CUNYfirst
Fully Integrated Resources & Services Tool

Create Travel Authorization

- All out-of-town travel requires approved Travel Authorization prior to travel.
- Travel Authorization is approved by Supervisor and Department Approvers who ensure budget is set aside to reimburse Employee Paid expenses.

1. Navigate to Component

- Navigate to: ***Employee Self-Service > Travel and Expense Center > Travel Authorization > Create***

2. Identify Travel

- On **Travel Authorization Entry** page in **General Information** section, enter these fields:
- **Description** – identify trip in no more than 30 characters.
- **Comment** – enter purpose of trip.
- **Business Purpose** – select list item.
- Look up **Default Location** – Two digit code for State and then City.
- **Date From** – Departure date.
- **Date To** – Return date.
- Click **Save** button frequently.

3. Confirm Department Budget Account

- Click **Accounting Defaults** link to view ChartField (Department Budget) applied to every expense line.
- On **Accounting Defaults** page, as needed, modify default accounting ChartFields: GL Unit (Business Unit) and Dept (Department).
- Click **OK** button.

4. Enter Projected Costs

- On **Travel Authorization Entry** page in **Details** section enter the following fields for each line:
- **Expense Type** – select most appropriate list item. If employee is a PSC member, then select only PSC Expense Types.
- **Date** – enter future date that expense is expected to be incurred.
- **Amount** – enter total expected expenditure in dollars.
- Select matching **Payment Type** and **Billing Type** –
  - **CUNY Card/CUNY Paid** – will be charged to CUNY issued credit card
  - **Empl Paid** – employee will use own funds
  - **Non-reimbursable** – responsibility of employee.

5. Enter Projected Cost Details

- Click **Detail** link to display **Authorization Detail** page for **Expense Type**.
- **Description** – less than 250 characters.
- Based on Expense Type, enter related information in additional fields.

6. Change Department Budget for an Expense

- Separate expense lines are needed when travel expenses are split among departments.
- Click **Accounting Details** link.
- On **Accounting Details** page, modify GL (Business Unit), and Dept (Department) ChartFields.
- Click **OK** button.
- Click **Return to Travel Authorization Entry** link.

7. Add Expense Lines

As needed, click **Add a row** icon.

8. Upload Support Documentation

- Click **Attachments** link.
- **Travel Auth Attachments** page displays. Click **Add Attachment** button.
- **File Attachment** pop up displays. Click **Browse** button.
- Within CUNYfirst, your **Computer** folder displays. Navigate to document. Click **Open** button. Click **Upload** button.
- On **Travel Auth Attachments** page in **Attachment Description** field, enter a brief description of attachment.
- Click **OK** button.

9. Save or Submit Travel Authorization

- Click **Save for Later** or **Submit** button.
- Expense lines are checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected.
- If you click **Submit** button, then **Submit Confirmation** page displays. Click the **OK** button.

Cancel Travel Authorization

- An approved Travel Authorization that has not yet been copied to an Expense Report may be cancelled by the employee.
- The cancellation process runs a Budget Check to unencumber (release) the funds.

1. Navigate to Component

Navigate to: ***Employee Self-Service > Travel and Expenses > Travel Authorization > Cancel***.

2. Select Travel Authorization to Cancel

- On the **Cancel Approved Travel Authorization** page, select the checkbox of the **Travel Authorization/s** to cancel
- Click the **Cancel Selected Travel Authorization(s)** button.

3. Confirm Cancellation

- The **Save Confirmation** page displays. Click the **OK** button.
- The Travel Authorization Status updates to Closed.
- The Cancelled Travel Authorization is available to be deleted.

Create Expense Report

- All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City.
- Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

Prepare Receipts for Upload

1. Sort all receipts by Date and then Expense Types.
2. Affix receipts to 8½ by 11 paper.
3. On top of each sheet:
   a. Print file name.
   b. Print file description.
4. For each receipt, print:
   a. Expense Type.
   b. Date.
   c. Amount – in dollars and cents.
   d. Payment and Billing Type – CUNY, Empl or Non-reimbursable.
5. Scan page.
6. Create a folder named with trip description on your computer. Place all files of receipts and Travel Authorization support documentation files in folder.
7. Retain the originals.

1. Navigate to Component

- Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > Create***.

2. Copy in Travel Authorization

- **Expense Report Entry** page displays. When expenses are not travel related, go to Step 4.
- On **Quick Start** dropdown, select **A Travel Authorization** list item.
- Click **GO** button.
- On **Populate From A Travel Authorization** page, click Select button of Travel Authorization to be copied.

3. View Travel Authorizatio

- **Expense Report Entry** page displays. In the **General Information** section, click **Authorization ID** link to view associated Travel Authorization in pop-up window.
- After viewing, click **Close** button in upper right corner of pop up window.

4. Identify Expense Report

- On **Expense Report Entry** page in **General Information** section, as needed, enter these fields:
- **Description** – identify Expense Report in no more than 30 characters.
- **Comment** – enter Date and Time From and Date and Time To.
- **Business Purpose** dropdown – select list item.
- Look up **Default Location** – Two digit code for State and City.
- **Date From** – Departure date.
- **Date To** – **R**eturn date.
- Click **Save** button frequently.

5. Confirm Department Budget Account

- Click **Accounting Defaults** link to view the ChartField (Department Budget) applied to every expense line.
  - On **Accounting Defaults** page, as needed, modify GL (Business Unit), and Dept (Department) ChartFields.
- Click **OK** button.

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6. Enter Actual Costs

- On **Expense Report Entry** page in **Details** section enter the following fields for each line:
- **Expense Type** – select most appropriate list item. If employee is a PSC member, then select only PSC Expense Types.
- **Expense Date** – enter date expense was incurred.
- **Amount Spent** – enter actual expenditure in dollars and cents.
- Select matching **Payment Type** and **Billing Type** –
  - **CUNY Card/CUNY Paid** – charged to CUNY issued credit card
  - **Empl Paid** – employee used own funds
  - **Non-reimbursable** – responsibility of employee.

7. Enter Cost Details

- Click **Detail** link to display **Authorization Detail** page for **Expense Type**.
- **Description** – less than 250 characters.
- Based on Expense Type, enter related information in additional fields.

8. Change Department Budget for an Expense

- Separate expense lines are needed when travel expenses are split among departments.
- Click **Accounting Details** link.
- On **Accounting Details** page, modify GL (Business Unit), and Dept (Department) ChartFields.
- Click **OK** button.
- Click **Return to Travel Authorization Entry** link.

9. Add Expense Lines

As needed, click **Add a row** icon.

10. Upload Support Documentation

- Click **Attachments** link.
- **Expense Attachments** page displays. Click **Add Attachment** button.
- **File Attachment** pop up displays. Click **Browse** button.
- Within CUNYfirst, your **Computer** folder displays. Navigate to document. Click **Open** button. Click **Upload** button.
- On **Expense Attachments** page in **Attachment Description** field, enter a brief description of attachment.
- Click **OK** button.

11. Save or Submit Expense Report

- Click **Save for Later** or **Submit** button.
- Expense lines are checked for errors. The Expense Report cannot be saved or submitted until all errors are corrected.
- If you click **Submit** button, then **Submit Confirmation** page displays. Click the **OK** button.

View Expense Report

- View your Expense Reports with Approver comments.

1. Navigate to Component

- Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > View***.

2. Search for Your Expense Report

- The **Expense Report** search page displays. Click the **Search** button.
- The **Search Results** display. Click link of Expense Report to be viewed.

3. View Approver's Comments

- Click red link with first 30 characters of comments.
- Click **Return** button.

4. View Travel Authorization

- Click **Authorization ID** link.
- Travel Authorization for this Expense Report displays in new window.
- After viewing the Travel Authorization, click **Close** button in upper right corner of window.

5. View Attachments

- Click **Attachments** link.
- **Expense Attachments** page displays. In **File Name** column, click link of attachment to be viewed.
- Attachment file pops up in new window.
- When you have finished viewing the file, click **Close** button in upper right corner of window.
- Click **OK** button.

6. View Expense Line Details

- In **Details** section for any expense line, to view the Description and additional fields related to the Expense Type, click the **Detail** link.
- The **Expense Detail** page for the selected expense line displays. To view the ChartFields, click the **Accounting Detail** link.
- Click **OK** button.
- Click **Return to Expense Report** link.