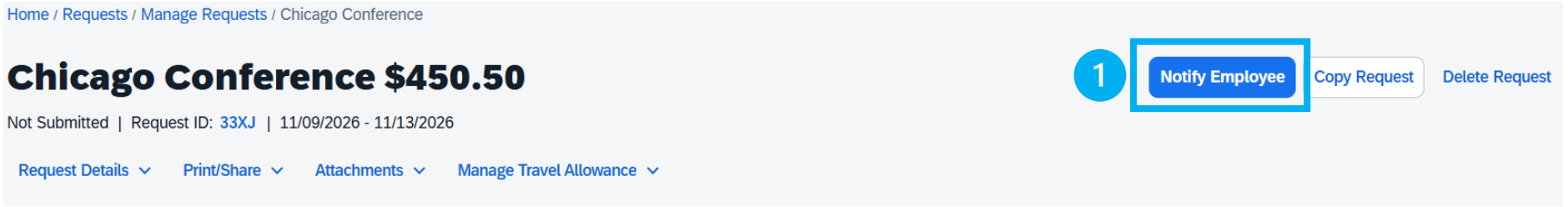
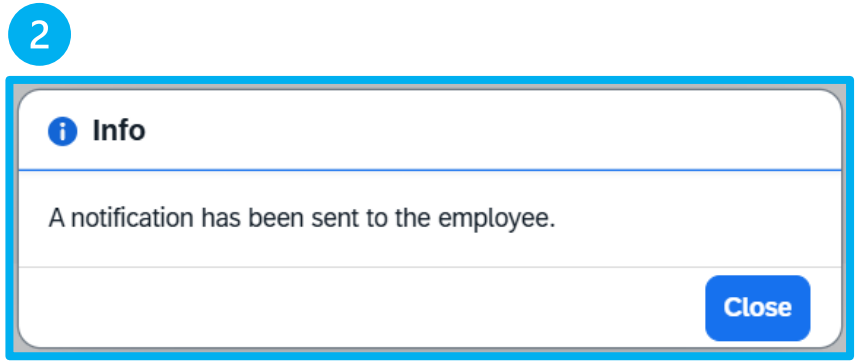
Notify Your Team to Review & Submit

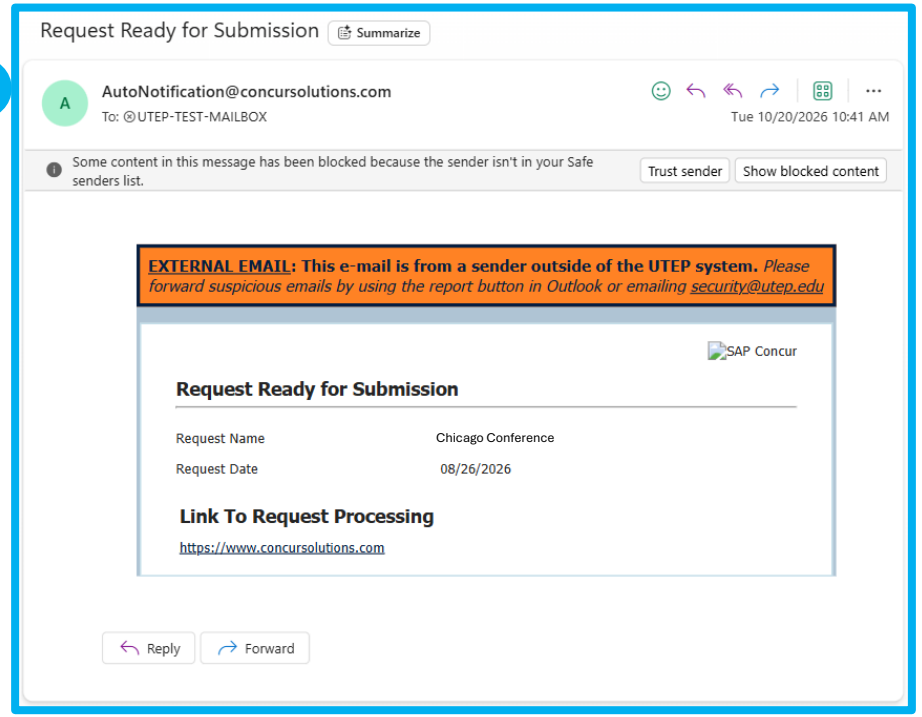
Once all expected expenses, Travel Allowances, and Cash Advances have been added, the Travel Request is ready for review.

Notify the employee that the request is ready

1. Select **Notify Employee**
2. A confirmation will appear letting you know the notification was sent
3. The employee will receive an email letting them know the Travel Request is ready to **review, certify, and submit**







Next Up: The Employee's Point of View - See how the employee reviews, certifies, and submits the Travel Request