SJSU | FINANCE AND BUSINESS SERVICES

Travel Authorization System: FTS

Table of Contents

Overview

This guide will demonstrate how to create a Travel Authorization in Financial Transaction Services [FTS]. Use Travel Authorizations to request approval for domestic or international travel. The authorization must be completed before making travel arrangements

For more details on the university's Travel Guidelines, please refer to Travel in Finance and Business Services [FABS] website.

If there are any questions, please contact FinanceConnect at financeconnect@sjsu.edu or 408-924-1558.

FTS Access

All active university employees are automatically granted access to the FTS Travel module. No special access request form needs to be completed. Students who travel on university business [e.g. to attend a competition or invited to participate in a conference] do not have FTS access so they will need to complete the Travel Approval Request Form instead.

Approving Officials

The approval structure in the Travel module is maintained by a Super User in a college or division. In order for a Super User to designate individuals as Approvers in travel, they have to be eligible approvers by completing the required Finance Overview for Managers class [Course # FIN201]. If the individual is not eligible, they will not appear in a search for potential approvers. Refer to FABS' Training and Tutorials for course information and to enroll in a FIN201 session.

Requestor and Traveler

A Requestor is the user who creates the Travel Authorization. This person can be the Traveler or an administrative staff who is creating the request on behalf of the traveler. The benefit of having a Requestor, other than traveler, create the request is they will have access to complete the Travel Reimbursement after the trip.

The Traveler is the only one who can submit the authorization for approval.

Support Backup Documentation

Backup documentation associated to the trip can be uploaded to the authorization in FTS at any point in the process, even after it has been approved. Examples of support documentation are:

- Conference brochure or agenda
- A quote/estimate from Fell Travel
- Printout of a webpage from airline or hotel with costs
- Project/research proposal
- Email correspondence

Login to FTS

Go to one.sjsu.edu and enter FTS in the search bar. Click the FTS tile and login with your SJSUOne credentials.
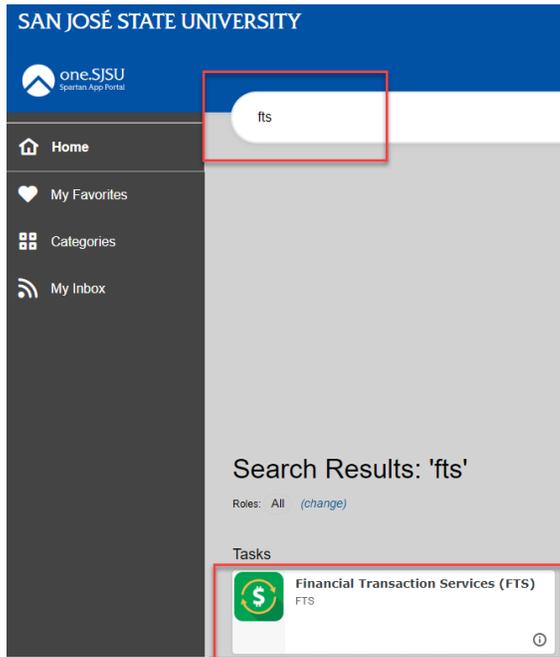
FTS Main Menu

The Main Menu page displays a list of all Open Items and Items Pending Approval [for Approvers] requests associated to the DeptIDs user has access to. Each list is a hyperlink that the user can click on and drilldown for details.

The **Main Menu** page also displays other menus:

- **Travel** [All SJSU employees have access to this module.]
- **Other** [All SJSU employees have access to this module.]
- **Purchasing/Payments** [Depends on user's system access.]
- **Transfers** [Depends on user's system access.]
- **HR Expense Adjustments** [Depends on user's system access.]

Important Reminder

PaCE funds (48xxx) may only be used for the support and development of self-support programs. Please refer to the PaCE guidelines for more information.

Open Items

You have 18 Requisitions
You have 17 Vouchers
You have 2 Travel Reimbursements
You have 38 Journals
You have 1 HR Expense Adjustments

Items Pending Approval

You have 14 Requisitions
You have 16 Vouchers
You have 10 Travel Reimbursements
You have 19 Journals

AP Processing

You have 2 Travel Reimbursements

Travel

For guidance on travel policies and procedures, see the Travel Guide
Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

Travel Authorization

Travel Reimbursement

Purchasing/Payments

For guidance on ATI purchases, see About the ICT Procurement Checklist
Note: at month-end, all open and pending transactions over two months old will be deleted.

Requisition

Direct Payment Voucher

Reimbursement Voucher

Transfers

For guidance on how Transfers should be used, see Journals document (prefixes WB, WE, WH, WI)

Budget Journal

Expense Journal

Hospitality Payment

Interdepartmental Expense Transfer

Other

ProCard/GoCard Statement Submission

PO Change Order Request

e-Invoice Submission

Expense Adjustments

HR Expense Adjustment

Create a Travel Authorization

This section demonstrates how to create a Travel Authorization in FTS. A Travel Authorization should be completed prior to making travel arrangements.

For trip departure dates on or before January 1, 2024, the General Services Administration [GSA] per diem rates apply for Meals and Incidentals. GSA rates are determined by the trip destination.
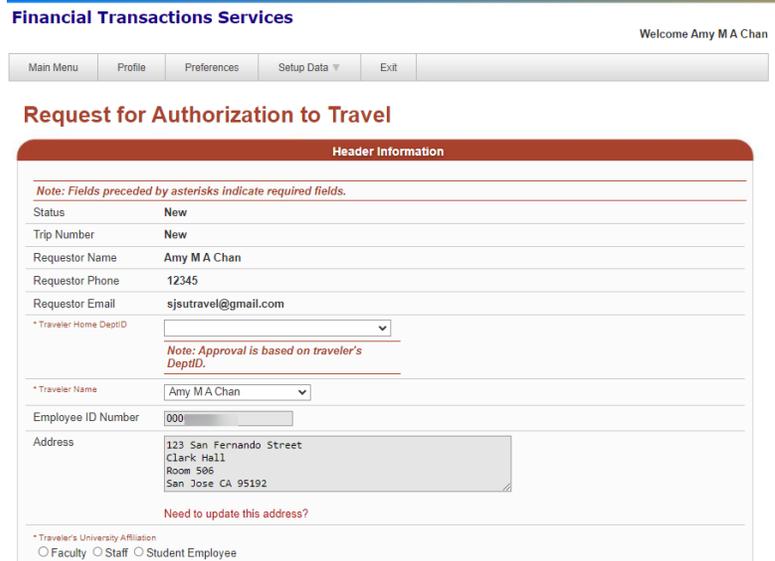
Important! Turn off web browser's pop-up blocker.

1. Click the **+** button to create a new authorization.

The **Request for Authorization to Travel** page displays.

Note: Red labels with asterisks indicate required fields.

Travel

For guidance on travel policies and procedures, see the Travel Guide
Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

[+] [Q] Travel Authorization

[+] [Q] Travel Reimbursement

Financial Transactions Services

Welcome Amy M A Chan

| Main Menu | Profile | Preferences | Setup Data ▼ | Exit |

Request for Authorization to Travel

Header Information

Note: Fields preceded by asterisks indicate required fields.

Status	**New**
Trip Number	**New**
Requestor Name	**Amy M A Chan**
Requestor Phone	12345
Requestor Email	sjsutravel@gmail.com
* Traveler Home DeptID	[dropdown]
	Note: Approval is based on traveler's DeptID.
* Traveler Name	Amy M A Chan
Employee ID Number	000
Address	123 San Fernando Street
Clark Hall
Room 506
San Jose CA 95192
	Need to update this address?
* Traveler's University Affiliation	○ Faculty ○ Staff ○ Student Employee

A. Header Information

The following fields default with information of the Requestor who is creating the authorization.

1. The **Header** section displays the following information:

- **Status**
  Starts with New, but it will change in the process. Refer to Statuses for details.

- **Trip Number**
  Starts with New, but a number will be assigned when the authorization is saved.

- **Requestor Name**
- **Requestor Phone**
- **Requestor Email**
- **Traveler Name**
- **Employee ID Number**
- **Address** [only visible to the Traveler]
- **Traveler's University Affiliation**

Financial Transactions Services

Welcome Amy M A Chan

| Main Menu | Profile | Preferences | Setup Data ▼ | Exit |

Request for Authorization to Travel

Header Information

Note: Fields preceded by asterisks indicate required fields.

Status	New
Trip Number	New
Requestor Name	Amy M A Chan
Requestor Phone	12345
Requestor Email	sjsutravel@gmail.com
* Traveler Home DeptID	

Note: Approval is based on traveler's DeptID.

* Traveler Name	Amy M A Chan
Employee ID Number	000
Address	123 San Fernando Street Clark Hall Room 506 San Jose CA 95192

Need to update this address?

* Traveler's University Affiliation
○ Faculty ○ Staff ○ Student Employee

2. Select the **Traveler Home DeptID** from the drop-down list.

The Home DeptID is the one the Traveler reports to for work. The authorization will be routed to the approvers for this DeptID.

| * Traveler Home DeptID	

1001 - Physical Planning
1002 - Strategic Plan, Portfolio Mgt
1003 - Aspire-McNair
1004 - Administrative Services
1005 - Contracts
1006 - Civil Engineering

* Traveler Name

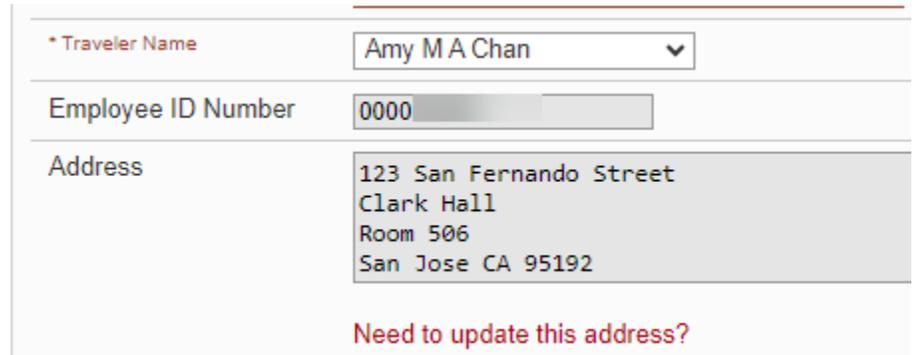3. The **Traveler Name** field defaults to the Requestor.

   If Traveler is different from the Requestor, then select the **Traveler Name** from the drop-down list.

   Note: If the name does not appear in the list, then select **MORE** to search for the employee by Employee ID number. Refer to the **Search and Select Values** section for instructions to using this feature.

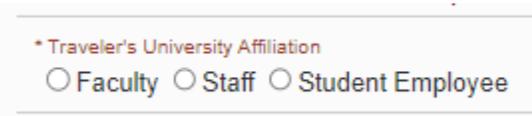   The Traveler's **Address** only displays to the Traveler.
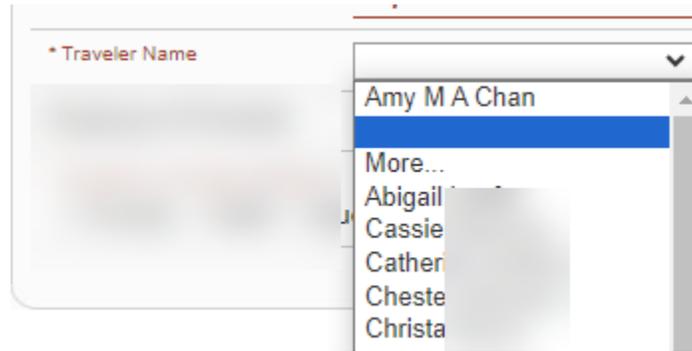
* Traveler Name	Amy M A Chan
Employee ID Number	0000
Address	123 San Fernando Street Clark Hall Room 506 San Jose CA 95192

Need to update this address?

4. **Traveler's University Affiliation**: Select an affiliation.

* Traveler's University Affiliation
○ Faculty ○ Staff ○ Student Employee

B. Trip Information

5. Enter the values in the following fields:

    *   **Departure Date**

    *   **Return Date**

    *   **Destination**

        o   **Country**

        o   **State**

            This field appears only when United States is selected as the Country.

        o   **City**

            Tip: If there are multiple cities visited in the trip, then enter "Multi-Cities" or "Multiple Cities" and list the cities in the **Additional Trip Details** field.
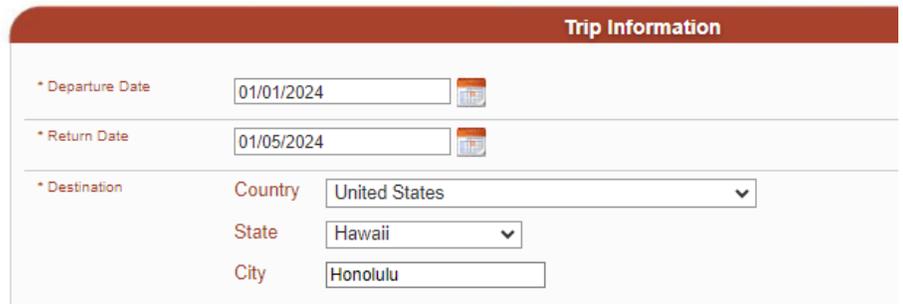
Trip Information		
* Departure Date	01/01/2024	
* Return Date	01/05/2024	
* Destination	Country	United States
	State	Hawaii
	City	Honolulu

- **Purpose of Trip** [264 character limit]**:** Provide the name of event or activity plus the purpose of the trip. Use **Additional Trip Details** field if explanation exceeds character limit.

- **Travel Type:** Select type.
- **Funding Source:**

  - Select **Travel Paid By University Funds,** if the trip is funded by SJSU.

  - Select **Travel Paid by Non-University Funds,** if the trip is funded by Non-SJSU such as Research Foundation, Tower Foundation or an outside entity.

    Note: A reimbursement will not be generated.

- **Additional Trip Details** [264 character limit]: Optional field to complete.

* Purpose of Trip

University Finance Business Conference 2024.
This is an annual conference attended by representatives from universities world wide. Attending the conference will allow me to learn how other university manages their campus finances and processes.

* Travel Type
- ● Business Related
- ○ Team Travel
- ○ Field Supervision Travel

* Funding Source
- ● Travel Paid By University Funds (Default)
- ○ Travel Paid By Non-University Funds

Additional Trip Details

C. Advance Requested

This section does not appear for domestic travel.

An advance can be granted to a Traveler for an international trip or for Team Travel. However, if the team travel is to a domestic location this section will not display. Contact FinanceConnect for instructions to request an advance for Team Travel.

6. Enter values in the following fields:

   - **Amount:** Requested advance amount.

   - **Chartfields** [where to charge the advance]:

     o **Account** [Defaults to 107001 and cannot be changed.]

     o **Fund**

     o **DeptID**

     o **Program** [optional]

     o **Class** [optional]

     o **Project** [optional]

Split distribution.

If applicable, the advance can be charged to more than one chartfield string.

7. Click the **+** button to add next distribution row.

8. Enter the chartfields.

9. Enter the portion of advance amount to charge to this chartfield string.

The distribution Amount total should equal the Advance Amount.

D. Estimated Expenses

For trip departure dates **on or after** January 1, 2024, the U.S. General Services Administration [GSA] per diem rates apply for Meals and Incidentals. GSA Per Diem Rates are determined by the trip destination. Refer to FAB's Travel website for expense guidelines to the other categories.

10. Enter estimated totals for each expense category.

Estimated Expenses	
Transportation	700.00
Registration/Tuition	400.00
Lodging	1000.00
Meals	250.00
Other	100.00
Total	2450.00

E. Funding Source/Chartfields

This section displays when the Funding Source is Travel Paid by University Funds.

11. Enter values in the following fields:

- **Chartfields**:

  o **Account**
    [Default based on the destination.]: **606001** for in-state **606002** for out-of-state **606800** for international
    Other Accounts that can be selected: **660009** for Training and Professional Dev. **660042** for Recruitment & Employee Relocation

  o **Fund**
  o **DeptID**
  o **Program** [optional]
  o **Class** [optional]

  o **Project** [optional]

Funding Source/Chartfields							
Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	Percentage
1	606002	70000	1606				2,450.00	100.00

Split distribution.

If applicable, the trip expense can be charged to more than one chartfield string.

12. Click the **+** button to add next distribution row.

13. Enter the chartfields.

14. Enter the portion [Amount] to charge to this chartfield string.

The distribution Amount should equal the **Estimated Total**.

Funding Source/Chartfields

Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	Percentage
1	606002	70000	1606				2000.00	81.63
2	606002	65183	1606		4922		450.00	18.37

F. Save the Travel Authorization

15. Click the **Save** button to retain entries in the authorization.

Funding Source/Chartfields

Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount
1	606002	70000	1606				2,450.00

Save

FTS will assign a Trip
Number [prefix TR].

Request for Authorization to Travel

| Main Menu | Profile | Preferences | Setup Data ▼ | Exit |

Header Information

Note: Fields preceded by asterisks indicate required fields.

Status	**Open**
Trip Number	**TR065204**
Requestor Name	**Amy M A Chan**
Requestor Phone	**12345**
Requestor Email	**sjsutravel@gmail.com**
* Traveler Home DeptID	1606 - Finance Support & Innovation ⌄
	Note: Approval is based on traveler's DeptID.
* Traveler Name	Amy M A Chan ⌄

G. File Upload

The **File Upload** section appears. Upload support backup documentation to this authorization.

File Upload

* Document Type   *** Select File**

[⌄]   [Choose File] No file chosen   [**+**] [**—**]

[Upload Attachment(s)]

For File Upload:
* The upload functionality works in browser IE 10 and above, Firefox and Chrome.
* Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png and bmp.
* The file name cannot contain characters such as ?, #, *, and %.
* Separating files by doc type is optional; files including multiple doc types is allowed.

16. Select the **Document Type.**

File Upload

* Document Type   * Select File

               ▾   Choose File | No file chosen   + —

Airfare
Backup Documents
Business Expenses   owser IE 10 and above, Firefox and Chrome.
Daily Expenses   or upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png
Email   cters such as ?, #, *, and %.
Lodging   nal; files including multiple doc types is allowed.
Meals
Mileage
Registration
Save   Rental Car
Taxi/Shuttle/Parking

17. **Select File** to upload from desktop.

File Upload

* Document Type   * Select File

Airfare   ▾   Choose File | No file chosen   + —

Upload Attachment(s)

For File Upload:
* The upload functionality works in browser IE 10 and above, Firefox and Chrome.
* Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png and bmp.
* The file name cannot contain characters such as ?, #, *, and %.
* Separating files by doc type is optional; files including multiple doc types is allowed.

18. Click **Upload Attachment[s].**

File Upload

* Document Type   * Select File

Airfare   ▾   Choose File | SKM_C...481.pdf   + —

Upload Attachment(s)

For File Upload:
* The upload functionality works in browser IE 10 and above, Firefox and Chrome.
* Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png and bmp.
* The file name cannot contain characters such as ?, #, *, and %.
* Separating files by doc type is optional; files including multiple doc types is allowed.

File uploaded displays in the **Related Files**.

19. If needed, repeat Steps 15 to 17 for next file[s].

20. Click **Save** to retain changes in the authorization.

Related Files

—   TR065204_SKM_C759 - 24010515481.pdf

Save   Submit   Cancel   Print

H. Submit Authorization for Approval

After the authorization is completed by the Requester or Traveler, the Traveler will need to submit it for approval.

21. Click **Submit** to start the approval process.

    Note: If the authorization is not needed, then click the **Cancel** button to cancel the request. The authorization will become a read-only page and Status: Cancelled.

Related Files
▬ TR065204_SKM_C759 - 24010515481.pdf

Save | Submit | Cancel | Print

22. The authorization **Status** will display Pending Approval.

Header Information			
Status	Pending Approval	Traveler Name	Amy M A Chan
Trip Number	TR065204	Traveler DeptID	1606
Requestor Name	Amy M A Chan	Employee ID Numbe	
Requestor Phone	12345		
Address	123 San Fernando Street Clark Hall Room 506 San Jose CA 95192		
Traveler's University Affiliation	Staff		

Routing and Approval Status and **Activity History** sections appear at the top of the Travel Authorization.

Request for Authorization to Travel

Routing and Approval Status				
Traveler Name	Amy M A Chan			
DeptID	1606 - Finance Support & Innovation			
Approval Routing				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	Shauna Rios	Kathleen Prunty		
Approver	Kathleen Prunty			
Travel Outside California				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Reviewer	Jenney Iglesias			
Approver	Charlie Faas			

Activity History ▼

Header Information

Routing and Approval Status and Activity History

The Requester/Traveler can monitor the approval status of a Travel Authorization in the **Routing and Approval Status** and **Activity History** section.

A. Routing and Approval Statuses

This section displays the primary and backup Reviewer or Approver for each level in the approval structure for the Traveler's Home DeptID. The Approver's/Reviewer's action will be recorded in this section. There are four types of Actions the Approver/Reviewer can select:
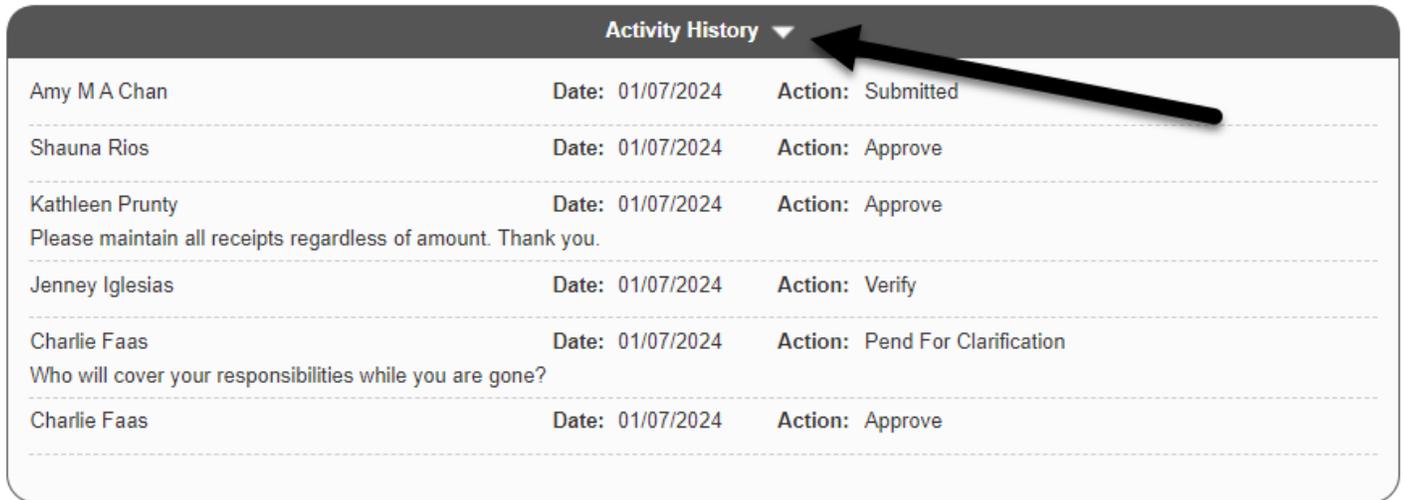
- **Approve**
  - Authorization was approved by an Approver.
- **Not Authorized**
  - Authorization is not approved by the Approver/Reviewer and the Status will display Cancelled.
  - Comments from Reviewer/Approver are required to be entered.
- **Pending Clarification**
  - Authorization is placed on hold by the Approver/Reviewer to get additional information from the Traveler.
  - Comments from the Approver/Reviewer are required to be entered.
- **Return**
  - Authorization is returned by the Approver/Reviewer to the Traveler.
  - The Traveler can update the authorization and submit it again for approval.
- **Verify**
  - The Reviewer reviewed the authorization and the trip met Travel guidelines.

Request for Authorization to Travel

Routing and Approval Status

Traveler Name	Amy M A Chan
DeptID	1606 - Finance Support & Innovation

Approval Routing

Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	Shauna Rios	Kathleen Prunty	Approve	Shauna Rios 01/07/2024
Approver	Kathleen Prunty		Approve	Kathleen Prunty 01/07/2024

Travel Outside California

Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Reviewer	Jenney Iglesias		Verify	Jenney Iglesias 01/07/2024
Approver	Charlie Faas		Approve	Charlie Faas 01/07/2024

B. Activity History

This section displays comments made by the Reviewer/Approver for the authorization. Click the arrow next to **Activity History** to collapse/uncollapse the section.

Activity History ▼		
Amy M A Chan	Date: 01/07/2024	Action: Submitted
Shauna Rios	Date: 01/07/2024	Action: Approve
Kathleen Prunty	Date: 01/07/2024	Action: Approve
Please maintain all receipts regardless of amount. Thank you.		
Jenney Iglesias	Date: 01/07/2024	Action: Verify
Charlie Faas	Date: 01/07/2024	Action: Pend For Clarification
Who will cover your responsibilities while you are gone?		
Charlie Faas	Date: 01/07/2024	Action: Approve

After the approval process is completed for the authorization, FTS will automatically create a Travel Reimbursement with the same Trip Number as the authorization.

It is recommended that the Traveler use the Travel Reimbursement created by FTS since it is associated to the authorization. Completing the Travel Reimbursement will close out the trip and remove it from the Traveler's Open Items list in FTS. Refer to the [Travel Reimbursement tutorial](#) for completing a reimbursement.

Email Notifications

The Traveler will receive notification when the Travel Authorization is submitted for approval and when each level of the Approver/Reviewer in the Home DeptID completes their part of the process.

The primary Approver/Reviewer will receive an email to review and approve the authorization as it moves to each level for approval. The Backup Approver/Reviewer will be notified to approve only if the primary one does not take action after four days.
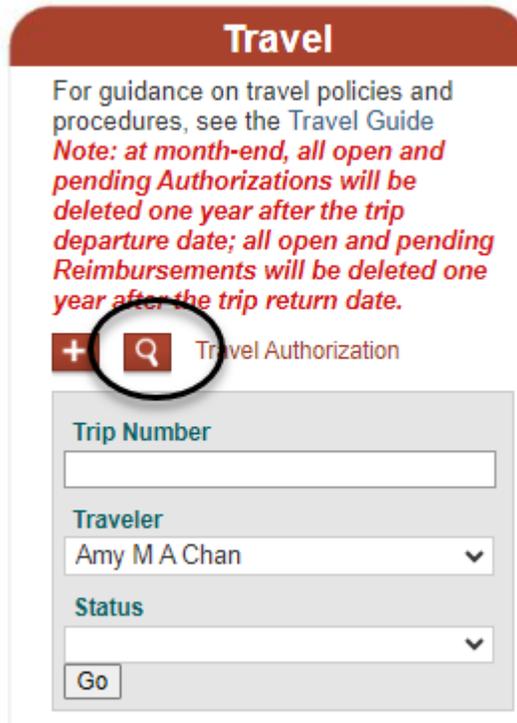
All notification will reference the Trip Number, who submitted the request, and the action completed by the Approver/Reviewer.

Note: If the request is urgent and the primary Approver/Reviewer is not available, then it is recommended that the Traveler notifies their backup to complete the necessary action.

Search for an Authorization

Users can search for a Travel Authorization using the search feature.

1. Click the **magnifying glass** icon to display the search fields.

2. Enter one or more values in the search fields. In this example, the Traveler's name is selected.

3. Click **Go**.

Results display.

4. Click on a **Trip Number** hyperlink to view the trip details.

Details for the selected Trip displays.

Request for Authorization to Travel

Routing and Approval Status				

Traveler Name	Amy M A Chan
DeptID	1606 - Finance Support & Innovation

Approval Routing				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	Shauna Rios	Kathleen Prunty	Approve	*Shauna Rios 01/07/2024*
Approver	Kathleen Prunty		Approve	*Kathleen Prunty 01/07/2024*

Travel Outside California				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Reviewer	Jenney Iglesias		Verify	*Jenney Iglesias 01/07/2024*
Approver	Charlie Faas		Approve	*Charlie Faas 01/07/2024*

Activity History ▼

Header Information			
Status	Approved	Traveler Name	Amy M A Chan
Trip Number	TR065204	Traveler DeptID	1606
Requestor Name	Amy M A Chan	Employee ID Number	
Requestor Phone	12345		

Search and Select Values in Drop-Down List

This section demonstrates how to search and select a value that does not exist in the drop-down list.

Turn off web browser's pop-up blocker.

In this example, we are searching for a Traveler.

1. In the drop-down list, select **MORE**.

* Traveler Name	

Employee ID Number

* Traveler's University Affiliation
○ Faculty ○ Staff ○ Stu...

More...
Abigail
Cassie
Catheri
Cheste
Christa
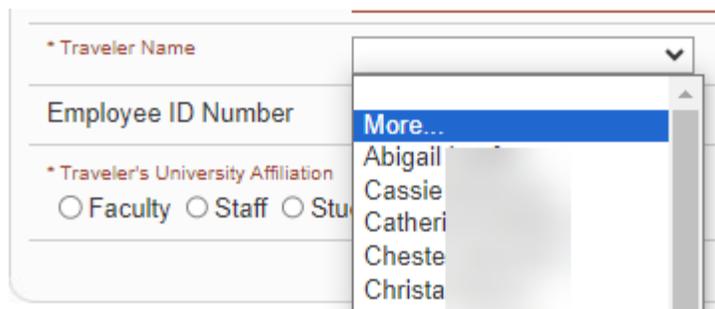
2. **User Preferences** window displays.

3. **Criteria:** Enter the Traveler's Employee ID Number.

   Tip: For accurate results, we recommend a search by Employee ID Number. A search by name is allowed, but it may result in multiple matching values.

4. Click **Search**.

Matching results display.

5. Select value by clicking:

   - to add value for one-time use.

   - to add value to the drop-down list for future use.

Repeat Steps 1 to 5 to search and select values in next drop-down list fields.

Edit an Authorization

An authorization can be edited provided it is still in New or Open status.

To edit authorization, search for the authorization in FTS, edit, and save it.

Statuses

The Status in the Header Information section begins with New. This status will change through the course of the process. Statuses are:

- **New**
- **Open**
  - Authorization saved, but not submitted for approval.
- **Pending Approval**
  - Submitted by the Traveler for approval.
- **Approved**
  - Approved by all levels of Approvers/Reviewers.
- **AP Processing**
  - Applies to an authorization where an advance was requested [international travel only).
  - Authorization goes to Payment Services for review.
- **Approved w/Adv**
  - Payment Services approved the advance and processed payment to the Traveler.
- **Cancelled**
  - Cancelled by the Requestor or Traveler.

Resources

FABS Training & Tutorials: Training opportunities or to request training, and finance systems tutorials. [https://sjsu.edu/fabs/connect/training-and-tutorials.php]

GSA Per Diems: U.S. General Services Administration website for finding per diem rates based on destination. [https://www.gsa.gov/travel/plan-book/per-diem-rates]

SJSU Travel: For all guidelines, forms and checklist regarding SJSU business travel for employees and non-employees. [https://sjsu.edu/fabs/services/travel/index.php]

One.SJSU.edu: SJSU portal to login to FTS and other applications used at SJSU. [https://one.sjsu.edu/]

Form

Travel Approval Request Form: Used to request an authorization for non-employees business travel. [https://sjsu.edu/fabs/docs/travel_approval.pdf]