

Search for Travelers a user can enter for

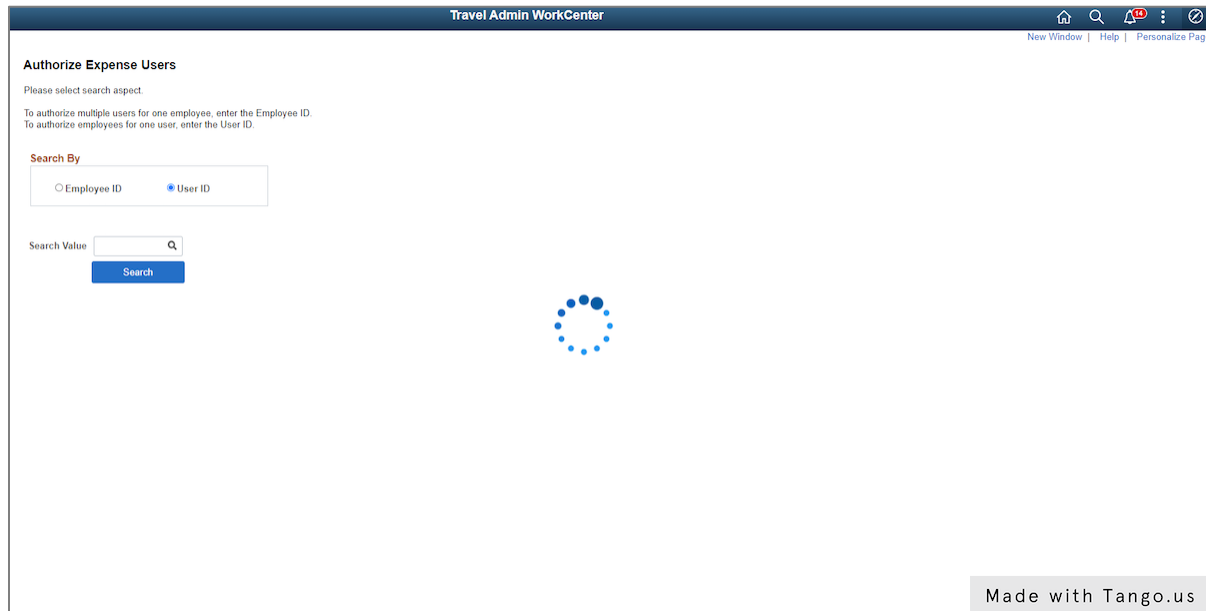
Use this guide to find all the travelers a specific user is authorized to enter travel on behalf of. You can also see how to enter additional travelers the user can enter for if the travelers are unable to enter that information themselves.

1. Go to Travel Admin WorkCenter.

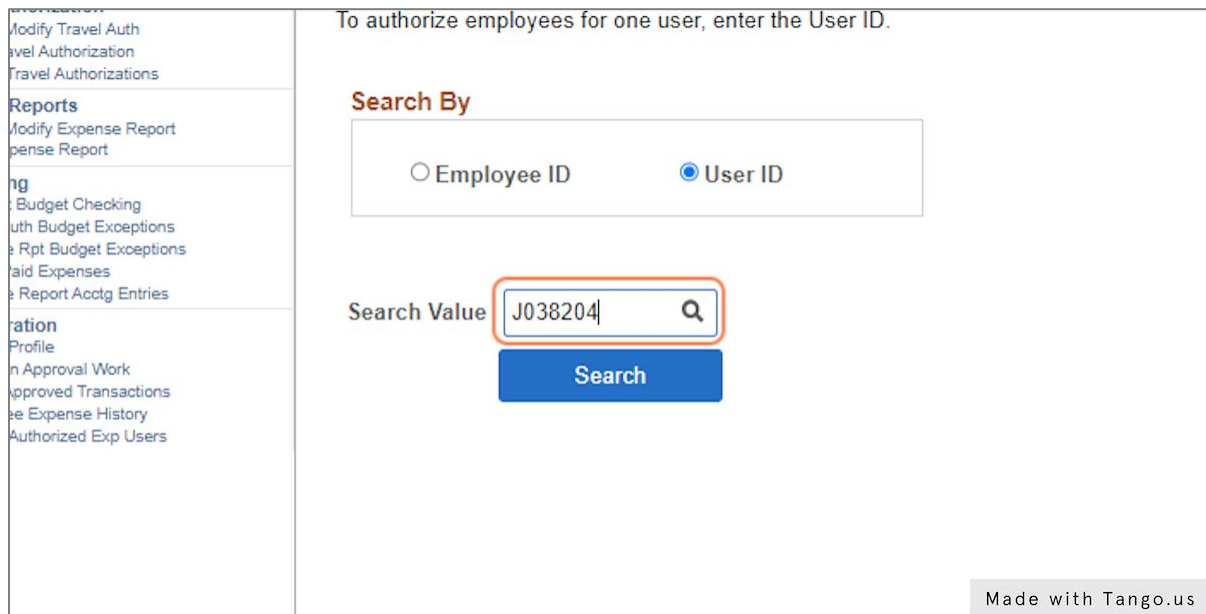
2. Click on Review Authorized Exp Users.



3. Select the User ID radio button.



4. Enter or search for the User ID of the person for whom you are checking who they can enter on behalf of.



5. Click Search.

Search By

Employee ID User ID

Search Value: J038204

Search

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6. A new screen will display showing all of the travelers the user listed at the top of the page can enter on behalf of. If you need to enter additional travelers, click on the + button at the right end of the bottom row of names.

Travel Admin WorkCenter

Authorize Expense Users - User

Search Type: User ID

Search Value: J038204 Jamie Sisco - 00061

Enter Employee IDs on this page to allow this user to view or modify expense transactions on their behalf.

*Empl ID	Name	*Authorization Level	
1 10000003403	Shelley Whiteside	Edit & Submit	+ -
2 10000038204	Jamie Sisco	Edit & Submit	+ -

Save

[Return to Search](#)

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7. Click on Look up Empl ID

	*Empl ID	Name	
1	<input type="text" value="10000003403"/>	Shelley Whiteside	<input type="button" value="Edit & Su"/>
2	<input type="text" value="10000038204"/>	Jamie Sisco	<input type="button" value="Edit & Su"/>
3	<input type="text"/>		<input type="button" value="Edit & Su"/>

[Return to Search](#)

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8. Change the operators, if needed, to help locate the correct traveler.

Travel Admin WorkCenter

Look Up Empl ID

Employee ID:

Name:

Last Name:

Search Results

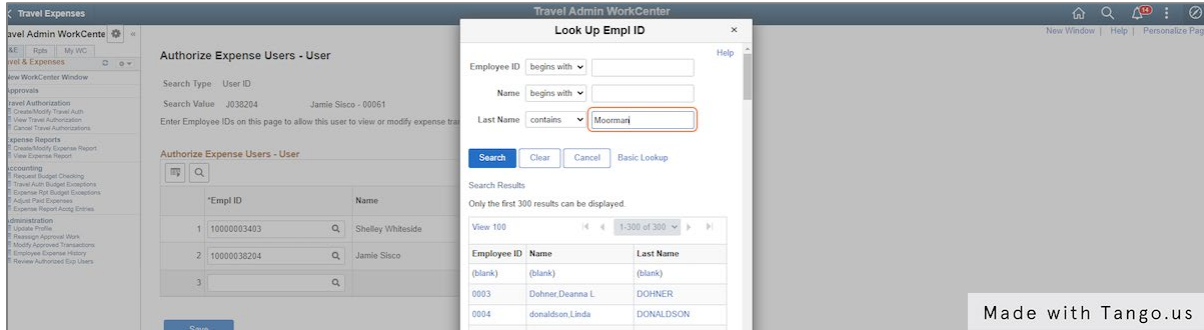
Only the first 300 results can be displayed.

View 100

Employee ID	Name	Last Name
(blank)	(blank)	(blank)
0003	Dohner,Deanna L	DOHNER
0004	donaldson,Linda	DONALDSON
027381852	Jones,Beverly	JONES
0NEW	Naik,Satyajit	NAIK
10000000001	Bayh,Evan	BAYH
10000000002	O'Bannon, Frank L	O'BANNON

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9. Type in your search criteria.

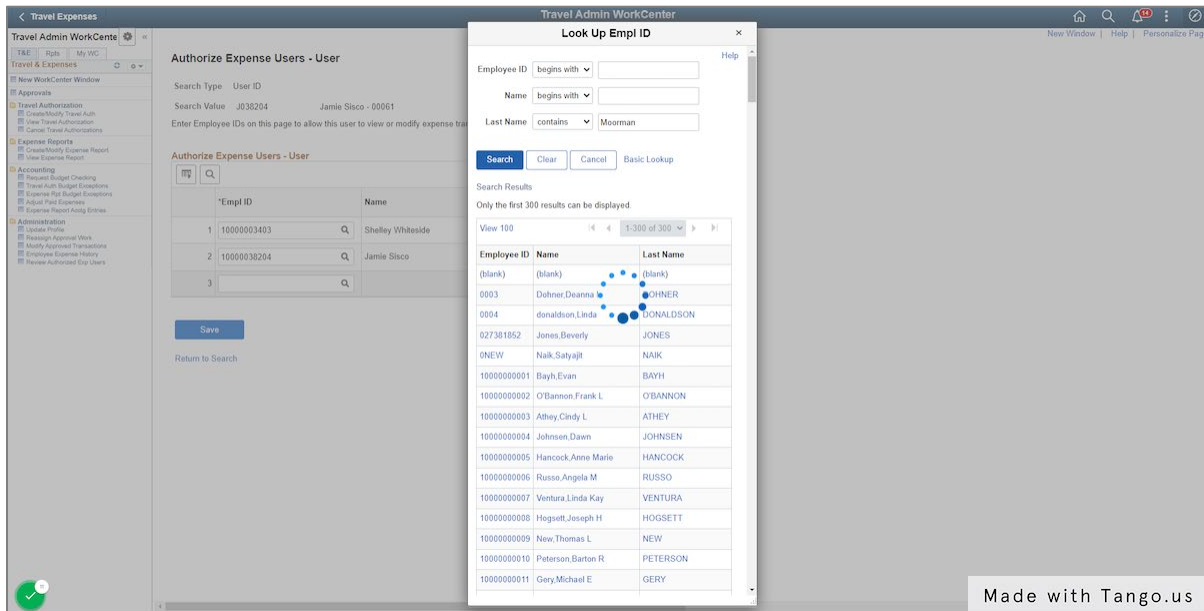


The screenshot shows the 'Look Up Empl ID' dialog box in the Travel Admin WorkCenter. The search criteria are: Employee ID begins with (empty), Name begins with (empty), and Last Name contains 'Moorman'. The 'Search' button is highlighted. The background shows the 'Authorize Expense Users - User' page with a table of users.

*Empl ID	Name
1 1000003403	Shelley Whiteside
2 10000038204	Jamie Sisco
3	

Employee ID	Name	Last Name
(blank)	(blank)	(blank)
0003	Dohner,Deanna L.	DOHNER
0004	donaldson,Linda	DONALDSON

10. Click Search.



The screenshot shows the 'Look Up Empl ID' dialog box with search results displayed. The search criteria are: Employee ID begins with (empty), Name begins with (empty), and Last Name contains 'Moorman'. The 'Search' button is highlighted. The background shows the 'Authorize Expense Users - User' page with a table of users.

*Empl ID	Name
1 1000003403	Shelley Whiteside
2 10000038204	Jamie Sisco
3	

Employee ID	Name	Last Name
(blank)	(blank)	(blank)
0003	Dohner,Deanna L.	DOHNER
0004	donaldson,Linda	DONALDSON
027381852	Jones,Beverly	JONES
0NEW	Naik,Satyajit	NAIK
10000000001	Bayh,Evan	BAYH
10000000002	O'Bannon, Frank L.	O'BANNON
10000000003	Athey,Cindy L.	ATHEY
10000000004	Johnsen,Dawn	JOHNSEN
10000000005	Hancock,Anne Marie	HANCOCK
10000000006	Russo,Angela M.	RUSSO
10000000007	Ventura,Linda Kay	VENTURA
10000000008	Hogsett,Joseph H.	HOGSETT
10000000009	New,Thomas L.	NEW
10000000010	Peterson,Barton R.	PETERSON
10000000011	Gery,Michael E.	GERY

13. Click Save.

<ul style="list-style-type: none">Update ProfileReassign Approval WorkModify Approved TransactionsEmployee Expense HistoryReview Authorized Exp Users	1	<input type="text" value="10000003403"/>	<input type="button" value="Q"/>	Shelley White
	2	<input type="text" value="10000038204"/>	<input type="button" value="Q"/>	Jamie Sisco
	3	<input type="text" value="10000002114"/>	<input type="button" value="Q"/>	Gregory Moor
	<div style="text-align: center;"><input type="button" value="Save"/></div> <p>Return to Search</p> <hr/>			

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