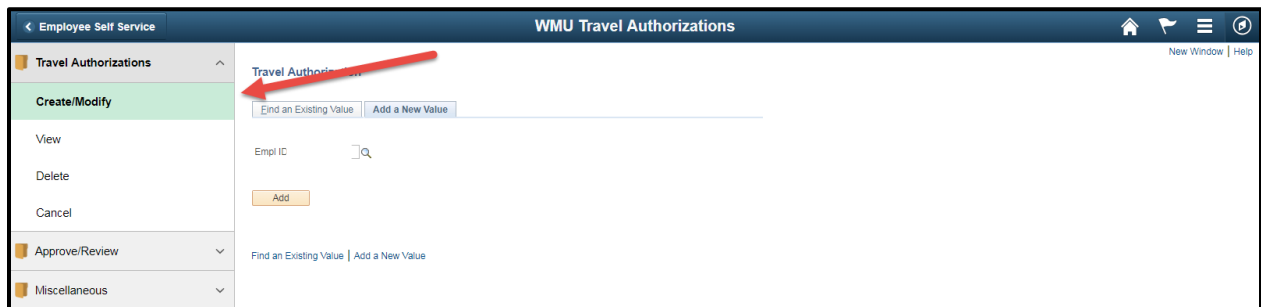


# Navigating the Travel & Expense Center

- 1) When you first log into the Employee Self Service module, you should see a blue home page. Select the “WMU Travel Authorizations” tile



- 2) On the navigation bar on the left side of the screen, you will be brought to the “Create/Modify” screen by default. You can also see the options for “View”, “Delete” and “Cancel” listed.



- 3) The “Delegate Entry Authority” option listed under the “Miscellaneous” tab can be used to give access to another individual to create, edit or view authorizations on your behalf.

