Approver
Review and/or Attach Documents

The Approver has the ability to review and if necessary attachment documents to either a Travel Authorization and/or Expense Report.

Use the following procedure:

1. Log into **Banner WorkFlow**

2. Complete either step a. or b. below:
   
   a. The correct document may display immediately upon logging into WorkFlow.

   b. If the correct document did not display, click on the worklist and open the appropriate document.

3. Click the **Travel & Expense Page** link to access the report.

4. Select **Attachments** on the navigation panel.
To Review:

1. Search for and select the attachment that you would like to review.

2. Click **Open** or double click the document to launch additional content associated with the selected item.

3. Review your image in the browser window.

You have successfully reviewed an existing attachment.
To Attach:

Please ensure you are attaching the correct document. Documents can only be deleted by the Traveler or that traveler’s Delegate when a report is in the status of In Process or Returned for Correction.

The file name for attached documents cannot exceed 50 characters.

1. Click **New** to open the **New Attachment** window.

2. A New Attachment select box will appear.

3. Click **Browse** to search for and select the attachment you wish to append to this report.
4. Click **OPEN**.

![Select file to upload](image)

5. Click **Attach** to complete the attachment process for this document.

![New Attachment](image)

6. Information box with display. Click **OK**.

![Information](image)

You have successfully added an attachment to a report.