# Approvers of Travel Authorizations and Expense Reports

## Travel Authorization Approvals

### Supervisor Approval
Supervisors ensure that the travel meets a specified business purpose.

### Department Approval
Department Level 1 and Department Level 2 Approvers ensure budget is available for the anticipated travel and that support documentation is attached.

## Expense Report Approvals

### Supervisor Approval
Supervisors confirm that the Budget Check status is Valid, corresponding receipts are attached, and that each expense line is related to the business purpose.  Supervisors Send Back Expense Reports requiring modification.

### Department Level Approval
Some Business Units required a Department Level 2 approval to ensure that corresponding receipts are attached, and GL Unit and Department ChartField values for each transaction are correct.  Department Approvers Send Back Expense Reports requiring modification.

### PrePay Auditor Approval
The Prepay Auditor is responsible for ensuring that the Expense Report meets CUNY, NYS and NYC expense reimbursement requirements and those expenses are allocated to the correct account codes. The AP Approver can modify or Send Back the Expense Report to ensure compliance.  In the event that the AP Approver modifies the Expense Report, a notification will be sent to the employee with an explanation of the changes.

### Review Approval History
Approvers can view previously approved Travel Authorizations and Expense Reports.
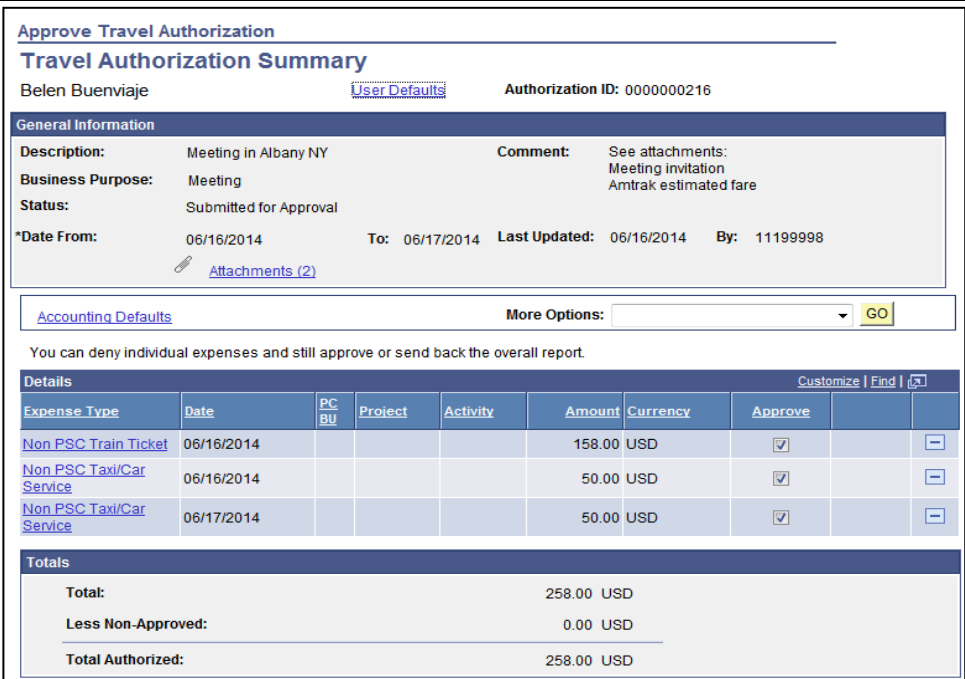
# Approve Travel Authorization

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.

| Step | Action |
|:---:|:---|
| 1. | Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar:<br>    •    Enter your Username and Password and click the **Log In** button.<br>    •    From the **Enterprise Menu**, select the **Financials Supply Chain** link. |
| 2. | On the **Universal Navigation Header**, click the **Worklist** link.<br><br>*Note:  Alternatively, navigate to:  <u>Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions.</u>  The Manager Self-Service navigation also provides approvers with another option to approve Travel Authorizations.  The Manager Self-Service navigation displays all Travel Authorization transactions available for approval, and offers additional tabs and filters.* |
| 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.<br><br>*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.*<br><br>*Note:  To manually run the budget check:*<br>   *1.  Click the Budget Options link.*<br>   *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'.*<br>   *3.  Click the OK button.* |

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| 5. | **Approve Travel Authorization** **Travel Authorization Summary** Belen Buenviaje — User Defaults — Authorization ID: 0000000216 **General Information** **Description:** Meeting in Albany NY — **Comment:** See attachments: Meeting invitation Amtrak estimated fare **Business Purpose:** Meeting **Status:** Submitted for Approval **\*Date From:** 06/16/2014 **To:** 06/17/2014 **Last Updated:** 06/16/2014 **By:** 11199998 Attachments (2) Accounting Defaults — **More Options:** [ ] GO You can deny individual expenses and still approve or send back the overall report. **Details** — Customize \| Find \| <br><br> In the **General Information** section an identifying **Description** and the **Business Purpose** display followed by the current **Status** and the travel dates. |

**Details table:**

| Expense Type | Date | PC BU | Project | Activity | Amount | Currency | Approve | |
|---|---|---|---|---|---|---|---|---|
| Non PSC Train Ticket | 06/16/2014 | | | | 158.00 | USD | ✓ | − |
| Non PSC Taxi/Car Service | 06/16/2014 | | | | 50.00 | USD | ✓ | − |
| Non PSC Taxi/Car Service | 06/17/2014 | | | | 50.00 | USD | ✓ | − |

**Totals**

| | | |
|---|---|---|
| **Total:** | 258.00 | USD |
| **Less Non-Approved:** | 0.00 | USD |
| **Total Authorized:** | 258.00 | USD |

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| 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.  As needed, modify the ChartFields and click the **OK** button. *Note:  If the Accounting Default ChartFields are modified, then run a manual Budget Check.* |
| 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. |
| 13. | On the **Accounting Detail** page, as needed, modify the ChartFields and click the **OK** button. *Note:  If any Accounting Detail ChartFields are modified, then run a manual Budget Check.* |
| 14. | Click the **OK** button. |

| 15. | Click the **Return to Travel Authorization Details** link. |
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| 16. | The **Travel Authorization** page displays.  As needed, in the **Comments** section, enter free form text.<br><br>*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.* |
| 17. | Click either the **Approve** or **Send Back** buttons.<br><br>*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.* |
| 18. | The **Submit Confirmation** page displays.  To confirm that the Travel Authorization is approved at your level, click the **OK** button. |
| | **End of Procedure.** |

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