

## How to Create a Travel Authorization (TA) in CUNYFIRST

### 1.) Log onto CUNYFIRST

## CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).

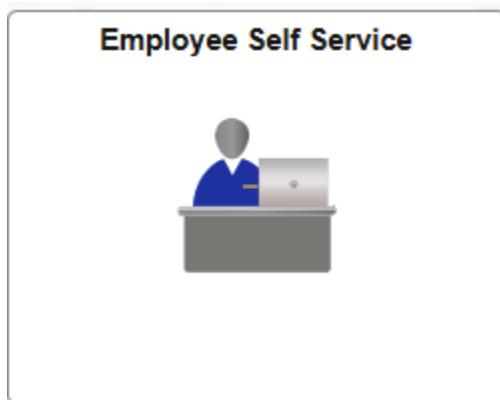
Username

Password

Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

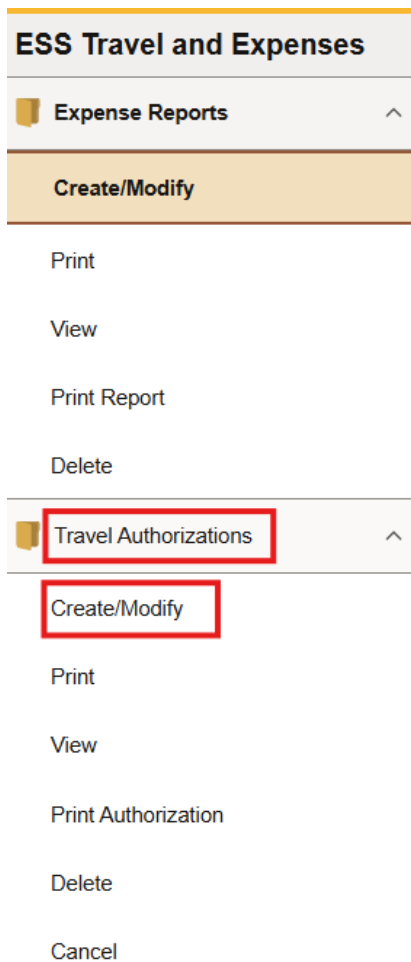
### 2.) Click on Employee Self Service Tile



3.) Click on ESS Travel & Expense Icon



4.) On the left-hand side menu, click on Travel Authorization, then click on create/modify



## 5.) Enter or Verify your Empl ID and then click the Add button

### Travel Authorization

Add a New Value

Find an Existing Value

\*Empl ID

12345678

Q

Add

## 6.) You will now be able to create a Travel Authorization

### Create Travel Authorization

Carmen Perez

Save for Later | Summary and Submit

Quick Start

Populate From

GO

GL Business Unit

BCC01

\*Business Purpose

Default Location

\*Date From

\*Date To

\*Description

Projected Expenses

Expand All | Collapse All

Add | Quick-Fill

Attachments

Totals (0 Lines)

0.00

USD

\*Date

\*Expense Type

Description

\*Payment Type

\*Amount

Currency

0.00

USD

+

-

254 characters remaining

Expand All | Collapse All

Totals (0 Lines)

0.00

USD

The following highlighted boxes must be filled

### Create Travel Authorization

Carmen Perez

Save for Later | Summary and Submit

Quick Start

Populate From

GO

GL Business Unit

BCC01

\*Business Purpose

Default Location

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\*Date

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Description

\*Payment Type

\*Amount

Currency

0.00

USD

+

-

254 characters remaining

Expand All | Collapse All

Totals (0 Lines)

0.00

USD

- Business Purpose – Select from the drop-down menu
- Description – Enter a description or name of the trip/conference
- Default location – Enter the State and City of where the business trip will take place

Click on magnifying glass

Default Location

Click on Advanced Lookup

Look Up Default Location

Search by: Expense Location

begins with

Search

Cancel

Advanced Lookup

Help

Enter the State and City in the description box (Must be in all CAPS)

Look Up Default Location

SetID

Expense Location

begins with

SHARE

Description

begins with

NY New york

Search

Clear

Cancel

Basic Lookup

Search Results

| View 100         | <                  | < | 1-2 of 2 | > | > |
|------------------|--------------------|---|----------|---|---|
| Expense Location | Description        |   |          |   |   |
| 28943            | NY NEW YORK        |   |          |   |   |
| 28944            | NY NEW YORK COUNTY |   |          |   |   |

Then click on the blue hyperlink of the expense location so it can populate onto the travel authorization

Look Up Default Location

SetID

Expense Location

begins with ▾

SHARE

Description

begins with ▾

NY NEW YORK

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

< <

1-2 of 2 ▾

> >|

| Expense Location | Description        |
|------------------|--------------------|
| 28943            | NY NEW YORK        |
| 28944            | NY NEW YORK COUNTY |

Default Location

NY NEW YORK

Q

Next select the dates of your trip. \*\*It is important to enter the travel authorization at least 2-3 weeks prior to the trip as the system will not allow past dates to be entered\*\*

\*Date From

\*Date To

Next click on paper click to add attachments onto the travel authorization

A red rectangular box highlights a paperclip icon with a green plus sign. To the right of the icon is the word "Attachments" in blue text.

Once the above information has been entered, you may begin to select the projected expense lines of your trip

The following must be entered:

- **Date**: Enter each date of the conference that correspond with the expense type.
- **Expense type**: You may select PSC related expense lines, otherwise, you can select Non-PSC depending on your title.
- **Description**: enter a brief description of the expense.
- **Amount**: All amounts on the Travel Authorization are estimates unless you know exactly how much you are going to spend.

To add or delete an expense line, click on the + or – icon on the right-hand side of the expense line

Projected Expenses ⓘ  
Expand All | Collapse All    Add: | ⚡ Quick-Fill    Attachments

Totals (0 Lines)    0.00    USD

|                      |                      |                      |                      |         |          |     |
|----------------------|----------------------|----------------------|----------------------|---------|----------|-----|
| *Date                | *Expense Type        | Description          | *Payment Type        | *Amount | Currency | + - |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | USD      |     |

254 characters remaining

When selecting expense lines, you must select from the drop-down menu or you can select quick fill to select multiple lines at once

Projected Expenses ⓘ  
Expand All | Collapse All    Add: | ⚡ Quick-Fill    Attachments

Totals (0 Lines)    0.00    USD

|                      |                      |                      |                      |         |          |     |
|----------------------|----------------------|----------------------|----------------------|---------|----------|-----|
| *Date                | *Expense Type        | Description          | *Payment Type        | *Amount | Currency | + - |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | USD      |     |

254 characters remaining

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**Quick-Fill**

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

**Date Range**

From  10/22/2025  To  10/24/2025

**Add Expense Types:**

| One Day                             | All Days                 | Expense Type                 |
|-------------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/> | Non PSC Train Ticket         |
| <input type="checkbox"/>            | <input type="checkbox"/> | Non PSC Vehicle Rental       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | PSC Commercial air travel    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | PSC Conf registration fee    |
| <input type="checkbox"/>            | <input type="checkbox"/> | PSC Local Auto Mileage City  |
| <input type="checkbox"/>            | <input type="checkbox"/> | PSC Local Auto Mileage State |
| <input type="checkbox"/>            | <input type="checkbox"/> | PSC Local Travel             |
| <input type="checkbox"/>            | <input type="checkbox"/> | PSC Mileage - City Auto      |
| <input type="checkbox"/>            | <input type="checkbox"/> | PSC Mileage - State Auto     |
| <input type="checkbox"/>            | <input type="checkbox"/> | PSC Mileage - State Mcycle   |
| <input type="checkbox"/>            | <input type="checkbox"/> | PSC Parking Expense          |

Once the details of the expense report have been completed, you may click on Save for Later to save your work, or click on Summary and Submit

**Create Travel Authorization**

Carmen Perez ⓘ

Actions: Save for Later Summary and Submit GO

GL Business Unit: BCC01

\*Business Purpose: Conference  
\*Description: ABCD LAS VEGAS OCT 2025  
Default Location: NV LAS VEGAS  
\*Date From: 10/22/2025 \*Date To: 10/24/2025

**Projected Expenses** ⓘ  
Expand All | Collapse All Add | Quick-Fill

Attachments

Totals (2 Lines) **850.00 USD**

| *Date                                                                             | *Expense Type             | *Description                                                | *Payment Type | *Amount | Currency | + - |
|-----------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------|---------------|---------|----------|-----|
| 10/22/2025                                                                        | PSC Commercial air travel | ROUNDTRIP FROM NYC TO LAS VEGAS<br>223 characters remaining | Empl Paid     | 500.00  | USD      | +   |
| Billing Type: Empl Paid<br>*Travel To: NV LAS VEGAS<br>Ticket Number: 12345678910 |                           |                                                             |               |         |          |     |
| Accounting Details ⓘ                                                              |                           |                                                             |               |         |          |     |
| 10/22/2025                                                                        | PSC Conf registration fee | CONF FEE<br>246 characters remaining                        | Empl Paid     | 350.00  | USD      | +   |
| Billing Type: Empl Paid<br>*Location: NV LAS VEGAS                                |                           |                                                             |               |         |          |     |

Once you click on summary and submit, you must click in the small box on the left-hand side

**Modify Travel Authorization**

Carmen Perez

Actions: Save for Later Travel Authorization Details GO

Authorization ID: 0000029591 Pending

\*Business Purpose: Conference  
\*Description: ABCD LAS VEGAS OCT 2025  
Default Location: NV LAS VEGAS  
\*Date From: 10/22/2025 \*Date To: 10/24/2025

Totals ⓘ View Printable Version Notes Attachments

| Projected Expenses (2 Lines) | 850.00 USD | Denied Expenses | 0.00 USD |
|------------------------------|------------|-----------------|----------|
| Total Authorized Amount      |            | 850.00 USD      |          |

☐ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.  
Submit Travel Authorization

Then click OK

Your supervisor will receive a notification via a system email that an approval is required. If additional approval is required, the system will generate an email that an approval is needed as well.

**\*\*Notes\*\***

Please visit the Federal Per Diem website prior to booking your trip for current allowable rates:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Once the Travel Authorization is submitted, you or your proxy will not be able to modify the travel authorization. Your supervisor can return your travel authorization if he/she have not yet approved the travel authorization or if the travel authorization has been approved by your supervisor, the Accounts Payable auditor can return the authorization back to you for modification.

You can view where the travel authorization is in the workflow by clicking on View, then enter your Empl Id or Authorization ID in the drop-down menu:

The screenshot displays the 'ESS Travel and Expenses' web application. On the left is a navigation sidebar with a tree view containing 'Expense Reports' and 'Travel Authorizations'. Under 'Travel Authorizations', there are links for 'Create/Modify', 'Print', 'View' (highlighted with a red box), 'Print Authorization', 'Delete', and 'Cancel'. The main content area is titled 'Travel Authorization' and 'Find an Existing Value'. It features a 'Search Criteria' section with a prompt to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu. A search input area is highlighted with a red box, containing a 'Search by:' dropdown set to 'Empl ID', a 'begins with' text input field, and a 'Show more options' link. At the bottom of this area are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Save Search'.

For additional assistance, please contact the Accounts Payable Department at Ext: 5783 or contact Carmen Perez at [CarmenPerez01@bcc.cuny.edu](mailto:CarmenPerez01@bcc.cuny.edu)