

Travel Authorizations (VE5)

How to Create and Process
VE5 Documents

Electronic Travel Authorizations

Basic Concepts

How to create a **Request for
Travel Authorization (RTA)**

Travel Resources



BASIC CONCEPTS

Primary Purpose –

Approve Absence from headquarters
for UT Business Purposes

Secondary Purpose –

Approve accounts which may be used
for travel reimbursements and/or
centrally billed airfare



BASIC CONCEPTS

Routes first to primary academic appointment (for employees) –
to approve absence from headquarters

Routes next to all encumbered accounts –

to approve accounts which may be used for travel reimbursements and/or centrally billed airfare



BASIC CONCEPTS

Any business absence from UT campus
or other designated headquarters

- half day or more
- whether or not there is a cost

*Authorization should be approved
before travel begins*



BASIC CONCEPTS

Who uses an RTA?

- UT Employees
- UT Students
- Non-Employees
- Prospective Employees



BASIC CONCEPTS

UT employees may have “no cost” travel authorizations for business purposes. Otherwise an account and amount are required.



BASIC CONCEPTS

Non-employees,
non-employed students
and prospective employees
cannot have “no cost” authorizations.
An account and amount are required.



BASIC CONCEPTS

UT employees and students have the option of providing their estimated expenses.

Non-employees and prospective employees are required to provide their estimated expenses.



BASIC CONCEPTS

Some destinations require special information to approve an RTA:

- ✓ *Travel to Washington, D.C.*
- ✓ *Foreign travel on state funds*



BASIC CONCEPTS

Who approves an RTA?

- RTAs for employees – absence approved by a supervisor (someone over their position)



BASIC CONCEPTS

Who approves an RTA?

- RTAs for employees – absence approved by a supervisor (someone over their position)
- RTAs for employees, nonemployees, students and prospective employees – by people who approve the accounts on an RTA



BASIC CONCEPTS

Who approves an RTA?

- The Faculty Travel Grant account should be listed on the RTA if it is being used, but must be separately approved by the Faculty Travel Grant coordinator.
- <http://www.utexas.edu/ogs/ftg/>



BASIC CONCEPTS

Who approves an RTA?

- Travel to **restricted regions** must receive special approvals by the International Oversight Committee:
- <http://world.utexas.edu/risk/travelpolicy>



How to Create an RTA (VE5)



How to Create an RTA (VE5)

You must be authorized with Update or Super status for the **VE5** command.

You must also use the official travel rules and regulations when completing this document:

[Handbook of Business Procedures, Part 11](#)

[Travel Rules and Regulations Slideshow](#)



How to create an RTA (VE5)

- 1) Type **new** in the **Action** field.
- 2) Type 01 in the Format field.
- 3) Press ENTER.



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status:          -- COVER SHEET --          Document ID: _____
Action: _____ Summary: _____
Created: 09/17/11 by ACGEM -
Format: _____ Template: _____ Process Date: _____
Travel Dates: Begin: _____ End: _____ Voucher Date: _____ DTN: _____
RTA Nbr: _____ Designated HQ: _____
Vendor ID:   UT EID: _____ MC: _____ Name: _____
Traveler Type: _ Title: _____ State VID: _____
SECTIONS:
_ 1 Destination Code      Locale          Description
    _____
_ 2 Purpose of Travel:   _____
  Benefits to UT:       _____
  Disposition of Duties: _____
  W Washington DC Travel: _____
_ 3 Account Information   No Cost to UT: _____
_ 4 Define Codes (Optional)  _ 5 Traveling with Students: _____
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/17/11 10:49 AM --
```



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REC          ACTION - VE5          Year 11 12
Command: VE5     Acco         _____          Month: SEP
=====
Status:          Document ID: _____
Action: NEW      Summary: _____
Created: 09/17/11 by ACGEM -
Format: 01      Template: _____
Travel Dates: Begin: _____ End: _____
RTA Nbr: _____ Designated HQ: _____
Vendor ID:      UT EID: _____ MC: _____ Name:
Traveler Type:  _ Title: _____ State VID:
SECTIONS:
_ 1 Destination Code      Locale      Description
_____
_ 2 Purpose of Travel:   _____
Benefits to UT:         _____
Disposition of Duties:  _____
W Washington DC Travel: _____
_ 3 Account Information   No Cost to UT: _____
_ 4 Define Codes (Optional)  _ 5 Traveling with Students:
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/17/11 10:49 AM --
```

Type **NEW** in the **Action** field.

Type **01** in the **Format** field.



Travel Authorization

```
>>CREATION OF DOCUMENT X0VE5968214 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: _____ End: _____ Voucher: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID:  UT EID: _____ MC: _____ Name: _____
Traveler Type: _ Title: _____
SECTIONS:
_ 1 Destination Code      Locale
    _____
_ 2 Purpose of Travel:   _____
    Benefits to UT:      _____
    Disposition of Duties: _____
    W Washington DC Travel: _____
_ 3 Account Information   No Cost to UT: _____
_ 4 Define Codes (Optional)  _ 5 Traveling with Students:
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/17/11 11:01 AM --
```

Document ID: X0VE5968214

**Document ID
Number is assigned.**

**RTA Number
is assigned.**



Travel Authorization

```
>>Update to document X0VE5968214 successfully completed; continue<<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID:  UT EID: ? _____ MC: _____ Name: _____
Traveler Type:  Title: _____ State VID:
SECTIONS:
_ 1 Destination Code      Locale          Description
   _____
_ 2 Purpose of Travel:   _____ +
  Benefits to UT:       _____ +
  Disposition of Duties: _____ +
  W Washington DC Travel: _____ +
_ 3 Account Information   No Cost to UT: _____
_ 4 Define Codes (Optional) _____ Traveling with Students:
-- 0 UT Austin
```

12:54 PM --

Enter information on the top half of the cover sheet: **Travel Dates, Traveler UT EID, Traveler Type and Title.**



Travel Authorization

```
+-----+
| No records meet your search criteria. | 0
|
| Selection:                             | =
| Search and List Entities by:           | 4
| Name: EINSTEIN                         |
| EID or Vendor ID:                     |
|
| Expand Display to show 'A'ddresses, 'N'ames
| 'I'dentifiers, or 'P'ointers
|                                     Name          ID Type: UN   Vendor EID:
|
|                                     Press CLEAR to exit
+-----+
```

A ? in the UT EID field of the cover sheet opens this search window. In this example, we are searching for someone whose last name is "Einstein".



Travel Authorization

```
+-----+
| Press ENTER to page forward.                                | 0
|                                                             |
| Selection: _____                                       | =
| Search and List Entities by:                               | 4
| Name:      EINSTEIN _____                             |
| EID or Vendor ID: _____                             |
|
| Expand Display to show 'A'dddresses, 'N'ames
| 'I'dentifiers, or 'P'ointers
|
|          Name                ID Type: UN   Vendor EID:
| 1  _  EINSTEIN ACCOUNTING LLC   12244444440   2aaaaam
| 2  _  EINSTEIN BREMEN INC       12444444440   2rrrrm
| 3  _  EINSTEIN CAR REPAIR       14444444468   2ccccp
| 4  _  EINSTEIN MUSIC COMPANY    11322222211   259444ad
| 5  _  EINSTEIN ONTARIO LIMITED  10222222281   2qqqqqh
| 6  _  EINSTEIN PHOTON CORP      23111111000   ep5555
| 7  A  EINSTEIN, ALBERT          21111111000   albmc2
| 8  _  EINSTEIN, DAVID           24444444065   cccc55
| 9  _  EINSTEIN, EDGAR G        24555555615   effff33
| 10 _  EINSTEIN, FELIX          25555555559   eeeee4
|
| Press
```

This will list all UT Vendor names starting from Einstein. Enter an **A** next to the name you're seeking to see their addresses.



Travel Authorization

```
+-----+
| >> End of list;  ENTER to scroll forward, CLEAR to exit listing <<
|   ACTIVE addresses for: EINSTEIN, ALBERT
|                       ID: albmc2
|   Starting Mail code:  ___
| Inactive Addresses only:  _
|
| To select an address/mail code mark with an X
|   Address                City          St   Zip          Mail
|   -----
| 1  _  CAMPUS MAIL         AUSTIN    TX  78712        000
| 2  X  2001 W CLARKE AVE   AUSTIN    TX  7870500003  001
|
|                                     Press CLEAR to exit
+-----+
|                                     Press CLEAR to exit
+-----+
```

Now select the payment address with an **X**.



Travel Authorization

```
+-----+ <
|                                     |
| Please select a job title for: ___ | Year 11 12
| Name:                               | Month: SEP
|                                     | =====
|                                     | : X0VE5968214
|                                     | _____
|                                     |
| Job Titles:                         %-Time  Account  Faculty? | DTN: _____
| 1 PROFESSOR                        100.00  2600000012  Y   | _____
|                                     |
|                                     |                                     |
|                                     |                                     |
|                                     |                                     |
|-----+ |                                     |
|  _ 3 Account Information           No Cost to UT: _ |
|  _ 4 Define Codes (Optional)      _ 5 Traveling with Students: |
|  -- 0 UT                          PM -- |
+-----+ |
```

If the traveler has current appointments, their job titles will be displayed. Choose the one for this trip.



Travel Authorization

```
>>Update to document X0VE5968214 successfully completed; continue<<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV09597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: ? Title: _____ State VID: 24555555555
SECTIONS:
_ 1 Destination Code      Locale          Description
   _____
_ 2 Purpose of Travel:    _____          +
   Benefits to UT:        _____          +
   Disposition of Duties: _____          +
W Washington DC Travel: _____          +
_ 3 Account Information    No Cost to UT: _
_ 4 Define Codes (Optional)  _ 5 Traveling with Students:
-- 0 UT Austin
```

If the traveler does not have a current appointment, enter ? to select the **Traveler Type**.



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: _____ State VID: 24555555555
SECTIONS:
  _ 1 Destination Code      Locale          Description
      _____
  _ 2 Purpose of Travel:    _____          +
    Benefits to UT:        _____          +
    Disposition of Duties: _____          +
  W Washington DC Travel: _____          +
  _ 3 Account Information    No Cost to UT: _____
  _ 4 Define Codes (Optional) 5 Traveling with Students:
-- 0 UT Austin _____ /17/11 01:18 PM --
```

If no title is displayed or if you wish to change the title, you may update this field.



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555
SECTIONS:
  1 Destination Code      Locale          Description
  2 Purpose of Travel:   _____
  Benefits to UT:        _____
  Disposition of Duties: _____
  Washington DC Travel: _____
  3 Account Information   No Cost to UT: _
  4 Define Codes (Optional)
  5 Traveling with Students:
```

Once all information has been provided on the top of the cover sheet, provide the Section information:
Destination, Purpose, Benefits, Duties, Washington, D.C. (if it is a destination), **Account and Student Information.**



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555
SECTIONS:
  _ 1 Destination Code      Locale          Description
      ? _____
  _ 2 Purpose of Travel:          _____ +
    Benefits to UT:              _____ +
    Disposition of Duties:       _____ +
  W Washington DC Travel:          _____ +
  _ 3 Account Information          No Cost to UT: _
  _ 4 Define Codes (Optional)     _ 5 Traveling with Students:
-- 0
```

At least one destination code is required.
You can enter the 5-character code or
a ? to see what codes are available.



Travel Authorization

```
+-----+
|                                     |
|               List of City Codes in the U.S.                |
|                                     |
| Selection:  ___      Mark to see foreign countries:  _      |
| List City by Codes from:  ---- (State Prefix then City)    |
| List by County from:      -----                          |
|                                     |
| Nr  State      City      City      County                  |
|                                     |
| 1  Alabama    ALANN    ANNISTON    CALHOUN                |
| 2  Alabama    ALAUB    AUBURN      LEE                    |
| 3  Alabama    ALBAY    BAYOU LA BATRE    MOBILE                 |
| 4  Alabama    ALBES    BESSEMER      JEFFERSON              |
| 5  Alabama    ALBIR    BIRMINGHAM     JEFFERSON              |
| 6  Alabama    ALCUL    CULLMAN      CULLMAN                |
| 7  Alabama    ALDAU    DAUPHIN ISLAND    MOBILE                 |
| 8  Alabama    ALDOT    DOTHAN      HOUSTON                |
| 9  Alabama    ALFLO    FLORENCE     LAUDERDALE            |
| 10 Alabama    ALFOR    FORT PAYNE     DEKALB                |
|                                     |
| Press ENTER to Continue, CLEAR to cancel, PF2 to add city. |
|                                     |
+-----+
```

Destination codes are listed in alphabetical order by state and city.



Travel Authorization

```
+-----+
|                                     |
|                                     |
|                                     |
| Selection:  _  Mark to see foreign countries:  _  |
| List City by Codes from: TX--- (State Prefix then City) |
| List by County from: ----- |
|                                     |
| Nr  State      City      City      |
|                                     |
| 1   Texas      TXABE     ABERNATHY |
| 2   Texas      TXABI     ABILENE    |
| 3   Texas      TXACK     ACKERLY     |
| 4   Texas      TXADD     ADDISON     |
| 5   Texas      TXADR     ADRIAN      |
| 6   Texas      TXALB     ALBANY      |
| 7   Texas      TXALI     ALICE       |
| 8   Texas      TXALL     ALLEN       |
| 9   Texas      TXALP     ALPINE      |
| 10  Texas      TXALT     ALTO        |
|                                     |
|                                     |
| Press ENTER to Continue, CLEAR to cancel, PF2 to add city. |
|                                     |
+-----+
```

Select the code you want by number.

Search by entering the state abbreviation.

Destination codes are listed in alphabetical order by state and city.



Travel Authorization

Foreign Countries are listed on a separate table.

-----+
City Codes in the U.S.

Mark to see foreign countries:
From: TX--- (State Prefix then City)

Nr	State	City Code	City	County
1	Texas	TXABE	ABERNATHY	HALE
2	Texas	TXABI	ABILENE	TAYLOR
3	Texas	TXACK	ACKERLY	DAWSON
4	Texas	TXADD	ADDISON	DALLAS
5	Texas	TXADR	ADRIAN	OLDHAM
6	Texas	TXALB	ALBANY	SHACKELFORD
7	Texas	TXALI	ALICE	JIM WELLS
8	Texas	TXALL	ALLEN	COLLIN
9	Texas	TXALP	ALPINE	BREWSTER
10	Texas	TXALT	ALTO	CHEROKEE

| Press ENTER to Continue, CLEAR to cancel, PF2 to add city.
|



Travel Authorization

```
+-----+
|
|           List of City Codes outside the U.S.
|
| Selection:  ___      Mark to see foreign countries: X
| List City starting from:  ---- (State Prefix then City)
| List by Country from:      -----
|
| Nr  Country          City  City
|           Country          Code
|  1  ARUBA            AAORA  ORANJESTAD
|  2  ARUBA            AASEA  SEAPORT VILLAGE
|  3  ALBANIA          ABTIR  TIRANA
|  4  ANTIGUA          ACSTJ  ST.JOHN'S
|  5  ARGENTINA        AEBAH  BAHIA BLANCA
|  6  ARGENTINA        AEBAR  BARILOCHE
|  7  ARGENTINA        AEBUE  BUENOS AIRES
|  8  ARGENTINA        AECOR  CORDOBA
|  9  ARGENTINA        AEEZE  EZEIAZ
| 10  ARGENTINA        AEIGU  IGUAZU
|
| Press ENTER to Continue, CLEAR to cancel, PF2 to add city.
|
+-----+
```

Note: Alaska and Hawaii are on the Foreign Countries list.



Travel Authorization

```
+-----+
|
| Please fill in as much information as possible
| to add the city to the destination code table.
|
| City   : _____
| County : _____
| State  : _____
| Country: _____
|
| Press enter to add or 'CLEAR' to cancel request.
|
+-----+
|
| 6 ARGENTINA      AEBAR  BARILOCHE
| 7 ARGENTINA      AEBUE  BUENOS AIRES
| 8 ARGENTINA      AECOR  CORDOBA
| 9 ARGENTINA      AEEZE  EZEIAZ
| 10 ARGENTINA     AEIGU  IGUAZU
|
| Press ENTER to Continue, CLEAR to cancel, PF2 to add city.
|
+-----+
```

If the destination isn't listed, press PF2 and a request window will appear.



Travel Authorization

```
+-----+
|
| Please fill in as much information as possible
| to add the city to the destination code table.
|
| City   : _____
| County : _____
| State  : _____
| Country: _____
|
| Press enter to add or 'CLEAR' to cancel request.
|
+-----+
|
| 6 ARGENTINA      AEBAR  BARILOCHE
| 7 ARGENTINA      AEBUE  BUENOS AIRES
| 8 ARGENTINA      AECOR  CORDOBA
| 9 ARGENTINA      AEEZE  EZEIAZ
| 10 ARGENTINA     AEIGU  IGUAZU
|
| Press ENTER to Continue, CLEAR to cancel, PF2 to add city.
|
+-----+
```

Provide as much information as you can, then press ENTER. A request will be sent to the Travel Services Desk.

If the destination isn't listed, press PF2 and a request window will appear!



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555
SECTIONS:
X _ 1 Destination Code      Locale          Description
      ALANN              O              ANNISTON, AL
      UKLON              F              LONDON, UK
_ 2 Purpose of Travel:      _____      +
  Benefits to UT:          _____      +
  Disposition of Duties:   _____      +
W Washington DC Travel:    _____
_ 3 Account Information      No C
_ 4 Define Codes (Optional) X 5
-- 0 UT Austin ----- PF1=Options -----
```

If you need to enter more than 2 destinations, type **X** in the field next to Section 1. Press ENTER.



Travel Authorization

DESTINATION SUMMARY

Document ID: X0VE5968214

SECTION: 1 of 05

Destination Code	Locale Code	Destination
ALANN	O	ANNISTON, AL
UKLON	F	LONDON, UK
CCTOR	C	TORONTO, CC
MXMEX	M	MEXICO CITY, MX
TXDAL	I	DALLAS, TX
DCWAS	O	WASHINGTON, DC

Section 1 will allow up to 10 destinations.



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
          NT IN PROGRESS _____
          M - MARTT, GARY E
          Process Date:
          nd: 092711 Voucher Date: 091711 DTN: _____
          ted HQ: UT AUSTIN _____
          MC: 001 Name: EINSTEIN, ALBE
          NTIFIC SPECIALIST__ State VID: 2455555555
```

You are now ready to enter the purpose and benefits of travel, and the disposition of duties.

SECTIONS:

X _ 1	Destination Code	Locale	Description
	ALANN	O	ANNISTON, AL
	UKLON	F	LONDON, UK
<u> </u> 2	Purpose of Travel:	___	
	Benefits to UT:	___	
	Disposition of Duties:	___	
	W Washington DC Travel:	___	
3	Account Information	No Cost to UT: ___	
4	Define Codes (Optional)	X 5 Traveling with Students:	

Type ? in these fields if you need to see the codes.

```
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/18/11 03:10 PM --
```



Purpose

List of Purpose Codes

Select Nbr: __

Code	Description
01	Attend meeting, conference, etc.
02	Conduct lecture or teach course.
03	Perform research activities.
04	Participate or officiate in an event.
05	Recruit prospective employee or student.
06	Site or field visit.
07	Serve as expert witness.
08	Present original research paper.
09	Fundraising.
10	Negotiate a contract.

Press ENTER to Continue or CLEAR to cancel.

Choose the appropriate code number to fill in the purpose(s).



Benefit

List of Benefits to UT

Select Nbr: __

Code	Description
01	Help accomplish research objectives.
02	Help fulfill contract provisions.
03	Enhance grad/undergrad curriculum.
04	Enhance performance of job duties.
05	Enhance University operations.
06	Enhance reputation of the University.
07	Raise funds for faculty/student support.
99	Other (Specify in moreable)

Press ENTER to Continue or CLEAR to cancel.

Choose the appropriate code number to fill in the benefit(s).



Disposition of Duties

```
List of Disposition of Duties
```

```
Select Nbr: __
```

Code	Description
01	No classes missed.
02	Duties assumed by colleagues or staff.
03	Duties require travel.
04	Duties held until return.
99	Other (Specify in moreable)

```
Press ENTER to Continue or CLEAR to cancel.
```

Choose the appropriate code number to fill in the disposition of duties.



Travel Authorization

Moreables allow descriptions of each if needed.

>> Your changes made were updated successfully. << AQP5VE5

REASONS FOR TRAVELING

Document ID: X0VE5968214

Section: 2 of 05

Purpose : 03 Perform research activities. +

—

—

—

Benefits to UT: 04 Enhance performance of job duties. +

—

—

—

Disposition of Duties: 01 No classes missed. +

—

—

—

—

—

—

Section 2 will allow up to five purposes, five benefits, and five dispositions of duties.



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555
SECTIONS:
X _ 1 Destination Code      Locale          Description
      ALANN          O          ANNISTON, AL
      UKLON          F          LONDON, UK
X _ 2 Purpose of Travel:    03 Perform research activities.      +
      Benefits to UT:      04 Enhance performance of job duties.  +
      Disposition of Duties: 01 No classes missed.                +
X W Washington DC Travel:      +
  3 Account Information          No Cost to UT: _
  4 Define Codes (Optional)      X 5 Traveling with Students:
-- 0 UT Austin ----- PF1=Opt. M --
```

Special information must be provided for any travel to Washington, D.C.



Travel Authorization

WASHINGTON, DC TRAVEL INFORMATION

Document ID: X0VE5968214

Section: W of 05

PRIMARY Committees/Offices/Agencies/Organizations TO BE VISITED

Purpose: _____ +

Visit 1 Date: _____ (mmddyy)

Name: _____ (Person traveler is going to see)

Organization: _____

Visit 2 Date: _____ (mmddyy)

Name: _____

Organization: _____

Visit 3 Date: _____ (mmddyy)

Name: _____

Organization: _____

Special information must be provided for any travel to Washington, D.C.



Travel Authorization

Purpose Codes for Wash, DC travel		
Select Nbr: __		Section: W of 04
Code	Description	
41	Federal congressional testimony.	TO BE VISITED
42	Federal congressional visit.	
43	Agency visit (general).	+
44	Agency visit (grant follow-up).	
45	Public interest grp or prof assoc mtg.	
98	Other (Specify in moreable)	eler is going to see)

Special information must be provided for any travel to Washington, D.C.



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2_MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST _____
SECTIONS:
X _ 1 Destination Code      Locale      Des
      ALANN      O      ANNISTON, AL
      UKLON      F      LONDON, UK
X _ 2 Purpose of Travel:    03 Perform research
      Benefits to UT:      04 Enhance performance of job duties.      +
      Disposition of Duties: 01 No classes missed.      +
X W Washington DC Travel:      +
_ 3 Account Information      No Cost to UT: _
_ 4 Define Codes (Optional)  X 5 Traveling with Students:
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/18/11 04:53 PM --
```

**No Cost to UT may
be selected only for
UT employees.**



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2_MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 2455555555
SECTIONS:
X _ 1 Destination Code      Locale          Description
      ALANN              O          ANNISTON, AL
      UKLON              F          LONDON, UK
X _ 2 Purpose of Travel:    03 Perform research activities.      +
      Benefits to UT:      04 Enhance performance of job duties.  +
      Disposition of Duties: 01 No classes missed.                  +
X W Washington DC Travel:                                     +
_ 3 Account Information          No Cost to UT: _
_ 4 Define Codes (Optional)      X 5 Traveling with Students:
-- 0 UT Austin ----- -- 9/18/11 04:53 PM --
```

Otherwise account information must be provided in Section 3.



Travel Authorization

>> Make updates or Press ENTER to return <<

ACCOUNT INFORMATION

Document ID: X0VE5968214

Section: 3 of 05

NO COST TO UT: _

Account	Object Code	Amount
_____		_____
_____		_____
_____		_____
_____		_____
	TOTAL	_____

OPTIONAL EXPENDITURE BREAKDOWN

MEALS	_____
LODGING	_____
TRANSPORTATION	_____
OTHER	_____
TOTAL	_____

Section 3 provides account information.



Travel Authorization

>> Update successful, press ENTER to return <<
ACCOUNT INFORMATION

Document ID: X0VE5968214

NO COST TO UT: _

Account	Object Code	Amount
3000066051		1200.00
1455555575	0510	1000.00
1900000075	0510	450.00
_____		_____
_____		_____
	TOTAL	2,650.00

The Faculty Travel Grant is listed first – and is not encumbered.

OPTIONAL EXPENDITURE BREAKDOWN

All other accounts are automatically encumbered.

Section 3 provides account information.



Travel Authorization

Account 2642000075 allows travel from 12/13/07 to 12/31/10

ACCOUNT INFORMATION

Document ID: X0VE5968214

Section: 3 of 05

NO COST TO UT: _

Account	Object Code	Amount
3000066051		1200.00
1455555575	0510	1000.00
2642000075	0510	450.00
_____		_____
_____		_____
	TOTAL	2,650.00

OPTIONAL EXPENDITURE BREAKDOWN

MEALS _____

LODGING _____

TRANSPORTATION _____

OTHER _____

The RTA audits 26-accounts to verify that the accounts are active during the travel dates. The RTA also audits all accounts listed to verify that they will allow travel based on destination and traveler type.



Travel Authorization

>> Update successful, press ENTER to return <<

ACCOUNT INFORMATION

Document ID: X0VE5968214

Section: 3 of 05

NO COST TO UT: _

Account	Object Code	Amount
3000066051		1200.00
1455555575	0510	1000.00
1900000075	0510	450.00
-----		-----
-----	TOTAL	2,650.00

OPTIONAL EXPENDITURE BREAKDOWN

MEALS	500.00
LODGING	750.00
TRANSPORTATION	1000.00
OTHER	400.00
TOTAL	2,650.00

Optional Expenditure
Breakdown is **required**
for nonemployees and
prospective employees.



Travel Authorization

```
+-----+
| >> Final page of departmental transactions <<
| Action: _____ DEPARTMENT CODES Section 04 of 05
|-----|
| Transaction Date: 091711 Month: _____ Start at Account: _____
|                                          Audit Codes? N
| ACCT NBR  LEDGER DESCRIPTION          TYPE          AMOUNT  D/C
| CODE 1   CODE 2   CODE 3   CODE 4   CODE 5   CODE 6
| DTN     TAG A    TAG B    COMMENTS
| 1  1455555575  EINSTEIN, ALBE _____ EN          1,000.00  D
| _____
| _____
| 2  1900000075  EINSTEIN, ALBE _____ EN          450.00  D
| _____
| _____
|-----+

```

Section 4 is available for encumbrance transactions.



Travel Authorization

Information about Travel with Students

Document ID: X0VE5968214

Section: 5 of 05

This section is required for employees or students traveling outside the United States.

Will the traveler be traveling with students? _

This section must be marked **Y** for yes or **N** for no.

Section 5 requires information from employees or student travelers who are traveling outside the USA with students.



Travel Authorization

Information about Travel with Students

Document ID: X0VE5968214

Section: 5 of 05

```
-----
This sec +-----+ side
the Unit |
|
Will the | This travel authorization indicates that this
| traveler will be traveling with students.
| Upon approval, you will receive an automated
| email from Travel Management Services requesting
| additional information.
| Thank you.
|
+-----+
```

If marked **Y** for yes, this message will appear.



Travel Authorization

```
>> Enter additional information or enter an ACTION. <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: VER      Summary: DOCUMENT IN PROGRESS _____
Created: 09/17/11 by ACGEM - MARTT, GARY E
Format: 01_____ Template:          Process Date:
Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: almc2__ MC: 001 Name: EINSTEIN, ALBE
Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 2455555555
SECTIONS:
X _ 1 Destination Code      Locale          Description
      ALANN          O          ANNISTON, AL
      UKLON          F          LONDON, UK
X _ 2 Purpose of Travel:    03 Perform research activities.      +
      Benefits to UT:      04 Enhance performance of job duties.  +
      Disposition of Duties: 01 No classes missed.                  +
X _ W Washington DC Travel: 45 Public interest grp or prof assoc mtg. +
X _ 3 Account Information
_ 4 Define Codes (Optional)
-- 0 UT Austin ----- PF1=Option -----
```

When the document is finished, type **VER** in the action field and press ENTER to verify its accuracy.



Travel Authorization

The **VE5**, **VE6**, and **VP5** travel documents require a certification that **prior approval** has been obtained for foreign travel on state funds for employees or **prospective employees**.



Travel Authorization

```
>>E +-----+
*D | | | 12
Co | | | P
== | | | ==
St | Document X0VE5968214 has a foreign destination and references an | 88
   | account with state travel rules. Prior written approval by the |
   | Dean/Vice President is required to proceed with this approval. |
   |
   | Please indicate below whether you wish to proceed: | -
   |
   | _ I certify that this foreign travel on state travel rules has |
   | received written approval by the Dean/Vice President prior to |
   | the start of travel. |
   | Please PRT this coversheet and send with approval |
   | documentation to: OA DOCUMENT PROCESSING, MAIN 132, K6000 |
   | | |
   | | | +
   | _ I have NOT received written approval and do not wish to | +
   | continue approval of this document. | +
   | | | +
   | If you need assistance or have questions, please email |
   | oa.travel@austin.utexas.edu or call the Travel office at 471-7821. |
   +-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 8/20/10 03:15 PM --
```



Travel Authorization

For more information about
this process, please see:

[Foreign Travel Certification](#)



Travel Authorization

```
>> YOUR VOUCHER IS VERIFIED AS CORRECT <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year 11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: X0VE5968214
Action: _____ Summary: 110823 - EINSTEIN, ALB - LONDON, UK _____
Created: 09/17/11 by ACGEM MARTT, GARY E
Format: 01_____ Template: _____ Process Date: _____
Travel Dates: Begin: 092311 End: 092711 Voucher _____
RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EI _____
Traveler Type: E Title: SCIENTIFIC SPECIALIST _____
SECTIONS:
X _ 1 Destination Code      Locale      Des
      ALANN          O          ANNISTON, A
      UKLON          F          LONDON, UK
X _ 2 Purpose of Travel:    03 Perform research activities.      +
      Benefits to UT:      04 Enhance performance of job duties.  +
      Disposition of Duties: 01 No classes missed.                +
X _ W Washington DC Travel: 45 Public interest grp or prof assoc mtg. +
X _ 3 Account Information      No Cost to UT: _____
_ 4 Define Codes (Optional) X _ 5 Traveling with Students: Y
-- 0 UT Austin
```

A summary is automatically created based on travel date and destination.

When the **VE5** is verified as correct, type **APP** and press **ENTER** to approve the document.



Travel Authorization

```
>> Document has been routed to ACDESK for approval <<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: PROPOSED          -- COVER SHEET --          Document ID: X0VE5968214
  Action: _____ Summary: 110823 - EINSTEIN, ALB - LONDON, UK _____
    Created: 09/17/11 by ACGEM - MARTT, GARY E
    Format: 01_____ Template:          Process Date:
  Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
  RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
  Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
  Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 2455555555
SECTIONS:
X _ 1 Destination Code      Locale          Description
      ALANN              O          ANNISTON, AL
      UKLON              F          LONDON, UK
X _ 2 Purpose of Travel:    03 Perform research activities.      +
      Benefits to UT:      04 Enhance performance of job duties.  +
      Disposition of Duties: 01 No classes missed.                  +
X _ W Washington DC Travel: 45 Public interest grp or prof assoc mtg. +
X _ 3 Account Information          No Cost to UT: _
  _ 4 Define Codes (Optional) X _ 5 Traveling with Students: Y
-- 0 UT Austin ----- PF1=Options
```

Once approved, the document status will change and a message will state where it has routed.



Travel Authorization

```
>> You are currently authorized to view this document.<<
*DEFINE          REQUEST FOR TRAVEL AUTHORIZATION - VE5          Year  11 12
Command: VE5     Account: _____ Misc: _____          Month: SEP
=====
Status: APPROVED/FYI      -- COVER SHEET --          Document ID: X0VE5968214
  Action: _____ Summary: 110823 - EINSTEIN, ALB - LONDON, UK _____
    Created: 08/17/11 by ACGEM - MARTT, GARY E
    Format: 01_____ Template:          Process Date:
  Travel Dates: Begin: 092311 End: 092711 Voucher Date: 091711 DTN: _____
  RTA Nbr: TV11597646 Designated HQ: UT AUSTIN _____
  Vendor ID: 2 UT EID: albmc2__ MC: 001 Name: EINSTEIN, ALBE
  Traveler Type: E Title: SCIENTIFIC SPECIALIST__ State VID: 24555555555
SECTIONS:
X _ 1 Destination Code      Locale          Description
      ALANN              O          ANNISTON, AL
      UKLON              F          LONDON, UK
X _ 2 Purpose of Travel:    03 Perform research activities.      +
      Benefits to UT:      04 Enhance performance of job duties.  +
      Disposition of Duties: 01 No classes missed.                  +
X _ W Washington DC Travel: 45 Public interest grp or prof assoc mtg. +
X _ 3 Account Information      No Cost to UT: _
  _ 4 Define Codes (Optional) X _ 5 Traveling with Students: Y

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/20/11 03:19 PM --
```

When an RTA is final approved, an FYI copy is sent to the creator's inbox.



Travel Resources

- Online Help (in *DEFINE)

PF6 – per screen

? – per field

PF10 – glossary terms like Travel and RTA Routing

- Online Help (on the Web)

[askUS](#)

[Electronic Travel Documents Handout](#)

[Training Resources – Travel](#)



Travel Resources

Some of the travel rules and regulations have been covered in this slideshow, however there are more.

Please see:

[Travel Rules and Regulations slideshow](#)

[Foreign Travel Certification](#)

[Travel Panel Discussion](#)



Travel Resources


Travel Management Services: 512-471-6641
tms@austin.utexas.edu

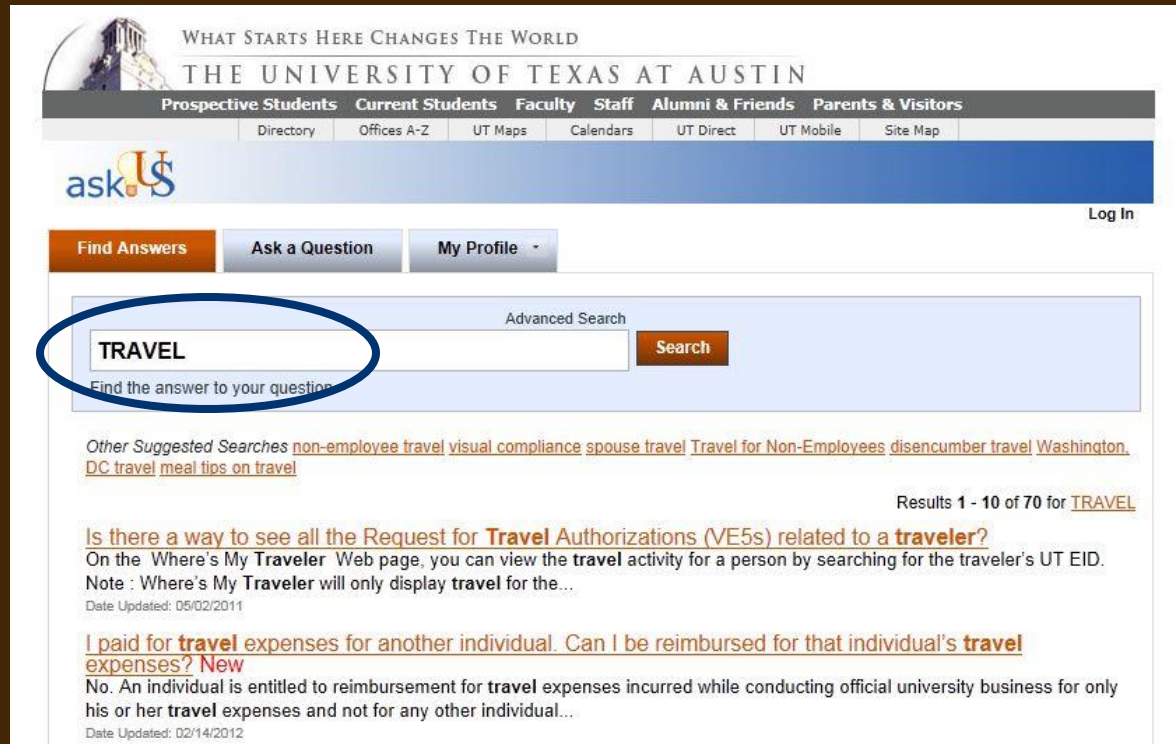
Travel Services Desk: 512-471-7821
oa.travel@austin.utexas.edu

User Services Helpline: 512-471-8802
askUS@austin.utexas.edu



Travel Resources

Click the askUS icon (ask) wherever you see it. Find Answers for Travel.



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Results 1 - 10 of 70 for TRAVEL

[Is there a way to see all the Request for Travel Authorizations \(VE5s\) related to a traveler?](#)
On the 'Where's My Traveler' Web page, you can view the travel activity for a person by searching for the traveler's UT EID.
Note : Where's My Traveler will only display travel for the...
Date Updated: 05/02/2011

[I paid for travel expenses for another individual. Can I be reimbursed for that individual's travel expenses? New](#)
No. An individual is entitled to reimbursement for travel expenses incurred while conducting official university business for only his or her travel expenses and not for any other individual...
Date Updated: 02/14/2012



Thank you for viewing this presentation.

For more information, contact:

**User Services
Financial Information Systems
512-471-8802
askUS@austin.utexas.edu**

