

## Overview

This guide shows how to create a Travel Authorization in Financial Transaction Services. Use Travel Authorizations to request approval for domestic or international travel.

Requesters can fill out the Travel Authorization for the Traveler and save it; but only Travelers can submit their own Travel Authorization.

For more details on Travel Policies/Guidelines, view the [Travel Guide](http://www.sjsu.edu/finance/policies_guidelines/travel_guide/) ([http://www.sjsu.edu/finance/policies\\_guidelines/travel\\_guide/](http://www.sjsu.edu/finance/policies_guidelines/travel_guide/)).

## Table of Contents

Creating a Travel Authorization.....	2
Header Information.....	4
Trip Information .....	6
Estimated Expenses.....	6
Advance Requested .....	7
Funding Source/Chartfields9.....	8
Attachments.....	9
Submit for Approval.....	10
Finding and Editing an Existing Travel Authorization .....	12
Finding a Travel Authorization.....	12
Cancelling a Travel Authorization.....	15
Cloning a Travel Authorization .....	16

## Creating a Travel Authorization

This section shows how to create a Travel Authorization in Financial Transaction Services (FTS).

### Login to FTS.

1. Go to [Financial Transaction Services](https://fts.sjsu.edu) (<https://fts.sjsu.edu>).
2. At the SSO Login page, use your **SJSUOne ID** and **password** to login.

### SJSUOne Shibboleth Login



**The Financial Transaction Services Main Menu displays.**



### San José State University Financial Transaction Services

Main Menu	Profile	Preferences	Exit
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#### Open Items

You have 23 Requisitions  
You have 50 Vouchers

#### Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)

- + Q Travel Authorization
- + Q Travel Reimbursement

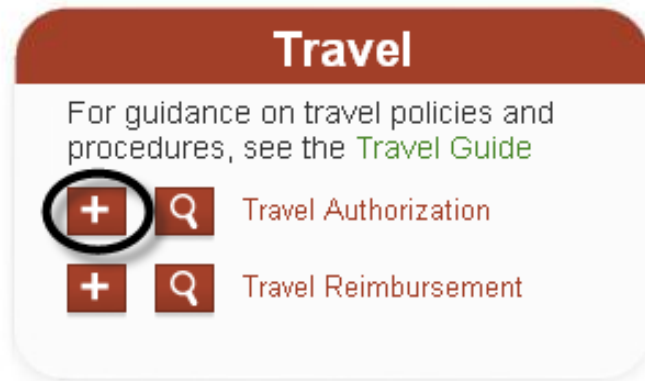
#### Purchasing/Payments

For guidance on ATI purchases, see [About the E&IT Procurement Checklist](#)  
**Note: at month-end, all open and pending transactions over two months old will be deleted.**

- + Q Requisition
- + Q Direct Payment Voucher
- + Q Reimbursements

The Travel section displays.

3. Click the **Create New [+]** icon next to **Travel Authorization** to create a new Travel Authorization.



The Travel Authorization page displays.

The Travel Authorization page has four sections:

- **Header Information**
- **Trip Information**
- **Estimated Expenses**
- **Funding Source / Chartfields**

Note: Asterisks (\*) indicate required fields.



### Request for Authorization to Travel

Header Information	
<i>Note: Fields preceded by asterisks indicate required fields.</i>	
Status	New
Trip Number	New
Requester Name	Josua Pineda
Requester Phone	408-924-1677
Requester Email	sjsuttravel@gmail.com
*Traveler Home DeptID	<input type="text"/>
<i>Note: Approval is based on traveler's DeptID.</i>	
*Traveler Name	<input type="text"/>
Employee ID Number	<input type="text"/>
Address	<input type="text"/>
* Is traveler a US citizen or lawful permanent resident?	
<input type="radio"/> Yes <input type="radio"/> No	
*Traveler's University Affiliation	
<input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Student	

## Header Information

*The Header Information section displays.*

### 1. Enter Traveler Home DeptID.

*If you are the Traveler completing this form, the following fields default with your information:*

- Requester Name
- Requester Phone
- Requester Email
- Traveler Name
- Employee ID Number
- Address (only visible to Traveler)

### 2. If you are the Requester completing this form for a Traveler, select the **More** option.

*Note: Select the More option at any drop-down menu to search for User Preferences.*

*The User Preferences search window opens.*

### 3. Enter traveler's last name in the criteria field, and then click the **Search** button.

**Header Information**

---

*Note: Fields preceded by asterisks indicate required fields.*

Status	New
Trip Number	New
Requester Name	John P. Smith
Requester Phone	408-924-1677
Requester Email	sjsuttravel@gmail.com
* Traveler Home DeptID	<input type="text"/>

*Note: Approval is based on traveler's DeptID.*

* Traveler Home DeptID	<input type="text"/>
<i>Note: Approval is based on traveler's DeptID.</i>	
* Traveler Name	<input type="text"/>
Employee ID Number	<input type="text" value="More..."/>
Address	<input type="text"/>

**User Preferences**

---

Field :  Criteria :

**The search results display.**

4. Click the appropriate icon to select traveler's name:
  - Use the traveler's name for this transaction only.
  - Use the traveler's name for this transaction and add it to your User Preferences List.
  
5. Select **Yes** or **No** to specify the Traveler's citizenship.
6. Select Traveler's University Affiliation:
  - **Faculty**
  - **Staff**
  - **Student**

If Faculty was selected:

**How will classes/duties be handled in your absence? box displays.**

7. Enter your answer to the question in the text box.

**User Preferences**

Field :  Criteria :

Select	Name	ID
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX

\* Is traveler a US citizen or lawful permanent resident?  
 Yes  No

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\* Traveler's University Affiliation  
 Faculty  Staff  Student

---


\* How will your classes/duties be handled in your absence?


## Trip Information


*The Trip Information section displays.*

1. Select **Departure Date** from the calendar.
2. Select the **Return Date** from the calendar.
3. Enter **Destination**:
  - **Country**
  - **State**
  - **City**
4. Enter the **Purpose of Trip**.
5. Select a **Travel Type**:
  - **Business Related**
  - **Team Travel**
  - **Field Supervision Travel**
  - **Travel Paid By Non-University Funds**  
(If selected, Travel Reimbursement will not be created.)
6. Enter **Additional Trip Details**, if necessary.

### Trip Information

\* Departure Date  

\* Return Date  

\* Destination  
Country    
City

\* Purpose of Trip

\* How will your classes/duties be handled in your absence?

\* Travel Type  
 Business Related  
 Team Travel  
 Field Supervision travel  
 Travel Paid By Non-University Funds

Additional Trip Details

## Estimated Expenses

*The Estimated Expenses section displays.*

1. (Optional) Estimate the following expenses:
  - **Transportation**
  - **Registration/Tuition**
  - **Lodging**
  - **Meals**
  - **Other**

### Estimated Expenses

Transportation	<input type="text"/>	0.00
Registration/Tuition	<input type="text"/>	0.00
Lodging	<input type="text"/>	0.00
Meals	<input type="text"/>	0.00
Other	<input type="text"/>	0.00
Total	<input type="text"/>	0.00

## Advance Requested

### *The Advance Requested section displays.*

*Notes: This section only appears if country selected is other than United States and the checkbox for Paid by Non-University Funds is not checked. Account defaults to 107001.*

1. Enter Advance Requested **Amount**.
2. Enter **Fund** (required), **DeptID** (required), **Program** (optional), **Class** (optional), and **Project** (optional).

*Note: System will calculate Percent.*

**Advance Requested**

Amount

Line #	*Account	*Fund	*DeptID	Program	Class	Project	*Amount	Percentage
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

In requesting this advance, I recognize it as a debt due to the State of California, and I hereby authorize the amount to be deducted from my salary if not properly claimed or refunded within 30 days after the ending date of the trip and/or training.

## Funding Source/Chartfields

The Funding Source / Chartfields section displays.

*Note: Account defaults based on the location of travel: 606001 for in-state, 606002 for out-of-state, 606800 for international, but codes are editable.*

1. Enter Chartfields: **Account** (required), **Fund** (required), **DeptID** (required), **Program** (optional), **Class** (optional), and **Project** (optional).

Note: System will calculate Percent.

2. Enter **Amount** (required). Amount defaults to Total Estimated Expenses, but it is editable and can be split.
3. Click the **Add (+)** icon for another chartfield line, if needed.
4. Click the **Save** button.

**The Status changes to Open and a Trip Number is assigned.**

Line #	*Account	*Fund	*DeptID	Program	Class	Project	*Amount	Percentage
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	<input type="text"/>

Save

## Request for Authorization to Travel

Header Information	
<i>Note: Fields preceded by asterisks indicate required fields.</i>	
Status	Open
Trip Number	TR014584



## Attachments

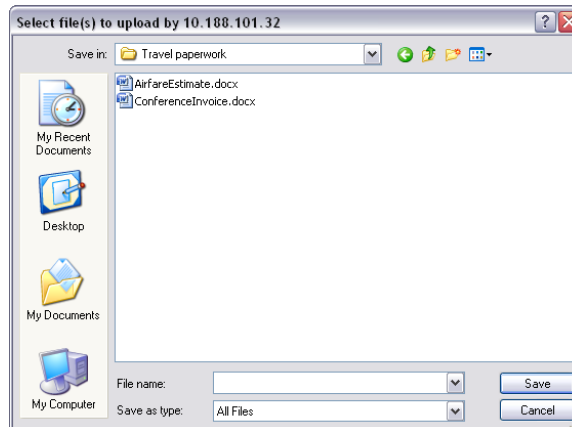
1. Scroll to the bottom of the Travel Authorization page.
2. To attach documents (if needed); click the **Upload Attachment(s)** button.

Funding Source/Chartfields							
Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amou
1	606800	70000	1207				10
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Save Submit Cancel Print **Upload Attachment(s)**

**The Select file(s) window opens.**

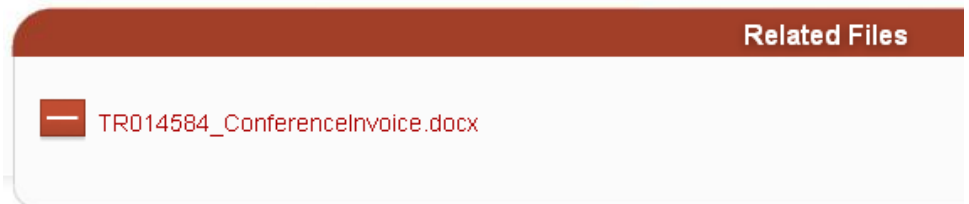
3. Navigate to the file you wish to attach, and then click the **Save** (or Open) button.



**The Related Files section displays the attached file(s).**

*Note: The voucher number is automatically added to the file name.*

4. Repeat this step to attach as many files as needed.



## Submit for Approval

*The saved voucher displays.*

1. When ready, scroll to the bottom of the Travel Authorization page, and then click the **Submit** button

*The Status changes to Pending Approval.*



Traveler receives email confirmation.

The first level of Reviewer/Approver in the Approval Structure receives an email notification.



Save **Submit** Cancel Print Upload Attachment(s)

Header Information		
Status	Pending Approval	Traveler Name
Trip Number	TR014584	Traveler DeptID
Requester Name	XXXXXXXXXX	Employee ID Number
Requester Phone	XXXXXXXXXX	
Citizenship Status	Citizen	
Address	XXXXXXXXXX	
Traveler's University Affiliation	Faculty	

[FTS] - Your Request for Authorization to Travel (TR009320) Has Been Submitted (Msg#32)  Inbox x

 DoNotReplyToFTS@sjsu.edu Mar 26 (3 days ago) ☆   
to me ▾  
Dear Tom Traveler,  
Your Request for Authorization to Travel was submitted on 3/26/2012. To review the approval status of your request, please log in to [Financial Transaction Services \(FTS\)](#).  
Thank you,  
Financial Transaction Services (Msg#31)


FTS Email  Inbox x




 DoNotReplyToFTS@sjsu.edu Mar 26 (3 days ago) ☆   
to me ▾  
Dear Dan A DeptReviewer,  
A Request for Authorization to Travel (TR009320) for Tom Traveler was submitted on 3/26/2012 and is waiting your review and approval. Please log in to [Financial Transaction Services \(FTS\)](#) to review and approve the request.  
Thank you,  
Financial Transaction Services (Msg#5)

**Once the Travel Authorization is approved by the final level of Approver, the Status changes to Distributed.**

Traveler receives email notification of approval and of the Travel Reimbursement to be completed upon return.

Header Information		
Status	Distributed	Traveler DeptID
Trip Number	TR009317	Traveler Name
Requester Name	Tom Traveler	Employee ID Number
Requester Phone	4-1111	Address
Citizenship Status	Citizen	

FTS Email  Inbox x 

 **DoNotReplyToFTS@sjsu.edu** Mar 26 (3 days ago)  

to me

Dear Tom Traveler

Your Request for Authorization to Travel, trip number TR009317, was approved on 3/26/2012 by Doris A DeptApprover. To review your request, please log in to [Financial Transaction Services \(FTS\)](#). Upon your return, please log in to FTS where a Travel Reimbursement will be in your Open Items, ready for you to complete and submit.

Thank you,  
Financial Transaction Services (Msg#2)

## Finding and Editing an Existing Travel Authorization

This section shows how to find an existing Travel Authorization and modify it. The Travel Authorization can only be edited if its status is **Open**.

### Finding a Travel Authorization

There are three ways to find an existing Travel Authorization:

- Use the Items Pending Approval link (if Status is Pending Approval)
- Use the Open Items link (if Status is Open).
- Use a criteria search.

#### **Items Pending Approval link:**

1. Select the **Travel Authorization** link.

#### **Open Items link:**

2. Alternatively, select the **Travel Authorization** link.

#### **A list of Travel Authorizations display.**

3. Select the **Trip Number** of the trip you want to modify.

## Items Pending Approval

You have 1 Travel Authorization

You have 2 Travel Reimbursements

## Open Items

You have 1 Travel Authorization

You have 1 Travel Reimbursement

Trip Number	Traveler	Creation Date	Status	Destination	Start Date	End Date	Approved Date	Submit Date
<a href="#">TR014586</a>	Jessica Woods	05/21/2013	Open	Paris, , France	06/03/2013	06/07/2013	05/21/2013	05/21/2013

**The Travel Authorization page displays.**

4. Edit the page, as needed.
5. Click the **Save** button (as Requester) or the **Submit** button (as Traveler).

## Request for Authorization to Travel

Header Information

*Note: Fields preceded by asterisks indicate required fields.*

Status	Open
Trip Number	TR014586
Requester Name	[REDACTED]
Requester Phone	[REDACTED]
Requester Email	sjsuttravel@gmail.com
* Traveler Home DeptID	1107 Administrative Applications

*Note: Approval is based on traveler's DeptID.*

* Traveler Name	[REDACTED]
Employee ID Number	[REDACTED]
Address	[REDACTED]

\* Is traveler a US citizen or lawful permanent resident?  
 Yes  No

\* Traveler's University Affiliation  
 Faculty  Staff  Student



## Trip Information

### Criteria Search:

1. Select the **Search** (magnifying glass) icon.

## Travel

For guidance on travel policies and procedures, see the [Travel Guide](#)

- +  Travel Authorization
- +  Travel Reimbursement

2. Enter one or two search criteria.
  - Enter **Trip Number** to search for a single specific Travel Authorization.
  - Enter **Traveler** to search for all Travel Authorization for a specific Traveler.
  - Enter **Status** to search for Travel Authorization based on status.
3. Click the **Go** button.

*The Request for Authorization to Travel page displays.*

4. If Status is **Open**, edit the page, as needed, and then click the **Save** button (as Requester) or the **Submit** button (as Traveler).

If its **Status** is Pending Approval, it shows the routing and approval status of the Travel Authorization.

### Request for Authorization to Travel

Routing and Approval Status					
Traveler Name	JAMES TRAVIS				
DeptID	1234				
Approval Routing					
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:	
Approver	JAMES TRAVIS	JAMES TRAVIS			
Approver	JAMES TRAVIS	JAMES TRAVIS			
Departmental International Travel					
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:	
Approver	JAMES TRAVIS	JAMES TRAVIS			
Approver	JAMES TRAVIS	JAMES TRAVIS			
International Travel					
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:	
Approver	JAMES TRAVIS	JAMES TRAVIS			
Approver	JAMES TRAVIS	JAMES TRAVIS			
Activity History					
Header Information					
Status	Pending Approval	Traveler Name	JAMES TRAVIS		
Trip Number	TR014584	Traveler DeptID	1234		
Requester Name	JAMES TRAVIS	Employee ID Number	123456789		

## Cancelling a Travel Authorization

Note: You can cancel a travel authorization only if its Status is Open.

1. Follow the steps in the **Finding and Editing an Existing Travel Authorization** section.
2. Click the **Cancel** button.

The screenshot shows a web form titled "Funding Source/Chartfields". It contains a table with columns: Line #, \*Account, \*Fund, \*DeptID, Program, Class, Project, and \*Amc. Below the table are several buttons: Save, Submit, Cancel (circled in red), Print, and Upload Attachment(s).

**A confirmation message displays.**

3. Click the **OK** button to confirm.

A dialog box with the text: "If you cancel this voucher it will be permanently read-only. Continue?". At the bottom right, there are two buttons: "OK" and "Cancel".

**The Status changes to Cancelled.**

The screenshot shows a web form titled "Header Information". It contains several fields and their values:


<b>Status</b>	Cancelled	<b>Traveler Name</b>
<b>Trip Number</b>	TR014586	<b>Traveler DeptID</b>
<b>Requester Name</b>	[Redacted]	<b>Employee ID Number</b>
<b>Requester Phone</b>	[Redacted]	
<b>Citizenship Status</b>	Citizen	
<b>Address</b>	[Redacted]	
<b>Traveler's University Affiliation</b>	Faculty	

## Cloning a Travel Authorization

1. To find the Travel Authorization you want to clone, follow the steps in **Finding and Editing an Existing Travel Authorization**.
2. Click the **Clone** button.

***A new Travel Authorization is created.***

**Related Files**

 TR014584\_ConferenceInvoice.docx

## Request for Authorization to Travel

**Header Information**

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*Note: Fields preceded by asterisks indicate required fields.*

Status	Open
Trip Number	TR014586
Requester Name	Jenna Reese
Requester Phone	408-924-1577
Requester Email	sjsuttravel@gmail.com
* Traveler Home DeptID	<input type="text" value="1000 - Administrative Support"/> <input type="button" value="v"/>

*Note: Approval is based on traveler's DeptID.*