

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 an authorization:

- Before the authorization has been submitted for approval. If the authorization has been saved (but not submitted), you can modify it.
- After the authorization has been submitted, and then subsequently “sent back” by an approver. If the authorization is sent back, the approver is required to add a comment to provide further instructions on how to change the authorization.

Travel Authorizations that are in the approval workflow process cannot be modified by the employee, however, if an authorization has been submitted and not yet approved but the HR Supervisor, you can “Withdraw” it to make changes and then resubmit it. If you become aware of a problem with your authorization and need to update it after the workflow has started, contact the appropriate approver and ask that he/she “send back” the authorization so that you can take further action.

- 1) Login to the Employee Self Service module using your Bronco Net ID and password.
- 2) On the home page, select the “**WMU Travel Authorizations**” tile



- 3) On the navigation bar on the left side of the screen you should see the default option selected is “**Create/Modify**”. Select the “**Find an Existing Authorization**” tab then hit the “**Search**” button (2). All of the authorizations that are eligible to be modified will be listed. Remember, any authorizations that have been submitted or have not been saved will not be available to be modified. If you are a delegate of another traveler, their authorizations will be available to modify as well. Select the “**Authorization ID**” of the TA that you wish to modify (3).

Travel Authorization

Enter any information **1** have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Search by: begins with

2 [Advanced Search](#)

3 Search Results

View All 1-14 of 14

Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000001647	Image now workshop	Trautman,Ian	402948	Pending	07/21/2017
0000001629	Grants Simple Test	Trautman,Ian	402948	Pending	07/17/2017
0000001620	Business Conference	Trautman,Ian	402948	Pending	06/29/2017
0000001614	14th IPPW and Ocean Worlds	Trautman,Ian	402948	Pending	06/29/2017
0000001607	Bank of America Procard	Halseth,Jennifer A	390389	Pending	06/26/2017
0000000735	Conference	Halseth,Jennifer A	390389	Pending	04/20/2017
0000000104	Bank of America procurement	Halseth,Jennifer A	390389	Pending	02/23/2017
0000000097	Bank of America Conference	Halseth,Jennifer A	390389	Pending	02/22/2017
0000000086	Bank of America conference	Halseth,Jennifer A	390389	Pending	02/21/2017
0000000084	Donor Visits Naples	Halseth,Jennifer A	390389	Pending	02/20/2017
0000000074	Bank of America Conference	Halseth,Jennifer A	390389	Pending	02/14/2017
0000000062	Alliance Conference	Halseth,Jennifer A	390389	Pending	01/11/2017
0000000047	Alliance Conference	Halseth,Jennifer A	390389	Pending	01/06/2017
0000000004	Bank Of America Conference	Halseth,Jennifer A	390389	Pending	11/27/2016

- 4) If you modify a travel authorization that has been sent back by an approver, you will see a red **"Sent Back For Revision"** at the top of the authorization along with the approver's comments (click on the red hyperlink to see the rest of the comment if necessary). You can also go to the **"Summary and Submit"** screen to see the **"Action History"** and the approver's comments. Make the corrections as needed and submit when you are ready.

Modify Travel Authorization

Ian Trautman

Sent Back For Revision By: Halseth,Jennifer A [Dates are in the past](#)

*Business Purpose

*Description

*Date From *Date To

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description
<input type="text" value="07/20/2017"/> <input type="button" value="Bt"/>	<input type="text" value="Airfare_International"/>	<input type="text" value="The Hague is the actual city of destination"/> <input type="button" value="L2"/>

- 5) If the TA has never been submitted, the red text will not be at the top and you can perform any action on the TA that you normally would be able to (add or delete lines,

change amounts, dates, locations, etc.) Once the changes you make are completed, make sure to select the **“Save for Later”** button and submit.

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/08/2017	Conference/Meeting	workshop fee	Personal Credit Card	350.00	USD
11/08/2017	Airfare_Round Trip	test	Prepaid Expenditures	500.00	USD
11/08/2017	Breakfast	test	Personal Credit Card	13.00	USD

Viewing a Travel Authorization

1) On the navigation bar on the left side of the screen select the **“View”** option.

Employee Self Service | WMU Travel Authorizations

Travel Authorizations

Create/Modify

View

Delete

Cancel

Approve/Review

Miscellaneous

Find an Existing Value | Add a New Value

Find an Existing Value | Add a New Value

Add

2) Follow the instructions in step 5 to select the authorization that you want.

- a. **Note:** all authorizations that you or your delegates have created will show up on the **“View”** screen along with the current status of the authorization. The **“View”** option is what you will use when you want to see where the authorization currently sits in the workflow or to print an authorization.

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

1 Find an Existing Value

▼ Search Criteria

Search by: Authorization ID begins with

2 Search Advanced Search

Search Results

View All **3** First 1-45 of 45 Last

Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000001647	Image now workshop	Trautman,Ian	402948	Pending	07/21/2017
0000001645	Expenses Test	Trautman,Ian	402948	Approved	07/20/2017
0000001640	Interview Candidate John Smith	Trautman,Ian	402948	In Process	07/20/2017
0000001639	Bank of America Pcard	Trautman,Ian	402948	In Process	07/19/2017
0000001630	Istanbul Test Trip	Trautman,Ian	402948	In Process	07/18/2017

- 3) You can select the “**Travel Authorization Details**” option (1) on the top right to view the expense details. On the “Summary” screen, you will be able to:
 - a. Select the “**Print**” option to create a PDF printout of the authorization along with the approval history (2).
 - b. See the current authorization workflow status (3)
 - c. View the “**Action History**” including who the authorization is currently sitting with (4)

Travel Authorization

1 Travel Authorization Details

2 Print

Actions Choose an Action GO

Authorization ID 0000001645 Approved **3**

Created 07/20/2017 Ian Trautman

Last Updated 07/21/2017 Lisa Bettis-Cooper

Totals View Printable Version Notes Attachments

Projected Expenses (8 Lines) 403.00 USD Denied Expenses 0.00 USD

Total Authorized Amount 403.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization Submitted On 07/20/2017 Submitted By Ian Trautman

4 Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Ian Trautman	07/20/2017 3:09:53PM
Approved	HR Supervisor	Lisa Bettis-Cooper	07/20/2017 3:34:53PM
Reviewed	Reviewer	Jennifer Halseth	07/21/2017 1:37:58PM