TRAVEL & EXPENSES BUSINESS PROCESSES

Travel & Expenses – Traveler Setup

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EX.010.035  Creating a Travel Authorization Template
EX.010.031  Creating a Private Expense Report Template
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**Core Setup**

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Travel & Expenses – Travel Authorizations

EX.020.010  Creating a Travel Authorization from Scratch
EX.020.011  Creating a Travel Authorization Using a Template
EX.020.012  Copying an Existing Travel Authorization
EX.020.015  Modifying a Travel Authorization
EX.020.014  Withdrawing a Travel Authorization
EX.020.016  Deleting a Travel Authorization
EX.020.200  Canceling an Approved Travel Authorization
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EX.020.050  Creating a Cash Advance
EX.020.051  Modifying a Cash Advance
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Travel & Expenses – Expense Reports

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EX.020.101  Creating an Expense Report from a Template
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EX.020.109  Itemizing a Lodging Bill Using the Hotel Wizard
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EX.060.016  Viewing an Expense Report
EX.060.023 Reviewing Expense Payment History
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EX.020.300 Understanding Approval Methods
EX.020.301 Using the Summary Approvals Page in Self Service
EX.080.106 Reassigning Approval Work in Self Service
EX.010.090 Assigning a Designated Approver

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EX.080.012 Worklist: Sending Back a Travel Authorization
EX.080.013 Worklist: Placing a Travel Authorization on Hold

Approving Cash Advances
EX.080.050 Worklist: Approving a Cash Advance
EX.080.051 Worklist: Denying a Cash Advance
EX.080.052 Worklist: Sending Back a Cash Advance
EX.080.053 Worklist: Placing a Cash Advance on Hold

Approving Expense Reports
EX.080.100 Worklist: Approving an Expense Report
EX.080.101 Worklist: Denying an Expense Report
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EX.070.053 Running the Business Purpose Report
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