



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. The list is automatically sorted by **Travel Request Number**. However, you can re-sort the list by **Vendor Nbr**, **Employee Name**, **Date Requested** or **Request Total**.

☐ 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).

The following information is displayed for each travel request.

Field	Description
Detail	Click  to view the travel request details. The travel details are display only and cannot be edited.
Doc	If documents exist for the travel request,  is displayed. Click  to open the Document Attachments pop-up and view the existing uploaded documents.
Vendor Nbr	The employee's vendor number is displayed, as set up in ASCENDER Finance.
Employee Name	The employee's name is displayed.
Travel Request Number	The assigned travel number for the travel request is displayed.
Date Requested	The date the travel request was submitted is displayed.
Request Total	The total amount of the travel request 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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