

Miami-Dade County

Travel Authorization Job Aid

Version 1.0



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PURPOSE

This document provides instructions on how to create a travel authorization. This document is for all employees.



CREATE A TRAVEL AUTHORIZATION

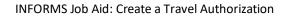
Step	Action					
1.	Navigation: Log in to INFORMS > Employee Self-Service > Travel and Expenses > Create a Travel Authorization					
2.	Select Add New Value and enter the Employee ID. Finally, select Add:					
	Kind Expenses Travel Authorization					
	Travel Authorization					
	Eind an Existing Value Add a New Value					
	Empl ID 10323923 Q					
	bbA					
	Find an Existing Value Add a New Value					
3.	 Complete the Travel Authorization header (fields with an asterisk are required fields): Select an appropriate Business Purpose from the dropdown menu options Enter your travel authorization Description Select Default Location from the dropdown menu options Select travel dates If applicable, select the Cash Advance Requested check box and / or Vacation Combined with Travel Check box Use the Attachments link to attach documents to your request 					
Note: The Reference field introduces additional workflow approvals and should be left blank unless one of the predefined selections apply.						
	Business Purpose Education "Default Location Orlandor L Q. "Description Business Writing Workshop "Default Scatton 04/05/2024 Date To 04/07/2024 Reference ~ Projected Expension (P) Cash Advance Requested of Adachments of Adachments					
	Expand All Collapse All Add # Q Guids-Fill Totals (0 Lines) 0.00 USD *Date *Expanse Type					
	Expand Al Collapse Al Totals (0 Lines) 0.00 USD					



Step	Action
4.	Complete Projected Expenses that apply to your travel - Per Diem Meals 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.
	Propriod Cale Trand Autorization Cale Trand Autorizatio Autorization
5.	Enter Projected Expenses that apply to your travel then select Save for Later .
6.	Review header detail information, review Projected Expenses including the Accounting Detail lines associated with each expense, Payment Type and Amount . Select Summary and Submit to submit.
	Image: Create Travel Authorization Image: Create T



Step	Action					
7.	Record your Authorization ID and ensure that the Cash Advance Requested flag is selected (if applicable).					
	C aved and Expenses Modify Travel Authorization Modify Travel Authorization Image: Comparison of Comparison Details Modify Travel Authorization Image: Comparison Details Modify Travel Authorization Image: Comparison Details Description Description Description					
	Check the reasonable estimation certification box. Then select Submit Travel Authorization.					
	Total Authorized Amount 200.00 USD By checking this box, I certify these costs are reasonable estimates and comply with expense policy. Submit Travel Authorization					
8.	A pop-up box will appear to request confirmation of your travel authorization. Review the Total Authorized Amount and select OK .					
	Travel Auth Submit Confirm ×					
	Hep Create Travel Authorization Save Confirmation Danny Vargas Totals () Total Authorized Amount 69.00 USD OK Cancel					





Step	Action			
9.	The Travel Authorization Doc submission. Select Refresh Approval Stat			
	MANUCACK			informs
	c ravel Authorization	Travel Authorization	*	
	Travel Authorization		New Window H	lelp Personalize Page
	Devery Vergas There stored authorization 00000000331 has been subdentified for argument. The stored authorization 00000000331 has been subdentified for argument. The subdentified for argument of the subdentified for argument. Business Purpose Exaction Ontomined with Trip Castin Advance Requested The subdentified for argument. The subdentified for argument. Totals ① @ Cash Advance Requested @ Verw Phil	efault Location Orlando, FL. Date Trom 04/10/2024 Date To 04/11/2024 Reference O Notes Denied Expenses 0.00 USD Total Authorized Amount 69.00 USD	Actions Choose an Action Authorization ID 0000005258 Submission in Process	
	By checking this box. Learthy these costs are reasonable estimates and of Submit Toreal Authorization Refresh Approval Status Return to Search Notify	ompy with expense policy,		
	* Approval History	genitor Department Director no-Henandez David Ciuditeter	Celtures Economic Celtures Contractor / Processor / Pr	
	Action Role	Name	Date/Time	
	Submitted Employee	Danny Vargas	04/09/2024 3.02:18PM	
	Return to Search Notify			