



Creating a Travel Authorization Overview

The Commonwealth and agency policy dictate under which circumstances a Travel Authorization is required to be submitted. Travel Authorizations are not required to be entered in Cardinal. Alternate procedures may be used to authorize travel and other business-related expenses.

A Travel Authorization must be created, submitted, and approved prior to the proposed travel. Travel Authorizations do not create a financial transaction (no information is posted in the General Ledger).

Travel Authorizations can be:

- used for non-travel expenses such as education or meals
- copied into the Expense Report (prevents duplicate entry)

When entering a Travel Authorization, record all expenses related to the trip, including any that are direct billed to the agency or paid by a third party. They are still part of the total cost of travel and are used for approval routing and tracking purposes, even if they are not reimbursable to the employee.

If an employee requests a Cash Advance, it can be entered when creating the Travel Authorization.

The user must be set up as a Proxy to enter expense transactions for themselves or other employees. A Proxy is not a security role and does not require a security form. Work with the agency employee(s) at the agency with the Expenses Processor (V_AP_EXPENSES_PROCESSOR) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315_Authorizing a Proxy for an Employee** for details on adding a Proxy. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Revision History

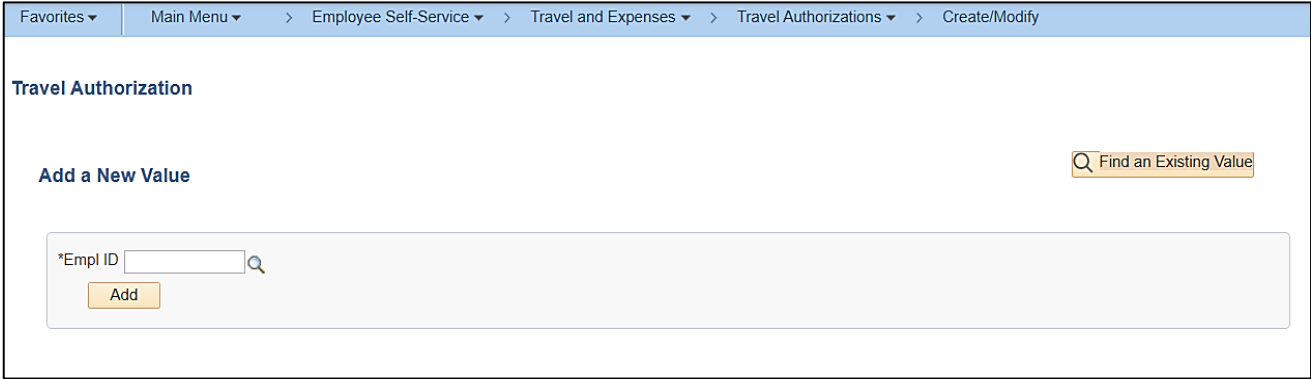
Revision Date	Summary of Changes
3/1/2025	Baseline



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Creating a Travel Authorization

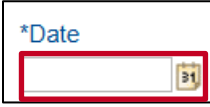
Step	Action
1.	Navigate to the Travel Authorization entry page using the following path: Main Menu > Employee Self Service > Travel and Expense Expenses > Travel Authorizations > Create/Modify
The Add a New Value page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.
2.	Enter or select the employee's Employee ID in the Empl ID field. 
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the Add button. 



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Step	Action
	The Create Travel Authorization page displays.
	The Quick Start menu can be used to create a Travel Authorization using: • A Template – See the Job Aid titled AP315_Creating an Expense Template located on the Cardinal website in Job Aids under Learning for details • An Existing Travel Authorization – This process is covered in the next section of this job aid.
4.	Click the Business Purpose drop-down button to select the reason for the authorization.
5.	Enter a description for the travel authorization in the Description field.
	This field allows up to 30 characters (including spaces).
6.	Enter or select the location of the expense in the Default Location field.
	While this field is not required, it is recommended to complete as it populates on lines that require location.
7.	Enter or select the begin and end dates of the travel in the Date From and Date To fields.

Step	Action
	The Reference field is a 10-character optional field where additional information can be entered. Follow agency guidelines regarding the use of this field. 
8.	Click the Attachments link to add documents/receipt as applicable. 
	See the Appendix section of this job aid for a list of allowed extensions that can be used as attachments in Cardinal.
9.	Enter or select the date associated with the expense in the Date field. 
10.	Click the Expense Type drop-down button to select the expense type. 
	For a list of the expense types, see the Job Aid titled AP315A_Expense Type Coding – Online Agency. This Job Aid is located on the Cardinal Website in Job Aids under Learning. It provides the following: • Expense Types configured in Cardinal • Description of the Expense Type • Additional Required fields that will display for the Expense Type • The Default ChartField Account code for the expense Once you select the Expense Type, the required fields display on the expense line as applicable.
11.	Enter a description for the expense in the Description field. 
	This field holds a maximum of 30 characters (including spaces).



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

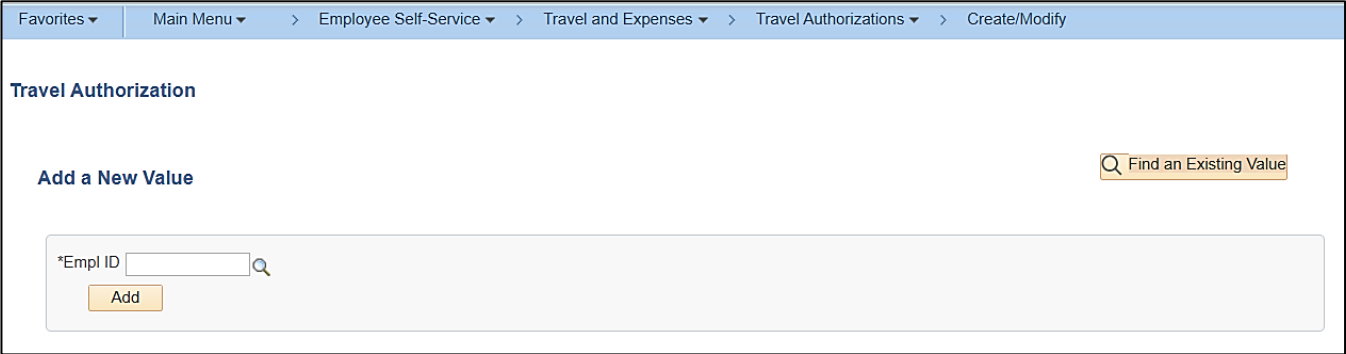
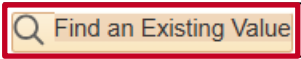
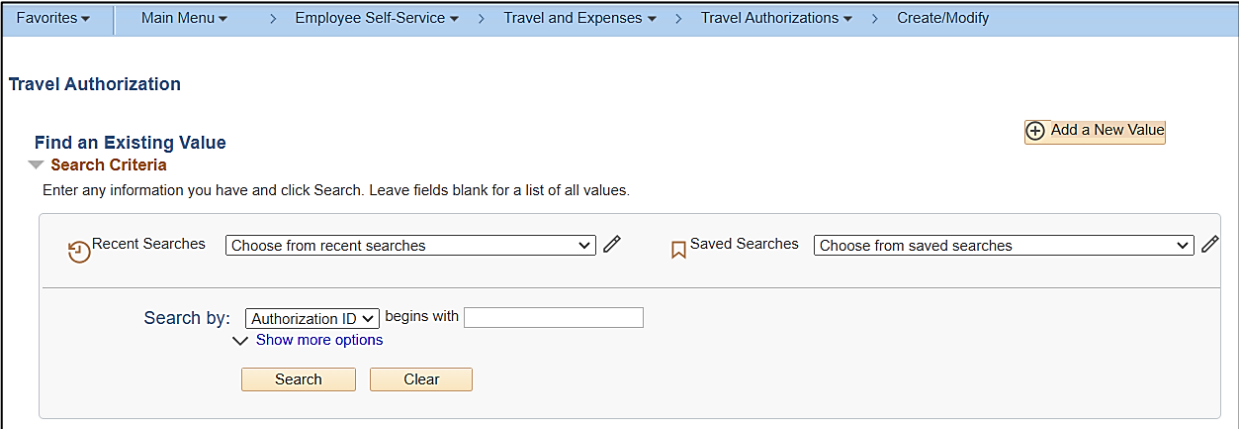
Step	Action
12.	Click the Payment Type drop-down button and select “Check”. If this field defaults, go to the next step. *Payment Type
	Check is the only option for this field.
13.	Enter the anticipated amount for the expense in the Amount field. *Amount 0.00
	Depending on the Expense Type selected, this field may not require entry as a configured value populates automatically. For meals or per diem incidentals, the value in this field auto populates if the Per Diem Range field value defaults.
	The Billing Type field defaults as “Billable” and cannot be changed. *Billing Type Billable
14.	Enter, select, or update the location for the expense in the Location field if it does not default or if the default value needs to be changed. *Location
	The Location field is required and defaults to the value that was selected in the Default Location field in the Header section if it was entered.
15.	For this scenario, the Per Diem Range fields displays. Click the Per Diem Range dropdown button and select “0-999” if this value does not default. *Per Diem Range
	This populates the Amount field when entering expense types for meals and per diem incidentals. “0-999” is the only option available to select for this field.



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Step	Action																		
16.	Next, review and update the Accounting Details section if applicable. Accounting Details ? Chartfields <table><tr><th>Amount</th><th>GL Unit</th><th>SpeedType Key</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr><tr><td>44.25</td><td>15100</td><td></td><td>5012880</td><td>01000</td><td>737004</td><td>95200</td><td></td><td></td></tr></table>	Amount	GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task	44.25	15100		5012880	01000	737004	95200		
Amount	GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task											
44.25	15100		5012880	01000	737004	95200													
i	The Accounting Details auto populate: • The Account field is populated based on the Expense Type • The remaining fields are populated based on the values set up on the employee's Employee Profile page.																		
17.	Click the scrollbar to complete the PC Bus Unit, Project, and Activity fields when the expense is being charged to a project. If the expense is not being charged to a project, go to the next Step. <table><tr><th>Agency Use 2</th><th>PC Bus Unit</th><th>Project</th><th>Activity</th><th>Source Type</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	Agency Use 2	PC Bus Unit	Project	Activity	Source Type													
Agency Use 2	PC Bus Unit	Project	Activity	Source Type															
i	The PC Bus Unit field must be completed first to be enable projects for the business unit. All three fields (PC Bus Unit, Project, and Activity) must be completed when charging to a project.																		
18.	If you need to enter additional Expenses, click Add a New Row (+) icon. + -																		
19.	Repeat Steps 9 - 18 until all anticipated expenses have been entered.																		
20.	If the Travel Authorization is ready for submission, go to Step 27. If the Travel Authorization is not ready for submission, proceed to the next step.																		
21.	Click the Save for Later link at the top of the page. Save for Later																		
A message displays at the top of the page with the Authorization ID number with a status of "Pending". Authorization ID 0000005688 Pending																			

Step	Action
22.	To access the Travel Authorization after it has been saved, navigate to the Travel Authorization page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify
The Add a New Value page displays. 	
23.	Click the Find an Existing Value button. 
The Find an Existing Value page displays. 	
24.	Enter the authorization number in the Authorization ID begins with field. 
25.	Click the Search button. 



Accounts Payable Job Aid

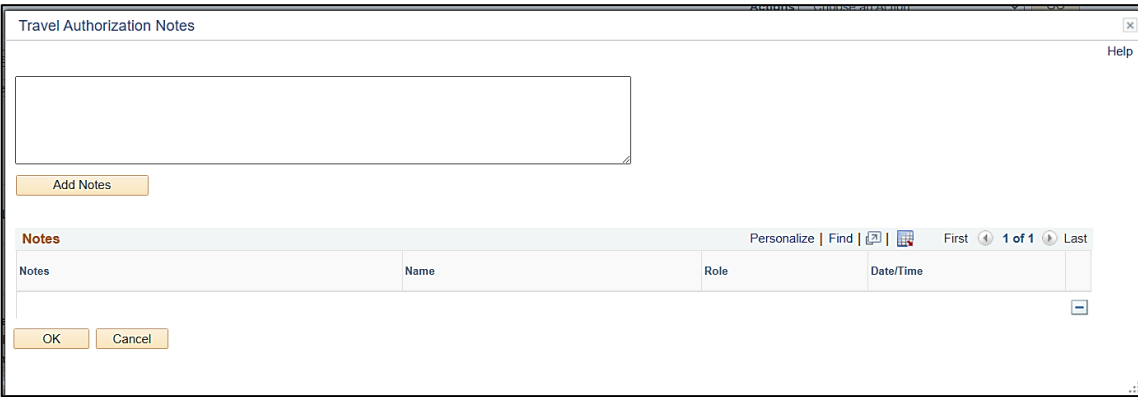
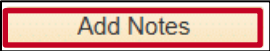
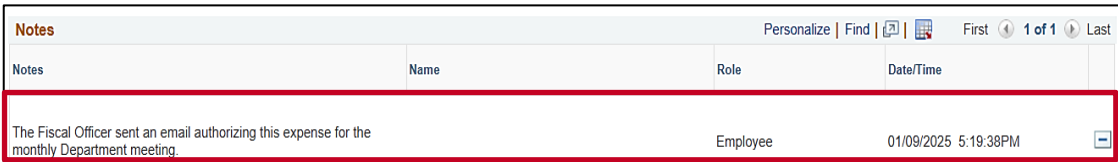
AP315A_Creating a Travel Authorization

Step	Action																																																
	The Modify Travel Authorization page displays. Modify Travel Authorization Save for Later Summary and Submit Actions: Choose an Action GO *Business Purpose: Meeting *Description: Meeting Default Location: Williamsburg/James City(York) *Date From: 02/04/2025 *Date To: 02/04/2025 Authorization ID: 0000005688 Pending Reference: Attachments Projected Expenses Expand All Collapse All Add: Quick-Fill Totals (3 Lines) 93.56 USD <table><thead><tr><th>*Date</th><th>*Expense Type</th><th>*Description</th><th>*Payment Type</th><th>*Amount</th><th>Currency</th></tr></thead><tbody><tr><td>02/04/2025</td><td>All Meals - Travel Day</td><td>all meals travel day</td><td>Check</td><td>44.25</td><td>USD</td></tr><tr><td colspan="6">*Billing Type: Billable *Location: Williamsburg/James City(York) *Per Diem Range: 0 - 999</td></tr><tr><td colspan="6">Accounting Details</td></tr><tr><td colspan="6">Chartfields</td></tr><tr><td>Amount</td><td>GL Unit</td><td>Speed Type Key</td><td>Account</td><td>Fund</td><td>Program</td></tr><tr><td>44.25</td><td>15100</td><td></td><td>5012880</td><td>01000</td><td>737004</td></tr><tr><td colspan="6">Department: 95200 Cost Center: Task: </td></tr></tbody></table> 02/04/2025 Per Diem Incidentals-Travel Day incidentals Check 3.75 USD *Billing Type: Billable	*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency	02/04/2025	All Meals - Travel Day	all meals travel day	Check	44.25	USD	*Billing Type: Billable *Location: Williamsburg/James City(York) *Per Diem Range: 0 - 999						Accounting Details						Chartfields						Amount	GL Unit	Speed Type Key	Account	Fund	Program	44.25	15100		5012880	01000	737004	Department: 95200 Cost Center: Task:					
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26.	Make any adjustment and/or additions to the Travel Authorization as applicable.																																																
27.	Click the Summary and Submit link at the top of the page.																																																
	Summary and Submit																																																
	The Create Travel Authorization Summary and Submit page displays. Create Travel Authorization Save for Later Home Travel Authorization Details Actions: Choose an Action GO *Business Purpose: Meeting *Description: Meeting Default Location: Williamsburg/James City(York) *Date From: 01/15/2025 *Date To: 01/15/2025 Reference: Totals View Printable Version Notes Attachments Projected Expenses (3 Lines) 93.56 USD Denied Expenses 0.00 USD Total Authorized Amount 93.56 USD ☐ By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Travel Authorization																																																



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Step	Action
	If the Travel Authorization was "Saved for Later" the page name will be Modify Travel Authorization otherwise it will be Create Travel Authorization .
28.	To add an internal note to the Travel Authorization, click the Notes icon. If a note is not needed, go to Step 32. 
The Travel Authorization Notes displays in a pop-up window. 	
29.	Enter information in the Notes field as applicable. 
30.	Click the Add Notes button. 
The note displays under the Notes section. 	
	Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.



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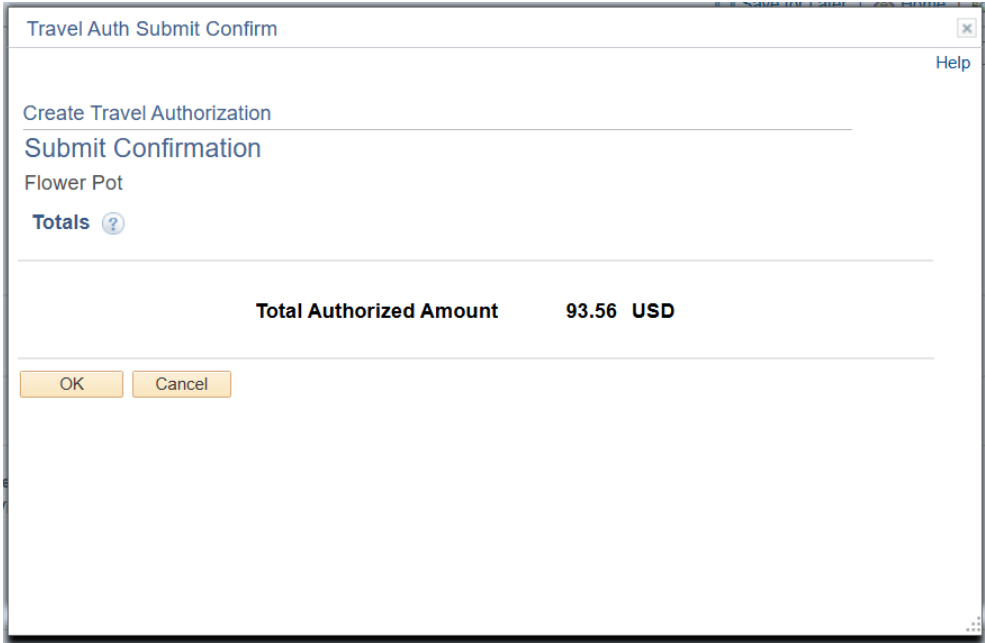
AP315A_Creating a Travel Authorization

Step	Action
31.	Click the OK button. OK Cancel
The Create Travel Authorization Summary and Submit page re-displays with lines filling the Notes icon. Favorites Main Menu Employee Self-Service Travel and Expenses Travel Authorizations Create/Modify Create Travel Authorization Save for Later Home Travel Authorization Details Business Purpose Meeting Description Meeting Default Location Williamsburg/James City(York) Date From 01/15/2025 Date To 01/15/2025 Reference Totals View Printable Version Notes Attachments Projected Expenses (3 Lines) 93.56 USD Denied Expenses 0.00 USD Total Authorized Amount 93.56 USD ☐ By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Travel Authorization	
i	The lines in Notes icon indicate a note was entered.
32.	Click the Certification Statement checkbox. ☐ By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Travel Authorization
i	The Submit Travel Authorization button becomes enabled.
33.	Click the Submit Travel Authorization button. Submit Travel Authorization



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AP315A_Creating a Travel Authorization

Step	Action
	The Travel Auth Submit Confirm displays in a pop-up window. 
34.	Click the OK button. 
	A message displays in red at the top of the page with the Travel Authorization number indicating it has been submitted for approval. 
35.	Make note of the Travel Authorization number.



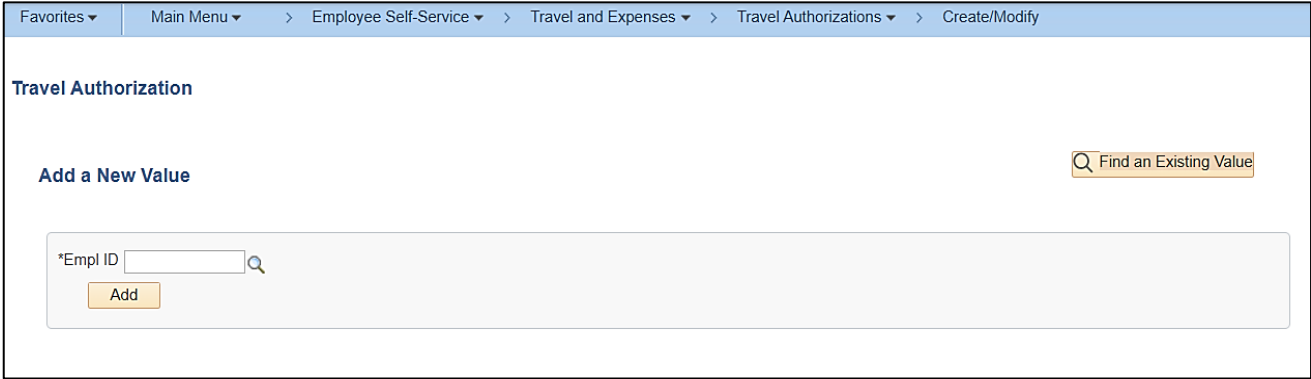
Accounts Payable Job Aid

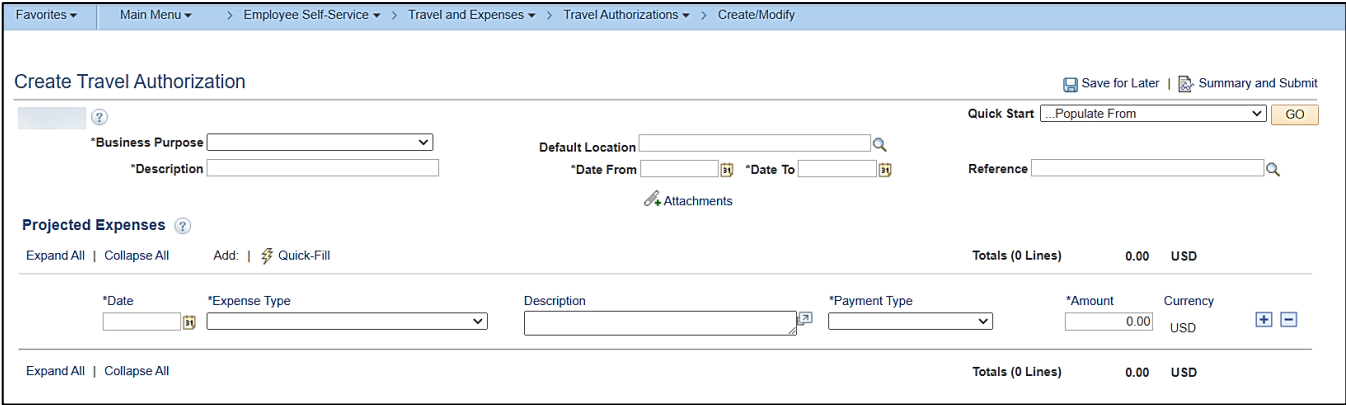
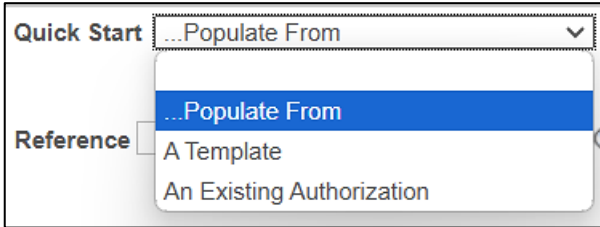
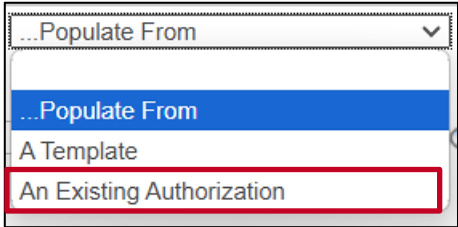
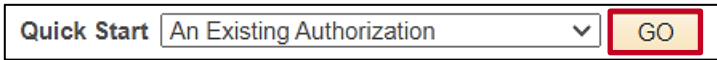
AP315A_Creating a Travel Authorization

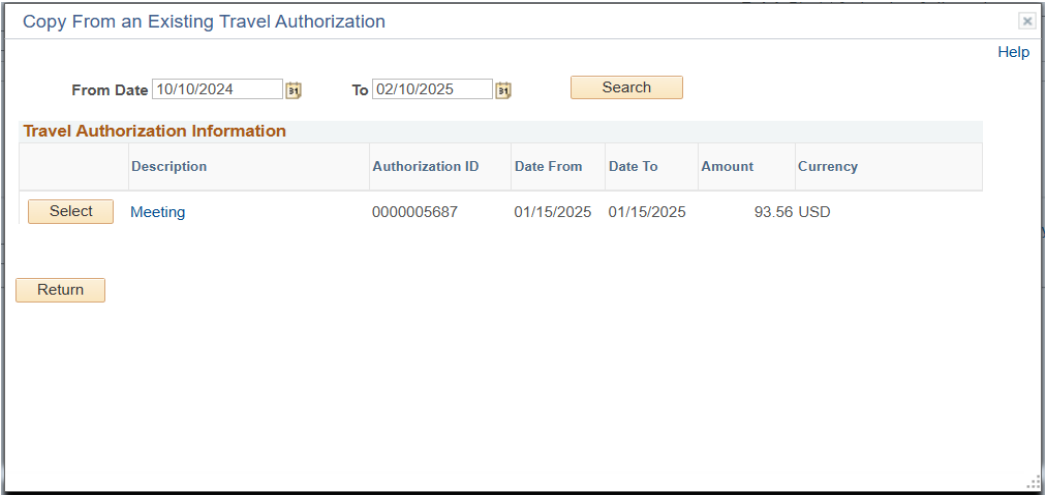
Creating a Travel Authorization from an Existing Authorization

This section of the job aid will walk through the steps for creating a Travel Authorization using an existing Travel Authorization. This can be helpful in saving time entry when an employee has authorizations for expenses that are used frequently (e.g., regular monthly meeting).

Cardinal copies all of the information from the previous Travel Authorization to populate a new Travel Authorization. Fields can then be updated and additional entries added if necessary.

Step	Action
1.	Navigate to the Travel Authorization entry page using the following path: Main Menu > Employee Self Service > Travel and Expenses > Travel Authorizations > Create/Modify
The Add a New Value page displays.	
	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field. 
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the Add button. 

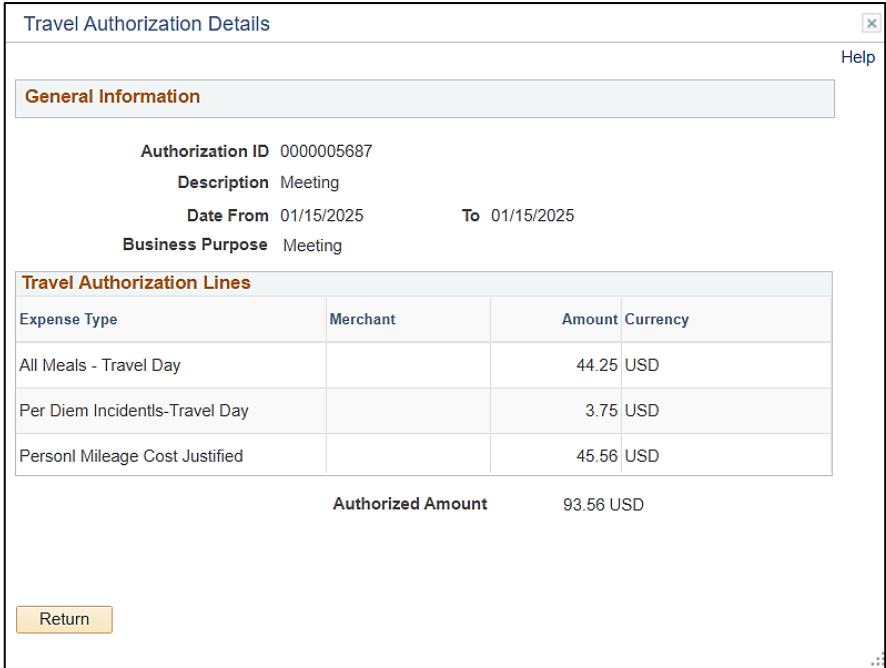
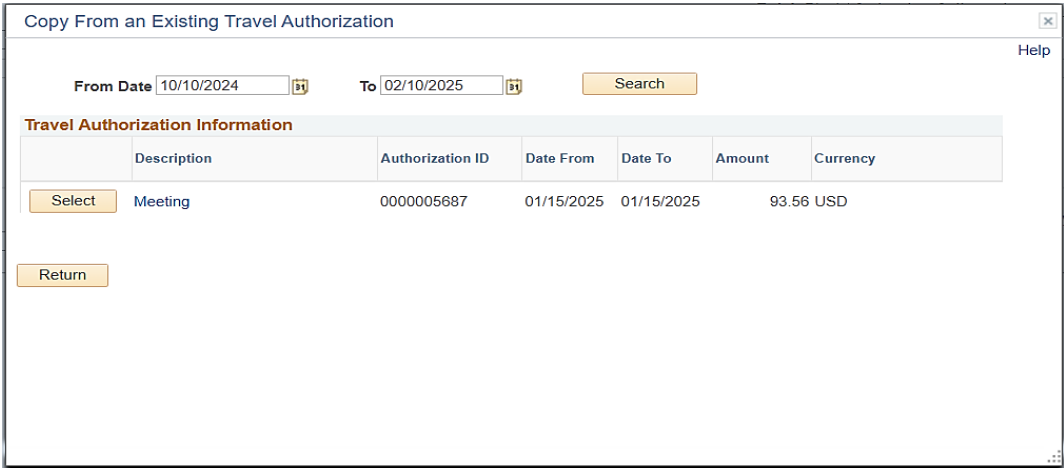
Step	Action
	The Create Travel Authorization page displays. 
4.	Click the Quick Start Populate From drop-down button. 
	The Quick Start options display. 
	To use the “A Template” option, see the Job Aid titled AP315_Creating an Expense Template. The Job Aid is located on the Cardinal website in Job Aids under Learning for details.
5.	Click the “An Existing Authorization” item. 
6.	Click the GO button. 

Step	Action
	The Copy From an Existing Authorization displays in a pop-up window. 
	The Travel Authorization Information section displays any previous authorizations based on the From Date and To field dates that default. The date range can be adjusted by updating the From Date and To date fields then clicking the Search button.
7.	Click the Description link for any Authorization ID that displays to review the details. 



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Step	Action
	The Travel Authorization Details page displays in a pop-up window. 
8.	Review the details to determine the authorization the user wants to copy from. After reviewing the information, click the Return button. 
	Copy From an Existing Authorization page re-displays. 
9.	Repeat Steps 7 - 8 to view additional Travel Authorizations if applicable.

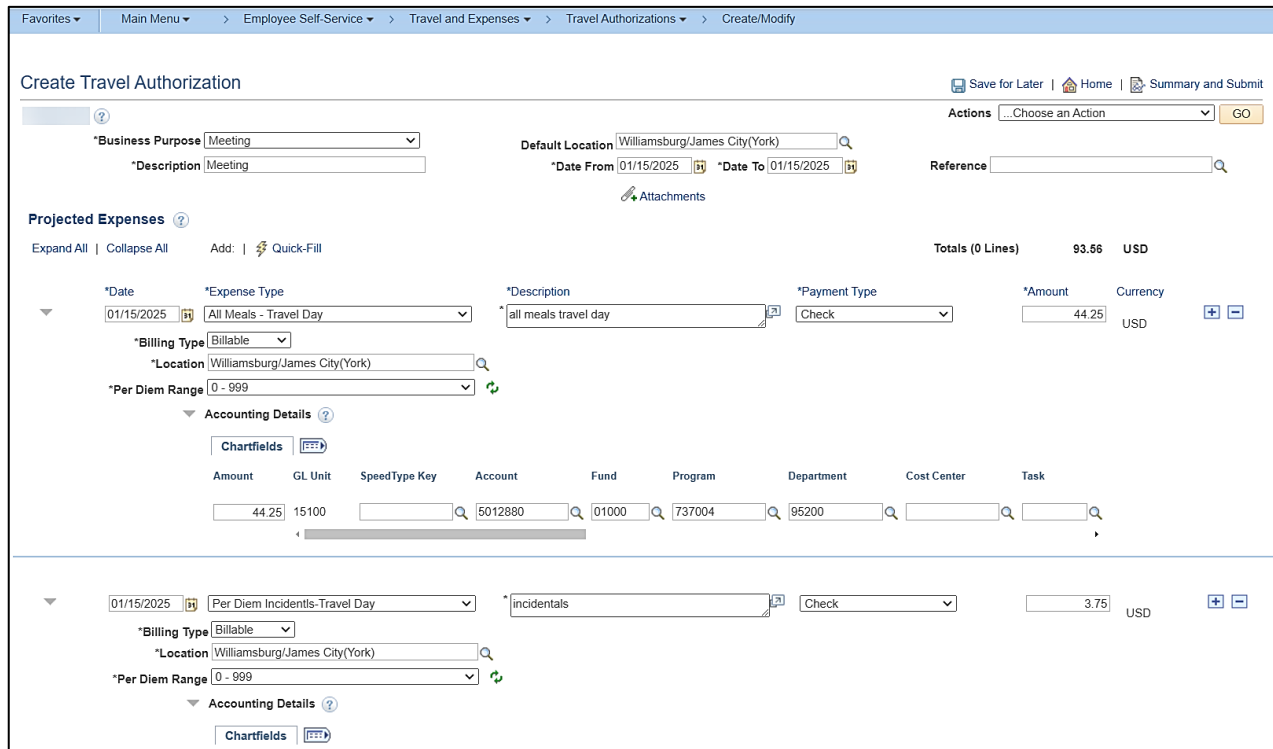


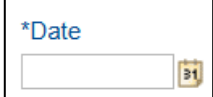
Accounts Payable Job Aid

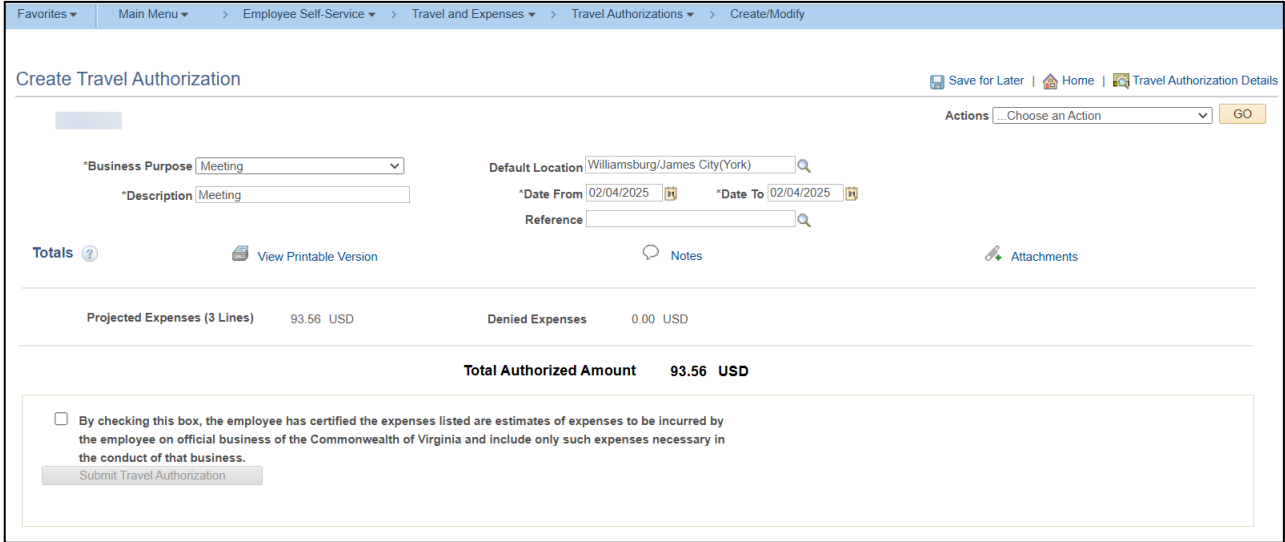
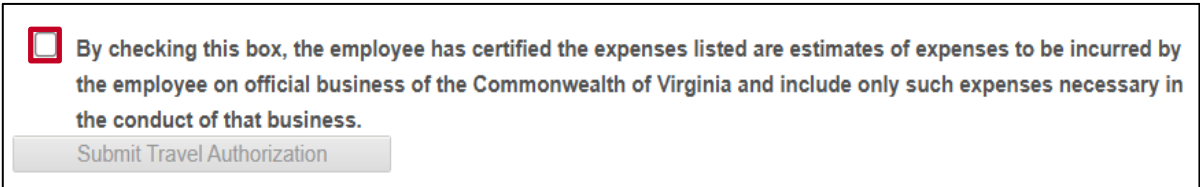
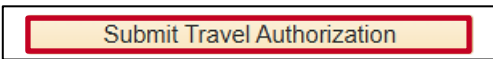
AP315A_Creating a Travel Authorization

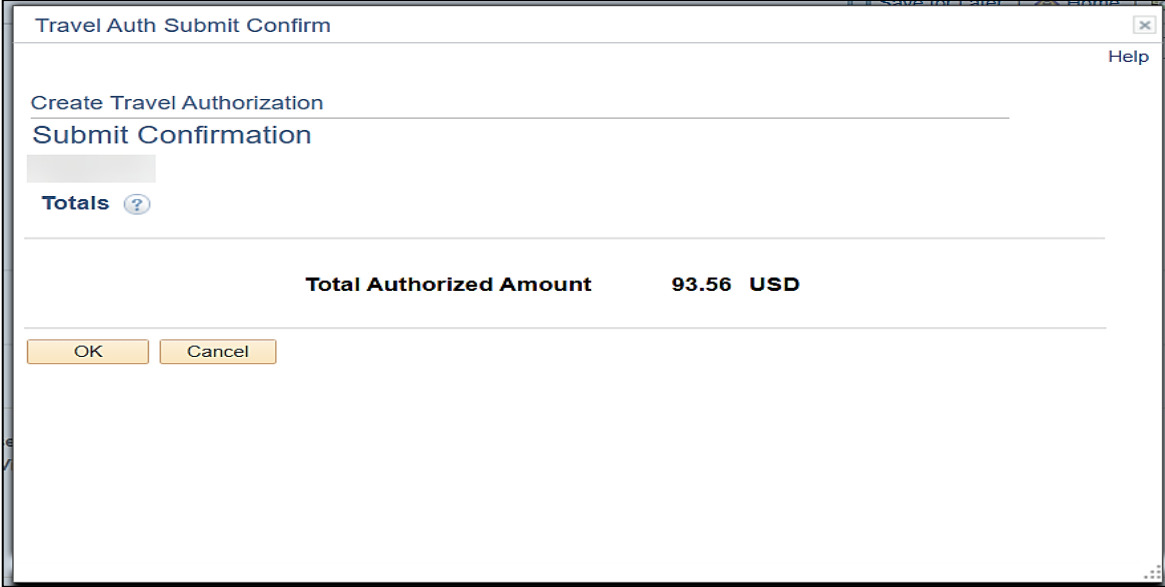
Step	Action
10.	Click the Select button next to the authorization ID to be copied. 

The **Create Travel Authorization** page re-displays with the selected Travel Authorization information populated.



11.	Update the fields as applicable.
	Changes can be made to any of the fields that copied from the existing Authorization. Additional fields can also be added as applicable.
	For this scenario only the dates are adjusted. - Date From and Date To fields  - Date field for each Expense Type 

Step	Action
12.	Click the Summary and Submit link once all adjustments and/or additional entries have been completed. 
The Create Travel Authorization Summary and Submit page displays. 	
14.	Click the Certification Statement checkbox. 
	The Submit Travel Authorization button becomes enabled.
15.	Click the Submit Travel Authorization button. 

Step	Action
	The Travel Auth Submit Confirm displays in a pop-up window. 
16.	Click the OK button. 
	A message displays with the Travel Authorization number indicating it has been submitted for approval. Your travel authorization 0000005687 has been submitted for approval.
17.	Make note of the Travel Authorization number.

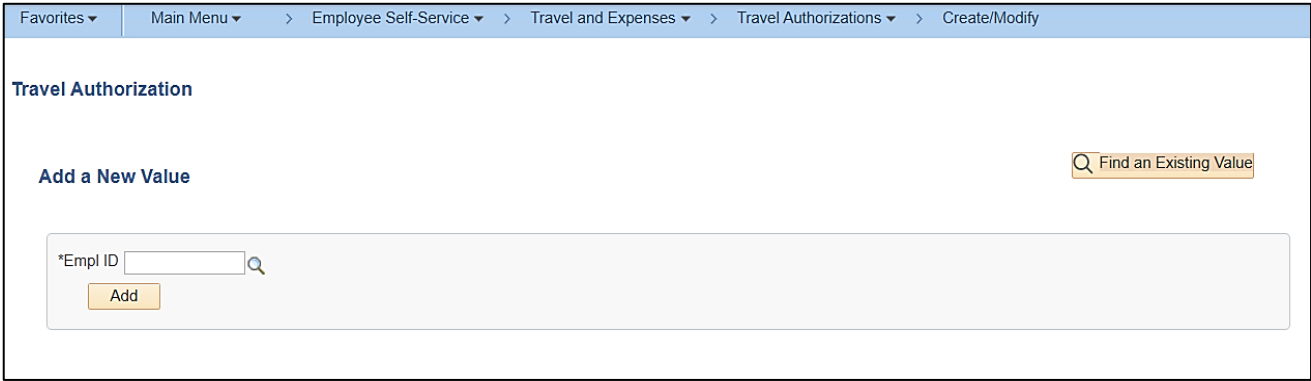


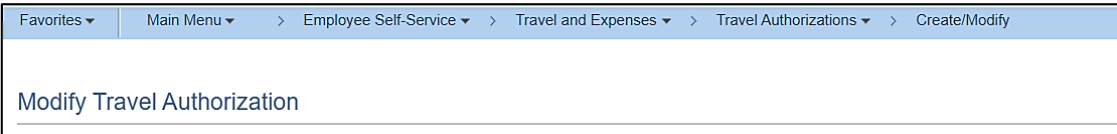
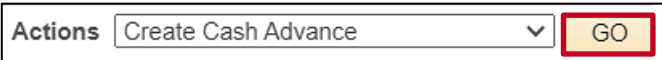
Accounts Payable Job Aid

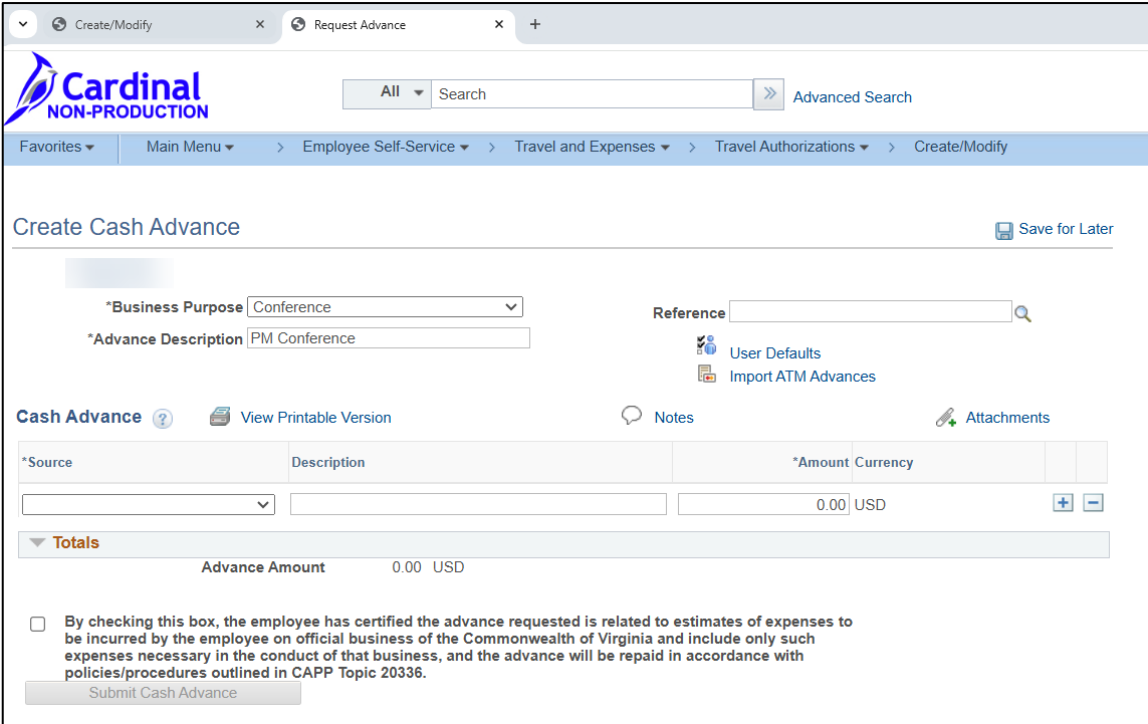
AP315A_Creating a Travel Authorization

Creating a Cash Advance while Creating a Travel Authorization

This section of the job aid will provide the steps for creating a cash advance while creating a Travel Authorization. For detailed information about Cash Advances, see the job aid titled, **AP315A_Creating a Cash Advance**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
1.	Navigate to the Travel Authorization entry page using the following path: Main Menu > Employee Self Service > Travel and Expenses > Travel Authorizations > Create/Modify
The Add a New Value page displays.	
	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field. 
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the Add button. 
4.	Enter the details of the Travel Authorization.
	See the section in this job aid titled Creating a Travel Authorization and then return to Step 5 below.

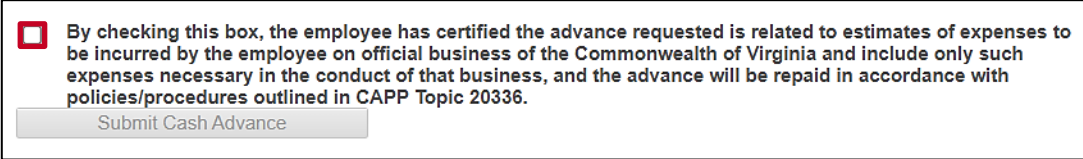
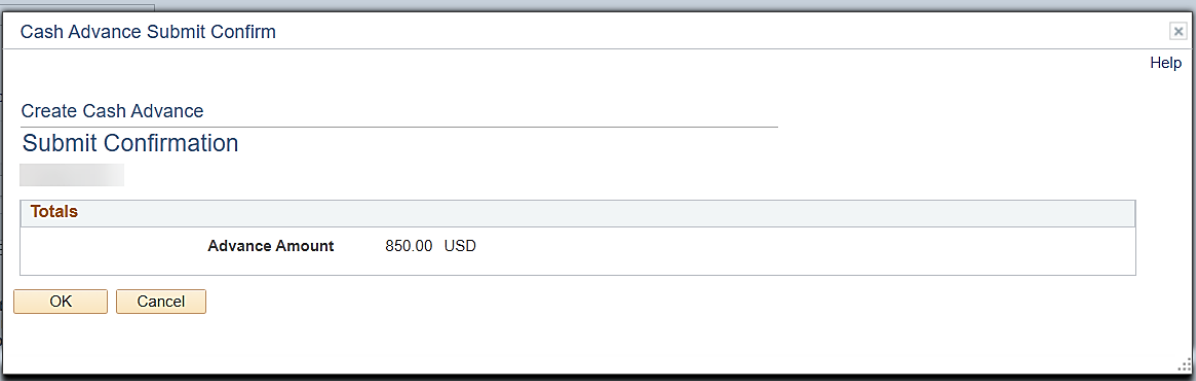
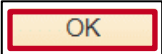
Step	Action
5.	Click the Save For Later link. 
The Travel Authorization ID displays with a status of "Pending". 	
	The page names updates to Modify Travel Authorization. 
6.	Click the Actions drop-down button and select the "Create Cash Advance" option. 
	The Actions menu replaces the Quick Start menu once the user enters the expense details.
7.	Click the GO button. 

Step	Action
	Cardinal opens a new window “Request Advance” and the Create Cash Advance page displays. 
	See the Job Aid titled AP315A_Creating a Cash Advance for more detailed information about entering Cash Advances. This Job Aid is located on the Cardinal website in Job Aids under Learning.
	The Business Purpose and Advance Description fields auto populate from the information on the Travel Authorization. These fields can be updated as applicable. 
8.	Click the Source drop-down button and select “System Check” 
	System Check is the only option for this field.



Accounts Payable Job Aid

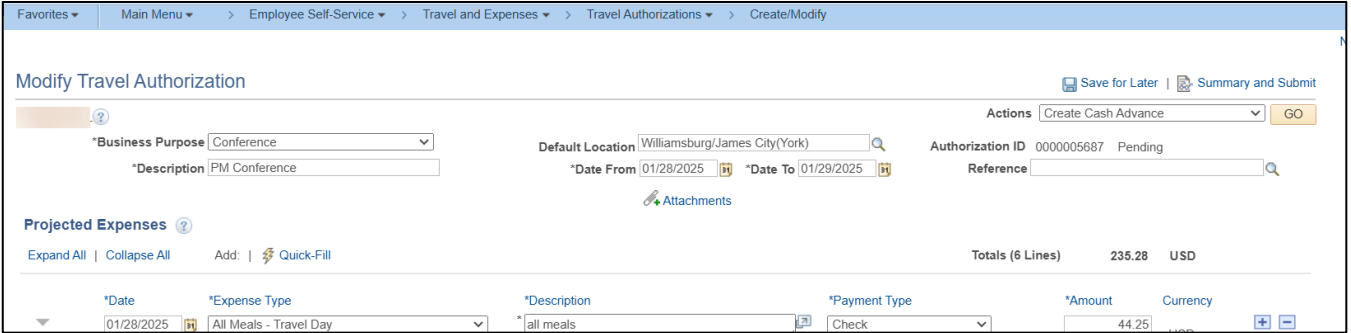
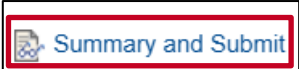
AP315A_Creating a Travel Authorization

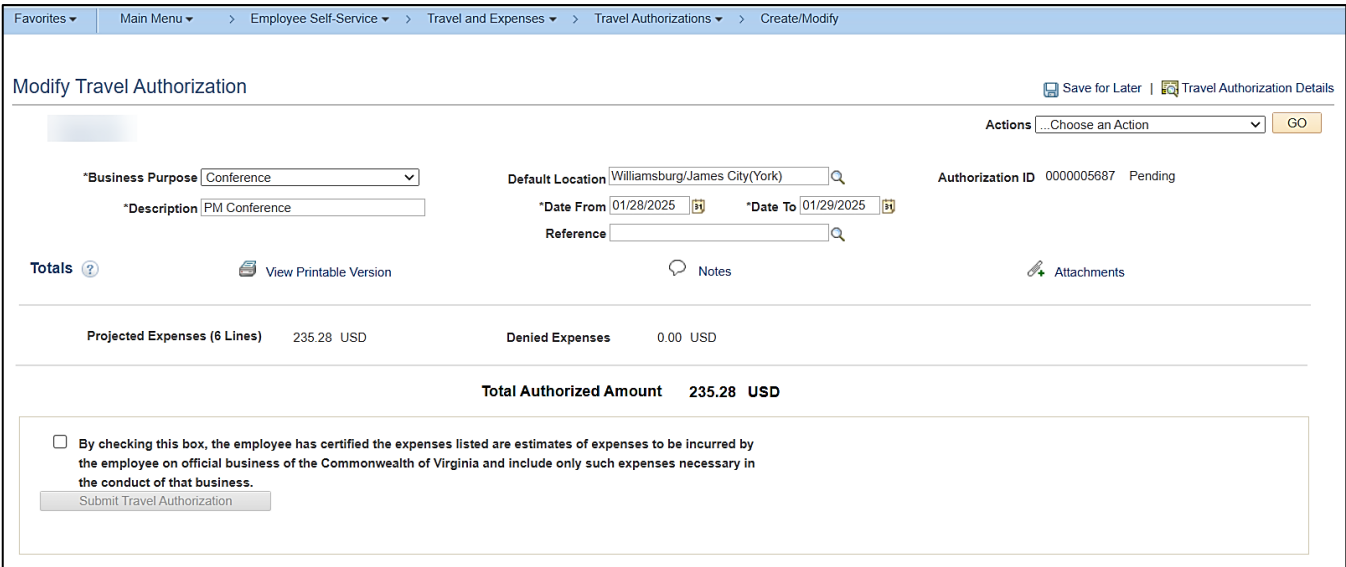
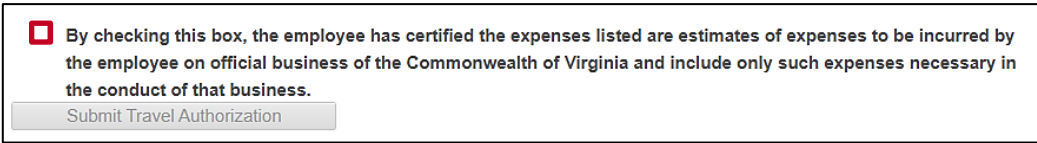
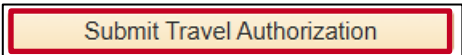
Step	Action
9.	Enter the reason for the Cash Advance in the Description field. 
10.	Enter the amount for the Cash Advance in the Amount field. 
11.	Click the Certification Statement checkbox. 
	The Submit Cash Advance button becomes enabled.
12.	Click the Submit Cash Advance button. 
The Cash Advance Submit Confirm page displays in a pop-up window. 	
13.	Click the OK button. 



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

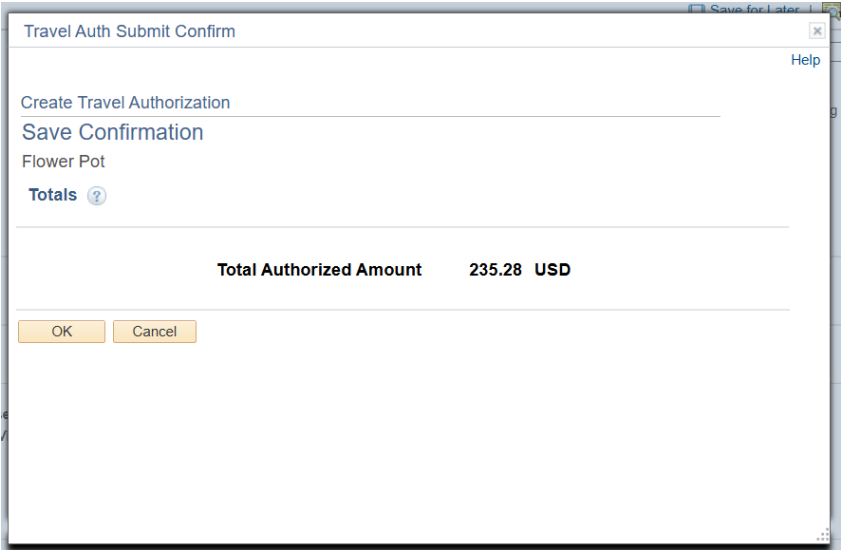
Step	Action
	A message displays in red at the top of the page with the Cash Advance ID number indicating it has been submitted for approval. Your cash advance 0000002424 has been submitted for approval.
14.	Make note of the Cash Advance number.
15.	Click the “x” on the Review Advance tab to close the tab. 
The Modify Travel Authorization page returns. 	
16.	Click the Summary and Submit link. 

Step	Action
	The Modify Travel Authorization Summary and Submit page displays. 
17.	Click the Certification Statement checkbox. 
	The Submit Travel Authorization button becomes enabled.
18.	Click the Submit Travel Authorization button. 



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Step	Action
	The Travel Auth Submit Confirm page displays in a pop-up window. 
19.	Click the OK button. 
	The Travel Authorization ID number displays in a message at the top of the page indicating it has been submitted for approval. 
20.	Make note of the Travel Authorization number.



Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML