No Cost Travel Cheat Sheet

Create a travel authorization as normally done in PeopleSoft

Select **TA-Travel-Auth-Encumbrance** as the Expense Type

Enter a Description (ex. No cost to UTSA)
The line item amount should be **$1**

Submit as normal.

Note: Processing a dollar expense report will complete the travel process for **a No Cost Travel Authorization** and confirms that travel was truly no cost to UTSA. Reimbursement should not be requested once the expense report is final approved; however, *please note that an expense report should still be processed to ensure the TA has closed out successfully.* (Ensure to link or associate TA to expense report to close out encumbrance, as well as, the TA in the system).

Please refer to the FMOG for additional information
http://www.utsa.edu/financialaffairs/fmogs/fmog.cfm?id=0904