

The purpose of this job aid is to explain how to submit a Supplemental Travel Authorization. This form should be used for the following cases:

- Travel Authorization was not final approved in UTShare prior to the first day of travel.
- Travel Authorization was not created in UTShare prior to first day of travel.
- Change in travel dates of two (2) or more calendar days.
- Change to destination/location.
- Change in an approved Travel Authorization encumbrance.

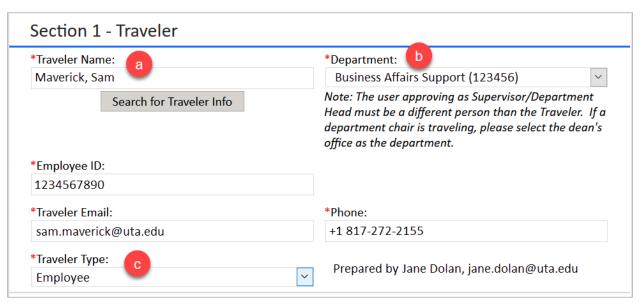
**Note:** This process will be used in lieu of submitting a BA Exception Tracker request.

The Supplemental Travel Authorization form number must be noted in the Comments of the Expense Report for the trip.

#### Steps to Submit a Supplemental Travel Authorization:

- 1. Navigate to the Supplemental Travel Authorization SharePoint site at <a href="https://mavsuta.sharepoint.com/sites/forms/baet/travel">https://mavsuta.sharepoint.com/sites/forms/baet/travel</a> and login using your employee email and NetID password.
- 2. Click the link "Create new Supplemental Travel Authorization" to begin the form.
- 3. Select the reason for submitting the request. Multiple reasons can be select if appropriate.
- 4. In "Section 1 Traveler", enter the Traveler's information.
  - a. The form will auto-populate the Name, Employee ID, Email, and Phone of the employee completing the form. If this is correct, continue to step 5 below.
    - If the form is being completed on someone's behalf, either manually enter their Name, Employee ID, Email, and Phone, or click the "Search for Traveler Info" button to search for them and populate their information.
  - b. Select the Department. This should reflect the Department in which the traveler is employee.
  - c. Select the appropriate Traveler Type.



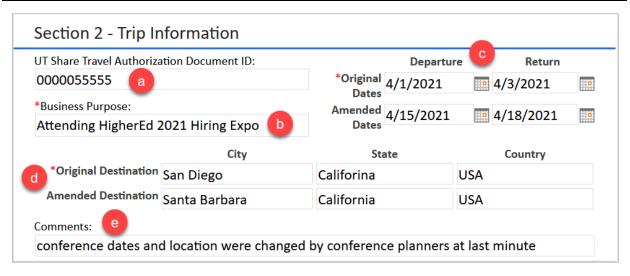


- 5. In "Section 2 Trip Information" enter the information for the trip.
  - a. If there is a Travel Authorization in UTShare for the trip, enter the Travel
     Authorization Document ID. This would be the Travel Authorization that need to
     be amended.
  - b. Enter the Business Purpose for the trip. This be the detailed reason that includes specific information such as the research project information or conference title.
  - c. Enter the Original Departure and Return Dates. If the request is to amend the trip dates, enter the Amended Departure and Return Dates.
  - d. Enter the Original Destination City, State, and Country. If the request is to amend the trip location, enter the Amended Destination City, State, and Country
  - e. If the Dates or Location are changing, enter a comment regarding the cause of the change.

Last Revision: 5/24/2022

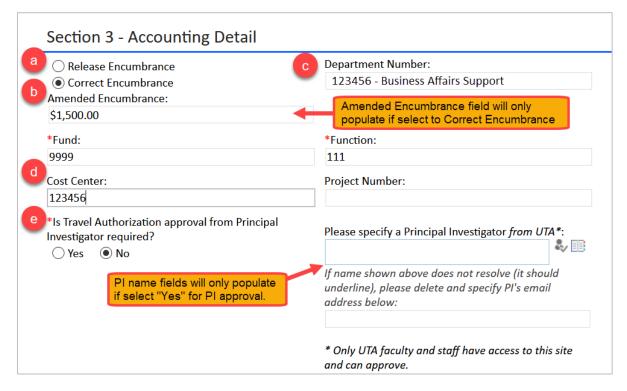
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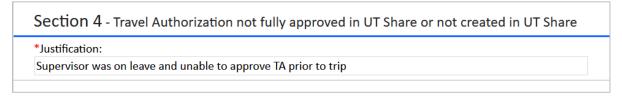


- 6. In "Section 3 Accounting Detail", enter the encumbrance and cost center or project information.
  - a. If the request is being made to release the encumbrance of the existing Travel Authorization, click the radio button for Release Encumbrance and move to step 6c.
  - b. If the request is to change the encumbrance of the existing Travel Authorization, click the Correct Encumbrance radio button. A field will populate asking for the Amended Encumbrance amount; enter the amount that is being requested as the trip encumbrance.
  - c. The Department selected above will populate as the Department Number.
  - d. Enter the Fund, Function, Cost Center, and or Project that is funding the trip expenses.
  - e. If the trip is being funded by a Project and approval from the Principle Investigator is required, click the radio button for Yes.

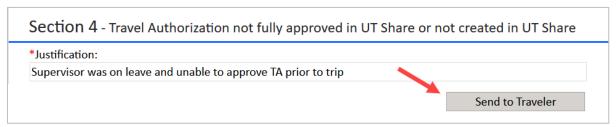




7. In "Section 4 – Travel Authorization not fully approved in UT Share or not created in UT Share", if the request is being submitted because the Travel Authorization was not fully approved in UTShare prior to the start date of the trip, enter the justification for the late approval.



- 8. Submit the form for approval:
  - a. If the form is being completed on behalf of a traveler, click the "Send to Traveler" button to submit the request for the Traveler's review and response.



b. If the form is being completed for yourself, click the "Submit for Approval" button to route the form for Department Approval.



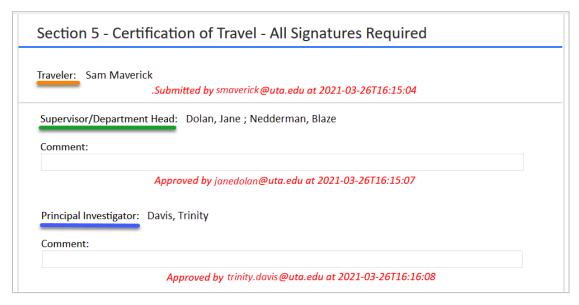


Section 5 - Certification of Travel - All Signatures Required

Traveler: Maverick, Sam

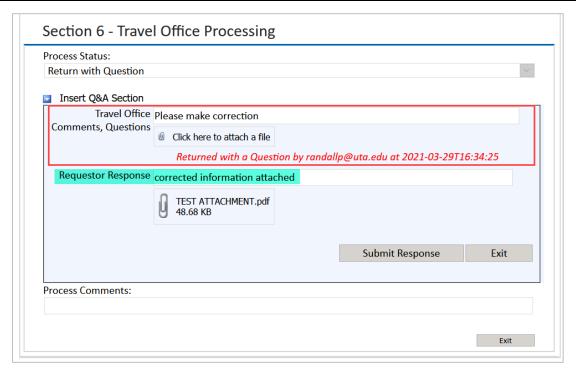
Submit for Approval

9. "Section 5 - Certification of Travel - All Signatures Required" will display the responses that have been obtained on the form.



- 10. Once the form has been fully approved, it will be received and processed by the Travel Services Department.
- 11. If Travel Services has a question, they will return the form with their question in "Section 6 Travel Office Processing". Complete the "Requestor Response" field and submit the response, including an attachment if necessary.





12. The list of Submitted Supplemental Travel Authorizations on the homepage of the SharePoint site will display the Request status.

