

## Navigation to create Travel Authorization

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Employee-facing registry x Create x

Secure | [https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/s/WEBLIB\\_TE\\_NAV.WEBLIB\\_FUNCTION.I](https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.I)

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### Create Travel Authorization

#### Travel Authorization Entry

Virna Lisa Felipa [User Defaults](#) Authorization ID: NEXT

Quick Start: A Blank Authorization GO

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

[Attachments](#)

[Accounting Defaults](#) More Options:  GO

**Details** Personalize Find First 1 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type	
	<input type="text"/>						+...
	<input type="text"/>						+...
	<input type="text"/>						+...
	<input type="text"/>						+...

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Authorized Amount: 0.00 USD

Update Totals

Save for Later Submit

## Travel Authorization

- ❖ Complete the General Information section.
- ❖ To locate default location, enter the two letter code and then click on the magnifying glass.
- ❖ Ex. Maryland is MD
- ❖ International Codes: view the International Code attachment on the Accounts Payable site.

### Create Travel Authorization

## Travel Authorization Entry

Virna Lisa Felipa

[User Defaults](#)

Authorization ID: NEXT

Quick Start:

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

[Attachments](#)

[Accounting Defaults](#) More Options:

Personalize   Find   <input type="button" value="🔍"/>   <input type="button" value="📅"/>   First 1-4 of 4 Last							
Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

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## Travel Authorization

- ❖ Separate expense lines are needed when travel expenses are split among departments.
- ❖ PSC members must select PSC Expense Types
- ❖ NON PSC members must select NON PSC Expense Types
- ❖ Lunch is not reimbursable.

### Create Travel Authorization

## Travel Authorization Entry

Virna Lisa Felipa

[User Defaults](#)

Authorization ID: NEXT

**General Information**

\*Description:  **Comment:**

\*Business Purpose:

Default Location:  

\*Date From:   \*Date To:  

 [Attachments](#)

[Accounting Defaults](#)

More Options:

Personalize | Find |  |  First 1-5 of 5 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	PSC Receipted Lodging	06/19/2017 	200.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a> 
<input type="checkbox"/>	Misc Travel Expenses	06/19/2017 	60.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a> 
<input type="checkbox"/>	PSC Per Diem Breakfast	06/19/2017 	20.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a> 
<input type="checkbox"/>	PSC Per Diem Dinner	06/19/2017 	50.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a> 
	<input type="text"/>						

**Totals**

Authorized Amount:	330.00 USD
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[Return to Travel and Expense Center](#)

## Travel Authorization

- ❖ Select the most appropriate Expense Type from the drop down menu.
- ❖ Enter date of transaction, amount and payment type.
- ❖ Click the Detail hyperlink
- ❖ Enter a brief description in the Description: field.
  - ❖ Description should match the Expense Type chosen.
- ❖ Hotel: enter the number of nights and the nightly rate then click Check Expense for Errors and CUNYfirst will automatically calculate the total amount.

### Create Travel Authorization

## Travel Authorization Entry

Virna Lisa Felipa

[User Defaults](#)

Authorization ID: NEXT

**General Information**

\*Description:  **Comment:**

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

[Attachments](#)

[Accounting Defaults](#)

More Options:

Details								Personalize   Find   <input type="button" value="🔍"/>   <input type="button" value="📅"/>
Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type		
<input type="checkbox"/>	PSC Receipted Lodging	06/19/2017 <input type="button" value="📅"/>	200.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a>	<input type="button" value="+"/>
<input type="checkbox"/>	Misc Travel Expenses	06/19/2017 <input type="button" value="📅"/>	60.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a>	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Per Diem Breakfast	06/19/2017 <input type="button" value="📅"/>	20.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a>	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Per Diem Dinner	06/19/2017 <input type="button" value="📅"/>	50.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a>	<input type="button" value="+"/>
	<input type="text"/>							<input type="button" value="+"/>

New Expense

**Totals**

Authorized Amount: 330.00 USD

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## Travel Authorization

- ❖ Mileage: enter number of miles driven and click Calc Mileage and CUNYfirst will automatically calculate the total. Enter the originating and destination locations and a brief description then click Check Expense for Errors.
- ❖ Air Travel: airline ticket number must be entered
- ❖ ONLY If the expense is to be charged to a department other than your default department, click Accounting Detail hyperlink

### Create Travel Authorization

## Authorization Detail for PSC Receipted Lodging (Line 1)

Virna Lisa Felipa

Authorization ID: NEXT

### About This Expense

**Date:** 06/19/2017   
**Payment Type:** Empl Paid ▼  
**Billing Type:** Empl Paid  
**Number of Nights:** 2  
**Location:** MD BALTIMORE (CITY)   
**Description:** hotel  
**Nightly Rate:** 100.00 USD  
**Total Amount:** 200.00 USD

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Travel Authorization Entry](#)

## Travel Authorization

- ❖ CUNYfirst populates your default chartfield information.
  - ❖ Make sure to contact the charging department to get the complete chartfield numbers (each department's chartfield number is unique).
- ❖ Chartfields with an incorrect number string, will not pass CUNYfirst budget.
- ❖ Make changes as necessary and click OK.
- ❖ Click Return to Travel Authorization Entry
- ❖ Click the Check for Errors button.
- ❖ Click Submit or the Save for Later button

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### Create Travel Authorization

#### Accounting Detail

Virna Lisa Felipa Authorization ID: NEXT

This is the accounting detail for expense type PSC Receipted Lodging with a transaction date of 2017-06-19 in the amount of 200 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button

Restore Defaults

Amount	*GL Unit	Account	Fund	Dept	MP	Oper Unit	Program	End Src	Sp Init	Proj Act
200.00	NYT01	52203	10	80154	355	9999	99999	999999	9999	

Add ChartField Line

OK