SSB – Create a Travel Purchase Order

- Log into MyMemphis
- Select Finance Tab
- Under Reqs and Pos - Select Create a Purchase Order
- Enter Transaction, PO and Delivery Dates
- Enter U#, AP, Seq # and Select Vendor Validate
- Enter Requestor E-Mail and Phone #
- Select Document Text and Enter Travel Details (Exhibit 1)
- Select Save Icon
- Enter Commodity Code and Qty (1) and Amount. (Exhibit 2)
- Select Commodity Validate
- Select Dollars Enter Chart, Fund, Orgn, Account, Prog and Accounting (Amount)
- Select Validate to Confirm all information is accurate.
- Select Complete
- Travel PO will be routed through department’s approval queue and Accounting.

SSB - Review an Approved Travel Purchase Order

- Log into MyMemphis
- Select Finance Tab
- Under Reqs and Pos - Select Check Available Balance
- Select Encumbrance Query Link
- Enter Fiscal Year, Fiscal Period (14) and Enc. Status
- Enter Chart, Fund, Organization and Account Type (71)
- Click Submit Query
- Locate desired PO and Select to review detailed transactions

SSB - Correct a Disapproved Travel Purchase Order

- Log into MyMemphis
- Select Finance Tab
- Under Reqs and Pos - Select Create a Purchase Order
- Select Search In Process Purchase Orders
- Select Execute Query
- Select PO Number requiring update
- Select PO Required Information
- Select Save Icon
- Select Complete
- Travel PO will be re-routed through department’s approval queue and Accounting.
**Exhibit 1**

**Document/Commodity Text**

Enter Document Text, Print:
- Dates of Travel
- Destination
- Conference Hotel (Should be Conference or Government Rate)
- Mode of Travel
- Faculty/Staff/Student
- Purpose of Travel
- Additional Information (International Travel - Breakdown of Expenses)

4000 Character Limit

Enter Document Text, Print:
- January 5 - 10, 2016
- Little Rock, AR
- Holiday Inn (Conference Rate/Government Rate)
- Rental Car (Enterprise Direct Billed)
- Staff
- Attending SACUBO Accounting Training

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**Exhibit 2**

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TVL IDV IS</td>
<td>73100</td>
<td>Individual Instate Travel</td>
</tr>
<tr>
<td>TVL IDV OS</td>
<td>73200</td>
<td>Individual Out of State Travel</td>
</tr>
<tr>
<td>TVL IDV OC</td>
<td>73250</td>
<td>Individual Out of Country Travel</td>
</tr>
<tr>
<td>TVL GRP IS</td>
<td>73300</td>
<td>Teams or Groups Instate Travel</td>
</tr>
<tr>
<td>TVL GRP OS</td>
<td>73400</td>
<td>Teams or Groups Out of State Travel</td>
</tr>
<tr>
<td>TVL GRP OC</td>
<td>73450</td>
<td>Teams or Groups Out of Country Travel</td>
</tr>
<tr>
<td>TVL VST IS</td>
<td>73500</td>
<td>Visitors Instate Travel</td>
</tr>
<tr>
<td>TVL VST OS</td>
<td>73600</td>
<td>Visitors Out of State Travel</td>
</tr>
<tr>
<td>TVL VST OC</td>
<td>73650</td>
<td>Visitor’s Out of Country Travel</td>
</tr>
<tr>
<td>TVL MOV EX</td>
<td>73700</td>
<td>Moving Expenses Travel</td>
</tr>
<tr>
<td>TVL ATH RC</td>
<td>73800</td>
<td>Athletic Recruitment Travel</td>
</tr>
<tr>
<td>TVL OTHER</td>
<td>73900</td>
<td>Other Travel</td>
</tr>
</tbody>
</table>