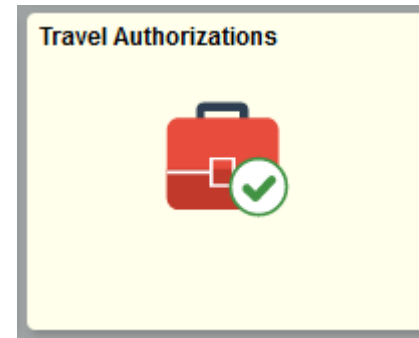


Creating a Travel Authorization

1. If you are off campus, make sure that you are connected to UGA's VPN.
2. Visit financials.onesource.uga.edu and log in using your UGA MyID and password.
3. Click the Travel Authorizations tile.

*This website looks similar to OneUSG, but is distinguishable by its gray background



4. Here, you can view the status of any pending or submitted expense reports. Under the "View All" tab, click Add Travel Authorization

Returned	0	View All Authorizations There are no Travel Authorizations to display. Add Travel Authorization
Denied	0	
Pending	0	
Submitted	0	
Approved	0	
View All	0	

5. Enter a brief description of the travel purpose in the Description field, for example, "ABC Conference."
6. Select the appropriate Business Purpose from the drop-down menu. Please note that you will choose "Out-of-State Travel" for international travel.
7. Select "Default Value" from the Billing Type drop-down menu.
8. If you have your accounting tag, enter it in the Accounting Tag field, then click Accounting Default and enter the current fiscal year into the Bud Ref field. If you do not have an accounting tag, leave this section blank for your business manager to complete.

*Description

*Business Purpose

Comments

Billing Type

Accounting Tag

Accounting Default

Notes

Creating a Travel Authorization

NOTE: When selecting a domestic travel location, search by state name, then city name. If the city does not appear, select the state option labelled “Standard Rate” (non-high cost).

When selecting an international travel location, search by country name, then city name. If the city does not appear, select “Country, Other.”

9. Enter the location from which you are travelling. If travelling from Athens, GA, please search for HEADQUARTERS.
10. Enter the destination to which you are traveling.
11. Enter the date of departure.
12. Enter return date.

*Travel From

*Travel To

*Date From

*Date To Trip Duration 1 Day

13. **If traveling within the United States**, estimate total expenses for which you will pay out of pocket and seek reimbursement and enter a brief description and estimated total on the “Domestic Pay by Employee” line.
14. **If traveling within the United States**, estimate total expenses that will be direct billed to UGA and enter a brief description and estimated total on the “Domestic Direct Bill UGA” line.
15. **If traveling outside of the United States**, estimate total expenses for which you will pay out of pocket and seek reimbursement and enter a brief description and estimated total on the “International Pay by Employee” line.
16. **If traveling outside of the United States**, estimate total expenses that will be direct billed to UGA and enter a brief description and estimated total on the “International Direct Bill UGA” line.

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"/>	<input type="text"/>	
International Pay by Employee	<input type="text"/>		<input type="text"/>	
International Direct Bill UGA	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total 0.00 USD

Creating a Travel Authorization

17. **If accounting information is needed from your business manager**, please click Save, close the Travel Authorization, and contact your business manager to notify them that a travel authorization is awaiting review. Once the TA is ready to submit, the business manager will notify you via email. Business managers cannot submit Travel Authorizations or Expense Reports – you must log back in and click Submit.

18. **If you were able to complete the accounting information on your Travel Authorization**, please click the Submit button to submit your travel authorization. If you receive an error, please follow prompts to complete required information. If you have completed required fields, more accounting information is most likely needed, and your business manager can assist you.

