Quick Reference Guide

Travel Authorization Process (AP)

The purpose of this process is to standardize the Travel Authorization (TA) process by initiating all employee travel requests through a Purchase Requisition in Microsoft Dynamics 365 Finance & Supply Chain Management (D365 F&SCM).

This process provides:

- Budget reservation
- Purchase Order tracking
- Centralized document storage
- Consistent approval process
- Audit trail for travel expenses

Travel paid with a Purchasing Card (P-Card) is excluded from this process.

Contents

Roles and Responsibilities

Role	Responsibility
Employee	Complete Travel Authorization, create Purchase Requisition, attach documents, receive PO after travel
Supervisor	Approve Travel Authorization form
Accounts Payable	Process travel advances and employee reimbursements
Payroll	Deduct travel advances through payroll (when applicable)

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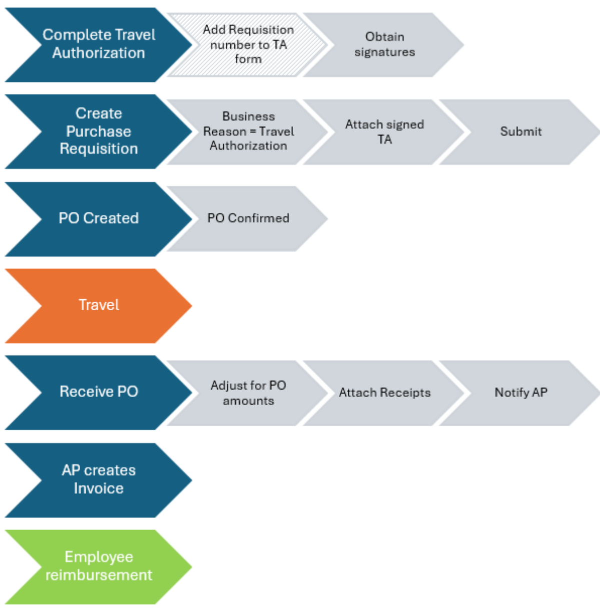
Process Flow



Complete Travel Authorization form

The employee:

- Downloads the Travel Authorization form from SharePoint.
- Complete all travel information.
- Enter the Requisition number as the TA number
- Obtains all required signatures.
- Collects supporting documentation (*).

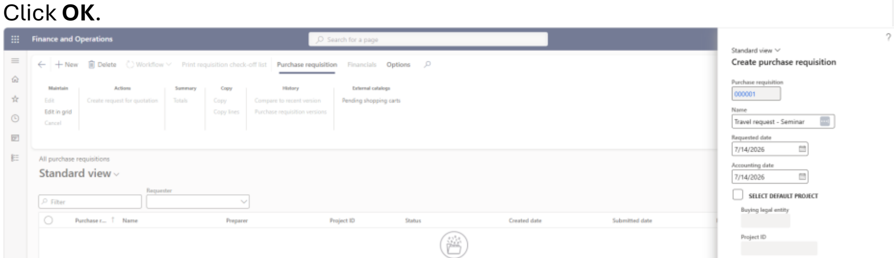
  (*) Supporting documentation may include:
  - Conference agenda
  - Registration confirmation
  - Hotel estimate
  - Airfare estimate
  - Training invitation

- Other supporting documents

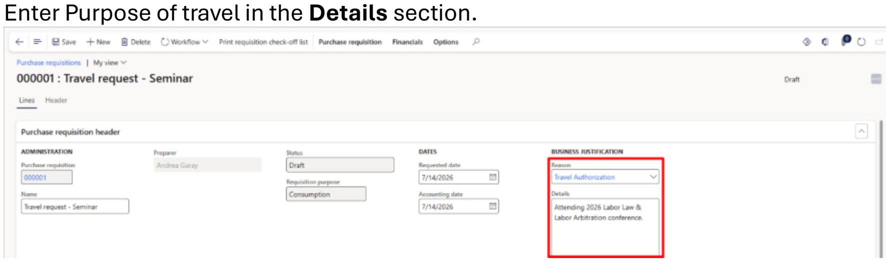
Create Purchase Requisition

Employee creates a Purchase Requisition in D365.

1. Navigate to **Procurement and Sourcing > Purchase requisitions > All purchase requisitions**.
2. Click **+New**.
3. Enter the **Name** of the requisition (purpose of the requisition).
4. Click **OK**.



5. Select Business Reason: **Travel Authorization** from dropdown.
6. Enter Purpose of travel in the **Details** section.



7. Scroll down to Purchase requisition lines, click **+Add line.**
8. Enter a separate requisition line for each estimated travel expense. For each line, complete the following fields:
   - **Procurement category**: Select the appropriate travel-related procurement category (for example, Personal Travel Expenses).
   - **Product name**: Enter the expense type (for example, Meals, Lodging, Mileage, Registration, Parking, Miscellaneous).
   - **Quantity**: Enter the estimated amount for the expense.
   - **Unit**: Select EA.
   - **Unit price**: Enter 1.00.

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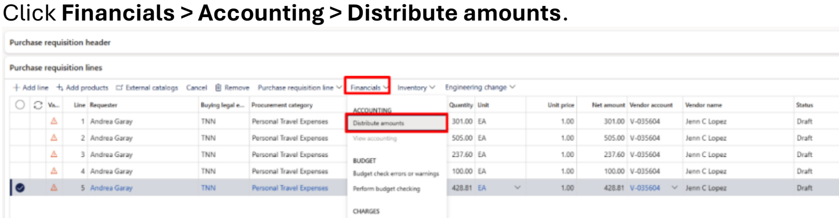
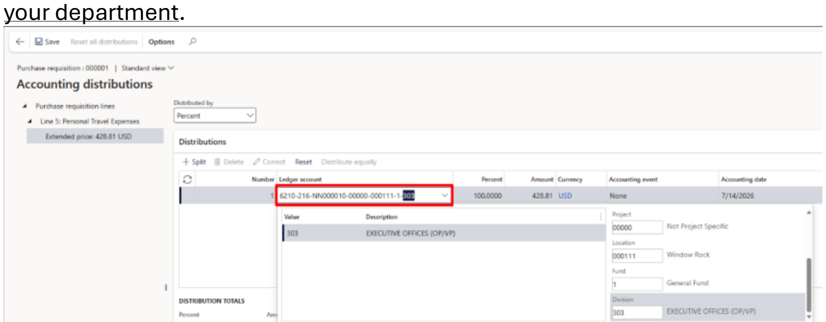
- **Vendor account**: Select the employee vendor account for the traveler who will receive the travel reimbursement or travel advance.

9. Click **Financials > Accounting > Distribute amounts**.



10. In the Accounting distributions form, enter the **financial dimensions** that <u>belong to your department</u>.



NOTE: A full account string (including all required financial dimensions) must be entered for each purchase requisition line to ensure proper posting and workflow routing.

11. Click **+Add line** to enter additional lines. Repeat steps 7-10.

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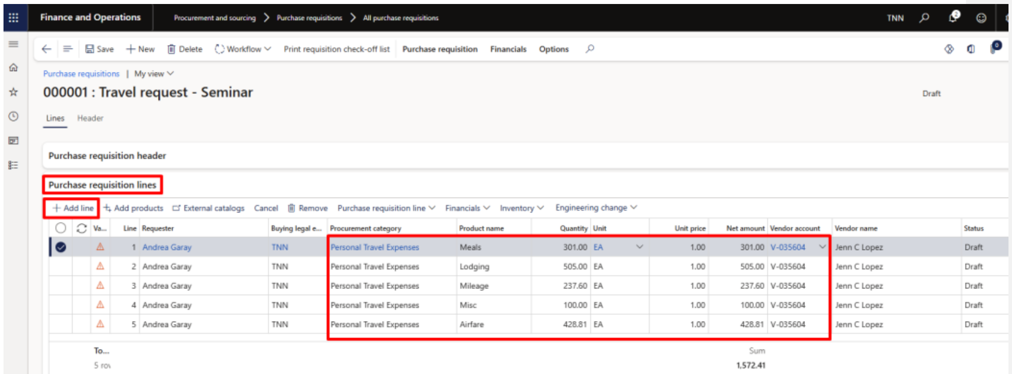
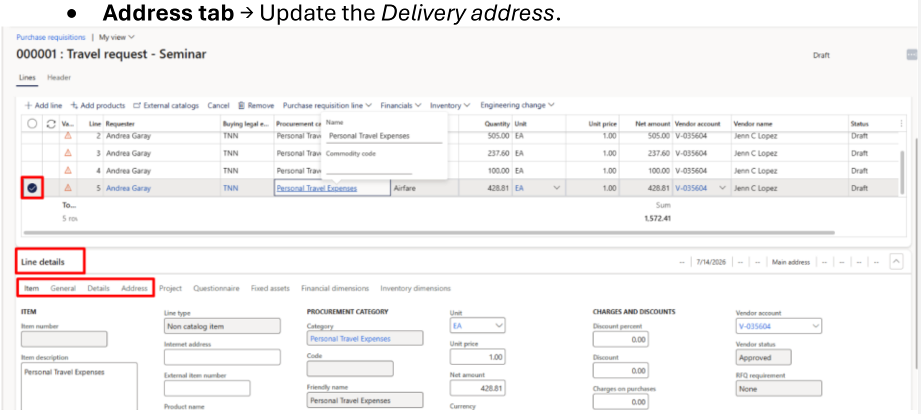


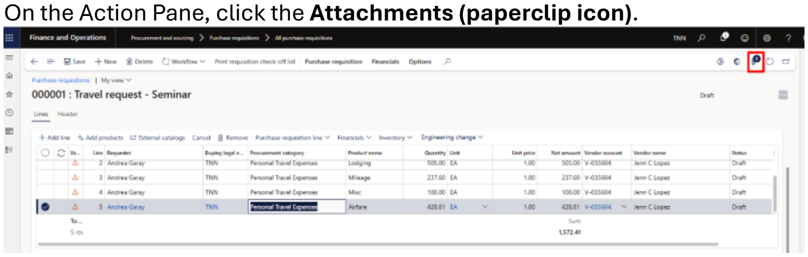
To enter line details:

12. Expanding the **Line details** FastTab is **optional** and applies to **each individual line**. Users can update as needed:
    - **Item tab** → Add or adjust the *Item description*.
    - **General tab** → Update the *Requested date*.
    - **Address tab** → Update the *Delivery address*.

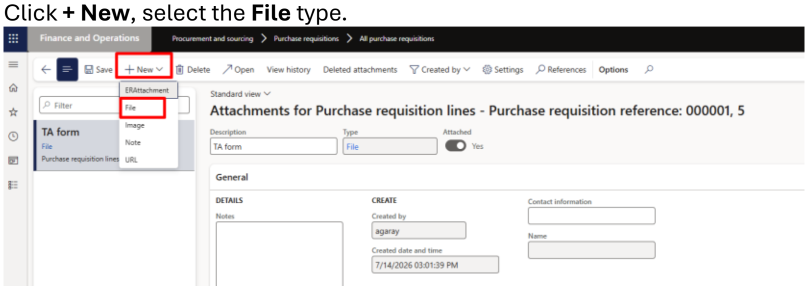


To add an attachment to the Purchase requisition:

13. On the Action Pane, click the **Attachments (paperclip icon)**.



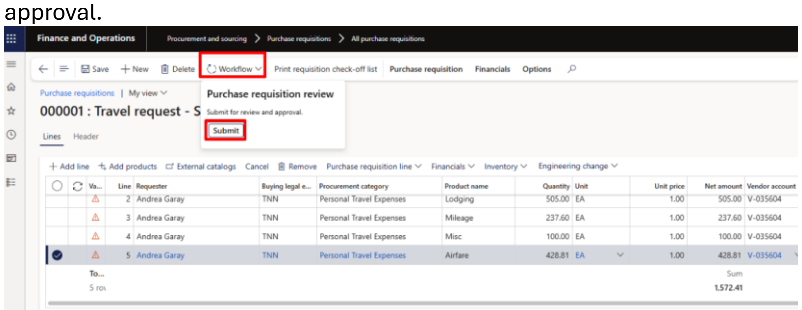
14. In the Attachments form:
    - Click **+ New**, select the **File** type.



15. **Browse** to upload the attachment.

16. The file will be uploaded and listed in the attachments grid.
17. Close the **Attachments** form to return to the requisition.

18. Once all lines are entered click **Save** and click **Workflow > Submit** for approval.



Purchase Order Creation

Based on the procurement workflow, the Purchase Order is automatically created if the requisition total is less than $10,000. The employee confirms the Purchase Order to reserve budget.

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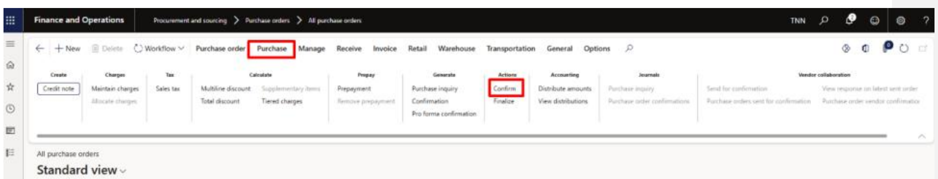
1. Once the Purchase Order status is **Approved**, go to the **Action Pane** and select **Purchase > Actions > Confirm**.



Note: Confirming the Purchase Order reserves the budget and authorizes the travel before the trip begins.

Travel Advance (If required)

If a travel advance is requested, the employee notifies Accounts Payable and provides the approved Travel Authorization (TA) and the Purchase Order number.

Accounts Payable:
- Reviews the approved Travel Authorization.
- Creates an **Invoice Journal** for the travel advance.

- Use **Main Account 1363 – NN Employee Travel Advance**.

- Posts the Vendor Invoice Journal.
- Issues the travel advance payment to the employee (Check or ACH).
- Notifies Payroll of the travel advance issued.

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Payroll:

- Deducts the travel advance amount from the employee's next paycheck.

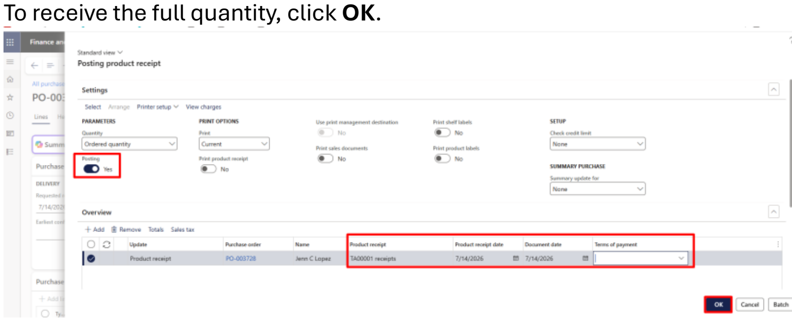
Travel Completed

Upon returning from travel, the employee compares the actual travel expenses to the approved Purchase Order.

Scenario 1 – Actual Expenses match the amount of the Purchase Order

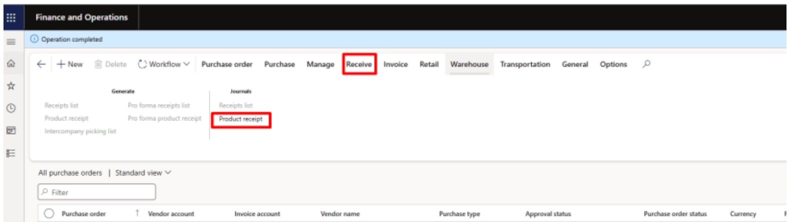
If the total actual expenses are equal to the approved PO amount:

1. Open the Purchase Order to receive.
2. Go to the **Receive** > **Generate > Product receipt**.
3. In the **Posting product receipt,** scroll down to the Overview section.
4. Enter a **Product receipt number**.
5. Enter a **Document date**.
6. To receive the full quantity, click **OK**.

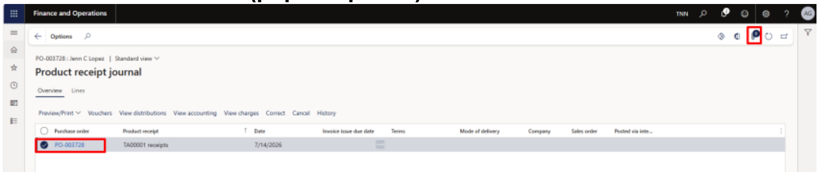


To attach receipts (e.g. Receipts, trip report, mileage log, any additional support documentation):

7. Select the purchase order and go to the **Receive** > **Journal > Product receipt**



8. Click the **Attachments (paperclip icon)**.



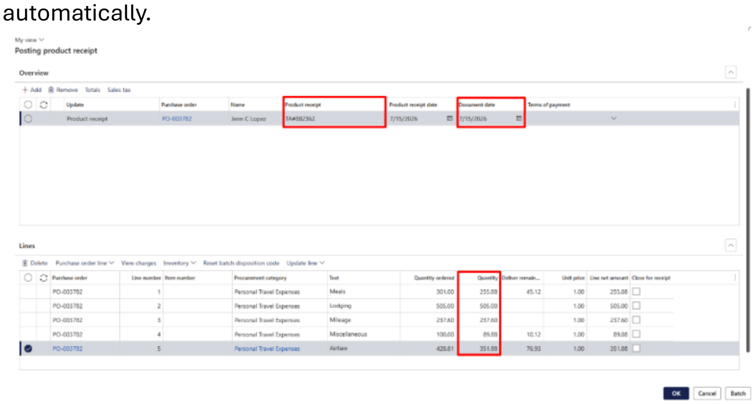
9. Click **+ New**, select the **File** type.
10. **Browse** to upload the attachment.
11. The file will be uploaded and listed in the attachments grid.
12. Close the **Attachments** form to return to the product receipt journal
13. +Notify Accounts Payable that the documentation is complete.
14. Accounts Payable reviews the documentation and invoices the PO and processes the reimbursement.

Scenario 2 – Actual Expenses are less than the Approved Purchase Order amount

If the actual travel expenses are Less than the approved Purchase order amount:

1. Open the **Purchase Order**.
2. On the **Receive** tab, select **Generate > Product Receipt**.
3. In the **Posting Product Receipt** window, expand the **Overview** section.
4. Enter the **Product receipt** number.
5. Enter the **Document date**.
6. Expand the **Lines** FastTab. For each expense line, enter the **actual amount** from the receipts in the **Quantity** field. The **Deliver remainder** quantity is calculated

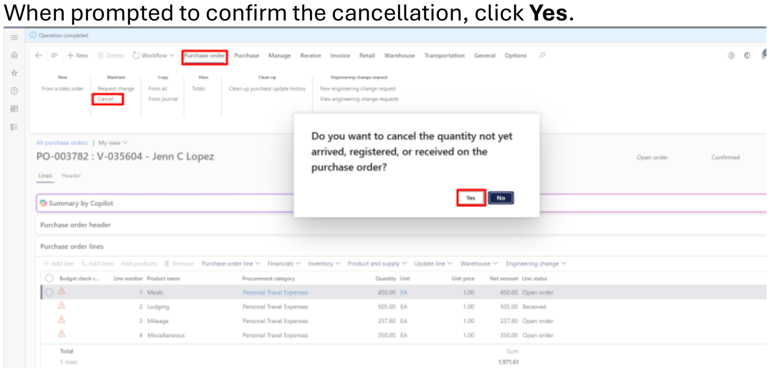
automatically.



7. Click OK to process the receipt.
8. Attach receipts (steps listed in Scenario 1 above).

Close Remaining Purchase Order Amounts
If no additional travel expenses will be submitted against this Purchase Order:

7. Return to the **Purchase Order** page
8. On the **Purchase Orde**r tab, in the **Maintain** group, click **Cancel**.
9. When prompted to confirm the cancellation, click **Yes**.



10. Review the cancellation details, then click **OK**.
11. Submit the cancellation to workflow for approval.

Note: Closing the remaining quantity prevents additional Product Receipts from being posted against the Purchase Order and indicates that no further reimbursements will be requested for those estimated expenses.

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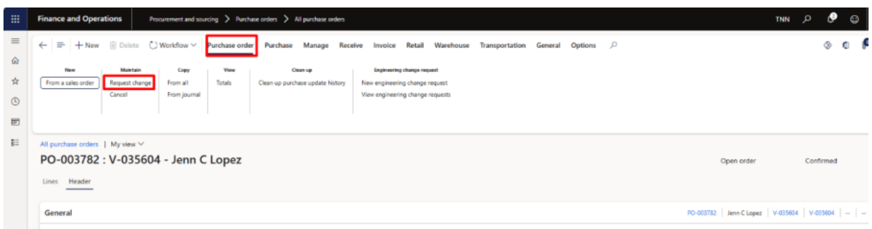
12. Notify Accounts Payable that the documentation is complete.
13. Accounts Payable reviews the documentation, approves the PO adjustments through workflow and invoices the PO and processes the reimbursement.

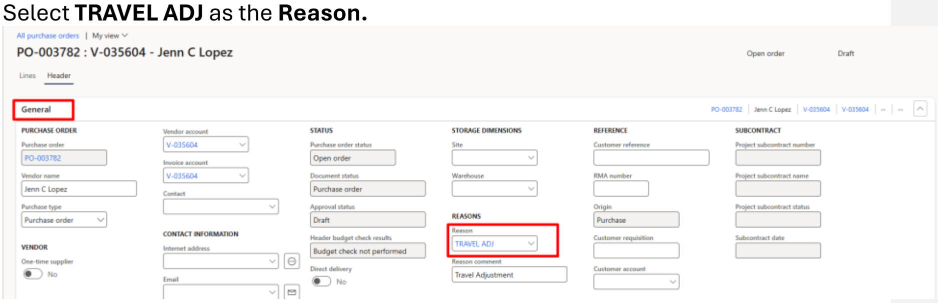
Scenario 3 – Actual Expenses Exceed the Approved Purchase Order

If the actual travel expenses exceed the approved Purchase Order amount (for example, additional lodging taxes, mileage, parking, or other approved travel expenses), update the Purchase Order before recording the Product Receipt.

1. Open the **confirmed Purchase Order** and, on the **Purchase Order** tab, click **Request Change**.
   The Purchase Order status changes to **Draft**, allowing updates to the Purchase Order.

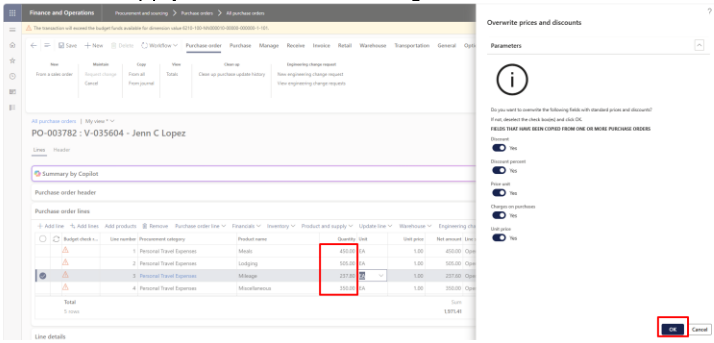


2. Click **Header**, then expand the **General** FastTab.
3. Select **TRAVEL ADJ** as the **Reason.**



4. In the Purchase Order Lines, add a new line or update the existing line(s) to reflect the additional approved travel expenses.

5. Click OK to apply the line amount changes.



6. Attach the supporting receipts and justification for the additional expenses.
7. Submit the Purchase Order Change Workflow.
8. Once the Purchase Order Change Workflow is approved, confirm the updated Purchase Order.
9. Record the Product Receipt using the steps in Scenario 1.
10. Notify Accounts Payable that the updated Purchase Order has been received and is ready for reimbursement processing.

P-Card exception

1. Travel paid with a P-Card does not require a Purchase Requisition or Purchase Order.
1. Existing P-Card reconciliation process applies.