Creating a Travel Authorization Overview

The Commonwealth and agency policy dictate under which circumstances a Travel Authorization is required to be submitted. Travel Authorizations are not required to be entered in Cardinal. Alternate procedures may be used to authorize travel and other business-related expenses.

A Travel Authorization must be created, submitted, and approved prior to the proposed travel. Travel Authorizations do not create a financial transaction (no information is posted in the General Ledger).

Travel Authorizations can be:

- used for non-travel expenses such as education or meals
- copied into the Expense Report (prevents duplicate entry)

When entering a Travel Authorization, record all expenses related to the trip, including any that are direct billed to the agency or paid by a third party. They are still part of the total cost of travel and are used for approval routing and tracking purposes, even if they are not reimbursable to the employee.

If an employee requests a Cash Advance, it can be entered when creating the Travel Authorization.

The user must be set up as a Proxy to enter expense transactions for themselves or other employees. A Proxy is not a security role and does not require a security form. Work with the agency employee(s) at the agency with the Expenses Processor (V_AP_EXPENSES_PROCESSOR) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315_Authorizing a Proxy for an Employee** for details on adding a Proxy. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

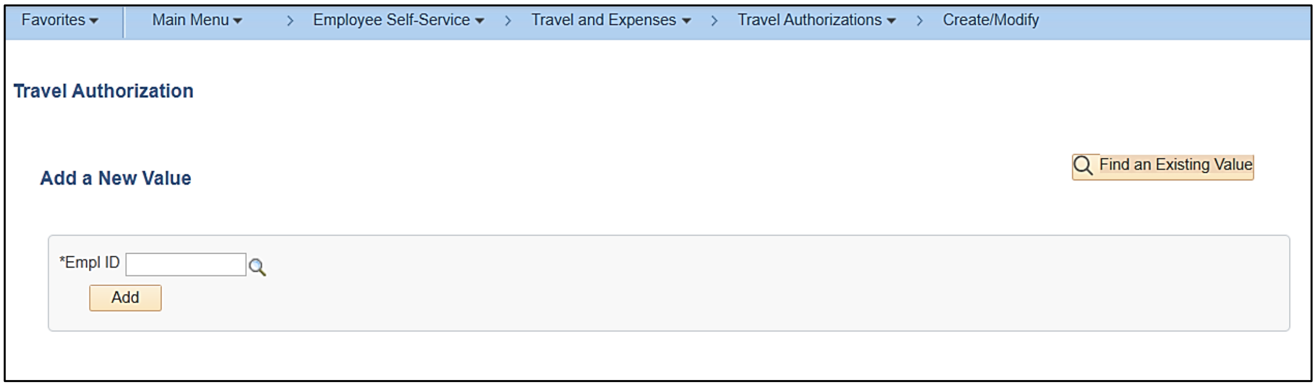
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History

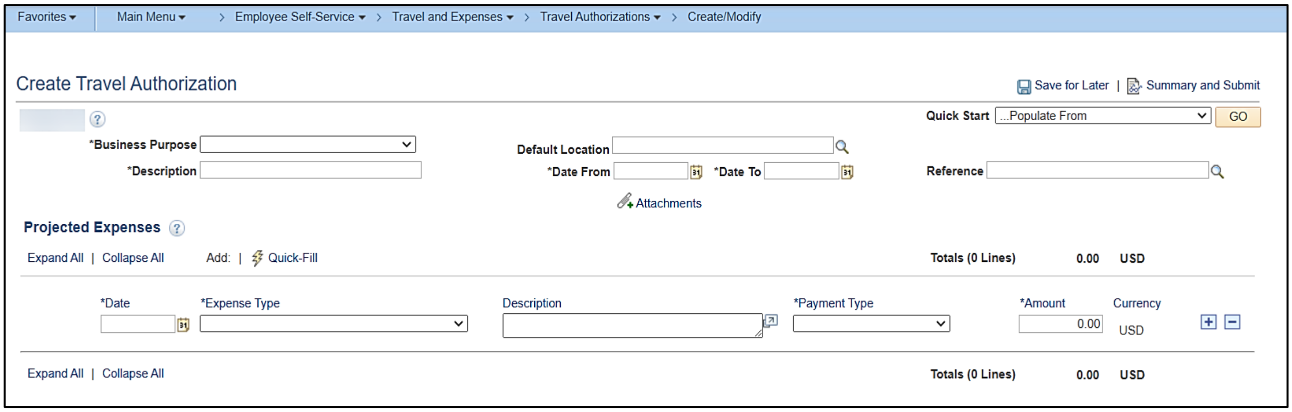
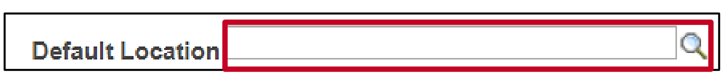
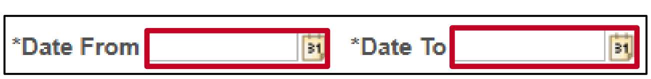
Revision Date	Summary of Changes
3/1/2025	Baseline

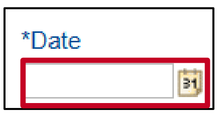
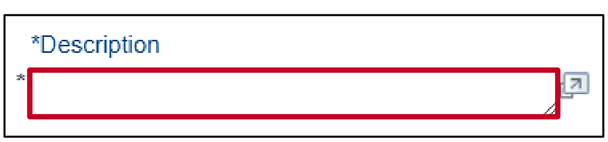
Creating a Travel Authorization

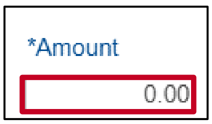
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Travel Authorization entry page using the following path:
Main Menu > Employee Self Service > Travel and Expense Expenses > Travel Authorizations > Create/Modify</td></tr>
<tr><td colspan="2">The Add a New Value page displays.

</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Enter or select the employee’s Employee ID in the Empl ID field.

</td></tr>
<tr><td></td><td>The user must be set up as a Proxy to enter expense transactions for themselves or other employees.</td></tr>
<tr><td>3.</td><td>Click the Add button.

</td></tr>
</table>

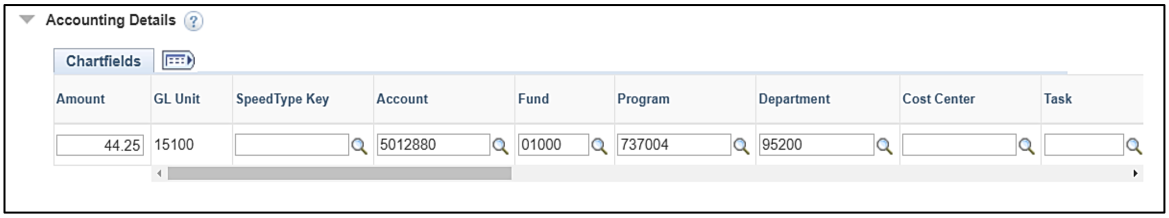
Step	Action
The **Create Travel Authorization** page displays. 	
	The **Quick Start** menu can be used to create a Travel Authorization using: • **A Template** – See the Job Aid titled **AP315_Creating an Expense Template** located on the Cardinal website in **Job Aids** under **Learning** for details • **An Existing Travel Authorization** – This process is covered in the next section of this job aid.
4.	Click the **Business Purpose** drop-down button to select the reason for the authorization. 
5.	Enter a description for the travel authorization in the **Description** field. 
	This field allows up to 30 characters (including spaces).
6.	Enter or select the location of the expense in the **Default Location** field. 
	While this field is not required, it is recommended to complete as it populates on lines that require location.
7.	Enter or select the begin and end dates of the travel in the **Date From** and **Date To** fields. 

Step	Action
	The **Reference** field is a 10-character optional field where additional information can be entered. Follow agency guidelines regarding the use of this field. 
8.	Click the **Attachments** link to add documents/receipt as applicable. 
	See the **Appendix** section of this job aid for a list of allowed extensions that can be used as attachments in Cardinal.
9.	Enter or select the date associated with the expense in the **Date** field. 
10.	Click the **Expense Type** drop-down button to select the expense type. 
	For a list of the expense types, see the Job Aid titled **AP315A_Expense Type Coding – Online Agency**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**. It provides the following: • Expense Types configured in Cardinal • Description of the Expense Type • Additional Required fields that will display for the Expense Type • The Default ChartField Account code for the expense Once you select the **Expense Type**, the required fields display on the expense line as applicable.
11.	Enter a description for the expense in the **Description** field. 
	This field holds a maximum of 30 characters (including spaces).

Step	Action
12.	Click the **Payment Type drop-down** button and select “Check”. If this field defaults, go to the next step. 
	Check is the only option for this field.
13.	Enter the anticipated amount for the expense in the **Amount** field. 
	Depending on the **Expense Type** selected, this field may not require entry as a configured value populates automatically. For meals or per diem incidentals, the value in this field auto populates if the **Per Diem Range** field value defaults.
	The **Billing Type** field defaults as “Billable” and cannot be changed. 
14.	Enter, select, or update the location for the expense in the **Location** field if it does not default or if the default value needs to be changed. 
	The **Location** field is required and defaults to the value that was selected in the **Default Location** field in the Header section if it was entered.
15.	For this scenario, the **Per Diem Range** fields displays. Click the **Per Diem Range** dropdown button and select “0-999” if this value does not default. 
	This populates the **Amount** field when entering expense types for meals and per diem incidentals. “0-999” is the only option available to select for this field.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>16.</td><td>

Next, review and update the **Accounting Details** section if applicable.



</td></tr>
<tr><td></td><td>

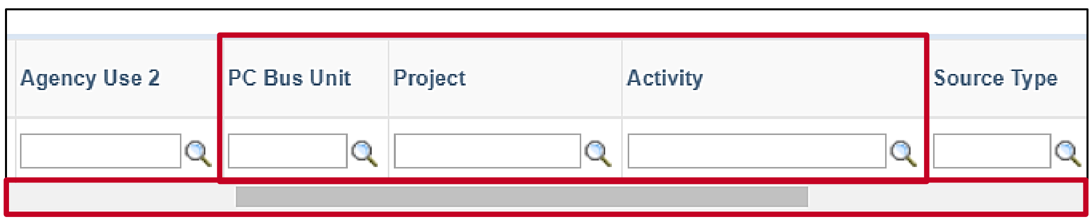
The **Accounting Details** auto populate:

- The **Account** field is populated based on the **Expense Type**
- The remaining fields are populated based on the values set up on the employee's **Employee Profile** page.

</td></tr>
<tr><td>17.</td><td>

Click the scrollbar to complete the **PC Bus Unit**, **Project**, and **Activity** fields when the expense is being charged to a project.

If the expense is not being charged to a project, go to the next Step.



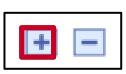
</td></tr>
<tr><td></td><td>

The **PC Bus Unit** field must be completed first to be enable projects for the business unit.

All three fields (**PC Bus Unit**, **Project**, and **Activity**) must be completed when charging to a project.

</td></tr>
<tr><td>18.</td><td>

If you need to enter additional Expenses, click **Add a New Row (+)** icon.



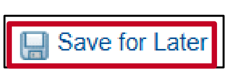
</td></tr>
<tr><td>19.</td><td>Repeat Steps 9 - 18 until all anticipated expenses have been entered.</td></tr>
<tr><td>20.</td><td>

If the Travel Authorization is ready for submission, go to Step 27.

If the Travel Authorization is not ready for submission, proceed to the next step.

</td></tr>
<tr><td>21.</td><td>

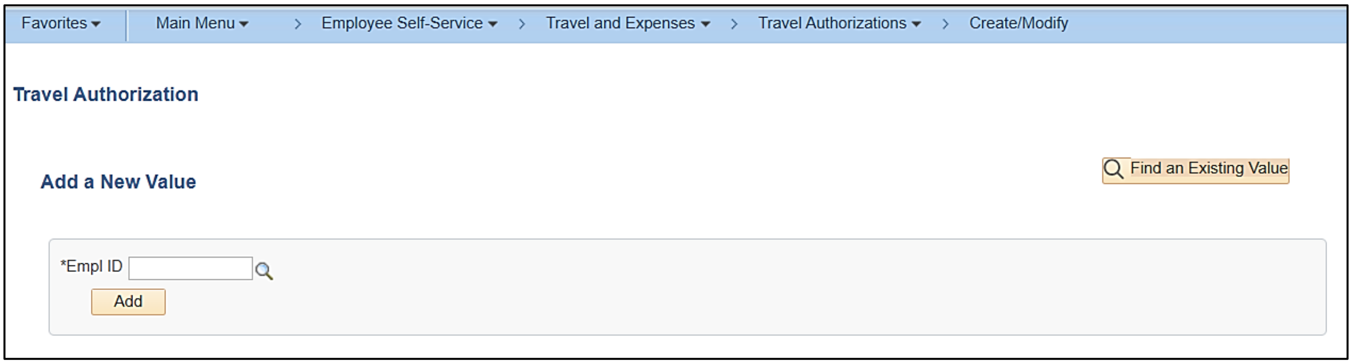
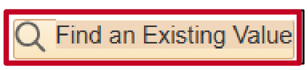
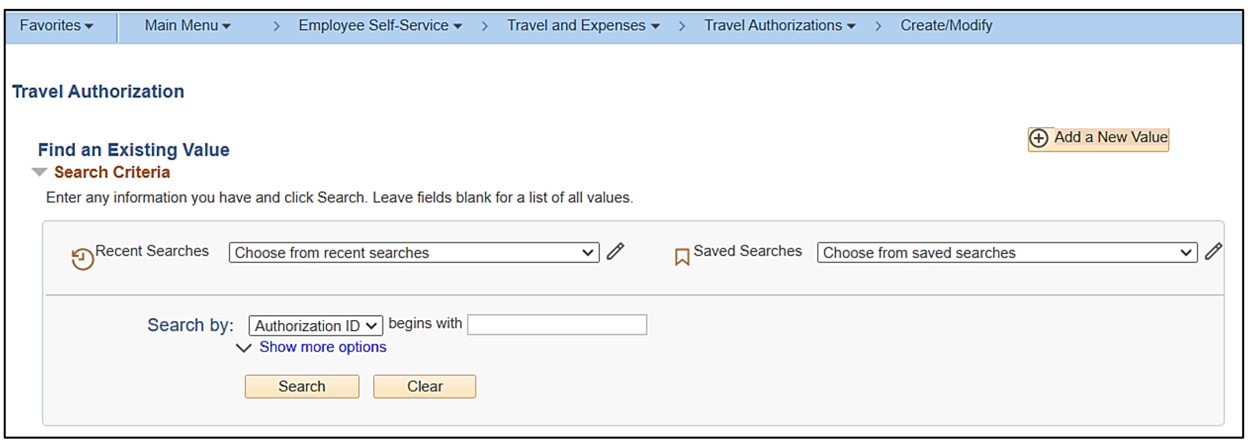
Click the **Save for Later** link at the top of the page.



</td></tr>
<tr><td colspan="2">

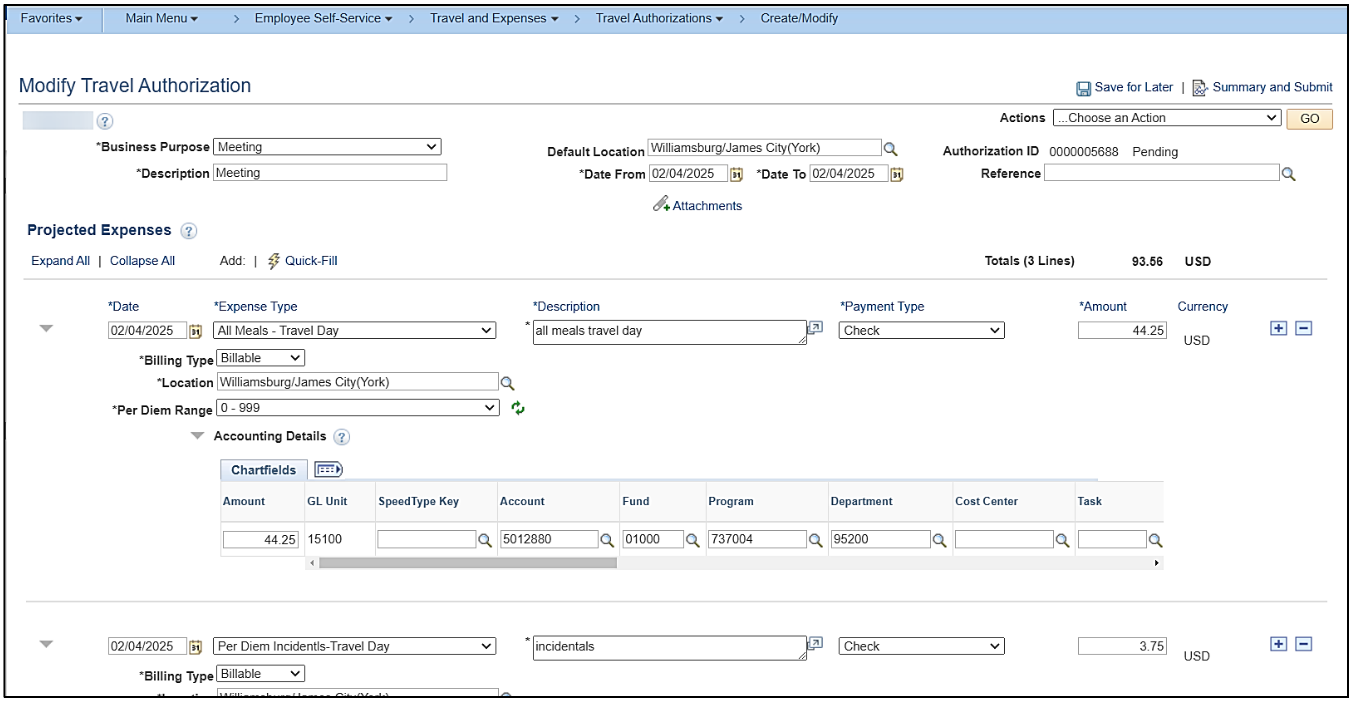
A message displays at the top of the page with the **Authorization ID** number with a status of "Pending".

</td></tr>
</table>

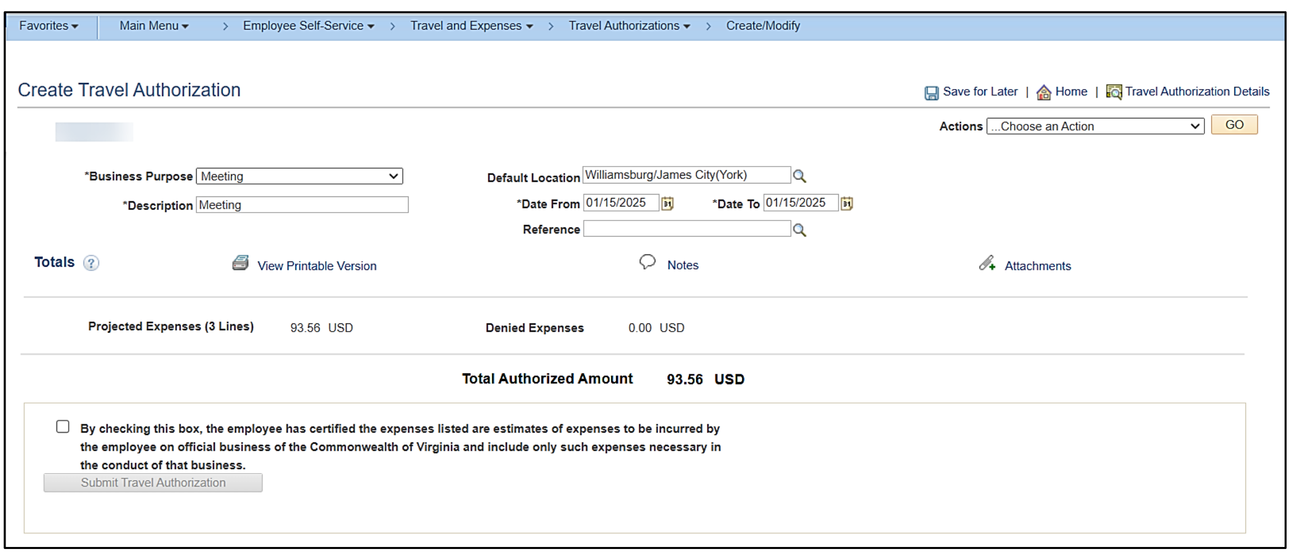
Step	Action
22.	To access the Travel Authorization after it has been saved, navigate to the **Travel Authorization** page using the following path: **Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify**
	The **Add a New Value** page displays. 
23.	Click the **Find an Existing Value** button. 
	The **Find an Existing Value** page displays. 
24.	Enter the authorization number in the **Authorization ID begins with** field. 
25.	Click the **Search** button. 

Step	Action
	The **Modify Travel Authorization** page displays.
26.	Make any adjustment and/or additions to the Travel Authorization as applicable.
27.	Click the **Summary and Submit** link at the top of the page.
	The **Create Travel Authorization** Summary and Submit page displays.

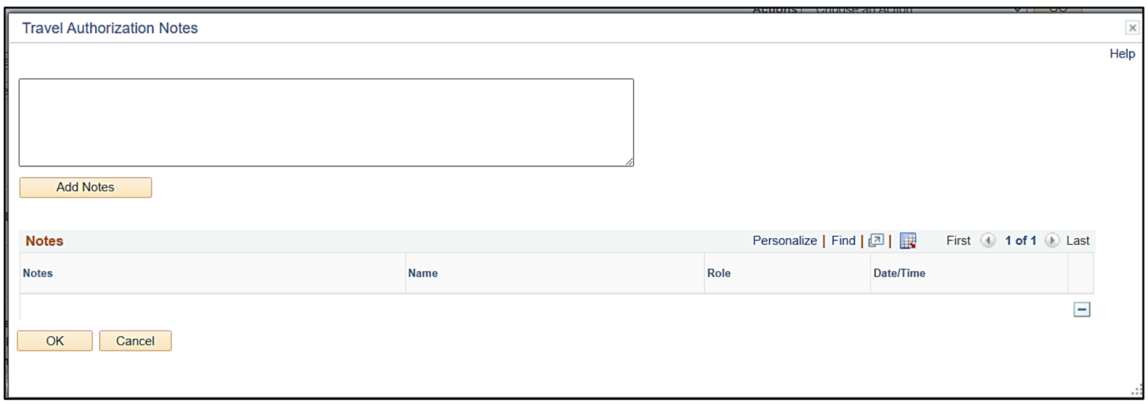
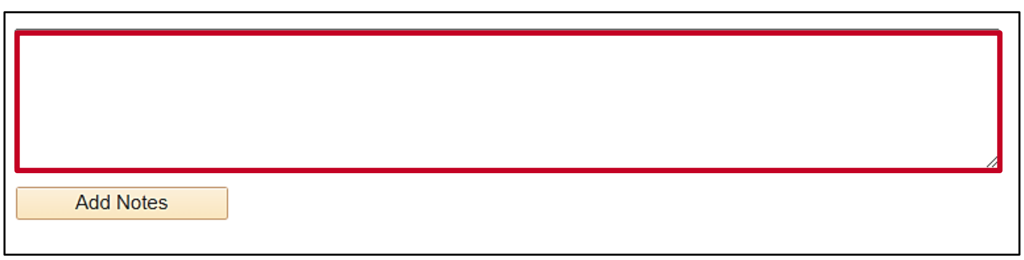
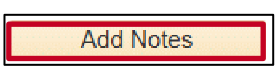
The **Modify Travel Authorization** page displays.



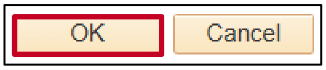
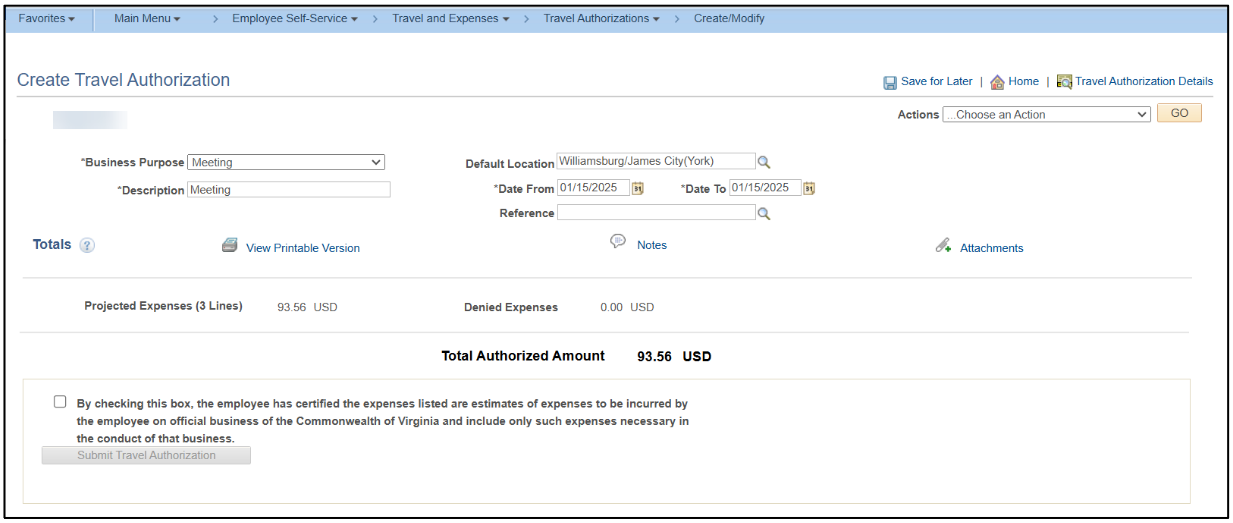
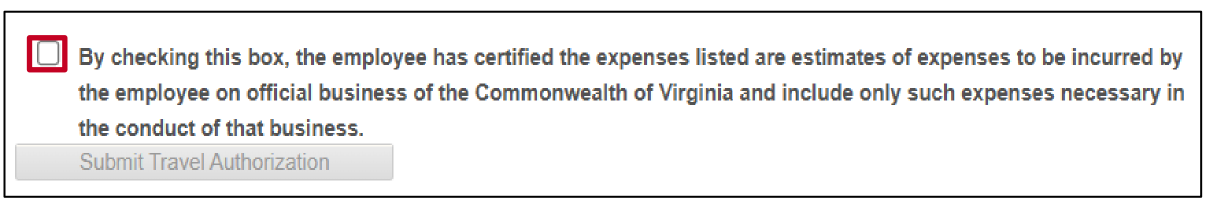
The **Create Travel Authorization** Summary and Submit page displays.

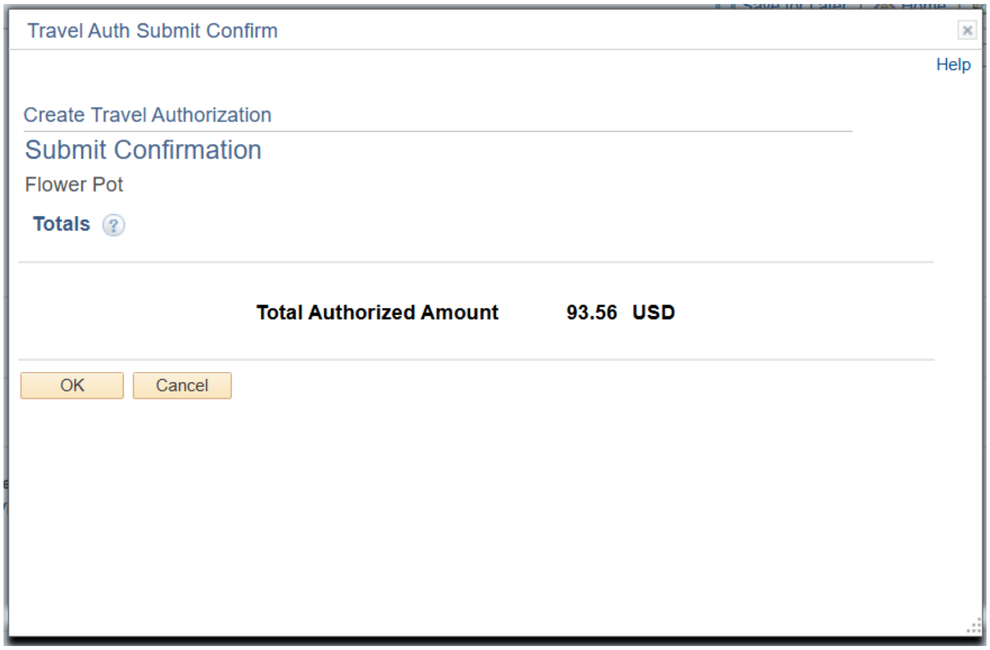
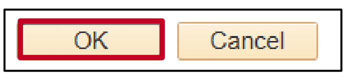
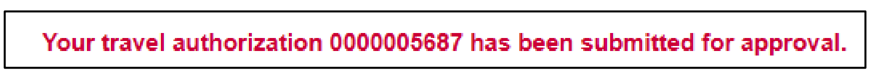


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>If the Travel Authorization was “Saved for Later” the page name will be Modify Travel Authorization otherwise it will be Create Travel Authorization.</td></tr>
<tr><td>28.</td><td>To add an internal note to the Travel Authorization, click the Notes icon.
If a note is not needed, go to Step 32.

</td></tr>
<tr><td colspan="2">The Travel Authorization Notes displays in a pop-up window.

</td></tr>
<tr><td>29.</td><td>Enter information in the Notes field as applicable.

</td></tr>
<tr><td>30.</td><td>Click the Add Notes button.

</td></tr>
<tr><td colspan="2">The note displays under the Notes section.

</td></tr>
<tr><td></td><td>Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.</td></tr>
</table>

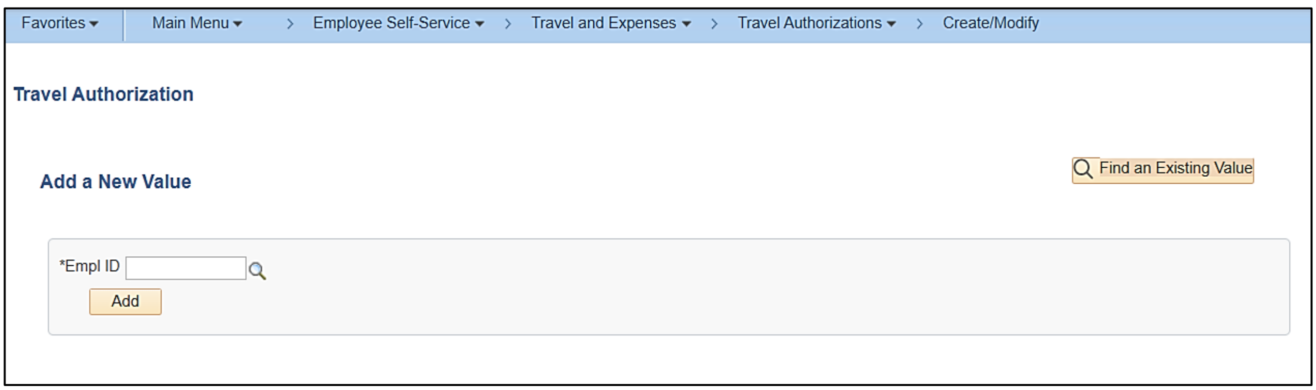
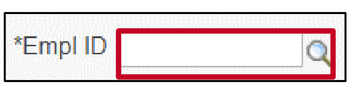
Step	Action
31.	Click the **OK** button. 
The **Create Travel Authorization** Summary and Submit page re-displays with lines filling the **Notes** icon. 	
	The lines in **Notes** icon indicate a note was entered.
32.	Click the Certification Statement checkbox. 
	The **Submit Travel Authorization** button becomes enabled.
33.	Click the **Submit Travel Authorization** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The **Travel Auth Submit Confirm** displays in a pop-up window.

</td></tr>
<tr><td>34.</td><td>Click the **OK** button.

</td></tr>
<tr><td colspan="2">A message displays in red at the top of the page with the Travel Authorization number indicating it has been submitted for approval.

</td></tr>
<tr><td>35.</td><td>Make note of the Travel Authorization number.</td></tr>
</table>

Creating a Travel Authorization from an Existing Authorization

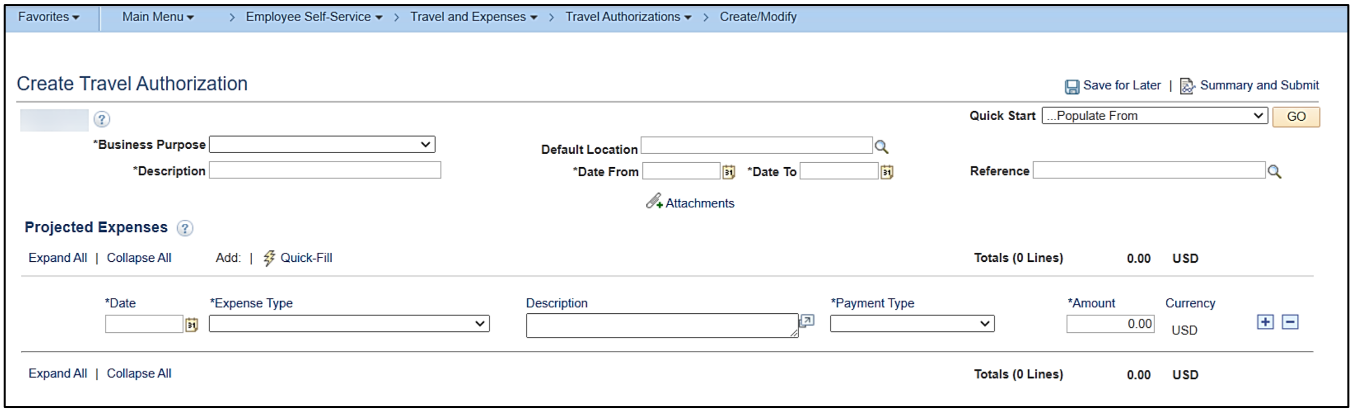
This section of the job aid will walk through the steps for creating a Travel Authorization using an existing Travel Authorization. This can be helpful in saving time entry when an employee has authorizations for expenses that are used frequently (e.g., regular monthly meeting).

Cardinal copies all of the information from the previous Travel Authorization to populate a new Travel Authorization. Fields can then be updated and additional entries added if necessary.

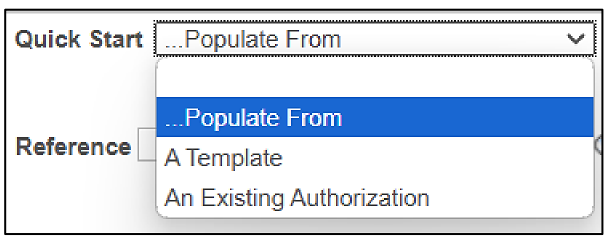
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Travel Authorization entry page using the following path:
Main Menu > Employee Self Service > Travel and Expenses > Travel Authorizations > Create/Modify</td></tr>
<tr><td colspan="2">The Add a New Value page displays.

</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Enter or select the employee’s Employee ID in the Empl ID field.

</td></tr>
<tr><td></td><td>The user must be set up as a Proxy to enter expense transactions for themselves or other employees.</td></tr>
<tr><td>3.</td><td>Click the Add button.

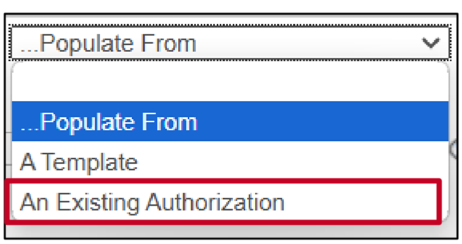
</td></tr>
</table>

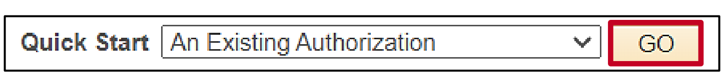
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Create Travel Authorization page displays.

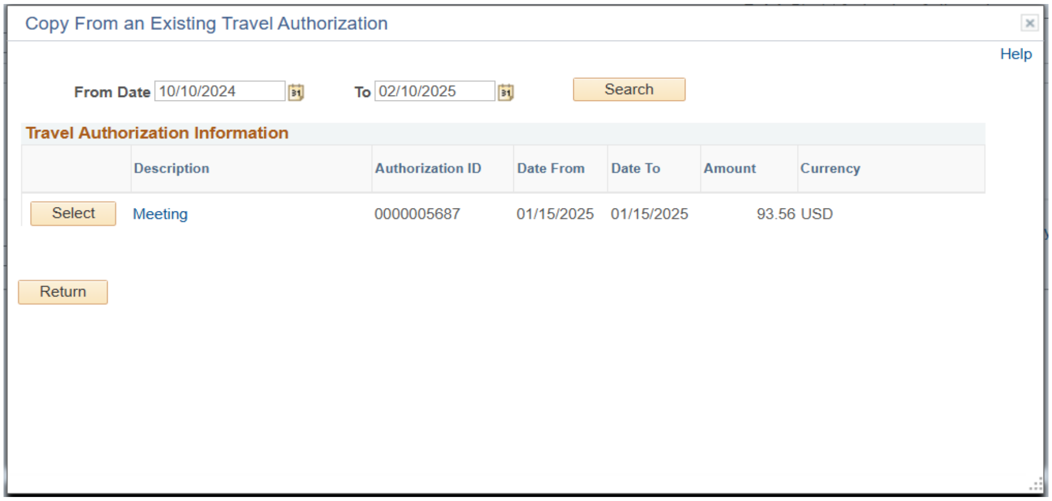
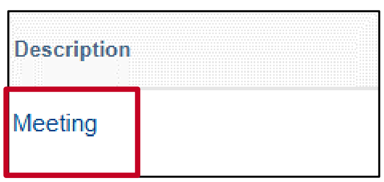

</td></tr>
<tr><td>4.</td><td>Click the Quick Start Populate From drop-down button.


</td></tr>
<tr><td colspan="2">The Quick Start options display.

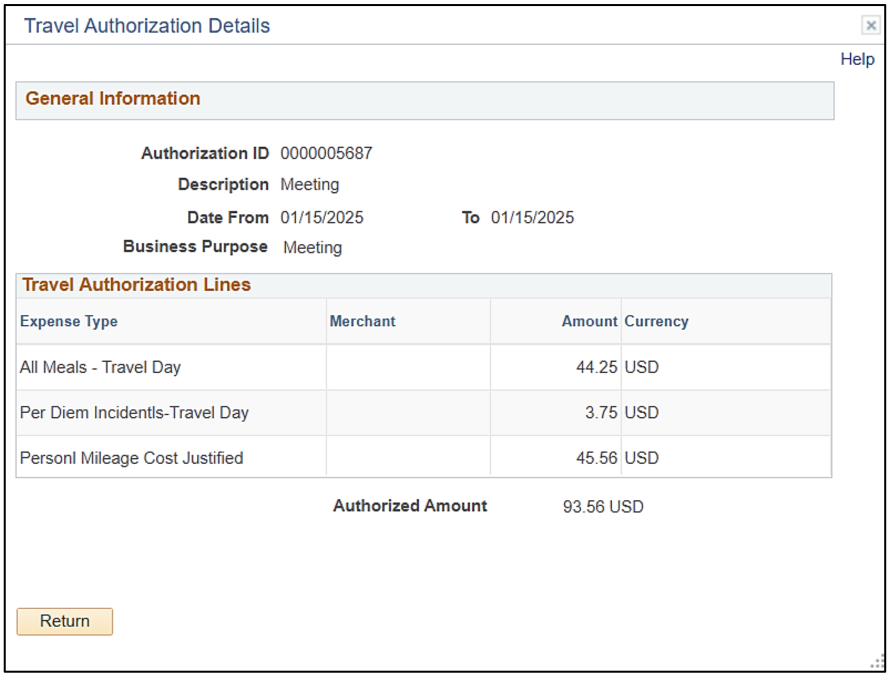

</td></tr>
<tr><td></td><td>To use the “A Template” option, see the Job Aid titled AP315_Creating an Expense Template. The Job Aid is located on the Cardinal website in Job Aids under Learning for details.</td></tr>
<tr><td>5.</td><td>Click the “An Existing Authorization” item.


</td></tr>
<tr><td>6.</td><td>Click the GO button.


</td></tr>
</table>

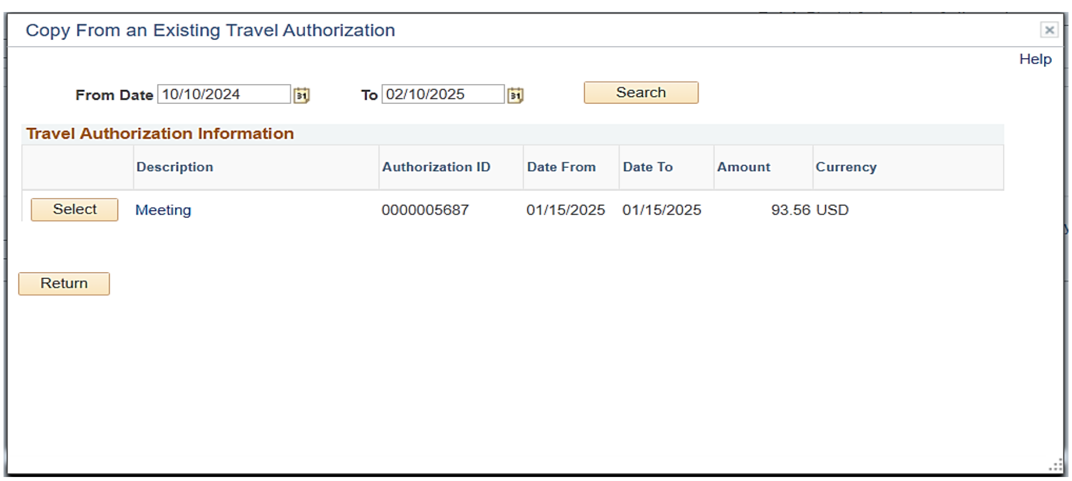
Step	Action
The **Copy From an Existing Authorization** displays in a pop-up window. 	
	The **Travel Authorization Information** section displays any previous authorizations based on the **From Date** and **To** field dates that default. The date range can be adjusted by updating the **From Date** and **To** date fields then clicking the **Search** button.
7.	Click the **Description** link for any Authorization ID that displays to review the details. 

Step	Action
	The **Travel Authorization Details** page displays in a pop-up window.



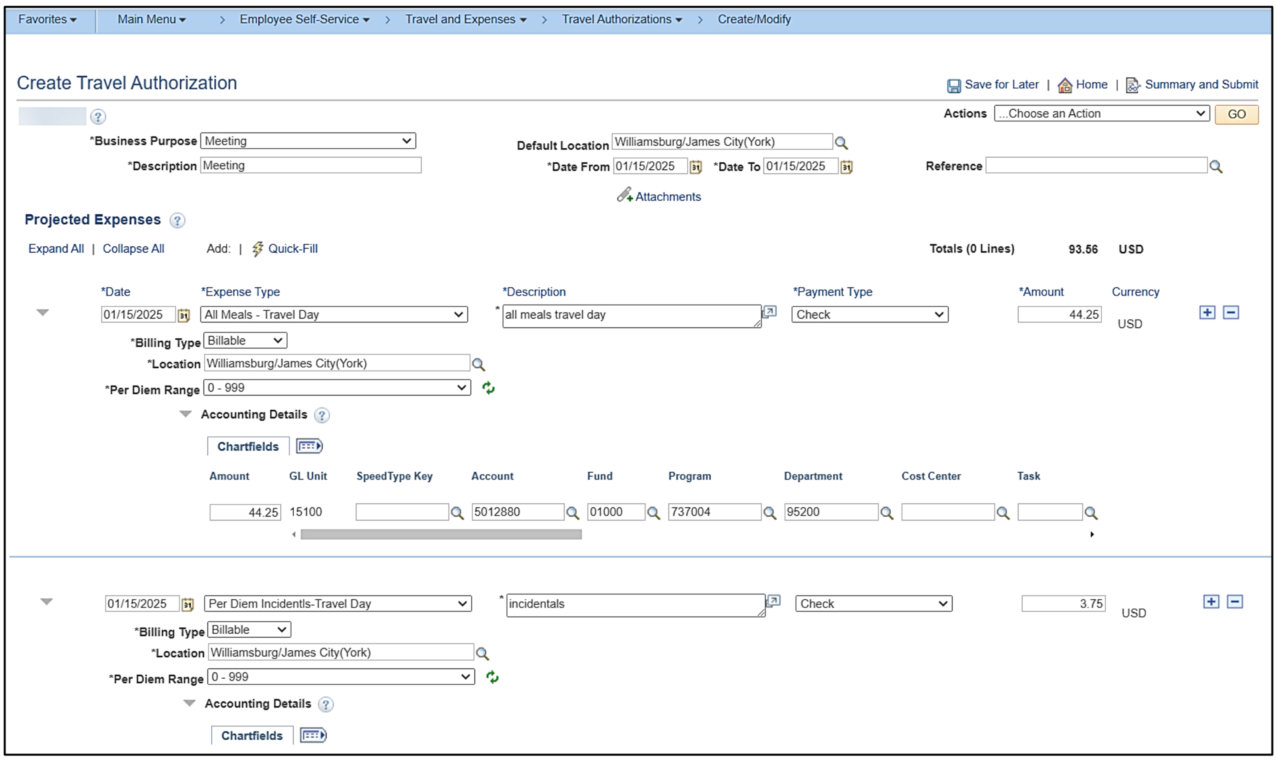
Step	Action
8.	Review the details to determine the authorization the user wants to copy from. After reviewing the information, click the **Return** button.

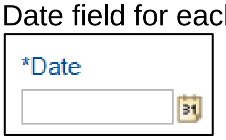
Copy From an Existing Authorization page re-displays.



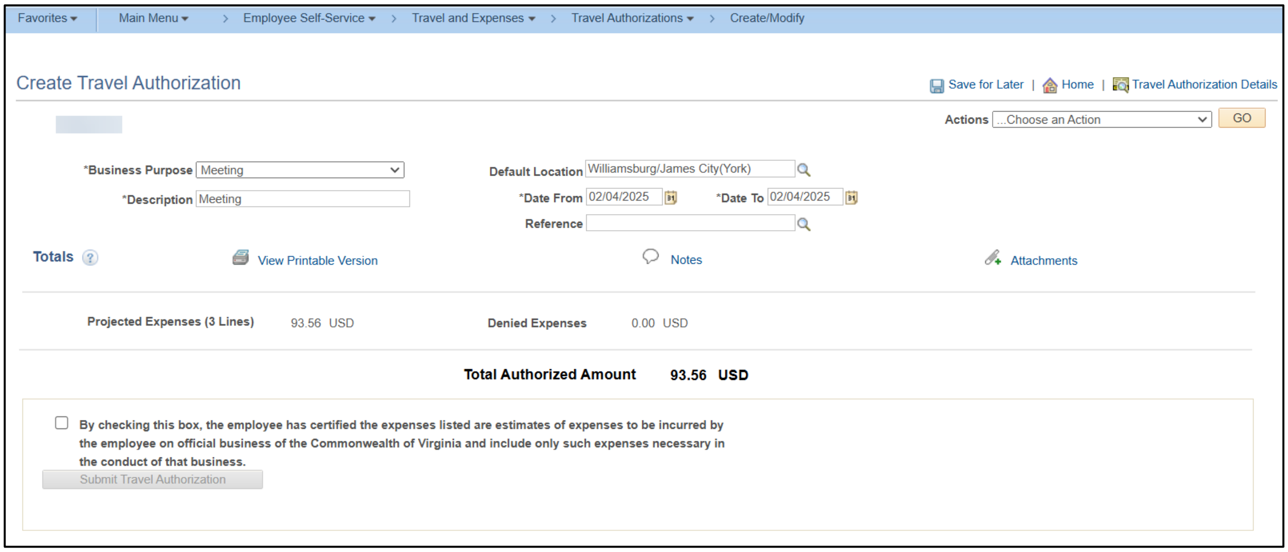
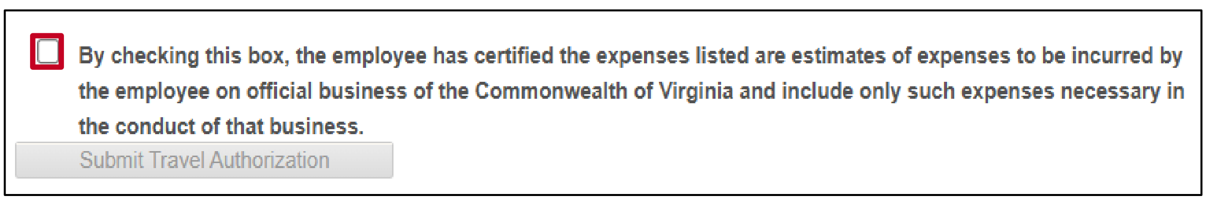
Step	Action
9.	Repeat Steps 7 - 8 to view additional Travel Authorizations if applicable.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Click the Select button next to the authorization ID to be copied.

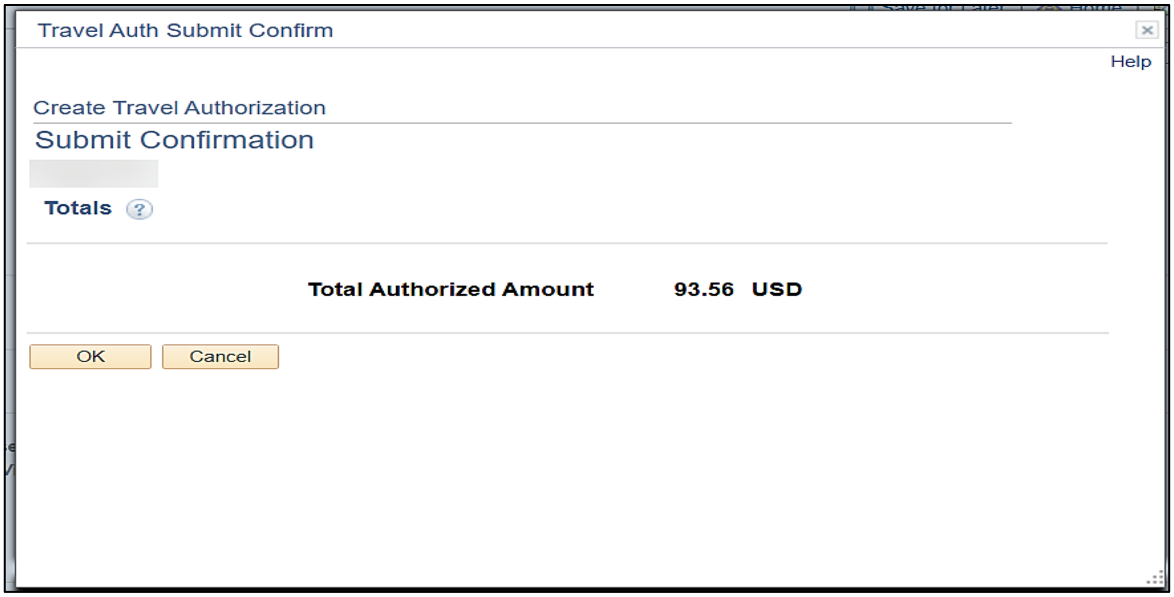
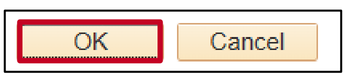
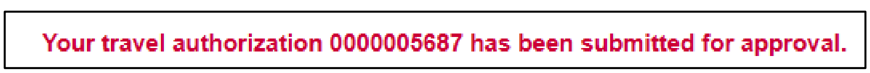
</td></tr>
<tr><td colspan="2">The Create Travel Authorization page re-displays with the selected Travel Authorization information populated.

</td></tr>
<tr><td>11.</td><td>Update the fields as applicable.</td></tr>
<tr><td>ℹ</td><td>Changes can be made to any of the fields that copied from the existing Authorization. Additional fields can also be added as applicable.</td></tr>
<tr><td>ℹ</td><td>For this scenario only the dates are adjusted.
Date From and Date To fields

Date field for each Expense Type

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>12.</td><td>Click the Summary and Submit link once all adjustments and/or additional entries have been completed.

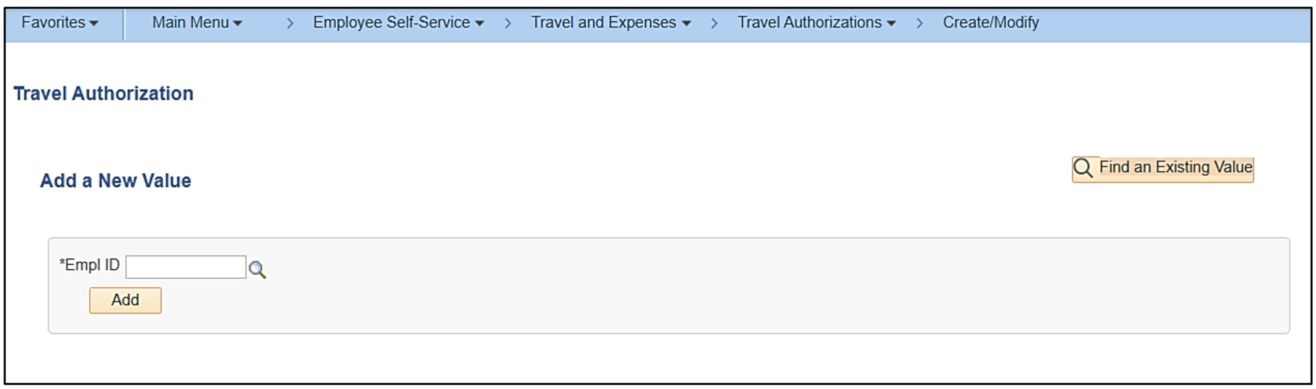
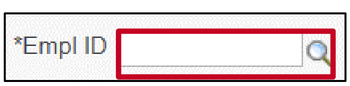
</td></tr>
<tr><td colspan="2">The Create Travel Authorization Summary and Submit page displays.

</td></tr>
<tr><td>14.</td><td>Click the Certification Statement checkbox.

</td></tr>
<tr><td></td><td>The Submit Travel Authorization button becomes enabled.</td></tr>
<tr><td>15.</td><td>Click the Submit Travel Authorization button.

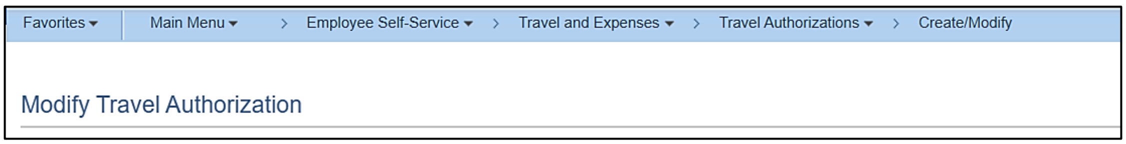
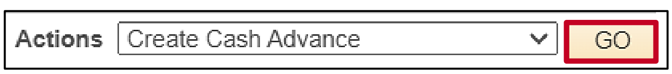
</td></tr>
</table>

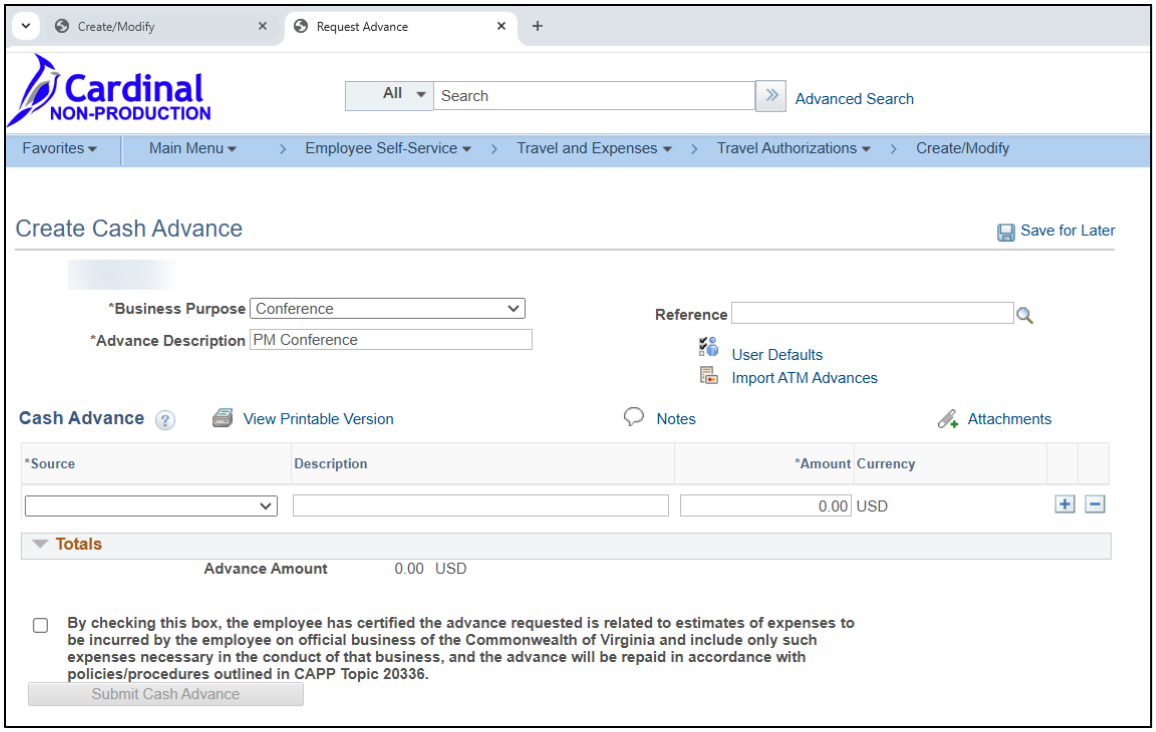
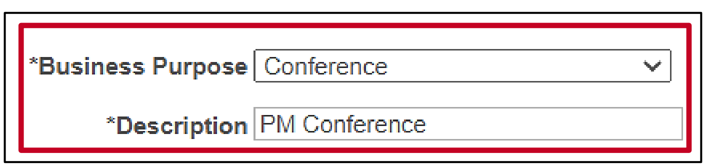
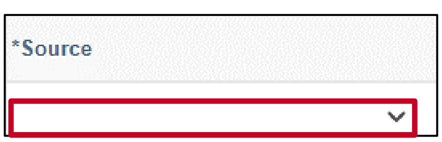
Step	Action
	The **Travel Auth Submit Confirm** displays in a pop-up window. 
16.	Click the **OK** button. 
	A message displays with the Travel Authorization number indicating it has been submitted for approval. 
17.	Make note of the Travel Authorization number.

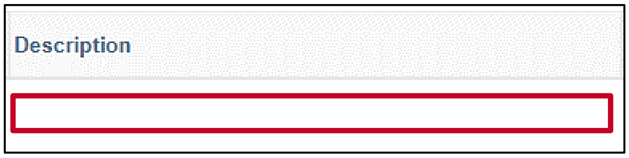
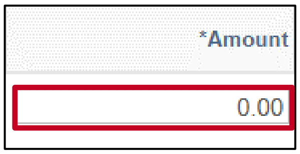
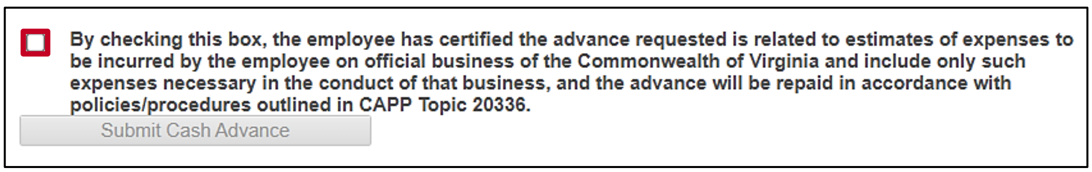
Creating a Cash Advance while Creating a Travel Authorization

This section of the job aid will provide the steps for creating a cash advance while creating a Travel Authorization. For detailed information about Cash Advances, see the job aid titled, **AP315A_Creating a Cash Advance**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

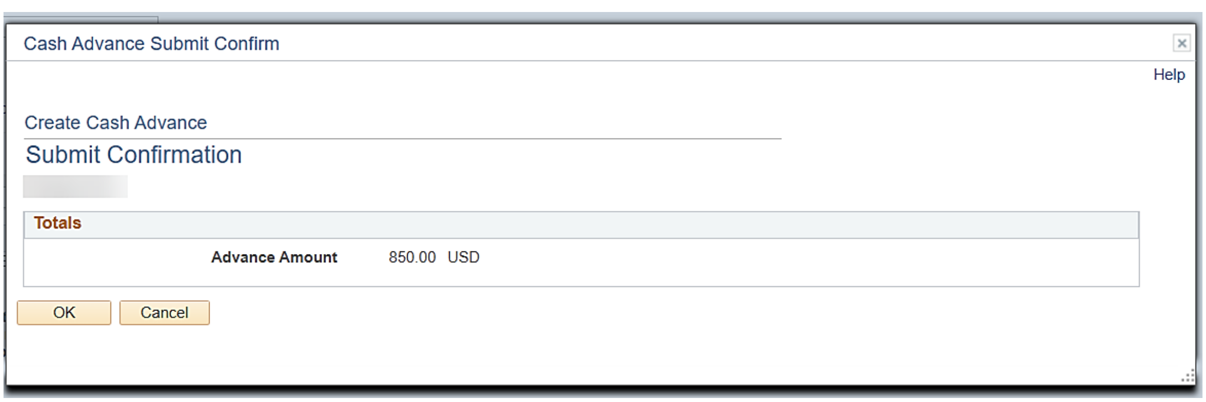
Step	Action
1.	Navigate to the **Travel Authorization** entry page using the following path: **Main Menu > Employee Self Service > Travel and Expenses > Travel Authorizations > Create/Modify**
	The **Add a New Value** page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter or select the employee’s Employee ID in the **Empl ID** field. 
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the **Add** button. 
4.	Enter the details of the Travel Authorization.
	See the section in this job aid titled Creating a Travel Authorization and then return to Step 5 below.

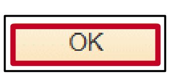
Step	Action
5.	Click the **Save For Later** link. 
	The Travel **Authorization ID** displays with a status of "Pending". 
	The page names updates to **Modify Travel Authorization**. 
6.	Click the **Actions** drop-down button and select the "Create Cash Advance" option. 
	The **Actions** menu replaces the **Quick Start** menu once the user enters the expense details.
7.	Click the **GO** button. 

Step	Action
	Cardinal opens a new window “Request Advance” and the **Create Cash Advance** page displays. 
	See the Job Aid titled **AP315A_Creating a Cash Advance** for more detailed infomation about entering Cash Advances. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
	The **Business Purpose** and **Advance Description** fields auto populate from the information on the Travel Authorization. These fields can be updated as applicable. 
8.	Click the **Source** drop-down button and select “System Check” 
	System Check is the only option for this field.

Step	Action
9.	Enter the reason for the Cash Advance in the **Description** field. 
10.	Enter the amount for the Cash Advance in the **Amount** field. 
11.	Click the Certification Statement checkbox. 
	The **Submit Cash Advance** button becomes enabled.
12.	Click the **Submit Cash Advance** button. 

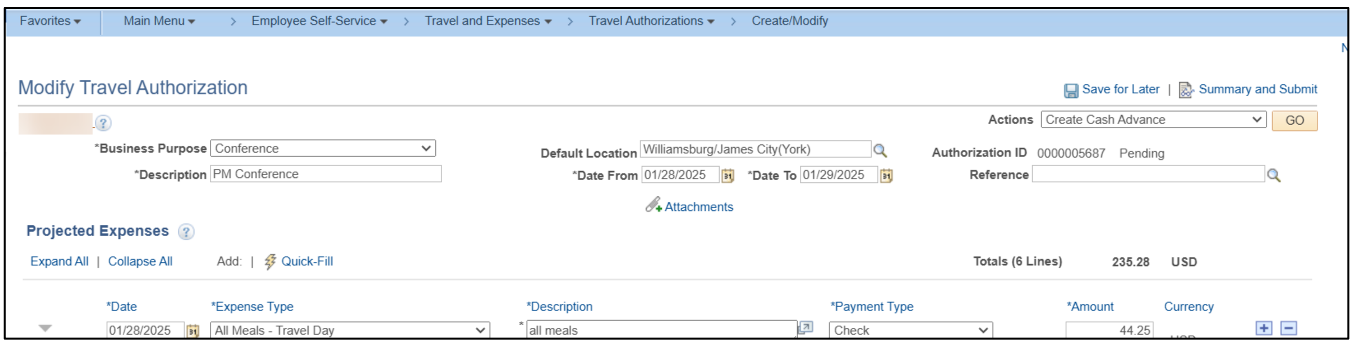
The **Cash Advance Submit Confirm** page displays in a pop-up window.



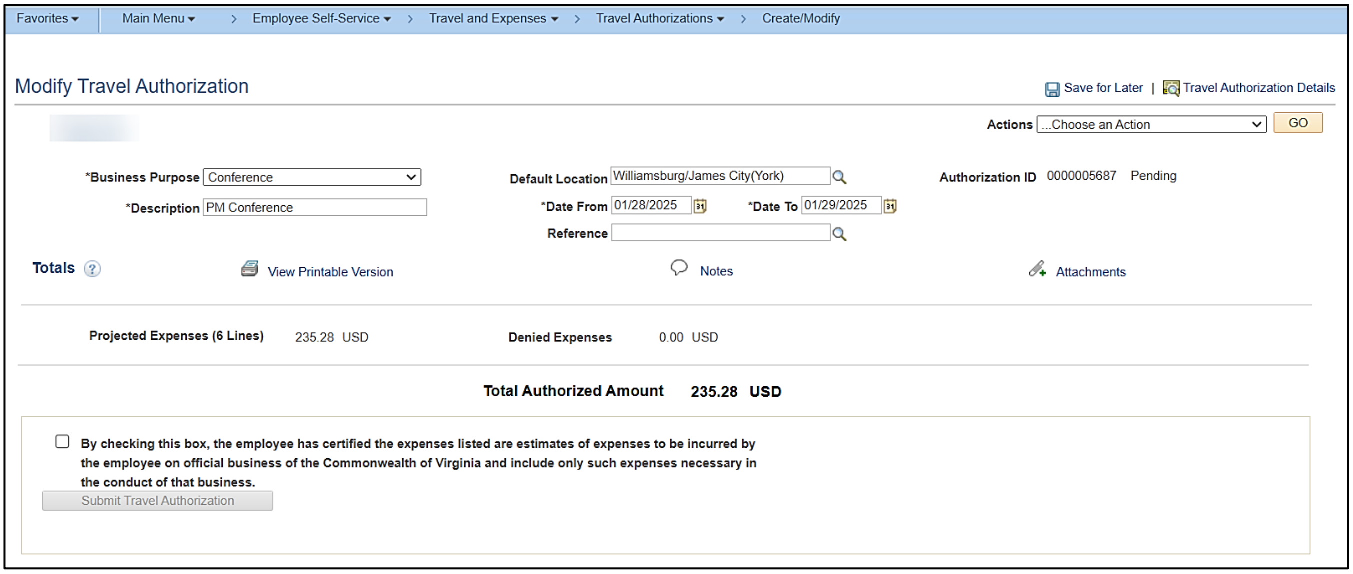
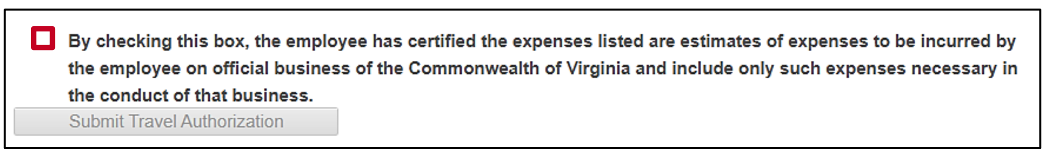
Step	Action
13.	Click the **OK** button. 

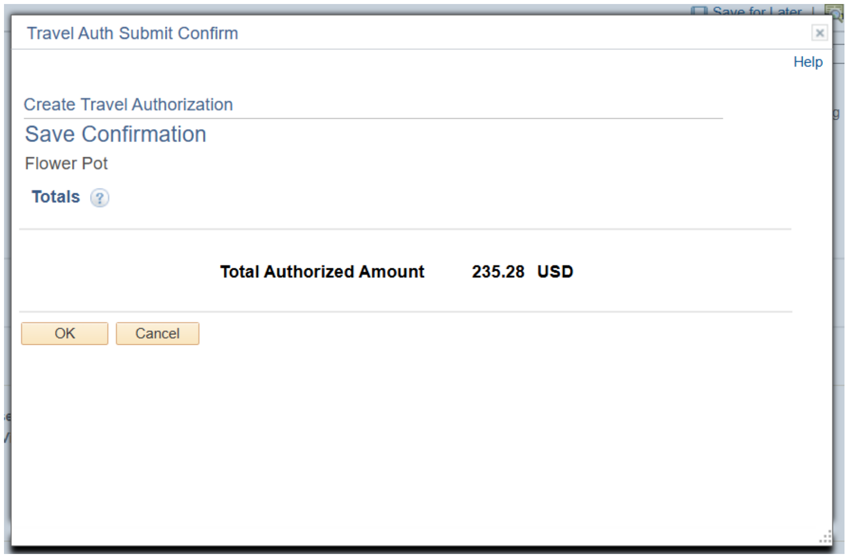
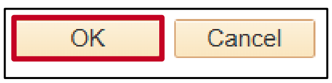
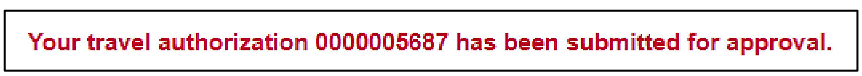
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">A message displays in red at the top of the page with the Cash Advance ID number indicating it has been submitted for approval.

</td></tr>
<tr><td>14.</td><td>Make note of the Cash Advance number.</td></tr>
<tr><td>15.</td><td>Click the “x” on the Review Advance tab to close the tab.

</td></tr>
<tr><td colspan="2">The Modify Travel Authorization page returns.

</td></tr>
<tr><td>16.</td><td>Click the Summary and Submit link.

</td></tr>
</table>

Step	Action
	The **Modify Travel Authorization** Summary and Submit page displays. 
17.	Click the Certification Statement checkbox. 
	The **Submit Travel Authorization** button becomes enabled.
18.	Click the **Submit Travel Authorization** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Travel Auth Submit Confirm page displays in a pop-up window.

</td></tr>
<tr><td>19.</td><td>Click the OK button.

</td></tr>
<tr><td colspan="2">The Travel Authorization ID number displays in a message at the top of the page indicating it has been submitted for approval.

</td></tr>
<tr><td>20.</td><td>Make note of the Travel Authorization number.</td></tr>
</table>

Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML