

TRAVEL APPLICATION

Approvals


HELPFUL HINTS



Approvers have the option to approve or approve and forward a non-travel expense.

PROCEDURE

Locate and open the submitted non-travel expense from the *Approvals Workflow Inbox* tile.

Click **Approve** to approve the non-travel expense report. The system will automatically forward to the next person in the approval process. Click **Approve & Forward** to approve the non-travel expense report. A pop-up box appears. Click  to search for an employee.

APPROVE AND FORWARD: NON-TRAVEL EXPENSE

Updated January 19, 2023

Enter search criteria and click .

Employee Details

Personnel Number:




Last name:

First name:

Company Code:

Campus Code:

Max hits:

Items (2)   None 

PersNo.	Last name	First name	CoCode	Campus

✓ OK Cancel

Select the button to the right of the name and click .

Personnel Number:




Last name:

First name:


Company Code:

Campus Code:

Max hits:


Items (2)   None 

PersNo.	Last name	First name	CoCode	Campus
00092003	GRAUER	TRACY	1000	UNCA

 ✓ OK Cancel

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

Forward Request

Employee Id:
 

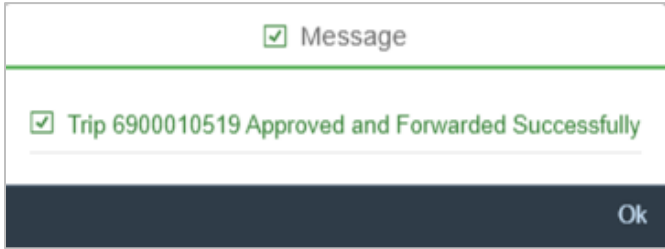
Comments:

Ok Cancel

APPROVE AND FORWARD: NON-TRAVEL EXPENSE

Updated January 19, 2023

A confirmation message appears. Click **Ok**.



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

