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.
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
Who approves an RTA?

- RTAs for employees – absence approved by a supervisor (someone over their position)
BASIC CONCEPTS

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
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.

BASIC CONCEPTS

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 Year 11 12

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

==============================================================================
Status: -- COVER SHEET -- Document ID: __________
Action: __ Summary: ___________________________________________________________________
Created: 09/17/11 by ACGEM -
Format: ______ Template: ______ Process Date: ______
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 ------- PF1=Options ------- PF8=Exit ------- 9/17/11 10:49 AM --
Travel Authorization

Type **NEW** in the **Action** field.

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

-- 0 UT Austin       ------ PF1=Options ------- PF8=Exit ------- 9/17/11 10:49 AM --
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: _____________________________
SECTIONS:
_ 1 Destination Code  Locale

____
_ 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 ------ PF1=Options ------ PF8=Exit ------ 9/17/11 11:01 AM --

Document ID Number is assigned.
RTA Number is assigned.
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: 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) _ 5 Traveling with Students:

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

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>St</th>
<th>Zip</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS MAIL</td>
<td>AUSTIN</td>
<td>TX</td>
<td>78712</td>
<td>000</td>
</tr>
<tr>
<td>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.
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:

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

If the traveler does not have a current appointment, enter ? to select the **Traveler Type**.
Travel Authorization

Update to document X0VE5968214 successfully completed; continue<<

*DEFINE REQUEST FOR TRAVEL AUTHORIZATION - VE5*

<table>
<thead>
<tr>
<th>Command: VE5</th>
<th>Account: __________</th>
<th>Misc: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month: SEP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

------------------------------------------------------------------------------
<table>
<thead>
<tr>
<th>Document ID: X0VE5968214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Traveler Types</td>
</tr>
<tr>
<td>Choice: _</td>
</tr>
<tr>
<td>Traveler Description Type</td>
</tr>
<tr>
<td>E</td>
</tr>
<tr>
<td>N</td>
</tr>
<tr>
<td>P</td>
</tr>
<tr>
<td>S</td>
</tr>
<tr>
<td>Press ENTER to Continue or CLEAR to cancel.</td>
</tr>
</tbody>
</table>

Choose the type that applies to the traveler.
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: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E 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:

-- 0 UT Austin 09/17/11 01:18 PM --

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**.
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: albmc2__ MC: 001  Name: EINSTEIN, ALBE
Traveler Type: E  Title: SCIENTIFIC SPECIALIST__  State VID: 24555555555

SECTION:

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

---

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 Code</th>
<th>County Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alabama</td>
<td>A</td>
<td>AN</td>
<td>CALHOUN</td>
</tr>
<tr>
<td>2</td>
<td>Alabama</td>
<td>A</td>
<td>AU</td>
<td>LEE</td>
</tr>
<tr>
<td>3</td>
<td>Alabama</td>
<td>A</td>
<td>BAY</td>
<td>MOBILE</td>
</tr>
<tr>
<td>4</td>
<td>Alabama</td>
<td>A</td>
<td>BE</td>
<td>JEFFERSON</td>
</tr>
<tr>
<td>5</td>
<td>Alabama</td>
<td>A</td>
<td>BIR</td>
<td>JEFFERSON</td>
</tr>
<tr>
<td>6</td>
<td>Alabama</td>
<td>A</td>
<td>CUL</td>
<td>CULLMAN</td>
</tr>
<tr>
<td>7</td>
<td>Alabama</td>
<td>A</td>
<td>DAU</td>
<td>MOBILE</td>
</tr>
<tr>
<td>8</td>
<td>Alabama</td>
<td>A</td>
<td>DOH</td>
<td>HOUSTON</td>
</tr>
<tr>
<td>9</td>
<td>Alabama</td>
<td>A</td>
<td>FLO</td>
<td>LAUDERDALE</td>
</tr>
<tr>
<td>10</td>
<td>Alabama</td>
<td>A</td>
<td>FOR</td>
<td>DEKALB</td>
</tr>
</tbody>
</table>

Press ENTER to Continue, CLEAR to cancel, PF2 to add 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>HALE</td>
</tr>
<tr>
<td>2</td>
<td>Texas</td>
<td>TXABI</td>
<td>ABILENE</td>
<td>TAYLOR</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.
### City Codes in the U.S.

Mark to see foreign countries: _

List City by Codes from: TX--- *(State Prefix then City)*

<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>HALE</td>
</tr>
<tr>
<td>2</td>
<td>Texas</td>
<td>TXABI</td>
<td>ABILENE</td>
<td>TAYLOR</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.

---

Foreign Countries are listed on a separate table.
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.

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<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.

If the destination isn’t listed, press PF2 and a request window will appear.
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.
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: 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 -------

If you need to enter more than 2 destinations, type X in the field next to Section 1. Press ENTER.
<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.
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>Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALANN</td>
<td>0</td>
<td>ANNISTON, AL</td>
</tr>
<tr>
<td>UKLON</td>
<td>0</td>
<td>LONDON, UK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose of Travel:</th>
<th>Benefits to UT:</th>
<th>Disposition of Duties:</th>
<th>Washington DC Travel:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Information</th>
<th>No Cost to UT:</th>
<th>Traveling with Students:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
List of Purpose Codes

<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>

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).
### Disposition of Duties

#### 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.

Choose the appropriate code number to fill in the disposition of duties.
## Travel Authorization

>> Your changes made were updated successfully. << AQPSVE

### 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>Benefits to UT: 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>

Moreables allow descriptions of each if needed.

Section 2 will allow up to five purposes, five benefits, and five dispositions of duties.
Special information must be provided for any travel to Washington, D.C.
Travel Authorization

WASHINGTON, DC TRAVEL INFORMATION

Document ID: X0VE5968214

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

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

SECTIONS:

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

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:
   +

X _ 3 Account Information
   No Cost to UT: _

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

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 9/18/11 04:53 PM --

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: albmc2_ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 2455555555
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: +
_ 3 Account Information No Cost to UT: _
_ 4 Define Codes (Optional) X 5 Traveling with Students:
-- 0 UT Austin ------ 9/18/11 04:53 PM --

Otherwise account information must be provided in Section 3.
Section 3 provides account information.

## ACCOUNT INFORMATION

**Document ID:** X0VE5968214

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<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.

### ACCOUNT INFORMATION

**Document ID:** X0VE5968214  
---

**NO COST TO UT:** _

<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>
</tbody>
</table>

**TOTAL** 2,650.00

---

### OPTIONAL EXPENDITURE BREAKDOWN

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

**TOTAL** 2,650.00

---

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

All other accounts are automatically encumbered.
Travel Authorization

Account 2642000075 allows travel from 12/13/07 to 12/31/10

ACCOUNT INFORMATION

Document ID: X0VE5968214 Section: 3 of 05

NO COST TO UT: ___________

<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

MEALS          ___________
LODGING        ___________
TRANSPORTATION ___________
OTHER          ___________

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.
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

Document ID: X0VE5968214
Section: 5 of 05

Will the traveler be traveling with students?
This travel authorization indicates that this traveler 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: 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 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
X _ 4 Define Codes (Optional)

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:

<table>
<thead>
<tr>
<th></th>
<th>Destination Code</th>
<th>Locale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ALANN</td>
<td>O</td>
<td>ANNISTON, AL</td>
</tr>
<tr>
<td>2</td>
<td>UKLON</td>
<td>F</td>
<td>LONDON, UK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Purpose of Travel</th>
<th>Benefits to UT</th>
<th>Disposition of Duties</th>
<th>Washington DC Travel</th>
<th>Account Information</th>
<th>Define Codes (Optional)</th>
<th>Traveling with Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>03</td>
<td>04</td>
<td>01</td>
<td>45</td>
<td>No Cost to UT: _</td>
<td>X _ 4</td>
<td>Y</td>
</tr>
</tbody>
</table>

-- 0 UT Austin 03:15 PM --

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

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

>> Document has been routed to ACDESK for approval <<

*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

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: 2455555555

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)
   _ 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: 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, ALB
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555
SECTIONS:
X _ 1 Destination Code Locale Description
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   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 ------- 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 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.

[Image of the askUS website with a search bar set to TRAVEL]
Thank you for viewing this presentation.

For more information, contact:
User Services
Financial Information Systems
512-471-8802
askUS@austin.utexas.edu