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.

Employees must have an Expense Profile in order for expenses transactions to be entered. The Expense Profile contains information that defaults when creating expense transaction for an employee. See the Job Aid titled **AP316 Updating an Employee Expense Profile** located in the Cardinal website in Job Aids under Learning. Refer to this Job Aid to update ChartField information and the various User Defaults values (e.g. **Travel To**, **Travel From**, **Payment Type**, **Per Diem Range**, etc.). The User Default values populate on the expense transaction for the applicable Expense Types.

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

When entering a Travel Authorization, record all expenses related to the trip, including any that are directly 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) 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**.

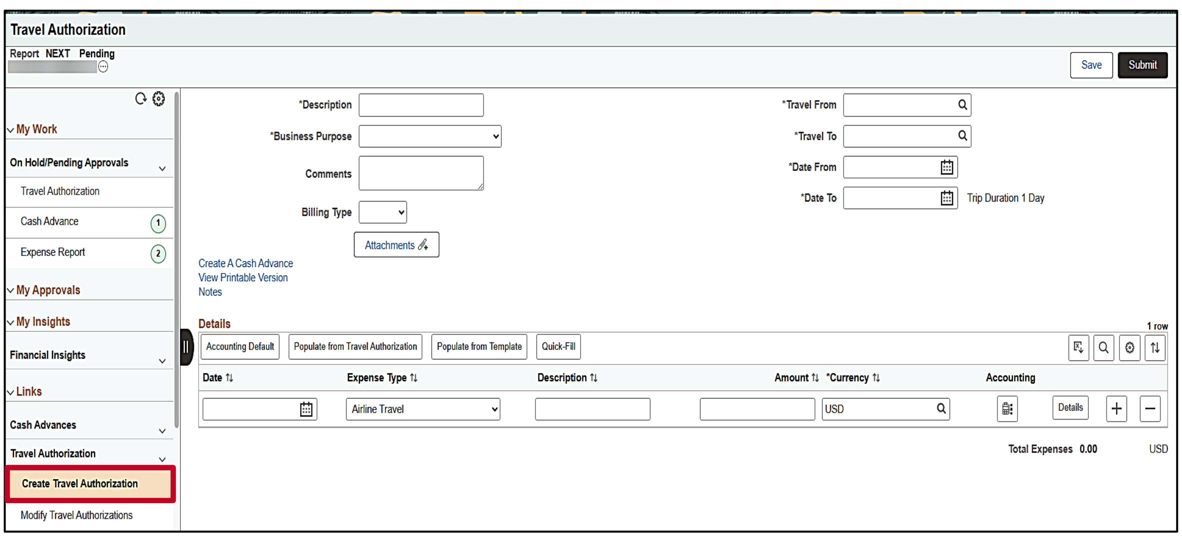
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

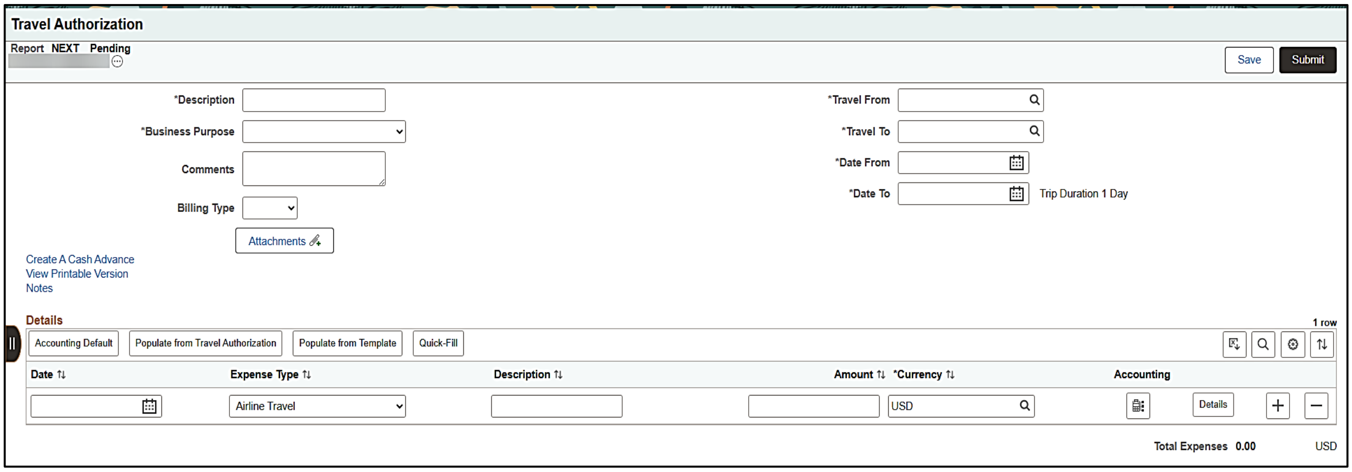
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Baseline.

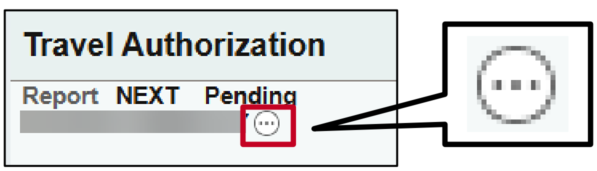
Creating a Travel Authorization

Step	Action
1.	Navigate to the **Create Travel Authorization** entry page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: **Links > Travel Authorization > Create Travel Authorization** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Create Travel Authorization** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create Travel Authorization**

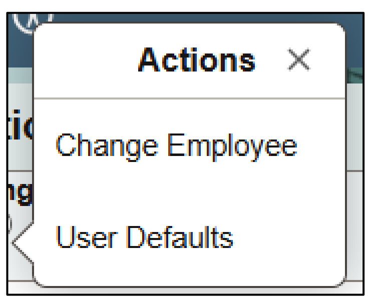
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Travel Authorization page displays.



</td></tr>
<tr><td></td><td>The Travel Authorization page defaults to the entry page with the user’s information ready for entry. If the user is entering on behalf of another employee, it must be selected.
• If the user is entering their own Travel Authorization, proceed to Step 6.
• If the user is entering a Travel Authorization for another employee, proceed to the next step.</td></tr>
<tr><td>3.</td><td>Click the Related Actions button next to name in the Header section at the top of the page.

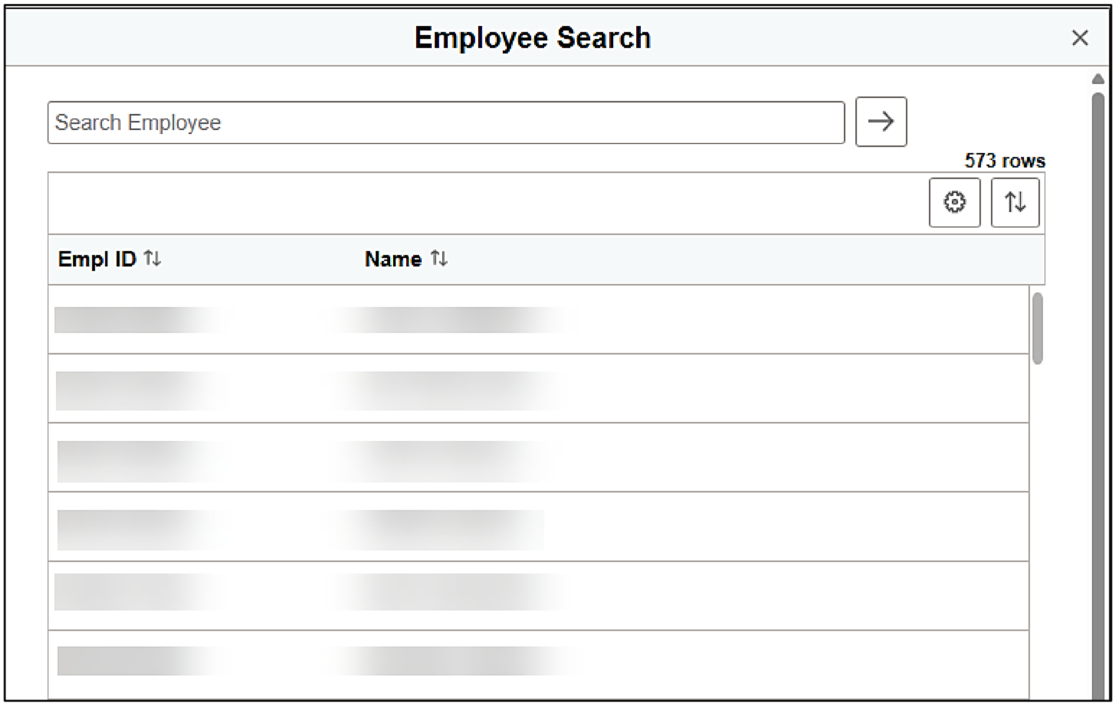
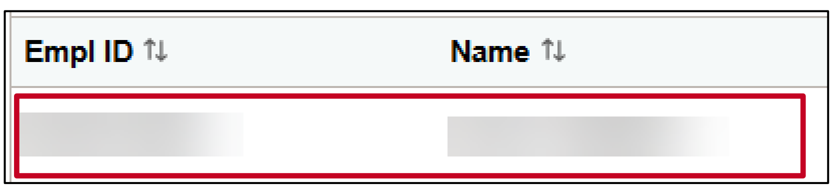
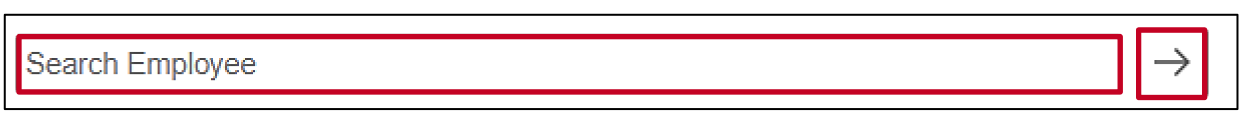


</td></tr>
<tr><td colspan="2">The Actions options display in a pop-up window.



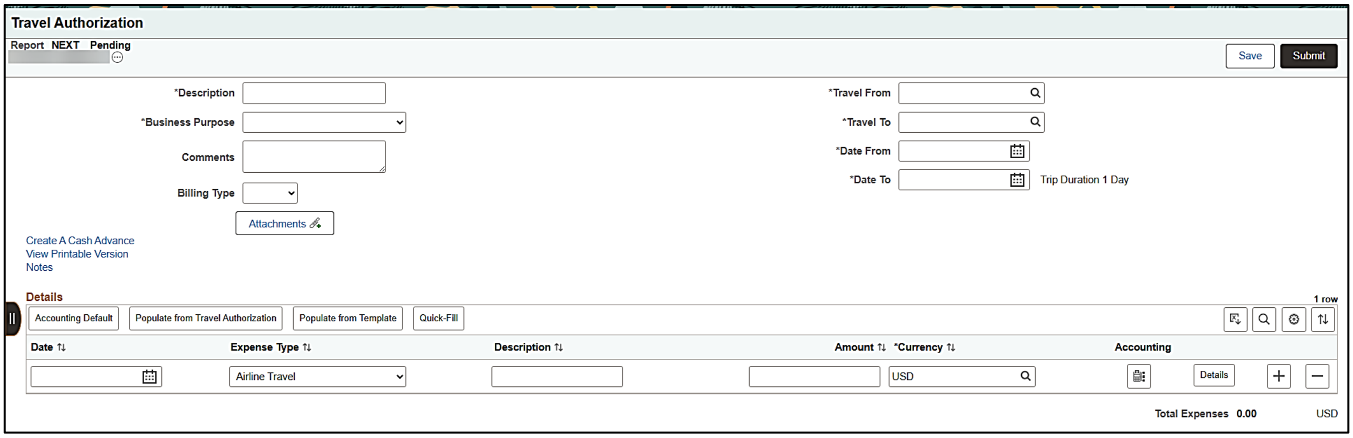
</td></tr>
<tr><td>4.</td><td>Click the Change Employee option.

</td></tr>
</table>

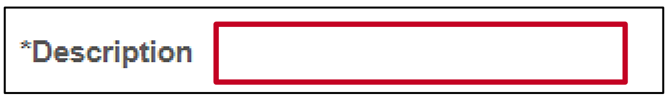
Step	Action
The **Employee Search** page displays in a pop-up window. 	
	All employees for whom the user is a Proxy display.
5.	Search for and select the applicable employee by clicking on their name or Employee ID number. 
	Users can also use the **Search Employee** field and use either the employee name or Employee ID number. Once the search criteria is entered, click the **Search** arrow icon to locate the employee. 

Step	Action

The **Travel Authorization** page refreshes and the selected employee name displays in the Header.



6. Enter the description for the Travel Authorization in the **Description** field.

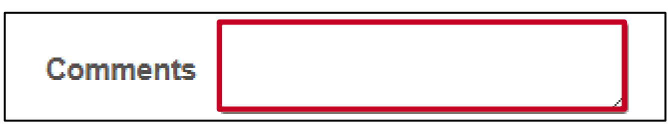


This field allows up to 30 characters (including spaces).

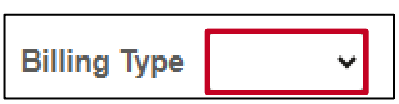
7. Click the **Business Purpose** drop-down button to select the reason for the authorization.

8. Enter any additional comments in the **Comments** field if applicable.

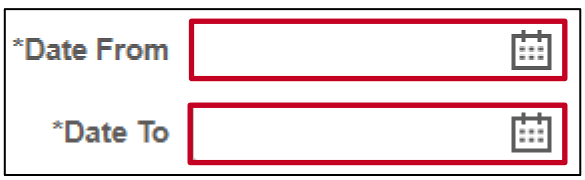
Note: This field is not required and can be left blank.



9. Click the **Billing Type** dropdown button and select “Billable”.

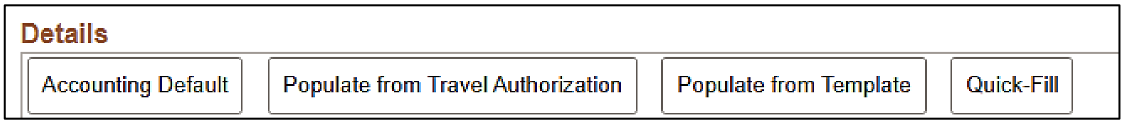


10. Enter or select the location that the employee is traveling from in the **Travel From** field.

Step	Action
	This is the location where the employee's travel begins.
11.	Enter or select the location that the employee is traveling to in the **Travel To** field. **Note**: When the employee is traveling to several locations during the travel time period, enter the final travel destination location in this field. 
	When an employee is traveling to multiple locations, the **Location** field value will automatically populate based on the **Travel To** field which may not be the accurate location for the expense. It is important to pay attention to the **Location** field for each Expense Type that requires "Location" to ensure it is accurate or updated as applicable.
12.	Enter or select the begin and end dates of the travel in the **Date From** and **Date To** fields. 
13.	Click the **Attachments** link to add documents/receipts as applicable. 
	Users can add up to 10 attachments at one time. See the **Appendix** section of this Job Aid for a list of allowed extensions that can be used as attachments in Cardinal.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
At the top of the Details sections are four buttons.

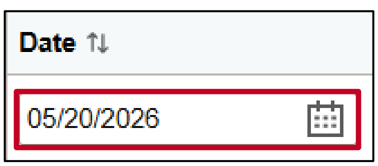
See the descriptions below for each button:



Accounting Default – Click this button to view the Accounting Distribution that is populated from the User Profile to the Travel Authorization.
Populate from Travel Authorization – Click this button to populate the current Travel Authorization from a previous Travel Authorization for the user. This copies the details but not the Header section. The Header section will still need to be completed by the user.
Populate from Template – Click this button to populate the Travel Authorization using a Template. Users must complete the Header section of the Travel Authorization page first before the system will allow the Template to be loaded. For information about creating and using Templates, see the Job Aid titled AP315 Creating an Expense Template for Travel Authorizations. This Job Aid is located on the Cardinal website in Job Aids under Learning.
Quick-Fill – Click this button to select the various anticipated expense transactions for the entire report. This populates the Travel Authorization with the selected expenses and any additional required details must be completed on the expense line(s).

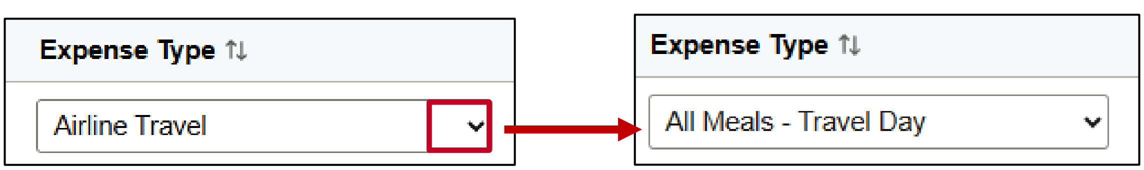
</td></tr>
<tr><td>14.</td><td>
Enter or select the date for the Expense type that will be entered on this line.

Note: This section defaults with the first line displaying the current date.

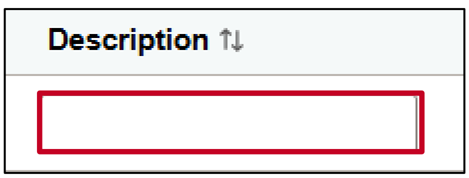


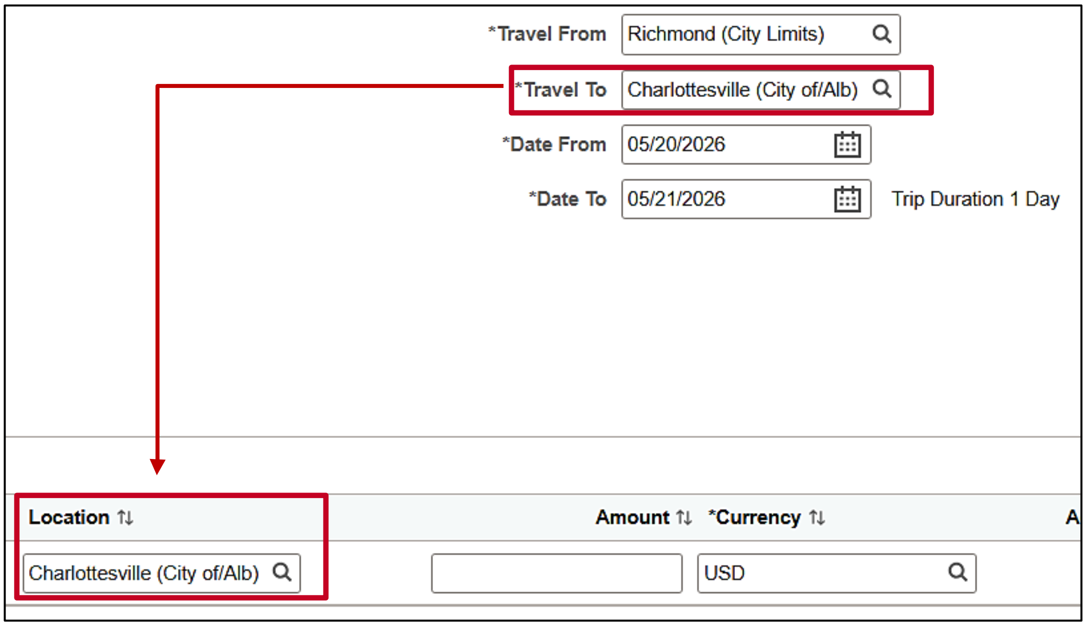
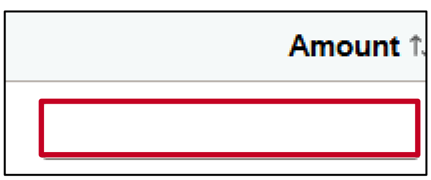
</td></tr>
<tr><td>15.</td><td>
Click the Expense Type dropdown menu and select the applicable Expense Type from the menu.

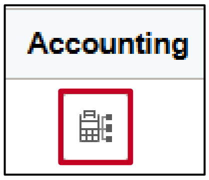
For this scenario, “All Meals – Travel Day” is selected.



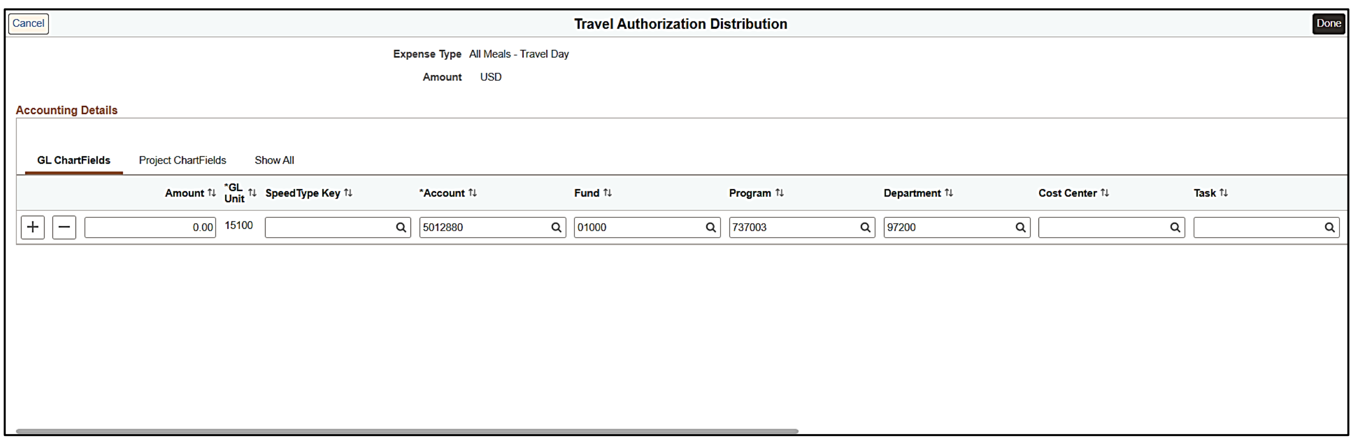
</td></tr>
<tr><td></td><td>
The Expense Type field defaults to “Airline Travel” so be sure to select the applicable Expense Type.
</td></tr>
</table>

Step	Action
	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 the **Expense Type** is selected, the required fields display on the expense line as applicable. Depending on the **Expense Type** selected, additional fields may display and in some cases require entry.
16.	Enter a description for the expense in the **Description** field. **Note**: All Expense Types require the completion of the **Description** field. 
	This field holds a maximum of 30 characters (including spaces).

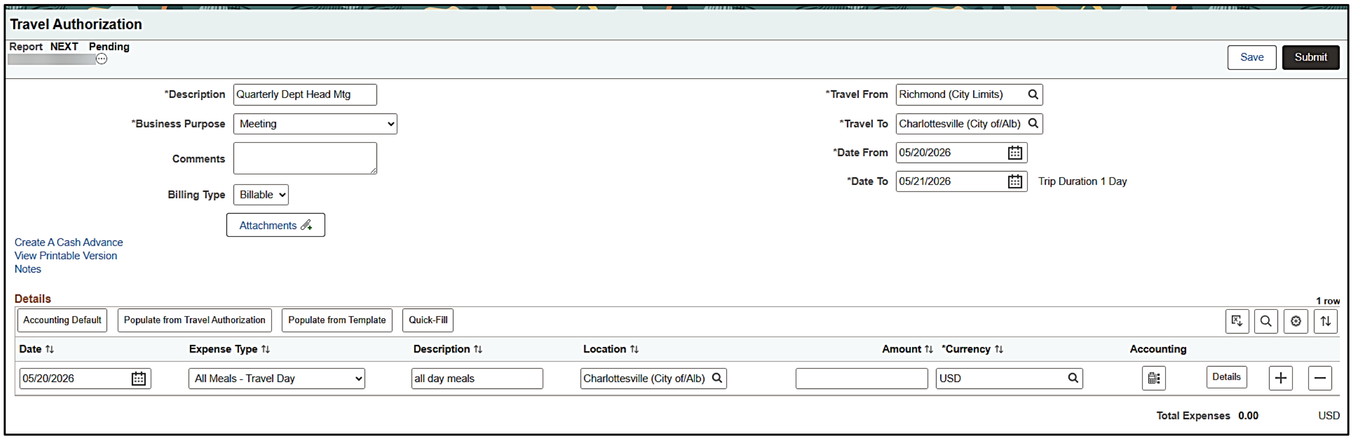
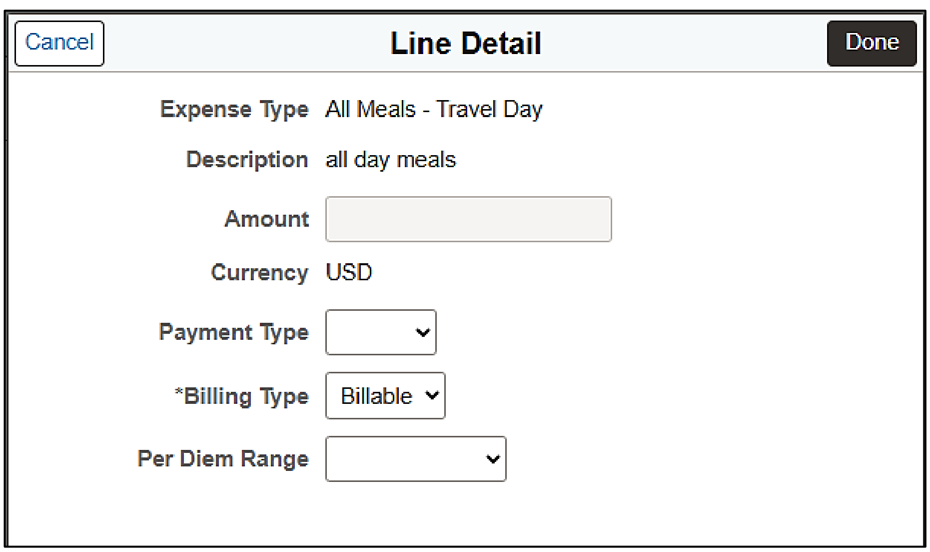
Step	Action
	The **Location** field displays as it is required for meals. This field defaults based on the value entered in the **Travel To** field. When an employee is traveling to several locations, the **Location** field may need to be updated to reflect the correct location because per diems will vary by Location. For this scenario, Charlottesville is the **Travel To** location. 
17.	Enter the amount of the expense, if applicable, in the **Amount** field. **Note**: For meals, Cardinal will calculate the amount based on the location, so this field is left blank in this scenario. 
	The **Currency** field defaults to "USD" and should not be changed. 

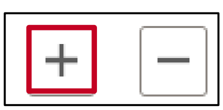
Step	Action
18.	Click the **Accounting** icon to view the Accounting Distribution for the Expense Line. If the user does not need to view the Accounting Distribution, proceed to **Step 21**. 
	The Accounting Distribution information defaults from the employee's expense profile and can be changed if applicable. The Account code defaults based on the Expense Type selected. See the Job Aid titled **AP315A Expense Type Coding – Online Agencies** for details regarding the Account codes for each Expense Type. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

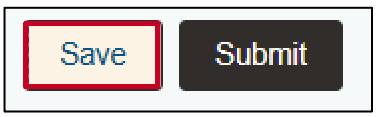
The **Travel Authorization Distribution** page displays in a pop-up window.



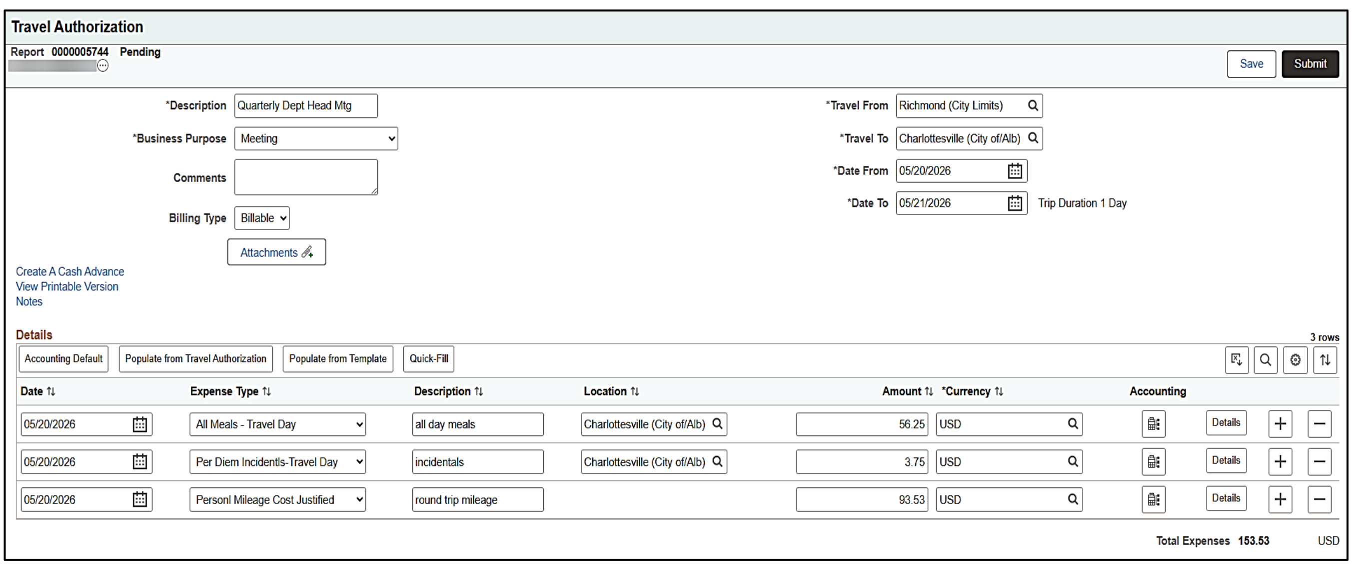
Step	Action
19.	Review and make any applicable updates to the distribution.
20.	Click the **Done** button to save the changes and return to the Travel Authorization. Click the **Cancel** button if no changes were made, or if changes were made and the user does not want to save them. 

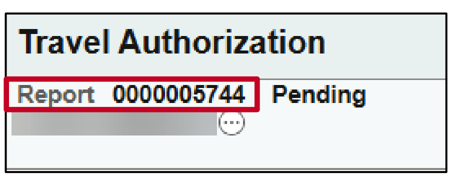
Step	Action
	The **Travel Authorization** page redisplays. 
21.	Click the **Details** button. 
	The **Line Detail** page displays in a pop-up window. 

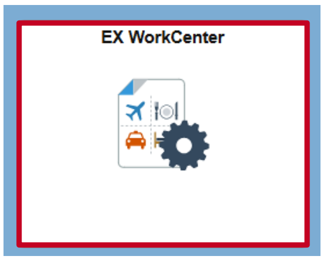
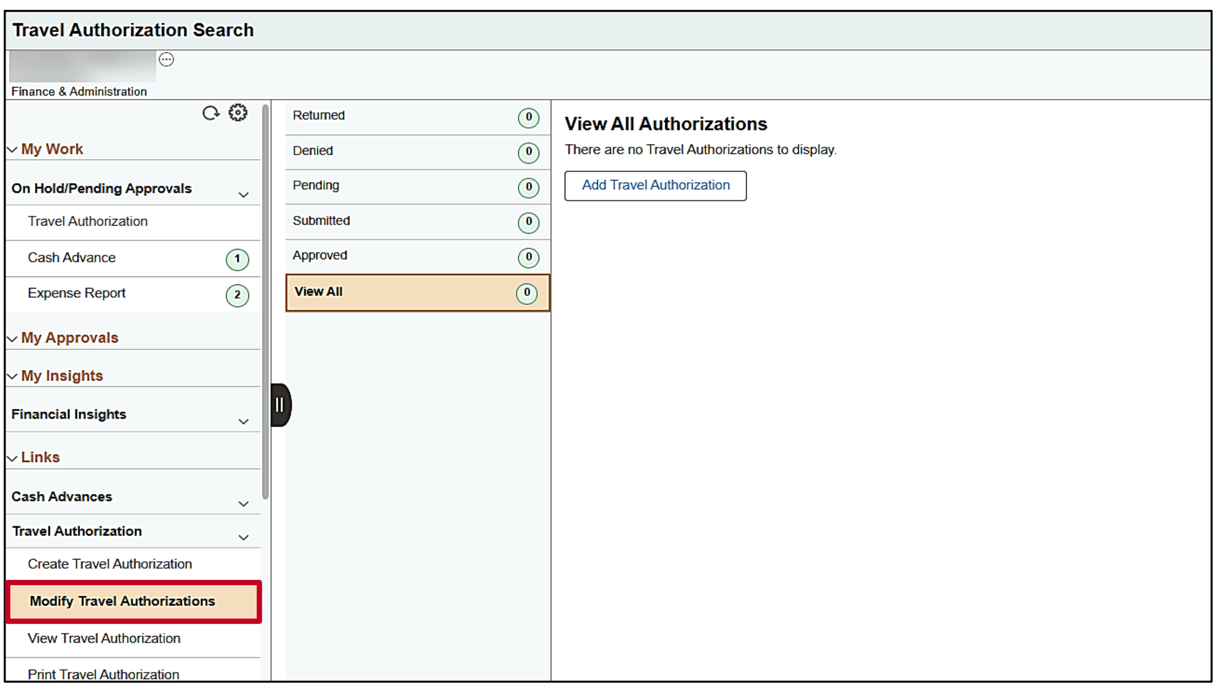
Step	Action
22.	Enter the applicable details based on the Expense Type for the Line. For this scenario, the Expense Type is **All Meals – Travel Day**. • **Expense Type** – Lists the name of the Expense Type for the line. • **Description** – Defaults based on the Expense Type. • **Amount** – For this Expense Type this field populates based on the location information. • **Currency** – Defaults to USD and cannot be changed. • **Payment Type** field – Click the dropdown button and select “Check”. **Note**: Check is the only option and does not mean the employee will be reimbursed with a check. Employees are reimbursed through the Direct Deposit in the Balance of Net Pay Account. • **Billing Type** – Defaults to Billable and cannot be changed. • **Pier Diem Range** field – Click the dropdown button and select “0-999 Days” which is the only option.
ℹ	The fields that display will vary based on the Expense Type selected. Required fields for the Expense Types will vary. See the Job Aid titled **AP315A Expense Type Coding – Online Agency** for a listing of the required fields by Expense Type. If any of these fields have been populated on the Employee Profile, the values will default and should be reviewed to confirm accuracy. See the Job Aid titled **AP316 Updating an Employee Profile** for details on setting up these values.
23.	Click the **Done** button when all applicable values have been entered on the Expense Line. 
24.	Click the **Add a New Row** (**+**) icon to additional Expense lines. If no additional Expense Lines need to be added, proceed to **Step 26**. 
25.	Repeat **Steps 14 – 23** for each additional line added.

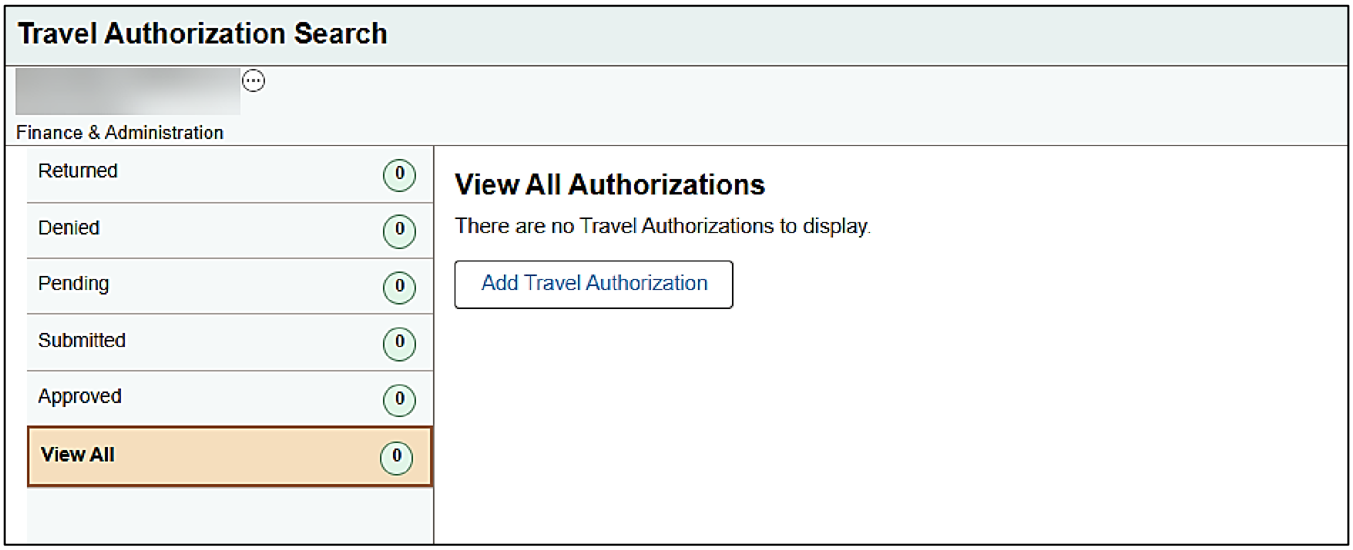
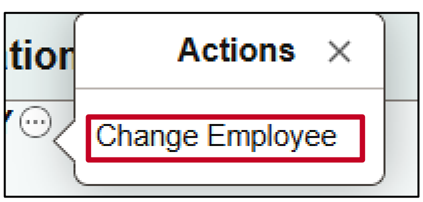
Step	Action
	Users can use the links located above the **Details** section as needed:  • **Create a Cash Advance** – Allows the creation of a Cash Advance while creating the Travel Authorization. See the Creating a Cash Advance while Creating a Travel Authorization section of this Job Aid for more details. • **View Printable Version** – Allows users to view and print the Travel Authorization in a printer friendly format. • **Notes** – Allows users to add Notes to the Travel Authorization if applicable.
26.	Click the **Save** button to save the transaction if it is not ready for submission and got to the next step. If the Travel Authorization is ready for submission, proceed to **Step 35**. 

The **Travel Authorization** saves and the Report ID displays.



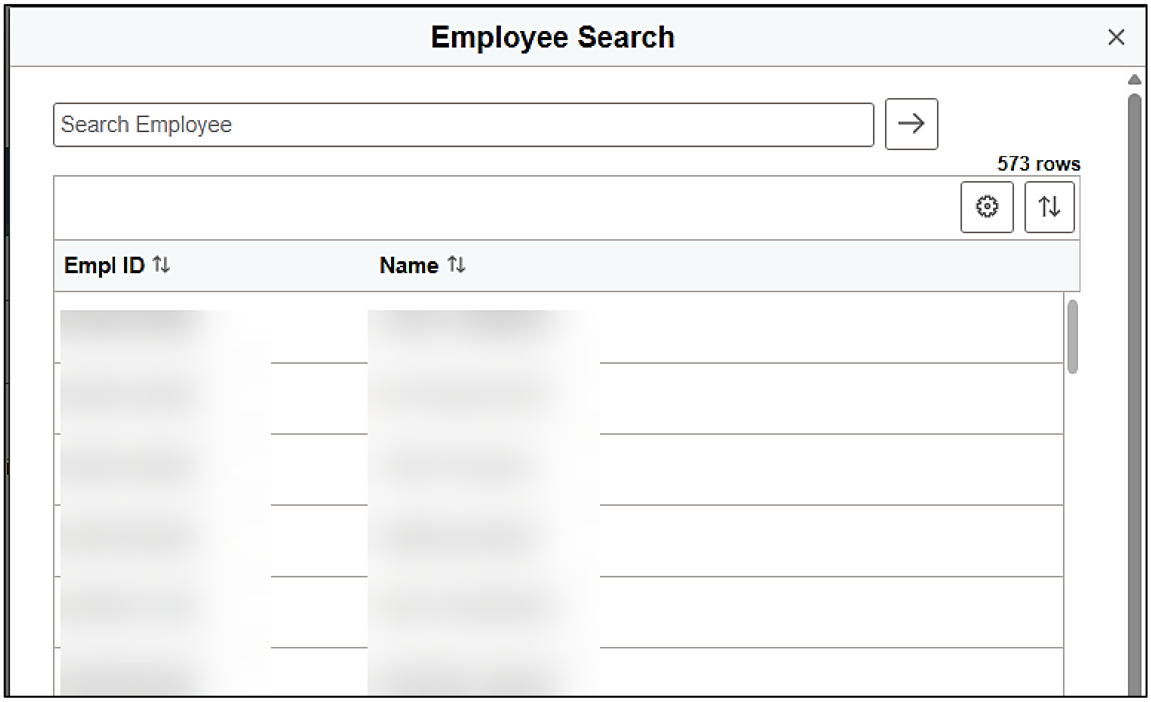
Step	Action
27.	Make note of the Travel Authorization **Report** number. 

Step	Action
	The status displays as “Pending” since the Travel Authorization was saved but not submitted for approval. To update a Travel Authorization after it has been saved, proceed to the next step.
28.	Navigate to the **Modify Travel Authorization** entry page by clicking the **EX WorkCenter** tile to update a saved Travel Authorization. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in Job Aids under Learning.
29.	Use the following navigation path in the WorkCenter: **Links > Travel Authorization > Modify Travel Authorizations** **Note**: WorkCenter sections, folders, and pages may vary based on the user’s Security roles. 

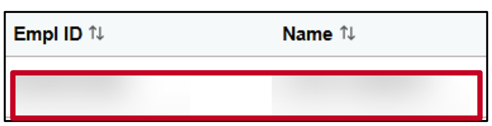
Step	Action
30.	Users can also access the **Modify Travel Authorizations** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Modify Travel Authorizations**
The **Travel Authorization Search** page displays. 	
	This page defaults with the user's information and not a specific employee that the user serves as a Proxy. Users will need to select the applicable employee to review and/or update the Travel Authorization.
31.	Click the **Related Actions** icon and select "Change Employee". 

Step	Action

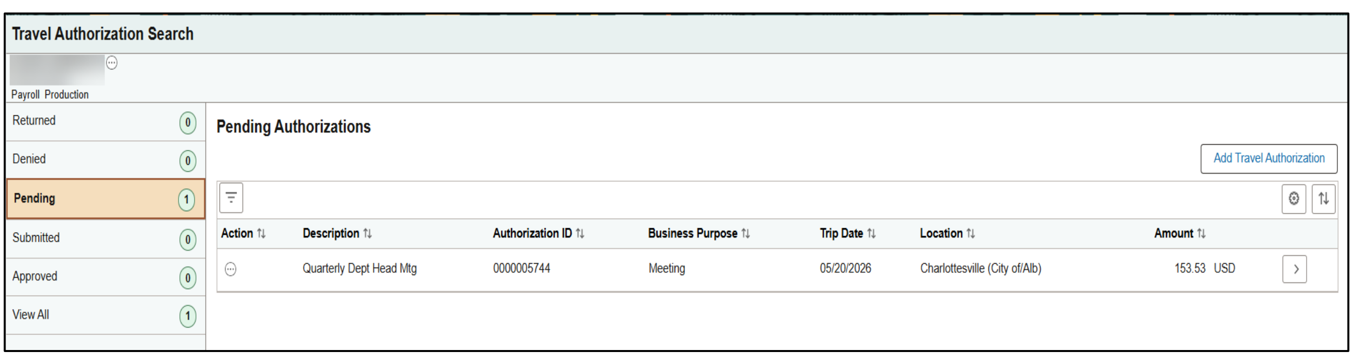
The **Employee Search** page displays in a pop-up window.



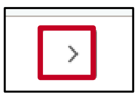
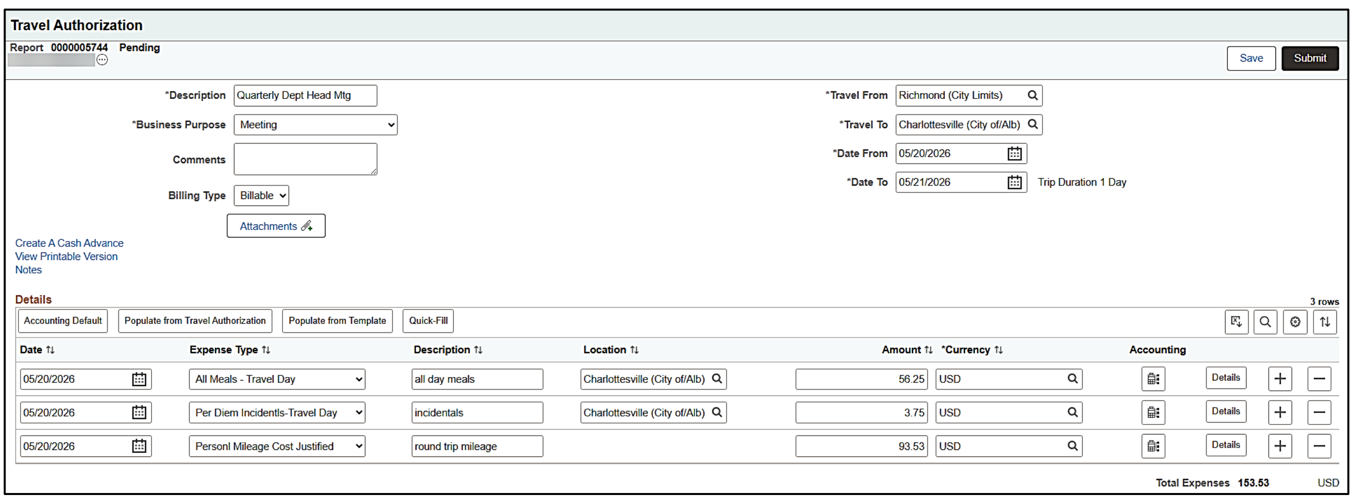
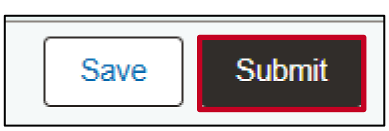
	All employees for whom the user is a Proxy display.
32.	Search for and select the applicable employee.



The page refreshes and the information for the selected employee displays.

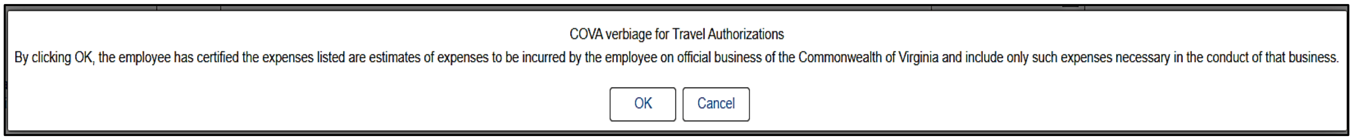


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>All Travel Authorizations display for the selected employee based on the statuses listed which includes:

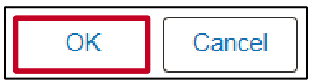
Returned – displays Travel Authorizations that were sent back from the Approver
Denied – displays denied Travel Authorizations
Pending – displays Travel Authorizations that were “Saved” but not “Submitted” for approval
Submitted – displays Travel Authorizations submitted for approval that have not yet been approved
Approved – displays Travel Authorizations that have been approved
View All – displays all Travel Authorizations for all statuses
</td></tr>
<tr><td>33.</td><td>Click the View Detail (>) icon on the applicable line to open the Travel Authorization.
</td></tr>
<tr><td colspan="2">The Travel Authorization page displays for the employee.

</td></tr>
<tr><td>34.</td><td>Make any additional updates to the Travel Authorization as applicable.</td></tr>
<tr><td>35.</td><td>Click the Submit button to submit the Travel Authorization for approval.

</td></tr>
</table>

Step	Action

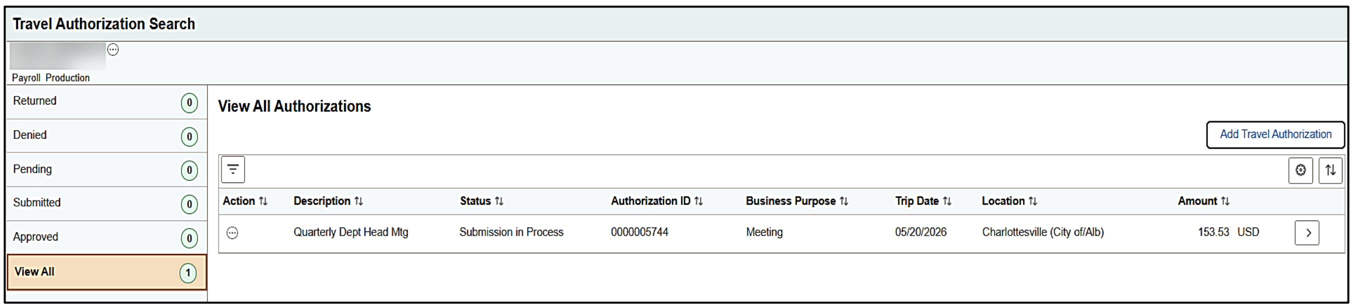
A certification confirmation message displays.



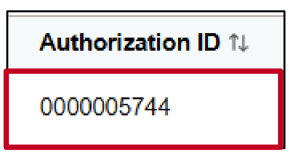
Step	Action
37.	Click the **OK** button to confirm and submit the Travel Authorization.



The **Travel Authorization Search** page redisplays and the submitted Travel Authorization displays.



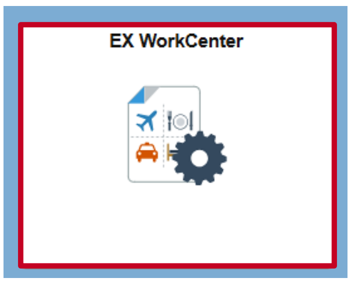
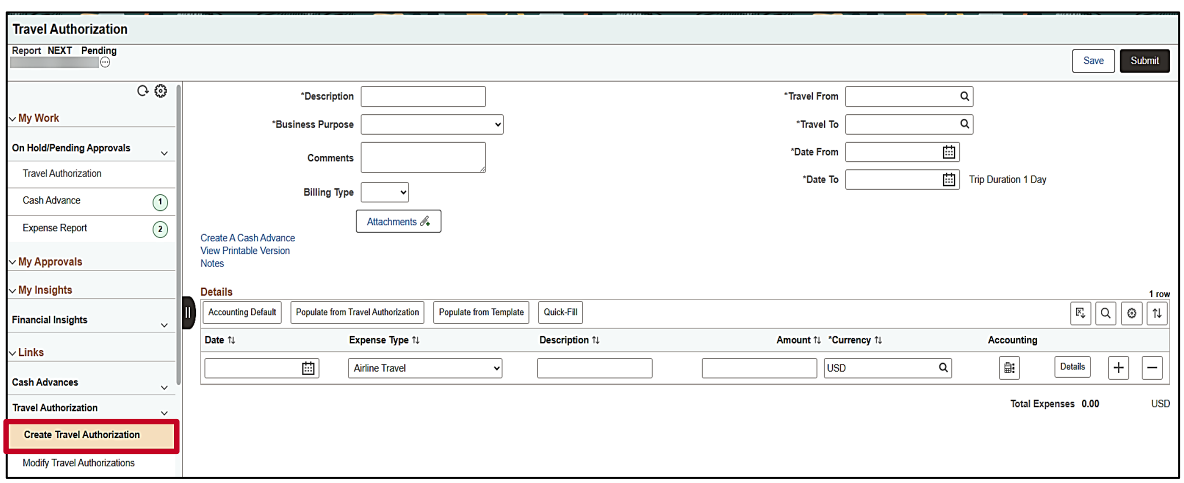
Step	Action
38.	Make note of the Travel Authorization number that displays in the **Authorization ID** field.

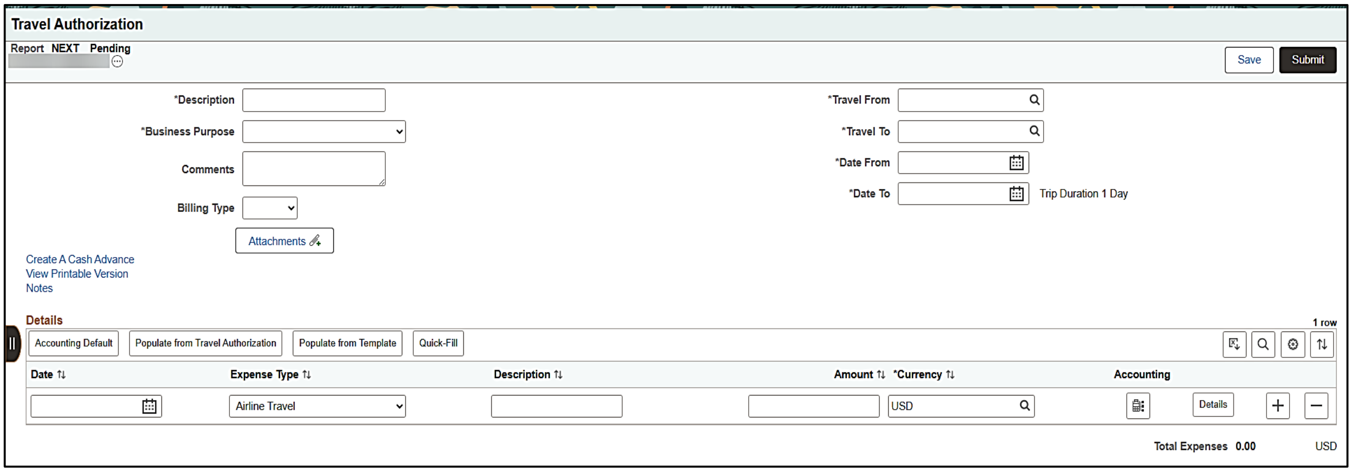
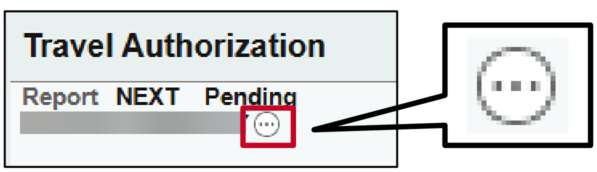
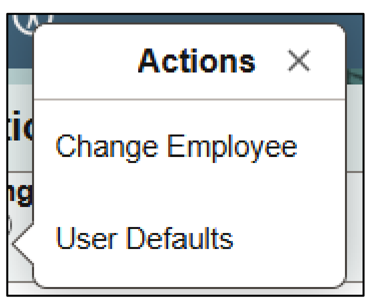


Creating a Travel Authorization from an Existing Authorization

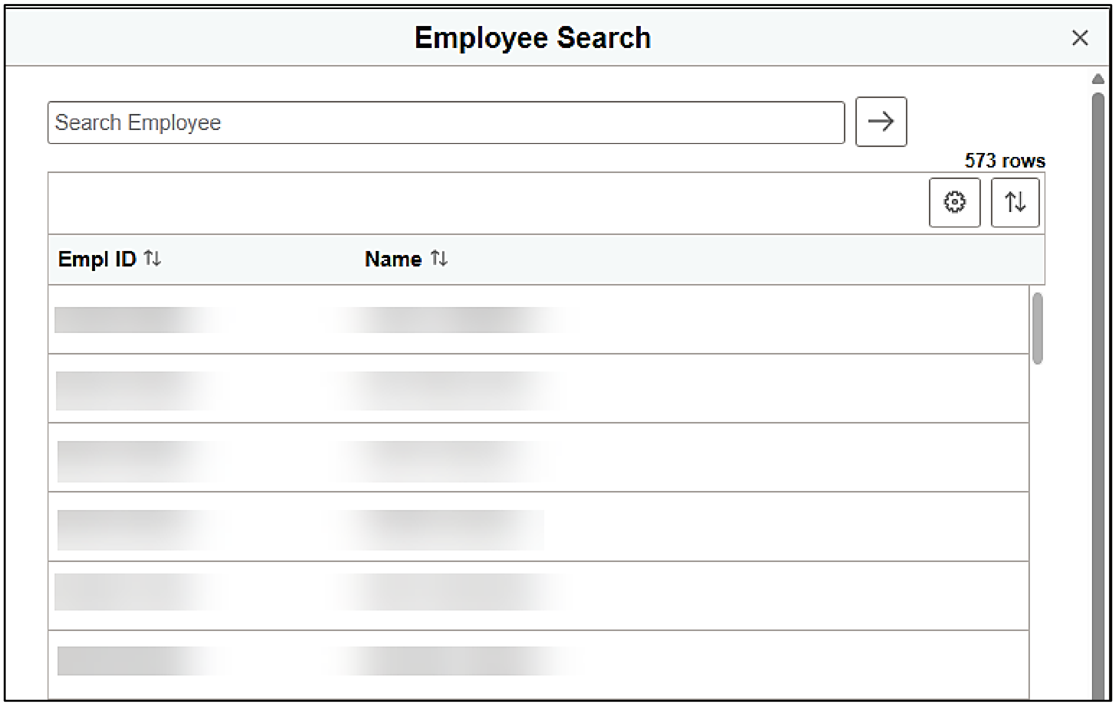
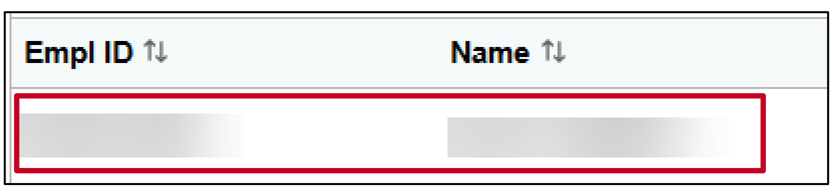
This section of the Job Aid will walk through the steps for creating a Travel Authorization using an existing Travel Authorization. This can be helpful in saving time entry when an employee has authorizations for expenses that are used frequently (e.g., regular monthly meeting).

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 **Create Travel Authorization** entry page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: **Links > Travel Authorization > Create Travel Authorization** **Note**: WorkCenter sections, folders, and pages may very based on the user's Security roles. 
	Users can also access the **Create Travel Authorization** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create Travel Authorization**

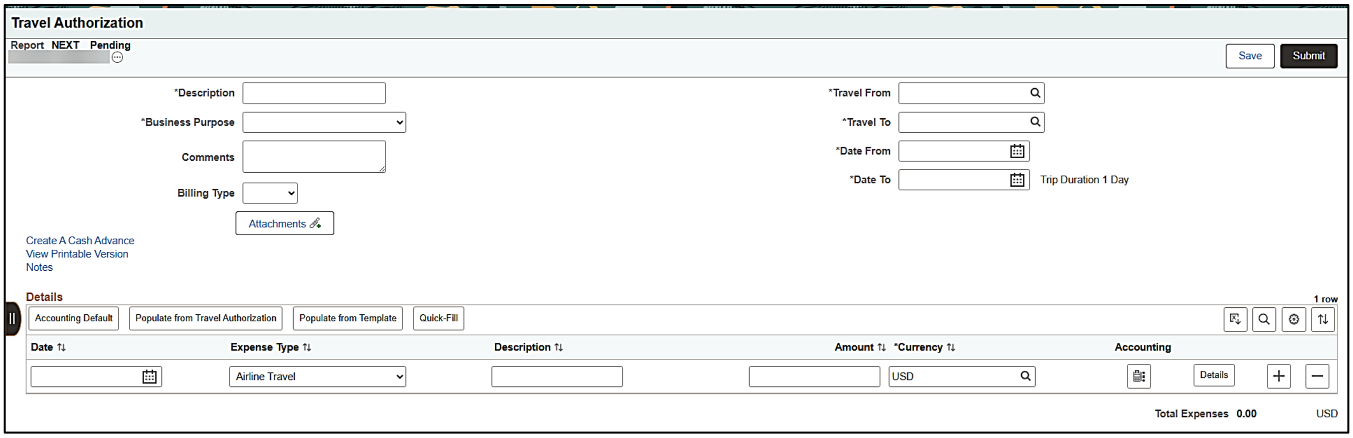
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Travel Authorization page displays.

</td></tr>
<tr><td></td><td>The Travel Authorization page defaults to the entry page with the user’s information ready for entry. If the user is entering on behalf of another employee, it must be selected.
If the user is entering their own Travel Authorization, proceed to Step 6.
If the user is entering a Travel Authorization for another employee, proceed to Step 3.</td></tr>
<tr><td>3.</td><td>Click the Related Actions button next to name in the Header section at the top of the page.

</td></tr>
<tr><td colspan="2">The Actions options display in a pop-up window.

</td></tr>
<tr><td>4.</td><td>Click the Change Employee option.

</td></tr>
</table>

Step	Action
The **Employee Search** page displays in a pop-up window. 	
	All employees for whom the user is a Proxy display.
5.	Search for and select the applicable employee by clicking on their name or Employee ID number. 
	Users can also use the **Search Employee** field and use either the employee name or Employee ID number. Once the search criteria is entered, click the **Search** arrow icon to locate the employee. 

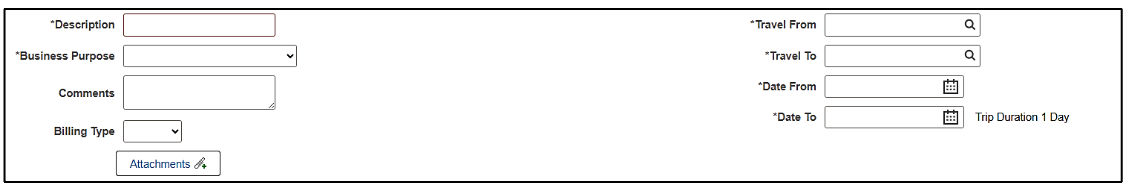
Step	Action

The **Travel Authorization** page refreshes and the selected employee name displays in the Header.



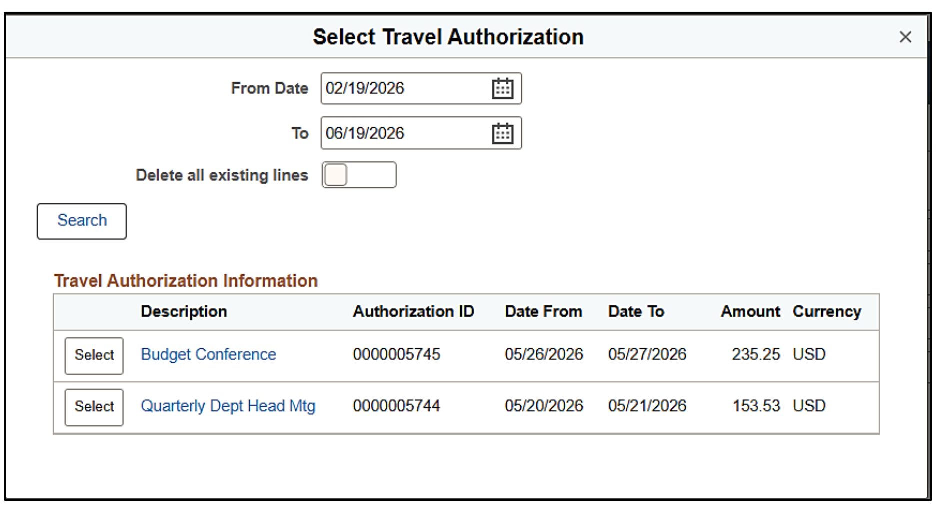
6. Enter the applicable information in the Header section.

For more information, see the [Creating a Travel Authorization](#) section of this Job Aid.



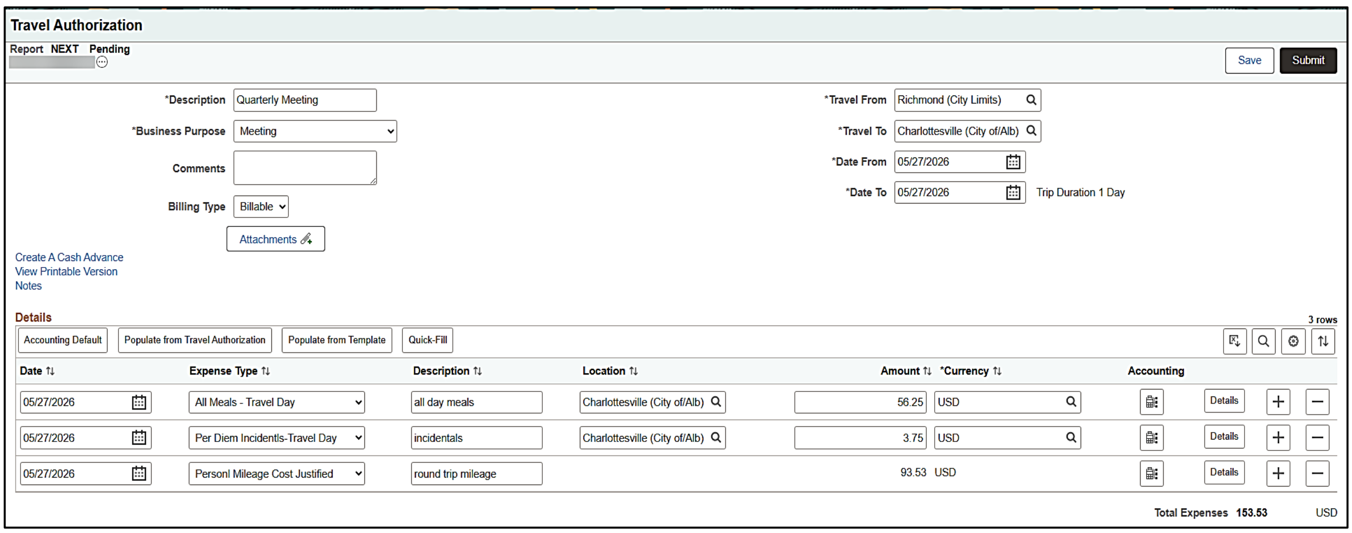
7. Click the **Populate from Travel Authorization** button under the **Details** section.

The **Select Travel Authorization** page displays in a pop-up window.



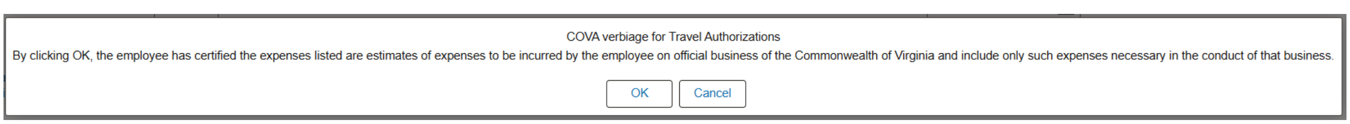
Step	Action
	Travel Authorizations previously completed for the employee for the dates that default in the **From Date** and **To** fields. Update these dates if the Travel Authorization as applicable if the specific Travel Authorization does not display.
8.	Click the **Select** button next to the Travel Authorization to be copied. 

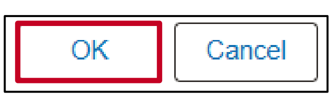
The **Travel Authorization** page redisplays with the information copied from the selected Travel Authorization.

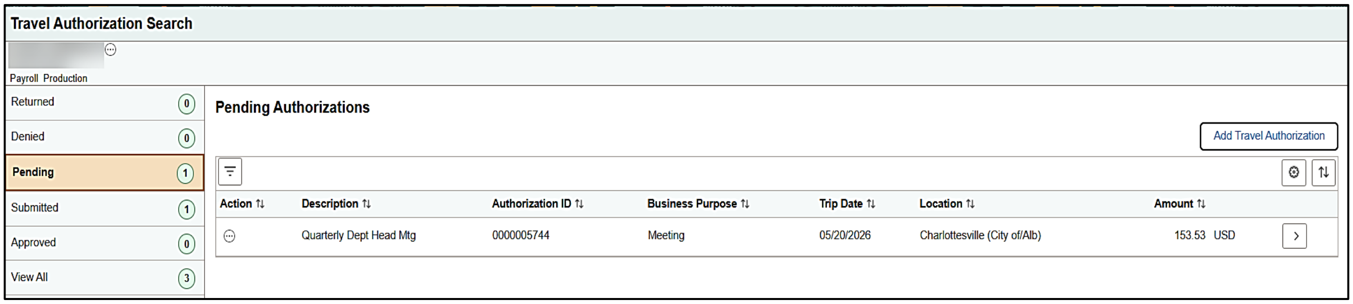
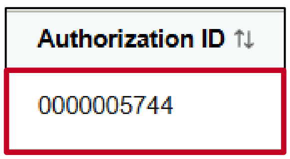


Step	Action
9.	Make any additional updates and click the **Submit** button. 

A certification confirmation message displays.



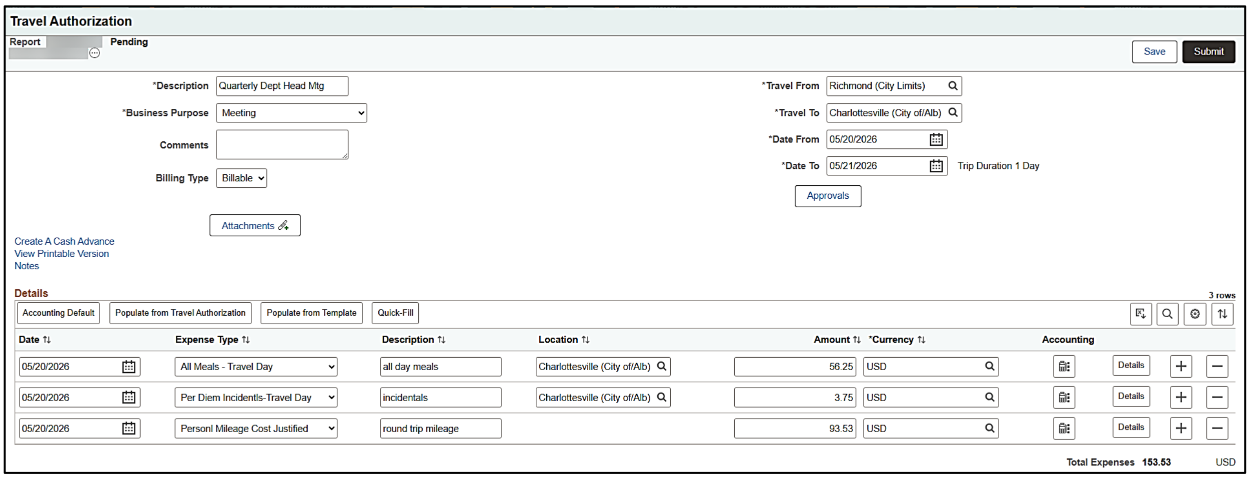
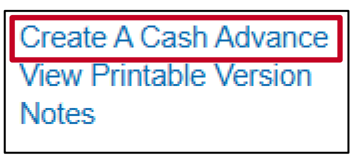
Step	Action
10.	Click the **OK** button. 

Step	Action
	The **Travel Authorization Search** page displays and defaults to the **Pending Authorizations**. 
11.	Make note of the Travel Authorization number noted in the **Authorization ID** field. 

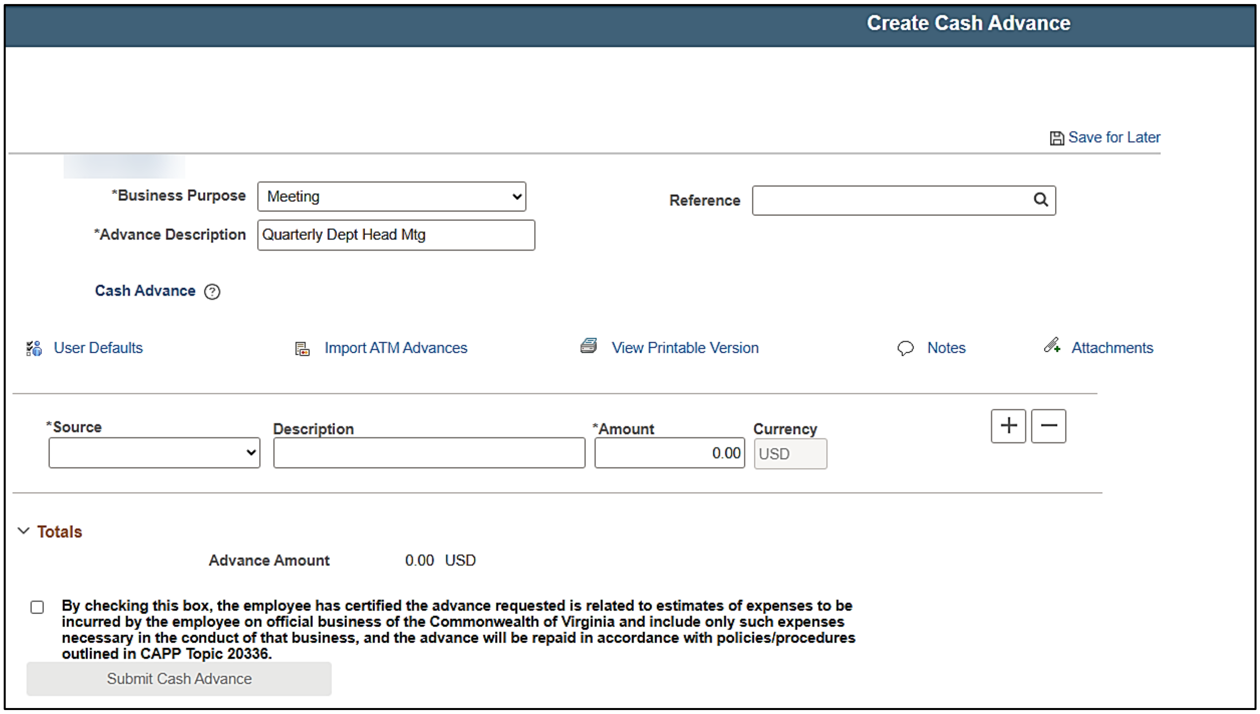
Creating a Cash Advance while Creating a Travel Authorization

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**.

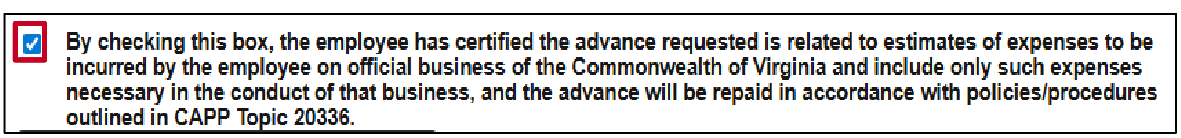
This section will start after the creation of the Travel Authorization. For details on creating a Travel Authorization, see the Creating a Travel Authorization section of this Job Aid.

Step	Action
Sample of a created Travel Authorization. 	
1.	Click the **Create a Cash Advance** link. 

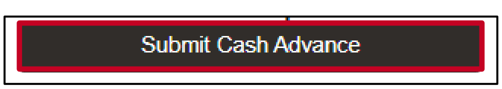
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">A new browser window, Request Advance, opens and the Create Cash Advance page displays.



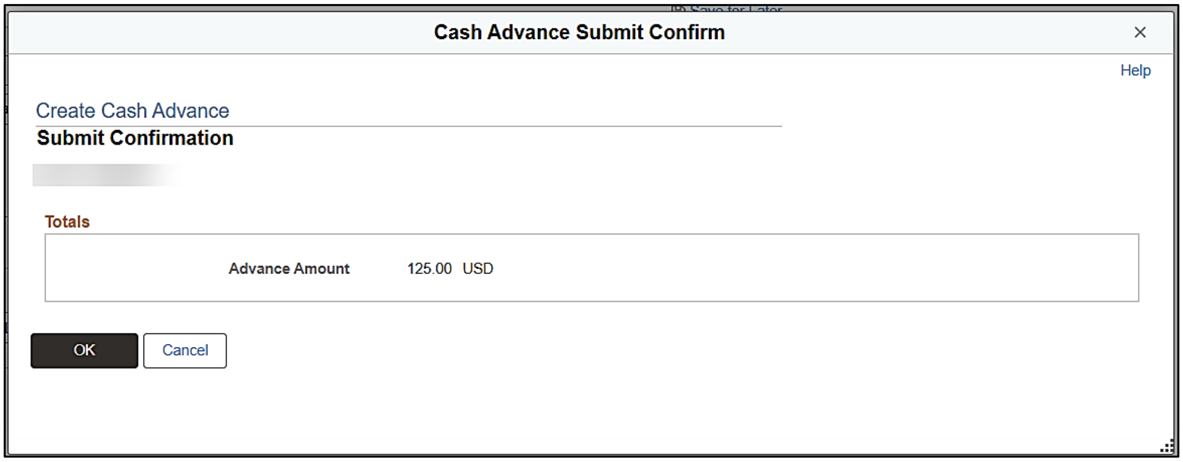
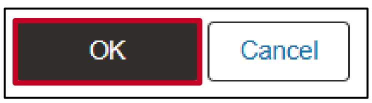
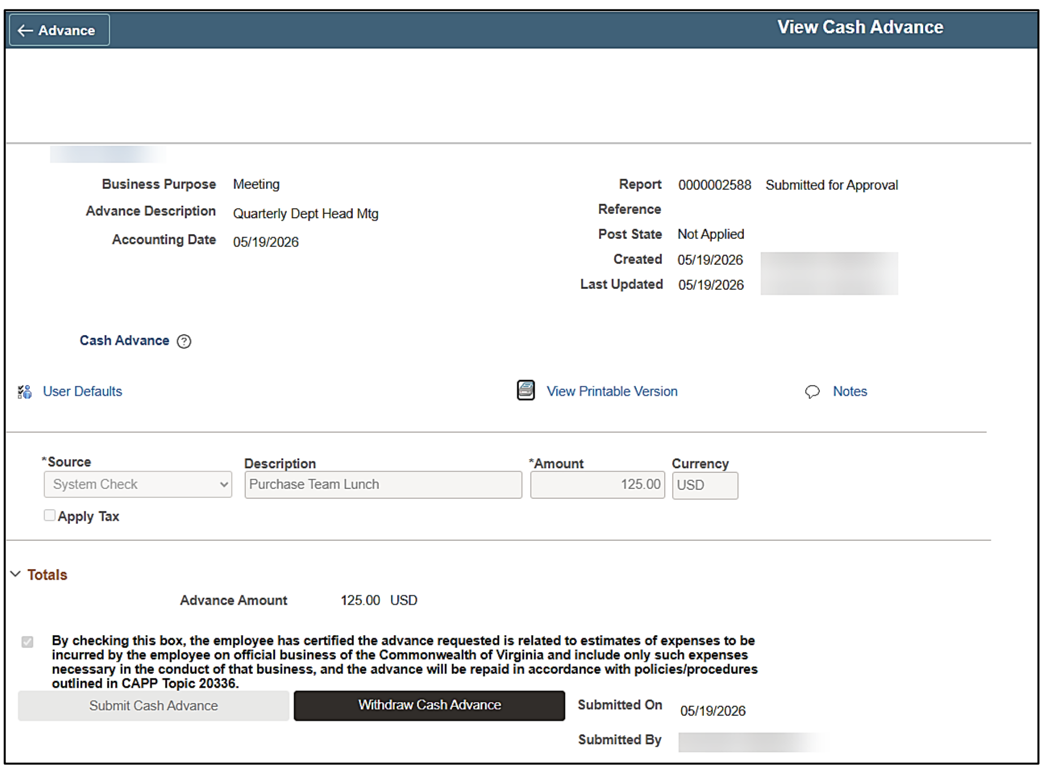
</td></tr>
<tr><td>2.</td><td>Complete the necessary information for the Cash Advance.</td></tr>
<tr><td></td><td>For details on entering a Cash Advance, see the Job Aid titled AP315A Creating a Cash Advance located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>3.</td><td>Check the certification statement checkbox to enable to Submit Cash Advance button.



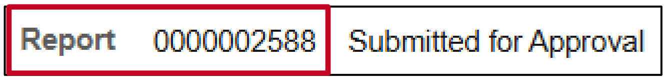
</td></tr>
<tr><td>4.</td><td>Click the Submit Cash Advance button.



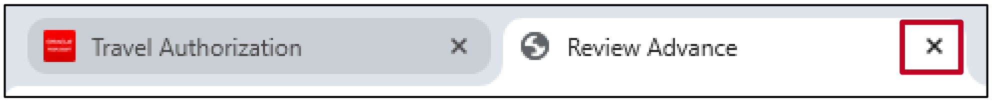
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Cash Advance Submit Confirm page displays in a pop-up window.

</td></tr>
<tr><td>5.</td><td>Click the OK button.

</td></tr>
<tr><td colspan="2">The Cash Advance page refreshes and updates to the View Cash Advance page.

</td></tr>
</table>

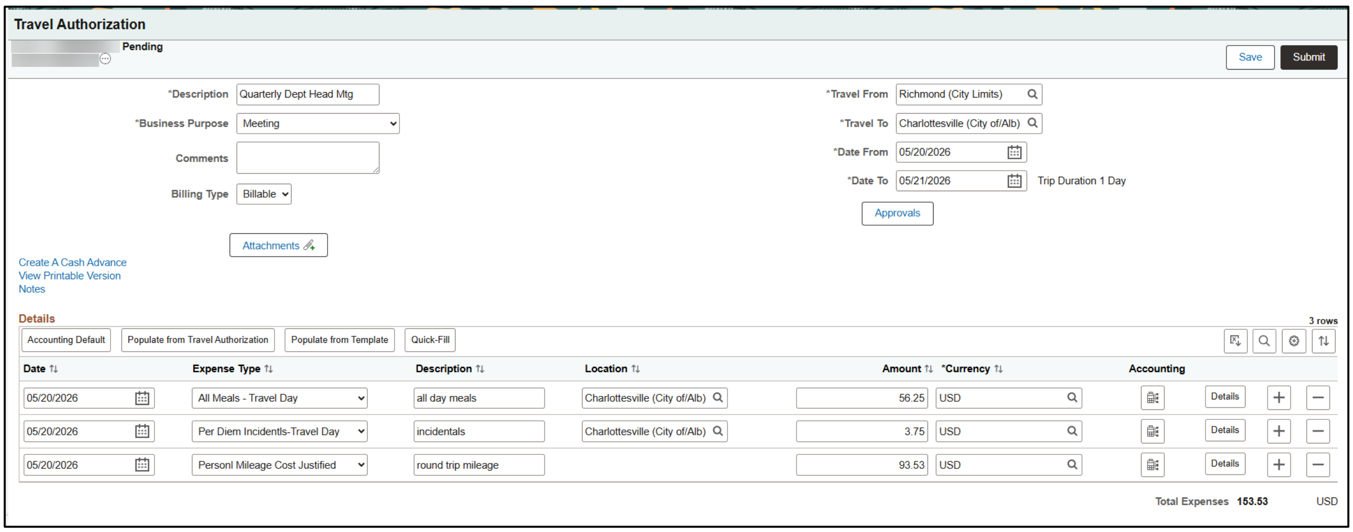
Step	Action
6.	Make note of the Report ID number that displays in the **Report** field.



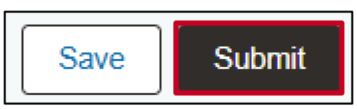
Step	Action
7.	Close the **Review Advance** window by clicking the “x”.



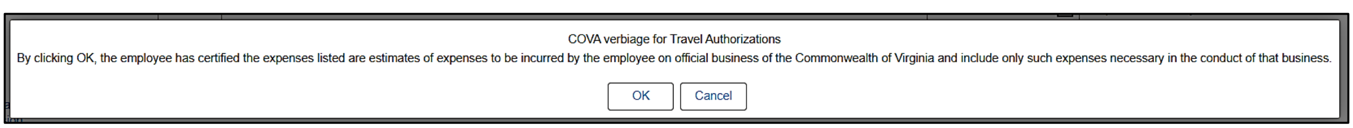
The **Travel Authorization** page displays.



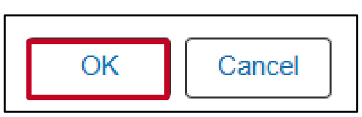
Step	Action
8.	Click the **Submit** button to submit the Travel Authorization.

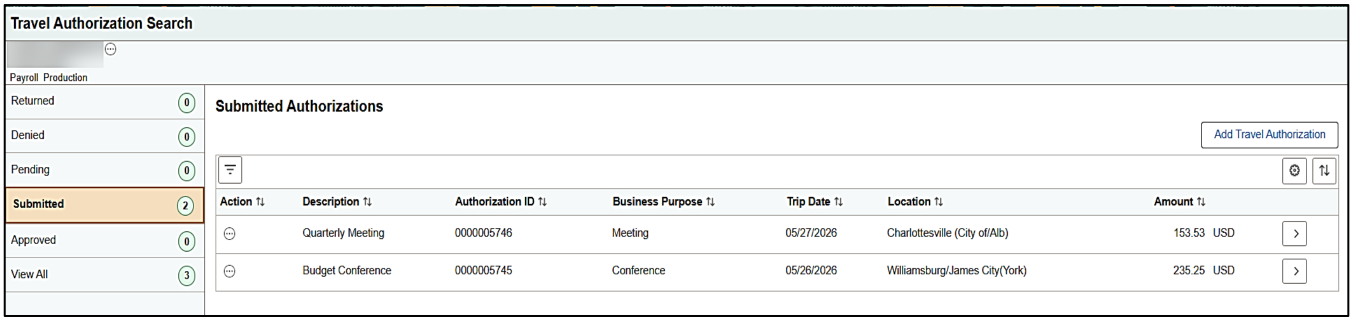
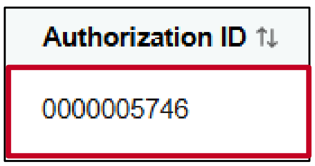


A certification confirmation message displays.



Step	Action
9.	Click the **OK** button.



Step	Action
	The **Travel Authorization Search** page displays. 
10.	Make note of the Travel Authorization number in the **Authorization ID** field. 

Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Users 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