Travel Authorizations (VE5)

How to Create and Process VE5 Documents
Electronic Travel Authorizations

Basic Concepts

How to create a Request for Travel Authorization (RTA)

Travel Resources
BASIC CONCEPTS

Primary Purpose –
Approve Absence from headquarters for UT Business Purposes

Secondary Purpose –
Approve accounts which may be used for travel reimbursements and/or centrally billed airfare
BASIC CONCEPTS

Routes first to primary academic appointment (for employees) –

to approve absence from headquarters

Routes next to all encumbered accounts –

to approve accounts which may be used for travel reimbursements and/or centrally billed airfare
BASIC CONCEPTS

Any business absence from UT campus or other designated headquarters
- half day or more
- whether or not there is a cost

Authorization should be approved before travel begins
BASIC CONCEPTS

Who uses an RTA?

- UT Employees
- UT Students
- Non-Employees
- Prospective Employees
BASIC CONCEPTS

UT employees may have “no cost” travel authorizations for business purposes. Otherwise an account and amount are required.
BASIC CONCEPTS

Non-employees, non-employed students and prospective employees cannot have "no cost" authorizations. An account and amount are required.
BASIC CONCEPTS

UT employees and students have the option of providing their estimated expenses.

Non-employees and prospective employees are required to provide their estimated expenses.
BASIC CONCEPTS

Some destinations require special information to approve an RTA:

- *Travel to Washington, D.C.*
- *Foreign travel on state funds*
BASIC CONCEPTS

Who approves an RTA?

- RTAs for employees – absence approved by a supervisor (someone over their position)
Who approves an RTA?

- RTAs for employees – absence approved by a supervisor (someone over their position)
- RTAs for employees, nonemployees, students and prospective employees – by people who approve the accounts on an RTA
BASIC CONCEPTS

Who approves an RTA?

• The **Faculty Travel Grant** account should be listed on the RTA if it is being used, but must be separately approved by the Faculty Travel Grant coordinator.

Who approves an RTA?

- Travel to restricted regions must receive special approvals by the International Oversight Committee:
  - [http://world.utexas.edu/risk/travelpolicy](http://world.utexas.edu/risk/travelpolicy)
How to Create an RTA (VE5)
How to Create an RTA (VE5)

You must be authorized with Update or Super status for the **VE5** command.

You must also use the official travel rules and regulations when completing this document:

- [Handbook of Business Procedures, Part 11](#)
- [Travel Rules and Regulations Slideshow](#)
How to create an RTA (VE5)

1) Type **new** in the **Action** field.

2) Type **01** in the **Format** field.

3) Press **ENTER**.
Travel Authorization

>> Enter additional information or enter an ACTION. <<

*DEFINE
REQUEST FOR TRAVEL AUTHORIZATION - VE5

Command: VE5  Account: __________  Misc: _______________
Month: SEP

Status: -- COVER SHEET --

Action: ___  Summary: __________________________________________________

Created: 09/17/11 by ACGEM -

Travel Dates: Begin: ______  End: ______  Voucher Date: ______  DTN: _______

RTA Nbr: __________  Designated HQ: ______________________________

Vendor ID:   UT EID: ________ MC: ___  Name:

Traveler Type: _  Title: _______________________  State VID:

SECTIONS:

_ 1 Destination Code  Locale  Description

_ 2 Purpose of Travel:

   Benefits to UT: __  __
   Disposition of Duties: __  __
   W Washington DC Travel:

_ 3 Account Information  No Cost to UT: __

_ 4 Define Codes (Optional)  _ 5 Traveling with Students:

-- 0 UT Austin  ------ PFI=Options  ------ PF8=Exit  ------ 9/17/11 10:49 AM --
Travel Authorization

>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Accoun: ___________________________ Month: SEP
==============================================================================
Status: ___________________________________________________________________
Action: NEW Summary: ______________________________________________________
Created: 09/17/11 by ACGEM -
Format: 01 ___ Template: __________________
Travel Dates: Begin: ______ End: ______ Voucher Date: ______ DTN: _______
RTA Nbr: __________ Designated HQ: ________________________________
Vendor ID: ________ UT EID: ________ MC: ___ Name: ___________________
Traveler Type: _ Title: ____________________________ State VID: __________
SECTIONS:
_ 1 Destination Code Locale Description

_ 2 Purpose of Travel: __ Benefits to UT: __ Disposition of Duties: __
_ W Washington DC Travel: ___
_ 3 Account Information No Cost to UT: __
_ 4 Define Codes (Optional) _ 5 Traveling with Students:

Type **NEW** in the **Action** field.
Type **01** in the **Format** field.
**Travel Authorization**

**CREATION OF DOCUMENT X0VE5968214 SUCCESSFULLY COMPLETED; CONTINUE**

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12*

Command: VE5  Account: __________  Misc: _______________  Month: SEP

Status: CREATED  -- COVER SHEET --

Action: ___  Summary: DOCUMENT IN PROGRESS______________________________

Created: 09/17/11 by ACGEM - MARTT, GARY E

Format: 01___  Template:  __________  Process Date: 

Travel Dates: Begin: ______  End: ______  Voucher Date: 081710  DTN: _______

RTA Nbr: TV11597646  Designated HQ: UT AUSTIN_____________________

Vendor ID: UT EID: ________  MC: ___  Name: _______________________

Traveler Type: _  Title: _______________________  State VID:

**SECTIONS:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Destination Code</td>
<td>Locale</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Purpose of Travel:</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Benefits to UT:</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Disposition of Duties:</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>W Washington DC Travel:</td>
<td>+</td>
</tr>
<tr>
<td>3</td>
<td>Account Information</td>
<td>No Cost to UT:</td>
</tr>
<tr>
<td>4</td>
<td>Define Codes (Optional)</td>
<td>5 Traveling with Students:</td>
</tr>
</tbody>
</table>

--- 0 UT Austin  ------ PF1=Options ------ PF8=Exit ------ 9/17/11 11:01 AM ---

--- Document ID Number is assigned. ---

--- RTA Number is assigned. ---
旅 行 审 批 通 知

>>Update to document X0VE5968214 successfully completed; continue<<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Account: __________ Misc: _______________ Month: SEP
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: X0VE5968214
Action: ___ Summary: DOCUMENT IN PROGRESS______________________________
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01___ Template:                 Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _______
RTA Nbr: TV11597646  Designated HQ: UT AUSTIN__________________________
Vendor ID:   UT EID: ?_______ MC: ___   Name:
Traveler Type: _ Title: _______________ State VID:
SECTIONS:
_ 1 Destination Code   Locale             Description
____
_ 2 Purpose of Travel:   + Benefits to UT:   +
   Disposition of Duties:   +
_ W Washington DC Travel:
_ 3 Account Information   No Cost to UT: _
_ 4 Define Codes (Optional) _ Traveling with Students:

-- 0 UT Austin 12:54 PM --

Enter information on the top half of the cover sheet: Travel Dates, Traveler UT EID, Traveler Type and Title.
A ? in the UT EID field of the cover sheet opens this search window. In this example, we are searching for someone whose last name is “Einstein”.

No records meet your search criteria.

Selection: __
Search and List Entities by:
Name: EINSTEIN________________________
EID or Vendor ID: ____________________

Expand Display to show 'A'dresses, 'N'ames 'I'dentifiers, or 'P'ointers
Name ID Type: UN Vendor EID:

Press CLEAR to exit
Travel Authorization

This will list all UT Vendor names starting from Einstein. Enter an A next to the name you’re seeking to see their addresses.

<table>
<thead>
<tr>
<th>Press ENTER to page forward.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection:</td>
</tr>
<tr>
<td>Search and List Entities by:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>EID or Vendor ID: ____________________</td>
</tr>
<tr>
<td>Expand Display to show 'A'dresses, 'N'ames</td>
</tr>
<tr>
<td>'I'dentifiers, or 'P'ointers</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
</tbody>
</table>
To select an address/mail code mark with an X

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>St</th>
<th>Zip</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  CAMPUS MAIL</td>
<td>AUSTIN</td>
<td>TX</td>
<td>78712</td>
<td>000</td>
</tr>
<tr>
<td>2  X 2001 W CLARKE AVE</td>
<td>AUSTIN</td>
<td>TX</td>
<td>78705000003</td>
<td>001</td>
</tr>
</tbody>
</table>

Now select the payment address with an X.
Travel Authorization

Please select a job title for: __
Name: 

<table>
<thead>
<tr>
<th>Job Titles</th>
<th>% Time</th>
<th>Account</th>
<th>Faculty?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSOR</td>
<td>100.00</td>
<td>2600000012</td>
<td>Y</td>
</tr>
</tbody>
</table>

If the traveler has current appointments, their job titles will be displayed. Choose the one for this trip.
Travel Authorization

Update to document X0VE5968214 successfully completed; continue<<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Account: __________ Misc: ______________ Month: SEP
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: X0VE5968214
Action: ___ Summary: DOCUMENT IN PROGRESS
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01___ Template: 
Process Date: 
Travel Dates: Begin: 09/23/11 End: 09/27/11 Voucher Date: 09/17/11 DTN: _______
RTA Nbr: TV09597646 Designated HQ: UT AUSTIN_____________________
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: ? Title: ___________________ State VID: 24555555555
SECTIONS:
_ 1 Destination Code Locale Description
_ 2 Purpose of Travel: __ Benefits to UT: __ +
   Disposition of Duties: __ +
_ W Washington DC Travel: +
_ 3 Account Information No Cost to UT: __
_ 4 Define Codes (Optional)
_ 5 Traveling with Students:

If the traveler does not have a current appointment, enter ? to select the Traveler Type.
Choose the type that applies to the traveler.
If no title is displayed or if you wish to change the title, you may update this field.
Once all information has been provided on the top of the cover sheet, provide the Section information: Destination, Purpose, Benefits, Duties, Washington, D.C. (if it is a destination), Account and Student Information.
At least one destination code is required. You can enter the 5-character code or a ? to see what codes are available.
List of City Codes in the U.S.

<table>
<thead>
<tr>
<th>Nr</th>
<th>State</th>
<th>City Code</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alabama</td>
<td>ALANN</td>
<td>ANNISTON</td>
<td>CALHOUN</td>
</tr>
<tr>
<td>2</td>
<td>Alabama</td>
<td>ALAUB</td>
<td>AUBURN</td>
<td>LEE</td>
</tr>
<tr>
<td>3</td>
<td>Alabama</td>
<td>ALBAY</td>
<td>BAYOU LA BATRE</td>
<td>MOBILE</td>
</tr>
<tr>
<td>4</td>
<td>Alabama</td>
<td>ALBES</td>
<td>BESSEMER</td>
<td>JEFFERSON</td>
</tr>
<tr>
<td>5</td>
<td>Alabama</td>
<td>ALBIR</td>
<td>BIRMINGHAM</td>
<td>JEFFERSON</td>
</tr>
<tr>
<td>6</td>
<td>Alabama</td>
<td>ALCUL</td>
<td>CULLMAN</td>
<td>CULLMAN</td>
</tr>
<tr>
<td>7</td>
<td>Alabama</td>
<td>ALDAU</td>
<td>DAUPHIN ISLAND</td>
<td>MOBILE</td>
</tr>
<tr>
<td>8</td>
<td>Alabama</td>
<td>ALDOT</td>
<td>DOthan</td>
<td>HOUSTON</td>
</tr>
<tr>
<td>9</td>
<td>Alabama</td>
<td>ALFLO</td>
<td>FLORENCE</td>
<td>LAUDERDALE</td>
</tr>
<tr>
<td>10</td>
<td>Alabama</td>
<td>ALFOR</td>
<td>FORT PAYNE</td>
<td>DEKALB</td>
</tr>
</tbody>
</table>

Press ENTER to Continue, CLEAR to cancel, PF2 to add city.

Destination codes are listed in alphabetical order by state and city.
## Travel Authorization

### List of City Codes in the U.S.

- **Selection:** __
- **Mark to see foreign countries:** _
- **List City by Codes from:** TX -- (State Prefix then City)
- **List by County from:** _______

<table>
<thead>
<tr>
<th>Nr</th>
<th>State</th>
<th>City Code</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Texas</td>
<td>TXABE</td>
<td>ABERNATHY</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Texas</td>
<td>TXABI</td>
<td>ABILENE</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Texas</td>
<td>TXACK</td>
<td>ACKERLY</td>
<td>DAWSON</td>
</tr>
<tr>
<td>4</td>
<td>Texas</td>
<td>TXADD</td>
<td>ADDISON</td>
<td>DALLAS</td>
</tr>
<tr>
<td>5</td>
<td>Texas</td>
<td>TXADR</td>
<td>ADRIAN</td>
<td>OLDHAM</td>
</tr>
<tr>
<td>6</td>
<td>Texas</td>
<td>TXALB</td>
<td>ALBANY</td>
<td>SHACKELFORD</td>
</tr>
<tr>
<td>7</td>
<td>Texas</td>
<td>TXALI</td>
<td>ALICE</td>
<td>JIM WELLS</td>
</tr>
<tr>
<td>8</td>
<td>Texas</td>
<td>TXALL</td>
<td>ALLEN</td>
<td>COLLIN</td>
</tr>
<tr>
<td>9</td>
<td>Texas</td>
<td>TXALP</td>
<td>ALPINE</td>
<td>BREWSTER</td>
</tr>
<tr>
<td>10</td>
<td>Texas</td>
<td>TXALT</td>
<td>ALTO</td>
<td>CHEROKEE</td>
</tr>
</tbody>
</table>

- **Press ENTER to Continue, CLEAR to cancel, PF2 to add city.**

---

**Select the code you want by number.**

**Search by entering the state abbreviation.**

Destination codes are listed in alphabetical order by state and city.
Foreign Countries are listed on a separate table.

<table>
<thead>
<tr>
<th>Nr</th>
<th>State</th>
<th>State Code</th>
<th>City</th>
<th>City Code</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Texas</td>
<td>TXABE</td>
<td>ABERNATHY</td>
<td>HALE</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Texas</td>
<td>TXABI</td>
<td>ABILENE</td>
<td>TAYLOR</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Texas</td>
<td>TXACK</td>
<td>ACKERLY</td>
<td>DAWSON</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Texas</td>
<td>TXADD</td>
<td>ADDISON</td>
<td>DALLAS</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Texas</td>
<td>TXADR</td>
<td>ADRIAN</td>
<td>OLDHAM</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Texas</td>
<td>TXALB</td>
<td>ALBANY</td>
<td>SHACKELFORD</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Texas</td>
<td>TXALI</td>
<td>ALICE</td>
<td>JIM WELLS</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Texas</td>
<td>TXALL</td>
<td>ALLEN</td>
<td>COLLIN</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Texas</td>
<td>TXALP</td>
<td>ALPINE</td>
<td>BREWSTER</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Texas</td>
<td>TXALT</td>
<td>ALTO</td>
<td>CHEROKEE</td>
<td></td>
</tr>
</tbody>
</table>
# Travel Authorization

## List of City Codes outside the U.S.

<table>
<thead>
<tr>
<th>Nr</th>
<th>Country</th>
<th>City Code</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ARUBA</td>
<td>AAORA</td>
<td>ORANJESTAD</td>
</tr>
<tr>
<td>2</td>
<td>ARUBA</td>
<td>AASEA</td>
<td>SEAPORT VILLAGE</td>
</tr>
<tr>
<td>3</td>
<td>ALBANIA</td>
<td>ABTIR</td>
<td>TIRANA</td>
</tr>
<tr>
<td>4</td>
<td>ANTIGUA</td>
<td>ACSTJ</td>
<td>ST.JOHN'S</td>
</tr>
<tr>
<td>5</td>
<td>ARGENTINA</td>
<td>AEBAH</td>
<td>BAHIA BLANCA</td>
</tr>
<tr>
<td>6</td>
<td>ARGENTINA</td>
<td>AEBAR</td>
<td>BARILOCHE</td>
</tr>
<tr>
<td>7</td>
<td>ARGENTINA</td>
<td>AEBUE</td>
<td>BUENOS AIRES</td>
</tr>
<tr>
<td>8</td>
<td>ARGENTINA</td>
<td>AECOR</td>
<td>CORDOBA</td>
</tr>
<tr>
<td>9</td>
<td>ARGENTINA</td>
<td>AEEZE</td>
<td>EZEIAZ</td>
</tr>
<tr>
<td>10</td>
<td>ARGENTINA</td>
<td>AEIGU</td>
<td>IGUAZU</td>
</tr>
</tbody>
</table>

Press ENTER to Continue, CLEAR to cancel, PF2 to add city.

**Note:** Alaska and Hawaii are on the Foreign Countries list.
Travel Authorization

Please fill in as much information as possible to add the city to the destination code table.

City : _________________________
County : _________________________
State  : _________________________
Country: _________________________

Press enter to add or 'CLEAR' to cancel request.

6 ARGENTINA  AEBAR  BARILOCHE
7 ARGENTINA  AEBUE  BUENOS AIRES
8 ARGENTINA  AECOR  CORDOBA
9 ARGENTINA  AEEZE  EZEIAZ
10 ARGENTINA  AEIGU  IGUAZU

Press ENTER to Continue, CLEAR to cancel, PF2 to add city.

If the destination isn’t listed, press PF2 and a request window will appear.
Provide as much information as you can, then press ENTER. A request will be sent to the Travel Services Desk.

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARGENTINA</td>
<td>AEBAR</td>
<td>BARILOCHE</td>
<td></td>
</tr>
<tr>
<td>ARGENTINA</td>
<td>AEBUE</td>
<td>BUENOS AIRES</td>
<td></td>
</tr>
<tr>
<td>ARGENTINA</td>
<td>AECOR</td>
<td>CORDOBA</td>
<td></td>
</tr>
<tr>
<td>ARGENTINA</td>
<td>AEEZE</td>
<td>EZEIAZ</td>
<td></td>
</tr>
<tr>
<td>ARGENTINA</td>
<td>AEIGU</td>
<td>IGUAZU</td>
<td></td>
</tr>
</tbody>
</table>

If the destination isn’t listed, press PF2 and a request window will appear!
Travel Authorization

>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Account: __________ Misc: _______________ Month: SEP
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: X0VE5968214
Action: ___ Summary: DOCUMENT IN PROGRESS______________________________
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01___ Template: ____________ Process Date:
Travel Dates: Begin: 09/23/11 End: 09/27/11 Voucher Date: 09/17/11 DTN: _______
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN_____________________
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555

SECTIONS:
X _ 1 Destination Code    Locale    Description
ALANN  O    ANNISTON, AL
UKLON  F    LONDON, UK

_ 2 Purpose of Travel: __ +
   Benefits to UT: __ +
   Disposition of Duties: __ +

W Washington DC Travel:

_ 3 Account Information    No Cost to UT: _
_ 4 Define Codes (Optional)    X 5 Traveling with Students:

--- 0 UT Austin _______ PF1=Options _______
### DESTINATION SUMMARY

<table>
<thead>
<tr>
<th>Destination Code</th>
<th>Locale Code</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALANN</td>
<td>O</td>
<td>ANNISTON, AL</td>
</tr>
<tr>
<td>UKLON</td>
<td>F</td>
<td>LONDON, UK</td>
</tr>
<tr>
<td>CCTOR</td>
<td>C</td>
<td>TORONTO, CC</td>
</tr>
<tr>
<td>MXMEX</td>
<td>M</td>
<td>MEXICO CITY, MX</td>
</tr>
<tr>
<td>TXDAL</td>
<td>I</td>
<td>DALLAS, TX</td>
</tr>
<tr>
<td>DCWAS</td>
<td>O</td>
<td>WASHINGTON, DC</td>
</tr>
</tbody>
</table>

Section 1 will allow up to 10 destinations.
Travel Authorization

>> Enter additional information or enter an ACTION. <<
*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Account: __________ Misc: _______________ Month: SEP
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: X0VE5968214

You are now ready to enter the purpose and benefits of travel, and the disposition of duties.

Type ? in these fields if you need to see the codes.

<table>
<thead>
<tr>
<th>X</th>
<th>1</th>
<th>Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ALANN</td>
<td>O</td>
<td>ANNISTON, AL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UKLON</td>
<td>F</td>
<td>LONDON, UK</td>
</tr>
</tbody>
</table>

_2 Purpose of Travel: __
_Benefits to UT: __
_Disposition of Duties: __
_W Washington DC Travel: __
_3 Account Information: No Cost to UT: __
_4 Define Codes (Optional): X 5 Traveling with Students:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/18/11 03:10 PM --
List of Purpose Codes

Select Nbr: __

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Attend meeting, conference, etc.</td>
</tr>
<tr>
<td>02</td>
<td>Conduct lecture or teach course.</td>
</tr>
<tr>
<td>03</td>
<td>Perform research activities.</td>
</tr>
<tr>
<td>04</td>
<td>Participate or officiate in an event.</td>
</tr>
<tr>
<td>05</td>
<td>Recruit prospective employee or student.</td>
</tr>
<tr>
<td>06</td>
<td>Site or field visit.</td>
</tr>
<tr>
<td>07</td>
<td>Serve as expert witness.</td>
</tr>
<tr>
<td>08</td>
<td>Present original research paper.</td>
</tr>
<tr>
<td>09</td>
<td>Fundraising.</td>
</tr>
<tr>
<td>10</td>
<td>Negotiate a contract.</td>
</tr>
</tbody>
</table>

Press ENTER to Continue or CLEAR to cancel.

Choose the appropriate code number to fill in the purpose(s).
**List of Benefits to UT**

| Select Nbr: __ |

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Help accomplish research objectives.</td>
</tr>
<tr>
<td>02</td>
<td>Help fulfill contract provisions.</td>
</tr>
<tr>
<td>03</td>
<td>Enhance grad/undergrad curriculum.</td>
</tr>
<tr>
<td>04</td>
<td>Enhance performance of job duties.</td>
</tr>
<tr>
<td>05</td>
<td>Enhance University operations.</td>
</tr>
<tr>
<td>06</td>
<td>Enhance reputation of the University.</td>
</tr>
<tr>
<td>07</td>
<td>Raise funds for faculty/student support.</td>
</tr>
<tr>
<td>99</td>
<td>Other (Specify in moreable)</td>
</tr>
</tbody>
</table>

Press ENTER to Continue or CLEAR to cancel.

Choose the appropriate code number to fill in the benefit(s).
List of Disposition of Duties

**Select Nbr:** __

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>No classes missed.</td>
</tr>
<tr>
<td>02</td>
<td>Duties assumed by colleagues or staff.</td>
</tr>
<tr>
<td>03</td>
<td>Duties require travel.</td>
</tr>
<tr>
<td>04</td>
<td>Duties held until return.</td>
</tr>
<tr>
<td>99</td>
<td>Other (Specify in moreable)</td>
</tr>
</tbody>
</table>

Press ENTER to Continue or CLEAR to cancel.
## Reasons for Traveling

<table>
<thead>
<tr>
<th>Document ID: X0VE5968214</th>
<th>Section: 2 of 05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong> 03 Perform research activities.</td>
<td>+</td>
</tr>
<tr>
<td><strong>Benefits to UT:</strong> 04 Enhance performance of job duties.</td>
<td></td>
</tr>
<tr>
<td>06 Enhance reputation of the University.</td>
<td></td>
</tr>
<tr>
<td><strong>Disposition of Duties:</strong> 01 No classes missed.</td>
<td></td>
</tr>
<tr>
<td>02 Duties assumed by colleagues or staff.</td>
<td></td>
</tr>
</tbody>
</table>

Section 2 will allow up to five purposes, five benefits, and five dispositions of duties.
Travel Authorization

>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5  Year 11 12
Command: VE5  Account: __________  Misc: _______________  Month: SEP

==============================================================================
Status: CREATED  -- COVER SHEET --  Document ID: X0VE5968214
Action: ___  Summary: DOCUMENT IN PROGRESS______________________________
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01___  Template:                 Process Date:
Travel Dates: Begin: 092311  End: 092711  Voucher Date: 091711  DTN: _______
RTA Nbr: TV11597646  Designated HQ: UT AUSTIN_____________________
Vendor ID: 2 UT EID: albm2__ MC: 001  Name: EINSTEIN, ALBE
Traveler Type: E  Title: SCIENTIFIC SPECIALIST__  State VID: 24555555555
SECTIONS:

<table>
<thead>
<tr>
<th></th>
<th>1 Destination Code</th>
<th>2 Purpose of Travel</th>
<th>3 Account Information</th>
<th>4 Define Codes (Optional)</th>
<th>5 Traveling with Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>ALANN</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>ANNISTON, AL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UKLON</td>
<td>F</td>
<td>LONDON, UK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

X 2 Purpose of Travel:  03 Perform research activities. +
Benefits to UT:  04 Enhance performance of job duties. +
Disposition of Duties:  01 No classes missed. +

X Washington DC Travel: +

<table>
<thead>
<tr>
<th>_ 3 Account Information</th>
<th>No Cost to UT: _</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ 4 Define Codes (Optional)</td>
<td>X 5 Traveling with Students:</td>
</tr>
</tbody>
</table>

-- 0 UT Austin --

Special information must be provided for any travel to Washington, D.C.
Travel Authorization

WASHINGTON, DC TRAVEL INFORMATION

Document ID: X0VE5968214

Section: W of 05

PRIMARY Committees/Offices/Agencies/Organizations TO BE VISITED

Purpose: ___ +

Visit 1
Date: _____ (mmddyy)
Name: ____________________________ (Person traveler is going to see)
Organization: ____________________________

Visit 2
Date: _____ (mmddyy)
Name: ____________________________
Organization: ____________________________

Visit 3
Date: _____ (mmddyy)
Name: ____________________________
Organization: ____________________________

Special information must be provided for any travel to Washington, D.C.
## Purpose Codes for Wash, DC travel

Select Nbr: __

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Section: W of 04</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Federal congressional testimony.</td>
<td>TO BE VISITED</td>
</tr>
<tr>
<td>42</td>
<td>Federal congressional visit.</td>
<td>+</td>
</tr>
<tr>
<td>43</td>
<td>Agency visit (general).</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Agency visit (grant follow-up).</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Public interest grp or prof assoc mtg.</td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Other (Specify in moreable)</td>
<td></td>
</tr>
</tbody>
</table>

Special information must be provided for any travel to Washington, D.C.
Travel Authorization

>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Account: __________ Misc: _______________ Month: SEP
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: X0VE5968214
Action: ___ Summary: DOCUMENT IN PROGRESS______________________________
        Created: 09/17/11 by ACGEM - MARTT, GARY E
        Format: 01___ Template:                 Process Date: 9/18/11 04:53 PM
Travel Dates: Begin: 09/23/11 End: 09/27/11 Voucher Date: 09/17/11 DTN: _______
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN_____________________
Vendor ID: 2 UT EID: albmc2_ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__

SECTIONS:

<table>
<thead>
<tr>
<th>X _ 1 Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALANN</td>
<td>O</td>
<td>ANNISTON, AL</td>
</tr>
<tr>
<td>UKLON</td>
<td>F</td>
<td>LONDON, UK</td>
</tr>
</tbody>
</table>

| X _ 2 Purpose of Travel: | 03 Perform research |
| Benefits to UT:          | 04 Enhance performance of job duties. |
| Disposition of Duties:   | 01 No classes missed. |

| X W Washington DC Travel: | |

| _ 3 Account Information | |
| _ 4 Define Codes (Optional) | X 5 Traveling with Students: |

No Cost to UT may be selected only for UT employees.
**Travel Authorization**

>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Account: __________ Misc: _______________ Month: SEP

==================================
Status: CREATED -- COVER SHEET -- Document ID: X0VE5968214
Action: ___ Summary: DOCUMENT IN PROGRESS
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01___ Template: Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _______
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN
Vendor ID: 2 UT EID: albm2 MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST State VID: 2455555555

**SECTIONS:**

<table>
<thead>
<tr>
<th>X _ 1 Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALANN</td>
<td>O</td>
<td>ANNISTON, AL</td>
</tr>
<tr>
<td>UKLON</td>
<td>F</td>
<td>LONDON, UK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>X _ 2 Purpose of Travel:</th>
<th>03</th>
<th>Perform research activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits to UT:</td>
<td>04</td>
<td>Enhance performance of job duties.</td>
</tr>
<tr>
<td>Disposition of Duties:</td>
<td>01</td>
<td>No classes missed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>X W Washington DC Travel:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>_ 3 Account Information</th>
<th>No Cost to UT:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>_ 4 Define Codes (Optional)</th>
<th>X 5 Traveling with Students:</th>
</tr>
</thead>
</table>

-- 0 UT Austin -----

**Otherwise account information must be provided in Section 3.**
## Account Information

Document ID: X0VE5968214  
Section: 3 of 05

<table>
<thead>
<tr>
<th>Account</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

### Optional Expenditure Breakdown

- **MEALS**
- **LODGING**
- **TRANSPORTATION**
- **OTHER**

**TOTAL**

Section 3 provides account information.
Section 3 provides account information.

The Faculty Travel Grant is listed first – and is not encumbered.

All other accounts are automatically encumbered.

<table>
<thead>
<tr>
<th>Account</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000066051</td>
<td></td>
<td>1200.00</td>
</tr>
<tr>
<td>1455555575</td>
<td>0510</td>
<td>1000.00</td>
</tr>
<tr>
<td>1900000075</td>
<td>0510</td>
<td>450.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,650.00</td>
</tr>
</tbody>
</table>
Account 2642000075 allows travel from 12/13/07 to 12/31/10

**ACCOUNT INFORMATION**

<table>
<thead>
<tr>
<th>Account</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000066051</td>
<td></td>
<td>1200.00</td>
</tr>
<tr>
<td>1455555575</td>
<td>0510</td>
<td>1000.00</td>
</tr>
<tr>
<td>2642000075</td>
<td>0510</td>
<td>450.00</td>
</tr>
</tbody>
</table>

**TOTAL** 2,650.00

**OPTIONAL EXPENDITURE BREAKDOWN**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEALS</td>
<td></td>
</tr>
<tr>
<td>LODGING</td>
<td></td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
</tbody>
</table>

The RTA audits 26-accounts to verify that the accounts are active during the travel dates. The RTA also audits all accounts listed to verify that they will allow travel based on destination and traveler type.
Optional Expenditure Breakdown is **required** for nonemployees and prospective employees.
<table>
<thead>
<tr>
<th>ACCT NBR</th>
<th>LEDGER DESCRIPTION</th>
<th>TYPE</th>
<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1455555575</td>
<td>EINSTEIN, ALBE___________</td>
<td>EN</td>
<td>1,000.00</td>
<td>D</td>
</tr>
<tr>
<td>1900000075</td>
<td>EINSTEIN, ALBE___________</td>
<td>EN</td>
<td>450.00</td>
<td>D</td>
</tr>
</tbody>
</table>

Section 4 is available for encumbrance transactions.
This section is required for employees or students traveling outside the United States.

Will the traveler be traveling with students? _

This section must be marked Y for yes or N for no.

Section 5 requires information from employees or student travelers who are traveling outside the USA with students.
Travel Authorization

Information about Travel with Students

This section of the Unit will be traveling with students. Upon approval, you will receive an automated email from Travel Management Services requesting additional information. Thank you.

If marked Y for yes, this message will appear.
Travel Authorization

>> Enter additional information or enter an ACTION. <<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12

Command: VE5 Account: __________ Misc: _______________ Month: SEP

=================================================================================
Status: CREATED -- COVER SHEET -- Document ID: X0VE5968214
Action: VER Summary: DOCUMENT IN PROGRESS

Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01__ Template: __ Process Date: 
Travel Dates: Begin: 09/23/11 End: 09/27/11 Voucher Date: 09/17/11 DTN: _______
RTA Nbr: TV1597646 Designated HQ: UT AUSTIN
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555

SECTIONS:
X _ 1 Destination Code Locale Description
ALANN O ANNISTON, AL
UKLON F LONDON, UK

X _ 2 Purpose of Travel: 03 Perform research activities. +
Benefits to UT: 04 Enhance performance of job duties. +
Disposition of Duties: 01 No classes missed. +
X _ W Washington DC Travel: 45 Public interest grp or prof assoc mtg. +

X _ 3 Account Information
_ 4 Define Codes (Optional)

-- 0 UT Austin ------ PF1=Options

When the document is finished, type **VER** in the action field and press ENTER to verify its accuracy.
Travel Authorization

The VE5, VE6, and VP5 travel documents require a certification that prior approval has been obtained for foreign travel on state funds for employees or prospective employees.
Travel Authorization

Document X0VE5968214 has a foreign destination and references an account with state travel rules. Prior written approval by the Dean/Vice President is required to proceed with this approval.

Please indicate below whether you wish to proceed:

- I certify that this foreign travel on state travel rules has received written approval by the Dean/Vice President prior to the start of travel.
  
  Please PRT this coversheet and send with approval documentation to: OA DOCUMENT PROCESSING, MAIN 132, K6000

- I have NOT received written approval and do not wish to continue approval of this document.

If you need assistance or have questions, please email oa.travel@austin.utexas.edu or call the Travel office at 471-7821.

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 8/20/10 03:15 PM --
Travel Authorization

For more information about this process, please see:

Foreign Travel Certification
Travel Authorization

>> YOUR VOUCHER IS VERIFIED AS CORRECT <<
*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Account: __________ Misc: _______________ Month: SEP
==============================================================================
Status: CREATED -- COVER SHEET -- Document ID: X0VE5968214
Action: ___ Summary: 110823 - EINSTEIN, ALB - LONDON, UK ___________
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01__ Template: Process Date: 
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 081710
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN_____
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALB
Traveler Type: E Title: SCIENTIFIC SPECIALIST__
SECTIONS:
X _ 1 Destination Code Locale Description
ALANN 0 ANNISTON, AL
UKLON F LONDON, UK
X _ 2 Purpose of Travel: 03 Perform research activities. +
Benefits to UT: 04 Enhance performance of job duties. +
Disposition of Duties: 01 No classes missed. +
X _ W Washington DC Travel: 45 Public interest grp or prof assoc mtg. +
X _ 3 Account Information No Cost to UT: 
   4 Define Codes (Optional) X _ 5 Traveling with Students: Y
-- 0 UT Austin 03:15 PM --

A summary is automatically created based on travel date and destination.

When the VE5 is verified as correct, type APP and press ENTER to approve the document.
Travel Authorization

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12
Command: VE5 Account: __________ Misc: _______________ Month: SEP
==============================================================================
Status: PROPOSED -- COVER SHEET -- Document ID: X0VE5968214
Action: ___ Summary: 110823 - EINSTEIN, ALB - LONDON, UK
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01__ Template:                  Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _______
RTA Nbr: TV11597646  Designated HQ: UT AUSTIN_____________________
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E  Title: SCIENTIFIC SPECIALIST__  State VID: 24555555555
SECTIONS:
X _ 1 Destination Code    Locale             Description
   ALANN          O       ANNISTON, AL
   UKLON          F       LONDON, UK
X _ 2 Purpose of Travel:   03 Perform research activities. +
   Benefits to UT:   04 Enhance performance of job duties. +
   Disposition of Duties: 01 No classes missed. +
X _ W Washington DC Travel: 45 Public interest grp or prof assoc mtg. +
X _ 3 Account Information No Cost to UT: _
   _ 4 Define Codes (Optional) X _ 5 Traveling with Students: Y
-- 0 UT Austin ------ PF1=Options
--

Once approved, the document status will change and a message will state where it has routed.
Travel Authorization

>> You are currently authorized to view this document.<<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5 Year 11 12

Command: VE5 Account: __________ Misc: _______________ Month: SEP

==============================================================================

Status: APPROVED/FYI -- COVER SHEET -- Document ID: X0VE5968214

Action: ___ Summary: 110823 - EINSTEIN, ALB - LONDON, UK_____________

Created: 08/17/11 by ACGEM - MARTT, GARY E

Format: 01___ Template: ___ Process Date: ___

Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: ______

RTA Nbr: TV11597646 Designated HQ: UT AUSTIN_____________________

Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE

Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555

X _ 1 Destination Code Locale Description
ALANN 0 ANNISTON, AL
UKLON F LONDON, UK

X _ 2 Purpose of Travel: 03 Perform research activities. +

Benefits to UT: 04 Enhance performance of job duties. +

Disposition of Duties: 01 No classes missed. +

X _ W Washington DC Travel: 45 Public interest grp or prof assoc mtg. +

X _ 3 Account Information No Cost to UT: _

X _ 4 Define Codes (Optional) X _ 5 Traveling with Students: Y

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/20/11 03:19 PM --

When an RTA is final approved, an FYI copy is sent to the creator’s inbox.
Travel Resources

• Online Help (in *DEFINE)
  PF6 – per screen
  ? – per field
  PF10 – glossary terms like Travel and RTA Routing

• Online Help (on the Web)
  askUS
  Electronic Travel Documents Handout
  Training Resources – Travel
Travel Resources

Some of the travel rules and regulations have been covered in this slideshow, however there are more. Please see:

- Travel Rules and Regulations slideshow
- Foreign Travel Certification
- Travel Panel Discussion
Travel Resources

Travel Workshops (enroll through TXClass)
DE 513 – Travel Authorizations
DE 514 – Travel Vouchers
DE 515 – Travel Talk

Travel Management Services: 512-471-6641
tms@austin.utexas.edu

Travel Services Desk: 512-471-7821
oa.travel@austin.utexas.edu

User Services Helpline: 512-471-8802
askUS@austin.utexas.edu
Travel Resources

Click the askUS icon (AskUS) wherever you see it. Find Answers for Travel.
Thank you for viewing this presentation.

For more information, contact:

User Services
Financial Information Systems
512-471-8802
askUS@austin.utexas.edu