

EX.070.010 - Printing a Travel Authorization Report

Purpose	To print a Travel Authorization Report.
Description	You can use the Expenses Module to print a Travel Authorization that you previously created and/or submitted. By using the View/Print option, a transaction is displayed in a read-only format so you can review the details of the transaction and/or print a report. You institution may have a specific process for how it chooses to handle printing and manually approving travel authorizations. Some institutions prefer the travel authorization report be printed, signed, and attached to a printed copy of the corresponding expense report and receipts after the travel has occurred.
Security Role	BOR PeopleSoft User
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are instructions on how to printout a Travel Authorization.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Employee Self-Service link.
4.	Click the Travel Authorization link.
5.	Click the View / Print link.
6.	If you know the transaction number of the travel authorization you wish to print, you can enter it directly in the Search by field. For this exercise we will search for all travel authorizations.
7.	Click the Search button.
8.	Click an entry in the Authorization ID column for the transaction you wish to view and print.
9.	The travel authorization you selected will be displayed. This is a read-only page where you can view the specifics of the transaction, but you cannot make any modifications.
10.	Click the vertical scrollbar to navigate to the bottom of the page.
11.	Click the Printable View link.
12.	A new window will automatically open which will display the status of your report. TIP: You do not need to manually refresh the page.
13.	The report may take several moments to run. You may see the status of Queued, Processing, and Success before the report is displayed.
14.	When the report has finished running, it will automatically display to your window. Use the vertical scrollbar to navigate to additional pages, if needed.
15.	You can use the print function on your browser to print the report.
16.	When you have finished viewing and/or printing the report, you can close the report window by clicking the "X" in the top right corner of the page. Closing this report window will take you back to the travel authorization view page.