How to Approve or Send Back a Travel Authorization or Expense Report

These steps work for both Travel Authorizations and Expense Reports.

STEP 1

Navigate to the Pending Approvals page and select the Travel Authorization or Expense Report, whichever is applicable.

STEP 2

To approve the report, click on the Approve button in the upper right hand corner.

**The Budget Check window will appear. If the budget check has already been run, the Budget Checking Header Status will read Valid. If not, you will need to run the budget check. Click on the X in upper right hand corner to proceed with the approval.**
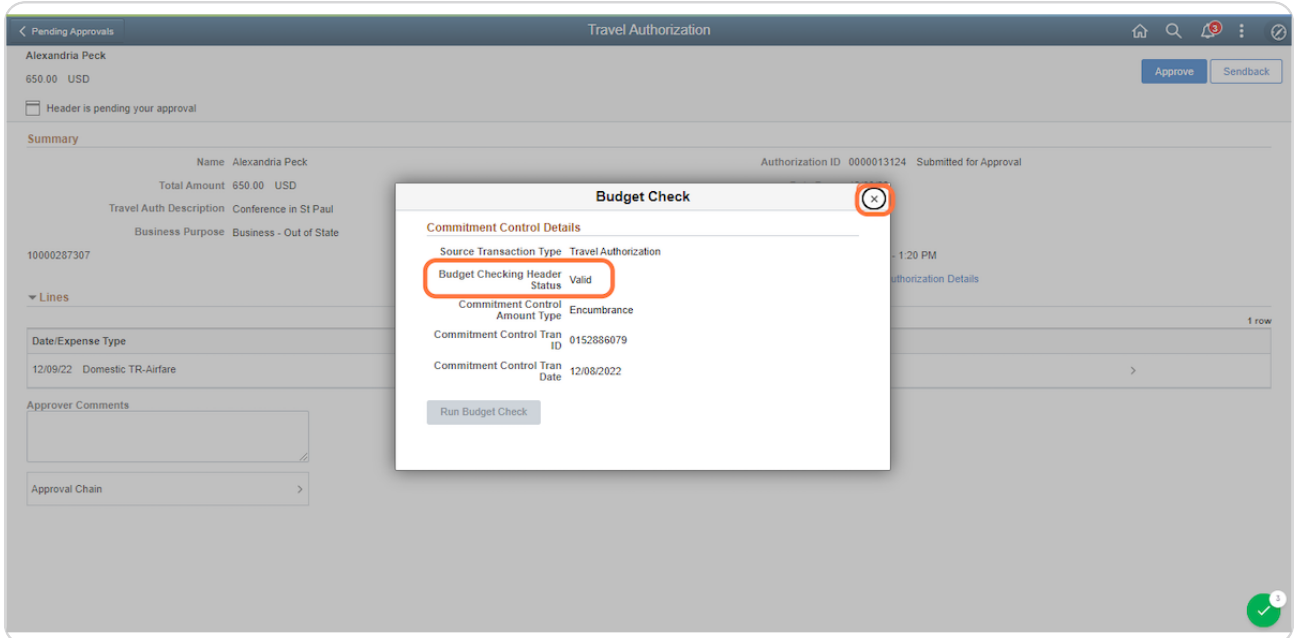
STEP 4

The Approve window will appear. If needed, enter comments in the Approver Comments field. Comments are optional if approving a report. Click the Submit button to approve the report. Click the Cancel button to cancel and return to the header page.
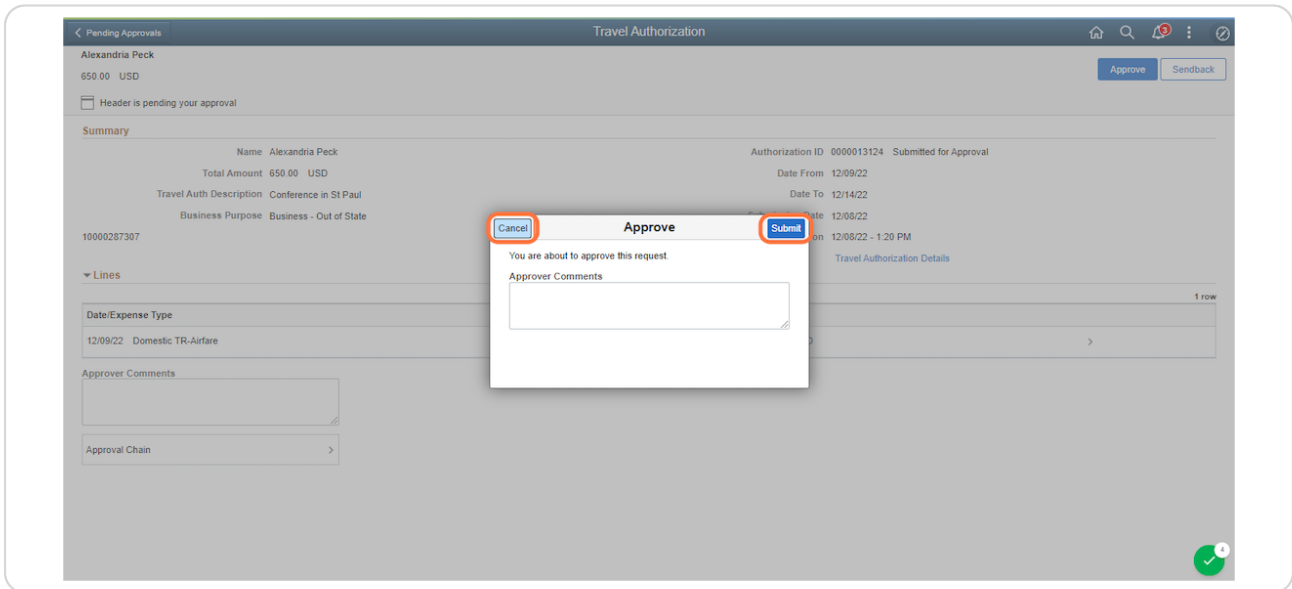
STEP 5

If you do not wish to approve the report and need to send it back to the submitter, click the Sendback button in the upper right hand corner.
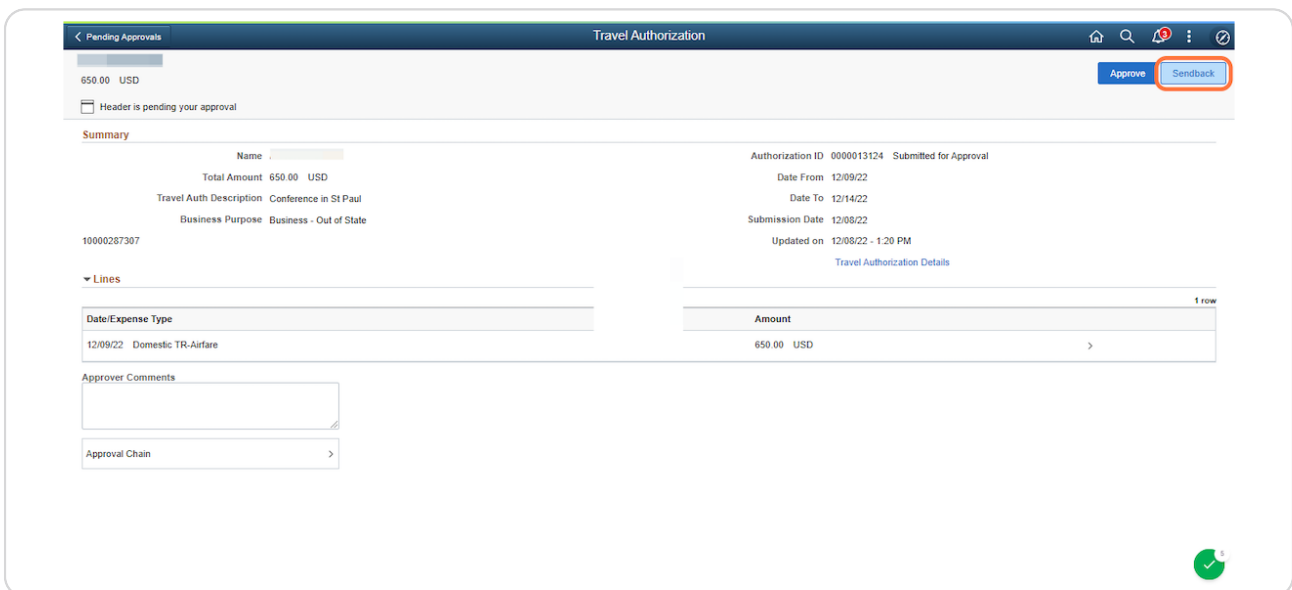
The Sendback window will appear. Enter your reason for sending the report back to the submitter. Comments are REQUIRED if sending back a report.- Click the Submit button to send back to the submitter. Click the Cancel button to return to the header page.