

New Travel Authorization Form Electronic Submission – Optical Sciences Center

1. Go to - fso.arizona.edu
Hover over Travel and click the Travel Authorization Form
2. Download and save on desktop folder as **Last name_Account #_TA#**
3. Open as PDF on desktop (close out of the internet page)
4. Complete form

For the Auth Dept Approver/P.I.:

- If a faculty member teaches during the semester and is traveling on a teaching day **in which they will miss a class**, the dept. approver should be the Associate Dean for Academics, **John Koshel**.
 - Please include a brief note on how missed classes will be handled (e.g., making up at a later date, prerecording, etc.).
- If traveler is the PI on the account, they will be the dept. approver
- If the traveler is not the PI, the dept. approver will be the PI of the account

Leave Fund Approver blank, as it will be routed to Accounting

*Be sure to click the **save symbol** once all information has been inputted

5. Then, click the Adobe Sign logo at the bottom of the Travel Authorization form

6. It will direct you to the Adobe Sign Platform, now you will enter your **UA email address** which should be in the format of (your_netid@email.arizona.edu)

7. Tab into the password field

8. This will bring you to a new page requesting a log in, you will chose Enterprise ID*

*9. If you are not already logged into the UA Ned ID WebAuth, it will have you sign in

9. Once you have completed all log INS, you will come to the Travel Auth routing page

10. You will complete the fields as follows:

Each field corresponds to the name you enter on the Travel Authorization Form

- Auth Dept Approver/P.I.– You will list their email address
- **Fund Approver – please use Accounting@optics.arizona.edu**
- If a travel advance is requested, please provide the payee’s email address
- **Under Document Name, use the same format as when saving the Travel Authorization Form (Last Name_Account #_TA#)**

11. Next, you will attach the Travel Authorization Form

If it is an international travel, please attach the Terra Dotta Form and/or any other backup documentation to the “additional documents” section. *Please note, only one document can be uploaded at a time. Meaning that only two (2) additional attachments can be included.*

Finally, click send!

[For any additional questions or concerns please contact Alexis Gonzalez 520-621-2477 or Brianna Moreno 520-621-4842.](#)



Frequently Asked Questions

Do I still need to submit a Travel Authorization if the travel expenses will be paid by the host?

Yes, a travel authorization is to be submitted for any and all travel related to business with the University. For the funding source, this can be left blank or you may insert "host to pay." When saving the document, you will follow the same format but omitting the account number **Last Name_TA#**.

May an initiator cancel a routed Travel Authorization?

An initiator may cancel a document while routed by navigating to the Manage tab in Adobe Sign and then clicking on the specific Travel Authorization to be cancelled. Once the Travel Authorization has been identified click Cancel. The initiator has the option to notify other parties by email and should include the reason for cancellation.

My trip has been cancelled, how do I cancel the travel authorization?

If the travel authorization has not been approved yet, please see question above. If the travel authorization has been approved, send an email to accounting at accounting@optics.arizona.edu, giving the TA# and reason for trip cancelled.

I don't have an account number yet?

The initiator will save the document as Last Name_TA#. Please be advised, the fund approver will reach out for an account number before approving travel.

How do I complete a blanket approval?

The initiator will apply the correct Fiscal Year (ie. 2019/2020/2021). The Departure Date – the first travel day for that fiscal year. The Return Date – the last travel day for that fiscal year.

- For example, FY2019 starts 07/01/2018 and ends 06/30/2019, therefore if the traveler is traveling for the first time in that year on 08/13/2018, that will be the departure date and if the last travel day for that year is 06/01/2019, that will be the return date.

A faculty member completed their own travel form and brought me a hard copy, what do I do?

Bring to Accounting to send to Travel Office. *Please advise faculty members that travel authorizations are now routed electronically, if they prefer to hand write a travel form, keep copies of a blanket travel form with no active TA# and ask them to complete that instead of printing one online activating a travel auth. Then, let them know you will route it to them for approval through their email.

When should the Associate Dean of Academics sign the travel authorization for faculty members?

Fictionist scenario: If a faculty member is to teach on Tuesday, March 5, 2040 from 2:00-3:15PM and he is traveling to California for a business conference on March 5, 2040, departing the Tucson Airport that day at 10AM, the Associate Dean of Academics should approve the Travel Authorization. A note should be included to address the missed 2PM class and/or any other classes missed during that trip.

Alternative route of travel: If the faculty member is departing the Tucson Airport at 8PM and will be able to cover his/her 2PM class and *no other* classes will be missed, the Associate Dean of Academics **will not** be responsible for approving the travel. The faculty member themselves, if they are PI of the account, should be approving*

*Please see "For Auth Dept Approver/PI"