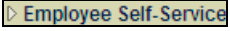

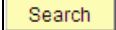


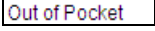




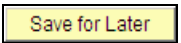




Viewing and Modifying Travel Authorizations

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Modify link. 
5.	Enter the desired information into the begins with field. Enter a valid value e.g. "000031994" .
6.	Click the Search button. 
7.	Click the Add multiple new rows at row 3 (Alt+7) button. 
8.	Click the Pop-up blocked. To see this pop-up or additional options click button.
9.	Click the Temporarily Allow Scripted Windows menu. 
10.	Click the Add multiple new rows at row 3 (Alt+7) button. 
11.	Click the Ath Recr Reg Fee Out State list item. 
12.	Click the Payment Type list. 
13.	Click the Out of Pocket list item. 
14.	Click an entry in the Detail column. 
15.	You can use this field to include information such as Registration fee for a non-employee (candidate) of FIU.
16.	Enter the desired information into the Daily Amount field. Enter a valid value e.g. "25" .
17.	Click on the Return to Travel Authorization Link
18.	Click on the plus button to add multiple new rows at row (Alt+7)
19.	Click the OK button. 

20.	Click the Ath Recr Per Diem Out State list item. 
21.	Click an entry in the Detail column. 
22.	Click the Out of Pocket list item. 
23.	Enter the desired information into the Description field. Enter a valid value e.g. " negotiation dinner ". You can use this field to include information such as per diem meals for a non-employee (candidate) of FIU.
24.	Click the Return to Travel Authorization Entry link. 
25.	Click the Save for Later button. 
26.	Notice: The system is letting you know that you did not complete all the required fields. Click the Missing or invalid information was found. Click this icon button. 
27.	Amount is required in order to Save for Later or Submit. Enter the desired information into the Amount field. Enter a valid value e.g. " 150.00 ".
28.	Click on the Return to Travel Authorization Entry link
29.	Click on the Save for Later button or the Submit button if you have completed.
30.	Click the Home link. 
31.	Congratulations. You have successfully Modified a Travel Authorization. End of Procedure.