I. Purpose & Overview
The purpose of this document is to provide campus users with sufficiently detailed information to complete the Travel Authorization in accordance with university policy and central administration requirements.

The Travel Authorization (TA) is completed in OrgSync to comply with state policy requiring preapproval of university-related travel, to fulfill the duty of care toward university colleagues, and to properly encumber reimbursable travel expenses for departmental budgets.

II. Procedure

1) Process Flow

2) Definitions

a) Personal Travel: Travel of a personal nature scheduled in conjunction with business travel.

b) No Cost Travel: Travel paid for by the employee or a third party. The university assumes no responsibility for costs associated with travel.

c) OrgSync: Web platform used to route and process Travel Authorizations and other requests.

d) Encumbrance: A budget tool used to hold funds for a purchase until it is received and payment is initiated.

3) Requirements

a) Travel Logistics: Follow department business process to gather all required travel information.

b) Travel Authorization Form Details:
   i) Traveler Information: Enter name, department, travel location, business purpose, begin and end dates, personal travel, and cost responsibility.
   ii) Accounting Information (Encumbrance): Complete and upload the Travel Encumbrance Worksheet to identify travel funding source(s) and the amount(s) to be reimbursed to the employee.
   iii) P-Card Expense Estimate: Enter total travel costs to be charged to P-Card, upload department-required documentation, and review travel policy.
iv) **No Cost Travel Details:** Enter the organization/individual responsible for payment, upload department required documentation, if applicable, and review travel policy.

v) **Personal Travel Information:** Enter personal travel information and upload required documentation to include business itinerary and transportation cost comparison, if applicable.

vi) **Approval:** Enter approver emails according to department business process.

c) **Department Approval**

i) Travel Authorizations should be approved by *at least* one individual according to department-specific business process.

ii) Up to three approvers may be added to the Travel Authorization.

iii) Approvals and denials should be recorded on the TA in OrgSync.

iv) After all department-required approvers have approved or denied the TA; a department portal administrator must “Take Action” on the Travel Authorization.

(1) Selecting Approve or Deny will notify the employee who submitted the form via email of the final decision.

(2) Selecting Re-Open will allow the employee who submitted the form to edit the TA.

d) **Travel Encumbrance:** Once a Travel Authorization has been approved by a department portal administrator, central administration will create an encumbrance against the requested funding source(s) for reimbursable expenses on a weekly basis.

e) **Reversal of Travel Encumbrance**

i) **Expense Report:** The travel encumbrance will be released/reversed as part of the employee reimbursement process.

(1) **Purpose:** Enter the TA Number at the beginning of the field in the format TAXXXXXXXXX on the Expense Report.

(2) **Attachments:** Attach a copy of the approved Travel Authorization at the top of the Expense Report.

ii) **Request to Cancel Travel Encumbrance:** To release/reverse a travel encumbrance when no Expense Report will be submitted complete this form in OrgSync. This occurs when a trip is cancelled or there are no associated reimbursable expenses.

4) **Supporting Documentation** – List of any documents required to complete the task or transaction.

a) **Travel Encumbrance Worksheet:** The worksheet may be accessed directly in the TA, from the files tab in OrgSync, or saved to the employee workstation and edited for each submission. Funding source information should be entered for each TA.

b) **Department-Specific Documentation:** Check with your business manager for additional department documentation requirements.

c) **Transportation Cost Comparison:** A cost comparison is required when personal travel is made in conjunction with university travel and should include multiple options with the business travel dates.

d) **Business Travel Itinerary:** An itinerary of university-related events is required when personal travel is made in conjunction with university travel.

5) **Best Practices**

a) Gather all supporting documentation prior to beginning Travel Authorization.

b) Travel Authorizations must be entered and submitted one at a time in order to begin a new one.
c) Verify Department Approvers & Email Addresses for the traveler prior to completing the TA.

d) Verify the correct Funding Source prior to completing the Travel Encumbrance Worksheet.

e) The TA should be saved as a PDF to upload to an associated Expense Report.

f) The submission ID is the TA number; this should be used in the naming convention of the TA file name and will be included in the purpose of the Expense Report. (Ex) TAXXXXXXX Traveler Name Date

III. Additional References

<table>
<thead>
<tr>
<th>Source</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Authorization (FY17)</td>
<td>Form</td>
<td>Online form to be completed prior to university sponsored travel on the department portal.</td>
</tr>
<tr>
<td>Per Diem Calculator</td>
<td>Calculator</td>
<td>An excel tool used to calculate per diem rates due to traveler.</td>
</tr>
<tr>
<td>Travel Encumbrance Worksheet</td>
<td>Worksheet</td>
<td>Used to encumber travel costs charged to specific fund sources.</td>
</tr>
<tr>
<td>Request to Cancel Travel Encumbrance</td>
<td>Form</td>
<td>Used to request a travel encumbrance reversal.</td>
</tr>
<tr>
<td>Creating and Submitting Travel Authorizations</td>
<td>Training</td>
<td>This tutorial will guide you through creating and submitting a travel authorization in OrgSync.</td>
</tr>
<tr>
<td>Reviewing and Approving or Rejecting Travel Authorizations – General</td>
<td>Training</td>
<td>This tutorial will guide you through the steps of reviewing and approving or denying a TA.</td>
</tr>
<tr>
<td>Review and Approving or Rejecting Travel Authorizations – Portal Administrator</td>
<td>Training</td>
<td>This tutorial will guide you through the steps of final approval or denial of a TA.</td>
</tr>
</tbody>
</table>