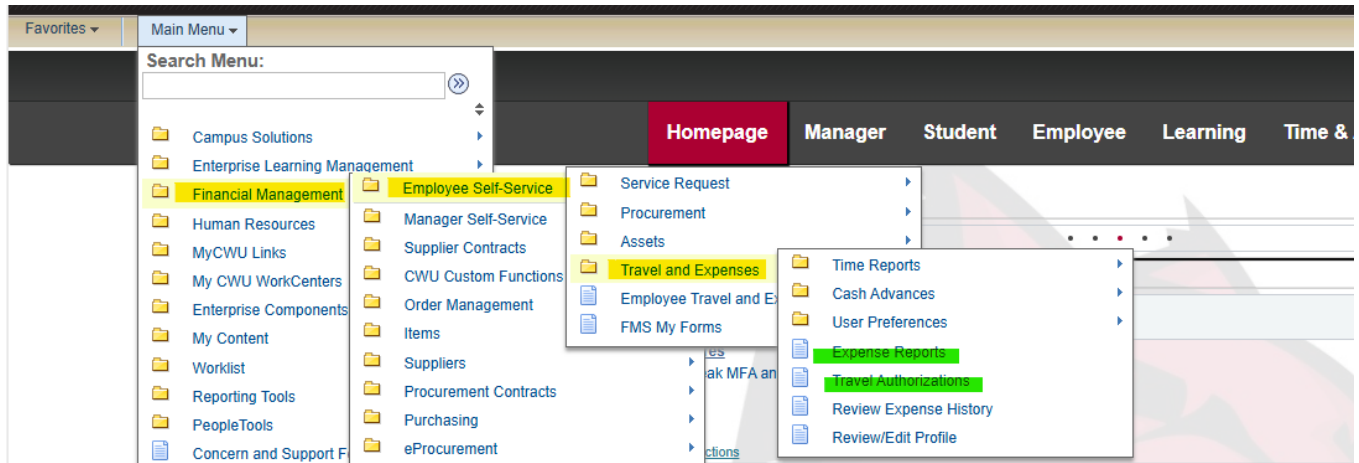


ENTERING TRAVEL – FLUID PAGES

Travel Authorizations

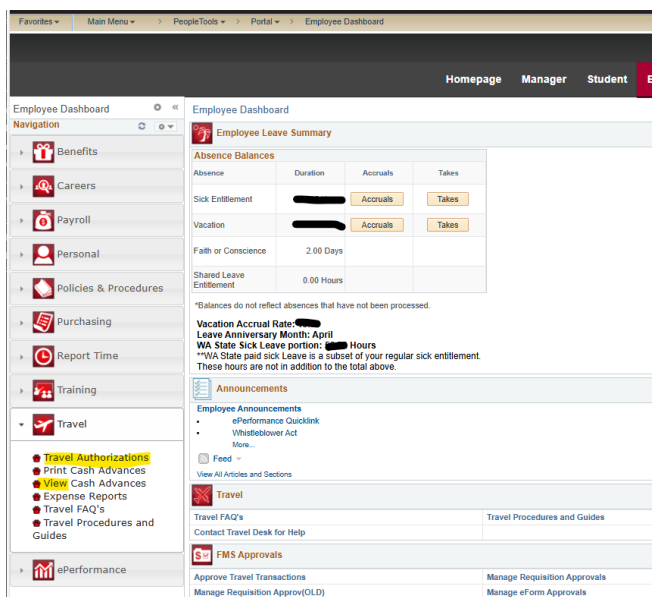
All of the below navigation options will all lead to the same page:

From the Main Menu




OR

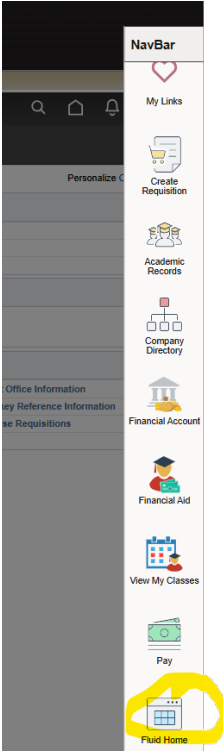
From the Employee Tab, and the Travel section on the left

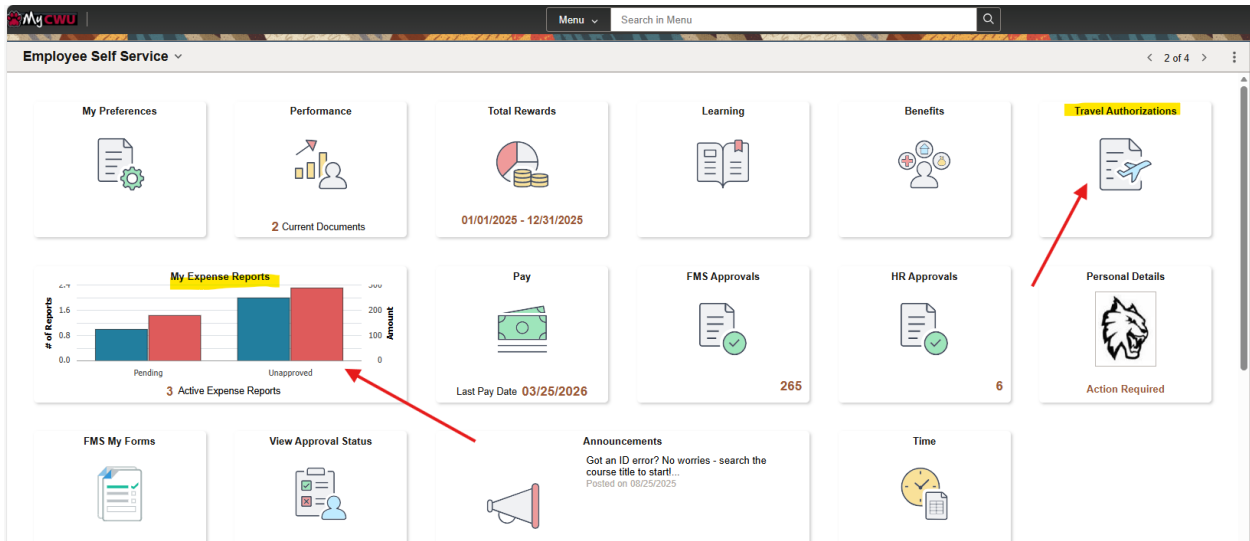


OR

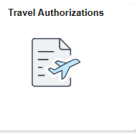


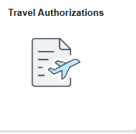
From the main Fluid page by going to the Compass icon () in the upper right hand corner of MyCWU.





TRAVEL AUTHORIZATIONS



If you click on the Travel Authorization , you will get what is referred to as a “search page”.

From here, by clicking on a status, you can see the TA’s that are in that status group. Returned equals Sent Back. Pending equals saved. Submitted equals TA’s in the Travel Desk approval queue. Approved equals fully Approved. Denied is not approved and completely closed.

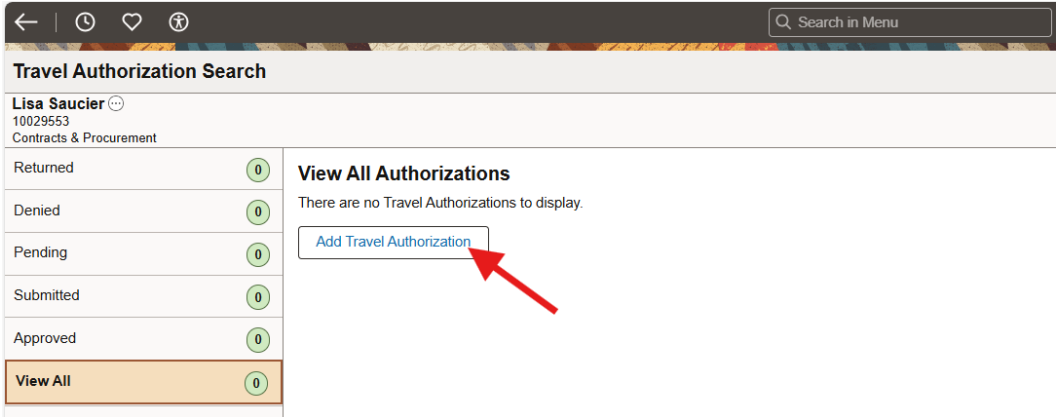
Travel Authorization Search																																																									
Sonia Toudji 24817232 International Studies & Prog																																																									
Returned 0	Approved Authorizations <div style="text-align: right;">Add Travel Authorization</div> <table border="1"> <thead> <tr> <th>Action</th> <th>Description</th> <th>Authorization ID</th> <th>Business Purpose</th> <th>Trip Date</th> <th>Location</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>⊖</td> <td>Morocco Spring 2026</td> <td>0000022490</td> <td>Recruiting</td> <td>03/27/2026</td> <td></td> <td>7,569.40 USD</td> </tr> <tr> <td>⊖</td> <td>NAFSA National Conference 2026</td> <td>0000022422</td> <td>Conference</td> <td>05/24/2026</td> <td>Orlando, FL</td> <td>1,604.00 USD</td> </tr> <tr> <td>⊖</td> <td>NAFSA</td> <td>0000021085</td> <td>Conference</td> <td>05/25/2025</td> <td>San Diego, CA</td> <td>1,389.50 USD</td> </tr> <tr> <td>⊖</td> <td>IACAC Conference & Recruiting</td> <td>0000021083</td> <td>Other-Specify in Description</td> <td>04/01/2025</td> <td>Sao Paulo, BRA</td> <td>2,094.80 USD</td> </tr> <tr> <td>⊖</td> <td>Portland-Seattle-Fairs</td> <td>0000020931</td> <td>Recruiting</td> <td>01/22/2025</td> <td></td> <td>1,217.00 USD</td> </tr> <tr> <td>⊖</td> <td>Vietnam-Thailand</td> <td>0000020902</td> <td>Recruiting</td> <td>02/21/2025</td> <td></td> <td>5,091.20 USD</td> </tr> <tr> <td>⊖</td> <td>NAFSA Conference</td> <td>0000020430</td> <td>Training</td> <td>10/05/2024</td> <td>Vancouver, British Columbia</td> <td>1,905.00 USD</td> </tr> </tbody> </table>	Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount	⊖	Morocco Spring 2026	0000022490	Recruiting	03/27/2026		7,569.40 USD	⊖	NAFSA National Conference 2026	0000022422	Conference	05/24/2026	Orlando, FL	1,604.00 USD	⊖	NAFSA	0000021085	Conference	05/25/2025	San Diego, CA	1,389.50 USD	⊖	IACAC Conference & Recruiting	0000021083	Other-Specify in Description	04/01/2025	Sao Paulo, BRA	2,094.80 USD	⊖	Portland-Seattle-Fairs	0000020931	Recruiting	01/22/2025		1,217.00 USD	⊖	Vietnam-Thailand	0000020902	Recruiting	02/21/2025		5,091.20 USD	⊖	NAFSA Conference	0000020430	Training	10/05/2024	Vancouver, British Columbia	1,905.00 USD
Action		Description	Authorization ID	Business Purpose	Trip Date	Location	Amount																																																		
⊖		Morocco Spring 2026	0000022490	Recruiting	03/27/2026		7,569.40 USD																																																		
⊖		NAFSA National Conference 2026	0000022422	Conference	05/24/2026	Orlando, FL	1,604.00 USD																																																		
⊖		NAFSA	0000021085	Conference	05/25/2025	San Diego, CA	1,389.50 USD																																																		
⊖		IACAC Conference & Recruiting	0000021083	Other-Specify in Description	04/01/2025	Sao Paulo, BRA	2,094.80 USD																																																		
⊖	Portland-Seattle-Fairs	0000020931	Recruiting	01/22/2025		1,217.00 USD																																																			
⊖	Vietnam-Thailand	0000020902	Recruiting	02/21/2025		5,091.20 USD																																																			
⊖	NAFSA Conference	0000020430	Training	10/05/2024	Vancouver, British Columbia	1,905.00 USD																																																			
Denied 1																																																									
Pending 1																																																									
Submitted 0																																																									
Approved 7																																																									
View All 18																																																									

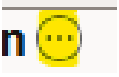
*To enter travel for yourself, after clicking on Travel Authorizations (from your usual navigation or from the

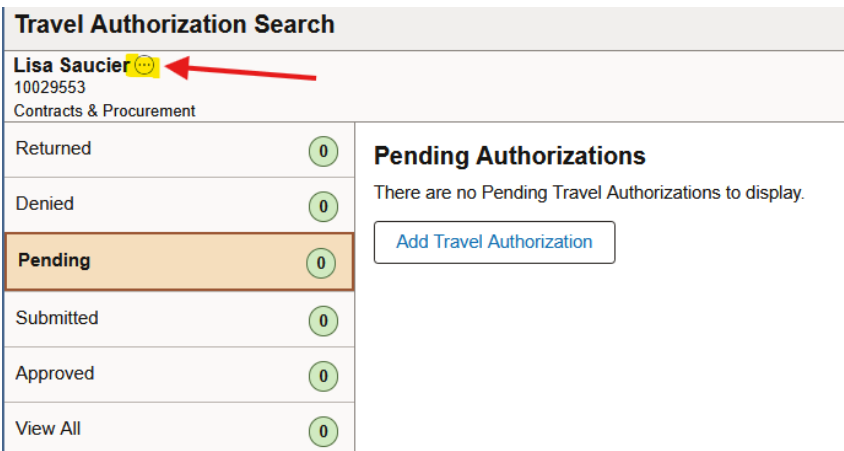


Fluid page/tile), you should see the 'Add Travel Authorization' button from anywhere . Click on

this button



*To enter travel for another person, you will first need to click on the circle with the 3 dots -  next to your name



Then click on [Change Employee:](#)

Travel Authorizations

Actions ✕

Lisa Saucier ⋮
10029553
Contracts & Procurement

Change Employee

Returned 0

Denied 0

Pending 0

View All Authorizations

There are no Travel Authorizations to display.

Add Travel Authorization

Select a person from the list:

Employee Search ✕

Search Employee →

185 rows

Empl ID ↕	Name ↕
24296478	Allyson Rogan-Klyve
10385441	Amanda von Jentzen
10319466	Amber Darling
23040377	Andrea Eklund
42215388	Andrea Guillen
10385636	Andres Moreno Benito
10134281	Andrew Caveness
24812292	Andrew Morse
24812773	Andrew Petko
T0002204	Antonia Vilela-Elliott
24882695	Anril Rinder

From here, click the 'Add Travel Authorization' button

Travel Authorization Search

Andrew Petko ⌵
24812773
Athletics Administration

Returned 0

Denied 0

Pending 0

Submitted 0

Approved 0

View All 7

View All Authorizations

Add Travel Authorization


Action ↕	Description ↕	Status ↕	Authorization ID ↕	Business Purpose ↕	Trip Date ↕	Location ↕	Amount ↕
⌵	NCAA Site Rep Travel	Closed	0000021521	Athletics Team Travel	05/13/2025	Ellensburg, WA	1.00 USD
⌵	WBB NCAA Tourney Carson 03.12	Closed	0000021258	Athletics Team Travel	03/12/2025		6,100.00 USD

The pages are different, but the fields are mostly the same, with some new functionality:

Travel Authorization
 Report: NEXT Pending
 Lisa Saucier

Save Submit

*Description
 *Business Purpose
 Comments
 Billing Type: Non-billable
 Attachments

*Travel From 
 *Travel To
 *Date From
 *Date To
 *Request Type: Domestic International [Travel Agreement](#)

Create A Cash Advance
 View Printable Version
 Notes

Details
 Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill

Date	Expense Type	Description	Location	Amount	Currency	Accounting
<input type="text"/>	Ground Trans- Bus/Taxi/Train	<input type="text"/>	<input type="text"/>	<input type="text"/>	USD	<input type="text"/>

Total Expenses: 0.00 USD

“Travel From” is new – this is considered to be the Official Workstation.

The “Accounting default”(s) (lower left above) can be added here, at the beginning or at the line level.

Click on the [Account Defaults](#) tab

Travel Authorization
 Report: NEXT Pending
 Lisa Saucier

*Description
 *Business Purpose
 Comments
 Billing Type: Non-billable
 Attachments

Create A Cash Advance
 View Printable Version
 Notes

Details
 Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill

Date	Expense Type	Description
<input type="text"/>	Ground Trans- Bus/Taxi/Train	<input type="text"/>

Click on the magnifying glass/search icon in the SpeedChart Key box

Cancel **Travel Authorization Defaults** Done

Description

Accounting Details

GL ChartFields Show All

%	*GL Unit	SpeedChart Key	Oper Unit	Fund	Dept	Program	Project	Component
<input type="text"/>	100.00	CWUID <input type="text"/>	<input type="text"/>	<input type="text"/>	211700	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter first part of speedkey, then click the 'Search' button.

Cancel **Lookup**

Search for: SpeedChart Key

Search Criteria

SetID CWUID

SpeedChart Key begins with 101010

Search Clear

Search Results

SpeedChart Key	Description
1010100001	140 - Athletics \ In
1010100003	149 - Athletics \ In
1010100004	148 - Athletics \ In
1010100005	140 -Athletics facility rental
101010TN04	TN 148 - Athletics \ In Sponso

Click on the speedkey you want to charge.

Then click the 'Done' button in the upper right.

Cancel **Travel Authorization Defaults** Done

Description Testing

Accounting Details 1 row

GL ChartFields Show All

	%	*GL Unit	SpeedChart Key	Oper Unit	Fund	Dept	Program	Project	Component
+ -	100.00	CWUID	1010100004	0	148	101010	011		

You can also choose which lines you'd like to have from the **Quick Fill** tab, and it will add the lines all at once.

Travel Authorization

Report NEXT Pending
Lisa Saucier

*Description

*Business Purpose

Comments

Billing Type Non-billable

Attachments

Create A Cash Advance
View Printable Version
Notes

Details

Accounting Default Populate from Travel Authorization Populate from Template **Quick-Fill**

Date Expense Type Description Location

Ground Trans- Bus/Taxi/Train

You have to select **One Day** or **All Days** for each expense line that you need.

Quick-Fill

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Quick-Fill Options

Date From 04/20/2026 Date To 04/24/2026

Add Expense Types

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	NonTravel-Registration Fees
<input type="checkbox"/>	<input type="checkbox"/>	NonTravel-Subscriptions
<input type="checkbox"/>	<input type="checkbox"/>	Out of State - Airfare & Fees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Out of State - Lodging
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Out of State - Meals Per Diem
<input type="checkbox"/>	<input type="checkbox"/>	Out of State -Grp Bkft Actual
<input type="checkbox"/>	<input type="checkbox"/>	Out of State -Grp Din Actuals
<input type="checkbox"/>	<input type="checkbox"/>	Out of State -Grp Lnch Actual
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking
<input type="checkbox"/>	<input type="checkbox"/>	Participant Travel

64 rows

Click the 'Done' (upper right) button when you have all the Expense Types you need.

You will be brought back to the main TA page, and your Expense Lines should be filled in:

Travel Authorization

Report: NEXT Pending
 Lisa Saucier

Save Submit

*Description: Testing
 *Business Purpose: Training
 Comments:
 Billing Type: Non-billable
 Attachments

*Travel From: Ellensburg, WA
 *Travel To: San Diego, CA
 *Date From: 04/20/2026
 *Date To: 04/24/2026
 *Request Type: Domestic International Travel Agreement

Create A Cash Advance
 View Printable Version
 Notes

Details 8 rows

Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill

Date	Expense Type	Description	Location	Amount	Currency	Accounting
	Ground Trans- Bus/Taxi/Train		San Diego, CA		USD	Details + -
04/20/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/21/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/22/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/23/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/24/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/20/2026	Out of State - Meals Per Diem		San Diego, CA	86.00	USD	Details + -

****If you select ALL DAYS for the Lodging, it will add a line for the return day. That will need to be deleted.**

If you select one day for lodging or meals, you will get the **‘Over Per Diem’** warning when you click Submit. You will be required to add a note stating something along the lines “meals (or lodging) for all days”

For Expense Types like Mileage where you need to enter additional information, click the **‘Details’** button on that line at the far right.

Create A Cash Advance
 View Printable Version
 Notes

Details 7 row

Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill

Date	Expense Type	Description	Location	Amount	Currency	Accounting
04/20/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/21/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/22/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/23/2026	Out of State - Lodging		San Diego, CA	199.00	USD	Details + -
04/20/2026	Out of State - Meals Per Diem		San Diego, CA	430.00	USD	Details + -
04/20/2026	Parking	estimated parking at Seatac	San Diego, CA	50.00	USD	Details + -
04/20/2026	Mileage -Personal Vehicle Rate				USD	Details + -

A pop-up window will appear

Cancel
Line Detail
Done

Expense Type Mileage -Personal Vehicle Rate

Description

Amount

Currency USD

Payment Type

***Billing Type**

***Originating Location**

***Miles**

x 0.7250

Attachments, Notes and a Cash advance are all available from this page as well.

The TA will need to be Saved before you can create the Cash Advance. If you are not creating a Cash Adv, continue on to next page.

Travel Authorization

Report: 0000021918 Pending
Mark Goodenberger

Business Purpose

Comments

Billing Type

[Attachments](#)

[Create A Cash Advance](#)
[View Printable Version](#)
[Notes](#)

Travel To

***Date From**

***Date To**

***Request Type:** Domestic International [Trav](#)

Details

Date	Expense Type	Description	Location	Amount	Currency
<input type="text" value="03/23/2026"/>	<input type="text" value="Ground Trans- Bus/Taxi/Train"/>	<input type="text" value="Airport/hotel uber"/>	<input type="text" value="Phoenix, AZ"/>	<input type="text" value="50.00"/>	<input type="text" value="USD"/>

Cash Advance:

A new tab will open up the Cash Advance page, The entry is the same as it has been.

Andrew Petko Save for Later

* Business Purpose Reference

* Advance Description

Cash Advance ⓘ

User Defaults Import ATM Advances View Printable Version Notes Attachments

* Source Description * Amount Currency

> Accounting Details

▼ Totals Advance Amount 272.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

After the CA has been submitted, you may close the browser tab which should then bring you back to the tab for the TA.

When you are ready, click the ‘Submit’ button in the upper right.

*Reminder: If you enter all the meals (or lodging) on one line, you will still need to fill out a note, which you will be asked to do when you try to submit the TA

Travel Authorization

Report: 000022563 Pending Andrew Petko Save Submit

*Description *Travel From

*Business Purpose *Travel To

Comments *Date From

Billing Type *Date To

*Request Type Domestic International [Travel Agreement](#)

Create a Cash Advance View Printable Version Notes

Details 7 rows

Date	Expense Type	Description	Location	Amount	Currency	Amount Comments	Accounting
04/03/2026	Out of State - Lodging		Salem, OR	330.00	USD		Details + -
04/03/2026	Out of State - Meals Per Diem		Salem, OR	68.00	USD		Details + -
04/04/2026	Out of State - Meals Per Diem		Salem, OR	68.00	USD		Details + -
04/05/2026	Out of State - Meals Per Diem		Salem, OR	68.00	USD		Details + -
04/06/2026	Out of State - Meals Per Diem		Salem, OR	68.00	USD		Details + -
04/03/2026	Parking	estimated \$25 per night	Salem, OR	75.00	USD		Details + -
04/03/2026	Mileage - Personal Vehicle Rate	round trip to SeaTac		163.85	USD		Details + -

Total Expenses 948.85 USD

Cancel Amount Exceeded Comment OK

Authorized Amount 110.000 USD

Transaction Amount 330.00 USD

The authorized amount for expense type Out of State - Lodging in Salem, OR has been exceeded on line 1. Please provide an explanation as to why.

all nights

Click on the conversation icon and enter a brief description, then click ‘OK’.

Click on 'Submit' again.

Click 'OK' on the Submission Confirmation

Submission Confirmation.

CERTIFICATION: This is to certify that the data contained in this travel authorization is accurate and comply with expense policy.

The page will then look like this;

Travel Authorization
Report: 0000022563 **Submission in Process**

Description: Testing
Business Purpose: Training
Comments:
Billing Type: Non-billable

Travel From: Elensburg, WA
Travel To: Salem, OR
Date From: 04/03/2026
Date To: 04/06/2026

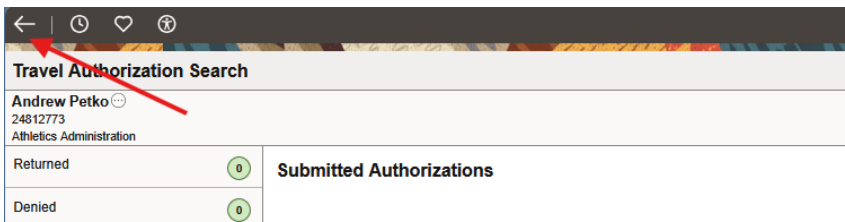
[View Printable Version](#)
[Notes](#)

Details

Date	Expense Type	Line Status	Location	Amount	Currency	Reimbursement	Amount	Comments	Accounting	Details
04/03/2026	Out of State - Lodging	Pending	Salem, OR	330.00	USD	Reimbursable				
04/03/2026	Out of State - Meals Per Diem	Pending	Salem, OR	68.00	USD	Reimbursable				
04/04/2026	Out of State - Meals Per Diem	Pending	Salem, OR	68.00	USD	Reimbursable				
04/05/2026	Out of State - Meals Per Diem	Pending	Salem, OR	68.00	USD	Reimbursable				
04/06/2026	Out of State - Meals Per Diem	Pending	Salem, OR	68.00	USD	Reimbursable				
04/03/2026	Parking	Pending	Salem, OR	75.00	USD	Reimbursable				
04/03/2026	Mileage - Personal Vehicle Rate	Pending	Salem, OR	163.85	USD	Reimbursable				

Total Authorized **840.85** USD
Less Non-Approved **0.00** USD
Total Expenses **840.85** USD

To get back to the Travel Authorizations page, click the arrow in the upper left twice (MyCWU arrow NOT the web browser arrow)



For any questions or assistance, please contact the Travel Desk – by email at TravelDesk@cwu.edu

Phone Olivia x2621; Melissa x1985; Lisa x1986