

## How to complete a TA

1. <https://onesource.uga.edu/>
  2. Login: UGA Financial Management System
- 

### Login

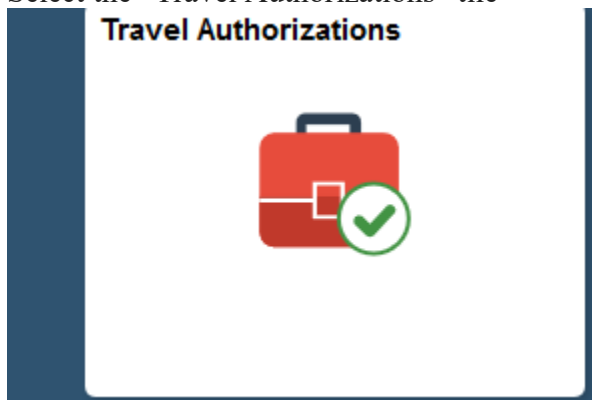
UGA Financial Management System

Budget Management System

OneUSG Connect

Training Library

3. Enter your myid and password
4. Select the “Travel Authorizations” tile



5. Add description – this would be a short reason for the trip
6. Add Travel Authorization
7. Enter information in all the fields
8. Billing type: Default Value
9. Account tag: Speedtype
10. Click the “Accounting Default “
11. In the “Bud Ref Column” enter 2020 (always current fiscal year)
12. Click Done (right hand corner)
13. Proceed to the Travel From.... Type in Headquarters
14. Travel To: start typing (No Abbreviation) spell out entire name of the state
15. Enter Date From and To
16. Under details (select the appropriate expense type)
17. Tab to description: This is where you will enter the things you will need to be reimbursed for - such as airfare, lodging, meals, mileage

18. Tab to amount (estimate)
19. Click save (top right hand corner)
20. Now you will need to provide a detailed justification for travel in notes section (you will do this by selecting “Notes”

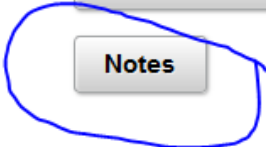
**\*Description**

**\*Business Purpose**

**Comments**

**Billing Type**

**Accounting Tag**



1

21. Add Notes
22. Click done
23. Click submit (top right hand corner)