

If this is your first time using OneSource, please see OSE's Guide to Default Settings first.

OSE Guide to OneSource

Travel Authorizations

Should you have any questions at the end of your attempt, visit

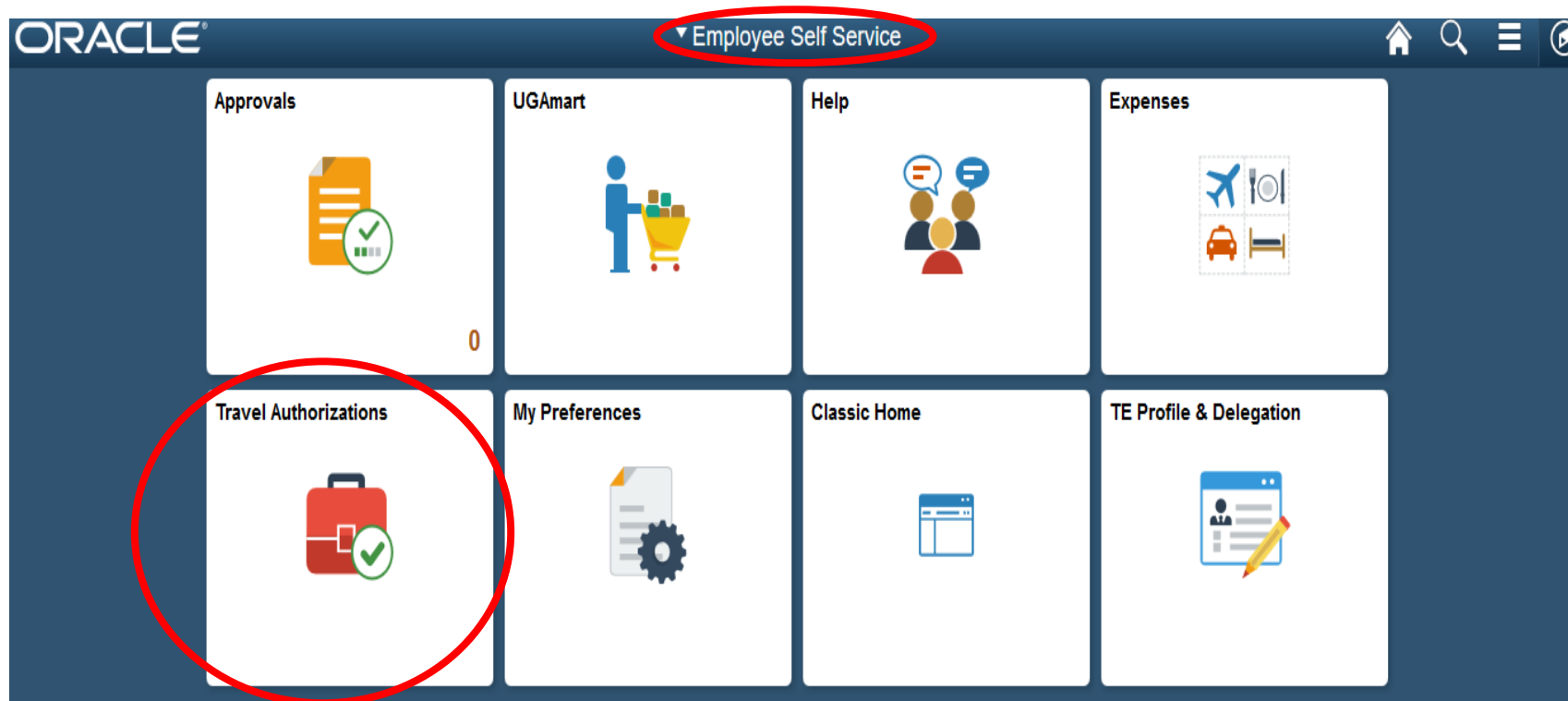
<https://businessoffice.ecology.uga.edu/> to find your finance contact.

This document last updated: 11/01/2020

Images and instructions are subject to change without notice.

Please be sure you have prior approval for reimbursement from the account holder.

Log into *financials.onesource.uga.edu* using your my ID, password, and arch pass duo pass code/call/push notification. If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer. Once logged in, make sure the screen says **“Employee Self Service”** at the top, then click **“Travel Authorizations.”**



Click **“Add Travel Authorization”** on the next screen. The categories on the left side bar allow you to track where your travel authorities currently are:

- Returned: Your TA has been sent back by an approver for correction.
- Pending: You have saved your request but not submitted it.
- Submitted: Your TA has been submitted and is awaiting review.
- Approved: Congratulations! Your TA has been 100% approved. *This is the state you want to see your TA before departing on your trip.*

Employee Self Service

Travel Authorization Search

Caitlin McDonald

1808019

University of Georgia

Returned0

Pending0

Submitted0

Approved0

View All0

View All Authorizations

There are no Travel Authorizations to display.

Add Travel Authorization

The next screen should look like this:

Report

NEXT

Pending

Caitlin Mcdonald

Save

Submit

Travel to international destinations should use the International Expense Types below.
International travel authorizations require approval from the UGA Office of Global Engagement.
International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority>.
International travel authorizations will not be approved by the Office of Global Engagement unless an itinerary has been registered.

*Description

*Business Purpose

Non Travel Reimbursement

Comments

Billing Type

Accounting Tag

Accounting Default

Notes

*Travel From

Headquarters

*Travel To

*Date From

*Date To

Trip Duration 1 Day

Details

Expense Type

Description

Merchant

Amount

Accounting

Domestic Pay by Employee

Domestic Direct Bill UGA

International Pay by Employee

International Direct Bill UGA

Total

0.00

USD

To complete the top section:

REMINDER: You can not submit a TA after the first day of travel has passed.

*Description	<input type="text"/>
*Business Purpose	<input type="text" value="Non Travel Reimbursement"/>
Comments	<input type="text"/>
Billing Type	<input type="text" value=""/> ▼
Accounting Tag	<input type="text"/> Q
<input type="button" value="Accounting Default"/>	
<input type="button" value="Notes"/>	

*Travel From

*Travel To

*Date From

*Date To Trip Duration 1 Day

"Description" - Describe what the travel is for and include your speed type (e.g., "ESA Conference, 26###" or "fieldwork collecting samples, 26###").

"Business Purpose" - Choose "out-of-state travel" or "in-state travel", depending on your destination.

"Comments" - Add extra detail, if desired/needed.

"Billing Type" - should be "default value" for all types of travel.

“Accounting Tag” (same as speed type)

“Accounting Default” - See below screen shot for example. Your chart string should have auto-filled when you entered your accounting tag, except for the budget reference (Bud Ref). You **must** enter the budget reference or your request will be rejected. It should match the current fiscal year we are operating in (e.g., 2020, 2021, 2022, etc.). If you are unsure please email your finance contact.

Travel authorities will only allow you to enter one speed type. If you mean to spend from several speed types, please follow-up with your finance contact via email explaining the breakdown.

After entering the date click “done” to return to the general information screen.

"Travel From" - should always be "Headquarters".

"Travel To" - See next slide for completing this.

"Date From" - should be your departure date

"Date To" - should be the date you are returning from official UGA business travel

Blanket Travel? If you are performing in-state travel to the **same field site** frequently, you can enter a blanket date range. Blanket travel dates may not exceed the last date in the fiscal year, 06/30/####, however.

Accounting Details

GL ChartFields

% *GL Unit Bud Ref Fund

Budget Reference	Description
2020	2020



In order to fill in **“Travel To”**:

If domestic travel search for the state then city.

If international travel search for the country then city.

If in-state travel search "Georgia US" then city.

ONLY if your specific city is not an option:

For domestic travel, select the “standard rate” option.

For international travel, select the “other” option. For

in-state travel, select GEORGIA US, Non High Cost.

Cancel Lookup	
Search for: Travel To	
Search Criteria	
Search Results	
Expense Location	Description
NC003	NORTH CAROLINA, Chapel Hill
NC004	NORTH CAROLINA, Charlotte
NC005	NORTH CAROLINA, Durham
NC006	NORTH CAROLINA, Fayetteville
NC007	NORTH CAROLINA, Greensboro
NC008	NORTH CAROLINA, Kill Devil
NC009	NORTH CAROLINA, Raleigh
NC010	NORTH CAROLINA, Standard Rate
NC011	NORTH CAROLINA, Wilmington

Cancel Lookup	
Search for: Travel To	
Search Criteria	
Search Results	
Expense Location	Description
12914	SPAIN, Las Palmas de Gran
10201	SPAIN, Madrid
11529	SPAIN, Malaga
11530	SPAIN, Marbella
11779	SPAIN, Other
11531	SPAIN, Oviedo
11533	SPAIN, San Sebastian
12913	SPAIN, Santa Cruz de Tenerife
11534	SPAIN, Santander

Cancel Lookup	
Search for: Travel To	
Search Criteria	
Search Results	
Expense Location	Description
GA008	GEORGIA US, Athens-Clarke
GA002	GEORGIA US, Chatham - Savannah
GA003	GEORGIA US, Cobb - Marietta
GA004	GEORGIA US, Dekalb - Decatur
GA005	GEORGIA US, Fulton - Atlanta
GA006	GEORGIA US, Glynn - Brunswick
GA001	GEORGIA US, Non High Cost
GA007	GEORGIA US, Richmond - Augusta

Here is an example of the top portion completed:

Report

NEXT

Pending

Caitlin McDonald

Travel to international destinations should use the International Expense Types below.

International travel authorizations require approval from the UGA Office of Global Engagement.

International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority>.

International travel authorizations will not be approved by the Office of Global Engagement unless an itinerary has been registered.

*Description

ESA Conference , 26###

*Business Purpose

Out-of-State Travel

Comments

start up funds

Billing Type

Default Value

Accounting Tag

26123

Accounting Default

Notes

*Travel From

Headquarters

*Travel To

LOUISIANA, New Orle

*Date From

12/02/2020





*Date To

12/10/2020

Trip Duration 8 Days

To complete the bottom “details” section:

Details

Expense Type ▾	Description ▾	Merchant ▾	Amount ▾	Accounting
Domestic Pay by Employee	<input type="text"/>		<input type="text"/>	
Domestic Direct Bill UGA	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	
International Pay by Employee	<input type="text"/>		<input type="text"/>	
International Direct Bill UGA	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	

Total 0.00

IMPORTANT: The top two lines can only be used for domestic travel and the bottom two lines can only be used for international travel.
Be sure you fill in the correct lines as this cannot be edited even if the TA is returned to you for correction.

- appropriate "Pay by Employee" line: This should include expenses that you are paying out of pocket.
 - **"Description"** - Enter a summary description of what you intend to pay out of pocket (e.g., "lodging, airfare, registration fee and per diem").
There is no need to separate out estimated expenses by category like this: lodging - \$100, airfare- \$600, registration fee - \$150, per diem - \$200.
 - **"Amount"** - Enter the summary amount you plan to request for reimbursement (e.g., "\$900").
IF this travel is for "no cost", enter \$0.01. The system does not recognize a zero amount.
- appropriate "Direct Bill UGA line: You will ONLY use this line if you are working with an approved travel agency to book your FLIGHT. This line cannot be used to direct bill car rentals, shuttles, or anything else.....can only be used for direct charged airfare (which typically costs more money due to extra fees and such). *If you choose this option you should have already set up details with an approved travel agency first.*
 - **"Description"** - Type "airfare".
 - **"Merchant"** - Select the approved travel agency you’ve been working with from the drop down box.
 - **"Amount"** - Enter the amount the approved travel agency has quoted you here.

Here is an example of the bottom portion completed, using a travel agency to book a flight for domestic travel:

Details

Expense Type ▾	Description ▾	Merchant ▾	Amount ▾	Accounting
Domestic Pay by Employee	lodging, per diem, shuttle		600.00	
Domestic Direct Bill UGA	airfare	Global Escapes ▾	400.00	
International Pay by Employee				
International Direct Bill UGA		▾		
			Total	1,000.00

Here is an example of the bottom portion completed, paying airfare out of pocket for international travel:

Details

Expense Type ▾	Description ▾	Merchant ▾	Amount ▾	Accounting
Domestic Pay by Employee				
Domestic Direct Bill UGA		▾		
International Pay by Employee	airfare, lodging, per diem,		2,000.00	
International Direct Bill UGA		▾		
			Total	2,000.00

When you are ready to submit your TA for review and approval, click **"Submit"** (upper right)
If you want to save your TA and come back to it later (submit later) you can click **"Save"**, instead.

If you are traveling internationally, pay attention to the notice at the top of the form directing you to also register your travel itinerary with the Office Of Global Engagement. If you do not do this, your TA will NOT BE APPROVED.

Report 0100033264 Pending
Caitlin McDonald

SaveSubmit

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*Description

ESA Conference

*Business Purpose

Out-of-State Travel

Comments

start up funds

Billing Type

Default Value

Accounting Tag

Accounting Default

Notes

*Travel From

Headquarters

*Travel To

LOUISIANA, New Orle

*Date From

12/02/2020

*Date To

12/10/2020

Trip Duration 8 Days

Details

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee	airfare, shuttle, lodgin		1,500.00	
Domestic Direct Bill UGA				
International Pay by Employee				
International Direct Bill UGA				

Total 1,500.00 USD

Congratulations! You have submitted your Travel Authority Request (TA).