

## Create a Travel Authorization:

- 1) On CUNYfirst Home page, select [Employee Self Service](#)

BMCC CUNYfirst Home

Employee Self Service

ME TO THE CUNYfirst

Click here for CUNY's latest health & safety guidance

BMCC Announcements

Borough of Manhattan Community College Announcements - Click to View

CUNY Holiday Schedule

|                      |                        |
|----------------------|------------------------|
| Monday, 5/30/2022    | Memorial Day           |
| Monday, 6/20/2022    | Juneteenth (Observed)  |
| Monday, 7/4/2022     | Independence Day       |
| Monday, 9/5/2022     | Labor Day              |
| Monday, 10/10/2022   | Columbus Day           |
| Thursday, 11/24/2022 | Thanksgiving           |
| Friday, 11/25/2022   | Day After Thanksgiving |

CUNYfirst Maintenance

April 18 Campus Solutions upgrade completed. CUNYfirst now available. April 23 Monthly Maintenance CANCELED

Apply To CUNY

CUNY Alert

- 2) Select ["ESS Travel and Expenses"](#)

BMCC Employee Self Service

HCM CUNY Menu

HCM CUNY Reporting Tools

Finance CUNY Reporting Tools

ESS Travel and Expenses

Finance Approvals

HCM Approvals

Delegations

My Wallet

0 Wallet Transactions

Careers

Company Directory

Payroll

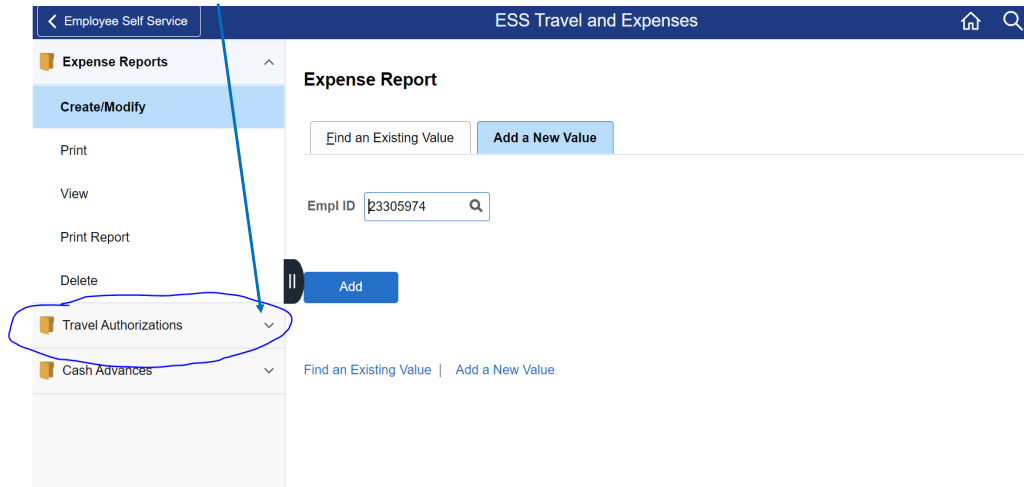
Personal Details

Talent Profile

Recruiting Related Tasks

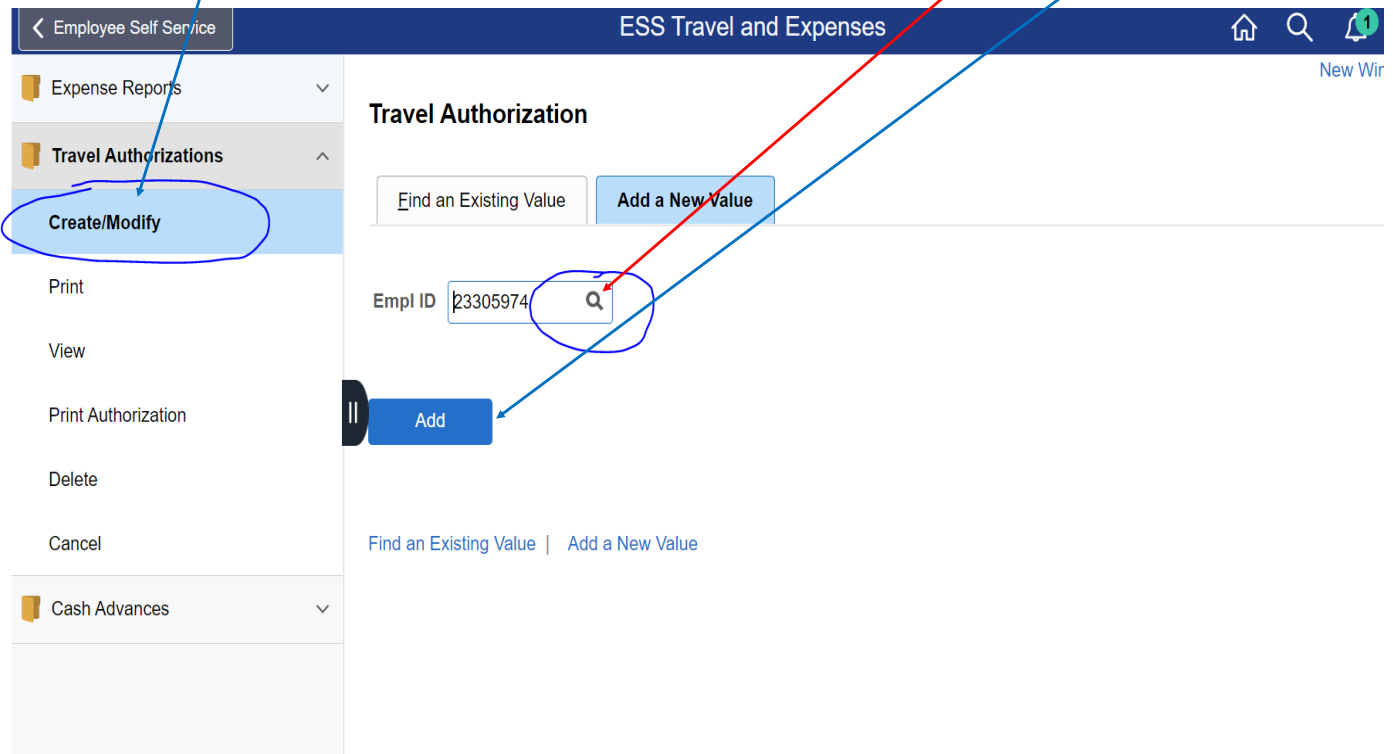
Resign/Retire

3) Click [Travel Authorization](#) to expand the menu



4) Click [Create / Modify](#) => your employee ID will automatically appear in the box, then click ["Add"](#)

Note: For a Proxy => to choose a different employee ID by clicking the [magnifying glass](#)



- 5) A **blank travel authorization form** will open
- 1 - Select the "**Business Purpose**" from the drop down list
  - 2 - Enter "**Description**" for the trip
  - 3 - Look up "**Default Location**" (click the magnifying glass and follow screen shots below)

## Create Travel Authorization

Rita Sun ?

GLBI

\*Business Purpose  (1)

\*Description  (2)

Default Location  (3)

\*Date From   \*Date To

Projected Expenses ?

Expand All | Collapse All Add: |

\*Date   \*Expense Type

Description

\*Payment Type

254 characters remaining

Expand All | Collapse All

- 5-3) Click "**Advanced Lookup**"

FSS Travel and Expenses

Look Up Default Location

Search by: Expense Location  begins with

Search Results

Only the first 300 results can be displayed.

View 100   1-300 of 300

| Expense Location | Description      |
|------------------|------------------|
| 10001            | AL ABBEVILLE     |
| 10002            | AL ABERFOIL      |
| 10003            | AL ABERNANT      |
| 10004            | AL ADDISON       |
| 10005            | AL AKRON         |
| 10006            | AL ALABASTER     |
| 10007            | AL ALBERTA       |
| 10008            | AL ALBERTVILLE   |
| 10009            | AL ANDERSON CITY |

5-3 cont.) Go to "Description" => Select **"contains"** from the drop down list

Enter the **name of the city** in the box on the right

then click **"Search"**; a list of location will list at the bottom. **Select the location from the list** and it will appear in the **"Default Location" Box**

**Look Up Default Location**

SetID: \_\_\_\_\_ SHARE: \_\_\_\_\_

Expense Location: begins with \_\_\_\_\_

Description: contains **orlando**

**Search** Clear Cancel Basic Lookup

Search Results

View 100 | 1-3 of 3

| Expense Location | Description |
|------------------|-------------|
| <b>14266</b>     | FL ORLANDO  |
| 32071            | OK ORLANDO  |
| 39787            | WV ORLANDO  |

6) Enter the **"Date From" & "Date To"** for the trip

New Window | Help | Personalize Page

**Create Travel Authorization**

Rita Sun

GL Bu: \_\_\_\_\_

\*Business Purpose: Conference

\*Description: ABC conference

Default Location: **FL ORLANDO**

\*Date From: **05/09/2022** \*Date To: **05/11/2022**

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

\*Date: \_\_\_\_\_ \*Expense Type: \_\_\_\_\_ Description: \_\_\_\_\_ \*Payment Type: \_\_\_\_\_

254 characters remaining

Expand All | Collapse All

7) **Enter the projected expenses**  
 For " **Expense Type** " => If your trip is funded by PSC (e.g.. **Faculty** is funded by PSC, **Administrative staffs**=> need to consult your supervisor to find out if your trip is funded by PSC or Non-PSC (e.g. Faculty) **PSC** => Please select expense type begin with "PSC" from the drop down list (except for **conference fee** => please select "1 Conference registration fee")  
**Non- PSC** => Please select expense type begin with "Non PSC" from the drop down list (except for **conference fee** => please select "1 Conference registration fee")  
**Note:** Please use Per Diem rate for breakfast, Lunch and dinner. (https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-files)

For " **Payment Type** " => for **Conference Fee** - please select "Non- reimbursable" => you need to submit a requisition in CUNYfirst for conference fee and it will be paid by the college.  
 => for **expenses paid out of pocket** => please select "Empl Paid"

[New Window](#) | [Help](#) | [Personalize Page](#)

## Travel Authorization

Actions

GL Business Unit

\*Business Purpose

Default Location

\*Description

\*Date From  \*Date To

Expenses ?  
Collapse All

Add: | Quick-Fill

Attachments

Totals (1 Line)

\*Date  \*Expense Type

\*Description

\*Payment Type

245 characters remaining

Billing Type

\*Travel To

Ticket Number

Accounting Details ?

## 8) Enter the amount

### ESS Travel and Expenses

[Home](#) [Search](#) [Notifications](#) [Menu](#)

GL Business Unit

Business Purpose

Default Location

Description

\*Date From  \*Date To

Attachments

Add: | Quick-Fill

Totals (1 Line)

\*Expense Type

\*Description

\*Payment Type

\*Amount

245 characters remaining

Billing Type

\*Travel To

Ticket Number

Accounting Details ?

9) Click the **triangle** on the left hand side of "Accounting Detail" and it will open up the Chartfield

ESS Travel and Expenses

GL Business Unit BMC01

Purpose: Conference  
Description: ABC conference  
Default Location: FL ORLANDO  
\*Date From: 05/09/2022 \*Date To: 05/11/2022

Add: | Quick-Fill

Attachments

Totals (1 Line)

| *Expense Type             | *Description                          | *Payment Type | *Amount |
|---------------------------|---------------------------------------|---------------|---------|
| PSC Commercial air travel | Air fares<br>245 characters remaining | Empl Paid     | 300     |

Billing Type: Empl Paid  
\*Travel To: FL ORLANDO  
Ticket Number:

Accounting Details ?

10) Please check the **chartfield** (Dept. code, MP code, Program code, Oper. Unit, Funding Source, and Account code) to make sure it is correct  
Change the **Account code** to one of the followings

- PSC (Out of Town Travel) => 52203
- Non PSC (Out of Town Travel) => 52253
- PSC (Local Travel) => 52002
- Non PSC (Local Travel) => 52052

ESS Travel and Expenses

Projected Expenses ? Attachments

Expand All | Collapse All Add: | Quick-Fill

\*Date: 04/09/2022 \*Expense Type: PSC Commercial air travel \*Description: Air fares \*Payment Type: Empl Paid  
245 characters remaining

Billing Type: Empl Paid  
\*Travel To: FL ORLANDO  
Ticket Number:

Accounting Details ?

Chartfields

| Amount | *GL Unit | Account | Oper Unit | Fund | Dept  | Program | MP  |
|--------|----------|---------|-----------|------|-------|---------|-----|
| 300.00 | BMC01    | 52203   | 9999      | 10   | 80045 | 99999   | 355 |

Expand All | Collapse All

11) You have completed the first line of your expense; please click the "+" sign to add additional expense items.

ESS Travel and Expenses

Totals (1 Line) 300.00 USD

\*Description: Air fares (245 characters remaining)  
\*Payment Type: Empl Paid  
\*Amount: 300.00  
Currency: USD

| Account | Oper Unit | Fund | Dept  | Program | MP  | Special Initiatives | PC Bus Unit | Project |
|---------|-----------|------|-------|---------|-----|---------------------|-------------|---------|
| 03      | 9999      | 10   | 80045 | 99999   | 355 | 9999                |             |         |

12) If there is an error; you will see a red flag and the error will be the "box" or "item" highlighted in red. You need to correct the error before you submit the Travel Authorization for approval.

Projected Expenses

\*Description: PSC Commercial air travel (245 characters remaining)  
\*Expense Type: PSC Commercial air travel  
\*Payment Type: Empl Paid  
Date: 04/09/2022 (Red flag)  
Billing Type: Empl Paid  
\*Travel To: FL ORLANDO  
Ticket Number: [Empty]

Accounting Details

Chartfields

| Amount | *GL Unit | Account | Oper Unit | Fund | Dept  | Program | MP  |
|--------|----------|---------|-----------|------|-------|---------|-----|
| 300.00 | BMC01    | 52203   | 9999      | 10   | 80045 | 99999   | 355 |

13) After you enter all of the expenses line items; please **attach** the [conference announcement / initial documents](#)

ESS Travel and Expenses

New Window | Help | Personalize Page

### Modify Travel Authorization

Rita Sun ?

GL E

\*Business Purpose: Conference

\*Description: ABC Conference

Default Location: FL ORLANDO

\*Date From: 05/09/2022 \*Date To: 05/11/2022

Autho

Attachments

14) You can always save the Travel Authorization and complete it later by clicking the "**save for Later**" icon. If you complete the Travel Authorization and are ready to submit it for approval, click "**Summary/ and Submit**"

ESS Travel and Expenses

New Window | Help | Personalize Page

Actions: ...Choose an Action GO

GL Business Unit: BMC01

Authorization ID: 0000020915 Pending

Default Location: FL ORLANDO

\*Date From: 05/09/2022 \*Date To: 05/11/2022

Attachments

| *Description | *Payment Type | *Amount | Currency |
|--------------|---------------|---------|----------|
| * Air fares  | Empl Paid     | 300.00  | USD      |

Totals (2 Lines) 314.00 USD



- 15) A summary of your Travel Authorization will appear; please review it and if everything looks good,  
=> **check the box** - "By checking this box, I certify these costs are reasonable estimates and comply with expense policy"  
=> click [Submit Travel Authorization](#) and it will be routed to your supervisor for approval.

ESS Travel and Expenses New Window | Help | Personalize Page

### Modify Travel Authorization

Rita Sun

\*Business Purpose: Conference  
\*Description: ABC Conference  
Default Location: FL ORLANDO  
\*Date From: 05/09/2022  
\*Date To: 05/11/2022

Totals ? [View Printable Version](#) [Notes](#)

|                                |            |                   |          |
|--------------------------------|------------|-------------------|----------|
| Projected Expenses (2 Lines)   | 314.00 USD | Denied Expenses   | 0.00 USD |
| <b>Total Authorized Amount</b> |            | <b>314.00 USD</b> |          |

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

[Submit Travel Authorization](#)