



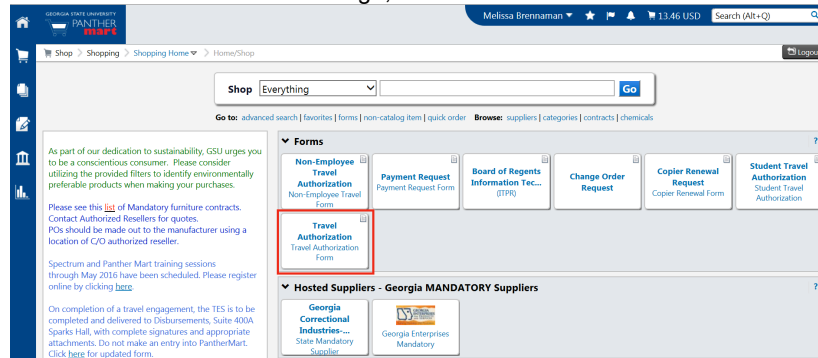
Georgia State PantherMart Travel Quick Reference Guide

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

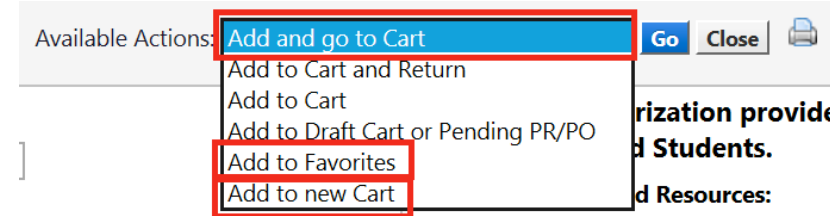
From the Panther Mart Home Page, Click on Travel Authorization.



1. Complete Travel Authorization Form

In the Available Actions section, you may select from the following actions:

Available Actions:



• **Add and go to Cart** - The form is added to the active shopping cart, closes the form pop-up, and navigates the browser to the active cart. If there is no active cart, one is created with this action.

• **Add to Favorites** - The Add to Favorites dialogue appears to add the form in its current state (populated with or without data) to Favorites.

• **Add to new Cart** - A new cart is created and the form is added to that cart. Use this if you have a cart with items already in it as you can only have one form per cart.

Unavailable Actions: These actions should not be used 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

For instructions on how to submit the cart, please refer to the Quick Reference Guide "Submitting an Order".