AP315 Creating an Expense Template for Travel Authorizations

Creating an Expense Template Overview

Public Travel Authorization templates can be created in Cardinal which reflect typical combinations of expense items. These templates can be accessed by all users statewide and are not limited to a specific Agency. Users can then create new Travel Authorizations by starting from a template, which can help reduce time and keying errors.

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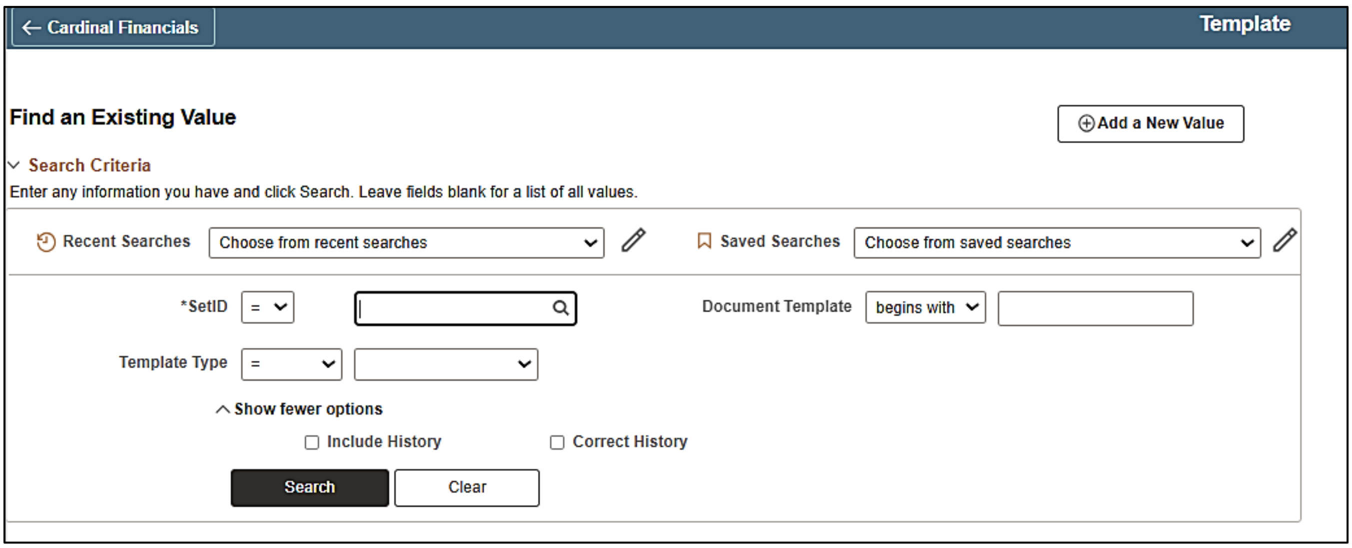
Revision History

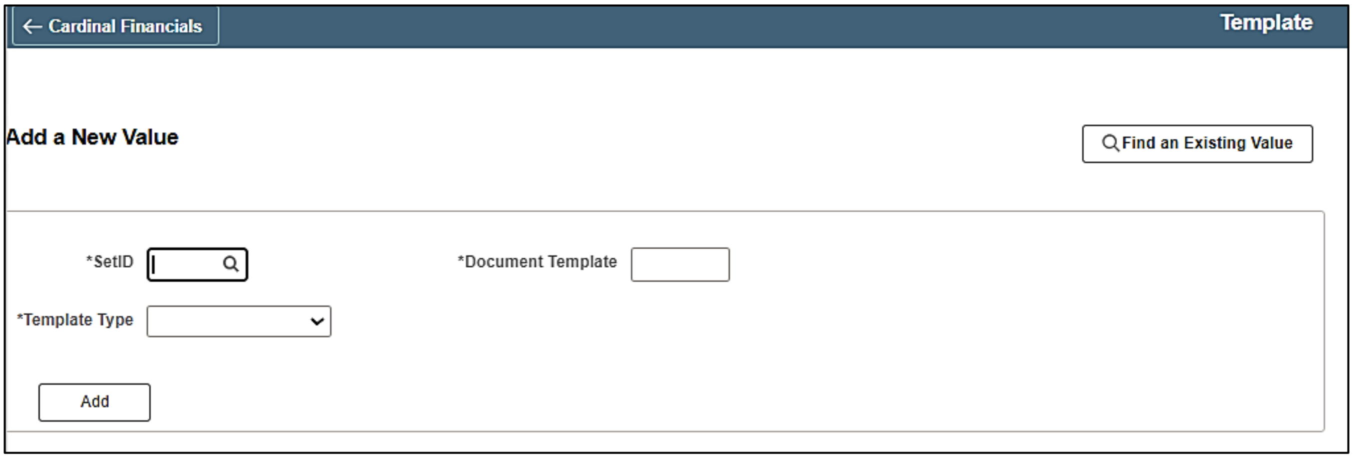
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

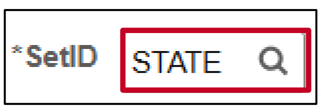
Creating an Expense Template for a Travel Authorization

This section of the Job Aid provides the steps for creating an expense template for Travel Authorizations in Cardinal.

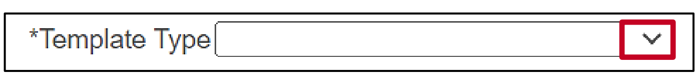
Step	Action
1.	Navigate to the **Template** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Create Travel Doc Templates**
The **Template Find an Existing Value Search** page displays.  	
	For more information pertaining to the Cardinal 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.	Click the **Add a New Value** button. 

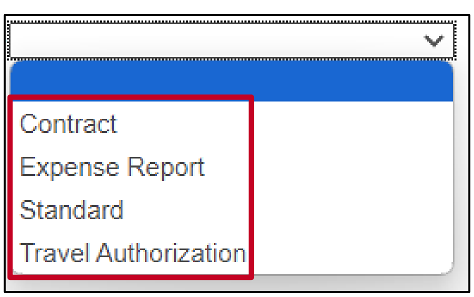
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Template Add a New Value page displays.


</td></tr>
<tr><td>3.</td><td>Verify the SetID field value is “STATE”. If not, update it.

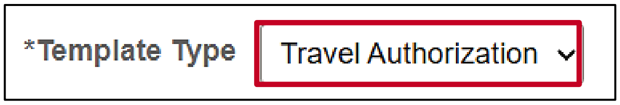
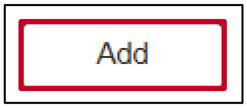

</td></tr>
<tr><td>4.</td><td>Enter a name for the Template in the Document Template field (not to exceed eight characters).


</td></tr>
<tr><td>5.</td><td>Click the Template Type dropdown button.

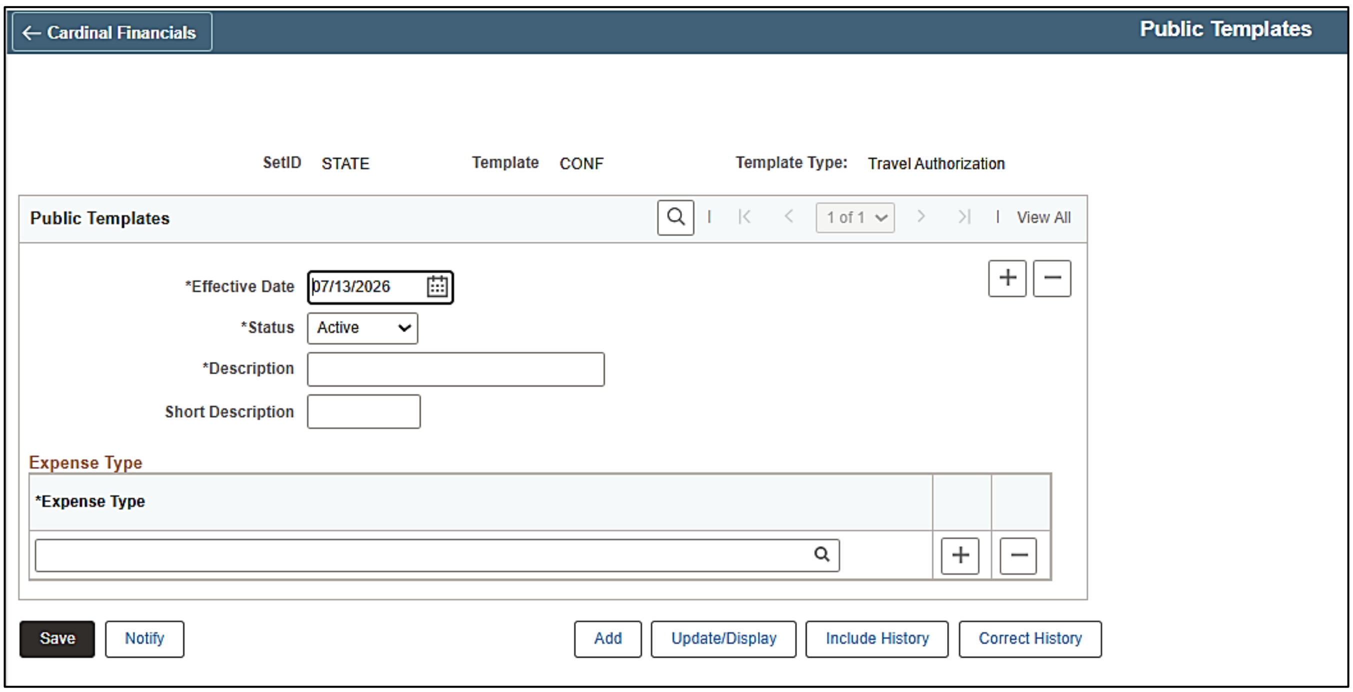

</td></tr>
<tr><td></td><td>The Template Type dropdown menu list contains 4 options:



Contract: Not used in Cardinal
Expense Report: Not used in Cardinal
Standard: Not used in Cardinal
Travel Authorization: Used to create a template for Travel Authorizations
</td></tr>
</table>

Step	Action
6.	Click the **Template Type** dropdown button and select “Travel Authorization”. 
7.	Click the **Add** button. 

The **Public Templates** page displays.

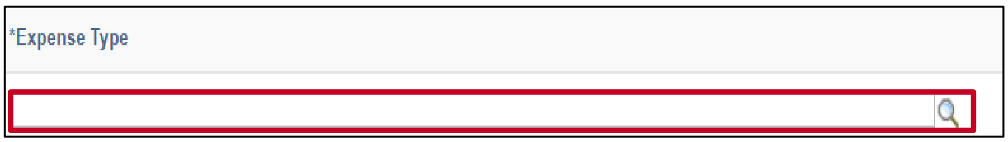


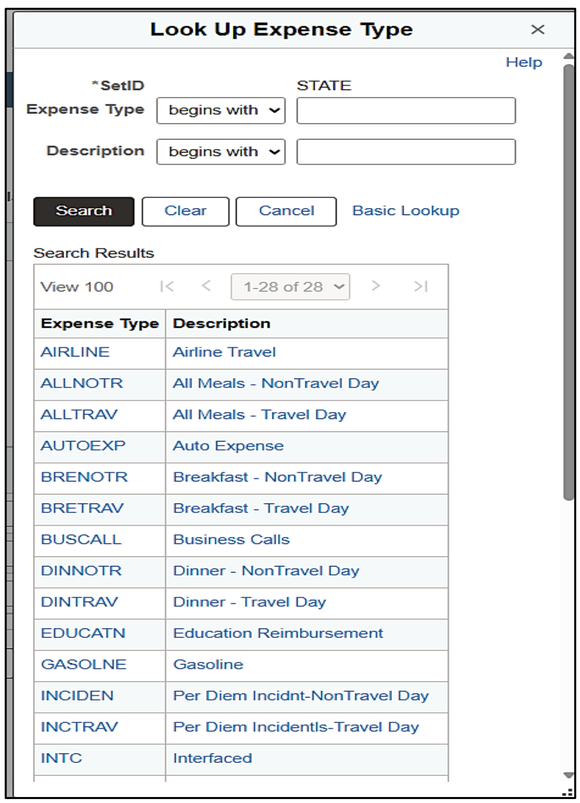
	The **Effective Date** field defaults to the current date. This can be updated if necessary. The **Status** defaults to “Active”. Do not change this field.
8.	Enter a description for the template in the **Description** field. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Enter a shortened version of the description (10 characters max) in the Short Description field.

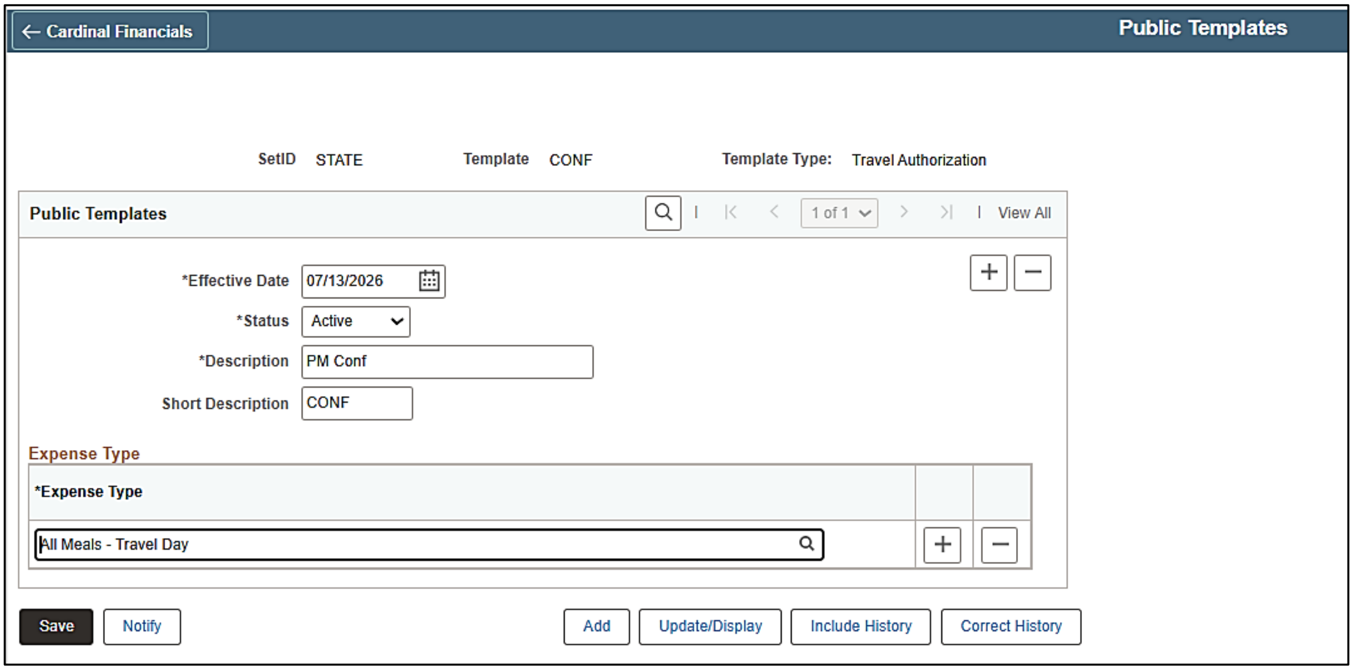
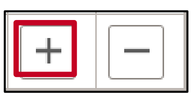
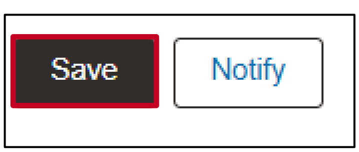
Note: This is not a required field.


</td></tr>
<tr><td>10.</td><td>Click the Expense Type Look up icon in the Expense Type section, to select the expense type(s) that should be included for the template.


</td></tr>
<tr><td colspan="2">The Look Up Expense Type page displays in a pop-up window.

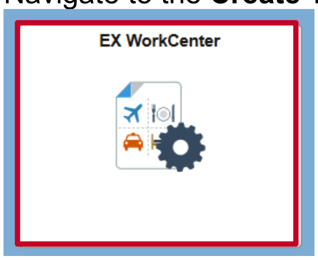
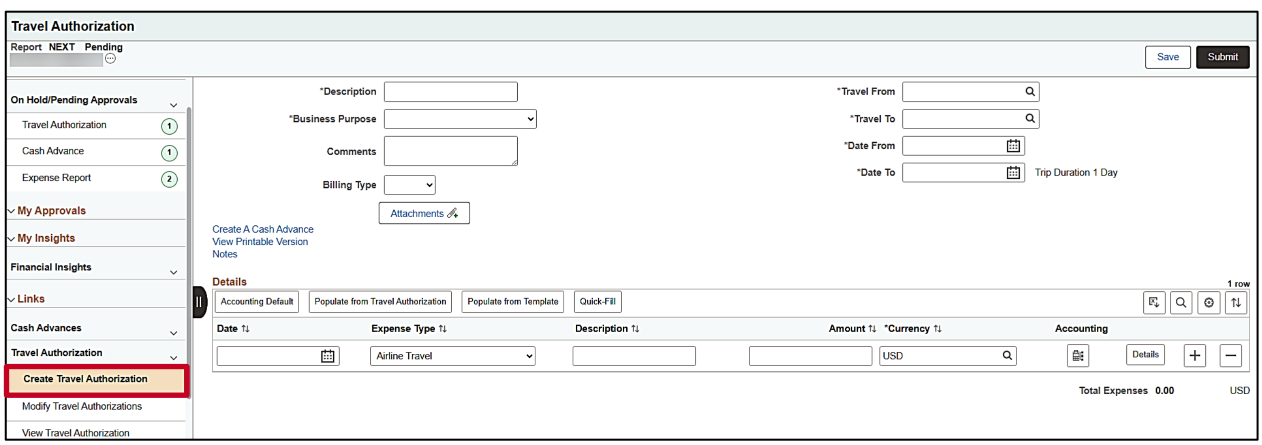

</td></tr>
<tr><td>11.</td><td>Select the expense type to include in the template by clicking the corresponding list item (link).

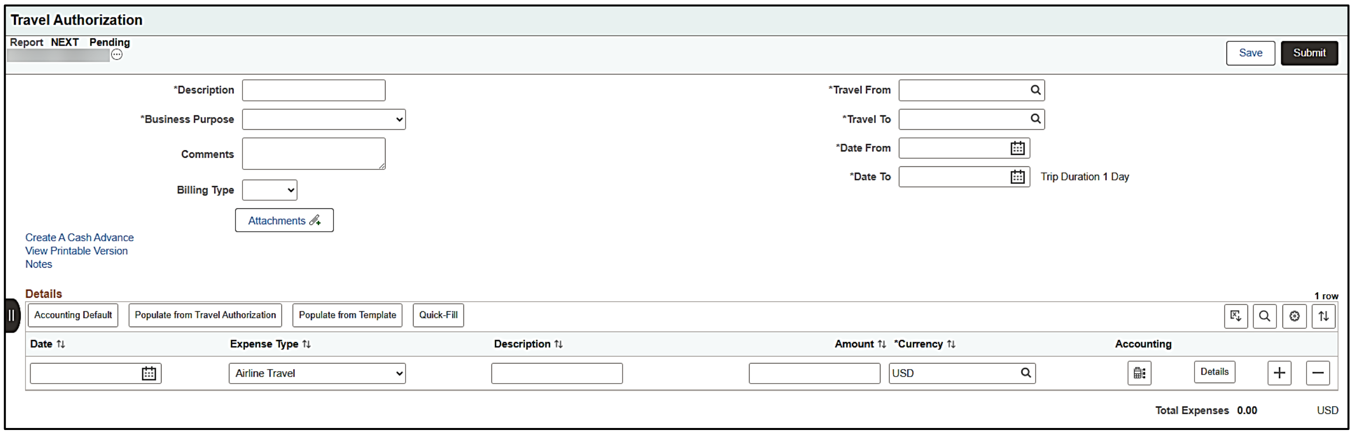
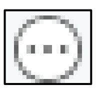
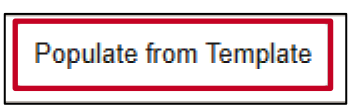

</td></tr>
</table>

Step	Action
	The **Public Templates** page returns with the selected Expense Type displayed in the **Expense Type** section. 
12.	Click the **Add a New Row** (**+**) button to add an additional row. 
	Users can click the (**-**) button to remove an expense type if needed.
13.	Repeat **Steps 10-12** until all desired expense types have been selected.
14.	Click the **Save** button to save the template. 
	The template can now be accessed by all expense processors.

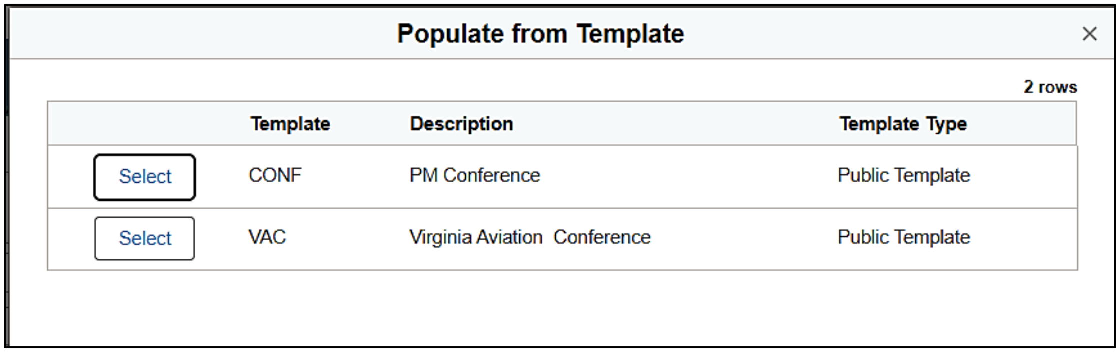
Accessing the Expense Template for a Travel Authorization

This section of the Job Aid demonstrates how to access a template that has been created for Travel Authorization.

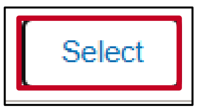
Step	Action
1.	Navigate to the **Create Travel Authorization** page by clicking the **EX WorkCenter** tile. 
	For more information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Travel Authorization > Create Travel Authorization** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also navigate to the **Create Travel Authorization** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create Travel Authorization**

Step	Action
The **Travel Authorization** page displays. 	
	If the user is a Proxy and entering for another employee, use the **Related Actions** icon to select the correct employee. 
3.	Complete the fields in the **Header** section as applicable. 
4.	Click the **Populate from Template** button under the **Details** section. 

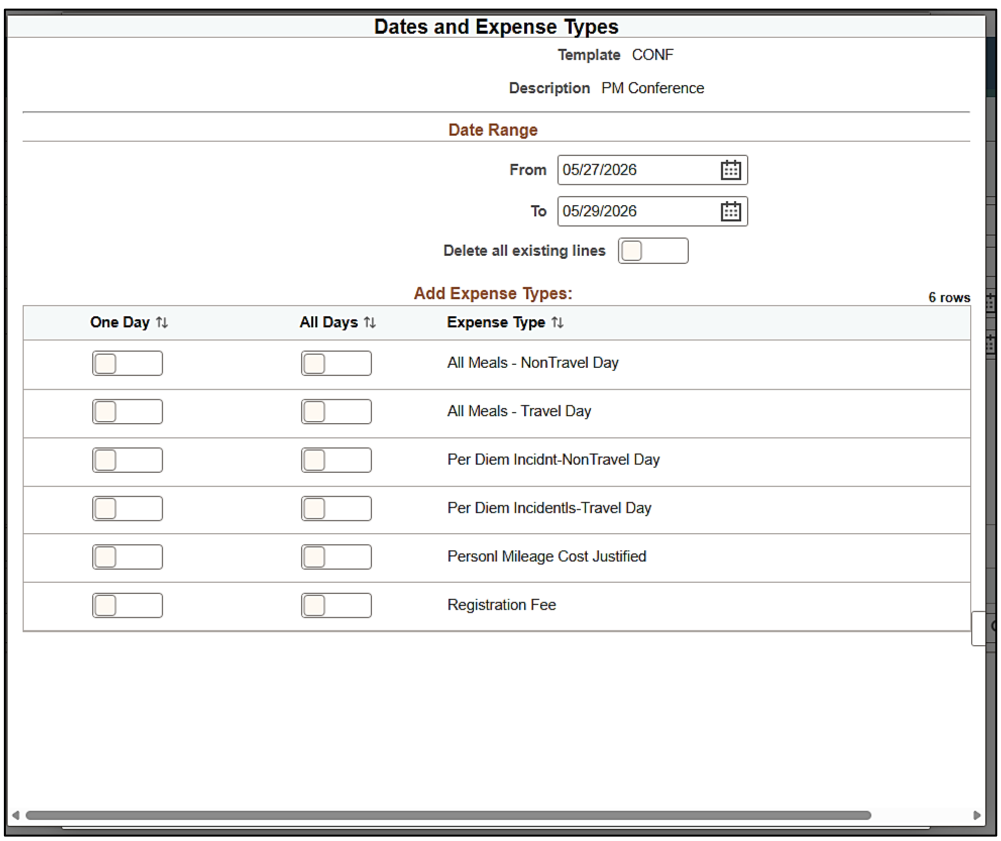
Step	Action
The **Populate from Template** page displays in a pop-up window.	

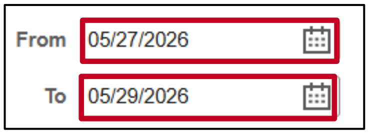
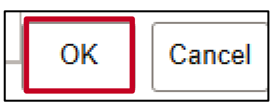


Step	Action
5.	Click the **Select** button for the applicable template**.**



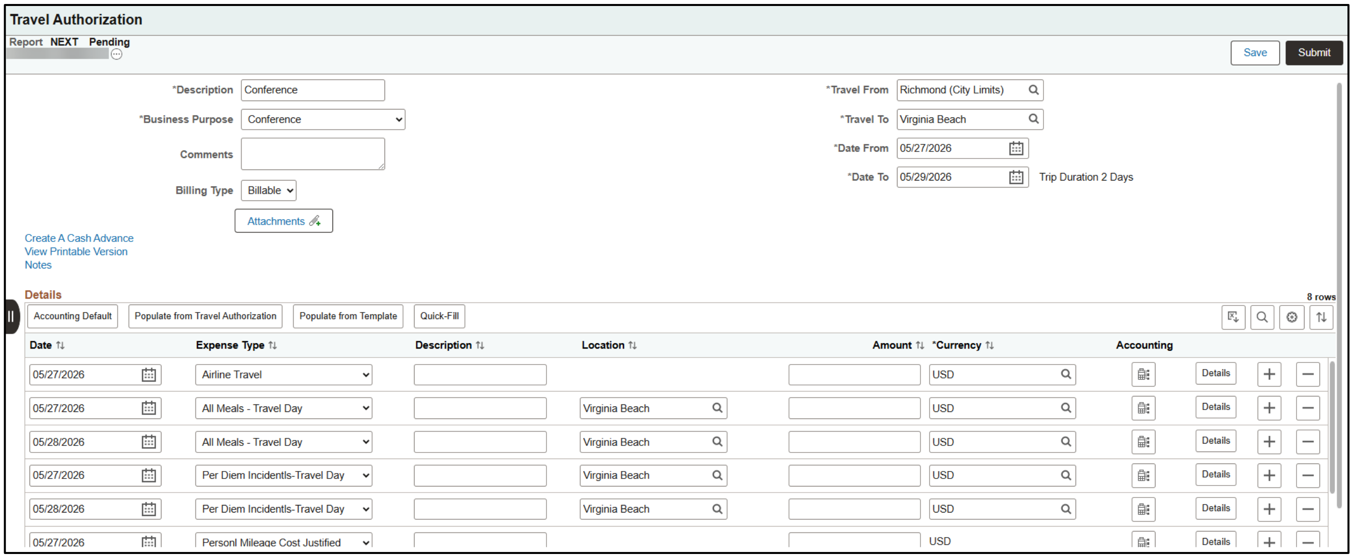
Step	Action
The **Dates and Expense Types** page displays in a pop-up window.	



Step	Action
6.	Enter/update the applicable dates in the **From** and **To** fields for the Travel Authorization. 
7.	Click the **Toggle** buttons, as applicable, next to each Expense Type to indicate if it should populate for “One Day” or “All Days” as appropriate. 
8.	Scroll to the right and click the **OK** button after all selections have been made. 

Step	Action

The page refreshes and the Expense Type(s) for the selected template display.



The other expense related details will need to be entered to complete the Travel Authorization. For details on entering Travel Authorizations, see the Job Aid titled **AP315A Creating a Travel Authorization** located on the Cardinal website in **Job Aids** under **Learning**.