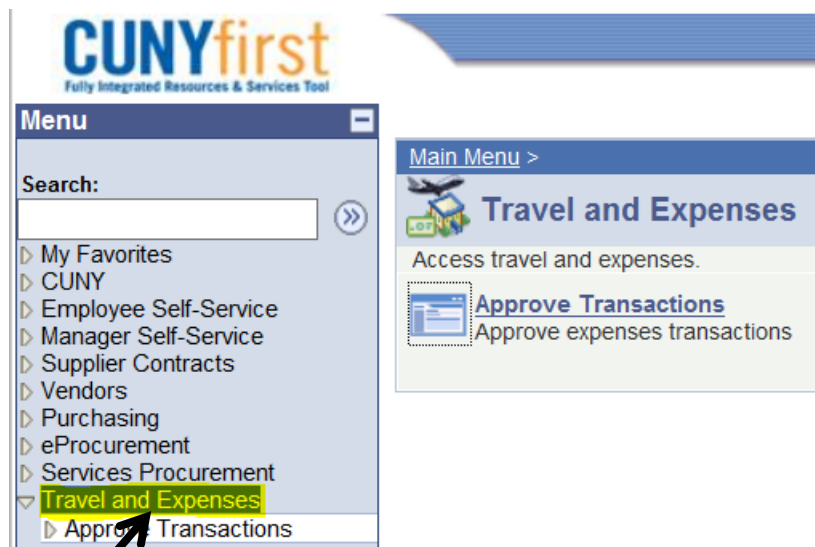


Approve Travel Authorization and Expense Report

Log into CUNYfirst



Select - **Financial Supply Chain**



Select - **Travel and Expenses**

CUNYfirst
Fully Integrated Resources & Services Tool

Home | Worklist | Add to Favorites | Sign out

New Window |

Overview | Expense Reports | Travel Authorizations | Errors

Search Pending Transactions

Change Sort Order

Refresh List

Transactions to Approve

Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted
Expense Report	0.50	USD	Bowley,Angella	10857280	Pens	0000000074	07/28/2014
Travel Authorization	587.00	USD	Bowley,Angella	10857280	Travel to OSC	0000000023	08/06/2014

Refresh List

[Employee Expense History](#)

[Return to Travel and Expenses](#)

Overview | [Expense Reports](#) | [Travel Authorizations](#) | [Errors](#)

Select - **Approve Transactions**

CUNYfirst
Fully Integrated Resources & Services Tool

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Refresh List

[Employee Expense History](#)

[Return to Travel and Expenses](#)

Overview | [Expense Reports](#) | [Travel Authorizations](#) | [Errors](#)

Click - **Description** or **Transaction ID**

Approve Travel Authorization

Travel Authorization Summary

Angella Bowley

[User Defaults](#)

Authorization ID: 000000023

General Information			
Description:	Travel to OSC	Comment:	Travel between Oct 13 and Oct 15, 2014
Business Purpose:	Conference		
Status:	Submitted for Approval		
*Date From:	10/13/2014	To: 10/15/2014	Last Updated: 08/06/2014 By: 10857280

[Accounting Defaults](#)

More Options:

You can deny individual expenses and still approve or send back the overall report.

Details										Customize Find
Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve			
1 Conference registration fees	10/13/2014				125.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense	<input type="button" value="-"/>	
PSC Train Ticket	10/13/2014				100.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense	<input type="button" value="-"/>	
PSC Receipted Lodging	10/13/2014				220.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense	<input type="button" value="-"/>	
PSC Per Diem Breakfast	10/13/2014				15.00	USD	<input checked="" type="checkbox"/>		<input type="button" value="-"/>	
PSC Per Diem Dinner	10/13/2014				56.00	USD	<input checked="" type="checkbox"/>		<input type="button" value="-"/>	
PSC Per Diem Dinner	10/13/2014				56.00	USD	<input checked="" type="checkbox"/>		<input type="button" value="-"/>	
PSC Per Diem Breakfast	10/13/2014				15.00	USD	<input checked="" type="checkbox"/>		<input type="button" value="-"/>	

Totals	
Total:	587.00 USD
p/cnyfscfg/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPA...	0.00 USD

Total Authorized: 587.00 USD

Pending Actions				Customize Find	First	1 of 1	Last
Profile	Name	Action	Date/Time				
Supervisor	Shor, Stuart						

Action History				Customize Find	First	1 of 1	Last
Profile	Name	Action	Date/Time				
	Bowley, Angella	Submitted	08/06/2014 9:12:31AM				

Comments
<input type="text"/>

[Budget Options](#) **Budget Status:** Not Chk'd **Budget Checking is required before the Travel Authorization can be Approved. Please click the Budget Options hyperlink.**

[Return to Approval List](#)


[Previous in List](#)

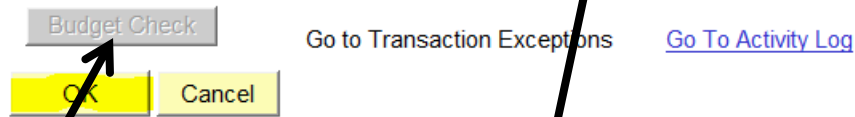
[Travel Authorization](#)

Review Travel Authorization. If modifications are needed, write necessary changes in the 'Comment' section and then click **Send Back**. Click **Budget Options** to run the budget check no change is needed.

Commitment Control

Commitment Control Details

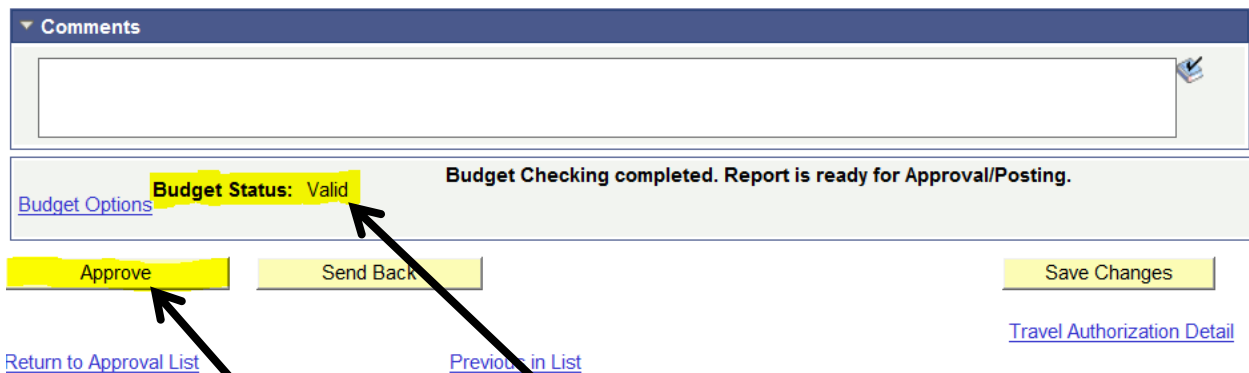
Source Transaction Type: Travel Authorization
Budget Checking Header Status: **Valid Budget Check**
Commitment Control Amount Type: Encumbrance
Commitment Control Tran ID: 0000664125
Commitment Control Tran Date: 08/06/2014
 Override Transaction 



Click **Budget Check**

Click **Ok** to return to Travel Authorization

- If the Budget is not Valid contact Finney Joshua in the Budget Department at ext. 7661 or Emily Liu at ext. 7666
- Budget Check Must be done each time a transaction is sent Back for Approval



- Select - **Approve** if the Budget is **Valid**