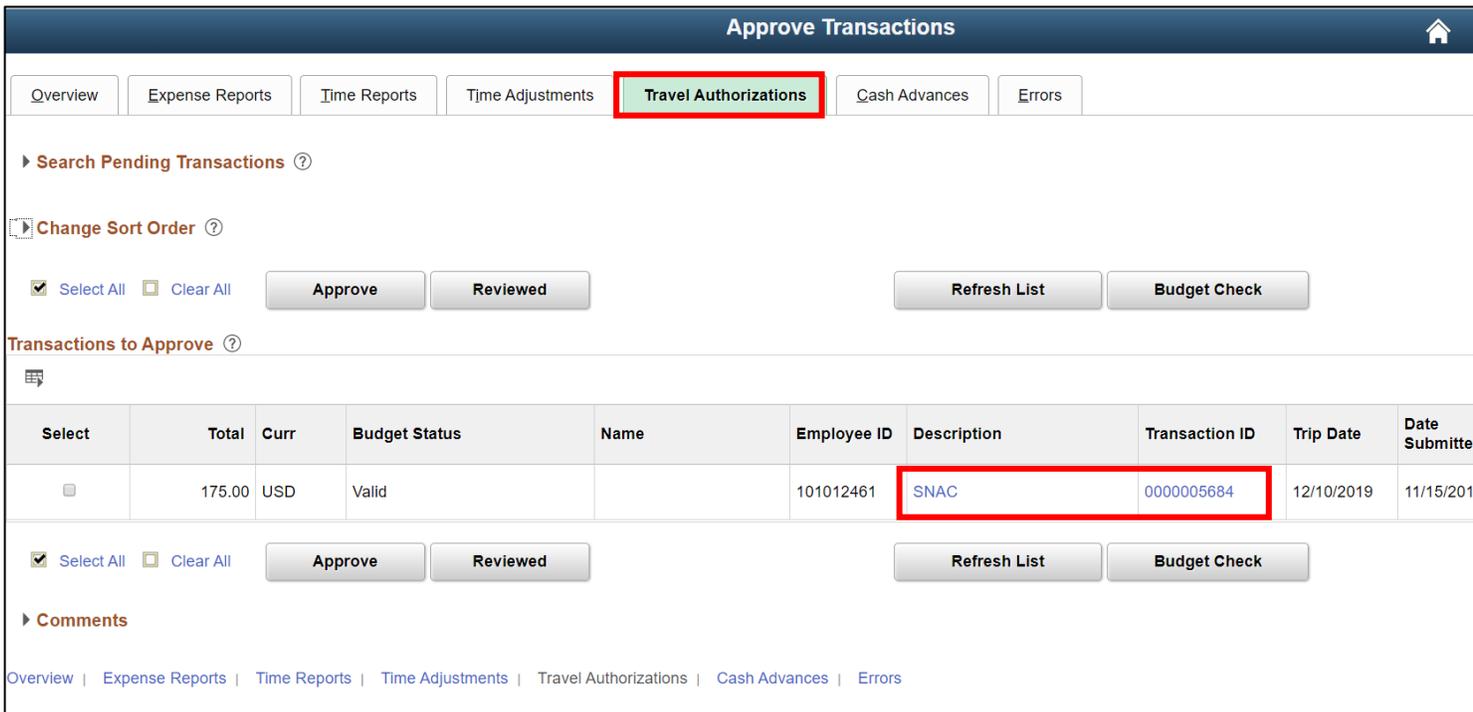


Approving Travel Authorizations

You will receive emails with the subject line “[EXTERNAL] Approval requested for travel authorization.” Clicking on the link in the email will take you directly to the approval screen for that transaction. Alternatively, you can log into ctLink to access the Approve Transactions page where you can perform all expense related approvals. You will not be able to complete the approval process, using the Expenses tile or the Approvals button from the NavBar. Please use the “classic” navigation shown below:

Navigation: NavBar > Navigator > Travel and Expenses > Approve Transactions > Approve Transactions

1. On the **Approve Transactions** page, select the **Travel Authorizations** tab to review and approve multiple Travel Authorizations. The **Travel Authorizations** tab will display.



The screenshot shows the 'Approve Transactions' interface. The 'Travel Authorizations' tab is highlighted with a red box. Below the tabs, there are search and sort options, and buttons for 'Approve', 'Reviewed', 'Refresh List', and 'Budget Check'. A table titled 'Transactions to Approve' contains one entry with the following details:

Select	Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted
<input type="checkbox"/>	175.00	USD	Valid		101012461	SNAC	000005684	12/10/2019	11/15/2019

The 'Description' and 'Transaction ID' columns for this entry are highlighted with a red box. Below the table, there are additional 'Approve', 'Reviewed', 'Refresh List', and 'Budget Check' buttons, and a 'Comments' section.

2. On the **Travel Authorizations** tab, select the **Description** link or **Transaction ID** link to navigate to the **Travel Authorization Summary** page.
3. On the **Travel Authorization Summary** page, you can review the general information about the Travel Authorization. If there are any attachments or notes, you may view them by selecting the **Attachments** or **Notes** links. To review detailed information about each expense line, select the **Expense Type** link to access the **Expense Detail** page.

Approve Travel Authorization

Travel Authorization Summary

User Defaults

General Information

Description	SNAC	Authorization ID	0000005684		
Business Purpose	Team Building Session	Reference			
Status	Approvals in Process				
Date From	12/10/2019	To	12/10/2019	Updated on	11/18/2019
				By	101012204
				Attachments (1)	Notes

Accounting Defaults More Options

Details

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve
Meals no per diem	12/10/2019				175.00	USD	<input checked="" type="checkbox"/>

Totals

Total	175.00	USD
Less Non-Approved	0.00	USD
Total Authorized	175.00	USD

4. On the **Expense Detail** page, you can review the key field from the Travel Authorization including the description. Select the **Accounting Detail** link to verify the chartfield string is correct.

Approve Travel Authorization

Authorization Detail for Meals no per diem (Line 1)

Authorization ID 0000005684

About This Expense

*Date

*Payment Type

*Billing Type

*Description

Amount USD

[Accounting Detail](#)

Approve Authorization

[Return to Travel Authorization Details](#)

Note: The **Approve Authorization** check box will automatically be checked. If you do not want to approve a single line item, you can uncheck the box. A drop down menu will appear, where you will need to select a reason for the denial. You can also deny individual lines on the **Approve Travel Authorization** page under the **Approve** column. If you uncheck the box, the drop down will appear.

- On the **Accounting Detail** page, review the chartfield string to ensure the travel will be charged to the appropriate budget account. Select the **OK** button. Then select the **Return to Authorization Details** link on the previous screen.

Travel Authorizations Approve Transactions

Approve Travel Authorization

Accounting Detail

Authorization ID 0000005684

This is the accounting details for expense type Meals no per diem with a transaction date of 2019-12-10 in the amount of 175 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Accounting Summary

Amount	*GL Unit	Oper Unit	Account	Fund	Approp	Class	Dept	Program	PC Bus Unit	Project	Activity
175.00	WA140	7140	5080010	522		264	53144				

OK

- On the **Travel Authorization Summary** page, locate the **Budget Options** link at the bottom of the page. If the Budget Status has not been checked, this area will indicate Budget Status **Not Checked**. The approval workflow requires the first approver to complete the budget checking process. Select the **Budget Options** link. The **Commitment Control Details** page will display.

Comments

Budget Checking completed. Report is ready for Approval/Posting.

Budget Status Valid

Budget Options

Approve Send Back Hold Deny Save Changes

Return to Approval List

- On the **Commitment Control Details** page, select the **Budget Check** button to initiate the Travel Authorization budget check. Once the budget check has successfully run, the Budget Checking Header Status will change to **Valid** and additional fields are displayed. Then select the **OK** button.

Note: During the budget checking process, you may receive a Budget Checking Error pop-up. This indicates that the budget account being used needs some additional work by Business Services before it can be assigned. Close the pop-up windows by selecting **OK** and **NO**. Select the **Send Back** button to return the Travel Authorization to the requester and include a note that there is Budget Checking Error to resolve before resubmitting.

8. If you are ready to approve the Travel Authorization, select the desired approval action button at the bottom of the screen. In this example, **Approve** was selected. The **Save Confirmation** page will display, select the **OK** button to confirm.

9. If you have questions or suggested revisions that you need to the requester to make before you approve the Travel Authorization, you should select the **Send Back** button. This option will allow the requester to make the necessary changes and resubmit the Travel Authorization for approval. You must enter a reason for sending the request back in the **Comments** field. If you haven't entered a comment, you will receive a pop up to remind you.
10. You should only use the **Deny** button in cases where the Travel Authorization will never be approved. Once a Travel Authorization has been denied, it can never be revised or resubmitted. This is a final action that will also require you to enter a comment.
11. If you started the approval through the email link, you can close the window. If you navigated to the Approve Transactions page, and you have multiple transactions to approve, the next transaction needing your approval will automatically populate on the **Approve Travel Authorization** page.