

Student Instructions for Submitting a Travel Authorization

1. Log in to “MyCWU” from the home page
2. Click on the “Main Menu” heading and follow this pathway:

Financial Management > Employee Self-Service > Travel and Expense Center

The screenshot displays the CWU MyCWU portal interface. At the top, the CWU logo and 'Central Washington University' are visible. Below the header, a navigation bar includes 'Homepage', 'Student', and 'Employee' tabs. A 'Main Menu' dropdown is open, showing a tree structure of categories. The path 'Financial Management > Employee Self-Service > Travel and Expense Center' is highlighted with red boxes. The 'Travel and Expense Center' link is also highlighted. The main content area features a banner for 'COLLABORATE IN THE CLOUD! WITH OFFICE 365' and a 'Sessions and Closure' section. On the right, there are 'Applications' and 'Other Links' widgets.

Canvas	Faculty180
Connection Card Balance	Qualtrics
CWU Outlook	Disability Services Portal
SEOs	Wildcat Career Network
CLA Online	Curriculog
25Live Event Scheduling	Strategic Planning Online
MyParking	

Advising Resources	University Catalog	Classes and Calendars
Dining	Health & Wellness	Housing
Scholarship	A to Z CWU.edu Search	Graduate Studies

3: Click on **“Create/Modify”** under the **“Travel Authorizations”** section

The screenshot shows the CWU Central Washington University website interface. At the top, the CWU logo and name are displayed. Below the logo is a navigation breadcrumb: Favorites > Main Menu > Financial Management > Employee Self-Service > Travel and Expense Center. A dark navigation bar contains links for Homepage, Student, and Employee, along with icons for home, search, and user profile. The main content area is titled 'Travel and Expense Center' and contains a grid of functional modules. The 'Travel Authorizations' module is highlighted with a red box around its 'Create/Modify' link.

Travel and Expense Center		
Travel and Expense Center Employee Travel and Expense Center		
Expense Reports Create, modify, print, view or delete an Expense Report Create/Modify Print Print Report 2 More...	Time Reports Create, modify, print, view and delete Time Reports Modify View	Travel Authorizations Create, modify, print, view or delete Travel Authorizations. Create/Modify Print Print Authorization 2 More...
Cash Advances Create, modify, print, view or delete Cash Advances Print Print Advance View	Forecast Time Create, modify or view forecast data	Print Reports Print any one of your expense transactions. Expense Report Travel Authorization Cash Advance
Profiles and Preferences Manage your personal, organizational and financial details for travel and expense reporting. Review/Edit Profile	Review Payments Review history of expense payments	Other Expense Functions View contents in My Wallet, create your own template, or modify an existing template. Create/Update User Template

4: Select **“Add”** to create a new travel authorization

Travel Authorization

Find an Existing Value | Add a New Value

Empl ID 12345678

Add

Find an Existing Value | Add a New Value

* Your Student/Employee ID should automatically populate. If it does not, please give SURC Accounting a call at (360) 963-3034, or shoot us an email at club_accounting@cwu.edu so that we can update your profile.

5: Fill in the appropriate information

The screenshot shows the 'Create Travel Authorization' form for Henry Follis. The form includes the following fields and sections:

- 1:** *Business Purpose (dropdown menu)
- 2:** *Description (text input)
- 3:** *Request Type (radio buttons for Domestic, International, and Travel Agreement)
- 4:** Default Location (text input with magnifying glass)
- 5:** *Date From and *Date To (date pickers)
- 6:** Attachments (upload icon)
- Reference (text input with magnifying glass)
- Quick Start (Populate From dropdown and GO button)
- Projected Expenses table with columns: *Date, *Expense Type, Description, *Payment Type, *Amount, Currency.

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD
Totals (0 Lines)				0.00	USD

1: Select a **“Business Purpose”** from the drop down menu

- If traveling with Club Senate, Student Academic Senate, S&A, and/or other combinations of funding, select **“Conference”**
- If traveling using only existing funds in your Club account, select **“Club Travel”**
- If traveling using a Sports Club account, select **“Club Team Travel”**

2: Enter **“Description”** by starting with either **CF (for Club Funds)** or **OF (for Outside Funds)**, and then putting in your Club name, and your last name. As an example: if the Bass Club were traveling using S&A funds, the syntax would be OF, Bass Club, Martin

3: Select the corresponding **“Request Type”** for your trip

4: Enter your destination city, click the magnifying glass next to it, and select the correct link that pops up

5: Enter your departure and return date of your trip, under **“Date From”** and **“Date To”**

6: In an application like Microsoft Word, create a list of all the travelers for this trip, along with their student IDs. Upload this document as an attachment

6: Enter “Expense Type” and other associated information

The screenshot shows the 'Create Travel Authorization' page for Henry Follis. The form includes the following fields and options:

- *Business Purpose: Conference
- *Description: Launch
- Default Location: Seattle, WA
- *Date From: 05/14/2019
- *Date To: 05/15/2019
- *Request Type: Domestic (selected), International, Travel Agreement
- Attachments: 1
- Reference: [Search]

Projected Expenses

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
05/14/2019	Student Travel - All Expenses		Personal Funds	0.00	USD

Additional fields for the expense line item:

- *Billing Type: Non-billable
- *Location: Seattle, WA
- Number of Days: 1
- *Daily Amount: 0.00
- Accounting Details: [?] (1)

Totals (1 Line): 0.00 USD

1. Enter the departure date from “**Date From**” into the expense “**Date**”
2. If you are only using Club Funds (the description up top should then start with CF) select “**Student Club Travel**” in “**Expense Type**”
2. If you are receiving funding from a Funding Source (the description up top should then start with OF) select “**Student Travel – All Expenses**” in “**Expense Type**”
- 3: Enter 1 for the “**Daily Amount**”

7: Enter the “Accounting Details”

The screenshot shows the CWU Travel Authorization system interface. At the top, the CWU logo and 'Central Washington University' are displayed. Below the navigation bar, the 'Create/Modify' page is shown with various input fields. The 'Projected Expenses' section is expanded, showing a table with one line item. The 'Accounting Details' section is expanded, showing a table with one row of accounting information. A red box labeled '1' highlights the 'Accounting Details' section header, and a red box labeled '2' highlights the 'Speed Key' field in the accounting table.

*Business Purpose: Conference
*Description: Launch
Default Location: Seattle, WA
*Date From: 05/14/2019 *Date To: 05/15/2019
Reference:
*Request Type: Domestic International Travel Agreement

Projected Expenses ?
Expand All | Collapse All Add: | Quick-Fill
Totals (1 Line) 1.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
05/14/2019	Student Travel - All Expenses		Personal Funds	1.00	USD

*Billing Type: Non-billable
*Location: Seattle, WA
Number of Days: 1
*Daily Amount: 1.00

Accounting Details ?
Chartfields

Amount	*GL Unit	Speed Key	Account	Fund	Dept	Program	Project	Component	Oper Unit
1.00	CWUID	4612100003	53533	840	461210	999		1300240	

Expand All | Collapse All
Totals (1 Line) 1.00 USD

1: Expand the “Accounting Details” section

2: Enter the corresponding Speed Key

- If the trip is club funded only, enter **4612600001**
- If the trip is being funding by an outside funding source, enter **4610100003**

8: Save and Submit

Central Washington University

Home | Student | Employee

Create Travel Authorization

Henry Follis

Save for Later | Home | Summary and Submit

Actions: ...Choose an Action GO

*Business Purpose: Conference
*Description: Launch
Default Location: Seattle, WA
*Date From: 05/14/2019 *Date To: 05/15/2019
Reference:
*Request Type: Domestic International Travel Agreement

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
05/14/2019	Student Travel - All Expenses		Personal Funds	0.00	USD

*Billing Type: Non-billable
*Location: Seattle, WA
Number of Days: 1
*Daily Amount: 0.00

Accounting Details

Expand All | Collapse All

Totals (1 Line) 0.00 USD

- 1: Click on **“Save for Later”** to ensure no boxes turn red. If any turn red, please email Henry.Follis@cwu.edu or call (509) 963-3034. If no boxes turn red, select **“Summary and Submit”**
- 2: You will be prompted to check a box to certify the costs, after which you may select **“Submit Travel Authorization”** to submit