



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 an Agency employee who has the Travel Expenses Sync 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	2
Creating a Travel Authorization	3
Creating a Travel Authorization from an Existing Authorization	14
Creating a Cash Advance while Creating a Travel Authorization	21
Appendix	27
Allowed Extensions on Attachments in Cardinal	27



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Revision History

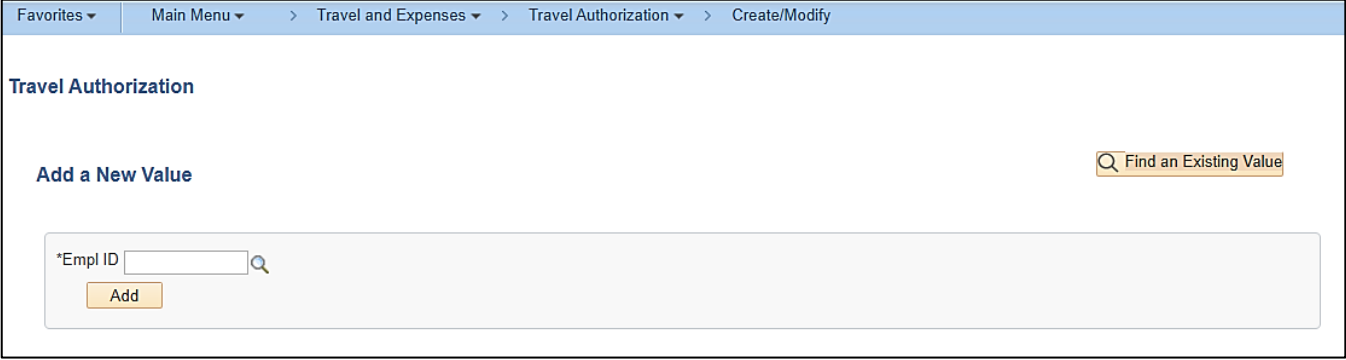




Revision Date	Summary of Changes
6/26/2025	Baseline.



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Creating a Travel Authorization

Step	Action
1.	<p>Navigate to the Travel Authorization page using the following path: Main Menu > Travel and Expense Expenses > Travel Authorizations > Create/Modify</p> <p>The Add a New Value page displays.</p> 
	<p>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.</p>
2.	<p>Enter or select the employee's Employee ID in the Empl ID field.</p> 
	<p>The user must be set up as a Proxy to enter expense transactions for themselves or other employees.</p>
3.	<p>Click the Add button.</p> 







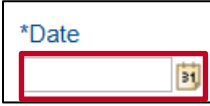



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
------	--------

The **Create Travel Authorization** page displays.





	<p>The Quick Start menu can be used to create a Travel Authorization using:</p> <ul style="list-style-type: none">• 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.	<p>Click the Business Purpose dropdown button to select the reason for the Travel Authorization.</p> <p>*Business Purpose <input type="text"/></p>
5.	<p>Enter a description for the Travel Authorization in the Description field.</p> <p>*Description <input type="text"/></p>
	<p>This field allows up to 30 characters (including spaces).</p>
6.	<p>Enter or select the location of the expense in the Default Location field.</p> <p>Default Location <input type="text"/></p>
	<p>While this field is not required, it is recommended to complete as it populates on Expense Lines that require location.</p>
7.	<p>Enter or select the begin and end dates of the travel in the Date From and Date To fields.</p> <p>*Date From <input type="text"/> *Date To <input type="text"/></p>

Step	Action
	<p>The Reference field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field.</p> 
8.	<p>Click the Attachments link to add documents/receipts as applicable.</p> 
	<p>See the Appendix section of this Job Aid for a list of allowed extensions that can be used as attachments in Cardinal.</p>
9.	<p>Enter or select the date associated with the expense in the Date field.</p> 
10.	<p>Click the Expense Type dropdown button and select the applicable Expense Type.</p> 
	<p>For a list of 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:</p> <ul style="list-style-type: none"> • Expense Types configured in Cardinal • A description of each Expense Type • Additional required fields that will display for each Expense Type • The Default ChartField Account code for each Expense Type <p>Once the Expense Type is selected, the required fields display on the Expense Line as applicable.</p>
11.	<p>Enter a description for the expense in the Description field.</p> 



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
12.	<p>Click the Payment Type dropdown button and select “Check” (only available selection). If this field defaults, proceed to the next Step.</p> <p>*Payment Type</p> <p><input type="text" value=""/></p>
13.	<p>Enter the anticipated amount for the expense in the Amount field.</p> <p>*Amount</p> <p><input type="text" value="0.00"/></p>
	<p>Depending on the Expense Type selected, this field may not require entry as a configured value populates automatically.</p> <p>For meals or per diem incidentals, the value in this field auto populates if the Per Diem Range field value defaults.</p>
	<p>The Billing Type field defaults as “Billable” and cannot be changed.</p> <p>*Billing Type <input type="text" value="Billable"/></p>
14.	<p>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.</p> <p>*Location <input type="text" value=""/></p>
	<p>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.</p>
15.	<p>For this scenario, the Per Diem Range field displays.</p> <p>Click the Per Diem Range dropdown button and select “0-999” if this value does not default.</p> <p>*Per Diem Range <input type="text" value=""/></p>
	<p>This populates the Amount field when entering Expense Types for meals and per diem incidentals.</p> <p>“0-999” is the only option available to select for this field.</p>



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Step	Action																		
16.	<p>Next, review and update the Accounting Details section if applicable.</p> <div><div>▼ Accounting Details ?</div><div><div>Chartfields</div><table><thead><tr><th>Amount</th><th>GL Unit</th><th>SpeedType Key</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr></thead><tbody><tr><td>56.25</td><td>50100</td><td></td><td>5012880</td><td>04100</td><td>699001</td><td>10004</td><td>11127020</td><td></td></tr></tbody></table></div></div>	Amount	GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task	56.25	50100		5012880	04100	699001	10004	11127020	
Amount	GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task											
56.25	50100		5012880	04100	699001	10004	11127020												
<div>i</div>	<p>The Accounting Details ChartFields auto populate:</p> <ul style="list-style-type: none">• 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																		
17.	<p>Click the scrollbar to complete the PC Bus Unit, Project, and Activity fields when the expense is being charged to a Project.</p> <p>If the expense is not being charged to a Project, proceed to the next Step.</p> <div><table><thead><tr><th>Agency Use 2</th><th>PC Bus Unit</th><th>Project</th><th>Activity</th><th>Source Type</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div>	Agency Use 2	PC Bus Unit	Project	Activity	Source Type													
Agency Use 2	PC Bus Unit	Project	Activity	Source Type															
<div>i</div>	<p>The PC Bus Unit field must be completed first to enable Projects for the Business Unit.</p> <p>All three fields (PC Bus Unit, Project, and Activity) must be completed when charging to a Project.</p>																		
18.	<p>If additional expenses need to be added, click the Add a New Row (+) icon.</p> <div><div><div>+</div><div>-</div></div></div>																		
19.	<p>Repeat Steps 9 - 18 until all anticipated expenses have been entered.</p>																		
20.	<p>If the Travel Authorization is ready for submission, proceed to Step 27.</p> <p>If the Travel Authorization is not ready for submission, proceed to the next Step.</p>																		
21.	<p>Click the Save for Later link at the top of the page.</p> <div><div> Save for Later</div></div>																		



Accounts Payable Job Aid


AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
	<p>A message displays at the top of the page with the Travel Authorization ID Number with a status of "Pending".</p> <div>Authorization ID 0000005696 Pending</div>
22.	<p>To access the Travel Authorization after it has been saved, navigate to the Travel Authorization page using the following path:</p> <p>Main Menu > Travel and Expenses > Travel Authorizations > Create/Modify</p>
	<p>The Add a New Value page displays.</p> <div><div>Favorites ▾Main Menu ▾ > Travel and Expenses ▾ > Travel Authorization ▾ > Create/Modify</div><div><div>Travel Authorization</div><div>Add a New Value<div>Find an Existing Value</div><div>*Empl ID <input type="text"/> <input type="button" value="Add"/></div></div></div></div>
23.	<p>Click the Find an Existing Value button.</p> <div>Find an Existing Value</div>
	<p>The Travel Authorization Find an Existing Value Search page displays.</p> <div><div>Favorites ▾Main Menu ▾ > Travel and Expenses ▾ > Travel Authorization ▾ > Create/Modify</div><div><div>Travel Authorization</div><div><div>Find an Existing Value</div><div><div>Search Criteria</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Recent Searches</div><div>Choose from recent searches ▾ <input type="button" value="edit"/></div><div>Saved Searches</div><div>Choose from saved searches ▾ <input type="button" value="edit"/></div><div>Search by: <div>Authorization ID ▾ begins with <input type="text"/></div><div>Show more options ▾</div><div><input type="button" value="Search"/><input type="button" value="Clear"/></div></div></div><div><input type="button" value="Add a New Value"/></div></div></div></div></div>
24.	<p>Enter the Travel Authorization ID Number in the Authorization ID field.</p> <div>Authorization ID ▾ begins with <input type="text"/></div>



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
25.	Click the Search button. 

The **Modify Travel Authorization** page displays.

Modify Travel Authorization

Save for Later | Summary and Submit

Actions: ...Choose an Action GO

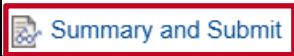
*Business Purpose: Meeting
*Description: Team Meeting
Default Location: Williamsburg/James City(York)
*Date From: 06/27/2025 *Date To: 06/27/2025
Authorization ID: 0000005696 Pending
Reference:

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

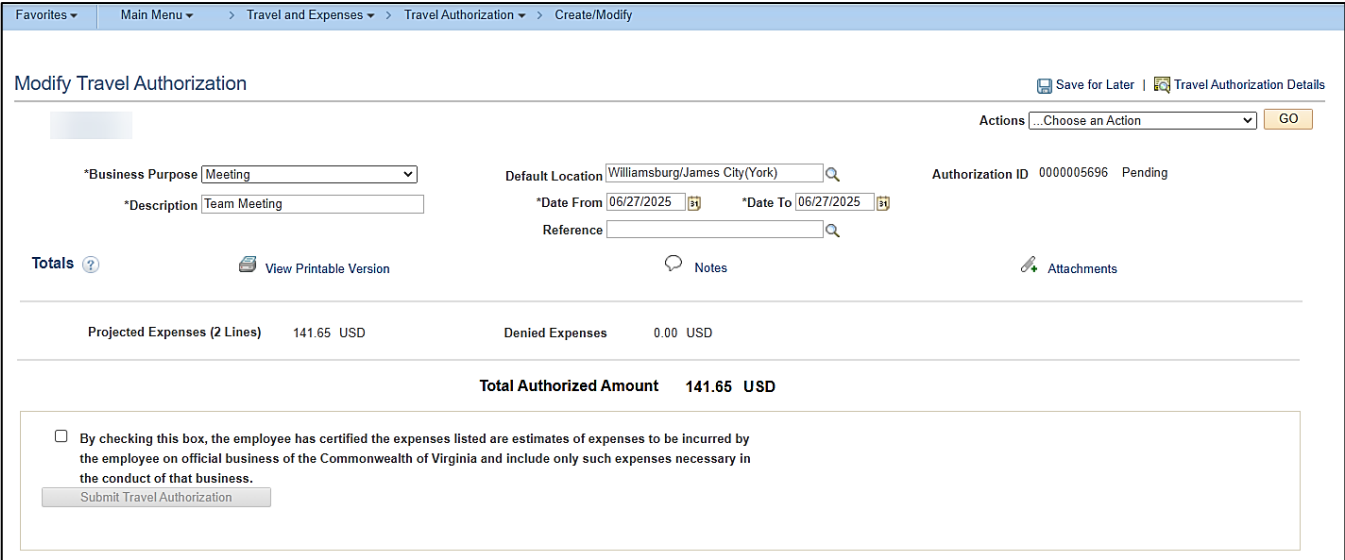


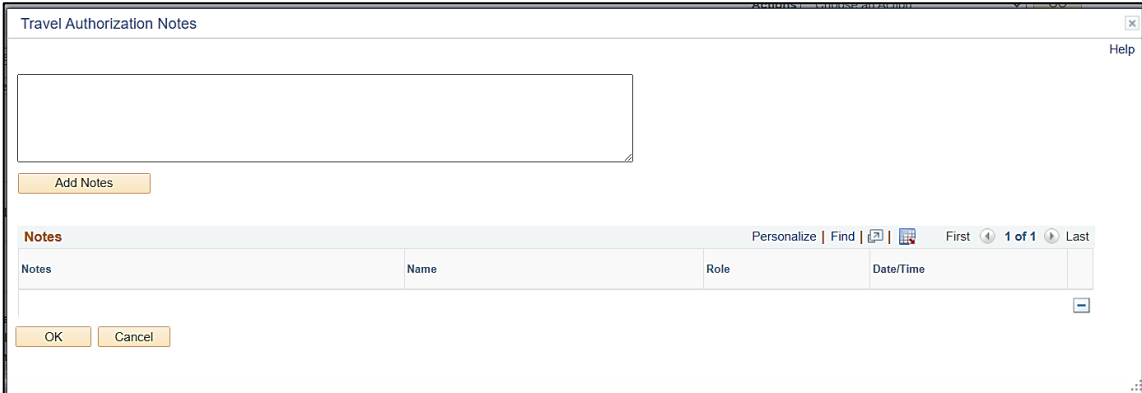
					Totals (2 Lines)	141.65	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency		
06/27/2025	All Meals - Travel Day	all meals travel day	Check	56.25	USD		
*Billing Type: Billable *Location: Williamsburg/James City(York) *Per Diem Range: 0 - 999 Accounting Details							
06/27/2025	Personl Mileage Cost Justified	round trip mileage to meeting from Richmond	Check	85.40	USD		
*Billing Type: Billable *Originating Location: Richmond (City Limits) *Destination Location: Williamsburg/James City(York) *Miles: 122 x 0.7000 Accounting Details							
					Totals (2 Lines)	141.65	USD

26.	Make any adjustments and/or additions to the Travel Authorization as applicable.
27.	Click the Summary and Submit link at the top of the page. 



Accounts Payable Job Aid


AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
	<p>The Modify Travel Authorization Summary and Submit page displays.</p> 
	<p>If the Travel Authorization was not “Saved for Later”, the page name will be Create Travel Authorization instead of Modify Travel Authorization.</p>
28.	<p>To add an internal note to the Travel Authorization, click the Notes icon.</p> <p>If a note is not needed, proceed to Step 32.</p> 
	<p>The Travel Authorization Notes page displays in a pop-up window.</p> 



Accounts Payable Job Aid


AP315_Creating a Travel Authorization (VDOT Only)

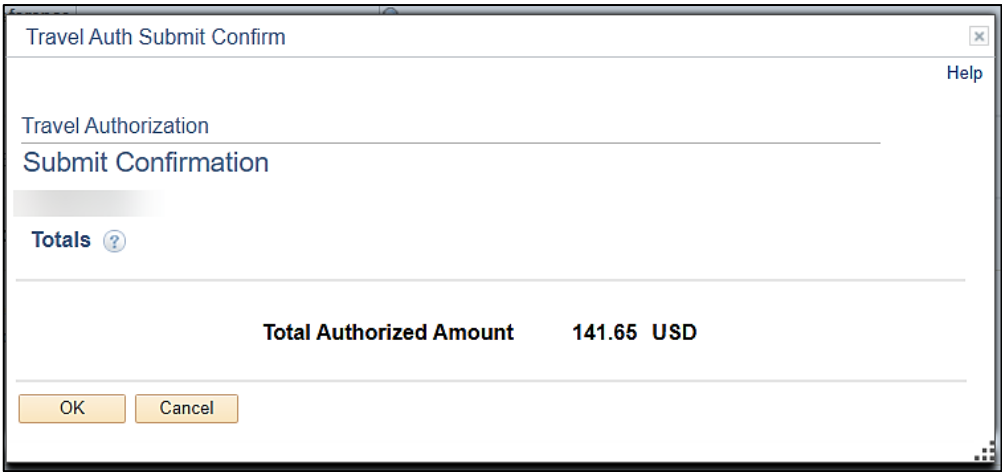


Step	Action								
29.	<p>Enter information in the Notes field as applicable.</p> <div><div></div><div>Add Notes</div></div>								
30.	<p>Click the Add Notes button.</p> <div><div>Add Notes</div></div>								
<p>The note displays within the Notes section.</p> <div><div>NotesPersonalizeFindFirst1 of 1Last</div><table><tr><th>Notes</th><th>Name</th><th>Role</th><th>Date/Time</th></tr><tr><td>The Fiscal Officer sent an email authorizing this expense for the monthly Department meeting.</td><td></td><td>Employee</td><td>01/09/2025 5:19:38PM</td></tr></table></div>		Notes	Name	Role	Date/Time	The Fiscal Officer sent an email authorizing this expense for the monthly Department meeting.		Employee	01/09/2025 5:19:38PM
Notes	Name	Role	Date/Time						
The Fiscal Officer sent an email authorizing this expense for the monthly Department meeting.		Employee	01/09/2025 5:19:38PM						
	Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.								
31.	<p>Click the OK button.</p> <div><div>OK</div><div>Cancel</div></div>								



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
	<p>The Create or Modify Travel Authorization Summary and Submit page redispays with lines filling the Notes icon (indicating that a note was added).</p> <div><div>Favorites ▾Main Menu ▾ > Travel and Expenses ▾ > Travel Authorization ▾ > Create/Modify</div><div><div>Modify Travel Authorization</div><div><div>Save for Later Travel Authorization Details</div><div>Actions ...Choose an Action GO</div><div><div>*Business Purpose Meeting</div><div>Default Location Williamsburg/James City(York)</div><div>Authorization ID 0000005696 Pending</div><div>*Description Team Meeting</div><div>*Date From 06/27/2025</div><div>*Date To 06/27/2025</div><div>Reference</div><div>Totals ? View Printable Version Notes Attachments</div><div><div>Projected Expenses (2 Lines) 141.65 USD</div><div>Denied Expenses 0.00 USD</div><div>Total Authorized Amount 141.65 USD</div><div><div><input type="checkbox"/> By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.</div><div>Submit Travel Authorization</div></div></div></div></div></div></div>
32.	<p>Click the Certification Statement checkbox option.</p> <div><div><input type="checkbox"/> By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.</div><div>Submit Travel Authorization</div></div>
	<p>The Submit Travel Authorization button is now enabled.</p>
33.	<p>Click the Submit Travel Authorization button.</p> <div><div>Submit Travel Authorization</div></div>

Step	Action
	<p>The Travel Authorization Submit Confirmation page displays in a pop-up window.</p> 
34.	<p>Click the OK button.</p> 
	<p>A message displays in red at the top of the page with the Travel Authorization ID Number indicating it has been submitted for approval.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Your travel authorization 0000005696 has been submitted for approval.</p> </div>
	<p>Make note of the Travel Authorization ID Number for future use as needed.</p>



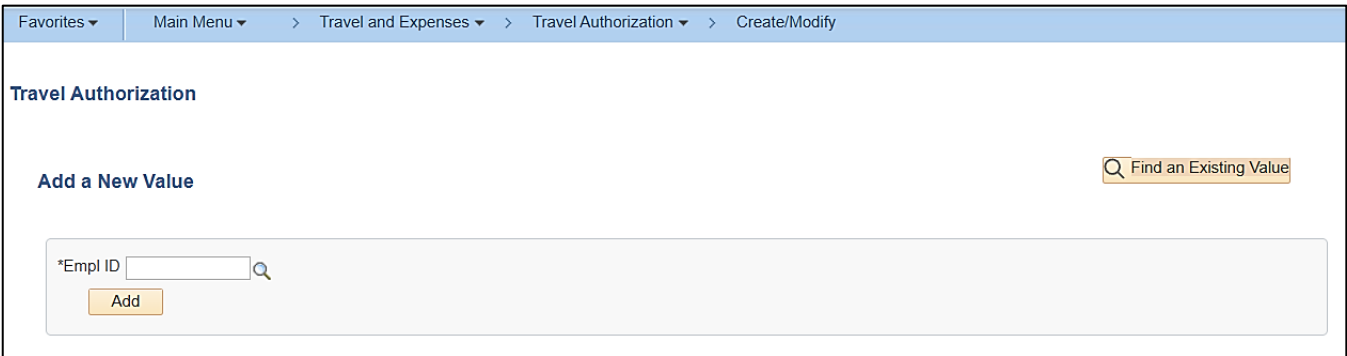




Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Creating a Travel Authorization from an Existing Travel 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 when an employee has Travel Authorizations for expenses that are used frequently (e.g., regular monthly meeting).

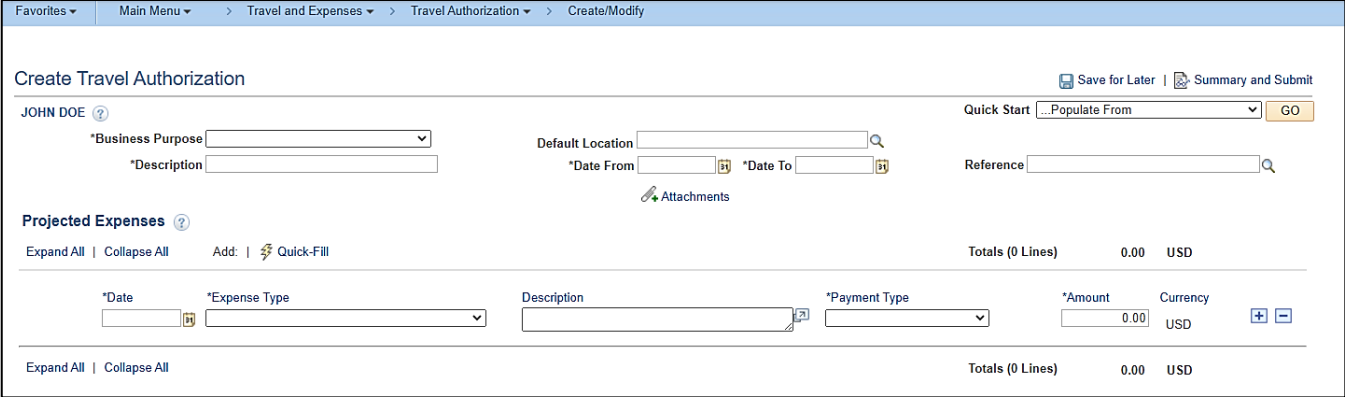

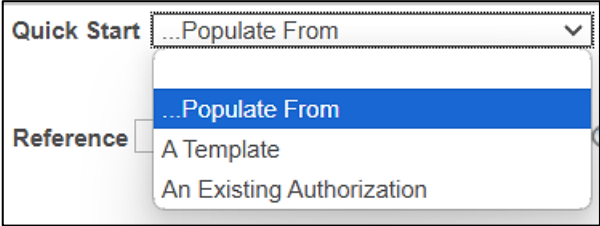

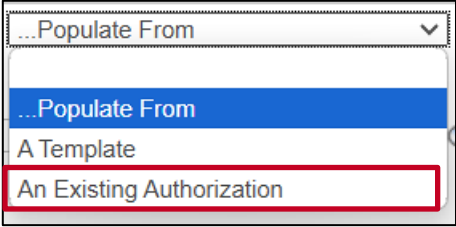
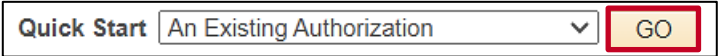
Cardinal copies all of the information from the previous Travel Authorization to populate a new Travel Authorization. Fields can then be updated and additional entries can be added as needed.

Step	Action
1.	Navigate to the Travel Authorization entry page using the following path: Main Menu > 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. 



Accounts Payable Job Aid

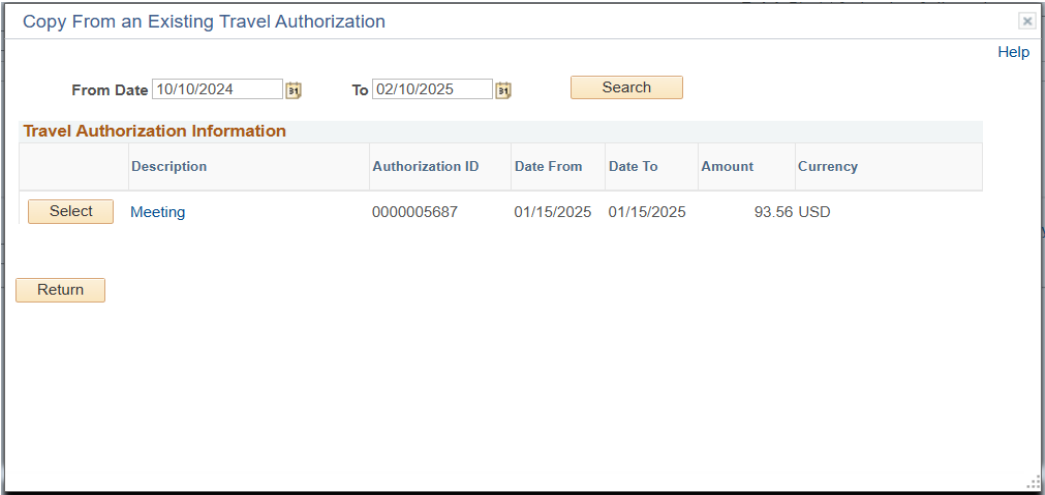


AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
	<p>The Create Travel Authorization page displays.</p> 
4.	<p>Click the Quick Start dropdown button.</p> 
	<p>The Quick Start men displays.</p> 
	<p>To use the “A Template” option, see the Job Aid titled AP315_Creating an Expense Template. This Job Aid is located on the Cardinal website in Job Aids under Learning for details.</p>
5.	<p>Click the “An Existing Authorization” list item.</p> 
6.	<p>Click the GO button.</p> 



Accounts Payable Job Aid

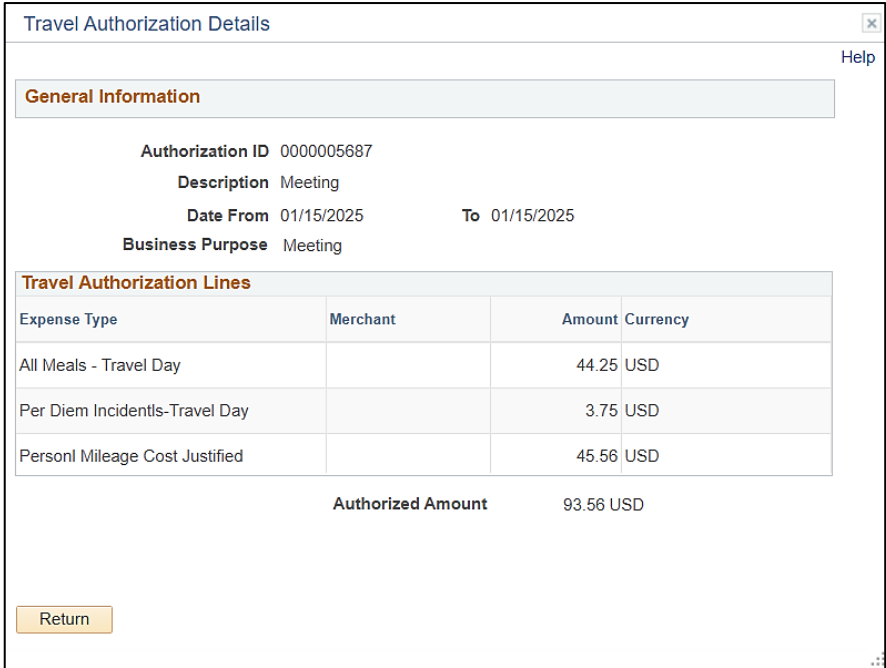

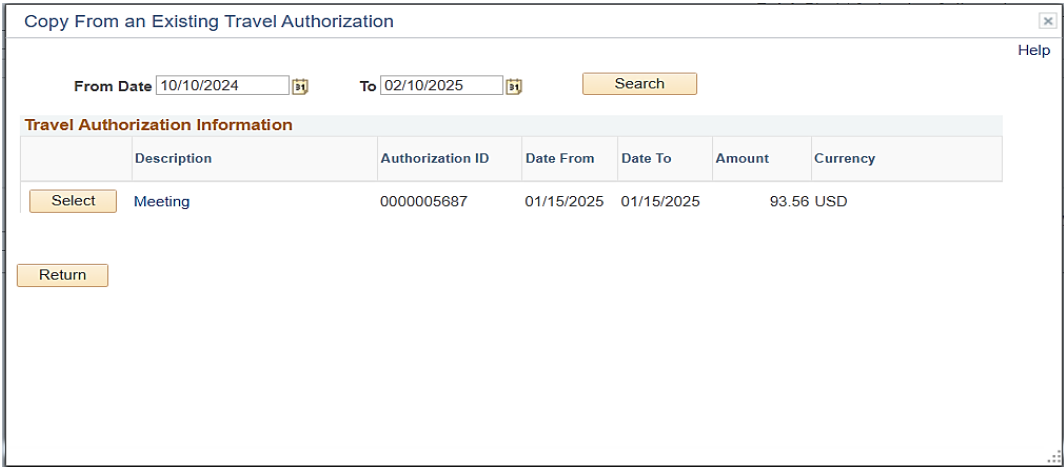
AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
	<p>The Copy From an Existing Authorization page displays in a pop-up window.</p> 
	<p>The Travel Authorization Information section displays any previous Travel Authorizations based on the From Date and To field dates that default.</p> <p>The date range can be adjusted by updating the From Date and To fields and then clicking the Search button.</p>
7.	<p>Click the Description link for the applicable Travel Authorization that will be copied.</p> 



Accounts Payable Job Aid


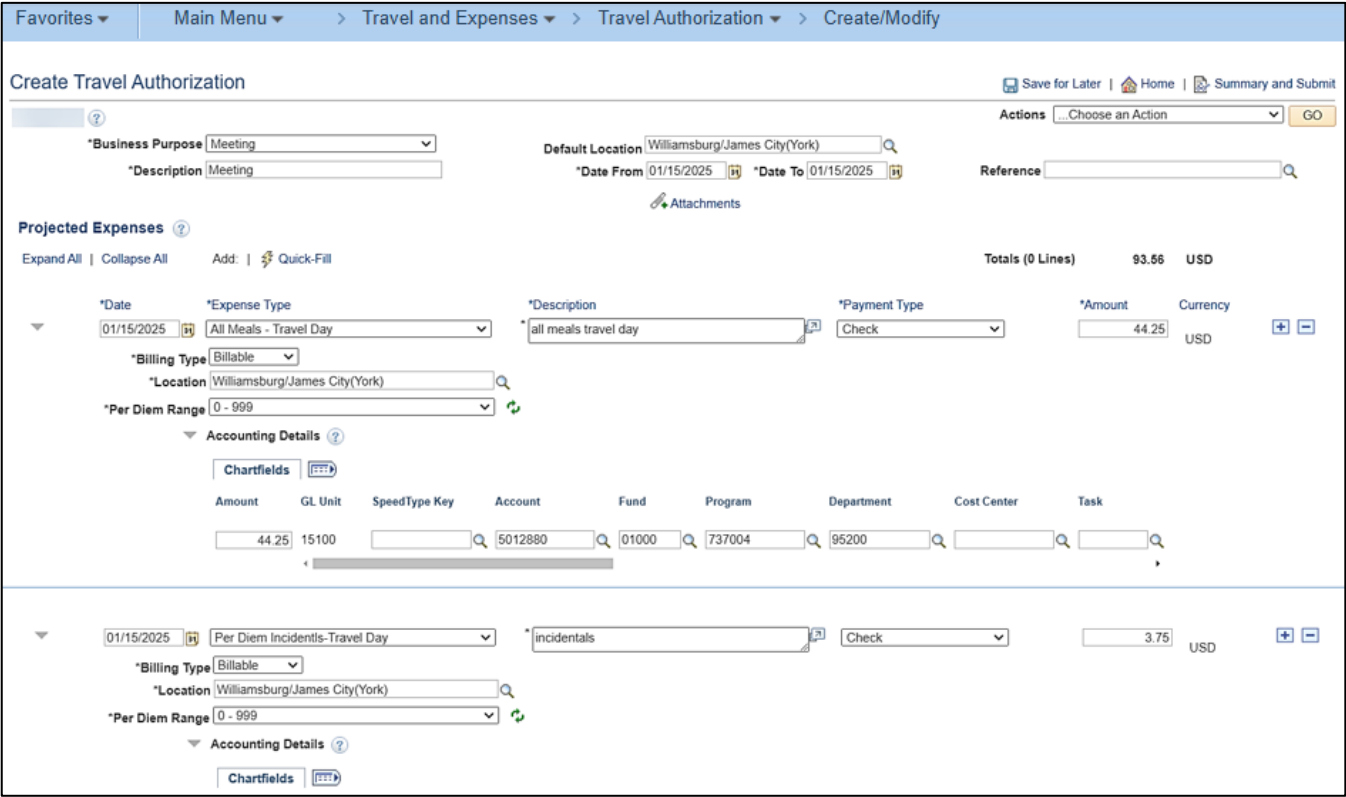


AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
	<p>The Travel Authorization Details page displays in a pop-up window.</p> <div></div>
8.	<p>Review the details to confirm that this is the Travel Authorization to copy from. After reviewing the information, click the Return button.</p> <div></div>
	<p>The Copy From an Existing Travel Authorization page redispays.</p> <div></div>
9.	<p>Repeat Steps 7 - 8 to view additional Travel Authorizations as needed.</p>



Accounts Payable Job Aid

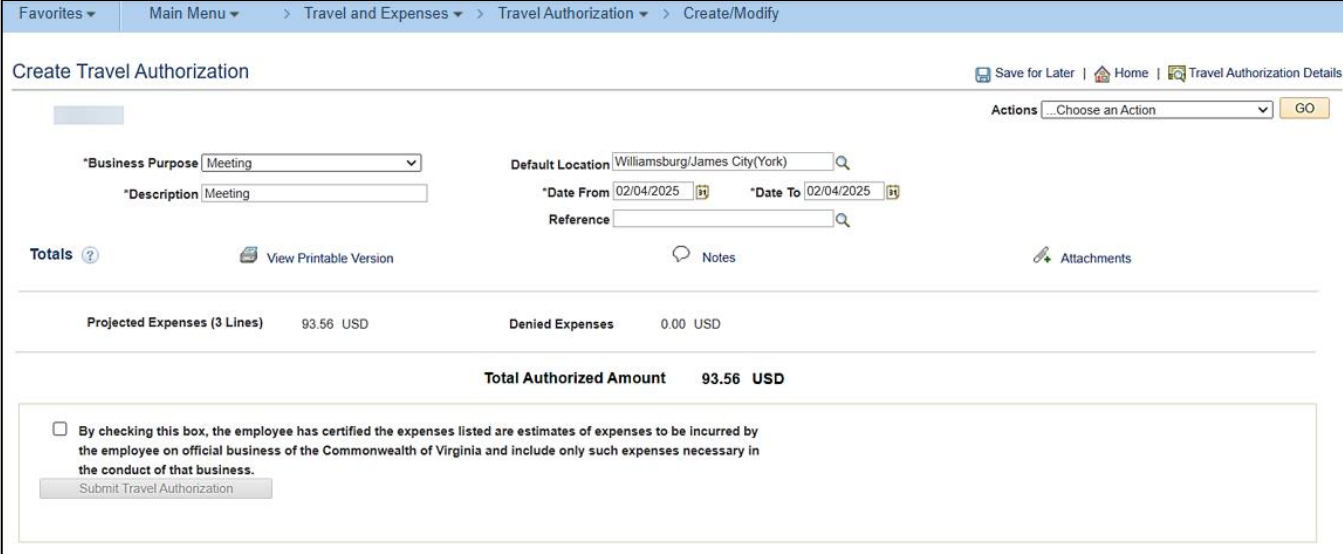
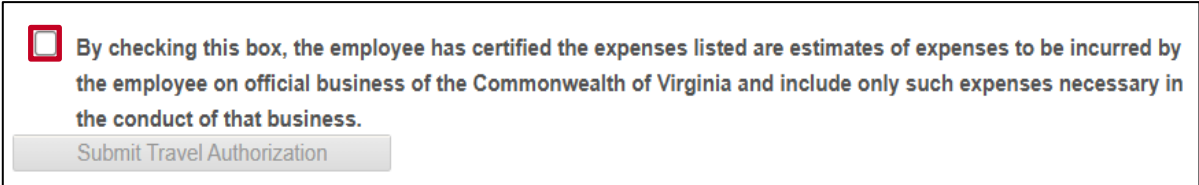


AP315_Creating a Travel Authorization (VDOT Only)

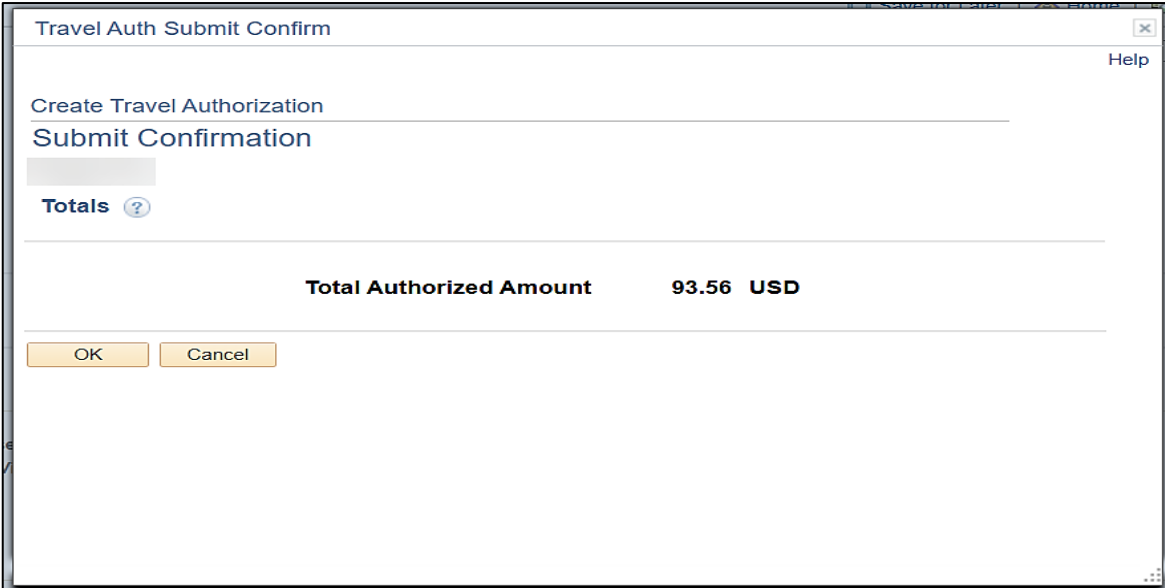


Step	Action
10.	<p>Click the Select button for the Travel Authorization to be copied.</p> 
<p>The Create Travel Authorization page redisplay with the selected Travel Authorization information populated.</p> 	
11.	<p>Update the Travel Authorization as needed.</p>
	<p>Changes can be made to any of the fields that copied from the existing Travel Authorization. Additional fields can also be added as needed. Refer to the Creating a Travel Authorization section of this Job Aid for instructions on data entry for specific fields as needed.</p>
12.	<p>Click the Summary and Submit link once all adjustments and/or additional entries have been completed.</p> 



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
	<p>The Create Travel Authorization Summary and Submit page displays.</p> 
14.	<p>Click the Certification Statement checkbox option.</p> 
	<p>The Submit Travel Authorization button is now enabled.</p>
15.	<p>Click the Submit Travel Authorization button.</p> 

Step	Action
	<p>The Create Travel Authorization Submit Confirmation page displays in a pop-up window.</p> 
16.	<p>Click the OK button.</p> 
	<p>A message displays with the Travel Authorization ID Number indicating it has been submitted for approval.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;"> Your travel authorization 0000005687 has been submitted for approval. </div>
	<p>Make note of the Travel Authorization ID Number for future use as needed.</p>

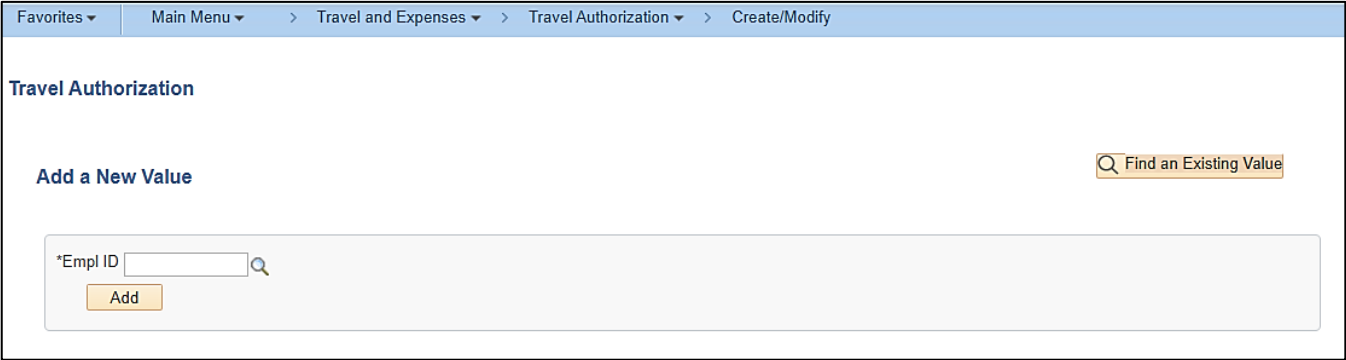






Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Creating a Cash Advance while Creating a Travel Authorization




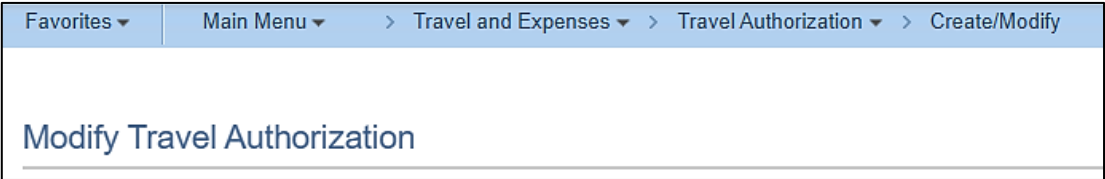

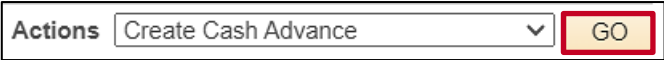
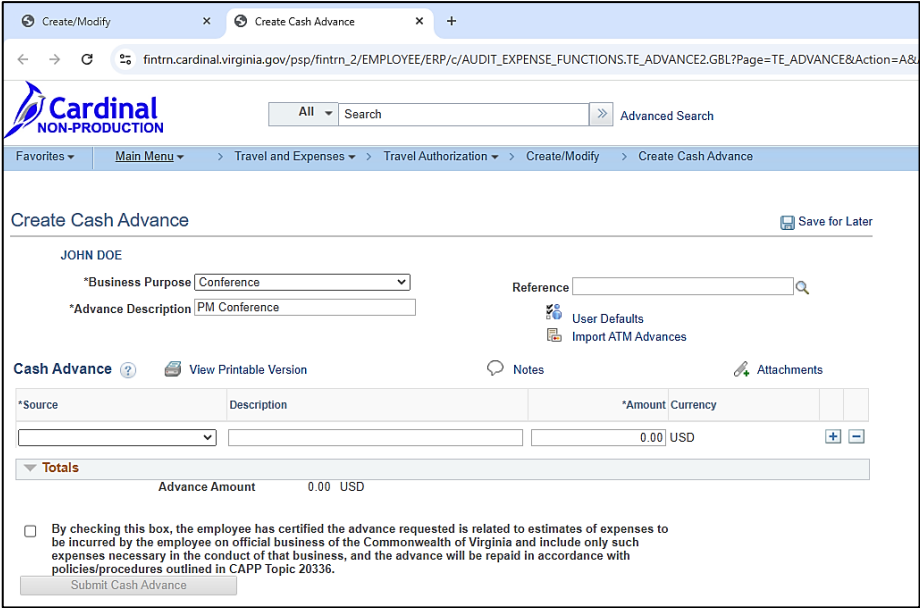
This section of the Job Aid will provide the steps for creating a Cash Advance while creating a Travel Authorization. For detailed information about Cash Advances, see the Job Aid titled **AP315A_Creating a Cash Advance**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
1.	Navigate to the Travel Authorization page using the following path: Main Menu > 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 for the Travel Authorization. See the section in this Job Aid titled Creating a Travel Authorization and then return to Step 5 below.



Accounts Payable Job Aid




AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
5.	<p>Click the Save For Later link.</p> 
<p>A message displays at the top of the page with the Travel Authorization ID Number with a status of "Pending".</p> 	
	<p>The Modify Travel Authorization page displays.</p> 
6.	<p>Click the Actions dropdown button and select the "Create Cash Advance" list item.</p> 
7.	<p>Click the GO button.</p> 
<p>The Create Cash Advance page displays in a new browser tab.</p> 	



Accounts Payable Job Aid

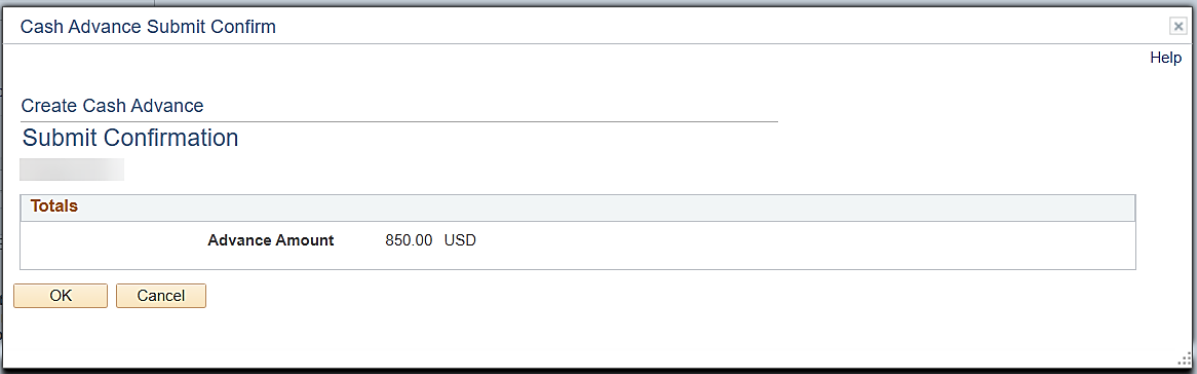

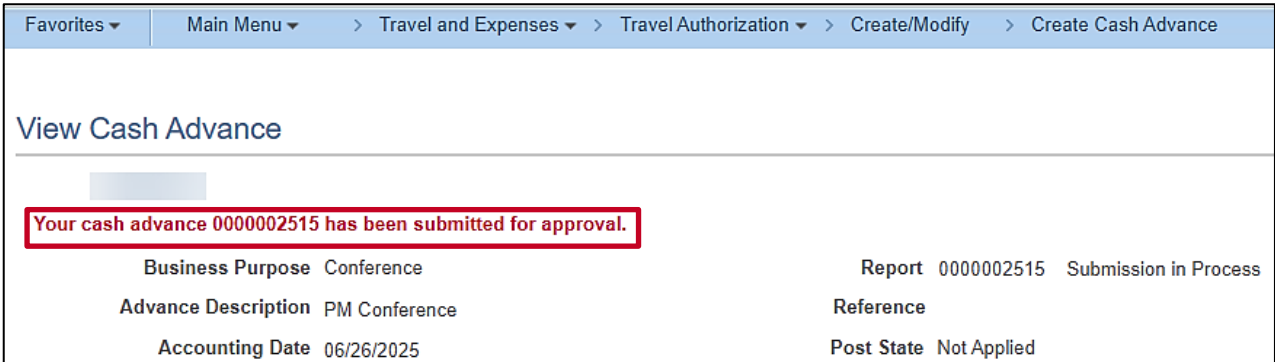

AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
	See the Job Aid titled AP315A_Creating a Cash Advance for more detailed information about entering Cash Advances. This Job Aid is located on the Cardinal website in Job Aids under Learning .
	<p>The Business Purpose and Advance Description fields auto populate from the information on the Travel Authorization. These fields can be updated as needed.</p> <div><div>*Business Purpose</div><div>Conference</div><div></div><div></div><div>*Description</div><div>PM Conference</div><div></div></div>
8.	<p>Click the Source dropdown button and select "System Check" (only available selection).</p> <div><div>*Source</div><div></div><div></div></div>
9.	<p>Enter the reason for the Cash Advance in the Description field.</p> <div><div>Description</div><div></div></div>
10.	<p>Enter the amount for the Cash Advance in the Amount field.</p> <div><div>*Amount</div><div></div><div>0.00</div></div>
11.	<p>Click the Certification Statement checkbox option.</p> <div><div><input type="checkbox"/></div><div>By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336.</div><div>Submit Cash Advance</div></div>
	The Submit Cash Advance button is now enabled.
12.	<p>Click the Submit Cash Advance button.</p> <div><div>Submit Cash Advance</div></div>



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

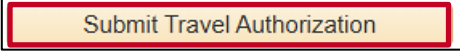
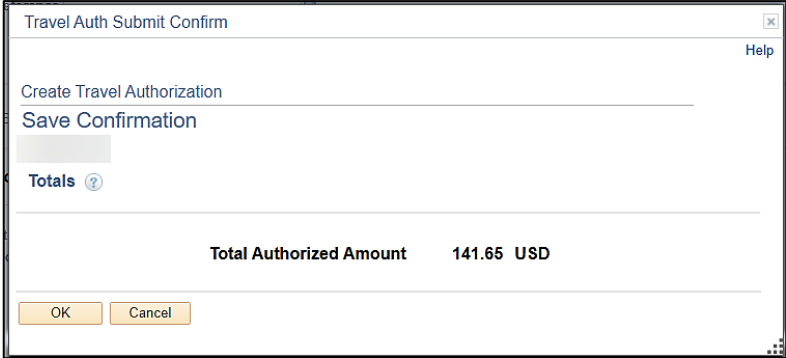

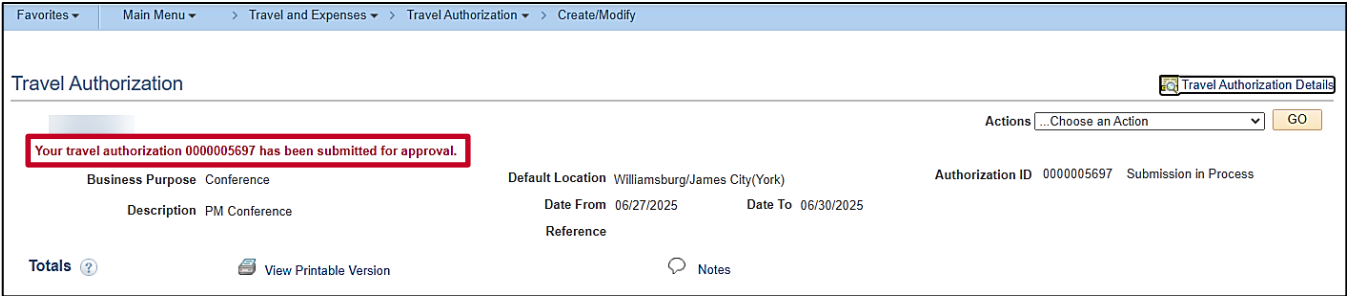
Step	Action
	<p>The Create Cash Advance Submit Confirmation page displays in a pop-up window.</p> 
13.	<p>Click the OK button.</p> 
	<p>The View Cash Advance page displays.</p> <p>A message displays in red at the top of the page with the Cash Advance ID Number indicating that it has been submitted for approval.</p> 
14.	<p>Make note of the Cash Advance ID Number for future use as needed.</p>
15.	<p>Click the Close icon (X) on the View a Cash Advance tab to close the tab.</p> 

Page 25 of 27



Accounts Payable Job Aid

AP315_Creating a Travel Authorization (VDOT Only)

Step	Action
18.	<p>Click the Submit Travel Authorization button.</p> 
<p>The Create Travel Authorization Save Confirmation page displays in a pop-up window.</p> 	
19.	<p>Click the OK button.</p> 
<p>The Travel Authorization ID Number displays in a message at the top of the page indicating it has been submitted for approval.</p> 	
20.	<p>Make note of the Travel Authorization ID Number for future use as needed.</p>



Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Users 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