

# Creating Travel Authorizations



## Travel and Expense Center

### Travel Authorizations

Oracle HR System - Legal Attestation

Employee ID: 000016724      Haris, Russhaj  
Fiscal Year: 2015

This link opens a new window directly into the Employee Reimbursement and Travel Policy  
[Travel Reimbursement and Travel Allowance Policy](#)

By clicking this box I (Haris, Russhaj) attest that I have read and accept the terms of the Employee Travel and Expense Policy. I understand that I am responsible for abiding by the City Colleges of Chicago Policies. Failure to comply with this Policy and related procedures may make me, as an employee, accountable for any questionable expenditure(s) documentation that may be subject to disciplinary action and/or possible termination of employment.

I do not agree with or accept the terms of the Employee Travel and Expense Policy. I understand by not agreeing with the City Colleges of Chicago Policies I will not be eligible to seek Travel/Expense authorization or Reimbursement. I also understand that I will not have access to enter Travel Request or Expense Reimbursement unless I have read and accepted the terms of the Employee Travel and Expense Policy.

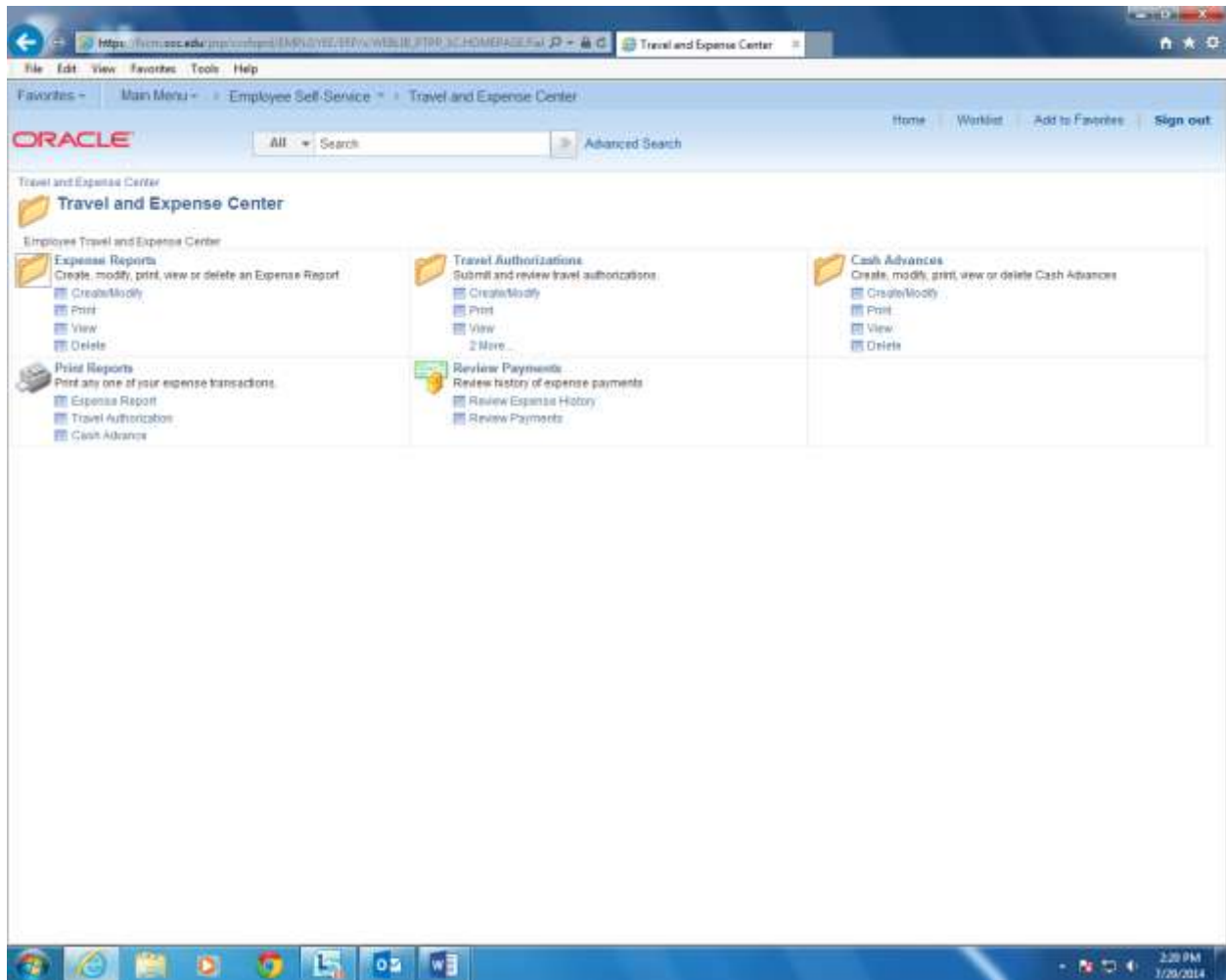
Save & Submit

1. Review and click the agree box.
2. Click save & Submit.

Note: Before you can request an Travel Authorization, you must agree and submit a Annual Attestation annually.

# Travel and Expense Center

## Travel Authorizations



1. Main Menu
2. Employee Self Service
3. Travel & Expense Center
4. Travel Authorization
5. Create/Modify

## Travel and Expense Center

### Travel Authorizations

The screenshot shows a web browser window displaying the Oracle Travel Authorization interface. The browser's address bar shows the URL: [https://fscm.sccc.edu/jsp/ctrl.jsp?EMPLOYEE/EMP/L/ADMINSTER\\_EXPENSE\\_FUNC/DOF\\_0](https://fscm.sccc.edu/jsp/ctrl.jsp?EMPLOYEE/EMP/L/ADMINSTER_EXPENSE_FUNC/DOF_0). The page title is "Create/Modify". The Oracle logo is visible in the top left corner. The breadcrumb navigation path is: Home > Worklist > Add to Favorites > Sign out > Travel and Expenses > Travel Authorizations > Create/Modify. Below the breadcrumb, there is a search bar with "All" and "Advanced Search" options. The main content area is titled "Travel Authorization" and contains two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs, there is a text input field labeled "Empl ID:" containing the value "000015739". Below the input field is an "Add" button. At the bottom of the page, there is another set of tabs: "Find an Existing Value" and "Add a New Value". The Windows taskbar at the bottom shows the system clock as 2:48 PM on 1/29/2014.

6. Enter Employee ID # or the person who is traveling.
7. Click Add

# Travel and Expense Center

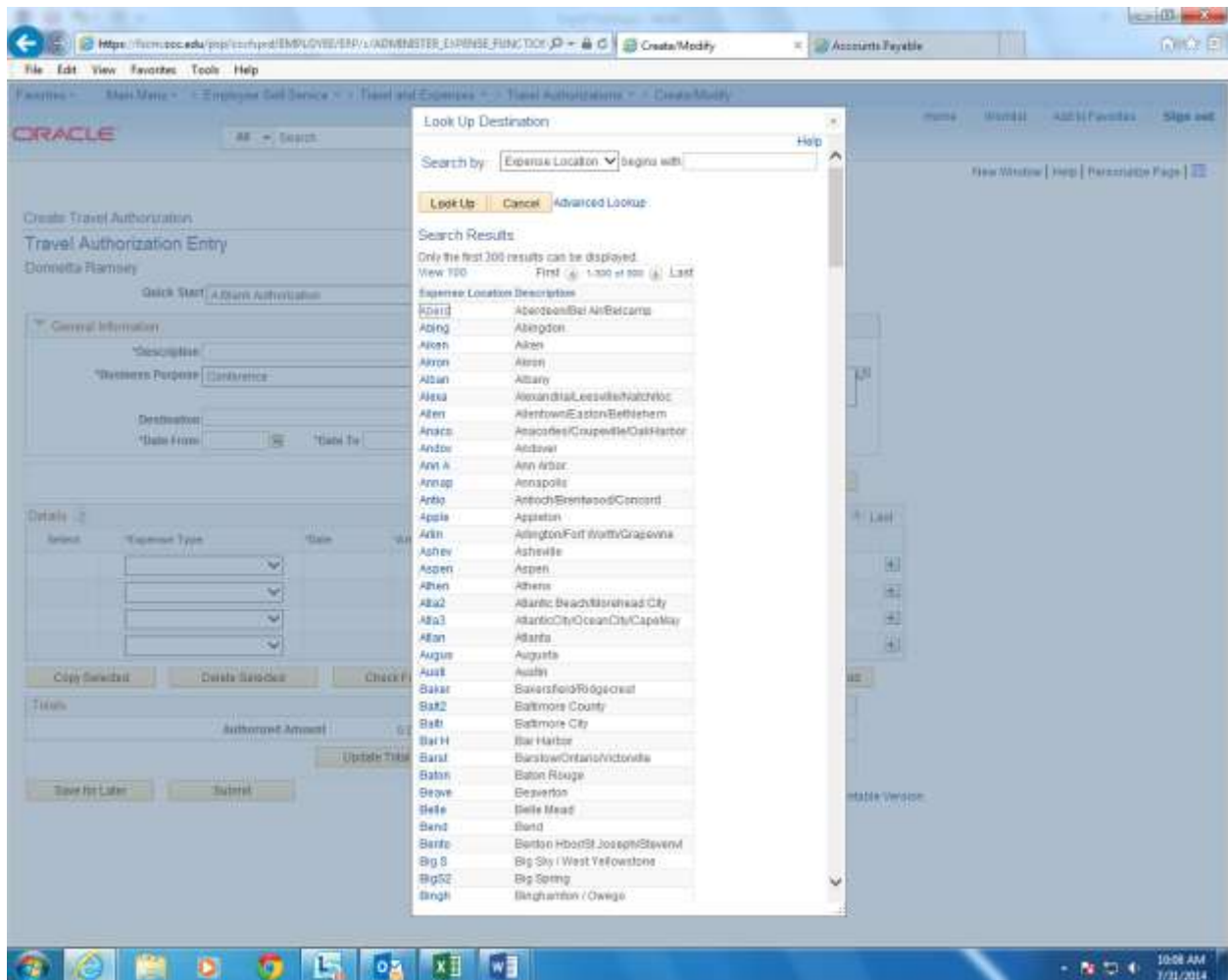
## Travel Authorizations

The screenshot shows the Oracle Travel Authorization Entry form for Donnetta Ramsey. The form is titled "Create Travel Authorization" and "Travel Authorization Entry". The user is logged in as Donnetta Ramsey. The "Quick Start" dropdown is set to "A Blank Authorization" with a "GO" button. The "General Information" section includes a "Description" field, a "Business Purpose" dropdown menu (which is open, showing options like "Athletic Travel", "Conference", "Exhibitions", "General Travel", "Meeting Internal", "Meeting Off-Site", "Seminar", and "Training"), a "Destination" field, a "Date From" field, an "Authorization ID" field (containing "NEXT"), and a "Relevance Or Benefit to OCC" field. There is also an "Attachments" button and a "More Options" dropdown with a "GO" button. The "Details" section is a table with columns for "Expense Type", "Date", "Amount", "Currency", "Payment Type", and "Billing Type". The table is currently empty. Below the table are buttons for "Copy Selected", "Delete Selected", "Check For Errors", "View Expense", and "Add". The "Totals" section shows "Authorized Amount" as "0.00 USD" and an "Update Totals" button. At the bottom, there are "Save for Later" and "Submit" buttons, and a "View Printable Version" link. The browser address bar shows "https://scm.soc.edu/pop/ce/epd/EMPLOYEE/EMP/L/ADMINSTER\_EXPENSE\_FUNC/DOY...". The taskbar at the bottom shows the time as 10:04 AM on 7/31/2014.

### General Information Section

8. Enter desired information into the Description field. example "Training in Dallas".
9. Click the Business Purpose drop down to select an item type.
10. Click on attachments to submit all back supporting documents which includes:
  - a. Corptrav itinerary
  - b. Completed Registration Form
  - c. Conference Agenda/Schedule
  - d. Brief synopsis of the conference

Travel and Expense Center  
Travel Authorizations



11. Click the destination magnifying glass.
12. Select the city you will be traveling to.

Travel and Expense Center  
Travel Authorizations

Create Travel Authorization

Travel Authorization Entry  
Donnetta Ramsey

Quick Start: A Blank Authorization [GO]

General Information

\*Description: [ ] Authorization ID: NEXT  
\*Business Purpose: Conference \*Relevance Or Benefit to CCC: [ ]  
Destination: [ ]  
\*Date From: 07/01/2014 \*Date To: 07/01/2014 Attachments: [ ] Comments: [ ]

More Options: [ ] [GO]

Details

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type	
	[ ]					Internal	[ ]
	[ ]					Internal	[ ]
	[ ]					Internal	[ ]
	[ ]					Internal	[ ]

Copy Selected Delete Selected Check For Errors New Expense [ ] Add

Totals

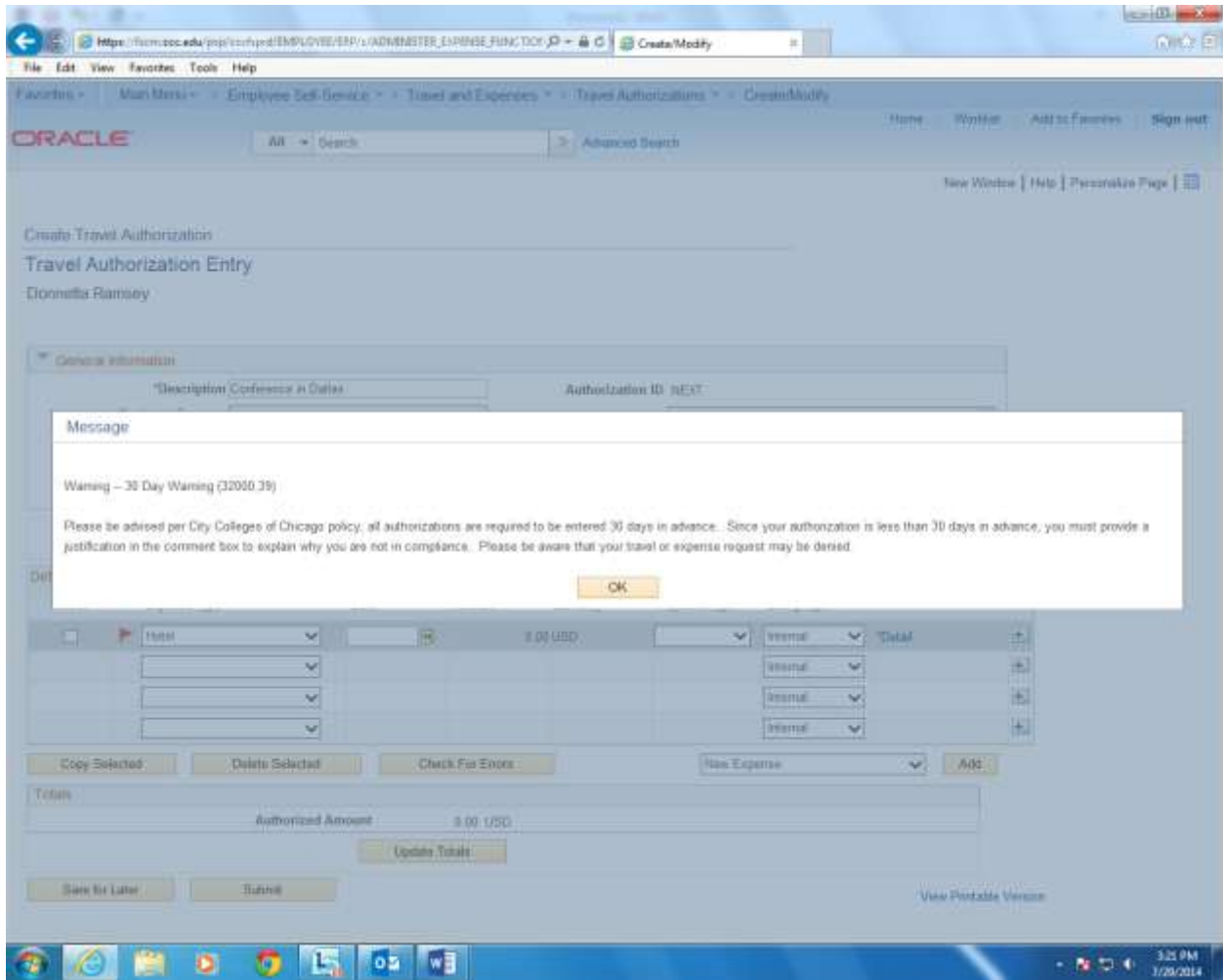
Authorized Amount 0.00 USD

Update Totals

Save for Later Submit View Printable Version

13. Write a brief synopsis to why this trip will be beneficial to CCC in the Relevance or benefit to CCC box.

Travel and Expense Center  
Travel Authorizations



14. Select your travel dates. (If your travel dates are less than 30 days in advance you will receive the above error message.)



# Travel and Expense Center

## Travel Authorizations

Create Travel Authorization

Travel Authorization Entry  
Donnetta Ramsey

Quick Start: A Blank Authorization

**General Information**

\*Description: \_\_\_\_\_ Authorization ID: NEXT  
\*Business Purpose: Conference \*Relevance Or Benefit to: DOC  
Destination: \_\_\_\_\_  
\*Date From: 07/31/2014 \*Date To: 07/31/2014 Attachments: \_\_\_\_\_ Comments: \_\_\_\_\_

More Options: \_\_\_\_\_

**Details** 2

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type
						Internal
						Internal
						Internal
						Internal

**Totals**

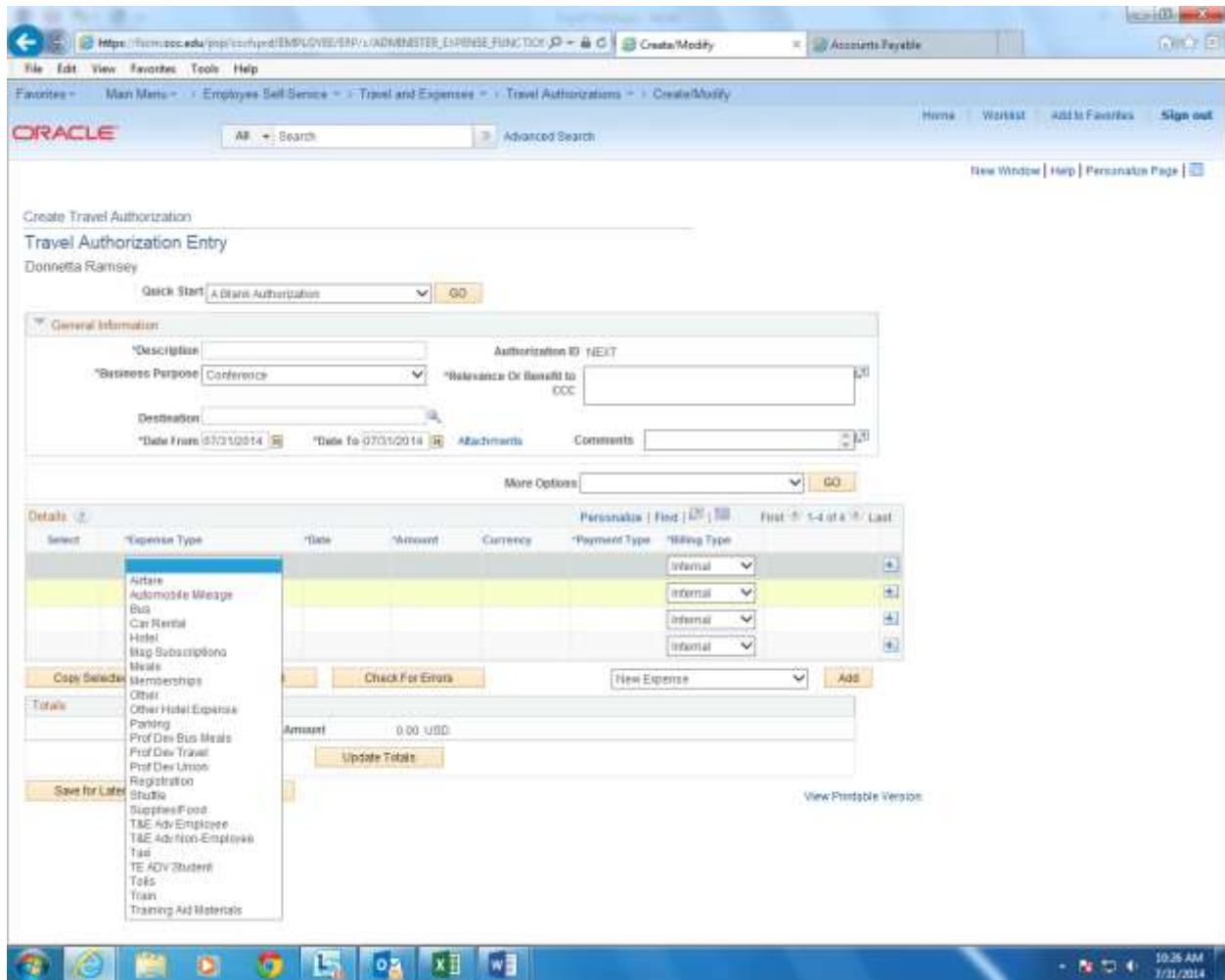
Authorized Amount: 0.00 USD

[View Printable Version](#)

15. Enter an explanation for why you are requesting travel less than 30 days in the comment box. Example "Just found out about the conference".

# Travel and Expense Center

## Travel Authorizations



### Details Section

16. Select your expense type with the drop down arrow. Example “Airfare/hotel”.

## Travel and Expense Center

### Travel Authorizations

Create Travel Authorization

Travel Authorization Entry  
Donnetta Ramsey

**General Information:**

Description: \_\_\_\_\_ Authorization ID: NEXT

\*Business Purpose: Conference \*Relevance Or Benefit to: CCC

Destination: \_\_\_\_\_

\*Date From: 07/31/2014 \*Date To: 07/31/2014 Attachments: \_\_\_\_\_ Comments: \_\_\_\_\_

More Options: \_\_\_\_\_ GO

**Details:**

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type	Detail
<input type="checkbox"/>	Airfare	07/31/2014	30.00	USD	Employee Paid	Normal	
<input type="checkbox"/>					Prepaid-Air	Normal	
<input type="checkbox"/>					Prepaid-Hotel	Normal	
<input type="checkbox"/>					Prepaid-Travel	Normal	
<input type="checkbox"/>					Infomail	Normal	

Copy Selected Delete Selected Check For Errors View Expense Add

Totals

Authorized Amount: 0.00 USD

Update Totals

Save for Later Submit View Printable Version

17. Select the date for your travel expense.
18. Enter the amount of your expense.
19. Select your payment type with the drop down arrow. Example "Prepaid Air" by CCC.
20. If additional lines are needed click on the plus sign.
21. Click on details

Travel and Expense Center  
Travel Authorizations

The screenshot shows the Oracle HR system interface for creating a travel authorization. The browser address bar indicates the URL is [https://hrm.bcc.edu/jsp/ctrl/emp/EMPLOYEE/EMP/L/ADMINISTER\\_EXPENSE\\_FUNC/TOY...](https://hrm.bcc.edu/jsp/ctrl/emp/EMPLOYEE/EMP/L/ADMINISTER_EXPENSE_FUNC/TOY...). The page title is "Create/Modify". The breadcrumb navigation shows: Home > Worklist > Add to Favorites > Sign out > Oracle > All > Search > Advanced Search > New Window > Help > Personalize Page > Create/Modify.

The main content area is titled "Create Travel Authorization" and "Authorization Detail for Hotel (Line 1)". The user is identified as "Donnetta Ramsey" and the "Authorization ID" is "NEXT".

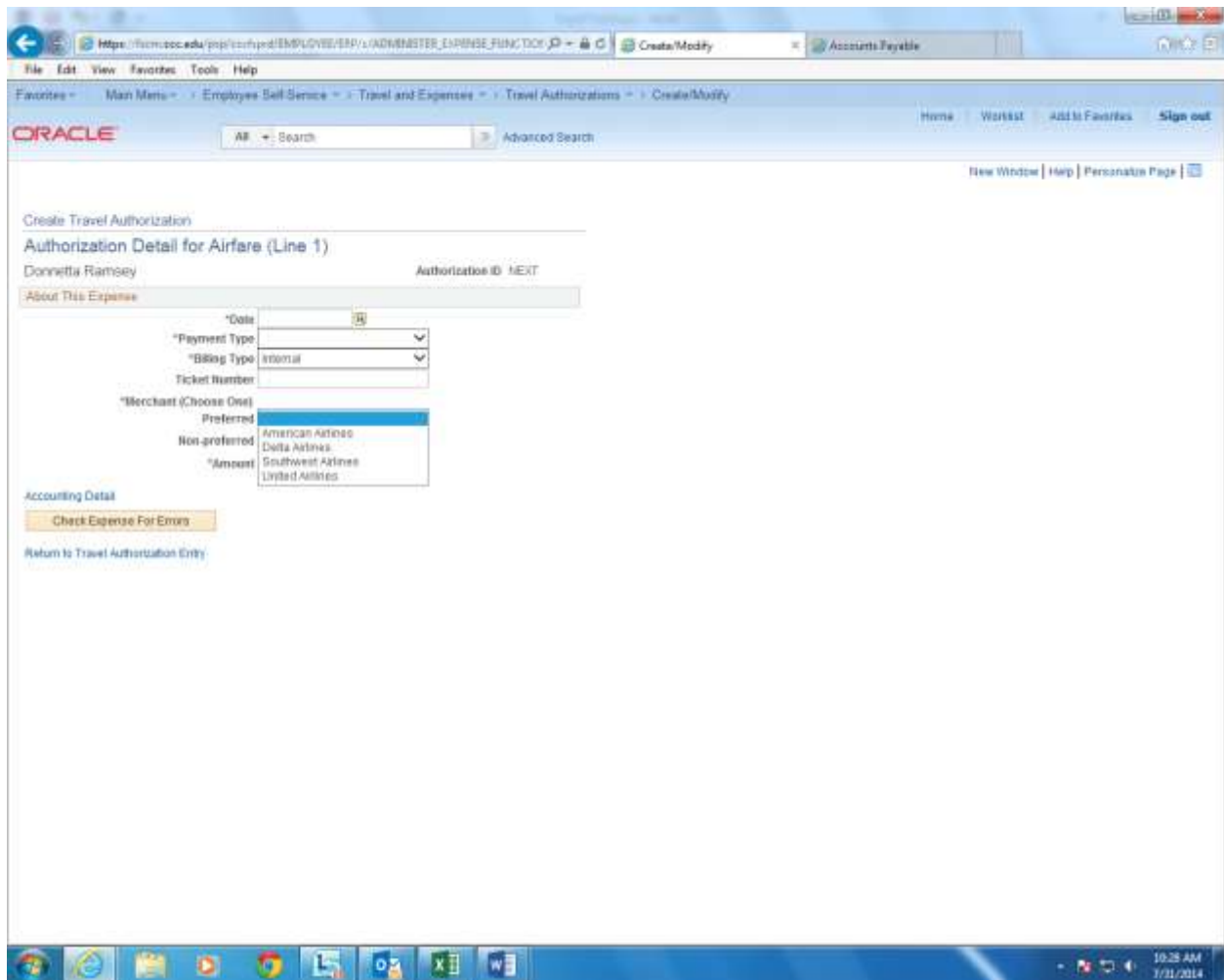
Under the "About This Expense" section, the following fields are visible:

- \*Date: [ ]
- \*Payment Type: [ ]
- \*Billing Type: Internal
- Number of Nights: 1
- \*Merchant (Choose One): Preferred
- Non-preferred: [ ]
- \*Location: [ ]
- \*Nightly Rate: 0.00 USD
- \*Total Amount: 0.00 USD

Under the "Accounting Detail" section, there is a "Check Expense For Errors" button and a "Return to Travel Authorization Entry" link.

22. Click the drop down on preferred.

Travel and Expense Center  
Travel Authorizations



23. Note each authorized detail screen will change according to the expense type.
24. Airlines
  - a. Select preferred airlines type in your non preferred airlines
  - b. Enter non preferred airlines
25. Hotel
  - a. Enter the number of nights
  - b. Preferred Hotel Brand
  - c. Location of Hotel
  - d. Nightly Rate
26. Click on Account Details (you must select details and enter the budget Chatfield for each line).

## Travel and Expense Center

### Travel Authorizations

Create/Modify

Home | Worklist | Add to Favorites | Sign out

ORACLE

All Search Advanced Search

New Window | Help | Personalize Page

Create Travel Authorization

Accounting Detail

Donnetta Ramsey Authorization ID: NEXT

This is the accounting detail for expense type Hotel with a transaction date of in the amount of 0 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

Accounting Summary

Amount	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Fund AFB	Vendor ID	Bud Ref	Oper Unit
0.00	00000	551110		2070100									

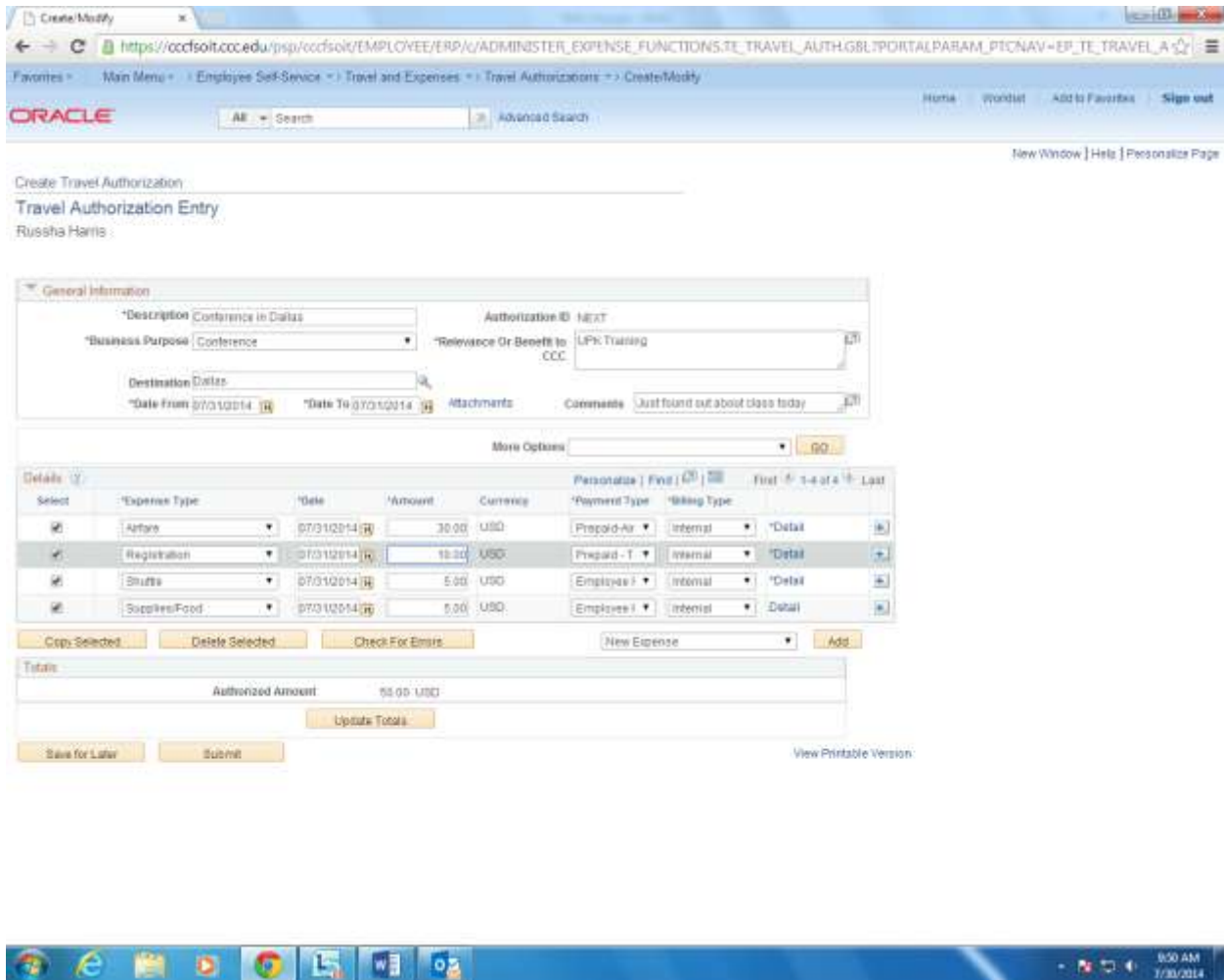
Add CharField Line

OK

3:09 PM 1/20/2014

27. Enter your account Chatfield (project is only required for Grant budgets).
28. Click Ok
29. Click return to travel authorization entry.

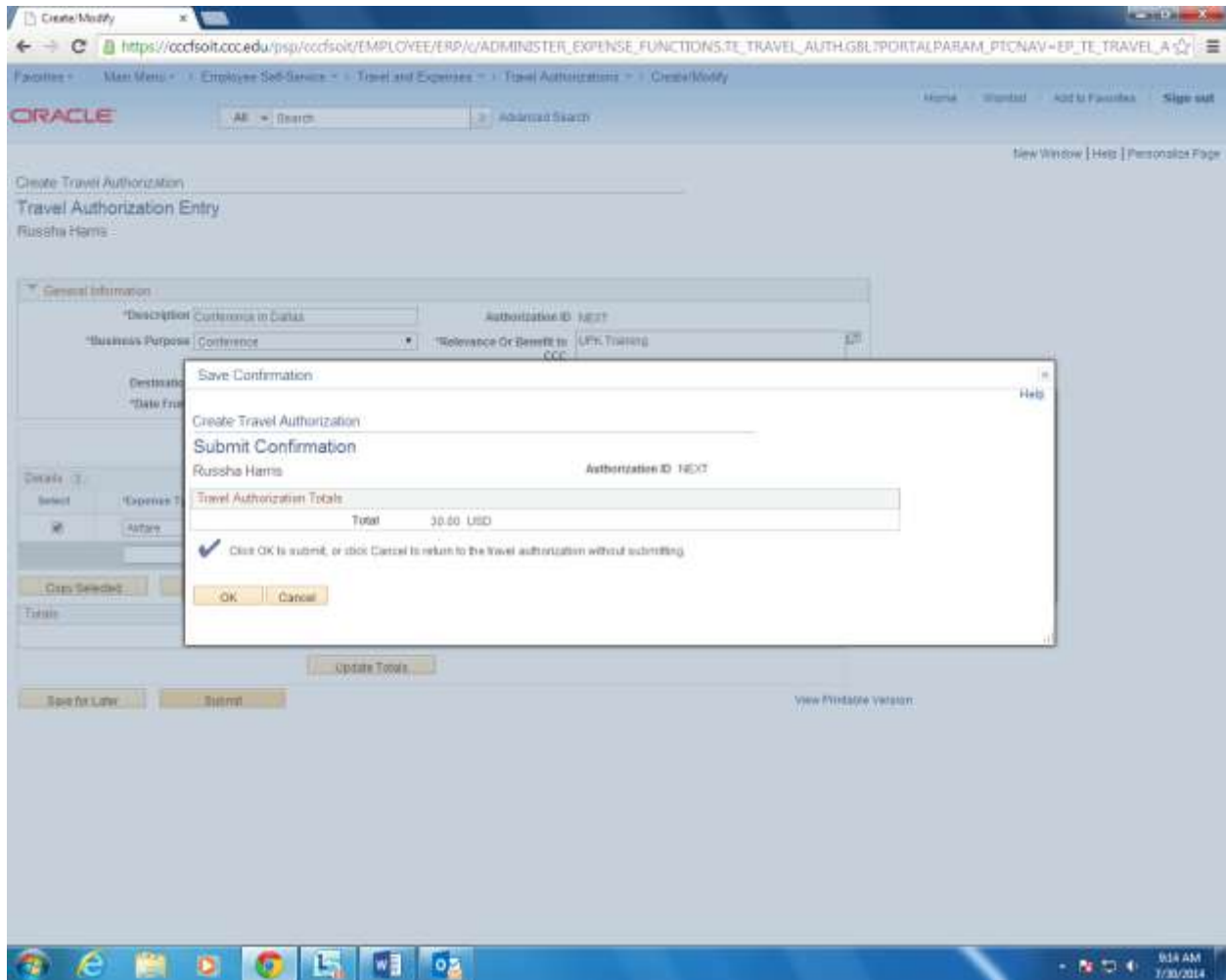
Travel and Expense Center  
Travel Authorizations



30. Be sure to indicate all estimated expenses related to your trip, such as, flight/train, lodging, registration, parking, shuttle bus, taxi, tolls, mileage and meals. Reimbursements will not be approved if estimated cost are not included Travel Authorization.
31. Click Submit

# Travel and Expense Center

## Travel Authorizations



32. Click ok



Travel and Expense Center  
Travel Authorizations

View Travel Authorization  
Travel Authorization Details  
Russha Harris

**General Information**

Description	Conference in Dallas	Authorization ID	000000003
Business Purpose	Conference	Relevance Or Benefit to	UPK Training
Status	Submission in Process	CCC	
Destination	Dallas	Last Update Date	07/30/2014 9:16:11AM
		By	RHARRIS
Date From	07/21/2014	Date To	07/21/2014
		Comments	Just found out about class today

Make Options

Details (1)

	Date	Amount	Currency	Payment Type	Billing Type	
Airfare	07/21/2014	30.00	USD	Prepaid-af	Internal	*Detail

Totals:

Authorized Amount	30.00	USD
Less Item Approved	0.00	USD
<b>Due Employee</b>	<b>30.00</b>	<b>USD</b>

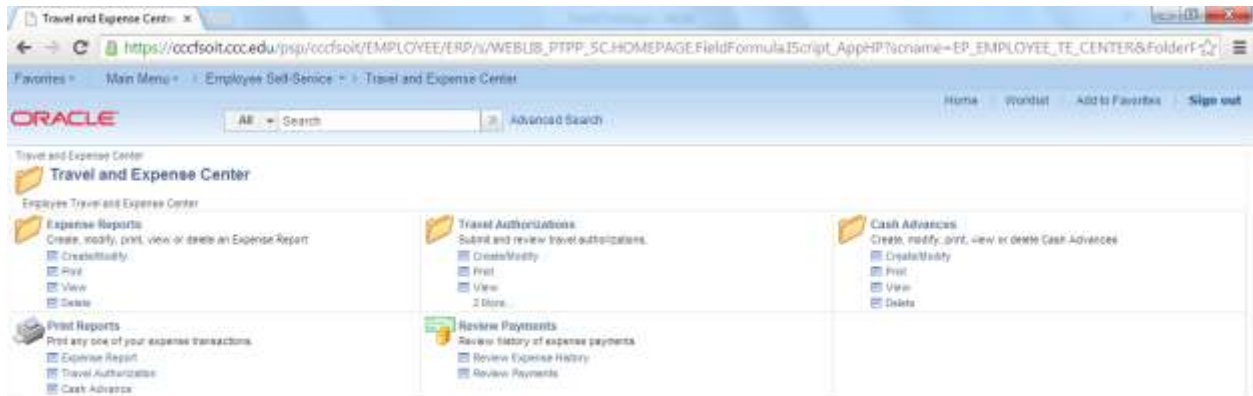
[Return to Search](#)

View Printable Version

33. Record your Authorization ID number.

## Travel and Expense Center

### Travel Authorizations



### Viewing Travel Authorization Approval Status

34. Main Menu
35. Employee Self Service
36. Travel & Expense Center
37. Travel Authorization
38. View

## Travel and Expense Center

### Travel Authorizations

The screenshot shows a web browser window with the Oracle logo and a search bar. The search bar contains the text "All Search" and "Advanced Search". Below the search bar, there is a section titled "Travel Authorization" with the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button and a "Search Criteria" dropdown menu. The search criteria is set to "Authorization ID" with the value "549813" entered. There is a "Search" button and an "Advanced Search" link. The Windows taskbar at the bottom shows the time as 9:25 AM on 7/30/2014.

39. Enter your Authorization ID#

40. Click search

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Travel Authorizations

**Travel Authorization Details**  
 Russcha Harris

**General Information**

Description:	Conference in Dallas	Authorization ID:	000000003
Business Purpose:	Conference	Relevance Or Benefit To:	UPK Training CCC
Status:	Submitted for Approval		
Destination:	Dallas	Last Update Date:	07/30/2014 9:16:11AM
		By:	RHARRIS
Date From:	07/31/2014	Date To:	07/31/2014
		Comments:	Just found out about class today

More Options:

**Details**

Date	Amount	Currency	Payment Type	Billing Type
07/31/2014	30.00	USD	Prepaid-Air	Internal

Totals

Authorized Amount	30.00 USD
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[View Printable Version](#)

**Pending Actions**

Role	Name	Action	Date/Time
Supervisor / Manager	Howard J. Rubin Andre		
Exec Director / Bus Manager	Dempsey, James Randall		
President / Vice Chancellor	Carson, Joyce		
AP Auditor	(Pooled)		

**Action History**

Role	Name	Action	Date/Time
Employee	Harris, Russcha	Submitted	07/30/2014 9:16:11AM

[Return to Search](#)

41. Pending Action shows the status the employee/student Travel Authorization.
42. Action History date stamps the employee/student submitted Travel Authorization.