FINANCE: Creating a Travel Authorization

1. Log onto My.Seneca using your username and password
2. Click on Employee Services
3. Click on i3 Portal
4. Click on Travel and Expenses tile

5. Click on the Travel Authorization tile

6. Click Add under the Add a New Value tab
7. The Travel Authorization Entry screen will be displayed
8. Click the Business Purpose drop-down and select one of the options

9. Enter in the Description to explain the reason for the claim
10. Click the looking glass in the Default Location
11. A pop-up is displayed asking for the Location. Type in the location where you are going to travel to
12. Select the **Dates From** and **Date To** for the Travel Authorization
13. Select the **Date** for the expense item
14. Click the **Expense Type** from the drop-down
15. Enter in the **Description** for the expense
16. Select the **Payment Type** from the drop-down
17. Enter the **Amount** for the expense. Note: if there are more items or receipts to claim, click  to open another line
18. Select **Save for Later** and then an expense report number will be generated
19. Once you validate the information, select the **Summary and Submit**

20. The Summary page is displayed
21. Check the box to comply with the expense policy and click **Submit Expense Report**
22. A confirmation window pops up and click **OK**
23. Your Travel Authorization report is now submitted for approval.