Modify Travel Authorization

After saving a Travel Authorization, an employee may come back at a later time to modify the Travel Authorization and submit it for approval.

If a Travel Authorization is sent back by an Approver, the employee may modify the Travel Authorization and re-submit it for approval.

Step	Action
1.	Enter ***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.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Travel Authorization > Modify***.
3.	On the **Travel Authorization** search page, click the **Search** button. The **Search Results** display only those Travel Authorizations created by or for the User. Click the **Authorization ID** link of the Travel Authorization you wish to modify.
4.	The **Travel Authorization Entry** page displays. To add new Expense Type expense lines, from the **Add** dropdown select the **Multiple Expenses** list item. On the **Add Multiple Expenses** page, for each **Expense Type** to be added for the duration of the travel, check the **All Days** checkbox. Click the **Continue** button. The **Travel Authorization Entry** page displays with additional lines for each day of the travel.
5.	The **Travel Authorization Entry** page displays. For each expense line, as needed, modify or enter the **Expense Type**, **Date**, **Amount**, **Payment Type**, and **Billing Type** fields. In the **Date** field, enter the future date the expense is expected to be incurred in the mm/dd/yyyy format. In the **Amount** field, enter the total expected expenditure in dollars. On the **Payment Type** and **Billing Type** dropdowns, select matching: • **CUNY Card**/**CUNY Paid** when expenses will be charged to a CUNY issued credit card or • **Empl Paid** when an employee will use their own funds for an expense or • **Non-reimbursable** when an expense is the responsibility of the employee.

6.	Click the **Detail** link to display the **Authorization Detail** page for the **Expense Type.** In the **Description** field, enter a description of no more than 250 characters. For each Expense Type, additional fields may display. If known, enter the related data. ***Note: For example, if the Expense Type is either PSC or Non PSC Mileage, then three additional fields display being: Miles, Originating Location, and Destination Location. After these three fields are entered, click the Calc Mileage button to update the Amount field based on the entered data.***
7.	To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify these default accounting ChartFields: • **GL Unit** • **Dept** (Department) Click the **OK** button.
8.	The **Authorization Detail** page displays. To confirm the newly entered ChartFields exist, click the **Check Expense For Errors** button which will perform a combo edit validation. ***Note: ChartField strings are checked to ensure that combination of values is valid. The User must confirm that the correct ChartField string is entered.*** Click the **Return to Travel Authorization Entry** link.
9.	Click the **Attachments** link to add supporting documentation to justify the expenditure. ***Note: For example, add conference information, anticipated transport (airline, etc.) costs, anticipated hotel rates, and allowed per diem rate.*** The **Travel Auth Attachments** page displays. Click the **Add Attachment** button. The **File Attachment** pop up displays. Click the **Browse** button. Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button. ***Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.*** The **Travel Auth Attachments** page displays. In the **Attachment Description** field, enter a brief description of the attachment. Click the **OK** button.

10.	To delete an attachment, on the **Travel Authorization Entry** page, click the **Attachments** link. On the **Travel Auth Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**. Click that row's **Delete** button. The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the **OK** button.
11.	After modifying the **Travel Authorization**, click either the **Save for Later** or **Submit** button. ***Note: If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.*** ***Note: In either case, all expense lines will be checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected.*** If you click the **Submit** button, then the **Submit Confirmation** page displays. Click the **OK** button. ***Note: In the General Information section, the Status field updates from Pending to Submission in Process.*** ***Note: You may confirm the Status of the Travel Authorization transaction by navigating to the View Travel Authorization page.***
	End of Procedure.