

## **Submitting a Blanket Travel Authorization (TA)**

### **TA Intro and Login**

A Travel Authorization will also be referred to as a TA.

To begin creating a new Travel Authorization, from myCampus.astate.edu select the 'Travel and Expense' icon.

Login to myCampus.astate.edu, using your ASU login and password. Click the 'Travel and Expense' icon.

Login to 'Travel and Expense'. Your User Name will be your 8-digit campus wide ID; the password will be your 6-digit PIN. If a blank screen appears, select the refresh button, or press F5. Click the 'Expense Manager' tab.

### **TA General Info**

There are 3 options at the top left side of the screen. Click 'Authorization Reports'. Displayed will be a list of all travel authorizations that have been submitted for the traveler. To start the new 'TA', click 'New'. A previous Blanket Authorization can also be copied by clicking on that TA and clicking 'Copy'.

In Report Name, enter the First Initial of the traveler and the Last Name. Instead of entering City, enter the State, Arkansas, and the beginning of the Fiscal Year as a 6-digit date (for example T Traveler Arkansas 070114). In Purpose, select Blanket TA. In Description enter any additional information about the Blanket TA. On 'Report Type' select 'Travel'. 'Report Date' MUST remain at the default of today's date. Please DO NOT change this date, as it is used for the Travel and Expense system to interface with the Banner Finance system. In 'Affiliation', select whether you are an employee or student. Do not check the Relocation checkbox.

### **TA Funding Change**

At this time, the default funding of this particular blanket 'TA' can be changed, if needed. To change the funding, click on the 'Pencil' icon on the right side of the screen. A list of all the funding defaults from the 'Travelers Profile' will be displayed. Delete the existing funding source by clicking the 'X' icon on the right side of the funding line screen. Enter the new funding information. This will include Chart 'J', the appropriate fund, and organization. The program number will default in. Select the 'Add' button. Once the funding line has been added, it will be displayed on the lower part of the screen. Sometimes the program will not display on this line, but the system has retained the value. When the entry is completed, click Save. Click 'Save and Continue'.

### **TA Itinerary**

It is now time to enter the Itinerary information of the trip. On a blanket TA, the itinerary will have one record. The From Date will be the beginning of the fiscal year. Enter the From City as Jonesboro, the State AR, and the Nation Code of 157. The To Date will be the end of the fiscal year. The To City will be entered as Jonesboro, the state AR, and the nation code as 157. Click Add. If a 'Per Diem Destination Warning' pop-up box appears, select 'ok'. When the Expense Reports are created against the blanket

TA, in the itinerary, the actual locations visited and the dates will be specified. Click 'Save and Continue'. Click 'No' at the 'Confirm Per Diem' pop-up box. You will now proceed to the Estimated Expenses screen.

For a Blanket TA, there will be only one reimbursable entry. Change the Report date to the beginning of the fiscal year. For the Expense type, select Miscellaneous. Leave the Receipt amount as 0. Change the Paid by to N/A, and click Save. No more expenses will need to be entered on the blanket TA. The actual expenses incurred on the trip will need to be detailed on the Expense Report, or TR, once a trip is completed. After entering the 0 balance, click View or Submit Report.

Please utilize the 'Comments' section to note 'Special Authorization' for lodging, such as: Only Lodging Available, Conference Site, or High Cost Area. This area should also be used to note the auto insurance information should the traveler be using their personal vehicle, or to request 'Car Rental Authorization'.

### **TA Submission**

Click the 'Submit' button. Once submit is selected, a window will display 'Authorization request has been submitted', and the TA number will be displayed. Click 'OK'. The status on the blanket 'TA' will be changed to 'Submitted'.

The new blanket TA, or Travel Authorization has been created. Select Authorization Report List to review other 'TAs', or start another new TA, or select to sign out of Travel and Expense.

The newly created blanket TA will now move through the appropriate approval process for your department. As the authorization passes through the approval queue, the traveler will receive emails as to the progress of the blanket TA, and will receive an email once the authorization has been approved.