



Travel Authorization & Travel Cash Advance Full-Service Data Entry + PeopleSoft Approvals

Travel Authorization and Travel Cash Advance Request Processes Full-service Disbursement Center for Travel Customers who Use PeopleSoft to Approve

This document applies to UVM departments/employees who use the Disbursement Center to create/submit travel authorizations and travel cash advances, but then handle the approval process on their own in PeopleSoft

Approved travel authorizations are required for:

- x Travel outside of the United States or Canada
- x A Travel Cash Advance

Instructions

1. Traveler emails the following information travel@uvm.edu at least 2 weeks prior to the travel departure date
 - o Who: Traveler name and employee ID
 - o What: List the anticipated expenses/amounts to be advanced/reimbursed
 - o Where: Location of travel and/or expenses
 - o When: Dates of travel and/or when expenses will occur
 - o Why: Business purpose of travel and/or expenses
 - o How: Indicate how you would like to receive the advance and/or reimbursements: (a) direct deposit, (b) pick up cash from the Treasury Services Office
 - o Valid Chartstring: If you are a former ABSC traveler we will accept the chartstring name or nickname provided in your department chartstring list from the ABSC
2. Disbursement Center creates the travel authorization and travel cash advance in PeopleSoft.
3. The Travel Authorization [and Travel Cash Advance] request will be assigned a unique Reference Number and routed for approval via PeopleSoft workflow based on the authorized approver for the department listed in the Travel Authorization chartstring.
4. Approvers must ensure that the Travel Authorization is completed and approved before approving any Travel Cash Advance that may be necessary for that same trip.
5. Follow the [PeopleSoft Travel Approval Use Guide \(PDF\)](#) for detailed instructions on how to approve travel in PeopleSoft

