Associate/Link a Travel Authorization to an Expense Report

This process is used to attach a travel authorization to an expense report when the Quick start method of creating an expense report from a travel authorization is not used. A link from the expense report to the travel authorization is required to disencumber the travel authorization. This process can be completed before submitting the expense report and when an expense report is returned to you.

**Navigation: Main Menu > Travel and Expenses > Travel and Expense Center. Expense Reports > Modify.**

Select **GO**
Select the Travel Authorization to associate/link by pressing the **Select** button next to the **Travel Auth Description**

The travel authorization is now attached.