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.