

OSE Guide to OneSource: Travel Authorizations

If this is your first time using OneSource, please see the OSE Guide to Default Settings first.

Contact: Laura Leachman (laura.leachman@uga.edu) or Jennifer Mathews (jtm@uga.edu)

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It is advisable that you obtain prior permission for reimbursement from the appropriate account holder before incurring expenses.

REMINDER: You can not submit a TA after the first day of travel has passed.

- Log into financials.onesource.uga.edu using your my ID, password, and arch pass duo pass code/call/push notification.
 - If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer.
- Once logged in, make sure the screen says "Employee Self Service" at the top, then click "Travel Authorizations."
- Click "Add Travel Authorization" on the next screen. The categories on the left side bar allow you to track where your travel authorities currently are:
 - Returned: Your TA has been sent back by an approver for correction.
 - Pending: You have saved your request but not submitted it.
 - Submitted: Your TA has been submitted and is awaiting review.
 - Approved: Congratulations! Your TA has been 100% approved. This is the state you want to see your TA before departing on your trip.
- "Description" - Describe what the travel is for and include your speed type (e.g., "ESA Conference, 26####" or "fieldwork collecting samples, 26####").
- "Business Purpose" - Choose "out-of-state travel" or "in-state travel", depending on your destination.
- "Comments" - Add extra detail, if desired/needed.
- "Billing Type" - should be "default value" for all types of travel.
- "Accounting Tag" (same as speed type)
- "Accounting Default" - Your chart string should have auto-filled when you entered your accounting tag, except for the budget reference. You must enter the budget reference or your request will be rejected. It should match the current fiscal year we are operating in (e.g., 2020, 2021, 2022, etc.). If you are unsure please email Laura Leachman at laura.leachman@uga.edu.
 - If you need to use **funding support for the same travel from multiple accounts** please reach out to Laura Leachman for guidance.
 - Example: Travel to Lexington, KY for a total of \$700 from 07/01/20 - 07/04/20. 20% of the budget will be paid from 26998 and 80% of the budget will be paid from 26999.

After entering the date click "done" to return to the general information screen.

- "Travel From" - should always be "Headquarters".
- "Travel To"
 - If domestic travel search for the state then city.
 - If international travel search for the country then city. If in-state travel search "Georgia US" then city.
 - ONLY if your specific city is not an option:
 - For domestic travel, select the "standard rate" option.

- For international travel, select the "other" option.
- For in-state travel, select GEORGIA US, Non High Cost.
- "Date From" - should be your departure date
- "Date To" - should be the date you are returning from official UGA business travel
- Blanket Travel? If you are doing in-state travel to the same field site frequently, you can enter a blanket date range. Blanket travel dates may not exceed the last date in the fiscal year, 06/30/####, however.

On the next screen.....

IMPORTANT: The top two lines can only be used for domestic travel and the bottom two lines can only be used for international travel. Be sure you fill in the correct lines as this cannot be edited even if the TA is returned to you for correction.

- appropriate "Pay by Employee" line: This should include expenses that you are paying out of pocket.
- "Description" - Enter a summary description of what you intend to pay out of pocket (e.g., "lodging, airfare, registration fee and per diem"). There is no need to separate out estimated expenses by category like this: lodging - \$100, airfare- \$600, registration fee - \$150, per diem - \$200.
- "Amount" - Enter the summary amount you plan to request for reimbursement (e.g., "\$900").
 - IF this travel is for "no cost", enter \$0.01. The system does not recognize a zero amount.
- appropriate "Direct Bill UGA line: You will ONLY use this line if you are working with an approved travel agency to book your FLIGHT. This line cannot be used to direct bill car rentals, shuttles, or anything else.....can only be used for direct charged airfare (which typically costs more money due to extra fees and such). If you choose this option you should have already set up details with an approved travel agency first.
 - "Description" - Type "airfare".
 - "Merchant" - Select the approved travel agency you've been working with from the drop down box.
 - "Amount" - Enter the amount the approved travel agency has quoted you here.
- When you are ready to submit your TA for review and approval, click "Submit" (upper right)
- If you want to save your TA and come back to it later (submit later) you can click "Save", instead.
- If you are traveling internationally, pay attention to the notice at the top of the form directing you to also register your travel itinerary with the Office Of Global Engagement. If you do not do this, your TA will NOT BE APPROVED.

Congratulations! You have submitted your Travel Authority Request (TA).