USING A TRAVEL AUTHORIZATION TEMPLATE

Creating a travel authorization from a template makes it easier for 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 template to use

1) Select date range of trip (up to one fiscal year only)
2) Select number of days for the expense line
3) Select OK
The traveler would now complete the additional travel authorization information and submit.