

Graduate School and ORSP Travel Authorization Instructions

UNC has a website for travel authorization information found at: <https://www.unco.edu/purchasing/pcard/travel-policies-and-procedures.aspx>

To generate a Travel Authorization (TA) use this link: <https://onbase.unco.edu/AccountsPayable/TravelAuthorization>

Be prepared as this form does time out after 30 minutes.

For in-state travel, **UNC is tax exempt**. Be sure to discuss this when making arrangements.

For out of state travel, **taxes will need to be paid**. Include taxes and fees where applicable on your Travel Authorization.

Traveler Information Section:

- Accounting Specialist = **Matthew Sanchez**

Traveler Information		
Bear ID *	Name *	Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title *	Classification *	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Accounting Specialist *	Supervisor Name *	Supervisor Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Travel Information Section:

- Liability Travel Only:** Select "No" if any of the travel expenses will be covered by UNC. If no funding is being requested from UNC, select "Yes" to indicate the TA is for liability purposes only. A TA needs to be submitted for all overnight travel even if no funding is requested

Travel Information	
Domestic or International Travel? *	<input type="text"/>
City *	Return Date *
<input type="text"/>	<input type="text"/>
Departure Date *	Hotel Name
<input type="text"/>	<input type="text"/>
Define the purpose of travel related to responsibilities of your position along with any other pertinent information for your approvers *	
<input type="text"/>	
Liability Travel Only *	<input type="text"/>

Estimated Expense Information Section:

- Estimate costs the best you can.
- Per Diem:** To calculate per diem, click on the GSA Per Diem Rates link on the TA form and select the location your traveling to. The first and last day travel per diem rates are calculated at 75% of the total eligible daily per diem rate including incidentals. Any additional eligible per diem amounts can be calculated using the daily rates for each meal. An additional \$5.00 per day can also be added for incidentals that are not included in the first and last day of travel.
- Round Trip Home to Airport Mileage:** Enter the total "Round Trip Home to Airport Mileage". Click on "Update Per Diem Amount" to populate the Total Advance Requested. Note: Mileage and per diem will only be advanced for fully approved TAs that meet the necessary criteria for advances.

Estimated Expense Information		
Rental Car Amount * <input type="text" value="\$0.00"/>	Payment Options <input type="text"/>	Rental Car Discount Codes: Avis - AS14100 Budget - T143828 Enterprise - XZ12450 Hertz - 65579
Airfare Amount * <input type="text" value="\$0.00"/>	Payment Options <input type="text"/>	Airfare Information: Include baggage Fees
Registration Fee Amount * <input type="text" value="\$0.00"/>	Payment Options <input type="text"/>	Registration Fee Information: Attach copy of registration form or if attending conference attach agenda
Lodging Amount * <input type="text" value="\$0.00"/>	Payment Options <input type="text"/>	Lodging Information: Include all taxes...you may need to estimate
Ground Transportation <input type="text" value="\$0.00"/>		Ground Transportation Information: This includes taxi, shuttle, tolls, parking Does not include mileage
Other Amount <input type="text" value="\$0.00"/>	Description of Additional Costs <input type="text"/>	
Mileage Amount (Miles x \$0.53) * <input type="text" value="\$0.00"/> <input type="button" value="Update Mileage Amount"/>	Miles (Excluding Airport Miles Listed Below) * <input type="text" value="0"/>	Mileage Information: Amount will not be loaded on the UNC Visa. Amount will not be advanced with per diem. Round-trip mileage from home to airport will be advanced with per diem. All other mileage will be reimbursed after the trip.
First Day of Travel Amount * <input type="text" value="\$0.00"/>	Last Day of Travel Amount * <input type="text" value="\$0.00"/>	Per Diem Information: Link to GSA Per Diem Rates (Click Here)
Breakfast Amount * <input type="text" value="\$0.00"/>	Lunch Amount * <input type="text" value="\$0.00"/>	This link also provides per diem for the first and last day of travel. Per diem will be deposited into your account prior to your trip. Please only include those meals NOT provided by the conference.
Dinner Amount * <input type="text" value="\$0.00"/>	Incidental Amount * <input type="text" value="\$0.00"/>	Attach a list for additional student travelers. Each student traveler must sign for cash received and include with travel expense sheet.
Total Advance Requested * <input type="text" value="\$0.00"/> <input type="button" value="Update Per Diem Amount"/>	Round Trip Home to Airport Miles * <input type="text" value="0"/>	
Total Estimated Expenses * <input type="text" value="\$0.00"/> <input type="button" value="Update Total Estimated Expenses"/>	Round Trip Home to Airport Mileage Amount(Miles x \$0.53) * <input type="text" value="\$0.00"/>	

Funding Source: GSA Awardees use (Fund)20185-(Org)34050-(Program)8100

For multiple funding sources, please check the appropriate fund/org		
Fund <input type="text"/>	Org <input type="text"/>	Program <input type="text"/>
Activity Code <input type="text"/>	Pier Diem paid from this FOAP <input type="text"/>	Total FOAP Funding Amount <input type="text" value="\$0.00"/>
Will Foundation or Grant funds be used? * <input type="text"/>		

Supporting Documentation:

- Upload supporting documents:
 - Conference agendas, travel itineraries, approval emails for additional FOAPs, etc. by selecting the Attach File button agenda.

Supporting Documentation (0)

Attach AP Travel Authorization Supporting Document

Required Approvals:

- Unit Leader/FOAP Approver = **Matthew Sanchez**
- Dean/AVP = **Jeri Lyons**

Required Approvals

Unit Leader/FOAP Approver Name *

Dean/AVP Approver Name *

*By submitting this form, the traveler agrees that if travel is unfunded, the U. well as expenses that were pre-paid.**

Submit

Once the travel authorization is approved, you will receive an email confirmation.

Checking Status of your Travel Authorization

- Download OnBase: <https://www.unco.edu/information-management-technology/accounts-passwords/onbase.aspx>
- Log into OnBase (UNC credentials)
- Click on the Home tab at the top, then Retrieval
- On the left select AP Travel Authorization
- Enter your Traveler Name
- Click Find
- Double Click on the TA you want to review