Approve Travel Authorization

Once an employee submits a Travel Authorization, the transaction is routed with email notifications to the employee's Supervisor for approval and then two levels of Department Level approvers.

Supervisors ensure that the travel meets a specified business purpose. Department Approvers ensure budget is available for the anticipated travel.

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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
• Enter your Username and Password and click the Log In button.  
• From the Enterprise Menu, select the Financials Supply Chain link. |
| 2.   | On the Universal Navigation Header, click the Worklist link.  
*Note: Alternatively, navigate to: Travel and Expense Center > Approvals > Approve Transactions.* |
| 3.   | In the Worklist section Link column, select the link for the Travel Authorization you wish to review for approval. |
| 4.   | The Travel Authorization Summary page displays. At the bottom of the page beneath the Comments section, the Budget Status must be Valid for the Approval button to display.  
*Note: The Budget Check batch process is run hourly weekdays. If the Budget Check status is ‘Not Chk’d’, then either return to the approval item in an hour or run a manual budget check.*  
*Note: To manually run the budget check:*  
1. Click the Budget Options link.  
2. The Commitment Control Page displays. Click the Budget Check button.  
   When there is sufficient budget, then the Budget Checking Header Status field displays ‘Valid Budget Check’.  
3. Click the OK button. |
5. In the **General Information** section an identifying **Description** and the **Business Purpose** display followed by the current **Status** and the travel dates.

6. Click the **Attachments** link to view the supporting documentation.

   *Note: The number on the link indicates the number of attachments.*

7. The **Travel Auth Attachments** page displays. In the **File Name** column, select a link to view the attachment.

8. The attachment displays in a new window. After viewing the attachment, click the **Close** button in the upper right corner of the window.

9. Click the **OK** button.

10. The **Travel Authorization** page displays. Click the **Accounting Defaults** link to view the Department Budget for the entire Travel Authorization.

   *Note: As needed, send back the Travel Authorization with a comment indicating changes to be made to the ChartFields.*

11. The **Travel Authorization** page displays. In the **Details** section **Expense Type** column, select the link of a line to review.

12. The **Authorization Detail** page for that line displays. Click the **Accounting Detail** link to view the ChartFields for this expense line.

   *Note: As needed, send back the Travel Authorization with a comment indicating changes to be made to the ChartFields.*

13. Click the **OK** button.

14. Click the **Return to Travel Authorization Details** link.
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| 15.  | The **Travel Authorization** page displays. As needed, in the **Comments** section, enter free form text.  
*Note:* Comments are required when a Travel Authorization is sent back by an approver. The employee or their proxy may modify the Travel Authorization and re-submit it for approval. |
| 16.  | Click either the **Approve** or **Send Back** buttons.  
*Note:* Both the Expense User and, if applicable, the proxy that submitted the Expense Report on behalf of the Expense User are notified when the Expense Report is sent back for modification. |
| 17.  | The **Submit Confirmation** page displays. To confirm that the Travel Authorization is approved at your level, click the **OK** button.  
*End of Procedure.* |