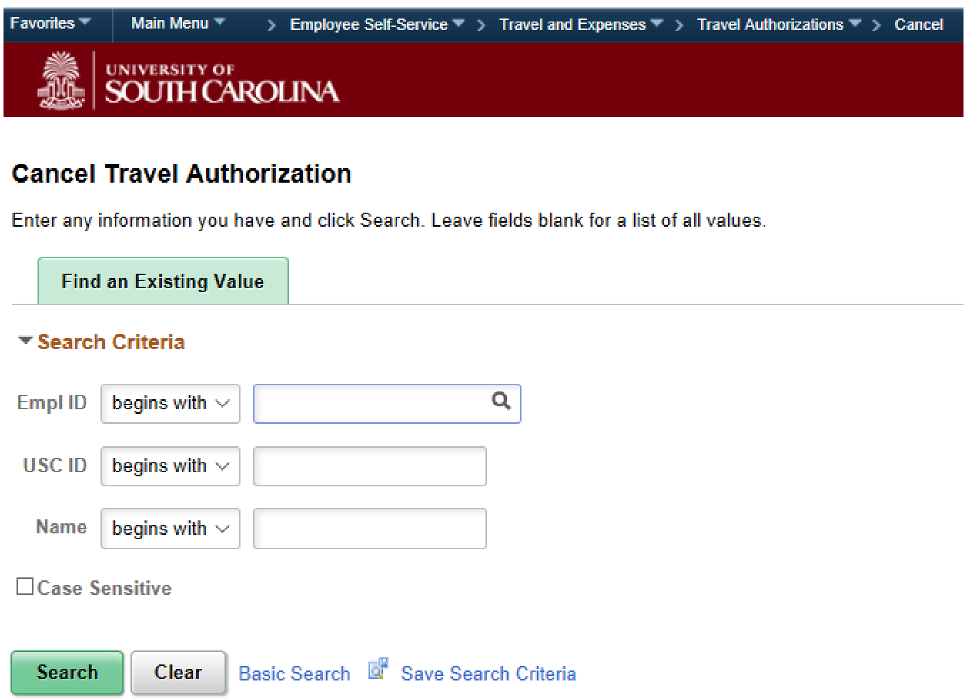
Controller’s Office – Travel and Expense

QUICK REFERENCE GUIDE

1. **How to Cancel a Travel Authorization (TA)**
   a. Only TA’s that are approved can be cancelled
   b. Use the following navigation:

      Main Menu - Employee Self-Service - Travel and Expense - Travel Authorizations - Cancel

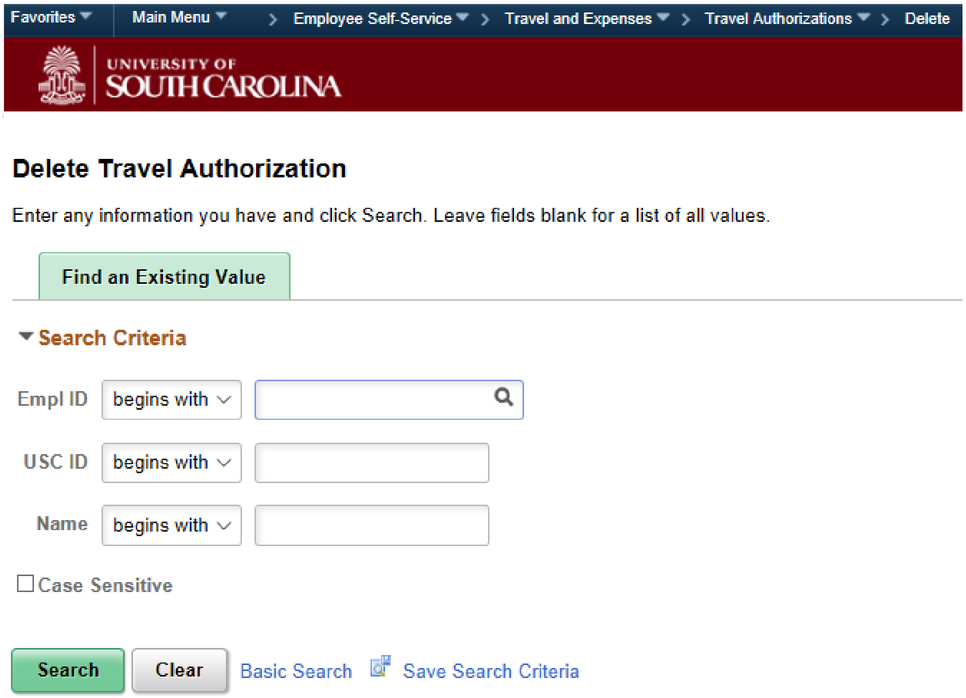
   c. Enter either Empl ID, USC ID or Name and click **Search**.
   d. Only the items that can be cancelled will display. Check the TA you would like to cancel and click Ok.



2. **How to Delete a Travel Authorization**
   a. Only TA’s that are pending can be deleted
   b. Use the following navigation:

      Main Menu - Employee Self-Service - Travel and Expense - Travel Authorizations - Delete

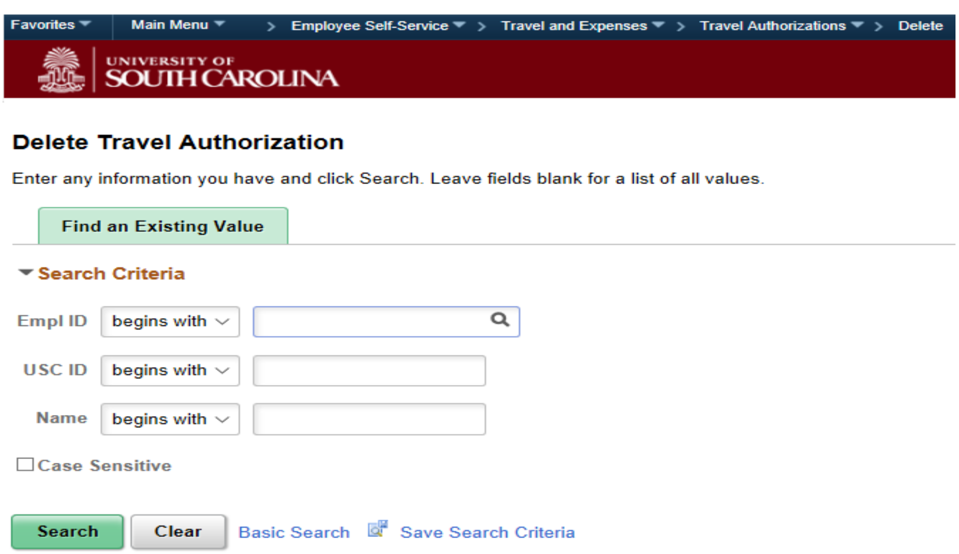
   c. Enter either Empl ID, USC ID or Name and click **Search**.
   d. Only the items that can be deleted will display. Check the TA you would like to delete and click Ok.



3. **Travel Authorizations Past the Travel Dates but not Approved**
    a. If the TA is not fully approved but the travel dates have passed, the TA will need to be sent back by the pending approver and deleted.
    b. Only TA's that are pending can be deleted
    c. Once the TA is in a **Pending Status** use the following navigation:

    Main Menu - Employee Self-Service - Travel and Expense - Travel Authorizations - Delete

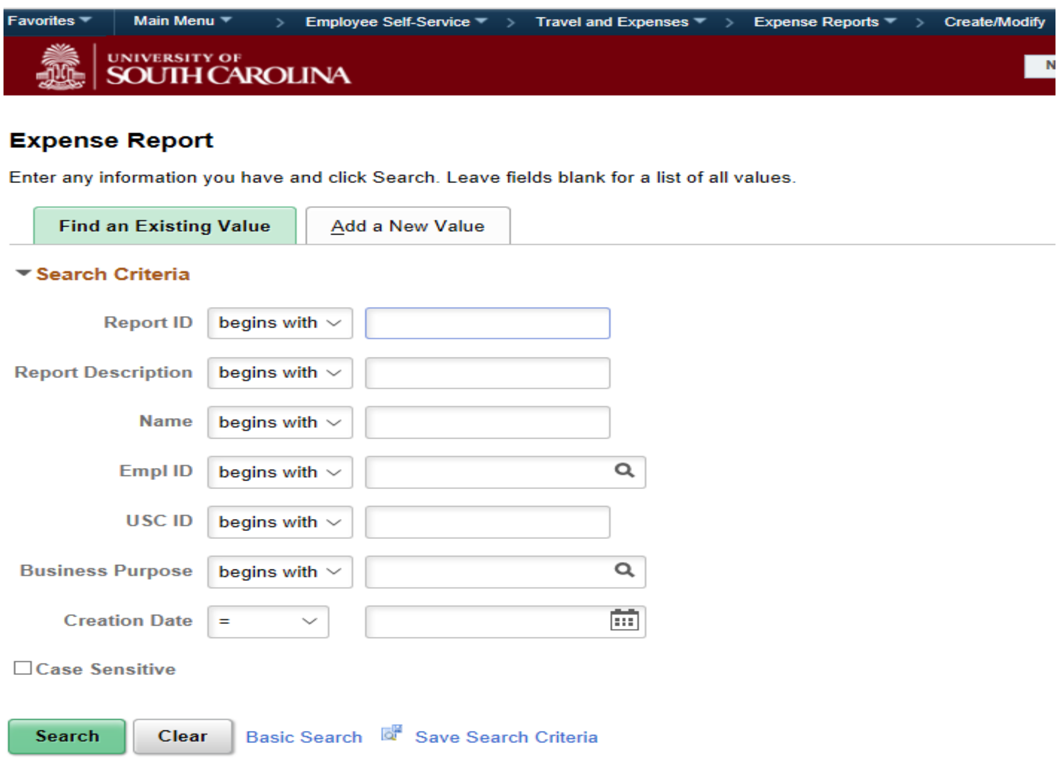
    d. Enter either Empl ID, USC ID or Name and click **Search**.
    e. Only the items that can be deleted will display. Check the TA you would like to delete and click Ok.



4. **Finding an Expense Report That is Sent Back or Saved for Later**
    a. If you receive an email that an expense report was sent back and needs to be modified or if you saved an expense report prior to submitting
    b. Use the following navigation:

    Main Menu - Employee Self-Service - Travel and Expense – Expense Reports – Create/Modify – Find an Existing Value

    c. Under the **Find an Existing Value** tab, enter either Report ID, Empl ID, USC ID or Name and click **Search**.
    d. Only the items that can be modified will display. Make all needed changes, save and submit for approval.



5. **Older Transaction Error on Expense Line in an Expense Report**
    a. If after **Clicking Save for Later** you receive a red warning bubble on the expense line or lines, **Click** the bubble and add a comment.

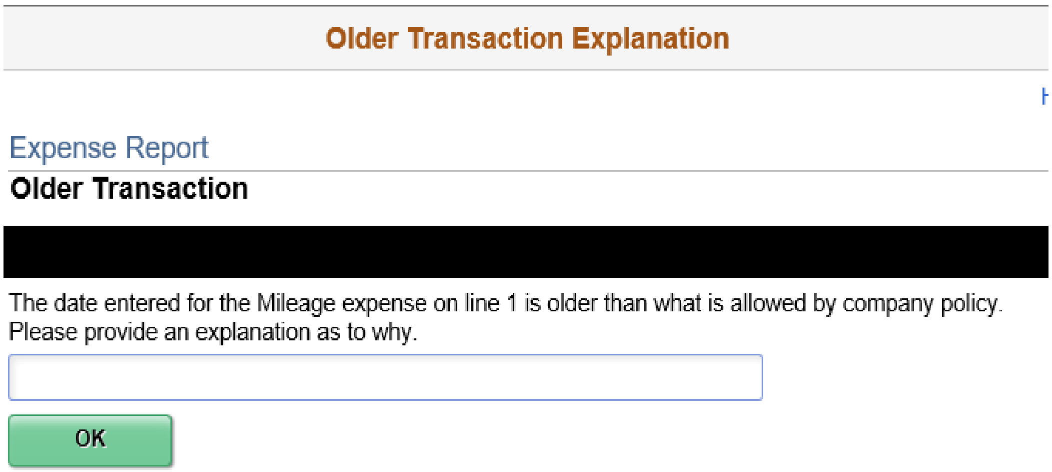
    

    b. Do this for each expense line with a warning.
    c. If the comment box will not allow you to type in a comment, find the expense report again using the following navigation:

    Main Menu - Employee Self-Service - Travel and Expense – Expense Reports – Create/Modify – Find an Existing Value

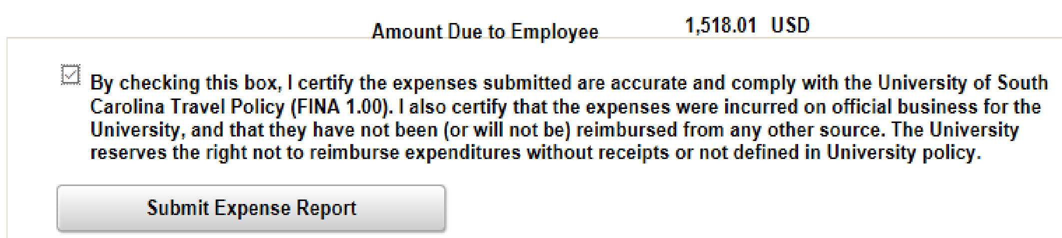
d. Under the **Find an Existing Value** tab, enter either Report ID, Empl ID, USC ID or Name and click **Search**.

e. Once you find the expense report a second time, click **Save for Later**, the comment bow will open and allow the comment to be added.

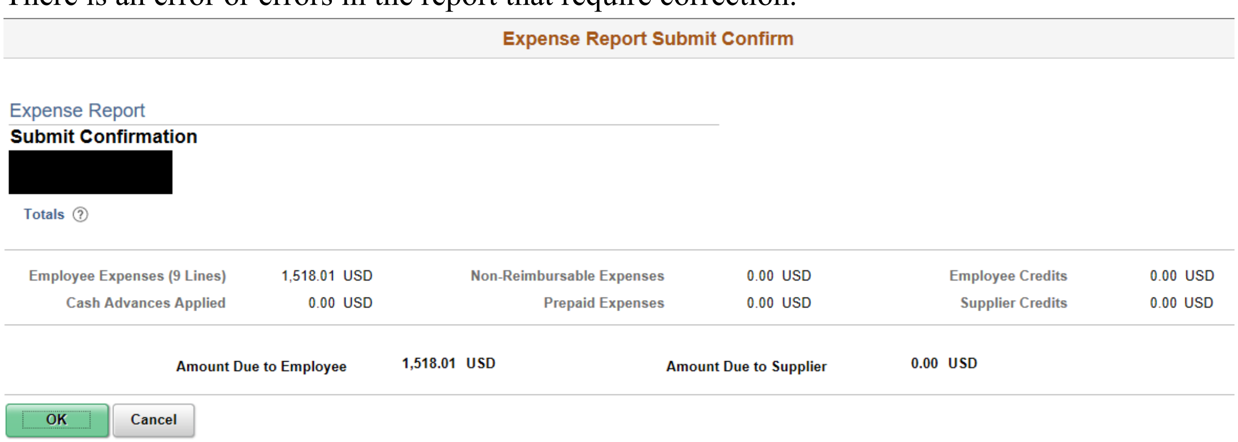


6. Confirmation of the Submission of an Expense Report or TA

a. Once a TA or expense report is ready to submit, click **Summary and Submit – check** the **Box** and click **Submit Expense Report**



b. If you do not get a popup window – **Expense Report Submit Confirm** – and are unable to click **OK** – the expense report or travel authorization is **NOT** submitted – There is an error or errors in the report that require correction.



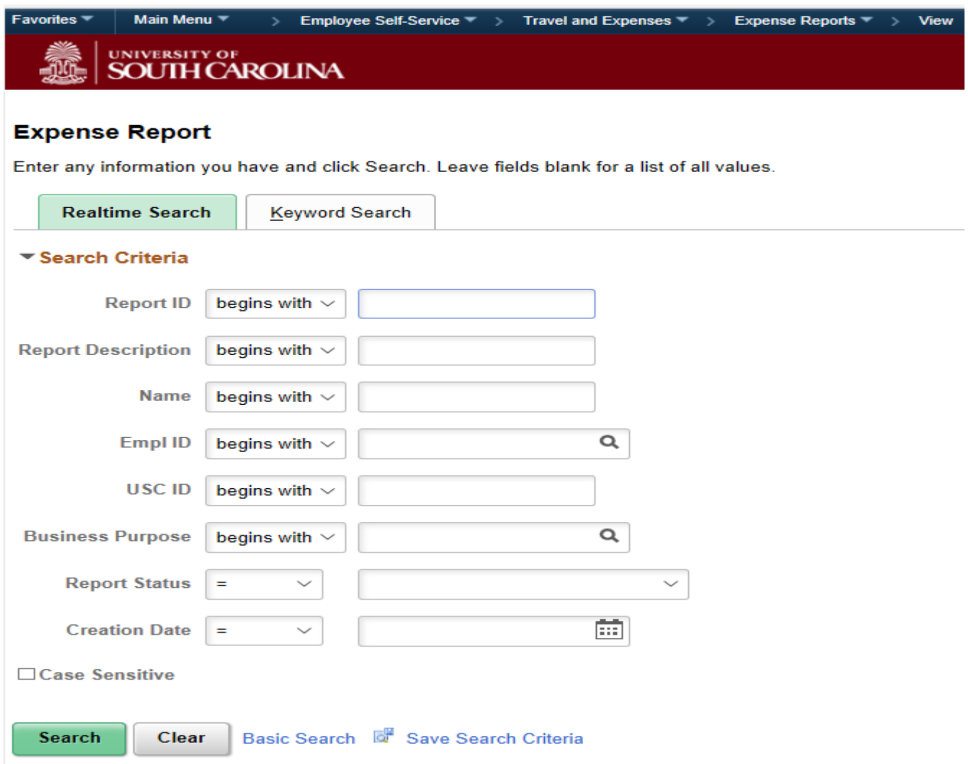
7. How to View an Expense Report or TA

a. When in the view mode, expense reports and travel authorizations can only be reviewed – no modifications can be made – only attachments and notes can be added – click **Save Changes** if an attachment or notes are added.

b. Use the following navigation to view an **Expense Report**:

   Main Menu - Employee Self-Service - Travel and Expense – Expense Reports - View

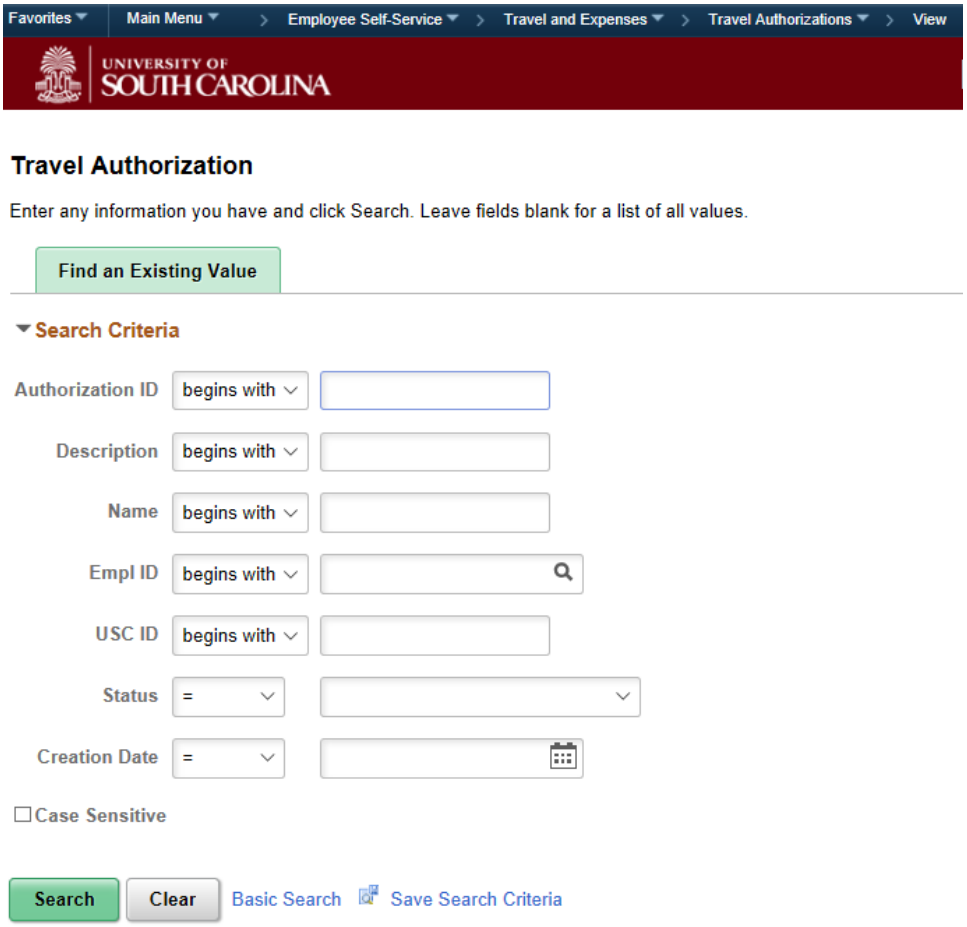
c. Enter either Report ID, Empl ID, USC ID or Name and click **Search**.



d. Use the following navigation to view a **Travel Authorization**:

   Main Menu - Employee Self-Service - Travel and Expense – Travel Authorization – View – Advanced Search

e. Enter either Authorization ID, Empl ID, USC ID or Name and click **Search**.



8. **Review the Approval History of an Expense Report or TA**
    a. See number 7 – **How to View an Expense Report or TA**
    b. On the summary page open the **Approval History –** This will give the approval workflow

    c. If there is no Approval History, the Expense Report or TA has not been submitted
    d. If the approval workflow shows terminated, it has been sent back – See number 4 above – Review the notes to find out why an expense report was sent back