

Travel Manual
Travel Approval – Approver Role

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Travel

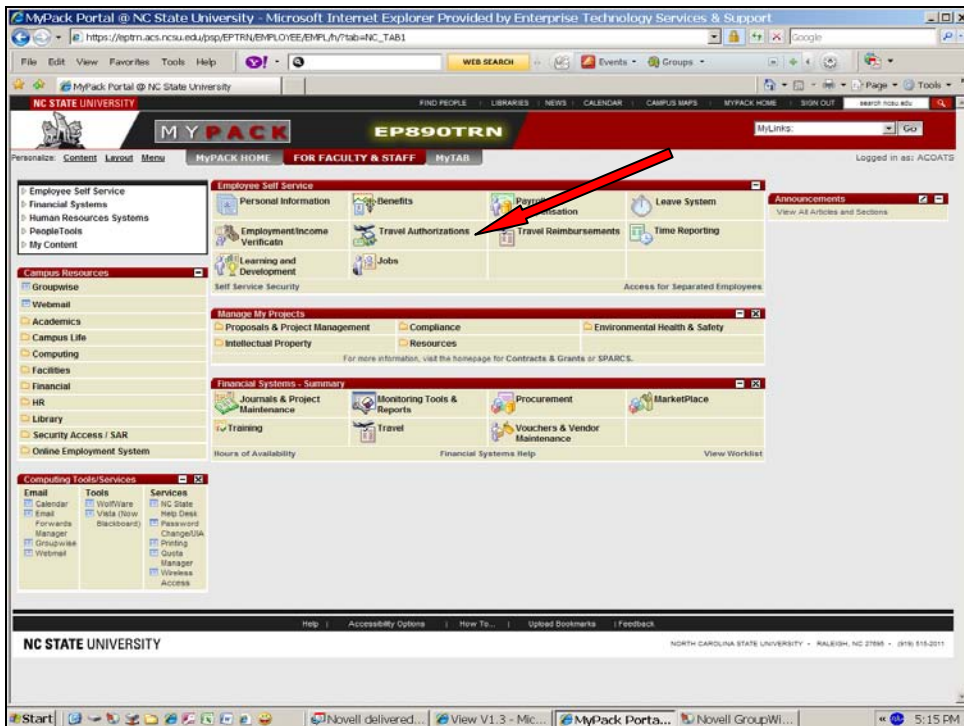
Travel Approval - Approver

Procedure

This Topic demonstrates the Travel Approval Worklist and Approver process for travel authorizations.

For purposes of this topic, the term "Approver" includes Administrative Approvers, Ad Hoc Approvers, and Final Approvers.

Workflow for Travel Authorizations is designated



Step	Action
1.	Click the Travel Authorizations link. Travel Authorizations

Step	Action
2.	Approver's will have this special area called " Travel Approval Worklist ". Pending Travel Authorizations will be listed here. This needs to be worked daily.

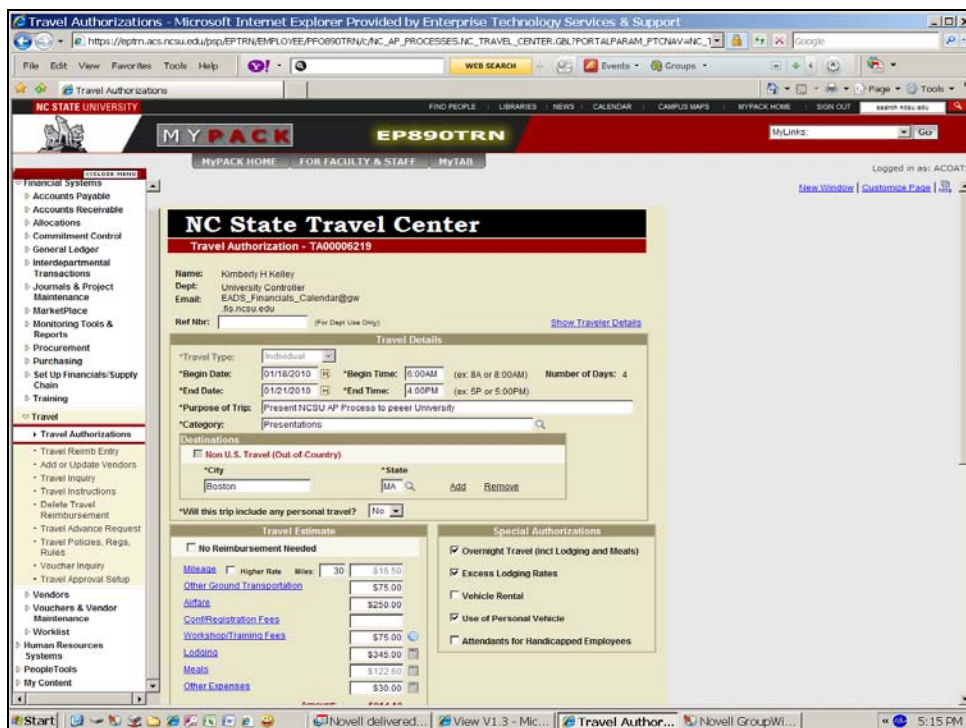
The screenshot displays the NC State Travel Center web application. The main content area includes a 'Travel Information' section with fields for Name, Department, and Email. A 'Travel Approval Worklist' table is visible, listing travel requests with columns for Traveler's Name, Travel Authorization, Purpose of Trip, and Begin Date. A red arrow points to the 'Travel Approval Worklist' table.

Traveler's Name	Travel Authorization	Purpose of Trip	Begin Date
Kimberly H Kalbey	TA00009218	Present NCCU AP Process to peer University	01/18/2010

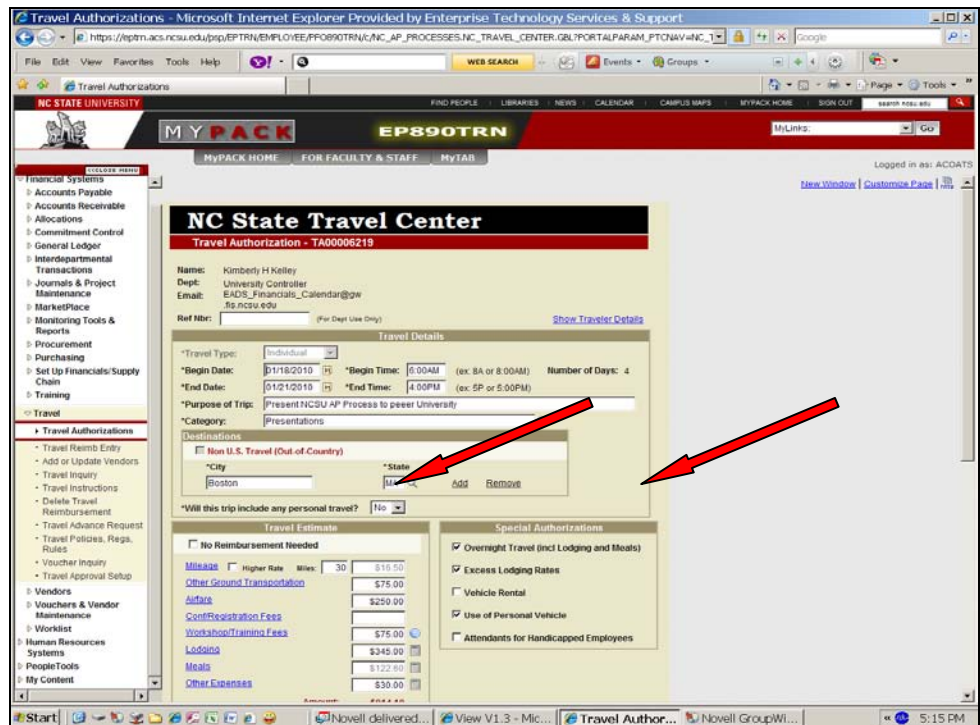
Travel Requests

Destination	Purpose of Trip	Begin Date	Travel Type	Travel Authorization	Estimated Amount	Approval Status	Travel Reimbursed	Date Entered
Atlanta, GA	Attend annual finance officer update conference	02/22/2010	Individual	TA00009218	\$1115.50	Pending		
Chicago, IL	Finance System Implementation Training	02/02/2010	Individual	TA00009218	\$888.88	Not Routed		

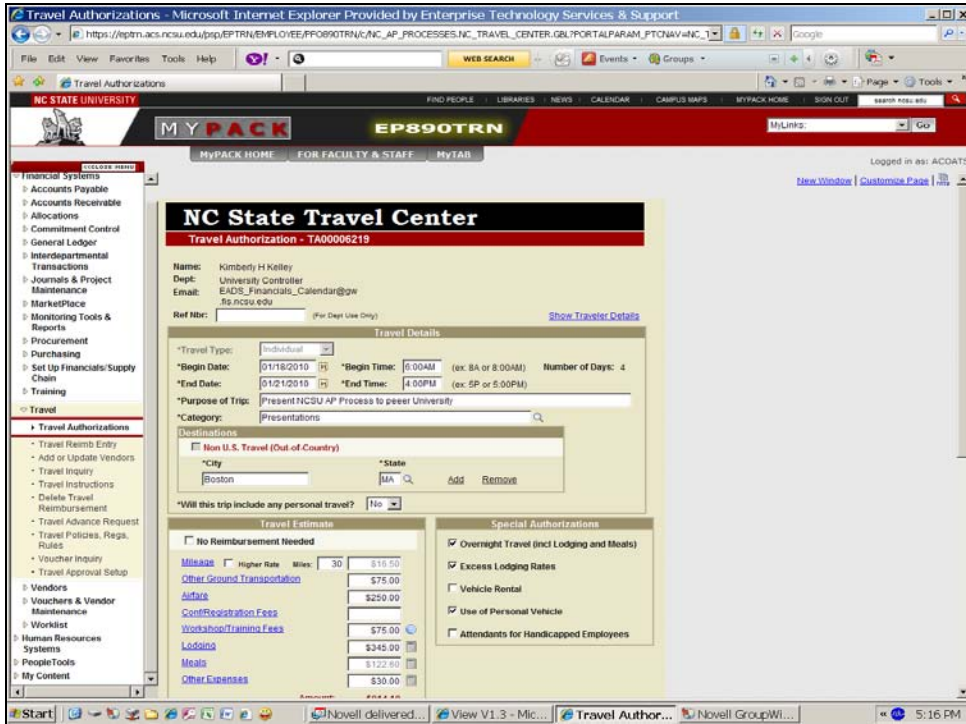
Step	Action
3.	<p>To access a travel authorization, Click the TA# link in this column to go to details.</p> <p>TA00006219</p> <p>The ‘Travel Approval Worklist’ workflow is separate from the College-Approver workflow for Vouchers.</p> <p>Alternatively, Approvers/Reviewers receive an email to access the Travel Authorization too. You must log into the MyPack portal to view the authorization. The following procedural steps are the same regardless of how access to the authorization is gained.</p>



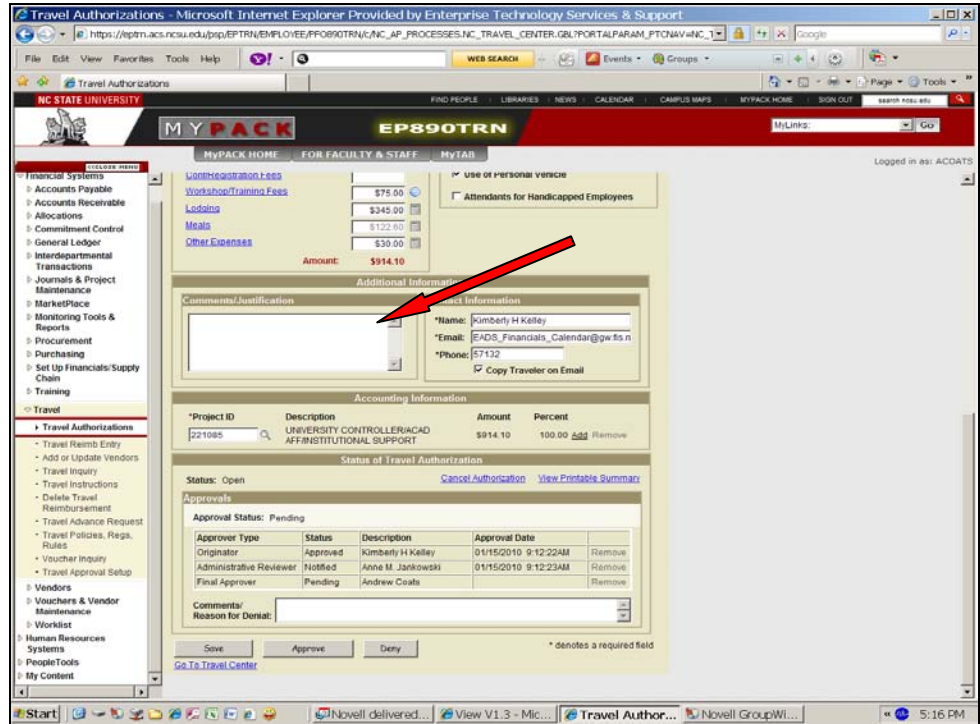
Step	Action
4.	<p>The Approver has the responsibility to review every field of data to ensure accuracy and compliance with all University Policies.</p>



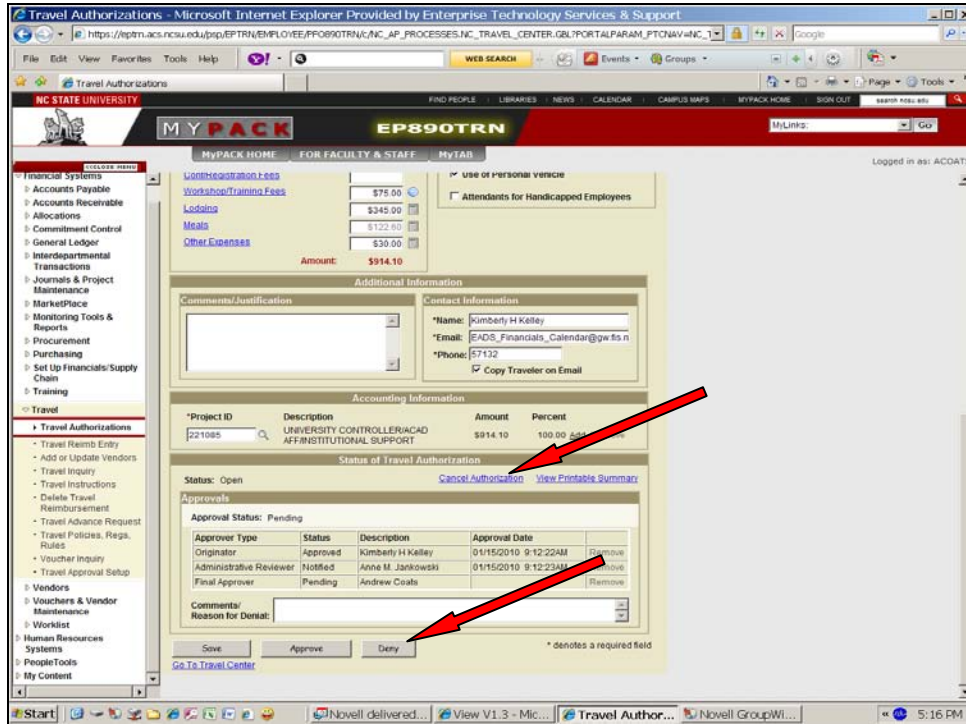
Step	Action
5.	<p>Approvers need to make sure the Travel Estimates are reasonably accurate and fairly represent the intended business purpose.</p> <p>Travel Estimate</p>
6.	<p>Approvers can grant or deny the "Special Authorizations" for the travel here by checking or un-checking the boxes.</p>

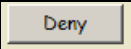
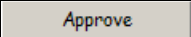


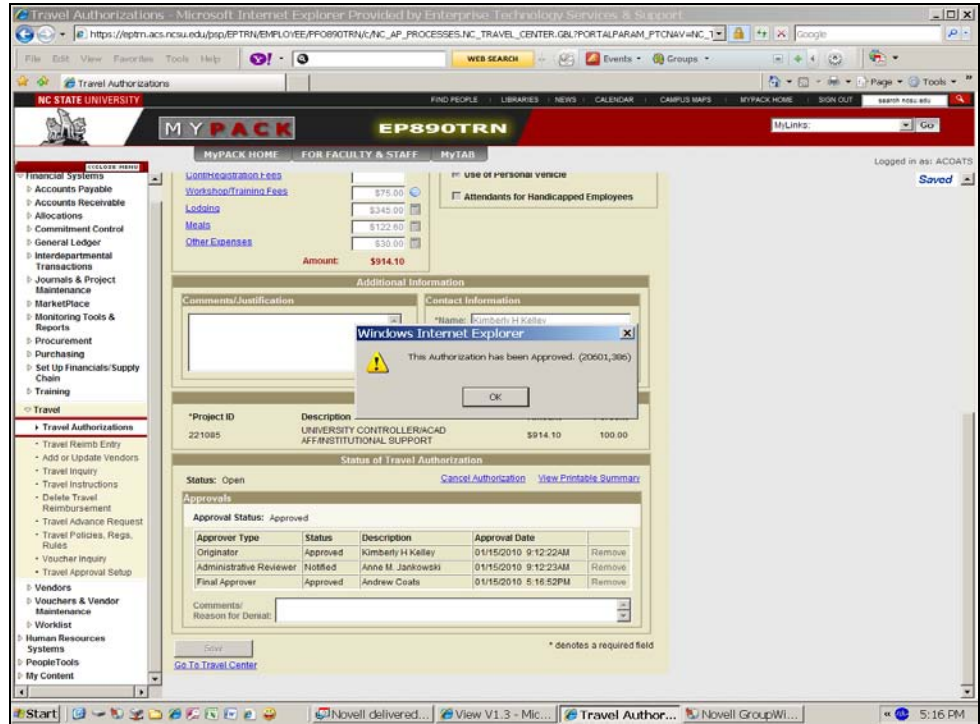
Step	Action
7.	Scroll down....


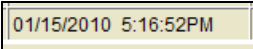


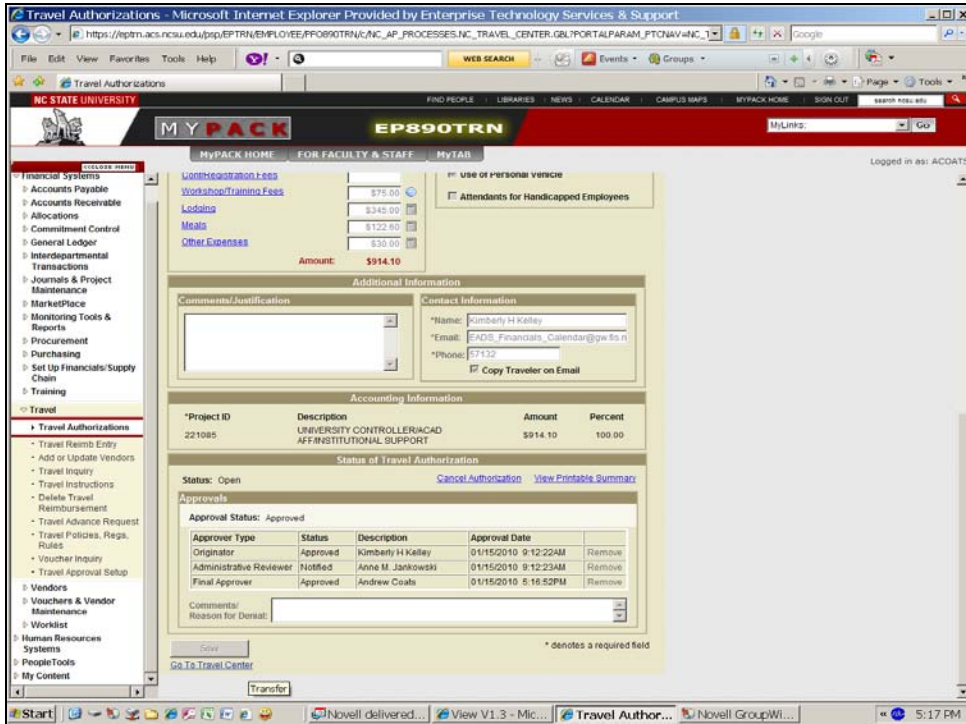
Step	Action
8.	Any special comments/justifications for the travel to support the business purpose can be documented here.



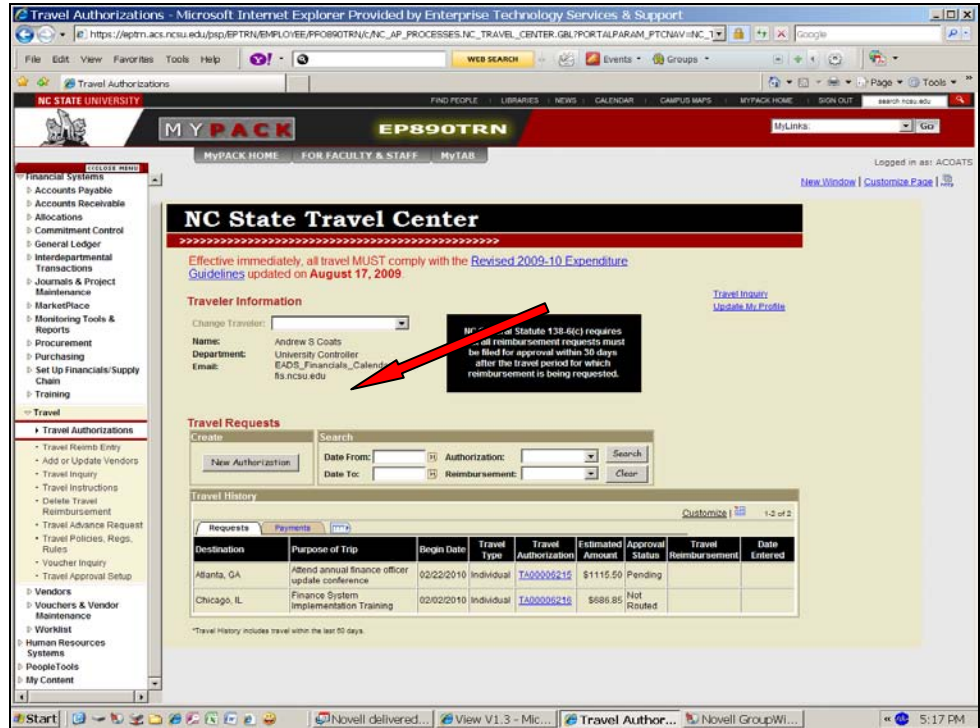
Step	Action
9.	At any time, the Approver can cancel the Authorization if it's not needed by clicking Cancel Authorization link. Cancel Authorization
10.	The Approver may "Deny" the Travel. If denied, add a reason in the denied comments field above, and then click the Deny button. 
11.	Otherwise, if the Travel Authorization is complete and ready for approval, Click the Approve button. 



Step	Action
12.	Click the OK button. 
13.	Note the Date & Time stamp has been added. 



Step	Action
14.	Click the Go To Travel Center link. Go To Travel Center



Step	Action
15.	Notice the "Worklist" is removed when it is empty. Compare with step #3 screen shot.
16.	End of Procedure.