

How to Copy a Travel Authorization:

Start from the Authorization Report List Screen. Click once on the TA number you'd like to copy to select it. Click "Copy" under the Authorization Report Actions menu at the top of the screen.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable
Los Angeles CA 6/28/2014	TA003287	Feb 01, 2016	In Process	Jun 19, 2014	1,053.00
test 2	TA006172	Feb 01, 2016	Pending Review	Apr 29, 2015	393.00
ACTE Global Conference	TA009800	Feb 01, 2016	In Process	Jan 27, 2016	642.00
TEM Travel Conference March	TA009481	Feb 01, 2016	In Process	Jan 06, 2016	820.24
Travel Conference March 2016	TA009482	Feb 01, 2016	In Process	Jan 06, 2016	711.24
ACTE Global Conference Oct 2	TA007337	Aug 01, 2015	Approval Denied	Sep 01, 2015	642.00

Be sure to change the Report Name, adjust the description if necessary, and select the Affiliation. Click "Save".

Copy Report

General Information

Report Name: * Travel Conference March 2017

Purpose: * Conference

Description: Brief Description of the Business Need

Report Type: * Out-of-State Travel

Report Date: * Feb 05, 2016

Affiliation: * Select

Relocation

Cancel Save

This will create a brand new "In Process" TA but with all of the details from your previous TA, including the itinerary and expenses which can be edited like usual.

Report Name	Report ID	Report Date	Status
Travel Conference March 2017	TA009929	Feb 05, 2016	In Process
Los Angeles CA 6/28/2014	TA003287	Feb 01, 2016	In Process

For additional questions or concerns, please contact Travel.Services@wwu.edu.