Submit 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.

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<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](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. |
| 4.   | The Search Results display only those Travel Authorizations created by or for the User that were previously saved after having been checked for errors. Click the Authorization ID link of the Travel Authorization you wish to submit.  
  **Note:** The Search Results may be sorted by selecting any of the column headers.  
  **Note:** Travel Authorizations with a Pending status are ready to be submitted for approval. |
| 5.   | The Travel Authorization Entry page displays. Click the Submit button.  
  **Note:** If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.  
  **Note:** When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:  
  • Identifies any missing required fields.  
  • ChartField strings are checked to ensure that combination of values is valid.  
  **Note:** The User confirms that the correct ChartField is entered.  
  **Note:** The Travel Authorization cannot be saved or submitted until all errors are corrected. |
| 6.   | 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.