FMS – Travel Authorization (TA) & Professional Growth (PG) Application

Travel

Maricopa requires employees to complete a Travel Authorization in the Financial Management System (FMS) for the following:

- In-County travel with expenses.
- All Out-of-County travel.
- All Out-of-State travel.
- All Group travel.
- All Student travel.
- All International travel.
  - International Travel requires an International Travel Proposal Form.

In-County No Expense Travel

The only travel situation in which employees are not required to submit a Travel Authorization is for an In-County activity with no expenses.

Penny Travel Authorizations

Penny Travel Authorizations or "Penny TAs," are Out-of-County or Out-of-State Travel Authorizations that do not have any Maricopa-related expenses. Usually, a third party is paying for the expenses related to that travel.

Since FMS cannot process something that does not have a financial value, you must enter $.01 as your Registration expense amount.

TA Before Travel!

Travel Authorizations must be completed and approved before your travel and/or activity. You cannot backdate a Travel Authorization.

Professional Growth

The Travel Authorization is also the Professional Growth (PG) application for employees. Most PG activities are submitted, approved, and processed with a Travel Authorization in FMS.

Professional Growth Activities may include:

- ✓ Conferences
- ✓ Training sessions, workshops, & seminars
- ✓ Online training courses and subscriptions
- ✓ Certification Exams
- ✓ Educational Reimbursement

For Professional Growth (PG) information, please visit the Professional Growth website:

https://hr.maricopa.edu/professional-development/professional-growth-programs

Important Information!

MCCCD is not obligated to approve a Travel Authorization for which prior travel purchases have been made. The financial risk is completely on the employee if s/he chooses to use personal funds for travel purchases before the Travel Authorization is fully approved.

Travel Authorizations require quotes for all of your expenses. These documents must be in pdf.

Helpful Information

Before starting your travel process, please review Travel Administrative Regulation 1.15.

Also please view the Travel Process video. (If you get a login window, simply click cancel.)

Create a Travel Authorization

1. Log into FMS using your MEID and password.

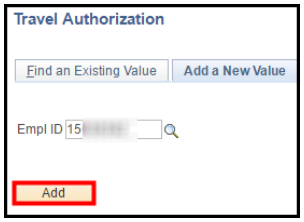
- If you are logging in for the **first time** in FMS, you will have to wait until the next day to get access to create a Travel Authorization.

2. Click the NavBar

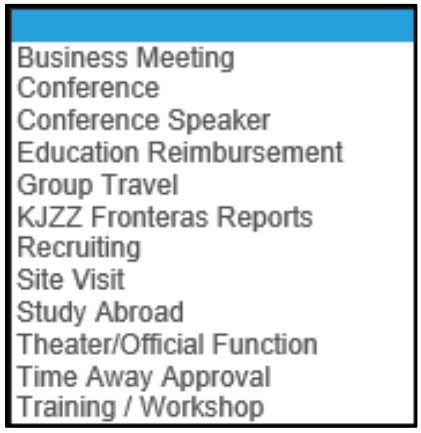
icon in the upper-right corner, then click Navigator.

3. Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify.

4. On the Travel Authorization page, click Add.



5. Click in Business Purpose, and select the appropriate option.



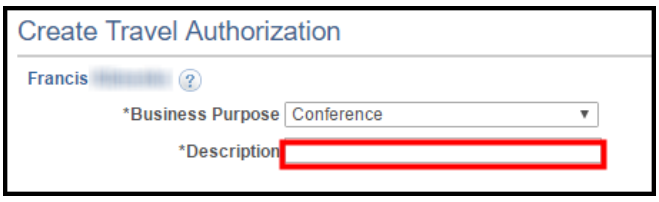
Allowable "Business Purposes" for PG funding:

- Conference
- Conference Speaker
- Education Reimbursement
- Training/Workshop

Important! All other "Business Purposes" are **not** eligible for Professional Growth funding!

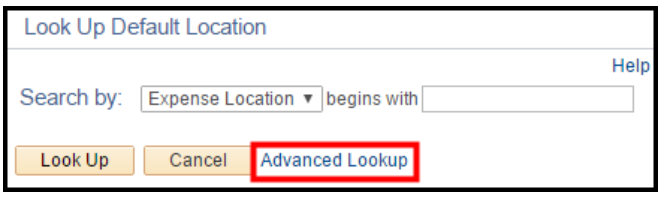
6. In Description, enter the name of your activity.

- Ex: Dev Learn Conference 2017.
- Abbreviate words if necessary to fit into the field. (30 characters maximum).

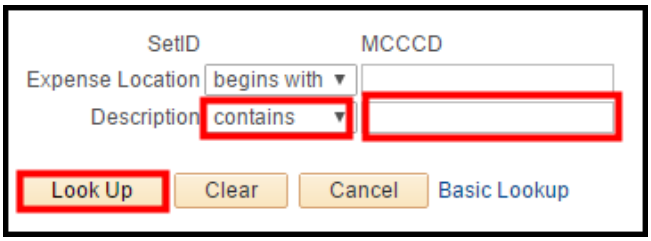


7. In Default Location, click the Look Up icon.

8. Click the Advanced Lookup link.



9. In the Description field, click and select contains; then enter a part of the city's name in the second field; then click Look Up.



- Most of our Valley cities like Tempe, Mesa, Chandler, Paradise Valley, Glendale, Gilbert, etc., are not in the system. Instead, enter Phoenix and use the Phoenix/Scottsdale option for your Travel Authorization.
- New York is included in "Manhattan and five boroughs" so search for Manhattan.

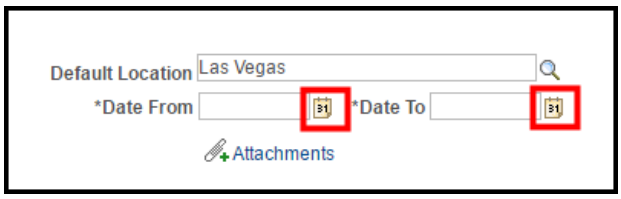
10. Select your city from the Search Results.

- If your city is not listed, see next page.

- If your location is not listed, please use the closest city possible.
- The actual location will need to be included in the Description field of your Registration expense line later on and in your first Per Diem line if applicable.

11. In Date From and Date To, use the Calendars to enter the travel date(s).

- If appropriate, be sure to include any personal travel days in this date range.



- Maricopa does not pay for any expenses associated with personal travel days.

Expenses

The following column describes some of the more common travel expenses. Please keep in mind that the expenses described here are not a complete list of expenses that may be incurred during travel. The ones listed here are simply some of the most common and/or the ones on which we get the most questions.

Please check Travel Administrative Regulation 1.15 for specific details on expenses.

Be sure to include all of the expenses associated with this travel and/or PG activity.

Do not include any expenses associated with personal travel days.

All of your expenses require a quote.

The quotes need to be in pdf format so that you can attach them to your Travel Authorization.

Common Expenses

Airfare: Use the amount from the lowest airfare quote increased by 25% to allow for a buffer for airfare increases between quote and actual purchase (25% increase is optional).

Baggage: Maricopa will pay for one standard checked bag each way. Please attach the airline's cost for baggage.

Car Rental: According to Travel Administrative Regulation 1.15.6: "Rented vehicles may be authorized when more economical means of travel are not available. Use of rented automobiles shall be limited to instances where it is to the advantage of the College/District and not for the personal convenience of the traveler." Justification in the expense description is required.

Ground Transportation: Taxi/Shuttle/Bus/etc. Enter the estimated amount for round trip transportation between the airport and hotel. Tips are not paid or reimbursed by Maricopa.

Lodging: Hotel expenses are calculated based on the number of nights and nightly rate entered. Make sure to include taxes and all applicable fees when calculating the nightly rate.

- **Important!** Online bookings do not include hotel/resort fees! Contact the hotel for the daily resort and tax fees. Add these fees to your hotel expense amount. Have the hotel send or fax you this information so you can pdf it and attach it to your Travel Auth.

Mileage: When driving your own vehicle for business-related travel in-county, out-of-county, or out-of-state activities, the expense amount is auto-calculated by FMS after you enter the total number of miles in the expense line.

- PG does not pay for in-county mileage associated with PG activities.

Mileage vs Airfare: If you decide to drive, rather than fly, to an out-of-state activity, Maricopa will pay or reimburse the amount that is the lesser of the two.

- Quotes are required for **both** mileage and airfare to determine which is the lesser of the two.
- Only enter **one** expense line for Mileage. Enter the number of miles that would equal the lesser amount.
  (You are not flying and you are not paying for both.)
- All details clarifying the method of transportation (driving) and the cost are required in the Description field.

Parking: Maricopa will reimburse you for your parking expenses. This includes:

- Airport Long-term economy parking.
- In-County required parking.
- Parking at the hotel if driving personal or rental car.

Registration: Use this expense type for any out-of-county and out-of-state registration.

Registration In-County: Use this expense for any activities that take place in Maricopa County.

Also, use this expense for any self-paced training such as: online training, training subscriptions, and certification exam preparation materials.

- **Residential Faculty Note:** Faculty working towards salary advancement do not include Registration as an expense type on your Travel Authorizations.

Per Diems: Add a Per Diem expense line for every business travel day. Add Per Diem Meal expense lines last!

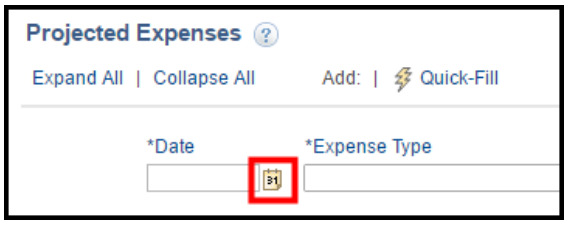
This expense amount will populate with the city's per diem rate of the city you entered in Default Location.

- Use the Per Diem Meal expense type.
- **Always** select the "Empl Reimbursed" payment type.
- Do not change the default Per Diem amount.
- Do not use the "do not include" meal options.
- You will adjust the meal costs on your Expense Report upon your return.

Add a Projected Expense

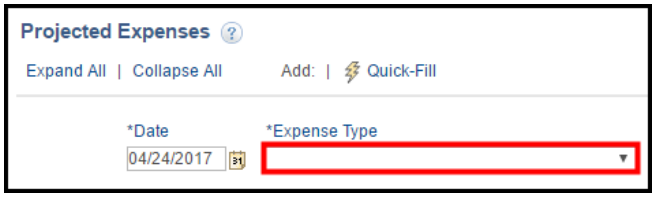
Complete the following steps for **each** of your projected expenses. There are bulleted notes for some of the specific expenses.

1. In the Projected Expenses section, in Date, click the Calendar to select your travel or activity date.



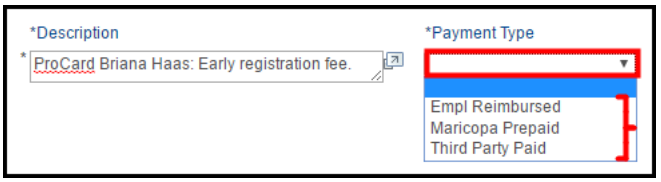
Note: Date must be within the date range you entered earlier.

2. Click in Expense Type, and select an expense.



3. In Description field, click the expand arrow.

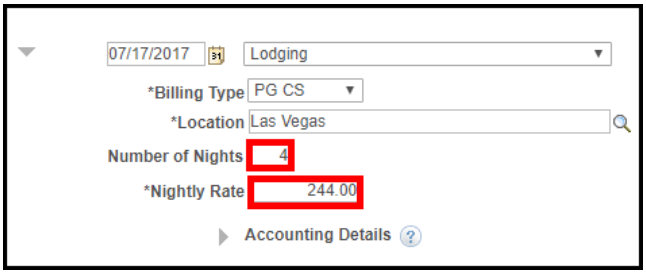
4. If the Payment Type for this expense is to be Maricopa Prepaid, indicate if it is a Pro Card or Purchase Order (PO) paying the expense.
   - For ProCard: you **must** include the card holder's name (ex: ProCard Briana Haas)
   - For Purchase Order: enter "Will be paid by Purchase Order."
   - After entering this information first, continue to enter specific expense details.
5. Click Return to return to Travel Authorization.
6. Click in Payment Type, and select accordingly:



- **Empl Reimbursed** – you are using your own money/credit card to pay for this expense. Upon return of your travel, and submitting your completed Expense Report, and after approval, this expense will be reimbursed.
- **Maricopa Prepaid** – you are using a Maricopa Pro Card or a Maricopa Purchase Order to pay for this expense.
- **Third Party Paid** – This payment type is reserved for Non-PG travel when **NO** MCCCD funds will be used. DO NOT select this Payment Type for PG activity.

7. In Amount, enter the expense amount.

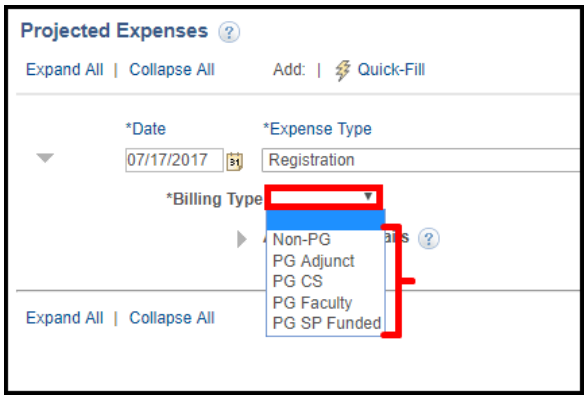
- For Lodging, be sure to enter in the number of nights and nightly rate including taxes and required fees.
- Simply divide the total hotel costs by the number of nights to get a nightly rate.



- The Amount field for the Lodging expense will auto-calculate as soon as you complete the line, and Save for Later.

Continue on next page for Billing Type...

8. **REQUIRED!** Click in Billing Type (this field is located on the next line), & select accordingly:



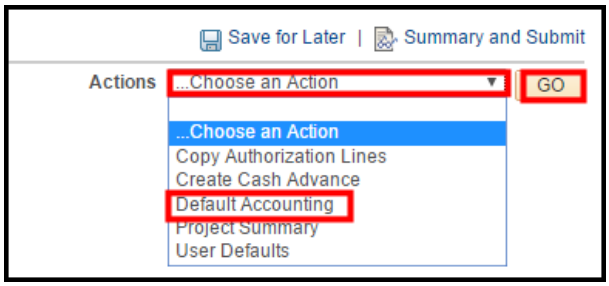
- If you are using Professional Growth funds, select your PG - employee group.

  For former M&O, Crafts, Safety, PSA and MAT employees, select **PG CS** (Classified Staff).

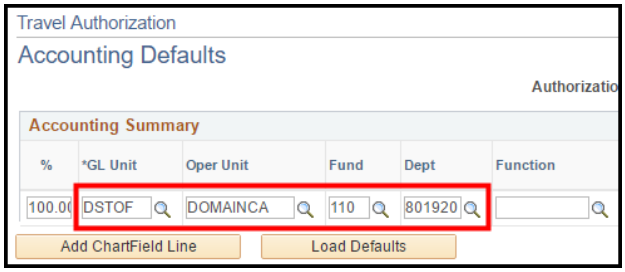
  For Specially Funded and Athletic Specialists employees, select **PG SP Funded**.

- If you are **not** using Professional Growth funds, select Non-PG.

9. **REQUIRED!** In the upper-right corner, click in Actions, and select **Default Accounting**; then click Go. (You'll only do this once.)



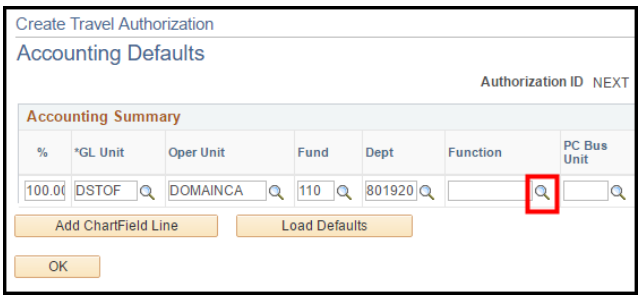
- In Accounting Summary, *most* of your department budget populates.

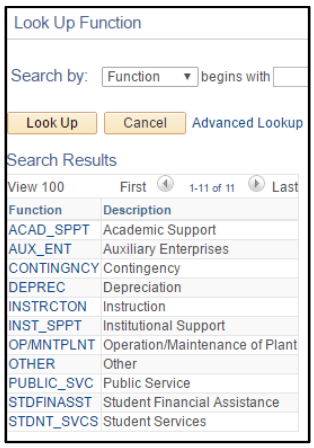


10. **REQUIRED!** Check the Fund & Budget fields. If necessary, enter the appropriate information (see bullets below).

- If using Professional Growth funds, the Fund must be 110. Change if necessary.
- If using Professional Growth funds do **not** change the Department.
- If you are **not** using Professional Growth, and you are using a different department budget other than your own, edit the fields as necessary.
- **Adjunct Faculty Note**: Use the Look Up icons to select the appropriate funding college's budget information for: GL Unit, OperUnit, Fund, and Dept fields.

11. **REQUIRED!** In **Function**, click the Look Up icon, and select your appropriate Function.





Note: Function relates to your department's main function and not your activity!

Function descriptions are on next page.

Academic Support: Expenses that indirectly help carry out the primary functions of instruction, research, and public service. (ex: libraries, computer labs that are not part of instruction, galleries, dental clinics, audio visual, academic deans, department chairs who don't teach, separately budgeted curriculum development)

Instruction: Expenses directly related to teaching – both credit and noncredit courses. (ex: Faculty, department chairs who also teach, teaching supplies, and IT including computer labs directly related to classroom)

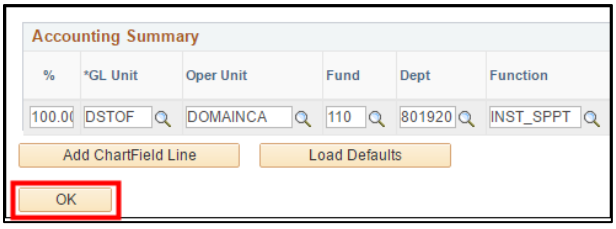
Institutional Support: Expense related to day to day operations at the Colleges and District Office. (ex: legal, fiscal operations, HR, central IT, software licensing, safety, security, insurance, mail and copy services, CEC - executive leadership, and Governing Board)

Operation/Maintenance of Plant: Expense related to buildings. (ex: physical plant administration, building maintenance, custodial, utilities, major repairs and renovations).

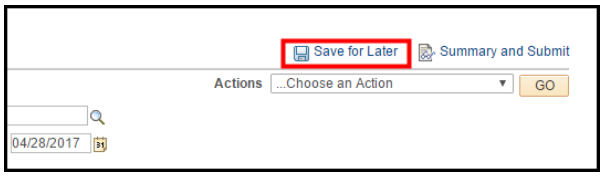
Public Service: Expenses related to activities to benefit external parties. (ex: radio stations, community services, conferences, public lectures).

Student Services: Activities centered around students. (ex: enrollment services, student activities, counseling, veterans' services, student organizations, cultural events, athletics, and student newspaper).

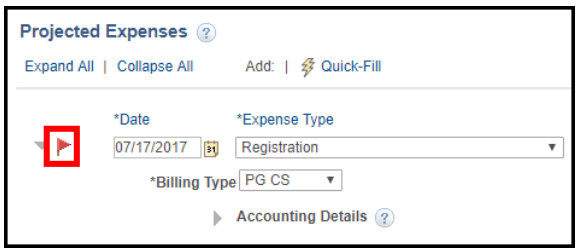
11. After selecting your Function, click OK.



12. In the upper-right corner, click Save for Later.

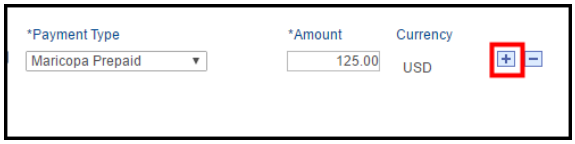


- You now have an Authorization ID number located in the upper-right corner.
- If you skipped the Default Accounting steps (9-11), you will receive an error red flag at the beginning of the expense line.



To view the error, click the red flag. Click Return, and follow the previous steps 9-11.

13. To add additional Expense lines, click the + plus sign at the end of the last expense row.



14. Repeat steps 1-8 to add additional expenses.
15. Scroll to the top, and click Save for Later.
16. If adding Per Diem Meal expense line(s), please be sure to add them last.
17. After adding your first Per Diem expense line, see the "Add Additional Per Diem Meals" section in the next column for a copy shortcut.

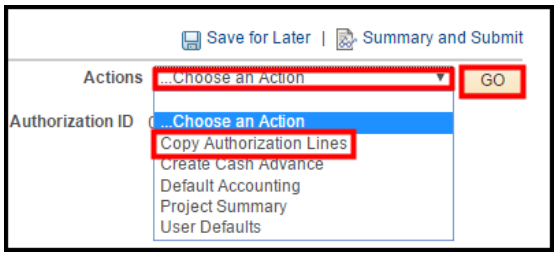
Delete an Expense

1. To the right of the expense row, click the **-** sign.
2. Click OK to confirm.
3. Click Save for Later.

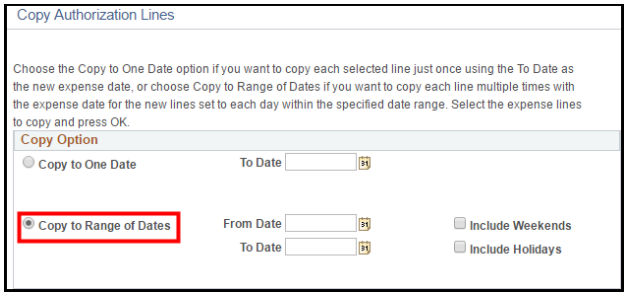
Add Additional Per Diem Meals

When traveling for multiple days, a Per Diem Meal expense line is required for each day.

1. After adding your first Per Diem Meal line, scroll to the top of your Travel Authorization, click in Actions, and select **Copy Authorization Lines**; then click **Go**.



2. Click Copy to Range of Dates.



3. In the From and To Dates, use the Calendar to select the date range for the ***remaining*** travel dates.

- Do not include the first date previously added on the first Per Diem Meal expense line.
- If you are working the weekend and/or holidays during your travel, select Include Weekends and/or Holidays.

4. Click in the Per Diem Meal checkbox; click OK.

5. In the upper-right corner, click Save for Later.

Required Documents

All expenses, except Per Diems, require a quote. These documents must be in pdf format and attached to the Travel Authorization.

Conference Agenda/Schedule is required for all Conference Travel Authorizations.

Professional Growth (PG): Please check with your PG representative, or the PG website, for any employee group-specific requirements.

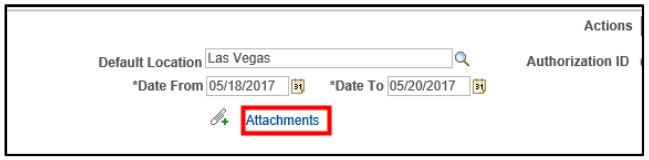
International Travel: All International Travel requires the International Travel Proposal Form.

Please check Travel Administrative Regulation 1.15 for more travel information.

Attach Required Documents

All required documents **must** be in pdf format.

1. At the top of your Travel Authorization screen, in the middle, click the Attachments link.



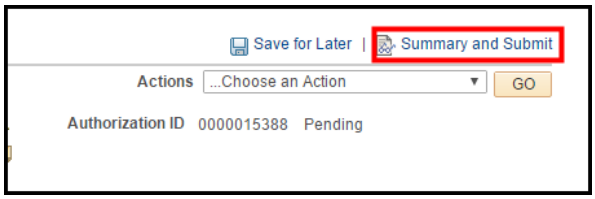
2. Click Add Attachment.
3. Click Choose File (Chrome) or Browse (IE).
4. Locate and double-click your document.
5. Click Upload.
6. In Description, enter a description of your attached document.

7. To add another document, repeat steps 2-6.
8. When finished, click OK.
9. Click Save for Later.

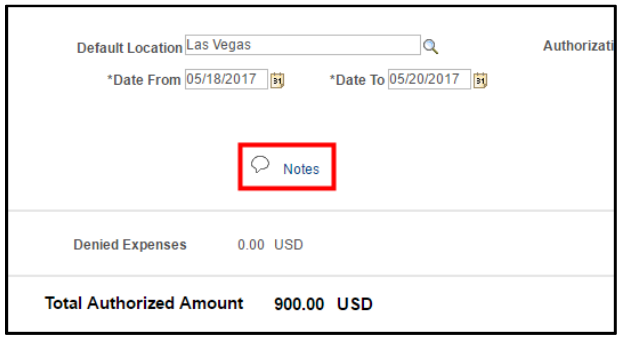
Required! Entering Notes

Entering Notes in your Travel Authorization is a **requirement** to justify the purpose of your travel and/or activity **before** submitting your Travel Authorization for approval.

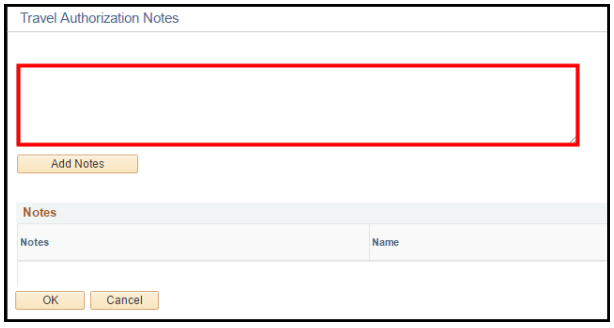
1. In the upper-right corner, click Summary and Submit.



2. Click the Notes icon or link.

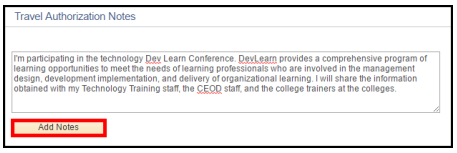


3. Describe the business purpose of the travel, and/or how participating in the mentioned activity will benefit MCCCD, improve your performance at your present job, prepare you for greater opportunities within MCCCD, and support your professional development.

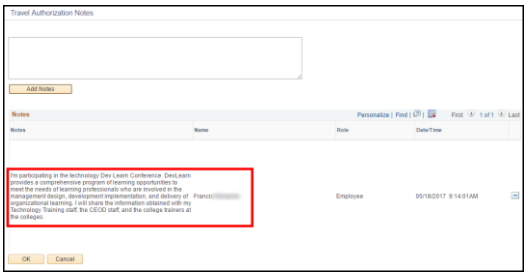


- Include any clarifying information regarding any expenses, personal travel days, etc.

4. When finished with your Notes, click Add Notes.



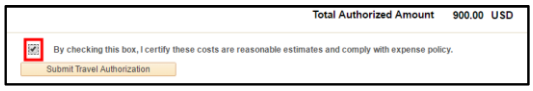
- Your Notes are now added to your Travel Authorization. See the Notes section below the Notes field.
- To make edits to your Notes, (fix typos, add missing information, etc.), delete the line by clicking the – sign to the right, and re-enter your new notes.



5. Click OK.
6. In the upper-right corner, click Save for Later.

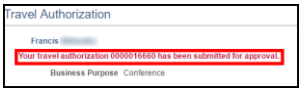
Submit Travel Authorization

1. In the upper-right corner, click Summary and Submit.
2. To confirm that your travel expenses comply with our Travel Administrative Reg 1.15, click the check mark box at the bottom.



3. Click the Submit Travel Authorization button.
4. Click OK to confirm.

- Travel Authorization is submitted for approval.



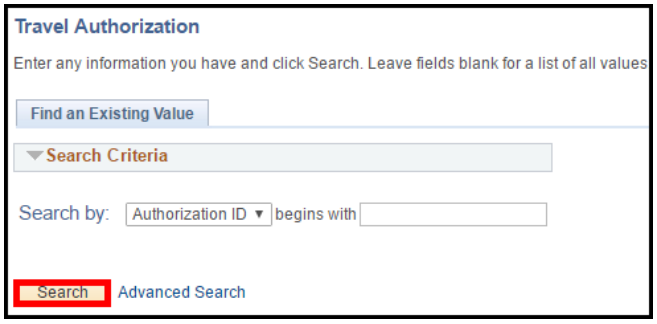
5. Click Sign Out in the upper-right corner.

View Status and Track a Travel Authorization

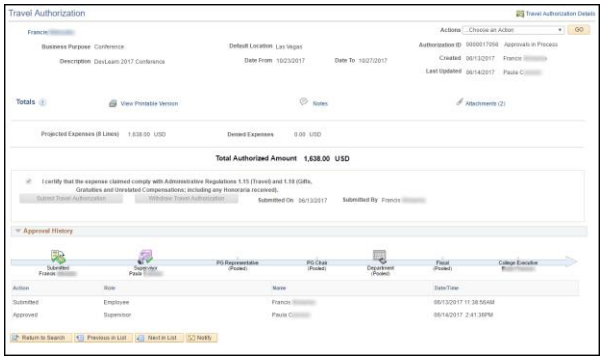
Viewing and tracking your Travel Authorization will help you find where in the approval hierarchy your Travel Authorization resides. These steps can also help you when you need to notify the current approver to "Send Back" your Travel Authorization for revision (if necessary).

1. Log into FMS using your MEID and password.
2. Click the NavBar

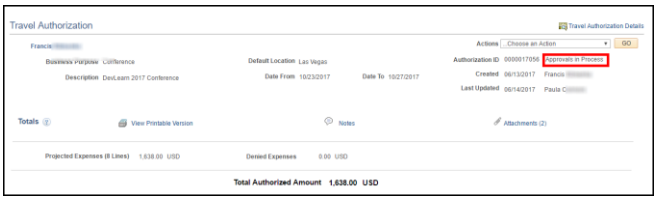
icon in the upper-right corner, then click Navigator.
3. Employee Self-Service > Travel and Expenses > Travel Authorizations > View.
4. Click Search.



- If you only have one Travel Authorization, it will automatically open.
- If you have more than one Travel Authorization, a list of all your Travel Authorizations displays. Click one to view.
- Your Travel Authorization summary displays.

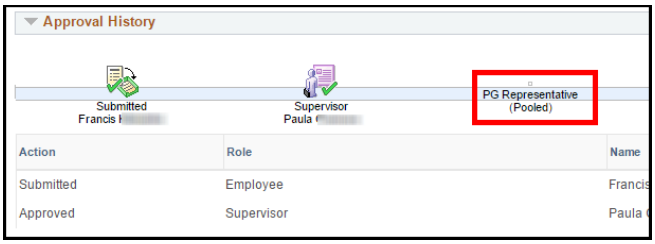


5. At the top, in the upper-right corner, view the approval status.

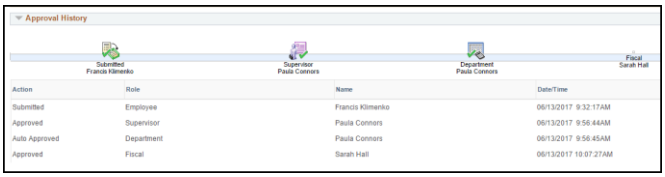


6. Scroll to the bottom, in Approval History, view the Approval History timeline.

- If the timeline displays a gray logo with the word "(Pooled)," then the Travel Authorization has yet to be reviewed and approved by that department.



- If you need the Travel Authorization to be "Sent Back" for your revision, contact that department that is listed as "Pooled" to send back your Travel Authorization.
- A fully approved Travel Authorization will display all logos in the timeline in color and you will receive an email that your Travel Authorization has been approved.



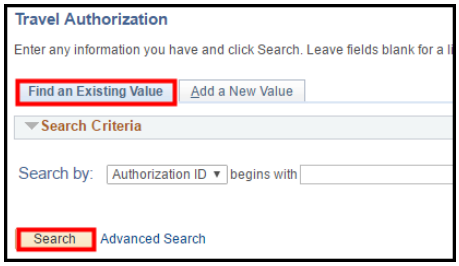
7. When finished, click Sign Out.

Modify a Travel Authorization

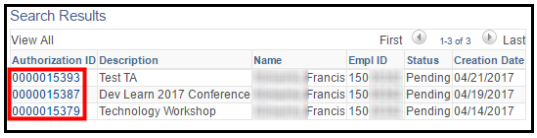
You can only modify a Travel Authorization if you have ***not*** submitted it for approval, **or** if it has been "**sent back"** to you for revisions. When you resubmit it, the travel authorization will go through the **entire** approval process again.

1. Click the NavBar

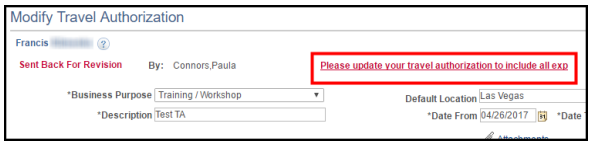
icon in the upper-right corner, then click Navigator.
2. Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify.
3. On the Travel Authorization page, click the Find an Existing Value tab, and click Search.



4. Click the Travel Authorization ID to modify.



5. If "Sent Back" for revisions, click the message link to view comments from your approver; click Return when finished reading comments.



6. Make your changes where appropriate.
7. Click Save for Later **or** Summary and Submit.
8. When re-submitting, click the checkmark box to certify your expenses comply with expense policy; then click Submit Travel Authorization.
9. Click OK to confirm.

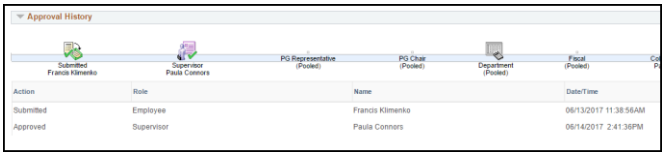
Delete a Travel Authorization

You can delete a Travel Authorization if the status is Pending, Submitted, In Process, or Denied.

If the Travel Authorization status is **Pending** or **Denied**, follow the steps in the next column to delete it.

If the Travel Authorization status is **Submitted** or **In Process**, you will need the current Approver to send it back.

- Find your Travel Authorization by following the steps in the View Status and Track a Travel Authorization section on page 10.
- View the Approval History at the bottom of the Travel Authorization.

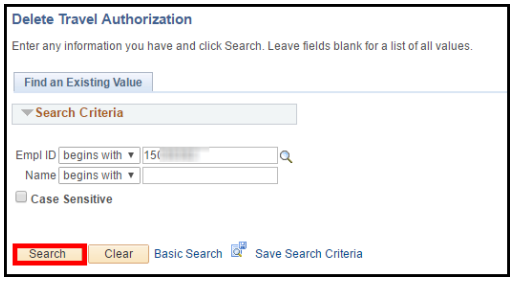


- Ask the current Approver to "Send Back" the Travel Authorization.
- Once sent back, follow the steps in the next column (page 12), to delete the Travel Authorization.
- If the Travel Authorization status is **Approved**, please contact your Fiscal Office and Professional Growth (PG) representative (if applicable), immediately for further guidance.
- **Please Note**: For information regarding any reimbursements related to an **approved** deleted Travel Authorization, please contact your College Fiscal Office and/or your Professional Growth (PG) representative (if applicable).

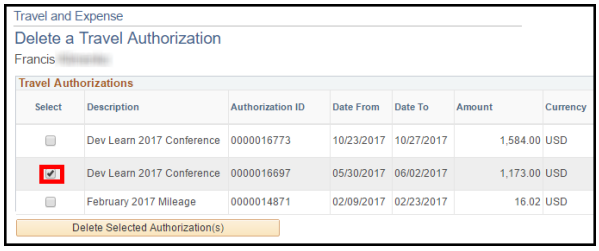
Delete a Travel Authorization

1. Click the NavBar

icon in the upper-right corner, then click Navigator.
2. Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete.
3. On the Delete a Travel Authorization page, click Search.

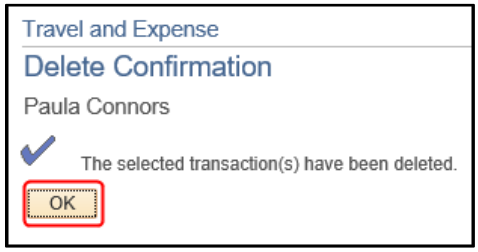


4. Select the appropriate Travel Authorization by clicking the respective check mark box.



5. Click Delete Selected Authorization(s) button.

6. Click OK to confirm.



7. Click Sign Out in the upper-right corner.