

## Approve Travel Requests (Aprobar solicitudes de viaje)



## Table of Contents

<b>Approve Travel Requests</b> .....	1
--------------------------------------	---



# Approve Travel Requests



This menu is only displayed if you are an approver for travel requests.

## **EmployeePortal > Travel Reimbursement Requests > Approve Travel Requests**

This page is used to approve or return 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. The list is automatically sorted by the **Travel Request Number**. However, you can re-sort the list by clicking another underlined column.

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).

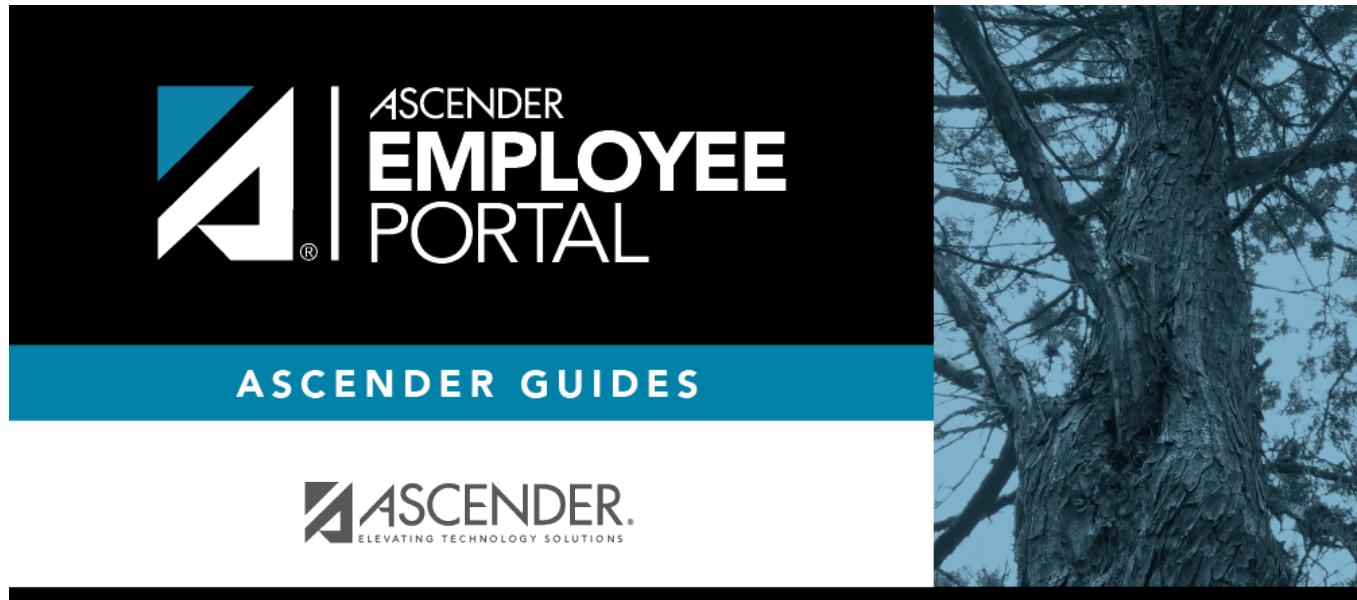
The following information is displayed for each travel request.

Field	Description
<b>Detail</b>	Click  to view the travel request details. The travel details are display only and cannot be edited.
<b>Doc</b>	If documents exist for the travel request,  is displayed. 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.

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.



## Back Cover