

**Travel Manual
Traveler Profile**

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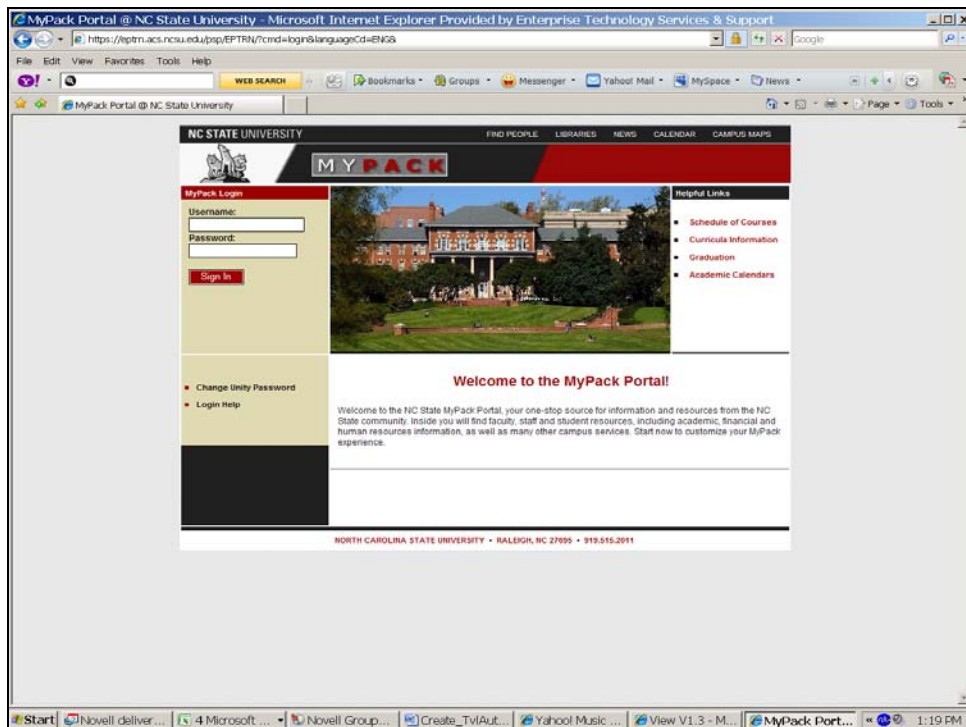
Travel


Traveler Profile

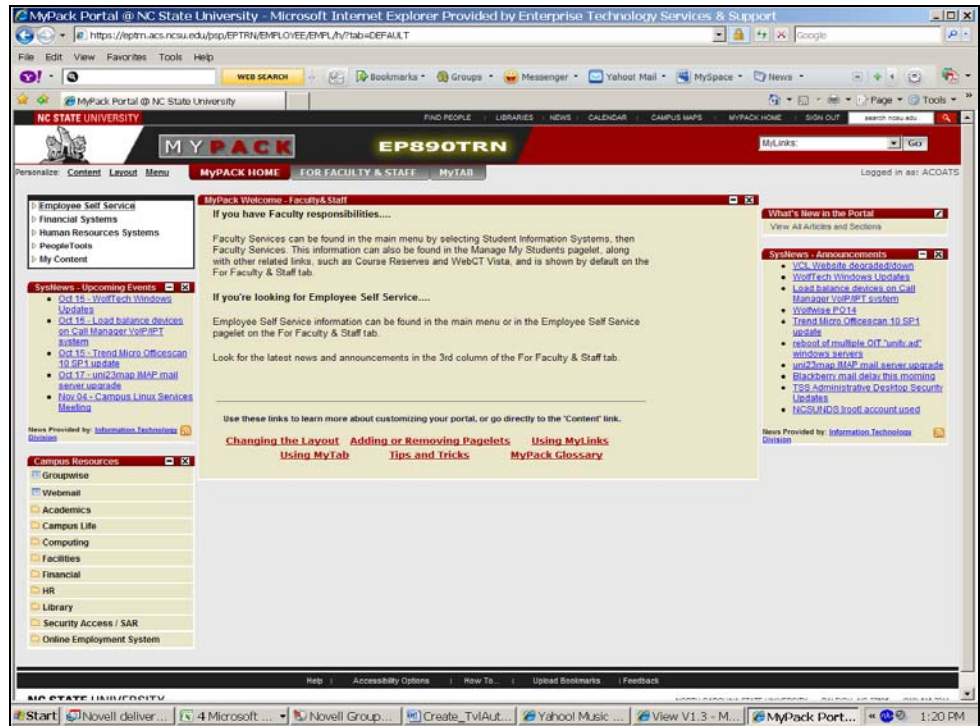
Procedure

This topic instructs Travelers how to complete their "Traveler Profile" in the new Travel Authorization System (TAS).

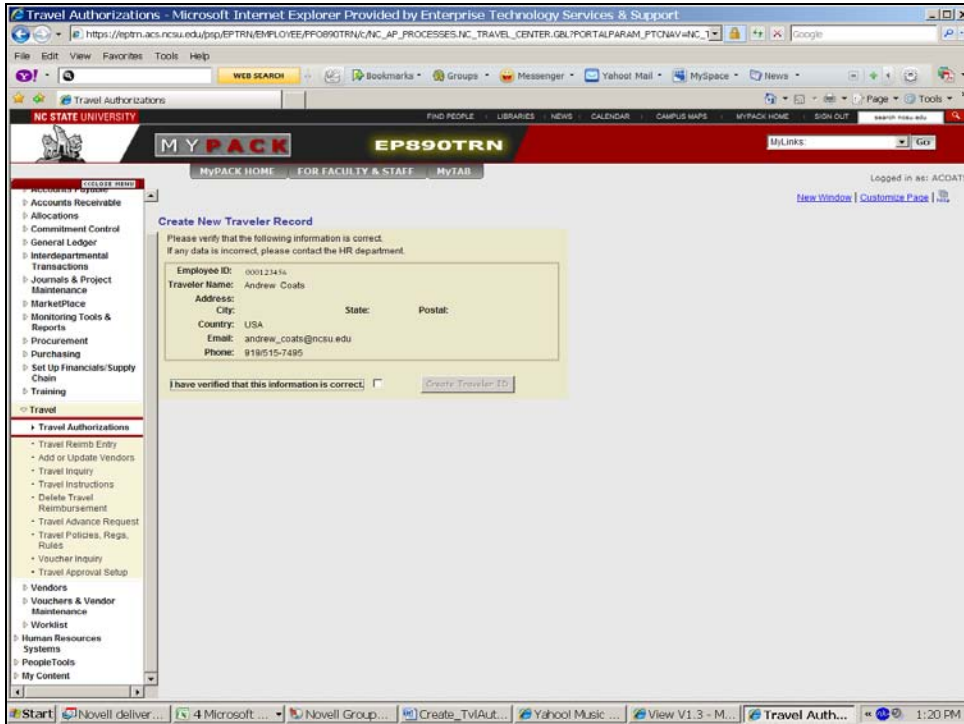
If you have **never** received a Travel Reimbursement in the past, or do not have an active Vendor Number, this step must be completed prior to creating a Travel Authorization (TA).



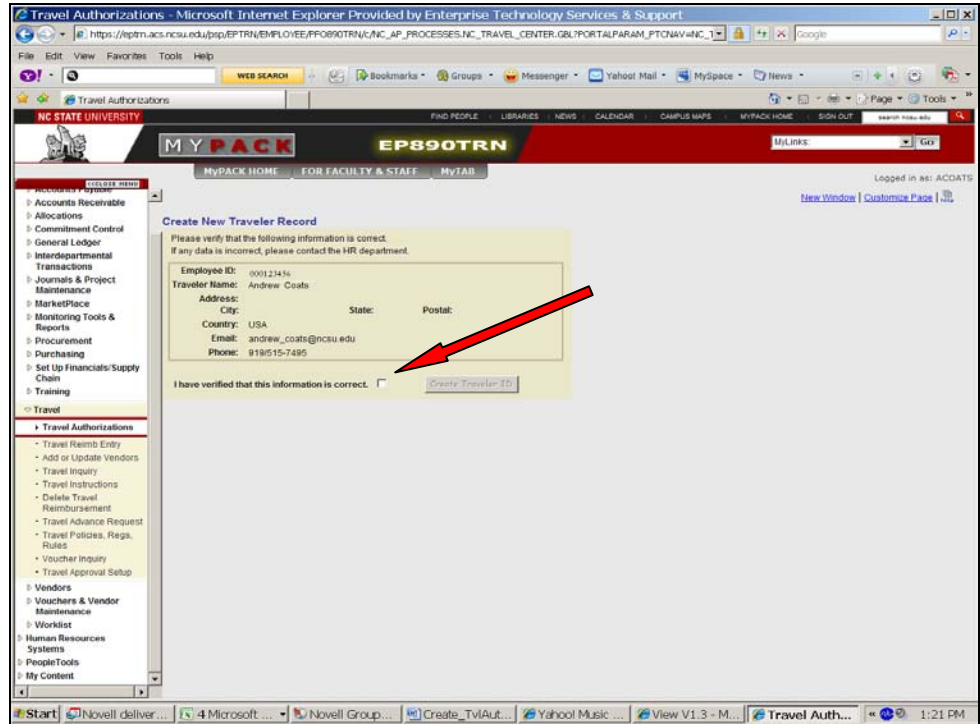
Step	Action
1.	Log onto MyPack to get started. Enter your UnityID Username & Password .
2.	Click the Sign In button. 



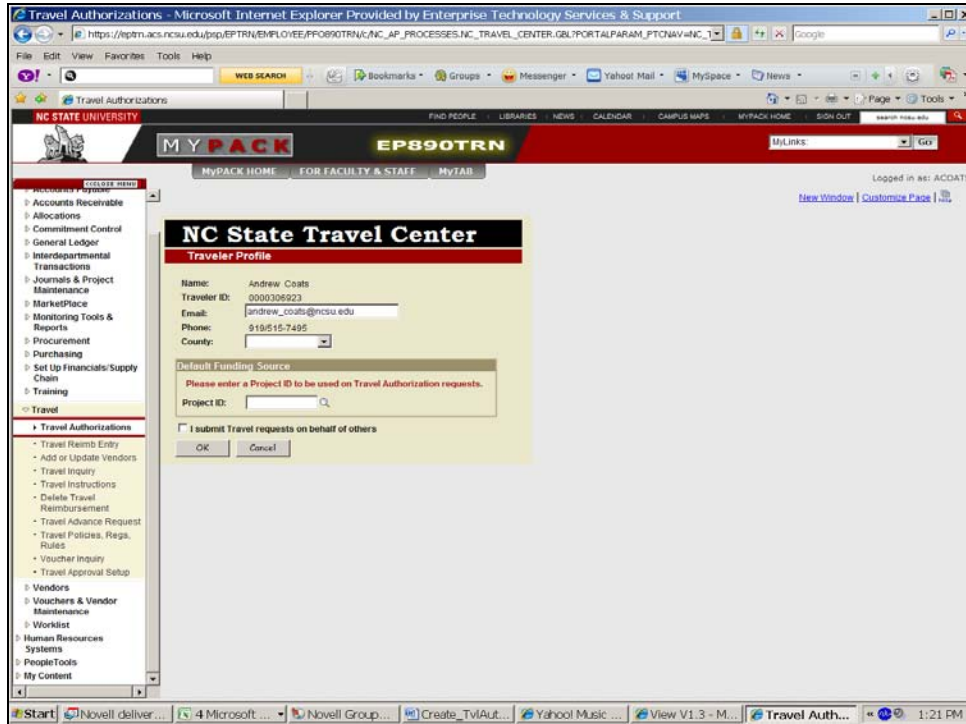
Step	Action
3.	Click the FOR FACULTY & STAFF link. FOR FACULTY & STAFF
4.	Note the new pagelet " Travel Authorizations " within Employee Self Service
5.	Click the Travel Authorizations link. Travel Authorizations



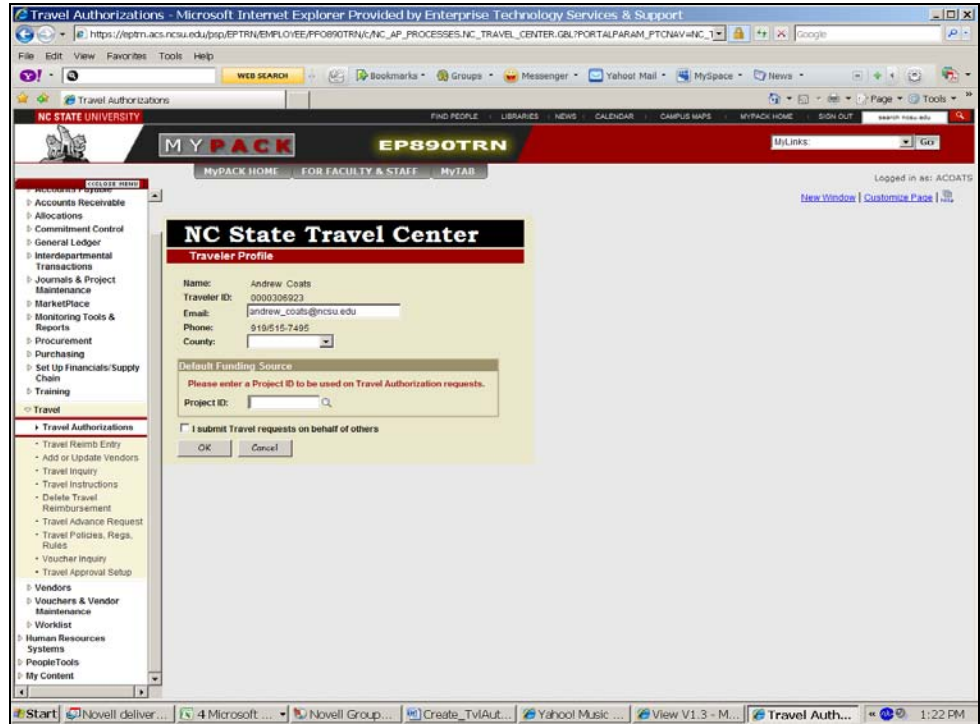
Step	Action
6.	<p>Verify all your information is accurate.</p> <p>Note - If information is not accurate, do not proceed further until correct. To make changes, go to: MyPack / Employee Self Service to make all corrections. Any changes are immediately captured; however, you will need to restart this session again.</p> <p>If information is accurate, proceed with the verification statement / checkbox.</p>



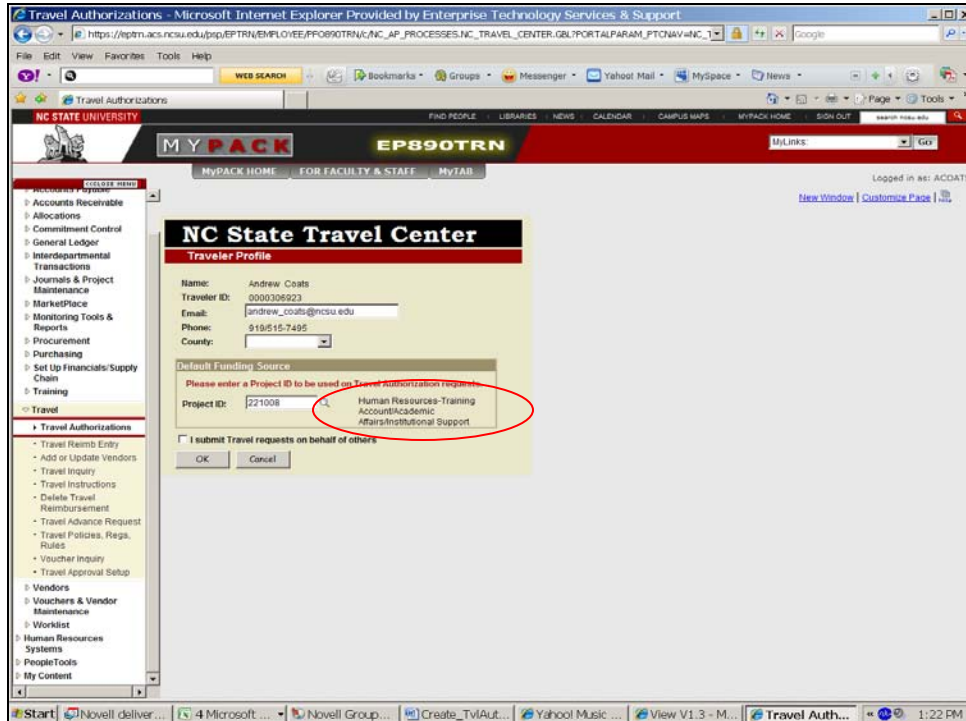
Step	Action
7.	Click the I have verified that this information is correct option. <input type="checkbox"/> I have verified that this information is correct. <input type="checkbox"/>
8.	Click the Create Traveler ID button. <input type="button" value="Create Traveler ID"/>
9.	Upon clicking "Create Traveler ID", the Travel System has automatically created a Traveler ID for you. Traveler ID and Vendor ID will be same number for Accounts Payable purposes.



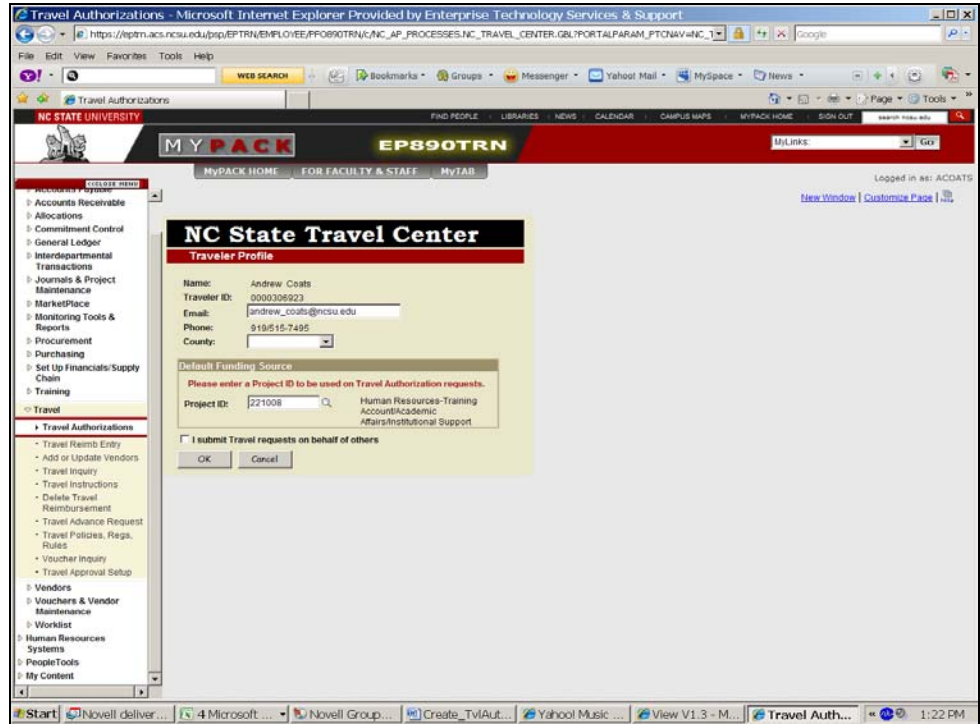
Step	Action
10.	<p>County is an optional field that can be skipped, unless required by your College/Department to be completed.</p> <p>Check with your department if not sure.</p> <p>If required, click the list and select the NC County.</p> <div data-bbox="464 1285 652 1327" style="border: 1px solid black; padding: 2px;"> </div>
11.	<p>Select the appropriate "County" from the dropdown.</p> <p>For purposes of this example, none will be selected.</p> <div data-bbox="464 1438 620 1480" style="border: 1px solid black; padding: 2px;"> </div>

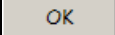


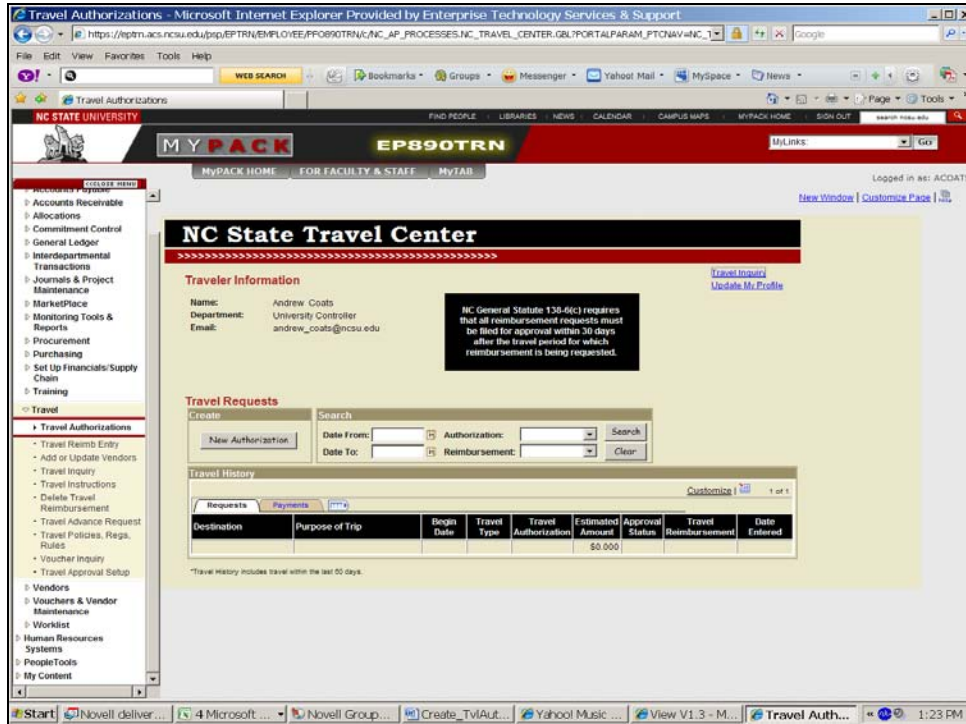
Step	Action
12.	If you know your Project ID , Enter it in the Project ID field.
13.	If you need to search for your Project ID, Click on the search icon and enter the first 2 or more digits of Project ID. Click on the Look Up button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Look Up</div>
14.	Select an entry in the SpeedType Key column. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">221008</div>

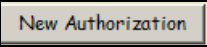
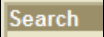


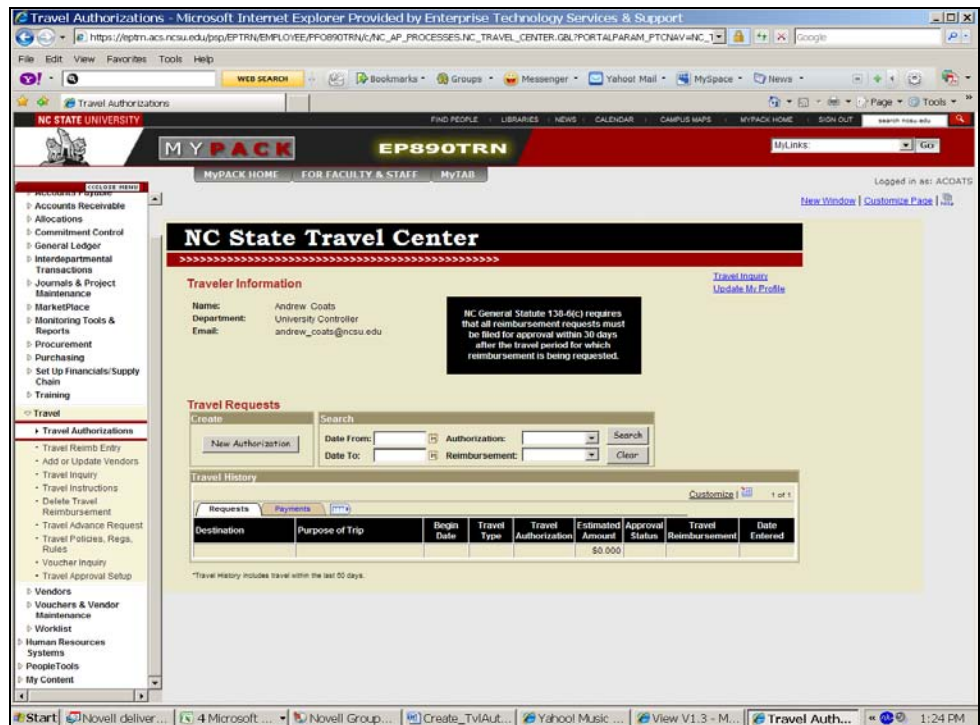
Step	Action
15.	<p>Verify selection is correct.</p> <div data-bbox="467 1119 743 1199" style="border: 1px solid black; padding: 2px;"> Human Resources-Training Account/Academic Affairs/Institutional Support </div> <p>You must have a ProjectID in order to use the Travel Authorization System. It must be a valid and active.</p> <p>If you have questions, contact your departmental bookkeeper/accountant for help.</p>
16.	<p>NOTE - Accounting Entries are not created while establishing Traveler Profile nor when the Travel Authorization is created later.</p> <p>The Project ID may be updated on the Travel Authorization and Travel Reimbursement if needed.</p>



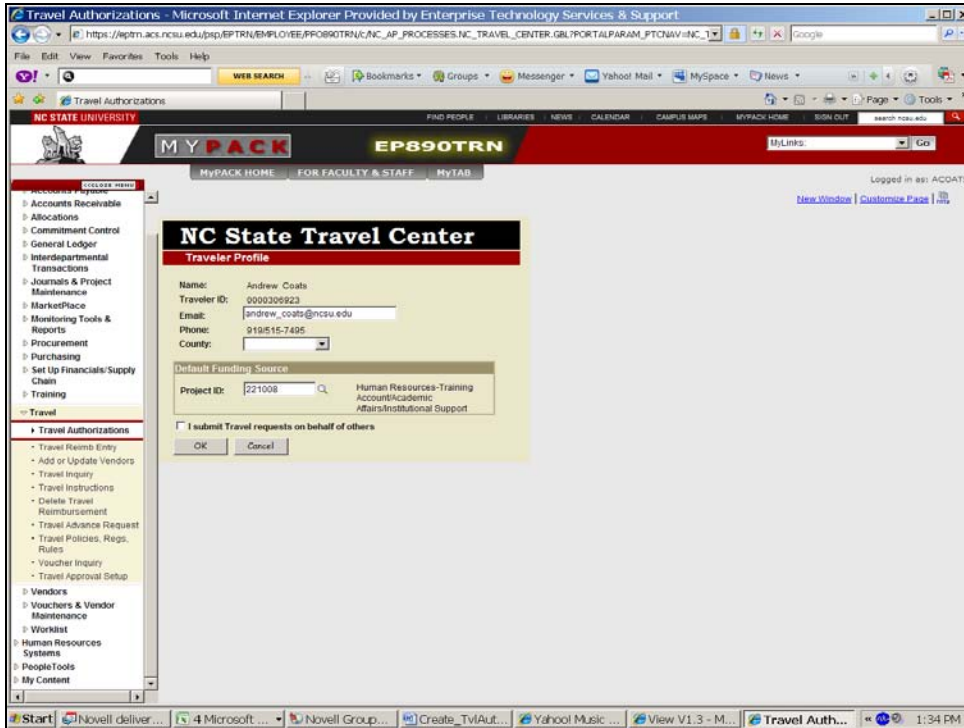
Step	Action
17.	Click the OK button to finish. 



Step	Action
18.	NC State Travel Center.....This will be the first screen after clicking on "Travel Authorization" pagelet from now on. Let's take a look around " Your " NC State Travel Center .
19.	Please note your responsibilities as outlined by NC General Statutes.
20.	In this section, you can "Create" a new travel authorization or "Search" for an existing one.
21.	Specific instructions for the Create New Authorization process is continued in topic: "Create Travel Authorization - In/Out of State". 
22.	The Search area has many options, specific only to your travel history. Please use the "Travel Inquiry" link in MyPack to perform other searches. 
23.	This is relevant to your travel history only. Your most current activity will populate as it created.



Step	Action
24.	Click the Payments tab to see related information (ie, Voucher ID, Payment Date/Amount, etc.) Payments
25.	Once data is populated, you will be able to click on the links to navigate to related Travel Vouchers. You can monitor your reimbursement payments here as well via the 'Paid Amount', 'Payment Ref ID', and 'Payment Date' fields.
26.	Should you ever need to change your default Project ID, use this link - Update My Profile . Update My Profile
27.	Click the Update My Profile link. Update My Profile



Step	Action
28.	Notice the Project ID field can be edited as needed. <div style="border: 1px solid black; padding: 2px; display: inline-block;">221008</div>
29.	Click the OK button to save your changes. <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>
30.	Please proceed now to "Create Travel Authorization" topics. End of Procedure.