

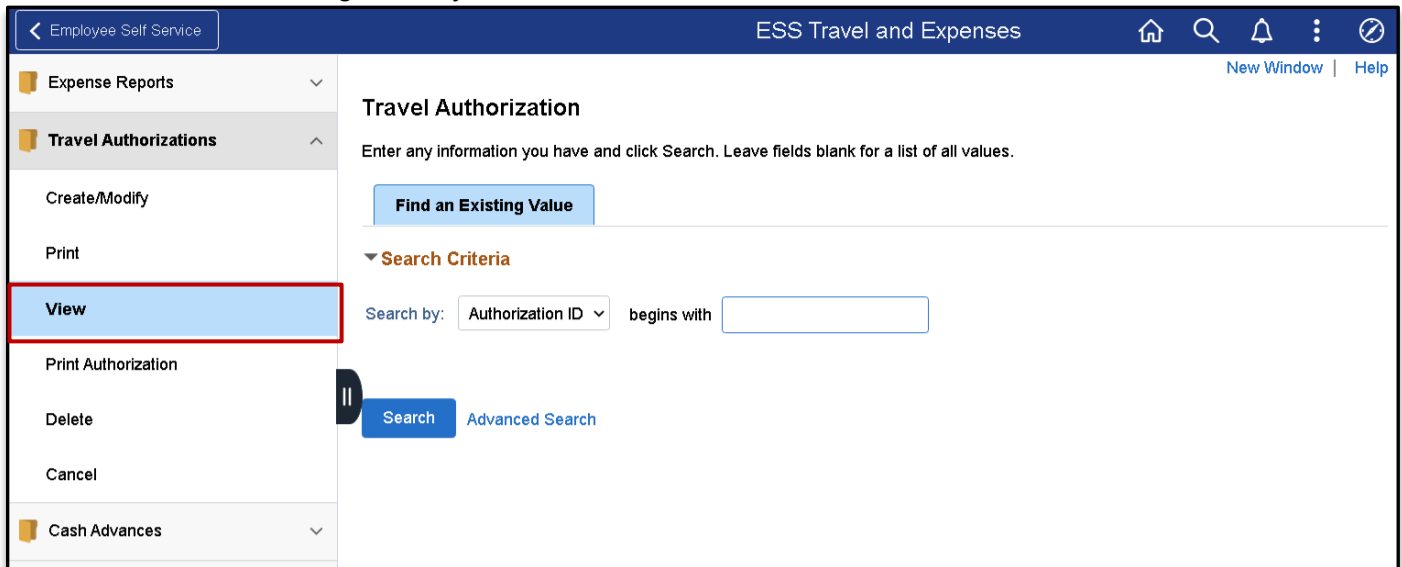
After reviewing the information and you are ready to approve the transaction, click the **Budget Options** button to access the **Commitment Control Details** window. Click the **Budget Check** button to run the budget.

Upon successfully running the budget (i.e., Valid status), click the **OK** button to continue to return to the Travel Authorization window and click the **Approve** button to continue the submission process.

View Travel Authorization

Navigation **NavBar**> **Navigator** > **Employee Self-Service** > **Travel and Expenses Center** > **Travel Authorizations** > **View**

Click the **Search** button to locate the travel authorization. The results include authorizations that you created as well as authorizations delegated to you.



Employee Self Service | ESS Travel and Expenses

Travel Authorization

Business Purpose: Conference
 Description: 2020 NASFAA Conference
 Default Location: NV LAS VEGAS
 Date From: [] Date To: []
 Reference: []

Authorization ID: []
 Created: []
 Last Updated: []

Totals: Projected Expenses (11 Lines) 1,932.10 USD
 Denied Expenses 0.00 USD
 Total Authorized Amount 1,932.10 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.
 Submit Travel Authorization Submitted On []

Approval History

Submitted [] Supervisor []

Action	Role	Name	Date/Time
Submitted			01/14/2020 5:05:37PM
Approved	Supervisor		01/15/2020 11:30:30AM

Travel Authorization Details

Projected Expenses (11 Lines) 1,932.10 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
06/28/2020	1 Conference registration fees	conference registration	TCard	629.00	USD

Billing Type: TCard
 Location: NV LAS VEGAS

Accounting Details

Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	MP	Special Initiatives	PC Bus Unit	Project	Activity
629.00			3008	11			300	9999			

1. **Travel Authorization Details** – select to see the expense details
2. **Print** – select this button to print a PDF copy of the authorization
3. **Approval History** – provides the current status of where the authorization is in the approval workflow