

TRAVEL APPLICATION

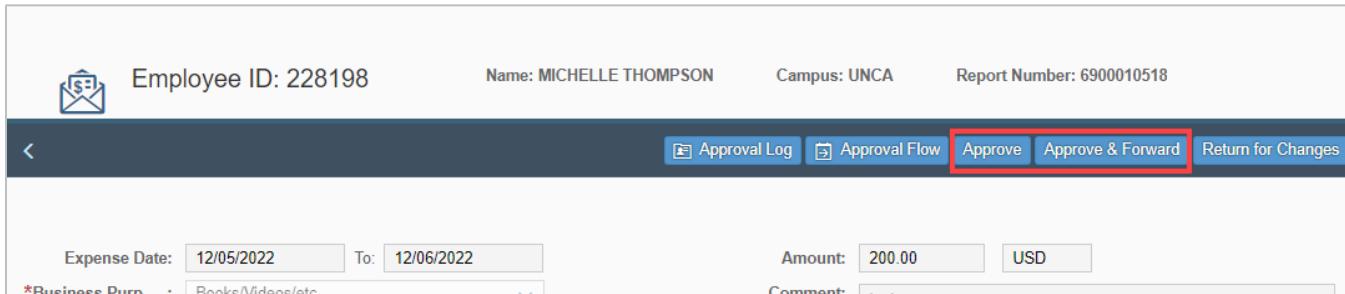
Approvals

HELPFUL HINTS

 **Approvers have the option to approve or approve and forward a non-travel expense.**

PROCEDURE

Locate and open the submitted non-travel expense from the *Approvals Workflow Inbox* tile.



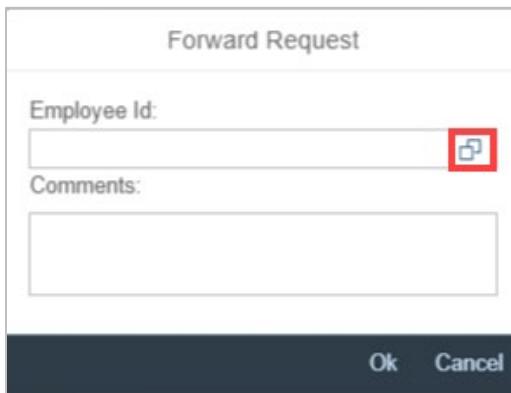
Employee ID: 228198 Name: MICHELLE THOMPSON Campus: UNCA Report Number: 6900010518

Expense Date: 12/05/2022 To: 12/06/2022 Amount: 200.00 USD

*Business Purp: Books/Movies/etc Comment:

Approval Log Approval Flow Approve Approve & Forward Return for Changes

Click **Approve** to approve the non-travel expense report. The system will automatically forward to the next person in the approval process. Click **Approve & Forward** to approve the non-travel expense report. A pop-up box appears. Click  to search for an employee.



Forward Request

Employee Id: 

Comments:

Ok Cancel

APPROVE AND FORWARD: NON-TRAVEL EXPENSE

Travel Quick Reference Guide

Updated January 19, 2023

Enter search criteria and click  **Search**.

Employee Details

Personnel Number:	<input type="text"/>	Company Code:	<input type="text" value="1000"/>
Last name:	<input type="text"/>	Campus Code:	<input type="text"/>
First name:	<input type="text"/>	Max hits:	<input type="text" value="200"/>

Items (2)

PersNo.	Last name	First name	CoCode	Campus

Select the button to the right of the name and click .

Personnel Number:	<input type="text"/>	Company Code:	<input type="text" value="1000"/>
Last name:	<input type="text" value="Grauer"/>	Campus Code:	<input type="text"/>
First name:	<input type="text"/>	Max hits:	<input type="text" value="200"/>

Items (2)

PersNo.	Last name	First name	CoCode	Campus
00092003	GRAUER	TRACY	1000	UNCA

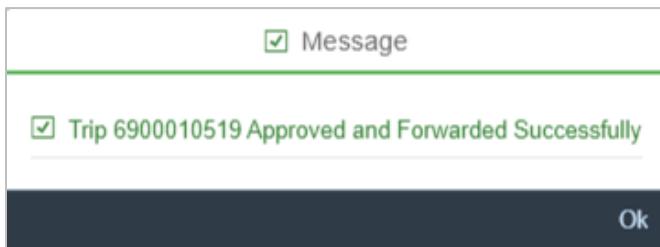
The employee ID appears in the pop-up box. Enter a comment if desired and click **Ok**.

Forward Request

Employee Id:	<input type="text" value="00092003"/>	
Comments:	<input type="text"/>	

A confirmation message appears. Click **Ok**.



The approval flow displays the added-in approver and a notification email will be sent.

