RETURN A TRAVEL REQUEST

TRAVEL APPLICATION

Approvals

HELPFUL HINTS

• Approvers will review travel requests and approve them to allow the traveler to book travel.
• Travel requests can be returned to the traveler for corrections or rejection. The approver selects the same option for both, Send Back to User, and inserts a comment as to why the request has been returned.

PROCEDURE

1. For quick access to reports to approve, click Approvals on the top of the screen.

2. To return a travel request back to the employee, click on send back request.

3. Enter a comment to explain why the travel request is being returned and click OK.
4. When a travel request is returned to a traveler for correction, it no longer appears in list of reports to approve.