

# Create a Non-Tax Levy Travel Authorization

**NOTE:** Once travel has been completed, the Travel Authorization can be copied into the Expense Report. There is a one to one relationship between a Travel Authorization and an Expense Report. Therefore, a Travel Authorization can be used for only one Expense Report.

Expense User

**STEP#1:** From the Enterprise Menu, click on the *Financials Supply Chain* link. Navigate to Employee Self-Service > Travel and Expense Center > Travel Authorization > Create

**STEP#2:** You **MUST** choose your appropriate **GL Business Unit** as the first step before entering any other data element.

Look Up GL Business Unit

Search by: GL Business Unit begins with

Look Up Cancel [Advanced Lookup](#)

**Search Results**

View 100 First 1-2 of 2 Last

GL Business Unit	Empl ID
<a href="#">BKL01</a>	23229040
<a href="#">BKL55</a>	23229040

Create Travel Authorization

Accounting Defaults

Jennifer Cherrier

[User Defaults](#)

Authorization ID: NEXT

GL Business Unit **BKL55**

Quick Start: A Blank Authorization

If required, update to the correct business unit

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:  [Attachments](#)

[Accounting Defaults](#) More Options:

**STEP#3:** Complete the General Information section:

- **Description:** Enter a brief description to identify this travel event. Up to 30 characters.
- **Comment:** Enter any additional clarifying information about the travel event.
- **Business Purpose:** Select the most appropriate reason for the travel event.
 

- Conference
  - Emergency Travel
  - Equipment Transportation
  - Legal Proceedings
  - Meeting
  - Non-Travel Expense
  - Routine Travel
  - Site Visit
  - Training and education travel
  - Travel for Audit
  - Union Business
- **Default Location:** Search for the location code for the travel event. Use the magnifier glass and click on Advanced Lookup hyperlink and change the Description dropdown to 'Contains' and enter the City or State name. Click Look up.
- **Date From and Date To:** All Travel Authorizations MUST be future dated. Enter the Start and End date of the travel event.

**Create Travel Authorization**

**Accounting Defaults**

Kosal Path

[User Defaults](#)

Authorization ID: NEXT

Quick Start:

GL Business Unit

**General Information**

\*Description:  **Comment:**

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:  [Attachments](#)

[Accounting Defaults](#) **More Options:**

**Details** Personalize | Find | | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

**STEP#4:** Optional – you may review your NTL Travel & Expenses default chartfields by clicking on the Accounting Defaults hyperlink. Once reviewed, click OK to return to the Travel Authorization create page. The default chartfields may be changed for a specific TA. You may do not use Fund code 10 or 11 for a non-tax levy TA.

Create Travel Authorization

Accounting Defaults

Kosal Path

[User Defaults](#)

Authorization ID: NEXT

Quick Start:

A Blank Authorization

GL Business Unit

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:    [Attachments](#)

**Accounting Defaults**

More Options:

**Details** Personalize | Find |  |  | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

Create Travel Authorization

Accounting Defaults

Kosal Path


Authorization ID: NEXT

**Accounting Summary** Set Personalizations | Find |  |  | First 1 of 1 Last

%	*GL Unit	Fund	Dept	MP	Oper Unit	Program	End Src	Sp Init	Proj Act	PC Bus Unit	Project	Activity	Affiliate	ChartField 3
100.00	<input type="text" value="BKL55"/> <input type="button" value="Q"/>	<input type="text" value="12"/> <input type="button" value="Q"/>	<input type="text" value="65060"/> <input type="button" value="Q"/>	<input type="text" value="100"/> <input type="button" value="Q"/>	<input type="text" value="9999"/> <input type="button" value="Q"/>	<input type="text" value="10316"/> <input type="button" value="Q"/>	<input type="text" value="999999"/> <input type="button" value="Q"/>	<input type="text" value="9999"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**STEP#5:** Enter the Travel Details.

- **Expense Type:** Select the most appropriate Expense Type from the dropdown list to categorize each expense. Each travel expense must be listed on a separate line.
- **Date:** Enter the anticipated date that the expense will be incurred.
- **Amount:** Enter the total expected expenditure.

- **Payment Type:** Select from the dropdown as follows:
  - **NTL CUNY Card** – Expense will be charged to an NTL CUNY credit card and will not be reimbursed through an Expense Report.
  - **NTL Empl Paid** – Expense paid by the employee and will be reimbursed through an Expense Report.
  - **NTL Non-reimbursable** – Expense that will not be reimbursed by CUNY per CUNY’s Travel Policy.
- **If additional rows are required, click on** 

**Create Travel Authorization**

**Travel Authorization Entry**

Kosal Path

[User Defaults](#)

Authorization ID: NEXT

GL Business Unit **BKL55**

**General Information**

\*Description: 2020 Business Conference      Comment: Finance Conference


\*Business Purpose: Conference




Default Location: NY ALBANY

\*Date From: 12/19/2019      \*Date To: 12/19/2019

[Attachments](#)

[Accounting Defaults](#)      More Options:  **GC**

**Details**      Personalize | Find |       First 1-3 of 3 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type		
<input type="checkbox"/>	Train Ticket	12/19/2019	80.00	USD	NTL Empl Pa	NTL Empl Paid	<a href="#">*Detail</a>	
<input type="checkbox"/>	1 Conference registration fee	12/19/2019	100.00	USD	NTL Empl Pa	NTL Empl Paid	<a href="#">*Detail</a>	
								

Copy Selected      Delete Selected      New Expense       Add      Check For Errors

**Totals**

Authorized Amount: 180.00 USD

**Update Totals**

Save for Later      Submit      [Create A Cash Advance](#)      [Project Summary](#)      [Printable View](#)

**STEP#6:** Click the hyperlink called ‘detail’ for each expense line and enter the required data. Once completed, click OK to return to the Travel Authorization Entry hyperlink.

[Accounting Defaults](#) More Options:

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	Train Ticket	12/19/2019	80.00	USD	NTL Empl Pa	NTL Empl Paid	*Detail +
<input type="checkbox"/>	1 Conference registration fee	12/19/2019	100.00	USD	NTL Empl Pa	NTL Empl Paid	*Detail +
							+...

**Create Travel Authorization**

**Authorization Detail for Train Ticket (Line 1)**

Kosal Path Authorization ID: NEXT

**About This Expense**

\*Date: 12/19/2019

\*Payment Type: NTL Empl Paid

Billing Type: NTL Empl Paid

\*Location: NY ALBANY

\*Description: Round trip ticket to Albany

\*Amount: 80.00 USD

If a Default Location was not entered on the header, the location is required on each line of the TA

[Accounting Detail](#)

**Create Travel Authorization**

**Authorization Detail for 1 Conference registration fees (Line 2)**

Kosal Path Authorization ID: NEXT

**About This Expense**

\*Date: 12/19/2019

\*Payment Type: NTL Empl Paid

Billing Type: NTL Empl Paid

\*Location: NY ALBANY

\*Description: Registration fee

Amount: 100.00 USD

[Accounting Detail](#)

[Return to Travel Authorization Entry](#)

**STEP#7:** Supporting documentation is required to verify the business purpose and justify the travel related expenditures. For example, conference information, airline and hotel cost, etc. Click on the Attachments hyperlink to attach the supporting documentation and click on Add Attachment. When all the attachments are added, Click OK. The attachments hyperlink will show the number of attachments to the Expense Report.

**Create Travel Authorization**

**Travel Authorization Entry**

Kosal Path

[User Defaults](#)

Authorization ID: NEXT

GL Business Unit **BKL55**

**General Information**

\*Description: 2020 Business Conference      Comment: Finance Conference

\*Business Purpose: Conference

Default Location: NY ALBANY

\*Date From: 12/19/2019      \*Date To: 12/19/2019

[Attachments](#)

**Travel Auth Attachments**

Travel Authorization ID    NEXT

File Name	Attachment Description	Last Update User ID	Name	Last Update Date/Time	
View					Delete

**Add Attachment**

OK      Cancel

**File Attachment**

C:\Users\mzegarra\Desktop\Travel Authorizaiton Detail    Browse...

**Upload**      Cancel

[Help](#)

### Travel Auth Attachments

Travel Authorization ID NEXT

Details					Personalize	Find	View All	First	1 of 1	Last
File Name	Attachment Description	Last Update User ID	Name	Last Update Date/Time						
<a href="#">Travel_Authorization_documentation.docx</a>	Conference Details				<a href="#">Delete</a>					

### Create Travel Authorization

#### Travel Authorization Entry

Kosal Path

[User Defaults](#)

Authorization ID: NEXT

GL Business Unit BKL55

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:

Attachments (1)

**NOTE:** To delete an attachment, click on the attachment hyperlink, identify the row to be deleted and click on the Delete option for the applicable row. Click OK to agree to the step.

**Delete Confirmation**

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

**STEP#8:** If all the anticipated expenditures are entered and the supporting documentation is attached, click on Submit. If more work is required, click on Save for Later.

**NOTE:** Once the Travel Authorization has been submitted, CUNYfirst assigns it a transaction ID.



**Create Travel Authorization**

**Travel Authorization Entry**

Kosal Path

[User Defaults](#)

Authorization ID: NEXT

GL Business Unit **BKL55**

**General Information**

\*Description: 2020 Business Conference      Comment: Finance Conference

\*Business Purpose: Conference

Default Location: NY ALBANY

\*Date From: 12/19/2019      \*Date To: 12/19/2019

[Attachments \(1\)](#)

[Accounting Defaults](#)      More Options:  **GC**

**Details**      Personalize | Find | |      First 1-3 of 3 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	Train Ticket	12/19/2019	80.00	USD	NTL Empl Pa	NTL Empl Paid	*Detail +
<input type="checkbox"/>	1 Conference registration fee	12/19/2019	100.00	USD	NTL Empl Pa	NTL Empl Paid	*Detail +
							+.

Copy Selected      Delete Selected      New Expense       Add      Check For Errors

**Totals**

Authorized Amount: 180.00 USD

[Update Totals](#)

Save for Later      **Submit**      [Create A Cash Advance](#)      [Project Summary](#)      [Printable View](#)

**Create Travel Authorization**

**Submit Confirmation**

Kosal Path

Authorization ID: NEXT

**Travel Authorization Totals**

<b>Total:</b>	180.00 USD
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Click OK to submit, or click Cancel to return to the travel authorization without submitting.

**OK**      Cancel

**View Travel Authorization**

**Travel Authorization Details**

Kosal Path

[User Defaults](#)

**Authorization ID: 0000019042**

GL Business Unit **BKL55**

**General Information**

Description: 2020 Business Conference      Comment: Finance Conference

Business Purpose: Conference

Status: Submission in Process      Last Updated: 12/19/2019      By: 23229040

Default Location: NY ALBANY

\*Date From: 12/19/2019      Date To: 12/19/2019

[Attachments \(1\)](#)