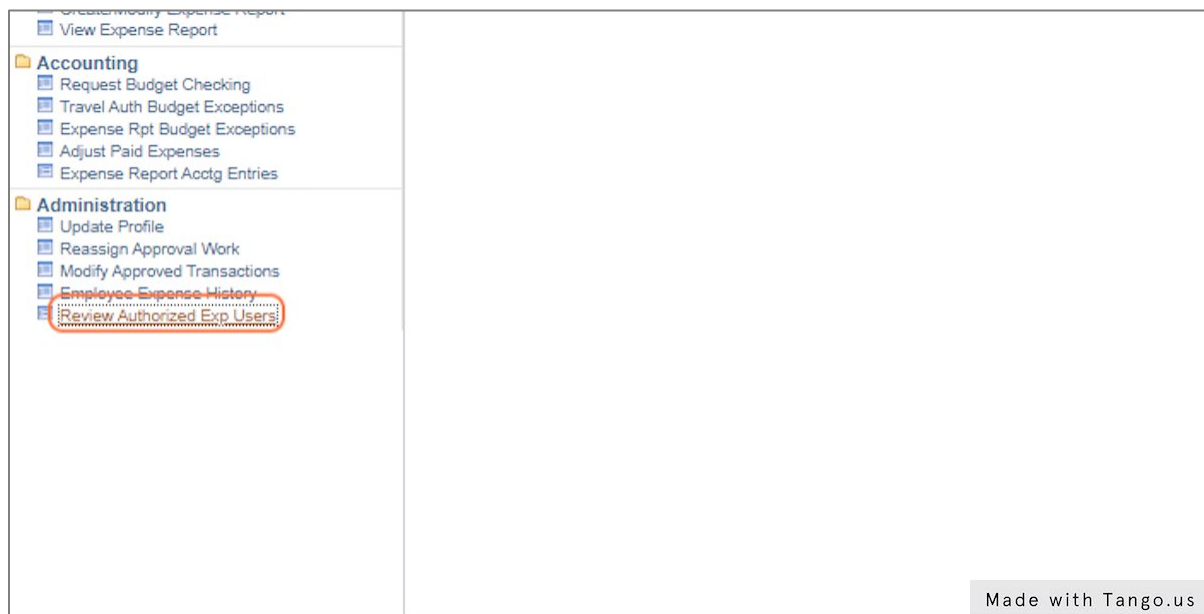


Search for who is authorized to enter on behalf of a traveler

Use this guide to find or add users who have been authorized to view, enter, or enter and submit on behalf of a traveler.

1. Go to Travel Admin WorkCenter.

2. Click on Review Authorized Exp Users.



3. Verify or select the Employee ID radio button.

<p>Modify Travel Auth Level Authorization Travel Authorizations</p> <p>Reports Modify Expense Report Expense Report</p> <p>ng Budget Checking Auth Budget Exceptions Rpt Budget Exceptions Paid Expenses Report Acctg Entries</p> <p>ration Profile In Approval Work Approved Transactions Expense History Authorized Exp Users</p>	<p>To authorize employees for one user, enter the User ID.</p> <p>Search By</p> <p><input checked="" type="radio"/> Employee ID <input type="radio"/> User ID</p> <p>Search Value <input type="text" value="10000038204"/> <input type="button" value="Q"/></p> <p><input type="button" value="Search"/></p> <p>Made with Tango.us</p>
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4. Enter or search for the Employee ID of the traveler.

<p>Modify Travel Auth Level Authorization Travel Authorizations</p> <p>Reports Modify Expense Report Expense Report</p> <p>ng Budget Checking Auth Budget Exceptions Rpt Budget Exceptions Paid Expenses Report Acctg Entries</p> <p>ration Profile In Approval Work Approved Transactions Expense History Authorized Exp Users</p>	<p>To authorize employees for one user, enter the User ID.</p> <p>Search By</p> <p><input checked="" type="radio"/> Employee ID <input type="radio"/> User ID</p> <p>Search Value <input type="text" value="10000038204"/> <input type="button" value="Q"/></p> <p><input type="button" value="Search"/></p> <p>Made with Tango.us</p>
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5. Click Search.

Reports

- Verify Expense Report
- Expense Report

Budget Checking

- Budget Exceptions
- Out Budget Exceptions
- Expenses
- Report Acctg Entries

Admin

- Approval Work
- Approved Transactions
- Expense History
- Authorized Exp Users

Search By

Employee ID User ID

Search Value

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6. The names displayed are all of the employees authorized to enter for the traveler listed at the top of the page. To add a new authorized user, click the + button at the right end of the bottom row.

Travel & Expenses
Travel Admin WorkCenter

Travel Admin WorkCenter

TAE | Rpts | My WC

Travel & Expenses

Travel & Expenses

- New WorkCenter Window
- Approvals
 - Travel Authorization
 - Create/Modify Travel Auth
 - View Travel Authorization
 - Cancel Travel Authorizations
- Expense Reports
 - Create/Modify Expense Report
 - View Expense Report
- Accounting
 - Request Budget Checking
 - Travel Auth Budget Exceptions
 - Expense Rpt Budget Exceptions
 - Adjust Prior Expenses
 - Expense Report Acctg Entries
- Administration
 - Update Profile
 - Reassign Approval Work
 - Modify Approved Transactions
 - Employee Expense History
 - Revoke Authorized Exp Users

Authorize Expense Users - Employee

Search Type: Employee ID

Search Value: 10000038204 Jamie Sisco

Enter User IDs on this page to allow them to view or modify expense transaction on behalf of this employee.

Authorize Expense Users - Employee

#	*Authorized User ID	Description	*Authorization Level		
1	J038204	Jamie Sisco - 00061	Edit & Submit	+	-
2	N003698	Reid,Natale-00061	Edit & Submit	+	-
3	S003403	Whiteside,Shelley-061-IDOA	Edit & Submit	+	-
4	T004326	Carr,Todd-061	Edit & Submit	+	-

[Return to Search](#)

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7. Click on Look up Authorized User ID

2	<input type="text" value="N003698"/>	<input type="button" value="Q"/>	Reid,Natalie-00061
3	<input type="text" value="S003403"/>	<input type="button" value="Q"/>	Whiteside,Shelley-061-IDOA
4	<input type="text" value="T004326"/>	<input type="button" value="Q"/>	Carr,Todd-061
5	<input type="text"/>	<input type="button" value="Q"/>	

[Return to Search](#)

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8. Choose the operators you want to use in your search.

Travel Admin WorkCenter

Look Up Authorized User ID

User ID

Description

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

User ID	Description
IHammer*12345	(blank)
#Power18	(blank)
000000	(blank)
0000001896	JAMES MARKLE
0000006065	Made with Tango.us

9. Enter the search information related to the operators you chose.

Authorize Expense Users - Employee

Search Type Employee ID
Search Value 10000038204 Jamie Sisco

Enter User IDs on this page to allow them to view or modify expense transaction

Look Up Authorization

User ID begins with

Description contains

Search Clear Cancel

Search Results

Only the first 300 results can be displayed

View 100 1-300

User ID	Description
J038204	Jamie Sisco - 00061

10. Click Search.

Travel Admin WorkCenter

T&E Rpts My WC

Authorize Expense Users - Employee

Search Type Employee ID
Search Value 10000038204 Jamie Sisco

Enter User IDs on this page to allow them to view or modify expense transaction

Look Up Authorization

User ID begins with

Description contains

Search Clear

Search Results

Only the first 300 results can be displayed

View 100

*Authorized User ID	Description
1 J038204	Jamie Sisco - 00061
2 N003698	Reid,Natalie-00061
3 S003403	Whiteside,Shelley-061-IDO

11. Click anywhere on the row for the correct user.

The screenshot shows the 'Travel Admin WorkCenter' interface. The main window is titled 'Authorize Expense Users - Employee'. It has a search bar with 'Search Type' set to 'Employee ID' and 'Search Value' set to '10000038204'. Below the search bar is a table with the following data:

	*Authorized User ID	Description
1	J038204	Jamie Sisco - 00061
2	N003698	Reid, Natalie-00061
3	S003403	Whiteside, Shelley-061-IDO
4	T004326	Carr, Todd-061
5		

A modal window titled 'Look Up Authorized User ID' is open, showing a list of users. The user 'Werner, Jeania-061' with ID 'J005563' is highlighted in blue. The list includes:

- J000004 Joseph A Werner
- J313851 Joseph Werner Rust
- K253260 Karen A Werner
- K243452 Kelli S Werner
- K207902 Kerri A Werner
- L308449 Lynette Kay Werner-00800
- EXS0000006278 Mark Werner
- EXT0000049428 Mark Werner
- M259441 Mary Katherine Werner
- M320384 Matthew W Werner
- M336593 Megan Elisabeth Werner
- N282073 Nicholas Carrington Werner
- N280607 Nickolas Alan Werner
- N023716 Nora B Werner
- P307125 Paul P Werner
- R244094 Rachel N Werner
- R373543 Rebecca Werner
- R271014 Richard Werner
- R250581 Roger Alan Werner
- R291958 Roger W Werner
- EXT0000013114 Steve Werner
- twerner Terry Werner
- T366462 Thomas Scotten Werner - 00800
- T345886 Timothy D Werner
- E051200 Werner, Elizabeth-405
- J005563 Werner, Jeania-061
- EXT0000036893 lance werner

At the bottom right of the screenshot, it says 'Made with Tango.us'.

12. Choose the correct Authorization Level for that user.

The screenshot shows the 'Authorize Expense Users - Employee' table. The row for 'Werner, Jeania-061' is highlighted in grey. The 'Edit & Submit' dropdown menu for this row is open, showing 'Edit' as the selected option. The dropdown is highlighted with a red box.

mie Sisco - 00061	Edit & Submit	+	-
id, Natalie-00061	Edit & Submit	+	-
hiteside, Shelley-061-IDO	Edit & Submit	+	-
arr, Todd-061	Edit & Submit	+	-
erner, Jeania-061	Edit	+	-

At the bottom right of the screenshot, it says 'Made with Tango.us'.

13. Click Save.

3	<input type="text" value="S003403"/>	<input type="button" value="Q"/>	Whiteside,She
4	<input type="text" value="T004326"/>	<input type="button" value="Q"/>	Carr,Todd-061
5	<input type="text" value="J005563"/>	<input type="button" value="Q"/>	Werner,Jeania

[Return to Search](#)

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