10 EASY STEPS TO…
Approve a Travel Authorization
or Expense Report

Supervisors and Chairs Only

1. Log into CUNYfirst

2. Select "Financials Supply Chain"

3. Select "Travel and Expenses"

4. Select "Approve Transactions"

5. Select "Approve Transactions" (Yes. You must do this twice.)

6. Select an item from the list by selecting the "Description" hyperlink

7. Review the Travel Authorization or Expense Report to make the trip or expense is valid

   NOTE: Supervisors/Chairs are not required to review financial data, but rather you just need

   to verify that the submitted Authorization or Report is legitimate.

8. If would like to approve the Authorization or Report:

   a. select "Approve"

   b. select "OK"

9. If you do NOT want to approve the Authorization or Report:

   a. enter a reason or justification in the "Comments" box

   b. select "Send Back"

   c. select "OK"

10. If you have further Authorizations or Reports to review, return to Step 5