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## **End-User Training Guide**

**Course Code: FIN 214**

**Course: Travel & Expense: Travel Authorization**

## Course Overview

### Course Description

This course provides a comprehensive review of the Travel Authorization processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Travel Authorization
- Module 3: Course Summary

### Training Audiences

The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related INFORMS access:

- Expense Employee
- Department Expense Liaison (Travel Liaison)
- Department Expense Approver (Employee ePar HR Supervisor)
- Department Expense Approver 2 (Department Director)
- Department Expense Approval Chief
- Central Expense Travel Processor
- Central Finance AP Travel Expense Approver

### Prerequisites

Participants are required to complete the following End-User Training courses prior to starting this course:

- N/A

### Delivery Method

This course is intended to be delivered through Instructor-led Training.

### Estimated Duration

The total duration of this course, when delivered through Instructor-led Training, is 2 hours.



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## Module 1: Course Introduction

### Topics

This module covers the following topics:

- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits
- The End-to-End Business Process
-

## Module 1: Course Introduction

### Course Learning Objectives

At the conclusion of this course, participants will be able to:

- Create and Submit Travel Authorization Overview
- Travel Authorization Workflow Overview (process, approve, deny, push back, etc.)
- Maintain Travel Authorization Overview

## Module 1: Course Introduction

### Training Audience: Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

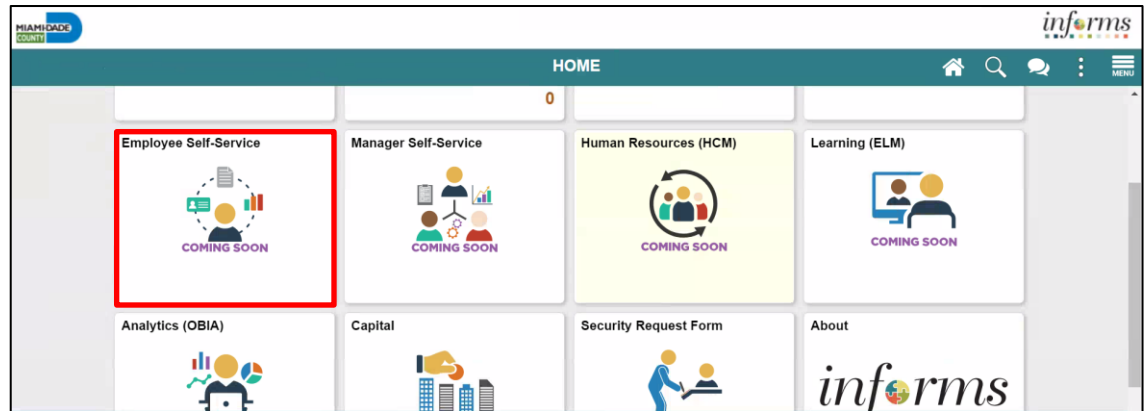
- **Expense Employee:** The Expense Employee Creates, Modifies and Submits Travel Authorization Requests and Expense Reports.
- **Department Expense Liaison (Travel Liaison):** This role is responsible for reviewing Travel Authorizations and Expense Reports to ensure the travel transactions adhere to the County's Travel Policy. Additionally, this role has the capability to create the Travel Authorizations and Expense Reports "on behalf of" the employee. They can only submit the Travel Authorization on behalf of the employee for approval.
- **Department Expense Approver (Employee ePar HR Supervisor):** The employee supervisor is responsible for reviewing/approving employee Travel Authorization and Expense Reports for the Department.
- **Department Expense Approver 2 (Department Director):** The Department Director is responsible for reviewing/approving Travel Authorization and Expense Reports for the Department.
- **Department Expense Approval Chief:** The Chief Approver is responsible for reviewing/approving travel authorization request.
- **Mayor:** The Mayor is responsible for reviewing/approving the travel request for international, legislative and group travel.
- **Central Expense Travel Processor:** The Central Expense Travel Processor is responsible for reviewing Travel Authorizations and Expense Reports document in the system. Ensures that the travel request adheres to County's Travel Policy. This role is also responsible for processing Travel Authorization, Cash advances as requested.
- **Central Finance AP Travel Expense Approver:** The Central Finance AP Travel Expense Approver is responsible for Reviewing and Approving Cash advances.

## Module 1: Course Introduction

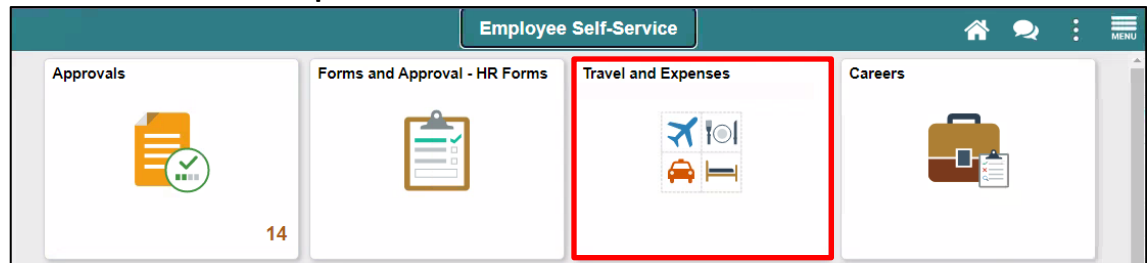
### Navigation

Below are the steps to navigate to the Travel Authorization menu, which will be used for navigation in the rest of this course:

1. Login to **INFORMS** and select **Employee Self-Service** from the home landing page below.



2. Select **Travel and Expenses**.



3. Select **Create Travel Authorization**.



## Module 1: Course Introduction

### Purpose and Benefits of the Business Process

The purpose and benefits of the Travel Authorization business process include:

- A comprehensive understanding of the Travel Authorization business processes which include:
  - Introducing the Application of INFORMS to end-user
  - Create and Submit Travel Authorization Overview
  - Understanding the Travel Authorization Workflow Overview (Approve, Denied, Pushback)
  - Maintaining the concept and processes of Travel Authorization
  - Automation of process
  - Transparency and accessibility to the transactions and supporting documentation



## Module 1: Course Introduction

### The End-to-End Business Process

#### TRAVEL AUTHORIZATION BUSINESS PROCESS



## Module 1: Course Introduction

### Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits
- The End-to-End Business Process

## Module 2: Travel Authorization

### Lessons

This module includes the following lessons:

- Create and Submit Travel Authorization Overview
- Travel Authorization Workflow Overview
- Maintaining Travel Authorization Request

## Lesson 1: Create and Submit Travel Authorization Overview

### Lesson 1: Overview

At the conclusion of this lesson, you will be able to:

- Create and submit a travel authorization
  - View travel authorization status
  - Update a travel authorization
  - Cancel or delete a travel authorization

## Lesson 1: Create and Submit Travel Authorization Overview

### Lesson 1: Introduction

### TRAVEL AUTHORIZATION BUSINESS PROCESS



## Lesson 1: Create and Submit Travel Authorization Overview

### Key Terms



The following key terms are used in this module:

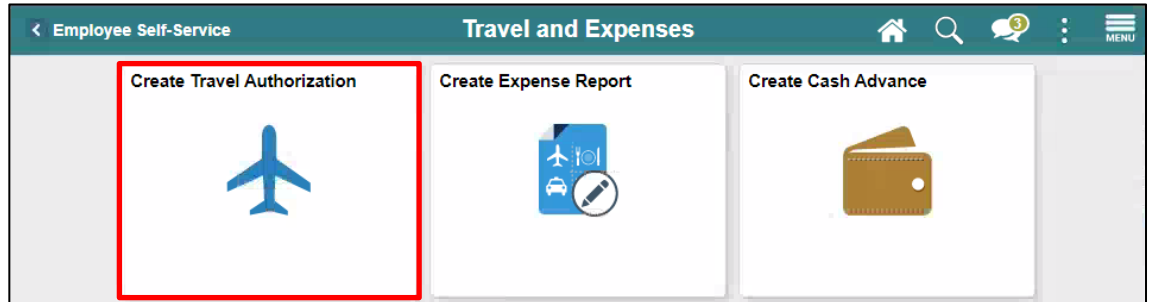
Term	Definition
<b>Travel Authorization</b>	Permission for work related travel is required for all travels outside the immediate vicinity of MDC. It requires prior approval from a supervisor, administrator, or applicable department head.
<b>Travel and Expenses</b>	Uses standard permission list security and may be used for centralized or delegated entry of expense reports.
<b>Employee Self-Service</b>	Incorporates special security for authorized users.
<b>Cash Advance</b>	A request made by an employee for an advance on an anticipated expense.
<b>Employee Profile</b>	Employee data that is set up and used to correctly route employee Travel Authorizations and Expense Reports through workflow for approval and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments). An Employee Profile must exist to process any expense transactions.
<b>Expense Type</b>	A field on Travel Authorizations and Expense Reports that identifies the category of expense.
<b>Expenses</b>	Any costs incurred by the employee related to business travel and reimbursed to the employee.

## Lesson 1: Create and Submit Travel Authorization Overview

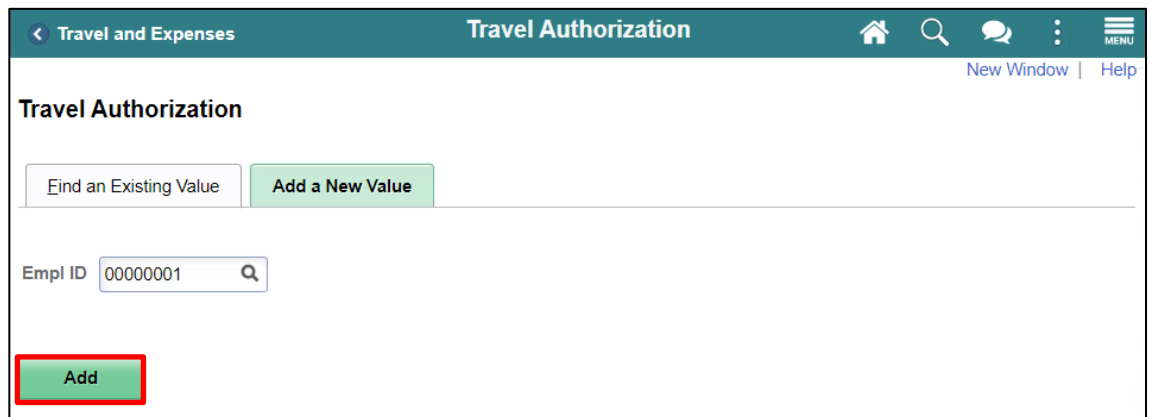
### Lecture 1: Create and Submit Travel Authorization Overview

To create a Travel Authorization, access the **Travel Authorization** page, using the following path:

1. Navigate to: **Employee Self-Service > Travel and Expenses > Create Travel Authorization.**



2. Select **Add.**



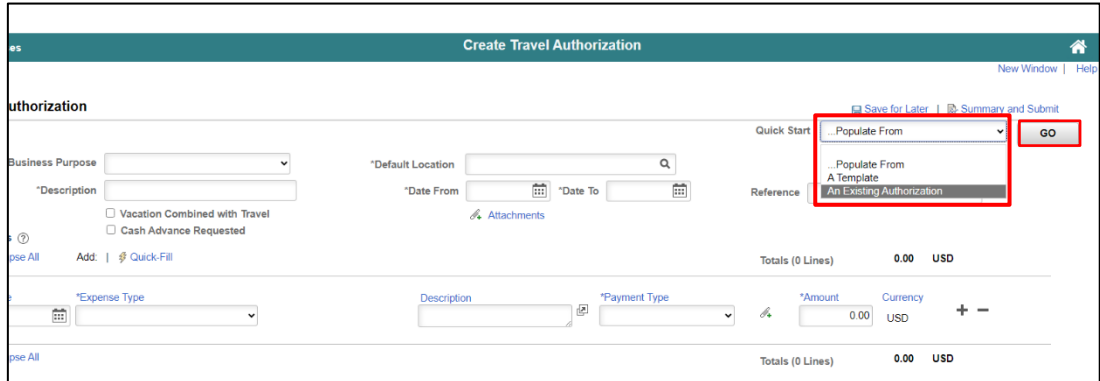
## Lesson 1: Create and Submit Travel Authorization Overview

### Lecture 1: Create and Submit Travel Authorization Overview

3. Start with a blank authorization.

**Note:** There are two **Quick Start** selections:

- A **Template**: This option allows the employee/traveler to copy from an existing template.
- An **Existing Authorization**: This option allows copying from an existing travel authorization. If you use the **Quick Start** menu, Select the **Go** button to access.

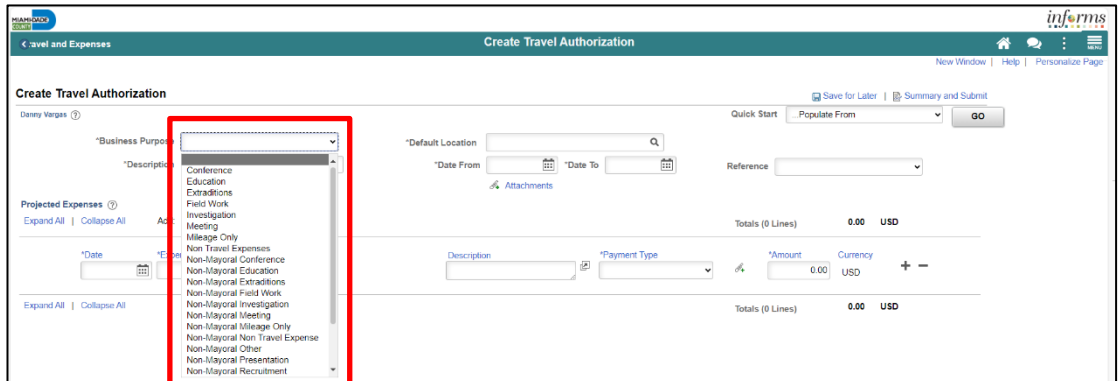


The screenshot shows the 'Create Travel Authorization' form. The 'Quick Start' dropdown menu is open, displaying three options: 'Populate From', 'A Template', and 'An Existing Authorization'. The 'GO' button is highlighted in red. The form includes fields for 'Business Purpose', 'Default Location', 'Date From', 'Date To', 'Description', 'Expense Type', 'Payment Type', 'Amount', and 'Currency'. There are also checkboxes for 'Vacation Combined with Travel' and 'Cash Advance Requested'.

### General Information Section:

4. Select an appropriate **Business Purpose** from the drop - down menu options. Departments not under the Mayor's purview must select Non-Mayoral Business Purposes.

**Note:** You must clearly indicate the reason for the travel and how it benefits the County by entering a note/comment or uploaded as an attachment.



The screenshot shows the 'Create Travel Authorization' form with the 'Business Purpose' dropdown menu open. The dropdown list displays various options, including 'Conference', 'Education', 'Extractions', 'Field Work', 'Investigation', 'Meeting', 'Mileage Only', 'Non Travel Expenses', 'Non-Mayoral Conference', 'Non-Mayoral Education', 'Non-Mayoral Extractions', 'Non-Mayoral Field Work', 'Non-Mayoral Investigation', 'Non-Mayoral Meeting', 'Non-Mayoral Mileage Only', 'Non-Mayoral Non Travel Expense', 'Non-Mayoral Other', 'Non-Mayoral Presentation', and 'Non-Mayoral Recruitment'. The 'GO' button is highlighted in red.



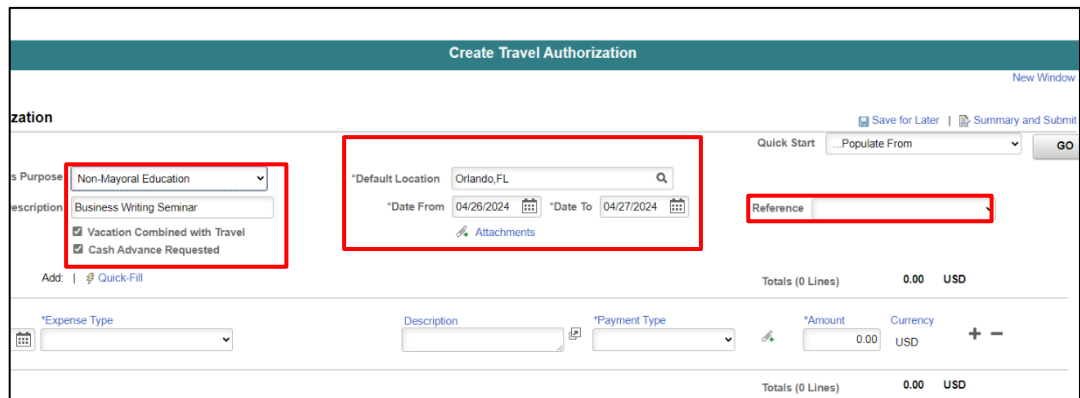
## Lesson 1: Create and Submit Travel Authorization Overview

### Lecture 1: Create and Submit Travel Authorization Overview

5. In the **Description** field, enter a brief description of the travel purpose.
  - The **Default Location** is the location to where the employee is traveling to. When populated, it populates the location to the expense lines that require location and can be changed as appropriate. If Default Location is not in the system, please submit a Remedy Ticket to the INFORMS Financial Travel Expense group requesting to add the location. *This is a required field.*
  - In the **Date From and Date To** fields, enter the estimated beginning and end dates of the trip. If the travel is for a single day, enter or select the same day in both fields.
  - The **Reference** field is used to select Group, International or Legislative related travel.
 

**Note:** The **Reference** field will set an additional approval step requiring the Mayor's approval. This does not apply to the Business Units/Offices that are not under the Mayor's purview.
  - Use the **Attachments** link to add attachments to the Travel Authorization that can be viewed by the approver.
 

**Note:** Attachments are mandatory for travel authorization and can be attached at the header and expense detail lines. Attachments are used for audits; it is considered public records and must adhere to the County's Travel Policies and Procedures.
  - If applicable, select the **Cash Advance Requested** checkbox and / or **Vacation Combined with Travel** checkbox.



**Create Travel Authorization** New Window

Save for Later | Summary and Submit

Quick Start: Populate From GO

**Purpose:** Non-Mayoral Education

**Description:** Business Writing Seminar

☒ Vacation Combined with Travel

☒ Cash Advance Requested

**Default Location:** Orlando, FL

**Date From:** 04/26/2024 **Date To:** 04/27/2024

**Reference:**

**Totals (0 Lines):** 0.00 USD

Expense Type	Description	Payment Type	Amount	Currency
			0.00	USD
<b>Totals (0 Lines):</b>			0.00	USD

## Entering Projected Expenses

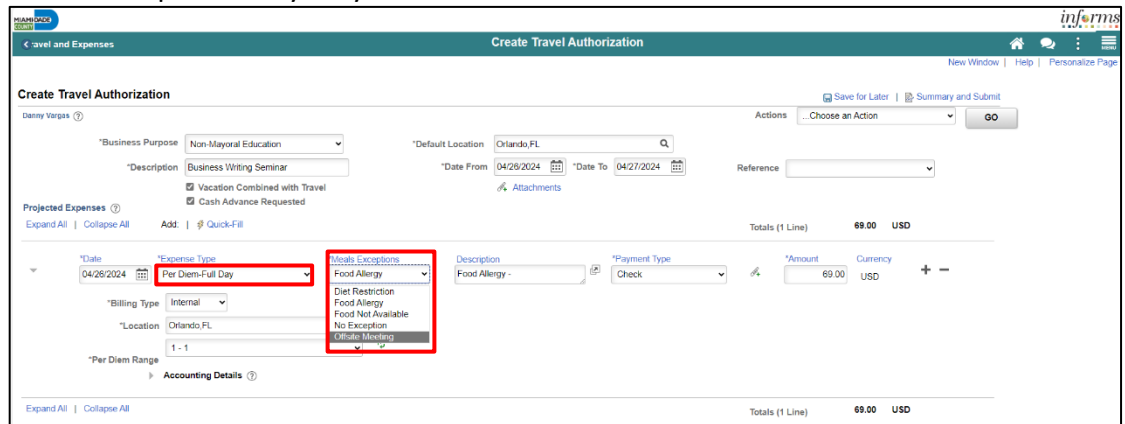
6. The **Projected Expenses** section of the Travel Authorization Entry page is where travel expense information is entered.

- Select or enter the **Date** associated with the anticipated expense.
- Use the **Expense Type** drop-down menu to select the type of expense (e.g., mileage, hotel, meals, fees, rental car).

**Note:** For travels in which there is no cost to the County, (entire travel or specific expense line), Non Cost Travel Expense Type must be selected for all lines and a description of the expense entered in the Description field.

**Note:** Some rates will populate based on US General Services Administration Per Diem Rates (Lodging, Per Diem First/Last Day and Per Diem Full day for meals). See Travel Policies for “conference hotel” guidelines.

- When **Per Diem-Full Day** or **Per Diem-First and Last Day** are selected, a Meal Exceptions dropdown menu will appear to give employees the option to specify any meal exceptions they may have.



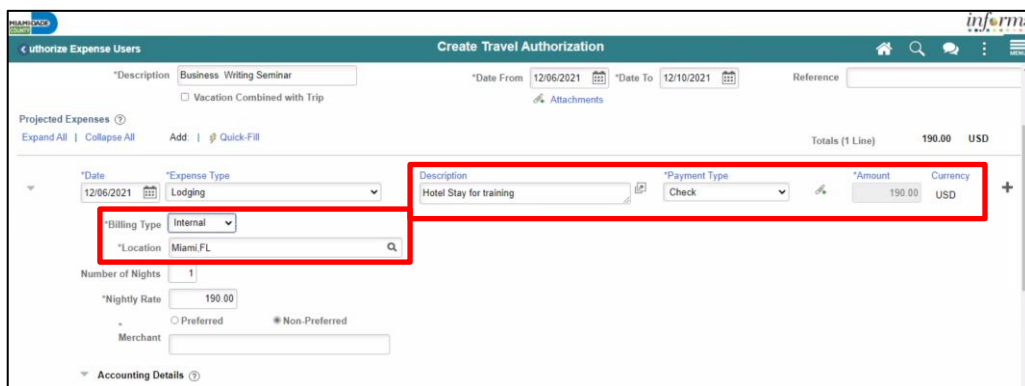
The screenshot displays the 'Create Travel Authorization' form. Key fields include:

- Business Purpose:** Non-Mayoral Education
- Description:** Business Writing Seminar
- Date:** 04/26/2024
- Expense Type:** Per Diem-Full Day
- Meal Exceptions:** Food Allergy, Diet Restriction, Food Not Available, No Exception, Outside Meeting
- Amount:** 69.00 USD

## Lesson 1: Create and Submit Travel Authorization Overview

### Lecture 1: Create and Submit Travel Authorization Overview

- Once the **Expense Type** is selected, all required fields for that expense type display on the expense line.
- In the **Description** field, enter information about the expense.
- In the **Payment Type** field, select **Check, Prepaid Expenditure or Non Cost Travel**.
- **Check** is any expenditure paid by the traveler (out of pocket expenses) for which a cash advance or reimbursement is to be generated.
- **Prepaid Expenditure** should be used for all expenses that should not be considered for employee reimbursement, as detailed in the County's Travel Procedures and guidelines (ex. Travel expenses covered with County funding)
- If Prepaid Expenditure is selected, you must indicate whether it was paid via P-Card or County Check on the Description field.
- **Non Cost Travel** should be selected for those travels in which it is no cost to the County (ex Other Agencies, etc).
- For some **Expense Types**, the **Amount** field auto-populates based on County's standard travel guidelines.
- In the **Billing Type** select **Internal**.
- The **Location** field populates based on the **Default Location** information entered in the header section of the page.
- Note: This can be changed if necessary.
- The **Lodging** rate is prepopulated based on the location; however, the user can overwrite the rate. The system requires a comment explaining the reason for the difference in rates. Supporting documentation for the rate difference is also required.



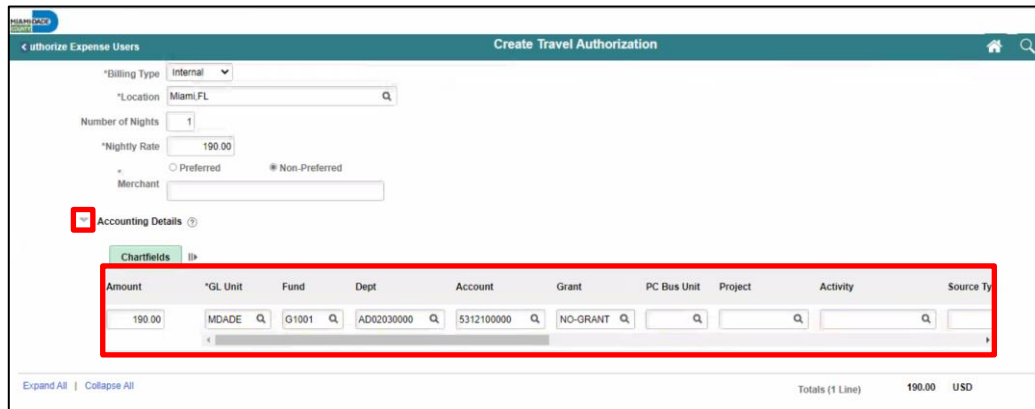
The screenshot displays the 'Create Travel Authorization' interface. At the top, the 'Projected Expenses' section shows a table with one line item. The details for this line item are highlighted with a red box:

Description	Payment Type	Amount	Currency
Hotel Stay for training	Check	190.00	USD

Below the table, the 'Billing Type' is set to 'Internal' and the 'Location' is 'Miami FL'. Other fields include 'Date' (12/06/2021), 'Expense Type' (Lodging), 'Number of Nights' (1), and 'Nightly Rate' (190.00).

### Viewing the Accounting Detail Line

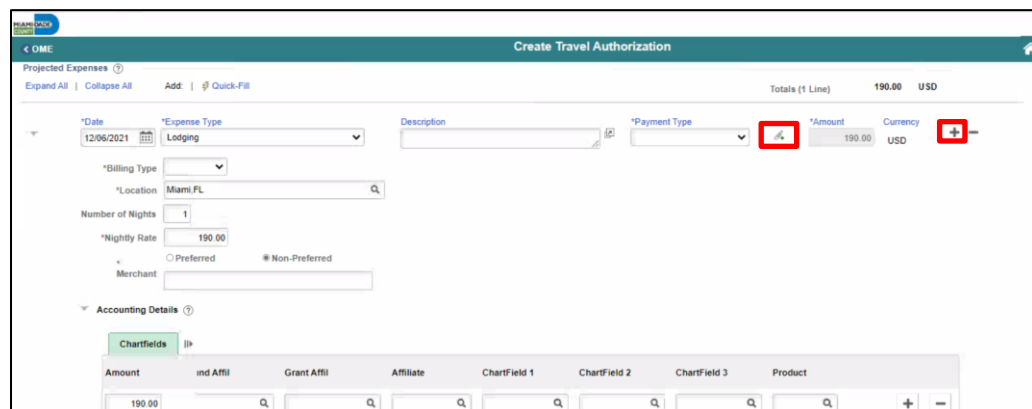
7. The **Account** value defaults based on the employee's profile setup in INFORMS. These default ChartField values can be modified, when needed. Enter any additional accounting details required for each expense line.



Amount	GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity	Source Ty
190.00	MDAD	G1001	AD02030000	S312100000	NO-GRANT				

### Adding a Line

8. Enter all anticipated expenses, one per line, on the Travel Authorization. To add a line, Select the plus (+) button and a new line display.
- Use the **Attachments** link to add attachments to the Travel Authorization that can be viewed by the approver. All travel documents attached must adhere to the County's Travel Policies and Procedures.



Amount	Fund Affil	Grant Affil	Affiliate	ChartField 1	ChartField 2	ChartField 3	Product
190.00	MDAD	G1001	AD02030000	S312100000	NO-GRANT		

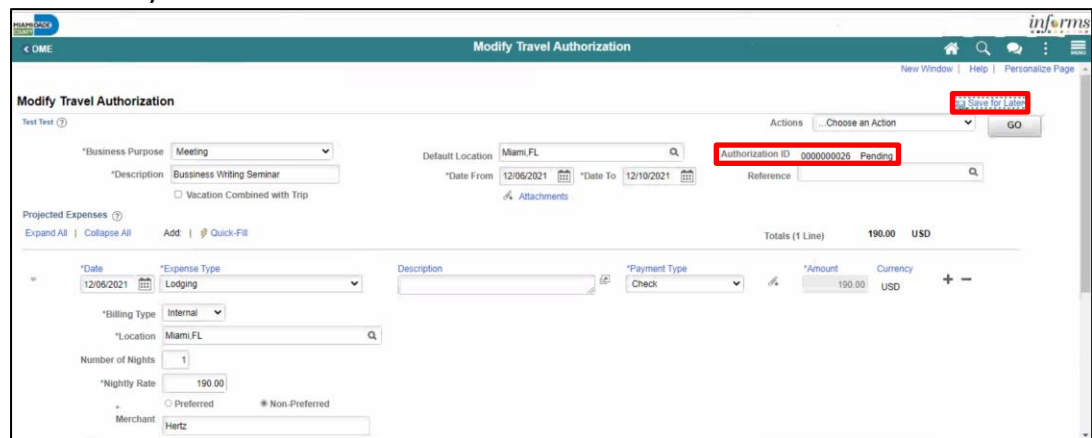
## Lesson 1: Create and Submit Travel Authorization Overview

### Lecture 1: Create and Submit Travel Authorization Overview

#### Saving a Travel Authorization

The Traveler can save and/or submit the Travel Authorization for approval after all projected expense lines have been entered. If the Travel Liaison creates the Travel Authorization on behalf of the traveler, the form can be saved for later or submitted on behalf of the employee. The Traveler will be required to review and submit the authorization for approval.

9. Select the **Save for Later** link at the top of the page.
10. INFORMS auto-assigns an **Authorization ID** and the request is saved with a Pending status. The page header changes from **Create Travel Authorization** to **Modify Travel Authorization**.
11. The Travel Authorization does not route for approval until it has been submitted successfully.



**Modify Travel Authorization**

Test Test

Business Purpose: Meeting

Description: Business Writing Seminar

Default Location: Miami, FL

Date From: 12/05/2021 Date To: 12/10/2021

Authorization ID: 0000000026 Pending

Reference:

Projected Expenses

Date	Expense Type	Description	Payment Type	Amount	Currency
12/05/2021	Lodging		Check	190.00	USD

Billing Type: Internal Location: Miami, FL

Number of Nights: 1

Nightly Rate: 190.00

Preferred Non-Preferred

Merchant: Hertz

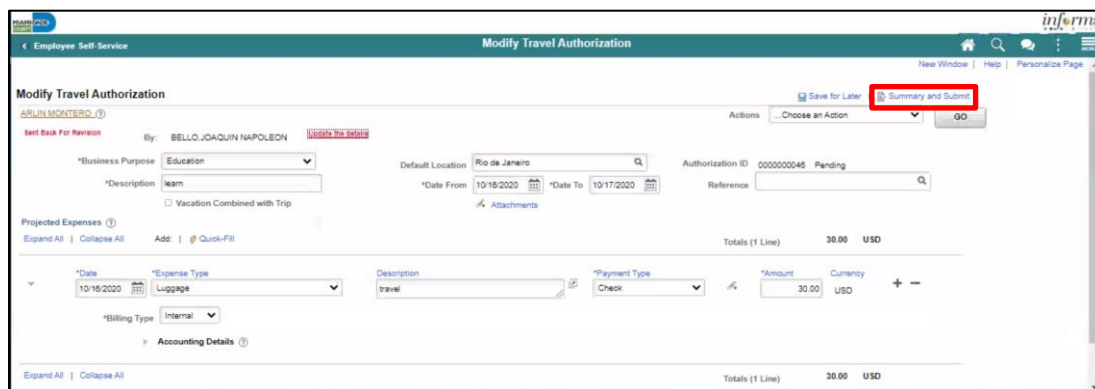
Totals (1 Line): 190.00 USD

## Lesson 1: Create and Submit Travel Authorization Overview

### Lecture 1: Create and Submit Travel Authorization Overview

#### Submitting Travel Authorization

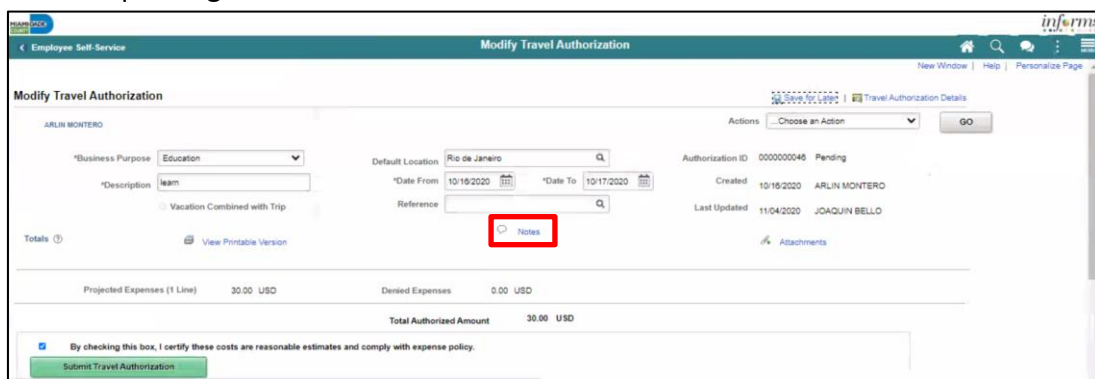
12. To submit the authorization, Select the **Summary and Submit** link at the top of the page.



The screenshot shows the 'Modify Travel Authorization' form for ARLIN MONTERO. The form includes fields for Business Purpose (Education), Description (learn), Default Location (Rio de Janeiro), Authorization ID (000000046), and Dates (10/16/2020 to 10/17/2020). A table of Projected Expenses shows 1 line with a total of 30.00 USD. The 'Summary and Submit' link is highlighted in a red box in the top right corner.

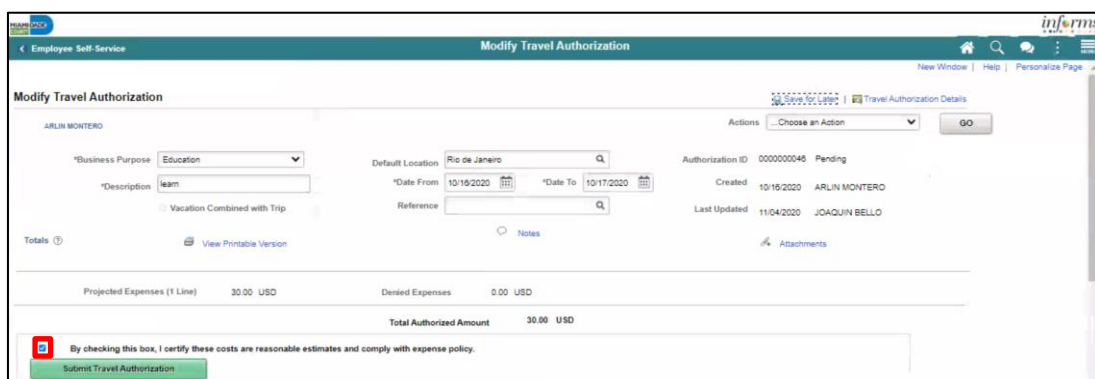
13. Select on the Notes link to indicate if the traveler is requesting a Cash Advance.

**Note:** Central Finance will not process a Cash Advance if the Department fails to add a note requesting it.



The screenshot shows the 'Modify Travel Authorization' form with the 'Notes' link highlighted in a red box. The form includes fields for Business Purpose (Education), Description (learn), Default Location (Rio de Janeiro), Authorization ID (000000046), and Dates (10/16/2020 to 10/17/2020). A table of Projected Expenses shows 1 line with a total of 30.00 USD. The 'Notes' link is highlighted in a red box.

14. Check the certification checkbox to enable to **Submit Travel Authorization** button.



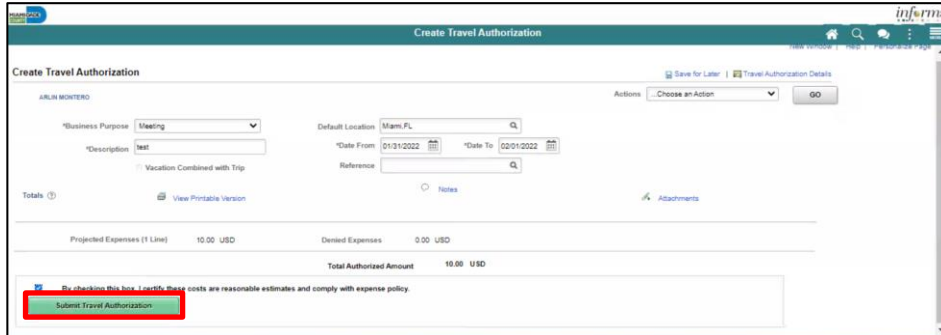
The screenshot shows the 'Modify Travel Authorization' form with the certification checkbox checked. The form includes fields for Business Purpose (Education), Description (learn), Default Location (Rio de Janeiro), Authorization ID (000000046), and Dates (10/16/2020 to 10/17/2020). A table of Projected Expenses shows 1 line with a total of 30.00 USD. The 'Submit Travel Authorization' button is now visible at the bottom.

## Lesson 1: Create and Submit Travel Authorization Overview

### Lecture 1: Create and Submit Travel Authorization Overview

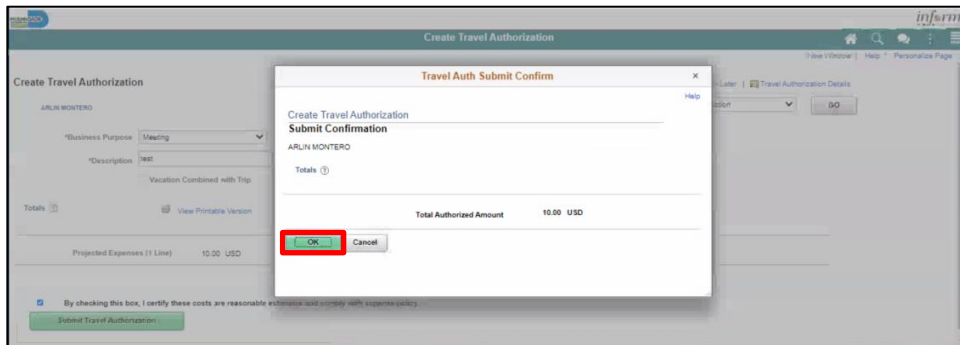
15. Select the **Submit Travel Authorization** button.

- **Note:** A confirmation pop-up window displays.



16. Select the **OK** button to confirm the submission.

- INFORMS assigns an **Authorization ID**.
- A message displays in red indicating the travel authorization number have been submitted for approval.



## Lesson 1: Create and Submit Travel Authorization Overview

### Lecture 1: Create and Submit Travel Authorization Overview

#### Travel Authorization Approval Routing

INFORMS workflow routes the authorization to the appropriate approver's worklist. If more than one approval is required, the authorization automatically routes through the appropriate levels.

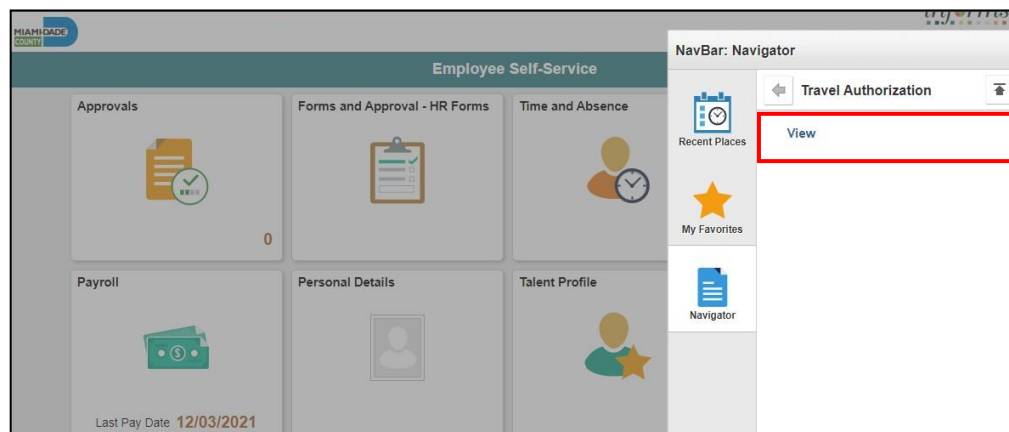
The approver may approve, deny, or send the authorization back to you for updates. If the request is not approved, the approver must provide comments explaining why.

#### Viewing the Travel Authorization Status

Liaisons or an employee can view the Travel Authorization once it has been saved or submitted.

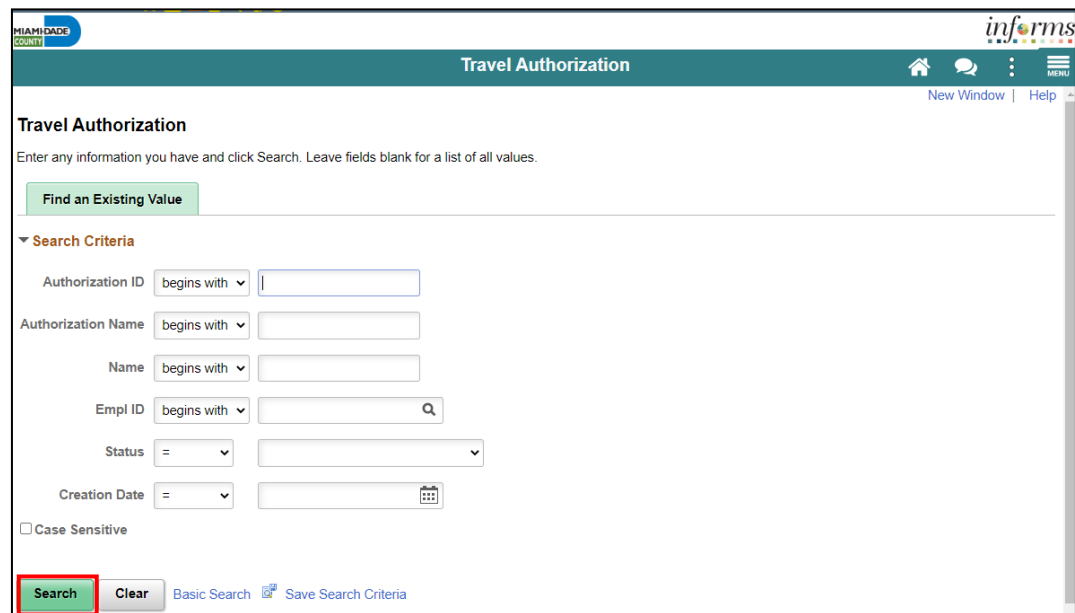
1. To view a Travel Authorization, access the **View Travel Authorization Details** page using the following path: **Menu>Navigator> Finance/Supply Chain>Travel and Expense > Travel Authorization > View** or **Menu>Navigator> Finance/Supply Chain>Employee Self Service>Travel Authorization>View**.

**Note:** Users viewing a Travel Authorization other than the employee will have to be a Delegate Authorized User under the employee. Please refer to [How to Create a Travel Delegate Job Aid](#).



2. Search for a Travel Authorization using any of the **Search by** drop-down menu options. Enter the information and Select the **Search** button.





The screenshot shows the 'Travel Authorization' search page in the 'informatics' system. The page has a teal header with the 'informatics' logo and a 'MENU' icon. Below the header, the title 'Travel Authorization' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A green button labeled 'Find an Existing Value' is positioned above the search criteria section. The 'Search Criteria' section is expanded, showing several search fields: 'Authorization ID' (begin with dropdown, text input), 'Authorization Name' (begin with dropdown, text input), 'Name' (begin with dropdown, text input), 'Empl ID' (begin with dropdown, text input with a magnifying glass icon), 'Status' (equals dropdown, dropdown menu), and 'Creation Date' (equals dropdown, date picker). A checkbox for 'Case Sensitive' is located below the search criteria. At the bottom, there is a red-bordered 'Search' button, a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

**Travel Authorization**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Authorization ID begins with

Authorization Name begins with

Name begins with

Empl ID begins with

Status =

Creation Date =

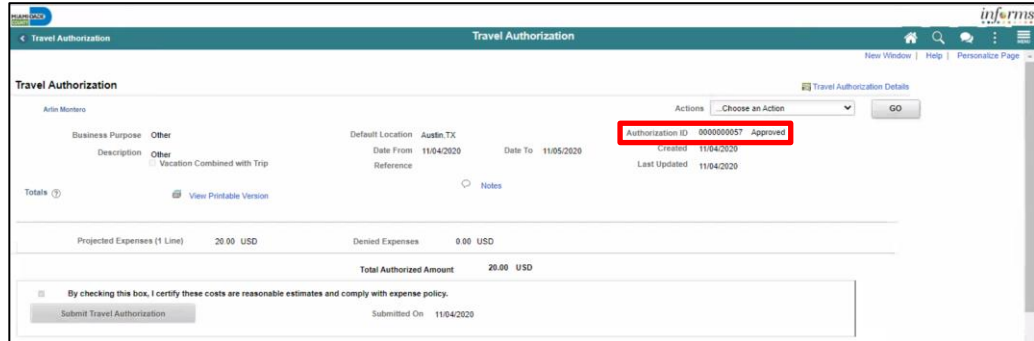
☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

## Lesson 1: Create and Submit Travel Authorization Overview

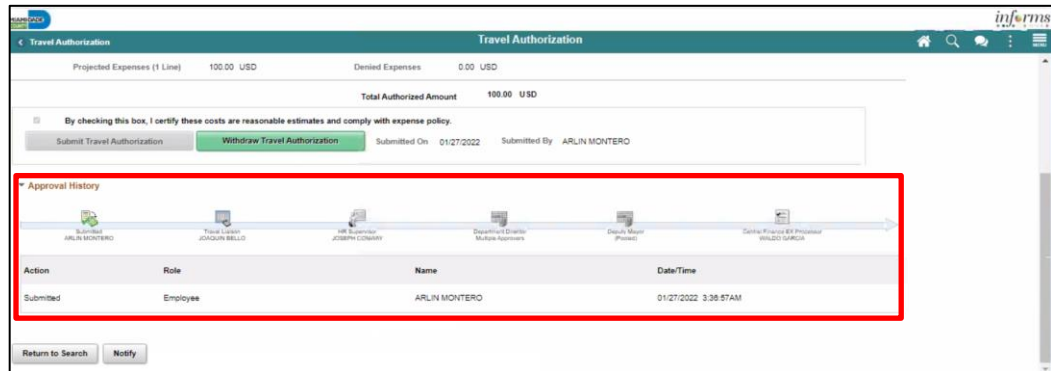
### Lecture 1: Create and Submit Travel Authorization Overview

- The status displays next to the **Authorization ID** at the top of the page. After the authorization is approved, the status changes to **Approved**.



The screenshot shows the 'Travel Authorization' form. At the top right, the 'Authorization ID' is 9000000057 and the status is 'Approved'. Below this, the form includes fields for Business Purpose (Other), Description (Other), Default Location (Austin, TX), Date From (11/04/2020), Date To (11/05/2020), and a 'Submitted' date of 11/04/2020. The 'Total Authorized Amount' is 20.00 USD. At the bottom, there is a 'Submit Travel Authorization' button and a 'Submitted On' date of 11/04/2020.

- The **Approval History** section of the page provides information about the processing status and the approval flow.
- The individual approvers will display in the **Actions** box once they are approved.



The screenshot shows the 'Travel Authorization' form with the 'Approval History' section highlighted. The 'Total Authorized Amount' is 100.00 USD. The 'Submitted On' date is 01/27/2022, and the 'Submitted By' is ARLIN MONTERO. The 'Approval History' section shows a flow of actions: Submitted (ARLIN MONTERO), Total Request (JOSQUIN BELL), HR Supervisor (JOSEPH COLEMAN), Department Director (MARCUS HARRIS), Deputy Mayor (PETER), and Senior Finance & Procurement (WILLIAM GARCIA). Below this, a table lists the actions:

Action	Role	Name	Date/Time
Submitted	Employee	ARLIN MONTERO	01/27/2022 3:38:57AM

At the bottom, there are 'Return to Search' and 'Notify' buttons.

## Lesson 1: Create and Submit Travel Authorization Overview

### Lecture 1:

### Create and Submit Travel Authorization Overview

#### Updating/Canceling and Deleting a Travel Authorization

**Navigation:** Menu>Navigator> Finance/Supply Chain>Employee Self Service > Travel Authorization

**A Travel Authorization can be updated if:**

- An incomplete authorization was saved and needs to be completed
- The Travel Authorization was sent back and changes are required

**A Travel Authorization can be withdrawn if:**

- It has not been approved and is not associated to an Expense Report
- For example, an authorization can be withdrawn if an employee's trip is cancelled after approval. Cancelled authorizations are not deleted from INFORMS and can still be viewed.

**A Travel Authorization can be deleted if it:**

- Has not been **submitted**
- Has been **withdrawn**
- Was **returned** or denied by the approver(s)
- If the travel was cancelled and Travel Authorization was not fully approved
- **Deleted** authorizations cannot be viewed

**Note:** If travel was cancelled and expenses incurred an Expense Report must be completed. Please contact Central Finance Travel Group for further instructions.

## Lesson 1: Training Exercise

### Debrief



1. At what point are you unable to update travel authorization?
  - a) After you saved the authorization
  - b) When it is in the approval process
  - c) After it is sent back by the approver
  - d) Once it submitted and approved in the approval process you cannot update it
2. A travel authorization must be entered, submitted, and approved prior to the start date of the travel.
  - a) True
  - b) False

## Lesson 1: Lesson Summary

## Objectives Achieved



Now that you have completed the Create and Submit Travel Authorization Overview lesson, you should be able to:

## Create and submit a travel authorization

- View travel authorization status
- Update a travel authorization
- Cancel or delete a travel authorization

## Lesson 2: Travel Authorization Workflow Overview

### Lesson 1: Overview

At the conclusion of this lesson, you will be able to:

- Identify the Travel Authorization Workflow Overview
  - Process
  - Approve
  - Denied
  - Push Back
- Demonstrate the steps in navigation for Travel authorization and its process

## Lesson 2: Travel Authorization Workflow Overview

### Lesson 2: Introduction

### TRAVEL AUTHORIZATION BUSINESS PROCESS



## Lesson 2: Travel Authorization Workflow Overview

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>Travel Authorization</b>	Permission for work related travel is required for all travels outside the immediate vicinity of MDC. It requires prior approval from a supervisor, administrator, or applicable department head.
<b>Travel and Expenses</b>	Uses standard permission list security and may be used for centralized or delegated entry of expense reports.

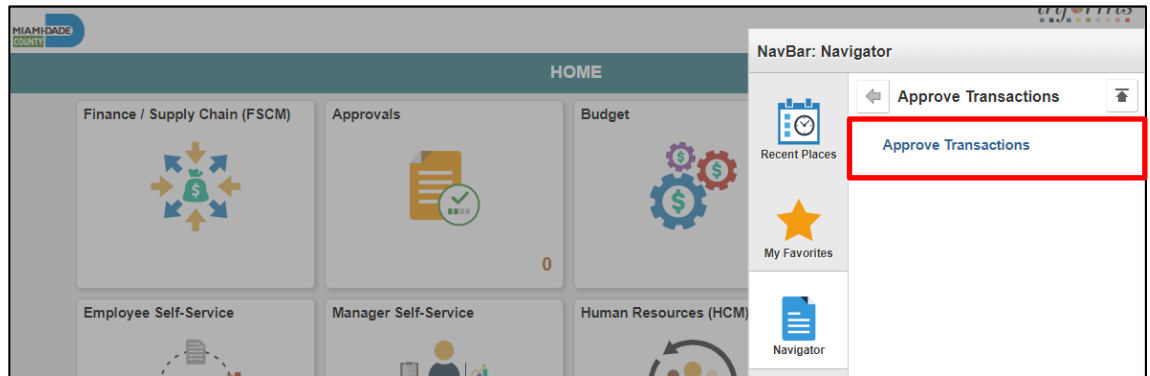


## Lesson 2: Travel Authorization Workflow Overview

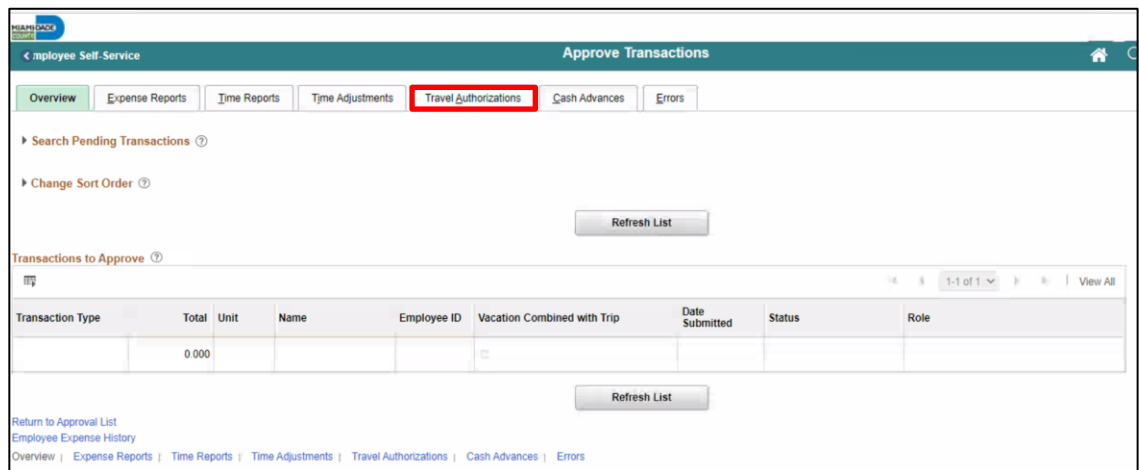
### Lecture 1: Travel Authorization Workflow Overview

#### Travel Authorization Workflow Overview-Approve

1. Begin by navigating **Menu > Navigator > Finance/Supply Chain > Travel and Expense > Approve Transactions > Approve Transactions**



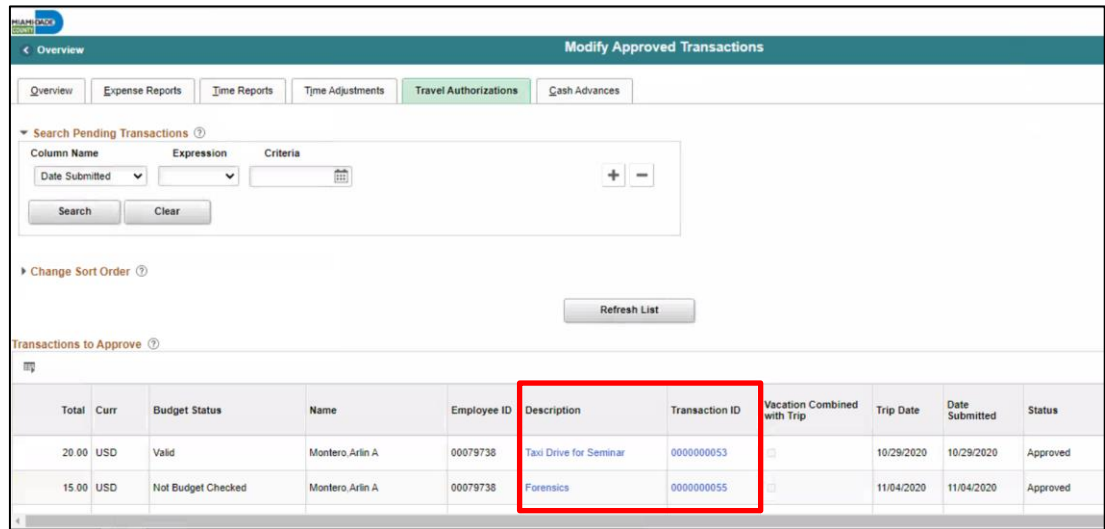
2. Select the **Travel Authorization** Tab to review and approve multiple travel authorizations.



## Lesson 2: Travel Authorization Workflow Overview

### Lecture 1: Travel Authorization Workflow Overview

3. Select the **Description** or **Transaction ID** link to navigate to the **Travel Authorization Summary** page to review a summary of travel authorization expenses and select an approval action. Approvers who have authority to approve travel authorizations use this page.

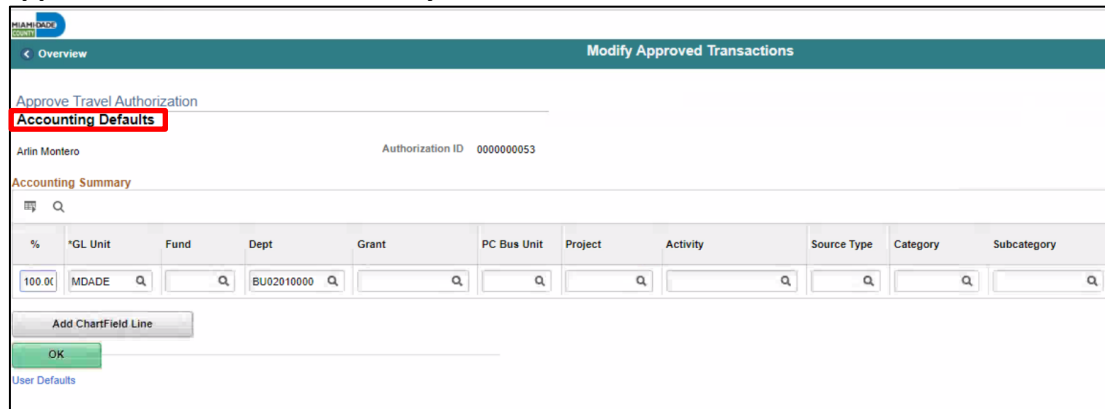


The screenshot shows the 'Modify Approved Transactions' page with the 'Travel Authorizations' tab selected. Below the search filters, there is a table titled 'Transactions to Approve'.

Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Vacation Combined with Trip	Trip Date	Date Submitted	Status
20.00	USD	Valid	Montero, Arlin A	00079738	<a href="#">Taxi Drive for Seminar</a>	<a href="#">0000000053</a>	<input type="checkbox"/>	10/29/2020	10/29/2020	Approved
15.00	USD	Not Budget Checked	Montero, Arlin A	00079738	<a href="#">Forensics</a>	<a href="#">0000000055</a>	<input type="checkbox"/>	11/04/2020	11/04/2020	Approved

4. Select the **Accounting Defaults** link to access page and view, add or modify line accounting distribution for the travel authorization.

**Note: Only Travel Liaison will have access to modify accounting details. All other approvers have View access only.**



The screenshot shows the 'Accounting Defaults' page for a travel authorization. The 'Accounting Defaults' link is highlighted with a red box. Below the link, there is a table titled 'Accounting Summary'.

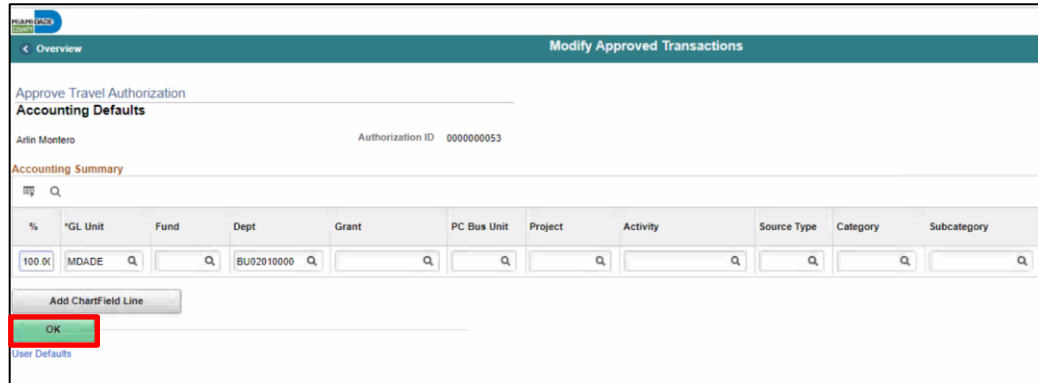
%	*GL Unit	Fund	Dept	Grant	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
100.00	MDADE		BU02010000							

Below the table, there is an 'Add ChartField Line' button and an 'OK' button.

## Lesson 2: Travel Authorization Workflow Overview

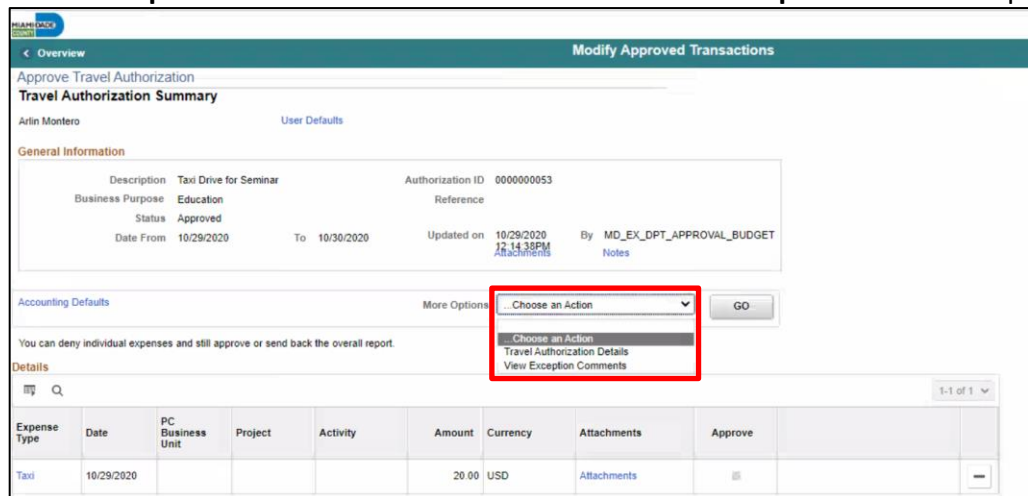
### Lecture 1: Travel Authorization Workflow Overview

5. Select **OK** to go back to the main Travel Authorization Summary Page.



6. Use the **More Options** list to navigate to different pages associated with this travel authorization

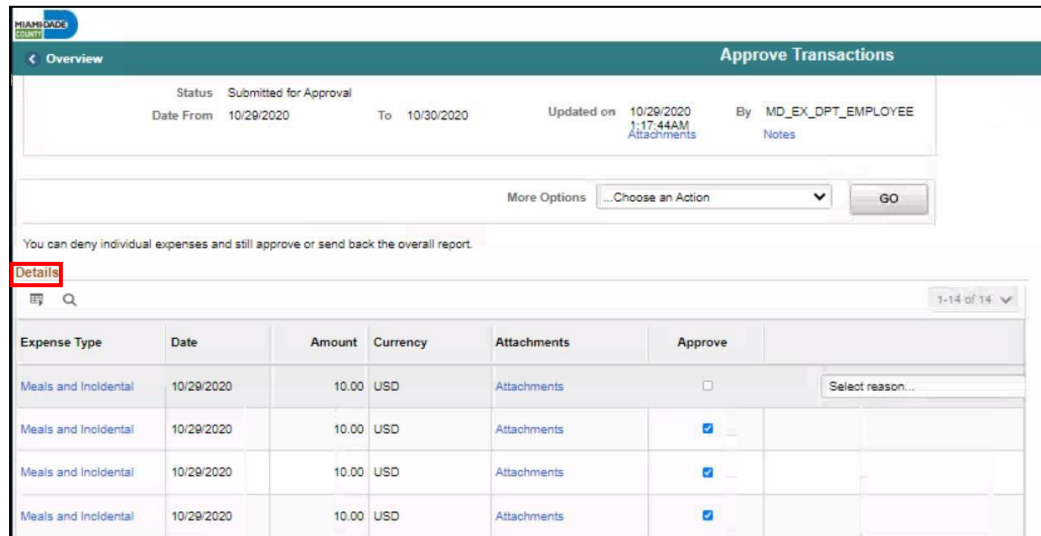
- **Travel Authorization Details:** Select to access the **Travel Authorization Details** page
- **View Exception Comments:** Select to access the **View Exception Comments** page



## Lesson 2: Travel Authorization Workflow Overview

### Lecture 1: Travel Authorization Workflow Overview

7. Use the **Expense Detail** page to view the travel authorization request details.



**Approve Transactions**

Status: Submitted for Approval  
 Date From: 10/29/2020 To: 10/30/2020  
 Updated on: 10/29/2020 1:17:44AM  
 By: MD\_EX\_DPT\_EMPLOYEE

More Options: [Choose an Action](#) **GO**

You can deny individual expenses and still approve or send back the overall report.

**Details**

Expense Type	Date	Amount	Currency	Attachments	Approve
Meals and Incidentals	10/29/2020	10.00	USD	<a href="#">Attachments</a>	<input type="checkbox"/> <a href="#">Select reason...</a>
Meals and Incidentals	10/29/2020	10.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
Meals and Incidentals	10/29/2020	10.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
Meals and Incidentals	10/29/2020	10.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>

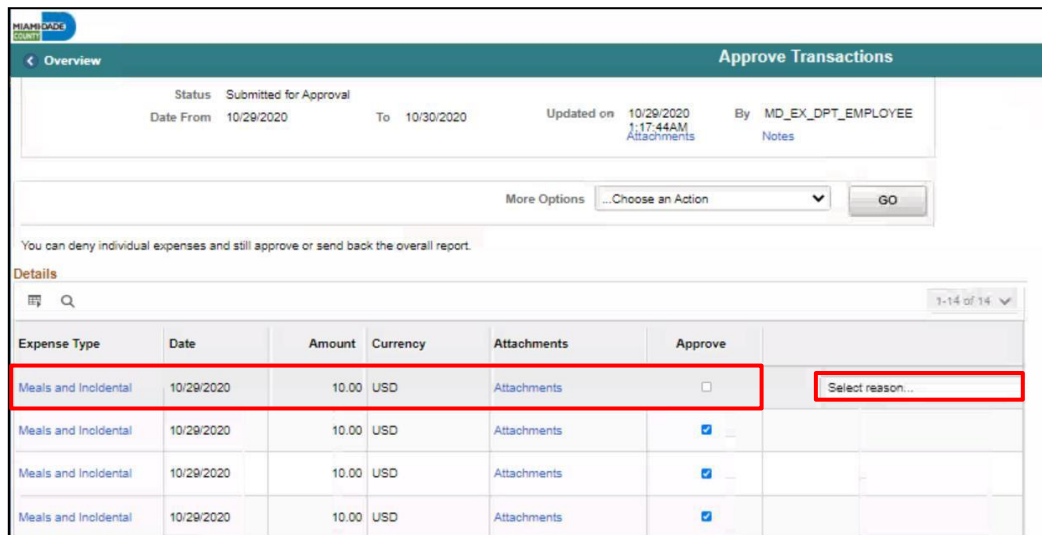
## Lesson 2: Travel Authorization Workflow Overview

### Lecture 1: Travel Authorization Workflow Overview

8. Uncheck the **Approve** option if an expense line is not approved, and a corresponding reason must be selected from the drop-down list box.

**Note:** All Travel Authorizations are not considered fully approved until all expense lines have been reviewed by Central Finance Travel. Cash Advances will not be generated until the Travel Authorization is fully approved (all lines).

- Clear the **Approve** option if you do not approve the expense line.
- The drop-down list box is displayed next to the Approve option.
- Enter a comment in the Approval Detail section to provide detailed information.



**Approve Transactions**

Status: Submitted for Approval  
Date From: 10/29/2020 To: 10/30/2020  
Updated on: 10/29/2020 1:17:44AM  
By: MD\_EX\_DPT\_EMPLOYEE

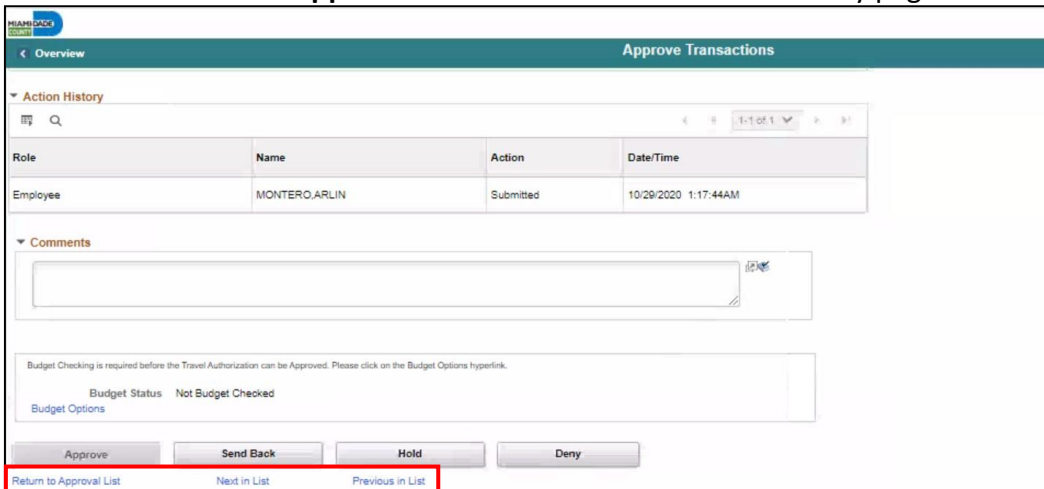
More Options: ...Choose an Action **GO**

You can deny individual expenses and still approve or send back the overall report.

**Details**

Expense Type	Date	Amount	Currency	Attachments	Approve	
Meals and Incidental	10/29/2020	10.00	USD	Attachments	<input type="checkbox"/>	Select reason...
Meals and Incidental	10/29/2020	10.00	USD	Attachments	<input checked="" type="checkbox"/>	
Meals and Incidental	10/29/2020	10.00	USD	Attachments	<input checked="" type="checkbox"/>	
Meals and Incidental	10/29/2020	10.00	USD	Attachments	<input checked="" type="checkbox"/>	

9. You can navigate to the next expense line from this page.
- Select the **Next in List** button to advance to the next expense line.
  - Select the **Previous in List** button to go back to the previous expense line.
  - Select the **Return to Approvals List** link to return to the summary page.



**Approve Transactions**

**Action History**

Role	Name	Action	Date/Time
Employee	MONTERO,ARLIN	Submitted	10/29/2020 1:17:44AM

**Comments**

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

Budget Status: Not Budget Checked  
[Budget Options](#)

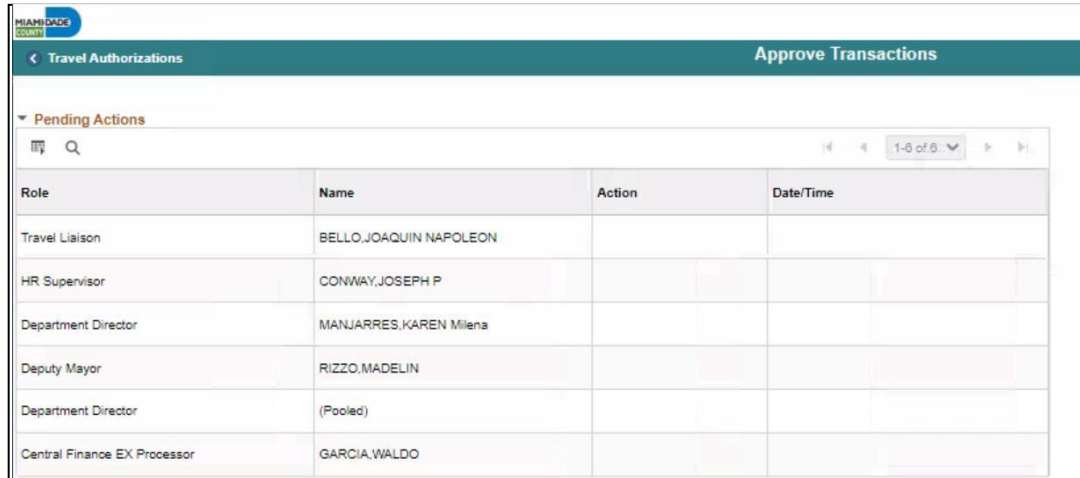
**Approve** **Send Back** **Hold** **Deny**

[Return to Approval List](#) [Next in List](#) [Previous in List](#)

## Lesson 2: Travel Authorization Workflow Overview

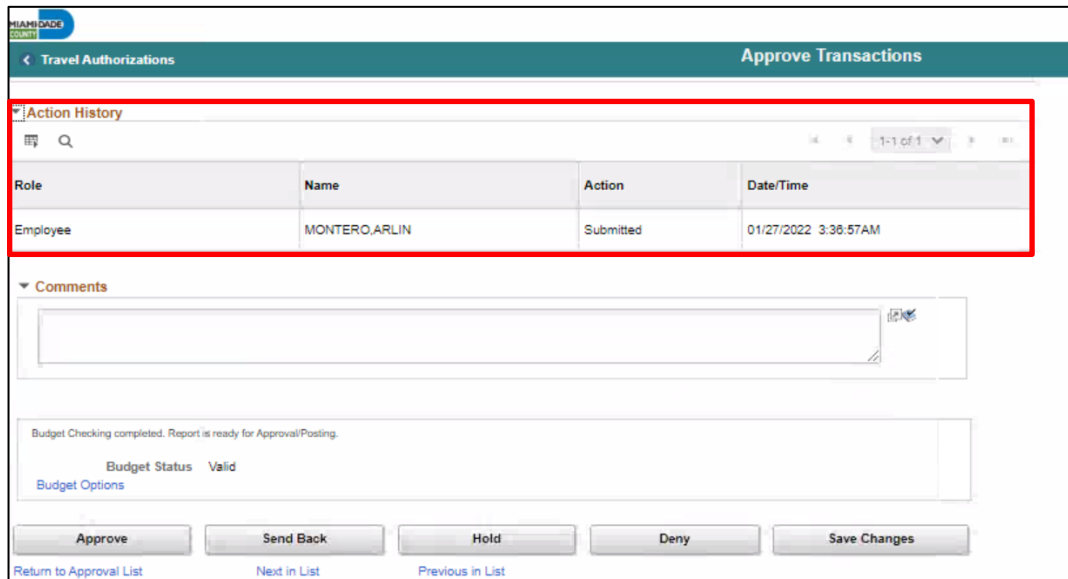
### Lecture 1: Travel Authorization Workflow Overview

- The **Pending Actions** section displays the names of approvers who need to review and approve the travel authorization.



Role	Name	Action	Date/Time
Travel Liaison	BELLO, JOAQUIN NAPOLEON		
HR Supervisor	CONWAY, JOSEPH P		
Department Director	MANJARRES, KAREN Milena		
Deputy Mayor	RIZZO, MADELIN		
Department Director	(Pooled)		
Central Finance EX Processor	GARCIA, WALDO		

- The **Action History** section displays the transaction submittal and approval activities that have occurred, as well as the approver's name and the date changes were made.



Role	Name	Action	Date/Time
Employee	MONTERO, ARLIN	Submitted	01/27/2022 3:36:57AM

**Comments**

Budget Checking completed. Report is ready for Approval/Posting.

Budget Status: Valid

[Budget Options](#)

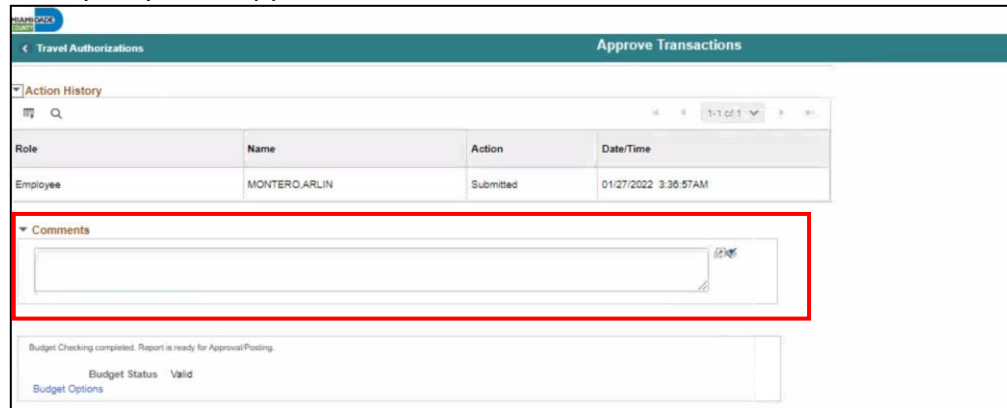
[Approve](#)
[Send Back](#)
[Hold](#)
[Deny](#)
[Save Changes](#)

[Return to Approval List](#)
[Next in List](#)
[Previous in List](#)

## Lesson 2: Travel Authorization Workflow Overview

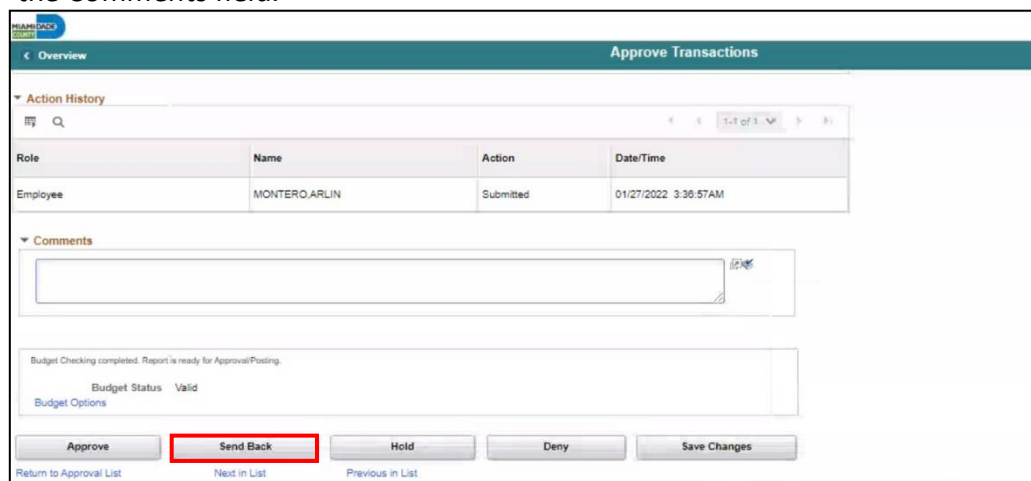
### Lecture 1: Travel Authorization Workflow Overview

- Use the **Comments** field to enter relevant information regarding the travel authorization (i.e., If denied, provide an explanation as to why).
  - If you enter comments and send the travel authorization back to the employee, INFORMS displays your comments when the employee modifies the travel authorization.
  - INFORMS does not display comments to the employee in the view mode
- After the travel authorization is resubmitted, INFORMS displays comment history only to all approvers.



The screenshot shows the 'Approve Transactions' interface. At the top, there's a header with 'Travel Authorizations' and 'Approve Transactions'. Below this is an 'Action History' table with columns: Role, Name, Action, and Date/Time. The table shows one entry: Employee, MONTERO,ARLIN, Submitted, 01/27/2022 3:36:57AM. Below the table is a 'Comments' section with a text input field, which is highlighted with a red rectangle. At the bottom, there's a status bar showing 'Budget Checking completed. Report is ready for Approval/Posting.' and 'Budget Status Valid'.

- After reviewing the Travel Authorization and Expense lines, the Travel Authorization can be approved, denied, or sent back.
    - Proceed to **Step 10** to send the Travel Authorization back to the employee.
    - Proceed to **Step 11** to deny the Travel Authorization.
    - Proceed to **Step 12** to approve the Travel Authorization.
10. Select the **Send Back** button to return the travel authorization to the employee for correction or revision.
- This action changes the status to **Pending**. If you send the travel authorization back to the employee, you must also provide an explanation in the Comments field.

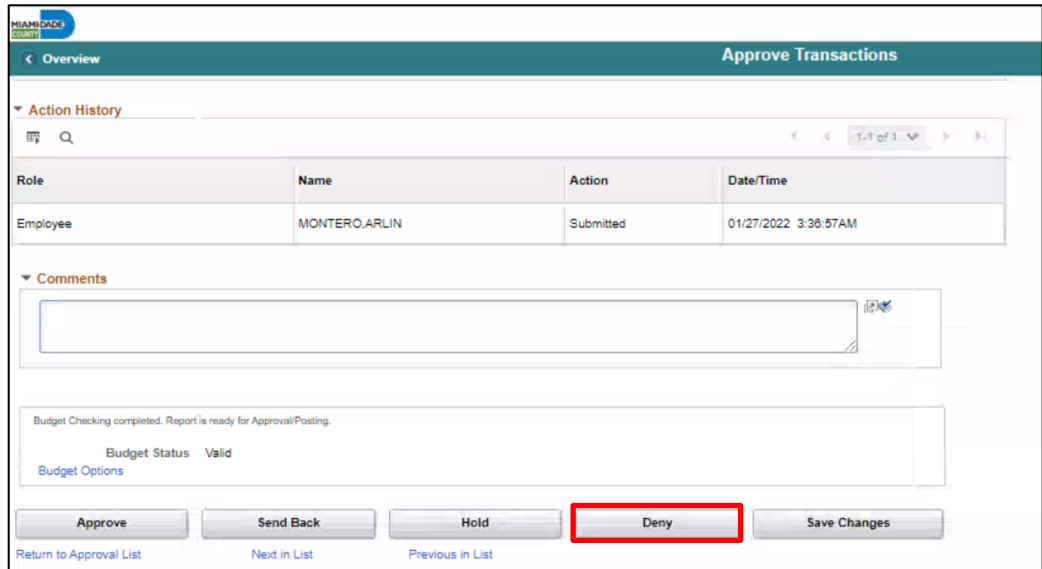


The screenshot shows the 'Approve Transactions' interface. At the top, there's a header with 'Overview' and 'Approve Transactions'. Below this is an 'Action History' table with columns: Role, Name, Action, and Date/Time. The table shows one entry: Employee, MONTERO,ARLIN, Submitted, 01/27/2022 3:36:57AM. Below the table is a 'Comments' section with a text input field. At the bottom, there's a status bar showing 'Budget Checking completed. Report is ready for Approval/Posting.' and 'Budget Status Valid'. Below the status bar are five buttons: 'Approve', 'Send Back', 'Hold', 'Deny', and 'Save Changes'. The 'Send Back' button is highlighted with a red rectangle. At the very bottom, there are links: 'Return to Approval List', 'Next in List', and 'Previous in List'.

## Lesson 2: Travel Authorization Workflow Overview

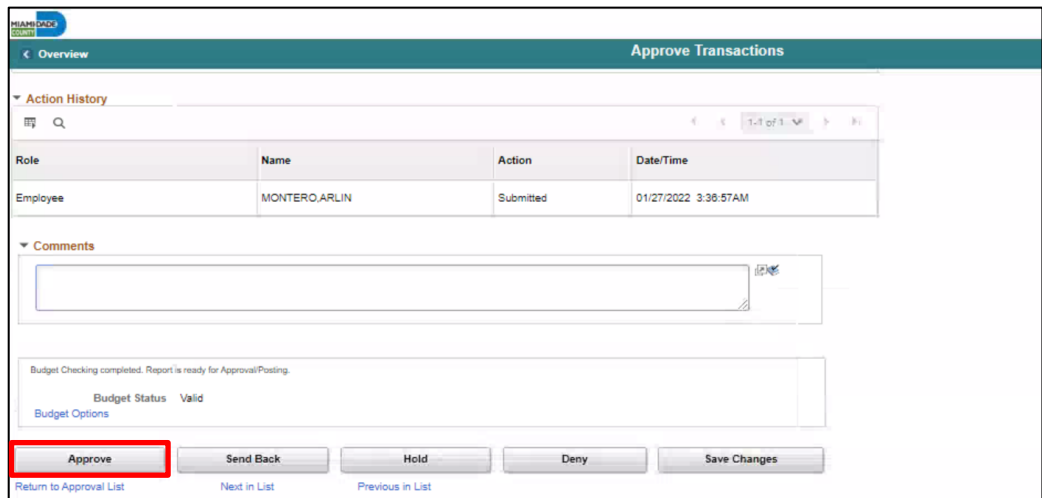
### Lecture 1: Travel Authorization Workflow Overview

11. Select the **Deny** button to deny the entire travel authorization and change the status to **Denied**.
  - If you deny the request, you must also provide an explanation in the **Comments** field. INFORMS does not route denied travel authorizations to subsequent approvers. The document will be terminated, and a new request will have to be created if the travel is still needed.



The screenshot shows the 'Approve Transactions' interface. At the top, there's a header with 'Overview' and 'Approve Transactions'. Below this is an 'Action History' section with a table showing a single entry for 'Employee' named 'MONTERO,ARLIN' with the action 'Submitted' on '01/27/2022 3:36:57AM'. Below the table is a 'Comments' section with a text area. Further down, there's a status section indicating 'Budget Checking completed. Report is ready for Approval/Posting.' and 'Budget Status Valid'. At the bottom, there are five buttons: 'Approve', 'Send Back', 'Hold', 'Deny', and 'Save Changes'. The 'Deny' button is highlighted with a red box.

12. Select the **Approve** button to approve the travel authorization document. The status changes to Approved. INFORMS automatically enters the approver's name and user ID.



The screenshot shows the 'Approve Transactions' interface, similar to the previous one. The 'Approve' button at the bottom is now highlighted with a red box. The 'Deny' button is no longer highlighted. The rest of the interface, including the 'Action History' table and 'Comments' section, remains the same.



## Lesson 2: Travel Authorization Workflow Overview

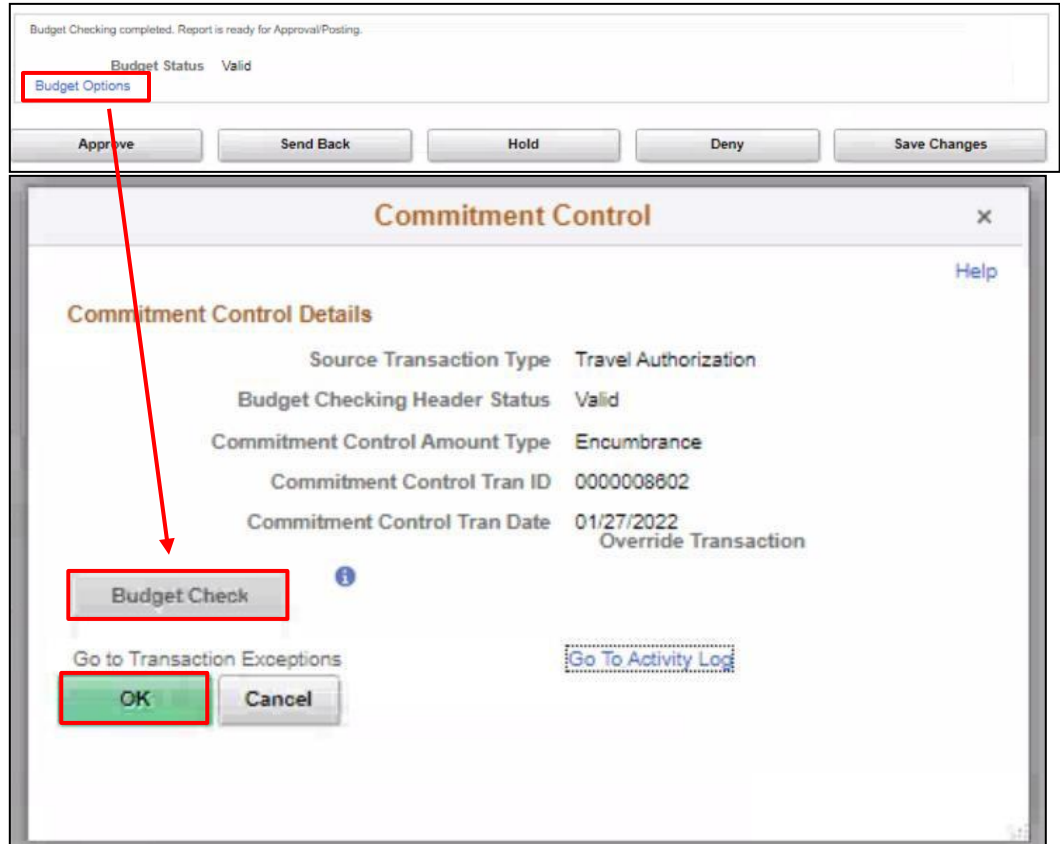
### Lecture 1: Travel Authorization Workflow Overview

#### Budget Check Travel Authorization

If you use budget checking, INFORMS deactivates the **Approve** button if determine the travel authorization request needs to be budget-checked prior to approval

13. Select **Budget Option** button.

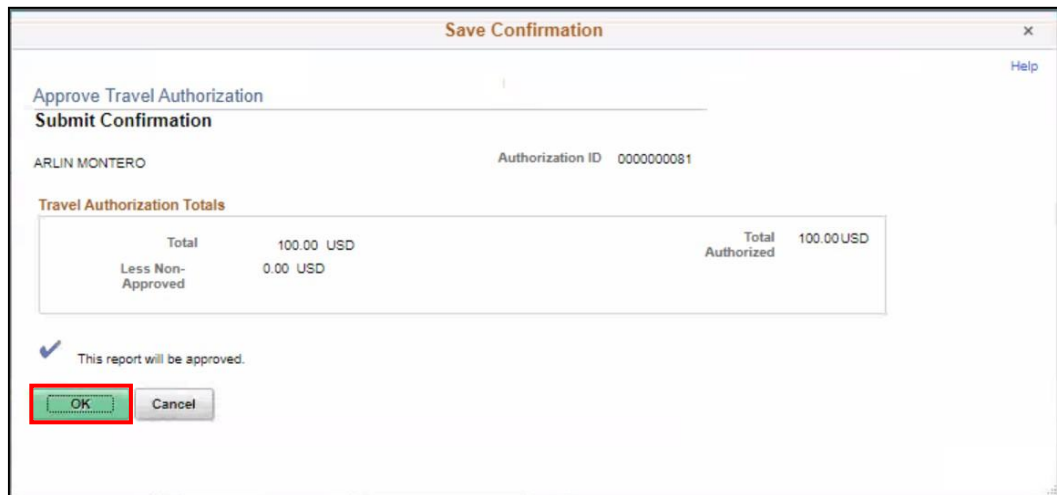
- Select **Budget Check**
- Select **OK**



## Lesson 2: Travel Authorization Workflow Overview

### Lecture 1: Travel Authorization Workflow Overview

14. Use the **Save Confirmation** page to review a summary of the travel authorization before confirming the submission. Select the **OK** button.



The screenshot shows a web application window titled "Save Confirmation". At the top, there is a "Help" link. Below the title bar, the text "Approve Travel Authorization" is displayed, followed by "Submit Confirmation". The user's name, "ARLIN MONTERO", and the "Authorization ID 0000000081" are shown. A section titled "Travel Authorization Totals" contains a table with the following data:

Total	100.00 USD	Total Authorized	100.00 USD
Less Non-Approved	0.00 USD		

Below the table, there is a checkmark icon and the text "This report will be approved." At the bottom, there are two buttons: "OK" (highlighted with a red box) and "Cancel".

## Lesson 2: Training Exercise

### Debrief



1. A comment is required when an approver denies a Travel Authorization.
  - a) True
  - b) False
2. A Travel Authorization can be sent back to the employee using the \_\_\_\_ action.
  - a) Approve
  - b) Denied
  - c) Sent Back
  - d) Hold

## Objectives Achieved



- Identify the Travel Authorization Workflow Overview

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## Lesson 3: Maintain Travel Authorization Overview

### Lesson 3: Overview

At the conclusion of this lesson, users will be able to:

- Modify a Travel Authorization which was sent back

## Lesson 3: Maintain Travel Authorization Overview

### Lesson 3: Introduction

#### TRAVEL AUTHORIZATION BUSINESS PROCESS



## Lesson 3: Maintain Travel Authorization Overview

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>Send Back</b>	The Send Back button allows users to return the travel authorization to the employee for correction or revision.
<b>Travel Authorization</b>	Permission for work related travel is required for all travels outside the immediate vicinity of MDC. It requires prior approval from a supervisor, administrator, or applicable department head.
<b>Travel and Expenses</b>	uses standard permission list security and may be used for centralized or delegated entry of expense reports.

## Lesson 3: Maintain Travel Authorization Overview

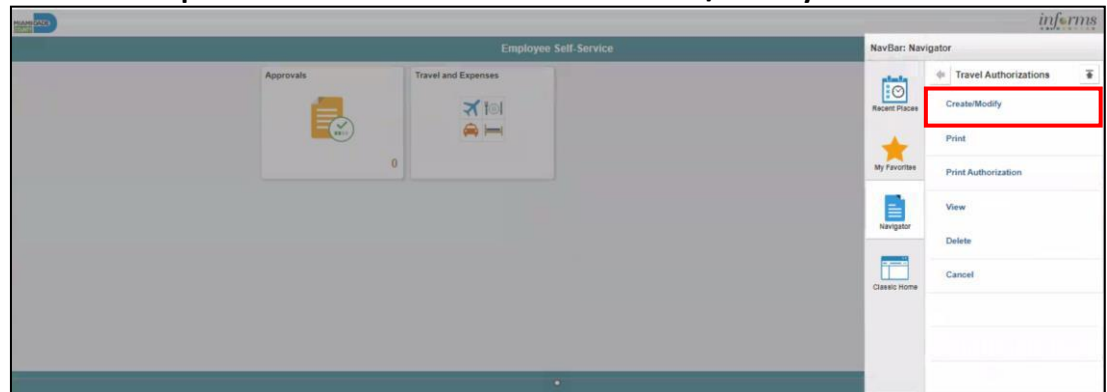
### Lecture 3:

### Maintain Travel Authorization Overview

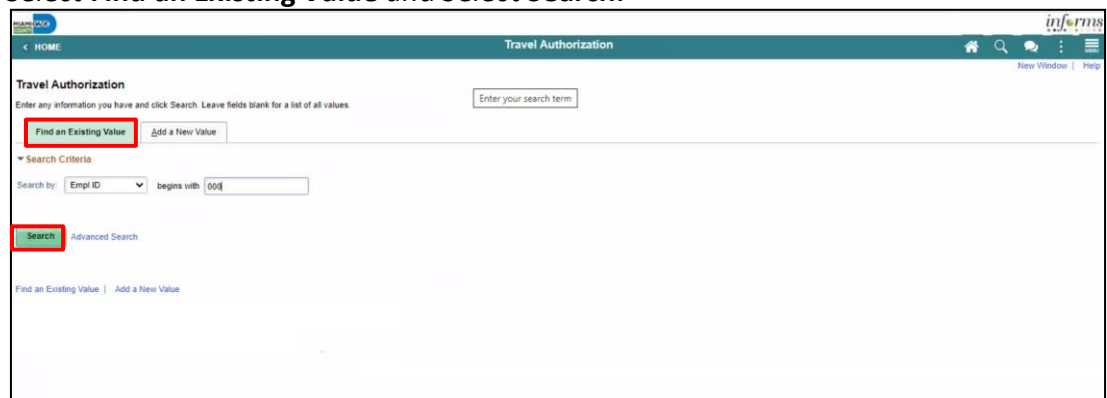
#### Modify a Travel Authorization which was sent back by approver

**Note:** Employee, Travel Liaison or Delegate all have the ability to make corrections when the document is sent back and in Pending status.

1. Navigate to: **Menu > Navigator > Finance/Supply Chain > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify**



2. Select **Find an Existing Value** and Select **Search**.

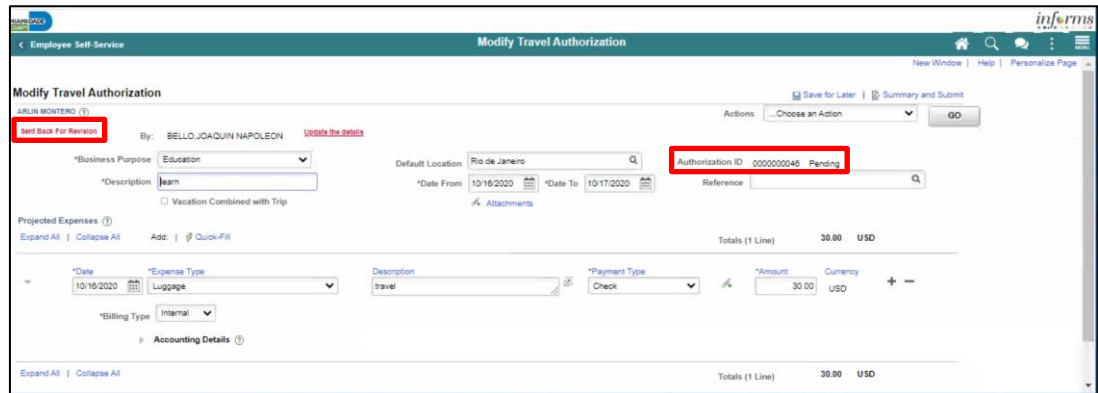




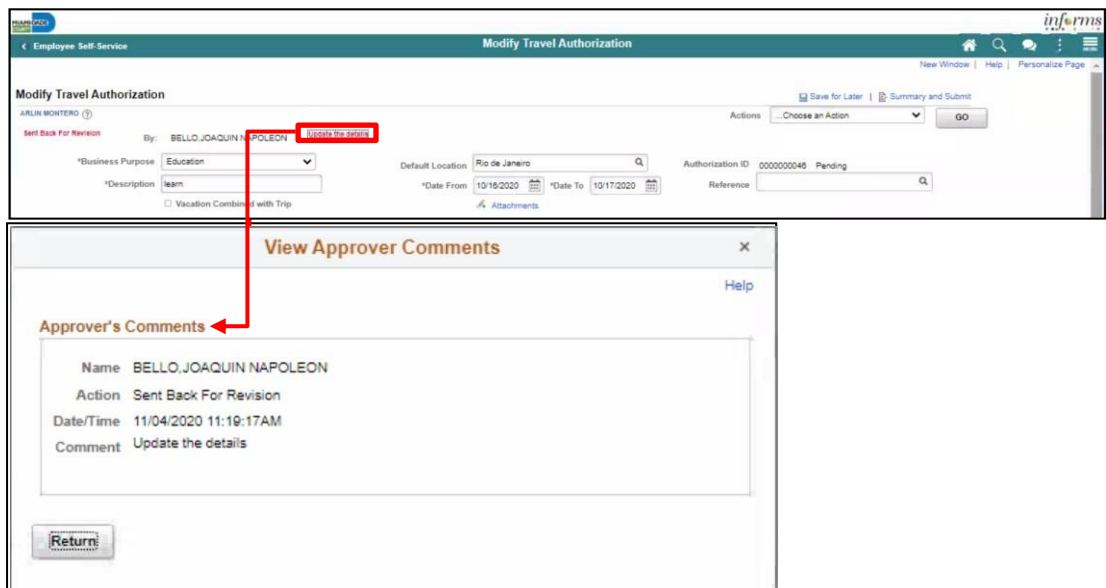
## Lesson 3: Maintain Travel Authorization Overview

### Lecture 3: Maintain Travel Authorization Overview

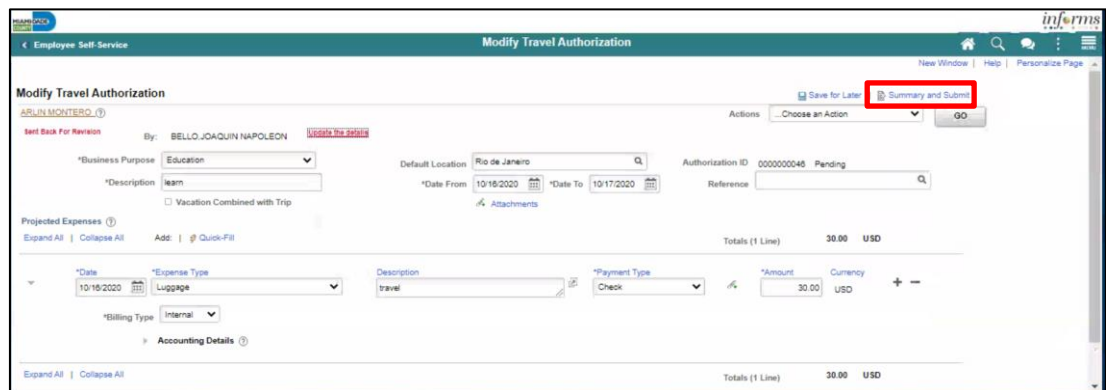
3. Select a **Pending** Authorization that was sent back by the approver.



4. Review the Travel Authorization for Comments.



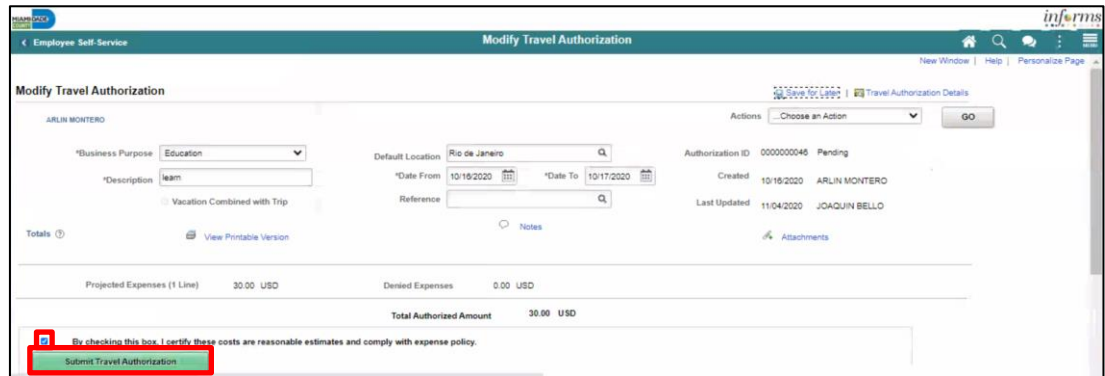
5. If comments are addressed and no further action is needed, Select the **Summary and Submit**.



## Lesson 3: Maintain Travel Authorization Overview

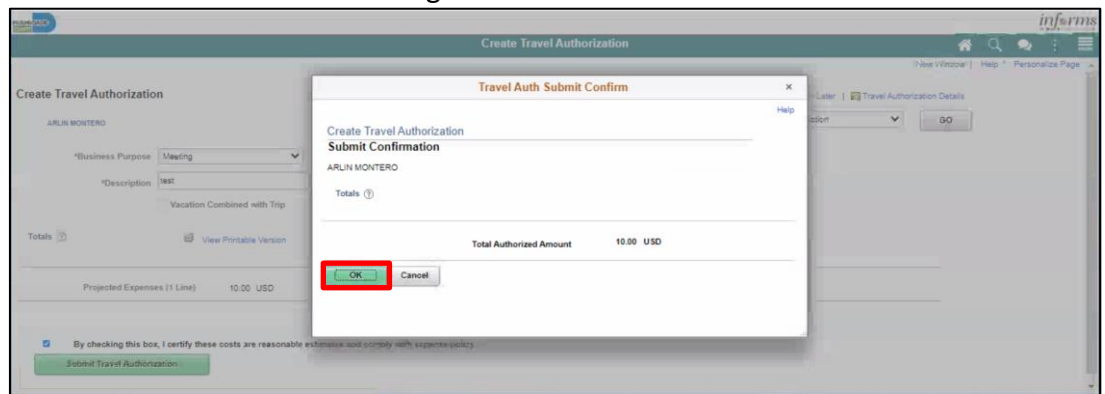
### Lecture 3: Maintain Travel Authorization Overview

6. Check the box. Select the **Submit** button to show the Confirmation pop-up window.



7. Select **OK**.

- **Note:** Travel Authorization page is displayed and submitted for approval. Authorization ID has been assigned.



## Debrief



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## Lesson 3: Lesson Summary

## Objectives Achieved



Now that you have completed the Maintain Travel Authorization Overview lesson, you should be able to:

- Modify a Travel Authorization which was sent back by approver

## Module 3: Course Summary

### Objectives Achieved



Congratulations! You have completed the Travel Planning course. You now should be able to:

- Create and Submit Travel Authorization Overview
- Travel Authorization Workflow Overview (process, approve, deny, push back, etc.)
- Maintain Travel Authorization Overview

### Next Steps

Now that you have completed the course, please make sure to complete the following tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation

## Reference Materials

### Reference Materials



If you have further questions about any of the topics presented in this course, use the following resources:

#### User Productivity Kits

- Create and Submit Travel Authorization Overview
- Viewing Travel Authorization status
- Travel Authorization Workflow Overview for Approving
- Travel Authorization Workflow Overview for Denying
- Travel Authorization Workflow Overview for Send Back
- Modify Travel Authorization Sent Back By Approver

For additional Information: [www.miamidade.gov/informs](http://www.miamidade.gov/informs)

## Glossary

### Key Terms



The following key terms are used in this course:

Term	Definition
<b>Travel Authorization</b>	Permission for work related travel is required for all travels outside the immediate vicinity of MDC. It requires prior approval from a supervisor, administrator, or applicable department head.
<b>Travel and Expenses</b>	Uses standard permission list security and may be used for centralized or delegated entry of expense reports.
<b>Employee Self-Service</b>	Incorporates special security for authorized users.
<b>Cash Advance</b>	A request made by an employee for an advance on an anticipated expense.
<b>Employee Profile</b>	Employee data that is set up and used to correctly route employee Travel Authorizations and Expense Reports through workflow for approval and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments). An Employee Profile must exist to process any expense transactions.
<b>Expense Type</b>	A field on Travel Authorizations and Expense Reports that identifies the category of expense.
<b>Expenses</b>	Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.
<b>Send Back</b>	The Send Back button allows users to return the travel authorization to the employee for correction or revision.