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## FINANCIALS Travel & Expense Access Check



## Do I Have Access to the Travel & Expense Module?

## **CUNYfirst LOG-IN**

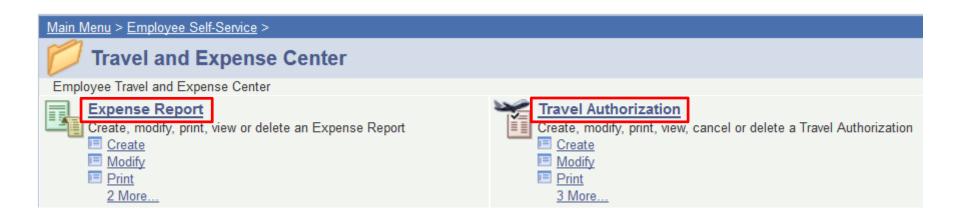








## Do I Have Access to the Travel & Expense Module?



- ➤ If you get to the screen that show the Expense Report and Travel Authorization Folder-CONGRATULATIONS, you HAVE access! No further action is need for CUNYfirst access.
- ➤ If you are unable to access these folders then you will need to complete the Travel & Expense Access Form.

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