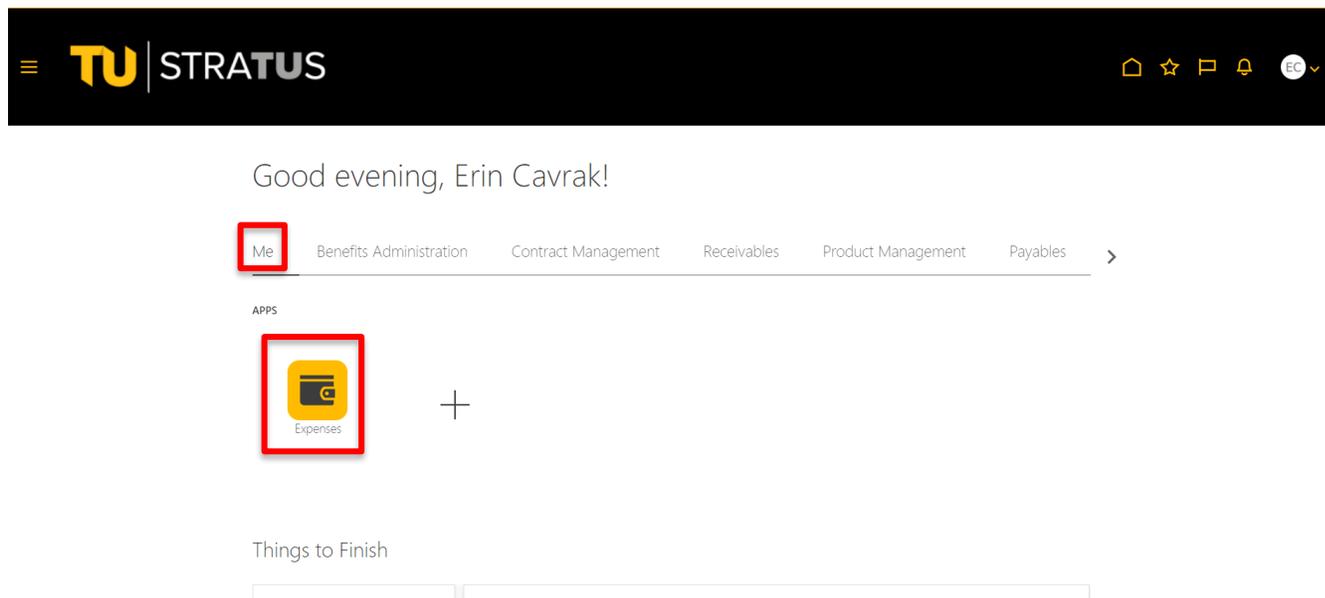


Travel – Creating a Travel Authorization

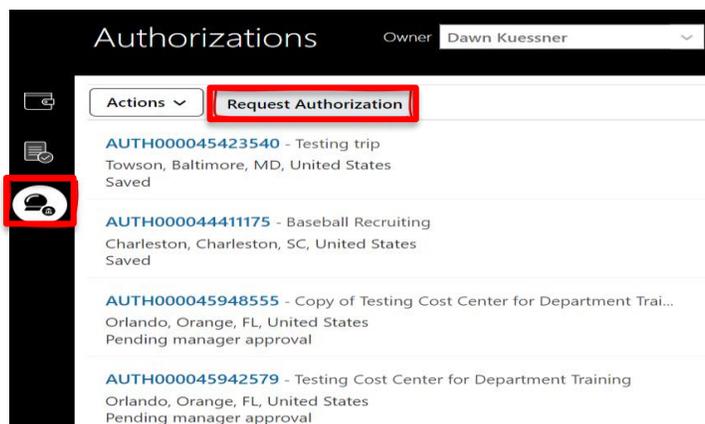
For employees requesting a travel authorization

Purpose:	Create a request for travel authorization.
How to Access:	Log into the Stratus application. Select the Expenses application from the center menu bar.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">A travel authorization does not encumber funds. Therefore, overestimating your expenses is suggested in case your expenses increase. This will reduce the need for an additional or adjusted authorization.
Procedure:	Complete the following steps to create a travel authorization:

1. Select **Expenses** under “Me” on the sliding task bar in the center of the screen.



2. On the left-hand column, click on the **crystal ball icon** which will allow you to see created authorizations indicating form status and the option to create a new authorization.



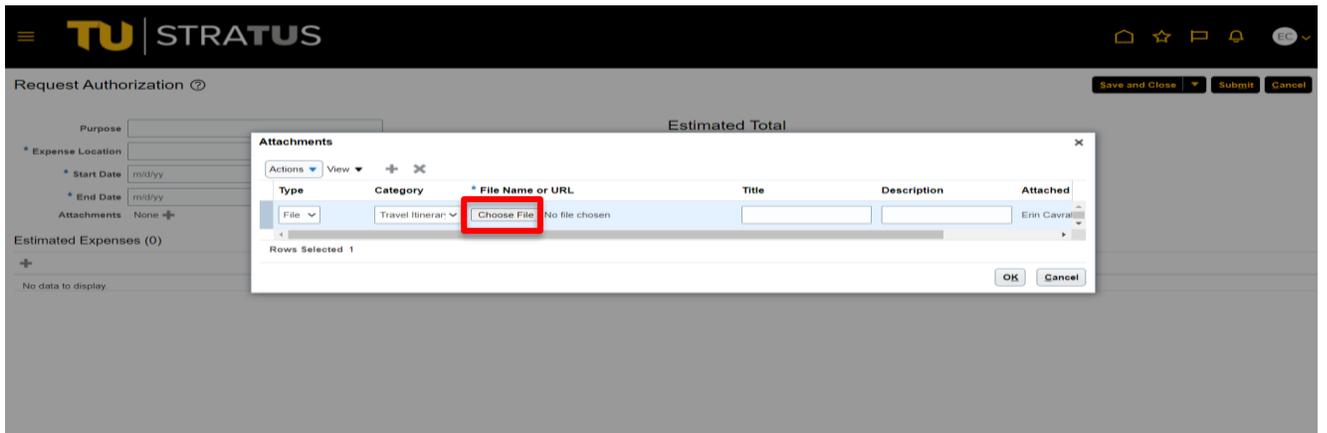
Travel – Creating a Travel Authorization

- On the **Request Authorization** page, fill in the fields on the form. In addition to filling in the fields, all authorizations require documentation to support the travel request such as a brochure, conference website or travel agenda indicating the date and location of the trip. Click on the plus sign next to Attachments,



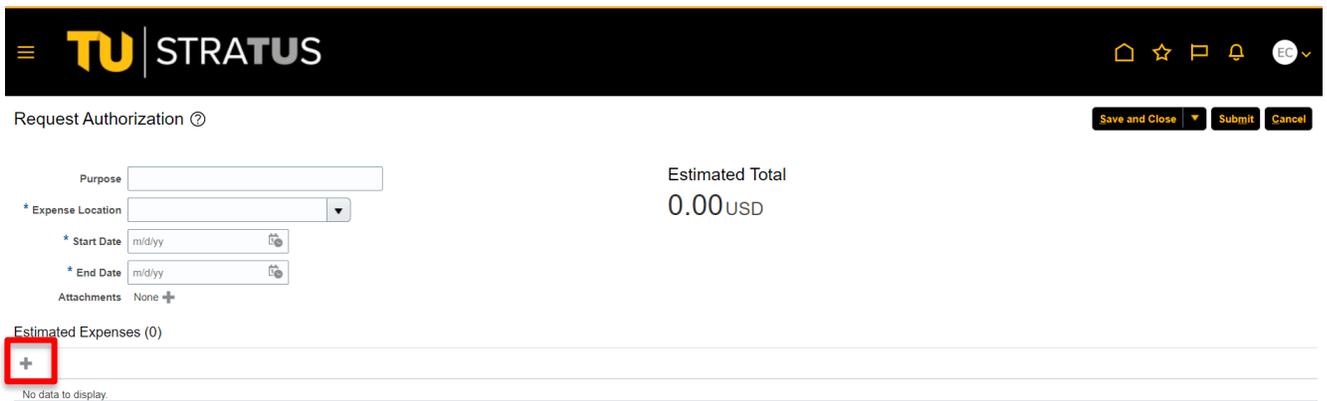
The screenshot shows the 'Request Authorization' form in the STRATUS system. The form includes fields for Purpose, Expense Location, Start Date, and End Date. The 'Attachments' field is currently set to 'None' and has a plus sign (+) next to it, which is highlighted with a red box. A blue arrow points from this plus sign towards the right side of the page. The 'Estimated Total' is displayed as '0.00 USD'. At the top right, there are navigation icons and a user profile icon labeled 'EC'. At the bottom right, there are buttons for 'Save and Close', 'Submit', and 'Cancel'.

click **Choose File**, select the appropriate document, and click **OK**.



This screenshot shows the 'Request Authorization' form with the 'Attachments' modal window open. The modal has a table with columns: Type, Category, File Name or URL, Title, Description, and Attached. The 'File Name or URL' column contains a 'Choose File' button, which is highlighted with a red box. Below the table, it says 'Rows Selected 1'. The modal also has 'OK' and 'Cancel' buttons at the bottom right. The background form is dimmed, showing the same fields as the previous screenshot.

- Under the **Estimated Expenses** section, you'll need to enter estimated expenses you expect to incur during your trip. Click on the + button under Estimated Expenses to enter a specific expense.



This screenshot shows the 'Request Authorization' form with the 'Estimated Expenses' section. The 'Estimated Expenses (0)' section has a plus sign (+) next to it, which is highlighted with a red box. The rest of the form, including the 'Attachments' field, is visible but not the focus of this step. The 'Estimated Total' remains at '0.00 USD'.



Estimate Expense ②

Save and Create Another Save and Close Cancel

* Template Procurement Card

* Type

* Amount USD -

Attachments None +

* Template In State Travel

* Type In State Travel
Non Travel Reimbursement
Out of State Travel
Procurement Card

* Amount

Attachments None +

All estimated expenses default to the Procurement Card Template. When you begin to create your estimated expense use the drop down to select In-State, Out-of-State or Non-Travel reimbursement. The traveler should only select the Procurement template if you are creating an expense report to reconcile your procurement card transactions. US Bank transmits a file daily. If you are a procurement card holder and have any procurement charges or credits for that day, you will see them listed under available expenses on your home page.

- For every estimated expense that you create the cost center will default to your home department. It is the responsibility of the traveler to work with their department regarding the funding sources for their travel. Multiple cost centers may be used. Having the correct cost center on your travel authorization is extremely important. When you return from your trip, and you submit an expense report the approved travel authorization must be attached to each expense item.
- To change your cost center, click on the blue icon next to the account string. You can put your cursor in the cost center box and delete your home department. The 4-digit source may need to be updated as well. Once you have made the update click ok.

* Itemization +

Remaining Balance 0.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
Airfare Cost	m/d/yy			0.00+	<input type="checkbox"/>	×

* Merchant Name

Description

Account 1020-18930-604005-00000-000-00000

Additional Information

Authorization None +

Account

Hide Segments

Alias

Source 1020 State-Support-Admin & Finance

CostCenter 18930 Financial Services

Account 604005 Travel-Out of State

Initiative 00000 Default Initiative

Objective 000 UO Default

FutureUse 000000 Future

Interfund 0000 Default Interfund

Search Reset **OK** Cancel

Travel – Creating a Travel Authorization

If you have multiple cost centers funding your trip you will need to enter an estimated expense more than once.

For example, two cost centers are funding the trip

00000 Cost Center Home Department \$300.00

11111 Additional cost center \$1000.00

Estimated Hotel Expense \$657.00

- You will need to create an estimated expense using your first cost center. Remember the home department is the default therefore, you can enter \$300 using your home department. The estimated hotel expense is \$657.00 therefore, you will need to create another estimated expense in the remaining amount of \$357.00 from the next cost center 11111. Remember you need to change the cost center by clicking on the blue icon on the account string.

Home Department

A screenshot of a web form for creating an estimated expense. The form includes fields for Template (Out of State Travel), Type (Hotel), Amount (USD, 300.00), Description, Attachments (None), Account (1020-00000-604005-00000-000-00000), Additional Information, Hotel Street Address (1000 Front Street), Hotel State (PA), and Hotel Postal Code (12110). A red box highlights the blue icon on the Account field.

Additional Cost Center

A screenshot of a web form for creating an estimated expense. The form includes fields for Template (Out of State Travel), Type (Hotel), Amount (USD, 657.00), Description (Hilton), Attachments (None), Account (1020-11111-604005-00000-000-00000), Additional Information, Hotel Street Address (1000 Front Street), Hotel State (PA), and Hotel Postal Code (12110). A red box highlights the blue icon on the Account field.

For assistance regarding cost centers and accounting information visit the website below

<https://www.towson.edu/financialsystems/stratus/training.html>

- Watch the chart of accounts training video (VIDEO)
- Learn about the alias feature in Stratus (VIDEO)
- Review the chart of accounts crosswalk (EXCEL)
- Review the list and descriptions of Stratus account codes (EXCEL)
- Compare PeopleSoft and Stratus COA Terminology (PDF)
- How to use shorthand aliases in Stratus (PDF)

For every estimated expense type there is the option to enter a comment regarding your trip. For example, since the travel authorization does not route to the Cost Center Manager or Financial Steward your immediate supervisor may need to know more information about your trip and how the trip is being funded. Your trip may not be fully funded, and this would be a good place to indicate a comment regarding trip details.

A screenshot of a web form for creating an estimated expense. The form includes fields for Template (Out of State Travel), Type (Hotel), Amount (USD, 300.00), Description, Attachments (None), Account (1020-00000-604005-00000-000-00000), Additional Information, Hotel Street Address (1000 Front Street), Hotel State (PA), and Hotel Postal Code (12110). A yellow box highlights the Description field.

Travel – Creating a Travel Authorization

- After you complete the estimated expense information, you can click **Save and Create Another** to add another expense or **Save and Close** to return to your authorization.

Estimate Expense ⓘ

* Template Procurement Card

* Type

* Amount USD -

Attachments None +

Save and Create Another Save and Close Cancel

- Once you have completed entering all estimated expenses and are ready to submit your authorization for approval, click **Submit** in the upper right corner.

Auth

Authorization: AUTH000008372682 ⓘ

Purpose Test

* Expense Location AK, United States

* Start Date 3/29/22

* End Date 3/30/22

Attachments None +

Status Saved

Estimated Total
100.00 USD

Save and Close Submit Cancel

Estimated Expenses (1)

+		
Airfare	3041-33175-604005-00000-000-000000-0000	100.00 USD ×

Authorization Travel workflow – Traveler>Immediate Supervisor> Business Travel Office.

Once your travel authorization reaches the Business Travel Office it will be audited to confirm dates, support documentation and approval. If the form is not correct and we can't make the correction the form will be rejected back to the traveler for corrections. You will receive an email with a comment as to why the form was rejected. Once you make corrections the form will need to be resubmitted and go through the approval process again.

Travel – Creating a Travel Authorization

To view all current and past travel authorization see below

Good afternoon, Dawn Kuessner!

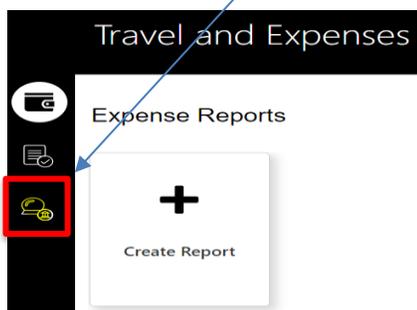
Me My Client Groups Benefits Administration Rece

From your home page click on Me and then the Expense Tile

APPS



- Click on the Snow globe to the left. You will see a listing of all travel authorizations and their existing status (Withdrawn, Pending Manager Approval, Rejected, Approval completed etc.). You can click on them for information.



AUTH000045952709 - Customer Service Training Las Vegas, Clark, NV, United States Withdrawn
AUTH000045948570 - Testing Hotel Itemization Las Vegas, Clark, NV, United States Pending manager approval
AUTH000045942441 - QR C22 Testing Grant as cost center Las Vegas, Clark, NV, United States Rejected ⚠
AUTH000045952326 - Quarterly Testing 22C - Multiple Cost Centers Garrett, MD, United States Approval complete

- Another option to see your travel authorizations is to select See All (screen shot below) you will receive a report listing all travel authorizations. You can click on the travel authorization number and see the form in full view.

Authorization Number	Purpose	Expense Location	Status	Funds Status	Report Number	Estimated Total (USD)	Start Date	End Date
AUTH00004594...	Copy of Testing Cost Center for Department Training	Orlando, Orang...	Saved			853.00	8/22/22	8/26/22
AUTH00004594...	Testing Cost Center for Department Training	Orlando, Orang...	Saved			853.00	8/22/22	8/26/22
AUTH00004496...	Copy of Testing	AZ, United States	Saved			70.00	3/27/22	3/28/22
AUTH00004496...	Testing Split allocation	Myrtle Beach, H...	Saved			1,396.00	6/20/22	6/24/22
AUTH00004542...	Testing trip	Towson, Baltim...	Saved			350.00	7/18/22	7/18/22