



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS





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

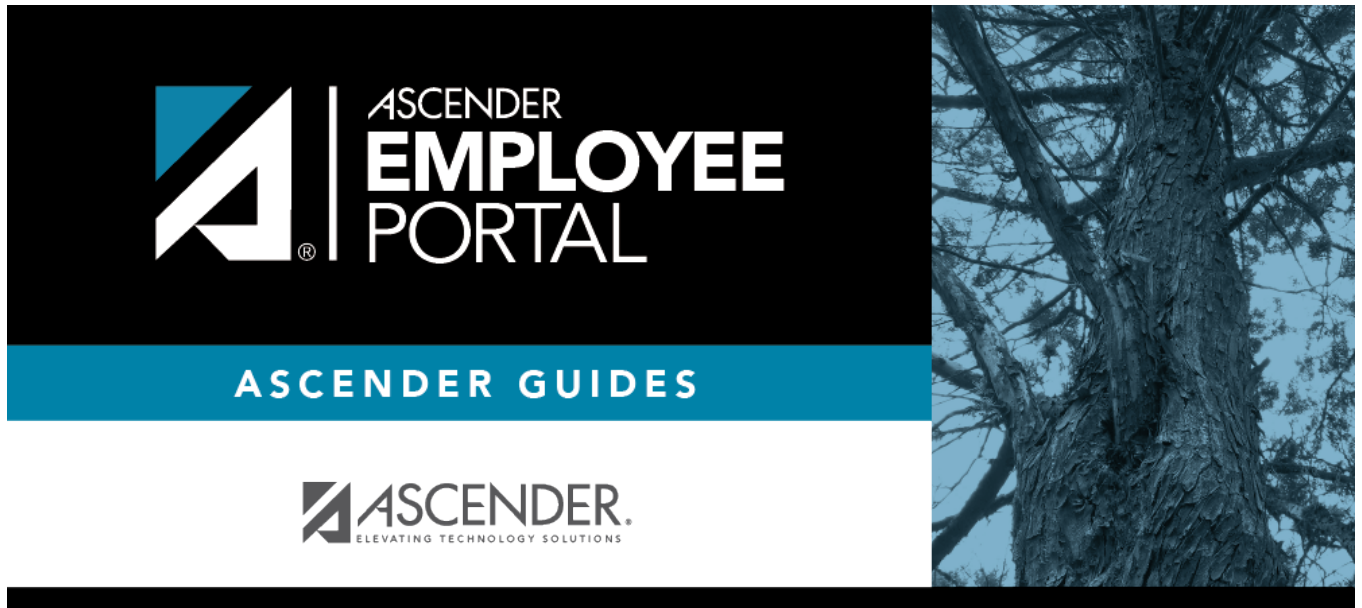
☐ Select the requests that you want to approve or return. You can select individual requests (check boxes) or select the top **Select All** check box to select all requests(check boxes).

| Field                        | Description                                                                                                                                                                                                                                                                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Detail</b>                |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Doc</b>                   | If documents exist for the travel request,  is displayed on the <b>Documents</b> button. Click  to open the Document Attachments pop-up and view the existing uploaded documents. |
| <b>Vendor Nbr</b>            | The employee's vendor number is displayed, as set up in ASCENDER Finance.                                                                                                                                                                                                                                                                           |
| <b>Employee Name</b>         | The employee's name is displayed.                                                                                                                                                                                                                                                                                                                   |
| <b>Travel Request Number</b> | The assigned travel number for the travel request is displayed.                                                                                                                                                                                                                                                                                     |
| <b>Date Requested</b>        | The date the travel request was submitted is displayed.                                                                                                                                                                                                                                                                                             |
| <b>Request Total</b>         | The total amount of the travel request is displayed.                                                                                                                                                                                                                                                                                                |
| <b>Purpose</b>               | The purpose of the trip is displayed.                                                                                                                                                                                                                                                                                                               |

☐ Click **Approve** to approve the request. If you are the final approver, an email message is sent to the employee notifying them of the action (approved/returned) taken on the request.

- If the request is approved or returned, the request is no longer displayed in the list of pending travel requests.
- If the request is not selected and no action is taken, the request remains in the list of pending travel requests.

☐ Click **Return** to return the request to the employee. The request is no longer displayed in the list of pending travel requests.



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