# Create a TA - Complete the Header

## 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.

Employee Self Service	Travel Authorization Search					仚	Q	:	$\oslash$	
Adam Parkhouse 10000343868 INDOT - LaPorte District 4										
Returned	0	Pending	Authorizations							
Denied	0		d Travel Authorization							
Pending	2		TraverAdditorization							
		Action $\Diamond$	Description 🛇	Authorization ID 🗘	Business Purpose 🛇	Trip Date 🛇	Location $\Diamond$			
Submitted	0	$\odot$	DOT trip to Atlanta	0000013088	Business - Out of State	11/30/2022	Atlanta, GA	USI	D	>
Approved	0									
V.C		$\overline{\mathbf{e}}$	INDOT trip to Chicago	0000013086	Business - Out of State	11/28/2022	Chicago, IL	USI	D	>
VIEW AII	2									

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.

C Travel Authorization Sector	earch			Travel Autho	rization		<u>ଲ</u>	:	$\oslash$
Report NEXT Pending Adam Parkhouse 📀	J						Submit	Sa	ave
*Desci	ription	DOT trip to Atlanta			*Travel From		٩		
*Business Pu	irpose		~		*Travel To		Q		
Com	ments				*Date From				
			11		*Date To		Trip Duration 1 Day		
	C	Create A Cash Advance	Attachments 🖉	4					
Details									
Accounting Default	Populat	e from Travel Authorization						[¥₽	Q
Expense Type $\diamondsuit$		Description $\Diamond$	;	Amour	nt ≎ *Currency ≎	Accounting	Attachm	ents	
Domestic TR-Airfare	è	~			USD	Q.	Details Attachmen	ts ⁄+	+
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4									•

## 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.

Travel Authorization Search		Travel Authorization		값 Q	:	$\oslash$
Report NEXT Pending Adam Parkhouse 🕑				Submit	Sa	ve
*Description	DOT trip to Atlanta	*Travel From	م			
*Business Purpose	Business - Out of State	*Travel To	۵			
Comments		*Date From	<b></b>			
		*Date To		Trip Duration 1 Day		
	Create A Cash Advance Attachments 👫					
Details						
Accounting Default Popula	ate from Travel Authorization				[X]	Q
Expense Type 🛇	Description $\Diamond$	ornount ≎ *Currency ≎	Accounting	Attachme	nts	
Domestic TR-Airfare	•	USD	٩	Details Attachment	• <i>A</i>	+
		• • •		0	.000 US	D
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## STEP 5 Enter the Comments.

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

K Travel Authorization Search		Travel Authorization		ଜ ୧ : ଡ
Report NEXT Pending Adam Parkhouse ⊙				Submit Save
*Description	DOT trip to Atlanta	*Travel From	۵	
*Business Purpose	Business - Out of State 🗸	*Travel To	Q	
Comments	Meet with local DOT Highway	*Date From		
		*Date To		Trip Duration 1 Day
	Create A Cash Advance Attachments 🔏			
Details				
Accounting Default Popula	ate from Travel Authorization			₹, Q
Expense Type 🛇	Description $\Diamond$	Amount $\diamond$ *Currency $\diamond$	Accounting	Attachments
Domestic TR-Airfare	• []	USD	Q 📑	Details Attachments 🕢 🕂
				0.000 USD
4				•

## STEP 6 Look up the Travel From.

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

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Report NEXT Pending Adam Parkhouse ⊙				Submit	Sav	/e
*Descriptio	n DOT trip to Atlanta	*Travel From	Indian	Ū		
*Business Purpos	Business - Out of State	*Travel To	٥	<b>k</b>		
Comment	Meet with local DOT Highway planners	*Date From				
	<i>"</i> //	*Date To		Trip Duration 1 Day		
	Create A Cash Advance Attachments 🔏					
Details						
Accounting Default Pop	ulate from Travel Authorization				[¤₽	Q
Expense Type $\Diamond$	Description $\Diamond$	Amount $\diamond$ *Currency $\diamond$	Accounting	Attachme	nts	
Domestic TR-Airfare	▶	USD	Q 🕌	Details Attachment	s 🚜	+
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When you've located the city you need, click anywhere on the desired Expense Location row.

Travel Authorization Search		Travel Authorization		<u>م</u>	Q		
Report NEXT Pending	Cancel Lookup			Submit Save			
	Search for: Travel From						
*Descriptiv	Search Criteria						
Descriptiv	✓ Search Results						
*Business Purpo:			3 rows				
Commen	Expense Location $\diamond$	Description $\Diamond$					
	INDNA	Indiana, PA		ip Duration 1	1 Day		
Details	IND	Indianapolis, IN					
Accounting Default Pop	INDIL	Indianola, IL				ç. Q	
Expense Type 🛇				Atta	achments		
Domestic TR-Airfare				tails Atta	chments <i>d</i> ,	+ USD	
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# STEP 8 Look up the Travel To.

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

Travel Authorization Search		Travel Authorization		습 Q :	$\oslash$
Report NEXT Pending Adam Parkhouse 📀				Submit	e
*Description	DOT trip to Atlanta	*Travel From	Indianapolis, IN	٩	
*Business Purpose	Business - Out of State 🗸	*Travel To	atlan	2	
Comments	Meet with local DOT Highway planners	*Date From			
		*Date To		Trip Duration 1 Day	
	Create A Cash Advance Attachments 🔏				
Details					
Accounting Default Popula	te from Travel Authorization				Q
Expense Type $\diamondsuit$	Description $\diamond$	Amount $\diamond$ *Currency $\diamond$	Accounting	Attachments	
Domestic TR-Airfare	•	USD	Q.	Details Attachments 🕂	ł
				0.000 USD	)
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#### 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.

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Report NEXT Pending	Cancel	Lookup		Subr	nit Sa	ave
	Search for: Travel To					
*Descriptiz	Search Criteria					
Descriptiv	✓ Search Results					
*Business Purpo:			5 rows			
Commen	Expense Location $\diamondsuit$	Description 🗇				
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Defaile	ATLID	Atlanta, ID				
Accounting Default Pop	ATLIL	Atlanta, IL				Q
Expense Type 🛇	ATLIN	Atlanta, IN		Attach	iments	
Domestic TR-Airfare	ATLNJ	Atlantic City, NJ		tails Attachm	nents 🚜	+
-		•••			0.000 U	SD

#### 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!

C Travel Authorization Search		Travel Authorization		<u> </u>	:	$\oslash$
Report NEXT Pending Adam Parkhouse⊙				Submit	Sav	ve
*Description	DOT trip to Atlanta	*Travel From	Indianapolis, IN C	2		
*Business Purpose	Business - Out of State 🗸	*Travel To	Atlanta, GA	2		
Comments	Meet with local DOT Highway planners	Date From	12/19/2022			
Details	Create A Cash Advance Attachments &	*Date To	12/21/2022	Trip Duration 1 Day		
Accounting Default Popula	te from Travel Authorization				[x]₊	Q
Expense Type 🛇	Description $\diamond$		Accounting	Attachmer	nts	
Domestic TR-Airfare	•	USD	Q	Details Attachments	<i>I</i> +	+
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