

View Travel Authorization

An employee may view their Travel Authorization when it is saved, submitted for approval or approved.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link.
2.	Navigate to: <u>Employee Self Service > Travel and Expense Center > Travel Authorization > View</u>
3.	The Travel Authorization search page displays. Click the Search button.
4.	The Search Results display. In the Authorization ID column, click the link of the Travel Authorization you wish to view. <i>Note: The Status column indicates how each Travel Authorization is progressing.</i>
5.	The Travel Authorization Details page displays. In the Details section, for each projected expense line, click the *Detail link.
6.	On the Authorization Detail page, view the Description . Click the Accounting Detail link to view the ChartFields for the line.
7.	Click the OK button.
8.	Click the Return to Travel Authorization Details link.
9.	The Travel Authorization Details page displays. <i>Note: The Pending Actions section displays which Approvers are yet to approve this transaction.</i> <i>Note: In the Action History section Action column view previous submissions and approvals.</i> <i>Note: In the Action History section, the Comments  icon displays on those actions for which a comment is entered. Click the Comments  icon to view those comments.</i>
10.	Click the Return to Search button.
11.	Click the Authorization ID link for the next Travel Authorization you wish to view in the Search Results .
	End of Procedure.