


EDIT AND RESUBMIT A RETURNED REQUEST

Updated May 30, 2018

TRAVEL APPLICATION

Request


HELPFUL HINTS

-  = Icon indicating the request has been returned.

PROCEDURE

When a travel request is submitted, the approver or financial approver has the option to approve or send back to user.

If a request is returned, it will be noted on the active requests page with a  [returned] icon. The status column will display who returned the request and any comments, if entered.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
Payroll Meeting	34VH	Approved	05/01/2018	04/20/2018	\$1,156.00	\$1,156.00	\$1,088.18	Expense
Accounts Payable Conference	34VE	Approved	05/02/2018	04/19/2018	\$1,327.00	\$1,327.00	\$1,327.00	Expense
Denver Meeting	34TV	Approved	04/13/2018	04/10/2018	\$519.00	\$519.00	\$519.00	Expense
 San Diego conferenced	34RM	Sent Back to User - Geviss, Donna B. Comment: Please add meals	04/12/2018	04/09/2018	\$1,050.00	\$0.00	\$0.00	
SAPPHIRE meeting	34VG	Not Submitted	04/11/2018	04/04/2018	\$1,646.00	\$0.00	\$0.00	

The audit trail tab within the request also displays the returned status.

Date/Time	Updated By	Action	Description
04/06/2018 10:52 AM	Poppe, Shannon	Confirmation Agreement Acceptance	*UNEB-User Electronic Agreement - Request
04/06/2018 10:52 AM	Poppe, Shannon	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
04/06/2018 10:52 AM	Poppe, Shannon	Approval Status Change	Status changed from Submitted to Submitted & Pending Supervisor Approval Comment:
04/06/2018 11:33 AM	Geviss, Donna	Approval Status Change	Status changed from Submitted & Pending Supervisor Approval to Sent Back to User Comment: Please add meals

Make the requested changes to the request and click on **Submit Request**.