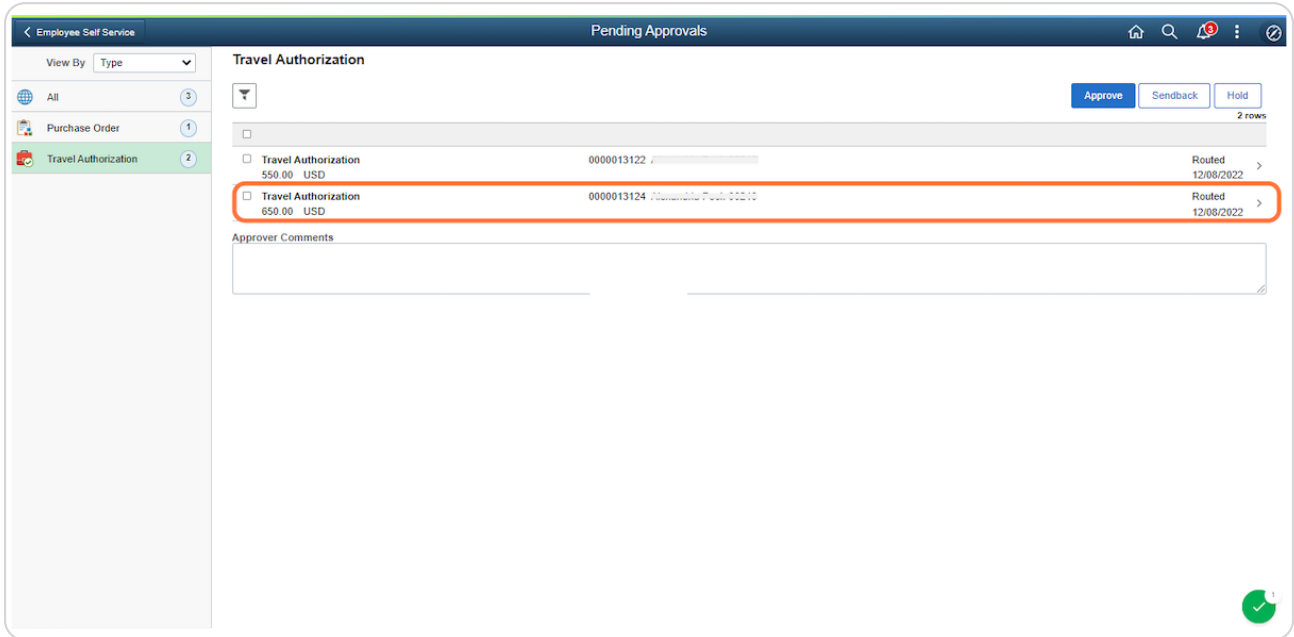# How to Budget Check a Travel Authorization or Expense Report

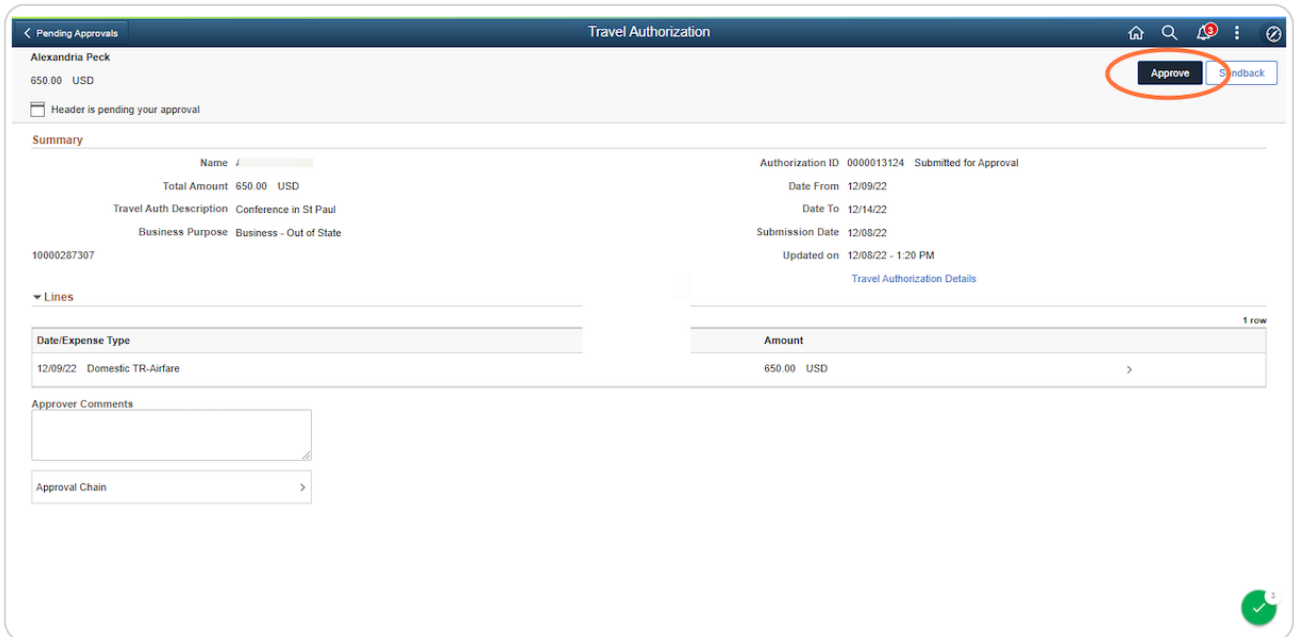These steps apply to both Travel Authorizations and Expense Reports.

STEP 1

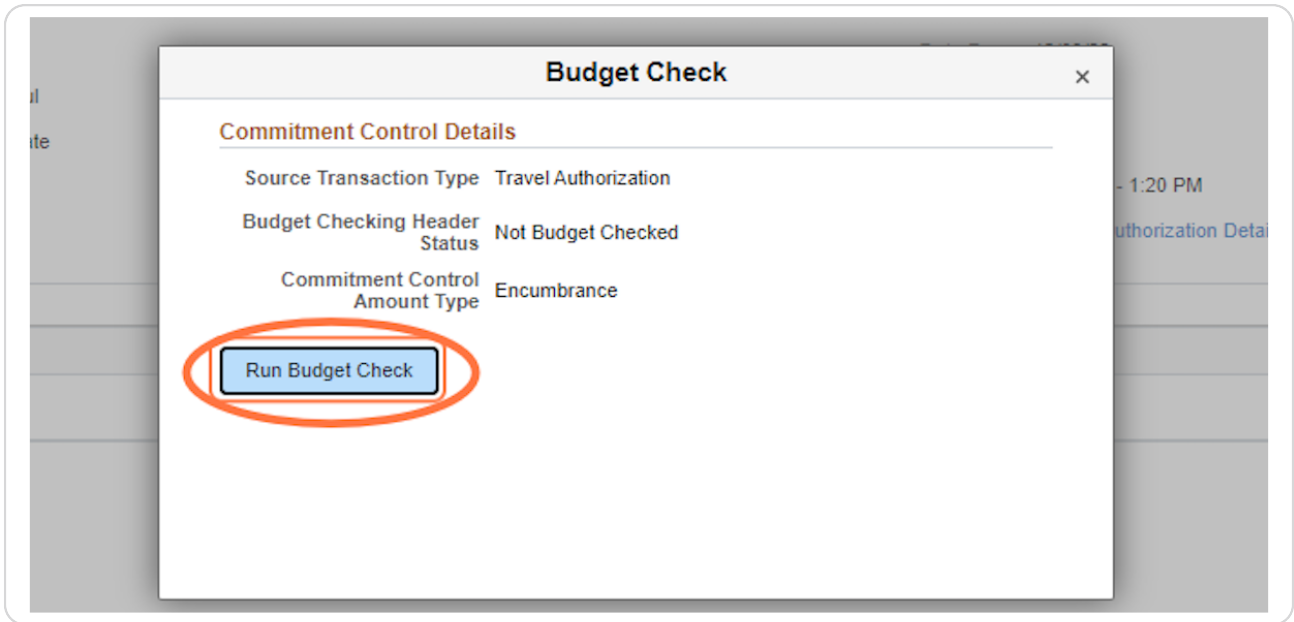**On the Pending Approvals screen, click on the Travel Authorization or Expense Report, whichever is applicable.**

STEP 2

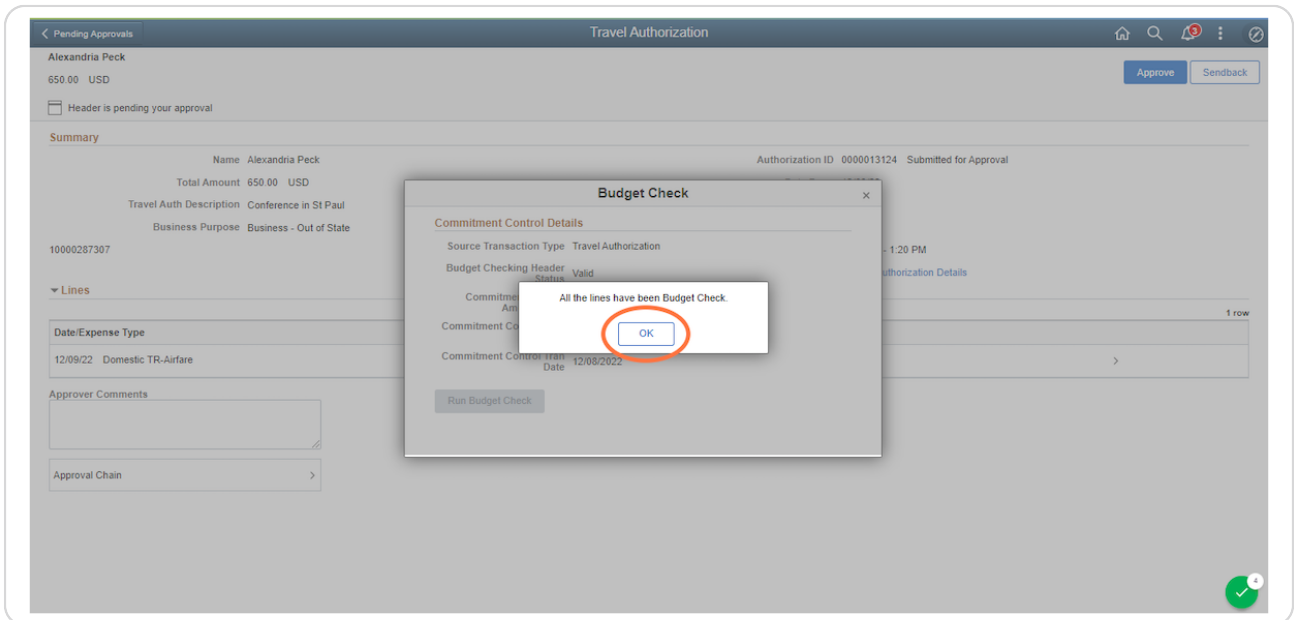**On the Header page, click the Approve button in the upper right hand corner.**

In the Budget Check window, click the Run Budget Check button.
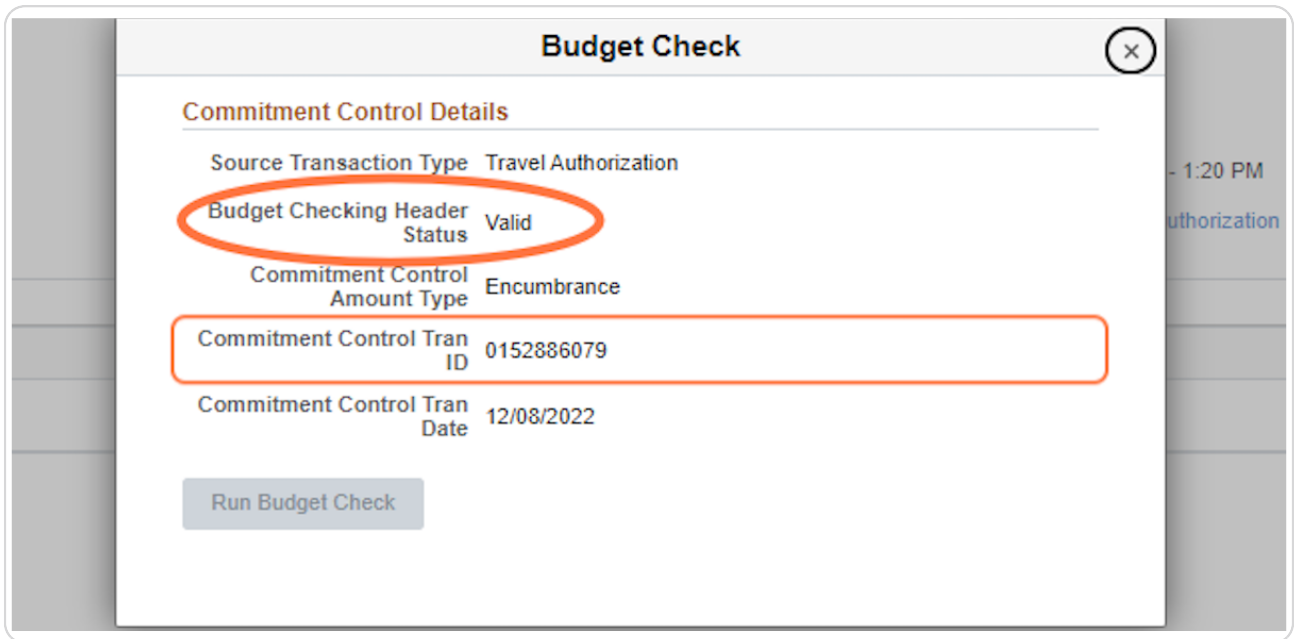
If the budget check is successful, a message will appear stating "All the lines have been Budget Check." If the budget check is not successful, please contact your agency fiscal officer. Click the OK button.

STEP 5

Notice the Budget Checking Header Status now reads "Valid"

STEP 6

The budget check process is now complete. Click on the X in the upper right hand corner to close the Budget Check window to proceed.