

## Quick Start for Faculty Travel (Without Use of a Delegate)

**Traveling? Here is how to use the UGA Financial Management System to submit travel authorizations and travel-related expense reports without the assistance of a delegate:**

### *Before you leave:*

- Enable ArchPass Duo for your mobile device or set up an alternate phone: <http://archpass.uga.edu>
- Install Cisco AnyConnect (VPN) on computers used off campus and/or mobile devices.

### Logging in:

- Connect to Cisco AnyConnect (VPN) if off campus, using your computer or mobile device
- Access the UGA Financial Management System at [financials.onesource.uga.edu](http://financials.onesource.uga.edu)
- When prompted, sign in using your MyID, password, and ArchPass Duo.

### To create a Travel Authorization:

- Within UGA Financial Management, click the Travel Authorizations tile.
  - Click the Add Travel Authorization button.
  - Enter the requested information regarding your travel plans, including the accounting tag or chartstring your department provides.
  - Click the Submit button.
- You can view the status of your travel authorization(s) from the Employee Self-Service menu by clicking Travel Authorizations > View All (on side menu).



### Adding receipts to My Wallet:

You can take photos of your receipts then upload them to My Wallet for use in an expense report.

- Within UGA Financial Management, click the Expenses tile.
  - Click the Add Quick Expense tile.
  - Click the + icon to add an expense.
  - Provide the date of the expense, the appropriate expense type, a description, and the amount.
  - Click the Attach Receipt link.
  - Click the Add Attachment button, then select the device you wish to upload from (My Device).
  - Locate the photo on your device and upload it, then click the Done button.
  - Save the entry.
- You can view your My Wallet expense(s) from the Employee Self-Service menu by clicking Expenses > My Wallet.



### To create an Expense Report:

- Within UGA Financial Management, click the Expenses tile.
  - Click the Create Expense Report tile.
  - Enter the requested information, including the accounting information received from your department.
  - Enter the expense lines or import from MyWallet. For instructions on how to do this, please visit the OneSource Training Library at [training.onesource.uga.edu](http://training.onesource.uga.edu).
  - Click the Review and Submit button.
  - Click the Submit button.
- You can view the status of your expense report(s) from the Employee Self-Service menu by clicking Expenses > My Expense Reports > View All (on side menu).

**Travel Authorizations:**

- If your intended travel is DOMESTIC, you will only enter estimates into the first two provided lines, Domestic Pay by Employee and Domestic Direct Bill UGA.
- If your intended travel is INTERNATIONAL, you will only enter estimates into the last two provided lines, International Pay by Employee and International Direct Bill UGA.
- Travel Authorizations are required for Out-of-State travel, it is the decision of the department if TAs will be required for In-State travel.
- You can NOT enter a “zero-cost” travel authorization. If your travel is fully funded by an outside organization, you can enter the minimum of 0.01 into the appropriate field (Domestic Pay by Employee/International Pay by Employee). Be sure to provide an adequate description so that the approvers understand your situation.
- Be sure to review your accounting details before submitting. If your department code lists “74999999”, you MUST change that to reflect the appropriate unit, college, or school.

**Expense Reports:**

- When selecting a **business purpose**:
  - If the travel is International, you will select Out-of-State Travel.
  - If it is a non-travel expense report, you will select Non Travel Reimbursement.
- When choosing the correct **expense type**:
  - If your travel is Domestic, you will only use the Domestic Expense types that start with “D-”.
  - If your travel is International, you will only use the International Expense types that start with “I-”. This is true even if your expense was incurred while still in the United States.
  - If you are submitting a non-travel expense report, you will only choose from the Entertainment (E-) or Supplies and Other (O-) Expense types.
- **Lodging:** When entering lodging expenses, you will enter the expense on a DAILY basis. The easiest way to enter a multiple day lodging expense is to create one line of the report and copy that expense line for however many days you stayed in that lodging location.
- **Per Diem:** Per Diem for meals are reported on a DAILY basis. When entering Per Diem deductions for provided or alternative meals, you will look for your provided Per Diem (75% in parenthesis for the first/last day of travel), then select the excluded meal(s). You can NOT edit Per Diem deductions once applied. You will need to delete and restart that expense line or copy that expense line and re-select the deductions.
- Be sure to review your accounting details before submitting. If your department code lists “74999999”, you MUST change that to reflect the appropriate unit, college, or school.

**Training Resources:**

- Tutorials on how to use the UGA Financial Management System can be found in the OneSource Training Library @ [training.onesource.uga.edu](http://training.onesource.uga.edu)
- You can review the latest travel policies and procedures at the Finance & Administration Policies and Procedures website @ [policies.uga.edu/travel](http://policies.uga.edu/travel)