









### Create Travel Authorization

Authorization ID NEXT  
Comment

Date To 09/16/2016 Attachments

More Options GO

Personalize | Find | First 1-4 of 4 Last

*Amount	Currency	*Payment Type	*Billing Type	*Detail
32.40 USD		N/A (e.o. Mil.)	Internal	*Detail
129.00 USD		Credit Card	Internal	*Detail
			Internal	*Detail

Details

Select	*Expense Type	*Date
	Emp. Mileage	09/14/2016

Buttons: Delete Selected, Check For Errors, New Expense, Add, Copy Selected, Update Totals, Save for Later, Submit

Travel Authorization Create Travel Authorization

Menu

Save for Later | Summary and Submit Create Travel Au

Travel and Expenses Expense Reports

Business Purpose:

Travel Authorizations

Description:

Date From:

Date To:

0.5400 Travel and Expense Center \*Miles

Accounting Details

- Order Management
- Suppliers
- Procurement Contracts

Purchasing

\*Billing Type:

\*Location:

Accounts Payable

Need Management

Banking

Financial Gateway

09/14/2016

Commitment Control

Number of Nights:

\*Nightly Rate:

Acquisition Details

Set Up Financial/Supply Chain

# Create Travel Authorization

Menu

New Window | Help | Expense Dept |

## Create Travel Authorization

Save for Later | Travel Authorization Details

Choose an Action GO

Expense Center  
Travel Authorizations

Budgets Expenses | Allowed Conference

ALBERTA

\*Description Georgia Summit Conference

\*Date From 09/14/2016

\*Date To 09/16/2016

- View
- Delete
- Cancel

User Preferences  
Review Payments

Projected Expenses (3 Lines) 170.40 USD

Denied Expenses 0.00 USD

Review/Edit Profile

Manager Self Service

Submit Travel Authorization



