OSE Guide to OneSource

Travel Authorizations

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or Jennifer Mathews, jtm@uga.edu

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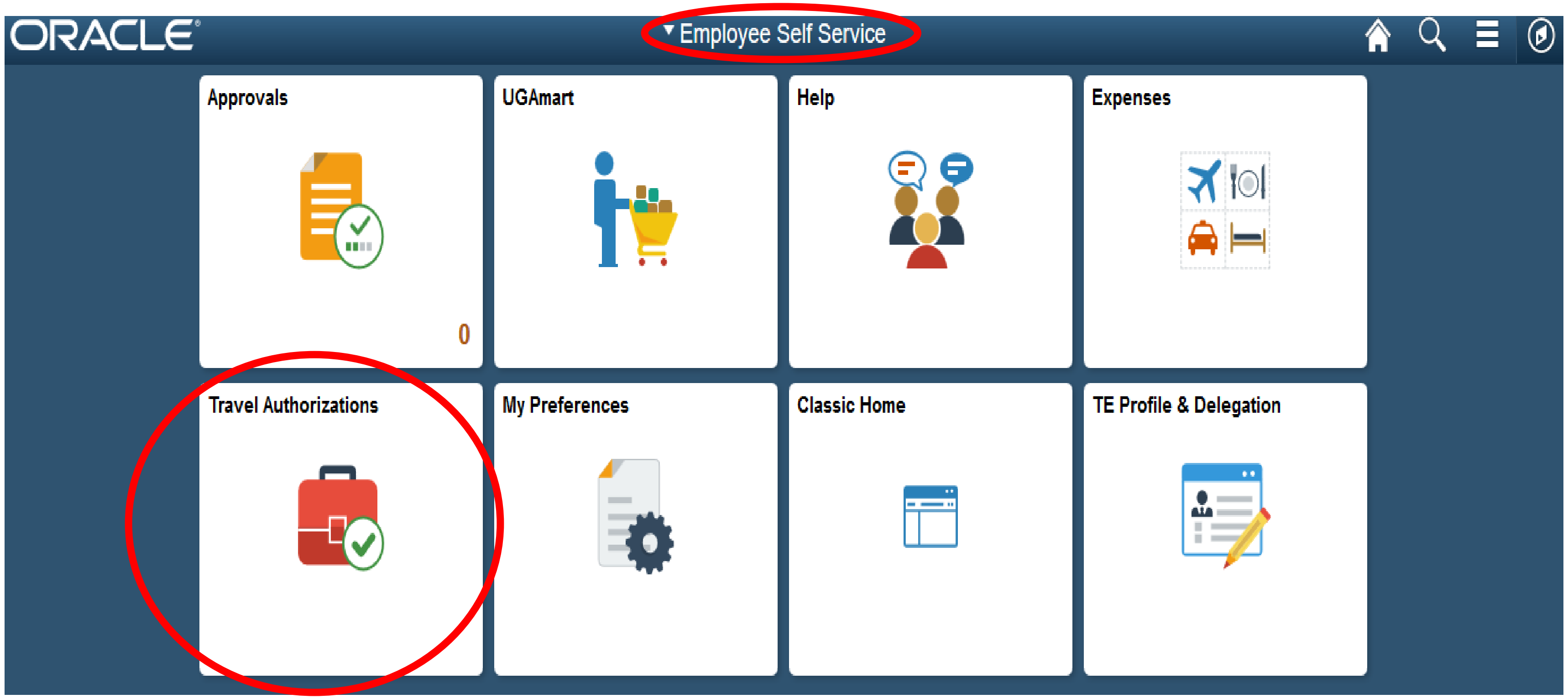
If this is your first time using One Source, please see OSE Guide to Default Settings first.

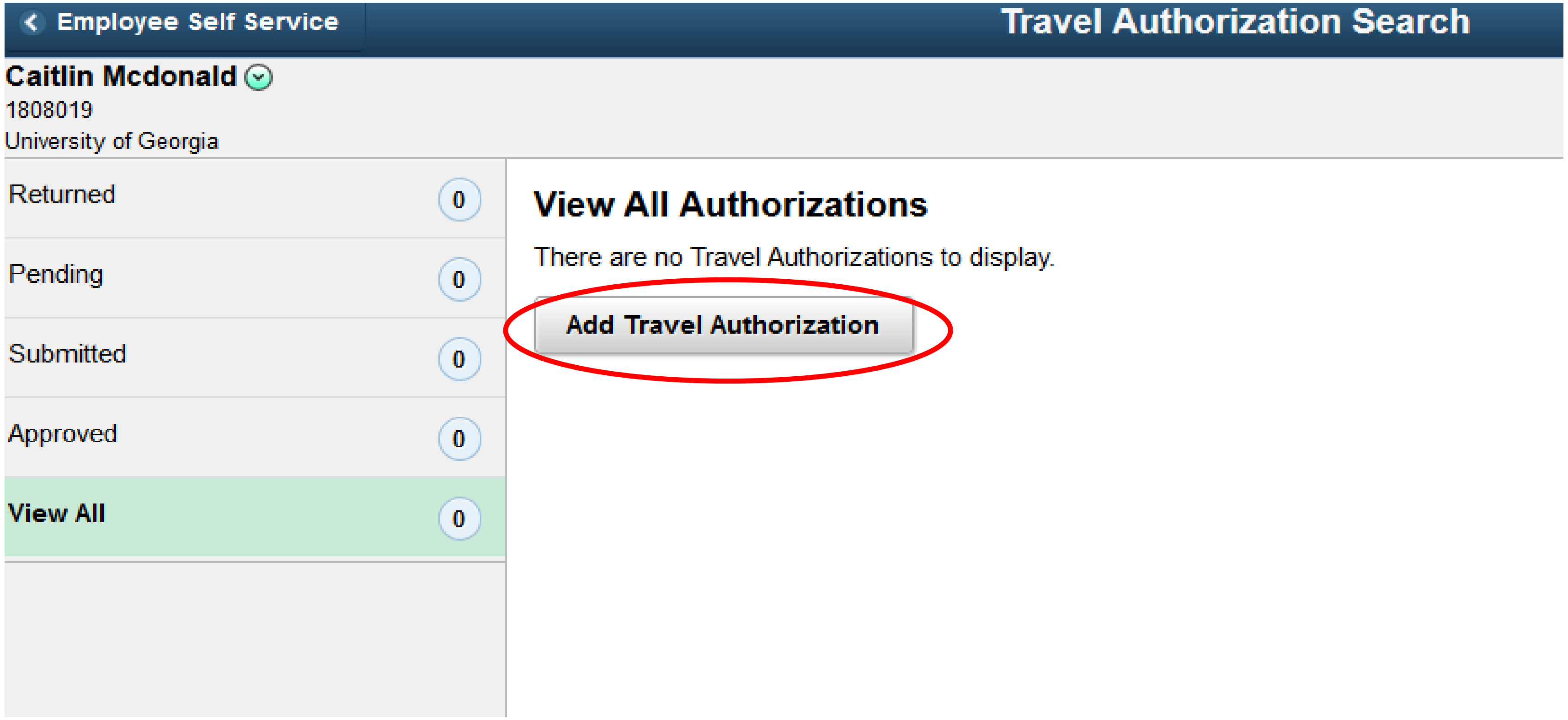
Please be sure you have prior approval for reimbursement from the account holder.

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."**


ORACLE
Employee Self Service
Approvals
0
UGAmart
Help
Expenses
Travel Authorizations
My Preferences
Classic Home
TE Profile & Delegation

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.*


Employee Self Service
Travel Authorization Search

Caitlin Mcdonald
1808019
University of Georgia

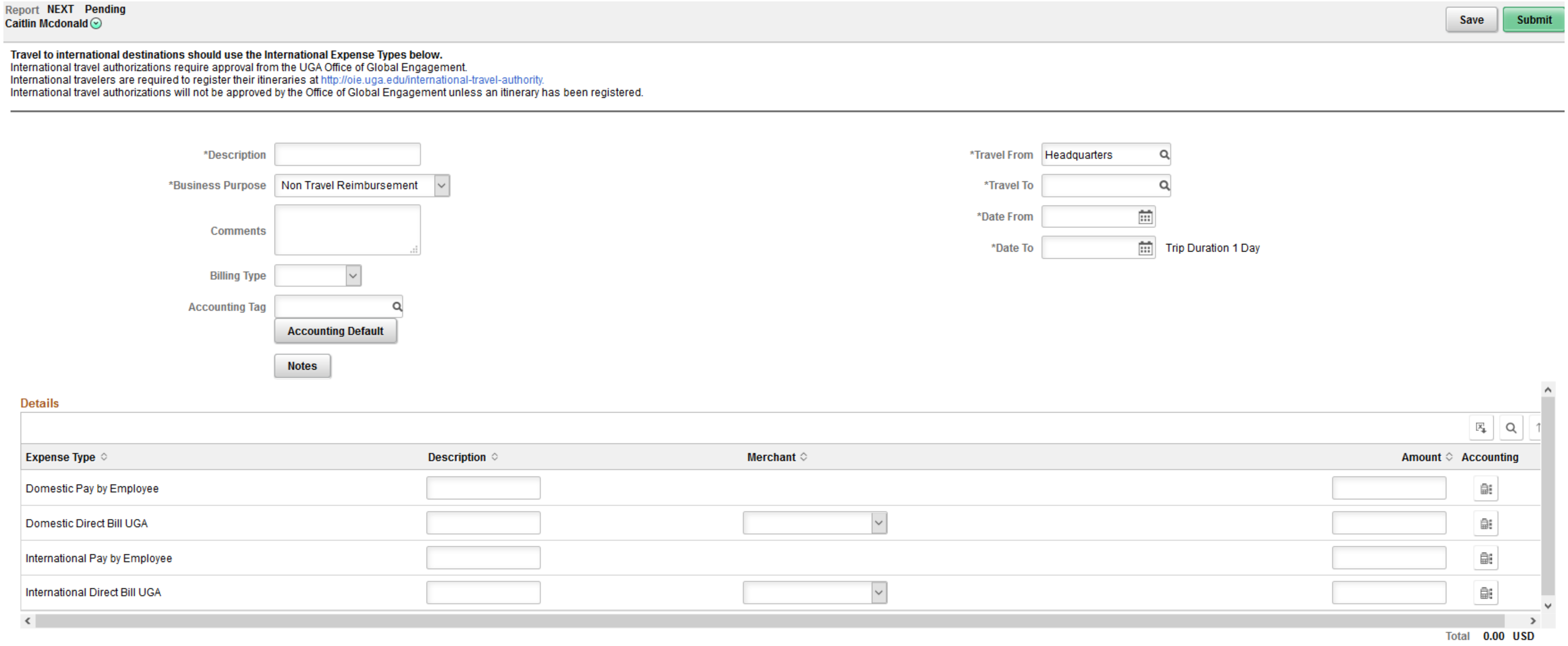
Returned 0
Pending 0
Submitted 0
Approved 0
View All 0

View All Authorizations

There are no Travel Authorizations to display.

Add Travel Authorization

The next screen should look like this:



Report **NEXT** **Pending**
Caitlin Mcdonald

Travel to international destinations should use the International Expense Types below.
International travel authorizations require approval from the UGA Office of Global Engagement.
International travelers are required to register their itineraries at http://oie.uga.edu/international-travel-authority.
International travel authorizations will not be approved by the Office of Global Engagement unless an itinerary has been registered.

*Description
*Business Purpose: Non Travel Reimbursement
Comments
Billing Type
Accounting Tag

*Travel From: Headquarters
*Travel To
*Date From
*Date To
Trip Duration 1 Day

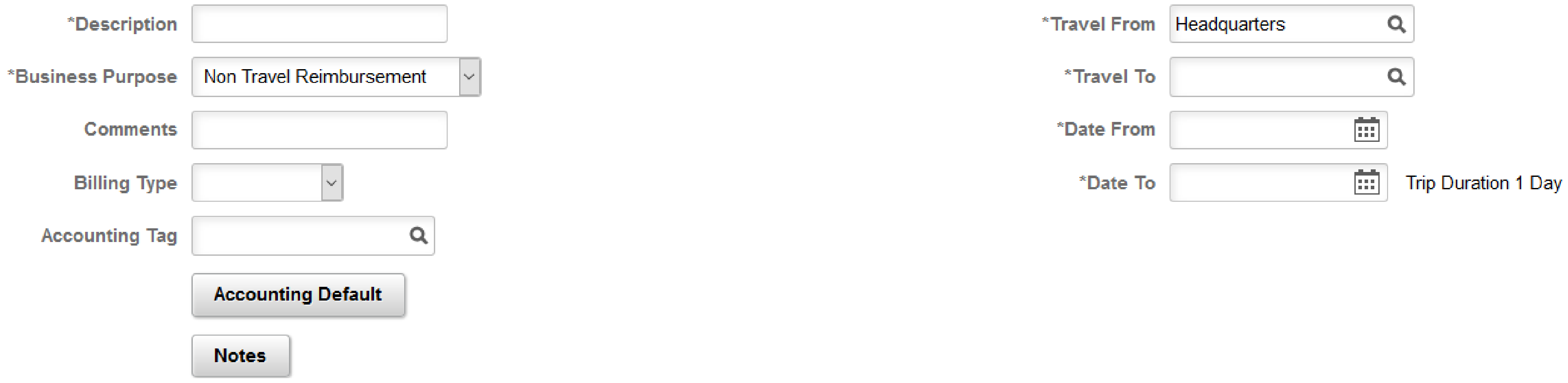
Details

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee				
Domestic Direct Bill UGA				
International Pay by Employee				
International Direct Bill UGA				

Total **0.00** **USD**

To complete the top section:

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



*Description

*Business Purpose: Non Travel Reimbursement

Comments

Billing Type

Accounting Tag

*Travel From: Headquarters

*Travel To

*Date From

*Date To

Trip Duration 1 Day

“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” - See below screen shot for example. 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.

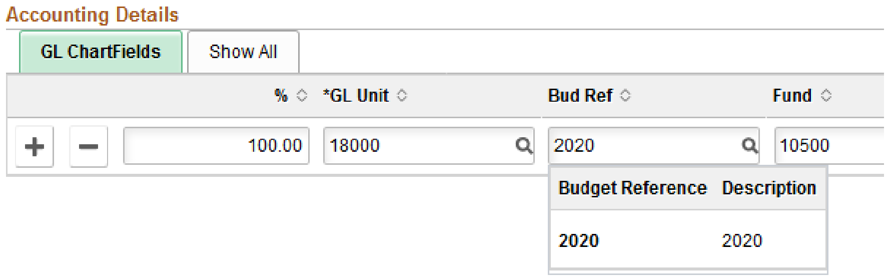
*If you need to use **funding support for the same travel from multiple accounts** please reach out to Laura Leachman for guidance.*

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" - See next slide for completing this.
"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 performing 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.



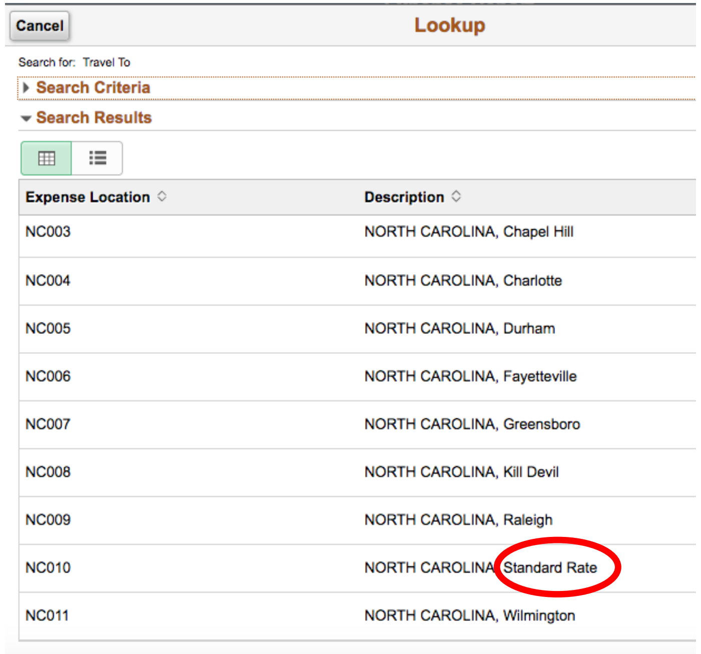
Accounting Details

%	*GL Unit	Bud Ref	Fund
100.00	18000	2020	10500

Budget Reference	Description
2020	2020

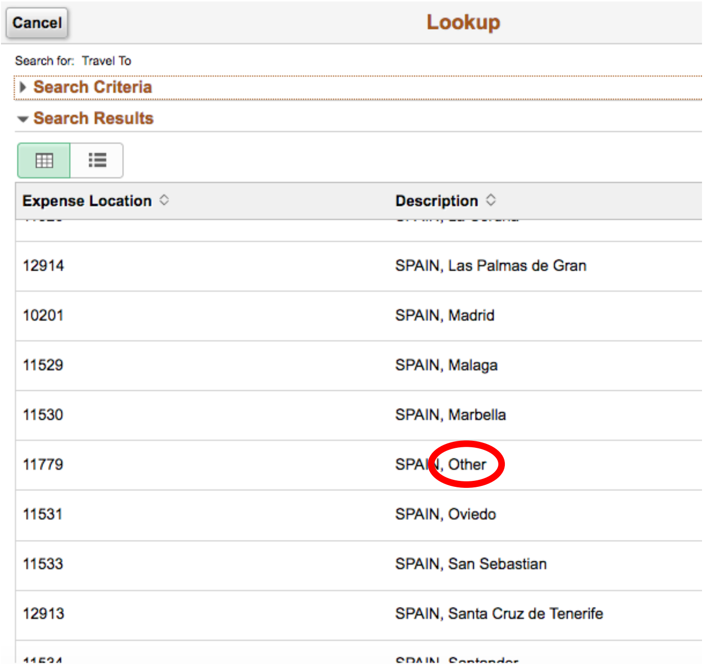
In order to fill in **“Travel To”:**
If domestic travel search for the state then city.
If international travel search for the country then city.
If in-state travel search "Georgia US" then city.

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.



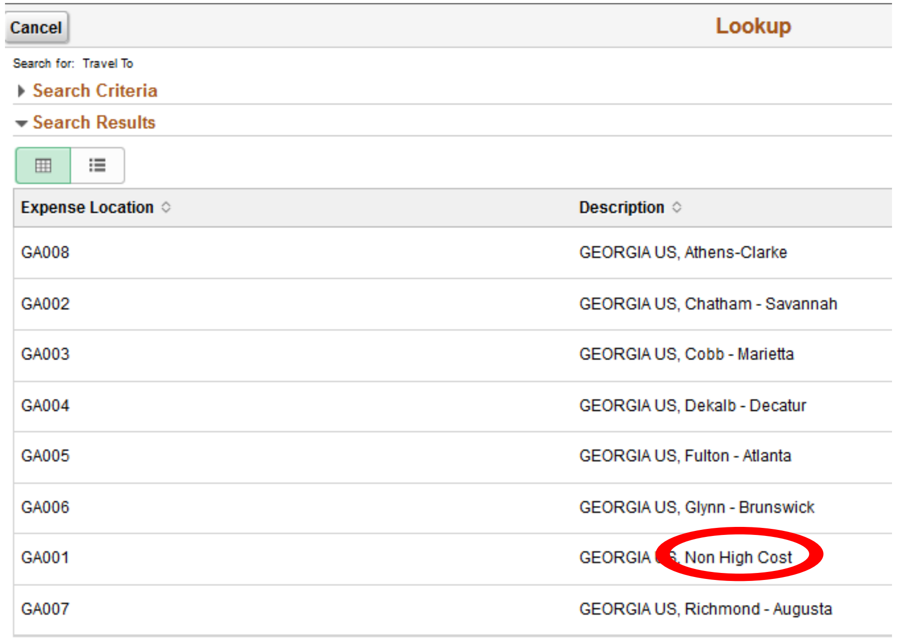
Search for: Travel To

Expense Location	Description
NC003	NORTH CAROLINA, Chapel Hill
NC004	NORTH CAROLINA, Charlotte
NC005	NORTH CAROLINA, Durham
NC006	NORTH CAROLINA, Fayetteville
NC007	NORTH CAROLINA, Greensboro
NC008	NORTH CAROLINA, Kill Devil
NC009	NORTH CAROLINA, Raleigh
NC010	NORTH CAROLINA, Standard Rate
NC011	NORTH CAROLINA, Wilmington



Search for: Travel To

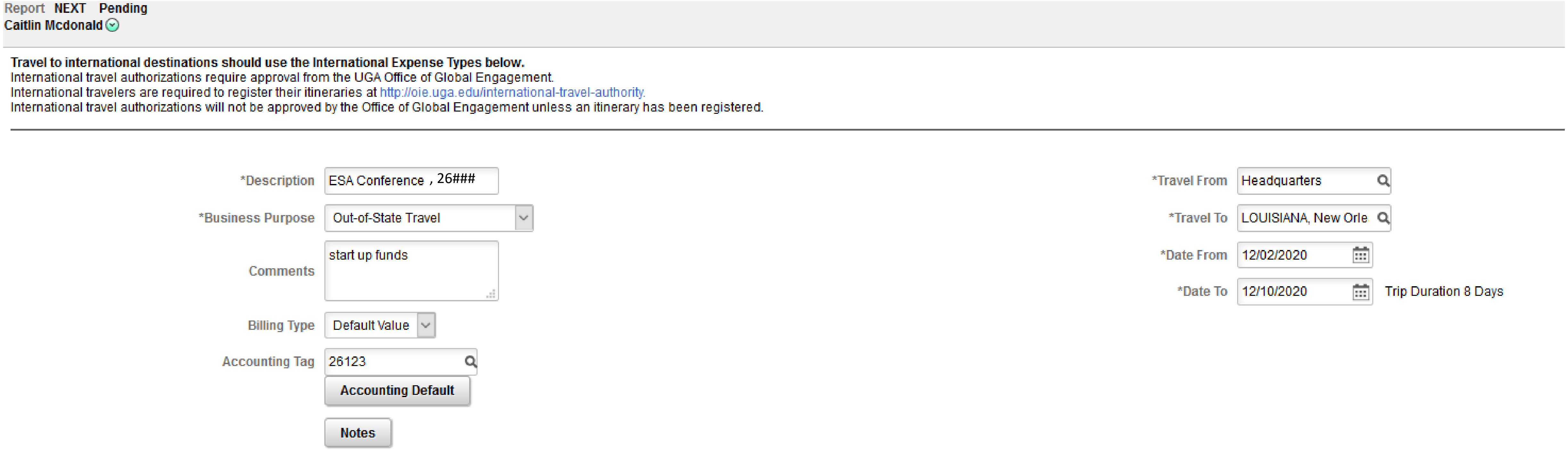
Expense Location	Description
12914	SPAIN, Las Palmas de Gran
10201	SPAIN, Madrid
11529	SPAIN, Malaga
11530	SPAIN, Marbella
11779	SPAIN, Other
11531	SPAIN, Oviedo
11533	SPAIN, San Sebastian
12913	SPAIN, Santa Cruz de Tenerife
11534	SPAIN, Santander



Search for: Travel To

Expense Location	Description
GA008	GEORGIA US, Athens-Clarke
GA002	GEORGIA US, Chatham - Savannah
GA003	GEORGIA US, Cobb - Marietta
GA004	GEORGIA US, Dekalb - Decatur
GA005	GEORGIA US, Fulton - Atlanta
GA006	GEORGIA US, Glynn - Brunswick
GA001	GEORGIA US, Non High Cost
GA007	GEORGIA US, Richmond - Augusta

Here is an example of the top portion completed:



Report **NEXT** **Pending**
Caitlin Mcdonald

Travel to international destinations should use the International Expense Types below.
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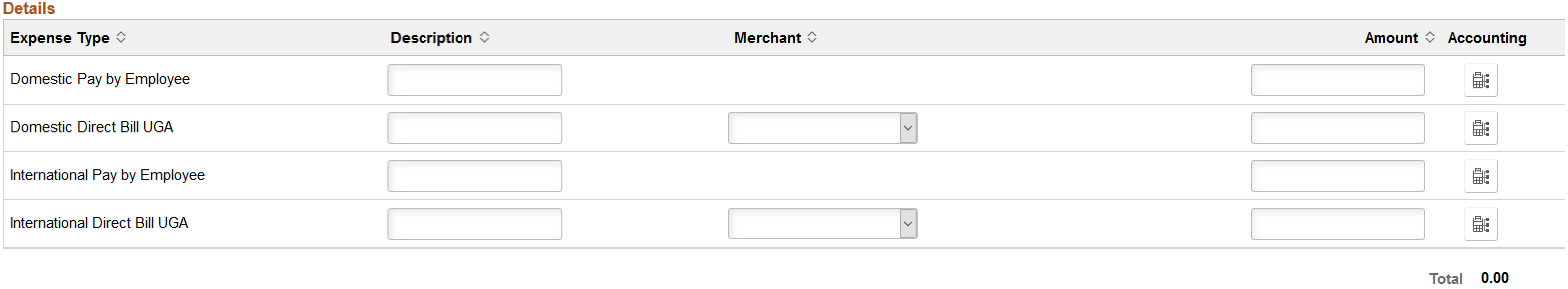
*Description	ESA Conference , 26###	*Travel From	Headquarters
*Business Purpose	Out-of-State Travel	*Travel To	LOUISIANA, New Orle
Comments	start up funds	*Date From	12/02/2020
Billing Type	Default Value	*Date To	12/10/2020 Trip Duration 8 Days
Accounting Tag	26123		

To complete the bottom “details” section:



Details

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee				
Domestic Direct Bill UGA				
International Pay by Employee				
International Direct Bill UGA				

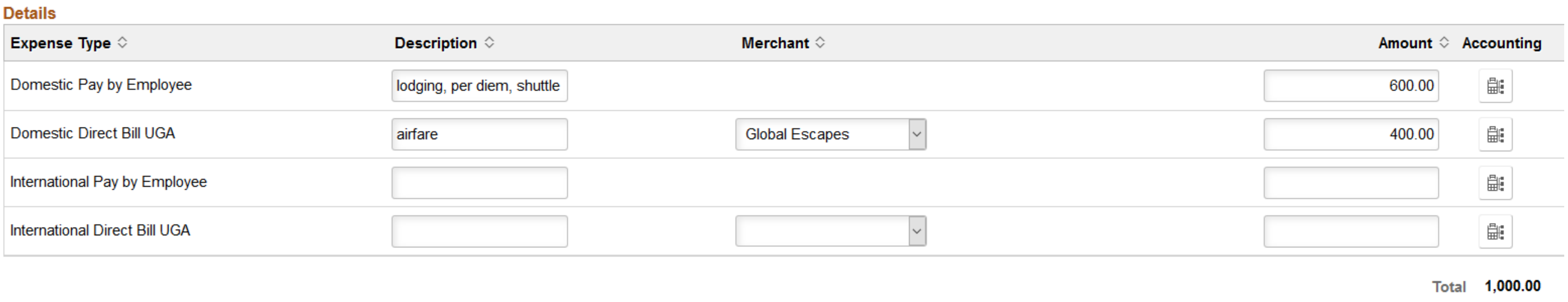
Total 0.00

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.

Here is an example of the bottom portion completed, using a travel agency to book a flight for domestic travel:

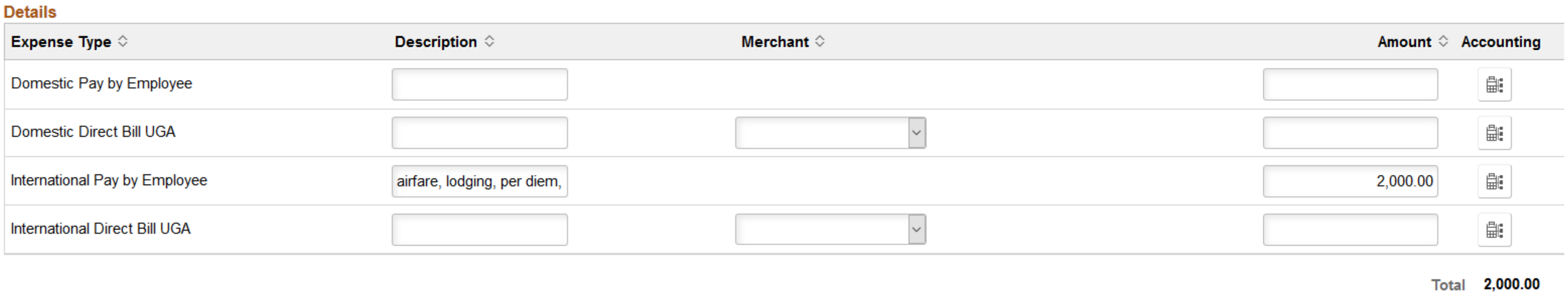


Details

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee	lodging, per diem, shuttle		600.00	
Domestic Direct Bill UGA	airfare	Global Escapes	400.00	
International Pay by Employee				
International Direct Bill UGA				

Total 1,000.00

Here is an example of the bottom portion completed, paying airfare out of pocket for international travel:



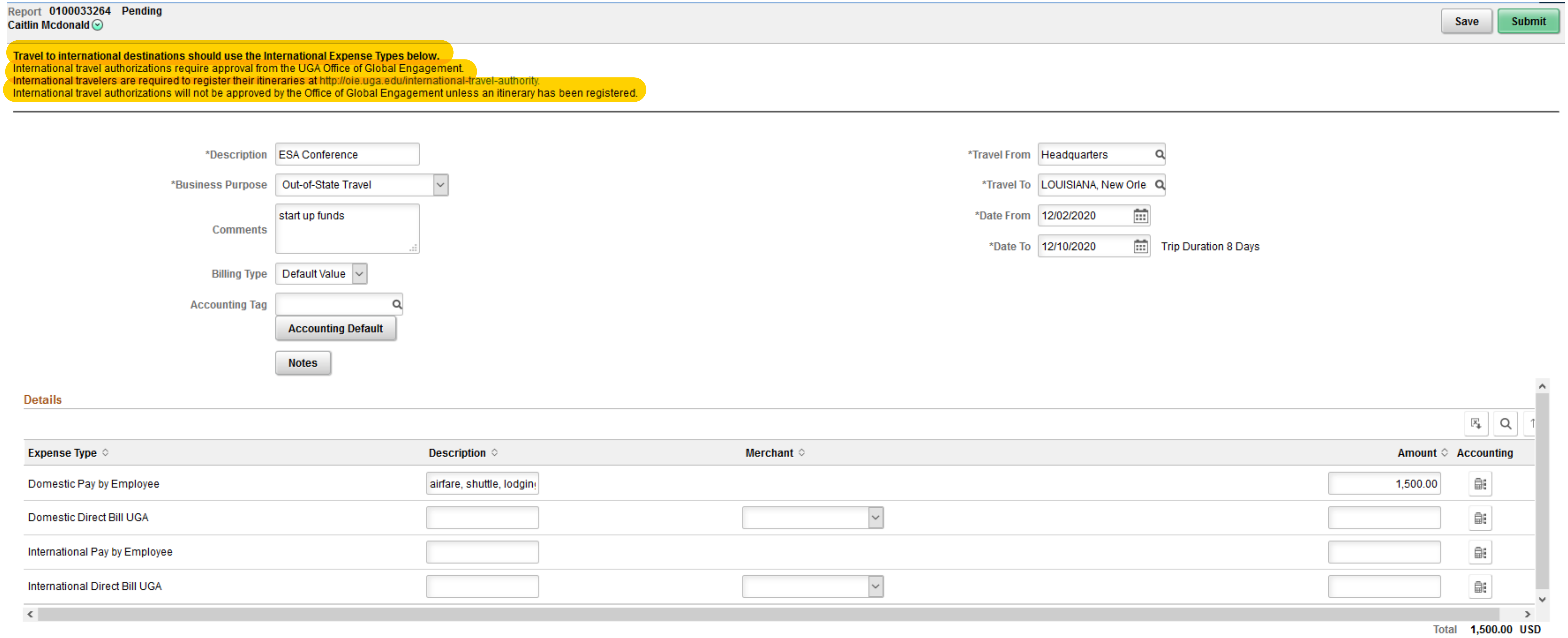
Details

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee				
Domestic Direct Bill UGA				
International Pay by Employee	airfare, lodging, per diem,		2,000.00	
International Direct Bill UGA				

Total 2,000.00

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.



Report **0100033264** **Pending**
Caitlin Mcdonald

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*Description: ESA Conference
*Business Purpose: Out-of-State Travel
Comments: start up funds
Billing Type: Default Value
Accounting Tag:

*Travel From: Headquarters
*Travel To: LOUISIANA, New Orle
*Date From: 12/02/2020
*Date To: 12/10/2020 Trip Duration 8 Days

Details

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee	airfare, shuttle, lodgin		1,500.00	
Domestic Direct Bill UGA				
International Pay by Employee				
International Direct Bill UGA				

Total 1,500.00 USD

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