Procurement: Create Overnight Travel Authorization

For employees creating an overnight travel requisition

**Purpose:** Create an overnight travel authorization.

**How to Access:** Log into the Bear Trax application and select the Procurement task in the Navigator.

**Helpful Hints:**
- This is replacing the previous overnight travel authorization
- This is exclusively for overnight travel authorization
- There will be no more cash advances for travel
- Make sure to use the SSU Travel AUTH supplier as the supplier in the requisition submitted
- Make sure to check the box for Negotiated in order to automatically create a Purchase Order

**Procedure:** Complete the following steps to create an overnight travel authorization:

1. Click on the Procurement icon – then Purchase Requisitions.

![Bear Trax Interface](image-url)
2. Select **More Tasks** for the drop down list to appear. Select **Request Noncatalog Item**.

Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Description</td>
<td>Input Traveler name, date of the trip, and destination</td>
</tr>
<tr>
<td>Category Name</td>
<td>Use Travel as the category</td>
</tr>
<tr>
<td>Quantity</td>
<td>Just enter 1 as the number here</td>
</tr>
<tr>
<td>UOM Name</td>
<td>Day or EA (Each)</td>
</tr>
</tbody>
</table>
Note: Fields marked with an asterisk * are required.

3. Add SSU TRAVEL AUTH to the Supplier and Supplier Site field. Make sure to click in the box next to Negotiated.

4. Click Add to Cart then Done.
Newly added requisition information will display under **Recent Requisitions**.

5. Click on the **Requisition Name** (highlighted in blue).

6. Click **Actions – Edit**.
7. Add name of person travelling, location of trip, and date of trip in the **Description** field. Enter **Carver, Jennifer** in the **Suggested Buyer** field. This is for travel authorizations **only**.

Once finished editing, click **Submit**.
There are action buttons at the top of the page Shop, Check Funds, Manage Approvals, and View PDF. These are OPTIONAL, and not required to complete the requisition.

8. After submission, a Confirmation box will appear. Click OK.

You will now see the Travel Requisition Under Recent Requistions with a status of Pending Approval.

Note: Make sure to use the Requisition Number on related future Expense Reports. Procurement will need this information to match expenses with Travel Authorizations.
By following these steps, you have successfully created a purchase requisition for an Overnight Travel Authorization and submitted it for approval.