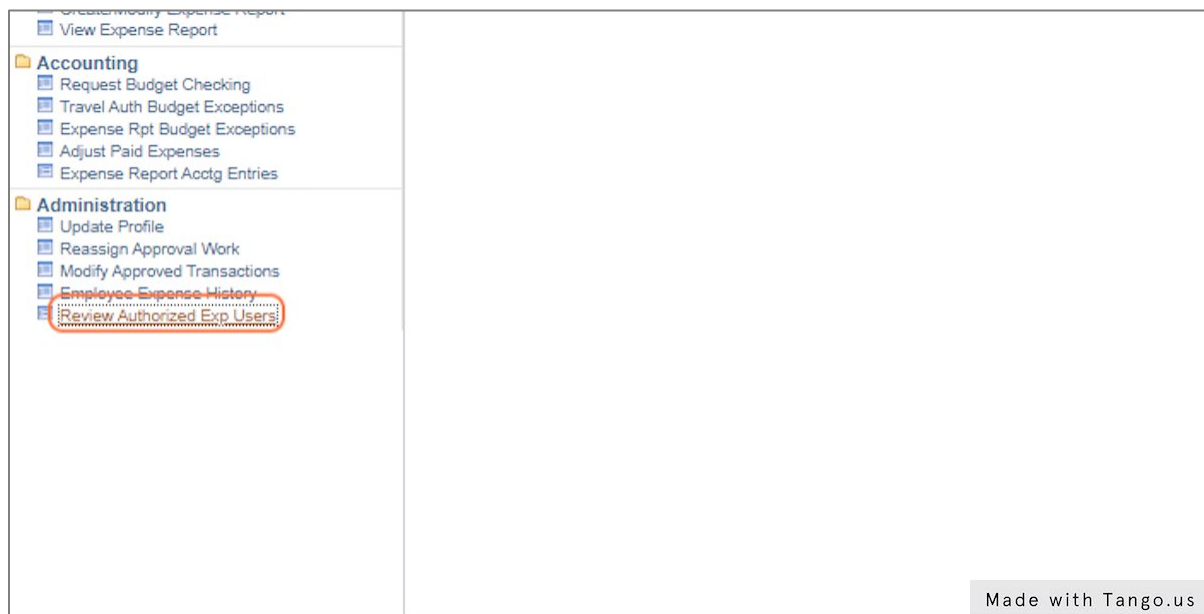# Search for who is authorized to enter on behalf of a traveler

Use this guide to find or add users who have been authorized to view, enter, or enter and submit on behalf of a traveler.

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## 1. Go to Travel Admin WorkCenter.

## 2. Click on Review Authorized Exp Users.

## 3. Verify or select the Employee ID radio button.



To authorize employees for one user, enter the User ID.

**Search By**

◉ Employee ID    ○ User ID

Search Value  10000038204  🔍

**Search**

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## 4. Enter or search for the Employee ID of the traveler.



To authorize employees for one user, enter the User ID.

**Search By**

◉ Employee ID    ○ User ID

Search Value  10000038204  🔍

**Search**

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## 5. Click Search.



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## 6. The names displayed are all of the employees authorized to enter for the traveler listed at the top of the page. To add a new authorized user, click the + button at the right end of the bottom row.



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# 7. Click on Look up Authorized User ID



# 8. Choose the operators you want to use in your search.

## 9. Enter the search information related to the operators you chose.



## 10. Click Search.

## 11. Click anywhere on the row for the correct user.



## 12. Choose the correct Authorization Level for that user.

## 13. Click Save.

| 3 | S003403 | 🔍 | Whiteside,She |
| 4 | T004326 | 🔍 | Carr,Todd-061 |
| 5 | J005563 | 🔍 | Werner,Jeania |

**Save**

Return to Search

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