Viewing and tracking your Travel Authorization will help you find where in the approval hierarchy your Travel Authorization resides. These steps are also necessary when you need to notify the current approver to “Send Back” your Travel Authorization for revision (if necessary).

1. Log into FMS using your MEID and password.

2. Click the NavBar icon in the upper-right corner, then click Navigator.

3. Employee Self-Service > Travel and Expenses > Travel Authorizations > View.

4. Click Search.

   - If you only have one Travel Authorization, it will automatically open.
   - If you have more than one Travel Authorization, a list of all your Travel Authorizations displays. Click one to view.
   - Your Travel Authorization summary displays.

5. At the top, in the upper-right corner, view the approval status.

6. Scroll to the bottom, in Approval History, view the Approval History timeline.

   - If the timeline displays a gray logo with the word “(Pooled),” then the Travel Authorization has yet to be reviewed and approved by that department.
   - If you need the Travel Authorization to be “Sent Back” for your revision, contact that department that is listed as “Pooled” to send back your Travel Authorization.
   - A fully approved Travel Authorization will display all logos in the timeline in color and you will receive an email that your Travel Authorization has been approved.

7. When finished, click Sign Out.