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: • 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 > View***
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. *Note: The Status column indicates how each Travel Authorization is progressing.*
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. *Note: The Pending Actions section displays which Approvers are yet to approve this transaction.* *Note: In the Action History section Action column view previous submissions and approvals.* *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.*
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.