Finding Personnel #s When Unable to Look Up in "TRIP" Due to HR Role Authorization Conflicts

Open SAP:

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Find the correct tab for the Travel Transaction that you need.

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Click on the grey arrow in the menu line to open the white transaction box.

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This will take you to the SAP Easy Access menu...

Find the role of the Travel & Business Expense Request Assistant

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- 4	Travel & Business	Expen	se Request Assis	tant						
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Under the SAP Easy Access menu, go to the "Travel and Business Expense Request Assistant" role and expand the menu.

Select "Travel Work List" by double clicking on it.



This will take you to a custom developed transaction that overrides the HR role authorizations to be able to expand the search for Personnel numbers beyond the assignment in the Organizational Structure for the HR role.

Enter the "Last Name" and/or "First Name" of the personnel number that needs to be located.

Then click on the 😟 icon to execute.

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First name	Amy	to	S
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From the results returned, select the correct personnel number (using the address information provided) by double clicking.



The Travel Manager for the person selected will appear.

Welcome to the Travel Manager Romig , Amy

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Create a Travel Request Create Travel Expense Report ... With Ref.

List of All Trips

My Open Trips

Start of Trip	First Destination	Reason for Trip	Rein	
10/01/2009	local travel and expenses	local travel and expenses	75.0	