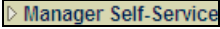
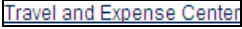

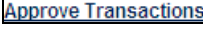

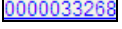


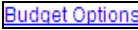
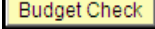
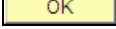
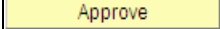
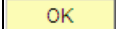
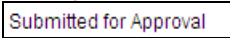



Approving a Valid Travel Authorization

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 scrollbar.
10.	Click the Budget Options link. 
11.	Click the Budget Check button. 
12.	NOTICE: The budget is valid. The funds have been encumbered.
13.	Commitment Control Tran ID: is the ID number assigned to the amount encumbered.
14.	Click the OK button. You may get a "Warning" if you over spend on your budget, however, you will be able to continue with your approvals. You may get an "Error" if you do not have a budget or if the Project does not have a budget and you will not be able to approve this action. 
15.	Click the scrollbar.
16.	Click the Approve button. 
17.	Click the OK button. 

18.	Click the scrollbar.
19.	After you click the approve button, the TAR's status changes. 
20.	Click the Home link. 
21.	Congratulations. You have successfully Approved a Valid Travel Authorization. End of Procedure.