

# Check the status of a Non-Tax Levy Travel Authorization

Employee

The employee can check on the status of a Travel Authorization by navigating to Employee Self Service > Travel and Expense Center > Travel Authorization > View

The employee can search for an existing Travel Authorization on the Search page by entering either the Travel Authorization ID or the employee ID. In this example, the Employee ID is selected from the drop-down list and entered.

Click Search to see all the Travel Authorizations for the employee.

## Travel Authorization

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

**Find an Existing Value**

▼ Search Criteria

**Search by:**  begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

### Travel Authorization

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

Find an Existing Value

#### Search Criteria

Search by:  begins with

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

### Search Results

Empl ID	Authorization ID	Description	Name	Status	Creation Date
<a href="#">23229040</a>	0000019042	2020 Business Conference	Path,Kosal	Approved	12/19/2019
<a href="#">23229040</a>	0000016963	AAS Conference	Path,Kosal	Closed	03/15/2019
<a href="#">23229040</a>	0000015919	Human Rights in Cambodia	Path,Kosal	Closed	11/21/2018
<a href="#">23229040</a>	0000013264	AAS Annual Coference	Path,Kosal	Closed	02/28/2018
<a href="#">23229040</a>	0000012608	Study Abroad Cambodia	Path,Kosal	Closed	12/23/2017
<a href="#">23229040</a>	0000010466	ISA Annual Conference	Path,Kosal	Closed	04/26/2017
<a href="#">23229040</a>	0000008827	Study Abroad Cambodia	Path,Kosal	Closed	11/16/2016
<a href="#">23229040</a>	0000005148	Study Abroad Cambodia	Path,Kosal	Closed	11/22/2015

The Travel Authorization has been approved. Clicking on the appropriate line will display the details of the Travel Authorization and all the approvers in the Action History section of the transaction.

[Project Summary](#) [Printable View](#)

Profile	Name	Action	Date/Time
	Path,Kosal	Submitted	12/19/2019 9:29:13AM
HR SUPERVISOR	Ness,Immanuel	Approved	12/19/2019 9:57:30AM
Department Approver 2	Tabrani,Mohamed	Approved	12/19/2019 10:32:52AM