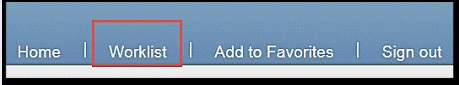

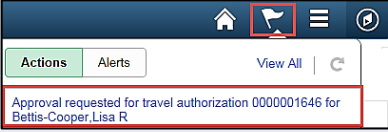

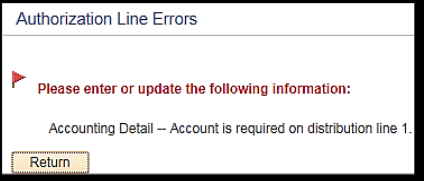
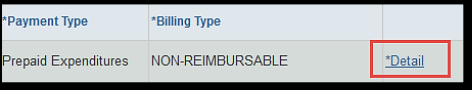
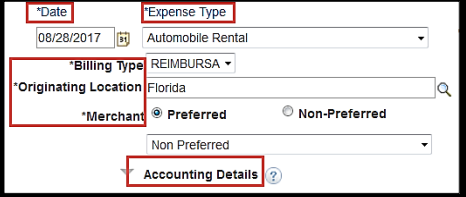
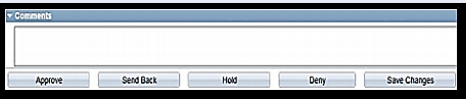


# PS Travel Authorization and Expense New Features

New Feature	Current PS 9.1	Description	New PS 9.2
<p><b>Notifications</b></p> <p>In the 9.2 system, the "Worklist" has been replaced by the notifications option for pending approval tasks.</p>		<p>The toolbar is located in the top right screen, users can click on the  icon to view all pending authorizations needing approval. A red number signifies unread authorization tasks. The pending tasks will stay in this tab until the authorizations have been approved by the user.</p>	
<p><b>Automatic Error Checking</b></p> <p>The system will automatically check for errors as you are creating a travel authorization instead of having to select "Check for Errors"</p>		<p>The system will automatically check for errors as the expenses are added or when saved for later. A red flag icon will display indicating errors.</p>	
<p><b>One Travel Authorization Screen</b></p> <p>Authorization expense detail all on one screen instead of individual pages for each expense to promote fluidity</p>		<p>In the 9.2 system, all expenses and their detail are located on the same screen for more efficiency.</p>	
<p><b>Withdraw Travel Authorizations</b></p> <p>Travel Authorizations can be withdrawn prior to any approval</p>		<p>In the 9.2 version, the traveler can "Withdraw" an authorization at any point before the first workflow approver has taken action. This option can be found on the "View" screen.</p>	