Guide for creating TA for out of state and international combination trip

This document will show you how to create a TA for a traveler who travels out of state and international on the same trip.

On this trip: Erin Mercurio will:

- Fly to Boston from Denver, destination Portland, Maine from Jul 12-Jul 20
- Fly to London, destination Oxford from Jul 20 – Jul 25
- Fly to Lima, Peru from Jul 25 – Aug 7
- Fly back to Denver Aug 7

Assuming Erin will stay at the same hotel at each location.

On the main menu screen of Kauli, click on Travel Authorization if you marked it as a “favorite”.

![Travel Authorization in Kauli](image1.png)

![Travel Authorization form](image2.png)
"International" must be selected so the TA routes to RMI for required approval.
Complete fill in all required information.

Here we need to modify the Per Diem Table to fit the trip.
Enter all known information then click Copy Down. This will fill in all days of the trip as Portland, Maine for all the days of the trip. Since it is not required to fill in Hotel information for domestic trip on the TA, for the Accommodation Type select “Other” and for Name and Address put “N/A”.

- Scroll down to the Jul 20. Edit information to show Erin will travel from Portland, Maine to Oxford, United Kingdom. It is required to have Hotel information for International trip on the TA.
- Repeat the previous 3 steps.
- Scroll down to the Jul 25. Edit information to show Erin will travel from Oxford, United Kingdom to Lima, Peru.
- Repeat the previous 3 steps.

Next we add additional expenses related to the trip.
- Double check on Total Estimated, Actual Encumbrance.
- Add Accounting information.
- Add approval documents to the Notes and Attachments section from Risk Management and International Programs if applicable.
- Ad hoc to Department Higher Authority using the Ad Hoc Group Requests.
- Click Submit.

DONE!