



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>	Click
<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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