



Business Process Document
PS FIN Travel Expenses: Viewing and Modifying Travel
Authorizations

Department	
Responsibility/Role	
File Name	Viewing and Modifying Travel Authorizations_BUSPROC.doc
Version	
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Last Changed by	
Status	

Viewing and Modifying Travel Authorizations

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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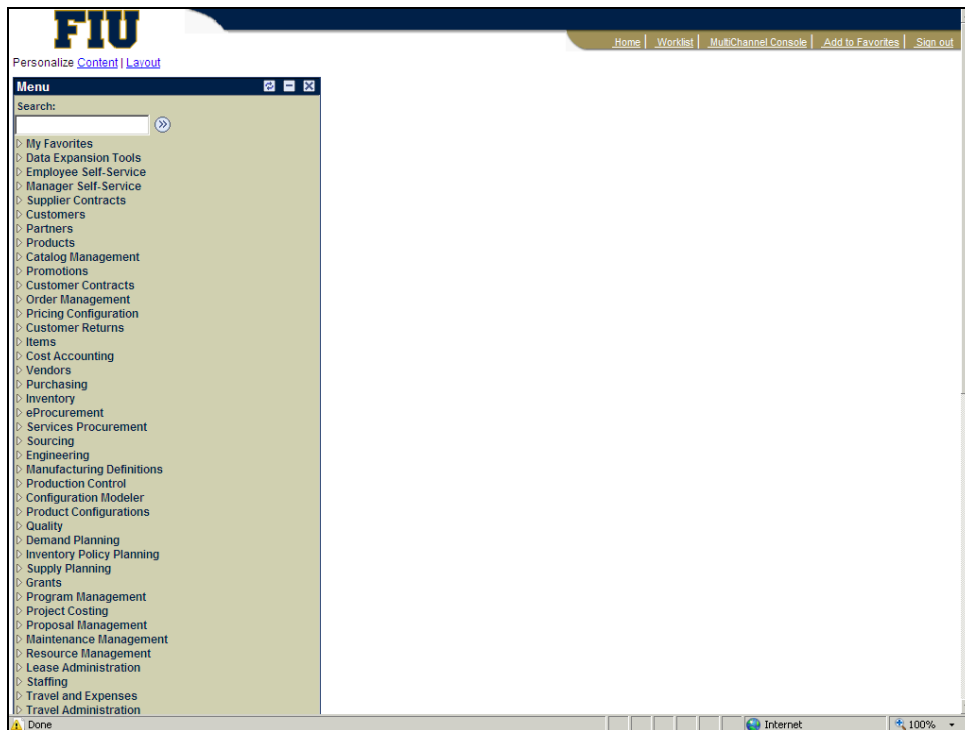


Procedure

Once a travel authorization has been entered, it can be viewed at any time. Typically an employee would view travel authorization to check the status of an existing travel authorization request once they already submitted for approval.

If you access the Travel Authorization Details page using the Modify navigation, Expenses enables you to edit all the fields. You can modify a travel authorization if you have not submitted it for approval or if an approver sent it back for revision or correction.

In this topic, you are going to view a travel authorization to make sure everything was entered correctly. Upon viewing it, you realize that you forgot to add an expense item. You then need to modify it to add the missing item.





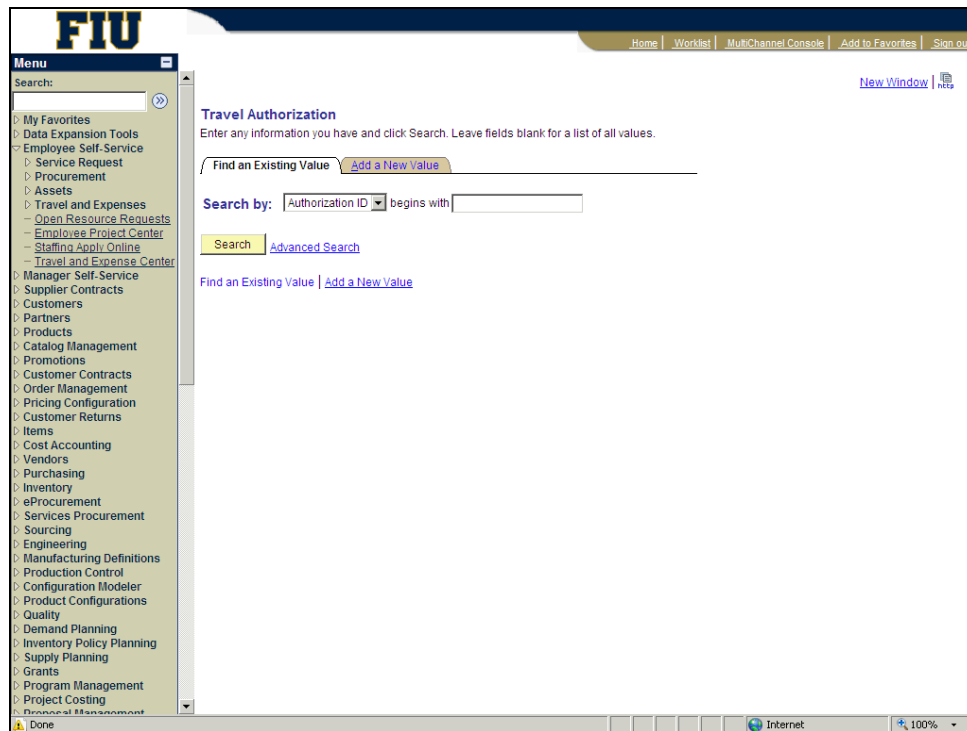
Step	Action
1.	Click the Employee Self- Service link. Employee Self-Service
2.	Click the Travel and Expense Center link. Travel and Expense Center

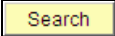


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Step	Action
3.	Click the Travel Authorization link. 
4.	Click the Modify link. 



Step	Action
5.	Enter the desired information into the begins with field. Enter " 0000031994 ".
6.	Click the Search button. 

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FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Search: [New Window](#) | [Customize Page](#) |

Travel Authorization

Travel Authorization Entry

Patty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Athletic Conference Comment:

*Business Purpose: Athletic Event

Status: Pending Last Updated: 03/25/2009 By: 1290091

Default Location: Illinois,Chicago

*Date From: 04/01/2009 *Date To: 04/01/2009

Accounting Defaults More Options:

Details [Customize](#) | [Find](#) |

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009 <input type="text"/>	300.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009 <input type="text"/>	100.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009 <input type="text"/>	80.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

Totals

Authorized Amount: 480.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel Authorization](#)

Step	Action
7.	Click the Add multiple new rows at row 3 (Alt+7) button.



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Step	Action
8.	Click the Pop-up blocked. To see this pop-up or additional options click button.
9.	Click the Temporarily Allow Scripted Windows menu. 
	or Press [T] .

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Travel Authorization

Travel Authorization Entry

Patty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Athletic Conference Comment:

*Business Purpose: Athletic Event

Status: Pending Last Updated: 03/25/2009 By: 1290091

Default Location: Illinois,Chicago

*Date From: 04/01/2009 *Date To: 04/01/2009

Accounting Defaults More Options:

Details Customize | Find | First 1-3 of 3 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009 <input type="text"/>	300.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009 <input type="text"/>	100.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009 <input type="text"/>	80.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

Totals

Authorized Amount: 480.00 USD

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Step	Action
10.	Click the Add multiple new rows at row 3 (Alt+7) button.



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Travel Authorization Entry
Petty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Athletic Conference Comment:

*Business Purpose: Athletic Event

Status: Pending Last Updated: 03/25/2009 By: 1290091

Default Location: Illinois,Chicago

*Date From: 04/01/2009 *Date To: 04/01/2009

Accounting Defaults More Options:

Details Customize | Find | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009	300.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="+"/>
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009	100.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="+"/>
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009	80.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="+"/>

Totals

Authorized Amount: 480.00 USD

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[Return to Travel Authorization](#)

Step	Action
11.	Click the Ath Recr Reg Fee Out State list item.

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FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Search: [New Window](#) | [Customize Page](#) |

Menu

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- Data Expansion Tools
- Employee Self-Service
 - Service Request
 - Procurement
 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Staffing Appl. Online
 - Travel and Expense Center
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- Customer Contracts
- Order Management
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- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Personal Management

Travel Authorization

Travel Authorization Entry

Patty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Athletic Conference Comment:

*Business Purpose: Athletic Event

Status: Pending Last Updated: 03/25/2009 By: 1290091

Default Location: Illinois,Chicago

*Date From: 04/01/2009 *Date To: 04/01/2009

Accounting Defaults More Options:

Details Customize | Find | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009 <input type="text"/>	300.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009 <input type="text"/>	100.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009 <input type="text"/>	80.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Reg Fee Out State	04/01/2009 <input type="text"/>	0.00	USD		FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

Totals

Authorized Amount: 480.00 USD

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Internet 100%

Step	Action
12.	Click the Payment Type list. <input type="text"/>



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Travel Authorization

Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Comment:

*Business Purpose:

Status: Pending Last Updated: 03/25/2009 By: 1290091

Default Location:

*Date From: *Date To:

Accounting Defaults More Options:

Details Customize | Find | 1-4 of 4

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009 <input type="button" value="B"/>	300.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009 <input type="button" value="B"/>	100.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009 <input type="button" value="B"/>	80.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Reg Fee Out State	04/01/2009 <input type="button" value="B"/>	0.00	USD	<input type="text" value="Out of Pocket"/> <input type="text" value="University Credit"/>	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

Totals

Authorized Amount: 480.00 USD

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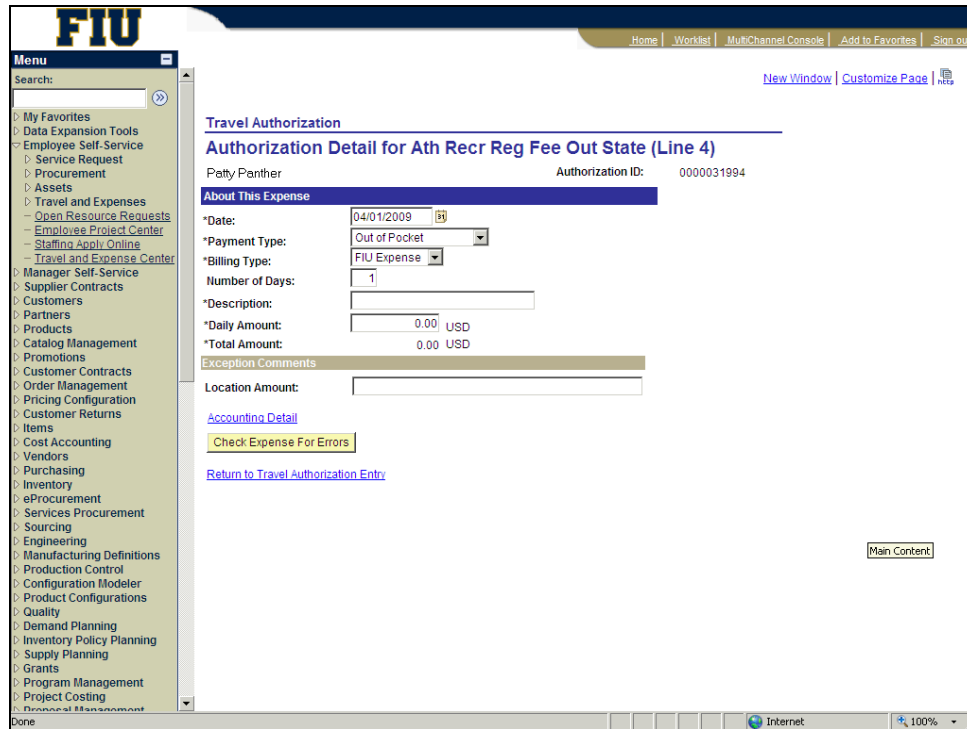
Step	Action
13.	Click the Out of Pocket list item. <input type="text" value="Out of Pocket"/>

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Step	Action
14.	Click an entry in the Detail column. *Detail
15.	You can use this field to include information such as Registration fee for a non-employee (candidate) of FIU.



Step	Action
16.	Enter the desired information into the Daily Amount field. Enter " 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)

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Explorer User Prompt

Script Prompt:
Enter number of rows to add:

OK
Cancel

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page

Travel Authorization Entry

Patty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Athletic Conference Comment:

*Business Purpose: Athletic Event

Status: Pending Last Updated: 03/25/2009 By: 1290091

Default Location: Illinois,Chicago

*Date From: 04/01/2009 *Date To: 04/01/2009

Accounting Defaults More Options: GO

Details Customize | Find | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009	300.00	USD	Out of Pocket	FIU Expense	Detail +
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009	100.00	USD	Out of Pocket	FIU Expense	Detail +
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009	80.00	USD	Out of Pocket	FIU Expense	Detail +
<input type="checkbox"/>	Ath Recr Reg Fee Out State	04/01/2009	25.00	USD	Out of Pocket	FIU Expense	Detail +

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 505.00 USD

Update Totals

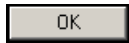
Save for Later Submit Create A Cash Advance Project Summary Printable View

[Return to Travel Authorization](#)

javascript:submitAction_win0(document.win0,'EX_TAUTH_LINE\$newm\$3340')

Internet 100%

Step	Action
19.	Click the OK button.





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Travel Authorization

Travel Authorization Entry

Patty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Comment:

*Business Purpose:

Status: Pending Last Updated: 03/25/2009 By: 1290091

Default Location:

*Date From: *Date To:

Accounting Defaults More Options:

Details [Customize](#) | [Find](#) | 1-5 of 5


Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009 <input type="button" value="B"/>	300.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009 <input type="button" value="B"/>	100.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009 <input type="button" value="B"/>	80.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Reg Fee Out State	04/01/2009 <input type="button" value="B"/>	25.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

Totals

Authorized Amount: 505.00 USD

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Step	Action
20.	Click the Ath Recr Per Diem Out State list item. 

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Travel Authorization

Travel Authorization Entry

Patty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Athletic Conference Comment:

*Business Purpose: Athletic Event

Status: Pending Last Updated: 03/25/2009 By: 1290091

Default Location: Illinois,Chicago

*Date From: 04/01/2009 *Date To: 04/01/2009

Accounting Defaults More Options:

Details [Customize](#) | [Find](#) | 1-5 of 5

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009 <input type="text"/>	300.00	USD	Out of Pocket	FIU Expense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009 <input type="text"/>	100.00	USD	Out of Pocket	FIU Expense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009 <input type="text"/>	80.00	USD	Out of Pocket	FIU Expense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Ath Recr Reg Fee Out State	04/01/2009 <input type="text"/>	25.00	USD	Out of Pocket	FIU Expense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Ath Recr Per Diem Out State	04/01/2009 <input type="text"/>	0.00	USD		FIU Expense	*Detail <input type="button" value="+"/>

Totals

Authorized Amount: 505.00 USD

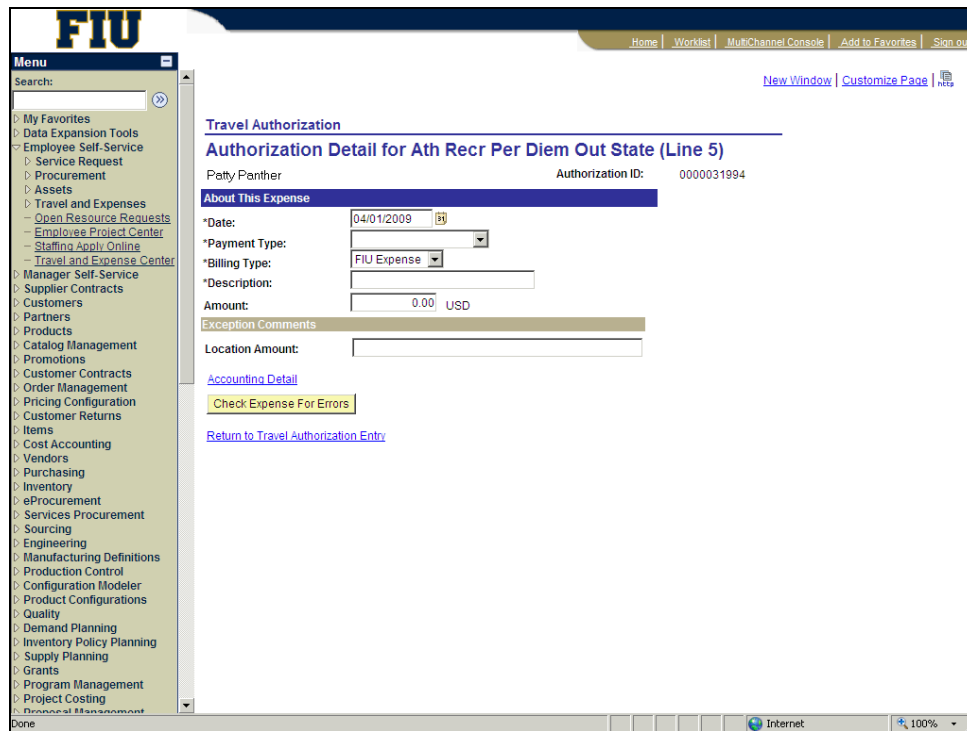
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Step	Action
21.	Click an entry in the Detail column. *Detail



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Step	Action
22.	Click the Out of Pocket list item. <input type="text"/>

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Step	Action
23.	<p>Enter the desired information into the Description field. Enter "negotiation dinner".</p> <p>You can use this field to include information such as per diem meals for a non-employee (candidate) of FIU.</p>
24.	<p>Click the Return to Travel Authorization Entry link.</p> <p>Return to Travel Authorization Entry</p>



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Step	Action
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. 

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Step	Action
27.	Amount is required in order to Save for Later or Submit. Enter the desired information into the Amount field. Enter " 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.



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FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Search: [New Window](#) | [Customize P Saved](#)

Travel Authorization

Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: 0000031994

General Information

*Description: Athletic Conference Comment:

*Business Purpose: Athletic Event

Status: Pending Last Updated: 03/27/2009 By: 1290091

Default Location: Illinois,Chicago

*Date From: 04/01/2009 *Date To: 04/01/2009

Accounting Defaults More Options:

Details Customize | Find | First 1-5 of 5 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Ath Recr Air Out State	04/01/2009	300.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Car Out State	04/01/2009	100.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Incid Out State	04/01/2009	80.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Reg Fee Out State	04/01/2009	25.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Ath Recr Per Diem Out State	04/01/2009	150.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

Totals

Authorized Amount: 655.00 USD

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Step	Action
30.	Click the Home link. Home
31.	Congratulations. You have successfully Modified a Travel Authorization. End of Procedure.