

Graduate School and ORSP Travel Authorization Instructions

UNC has a website for travel authorization information found at <https://www.unco.edu/purchasing/pcard/travel-policies-and-procedures.aspx>

To generate a Travel Authorization ~ d • use this link: <https://onbase.unco.edu/AccountsPayable/TravelAuthorization>

Be prepared as this form does time out after 30 minutes.

For in-state travel, h E ] • š AE Be sure to discuss this when making CE CE v P u v š •.

For out of state travel, š AE • Á ] o o v š } % o ě Information Section:

x Accounting Specialist =D š š Z Á ^ v Z ì

The screenshot shows a web form titled "Travel Information" with a blue header. The form contains several input fields and dropdown menus:

- Name \***: A text input field.
- Email Address \***: A text input field.
- Bear ID \***: A text input field.
- Classification \***: A dropdown menu.
- Phone Number \***: A text input field.
- Title \***: A dropdown menu.
- Supervisor Email \***: A text input field.
- Accounting Specialist \***: A dropdown menu.
- Supervisor Name \***: A text input field.

Travel Information Section:

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Funding Source: GSA Awardees use ~20185- K CEBO-34 W CE } P CE u •81

Supporting Documentation:

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Required Approvals:

- x Unit Leader/FOAP Approver = D š š Z Á ^ v Z ì
- x Dean/AVP = : Œ ] > Ç } v •

Once the travel authorization is approved, you will receive an email

## Checking Status of your Travel Authorization

- x Download OnBase <https://www.unco.edu/information-management/technology/accounts/passwords/onbase.aspx>
- x Log into OnBase (UNC credentials)
- x Click on the Home tab at the top, then Retrieval
- x On the left select AP Travel Authorization
- x Enter your Traveler Name
- x Click Find
- x DoubleClick on the TA you want to review