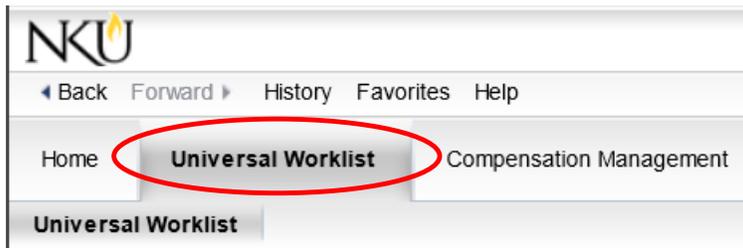


## Update Travel that was Returned for Correction

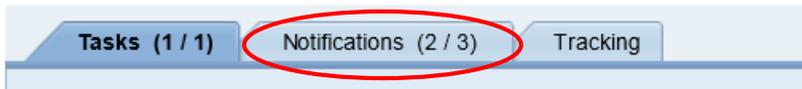
**Location(s):** Universal Worklist (UWL) and Employee Self-Service (ESS)

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

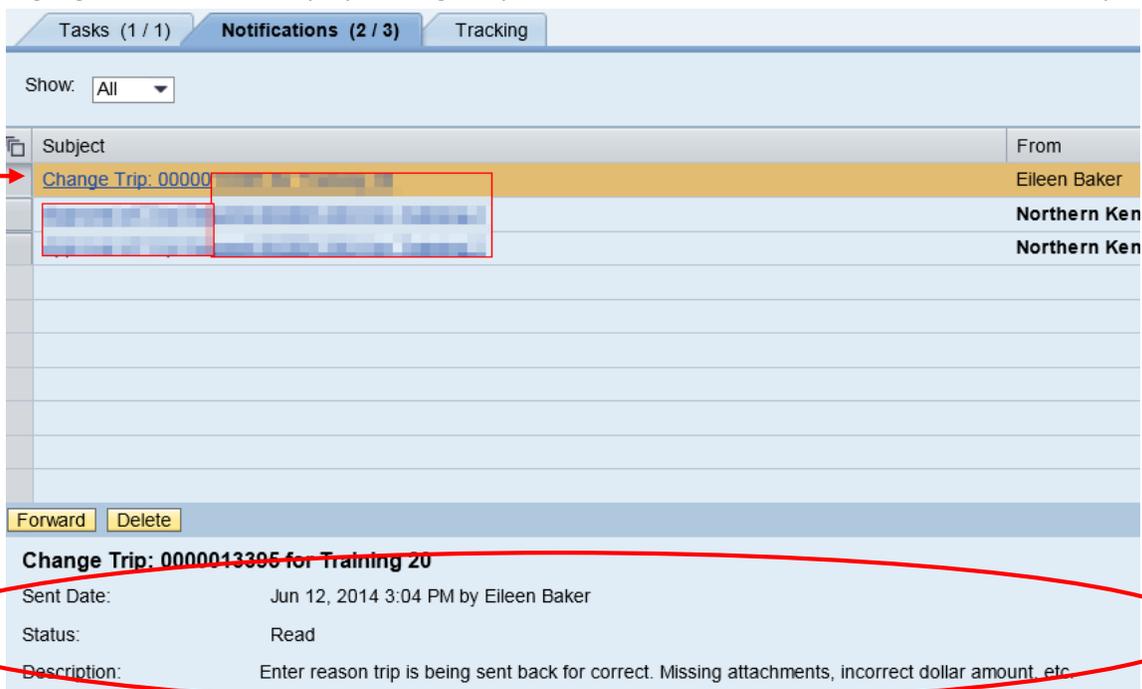
1. Log into myNKU.
2. Select Universal Worklist tab.



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.



[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

Employee Self-Service > Overview > Overview

**Overview**

Employee Self-Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.

**Benefits and Payment**  
 Display the plans in which you are currently enrolled, enroll in new benefits and download a confirmation form.  
 Display your salary statement.

**Travel**  
 Create your travel request and record your travel expenses.

Quick Links  
[My Trips and Expenses](#)

OR

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

Benefits and Payment | Personal Information | Time Management | **Travel**

Employee Self-Service > Travel > Travel

### Overviews

[My Trips and Expenses](#)

Display, change, copy, or cancel one of your existing travel requests or expense reports.

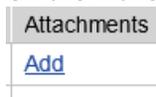
[My Employees](#)

Maintain your employee list here, you can then manage all trips and expense reports for your employees.

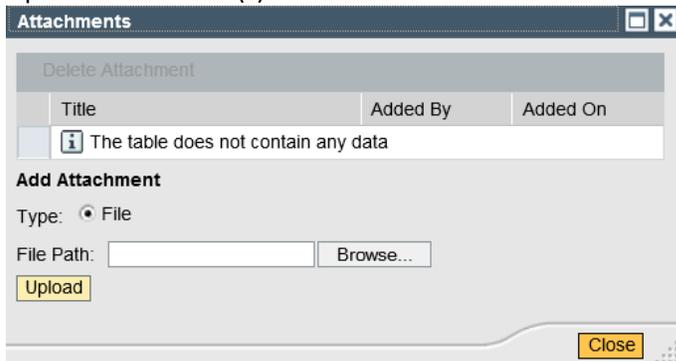
- Highlight the appropriate employee and trip number.

Employee List			
View: [Standard View] Add Employee(s) Remove			
⊞	Last Name (Surname)	First Name	Personnel assignment
	16	Training	0000

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



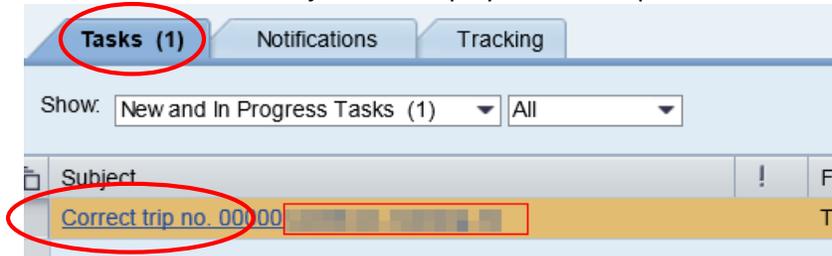
4. Upload attachment(s) as needed.



- For detailed instruction on creating an attachment, please view [Create Electronic Attachment](#).
5. Send email to approver that the attachment(s) has been created.

### 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

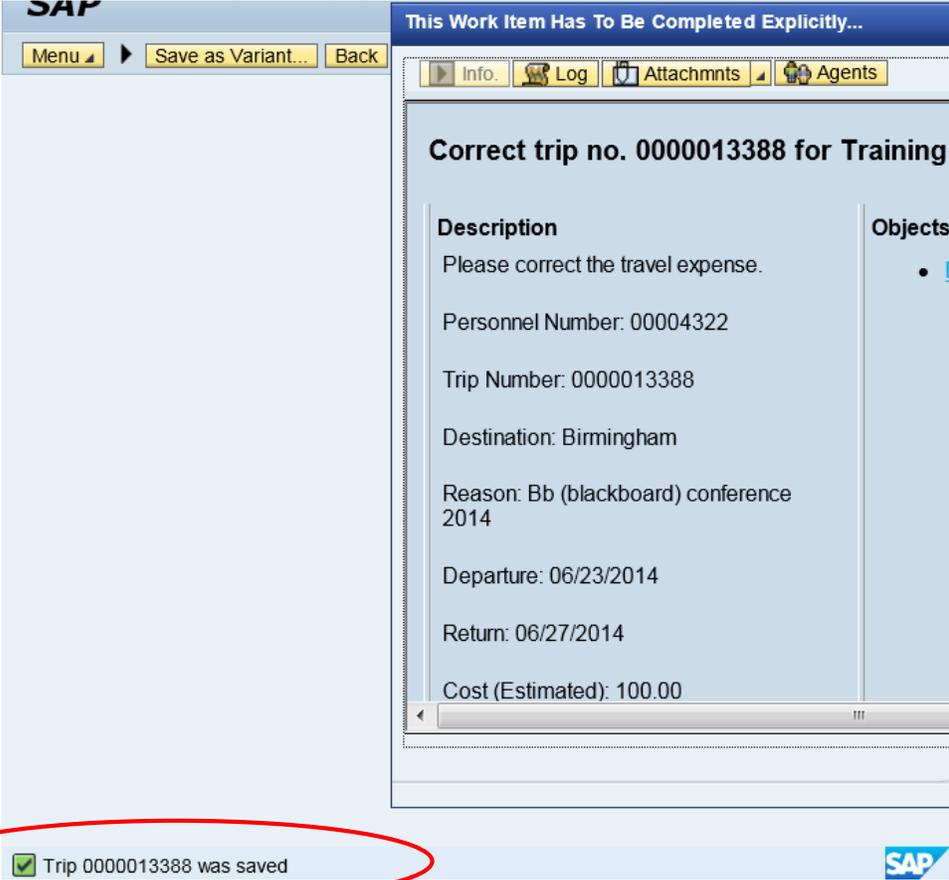
Receipts | Addnl Dests | Trip Segments | Comments

No	ExpTy	Name	P...	Amount	Currncy	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.



**SAP**

Menu Save as Variant... Back

This Work Item Has To Be Completed Explicitly...

Info Log Attachmnts Agents

### Correct trip no. 0000013388 for Training

Description	Objects
Please correct the travel expense.	•
Personnel Number: 00004322	
Trip Number: 0000013388	
Destination: Birmingham	
Reason: Bb (blackboard) conference 2014	
Departure: 06/23/2014	
Return: 06/27/2014	
Cost (Estimated): 100.00	

Trip 0000013388 was saved

**SAP**

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