How to approve a Travel Expense Report

Log into Workflow – see How to log into Workflow instructions
The Travel and Expense Approval screen will open with the specific details of the Expense Report document. Review the travel details.

Processing options available:

a) Approve & Add Approver: Select <Approve & Add Approver> if the Expense Report is accurate and should be approved. Add the next approver’s Banner ID into the ADDITIONAL APPROVER field. If no other approvals are necessary, add the UAF Travel Auditor’s Banner ID FNGAJ (Geoff Jacobs) into the ADDITIONAL APPROVER field.

OR

b) Return for Correction: Select <Return for Corrections> if minor corrections are needed to the Travel Expense Report prior to approving. When <Return for Corrections> is selected, the approver must include a reason for the return in the APPROVER COMMENT field.

OR

c) Deny: Select <Deny> to end the Travel Expense Report request. This Expense Report will not be able to be updated or completed after it has been denied. When <Deny> is selected, the approver must include a reason for the denial in the APPROVER COMMENT field.

Click <Complete> located near the bottom of the page to complete the approval for this Expense Report. The <Save and Close> button will allow the Travel Expense Report to remain active with the saved changes. The Expense Report will continue to remain in the approver’s Worklist and will need to be completed before the document will process.

If you want to see details of the Travel Expense Report...
Click on the blue Travel and Expense Page link near the bottom of the page. TEM will open in a new browser. Log into TEM (see How to log into TEM instructions). Once logged in, specific Expense Report will open and the details of the document can be reviewed.

**Note: If you are a proxy approver on the Expense Report, you will not have the ability to see details of the document in TEM as described above. If you want to see the details of the document, select <Approve & Add Approver> enter your own Banner ID in the ADDITIONAL APPROVER field. An email will be sent to you. Using the new email link, walk through the approval process.

Return to Workflow to <Complete> processing the document.