









Create Travel Authorization

Authorization ID: NEXT
 Comment: [Text Area]
 Date To: 09/16/2016
 Attachments: [Link]
 More Options: [Dropdown] [GO]

General Information

*Description: Georgia Summit Conference
 *Business Purpose: Attend Conference
 *Date From: 09/14/2016

Accounting Defaults

Details

Select	*Expense Type	*Date
<input type="checkbox"/>	Emp. Mileage	09/14/2016
<input type="checkbox"/>	Lodging	09/14/2016
<input type="checkbox"/>	Internal	
<input type="checkbox"/>	Internal	

Travel Authorization Create Travel Authorization

Menu

Save for Later | Summary and Submit Create Travel Au

Travel and Expenses Expense Reports

Business Purpose:

Travel Authorizations

Description:

View

0.5400 Travel and Expense Center *Miles

Accounting Details

- Order Management
- Suppliers
- Procurement Contracts

Billing Type: *Location:

Travel and Expenses

Accounts Payable

Accounts Receivable

Banking

Financial Gateway

09/14/2016

Credit Card

Commitment Control

Real Time Bottom Line

Number of Nights

*Nightly Rate

Set Up Financials/Supply Chain

Create Travel Authorization

Menu

New Window | Help | Expense Dept |

Create Travel Authorization

Save for Later | Travel Authorization Details

Choose an Action GO

Expense Center
Travel Authorizations

Budget Category: Business Expenses | All Other Expenses

Unit:

*Description:

*Date From:

*Date To:

- Home
- View
- Delete
- Cancel

User Preferences
Review Payments

Projected Expenses (3 Lines) 170.40 USD

Denied Expenses 0.00 USD

Review/Edit Profile

Manager Self Service

Submit Travel Authorization



