Creating a Travel Authorization from a Blank Form with a Cash Advance

A Travel Authorization must be created in order to receive a cash advance.

Travel Authorization’s are required for the following reasons:
- When a maximum lodging exception is required
- Exception to the 50-Mile Lodging Rule
- ALL out-of-state travel
- ALL foreign
- ALL Travel Advance requests

The Traveler assumes the responsibility to:
- Be knowledgeable of the University procedures regarding travel and reimbursement of eligible expenses.
- Understand that if assigning a Delegate for entry purposes, the delegate is authorized to act on your behalf but does not release you, the traveler, of the responsibility to act ethically and in accordance with University travel regulations.
1. Log into Wildcat Connection

On www.cwu.edu, at CWU Home Page click on the link in the upper right corner of the page. Enter your Wildcat Username and Password.
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Click the Login button.

Click the Financial Management System (FMS) Link.

Click on the link for FMS Production (Authorized Users Only).
Avoid using your browser’s close button to close out of FMS Production. Instead, use the buttons or links at the bottom of FMS pages to return to the previous page. For security purposes, the FMS Production system automatically logs you off after 30 minutes without an option to save.

Always use the FMS [Sign Out] to sign out of FMS.

Click on Main Menu

2. Navigation: **Employee Self Service > Travel and Expense Center > Travel Authorization**
3. If you’ve been delegated entry authority for another individual, next to the Empl ID field click on the Magnifying glass.

Click the Look Up button.

Click the Add button.

4. Select A Blank Authorization in the Quick Start drop-down list. Most often, A Blank Authorization is the default. Click Go. The other choices in the Quick Start drop-down menu are:

A Blank Authorization
A Template
An Existing Authorization

5. A new Travel Authorization from a blank form will open.

6. In the *Description field, you need to enter in this format (last name, destination, and date of trip). This description is used for FMS Monthly Reports and for ease of finding travel authorizations. (e.g. SMITH Seattle 3/16/13)

7. Click the Business Purpose drop-down list. Select the entry in the list that most closely identifies the purpose of the trip. See the graphic below.
8. Click in the **Comment** field to indicate information relevant to your trip. For example, if you are traveling on a grant or plan to take personal time during your stay please note it here.

   **Comment:**

9. You can use the **Default Location** field to indicate the destination of your trip. If you enter a value in this field, it will populate information in each of your expense detail lines.

   **Default Location:**

   To enter a value, click on the magnifying glass. This will take you to a new panel. You will see a Search By feature. Either search by Expense Location or Description.

   For **Searching by** choose from the drop down list Expense Location, type in beginning letters of city and click Look Up.
To **Search By** choose from the drop down list Description, type in beginning letters of city and click Look Up.

**Search by:** Description begins with sal

If your city does not appear in the list, choose “Other” from the alphabetical listing of cities for that state.

You may also use the **Advance Lookup** features by clicking on the link. This provides other methods of searching including the use of the “Contains” where you can enter the city name (or part of it) and search on just that value.

10. Enter the beginning and end dates of the trip in the **Date From** and the **Date To** field, or select the dates by clicking on the **Calendar** icons.

11. Click the Attachments link and upload the needed attachment document (such as registration document).

Click on the Paperclip icon.
Click the Browse button.

Find the file you need to upload. Click the **Open** button.
Click the **Upload** button.

Finally click the **OK** button.

12. Click on the drop-down box under **Expense Type** and select the appropriate value.

13. Enter a date in the **Date** field or select the dates by clicking on the **Calendar** icon.

14. Select the **Payment Type** from the drop-down list. **Note:** This indicates how the expense was paid for.

15. Click the **Detail** link at the far right of the row. The Authorization Detail page will open where all of the required information related to this particular expense line can be entered.
16. Verify or enter the first day of the anticipated travel in the **Date** box, or choose the date by selecting the calendar icon.

17. Verify the **Payment Type** value. **Note:** This is indicates how the expense was paid for.

18. Leave the **Billing Type** as **what defaults in**.

19. Enter the anticipated amount (in US Dollars) in the **Amount** field.

20. Enter or verify the correct **Location** in the **Location** field.

21. The **Location Amount** field under the **Exceptions Comments** heading allows for an explanation of this particular expense. For example why the lodging rate might be higher than is generally acceptable for this trip.

22. Click on **Accounting Detail** link. In this area, the user enters the Project ID number that the trip expenses will be charged to. If the traveler has been assigned
a default project, the default project number will be displayed in the field. If there is no default for this traveler (or if this trip will be charged to a different project), the PeopleSoft project number is entered by typing it into the field or by clicking on the magnifying glass and searching and selecting the number from the list.

**Exception Comments**

```
Location Amount: 
```

- **Never change** the value in the Account field. This automatically populates based on the Expense Type chosen.

- Enter the appropriate Project ID number and tab out of the field. Enter the correct Oper Unit (Operating Unit).

**Note:** If one expense will be charged to two or more departments, DO NOT split the expense. Instead, enter each part of the expense on a separate row on the front page of the report. Only in this manner can the appropriate individual approve each part of the expense. (Each row can only be approved, but a row can only be approved by one departmental approver, not by two or more.)

23. When adjusting the chartstring(s) is complete, click **OK** to return to the **Detail Page** for this expense line.

24. Click the **Check Expense for Errors** button.

25. If there are errors or omissions, they will be flagged at the top of the screen and the lines or boxes in question will be highlighted.

26. Correct or complete the highlighted fields and click **Check Expense for Errors** until there are no longer any fields highlighted.
27. Click the **Return to Travel Authorization Entry** link at the bottom of the screen.

28. **Note:** When adding multiple expense lines, it is always a good idea to select the **Save for Later** button often.

29. If the **Travel Authorization** will include only one expense line, continue to **Step 33**.

30. If a department requires anticipated expenses to be itemized the next several steps may be helpful. If it is necessary to add additional expenses to this Travel Authorization, do so by repeating **Steps 12-25**.

   To assist with Accounting Detail information when entering multiple expense lines with the same Project ID and Operating Unit, you can set up Accounting Defaults.

   Click on the Accounting Details link under the General Information Section of the Travel Authorization.

   Enter the **Project ID** and **Oper Unit (Operating Unit)** you would like to have defaulted in for all your expense lines. Click the **OK** button.
31. To duplicate selected lines on the Travel Authorization, (to list similar expenses on multiple days) click in the box to the left of the expense line(s) to be copied, in the column marked Select (doing this puts a checkmark in that box). Click on the Copy Selected button. (Choose whether to copy to one date or to a range of dates and whether to include weekends and/or holidays.) When finished, press the OK button.

32. If more expense lines are needed, click on the drop down box for New Expense to add a new line(s). Click the Add button and check the appropriate boxes for Expense Types *including date ranges, one day or all days.
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33. To delete lines on the Travel Authorization, click in the box to the left of the expense line(s) that requires deletion, which is in the column marked **Select**, and press the **Delete Selected** button.

34. Complete all required fields. Required fields are denoted by an asterisk at the beginning of the column headings and vary according to expense type.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.</td>
<td>When all the expenses have been entered on the Travel Authorization, click the <strong>Check for Errors</strong> button on the main report screen in order to perform one final check. This will ensure that all required information has been submitted.</td>
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</table>
| 36.    | Click the **Save for Later** button which assigns a unique **Authorization ID** number to this Travel Authorization. Example: **Authorization ID: 0000000025**  
**Note:** A Cash Advance cannot be created until the Travel Authorization has been saved but not submitted. Also, the **Authorization ID** number is needed in order to fill out the **Cash Advance**. |
<p>| 40.    | To begin the creation of a Cash Advance at this time, click on the <strong>Create a Cash Advance</strong> hyperlink at the bottom of the Travel Authorization page. When creating the Cash Advance from this point, it copies the Description and Business Purpose from the Travel Authorization. |
| 41.    | A new browser window will open. The Description and Business Purpose will copy from the Travel Authorization. |
| 42.    | Enter a comment in the <strong>Comment</strong> field if needed. Please indicate what the request is for. |
| 43.    | Click on the drop down box to chose the appropriate <strong>Source</strong> value. This indicates how the traveler would like how to receive the advance. Most users will pick Automated Clearing House (which indicates direct deposit). |</p>
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<thead>
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<tbody>
<tr>
<td>44.</td>
<td>Enter meaningful information in the <strong>Description</strong> field. Indicate the Date of Travel and Destination.</td>
</tr>
<tr>
<td>45.</td>
<td>Enter the anticipated amount (in US Dollars) in the <strong>Amount</strong> field.</td>
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<tr>
<td>46.</td>
<td>Click the <strong>Apply Tax</strong> checkbox if needed.</td>
</tr>
<tr>
<td>47.</td>
<td>If you need to add additional lines, click the <strong>+</strong> box.</td>
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<tr>
<td>48.</td>
<td>Click the <strong>Update Totals</strong> button at the bottom of the page if you have more than one line.</td>
</tr>
<tr>
<td>49.</td>
<td>Click the <strong>Submit</strong> button. A Submit Confirmation page will open. Click <strong>OK</strong>. <strong>Note:</strong> Do not use the Save for Later button.</td>
</tr>
<tr>
<td>50.</td>
<td>You will now be able to view your new saved Advance ID.</td>
</tr>
</tbody>
</table>
51. Close your browser window that shows the cash advance. Return to your other browser window that contains your Travel Authorization information.

52. If you want to view a Cash Advance later navigate to Employee Self Service > Travel and Expense Center > Cash Advance > View.

54. When the Travel authorization is complete, submit it for approval. Click Submit. The report is sent to the appropriate approver’s workflow. Once a report is submitted, it is no longer accessible for editing.

Submit

If you have any questions, please contact the Travel Desk (509-963-1986).