

COHS Procedures for Travel Authorizations

Effective 7/1/2017

Effective Date	Action
June 23, 2017	OrgSync travel authorization form no longer available
June 26-30, 2017	Cannot submit new travel authorizations
July 1, 2017	New travel authorization form goes live

New Travel Authorization Form and Process

1. Starting July 1, 2017, access the new travel authorization form at:
<https://my.boisestate.edu/#/travel-auth>

Tip: For easy access, add the new form to your My Resources list on myBoiseState.edu
2. Starting July 1, access training documents on the University Financial Services Training Portal:
<https://vpfa.boisestate.edu/ufs-training/>
3. Units (departments or schools in the College of Health Sciences) determine who needs to approve travel authorization.
4. Units choose whether they will list expenses on the form as a total amount or as separate line items by type of expense.
5. The College of Health Sciences (COHS) requires that all travel authorizations include the following documentation:
 - Permission to travel form—if required by the Unit
 - Flight cost comparison—if personal days are included in the trip
 - Expenses Excel spreadsheet—if the travel authorization used a total cost rather than separate line items (see item 4 above).
6. COHS requires that all travel authorizations include the traveler's employee identification number to ensure accurate employee identification (reducing confusion caused by name changes or employees with the same last name).

7. To ensure that user data is standardized, COHS has developed the following Unit acronyms for use with travel authorizations:

Unit	Acronym
College of Health Sciences	COHS
Schools	
School of Allied Health Sciences	SAHS
School of Nursing	SON
School of Social Work	SOSW
Departments	
Community and Environmental Health	CEH
Kinesiology	KINES
Radiologic Sciences	RADSCI
Respiratory Care	RESP
Centers	
Center for Excellence for Environmental Health & Safety	CEEHS
Center for Health Policy	CHP
Center for Orthopedic & Biomechanics Research	COBR
Center for Physical Activity and Sport	CPAS
Center for the Study of Aging	CSA
Labs	
Human Performance Laboratory	HPL
Institute for the Study of Addiction	ISA
Motor Behavior & Biomechanics Lab	MBBL
Stephenson Exposure Science Lab	SESL

8. You must enter the TA number in the travel purpose field on the expense report to assist Travel Services with reversing encumbrances.
9. All fields on travel authorization form are searchable and line items can be duplicated. Individual units should determine standardized naming conventions to facilitate efficient tracking of expenditures.

OrgSync Travel Authorizations

For your reference, OrgSync travel authorizations you submitted prior to June 26, 2017 will be available on the COHS Shared Drive in a zip file. R:\College of Health\COH-Shared\Staff COHS\FY17 TA Archive

Assistance Available

Type of Assistance	Responsible Area	Contact Information
Access and system issues	OIT Help Desk	426-6357
Business process questions	SME	Robert Sundquist: 426-4150 Leslie Black: 426-5776 Jaci Thiede: 426-1405
Software functionality issues Access for Business Managers	Systems and Process Improvement Service Request form	https://app.smartsheet.com/b/form?EQBCT=241d589315f94a8e83e0764d2358d6d2

