



Approve Travel Requests (Aprobar solicitudes de viaje)

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This menu is only displayed if you are an approver in any approval path for travel requests.

EmployeePortal > Travel Reimbursement Requests > Approve Travel Requests

This page is used to approve or disapprove employee travel requests.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

When you access the Approve Travel Requests page, a list of travel requests pending your action is displayed if any.

☐ Select the requests that you want to approve or. You can select individual tables (check boxes) or select the top checkbox to select all tables (check boxes).

Field	Description
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