

PURPOSE: The purpose of the NC State University Pre-Travel Authorization System is to ensure that all departmental travelers have been given permission to travel and has received funding approval for expenses incurred for the trip. Anyone traveling on University business must have prior approval from the CSC Department Head (or his designee) to ensure the travel was necessary and proper. Students/Post Docs must also have supervisory approval, as well.

NOTE: It is the responsibility of each traveler to review the University's travel policies ([CLICK HERE](#)).

FOR FACULTY, STAFF, & STUDENTS (NCSU PRE-TRAVEL AUTHORIZATION SYSTEM):

How to Access the Pre-Travel Authorization System:

1. Go to NCSU Home Page and Click on MYPACK PORTAL
2. Once on the MyPack Portal page, Enter your user id/password and click on the FOR FACULTY & STAFF tab
3. Under the Employee Self Service Section, select Travel Authorizations
 - ❖ If this is your first time entering an authorization, you will need to verify your information in your profile.
 - ❖ STUDENTS - Please be sure to enter the account number from which your assistantship is funded for the "PROJECT ID" field.

Entering a New Pre-Travel Authorization:

1. Click on the NEW AUTHORIZATION button
2. Travel Details Section
 - Enter trip Begin Date & Time and trip End Date and End Time
 - Enter a description in the Purpose of Trip field and select the type of travel by Category from dropdown list
3. Destinations
 - Enter a destination City & State or check the "Non U.S. Travel (Out-of-Country)" Box and enter City & Country
 - ❖ For travel outside of the U.S., you will also be required to fill out the "Non United States Travel Only" section
 - Use the Add/Remove button to add or remove multiple destinations
 - Click on the drop down box to respond to the question: Will this trip include any personal travel?
4. Travel Estimate
 - Enter travel expenses by category (click on links for further explanations).
 - Enter Conf./Registration URL (Be sure to send copies of the agenda/registration, etc. to the Finance Office).
 - For Meals and Other Expenses, Click on calculator icon
5. Special Authorizations
 - Overnight Travel checkbox will be checked if travel involves overnight stay.
 - Excess Lodging Rates checkbox will be checked if lodging per day is greater than the per diem amount.
 - Vehicle Rental checkbox if renting a vehicle is involved.
 - Use of Personal Vehicle checkbox will be checked if mileage is entered.
 - Attendants for Handicapped Employees (must check if applicable)
6. Additional Information
 - Enter Comments pertaining to your trip and review Contact Information, which is defaulted
7. Accounting Information.
 - Project will default from your user profile, **BUT YOU MUST ENTER THE PROJECT YOU WANT CHARGED.**
 - Use the Add or Remove button to add/remove additional projects. Enter the Amount to be charged if adding.
8. Status of Travel Authorization
 - View status of the authorization or cancel the Travel Authorization by clicking on the Cancel Authorization link
 - Approvals - To add an approver, click on the Approver's User ID icon and follow prompts
9. Save for Later button - This button will save the travel authorization and allow the user to come back to the document and complete and/or route for approval.
10. Submit for Approval button. This button will route the travel authorization to the next approver.

FOR ASSISTANCE, PLEASE CONTACT

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