

OneSource Travel Quick Start

To access the system, make sure you have done the following:

- Enable ArchPass Duo for your mobile device or set up an alternate phone:
https://eits.uga.edu/access_and_security/infosec/tools/archpass/
- Install Cisco AnyConnect (VPN) on your computer and/or mobile device:
https://eits.uga.edu/access_and_security/infosec/tools/vpn/

You can create Travel Authorizations and Expense Reports by completing the following steps:

- Connect to Cisco AnyConnect (VPN).
- Access the OneSource website by going to www.onesource.uga.edu.
- When prompted, sign in using your MyID, password, and ArchPass Duo.
- Make sure that you have set up your User Defaults and that you delegate travel responsibilities if necessary.

How to create a Travel Authorization:

- Click the Travel Authorization tile.
- Click the Add Travel Authorization button.
- Enter the requested information regarding your travel, including the accounting tag, which will be the Speed Type for your Chart String. To add the Budget Reference or an additional Chart String, use the Accounting Default button.
- Click the Submit button.

How to create an Expense Report:

- Click the Expenses tile.
- Click the Create Expense Report tile.
- Enter the requested information, including the accounting tag, which will be the Speed Type for your Chart String. To add the Budget Reference or an additional Chart String, use the Accounting Default button.
- Add each expense individually or upload expenses from MyWallet. You will upload the required documentation for each expense.
- Click the Review and Submit button when you have added all expenses.
- Add notes and reference your Travel Authorization when necessary.
- Click the Submit button.

