Travel & Expense Training Manual
How to Create a Travel Authorization

1. Select the tile “Travel Authorizations”. This will be where all Travel Authorizations transactions will take place.

2. This is your **workbench** for all **travel authorizations**. You can see all the statuses of your authorizations as well as create new ones. The authorization workflow will go through your travel supervisor and cost center approver.

   - **Returned** – the authorization has been returned by an approver.
   - **Denied** – the authorization was denied by an approver
   - **Pending** – you have not sent the authorization to workflow yet.
   - **Submitted** – the authorization is in workflow waiting for approval.
   - **Approved** – the authorization has been approved in workflow and is waiting for your trip to be complete.

Click “Add Travel Authorization” to begin a new authorization.
This is the header of the travel authorization.

4. Add a cost center here to apply to all lines of the authorization. You can change cost centers, by line, if needed.

5. Add a business Justification. If you need more room, use the comments field below. Use the comments field for whatever you or your division needs.

6. For Type of Reimbursement, you can choose Travel Expenses.

7. For Billing type, chose between these options. You will never do an authorization for Business Reimbursement

Note this field. It will show if the employee has a One Card or not. This indicator will aid approvers in ensuring that charges requested are not duplicated on a One Card statement.

This is an example of how this part of the travel authorization should look at this point:
8. Travel from and to:

First assume we are traveling from Richardson Campus:

*Travel From: TX RICHARDSON

*Travel To: 

Note all caps and the state abbreviation is first.

Select the magnifying glass (we are going to San Diego California).

Add your state city and SEARCH.

Click to Select.

For another example, use a “%” sign if you are not sure the state/country abbreviation. For example, if you are going to Venice Italy:

Search for: Travel To

Search Criteria

SetID (begins with) DAL01
Expense Location
Description (begins with) %Venice

Search Clear
This is an example how the entire travel authorization header should look like:

10. This is for the range of dates that you will be traveling.
10. Now let’s fill in the budget lines. Once you budget check these lines, they will create a budget in your cost center that was in the header or whatever cost center you add to each line. Add amounts to the lines you would like to budget for. You can add the Airfare amount. Just remember to delete it in the Expense report.

*The meal and lodging daily allowance will appear if you put an amount on ANY LINE and save.

11. Once you are finished adding your budget lines, select “Save”, then “Budget Check”.

12. You should get a valid budget. If not, budget errors will be managed at the end of this course. Now you can select the submit button which starts the approval workflow.
13. There will be a certification that will appear that you will have to approve:

Now you can see this travel authorization in the travel authorization workbench. **ERRORS:**

After you submit, the system will check for errors. The system shows errors in **RED** and will guide you through them. **You will not be able to submit the authorization without correcting ALL errors:**

This description is required rather than optional for this category. This is the only Expense that is. Add a description of what you are budgeting for.

When you click on this, the note shows you the error. (Note that these per diems are test amounts.) There is a comment section. If you are using the first and last day, just comment “2 days”.
Budget Errors

When you get a budget error, here is what it will look like. I have more than one cost center on this travel authorization.

1. To find out which cost center has the budget error, select the “Budget Exception” link.

2. This link will lead you to the budget exception pages.

3. You can see below that the error is on cost center 10330031
4. Your choice is to change the lines that have that cost center or do a budget transfer to make more budget available in that cost center.

*Note that this budget error process can be used with Trave Authorizations AND Expense Reports.*
How to Create a Travel Expense Reimbursement

1. Click on Create Expense Report.

2. Now select Create Expense Report

3. Fill out the cost center and the Expense Billing Code

Once you add a cost center here, it will keep appearing when you start new Expense Reports. But you can over strike it if you need to. You will have the chance to split/change the cost center by line item later.

Pick one of the 3 travel categories!
4. Now we can fill out the rest of the header information.

**Expense Report**

<table>
<thead>
<tr>
<th>Report: NEXT</th>
<th>Jene Janich</th>
</tr>
</thead>
</table>

**Cost Center:** 40139001  
***Expense Billing Code:** Travel In State  
**One Card Holder:** No  

This is automated and an alert to ensure that none of these charges are on the recipient’s One Card.

**General Information**

- **Type of Reimbursement:** Travel Expenses  
- **Business Justification:** Attend AOTTM CONFERENCE  
- **Travel to Location:** TX SAN MARCOS

Always choose travel  
Business justification of the trip  
Search for State/Country and City

**Finding your “Travel to Location”** – Select the magnifying glass to look up your location.

Add your state & city and click SEARCH

Click to Select

For another example, use a “%” sign if you are not sure of the state/country abbreviation. For example, if you are going to Venice Italy:
You can also use “Show Operators” when you search to give you more of a variety of search options.
5. On the Expense Report Action Line, let’s choose “Add Expense Lines”:

6. This is where we can start adding expense lines.

7. Continue to add Expense types by choosing the ADD Icon:

   - Add the date from your receipt.
   - Choose a travel Expense Type
   - Some categories this is required. For others, optional.
   - Add the amount of the receipt less Texas sales tax
   - Attach the receipt.
   - If you want to change the cost center or split between more than one goes here.
   - For International Trips, you can add your International Travel Authorization with your FIRST expense category. Also always add the conversion to USD with each category.
8. Select “Wallet” to add those entries if you have any. It is helpful to put your mileage to/from the airports there before your trip.
Now you can see these two wallet entries have been added. NOTE: no attachment was needed since you used the calculated mileage feature!

9. When you select the category meals the daily limit will appear below. The next step will show you how to add a daily amount easily. Select the “More” icon.
10. Select “Quick Data Fill”. Add the date range of lines and select the type of expenses you want to add. Select Done when you are finished. Add your meals by day.

Note: This does not include the first and last day since that amount is 25% less.

11. Now add your actual daily cost per meal to each day and add your receipt.
12. Some notes on other travel expense categories:

- First or Last Day Meals – are 25% of the total daily allowable. The per diem amount will automatically show that amount.
- Lodging Not Conference – will show the per diem daily allowable amount since you will be limited to that amount. If you go over that amount, you will need to have written approval attached from your Fiscal Officer, Dean or VP. You can show the lodging as one amount and show the number of nights you stayed in comments.
- You cannot mix travel and non-travel expenses on this document.
- How to handle budget errors are shown on page 11.
- Mileage is at the current IRS rate depending on the date. (see page 13 for special instructions)
- See Business Entertainment (Page 18).
- Foreign trips (Page 19).

13. Save using the button on the top right. You can save as many times as you wish.

14. At some point when you are finished adding lines, select Save and Budget Check.
15. When you get a valid budget check, the “Review and Submit” button will appear. Click it.

![Expense Entry Screen]

16. Last chance to update details. You must SUBMIT again! (Or update details if needed)

![Expense Summary Screen]

This will show you a screen print of your report. **Best practice is never to print this but keep an image of it, if it is necessary.** However, you will always be able to go back to your expense report worklist to see it. You will not need to copy it.

17. When this appears, choose “Submit” to start the workflow.

![Submission Confirmation]

18. This expense reimbursement will now appear in your expense worklist.

Detailed Topics

A. Budget Errors
B. Using Mileage
C. Business Meals
D. Foreign Travel Best Practices
Budget Errors

When you get a budget error, here is what it will look like. I have more than one cost center on this travel authorization.

1. To find out which cost center has the budget error and what the error is, select the “Budget Exception” link.

2. This link will lead you to the budget exception pages.
3. You can see below that the error is on cost center 10330031

4. Your choice is to change the lines that have this cost center or do a budget transfer to make more budget available in that cost center.

*Note that this budget error process can be used with Trave Authorizations AND Expense Reports. *
Using Mileage

The mileage expense type is completely different than all the other expense types. The process will automatically calculate mileage based on to/from addresses. Create a mileage travel expense report using a destination location.

There are a couple ways to automatically put your address in/out. First, we will use Frequently used Addresses. **This mileage is ONE WAY ONLY!**

5. This link will take you to some frequently used addresses. You can use them by copying them and putting them into the starting or ending point boxes. Let’s copy 800 W Campbell Rd into the starting point. (You can also copy it from the below sample address format). Note that the addresses have to be in a strict layout.
6. For the “Ending Point”, you can use the Frequently Used Addresses again, type one in or do an address lookup.

   First, we will key in the address of the Hilton Garden Inn. Remember to use the same format. 821 Gravier St New Orleans, LA 70112
After you enter it, select “Calculate GPS Distance” and the Miles calculated will appear.

7. Now let’s use the “Address lookup” function by clicking on it. I will search for “Hilton Garden Inn, New Orleans Louisiana”.

Once you hit search this search will show you the address.
NOTE: not all searches will return a good address. If there are many addresses to choose one, make sure you choose one with a street number, street, city and state.

Now copy and paste the address to your mileage page. It should look like this:

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

**Mileage**

Starting Point: 800 W Campbell Rd, Richardson, TX,
Ending Point: 821 Grave ST, New Orleans, LA

Sample Address Format: 800 W Campbell Rd, Richardson, TX 75080, US

[Calculate GPS Distance] [Display Map]

Miles Calculated: 530.10

*Miles: 530.10 x 0.6550

**SCROLL DOWN** to see your reimbursement amount.

**Payment Details**

<table>
<thead>
<tr>
<th>Payment</th>
<th>Paid by Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Amount</td>
<td>347.22 USD</td>
</tr>
</tbody>
</table>

**Additional Information**

<table>
<thead>
<tr>
<th>*Billing Type</th>
<th>Travel Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Destination Location</td>
<td>IL CHICAGO</td>
</tr>
</tbody>
</table>

[Attach Receipt]

[Accounting]
Payment Details

Payment: Paid by Employee

*Amount: 347.22 USD

Additional Information

*Billing Type: Travel Out of State

*Destination Location: IL CHICAGO

_attach Receipt

Accounting 1

Exceptions

No Receipt: Yes

**NOTE** – no receipt is needed since you are using this built in map.

This mileage is ONE WAY ONLY!
Business Entertainment Meals

This feature is optional. When the expense type “Business Meals and Entertainment” is chosen, you will see a box titled “Add additional attendees”. Select it.

This gives you a place to add a list of attendees if you would like to use it.
Foreign Travel Best Practices

Each foreign expense must have its own page converting the amount into U.S. dollars. Use https://www.oanda.com or attach a redacted credit card statement to each expense line. Do not attach one credit card statement for the entire expense report.

If you have many Uber/Lyft or Taxi charges, you can summarize them by day. Convert them by day.

#1
*Special note for foreign trips – add the receipt and the conversion to USD of the receipt here.

#2
Add your International Travel Authorization to the FIRST Expense Item on your report!

#3
Each foreign expense must have its own page converting the amount into U.S. dollars. Use https://www.oanda.com or attach a redacted credit card statement to each expense line. Do not attach one credit card statement for the entire expense report.

If you have many Uber/Lyft or Taxi charges, you can summarize them by day. Convert them by day.
How to Create a Travel Expense Reimbursement from an Authorization

1. We will start with a Travel Authorization and build it into a Travel Expense Report. Click on Travel Authorizations.

2. Look at the approved authorizations that are available. Those are the ones we can build into expense reports. Click the small down arrow and select “Copy to Expense Report”.

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Travel and Expense

Travel Authorizations

Create Expense Report

My Expense Reports

6 Active Expense Reports
3. You will see the Travel Authorization has created Expense lines for you. There are errors on each one (note the red flags), since your travel authorization didn’t include any attachments. Now we will go in each line, update the amounts and add the attachments. When we budget check, the travel authorization encumbrances will be released. The actual amounts can be greater or less than what you budgeted in your authorization.
4. Go to the next category

- Attach receipt
- Optional comments
- Update
- Accounting is also copied from the travel authorization. If you wish to change it or split lines, click here.
5. When you select the category meals and location, the daily limit will appear below. The next step will show you how to add a daily amount easily.

To add an amount for a range of days:

5. Select this “More Button”

6. Now select the “Quick-Fill” button
6. Add the *date range of lines* and select the type of expenses you want to add. Select Done when you are finished.

You should add your meals by day, so it checks against the daily GSA meals. The first and last day should be added separately too.
8. On each line, select it and add the correct daily meal cost. You will not need to attach a receipt since receipts are not required when meals are paid with a One Card.
9. Some notes on other travel expense categories:

- First or Last Day Meals – are 25% of the total daily allowable. The per diem amount will automatically show that amount.
- Lodging at Conference – will not show a per diem allowable amount since conference hotels rates are automatically approved. Be sure to include proof that your hotel is a standard conference hotel.
- Lodging Not Conference – will show the per diem daily allowable amount since you will be limited to that amount. If you go over that amount, you will need to have written approval attached from your Fiscal Officer, Dean or VP. You can show the lodging as one amount and show the number of nights you stayed in comments.
- You cannot mix travel and non-travel expenses on this document.
- How to handle budget errors are shown on page 11.
- Mileage is at the current IRS rate depending on the date. (see page 13 for special instructions)

10. To additional expense lines that are not part of your travel authorization click ADD, then add the date of your receipt and select the category of expense that your purchase falls into. Do not select any non-travel expense types. This will automatically fill the account number.

11. The description is normally optional

12. Enter the amount of your receipt

13. Add the receipt

14. If you want to change a cost center or split one, click here.

15. Save using the button on the top right. You can save as many times as you wish.

This is what your screen should look like.
16. At some point when you are finished adding lines, select Save and Budget Check.

16. When you get a valid budget check, the “Review and Submit” button will appear. Click it.
17. Last chance to update details. You must SUBMIT again! (Or update details if needed)

18. When this appears, choose “Submit” to start the workflow.

19. This expense reimbursement will now appear in your expense worklist.
Detailed Topics

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B. Using Mileage
C. Business Meals
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Budget Errors

When you get a budget error, here is what it will look like. I have more than one cost center on this travel authorization.

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*Note that this budget error process can be used with Travel Authorizations AND Expense Reports.*
Using Mileage

The mileage expense type is completely different than all the other expense types. The process will automatically calculate mileage based on to/from addresses. Create a mileage travel expense report using a destination location.

There are a couple ways to automatically put your address in/out. First, we will use Frequently used Addresses. This mileage is ONE WAY ONLY!

5. This link will take you to some frequently used addresses. You can use them by copying them and putting them into the starting or ending point boxes. Let’s copy 800 W Campbell Rd into the starting point. (You can also copy it from the below sample address format). Note that the addresses have to be in a strict layout.

When you copy/paste or start typing the address, the system starts to offer you addresses automatically. Select your address from the ones offered.
Click on this one selecting it.
6. Now for the Ending Point, we are going to 821 Gravier St, New Orleans LA. Start to type it in and you will see the address pop up. Select the correct one.

7. Now select “Calculate GPS Distance”.

**NOTE** – no receipt is needed since you are using this built in map. This **mileage is ONE WAY ONLY!**
Business Entertainment Meals

This feature is optional. When the expense type “Business Meals and Entertainment” is chosen, you will see a box titled “Add additional attendees”. Select it.

This gives you a place to add a list of attendees if you would like to use it.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janich, Jene Marie</td>
<td>University of Texas at Dallas</td>
<td>Director faculty interviews</td>
</tr>
<tr>
<td>Miller, Joel</td>
<td>MIT</td>
<td>Dean Computer Games</td>
</tr>
</tbody>
</table>
Foreign Travel Best Practices

Each foreign expense must have its own page converting the amount into U.S. dollars. Use [https://www.oanda.com](https://www.oanda.com) or attach a redacted credit card statement to each expense line. Do not attach one credit card statement for the entire expense report.

If you have many Uber/Lyft or Taxi charges, you can summarize them by day. Convert them by day.

Add your International Travel Authorization to the FIRST Expense Item on your report!
How to Create a Business Expense Reimbursement

1. Select the tile “Travel and Expenses”. This will be where all Travel and Expense transactions will take place.

2. Now select “Create Expense Report”.

3. At this point we will add a business reimbursement. Fill out the cost center, expense billing code, type of reimbursement and business justification.

   If a cost center does not come up, add a default that you have access to. The same one will come up each time. You can change it for each line or split it later.

   Note this indicator so that approvers can be aware that the employee has a One Card and be aware of possible double reimbursements.

3. Fill out

4. Select add expense lines from the drop-down menu
NOTE: The only difference between a business reimbursement and a travel reimbursement is the Expense Billing Code, Type of Reimbursement and there is no required Location.

Now you can start to add expense lines.

4. Choose the Add sign to add another line.
5. Now add the fields indicated above. **Keep adding until all your lines are added.**
6. When you are finished select save in the upper right-hand corner. Now Budget Check.

### Example Expense Entry

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Payment Details</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/18/2023</td>
<td>Office Supplies - M&amp;Ms for game</td>
<td>Payment: Paid by Employee</td>
<td>Billing Type: Business Reimbursement</td>
</tr>
<tr>
<td>12/02/2022</td>
<td>Office Supplies - Flash lights</td>
<td>Payment: Paid by Employee</td>
<td>Billing Type: Business Reimbursement</td>
</tr>
<tr>
<td>11/25/2022</td>
<td>Fabrics and Linens - Table cloths</td>
<td>Payment: Paid by Employee</td>
<td>Billing Type: Business Reimbursement</td>
</tr>
</tbody>
</table>

**Optional additional explanation**

- Attach receipt here.
- Add date from receipt.
- Amount of receipt less State of TX Sales Tax
- Purchase date from the receipt
7. If you receive a non-valid budget check, please refer to the job aid for budget errors. The budget must be valid in order to review and submit.
8. Once it is valid select the review and submit button.
9. After Review and Submit, the system will give you an opportunity to add a travel authorization (which we don’t use for business reimbursements), view a printable report (please only use soft copies, do not print reports!) and one last chance to update your details. When you are finished, please Submit one last time.

It is best practice not to print out any reports. Please keep them as images instead of printing them out.
How to Create My Wallet Entries

My Wallet entries allow you to start to build expense lines as you go, even while you are traveling! You create the lines and attach the receipts. Later you can pull these entries in to create an expense report. My wallets entries can be done remotely.

1. Select the ‘Travel and Expense” tile then “My Wallet”.

2. This is a dated list of my wallet entries. You can have may entries that can include a number of trips. However, you can only create one expense report for per trip. The trips can be distinguished by dates.
3. To add a new wallet entry, click the plus sign. This gives you a blank line to fill in. Fill in the date, travel expense types and attach the receipts.

4. Save when you are finished.

5. You can go in and add my wallet entries as many times as needed.

6. One good example of using this is to set up your mileage to/from the airport before you leave.

7. When you want to pull my wallet entries into your expense report. Start your expense report the normal way.

When you are at the point when you want to add expense lines, click on the Wallet Icon.
A list of wallet entries will appear. By date you can choose the expenses that will go with your expense report. Select “Import” to bring them into your Expense Report.

Now you are ready to add more lines if needed. You can see the “My Wallet” entries already have the receipts attached so they are ready for your expense report.
Quick Guide to Create a Travel Authorization

1. Select the tile “Travel and Expenses”. This will be where all Travel and Expense transactions will take place.

2. Now select “Travel Authorizations”.

3. This is your workbench for all travel authorizations. You can see all the statuses of your authorizations as well as create new ones. The authorization workflow will go through your travel supervisor and cost center approver.

   Click “Add Travel Authorization” to begin a new authorization.

4. Fill out the HEADER fields - Cost Center, Business justification, Type of Reimbursement and Billing Type using the pull-down menus where applicable. The comment field can be used for longer business justifications.

5. On the right-hand side fill out the Travel from and to location. For locations you must use state or country abbreviation first in caps. Use the “%” key to search for countries. Use the Search buttons. Also add the from and to dates.

6. Fill in budget amounts for each line you will be using. The maximum amounts per day will be displayed in the margin to assist in budget. If you go over, you will need to write an explanation.

<table>
<thead>
<tr>
<th>Lodging Not Conference</th>
<th>161.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals Daily</td>
<td>74.00</td>
</tr>
</tbody>
</table>

7. When you are finished with your budget check and explanations, save and budget check at the top right corner. You can then submit.
Quick Guide Create a Business Expense Reimbursement

1. Select the tile “Travel and Expenses”. This will be where all Travel and Expense transactions will take place.

2. Select “Create Expense Report”.

3. Add values for Cost Center, Expense Billing Code, Type of Reimbursement, Business Justification and Expense report action. Most have pull-down menus to work from. The only difference between this and a travel expense report is the Expense Billing Code, Type of Reimbursement and there is no required Location.

4. Start to add your lines of receipts. Select the “Add” button and fill out the Date, Expense type, Description, Amount (without tax) and attach the receipt. For the next line select add again. These will start to build up on the area to your left just like your travel expense report.

5. When you are finished adding all your receipts, save. Budget check and submit.

6. Best practice is if you need to keep a copy of your expense report, save a soft copy, do not print out a hard copy.
Quick Guide Using Mileage

The mileage expense type is completely different than all the other expense types. The process will automatically calculate mileage based on to/from addresses. Create a mileage travel expense report using a destination location.

There are a couple ways to automatically put your address in/out. First, we will use Frequently used Addresses. This mileage is ONE WAY ONLY!

This link will take you to some frequently used addresses. You can use them by copying them and putting them into the starting or ending point boxes. Let’s copy 800 W Campbell Rd into the starting point. (You can also copy it from the below sample address format). The addresses have to be in a strict layout.
When you copy/paste or start typing the address, the system starts to offer you addresses automatically. Select your address from the ones offered.
8. For the “Ending Point”, you can use the Frequently Used Addresses again, type one in or do an address lookup. We are looking up the hotel on 321 Gravier St, New Orleans, Louisiana.

After selecting “Calculate the GPS Distance, this is what your section should look like:

Now you can add other expense categories.
NOTE: not all searches will return a good address. If there are many addresses to choose one, make sure you choose one with a street number, street, city and state.

Now copy and paste the address to your mileage page. It should look like this:

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

### Mileage

#### Starting Point
800 W Campbell Rd, Richardson, TX,

#### Ending Point
821 Gravier St, New Orleans, LA

Sample Address Format: 800 W Campbell Rd, Richardson, TX 75080, US

Calculate GPS Distance

Display Map

Miles Calculated 530.10

*Miles \( \times 0.6550 \) = 347.22 USD

SCROLL DOWN to see your reimbursement amount.

### Payment Details

Payment Paid by Employee

*Amount USD

### Additional Information

*Billing Type Travel Out of State

*Destination Location

Attach Receipt

Accounting

NOTE – no receipt is needed since you are using this built in map.

This mileage is ONE WAY ONLY!
Quick Guide My Wallet Entries

My Wallet entries allow you to start to build expense lines as you go, even while you are traveling! You create the lines and attach the receipts. Later you can pull these entries in to create an expense report. My wallets entries can be done remotely.

1. Select the “Travel and Expense” tile then “My Wallet”.

2. You can put as many trips in your wallet and distinguish them by dates. Each expense report can have only one trip.

3. To add a new wallet entry, click the plus sign. This gives you a blank line to fill in. Fill in the date, travel expense types and attach the receipts.

4. Save when you are finished.

5. You can go in and add my wallet entries as many times as needed.

6. When you start to build your expense report, “import” items from your wallet to bring them in. You should select them by date to identify the correct items.

7. One good idea to do before your trip is to set two my wallet entries up. One to the airport and one from the airport.
Quick Guide Budget Errors

When you get a budget error, here is what it will look like. I have more than one cost center on this travel authorization.

1. To find out which cost center has the budget error and what the error is, select the “Budget Exception” link.

2. This link will lead you to the budget exception pages.
3. You can see below that the error is on cost center 10330031

![Image of cost center 10330031]

4. Your choice is to change the lines that have this cost center or do a budget transfer to make more budget available in that cost center.

*Note that this budget error process can be used with Travel Authorizations AND Expense Reports.*
Approving Travel Expense Reports and Travel Authorizations

Approving Travel Expense Reports and Travel Authorizations can be done in the regular approval tile in Gemini Financials.

1. First click on Travel Authorization. Select the one you would like to approve. In this test case we only have one. Click on it once.

   Review the person taking the trip, the budgeted amount (Total amount), Business Purpose, Travel Dates, comments and cost centers used.
4. You can see there is a comment on this line so you will need to review. Click this line. Then click the “exceptions and risk” on the next screen. Here is what the system identified as an exception and the comment from the traveler:

**Exception Information**

<table>
<thead>
<tr>
<th>Exception</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amt Exceeded</td>
<td>Nearest hotel to conference</td>
</tr>
</tbody>
</table>

If you wish to accept this, (hotel over per diem) than go back and approve the document here. Since everyone in the approval chain will see the exception, you might want to add a comment before doing so. You can also deny or send the authorization back for revision.

5. To approve an Expense Report, the process is exactly the same. The only difference is the approvers will need to make sure the receipts match the line items. All items much have receipts except travel meals and mileage.