# CU NY School of Professional Studies

How to Enter a Travel Authorization
(Replaces Travel Funding Request Form)

Background: A travel authorization secures the necessary approvals prior to traveling or booking travel. This is an automated process within CUNYfirst. A travel authorization details the purpose of the trip, destination, transportation method, and anticipated costs. To optimize pricing, trips should be booked several weeks prior to traveling. The completed travel authorization will be routed to your supervisor for approval. Supervisors must be alerted of the upcoming trip; they will approve upon entry. Pre-authorization request forms will no longer be required. Prior to submitting a travel authorization, first time travelers should ensure that they have a CUNYfirst profile and a signed travel policy. Please contact accountspayable@sps.cuny.edu for this information.
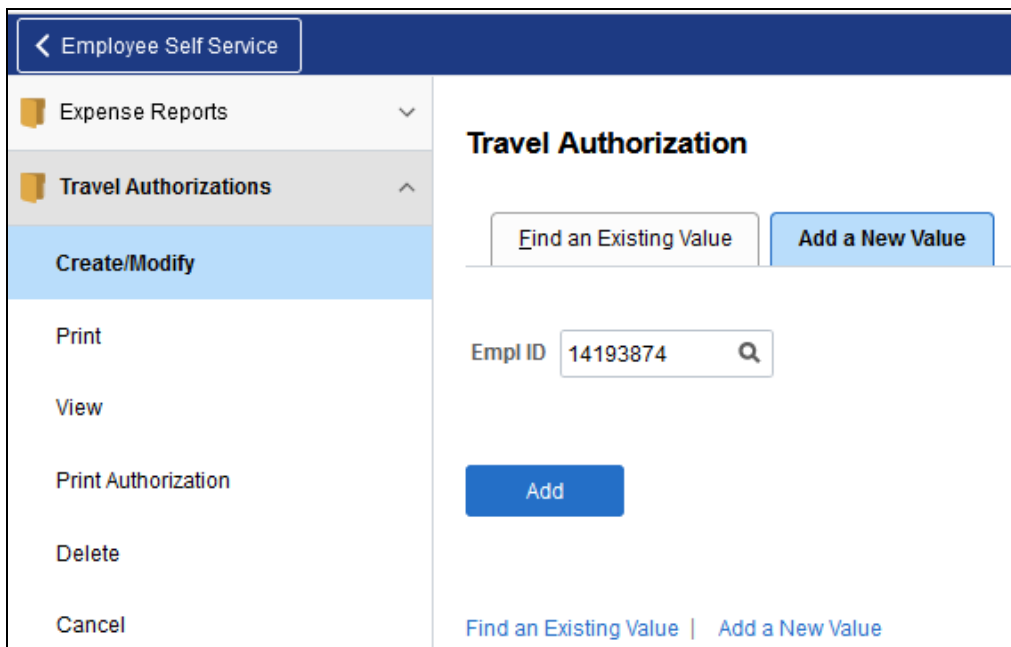
Step one: Log onto to CUNYfirst and click on "Employee Self Service."
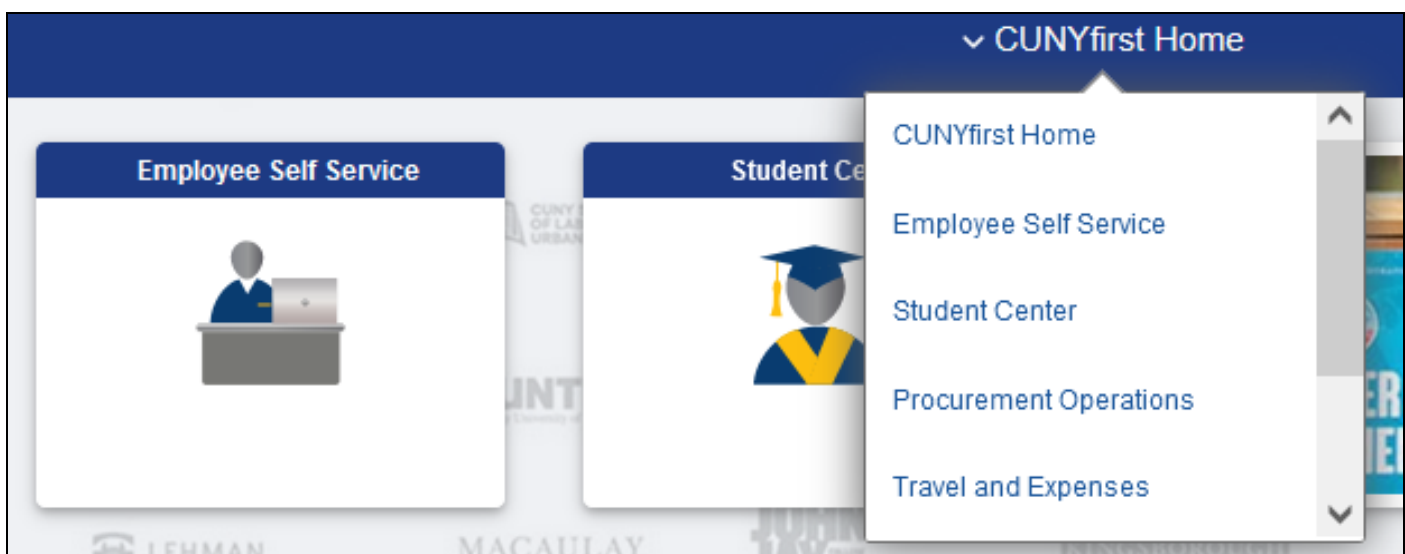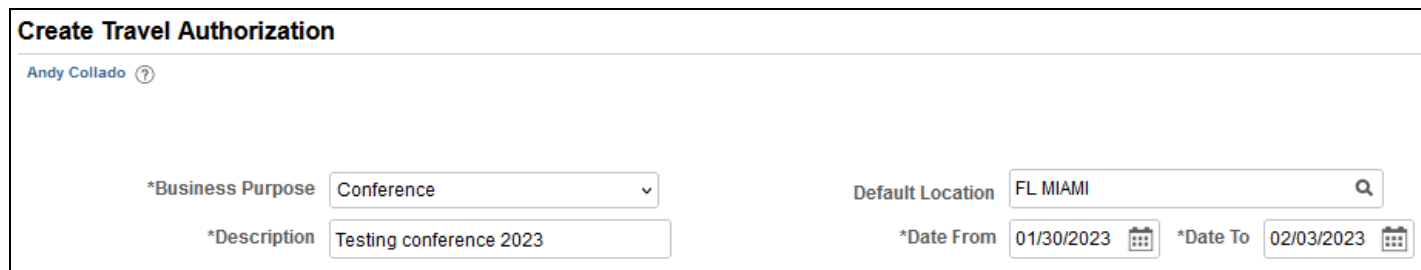

Step two: Click on "ESS Travel and Expenses."
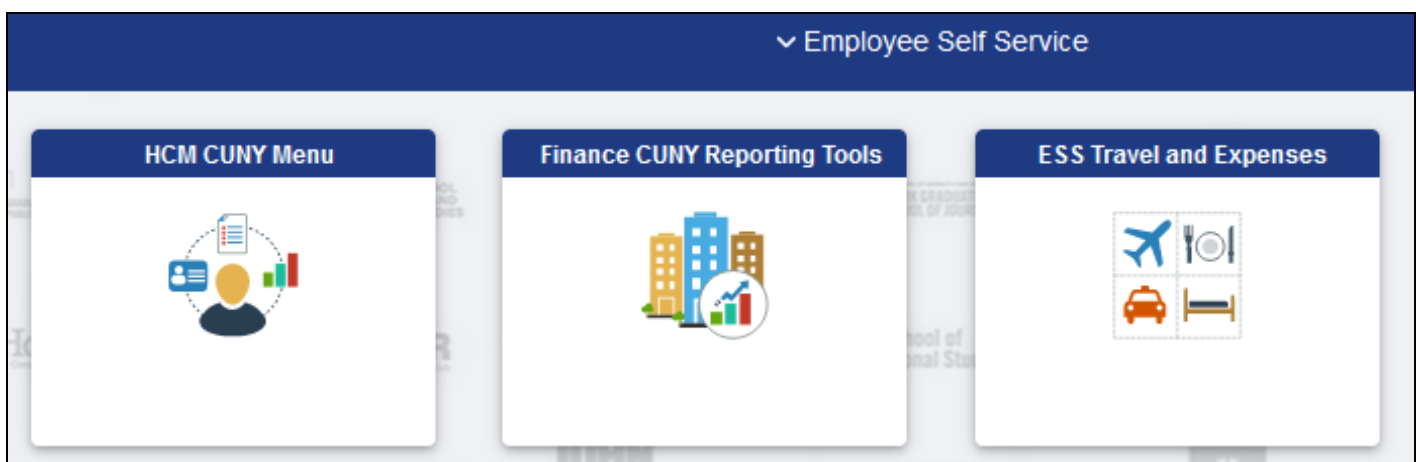
Step Three: Under travel authorizations select "create/modify". Your employee ID (empl ID) should be automatically populated under "add a new value". Click add.
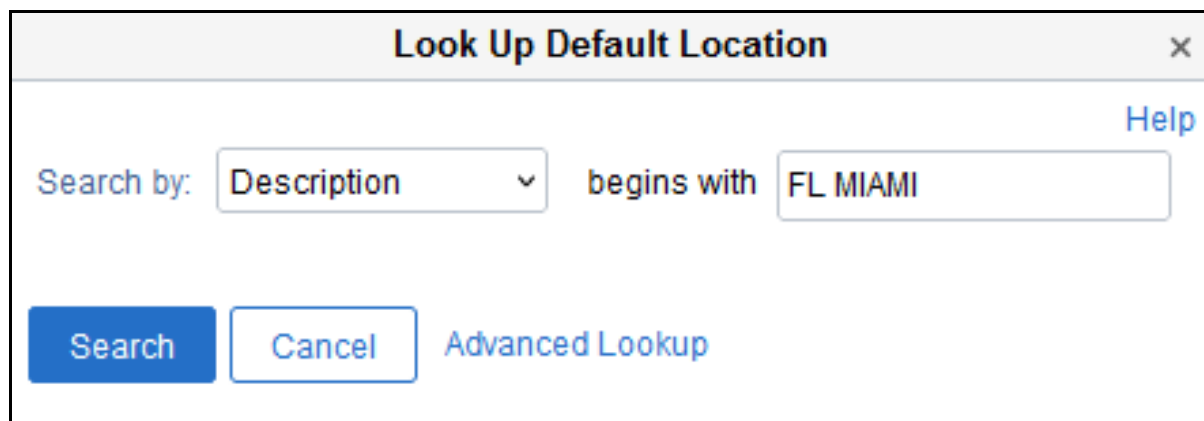

Step Four: Required fields include business purpose, description, default location, and date from and to. "Business purpose" will always be conference. "Description" is the name of the conference. "Default location" includes the capitalized two letter state abbreviation and city. "Date from" and "Date To" are the dates of the conference and should always be future dated. Travel authorizations cannot be entered for past dates.

Note: search the default location by description

Step Five: Enter your expected expenses. "Expense types" are categorized under PSC or Non-PSC, it is important to know your title prior to submitting a travel authorization. For the purposes of this guide, I will use my title (PSC). The most frequently used expense types are commercial air travel, conference registration fee, receipted lodging, taxi/car service, per diem breakfast, and per diem dinner. Please remember that the amounts are expected expenses, as the trip has not yet occurred. If you would like to include other expense types, please contact Accountspayble@sps.cuny.edu or Purchasing@sps.cuny.edu.

	*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
▶	01/05/2023	PSC Commercial air travel	* Flight	Empl Paid	500.00	USD	+ −
			248 characters remaining				
▶	01/05/2023	PSC Conf registration fee	* Conference	Empl Paid	100.00	USD	+ −
			244 characters remaining				
▶	01/05/2023	PSC Receipted Lodging	* Hotel	Empl Paid	1,075.00	USD	+ −
			249 characters remaining				
▶	01/05/2023	PSC Taxi/Car Service	* Ubers	Empl Paid	100.00	USD	+ −
			249 characters remaining				
▶	01/05/2023	PSC Per Diem Breakfast	* Breakfast	Empl Paid	14.00	USD	+ −
			245 characters remaining				
▶	01/05/2023	PSC Per Diem Dinner	* Dinner	Empl Paid	55.00	USD	+ −
			248 characters remaining				

Projected Expenses ⑦ Expand All | Collapse All   Add: | Quick-Fill   Attachments   Totals (6 Lines) 1,844.00 USD

Expand All | Collapse All   Totals (6 Lines) 1,844.00 USD

- **Payment type** is selected from the dropdown menu.
  - CUNY Card are expenses covered by SPS issued purchasing card.
  - Empl Paid (employee paid) are expenses paid up front and reimbursed after the trip once qualified expenses have been reconciled.
  - Non-reimbursable expenses are rejected by Central at expense report level.
  - TCard expenses are expected to be covered by SPS issued travel credit card.

  *CUNY Card and non-reimbursable are not to be used as payment type when entering travel authorization, it is for central use only. *

Step Six: Calculate your expected expenses by doing the following:

- **Commercial air travel**: Browse flights on Concur by searching for the conference city and dates.

- **Taxi/Car Service**: Browse rates on uber or lyft. Cabs are only allowed between home, airport, conference hotel. Trips normally require four uber/lyft rides (home to airport, airport to conference hotel, conference hotel to airport, airport to home). Include each trip in your travel authorization.

- **Receipted Lodging**: Search for the city, state, and fiscal year of your conference on the GSA website. On CUNYfirst use the dropdown menu to include number of nights and nightly rate.

Per Diem   **Meals & IE**   **Airfares**   **Hotels**   **POV Mileage**

PER DIEM LOOK-UP

① **Choose a location**

State

| Florida ⬧ |

City (optional)

| Miami | [...] |

OR

ZIP

| |

Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense ☐.

Rates for foreign countries are set by the State Department ☐.

② **Choose a date**

Select Fiscal Year

| 2023 (Current Fiscal Year) ⬧ |

OR

Travel start date (mm/dd/yyyy)

| 📅 |

Travel end date (mm/dd/yyyy)

| 📅 |

Rates are available between 10/1/2012 and 09/30/2023.

[Reset] [**Search**]

FY 2023 Per Diem Rates for Miami, Florida

I'm interested in: [**Lodging Rates**]   [**Meals & Incidentals (M&IE) Rates**]   [**New Search**]

Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

| Filter Results... |

Primary Destination ℹ	County ℹ	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Miami	Miami-Dade	$146	$146	$215	$215	$215	$215	$151	$151	$142	$142	$142	$142

- **Per diem breakfast/dinner**: Using the same link you used for receipted lodging GSA website scroll down after your city, state, fiscal year search.

Meals & Incidentals (M&IE) rates and breakdown ℹ

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

| Filter Results... |

Primary Destination ℹ	County ℹ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ℹ
Miami	Miami-Dade	$69	$16	$17	$31	$5	$51.75

Note the M&IE total only. Refer to the M&IE matrix below to identify the breakfast and dinner amount. In this example we are using the M&IE total of $69 which is separated into $14 breakfast/$55 dinner. Breakfast and dinner expense lines will need to be added for every conference day you are not provided with a meal. For example, a five-day conference would require ten expense lines on CUNYfirst.

October 1, 2022 – September 30, 2023

Meals and Incidental Expenses Total	Continental Breakfast/ Breakfast	Dinner
$59	$12	$47
$64	$13	$51
$69	$14	$55
$74	$15	$59
$79	$16	$63

Step Seven: Back on CUNYfirst, click "save for later" on the upper right-hand side of the screen, a travel authorization number will be auto generated. Make a note of your Authorization ID, as it will be needed for future steps.

💾 Save for Later	📑 Summary and Submit
Actions	...Choose an Action ⌄ GO
GL Business Unit	SPS01
Authorization ID	0000022395 Pending

Step Eight: Click "summary and submit" and you will be directed to the submission page. Under notes add your rationale for attending the conference.

*Business Purpose	Conference ⌄	Default Location	FL MIAMI 🔍
*Description	Testing conference 2023	*Date From	01/30/2023 📅
		*Date To	02/03/2023 📅
	🖨 View Printable Version		💬 Notes

Step Nine: Below is an example of a justification. Click "add notes" and "OK".

Conference justification: attending the Testing conference 2023 to learn marketing skills to be able to better promote School of Professional studies.

Add Notes

Notes

Notes

OK   Cancel

Step Ten: Check the box below and submit.

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

Submit Travel Authorization

Step Eleven: Your supervisor will receive a notification to their email to approve your travel authorization. To view your workflow, secure your travel authorization number and click view.

Step Twelve: Enter your authorization ID and click search.
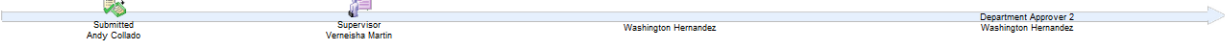
Your supervisor and Washington Hernandez will appear under "approval history."

After Submitting your Travel Authorization

1. Email Andy Collado (andy.collado@cuny.edu) and Accounts Payable (accountspayable@sps.cuny.edu) stating that you submitted a travel authorization and include the Authorization ID on subject line.

2. Follow up with your Supervisor/Washington for revision and approval.

3. Once the travel authorization is fully approved you may begin booking conference registration, transportation, and hotel. Please contact Andy Collado and Accounts Payable if you would like to use an SPS issued travel credit card for these purchases.

4. Note: conference registration may also be booked through the purchasing department by filling out a funding request form. Please send the completed form with signatures to purchasing@sps.cuny.edu.

5. All forms and guidelines can be found on the SPS Business Office site.