

TRAVEL APPLICATION

Approvals

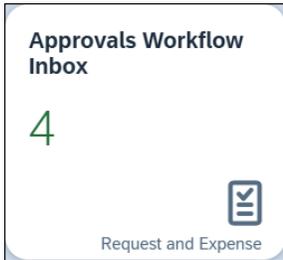
HELPFUL HINTS



Approvers have the option to approve and forward a travel request or expense report.

PROCEDURE

Locate and open the submitted travel request or expense report from the *Approvals Workflow Inbox* tile.



Click **Approve & Forward**.

Travel Approvals

Employee ID: 179351 Name: MELODY STARK Campus: UNCA Report Number: 6900011431

[Audit Trail](#) [Approval Flow](#) [Approve](#) **[Approve & Forward](#)** [Return for Changes](#) [Print](#)

[Expected Expense](#) [Personal/International Travel](#) [Cost Distribution](#) [Expense Types](#)

Start Date: 05/20/2025	Start Time: 00:00	End Date: 05/24/2025	End Time: 00:00
Trip Type: Domestic	Request/Trip Name: Gary IN	Approver: Timothy A Gibbons	Business Purpose: Business Trip
Country: United States	State: Indiana	City: GARY	Amount: 961.80 USD
User Defined:	Reimbursable Amount: 261.80 USD		

APPROVE AND FORWARD: TRAVEL REQUEST OR EXPENSE

Updated May 27, 2025

A pop-up box appears. Click  to search for an employee.

Forward Request

Employee ID:

Comments:

Enter search criteria and click .

Employee Details

Personnel Number:

Last name:

First name:

Company Code: 1000

Campus Code:

Max hits: 200

Items (3)

PersNo.	Last name	First name	CoCode	Campus
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Select the button to the right of the name and click .

Employee Details

Personnel Number:

Last name: Poppe

First name:

Company Code: 1000

Campus Code:

Max hits: 200

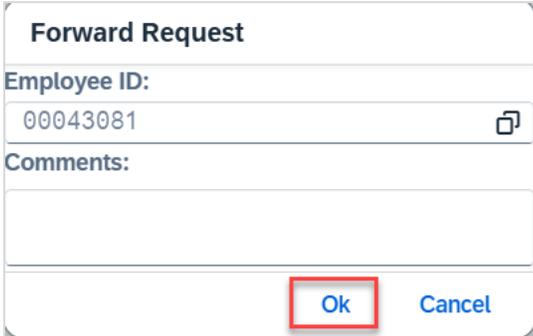
Items (4)

PersNo.	Last name	First name	CoCode	Campus
00043081	POPPE	SHANNON	1000	UNCA

APPROVE AND FORWARD: TRAVEL REQUEST OR EXPENSE

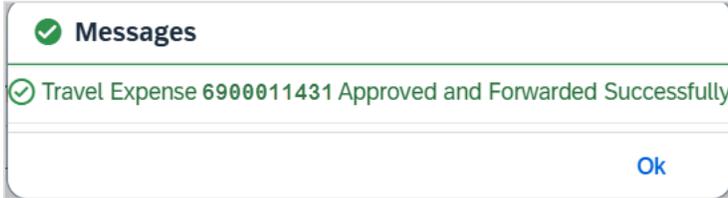
Updated May 27, 2025

The employee ID appears in the pop-up box. Enter a comment if desired and click .



A pop-up box titled "Forward Request" with the following fields: "Employee ID:" containing "00043081" with a copy icon; "Comments:" with a text area; and "Ok" and "Cancel" buttons at the bottom. The "Ok" button is highlighted with a red border.

A confirmation message appears. Click .



A "Messages" box with a green checkmark icon and the text "Travel Expense 6900011431 Approved and Forwarded Successfully". An "Ok" button is at the bottom right.

The approval flow displays the added-in approver and a notification email will be sent.

