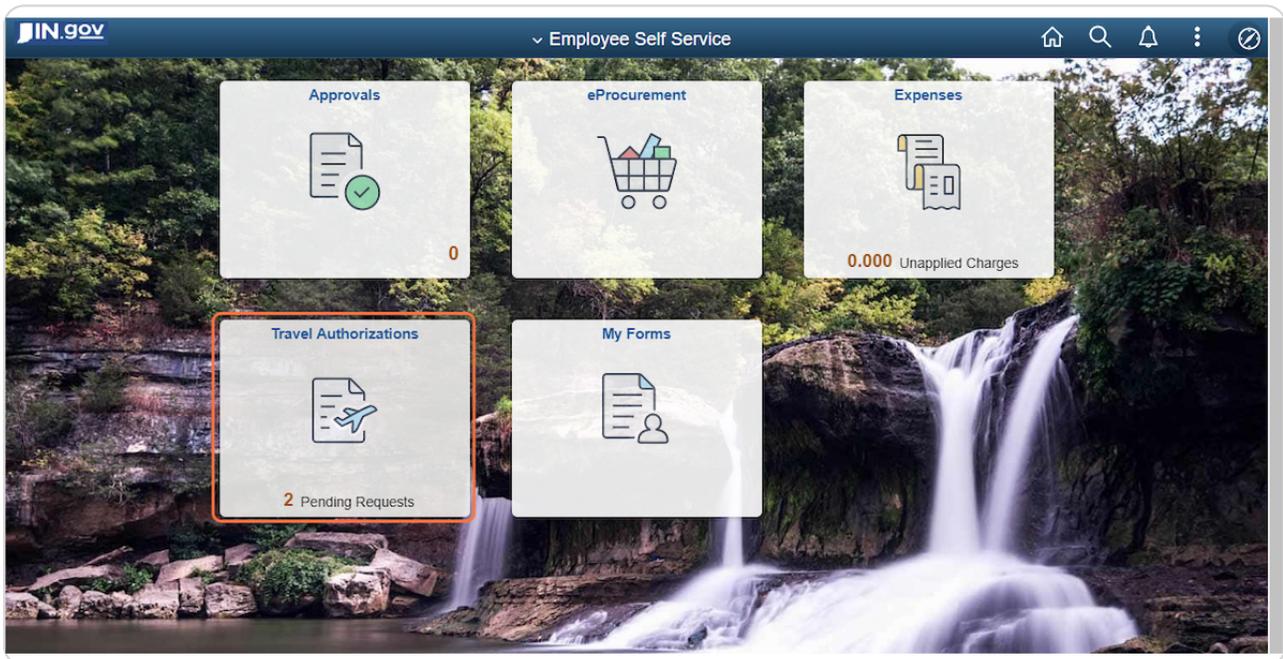


# Create a TA - Complete the Header

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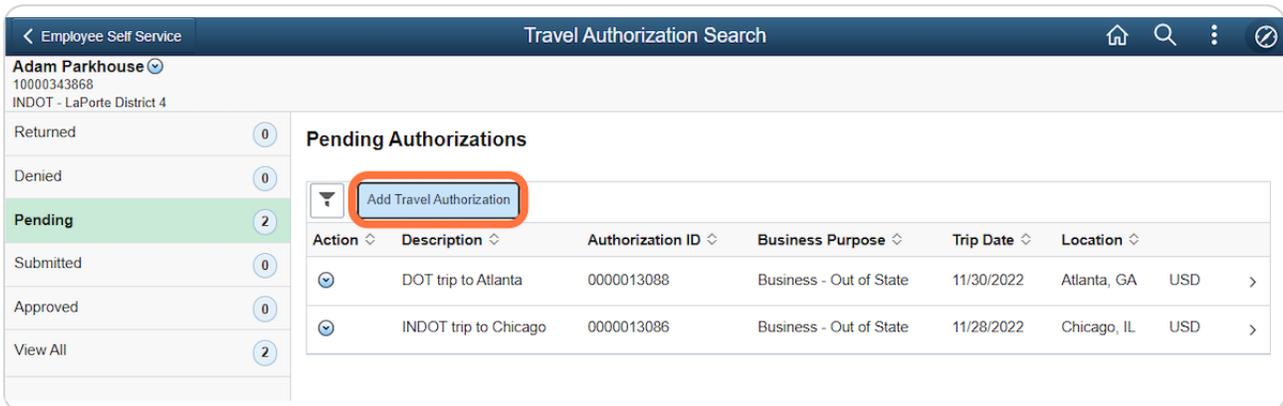
STEP 1 Click Travel Authorizations.

From the Employee Self Service homepage, click the Travel Authorizations tile.



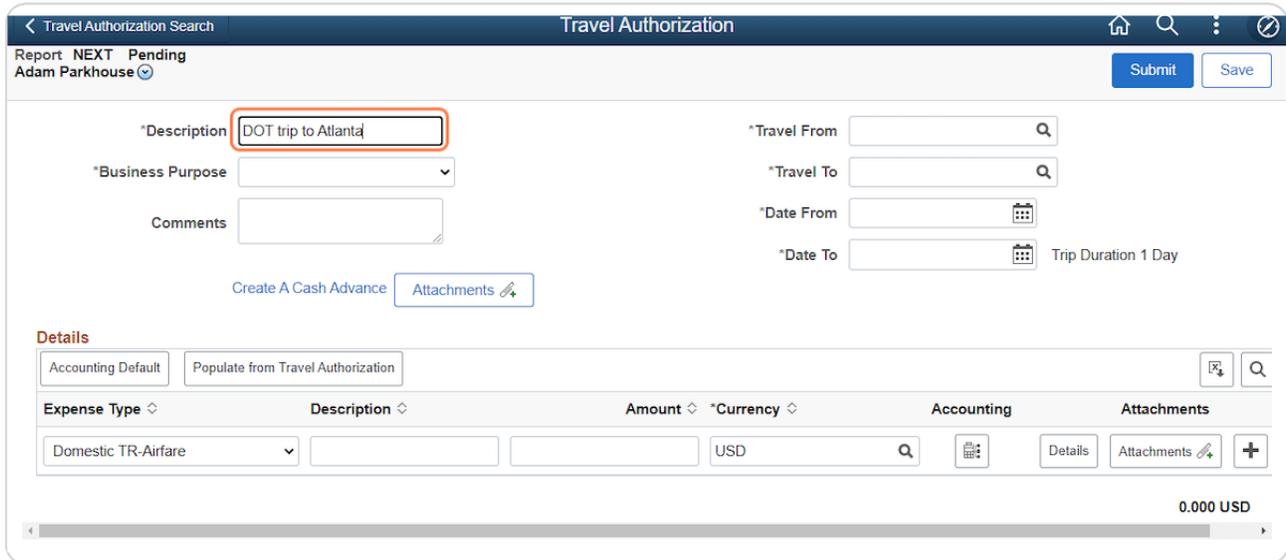
STEP 2 Click Add Travel Authorization.

Click Add Travel Authorization from any of the tabs.



### STEP 3 Enter the Description.

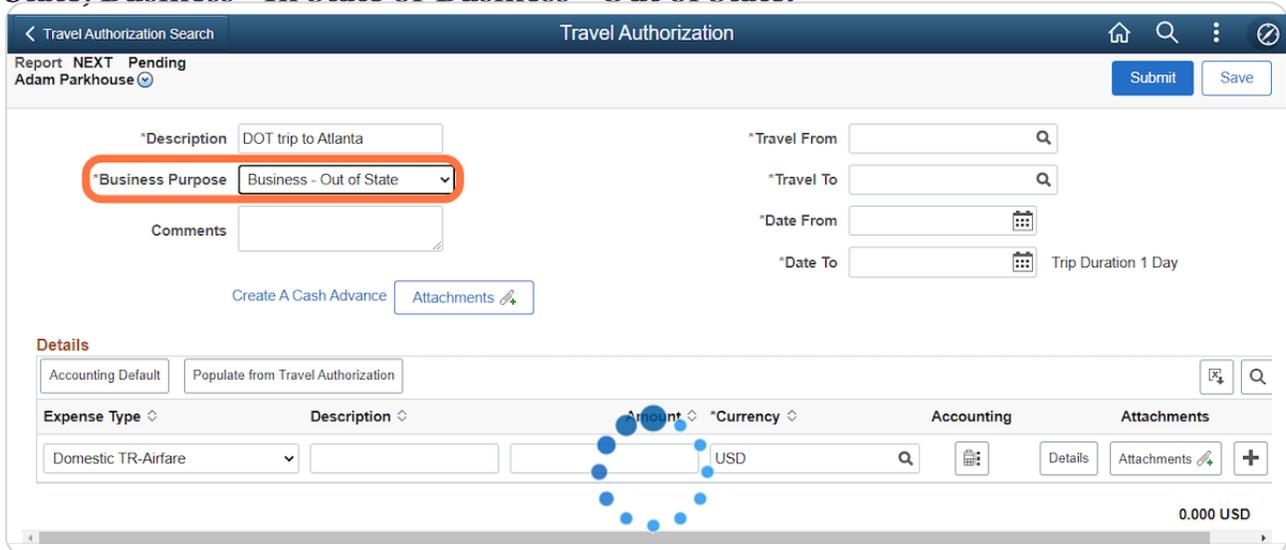
In the Description field, enter the agency acronym and a brief description of the purpose of travel. Think of the Description field as the name of your TA.



The screenshot shows the 'Travel Authorization' form. The 'Description' field contains the text 'DOT trip to Atlanta' and is highlighted with a red rectangular box. Other fields include 'Business Purpose' (a dropdown menu), 'Comments' (a text area), 'Travel From', 'Travel To', 'Date From', and 'Date To' (all with search or calendar icons). There are buttons for 'Submit', 'Save', 'Create A Cash Advance', and 'Attachments'. Below the form is a 'Details' section with a table header: 'Expense Type', 'Description', 'Amount', 'Currency', 'Accounting', and 'Attachments'. The table has one row with 'Domestic TR-Airfare' in the 'Expense Type' column and 'USD' in the 'Currency' column. The total amount is '0.000 USD'.

### STEP 4 Select the Business Purpose.

From the Business Purpose dropdown, select the appropriate option: DTA Out-of State, Business - In State or Business - Out of State.



The screenshot shows the 'Travel Authorization' form. The 'Business Purpose' dropdown menu is highlighted with a red rectangular box and shows the selected option 'Business - Out of State'. The 'Description' field now contains 'DOT trip to Atlanta'. The rest of the form, including the 'Details' table, is identical to the previous screenshot. The table shows 'Domestic TR-Airfare' and 'USD' with a total of '0.000 USD'. A blue circular graphic is overlaid on the 'Amount' and 'Currency' columns of the table.

**STEP 5 Enter the Comments.**

**In the Comments field, enter the justification for travel.**

The screenshot shows the 'Travel Authorization' form. The 'Comments' field is highlighted with a red box and contains the text 'Meet with local DOT Highway planners'. Other fields include 'Description' (DOT trip to Atlanta), 'Business Purpose' (Business - Out of State), 'Travel From', 'Travel To', 'Date From', and 'Date To'. There are buttons for 'Submit', 'Save', 'Create A Cash Advance', and 'Attachments'. Below the form is a 'Details' section with a table for expense tracking.

| Expense Type        | Description | Amount | Currency | Accounting | Attachments |
|---------------------|-------------|--------|----------|------------|-------------|
| Domestic TR-Airfare |             |        | USD      |            |             |

0.000 USD

**STEP 6 Look up the Travel From.**

**In the Travel From field, enter the location where you'll be traveling from and click **Lookup**.**

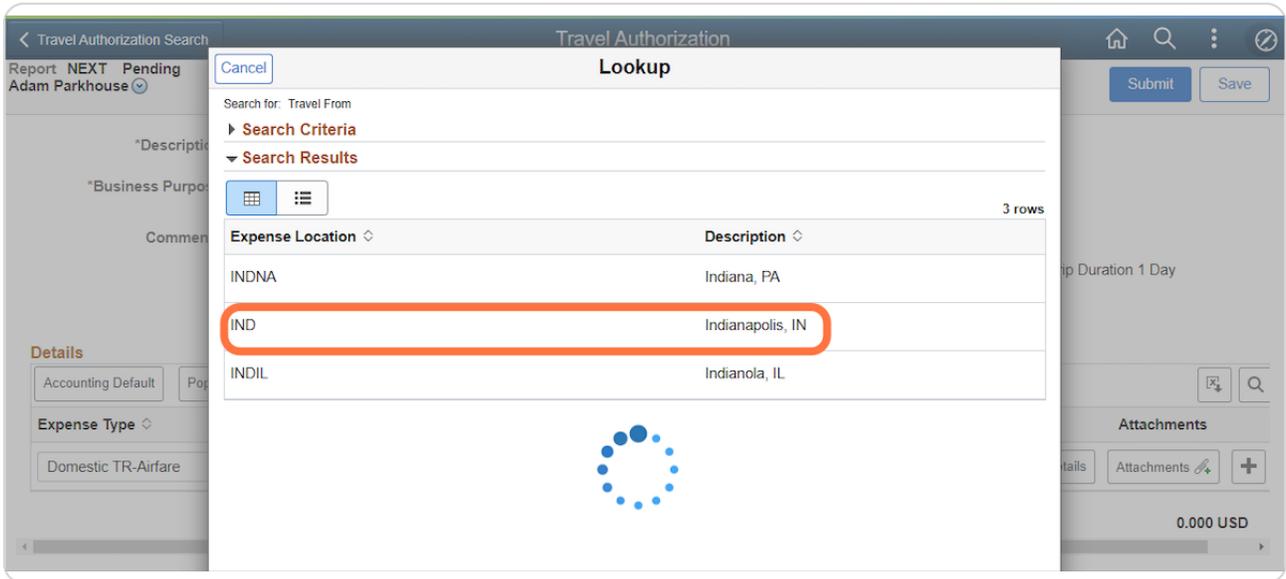
The screenshot shows the 'Travel Authorization' form. The 'Travel From' field is highlighted with a red box and contains the text 'Indiar'. The 'Comments' field is also visible, containing 'Meet with local DOT Highway planners'. Other fields include 'Description' (DOT trip to Atlanta), 'Business Purpose' (Business - Out of State), 'Travel To', 'Date From', and 'Date To'. There are buttons for 'Submit', 'Save', 'Create A Cash Advance', and 'Attachments'. Below the form is a 'Details' section with a table for expense tracking.

| Expense Type        | Description | Amount | Currency | Accounting | Attachments |
|---------------------|-------------|--------|----------|------------|-------------|
| Domestic TR-Airfare |             |        | USD      |            |             |

0.000 USD

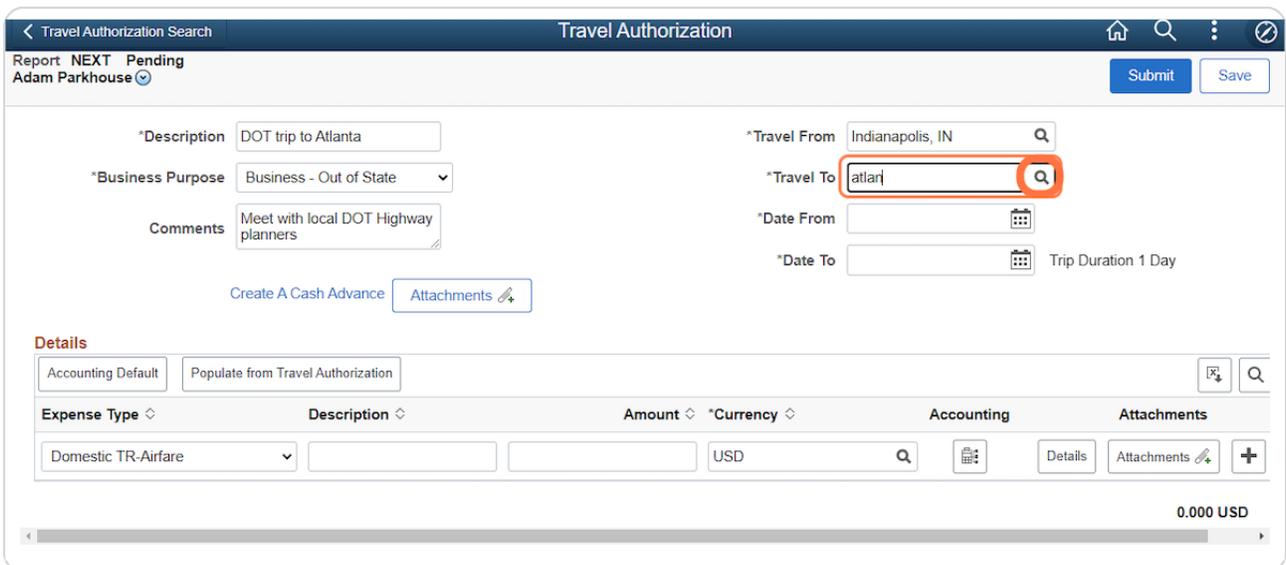
**STEP 7 Select the Travel From.**

**When you've located the city you need, click anywhere on the desired Expense Location row.**



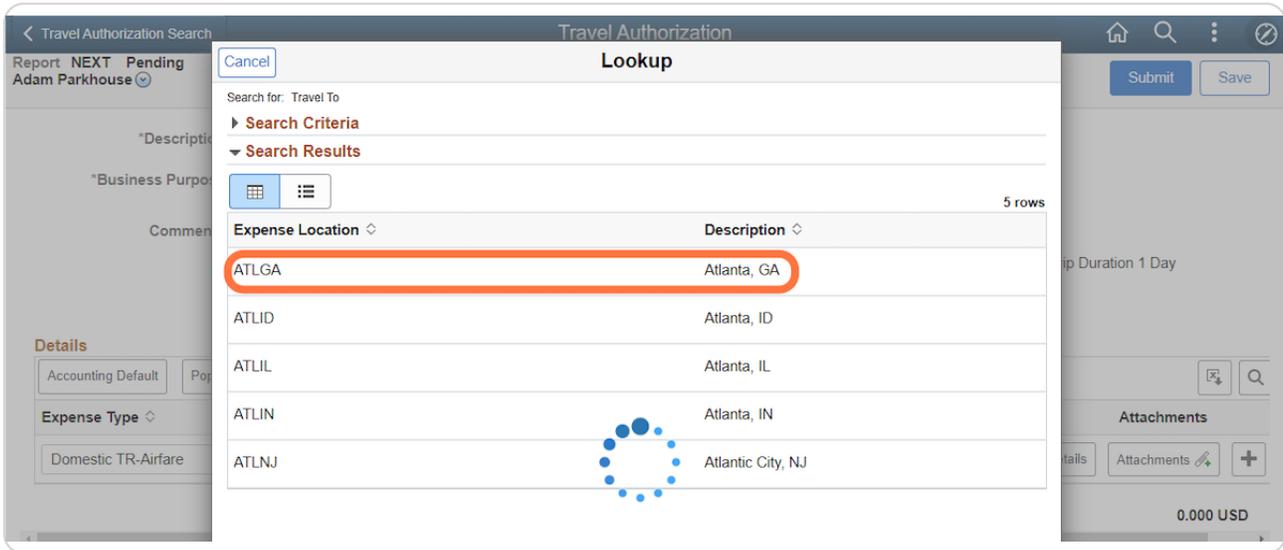
**STEP 8 Look up the Travel To.**

**In the Travel To field, enter the location where you'll be traveling to and click Lookup.**



**STEP 9** Select the Travel To.

When you've located the city you need, click anywhere on the desired Expense Location row. If you're unable to find the location you need for either field, contact your agency Travel Administrator.



**STEP 10** Enter the Date From, Date To and Add the attachments.

In the Date From field, enter or select your departure date. In the Date To field, enter or select your return date.

Click Attachments to upload all required documentation. All the required documentation must be attached here and not on the expense lines!

