

Electronic Travel Authorization System

Comptroller's Office

Created by:

Mr. Sangam Mulmi, BS, MS, and his team:

Ms. Meenal Jain, BS

Ms. Sowmya Andalam, BS

1. Start at:

<https://forms.latech.edu/>



FORMS
MANAGEMENT
SYSTEM

Please use this online Forms Management System to electronically initialize a new form or manage the forms that have already been initialized.

You can access the system for any particular form by clicking on the respective button below.

Proposal Routing Travel Authorization

NOTE: Please use your webmail/Moodle login details on the next screen to access the system.

Copyright © Louisiana Tech University, 2015



2. Click on “Travel Authorization.”
3. Ignore the security warning.



Your connection is not private

Attackers might be trying to steal your information from **forms.latech.edu** (for example, passwords, messages, or credit cards).
NET::ERR_CERT_AUTHORITY_INVALID

[Advanced](#) [Back to safety](#)



4. Login with your Moodle credentials.

The warning screen looks different on different browsers. This is a screenshot from Chrome.

Click on “New Form”

LOUISIANA TECH UNIVERSITY TRAVEL AUTHORIZATION

Good evening, ramu!

[Home](#)

[Add/Edit](#)

[People](#)

[Substitute Signer](#)

[View](#)

[Your Forms](#)

[Forms to Authorize](#)

[Notifications](#)

[Check Forms Status](#)

Search

Find

[Logout](#)

Introduction:

This online Travel Authorization system saves time and paper by enabling you to complete the form online and sign it electronically. The entire authorization process is undertaken electronically! All you will need to sign these forms is a device with a web-browser and an internet connection.

Instructions:

1. Please choose department head, dean, and vice-president from the drop-down lists. You may choose more than one person at each level if necessary.
2. The form is signed by typing your name into the field provided and clicking "I verify."
3. When submitted by the traveler (or form initiator), the form goes sequentially to (a) the Department Head and Dean, (b) the designated Vice-President (and OUR if travel is supported by a grant), (c) Comptroller's Office (Lisa Cole, Brian Doxey), and (d) President.
4. When the form is submitted, each of the administrators named will receive an e-mail alert. If the administrators have designated substitute signers (see "Substitute Signer" link), the substitutes will receive e-mail alerts too.
5. The form initiator/traveler will get an e-mail when approvals at all levels have been secured.
6. Status of the form at any stage can be checked by clicking on the "Check Forms Status" link.

Start a [New Form](#)

New @ Tech

- [Music department announces honors](#) | Liberal Arts
- [TOP DAWG New Venture Championships winners announced](#) | General News
- [History students receive awards at honor society event](#) | Liberal Arts
- [College of Engineering and Science honors outstanding students, faculty](#) | Engineering and Science
- [High School students, teachers gather for Engineering and Science Day](#) | Engineering and Science
- ['1-20 Top 20' to showcase innovation, entrepreneurship](#) | General News
- [Louisiana Tech entrepreneurs selected to compete in TOP DAWG Championships](#) | General News
- [Louisiana Tech stock car to run at Talladega in ARCA Series race](#) | General News
- [Economics students take part in Federal Reserve Bank program](#) | Business
- [Pharmacology researcher to present final lecture in New Frontiers series](#) | Research and Development

Upcoming Events

- 04/28/2015 - [SBIR Road Tour](#)
- 04/28/2015 - [Baseball: Stephen F. Austin vs. Louisiana Tech](#)
- 04/28/2015 - [Baseball: Stephen F. Austin vs. Louisiana Tech](#)
- 04/28/2015 - [Softball: Stephen F. Austin vs. Louisiana Tech](#)
- 04/29/2015 - [Brighton Beach Memoirs](#)
- 04/30/2015 - [Brighton Beach Memoirs](#)
- 05/01/2015 - [Baseball: UTSA vs. Louisiana Tech](#)
- 05/01/2015 - [Brighton Beach Memoirs](#)
- 05/02/2015 - [Baseball: UTSA vs. Louisiana Tech](#)
- 05/02/2015 - [Brighton Beach Memoirs](#)

Disclaimer: This system is in a Beta phase. Please [inform us](#) if you encounter any issue or have any feedback.

Copyright © Comptroller's Office, Louisiana Tech University, 2015

The on-line form is based on the paper form...

Hello, ramu Home New My Forms Forms to Sign Log Out

LOUISIANA TECH UNIVERSITY
TRAVEL AUTHORIZATION

DATE OF REQUEST DATE OF TRIP

Month Day Year **From:** Month Day Year **To:** Month Day Year

TRAVELER(S)

NAME	TITLE	E-MAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attach the list of travelers

Add a Row

CLASS	DEPARTMENT	BUDGET & OBJECT	FUND	ESTIMATED TOTAL COST
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add a Row				Total: \$0.00

[Click here](#) for an explanation of these terms.

TYPE OF AUTHORIZATION:

Single Trip (In-State) Single Trip (International) Other (Explain in the Destination field below)

Single Trip (Out-Of-State) Quarterly (For In-State Travel Only)

DESTINATION:

PURPOSE OF TRIP OR NECESSITY OF TRAVEL:

AUTHORIZATION MUST BE APPROVED BY THE FOLLOWING (Please select the appropriate officials):

Add rows to list travelers ... or attach a list

TRAVELER(S)

NAME	TITLE	E-MAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attach the list of travelers

- Listed travelers will get an e-mail informing them that they are listed on a TA.
- The e-mail will have a link that allows travelers to access and print the TA.
- Attached list will not get alerts.

Provide information on who is paying ...

CLASS	DEPARTMENT	BUDGET & OBJECT	FUND	ESTIMATED TOTAL COST
<input type="text" value="32"/>	<input type="text" value="4220"/>	<input type="text" value="2024"/>	<input type="text" value="58430"/>	<input type="text" value="\$1,500.00"/>
<input type="button" value="Add a Row"/>				Total: \$1,500.00

Multiple accounts can be added if the trip is co-funded by more than one account.

Refer to cheat sheet on Budget & Object codes if necessary.

Pick the type of travel

TYPE OF AUTHORIZATION:

Single Trip (In-State) Single Trip (International) Other (Explain in the Destination field below)

Single Trip (Out-Of-State) Quarterly (For In-State Travel Only)

DESTINATION:

PURPOSE OF TRIP OR NECESSITY OF TRAVEL:

- If “Single Trip (International)” is selected, a memo is required. A TA number is not needed for the memo. TA # is auto-generated at the preview-stage.

TYPE OF AUTHORIZATION:

Single Trip (In-State) Single Trip (International) Other (Explain in the Destination field below)

Single Trip (Out-Of-State) Quarterly (For In-State Travel Only)

Attach International Travel Memo + Conference Agenda and/or Invitation if applicable: No file chosen

Special cases:

- Occasionally, we may travel with no University funds.
 - Trip paid for by someone else
 - Paid from Foundation funds
- In such cases, please use your department’s operating budget code and show \$0 as the estimated total cost, and add an explanation in the “Destination” field. See Example below.

CLASS	DEPARTMENT	BUDGET & OBJECT	FUND	ESTIMATED TOTAL COST
<input type="text" value="12"/>	<input type="text" value="4220"/>	<input type="text" value="2024"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
<input type="button" value="Add a Row"/>				Total: \$0.00

TYPE OF AUTHORIZATION:

Single Trip (In-State) Single Trip (International) Other (Explain in the Destination field below)

Single Trip (Out-Of-State) Quarterly (For In-State Travel Only)

DESTINATION:

Select people who should approve ... from drop-down lists

AUTHORIZATION MUST BE APPROVED BY THE FOLLOWING (Please select the appropriate officials):

Acct/Budget Verification	Acct/Budget Verification	▼		
Department Head	Department Head	▼	Add	Remove
Dean	Dean of College	▼	Add	Remove
Vice President	Vice President	▼	Add	Remove

NOTE: Reimbursement for all travel expenses will be made in accordance with the Travel Regulations prescribed by the Governor, through the division of Administration. See [Policy and Procedure Memorandum No.49-Travel Regulations](#).

Athletics should use www.shortstravel.com/latech (i.e., NOT the link provided in the PPM 49 link provided above).

Effective November 1, 2014, non-conference lodging must be reserved through Louisiana Hotel Planner: <http://louisiana.hotelplanner.com/>. Please review the user guide available [here](#).

PREPARED BY

PREVIEW

NOTE: You will get to preview this form before sending it for signatures. Please make a good use of this feature and check each and every field very carefully before sending for approvals.

- Not all units have a “Acct/Budget Verification” person.

- Add your name in the “Prepared By” field.

More on approvals ...

- If a grant account is listed, the PI's info will be requested, and should be added.

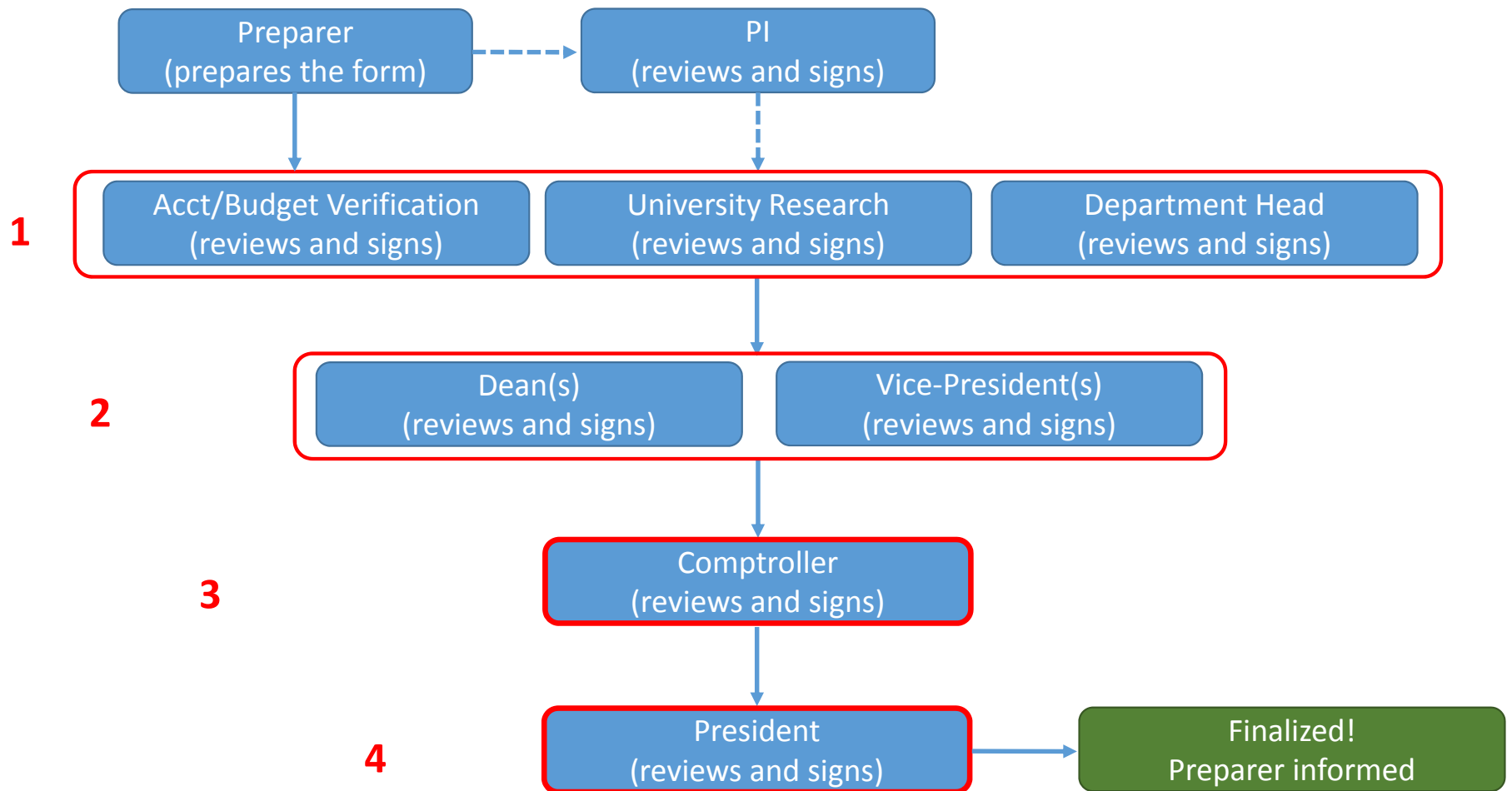
AUTHORIZATION MUST BE APPROVED BY THE FOLLOWING (Please enter name and e-mail of the PI, and select the appropriate officials):

Grant PI	Name: <input type="text"/>	Tech E-mail: <input type="text"/>
Acct/Budget Verification	<input type="text" value="Acct/Budget Verification"/>	
Department Head	<input type="text" value="Department Head"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Dean	<input type="text" value="Dean of College"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Vice President	<input type="text" value="Vice President"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>

- The “Fund” number for a grant will be in the range 40000 – 69999.
- If a grant account is listed, University Research is added automatically to the signature trail.
- If a grant account is listed, the Vice-President for Research should be selected as one of the VP's.

- Professorships (32-xxxx-17xxx) **ARE NOT** grants. Travel on professorships and gift accounts that start with “32” should be approved by VP McConathy.

What happens when you send the TA for signatures?



You may get revision requests as your submission is being reviewed. Any changes you make will require the form to be signed again.

Hello, ramu

[Home](#) [Edit](#) [Ask Revision](#) [New](#) [My Forms](#) [Forms to Sign](#) [Delete](#) [Log Out](#)

[Click here to read 1 remark/comment this form has.](#) [Printer-friendly Version](#)

LOUISIANA TECH UNIVERSITY
TRAVEL AUTHORIZATION

DATE OF REQUEST	DATE OF TRIP		TA #
April 28, 2015	From: June 23, 2015	To: June 26, 2015	00195

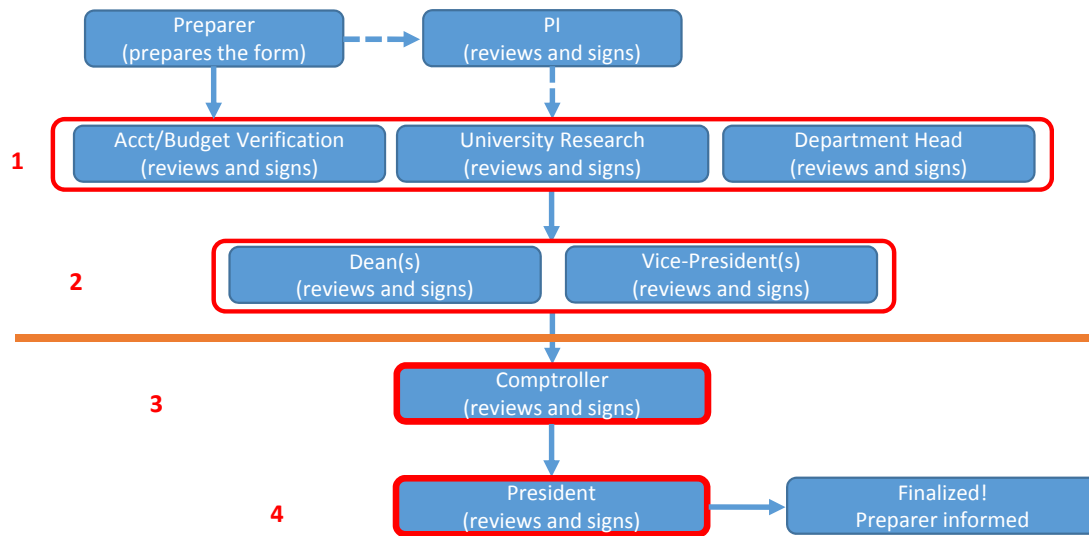
TRAVELERS

NAME	TITLE	COMPLETE E-MAIL ADDRESS
Pedro Derosa	Associate Professor	pderosa@latech.edu
Benjamin Beach	Student	bjb060@latech.edu
Andrew Stroud	Student	ajs030@latech.edu

CLASS	DEPARTMENT	BUDGET & OBJECT	FUND	ESTIMATED TOTAL COST
32	4220	2024	58430	\$1,200.00
32	2205	2024	59242	\$400.00
Total				\$1,600.00

[Click here](#) for an explanation of these terms.

More on form revisions



Form is locked from editing if someone at Level 2 signs.

Further amendments to the TA must be made by memo (like it is done now).

- Form can be printed (a printer-friendly version can be generated) or saved as PDF at any stage.

The "Home" Screen:

Good evening, ramul

- Home
- Add/Edit
 - People
 - Substitute Signer
- View
 - Your Forms
 - Forms to Authorize
- Notifications
 - Check Forms Status

Search Find

Logout

Introduction:
This online Travel Authorization system saves time and paper by enabling you to complete the form online and sign it electronically. The entire authorization process is undertaken electronically! All you will need to sign these forms is a device with a web-browser and an internet connection.

Instructions:

1. Please choose de person at each level
2. The form is signed
3. You may choose more than one
4. When the form is designated substit
5. The form initiator/traveler will get an e-mail when approvals at all levels have been secured.
6. Status of the form at any stage can be checked by clicking on the "Check Forms Status" link.

Start a [New Form](#)

Here you can check on the status of forms submitted, and also view past submissions. Administrators will also see forms that need to be signed.

Current Forms Status

* **Status Codes:**

- 1: The form has been sent for signatures, but Grant PI, Acct/Budget Verification, University Research, or Department Head has not signed
- 2: Dean or Vice-President has not signed
- 3: Comptroller's Office has not signed
- 4: President has not signed

Finalized: Everyone has signed and the form has been finalized

Form status screen:

00203	Ruston, LA	Heath Tims	2-1-2015	kjhardy	4-30-2015	1	
00202	Indianapolis, IN	Jonathan Ables	5-30-2015	holtz	4-30-2015	1	
00201	Orlando, Florida	Marie Gilbert	6-12-2015	mgilbert	4-30-2015	1	
00200	Atlanta, GA	Rastko Selmic, and Wes Palmer	5-4-2015	mstevens	4-30-2015	3	
00198	Arizona State University (Tempe, AZ)	Andrew Rigley, Nathaniel Ruppel, and Allie De Leo	3-19-2015	acd019	4-28-2015	Finalized	
00197	Pine Bluff, AR	Brad Marsh	5-17-2015	phale13	4-28-2015	2	
00196	Dayton, OH	Pedro A Derosa, Taylor Tarlton, and Andrew Stroud	6-28-2015	pderosa	4-28-2015	2	
00195	Columbus, OH	Pedro Derosa, Benjamin Beach, and Andrew Stroud	6-23-2015	pderosa	4-28-2015	1	
00194	Kenner, LA	Dr. Leon Jassemidis, Joshua Adkinson, and Sai Mohan Rudrashetty	4-30-2015	ahill	4-27-2015	Finalized	
00193	Kenner, LA	Mary Caldorera-Moore	4-30-2015	ahill	4-27-2015	2	
00192	Ruston, LA	Reginald L. Jeter	4-29-2015	kjhardy	4-24-2015	Finalized	
00191	Ruston, LA	Batu Krishna Chalise	5-13-2015	msmith	4-24-2015	Finalized	
00190	Ruston, LA	Praveen K. Meduri	5-11-2015	msmith	4-23-2015	Finalized	
00189	Ruson, LA	John Wiley	5-11-2015	lxu001	4-21-2015	Finalized	
00188	West Point, NY	Md Karim	4-30-2015	msmith	4-20-2015	Finalized	
00187	Park City, Utah	Stan Napper	6-27-2015	mstevens	4-20-2015	Finalized	
00185	Vail, CO	Lee Sawyer	5-20-2015	cofill	4-20-2015	Finalized	

You will not be able to see all the forms in the system – just the ones you generated or signed.

Substitute signer:

- You can assign someone as your substitute signer by entering the name and e-mail address.
- The substitute will get the same e-mail alerts that you do, and will be able to sign in your signature field.
- If you will depend on administrative staff to file the travel reimbursement, it is strongly recommended that the staff member be added as a substitute. This will allow the staff member to check on the form's status and to print it when finalized.
- Substitute status can be changed – you can activate (default), de-activate, or delete a substitute at any time.

Good morning, ramu!

[Home](#)

[Add/Edit People](#)

Substitute Signer

[View Your Forms](#)

[Forms to Authorize](#)

Notifications

[Check Forms Status](#)

Search

[Logout](#)

Good morning, ramu!

Add a Substitute Signer

[Home](#)

[Add/Edit People](#)

[Substitute Signer](#)

[View](#)

Name

E-mail

Current Status Active Inactive

Good morning, ramu!

The substitute signer has been added.

Add a [Substitute Signer](#)

Below are the people you authorized to sign your documents as your substitute signers:

Name	E-mail	Status	Action
Sangam Mulmi	smu004@latech.edu	Active	Edit

Good morning, ramu!

Edit a Substitute Signer

[Home](#)

[Add/Edit People](#)

[Substitute Signer](#)

[View Your Forms](#)

Name

E-mail

Current Status Active Inactive

Please don't hesitate to ask for help.
Also please provide feedback so we can improve the form.



Disclaimer: This system is in a Beta phase. Please [inform us](#) if you encounter any issue or have any feedback.

Copyright © Comptroller's Office, Louisiana Tech University, 2015