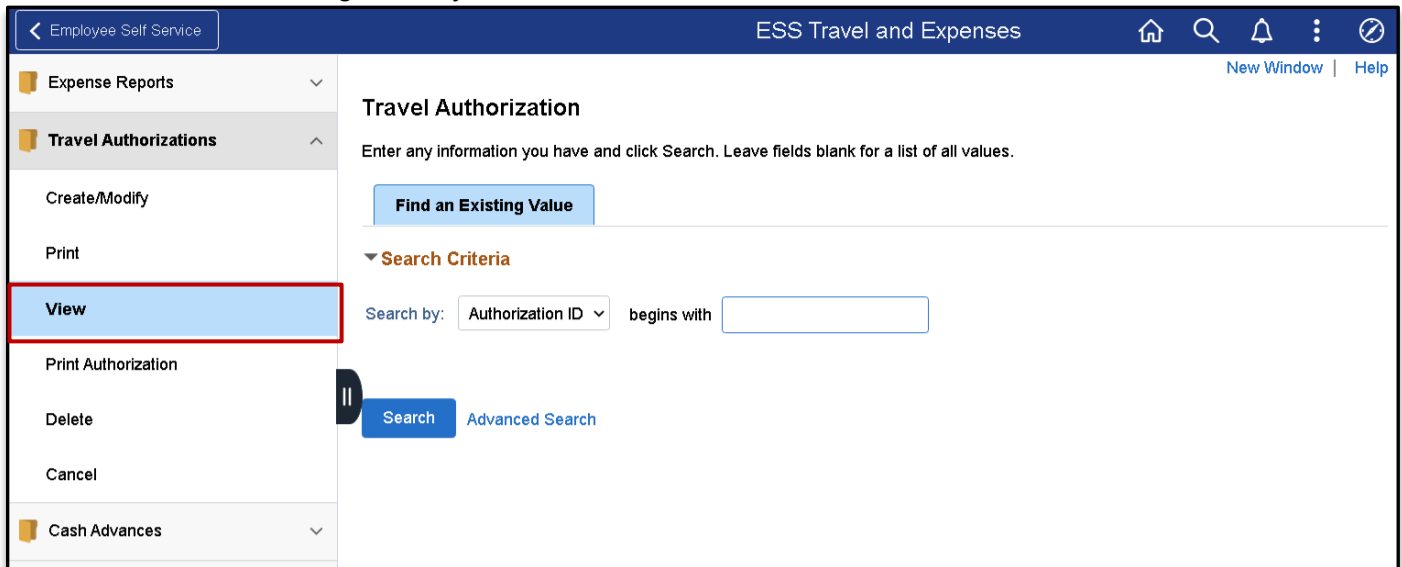After reviewing the information and you are ready to approve the transaction, click the **Budget Options** button to access the **Commitment Control Details** window. Click the **Budget Check** button to run the budget.

Upon successfully running the budget (i.e., Valid status), click the **OK** button to continue to return to the Travel Authorization window and click the **Approve** button to continue the submission process.

View Travel Authorization

Navigation **NavBar> Navigator > Employee Self-Service > Travel and Expenses Center > Travel Authorizations > View**

Click the **Search** button to locate the travel authorization. The results include authorizations that you created as well as authorizations delegated to you.

Travel Authorization Details

1. **Travel Authorization Details** – select to see the expense details
2. **Print** – select this button to print a PDF copy of the authorization
3. **Approval History** – provides the current status of where the authorization is in the approval workflow