



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.

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Roles and Responsibilities

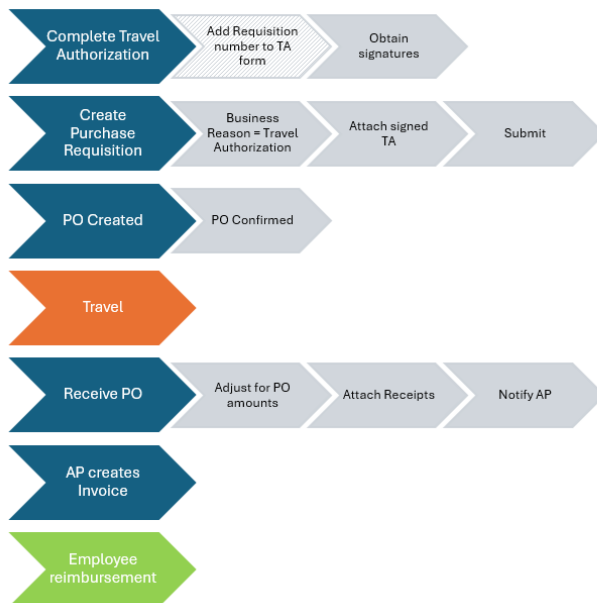
Role	Responsibility
Employee	Complete Travel Authorization, create Purchase Requisition, attach documents, receive PO after travel
Supervisor	Approve Travel Authorization form
Accounts Payable	Process travel advances and employee reimbursements
Payroll	Deduct travel advances through payroll (when applicable)



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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



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- 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**.

Purchase requisition header										
Purchase requisition lines										
	Line	Repeater	Buying legal e...	Procurement category	ACCOUNTING	Quantity	Unit	Unit price	Net amount	Vendor account
	1	Andrea Garay	TNIN	Personal Travel Expenses	Distribute amounts	301.00	EA	1.00	301.00	V-031604
	2	Andrea Garay	TNIN	Personal Travel Expenses	Travel accounting	305.00	EA	1.00	305.00	V-031604
	3	Andrea Garay	TNIN	Personal Travel Expenses	BUDGET	237.60	EA	1.00	237.60	V-031604
	4	Andrea Garay	TNIN	Personal Travel Expenses	Budget check errors or warnings	100.00	EA	1.00	100.00	V-031604
	5	Andrea Garay	TNIN	Personal Travel Expenses	Perform budget checking	428.81	EA	1.00	428.81	V-031604

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

Purchase requisition : 000001 Standard view						
Accounting distributions						
Distributions						
+ Split Delete Correct Reset Distribute equally						
Number	Ledger account	Percent	Amount	Currency	Accounting event	Accounting date
1	6210-216-NH000010-00001-00011111	100.0000	428.81	USD	None	7/14/2025
Value		Description				
303		EXECUTIVE OFFICES (OP/VP)				
Project		00000 Not Project Specific				
Location		000111 Windsor Rock				
Fund		1 General Fund				
Object		303 EXECUTIVE OFFICES (OP/VP)				
DISTRIBUTION TOTALS		Percent 100.0000 Amount 428.81				

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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Finance and Operations | Procurement and sourcing > Purchase requisitions > All purchase requisitions | TNN

Purchase requisitions | My view

000001 : Travel request - Seminar | Draft

Lines | Header

Purchase requisition header

Purchase requisition lines

+ Add line | + Add products | External catalogs | Cancel | Remove | Purchase requisition line | Financials | Inventory | Engineering change

Line	Requester	Buying legal e...	Procurement category	Product name	Quantity	Unit	Unit price	Net amount	Vendor account	Vendor name	Status
1	Andrea Garay	TNN	Personal Travel Expenses	Meals	301.00	EA	1.00	301.00	V-035604	Jenn C Lopez	Draft
2	Andrea Garay	TNN	Personal Travel Expenses	Lodging	505.00	EA	1.00	505.00	V-035604	Jenn C Lopez	Draft
3	Andrea Garay	TNN	Personal Travel Expenses	Mileage	237.60	EA	1.00	237.60	V-035604	Jenn C Lopez	Draft
4	Andrea Garay	TNN	Personal Travel Expenses	Misc	100.00	EA	1.00	100.00	V-035604	Jenn C Lopez	Draft
5	Andrea Garay	TNN	Personal Travel Expenses	Airfare	428.81	EA	1.00	428.81	V-035604	Jenn C Lopez	Draft
To...								Sum	1,572.41		
5 rows											

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*.

Purchase requisitions | My view

000001 : Travel request - Seminar | Draft

Lines | Header

Purchase requisition lines

+ Add line | + Add products | External catalogs | Cancel | Remove | Purchase requisition line | Financials | Inventory | Engineering change

Line	Requester	Buying legal e...	Procurement category	Product name	Quantity	Unit	Unit price	Net amount	Vendor account	Vendor name	Status
1	Andrea Garay	TNN	Personal Travel Expenses	Meals	301.00	EA	1.00	301.00	V-035604	Jenn C Lopez	Draft
2	Andrea Garay	TNN	Personal Travel Expenses	Lodging	505.00	EA	1.00	505.00	V-035604	Jenn C Lopez	Draft
3	Andrea Garay	TNN	Personal Travel Expenses	Mileage	237.60	EA	1.00	237.60	V-035604	Jenn C Lopez	Draft
4	Andrea Garay	TNN	Personal Travel Expenses	Misc	100.00	EA	1.00	100.00	V-035604	Jenn C Lopez	Draft
5	Andrea Garay	TNN	Personal Travel Expenses	Airfare	428.81	EA	1.00	428.81	V-035604	Jenn C Lopez	Draft
To...								Sum	1,572.41		
5 rows											

Line details

Item | General | Details | Address | Project | Questionnaire | Fixed assets | Financial dimensions | Inventory dimensions

ITEM

Item number: Non catalog item

Item description: Personal Travel Expenses

Item address: External item number: Product name:

PROCUREMENT CATEGORY

Category: Personal Travel Expenses

Code: Friendly name: Personal Travel Expenses

Unit: EA

Unit price: 1.00

Net amount: 428.81

Currency:

CHARGES AND DISCOUNTS

Discount percent: 0.00

Discount: 0.00

Charges on purchases: 0.00

Vendor account: V-035604

Vendor status: Approved

RFQ requirement: None

To add an attachment to the Purchase requisition:



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

Line	Requester	Buying legal n.	Procurement category	Product name	Quantity	Unit	Unit price	Net amount	Vendor account	Vendor name	Notes
2	Andrea Garay	THN	Personal Travel Expenses	Lodging	305.00	EA	1.00	305.00	V-031604	Jenn C Lopez	Draft
3	Andrea Garay	THN	Personal Travel Expenses	Mileage	237.00	EA	1.00	237.00	V-031604	Jenn C Lopez	Draft
4	Andrea Garay	THN	Personal Travel Expenses	Meals	100.00	EA	1.00	100.00	V-031604	Jenn C Lopez	Draft
5	Andrea Garay	THN	Personal Travel Expenses	Airfare	428.81	EA	1.00	428.81	V-031604	Jenn C Lopez	Draft
Sum								1372.41			

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.



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

Line	Requester	Buying legal e...	Procurement category	Product name	Quantity	Unit	Unit price	Net amount	Vendor account
2	Andrea Garay	TNN	Personal Travel Expenses	Lodging	505.00	EA	1.00	505.00	V-035604
3	Andrea Garay	TNN	Personal Travel Expenses	Mileage	237.60	EA	1.00	237.60	V-035604
4	Andrea Garay	TNN	Personal Travel Expenses	Misc	100.00	EA	1.00	100.00	V-035604
5	Andrea Garay	TNN	Personal Travel Expenses	Airfare	428.81	EA	1.00	428.81	V-035604
Sum								1,572.41	

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.

Commented [AG1]: Check if any cases when is over. What to do?

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.



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- 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.

Commented [AG2]: Check COA translation from Marcie's email

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**



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The screenshot shows the SAP Finance and Operations interface. The 'Receive' tab is selected in the top navigation bar. Under the 'Generate' section, the 'Product receipt' option is highlighted with a red box. The interface also shows a list of purchase orders and a table with columns for Purchase order, Vendor account, Invoice account, Vendor name, Purchase type, Approval status, Purchase order status, and Currency.

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

The screenshot shows the SAP Finance and Operations interface with the 'Attachments' form open. The 'Attachments' form is titled 'Product receipt journal' and shows a list of attachments. The 'Attachments' form is highlighted with a red box. The interface also shows a table with columns for Purchase order, Product receipt, Date, Invoice date, Terms, Mode of delivery, Company, Sales order, and Posted on date.

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



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automatically.

My view
Posting product receipt

Overview

+ Add Remove Totals Substax

Update Purchase order Name Product receipt Product receipt date Document date Series of payment

Product receipt	PO-003782	Jenn C Lopez	1/15/2026	1/15/2026	
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Lines

Delete Purchase order line View charges Inventory Reset batch disposition code Update line

Purchase order	Line number	Item number	Procurement category	Unit	Quantity ordered	Quantity	Substax remarks...	Unit price	Line net amount	Close for receipt
PO-003782	1		Personal Travel Expenses	Meals	301.00	253.00	45.12	1.00	253.00	☐
PO-003782	2		Personal Travel Expenses	Lodging	505.00	505.00		1.00	505.00	☐
PO-003782	3		Personal Travel Expenses	Mileage	237.00	237.00		1.00	237.00	☐
PO-003782	4		Personal Travel Expenses	Miscellaneous	100.00	89.00	10.12	1.00	89.00	☐
PO-003782	5		Personal Travel Expenses	Airfare	420.00	331.00	76.50	1.00	331.00	☐

OK Cancel Batch

- Click OK to process the receipt.
- 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:

- Return to the **Purchase Order** page
- On the **Purchase Order** tab, in the **Maintain** group, click **Cancel**.
- When prompted to confirm the cancellation, click **Yes**.

Operation completed

Back New Orders Workflow **Purchase order** Purchase Manage Receive Invoice Retail Warehouse Transportation General Options

New Maintain Request change Cancel From sales order From all From journal View Totals Clear up purchase update history Engineering change request New engineering change request View engineering change requests

PO-003782 : V-035604 - Jenn C Lopez

Summary by Capital

Purchase order header

Purchase order lines

Budget check...

Line number	Product name	Procurement category	Quantity	Unit	Unit price	Net amount	Line status
1	Meals	Personal Travel Expenses	450.00	EA	1.00	450.00	Open order
2	Lodging	Personal Travel Expenses	505.00	EA	1.00	505.00	Received
3	Mileage	Personal Travel Expenses	237.00	EA	1.00	237.00	Open order
4	Miscellaneous	Personal Travel Expenses	100.00	EA	1.00	100.00	Open order
Total						1,292.00	

- Review the cancellation details, then click **OK**.
- 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.

The screenshot shows the SAP Purchase Order interface. The 'Purchase Order' tab is selected, and the 'Request Change' button is highlighted in red. The interface displays the purchase order details for PO-003782, Vendor account V-035604, and the user Jenn C Lopez. The status is 'Confirmed'.

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

The screenshot shows the SAP Purchase Order Header - General FastTab. The 'Reason' field is highlighted in red and set to 'TRAVEL ADJ'. The interface displays various fields for the purchase order, including Vendor account, Status, Storage Dimensions, Reference, and Subcontract.

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



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5. Click OK to apply the line amount changes.

The screenshot shows the SAP Purchase Order Change Workflow interface. The 'Purchase order' tab is active, displaying a summary by capital and a table of purchase order lines. A red box highlights the 'Quantity' field for line 2, which is currently set to 1.00. To the right, the 'Override prices and discounts' dialog box is open, showing a warning message and a 'Yes' button highlighted with a red box.

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.