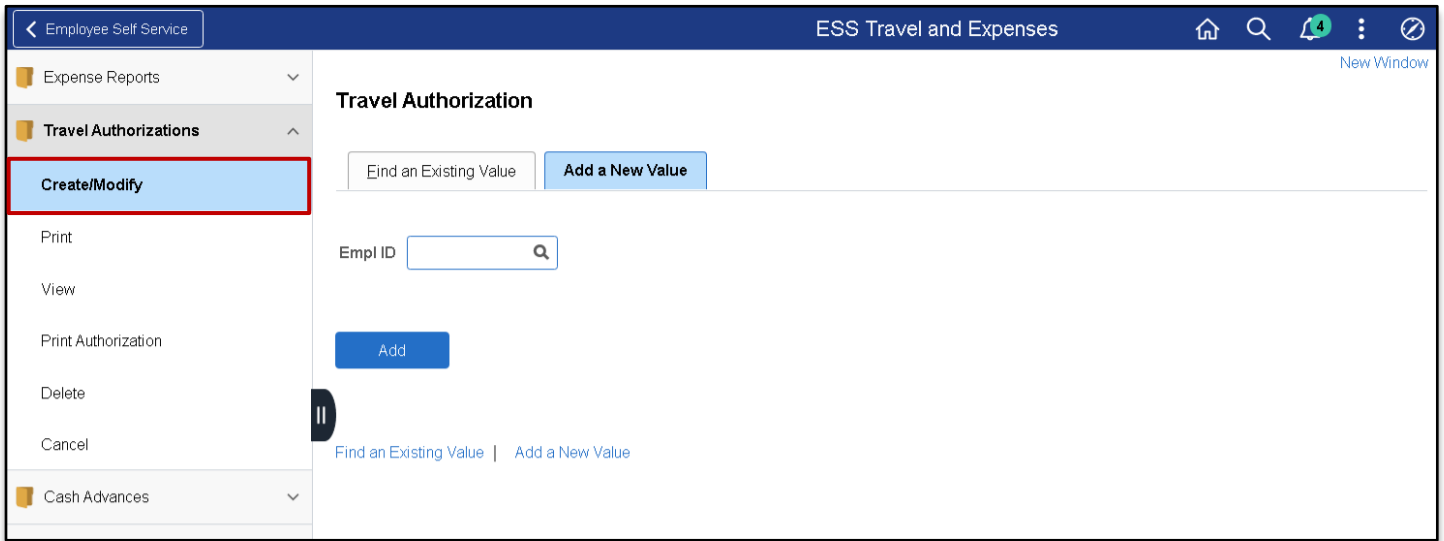## Modify Travel Authorization

Navigation: **Employee Self-Service Center**>**ESS Travel and Expenses** >**Travel Authorizations**> **Create/Modify**

A travel authorization may be modified:
- Before the authorization has been submitted for approval. If the authorization has been saved (but not submitted).

- After the authorizations has been submitted, and then subsequently sent back by an approver. If the authorization is sent back, the approver is required to add a comment to provide further instructions on how to change the authorization.

Select the **Find an Existing Authorization** tab and click the **Search** button to display modifiable authorizations.
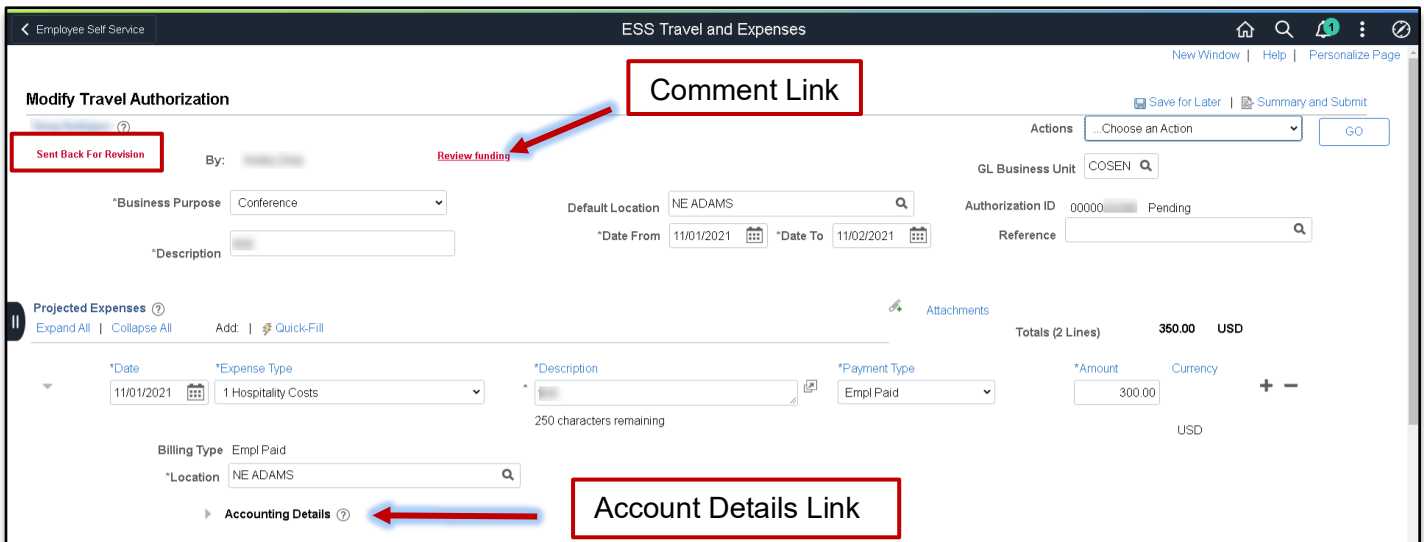
A travel authorization that has been sent back by an approver, displays a red **Sent Back For Revision** message at the top of the authorization along with the approver's comments (click on the red hyperlink to review the comment).

If the travel authorization has never been submitted, the red text will not display and you can update the authorization (add or delete lines, change amounts, dates, locations, etc.) for submission.