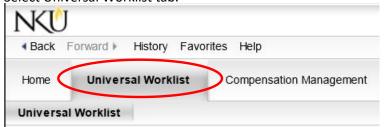


Return Travel for Correction

Location(s): Universal Worklist (UWL)

Purpose: If the travel request or expense report has errors or is missing information, the approver may send it back for correction.

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



3. Click the underlined subject for the travel expense to send back for correction.

Note: The subject line does not need to be highlighted before clicking on the underlined subject.

Tasks (2 / 2) Notifications Tracking		
Show. New and In Progress Tasks (2 / 2)		
Subject	1	From
Travel Request_0000011922 for 18 Training		Training18, Student
Travel Expenses for Trip 0000011821 for 17 Training		Training17, Student

- 4. A new window will open.
- 5. Click Send Travel Expense Back for Correction to return to the initiator.

Travel	Expenses for Trip 00000118	21 for 17 Traini	ng		
Sent Da	ate: Today by Training17, Stude	ent		Priority:	Medium
Status:	New				
Descrip	tion: Please approve or send bac	k for correction the	e travel ex	pense.	
Requir	Personnel Number: 0000751 Trip Number:0000011821 Destination:Cincinnati Reason:NCAA Meeting at UC Departure: Return: Cost (Estimated): 0.00 Cost (Reimbursed): 5.06 ed Reading:				
Туре	Title	Cre	ated On	Created By	
Attach	EmployeeTrip: 0000011821 - Dis	play Object			
Туре	Title	Created On	Create	d By	
Travel	EmployeeTrip: 0000011821 Expenses for Trip 0000011821 fo	r 17 Training:			
	ve Travel Expense Send Travel		Correctio	n	

6. A confirmation will appear at the top of the window.



7. Click Refresh to update Tasks list.



8. Click the underlined subject that displays Enter CHANGE Text for Trip...

Ē	Subject
	Enter CHANGE Text for Trip (

9. Enter the reason the expense report is being sent back.

nter	reason	trip	is being	g sent l	back for	correct.	Missing	attachments,	incorrect	dollar	amount,	etc

10. Click Save to save the text.

Save

• A confirmation message will display

Document changed

11. Click Send... to send the information to the initiator.

Send

• A confirmation message will display that the document was sent.

