NONEMPLOYEE TRAVEL AUTHORIZATION

**The nonemployee travel authorization is for invited guest to the university.**

Creating a Nonemployee travel authorization from a template makes it easier for the host traveler or their delegate by having preselected expense lines. Follow the navigation outlined in red.

From the drop down menu select “A Template” and select “GO”
Select the Non-Employee Travel Template

1) Select date range of trip
2) Select number of days for the expense line
3) Select OK
The host employee or their delegate would now complete the additional travel authorization information.

1) Description: include non-employee name and if he/she is interview candidate, guest speaker, etc.
2) Business Purpose: Non-Employee Expense
3) Enter date range of visit
4) Comment: include information pertaining to the non-employee’s visit and their travel expenses.
5) Provide the estimated dollar amount for the Expense types selected. You can delete either expense line by checking the box in the details section under the select column then selecting the “delete selected” button.
6) Payment type should by how expenses are paid.
7) Billing type selected must be “non-reimbursable” to the traveler. Remember the department is going to reimburse the nonemployee for any expenses if applicable.
8) Select the detail and add additional information (see screen shots below)
Airfare Nonemployee Detail Screen

Complete all information for the numbered items above then select “return to travel authorization Entry”
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When all information has been entered select the submit button from the main page for workflow approval.

This form would then be printed and attached to the travel expense voucher for the invited guest.