How to create a Travel Authorization request in Service Now

**Step One:** Log into Service Now with your UTSA email address and passphrase. The website address is listed below.

[https://utsa.service-now.com/bsc](https://utsa.service-now.com/bsc)

**Step Two:**

![Select BSC Financial Forms](image-url)
Step Three:

Click on Travel Authorization Link to create Travel Authorization Request.
Step Four: Please fill out **ALL** information with Red Asterisk

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested For (First, Last Name)</td>
<td>Tempest Pouncy</td>
</tr>
<tr>
<td>Department</td>
<td>COLLEGE OF LIBERAL / FINE ARTS</td>
</tr>
<tr>
<td>Employee ID</td>
<td>6001204721</td>
</tr>
<tr>
<td>Business Service Center</td>
<td>COLFA</td>
</tr>
<tr>
<td>Destination (city, state)</td>
<td></td>
</tr>
<tr>
<td>Do any of the following apply</td>
<td>None</td>
</tr>
<tr>
<td>Departure Date</td>
<td>YYYY-MM-DD</td>
</tr>
<tr>
<td>Return Date</td>
<td>YYYY-MM-DD</td>
</tr>
<tr>
<td>Reason for Travel (describe the University business to be transacted)</td>
<td></td>
</tr>
<tr>
<td>Benefit to the University</td>
<td>None</td>
</tr>
<tr>
<td>Disposition of Duties</td>
<td>None</td>
</tr>
<tr>
<td>Is a Travel Advance requested?</td>
<td>None</td>
</tr>
<tr>
<td>Are traveling expenses being shared with another employee?</td>
<td>None</td>
</tr>
</tbody>
</table>
* Reason for Travel (describe the University business to be transacted)

* Benefit to the University
  -- None --

Is a Travel Advance requested?
  -- None --

Is any portion of this trip paid by UTSA?
  -- None --

* Disposition of Duties
  -- None --

Are traveling expenses being shared with another employee?
  -- None --

Do you have a One Card?
  -- None --

Reimbursement Info
For the below fields, only enter costs paid or reimbursed by UTSA

Reimbursement Info
As a reminder, all open travel authorizations must be closed through the Expense Reimbursement - Travel [include link] form (even those at no cost to the university)

Estimated Meals

If meals are more than the allowed GSA, please provide justification


Estimated Lodging
Fill in **ALL applicable fields with requested amounts**. For more information regarding per diems and lodging rates you can click on the orange hyperlink and it will take you the GSA website where you can find the rates by city and state.

If lodging is more than the allowed GSA rate, please provide justification:


Estimated Mileage (View current rate at link below):


Estimated Ground Transportation

Estimated Parking

Estimated Airfare

Estimated Registration Fee

Estimated Other Costs

Please describe "Other Costs"
**Step Five:**

Please describe "Other Costs"

Total Estimate Travel Cost

Cost Center/Project ID(s)

<table>
<thead>
<tr>
<th>Actions</th>
<th>Cost Center/Project ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No data to display</td>
</tr>
</tbody>
</table>

Click add to provide cost center or project ID information and how much to charge each funding source.

Notes to BSC

Add attachments
Step Six:

Fill in cost center / Project ID information then click Add. If the travel is funded by multiple cost centers, repeat step 5 until all cost centers are listed on the request.
Step Seven:

Select add attachments to upload all documents associated with your TA request.
**Step Eight:**

<table>
<thead>
<tr>
<th>Actions</th>
<th>Cost Center/Project ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DFM001</td>
<td>.01</td>
</tr>
<tr>
<td></td>
<td>DFM002</td>
<td>.01</td>
</tr>
<tr>
<td></td>
<td>DFM003</td>
<td>.01</td>
</tr>
</tbody>
</table>

**Total Estimated Travel Cost**

*Please remember to attach all funding approval emails and memos.*

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Once everything is completely filled out and all documents have been attached click submit.