Travel Authority and Expenses Checklist

Travel Authority

1. Initiate CED internal Travel Request (funding approval)
   a. Complete internal form [https://ced.uga.edu/_resources/cedintranet/](https://ced.uga.edu/_resources/cedintranet/) CED Request for Travel Form
   b. Submit to Vicki Poole
   c. Wait for notification that funding is approved

2. Complete OneSource Electronic Travel Authorization (TA)
   a. TA is required for all travel
   b. Notify LaToya that TA is ready for accounting information – via the OneSource/PeopleSoft notification option on the “Pending Authorizations” menu.
      i. Green drop-down arrow under the actions tab allows you to send an email notification
      ii. Requesting accounting information is not a request for approval nor does it start the approval process.
   c. Watch for an email notification from OneSource/PeopleSoft (onesource or fscm-onesource) alerting you that TA is ready for you to review and submit.

3. Submit Electronic TA for Approval
   a. Open TA in OneSource
   b. Navigate to Review and submit page, and submit
   c. TA is routed to supervisor for approval
   d. Track progress in OneSource/PeopleSoft
   e. You should receive an email when approved

Expenses, Travel and Other (applies to all reimbursable expenses)

1. Create electronic Expense Report in OneSource/Peoplesoft
   a. Enter each line item and attach receipts where applicable
   b. Notify LaToya that TA is ready for accounting information – via the OneSource/PeopleSoft notification option on the “Pending Authorizations” menu.
      i. Green drop-down arrow under the actions tab allows you to send an email notification
      ii. Requesting accounting information is not a request for approval nor does it start the approval process.
   c. Watch for an email notification from OneSource/PeopleSoft (onesource or fscm-onesource) alerting you that Expense Report is ready for you to review and submit.

2. If Travel Related, Associate TA with Expense
   a. Open expense and go to “Review and Submit” tab
   b. Associate appropriate TA to expense statement.
   c. Travel expense reports will be returned when TA or Justification is missing.
      i. Justification is required for Travel Expense Reports not associated with a TA.
      ii. Justification may be added to “notes” on the “Review and Submit” page.

3. Submit Electronic Expense for Approval once you are notified that accounting information has been added
   a. Open expense and go to “Review and Submit” tab
   b. Submit expense
   c. Expense is routed to supervisor to begin payment approval path
   d. Track progress in OneSource
   e. You should receive an email when approved and paid