



Approve Travel Requests (Aprobar solicitudes de viaje)

Table of Contents

Approve Travel Requests 1

Approve Travel Requests



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

Field	Description
Detail	
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, as set up in ASCENDER Finance, is displayed.
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.



Back Cover