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
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.

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

4. Upload attachment(s) as needed.

   ![Attachment Interface]

   - 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.

- 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.