Process:	Creating Travel Authorizations - Employees		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	8/16/23

Introduction:

This section covers creating a Travel Authorization (TA), canceling a TA, and marking a TA complete due to no reimbursement requested. Employees traveling on University business must have written prior approval from the department head or his/her designee. Special items requiring specific written authorization for Individual, Mileage Only, and Group/Team travel types include: use of a personal vehicle, vehicle rentals, excess lodging rates, excess meals for out-of-country travel, overnight travel including lodging and meals, business class fare for international overseas flights, and attendants for handicapped employees. Special items requiring specific written authorization for the Blanket travel type includes those aforementioned and also includes the following Authorized Expense
Types: Air Transportation, Ground Transportation, Lodging, Meals, Conference, Workshops/Training, and Miscellaneous. For insurance/liability purposes, employees should always make sure that they can support their travel activities as being for official university business as authorized by the department even for day trips. It is recommended for verification purposes that employees document their communication of the travel plans and the business purpose of day trips with their supervisor or his/her designee prior to the trip by e-mail, memo, letter or other departmental form. The college preferred authorization method for day trips is through the travel center in MyPack Portal.

Steps – Create a Travel Authorization:

1. Log in to *MyPack* portal at https://mypack.ncsu.edu/.

2. Go to *For Faculty & Staff →* under *Employee Self Service section* click *Travel Center* <u>or</u> click the *Travel Center* link in the lower left hand corner of your *MyTravel* pagelet. The name displayed next to *Traveler* will be your name. To create an authorization for another user, change the traveler by going to *Change Traveler*. Use the dropdown listing to select your traveler. To proxy a traveler, see the Create & Update / Proxy Setup for details.

   PLEASE NOTE: If you cannot access the *Travel Center*, see the section on Create & Update Traveler Profile and/or contact your Department/Liaison. The most common reasons for not being able to access the system is that you are inactive in the HR System or you have not setup your supplier ID and Traveler Profile.

   Note to Liaison: If the traveler is inactive in the HR system, an https://controller.ofa.ncsu.edu/accounts-payable/travel-center/ (see the AP-104 section for instructions) may be required prior to making any travel arrangements.

3. In the ***New Authorizations*** box, click ***Create Authorization*** for "your name". To create an authorization for another traveler by user proxy, go to ***Change Traveler,*** located in the upper left hand corner of the page and use the dropdown listing to select the correct traveler.

4. Complete and or review the following fields:
    *   ***Supervisor ID –*** Initially this information is pulled from the HR system; however, it can be changed. To designate another supervisor, enter the user ID of the person you would like to designate as your supervisor into the ***Supervisor ID*** field. If you do not know the supervisor's user ID, use the 🔍 icon to locate the ID.
    *   ***Reference Number –*** The reference number field is for department use. You can use this field at your discretion. Any reference number you assign will be searchable within Financials, but it is not searchable within the Wolf Reporting System.
    *   ***Travel Center –*** This link will direct you back to the Travel Center homepage.
    *   ***Show Traveler Details –*** Includes Employee, Student, and US Citizen status; Traveler ID; Employee ID; County; and Email address.
    *   ***Travel Summary –*** Provides a summary of the Travel Authorization that can be printed at any time.

5. In ***Section 1 - Basic Travel Details***, complete the following fields – *an asterisk (*) denotes a required field*.
    *   ***Travel Type***: Use the dropdown to select ***Blanket, Individual***, ***Mileage Only***, or ***Team/Group*** travel.

        ▪   *Blanket* travel should be selected for travel occurring on a routine and repeating basis and for similar activities that make it impracticable to obtain specific trip approvals. The blanket travel authorization should be entered on a fiscal year basis with effective dates from July 1st – Jun 30th and is for domestic travel only.

        ▪   *Individual* travel should be used when the traveler is requesting reimbursement for his/her own travel expenses.

        ▪   *Mileage Only* should be used when the traveler is requesting reimbursement for his/her mileage and ground transportation (e.g. parking, tolls, etc.).

        ▪   *Team/Group* travel should be used when one person is delegated the responsibility of paying for all expenses for a team/group of travelers. Only the delegated individual can receive reimbursement for this Team/Group trip. Special Note: All team/group travelers must complete either a system TA checking the box "no reimbursement needed" or an https://controller.ofa.ncsu.edu/accounts-payable/travel-center/ See Team/Group Travel FAQ below.
    *   Enter ***Begin Date, Begin Time, End Date, and End Time*** *(non-Blanket travel fields)* of your travel. The times should include the time you depart from and arrive to duty station or home, excluding any personal stops.

- Enter business **Purpose** for your travel. Be as descriptive as possible and avoid using acronyms. Example: ***Present Entomology Research Findings at Entomological Society of America Conference***. A business purpose listing only "Research", "Conference" or "Field Study" is <u>NOT</u> descriptive.
- Select **Category** from dropdown list. Use the icon to access the listing of travel categories.
- **Destinations** *(non-Blanket travel field)*
  International Travel
    - If traveling outside of the U.S. or its territories, check the box for Non U.S. Travel. Travel to Canada and Mexico are considered out-of-country.
    - Enter the City and Country for your international travel. For multiple destinations, click the ⊞ icon to add additional rows.
    - A list of Export Compliance questions will appear. Review the information thoroughly. All questions must be answered and the certification must be completed by the traveler.
  Domestic Travel
    - For travel within the U.S. or its territories, complete the City and State fields. If traveling to multiple destinations, click the ⊞ icon to add additional rows.
- If this trip consists of two or more nights, will NCSU students travel with you? Use the drop down box to select Yes or No. If yes, list all students that will be traveling.
- ***Will this trip include any personal travel?*** Use the drop down to select Yes or No. If **YES**, provide the destination(s), date(s), begin and end time(s) of the personal travel within the **Personal Travel Destinations and Dates** comment box that will appear. Any comments placed within this box will transfer to the travel reimbursement under the **Authorization Comments** section once created.
- **Comments**: Enter all relevant information pertaining to the travel, including any unusual or extenuating travel circumstances. Comments placed within this box will transfer to the travel reimbursement once created.

6. Under section **2 - My Estimated Expenses**, complete the appropriate fields. IMPORTANT: Do not delete default lines in this section. It could cause the TA to result in an error and have to be re-entered. Clicking the ⓘ at the end of each line will show information and instructions related to that expense type:
   <u>Blanket Travel</u>
   - Check all applicable "Authorized Expense Types" for this blanket travel and skip down to Special Authorizations below in this section.

   <u>Individual, Mileage Only, Group/Team Travel</u>
   - If no reimbursement is needed, click " ☐ **No Reimbursement Needed**" *(non-Blanket travel types)* and skip down to Step #9.

- Under the ***Transportation*** section, enter the estimated amounts for each transportation expense

    - To enter ***Mileage***, click the 🖩 icon and enter the ***Estimated Miles***. The ***Mileage Rate*** is determined based on the number of miles entered and the ***Estimated Mileage Amount*** is automatically calculated.

    - Select duty station from drop down box (this is your assigned duty station)

    - An option to Use Higher Rate appears for instances where the traveler is not an employee or there is pre-authorization for higher rate usage (typically federal grants)

    - If personal travel has been included, you must provide documentation of comparative transportation costs for the business only portion of the trip.

- Under the ***Lodging*** section, enter the estimated amounts for each Lodging expense.

    - To enter Lodging Fees/Taxes, enter the amount or click the 🖩 icon and enter the nightly lodging fees/taxes amount under Y***our Nightly Rate***. The Nights Allowed are determined based on the begin and end dates of travel. The Estimated Lodging Amount is automatically calculated for you.

    - The daily Lodging Per Diem rate is provided for you for quick reference.

    - 3rd Party Lodging requires pre-approval. Please see section on 3rd Party Lodging and contact your Department Liaison.

- Under ***Conference Fees & Meals*** section, enter the estimated amounts for related expenses.

    - To enter ***Meals***, click the 🖩 icon. The ***Meals*** are automatically determined based on the Begin and End dates and times of your trip. Please Note: For Group Travel meals have to be calculated manually based on the current subsistence rates.

    - Exclude all full meals that are predetermined and not optional and are included in registration fees, conference costs, hotel registrations, or provided by any other entity. Please note: The agenda for the conference, workshop, meeting, etc. must be uploaded to substantiate the reimbursement of meals. ▪ There is an option to ***Exclude All*** if no meals reimbursement is requested.

    - ***Excess Meals*** are not allowed for in-state or out-of-state travel unless the purpose of the travel includes one of the allowable justifications (development, entertainment, recruitment, out-of-country travel and other preapproved purposes) and funding allows excess meals. Itemized receipts are required.

- *Other Expenses* can be checked to capture expenses not previously listed for example passport/visa fees, international cell phone rentals, supplies purchased for presentation while in travel status, etc.
- Verify the *Authorized Amount* is a total of estimated expenses for this trip.
- Under *Special Authorizations* click all that apply:

   - Use of Personal Vehicle

   - Vehicle Rental

   - Excess Lodging Rates

   - Excess Meals (option automatically appears for blanket and international travel)

   - Attendants for Handicapped Employees

   - Overnight Travel (including Lodging and Meals)

   - Business Class Airfare (option automatically appears for international travel) *Please note: Good practice is to check all items that could apply; it is better to have them pre-approved in advance than to need them later and have to obtain post-approval.*

7. Under section *3 – Document Upload*, upload the applicable conference, workshop, or meeting/research agenda/invitation. Documentation should show dates, times, and location of the trip. Click the "Upload Document" button to select the file. Click the ⊞ icon to upload additional documents.
   Important: The upload process accepts PDF, TIF or JPG file types; file size must be equal to or less than 3MB. Additionally, prior to uploading documents, redact/black out confidential/sensitive information (example: bank account/credit card/social security #s) and all other information that is not pertinent to this request. Original receipts should be retained for 6 months from the scan date.

8. Under section *4 – Funding Source*, the default Project ID selected in your Travel Profile is automatically inserted. Click the ⊞ icon to add additional Project ID(s) and the amount(s) / percentage(s).

9. Under section *5 – Approval Routing (aka Workflow)* Initiators have the option to "Save", insert additional reviewers/approvers, "Submit for approval", "Cancel Authorization" prior to the trip begin date, or "Mark Complete" after the trip's end date when no reimbursement will be requested.
   - Click "Save" to save the TA for later. This does not route the TA.
   - Once you have completed the previous sections, verify your assigned Supervisor before clicking on the "Submit for Approval" button. If the Supervisor needs to be changed, go to Supervisor ID field at the top of the page.
   - If additional approvers or reviewers need to be added to the workflow, click on the

green ⊞ prior to clicking "Submit for Approval". A popup window will appear where you can choose an approver or reviewer to insert.

- To remove an inserted reviewer or approver click the red "-" button in the top right hand corner for that approver/reviewer.
- Clicking the "Submit for Approval" button starts the approval routing process and moves the document to the next person in the workflow.

Cancel Authorization:
Cancel Authorization should be selected when a trip has been canceled or for some other reason the traveler does not go on the trip.

Mark Complete:
Mark Complete should **ONLY** be used after a trip is complete where the traveler seeks no reimbursement *AND* all PCard related charges have been reconciled by the charging PCard holder's reconciler.

Team/Group Travel FAQ:

Question #1:
Will one person be delegated with responsibility of paying for all expenses or will each person request individual reimbursements?
If other people will be reimbursed for expenses, this should not be entered as Group/Team travel. If individual reimbursements will be requested, each person must complete a travel authorization. Employees will submit via MyPack Portal and non-employees will submit a paper travel authorization https://controller.ofa.ncsu.edu/accounts-payable/travel-center/If one person is delegated the responsibility of paying all expenses for the Group/Team, this should be entered as Group/Team travel. Special Note: All team/group travelers must complete either a system TA checking the box "no reimbursement needed" or an AP-104 https://controller.ofa.ncsu.edu/accounts-payable/travel-center/.

Question #2:
Will a cash advance be needed?
If one person will be delegated with the responsibility of paying for all expenses but **no cash advance** is required, then the Responsible Party will need to enter a Group Travel Authorization through MyPack Portal and upload a list of all people traveling, their affiliation, and if they are a US Citizen or a Foreign National.

If a **cash advance** is required, the person delegated with the responsibility of paying for all expenses, will need to complete Form AP 102/103 instead of completing a system Travel Authorization. A list of team/group travelers, their affiliation, and if they are a US Citizen or a Foreign National should be attached to the https://controller.ofa.ncsu.edu/accounts-payable/travel-center/.

Lodging

Non-reimbursable incidentals will be the responsibility of the team/group travelers.

Transportation

NCSU Fleet Services -- https://fleetservices.ncsu.edu/.

Meals

- Meals are limited to per diem rates.
- Meals that are paid directly by the responsible party should be substantiated with the itemized receipt and the list of attendees.
- When cash is provided to each team/group traveler for a meal, each team/group traveler must sign a log acknowledging amount received and date received. No receipts are needed for this option.

Additional References:

NCSU Travel Center User's Guide:
https://controller.ofa.ncsu.edu/accounts-payable/travel-center/