



OnBase Travel Authorization

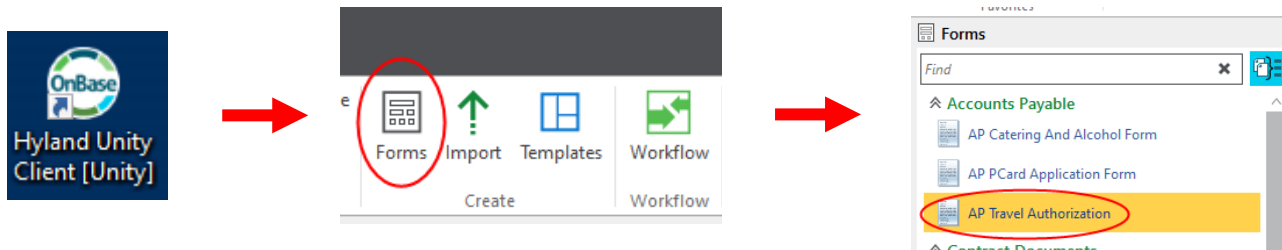
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OnBase Travel Authorization
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UNC



Accessing the TA

The TA can be accessed through the [weblink](#) available on the Purchasing & Contracts [Forms](#) and [Travel Policies and Procedures](#) pages, or for those with the OnBase Unity Client installed on their computers, by opening the program, accessing Forms, and selecting AP Travel Authorization from the Forms menu.



The TA is comprised of five total sections to be completed:

1. Traveler Information
2. Travel Information
3. Estimated Expense Information
4. Funding Information
5. Required Approvals



Accessing the TA

It is recommended that all pertinent information be available at the time the form is being completed as the form cannot be saved and returned to later. The form can be edited as it moves through the workflow, so information can be updated as needed.

Notification emails will be sent to the traveler at time of form submission, at each stage of review, and at final approval along with a copy of the fully approved TA for reimbursement purposes as needed.

Workflow logic based on user selection routes TAs for required approvals based on traveler classification, location of travel, and funding source prior to PCard Review.

- Center for International Education (CIE) and VP Review – For all international travel to assist with Travel Visas/Insurance, travel warnings, and TerraDotta process
- Foundation Review– For all travel using 328XX and 329XX funds
- Grant Review – For all travel using 3XXXX funds excluding 328XX and 329XX funds



Traveler Information

- Bear ID – Entering a valid Bear ID will auto-populate the Traveler Name and Email Address. If the Traveler does not have a Bear ID, enter nine zeroes and manually enter the Traveler Name and Email Address.
 - ****NOTE**** The email entered in the Email Address field will be used to send all notification emails as the form routes through the workflow. If these emails should not be sent to the traveler, input your own email address.
- Title – Traveler’s job title
- Classification - Options include Athletics, Candidate, Dean/AVP, Faculty, Other, Staff, Student, VP
- Phone Number – The number of the individual that may be contacted for any questions
- Division – Required for Dean/AVP and Staff classifications. Selecting the appropriate Division routes the TA to the appropriate VP for Dean/AVP travel and/or international travel if applicable
- Accounting Specialist
- Supervisor Name and Email – Required for all classifications except Candidate and Other



Traveler Information

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

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

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

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



Travel Information – Domestic Travel

- City and State (If visiting multiple locations in one state or multiple states, please list out locations in the description field and/or attach a detailed itinerary. This not only tells us where the traveler will be, but also assists in verifying per diem rates.)
 - The State dropdown list utilizes state abbreviations and includes the District of Columbia (DC) and US Territories: American Samoa (AS), Guam (GU), Northern Mariana Islands (MP), Puerto Rico (PR), and Virgin Islands (VI).
- Travel Start and End Date – Both use a calendar to select dates
- Hotel Name
- Description Field – A spot for all relevant information about the trip. What, Why, links to conference agendas, specific notes for loading the PCard, approvers, AP, etc.
- Liability Only Travel – Select Yes for travel where all expenses will be covered by a 3rd party. When Yes is selected, Estimated Expense Information section is hidden.



Travel Information – Domestic Travel

Travel Information

Domestic or International Travel?*

City*

State*

Departure Date*

Return Date*

Hotel Name

Define the purpose of travel related to responsibilities of your position along with any other pertinent information for your approvers *

Liability Travel Only*



Travel Information – International Travel

- City and Country (If visiting multiple locations in one country or multiple countries, please list out locations in the description field or attach a detailed itinerary. This not only tells us where the traveler will be, but also assists in verifying per diem rates.)
- Travel Start and End Date
- Hotel Name
- Does travel require Visa? If Yes is selected, below fields are required.
 - Who will cover cost of Visa? No Cost/UNC/Third Party/ Traveler
 - Visa Amount
- Description Field – A spot for all relevant information about the trip. What, Why, links to conference agendas, specific notes for loading the PCard, approvers, AP, etc.
- Liability Only Travel – Select Yes for travel where all expenses will be covered by a 3rd party. When Yes is selected, Estimated Expense Information section is hidden.



Travel Information – International Travel

Travel Information

Domestic or International Travel?*

City*

Departure Date*

Does travel require Visa?*

Country*

Return Date*

Hotel Name

Define the purpose of travel related to responsibilities of your position along with any other pertinent information for your approvers *

Liability Travel Only*



Estimated Travel Expenses

- Rental Car – Include the amount you'll need for fuel for the vehicle in this amount
- Airfare
- Registration Fee
- Lodging
- Ground Transportation
- Other Amount – For any expenses that will be coded to a travel account that do not fit within the other fields. A description of these costs is required when an amount is entered.
- Mileage – This should only include any mileage outside of driving to and from the airport. Enter the total number of miles and click the Update Mileage Amount button to auto-calculate the reimbursement amount.
- Per Diem – Enter the cumulative amount for all Breakfasts, Lunches, Dinners, and Incidentals in the respective fields and click the Update Per Diem Amount to auto-calculate the total advance amount.
- Round Trip Home to Airport Miles – Miles from home to airport will now be advanced with per diem. Enter the total number of miles and click the Update Per Diem Amount to auto-calculate the total advance amount.
- Travel Insurance – Only applicable for international travel. This is purchased through CIE at a rate of \$3 per day.
- Update Total Estimated Expenses – Click to auto-calculate Total Estimated Expenses field when all information has been entered.



Estimated Travel Expenses

Estimated Expense Information

Rental Car Amount *
\$0.00

Airfare Amount *
\$0.00

Registration Fee Amount *
\$0.00

Lodging Amount *
\$0.00

Ground Transportation
\$0.00

Other Amount
\$0.00

Mileage Amount (Miles x \$0.50) *
\$0.00

Update Mileage Amount

First Day of Travel Amount *
\$0.00

Breakfast Amount *
\$0.00

Dinner Amount *
\$0.00

Total Advance Requested *
\$0.00

Update Per Diem Amount

Travel Insurance Amount (\$3.00/day) *
\$0.00

Total Estimated Expenses *
\$0.00

Update Total Estimated Expenses

Payment Options
[Dropdown]

Payment Options
[Dropdown]

Payment Options
[Dropdown]

Payment Options
[Dropdown]

Description of Additional Costs
[Text Area]

Miles (Excluding Airport Miles Listed Below) *
0

Last Day of Travel Amount *
\$0.00

Lunch Amount *
\$0.00

Incidental Amount *
\$0.00

Round Trip Home to Airport Miles *
0

Round Trip Home to Airport Mileage Amount (Miles x \$0.50)
\$0.00

Rental Car Discount Codes:

Avis - A514100
Budget - T143828
Enterprise - XZ12450
Hertz - 65579

Airfare Information:

Include baggage Fees

Registration Fee Information:

Attach copy of registration form or if attending conference attach agenda

Lodging Information:

Include all taxes...you may need to estimate

Ground Transportation Information:

This includes taxi, shuttle, tolls, parking

Does not include mileage

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.

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.

Attach a list for additional student travelers. Each student traveler must sign for cash received and include with travel expense sheet.



Funding Information

- Fields available to enter Fund, Organization, Program, and Activity (if applicable)
- Dropdown to note if per diem is to be paid from the entered FOP(A)
- Total FOAP Funding Amount
- Will Foundation or Grant funds be used? – Foundation/Grant/Both/No
 - Foundation Funds – 328XX or 329XX with X Activity Codes
 - Grant Funds – 35XXX, 36XXX, or 3-funds that end in a letter

Additional funding fields can be added by clicking the Add button and can accommodate any number of different funding sources. The form can only have one FOAP Approver, additional FOAPs can be approved via award letter or email from an authorized signatory.

Supporting documentation can be uploaded to the form as well. Conference agendas, travel itineraries, approval emails for additional FOAPs, etc. by selecting the Attach File button.

For multiple funding sources, please check the appropriate fund/org Add

Fund	Org	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity Code	Pier Diem paid from this FOAP	Total FOAP Funding Amount
<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>

Will Foundation or Grant funds be used?*

Remove

Supporting Documentation (0)

Attach AP Travel Authorization Supporting Document



Required Approvals

	Unit Leader/FOAP Approver	Accounting Specialist	Dean/AVP	CIE	Provost/VP	President
Faculty Domestic	✓	✓*	✓			
Faculty International	✓	✓*	✓	✓	✓	
Staff Domestic	✓	✓*	✓			
Staff International	✓	✓*	✓	✓	✓	
Dean/AVP Domestic	✓	✓*			✓	
Dean/AVP International	✓	✓*		✓	✓	
VP Domestic	✓	✓*				✓
VP International	✓	✓*		✓		✓
Student/Candidate/Other	✓	✓*	✓			

*In some Colleges/Divisions, the Unit Leader/FOAP Approver will also be the Accounting Specialist, only requiring one of the two approvals.

- All forms are submitted with the understanding that the traveler is responsible for reimbursing the University for any expenses they have incurred should their trip not be funded or if they cancel their trip for personal reasons.
- The appropriate Unit Leader/FOAP Approver, Accounting Specialist, and Dean/AVP are selected using the dropdowns by scrolling through the options or by starting to type the individuals name and selecting them from the dropdown list. All names are entered Last Name, First Name. ****NOTE**** Typing in the name of an individual not in the dropdown lists or not as entered will leave the form unassigned and halt the approval process.



Notifications

- Notification emails are generated and sent when a TA enters a user's workflow queue.
- The body of the email includes instructions on how to approve the document in OnBase, as well as a brief overview of the trip including:
 - TA ID # - A unique identification number
 - Traveler Name
 - Travel Location – Either City/State or City/Country
 - Travel Dates
 - Estimated Expenses
 - FOPA
 - Submitted by
- The traveler will receive notifications:
 - After the successful submission of their TA
 - When their TA enters a new workflow queue
 - When their TA has been fully approved and travel funds are available on their PCard (This notification will have a TIF copy of the TA attached for any reimbursements or PCard statement backup.)
 - If their TA is denied at any point during the approval process



Approval

During the approvals, it will be required to enter a dollar amount into the Total Funding Amount Approved field before being able to approve the TA. This amount should equal the sum of all Total FOAP Funding Amounts.

Fields for Amount Loaded on UNC Visa Card and Unfunded Amount (Traveler Obligation) also become available but are not required. If no dollar amounts are entered, they will be completed during PCard Review.

Update Total Estimated Expenses

Total Funding Amount Approved *
<input type="text"/>
Amount Loaded on UNC Visa Card
<input type="text" value="\$0.00"/>
Unfunded Amount (Traveler Obligation)
<input type="text" value="\$0.00"/>

For multiple funding sources, please check the appropriate fund/org **Add**

Fund * <input type="text" value="10000"/>	Org * <input type="text" value="51300"/>	Program * <input type="text" value="6400"/>	Remove
Activity Code <input type="text"/>	Pier Diem paid from this FOAP * <input type="text" value="No"/>	Total FOAP Funding Amount * <input type="text" value="\$0.00"/>	

Will Foundation or Grant funds be used? *



Unit Leader/FOAP Approval

During the Unit Leader/FOAP approval, approving or denying a form is a four-step process:

- 1) Select Approved or Denied from the dropdown
- 2) Select the appropriate option from the Additional ASC Approval Needed dropdown
 - a) Does not need ASC approval- routes form to next required approval i.e., Dean/AVP or VP
 - b) Needs ASC Approval and FOAP Approval- routes form to selected Accounting Specialist
 - c) Needs ASC Approval before FOAP Approval- routes form to Accounting Specialist for approval, then back to Unit Leader/FOAP Approver for approval
- 3) Click Save in the bottom left corner of the form
- 4) Click the “_____ Review Complete” button up in the top icon row. Forms that have properly approved/denied will exit the review queue.

Notes for any of the other approvers can be entered into the Approvers Notes field.

All other approvals will follow steps one, three, and four above.



Unit Leader/FOAP Approval

Required Approvals

Unit Leader/FOAP Approver Name *
Gray, Morgan

Unit Leader/FOAP Approval Status *
1 Approved
Denied

Additional ASC Approval Needed? *
2 Does not need ASC approval
Need ASC approval and FOAP approval
Need ASC approval before FOAP approval

By submitting this form, the traveler agrees that if travel is unfunded, the University is not responsible to reimburse any expenses they have incurred. If they cancel their trip for personal reasons, they are responsible for reimbursing the University any purchase they made on their PCard as well as expenses that were pre-paid.*

Save 3

Queue Tools

File Home Workflow Contracts Management Document Queue Administration

Change Layout - Close This Layout Secondary Viewer Primary Viewer Refresh Apply Filter Auto Work Override Auto-feed Route Item Take Ownership Release Ownership Execute Script Task FOAP Review Complete

Layout View Actions Tasks

4



Other Approvals

Required Approvals

Unit Leader/FOAP Approver Name * Gray, Morgan	Unit Leader/FOAP Approval Status Approved
Additional ASC Approval Needed? Need ASC approval and FOAP approval	ASC Approval Status Approved
Dean/AVP Approver Name * Gray, Morgan	Dean/AVP Approval Status * Approved

Approvers Notes:

1

By submitting this form, the traveler agrees that if travel is unfunded, the University is not responsible to reimburse any expenses they have incurred. If they cancel their trip for personal reasons, they are responsible for reimbursing the University any purchase they made on their PCard as well as expenses that were pre-paid.*

Save 2

Queue Tools

File Home Workflow Contracts Management Document Queue Administration

Change Layout - Close This Layout Secondary Viewer Primary Viewer

Refresh Apply Filter - Auto Work Override Auto-feed

Route Item - Take Ownership Release Ownership Execute Script Task -

Dean/AVP Review Complete 3

Layout View Actions Task



Tips

- Denying a TA will remove it from the workflow and prevent any changes for resubmission to be made. Since all fields are editable at all approval levels, a TA should only be denied if the trip is not approved and not because a FOAP or dollar amount is incorrect.
- Most TAs will need at least two or three approvals, but keep in mind that under certain circumstances they may require one or more additional approvals, i.e., an international faculty trip utilizing Foundation funds could have up to six total approvals all before reaching PCard Review. Be sure to allow additional processing time in those instances.
- We currently recommend a TA be submitted no less than three weeks prior to the departure date, especially if per diem is requested, but suggest TAs be submitted at the earliest opportunity.



Questions?

Contact Morgan Gray, PCard Manager

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(970)351-1836

UNC