

Creating a Travel Authorization Overview

The Commonwealth and agency policy dictate under which circumstances a Travel Authorization is required to be submitted. Travel Authorizations are not required to be entered in Cardinal. Alternate procedures may be used to authorize travel and other business-related expenses.

A Travel Authorization must be created, submitted, and approved prior to the proposed travel. Travel Authorizations do not create a financial transaction (no information is posted in the General Ledger).

Travel Authorizations can be:

- used for non-travel expenses such as education or meals
- copied into the Expense Report (prevents duplicate entry)

When entering a Travel Authorization, record all expenses related to the trip, including any that are direct billed to the agency or paid by a third party. They are still part of the total cost of travel and are used for approval routing and tracking purposes, even if they are not reimbursable to the employee.

If an employee requests a Cash Advance, it can be entered when creating the Travel Authorization.

The user must be set up as a Proxy to enter expense transactions for themselves or other employees. A Proxy is not a security role and does not require a security form. Work with the agency employee(s) at the agency with the Expenses Processor (V_AP_EXPENSES_PROCESSOR) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315_Authorizing a Proxy for an Employee** for details on adding a Proxy. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Revision History

Revision Date	Summary of Changes
3/1/2025	Baseline



Creating a Travel Authorization

Step	Action
1.	Navigate to the Travel Authorization entry page using the following path:
	Main Menu > Employee Self Service > Travel and Expense Expenses > Travel Authorizations > Create/Modify

The Add a New Value page displays.

Favorite	Main Menu → Employee Self-Service → Travel and Expenses → Travel Authorizations → Create/Modify
Travel	Authorization
Add	a New Value
*E	Add
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field.
	*Empl ID
i	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the Add button.
	Add



Step	Action
The Cr	eate Travel Authorization page displays.
Favorites	Main Menu Semployee Self-Service Travel and Expenses Travel Authorizations Create/Modify
Create	e Travel Authorization
	Image: Control of the second secon
	*Description *Date From ii) *Date To ii) Reference Q
Projec	tted Expenses @ dAll Collapse All Add: ∳ Quick-Fill Totals (0 Lines) 0.00 USD
	*Date *Expense Type Description *Payment Type *Amount Currency
Expan	
A	The Quick Start menu can be used to create a Travel Authorization using:
	• A Template – See the Job Aid titled AP315_Creating an Expense Template located on
	 An Existing Travel Authorization – This process is covered in the next section of this job
	aid.
4.	Click the Business Purpose drop-down button to select the reason for the authorization.
	*Business Purpose 🗸
5	Enter a description for the travel authorization in the Description field
0.	
	^Description
G	This field allows up to 30 characters (including spaces).
6.	Enter or select the location of the expense in the Default Location field.
	Default Location
6	While this field is not required, it is recommended to complete as it populates on lines that require location.
7.	Enter or select the begin and end dates of the travel in the Date From and Date To fields.
	*Date From To To



Step	Action
i	The Reference field is a 10-character optional field where additional information can be entered. Follow agency guidelines regarding the use of this field. Reference
8.	Click the Attachments link to add documents/receipt as applicable.
i	See the Appendix section of this job aid for a list of allowed extensions that can be used as attachments in Cardinal.
9.	Enter or select the date associated with the expense in the Date field. *Date IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
10.	Click the Expense Type drop-down button to select the expense type.
1	 For a list of the expense types, see the Job Aid titled AP315A_Expense Type Coding – Online Agency. This Job Aid is located on the Cardinal Website in Job Aids under Learning. It provides the following: Expense Types configured in Cardinal Description of the Expense Type Additional Required fields that will display for the Expense Type The Default ChartField Account code for the expense Once you select the Expense Type, the required fields display on the expense line as applicable.
11.	Enter a description for the expense in the Description field.
ĺ	This field holds a maximum of 30 characters (including spaces).



Step	Action
12.	Click the Payment Type drop-down button and select "Check". If this field defaults, go to the next step.
i	Check is the only option for this field.
13.	Enter the anticipated amount for the expense in the Amount field.
i	Depending on the Expense Type selected, this field may not require entry as a configured value populates automatically. For meals or per diem incidentals, the value in this field auto populates if the Per Diem Range field value defaults.
i	The Billing Type field defaults as "Billable" and cannot be changed. *Billing Type Billable
14.	Enter, select, or update the location for the expense in the Location field if it does not default or if the default value needs to be changed. *Location
i	The Location field is required and defaults to the value that was selected in the Default Location field in the Header section if it was entered.
15.	For this scenario, the Per Diem Range fields displays. Click the Per Diem Range dropdown button and select "0-999" if this value does not default. * Per Diem Range
i	This populates the Amount field when entering expense types for meals and per diem incidentals. "0-999" is the only option available to select for this field.



Step	Action
16.	Next, review and update the Accounting Details section if applicable.
	Accounting Details ? Chartfields Fund Program Department Cost Center Task 44.25 15100 0 5012880 01000 737004 95200 0 0 0
1	 The Accounting Details auto populate: The Account field is populated based on the Expense Type The remaining fields are populated based on the values set up on the employee's Employee Profile page.
17.	Click the scrollbar to complete the PC Bus Unit , Project , and Activity fields when the expense is being charged to a project. If the expense is not being charged to a project, go to the next Step.
	Agency Use 2 PC Bus Unit Project Activity Source Type Image: Comparison of the state of
i	The PC Bus Unit field must be completed first to be enable projects for the business unit. All three fields (PC Bus Unit , Project , and Activity) must be completed when charging to a project.
18.	If you need to enter additional Expenses, click Add a New Row (+) icon.
19.	Repeat Steps 9 - 18 until all anticipated expenses have been entered.
20.	If the Travel Authorization is ready for submission, go to Step 27. If the Travel Authorization is not ready for submission, proceed to the next step.
21.	Click the Save for Later link at the top of the page.
A mess	age displays at the top of the page with the Authorization ID number with a status of "Pending".



Step	Action
22.	To access the Travel Authorization after it has been saved, navigate to the Travel Authorization page using the following path:
	Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The Add a New Value page displays.

Favorites	Main Menu Semployee Self-Service Travel and Expenses Travel Authorizations Create/Modify						
Travel Au	uthorization						
Add a	Add a New Value						
*Emp	Add						
23.	Click the Find an Existing Value button.						
	Q Find an Existing Value						
The Fir	nd an Existing Value page displays.						
Fav	vorites Main Menu Employee Self-Service Travel and Expenses Travel Authorizations Create/Modify						
Trav	vel Authorization						
	Find an Existing Value						
-	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.						
	PRecent Searches Choose from recent searches Saved Searches Choose from saved searches						
	Search by: Authorization ID v begins with Show more options						
	Search Clear						
24.	Enter the authorization number in the Authorization ID begins with field.						
	Authorization ID V begins with						
25.	Click the Search button.						
	Search						



Step	Action												
The Mc	odify Trav	vel Aut	horiz	zation p	age displa	ys.							
Favorites -	Main Menu 🗸	> Employe	e Self-Serv	ice 🕶 > Travel a	and Expenses →	ravel Authorizatio	ons → Cre	ate/Modify					
Modify T	avel Authoriz	ation									Save for Lat	er 🖻 Summ	any and Submit
Would y 11										Action	sChoose an Action	n l 🔤 Sunni	✓ GO
	*Business Purpose	Meeting		~	Default L	ocation Williams	burg/James Cit	y(York)	Q A	Authorization ID	0000005688 Pend	ing	
	Description	weeting			^Da	le From 02/04/20	chments	e To 02/04/2025	31	Reference			Q
Projected	Expenses 👔	~											
Expand All	Collapse All	Add: 🗳 Qui	ick-Fill							Totals (3	Lines) 93.56	USD	
~	*Date 02/04/2025	*Expense Type All Meals - Trav	el Day		*Description * all meals tra	vel day		*Payme	ent Type	~	*Amount 44.25	Currency	+ -
	*Billing Type	Billable V]									050	
	*Location *Per Diem Range	0 - 999	ames City(Y	′ork)	Q ¢								
	~	Accounting De	tails 🕐										
		Chartfields		Constant Maria		E	0	0		6	T		
		Amount	15100	Speed Type Key	Account	Fund	Program	Departme	nt	Cost Center			
		44.23	4		Q 3012880		131004	Q 83200	Q				
~	02/04/2025	Per Diem Incide	entls-Travel	Day	✓ * incidentals			Check		~	3.75	USD	+ -
	*Billing Type	Billable V]	/									
26.	Make a	ny adju	stme	nt and/o	or additions	to the	Travel	Authoriz	zatior	n as ap	plicable.		
27	Click the	Sum	narv	and Su	bmit link (ot the to	n of th	0 0 0 0 0 0					
21.		Juin	nai y				porui	e page.					
	🛃 Sum	mary and	d Subi	mit									
The Cr	eate Trav	el Aut	horiz	zation S	ummary a	nd Subi	mit pag	ge displa	ays.				
Favorites	🗸 Main Menu	→ Emplo	oyee Self-Se	ervice 🔻 > Trave	el and Expenses 🔻 🚿	Fravel Authorizatio	ns ▼ → Crea	te/Modify					
Create	e Travel Autho	rization								Save for Late	er 🏠 Home 🔯 T	ravel Authorizati	on Details
										ActionsC	hoose an Action	~	GO
	*Business Purpo	se Meeting		~	Default Locatio	n Williamsburg/Ja	mes City(York)	٩					
	*Descriptio	Meeting			*Date From Reference	m 01/15/2025] *Date T	o 01/15/2025 🛐					
Total	s 🕐	🗐 Vie	w Printable	Version		Q	Notes			Ø+ 1	Attachments		
	Projected Expen	ses (3 Lines)	93.56 U	SD	Denied Expens	es 0.00 U	SD						
					Total Authorized	Amount	93.56 USD						
	By checking this to the employee on co the conduct of that Submit Travel Author	box, the employe official business t business. Drization	e has certif of the Com	fied the expenses I monwealth of Virg	listed are estimates of e inia and include only su	xpenses to be in ich expenses nec	curred by cessary in						



	Al 515A_oreating a Travel Addionzation							
Step	Action							
i	If the Travel Authorization was "Saved for Later" the page name will be Modify Travel Authorization otherwise it will be Create Travel Authorization.							
28.	To add an internal note to the Travel Authorization, click the Notes icon.							
	If a note is not needed, go to Step 32.							
	⊘ Notes							
The Tr a	avel Authorization Notes displays in a pop-up window.							
	Travel Authorization Notes							
	Add Notes							
	Notes Personalize Find 🖓 🎆 First 🕢 1 of 1 🕟 Last							
	Notes Name Role Date/Time							
	OK Cancel							
29.	Enter information in the Notes field as applicable.							
	Add Notes							
30.	Click the Add Notes button.							

The note displays under the **Notes** section.

Add Notes

 Notes
 Personalize | Find | [2] | [2] First (1 of 1 (2) Last

 Notes
 Name
 Role
 Date/Time

 The Fiscal Officer sent an email authorizing this expense for the monthly Department meeting.
 Employee
 01/09/2025 5:19:38PM

i

Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.



Accounts Payable Job Aid

Step	Action
31.	Click the OK button.
	OK Cancel
The Cr icon.	eate Travel Authorization Summary and Submit page re-displays with lines filling the Notes
Fa	Vorites Main Menu Set Service Travel and Expenses Travel Authorizations Create/Modify
Cr	eate Travel Authorization 🔚 Save for Later 🏠 Home 🔯 Travel Authorization Details
	ActionsChoose an Action V GO
	*Business Purpose Meeting Default Location Williamsburg/James City(York) *Description Meeting *Date From 01/15/2025 iii) *Date From 01/15/2025 iii) *Date To 01/15/2025 iii)
	Totals 👔 🧉 View Printable Version 🖗 Notes Attachments
	Projected Expenses (3 Lines) 93.56 USD Denied Expenses 0.00 USD
_	Total Authorized Amount 93.56 USD
	 By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Travel Authorization
i	The lines in Notes icon indicate a note was entered.
32.	Click the Certification Statement checkbox.
	 By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Travel Authorization
i	The Submit Travel Authorization button becomes enabled.
33.	Click the Submit Travel Authorization button.



Step	Action	
The Tra	avel Auth Submit Confirm displays in a pop-up window.	
	Travel Auth Submit Confirm	×
		Help -
	Create Travel Authorization	
	Submit Confirmation	
	Totals (2)	
	Total Authorized Amount 93.56 USD	
	OK Cancel	
	1	
34.	Click the OK button.	
	OK Cancel	
	Or	
A mess been si	age displays in red at the top of the page with the Travel Authorization number ubmitted for approval.	indicating it has
	Your travel authorization 0000005687 has been submitted for approval.	
35.	Make note of the Travel Authorization number.	





Creating a Travel Authorization from an Existing Authorization

This section of the job aid will walk through the steps for creating a Travel Authorization using an existing Travel Authorization. This can be helpful in saving time entry when an employee has authorizations for expenses that are used frequently (e.g., regular monthly meeting).

Cardinal copies all of the information from the previous Travel Authorization to populate a new Travel Authorization. Fields can then be updated and additional entries added if necessary.

Step	Action			
1.	Navigate to the Travel Authorization entry page using the following path:			
	Main Menu > Employee Self Service > Travel and Expenses > Travel Authorizations > Create/Modify			
The Add	a New Value page displays.			
Favorites -	Main Menu			
Travel Auth	norization			
Add a N	ew Value			
*Empl I	*Empl IDQ Add			
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .			
2.	Enter or select the employee's Employee ID in the Empl ID field.			
	*Empl ID			
i	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.			
3.	Click the Add button.			
	Add			



Step	Action			
The Create Travel Authorization page displays.				
Favorites - N	Jain Menu → Employee Self-Service → Travel and Expenses → Travel Authorizations → Create/Modify			
Create Trave	I Authorization 📃 Save for Later 🗟 Summary and Submit			
?	Quick StartPopulate From V GO			
Busir	*Description Default Location Q *Description Date From ii *Date To ii Reference Q			
Projected Expe Expand All Colli	anses @ iapse All Add: \$ Quick-Fill Totals (0 Lines) 0.00 USD			
*Dat	e *Expense Type Description *Payment Type *Amount Currency			
Expand All Coll	apse All Totals (0 Lines) 0.00 USD			
4.	Click the Quick Start Populate From drop-down button.			
	Quick StartPopulate From V GO			
The Quic	k Start options display.			
	Quick StartPopulate From			
	Populate From			
	A lemplate			
	All Existing Autonization			
i	To use the "A Template" option, see the Job Aid titled AP315_Creating an Expense Template . The Job Aid is located on the Cardinal website in Job Aids under Learning for details.			
5.	Click the "An Existing Authorization" item.			
	Populate From V			
	A Template			
	An Existing Authorization			
6.	Click the GO button.			
	Quick Start An Existing Authorization			



Step	Action			
The Copy From an Existing Authorization displays in a pop-up window.				
	Copy From an Existing Travel Authorization			
	Help From Date 10/10/2024 II To 02/10/2025 II Search			
	Travel Authorization Information			
	Description Authorization ID Date From Date To Amount Currency Soloct Machine 0000006687 04/45/0025 01/45/0025 02.56 LISD			
	Select meeting 0000003687 01/13/2025 01/13/2025 95.56 05D			
	Return			
i	The Travel Authorization Information section displays any previous authorizations based on the From Date and To field dates that default.			
	The date range can be adjusted by updating the From Date and To date fields then clicking the Search button.			
7.	Click the Description link for any Authorization ID that displays to review the details.			
	Description			
	Meeting			



Step	Action				
The Travel Authorization Details page displays in a pop-up window.					
	Travel Authorization	n Details			×
					Help
	General Information	1			
	Author	ization ID 0000005687			
	Description Meeting				
	Business	Purpose Meeting	10 01110/2020		
	Travel Authorization	Lines			
	Expense Type	Merchant	Amoun	t Currency	
	All Meals - Travel Day		44.25	5 USD	
	Per Diem Incidentls-Tra	vel Day	3.75	5 USD	
	Personl Mileage Cost Ju	ıstified	45.50	3 USD	
		Authorized	Amount 93.56	JSD	
	Datura				
	Return				
8.	Review the details to	determine the aut	thorization the u	user wants to co	py from. After
			um bullon.		
	Return				
Copy Fro	n an Existing Author	ization page re-c	lisplays.		
	Copy From an Existing Travel	Authorization			×
	From Date 10/10/2024	To 02/10/2025	Search		нер
	Travel Authorization Informatio	n			
	Description	Authorization ID	Date From Date To	Amount Currency	
	Select Meeting	0000005687	01/15/2025 01/15/2025	93.56 USD	
	Return				
	L				.::
9.	Repeat Steps 7 - 8 to	view additional T	ravel Authoriza	tions if applicab	le



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Step	Action
10.	Click the Select button next to the authorization ID to be copied.
	Select

The **Create Travel Authorization** page re-displays with the selected Travel Authorization information populated.

	Travel Authorization 🔛 Save for Later	🕴 💧 Home 🔯 Summ	ary and Submit
	3 ActionsChoo	se an Action	✓ GO
	*Business Purpose Meeting		
	*Description Meeting *Date From 01/15/2025 Di *Date To 01/15/2025		Q
	<i>Ø</i> + Attachments		
Projected	ed Expenses 👔		
Expand All	All Collapse All Add: 🖗 Quick-Fill Totals (0 Lines)	93.56 USD	
	*Date *Expense Type *Description *Payment Type *An	ount Currency	
~	01/15/2025 🝺 All Meals - Travel Day 🔹 * all meals travel day	44.25	+ -
	*Billing Type Bilable V	050	
	*Location Williamsburg/James City(York)		
	*Per Diem Range 0 - 999 🗸 🗸		
	Accounting Details (2)		
	Chartfields		
	Amount GL Unit SpeedType Key Account Fund Program Department Cost Center Tasl	κ.	
	44.25 15100 Q 5012880 Q 01000 Q 737004 Q 95200 Q	Q	
	*Per Diem Range 0 - 999 * Accounting Details @ Chartfields ITTT		
1.	Update the fields as applicable.		
1.	Update the fields as applicable. Changes can be made to any of the fields that copied from the existing Additional fields can also be added as applicable.	Authorizatio	on.
1.)	Update the fields as applicable.Changes can be made to any of the fields that copied from the existing Additional fields can also be added as applicable.For this scenario only the dates are adjusted.	Authorizatio	on.
1.]	Update the fields as applicable. Changes can be made to any of the fields that copied from the existing Additional fields can also be added as applicable. For this scenario only the dates are adjusted. Date From and Date To fields	Authorizatio	on.
1.	Update the fields as applicable. Changes can be made to any of the fields that copied from the existing Additional fields can also be added as applicable. For this scenario only the dates are adjusted. Date From and Date To fields	Authorizatio	on.
1.	Update the fields as applicable. Changes can be made to any of the fields that copied from the existing Additional fields can also be added as applicable. For this scenario only the dates are adjusted. Date From and Date To fields Date From Mathematical Structure From From From From From From From From	Authorizatio	on.
1.	Update the fields as applicable. Changes can be made to any of the fields that copied from the existing A Additional fields can also be added as applicable. For this scenario only the dates are adjusted. • Date From and Date To fields *Date From Im *Date To Im • Date field for each Expense Type	Authorizatio	on.
1.)	Update the fields as applicable. Changes can be made to any of the fields that copied from the existing A Additional fields can also be added as applicable. For this scenario only the dates are adjusted. • Date From and Date To fields *Date From IP *Date To IP • Date field for each Expense Type	Authorizatio	on.
1.)	Update the fields as applicable. Changes can be made to any of the fields that copied from the existing Additional fields can also be added as applicable. For this scenario only the dates are adjusted. • Date From and Date To fields *Date From is *Date To is • Date field for each Expense Type *Date	Authorizatio	on.



Step	Action
12.	Click the Summary and Submit link once all adjustments and/or additional entries have been completed.

The Create Travel Authorization Summary and Submit page displays.

	Menu → Employee Self-Service → In	avel and Expenses	
Create Travel Au	uthorization		🔚 Save for Later 🏠 Home 🌄 Travel Authorization Details
			ActionsChoose an Action V GO
*Business F	Purpose Meeting	Default Location Williamsburg/James City(York)	
"Des	cription Meeting	Reference	
Totals 👔	View Printable Version	♀ Notes	<i>I</i> ★ Attachments
Projected E	Expenses (3 Lines) 93.56 USD	Denied Expenses 0.00 USD	
		Total Authorized Amount 93.56 USD	
I4. Clie	 ck the Certification S By checking this box, the the employee on official the conduct of that busin Submit Travel Authorization 	Statement checkbox. The employee has certified the expenses listed a business of the Commonwealth of Virginia an ness.	re estimates of expenses to be incurred b d include only such expenses necessary i
	e Submit Travel Aut	horization button becomes enable	d.
15. Cliv	e Submit Travel Aut	horization button becomes enable	d.



Step	Action			
The Travel Auth Submit Confirm displays in a pop-up window.				
	Travel Auth Submit Confirm	×		
		Help		
	Create Travel Authorization			
	Submit Confirmation			
	Totals 👔			
-	Total Authorized Amount 93.56 USD	-		
	OK Cancel			
e				
16.	Click the OK button.			
	OK Cancel			
A messag	e displays with the Travel Authorization number indicating it has been submitted for	or approval.		
	Your travel authorization 0000005687 has been submitted for approval.			
17.	Make note of the Travel Authorization number.			





Creating a Cash Advance while Creating a Travel Authorization

This section of the job aid will provide the steps for creating a cash advance while creating a Travel Authorization. For detailed information about Cash Advances, see the job aid titled, **AP315A_Creating a Cash Advance**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
1.	Navigate to the Travel Authorization entry page using the following path:
	Main Menu > Employee Self Service > Travel and Expenses > Travel Authorizations > Create/Modify
The Add a	a New Value page displays.
Favorites -	Main Menu
Travel Auth	orization
Add a N	ew Value
*Empl I	Add
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field.
	*Empl ID
i	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the Add button.
	Add
4.	Enter the details of the Travel Authorization.
i	See the section in this job aid titled <u>Creating a Travel Authorization</u> and then return to Step 5 below.



Step	Action	
5.	Click the Save For Later link.	
	Save for Later	
The Travel Authorization ID displays with a status of "Pending".		
Authorization ID 0000005687 Pending		
9	The page names updates to Modify Travel Authorization.	
	Favorites Main Menu Favorites Favorites	
	Modify Travel Authorization	
6.	Click the Actions drop-down button and select the "Create Cash Advance" option.	
	ActionsChoose an Action V GO	
i	The Actions menu replaces the Quick Start menu once the user enters the expense details.	
7.	Click the GO button.	
	Actions Create Cash Advance GO	



Step	Action			
Cardinal o	Cardinal opens a new window "Request Advance" and the Create Cash Advance page displays.			
-	Create/Modify X S Request Advance X +			
4	All Search Advanced Search			
F	Favorites Main Menu Favorites Favorites			
C	Create Cash Advance			
	*Business Purpose Conference Reference Q			
	Advance Description M Conterence			
c	Cash Advance (2) Image: Wiew Printable Version Image: Notes Image: Attachments			
*	*Source Description *Amount Currency			
	Advance Amount 0.00 USD			
	 By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336. Submit Cash Advance 			
i	See the Job Aid titled AP315A_Creating a Cash Advance for more detailed infomation about entering Cash Advances. This Job Aid is located on the Cardinal website in Job Aids under Learning .			
i	The Business Purpose and Advance Description fields auto populate from the information on the Travel Authorization. These fields can be updated as applicable.			
	*Business Purpose Conference *Description PM Conference			
8.	Click the Source drop-down button and select "System Check"			
	*Source			
i	System Check is the only option for this field.			



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Step	Action
9.	Enter the reason for the Cash Advance in the Description field.
10.	Enter the amount for the Cash Advance in the Amount field.
11.	Click the Certification Statement checkbox. By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336. Submit Cash Advance
i	The Submit Cash Advance button becomes enabled.
12.	Click the Submit Cash Advance button.
The Cash	Advance Submit Confirm page displays in a pop-up window.
Cas Cre Su Tot	h Advance Submit Confirm Help ate Cash Advance bmit Confirmation tals Advance Amount 850.00 USD OK Cancel
13.	Click the OK button.



Step	Action		
A message displays in red at the top of the page with the Cash Advance ID number indicating it has been submitted for approval.			
	Your cash advance 0000002424 has been submitted for approval.		
14.	Make note of the Cash Advance number.		
15.	Click the "x" on the Review Advance tab to close the tab.		
	✓ ③ Create/Modify × ⑤ Review Advance × +		
The Modify Travel Authorization page returns.			
Favorites • Main Menu • > Employee Self-Service • > Travel and Expenses • > Create/Modify			
Modify Trave	Authorization 🔛 Save for Later 🔂 Summary and Submit		
.?	Actions Create Cash Advance V GO		
*Busi	Default Location Williamsburg/James City(York) Authorization ID 0000005687 Pending Default Location Williamsburg/James City(York) Authorization ID 0000005687 Pending Default Location		
Projected Exp	enses 👔		
Expand All Col	apse All Add: 🖗 Quick-Fill Totals (6 Lines) 235.28 USD		
*Da	te "Expense Type "Description "Payment Type "Amount Currency		
· 01/	28/2025 M All Meals - Travel Day V all meals 🔛 Creck V 44.25 upp T		
16. Click the Summary and Submit link.			
	Summary and Submit		



Step	Action			
The Modify Travel Authorization Summary and Submit page displays.				
Favorites - M	Main Menu			
Modify Travel	Authorization			
	ActionsChoose an Action V 60			
*Busine	ess Purpose Conference Williamshurg/James City/York) O Authorization ID 0000005687 Pending			
	"Description PM Conference "Date From 01/28/2025 10 Reference Q			
Totals 👔	View Printable Version			
Project	ted Expenses (6 Lines) 235.28 USD Denied Expenses 0.00 USD			
	Total Authorized Amount 235.28 USD			
By chec the emp the cond Submit T	 By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Travel Authorization 			
17.	Click the Certification Statement checkbox.			
	 By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Travel Authorization 			
i	The Submit Travel Authorization button becomes enabled.			
18.	Click the Submit Travel Authorization button.			
	Submit Travel Authorization			



Step	Action		
The Travel Auth Submit Confirm page displays in a pop-up window.			
	Travel Auth Submit Confirm		
		-lelp	
	Create Travel Authorization	a	
	Save Confirmation		
	Flower Pot		
	Totals 👔		
	Total Authorized Amount 235.28 USD		
	OK Cancel		
19.	Click the OK button.		
-			
	OK Cancel		
The Travel Authorization ID number displays in a massage at the top of the page indicating it has been			
submitted for approval			
0001111100			
	Your travel authorization 0000005687 has been submitted for approv	al.	
20.	Make note of the Travel Authorization number.		



Accounts Payable Job Aid

AP315A_Creating a Travel Authorization

Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal					
.BMP	.CSV	.DOC			
.DOCX	.JPE	.JPEG			
.JPG	.MSG	.PDF			
.PNG	.PST	.RTF			
.TIF	.TIFF	.TXT			
.XLS	.XLSX	.XML			