What Has Been Waiting for Approval for a Length of Time

There are queries that you need to run to watch TA’s, CA’s and TER’s that aren’t getting approved timely. TA’s are critical to have them approved before the travel date. Query 5 is helpful for TER’s, TA’s and CA’s and Query 27 is needed to watch the TA’s close to their travel date. Make sure and change the Business Unit at the top.

1. Click the Expense WorkCenter

   1. Click Information - Central
   2. Choose one of the following
      a. 5 – Outstanding Items
      b. 25 – Expense Report Related
      c. 27 – Travel Authorization/Cash Advance Related

The search will return the UW Travel and Expenses – Information – Central results
Choose 5 – Outstanding Items

The Group 5 – Outstanding Items, is a summary of the TER’s, TA’s and CA’s and who has been waiting for approval. TA’s need to be watched carefully to ensure they do not go past the travel date.
Choose 27 – Travel Authorization/Cash Advance Related

Item 1, TA's that MUST be denied, are TA's in the past that have to be deleted because they were not approved in time. You need to be proactive to ensure this doesn't happen.
Item 2, TA starts within next 10 days. Please monitor these to ensure they get approved quickly.