

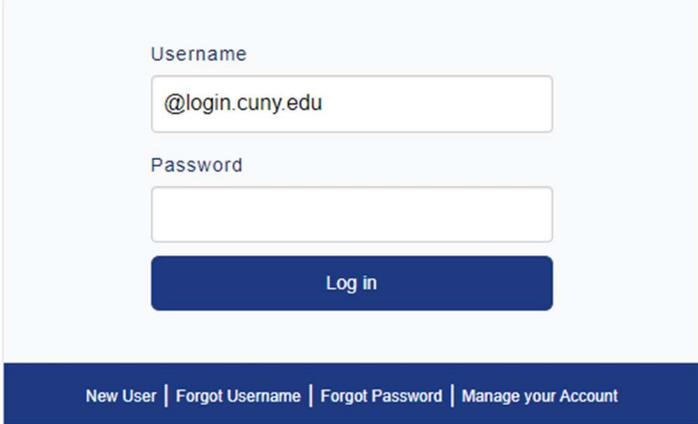
## How to Create a Travel Authorization (TA) in CUNYfirst

1. Log into CUNYfirst

### CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).



The image shows a login form with a light blue background. At the top, it says "CUNY Login". Below that, it says "Log in with your CUNY Login credentials" and "If you do not have a CUNYfirst account, see the FAQs." The form has two input fields: "Username" with the text "@login.cuny.edu" and "Password" which is empty. Below the fields is a dark blue "Log in" button. At the bottom of the form, there is a dark blue bar with white text: "New User | Forgot Username | Forgot Password | Manage your Account".

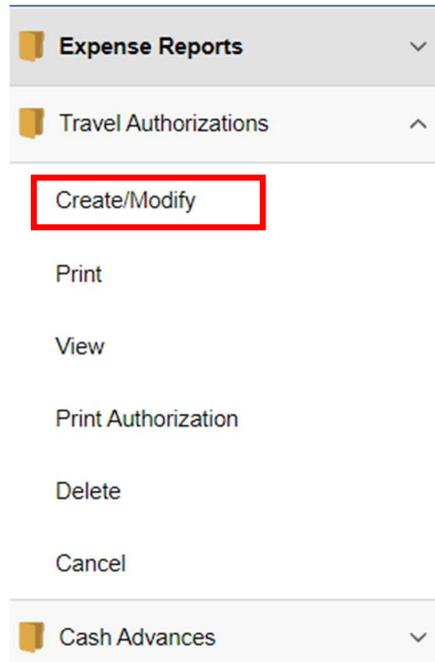
2. Click on Employee Self Service Tile icon.



3. Click on ESS Travel & Expense Icon



4. On the left side menu, click on Travel Authorization, and then click create / modify.



5. Verify your Empl ID and then click the Add Button.

### Travel Authorization

Find an Existing Value

Empl ID

You will now see a blank Travel Authorization.

**Create Travel Authorization** Save for Later | Summary and Submit

Alvin Daaral Quick Start

GL Business Unit

\*Business Purpose   Default Location

\*Description  \*Date From   \*Date To

Projected Expenses Expand All | Collapse All  |  Attachments

		Totals (0 Lines)	0.00	USD		
*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	+ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	USD	

254 characters remaining

Expand All | Collapse All Totals (0 Lines) 0.00 USD

The Following Information MUST be entered in your TA:

- \*Business Purpose – Select from the drop down menu the purpose of your trip
- \*Description – Input a description of trip
- Default Location – State and City where Business took place. Follow steps below to find state and city

1. Click the magnifying glass

Default Location  

2. Click Advanced Lookup

**Look Up Default Location** ×

Search by: Expense Location  begins with  [Help](#)

3. Search by Description in all CAPS type abbreviated State then City. It MUST be in all CAPS or the system will not recognize the submission.

**Look Up Default Location** ×

[Help](#)

SetID SHARE

Expense Location  begins with

Description  begins with  NY NEW YORK

[Basic Lookup](#)

Search Results

- Click Search and your results will appear. Select your location by clicking on the corresponding link

x
Help

SetID
SHARE

Expense Location

Description

NY NEW YORK

Search

Clear

Cancel

Basic Lookup

Search Results

View 100
◀ ◻ ▶ ▶
1-2 of 2

Expense Location	Description
28943	NY NEW YORK
28944	NY NEW YORK COUNTY

- Select the date of your trip  
**IMPORTANT: Date(s) From and To:**  
**\*\*\* Must be a future date at least 30 days prior to your trip and cannot be back dated\*\*\***

\*Date From\*Date To

- Click Attachments to add supporting documentations to your TA for your supervisor to review. **These attachments do not copy into your expense report.**

Attachments

Once the above information has been completed and documents have been attached to your Travel Authorization, you may now begin to fill out the details of your trip.

\*Date

\*Expense Type

\*Description  


231 characters remaining

\*Payment Type

\*Amount

Currency  
USD

+ -

Billing Type

\*Location

Accounting Details

**Expense Type:** Can be either PSC or NON-PSC depending on your title. All Expense Types that begin with a (1) can be used for both PSC and NON-PSC titles (Expense Types can be found on the travel checklist)

**Date:** Date(s) of Conference

**Amount:** All Amount on the travel authorization are estimates unless actual amounts are available

**Payment Type:** Non-Reimbursable **ACADEMIC AFFAIRS ONLY** (Funds not Encumbered) or Empl Paid **ALL OTHER DEPARTMENTS** (Fund Encumbered)

**Billing Type:** Non-Reimbursable (Funds Not Encumbered), Empl Paid (Funds Encumbered) **\*\* Both Payment Type and Billing Type MUST be the same \*\***

7. Click the accounting detail to verify the correct chartfield string of the department which will be paying for the trip.

\*Date: 08/27/2022  
\*Expense Type: 1 Conference registration fees  
\*Description: Conference Registration  
\*Payment Type: Non-reimbursable  
Billing Type: Non-reimbursable  
\*Location: NY NEW YORK  
Accounting Details ?

Only one expense line per day is necessary for Breakfast, Lunch and Dinner

Reminder: Conference provided meals are non-reimbursable

Per Diem Rates can be found by visiting:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

8. To add or Delete lines on a TA, click the + or – icon on the right side of the TA lines

25.00 USD  
Currency  
5.00  
+ -  
USD

9. Once details have been completed, click summary and submit

Create Travel Authorization  
Avin Dasrat ?  
\*Business Purpose: Conference  
\*Description: LAGCC CONFERENCE  
Default Location: NY NEW YORK  
\*Date From: 08/27/2022 \*Date To: 08/30/2022  
GL Business Unit: LAG01  
Actions: ...Choose an Action GO  
Save for Later Summary and Submit

10. Click the checkbox to certify the costs are reasonable estimates and comply with expense policy.

Create Travel Authorization

Save for Later | Travel Authorization Details

Avin Dasrat Actions ...Choose an Action GO

\*Business Purpose Conference Default Location NY NEW YORK

\*Description LAGCC CONFERENCE \*Date From 06/27/2022 \*Date To 06/30/2022

Totals View Printable Version Notes Attachments

Projected Expenses (12 Lines) 1,090.37 USD Denied Expenses 0.00 USD

Total Authorized Amount 1,090.37 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

11. If you have not attached your documentation earlier, you are still able to by clicking on the attachments icon.

Create Travel Authorization

Save for Later | Travel Authorization Details

Avin Dasrat Actions ...Choose an Action GO

\*Business Purpose Conference Default Location NY NEW YORK

\*Description LAGCC CONFERENCE \*Date From 06/27/2022 \*Date To 06/30/2022

Totals View Printable Version Notes Attachments

Projected Expenses (12 Lines) 1,090.37 USD Denied Expenses 0.00 USD

Total Authorized Amount 1,090.37 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

12. If all the supporting documentations and the details have been added to your TA, you may proceed to click on the Submit Travel Authorization button, to submit your TA to your supervisor for approval.

Create Travel Authorization

Save for Later | Travel Authorization Details

Avin Dasrat Actions ...Choose an Action GO

\*Business Purpose Conference Default Location NY NEW YORK

\*Description LAGCC CONFERENCE \*Date From 06/27/2022 \*Date To 06/30/2022

Totals View Printable Version Notes Attachments

Projected Expenses (12 Lines) 1,090.37 USD Denied Expenses 0.00 USD

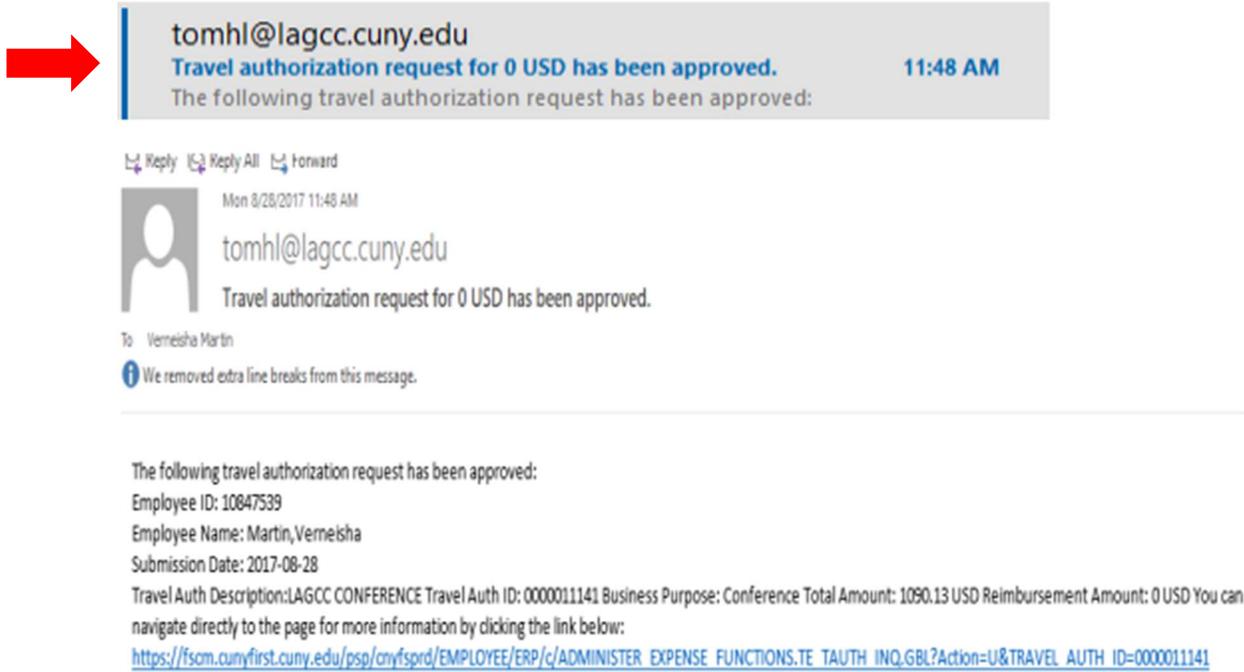
Total Authorized Amount 1,090.37 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Your supervisor will receive a notification via email that an approval is required. If additional approval are required, the system will generate the same notification for those approvers.

Once all of the approvals have been applied, a notification is sent confirming that your travel authorization has been approved.



**IMPORTANT: Once the Travel Authorization has been submitted, you or your proxy will not be able to make changes, unless your Supervisor sends it back.**

**Cancel: Only if it is approved by the supervisor and department Approvers**

**Delete: Only when the TA is "Pending" with no approvals applied**

**If a TA has been sourced into an Expense Report, the Expense Report MUST be cancelled first in order for the TA to be cancelled.**

**For Inquiries or assistance, please feel free to contact:**

**Accounts Payable Department E-413**

**Ext: 5723**

**[AP@lagcc.cuny.edu](mailto:AP@lagcc.cuny.edu)**