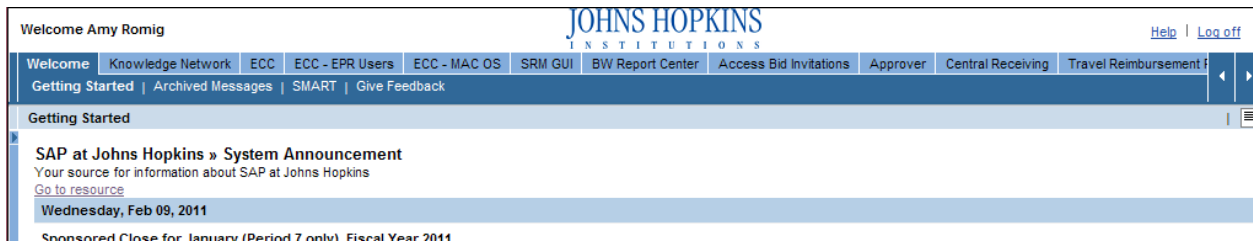
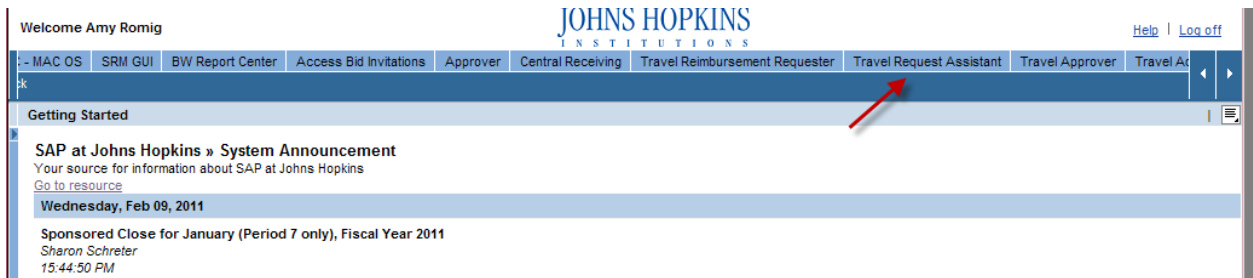


# Finding Personnel #s When Unable to Look Up in "TRIP" Due to HR Role Authorization Conflicts

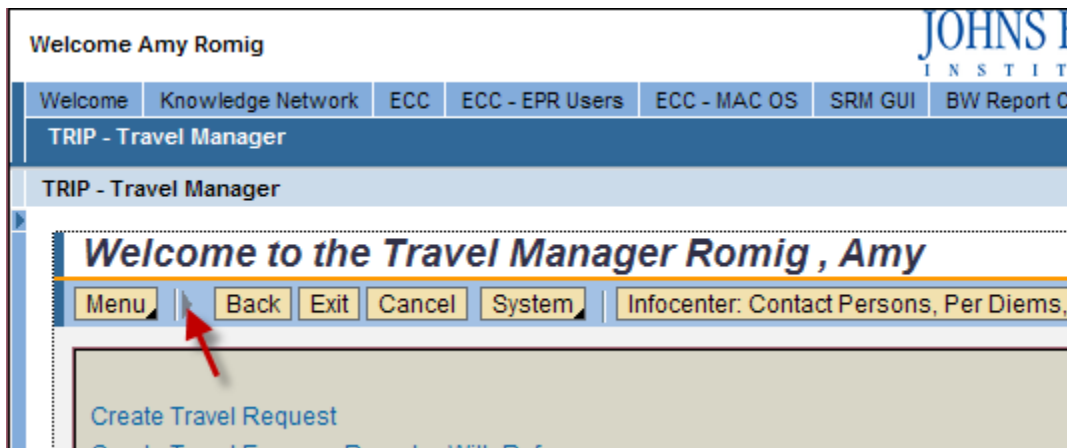
Open SAP:



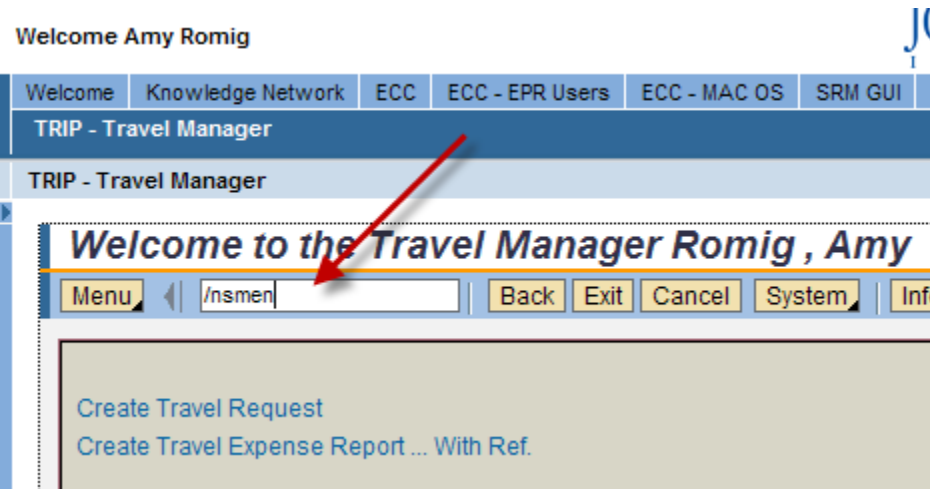
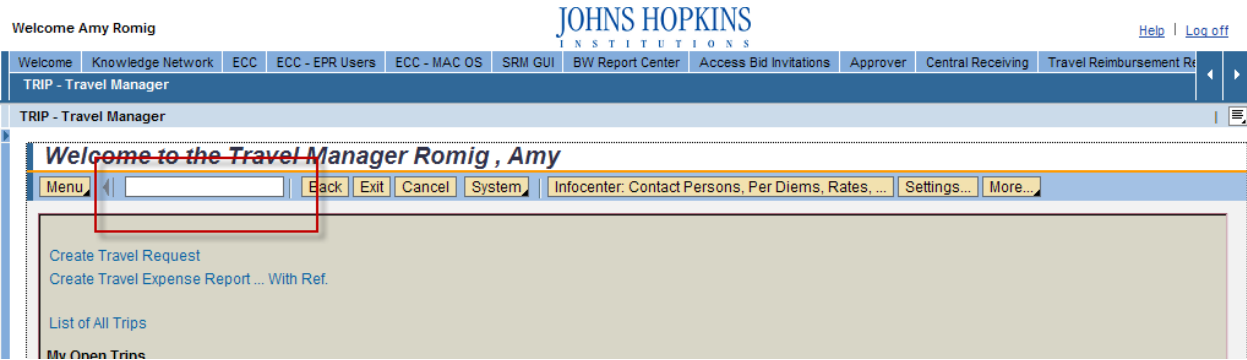
Find the correct tab for the Travel Transaction that you need.



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

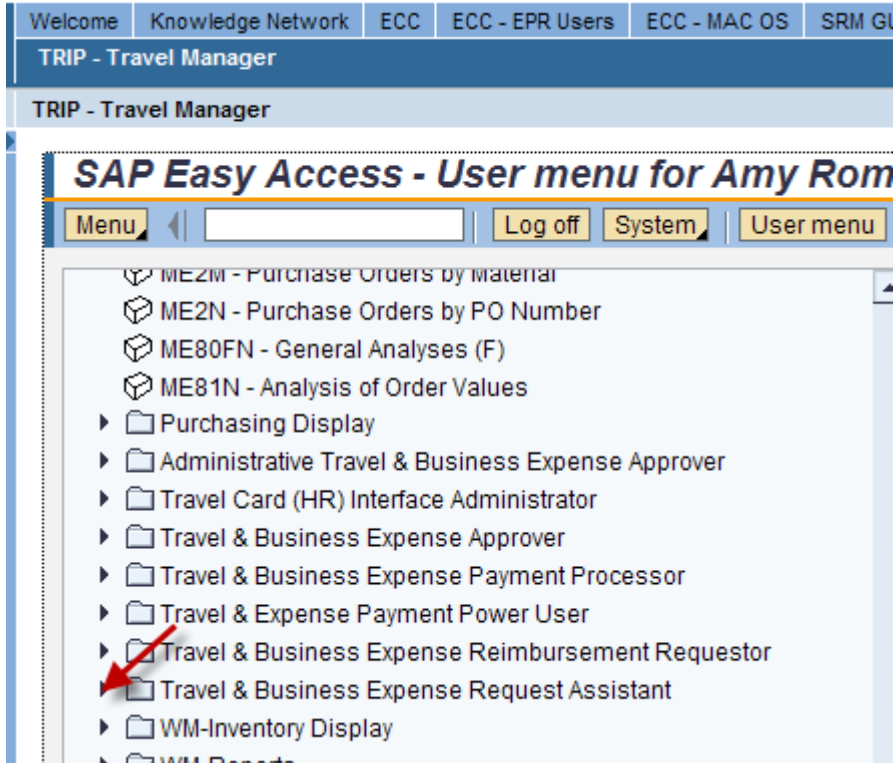


In the white box, type in the following: /nsmen



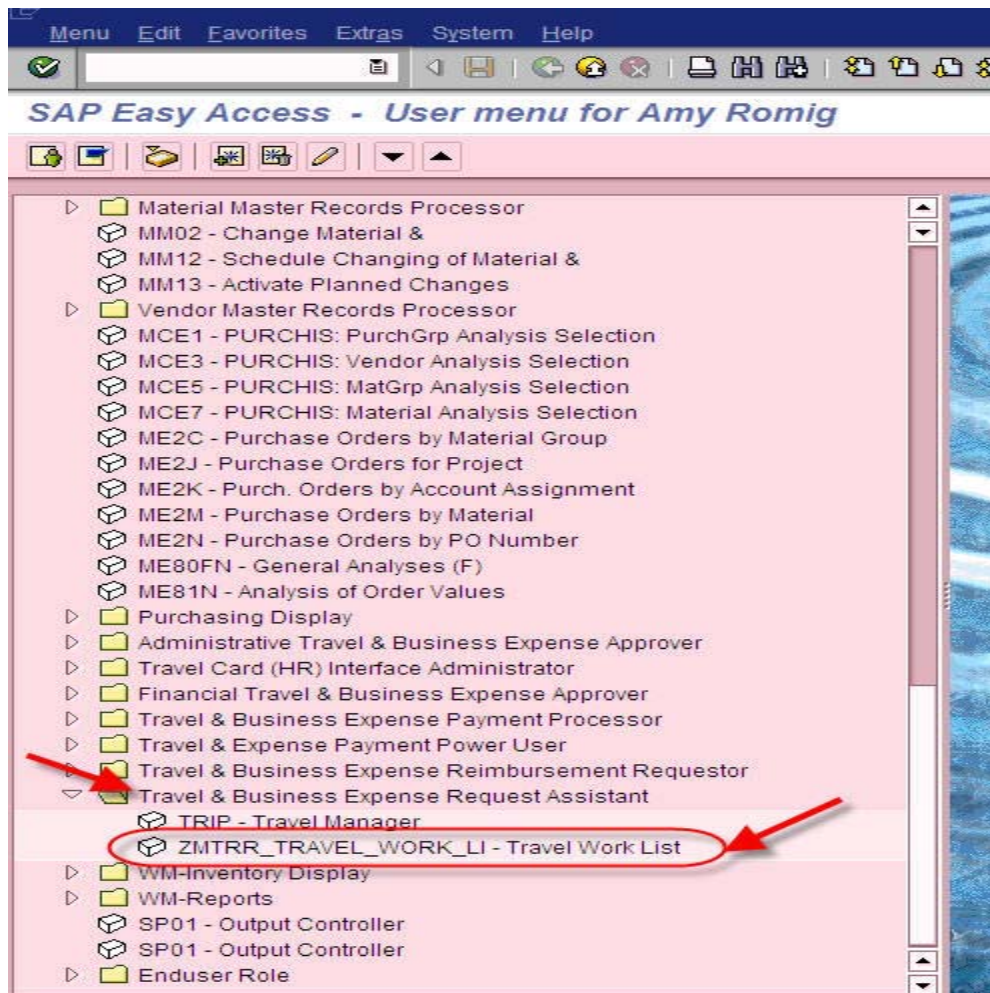
This will take you to the SAP Easy Access menu...

Find the role of the Travel & Business Expense Request Assistant




Under the SAP Easy Access menu, go to the “Travel and Business Expense Request Assistant” role and expand the menu.

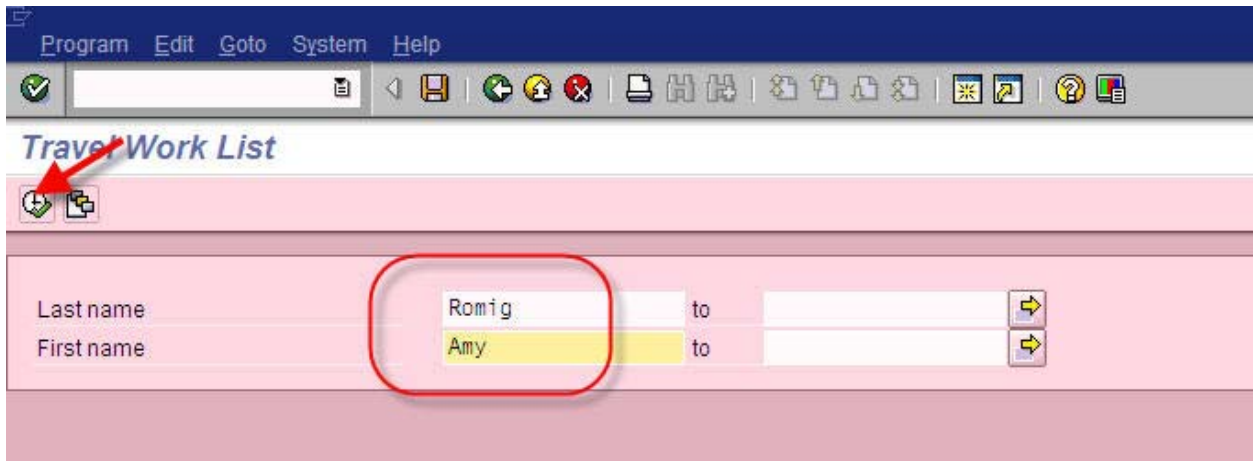
Select “Travel Work List” by double clicking on it.



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.



From the results returned, select the correct personnel number (using the address information provided) by double clicking.

**Travel Work List**

User: AROMIG1  
Date: 12/07/2009  
Time: 13:21:16

Johns Hopkins  
Travel Work List

Travel Work List

Pers Nbr	First name	Last name	Street	City	State	Org Unit
00012869	Amy	Romig	Mt Washington	Mt Washington	MD	HopkinsOne
00076762	Amy	Romig	No Work Address	Baltimore	MD	Concurrent

The Travel Manager for the person selected will appear.

## Welcome to the Travel Manager Romig , Amy



[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	Reim
10/01/2009	local travel and expenses	local travel and expenses	75.0