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

Step Two:

Step Three:

UTSA The University of Texas at San Antonio™

UTSA Home ▼

myUTSA   UTSA Today   Maps   Directory   Enterprise Services

Apply   Visit   Request Information

SERVICE CATALOG   KNOWLEDGE BASE   MY CASES

TP   TEMPESTT POUNCY

HOME ❯ BUSINESS SERVICE CENTER ❯ ALL CATEGORIES

Search

CATEGORIES

Financial

HR

Popular Items

Procurement Request

Procurement Request

View Details

Invoice Payment Request

Invoice Payment Request

View Details

Miscellaneous eForm Request

All other eform types of request

View Details

New/Rehire Request Form

For Fixed Term Track, Tenure Tenure Track, Student Employee, and Staff New & Re-Hires

View Details

Expense Reimbursement - No…

Please complete this form for any non-travel expense reimbursement. Note - taxes cannot be reimbursed

View Details

Travel Authorization

Travel Authorization

View Details

Click on Travel Authorization Link to create Travel Authorization Request

Step Four: <mark>Please fill out **_ALL_** information with Red Asterisk</mark>

Travel Authorization

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* Indicates required

* Requested For (First, Last Name)

| 🛈 | Tempestt Pouncy | ✕ | ▾ |

Employee ID

| 6001204721 |

Department

| 🛈 | COLLEGE OF LIBERAL / FINE ARTS | ▾ |

* Business Service Center

| 🛈 | COLFA | ✕ | ▾ |

* Destination (city, state)

| |

* Do any of the following apply

| -- None -- | ▾ |

* Departure Date

| YYYY-MM-DD | 📅 |

* Return Date

| YYYY-MM-DD | 📅 |

* Reason for Travel (describe the University business to be transacted)

| |

* Benefit to the University

| -- None -- | ▾ |

* Disposition of Duties

| -- None -- | ▾ |

Is a Travel Advance requested?

| -- None -- | ▾ |

Are traveling expenses being shared with another employee?

| -- None -- | ▾ |

Submit

Required information

Destination (city, state)

Do any of the following apply

Departure Date | Return Date

Reason for Travel (describe the University business to be transacted)

Benefit to the University

Disposition of Duties

*Reason for Travel (describe the University business to be transacted)

[ ]

*Benefit to the University

[-- None -- ▾]

*Disposition of Duties

[-- None -- ▾]

Is a Travel Advance requested?

[-- None -- ▾]

Are traveling expenses being shared with another employee?

[-- None -- ▾]

Is any portion of this trip paid by UTSA?

[-- 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 ⊙

| https://www.gsa.gov/travel/plan-book/per-diem-rates | ✖ |

[ ]

Estimated Lodging

[ ]

Submit

Required information

- Business Service Center
- Destination (city, state)
- Do any of the following apply
- Departure Date   Return Date
- Reason for Travel (describe the University business to be transacted)
- Benefit to the University
- Disposition of Duties

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

https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php   ✕

Estimated Mileage (View current rate at link below) ?

https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php   ✕

Estimated Ground Transportation

Estimated Parking

Estimated Airfare

Estimated Registration Fee

Estimated Other Costs

Please describe "Other Costs"

Submit

Required information

Business Service Center

Destination (city, state)

Do any of the following apply

Departure Date   Return Date

Reason for Travel (describe the University business to be transacted)

Benefit to the University

Disposition of Duties

Step Five:

Please describe "Other Costs"

Total Estimate Travel Cost

Cost Center/Project ID(s)

| Add | Remove All |

Actions	Cost Center/Project ID	Amount
No data to display		

Notes to BSC

Add attachments

Submit

Required information

Business Service Center

Destination (city, state)

Do any of the following apply

Departure Date   Return Date

Reason for Travel (describe the University business to be transacted)

Benefit to the University

Disposition of Duties

Step Six:

Estimated Other Costs

Add Row ✕

* Cost Center/Project ID

DFM001

* Amount ❓

Use % or dollar amount ✕

.01

Cancel **Add**

Please describe "O

Total Estimate Trav

Cost Center/Projec

Add   R

Actions

No data to display

Business Service Center

Destination (city, state)

Do any of the following apply

Departure Date   Return Date

Reason for Travel (describe the University business to be transacted)

Benefit to the University

Disposition of Duties

Notes to BSC

📎 Add attachments

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.

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Step Seven:

Estimated Other Costs

[   ]

Please describe "Other Costs"

[   ]

Total Estimate Travel Cost

[   ]

Cost Center/Project ID(s)

[Add] [Remove All]

Actions	Cost Center/Project ID	Amount
✏ ✖	DFM001	.01
✏ ✖	DFM002	.01
✏ ✖	DFM003	.01

Notes to BSC

[   ]

[Submit]

Required information

Business Service Center
Destination (city, state)
Do any of the following apply
Departure Date **Return Date**
Reason for Travel (describe the University business to be transacted)
Benefit to the University
Disposition of Duties

📎 Add attachments

Select add attachments to upload all documents associated with your TA request.

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(If applicable): Please remember to attach all funding approval emails and memos.

Step Eight:

Total Estimate Travel Cost

Cost Center/Project ID(s)

	Add	Remove All

Actions	Cost Center/Project ID	Amount
✏ ✖	DFM001	.01
✏ ✖	DFM002	.01
✏ ✖	DFM003	.01

Notes to BSC

🔗 Add attachments

Submit

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

Required information

Business Service Center

Destination (city, state)

Do any of the following apply

Departure Date   Return Date

Reason for Travel (describe the University business to be transacted)

Benefit to the University

Disposition of Duties