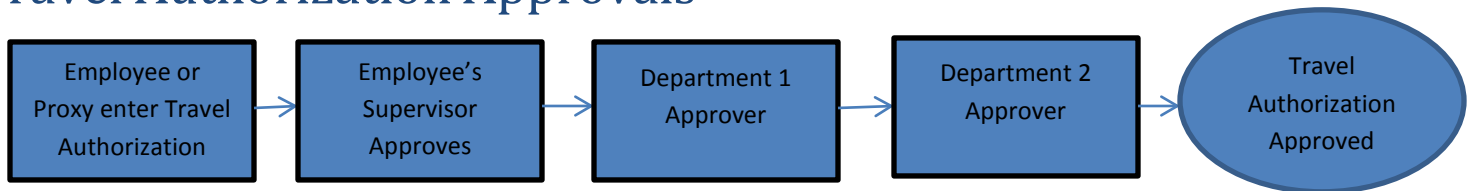


Travel & Expense Administration in CUNYFirst will do the following:

- Replaces all prior methods for completing Travel Authorizations and Expense reports
- Travel Authorizations and Expense reports are completed online in CUNYfirst
- All approvals are done online in CUNYfirst

Travel Authorization Approvals



- Employee or proxy enter Travel Authorization into CUNYFirst
- Supervisor: The first approver for the travel authorization (only one)
- Department Approver(s): Pool of approvers which approves the use of department funds for the travel authorization
- Approval requests will be sent to approvers via email and worklists
- Approvers can approve or send back travel authorizations to employee for modification
- Approvers only have to approve once if in multiple levels
- No self-approval allowed
- Travel authorizations must be successfully budget checked before they can be approved, which means funds must be in the Travel category of the department budget.

There are six E-Learning lessons available on cuny.edu to assist Expense Users to create or modify either Travel Authorizations or Expense Reports. They are found at this .url which may be copied and pasted into your browser -

- <http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/administrativestaff/financials/e-learning-trav-auth-expense-report.html>