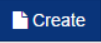



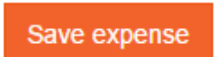




Creating and Submitting Travel Authorizations

Step	Action
1.	Navigate to the Travel Authorization Application : https://my.boisestate.edu/#/travel-auth <i>Note:</i> System times-out quickly – save often and refresh browser. An error will occur if the session times-out, causing changes to be lost.
2.	Click  to begin a new Travel Authorization. ProTip! Use the Clone icon  for a Saved or Submitted Travel Authorization to copy the information to make edits for resubmission on a new TA.
3.	Enter Traveler Information Traveler's First and Last Name Traveler's Department Travel Location: All foreign travel for Official University Business must be reported to the Risk Management Insurance Office. Use the Search Term Keywords field to add searchable terms. Travel Business Purpose should include all relevant travel information for approval purposes. <i>Note:</i> Complete all required (*) fields before submission.
4.	Enter Trip Information Travel Begin Date/End Date: Enter dates of entire trip. Personal Travel: Enter Number of Business Days and Upload Business Itinerary by clicking Add File and selecting appropriate file. <div data-bbox="375 1514 1102 1686" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p> Upload Business Itinerary</p> <p>Add File Upload business itinerary (clearly identifies the business portion of the trip – for example, list the start and stop dates of a conference, or for a donor trip, list who is being visited on each day)</p> </div> Who Will Pay Travel Costs? University: Select if travel expenses will be paid in part or whole by the University. Third Party: Select if a third party is responsible in whole for the employee travel cost. This is also known as No Cost Travel.



Step	Action
5.	<p>Click  to add expense items for travel.</p> <p>Select Expense Type from the dropdown menu. You may choose to itemize expenses or add expenses as a total sum by selecting the appropriate expense type or Total Travel Expense.</p> <p>Expense Type *</p> <div data-bbox="347 527 1219 579" style="border: 1px solid #ccc; padding: 2px;"> Select One ▼ </div> <p>If the expense type will be paid by a 3rd Party, check Paid by 3rd Party and enter the Third Party Name and HR Department Segment</p> <p>Expense Type *</p> <div data-bbox="347 747 1183 800" style="border: 1px solid #ccc; padding: 2px;"> Select One ▼ </div> <p><input checked="" type="checkbox"/> Paid by 3rd party (optional)</p> <p>Third Party Name Department ID (5 digits) *</p> <div data-bbox="347 900 743 953" style="border: 1px solid #ccc; width: 244px; height: 25px;"></div> <div data-bbox="789 900 1183 953" style="border: 1px solid #ccc; width: 243px; height: 25px;"></div> <p>Enter the Amount of the expense in either Prepaid by P-Card Amount or Estimated Employee Reimbursement.</p> <p>Prepaid by P-Card Amount * Estimated Employee Reimbursement *</p> <div data-bbox="347 1104 781 1157" style="border: 1px solid #ccc; padding: 2px;"> \$ 0.00 </div> <div data-bbox="829 1104 1263 1157" style="border: 1px solid #ccc; padding: 2px;"> \$ 0.00 </div> <p>Enter Funding Source with Fund, Department, Cost Center, Supplemental, and Project.</p> <p>Fund ID (4 digits) * Department ID (5 digits) *</p> <div data-bbox="347 1255 781 1308" style="border: 1px solid #ccc; width: 267px; height: 25px;"></div> <div data-bbox="829 1255 1263 1308" style="border: 1px solid #ccc; width: 267px; height: 25px;"></div> <p>Cost Center ID (7 digits) * Supplemental ID (10 digits) *</p> <div data-bbox="347 1373 781 1425" style="border: 1px solid #ccc; width: 267px; height: 25px;"></div> <div data-bbox="829 1373 1263 1425" style="border: 1px solid #ccc; padding: 2px;"> 0000000000 ✓ </div> <p>Project ID (10 digits) *</p> <div data-bbox="347 1493 781 1545" style="border: 1px solid #ccc; padding: 2px;"> 0000000000 ✓ </div> <p>Click </p> <p>Use the red trash bin icon to delete an expense item. Or use the blue pencil icon to edit an expense item.</p> <div data-bbox="347 1770 485 1829" style="display: flex; gap: 10px;"> <div data-bbox="347 1770 412 1829" style="background-color: #d9534f; color: white; padding: 5px; text-align: center;">✖</div> <div data-bbox="412 1770 485 1829" style="background-color: #2980b9; color: white; padding: 5px; text-align: center;">✎</div> </div>



Step	Action				
6.	<p>Use the Per Diem Calculator to compute reimbursement estimate.</p> <p>Search the per diem amount by clicking the domestic or foreign links. Enter Daily Per Diem Amount Enter Number of Business Days: You may enter partial days. Click Copy to Reimbursement Amount to add to Expense Item.</p> <p>Expense Type *</p> <p>Per Diem (Meals) ▼</p> <p><input type="checkbox"/> Paid by 3rd party (optional)</p> <div><p>Per Diem Calculator</p><p>Please find the correct Daily Per Diem Amount for the domestic or foreign travel destination.</p><table><tr><td>Daily Per Diem Amount</td><td>Number of Business Travel Days</td></tr><tr><td>\$ 65 ▼</td><td>1 ▼</td></tr></table><p>Total: \$65.00</p><p>Copy to Reimbursement Amount</p></div>	Daily Per Diem Amount	Number of Business Travel Days	\$ 65 ▼	1 ▼
Daily Per Diem Amount	Number of Business Travel Days				
\$ 65 ▼	1 ▼				



Step	Action																											
8.	<p>View the expense item summary with funding sources and amounts.</p> <p>Total Prepaid Amount: Includes p-card and direct vendor payment expense items.</p> <p>Total Estimated Reimbursement Amount: Includes expense items to be reimbursed to employee.</p> <div data-bbox="344 533 1432 798" style="border: 1px solid green; padding: 5px;"> <p>+ Add Expense ✓</p> <p><small>One or more expenses are required.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense</th> <th>P-Card Amount</th> <th>Reimbursement Amount</th> <th>Fund</th> <th>Department</th> <th>Cost Center</th> <th>Supplemental</th> <th>Project</th> <th></th> </tr> </thead> <tbody> <tr> <td>Transportation - Personal Vehicle</td> <td></td> <td>\$18.20</td> <td>1001</td> <td>12345</td> <td>1234567</td> <td>0000000000</td> <td>0000000000</td> <td style="text-align: center;"> ✖ ↔ </td> </tr> <tr> <td>Lodging</td> <td>\$100.00</td> <td></td> <td>1001</td> <td>12345</td> <td>1234567</td> <td>0000000000</td> <td>0000000000</td> <td style="text-align: center;"> ✖ ↔ </td> </tr> </tbody> </table> <p style="background-color: #e6f2ff; padding: 2px;">Total Prepaid Amount: \$100.00</p> <p style="background-color: #e6f2ff; padding: 2px;">Total Estimated Reimbursement Amount: \$18.20</p> </div>	Expense	P-Card Amount	Reimbursement Amount	Fund	Department	Cost Center	Supplemental	Project		Transportation - Personal Vehicle		\$18.20	1001	12345	1234567	0000000000	0000000000	✖ ↔	Lodging	\$100.00		1001	12345	1234567	0000000000	0000000000	✖ ↔
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9.	<p>Upload Optional Documentation according to departmental business requirements by clicking Add Files.</p> <p>Note: Total documentation size must be under 5MBs</p>																											
10.	<p>Enter Approval Information: Select up to five approvers as defined by departmental business process in the Search Directory field.</p> <p>You may delete approvers by clicking the red icon next to the approver's name.</p> <p>You may reorder approvers by dragging and dropping approvers in the order in which the workflow should occur.</p> <div data-bbox="344 1230 922 1602" style="border: 1px solid #ccc; padding: 5px;"> <p>List of approvers</p> <p><small>Tip: Drag names to reorder</small></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;">1 - Charity Strong <small>charitystrong@udevelopment.boisestate.edu</small></td> <td style="text-align: center; vertical-align: middle;">✖</td> </tr> <tr> <td style="padding: 5px;">2 - Jennifer Martindale <small>jmartind@udevelopment.boisestate.edu</small></td> <td style="text-align: center; vertical-align: middle;">✖</td> </tr> </tbody> </table> </div>	1 - Charity Strong <small>charitystrong@udevelopment.boisestate.edu</small>	✖	2 - Jennifer Martindale <small>jmartind@udevelopment.boisestate.edu</small>	✖																							
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11.	Click Save to save and continue editing at a later time.																											
12.	Click Submit to submit the travel authorization into the approval workflow.																											
13.	End of Procedure.																											