

Approve Travel Request

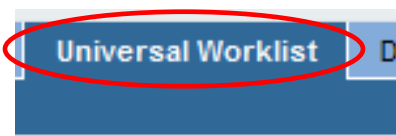
Universal Worklist

Location(s):

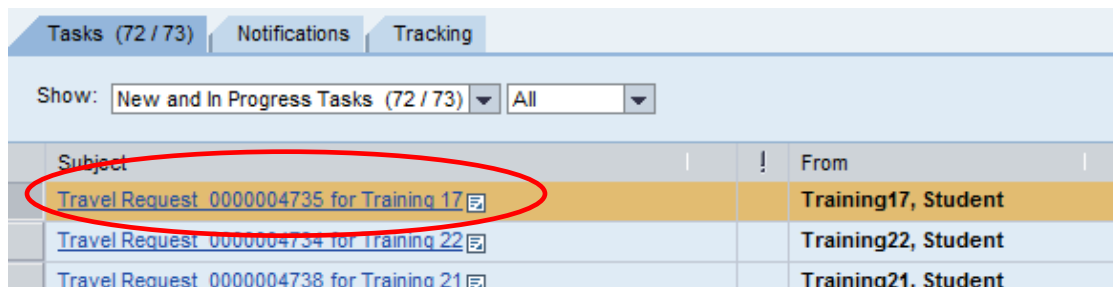
UWL

Purpose: Travel requests will need to be approved by the traveler if entered by a travel administrator. All travel requests can be approved, sent back for correction, 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 request to approve/send back for correction.



| Subject | From |
|--|---------------------|
| <u>Travel Request 0000004735 for Training 17</u> | Training17, Student |
| Travel Request 0000004734 for Training 22 | Training22, Student |
| Travel Request 0000004738 for Training 21 | Training21, Student |

4. A new window will open.

- Click Approve Travel Expense to approve or Send Travel Expense Back for Correction to return to the initiator.

Travel Request 0000013304 for Training 16

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

Description: Please approve, send back for correction or reject the travel request.

Personnel no.: 00004322
 Trip no.: 0000013304
 Trip begins: 05/12/2014 05:00:00
 Trip ends: 05/16/2014 19:00:00
 Reason: National Symposium on Stud Retention (NSSR) 2014
 Location: Knoxville
 Country: Tennessee-Knoxville
 Estimated costs: 1,400.00

Attachments:

| Type | Title | Created On | Created By |
|------|--|------------|------------|
| | EmployeeTrip: 0000013304 | | |

Travel Request 0000013304 for Training 16:
 Approve Travel Request Send Travel Request Back for Correction Reject Travel Request

Travel Request details appear here. You can also click the link under Attachments to view in a new window.

- If the approver would like to view the cost breakdown for the request, click the Attachments link and then click Overview



A PDF document will display, reflecting the cost centers entered and amount to be charged.



Training 16
 Personnel No. 00004322
 Main Campus
 Off of the C comptrol

Travel Request

of Training 16 for trip number 0000013304 from May 12, 2014 to May 16, 2014

Reason for Trip: National Symposium on Stud Retention (NSSR) 2014

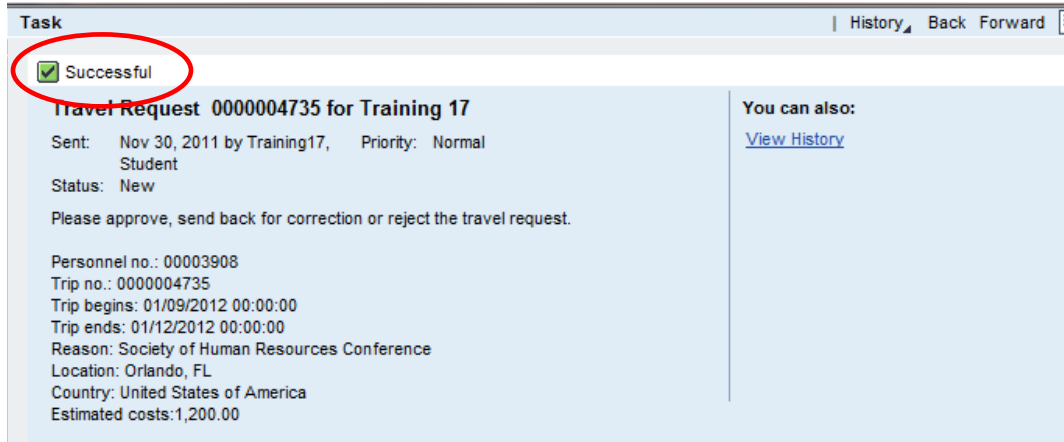
| Start Date | End Date | Destination | Country | Reason | Description |
|--------------|--------------|-------------|---------|--------------------|-------------|
| May 12, 2014 | May 16, 2014 | Knoxville | US | National Symposium | Conference |

| Cost Distribution | | | | | | |
|-------------------|--------------|-------|------------|------|---------|----------|
| Cost Center | Grant | Order | Fund | Area | Percent | Amount |
| 2 | NOT RELEVANT | | 0111000100 | 100 | 50 | \$700.00 |
| 2 | NOT RELEVANT | | 0111000100 | 100 | 50 | \$700.00 |

Estimated Cost: 1,400.00

Created By: TRAINING 16
 Approved By:
 Changed On: Apr 23, 2014
 Last Changed By: TRAINING 16

6. A confirmation will appear at the top of the window when you approve or reject.
7. Close the window.



The screenshot shows a web browser window titled "Task" with navigation links for "History", "Back", and "Forward". A red circle highlights a green checkmark icon next to the word "Successful". Below this, the main content area displays the following information:

Travel Request 0000004735 for Training 17
Sent: Nov 30, 2011 by Training17, Priority: Normal
Student
Status: New
Please approve, send back for correction or reject the travel request.

Personnel no.: 00003908
Trip no.: 0000004735
Trip begins: 01/09/2012 00:00:00
Trip ends: 01/12/2012 00:00:00
Reason: Society of Human Resources Conference
Location: Orlando, FL
Country: United States of America
Estimated costs:1,200.00

On the right side, under the heading "You can also:", there is a blue hyperlink labeled "View History".