

EX.060.014 - Viewing a Travel Authorization

Purpose	- To identify the viewable information on a travel authorization through this View / Print option. - To identify where the approval history is located for a travel authorization. - To view a travel authorization.
Description	The Expenses Module allows users to view a Travel Authorization that has been previously submitted. By using the View / Print option, a transaction is displayed in a read-only format so the details of the transaction can be reviewed. Users can also review the transaction's status and approval history in the Action Status box.
Security Role	BOR PeopleSoft User
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step-by-step instructions on how to view 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.	Enter the transaction number of the travel authorization directly in the Search by field. For this exercise, let's search for all travel authorizations.
7.	Click the Search button.
8.	This page displays all travel authorizations for the UserID. The Status column provides the traveler with an updated status on his/her travel authorizations.
9.	Click an entry in the Authorization ID column for the transaction to be viewed.
10.	The selected travel authorization that will be displayed. This is a read-only page where the specifics of the transaction can be viewed, but not modified.
11.	To view the specifics of a particular expense line, click the Detail link at the end of a row.
12.	Click the vertical scrollbar to navigate to the bottom of the page.
13.	The Pending Actions section displays the approval levels and names of the approvers (if not pooled) which are still required for this transaction.
14.	The Action History section displays any actions that have been taken on this transaction.
15.	To print the transaction, click the Printable View link.
16.	After viewing the transaction, click the Return to Search button. Select the Previous in List or Next in List buttons as needed, to view more transactions.
17.	After returning to the main View/Print page, select another travel authorization to view.