Copying & Deleting Travel Authorization Expense Lines

Expense lines are able to be copied to additional days. When used, the copy feature moves everything about the expense, including the detail and accounting information over to the new date range. This can help save time when creating an authorization that includes an expense that is reoccurring (e.g. Meals/Incidentals).

1) Create a new travel authorization and fill in the detail for the expense that you want to copy (1). If you want each of the expenses to contain different details, you will have to go in manually after copying and change them. After you are finished, go to the “Actions” box at the top right of the screen, select “Copy Authorization Lines” and then select “GO” (2).

2) On the next screen, select whether you want the expense copied to one date or a range of dates (1). You can then fill in the date(s) that you require, selecting the calendar icon if you don’t want to write it in (2). Please note that if a date falls on a weekend or holiday, you must select the appropriate box in order for the expense to be included on that day. Select the check box of the expense that you wish to copy and then hit “OK” (3).
3) After returning to the travel authorization you will see that the expense(s) have been copied to the selected dates. If you want to delete a line, select the “-“ sign found to the right of the expense (1). A “Delete Confirmation” page will show requesting confirmation for the expense to be deleted. Once the “OK” button is selected, the expense will be removed from the authorization (2).