

## Creating a Travel Authorization in the Travel Hub

A Travel Authorization, or TRAUTH, is a formal request to travel. Per policy, authorization for all out-of-state travel must be requested in advance.

Travel Authorizations are automatically routed for approval as follows:

Traveler > Travel Reviewer > Supervisor > (Optional Level 2 Approver)

In some circumstances, the Authorization may also be routed to the Agency Head or to the General Accounting Office. See the Travel section of the State of Arizona Accounting Manual for more information.

It is critical that Authorizations be submitted well in advance of planned travel to allow enough time for the necessary approvals.

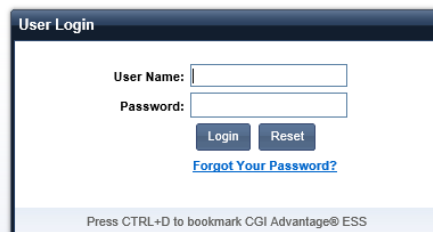
It is important to remember that although the Travel Hub refers to certain types of expenses as “Per Diem,” the State of Arizona does not use per diem reimbursement. The State of Arizona requires that expenses be actual amounts up to a maximum allowable reimbursement. The Per Diem amount that you see on the Per Diem screen is the maximum allowable reimbursement for that day’s lodging expenses. You will enter the actual expense.

### Procedure: Creating a new Travel Authorization

#### A. Log in to the Travel Hub



**TRAVEL HUB**



User Login

User Name:

Password:

[Forgot Your Password?](#)

Press CTRL+D to bookmark CGI Advantage® ESS

#### B. Click on the *Home* tab – notice the attestations for the Traveler and Proxy regarding the validity and accuracy of the

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Traveler's claim that travel is for official State business. Note, the widget for useful Forms and Websites.

The screenshot shows the Travel Hub homepage. The top navigation bar includes the 'TRAVEL HUB' logo, a 'Home' button, and a 'Travel and Expense' tab. The user is logged in as 'CHRISTINE KRAMER'. The main content area is divided into two columns. The left column contains a 'Welcome!' message with a user profile picture, a certification statement, and links for 'View Profile', 'Update Emergency Contact', 'Password Management', 'Update Address', 'Process Name Change', and 'View Licenses and Certifications'. Below this is a 'Notifications' table with columns for Date, Type, Message, URL, and Delete. The right column contains a 'Forms and Websites' widget titled 'HPFW - View links to websites and view downloadable forms.' It includes a table with columns for Topic, Description, Department, Link, and Attachment.

Topic	Description	Department	Link	Attachment
Miscellaneous	GAO TRAVEL PAGE	ALL	<a href="https://gao.az.gov/travel/gao-travel">https://gao.az.gov/travel/gao-travel</a>	
Miscellaneous	STWD TRAVEL POL	ALL	<a href="https://gao.az.gov/policies/stwd-travel-policy">https://gao.az.gov/policies/stwd-travel-policy</a>	

C. Click on the *Travel and Expense* tab.

D. Click the *Create Travel Authorization* button.

The screenshot shows the 'Travel Authorizations' page. The top navigation bar includes the 'TRAVEL HUB' logo, a 'Home' button, and a 'Travel and Expense' tab. A red arrow points to the 'Travel and Expense' tab with the text 'Click Here'. Below the navigation bar is a 'Create Travel Authorization' button, which is highlighted with a red box and the text 'Select'. The main content area contains a form for creating a travel authorization. It includes a 'Trip Range' dropdown set to 'Last 3 Months' and a 'Sort By' dropdown set to 'Trip Start Date'. Below these are three tabs: 'Draft Authorizations', 'Submitted Authorizations', and 'Approved Authorizations'. The 'Submitted Authorizations' tab is selected. It contains a table with columns for Trip Name, Trip ID, Trip Start Date, Amount, Advance, Document ID, Modify, and Copy. A red arrow points to the 'Amount' column header with the text 'Change to "ALL" if you don't see your file here.'

Trip Name	Trip ID	Trip Start Date	Amount	Advance	Document ID	Modify	Copy
XYZ Conference	ESSTRVL0000288	07/11/2017	100.00	N	ESS170000243		

## Creating a Travel Authorization in the Travel Hub

E. Enter the following in the General Information Tag:

The screenshot shows the 'Travel Authorization' window with three tabs: 'General Information' (selected and circled in red), 'Trip Details', and 'Accounting'. The form contains the following fields and callouts:

- 1**: 'Send Email Notification' checkbox (checked).
- 2**: 'Trip Name' dropdown menu (selected: 'Grant Training in San Francisco').
- 3**: 'Purpose of Trip' dropdown menu (selected: 'Annual Training/ Meeting XYZ Grant').
- 4**: 'Destination Name' dropdown menu (selected: 'San Francisco, CA, USA').
- 5**: 'Travel Start Date' date picker (selected: '06/20/2017').
- 6**: 'Travel Start Time' text field (selected: '08:00').
- 7**: 'Travel End Date' date picker (selected: '06/22/2017').
- 8**: 'Travel End Time' text field (selected: '20:00').
- 9**: 'Travel Type' dropdown menu (selected: 'Out of State').

Other fields include: Traveler ID (1021524), Traveler Name (John Smith), Email Address (JOHN.SMITH@AZDOA.C), Traveler Department (ADA), Traveler Unit (0100), Trip ID (ESSTRVL0000281), City (San Francisco), State/Province (CA), Country (USA), Client-Related Travel (checkbox), Multi-Segment Trip (checkbox), Canceled Trip (checkbox), and Actual Amount (0.00). At the bottom are 'Save', 'Submit Report', and 'Discard' buttons.

1. If you would like to receive an email notification, **click** the *Send Email Notification* box. The email will be sent to the email address displayed in the Email Address field directly above the box. This email address is pulled from your personnel record and cannot be changed here. If the address is incorrect, please update your contact information in YES or contact your supervisor to have it changed in HRIS.
2. *Trip Name*. Enter a name that is unique to the trip and will be clear to someone reviewing the authorization.
3. *Purpose of Trip*. Describe the purpose of the trip so that it will be clear to someone reviewing the authorization.
4. *Destination Name*. Select the city you will be traveling to. You can start typing the city, which will display a listing of matching cities, or use the pick list to search for and select the city. The City, State and Country will fill in based upon your selection.
5. *Travel Start Date*. Use the date picker to select the first day of the trip.
6. *Travel Start Time*. Enter the start time of the trip using military time (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
7. *Travel End Date*. Use the date picker to select the first day of the trip.
8. *Travel End Time*. Enter the end time of the trip using military time. (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
9. *Travel Type*. Select the type of travel (in-state, out-of-state, both in and out of state, or international)

F. **Click Save**

G. **Click the Trip Details Tab**

## Creating a Travel Authorization in the Travel Hub

**Travel Authorization**

General Information **Trip Details** Accounting

+ Add New Line   Mileage   Per Diem

Attach a Receipt   Attach a Quote

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
02/13/2017	ISLO	In-State Lodging	Out of Pocket		Safford, AZ, USA		

**General Information**

\* Transaction Date: 02/13/2017 ← 1      Accounting Profile:

\* Start Date: 02/13/2017      Accounting Template: APPROPRIATION- ADOI Cor

\* End Date: 02/15/2017 ← 2 Auto Filled

\* Expense Type: ISLO ← 3      Registration Due Date:

Expense Name: In-State Lodging      Receipt Required: ☒

Quote Required: ☐

H. Click the *Trip Details* tab. The Travel Hub provides blank detail lines to get started with whenever you first enter a Trip Details screen. Enter the following information.

1. *Transaction Date*. Use the date picker to select the first day of the trip.
2. *Start and End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
  - Start Date and End Date will automatically fill from the General Information Tab Entry.
3. *Expense Type*. Select the type of expense (see the Expense Type Reference.) Additional fields to be completed will depend upon the type of expense selected. Here, we will focus on entering the most common expense types for Travel Authorizations, which consist of Airfare, Lodging, Conference Lodging, and Meals. **PLEASE NOTE: YOU MUST CLICK "ADD A NEW LINE" FOR EVERY EXPENSE TYPE ADDED AFTER USING THE FIRST LINE PROVIDED.**
  - Entering Airfare in a Travel Document
  - Entering Lodging in a Travel Document
  - Entering Meals in a Travel Document

## Creating a Travel Authorization in the Travel Hub

Choose ✕

[Browse](#) [Clear](#)

Expense Type :  Name :

	Expense Type	Name
<a href="#">Select</a>	MILE	Private Vehicle Mileage
<a href="#">Select</a>	OCAF	Out-of-Country Airfare
<a href="#">Select</a>	OCCR	Out-of-Country Car Rental
<a href="#">Select</a>	OCLO	Out-of-Country Lodging
<a href="#">Select</a>	OCNM	Out-of-Country Meals - Overnight, Nontaxable
<a href="#">Select</a>	OCTM	Out-of-Country Meals - Same Day - Taxable
<a href="#">Select</a>	OSAF	Out-of-State Airfare
<a href="#">Select</a>	OSCL	Out-of-State Conference Lodging
<a href="#">Select</a>	OSCR	Out-of-State Car Rental
<a href="#">Select</a>	OSLO	Out-of-State Non-Conf Lodging

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

Search box by name, for example, \*meal\*, will show all types with meal in the title. \* is a wildcard.

\*example Expense Type selection pick list

Choose ✕

[Browse](#) [Clear](#)

Expense Type :  Name :

	Expense Type	Name
<a href="#">Select</a>	IEDM	In-State Same Day Meal >12Hrs
<a href="#">Select</a>	ISDM	In-State Same Day Meal <12Hrs
<a href="#">Select</a>	ISNM	In-State Meals - Overnight, Nontaxable
<a href="#">Select</a>	OCNM	Out-of-Country Meals - Overnight, Nontaxable
<a href="#">Select</a>	OCTM	Out-of-Country Meals - Same Day - Taxable
<a href="#">Select</a>	OSNM	Out-of-State Meals - Overnight, Nontaxable

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

Step 2 - Click on Browse

Step 1 - enter \*meal\*

# Creating a Travel Authorization in the Travel Hub

## Entering Airfare, Lodging, Meals and Mileage Expense Types:

### Procedure: Entering Airfare or other Common Carrier Charges

Airfare Expenses are added at the Trip Details screen. The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as on the Per Diem and mileage screens. Use this line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the “starter” line you can begin adding lines for additional detail.

I. You are at the Trip Details screen.

**Travel Authorization**

General Information **Trip Details** Accounting

+ Add New Line    Mileage    Per Diem

Attach a Receipt    Attach a Quote

Browse...    Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
03/07/2017	OSAF	Out-of-State Airfare	PCard		San Diego, CA, USA		

**General Information**

\* Transaction Date: 03/07/2017 ← 1

\* Start Date: 03/07/2017 ← 2

\* End Date: 03/08/2017

\* Expense Type: OSAF ← 3

Expense Name: Out-of-State Airfare

Destination Name: San Diego, CA, USA (Auto Filled)

City: San Diego

State/Province: CA

Country: USA

\* Authorized Expenses: ← 4

Requested Advances:

Accounting Profile:

Accounting Template: APPROPRIATION- ADOL Cor

Registration Due Date:

Receipt Required: ☒

Quote Required: ☒

Expense Explanation: ← 6

**Payment Information**

\* Payment Method: PCard ← 5

Save    Submit Report

## Creating a Travel Authorization in the Travel Hub

- J. If using the “starter” line, begin **entering** the following information. Otherwise, **click** the *Add New Line* link.
- K. Enter the expense information
1. *Transaction Date*. Use the date picker to select the first day of the trip.
  2. *Start and End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
  3. *Expense Type*. Select the appropriate airfare or common carrier expense type. *For example:*
    - OSAF – Out-of-State-Airfare
    - OCAF – Out-of-Country Airfare
  4. *Authorized Expenses*. This field is only entered when creating a Travel Authorization. Enter the anticipated airfare or other common carrier charge.
  5. *Payment Method*. Select the method used to pay the expense (Out of Pocket, PCard (CTA), or Direct Pay.) For airfare, this will usually be PCard (CTA-Central Travel Account). Note: if PCard (CTA) or Direct Pay are selected, attach documentation regarding the travel arrangements or other supporting documentation. For example, you would attach the airfare quote for airfare to be purchased with the PCard (CTA). **Note: the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.** If Out of Pocket is selected, the traveler will be reimbursed.
  6. *Expense Explanation*. Enter the expense explanation, including the Start and End times of the travel. If you have selected an Airfare expense type, also include the name of the airline if known.
- L. **Attach** the Quote: To attach a Quote or Receipt you would click the Browse button underneath the Quote line in the Trip Details Tab. See below:

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
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- M. After attaching the document, **Click Save**.

### Procedure: Entering Standard Lodging

Lodging is entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the *Generate Per Diem Lines* button to create each day of lodging detail based upon the start and end dates of the lodging expense. This Per Diem information will also need to be completed.

The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as the Per Diem and mileage screens. Use this “starter” line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the “starter” line you can begin adding lines for additional detail.

- N. You are at the Trip Details screen.



## Creating a Travel Authorization in the Travel Hub

Travel Authorization

General Information
Trip Details
Accounting

Add New Line
Mileage
Per Diem
Attach a Receipt
Attach a Quote

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
07/11/2017	OSAF	Out-of-State Airfare	PCard	250	San Diego, CA, USA		
07/11/2017	OSLO	Out-of-State Non-Conf Lodging	Out of Pocket		San Diego, CA, USA		

### General Information

\* Transaction Date: 07/11/2017

\* Start Date: 07/11/2017

\* End Date: 07/14/2017

\* Expense Type: OSLO

Expense Name: Out-of-State Non-Conf Lo

Destination Name: San Diego, CA, USA

City: San Diego

State/Province: CA

Country: USA

\* Authorized Expenses:

Requested Advances:

Accounting Profile:

Accounting Template:

Registration Due Date:

Receipt Required:

Quote Required:

Expense Explanation: Courtyard SD Downtown Marriott

Generate Per Diem Lines

R - Generate Per Diem Lines button

### Payment Information

\* Payment Method: Out of Pocket

Save
Submit Report

O.

P. If using the “starter” line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

Q. **Enter** the trip detail information

1. *Transaction Date*. Use the date picker to select the first day of the trip.



## Creating a Travel Authorization in the Travel Hub

2. *Start and End dates.* These are the Start and End of the trip. Verify that these dates match what the dates on the home screen. If lodging will not be necessary for all trip dates, these dates can be changed to reflect the correct dates lodging expenses will be incurred.
3. *Expense Type.* Select the lodging expense type appropriate for your trip.
  - OSLO – Out-of-State Non-Conf Lodging
  - OCLO – Out-of-Country Lodging
  - ISLO – In-state Non-Conf Lodging
4. *Authorized Expenses.* This field will automatically populate when the fields on the Per Diem screen have been completed and saved.
5. *Payment Method.* Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: if PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay. Note, that for this expense type, Out-of-State Non-Conference Lodging, a receipt will be required when the Travel Expense Report is completed, but a quote is not required for the Travel Authorization.
6. *Expense Explanation.* Enter the name of the hotel where you plan on staying and any other explanations needed.

R. **Click** *Save*.

S. **Click** the *Generate Per Diem* button. The Per Diem details screen will open. Lines for lodging and the maximum allowable reimbursement on each day of the trip will already be populated.

T. **Select** the line you wish to work with.

## Creating a Travel Authorization in the Travel Hub

**Travel Authorization**

**Per Diem**  
**Add New Line**

Highlighted line indicates which line you have selected.

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
07/11/2017	San Diego, CA, USA	true	false	false	false	false	162.00	159.00	
07/11/2017	San Diego, CA, USA	true	false	false	false	false	162.00		
07/11/2017	San Diego, CA, USA	true	false	false	false	false	162.00		

\* Date: 07/11/2017

Destination Name: San Diego, CA, USA

Explanation:

Claimed Amount: 159.00

Lodging: ☒   
 Breakfast: ☐   
 Lunch: ☐   
 Dinner: ☐   
 Incidentals: ☐

Back to Trip Details Calculate Per Diem

Click to save and post entries before leaving screen.

U. **Complete** the per diem information for each line.

1. **Click** the highlighted line on the top part of the screen to select the line you want to complete.
2. **Enter** the *Claimed Amount*. Click into the *Claimed Amount* field to enter the anticipated (Travel Authorization) lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately (with a different expense type) and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
3. **Click** the highlighted line again to save the entry.

V. **Repeat** Step S for each lodging line. (Click, Enter, Click) When all lines are complete, proceed to Step U.

W. **Click** *Calculate Per Diem* to save the entry. This will save, subtotal, and post the per diem lines back to the Trip Details screen.

X. **Click** *Back to Trip Details*. The *Authorized Amount* field will be filled in on a Travel Authorization document.

## Creating a Travel Authorization in the Travel Hub

**Travel Authorization**

General Information | **Trip Details** | Accounting

Add New Line
 Mileage
 Per Diem
 Attach a Receipt
 Attach a Quote

			Browse...				Browse...
Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
07/11/2017	OSAF	Out-of-State Airfare	PCard	250.00	San Diego, CA, USA		
07/11/2017	OSLO	Out-of-State Non-Conf Lodging	Out of Pocket	477.00	San Diego, CA, USA		

**General Information**

\* Transaction Date: 07/11/2017  
 \* Start Date: 07/11/2017  
 \* End Date: 07/14/2017  
 \* Expense Type: OSLO  
 Expense Name: Out-of-State Non-Conf Lo  
 Destination Name: San Diego, CA, USA  
 City: San Diego  
 State/Province: CA  
 Country: USA  
 \* Authorized Expenses: 477.00  
 Requested Advances:

Accounting Profile:  
 Accounting Template:  
 Registration Due Date:  
 Receipt Required: ☒  
 Quote Required: ☐  
 Expense Explanation: Courtyard SD  
 Downtown Marriott

Generate Per Diem Lines

**Payment Information**

\* Payment Method: Out of Pocket

Save Submit Report

- Y. **Attach** the Quote. To attach a Quote, click the Browse button underneath Attach a Quote line in the Trip Details Tab. (If a receipt is needed when completing the Travel Expense Report, it will be attached under Attach a Receipt.) See below:

**Travel Authorization**

General Information | **Trip Details** | Accounting

Add New Line
 Mileage
 Per Diem
 Attach a Receipt
 Attach a Quote

			Browse...				Browse...
Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line

Red arrows point from the 'Attach a Receipt' and 'Attach a Quote' labels to the 'Browse...' buttons in the table header.

## Creating a Travel Authorization in the Travel Hub

Z. Click *Save*.

### Procedure: Editing Per Diem details

To edit Per Diem Lines on the Per Diem screen, click on the stacked windows icon labeled Per Diem located at the top of the screen. This will reopen the Per Diem details screen. You can now make corrections, click Calculate Per Diem to update and post to the Trip Details screen. Then Click Back to Trip Details to continue with your Travel Authorization.

**Note:** Do not click on the Calculate Per Diem button after you have initially clicked on it once. Every time this button is clicked, it will generate new, BLANK Per Diem detail lines. This will clear out previously entered data.

Travel Authorization

General Information | **Trip Details** | Accounting

+ Add New Line | Mileage | **Per Diem** | Attach Receipt

Browse... | Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
07/11/2017	OSAF	Out-of-State Airfare	PCard	250.00	San Diego, CA, USA		
07/11/2017	OSLO	Out-of-State Non-Conf Lodging	Out of Pocket	477.00	San Diego, CA, USA		

**General Information**

\* Transaction Date: 07/11/2017  
\* Start Date: 07/11/2017  
\* End Date: 07/14/2017  
\* Expense Type: OSLO  
Expense Name: Out-of-State Non-Conf Lo  
Destination Name: San Diego, CA, USA  
City: San Diego  
State/Province: CA  
Country: USA  
\* Authorized Expenses: 477.00  
Requested Advances:

Accounting Profile:  
Accounting Template:  
Registration Due Date:  
Receipt Required: ☒  
Quote Required: ☐  
Expense Explanation: Courtyard SD  
Downtown Marriott

**Generate Per Diem Lines**

**Payment Information**

\* Payment Method: Out of Pocket

Save Submit Report

Click to edit already generated per diem lines on per diem details screen

Only click on Generate Per Diem Lines once. Every time this button is clicked new, BLANK per diem lines will be generated. This could blank out entered information if previously entered.

# Creating a Travel Authorization in the Travel Hub

## Procedure: Entering Conference Lodging

Conference lodging is its own expense type and is handled differently than standard lodging. For example, conference lodging goes through an additional approval process, the conference brochure **must** be attached to the Travel Authorization and to the Expense Report, and the travel document must indicate whether the lodging being requested/claimed is equal to/below or above the single-occupancy conference brochure rate.

For conference lodging, the Travel Reviewer must complete an additional step in AFIS. The Travel Reviewer must fill in one of two fields: either "Claimed amount is less/equal to Brochure" or "Claimed amount is greater than Brochure," as appropriate for the lodging costs which is located on the Header Page and the Extended Description Tab. Additional approvals are triggered from the entries in the fields.

A. You are at the Trip Details screen.

**Travel Authorization**

General Information | **Trip Details** | Accounting

+ Add New Line | Mileage | Per Diem

Attach a Receipt | Browse... | **Attach a Quote** | **USPA Conference Brochure.pdf** | Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
07/11/2017	OSCL	Out-of-State Conference Lodging	Out of Pocket		San Diego, CA, USA		

**General Information**

\* Transaction Date: 07/11/2017 (1)

\* Start Date: 07/11/2017 (2)

\* End Date: 07/14/2017 (3)

\* Expense Type: OSCL (3)

Expense Name: Out-of-State Conference (Auto Filled)

Destination Name: San Diego, CA, USA (Auto Filled)

City: San Diego (Auto Filled)

State/Province: CA (Auto Filled)

Country: USA (Auto Filled)

\* Authorized Expenses: (4)

Requested Advances: (4)

**Accounting**

Accounting Profile: (Auto Filled)

Accounting Template: (Auto Filled)

Registration Due Date: (Auto Filled)

Receipt Required: ☒

**Quote Required:** ☒ (6)

Expense Explanation: Hampton Inn - SD USPA Conf Rate (6)

Generate Per Diem Lines

**Payment Information**

\* Payment Method: Out of Pocket (5)

Save Submit Report

## Creating a Travel Authorization in the Travel Hub

B. If using the “starter” line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

C. **Enter** the trip detail information

1. *Transaction Date*. Use the date picker to select the first day of the trip.
2. *Start and End date* dates. These are the Start and End of the trip. Verify that these match what was entered on the home screen. If you will not require conference lodging for all dates of the trip, adjust the dates accordingly.
3. *Expense Type*. Select the lodging taxes expense type appropriate for your trip. For example:
  - ISCL – In-State Conference Lodging
  - OSCL - Out-of-State Conference Lodging
  - OCCL – Out-of-Country Conference Lodging
4. *Authorized Expenses*. When creating a Travel Authorization, this field will automatically populate when the Per Diem amounts completed and saved on the Per Diem details screen.
5. *Payment Method*. Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: If PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. Note: Quote is required for the Travel Authorization and Receipt is required for the Travel Expense Report for Conference Lodging. Attach the conference brochure for conference lodging as a quote by clicking on Browse under Attach a Quote. Remember: the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
6. *Expense Explanation*. Enter the explanation such as the name of the hotel at which you are staying or other explanations needed, i.e. conference lodging, etc.

D. **Click Save**.

E. **Click** the *Generate Per Diem* button. The Per Diem detail screen will open. Lines for lodging and the maximum allowable reimbursement on each day of the trip will already be populated.

F. **Select** the line you wish to work with.

The screenshot shows the 'Travel Authorization' form. At the top, there's a 'Per Diem' section with an 'Add New Line' button. A red box highlights the text 'Highlighted line indicates which line you have selected.' Below this is a table with columns: Date, Destination Name, Lodging, Breakfast, Lunch, Dinner, Incidentals, Per Diem Amount, Claimed Amount, and Remove Line. The table contains three rows for the date 07/11/2017, all for 'San Diego, CA, USA'. A red arrow points to the first row, labeled 'Step 1 - Click to Select'. Below the table, there are input fields for 'Date' (07/11/2017), 'Destination Name' (San Diego, CA, USA), 'Explanation' (empty), and 'Claimed Amount' (199.00). A red arrow points to the 'Claimed Amount' field, labeled 'Step 2 - Enter \$'. To the right of these fields are checkboxes for 'Lodging' (checked), 'Breakfast', 'Lunch', 'Dinner', and 'Incidentals'. A red arrow points to the 'Lodging' checkbox, labeled 'Step 3 - Click to Post'. At the bottom, there are two buttons: 'Back to Trip Details' and 'Calculate Per Diem'. A red arrow points to the 'Calculate Per Diem' button, labeled 'Click to save and post entries before leaving screen.'

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
07/11/2017	San Diego, CA, USA	true	false	false	false	false	162.00	199.00	
07/11/2017	San Diego, CA, USA	true	false	false	false	false	162.00	199.00	
07/11/2017	San Diego, CA, USA	true	false	false	false	false	162.00	199.00	

\* Date: 07/11/2017

Destination Name: San Diego, CA, USA

Explanation:

Claimed Amount: 199.00

Lodging: ☒

Breakfast: ☐

Lunch: ☐

Dinner: ☐

Incidentals: ☐

Back to Trip Details Calculate Per Diem

## Creating a Travel Authorization in the Travel Hub

G. **Complete** the per diem information for each line.

1. **Click** the highlighted line on the top part of the screen to select the line you want to complete.
2. **Enter** the *Claimed Amount*. Click into the *Claimed Amount* field to enter the anticipated (Travel Authorization) lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately (with a different expense type) and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
3. **Click** the highlighted line again to save the entry.

H. **Repeat** Step G and for each lodging line. When all lines are complete, proceed to Step I.

I. **Click** *Calculate Per Diem* to save the entry. This will save, subtotal, and post the per diem lines back to the Trip Details screen.

J. **Click** *Back to Trip Details*. The *Authorized Amount* field will be filled in on a Travel Authorization document. Both the *Authorized Amount* and the *Actual Amount* fields will be filled in on the Expense Report document that has been created from a completed Travel Authorization.

K. **Attach** the Quote and/or Brochure. To attach a Quote or Brochure, you would click the Browse button underneath Attach a Quote line in the Trip Details Tab. See below:

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
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L. **Click** *Save*.

### Procedure: Entering Meals with an Overnight Stay

Meals and Incidentals are entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the Generate Per Diem lines to create each day's meals and incidentals detail based upon the start and end dates of the trip. This Per Diem information will also need to be completed.

M. You are at the Trip Details screen.



## Creating a Travel Authorization in the Travel Hub

**Travel Authorization**

General Information | **Trip Details** | Accounting

[+ Add New Line](#)
[Attach a Receipt](#)
[Mileage](#)
[Per Diem](#)
[Attach a Quote](#)

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
07/11/2017	OSAF	Out-of-State Airfare	PCard	250.00	San Diego, CA, USA		
07/11/2017	OSLO	Out-of-State Non-Conf Lodging	Out of Pocket	477.00	San Diego, CA, USA		
	OSNM	Out-of-State Meals - Overnight, Nontaxable	Out of Pocket		San Diego, CA, USA		

**General Information**

\* Transaction Date:  **1**  
 \* Start Date: 07/11/2017 **Auto Filled**  
 \* End Date: 07/14/2017 **Auto Filled**  
 \* Expense Type: OSNM **Auto Filled**  
 Expense Name: Out-of-State Meals - Over  
 Destination Name: San Diego, CA, USA **3**  
 City: San Diego **Auto Filled**  
 State/Province: CA **Auto Filled**  
 Country: USA **Auto Filled**  
 \* Authorized Expenses:  **4**  
 Requested Advances:

Accounting Profile:   
 Accounting Template:   
 Registration Due Date:    
 Receipt Required: ☐  
 Quote Required: ☐  
 Expense Explanation: Meals for San Diego trip **6**  
**Generate Per Diem Lines**

**Payment Information**

\* Payment Method: Out of Pocket **5**  
**Save** **Submit Report**

N. If using the “starter” line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

O. **Enter** the trip detail information

- Transaction Date.** Use the date picker to select the day of the transaction. It is recommended that you the date of the first day of the trip. **5**
- Start and End dates.** These are the Start and End of the trip. Verify that these match what was entered on the home screen.
- Expense Type.** Select the meal expense type appropriate for your trip. For example:
  - ISNM – In-State Meals - Overnight, Nontaxable
  - OSNM – Out-of-State Meals – Overnight - Meals with Overnight Stay
  - OCNM – Out-of-Country Meals – Nontaxable - Meals with Overnight Stay
- Authorized Expenses.** This field will automatically populate when the Per Diem amounts are entered and saved on the Per Diem screen.
- Payment Method.** Select the payment method. This will be Out of Pocket.

## Creating a Travel Authorization in the Travel Hub

6. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel. This field is required.

P. Click **Save**.

- Q. Click the *Generate Per Diem* button. The Per Diem screen will open. Lines for meals and incidentals and the maximum allowable reimbursement on each day of the trip will already be populated. The system will automatically calculate the maximum allowable amount at 75% for the first and last day.

**Travel Authorization**

**Per Diem**

**+ Add New Line**

Highlighted line indicates the row where entry will be placed.

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
07/11/2017	San Diego, CA, USA	false	true	true	true	true	40.50		
07/11/2017	San Diego, CA, USA	false	true	true	true	true	54.00		
07/11/2017	San Diego, CA, USA	false	true	true	true	true	54.00		
07/11/2017	PHOENIX, AZ, USA	false	true	true	true	true	36.75		

\* Date: 07/11/2017

Destination Name: San Diego, CA, USA

Explanation:

Claimed Amount:

Lodging: ☐

Breakfast: ☒

Lunch: ☒

Dinner: ☒

Incidentals: ☒

Step 1 - Click to Select Line

Step 3 - Click to Post

Enter Amount and Explanation if needed

Click to save and post entries before leaving screen

**Back to Trip Details** **Calculate Per Diem**

R. Complete the meal and incidentals per diem for each line:

1. Click the line you wish to enter an amount for.
2. Enter the *Expense Explanation* if needed. Enter information about any incidentals being claimed. The field is optional.
3. Enter the *Claimed Amount*. Click the highlighted line and move the mouse down to enter the anticipated meal expenses on the *Claimed Amount* field below. Note: The travel system will not allow the Claimed Amount to be over the Per Diem Amount. Since this is a Travel Authorization, most of the time you will enter the maximum amount allowable. Once you have taken the trip and are completing your Travel Expense, then claim your actual expenses.
4. Click the highlighted line again to save the entry.

## Creating a Travel Authorization in the Travel Hub

- S. **Repeat** steps R for each day's meals.
- T. **Click** *Calculate Per Diem* to save and post the information to the Trip Details page.
- U. **Click** *Back to Trip Details*.
- V. **Click** *Save*.
- W. **Attach** quotes for any expenses that require them. There is a check box on the Trip Details for each expense entered on the Travel Authorization that indicates whether a quote or receipt is required for that expense. To attach a Quote, you would click the Browse button underneath Attach a Quote and choose from a saved file designated by you the traveler. See below:

The screenshot shows the 'Travel Authorization' window with the 'Trip Details' tab selected. Below the tabs are buttons for 'Add New Line', 'Mileage', and 'Per Diem'. Below these are 'Attach a Receipt' and 'Attach a Quote' buttons. Red arrows point from these buttons to 'Browse...' buttons in a table below. The table has columns: Transaction Date, Expense Type, Expense Name, Payment Method, Authorized Expenses, Destination Name, Copy Line, and Remove Line.

- X. **Click** *Save*.
- Y. **Click** *Submit* to submit the request to the next step in the process, or close the window to save the document to edit and submit later.

**Note:** Once a document has been submitted, you cannot pull it back to modify. If you need a Travel Authorization back, contact your Document Reviewer and ask that they reject and return the Travel Authorization back to you.

## Procedure: Modifying an existing Travel Authorization

You can save an authorization in progress and come back to modify it later. You might also need to modify an authorization when the document has been rejected by an up-line reviewer or approver. In both cases, the authorization will appear on the Draft tab in the Travel Authorization widget of the Travel Hub. If a change is needed:

- A. **Log in** to the Travel Hub
- B. **Click** the *Travel and Expense* tab.
- C. **Click** the *Draft Authorizations* tab.
- D. **Find** the Authorization you wish to modify.
- E. **Click** the *Modify* icon (pencil icon to the right of the Trip Name).

## Creating a Travel Authorization in the Travel Hub

**TRAVEL HUB** Home Travel and Expense

**Travel Authorizations**

This document is the electronic equivalent of the GAO-509. Complete this form for all situations in which Travel Authorization is required and for requests for exceptions to ADOA Travel Policy. For more information on when a Travel Authorization is required, refer to the State of Arizona Accounting Manual (SAAM) Travel Policy and check with your agency Travel coordinator/ Travel Desk.

Create Travel Authorization

Trip Range: Last 3 Months Sort By: Trip Start Date

Draft Authorizations Submitted Authorizations Approved Authorizations

Trip Name	Trip ID	Trip Start Date	Amount	Advance	Document ID	Modify	Copy
XYZ Conference	ESSTRVL0000288	07/11/2017	727.00	N	ESS170000243		

- F. **Edit** the Authorization as needed.
- G. **Click Save**
- H. **Click Submit** to submit the request to the next step in the process, or close the window to save the document to edit and submit later.

### Procedure: Viewing Submitted or Approved Authorizations

- A. **Log in** to the Travel Hub
- B. **Click** the *Travel and Expense* tab.
- C. **Click** the *Submitted Authorizations* tab to view authorizations that you have submitted that are still in the approval process.
- D. **Click** the *Approved Authorizations* to view authorizations that have been approved through the approval process.

### Procedure: Creating and Expense Report from an Approved Authorization

- A. **Log in** to the Travel Hub
- B. **Click** the *Travel and Expense* tab.
- C. **Click** *Approved Authorizations* to view authorizations that have been approved through the approval process.
- D. **Locate** the approved authorization for which you want to create an expense report and click on the “Create Expense Report” icon. The Expense Report will be pre-populated with the information you entered on the Travel Authorization.