Travel Arranger
-step by step-

- Allows Arranger to add and remove travelers
- Authority can be delegated to prepare TA and TR documents
- Travelers can be assigned or removed by Arranger
- Located on Main Menu
  - Transactions
  - Travel => Travel Arranger
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• **Document Overview**

  - Information in the Description and Explanation Field should be entered.

• **Traveler Section**

  - Magnifying glass can be used for traveler lookup.
    - This will redirect to the TEM Profile screen and will import all necessary traveler information.

• **Edit Request**

  - By checking applicable boxes, authority can be delegated to Arranger to:
    - Resign as arranger for traveler
    - Request to become arranger for TA, TR documents or both by selecting Primary Arranger box