How to Review and Approve Travel Requests & Sent back to Employee

1. Review detailed request information, including trip details, estimated expenses, attachments, and approval status.
2. From the request, you can **Approve** the request, **Edit Approval Flow** to modify the routing path, or **Send Back to Employee** if updates or additional information are needed.
3. Select **Send Back to Employee** if corrections are needed.
4. Provide the reason for returning the request in the comments field.
5. The employee will be notified and can review your comments, make the required changes, and resubmit the request.





