Boise State University | University Financial Services
Standard Operating Procedures

Title: Travel Authorization
Policy Reference: 6180: Travel

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 the application on myBoiseState or 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) **Application**: The application available on myBoiseState to route and process Travel Authorizations.
   e) **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 five approvers may be added to the Travel Authorization.
   iii) Approvals and denials should be recorded on the TA in OrgSync or the Application.

d) **Travel Encumbrance**: Once a Travel Authorization has been approved, 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 TAXXXXXXXX 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) **Department-Specific Documentation**: Check with your business manager for additional department documentation requirements.
   b) **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.
   c) **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) Verify Department Approvers for the traveler prior to completing the TA.
   c) Verify the correct Funding Source prior to submitting the TA.
   d) The TA should be saved as a PDF to upload to an associated Expense Report.
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<td>Calculator</td>
<td>An excel tool used to calculate per diem rates due to traveler.</td>
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