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.

**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.
**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.
- **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.
**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 not use Fund code 10 or 11 for a non-tax levy TA.
**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** 

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

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

**Kosal Path**  

**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

**Authorization Detail**

**Create Travel Authorization**

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

**Kosal Path**  

**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

**Authorization Detail**
**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.
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

General information
- **Description:** 2020 Business Conference
- **Comment:** Finance Conference
- **Default Location:** NY ALBANY
- **Date From:** 12/19/2019
- **Date To:** 12/19/2019

Accounting Details

<table>
<thead>
<tr>
<th>Select</th>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Train Ticket</td>
<td>12/19/2019</td>
<td>80.00</td>
<td>USD</td>
<td>NTL Empi Pa</td>
<td>NTL Empi Pa</td>
</tr>
<tr>
<td></td>
<td>Conference registration fee</td>
<td>12/19/2019</td>
<td>100.00</td>
<td>USD</td>
<td>NTL Empi Pa</td>
<td>NTL Empi Pa</td>
</tr>
</tbody>
</table>

**Totals**
- **Authorized Amount:** 180.00 USD

**Submit Confirmation**

Kosal Path

- **Travel Authorization Totals**
  - **Total:** 180.00 USD

- **OK**
- **Cancel**

**View Travel Authorization**

Travel Authorization Details
Kosal Path

- **Description:** 2020 Business Conference
- **Comment:** Finance Conference
- **Default Location:** NY ALBANY
- **Date From:** 12/19/2019
- **Date To:** 12/19/2019

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

Attachments (1)