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 authorizations 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**).

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.

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.

Viewing a Travel Authorization

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

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.

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**)