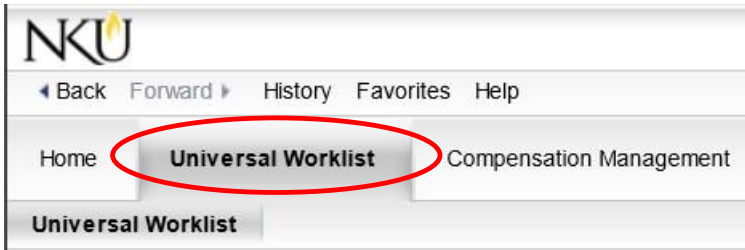


Update Travel Returned for Correction

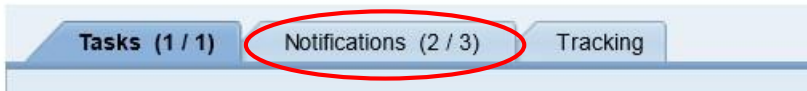
Location(s): Universal Worklist (UWL) and Employee Self-Service (ESS)

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.

A screenshot of the notification list in the myNKU portal. The notification 'Change Trip: 00000' is highlighted in yellow and circled in red. A red arrow points to this notification. Below the notification list, the details for 'Change Trip: 0000013395 for Training 20' are expanded and circled in red. The details include the sent date, status, and description.

Subject	From
Change Trip: 00000	Eileen Baker
	Northern Ken
	Northern Ken

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](#)

[Sent Back for Correction](#)

Sent back for Attachment

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

The screenshot shows the Employee Self-Service portal interface. At the top, the 'Employee Self-Service' tab is circled in red. Below it, the 'Overview' sub-tab is selected. The main content area displays an 'Overview' section with a description of the services. Underneath, there are three main categories: 'Benefits and Payment', 'Travel', and 'Quick Links'. The 'Quick Links' section contains a link for 'My Trips and Expenses', which is circled in red.

OR

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

The screenshot shows the Employee Self-Service portal interface with the 'Travel' sub-tab selected and circled in red. The breadcrumb trail shows 'Employee Self-Service > Travel > Travel'. Below the breadcrumb, there is a section titled 'Overviews' containing two links: 'My Trips and Expenses' and 'My Employees'. The 'My Employees' link is circled in red.

- Highlight the appropriate employee and trip number.

Employee List		
View: [Standard View] Add Employee(s) Remove		
Last Name (Surname)	First Name	Personnel assignmen
16	Training	000

- On the Travel Request or Expense Report tab, click Add under Attachments column

Attachments
Add

- Upload attachment(s) as needed.

Attachments

Delete Attachment		
Title	Added By	Added On
The table does not contain any data		

Add Attachment

Type: File

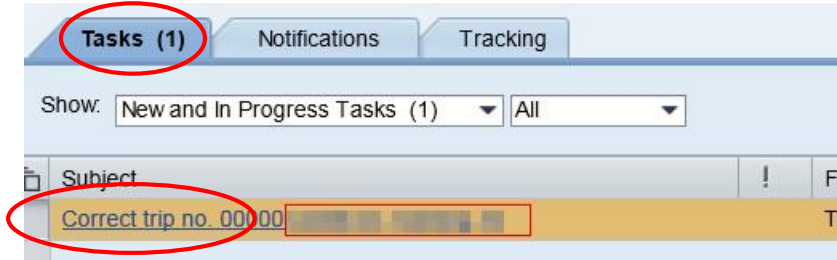
File Path:

- For detailed instruction on creating an attachment, please view [Create Electronic Attachment](#).

- Send email to approver that the attachment(s) has been created.

Sent back for Correction

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.

Training 16, PersNo. 4322, Trip No. 13388

Menu ▾ **Save** Back Exit Cancel System ▾ Simulate Trip Status Account Assignment History Infocenter: Contact Persons

General Trip Data

From 06/23/2014 04:00 Reason Bb (blackboard) confere
 End 06/27/2014 21:00 Loc Birmingham
 Country US Region ALBI
 Posting Date 06/23/2014

PD/FR Reimbursement

MI TAc

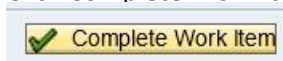
Alternative Cost Assignment for Entire Trip, If Different to Master CA

100% Grant NOT RELEVANT

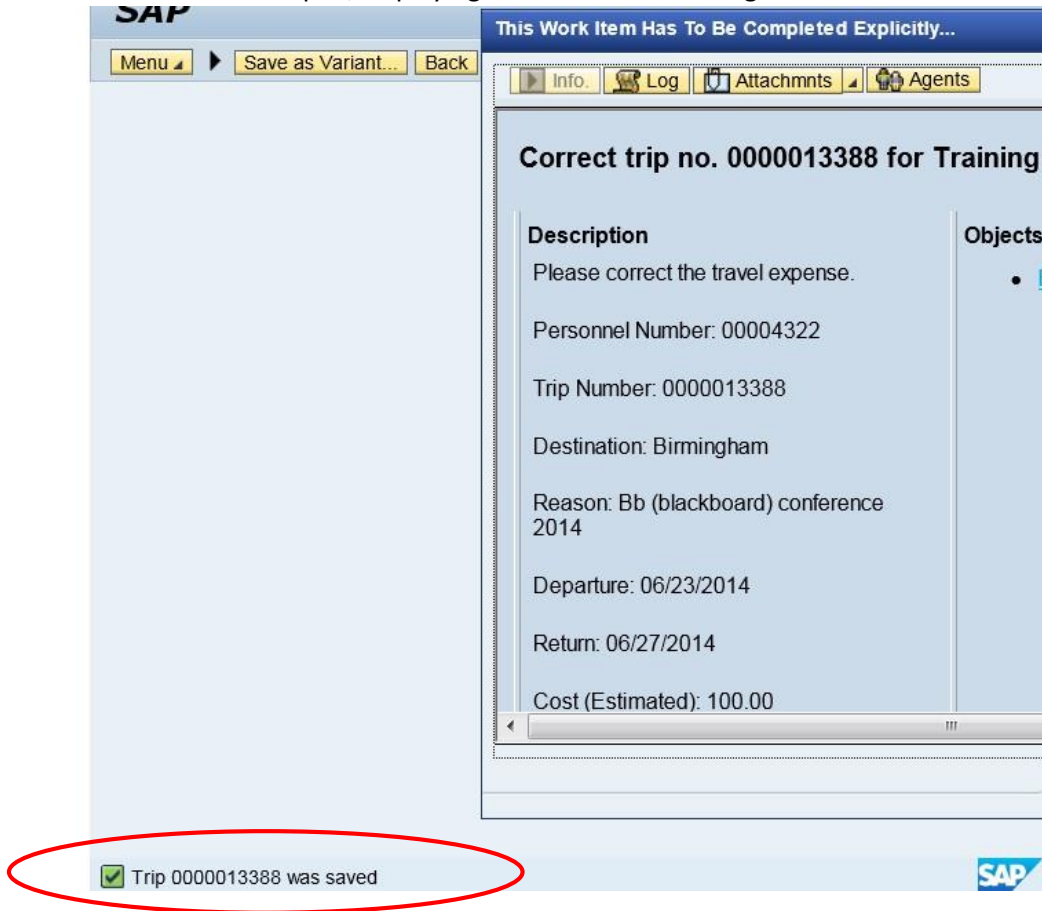
Receipts Addnl Dests Trip Segments Comments

No	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acco...	Date	Info	Atts
001	AIRP	Airfare Paid by N	<input checked="" type="checkbox"/>	20.00	USD	1.00000	USD	06/23/2014		(0)
002	MHLU	Meal-High Rate-L	<input type="checkbox"/>	9.00	USD	1.00000	USD	06/23/2014		(0)
003	MHBR	Meal-High Rate-E	<input checked="" type="checkbox"/>	7.00	USD	1.00000	USD	06/23/2014		(0)
004	TAXI	Taxi, Bus	<input checked="" type="checkbox"/>	15.00	USD	1.00000	USD	06/23/2014		(0)
005	TAXI	Taxi, Bus	<input checked="" type="checkbox"/>	15.00	USD	1.00000	USD	06/24/2014		(0)
006			<input checked="" type="checkbox"/>		USD		USD	06/24/2014		(0)
007			<input checked="" type="checkbox"/>		USD		USD	06/24/2014		(0)

- 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.