Arranged Travel

To arrange travel for other employees and University guests, the person arranging the travel does not need to be a proxy for the traveler. The person arranging the travel must be in the Power User role.

By selecting the **Arranged Travel – Employees (T-Card)** or **Arranged Travel – Non-Employees (T-Card)** Purpose, the Power User creating the Expense Report (ER) can use a T-Card for most travel-related expenses such as airfare and hotel. This allows the travel arranger to pay for the employee's expenses with a T-Card, thus limiting the reimbursement to the traveler.

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information. 1) Enter a unique report title in the **Report Title** field. 2) Select the **Purpose** of a. **Arranged Travel – Employees (T-Card)** or b. **Arranged Travel – Non-Employees (T-Card)**. 3) Enter a business purpose or justification in the **Business Purpose/Justification** field. 4) Enter the traveler's name and university identification number (UIN) in the **Traveler Name** and **Traveler UIN** fields. 5) Select an affiliation from the **Payee Affiliation** menu.
3.	Click the **Continue** button.
4.	Click the **Transactions** button.
5.	Select the check box next to the transaction to attach.
6.	Click the **Attach** button.
7.	Click the **Done** button.
8.	Click the **Items** tab. **NOTE:** To avoid reimbursing yourself, ensure "Bank of America University Travel Card" appears in the **Payment Type** column for the attached transaction.
9.	Click the **Edit Item** icon.
10.	Select **Expense Type** from the menu.
11.	Click the **Save** button.
12.	Enter information in the fields under **Standard Information**. The fields that display may vary depending on the Purpose.
13.	Select a C-FOP from the **Project** menu under **Charge Code Allocations**.
14.	Enter a note in the **Notes** field if necessary.
15.	Click the **Save** button.
16.	Repeat steps 4 through 15 to add additional **Expense Types**.

Step	Task
17.	Attach any receipts if necessary. For more information on how to attach receipts, review the Browse and Attach Receipts and Supporting Documentation job aid.
18.	Click the **Submit** button.
19.	Read the certification information, and click **View Policy** if necessary.
20.	Click the **Continue** button.