

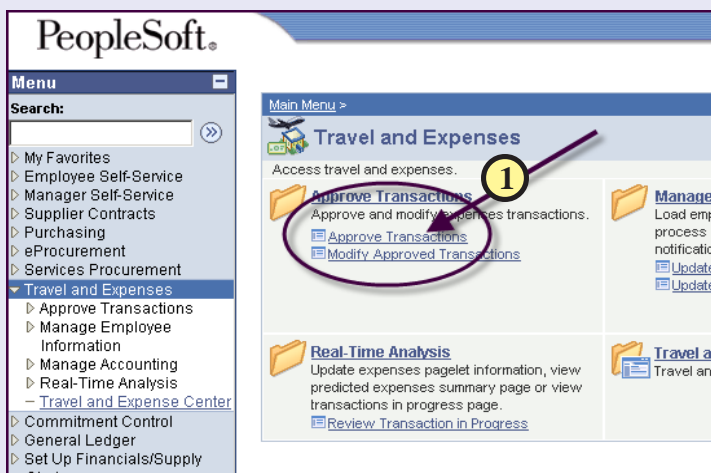
# Expenses - Approve a Travel Authorization

This job aid is intended for Department Heads (principals, managers, directors, supervisors, etc.). Whenever you decide your school or department will pay any portion of a trip where you or your staff will travel to attend a professional function (such as a conference), a computerized Travel Authorization form must be submitted online. This is true even if the only payment will be the registration fee for the event, or something as simple as a parking fee. (After the travel is completed an Expense Report form is also required...How to approve an Expense Report is covered in a separate job aid, but it is very similar to approving a Travel Authorization).

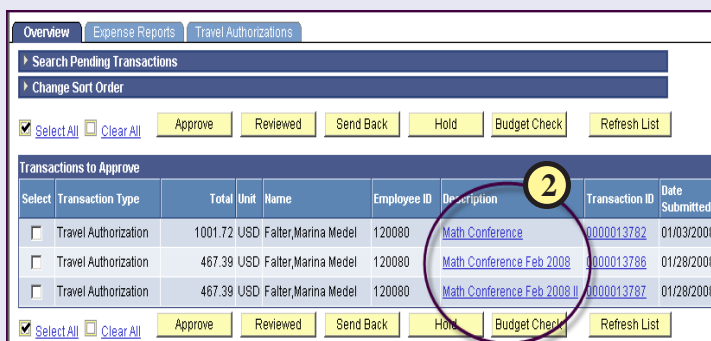
As the head of your department or school, it is your responsibility to review and approve such expenses. This job aid shows you how to review and approve a typical Travel Authorization form.

**IMPORTANT NOTE:** It is against district policy (and it is quite risky with regard to protecting your own personal information) to share your district DWA (District Wide Applications) password with any other employee for the purpose of having that employee sign into the software as you, in order to perform your approval tasks. Please do not share your password with anyone. If you do, you will place yourself at risk for identity theft or fraud.

It is important that you read through ALL steps in this Job Aid BEFORE you begin to approve a Travel Authorization. Otherwise you might easily miss an important step that will cause problems for you later on. Launch MS Internet Explorer and navigate to: <https://dwa.sandi.net> (then sign in with your Employee ID # and password). On the **next page** you see, click this link: *Financials Supply Chain 8.9*.



1. After arriving at the PeopleSoft main screen, single-click the menu links to follow this navigation: *Travel and Expenses --> Approve Transactions --> Approve Transactions*.



2. On the **Approve Transactions** page, you will see any Travel Authorizations or Expense Reports that've been submitted to you. (You will NOT see eProcurement Requisitions here...those are found in your Worklist screen, which is separate).

In the **Description** column, find the Travel Authorization you want to approve and click on its link there.

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**Approve Travel Authorization**

**Travel Authorization Summary**

Marina Falter [User Defaults](#) Authorization ID: 0000013786

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**General Information**

**Description:** Math Conference Feb 2008 A **Comment:** 2-day conference to learn new methods of teaching Math.

**Business Purpose:** Professional Growth

**Status:** Submitted for Approval

**Date From:** 02/19/2008 **To:** 02/20/2008 **Last Updated:** 01/28/2008 **By:** 120080

[Accounting Defaults](#) B **More Options:**

You can deny individual expenses and still approve or send back the overall report.

**Details** [Customize](#) | [Find](#)

Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve	
<a href="#">Conference/Reg fee - SD County</a>	02/19/2008				100.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense
<a href="#">Lodging</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">C</span>	02/19/2008				127.39	USD	<input checked="" type="checkbox"/>	Prepaid Expense
<a href="#">Meals</a>	02/19/2008				45.00	USD	<input checked="" type="checkbox"/>	
<a href="#">Meals</a>	02/20/2008				45.00	USD	<input checked="" type="checkbox"/>	
<a href="#">Airfare</a>	02/20/2008				150.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense

**Totals**

**Total:** 467.39 USD

**Less Non-Approved:** 0.00 USD

**Total Authorized:** 467.39 USD

**Pending Actions** [Customize](#) | [Find](#) | [First](#) | 1-2 of 2 | [Last](#)

Profile	Name	Action	Date/Time
Department Level Approver	Brings,Judith Marietta		
Branch Approver	Cansdale,Richard W		

**Action History** [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Profile	Name	Action	Date/Time
	Falter,Marina Medel	Submitted	01/28/2008 10:05:45AM

**Comments**

**Budget Status:** Not Chkd **Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.** D

[Budget Options](#)

[SDCS Expense Rules](#)

[Return to Approval List](#) [Next in List](#) [Previous in List](#)

3. The Travel Authorization opens up on your screen. At this point, you need to:

A. Review the **General Information** area and verify it is correct.

B. Click the **Accounting Defaults** link to view the budget code numbers, and thus ensure that the correct budget is being used to pay for the travel.

C. Review the list of anticipated Expenses for the trip. If you like you can click on any **Expense Type** link to view its details. Be sure you agree with all anticipated Expenses.

D. Once you are satisfied that the Travel Authorization is correct, you must Budget-Check it. The Budget-Check process encumbers the funds from the chosen budget. Click the **Budget Options** link to initiate the Budget-Check process.

**NOTE:** If you want something to be changed or edited on the Travel Authorization, DO NOT initiate the Budget-Check process. Instead, enter a comment into the **Comments** textbox at the bottom of the T.A. that tells the originator what you want them to do, and then click the **Send Back** button. The originator who created the T.A. will get it back, read your comments, edit the T.A. as you directed, and re-submit it to you.

4. Click the **Budget Check** button to start the encumbrance process. Wait a few moments for it to complete the process.

**Commitment Control**

**Commitment Control Details**

**Source Transaction Type:** Travel Authorization

**Budget Checking Header Status:** Not Budget Checked

**Commitment Control Amount Type:** Encumbrance

**Override Transaction** 4

# Expenses - Approve a Travel Authorization

**Commitment Control** 5

**Commitment Control Details**

Source Transaction Type: Travel Authorization

Budget Checking Header Status: Valid Budget Check

Commitment Control Amount Type: Encumbrance

Commitment Control Tran ID: 0001859845

Commitment Control Tran Date: 01/28/2008

Override Transaction i

[Go to Transaction Exceptions](#) [Go To Activity Log](#)

5. Check to ensure that the **Budget Checking Header Status** reads: **Valid Budget Check**.

Then click the **OK** button.

**NOTE:** If the Budget Checking Header Status shows a budget Error, then you must do the following:

- Click **OK**.
- Click the **Send Back** button.
- Notify the originator that there is a budget error.
- Contact your Budget Analyst and ask h/ her to assist in resolving the budget problem.
- Once that is resolved, tell the originator to re-submit the T.A.

**Action History** Customize | Find | Filter

Profile	Name	Action	Date/Time
	Falter, Marina Medel	Submitted	01/28/20

**Comments**

Budget Status: Valid 6 **Budget Checking completed. Report is ready for Approval/Posting.**

[Budget Options](#)

[Return to Approval List](#) [Next in List](#) [Previous in List](#)

6. Assuming the T.A. passed the Budget-Check process successfully, click the **Approve** button in the lower-left corner.

**NOTE:** If you click the **Deny** button, that effectively “kills” the Travel Authorization. It renders it permanently useless, making it unavailable for any editing or processing. The originator would have to start a whole new one.

**Approve Travel Authorization**

**Submit Confirmation**

Marina Falter Authoriz

**Travel Authorization Totals**

<b>Total:</b>	467.39 USD
<b>Less Non-Approved:</b>	0.00 USD

This report will be approved.

7. Click the **OK** button to confirm the approval.

# Expenses - Approve a Travel Authorization

Falter, Marina Medel

▼ Comments

**Budget Status:** Not Chkd **Budget Checking is required the Budget Options hyperlin**  
[Budget Options](#)

Approve Send Back Hold

[Return to Approval List](#) [Previous in Lis](#)

8. The last step brings you back to the Travel Authorization form. It won't look any different than it did before you approved it. However, you will notice in the lower left corner that the Approve button is no longer available for clicking.

At this point you can click the **Return to Approval List** link (located below the Approve button) to approve another form, or you can choose to log out of PeopleSoft Financials.

## For Assistance:

If you need help, please go online to [www.sandi.net/peoplesoft/readandlearn](http://www.sandi.net/peoplesoft/readandlearn). There you will find support materials. If you need to speak with an expert, please contact the Accounts Payable Department of our school district.