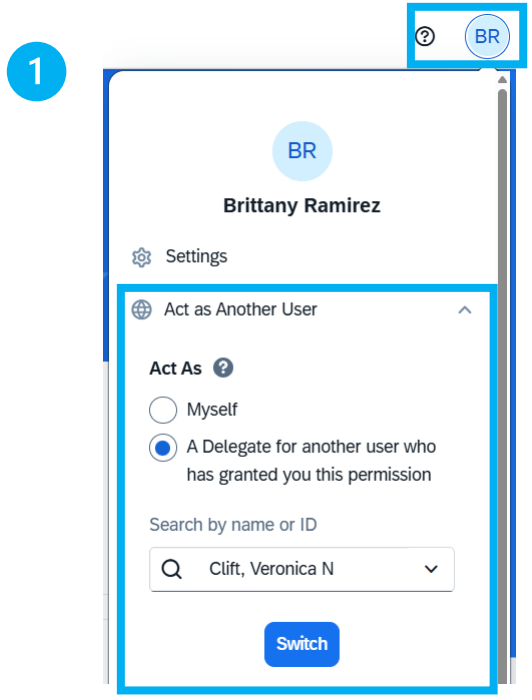
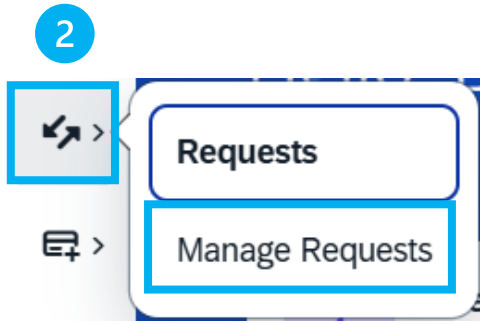
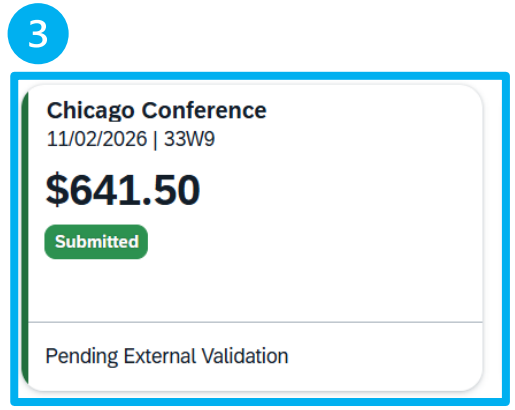
How to check the status of a Travel Request

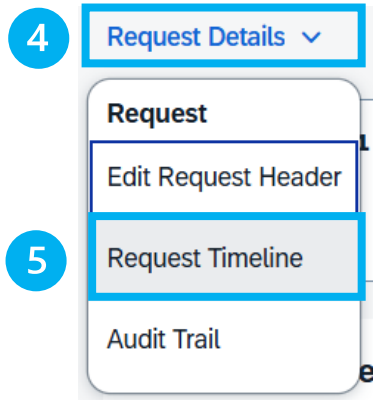
Wondering where your team's Travel Request is? Use **Status Tracking** to follow its progress through approvals:

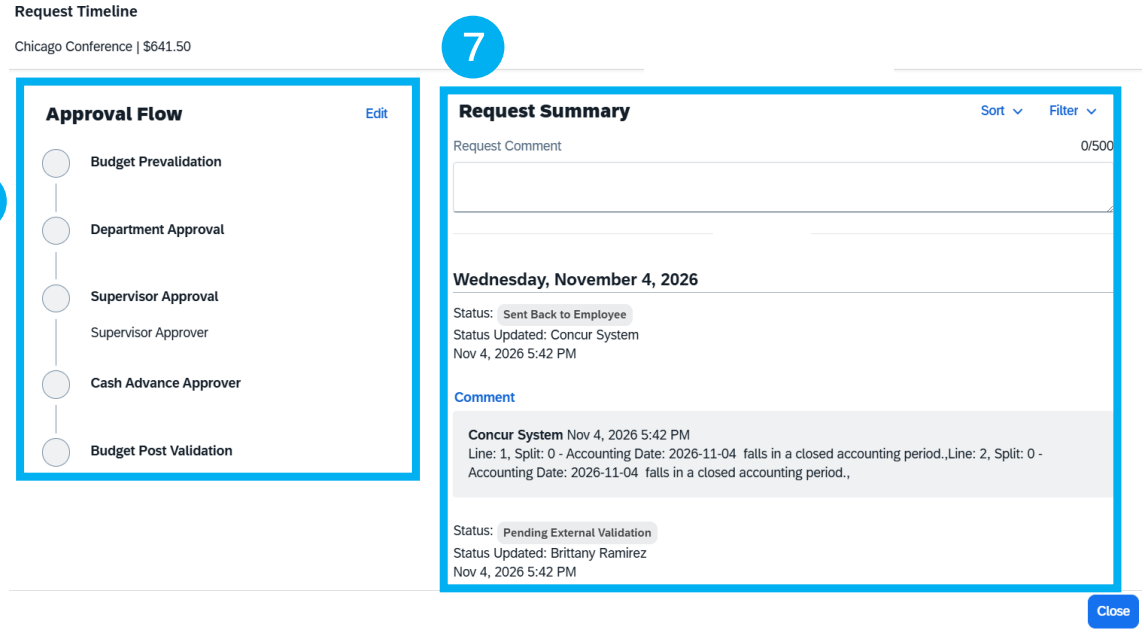
1. **Switch to the Employee's Profile**
   Use the **Delegate** feature to select the person whose Travel Request you want to track
2. **Open the Travel Request**
   Click Requests on the navigation menu and select Manage Requests
3. **Select the Request** you want to view
4. **Select Request Details**
5. **Select Request Timeline**
6. **View the Request Status**
   The timeline shows where the request is in the approval process
7. **View the Request Summary**
   You can also review the request details from this page











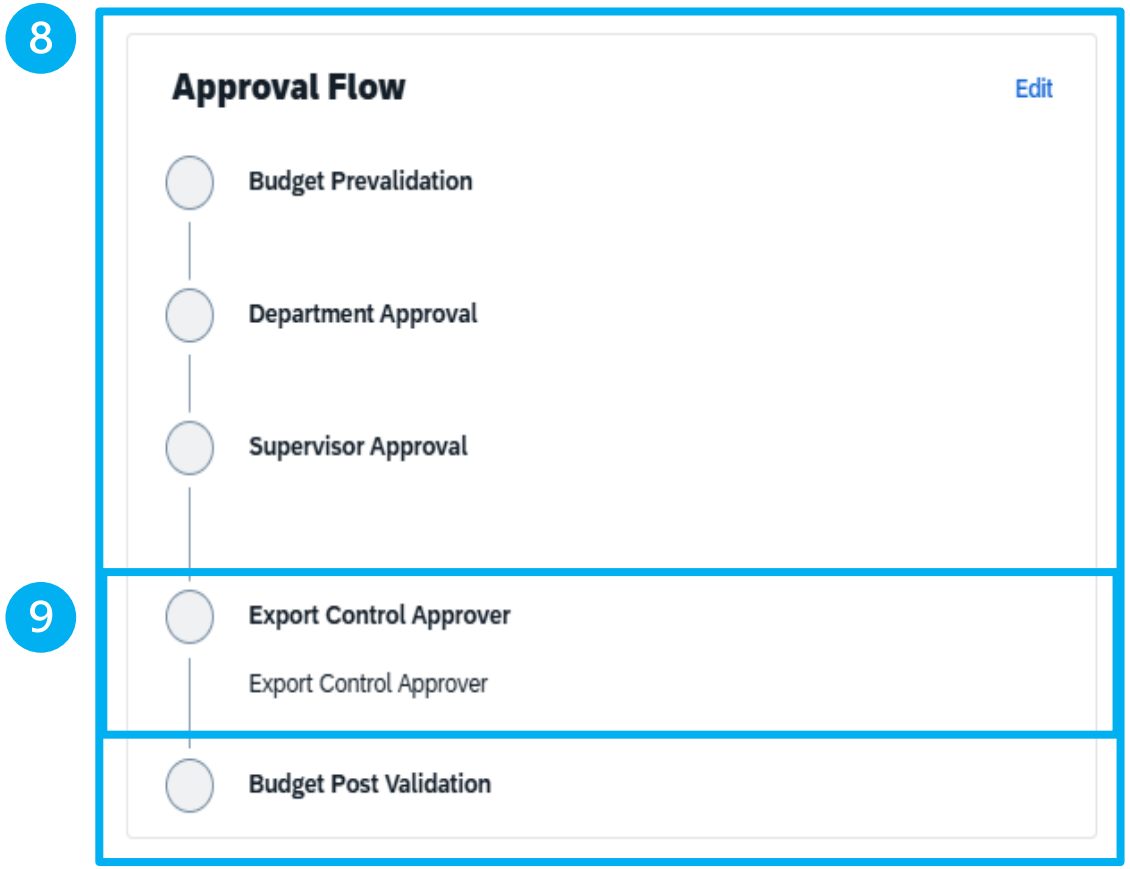
International Travel: Additional Approval Step

International Travel Requests include an additional Export Control approval as part of the approval process

8. **Repeat Steps 1–7** to view the Request Timeline
9. **For International Travel Requests**, notice the additional **Export Control** approval automatically added to the workflow

Travel to restricted regions may also require International Oversight Committee (IOC) approval

Use the timeline to track these additional approval steps and plan ahead when submitting



Next Up: Budget Validation Errors - Learn what they mean and where to view them