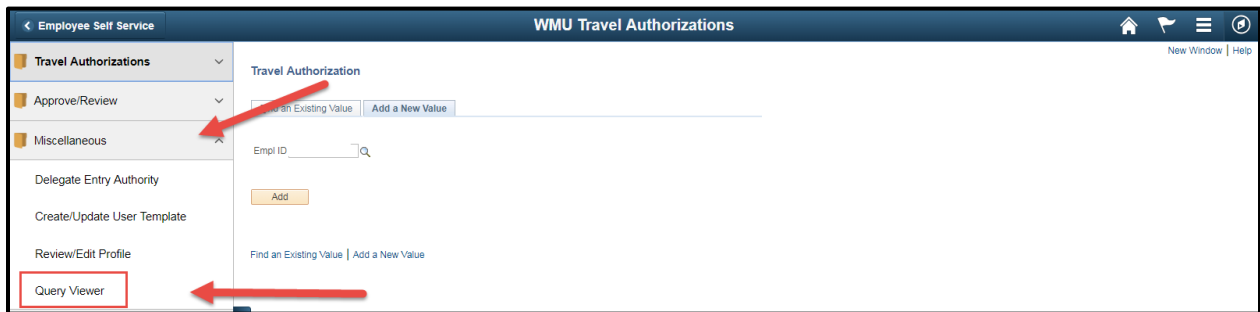


Accessing Travel Authorization Queries

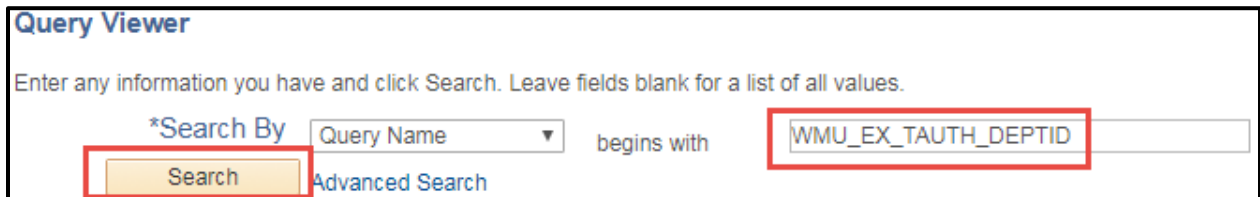
- 1) When you first log into the system, you should see a blue home page. Select the “WMU Travel Authorizations” tile to continue.



- 2) On the navigation bar on the left side of the screen, select “Miscellaneous” and then “Query Viewer”.



- 3) On the search bar, search for “WMU_EX” and then hit the “Search” button.



- 4) Look for the “WMU_EX_TAUTH_DEPTID” query and select the “Excel” link to run the report. (Alternatively, you can select the “HTML” or “XML” links if you would prefer to have the data in those formats instead).



- 5) On the following screen, enter the cost center and date range that you want to search for and select “View Results”. The browser will download a file that you can select to view the data in Microsoft Excel.

WMU_EX_TAUTH_DEPTID - Travel Auths by Department

Department

Date From

Date To

Travel Auth ID	TA Description	Traveler	From	To	Purpose	Entered By	TA Status	Updated By
000000062	Alliance Conference	Halseth,Jennifer A	1/23/2017	1/27/2017	Conference		Denied	
000000062	Alliance Conference	Halseth,Jennifer A	1/23/2017	1/27/2017	Conference		Denied	
000000062	Alliance Conference	Halseth,Jennifer A	1/23/2017	1/27/2017	Conference		Denied	
000000062	Alliance Conference	Halseth,Jennifer A	1/23/2017	1/27/2017	Conference		Denied	
000000062	Alliance Conference	Halseth,Jennifer A	1/23/2017	1/27/2017	Conference		Denied	
000000062	Alliance Conference	Halseth,Jennifer A	1/23/2017	1/27/2017	Conference		Denied	
000000062	Alliance Conference	Halseth,Jennifer A	1/23/2017	1/27/2017	Conference		Denied	
000000062	Alliance Conference	Halseth,Jennifer A	1/23/2017	1/27/2017	Conference		Denied	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
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000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000063	Alliance Conference	Bettis-Cooper,Lisa R	2/26/2017	3/2/2017	Conference		Approved	
000000074	Bank of America Conference	Halseth,Jennifer A	2/27/2017	3/2/2017	Conference		Denied	
000000074	Bank of America Conference	Halseth,Jennifer A	2/27/2017	3/2/2017	Conference		Denied	
000000074	Bank of America Conference	Halseth,Jennifer A	2/27/2017	3/2/2017	Conference		Denied	
000000074	Bank of America Conference	Halseth,Jennifer A	2/27/2017	3/2/2017	Conference		Denied	
000000074	Bank of America Conference	Halseth,Jennifer A	2/27/2017	3/2/2017	Conference		Denied	
000000074	Bank of America Conference	Halseth,Jennifer A	2/27/2017	3/2/2017	Conference		Denied	
000000074	Bank of America Conference	Halseth,Jennifer A	2/27/2017	3/2/2017	Conference		Denied	
000000075	Bank of America Conference	Bettis-Cooper,Lisa R	2/27/2017	3/2/2017	Conference		Approved	
000000075	Bank of America Conference	Bettis-Cooper,Lisa R	2/27/2017	3/2/2017	Conference		Approved	
000000075	Bank of America Conference	Bettis-Cooper,Lisa R	2/27/2017	3/2/2017	Conference		Approved	