

Approving Travel Authorizations for Past Travel Dates

1.	Click the Manager Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Approvals link. 
4.	Click the Approve Transactions link. 
5.	Click the Travel Authorizations tab. 
6.	Click an entry in the Transaction ID column. 
7.	Click the More Options list. 
8.	Click the GO button. 
9.	Click the Return to Travel Authorization Summary link. 
10.	Click the scrollbar.
11.	Click the Approve button. 
12.	Click the OK button. 
13.	Click the Missing or invalid information was found. Click this icon to view button. 
14.	Notice: The flag alerts you as to past date.
15.	Click the Return to Travel Authorization Details link. 
16.	Congratulations. You have approved a Travel Authorization for a past date. End of Procedure.