



Accounts Payable Job Aid

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.



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Creating an Expense Template for a Travel Authorization

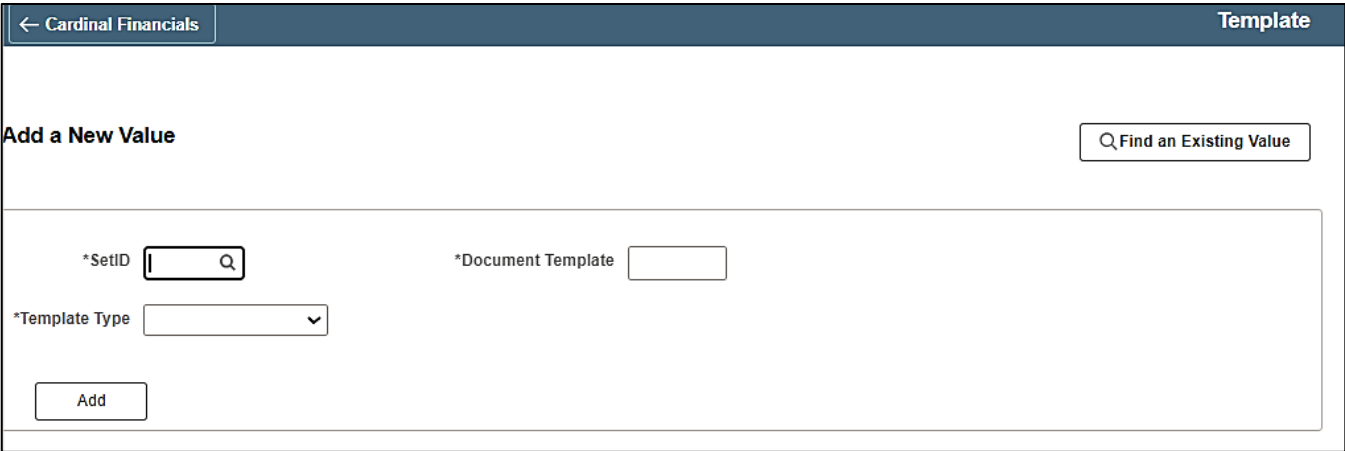
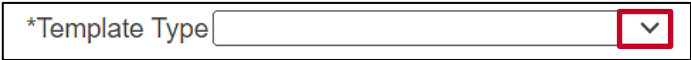
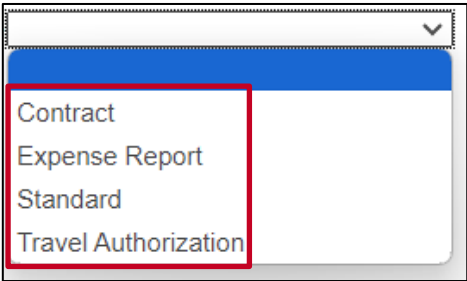
This section of the Job Aid provides the steps for creating an expense template for Travel Authorizations in Cardinal.

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. ← Cardinal Financials Template Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎ *SetID = 🔍 Document Template begins with Template Type = ▼ ^ Show fewer options ☐ Include History ☐ Correct History Search Clear	
	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. ⊕ Add a New Value



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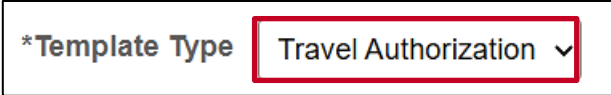
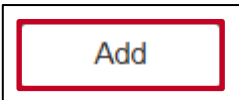
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Step	Action
	The Template Add a New Value page displays. 
3.	Verify the SetID field value is "STATE". If not, update it. 
4.	Enter a name for the Template in the Document Template field (not to exceed eight characters). 
5.	Click the Template Type dropdown button. 
	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

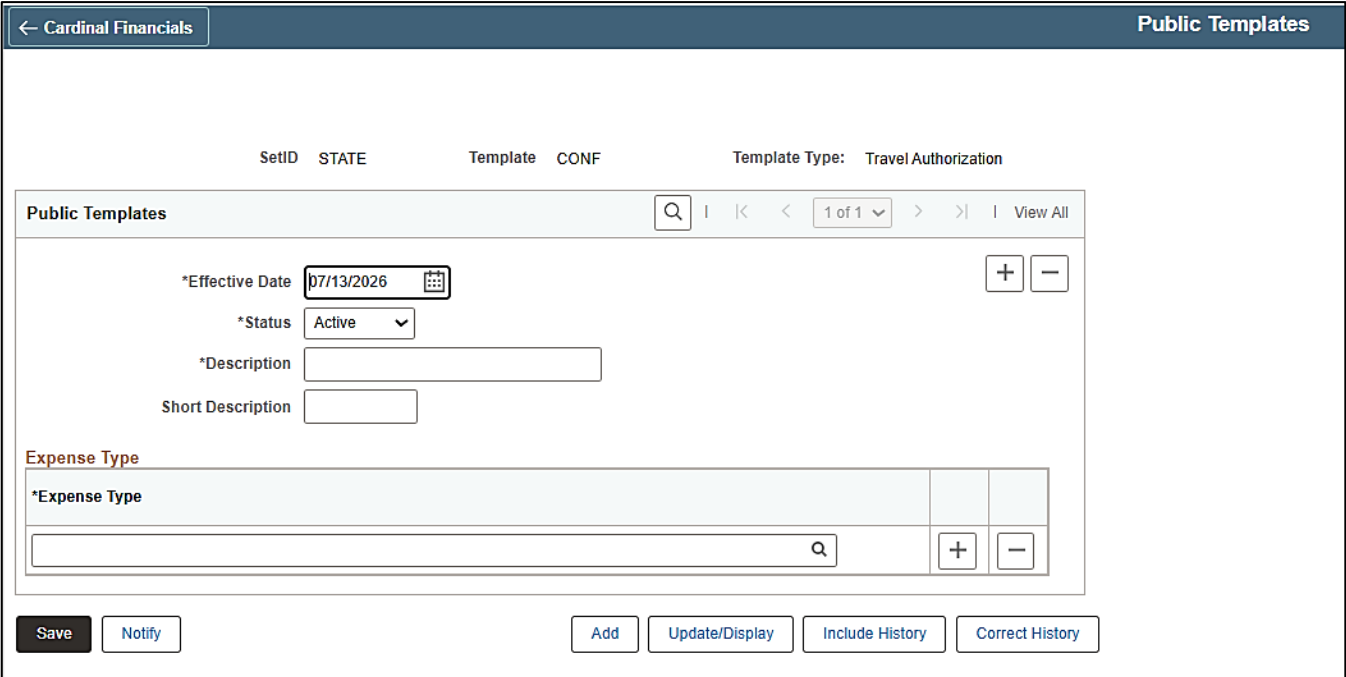


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Step	Action
6.	Click the Template Type dropdown button and select "Travel Authorization". 
7.	Click the Add button. 

The **Public Templates** page displays.

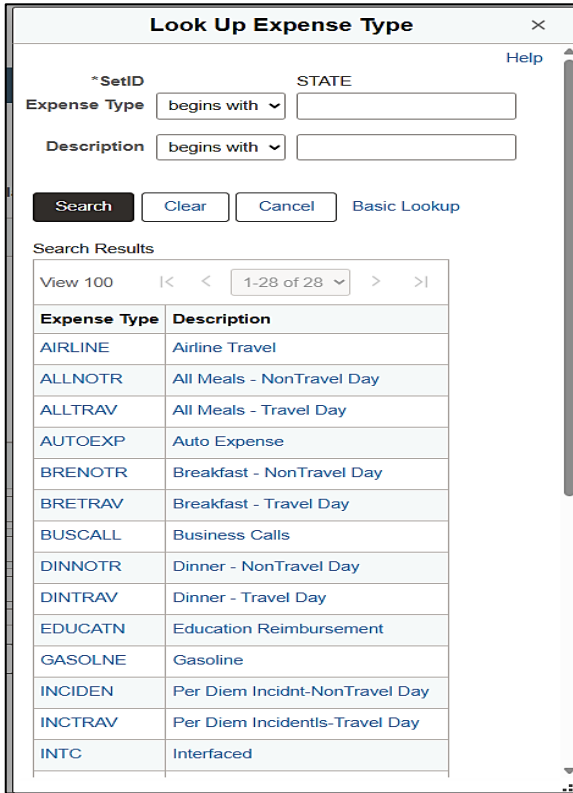


	The Effective Date field defaults to the current date. This can be updated if necessary. The Status defaults to "Active". Do not change this field.
8.	Enter a description for the template in the Description field. 



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Step	Action
9.	Enter a shortened version of the description (10 characters max) in the Short Description field. Note: This is not a required field. Short Description
10.	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. *Expense Type
The Look Up Expense Type page displays in a pop-up window. 	
11.	Select the expense type to include in the template by clicking the corresponding list item (link). ALLTRAV All Meals - Travel Day



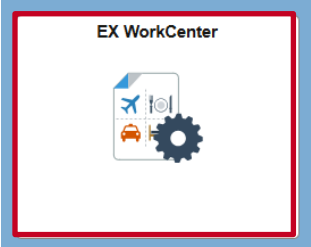
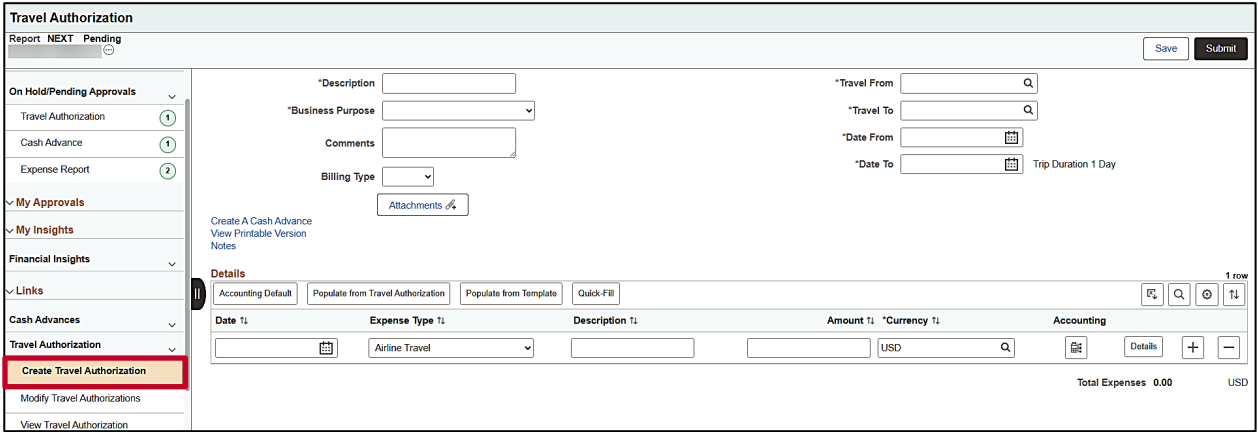
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Step	Action
	The Public Templates page returns with the selected Expense Type displayed in the Expense Type section. ← Cardinal Financials Public Templates SetID STATE Template CONF Template Type: Travel Authorization Public Templates Q < > 1 of 1 View All *Effective Date 07/13/2026 + - *Status Active *Description PM Conf Short Description CONF Expense Type *Expense Type All Meals - Travel Day Q + - Save Notify Add Update/Display Include History Correct History
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. Save Notify
	The template can now be accessed by all expense processors.

Accessing the Expense Template for a Travel Authorization

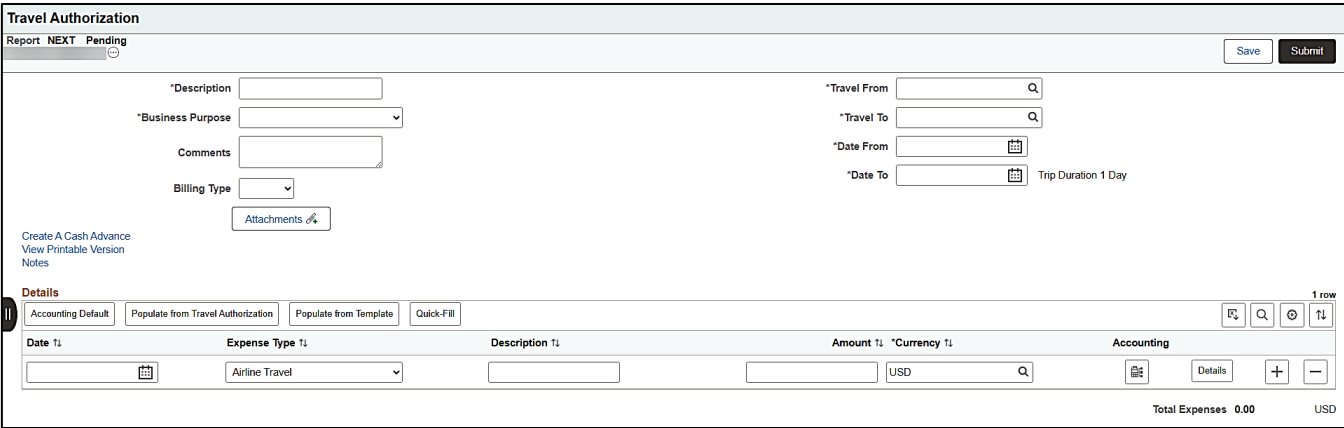
This section of the Job Aid demonstrates how to access a template that has been created for Travel Authorization.

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



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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. 



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

Populate from Template

2 rows

	Template	Description	Template Type
Select	CONF	PM Conference	Public Template
Select	VAC	Virginia Aviation Conference	Public Template

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

Select

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

Dates and Expense Types

Template CONF

Description PM Conference

Date Range

From 05/27/2026

To 05/29/2026

Delete all existing lines

Add Expense Types:

6 rows

One Day	All Days	Expense Type
☐	☐	All Meals - NonTravel Day
☐	☐	All Meals - Travel Day
☐	☐	Per Diem Incident-NonTravel Day
☐	☐	Per Diem Incident-Travel Day
☐	☐	Personal Mileage Cost Justified
☐	☐	Registration Fee



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Step	Action																					
6.	Enter/update the applicable dates in the From and To fields for the Travel Authorization. From 05/27/2026 To 05/29/2026																					
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. <table><tr><th>One Day ↑↓</th><th>All Days ↑↓</th><th>Expense Type ↑↓</th></tr><tr><td>☐</td><td>☐</td><td>All Meals - NonTravel Day</td></tr><tr><td>☐</td><td>☐</td><td>All Meals - Travel Day</td></tr><tr><td>☐</td><td>☐</td><td>Per Diem Incident-NonTravel Day</td></tr><tr><td>☐</td><td>☐</td><td>Per Diem Incident-Travel Day</td></tr><tr><td>☐</td><td>☐</td><td>Personal Mileage Cost Justified</td></tr><tr><td>☐</td><td>☐</td><td>Registration Fee</td></tr></table>	One Day ↑↓	All Days ↑↓	Expense Type ↑↓	☐	☐	All Meals - NonTravel Day	☐	☐	All Meals - Travel Day	☐	☐	Per Diem Incident-NonTravel Day	☐	☐	Per Diem Incident-Travel Day	☐	☐	Personal Mileage Cost Justified	☐	☐	Registration Fee
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☐	☐	Registration Fee																				
8.	Scroll to the right and click the OK button after all selections have been made. OK Cancel																					



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Step	Action																																																	
	The page refreshes and the Expense Type(s) for the selected template display. Travel Authorization Report NEXT Pending Save Submit *Description: Conference *Business Purpose: Conference Comments Billing Type: Billable Attachments *Travel From: Richmond (City Limits) *Travel To: Virginia Beach *Date From: 05/27/2026 *Date To: 05/29/2026 Trip Duration 2 Days Create A Cash Advance View Printable Version Notes Details Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill <table><thead><tr><th>Date</th><th>Expense Type</th><th>Description</th><th>Location</th><th>Amount</th><th>Currency</th><th>Accounting</th></tr></thead><tbody><tr><td>05/27/2026</td><td>Airline Travel</td><td></td><td></td><td></td><td>USD</td><td>Details + -</td></tr><tr><td>05/27/2026</td><td>All Meals - Travel Day</td><td></td><td>Virginia Beach</td><td></td><td>USD</td><td>Details + -</td></tr><tr><td>05/28/2026</td><td>All Meals - Travel Day</td><td></td><td>Virginia Beach</td><td></td><td>USD</td><td>Details + -</td></tr><tr><td>05/27/2026</td><td>Per Diem Incidentals-Travel Day</td><td></td><td>Virginia Beach</td><td></td><td>USD</td><td>Details + -</td></tr><tr><td>05/28/2026</td><td>Per Diem Incidentals-Travel Day</td><td></td><td>Virginia Beach</td><td></td><td>USD</td><td>Details + -</td></tr><tr><td>05/27/2026</td><td>Personl Mileage Cost Justified</td><td></td><td></td><td></td><td>USD</td><td>Details + -</td></tr></tbody></table>	Date	Expense Type	Description	Location	Amount	Currency	Accounting	05/27/2026	Airline Travel				USD	Details + -	05/27/2026	All Meals - Travel Day		Virginia Beach		USD	Details + -	05/28/2026	All Meals - Travel Day		Virginia Beach		USD	Details + -	05/27/2026	Per Diem Incidentals-Travel Day		Virginia Beach		USD	Details + -	05/28/2026	Per Diem Incidentals-Travel Day		Virginia Beach		USD	Details + -	05/27/2026	Personl Mileage Cost Justified				USD	Details + -
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