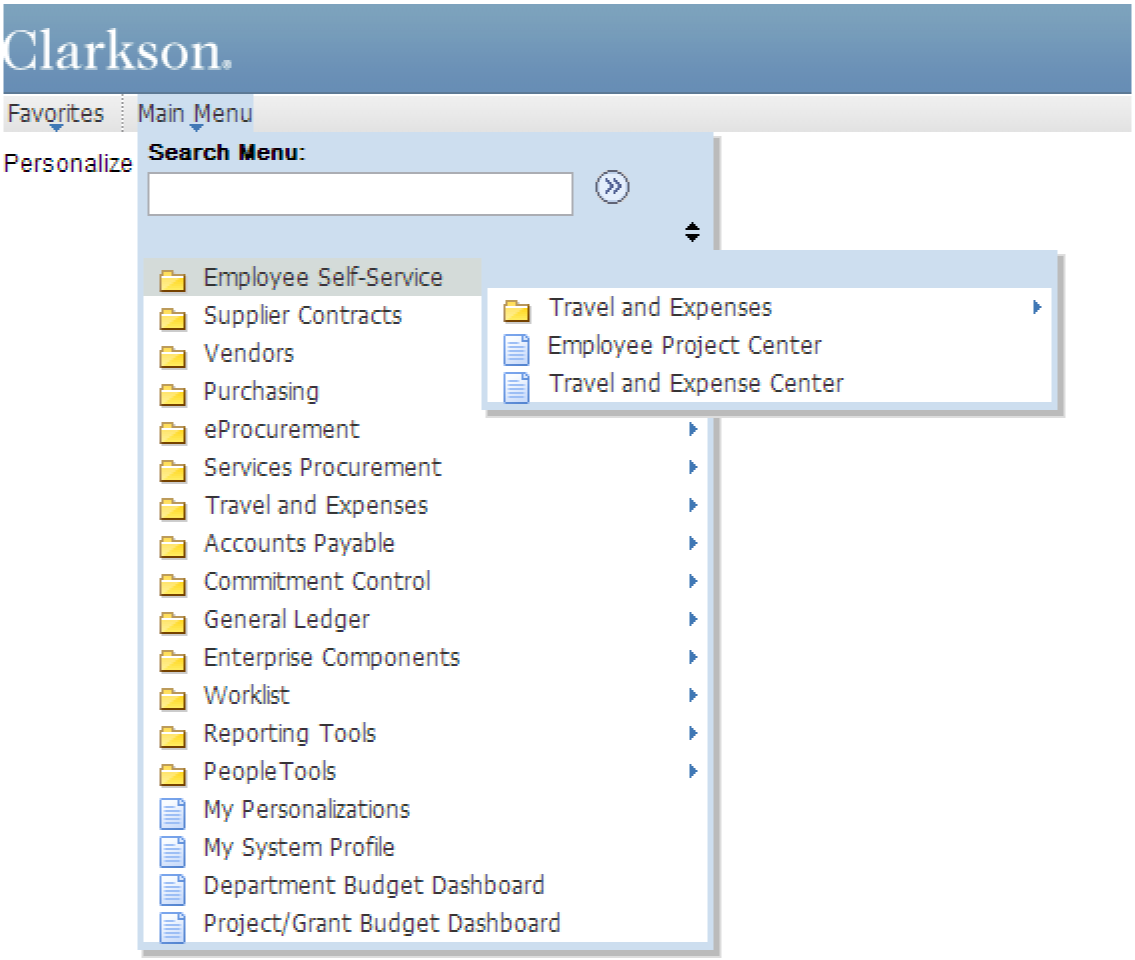
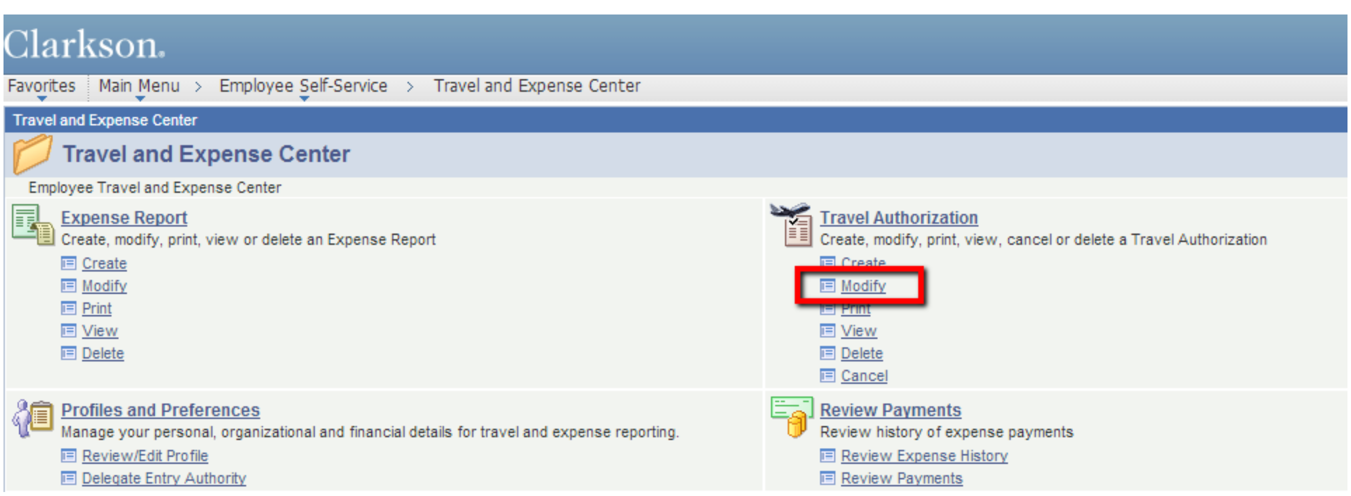
Draft - Updating a Travel Authorization

PeopleSoft Financials 9.2

First you must navigate to the Modify Travel Authorizations page.

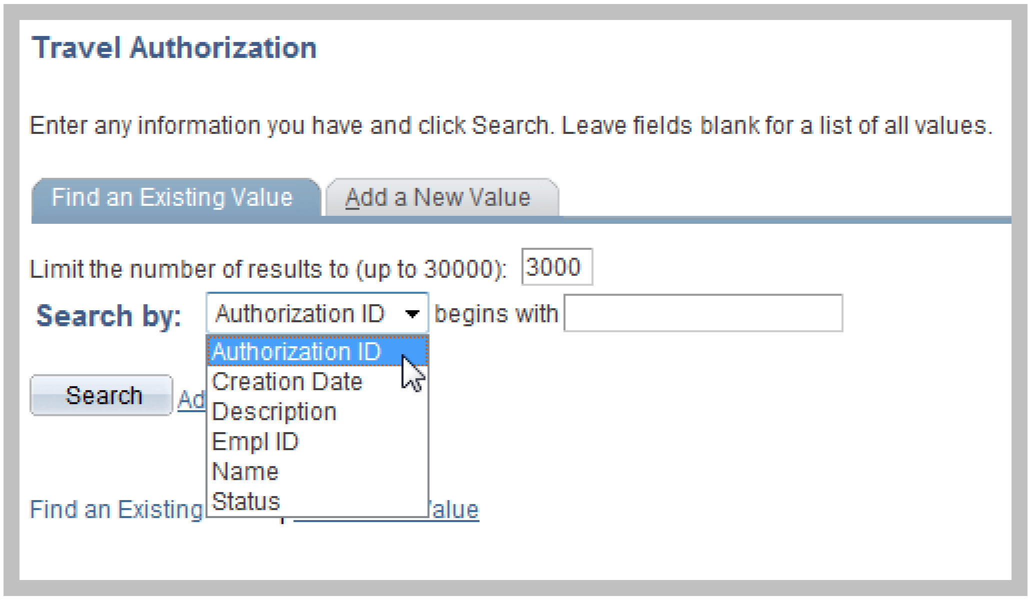


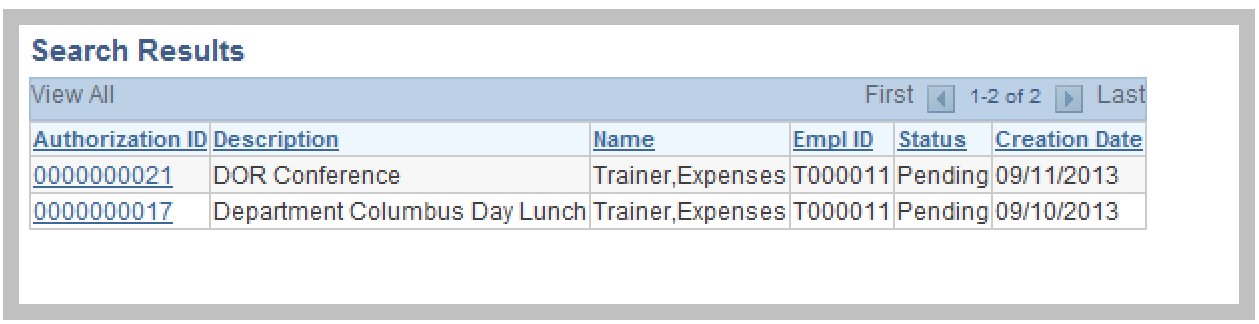


Once you click on 'Modify' you will be brought to a search page. The default Search By parameter is Authorization ID. You can search by that, if you have the Authorization ID, or choose another parameter to search. Alternately, if you leave the field blank and click Search, the system will list all TAs that are eligible to be modified.

Remember, you can only update TAs that haven't been submitted yet, or have been submitted and then sent back by an approver.

If you have only one eligible TA, the system will open it automatically; otherwise the system will list the TAs, and you can select the appropriate one by click in the Authorization ID hyperlink.

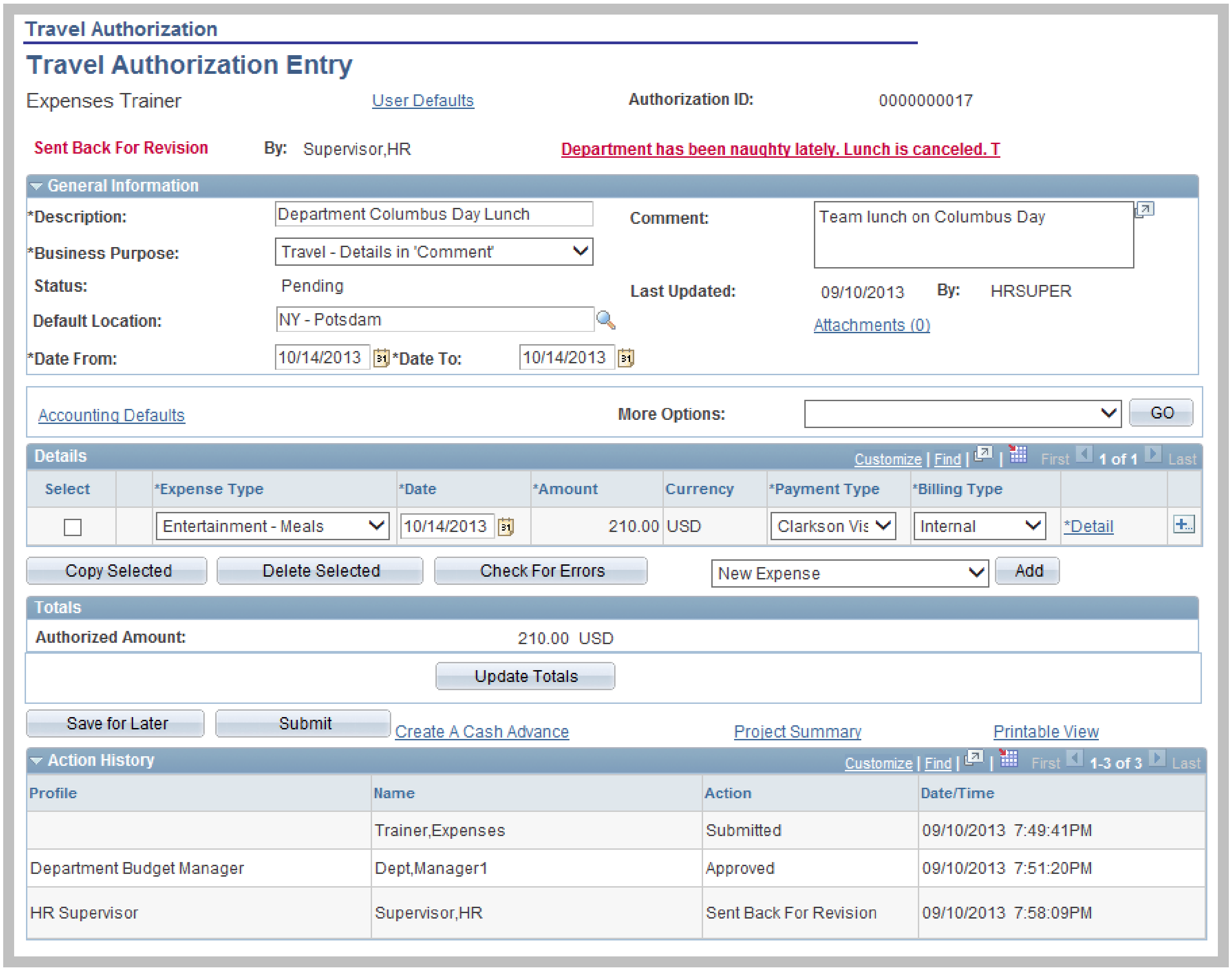




If you are modifying a Travel Authorization that has been sent back by approver, you will see a page like the one shown below. At the top of the page, in red, you will see 'Sent Back for Revision' and a hyperlink with the approver's Comment (click the hyperlink to see the rest of the comment, if necessary). Take the action noted in the comment.

If the TA has never been submitted, you will not see the text and hyperlink in red, nor the Action History at the bottom of the page.

You can perform any action on the TA that you could do while creating it; add or delete lines, change amounts, dates, locations, etc. Similar to new TAs, you can also Save for Later. **When you are finished, be sure to click the Submit button.**



Travel Authorization

Travel Authorization Entry

Expenses Trainer | User Defaults | **Authorization ID:** 0000000017

Sent Back For Revision **By:** Supervisor,HR Department has been naughty lately. Lunch is canceled. T

General Information

***Description:**	Department Columbus Day Lunch	**Comment:**	Team lunch on Columbus Day
***Business Purpose:**	Travel - Details in 'Comment'		
Status:	Pending	**Last Updated:**	09/10/2013 **By:** HRSUPER
Default Location:	NY - Potsdam		Attachments (0)
***Date From:**	10/14/2013	***Date To:**	10/14/2013

Accounting Defaults **More Options:** GO

Details Customize | Find | First 1 of 1 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
☐	Entertainment - Meals	10/14/2013	210.00	USD	Clarkson Vis	Internal	*Detail

Copy Selected | Delete Selected | Check For Errors | New Expense | Add

Totals

Authorized Amount: 210.00 USD

Update Totals

Save for Later | Submit | Create A Cash Advance | Project Summary | Printable View

Action History Customize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time
	Trainer,Expenses	Submitted	09/10/2013 7:49:41PM
Department Budget Manager	Dept,Manager1	Approved	09/10/2013 7:51:20PM
HR Supervisor	Supervisor,HR	Sent Back For Revision	09/10/2013 7:58:09PM