MODIFYING OR VIEWING A TRAVEL AUTHORIZATION

Modifying a Travel Authorization

Sometimes a Travel Authorization may need to be modified. There are only two points at which you can modify a Travel Authorization:

– First, before the Travel Auth has been submitted for approval. If a TA has been saved (but not submitted), you can modify it.
– Second, after the TA has been submitted, and then subsequently “sent back” by an approver. If a TA is sent back, the approver is required to add a comment, to provide you with further instructions.

Travel Authorizations that are in the approval workflow process cannot be modified by the employee. If you become aware of a problem with your TA and need to update it, contact the appropriate approver and ask that he/she “send back” the TA. You can then take action.

1) Access PeopleSoft Financials through GoWMU

![PeopleSoft Financials Access](image1)

2) Login to PeopleSoft Financials with your bronco net ID and password

3) Select the following **Main Menu** options:
   a. **Employee Self-Service**
   b. **Travel and Expense Center**
   c. Under Travel Authorization, select **Modify**.

![Travel Authorization](image2)
4) The default Search by parameter is Authorization ID. You can search by that, if you know the Authorization ID, or choose another parameter for the search.

Alternately, if you leave the field blank and click Search, the system will list all TAs that are eligible to be modified. Remember, you can only update TAs that haven’t been submitted yet, or have been submitted and then sent back by an approver.

If you have only one eligible TA, the system will open it automatically; otherwise, the system will list the TAs, and you can select the appropriate one by clicking the Authorization ID hyperlink.

5) If you are modifying a Travel Authorization that has been sent back or denied by an approver, you will see a page like the one shown here. At the top of the page, in red, you will see ‘Denied’ or ‘Sent Back’ and a hyperlink with the approver’s Comment (click the hyperlink to see the rest of the comment, if necessary). Take the action noted in the comment.

If the TA has never been submitted, you will not see the text and hyperlink in red, nor the Action History at the bottom of the page. You can perform any action on the TA that you could do while creating it; add or delete lines, change amounts, dates, locations, etc. Similar to new TAs, you can also Save for Later. When finished, be sure to click the Submit button.
Traveler can “View” a submitted travel authorization by selecting ‘View’ under the Travel Authorization section.

Follow step 4 above to see pending workflow approval.