Traveling? Here is how to use the UGA Financial Management System to submit travel authorizations and travel-related expense reports <u>after July 1</u>:

Before you leave:

☐ Ask your department if you will use a 'delegate' for your travel authorizations and/or expense reports. A delegate is a person authorized to create, modify, and submit travel authorizations for you. They can also create and modify expense reports for you.

☐ Enable ArchPass Duo for your mobile device or set up an alternate phone: https://eits.uga.edu/access_and_security/infosec/tools/archpass/

☐ Install Cisco AnyConnect (VPN) on your computer and/or mobile device: https://eits.uga.edu/access_and_security/infosec/tools/vpn/

<u>If you do not use a delegate</u>, you can create Travel Authorizations and Expense Reports on your own by completing the following steps:

☐ 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

☐ 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 the travel, including the accounting tag – a ten-character code you receive from your department. In place of the accounting tag, you can enter the full chartstring the department can provide.

☐ Click the Submit button.

Travel Authorizations

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 tag – a ten-character code you receive from your department. In place of the accounting tag, you can enter the full chartstring the department can provide.

☐ Enter the expense lines or import from MyWallet. Note: During or after travel, you can take pictures to document your receipts and upload them to MyWallet. For instructions on how to do this, please visit the OneSource Training Library at training.onesource.uga.edu.

☐ Click the Review and Submit button.

☐ Click the Submit button.

Expenses

If you will use a delegate to complete Travel Authorizations and/or Expense Reports, please complete the following steps:

☐ 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
☐ When prompted, sign in using your MyID, password, and ArchPass Duo.

To request a delegate:
☐ Within UGA Financial Management, click the TE Profile & Delegation tile
☐ On the Authorize Users page, click the + sign to add a new row
☐ In this new row, within the Authorized User ID field, enter the MyID of the
    employee to which you wish to delegate authority
☐ Under Expense Document Type, select Travel Authorization
☐ Under Authorization Level, select Edit & Submit
☐ Click the + sign to add a new row again
☐ In this new row, within the Authorized User ID field, enter the MyID of the employee to which you
    wish to delegate authority
☐ Under Expense Document Type, select Expense Report
☐ Under Authorization Level, select Edit
☐ Click the Save button to save your delegate selections.
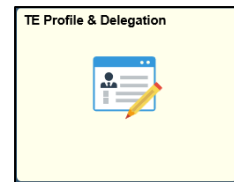
*Delegates can create, modify, and submit travel authorizations for you. They can also create and modify expense reports for you; however, **only the traveler can submit expense reports.** Your submission of the expense report serves as your signature that the expenses reported are correct as submitted.

To submit an Expense Report:
☐ Within UGA Financial Management, click the Expenses tile.
☐ Click on the My Expense Report tile.
☐ In the side menu, click the link to Not Submitted.
☐ Click on the Expense Report you want to submit.
☐ Click the Review and Submit button.
☐ Click the Submit button.

Additional Travel Information:

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