# Modifying a Travel Authorization in the Travel and Expense Module

You can only modify a Travel Authorization that you have either "Saved for Later" or that has been sent back to you by an approver. Both types of these Travel Authorizations are considered to be in a Pending status.

1. Sign into **PeopleSoft HRMS Self Service** website.
2. Click the **Travel and Expense Home** link.
3. Click the **Employee Self Service** link.
4. Click the **Travel Authorization** link.
5. Click the **Modify** link.
6. Leave the **Search by** field blank.
7. Click the **Search** button to bring up a list of all of your Pending Travel Authorizations.
8. Select the Travel Authorization you need to modify by clicking on the **Authorization ID** link.
9. If an approver has sent this Travel Authorization back to you for corrections, the approver's comments will be towards the top of the Travel Authorization. Click on the comment to read all of the details. Make sure you correct or explain in the **Comments** field what the approver indicates.
10. Make any necessary edits to the Travel Authorization.
11. Click the **Check for Errors** button.
12. If there are any errors on the Travel Authorization, make the necessary corrections for those items flagged in red. Click the **Check for Errors** button again until all errors are gone.
13. Click the **Submit** button.
14. Click the **OK** button to confirm submission.
15. Once you are returned to the Travel Authorization page, click the **Printable View** link.
    a. The system will open a second window. Do not close this window.
    b. You will see the report process and go through some of the following stages: Queued, Processing, and Success. This process can take anywhere from 10 to 60 seconds.
    c. Your Travel Authorization will be displayed in this window.
    d. Use the Print icon to print a copy of your Travel Authorization.
    e. Close the report window.
16. Click the **Home** link.