

How to create an Expense Report from an approved Travel Authorization

Once a travel authorization is fully approved navigate to the Travel Authorization Tile.

Click on Approved from the left side panel. Find the approved travel authorization that you want to copy and choose under Actions “Copy To Expense Report”.

This will copy the travel authorization into a new expense report.

The screenshot shows a user interface for Sharon Schwartz (ID: 00798767) in the Shared Financial System. On the left, a sidebar lists authorization statuses: Returned (0), Denied (0), Pending (3), Submitted (4), **Approved (1)**, and View All (18). The 'Approved' status is highlighted in green. A red arrow points to this status. The main area is titled 'Approved Authorizations' and contains a table with columns for 'Authorization ID' and 'Authorization ID'. A table row is visible with the value '0000057285'. An 'Actions' dropdown menu is open over this row, showing two options: 'Copy To Expense Report' (highlighted with a red box) and 'Send Notification'. A red arrow points to the 'Actions' dropdown icon.