

Adding Comments

After Submitting A

TA or ER

User Guide

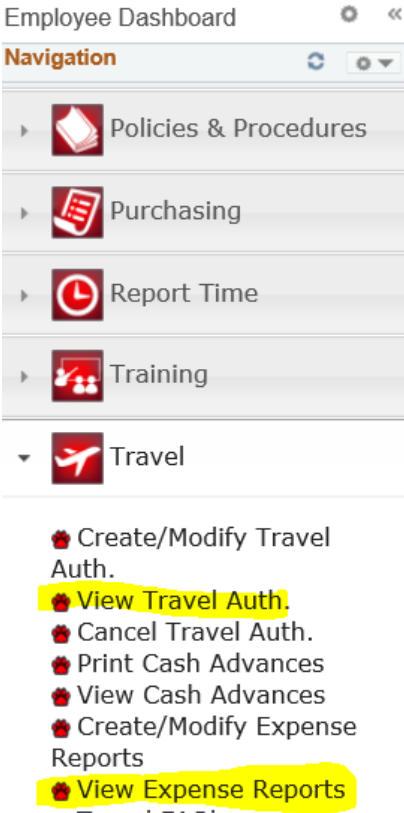
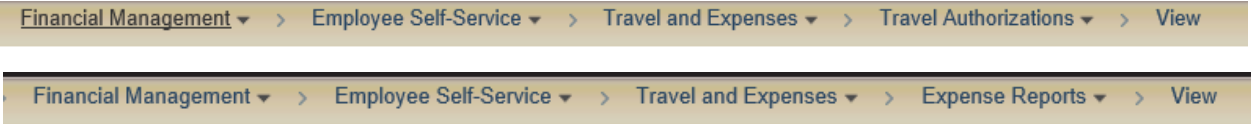
FOR QUESTIONS, CONTACT THE TRAVEL DESK (traveldes@cwu.edu)



CWU travelers can add comments after submitting their travel authorization or expense report. There are situations where approvers may ask you to provide additional justification. This option allows you to update your travel authorization or expense report.

The below instructions provide you the steps required to add your comments.

1. Find your existing travel authorization or expense report. Below are examples of how to navigate to view them. **Note: Once you submit your transaction you will NOT be able to find it under Create/Modify.**





2. Find your existing transaction by clicking on the Search button. Select the appropriate transaction.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Report ID

Report Description

Name

Empl ID

Report Status

Creation Date

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-40 of 40 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000020478	NTR - SHORTT 7/10/18			Submitted	07/10/2018
0000019344	SHORTT Alliance 2018			Paid	04/24/2018





3. Once you select your transaction, click on the notes icon Notes

View Expense Report

Christina Short

Business Purpose Conference

Description SHORTT Alliance 2018

Reference

Report 0000019344 Paid

Created 04/24/2018 Christina Short

Last Updated 04/25/2018 Stuart Thompson

Post State Posted

Totals

View Printable Version

View Analytics

Notes

Employee Expenses (7 Lines)	772.52 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

Amount Due to Employee 772.52 USD

Amount Due to Supplier

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Withdraw Expense Report

Submitted On 04/24/2018

Submitted By Christina Short

4. Add text to the notes box. Click Add Notes icon

Add Notes

Click

OK

Expense Notes

Add your additional justification

Add Notes

Notes

Personalize | Find | | First 1 of 1 Last

Notes	Name	Role	Action Date/Time
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OK

Cancel



5. This is an example screenshot before you would click the OK button

Expense Notes

Add Notes

Notes				
				Personalize Find First 1 of 1 Last
Notes	Name	Role	Action Date/Time	
Add your additional justification	Christina Short	Employee	07/10/2018 3:15:32PM	

OK **Cancel**

6. You are complete. You can verify if notes have been included by clicking on [Notes](#)

If you have any questions, please contact the Travel Desk (traveldeskt@cwu.edu).