View A Travel Authorization

1.	Click the **Employee Self-Service** link. Employee Self-Service
2.	Click the **Travel and Expense Center - E** link. Travel and Expense Center - E
3.	Click the **Travel Authorization** link. Travel Authorization
4.	Click the **View** link. View
5.	The search page offers options for locating the document to be reviewed. The **Search By** field will default the criterion Authorization ID. If the document ID is known, enter it in the **Begins With** field and click the **Search** button. Many other search criteria are available, as well as an Advanced Search link offering more specific options. Authorization ID
6.	When the Travel Authorization is located, the view option displays all information on the document, but no changes can be made.
7.	After reviewing the Travel Authorization, click the **Return to Search** button to return to the search page. Return to Search
8.	**End of Procedure.**