

### TRAVEL APPLICATION

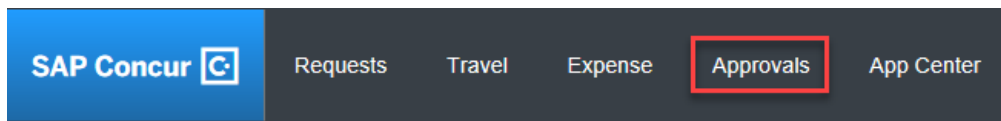
#### Approvals

#### HELPFUL HINTS

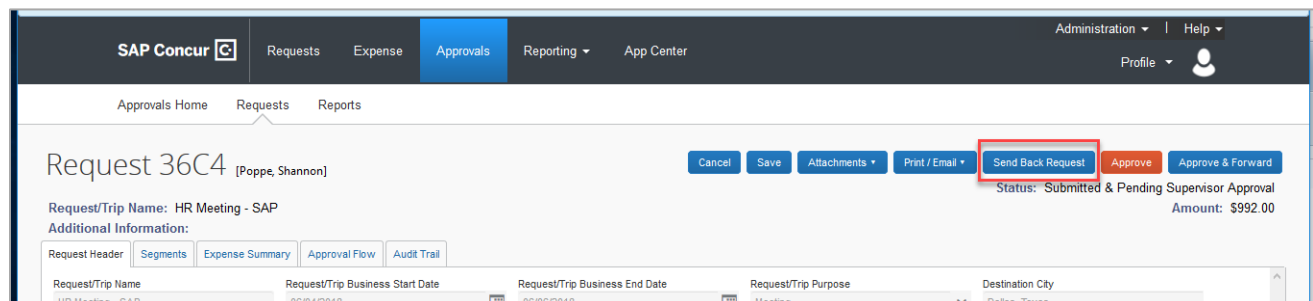
- Approvers will review travel requests and approve them to allow the traveler to book travel.
- Travel requests can be returned to the traveler for corrections or rejection. The approver selects the same option for both, *Send Back to User*, and inserts a comment as to why the request has been returned.

#### 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.

## RETURN A TRAVEL REQUEST

Updated June 5, 2018

**Send Back Request** [X]

Comment History

Creation date	Entered By	Comment Text
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Add a comment to explain why you are returning the request. Then click OK to return the request to the employee.

Comment

Please add your mileage.

OK Cancel

4. When a travel request is returned to a traveler for correction, it no longer appears in list of reports to approve.