CUNYfirst

Fully Integrated Resources & Services Tool

Travel Authorization
and
Expense Reports

Reference Guide

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Expense Users

Travel Authorizations

You must first request and attain permission to travel by completing a Travel Authorization via CUNYfirst. Authorization for both out-of-town travel and local travel must be completed and submitted, via CUNYfirst, for approval to the individual's chairperson/designee and thereafter to the Provost/Senior Vice President of Academic Affairs at least six (6) weeks prior to the date of departure.

Expense Reports

Travel Expense Reports must be submitted within 30 days after the date of completion of travel. Failure to comply will be subject to denial of funding. If travel has taken place in the month of June, the Travel Expense Report must be submitted immediately upon return from the trip, so that it can be charged against the correct fiscal year.

View Expense User Profile

Administrators establish an expense default profile in CUNYfirst for each Expense User. You may view your own personal, organizational, and financial data expense profile.

The defaults displayed in this component are applied when either the employee or the employee's proxy enter a new Travel Authorization or Expense Report.

Changes to this data may only be made by Travel and Expense Administration.

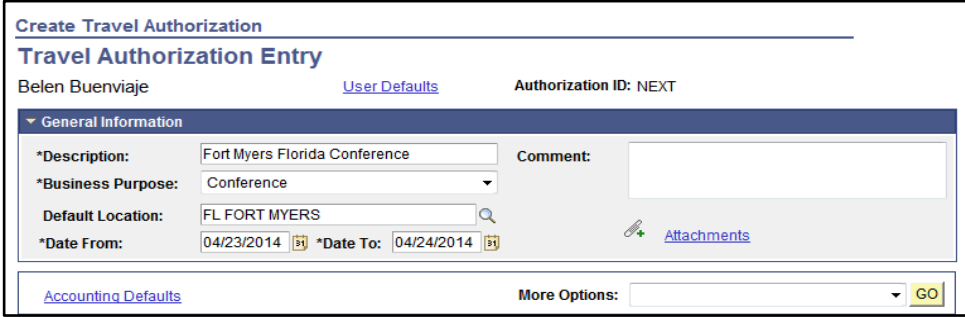| Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expenses > Review/Edit Profile***.
3.	The **Employee Data** tab displays. Click the **Organizational Data** tab.
4.	On the **Organization Data** tab **Default ChartField Values** section, the business unit and employee's department is used to populate the expense accounting distribution.
5.	Click the **User Defaults** tab.
6.	On the **User Defaults** tab, view User preference data including: Active employee status and allowed to copy a Travel Authorization into an Expense Report.
	End of Procedure.

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Create Travel Authorization

The employee will create a Travel Authorization in CUNYfirst.

You must first request and attain permission to travel by completing a Travel Authorization via CUNYfirst. Authorization for both out-of-town travel and local travel must be completed and submitted, via CUNYfirst, for approval to the individual's chairperson/designee and thereafter to the Provost/Senior Vice President of Academic Affairs at least six (6) weeks prior to the date of departure.

Separate Travel Authorizations are required when a trip is being paid for by more than one Institution.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Travel Authorization > Create***.

3.	The **Travel Authorization Entry** page displays. In the **General Information** section, enter the following: **Description**, **Comment**, **Business Purpose**, **Default Location**, **Date From**, and **Date To** fields.
	Create Travel Authorization **Travel Authorization Entry** Belen Buenviaje User Defaults Authorization ID: NEXT ▼ General Information *Description: Fort Myers Florida Conference Comment: *Business Purpose: Conference Default Location: FL FORT MYERS *Date From: 04/23/2014 *Date To: 04/24/2014 Attachments Accounting Defaults More Options: GO
	In the **General Information** section **Description** field, enter a brief description of no more than 30 characters to identify this trip.
	In the **Comment** field, enter the purpose of the trip in free form text in no more than 10,000 characters.
	From the **Business Purpose** dropdown, select the correct list item.
	Look up the **Default Location** field which is the destination State and City for your travel.
	Note: The Default Location begins with a two digit code for the state.
	All Travel Authorizations must be future dated. In the **Date From** field, enter the departure date in the mm/dd/yyyy format.
	In the **Date To** field, enter the return date in the mm/dd/yyyy format. Click the **Save** button.
	Note: Save your work frequently as you enter the projected expenses and attach the required supporting documentation.
4.	How to use the default location search function:

Default Location Lookup

Click the Default Location Look Up (Alt+5) graphic.

Click Advanced Lookup.

Select the Description row drop down menu.

Select "Contains"

Enter the name of the city you are traveling to. Select Look Up.

Select the city that matches your destination. US cities are preceded by a two digit state code. International cities are preceded by a three digit country code (view the full list of International Default Locations on page 45).

5.	The **Travel Authorization Entry** page displays. For each expense line, enter the **Expense Type**, **Date**, **Amount**, **Payment Type**, and **Billing Type** fields.

Accounting Defaults			More Options:			▼	GO	
Details					Customize | Find | 🖼 | 🎞	First ◄ 1-4 of 4 ► Last		
Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type		
☐	Non PSC Commercial air tra ▼	04/23/2014 📅	400.00	USD	CUNY Card ▼	CUNY Paid ▼	*Detail	➕
	▼							➕
	▼							➕
	▼							➕
Copy Selected	Delete Selected	New Expense ▼	Add			Check For Errors		
Totals								
Authorized Amount:			400.00 USD					
						Update Totals		
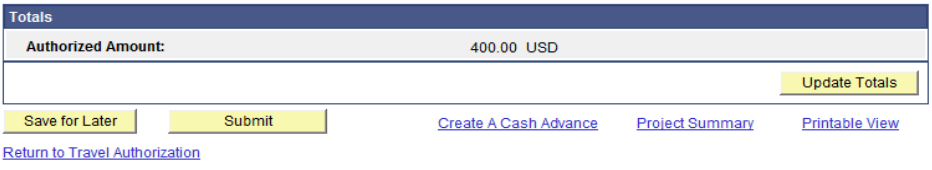
In the **Details** section from the **Expense Type** ▼ dropdown, select the most appropriate list item.

Please select the following Expense Types:

 1 Conference registration fees (use for conference registration fee)
 PSC Commercial air travel (use for airline tickets)
 PSC Mileage-City Auto (use for personal auto mileage)
 PSC Parking Fees (use for parking fees when traveling by personal auto)
 PSC Per Diem Breakfast (use for per diem breakfast)
 PSC Per Diem Dinner (use for per diem dinner)
 PSC Per Diem Lunch (City) (use for per diem lunch)
 PSC Receipted Lodging (use for hotel accommodation)
 PSC Taxi/Car Service (use for taxi/car service)
 PSC Tolls (use for tolls when traveling by personal auto)
 PSC Train Ticket (use for train and bus tickets, and for travel by subway)

Note: If the employee is a member of PSC, select only PSC Expense Types.

	In the **Date** field, enter the future date the expense is expected to be incurred in the mm/dd/yyyy format.
	
	In the **Amount** field, enter the total expected expenditure in dollars.
	
	On the **Payment Type** and **Billing Type** ▾ dropdowns, select matching:
	  • **CUNY Card/CUNY Paid** when expenses will be charged to a CUNY issued credit card
	    or
	  • **Empl Paid** when an employee will use their own funds for an expense
	    or
	  • **Non-reimbursable** when an expense is the responsibility of the employee.

6.	Click the Detail link to display the Authorization Detail page for the Expense Type. In the Description field, enter a description of no more than 250 characters. For each Expense Type, additional fields may display. If known, enter the related data. Note: For example, if the Expense Type is either PSC or Non PSC Mileage, then three additional fields display being: Miles, Originating Location, and Destination Location. After these three fields are entered, click the Calc Mileage button to update the Amount field based on the entered data.

7.	To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify these default accounting ChartFields:
	  • **GL Unit**
	  • **Dept** (Department)
	
	Click the **OK** button.
	
	The **Authorization Detail** page displays. Click the **Return to Travel Authorization Entry** link.

8.	As needed, click the **Add a row** ⊞ icon to enter more expense lines.
9.	Click the **Attachments** link to upload supporting documentation to justify the expenditure.
10.	To delete an attachment, on the **Travel Authorization Entry** page, click the **Attachments** link. On the **Travel Auth Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**. Click that row's **Delete** button. The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the **OK** button.

11.	**Totals**				
	Authorized Amount:		400.00 USD		
					Update Totals
	Save for Later	Submit	Create A Cash Advance	Project Summary	Printable View
	Return to Travel Authorization				

Click the **Save for Later** or **Submit** button.

Note: If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.

Note: In either case, all expense lines will be checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected.

If you click the **Submit** button, then the **Submit Confirmation** page displays. Click the **OK** button.

End of Procedure.

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Modify Travel Authorization

After saving a Travel Authorization, an employee may come back at a later time to modify the Travel Authorization and submit it for approval.

If a Travel Authorization is sent back by an Approver, the employee may modify the Travel Authorization and re-submit it for approval.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Travel Authorization > Modify***.
3.	On the **Travel Authorization** search page, click the **Search** button. The **Search Results** display only those Travel Authorizations created by or for the User. Click the **Authorization ID** link of the Travel Authorization you wish to modify.
4.	The **Travel Authorization Entry** page displays. To add new Expense Type expense lines, from the **Add** ⯆ dropdown select the **Multiple Expenses** list item. On the **Add Multiple Expenses** page, for each **Expense Type** to be added for the duration of the travel, check the **All Day**s ☐ checkbox. Click the **Continue** button. The **Travel Authorization Entry** page displays with additional lines for each day of the travel.
5.	The **Travel Authorization Entry** page displays. For each expense line, as needed, modify or enter the **Expense Type**, **Date**, **Amount**, **Payment Type**, and **Billing Type** fields. In the **Date** field, enter the future date the expense is expected to be incurred in the mm/dd/yyyy format. In the **Amount** field, enter the total expected expenditure in dollars. On the **Payment Type** and **Billing Type** ⯆ dropdowns, select matching: • **CUNY Card/CUNY Paid** when expenses will be charged to a CUNY issued credit card or • **Empl Paid** when an employee will use their own funds for an expense or • **Non-reimbursable** when an expense is the responsibility of the employee.

6.	Click the **Detail** link to display the **Authorization Detail** page for the **Expense Type.**
	In the **Description** field, enter a description of no more than 250 characters.
	For each Expense Type, additional fields may display. If known, enter the related data.
	Note: For example, if the Expense Type is either PSC or Non PSC Mileage, then three additional fields display being: Miles, Originating Location, and Destination Location. After these three fields are entered, click the Calc Mileage button to update the Amount field based on the entered data.

7.	To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify these default accounting ChartFields:
	   • **GL Unit**
	   • **Dept** (Department)

	Click the **OK** button.
8.	The **Authorization Detail** page displays. To confirm the newly entered ChartFields exist, click the **Check Expense For Errors** button which will perform a combo edit validation.
	Note: ChartField strings are checked to ensure that combination of values is valid. The User must confirm that the correct ChartField string is entered.
	Click the **Return to Travel Authorization Entry** link.
9.	Click the **Attachments** link to add supporting documentation to justify the expenditure.
	Note: For example, add conference information, anticipated transport (airline, etc.) costs, anticipated hotel rates, and allowed per diem rate.
	The **Travel Auth Attachments** page displays. Click the **Add Attachment** button.
	The **File Attachment** pop up displays. Click the **Browse** button.
	Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button.
	Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.
	The **Travel Auth Attachments** page displays. In the **Attachment Description** field, enter a brief description of the attachment.
	Click the **OK** button.

10.	To delete an attachment, on the **Travel Authorization Entry** page, click the **Attachments** link.
	On the **Travel Auth Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**. Click that row's **Delete** button.
	The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the **OK** button.
11.	After modifying the **Travel Authorization**, click either the **Save for Later** or **Submit** button.
	Note: If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.
	Note: In either case, all expense lines will be checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected. If you click the **Submit** button, then the **Submit Confirmation** page displays. Click the **OK** button.
	Note: In the General Information section, the Status field updates from Pending to Submission in Process.
	Note: You may confirm the Status of the Travel Authorization transaction by navigating to the View Travel Authorization page.
	End of Procedure.

Submit Travel Authorization

After saving a Travel Authorization, an employee may come back at a later time to modify the Travel Authorization and submit it for approval.

You must first request and attain permission to travel by completing a Travel Authorization via CUNYfirst. Authorization for both out-of-town travel and local travel must be completed and submitted, via CUNYfirst, for approval to the individual's chairperson/designee and thereafter to the Provost/Senior Vice President of Academic Affairs at least six (6) weeks prior to the date of departure.

If a Travel Authorization is sent back by an approver, the employee may modify the Travel Authorization and re-submit it for approval.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Travel Authorization > Modify***.
3.	On the **Travel Authorization** search page, click the **Search** button.
4.	The **Search Results** display only those Travel Authorizations created by or for the User that were previously saved after having been checked for errors. Click the **Authorization ID** link of the Travel Authorization you wish to submit. *Note: The Search Results may be sorted by selecting any of the column headers.* *Note: Travel Authorizations with a Pending status are ready to be submitted for approval.*
5.	The **Travel Authorization Entry** page displays. Click the **Submit** button. *Note: If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.* *Note: All expense lines will be checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected.*
6.	If you click the **Submit** button, then the **Submit Confirmation** page displays. Click the **OK** button. *Note: In the General Information section, the Status field updates from Pending to Submission in Process.* *Note: You may confirm the Status of the Travel Authorization transaction by navigating to the View Travel Authorization page.*
	End of Procedure.

Cancel Travel Authorization

An approved Travel Authorization that has not yet been copied to an Expense Report may be cancelled by the employee. The cancellation process runs a Budget Check to unencumber (release) the funds.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expenses > Travel Authorization > Cancel***.
3.	On the **Cancel Approved Travel Authorization** page, select the ☐ checkbox of the **Travel Authorization/s** to cancel and then click the **Cancel Selected Travel Authorization(s)** button.
4.	The **Save Confirmation** page displays. Click the **OK** button. *Note: The Travel Authorization Status updates to Closed.* *Note: The Cancelled Travel Authorization is available to be deleted.*
	End of Procedure.

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Delete Travel Authorization

After a **Travel Authorization** is copied into an **Expense Report** it can no longer be cancelled.

However, the **Travel Authorization** may be deleted in any of these situations:
- It is no longer needed prior to the Expense Report being submitted for Approval.
- The Travel Authorization has a status of Sent Back by an Approver. An Approver returns the Travel Authorization for modification. The Employee chooses to start again rather than modifying the existing Travel Authorization.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Travel Authorization > Delete***.
3.	On the **Delete Travel Authorization** search page, in the **Empl ID** field, enter or 🔍 look up the employee's unique eight digit CUNY ID.
4.	On the **Delete Travel Authorization** page, select the ☐ checkbox/es of the **Travel Authorization/s** to delete.
5.	Click the **Delete Selected Authorization(s)** button.
6.	On the **Delete Confirmation** page, click the **OK** button.
7.	Click the **Return to Travel Authorization** link.
8.	To verify the **Travel Authorization** has been deleted, see if it is still available for deletion. In the menu, click the **Delete** link.
9.	On the **Delete Travel Authorization** page, in the **Empl ID** field, enter or 🔍 look up the employee's unique eight digit CUNY ID.
10.	Click the **Search** button. *Note: From the list of Travel Authorizations, the Travel Authorization can no longer be found.* *Note: The message "No matching values were found." confirms that the Travel Authorization was successfully deleted.*
	End of Procedure.

View Travel Authorization

An employee may view their Travel Authorization when it is saved, submitted for approval or approved.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self Service > Travel and Expense Center > Travel Authorization > View***
3.	The **Travel Authorization** search page displays. Click the **Search** button.
4.	The **Search Results** display. In the **Authorization ID** column, click the link of the Travel Authorization you wish to view. *Note: The Status column indicates how each Travel Authorization is progressing.*
5.	The **Travel Authorization Details** page displays. In the **Details** section, for each projected expense line, click the ***Detail** link.
6.	On the **Authorization Detail** page, view the **Description**. Click the **Accounting Detail** link to view the **ChartFields** for the line.
7.	Click the **OK** button.
8.	Click the **Return to Travel Authorization Details** link.
9.	The **Travel Authorization Details** page displays. *Note: The Pending Actions section displays which Approvers are yet to approve this transaction.* *Note: In the Action History section Action column view previous submissions and approvals.* *Note: In the Action History section, the Comments icon displays on those actions for which a comment is entered. Click the Comments icon to view those comments.*
10.	Click the **Return to Search** button.
11.	Click the **Authorization ID** link for the next **Travel Authorization** you wish to view in the **Search Results**.
	End of Procedure.

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Create Expense Report

Travel Expense Reports must be submitted within 30 days after the date of completion of travel. Failure to comply will be subject to denial of funding. If travel has taken place in the month of June, the Travel Expense Report must be submitted immediately upon return from the trip, so that it can be charged against the correct fiscal year.

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

Users may find it helpful to prepare their receipts for upload into CUNYfirst prior to.
1. Sort all receipts by Date and then Expense Types.
2. Affix the receipts in order on 8½ by 11 sheets of paper.
3. On the top of each sheet:
    a. Print the file name.
    b. Print a description of the file for entry in CUNYfirst.
4. For each receipt, print:
    a. Expense Type.
    b. Date.
    c. Amount – in dollars and cents.
    d. Payment and Billing Type – CUNY, Empl or Non-reimbursable.
5. Scan page.
6. Place receipts and Travel Authorization support documentation in a folder named with the description of the trip on your computer.
7. Retain the originals.

An employee or their proxy may create an Expense Report directly in CUNYfirst. Both the Expense User and the proxy who entered the Expense Report are notified by email when an Expense Report is sent back by an approver.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > Create***.

3.	
	The **Expense Report Entry** page displays.
	Note: When the expenses are not travel related, then go directly to Step 4.
	Click the **Quick Start** dropdown. To copy a Travel Authorization into the Expense Report, select the **A Travel Authorization** list item. Click the **GO** button.
	The **Populate From A Travel Authorization** page displays. Click the Select button of the Travel Authorization to be copied.
4.	
	The **Expense Report Entry** page displays. In the **General Information** section, click the **Authorization ID** link to view the associated Travel Authorization in a pop-up window.
	After viewing the Travel Authorization, click the [X] **Close** button in the upper right corner of the window.
	Note: A Travel Authorization that is associated with an Expense Report in error may be detached.
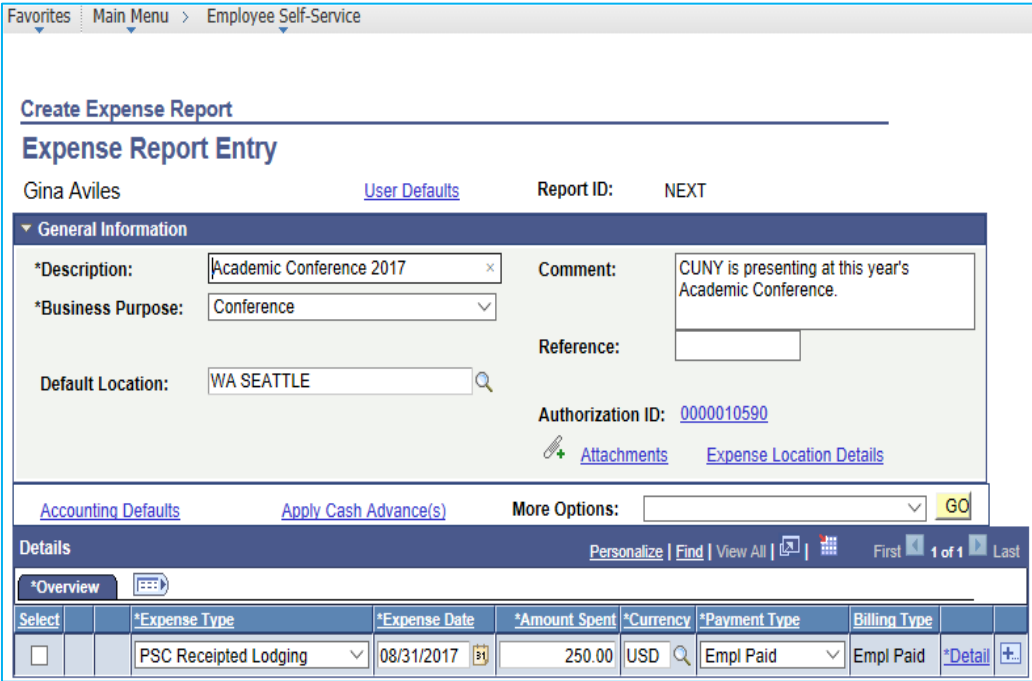
5.	In the **General Information** section, as needed, enter the following fields: **Description**, **Comment**, **Business Purpose**, and **Default Location**. *Note: These fields will auto populate from the Travel Authorization and may be overwritten as needed.* In the **Description** field, as needed, enter a brief description of no more than 30 characters to identify this trip. For travel related Expense Reports, enter the Date and Time From and Date and Time To in the **Comments** field. From the **Business Purpose** ⬇ dropdown, select the correct list item. Look up 🔍 the **Default Location** field which is the destination State and City for your travel. *Note: The Default Location begins with a two digit code for the state.* Click the **Save** button. *Note: Save your work frequently as you enter the actual expenses and attach the required supporting documentation and receipts.*	
6.	Notice the **'Expense Location Details'** hyperlink. Click on it. Complete all fields as requested.	

7.	

	The **Expense Report Entry** page displays. In the **Details** section, as needed, for each expense line update the **Expense Type**, **Date**, **Amount**, **Payment Type**, and **Billing Type** fields.
	
	In the **Details** section from the **Expense Type** ▼ dropdown, select the most appropriate list item.
	
	Note: If the employee is a member of PSC, then select only PSC Expense Types.
	
	In the **Expense Date** field, enter the date the expense was incurred in the mm/dd/yyyy format.
	
	In the **Amount Spent** field, enter the actual expense in dollars and cents as displayed on the receipt.
	
	On the **Payment Type** and **Billing Type** ▼ dropdowns, select matching:
	• **CUNY Card**/**CUNY Paid** when expenses are charged to a CUNY issued credit card
	   or
	• **Empl Paid** when an employee used their own funds for an expense
	   or
	• **Non-reimbursable** when an expense is the responsibility of the employee.

8.	Click the **Detail** link to display the **Authorization Detail** page for the **Expense Type**. In the **Description** field, enter a description of no more than 250 characters. For each Expense Type, additional fields may display. If known, enter the related data. *Note: For example, if the Expense Type is either PSC or Non PSC Commercial Air Travel, then an additional field displays being: Air Ticket Number.*
9.	To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify these default accounting ChartFields: • **GL Unit** • **Dept** (Department) Click the **OK** button. The **Authorization Detail** page displays. Click the **Return to Expense Report** link.
10.	As needed, click the **Add a row** ⊞ icon to enter more expense lines.
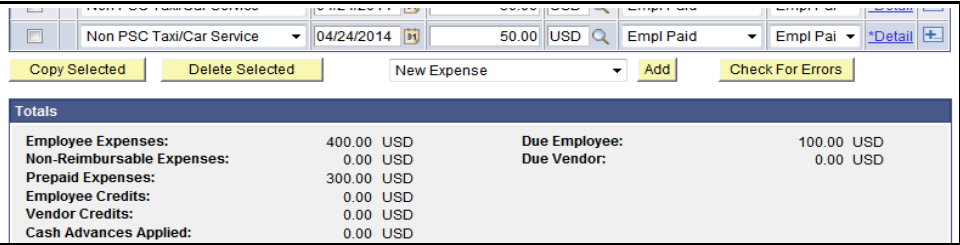
11.	Click the **Attachments** link to upload the Travel Authorization supporting documentation and scanned receipts.
	The **Expense Attachments** page displays. Click the **Add Attachment** button.
	The **File Attachment** pop up displays. Click the **Browse** button.
	Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button.
	Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.
	The **Expense Attachments** page displays. In the **Attachment Description** field, enter a brief description of the attachment.
	Click the **OK** button.
12.	To delete an attachment, on the **Expense Report Entry** page, click the **Attachments** link.
	On the **Expense Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**. Click that row's **Delete** button.
	The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the **OK** button.
13.	The **Expense Report Entry** page displays. In the **General Information** section **Comment** field, as needed, enter free form text.
14.	
	To validate the data, click the **Check For Errors** button.
	Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:
	• *Identifies any missing required fields.*
	• *ChartField strings are checked to ensure that combination of values is valid.*
	If there are errors, then the **Missing or Invalid Information** button displays on each line that contains an error. Click the **Missing or Invalid Information** button for an expense line.
	The **Expense Detail for [expense type]** page displays with an explanation of problems for every expense line. Correct each error as indicated.

15.	Save For Later Submit Expense Report Project Summary Printable View	
	Return to Expense Report	
	Click the **Save For Later** button when there are additional expenses to enter or an expense line needs to have a receipt attached at the Attachments link. Click the **Submit** button when every expense is entered with an attached receipt at the Attachments link. When the **Submit** button is selected, then the **Save Confirmation** page displays. Click the **OK** button. *Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.*	
	End of Procedure.	

Modify Expense Report

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

After saving an Expense Report, an Expense User may come back at a later time to modify the Expense Report and Submit it for approval.

The User can delete Expense lines, change any of the values on existing lines, and add new Expense lines.

If an Expense Report is Sent Back by an Approver, the Expense User may modify the Expense Report and re-submit it for approval.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > Modify***.
3.	The **Expense Report** search page displays on the **Find an Existing Value** tab by default. Click the **Search** button. The **Search Results** display below. In the **Search Results** in the **Report ID** column, click the link of the Expense Report to be modified.
4.	The **Expense Report Entry** page displays. To modify the ChartFields for the entire Expense Report, click the **Accounting Defaults** link. **The Accounting Defaults** page displays. As needed, modify these default accounting ChartFields: • **GL Unit** • **Dept** (Department). Click the **OK** button.
5.	To add multiple expense lines by Expense Type for one day or a date range, from the **New Expense** ▼ dropdown, select the **Multiple Expenses** list item. Click the **Add** button. On the **Add Multiple Expenses** page, confirm the **Date Range** displayed covers the duration of the travel. In the **Add Expenses Types** area, identify each expense type for which additional lines are needed. Select either the **One day** ☐ checkbox or the **All days** ☐ checkbox for that Expense Type. Click the **Continue** button.

6.	The **Expense Report Entry** page displays. For each line being added in the **Amount Spent** field, enter the amount shown on the receipt.
	
	On the **Payment Type** ⬛ and **Billing Type** dropdowns, select matching:
	   • **CUNY Card/CUNY Paid** when expenses are charged to a **CUNY** issued credit card
	       or
	   • **Empl Paid** when an employee used their own funds for an expense
	       or
	   • **Non-reimbursable** when an expense is the responsibility of the employee.

7.	Click the **Detail** link to display the **Authorization Detail** page for the **Expense Type**. The **Authorization Detail** page displays. In the **Description** field, enter a description of no more than 250 characters. For each Expense Type, additional fields may display. If known, enter the related data. ***Note: For example, if the Expense Type is either PSC or Non PSC Commercial Air Travel, then an additional field displays being: Air Ticket Number.***

8.	To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify these default accounting ChartFields:
	   • **GL Unit**
	   • **Dept** (Department)
	
	Click the **OK** button.
	
	The **Authorization Detail** page displays. Click the **Return to Expense Report** link.

9.	Click the **Attachments** link to upload the Travel Authorization supporting documentation and scanned receipts. The **Expense Attachments** page displays. Click the **Add Attachment** button. The **File Attachment** pop up displays. Click the **Browse** button. Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button. ***Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.*** The **Expense Attachments** page displays. In the **Attachment Description** field, enter a brief description of the attachment. Click the **OK** button.

10.	To delete an attachment, on the **Expense Report Entry** page, click the **Attachments** link. On the **Expense Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**. Click that row's **Delete** button. The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the **OK** button.
11.	The **Expense Report Entry** page displays. In the **General Information** section **Comment** field, as needed, enter free form text.

12.	
	
	To validate the data, click the **Check For Errors** button.
	
	Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:
	   • *Identifies any missing required fields.*
	   • *ChartField strings are checked to ensure that combination of values is valid.*
	
	If there are errors, then the **Missing or Invalid Information** button displays on each line that contains an error. Click the **Missing or Invalid Information** button for an expense line.
	
	The **Expense Detail for [expense type]** page displays with an explanation of problems for every expense line. Correct each error as indicated.

13.	Click the **Save For Later** button when there are additional expenses to enter or an expense line needs to have a receipt attached at the Attachments link. Click the **Submit** button when every expense is entered with an attached receipt at the Attachments link. When the **Submit** button is selected, then the **Save Confirmation** page displays. Click the **OK** button. *Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.*
	End of Procedure.

Submit Expense Report

When all the expenses for an Expense Report are entered and saved with attached support documentation and receipts, click the Submit button.

Travel Expense Reports must be submitted within 30 days after the date of completion of travel. Failure to comply will be subject to denial of funding. If travel has taken place in the month of June, the Travel Expense Report must be submitted immediately upon return from the trip, so that it can be charged against the correct fiscal year.

If any errors exist, the Expense Detail page displays for you to correct the errors. After an Expense Report is successfully submitted, then it is not available to be modified.

The Expense Report is routed for approval first to your Supervisor and then other designated Approver/s.

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.
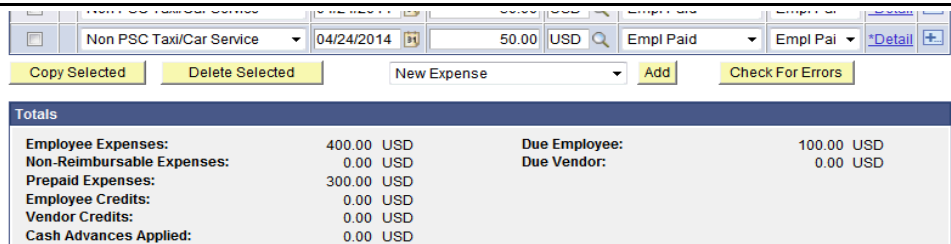
Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > Modify***.
3.	The **Expense Report** search page displays on the **Find an Existing Value** tab by default. Click the **Search** button.
4.	The **Search Results** display below. In the **Search Results** in the **Report ID** column, click the link of the Expense Report to be modified.
5.	For the selected Expense Report, the **Expense Report Entry** page displays. To validate the data, click the **Check For Errors** button. *Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:* • *Identifies any missing required fields, and* • *ChartField strings are checked to ensure that combination of values is valid. The User must confirm that the correct ChartField string is entered.*
6.	If there are errors, then the **Missing or Invalid Information** button displays on each line that contains an error. Click the **Missing or Invalid Information** button for an expense line.
7.	The **Expense Detail for [expense type]** page displays with an explanation of problems for every expense line. Correct each error as indicated. *Note: When either the Check for Error, Save for Later or Expenses button is clicked, the messages and visual indicators disappear.* *Note: If any error remains, then you may Save for Later, but not Submit the Expense Report.*
8.	To confirm that all of the errors are corrected, click the **Check For Errors** button.

9.	Click the **Submit** button. ***Note: Click the Submit button when every expense is entered with an attached receipt at the Attachments link.***
10.	When the **Submit** button is selected, then the **Save Confirmation** page displays. Click the **OK** button. ***Note: Click the Cancel button to go back and modify the Expense Report as needed.*** ***Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.***
	End of Procedure.

Delete Expense Report

An Expense Report may be deleted in any of these situations:
- It is no longer needed prior to the Expense Report being submitted for Approval.
- The Expense Report has a status of Sent Back by an Approver. An Approver returns the Expense Report for modification and the Employee chooses to start again rather than modifying the existing Expense Report.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > Delete***.
3.	The **Delete Expense Report** displays. Click the **Search** button.
4.	The **Delete an Expense Report** page displays both unsubmitted Expense Reports and those sent back by an Approver. In the **Select** column, select the ☐ checkbox/es of the Expense Report/s to delete.
5.	Click the **Delete Selected Report(s)** button.
6.	The **Delete Confirmation** page displays. Click the **OK** button.
	End of Procedure.

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View Expense Report

An employee may view their Expense Report with expense lines, attachments, ChartFields and Approver comments.

An Expense Report is available after it is submitted for approval with any of these statuses: Approved, Closed, In Process, Paid, Pending, Submitted, and On Hold.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > View***.
3.	The **Expense Report** search page displays on the **Find an Existing Value** tab by default. Click the **Search** button.
4.	The **Search Results** display below. In the **Search Results** in the **Report ID** column, click the link of the Expense Report to be viewed. ***Note: If only one is available, then the Expense Report Detail page displays.***
5.	The **Expense Report Detail** page displays. To view an Approver's comments, click the red link with the first 30 characters of the comments in the header of the **Expense Report Detail** page.
6.	Click the **Return** button.
7.	To view the Travel Authorization, click the **Authorization ID** link.
8.	The Travel Authorization for this Expense Report displays in a new window. After viewing the Travel Authorization, click the [x] **Close** button in the upper right corner of the window.
9.	The **Expense Report Detail** page is still displayed. To view attachments, click the **Attachments** link. ***Note: The number of attachments displays on the link.***
10.	The **Expense Attachments** page displays. To view an attachment, in the **File Name** column, click the link for the attachment to be viewed.
11.	The attachment file displays in a new window. When you have finished viewing the file, click the [x] **Close** button in the upper right corner of the window.
12.	Click the **OK** button.
13.	In the **Details** section for any expense line to view the Description and additional fields related to the Expense Type, click the **Detail** link.
14.	The **Expense Detail** page for the selected expense line displays. To view the ChartFields, click the **Accounting Detail** link.
15.	Click the **OK** button.
16.	Click the **Return to Expense Report** link.
	End of Procedure.

Approvers of Travel Authorizations and Expense Reports

Travel Authorization Approvals

Supervisor Approval
Supervisors ensure that the travel meets a specified business purpose. Supervisors must approve the Travel Authorization no later than 30 days prior to the date of travel.

Department Approval
Department Level 1 and Department Level 2 Approvers ensure budget is available for the anticipated travel and that support documentation is attached.

Expense Report Approvals

Supervisor Approval
Supervisors confirm that the Budget Check status is Valid, corresponding receipts are attached, and that each expense line is related to the business purpose. Supervisors Send Back Expense Reports requiring modification.

Authorization for both out-of-town travel and local travel must be completed and submitted, via CUNYfirst, for approval to the individual's chairperson/designee and thereafter to the Provost/Senior Vice President of Academic Affairs at least six (6) weeks prior to the date of departure.

Department Level Approval
Some Business Units required a Department Level 2 approval to ensure that corresponding receipts are attached, and GL Unit and Department ChartField values for each transaction are correct. Department Approvers Send Back Expense Reports requiring modification.

PrePay Auditor Approval
The Prepay Auditor is responsible for ensuring that the Expense Report meets CUNY, NYS and NYC expense reimbursement requirements and those expenses are allocated to the correct account codes. The AP Approver can modify or Send Back the Expense Report to ensure compliance. In the event that the AP Approver modifies the Expense Report, a notification will be sent to the employee with an explanation of the changes.

Review Approval History
Approvers can view previously approved Travel Authorizations and Expense Reports.

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Approve Travel Authorization

Once an employee submits a Travel Authorization, the transaction is routed with email notifications to the employee's Supervisor for approval and then two levels of Department Level approvers.

Supervisors ensure that the travel meets a specified business purpose. Department Approvers ensure budget is available for the anticipated travel.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	On the **Universal Navigation Header**, click the **Worklist** link. *Note: Alternatively, navigate to: Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions. The Manager Self-Service navigation also provides approvers with another option to approve Travel Authorizations. The Manager Self-Service navigation displays all Travel Authorization transactions available for approval, and offers additional tabs and filters.*
3.	In the **Worklist** section **Link** column, select the link for the Travel Authorization you wish to review for approval.
4.	The **Travel Authorization Summary** page displays. At the bottom of the page beneath the **Comments** section, the **Budget Status** must be **Valid** for the **Approval** button to display. *Note: The Budget Check batch process is run hourly weekdays. If the Budget Check status is 'Not Chk'd', then either return to the approval item in an hour or run a manual budget check.* *Note: To manually run the budget check:* *1. Click the Budget Options link.* *2. The Commitment Control Page displays. Click the Budget Check button. When there is sufficient budget, then the Budget Checking Header Status field displays 'Valid Budget Check'.* *3. Click the OK button.*

5.	**Approve Travel Authorization**
	Travel Authorization Summary
	Belen Buenviaje User Defaults Authorization ID: 0000000216
	
	General Information
	Description: Meeting in Albany NY **Comment:** See attachments: Meeting invitation, Amtrak estimated fare
	Business Purpose: Meeting
	Status: Submitted for Approval
	*Date From: 06/16/2014 **To:** 06/17/2014 **Last Updated:** 06/16/2014 **By:** 11199998
	Attachments (2)
	
	Accounting Defaults **More Options:** _____ GO
	
	You can deny individual expenses and still approve or send back the overall report.
	
	Details Customize | Find |
	<table><tr><th>Expense Type</th><th>Date</th><th>PC BU</th><th>Project</th><th>Activity</th><th>Amount</th><th>Currency</th><th>Approve</th><th></th></tr><tr><td>Non PSC Train Ticket</td><td>06/16/2014</td><td></td><td></td><td></td><td>158.00</td><td>USD</td><td>☑</td><td>−</td></tr><tr><td>Non PSC Taxi/Car Service</td><td>06/16/2014</td><td></td><td></td><td></td><td>50.00</td><td>USD</td><td>☑</td><td>−</td></tr><tr><td>Non PSC Taxi/Car Service</td><td>06/17/2014</td><td></td><td></td><td></td><td>50.00</td><td>USD</td><td>☑</td><td>−</td></tr></table>
	Totals
	     Total: 258.00 USD
	     Less Non-Approved: 0.00 USD
	     Total Authorized: 258.00 USD
	
	In the **General Information** section an identifying **Description** and the **Business Purpose** display followed by the current **Status** and the travel dates.

6.	Click the **Attachments** link to view the supporting documentation. ***Note: The number on the link indicates the number of attachments.***
7.	The **Travel Auth Attachments** page displays. In the **File Name** column, select a link to view the attachment.
8.	The attachment displays in a new window. After viewing the attachment, click the ❎ **Close** button in the upper right corner of the window.
9.	Click the **OK** button.
10.	The **Travel Authorization** page displays. Click the **Accounting Defaults** link to view the Department Budget for the entire Travel Authorization. As needed, modify the ChartFields and click the **OK** button. ***Note: If the Accounting Default ChartFields are modified, then run a manual Budget Check.***
11.	The **Travel Authorization** page displays. In the **Details** section **Expense Type** column, select the link of a line to review.
12.	The **Authorization Detail** page for that line displays. Click the **Accounting Detail** link to view the ChartFields for this expense line.
13.	On the **Accounting Detail** page, as needed, modify the ChartFields and click the **OK** button. ***Note: If any Accounting Detail ChartFields are modified, then run a manual Budget Check.***
14.	Click the **OK** button.

15.	Click the **Return to Travel Authorization Details** link.
16.	The **Travel Authorization** page displays. As needed, in the **Comments** section, enter free form text. *Note: Comments are required when a Travel Authorization is sent back by an approver. The employee or their proxy may modify the Travel Authorization and re-submit it for approval.*
17.	Click either the **Approve** or **Send Back** buttons. *Note: Both the Expense User and, if applicable, the proxy that submitted the Expense Report on behalf of the Expense User are notified when the Expense Report is sent back for modification.*
18.	The **Submit Confirmation** page displays. To confirm that the Travel Authorization is approved at your level, click the **OK** button.
	End of Procedure.

Approve Expense Report

Once an employee submits an Expense Report for approval, the transaction is routed to the appropriate approvers for review and approval.

Expense Reports are approved first by the Supervisor of the employee submitting the reimbursement request. Then some Business Units have Expense Reports reviewed for approval by a Department Level 2 Approver.

Travel Expense Reports must be submitted within 30 days after the date of completion of travel. Failure to comply will be subject to denial of funding. If travel has taken place in the month of June, the Travel Expense Report must be submitted immediately upon return from the trip, so that it can be charged against the correct fiscal year.

Whether or not a Department Level 2 Approver reviews the Expense Report, the final approver is the Prepay Auditor who is responsible for ensuring that the Expense Report meets CUNY, NYS and NYC expense reimbursement requirements and those expenses are allocated to the correct General Ledger account codes. The PrePay Auditor can modify the Expense Report to ensure compliance.

In the event that the PrePay Auditor modifies the Expense Report, a notification will be sent to the employee with an explanation of the changes.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions*** or ***Worklist***. ***Note: The Manager Self-Service navigation displays all Travel Authorization and Expense Report transactions available for approval, and offers additional tabs and filters.*** ***Note: The Worklist takes you directly to the transaction.*** ***Note: Once approved, an Expense Report no longer displays.***
3.	Through the **Manager Self Service** navigation, the **Overview** tab displays. To view only Expense Reports to be reviewed for approval, click the **Expense Reports** tab.
4.	Alternatively, click the **Worklist** link.
5.	On your **Worklist** page in the **Link** column, click the link for the Expense Report you wish to review for approval.

6.	The **Expense Report Summary** page displays. At the bottom of the page beneath the **Comments** section, the **Budget Status** must be **Valid** for the **Approval** button to display.
	Note: The Budget Check batch process is run hourly weekdays. If the Budget Check status is 'Not Chk'd', then either return to the approval item after an hour or run a manual budget check.
	Note: To manually run the budget check:
	1. Click the Budget Options link.
	2. The Commitment Control Page displays. Click the Budget Check button. When there is sufficient budget, then the Budget Checking Header Status field displays 'Valid Budget Check'.
	3. Click the OK button.
7.	In the **Report Information** section an identifying **Description** and the **Business Purpose** display followed by the current **Status** and, as applicable, the **Default Location**.
8.	In the **Comments** field, travel related Expense Reports should display the Date and Time From and Date and Time To information needed to review some Expense Types.
9.	To view the Travel Authorization, click the **Authorization ID** link.
10.	The Travel Authorization for this Expense Report displays in a new window. After viewing the Travel Authorization, click the ![X] **Close** button in the upper right corner of the window.
11.	To view attachments, click the **Attachments** link.
	Note: The link denotes the number of attachments.
	Note: Expense Report attachments will include scanned and uploaded receipts for each expense line and, if applicable, all Travel Authorization support documentation.
12.	The **Expense Attachments** page displays. To view an attachment, in the **File Name** column, click the link for the attachment to be reviewed.
13.	The attachment file displays in a new window. After viewing the attachment, click the ![X] **Close** button in the upper right corner of the window.
14.	When you have finished reviewing the attachments on this page, click the **OK** button.
15.	The **Expense Report Summary** page displays. In the **Report Information** section, click the **Accounting Defaults** link to view the Expense User's Department ChartFields applied to the entire Expense Report.
16.	Click the **OK** button.
17.	The **Expense Report Summary** page displays. In the **Expense Line Items** section **Expense Type** column, click the link of a line to view the **Description** of the expense and to access the **Accounting Detail** link to view the ChartFields for this line.

18.	The **Expense Detail** page for that line displays. To view the ChartFields for this expense line, click the **Accounting Detail** link. *Note: Expense Types distinguish between PSC members and Non PSC members.* *Note: In the Header area the line, employee and Expense Report are identified.* *Note: In the About this Expense section Payment Type and Billing Type fields display either:* • *CUNY Card when expenses were charged to a CUNY issued credit card or* • *Empl Paid when an employee used their own funds for an expense or* • *Non-reimbursable when an expense is the responsibility of the employee.* *Note: In the Description field, each expense must display a brief explanation of the expense.*
19.	The **Accounting Detail** page displays. Click the **OK** button. *Note: An Expense Line may be modified, as needed, on this page. Alternatively, the Approver may send the Expense Report to be modified by the Expense User.*
20.	Click the **Next Expense** button. *Note: Repeat Steps 17-19 to view remaining Expense Lines.*
21.	After reviewing the Expense Lines, return to the **Expense Report Summary** page. Click the **Return to Expense Report** link.
22.	If transaction lines have Exception Comments, they are denoted by the **Exception Comment** icon to the left of the **Expense Type** column. To view the Exception Comments for the entire Expense Report, click the **Exception Comments** icon
23.	Approve Expense Report **View Exception Comments** Belen Buenviaje Report ID: 0000000150 General Information Report Description: Meeting in Albany NY Business Purpose: Meeting Reference: <table><tr><th>Line</th><th>Expense Type</th><th>Exception</th><th>Comment</th></tr><tr><td>1</td><td>Non PSC Train Ticket</td><td>None</td><td>No exceptions associated with this line.</td></tr><tr><td>2</td><td>Non PSC Taxi/Car Service</td><td>Duplicates Exist</td><td>Expense line is a duplicate of Line 3, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.</td></tr><tr><td>3</td><td>Non PSC Taxi/Car Service</td><td>Duplicates Exist</td><td>Expense line is a duplicate of Line 2, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.</td></tr><tr><td>4</td><td>Misc Travel Expenses</td><td>None</td><td>No exceptions associated with this line.</td></tr><tr><td>5</td><td>Non PSC Per Diem Breakfast</td><td>None</td><td>No exceptions associated with this line.</td></tr></table> The **View Exception Comments** page displays. To examine any or all expense lines, click the **Return To Expense Report** link.

24.	In the **Comments** section, as needed, enter free form text in the **Comments** textbox. *Note: Comments are required when an Expense Report is sent back to guide the employee or their proxy when the Expense Report is modified.*
25.	Click either the **Approve** or **Send Back** buttons. *Note: Both the Expense User and, if applicable, the proxy that submitted the Expense Report on behalf of the Expense User are notified when the Expense Report is sent back for modification.* *Note: The Transaction Approval History tracks the approval process.*
26.	The **Submit Confirmation** page displays. Click the **OK** button.
	End of Procedure.

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Review Approval History

Approvers can view both Travel Authorizations and Expense Reports they previously approved.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Manager Self-Service > Travel and Expense Center > Approve Transactions***.
3.	The **Approve Transactions** component displays. Click the **Employee Expense History** link.
4.	**To** narrow the search for transactions in the **Search Pending Transactions** section, on the **Column Name** ▾ dropdown, select the correct list item. *Note: Available list items include: Date Submitted, Description, Employee ID, Name, Status, Total, Transaction ID, Transaction Type, and Unit.*
5.	From the **Expression** ▾ dropdown, select the correct list item. *Note: As an example, on the Expression ▾ dropdown you could select 'between' and then choose a start date and end date for the search.*
6.	Based on the selected Expression, in the corresponding **Criteria** fields, enter appropriate values.
7.	Click the **Search** button.
8.	To list the transactions in a particular sequence, select the ▷ **Expand** icon for the **Change Sort Order** section.
9.	On the **Sort By** ▾ dropdown, select the correct list item. *Note: Up to three Sort By criteria may be selected.*
10.	Click the **Sort List** button.
11.	To see details of the transactions and their approval history, in the **Transactions History** section, click either the **Description** or **Transaction ID** link on the correct row.
12.	The **Expense Report Summary** page displays. *Note: The Pending Actions section displays which Approvers are yet to approve this transaction.* *Note: In the Action History section Action column view previous submissions and approvals.* *Note: In the Action History section, the Comments icon displays on those actions for which a comment is entered. Click the Comments icon to view those comments.*
13.	Click the **Return to Approval List** link to view other Travel Authorizations or Expense Reports.
	End of Procedure.

CUNYfirst
Fully Integrated Resources & Services Tool

International Default Location Field

The Country column displays the most commonly used name in the United States of America for another country. The Description column displays the Default Locations for Travel Authorizations.

Country	Descr
Afghanistan	AFG KABUL (NON-US FACILITIES,
	AFG KABUL
	AFG MILITARY BASES IN KABUL
	AFG MILITARY BASES NOT IN KABU
	AFG [OTHER] (NON-US FACILITIES
	AFG [OTHER]
Albania	ALB TIRANA
	ALB [OTHER]
Algeria	DZA ALGIERS
	DZA [OTHER]
American Samoa	ASM AMERICAN SAMOA
Andorra	AND ANDORRA
Angola	AGO LUANDA
	AGO [OTHER]
Antarctica	ATA ANTARCTICA REGION POSTS
	ATA MCMURDO STATION ANTARCTICA
Antigua and Barbuda	ATG ALL CONTRACTOR FACILITIES
	ATG ANTIGUA AND BARBUDA
	ATG NAVAL SUPPORT FACILITY
	ATG [OTHER]
Argentina	ARG BARILOCHE
	ARG BUENOS AIRES
	ARG CORDOBA
	ARG SALTA
	ARG [OTHER]
Armenia	ARM YEREVAN
	ARM [OTHER]
Australia	AUS ADELAIDE
	AUS BRISBANE

Country	Descr
Australia	AUS CAIRNS
	AUS CANBERRA
	AUS DARWIN, NORTHERN TERRITORY
	AUS FREMANTLE
	AUS HOBART
	AUS MELBOURNE
	AUS PERTH
	AUS RICHMOND, NSW
	AUS SYDNEY
	AUS WOOMERA AS
	AUS [OTHER]
Austria	AUT GRAZ
	AUT INNSBRUCK
	AUT LINZ
	AUT SALZBURG
	AUT VIENNA
	AUT [OTHER]
Azerbaijan	AZE BAKU
	AZE [OTHER]
Bahamas	BHS ANDROS ISLAND (AUTEC & OPB
	BHS ANDROS ISLAND
	BHS ELEUTHERA ISLAND
	BHS GRAND BAHAMA ISLAND
	BHS GREAT EXUMA ISL - OPBAT SI
	BHS GREAT INAGUA ISL - OPBAT S
	BHS NASSAU
	BHS NAVAL UNDERSEA WARFARE CTR
	BHS [OTHER]
Bahrain	BHR BAHRAIN
	BHR SHAIKH ISA AIR BASE
	BHR SOUTHWEST ASIA ADMIN SPT U
Bangladesh	BGD DHAKA
	BGD [OTHER]
Barbados	BRB BARBADOS
Belarus	BLR MINSK
	BLR [OTHER]
Belgium	BEL ANTWERP
	BEL BRUGGE
	BEL BRUSSELS
	BEL DIEGEM
	BEL GOSSELIES

Country	Descr
Belgium	BEL KLEINE BROGEL
	BEL LIEGE
	BEL MONS
	BEL SHAPE/CHIEVRES
	BEL ZAVENTEM
	BEL [OTHER]
Belize	BLZ BELIZE CITY
	BLZ BELMOPAN
	BLZ SAN PEDRO
	BLZ [OTHER]
Benin	BEN COTONOU
	BEN [OTHER]
Bermuda	BMU BERMUDA
Bhutan	BTN BHUTAN
Bolivia	BOL COCHABAMBA
	BOL LA PAZ
	BOL SANTA CRUZ
	BOL SUCRE
	BOL TARIJA
	BOL [OTHER]
Bosnia and Herzegovina	BIH MIL BASES IN SARAJEVO
	BIH MIL BASES NOT IN SARAJEVO
	BIH SARAJEVO
	BIH [OTHER]
Botswana	BWA FRANCISTOWN
	BWA GABORONE
	BWA KASANE
	BWA SELEBI PHIKWE
	BWA [OTHER]
Brazil	BRA ANGRA DOS REIS
	BRA BELEM
	BRA BELO HORIZONTE
	BRA BRASILIA
	BRA CAMPINAS
	BRA CAMPO GRANDE
	BRA FORTALEZA
	BRA FOZ DO IGUACU
	BRA GOIANIA
	BRA JOAO PESSOA
	BRA MANAUS
	BRA NATAL
	BRA PORTO ALEGRE
	BRA RECIFE, PERNAMBUCO
	BRA RIO DE JANEIRO

Country	Descr
Brazil	BRA SALVADOR DA BAHIA
	BRA SAO JOSE DOS CAMPOS
	BRA SAO PAULO
	BRA TERESINA
	BRA VIRACOPOS AIRPORT
	BRA [OTHER]
British Indian Ocean Territory	IOT ASCENSION ISLAND
	IOT ANGUILLA
	IOT CAYMAN ISLANDS
	IOT VIRGIN ISLANDS, BRITISH
	IOT [OTHER]
	IOT CHAGOS ARCHIPELAGO
Brunei Darussalam	BRN BANDAR SERI BEGAWAN
	BRN [OTHER]
Bulgaria	BGR BOURGAS
	BGR PLOVDIV
	BGR RUSE
	BGR SOFIA
	BGR VARNA
	BGR [OTHER]
Burkina Faso	BFA BOBO DIOULASSO
	BFA OUAGADOUGOU
	BFA [OTHER]
Burundi	BDI BUJUMBURA
	BDI [OTHER]
Cambodia	KHM PHNOM PENH
	KHM SIEM REAP
	KHM SIHANOUKVILLE
	KHM [OTHER]
Cameroon	CMR DOUALA
	CMR YAOUNDE
	CMR [OTHER]
Canada	CAN BANFF
	CAN CALGARY
	CAN DARTMOUTH
	CAN EAST YORK
	CAN EDMONTON
	CAN ETOBICOKE
	CAN FORT MCMURRAY, ALBERTA
	CAN FREDERICTON
	CAN GANDER, NEWFOUNDLAND
	CAN HALIFAX
	CAN MISSISSAUGA
	CAN MONCTON

Country	Descr
Canada	CAN MONTREAL
	CAN NORTH YORK
	CAN NORTHWEST TERRITORIES
	CAN OTTAWA
	CAN PRINCE EDWARD ISLAND
	CAN QUEBEC
	CAN REGINA, SASKATCHEWAN
	CAN RICHMOND
	CAN SASKATOON, SASKATCHEWAN
	CAN SIDNEY
	CAN ST. JOHN'S, NEWFOUNDLAND
	CAN TORONTO
	CAN VANCOUVER
	CAN VICTORIA
	CAN WINNIPEG
	CAN YORK & SCARBOROUGH
	CAN [OTHER]
Cape Verde	CPV BOA VISTA ISLAND
	CPV FOGO
	CPV PRAIA
	CPV SAL ISLAND
	CPV SAO TIAGO ISLAND
	CPV SAO VICENTE ISLAND
	CPV [OTHER]
Central African Republic	CAF BANGUI
	CAF [OTHER]
Chad	TCD NDJAMENA
	TCD [OTHER]
Chile	CHL SANTIAGO
	CHL [OTHER]
China	CHN BEIJING
	CHN CHANGCHUN
	CHN CHENGDU
	CHN CHONGQING
	CHN DALIAN
	CHN FUZHOU
	CHN GUANGZHOU
	CHN GUILIN
	CHN HANGZHOU
	CHN HARBIN
	CHN JINAN
	CHN KUNMING
	CHN LHASA

Country	Descr
China	CHN LIJIANG
	CHN NANJING
	CHN NINGBO
	CHN QINGDAO
	CHN SANYA
	CHN SHANGHAI
	CHN SHANTOU
	CHN SHENYANG
	CHN SHENZHEN
	CHN SUZHOU
	CHN TIANJIN
	CHN URUMQI
	CHN WUHAN
	CHN XIAMEN
	CHN [OTHER]
Cocos (Keeling) Islands	CCK COCOS ISLANDS
Colombia	COL BARRANQUILLA
	COL BOGOTA
	COL BUENAVENTURA
	COL CALI
	COL CARTAGENA
	COL MEDELLIN
	COL SAN ANDRES
	COL SANTA MARTA
	COL [OTHER]
Comoros	COM MORONI
	COM [OTHER]
Congo	COG BRAZZAVILLE
	COG [OTHER]
Congo, The Democratic Republic	COD BUKAVU
	COD GOMA
	COD KINSHASA
	COD LUBUMBASHI
	COD MBUJI MAYI, KASAI
	COD [OTHER]
Costa Rica	CRI SAN JOSE
	CRI [OTHER]
Cote D'Ivoire	CIV ABIDJAN
	CIV YAMOUSSOUKRO
	CIV [OTHER]
Croatia	HRV CAVTAT
	HRV DUBROVNIK
	HRV SPLIT
	HRV ZAGREB

Country	Descr
Croatia	HRV [OTHER]
Cuba	CUB GUANTANAMO BAY
	CUB HAVANA
	CUB [OTHER]
Cyprus	CYP AKROTIRI
	CYP LIMASSOL
	CYP NICOSIA
	CYP PAPHOS
	CYP [OTHER]
Czech Republic	CZE BRNO
	CZE PRAGUE
	CZE [OTHER]
Denmark	DNK AALBORG
	DNK COPENHAGEN
	DNK LYNGBY
	DNK ODENSE
	DNK [OTHER]
Djibouti	DJI CAMP LE MONIER
	DJI DJIBOUTI CITY
	DJI [OTHER]
Dominica	DMA DOMINICA
Dominican Republic	DOM LA ROMANA
	DOM PUERTO PLATA
	DOM SANTO DOMINGO
	DOM SOSUA
	DOM [OTHER]
East Timor	TMP DILI
	TMP [OTHER]
Ecuador	ECU CUENCA
	ECU GALAPAGOS ISLANDS
	ECU GUAYAQUIL
	ECU MANTA
	ECU QUITO
	ECU [OTHER]
Egypt	EGY ALEXANDRIA
	EGY ASWAN
	EGY BIR TABA
	EGY CAIRO
	EGY EL ARISH
	EGY HURGHADA
	EGY LUXOR
	EGY MARSA MATROUH
	EGY MFO BASES
	EGY PORT SAID

Country	Descr
Egypt	EGY SHARM EL SHEIKH
	EGY SIDI ABDEL RAHMAN
	EGY ST. CATHERINE
	EGY [OTHER]
El Salvador	SLV SAN SALVADOR IAP (AREA OF
	SLV SAN SALVADOR
	SLV [OTHER]
Equatorial Guinea	GNQ MALABO
	GNQ [OTHER]
Eritrea	ERI ASMARA
	ERI [OTHER]
Estonia	EST TALLINN
	EST [OTHER]
Ethiopia	ETH ADDIS ABABA
	ETH [OTHER]
Falkland Islands (Malvinas)	FLK FALKLAND ISLANDS
Faroe Islands	FRO FAROE ISLANDS
Fiji	FJI KOROLEVU
	FJI NADI
	FJI SIGATOKA
	FJI SUVA
	FJI [OTHER]
Finland	FIN HELSINKI
	FIN [OTHER]
Fmr Yugoslav Rep of Macedonia	MKD MILITARY BASES IN SKOPJE
	MKD MILITARY BASES NOT IN SKOP
	MKD SKOPJE
	MKD [OTHER]
France	FRA AIX-EN-PROVENCE
	FRA BORDEAUX
	FRA CADARACHE RESEARCH CENTER
	FRA CANNES
	FRA CLERMONT-FERRAND
	FRA ESSONE
	FRA HAUTS-DE-SEINE
	FRA ISTRES
	FRA LE HAVRE
	FRA LILLE
	FRA LYON
	FRA MARSEILLE
	FRA MONTPELLIER
	FRA NICE

Country	Descr
France	FRA PARIS
	FRA RENNES
	FRA SAINT PAUL LES DURANCE
	FRA SEINE-ST. DENIS
	FRA STRASBOURG
	FRA TOULOUSE
	FRA VAL-D'OISE
	FRA VAL-DE-MARNE
	FRA YVELINES
	FRA [OTHER]
French Guiana	GUF FRENCH GUIANA
French Polynesia	PYF EASTER ISLAND
	PYF FRENCH POLYNESIA
Gabon	GAB LIBREVILLE
	GAB [OTHER]
Gambia	GMB BANJUL
	GMB [OTHER]
Georgia	GEO AJARA REGION
	GEO BORJOMI
	GEO GUDAURI
	GEO TBILISI
	GEO [OTHER]
Germany	DEU AACHEN
	DEU ANDERSON BARRACKS
	DEU BAD HONNEF
	DEU BAD KREUZNACH MILITARY COM
	DEU BARTON BARRACKS
	DEU BAUMHOLDER MILITARY COMMUN
	DEU BERLIN
	DEU BOEBLINGEN
	DEU BONAMES
	DEU BONN
	DEU BREMEN
	DEU CHEMNITZ
	DEU COLOGNE
	DEU DELMENHORST
	DEU DRESDEN
	DEU DUESSELDORF
	DEU ECHTERDINGEN (STUTTGART AR
	DEU ECHTERDINGEN
	DEU ERFURT
	DEU ERLANGEN
	DEU ESCHBORN

Country	Descr	Country	Descr	Country	Descr
Germany	DEU ESSLINGEN	Germany	DEU SCHWABACH	Guinea	GIN [OTHER]
	DEU FRANKFURT AM MAIN		DEU SCHWETZINGEN MILITARY ACTI	Guinea-Bissau	GNB BISSAU
	DEU FUERTH				GNB [OTHER]
	DEU GARMISCH-PARTENKIRCHEN		DEU SINDELFINGEN	Guyana	GUY GEORGETOWN
	DEU GEILENKIRCHEN AB		DEU SPANGDAHLEM AB		GUY [OTHER]
	DEU HAMBURG		DEU STORCK BARRACKS	Haiti	HTI PETIONVILLE
	DEU HANNOVER		DEU STUTTGART		HTI PORT-AU-PRINCE
	DEU HEIDELBERG		DEU TUEBINGEN		HTI [OTHER]
	DEU HERONGEN		DEU TWISTEDEN	Hawaii - Other	HWI ISLE OF HAWAII: OTHER
	DEU HERRSCHING		DEU VAIHINGEN/STUTTGART	Holy See (Vatican City State)	VAT HOLY SEE
	DEU HERZOGENAURACH		DEU WAHN	Honduras	HND BAY ISLANDS
	DEU HOECHST		DEU WEIMAR		HND LA CEIBA
	DEU INGOLSTADT		DEU WIESBADEN		HND SAN PEDRO SULA
	DEU KAISERSLAUTERN MILITARY CO		DEU ZIRNDORF		HND TEGUCIGALPA
	DEU KALKAR		DEU ZUFFENHAUSEN/STUTTGART		HND TELA
	DEU KATTERBACH KASERNE		DEU [OTHER]		HND [OTHER]
	DEU KELLY BARRACKS (STUTTGART)	Ghana	GHA ACCRA	Hong Kong	HKG HONG KONG NAVY CONTRACTING
	DEU KOENIGSWINTER		GHA KUMASI		HKG HONG KONG
	DEU KORNWESTHEIM		GHA TAKORADI	Hungary	HUN BUDAPEST
	DEU LANDSTUHL		GHA [OTHER]		HUN PAPA
	DEU LEIPZIG	Gibraltar	GIB GIBRALTAR		HUN [OTHER]
	DEU LUDWIGSBURG	Greece	GRC ATHENS	Iceland	ISL AKUREYRI
	DEU MAINZ		GRC IRAKLION (CRETE)		ISL KEFLAVIK-GRINDAVIK
	DEU MOEHRINGEN/STUTTGART		GRC SOUDA BAY NAVAL SUP ACT		ISL NAVSTA KEFLAVIK
	DEU MOENCHEN-GLADBACH		GRC [OTHER]		ISL REYKJAVIK
	DEU MUNICH	Greenland	GRL ILULISSAT		ISL [OTHER]
	DEU NELLINGEN		GRL KANGERLUSSUAQ	India	IND AGRA
	DEU NIEDERBACHEM		GRL NUUK		IND BANGALORE
	DEU OBERAMMERGAU		GRL THULE AB		IND CHENNAI
	DEU OFFENBACH		GRL THULE		IND GOA
	DEU PANZER KASERNE/BOEBLINGEN		GRL [OTHER]		IND HYDERABAD
	DEU PANZER KASERNE/STUTTGART	Grenada	GRD GRENADA		IND KOLKATA
	DEU PATCH BARRACKS	Guadeloupe	GLP BASSE-TERRE		IND MUMBAI
	DEU PATCH KASERNE		GLP GRAND-TERRE		IND NEW DELHI
	DEU RAMSTEIN AB		GLP ISLE DES SAINTES		IND PUNE
	DEU RHEIN MAIN AB		GLP ISLE LA DESIRADE		IND TRIVANDRUM
	DEU RHOENDORF		GLP ISLE MARIE-GALANTE		IND [OTHER]
	DEU ROBINSON BARRACKS		GLP PETITE-TERRE	Indonesia	IDN BALI
	DEU ROEDELHEIM		GLP SAINT MARTIN (FRENCH PART)		IDN BANDA ACEH
	DEU ROSE BARRACKS-BAD KREUZNAC		GLP [OTHER]		IDN BANDUNG
	DEU ROSE BARRACKS-VILSECK	Guam	GUM GUAM (INCL ALL MIL INSTAL)		IDN BATAM
		Guatemala	GTM GUATEMALA CITY		IDN JAKARTA
			GTM [OTHER]		IDN JAYAPURA
		Guinea	GIN CONAKRY		

Country	Descr
Indonesia	IDN MEDAN
	IDN SURABAYA
	IDN TIMIKA, IRIAN JAYA
	IDN YOGYAKARTA
	IDN [OTHER]
Iran (Islamic Republic Of)	IRN TEHRAN
	IRN [OTHER]
Iraq	IRQ BAGHDAD (NON-US FACILITIES
	IRQ BAGHDAD IAP
	IRQ BAGHDAD
	IRQ DOHUK (NON-US FACILITIES,
	IRQ ERBIL (NON-US FACILITIES,
	IRQ MILITARY BASES IN BAGHDAD
	IRQ MILITARY BASES NOT IN BAGH
	IRQ SULAIMANIYAH (NON-US FACIL
	IRQ [OTHER] (NON-US FACILITIES
	IRQ [OTHER]
Ireland	IRL CORK
	IRL DUBLIN
	IRL GALWAY
	IRL [OTHER]
Israel	ISR EILAT
	ISR EN BOQEQ
	ISR HAIFA
	ISR HERZLIYA-PITUACH
	ISR SEDOM
	ISR TEL AVIV
	ISR TIBERIAS
	ISR [OTHER]
	ISR JERUSALEM
Italy	ITA AVIANO AB
	ITA BARI
	ITA BOLOGNA
	ITA CAMP DARBY (INCLUDING LEG
	ITA CAPRI
	ITA CASERMA EDERLE
	ITA CATANIA
	ITA CERNOBBIO
	ITA COMO
	ITA FERRARA
	ITA FLORENCE

Country	Descr
Italy	ITA GAETA
	ITA GENOA
	ITA GHEDI AB
	ITA LA MADDALENA NAVY SPT OFFI
	ITA LA SPEZIA
	ITA LATINA AIR FORCE NCISS SCH
	ITA LATINA ARMY NCISS SCHOOL
	ITA MILAN
	ITA MODENA
	ITA NAPLES NAVAL SUPPORT ACTIV
	ITA NAPLES
	ITA PALERMO
	ITA PISA
	ITA PORDENONE-AVIANO
	ITA RAVENNA
	ITA REGGIO EMILIA
	ITA RIMINI
	ITA ROME
	ITA SAN VITO AB
	ITA SIENA
	ITA SIGONELLA NAS
	ITA TAORMINA
	ITA TREVISO
	ITA TRIESTE
	ITA TURIN
	ITA VENICE
	ITA VERONA
	ITA VICENZA
	ITA [OTHER]
Jamaica	JAM KINGSTON
	JAM [OTHER]
Japan	JPN ADACHI
	JPN AKASHI
	JPN AKITA
	JPN AMAGASAKI
	JPN AOMORI
	JPN ARAKAWA
	JPN ASAHIKAWA
	JPN ASHIYA
	JPN ATSUGI NAF
	JPN ATSUGI
	JPN AWASHIMA
	JPN AYASE

Country	Descr
Japan	JPN BEPPU
	JPN BUNKYO
	JPN CAMP ASAKA
	JPN CAMP BETSUKAI
	JPN CAMP BUTLER USMCB
	JPN CAMP COURTNEY
	JPN CAMP FOSTER USMC
	JPN CAMP FUJI
	JPN CAMP HANSEN USMC
	JPN CAMP HIGASHI-CHITOSE
	JPN CAMP IMAZU
	JPN CAMP ITAMI
	JPN CAMP KENGUN
	JPN CAMP KINSER USMC
	JPN CAMP KITA-KUMAMOTO
	JPN CAMP LESTER
	JPN CAMP SCHWAB USMC
	JPN CAMP SENDAI
	JPN CAMP SHIELDS
	JPN CAMP ZAMA
	JPN CHIBA-KEN
	JPN CHITOSE
	JPN CHIYODA
	JPN CHUO
	JPN EDOGAWA
	JPN FUKUI
	JPN FUKUOKA
	JPN FUKUYAMA
	JPN FUSSA
	JPN FUTENMA MCAS
	JPN GIFU
	JPN HAMAMATSU
	JPN HANEDA
	JPN HIROSHIMA
	JPN ITABASHI
	JPN ITAZUKE
	JPN IWAKUNI MCAS
	JPN IZUMISANO
	JPN KADENA AB
	JPN KADENA NAF
	JPN KAGOSHIMA
	JPN KANAGAWA-KEN
	JPN KANAZAWA
	JPN KATSUSHIKA

Country	Descr	Country	Descr	Country	Descr
Japan	JPN KITA	Japan	JPN SHINJUKU	Kenya	KEN MARA AREA REGION
	JPN KITAKYUSHU		JPN SUGINAMI		KEN MOMBASA
	JPN KOCHI		JPN SUMIDA		KEN MT. KENYA AREA
	JPN KOMAKI		JPN TACHIKAWA		KEN NAIROBI
	JPN KOTO		JPN TAITO		KEN NANYUKI
	JPN KUMAMOTO		JPN TAKAMATSU		KEN RUIRU
	JPN KURASHIKI		JPN TAKAYAMA		KEN THOGOTO
	JPN KURE		JPN TOKUSHIMA		KEN WANGIGE
	JPN KUSHIRO		JPN TOKYO CITY		KEN WATAMU
	JPN KYOTO		JPN TOKYO-TO		KEN [OTHER]
	JPN MACHIDA-SHI		JPN TORI STATION	Kiribati	KIR CHRISTMAS ISLAND
	JPN MATSUE		JPN TOSHIMA		KIR TARAWA
	JPN MATSUYAMA		JPN TOTTORI		KIR [OTHER]
	JPN MEGURO		JPN TOYAMA	Korea, Democratic People's Rep	PRK PYONGYANG
	JPN MINATO		JPN TOYONAKA		PRK [OTHER]
	JPN MISAWA AB		JPN TSU	Korea, Republic of	KOR CAMP BONIFAS
	JPN MIYAZAKI CITY		JPN US NAVAL HOSPITAL, OKINAWA		KOR CAMP CARROLL
	JPN MORIOKA		JPN US NAVAL JOINT SERV ACT		KOR CAMP EAGLE
	JPN NAGASAKI		JPN WAKAYAMA		KOR CAMP HENRY & WALKER
	JPN NAGOYA		JPN WHITE BEACH NAVAL FACILITY		KOR CAMP HIALEAH
	JPN NAKANO		JPN YAMATO		KOR CAMP HUMPHREYS
	JPN NARA		JPN YOKOHAMA		KOR CAMP LONG
	JPN NARITA		JPN YOKOSUKA US NAVAL ACTIVITI		KOR CAMP MARKET
	JPN NERIMA		JPN YOKOTA AB		KOR CAMP RED CLOUD
	JPN NIIGATA		JPN YOKOTA		KOR CAMP STANLEY
	JPN NISHINOMIYA		JPN YUFUIN		KOR CHANGWON
	JPN OBIHIRO		JPN [OTHER]		KOR CHEJU
	JPN OITA	Jordan	JOR AMMAN		KOR CHINJU
	JPN OKAYAMA		JOR AQABA		KOR CHONGJU
	JPN OKINAWA PREFECTURE		JOR DEAD SEA/JORDAN VALLEY		KOR CHONJU
	JPN OSAKA-KOBE		JOR PETRA		KOR CHUNG JU
	JPN OTA		JOR [OTHER]		KOR INCHEON
	JPN OTSU	Kazakhstan	KAZ AKTAU		KOR K-16
	JPN OYAMA		KAZ ALMATY		KOR KIMHAE
	JPN SAGAMIHARA DEPOT		KAZ ASTANA		KOR KIMPO AIRFIELD
	JPN SAITAMA-KEN		KAZ [OTHER]		KOR KUMI
	JPN SAPPORO	Kenya	KEN KAHAWA		KOR KUNSAN AB
	JPN SASEBO US FLT ACTIVITIES		KEN KIAMBU		KOR KWANGJU
	JPN SASEBO		KEN KIHARA		KOR KYONGJU
	JPN SENDAI		KEN KIKUYU		KOR MASAN
	JPN SETAGAYA		KEN KIRBICHIKU		KOR MERCER & COLBERN
	JPN SHIBUYA		KEN LAMU		KOR OSAN AB
	JPN SHIGA		KEN MALINDI		KOR POHANG
	JPN SHINAGAWA				KOR PUSAN

Country	Descr
Korea, Republic of	KOR PYONGTAEK
	KOR SEOUL
	KOR SOKCHO
	KOR SUWON AB
	KOR TAEGU
	KOR TAEJON
	KOR UIJONGBU
	KOR ULSAN
	KOR YONGSAN US ARMY GARRISON
	KOR [OTHER]
Kosovo	KOS MILITARY BASES IN PRISTINA
	KOS MILITARY BASES NOT IN PRIS
	KOS PRISTINA
	KOS [OTHER]
Kuwait	KWT CAMP DOHA
	KWT KUWAIT CITY
	KWT MILITARY BASES NOT IN KUWA
	KWT [OTHER]
Kyrgyzstan	KGZ BISHKEK
	KGZ ISSYK-KUL REGION
	KGZ MANAS-GANCI AIR BASE
	KGZ [OTHER]
Lao People's Democratic Rep	LAO LUANG PRABANG
	LAO VIENTIANE
	LAO [OTHER]
Latvia	LVA RIGA
	LVA [OTHER]
Lebanon	LBN BEIRUT (NON-US FACILITIES,
	LBN BEIRUT
	LBN [OTHER] (NON-US FACILITIES
	LBN [OTHER]
Lesotho	LSO MASERU
	LSO [OTHER]
Liberia	LBR MONROVIA
	LBR [OTHER]
Libyan Arab Jamahiriya	LBY BENGHAZI
	LBY MISURATA
	LBY SIRTE
	LBY TRIPOLI
	LBY [OTHER]
Liechtenstein	LIE LIECHTENSTEIN
Lithuania	LTU PALANGA

Country	Descr
Lithuania	LTU VILNIUS
	LTU [OTHER]
Luxembourg	LUX LUXEMBOURG
Macao	MAC MACAU
Madagascar	MDG ANTANANARIVO
	MDG NOSY BE
	MDG [OTHER]
Malawi	MWI BLANTYRE
	MWI LILONGWE
	MWI MANGOCHI
	MWI [OTHER]
Malaysia	MYS KUALA LUMPUR
	MYS MELAKA
	MYS [OTHER]
Maldives	MDV MALDIVES
Mali	MLI BAMAKO
	MLI [OTHER]
Malta	MLT MALTA
Marshall Islands	MHL BUCHOLZ ARMY AIRFIELD
	MHL KWAJALEIN ATOLL
	MHL LIKIEP ATOLL
	MHL MAJURO
	MHL [OTHER]
Martinique	MTQ MARTINIQUE
Mauritania	MRT NOUADHIBOU
	MRT NOUAKCHOTT
	MRT [OTHER]
Mauritius	MUS MAURITIUS
Mayotte	MYT MAYOTTE ISLANDS
Mexico	MEX ACAPULCO
	MEX CABO SAN LUCAS
	MEX CAMPECHE
	MEX CANCUN
	MEX CHIHUAHUA
	MEX CIUDAD JUAREZ
	MEX CIUDAD VICTORIA
	MEX COLIMA
	MEX COZUMEL
	MEX CUERNAVACA
	MEX CULIACAN
	MEX ENSENADA
	MEX GUADALAJARA
	MEX HERMOSILLO
	MEX HUATULCO

Country	Descr
Mexico	MEX IXTAPA ZIHUATANEJO
	MEX LA PAZ
	MEX MANZANILLO
	MEX MATAMOROS
	MEX MAZATLAN
	MEX MERIDA
	MEX MEXICALI
	MEX MEXICO CITY, D.F.
	MEX MONTERREY
	MEX MORELIA
	MEX NOGALES
	MEX NUEVO LAREDO
	MEX PLAYA DEL CARMEN, QUINTANA
	MEX PUEBLA
	MEX PUERTO PENASCO
	MEX PUERTO VALLARTA
	MEX QUERETARO
	MEX SAN CARLOS
	MEX SAN JOSE DEL CABO
	MEX SAN MIGUEL DE ALLENDE
	MEX TAPACHULA
	MEX TIJUANA
	MEX VERACRUZ
	MEX ZACATECAS
	MEX [OTHER]
Micronesia, Federated States	FSM AIR FORCE SCAT POHNPEI ISL
	FSM AIR FORCE SUPPORT FOR CAT
	FSM ARMY SUPPORT FOR CAT POHNP
	FSM CHUUK
	FSM KOSRAE
	FSM NAVY SUPPORT FOR CAT POHNP
	FSM POHNPEI
	FSM YAP
	FSM [OTHER]
Moldova, Republic of	MDA CHISINAU
	MDA [OTHER]
Monaco	MCO MONACO
Mongolia	MNG ULAANBAATAR
	MNG [OTHER]
Montenegro	MNE PODGORICA
	MNE [OTHER]

Country	Descr
Morocco	MAR AGADIR
	MAR CASABLANCA
	MAR FES
	MAR MARRAKECH
	MAR RABAT
	MAR TANGIER
	MAR TAROUDANT
	MAR [OTHER]
Mozambique	MOZ MAPUTO
	MOZ [OTHER]
Myanmar	MMR NAYPYITAW
	MMR RANGOON
	MMR [OTHER]
Namibia	NAM ETOSHA
	NAM SWAKOPMUND
	NAM WINDHOEK
	NAM [OTHER]
Nauru	NRU NAURU
Nepal	NPL KATHMANDU
	NPL POKHARA
	NPL [OTHER]
Netherlands	NLD ALBRANDSWAARD (INCL RHOON
	NLD AMSTERDAM
	NLD BARENDRECHT
	NLD BERGSCHENHOEK
	NLD BERKEL EN RODENRIJS
	NLD BERNISSE
	NLD BLEISWIJK
	NLD BRIELLE
	NLD BRUNSSUM/SCHINNEN
	NLD CAPELLE AAN DEN IJSSEL
	NLD COEVORDEN
	NLD EINDHOVEN
	NLD HELLEVOETSLUIS
	NLD KRIMPEN AAN DEN IJSSEL
	NLD LISSE
	NLD MAASSLUIS
	NLD MAASTRICHT
	NLD NOORDWIJK
	NLD PAPENDRECHT
	NLD RIDDERKERK
	NLD ROTTERDAM
	NLD ROZENBURG
	NLD SCHIEDAM

Country	Descr
Netherlands	NLD SCHIPHOL
	NLD SPIJKENISSE
	NLD THE HAGUE
	NLD UTRECHT
	NLD VLAARDINGEN
	NLD VOLKEL AB
	NLD WESTVOORNE
	NLD YPENBURG
	NLD [OTHER]
Netherlands Antilles	ANT ARUBA
	ANT BONAIRE
	ANT CURACAO
	ANT SABA
	ANT SINT MAARTEN (DUTCH PART)
	ANT [OTHER]
New Caledonia	NCL NEW CALEDONIA
New Zealand	NZL AUCKLAND
	NZL CHRISTCHURCH
	NZL NAVANTARCTICSUPPU DET CHRI
	NZL QUEENSTOWN
	NZL ROTARUA
	NZL WELLINGTON
	NZL [OTHER]
Nicaragua	NIC MANAGUA
	NIC MATAGALPA
	NIC [OTHER]
Niger	NER NIAMEY
	NER [OTHER]
Nigeria	NGA ABUJA
	NGA BAUCHI
	NGA CALABAR
	NGA ENUGU
	NGA IBADAN
	NGA JOS
	NGA KADUNA
	NGA KANO
	NGA LAGOS
	NGA MAIDUGURI
	NGA SOKOTO
	NGA WARRI
	NGA YENAGOA
	NGA [OTHER]
Niue	NIU NIUE

Country	Descr
Northern Mariana Islands	MNP ROTA
	MNP SAIPAN
	MNP TINIAN
	MNP [OTHER]
Norway	NOR OSLO
	NOR STAVANGER
	NOR [OTHER]
Oman	OMN MASIRAH ISLAND (NAVY ONLY)
	OMN MUSCAT
	OMN SALALAH
	OMN [OTHER]
Pakistan	PAK FAISALABAD
	PAK ISLAMABAD (NON-US FACILITI
	PAK ISLAMABAD
	PAK KARACHI
	PAK LAHORE
	PAK PESHAWAR
	PAK QUETTA
	PAK [OTHER]
Palau	PLW CIVIC ACTION TEAM (CAT)
	PLW KOROR
	PLW [OTHER]
Panama	PAN CANAL AREA (PRE TREATY)
	PAN COLON
	PAN FT. AMADOR
	PAN FT. CLAYTON
	PAN HOWARD AFB
	PAN NAVAL SEC GRP, GALETA ISLA
	PAN PANAMA CANAL NAVAL STATION
	PAN PANAMA CITY
	PAN [OTHER]
Papua New Guinea	PNG PORT MORESBY
	PNG [OTHER]
Paraguay	PRY ASUNCION
	PRY CIUDAD DEL ESTE
	PRY ENCARNACION
	PRY [OTHER]
Peru	PER CUSCO
	PER LIMA
	PER PARACAS
	PER [OTHER]
Philippines	PHL CEBU

Country	Descr
Philippines	PHL DAVAO CITY
	PHL MAKATI CITY
	PHL MANILA
	PHL METRO MANILA
	PHL [OTHER]
Poland	POL GDANSK
	POL GDYNIA
	POL KATOWICE
	POL KRAKOW
	POL POZNAN
	POL SOPOT
	POL WARSAW
	POL WROCLAW
	POL ZAKOPANE
	POL [OTHER]
Portugal	PRT AGUALVA NAVAL SECURITY GRO
	PRT CASCAIS
	PRT ESTORIL
	PRT FAIAL ISLAND
	PRT LAJES FIELD AB
	PRT LISBON
	PRT MADEIRA ISLANDS
	PRT OEIRAS
	PRT OPORTO
	PRT PONTA DELGADA
	PRT SAO MIGUEL ISLAND
	PRT [OTHER]
Puerto Rico	PRI AGUADILLA
	PRI BAYAMON
	PRI CAROLINA
	PRI CEIBA
	PRI FAJARDO [INCL ROOSEVELT RD
	PRI FT. BUCHANAN [INCL GSA SVC
	PRI HUMACAO
	PRI LUIS MUNOZ MARIN IAP AGS
	PRI LUQUILLO
	PRI MAYAGUEZ
	PRI PONCE
	PRI SABANA SECA [INCL ALL MILI
	PRI SAN JUAN & NAV RES STA
	PRI [OTHER]
Qatar	QAT AL UDEID AIR BASE
	QAT CAMP AS SAYLIYAH

Country	Descr
Qatar	QAT DOHA
	QAT [OTHER]
Reunion	REU REUNION
Romania	ROM BUCHAREST
	ROM CONSTANTA
	ROM [OTHER]
Russian Federation	RUS KOROLEV
	RUS MOSCOW
	RUS SAINT PETERSBURG
	RUS STAR CITY
	RUS VLADIVOSTOK
	RUS YUZHNO-SAKHALINSK
	RUS [OTHER]
Rwanda	RWA AKAGERA
	RWA GISENYI
	RWA KIGALI
	RWA RUHENGERI
	RWA [OTHER]
Saint Helena	SHN SAINT HELENA
Saint Kitts and Nevis	KNA SAINT KITTS AND NEVIS
Saint Lucia	LCA SAINT LUCIA
Samoa	WSM SAMOA
San Marino	SMR SAN MARINO
Sao Tome and Principe	STP PRINCIPE
	STP SAO TOME
Saudi Arabia	SAU DHAHRAN AREA
	SAU ESKAN VILLIAGE
	SAU JEDDAH
	SAU JUBAIL MILITARY TNG MISSIO
	SAU MEDINA
	SAU RIYADH
	SAU TAIF
	SAU [OTHER]
Senegal	SEN DAKAR
	SEN MBOUR
	SEN [OTHER]
Serbia	SRB BELGRADE
	SRB [OTHER]
Seychelles	SYC SEYCHELLES
Sierra Leone	SLE FREETOWN
	SLE [OTHER]
Singapore	SGP SEMBAWANG BASE
	SGP SINGAPORE
Slovakia	SVK BRATISLAVA

Country	Descr
Slovakia	SVK ZILINA
	SVK [OTHER]
	SVN LJUBLJANA
	SVN PORTOROZ
	SVN [OTHER]
Solomon Islands	SLB SOLOMON ISLANDS
Somalia	SOM MOGADISHU
	SOM [OTHER]
South Africa	ZAF CAPE TOWN
	ZAF DURBAN
	ZAF JOHANNESBURG
	ZAF PRETORIA
	ZAF SKUKUZA
	ZAF STELLENBOSCH
	ZAF SUN CITY
	ZAF [OTHER]
Spain	ESP ALMERIA
	ESP BALEARIC ISLANDS
	ESP BARCELONA
	ESP BILBAO
	ESP FUENGIROLA
	ESP LA CORUNA
	ESP LAS PALMAS DE GRAN CANARIA
	ESP MADRID
	ESP MALAGA
	ESP MARBELLA
	ESP MORON AB
	ESP OVIEDO
	ESP ROTA NAS
	ESP SAN SEBASTIAN
	ESP SANTA CRUZ DE TENERIFE
	ESP SANTANDER
	ESP SANTIAGO DE COMPOSTELA
	ESP SEVILLE
	ESP VALENCIA
	ESP VIGO
	ESP ZARAGOZA
	ESP [OTHER]
Sri Lanka	LKA AHUNGALLA
	LKA BENTOTA
	LKA COLOMBO
	LKA GALLE
	LKA [OTHER]

Country	Descr
St Vincent and the	VCT ST VINCENT AND THE GRENADI
Sudan	SDN JUBA
	SDN KHARTOUM
	SDN [OTHER]
Suriname	SUR PARAMARIBO
	SUR [OTHER]
Swaziland	SWZ MBABANE
	SWZ [OTHER]
Sweden	SWE STOCKHOLM
	SWE [OTHER]
Switzerland	CHE BASEL
	CHE BERN
	CHE DAVOS
	CHE GENEVA
	CHE KLOSTERS
	CHE LUGANO
	CHE MONTREUX
	CHE ZURICH
	CHE [OTHER]
Syrian Arab Republic	SYR DAMASCUS
	SYR [OTHER]
Taiwan, Province of China	TWN KAOHSIUNG
	TWN TAICHUNG
	TWN TAIPEI
	TWN [OTHER]
Tajikistan	TJK DUSHANBE
	TJK [OTHER]
Tanzania, United Republic of	TZA DAR ES SALAAM
	TZA ZANZIBAR
	TZA [OTHER]
Thailand	THA BANGKOK
	THA CHIANG MAI
	THA CHIANG RAI
	THA HAT YAI
	THA HUA HIN
	THA KHAO LAK
	THA KRABI
	THA NONG KHAI
	THA PATTAYA CITY
	THA PHUKET
	THA SAMUI ISLAND
	THA [OTHER]
Togo	TGO LAMA KARA
	TGO LOME

Country	Descr
Togo	TGO [OTHER]
Tokelau	TKL TOKELAU ISLANDS
Tonga	TON NUKUALOFA
	TON [OTHER]
Trinidad and Tobago	TTO PORT OF SPAIN
	TTO TOBAGO
	TTO [OTHER]
Tunisia	TUN CARTHAGE
	TUN GAMMARTH
	TUN LAMARSA
	TUN TUNIS
	TUN [OTHER]
Turkey	TUR ADANA-INCIRLIK
	TUR ANKARA
	TUR ANTALYA
	TUR AYDIN
	TUR BURSA
	TUR DIYARBAKIR-PIRINCLIK
	TUR ELMADAG
	TUR INCIRLIK AIR BASE
	TUR ISTANBUL
	TUR IZMIR-CIGLI
	TUR MANZARALI
	TUR NEVSEHIR
	TUR PIRINCLIK AS
	TUR YAMANLAR
	TUR [OTHER]
Turkmenistan	TKM ASHGABAT
	TKM [OTHER]
Turks and Caicos Islands	TCA TURKS AND CAICOS ISLANDS
Tuvalu	TUV TUVALU
Uganda	UGA ENTEBBE
	UGA GULU
	UGA JINJA
	UGA KAMPALA
	UGA [OTHER]
Ukraine	UKR KHARKIV
	UKR KYIV
	UKR [OTHER]
United Arab Emirates	ARE ABU DHABI
	ARE AL DHAFRA AIR BASE
	ARE DUBAI
	ARE [OTHER]

Country	Descr
United Kingdom	GBR BARKING
	GBR BARNET
	GBR BELFAST
	GBR BEXLEY
	GBR BIRMINGHAM
	GBR BOLTON
	GBR BRENT
	GBR BRISTOL
	GBR BROMLEY
	GBR CAMBDEN
	GBR CARDIFF, WALES
	GBR CAVERSHAM
	GBR CHELTENHAM
	GBR CRAWLEY
	GBR CROYDEN
	GBR EALING
	GBR EDINBURGH
	GBR ENFIELD
	GBR GATWICK
	GBR GLASGOW
	GBR GREENWICH
	GBR HACKNEY
	GBR HAMMERSMITH
	GBR HARINGEY
	GBR HARROGATE
	GBR HARROW
	GBR HAVERING
	GBR HIGH WYCOMBE
	GBR HILLINGDON
	GBR HORLEY
	GBR HOUNSLOW
	GBR ISLINGTON
	GBR KENSINGTON & CHELSEA
	GBR KINGSTON UPON THAMES
	GBR LAMBETH
	GBR LEWISHAM
	GBR LIVERPOOL
	GBR LONDON
	GBR LOUDWATER
	GBR MANCHESTER
	GBR MENWITH HILL
	GBR MERTON
	GBR NEWHAM
	GBR OLDAM

Country	Descr	Country	Descr
United Kingdom	GBR OXFORD	Venezuela	VEN BARQUISIMETO
	GBR PORTSMOUTH		VEN CARACAS
	GBR RAF ALCONBURY		VEN MARACAIBO
	GBR RAF BRAWDY		VEN PORLAMAR
	GBR RAF CHICKSANDS		VEN PUERTO LA CRUZ
	GBR RAF CROUGHTON		VEN PUERTO ORDAZ
	GBR RAF EDZELL		VEN PUNTO FIJO
	GBR RAF FAIRFORD		VEN VALENCIA
	GBR RAF LAKENHEATH		VEN [OTHER]
	GBR RAF MACHRIHANISH	Viet Nam	VNM DALAT
	GBR RAF MILDENHALL		VNM DANANG
	GBR RAF MOLESWORTH		VNM HANOI
	GBR RAF UPWOOD		VNM HO CHI MINH CITY
	GBR RAF WEST RUISLIP		VNM [OTHER]
	GBR READING	Virgin Islands (U.S.)	VIR ST. CROIX
	GBR REDBRIDGE		VIR ST. JOHN
	GBR RICHMOND UPON THAMES		VIR ST. THOMAS
	GBR ROCHDALE	Wallis and Futuna Islands	WLF WALLIS AND FUTUNA
	GBR SALFORD	Yemen	YEM ADEN
	GBR SOUTHWARK		YEM SANAA
	GBR STOCKPORT		YEM [OTHER]
	GBR SUTTON	Zambia	ZMB CHINGOLA
	GBR TOWER HAMLETS		ZMB KITWE
	GBR WALTHAM FOREST		ZMB LIVINGSTONE
	GBR WANDSWORTH		ZMB LOWER ZAMBEZI
	GBR WESTMINSTER, CITY OF		ZMB LUSAKA
	GBR [OTHER]		ZMB MFUWE
United States	USA RAROTONGA		ZMB NDOLA
	USA [OTHER]		ZMB SIAVONGA
	USA US NAVY SUPPORT FACILITY		ZMB [OTHER]
	USA MIDWAY ISLANDS	Zimbabwe	ZWE BULAWAYO
	USA WAKE ISLAND		ZWE HARARE
Uruguay	URY COLONIA		ZWE VICTORIA FALLS
	URY MONTEVIDEO		ZWE [OTHER]
	URY PUNTA DEL ESTE		
	URY [OTHER]		
Uzbekistan	UZB KHANABAD AIR BASE		
	UZB TASHKENT		
	UZB [OTHER]		
Vanuatu	VUT PORT VILA		
	VUT SANTOS		
	VUT TANNA ISLAND		
	VUT [OTHER]		