel Authorization

These instructions are for requesting travel authorization prior to your trip.

Please note: These are TEMPORARY INSTRUCTIONS
to be used until the PDAC Budget has been resolved.

1. PART 1: OPENING A NEW TRAVEL AUTHORIZATION
   a. Log into CUNYfirst
   b. Select "Financials Supply Chain"
   c. Select "Employee Self-Service"
   d. Select "Travel and Expense Center"
   e. Select "Travel Authorization"
   f. Select "Create"

2. PART 2. GENERAL INFORMATION
   a. Description (required): This should be a brief description of the travel
      - Robotics Conference in Las Vegas
      - Literary Fiction Conference in Boston
      - Sustainability Workshop in Houston
   b. Business Purpose (required): select from the drop down menu
   c. Default Location
      i. Select the magnifying glass
      ii. Select "Advanced Look Up"
      iii. Under "Description" change the drop down menu to "contains"
      iv. Enter the city name
      v. Select "Look Up"
      vi. Select appropriate location from the resulting list
   d. Date From (required): first day of travel
   e. Date To (required): last day of travel
   f. Comment (required)
      i. ENTER THE TOTAL ESTIMATED COST OF YOUR TRIP
      ii. Add any details pertinent to your trip
   g. Attachments
      i. Select the "Attachment" link
      ii. Select "Add Attachment"
      iii. Select "Browse"
      iv. Find the document(s) in the pop up window
      v. Select "Okay"
      vi. Select "Upload"
      vii. If you need to attach additional documents return to Step 2.g.i., above
         - Attachments should be in PDF format.

- Attachments must include:
  - ✓ A signed PDAC Application
  - ✓ A brochure or other detailed information about the conference or workshop including dates and locations
  - ✓ A signed class coverage form

Please consider saving your work at this point by selecting "Save for Later;" we found that you may be "timed out" due to the length of this process and you don't want to have to start over every time.

3. PART 3: DETAILS *Each blank line represents an individual travel expense*

Please note: These are TEMPORARY INSTRUCTIONS to be used until the PDAC Budget has been resolved.

a. Enter TWO Line items, both exactly the same:
   i. Under "Expense Type" (required) select "***Misc Travel Expenses***"
   ii. Enter the anticipated date of the expense (required)
   Use the first date of travel
   iii. Enter the estimated amount (required)
   Enter ***$25.00*** (twenty-five dollars)
   iv. Select the "Payment Type" (required) from the drop down menu
   Unless otherwise instructed, the payment type is always "Empl (Employee) Paid"
   v. Select the "Billing Type" (required) from the drop down menu
   Unless otherwise instructed, the payment type is always "Empl (Employee) Paid"
   vi. Select the "Detail" (required) link
      1. In the "Description" (required) field enter the word "***proxy***"
      2. Verify that all other required fields are complete

b. Update the Accounting Details for each line item:
   i. Select the "Detail" link
   ii. Select "Accounting Detail"
      1. This is where you can change the Budget Line so that the appropriate account is used to pay for the travel
      2. Unless otherwise instructed, do not change any fields except "Dept"
      3. ***CHANGE ONE "MISC TRAVEL EXPENSE" TO THE PDAC CODE, CHANGE THE OTHER "MISC TRAVEL EXPENSE" TO YOUR DEAN'S OFFICE CODE***
      Enter the appropriate Budget Line in the "Dept" field
         i. Dean's Offices: SoAS: 80109
                             SoPS: 10240
                             SoTD: 10274
         ii. PDAC: Found on award letter. Enter Dept. and Sp. Init. codes
      4. Select "OK"
      5. Select "Return to Expense Report"

c. Select "Check for Errors"; errors will be noted with a pink flag

3 ~~10 EASY~~ Fairly Complicated STEPS TO...

      i. If you have any errors please correct them and return to Step 3.g., above

      ii. If you have no errors, please continue to Step 3.h., below

    d. Select "Submit"

      NOTE: Once a Travel Authorization has been submitted you cannot modify it. If you absolutely must make changes to a submitted Travel Authorization, you must request that your Supervisor reject ("Send Back") the Authorization.

What Happens Next?

Now that you have submitted your Travel Authorization, you may wonder what to do next.

    In no particular order:

1. Relax
2. Wait for your PDAC Award Letter
3. Travel

Once you have <u>BOTH</u> *completed your travel* <u>AND</u> *received your PDAC award letter*, you must enter your expenses within 10 (ten) business days. Failure to do so could result in a loss of funds.

For help entering your expenses and receipts, please see "10 Easy Steps to… Enter Your Expenses."