Update Travel Returned for Correction

Location(s): Universal Worklist (UWL) and Employee Self-Service (ESS)

Purpose: Follow these steps if a travel request or an expense report has been sent back for an attachment or correction.

1. Log into myNKU.
2. Select Universal Worklist tab.

3. Select the Notifications tab to view the correction(s) needed.

4. Highlight the row that displays Change Trip and view who sent back the travel and the description.

Change Trip: 0000013395 for Training 20
Sent Date: Jun 12, 2014 3:04 PM by Eileen Baker
Status: Read
Description: Enter reason trip is being sent back for correct. Missing attachments, incorrect dollar amount, etc.
Sent back for Attachment

1. Select Employee Self-Service tab
2. Click My Trips and Expenses link

OR

Click the Travel sub-tab, My Employees if entering information as Travel Administrator.

- Highlight the appropriate employee and trip number.
3. On the Travel Request or Expense Report tab, click Add under Attachments column

4. Upload attachment(s) as needed.

   • For detailed instruction on creating an attachment, please view Create Electronic Attachment.

5. Send email to approver that the attachment(s) has been created.
1. Select the Tasks tab.
2. Click the underlined subject that displays Correct trip no...

3. Edit the travel information as detailed from the description reviewed on the Notifications tab.

   **Note:** If a receipt was missing, click in the ExpTy column and select the match code to enter a new receipt. Press Enter on the keyboard to update the information displayed.

4. Click Save.

   - Click Complete Work Item in the new pop-up window.
5. A new window will open, displaying a confirmation message at the bottom.

- Close the window(s) to return to the UWL tab.