Approve Travel Expense

Universal Worklist Tab

Location(s):

      UWL

Purpose: Travel expenses will need to be approved by the traveler if entered by a travel administrator. All travel expenses can be approved or rejected via the Universal Worklist tab of myNKU.

1. Log into myNKU
    a. https://myNKU.nku.edu/irj/portal
2. Select Universal Worklist tab.

3. Click the underlined subject for the travel expense to approve/send back for correction.
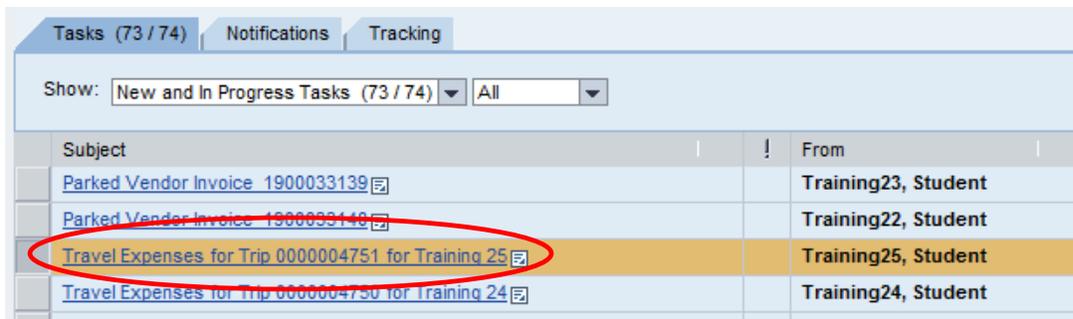
4. A new window will open.
5. Click Approve Travel Expense to approve or Send Travel Expense Back for Correction to return to the initiator.

Travel Expenses for Trip 0000013303 for Training 16

| Sent Date: | Apr 23, 2014 by Training16, Student | Priority: | Medium |
| Status: | New | Substituted For: | Mary Beth Dawson |

Description: Please approve or send back for correction the travel expense.

Personnel Number: 00004322
Trip Number:0000013303
Destination:Lexington
Reason:Retention and strategies for honors students
Departure:
Return:
Cost (Estimated): 0.00
Cost (Reimbursed): 88.54

Click this link to view the expense details. A new window will open and the PDF breakdown will be displayed.

Required Reading:

Type	Title	Create...
	EmployeeTrip: 0000013303 - Display Object	

Attachments:

Type	Title	Created On	Created By
	EmployeeTrip: 0000013303		

Travel Expenses for Trip 0000013303 for Training 16:
Approve Travel Expense | Send Travel Expense Back for Correction

- If the approver would like to view the cost breakdown for the expenses, click the Required Reading link, and then click Simulate

Training 16/ Persnr 4322/ Trip Nbr 13303

Menu ▸ | Back | Exit | Cancel | System ▸ | Simulate | Account Assignment | History | Infocenter: Co...
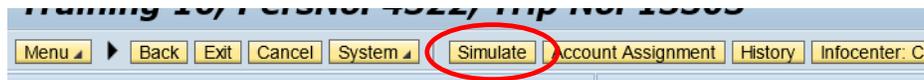
o A PDF document will display, reflecting the expense information.

NKU NORTHERN KENTUCKY UNIVERSITY

Training 16
Personnel Number: 4322
Trip: 0000013303
Apr 23, 2014

Travel Expense Report

General Trip Information

Start of Trip:	Apr 18, 2014	Time:	10:00:00 AM
End of Trip:	Apr 18, 2014	Time:	5:00:00 PM
Country:	US	Region:	KY
Destination:	Lexington		
Reason:	Retention and strategies for honors students		

Additional Trip Information

Settlement Results and Cost Assignment

Amount Type	Amount (USD)
Travel Mileage	80.04
Sum of Receipts to be Reimbursed	8.50
Reimbursement Amount	88.54

Cost Assignment:

Cost Center	Cost Center Description	Grant	Order	Fund	Business Area	Amount
4	Off of the Comptroll	NOT RELEVANT		0111000100	100	$44.27
2	Student Account Srvc	NOT RELEVANT		0111000100	100	$44.27

Receipt Summary:

Doc.	Expense Type	Date	Paper Receipt	From	To	Amount
001	Parking, Tolls	Apr 18, 2014	X	4/18/14	4/18/14	$8.50
	Sum of Receipts		X	4/18/14	4/18/14	$8.50

6. A confirmation will appear at the top of the window when you approve or reject.
7. Close the window.
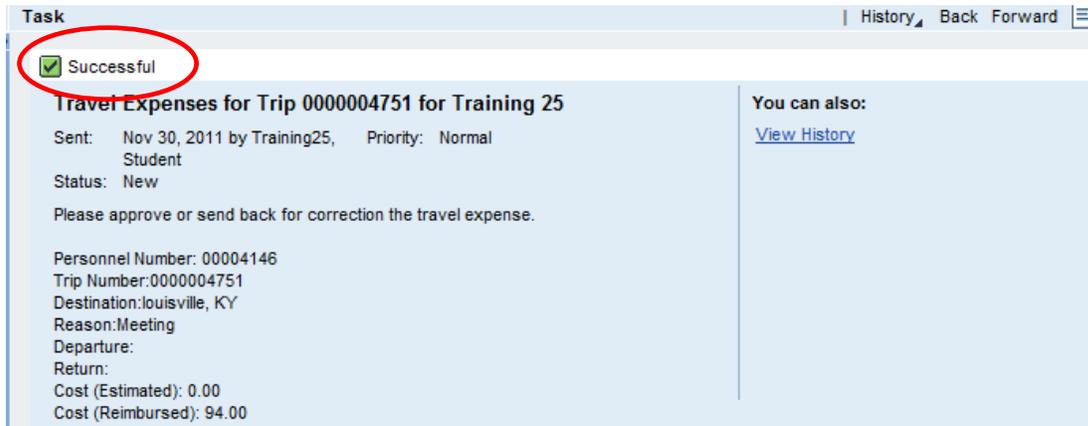
Task | History▾ Back Forward ☰

☑ Successful

Travel Expenses for Trip 0000004751 for Training 25

Sent: Nov 30, 2011 by Training25,   Priority: Normal
         Student
Status: New

Please approve or send back for correction the travel expense.

Personnel Number: 00004146
Trip Number:0000004751
Destination:louisville, KY
Reason:Meeting
Departure:
Return:
Cost (Estimated): 0.00
Cost (Reimbursed): 94.00

You can also:

View History