TRAVEL OVERVIEW
The Travel Authorization Form will be used to estimate travel expense for employees and students based on the State of Georgia Statewide Travel Regulations, and to provide pre-authorization for the estimated travel expense. The Travel Authorization Form is used for employee and student travel only.

TRAVEL AUTHORIZATION FORM
From the Panther Mart Home Page, Click on Travel Authorization.

1. Complete Travel Authorization Form

In the Available Actions section, select the following actions:

Available Actions:
- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add To Favorites

Unavailable Actions: These actions are not available to GSU employees for usage because you can only have one form per cart.
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO

CART
1. The Travel Authorization Form is added to a Cart. The Cart is where you define ship to address, and accounting fields. Once your Cart is submitted into workflow, it becomes a Purchase Requisition (PR).

Click on the link on the top right of the screen to access your cart.

2. Update Cart Name and then click

3. If Mileage is included on TA, change category to 96298 for Mileage line and click

4. Click
SHIP TO ADDRESS
The Ship to address is a required field on all carts. To update or change the Ship to address:

1. Click the edit button to the right of “Ship To”
2. If you don’t have an address stored in your profile, select the select from org addresses link to search for the appropriate address.
3. If you have an address stored in your profile, select the select from your addresses drop-down menu and choose the ship-to address to use.
4. To choose a different address, select the click here link to select a different ship-to address.
5. Verify the information that appears is correct, and if not, make any necessary changes, and then click Save.

ACCOUNTING CODES
You can assign accounting codes to the entire cart or individually to each line item. Just enter the Speed Chart value, which will automatically populate the fund, department, program, and class values. To update the speed chart value to apply to the entire cart:

1. Scroll down below the Shipping address section to the Speed Chart:
2. Click the edit button.
3. Under Speed Chart, click the Select from profile values... link to choose a value from your profile.
4. Choose the appropriate value from the drop down list and click Save.
5. Or, if you need to search for an accounting code, click the Select from all values... link.
6. Enter the search criteria, and then click Search.
7. Click select next to the speed chart to use.
8. The values for fund, department, program, and class will auto-populate based on the speed chart selection. Click Recalculate and Save.

If you wish to update the speed chart for each line individually:

1. Click the edit button next to each line item.
2. Follow the instructions above to update the speed chart for each line item.

WORKFLOW ROUTING
You can only assign workflow to the entire cart. Just enter the Workflow value. To update the workflow value to apply to the entire cart:

9. Go to the Workflow Routing section:
10. Click the edit button.
11. Under Workflow Routing, click the Select from all values... link and then click on
12. Choose the appropriate value from the drop down list.
13. Click on Select from all values for Routing ID
14. Click Search for a list of all values or type in the first few digits of the Routing ID to get a limited list of values to choose from.
15. Click Search.

PR APPROVALS
Your cart will be subjected to two or more approvals before becoming a Purchase Order. To see what approvals your cart is subject to:

1. Click the PR Approvals tab at the top of your cart.
2. You’ll see a diagram with future workflow steps similar to this one: