

## Traveling? Here is how to use the UGA Financial Management System to submit travel authorizations and travel-related expense reports:

### *Before you leave:*

- Ask your department if you will use a ‘delegate’ for your travel authorizations and/or expense reports. A delegate is a person authorized to view and/or modify travel authorizations for you. They can also view and/or modify expense reports for you.
- Enable ArchPass Duo for your mobile device or set up an alternate phone:  
<http://archpass.uga.edu>
- Install Cisco AnyConnect (VPN) on computers used off campus and/or mobile devices:  
[https://eits.uga.edu/access\\_and\\_security/infosec/tools/vpn/](https://eits.uga.edu/access_and_security/infosec/tools/vpn/)

### **Creating Travel Authorizations and Expense Reports:**

- Connect to Cisco AnyConnect (VPN) if off campus, using your computer or mobile device
- Access the UGA Financial Management System at [financials.onesource.uga.edu](http://financials.onesource.uga.edu)
- When prompted, sign in using your MyID, password, and ArchPass Duo.

#### *To create a Travel Authorization:*

- Within UGA Financial Management, click the Travel Authorizations tile
- Click the Add Travel Authorization button
- Enter the requested information regarding your travel plans, including the accounting tag – a ten-character code you receive from your department. In place of the accounting tag, you can enter the full chartstring the department can provide.
- Click the Submit button. \* Have delegate review before submission, if needed.



#### *To create an Expense Report:*

- Within UGA Financial Management, click the Expenses tile.
- Click the Create Expense Report tile.
- Enter the requested information, including the accounting tag – a ten-character code you receive from your department. In place of the accounting tag, you can enter the full chartstring the department can provide.
- Enter the expense lines or import from MyWallet. Note: During or after travel, you can take pictures to document your receipts and upload them to MyWallet. For instructions on how to do this, please visit the OneSource Training Library at [training.onesource.uga.edu](http://training.onesource.uga.edu).
- Click the Review and Submit button.
- Click the Submit button. \* Have delegate review before submission, if needed.

