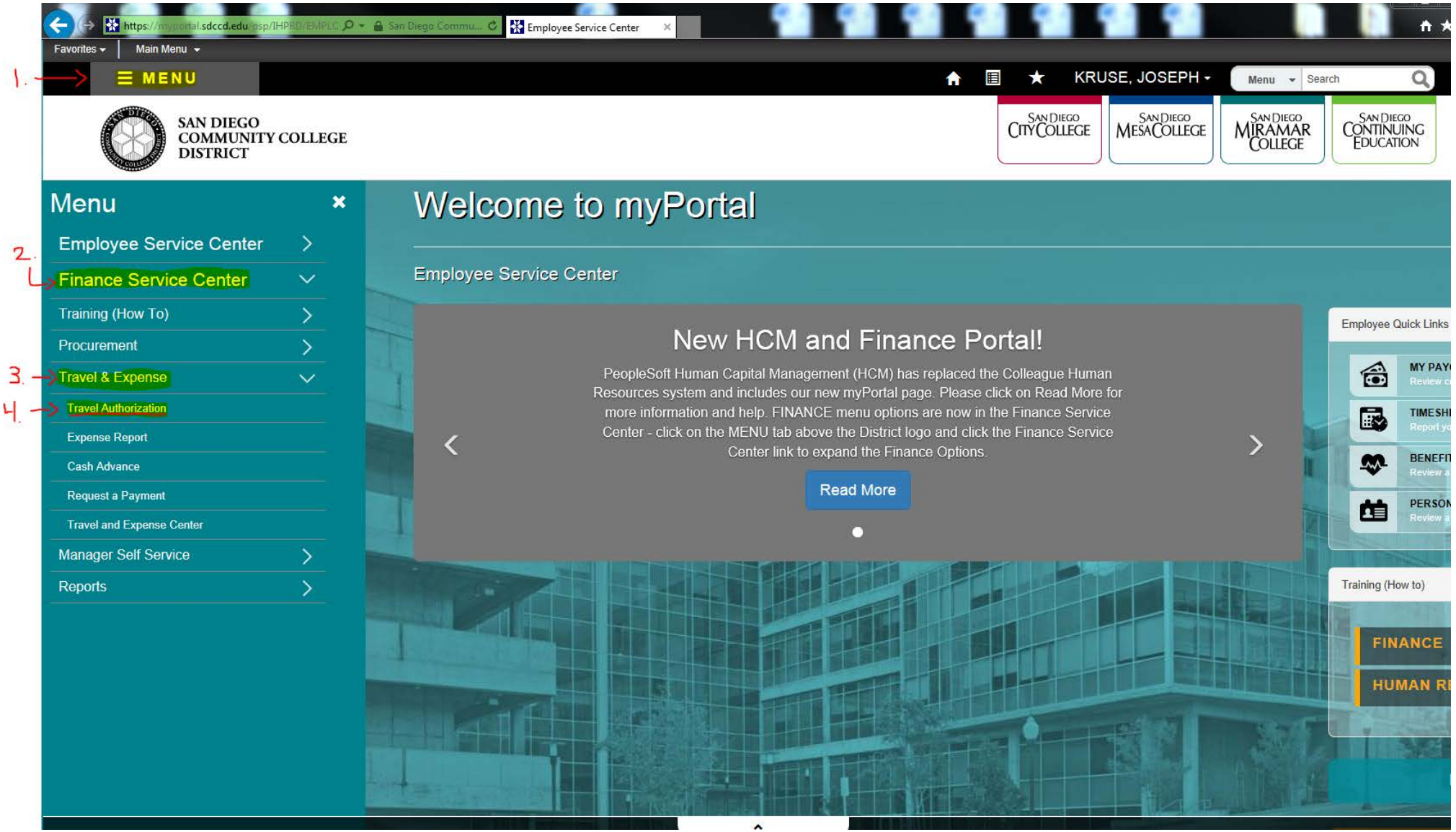
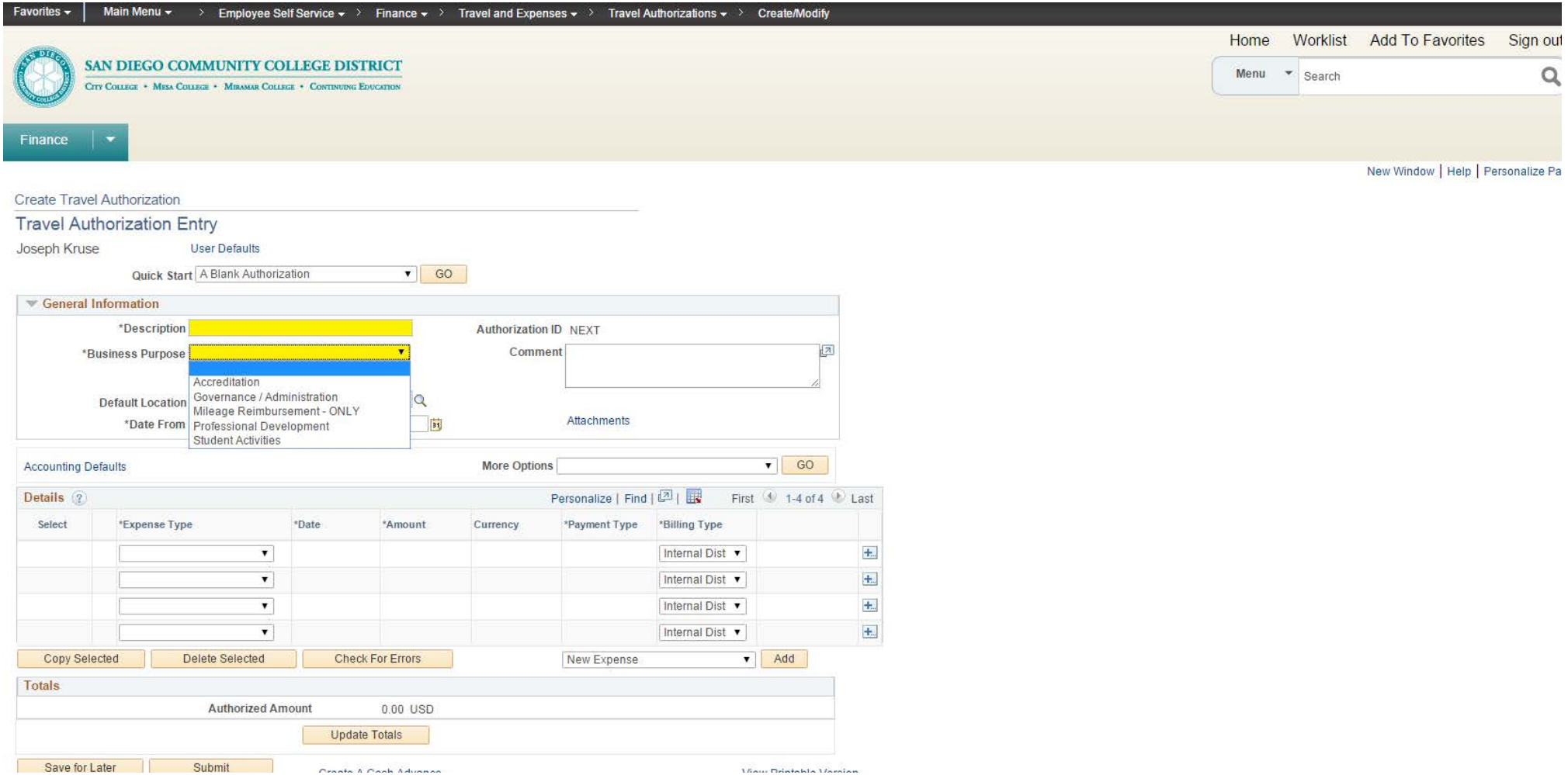
Log into PeopleSoft at myportal.sdccd.edu using the username & password that you use to log into your SDCCD computer

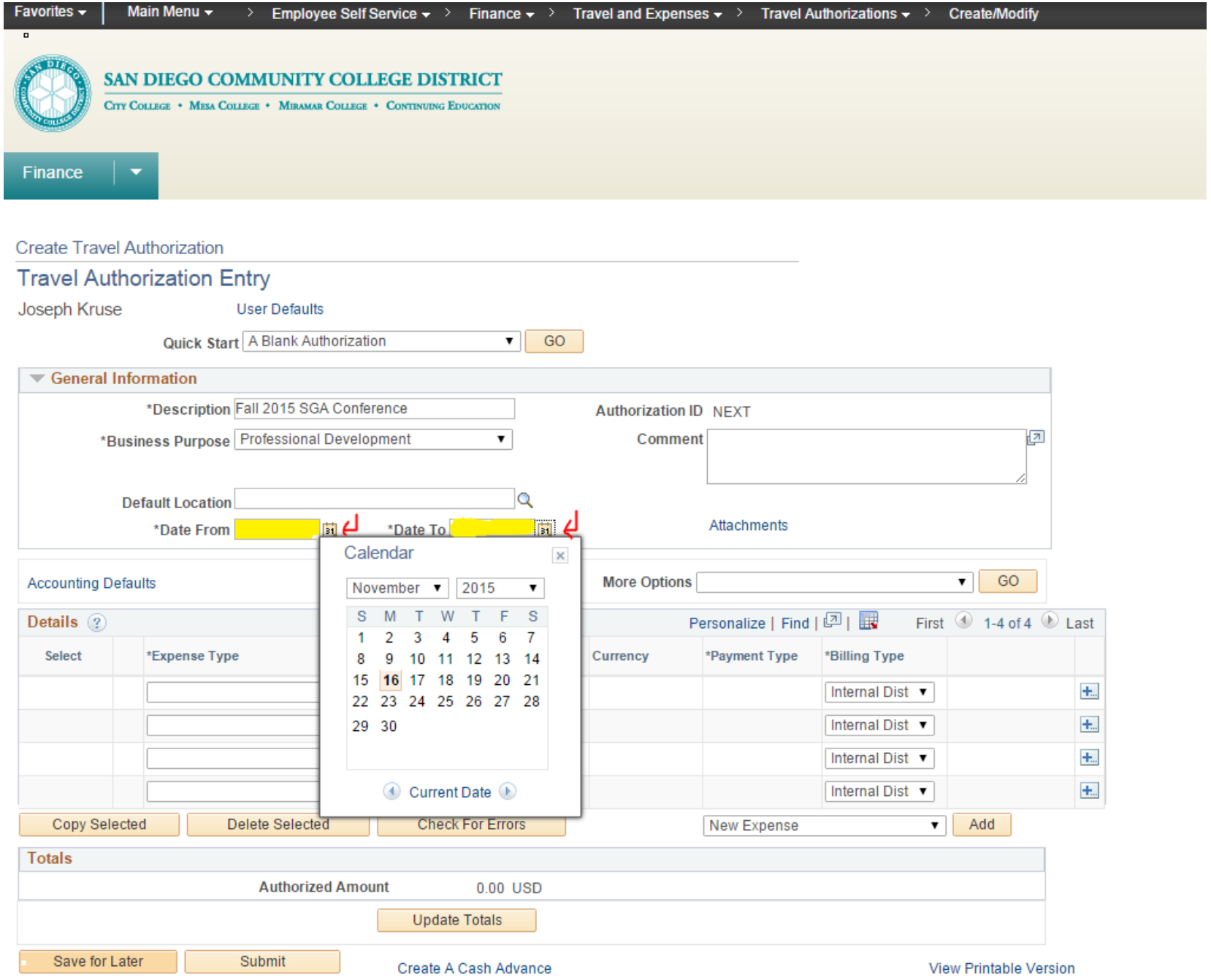
Navigate to the Travel Authorization screen from the home page by selecting: Menu/Finance Service Center/Travel & Expense/Travel Authorization



Be sure that the "Add a New Value" tab is highlighted and then click the "Add" button to create a new Travel Authorization. *If you are inputting travel as a delegate for another person, be sure that the ID # shown in the Employee ID field is the ID # of the traveler.

Input information into the “Description” field, select the appropriate “Business Purpose,” and choose the “Date From” & “Date To”




Favorites
Main Menu
Employee Self Service
Finance
Travel and Expenses
Travel Authorizations
Create/Modify
SAN DIEGO COMMUNITY COLLEGE DISTRICT
City College • Mesa College • Miramar College • Continuing Education
Finance
Create Travel Authorization
Travel Authorization Entry
Joseph Kruse
User Defaults
Quick Start
A Blank Authorization
GO
General Information
*Description
Fall 2015 SGA Conference
*Business Purpose
Professional Development
Authorization ID NEXT
Comment
Default Location
*Date From
*Date To
Attachments
Calendar
November
2015
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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
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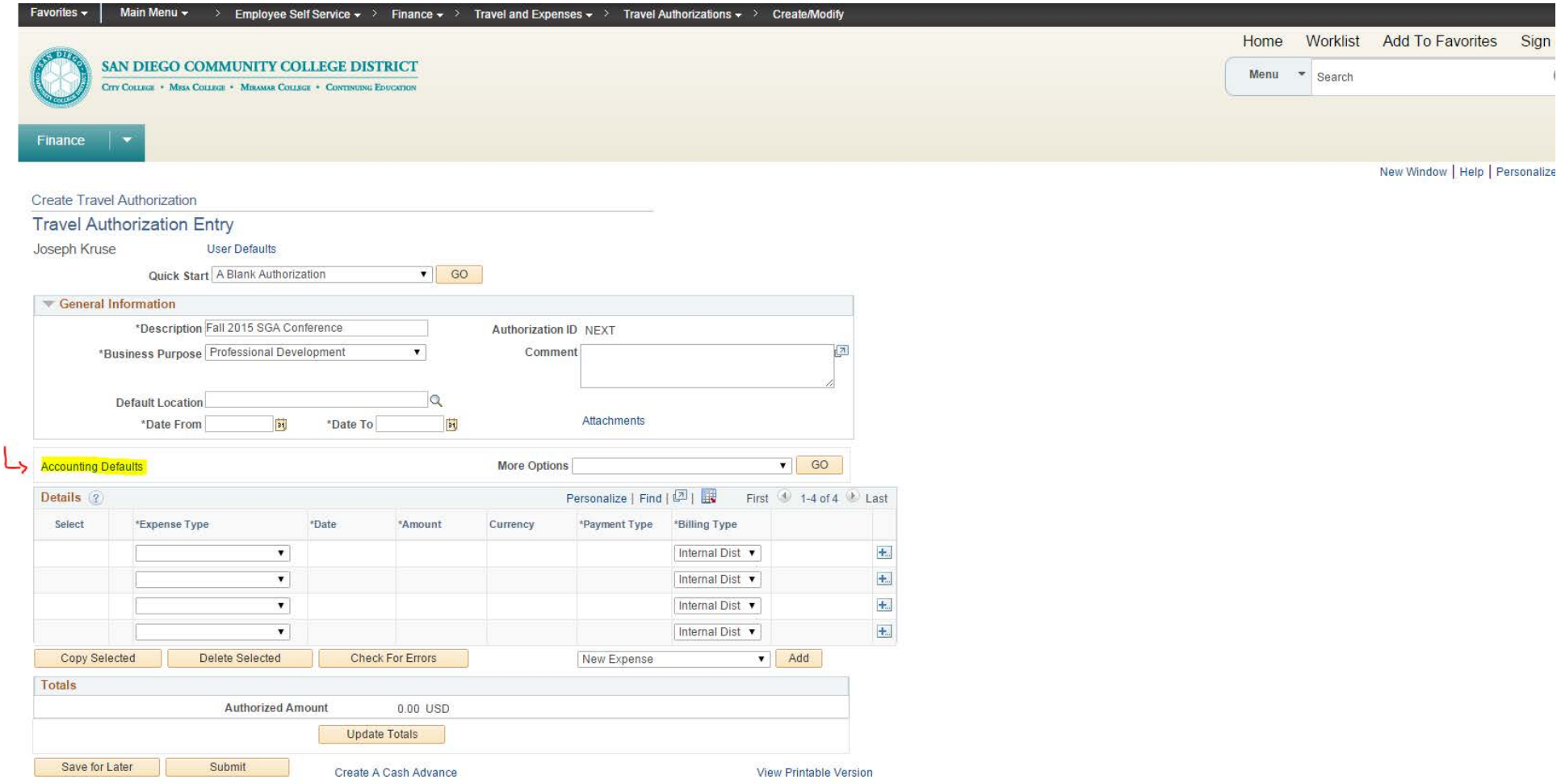
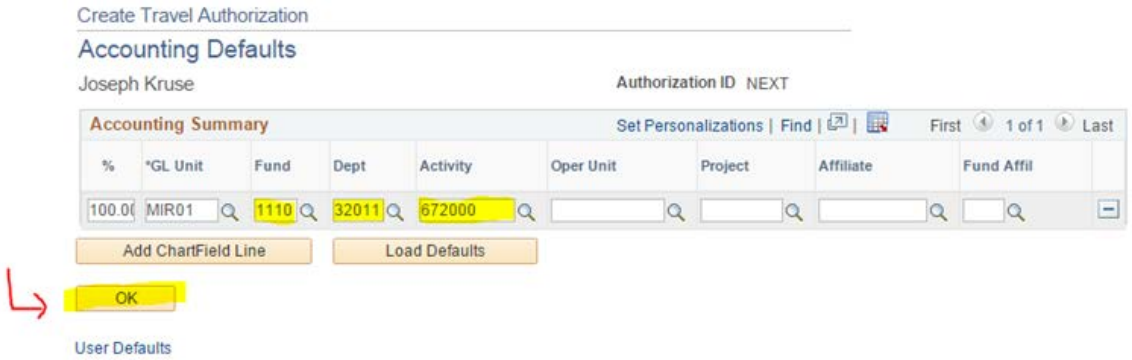
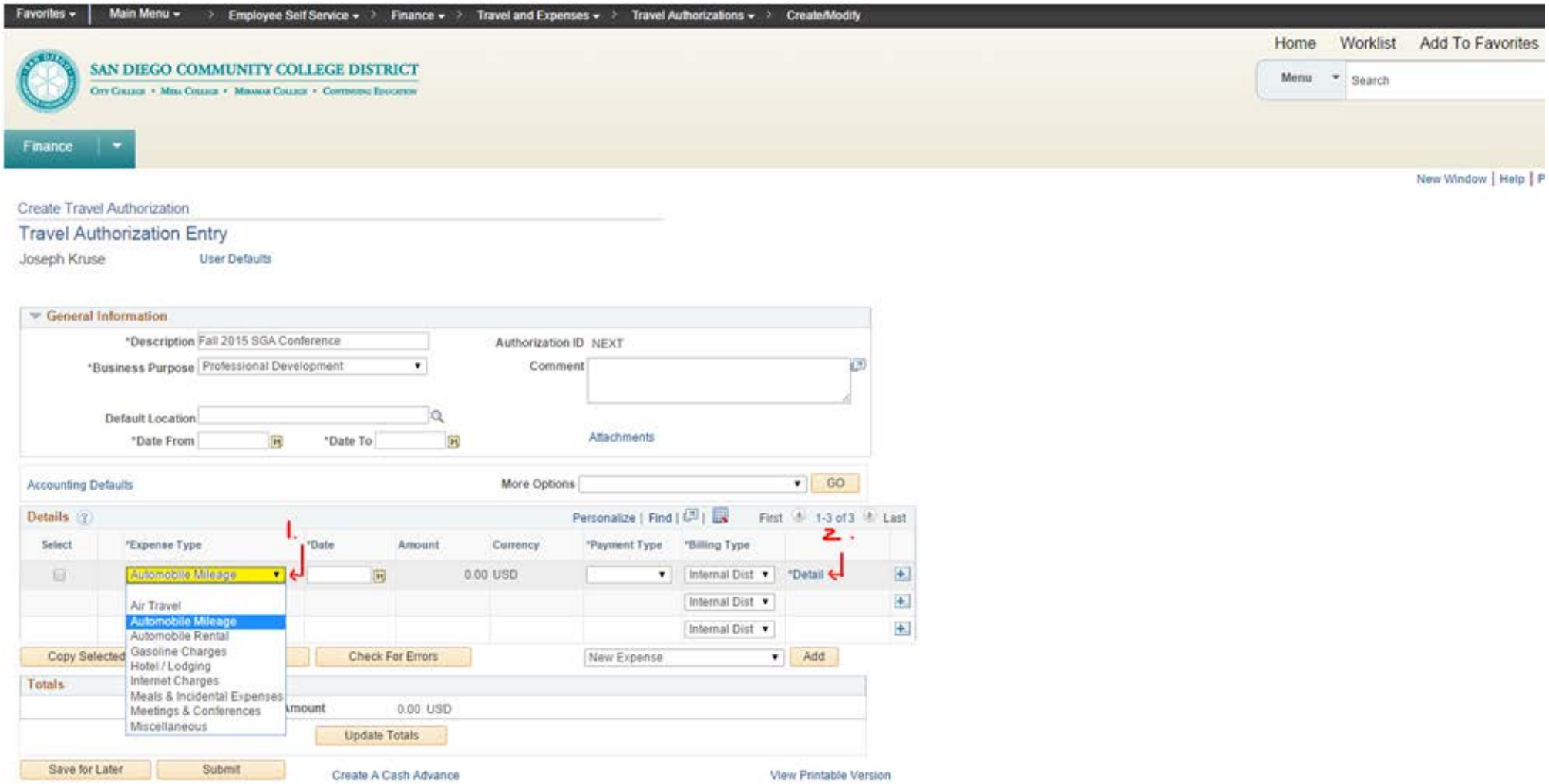
Accounting Defaults
More Options
GO
Details
Personalize | Find |
First 1-4 of 4 Last
Select
*Expense Type
Currency
*Payment Type
*Billing Type
Internal Dist
Copy Selected
Delete Selected
Check For Errors
New Expense
Add
Totals
Authorized Amount 0.00 USD
Update Totals
Save for Later
Submit
Create A Cash Advance
View Printable Version

Select the "Accounting Defaults" link to identify the budget number that should be charged for this travel. Input the correct Fund, Department & Activity Budget number information in the fields provided.

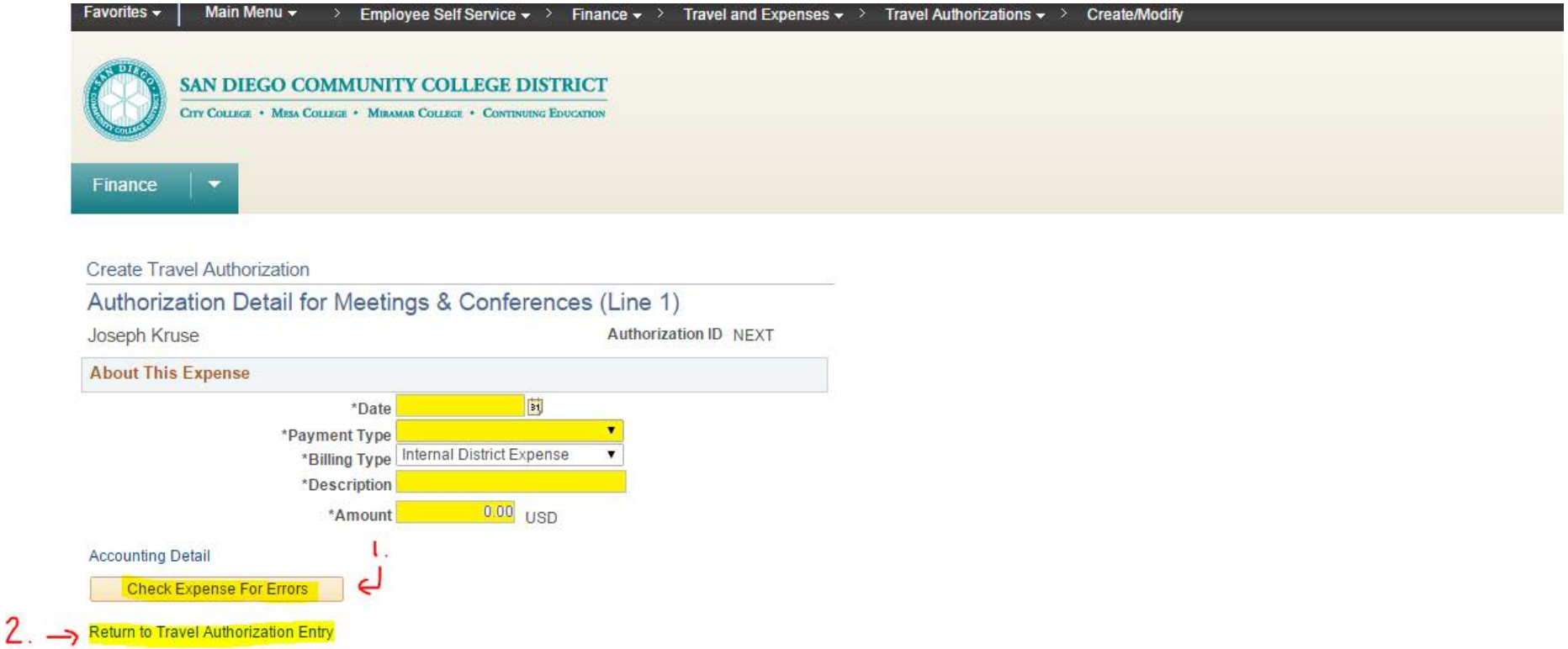




Select an expense type from the drop down menu and click on the “Details” link



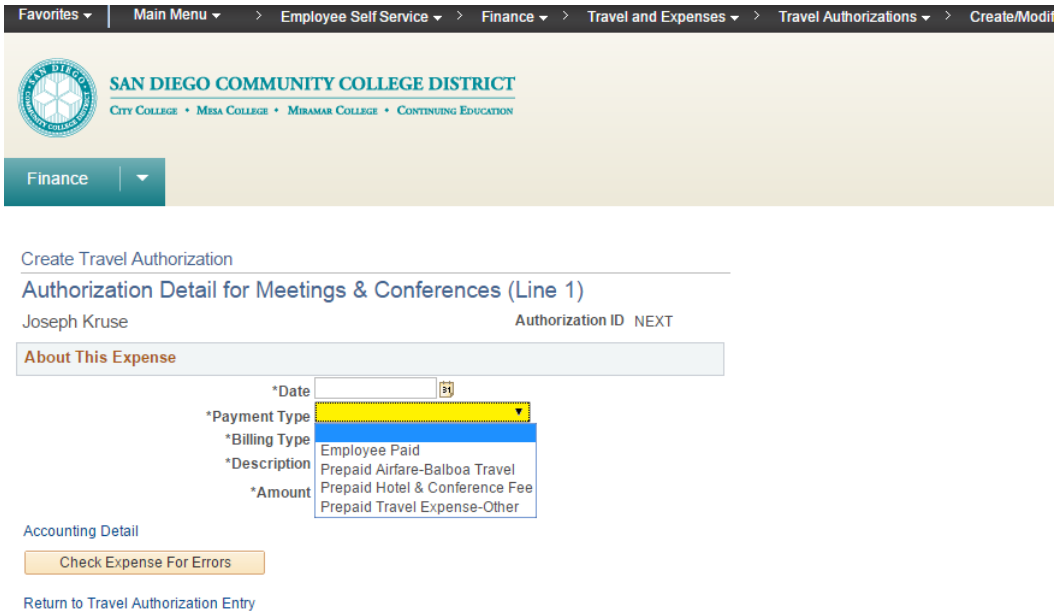
Fill out all required asterisked (*) fields, select "Check Expense Errors," and click "Return to Travel Authorization Entry."



NOTE REGARDING "PAYMENT TYPE" FIELD:

1. **Use the "Employee Paid" option for any personal reimbursement or if you will request a Cash Advance from the District.**

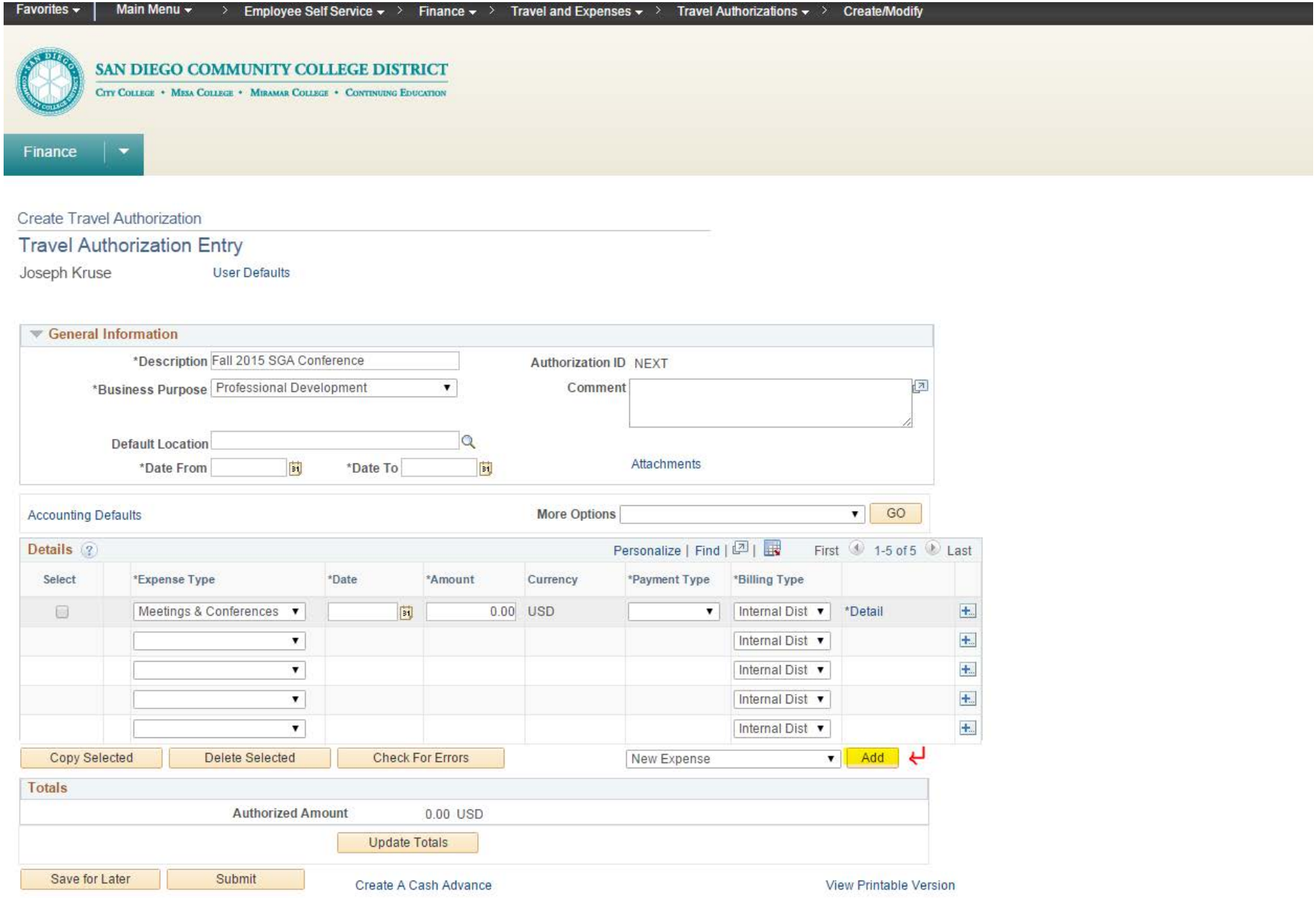
2. **Use the "Prepaid" option to request that the District issue payment in advance**



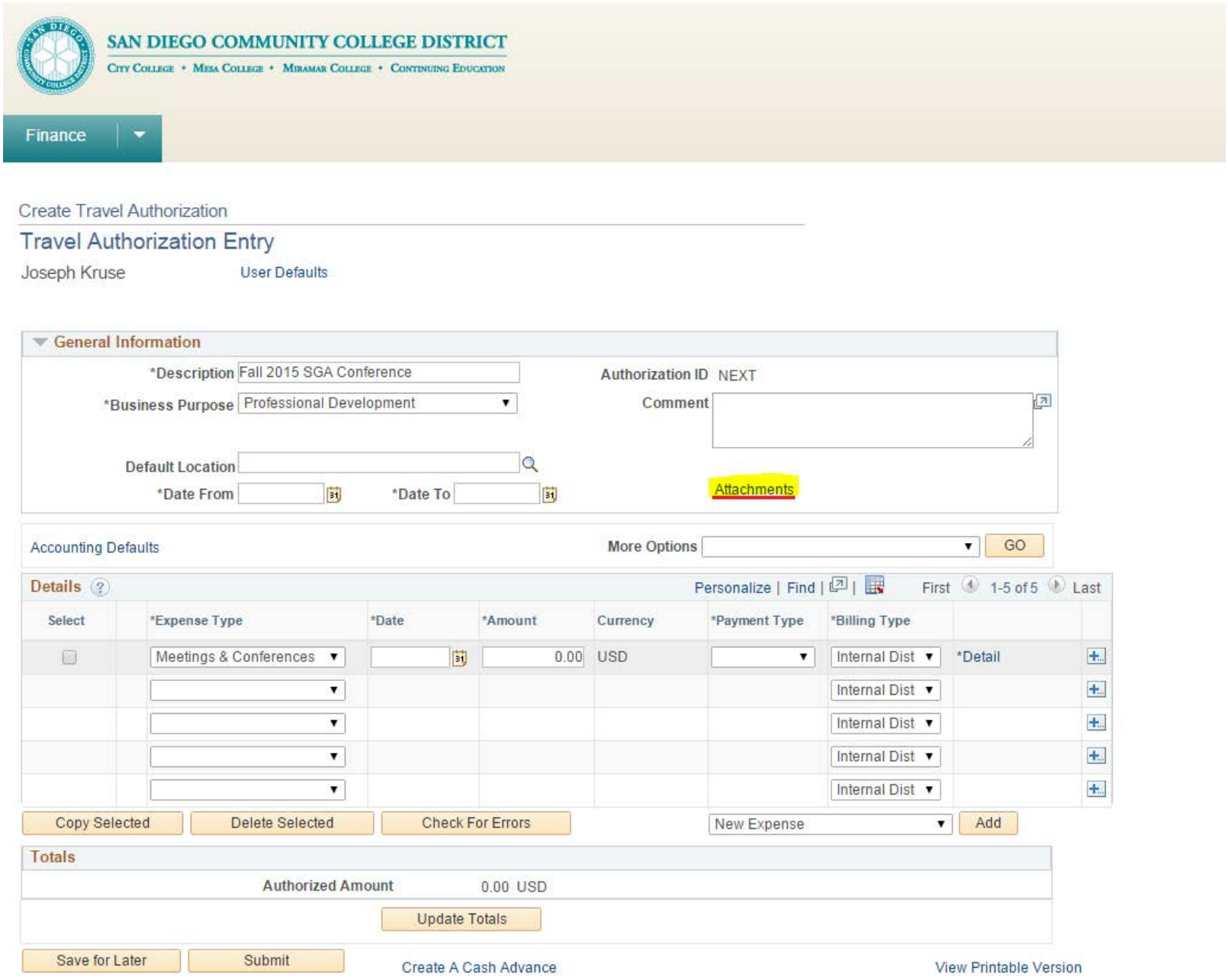
Continue entering "Expense Types" until all expenses associated with the travel are listed. To add extra Expense lines, select the "Add" New Expense button.

***NOTE REGARDING MEALS: The District only provides reimbursement for meals that are not provided by the meeting /conference that you plan to attend. Breakfast: $10.00, Lunch: $15.00, Dinner: $21.00**

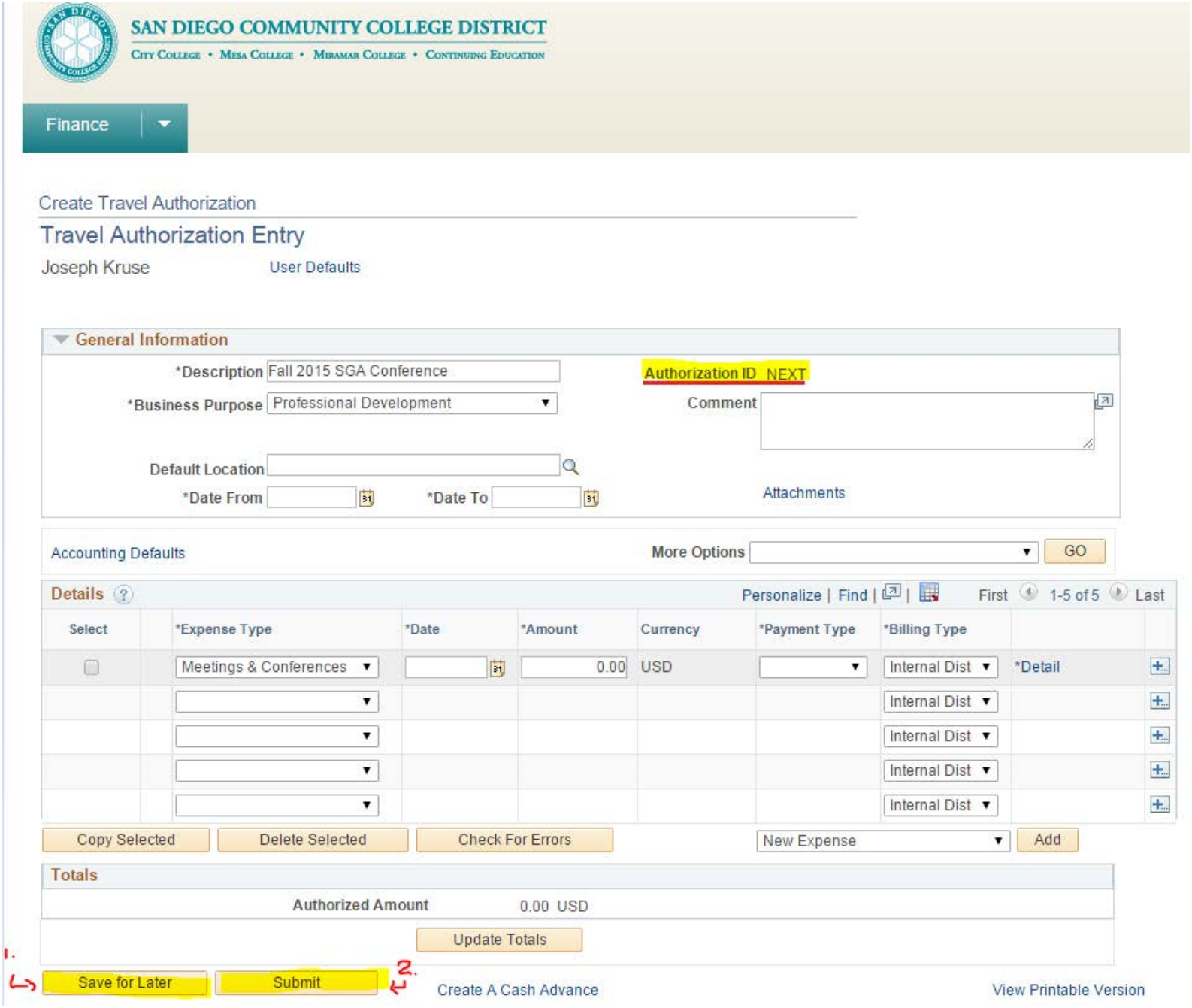
***NOTE REGARDING MISCELLANEOUS EXPENSES: Parking, Shuttle, Taxi, Baggage Fees, etc. should all be recorded as the "Miscellaneous" Expense Type**



Scan and attach all supporting documentation for each expense listed in a single file. If available/appropriate, be sure to include: Conference Agenda, Conference Registration, Air Travel reservation receipt/quote, Automobile rental receipt/quote, Hotel receipts/quote, Google Map documents that support any automobile mileage, etc.



When all Expenses have been listed and supporting documentation has been attached, select "Save for Later", note the assigned Authorization ID and click "Submit."



FINAL NOTE: For any expenses that will be prepaid by the District or if any funds will be advanced directly to the traveler, please continue the travel process by completing a separate "Payment Request" and/or "Cash Advance" in PeopleSoft. Please call Joe Kruse at 619-388-7401 for further instruction.