


Annual Travel Certification Report Information

- **Fiscal Year:**
 - Defaults to current Fiscal Year but can be changed by clicking the “Parameters” button
- **Report Sections:**
 - **Top section** - Lists all forms that have been **approved** by the Supervisor
 - **Bottom Section** – Lists all forms that are still **pending** approval by the Supervisor
- **Export Data:**
 - Click the  icon in the upper right part of the report to export the data to Excel for further refining and filtering

TRA - Annual Travel Certification Report

Parameters ⓘ ↻

Annual Travel Certification Report

Approved Forms

Fiscal Year	Annual Travel Certification ID	Submit Date	Empl ID	Empl Name	HR Department #	HR Department Name	Registered Authorized Driver (As indicated by Traveler)
2021	6396	6/1/2020	██████	██████████	10228	Schl of Earth & Sustainability	Yes
2021	6397	6/2/2020	██████	██████████	11130	Ecological Restoration Inst.	Yes

Forms Pending Supervisor Approval

Fiscal Year	Annual Travel Certification ID	Submit Date	Empl ID	Empl Name	HR Department #	HR Department Name	Registered Authorized Driver (As indicated by Traveler)	Approval Status	Supervisor Name
2021	6822	8/3/2020	██████	██████████	10460	School of Communication	Yes	Pending Supervisor Approval-2nd Reminder	██████████
2021	6847	8/7/2020	██████	██████████	20900	Student Unions And Activities	Yes	Pending Supervisor Approval-1st Reminder	██████████

Click here if you would like to change the Fiscal Year being searched

Click here to download both reports (Approved and Pending) to Excel for further filtering

This lists all forms that have been approved and are complete

This lists all forms that are currently waiting for supervisor review and approval