

# Travel Procedures at a Glance

1. Log into PeopleSoft Financials, which can be found on the CCC website following these breadcrumbs: Faculty & Staff>Policies>Employee Policies. Click on “Travel and Expense Reimbursement Request Form”.

2. Click on the Main Menu. Select Employee Self-Service>Travel and Expenses>Travel Authorizations>Create/Modify.

**Our menu has changed!**

The menu is now located across the top of the page. Click on **Main Menu** to get started.

**Highlights**

**Recently Used** pages now appear under the Favorites menu, located at the top left.

**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.

**Menu Search**, located under the Main Menu, now supports type ahead which makes finding pages much faster.

**Top Menu Features Description**

The menu is now located across the top of the page. Click on **Main Menu** to get started.

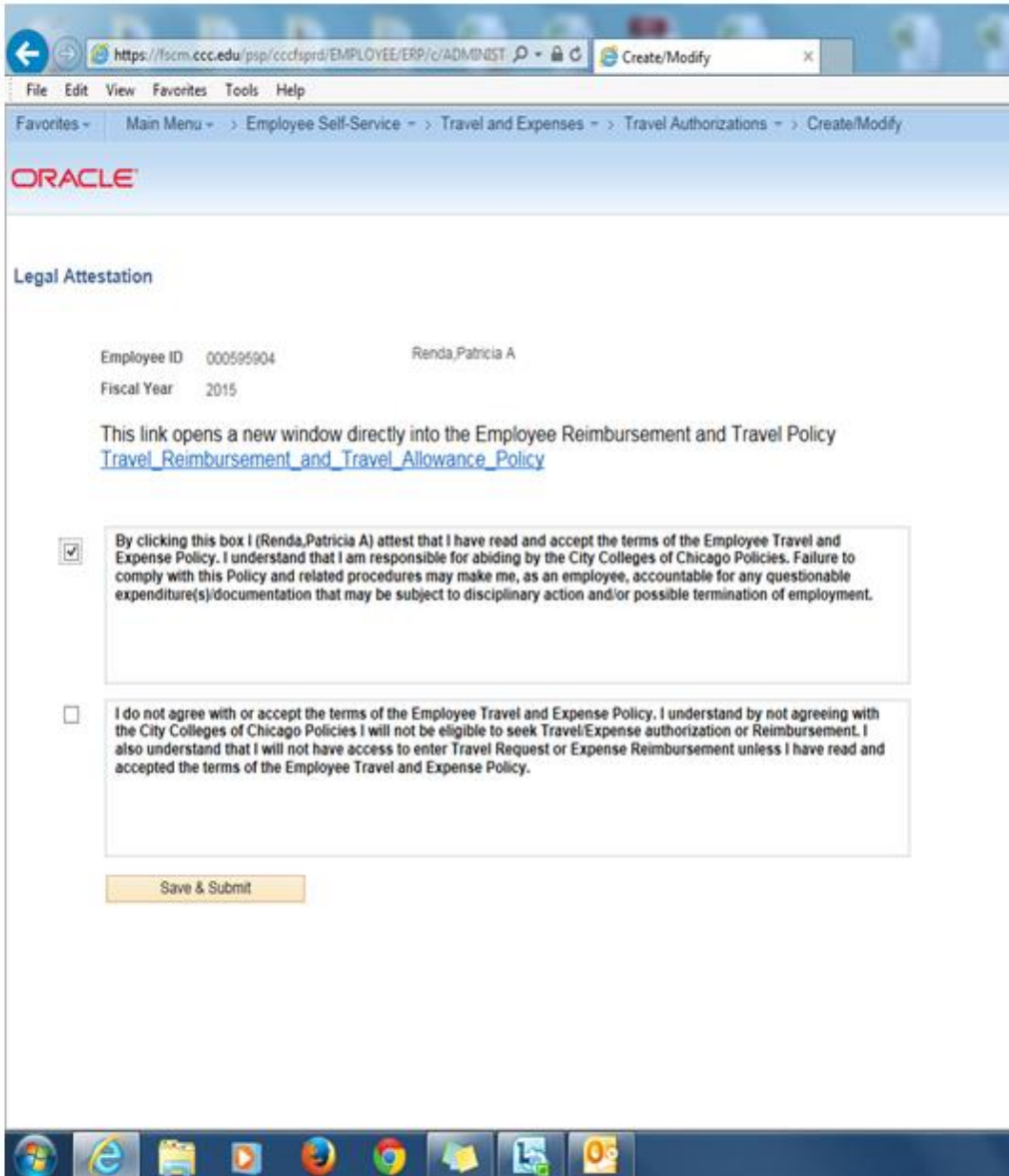
**Highlights**

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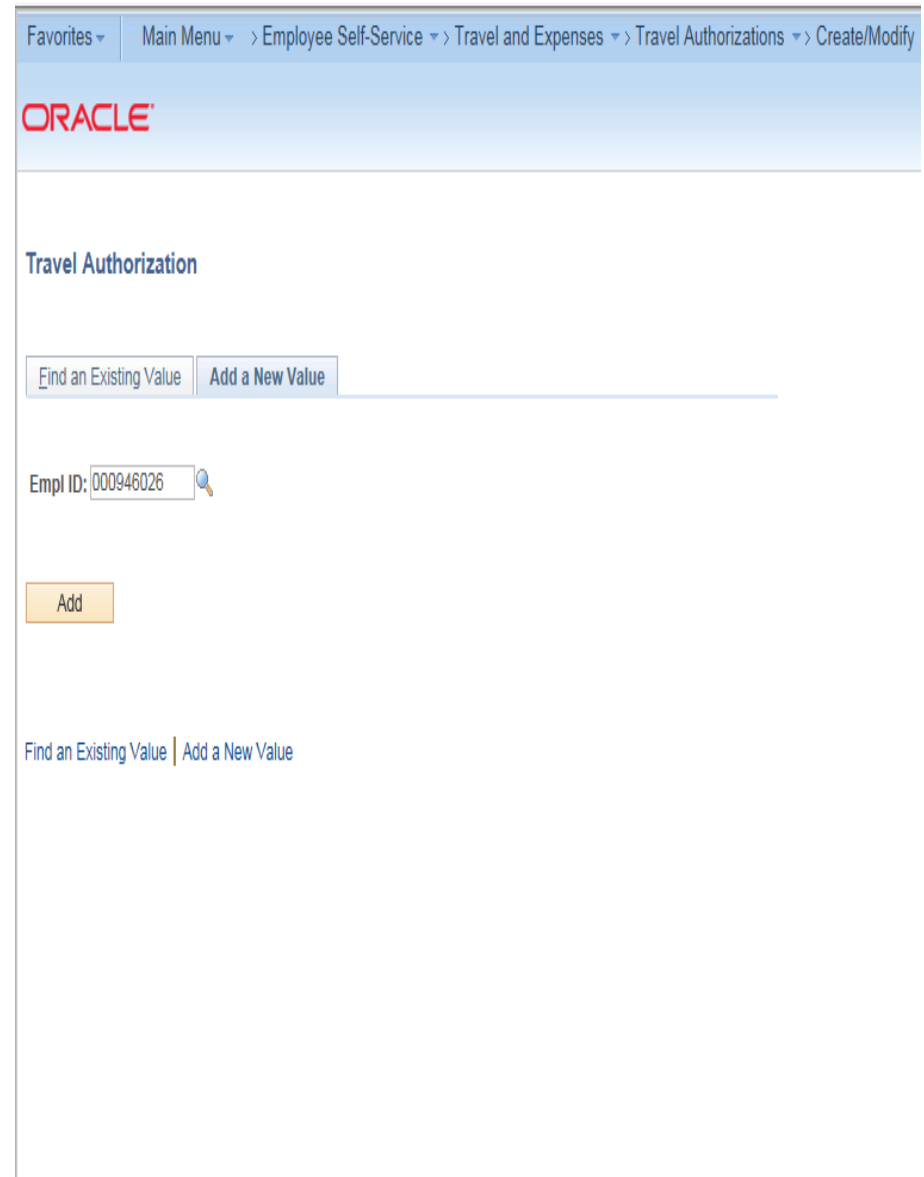
**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.

**Menu Search**, located under the Main Menu, now supports type ahead which makes finding pages much faster.

3. The first time that you login to the travel module every fiscal year, an annual attestation page appears. Click on the top box and submit. You are just agreeing to all of CCC's travel policies.



4. Click on the "Add" button. The Employee ID is already populated.



5. Enter your travel information into the screen below as you would when filling out the Part I Travel/Conference form. If it is less than 30 days before the conference start date, you must enter an explanation. For each line, you must click on the Detail hyperlink and enter the appropriate information including the accounting detail. Two new departments were setup for union travel. If the 1600 staff member enters the correct code below, it will automatically get routed to Van Feller for approval. The TA no longer needs to be printed out for Van Feller's signature. For 1600 professional development funds (\$750 max), please use the following chartfields.

	Fund	Dept	Program	Class	Project
Faculty:	00003	0025006	89000	51311	0000000
Non-Faculty:	00003	0025006	89000	10003	0000000

6. When you are done entering your information, and scanning & attaching all your supporting cost estimate documentation (e.g. airfare, registration, hotel....), click on the "Submit" button.

Oracle HR System - Create Travel Authorization

Travel Authorization Entry  
EMPLOYEE TETRAIN16

Quick Start: A Blank Authorization [GO]

**General Information**

\*Description: [ ] Authorization ID: NEXT  
 \*Business Purpose: [ ] \*Relevance Or Benefit to CCC: [ ]  
 Destination: [ ] \*Date From: [ ] \*Date To: [ ] Attachments: [ ]

More Options: [ ] [GO]

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
	[ ]					Internal [ ]	[+]
	[ ]					Internal [ ]	[+]
	[ ]					Internal [ ]	[+]
	[ ]					Internal [ ]	[+]

Totals: Authorized Amount 0.00 USD [Update Totals]

[Save for Later] [Submit] [View Printable Version]

Oracle HR System - Create Travel Authorization

Travel Authorization Entry  
TRAINING TESUPER02

Quick Start: A Blank Authorization [GO]

**General Information**

\*Description: Travel to Atlanta Authorization ID: NEXT  
 \*Business Purpose: Seminar \*Relevance Or Benefit to CCC: PeopleSoft seminar to improve PS Financial skills [ ]  
 Destination: Atlanta \*Date From: 11/11/2014 \*Date To: 11/11/2014 Attachments: [ ]

More Options: [ ] [GO]

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Airfare [ ]	11/11/2014 [ ]	225.00	USD	Prepaid-Air [ ]	Internal [ ]	[Detail] [+]
	[ ]					Internal [ ]	[+]
	[ ]					Internal [ ]	[+]
	[ ]					Internal [ ]	[+]

Totals: Authorized Amount 225.00 USD [Update Totals]

[Save for Later] [Submit] [View Printable Version]

7. If you are ready to submit your Travel Authorization, click on “OK”.

The screenshot shows the Oracle 'Create Travel Authorization' form. The form is titled 'Travel Authorization Entry' and 'TRAINING TESUPER02'. The 'General Information' section includes:
 

- \*Description: Travel to Atlanta
- \*Business Purpose: Seminar
- Destination: Atlanta
- \*Date From: 11/11/2014
- \*Date To: 11/11/2014

 A 'Travel Authorization Totals' section shows a total of 225.00 USD. A 'Details' table lists one expense: Airfare for 225.00 USD on 11/11/2014. A 'Save Confirmation' dialog box is overlaid on the form, containing the text:
 

Save Confirmation  
 Create Travel Authorization  
 Submit Confirmation  
 TRAINING TESUPER02 Authorization ID NEXT  
 Travel Authorization Totals  
 Total 225.00 USD  
 Click OK to submit, or click Cancel to return to the travel authorization without submitting.  
 OK Cancel

8. If you have any errors, the system will flag the line. Click on the flag. Read the error message. Make the correction and re-submit. Click on the “Return to Search” button.

The screenshot shows the Oracle 'View Travel Authorization' page for 'TRAINING TESUPER02'. The 'General Information' section includes:
 

- Description: Travel to Atlanta
- Authorization ID: 000000290
- Business Purpose: Seminar
- Relevance Or Benefit to: PeopleSoft seminar to improve PS Financial skills. CCC
- Status: Submission in Process
- Destination: Atlanta
- Last Update Dttm: 09/11/2014 10:30:23AM
- By: TETRAIN07
- Date From: 11/11/2014
- Date To: 11/11/2014

 A 'Details' table shows one expense: Airfare for 225.00 USD on 11/11/2014. A 'Totals' section shows:
 

- Authorized Amount: 225.00 USD
- Less Non-Approved: 0.00 USD
- Due Employee: 225.00 USD

 The page includes a 'Return to Search' button and a 'Notify' button.

9. The screen below appears. Please make note your Authorization ID for further reference. To view the approval status, follow these “breadcrumbs” Employee Self Service > Travel and expenses > Travel Authorizations > View and enter the travel authorization ID.

See Pending Actions & Action History.

View Travel Authorization  
 Travel Authorization Details  
 TRAINING TESUPER02

**General Information**

Description	Travel to Atlanta	Authorization ID	0000000290
Business Purpose	Seminar	Relevance Or Benefit to CCC	PeopleSoft seminar to improve PS Financial skills.
Status	Submitted for Approval	Last Update Dttm	09/11/2014 10:30:23AM
Destination	Atlanta	By	TETRAIN07
Date From	11/11/2014	Date To	11/11/2014
Comments			

More Options  GO

**Details** Personalize | Find | First 1 of 1 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Airfare	11/11/2014	225.00	USD	Prepaid-Air	Internal	*Detail
<b>Totals</b>		<b>Authorized Amount</b>	225.00	USD		

View Printable Version

**Pending Actions** Personalize | Find | First 1-4 of 4 Last

Role	Name	Action	Date/Time
Supervisor	TESUPER06, TRAINING		
Exec Dir / Bus Mgr	TEEDBUSMGR02, TRAINING		
President / Vice Chancellor	TEPRESVC02, TRAINING		
Prepay Auditor	(Pooled)		

**Action History** Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	TESUPER02, TRAINING	Submitted	09/11/2014 10:30:23AM

Return to Search Previous in List Next in List Notify

Although the system automatically chooses the account numbers, there may be occasions when you may need to enter them yourself. Below are some of the travel account numbers:

- Mileage = 556400
- Meals = 551130
- Membership Dues = 546300
- Toll & Bridge Fees = 556200
- Parking = 556300
- Professional Development Conference Travel = 555100
- Conference Room Charge-Lodging (Hotel) = 551110
- Fee, Conference/Convention-Registration = 551100

CorpTrav fees are \$22 for telephone reservations and \$8 for online reservations. Professional development funds can't be prepaid.

