Create a TA - Complete the Header

STEP 1 Click Travel Authorizations.

From the Employee Self Service homepage, click the Travel Authorizations tile.
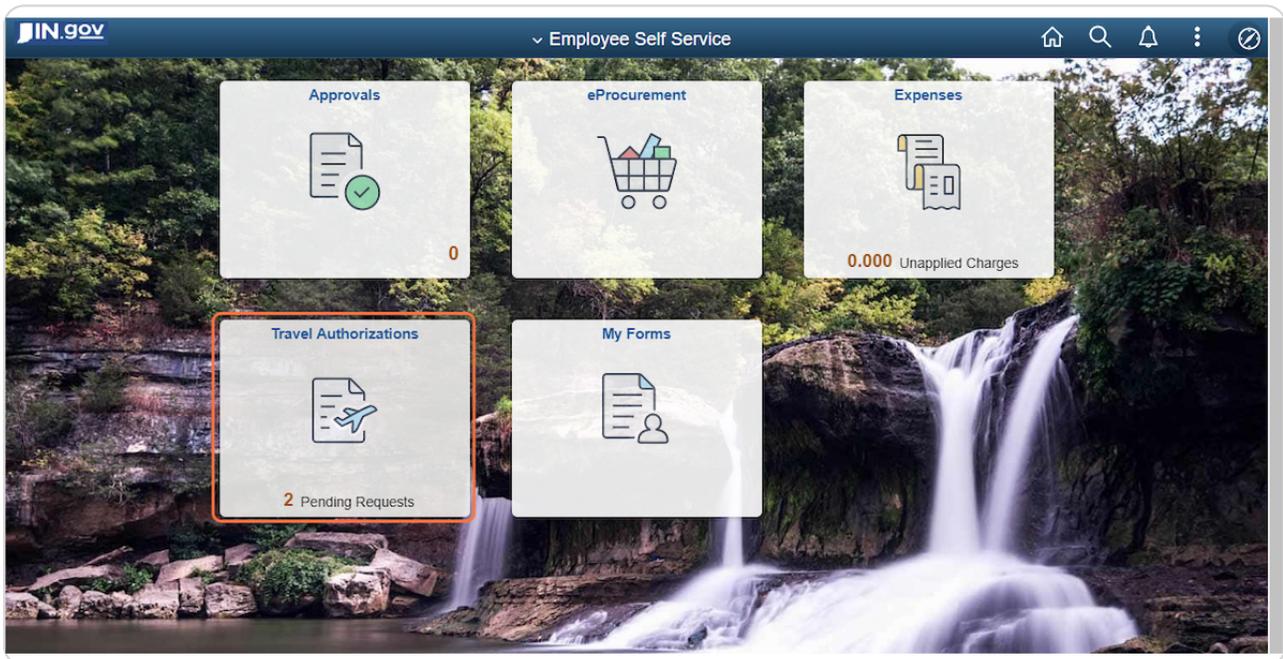
STEP 2 Click Add Travel Authorization.

Click Add Travel Authorization from any of the tabs.
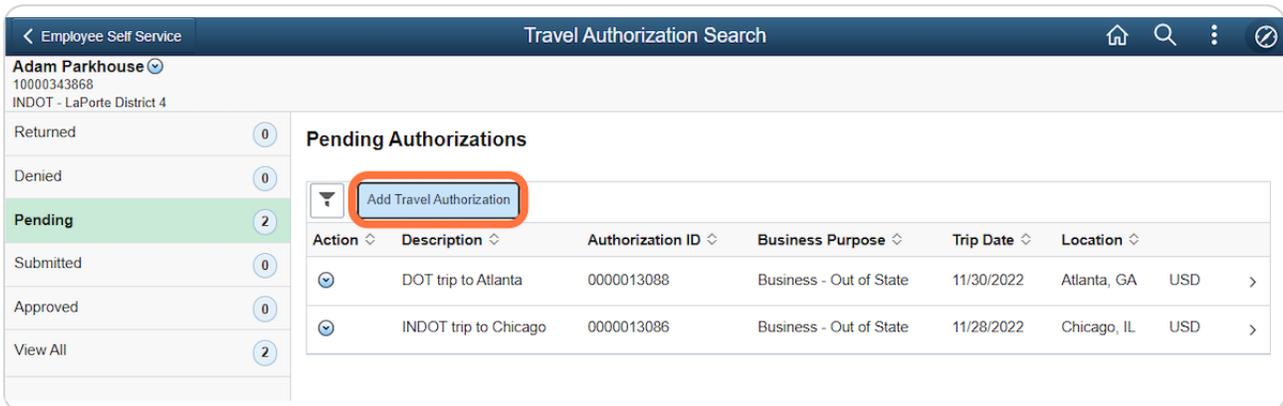
STEP 3 Enter the Description.

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.

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.

STEP 5 Enter the Comments.

In the Comments field, enter the justification for travel.

STEP 6 Look up the Travel From.

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

STEP 7 <u>Select the Travel From</u>.

When you've located the city you need, click anywhere on the desired Expense Location row.
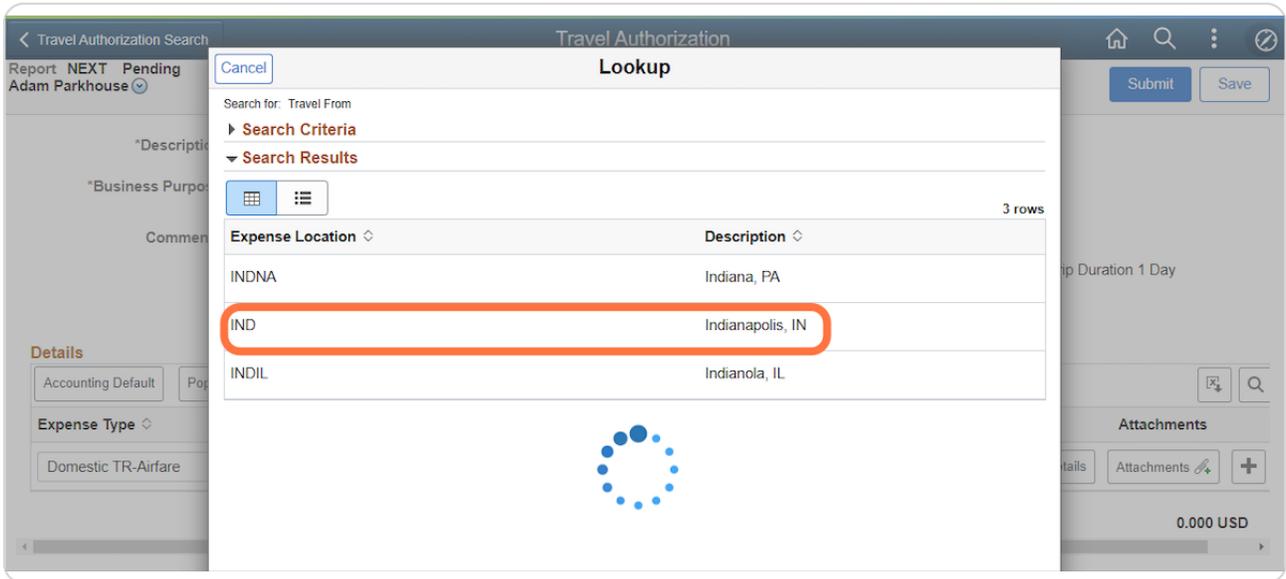
STEP 8 <u>Look up the Travel To.</u>

In the Travel To field, enter the location where you'll be traveling to and click Lookup.
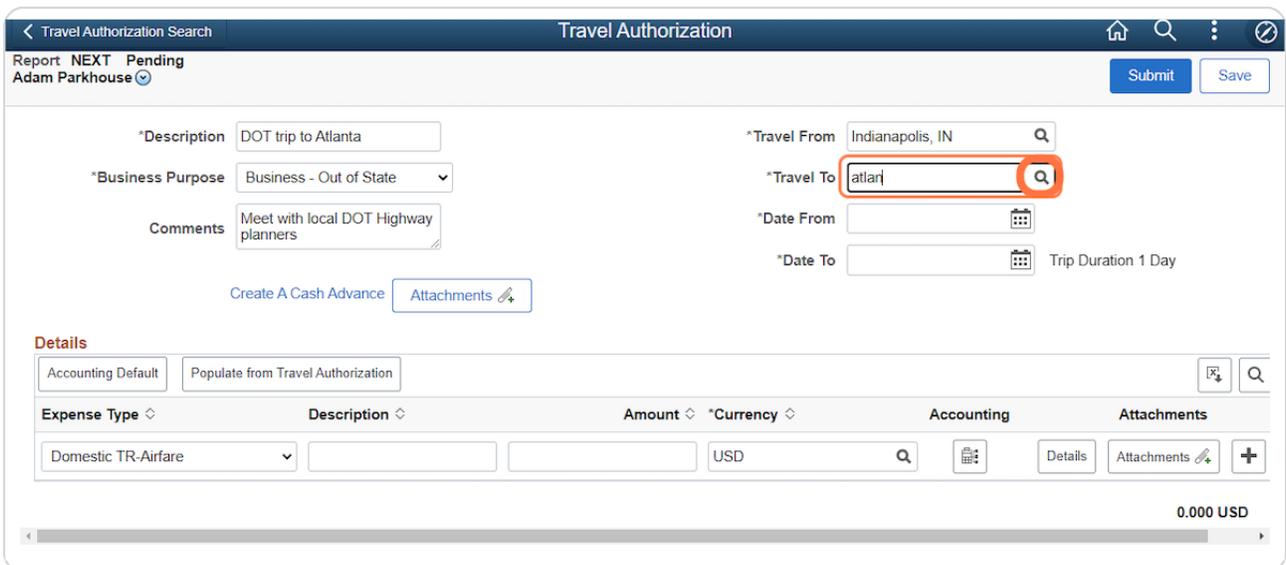
STEP 9 <u>Select the Travel To.</u>

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.
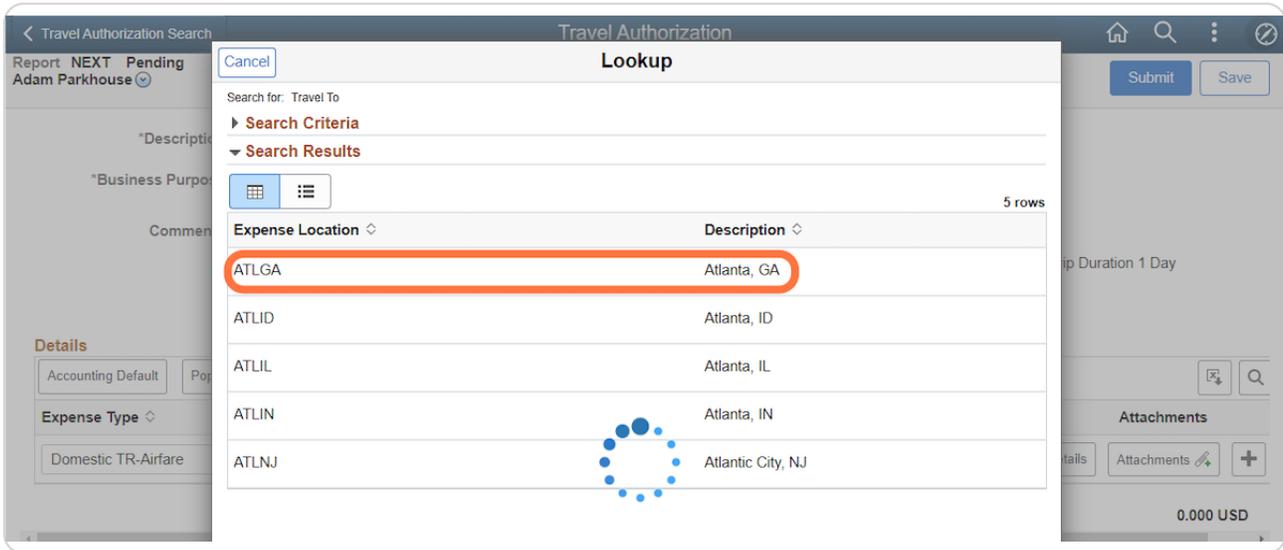
STEP 10 <u>Enter the Date From, Date To and Add the attachments.</u>

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!