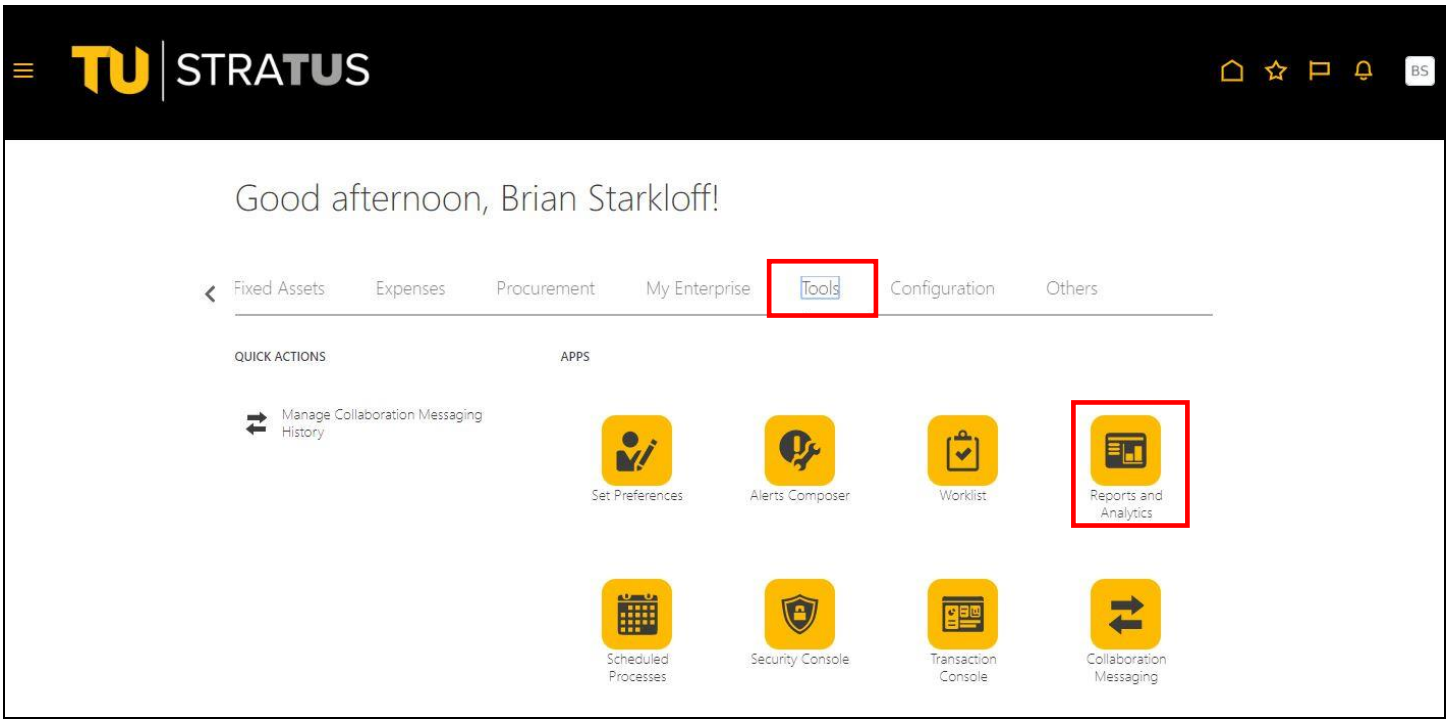
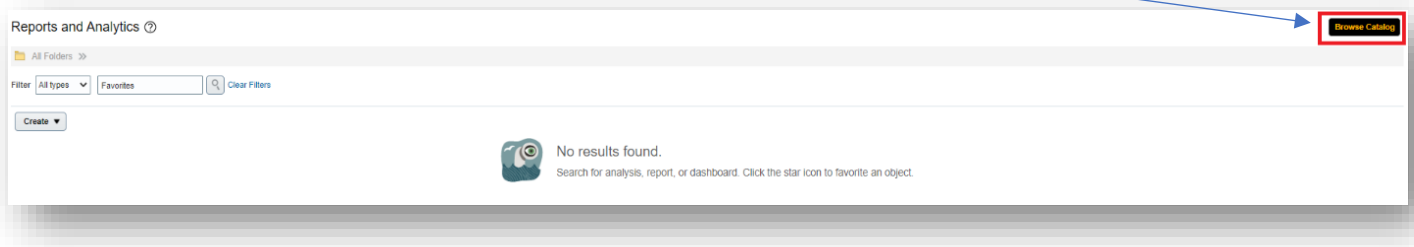
# How to Run the Travel Authorization Report: TU_Travel_Auth_CampusVersion

***This report lists all of the details for travel authorizations.***

Log into Stratus. Go to Tools > Reports and Analytics.

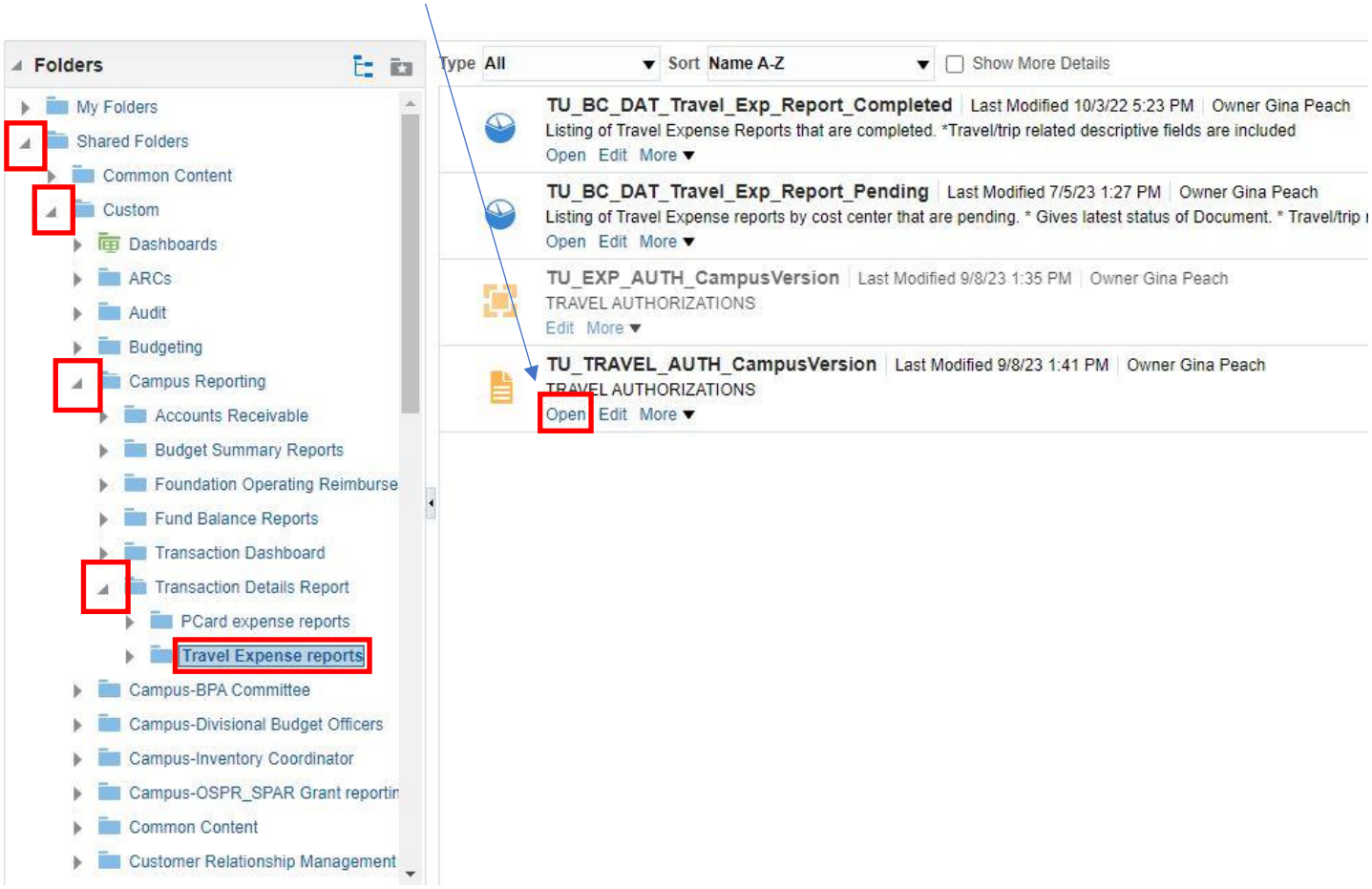



Select Browse Catalog.



Select Shared Folders > Custom > Campus Reporting > Transaction Details Report: Travel Expense Reports

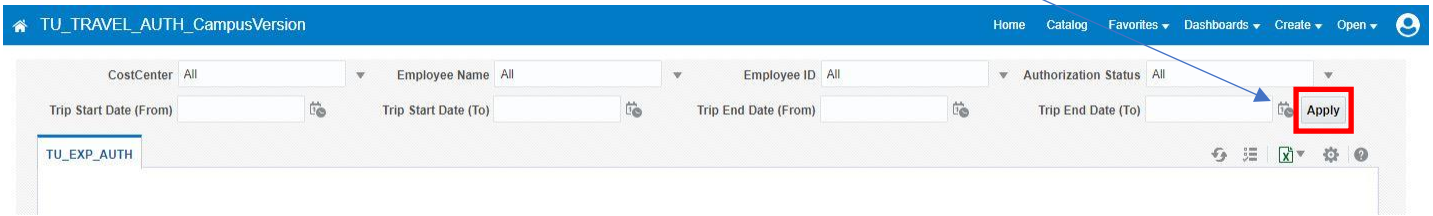
Then select Open under the report name




Here you can enter your parameters:

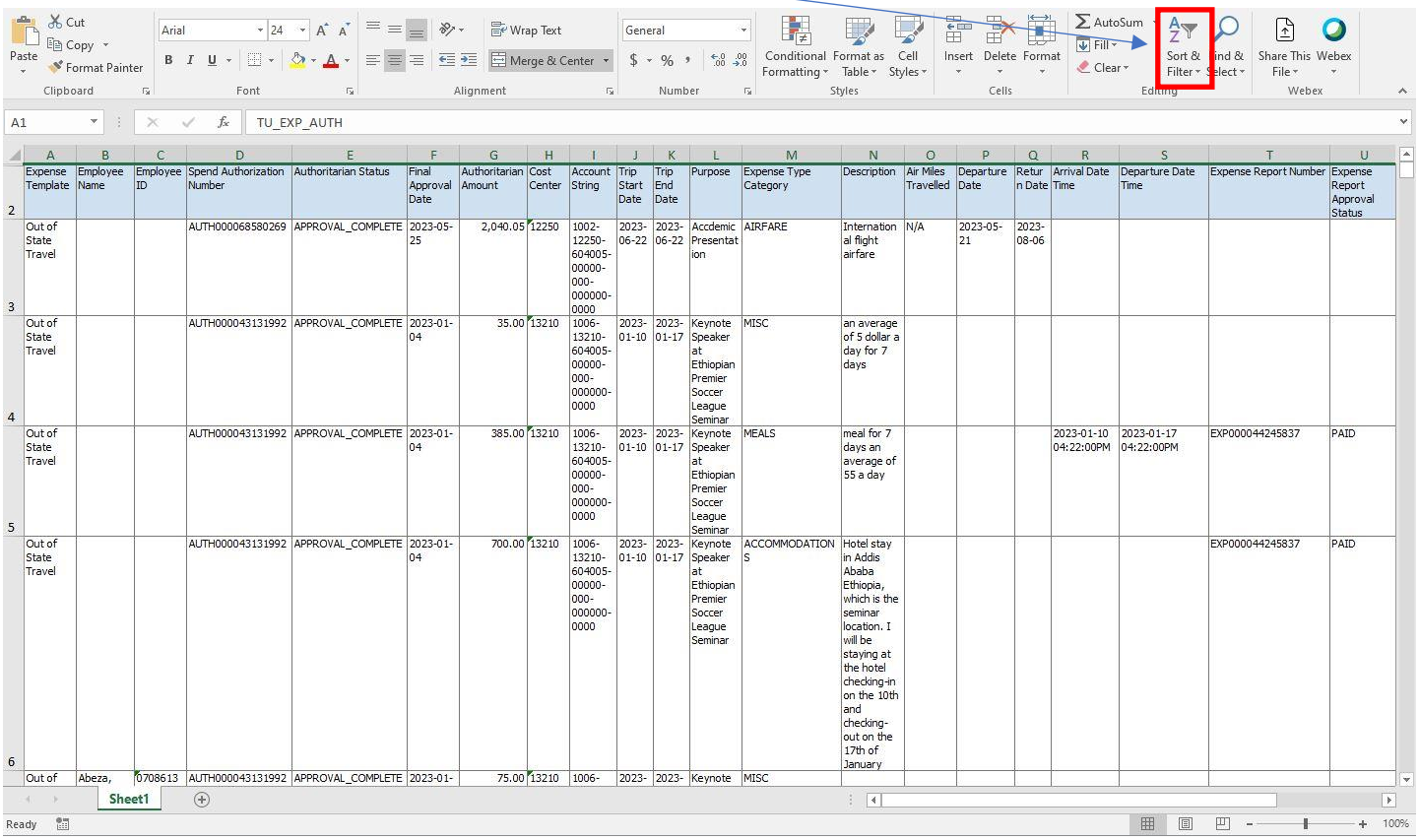
Cost Center: Multiple cost centers can be searched.
Employee Name: Multiple names can be searched.
Employee ID: Multiple employee IDs can be searched.
Authorization Status.
Trip Start Date (From) and Trip Start Date (To) is a range for the start date.
Trip End Date (From) and Trip End Date (To) is a range for the end date.

When done, click Apply



Your report will download to an Excel file.

You can filter you column headings here:



| Expense Template | Employee Name | Employee ID | Spend Authorization Number | Authoritarian Status | Final Approval Date | Authoritarian Amount | Cost Center | Account String | Trip Start Date | Trip End Date | Purpose | Expense Type Category | Description | Air Miles Travelled | Departure Date | Return Date | Arrival Date Time | Departure Date Time | Expense Report Number | Expense Report Approval Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Out of State Travel | | | AUTH000068580269 | APPROVAL_COMPLETE | 2023-05-25 | 2,040.05 | 12250 | 1002-12250-604005-00000-000-000000-0000 | 2023-06-22 | 2023-06-22 | Acccdemic Presentation | AIRFARE | International flight airfare | N/A | 2023-05-21 | 2023-08-06 | | | | |
| Out of State Travel | | | AUTH000043131992 | APPROVAL_COMPLETE | 2023-01-04 | 35.00 | 13210 | 1006-13210-604005-00000-000-000000-0000 | 2023-01-10 | 2023-01-17 | Keynote Speaker at Ethiopian Premier Soccer League Seminar | MISC | an average of 5 dollar a day for 7 days | | | | | | | |
| Out of State Travel | | | AUTH000043131992 | APPROVAL_COMPLETE | 2023-01-04 | 385.00 | 13210 | 1006-13210-604005-00000-000-000000-0000 | 2023-01-10 | 2023-01-17 | Keynote Speaker at Ethiopian Premier Soccer League Seminar | MEALS | meal for 7 days an average of 55 a day | | | | 2023-01-10 04:22:00PM | 2023-01-17 04:22:00PM | EXP000044245837 | PAID |
| Out of State Travel | | | AUTH000043131992 | APPROVAL_COMPLETE | 2023-01-04 | 700.00 | 13210 | 1006-13210-604005-00000-000-000000-0000 | 2023-01-10 | 2023-01-17 | Keynote Speaker at Ethiopian Premier Soccer League Seminar | ACCOMMODATIONS | Hotel stay in Addis Ababa Ethiopia, which is the seminar location. I will be staying at the hotel checking-in on the 10th and checking-out on the 17th of January | | | | | | EXP000044245837 | PAID |
| Out of | Abeza, | 0708613 | AUTH000043131992 | APPROVAL_COMPLETE | 2023-01- | 75.00 | 13210 | 1006- | 2023- | 2023- | Keynote | MISC | | | | | | | | |

Understanding the fields on TU_EXP_AUTH

**Expense Template** – This is the template type used on the authorization. Travel expense templates include in state travel, out of state travel or non-travel reimbursement. The Procurement Card template is only used when reconciling charges on your Procurement card and should not be used on a travel authorization.

**Employee Name** – Name of employee on the authorization. T3his report will only include Faculty or Staff – Student Travel is not in Stratus.

**Employee ID** – Employee identification number.

**Spend Authorization Number** – When an authorization is requested (entered) into Stratus, the system will generate a unique travel authorization number.

**Authoritarian Status** – This field will provide the status of all authorizations.

- **Approval Complete** – The travel authorization has been approved by all approvers in the workflow. The authorization is ready to be applied to an expense report, if not already.
- **Closed** – The authorization was closed. This could have been done manually because the form was no longer needed, or the authorization closed because it had been fully expensed.
- **MGR Rejected** – The immediate supervisor rejected the form. The form will go back to the traveler for corrections and will need to be resubmitted through the approval process again. If a traveler has questions about why the authorization was rejected, they should reach out to their immediate supervisor.
- **Pending Individual Approval** –The only time pending individual approval will be seen as a status is when a delegate creates and submits a travel authorization on behalf of the traveler. Even though the status says

"pending individual approval" the form still routes directly to the immediate supervisor. No action is needed by the traveler.

- **Pending Manager Approval** – The form is pending immediate supervisor approval.
- **Request INFO** –An approver selected request information and the form is pending an email response from the traveler. When request information is selected by an approver, the traveler receives a notification that includes the reason for the request and specific instructions.
- **Saved** – A saved status means an authorization form was created and saved, but not submitted. Authorizations will reflect a saved or not submitted status until the traveler submits the form for approval.
- **Withdrawn** – The form has been withdrawn from the approval workflow by the traveler. Withdrawing the form cancels existing approvals. Authorizations in a withdrawn status can be edited, deleted, or resubmitted for approval.

**Final Approval Date** – The travel authorization workflow is traveler>immediate supervisor>Business Travel Office. The final approval date is the date the Business Travel office approved the form.

**Authoritarian Amount** - The total dollar amount of each estimated expense type on the authorization form. An authorization could show one line on this report, or it could show multiple lines based on the number of expense types on the authorization.

**Cost Center** - The 5-digit number which correlates to a cost center (department or grant) the traveler used on an expense type. An authorization could show one line with a cost center on this report, or it could show multiple lines with various cost centers based on the number of expense types on the authorization.

**Account String** - The full chart field string for each expense type on the authorization.
This string contains the 4-digit source tied to a cost center, the 5-digit cost center number where the expenditure will be charged, the 6-digit account number that classifies the type of expense, and others. For a full breakdown of the chart field string, see: Chart of Accounts

**Start Date** – This date represents the departure (start) date listed on the authorization.

**End Date** – This date represents the return (end) date listed on the authorization.

**Purpose** – This will show the purpose the traveler has listed on the authorization. Ex. name of a conference, research study, meeting etc.

**Expense Type Category** – This field will list one or multiple expense types, depending what is listed on the authorization. Certain expense types such as parking, tolls, Ubers, taxi will fall under the expense type miscellaneous. (MISC)

**Description** – If the traveler has a description listed on an expense type, it will display in this column. This is not a required field on certain expense types, so it may be blank in some cases.

**Air Miles Traveled, Departure Date, Return Date** – If the airfare expense type is used on an authorization, travelers are required to provide the air miles traveled from their starting location to their ending destination. The departure date and return date are also required fields. These dates can be different then the start and end of the actual trip.

**Arrival Date Time**, **Departure Date Time –** If the meals expense type is selected on an authorization, travelers are required to complete the arrival date time and departure date time.

**Expense Report Number** – This field will display a unique expense report number if an authorization has been applied to an expense report. If an authorization does not display an expense report number at the time of running the report, it has not been applied to an expense report yet.

**Expense Report Approval Status**- This field will display the status of an expense report tied to an authorization, if applicable.

- **MGR Rejected** – The immediate supervisor, cost center manager or financial steward rejected the form. The form will go back to the traveler for corrections and will need to be resubmitted through the approval process again.
- **PAID** – The paid status means it was sent to the State of Maryland for payment processing. From that date, it can take approximately 14-21 days to receive payment either via Direct Deposit or Check.
- **Pending Individual Approval** – When an expense report is created by a delegate the form will route to the traveler so they can review, edit, and submit.
- **Pending Manager Approval** – The form is pending the traveler's immediate supervisor, cost center manager and/or financial steward approval.
- **Pending Audit –** The expense report is pending expense auditor approval (Business Travel Office).
- **Returned –** The business travel office canceled an expense report after being approved and/or paid. The expense report will be returned to the traveler to make edits and resubmit or delete if the form is no longer needed.
- **Saved-** Expense reports created and saved, but not yet submitted. Forms will have a saved or not submitted status until the traveler submits the form for approval.
- **Withdrawn -** The form has been withdrawn from the approval workflow by the traveler. Withdrawing the form cancels existing approvals. Expense Reports in a withdrawn status can be edited, deleted, or resubmitted.

**Cash Expense Paid Date** – The date the expense was sent to the State of Maryland for payment processing. From that date, it can take approximately 14-21 days to receive payment either via Direct Deposit or Check.

**Imaged Receipts Status** –The Business Travel Office has verified the receipt(s) for accuracy and policy compliance.

**Imaged Receipts Received Date** - This field matches the report submission date.

**Creation By –**Identifies the creator of the form, typically the traveler or a delegate.

**Creation Date –** The date the traveler or delegate created the Expense Report.

**Last Update Date** –will reflect the last date someone touched the expense form.

**Last Update By** – The last employee to touch the form. If the expense report is in a Paid status, it will display an administrator's name who processed the form.