

Process:	Travel Center Resources		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	5/7/25

Introduction:

This is a list of travel transactions and where to look in the Travel Manual for the process and step-by-step instructions to enter transactions in the Travel Center. The Travel Center user guide, and how to access the center, begins on Page 52 of the **Travel Manual**.

<https://controller.ofa.ncsu.edu/accounts-payable/travel-center/>

1. **Travel Advances** - The process begins on page 13; entry instructions are on page 76.
2. **Travel Authorization (TA) Employee** - The process begins on page 21; entry instructions begin on page 62.
3. **Travel Authorization Non-Employees/Students/Non-Resident Aliens** – Reference page 49
4. **Travel Reimbursement (TR) Employees/Non Employees** - The process begins on page 12; entry instructions begin on page 79.
5. **Travel Reimbursement without Travel Authorization** - Reference page 95
6. **Setup Travel Profile/Proxy** - Reference page 56
7. **3rd Party Lodging** - Reference page 30