Search for Travelers a user can enter for

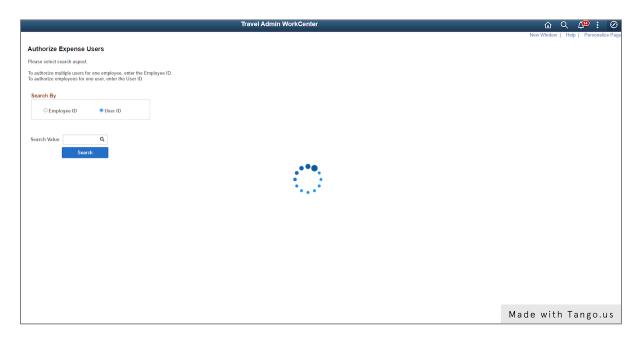
Use this guide to find all the travelers a specific user is authorized to enter travel on behalf of. You can also see how to enter additional travelers the user can enter for if the travelers are unable to enter that information themselves.

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.

Nodify Travel Auth avel Authorization Travel Authorizations	To authorize employees for one user, enter the User ID.
Reports Nodify Expense Report pense Report	Search By
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ration Profile n Approval Work oproved Transactions e Expense History Authorized Exp Users	Search Value J038204 Q Search
	Made with Tango.us

5. Click Search.

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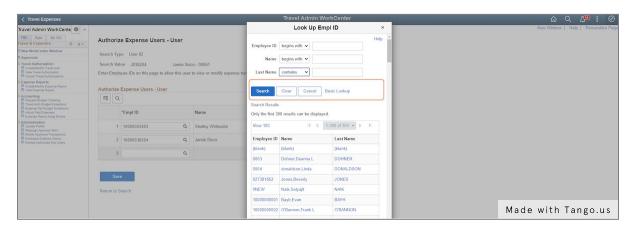
6. A new screen will display showing all of the travelers the user listed at the top of the page can enter on behalf of. If you need to enter additional travelers, click on the + button at the right end of the bottom row of names.

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	yee IDs on this page to allow this user	to view or modify expense transacti	ions on their behalf.						
Authorize	Expense Users - User		I 1-2 of 2	~ >	h.				
	*Empl ID	Name	*Authorization Level						
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7. Click on Look up Empl ID

	*Empl ID		Name	
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2	1000038204	۹	Jamie Sisco	Edit & Su
3		٩		Edit & Su

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



9. Type in your search criteria.

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		-			0004	donaldson,Linda	DONALDSON		Made with Tango.us

10. Click Search.

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						Johnsen,Dawn	JOHNSEN		
						Hancock,Anne Marie	HANCOCK		
						Russo,Angela M	RUSSO		
						Ventura Linda Kay	VENTURA		
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					1000000009	New,Thomas L	NEW		
					1000000010	Peterson,Barton R	PETERSON		
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11. Click on the Peoplesoft ID or name of the correct person. That person information should populate on the line.

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Cancel Travel Authorization	Enter Employee IDs on this page to allow this user to view or modify expe	nse trai Last Name contains V MOORMAN	
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	3 Q	1000002017 Moorman,RosemaneR* MOORMAN	
		10000002112 Moorman, Grege Lee MOORMAN	
		1000002198 Moorman,Rebecca • • MOORMAN	
	Save	10000004433 Moorman.Donnetta MOORMAN	
	Return to Search	10000038628 Moorman,Steven J MOORMAN	
		1000045723 Moorman,Jeanne E MOORMAN	
		10000045975 Moorman,Carolyn J MOORMAN	
		10000048247 Moorman,Terrence MOORMAN	
		10000053982 Moorman,Tylisa MOORMAN	
		10000054725 Moorman,Eureke MOORMAN	
		10000064260 Moorman,Shanda H MOORMAN	
		10000064421 Moorman,Kelly L MOORMAN	
		10000244264 Moorman,Diane M. MOORMAN	
		10000268779 Moorman,Whitney R MOORMAN	
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		10000297199 Moorman,Kelly MOORMAN	
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12. Choose the Authorization level for that traveler.

	Name	*Authorization Level	
٦	Shelley Whiteside	Edit & Submit 🗸	
2	Jamie Sisco	Edit & Submit 🗸	
٦	Gregory Moorman	Edit	

13. Click Save.

Update Profile Reassign Approval Work	1	1000003403	٩	Shelley White
 Modify Approved Transactions Employee Expense History Review Authorized Exp Users 	2	1000038204	۹	Jamie Sisco
	3	1000002114	٩	Gregory Moor
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