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

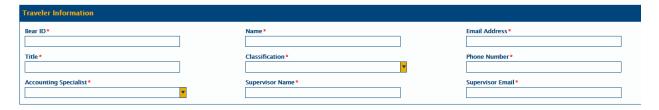
Be prepared as this form does time out after 30 minutes.

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

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

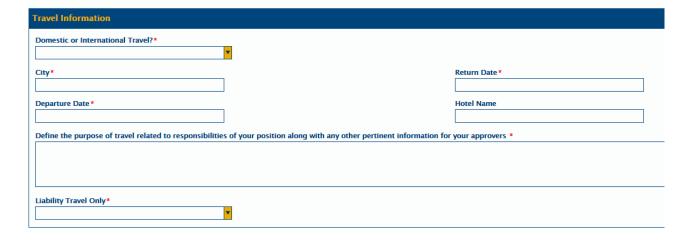
Traveler Information Section:

Accounting Specialist = Matthew Sanchez



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



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.

Rental Car Amount*	Payment Options	Rental Car Discount Codes
\$0.00		▼ Avis – A514100
harried to		Budget - T143828
		Enterprise - XZ12450
		Hertz - 65579
Airfare Amount *	Payment Options	Airfare Information
\$0.00		Include baggage Fees
Registration Fee Amount*	Payment Options	Registration Fee Information:
\$0.00		Attach copy of registration form or if attending conference
		attach agenda
Lodging Amount*	Payment Options	Lodging Information:
\$0.00		Include all taxesyou may need to estimate
Ground Transportation		Ground Transportation Information:
\$0.00		This includes taxi, shuttle, tolls, parking
		Does not include mileage
Other Amount	Description of Additional Costs	
\$0.00		
		Mileage Information:
		Mileane Information:
	Miles (Excluding Airport Miles Listed Below)	Mileage Information: Amount will not be loaded on the UNC Visa. Amount will not
Mileage Amount (Miles x \$0.53)*	Miles (Excluding Airport Miles Listed Below) •	Amount will not be loaded on the UNC Visa. Amount will not be advanced with per diem. Round-trip mileage from home
\$0.00		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
\$0.00 Update Mileage Amount	0	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.
50.00 Update Mileage Amount First Day of Travel Amount*	0 Last Day of Travel Amount*	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. Per Diem Information:
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S0.00 Update Mileage Amount First Day of Travel Amount* 50.00 Breakfast Amount*	Last Day of Travel Amount \$0.00 Lunch Amount \$0.00	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. Per Diem Information: Link to GSA Per Diem Rates (Click Here) 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.
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Funding Source: GSA Awardees use (Fund)20185-(Org)34050-(Program)8100



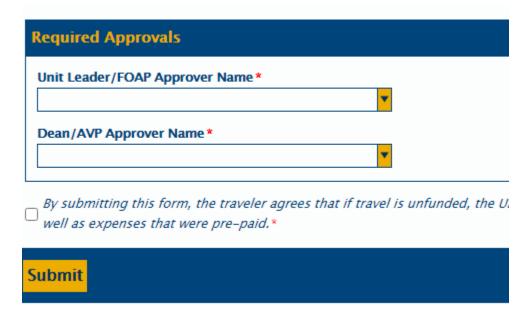
Supporting Documentation:

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



Required Approvals:

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



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