Approving Travel Documents

Option 1: Email Approval
1. Approver will receive the following email notification: “Approval requested for…”
2. Click hyperlink to navigate to the travel approval page.
3. Enter your University credentials to log into PeopleSoft.

Option 2: Worklist Approval
1. Click the Worklist link located at the upper right corner of the home page.
2. From the Worklist Filters dropdown box select Approval Routing (if available).
3. Use arrow icons to navigate through multiple Worklist items.
4. Select document Link to open document to review and approve.
1. Review **General Information** section.
2. **Action History** section shows transaction history.
3. **Pending Actions** section shows pending Approvers.
4. Click **Attachments** link to see receipts.

**Note:** To review Funding Information (see steps 5-9)
5. Click the **Expense Type** link for each line item.
6. Click **Accounting Detail** link.
7. Review **Accounting Summary** section for Cost Center/Project funding information.
8. Click **OK** to go back to previous screen.
9. Click the **Return to Travel Authorization Details** link to return to the main approval page.
10. **Approver Actions:**
   - **Approve:** Document is approved and routed to next approver.
   - **Send Back:** Document is sent back to creator for revision or modifications.
   - **Deny:** Document is not approved and cannot be restarted.
   - **Hold:** Document is placed on hold by the approver pending further action.

11. Click the **OK** button to submit confirmation and complete approval action.

12. **Note:** If Approver receives a "Message Error..."
   - Click **OK** in the Message box.
   - Click the **SEND BACK** button to return document for correction.