7. **Inquiring about Travel**

There are several screens available in the Travel System that allow you to browse or check information about travelers, itineraries, payments and reimbursements, and blanket authorizations. These screens should be used when you want to look at some information and do not intend to update it.

The Inquire about Travel Menu is available from every other Travel Menu. The options available on this menu are shown below.
Display a Traveler’s Profile
This screen will display a traveler’s profile. If you have been working with a particular traveler, the system will place the traveler’s ID in the *Person ID field. If the system fails to do so, enter the ID or press PF1 (help) to select one from a list.

Browse Traveler Profiles
This browse screen will show a list of all employees for whom traveler profiles have been established. You may enter a partial (or full) last name of a traveler, and the browse list will use that as the beginning point for the list.

Display a Specific Trip Summary
To display an itinerary, enter the itinerary number or press PF1 (help) for help. A summary of the itinerary will be displayed. The approval path may be seen by pressing PF5 (path) from the Display a Specific Trip Summary screen.

Browse Specific Trip Itineraries
This browse screen will display a list of all the specific trip itineraries for a given traveler. You may select an itinerary and display its detail. This browse will show only specific trip itineraries.

Display a Blanket Authorization Summary
This screen will display summary information about a blanket authorization. If the blanket authorization number is not known, press PF1 (help) for a list of blanket authorizations for a traveler. Select one from the browse screen and the system will display the summary screen to view that blanket’s information. The approval path may be seen by pressing PF5 (path) from the Display a Blanket Authorization Summary screen.

Browse Blanket Authorizations
To browse a list of blanket authorizations for a traveler, use this option. Enter either the traveler’s ID or use the PF1 (help) key for help. This browse will show only blanket authorizations.

Browse All Itineraries
Use this option to browse both the specific trip itineraries and the blanket authorizations for a traveler. Select an itinerary by typing a ‘D’ beside it and pressing Enter to display its information.

Display a Reimbursement/Payment
This screen will display a reimbursement/payment for a traveler. If the reimbursement/payment number is not known, press PF1 (help) after placing your cursor in the Reimb/Pymnt Nbr field. From this screen you may also view the itinerary associated with this reimbursement/payment (PF4), view the approval path (PF5), and view the distribution accounts which have been charged for these expenses (PF6).
Browse Reimbursements/Payments
This option will list the reimbursements/payments for a given traveler. To show the detail, select a reimbursement/payment.

Browse All Reimbs/Pymnts for an Itinerary
Use this option to list all reimbursements or payments for a given itinerary.

Browse Rejected Reimbursements/Payments
This screen allows you to view a list of any reimbursements/payments that have been rejected for payment by the campus/unit business office or by the Treasurer’s Office. Provide the *Person ID of the traveler whose reimbursements you want to list.

Browse Rejected Expenses for a Reimb/Pymt
To see if any expenses for a reimbursement/payment were rejected, select this option. If the reimbursement/payment number is not known, press PF1 (help) after placing your cursor in the Reimb/Pymnt Nbr field.