

# 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**

Create Travel Authorization Save for Later | Home | Home

Dennis Layman Comment

\*Business Purpose: TRV-Other (Specify)  
\*Description: No Cost Travel Example  
Default Location: TX DALLAS

Reference:   
\*Date From: 05/22/2019 \*Date To: 05/25/2019

**Budget Information**  
Budget Status: Not Budget Checked  
Budget Options  
Actions: Choose an Action

\*Benefit: Help meet contract provisions  
\*Disposition of Duties: No classes missed  
\*Are you doing business in Washington, DC?: No  
Washington, DC Purpose:

Projected Expenses Attachments

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
05/22/2019	TA-Travel-Auth-Encumbrance-Amt	No Cost to UTSA	Paid By Employee	0.01	USD

\*Billing Type: Expense  
Accounting Details: SpeedChart

Totals (1 Line) 0.01 USD

Expand All | Collapse All Totals (1 Line) 0.01 USD

**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>