Creating Travel Authorizations

Step	Action
1.	Begin by navigating to the **Main Menu** > Financials > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify.
2.	Your **EMPL ID** will default, however, you can click the **Look up Empl ID (Alt+5)** button to select someone for whom you are assigned to prepare a Travel Authorization.
3.	Click the **Add** button. Add
4.	Quick Start: **Open a Blank Authorization:** Expenses displays the **Travel Authorization Entry** page.
5.	Enter the desired information into the **Description** field. Example: ERP Conference
6.	Click the **Business Purpose** list. CONFERENCE
7.	Click the **Look up Default Location (Alt+5)** button. Example: Miami
8.	Click the **BOSTN** link.
9.	Click the **Date From (Alt+5)** button. Example: Leaving to Conference
10.	Click the **Date To (Alt+5)** button. Example: Return from Conference
11.	Click the **Expense Type**, click the **OUT DISTRICT HOTEL** list item. OUT DISTRICT HOTEL / I
12.	Click the **Date (Alt+5)** field.
13.	Click the **Payment Type** list. Example: PERSONAL CREDIT CARD
14.	Click the **BILLABLE** list item. Usually, the **Internal** option will be selected. You canSelect Billable, Nonbillable, or Internal for the **Billing Type**. If you use Project Costing, billing codes are required to identify expense items that are both billable and charged to Project Costing ChartFields.
15.	Click the **Detail** link. Detail. Use the **Authorization Detail** page to populate the required fields.
16.	Click on the Check Expense For Errors
17.	Click the **Accounting Detail** link. Accounting Detail
18.	Click in the **Oper Unit** field. Enter "**HM01**".
19.	Click in the **Fund** field. Enter "**101**".
20.	Click in the **ICS** field. Enter **"5601000"- Dept. field will auto populate**
21.	The **Dept.** field will auto populate when ICS field is entered.
22.	Enter the desired information into the **Campus\Ctr** field. Enter a valid value e.g. "**2000**".
23.	The **Account** field must be populated. Enter **"14507002"**
24.	Enter the desired information into the **Bud Ref** field. Enter a valid value e.g. "**2015-16**".
25.	Click the **OK** button. OK
26.	Click on the Return to Travel Authorization Entry link

Creating Travel Authorizations

Step	Action
27.	Click the **Save for Later** button. Save for Later
28.	Click the check box in the field "I **certify that this travel authorization form is a fair estimate** option". ☐ I certify that this travel authorization form is a fair estimate for necessary expenses in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College
29.	Click the **Submit** button. Submit A save confirmation message will prompt you and provide and Authorization ID number.
30.	Click the **OK** button. OK
31.	You have successfully created a travel authorization. **End of Procedure.**

Miami Dade College

MDConnect

Creating Expense Reports

Step	Action
1.	Begin by navigating to the **Main Menu** > Financials > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify.
2.	Your **EMPL ID** will default, however, you can click the **Look up Empl ID (Alt+5)** button to select someone for whom you are assigned to prepare an Expense Report.
3.	Click the **Add** button. Add
4.	Use the **Quick Start**, field (top right) select **A Travel Authorization** and click on the GO icon. These setting are determined on the **Employee Profile - User Defaults** page. Default values include: **Business Purpose**, **Location**, **Report Description**, **Payment Type**, and so on.
5.	Click the **Business Purpose** list. **Enter: Conference**
6.	Click in the **Report Description** field. **Enter: A Brief Description**
7.	Click on the **Reference Enter: BUS_REQD**
8.	In the **Default Location** field, select a city, country, or geographical area where the expenses were generally incurred. Click the **BOSTN** link.
9.	Click the **Attachments** link. Attachments
10.	Click the **OK** button. OK
11.	Use the **Quick-Fill** button (or link) to select multiple expense types.
12.	Click the **Choose a date**
13.	Click the **Expense Type** , select from the drop down- OUT STATE HOTEL / LODGING
14.	Click the **Description. Enter: A Brief Description**
15.	Click the **Payment Type** list.
16.	Click in the **Amount** field. **Enter: the amount for the total expense type.**
17.	Click the **Billing Type** and select the **Internal** list item.
18.	Click the **Merchant** list. Click on the **radio** button **Non-Preferred**.
19.	Enter **2** in the Number of Nights field
20.	Enter **Holiday Inn** in the comment box.
21.	The **Reimbursement Amt** displays the amount in the employee's base currency.
22.	Click the **Expand Accounting Details** button.
23.	Click in the **Oper Unit** field. **Enter:** Enter **HM01**
24.	Click in the **Fund** field. Enter "**101**".
25.	Click in the **ICS** field. Enter "**5601000**".
26.	Click in the **Dept** field. Enter "**150170**".
27.	Click in the **Campus\Ctr** field. Enter "**5000**".
28.	The **Account** field should be populated from the expense type chosen. Enter **"14507002"**.
29.	Click the **Bud Ref** field. Enter "**2015-16**".

Creating Expense Reports

Step	Action
30.	Click the **Save for Later** link. Save for Later (top right), or
31.	Click the **Summary and Submit** link. Summary and Submit
32.	After reviewing the project total information, select the **Certification** check box to indicate that you agree with the certification statement. After you select this check box, the **Submit Expense Report** button becomes active. Click the **Submit Checkbox** option. Submit Expense Report **Note:** After you submit an expense report you **cannot** modify it.
33.	Click the **OK** button. OK
34.	You have successfully created and submitted an expense report. **End of Procedure.**