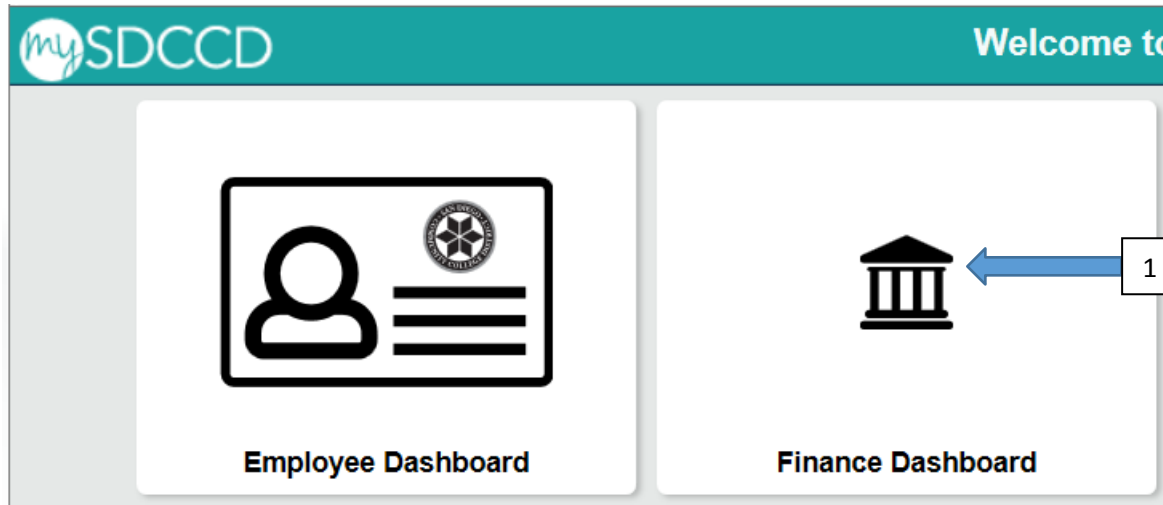
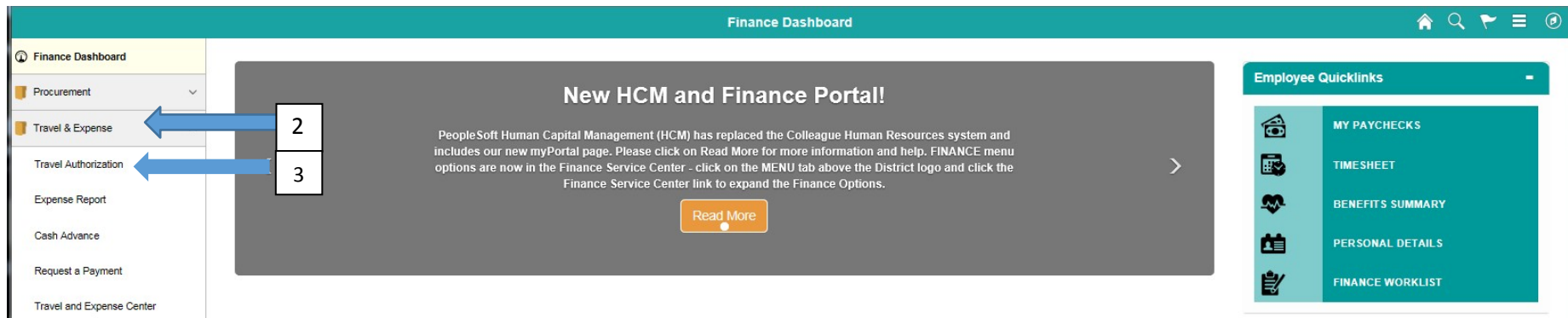


CREATING A TRAVEL AUTHORIZATION

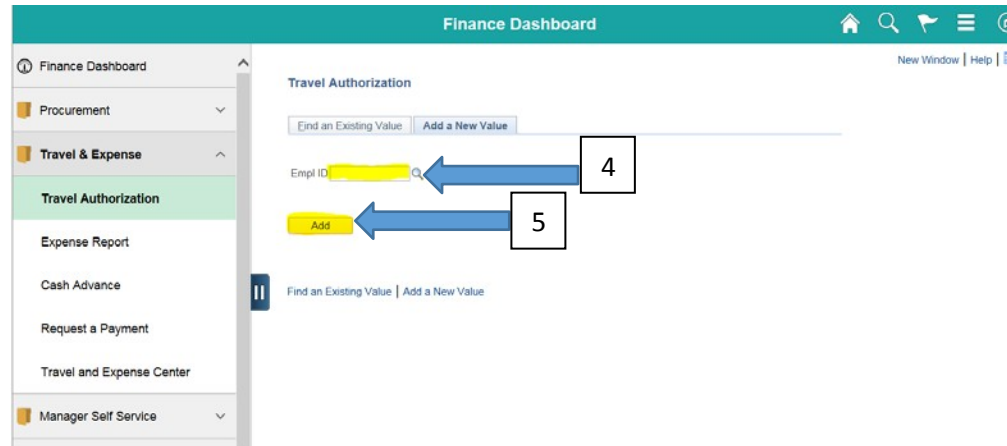
Log into PeopleSoft at myportal.sdccd.edu using your 10 digit Employee ID number as your User ID & password that you set up. NOTE: This is not the same as your computer login information.



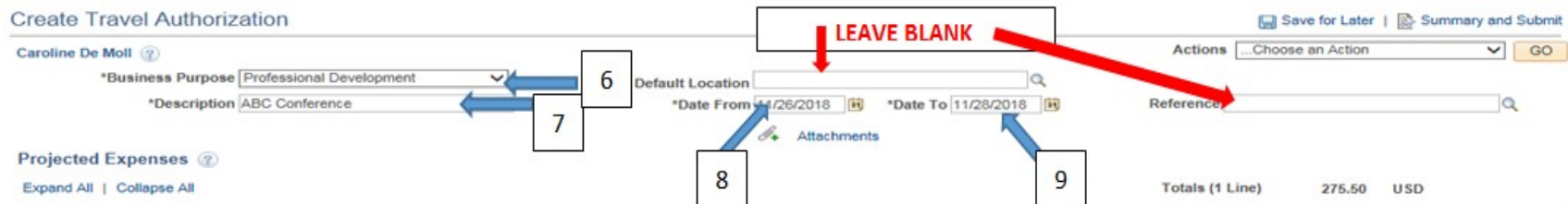
Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Travel Authorization



Be sure that the “Add a New Value” tab is highlighted. Enter your 10-digit Employee ID. NOTE: If you are inputting travel as a delegate for another person, be sure that the ID # in the Employee ID field is the ID # of the traveler. Then click “Add” button to create a Travel Authorization. *



Select the appropriate “Business Purpose”. Put Conference Name into the “Description” field. Enter the travel dates - “Date From” & “Date To”.



Expense Types:

- | | | | |
|----------------|----------------------------------------------|---------------------------------------------------------|---------------------------------|
| Air Travel | Rental Car | Automobile Mileage (Use of personal vehicle) | Miscellaneous (such as): |
| Conference Fee | Gasoline (for Rental car) | Meals and Incidentals (not included at Conference) | - Parking Fees (Airport/Hotel) |
| Hotel/Lodging | Internet Charges (for College Business only) | Maximum per diem rate is \$46.00 | - Shuttle/Taxi/Uber/Lyft |
| | | \$10 for Breakfast; \$15 for lunch; and \$21 for Dinner | - Supplies Needed |

Payment types:

- **Employee paid:** means you will pay the expense out of pocket using your own means such as a personal credit card, check or cash and get reimbursed after you return from travel.
- **Prepaid:** is an option for hotel, conference and/or airfare only. You will have to “Request a Payment” to have these expenses paid directly by the district. Since it takes about 2 weeks to generate a payment of this type, be sure to submit your TA needs at least 3-4 weeks prior to your travel date to ensure timely payment to supplier. Steps to create a Request for Payment are located beginning on page 9.

Begin entering your projected expenses by selecting first date of the conference, the appropriate expense type, a short description of the expense type, and appropriate payment type (employee paid or prepaid – See below) and amount*. Then click on Accounting Details to enter the budget number. Type in the Fund, Department and Product.

Create Travel Authorization Save for Later | Summary and Submit

Caroline De Moll Actions: Choose an Action | GO

*Business Purpose: Professional Development
 *Description: Carrie De Moll_2018-11-13
 Default Location:
 *Date From: 11/26/2018 *Date To: 11/28/2018
 Reference:
 Attachments

Projected Expenses

Expand All | Collapse All

		Totals (Line)	275.50	USD
10	*Date: 11/26/2018	*Expense Type: Air Travel	*Description: RT to San Jose	*Payment Type: Employee Paid
	*Billing Type: Internal Dis	Ticket Number: XYZ123456	*Amount: 275.50	Currency: USD
	Accounting Details			14
For Air Travel: You will be required to enter the ticket #				15
		Totals (1 Line)	275.50	USD

Once your first expense line is entered, click on “Choose an Action”. Select “Default Accounting” and click go. Enter the budget number Fund, Dept and Product. Click OK. This will establish the same budget number being used for each line of the Travel Authorization.

Create Travel Authorization

Accounting Defaults

Authorization ID NEXT

Accounting Summary													
%	*GL Unit	Fund	Dept	Product	Oper Unit	PC Bus Unit	Project	Activity	Affiliate	Fund Affil	Subcategory	Category	Source Type
100.00	MIR01												

Add ChartField Line | Load Defaults

OK

User Defaults

You will be brought back to the first page of your TA. Click on the "Save for Later". This will generate your TA ID #

Modify Travel Authorization

Caroline De Moll

*Business Purpose: Professional Development

*Description: Carrie De Moll_2018-11-13

Default Location:

*Date From: 11/26/2018 *Date To: 11/28/2018

Authorization ID: 000006495 Pending

Reference:

Attachments

Actions: ...Choose an Action GO

Save for Later Summary and Submit

To add additional expense lines, click the "+" sign at the end of the row.

Create Travel Authorization

Caroline De Moll

*Business Purpose: Professional Development

*Description: Carrie De Moll_2018-11-13

Default Location:

*Date From: 11/26/2018 *Date To: 11/28/2018

Reference:

Attachments

Actions: ...Choose an Action GO

Save for Later Summary and Submit

Expand All | Collapse All

						Totals (1 Line)	275.50	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency			
11/26/2018	Air Travel	RT TO SAN JOSE	Employee Paid	275.50	USD			
*Billing Type: Internal Dis								
Ticket Number: XYZ123456								
Accounting Details								

Expand All | Collapse All

Depending on the expense type, Peoplesoft will ask for supplemental information. (For Automobile Mileage, enter round trip miles to the nearest whole mile); For Hotel/Lodging you will need to enter a nightly rate). Be sure to include taxes and fees.

Create Travel Authorization

Caroline De Moll

*Business Purpose: Professional Development

*Description: Carrie De Moll_2018-11-13

Default Location:

*Date From: 11/26/2018 *Date To: 11/28/2018

Reference:

Attachments

Actions: ...Choose an Action GO

Save for Later Summary and Submit

Expand All | Collapse All

						Totals (2 Lines)	275.50	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency			
11/26/2018	Air Travel	RT TO SAN JOSE	Employee Paid	275.50	USD			
*Billing Type: Internal Dis								
Ticket Number: XYZ123456								
Accounting Details								
11/26/2018	Automobile Mileage	RT to airport	Employee Paid	0.00	USD			
*Billing Type: Internal Dis								
*Miles: <input type="text"/> x 0.5450								
Accounting Details								

Expand All | Collapse All

Automobile mileage needs to be calculated starting from Miramar College to your destination and back to Miramar, unless the distance from your home to destination is closer.

MAXIMUM PER DIEM AMOUNT FOR MEALS:

Breakfast \$10/Day Lunch \$15/Day Dinner \$21/Day

When entering Meal Expenses, you may only claim meals not included as part of your Conference Fee. Check your Conference Agenda to determine which meals are not included. You will need to enter a separate line for each day you are claiming meals. If your travel is for 3 days and you are claiming meals for each day, you need to enter 3 lines with different dates

11/26/2018	Meals & Incidental Expenses	*Lunch & Dinner	Employee Paid	36.00	USD
11/27/2018	Meals & Incidental Expenses	*Breakfast, Lunch & Dinner	Employee Paid	46.00	USD
11/28/2018	Meals & Incidental Expenses	*Breakfast	Employee Paid	0.00	USD

Annotations:

- Blue box: "Enter which meals each day covers" (points to meal type dropdowns)
- Red box: "Enter total amount for the daily meals" (points to daily amount input fields)

Information entered on your TA does not automatically save. It is recommended that you click [Save for Later](#) regularly to ensure everything is successfully saved along the way.

You will need to attach your support documents (Approved Travel and PDC Request Form-signed, Reservation Documents, Conference Agenda and Mileage Verification (GoogleMap or Mapquest etc.). **NOTE: Multiple attachments may all be scanned first into a single document allowing you to upload just one attachment rather than numerous separate ones. You need to browse, select a document and then upload.**

The screenshot displays the 'Create Travel Authorization' interface. At the top, the user 'Caroline De Moll' is logged in. The 'Business Purpose' is set to 'Professional Development' and the 'Description' is 'ABC Conference'. The 'Date From' is 11/26/2018 and 'Date To' is 11/28/2018. The 'Default Location' is empty. The 'Projected Expenses' section shows a total of 275.50 USD for 'Air Travel' on 11/26/2018. The 'Attachments' section is highlighted with a blue arrow pointing to the 'Add Attachment' button. A 'File Attachment' dialog box is open, showing the file name 'Mileage from Miramar to Airport.PNG' and a 'Browse...' button. A blue arrow points from the 'Browse...' button to a text box that says 'Select from a saved document; then upload.' Another blue arrow points from the 'Upload' button in the dialog back to the 'Add Attachment' button in the main interface. Below the dialog, the 'Travel Auth Attachments' table is visible, showing the uploaded file 'Mileage_from_Miramar_to_Airport.PNG'.

Click  Save for Later | **one last time!**

You are now ready to submit your TA. Double check your work first. If everything has been saved and looks correct. Click the “Summary and Submit” button.

Modify Travel Authorization

Save for Later **Summary and Submit**

Caroline De Moll

Actions ...Choose an Action GO

*Business Purpose Professional Development

Default Location

Authorization ID 0000006495 Pending

*Description Carrie De Moll_2018-11-13

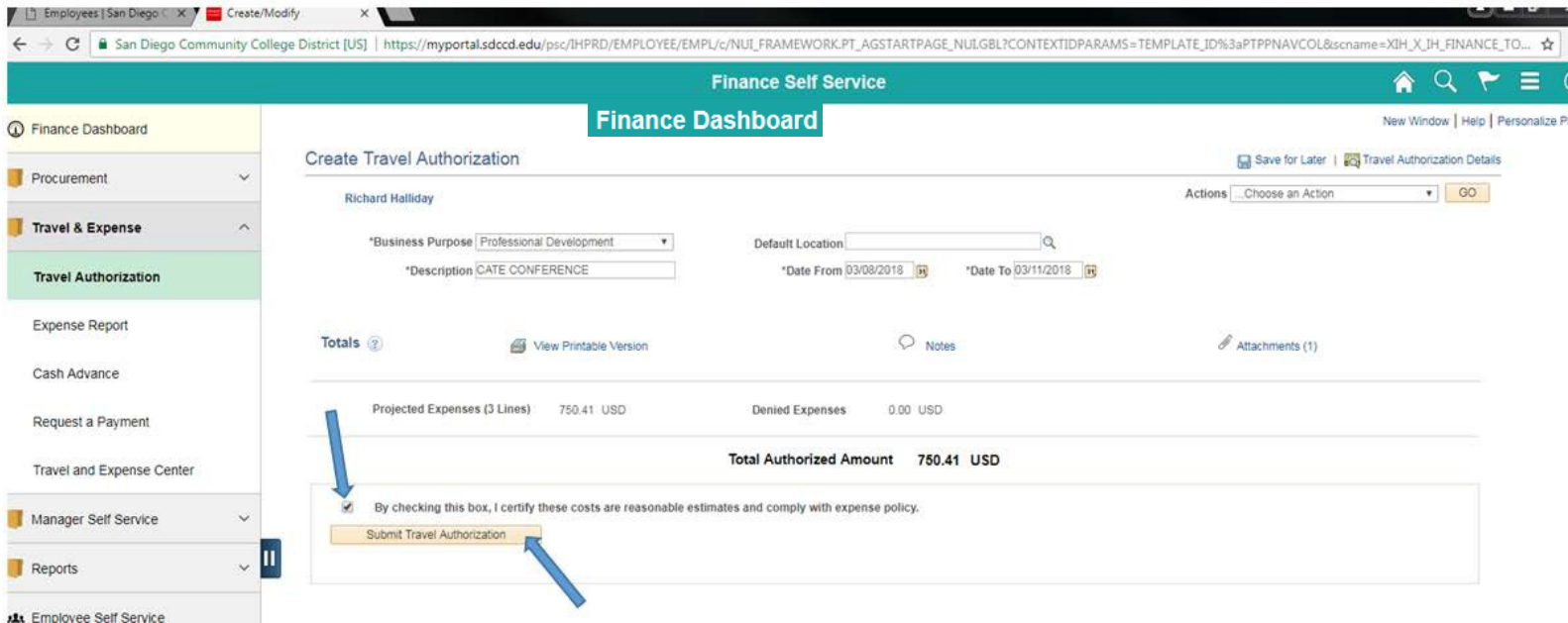
*Date From 11/26/2018 *Date To 11/29/2018

Reference

Attachments

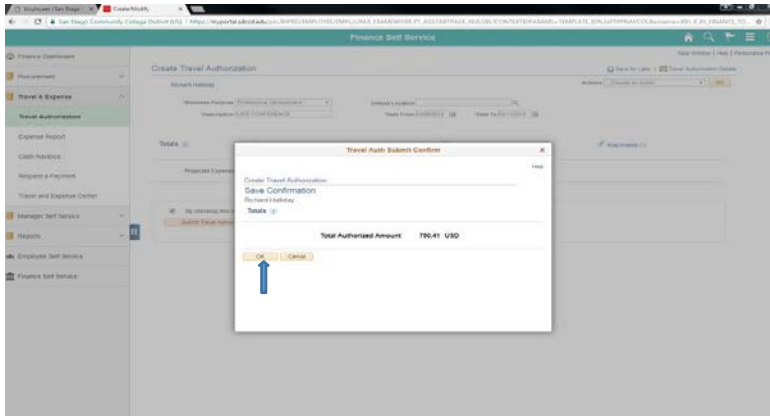
NOTE: Once a TA has been submitted, you will not be able to go in and edit it unless an approver sends it back to you for revision.

Checkmark the gray box certifying the costs are reasonable estimates and comply with expense policy and then click “Submit Travel Authorization.

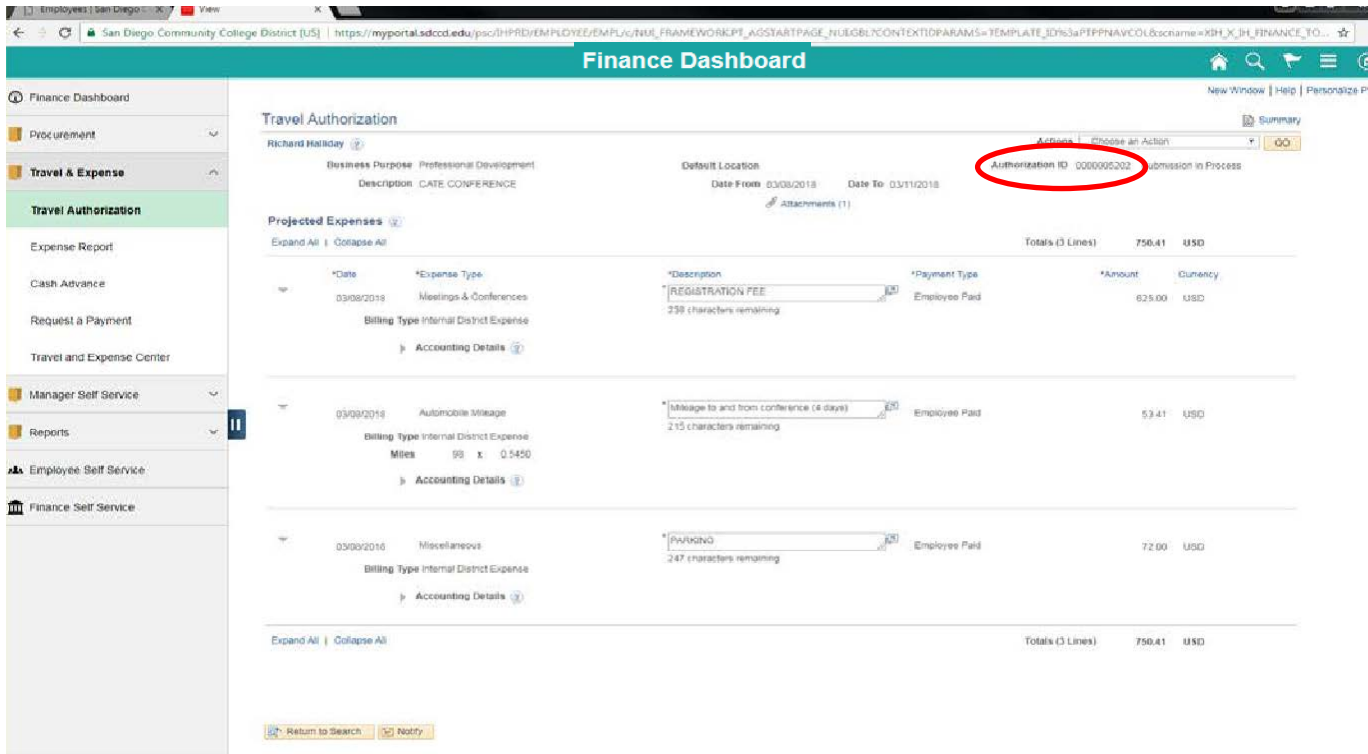


NOTE: Your TA is NOT considered approved until you receive the system-generated email from the Campus President. Be sure to check your email. If you haven't received this email at least a day or two before you travel, please contact the Business Office immediately.

Click Ok.



You should be re-directed to this page. Please note your Authorization ID # for reference later.



REQUESTING A PAYMENT

If you selected Prepaid as your Payment Type for your Hotel or Conference Fees follow these additional steps.

1. Check to see if your hotel and/or conference organizer are approved suppliers in PeopleSoft. If you do not have access to Suppliers contact the Business Office x 7815 and the Travel Liaison will check for you.
2. If the payee is an approved supplier with the correct address on file, skip steps 3 & 4.
3. If the payee is not an approved supplier, you will need to obtain a current W-9 and Supplier Intake Form from them. Forms are available at the following link: <https://sdmiramar.edu/services/budget/purchasing>.
4. Once you have the completed forms, return them to the Business Office for processing. You will be notified once the supplier is approved.
5. Select Request a Payment. Click the Create button

The screenshot displays the 'Payment Request Center' interface. On the left, a navigation menu includes 'Finance Dashboard', 'Procurement', 'Travel & Expense', and 'Request a Payment' (highlighted with a blue arrow). The main area shows a 'Request Summary' for the period 03/11/2018 to 06/09/2018 and a 'Recent Messages' section. A 'Create' button is highlighted with a red arrow. Below this is a table with the following columns: Request, Entered Dstetime, Invoice Number, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay.

NOTE: For PREPAID AIR TRAVEL – You do NOT need to complete a Payment Request. Contact BALBOA TRAVEL once your TA has been approved. Telephone: 800-315-1369 or 858-678-3742. Email: sdcommunitycollege@balboa.com

STEP 1: SUMMARY INFORMATION

The Invoice Number is to be entered as "TA" followed by the last 5 numbers of your TA. Example: **TA14567** (Do not enter any dashes or spaces). Enter a description (i.e., Hotel/Lodging or Conference Fee) Add an attachment: Upload a document (Reservation/Registration Confirmation) clearly indicating amount to be paid including taxes.

Enter *Cost Sub Total – Amount before tax or other charges listed. Additional charges if any should be entered on the remaining lines. The system will total these for you. Click "Save for Later" and then click next.

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Exit Save for Later | Next ▶

Summary Information - Step 1 of 4

Instructions ?

*Business Unit

Request ID

*Invoice Number

*Invoice Date

Entered By Carrie De Moll

Entered Datetime 08/09/2018 8:51AM

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Attachments (0)

Total Amount

*Currency

Notes/Comments

254 characters remaining

Exit Save for Later | Next ▶

STEP 2: SUPPLIER INFORMATION

Enter Supplier's name, and then click Search. If more than one location pops up, select the one that applies to you. Click "Save for Later" and then "Next".


Payment Request

Summary Information **Supplier Information** Invoice Details Review and Submit


Exit Save for Later Previous Next

Supplier Information - Step 2 of 4

Business Unit MIR01 Invoice Number TA4567 Entered By Carrie De Moll
Request ID Invoice Date 06/09/2018 Entered Datetime 06/09/2018 8:51AM

Country USA 

Supplier ID

Supplier Name 

Exit Save for Later Previous Next

STEP 3: ADD LINES

Payment Request

Summary Information Supplier Information **Invoice Details** Review and Submit


Exit Save for Later Previous Next

Invoice Details - Step 3 of 4

Instructions ?

Business Unit MIR01 Invoice Number TA4567 Entered By Carrie De Moll
Request ID Invoice Date 06/09/2018 Entered Datetime 06/09/2018 8:51AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
------	-------------	----------	------	------------	-------------



*Cost Sub-Total
Misc Charge Amount
Freight Amount
Tax Amount

Total Amount 409.50 *Currency USD

Exit Save for Later Previous Next

STEP 4: UPDATE LINE

Enter description on line 1.

*Line Amount = Total amount of invoice

Accounting Details: enter the Amount and ONLY the GL Business Unit, Fund Code and Account # as follows:

Quantity: 1 (*Amount – Must match *Line Amount)

GL Business Unit: MIR01

Fund Code: This # is the fund that your travel will be charged to. This fund # should match the fund # listed on the associated TA.

Account: Use the account code **9252 for Conference Fee** and **9254 for Hotel Fee**.

Line	Description	Quantity	Unit	Unit Price	*Line Amount
1	HOTEL LODGING				350.00

Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Product	Account	Operating Unit	PC Business
1	1.0000	350.00	MIR01	1110			9254		

STEP 5: REVIEW AND SUBMIT:

Review information; make any changes. Click “Save for Later” one last time. This will generate a Payment Request ID number (red arrow). Click submit. It will take approximately 7-10 days for payment to go out to your Hotel/Conference. Follow up before travelling that payments have been received by suppliers.

Finance Dashboard

Payment Request

Summary Information | Supplier Information | Invoice Details | **Review and Submit**

Review and Submit - Step 4 of 4

Business Unit: MIR01 | Invoice Number: TA44567 | Entered By: Carrie De Moll
Request ID: [Red Arrow] | Invoice Date: 05/09/2018 | Entered Datetime: 05/09/2018 8:51AM

Description: HOTEL LODGING
Supplier: MARRIOTT LOS ANGELES BURBANK AIRPORT
Total Amount: 409.50 USD
Request Status: New

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.

Review | Submit | Save for Later | Previous

NOTE: PAYMENT(S) WILL NOT BE PROCESSED UNTIL AFTER YOUR TA IS APPROVED.