Non-employee Travel Authorizations

**The non-employee travel authorization is for invited guests to the university or for part-time faculty/students who do not have access to the PeopleSoft Financials system. In both cases, the authorization will be created by the faculty/staff individual in their own name.**

Creating a non-employee travel authorization from a template makes it easier for the host traveler or their delegate by having preselected expense lines. Follow the navigation below to reach the Travel and Expense Center.

1) Login to the Employee Self Service module using your Bronco Net ID and password.
2) On the home page, select the **WMU Travel Authorizations** tile

![Image 1](image1.png)

3) On the navigation bar on the left side of the screen the **Create/Modify** option should be selected by default. Select the **Add** button to create a new authorization.

![Image 2](image2.png)

4) On the **Travel Authorization Entry** screen, select the **A Template** option from the drop down box under the **Quick Start** option.

![Image 3](image3.png)

5) On the ensuing screen, select the “NONEMP” (Nonemployee Travel Template) option.
6) On the next screen, place the date range of travel into their respective fields. You then have the option to add the airfare or nonemployee expense to the authorization rather for “One Day” (the beginning date of travel) or “All Days”. After checking the appropriate boxes, hit the “OK” button to proceed.

7) Fill in the expense details as necessary making sure to include all of the expenses being paid for in the “Nonemployee Expense” in the “Description” field.
   1. **Business Purpose** – “Non-Employee Expense”
   2. **Description** – Include non-employee name and the purpose of travel
   3. **Date range** – Dates of travel event
   4. **Expense Type** – Add domestic or international airfare, automobile mileage or automobile rental if necessary. The Nonemployee Expense type can be used for all additional expenses
   5. **Expense Description** – Include any pertinent information about that expense
   6. **Payment Type** – How the expenses are being paid
   7. **Expense Amount** – Amount approved by the department for the expense type
   8. **Billing Type** – must be “Non-Reimbursable” to the traveler. The department is going to reimburse the non-employee for any expenses if applicable
   9. **Originating Location & Travel To** – The city the traveler flies out of and the final destination city of travel
   10. **Merchant** – Select a “preferred” merchant from the drop down or type in a “non-preferred” merchant into the field
   11. **Accounting Details** – the fund, cost center and account of the expense
8) When you have completed all of the expense details, select “Save for Later” at the top right and you will be assigned an Authorization ID number. You can then select “Summary and Submit”.

9) On the Authorization Summary screen, add in any comments about the travel situation into the “Notes” field and then select the check box and hit “Submit Travel Authorization”.

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![Image of Create Travel Authorization form]

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