

**If you are a delegate, you can create Travel Authorizations and Expense Reports on your own by completing the following steps:**

- Connect to Cisco AnyConnect (VPN) if off campus, using your computer or mobile device
- Access the UGA Financial Management System at [financials.onesource.uga.edu](https://financials.onesource.uga.edu)
- When prompted, sign in using your MyID, password, and ArchPass Duo.

**To create a Travel Authorization:**

- Within UGA Financial Management, click the Travel Authorizations tile
- Click top left and change your status to the employee you wish to be
- Click the Add Travel Authorization button
- Enter the requested information regarding the travel, including the accounting tag – a ten-character code you receive from your department. In place of the accounting tag, you can enter the full chartstring the department can provide.
- Click the Submit button.



**To create an Expense Report:**

- Within UGA Financial Management, click the Expenses tile.
- Click the Create Expense Report tile.
- Click top left and change your status to the employee you wish to be
- Enter the requested information, including the accounting tag – a ten-character code you receive from your department. In place of the accounting tag, you can enter the full chartstring the department can provide.
- Enter the expense lines or import from MyWallet. Note: During or after travel, you can take pictures to document your receipts and upload them to MyWallet. For instructions on how to do this, please visit the OneSource Training Library at [training.onesource.uga.edu](https://training.onesource.uga.edu).
- Click the Review and Submit button.
- Click the Submit button.

