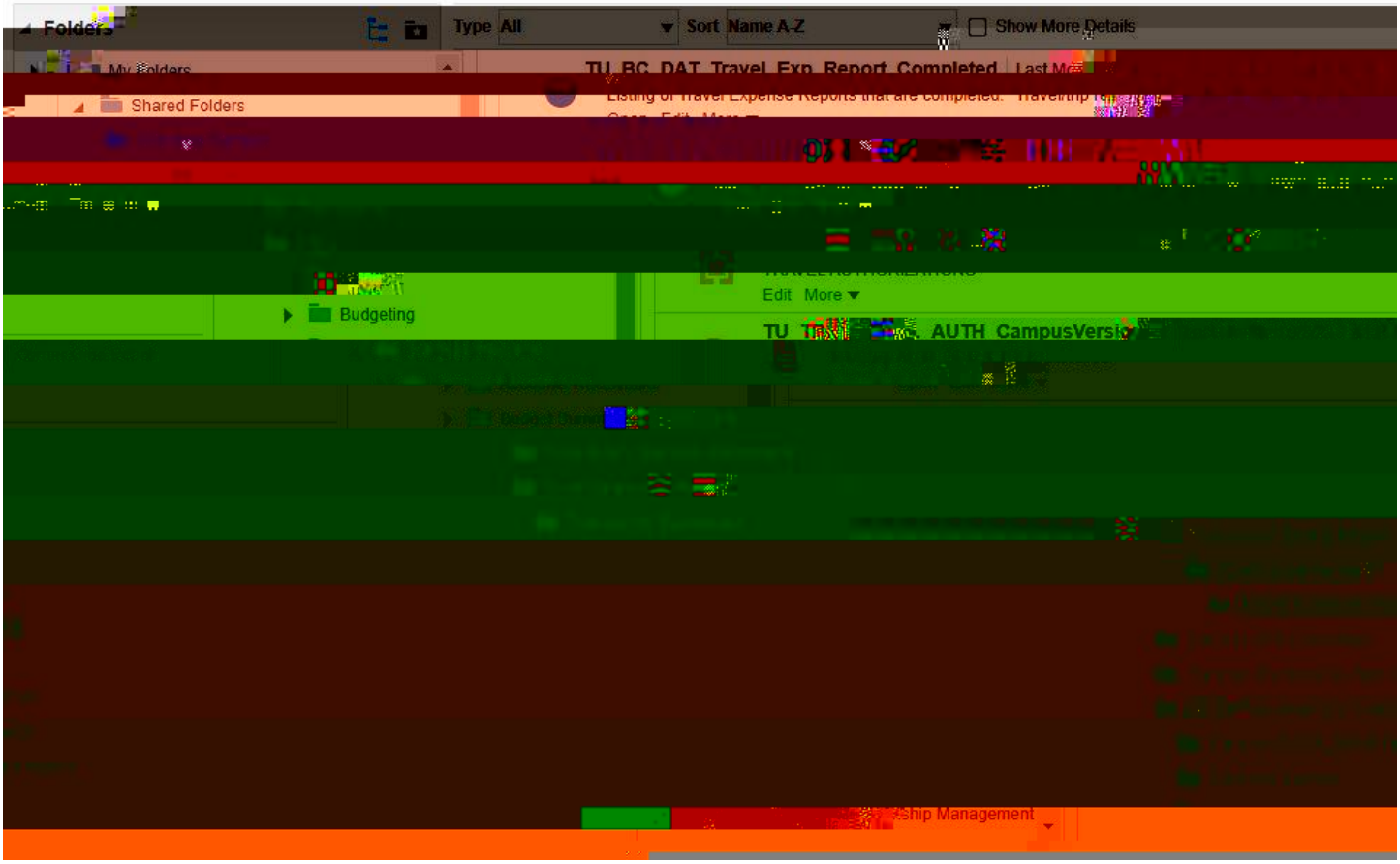
How to Run the Travel Authorization Report: TU_Travel_Auth_CampusVersion

This report lists all of the details for travel authorizations

Log into Stratus. Go to Tools > Reports and Analytics

Select Shared Folders > Custom > Campus Reporting > Transaction Details Report: Travel Expense Reports

Then select Open under the report name



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- Pending Manager Approval: The form is pending immediate supervisor approval.
- Request INFO: An approver selected request information and the form is pending an email response from the traveler. When request information is selected by an approver, the traveler receives a notification that includes the reason for the request and specific instructions.
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